II SEM FYBCS NOTES

TO BE TYPES OF VERB

The verb "to be" is the most common irregular English verb, existing in eight forms (be, am, is, are, was, were, being, been). It functions as a main verb to show state of being/existence, a linking verb connecting subjects to descriptions, and an auxiliary (helping) verb to form continuous and passive tenses.

Key Forms of "To Be"

- **Base Form:** be

- **Present:** am, is, are

- **Past:** was, were

- **Present Participle/Gerund:** being

- **Past Participle:** been

Types of Usage

- **Main Verb (Stative):** Indicates existence or defines a subject ("I **am** a teacher," "They **were** happy").

- **Linking Verb:** Connects the subject to a noun or adjective that describes it ("She **is** tired").

- **Auxiliary Verb (Helping Verb):**

  - **Continuous Tenses:** Used with -ing verbs ("He **is** running").

  - **Passive Voice:** Used with past participles ("The letter **was** written").

Conjugation by Tense

- **Present:** I am, you/we/they are, he/she/it is

- **Past:** I/he/she/it was, you/we/they were

- **Future:** will be

- **Perfect:** have/has been

- **PRESENT PARTICIPLE**

Present participles are formed by adding *-ing* to the base verb (e.g., *eating*, *sleeping*, *running*) to indicate continuous actions, act as adjectives, or form phrases. They are used in all continuous tenses (e.g., "She is singing") and often modify nouns (e.g., "The smiling girl").

Common Present Participle Examples in Sentences

- **Continuous Tenses:**

  o She is **working** on a new project.

  o They were **watching** a movie.

  o I will be **traveling** to London next week.

- **As Adjectives (modifying a noun):**

  o The **crying** baby needs milk.

  o I saw a **falling** leaf.

  o That was a **frightening** experience.

- **Participle Phrases (describing an action):**

  o **Running** to catch the bus, he dropped his phone.

  o He left the room **laughing**.

  o **Hoping** for the best, she submitted her application.

- **After Verbs of Perception/Movement:**

  o I heard someone **singing**.

  o She went **shopping**.

  o I found him **sitting** on a bench.

  EF +3**Spelling Rules for Present Participles**

- **General:** Add *-ing* (e.g., *talk*

  talking).

- **Ends in -e:** Drop the 'e' and add *-ing* (e.g., *make*

  making).

- **Short Vowel + Consonant:** Double the final consonant (e.g., *run*

-

- **PAST PARTICIPLE**

  A past participle is a non-finite verb form (often ending in *-ed**-d**-t**-en*, or *-n*) used to form perfect tenses (e.g."has **eaten**"), the passive voice (e.g."was **broken**"), or as an adjective (e.g."the **faded** light"). It indicates completed action or a state of being, distinct from the simple past tense.

Key Aspects of Past Participles

- **Formation:**

  - **Regular Verbs:** Formed by adding *-ed* or *-d* to the base verb (e.g.*walk*

    walked**like

    liked).

  - **Irregular Verbs:** These vary, often ending in *-n**-en*, or *-t* (e.g.*break*

    broken**sleep

    slept).

- **Main Uses:**

  - **Perfect Tenses:** Combined with auxiliary verbs *have/has/had* to show completed actions (e.g."She **has finished** her work").

  - **Passive Voice:** Combined with the verb *be* to show the subject receives the action (e.g."The letter **was written**").

  - **Adjectives:** Describing a noun, often indicating a state resulting from a past action (e.g."The **broken** vase").

- **Examples:**

  - *Regular:* Talked, played, cooked, studied.

o   *Irregular:* Gone, seen, taken, eaten, written, built.

Difference Between Past Participle and Past Simple

While regular verbs look the same in both forms (e.g."I *walked* home"), irregular verbs often differ (e.g."I *went* [past simple] home" vs. "I have *gone* [past participle] home").

- Past participles in English: when to form them and how to use them

- CONJUN CTION

   onjunctions in English grammar are essential connecting words that join words, phrases, or clauses, making sentences coherent. The three main types are coordinating (e.g., *and*, *but*), subordinating (e.g., *because*, *although*), and correlative (e.g., *either...or*), allowing for the creation of complex, detailed, and smooth communication.

   Grammarly +2

   1.
   ## Coordinating Conjunctions
    (FANBOYS)

   These connect words, phrases, or clauses of equal grammatical importance

   .

   lanetSpark

- **F**or (reason: *I wore a coat, for it was cold.*)

- **A**nd (addition: *He likes coffee and tea.*)

- **N**or (negative choice: *She won't go, nor will I.*)

- **B**ut (contrast: *It is sunny but cold.*)

- **O**r (alternative: *Do you want tea or coffee?*)

- **Y**et (contrast: *It is raining, yet he plays.*)

- **S**o (result: *It was late, so I left.*)

   2. Subordinating Conjunctions
   These join a dependent (subordinate) clause to an independent clause, showing relationships like time, reason, or condition.

   SIMPLE SENTENCE

A simple sentence in English consists of one independent clause, containing a subject and a verb to express a single, complete thought. It has no dependent clauses. While often short (e.g."Dogs bark"), they can include compound subjects, compound verbs, or modifiers, such as "The little boy ran".

Key Components and Examples

- **Subject + Verb:** Birds fly. She smiled.

- **Subject + Verb + Object:** Ravi plays cricket. I love my pet.

- **With Modifiers (Adjectives/Adverbs):** The small dog barked loudly.

- **Compound Subject:** John and Mary sing.

- **Compound Verb:** The teacher smiled and greeted the class.

- **Compound Subject & Verb:** Riya and Neha sing and dance.

  Common Examples of Simple Sentences

- "The sun rises".

- "I went to the store".

- "She exercises every morning".

- "Water freezes at 0°C".

- "He drives to work".

- "The train leaves every morning".

- "My brother's dog barks a lot".

- "I will visit my parents next weekend".

- "They speak English at work".

- "The green dish broke".

Simple sentences are essential for communicating clear, direct ideas.
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  English +3Simple sentences are essential for communicating clear, direct ideas.

- Simple Sentences: Definition, Examples & How to Write - Vedantu

- **Time:** *after, before, when, while, since, until*

- **Cause/Effect:** *because, since, as, so that*

- **Condition:** *if, unless, provided that*

- **Contrast:** *although, though, whereas, even if*

- **Example:** *I went inside because it started raining.*

  +2

3. Correlative Conjunctions

These are pairs that connect equal sentence elements.

- *Either…or* (*Either you stay or you go.*)

- *Neither…nor* (*Neither the car nor the truck is new.*)

- *Both…and* (*She is both talented and humble.*)

- *Not only…but also* (*He is not only funny but also smart.*)

- *Whether…or* (*I don't know whether to laugh or cry.*)

-

4. Conjunctive Adverbs (Transitional Words)

These connect independent clauses and show relationships like sequence or
Examples: *however, therefore, moreover, consequently, meanwhile, otherwise*
- Example: *I studied hard; therefore, I passed.*

Key Rules:
- Use a comma before a coordinating conjunction when it links two independent clauses.

- Subordinating conjunctions generally do not require a comma if they come after the main clause, but they do if they start the sentence.

- Correlative pairs must connect parallel structures (e.g., noun with

- **ACTIVITIES IN MAN IN TAGORES STORY**

  In Rabindranath Tagore's short story **"The Wrong Man in Workers' Paradise"** (also known as "A Wrong Man in Worker's Paradise"), the protagonist is a man who deviates from the strict, utilitarian norms of the "Workers' Paradise" by engaging in activities deemed "useless" or non-productive.

  Scribd +1

  His main activities include:
- **Sculpting:** He creates small, intricate sculptures of men, women, and castles, decorating them with sea-shells.

- **Painting:** He spends his time painting, producing art that has no practical utility.

- **Idling/Leisure:** He wanders around, relaxes on green meadows, and disrupts the orderly, frantic pace of the inhabitants.

- **Artistic Decoration:** He paints on the water pitcher of a hardworking girl, adding colors and lines to it, which turns a functional object into an aesthetic one.

- **Creating Ribbons:** He fashions colorful ribbons for the girl, which she uses to tie her hair, causing her to neglect her work.

- **Influencing Others:** His most significant "activity" is, in fact, non-activity; he influences the residents, particularly the girl, to abandon their rigid, productive routines to appreciate beauty and leisure.

  These activities are highlighted as "mad whims" by the workers in the paradise because they serve no purpose other than bringing joy and aesthetic pleasure, contrasting sharply with the "usefulness" prioritized by the society

ENDING OF A WRONG MAN IN WORKERS PARADISE

In the ending of "A Wrong Man in Workers' Paradise" by Rabindranath Tagore, the idler is banished from the Workers' Paradise after the elders realize his artistic influence is disrupting productivity. In a shocking turn, the girl who was transformed by his art abandons her work and agrees to leave with him. Key aspects of the ending:

- **The Departure:** The elders, realizing the man is not suited for their culture of constant work, ask him to leave, according.

- **Transformation of the Girl:** The girl, who formerly only valued utility, has been deeply influenced by the man's art and whimsical, unproductive nature, notes the **A New Perspective:** Instead of being relieved, the girl surprises the elders by waiting for the man and asking to accompany him, say and scribd document

- **Final Implication:** The story concludes with the triumph of art, beauty, and leisure over pure utility, suggesting that a life without, at least some, creativity is not true paradise, say

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  Grammarly +5

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- COMPOUND SENTENCE

  A compound sentence joins two or more independent clauses (complete thoughts) using a coordinating conjunction (FANBOYS: for, and, nor, but, or, yet, so) or a semicolon. It connects related, equal-weight ideas to improve writing flow and sophistication. Example: "I wanted to play, but it started raining".

  Grammarly +3

Structure of Compound Sentences

- **Formula:**

  Independent Claus

  + Coordinating Conjunction + Independent Clause

- **Alternatively:** Independent Clause + **;** + Independent Clause.

- **Key Requirement:** Both parts must be able to stand alone as complete sentences.

[Coordinating Conjunctions](#) (FANBOYS)

- **F**or: Explains reason (e.g., *I slept, for I was tired*).

- **A**nd: Adds information (e.g., *She cooked, and I cleaned*).

- **N**or: Presents a negative alternative (e.g., *He doesn't eat meat, nor does he drink*).

- **B**ut: Shows contrast (e.g., *It was sunny, but cold*).

- **O**r: Presents an option (e.g., *We can walk, or we can drive*).

- **Y**et: Shows contrast/surprise (e.g., *It was late, yet he continued*).

- **S**o: Shows a result (e.g., *I was hungry, so I ate*).

Common Mistakes

- **Comma Splice:** Joining two independent clauses with only a comma (e.g., *I love dogs, I hate cats* is incorrect; it needs "but").

- **Run-on Sentence:** Joining clauses without any punctuation or conjunction.

- **Confusion with Complex Sentences:** Complex sentences use subordinating conjunctions (e.g., *because, although*) to connect a dependent clause, not two independent ones.

Examples

- *She studied hard, so she passed the exam*.

- *The sun is out; the birds are singing*.

- *I can go to the store, or I can order online*.

- *COMPLEX SENTENCE*

  A complex sentence in English grammar combines one independent clause (a complete thought) with at least one dependent (subordinate) clause, connected by a subordinating conjunction (e.g., *because, although, when*) or a relative pronoun (e.g., *who, which*). It is used to show relationships like cause-and-effect, contrast, or time, making writing more detailed and nuanced.

  Grammarly +3

  Key Components and Rules

- **Independent Clause:** Can stand alone as a sentence (e.g., "I stayed home").

- **Dependent Clause:** Cannot stand alone; relies on the main clause (e.g., "...because it was raining")

  .

- **Punctuation:** If the dependent clause comes first, use a comma. If the independent clause comes first, no comma is usually needed (e.g., "Because it was raining, I stayed home" vs. "I stayed home because it was raining"). +4

Examples

- **With Subordinating Conjunctions:** "Although it was cold, she went for a swim".

- **With Relative Pronouns:** "The book that I bought last week is already a bestseller".

- **Embedded:** "The man, who was wearing a red hat, ran away".

Common Subordinating Conjunctions

Commonly used words include *after, although, as, because, before, even though, if, since, unless, until, when, whereas,* and *while.*

NOUNS AND PRONOUNS

- **Nouns:** Can be proper (specific names like Paris) or common (general items like city).

- **Pronouns:** Include personal (*I, you, he*), possessive (*mine, hers*), and reflexive (*myself, themselves*).

- **Function:** Both can act as subjects or objects in a sentence.

- **Example:** "Sarah is walking" (Noun: Sarah) becomes "She is walking" (Pronoun: She).

PARAGRAPH WRITING

A standard paragraph consists of a topic sentence, supporting details, and a concluding sentence, typically in 3-5 sentences that focus on one main idea. It should be unified (one topic), coherent (logically ordered), and well-developed. Key components include a clear opening, evidence, and a final, smooth transition.

The Writing Center +4

Standard Paragraph Structure

- **Topic Sentence (Introduction):** The first sentence that clearly states the main idea or topic of the paragraph.

- **Supporting Sentences (Body):** 2-4 sentences providing facts, examples, or evidence to support the main idea.

- **Concluding Sentence (Conclusion):** The final sentence that summarizes the point, links back to the main idea, or transitions to the next paragraph.

Unity: Stick to a single controlling idea per paragraph.

- **Length:** Keep it balanced, generally 3-5 sentences, to ensure it is not too long or too short.

- **Transitions:** Use transition words to connect ideas between sentences.

- **Structure:** Often used in a

Types of Paragraphs
Paragraphs can be classified into several types depending on their purpose, including narrative, expository, descriptive, and persuasive.

- paragraph writing format - Brainly.in
  Answer: The basic paragraph consists of three parts: a topic sentence, supporting details, and a

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Key Formatting Guidelines

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HOW TO FACE AN INTERVIEW

To successfully face an interview, research the company thoroughly, practice common questions, and prepare to discuss your experience confidently. Maintain professional body language (eye contact, firm handshake, good posture), dress appropriately, arrive 10-15 minutes early, and prepare questions for the interviewer to show engagement.

Key Interview Preparation Steps (PDF Guidelines)

- **Research:** Understand the company's products, services, mission, and culture.

- **Preparation:** Review your resume, practice answering with specific examples, and prepare questions to ask the interviewer.

- **Appearance:** Dress in clean, ironed, conservative business attire. Ensure hair is neat and avoid excessive jewelry or strong scents.

- **During the Interview:** Maintain confident body language (sit up straight, smile) and make direct eye contact.

- **Communication:** Speak clearly, do not mumble, and listen actively.

- **Handling Tough Questions:** If stumped, it is acceptable to take a moment to collect your thoughts or ask for a question to be repeated.

- **Follow-up:** Send a thank-you note to express appreciation for the opportunity.

Common Interview Questions to Practice

+1"Tell me about yourself."

- "What do you know about our company?"

- "What are your career goals?"

- "What is your greatest strength/weakness?"

- "Describe a time you dealt with a difficult situation."

Virtual Interview Tips

- Ensure a quiet, well-lit, and tidy space.

- Use a laptop/desktop with a stable internet connection.

- Look directly at the camera, not the screen, to maintain "eye contact."

HOW TO PARTICIPATE IN DEBATE

To participate in a debate, you need to **prepare your arguments thoroughly, practice your speaking and listening skills, and follow the established rules and structure of the specific debate format**.

1. Preparation

- **Understand the Topic:** Break down the debate's resolution or topic into key terms and ensure a clear understanding of what you are arguing for (affirmative/pro) or against (negative/con).

- **Research Both Sides:** Research both your assigned position and the opposing viewpoint. This allows you to build a strong case and anticipate your opponent's counterarguments and rebuttals.

- **Gather Evidence:** Collect reliable data, statistics, facts, and examples from credible sources (e.g., academic journals, reputable news sources) to support your claims.

- **Structure Your Argument:** Organize your points into a clear flow, typically including an introduction, main arguments (usually 2-3 points), counterarguments/rebuttals, and a conclusion.

- **Practice Delivery:** Rehearse your speech multiple times to improve clarity, pacing, volume, and timing. Practice in front of a mirror or with friends/teammates to receive feedback and build confidence.

SENTENCE PATTERN

 of English grammar and sentence construction. These patterns help organize ideas and enhance writing variety.

Core English Sentence Patterns

- **Subject + Verb (SV):** The most basic sentence, e.g., "Birds fly".

- **Subject + Verb + Adjunct/Adverbial (SVA):** Adds details, e.g., "The woman sings beautifully".

- **Subject + Verb + Complement (SVC):** Links a noun/adjective to the subject, e.g., "Matt is hungry"

.

- **Subject + Verb + Object (SVO):** The most common, e.g., "Matt eats pizza".

- **Subject + Verb + Indirect Object + Direct Object (SVIODO):** e.g., "Sachin gave me a bat".

- **Subject + Verb + Object + Complement (SVOC):** e.g., "They elected him captain".

- **Subject + Verb + Object + Adjunct (SVOA):** e.g., "Sachin played cricket yesterday".

Key Components

- **Subject (S):** The actor performing the action.

- **Verb (V):** The action or state of being.

- **Object (O):** Receives the action; can be direct (DO) or indirect (IO).

- **Complement (C):** Completes the meaning of the subject or object.

- **Adjunct/Adverbial (A):** Modifies the verb to show time, place, or manner.

WORD FORMATION PROCESS

Word formation processes are linguistic methods used to create new words in English, primarily through compounding, derivation, blending, clipping, backformation, conversion, and borrowing. These mechanisms allow for language evolution, allowing speakers to form new lexical items from existing words, sounds, or foreign languages, such as creating "brunch" from "breakfast" and "lunch".

YouTube +3

Here is a breakdown of the primary word formation processes:

- **Compounding:** Combining two or more free morphemes (existing words) to form a new word.

  o *Examples:* Blackboard, sunflower, wallpaper.

- **Derivation (Affixation):** Adding affixes (prefixes or suffixes) to a root or base word to change its meaning or part of speech.

  o *Examples:* Un- + happy = unhappy; teach + -er = teacher.

- **Blending:** Combining parts of two words, usually the beginning of one and the end of another.

  o *Examples:* Brunch (breakfast+lunch), smog (smoke+fog), motel (motor+hotel).

- **Clipping:** Shortening a polysyllabic word without changing its meaning.

  o *Examples:* Fax (facsimile), fan (fanatic), gym (gymnasium), lab (laboratory).

- **Backformation:** A specialized reduction process where a new word, typically a verb, is formed by removing a supposed affix from an existing word, usually a noun.

  o *Examples:* Edit (from editor), televise (from television), opt (from option).

- **Conversion (Zero Derivation):** Changing a word's syntactic category (part of speech) without any change in form.

  o *Examples:* Bottle (noun)

    to bottle (verb); Google (noun)

    to google (verb).

- **Acronyms & Abbreviations:** Words formed from the initial letters of a phrase.

  o *Examples:* NASA (National Aeronautics and Space Administration), scuba (self-contained underwater breathing apparatus), PIN (personal identification number).

- **Coinage:** The invention of entirely new terms, often from commercial trade names.

  o *Examples:* Xerox, Kodak, aspirin, zipper.

- **Borrowing:** Taking words directly from other languages.

  o *Examples:* Tattoo (Tahitian), yogurt (Turkish), tycoon (Japanese).

- **Onomatopoeia:** Words that imitate the sound associated with the object or action.

  o *Examples:* Buzz, hiss, sizzle, bang.

  These processes ensure the English language remains flexible and adaptable to new concepts and technology.

SENTENCE ARRANGEMENTS

To arrange a sentence in English, follow the standard **Subject + Verb + Object (SVO)** structure. Start with the subject (who/what), followed by the action (verb), and conclude with the receiver of the action (object), adding modifiers like time or place at the end. For example, "I arranged the books".

Merriam-Webster +4

Here are common ways to structure the word "arrange" in English sentences:

- **Active Voice (Person + Arrange + Object):**

  o She arranged the flowers in a vase.

  o He arranged the books in piles

    .

- o   I've arranged your hotels for you.

- o   Please arrange a meeting with your partners.

- **Action/Planning (Arrange + To/For):**

- o   I've arranged to see him on Friday.

- o   The company will arrange transport from the airport.

- o   He arranged for the boxes to be stored.

- o   Let's arrange our schedules to meet for lunch.

- **Passive Voice (Object + Be + Arranged):**

- o   The books are arranged alphabetically.

- o   A surprise party can be arranged for him.

- o   The meeting was arranged for Monday

- o   **Key Tips:**

- **Subject:** Who is doing the action? (e.g., I, she, the manager)

- **Verb:** Arrange, arranged, will arrange.

- **Object/Detail:** What is being organized? (e.g., meetings, flowers, schedules).

- **Order:** Place or time usually goes last (e.g., "...at the office," "...next wee

MEETING MINUTES

Meeting minutes are an objective, written record of a meeting's attendees, key discussions, decisions made, and assigned action items. They should be concise, written in the past tense, and focus on outcomes rather than verbatim transcripts. Essential elements include date, time, location, attendees, and action items with owners.

Indeed Jobs +5

Typical Meeting Minutes Format (English)

- **Meeting Title:** [e.g., Project Update Meeting]

- **Date & Time:** [Date] at [Time]

- **Location:** [Physical Room or Virtual Link]

- **Attendees:** [Name 1], [Name 2]

- **Absentees:** [Name]

- **Minutes of Previous Meeting:** [Approved/Amended**Agenda Items & Notes**

1. **Topic 1:** Summary of discussion, main points, and decisions reached.

2. **Topic 2:** Summary of discussion, main points, and decisions reached.

   Action Items (Who, What, When)

- **Action Item 1:** [Task] - [Owner Name] - [Deadline]

- **Action Item 2:** [Task] - [Owner Name] - [Deadline]

   Next Meeting
- **Date/Time:** [Date/Time]

- **Location:** [Location**Tips for Writing Minutes**

- **Be Objective:** Record facts, not personal opinions or emotional tone.

- **Use Past Tense:** Use phrases like "The committee decided," not "The committee decides".

- **Be Concise:** Focus on decisions and actions, not every word spoken.

- **Distribute Quickly:** Send minutes within 24-48 hours while the meeting is fresh.

VOWEL CONSANTS

The English alphabet consists of 26 letters, divided into 5-7 vowels (A, E, I, O, U, and sometimes Y and W) and 19-21 consonants. Vowels represent open, unobstructed sounds, while consonants are produced by restricting airflow using lips, teeth, or tongue. All English words must contain at least one vowel.

Vowels in English

- **Main Vowels:**

  A, E, I, O, U

- **Semi-vowels/Special Cases:** Y and W can function as vowels depending on the word (e.g.'fly''cow').

- **Characteristics:** Produced with an open mouth and unobstructed airflow.

- **Sounds:** There are 20 vowel sounds (phonemes) in English.

ᵥₑ**Consonants** in English

- **Letters:** B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, X, Z, and usually Y and W.

- **Characteristics:** Produced by restricting airflow using the mouth, teeth, or tongue.

- **Sounds:** There are 24 consonant sounds (phonemes) in English.

Key Differences

Feature	Vowels	Consonants
Letters	A, E, I, O, U (Y, W)	B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z
Airflow	Open/Unobstructed	Restricted/Blocked
Syllables	Forms the core of a syllable	Acts as the margin of a syllable

Examples

- **Vowel sounds: a**pple**e**gg**i**ce**o**pen**u**mbrella.

- **Consonant sounds: b**at**c**at**d**og**f**ish**s**un.

● HOW TO LOOK FOR DICTIONARY

To see a dictionary, you can search "define [word]" on Google for an instant definition, use online sites like Merriam-WebsterDictionary.com, or Cambridge Dictionary, or look up words alphabetically in a physical book using guide words to find the correct page.

YouTube +3

Methods to See a Dictionary:

- **Online/Search Engine:** Type "define [word]" into Google, or visit dedicated websites like Merriam-WebsterDictionary.com, or Cambridge Dictionary.

- **Physical Book:** Open the dictionary and locate the word alphabetically. Use the bolded "guide words" at the top of the page to find the correct section.

- **Digital Tools:** Use the built-in dictionary in applications like Google Docs (under Tools > Dictionary).

How to Find a Word (Alphabetical Order):

1. **Locate the First Letter:** Find the section for the first letter of your word.

2. **Use Guide Words:** Look at the words at the top of the page to see if your word falls between them.

3. **Scan for the Word:** Look through the bolded words on the page. **Information Included:**

- **Definitions:** Multiple meanings for words.

- **Pronunciation & Spelling:** How to say and spell the word.

- **Part of Speech:** Whether the word is a noun, verb, adjective, et

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