STUDY SKILL 1 MARK QUESTIONS    CLASS: XI STANDARD    2018-2019

UNIT - 1
1. The American writer Henry James has written a novel which is also titled ‘The Portrait of a Lady.’
2. A prefix is a letter or a group of letters which is added to the beginning of a root word in order to modify it.
3. A suffix is a letter or a group of letters which is added to the end of a root word.
4. Words that are derived or formed from the base word by adding prefixes and suffixes are called derivatives.
5. Various techniques used in reading are Skimming, Scanning, Decoding, and Encoding.
6. According to Edward Fry, there are three reading speeds.
7. Skimming is the fastest reading speed technique which is used for getting an overall idea.
8. Scanning is used when you look for specific information without reading everything.
9. Determiners are the words placed in front of a noun to clarify what the noun refers to.
10. There are six types of determiners.
11. Tenses are verbs used to express time.
12. There are twelve types of tenses.
13. Simple past: To indicate a past habit or an action already completed.
14. Simple present: To express habits or general truth; to indicate a future event on a designated date as part of a plan or arrangement.
15. Simple future: To indicate an action, condition or circumstance that hasn’t taken place yet.
16. Past continuous: To indicate uncompleted action of the past; to indicate persistent habits of the past.
17. Present continuous: To indicate action occurring at the time of speaking; to indicate a temporary action that may not be occurring at the time of speaking.
18. Future continuous: To indicate what will be going on at some time in the future; to indicate planned future events.
19. Past perfect: To indicate a completed action of the past that happened before another event took place.
20. Present perfect: To indicate a past action which is not defined by a time of occurrence; to indicate an action that started in the past and has continued until now.
21. Future perfect: To indicate an action that will be completed before another event takes place.
22. Past perfect continuous: To indicate an action in the past that began before a certain point in the past and continued up until that point in time.
23. Present perfect continuous: To indicate an action which started at some point in the past and may or may not be completed.
24. Future perfect continuous: To indicate an action that will have happened for some time and will not be completed yet at a certain point in the future.
25. A notice is a written or printed piece of information which is given to a large group of people.
26. A message is a verbal, written or recorded communication sent to or left for a recipient who cannot be contacted directly.

UNIT – 2
27. Muhammad Ali was an American boxer.
28. Kabadi is the national sport of Bangladesh which was originated in Tamilnadu.
29. Encoding is the process by which data is presented in a non-verbal form (tables, graphs).
30. Decoding is the process by which graphic representation such as tables and graphs are interpreted so that the data is made meaningful to the readers.
31. Modal auxiliaries are called helping verbs.
32. A preposition is a word used to link nouns, pronouns or phrases to other words within a sentence.
33. Note-making involves the fundamental skills of reading and writing.
34. Summarizing is to briefly sum up the various points given in the notes made from the original passage.
35. In 1960, Sir Ludwig Guttmann founded the Paralympics Games in Rome for the physically impaired.
UNIT - 3
36. Human memory begins to work when the fetus is just 20 weeks old in the mother’s womb.
37. **Homonyms** are two or more words that have same pronunciation but different meanings.
38. **Homographs** are words with same spelling and same sound but different in meanings.
39. **Homophones** are two or more words with same sound but with different spellings and meanings.
40. **Heteronyms** also known as heterophones are two or more words with same spelling but different sounds and meanings.
41. **Clipped words** are words that are formed by dropping one or more syllables from longer words without changing the meaning.
42. Library classification is of two types. They are Dewey decimal system and the Library of Congress system.
43. There are four important sections in a library.
44. **Reference section**: Dictionaries, encyclopedias, yearbooks, atlases, gazetteers.
45. **The stack**: All books except those in the reference section.
46. **Journal section**: Journals and periodicals, magazines.
47. **Electronic section**: Computers, Xerox machines(reprography), DVDs, CDs.
48. The most common ways of locating books in a library are author’s name, title, subject.
49. We use the active form to say what the subject does.
50. We use the passive form to say what happens to people and things.
51. When the doer of the action is known, it is personal passive.
52. When the doer of the action is unknown, it is impersonal passive.
53. A biographical sketch is a brief summary of a person’s life and his achievements.

UNIT - 4
54. An **idiom** is an expression in English with a special meaning of its own.
55. **Note-taking** involves the fundamental skills of listening and writing.
56. **Notes** are commonly taken during an oral discussion at a meeting or a lecture.
57. Notes of a meeting are usually called minutes.
58. Who, what, whom, whose and which are called **interrogative pronouns**.
59. Where, when, why and how are called **interrogative adverbs**.
60. Yes or No questions are also called **polar questions**.
61. Yes or No questions are framed using primary auxiliaries and secondary auxiliaries.
62. A **question tag** is a short question added at the end of a statement used when asking for agreement or confirmation.
63. A **positive statement** takes a negative tag and a **negative statement** takes a positive tag.
64. The intonation (the rise and the fall of the voice in speaking) of the tag determines the meaning of the question tag.
65. The term **dialogue** refers to a verbal conversation between two or more people.
66. The word ‘dialogue’ was originated from Greek word dialogos.
67. **Limerick** is a type of poetry.
68. There are two types of photography: wet and dry photography.

Unit - 5
69. An **open letter** is a letter that is intended to be read by a wide audience or a letter intended for an individual.
70. **Direct speech** repeats the exact words of the speaker.
71. **Reported speech** conveys something that was said in the past.
72. **Samuel Johnson** published the first dictionary in 1755.
73. **James Murray** was the primary editor of Oxford Dictionary.
74. **E-mail** is a less formal method of communicating but has replaced the conventional letter.
75. There are **7 parts** in a formal letter.
76. A letter of application also known as **cover letter** is a job application document sent with resume.
77. There are **2 types** of Advertisement: classified and block.

**UNIT-6**

78. **Translation** is the process of expressing the sense of a written text to another language.
79. **Transcription** is the process of listening to an audio file and writing what has been said verbatim in the same language.
80. **Transliteration** gives the word from a different language in letters that you read so as to be able to pronounce it properly.
81. **Narration** is a recital of events, especially in chronological order, as the story narrated in a poem or the exposition in a drama.
82. A **simple sentence** has one independent clause.
83. A **compound sentence** has two or more independent clause joined by a co-coordinating conjunction.
84. A **complex sentence** has one independent clause and one or more dependent clause.
85. A **clause** is a group of words with a subject and a verb.
86. Because, since, although, when, while, where, which, that, after, etc., are called **subordinating conjunctions**.
87. But, yet, or, so, still, and, etc., are called **coordinating conjunctions**.
88. A **resume or curriculum vitae** is a document used by a person to present his educational backgrounds and professional skills.
89. When human traits are given to non-human or inanimate objects, it is called **personification**.
90. When a question is asked not for the sake of getting an answer, but to express a point more emphatically, it is **interrogation**.
91. When two unlike objects or things having some common qualities are compared, it is **Metaphor**.
92. When a question is formed to make a point rather than to elicit an answer, it is **rhetorical question**.
93. When rhyming words are used within a single line, it is **internal rhyme**.
94. The full name of Shakespeare is **William Arden Shakespeare** where Arden is his **mother's family name**.
95. The leader of a debate is **moderator**.

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