

Sadakathullah Appa College

*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, *ISO 9001: 2015 Certified*

AQAR

(2021 - 2022)

CRITERION II

Teaching-learning and Evaluation

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

(Programmes for Slow Learners)

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)



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2.2.1 REMEDIAL COACHING FOR SLOW LEARNERS

REMEDIAL COACHING IN ENGLISH UNDER XI PLAN OF THE UGC

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is large towards offering Remedial C

the SCAT and Other Backward Communic during the XI Plan of the UCC.

We place on record our sincera shanks to THE DEPARTMENT OF ENGLISH

SADAKATHULLAH APPA COLLEGE

(AUTONOMOUS)

Reaccredited with A Grade by NAAC

An ISO 9001: 2008 Certified Institution

Rahmath Nagar, Tirunelveli-627 011 deligned to mountain,

2010-2011

Preface

The youth aspire to speak in English. But natur shyness, inhibition that they commit mistakes, discourag ment from friends detain them from making an initiative this direction. Moreover, they are not familiar with the b sics of English Grammar, sentence patterns and how a di logue should be. This booklet is primarily meant to he those who wish to make English a routine in their life. have also added a section on letter writing. It is hoped th teaching based on this booklet would be helpful to atta communicative competence.

We are thankful to the UGC for sanctioning a gra of Rupees 11 lakhs towards offering Remedial Coachi in English for SC,ST and Other Backward Community during the XI Plan of the UGC.

We place on record our sincere thanks to t Management and the Principal for releasing the amount fro out of the UGC grant sanctioned to our College und various merged schemes.

We welcome suggestions to further the content the book. The Department of English

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1.1 INTRODUCING ONESELF

To be read silently:

1. I am Habeeb. I have just joined this college. I am going to study B.Com. My native place is Kalakkad. My father is a farmer.

2. My name is Karunakaran. I am a B.Sc.(Physics) student. I am from Karungulam. My father

teaches in a primary school.

3. Let me introduce myself. I am Christie. I am a student of Sadakathullah Appa College, I have chosen B.A. English Literature. I come from Nazareth. My father is a doctor.

4. My name is Rasheeda. I am studying I B.Sc computer science in Annai Hajirah College. My father is no more.

Exercise Fill up the columns:

Name Place		Present Status	Father's Occupation		
deed		CAS To Care			
	Taile 1		22 S		
11.00					
1.79	WHEN FRE	CIN MINT			
7.3	\$ 1.12 K 4				
1 7 3	1 100 11 17	11 - 10 - 17	Charles Service		

1.2 Introducing Others

Read silently

1. Let me introduce my friend to you. This is Dr. Haneefa. He is a great scientist. He has won many awards. He is working in St. Xavier's College.

2. I am happy to introduce Mr. Daniel. He is the librarian of Tirunelveli Central Library. He is very

kind and helpful to students.

3. Meet Mr. Radakrishnan. He is the Headmaster of Joy Matriculation School. He is a very good administrator and teacher.

4. Here is Ms. Sneha. She is the new typist for our office at Trivandrum. She is a graduate. She is married. She has two children.

Exercise:

control particle of their surrounce

Name			Name Occupation Place of w	
Rosentin SO a	n Status of Path t	eog ^o , i soalid i smal		
		111111		

UNIT-1.3

Sir, can I meet the Head of the Student:

Department of English?

Teacher: Oh! Dr. A. Nihamathullah is the Head

> of the Department. But he has just gone to class. You can meet him at 11

o' clock.

Student: Good Morning, Sir. I am Ismail. I

want a change from I B.A (Literature) to

IB.A (History).

Head of the

Why do you want a transfer?

What is your problem?

Student: I am afraid I cannot study

English Literature.

Head of the

department:

department:

No, no. Don't be afraid. We are here to help you. Soon you'll

start liking it. So you should

continue in B.A.English.

Student:

O.K. sir, Thank you, sir. a Di Seyen an The is a

Exercise: half many harden and the colleges

- 1. Who wants to meet whom?
- 2. What is the request made?
- 3. What is the teacher's advice?
- 4. Does the student accept the teacher's adivice?

Patterns of Introducing oneself: 1. I am 2. My name is Patterns of introducing others:

- 2. Do you know Mr.
- 3. Have you met Mr.before?
- 4. Please meet Mr.
- 5. Here is Dr.'....
- 6. I am pleased to introduce Dr.
- 7. I am happy to introduce Mr.

Read this conversation:

Principal: I am happy to introduce to you

Dr. Kanagasababathy. He is Principal of Aditanar College,

YOUR LANGE

Trichendur.

Pleased to meet you, sir. We have been Teachers:

looking forward to meeting you, sir.

Thank you very much. It is 160 Dr. Kanagasababathy: a pleasure to visit this college. I am happy to meet all of you here this Mishi

evening

Meet Dr. Sayed, sir. He is a Principal:

linguist. He has written many books 17757 He has also published articles.

Dr. Kanagasababathy: I am pleased to meet you, It is good that you have written books. Dogs the student macepititic learner's affvice

EXERCISE No. 6

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deputy visiden

lago ma John

Write a conversation between the Director of a hospital and a newly appointed doctor on the day of his joining duty.

Thought Ting

alle a. Horman

हिल्लाहर जिल्लाहर

Director:

dient

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udenti

Doctor:

Director:

Doctor:

Director:

1.4 Build your Vocabulary

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Lead of the was the high depoleral

semester trimester annual

co-education ... Certificate course Post Graduate course

united by a file who see being

Diploma course Under- Graduate course Post Graduate Diploma course

	Field work souvenir inmate viva-vocc courteous lab-attender apparatus Moral Instruction suspension Memoranda amenities debating cashier loitering dust -bin	silver Jubilee Block external forbidden examiner damage counter expulsion accredited grievance affiliated fine arts parapet walls notice board staircase	project theory internal invigilator authority office superintenden parking dress code assault residence counselling deputy warden sub-warden vice-principal scribbling
auditorium faculty corridor	auditorium	faculty	corridor

EXERCISE No. 4

Fill up the blanks choosing words from the list above.

certificate and .	courses. Our students
have won many	in the university
examinations.	Level to him or of the Fortill some months

EXERCISE No. 5 12910 . IT I E. I

Write five sentences about any ONE of the following:

- 1.Library of the college
- 2. Hostels of the college
- 3. Mosque of Korteun and auft and anon and the
- 4. Any Laboratory: anny wey analysis to dw radia

EXERCISE No. 6

Write a paragraph about the village using the following hints.

I. Vallanadu- a small village - near Tirunelveli - in Tuticorin district - a government higher secondary school - river - bridge - people mostly farmers- no industry - no railway station-

EXERCISE No. 7

Write a paragraph about this professor who worked in our college.

Mr. Syed Ibrahim - born in 1950 - from Aruppukkottai - short - M.A.(History) - M.A.(Social work) - M.Phil (Education) at Madurai Kamaraj University - joined service - 1981 - Lecturer in History - married - 2 children - one son - one daughter - died - heart attack - 2003.

EXERCISE No. 8

Write a paragraph about the teacher whom you liked most in your school.

1.5 Wh - Question

Questions that begin with who, when, how etc., are called wh- questions. Note that the question word contains either whor H letters. You cannot ask a question if you do not know the right question words.

o - யார்? How much - எவ்வளவு? How many - எத்தனை? Whom- யாரை? What - என்ன? How long - எவ்வளவு நேரம்? Which - எது, எந்த? How far -எவ்வளவு தூரம்? minster the relivier station-எங்கே? Where -Why-द्या हों। WYEST STANKE How-எப்படி? Prode Hostenson & Strike When-எப்பொழுது? seculies and Who(m)to -யாருக்கு, யாரிடம்? Whom.....for-யாருக்காக? Whatfor-எதற்காக? What about-எதைப்பற்றி? Whom about -யாரைப்பற்றி?

Sheela met Gita in the bus - stand in the morning. Who met Gita in the bus stand?
Whom did Sheela meet in the bus stand?
Where did Sheela and Gita meet?
When did Sheela and Gita meet?

EXERCISE No. 9

Frame as many wh - questions as possible for the following statements:

- 1. Tuticorin is 50 K.M. away from Tirunelveli.
- 2. Tirunelveli has a population of several lakhs.
- 3. The college was started in 1971.
- 4. Atul Anand is the Collector of Tirunelveli District.
- 5. The Olympic 2004 Games will be held in Athens.
- 6. He sold his car because it had become old.
- 7. There are nearly 1500 students in Sadakathullah Appa College. Sadakathullah
- 8. Students come to college for learning.
- 9. The students were complaining about the tasteless food.
- 10. She spoke for three hours.

1.6 Sentence Patterns

Sentences are made up of words. But words cannot be combined at random. They follow certain rules. They are modelled after patterns. We can use them as formulas to frame similar sentences. Here are certain basic sentence patterns in English.

1. S BE Complement

2. S V

3. S V O

4. S V 10 DO

1) S BE Complement (The complement can be a noun, an adjective, an adverb, prepositional phrase)

You	are	a student.
You	'are	students.
He	is	your teacher.
Не	will be	the leader.
Mr.Ram	is	the officer.
This boy	is	very intelligent.
She	is	beautiful.
He	is	out.
They	are	in the house.
The pen	is	in his pocket.

EXERCISE No. 10

Fill up the blanks:

- 1. This a coconut tree
- 2. Roses are
- 3. Dr. Thamby a pediatrician
- 4. India is
- 5. Lions are ferocious

EXERCISE No. 11

Frame Sentences using S BE Complement patterns

1. Dr Sithalakshmi

-a gynecologist

2. Prof. Chokalingam

-the Vice-Chancellor

3. Ms. Shoba

-an actress

4. Dr. Manmohan Singh -the Prime Minister.

5. Muhammed Ali

-boxer.

Pattern 2:

Birds	fly.
Fishes	swim.
Your dog	sleeps.
His sister	is crying.
Boys	are jumping.
They	have left.
You	had disappeared.
Kites	were flying.
Telephone bell	was ringing.
The baby	walks.

(Note that the verbs are mostly intransitive i.e. they cannot take an object)

EXERCISE No. 12

Match the following:

1.The moon	are crawling
2. The crowd	leaks.
3.Snakes	dispersed.
4.The tap	spreads.
5. Your fame	rose.

EXERCISE No. 13

Write meaningful sentences:

Earth - a globe - rotate on its axis - night and day - follow each other- earth - move around the sun - moon - a satellite-

Pattern 3: S V O Note that the verb takes an object. The verb is called a transitive verb)

	A 150		
	Subject	verb	object1/pi/
-	I	love	yon _{Dy/in)}
	God	loves	beoble of/th
	He quality	beat	ingthe godngo
1	The dog		s/hepim:) life!
	This factory	produces	E accements !
	Our college	won	many prizes.
1	We	cannot blame	anybody.
1	We We	study" " " TOT	ain Dughspiks
	He	writes	- I movelse on
	They	are building!!	a house.

The following sentences have been jumbled.

Arrange them in the right order. Circle the object.

- 1. sells this shop sweets.
- 2. frogs snakes- eat
- 3. the house-sweeps the servant
- 4. teaches physics- my mother,
- 5. eggs lays- hens.
- 6. me- thanked- they

7.the board - the student - rubbed

- 8. one thousand people carries the ship
- 9. her you- insulted
- 10. killed poison him.

EXERCISE No. 14

Frame five sentences of S V O type.

Pattern 4: S V IO DO

(The indirect object indicates the beneficiary, the recipient, the goal of the action)

S	V	IO	DO .
Grandmothers	tell	their grandchildren	stories.
I	wrote	her	a letter.
We	sold	Mora him as Jove	the house.
Prophets	brought	us	guidance
My father	bought	me	a scooty.
He sale in	read	me	his poem.
The teacher	gave	Sita	a prize.
The Government	pays	the workers	salary.
She	passed	him	the salt
We	wish	you	a safe
	302767	ettern C. Tarrero	journey
The Principal	asked	him	his name.
er et e l'internation		outranio granto e. Pre Presidualida e ta	

15

EXERCISE No. 15

The words of the sentence have been jumbled, Put them back in the correct order.

- 1. a pen lent-she him
- 2. me tell a story
- 3. all his property left he her
- 4. some sugar can -you buy -me?
- 5. a favour the minister did -the people
- 6. spared her he some money.
- 7. a fruit salad he ordered himself.
- 8. her a taxi called they
- 9. will forgive our sins -God us.
- 10. one thousand rupees he -me owes.

SPOKEN ENGLISH PRACTICE Patterns of Greetings

- a. Hi, Raj.how are you?
- b. Hello, Babu, nice to see you again.
- Good to see you again.
- How/very nice to see you again.
- Good morning/afternoon/evening.
- f. Hi, everybody.
- Good morning, everybody.
- How are things with you?
- How is life?
- How is life/the world treating you?
- What's new?

- Hi, what news?
- m. What's the latest?
- n. I trust you're keeping well.
- o. I hope all goes well with you.

Note: Expressions like 'Hi' (pronounced as 'Hai') are used only with friends.'Hello' can be used with friends, colleagues and other persons. The last two are very formal and can be used with persons senior in age, position etc. The use of different expressions depend on the degree of intimacy with the person spoken to.

Patterns of making requests

- a) Can/could you give me a pen, please?
- b) Can/could I go out, please?
- c) Would you mind if I sit beside you, please?
- d) Do you think you could guide me to the college office, please?
- e) Do you mind if I accompany you to our class room, please?
- I'd be (very) grateful if you could help me do these exercises in spoken English.
- g) I wonder whether you could tell me where Prof. Nihamathullah lives?
- h) Please do me a favour by taking this letter to your warden.
- Do you think it would be possible for me to join the College Volley -ball team?
- Would you be so kind as to help me carry this suitcase?

k) I am sorry to trouble you, but can you tell me

where the I B.com. classroom is?

I hope you don't mind my asking, but are you Prof. Abdul Salam?

Of these patterns the first five are quite Note: informal. Items(f)to (1) are more formal and very polite. They are arranged in increasing order of politeness. The first two patterns are useually used. while talking to friends. The last four patterns are extremely formal.

Patterns of Expressing gratitude:

- Thanks.
- b. Thanks a lot.
- Many thanks for helping me.
- d. Thank you
- Thank you vey much. e.
- That is/ was very nice / kind of you.
- g. I'm really grateful to you for all that you have done.
- h. I'm really obliged to you for all that you have
- I should like to express my gratitude/ appreciation for your kind co. operation and help.
- j. I really can't thank you enough for accepting our invitaion inspite of your busy schedule.

The first three items are generally used among friends and relatives. Items(d) and(e)are slightly more formal, but still can be used among

friends. The last five items are very formal. Items (i) and (i) are usually used in formal speeches or in written communication.

Responding to thanks

- a. Not at all.
- It was a pleasure.
- My pleasure.
- Please don't mention it. d.
- That's all right. e.
- f. Glad to be of some help.
- Delighted I was able to help.
- You're (most) welcome.
- Infact I should thank you.

Patterns of ending a conversation.

- a. I'm afraid I must go now.
- b. I hope you don't mind my leaving.
- c. I must really be going.
- d. I'm sorry, but I am expecting an important visitor in a few minutes.
- e. I'm sorry, but I have another engagement now. .
- f. Excuse me. I have to catch a bus /train.
- g. It's been very nice talking to you, but I must leave now.
- h. Good-bye / Bye / Bye -Bye.
- i. Good night.
- See you (later / tomorrow / next week)

Note: Expression (a) to (g) are used when you want to end a conversation i.e. when the person you are talking to wants to continue, but you want to end the convers tion. The last three expressions are used for taking leave when the conversation has ended.

UNIT 1.8

EXERCISE No. 16

Read through the following story of which every sixth word has been left blank. Find the word that will best fill each blank. For blanks 1-11 choose one of the three words given; for the remaining blanks supply the missing word.

Once upon a time, many centuries ago, there lived an old merchant. All.(1).(its/her his) life he had toiled hard. (2.) (buying /marking/col lecting) and selling, with the result(3.)(of/this that) he had made a lot (4.) (of /by/in) money. As the years went (5.)(later/after/by) he laid by more and (6.) (much/more/ many)riches. But the day came (7.)(that/ then/when) he felt that he had (8.)(never/ not/ neither) long to remain in this (9.)(world earth/time). He began to wonder(10.) (why what/that) he should do with his (11.)(time/ life/money). Now he had two sons. He (12.) up his mind that he (13)..... not divide his mone between (14.)but that he would give (15.)

	all to the one who (16.) himself
	to be the cleverer (17.) the two. The
	problem to (18.)solved was that of finding
	(19.) which of the two sons (20.)
	the cleverer. He decided to (21.) this problem
	by giving them (22.) test. Calling the young
	men, he (23.) to them, "Here are two (24.)
-	I want you to take (25.) rupee each,
	and then to (26.) out separately and buy
	something (27.)will fill this house. You
7	(28.) not to spend more than (29.)
	rupee."
	omyour con Unit:2 Verb and Tense
	2016 7 7 8 7 8 7 9 8 7 9 9 9 9 9 9 9 9 9 9 9

I. A verb can be either transitive or intransitive. A transitive verb is one which can take an object. e.g. Kill.

The cat killed the rat.

eat, beat, marry, taste etc.,

(It must be noted that only transitive verbs can be used in passive voice)

e.g. The rat was killed by the cat

An Intransitive verb is one which cannot take an object.

e.g. sit, stand.

(Intransitive verbs cannot be used in passive voice)

> Verb Transitive

Intransitive

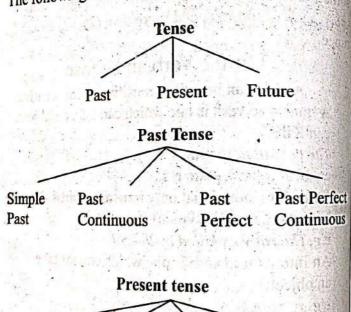
(i)takes an object

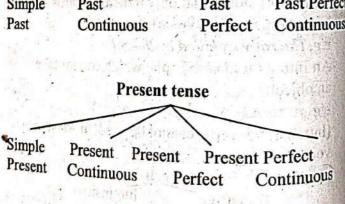
(i)cannot take an object

(ii)cannot come in passive (ii)can come in passive

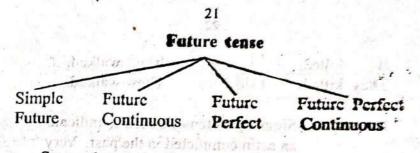
- 1. Past tense
- 2. Present tense
- 3. Future tense

In each of these, there are further sub-divisions. The following table indicates the different tense forms



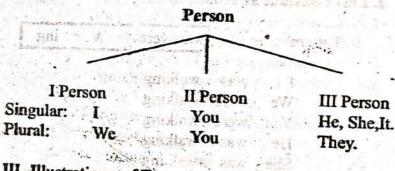


Patoline (T) Colonical advances along



So, on the whole, there are twelve tenses for any verb. There are also changes in the tense form according to the person or the subject (I person,II person or III person) and according to the Number of the subject (Singular or Plural).

(There is no change as per Gender in English).



III. Illustrations of Tense forms:

1. Simple Past Tense Pattern:

Ca New			71 .
I	killed.	+ ed	Lill .
We	killed.	CH 1	walked.
You	killed.	We	walked.
He	killed.	You	walked.
She	the second secon	He	walked.
Sile	killed.	She	walked

It killed.
They killed.

It walked. They walked.

Usage:

Simple past tense is used to indicate an actin completed in the past. Very often it is followed by an adverb showing when the action happened.

India got its Independence in 1947.

Raheem received the letter yesterday.

2. Past Continuous Tense

Pattern:

was/were + V + ing

was walking We walking were walking You were walking He was She was walking walking was. They was walking

Usage:

The past continuous Tense is used to show that an action was in progress at some time in the past.

The continuity is emphasized.

e.g. They were playing cricket even when it rained.

3. Past Perfect tense:

Pattern

had + v+ ed

had killed. We had killed. You had killed. He had killed. She had killed. It had killed. They had killed.

Usage:

The past perfect tense is used to refer to 'distant' past i.e. If two actions that hap pened in the past are referred to, that action which had happened before the other is put in the past perfect tense.

e.g. When we reached the station, the train had left.

4. Past Perfect continuous Tense:

Pattern:

had + been + v + ing

I had been writing.
We had been writing.
You had been writing.
He had been writing.
She had been writing.

It had been writing.
They had been writing.

Usage: The past perfect continuous tense is used for an action that began before a certain point in the past and continued upto that time:

e.g. At that time he had been writing a novel for two months.

Distanta C

6. Simple Present Tense:

Patte	m:	v + (s)	d to 2
I ·	go.	ware Later	play.
We	go.	We	play.
You	go.	You	play.
He	goes.	He	play.
She	goes.	She	play.
It	goes.	It	play.
	go.	They	play.

Usage:

This Tense is used. a) To describes habits

e.g. He bathes everyday.

We eat three times a day.
b)to describe general truths
e.g. The sun sets in the west.
c)in running commentaries
e.g. Ramesh kicks the ball,it
reaches Habeeb who passes
it onto vivek.

7. Present continuous Tense:

ttern:	de n	am / is / are +v +ing
I	am	singing.
We	are	singing.
You	are	singing.
He	is	singing.
She	is	singing.
It	is .	singing.
They	are	singing.

<u>Usage:</u> This tense is used to describe an action happening at the moment of speaking.

- e.g.. The boys are playing hockey.

 It is also used to indicate an arranged event that is going to happen in the near future.
- e.g. Rajiv Gandhi is arriving here tomorrow.

8. Present Perfect Tense:

You

Pattern: have / has +v + ed

I have finished.
We have finished.

have finished.

He has finished.
She has finished.
It has finished.
They have finished.

Usage:

The present perfect tense is used to indicate completed activities in the immediate past.

e.g. The Principal has just gone out.

This tense, like the present perfect continuous tense, may also be used to refer to an action that began in the past and continues till now.

e.g. We have lived in this house for the past ten years.

9. Present Perfect continuous tense:

Pattern:

	have /	has	+	been	+v+ing
1					

I have been playing. We have been playing. You have been playing. He has been playing. She has been playing. It has been playing. They have been playing.

Usage: The Present Perfect continuous tense is used for an action that started in the past and is still continuing.

He has been lecturing for three hours. He has been lecturing since 10 o' clock.

Note: 'Since' is used to refer to the starting point of time. 'for' is used to show the total duration.

10. Simple Future Tense:

Pattern:

i di w	shall / should will / would	+ V + V
1,	shall 🔥	go.
We	shall	go.
You	will	go.

He will go.

She will go.

It will go.

They will go.

Usage: The simple future tense is used to indicate an action that is to happen in the future.

e.g.: You should come to class tomorrow.

She will leave for Madras on Monday.

20

11. Future Continuous Tense:

Shall / Will etc. + be + ing.

We shall be teaching.
You will be teaching.
He will be teaching.
She will be teaching.
It will be teaching.
They will be teaching.

Usage:

The future continuous tense represents an action that will be happening in future time.

e.g. I shall be going on train by this time tomorrow.

This tense may also indicate a planned event.

bloods A flerie.

e.g.: The Professor is taking a special class coming Saturday.

12. Future Perfect Tense:

Pattern:

shall / should etc. + have + V + ed.

I shall have completed.

We shall have completed.

You will have completed.

He will have completed.
She will have completed.
It will have completed.
They will have completed.

Usage: The future perfect tense is used to indicate the *completion* of an action in the time to come.

e.g. I shall have passed my degree course.

13. Future Perfect continuous Tense:

Pattern:

Shall / will etc. + have been + V + ing.

I shall have been studying.
We shall have been studying.
You will have been studying.
He will have been studying.
She will have been studying.
It will have been studying.
They will have been studying.

Usage:

This tense is used to indicate an action represented as being in progress over a period of time that will end in the future.

By next September he will have been living in America for four years.

Note: This tense is very rarely used in English.

Exercise

1.	Hameed usually (encourage)			
	singers. (work)	or the terms of		

- Lalitha(study) since 5 am.
- 4. Last month Ananthi(give)money to of Sridhar, to sobole see one statilist
- 5. The war (end) within twenty days as the opponents showed no resistance.
- 6. At present Saravanan(run)a school.
- 7. Usually Suji(come)to college by bus.
- The doctor(meet) his patients at
- 4 pm everyday. avent + aboli a herica
- 9. So far Inot(receive) any letter from my friend.
- 10. At what time the train (arrive) this morning?
- 11. The cuckoo(sing) for the past one hour.
- 12. Revathi(send)her reply to you just.
- 13. The family(leave) the town by the end of next year. noon grow Hilly ven't

This lease is used to addrate at assiste ic presented as being in ping with over a time that will ctul in the future

The next September his will have been living in time tod for from yours

E This tenso is very rarely used in Fractish.

Unit:3.1 IRREGULAR VERBS

The regular procedure of getting past tense and past participle forms in English is by adding - ed to the end of a verbstem.

verb-stem	Past Tense	Past Participle
walk	walked	walked
fill	filled	, filled

Such verbs are known as Regular verbs. Some other verbs, however, do not follow this rule

e.g., go-went-gone. Such verbs are called Irregular verbs.

They have to be memorized as fixed items. Or else we may go wrong in Simple Past Tense, Perfect tense and in passive voice constructions. So memorize the following:

Verb-stem (1910)	Past Tense	Past Participle	
arise awake be housh bear become	arose bawate awoke was bore became	arisen awaken,awoke been borne, born become	

beat	beat was	beaten
0.0000000000000000000000000000000000000	began 1 10 H	begun
begin	bent	bent, bended
bend		bet, betted
bet 10 10 10 10	bet, betted	bidden,bid
bid to estable	bade, bid	
bind	bound	bound .
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed bell	bred	bred
bring	brought	brought
broadcast	broadcast,	broadcast,
sters the section to	broadcasted	broadcasted.
build	built	built
burn	burnt,burned	burnt,burned
buy	bought	bought
catch	caught	caught
choose	chose	chosen
cling	clung	clung
clothe	clothed	clothed
come	came	come
cost	cost	cost
creep	crept	crept crept
crow	crowed	crowed
cut was no home	cut JEON.	cut
dare	dared 5204th	
deal	dealt REPA	dared
dig	dug	dealt
emper-	Smigari	dug

	33	
Buch	biel	· vet
dive	dived	dived
do	nunt loamed bib a leum	done
draw	drew fiel	drawn
drink	drank	drunk
dream	dreamed, dreamt di	reamed, dreamt
drink	drank	drunk
drive	drove	driven
dwell	dwelt	dwelt
eat	ate ate	eaten
fall	fell	fallen
feed	fed fed	fed fed
feel	felt	felt
fight	fought.	fought
find	found	found
fly	flew horrow	flown
forecast .	forecast, forecasted	forecast
forget	forgot	forgotten
freeze	froze blogs:	frozen
get	got books,ba	got
give	gave -	given
grow	grew grien	grown
go	went	gone
have	had bigg	had
hear	heard Myuos	heard
hide	hid highes	hidden, hid
hold	held	held
hurt	hurt 1992	hurt
keep	kept buyada	kept
know	knew	known
33 625		

lay	laid bevilb	laid led ^{3VIII}
lead .	t loomed DID	learnt, learned
		leo leo
leave	left	left
lend	lent times th. hear	lent
let 1 11 11 11 11 11 11 11 11 11 11 11 11	lei	let
lie	lay	lain
light (1)	lighted worth	lighted
lose	lost	lost
make	made	made
meet	met	met [tel]
melt 151	melted	melted, molten
mislead	misled Hol	misled
misunderstand	misunderstood	misunderstood
pay ' OII	paid Dation	paid
prove " () 2 () ()	proved	proved, proven
but	put	put
read	read togrot	read
repay	repaid	repaid
rid	rid,ridded	rid,ridde
ring	rang JVB3	124330
rise rise	rose	rung
run "Car	ran Hisw	risen.
say 1/3	2011	run
seek	- said ODI	said
sell arabbid	Sought	sought
send [4:1]	sold	sold
set Ind	sent" Disti	sent
shave	set Turi	set
line and	shaved	shaved
	World	Sim Work

shed	shed
shone (10)	shone
shot	shot
showed	shown
ank,shrunk	hrunk,shrunken
shut bladdi	shut shut
sang	sung
sank -	sunk,sunken
slept	slept
smelt,smelled .	smelt,smelled.
spoke	spoken
spelt,spelled	spelt,spelled
spent	spent
split	split
spoilt,spoiled	spoilt,spoiled
spread	spread
stood	stood
stole	stolen
stuck	stuck
struck	struck, striken
swam	swum
took	taken
taught	taught
tore	tom
told	told
thought	thought
threw	thrown
thrust	thrust
	undergone
understood	understood
	shone shot showed ank,shrunk shut sang sank slept smelt,smelled spoke spelt,spelled spent split spoilt,spoiled spread stood stole stuck struck swam took taught tore told thought threw

baile.	and the state of the	Li Alex	Worn
wear, snode	wore	2 A 4 3 7 7 8 8 1	worn
CAMPANA	wove	101/3	woven
weave jode			wept
weep . monta	wept	Fred Age of the Control of the Contr	
unk,shrunken niw	won	brank shrunk	won
withhold inda	withheld	inds .	withheld
	worked	5879	worked
work . naue		13	100 100 150
write specialization	wrote	Metals	written

2.3 ARTICLES

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A, an and the are articles, <u>A</u> and <u>an</u> are called <u>indefinite</u> articles; <u>the</u> is called the <u>definite</u> article.

A is used when the next word begins with a consonant

e.g. a man; a teacher; a cinema; a uniform. (Note that in uniform the letter u is pronounced as 'you')

An is used when the next word starts with a vowel sound

e.g.an American; an Arab; an engineer; an interesting story, an hour, an honest businesman.

(Note that in hour and honest the letter h is silent)

Where to use the indefinite articles

 Use a/an before a noun when it is introduced for the first time.

A student bought a notebook in a bookshop.

2. Use a/an when a noun sands for things that can be counted.

A wristwatch is quite useful.

Tirunelveli is not a big city.(*Tirunelveli is not big city)

A tiger is a dangerous animal. (*Tiger is dangerous animal).

3. Use a/an before nouns indicating professions and occupations. Words such as hero, genius, fool, thief, liar also need a/an.

My father is a teacher. (*My father is teacher)

She wants to become a doctor. (*She wants to be doctor)

He is a thief. (*He is thief)

He is a hero (*He is hero)

He is a hero.(*He is hero)

4. Use a/an when referring to price, speed etc.(a / an;per)

Hero Honda motor bikes give 60-80 kilometers a litre of petrol. But you should not ride at a speed more than 40 kilometres an hour. Petrol is sold at Rs. 40/- a litre in India.

Where to use the definite article the?

- 1. Use the before nouns already mentioned and referred to again.e.g. A man went for a walk with his dog. The man fell into a well and the dog began to bark.
- 2. Use the before a singular countable noun which stands for a class.

- The cycle is the common man's vehicle.

 The elephant is very big and strong.
- 3. Use the before a noun which is the only one a5vailable in the given situation.

 The teacher drew a map of Tamil Nadu on the blackboard.
- 4. Use the to change an adjective into a collective noun.
 rich (Adjective) the rich (noun)
 The rich should care for the poor.
 The deaf, the blind and the dumb need our sympathy.

Note: * indicate incorrect sentences.

- 5. Use the before nouns to refer to the community collectively.

 (e.g. the British, the English, the Chinese, the Dutch etc.)

 The Indians are proud of their ancient culture.

 The English speak English.

 The Germans are a proud race.

 Note that If the is removed the reference is to the language, not to the community.

 English is an interational language.

 Chinese language is written from top to bottom.
- 6. Use the before the names of mountain ranges, or ranges of hills, but not before the names of single mountains or hills.

 The Alps, The Himalayas, but Everest.

- 7. Use the before the names of rivers, canals, seas, oceans, valleys, deserts and forests.

 London is on the Thames.

 Calcutta is on the Hooghly.
- 8. Use the before the names of municipal or government departments and before the names of shops, business houses, industrial concerns, banks etc. except when they begin with a personal name.

 The State Bank of India, the Ministry of Education.

 The Public library, The Sea-view Hotel, The University of Madras.
- 9. Use the before the names of ships and trains, if they do not form part of the name itself.

 The M.V. Chidambaram used to sail between Singapore and Madras.

 The Nellai Express starts at 6.40 p.m. from Tirunelveli Junction.

 The Vaigai Express and the Pallavan Express are superfast trains in Tamil Nadu.

 But don't use the when only the mode of travel is indicated.

 Many students come to college by bicycle.

 Travel by train is costlier than by bus.
- 10. Use the before the plural or a family name to refer to the whole family.

 The Nehrus, the Kennedys, the Gandhi's etc.

Where to omit Articles(a, an, the)?

1. Do not put the before the names of substances if they are used in a general sense. Gold is a precious metal. Milk contains many vitamins. But use the if the reference is to a particular kind or specimen of the substances. The gold mined in Kolar is very little. The milk sold here is watery.

2. Don't use the before the names of meals if they refer to the meals generally, as a part of the daily routine. We will still a stand We take idli and dosai for breakfast. They were at lunch when I entered. When do you have dinner? But use the if the meal is a particular one, e.g. a social function a beautiful with the social function The dinner will be served immediately after the

marriage function. Washer Congress of the Annual Congress of the Congress of t 3. Don't use the before plural nouns when they are used in a general or a universal sense. Children like toys. Students must read books. We'd star I not miss

But if particular items are referred to, then the must be used to agraham or wants a restaura another

The children in our house liked the toys I gave them. Don't use the before the names of games. I play volley ball.

viruse, short profession recent Cricket is popular in India. (Similarly, chess, tennis, football, hockey,etc.,)

Don't use the before the names of countries unless the name suggests that the country is made up of smaller units.

France, Germany, Italy, China and Pakistan are all republics.

(Not * the France etc.)

But: The United States of America is a Super

(If the word is preceded by such words as Kingdom, Republic, Federation etc. then the is necessary).

6. Don't use the before the words King, Queen and Pope if the name follows:

King Fahd, Queen Elizabeth; Pope John. 7. Don't use the in such expressions as go to

school, go to church, go to mosque, go to temple, go to hospital, go to prison etc. be cause the reference is for the purpose for which the building exists.

Do you go to college regularly ? (= for studies) If you are ill, you should go to hospital (= for treatment)

If the visit is for some other purpose, then the must be used.

My father came to the college to get an admission for me.

The Principal went to the hospital to meet the Dean.

2. Insert the if necessary; otherwise, but X mark in the blank

	('Go to the office' is the right expression, not go
	to office) Don't use any article before abstract nouns Don't use any article before abstract nouns
3.	Don't use any article below and mass nouns except when specific.
	All of us seek happiness.
	Air and water are indispensable to man.
1	tors south the of her
).	Don't use any article after sort of, type of, kind
	of, manner of etc.
	What type of food is this?
	I have never met this kind of person.
0.	Don't use the before man when it is used to
	refer to the human race as a whole.
	Man is mortal.
	Man does not live by bread alone.
	Man loves freedom.
	If the reference is to a particular man, then

The man standing at the door is known to me.

Do you on so colorge expelicity if a large que

articles are necessary.

I met a man on the road.

d) Everyone respects honest person.
e) We stayed at hotel in the centre of the town.

a)	gold is found in Australia and
+ 1	South Africa.
b)	The box was made ofwood
c)	meat that we had for dinner was tou
d)	She playscard well.
e)	water of that stream is not suitable
	for drinking.
f)	Can you speak French?
g)	He was found guilty of theft and sent to

h) I went to bed late night; so I feel tired.

.....prison for six months.

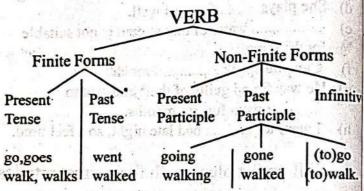
Fill up the blank with the correct articles where necessary

No Care

When I was very small child, I was made to learn by heart number of fables. Among those I learnt was "The Ant and the Grasshopper." In this fable ant spends...... whole summer working hard and gathering its winter store, while grasshopper spends his time doing nothing. When winter comes, he goes to ant and begs for little food. "What were you doing in summer time?" asks...... ant. grasshopper replies, "I made music for bees while they worked. "Upon this ant says," you had better go and dance for them now."

Unit 3.4 Notes on Anomalous finites

Any English verb has two finite forms and three Non-finite forms. Finite forms have tense in them.



Note that if there is no finite form in the verb part of a sentence, the sentence is incorrect. It means that mere Non-Finite forms are not enough in the verb part.

Corr	ect Sentences	Incorrect
Defets.	She went.	*I going.
	She walks.	*I gone.
.01.090	They walk.	*I to go.

If there is atleast one finite form and some other (1,2,or3) Non-Finite form, the sentence is right.

He is going. (is=F; going = NF)

5000

He is going	(is= F; going = NF)
He has gone	(has=F; gone = NF)
He must have passed	(must=F; have=NF;
Sustained the survey of the	passed=NF)
He may be coming.	(may =F;be=NF;
CANADA NO.	coming =NF)
He could have been sleeping	(could =F; have=
All and a second	NF; been =NF;

sleeping =NF)

Now, look at the following tables:

Finite	Forms	. Non - Finite Forms		
Present Tense	Past tense	Present Participle	Past Participle	Infinitive
am, is are have, has do, does shall will, can may, must ought, need dare	was, were had did should would, could might used	being havinghad doing	been had done	(to) be (to)have (to)do

You can see that there ar 24 words on the left side. These 24 words are specially known as

ANOMALOUS FINITES.

There are many uses for anomalous finites. The most important uses are two:

1. (The anomalous finites help in the formation of questions.

14!

(Interrogative sentences)

The anomalous finites help in the formation of negative sentences.

There are two main types of questions in English.

1. Yes/No Questions

2. Wh - questions.

Yes/No questions are those questions which demand a

Are you well? E.g. Yes/No. Yes, I am well.

No, I am not well.

Wh - questions are those questions which begin with question word like who, whom, what, when, where, how, why, whose

What is your name? E.g. How did you come?

How to form Yes/No questions from statement: Step1 :Identify the Anomalous Finite (any one of 24) Step 2:Bring the Anomolous Finite before the subject:

This is Sadakathullah Appa college. E.g. Is this Sadakathullah Appa college? (If the Anomalous Finite is hidden in the verb, split it and bring it out)

> does + go goes go do went did + go

He came to college. E.g. He did come to college. Did he come to college?

How to Form WH - Questions?

Step1 : Identify the Anomalous Finite .

Step 2:Bring the Anomolous Finite before the subject.

Step 3:Place the WH - word before the Anomolous Finite

He is going home. E.g. Is he going home? (Yes/No question) Where is he going? (Wh - question) (Againif the Anomalous Finite is hidden bring it out)

He came . He did come. Did he come? How did he come?

How to Form Negative sentences?

Identify the Anomalous Finite Step1: (any one of 24)

She can sing she cannot sing. E.g. He is comingHe is not coming. You had spoken You had not spoken. (Again, If the Anomalous Finite is hidden in the verb, bring it out) The Minister spoke at the meeting. The Minister did speak at the meeting. The Minister did not speak at the meeting.

Letter Writing

With the advent of the telephone and cell phone messages facilities the personal letter in dying. However, at the official level the letter is still in use. The letter is an effective medium to represent our needs and claims. A well written letter can inform, impress, argue, convince and do a series of jobs for the sender. And an ill written letter will only show the weakness of the writer. It can disgrace the bearer too. Honoured is one who carries a well written letter.

How to write a letter? Every letter has one and the same format. You write the "from address" first. And then you write the "to address". This is the heading this is followed by the greeting of saluation.

For eg: Sir, Dear Sir, Respected Madam,....

You may mention the subject of the letter and /or give the reference number of the precious letter if any; the message or body of the letter follows. This varies from letter to letter, Often you may retain the other parts of the letter and change the body so as to write a new letter. After finishing the letter you write the subscription.

For example: Yours Faithfully, Yours Respectfully, Yours Trul Students should use only these two subscription while

writing to their teachers/principal. Atlast you sign the letter. For eg: You sign and write your name below.

You may add the place and date either in the very begin-

For the sake of clarity letters may be typed. The watchword in letter writing is brevity. Personal letters may not follow the usual format. The rule here is that you may follow your own format. Not only the matter but the manner too ca be personal. Personal letters are best hand written.

we are giving you a series of model letters. You may need them during your course of study in Sadakathullah App College. Go through them first of all to learn that it is a part of the rich tradition of our college to write letters either to the head of your department or the principal when you have to tell them something or ask something. Also learn the formal of these letters. Both the format and the body change from letter to letter. Note them. Study them carefully.

Format for a leave letter

From Abdul Azeez Roll no 100 I BA English Literature Sadakathullah Appa college Tirunelveli - 627 011. The Head, Department of English Literature. Sadakathullah Appa College, Tirunelveli - 627 011.

Respected Sir,

My father is leaving for Dubai tomorrow and I have to see him off at the airport. Thus I may not be able to attend classes tomorrow, the 29th July 2004. Please grant me leave for one day only.

condition for your reference

Thanking you, Yours Respectfully, Abdul Azeez.

Tirunelveli 28.07.2004.

Letter explaining ones late coming

From ·

Fathema Mahajubah a mada samada yan sautan di alai fi I B.Sc, Micro Biology, and May 2001 40 41 time 1005 40 40 Sadakathullah Appa College, world I solling at the coupe Tirunelveli.

to I accome delice the La

To
The Head,
Department of Microbiology,
Sadakathullah Appa College,
Tirunelveli-627 011
Respected Sir,

I am late to class because I missed my usual bus at 8 Al As I had to catch the next bus at 8.30 AM I could reach the college only now. Please excuse me for coming late to class I shall be in time from tomorrow.

Thanking You, Yours Truly, (Fathima Mahajubah)

Tirunelveli 01.07.2004.

Lette Requesting for Medical Leave

From
Ramiah,
Roll no 1001
II B.Sc. Mathematics
Sadakathullah Appa college
Tirunelveli 627 011
To
The professor-in-charge of attendance
Sadakathullah Appa College,
Tirunelveli-627 011
Respected Sir,

Please excuse my absence form class between 26-08-2004 and 12-09-2004 (18 days). I was laid down with Jaundice. I have enclosed a medical certificate for your reference.

Thanking you, Yours Obediently, (Ramiah)

Tirunelveli 13.09.2004

Opening an account in the bank.

From
Shameena,
I BA History,
Sadakathullah Appa College,
Tirunelveli-627 011.
To
The Branch Manager,
Indian Overseas Bank,
Court Extension counter,
Tirunelveli-627 011.
Sir,

Sub:opening a Current Account .

I would like to open a current account in your bank to deposit my scholarship amount. I have filled in the application form. Diviya Lakshmi, who has an account in your. bank, has counter signed the application.

Looking forward to your prompt service.

Thanking You,
Yours Sincerely,
Shameena

Tirunelveli 627 011. 01-07-2004

Letter of Identification / introduction

From The Principal. Sadakathullah Appa College, Tirunelveli.

To

The convener, Seminar on Environmental Pollution

District Science Centre,

Kokkirakulam,

Tirunelveli.

Sir. Thank you very much for inviting our students to participate in your one day seminar on Environmental TO MARKS TO PROPERTY OF THE Pollution.

We are sending two of our outstanding students namely, Nehru and Azad of III B.Sc. Microbiology to participate in the seminar.

We wish the seminar every success.

With Regards,

Yours Sincerely,

H. Syed Othuman

Principal. Macoun as and other, and well syles much

Tirunelyeli 627 011.

01-07-2004. Configurate may of higher a mileo.

Letter of Recommendation

From The Principal Sadakathullah Appa College, Tirunelveli.

To. The Principal Jamal Mohamed College Sir, and I marged branch self the stone and

Hope this letter finds you in the best of academic spirits.

May I recommed our B.Sc Computer Science students Zainab who has secured 80% in her subjects for admission to the MCA course of your esteemed institution?

I am sure she would bring laurels to your institution through her hard work.

Looking forward to your favourable consideration of her application. Her application number is M/04/100. With Kind Regards.

Yours Sincerly,

H. Syed Othuman

Principal.

Tirunelveli- 627 011.

01-07-2004

Request for a course certificate

From

Shaji,

II M.Com.

Sadakathullah Appa College,

Tirunelveli- 627 011.

To

AND MERCALE

viouso ii cani

or series

The Principal, Sadakathullah Appa College, Tirunelveli-627 011.

Respected Sir,

Application for a Course Certificate. Sub:

I would like to appear for an examination conducted b the Railway Recruitment Board, lam in need of a Course Certificate. I have enclossed the desired format. I have paid the required fee of Rs.25 (Twenty five). Thanking You, was the case to a find the total burst try

Yours Respectfully, with Discherged bound work. Shaji. Text a read reseas proposated mississed with the testists

Tirunelveli 627 011.e m luse suom todie aidea marinta 01-07-2004 from dening, whose or cleaned grand into the one such stand

Format for a course certificate Charles described and the many his heart.

From The Their shows yarted ingo as the policy of The Principal, Sadakathullah Appa College, Tirunelveli.

To whom so ever it may concern

This is to certify that Mr. Shaji is a bonafide student of our college doing his II MA History. He has cleared all his papers as on date.

I wish him all the best in his RRB Examination. The professor-in-charge and attendance

down with found on I have caclesed a made at its rions

Dr. H. Syed Othuman Principal. 427 911

201-07-2004 12-09-2004 (15 daya) (15 daya) Tirunelveli 627 011, abiance form class betrapper

certificate for your reference

terrativa Sir,

Maruyam Ayesha, B.Sc., Computer Science, and add of random fair in a page 1945 Sadakathullah Appa College, Tirunelveli - 627 011.

To Principal, Sadakathullah Appa College, Tirunelveli-627 011.

Respected Sir,

I have completed my BSc., degree in Computer Science. As I would like to apply for M.Sc Computer Science in your college please do issue me my transfer certificate.

tiol a airiW serros uros batalonios

Spoken

I have paid the required fee of Rs. 50 (Fifty)

Thanking You.

Yours Respectfully, Still Mariyam Ayesha

Spoke Tirunelyeli 627 011, ZIJICH 201 27-6-2004.

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when Miss By Gillian Sang shut guis shut

Sari

Written work

Now that you have studied the formats of these letters with care, write the following letters:

- 1. Write a leave letter giving the reason that you have to take your grandmother to the hospital.
- 2. Write a letter to your head of the department seeking permission to come late to class by an hour the following day
 - 3. Write a letter of Medical leave.
- 4. You want to close your bank ac count as you have completed your course. Write a letter to the Manager of the bank explaining this.
- 5. Write a letter of introduction form the Principal to che convener of an international seminar. He is introducing you.
- 6. Write a letter of recommendation from the MP of you area to an employer.
- 7. Write a letter to the Principal asking for a Course Completion Certificate.
- 8. Write out a Course Completed Certificate. Your have com pleted your VI semester examinations and are applying for a job. Address the certificate to; M/S ETASCON, Crescel Estate, Chennai.
 - 9. Write a letter to the Principal asking for your T.C.

SI.	Temp. Roll	Name	Dept	Gender	Phone No.
No.	No.		•		
1	ļ	AMIRA JASMIN	B.Sc. Chemistry	F	8148814713
2		COLINJEYANTHI	B.Sc. Chemistry	F	8973389879
3		ANAS	B.Sc. Chemistry	М	9003254410
4		MOHAMED ANASH	B.Sc. Chemistry	М	7418486005
5	ļ	MOHAMMED ITHRIS	B.Sc. Chemistry	М	9384541492
6	-	MOHAMMED UMAR MUKTHAR		М	8300535596
7		SHEIK MOHIDEEN	B.Sc. Chemistry	М	9626180103
8		ASMA BEEVI	B.Com.	F	8428542080
9	22ACOT38	HARIPRASATH	B.Com.	M	9965678273
10	22ACOT42	MAHARAJAN	B.Com.	М	9443507536
11	22ACOT43	MOHAMED ABUTHALIF	B.Com.	М	8056751576
12	22ACOT46	MOHAMED THAJUDEEN	B.Com.	М	9042363792
13	22ACOT54	RAGU	B.Com.	М	9629040536
14	22ACOT55	SALMAN ROHITH	B.Com.	М	8270309634
15	22ACOT57	SHAALAMHAJI	B.Com.	М	9159423608
16	22ACST22	MAHABUB SHAJITH	B.Sc. Computer Science	М	7010779268
17	22ACST27	MOHAMED AJMAL	B.Sc. Computer Science	М	9585391685
18	22ACST29	MOHAMED ARSADH	B.Sc. Computer Science	М	9360486251
19	22ACST43	UMAR FAROOK	B.Sc. Computer Science	М	9626196588
20	22AENT01	ABISHA PREETHI	B.A. English	F	9843840025
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