

Interpersonal Skills Including **Communication Skills**

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1.LANGUAGE SKILLS

SUBJECTS AND MAIN VERBS

A sentence is a group of words that reports a grammatically complete thought. Consider the following examples:
Ajay writes.

The birds in the tree fly south every winter.

The above examples are both complete sentences because they report grammatically complete thoughts. On the test you should look for two parts of a sentence—one that reports an action or state of being and one that tells you who or what the report is about.

The *subject* is the part of the *sentence* that tells you what the report is about, and the *main verb* reports the action or state of being of the subject.

Ajay writes.
subject **main verb**

The birds in the tree fly south every winter. **subject**
main verb

WHAT CAN BE A SUBJECT?

The subject of a sentence is always a noun, which names a person, place, or thing. However, nouns as subjects of sentences are not always single words. They may have a variety of forms:

- Single Nouns: The **gown** was made of velvet.
- Pronouns: **She** decided not to go to the alumni meet.
- Gerunds: **Sleeping** for eight hours a night is important to me. •
- Infinitive,s: **To learn** how to read music requires diligence.
- Noun Clauses: **That the dog had bitten her** gave her reason to fear it.

We will discuss all the various kinds of nouns in detail later. **THE**

MAIN VERB

A verb reports action, state of being, or condition.

Physical run, walk, write, see, smell, grab, swim, gallop, read, eat, stand

Mental/Emotional think; understand, feel, consider, believe, realize, fear

Conditional/Situational be, become, possess, appear, seem, change, remain

NOUNS

Nouns give names to persons, places, and things. They can function as subjects, object's, or complements. There are several types of nouns:

Common	Proper	Abstract	Collective	Compound
plant	Helen	beauty	family	gas station
event	Saturn	courage	team	traffic signal
erosion	New York	fear	flock	machine
table	Ford	frustration	company	cattle car

ARTICLES

Articles modify nouns. There are two kinds of articles, *definite* and *indefinite*. **Definite:** the
Indefinite: a, an

To study the use of articles, let's use the *nounpencils* as an example. First, think about all of the pencils that exist in the world.

If you're referring to *this general group of pencils*, do not use an article.
Pencils are usually made of graphite and compressed wood.

If you're referring to any single pencil from this group, use the indefinite article.
Please hand me a pencil. I don't care which one.

If you're referring to a specific pencil or a specific group of pencils, use the definite article.
Please hand me ***the blue*** pencil. Please sharpen ***the pencils on my desk***.

If you need to use the indefinite article before a noun or a modifier that begins with a vowel sound (*a, e, i, o, or u*) or a silent *h*, use the indefinite article *an*.

You've made ***an error*** in your calculations.

We've encountered ***an*** unfortunate **problem**.

We have only ***an hour*** to get to the airport, so we can't stop **for a hot dog**.

If the noun or modifier begins with a *u* but is pronounced as if it began with *ay*, use the indefinite article *a*.

At work, all of the employees belong to a union. Most of them have attended a university.

They are ***an*** unhappy group of people.

GENERAL CATEGORY NOUNS

When we make a statement of fact about a noun in the general sense, we can use either the singular or plural form. We can also use either the definite or indefinite article, or even no article at all.

The following sentences are correct and mean the same thing:

The bull elephant is a powerful and fearsome creature. A bull elephant is a powerful and fearsome creature. Every bull elephant is a powerful and fearsome creature. Bull elephants are powerful and fearsome creatures.

All bull elephants are powerful and fearsome creatures.

PRONOUNS

A pronoun is a word that is used in place of a noun in order to avoid repeating that noun. A pronoun must refer clearly to a noun or nouns; there must be no confusion about what or whom the pronoun is replacing.

Pronouns function as the subject, object, or complement of a sentence. The form of the pronoun changes depending on its function in the sentence and on the kind of noun it is replacing.

The children see the candy bars in the store window, but don't buy them. Our teacher told us that we should be more careful about what we say. Mary doesn't really think of **herself** as a natural leader.

You feel that Joan's qualifications are more impressive than yours. The man in the blue blazer? Yes, that is **he**.