



10. Pronouns



At the end of this lesson, you shall be able to:

- identify the need for and the usage of pronouns
- practice to use pronouns to communicate with greater clarity
- use pronouns appropriately.



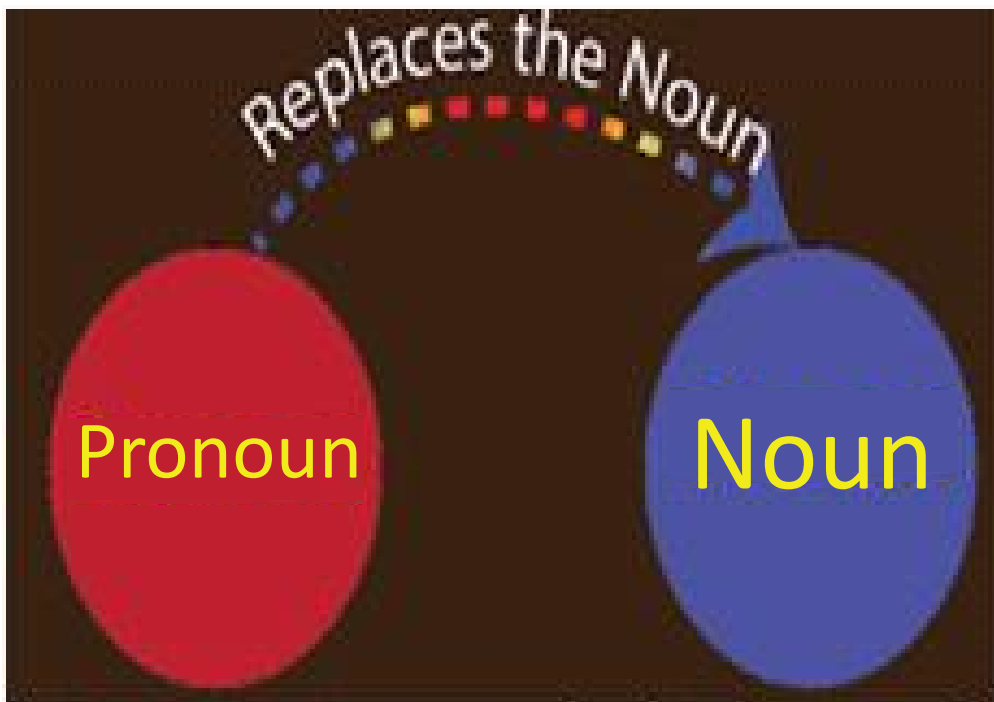
Pronouns are words used instead of naming words to avoid repetition of naming words.



What I already Know

What I Want to find out

What I Learned





Raghu and Rahim are school friends. Raghu met Rahim in the bus stop yesterday.
 Raghu and Rahim are school friends. He met Rahim in the bus stop yesterday.
 We use pronouns to make clear whom or what we are talking about.

a. Singular, Plural

Description	Singular	Plural
The person speaking	 I	 we
The person spoken to	 you	 you
The person or things being spoken about	 he she it	 they

b. Different pronouns

	Singular	Plural
When the action is done to the person	me	us
	you	you
	him/her/it	them



The falling brick hit me.
 The falling bricks hit us.
 The falling bricks hit him/her.
 The falling bricks hit them.

c. Examples

	HERE	THERE
ONE	 THIS IS A HAMMER.	 THAT IS A WRENCH.
TWO +	 THESE ARE TOOLS.	 THOSE ARE TOOLS.





This is my hammer.	This hammer is mine.
This is her hammer.	This hammer is hers.
Is this your hammer?	Is this hammer yours?
Is this their hammer?	Is this hammer theirs?



1. Match the correct pronoun with the picture.

it	you	I	they
he	we	you	she

2. Replace the nouns underlined with appropriate pronouns. The first one is done for you.

Tenali wants a samosa.	I know Nancy.	I know Virat Kohli.
Tenali wants <u>it</u> .	I know _____.	I know _____.
Vimal sold the bike.	The cream is on her face.	Kishore has a spare tyre.
Vimal sold _____.	_____ is on her face.	Kishore has _____.
Treat others well.	This is a family.	All work together happily.
Treat others the way _____ want to be treated.	_____ are all one family.	_____ work together happily.
	The trainees had a teacher. The teacher was Mr. Karim.	_____ had a teacher. _____ was Mr. Karim.

3. Look at the picture and fill in the blanks using this / that / these / those.

a.	_____ is a	
b.	_____	
c.	_____ is a	
d.	_____	

4. Fill in the blanks with appropriate pronouns. Use capital letters wherever necessary.

I		me	___ know Ramesh. Ramesh knows ___.
we		us	___ know Ramesh. Ramesh knows ___.
you		you	___ know Ramesh. Ramesh knows ___.
he		him	___ knows Ramesh. Ramesh knows ___.
she		her	___ knows Ramesh. Ramesh knows ___.
they		them	___ know Ramesh. Ramesh knows ___.



5. Choose the correct response.

- Is that table the Supervisor's? (Yes, it is he. / Yes, it is his. / Yes, it is him.)
- Those toolkits belong to the company. (They are them. / They are their. / They are theirs.)
- Is that Prem and Kumar's package? (No, it isn't theirs. / No, it isn't their. / No, it isn't them.)
- The equipment belong to us. (They are us. / They are our. / They are ours.)
- Is that Krishna's helmet. (Yes, it is he. / Yes, it is his. / Yes, it is him.)

6. Fill in the blanks with appropriate pronouns.

- This is my spanner, not your spanner.
This spanner is mine, not yours.
- I didn't have my manual so Sanjay lent me his book.
I didn't have my manual, so Sanjay lent me _____.
- Your car is a lot faster than my car.
Your car is a lot faster than _____.
- You have borrowed my toolkit. Please return it.
Please return ____ toolkit at once.
- This wrench belongs to me. You can use it.
This wrench is ____but you can use it.
- This bike belongs to me. That bike belongs to you.
This bike is _____.
- This shop is owned by Rahul and Raja.
This shop is _____.
- This is my pen. Where is your pen?
This is my pen. Where is _____?
- The shoes are on the table. The shoes belong to Mohan.
The shoes belong to Mohan. It is _____.

7. Fill in the blanks with appropriate pronouns.

Lakshmi and Abitha are siblings. One day _____ returned from school. _____ were very hungry. _____ wanted to eat something. _____ saw a cat in the kitchen. _____ was drinking the milk mother had kept for _____. Lakshmi ran out screaming. _____ was scared. _____ was always afraid of cats. Abitha was a brave girl. _____ was not afraid of anything. _____ shooed the cat away. _____ ran out. Lakshmi saw the cat running out. _____ came back into the kitchen. _____ praised Abitha for _____ courage. Lakshmi thanked _____.

KWL

Complete the What I learned column in the KWL chart.



- Pronouns are words used instead of naming words.
- They can be used in singular and plural like naming words.
- They are used to avoid repeating naming words.



Look at the objects around you at home or in the ITI. Make a list of the objects. Describe them. Remember to use pronouns when you refer to the object the second time.

<https://youtu.be/nkjKPhleQ5E>

11. Introduction to Punctuation



At the end of this lesson, you shall be able to:

- identify basic punctuation marks – capital letter, full stop, question mark and comma
- recognize the importance of using basic punctuation marks
- use correct punctuation marks wherever necessary.



Punctuation is the system of symbols used to separate sentences and parts of sentences. They make the meaning clear. Commonly used punctuation marks are capital letter, full stop, question mark and comma.

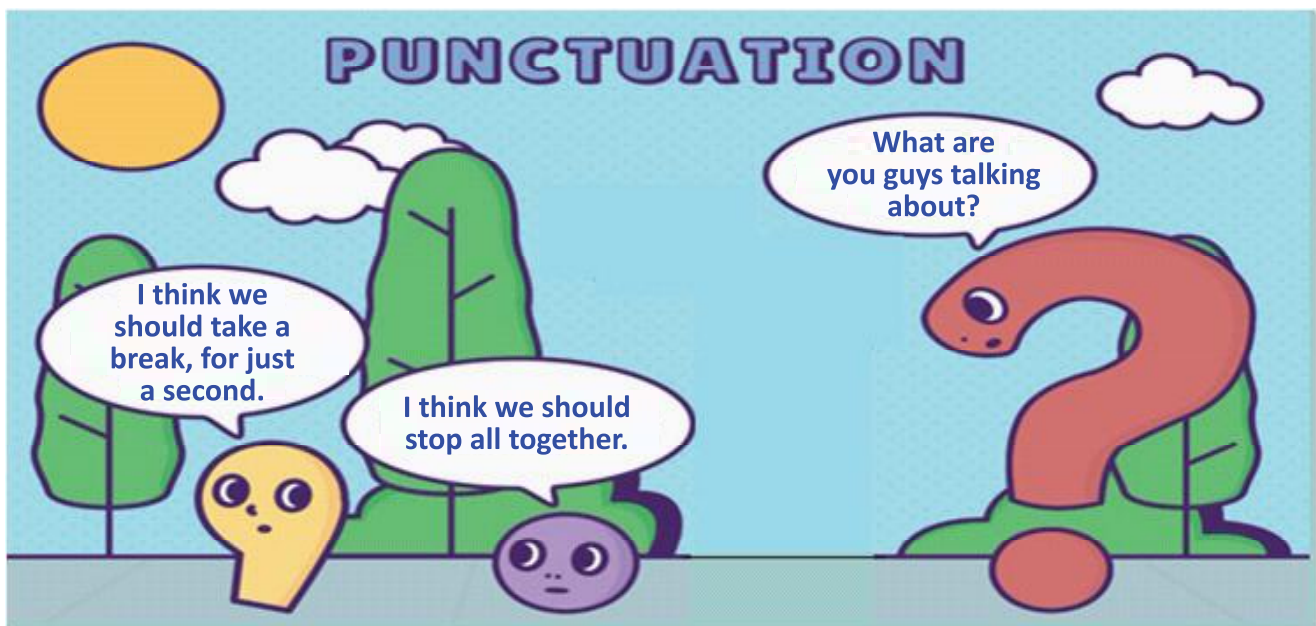
Capital letter is used to begin a sentence. A **full stop** or a **question mark** is used to end a sentence. A **comma** is used to separate parts of a sentence or items in a list.



What I already **K**now

What I **W**ant to find out

What I **L**earned









Punctuation mark		Use	Example
Capital letter	A – Z	used to begin a sentence used for names of persons, places, things, idea	Rain destroyed the crops. Rahim, Bengaluru, Computer, Welding
Full Stop or Period	●	used at the end of a complete sentence	He completed all his work.
Comma	,	used to separate parts of a date or a sentence It can also be used to separate items in a list.	June 26, 2019. We bought nuts, bolts, screws and nails.
Question Mark	?	used to end a sentence that asks a question	What is the date today?

Capital letter	begins a sentence, names of persons, places, things, idea	The race was won by Rahul in Mumbai. He received a car for winning.
Full Stop	ends sentences	Do not use water on electrical equipment. Workplace safety is very important.
Question Mark	ends questions	How should the ladder be positioned? When is it safe to climb on the ladder?
Comma	separates parts of a sentence or items in a list	Use switches, sockets and plugs only when they are in good condition. Keep the workshop floor, staircases and other surfaces clean.



1. Identify basic punctuation marks and fill in the blanks.

	I begin a sentence. I am called the _____.
	I complete the sentence. I am called the _____.
	I ask questions. I am called the _____.
	I am used to make a list. I am called the _____.



2. Identify the missing full stops at the end of the sentences and mark them.

- a. Plotting work is started after the field work is over.
- b. The survey is plotted on the drawing sheet with a suitable scale
- c. It should be plotted always in the North direction, so that the top of the drawing sheet represents North
- d. The base line is drawn first
- e. Intermediate stations are marked on the base line.
- f. The triangles are checked by check lines.
- g. For plotting offsets, mark the changes of the points along the chain.
- h. The plotting of offsets should be continued according to the field book.
- i. The heading should be written at the top of the drawing sheet
- j. The map should not have any dimensions

3. Read the sentences and circle the correct punctuation mark from the options given.

Do you know what happened in the meeting yesterday (. ?) All the workers were called for a meeting (. ,) The chief engineer Ramesh convened the meeting (, .) He spoke about the safety measures that have to be followed in the factory (? .) The employees gave their suggestions to improve safety in the company (, .) The chief engineer stated the problems (, .) analysed them (, .) heard employee's suggestions and gave recommendations (? .) He also distributed goggles, masks (, .) gloves and shoes to the workers (. ,) Will you come for the next meeting (? ,) It is on August 29, 2019.

4. Tick the correct punctuation mark to be used at the end of the following sentences.

- | | |
|--|---|
| a. The welder used goggles to protect his eyes | <input type="checkbox"/> . <input type="checkbox"/> ? |
| b. The mason wears a helmet for head protection in the construction site | <input type="checkbox"/> . <input type="checkbox"/> ? |
| c. There are various hazards that can cause injury and accidents | <input type="checkbox"/> . <input type="checkbox"/> ? |
| d. How does one protect the feet from injury in the worksite | <input type="checkbox"/> . <input type="checkbox"/> ? |
| e. Is there any site engineer here | <input type="checkbox"/> . <input type="checkbox"/> ? |
| f. A skilled electrician should always strive to cultivate safe working habits | <input type="checkbox"/> . <input type="checkbox"/> ? |
| g. Are safety guidelines followed to avoid accidents | <input type="checkbox"/> . <input type="checkbox"/> ? |
| h. Why should you stand on a wooden stool | <input type="checkbox"/> . <input type="checkbox"/> ? |
| i. What kind of footwear should Kumar wear to the mechanical workshop | <input type="checkbox"/> . <input type="checkbox"/> ? |
| j. It was a terrible accident | <input type="checkbox"/> . <input type="checkbox"/> ? |

5. Underline the full stop and circle the comma in the given passage.

It is very important to be aware of conditions that may cause a fire emergency. It may endanger the safety of occupants in the workplace. The major causes of fire in the workplace include overloaded electrical outlets and extension cords, misuse of space heaters, mishandling of flammables, improper storage of combustibles and improper disposal of smoking materials. Implementing fire prevention measures is important to ensure one's personal safety and the safety of others. The most important thing to remember is that fire occurs when three things come together at the same time – fuel, oxygen and an ignition source. One of the methods to prevent fires is to keep these elements safely stored in different locations. This will ensure that they do not come into contact.

6. Use proper punctuation (full stop/question mark) at the end of each sentence.

- a. Did the manager replace the damaged tools yesterday
- b. The inspector checked the electrical connections
- c. The engine was stopped by Mahesh
- d. Does Rahim always wear safety shoes
- e. All must keep the floor clean and clear



- f. Can the craftsmen clear the work area
- g. Who repaired the machine
- h. Have they started the machine after mounting the workpiece securely
- i. The workmen follow safety procedures
- j. Where has the plumber gone

7. Write the sentences using proper punctuation mark at the end of each sentence.

a. I can write simple sentences

b. Can I go to the classroom

c. It is safe to wear goggles during welding

d. Are you coming to the workshop

e. What is the name of your company

f. Please repair the engine

g. How much money do you want

h. Does it happen today

i. It was a useful programme

j. All the trainees completed their training in Ahmedabad

8. Use comma and full stop wherever necessary.

- a. I bought apples mangoes and grapes from the shop.
- b. The box is full of nuts bolts screws and nails
- c. She has pens papers manuals and a few tools.
- d. The job got over on June 16 2019
- e. Welders plumbers fitters and engineers were called for a meeting.
- f. The company will work on 6th 7th 11th and 12th of this month
- g. The exam is on December 7 2019
- h. There are ten days left for the conference
- i. Keep away from acids gas cylinders and fire.
- j. They are offering training in embroidery skills

9. Rewrite the given sentences with appropriate punctuation marks: The first one is done for you.

a. unsafe working practices result in loss of life material and money.

Unsafe working practices result in loss of life material and money.

b. when is it safe to remove or replace fuse



c. what is the use of a micrometer

d. what will happen when kerosene comes into contact with fire

e. the company has opened its branch offices in mumbai kolkata bangalore and Shimla

f. remove fuse grips while working on dead circuits

g. turn an adjustable wrench towards the movable jaw.

h. don't you have shoes to wear in the workshop

i. the training was conducted on February 24 2019 in delhi

j. the chest has cutting pliers screwdrivers drilling machine hammer and nails in it



Complete the What I learned column in the KWL chart.



- Punctuation makes sentences meaningful and clear.
- Capital letter is used to begin a sentence.
- Full stop, question mark and comma are used to end a sentence, end a question and separate parts of a sentence or items in a list.



Try the activity in the following link to assess the importance of punctuation:

<http://www.mcpshts.net/ourpages/auto/2014/5/28/30055908/Dear%20John%20Grammar%20Activity.doc>

<https://www.youtube.com/watch?v=B9bJaolHRp4>

<https://www.youtube.com/watch?v=Wk0k2FLjM1c>

<https://dictionary.cambridge.org/grammar/british-grammar/writing/punctuation>