

# **EMPLOYABILITY SKILLS FOR SUCCESSFUL CAREER MANAGEMENT**

**MODULE 1 - IQ – PQ- EQ- SQ**

**MODULE 2 - CONFIDENCE BUILDING++**

**MODULE 3 - GOAL SETTING**

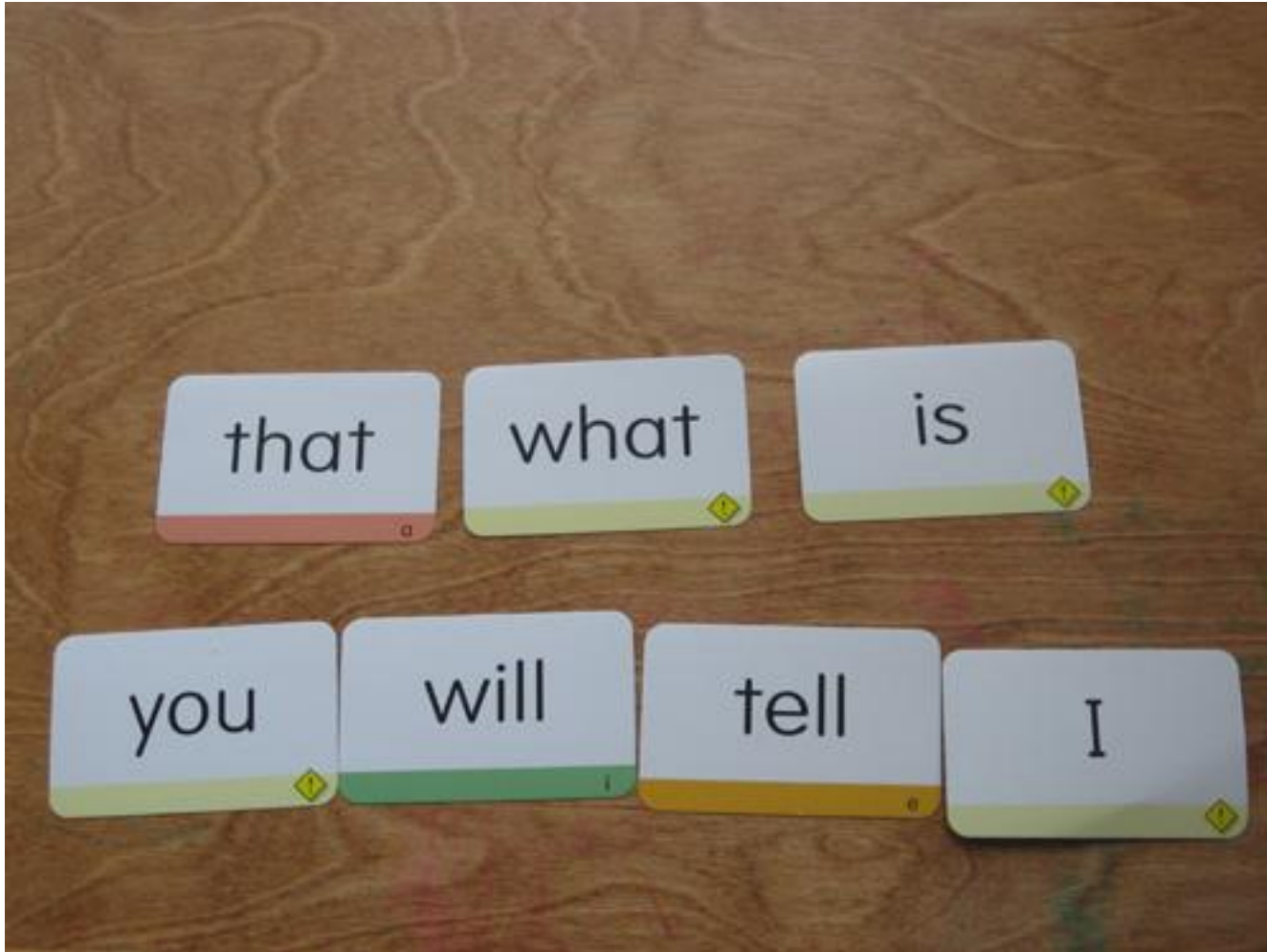
**MODULE 4 - LISTENING SKILLS &  
LANGUAGE DEVELOPMENT**

**MODULE 5 - PROFESSIONAL DISCIPLINE &  
STUDYING SKILLS**

# **EMPLOYABILITY SKILLS FOR SUCCESSFUL CAREER MANAGEMENT**

**MODULE 6 - MEMORY MANAGEMENT**  
**MODULE 7 - ?**

# MODULE 7?



# **MODULE 7:**

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# **ENGLISH GRAMMAR**

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## The Funny English Language

We'll begin with a box and the plural is boxes,  
But the plural of ox should be oxen, not oxes.

The one fowl is a goose but two are called geese,  
Yet the plural of moose should never be meese.

You may find a lone mouse or a whole set of mice,  
Yet the plural of house is houses not hice.

If the plural of man is always called men,  
Why shouldn't the plural of pan be called pen?

If I speak of a foot and you show me your feet,  
And I give you a boot, would a pair be called beet?

If one is a tooth and a whole set are teeth,  
Why should not the plural of booth be called beeth?

# **GRAMMAR CONCEPTS**

## **I Vs. ME**

**If you are not good with grammar concepts like subject and objects, there is still a very easy way to decide whether to use *I* or *me*: try out the sentence with just *I* or *me*.**

# **STEP 1: DECIDE WHO IS THE SECOND PERSON AND REMOVE THEM**

He told Tom and (I or me?) to get ready.

He told Tom and (I or me?) to get ready.



## **STEP 2:**

### **TRY THE SENTENCE WITHOUT THE SECOND PERSON**

**He told I to get ready? NO**

**He told me to get ready? YES**

**Therefore, He told Tom and me to get ready.**

# LET'S TRY ANOTHER!

If John and (I or me?) get married, we'll have two kids

~~If John~~ and (I or me?) get married, we'll have two kids

# **PRACTICE**

**If me get married? NO**

**If I get married? YES**

**Therefore, If John and I get married, we'll have two kids.**

# **TRY A FEW AND SEE IF YOU ARE RIGHT!**

**The present is for my wife and (me, I).**

**John asked Tom and (me, I) to go with him to the concert.**

**The photographer came to take a picture of Tom, Susan and (me, I).**

**You can give the check to Bob or (me, I).**

The present is for my wife and (**me**, I).

John asked Tom and (**me**, I) to go with him to the concert.

The photographer came to take a picture of Tom, Susan and (**me**, I).

You can give the check to Bob or (**me**, I).

# **JUST A FEW MORE**

**When we went to play golf, my father and (me, I) had a good time.**

**John, Susan, and (me, I) went to the new restaurant last night.**

**Tom is mad because David and (me, I) didn't invite him to the movies.**

**There was a picture of Susan and (me, I) in the magazine.**

**When we went to play golf, my father and (me, I) had a good time.**

**John, Susan, and (me, I) went to the new restaurant last night.**

**Tom is mad because David and (me, I) didn't invite him to the movies.**

**There was a picture of Susan and (me, I) in the magazine.**

# DOUBLE NEGATIVES

First of all what are negative words?

Negative words:

*No*

*Not*

*Nobody*

*Nothing*

*None*

*Never*

*Hardly*

*Scarcely*

*Barely*

*Only*



# **DOUBLE NEGATIVES**

**What happens in math when you have two negatives?**

**You get a positive!  $(-2) \times (-2) = 4$**

**The same thing happens when you have two negative words in a sentence**

# DOUBLE NEGATIVES

If you say “She couldn’t eat nothing”

You are telling the reader she **COULD** eat something

Using two negatives in the same sentence gives the opposite meaning. Therefore, avoid double negatives!

# **SIMPLY PUT: COUNT THE NEGATIVE WORDS AND MAKE SURE THERE IS ONLY ONE PER SENTENCE**

The children do not need (no, **any**) candy.

We barely had (**any**, no) money.

William (**could**, couldn't) hardly wait.

Jim was not carrying (no, **any**) packages.

# PRACTICE

**She couldn't eat (anything, nothing).**

**I didn't see (nothing, anything).**

**We (could, couldn't) hardly see through the fog.**

**She did not have (anything, nothing) to read.**

# ANSWERS

She couldn't eat (**anything**, nothing).

I didn't see (nothing, **anything**).

We (**could**, couldn't) hardly see through the fog.

She did not have (**anything**, nothing) to read.

# **DOUBLE NEGATIVES FINAL THOUGHT**

**DON'T**

say “but it doesn’t sound right!”

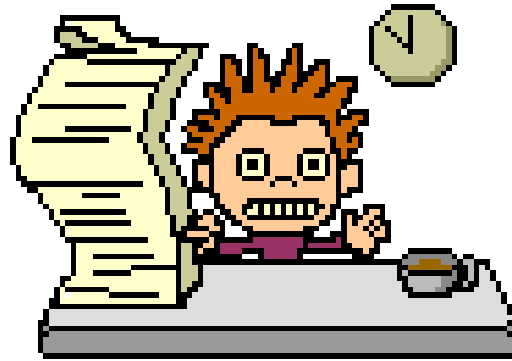
**ALWAYS**

follow the rule

**ONE**

negative per sentence!

# COMMAS



**The most feared punctuation mark!**

# **RULE #1**

## **Commas in a list**

**Example: Lions, Tigers, and Bears Oh my!**

**Write your own sentence with a list of items**



# **RULE #2**

**Separating adjectives BEFORE a noun**

**Example: He was a silly, foolish boy.**

**Write your own sentence with two adjectives before a noun**

# **RULE #3**

**When you are directly speaking to someone else**

**Example: Tom, where is the bread?**

**Write your own sentence speaking to someone**

# **RULE #4**

## **Addresses and dates**

**Example:            October 7, 2008**  
**456 Old Road, Farmville Va, 23901**

**Write today's date and your address**

# **RULE #5**

## **Interruptions**

**Example: I don't believe you, in fact, I think you are lying**

**Write your own sentence with an interruption**

**Interruptions: In fact, for example, however, indeed,  
therefore, etc...**

# **RULE #6**

**Compound sentences (And, but, for, nor, or)**

**Example: The teacher glared at the class, and they feared for their lives**

**Write your own compound sentence**

# **RULE #7**

**Appositives (Can be substituted for a name)**

**Example: John, a smart student, passed the test.**

**Write your own appositive sentence**

# **RULE #8**

## **Non essential information**

**Example: The book, with its weathered and dog eared pages, was placed back on the shelf**

**Write your own sentence with non essential information**

# **RULE #9**

## **Introductory clause**

**Example: After we won the game, we celebrated.**

**Write your own sentence with an introductory clause**



# **RULE #10**

## **Letters**

**Example: Dear Grandma,**

**Regards, Arul**

**Write your own letter opener and closure**

# **RULE #11**

## Quotations

Example:

**Molly ran up to her mother and said, “I can’t wait for school tomorrow!”**

**Before the quote put the punctuation OUTSIDE  
After the quote put it INSIDE!**



**Write a sentence with quotation marks**

# **PRACTICE- WHICH RULE IS BEING DEMONSTRATED?**

- 1. The star was I thought too nervous to perform.**
- 2. Their dog was named FeeFee and she weighed about five pounds.**
- 3. Did the neighbor or anyone else ever see this abuse?**

# **PRACTICE- WHICH RULE IS BEING DEMONSTRATED?**

- 1. While waiting for his friend he read the newspaper.**
- 2. The computer which she bought a week ago was broken.**
- 3. I washed the dishes watered the plants and fed the cat.**

# **PRACTICE- WHICH RULE IS BEING DEMONSTRATED?**

- 1. Jan said “What time does the game start?”**
- 2. I live in Dallas Texas.**
- 3. She is a talented pretty girl.**
- 4. Jason do you want to go to the pool?**

# **PRACTICE- WHICH RULE IS BEING DEMONSTRATED?**

- 1. During high school he read *Romeo and Juliet* *Julius Caesar* and *Hamlet*.**
- 2. Song of Solomon I believe is the professor's favorite.**
- 3. I believe that should the eggs break we will have a mess.**

# **PRACTICE- WHICH RULE IS BEING DEMONSTRATED?**

- 1. Elizabeth Cady Stanton the daughter of a judge in New York understood what it meant to be denied rights.**
- 2. Freed from slavery Sojourner Truth became a crusader against slavery.**
- 3. She had thirteen children most of whom were sold into slavery.**

## Murder of English



- 1) Both of you stand together separately.
- 2) Will you Hang the calender or else I will hang myself.
- 3) Give me a blue pen of any color.
- 4) Pick up the paper and fall in the dustbin.
- 5) Why are you looking at the monkeys outside when I am inside?
- 6) All of you stand in straight circle.
- 7).I have two daughter both are girls.



# **CAPITALIZATION**

**A**

**B**

**C**

# **CAPITALIZATION**

1. The first letter of every new sentence is capitalized.

**Example:**

**M**y mother is from Seoul.

**M**y father grew up in Taegu.

# **CAPITALIZATION**

2. The pronoun **I** is always capitalized.

Example:

Robert and **I** are going to discuss the politics.

# **CAPITALIZATION**

3. Titles of people are only capitalized when they are followed by someone's name.

Example:

That is the president of the United States.

That is **P**resident **O**bama.

# **CAPITALIZATION**

4. Proper names of places, specific buildings, rivers, mountains, and other geographic locations are capitalized.

**Example:**

**A:** That is a long river.

**B:** Yes, it is. That is the **Nile River**, which runs through **Africa**.

I go to school every day. I go to **Prince Edward Middle School**

# **CAPITALIZATION**

## **5. Proper names of people.**

**Example:**

**This is my friend. Her name is Jennifer.**

# **CAPITALIZATION**

6. All proper names of: things, companies, religions, deities, and languages.

**Example:**

**Wal-Mart** wants to hire people who speak **S**panish and **F**rench.

# **CAPITALIZATION**

7. Capitalize the days of the week, months, and holidays.

**V**alentine's **D**ay is on **M**onday, **F**ebruary 14th.



# **CAPITALIZATION**

8. Capitalize names of documents, organizations, clubs, and historical events.

Example:

The **D**eclaration of **I**ndependence made the king of **E**ngland very angry. This eventually started the **U**nited **S**tates **R**evolutionary **W**ar.

# **CAPITALIZATION**

9. Direction words (north, south, east, and west) should only be capitalized when they refer to a region or section of a country.

Example:

The **W**est offers lots of job opportunities.

# CAPITALIZATION

10. It is common to NOT capitalize small words in titles such as: *of*, *a*, *an*, and *the*.

However, these words should be capitalized if they are the first word in the title.

Example:

My favorite movie is *The Wizard of Oz*.

# **CAPITALIZATION**

11. Don't capitalize "mom" and "dad" unless you are referring to them as names.

**Example:**

This is my mom.

John! Do you know where **M**om is?

**DIRECTIONS: BELOW IS A PARAGRAPH THAT CONTAINS NO CAPITAL LETTERS. CORRECT THE PARAGRAPH BY PUTTING CAPITAL LETTERS WHERE THEY BELONG.**

**the blind queen**

**once upon a time, there was a queen. queen cynthia lived in her castle in a faraway land called shangutopia. shangutopia was located in lufecaep valley near a large river which was called the hula hula river. this river provided the people with fresh water, lots of fish, and large amounts of vegetables**

Let's eat grandpa.

Let's eat, grandpa.

**Correct punctuation can  
save a person's life.**

# **APOSTROPHES:** **SINGLE OWNERS**

Here's the bottom line: To show possession by one owner, add an apostrophe and the letter s to the owner:

Examples:

1. the *dragon's* burnt tooth

1. (the burnt tooth belongs to the dragon)

2. *Lulu's* pierced tooth

1. (the pierced tooth belongs to Lulu)

# **PLURAL** **APOSTROPHES**

The plurals of most English nouns — anything greater than one — already end with the letter **s**. To show ownership, all you do is add an apostrophe after the **s**.

Take a look at these examples:

1. many ***dinosaurs'*** petrified teeth  
(the petrified teeth belong to a herd of dinosaurs)
2. a thousand **sword swallows'** sliced teeth  
(the sliced teeth belong to a thousand sword swallows)



# **IRREGULAR PLURAL** **POSSESSIVES**

The only other thing to look out for is words that are already plural to begin with.

**Examples:**

- Children
- Women
- Men
- Geese

# **IRREGULAR PLURAL** **POSSESSIVES**

For words that are already plural add an apostrophe and the letter s to the owner

**Examples:**

**1. *teeth's* cavities**

(The cavities belong to the teeth.)

**2. *children's* erupting teeth**

(The erupting teeth belong to the children.)

**3. the *women's* lipstick-stained teeth**

(The lipstick-stained teeth belong to the women.)

# **PRACTICE**

**Mrs. Kings business**

**Three doctors opinions**

**The womens locker room**

**The teams beloved mascot**

## **Mrs. Kings business**

- There is ONE Mrs. King so: **Mrs. King's Business**

## **Three doctors opinions**

- There are THREE doctors so: **Three doctors' opinions**

## **The womens locker room**

- Women is already plural so: **The women's locker room**

## **The teams beloved mascot**

- There is ONE team so: **The team's beloved mascot**

# **TRY THESE!**

- 1. Jaspers teeth glinted in the moonlight.**
- 2. The students desks were lined up neatly in a row.**
- 3. The childrens books were dusty and dog-eared.**
- 4. Would you like to visit my mom and dads house?**

# HOW DID YOU DO?

1. Jasper's teeth glinted in the moonlight.
2. The students' desks were lined up neatly in a row.
3. The children's books were dusty and dog-eared.
4. Would you like to visit my mom and dad's house?

# Top Ten Grammar Peeves

1. It's "I *couldn't* care less." "I *could* care less" means that you actually *do* care.
2. An apostrophe is *never* used to form a plural.
3. "Literally" means it *actually* happened, not that it figuratively happened.
4. "Loose" and "lose" are two different words.
5. "Your" and "you're" are also two different words.
6. "Their," "there" and "they're" are actually *three* different words.
7. "Nonplus" does not mean what you think it means.
8. "Affect" is a verb. "Effect" is a noun.
9. "It's" is short for "it is" and "its" means "belonging to it."
10. "Irregardless" is not a word.

# **PARTS OF SPEECH**

**Noun**

**Verb**

**Adjective**

**Adverb**

**Pronoun**

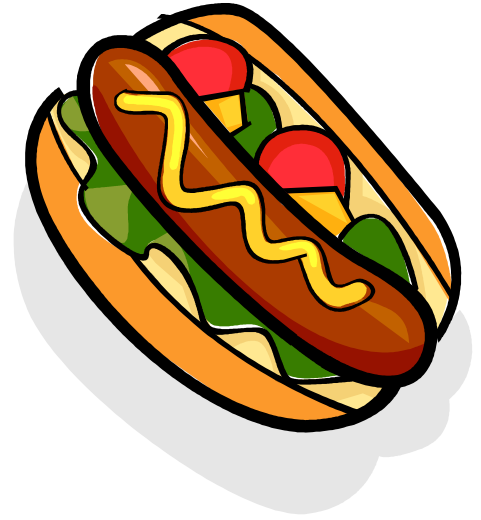
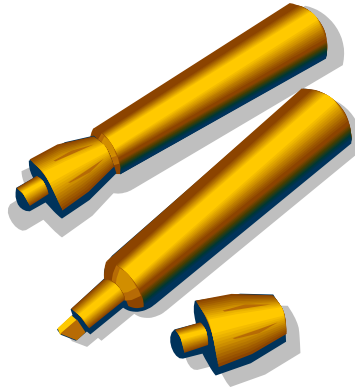
**Conjunction**

**Interjection**



# NOUN

PERSON, PLACE, OR THING



# VERB SHOWS ACTION



# ADJECTIVE DESCRIBES A NOUN

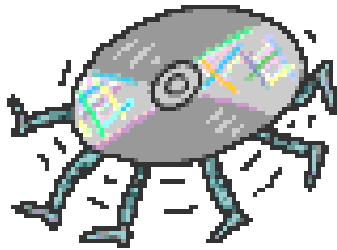


Black and white panda bears in the white and fluffy snow

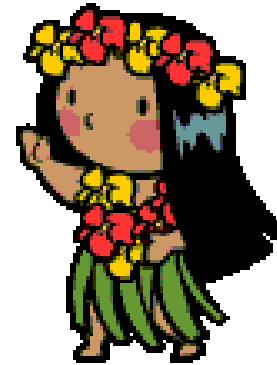
The black and white skunk smells like rotting garbage



# ADVERB DESCRIBES A VERB



Those legs are running quickly



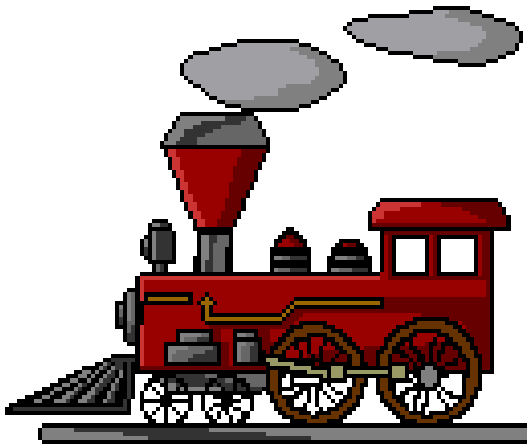
The girl is dancing very prettily

# PRONOUN TAKES THE PLACE OF A NOUN

HE told HIM to bow down to HIM



# CONJUNCTION HOOKS UP WORDS, PHRASES, AND CLAUSES



And, But, Or, Nor

# INTERJECTION



# QUOTATION MARKS

Quotation marks are used when repeating someone's exact words.

The words must be something that is actively coming out of the speaker's mouth



# HOW TO PUNCTUATE WITH QUOTATION MARKS

I got an A on my test said Raj.

Put quotation marks around the words being said

“I got an A on my test,” said Raj.



**AFTER** quotation marks punctuation stays **INSIDE**

# QUOTATION MARKS

The president said that we should win the war in six months

The president said that we should, “Win the war in six months.”

The president said that we should, “Win the war in six months.”



**BEFORE** quotation marks punctuation **OUTSIDE**

**Make sure to capitalize the first letter inside quotation marks too!**

# QUOTATION MARKS

I would like to go with you Ram said but I don't have enough money

**“I would like to go with you,” Ram said, “But I don't have enough money.”**

**AFTER OUTSIDE**

**BEFORE INSIDE**

**Capitalize**

A diagram illustrating the placement of quotation marks and capitalization in a sentence. The sentence is: "I would like to go with you," Ram said, "But I don't have enough money." The words "I would like to go with you," are enclosed in double quotation marks. The words "But I don't have enough money." are also enclosed in double quotation marks. The word "Capitalize" is written below the first quotation mark. Two arrows point from the word "Capitalize" to the first and second quotation marks. The text "AFTER OUTSIDE" is positioned to the left of the first quotation mark, and "BEFORE INSIDE" is positioned to the right of the second quotation mark.

**TRY THIS ONE ON  
YOUR OWN!**

**I hate you she screamed and I  
never want to see you again**

# **WERE YOU RIGHT?**

**“I hate you,” she screamed,  
“And I never want to see you  
again!”**

**TRY ANOTHER!**

**I am tired the boy said and then  
drifted off to sleep.**

# **WERE YOU RIGHT?**

**“I am tired,” the boy said and  
then drifted off to sleep.**

**ONE MORE**

**Excuse me he said do you have the time?**



# **WERE YOU RIGHT?**

**“Excuse me,” he said, “Do you  
have the time?”**

# **QUOTATION MARKS**

**Quotation marks are also used when referring to titles, chapters of books, songs, movies, artwork, etc...**

# **TRY THESE!**

- 1. Michael Angelo's David is a beautiful work of art.**
- 2. The movie Crash is my favorite movie.**
- 3. Catcher in the Rye is typically read in schools.**

# **WERE YOU RIGHT?**

- 1. Michael Angelo's "David" is a beautiful work of art.**
- 2. The movie "Crash" is my favorite movie.**
- 3. "Catcher in the Rye" is typically read in schools.**

# SUBJECT VERB AGREEMENT

## ***Basic Principle:***

- *Singular subjects need singular verbs;*
- *Plural subjects need plural verbs.*

# WHAT ARE SUBJECTS AND VERBS?

## Subjects

Subjects are the person or thing who are doing the action of the verb

*I eat*

*The dog sleeps*

*George talks a lot*

*They walk to work.*

## Verbs

Verbs are action words

Eat

Sleep

Talk

Walk

Do

Buy

# EXAMPLES OF VERBS

## Singular

Has

Was

Is

Verbs that don't end in  
"S"

## Plural

Have

Were

Are

Verbs that end in  
"S"

# **LET'S TRY THESE!**

- 1. He (is / are) my boss and friend.**
- 2. Swimming (is / are) my favorite form of exercise.**



**1. He (is / are) my boss and friend.**

**What is the subject?**

He (is / are) my boss and friend.

That means HE needs a singular verb SO....

**Answer: He is my boss and friend.**

**2. Swimming (is / are) my favorite exercise**

**What is the subject?**

Swimming (is / are) my favorite exercise.

That means SWIMMING needs a singular verb SO....

**Answer: Swimming is my favorite exercise.**

# **TRY THESE ON YOUR OWN!**

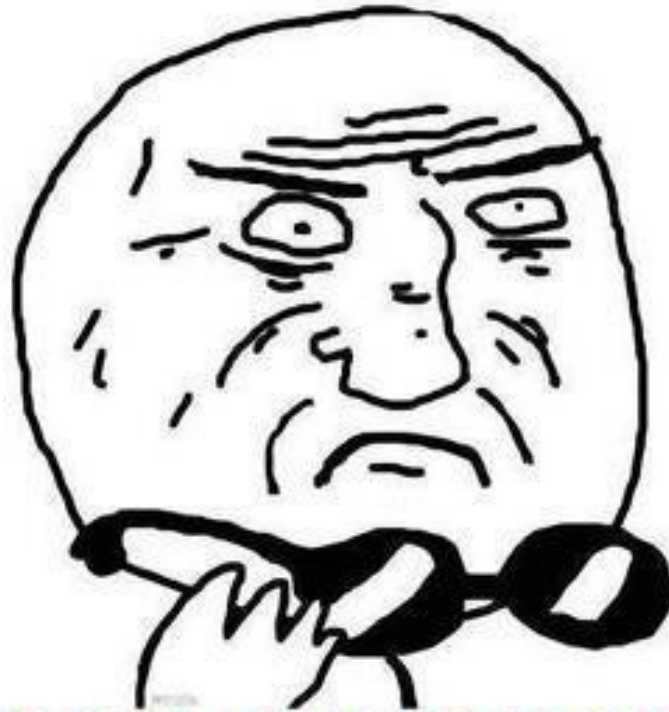
- 1. Nobody (believe / believes) your alibi.**
- 2. America and Russia (is / are) the most powerful nations.**
- 3. “Safe” and “out” (is / are) two calls in baseball.**

1. Nobody (believe / **believes**) your alibi.
2. America and Russia (is / **are**) the most powerful nations.
3. “Safe” and “out” (is / **are**) two calls in baseball

**Lindsey told Jessica  
that she had cancer.**

**Who had cancer?**

I FAILED IN MY ENGLISH TEST !



**UNPOSSIBLE**



**ATTENTION**

**Toilet  
ONLY  
for  
DISABLED  
ELDERLY  
PREGNANT  
CHILDREN**

**THANK YOU for shopping with us!!!**

An English professor wrote the words :

"A woman without her man is nothing"

on the chalkboard and asked his students to punctuate it correctly.

All of the males in the class wrote:

"A woman, without her man, is nothing."

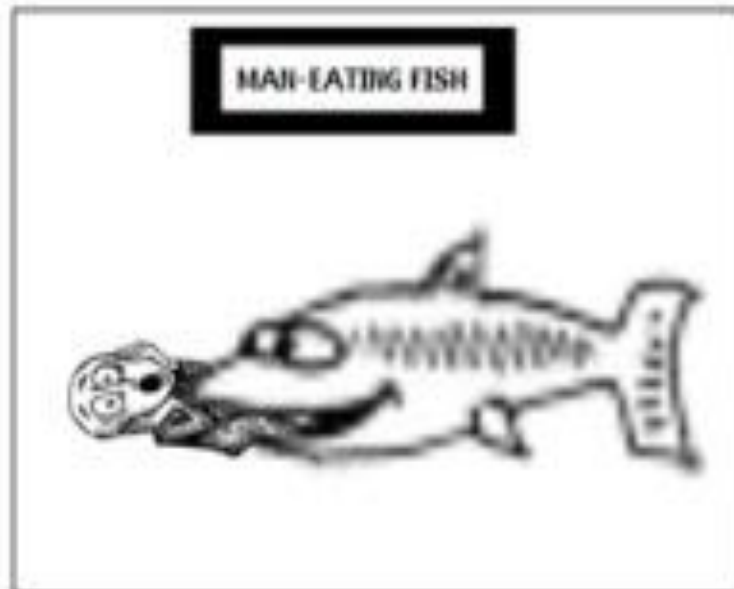
All the females in the class wrote:

"A woman: without her, man is nothing."

**Punctuation is powerful**



**Irony** by Lex Kramer



# English Class

"One day our country will be corruption free". Which tense is it??

**Future  
Impossible  
Tense**

Tense



# காவல்துறை அறிவிப்பு

வாகனம் நிறுத்தமிடம் தற்போழுது பாதுகாப்பு  
பராமரிப்பிலும் சிலகால ஆகலால் வாகனத்தை பாதுகா  
நிறுத்த வேண்டாம். மீறி நிறுத்தினாலே வாகனம் காரணம்  
போனாலே காவல்துறையே. நிர்வாகமே பொறுப்புக்கல்  
என்பதை பணியுடன் தெரிவித்துக்கொள்கிறோம்.

## **POLICE NOTICE**

DONT PARKING NOT MAINTAINING  
THIS STAND. SO, THEFT ARE MISSING  
NOT TAKEN ACTION POLICE AND ADMINISTRATION.

Two friends talking :

Hey, I got married!

Oh, dats gud!

No, dats bad. She's ugly!

Oh, dats bad!

No, dats gud. She's rich!

Oh, dats gud!

No, dats bad! She won't give me a cent.

Oh, dats bad!

No, dats gud! She bought me a big house!

Oh, dats gud.

No, dats bad! the house burn down!

Oh, dats bad.

No, dats gud! She was in it...



**FANK YOU !**

**TANK YOU !**

**ZANK YOU !**