

**Indian Institute of Technology Kanpur**

**Nation Programme on Technology Enhanced Learning (NPTEL)**

**Course Title  
Enhancing Soft Skills And Personality**

**Lecture-22  
English Skills-2: Common Errors-2**

**By  
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Hello hi welcome back to my course on enhancing soft skills and personality this is the fifth week and we are on second unit lesson number 22<sup>nd</sup> .

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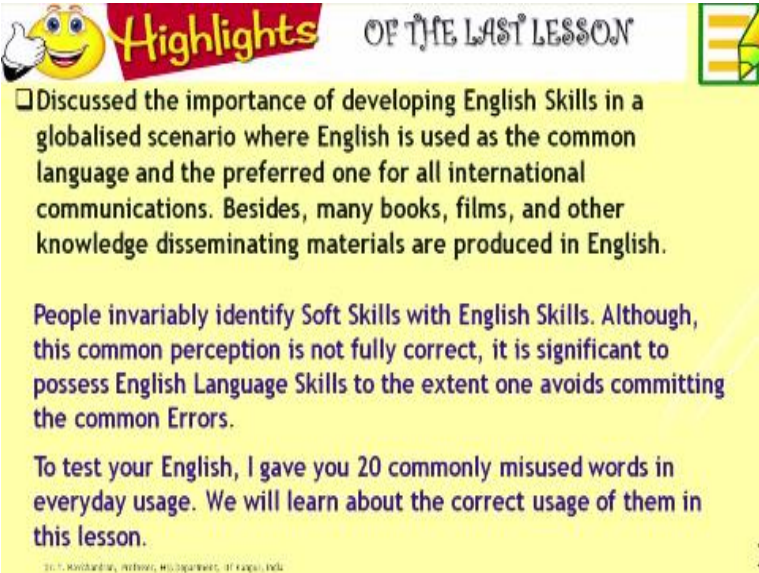
The second module on English skills and the second lesson on common errors some people ask me why have I put this English Winglish with W. I just wanted to clear to all of you I want you

to win this English skills gained. So it is a kind of game you need to know the rules and then you have to play and you also need to know the rules so that you can break the rules.

But if you do not know the rules and play the game so there is minimal possibility of winning this game so let us win this English look at it as a game, and in the last week we discussed about various aspects of developing your soft skills and personality. But then this think I said that let us focus more on English skills because people sometimes think that this is very close to developing soft skills.

So if you say that you are good in soft skills but then you do not speak good English people do not accept that you have actually developed your soft skills and this time we are focusing on enhancing. The skills which means slightly we want to go one step ahead. Now last lesson I gave you about 20 confusing words and then I wanted you to work on them.

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**Highlights OF THE LAST LESSON**

- ❑ Discussed the importance of developing English Skills in a globalised scenario where English is used as the common language and the preferred one for all international communications. Besides, many books, films, and other knowledge disseminating materials are produced in English.

People invariably identify Soft Skills with English Skills. Although, this common perception is not fully correct, it is significant to possess English Language Skills to the extent one avoids committing the common Errors.

To test your English, I gave you 20 commonly misused words in everyday usage. We will learn about the correct usage of them in this lesson.

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So let us take a quick highlight of what I did so in the previous lesson I discussed about the importance of developing English skills in the globalized scenario. English language as such is used as the common language the lingua of Franca on the preferred medium for all kinds of

international level communications. So whether you would like to go as a tourist or as a student or is just a business person you need to develop your English skills.

Besides many books friends and other knowledge disseminating materials are all produced in English and people invariably identify soft skills with English skills also this common perception is not fully correct. It is significant to possess English language skills to the extent one avoids committing the common errors.

What do I mean by this I am saying that at least you speak in simple English that is understandable by the people around you so that you do not confuse words and you do not commit common mistakes in your day-to-day communication? Just to begin with I gave you about 20 commonly misused words in everyday usage now. In this lesson we will learn about the correct usage of them and I again give you 20 more sentences asking you to identify the words or phrases.

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**CHECK YOUR ANSWERS!**

Choose the correct answer from the choices given in brackets:

- 1) The English introduced cricket in India. (The English refers to the people—the British people, especially.)
- 2) I don't enjoy watching English movies. (English refers to the language.)
- 3) The game will resume after the lunch break. (To resume means to restart or continue after a break.)
- 4) Shruti's résumé is so impressive that she will get an interview call from any company! (A résumé is a brief summary of one's achievements, skills and experience.)

The English speak English!

The interview will resume after you submit your resume!

3

Which are commonly considered to be mistakes which normally people commit in day-to-day communication in English? Now let us check your answers last time you had actually written the

answers I hope in your notebook somewhere you have kept it, now take them and then as we go for the correct one this ticket and give one mark and at the end of it will assess where you stand as far as English skills are concerned.

The first one the correct answer the English introduced Cricket in India the English here refers to the people when you use the article before English it refers to the English people. The British people especially in fact when you use the before any kind of like languages for example French when you say the French it refers to the French people. Same thing with German when you say the German it refers to the German people.


So second one obviously is English that is the correct answer as it is used in the sentence I don't enjoy watching English movies. Now English here refers to the language I hope you see the difference you understand the difference the English will refer to the people. English without the article refers to the language. The next pair of words I said I will not pronounce previously the words is resumed and resuming now. When I pronounce you can slightly understand the difference.

The first answer is the game will resume after the lunch break now resume here means to restart or continue after a break to begin to commence after usually giving a short break. But resuming is a brief summary of one's achievements skills and experience shorter than a CV or a bio-data and it is used in sentences like the one we have given. Shrutis resuming is so impressive that she will get an interview call from any company. So resume is to continuous fabric resume refers to a short bio data fifth one.

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**CHECK YOUR ANSWERS!**

She is alone but not lonely!



5) I live alone in the bungalow. (Alone: to be without others, on your own.)  
6) Hemingway's *The Old Man and the Sea* depicts the life of a lonely fisherman. (Lonely means lacking companions or feeling sad and preferring solitude.)  
7) His childish behaviour is very irritating. (Childish means immature.)  
8) Her childlike beauty appeals to everyone. (Childlike is like a child, young and innocent.)

Although her childlike beauty appeals to me, I get annoyed with her childish behaviour.



Dr. T. Ravichandran, Professor, HSS Department, IIT Kharagpur

And the sixth one the pair is alone and lonely the correct answers I live alone in the bungalow alone is to be without others on your own independently in the next one you should have used lonely hemming days the old man and the sea depicts the life of a lonely fisherman. Lonely means lacking companions so he is not at least initially supported by his fisherman French. So he goes alone into the deep sea and he sometimes even feels lonely.

So it also amounts to feel sad and preferring solid user that is the difference alone just indicate the fact that somebody is living independently single without others but if lonely comes out of this feeling that you are may be abandoned by others are not with you may be deliberately or you have chosen that deliberately. You prefer to live without them and there is some kind of sadness associated with it most of the time.

The next pair is childish and childlike correct answers if childish behavior is very irritating childish here means immature or lack of maturity. Whereas look at the next sentence her childlike beauty appeals to everyone tried light is like a child innocent. So do not confuse the usage of these two words in alternate context.

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**CHECK YOUR ANSWERS!**

9) My principal got angry when I went late to the school for the third consecutive day. (Principal refers to the head, the chief, the main teacher of a school.)

10) He is a man who lives without any principle. (Principle here refers to a rule or standard especially of good behaviour)

11) He wore a smart suit. (Suit here refers to the garment, the dress that the person was wearing.)

12) They booked the family suite (sounds like sweet) in the hotel. (Suite means rooms in a building; an apartment consisting of a series of connected rooms used as a living unit as in a hotel).

My Principal has no principles!

Should I wear a costly suit to get a booking in honeymoon suite?

Dr. T. Ravichandran, Professor, HOD Department, IIT Kharagpur.

Okay let us go to the next pair between principle and principally my principal got angry when I went late to the school for the third consecutive day. Now principal refers to the head chief is the main teacher of a school. Most of the times this error is occurred between principal and principle is committed when you usually write a letter. Okay you especially for principal you write as prin see a PNG so you have to be very careful many people do not commit this in usage they are bit careful.

But while writing this error is noted frequently the tenth correct answer is a man who lives without any principle no principal he refers to your rule or a kind of Maxim or standard especially of good behavior see the difference. One refers to the person the head the other refers to rule or standard or a magazine normally of a good behavior. The next pair which again I said I will not pronounce because again the pronunciation sort of gives away the answer.

The pair if suit and sweet also the spelling look similar except for the e added in the second one correct answers he or a smart suit no soup or and here refers to the government and the fully set that the person has been very as address to cover himself. Okay this refers to the dress the next




one they booked the family suite it actually sounds like speed in the hotel. Now here sweet means rooms in a building or an apartment consisting of a series of connected rooms used as a living unit.

So when you refer to family suite in a hotel it means that you will just like feel like a family apartment it will not give you a feeling of a single bedroom double bedroom you may even have a small kitchen will have one master bedroom two small bedrooms there is a French space for coming and discussing it is a kind of drawing room kind of friend one the living room is given to you. So it gives you the feeling of a family living there although it is in a hotel but they are all connected as a single unit.

(Refer Slide Time: 10:20)


**CHECK YOUR ANSWERS!**

13) The economic crisis of the 1920's is well-known.  The economic crisis, during Emergency, forced her to live an economical life.

(Economic means financial, related to money, wealth and production of it.)

14) She was economical in arranging for the wedding party of her daughter. (Economical means thrifty, frugal, not spending too much. Avoiding waste.)

15) He has written about his personal experiences in the book. (Personal is relating to one's individual and private life.)

16) The army personnel were very efficient and brave. (Personnel is staff or work force, group of people willing to obey orders)  The new CEO give many personal examples to boost up the morale of his personnel.

Dr. T. Ravichandran, Professor, HOS Department, IIT Kharagpur, India


The next pair is between economic and economical you are supposed to make a choice. The correct answer for 13 is the economic crisis of the 1920s is well known. Economic means financial related to money rate and production of it. Now the next one economical if different from the financial or money as in the sentence that was given the correct form is she was economical in arranging for the wedding party of her daughter.

Now economical here means being thrifty frugal it is not just spending money too much but it also almost avoiding this using the resources that you have in a very efficient manner so that amounts to be economic 15 and 16 the choice given to you was between personal and personnel again slight difference only. But the first personnel he has written about his personal experiences in the book personnel nol.

Last part is related to one individual and private life I personally like you but office I am showing you my annoyance. So it means as an individual I like you so much but as your boss I have to talk to you in a different manner. The army personnel so we are look at the last part well that is the difference. We are very efficient and brave personally if staff or workforce generally the word refers to group of people willing to obey orders 17-18 the correct choices are in 17.

(Refer Slide Time: 12:14)

**CHECK YOUR ANSWERS!**




Although he didn't like the blazer with alternate checks of blue and black colour, he had to wear it as there was no alternative.

17) The alternate pattern of light and dark colours looked beautiful on the bedsheet. (Alternate means one after other, or occurring by turns.)

18) The underpass is a good alternative to the main road in case of heavy traff  
(Here, alternative refers to the second option, a choice between two things)

19) There is a beautiful lake in this village. (There refers to something in or at that place/location.)

20) Due to the festival, the workers got their pay one week in advance. (Their refers to people; of them or themselves.)



They are putting their bags over there on the top of the bus.

Dr. T. Ravichandran, Professor, MIS Department, IIT Karpur, India

The alternate pattern of light and dark colors looked beautiful on the bed sheet. Now alternate means one after other or occurring by turn so suppose I say I will come for the job on alternate days that means I will come one day I leave the other day then another day I leave one other day. So that is the meaning so one after other but usually it is occurring by turns.



Whereas alternative refers to a choice between two or sometimes more things but where you have to select the second option so the underpass is a good alternative to the main road in case of heavy traffic here alternative refers to the second option a choice between two things 19 there is a beautiful lake in this village. So this is a common error committed between there and T are mostly in writing this is very much evident because while speaking they sound similar in writing people confuse these two words.

So there is a beautiful lake in the village as is given in the example it refers to something in or act that place that location so there you remember the place but when it is eir is a pronoun and it refers to people as in the second example given due to the festival the workers got their pay one week in advance. So their refers to people of them or themselves now I hope you have been taking the right answers and giving one walk and then crossing the wrong one and giving 0.

Now take quick minute to add it up find out the total and let us go to check your score if you have got 20 out of 20 your outstanding so your English skills is already at a superior level you only need to polish it if you are either 18 or 19 it is till excellent if you are between 15 and 17 you are very good if you have between 12 and 15.

(Refer Slide Time: 14:50)

**CHECK YOUR SCORE!**

- 20: Outstanding
- 18-19: Excellent
- 15-17: Very Good
- 12-14: Good
- 10-11: Fair
- 8-9: Average
- 6-8: Below Average
- 4-7: Poor
- 0-3: Very Poor

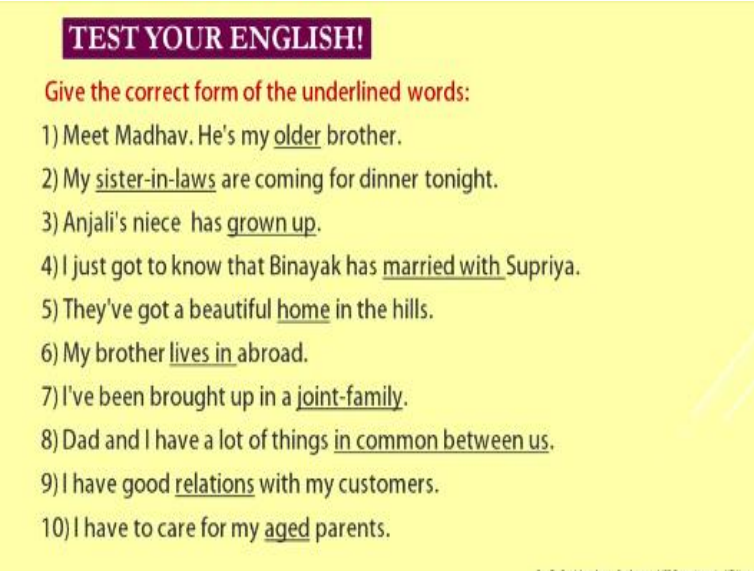
Dr. T. Ravichandran, Professor, IAS Department, IIT Kharagpur

You are good if it is in the range of 10 or 11 it is just fair you need a lot of improvement a 29 is average so again you can do plenty more. 6 to 8 is below average it will work hard to improve this area is 4 to 7 is poor one has to work very hard and 0 to 3 is very poor but I hope like most of you are in the range of at least 12 to 14.

That is the really like we assess your assignments we see that you are in that level but by chance if some of you are average or below average so follow the suggestions given by the books suggested workout and not on using them appropriately in day-to-day language practice will make you perfect. Listen to others observe others check whether they are speaking correctly or wrongly is a good dictionary and that will ensure that at least you have polished English skills.

To work with now let us go to next set of sentences which are slightly more challenging the same i am not giving you the options and this time i want to test your English.

(Refer Slide Time: 16:09)



**TEST YOUR ENGLISH!**

Give the correct form of the underlined words:

- 1) Meet Madhav. He's my older brother.
- 2) My sister-in-laws are coming for dinner tonight.
- 3) Anjali's niece has grown up.
- 4) I just got to know that Binayak has married with Supriya.
- 5) They've got a beautiful home in the hills.
- 6) My brother lives in abroad.
- 7) I've been brought up in a joint-family.
- 8) Dad and I have a lot of things in common between us.
- 9) I have good relations with my customers.
- 10) I have to care for my aged parents.

Dr. T. Ravikiran, Professor, IIS Bangalore

By asking you to give the correct form of the words underlined in the sentences which are given here there are 20 sentences and look at the words which are underlined. No choice but your to

tell me in the next video what is the right word and what is the correct form accordingly you will get marks and again we will check your score in the next one. In this one or code this 20 take it as a challenge and then use dictionary use Google search and then identify the correct answers and remember them.

It is like today all answers are available on the internet you can easily search and get the answers but then note it in your notebook memorized remember and use it otherwise the time you search and then give the answers and get 20 score it just reminds that it is 20 out of 20 but in practice it's just five or eight in practice also it should be 20 out of 20. Okay let us start I be sure that you all do very well in this one.

So give the correct form of the underline words one meet model he is my older brother the word underlined here is older and you have to check whether it's right or wrong and like obviously I have given the wrong form and you have to tell me what is the right form. The next one to my sister in-laws are coming for dinner tonight. Mind you some of the expressions like this looks very normal and looks like something that is exactly correct but they are not correct and acceptable.

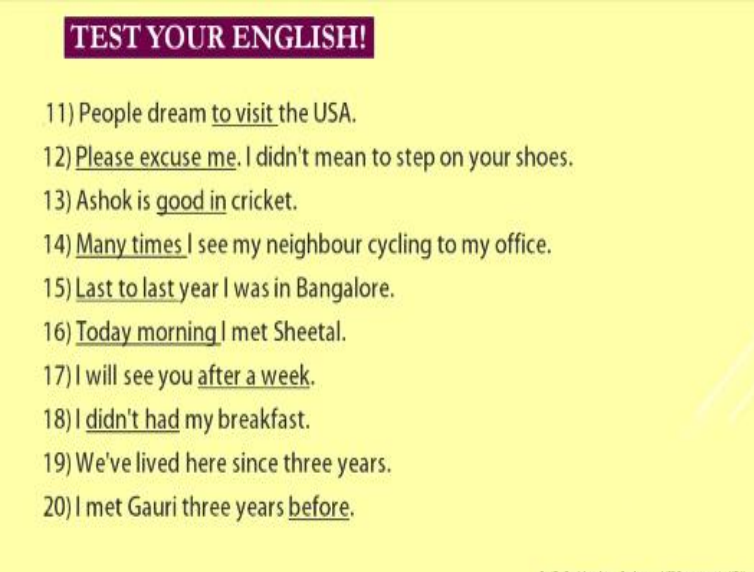
Especially if you want to speak good English and they are errors which should be corrected even if you have been saying this maybe for 20 years 30 years of your life thing it is heightened you get them corrected. Now okay so they are wrong you have to identify what is strong and come out with the correct ones and remember them. Third Anjali sneeze has grown up underlying phrase grown-up identify what is wrong in this.

I just got to know that Vinayak has married with Supriya we use this very often but looks like what is wrong with this. So look at the underlying face married bit correct it 51 they have got a beautiful home in the hills. I mean it is something we keep saying normally but what is wrong with using home the underlying word here. My brother lives in abroad again a very common expression leads in what is wrong.

7) I have been brought up in a joint family is the most interesting one because some of you cannot even think of another word other than joint family please look it up on a dictionary Google it and check whether it is the right thing you are doing when you say I live in a joint family check that. Eight dad and I have a lot of things in common between us in this commonly said like she and me we have lot of things in common between us.

What is wrong bit in common between us how can you improve on this? 9) I have good relations with my customers relations is the word you need to check. I have to care for my age parents what is wrong with the use of this age or aged.

(Refer Slide Time: 20:11)



**TEST YOUR ENGLISH!**

- 11) People dream to visit the USA.
- 12) Please excuse me. I didn't mean to step on your shoes.
- 13) Ashok is good in cricket.
- 14) Many times I see my neighbour cycling to my office.
- 15) Last to last year I was in Bangalore.
- 16) Today morning I met Sheetal.
- 17) I will see you after a week.
- 18) I didn't had my breakfast.
- 19) We've lived here since three years.
- 20) I met Gauri three years before.

Dr. T. Sankaranarayanan, Professor, MIT Education, IIT Madras

11) People dream to visit the USA to visit what is wrong with to visit especially when it is combined with dream how you improve on this well this. So again most of you do this please excuse me are in mean to step on your shoes so in crowded bus and Crowder trying list. So when you inadvertently step on somebody is shoes you say this please excuse me I did not mean to step on your shoes.

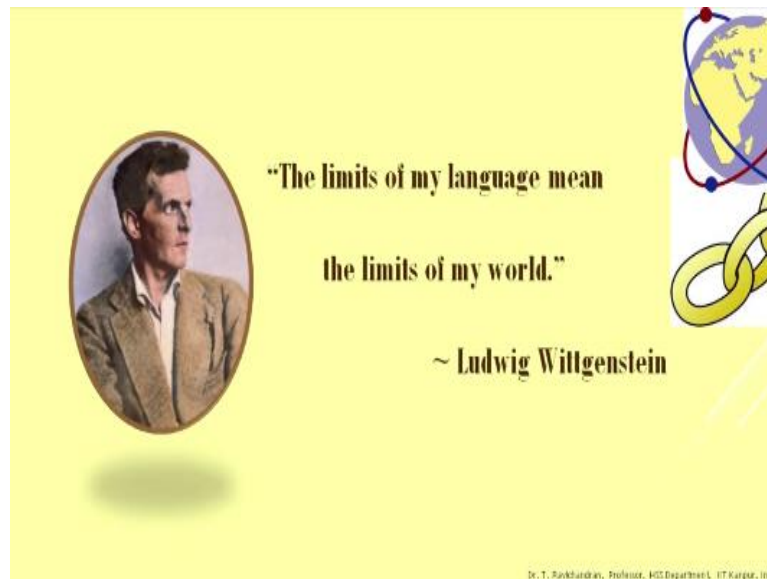
13) In the previous one the phrase you need to look at it please excuse me itself what is wrong in using that in this context. 13) Ashok is good in cricket good in underline words check them up  
14) Many times I see my neighbor cycling to my office many times what is wrong with the usage  
15) This again have heard from my students many times last two last year I was in Bangalore.

How do you correct this loss to lost the most common error 16 today morning I met Sheetal what is wrong with today morning? 17) This again people say this when they are going to give some break they say I will see you after a week how do you correct this after week? 18) Most common errors which again will discuss in detail in the next one I did not had my breakfast too meaning i did not had my breakfast so what is wrong with dint had?

19) We have lived here since three years the underlying birdies sing what is strong with since?  
20) I met Gowrie three years before is the underlying birth and what is wrong with this underlying bird give me the correct word and this time you should have just underlined the word in your notebook also and then identify the correct form and what you think is the right one write it and keep it ready for the next video next lesson.

In which I will begin with discussing the answers and then you can check them and then assess your score also

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Now just to conclude with one motivating thought about learning any language not just English Is from Ludwig Wittgenstein a very famous philosopher and language researcher and linguist. So he says the limits of my language mean the limits of my language so if I make many errors if I commit many mistakes that are the limitation. So if I convey my ideas effectively if I am able to express what I feel inside me.

So easily so fluently so succinctly so forcefully so effectively and get what I want through my communication this means my world is wider and unlimited, but if i am not able to do that and language is a limitation for me whichever language it maybe it only implies the limits of my world my world becomes narrow confined. Okay within a closed circle and there are many words which we need to experience.


So we need to end loss the horizon is of our fold using the merits of language by overcoming the limitations which we have and hopefully these kind of videos try to help you to identify your limitations first address them accept them. Many of you do not accept that I do not speak with full of mistakes. I am too good so the moment your mind things like that it is a fixed mindset its rigidity of thinking.



It will not let new thoughts to come it will not accept even if hundreds of videos like this will teach you lessons will make you work your mind has to be open and then you receive the ideas. Accept your mistake and then move ahead and then you will find that you are starting to live a new life and new avenues new windows are kidding opened.

(Refer Slide Time: 25:29)

**FOR FURTHER REFERENCE. . .**



N D Turton & J B Heaton. Longman:  
*Dictionary of Common Errors*. Longman,  
1998.

\*Saumya Sharma. *Common Errors in English*.  
Oxford University Press, 2017.

\*Examples and explanations have directly been used from this book with permission from the author, Dr. Saumya Sharma.

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So with this start let me conclude and just apart from the book of Samuel Sharma the recent one it's just one eighty rupees available through Amazon flip kart so and your local bookseller also common errors in English. That is published just this year there is as lightly whole book published in 1998. If you want to know more about common errors but the difference between the other book published in 1998 turn tail and he turns long mans dictionary of common errors.

Is that it looks for accuracy in terms of the British Standard English and the deviations in general but somina shall must book focuses particularly on the way mostly the Indian speakers then on-English speakers commit mistakes in their day-to-day life. So I would suggest that you start with this it is a small book you finish I am just taking examples from these books just to tease you.

Okay just to give you a taste of how you can improve you are in this kills the book will satisfy you are fully or thirst of developing and enhancing your English skills and simultaneously your soft skills and along with your personality so thank you so much for watching this video have a wonderful day.

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