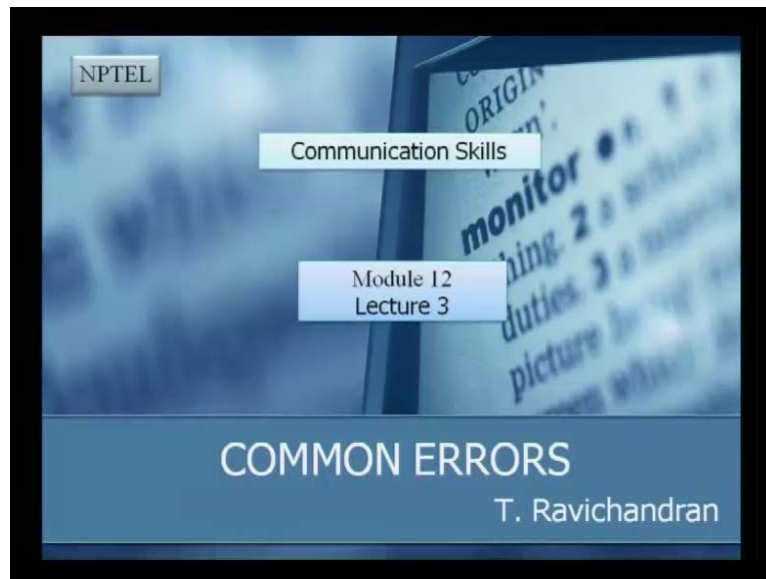


Communication Skills
Prof. T. Ravichandran
Department of Humanities and Social Sciences
Indian Institute of Technology, Kanpur

Lecture - 40

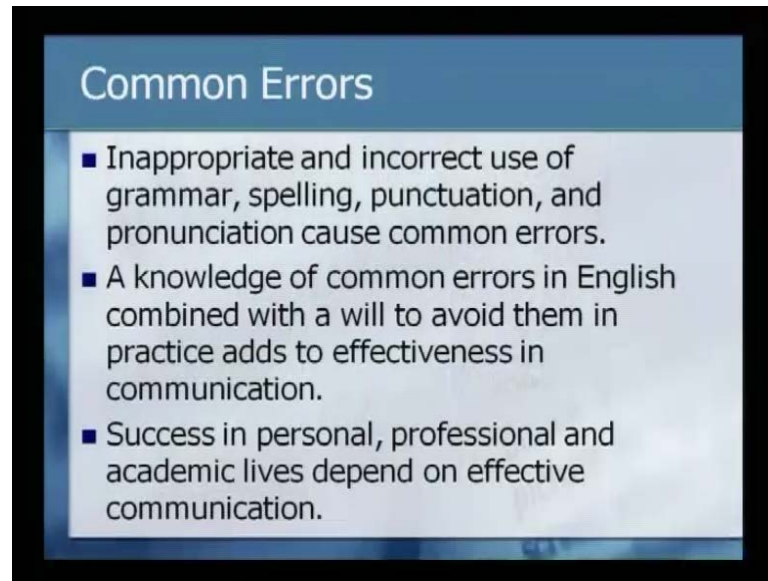
(Refer Slide Time: 00:19)



Hello, welcome to NPTEL's course on Communication Skills. We are on the final module, this is module number 12 and again on the final lecture, this is lecture number 3 on Common Errors. I have been giving two lectures already and this is the third lecture on common errors. And in the past two lectures, we have seen lots of examples, and this time I am slightly giving more examples, complicated ones but then nonetheless, they are also common errors.

Now, before we actually get into the examples, once again let me remind you the definition of common errors. What do we mean by common errors, and why are they significant, why is it relevant to know common errors. Now, common errors as you have understood so far, based on the past two lectures.

(Refer Slide Time: 01:09)

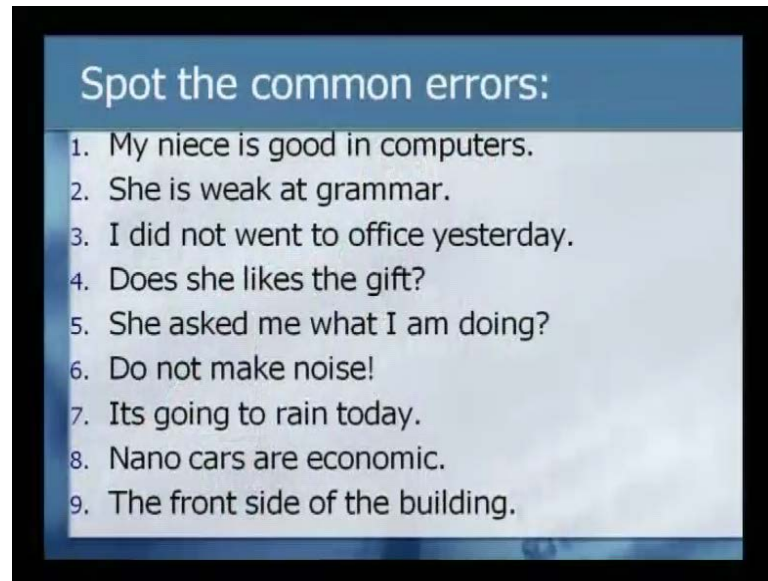


They are inappropriate and incorrect use of grammar, spelling, punctuation and pronunciation, so inappropriate and incorrect use, incorrect use is against the standardly accepted use. Now, in knowledge of common errors in English, combined with a will to avoid them in practice, acts to effectiveness in communication. What do I mean by this, if you know the common errors and not just knowing the common errors but also, practicing it, having the will to practice it.

So, remember that you are committing some kind of errors again and again, on trying to avoid committing those errors repeatedly so that is going to give a cutting edge in terms of your communication skills. Then success in personal, professional and academic life depends much on your communication skills and your ability to overcome this, and make your communication very effective.

Now, let us go to some more sentences with common errors and try to spot the common errors in these sentences.

(Refer Slide Time: 02:14)

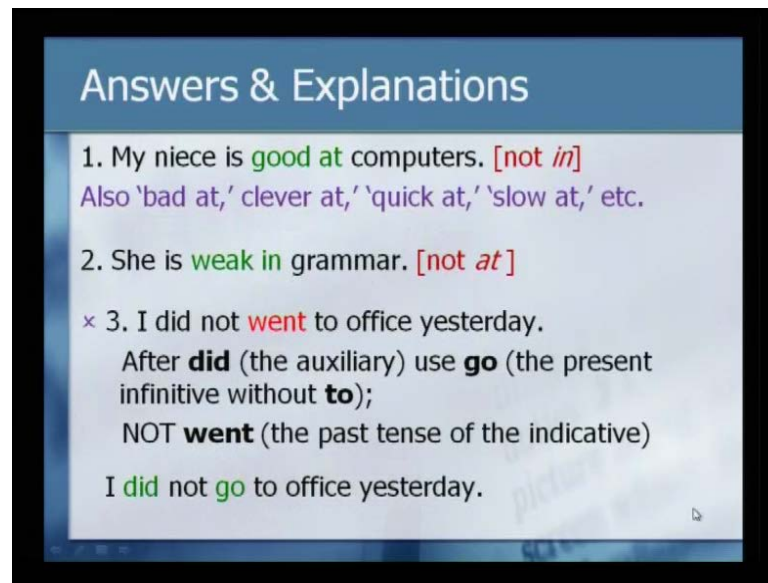


So, in the first set I am giving you about 9 sentences, let us look at one by one, as I said take a piece of paper, try to note down the errors quickly, before I give you the answers and explanations. The first one, my niece is good in computers my niece is good in computers, 2 she is weak at grammar she is weak at grammar, 3 I did not went to office yesterday I did not went to office yesterday, 4 does she likes the gift does she likes the gift, 5 she asked me what I am doing she asked me what I am doing, 6 do not make noise do not make noise.

7 look at the way it is written, I am not going to read it because if I read it, you will get the error so look at these form, i t s is written here, going to rain today. So, look at this, going to rain today and 8 Nano cars are economic Nano cars are economic, 9 the front side of the building the front side of the building. Now, let us look at the answers, I hope you have at least identify the majority of the errors because most of them you have been using them in your day to day communication.

And then, inadvertently you do not even know that, you are committing some of these errors now, let us look at the answers and explanations one by one quickly.

(Refer Slide Time: 04:12)



Answers & Explanations

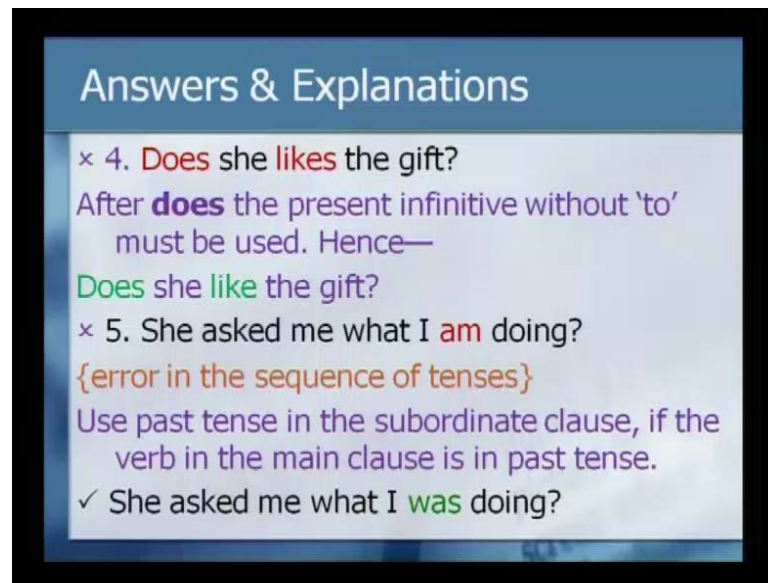
1. My niece is **good at** computers. [not *in*]
Also 'bad at,' 'clever at,' 'quick at,' 'slow at,' etc.
2. She is **weak in** grammar. [not *at*]
- × 3. I did not **went** to office yesterday.
After **did** (the auxiliary) use **go** (the present infinitive without **to**);
NOT **went** (the past tense of the indicative)
I **did** not **go** to office yesterday.

Now, the first one, my niece is good at computers is the correct answer my niece is good at computers is the correct answer not in, good in, some subject is a common error. Also you can say, bad at computers, bad at mathematics, clever at mathematics, quick at mathematics, quick at computers, slow at mathematics, etcetera. But, when you refer to somebody's weakness in terms of a subject, look at the next example, the correct form is she is weak in grammar, it is not at, it is not she is weak at grammar as it is given before, she is weak in grammar.

Then, look at the third common error that has been committed frequently in day to day communication, I did not went to office yesterday, the error here is with reference to the usage of this past form of the verb go, here went is used, which is wrong. Why after did, which is the auxiliary of the verb that is go, you have to use go that is, in the present infinity form without to so did go, not did went so which is the past tense of the indicative.

So, the correct form here is, I did not go to office yesterday I did not go to office yesterday so whenever there is the past form, here it takes the present form, which indicates the past tense sense. So, you do not have to put another past form and create this double past, which is a common error, avoid this.

(Refer Slide Time: 06:18)



Answers & Explanations

× 4. **Does** she **likes** the gift?
After **does** the present infinitive without 'to' must be used. Hence—
Does she **like** the gift?

× 5. She asked me what I **am** doing?
{error in the sequence of tenses}
Use past tense in the subordinate clause, if the verb in the main clause is in past tense.
✓ She asked me what I **was** doing?

Let us go to the next one, fourth one, again a common error does she likes the gift, just singular to did and then go, here it should be does and like. After does, the present infinitive without to must be used that is, you can use only like hence, does she like the gift does she like the gift, not likes. Look at the next one, she ask me what I am doing she ask me what I am doing, if you look at the first part, you are reporting something she ask me, what I am doing.

Now, in the first part, it is in past form and then, in the second part it is in present tense form, which is an error, unless you are quoting directly from somebody. When you are reporting this error, look at this, the error in the sequence of tenses, the sequence of tenses refer to here it is past form and then, this side also it should be past form. So, the error is committed here, what should you do, use past tense in the subordinate clause that is, this is the subordinate clause.

If the verb in a main clause is in past tense, in the main clause she asked me, the principle clause if that is also in past tense then, here it should be in past form, to be in consistence with a main verb. So, the correct form will be, she asked me what I was doing because this was in past form, agrees with a past tense form, before in the main clause that is, asked, shall we go to the next example, look at the next one and this is again an interesting one.

(Refer Slide Time: 08:09)

Answers & Explanations

× 6. Do not **make noise!**
Do not omit 'a/an' from **make a mistake, make a fortune, make an attempt, etc.**
✓ Do not **make a noise!**

× 7. **Its** going to rain today.
Its is the possessive form of it.
It's is the contraction of *it is* or *it has*.
Move the gate on **its** side. [**not it's**]
It's going to rain today.

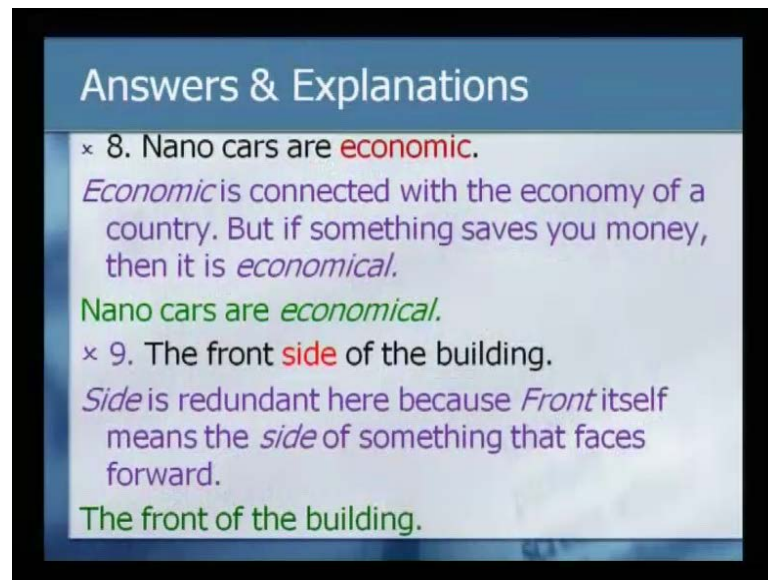
Do not make noise so common, so often we say this, do not make noise but what is missing here is the use of the article a, you should not omit a or an, depending on the sound from phrases like make a mistake, you cannot say do not make mistakes, it is do not make a mistake. Similarly, make a fortune, he make fortune make out of this, wrong so you have to use make a fortune, make an attempt, not make attempt, etcetera. So, the correct form here is, do not make a noise do not make a noise, make a noise.

Now, the next one I said, I am not going to read it but you should see graphically the reason is, if I have read it, I would have given you the answer actually, it is going to rain today. Actually, it is, if you use it in this sense, is the possessive form of it but what you want to say here is, it is and then, you want to say in the contracted form meaning it is or it has.

So, here, what you want to say was, it is going to rain today it is going to rain today and you wanted to use the contracted form, shorten form or abbreviated form it apostrophe s, indicating the short form of it is but you have used by mistake the possessive form of it. Now, this can be used in something like move the gate on it is side so it is, is referring to gate, the possessive form of gate, not it is not it is, whereas it is going to rain today, it is being raining continuously, meaning it has been raining continuously, that is the correct form.

So, these are common error, people commit between it is and it is but one is with the apostrophe meaning it is, the other one is the possessive form, look at the next example, Nano cars or small cars let us, what is meant here.

(Refer Slide Time: 10:50)



Answers & Explanations

× 8. Nano cars are **economic**.
Economic is connected with the economy of a country. But if something saves you money, then it is *economical*.
Nano cars are **economical**.

× 9. The front **side** of the building.
Side is redundant here because *Front* itself means the *side* of something that faces forward.
The front of the building.

Nano cars are economic now, again an error with regard to the usage of the word economic, what is meant here is economical, which is different from the word economic. Now, how is that different, economic is connected with the economy of a country economic is connected with the economy of a country whereas, if something saves you money, if something is giving you financial benefit, discounts so then, it is economical.

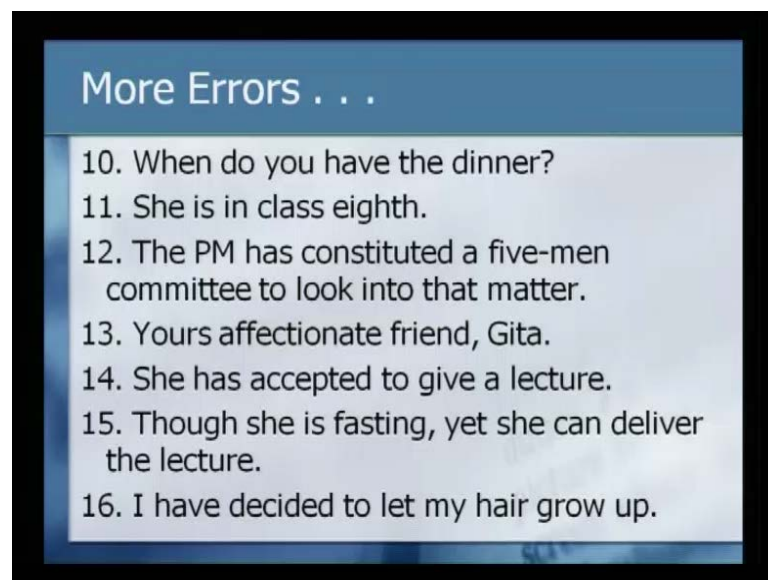
An economical device would actually save you lot of energy and thereby, saving lot of money and so on so remember the difference between economic and economical, do not say economic, when you actually want to say economical. Let us go to the next one, the front side of the building now, one more common error, that we often commit is with regard to excessive use of words, redundant use of words.

Redundancy means, you can minimize the number of words used in a sentence, when you use excessive ones, it becomes redundant, unnecessarily repeated. when the same sense is given by the other word as in this case, the front side of the building, the front is already giving the sense, side is redundant here because front itself means the side of something that faces forward. The side of something that is facing forward is front so that is the side portion of the place where, you face as soon as you enter.

Now, the front of the building is the correct form and side can be removed from this otherwise, when you use it, you are unnecessarily using excessive words. And sometimes, you can also cause confusion by using lot of redundant expressions, which could be easily avoided. When you avoid redundant expression, again your language becomes tight thus, you minimize the number of words and then, you try to maximize the effectiveness of your communication.

I will give more examples on redundancy let us, look at some more errors, another set similar to the ones, that you have been committing before but different examples.

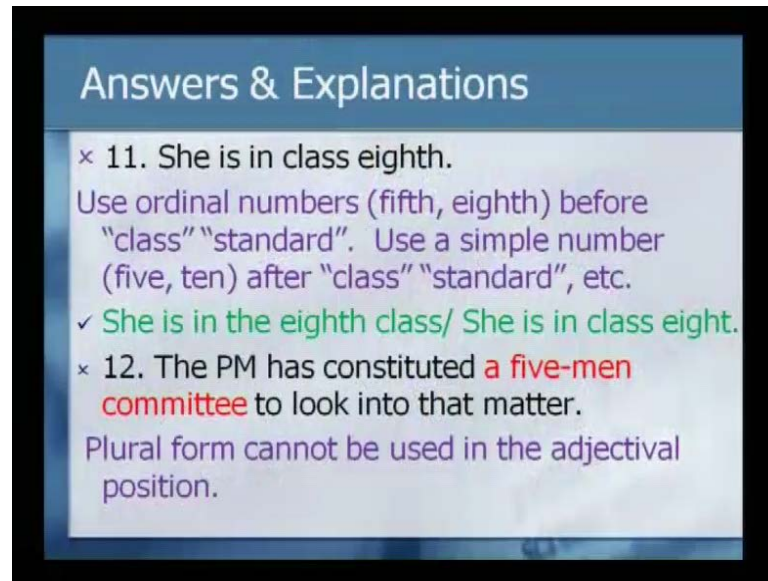
(Refer Slide Time: 13:31)



Look at the next one, when do you have the dinner and then, she is in class eighth she is in class eighth, the pm has constituted a five men committee to look into that matter the pm has constituted a five-men committee to look into that matter, yours yours affectionate friend Gita yours affectionate friend Gita. And next, she has accepted to give a lecture she has accepted to give a lecture and fifteenth one, though she is fasting yet she can deliver the lecture though she is fasting yet she can deliver the lecture.

And next one, I have decided to let my hair grow up I have decided to let my hair grow up now, let us look at the answers, she is in class eighth she is in class eighth.

(Refer Slide Time: 14:53)



Answers & Explanations

× 11. She is in class eighth.
Use ordinal numbers (fifth, eighth) before "class" "standard". Use a simple number (five, ten) after "class" "standard", etc.

✓ She is in the eighth class/ She is in class eight.

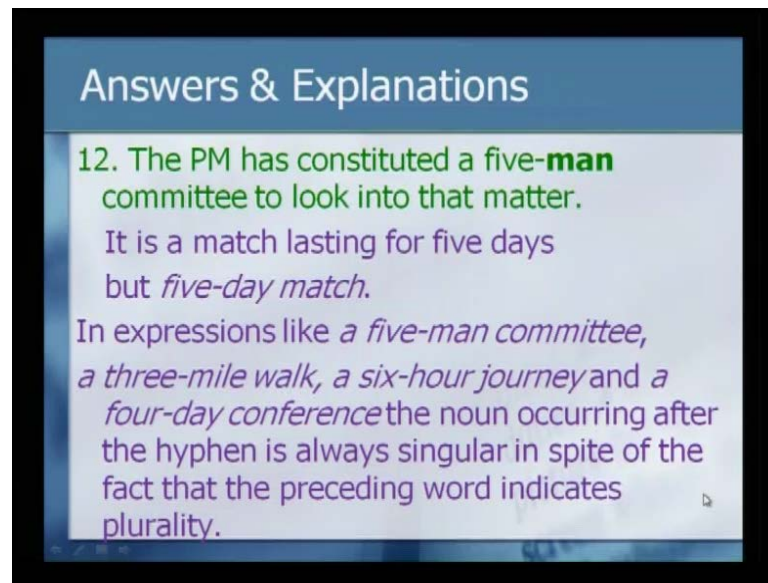
× 12. The PM has constituted a five-men committee to look into that matter.
Plural form cannot be used in the adjectival position.

Now, what is the error here, although it is sound so common let we can say this easily, you have to use the ordinal numbers that is, fifth, eighth before class, standard, use a simple number 5, 10 after class, standard, etcetera. What does it mean, if you are saying she is in class eighth, it will be appropriate to say, she is in the eighth class or she is in class eight. Because, in a simple number like 5, 10 can be used after class or standard, standard 10, standard 8 that is, fine.

But, when you are using that in the ordinal position so then, it is eighth standard, fifth standard, tenth standard, etcetera. Look at the next one, the pm has constituted a five-men committee to look into that matter, the error is committed with regard to this usage of five-men, which is in an adjectival position and it is defining the noun committee, this is again a very frequently committed error so look at it carefully.

What is the error here, the plural form cannot be used in the adjectival position, what is the plural form, the plural form here is, if the five-men. The correct form will be, if a five-man committee because plural form cannot be used in the adjectival position.

(Refer Slide Time: 16:43)



Answers & Explanations

12. The PM has constituted a **five-man** committee to look into that matter.

It is a match lasting for five days but *five-day match*.

In expressions like *a five-man committee*, *a three-mile walk*, *a six-hour journey* and *a four-day conference* the noun occurring after the hyphen is always singular in spite of the fact that the preceding word indicates plurality.

Look at the explanation, the correct form is, the pm has constituted a five-man committee to look into that matter, example or similar examples you can say, it is a match lasting for five days. If you want to use the plural form then, you have to form a sentence like this and say, it is a match lasting for five days. But, if you use this five days in an adjectival position as here where, it is trying to describe the noun that follows match so then, have to say five-day match, not five days match, which is incorrect.

So, those of you watch cricket, play cricket so you use this easily but then, remember the logic behind this so you do not commit similar errors, as in the case, that I gave a five-man committee is the right one instead of, saying five-men committee. Now, in expressions like a five-man committee or a three-mile walk, a six-hour journey and a four-day conference, the noun occurring after the hyphen is always singular in spite of a fact that, the preceding word indicates plurality.

So, five is indicating plurality but the next one, the hyphenated noun that is coming after since it is an adjectival position, it is taking the singular form. So, remember this, next one is very interesting so you use this at the end of the letter writing and then, you sign off very quickly.

(Refer Slide Time: 18:29)

Answers & Explanations

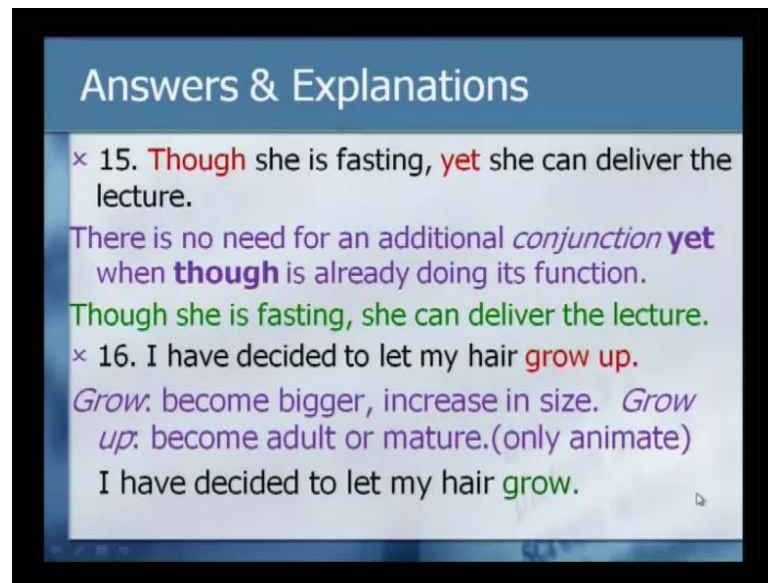
× 13. **Yours** affectionate friend, Gita.
■ **affectionate** is *adjective*, **affectionately** is *adverb*.
✓ Your affectionate friend, Gita
✓ Yours affectionately, Gita.

× 14. She has **accepted** to give a lecture.
When you *agree*, you commit to do something.
When you *accept*, you receive something.
She has **agreed** to give a lecture.

And often it is written like yours affectionate friend Gita now, what is the error here, affectionate is adjective that is fine, affectionately is adverb that is also known to you. But, when you use along with your so then, understand the position, it could be your affectionate friend. So, then, it comes in the adjective position, your affectionate friend Gita or yours affectionately Gita. So, if you are using yours then, it should take the adverb form, yours affectionately Gita so you cannot say yours with affectionate.

Look at the next explanation, she has accepted to give a lecture, again it is with regard to wrong usage, she has accepted to give a lecture, what is wrong here. When you accept actually you receive something, I accepted the offer and you when you accept, you get it in your hand. When you agree, you commit to do something, you say you will be doing it like you say that, you will give a lecture. So, when you agree, you commit to do something so the right form here is, she has agreed to give a lecture she has agreed to give a lecture.

(Refer Slide Time: 20:03)



Answers & Explanations

× 15. **Though** she is fasting, **yet** she can deliver the lecture.
There is no need for an additional *conjunction yet* when **though** is already doing its function.
Though she is fasting, she can deliver the lecture.

× 16. I have decided to let my hair **grow up**.
Grow: become bigger, increase in size. *Grow up*: become adult or mature. (only animate)
I have decided to let my hair **grow**.

Let us go to more explanations, look at the next statement it is again in a sense redundancy but then, this is again a common error using two connectives, when one is just enough. Look at this, though she is fasting yet she can deliver the lecture though she is fasting yet she can deliver the lecture now sounds. But, if you look at it grammatically and if you look at it in usage, there is already though, which is indicating the sense that, there is some problem but still.

So, already when though is indicating that, you do not have to use another connective to indicating the same sense, as yet here. So, there is no need for an additional conjunction yet, when though is already doing its function so when though is doing the function, do not add another conjunction here and make the sentence redundant. If you simply say, though she is fasting, she can deliver the lecture, the statement is fine, it makes complete sense, there is no problem occur, this clarity.

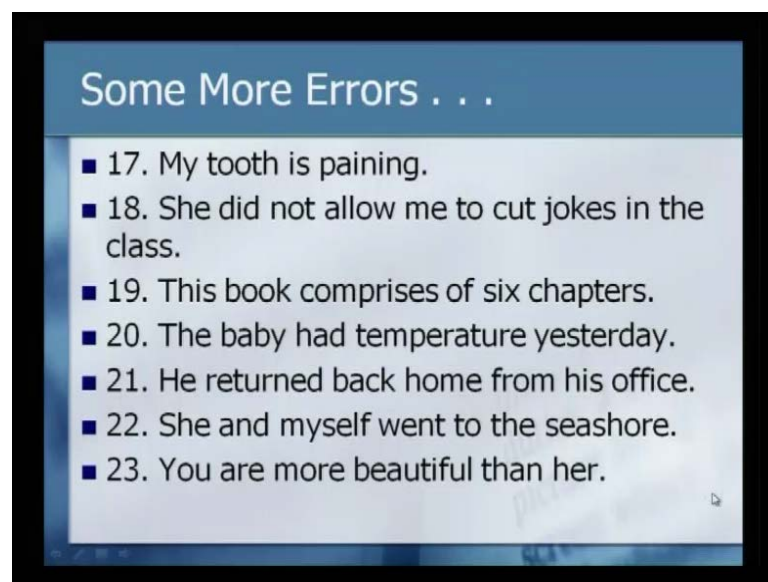
Look at the next one, sixteen, I have decided to let my hair grow up so again it is normal to think that, hair grows and probably it grows up. So, it is easy to say grow up but then, understand the difference, when you say grow, you actually become bigger, increase in size, which means the the inanimate things like hair can grow. It becomes bigger, it increases in size, just like your nails, they also can grow, they also become larger in size.

Whereas, when it is grow up, it is actually referring to the child growing up and becoming an adult or the adult growing up as a man, as a mature man. So, now, the

differences is that, between using grow up to animate beings like human beings and animals than using grow to something that is, inanimate like hair and nail, you see the difference.

So, then, you use it carefully, I have decided to let my hair grow I have decided to let my hair grow, so understand that if it is inanimate. So, then, you better use things which are of course, you may think like how is that inanimate, inanimate in the sense that, it is just not in the sense of moving on it is own, on it is own volition like an animal or a man. So, keep that in mind and use grow, if it is indicating the size of nail or hair but you need to use grow up, only if we are referring to somebody growing up, in terms of maturity.

(Refer Slide Time: 23:31)



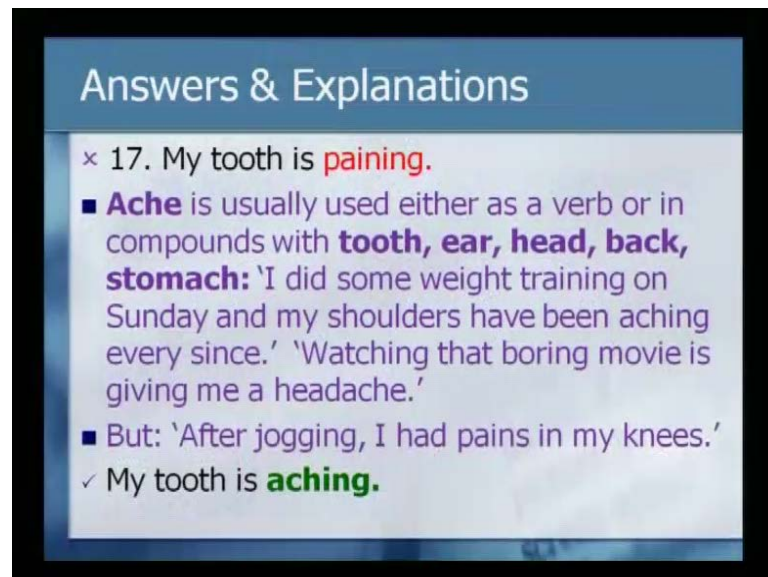
Let us go to the next set of examples, look at this, my tooth is paining my tooth is paining again we say this very commonly, my tooth is paining, you see what is wrong in this. And the next one, she did not allow me to cut jokes in the class she did not allow me to cut jokes in the class next, this book comprises of six chapters, again a common error this book comprises of six chapters followed by, the baby had temperature yesterday the baby had temperature yesterday.

Again the sentence sounds normal but there is a common error here, identify that, sentence number 21, he returned back home from his office again we say this frequently, identify the error, he returned back home from his office. I am giving a clue, it is again

with regard to redundancy, we have already seen one example in relation to redundancy, identify what is redundant here in this sentence.

Let us go to the next one, she and myself went to the seashore see, she and myself went to the seashore and twenty third one, you are more beautiful than her you are more beautiful than her, I hope you have quickly noted down the errors. Now, let us see whether your answers match with mine, let us look at the answers and explanations now, the first one, I said it is the very frequently misused word in terms of, paining using it with tooth, etcetera.

(Refer Slide Time: 25:43)



Answers & Explanations

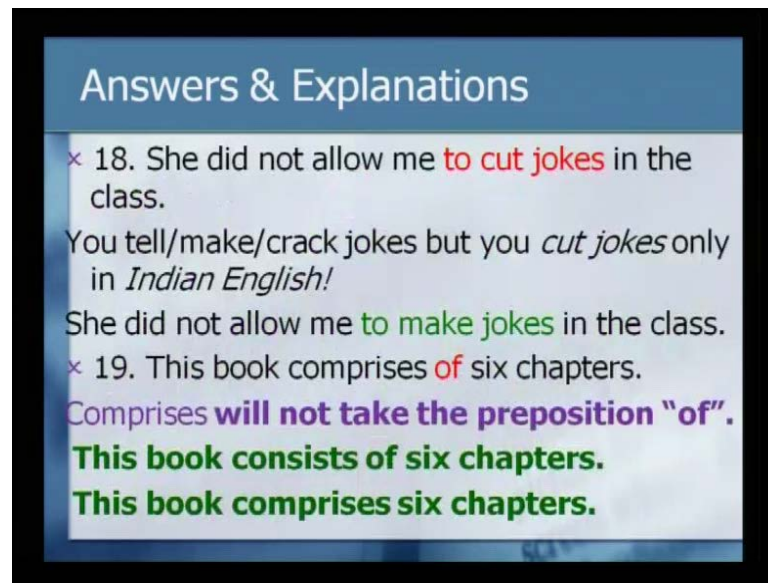
× 17. My tooth is **paining**.

- **Ache** is usually used either as a verb or in compounds with **tooth, ear, head, back, stomach**: 'I did some weight training on Sunday and my shoulders have been aching every since.' 'Watching that boring movie is giving me a headache.'
- **But**: 'After jogging, I had pains in my knees.'
- ✓ My tooth is **aching**.

My tooth is paining, the error is here with regard to the usage of the word paining why, look at the explanation, ache is the appropriate one here aching in fact, ache is usually used either as a verb or in compounds with tooth, ear, head, back, stomach. So, you will say, I did some weight training on Sunday and my shoulders have been aching ever since. So, you will have tooth ache, ear ache, head ache, back ache, stomach ache you may also say, watching that boring movie is giving me a headache.

But, if you want to use pains, pains will be used in the sentence like this, after jogging I had pains in my knees, after run I had pains in my legs. So, you have pains in some part of your body that is fine but then, you are using it in this sense, it is ache so the correct form is, my tooth is aching my tooth is aching, shall we go to the next one.

(Refer Slide Time: 27:09)



Answers & Explanations

× 18. She did not allow me **to cut jokes** in the class.
You tell/make/crack jokes but you *cut jokes* only in *Indian English!*
She did not allow me **to make jokes** in the class.

× 19. This book comprises **of** six chapters.
Comprises **will not take the preposition "of"**.
This book consists of six chapters.
This book comprises six chapters.

Look at this, again this is very frequently used, when you sit in canteen you make some jokes and then, sometimes you use this phrase. Look at the way it is used, she did not allow me to cut jokes in the class, may be the teacher she did not allow me to cut jokes in the class. What is wrong here, in the standard accepted English usage, you tell a joke, you make a joke or you crack jokes or you tell jokes, make jokes, crack jokes but only in Indian English form, you cut jokes.

Because, again in some of a regional variation literally, if you translate cut jokes, we have equivalence or rather, we use the phrase that is available in our regional language. And then, we transliterate that and then, we use an expression like cut jokes, which is not acceptable in standard English. So, you can say, she did not allow me to make jokes in the class she did not allow me to make jokes in the class that is correct, acceptable.

Now, the next one is again very interesting and very common error committed by many people, this book comprises of six chapters. So, at the first look, it is look like there is no error in this but as I have highlighted, the error is with regard to usage of preposition along with comprises. Reason, comprises will not take the preposition of so this building comprises of six rooms will be wrong so this building comprises six rooms, this apartment comprises three bedrooms, not comprise of, comprises of.

Now, if you are used to using this preposition of, you cannot use it with comprise but if you insist on using it then, the word that you can used, is consist. not comprise. Look at

this, this book consists of six chapters, that is correct but if you have to use comprises then, you have to say, this book comprises six chapters this book comprises six chapters whereas, this book consist of six chapters, is it clear.

So, this is difference between the usage of comprise and consist where, consist will take the preposition of whereas, comprises will not take the preposition of. Both mean and mean, the one and the same so they are synonym with the each other so when you use it, use it very carefully.

(Refer Slide Time: 30:27)

Answers & Explanations

× 20. The baby had **temperature** yesterday.
✓ The baby had **a temperature** yesterday.

Temperature is both a countable and uncountable noun. When it is used in countable sense, or referring to a person's body temperature **a** precedes it.

E.g., 'He is in bed with a temperature of 90°.'

× 21. He returned **back** home from his office.
Back is redundant here.
✓ He returned home from his office.

Look at the next example, the baby had temperature yesterday the baby had temperature yesterday now, what is wrong here, we use this commonly but the correct form is, the baby had a temperature yesterday the baby had a temperature yesterday. Reason, temperature is both a countable and uncountable noun, it is both used in the counting sense as well as in the uncountable sense.

When it is used in countable sense or referring to a person's body temperature, a precedes it, so that is why, you need to have, a temperature, the baby had a temperature yesterday. You may say, he is in bed with a temperature of 90 degree he is in bed with a temperature of 90 degree, so he is in bed with a temperature and when you try to quantify that then, it becomes an error. So, do not commit that error remember that, with temperature actually, it goes with in counting sense, the article a.

Now, look at the next one, already I gave you the clue, I said that, this is an example of something that is used redundantly. What is used redundantly here, is the word back because as you looked at in the sentence front side so side was redundant there because front is indicating the same sense, when you put side there. Similarly, he returned back home from his office, back is redundant here because he returned, that returning itself is indicating coming back.

He went in the morning but is coming back in the evening so this coming back is implied in the word returned so you do not have to again say back. He returned home from his office, which clearly means he came back home so morning he went but now, he came back, which means he returned same as, saying coming back. But, you do not have to use back, when you use returned otherwise, you are committing this error of redundancy, which becomes the common error.

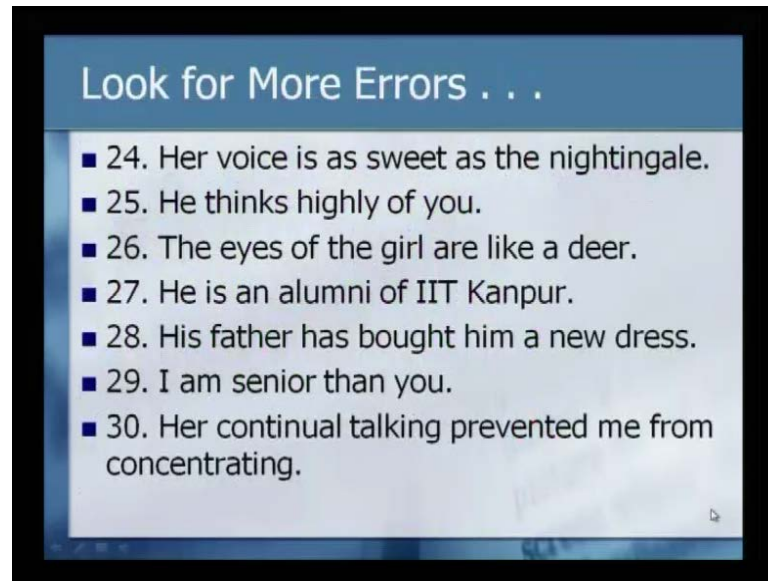
Look at the next example example and explanation, she and myself went to the seashore see, she and myself went to the seashore now, myself is the reflexive form of I. It is used when the speaker or writer is also the person affected by an action that means, you can use myself only when you are using I, I myself did that, I myself was part of that enquiry.

So, when you use myself in the reflexive form of I then, it is correct so and when do you use it, it is used when the speaker or writer is also the person affected by an action then, it is correct. So, as in the example of, I cut myself on the knife I cut myself on the knife so this is fine this is correct. But, if you are saying this, she and myself went to the seashore so then, the correct form is, you have to use I instead of, myself, She and I went to the seashore is the correct form.

Look at the next one, you are more beautiful than her you are more beautiful than her now, the correct form here is, you have to use she instead of, her. As I have indicated here, her is wrong, you are more beautiful than she, that is the correct form. What is the explanation, she is used as the subject of a verb she is used as the subject of a verb, her is used as the object of a verb.

Now, here she is used here in the subject sense so she came to her, she subject came to her object so there her is correct. But, here it is incorrect because the correct form is the subject form is used that is, she so that is why, you are more beautiful than she.

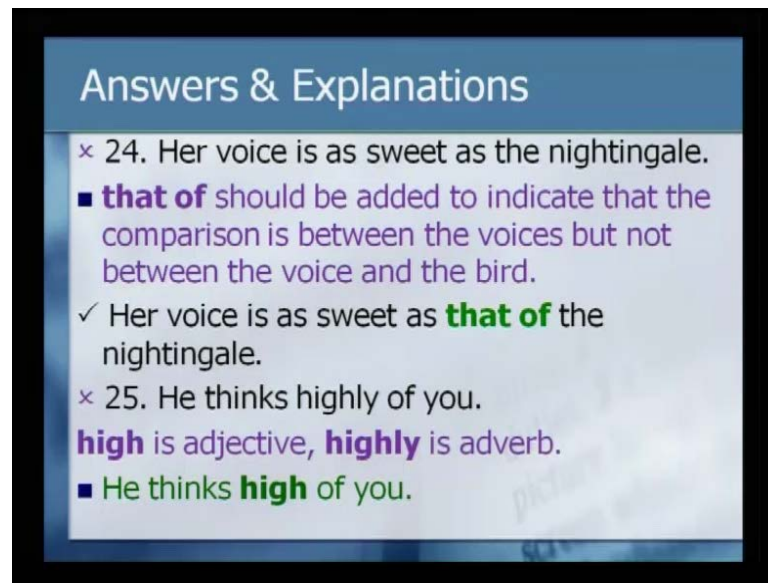
(Refer Slide Time: 35:38)



Now, let us look for more errors look for more errors in this sentences, look at this one, her voice is as sweet as the nightingale her voice is as sweet as the nightingale next one, he thinks highly of you he thinks highly of you, 26 the eyes of the girl are like a deer the eyes of the girl are like a deer, next he is an alumni of IIT Kanpur he is an alumni of IIT Kanpur so this again a very commonly used one, what is the error here.

Look at the next one, his father has bought him a new dress his father has bought him a new dress next one, I am senior than you I am senior than you and the last one for this lecture, her continual talking prevented me from concentrating her continual talking prevented me from concentrating.

(Refer Slide Time: 36:59)



Answers & Explanations

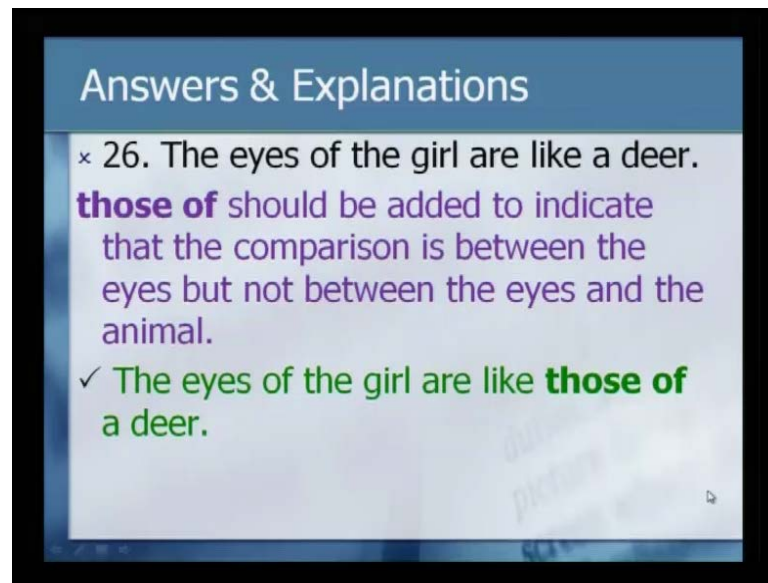
- × 24. Her voice is as sweet as the nightingale.
 - **that of** should be added to indicate that the comparison is between the voices but not between the voice and the bird.
 - ✓ Her voice is as sweet as **that of** the nightingale.
- × 25. He thinks highly of you.
 - **high** is adjective, **highly** is adverb.
 - He thinks **high** of you.

Let us look at the answers and explanations, first her voice is as sweet as the nightingale now, what is the error here, you should use that of, that of should be added to indicate that the comparison is between the voices but not between the voice and the bird. So, the comparison is between the voices, if you want to indicate, you should use that of, but as such, when you say her voice is as sweet as the nightingale what you are saying is, her voice is sweet like the nightingale.

But, if you want to say, just like the voice of the nightingale, her voice is also sweet now, in order to indicate that, you need to use that that of. Her voice is as sweet as that of the nightingale now, her voice and that of the voice of the nightingale, both are sweet, that is the meaning. And that is what? You intend in a sentence like this, you are comparing the voices, which are sweet, not the voice and not the bird so clear.

Let us look at the next one, he thinks highly of you he thinks highly of you now, high is adjective, highly is adverb, so when you have to use an adjective, use adjective not an adverb. So, the correct one is, he thinks high of you he thinks high of you, that is the correct form.

(Refer Slide Time: 38:42)



Answers & Explanations

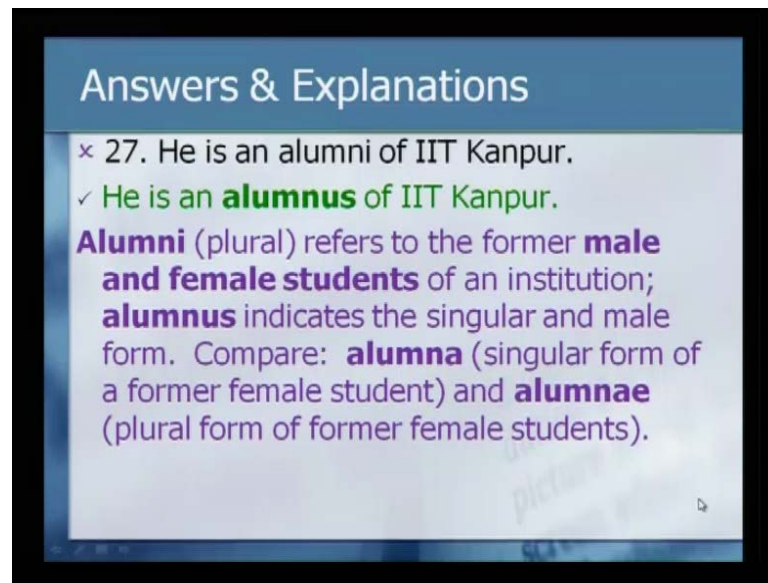
× 26. The eyes of the girl are like a deer.
those of should be added to indicate that the comparison is between the eyes but not between the eyes and the animal.

✓ The eyes of the girl are like **those of** a deer.

Let us go to the next one, again it is in terms of comparison, the eyes of the girl are like a deer the eyes of the girl are like a deer. Now, here again the same error as before is committed, those of should be added here, if you are going to indicate that, the comparison is between the eyes of the girl and the eyes of the deer, that you are comparing then, you have to say those of.

But, not, if you if you are simply saying that, it is eyes and the animal then, you can leave it like this, which means the eyes of the girl are like a deer is a reference to the eyes resembling a deer but you actually mean to say, the eyes of the girl and the eyes of the deer, they resemble each other. In that case, you should use those of and then, it becomes clear and the clear sentence is, the eyes of the girl are like those of a deer the eyes of the girl are like those of a deer.

(Refer Slide Time: 39:57)



Answers & Explanations

× 27. He is an alumni of IIT Kanpur.
✓ He is an **alumnus** of IIT Kanpur.

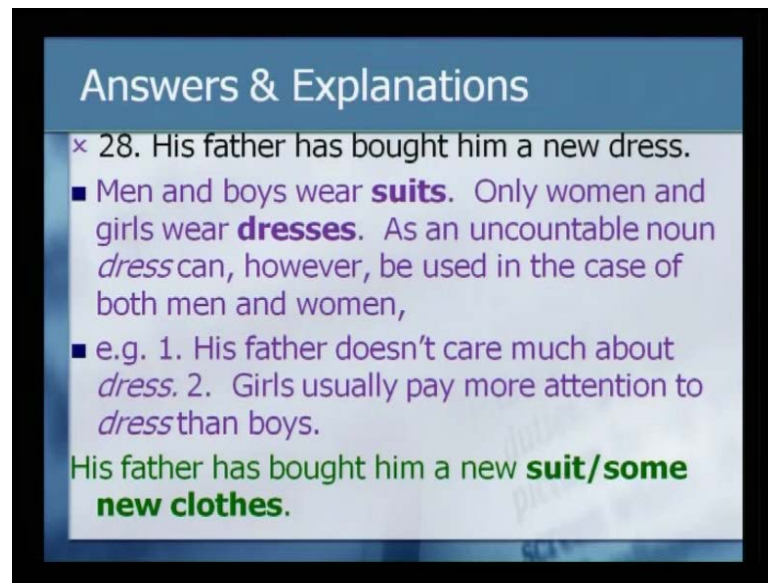
Alumni (plural) refers to the former **male and female students** of an institution; **alumnus** indicates the singular and male form. Compare: **alumna** (singular form of a former female student) and **alumnae** (plural form of former female students).

Look at the next one, he is an alumni of IIT Kanpur he is an alumni of IIT Kanpur, the error here is with regard to the use of the word alumni now, the correct form is, he is an alumnus of IIT Kanpur. Explanation, alumni is plural form alumni is plural form we can say, they are alumni of IIT Kanpur referring to a group of people or a batch of students, if you refer to they are alumni of IIT Kanpur, alumni of IIT Bombay and so on.

But, alumni plural refers to the former male and female students of an institution, alumnus indicates the singular and male form. If you want to refer to the person in the singular sense then, alumnus should be used, these also comparable with the usage of alumna. So, alumna is singular form of a former female student which means, if the sentence is, she is an alumni of IIT Kanpur, it should be corrected as, she is an alumna of IIT Kanpur.

So, alumna, alumnus singular form female and male form correspondingly, and alumnae is the plural form of former female students, alumnae. So, use the word according to, whether it is singular or plural, whether it is male or female instead of, using alumnus for everything whether you refer to male or female, whether singular or plural form alumnus is used randomly, which is incorrect. Look at the sorry alumni is used randomly, not alumnus or not alumna, using alumni as a kind of umbrella term for everything should be avoided.

(Refer Slide Time: 42:09)



Answers & Explanations

- × 28. His father has bought him a new dress.
- Men and boys wear **suits**. Only women and girls wear **dresses**. As an uncountable noun *dress* can, however, be used in the case of both men and women,
- e.g. 1. His father doesn't care much about *dress*. 2. Girls usually pay more attention to *dress* than boys.

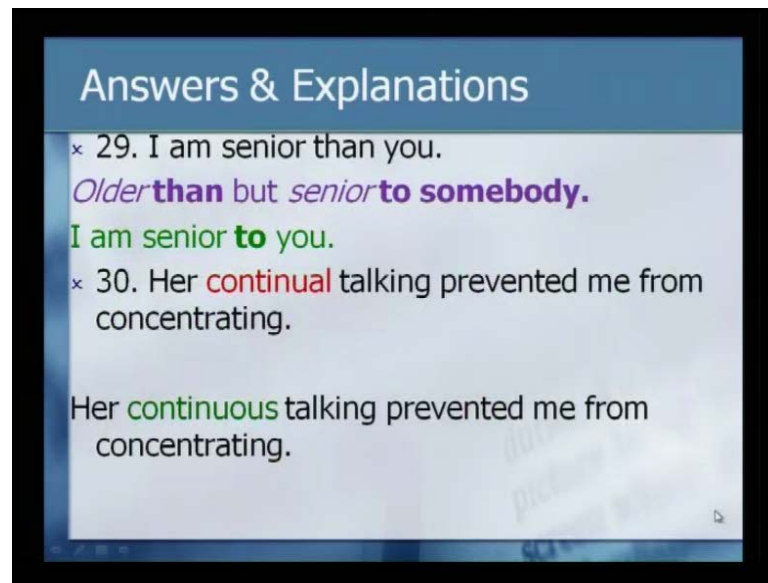
His father has bought him a new **suit/some new clothes**.

28 his father has bought him a new dress, this is again with regard to the usage of the word dress, with regard to the gender that, it is associated with. Now, how does it differ, what is the error here, as I said, it is the usage with regard to dress, dress, clothes how is it used, suits there is a difference in terms of, gender. Look at this, men and boys were suits men and boys were suits, only women and girls were dresses, beautiful dress actually refer to a girl wearing a frock or something.

But, when a boy come with a nice suit, we cannot say that your dress is looking so beautiful, your suit is looking so beautiful or you look handsome in this suit. As an uncountable noun, dress can however, been used in case of both men and women that is generally, when you use it an uncountable sense. So, there are examples like this, his father does not care much about dress which means, what he wears, what he buys, he does not give a damn to it, in a very uncountable sense.

Girls usually pay more attention to dress than boys, again uncountable sense but when you specifically refer to a male wearing it then, it should be like this, a corrected form is his father has bought him a new suit, some new clothes. His father has bought him a new suit or he has bought him some new clothes. So, that will appropriately suit the gender, to which you are attributing the material, that the person is wearing then, it becomes correct.

(Refer Slide Time: 44:09)



Answers & Explanations

x 29. I am senior than you.
Older than but senior to somebody.
I am senior to you.

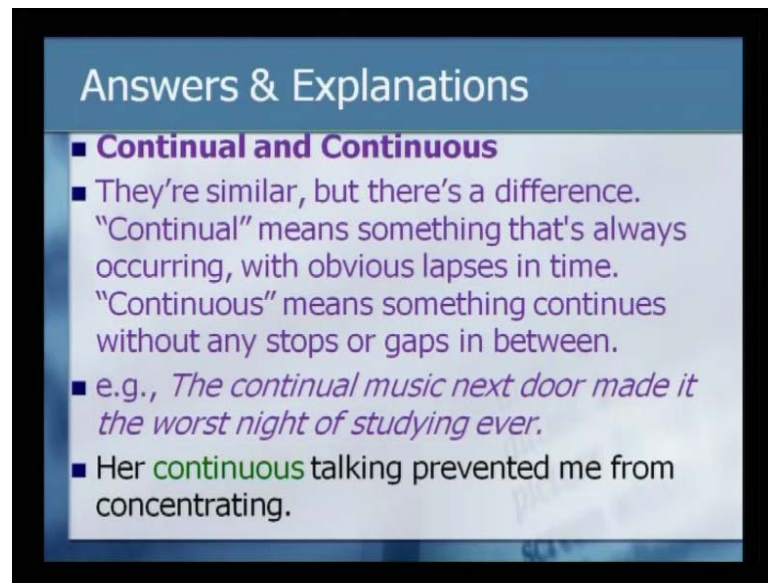
x 30. Her continual talking prevented me from concentrating.
Her continuous talking prevented me from concentrating.

Look at the next sentence, again a commonly, mistakenly used error I am senior than you is incorrect because you can say older than but when you say senior, it is always senior to somebody. So, again the usage of preposition, appropriate preposition so I am senior than you should be corrected as, I am senior to you, than is used, the expression will be I am older than you I am older than you that is, in terms of age. Again understand the difference, older will indicate in terms of age but senior indicates in terms of the position, the time period occupied by a person in a profession compare to somebody else.

In this case, even an older person can become junior to somebody because the older person join later than the person, to whom he is become junior, I hope it is clear. Now, the last one, her continual talking prevented me from concentrating, as I have indicated here, the error is with regards to the usage of the word continual, which is frequently mistaken with the word continuous.

Her continuous talking prevented me from concentrating her continuous talking prevented me from concentrating now, what is the explanation, let us look at the explanation and the difference between these two words, using continual and continuous.

(Refer Slide Time: 46:04)



Answers & Explanations

- **Continual and Continuous**
- They're similar, but there's a difference.
"Continual" means something that's always occurring, with obvious lapses in time.
"Continuous" means something continues without any stops or gaps in between.
- e.g., *The continual music next door made it the worst night of studying ever.*
- Her **continuous** talking prevented me from concentrating.

Now, at the outset, both words look similar, but there is a difference, continual means something that is always occurring continual means something that is always occurring with obvious lapses in time. Continual rain fall during the year in this area, which means there is some gap but it will be there. Continuous means, something continuous without any stops or gaps in between, it is been continuously raining for the past 3 days that means, no stop in between.

Other examples, the continual music next door made it the worst night of studying ever this means, the music was always occurring of course, in between they stopped but then, it was constantly troubling the person, who was focusing on the studies so it trouble the person. Now, in the example that we discussed, the correct form is, her continuous talking prevented me from concentrated this means, she was talking without any gap, continuously talking.

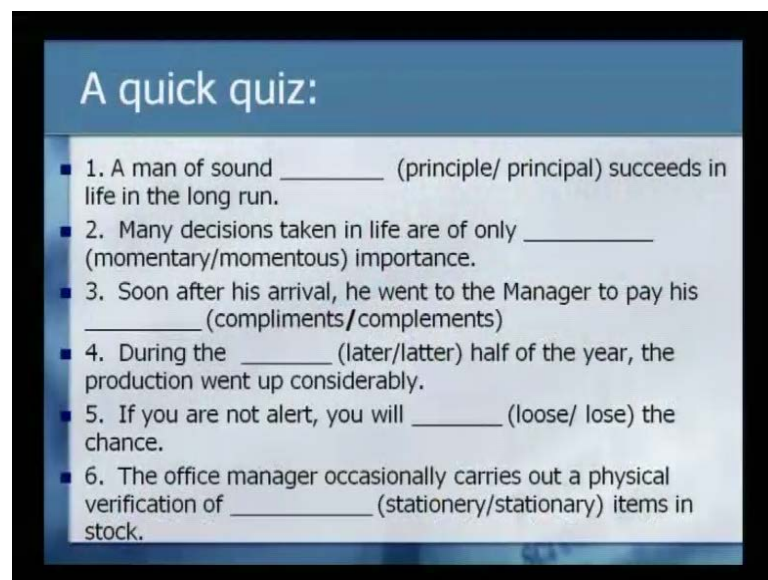
So, she was not allowing me to concentrate on my studies or on my job or the work, that I was having at my hand. She was not letting me concentrate on that because of, her continuous talking. Now, hopefully these representative examples of common errors have given you some idea, fairly good knowledge of the kinds of errors, that you should be avoiding.

Now, keep noting, when you read good book, the usage of some of the words, sentences and the way, they are used grammatically. Now, when you write, you try to remember

some of the forms, that you have imbibed in your reading, you should also listen to programs especially, the ones that is being used in standard television channels where, you happens to expose yourself to the native speakers and then, listening to their usage of these words.

Internalize the correct usage and try to practice, as I said, it is not enough knowing them, you should also know, how to practice it when you are speaking or writing or even pronouncing. So, you should be able to say that clearly, so that it becomes intelligible to your readers. Now, it is time to take a small quick quiz and let me see, whether you are able to get it correctly, I am just putting 6 questions so see, whether you can get 6 out of 6.

(Refer Slide Time: 48:54)



A quick quiz:

- 1. A man of sound _____ (principle/ principal) succeeds in life in the long run.
- 2. Many decisions taken in life are of only _____ (momentary/momentous) importance.
- 3. Soon after his arrival, he went to the Manager to pay his _____ (compliments/complements)
- 4. During the _____ (later/latter) half of the year, the production went up considerably.
- 5. If you are not alert, you will _____ (loose/ lose) the chance.
- 6. The office manager occasionally carries out a physical verification of _____ (stationery/stationary) items in stock.

And first I will read it and then, we will quickly discuss the answers and then, you have your own score. Look at the first one, a man of sound dash, choose one from the two choices given, principle principal succeeds in life in the long run. The second one, many decisions taken in life are of only momentary momentous importance, choose one between two choices given.

Third one, soon after his arrival, he went to the manager to pay his compliments complements now, the only difference is between i and e used here, identify the difference and then, select the appropriate word. Next one, during the later and latter half

of the year the production went up considerably, if you are not alert, you will lose lose the chance, the difference is indicated in terms of spelling.

The office manager occasionally carries out a physical verification of stationery stationary items in stock, again if you look at the difference, it is just in terms of one letter e and a here. Identify the difference very quickly, check out your score, I am just going to give the answers and quick explanations. A man of sound, sound suggesting ideas, ideologies, ethics so all these are connoted by the word principle, not principal. So, who is the main head of an institution, the principal of a college so here the correct one is principle so 1, if you got the answer correctly.

Next one, many decisions taken in life are of only dash importance, here the context is suggesting here it is of temporary importance, which means it is of momentary. Now, what is the meaning of this word momentous, momentous is something of great significant, it was a momentous event, when that celebrity came to our college. Next, soon after his arrival, he went to the manager to pay his compliments, this is prizing or giving greetings in that sense.

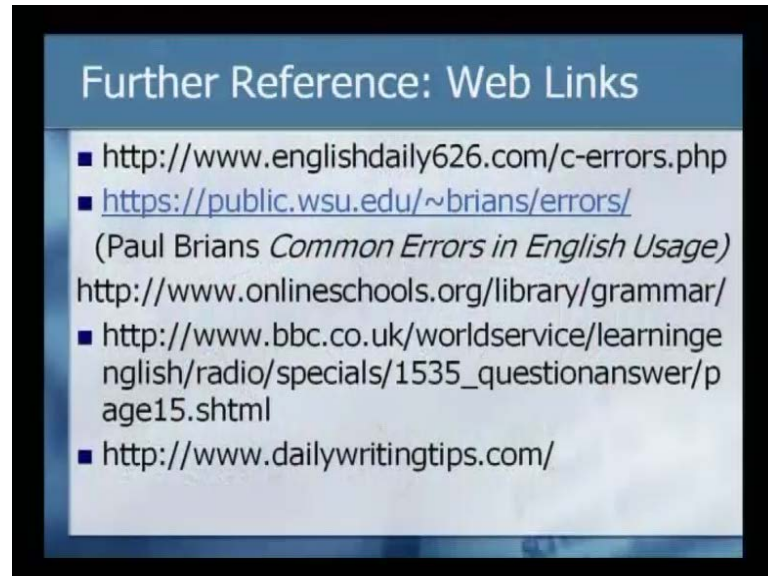
Complements with e would refer to something that is supplemented, something that is added, something that is put as an extra parts. During the later half of the year, the first one indicating something that happened in terms of time, after sometime so you are saying later, the production went up considerably. Now, the other one latter, you know will go with former so when there are two objects or subjects you are comparing, one is the former and other one is latter.

The differences is in terms of letter, one added t as well as the change in the vowel pronunciation, later and latter. If you are not alert, you will lose the chance, this the common error, it is not l o o s e, this loose is like your dowers, it getting loose, the freeness in size. The office manager occasionally carries out a physical verification of stationery items in stock and the e, you can remember in pen, p e n so pen is a stationery.

So, you can link that with stationery so it means pen, pencil, paper, etcetera that is used for office purposes, stationary, n a r y is indicating something is not moving. So, the vehicle is stationary because of, the accident that happened, it is indicating that it has stopped. I hope, some of you at least have got 6 out of 6 but even if you got 4, it is a

good score and even, if you not got that much, don not worry, I have already indicated some good reference books, use this books once again.

(Refer Slide Time: 53:47)



And go to the web links, go to these links whenever you get doubts so as I said, some of this links are clearly telling the difference, what is the correct usage and if we are able to use them in your day today life and especially, whenever you have come across some kind of doubt, when you go to them and get it clarified. So, you will be building up your communication skills and moving towards causing that effective communication.

Repeatedly, I am telling you, it is your communication, that is going to rise the bar of your life standard very high, whether it is success in professional or in personal life, it is the effectiveness of your communication, that matters. And minimizing common errors, avoiding common errors is actually giving you that, cutting edge. Wishing you all the best, we have completed this section on common errors and together, I hope it gives you very holistic view of communication skills.

This is towards the concluding part of the course, that I have thought of giving you a set of common errors comprising grammar, punctuation, pronunciation, etcetera. So, with this, hopefully I think, you are fully equipped to move towards onward on a journey of a very successful good communication activity. And I wish you to become not just a good communicator but an excellent communicator by using all the materials, thank you, good luck, all the best.

Thank you once again.

(Refer Slide Time: 55:20)

