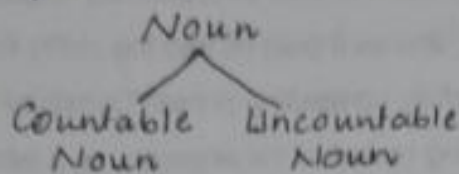


COUNTABLE AND UNCOUNTABLE NOUNS

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'Noun' is a naming word. The position and function of a noun is predecided. It works either as a subject or as an object in a sentence.



The nouns that can be counted by numbers are called countable nouns whereas the nouns that cannot be counted are called uncountable nouns.

COUNTABLE NOUNS

It has two forms { Singular
Plural

Singular

Book
Mountain
child
Table

Plural

books
mountains
children
tables

Uses of- Countable nouns

1. In a sentence singular subject (singular noun) takes a singular verb and plural subject (plural noun) agrees with plural verb.

This orange is sweet.

These oranges are sweet.

2. Singular countable nouns are used with a, an, another, the, this, that, each, every etc.

Give me a pen.

That boy is the head of the team.

I go to temple every Sunday.

Each student has a laptop.

3. Plural countable nouns may take determiners like many, a few before them.

I have many pencils.

A few boys have attended the seminar.

4. When generalised, plural countable nouns donot take any determiner before them.

I love sweets.

Cows eat grass.

UNCOUNTABLE NOUNS

Uncountable nouns are always singular and they take singular verbs with them.

Uses of- Uncountable Nouns :

1. Uncountable nouns agree with singular verbs

Silver is white.

Physics is my favourite subject.

2. Ordinarily uncountable nouns donot take any determiner before them.

Furniture looks bright.

3. Generally quantifiers such as some, much, a little, a lot of can be used with uncountable nouns to indicat quantity.

My friend gave me some rice.

I have not got much money with me.

Can you borrow a little sugar from our neighbour?

NOUNS WHICH CAN BE COUNTABLE AS WELL AS UNCOUNTABLE

Example:

1. Our science teacher wrote a paper on air pollution. (CN)

2. Books are printed on paper. (UN)

In sentence (1) 'paper' means an 'article' (one article). Thus it is countable.

In sentence (2) 'paper' is a material. Hence uncountable.

Similarly:

- 1. Yesterday I bought an iron. (CN)
[Iron - an object meant for ironing clothes. Hence countable]
- 2. Iron is stronger than wood. (UN)
[Iron - a metal. Hence uncountable]

Some more examples:

- 1. a. Could I have a glass of water? (CN)
b. Glass is brittle. (UN)
- 2. a. Our journey to Badrinath was a wonderful experience. (CN)
b. He has enough experience for the job. (UN)
- 3. a. The boy ate a whole chicken. (CN)
b. Would you like some more chicken? (UN)
- 4. a. The old man had a boiled egg for breakfast. (CN)
b. There's egg on your face.
- 5. a. The boy picked up a stone. (CN)
b. They used stone to build their houses. (UN)
- 6. a. Tea is grown in Darjeeling. (UN)
[Tea - uncountable → substance]
b. This shop sells teas from different parts of India. (CN)
[Teas - countable → different kinds of tea]
c. I have just bought a new tea from the Nilgiris. (CN)
[Tea - countable → a certain kind of tea]

Examples of Food and Drink as countable:

- 1. Could I have some more bread?
- 2. I would like to borrow a bag of rice.
- 3. Shall I make a cup of tea for you?

Use of "lots of" and "a lot of":

Lots of and a lot of go with both countable and uncountable nouns.

1.a. He has borrowed lots of books from college library. (CN)

b. There is lots of rice left. (UN)

2.a. The mechanic repairs a lot of cars everyday. (CN)

b. They have got a lot of money. (UN)

Letter Writing

Letter is the oldest form of written communication. It establishes various relationships. Basing upon this we can categorize letter writing as -

1. Personal letter
2. Official letter and/or applications
3. Business letters
4. Job application with C.V.

1. Personal Letter

- * Letters written on personal capacity to friends, family members, relations etc.
- * Occasions: Birth day wishes, condolences, congratulations, formal queries, sharing personal matters and many more.

2. Official letters / applications

- * Letters written to official designations on official purposes.
- * Occasions: Leave applications, joining letters, appointment letters, letters to official persons like EDMO, Corporator, Bank Manager and many more.
- * Here we are only concerned with applications to the Principal, HODs, Librarian and Hostel Supdt. as per our diploma syllabus.

3. Business Letters

- * Letters relating to business matters on different business purposes.
- * As per our syllabus we are to learn the letters as per the list -
 1. Letter of Enquiry
 2. Placing an Order
 3. Execution of an order
 4. Complaint
 5. Cancellation of an order

4. Job application and C.V.

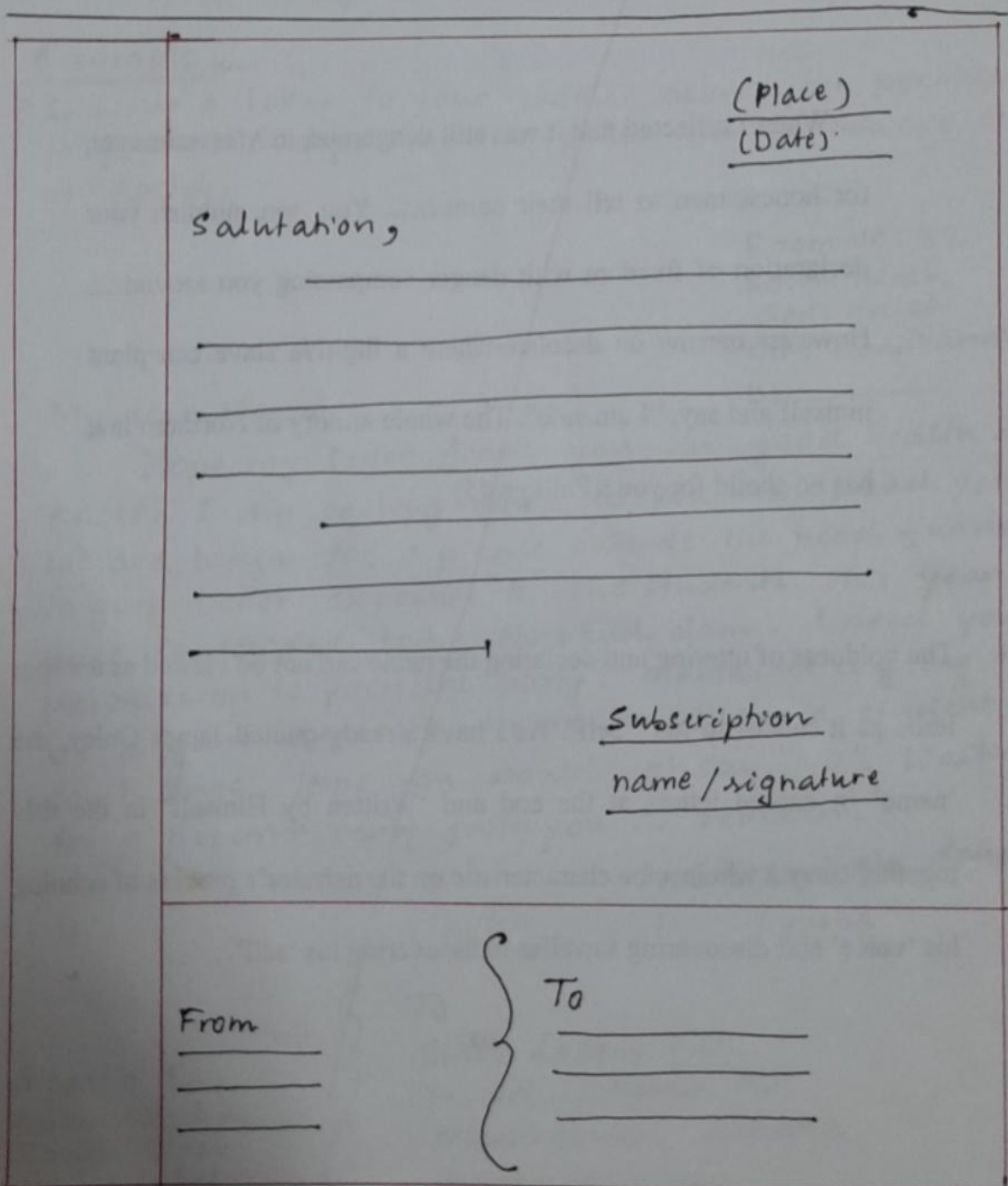
Job application is an official letter. C.V. (Curriculum Vitae) is about the bio-data of the candidate.

Structure of Letter

Preferably we follow different formats for personal, official and business letters. As per their structure we categorize format of letter writing into two -

- 1. Semi-block pattern (informal)
(personal letters are written in this way)
- 2. Block-pattern (formal)
(official and business letters are written in this pattern)

1. Now we will see how this semi block pattern is:



All the personal letters are written in semiblock pattern.

Important

* Salutation stands for addressing the receiver.

- ex. Dear Papa
- Dear friend XYZ
- Respected Uncle etc.....

* Subscription is how we close the letter by paying proper justification to our relationship.

- ex. Yours lovingly daughter
- With love
- With regards etc.....

Example

Q1. Write a letter to your mother asking her permission to join the departmental picnic party. You are staying in hostel.

Ans:

Room No: 32
 South Block
 Girls Hostel
 GP, Kandhamala
 Dt. _____

My dear Mama,

Hope my letter finds you in good health and cheer. I am sailing fine. As you know, each year we are taken for a picnic outside the head quarter to give better exposure to the students. This year the place is decided to be Hirakud dam. I need your permission to join the party. Mama, it is going to be a good exposure for me as I am a student of Civil Engg. Hope you would not say "NO". Waiting for a positive reply from you, I remain.

Yours lovingly daughter
 Ayesha

Ayesha Pati
 Room No. 32
 South Block
 Girls' Hostel
 GP, Kandhamala

To
 Smt. Laxmi Pati
 Clo. Sri Dhruba Pati
 Manikeswari ehaka
 Bhavanipatana

UNIT-2: SPEAKING SKILL

Communication is a general phenomenon. Wherever life exists, communication also exists. Speaking is an important form of communication.

Mastering oral language skills is very important for an individual since a good command of oral communicative proficiency helps the person to express its feelings, thoughts, and ideas. Speaking seems to be the most handy, immediate and most obvious form of communication.

The art of conversation is achieved by practice. It needs knowledge, practice and patience. Followings are the tips to enjoy a good conversation:

1. Smile and create a first good impression.
2. Listen sincerely, maintain friendly and polite eye-contact.
3. Find out what the other end is interested in.
4. Try to find out things about other people they like to share with you.
5. Introduce yourself, shake hands, forget yourself and focus on the other side.
6. Pay complete attention and respond with interest.
7. Know where to draw a conclusion - else, conversation becomes boring resulting in meaninglessness. A good conversation ending with a positive note leaves a good impression and facilitates for more future interactions.

It does not matter who we are, what we are and what sort of job we hold. One day we will be required to make a speech before others. We need to be prepared.

Ability to speak well has the following benefits:

1. Increases self-confidence and leadership quality.
2. Get the credit that you deserve.
3. Opens up new opportunities.
4. Improves the quality of life.

And many more.....

peaking starts with conversation. Regardless of the matter, whether the occasion is personal or professional, all conversation need to start appropriately, develop logically and end justifiedly.

Example of an ineffective conversation;

[Conversation between a woman and a man at a counter]

Woman: Good Morning. Excuse me, I have been told this is the office which registers people's complaints. Could you guide me how to go about it?

Man: Welcome Madam; the procedure is very simple. You can just drop your complaint in the complaint box kept over there.

Woman: Will I be given any receipt?

Man: Sorry Madam; as per the procedure it won't be possible. But don't worry, it would be quite safe.

Woman: Thanks, Sir. But how do I feel assured that it won't go missing?

Man: Actually, there is a procedure for it. The moment you drop your complaint in the box, it would flash a number. Now, when we retrieve all the applications at the end of the day, we know how many complaints are there. We count the applications and tally it with the number flashed on the screen. So, the system keeps track of all the applications dropped into the box.

Woman: That's fine then. Thank you very much for your help.

Man: The pleasure is ours, Madam.

Another Example:

[Conversation between a patient and a doctor]

Write down the conversation done in class here.

Assignment:

Develop a conversation between you and your chemistry teacher regarding preparation for final examination.

SELF-INTRODUCTION

1. Self-introduction is a situational approach.
2. It is guided by context.
3. It is social by nature.
4. It opens the door to an effective interaction.
5. A brief, crisp self-introduction moves the other end meaningfully.

PRACTICE

1. Assume yourself as a fresher. Introduce yourself before your class.
 - : Your name, branch, semester
 - Where are you from
 - Where are you staying now
 - Your background (10th/12th)
 - Your parents
 - Something more if you like....
2. You are caught red-handed while misbehaving your senior and taken to the principal. Introduce yourself to the principal.
 - :

More practices with different situations: