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BEST PRACTICS OF THE DEPARTMENT OF ENGLISH IN IMPROVING LANGUAGE SKILLS

1.ENGLISH FOR CAREER

2. WORD IMAGES



Study Group Tips:

1. Set clear goals.
2. Keep the group small.
3. Stick to a schedule.
4. Find a quiet place.
5. Assign roles.
6. Use online tools.
7. Encourage participation.
8. Clarify doubts together.
9. Share resources.
10. Teach each other.
11. Use whiteboards.
12. Rotate study spots.
13. Take short breaks.
14. Summarize key points.
15. Test with questions.
16. Stay organized.
17. Give constructive feedback.
18. Review before sessions.
19. Have snacks and drinks.
20. Celebrate achievements.
21. Seek help when needed.
22. Share study tips.
23. Stay motivated.



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Shopping Q/A

1. Where do you shop for clothes?
- I prefer local boutiques.
2. Online or in-store shopping?
- I prefer online for convenience.
3. Budget for groceries?
- Around \$100 per week.
4. How often buy new shoes?
- Every few months.
5. Best deals on electronics?
- Big-box retailers or online.
6. Go-to store for gifts?
- Department stores.
7. How organize shopping list?
- I use a shopping app.
8. Favourite department store section?
- Home goods.
9. Best time to shop to avoid crowds?
- Early mornings on weekdays.
10. Shop for kitchen appliances how often?
- Rarely, only when needed.
11. Enjoy holiday decoration shopping?
- Yes, it's fun!



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Uses of, "Until":

1. I'll wait until you're ready.
2. She danced until dawn.
3. Wait here until I return.
4. I'll love you until the end.
5. They played until dark.
6. The rain fell until evening.
7. Continue until it's perfect.
8. The store is open until 9.
9. Rest until you feel better.
10. He worked until exhaustion.
11. Keep trying until you succeed.
12. We laughed until tears came.
13. Play the game until finished.
14. Work hard until you achieve.
15. The train runs until midnight.
16. Study until you're confident.
17. Keep dreaming until it's real.
18. Exercise until you're strong.
19. She smiled until it hurt.
20. Keep pushing until the end.
21. Don't stop until you're proud.
22. Learn continuously until wise.



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"Polite Interruptions"

1. "I'm sorry to interject, but..."
2. "May I add something here?"
3. "If I may, I'd like to say..."
4. "I don't mean to cut in, but..."
5. "Could I share my perspective?"
6. "I'd like to offer a different view."
7. "May I jump in for a moment?"
8. "Sorry, but I wanted to mention..."
9. "Could I briefly interject?"
10. "Allow me to contribute..."
11. "Can I briefly interrupt?"
12. "I hope it's okay to mention..."
13. "Is it okay if I share my view?"
14. "May I add a quick comment?"
15. "Can I contribute my thoughts?"
16. "I'd like to make a quick point."
17. "May I offer my input here?"
18. "Could I share a quick thought?"
19. "Do you mind if I add something?"
20. "May I offer a different idea?"
21. "May I share my perspective briefly?"
22. "If it's okay, I have something to say."



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Supporting students:

1. Be a patient listener.
2. Encourage questions.
3. Promote a growth mindset.
4. Celebrate small victories.
5. Foster a love for learning.
6. Teach time management.
7. Be accessible for help.
8. Encourage creativity.
9. Teach study skills.
10. Offer study groups.
11. Share real-world examples.
12. Show empathy.
13. Promote a balanced lifestyle.
14. Encourage critical thinking.
15. Promote independence.
16. Create engaging lessons.
17. Teach problem-solving.
18. Encourage reading.
19. Share success stories.
20. Offer a variety of learning resources.
21. Be a mentor.
22. Inspire a lifelong love of learning.



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"I Don't Remember!"

1. It slipped my mind.
2. My memory's blank.
3. It's not coming to me.
4. That's lost in the void.
5. It's a blur.
6. Drawing a blank.
7. It's a mystery.
8. My mind's gone blank.
9. It's like a black hole.
10. It's vanished.
11. I can't recall.
12. It's out of reach.
13. My memory failed me.
14. I'm forgetful today.
15. The details are gone.
16. I can't place it.
17. It's slipped away.
18. I can't bring it to mind.
19. I'm having memory troubles.



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Phrases With, 'Since!'

Alternatives of, 'Alright!'

1. Okay!
2. Sure!
3. Fine!
4. Got it!
5. No problem!
6. Absolutely!
7. Perfect!
8. All good!
9. Yep!
10. Roger that!
11. Understood!
12. Of course!
13. You bet!
14. Indeed!
15. Very well!
16. All set!
17. Fair enough!
18. Sounds good!
19. Great!
20. Aareed!



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Asking For Help

1. Seeking assistance
2. Requesting support
3. Soliciting aid
4. Entreaty for help
5. Pleading for assistance
6. Begging for aid
7. Appeal for support
8. Imploring for help
9. Craving assistance
10. Desiring aid
11. Calling for support
12. Yearning for help
13. Petitioning for assistance
14. Longing for aid
15. Solicitation for support
16. Plea for help
17. Praying for assistance
18. Questing for aid
19. Wishing for support



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Alternatives of, 'Guilty'

1. Blameworthy
2. Culpable
3. Regretful
4. Condemned
5. Reproachful
6. Complicit
7. Responsible
8. Accountable
9. Erring
10. Ashamed
11. Culprit
12. Remorseful
13. Repentant
14. In the wrong
15. Apologetic
16. At fault
17. Delinquent
18. Disgraced
19. Contrite
20. Conscience-stricken
21. Shamefaced
22. Chastened
23. Wrongdoer
24. Unforgiven
25. Reproached



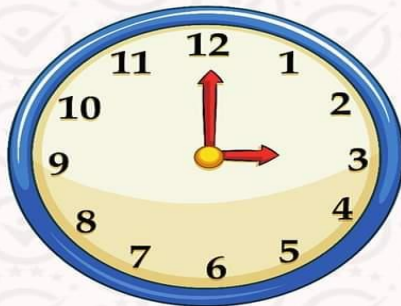
Polite phrases to use in office:

1. Good morning!
2. How can I assist you?
3. Thank you for your input.
4. Could you please clarify?
5. I'll take care of it.
6. Have a nice day!
7. Excuse me!
8. Let's find a solution!
9. I'll do my best!
10. Please repeat again!
11. I'm sorry!
12. May I offer a suggestion?
13. Thank you for your prompt!
14. I understand your point of view!
15. Please provide more details.
16. My apologies for the delay.
17. Let's discuss this in the meeting!
18. I value your opinion.
19. I appreciate your cooperation.
20. How can I be of assistance?
21. May I ask for your help?
22. I appreciate your hard work.



Alternatives of, 'Good Afternoon'

1. Hello there!
2. Howdy!
3. Hey!
4. Hiya!
5. Greetings!
6. Good day!
7. Salutations!
8. Hey, what's up?
9. How's it going?
10. Hi, everyone!
11. Yo!
12. Hey, folks!
13. Well met!
14. Hey, team!
15. Hi, friends!
16. Hey there, everyone!
17. What's happening?
18. What's going on?
19. How's your day?



20 Tips for Business Growth

1. Build a unique brand.
2. Use technology to work smarter.
3. Seek new market opportunities.
4. Market your business effectively.
5. Respond to online reviews.
6. Listen to customer feedback.
7. Build a strong online reputation.
8. Expand into new markets.
9. Stay informed about competitors.
10. Engage audience with content.
11. Connect through social media.
12. Boost online visibility with SEO.
13. Have a user-friendly website.
14. Manage your finances wisely.
15. Set clear goals and make a plan.
16. Train and motivate your employees.
17. Adjust prices to stay competitive.
18. Partner with other businesses.
19. Collaborate with industry influencers.
20. Celebrate achievements together.



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Alternatives of, 'Disappointed!'

1. Let down
2. Dissatisfied
3. Unfulfilled
4. Frustrated
5. Crestfallen
6. Disheartened
7. Discouraged
8. Deflated
9. Depressed
10. Crushed
11. Despondent
12. Dismayed
13. Bummed out
14. Sad
15. Letting the air out of my balloon
16. Underwhelmed
17. Upset
18. Regretful



Types of Philes

One Paper MCQs

✓ Logophile	A person who is loves words.
✓ Linguaphile	A person who is loves languages.
✓ Cynophile	A person who loves dogs or canines.
✓ Retrophile	A person who loves old artifacts & aesthetics.
✓ Cinephiles	A person who is fond of the cinema.
✓ Bibliophile	A person who collect and loves book.
✓ Autophile	A person who loves of being alone.
✓ Gynophile	A person who loves women.
✓ Androphile	A person who loves men.
✓ Ailurophile	A person who like cats, a cat lover.
✓ Anthophile	A person who love flowers.
✓ Arctophile	A person who loves teddy bear.
✓ Astrophile	A person who loves stars, galaxy, universe.
✓ Ceraunophile	A person who loves thunder and lightning.
✓ Heliophile	A person who loves sun.
✓ Linnophile	A person who loves lakes.
✓ Nephophile	A Person who loves clouds are nephophile.
✓ Pluviophile	A Person who loves lover of rain.
✓ Oenophile	A persons who love to drink wine.
✓ Javaphile	A person who loves to drink coffee.
✓ Selenophile	A person who loves moon.
✓ Orophile	A person who loves mountain,
✓ Ophiophile	A person who loves snakes.
✓ Nyctophile	A persons who love night or darkness.

Types of Poems

- | | |
|--------|-------------|
| Ballad | Limerick |
| Elegy | Hailku |
| Ode | Weather |
| Lyric | Concrete |
| Sonnet | Cinquain |
| Epic | Diamonte |
| Heroic | Free Style |
| | Blank verse |

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Instead of, 'VERY!'

Extremely
Exceedingly
Incredibly
Remarkably
Extraordinarily
Intensely
Unbelievably
Unusually
Abundantly
Profoundly
Vastly
Immensely
Overwhelmingly
Intensively
Surprisingly
Tremendously
Insanely
Fantastically



Handy Phrases for Your Speaking Test

1. Let me think.
2. Good question.
3. I'm glad you asked.
4. I think...
5. In my opinion...
6. From my perspective...
7. Maybe...
8. To clarify...
9. Another factor is...
10. On the other hand...
11. To sum up...
12. In conclusion...
13. Also...
14. Let me explain...
15. Can you repeat?
16. Slow down, please.



Short Tips For Marketing:

1. Know your target audience
2. Create a strong brand identity
3. Use social media platforms
4. Provide valuable and relevant content
5. Utilize email marketing
6. Collaborate with influencers
7. Conduct market research
8. Use analytics tools
9. Offer exclusive promotions
10. Personalize your marketing messages
11. Optimize your website
12. Leverage the power of video marketing
13. Engage with your customers
14. Invest in mobile marketing
15. Develop partnerships
16. Use storytelling techniques
17. Stay active in relevant online communities
18. Offer exceptional customer service
19. Monitor and respond to mentions
20. Utilize influencer marketing
21. Experiment with different advertise



Alternatives of, 'Are You Excited?'

1. Are you pumped?
2. Are you thrilled?
3. Are you stoked?
4. Are you fired up?
5. Are you jazzed?
6. Are you electrified?
7. Are you eager?
8. Are you hyped?
9. Are you over the moon?
10. Are you bursting with anticipation?
11. Are you on cloud nine?
12. Are you full of enthusiasm?
13. Are you bouncing off the walls?
14. Are you brimming with joy?
15. Are you on pins and needles?



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Ways to Say "Congratulations"

- A standing ovation for you!
- A toast in your honor!
- Best of luck to you in the future.
- Congratulations are in order!
- Great things come from great people.
- I always knew that good things would come your way.
- I commend you.
- I couldn't be happier for you.
- I have so much pride in my heart for you right now.
- I knew you could do it!
- I think you are pretty great.
- I'm excited for you.
- I'm happy for you.
- I'm impressed.
- I'm proud of you.
- I'm thrilled for you!
- I'm wishing you the best.
- It couldn't happen to a better person.
- It's time to celebrate!
- Keep being awesome.
- Keep up the great work.
- My face has a proud smile because of you.
- Nothing can stop you now.
- Nothing can stop you now.
- So pleased for you.
- So proud of you!
- So thrilled for you.
- Success like yours can't be bought.
- That's the best ever.
- That's the way.
- This calls for a celebration!
- This is awesome.
- Today, we celebrate you.
- Way to go.
- Way to shine.
- We are so inspired by you.
- We knew you could do it.
- Wishing you all the best in your new adventure.
- Words can't express how proud I am.
- You amaze me.
- You deserve a pat on the back.
- You deserve it.
- You did that very well.
- You did that very well.
- You get a gold star!
- You get the gold medal!
- You got the trophy!
- You have accomplished a lot.
- You made it look easy.
- You nailed it.
- You really deserved it.
- You really did it.
- You take first place!
- You will always remember this day, and so will we.
- You win the crown!
- You're a genius.
- You're doing beautifully.
- You're on the right track now.
- You're really going to town.
- You're the best.
- You've earned every bit of the success you're enjoying.
- Your future is so bright!

Informal & Formal

- Book → Reserve
 Check → Verify
 Get → Receive
 Need → Request
 Say sorry → Apologies
 End → Terminate
 Try → Endeavour
 Tell → Inform
 Wait for → Await
 Fight → Combat
 Go → Depart
 Tough → Difficult
 Set out → Display
 Old → Elderly
 Say → Express
 Afraid → Fearful



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SENTENCE STARTERS

Words to add an idea

- Furthermore
- In addition to
- For instance
- For example
- As an example
- Additionally
- Moreover
- As well as
- Another reason
- Along with
- Coupled with
- Again
- Correspondingly
- In addition
- Indeed
- In fact
- Identically
- Likewise
- Similarly
- Whereas
- Likewise
- One other thing

Words that show cause

- Accordingly
- As a result
- Because
- Consequently
- Due to
- For this reason
- For this purpose
- Hence
- Otherwise
- Since
- So then
- Subsequently
- Therefore
- Thereupon
- This is why
- Thus
- Wherefore
- Following this
- As you can see
- For all of those reasons
- So

Words that show contrast

- Comparatively
- Different from
- Even though
- However
- Although
- Conversely
- Instead
- In comparison
- Nevertheless
- In contrast
- Whereas
- Yet
- On the other hand
- On the contrary
- Other than
- Outside of
- Besides
- Otherwise

Words that add emphasis

- Admittedly
- Above all
- As a rule
- As usual
- Assuredly
- Certainly
- No doubt (undoubtedly)
- Obviously/ Of course
- Ordinarily
- Particularly
- Singularly
- Unquestionably
- Chiefly
- Especially
- Granted
- Generally speaking
- For the most part
- In this situation

Alternatives of 'That's Great!'

1. *Fantastic!*
2. *Wonderful!*
3. *Amazing!*
4. *Excellent!*
5. *Terrific!*
6. *Superb!*
7. *Marvelous!*
8. *Impressive!*
9. *Outstanding!*
10. *Remarkable!*
11. *Splendid!*
12. *Awesome!*
13. *Fabulous!*
14. *Stellar!*
15. *Magnificent!*
16. *Perfect!*
17. *Phenomenal!*
18. *Brilliant!*
19. *Admirable!*
20. *Exceptional!*
21. *Great job!*
22. *Well done!*



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'Idioms!'

1. *A dime a dozen: Very common or easy to find.*
2. *All in a day's work: Routine or expected tasks.*
3. *Beat around the bush: Avoiding the main topic or being indirect.*
4. *Between a rock and a hard place: Facing a difficult decision with no easy solution.*
5. *Blow off steam: To release anger or frustration.*
6. *Break a leg: Good luck.*
7. *Butterflies in the stomach: Nervous or anxious feeling.*
8. *Close but no cigar: Almost succeeding but falling short.*
9. *Drop the ball: Make a mistake or fail to complete a task.*
10. *Miss the boat: Miss an opportunity.*



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Short Ways To Ask How Someone Is

1. *How are you today?*
2. *How's it going?*
3. *How are you feeling?*
4. *What's new with you?*
5. *How's your day been so far?*
6. *How are things?*
7. *How have you been?*
8. *How's life treating you?*
9. *How's everything going?*
10. *What's going on in your world?*
11. *How's your week been?*
12. *How's your mood today?*
13. *How are you holding up?*
14. *How's your energy level?*
15. *How's your health?*
16. *What's the latest update on you?*
17. *How's your day shaping up?*
18. *How are you navigating these days?*



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Alternatives Of, 'I'll Support You!'

1. *You've got my backing!*
2. *I'm here for you!*
3. *Count on me!*
4. *I've got your back!*
5. *I'll stand by you!*
6. *You can rely on me!*
7. *I'm with you all the way!*
8. *I'll be your rock!*
9. *You can lean on me!*
10. *I'm in your corner!*
11. *I'll back you up!*
12. *You've got my vote!*
13. *I'm here to assist you!*
14. *I'll be your advocate!*
15. *I'll help carry the load!*
16. *I'll be your biggest fan!*
17. *I'm here to encourage you!*



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'Alternatives of, 'Actually!'

1. *Nearly*
2. *Virtually*
3. *Practically*
4. *Essentially*
5. *Basically*
6. *Close to*
7. *Roughly*
8. *About*
9. *Nigh*
10. *Bordering on*
11. *Approaching*
12. *Not quite*
13. *In the vicinity of*
14. *Within striking distance*
15. *Not far from*
16. *On the brink of*
17. *Not fully*
18. *As good as*



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Idioms

about

FOOD

- a bad apple/egg** - a bad influence/someone who brings trouble
- a couch potato** - an idle person
- a hard nut to crack** - a difficult person to understand/a difficult problem to solve
- a piece of cake** - easy
- a smart cookie** - a clever person
- big cheese** - an important person
- bread and butter** - the necessities
- doesn't cut the mustard** - doesn't meet the required standard
- food for thought** - worth considering
- gone pear-shaped** - gone unexpectedly wrong
- in a nutshell** - simply put
- in a pickle** - in trouble/mess
- like chalk and cheese** - opposites
- like two peas in a pod** - very similar
- not my cup of tea** - not the type of thing I usually enjoy
- selling like hot cakes** - selling quickly and in large quantities
- the apple of my eye** - the person I adore
- the cream of the crop** - the best
- the icing on the cake** - something positive that happens in an already very good situation but sometimes something quite bad that happens in an already very bad situation
- to be handed something on a (silver) platter** - to acquire something easily, usually without any effort on the receiver's part
- to bring home the bacon** - to earn the income



source: <https://www.spellzone.com>

EnglishGrammar.org

Do you mind if I + (verb) sentences:

1. Do you mind if I **bring** a friend?
2. Do you mind if I **eat** in here?
3. Do you mind if I **take** a photo?
4. Do you mind if I **pet** your dog?
5. Do you mind if I **sit** here?
6. Do you mind if I **close** the door?
7. Do you mind if I **park** here?
8. Do you mind if I **check** my email?
9. Do you mind if I **leave** a bit early?
10. Do you mind if I **start** the meeting?
11. Do you mind if I **finish** this chapter?
12. Do you mind if I **turn on** the fan?
13. Do you mind if I **ask** for help?
14. Do you mind if I **water** the plants?
15. Do you mind if I **suggest** an idea?
16. Do you mind if I **decline** the offer?
17. Do you mind if I **wait** for a moment?
18. Do you mind if I **use** the restroom?
19. Do you mind if I **open** the window?
20. Do you mind if I **charge** my phone?
21. Do you mind if I **finish** my work first?



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