



# A WORKSHOP ON IMPROVE YOUR ENGLISH STEP UP- II

Convener

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## **INFORMAL GREETINGS**

<b>Greeting</b>	<b>Response</b>
<b>Hi, hey, hello, Good morning/ afternoon/ evening</b>	<b>Hi, hey, hello, good morning / afternoon / evening</b>
<b>How are you ? / How are things ? / How are you doing ?</b>	<b>Good / great / fantastic / thanks</b>
<b>Bye / See you / See you soon / See you later / Catch you later / Keep in touch</b>	<b>Bye / see you / keep in touch.</b>

# FORMAL GREETINGS

<b>Greeting</b>	<b>Response</b>
<b>Hello/ Good morning/ Good afternoon/ Good evening</b>	<b>Hello/ Good morning/ Good afternoon/ Good evening</b>
<b>How do you do?</b>	<b>How do you do?</b>
<b>How are you?</b>	<b>Very well, thank you / How are you ?</b>
<b>Ok, see you later / Have a good day</b>	<b>Have a good day</b>
<b>Pleased to meet you / Nice meeting you/ Glad to meet you</b>	<b>Pleased to meet you / Nice meeting you too/ Glad to meet you</b>

REMEMBER SOME POINTS TO CREATE THE RIGHT IMPACT WHILE  
GREETING

- **Maintain the eye contact. Do not gaze continuously. Maintain your gaze at a point bet'n the eyebrows.**
- **Extend the firm handshake. Do not crush or hold hand for too long. Don't withdraw your hand too soon. You should offer whole palm.**
- **Use your normal voice while greeting.**
- **Remember names and use the correct name with appropriate titles.**
- **Maintain the appropriate physical distance while greeting. Do not encroach on the personal space of the person you are greeting.**

# GIVING THE PERSONAL INFORMATION

## Informal introductions

1. Begin with a greeting, a smile and a firm handshake.

2. The greeting should be followed by your name. While giving your name omit the titles like Mr/Ms/ Dr/Mrs/ Professor etc. While referring to the other person make sure to use titles.

For example:

- Hi! My name is Kabir. How do you do?
- Hi! Kabir, I am Saket. How do you do ?
- Good Morning

• You can then begin talking about yourself and take conversation forward.

## Informal introductions

1. First Greet with warm smile. Then introduce yourself.

2. Keep in mind the audience, because you have to decide what information about is relevant at that point of time.

For example:

- Good morning, I am Sadhana Awasti.
- Good morning, Ms. Awasti. I am Aniruddha.

# INVITING, ACCEPTING AND REFUSING AN INVITATION

- Commonly used phrases to invite people:
- We would / I would be delighted if you could join us for a birthday party today.
- May I /we invite you for a small get together at .....?
- We / I would love to have you over for dinner tomorrow.
- We / I would be pleased if you could join us in celebrating Ratan's victory.
- We'd be happy if you could judge the elocution competition at school.
- May we invite you to be the guest of honour at Republic Day celebrations at our college?
- Please join us for an evening of music and dance on .....
- How about coming home for dinner on .... ? (informal)
- Are you free to join us for Rohit's birthday on ..... ? (informal)



# ACCEPTING THE INVITATION

- Thank you. So nice of you .....
- It will be my pleasure to be there.
- I'll be happy to join you.
- I'm delighted that you want to include me in your celebrations.
- I will be happy to be present there.



# DECLINING THE INVITATION

- I would love to, but I have a prior commitment.
- I'd really like to, but unfortunately I'm busy that day.
- I'm afraid I'm going to be out of town.
- I wish I could come, but sorry I don't think I'll be able to. Thanks for inviting me anyway.
- Sorry but I don't think I can make it





# APOLOGIZING AND RESPONDING

Offering Apology	Response
<ul style="list-style-type: none"><li>• <b>I am sorry.</b></li><li>• <b>Well I am really sorry. But I am hurt too.</b></li><li>• <b>I am really sorry I was rude to you. But you deserve it.</b></li><li>• <b>I am sorry that you took it the wrong way.</b></li><li>• <b>I am truly sorry for the pain I cause you.</b></li><li>• <b>I am terribly sorry for what I said. Please forgive me.</b></li><li>• <b>I am sorry I let you down. I assure you it won't happen again.</b></li><li>• <b>I am sorry I deeply regret my words</b></li></ul>	<ul style="list-style-type: none"><li>• <b>That's alright. I understand</b></li><li>• <b>It's alright. I am sorry too.</b></li><li>• <b>Never mind. Let us forget about it.</b></li><li>• <b>That is okay. I appreciate you coming over to apologize.</b></li><li>• <b>That's okay. Don't let it bother you.</b></li></ul>

# CONGRATULATING AND RESPONSE

Congratulating	Response
<ul style="list-style-type: none"><li>• <b>Congratulations on you fabulous victory! You deserve every bit of it.</b></li><li>• <b>Congratulations on your success! You have made us all proud. Keep up the good work</b></li><li>• <b>Congratulation on your promotion! I am so happy for you.</b></li><li>• <b>Congratulation on the top of the class. Your hard work and dedication paid off.</b></li><li>• <b>Well done! You were always destined to make it big.</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Thank you so much. You have always been a great support to me.</b></li><li>• <b>Thank you very much. You've been my inspiration.</b></li><li>• <b>Thank you so much for your kind words. They mean a lot to me.</b></li><li>• <b>I couldn't believe the news myself. I am so excited. Thank you.</b></li><li>• <b>Thank you very much. I am humbled by this honour.</b></li><li>• <b>Thank you. Its an honour.</b></li></ul>

MODULE III

# STUDY SKILLS



# DEVELOPING VOCABULARY

- **Loan Words:** English borrowed many words from different parts of the world.

- i.e. 1. **Jungle** – Hindi  
Portugese

2. **Marmalade** –

3. **Kindergarten** – German

4. **Ski**

-- Norwegian

5. **Macho** – Spanish

6. **Algebra** – Arabic

7. **Yoghurt** – Turkish

8. **graffitti, paparazzi, confetti, spaghetti, ghetto**– Italian

9. **psychology, pneumonia, phenomenon, catastrophe** – Greek

10. **Yacht** – Dutch

11. **Restaurant** - French



# MATCH THE LOAN WORDS WITH THE COUNTRIES OF ORIGIN

	Loan Words			Countries of Origin
1	fjord	i	A	India
2	Drama	B	B	Greece
3	Cuisine	J	C	Finland
4	Hamburger	E	D	Japan
5	Cosmonaut	H	E	Germany
6	Soprano	G	F	China
7	Khakee	A	G	Italy
8	Karate	D	H	Russia
9	Sauna (dwelling in Fin)	C	I	Norway
10	Feng shui	F	J	France
11	Siesta (mid-day rest)	K	K	Spain

**IDENTIFY THE LOAN WORDS FROM THE FOLLOWING SENTENCES AND MENTION THE COUNTRY OF THEIR ORIGIN**

- 1. He had a personal **vendetta** against the man:- a prolonged bitter quarrel with-- Latin
- 2. My aunt lives in a huge **bungalow**. :- Hindi- India
- 3. Let's go to the **café** at the corner:- French
- 4. I love having **muesli** for breakfast :- Swiss German
- 5. Sandra is an **amateur** artist : - Latin - French



# WRITE DOWN THE ENGLISH MEANING OF LATIN WORDS

Latin words	English meaning
ante meridiem a.m.	before midday
exempli gratia e.g.	for the sake of example
post meridiem p.m.	after midday
post Scriptum PS	Written after.
requiescat in pace RIP	Rest in Peace, wishing eternal rest and peace to someone who has died
et cetera etc.	further, similar items are included
id est i.e.	meaning in other words or that is.
nata bene NB	observe carefully or take special notice




# NEGATIVE PREFIXES

Prefix	Word	Opposite word
Dis--	Satisfied	Dissatisfied
Dis--	Appointed	Disappointed
Il--	Literate	Illiterate
Il--	Logical	Illogical
Un--	Natural, necessary	Unnatural, unnecessary
Im--	Moral, possible	Immoral, impossible
In--	Numerable, accurate	Innumerable, inaccurate
Mis--	Spell, place	Misspell, misplace
Mis--	Understanding, use	Misunderstanding, misuse
Ir--	Resistible, rational	Irresistible, irrational



# WRITE THE CORRECT PREFIX AGAINST EACH WORD

- A. \_\_\_ relevant
  - B. \_\_\_ mortal
  - C. \_\_\_ considerate
  - D. \_\_\_ replaceable
  - E. \_\_\_ lead
  - F. \_\_\_ efficient
  - G. \_\_\_ respectful
  - H. \_\_\_ familiar
  - I. \_\_\_ comfortable
  - J. \_\_\_ behave
- 

**UN-, IN-, IM--, IL-, IE-, A-, AB-, NON-, DIS-, MIS-**

- **A. \_\_ desirable**
- **C. \_\_ specified**
- **E. \_\_ mature**
- **G. \_\_ respectful**
- **i. \_\_\_ European**
- **K. \_\_\_ adequately**
- b. \_\_ belief**
- d. \_\_ mature**
- f. \_\_\_ decisive**
- h. \_\_\_ patient**
- j. \_\_\_ human**
- l. \_\_\_\_\_ emotional**




# CHOOSE THE CORRECT WORDS TO FILL IN THE GAPS BELOW

- A. She is financially \_\_\_\_\_ on her parents.  
(dependant / dependent)
- B. He has a tendency to \_\_\_\_\_ money.  
(hoard / horde)
- C. They served him with an apertif to \_\_\_ his appetite. (wet / whet)
- D. George Bernard Shaw was primarily a play \_\_\_\_\_.  
(write / wright / right)
- E. A \_\_\_\_\_ is a politician involved in local government. (Counsellor / Councilor)



## FILL IN THE BLANKS WITH WORDS:

- **A. \_\_\_\_\_ ready. (Their / There/ They are)**
  - **B. Who's sitting \_\_\_\_\_? (idol /idle/ideal)**
  - **C. \_\_\_\_\_ 's a mosquito in my soup. (Their /There)**
  - **D. They forgot \_\_\_\_\_ passwords. (there/ their/they're)**
  - **E. Have you met my nephews ? \_\_\_\_\_ standing over \_\_\_\_\_.** (they're / there / their)
- 

## CHOOSE THE CORRECT OPTION TO COMPLETE THE SENTENCES:

- 1. I was surprised at the (amount / number) of mistakes he made.
- I was interviewed by the (personal / personnel) manager.
- Rohan is a very (imaginary/ imaginative) person.
- She is training to be a (classical / classic) singer.
- He does not have the right qualifications for the job (beside / besides ) which he is too young.
- Sarah has had (continuous / continual) problems with her car.
- Please use the (electrical / electric ) kettle to boil the water.



**THE END**

**THANK YOU FOR LISTENING**