



NEERAJ[®]

ENGLISH IN DAILY LIFE

B.E.G.L.A.-135

**Chapter Wise Reference Book
Including Many Solved Sample Papers**

Based on

C.B.C.S. (Choice Based Credit System) Syllabus of

I.G.N.O.U.

& Various Central, State & Other Open Universities

By: Kumud Lohani



**NEERAJ
PUBLICATIONS**

(Publishers of Educational Books)

Mob.: 8510009872, 8510009878 E-mail: info@neerajbooks.com

Website: www.neerajbooks.com

MRP ₹ 280/-

Content

ENGLISH IN DAILY LIFE

Question Paper–June-2024 (Solved) 1-4
Question Paper–December-2023 (Solved) 1-5
Question Paper–June-2023 (Solved) 1-5
Question Paper–December-2022 (Solved) 1-5
Question Paper–Exam Held in February-2021 (Solved) 1-5

<i>S.No.</i>	<i>Chapterwise Reference Book</i>	<i>Page</i>
1.	Starting and Ending Conversations	1
2.	Social Small Talk	11
3.	Feelings	19
4.	Non-Verbal Communication: Body Language	28
5.	Family and Friends	40
6.	Describing Daily Events	50
7.	Money Matters	60
8.	Public Services	70
9.	The Media	79
10.	The Floating Markets of Thailand	88

<i>S.No.</i>	<i>Chapterwise Reference Book</i>	<i>Page</i>
11.	People at Work	98
12.	The Smell of Food	106
13.	Social Injustice	116
14.	Make Peace Not War	125
15.	Young Leaders	132
16.	Doing Away with Exams	142



**Sample Preview
of the
Solved
Sample Question
Papers**

Published by:



**NEERAJ
PUBLICATIONS**

www.neerajbooks.com

QUESTION PAPER

June – 2024

(Solved)

ENGLISH IN DAILY LIFE

B.E.G.L.A.-135

Time: 3 Hours]

[Maximum Marks: 100

Note: Attempt all the questions. All questions carry equal marks.

Q. 1. Read the following passages and answer the following questions carefully :

(a) Philosophy of Education is a label applied to the study of the purpose, process, nature and ideals of education. It can be considered a branch of both philosophy and education. Education can be defined as the teaching and learning of specific skills and the imparting of knowledge, judgement and wisdom and is something broader than the societal institution of education we often speak of.

(b) Many educationists consider it as a weak and woolly field, far removed from the practical applications over the millennia of the real world. But, philosophers dating back to Plato and the Ancient Greeks have given the area much thought and emphasis and there is little doubt that their work has helped to shape the practise of education over the millennia.

(c) Plato is the earliest important educational thinker and the education is an essential element in 'The Republic' (his most important work) on philosophy and political theory written around 360 B.C. In it, he advocates some extreme methods : removing children from their wards of the state and differentiating children suitable to the various castes, the highest receiving the most education should act as guardians of the city and care for the less-able. He believed that education should be holistic, including facts, skills, physical discipline, music and art. Plato believed that talent and intelligence is not distributed genetically, therefore born to all classes; although his proposed system of selective public education for an educated minority of the population does not follow a democratic model.

(d) Aristotle considered human nature, habit and reason to be equally important forces to be

cultivated in education, the ultimate aim of which be to produce good and virtuous citizens. He proposed that teachers lead their students systematically unlike Socrates emphasis on 'questioning' his listeners to bring out their own ideas.

(e) During the Medieval period, the idea of Perennialism was first formulated by St. Thomas Aquinas in his work 'De Magistro'. Perennialism holds that one should teach things significant to all people everywhere; namely principles not facts.

I. Answer the following questions :

(i) What do you understand with the word 'Education' from this passage?

Ans. Education can be defined as the teaching and learning of specific skills and the imparting of knowledge, judgement and wisdom and is something broader than the societal institution of education we often speak of.

(ii) What is the difference between the approaches of Socrates and Aristotle?

Ans. Aristotle considered human nature, habit and reason to be equally important forces to be cultivated in education, the ultimate aim of which be to produce good and virtuous citizens. He proposed that teachers lead their students systematically unlike Socrates emphasis on 'questioning' his listeners to bring out their own ideas.

(iii) Why do educationists consider philosophy a 'weak and woolly' field?

Ans. Many educationists consider it as a weak and woolly field, far removed from the practical applications over the millennia of the real world.

(iv) What do you understand by the term 'Perennialism', in the context of the given passage?

Ans. Perennialism holds that one should teach things significant to all people everywhere; namely principles not facts.

(iv) Give a suitable title to the passage.

Ans. Title: Philosophy of Education.

(II) Pick out the words from the passage opposite of the following words:

(i) Wisdom

Ans. Woodly.

(ii) Specific skills

Ans. Millennia.

(iii) Democratic

Ans. Holistic.

(iv) Holistic education

Ans. Selective Education.

(v) Virtuous citizen

Ans. Perennialism.

(III) Make sentences of the following words/phrases from the passage. Do not copy the sentence from the passage:

(i) Judgement

Ans. I was guilty of an error of judgement.

(ii) Weak and Woolly

Ans. A weak and woolly government.

(iii) Real world

Ans. She accused managers of being 'totally out of touch' with the real world.

(iv) Millennia

Ans. Over many millennia, the river has created a massive arch in the twisting rock.

(v) Practice of Education

Ans. Our young people need practice of education and more organized activities.

Q. 2. Write how to manage time effectively. What are the consequences of prioritizing your goals effectively?

Ans. Ref.: See Chapter-6, Page No. 55, Q. No. 1 and Page No. 58, Q. No. 3.

Or

Write describing the favourite memory associated with your parents or grandparents.

Ans. My grandma and grandpa are the best grandparents, ever. I'm sure everyone says that about their grandparents, which reaffirms my belief that people just get better with age.

My grandparents are the epitome of what "good grandparents" are, which means that they provide me with endless, unconditional love. It doesn't matter if I haven't seen them in years (they live out of state) or if I was being a "bad" girl – my grandparents always respond with love. They always make me feel like I am their favorite grandchild, even though they have more than 20 of them. My cousins will say the same thing –

they think they're our grandparents' favorite. It's amazing how my grandparents are able to make everyone feel that way. They must have a lot of love to give.

My fondest memories of my grandparents were when they used to babysit me over the summer. I would get home from summer school, and Grandma would ask me straightaway if I was hungry. Even if I said no, she would start whipping up her best meals just for me. She would find me, wherever I was in the house, with hands filled. My grandpa would be busy planting herbs in our garden. They used to live in Chicago, so when they came to visit us in California, they took advantage of the good weather and soil and blessed us with an herb garden. My family and I still harvest herbs from that garden to this day.

It seems that all my grandparents do is give. They give their children, grandchildren, and great-grandchildren whatever they can, whenever they can. They travel across the states to act as nannies to my newborn cousins, feed every mouth within their vicinity, and continuously offer their love and support. They're completely selfless, and my role models. I hope that I'm just as amazing as them when I reach their age.

Q. 3. Imagine you are a newly appointed 'Cultural Coordinator' of your Students' Council. You are giving a motivational speech standing in front of the students projecting your dreams, leadership qualities and expectations from the students and cultural team members to perform the best in the 'Cultural Fest, 2023'. Draft a speech in about 300 words.

Ans. Greetings to everyone.

It is my privilege to give a small leadership speech and I hope at the end of the speech everyone understands who a true leader is.

A true leader is someone who is known for his or her work ethic. A true leader is known for his/her actions which allow people to trust him or her. A true leader will always guide everyone and help them to find themselves on the darkest path.

The world has had many great leaders in the past such as Nelson Mandela, Mahatma Gandhi, Barack Obama, and so on. The one quality of truth that is common in many leaders in the past is that they could influence and guide people for the betterment of society. For example, When Barack Obama was elected as the 44th president of the United States of America, the

Sample Preview of The Chapter

Published by:



**NEERAJ
PUBLICATIONS**

www.neerajbooks.com

ENGLISH IN DAILY LIFE



Starting and Ending Conversations

INTRODUCTION

Before we start the thick of things, I'll let you in on the mindset you need to have when starting up a conversation. Lets break the fear of speaking to strangers that really comes from the fear of seeming "Weird" or looking foolish. You're essentially afraid of the other person's reactions, like a strange look that says "I don't want to talk to you", or even someone laughing at you. (Of course, this very rarely happens in real life!). To be honest, we still experience moments of fear when to start conversations in a language we learning. And we need to start and end conversation with proper etiquette's and expressions. One should be able to monitor their own speech more critically and follow the manners and etiquette's.

CHAPTER AT A GLANCE

READING COMPREHENSION: ETIQUETTE

Read the passage to understand how and why etiquette matters.

Etiquette is a set of customs and rules for polite behavior, especially among a particular class of people or in a particular profession. Etiquette is a system of rules that tell you what is the polite way to behave towards other people. The rules of etiquette cover such things as good table manners, how to introduce one person to another, what to say or do when someone invites you for a meal or a visit, and many other things.

Some of the rules of etiquette seem silly, because they began hundreds of years ago when things were not the same as they are today. Most of the rules of etiquette are not silly at all. They are based on the fact that you should never hurt other people's feelings or make things unpleasant or uncomfortable for other people. Kindness is always good manners, and unkindness never is.

Many well-established rules of etiquette make more sense when you know how they originated.

Origins of Etiquette

A man tips or lifts his hat as a polite greeting (usually to a woman) in western countries because hundreds of years ago knights in armor raised the visors of their helmets so that their faces could be seen.

People shake hands because long ago men held out their empty hand to show that they were not holding daggers or other weapons. A man walks on the outside of the sidewalk because at one time streets were not paved and were muddy, and by walking on the inside the woman would stand less chance of being splashed by carriages.

A man helps a woman across a street or out of a car because years ago in western countries women's skirts reached to the soles of their shoes and they had to hold them up with their hands and also look down to keep from tripping.

Times and manners have changed but some rules of etiquette are followed all round the world specially in formal situations. It is, however, interesting to know about these rules even if you do not need to follow all of them.

Some Rules of Etiquette

Introductions: Always introduce a younger person to an older one; for example, "Ms. Verma, may I introduce my friend Nita Kumar." Among grownups, a man is generally introduced to a woman; "Ms. Verma may I introduce Mr. Kumar." When you are with one friend and meet another, you must immediately introduce them if they do not already know each other. When you have been out with a friend and s/he accompanies you home, you must ask him/her to come in and meet any members of your family who are there unless s/he already knows them. It is very rude to fail to make or offer these introductions.

Table Manners: Different countries have different 'Polite' ways to use the knife, fork, and spoon, and any one of the ways is all right. Only the fork or spoon may be used to carry food to the mouth, and when the table is set with several knives and forks, the one on the outside is always the one to use next. A napkin should be laid in the lap and never tucked into any part of the clothing. It is considered impolite to lean on the table with your elbows. You should not begin to eat until your host or hostess has begun. It is bad manners to take too large mouthfuls or to talk while there is any food in your mouth. One bite of food should be cut and eaten before another is cut. These are the main rules of table manners, but there are many more.

Gifts: Gifts should not be too expensive or too personal (like clothing) unless you know the person very well. Flowers and chocolates are proper gifts from boys to girls. Now-a-days young people give treats to friends.

Acknowledgment: Before leaving any house in which you are a guest, you must find your host and hostess and thank them. If you have spent the night with them you should write a letter within a few days at most, and thank them. A thank you note must also be sent promptly for any gift, and it is polite to telephone the next day when you have been at a party or at dinner at somebody else's house.

Courtesy to Ladies: Fifty years ago it was not polite for a man to remain seated when a woman was standing, unless the woman asked him to. When a woman entered a room, every man in the room immediately stood up and remained standing until she sat down or asked them to sit down. A man normally lets a woman go before him through a doorway, or upstairs, or downstairs, and he would not get into a car until she was in it and the door on her side was closed. In taking places at a table, the men did not sit down until the women were seated. Now-a-days these rules are not followed except on very formal occasions and mostly in the Army. With women joining the work force in large numbers, norms have changed. Today the relationship between the sexes is much more democratic and less formal. Yet everyone appreciates a young man giving his seat to women in a bus or his waiting to allow children and women into the bus first. There are many books that could give you rules of formal etiquette. Most of these rules are seldom needed. Many of them would be ridiculous if used in ordinary circumstances. The ones that matters are of good taste, kindness and being sensitive to other people.

CHECK YOUR PROGRESS-1

Answer the following questions:

Q. 1. Say whether the following statements are True or False. Re-read the passage to correct the false statements:

(i) Rules of etiquette are all silly.

Ans. False: They are used to remove unpleasantness.

(ii) A younger person should be introduced to an older person.

Ans. True

(iii) It is rude to send a friend away from the door without introducing him/her to your family.

Ans. True

(iv) It is polite to rest your elbows on the table and eat rapidly in big mouthfuls.

Ans. False: It is impolite to lean on the table with your elbows. One bite should be cut and eaten before another is cut.

(v) Expensive clothing can be given to new friends.

Ans. False: Flowers and chocolates are proper gifts to new friends.

(2) Fill in the blanks choosing appropriate words from the text:

Etiquette tells us how to behave in society. If we follow good manners, we will not hurt people's (i)..... and our interaction will be pleasant and (ii)..... Some rules of etiquette become meaningful if we study their (iii)..... For example, shaking hands began when men had to show they were not carrying (iv)..... Some rules of etiquette are not strictly followed, especially those that deal with (v)..... to ladies. However, one like (vi)..... your host and hostess before leaving a party is always followed.

Ans. (i) feelings, (ii) comfortable, (iii) origin, (iv) weapons, (v) courtesy, (vi) thanking.

Q. 3. Answer the following briefly:

(i) How should introductions be carried out? What expression will you use?

Ans. Always introduce a younger person to an older person. *Expressions:* Mr./Ms.

(ii) List three good table manners.

Ans. (a) use a fork or spoon to carry food to the mouth; (b) lay the napkin on the lap; (c) one bite should be cut and eaten before another is cut.

(iii) What gifts are acceptable among newly made friends?

Ans. Flowers and chocolates.

STARTING AND ENDING CONVERSATIONS / 3

(iv) What should you do before leaving a party or a friend's house?

Ans. Find the host and the hostess and thank them.

(v) How did the custom of shaking hands start?

Ans. Long ago men held out their empty hands to show that they were not holding daggers or other weapons.

(vi) Why does a man walk on the outside of the sidewalk?

Ans. In olden days roads were not paved and were muddy. By walking on the inside, the woman would stand less chance of being splashed by mud brought up by carriages.

LISTENING: PROBLEMS IN STARTING A CONVERSATION

While listening to someone our expectations, are linked to our purpose in listening. We generally listen to someone with some preconceived idea of the matter. So there is a close association between listener expectation, purpose and comprehension. Listening is not a passive process. In fact, the listener can, and should, be at least as engaged in the process as the speaker. The phrase 'Active Listening' is used to describe this process of being fully involved.

CHECK YOUR PROGRESS-2

Answer the questions after reading the conversation given below:

Tape Script: Problems in starting a conversation

Rinku: Hello Dev! Bunked the class as usual?

Dev: Oh Hi! Yes, I had to miss either the class or my breakfast. You know how it is in the hostel!!

Rinku: Yes, of course I do! Food for thought can always wait but real food can't! (Both laugh)

Dev: Well, why aren't you in the class? Don't tell me...

Rinku: Well, I missed the Youth Special...I was waiting for Neha. I wonder what's keeping her away?.....(Seeing Neha coming) Hi, Neha! Where have you been?

Dev: Hello Neha. How are you?

Neha: Hello! How are you?

Dev: Fine, thank you.

Rinku: What took you so long? Thought you were never coming!

Neha: There's a new student in our class—Shakeel Ahmed. I was introducing him to some of the others. He seemed so lost...

Rinku: Well! Well! Well! Neha is sure spreading her wings! I've never known her to talk to strangers!

Dev: (Hurt tone) Yes, not so long ago, I was the new one in the class. You didn't take me around or introduce me to friends!

Neha: Well, Rinku you weren't in the class! And, as usual the others ignored him completely. So someone had to break the ice!

Dev: Of course, someone had to introduce him around and make him feel good. And that some one had to be Neha! Lucky fellow!

Rinku: Shut up, Dev. Enough of your fooling. But Neha, a round of introduction shouldn't have taken you so long...

Neha: Well, once he began, he went on and on. And I didn't know how to come out of it without seeming rude. [They all laugh]

Q. 1. Say whether the following statements are True (T) or False (F). For each of the statements either correct it if it is false or, give evidence from the conversation to prove that the statement is True.

(i) Dev is the new boy in class.

Ans. False: Shakeel Ahmed is the new boy in class.

(ii) Rinku and Neha are close friends.

Ans. True. Rinku says "Well! Well! Well!.....strangers. This shows intimacy; closeness.

(iii) Neha and Dev are close friends.

Ans. False: Dev says "How are you?" Uses formal language. They know each other well but are not close friends.

(iv) Rinku appears to be a quiet and shy person.

Ans. (iv) False: Knows both Dev and Neha well. Laughs a lot.

(v) Neha makes friends easily.

Ans. False: Both Dev and Rinku are surprised that she talked to the new student.

Q. 2. Answer the following questions briefly. You may have to listen to the conversation again:

(i) Find three words that tell us the conversation is taking place between students.

Ans. Bunk the class; hostel; youth special.

(ii) How does Rinku make fun to Dev?

Ans. Makes fun of him because he prefers food to studies. "Food for thought can always wait but real food can't".

(iii) How does Dev make fun of Neha?

Ans. Makes fun of Neha for starting a friendship with the new boy in the class—, "Lucky fellow!"

4 / NEERAJ : ENGLISH IN DAILY LIFE

(iv) What is polite behaviour with newcomers?

Ans. Someone should start a conversation with the newcomer. He must be introduced to the others in the class/department/office.

(v) Is Neha able to end conversations effectively? How do you know?

Ans. No, though Neha wants to end the conversation, she allows Shakeel to continue talking. She is unable to make an excuse and come away.

SAMPLES OF GREETINGS

Introducing and greeting someone are the first thing we say to someone or meet someone new to make them relaxed and comfortable. It may be at any place like at official meeting, party or gathering. For starting a conversation we need to involve three steps: greeting; introducing yourself; asking after the other person's well-being. We could use some of these expressions while introducing our self.

Formal is more polite and also if you don't know the person. **In formal** is used when talking to friends only!

Introducing Yourself

Alka: Have you met Priya?

Priya this is Nakul, a friend of mine from the office.

Priya: Hello Nakul!

Nakul: Hello, nice to meet you.

Nisha: Mr. Shashank, May I introduce you to my husband Amit?

Amit: this is Mr. Shashank our Manager.

Mr. Shashank: How do you do?

Amit: How do you do?

May I introduce myself?

I'm Laxmi Sharma from Amity University.

I have an appointment to see the Vice Chairman, Mr. Gulati at 4 pm. My name is Tushar Sharma and I'm from Airtel India Ltd.

CHECK YOUR PROGRESS-3

Q. 1. Read the short pieces below and decide on the following for each dialogue:

- Where is the conversation taking place?
- What is their relationship?
- Strangers/friends/family/acquaintances colleagues/neighbours
- Underline the words/ expressions that tell you about their relationship.

(i) **Ramesh Dixit:** What a pleasure to see you, Mr. Sharma! How are you keeping?

Vikram Sharma: Not bad. How are you doing, Mr. Dixit?

Ans. Formal situation like office or neighbourhood, could be colleagues or neighbours who do not know each other well.

(ii) **Nitoo:** Good morning. Welcome to Fergusson College, ma'am. The seminar is in Room number 16 down this corridor.

Ans. Formal; College student and a visitor to the college.

(iii) **Krishan Kumar:** Mr. Peter Walsh, how do you do? I'm Krishna Kumar, Personnel officer. Welcome to BHEL.

Peter Walsh: Thank you, Mr. Kumar. How do you do?

Ans. Formal; Office; New colleague or a visitor.

(iv) **Vikram Sharma:** Good morning, Sir!

Anil Ratan: Good morning, Vikram. I didn't see you in class yesterday. Are you keeping well?

Vikram Sharma: Yes Sir, thank you very much.

Ans. Formal; Outside class; Teacher and student.

(v) **Amrita Gill:** Hi! I'm Amrita Gill. We've just moved into this locality.

R.K.: Hi! I'm R.K. and this is Anu. Anu's in the ninth at Sprindale's and

I'm in the twelfth at Father Agnel. What about you?

Ans. Informal; Teenagers-Neighbourhood-Strangers.

(vi) **Students:** Good morning, ma'am.

Teacher: Good morning? It's well past 12 O'clock.

Ans. Formal; Classroom; Teacher and class.

(vii) **Visitor:** Good evening, I have an appointment with David Lee.

Reception: Good evening, could you sit down for a moment? I'll find out whether Mr. Lee is in.

Visitor: Of course, I'm Ajay Makeja from ICICI.

Ans. Formal; Office-Meeting for the first time.

WRITING: SHORT RESPONSES

The best advice for starting a conversation is actually quite simple—focus on the other person or say something light-hearted. Starting a conversation with a stranger is a rather difficult task. Often, the person with whom you are trying to start a conversation will have some unique aspect of themselves. Perhaps it is an item of jewellery, an unusual shirt, or maybe even a tattoo; something distinctive that tells a story about the person. Items like this give you a starting point for conversation.