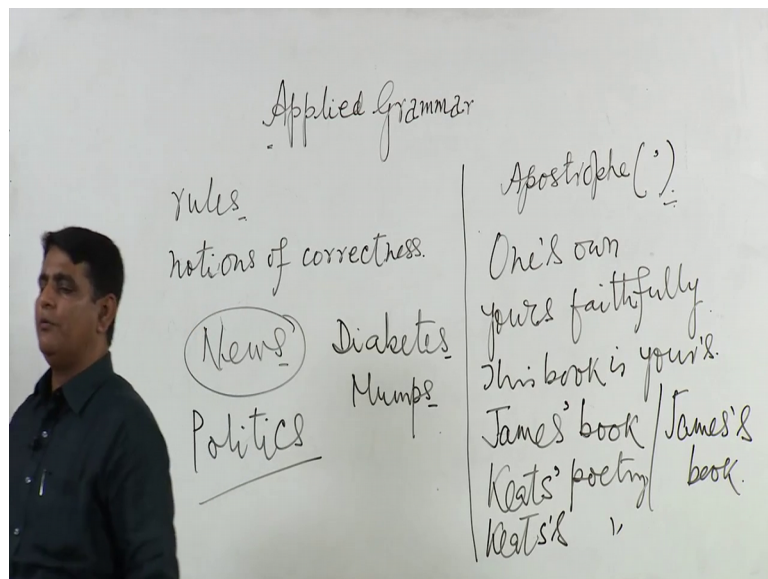


**Soft Skills**  
**Dr. Binod Mishra**  
**Department of Humanities & Social Sciences**  
**Indian Institute of Technology, Roorkee**

**Lecture - 60**  
**Applied Grammar**

Good morning friends, I hope you have been listening to the series of lectures on soft skills till now. And this lecture, which is entitled applied grammar is going to be the last and the final lecture. Now, you might be thinking why this last lecture on applied grammar; does it mean that you do not know grammar? No my dear friends, when we talk about grammar; all of us know grammar, many of us actually are better grammarians than many of, but when it comes to knowing grammar what is of utmost important is to see the application of grammar in our language.

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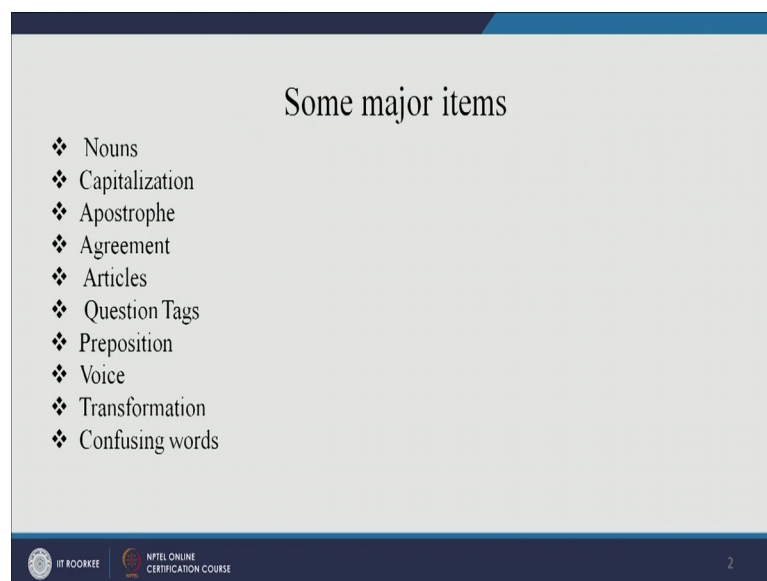


Now whenever we talk about the word grammar what does it stand for? It actually stands for rules; grammatical rules and then not only the grammatical rules, but also the notions of correctness; how correct we are. Notions of correctness and when we talk about all these things; we at times find that there are situations when we actually because we have been communicating day in and day out speaking, writing and then there are certain occasions where we feel ourselves a bit confused.

It does not mean that we do not know grammar, but actually it so, happens that because of our over use and in today's world of advertisement, in today's world of digital media and many others at times grammar seems to be out of control, out of our control and we commit silly mistakes. That is why this last lecture is a humble attempt to throw some light on certain parts of grammar, where we at times feel saky. This does not mean that I am going to teach you grammar through this course, but I am simply trying to throw some light on our notions of correctness.

We are most of us good speakers, but when it comes to writing, when it comes to checking our correctness; we feel that in the deluce of grammatical rules we often criss cross, it is very difficult to say everything about grammar or discuss all the rules of grammar just in one lecture, but then I will show and I will throw some light on certain things which will in a way sensitize you and also many of us.

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These are some major items which we shall be touching upon in a very quick manner; as when we find ourselves to be at a rageous edge when it comes to proper uses.

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## Look at these sentences

- I congratulate you for your success in UPSC exams.
- My student is a S.D.O.
- Where is your particular?
- Diabetes kill people silently.
- The secretary and principal are on leave.
- The man, who is clad in jeans, are my neighbour.

Now, in order to see how we use let us look at these sentences and you will find that even though the sentence means even though meaning is there in the sentence, but when we come to check the correctness level, we will find that something is wrong. See the first sentence; I congratulate you for your success in UPSC examinations; my student is a SDO. Where is your particular? Diabetes kill people silently. The secretary and principal are on leave. The man, who is clad in jeans are my neighbour.

Now, if you take the rules of grammar and if you start examining these sentences; all these sentences do not confirm to the correctness of grammar. I mean grammatically these sentences are incorrect and they are suffering from one problem or the other which actually demands a sort of notion about the standards and the correctness of grammar.

In some sentences we have the problem of verbs, in some sentences we have the problem of prepositions, in some we have the problem of plural, in some sentences there is no sequence, there is no concord and in some once again we find the subject does not go with the verb. The basic rule; all of you might have been learning since your childhood is I mean the very first rule that the verb must agree with its subject in number and person.

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# Nouns

- ❖ Words such as clothes, police are always plural and take plural verbs:
  - ❖ The police are yet to arrive.
  - ❖ Where are my clothes?
- Certain tools, instruments (binoculars, scissors, spectacles, glasses, scales) and garments ( breeches, pants, jeans, pyjamas, trousers) are always plural.



But then there are many words which appeared as if they can be used as plurals or sometimes as singular, but when we use verbs; we are also confused at times. Say for example, the use of nouns; noun as you know is a naming word whatever name, whether the name of an object of a person of an instrument or what so ever is a noun. But words such as cloths, police; these words will always be used as plural; that is why when we hear somebody saying the police is coming.

If we are sensitive according to the grammar that becomes incorrect because the word police is always plural and we should say the police are coming. Where are my clothes? You cannot say where is my cloth? So, when you say cloth; it can have any cloth isn't it; it can have a piece of cloth. So, when you say clothes; you are actually referring to your dress. Again when we see the names of certain tools, instruments in many of the cases they are always plural and the basic rule of grammar is in order to make a singular into plural you add s or es. But when people start feeling that there are only one word and they can be treated as singular they are perhaps in the wrong.

So, we should always say binoculars that is always in the plural, scissors, spectacles, glasses you cannot say where is my glass; if you say where is my glass that may also mean I mean the glass by which you can drink. So, whenever we talk about spectacles that is also always in plural, glasses always plural, scales always plural.

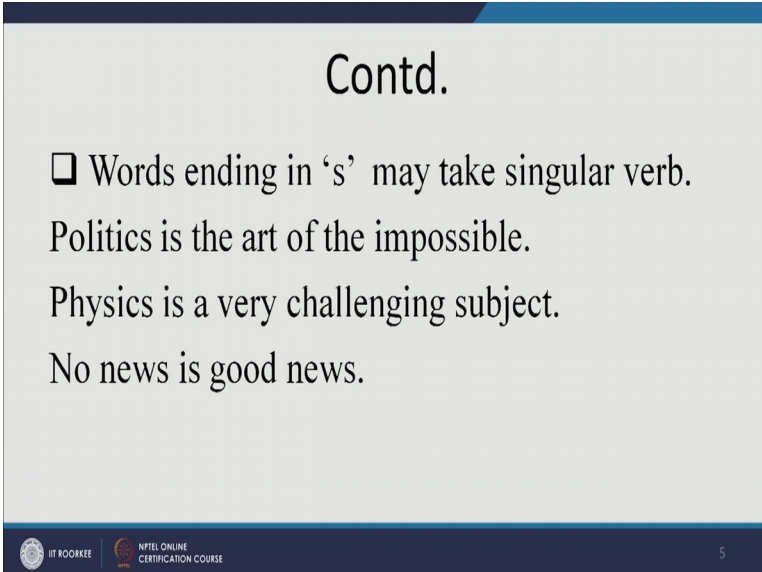
Some dresses such as breaches, pants, jeans, pijamas, trousers; they are always plural and



you will find at times people actually fail to understand and the right trouser. Again you also might have heard people saying; child is a singular and you know the plural is children, but many people even do not understand the fact that children itself is plural and they write childrens; they perhaps forget that the singular is child and the plural is children fine. So, when we talk about something being plural; it actually will have s or es, but in certain cases for example, child children. So, children and old time use is brother; brothren, nowadays brothers also being used.

Now, words ending in s may take singular verb, but again there are certain exceptions for example, when you say news; it also has got s, but then it is not plural fine. So, news which looks like plural, but it is not plural; it is always singular that is why we often say no news is good news; I have not received any news from them.

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- Words ending in 's' may take singular verb.

Politics is the art of the impossible.  
Physics is a very challenging subject.  
No news is good news.

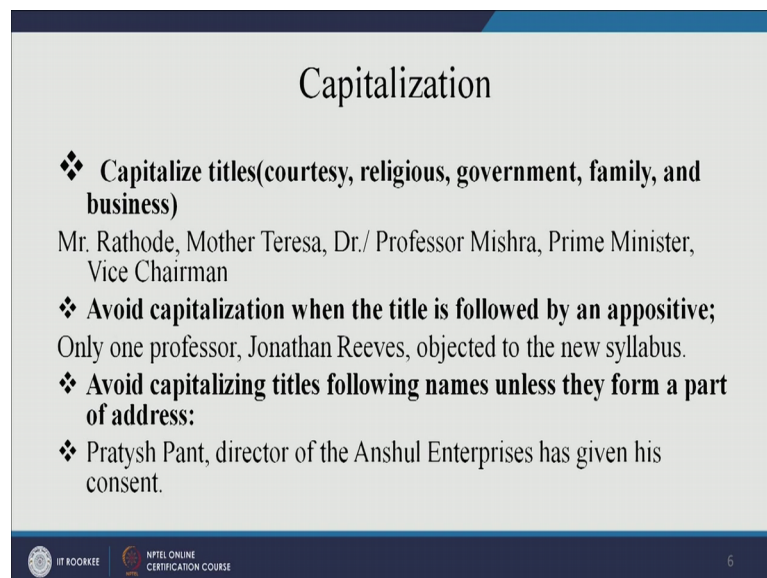
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Again you will find that people often use the word politics; politics it also has s and sometimes you must not believe that since it is s; ending in s politics ending in s, it should be plural no politics is an interesting game for leaders. So, politics again many subjects you will find mathematics, physics; so, all these astrophysics. So, all these they look like plural, but they are actually a singular.

So, sometimes these words even though they end in s word like say diabetes; diabetes it also ends in s; mumps it also ends in s, but then they are all singular. So, refer to one sentence in the in one of the slides diabetes. So, diabetes kills people; we cannot say diabetes kill people isn't it to mumps is a disease again. So, there are many words which may end in s, but they should be treated as singular.

Now, comes we should also have some focus on capitalization; which is very important and you know in an age where we are very fast and when we communicate we actually at times forget grammar. So, and at times we are not properly prepared to use capitalization. So, there is some basic things which we should understand; you see whenever we talk about some titles; mainly the titles of people even your surname.

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### Capitalization

- ❖ **Capitalize titles(courtesy, religious, government, family, and business)**  
Mr. Rathode, Mother Teresa, Dr./ Professor Mishra, Prime Minister, Vice Chairman
- ❖ **Avoid capitalization when the title is followed by an appositive;**  
Only one professor, Jonathan Reeves, objected to the new syllabus.
- ❖ **Avoid capitalizing titles following names unless they form a part of address:**
- ❖ Pratysh Pant, director of the Anshul Enterprises has given his consent.

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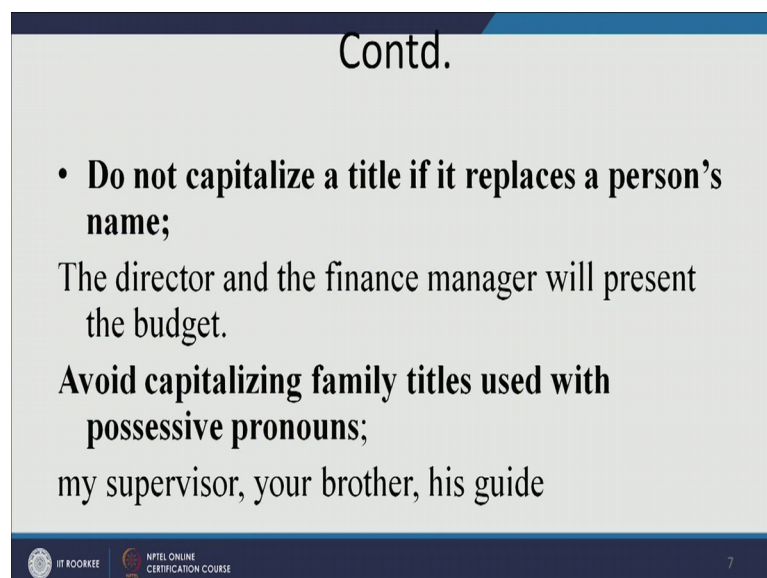
Surname is always written with the capital letter; doctor is written with the capital letter professor written with the capital; it starts with capital and again if you have your surname. For example, you can say Professor Mishra, Professor Sanyal, P rofessor Chakravarthy. So, both Professor and Chakravarthy; the first letter will be written in capitals. Again some government posts for example, Prime Minister, President they will start with the capital letter; Vice Chairman they will start with the capital letter.

But at times when this title; I mean this designation, before this designation if you put the name of some person, the name of the person will be in capital, but the designation will be in small letter. For example we can say; you can have a look here Piyush Pant or Pratyush Pant; director of the Anshul enterprises; see Anshul enterprises is written in capital because it is the name of an organization, but then mister Pratyush Pant; who is the director his name is written is in capital, but the designation will be written in small.

Capitalization should be avoided when the title is followed by an positive. A positive is one which comes before; for example, only one professor and then the name follows. So, either the name comes in the beginning or name comes later, but if there is a something which is as an appositive or something which comes after. So, in such cases the designation will be in small letters; this has to be remembered my dear friend.

Only one professor, Jonathan Reeves, objected to the new syllabus. Now, see here only one professor even though professor is a designation, but since the name of the person has come. So, the designation will be written in small letters; if a person's name is not there; suppose a person's name is not there and the subject begins with the designation alone and then it replaces a person's name; again it will be in small letter.

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Contd.

- **Do not capitalize a title if it replaces a person's name;**  
The director and the finance manager will present the budget.
- Avoid capitalizing family titles used with possessive pronouns;**  
my supervisor, your brother, his guide

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For example, the sentence here; the director and the finance manager; here you cannot write the director, but then this can be written only when you are writing it as the address; the director IIT Roorkee. So, here we can write the capital, but when you are simply writing a sentence and the name is not there. So, in complete sentence we can say the director and the deputy director. Again in both the situations you will find deputy director. So, in both this situations you will find that it is not written with the capital letter. So, this has to be taken into consideration.

Again a capitalization should be avoided with titles having possessive pronoun; for example, when you say my supervisor; suppose sentence begins with this. So, naturally here it will be capital my; this is capital because a sentence begins with a capital letter, but here this supervisor is written in small. So, these are very small instances.

But then we have to be very careful about all these neumanes of correctness; your brother his guide again in both the situations you find; the guide and the brother they are written in small ones. The names of departments, institutions know all these will be in capitals. The names of the departments the reason or committees within the organizations even will also be for example, I am I am delivering a lecture from ET Cell isn't it?

Now, ET Cell is a part of this institute; so, when I talk about in my sentence I will write ET Cell Educational Technology Cell I am delivering this lecture from Educational Technology Cell. Now Educational Technology Cell; it is actually a department within the institute and that is why it will be written in capital here are some examples you can have a look at.

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## Contd.

- ❖ Capitalize the names of departments, divisions, or committees within the organization and not outside;

Dell has instructed its *Quality Control Unit* to concentrate on adding some new features in its laptops.

He has sent a fresh request for compensation to the firm's personnel department.

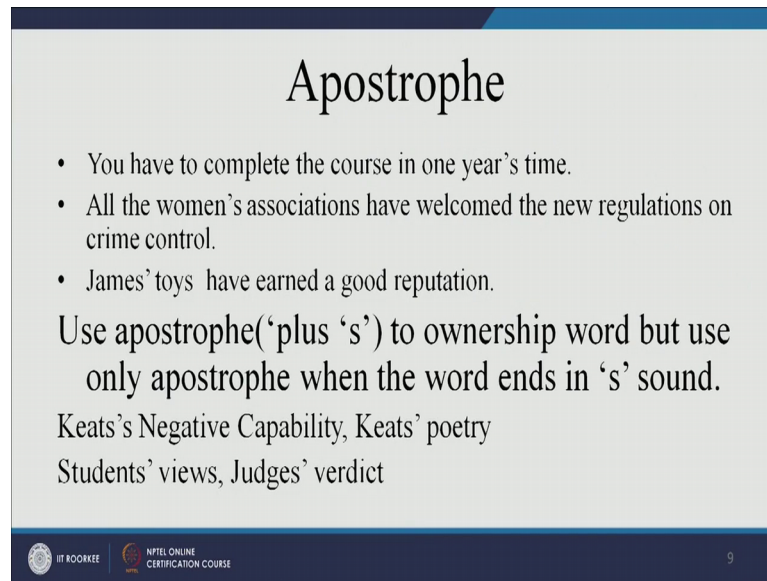
Nokia has introduced new plans in its *Corporate Social Responsibility* unit.

Dell has instructed its Quality Control Unit; this Quality Control Unit is a part of an organization to concentrate on adding some new features in its laptop. Again look at the second sentence; he has sent a fresh request for compensation to the firms personnel department personnel department. Here the personnel department is written in the small, but then this personnel department should be written in capital. I have put it very willingly just in order to test your knowledge; you see the last sentence Nokia has introduced new plans in its Corporate Social Responsibility unit that is again a part of that is a smaller part of a bigger institution that is why it has been capitalized.

Now, most of the time you will find that people often commit mistakes when it comes to giving apostrophe. Now, apostrophe let us try to understand what is an apostrophe? Apostrophe has so many meanings; apostrophe actually shows the relationship and you put apostrophe. For example, you can say one's own; isn't it; now here is apostrophe one's own. And at times it so happens that people commit mistakes and one major mistake that you often come across when we have seen people writing yours and then there also they give apostrophe; this is actually a blunder my dear friend, so please control it.

So, this will not take apostrophe yours faithfully, sincerely but we have seen majority of people they are putting apostrophe after yours. It is fine when you say this book is your's; isn't, now here you are actually trying to establish a sort of relationship. So, when we talk about apostrophe please see that for example, when you say 1 years time, 2 years time.

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## Apostrophe

- You have to complete the course in one year's time.
- All the women's associations have welcomed the new regulations on crime control.
- James' toys have earned a good reputation.

Use apostrophe('plus 's') to ownership word but use only apostrophe when the word ends in 's' sound.

Keats's Negative Capability, Keats' poetry  
Students' views, Judges' verdict

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Sometimes you say all the women's associations have welcomed the new regulations on crime control; women's. So, apostrophe has been given, but sometimes there are some words which actually begins with s and in such a situation when you put apostrophe, you are under the impression that it already has s, but no; if the name ends in. For example, James book isn't it; so now, this can be written in both ways James and James's book also. We can also say Keats', Keats's poetry like this; in this both of them are correct.

So, apostrophe is to be used in order to show the ownership, but sometimes this apostrophe also can be used to when a word ends with s sound; the examples are already given if you concentrate on this slides. Students views, girls hostel; if you want girls to be plural girls hostel put an apostrophe; girlses hostel, judges verdict or the verdict of judges; that is actually the meaning; the verdict of the judges.

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## Subject-verb agreement

None of these managers have submitted their reports.

I have been waiting for students but none of them has come.

- If the subject begins with 'none of', the verb is usually plural. But when none refers to uncountable noun, the verb is singular. When it refers to a countable noun in its plural form, the verb can be either singular or plural.



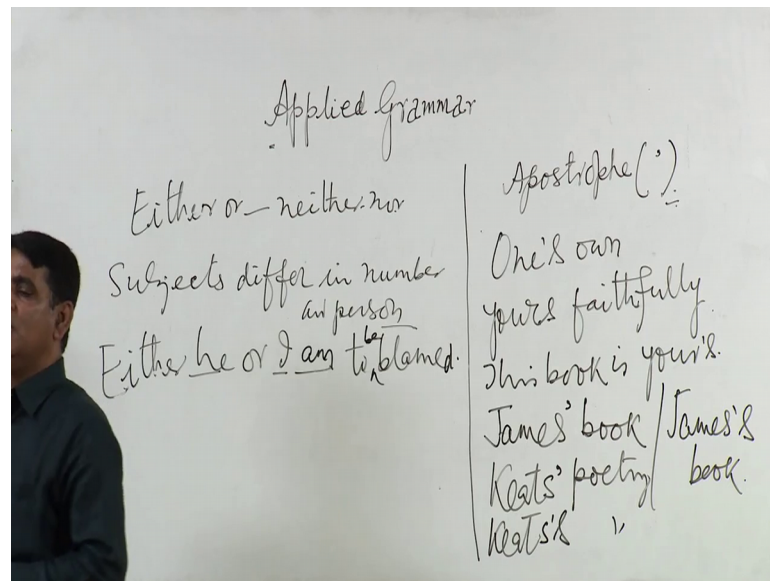
Now, something of at most important is subject verb agreement; you will find the problem arises especially in longer sentences; where you will find you are not able to trace the subject and that is why when you put the verb, which is in the later part of the sentence; you have a lot of confusion and then there is raise the problem of disagreement between the subject and the verb. Even in your day today life also you will find if there is no agreement between the two people, they cannot walk to the other isn't it?

So, in sentences; in language there has to be an agreement between the subject and the verbs. For example, and you will find there are different category of subjects; any subject may begin with a personal noun, sometimes the subject may begin with the preposition, sometimes it may begin with an adverb. So, sometimes with some other things, sometimes with the phrase, sometimes with the clause; isn't it? Now in such situations you have to be very particular about the use of concord and which is called agreement.

For example, none of these managers have submitted their reports. Now, take this word none of; again this none of when your subject starts with none of, the verb will always be plural because after none of you have managers which is plural. But sometimes when you are also trying to point out to one only; for example, I have been waiting for students, but none of them has come. Now, here there is a change in meaning none of them has come; meaning is even not even one of them has come. So, you have to be very particular about this; there are many sentences which actually begins; with either or neither nor or nor, each; either or either or neither nor each, everyone like this.



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So, when singular subjects are joined by either or neither nor, the verb that will come will be singular. For example, either the works manager or shift in charge; now here you see the works manager or shift in charge both are singular and this is joined by either or. So, the verb here is singular has; has to take the responsibility, but remember sometimes where the first subject is different and the second subject is different. Meaning thereby both the subjects are not of the same number; in such a situation, the verb will agree with the subject which is nearest, when these subjects differ in number and person. So, in such a situation, for example, if you say either he or I to blame now, what will be there? Now, here this is a subject; this is a subject now which is the nearest subject? I.

So, the verb will be according to the nearest subject. So, I will say am either he or I am to be blamed; am to be either he or I am to be blamed; is not it?

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- ❑ Singular subjects joined by either....or, neither...nor take singular verbs.

Either the works manager or shift in-charge has to take the responsibility of the accident.

- ❑ When subjects joined by either....or, neither...nor differ in number and person, the verb agrees with the nearest subject.

Neither the doctor nor the nurses were seen on the accident site.



Now, you can have another sentence neither the doctor nor the nurses were seen on the accident site. So, this is how when you have different subject and the subjects are joined by either or neither nor, the verb will agree with the subject which is nearest. When the subject begins with each of, either of, neither of the verb will take the form required by third person singular.

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- ❑ When the subject begins with each of, either/neither of, the verb takes the form required by third person singular subject.

Each of these policies has its own limitations.

Neither of these two arguments was satisfactory.

- ❑ Sentences beginning with ‘a good/great/ deal of’, ‘a lot/plenty of, most/some of, take verb agreeing with the object of the preposition ‘of’ as in the following:

A great deal of *money* has been spent on this bridge.

Most of the students feel nervous the night before their examinations.



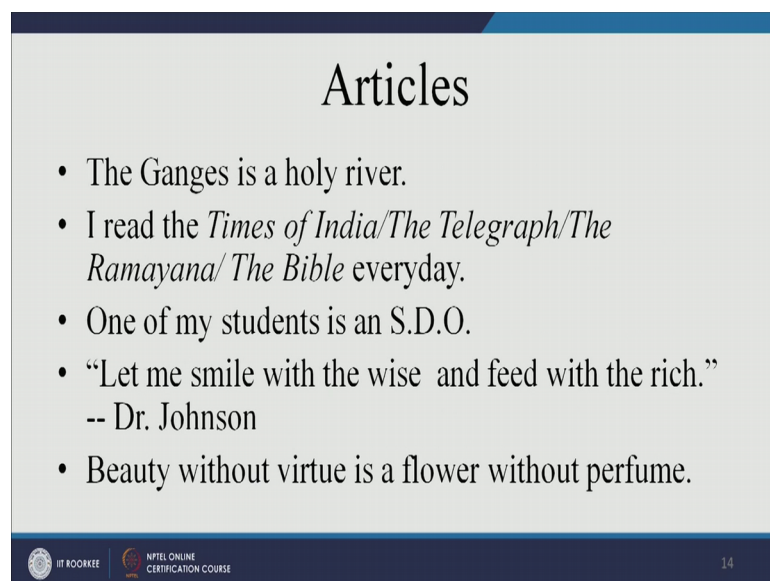
For example, each of these policies; I mean here it changes policies is plural but since the subject begins with each of, the verb will be singular; has its own limitations. Sometimes,

the sentences will begin with a great deal of a good deal of; the verb will agree with the object of the preposition of; for example, a great deal of money has been spent on this bridge.

Most of the students so, after of students that is plural, feel nervous, the night before their examination. So, there has to be an agreement between the subject and the verb and the rules of the agreement will also vary. Next is sometimes your subjects will begin with a pronoun and the pronoun will be an indefinite pronoun. For example, anybody, nobody, each, either, every, everyone here you do not know; I mean there is no specificity and that is why it is an indefinite pronoun; in such a situation verb will be always be singular.

For example each of the employees has to follow official norms; everyone in both offices was recommended for an escalation or for a promotion.

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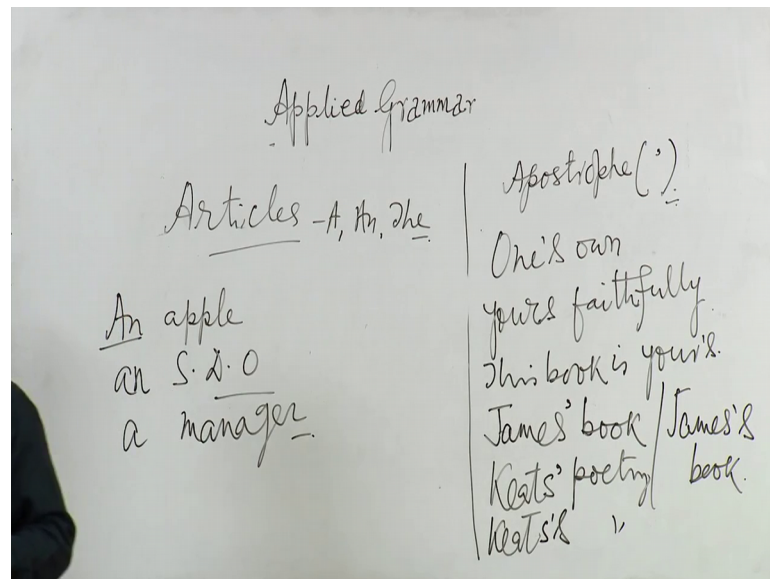


The slide is titled "Articles" in a large, black, serif font. Below the title is a bulleted list of five examples of articles used in English. The first three are simple sentences, the fourth is a quote, and the fifth is another simple sentence. At the bottom of the slide, there are logos for IIT Roorkee and NPTEL Online Certification Course, along with the number 14.

- The Ganges is a holy river.
- I read the *Times of India*/*The Telegraph*/*The Ramayana*/*The Bible* everyday.
- One of my students is an S.D.O.
- “Let me smile with the wise and feed with the rich.”  
-- Dr. Johnson
- Beauty without virtue is a flower without perfume.

Now, another important thing that you know most of us are often facing problems is the use of articles.

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And specially the students of science; they most of the time they actually sometimes they out of frustration say you English people have got lots of articles; isn't it? So, in our case the articles are; a, an, and, the and the simple rule you should follow and you will never be unhappy and that simple rule is that if the word is I mean it is not only by word only; if the word is supposed if I say and apple that is; an apple. Now, how do you know? Why should an apple have an; actually the word has to be pronounced and when you pronounce if the sound is of a oval; it will take an if the sound is of a consonant; it will take a.

For example; if you remember the first slide I had said a S. D. O a S. D. O. Now you a pronounce this word S. D. O; so, when you pronounce this word S. D. O the first sound that comes is a and that is why it should be an S.D.O, but when its complete for example, superintendent; the sound is a consonants; a that is why it will either take the or a and between the and a also you have to understand that when it is related to some specific object; then you will you must use the or if you talks about somebody know.

For example, if I say we can always say a manager; I met a manager, but when you are specifying the manager of this, this, this. Naturally you are specifying, but remember there are certain things where definite articles will be used for example, the names of places, important places especially, specially in terms of the rivers the mountains we often say the Gangas, the Yamuna; names of great books The Mahabharata, The Ramayana, The bible, The Geetha, The Vedas. When you talk about newspapers you must always use The Times

of India, The Telegraph, The Hindu, the Economic Times like that.

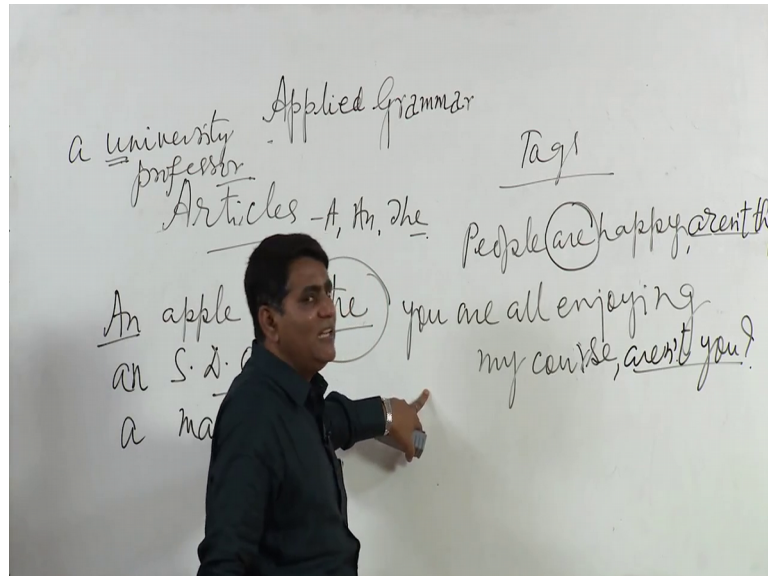
Now, but sometimes you will find when we use the; and we have a sort of specification. For example, we say the rich are blessed; now why the rich? So, this rich there denotes a sort of class of rich people; so that is always taken as plural. So, the rich are now let us have a quote by Doctor Johnson; where he says let me smile with the wise and feed with the rich. So, smile with the wise; so, when he says the wise; he does not mean one person, but actually he means class of wise people and again with the rich.

So, that is why the definite article the has been used. My brother is a University Professor; University here; we cannot say because you know as in general we feel that this is a vowel, but no when we pronounce it; it is a consonant the university; a university professor isn't it like this. Again you can take another example; beauty now beauty again can be a noun, beauty can be a virtue, beauty at times can be a quality, beauty without virtue is a flower without perfume.

You will find that whenever we communicate my dear friends; either in the form of a communication or in a form of discussion, you may at times want other people to confirm and in order to confirm; you are using something extra which we call question tag and people also at times create problems in the use of these tags.

Because these tags are used either as affirmative or negative, but remember you actually want to have a sort of affirmation from the other party with whom you are talking and that is why you use tags.

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But times are there; for example, people are happy; suppose we say people are happy. If I ask you people are happy and after this there will be a tag; if I say a you are all enjoying my course you are all; suppose I use the word you are all enjoying my course, but now enjoying my course and I want to have a sort of confirmation in such a situation, I have to use a tag. Now, remember one thing and you will be very happy my dear friend.

So, when you have to put a tag please see what is the verb that has been used? Are and the tag will always be negative because by putting negative we are getting a sort of confirmation that is why we say people are happy; are not they? Again you are all enjoying my course are not you? So, here also you will find we are using apostrophe, but please see that if the tag; if the word here is affirmative, the tag will be negative, but if the auxiliary here is negative the tag will be affirmative. You do not like me; do you?

But there is one exception you have to see whenever you use I. For example, if I say I am teaching well now here the auxiliary is am, but when I have to use tag; the rule says I have to use are not I?

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## Question Tags

- He is very intelligent, isn't he?
- They are honest, aren't they?
- It is really very hot these days, isn't it?
- One of you knows the answers, don't you?
- You have enjoyed this course, haven't you?
- I am teaching well, aren't I?

I am teaching well are not I? So, this is an exception that you have to remember, but if I say you have not enjoyed this course and the tag will be have you. So, this actually becomes; this is very important when you are having a discussion amongst your friends and when you are having a sort of conversation. So, please remember these tags then preposition one of the most difficult and most of us often create problems and often are mistaken in the use of preposition.

Now, you might be asking the question how can we be an expert? We of course, cannot be an expert in terms of using the prepositions, but at least we can practice a lot by going through good books on grammar, but then here I will point out some of the uses of prepositions where people often are in dark or they often feel that they are right they are not.

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## Preposition

❖ Words like senior, junior, superior, inferior are always followed by preposition 'to' and not 'than'.

Mr. Rathore is senior to me by three years.

- His recommendations have no other aim *than* improvement.
- He has been working in this organization since 1998.
- Mr. Deshmukh has been bedridden for the last three days.



For example, I have heard many people saying I am senior than you. So, please remember the words senior, junior, superior, inferior all these will always take preposition to and not than. Mister Rathore is senior to me by 5 years; senior to me. Again, there is another problem which people often come across in the use of since and for. So, here also a point of caution that whenever there is certainty; I mean you know the exact time; for example, I have been teaching in this institute since 2007.

Now, when I say 2007 I am actually talking of a sort of certainty, but when if I say he has been working for 4 years. Now, you do not know which 4 years; that is why it is called a point of time and a period of time. So, whenever you feel that you are totally aware; you have to use and then you know such a thing will be only in present continuous or in any sorry present, perfect, continuous; I have been teaching; he has been teaching since.

Since and when you say since; you have to point out the specific time that is; for example, if I say Mister Deshmukh has been bedridden for the last three days.

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## Contd.

- ✓ He found a poor boy sitting beside the driver.
- ✓ Besides teaching, I write books.
- ✓ The priest was absorbed in his meditation when I reached the temple.
- ✓ Roorkee lies between Meerut and Haridwar.
- ✓ Beware of insidious friends.
- ✓ All of us must comply with the regulations.
- ✓ This course will make you confident of your success in various spheres.
- ✓ Has it been raining since morning?
- ✓ I agree with you on this point. But I do not agree to Mr. Ravi's proposal.
- ✓ The Child is the father of the Man.

Now, you will find there are some more use of preposition which you should take into consideration and you will find that at times it can be difficult. He found the poor boy sitting beside the driver, but sometimes people write besides. Besides, actually mean in addition to, but when you say beside means by the side; besides teaching I write books. So, meaning is I not only teach, but I also write books. The priest was absorbed in; absorb will always take in; in the meditation when I reach the temple; Roorkee lies between Meerut and Haridwar.

Now, you see when two objects are been; so, in a comparison or when something is between two then you have to use between and when we use beware of insidious friends, beware of fraud friends. All of us must comply with the regulation not to the regulation; the course will make this course will make you confident of your success in various fears. You like voice you can see and you know a good grammar book will give you all these prepositions; which if you find you have time enough you can remember them and use them effectively.

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# Voice

- His long speech made no effect on the audience.
- You are requested to submit the report by the weekend.
- Everyone knows about his tricks.
- Your complaints will be heard in time.
- You are advised to submit your proposal again.
- The ministry has recommended his name for the award.
- The streets are swept every day.
- We expect good news.

Now is voice anything can be said in two different voices something in active and something in passive and you know when we use active voice, the verb comes just after the subject, but when you use passive; there is a change of order. For example, is long speech made no effect on the audience; made no effect on the audience and if we say you are requested to submit the report by the weekend; now this is passive.

Now when you are using a particular voice you are attaching some meaning; you are advised to submit your report; again passive, but then if you want to say it in active please submit your report. The streets are swept every day, so somebody is sweeping these street every day. We expect good news; this is active, but we can use it in passive good news is expected.

So, there are two voices; it depends totally upon you and depending upon the occasion which voice you are going to use. We have already discussed in our writing section how when you write something in passive; the impact is less when you write something in active, the impact is more and then comes transformation.

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## Transformation

- This hall is too small to accommodate thirty guests.
- Hitesh is too poor to pay his tuition fees.
- The mountain is too high for me to climb.
- Can a leopard change its skin?
- No sooner did he see the tiger he fled.
- Ashoka was one of the greatest of Indian rulers.
- The aeroplane flies faster than birds.

Sometimes people also use sentences like this hall is too small to accommodate thirty guests; the meaning is the hall is so, small that it cannot. So, whenever there is two; two the meaning is negative. Can a leopard change its skin? Now see the sentence is in integrative, but the meaning is negative; a leopard cannot change its skin. So, you have been using all sorts of sentences in your day to day life and the meaning lies as I have been saying with you the speaker; the user.

The aeroplane flies faster than birds; what is the meaning? And it is a degree of comparison; birds do not fly as fast as aeroplanes. So, you have to understand that these are some of the ways which as an effective user; as if effective speaker we have to take into consideration; at times you will also come across certain confusing words and we have seen that people expect to use something; where is they use something else.

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## Confusing words

- Affect, effect
- Appraise, apprise
- Compliment, complement
- Desert, dessert
- Elicit, illicit
- Formally, formerly
- Loose, lose
- Principal, principle
- Stationary, stationery
- Deny, refuse
- Emigrant, immigrant
- Later, Latter



For example, affect effect; I hope my lectures have affected you; so, when I say affected means impressed or have an impact. But, when I say is there any effect of my lecture on you? So, in the other instance it becomes a noun, we say formally this course is going to close my dear friend, but informally all of your my friends; you can contact me any moment.

So, formally I mean in a formal manner, but when you use formerly; formerly also I tried to deliver lectures. Formerly means on earlier occasions; so, let us try to understand the change of meaning with a change of a particular word with the slight spelling change. For example, time and again you might have seen people making use of loose and lose. So, when you use the word l double o s e; loose that has a different meaning and l o s e; I he is always afraid that he is going to lose his job, so l o s e lose the job.

But when you are using loose means to a make something loose please; I do not like loose talks. Again stationary and stationery most of the time people are confused; so, whenever you are using stationery; you are I mean the first stationery you are talking about place, but when you are using stationery, you are talking about paper and other required things. You are using letter; latter ill talk to you later or when two things are being discussed; we say it comes latter.

I expect you are going to send me lots of compliments and your compliments are going to compliment my self confidence. A complimentary copy of the book has been dispatched;

my dear friends grammar is actually a sea; however, hard you try you can only be a drop in it, but then you should not lose your heart because we are here to create some sort of effect on you. By uprising you so that you may make your own appraisal, you may also be in a position to offer compliments that can complement your working style.

Life is not a desert; life is full of desserts. So, when I use desserts I mean sweets, you see an illicit relationship may cost, but an illicit. So, when we use illicit and illicit; the first illicit is to seek response now I tried to illicit his response, but I later came to know that they were having a sort of illicit I double li; illicit relationship. So, this is how every now and then if you can continue trying and if you can continue hammering yourself with grammar in order to be correct. Having said all this; as I said in the beginning, we are actually in the last leg of this series of lectures on soft skills.

I do understand that you all have been listening to me and my lectures very patiently and you might do not have felt any boredom or envy. But something that begins must come to a close and this course also is going to come to a conclusion, we had began well something that begins well is half done. And when I began well on every optimistic note, I also had a sort of hope that it will end well. Because we believe that with the amount of labour that I have put in this course and with the amount of assistance that my fellow colleagues have rendered to me; in order to make this course successful.

I have deliberately spoken adjustably on communication, on different phases of communication whether it is by telephone or it by oral written and then whether it is to create an interest in your own personality; by knowing your personal strengths and weaknesses. Whether it is to understand how sometimes other words because of even because of the best intentions; fail to create impact and we create a sort of communication barriers.

Barriers are there in lives and in organizations, but barriers can be improved my dear friends. We also discussed how we can; during our jobs, at above work places have to write several sorts of letters, drafts, several sorts of reports collect data's analyze them and how at times we have to appear at interviews, at group discussions and how we have to submit reports, how we have to show ourselves as a skillful leader, how we also have to give speeches for different occasions and how finally, we have to judge ourselves

whether we have been able to create a sort of balance between our emotions and our intellect. The time has come to finish this course and while completing this course, I feel a sort of satisfaction, but then this satisfaction will be true only when you are satisfied. The course is completed and it will always be in its position that it can always respond to your queries.

And I hope you will be answering my questions through quizzes, through tests and feel yourself better than you were when you begin this course. Ultimately let me tell you all; all is well that ends well; let me tell you goodbye. Let me also wish you to have a successful life, a successful career, a successful interview and a successful experience so that you can be joining the ranks of satisfied people; who are going to enhance the image of their organizations that they are in. Thank you very much, I wish you all a very happy and enriching learning experience.

Thank you very much.