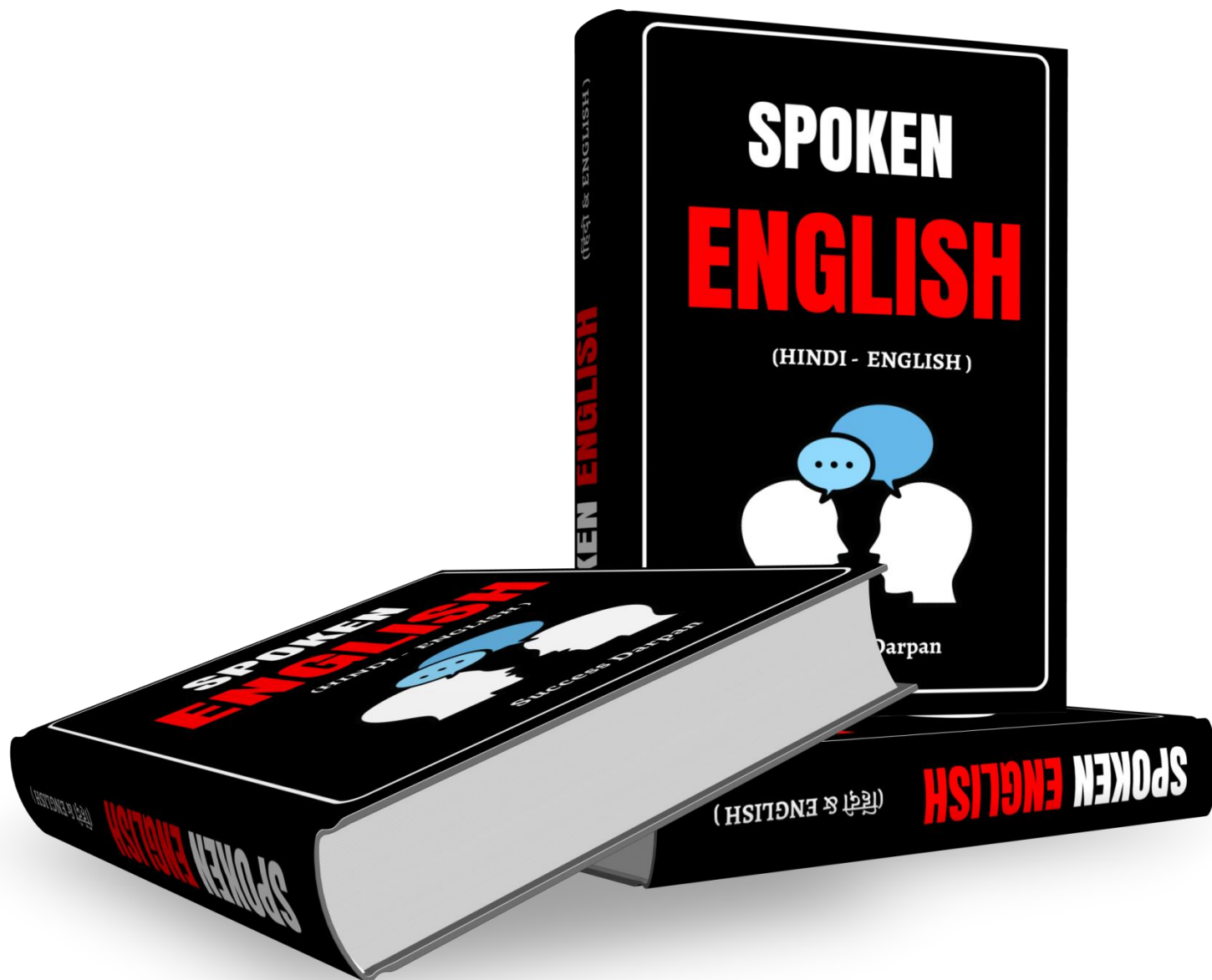




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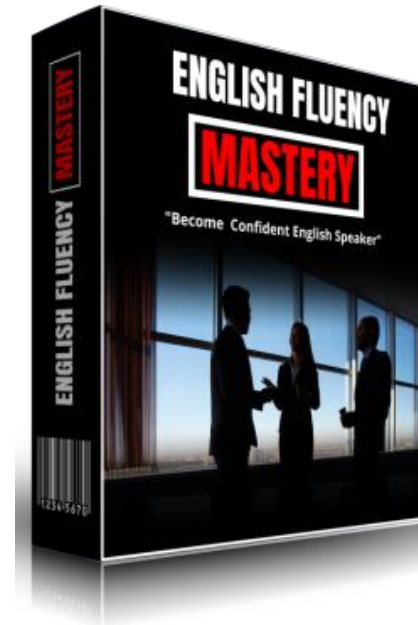
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Topic Covered :-

- How To Speak Fluent English
- Meeting Greetings
- WH Family
- Expressing Feeling
- Subject, Verb & Object
- Helping Verb/ Auxiliary Verb
- Modal Auxiliary Verb
- 3 Forms of Main Verb
- Pronoun
- Sentence Type
- Filler Words
- Vocabulary and Uses
- Phrasal Verb

- Use of This, Those, That, These
- Idioms & Proverbs
- Tongue Twister & Pronunciation
- Position Sense
- Conversation
- Confusing Similar Words
- How to generate Contents for Essay and Speech
- How to Participate in Group Discussion
- How To Write An Email.

How to speak Fluent English

**FEAR OF
BEING
WRONG**

01

दोस्तों आप इंग्लिश बोलना तो चाहते तो लेकिन आप डरते हो की आप कहीं गलती न कर दो , लेकिन दोस्तों एक बात हमेसा याद रखिये की जब तक आप इंग्लिश बोलने की शुरुआत नहीं करोगे तब तक आप इंग्लिश कभी नहीं बोल पाओगे, गलतिया सभी से होती है कोई परफेक्ट नहीं होता बस आपको इंग्लिश बोले की शुरुआत करनी है, धीरे - धीरे आप इंग्लिश बोलना सिख जाओगे ।



SHORT OF WORDS

02

दोस्तों, बहुत बार होता है जब शुरुआत में इंग्लिश बोलने की कोशिश करते हैं तब बोलते समय words दिमाग में आते ही नहीं और इसी कारण हम fluent इंग्लिश नहीं बोल पाते, लेकिन दोस्तों जब आप इंग्लिश सीखने की शुरुआत करते हो तो ये आम बात है ये Problem सब के साथ आती है लेकिन जैसे - जैसे आप प्रैक्टिस करते जाते हो धीरे- धीरे आप और बेहतर बनते जाते हो ।



**STUCK IN
HINDI TO
ENGLISH**

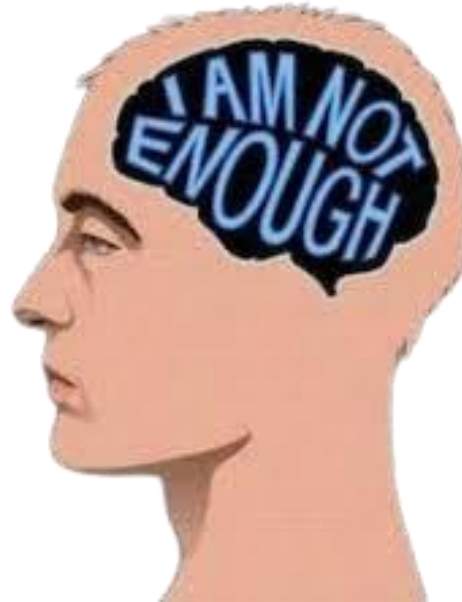
03

दोस्तों, जब हम इंग्लिश बोलते हैं तब एक गलती करते हैं की हम हिंदी को इंग्लिश में Translate करने की कोशिश करते हैं और इसी कारण से हम Fluent इंग्लिश नहीं बोल पाते। सबसे पहले आपको इंग्लिश में सोचना होगा तभी आप Fluent इंग्लिश बोल पाओगे। जब आप हिंदी बोलते हो तब आप क्या पहले दूसरे Language में ट्रांसलेट करते हो फिर हिंदी में बोलते हो? नहीं ना, इसलिए दोस्तों कोशिश करिये की इंग्लिश बोलते समय इंग्लिश में ही सोचे ।





दोस्तों, जब हम इंग्लिश की कोशिश करते तो ये सोच कर दर जाते हैं की अगर गलती बोल दी तो लोग हसेंगे और यही सोच कर हमारा Confidence Low हो जाता है और हम इंग्लिश बोलने में घबराते हैं, लेकिन दोस्तों अगर आप गलत ही इंग्लिश बोलते हो लेकिन Confidence से इंग्लिश बोलो तो लोग समझेंगे की आपको इंग्लिश आती है।



**FEAR OF
BEING
WRONG**

01

**SHORT OF
WORDS**

02

**STUCK IN
HINDI TO
ENGLISH**

03

**VERY LOW
CONFIDENCE**

04



Meetings Greetings

Greeting someone depends on the age,
relation and position of the person

सुबह से लेकर दोपहर 12 बजे तक- Good Morning (मिलने पर)
Bye / Take care / See you / Have a nice day (विदा लेने पर)

दोपहर 12 बजे से लेकर शाम 5 बजे तक- Good Afternoon (मिलने पर)
Bye / Take care / See you / Have a nice day (विदा लेने पर)

शाम 5 बजे से सोने तक- Good Evening (मिलने पर)
Good Night / Take care / Bye / See you (विदा लेने पर)

For Smaller
Age, relation
people and
more familiar:

Hi, Hello

आप किसी से कुछ माँग रहे हों - “Please”, “Kindly

आपको कुछ दिया गया या आपकी किसी बात को महत्व दिया गया -
“Thank you” or “Thanks”.

अगर कोई आपका धन्यवाद करे - “Welcome”, “Mention not”,
“My Pleasure”, “It’s ok”, “It’s alright” etc.

जब आप किसी से बात कर रहे हों और कोई बात या शब्द आप सुन नहीं पाये -
“I beg your pardon” or “I am sorry” or “I didn’t get it” or
“Excuse me” or “Will you please repeat, I didn’t get you” etc.

आप किसी महिला या किसी अपने से बड़े को या किसी बुजुर्ग को रास्ता दे रहे
और कहना चाहते हैं पहले आप, फिर मैं। - After you

अगर आप किसी की बात बीच में ही रोककर अपनी बात कहना चाहें - “Sorry
to interrupt you” or “Sorry to intervene”

Thank you (शुक्रिया)

Thank you very very much.

Not a problem. (It's no matter) ई बात नहीं

I am very grateful मैं बहुत एहसानमंद हूँ

- Thanks.
- Cheers.
- Thank you very much.
- I really appreciate it.
- You've made my day.
- You are great.
- I'm in your debt.
- You are the best.
- Thank you so much.
- Thanks a million.
- You're an angel.
- Thanks a bunch.
- I do not know how to thank you.
- I can't thank you enough.
- That's so kind of you. Many thanks.
- All my love and thanks to you.
- Words can't describe how thankful I am.
- Please accept my best thanks.
- Thanks a ton for helping out.
- Thank you for helping me.
- I appreciate it more than you will ever know.
- I don't have the words to thank you.

Welcome

- Anytime
- Sure
- It's okay.
- Never mention it.
- Mention it.
- Glad to have helped.
- It's all good.
- Cool.
- Sure thing.
- Not at all.
- No worries
- It was nothing.
- My pleasure.
- Glad to be of any assistance.
- Oh anytime.
- Don't mention it.
- You got it.
- Happy to serve you.
- No problem.
- Of course.
- It was nothing.
- You are welcome.
- You got it.
- Glad to help.
- That's all right.
- It's alright.
- Not a problem.
- That's absolutely fine.
- Certainly

Sorry

- Whoops! Sorry!
- Oh! Sorry.
- Sorry 'bout that.
- Oh, my bad.
- My fault, bro.
- I'm so sorry.
- I apologize.
- Oh my goodness! I'm so sorry.
- My mistake.
- I had that wrong.
- I was wrong on that.
- My apologies.
- I'd like to apologize.
- I understand that you were offended by my actions.
- I should have known better.
- I want to apologize. I owe you an apology.
- I wanted to tell you I'm sorry.
- I'd like to apologize for how I reacted yesterday.
- I hope you can forgive me.
- That was wrong of me. I sincerely apologize.
- I take full responsibility.
- Is there anything I can do to make it up to you?
- It's on me.

WH Family

वो शब्द जिसमे W और H अक्षरों का प्रयोग होता है और प्रश्न पूछने के लिए प्रयोग किया जाता है।

What, When, Where, Whose, Who, How, Whom, Why and Which.

सभी WH Family Words की Hindi Meaning

What - क्या	For how long - कब से	What type of - किस तरह का
Why - क्यों	With whom - किसके साथ	Whenever - जब कभी
When - कब, जब	For whom - किसके लिए	Whichever - जो कुछ भी
Where - कहाँ, जहाँ	About whom - किसके बारे में	Which type -
How - कैसे	Towards whom - किसकी तरफ़	किस तरह का, किस प्रकार का
Who - कौन, जो (किसी व्यक्ति के लिए)	By whom - किसके द्वारा	Whoever - जो कोई भी
Which - कौन सा, जो (किसी चीज़ के लिए)	From where - कहाँ से, जहाँ से	Why so - ऐसा क्यों
Whose - किसका, जिसका	For what - किसलिए, जिसलिए	From which office - किस ऑफिस से
Whom - किसे, किससे, किसको	How beautiful - कितनी सुन्दर	From whose office - किसके ऑफिस से
How many - कितने (जिन्हें गिना जा सकता है)	How far - कितना दूर	With which boy - किस लड़के के साथ
How much - कितना (जिन्हें गिना नहीं जा सकता)	How good - कितना अच्छा	Towards which city - किस शहर की तरफ़
How old - बड़ा (उम्र में) कितना पुराना या कितना	How long - कितना लम्बा	For whose son - किसके बेटे के लिए
Until when - कब तक	How soon - कितनी जल्दी	How many brothers - कितने भाई
Since when - कब से	What else - और क्या	How much money - कितने रुपये
From when - कब से	Whatever - जो कुछ भी	How come - किस तरह / कैसे

In what way किस तरह से
What then तो क्या, तब क्या, फिर क्या
Whence कहाँ से, जहाँ से
Whereas जबकि
Where in जिसमें
With who people किन लोगों के साथ
What kind of किस तरह के
How come किस तरह, कैसे
At what time किस समय

Expressing Feelings

Joy: (खुशी) Hurrah!, Great!, Wow!, Thanks! etc.

Grief: (दुःख) Alas!, Oh my God!, So sorry!, What a tragedy!, How tragic!, Oh no!, How sad! etc.

Surprise: (आश्चर्यचकित) What! , Ha!, Oh my God!, My Goodness!, Amazing!, Fantastic!, Wow! , Is it! etc.

Consent: (सहमति) Bravo! , Please! , Certainly! , True! , Well done!, Sure! etc.

Mistake: (गलती) Oh! , Oops!, My God!, No! etc.

भगवान आपको आशीर्वाद दे! **God bless you!**
वाह! , गज़ब! , बहुत बढ़िया! **Wow! , Wonderful!**
भगवान की दया से!, प्रभु की कृपा से! **By God's grace !**
कितने दुख की बात है!, कितना दुखद! **How sad! , How tragic!**
उसकी इतनी हिम्मत! **How dare he!**
ओह प्यारे! (जब दिल में प्यार उमड़े) **Oh honey! , Oh dear!**
बहुत बड़ी गलती! **Terrible mistake!**
अविश्वसनीय!, बहुत ही जबरदस्त! **Incredible!, Amazing!, Awesome!**
बकवास! **Absurd! , Nonsense ! Aweful!**
भगवान का शुक्र है! **Thank God!**
ये हुई न बात! (जीत की खुशी) **Hurry! , That's it!**
नज़र न लगे! **Touch wood! , Finger crossed!**
ज़रूर!, क्यों नहीं! पक्का! **Sure! , Why not!, of course!**
शाबास! **Well done!**
क्या खबर है! (खुशी से कहना) **What a news!**
सच में! (चैंकते हुए) **Really! , Is it!**
बहुत-बहुत धन्यवाद! **Thanks a lot!**
बधाई हो! **Congratulations!**
क्या आइडिया है! **What an idea!**

Subject, Verb & Object

8 Parts of speech

Noun : किसी भी प्राणी, जगह या वस्तु के नाम को संज्ञा कहते हैं।

Pronoun: सर्वनाम का प्रयोग संज्ञा की जगह पर किया जाता है।

Verb: क्रिया वो है जिसके माध्यम से Subject के कार्य या अवस्था (स्थिति) की जानकारी मिलती है।

Adjective (विशेषण) : जो किसी संज्ञा या सर्वनाम की विशेषता बताते हैं या उनके बारे में कुछ अतिरिक्त सूचना देते हैं।

Adverb (क्रिया विशेषण) : जो किसी क्रिया की, किसी विशेषण की या किसी दूसरे क्रिया विशेषण की विशेषता बताते हैं या उनके बारे में कुछ अतिरिक्त सूचना देते हैं।

Preposition: वो शब्द होते हैं जो किसी संज्ञा या सर्वनाम और वाक्य के दूसरे भाग के बीच के संबंध को दर्शाते हैं।

Conjunction: यह दो शब्दों या वाक्यों को जोड़ देते हैं। इससे वाक्य छोटा हो जाता है बिना अर्थ बदले।

Interjection: भावनाओं की अभिव्यक्ति करने वाले शब्द व शब्दों के समूह।

Examples:

Adjective: Enormous, silly, yellow, fun, fast, big, small, many, few, millions, eleven

Adverbs: Slowly, Rapidly, Clumsily, Badly, Diligently, Sweetly, Warmly, Sadly

Prepositions: On, at, in, by, from, to, towards, up, across, between, among, in front of, above, under

Conjunctions: And, or, but, because, for, if, when

Subject

Subject वो होता है जिसके बारे में वाक्य में या तो बात हो रही हो या फिर वो जो किसी क्रिया यानि काम को कर रहा हो। Subject किसी भी वाक्य का प्रमुख केन्द्र होता है।

Singular: जब Subject एक व्यक्ति, एक वस्तु या एक स्थान का बोध कराये।

Plural: जब Subject एक से ज़्यादा व्यक्ति, वस्तु या स्थान का बोध कराये।

	<u>Singular</u>	<u>Plural</u>
1st Person	I	we
2nd Person	you	you
3rd Person	he, she, it	they

Verb

Verb: क्रिया वो है जिसके माध्यम से Subject के कार्य या अवस्था (स्थिति) की जानकारी मिलती है।

Main Verb: to dance, to sing, to think, to read, to write, to see, to move, to miss, to beat etc.

Helping Verb/Auxiliary Verb: is, am, are, was, were, has, have, had, do, does, did, will etc.

Object

Object: कारक वह होता है जिस पर कर्ता के कार्य या अवस्थाका प्रभाव पड़ता है।

Sentence Patterns	Examples
Subject + Verb	The bell rang. He wept.
Subject + Verb + Object	She likes eggs. I met my brother.
Subject + Verb + Adjective	Martin is busy. She was sick.
Subject + Verb + Adverb	The truck came here. He ran fast.
Subject + Verb + Noun	They are teachers. Marilyn was the class president.

Helping Verb/ Auxiliary Verb

Uses: Tense and Simple Sentences

“Simple Sentences उन्हें कहते हैं जिनमें या तो क्रिया होती ही नहीं और अगर होती भी है तो Subject उस क्रिया को नहीं करता।

Simple Present

Helping Verb – Is, am, are
इन वाक्यों के अन्त में “है, हैं, हो, हूँ” का प्रयोग होता है।

Has, Have
इन वाक्यों के अन्त में “पास है” या फिर “भाई/बहन/दोस्त आदि हैं” का प्रयोग होता है।

Doesn't Have, Don't have
“पास नहीं है”

Simple Past

Helping Verb – Was, were
इन वाक्यों के अन्त में “था, थे, थी” का प्रयोग होता है।

Had
इन वाक्यों के अन्त में “पास था” या फिर “भाई/बहन/दोस्त आदि थे” का प्रयोग होता है।

Simple Future

Helping Verb – will be
इन वाक्यों के अन्त में “होगा” का प्रयोग होता है।

Will have
इन वाक्यों के अन्त में “पास होगा” का प्रयोग होता है।

is	- हैं	Will	- गा/गे/गी	being	- हो रहा है
am	- हूँ	been	- रहा हूँ	Should	- चाहिए
do	- क्या-है	does	- क्या-था	Would	- गा/गे/गी
be	- हो	need	- जरूरत	has to	- ना है
did	- ना था	dare	- हिम्मत	had to	- ना था
are	- हैं	have	- पास है	Can be	- जा सकता
Was	- था/थी	must	- अवश्य	may be	- जा सकते
had	- पास था	Were	- थे	must be	- जरूर चाहिए
may	- सकता हूँ	Shall	- गा/गे/गी	able to	- योग्य हूँ
has	- पास है	might	- शायद	have to	- नी है
Can	- सकते हैं	Could	- सका	about to	- वाला हूँ

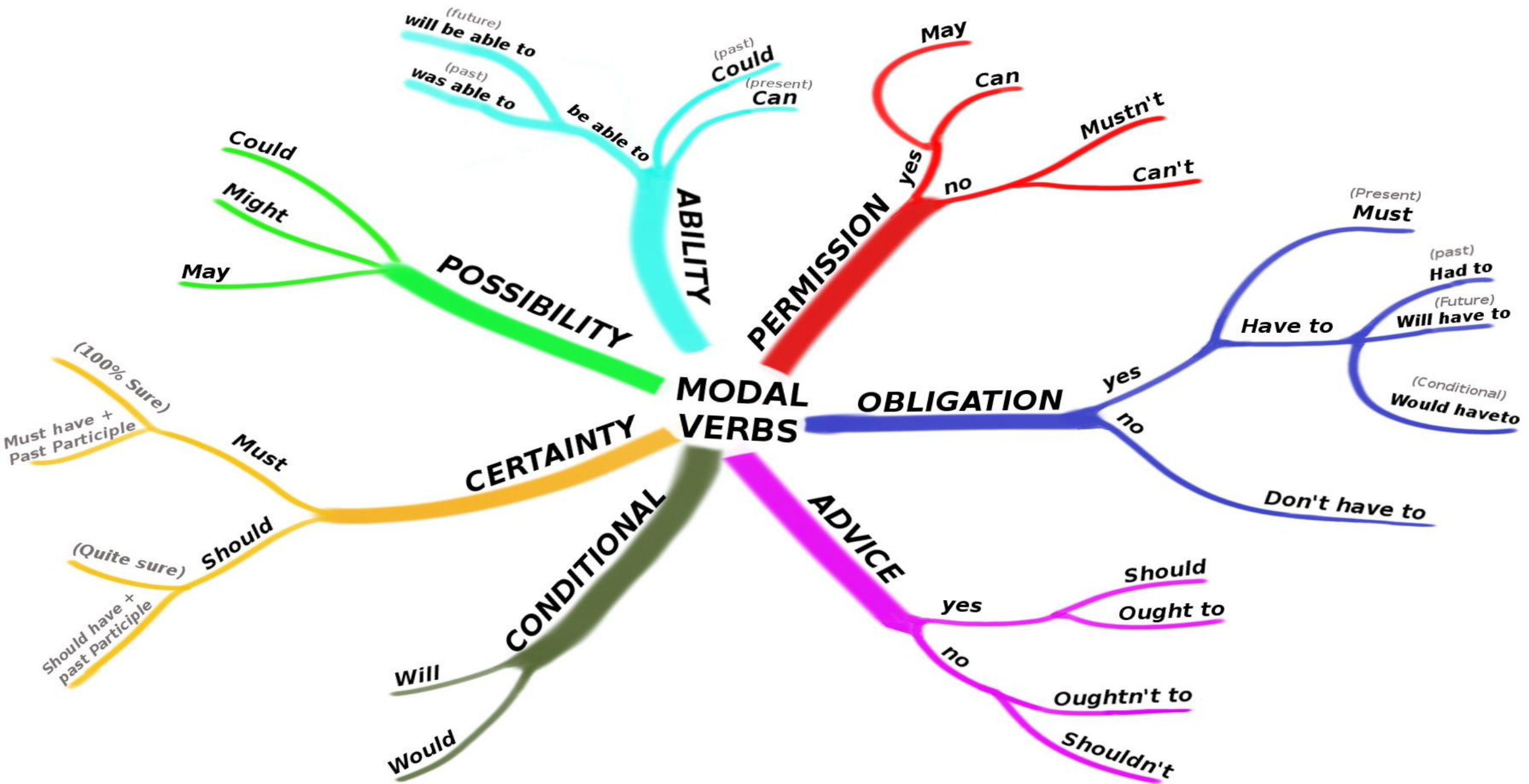
Modals – Modal Auxiliary Verbs

Modals ऐसी सहायक क्रियाएँ होती हैं जिनका प्रयोग वाक्य में मुख्य क्रिया के साथ किया जाता है ताकि किये जाने वाले कार्य की समर्थता, सम्भावना, निश्चितता, इजाज़त और आवश्यकता व्यक्त की जा सके।

Modality – that is:

likelihood, ability,
permission, request,
capacity, suggestions, order,
obligation, or advice

- 1 Can (सकता है) 1st form
- 2 Could (सका, पाया) 1st form
- 3 Could have (सकता था) 3rd form
- 4 May / Might (सकता है) 1st form
- 5 May have / Might have (सकता था) 3rd form
- 6 Should (चाहिए) 1st form
- 7 Should have (चाहिए था) 3rd form
- 8 Must (चाहिए {ज़रूर}) 1st form
- 9 Must have (चाहिए था {ज़रूर}) 3rd form
- 10 Ought to (चाहिए) 1st form
- 11 Ought to have (चाहिए था) 3rd form
- 12 Has to / Have to (करना है , करना पड़ता है) 1st form
- 13 Had to (करना था/करना पड़ता था/करना पड़ा) 1st form
- 14 Will have to (करना पड़ेगा) 1st form
- 15 Will be able to (सकेगा, पायेगा) 1st form
- 16 Would like to (चाहूंगा) 1st form
- 17 Used to (Did not use to) (किया करता था, करता था) 1st form
- 18 Need / Needs/Needed (Don't need / Doesn't need / Didn't need) 1st form
- 19 Dare to/ Dares to/ Dared to (Don't dare to / Doesn't dare to / Didn't dare to) 1st form
- 20 Would (in place of will) (*Something related to future but spoken in past*)



Can	=	सकता है
Can have to	=	पड़ सकता है
Could	=	सका
Could have	=	सकता था
Should		चाहिए
Should have	=	चाहिए था
Ought to	=	चाहिए
Ought to have	=	चाहिए था
May / might	=	सकता है
May / Might have	=	सकता था
Used to	=	करता था
Would	=	किया करता था
Must	=	(जरूर चाहिए)
Must have	=	(जरूर - (होगा, चूका है)
Dare	=	हिम्मत करना
Has to / have to	=	करना है, करना पड़ता है
Had to	=	करना पड़ा
Will have to	=	करना होगा, करना पड़ेगा
Need	=	जरूरत
Need to	=	ने की जरूरत

Sub + can + v1 + obj
Sub + can have to + v1 + obj
Sub + could + v1 + obj
Sub + could have + v3 + obj
Sub + should + v1 + obj
Sub + should + v3 + obj
Sub + ought to + v1 + obj
Sub + ought to have + v3 + obj
(Possibility) Sub + may/might + v1 + obj
(Possibility) Sub + may/might + V3 + obj
Sub + use to + v1 + obj
sub + would + v1 + obj
Sub + must + v1 + obj
Sub + must have + V3 + obj
Sub + dare + v1 + obj
Sub + has to/ have to + v1 + obj
Sub + had to + v1 + obj
Sub + will have to + v1 + obj
Sub + need + v1 + obj
Sub + need to + v1 + obj

***Can* सकता हैं/ *Could* सका/ *Could have* (सकता था)**

विधार्थी स्कूल से घर आ सकते हैं। Students can come home from school
तुम नल खोल सकते थे पर तुमने नहीं खोला। You could have turned on the tap but you didn't.
क्या तुम कल रात सो पाये ? Could you sleep last night?

***May/Might* (सकता हैं) / *May have/Might have* (सकता था) (*Possibility*)**

ये तुम्हारे साथ भी तो हो सकता है। It may also happen with you.
उस दिन बारिश हो सकती थी। It may/might have rained that day.

May (Permission)

क्या मैं अन्दर आ सकता हूँ ? May I come in?

May (Wish)

भगवान करे आप सफल हो जाएं! May you succeed!

Should (चाहिए)/ Should have (चाहिए था)

लोगों को निकल जाना चाहिए। People should leave.

Ought to (चाहिए) / Ought to have (चाहिए था)

लोगों को निकल जाना चाहिए था। People ought to have left.

Must (चाहिए (ज़रूर))/Must have (चाहिए था (ज़रूर))

हमें अपने माता पिता की सेवा करनी चाहिए। We must serve our parents
तुम्हें ज़रूर आना चाहिए था। You must have come.

Has to/Have to (करना है/करना पड़ता है)

उसे प्यार से बात करनी पड़ती है। He has to speak politely.
राम को घर आना है। Ram has to come home

Had to (करना था/करना पड़ता था/करना पड़ा)

क्या तुम्हें ये काम करना था ? Had you to do this work?
मुझे जाना पड़ा। I had to go.
हमें वहाँ रोज़ जाना पड़ता था। We had to go there daily.

Will have to (करना पड़ेगा)

एक दिन तुम्हें परेशानी झेलनी पड़ेगी। You will have to face trouble some/one day.

Will be able to (सकेगा, पायेगा)

मैं वहाँ नहीं जा पाऊँगा/सकूँगा। I will not be able to go there

Would like to (चाहूँगा)

मैं तुमसे एक बार मिलना चाहूँगा। I would like to meet you once.

Would

मुझे मालूम था कि वह जीतेगा। I knew that he would win.
क्या तुम कृपया मेरी मदद करोगे? Would you please help me?

Used to (किया करता था, करता था)

मैं सुबह जल्दी उठता था। I used to get up early in the morning.

Is/Am/Are/Was/Were + Used to (किसी चीज़ की आदत हो जाना या उसका आदी हो जाना)

मुझे गाली सुनने की आदत है। I am used to listen to abuses. / I am habitual to listen to abuses.
तुम्हें झूठ बोलने की आदत थी। You were used to tell a lie./

3 Forms of Main Verb

Three forms of verb

First form	Second form	Third form	
↓	↓	↓	
Cut	Cut	Cut	} All 3 forms same
Put	Put	Put	
Is	Was	-	} All forms different
Are	Were	-	
Sweat	Sweat	Sweat	} First, second same, third different
Sell	Sold	Sold	
fall	fell	fallen	} First form + e/en
Eat	Ate	Eaten	
Color	Colored	Colored	} First form + ed
Call	Called	Called	

1st form - 2nd form - 3rd form

Go - went - gone

Meet - met - met

Come - came - come

Leave - left - left

Find - found - found

Live - lived - lived

Get - got - gotten

Stay - stayed - stayed

Dance - danced - danced

Play - played - played

Sit - sat - sat

Tear - tore - torn

Stand - stood - stood

Start - started - started

Laugh - laughed - laughed

Fill - filled - filled

Smile - smiled - smiled

Send - sent - sent

Write - wrote - written

Prepare - prepared - prepared

Read - read - read

Weep - wept - wept

1st form - 2nd form - 3rd form

Eat - ate - eaten

Shout - shouted - shouted

Drink - drank - drunk

Run - ran - run

Wear - wore - worn

Get up - got up - got up

Cost - cost - cost

Thank - thanked - thanked

Move - moved - moved

Sound - sounded - sounded

See - saw - seen

Touch - touched - touched

Look - looked - looked

Learn - learned - learned/learnt

Watch - watched - watched

Cook - cooked - cooked

Catch - caught - caught

Teach - taught - taught

Hang - hung - hung

Bring - brought - brought

Comb - combed - combed

Take - took - taken

1st form - 2nd form - 3rd form

Give - gave - given

Drive - drove - driven

Break - broke - broken

Open - opened - opened

Hold - held - held

Close - closed - closed

Shiver - shivered - shivered

Sleep - slept - slept

Bother - bothered - bothered

Sing - sang - sung

Know - knew - known

Cut - cut - cut

Think - thought - thought

Put - put - put

Speak - spoke - spoken

Walk - walked - walked

Seem - seemed - seemed

Talk - talked - talked

Feel - felt - felt

Say - said - said

Work - worked - worked

1st form - 2nd form - 3rd form

Ask - asked - asked

Feed - fed - fed

Complain - complained - complained

Creep - crept - crept

Seek - sought - sought

Dig - dug - dug

Dip - dipped - dipped

Flee - fled - fled

Bite - bit - bitten

Hide - hid - hidden

Begin - began - begun

Dream - dreamt - dreamt

Show - showed - showed

Hit - hit - hit

Beat - beat - beaten

Marry - married - married

Peep - peeped - peeped

Plough - ploughed - ploughed

Rest - rested - rested

Rise - rose - risen

Spit - spat - spat

1st form - 2nd form - 3rd form

Hurt - hurt - hurt

Ride - rode - ridden

Tell - told - told

Want - wanted - wanted

Throw - threw - thrown

Fly - flew - flown

Abuse - abused - abused

Add - added - added

Tie - tied - tied

Weave - wove - woven

Bathe - bathed - bathed

Bid - bade - bidden

Wring - wrung - wrung

Fall - fell - fallen

Bear - bore - born

Lay - laid - laid

Lie - lied - lied

Lie - lay - lain

Pronouns

Pronouns

Subjective Pronoun	Objective Pronoun	Possessive Pronoun		Reflexive Pronoun
यह Subject में प्रयोग किये जाते हैं।	यह Object में प्रयोग किये जाते हैं।	इस तरह के Pronoun का प्रयोग ये बताने के लिए किया जाता है कि यह किसका है - मेरा, तुम्हारा, उसका, उनका या फिर किसी और का।		इस Pronoun का प्रयोग तब किया जाता है जब Subject खुद के बारे में बताता हो।
I (मैं)	Me (मुझे या मेरे)	My (मेरा)	Mine (मेरा)	Myself(मैं खुद)
We (हम)	Us (हमारे)	Our (हमारा)	Ours (हमारा)	Ourselves (हम खुद)
You (तुम, आप)	You (तुम्हें, तुम्हारे, आपको, आपके)	Your (तुम्हारा, आपका)	Yours (तुम्हारा, आपका)	Yourself/Yourselves (तुम/आप खुद)
He (वह, वो)	Him (उसे, उसको, उनको)	His (उसका)	His	Himself
She (वह, वो)	Her (उसे, उसको, उनको)	Her (उसका)	Hers	Herself
They (वे, वो)	Them (उनके)	Their (उनका)	Theirs (उनका)	Themselves (वो खुद/वे खुद)

Sentence Types

Affirmative (सकारात्मक)

ऐसे वाक्य जिनमें न “नहीं” का प्रयोग हो, न ही कोई प्रश्न पूछा गया हो।
राम एक अच्छा लड़का है। Ram is a good boy.

Negative(नकारात्मक)

ऐसे वाक्य जिनमें “नहीं” का प्रयोग तो हो पर कोई प्रश्न न पूछा गया हो।
राम एक अच्छा लड़का नहीं है। Ram is not a good boy.

Interrogative(प्रश्नवाचक)

ऐसे वाक्य जिनमें “नहीं” का प्रयोग न हो पर प्रश्न पूछा गया हो।
क्या राम एक अच्छा लड़का है? Is Ram a good boy?

Negative Interrogative (नकारात्मक प्रश्नवाचक)

ऐसे वाक्य जिनमें “नहीं” का प्रयोग भी हो और प्रश्न भी पूछा गया हो।
क्या राम एक अच्छा लड़का नहीं है? Is Ram not a good boy?

Filler Words

Filler Sounds	Filler Phrases	Filler Words
• um • uh • ah • er • hmm • mhm • uh huh	• I think that • you know • what I'm trying to say is • you see • I mean/you know what I mean? • at the end of the day • believe me • I guess/I suppose • or something • stuff like that • kind of	well okay so like basically actually literally seriously hopefully probably possibly quite relatively reasonably fairly

Vocabulary & Uses

1. Move मूव हिलना या हिलाना
2. Go गो जाना
3. Eat ईट खाना
4. Walk वाँक घूमना, पैदल चलना
5. Drink ड्रिंक पीना
6. See सी देखना
7. Look लुक देखना ;ध्यान सेद्ध
8. Watch वाच देखना (हिलती चीज/व्यक्ति)
9. Write राइट लिखना
10. Read रीड पढ़ना
11. Think थिंक सोचना
12. Speak स्पीक बात करना
13. Talk टाँक बात करना
14. Get Up गैट अप उठना या जगना
15. Sleep स्लीप सोना
16. Stand स्टैन्ड खड़े होना
17. Sit सिट बैठना

18. Come कम आना
19. Laugh लाफ हँसना
20. Learn लर्न सीखना
21. Ask आस्क पूछना
22. Say से कहना
23. Tell टैल बताना
24. Cheat चीट धोखा देना
25. Push पुा धक्का देना
26. Pull पुल खींचना
27. Play प्ले खेलना
28. Game गेम खेल
29. Home होम घर
30. Deaf िडैफ़ बहरा
31. Dumb डम गुँगा
32. Lamel लेम लँगड़ा
33. Alive अलाइव जीवित
34. Stay स्टे ठहरना

Assault- हमला करना - Terrorists from across the border, always looks to assault in India.
Snatch - छीन लेना, चुरा लेना - Chain snatching incident is common in some Indian cities.
Perpetrator - पापी, दौषी - The perpetrators of the Mumbai terror attack are living a tension-free life in Pakistan.
Leap - छलांग मरना, उछाल - Due to good Moonson, the leap can be seen at the **share market**.
Emulate - अनुकरण करना - If you are emulating someone, you are losing your talent.
Exodus - प्रस्थान, बिदाई - Because of war in Syria, the exodus of people is becoming a common problem.
Norm - मापदंड, कशौटी - The employees who don't follow the norms of the company, rusticated by the company.

Hurdle - बाधा, अबरोध - Hurdle comes everyone's life, but those who faced it courageously, they made history.
Rhetoric - शब्दाडम्बर, भाषण कला - Indian Politicians are known for their Rhetoric skills.
Stern - कठोर, निष्ठुर, कड़ा - India needs some stern rules to curb corruption.
Collude - कपट-सौधि करना, सांठ-गांठ करना - Few people collude with anti-national elements to break the unity of India.
Hasten - जल्दी करना, शीघ्रता करना - In the final match of the Asia cup, India should avoid hastening.
Subsume - शामिल करना - He subsumed a new feature in his computer to enhance the performance.
Contingent- दस्ता आकस्मिक, सैन्यदल, दल - The government has decided to secure sufficient food for the future contingent calamities.

Quite पूरी तरह से - अब मैं पूरी तरह ठीक हूँ। I am quite well now.

Similarly इसी प्रकार - मैं गया और उससे मिला, इसी तरह से वो भी मिला। I went and met him. Similarly, he met too.

Simultaneously एक ही समय पर, एक ही साथ - मैं पढ़ रहा हूँ। साथ मैं जाँब भी कर रहा हूँ। I am studying, working simultaneously.

Needless ज़रूरत नहीं - कहने की ज़रूरत नहीं, कि वो पागल है। Needless to say that he is mad.

Continuously लगातार - बारि'ा लगातार हो रही है। It is raining continuously.

Worthwhile फायदे का सौदा, लाभदायक - ये फायदे का सौदा नहीं है। It's not worthwhile.

Materialize सच कर देना, साकार कर देना - सपने साकार कर दूँगा मैं। I will materialize the dreams.

Ascribe श्रेय देना - मैं अपनी सफलता का श्रेय मेरे अपनों को दूँगा। I ascribe my success to my real ones.

Ooze किसी द्रव या लिक्विड का निकलना - घाव से खून निकल रहा है। Blood is oozing from the wound.

Lisp तुतलाना - छोटे बच्चे तुतलाते हैं। Small kids lisp.

Stammer हकलाना - वो हकला रहा था। He was stammering.

Whisper फुसफुसाना - तुम उसके कान में क्या फुसफुसा रहे हो ? What are you whispering in his ear?

Totter लड़खड़ाना - भारत पाकिस्तान के विरुद्ध लड़खड़ा रहा है। India is tottering against Pakistan.

Phrasal Verbs

Phrasal Verbs दो शब्दों का समूह होती हैं जिसमें एक शब्द Verb होती है और प्रायः दूसरा शब्द एक Preposition होता है।

Get in/Get on : To board a vehicle (किसी वाहन में चढ़ना) - I got on the bus.

Get off / Get down : To leave a vehicle (किसी वाहन से उतरना) - He was getting off the car.

Get away with : To escape (बच निकलना) - Ram got away with the punishment.

Get up : To wake up (उठना, जागना) She gets up at 6.

To stand up (खड़े होना) Get up all the students.

Get along with : Develop good terms with someone (किसी के साथ अच्छे संबंध बनाना) - I get along with all my colleagues.

Get out of : To leave for outside (बाहर निकलना) - I want you to get out of my home.

Get over : To recover from some trouble (किसी परेशानी से बाहर निकलना) – Ram could somehow get over his problems.

Get through To pass an exam/a test (किसी परीक्षा में पास हो जाना) - I couldn't get through the exam.

Run after : To chase (पीछा करना, पीछे भागना) - Does he run after money?

Run away/off : To escape, flee (बच निकलना/भाग जाना) -I ran away from there, the moment I saw him.

Run down : To feel weakness in body (शरीर में कमजोरी महसूस करना) - I am run down in health today.

Run over : Study quickly (जल्दी जल्दी पढ़ना) - Don't run over the lesson.

To knock down (हरा देना) - He ran over the defending champion.

Turn on/off : Switch on/Switch Off करना - I turned on the tap.

Turn around : To turn (पलटना) - He turned around, the moment I called out his name.

Turn over : To turn the page (पेज पलटना) - Stop turning over the page.

Turn upside down : To turn something opposite (उलट कर पूरी तरह पलट देना) - It is a glass, if I turn it upside down, it would form a conical shape.

Put out / off : Extinguish (light/fire/gas etc) (बुझाना-लाइट/आग/गैस आदि) Kindly put out the fire.

Put down : To write (लिखना) All the students are requested to put down their ideas.

Put forward : To present/propose (पेश करना/प्रस्ताव रखना) I put forward my report.

Put up : To live (रहना) I put up in Delhi

Put through : To transfer the call / to pass the phone to someone else (कॉल को ट्रान्सफर कर देना या फिर किसी दूसरे को दे देना) Mr. Rakesh, now I am putting you through to Mobile Department.

Put on : To gain weight/mass (वजन बढ़ना या बढ़ाना) I have put up 10 Kgs in just 10 days.

To wear (पहनना) She puts on Saree even at home.

Put up with : To bear / To tolerate (सहन करना) I can't put up with your anger.

Take off To take the clothes off (कपड़े उतारना) Take off your dirty clothes

Abide by To adhere the rules (नियमों का पालन करना) We must abide by the company policy

Back out of Not to keep one's words (अपनी बात या वादे से मुकरना) I never back out of my promises.

Blow out To extinguish (बुझाना) He blew out the candle.

Act upon To follow (अमल करना/पालन करना) Ram always acts upon my advice.

Bring up To foster (पालना/पालन पोषण करना) They brought me up.

Call off To cancel (रद्द करना) He called off the meeting.

Cast off To abandon (त्यागना/अलग कर देना) Snake casts off the outer skin.
Cut down To reduce (कम कर देना) Prices are cut down by a great extent.
Give up To abandon (त्यागना/छोड़ देना) I had given up bad habits.
Give in To accept defeat (हार मान लेना) Don't give in till the last breath of yours.
Pull up To take out (कोई जानकारी निकालना) I pulled up the data of all the employees
See after Look after (देखभाल करना) I can't see after them unless I go there.
Stand by To be with (साथ देना) He stood by me, in good or bad, every time when I needed him.
Turn out Prove to be (साबित होना) This project will turn out to be a master piece.

- Go on
- Carry out
- Set up
- Pick up
- Go back
- Go over
- Turn over
- Go through
- Hold on
- Pick out
- Sit back
- Hold back
- Put in
- Move in
- Look around
- Take down
- Carry on
- Go up
- Get out
- Take out
- Come down
- Put down
- Put up
- Turn up
- Get on
- Bring up
- Bring in
- Look back
- Look down
- Bring back
- Break down
- Take off
- Go off
- Bring about
- Go in

- Set off
- Put out
- Look out
- Take back
- Hold up
- Get down
- Hold out
- Put on
- Bring out
- Move on
- Turn back
- Put back
- Go round
- Break up
- Come along
- Sit up
- Turn round
- Put off
- Come about
- Go along
- Look round
- Set about
- Turn off
- Give in
- Move out
- Come through
- Move back
- Break off
- Come back
- Go out
- Point out
- Find out
- Come up
- Make up
- Take over

- Come out
- Come in
- Get in
- Come round
- Make out
- Get off
- Turn down
- Bring down
- Come over
- Break out
- Get through
- Give out
- Come off
- Take in
- Give back
- Set down
- Move up
- Turn around
- Get in
- Go down
- Work out
- Set out
- Take up
- Get back
- Sit down
- Turn out
- Take on
- Give up
- Get up
- Look up

Get, Put, Come, Take, Go, Give, Turn, Push

Look, Set, Carry, Pick, Hold, Sit, Break, Pull

Bring, Move, Let, Back, Wipe, Pass, Pick

Wake, Run, Keep, Check, Log, Knock, Jump

Stop, Hang, Read, Grow, Ask, Point, Fall, Drop

Use of This, That, These, Those

	Singular (एकवचन)	Plural (बहुवचन)
Near (पास)	This (ये, यह)	These (ये, यह)
Far (दूर)	That (वह, वो, वे)	Those (वह, वो, वे)

Singular	Plural
This → यह This is a book. (यह एक पुस्तक है।) This book is torn. (यह पुस्तक फटी हुई है।)	These → ये/यह (सब) These are books. (यह पुस्तकें हैं।) These books are torn. (यह पुस्तकें फटी हुई हैं।)
That → वह That is a chair. (वह एक कुर्सी है।) That chair is broken. (वह कुर्सी टूटी हुई है।)	Those → वे/वह (सब) Those are chairs. (वह कुर्सीयाँ हैं।) Those chairs are broken. (वह कुर्सीयाँ टूटी हुई हैं।)

Idioms & Proverbs

Idioms

At a loss : To be confused (असमंजस में होना) - I am at a loss due to having so many things mixed up.

At finger tips : To be an expert (एक्सपर्ट होना) - English grammar rules are at my finger tips.

Black sheep : A disgraceful person (कलंक) - He is a black sheep for his family.

Blue blood : Noble blood (‘ाही खून) - I have a blue blood.

Break in : Enter with aim of stealing (चोरी के उद्देश्य से घुसना) - He broke in the house.

Burning Question : Important question (महत्वपूर्ण प्रश्न) - It is a burning question of the day.

By leaps and bounds : Rapidly (बहुत तेजी से) - I am preparing this book by leaps and bounds.

By virtue of : Because of (के कारण) - By virtue of his power, Security guard didn't stop him.

To bank upon : To depend (निर्भर होना) - I bank upon my Dad for everything.

To bring to book : To face the risk (खतरा मोल लेना) - His name is brought to book now.

Eye wash : To deceit (धोखा देना) - He washed my eyes and just escape in the guise of an old man.

By fits & starts : Irregularly (अनियमित तरीके से) - I am unhappy as the project is being prepared by fits and starts.

Fall flat : Collapse (टूटना, गिरना) - Share market has suddenly fallen flat.

For good : For keeps (हमें आना के लिए) - You can take this book for good.

To grease the palm : To bribe (घूस देना) - I greased the palm of that waiter. There is no need to grease policemen's palm if you strictly abide by the law.

Hale & hearty : Healthy and strong (स्वस्थ) - All the members of my family are hale and hearty.

Hard up : Financial difficulty (पैसे की किल्लत) - I am hard up at this time but hoping to receive good money in near future.

Nook and corner : Each corner (कोना कोना या चप्पा चप्पा) - Betel sellers are at every nook and corner these days.

Once for all : Finally, At the end (अन्त में) - Once for all, I conclude “Love is something without which we are incomplete”.

Point blank : Frankly (बिना हिचकिचाहट के) - He replied to me point blank.

A rough diamond: An illiterate but noble (अनपढ़ लेकिन गुणी) - He is a rough diamond that's why even if he is illiterate; he has reached to this amplitude in business.

Red tapism : Too many official formalities (बहुत सारी औपचारिकताएँ) - The problem with government departments is too much red tapism.

To run down : Weak in health (तबियत खराब होना) - He is run down in health these days that's why he is not coming to school.

A sharp tongue : A bitter tongue (कड़वा बोलने वाला) - He speaks only truth that's the reason he is said to be having a sharp tongue.

A stumbling block : An obstacle (रोड़ा, रास्ते का काँटा) - Financial hard up is a stumbling block for us.

Sink differences: To forget differences (मनमुटाव खत्म कर देना) - I have sunk differences a long back.

To split hairs: To go into minute details (बारीकी तक घुसना) - Don't split hairs of this matter.

To standby : To support, To help (साथ देना) - I will always stand by you; be it a happy time or a grief.

To wind up : To bring to an end (समाप्त करना) - I am going to wind up the discussion now.

A bosom friend: A close friend (खास दोस्त) - He has been a bosom friend of mine since childhood.

En route: On the way (रास्ते में) - Dehradun is en route when you go to Shimla from Delhi.

Hither and thither: Here and there (यहाँ वहाँ) - Why are your clothes lying hither and thither?

In vain: Useless (निरर्थक, बेकार) - Our endeavor will not go in vain.

Rank and file: Common people (आम आदमी) - Luxury is mostly not for rank and file people.

Look down upon: To hate (नफरत करना या नीचा समझना) - I never look down upon the poor.

Proverbs

A bad man is better than a bad name. - बद अच्छा बदनाम बुरा।
A burnt child dreads the fire. - दूध का जला छाँछ भी फूँक-2 कर पीता है।
A diamond cuts a diamond. - लोहा लोहे को काटता है।
A friend in need is a friend indeed. - ज़रूरत में जो काम आये, वही असली दोस्त है।
A honey tongue, a heart of gale. - मधुर वाणी, दगाबाज की नि'ानी।
A little knowledge is a dangerous thing. - अधूरा ज्ञान खतरनाक होता है।
A man is known by the company he keeps. - मनुष्य अपनी संगति से पहचाना जाता है।
A nine day's wonder. - चार दिन की चाँदनी।
A rotten apple injures its companions . - एक गन्दी मछली सारे तालाब को गन्दा कर देती है।
All is well that ends well. - अन्त भला तो सब भला।
All that glitters is not gold. - हर चमकने वाली चीज़ सोना नहीं होती।
Barking dogs seldom bite. - भौंकने वाले कुत्ते काटते नहीं।

Beauty needs no ornaments. - सौंदर्य को आभूषणों की ज़रूरत नहीं।
Beggars are not choosers. - दान की बछिया के दाँत नहीं गिने जाते।
Beauty is in the eyes of beholder. - खूबसूरती देखने वाले की आँखों में हाते की है।
Between two stools, we come to the ground. - धोबी का कुत्ता घर का न घाट का।
Fool to others, to himself a sage. - अपने मुँह मियाँ मिठू होना।
Let bygones be bygones. - जो बीत गया सो बीत गया।
Many a little makes a mickle. - बूँद बूँद से घड़ा भरता है।
Tit for tat /word for word/measure for measure. - जैसे को तैसा।
To make a mountain of a mole hill. - राई का पहाड़ बनाना।
Prosperity gains friends and Adversity tries them. - मधुर वाणी, दगाबाज की नि'ा'ानी।
Prosperity gains friends and Adversity tries them. - अमीरी दोस्त बनाती है और गरीबी उन्हें परखती है।
Poverty breeds contempt. / Poverty breeds strife. - गरीबी झगड़े की जड़ होती है।
Limit your spendings to your earnings. - जितनी लम्बी चादर हो उतने ही पैर फैलाने चाहिए।

Tongue Twisters for Pronunciation



1. चंदू के चाचा ने, चंदू की चाची को, चांदनी चौक में,
चांदनी रात में, चांदी के चम्मच से चटनी चटाई।
2. खड़क सिंह के खड़कने के खड़कती हैं खिड़कियाँ,
खिड़कियों के खड़कने से खड़कता है खड़क सिंह।
3. पके पेड़ पर पका पपीता, पका पेड़ या पका पपीता,
पके पेड़ को पकड़े पिकू, पिकू पकड़े पका पपीता।
4. समझ-समझ के समझ को समझो, समझ समझाना भी एक समझ है,
समझ-समझ के जो ना समझो, मेरी समझ में वो नासमझ है।
5. चंदा चमके चम्-चम् चीखे चौककाना चोर, चीटी चाटे चीनी, चटोरी चीनी खोर।
6. मर हम भी गए मरहम के लिए, मरहम ना मिला,
हम दम से गए हमदम के लिए, हमदम ना मिला।
7. डाली-डाली पर नज़र डाली, किसी ने अच्छी डाली, किसी ने बुरी डाली,
जिस डाली पर मैंने नज़र डाली, वो डाली किसी ने तोड़ डाली।
8. तोला राम ताला तोड़ कर तेल में तुल गया,
तुला हुआ तोला तले के तले हुए तेल में तल गया।

Peter Piper picked a peck of pickled peppers
A peck of pickled peppers Peter Piper picked
If Peter Piper picked a peck of pickled peppers
Where's the peck of pickled peppers Peter Piper picked?

Betty Botter bought some butter But she said the butter's bitter
If I put it in my batter, it will make my batter bitter
But a bit of better butter will make my batter better
So 'twas better Betty Botter bought a bit of better butter

How much wood would a woodchuck chuck
if a woodchuck could chuck wood?
He would chuck, he would, as much as he could,
and chuck as much wood
As a woodchuck would if a woodchuck could chuck wood

She sells seashells by the seashore

How can a clam cram in a clean cream can?

I scream, you scream, we all scream for ice cream

I saw Susie sitting in a shoeshine shop

Susie works in a shoeshine shop. Where she shines
she sits, and where she sits she shines

Fuzzy Wuzzy was a bear. Fuzzy Wuzzy had no hair.
Fuzzy Wuzzy wasn't fuzzy, was he?

Can you can a can as a canner can can a can?

I have got a date at a quarter to eight; I'll see you at
the gate, so don't be late

You know New York, you need New York, you know
you need unique New York

I saw a kitten eating chicken in the kitchen

If a dog chews shoes, whose shoes does he choose?

I thought I thought of thinking of thanking you

I wish to wash my Irish wristwatch

Near an ear, a nearer ear, a nearly eerie ear

Willie's really weary

A big black bear sat on a big black rug

- 1.Tom threw Tim three thumbtacks
- 2.He threw three free throws
- 3.Nine nice night nurses nursing nicely
- 4.So, this is the sushi chef
- 5.Four fine fresh fish for you
- 6.Wayne went to wales to watch walruses
- 7.Six sticky skeletons (x3)
- 8.Which witch is which? (x3)
- 9.Snap crackle pop (x3)
- 10.Flash message (x3)

- 1.Red Buick, blue Buick (x3)
- 2.Red lorry, yellow lorry (x3)
- 3.Thin sticks, thick bricks (x3)
- 4.Stupid superstition (x3)
- 5.Eleven benevolent elephants (x3)
- 6.Two tried and true tridents (x3)
- 7.Rolling red wagons (x3)
- 8.Black back bat (x3)
- 9.She sees cheese (x3)
- 10.Truly rural (x3)

1. Good blood, bad blood (x3)

2. Pre-shrunk silk shirts (x3)

3. Ed had edited it. (x3)

4. We surely shall see the sun shine soon

5. Which wristwatches are Swiss wristwatches?

1. Fred fed Ted bread, and Ted fed Fred bread

2. I slit the sheet, the sheet I slit, and on the slitted sheet I sit

3. A skunk sat on a stump and thunk the stump stunk, but the stump thunk the skunk stunk

4. Lesser leather never weathered wetter weather better

5. Of all the vids I've ever viewed, I've never viewed a vid as valued as Alex's engVid vid

Position Sense

बगल में : next to, adjacent, beside
आगे ahead of
पीछे Behind
सामने In front of, before
दायीं ओर Right to, to the right of
बायीं ओर Left to, to the left of
बगल में दाँयी ओर immediate right to
बगल में बाँयी ओर immediate left to
बिलकुल कोने में extreme corners

Examples

1. टीचर बच्चों के सामने बैठे हैं।
Teacher is sitting in front of the students.
2. रश्मि दिव्या के बगल में दाँयी ओर बैठी है।
Rashmi is sitting immediate right to Divya.
3. मसूद तरुण के आगे बैठा है।
Masood is sitting ahead of Tarun.
4. राम मयंक के बगल में बैठा है।
Ram is sitting adjacent/next to/beside Mayank.
5. नितिन तरुण के बगल में बाँयी ओर बैठा है।
Nitin is sitting immediate left to Tarun.

6. शालिनी राम के बाँयी ओर बैठी है।
Shalini is sitting left to Ram/
Shalini is sitting to the left of Ram.
7. मयंक सन्दीप के पीछे बैठा है।
Mayank is sitting behind Sandeep.
8. राम तरुण और मयंक के बगल में बैठा है।
Ram is sitting beside Tarun & Mayank.
9. मसूद रश्मि और जुनेद के बीच में बैठा है।
Masood is sitting between Rashmi and Junaid.
10. दिव्या, शालिनी, संदीप और मयंक बिल्कुल कोनों में बैठे हैं।
Divya, Shalini, Sandeep & Mayank are sitting in extreme corners

Conversations

1

Doctor और Patient के बीच बातचीत

राकेश: गुड माँर्निंग सर।
Rakesh : Good Morning sir.

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डा० बंसल: गुड माँर्निंग, अन्दर आ जाइए।
Dr. Bansal : Morning. Come in please.

राकेश: सर कुछ दिनों से मेरे सिर में काफी दर्द रहता है। करीब 15 दिन हो गये हैं। दर्द अक्सर रात में होता है मैं जब सोने जाता हूँ, उसके थोड़ा पहले 9 बजे के करीब।
Rakesh: Sir, Actually, I have got a severe headache for a few days. It has been about 15 days now. Pain mostly occurs at night, just before I go to bed, at about 9.

डा० बंसल: कहीं से दवाइयाँ ली ?
Dr. Bansal : Did you take medicine from somewhere?

राकेश: अब तक तो नहीं । हालाँकि मैं सोच रहा था।
Rakesh : Not yet. Though, I was thinking.

डा० बंसल: किसी भी बीमारी को हल्के में नहीं लेना चाहिए। 15 दिन तो बहुत होते हैं। 5-7 दिन तो चलता है। चलो आपने ये तो समझा कि दर्द अक्सर एक ही समय पर होता है और वो भी सोने से पहले।
Dr. Bansal : No illness must be taken lightly. 15 days is more than enough. 5-7 days period is acceptable. Anyways, now you atleast made out that the headache occurs at the same time before going to bed.

राकेश: पहले मैंने सोचा कि खुद ही ठीक हो जायेगा पर अब मुझे डर लग रहा है। खाने-पीने का खयाल न रखने की वजह से जो बीमारियाँ आज कल हो रही हैं उन्हें सोचकर ही डर लगने लगता है।

Rakesh : Well, initially I thought it might be cured itself but now I am a bit scared. Due to irregularity in food habits, the illnesses which are known these days, I get horrified even thinking about those.

डा० बंसल: घबराने की बात नहीं है। अब आप मुझ पर छोड़ दीजिए। अच्छा बताओ। इन 15 दिनों खाँसी जुकाम, बुखार या फिर चक्कर आना जैसा कुछ हुआ ?

Dr. Bansal : Not to worry. Leave it on me now. Let me know if in these 15 days, you had cold, cough, fever or any giddiness sort of.

राकेश: हाँ दो बार चक्कर आया। आँखों के आगे अंधेरा सा छा गया था।

Rakesh : yeah, I felt giddiness twice. It just got dark in front of eyes.

डा० बंसल: तेज सांस लो । चिन्ता करने की ज़रूरत नहीं। मैं कुछ दवाइयाँ लिख के दे रहा हूँ। बाहर मैडिकल स्टोर से खरीद लेना। सब ठीक हो जाएगा। अब आप 2 दिन बाद फिर आइए। देखते हैं क्या फर्क पड़ता है।

Dr. Bansal :Breathe heavily. Don't worry. I am writing a few medicines. Purchase from the medical store outside. Everything will be alright. Now you have to come after 2 days. Let's see the progress.

राकेश: ठीक है डा०. साहब ।

Rakesh : That's fine, Doctor.

2

Teacher और Student के बीच बातचीत

प्रिया: गुड मॉर्निंग सर ।
Priya : Good morning, sir.

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मि०. शर्मा : गुड मॉर्निंग बच्चे । कैसे हो आप ?
Mr. Sharma: Good morning dear. How are you doing?

प्रिया: मैं ठीक हूँ सर।
Priya : I am doing well, sir.

मि०. शर्मा : कल का होमवर्क हो गया है ?
Mr. Sharma: Have you done yesterday's homework?/ Are you done with the homework?

प्रिया: कल सर घर पर कुछ रिश्तेदार आ गये थे इसलिए खाना बनाने में इतनी व्यस्त हो गई कि बिलकुल समय नहीं निकाल पायी। मैंने सोचा रात में करूँगी पर रात में घर पर ही रुके इसलिए मुश्किल हो गया।
Priya : Actually sir, yesterday some relatives had dropped in so I got so busy into cooking food that I couldn't spare time. I thought, I would do at night but they stayed even at night so it got difficult to manage.

मि०. शर्मा : चलो कोई बात नहीं, मेहमान चले गये ?
Mr. Sharma: It's ok. Have they left? / Are they gone?

प्रिया: आज दोपहर में जायेंगे। जब तक मैं घर पहुँचूँगी, वो जा चुके होंगे।

Priya : They will go in the afternoon. By the time I reach home, they'll have left.

मि०. शर्मा : ठीक है फिर कल चैक करा लेना, आज मैं क्लास में होमवर्क नहीं दूँगा।

Mr. Sharma: That's alright. Get it checked tomorrow. I won't give homework today.

प्रिया: वैसे एक बात कहूँ सर। होमवर्क थोड़ा मुश्किल है। पहले दो प्रश्न तो बिल्कुल ही नहीं हो पा रहे थे।

Priya : sir, can I say something? Actually, Homework is a bit tough. I wasn't able to solve the first two questions at all.

मि०. शर्मा : इसका मतलब तुमने चैप्टर न०. 3 ढंग से नहीं पढ़ा है। वो दोनों प्रश्न तीसरे चैप्टर से हैं।

Mr. Sharma: That means, you haven't read the third chapter properly/thoroughly. They both are from the third chapter.

प्रिया: सर एक काम करती हूँ। तीसरा चैप्टर एक बार और पढ़ती हूँ तब देखती हूँ कि मैं कर पाती हूँ दोनों प्रश्न या नहीं।

Priya : Sir, I will do one thing. I will revise the third chapter. Let me see if I will be able to solve both of them.

मि०. शर्मा : मुझे यकीन है तुम समझ जाओगी। फिर भी अगर कोई दिक्कत आये तो मैं क्लास में दोबारा पढ़ा दूँगा, ठीक है ?

Mr. Sharma: I believe, you will understand. But if you still face any problem, I will revise in class. Okay?

प्रिया: थैंक्यू सर।

Priya : Thank you sir.

मि०. शर्मा : मोस्ट वैल्कम

Mr. Sharma: Most welcome.

3

लड़का - लड़की के बीच बातचीत

रोहित: हाय शालिनी । कैसी हो ?
Rohit: Hi Shalini, How are you doing?

शालिनी : आप बताओ ?
Shalini: You tell?

रोहित: ठीक हूँ । अच्छा वो उस दिन मैं तुम्हारे घर आया था ।
Rohit: I am good. Well, I had come to your home the other day.

शालिनी : हाँ पता है। मम्मी ने बताया था कि आपने हमारा कम्प्यूटर ठीक किया था । मुझे तो पता ही नहीं था कि आप एक कम्प्यूटर इंजीनियर हो ।
Shalini: I know. Mom had told me, You had repaired our computer. I had no idea that you are a computer engineer.

रोहित: तुम तो दिखी नहीं वहाँ?
Rohit: I didn't see you there? / You were not seen around?

शालिनी : हाँ वो मैं अपने अंकल के यहाँ थी ।
Shalini: Yeah, Actually I was at my uncle's place.

रोहित: वो कहाँ रहते हैं ?
Rohit: Where does he live?

शालिनी : अगली ही गली में अरे वो जो अंग्रेज़ी सिखाते हैं।
Shalini: In the next street. The one, who teaches English.

रोहित: बिक्रान्त सर ।
Rohit: Vikrant sir!

शालिनी : हाँ वही तो ।
Shalini: Yeah, he is.

रोहित: वो तुम्हारे अंकल हैं ? मुझे नहीं पता था । मैंने उन्हीं से तो अंग्रेज़ी सीखी ।
Rohit: Is he your uncle? I didn't know. He is the one, even I learned English from.

शालिनी : वो बहुत फेमस हो गये हैं अब । उन्होंने करीब 6 साल पहले पढ़ाना शुरू किया था । अब वो करीब 2 लाख ₹0 महीना कमाते हैं।
Shalini: He is quite famous now. He had started teaching about 6 years ago. Now he earns around 2 lacs a month.

रोहित: तुमसे एक बात कहूँ। तुम बुरा तो नहीं मानोगी।
Rohit: Can I say something? Please don't mind.

शालिनी : बोलो।
Shalini: Sure.

रोहित: पता है। मैं कभी कह नहीं पाया तुमसे कि मैं तुम्हें बहुत पसन्द करता हूँ। मैं हमेशा तुम्हारी फैमिली के ऊँचे रूतबे से डरता था। मैं हमेशा सोचता था कि मैं कहूँ पर दिल की बात दिल में ही रह गई। बुरा मत मानना। मैंने सिर्फ वही कहा जो मुझे महसूस हुआ।
Rohit: You know what. I couldn't ever say that I like you. I was always scared of your family's high status. I tried a lot but couldn't courage. Don't mind, okey. I just said what I felt.

शालिनी : मुझे लगता है अब मुझे चलना चाहिए। मैं आपको फोन करूंगी ओके।
Shalini: I think I must leave now. I'll call you, okey.

रोहित: ठीक है।
Rohit: Alright.

शालिनी : बाय।
Shalini: Bye.

4

Brother और Sister के बीच बातचीत

बहन: भैया मेरे, राखी के बंधन को निभाना। (गाते हुए)
Sister : Bhaiya mere, Rakhi ke bandhan ko nibhana. (sings)

भैया: मज़ाक मत कर। फटाफट राखी बाँध दे।
Brother : Don't make fun. Hurry up and tie the Rakhi.

बहन: भैया, मेरे लिए आपके पास कभी समय रहता है ? हमेशा जल्दी में रहते हो।
Sister : Bhaiya, do you ever have time for me. You are always in a hurry.

भैया: बच्चे, आज मैं यहीं घर पर हूँ। तू राखी तो बाँध, फिर देख मेरा सरप्राइज़।
Brother : Sweetheart, I am very much here at home today. You tie and see the surprise.

बहन: लगता है आज कुछ ज़्यादा पैसे मिलने वाले हैं।
Sister : Looks as I am going to get good amount of money today.

भैया: वक्त का इन्तज़ार तो कर।
Brother : Well, just wait for the right time hone

बहन: ये लीजिए मेरे प्यारे भैया। बाँध दी राखी। और अब आप खाइए ये मिठाई जो मैंने प्यार से आपके लिए बनाई है।
Sister : Here it is, my dear brother. It's done. Now you eat the sweets that I've prepared for you with love.

भैया: ये तूने खुद बनाई है। वि'वास नहीं हो रहा।
Brother : You made it yourself, hard to believe.

बहन: मतलब, आपको मेरी काबिलियत पे शक है।
Sister : That means you doubt on my abilities.

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भैया: मज़े ले रहा हूँ।
Brother : I am just kidding honey.

बहन: आप हमेशा मेरा दिल तोड़ देते हो।
Sister : You always hurt me bro.

भैया: अच्छा मेरी बहन, ये ले तेरा सरप्राइज़ गिफ्ट।
Brother : I am sorry sweet heart, here is your surprise gift.

बहन: ये क्या है ?
Sister : What's this?

भैया: खोल के तो देख।
Brother : Open and see.

बहन: भैया, ये तो ऐपल का मोबाइल है। कितने का है भैया ? ये तो बहुत मंहगा होगा।
Sister : Bhaiya, this is Apple's mobile. How much for? It must be expensive.

भैया: मेरी बहन के सामने मेरे लिए कोई चीज़ मंहगी नहीं। ये मंहगी है पर तू अनमोल है।
Brother : Nothing is expensive for me than you are. It's costly but you are precious.

बहन: थैंक्यू भैया। आप दुनिया के सबसे अच्छे भाई हो। वैसे भैया, बताओ न कितने का है ?
Sister : Thank you so much bhaiya. You are the greatest brother in the world. By the way, how much did it cost you?

बहन: भैया, इतना मंहगा। पर भैया, इससे बेहतर कुछ नहीं हो सकता।
Sister : My god, so costly! But Bhaiya, it's amazing.

बहन: भैया, मैं आपसे बहुत प्यार करती हूँ।
Sister : Bhaiya, I love you so much.

भैया: मैं भी। एक बात और, आज डिनर के लिए बाहर जायेंगे। तू अपना मनपसन्द खाना खाने वाली है। मम्मी हम सब करीब 8 बजे निकलेंगे। पापा को भी मना लेना जल्दी आने के लिए।

Brother : I love you too honey. One more thing, tonight we'll have dinner outside. You are going to have your favourite food today. Mom, we all will leave at about 8. Convince dad as well to come early.

मम्मी: ये मुझ पर छोड़ दो। पापा वही करेंगे जो आपकी मम्मी चाहेंगी।
Mummy : Leave it on me. Dad is going to follow what your mom says.

भैया: ये 88000 ₹ का है।

Brother : It's for Rs. 88000. / It cost me 88k.

भैया: मेरे लिए तुझसे बेहतर कुछ नहीं।

Brother : For me, nothing matters more than you.

5

Restaurant Conversations

1: Making a Reservation

Restaurant staff: This is Emma Restaurant.

Customer: Hi, I would like to make a dinner reservation for 2 people.

Restaurant staff: What night will you be coming?

Customer: We will need the reservation for Sunday night.

Restaurant staff: What time would you like?

Customer: 8.30.

Restaurant staff: We don't have anything available at 8.30. Is 7.30 OK?

Customer: Yes, that's fine.

Restaurant staff: Please just give me your name.

Customer: My name is John Thomas.

Restaurant staff: Thank you, Mr. Thomas, see you this Sunday at 7.30.

Customer: Thank you. Bye.

2: Being Seated at the Restaurant

Waiter: Good evening. Welcome to Emma Restaurant.

John: I booked a table for two for 7.30 under the name of John Thomas.

Waiter: Yes, Mr. Thomas. Please come this way.

Waiter: Here is your table.

John: Thanks for your help!

3: Ordering

Waiter: May I get you anything to drink?

John: Yes, please. May I get 2 glasses of orange juice?

Waiter: Sure. Would you like an appetizer?

John: I'll have the tomato soup to start.

Lisa: I'll have the shrimp soup.

Waiter: Would you like to order anything else?

John: That'll be all for now.

Waiter: Let me know when you're ready to order your food.

Waiter: Here is your potato soup, Madam.

Lisa: But I ordered shrimp soup!

Waiter: I'm so sorry. I'll change it for you straightaway.

Lisa: I would appreciate that.

John: Excuse me. Could you bring us the menu, please?

John: We'd like to order a cheeseburger and some fries.

Waiter: Sorry, the fries are off. Why don't you try the steak? It is excellent.

John: I'll trust your taste and take one order of that.

Waiter: Do you want a dessert?

Lisa: The chocolate mousse cake sounds great.

Waiter: Would you like coffee or tea with your dessert?

John: Just some water, please.

Waiter: Can I get you anything else?

Lisa: That's all, thank you.

4: Making Comments on Food

Lisa: John, is your steak OK?

John: The steak tastes wonderful!

Lisa: How is your cake?

John: My cake is too sweet for me.

Lisa: So is mine. I think they put too much sugar in cakes.

John: The food here is usually good, so I think that we should mention this to the waiter.

Lisa: You're right. Maybe they can bring us some better food.

5: Getting the bill/ check

Cashier: Can I help you?

John: Yes, could I have the bill?

Cashier: Of course. Here you are.

John: Thank you. I am ready to pay the bill.

Cashier: Of course, Sir. How would you like to pay, cash or card?

John: By cash, please.

Cashier: That will be \$80, please.

John: Here you are.

Cashier: Thank you. Here's your change and your receipt.

John: Thank you.

Confusing Similar Words

HOMONYMS	HOMOPHONES	HOMOGRAPHS
<i>multiple meaning words</i>	<i>words that sound alike</i>	<i>same spelling, different pronunciation, different meanings</i>
the spruce tree... to spruce up...	addition for math edition of a book	desert = abandon desert = area of land
suit yourself... wore a suit ...	I want to go I like it too One plus one is two	bass = fish bass = instrument
weigh on the scale ... scale the wall...	capitol building state capital	close = nearby close = to shut
the price is fair ... go to the fair ...	pick a flower bake with flour	bow = to bend down bow = ribbon

2 words may have same spelling but different meanings, 2 words may have different spelling but same pronunciation etc.

Cast कास्ट - किसी नाटक या फिल्म के पात्रों की सूची (list of characters in a drama, movie etc)
Caste कास्ट - जाति

Story स्टोरी - कहानी
Storey स्टोरी - मंजिल (इमारत की), (the horizontal division of building)

Suite स्वीट - होटल का कमरा
Sweet स्वीट - मीठा

Currant करैन्ट - किशमिश
Current करैन्ट - नदी की धारा, वर्तमान की घटनाएँ

Tasty टेस्टी - स्वादिष्ट
Testy टैस्टी - गुस्सैल (जिसे जल्दी गुस्सा आता हो) (short tempered)

Lightening लाइटनिंग - रौशनी
Lightning लाइटनिंग - आकाश में बिजली का चमकना

Heat हीट - गर्म करना
Hit हिट - मारना

Weak वीक - कमजोर
Week वीक - सप्ताह

Fond फाँन्ड - शौकीन
Found फाउन्ड - पाया

Seek सीक - ढूँढना, कोशिश करना
Sick सिक - बीमार

Sign साइन - हस्ताक्षर करना
Shine शाइन - चमकना

Same सेम - समान, एक जैसा
Shame शेम - शर्मनाक

Ran रैन - दौड़ा,
Rain रेन - बारिश

People पीपल - लोग
Pupil प्यूपिल - शिष्य

Shoulder शोल्डर - कंधा
Soldier सोल्जर - सिपाही

Weep वीप - रोना
Wipe वाइप - पोछना

Small स्माल - छोटा
Smell स्मैल - गंध

Close क्लोस - खास, करीबी
Close क्लोज़ - बन्द करना

Tired टायर्ड - थका हुआ
Tyre टायर - गाड़ियों का टायर

Break ब्रेक - तोड़ना
Brake ब्रेक - गाड़ियों का ब्रेक

There देअर - वहाँ
Their देयर - उनका

Whether वैदर - चाहे
Weather वैदर - मौसम

Check चैक - चैक करना
Cheque चैक - बैंक का चैक

Heart हार्ट - दिल
Hurt हर्ट - चोट पहुँचाना, दुख पहुँचाना

Waste वेस्ट - बेकार
Waist वेस्ट - कमर
West वैस्ट - पश्चिम दिशा

Dear डियर - प्रिय
Dare डेअर - हिम्मत करना

Chick चिक - मुर्गी का बच्चा
Cheek चीक - गाल

Hill हिल - पहाड़
Heel हील - एड़ी
Heal हील - ज़ख्म भरना

Hell हैल - नरक
Hail हेल - ओले पड़ना
Hale हेल - स्वस्थ

Reach रीच - पहुँचना
Rich रिच - अमीर

Bed ब्यड/बेड - बिस्तर
Bad बैड - बुरा

Warm वाँर्म - गर्म
Worm वोर्म - कीड़ा

Letter लैटर - पत्र
Later लेटर - बाद में
Latter लेटर - बाद वाला

Soap सोप - साबुन
Shop शॉप - दुकान

Sweet स्वीट - मीठा
Sweat स्वेट - पसीना

Fist फिस्ट - मुठ्ठी
Feast फीस्ट - दावत

And ऐन्ड - और
End एन्ड - समाप्त

Confident कॉफिडेंट - विश्वास से भरा हुआ
Confidant कॉफिडेंट - सहायक

Google गूगल - इन्टरनेट का एक सर्च इंजन
Goggles गाँगल्ज़ - चश्मा

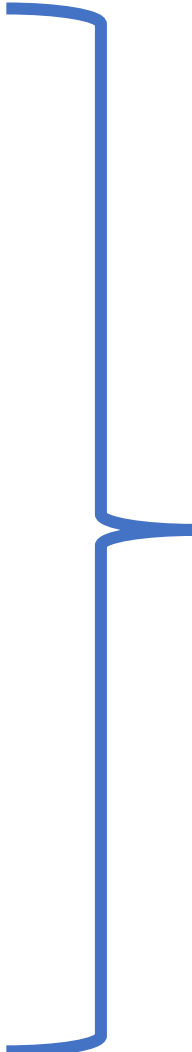
Heroin हैरोइन - एक प्रकार का नशीला ड्रग
Heroine हीरोइन - फिल्म की हीरोइन

Deference डैफरैन्स - सम्मान
Difference डिफरैन्स - मनमुटाव, अन्तर

How to generate Contents for Essay and Speech

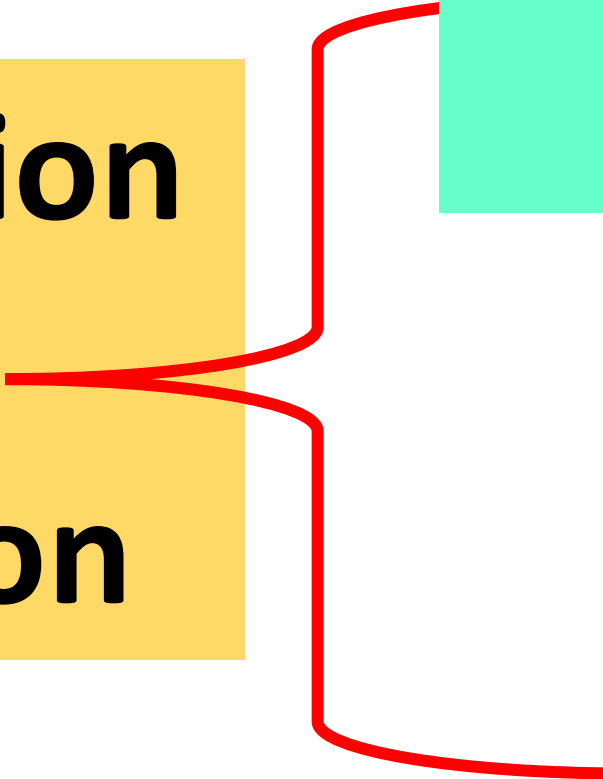
I GET HELPS

- I** - International
- G** - Geographical
- E** - Environmental
- T** - Technical
- H** - Historical
- E** - Economic
- L** - Legal
- P** - Political
- S** - Social



Positive
Negative

Introduction
Body
Conclusion



A red bracket on the right side of the yellow box groups 'Introduction' and 'Conclusion' together, with a line extending to the 'PREP' box. Another red bracket on the right side of the yellow box groups 'Body' together, with a line extending to the 'ERP' box.

PREP: Point Reason
Example Point

ERP: Example
Reason Point

How to Participate in Group Discussion

GROUP DISCUSSION



General Guidelines for GD

- 1. Understand the topic for group discussion.*
- 2. Understand the rules and guidelines given by the organizer.*
- 3. The leader will introduce the topic.*
- 4. Individual members of each group should be given around 10 minutes for preparation.*
- 5. The group should not deviate from the topic of discussion*

Listening + Eye Contact

1. Discussion Type	Structured Discussion	Unstructured Discussion
2. Topic Based	General Topic	Role Play
	Case Study	Abstract Topic

FOCUS

Content : What to Speak

Interpersonal Skills: How to Speak

Expressing Opinions

Personal Point of View

- In my experience...
- As far as I'm concerned...
- In my opinion...
- Personally, I think...
- I'd say that...
- I'd like to point out that...
- I believe that...

Agreeing with an opinion

- Of course.
- You're absolutely right.
- Yes, I agree.
- I think so too.
- That's a good point.
- Exactly.
- That's true.
- Neither do I.
- I couldn't agree more.

General Point of View

- It is thought that...
- Some people say that...
- It is considered...
- It is generally accepted that...

Disagreeing with an opinion

- Yes, but...
- I'm afraid I have to disagree.
- I'm sorry to disagree with you, but...
- That's not entirely true.
- On the contrary...
- I'm not so sure about that.

- ☐ First person to speak necessary? **Not Always**
- ☐ Do 1st person get extra marks? **Not always**

1st speaker:

- ☐ Defines the topic by picking key points and defining them.
- ☐ Describe the scope of the topic and set the tone of the discussion

2nd speaker:

- ☐ Broaden the topic of discussion by picking key points & elaborating them not done by 1st speaker.
- ☐ Take forward the discussion

Handling Fish Market Scenario

What to do in Fish Market?

- ☐ Don't Participate
- ☐ Don't be the reason for the fish market
- ☐ Enter and try to calm the discussion
- ☐ use pacifying phrases
- friends lets talk one by one so that we can listen to everyone/each other
- we are deviating from the topic, lets get back to the topic

How to enter in Fish Market?

- ☐ Not whole GD will be fish market, so enter in lull(dull) period
- excuse me, let me speak
- yes, my friend, I agree but..

GD Entry Strategies

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- 1. Enter at low point** : when points started getting repeated and participants don't have new content to speak
- 2. Enter at the end of someone's point** : Yes I agree with you but looking at another perspectives.... Or Adding on.....
- 3. Enter with a praise or agreement** : People will allow you to speak if you praise them
- 4. Enter with a raised pitch of voice**: High pitch to be audible to all participants

Summary: Don't add any extra points from your side

Conclusion: Summary + 1-2 points to close it.

Rate the GD/Rank the Members: Logic and Analysis

How to write an Email

Structure of an email

1. Subject line

This is a short phrase that summarizes the reason for your message or the goal of your communication. For example: *“Follow Up: Product Presentation”*

2. Salutation

This is the first line of your email and generally acts as the greeting. For example:
“Hi Mr. Samson,”

3. Body

Just like the body of a letter, this is where you'll share your full message. For example:

“Thank you for attending the new product presentation this afternoon. I’ve attached a video file of the full recording so you can share it with your team. Please let me know if you have any questions.”

4. Closing

This is the last line of your email and should wrap up your message. Here you may reiterate any requests you've made in the body of your message. For example: *"I look forward to speaking with you on Wednesday. Thanks again!"*

5. Signature

The signature is where you identify yourself by name, title and any other information relevant to your communications. For example:

Mr XYZ

Chief Executive Officer

ABC Company, Inc."

MOST FREQUENT EMAIL SIGN-OFFS

- | | |
|-------------------|---------------------|
| 1. thanks | 7. cheers |
| 2. best | 8. all the best |
| 3. regards | 9. best wishes |
| 4. sincerely | 10. respectfully |
| 5. take care | 11. talk soon |
| 6. thanks so much | 12. sincerely yours |

How to write a formal email

Follow these five simple steps to make sure your English emails are perfectly professional.

- 1.Begin with a greeting
- 2.Thank the recipient
- 3.State your purpose
- 4.Add your closing remarks
- 5.End with a closing

1.Begin with a greeting

Always open your email with a greeting, such as **“Dear Rohan”**.

If your relationship with the reader is formal, use their family name (eg. **“Dear Mrs. Sharma”**).

If the relationship is more casual, you can simply say, **“Hi Akanksha”**.

If you don't know the name of the person you are writing to, use: **“To whom it may concern”** or **“Dear Sir/Madam”**.

2. Thank the recipient

If you are replying to a client's inquiry, you should begin with a line of thanks.

For example, if someone has a question about your company, you can say, **"Thank you for contacting ABC Company"**.

If someone has replied to one of your emails, be sure to say, **"Thank you for your prompt reply"** or **"Thanks for getting back to me"**.

3. State your purpose

If you are starting the email communication, it may be impossible to include a line of thanks. Instead, begin by stating your purpose. For example, **"I am writing to enquire about ..."** or **"I am writing in reference to ..."**.

Make your purpose clear early on in the email, and then move into the main text of your email.

Remember, people want to read emails quickly, so keep your sentences short and clear.

4. Add your closing remarks

Before you end your email, it's polite to thank your reader one more time and add some polite closing remarks.

You might start with **"Thank you for your patience and cooperation"** or **"Thank you for your consideration"** and

then follow up with, **"If you have any questions or concerns, don't hesitate to let me know"** and **"I look forward to hearing from you"**.

5. End with a closing

The last step is to include an appropriate closing with your name.

"Best regards", **"Sincerely"**, and **"Thank you"** are all professional.

Avoid closings such as **"Best wishes"** or **"Cheers"** unless you are good friends with the reader.

Finally, before you hit the send button, review and spell check your email one more time to make sure it's truly perfect!

Thank You!