



LEARNING DOMAIN
LANGUAGE AND COMMUNICATION

ENGLISH FOR USAGE



तह ३

नेपाल सरकार

शिक्षा, विज्ञान तथा प्रविधि मन्त्रालय
शिक्षा तथा मानवश्रोत विकास केन्द्र

हाम्रो भनाइ

सिकाइ मानव जीवनको अभिन्न अङ्ग हो । औपचारिक शिक्षा प्रणालीको संरचनाभन्दा बाहिर रहेर पनि व्यक्तिले जीवनका लागि आवश्यक ज्ञान र सिप हासिल गरिरहेको हुन्छ । यसरी जीवन(पर्यन्त चलिरहने सिकाइलाई अनौपचारिक शिक्षा भनिन्छ । जीवनपर्यन्त अर्थात् आजीवन सिकाइ तोकिएको निश्चित ढाँचा वा पद्धतिमा मात्र सीमित हुँदैन । मानव जीवनमा व्यक्तिले औपचारिक, अनौपचारिक तथा आफू संलग्न रहेको पेसा व्यवसाय वा कार्य अनुभवले विभिन्न किसिमका ज्ञान, सिप र क्षमता आर्जन गरिरहेको हुन्छ । अनौपचारिक माध्यमबाट सिकेका ज्ञान, सिप र क्षमतालाई उपयुक्त प्रणालीमार्फत व्यवस्थित गर्दै लैजानु जरुरी छ ।

विद्यालय शिक्षाको राष्ट्रिय पाठ्यक्रम प्रारूप, २०७६ ले गरेको व्यवस्थाबमोजिम अनौपचारिक रूपबाट शिक्षा हासिल गरेका तर प्रमाणीकरण हुन नसकेका वा विभिन्न पेसा व्यवसाय गर्दै स्वअध्ययनको माध्यमबाट सिकाइ प्रमाणीकरण गर्न तथा आफ्नो योग्यता बढाउन चाहने व्यक्तिको आवश्यकतालाई दृष्टिगत गर्दै यो सामग्री तयार गरिएको हो ।

यस सामग्रीले भाषा तथा सञ्चार, व्यवहारिक समस्या समाधान, सामाजिक व्यवहार र मूल्यमान्यता, जीवन जगत र प्रविधि तथा स्वास्थ्य जीवनशैली र सिर्जनशीलतागरी पाँचओटा विषयक्षेत्र समेटेको छ ।

यो सामग्री १५ वर्षमाथिका औपचारिक शिक्षा प्राप्त गर्न वा पूरा गर्न नसकेका अनुभवी सिकारुलाई दृष्टिगत गरी विकास गरिएको छ । यो सामग्री हाललाई परीक्षणका लागि तयार गरिएको हो । आगामी दिनमा सरोकारवालाबाट प्राप्त सल्लाहसुझाव समावेश गर्दै यसलाई अझ परिष्कृत एवम् अद्यावधिक गरिने छ ।

यो सामग्री तयार गर्ने क्रममा सहयोग पुर्याउने साभेदार संस्था युनिसफ तथा विश्व शिक्षा, सामग्री लेखन र भाषा सम्पादनमा सहयोग गर्नुहुने विज्ञहरू, चित्र तथा साजसज्जा कार्यमा संलग्न सबैप्रति यो केन्द्र हार्दिक धन्यवाद प्रकट गर्दछ ।

शिक्षा तथा मानव स्रोत विकास केन्द्र

सानोठिमी, भक्तपुर



Introduction

English is one of the most widely spoken and written languages in the world and is considered a global language. In today's world, proficiency in English is increasingly becoming a requirement for many jobs and industries, as well as for travel, higher education, and communication with people from different countries and cultures.

Dear learners, you will learn very essential ideas needed in your practical life. In particular, you will learn how to effectively communicate important information to others. Similarly, you will learn how to express predictions and communicate those ideas to others. Likewise, you will be able to write rules and regulations of the various places in terms of what is required of them and what they are not allowed to do. Moreover, learning how to make offers can help you initiate interactions with others and express willingness to help or collaborate. Last but not the least, you will learn how to express agreement or disagreement with others, which can help them navigate social situations and express their own opinions clearly and respectfully.

Competency

After studying this learning material, you will be able to achieve the following competency: :

- Use of language functions and interaction

भाषा प्रकार्य र अन्तरक्रिया को प्रयोग

Learning Objectives

After studying this learning material, learners will be able to achieve the following learning outcomes:

- To understand and act upon oral instructions and announcements

मौखिक निर्देशन र उद्घोष गरेका सुचना बुझेर कार्य गर्न

- To have conversation related to daily life activities

दैनिक क्रियाकलापसम्बन्धी साधारण संवाद गर्न

- To express one's experiences and ideas in written form

आफ्ना अनुभव र विचारलाई लिखित रूपमा प्रस्तुत गर्न

Lesson Structure

This module has five lessons:

S. N.	Topics
1	Announcements
2.	Expressing prediction/speculation
3.	Expressing obligations and prohibition
4.	Making offers
5.	Agreeing and disagreeing



Pre-learning Activity

Before studying this learning material, answer the questions given below to see how much you already know about this topic.

Read the following advertisement and do the activities that follow.

VACANCY ANNOUNCEMENT

A reputed English medium school with the motto 'Modern Education in Nepali Manner' is seeking a dynamic, energetic, and well-qualified secondary-level teacher for the following post.

Post : Mathematics teacher (full-time)

Qualification : M.A. or M.Ed in Mathematics

Experience : At least 4 years

Remuneration : Negotiable

Qualified and interested individuals are requested to send their applications to the following address with a copy of their academic qualifications, CV, and a recent passport-size photograph by 20 March 2022 :

Karmada English Boarding School

Bharatpur Chitwan

Email: kamarda54321@gmail.com

Fill in the blanks with the correct information.

- i) The objective of the school is.....
- ii) The last date to submit applications is
- iii) is the minimum qualification to apply for the post.
- iv) The candidates should have years of experience.
- v) The school is medium school.

Answer the following questions.

- i) What is the advertised post?
.....
 - ii) What are the things to be submitted with the application?
.....
 - iii) How much salary is fixed for the post?
.....
 - iv) What is the motto of the school?
.....
 - v) Where is the school located?
.....
- 2) Write the rules that you should follow in your workplace.
.....

Write the rules that you should follow in your workplace.

Express your views on ‘Love is life.’

Write short answers.

a) Have you ever written an email?

.....

b) If yes, when did you write?

.....

c) What is your email address?

.....

d) What is the importance of sending and receiving emails?

.....

e) To whom did you write an email recently? What was it about?

.....

Write a paragraph about the aim of your life.

Do you agree that Facebook is useful for youths? Give your answer with logic.

Do as indicated in the brackets.

a) She puts her all effort into work. (Change into negative)

.....

b) He visited the USA last year. (Change into yes/no question)

.....

c) They like to play football. (Change into yes/no question)

.....

d) Economics.....(is/are) important subject for all.

.....

e) She is.....(a/an) girl of the village

.....

Well, how was it? Do you think you did well?

If did well, excellent! It shows that you already know much about the topics in this module. You may still study the module to review what you already know. Who knows, you might learn a few more new things as well.

If you could not do well, don't feel bad. It shows that this learning material is for you. It will help you understand some essential concepts that can apply in your daily life. If you study this learning material carefully, you will learn the answers to all the items in the pre-learning exercises and a lot more! Are you ready?

You may go now to the next page to begin Lesson 1.

LESSON

1

ANNOUNCEMENTS



Learning Activity

Look at the following pictures, guess what they are about, and answer the given questions.



WANTED IMMEDIATELY
A Govt. Recognized Star Export House needs the following personnel immediately.

- **MERCHANDISER** (Min. 5 years exp.) - 2 Nos.,
- **QAM** (Min. 5 years exp.) - 1 No.,
- **CUTTING INCHARGE** (Min. 5 years exp.) - 2 Nos.,
- **CUTTING SUPERVISOR** (Min. 1 year exp.) - 4 Nos.,
- **QUALITY CONTROLLER** (Min. 2 years exp.) - 4 Nos.,
- **LINE QC** (Min. 1 year exp.) - 6 Nos.,
- **PACKING INCHARGE** (Min. 1 year exp.) - 2 Nos.,
- **PACKING HELPER** (Min. 1 year exp.) - 5 Nos.,
- **DRIVER** - 2 Nos.,
- **FABRIC STOCK INVENTORY** - 2 Nos.,
- **FABRIC FOLLOW UP** - 2 Nos.,
- **MAN POWER SOURCING HEAD** - 1 No.,

Persons willing to work on long term basis may walk in with Bio data & Photo for an interview **26.02.2019**.
Time: 10 am at below mentioned address.

M/s. RUBY APPARELS
No.7, Police Line Street, Sabapathipuram,
Opp. to Court, Tirupur-641 601.

Mob: 94897 19205, 94872 20271

100% Job & Income Guaranteed.

VACANCY ANNOUNCEMENT

American Project Online Home Based job + Data Entry

Req.: Basic Computer ज्ञान + SEE/+2 above
Facility : Home based Job (घरमै बसेर काम गर्न सकिने)
Part time/Full time/ Over time
Income: Rs. 10,000-Rs.15000 माथिदे

Vacancy in Call Center / Phone Handling/ International Counseling

Post: CSR (Customer Service Representative)
Requirement : Average Spoken English , SEE, +2 above
Facilities: Transportation + In-home Meal
Shift: Morning/Day/Evening/Night
Salary: Rs10,000-Rs.13000+OT+Incentives+Bonus

विस्तृत जानकारीको लागि सम्पर्क गर्नुहोस् । 09-89999898, ९८०८८००९५८

J. H. Pvt. Ltd.
मा सम्पर्क गर्न होस् ।



a) Have you ever seen such announcements?

.....

b) Where did you see them?

.....

c) When did you see them?

.....

d) What were they about?

.....

e) Did you apply for any job?

.....



Learning Activity

Let's read.

Read the following vacancy announcement and do the activities that follow.

Job Opportunity

A highly reputed social service group of Nepal is seeking eligible candidates for the following posts:

Post	: Receptionist. (Females are encouraged to apply.)
Qualification	: SEE
Required no.	: 1 (one)
Experience	: One year of experience
Salary	: Negotiable

Interested and qualified candidates are requested to apply with complete bio-data before 31st March, 2023. at P.O. Box No 1098, Kathmandu, Nepal.

Tharu Foundation
Kalanki Kathmandu

Email: rabinfoundation@gmail.com
Contact number: 015405084

Glossary

Words	Meanings
1. opportunity	: chance (अवसर)
2. reputed	: prestigious (प्रतिष्ठित)
3. invites	: calls for (आह्वान गर्छ)
4. applications	: petitions (निवेदनहरू)
5. eligible	: qualified, capable (योग्य)
6. candidates	: applicants (आवेदकहरू)
7. encouraged	: supported (उत्साहित गरिएको)

Let's Try This

Fill in the blanks with suitable words or phrases from the advertisement above.

- Social service group of Nepal is seekingcandidates for the post of receptionist.
- are encouraged to apply.
- The candidates must have excellent command over skills both in English and Nepali.
- The candidate should apply before.....
- The given contact number is.....

Answer the following questions.

- Who has invited the applications?
.....
- What is the required post?
.....
- Who are encouraged to apply?
.....
- Where should the candidates apply?
.....
- What is the deadline to apply for the post?
.....



Learning Activity

Let's Listen.

Listen to the following three advertisements and do the tasks that follow.

Link of the audio

<https://drive.google.com/file/d/1lj0EQoKwyN6u9UB6CV3ecj88FMLKefzN/view?usp=sharing/>

Listen to the audio again and write 'T' for true and 'F' for false statements.

- | | |
|--|-----------|
| a) Barkerís Department Store opens at 9 am and closes at 6 pm. | [] |
| b) Barkerís Department Store opens from Sunday to Saturday. | [] |
| c) The Greenwood Fitness Center is open from 7 am to 8.30 pm. | [] |
| d) The Greenwood Fitness Center is open from Monday to Saturday. | [] |
| e) D for Danger starts at 9.45 pm, Friday. | [] |



Interactive Activity

Let's Speak.

Look at the following advertisement below and share the information of this advertisement with at least five people of your nearest orally.

Read the following vacancy announcement and do the activities that follow.

VACANCY ANNOUNCEMENT

Dalit Development Forum (DDF), an organization working for the upliftment of rural Dalit communities invites applications from qualified and experienced Nepali citizens for the following post for implementing a project related to local good governance in Dolpa District.

Post : Messenger (I):
Qualification : SEE
Required no. : 1
Salary : As per the organization's rules and regulation
Experience : 2 years of experience in related field

Interested candidates are requested to submit covering letter and latest resume to: dalit_df@yahoo.com no later than February 25, 2009. The selection committee has the right to accept or reject all the applications received. Only short-listed candidates will be contacted for the interview.

Dalit, women and those belonging to the minorities are strongly encouraged to apply.



Learning Activity

Grammar:

Tense

Tense means when an action happens compared to when someone is speaking. English has three tenses: present, past, and future. These tenses show what time the action happened, is happening, or will happen. However, English verbs do not change for future tense. Each tense also has four different ways to describe the action: simple, progressive, perfect, and perfect progressive.

Here is a list of the structures of the tenses along with examples of each of them:

Aspect Tense	Simple	Progressive(- continuous)	Perfect	Perfect progres- sive(Continuous)
Present	S+v1/v5+O They play ball well. She goes to the temple daily	S + is/am/ are +v4 + O I am writing an email. He is going to Pokhara. The boys are playing the guitar.	S + has/have+ v3+O She has called him. I have studied well.	S + has/have +been + v4+ O The dog has been barking for a long time, They have been driving very fast.
Past	S + v2 + O He went to Dharan yesterday.	S + was/ were + v4 + +b She was telling a story yesterday. They were sharing sorrow yesterday.	S + had + v3+O John played badminton last week.	S + had been + v4 + O He had been worrying about his exam last month.
Future	S + will/shall + v1 I shall/will come tomorrow to meet you. He will remember me later.	be + v4 + o Nikhil will be acting in a film next week.	S + will/shall+ have + v3 + o Uttam will have come here by 5 p.m	S + will/shall + have + been + v4 + O Dhanu will have been singing many songs by next year.

Read the following sentences and write down their tense as in the example.

For example:

S.N.	Type of tense	Sentence
1.		Rajesh Chaudhari lives in Dang.
2.		Sahil is doing his job happily.
3.		Shiwani has got a scholarship for the course of a beautician.
4.		I live in Saptari.
5.		The boys have been playing football.
6.		She started her study again.
7.		Rohan was learning plumbing skills.
8.		Mithilesh had visited Mugu last year.
9.		It had been raining since yesterday.
10.		I will come to Kanchanpur next year.
11.		She will be remembering me in the future.
12.		He will have completed the course of level two next month.
13.		She will have been working honestly in life.



Practice Activity

Let's Write:

Writing job application

A job application is a type of formal letter that people write to employers when they want to apply for a job. It usually contains information about the person who is applying, such as their personal details, qualifications, work experience, commitment, and self-confidence. It's important to use formal, polite language when writing a job application.

Some Hints

i) Address and date:

First of all, write your own address and date in the right corner of the answer sheet.

Budhanilkantha-5 Kathmandu

5th January 2023

ii) Addressing

Address to the chief of the institution and write the name and address of the institution on the left corner of the answer sheet.

To,
The Principal,
Kusmakar Secondary School,
Madhya Nepal, Lamjung.

iii) Subject

Write the subject of your job application. For instance:

Subject: An application for the post of Secondary Level English Teacher.

iv) Salutation

Then write salutation
Dear sir/madam,

v) Body of application

a. Reference

Then write the first paragraph in the following format.

- In response to your advertisement published in (Write the name of newspaper) dated (Vacancy published to date), I wish to apply for the post of (Name of the post)

b. Information

Then change the paragraph and write about yourself. State your academic qualification, age, duration of experience, how you are in spoken and written English, computer knowledge, etc.

c. Ending

Then change the paragraph and write the last paragraph in this way:

- I want to let you know that if you give me the chance to work in your institution, I will do all the tasks and responsibilities given to me to make your institution better. I have attached photocopies of my academic qualifications, updated personal information, and experience letter with my application. I hope to hear from you soon.

vi) Subscription

Yours Faithfully/Sincerely Yours

.....

(Your Name)

Sample 1

Write a job application to the HRM of Sewa Bikas Bank LTD, Butwal, Nepal, for the post of a security guard.

Ram Bazar, Lamjung
29th January 2023

To
The Human Resource Manager,
Sewa Bikas Bank LTD
Butwal, Nepal

Subject: Application for the post of security guard

Dear sir,

I am writing to express my interest in the Security Guard post at Sewa Bikas Bank LTD in response to your advertisement published on 25th January 2023. With my 5 years of experience in security management and my commitment to maintaining a safe and secure environment, I am confident that I would be a valuable asset to your organization.

During my previous job as a security guard, I have gained a strong set of skills and knowledge to effectively carry out the responsibilities of this position. I have completed training in conflict resolution, surveillance techniques, and emergency response protocols. I have also gained experience in conducting security patrols, monitoring surveillance equipment, and responding to alarms.

Apart from my experience, I have excellent communication skills and can interact with individuals from diverse backgrounds. I can work independently as well as in a team and am committed to ensuring the safety and security of all individuals on the premises.

I assure you that if given the chance to work in your institution, I will carry out all the tasks and responsibilities given to me to the best of my ability. Please find attached photocopies of my academic qualifications, updated personal information, and experience letter with my application. I hope to hear from you soon.

Sincerely yours,
Samir Karki

Exercise:

1. Read the advertisement and apply for the advertised post.

WANTED URGENTLY

An NGO working in the field of technical education based in Kathmandu requires a young, energetic person for the post of driver. If you think you deserve the post, apply to The Director, GPO Box 1346, Kathmandu, Nepal.

Post	: Driver
Qualification	: At least class five
Required no.	: 1
Experience	: One year of experience
Salary	: Negotiable

Interested candidates must apply with his/ her bio-data by 30th November 2022.



Exploratory Activity

Visit the different offices of your city or nearer to your community. Look in their notice board. Seek the vacancy announcement to recruit new staff. Write the job application to apply for the post that suits your qualification and experience. You can visit other offices until you find the vacancy that suits your qualification, experience, age bar, and interest.



Self-initiated activity

Search the vacancy announcement for different jobs from different sources through the internet and apply for the job that suits your interest and qualification.

Transcript of audio:

1.

Presenter: Shopping, shopping, shopping! Barkerís Department Store is now open! Go crazy at Barkerís Department Store. It opens at 9am and closes at 6pm ‘ that’s 9 am to 6pm, Monday to Saturday. Shopping, shopping, shopping‘ at Barkerís Department Store!

2.

Presenter: Play tennis? Soccer? Go swimming? Then come to the Greenwood Fitness Center, next to Greenwood Station. The Greenwood Fitness Center is open 7am to 8.30pm, Monday to Saturday. So get healthy, cometo the Greenwood Fitness Center, 7am to 8.30pm, Monday to Saturday.

3.

Presenter: D for Danger. Only at the Club 100 Movie Theater. D for Danger starts at 9.45pm, Friday. See you at the Club 100 Movie Theater, Friday at 9.45pm.

LESSON

2

EXPRESSING PREDICTION



Learning Activity

Look at the following pictures, guess what they are about, and answer the questions based on the pictures.



a) What are the pictures about?

b) Have you ever read or watched the weather forecast?



.....

c) What is your prediction about tomorrow's weather?

.....

d) Have you ever predicted the winner in any tournament?

.....

e) How near are you to the result in your predictions?

.....



Learning Activity

Let's read.

Read the following text and do the tasks that follow.

Hello and good morning! Well, we're off to a good start in the south this week, as most of the rain from the weekend has disappeared – just a few patches of cloud and maybe some showers here on the east coast. They'll all clear up by lunchtime, though. Over the next day or so, London and the area around Kent can expect a couple of isolated showers, but mostly dry through until Thursday.

It's not such good news for the northwest this week, I'm afraid: more wet weather and not a lot of sunshine. Some of today's showers will be heavy – and even thundery in Manchester and across the Pennines. Leeds will escape the thunderstorms, with drizzle and light rain only throughout the rest of the day and tonight.

Elsewhere it becomes dry today, but with some foggy patches towards Wales. In England, tomorrow morning will see a dry, bright start in most places, with high temperatures throughout the week. We might see one or two thunderstorms appearing as the week goes on, with temperatures everywhere at 29 to 30 degrees.

By the weekend, unfortunately, the dry weather will make way for mostly cloudy skies and rain. The rain will move from Scotland, down towards the north, and reach the south coast by Saturday afternoon. Temperatures, at least, will stay mostly warm at around 21 degrees for the weekend. It might feel like a nice change from the high twenties and early thirties we'll see in the week. That's all from me until tomorrow. Enjoy the mini-heat wave while you can!

Source: www.britishcouncil.org

Glossary

Words	Meanings
1. weekend	: the period from Friday evening through Sunday evening, especially regarded as a time for leisure (सप्ताहन्त)
2. disappeared	: vanished (अलप हुनु)
3. patches	: pieces (टुक्राहरु)
4. cloud	: a mass of visible condensed watery vapour in atmosphere (बादल)
5. showers	: short period of rain (झुरी वा वर्षा)
6. coast	: the seashore (तट)
7. expect	: hope (आशा गर्नु)
8. isolated	: away from other places (पृथक)
9. sunshine	: sun's light (सूर्यको प्रकाश)
10. afraid	: frightened (डर)
11. thundery	: loud noise (गर्जन)
12. thunderstorms	: a storm with thunder and lightning and typically also heavy rain or hail (आँधिबेरी)
13. drizzle	: light rain (सिमसिम पानी)
14. elsewhere	: in, at or to other place (अन्यत्र)
15. foggy	: full of fog (कुहिरो)
16. temperature	: degree of hotness or coldness measured on a definite scale (तापक्रम)
17. heat-wave	: a long period of abnormally hot weather (गर्मी लहर)

Let's Try This

Match the words of Column A with their meanings of Column B.

Column A

- a) disappeared
- b) patches
- c) showers
- d) coast
- e) expect

Column B

- i) hope
- ii) seashore
- iii) vanished
- iv) pieces
- v) short period of rain

Write 'T' for true and 'F' for false statements.

- a) London and the area around Kent can expect a couple of isolated showers. []
- b) It is such good news for the northwest this week. []
- c) In England, tomorrow morning will see a dry. []
- d) We might see one or two thunderstorms appearing. []
- e) The rain will move from Scotland, down towards the north, and reach the south coast by Saturday morning. []

Answer the following questions.

- a) Is there good news for the northwest this week?

.....

- b) What will Leeds escape?

.....

- c) Where does it become dry today, but with some foggy patches?

.....

- d) Where will the rain move from?

.....

- e) What is the passage about?

.....



Learning Activity

Let's listen.

Listen to the following weather forecast and do the activities.

Link of the audio

https://drive.google.com/file/d/1DZtwnurjiUmIfL5Y_8mPYTUkq_RW7YEH/view?usp=sharing/

Listen to the audio again and fill in the blanks with missing information.

News reporter: Here is the weather.

Weather reporter: Welcome to the weather forecast. Now, let's see what the weather is like today. In the north of the country, it's very windy and There is a chance of some too, so don't leave home without your umbrella! The temperature is around centigrade. In the east it's rainy all day today, I'm afraid. There may be a thunderstorm in the afternoon. The temperature is a bit higher, at around 13°. In the west and middle of the country, the weather is dry but cloudy. So no rain for you, but it is quite windy and the temperature is just 10°. The south of the country has the weather today. It's cloudy most of the time but sunny this afternoon. The temperature is around



Interactive Activity

Let's speak.

Listen to the weather forecast report broadcasted from the radio or television to a group of people. Observe the weather from your locality. Have a discussion based on the weather forecast report broadcasted by radio or television and your observation from your locality in the group.



Practice Activity

Grammar

Articles

Articles are words that come before nouns and indicate whether the noun is specific or not. There are two types of articles: Definite (the) and Indefinite (a/an). Indefinite articles 'a' and 'an' are used when we talk about any person or thing in general, such as a girl', 'a school', 'an umbrella', or 'an apple'.

Use of 'A'

1. 'A' is used before a singular countable noun if the pronunciation of the word starts with a consonant sound.

For example,

- a. He bought a pen.
- b. I have a car.
- c. He is a student.

2. We use 'a' before some words such as a unity, a useful, a union, a uniform, a university, a unicorn, a universal, a unique, a ewe, a one, a European, etc. as their initial letters have consonant sounds though they start with a vowel letter.

For example,

- a. It is a universal truth.
- b. He is a one eyed man.
- c. Mr. John is a European.

3. We use 'a' before some abbreviations such as a B.A., a Ph.D, a B.Sc, a BBC, a ROM, etc.

For example,

- a. Gakul is a B.A student.
- b. Sita is a Ph.D scholar.

Use of 'An'

1. 'An' is used before singular countable noun if the pronunciation of the word starts with vowel sound.

For example,

- a. She is an ugly girl.
- b. Ram caught an owl yesterday.
- c. Sandesh borrowed an umbrella from Ramesh.
- d. Anita bought an inkpot at Rs.50.

2. We use ‘an’ before some abbreviations such as an SLC, an FM, an I.A., an MBBS, an M.A., an M.Ed., an MP, an NTC, an NGO, an HA, an L.L.M, an SOS, etc.

For example,

- a. He is an M.A. student.
- b. Did you receive an SOS message?
- c. Do you have an F.M. radio?

3. We use ‘An’ before some words such as honest, hour, honourable, heir, etc. as their initial letter /h/ becomes silent throughout its production.

For example,

- a. He is an honest man.
- b. Sita is an heir of her parents.
- c. Can you wait me for an hour?

Use of ‘The’

1. ‘The’ is used before superlatives.

For example;

- a. Mt. Everest is the highest peak in the world.
- b. Who is the most beautiful girl in the class?

2. ‘The’ is used before parts of days.

For example,

- a. Ramhari wakes up at 5 o’ clock in the morning.
- b. Pradip went to market in the evening.

But, we don’t use article before noon, night, dawn, dusk, twilight, midnight, etc. though they also denote the parts of days.

3. ‘The’ is used before the names of direction and poles.

For example,

- a. The sun rises in the east.
- b. It is extremely cold in the North Pole.

4. ‘The’ is used before ordinal number.

For example,

- a. Who is the first boy in the class?
- b. Look at the fifth page.

5. ‘The’ is used before repeated noun.

For example:

- a. I am eating an orange. The orange is brought in Dhading.

6. 'The' is used before countries with plural name such as the UK, the USA, the USSR, the UAE, the Netherlands, the Philippines, etc. and islands.

For example:

- a. He is from the UK.
- b. Santoshi came from the USA.

7. 'The' is used before the name of religious books.

For example:

- a. The Bible is the holy book of the Christian.
- b. The Mahabharata is the longest epic.

8. 'The' is used before a noun clause modified by a relative clause.

For example,

- a. The girl whom I love eloped away.

9. 'The' is used before the name of newspaper.

For example,

- a. The Rusing Nepal is published in English language.

10. 'The' is used before single or unique objects such as sun, moon, earth, sky, world and star.

For example,

- a. The earth moves round the Sun.
- b. Can you see the stars in the Sky?

Exercise

Choose the appropriate answer from the brackets.

- 1. Ramesh is useful member of the family. (a/an/the)
- 2. Milan bought one way- ticket. (a/an/the)
- 3. girl in red sari looks very beautiful. (a/an/the)
- 4. Madan is honest student in the class. (a/an/the)
- 5. Who is best player in your football team? (a/an/the)
- 6. Sanil plays flute well. (a/an/the)
- 7. It is one rupee note. (a/an/the)
- 8. Shambhu is university student. (a/an/the)
- 9. Joan is European. (a/an/the)
- 10. Bishnu always reads Kathmandu Post (a/an/the)



Practice Activity

Let's write:

Write a paragraph predicting the future of your family after ten years.

Write a paragraph predicting your future job and its salary and other facilities.



Exploratory Activity

Come out of the home. See in the sky. Observe the weather of the environment. Is there any possibility of rain? Is there a high or low temperature? Where are you observing the weather? Write a paragraph answering the given questions to speculate the weather forecast.



Self-initiated activity

Watch the weather forecast on television from different channels and compare their forecast with the real weather that you experience at the end of that day. You can write a paragraph about it.

Transcription of audio

News reporter: Here is the weather.

Weather reporter: Welcome to the weather forecast. Now, let's see what the weather is like today. In the north of the country it's very windy and cold. There is a chance of some rain too, so don't leave home without your umbrella! The temperature is around 10° centigrade. In the east it's rainy all day today, I'm afraid. There may be a thunderstorm in the afternoon. The temperature is a bit higher, at around 13°. In the west and middle of the country the weather is dry, but cloudy. So no rain for you, but it is quite windy and the temperature is just 10°. The south of the country has the best weather today. It's cloudy most of the time but sunny this afternoon. The temperature is around 15°.

LESSON

3

EXPRESSING OBLIGATIONS AND PROHIBITION



Learning Activity

Look at the following pictures, guess what they are about, and answer the given questions based on your observations of pictures.



- a) Visitors must have tickets to enter the zoo.
- b) Visitors are not allowed to feed the animals without permission.
- c) You are encouraged to dispose the garbage in designated area.
- d) Plucking flowers is strictly forbidden.
- e) Smoking is strictly forbidden in the zoo.
- f) You should not tease animals.
- g) Breaking any rules of the zoo may lead to pay fine.



a) What are the pictures about?

.....

b) Have you seen the rules and regulations of the school, parks, hostel, or any other place?

.....

c) Do you think obligations and prohibitions are important in our life?

.....

d) Why are rules and regulations important to us?

.....



Learning Activity

Let's read.

Read the following rules and regulations of the hostel and do the activities that follow.

Siddhartha Hostel Baneshwor- Kathmandu

Rules and regulations:

- Smoking and alcohol drinking is strictly prohibited in and around the hostel premises. Otherwise, strict action will be taken.
- The management & staff will not be responsible for personal things.
- Latecomers will be punished.
- Damaging walls, equipment, furniture, etc., is strictly prohibited.
- Birthday/Other Celebrations are strictly prohibited in the hostel.
- Students must turn off all the electrical equipment & lights before leaving their rooms.
- Students are not allowed to use electric stoves, heaters, etc. in rooms except in designated places.
- Students are not allowed to organize any group activities in their rooms.
- Food will be served only in the designated dining hall(s) and only during the specified timings. Wasting food & water will not be encouraged.
- All lights must be switched off before 11 pm in the rooms. Only study lamps are permitted.
- Students are not allowed to use mobile phones after 10 pm. Cell phones of those at fault will be seized.
- Tipping of Wardens, Security Guards, Cleaning staff, etc., is not permitted.
- No outside guest\students will be allowed inside the hostel.
- Students should not enter the rooms of other students without permission.
- Strict silence shall be observed in hostel from 11.00 pm to 5.30 am. Care should be taken at all times to ensure that music\loud talking is not audible outside the room.
- Any noise making\celebrations will not be entertained, which may cause disturbance to others in the hostel premises.
- Students during their stay in the hostel will be governed by the management rules.

Glossary

Words	Meanings
1. Regulations	: rules (नियमहरु)
2. strictly	: rigidly (कडाइका साथ)
3. prohibited	: not allowed (निषेध गरिएको)
4. premises	: area nearer to hostel (होस्टल वरिपरि)
5. management	: the act of running and controlling a business or similar organization (ब्यवस्थापन)
6. responsible	: accountable (जिम्मेवार)
7. punish	: imposed penalty (सजाय दिनु)
8. Equipment	: instruments (उपकरण)
9. designated	: specified (तोकिएको)
10. encouraged	: supported, gave confidence (हौसला दिएको)
11. lamps	: a device for giving light (बत्ती)
12. permitted	: allowed (अनुमति दिएको)
13. seized	: took control (कब्जामा लिइने)
14. wardens	: a person who takes care of a particular place; hostel (संरक्षक)
15. ensure	: make certain (निश्चित गर्नु)
16. audible	: that can be heard (सुन्न सकिने)
17. entertain	: amuse (मनोरन्जन)
18. disturbance	: interruption (बाधा)

Let's Try This

Match the words of Column A with their meanings of Column B.

Column A	Column B
a) permitted	i) make certain
b) audible	ii) specified
c) disturbance	iii) allowed
d) designated	iv) that can be heard
e) ensure	v) allowed

Write 'T' for true and 'F' for false statements.

- a) Smoking and alcohol drinking is strictly prohibited in the hostel. []
- b) The management & staff will not be responsible for personal things. []
- c) Latecomers will not be punished. []
- d) Outside guest\students will be allowed inside the hostel. []
- e) Strict silence shall be observed in the hostel from 11.00 pm to 5.30 am. []

Fill in the blanks with suitable words.

- a) Wasting food & will not be encouraged.
- b) Tipping of Wardens,, Cleaning staff, etc., is not permitted.
- c) Only study are permitted.
- d) Students during their stay in the hostel will be by the management rules.
- e) All lights must be before 11 pm in the rooms.

Answer the following questions.

- a) What is strictly prohibited in and around the hostel premises?

.....

- b) Will the management & staff will be responsible for personal things?

.....

- c) Who are not allowed to use mobile phones after 10 pm?

.....

- d) Where will food be only served?

.....

- e) Who will students during their stay in the hostel be governed?

.....



Learning Activity

Let's listen.

Listen to the audio text adopted from British Council's website and do the tasks that follow.

Link of the audio

<https://drive.google.com/file/d/13JvaY6B2YVGUNzmAlM9zS5VQdh5fakj9/view?usp=sharing/>

Listen to the audio again and write 'T' for true and 'F' for false statements.

- a) Junko and Mori are talking in conversation. []
- b) Andrea is from Red Band. []
- c) Junko is calling about latest order. []
- d) Cash flow problem will be solved after the new order is delivered. []
- e) Andrea promises this won't become the norm. []



Interactive Activity

Involve yourself in a group of four or five people. Discuss about the rules and regulations of the following places or organizations.

- a) School
- b) Youth club
- c) Flight
- d) National park
- e) Zoo
- f) Park



Practice Activity

Grammar

Negation

Negation refers to the process of changing affirmative (positive) sentences into negative sentences.

Rules of changing affirmative sentences into negative

- If there is auxiliary verb in the statement keep 'not' right after the auxiliary verb to make it negative.

For example,

Affirmative

(S + aux. v + object)

She is a pilot.

I can speak French well.

Negative

(S + aux. v + not + object)

She is not a pilot.

I cannot speak French well.

- If there is main verb in sentence without auxiliary verb, we have to follow the following structures to make the statement negative.

Affirmative

(S + V1 +e.g. go.)

(S + V2 + e.g. went...)

(S + V5 +e.g. goes)

Negative

(s + do not + v1 + ...e.g. do not go)

(s + did not + v1 + e.g. did not go)

(s + does not + v1 + e.g. does not go)

For example,

They help me in my problems.

Manoj went to Japan yesterday.

Anisha shows good behaviour with me.

They do not help me in my problems.

Manoj did not go to Japan yesterday.

Anisha does not show good behaviour with me.

- We add don't to make the negative of imperative sentence.

a. Sit down.

• Don't sit down.

- 'Some' is changed into 'any'.

b. I bought some books.

• I didn't buy any books.

We can also make negative directly changing some words. Look at the following table to know how the words are directly changed to make negative.

Rules of changing negative sentences into affirmative

- **Remove not or n't which is after auxiliary verb.**

- a. They aren't farmers.
 - They are farmers.
- b. I am not a doctor.
 - I am a doctor.

- **Remove 'don't', 'doesn't', and 'didn't' which are before the verbs.**

- *Make V5 if you remove doesn't*
- *Make V2 if you remove didn't.*
- *Don't change verb if you remove don't.*

- a. Rita doesn't play football.
 - Rita plays football.
- b. He didn't drive a car.
 - He drove a car.
- c. We don't go to temple.
 - We go to temple.

- **Change 'any' into 'some'.**

- a. She didn't buy any books.
 - She bought some books.

- **Remove don't of imperative sentence.**

- a. Don't sit down.
 - Sit down.
- b. Don't go there.
 - Go there.

Exercises

1. Change the following sentences into negative sentences.

a) She is a nurse.

.....

b) He works very hard.

.....

c) She always goes to temple.

.....

d) Ranjit helped me in my problem.

.....

e) Girls speak very politely.

.....

2. Change the following negative sentences into affirmative sentences.

a) He is not a farmer.

.....

b) He does not love me.

.....

c) Balkumari did not go Kathmandu yesterday.

.....

d) We do not respect each other,

.....

e) I am not a worker.

.....



Practice Activity

Writing rules and regulations

Rules and regulations are a set of guidelines that must be followed in specific places.

Without rules and regulations, it would be difficult to carry out any task. We come across rules and regulations in places like schools, temples, zoos, examination halls, libraries, and other such places. These rules and regulations are important for maintaining discipline, order, and safety in these places. They ensure that everyone follows a common code of conduct, and help to create a peaceful and organized environment for all.

Some hints to write rules and regulations

You can use the following structures to rules and regulations.

a) Subject + can + v1

You can take photos at the temple.

b) Sub + is/are + allowed /not allowed to + v1

The students are not allowed to cheat in the examination.

c) Sub + should/shouldn't + v1

The students should wear school uniform.

d) Sub + must/mustn't + v1

The examinees must have entrance card to take the exam.

e) Gerund (v4) + is or isn't + strictly prohibited

Taking leather shoes, belts, purses inside the temple is strictly prohibited.

f) Sub + is/are + supposed to/not supposed to + v1

Students are supposed to do their homework daily.

g) It is forbidden/ prohibited to + v1

It is forbidden to smoke here.

Sample 1

Write a list of rules and regulations to be followed in an examination hall.

- a) Examinees must have their entrance card.
- b) Leaving the exam hall before an hour is not allowed.
- c) Taking guides, guess papers and cheating materials in the exam hall is strictly prohibited.
- d) Discussing or whispering with friends during the exam is strictly prohibited.
- e) Examinees are supposed to sit on their assigned seat.
- f) Making noise during the exam is not allowed.

Sample 2

Prepare a set of rules and regulations for a library.

- a) To enter the library, you should have a membership.
- b) You can borrow any available books in the library.
- c) You must return borrowed books within seven days or you will have to pay a fine.
- d) Making noise in the library is strictly prohibited.
- e) You must renew your library membership every year.
- f) Breaking any library rules will result in having to pay a fine.

Exercises

Write a set of rules and regulations that should be followed in the park.



Experience based Activity

Perhaps you have gone to the hospital many times. What rules had you followed there? Write a set of rules and regulations that should be followed at the hospital based on your experience.



Exploratory Activity

Visit at one least park, school, classrooms, guest house, hospital and notice and note down at least five rules and regulations of those places. Based on your notes, complete the following table.

S.N.	Organization's or Place's name	Organization's or Place's address	Rules and regulations
1.			
2.			
3.			
4.			
5.			



Self-initiated activity

Find out the rules and regulations of at least seven places with the help of internet, read them and develop your knowledge about those ideas or places.

Transcription of audio

- Junko : Hello, Junko Mori speaking. How can I help you?
- Andrea : Hi, Junko, it's Andrea here from Red Band. I'm calling about our latest order.
- Junko : Everything arrived OK, right? We got the delivery confirmation at our end.
- Andrea : Yes, everything's fine with the order. I'm calling about the invoice and the payment terms. I need a favour.
- Junko : A favour? What do you need?
- Andrea : This is a little, er ... difficult, but I need an extension on the payment terms. I know they're usually 30 days, but we're having some cash flow problems. You'd really be helping us out if you could extend it to 60 days.
- Junko : I'm not sure if I can do that, Andrea. We've got regulations at our end, and also have to manage our own cash flow.
- Andrea : I promise this won't become the norm, Junko. Actually, I also want to place another new order. The same size order as last time. It's for an important customer and they pay on delivery.
- Junko : I see. So your cash flow problem will be solved after this new order is delivered.
- Andrea : Exactly.
- Junko : That sounds good. Hold on, Andrea. Let me see what I can do. Yes, I think we can make an exception this time.
- Andrea : That's great, Junko. I appreciate your help.
- Junko : And we appreciate your business, Andrea. It works both ways.
- Andrea : Thanks again, Junko. Can you send me a quick email confirmation of the payment terms extension?
- Junko : Sure, no problem. We're happy to help you.
- Andrea : Great. And I'll email you the new order.
- Junko : Thanks. I'll keep an eye out for it. Talk to you soon.
- Andrea : You too. Goodbye.

LESSON

4

MAKING OFFERS



Learning Activity

Look at the following pictures, read if something is written there, guess what they are about and answer the questions given below.



Language Functions

1. offer

There are a number of formulas used when offering help in English. Here are some of the most common:

- May I help you?
- Can I help you?
- Are you looking for something?
- Would you like some help?
- Do you need some help?
- What can I do for you today?

Accepting the offer ; Yes, please.

Refusing the offer ; No, thanks.

a) What is women offering in the first picture?

.....

b) What is being offered in the second picture?

.....

c) What is the third picture about?

.....

d) Who had offered you something recently?

.....

e) What had he/she offered you?

.....



Learning Activity

Let's read.

Read the following story of woodcutter and do the tasks that follow.

An Honest Woodcutter

Once upon a time, a woodcutter used to live in a village. He had his wife and three children in his family. He was poor. But he was very honest and truthful. He used to go to the forest to cut trees for the firewood everyday so that he could sell it in the market for his livelihood. One day while he was chopping a tree near the pond, his axe slipped out of his hand and fell into the water below. The poor woodcutter began to weep in being very sad.

The god of water heard his cry. He appeared before him and asked him why he was crying. The woodcutter told him the whole story. God said, "Don't worry, what can I do for you?". Woodcutter demanded his axe with god of water. Very soon, he dived into the pond. After a while, the god came out of the water with a golden axe and said, "I can give you this woodcutter." But the woodcutter said, "This axe is made of gold. It is not mine". Then the god dived into the pond again and came out of the water with an axe made of silver. The god offered, "Would you like to take this axe?". The woodcutter again said, "Sorry. This isn't mine. Mine is an ordinary iron axe". God dived into the water the third time. After a few minutes, he came out with an iron axe. "Do you want this axe?" the water of god offered. The woodcutter jumped up with joy on seeing iron axe and cried, "This is mine! This is mine! Thank you very much. God was pleased with the honesty of the woodcutter. He gave all the three axes to him as a reward for his truthfulness.

Moral: Honesty is the best policy.

Glossary

Words	Meanings
1) honest	: truthful, sincere (इमान्दार)
2) axe	: a tool for cutting wood (बन्चरो)
3) woodcutter	: a person who cuts wood for livelihood (दाउरे)
4) truthful	: a person who tells truth (सत्य बोले ब्याक्ती)
5) firewood	: wood burned as fuel (दाउरा)
6) chopping	: cutting (काटनु)
7) slipp	: slide (चिप्लिनु)
8) weep	: cry रुनु
9) began	: started सुरु गर्यो
10) appeared	: became visible (देखा पर्नु)
11) whole	: full (पुरा)
12) demanded	: claimed, called for (माग्नु)
13) dived	: sank (डुब्नु)
14) ordinary	: normal (सामान्य)
15) offer	: gave (दिनु)
16) silver	: a white metal (चाँदी)
17) pleased	: delighted, made somebody happy (खुसी हुनु)

Let's Try This

Match the following words of Column A with their meanings of Column B.

Column A

- a) whole
- b) dived
- c) ordinary
- d) offer
- e) pleased

Column B

- i) normal
- ii) gave
- iii) delighted
- iv) sank
- v) full

Write 'T' for true and 'F' for false statements.

- | | |
|--|-----------|
| a) A woodcutter used to live in a city. | [] |
| b) The woodcutter was honest and truthful. | [] |
| c) The poor woodcutter began to cry when his axe fell into the pond. | [] |
| d) Woodcutter's axe is of gold. | [] |
| e) The woodcutter jumped up with joy on seeing iron axe. | [] |

Tick (✓) the correct answer.

- a) A..... used to live in a village.
- | | |
|---------------|--------------------|
| i) woodcutter | ii) player |
| iii) driver | iv) security guard |
- b) An woodcutter was.....
- | | |
|--------------------------|-----------------------|
| i) honest | ii) truthful |
| iii) honest and truthful | iv) none of the above |
- c) The woodcutter had.....axe.
- | | |
|-------------|------------|
| i) gold | ii) silver |
| iii) copper | iv) iron |
- d) His axe fell down into.....
- | | |
|-------------|-----------|
| i) pond | ii) river |
| iii) forest | iv) ocean |
- e) God was with the honesty of the woodcutter.
- | | |
|----------------|------------------|
| i) heartbroken | ii) sad |
| iii) pleased | iv) disappointed |

Answer the following questions.

- a) What is the title of the story?

.....

- b) What is the best policy?

.....

- c) What did woodcutter demand with god of water?

.....

- d) What was god pleased with?

.....

- e) Did the woodcutter really get his axe?

.....

Let's listen

Listen to the following audio adopted from the British R and do the tasks that follow.

Link of the audio

<https://drive.google.com/file/d/1cypKmCmh8thDv9f21xKXwGMCJ3kZqDv6/view?usp=sharing/>

Listen to the audio again and fill in the blanks with missing information.

Chemist : Hello, can I?
Customer : Yes, my wife sent me here. I, erm, need something for a sore throat and I can't stop coughing. It really hurts.
Chemist : Do you have a headache too?
Customer : Not really, no.
Chemist : Well, we have this syrup. And these lozenges.
Customer : Which is better?
Chemist : They're both..... The syrup is more expensive.
Customer : Oh, well. I'll take the lozenges, then. How many do I take?
Chemist : Just
Customer : Sorry, I'm sorry. Er, how often should I take it?
Chemist : Just one every four to hours. Take it before mealtimes. Are you allergic to any medicine?
Customer : No.
Chemist : Then you'll be fine with this.
Customer : Can I get some antibiotics too?
Chemist : I'm afraid you need a prescription for that.
Customer : Ah.
Chemist : You know, you should really see a if that cough continues.
Customer : Thanks. I know.
Chemist : Anything else?
Customer : No, thanks.
Chemist : That'll be £7.49 then, please.



Interactive Activity

Let's speak.

Work in a pair.

Meet one of your good friends who has very hard times. Offer him or her following things in a conversation.

- a) Money to buy jacket in winter
- b) Pen
- c) Copy
- d) Handkerchief
- e) Scarf
- f) T-shirt
- g) Pant
- h) Book
- i) A dozen of pencils
- j) One hundred rupees for breakfast



Practice Activity

Grammar

Interrogation

Interrogation refers to the process of changing the statements into question. Normally, questions are of two types. They are yes no questions and wh-questions or information questions.

Yes/no questions

A. Changing statement into yes/no question

- If there is an auxiliary verb in the statement keep the same auxiliary verb right before the subject to make Yes/No question.

For example,

They are dancing.

- Are they dancing?

- If there is not auxiliary verb, look at main verb and change into yes/ no question in this way:

- If there is V1, keep 'do' at first.
- If there is V5, keep 'does' at first.
- If there is V2, keep 'did' at first.

Note: Change V2 and V5 of the statement into V1 after subject in yes/no question.

a. He drove a car.

- Did he drive a car?

b. We labour hard.

- Do we labour hard?

c. Mina phones me.

- Does Mina phone me?

- If the structure of any sentence is: sub+ has/ have / had + v3 + obj, here; has, have, had are supposed as auxiliary verbs. If the structure of any sentence is: sub+ has/ have/ had+ obj , here; has/have, had are main verb and they are changed into yes/no question in this way:

- have (V1) - bring 'do' at first.
- has (V5) - bring 'does' at first.
- had (V2) - bring 'did' at first.

Note: Change had and has of the statement into have after subject in yes/no question.

a. He has a car.

- Does he have a car?

- b. They have some problems.
 - Do they have any problems?
- c. Hari had a cow.
 - Did Hari have a cow?
- d. Mina has taken exam.
 - Has Mina taken exam?
- e. The boys have seen my college.
 - Have the boys seen my college?
- f. He had built a temple.
 - Had he built a temple?

B. Changing yes/ no question into statement

- **Keep the auxiliary verb after subject which is at the beginning of the sentence.**
 - a. Can she speak English?
 - She can speak English.
 - b. Are you speaking English?
 - You are speaking English.
 - c. Have you seen Pokhara ?
 - You have seen Pokhara.
- **Remove do, does, did, which are at the beginning of the sentence.**
 - *Make V5 if you remove 'does'.*
 - *Make V2 if you remove 'did'.*
 - *Don't change verb if you remove 'do'.*
 - a. Do you like apple?
 - You like apple.
 - b. Did they win volleyball match?
 - They won volleyball match.
 - c. Does Gita cook food?
 - Gita cooks food.

C. Changing statement into Wh-question

Look at the following examples.

- a. Ram killed Ravan. (Into who question)
 - Who killed Ravan?
- b. Prashant is writing a letter to his girlfriend. (Into whom question)
 - Whom is Prashant writing a letter?
- c. This is Suman's laptop. (Into whose question)
 - Whose laptop is this?
- d. Bibek is playing chess. (Into what question)
 - What is Bibek playing?
- e. Sanjay came Nepal last month. (Into when question)
 - When did Sanjay come Nepal?
- f. The deer is grazing in the forest. (Into where question)
 - Where is the deer grazing?
- g. Sapana speaks English well. (Into how question)
 - How does Sapana Speak English?
- h. He needs 50 rupees to buy a pen. (Into how much question)
 - How much money does he need to buy a pen?
- i. There are 2000 books in our library. (Into how many question)
 - How many books are there in our library?
- j. We go to school to read and write. (Into why question)
 - Why do we go to school?
- k. Jupiter is the biggest planet in the universe. (Into which question)
 - Which is the biggest planet in the universe?

Exercises

I) Change the following sentences into yes/no questions.

a) Rohan is a doctor.

.....

b) Rita finishes her work timely.

.....

c) Shiva worked in the UAE last year.

.....

d) Rima and Sita are good friends.

.....

e) Boys play football well.

.....

II) Change the following sentences as indicated in the brackets.

a) Samikhya has visited temple. (Who question)

.....

b) He was born in Nepalgunj. (Where question)

.....

c) The stick is one meter long? (How long question)

.....

d) This is an apple. (What question)

.....

e) She is 20 years old. (How old question)

.....

f) She goes there to take computer class? (Why question)

.....



Practice Activity

Let's write.

Writing Emails

Emails

Email or e-mail is a term used to describe electronic mail. It is a way of sending digital messages from one person to one or more people. Email is sent electronically through a network from a computer user to the recipient(s).

Some Hints

- i) Write the recipient's email address at the top, for example: "To: royaljohn123@gmail.com"
- ii) Write a short subject line for your email, for example: "Invitation for my brother's marriage ceremony"
- iii) Use a formal or informal salutation based on the type of email and your relationship with the recipient. For example: "Dear Sir/Madam" for a formal email or "Dear friend" for an informal email.
- iv) Write the main body of your email like a letter, including any relevant details or information.
- v) End your email with a closing sentence such as "Looking forward to your reply", "I'm looking forward to hearing from you soon", or "Hoping for your reply soon".
- vi) Sign off with a subscription such as "Best Regards" or "Regards", and include your name and any relevant job title or company information. For a personal or informal email, simply write your name.

Sample 1

From: helga123@gmail.com

To: linda546@gmail.com

Subject : About the wellbeing

Hi Linda,

How's it going? I hope this email finds you well there. I am also quite fine here. I am extremely sorry because I could not be in touch with you for such a long time. But, do you know? I have had exams these days. So, I've been studying every free minute. Anyway, I'd love to hear all your news and I'm hoping we can get together soon to catch up. We just moved to a bigger flat so maybe you can come and visit one weekend?

How's your new job?

Looking forward to hearing from you!

Ever yours

Helga

Exercises

1. Write an email to your father who is in abroad describing the aim of your life.

2. Write an email to your best friend inviting him/her to your elder sister's wedding ceremony.



Experience based Activity

Suppose you are in foreign country. You could not continue your higher study because of poor economic condition of your family. You have one younger brother but he is not interested in study. Write an email describing the importance of education in life. Also write your experiences on how bad you felt while discontinuing your formal education to convince him.



Exploratory Activity

Visit to the five government offices of your locality. Request them to explain about the services that they are offering to public and note them down. Based on your notes, complete the following table.

S.N.	Name of government offices	Offered Services
1.		
2.		
3.		
4.		
5.		



Self-initiated activity

Watch some videos from the Youtube and explore more ways of offering and respond to the people who offer you decently.

Transcription of audio

- Chemist : Hello, can I help?
- Customer : Yes, my wife sent me here. I, erm, need something for a sore throat ... and I can't stop coughing. It really hurts.
- Chemist : Do you have a headache too?
- Customer : Not really, no.
- Chemist : Well, we have this syrup. And these lozenges.
- Customer : Which is better?
- Chemist : They're both good. The syrup is more expensive.
- Customer : Oh, well ... I'll take the lozenges, then. How many do I take?
- Chemist : Just one.
- Customer : Sorry, I'm sorry. Er, how often should I take it?
- Chemist : Just one every four to six hours. Take it before mealtimes. Are you allergic to any medicine?
- Customer : No.
- Chemist : Then you'll be fine with this.
- Customer : Can I get some antibiotics too?
- Chemist : I'm afraid you need a prescription for that.
- Customer : Ah.
- Chemist : You know, you should really see a doctor if that cough continues.
- Customer : Thanks. I know.
- Chemist : Anything else?
- Customer : No, thanks.
- Chemist : That'll be £7.49 then, please.

LESSON

4

AGREEING AND DISAGREEING



Learning Activity

Look at the following pictures, read what is written there, guess what they are about and answer the questions given below.



AGREEING AND DISAGREEING

AGREEING

- I agree.
- I agree with you 100 percent.
- I agree with you entirely.
- Absolutely/Definitely/Exactly.
- Fair enough!
- I (completely/totally) agree with you.
- I am with you.
- I approve of it.
- I couldn't agree with you more.
- I feel the same.



DISAGREEING

- I don't agree.
- I disagree.
- I am afraid that is not quite true.
- I beg to differ.
- I can not share this/ that/ the view.
- I couldn't agree with you less.
- I'm afraid I disagree.
- I don't entirely agree with you.
- I don't think so/ I don't feel the same.
- I take a different view



a) What are people in the first picture doing?

.....

b) Are they agreeing and disagreeing?

.....

c) What does the second picture consist?

.....

d) Do you agree with the opinion of all people?

.....

e) Do you disagree with the opinion of all people?

.....



Learning Activity

Let's read.

Read the following telephone conversation and do the tasks that follow.

A HOLIDAY PLAN ON THE PHONE

Alice: I planned a holiday for this week for my husband's birthday.

Susan: Oh really! Where do you want to go?

Alice: We would like to go to Barcelona. What do you think about spending time in Spain? Did you go there before?

Susan: Yes, I did. Personally, I think it is a fantastic place and full of history. You will definitely love it a lot. Do you want to go there by plane or train?

Alice: By train.



Susan: You can't be serious. It is very tiring. Travelling by plane is a little bit expensive but safe and fast.

Alice: What about staying at a hotel or renting a room? What is your opinion about it?

Susan: I believe that renting a room can be very comfortable. You can enter your place at any time.

Alice: Yes, I agree with you, then I can buy our ticket from the travel agency.

Susan: I don't think so. Buying ticket from the internet is very fast and cheap, isn't it?

Alice: Exactly! You're very good at giving idea about a holiday plan and one more question; Is it a good idea to eat local food there?

Susan: Sure. That's what I think. You can try new and interesting food. It is completely different from our culture. You can find fast food everywhere.

Alice: Definitely you are right. Thanks for your help, Susan! See you soon.

Susan: See you. I hope you will have great time there.

Source: <https://en.islcollective.com>

Glossary

Words

Meanings

1. holiday	: a day of rest or amusement (विदाको दिन)
2. fantastic	: awesome, impressive (शानदार)
3. history	: the study of past events (इतिहास)
4. definitely	: surely, without doubt (निश्चित)
5. serious	: thoughtful (गम्भिर)
6. tiring	: weary (थकित)
7. staying	: being in a particular place for a period of time (रहनु)
8. expensive	: costly (महंगो)
9. renting	: staying in other's house with a regular payment to the owner for the right (भाडा)
10. comfortable	: relaxed (आरामदायक)
11. enter	: to go into (प्रवेश गर्नु)
12. completely	: perfectly (पूर्ण रूपमा)
13. different	: not the same as something or somebody else (भिन्न)

Let's Try This

Match the words of Column A with their meanings of Column B.

Column A

Column B

a) comfortable	i) weary
b) expensively	ii) thoughtful
c) tiring	iii) awesome
d) serious	iv) costly
e) fantastic	v) relaxed

Write 'T' for true statements and 'F' for false statements.

- a) Susan and Alice are talking about holiday plan. []
- b) Susan thinks Barcelona is a fantastic place. []
- c) Staying at hotel can be very comfortable. []
- d) Buying ticket from the internet is slow and expensive. []
- e) Alice talks about buying ticket from the travel agency. []

Fill in the blanks with suitable words.

- a)planned a holiday for this week for my husband's birthday.
- b)is a fantastic place and full of history.
- c) Travelling by plane is a little bit but safe and fast.
- d) Renting a room can be very
- e) You can find fast food

Answer the following questions.

- a) Whose birthday is coming soon?

.....

- b) Where are they planning to go?

.....

- c) How is Barcelona?

.....

- d) Is it a good idea to eat local food there?

.....

- e) Do you agree that travelling through plane can be safe and cheap? Why/Why not?

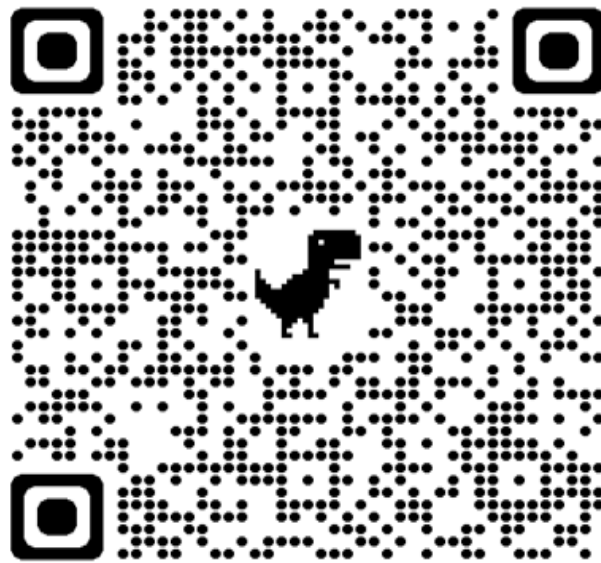
.....



Learning Activity

Let's listen.

Listen to the conversation adopted from the British Council's website scanning the QR code given below and do the tasks that follow.



Listen to the audio again and write down the phrases used for agreeing and disagreeing in the conversation.



Interactive Activity

Let's speak.

Have a conversation with your friends or family members on multiple issues using the following words or phrases for expressing agreeing and disagreeing. You are free to choose the topics of discussion.

I'm not convinced by that idea.

I'm not so sure.

I think I disagree.

Don't get me wrong, but I don't think they fit.

I see what you mean, but it looks a bit empty.

OK, maybe you've got a point there.

I think you're right.

Yes, definitely.

I agree.



Practice Activity

Grammar

E. Subject verb agreement/Concord

Concord is a grammatical rule where different parts of a sentence or phrase must agree with each other. This means that the subject and verb in a sentence should agree with each other.

1. Singular subject takes singular verb.

Singular Subjects: Praladh, Nabin, Sapana, dog, he, she, it, this, that, etc.

Singular Verbs: is/ was/ has/ does/ v5

For example,

- a. Nabin is working in the field now.
- b. The dog was barking at poor.

2. Plural subject takes plural verb.

Plural Subjects: we, they, students, dogs, girls, etc.

Plural Verbs: are/ were/ have / do/ v1

For example,

- a. Girls are playing cricket.
- b. Students were doing their assignments.

3. Two or more subjects connected with 'and' generally take plural verb.

For example,

- a. Aditya and Dipen like ice-cream.
- b. Dog and cat are pet animals.

Note 1: We use singular verb when two or more subjects connected with 'and' refer to quotation, suggestion/advice or signify a single concept.

For example,

- a. Time and tide waits for no one.
- b. Slow and steady wins the race.
- c. The horse and carriage is at the door.
- d. Honor and glory is his reward for his hard work.
- e. Bread and butter is his only food.

4. There are some nouns which look like singular but in fact they are plural and we use plural verb after them, they are:

children, deer, sheep, fish, mice, lice, geese, feet, teeth, men, women, police, data, cattle, poultry, vermin, clergy, fungi, radii, salmon, media, etc.

For example,

- a. The deer are grazing in the forest.
- b. The sheep are eating grass.
- c. These data were collected from five countries.

5. There are some nouns which look like plural but they are singular and we use singular verb after them. They are:

news, politics, Physics, linguistics, Mathematics, Economics, gymnastics, statistics, ethics, mumps, billiards, rickets, bowls, measles, etc.

For example,

- a. Mathematics is taught by Sashidhar.
- b. Politics irritates to most of the Nepalese people.
- c. This news has attracted the attention of every people.

6. Somebody/someone, nobody/no one, everybody/everyone, anybody/anyone take the singular verb.

For example,

- a. Everybody is doing their homework.
- b. Nobody has seen my school.
- c. Someone likes my new house.

7. Singular verb is used with amounts, quantities, money and distance.

For example,

- a. Ten times five is fifty.
- b. Two and two makes four.
- c. Five thousand rupees is too much for this he-goat.
- d. Three hours is enough to solve this paper.
- e. Ten kilometers is too long to walk.

Exercises

Choose the appropriate answer from the brackets to fill in the blanks.

- 1. Ninty miles a long distance. (is , are, have been)
- 2. Nabin, the leader of the boys,..... absent yesterday. (is , was, were)
- 3. She bought the books which written by B.P Koirala. (is, has, were)
- 4. The writer and editor coming. (is , are, am)
- 5. The writer and the editor coming (is, are, am)
- 6. Many students..... absent today.(is, are, were)
- 7. The lice..... our blood. (suck, sucks, has sucked)
- 8. Fifty rupeesless amount to buy sugar.(has, have, is)
- 9. Somebody calling Rohan. (is , are, were)
- 10. Slow and steady the race. (won /win/ wins)



Practice Activity

Let's write.

Writing a paragraph arguing whether children should watch television or not.



Experience based Activity

Write a paragraph arguing that both right and duties are equally important for every citizen. You can add examples for your own experience as well.



Exploratory Activity

Visit ten different shops of your locality for shopping. Ask the prices to shopkeepers of various goods. Show your agreement and disagreement in price. You can bargain in the price if you did not agree with the shopkeepers. You can buy the required goods when you agree with the price.



Self-initiated activity

Search some more ways or exponents of agreeing and disagreeing with help of internet and use them in your day to day life if possible.

Transcription of audio

Ana : Hi! I'm Ana. Welcome to What to Say!

Do you know what to say when you agree and disagree? Listen out for useful language for agreeing and disagreeing. Then, we'll practise saying the new phrases – after this.

Paul : So?

Emir : I'm not convinced by that idea.

Paul : Why?

Emir : Well, this design is just too simple.

Paul : It's not simple, it's minimal. Plus, it's what the client asked for.

Emir : I'm not so sure. Look ... Look at these designs here. I think this is the style that the client wants.

Paul : Hmmm ... I think I disagree. They said they wanted it clean and minimal.

Emir : These designs are clean and minimal.

Paul : Look, don't get me wrong, Emir. I like them, but I don't think they fit the brief. For example, here, there's just a bit too much going on.

Emir : OK, I see what you mean, but without all the colour, it would look a bit ... empty.

Paul : True. OK, how about taking that and that away? So it still looks interesting, but less busy.

Emir : OK ... maybe you've got a point there. Actually, that has given me an idea.

Emir : So we remove the blue. I think that creates a nice balance.

Paul : Yeah, yeah. I think you're right. Changing the circles helped too.

Emir : I agree. So we're happy with this now?

Paul : Yes, definitely.

Emir : So it looks like we can agree!

Paul : Occasionally.

Ana : Hello again! I'm pleased that Paul and Emir agreed with each other in the end. So, did you notice the useful phrases used for agreeing and disagreeing? Listen to me and then repeat.

I'm not convinced by that idea.

I'm not so sure.

I think I disagree.

Don't get me wrong, but I don't think they fit.

I see what you mean, but it looks a bit empty.

OK, maybe you've got a point there.

I think you're right.

Yes, definitely.

I agree.

Ana: Try and use some of these phrases the next time you agree and disagree in English. Bye for now!

Self Evaluation

Read the following advertisement and do the activities.

VACANCY ANNOUNCEMENT

Tilganga Institute of Ophthalmology (TIO), a renowned Training, Research, Intraocular lens manufacturing facility and comprehensive Eye Care Service delivery institute is currently looking for quality candidates to apply for following position:

Post: Optometrist : 2 no

Qualifications & Experience : Bachelors of Optometry (4 years curricula) or 3 years course in Optometry with 2 years experience in similar position.

Working Station : Tilganga Eye Center

Major Responsibility : Analyze test results and develop a treatment plan. Patient Evaluation and counselling. Patient Management/ General Eye Examination.

Skills and Knowledge : Sound Knowledge of Computer, E-mail and Internet.

Age : Nepali citizen 21-35 years for Male/21-40 years for female.

Interested and eligible candidates are requested to submit their updated CV and application letter to: vacancy@tilganga.org or TIO's P.O. Box No. 561. The deadline for application is 14 April, 2022. Only short listed candidates will be called for selection process. Remuneration is subject to the Nepal Eye Program's contract rules.

Tilganga Institute of Ophthalmology

HR Department

P.O. Box No. 561, Gaushala, Kathmandu, Nepal

Match the words in column 'A' with their explanation in column 'B'.

Column 'A'

- a) TIO
- b) Sound knowledge
- c) Salary
- d) 2 years

Column 'B'

- i. as per the contract rules.
- ii. a renowned eye care service institute.
- iii. duration of experience required.
- iv. candidates should have of computer.

Complete the following sentences using appropriate words/phrases from the text.

- a) The selected candidate should work at
- b) Candidates should apply on or before
- c) Only short listed candidates will be invited for process.

Answer the following questions.

- a) What does TIO stand for?

.....

- b) What is the academic qualification required to be a candidate?

.....

- a) How can the applications be sent to?

.....

- b) What is the advertised post?

.....

- c) What is the deadline for the submission of the application?

.....

Write any five rules and regulations of a flight.

Write a paragraph about role of youths to develop nation.

Do you agree that Tiktok should be banned in Nepal? Give your views.

Suppose you are in foreign country and your sister is preparing for her final exam. Write an email giving some suggestions to work hard in the exam.

Choose the correct answers.

- a) Shyam.....(arrived/ has not arrived) Nepal yet.
- b) Don't disturb me. I(read/am reading) book.
- c) Mahesh found.....(a/an/the) one rupee coin on the way to office.
- d) She regularly listens to(a/an/the) F.M for news.
- e) The deer(is/are) grazing.

Change the following sentences into negative.

a) John is a pilot

.....

b) Goma feels sorry for her mistake

.....

c) Gom visited national park yesterday.

.....

d) She always goes to temple in the morning.

.....

e) We become happy to get job.

.....

Change the following sentences into yes/no question.

a) John is a pilot.

.....

b) Goma feels sorry for her mistake

.....

c) Gom visited national park yesterday.

.....

d) She always goes to temple in the morning.

.....

e) We become happy to get job.

.....

Change the following sentences into wh-questions as indicated in brackets.

a) Her name is Gita Karki. (Change into 'What' question)

.....

b) Binaya lives in Nuwakot. (Change into 'Where' question)

.....

c) Balbahadur was born in 1990. (Change into 'When' question)

.....

d) She watches television for current affairs. (Change into 'Why' question)

.....

e) He comes to office by train (Change into 'How' question)

.....

Give your opinions orally on the following topics, record in mobile and store it for further need.

- a) Every field has its importance.
- b) Honesty is the best policy.
- c) Discipline is the ornament of everyone.
- d) We should be careful not only about our rights but also about duties.

Meet your one of your friends. You have two pens but your friend's pen's ink ran out. Offer him/her your pen orally.

Wake up early in the morning and make a prediction of today's weather orally.

Evaluation Plan

क्र.स. S.N.	सिकाइ क्षेत्र Learning area	सक्षमता Competency	सिकाइ उपलब्धि एवम् मूल्याङ्कनका आधार Rubrics
1	भाषा र संचार	Use of language functions and interaction	<p>मौखिक निर्देशन र उद्घोष गरेका सुचना बुझेर कार्य गर्न</p> <p>To understand and act upon oral instructions and announcements</p> <ul style="list-style-type: none"> • विभिन्न माध्यमबाट व्यक्त मौखिक निर्देशन बुझ्नेमा • Understands the oral instructions expressed by various medium • विभिन्न माध्यमबाट व्यक्त मौखिक निर्देशन बुझेर कार्य गर्न सकेमा • Understands the oral instructions expressed by various medium and acts upon them. • मौखिक निर्देशन र उद्घोष गरेका सुचना बुझ्न सकेमा • Understands the messages of oral instructions and announcements • मौखिक निर्देशन र उद्घोष गरेका सुचना बुझेर सोअनुसार कार्य गर्न सकेमा • Understands the messages of oral instructions and announcements and acts upon them
2.			<p>दैनिक क्रियाकलापसम्बन्धी साधारण संवाद गर्न</p> <p>To have conversation related to daily life activities</p> <ul style="list-style-type: none"> • तोकिएको व्यक्तिसँग संवाद गरेमा • Participates in conversation with a specified person • तोकिएको व्यक्तिसँग निर्धारित विषयमा संवाद गरेमा • Participates in conversation with a specified person on a particular topic • तोकिएको व्यक्तिसँग सामान्य शब्द प्रयोग गरी साथी वा समुहमा संवाद गर्न सकेमा • Participates in conversation with a specified person in pairs or groups • अनुभव तथा तोकिएको व्यक्तिसँग आधारित विषयवस्तुमा सन्दर्भ र परिवेश मिलाएर संवाद गरेमा • Participates in conversation on the topics based on the experience and a specified person with appropriate relevancy and contexts
3.			<p>आफ्ना अनुभव र विचारलाई लिखित रूपमा प्रस्तुत गर्न</p> <p>To express one's experiences and ideas in written form</p> <ul style="list-style-type: none"> • छोटो अनुच्छेद पढेर अर्थ लेख्नेमा • Reads a short paragraph and writes its meanings • छोटो अनुच्छेद पढेर आफ्नो भाषामा लेख्न सकेमा • Reads the short texts and writes it in own language • कुनै व्यवहारिक विषयमा आफ्ना विचार लेख्न सकेमा • Writes one's personal ideas on a topic related to daily life • कुनै शीर्षकमा आफ्ना विचार अनुच्छेदमा लेखेर व्यक्त गर्न सकेमा • Writes and expresses one's ideas in a paragraph on a particular topic



भाषा र सञ्चार



व्यावहारिक समस्या र समाधान



सामाजिक व्यवहार र मूल्यमान्यता



जीवन जगत् र प्रविधि



स्वस्थ जीवनशैली र सिर्जनशीलता

जीवन शिक्षा : शिक्षाको वैकल्पिक बाटो

अनौपचारिक तथा वैकल्पिक शिक्षा समकक्षताको लागि
तयार गरिएको नमुना सिकाई सामग्री