

24. Let's Read



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

- identify specific words/signs in texts.
- use contextual clues and recognize the meanings of words
- read and show an understanding of general instructions.



Reading is a process of understanding the meaning of the written words. It is a thinking activity that requires more concentration. Reading helps expand vocabulary and gives confidence to communicate.







Locating key words, connecting prior knowledge, using contextual clues, predicting, questioning, re-reading and retelling are some of the strategies used for reading.



What I already Know	What I Want to find out	What I Learned



How to escape from a sinking car?

 <p>1. Stay calm. On average, you'll have 30-120 seconds of float time before the car sinks. That's plenty of time to escape if you act quickly.</p>	 <p>2. Don't open door. It's possible to escape this way, but difficult to do even in just a foot of water. Car will also sink almost immediately after, making it impossible for passengers to escape.</p>	 <p>3. Remember four words: "Seatbelts. Children. Windows. Out." First, unbuckle your seatbelt. If buckle is stuck, cut it off.</p>
 <p>4. Make sure children and passengers can get out of their seatbelts. Guide and instruct them to exit through their own window if possible, or else pull them to the front of the car.</p>	 <p>5. Escape through window. Try rolling it down first. If that doesn't work, use an auto rescue tool to safely shatter the window. It's nearly impossible to break using your arms or legs.</p>	 <p>6. Swim out through the window and to safety. This can all be done in well under 30 seconds if you stay calm and have mentally rehearsed the scenario before it happens.</p>



1. Identify the highlighted words as naming (N), action (A) or describing (D) words. The first one is done for you.

- a. **injury** wound cut hurt **injury** (N) sheet blister
- b. **hammer** axe micrometer spanner hammer () wrench file
- c. **electrician** fitter draughtsman plumber electrician () surveyor
- d. **bobbin** bobbin () needle carpenter thread bobbin embroidery
- e. **car** truck lorry van car () cycle bus
- f. **finish** close start end stop finish () complete
- g. **please** sorry thanks welcome paper alright please ()
- h. **plug** socket plug () switch wire current shirt
- i. **nurse** nurse () doctor bank patient medicine hospital
- j. **tablet** laptop desktop computer engine ipad tablet ()
- k. **bakery** machinery savory plenary bakery () berry cookery
- l. **plotting** drawing surveying dividing period plotting () segmenting
- m. **alarm** fire harm sound ground alarm () risk
- n. **tool** cool stool wool tool () pool
- o. **warehouse** warehouse () penthouse boathouse welfare factory
- p. **caution** warning caution () motion precaution nation ration

2. Read the words given and circle the odd one out.

- | | | | | | |
|----------------|--------------|-------------|----------|-------------|------------|
| a. injury | Sheet | wound | cut | hurt | blister |
| b. hammer | axe | micrometer | spanner | wrench | box |
| c. electrician | fitter | draughtsman | plumber | French | surveyor |
| d. sewing | needle | carpenter | thread | bobbin | embroidery |
| e. car | truck | lorry | van | cycle | bus |
| f. finish | close | start | end | stop | complete |
| g. please | sorry | thanks | welcome | paper | alright |
| h. plug | socket | switch | wire | current | shirt |
| i. nurse | doctor | bank | patient | medicine | hospital |
| j. tablet | laptop | desktop | computer | engine | ipad |
| k. warning | caution | notice | forklift | alarm | signal |
| l. plotting | land | survey | line | draw | ball |
| m. varnish | paint | brush | bake | spray | enamel |
| n. chisel | hammer | saw | clamp | cookery | nail |
| o. mask | gloves | shoes | book | eye glasses | helmet |

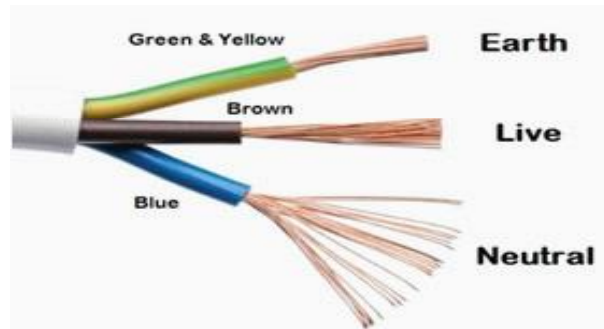
3. Using the context and clues given identify and underline the meaning of the words given.



- a. **Evacuate:** fill, stay, live, empty, water.
- b. **Immediately:** lately, fast, slowly, delay, try.
- c. **Warning:** request, suggestion, order, letter, board.
- d. **Alarm:** tool, warning bell, sleeping bell, lunch bell, sign.
- e. **Caution:** help, sign, warning, operation, vehicle.
- f. **Pedestrian:** politician, plumber, child, walker, worker
- g. **Protective:** safe, selective, unsafe, proper, plastic
- h. **Visible:** dull, attractive, blind, dark, unseen.
- i. **Warehouse:** a construction site, a house for workers, a building for storing goods, a factory.
- j. **Walkway:** left, right, path, factory, warehouse.

4. Fill in the blanks with suitable answers.

- 1. There are three kinds of wires. ____ (true/false).
- 2. Are there five different colours? ____ (yes/no).
- 3. Green is a live wire. ____ (yes/no).
- 4. What is the colour of the neutral wire? ____.
- 5. Is there a red wire? ____ (yes/no).
- 6. Earth wire is in _____ & _____ colour.



5. Read the poster given and choose the best answer.

- a. What does the first sign in the poster mean?
 - i. Switch off the power. ii. call the police. iii. press the fire alarm. iv. pour water.
- b. The second sign means _____.
 - i. run towards the exit. ii. close the exit. iii. check the building. iv. run away from the exit.
- c. When there is fire in the building, you should _____ the building.
 - i. stay in ii. leave iii. return to iv. go to
- d. If you hear the fire bell, you should immediately report to the _____.
 - i. assembly point ii. stores room iii. canteen iv. shed.
- e. When you see the fourth sign, your entry to the building is _____.
 - i. easy ii. strictly not restricted iii. strictly not allowed iv. allowed
- f. The last sign means, _____.
 - i. No risk ii. take risk iii. safe to enter iv. not safe to enter.





6. Read the posters on tool safety and write the answers.

A.

- a. _____ maintenance of tools is important. (proper/improper).
- b. Keep your tools clean and _____ (blunt/sharp).
- c. Is PPE necessary when you use power tools? _____ (yes/no).
- d. Can you carry a power tool by its cord? _____ (yes/no).
- e. If you use power tools in wet conditions, it is _____ (safe/unsafe).
- f. You should inspect all tools before use. _____ (True/False).



B.

- a. Hand tools are _____ operated (manually/ electrically).
- b. Is hammer a hand tool? _____ (yes/no).
- c. What does 'hazard' mean? _____ (safety/danger).
- d. If a tool is misused, it is _____ (safe/unsafe).
- e. When a tool is maintained properly, it is in _____ condition. (good/bad).
- f. _____ (Do/Do not) use damaged tools.

Hand Tool Safety

Hand tools are tools that are powered manually. Hand tools include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Five Basic Safety Rules

1. Use the right tool for the job.
2. Keep all tools in good condition with regular maintenance.
3. Examine each tool for damage before use and do not use damaged tools.
4. Operate tools according to the manufacturers' instructions.
5. Provide or use properly the right personal protective equipment.

C.

- a. Can you use a carpenter's hammer on metals? _____ (yes/no).
- b. Can you drive nails with a Machinist's hammer? _____ (yes/no).
- c. Is it possible to use a file with handle? _____ (yes/no).
- d. Can you use a wrench too large for nuts? _____ (yes/no).
- e. Should you use improper tools for the job? _____ (yes/no).
- f. Should you handle the tools with care? _____ (yes/no).



7. Predict and match the actions in column A with their results in column B.

A

- a. There is fire in the factory.
- b. He played football regularly.
- c. The pipe was repaired.
- d. She reads books and visits places.
- e. The instructor started to talk.

B

- She is knowledgeable.
- The trainees listened.
- He won the match.
- Entry is restricted.
- Water problem is solved.

d

A

- a. The surveyor measured the land.
- b. The small object has to be measured.
- c. The car broke down.
- d. The steel gate is broken.
- e. He used the file on metals.

B

- The Mechanic arrived.
- The welder is called.
- The surface became smooth.
- Plotting of land was done.
- She brought the micrometer.

d

8. Underline the sequence words as you read the steps about how to spray paint on an object.

- a. First, wipe the object clean of any debris or dust.
- b. Then, place the object on a large piece of cardboard or newspaper to protect the surface on which you are spray painting.
- c. Next, apply the first coat of spray paint.
- d. Make sure you spray at least 8 inches away from the object and rotate the object as you spray.
- e. Apply two or three coats of paint for a bright look.



9. Read the points given in the following poster and retell them using sequence words to your friend.



Make notes here.

KWL

Complete the What I learned column in the KWL chart.



- Reading is a process of getting meaning from texts.
- It is a thinking activity that needs more focus and attention.
- Reading strategies like predicting, rereading, using context clues and connecting knowledge help one understand the texts better.



Visit <https://learningenglish.britishcouncil.org> and click on 'Skills' link. Then, click on the 'Reading' link. Choose a reading lesson based on your level and interest and do the activities given.

**25. Recall**

1. I work in an IT Company. I am a
 - a. teacher
 - b. software engineer
 - c. doctor
 - d. lawyer
2. I take care of people's need to look pretty or handsome. I am a
 - a. beautician
 - b. plumber
 - c. welder
 - d. typist
3. I join metal parts together. I am a
 - a. plumber
 - b. welder
 - c. mechanic
 - d. software engineer
4. I repair vehicles and change spare parts of machines. I am a
 - a. nurse
 - b. mechanic
 - c. welder
 - d. plumber
5. I help in designing and building houses. I am
 - a. a fitter
 - b. an architectural assistant
 - c. a turner
 - d. a machinist
6. I work with wood designing doors and windows. I am a
 - a. fireman
 - b. carpenter
 - c. draughtsman
 - d. beautician
7. I specialise in the design and manufacture of shoes. I am a
 - a. footwear maker
 - b. foot doctor
 - c. paediatrician
 - d. shoe mender
8. I am a rubber technician. I work in an industry that manufactures
 - a. medicines
 - b. tyres
 - c. pencils
 - d. soft-drinks
9. I am a plastic processing operator. I work with
 - a. steel
 - b. polymeric materials
 - c. laptops
 - d. robots
10. I use water hoses, ladders and other extinguishers for my job. I am a
 - a. plumber
 - b. fireman
 - c. welder
 - d. machinist
11. The instructor advised the trainees that they should wear their shoes compulsorily inside the workshop. This sentence means
 - a. trainees cannot enter the workshop if they do not wear shoes
 - b. trainees will be asked to wait outside the workshop
 - c. trainees can wear socks and enter the workshop
 - d. trainees may wear shoes if they want
12. Embroidery courses are a great opportunity for enhancing one's employability skills. This sentence means
 - a. you may find it difficult to get a job if you learn embroidery
 - b. learning embroidery increases the chances of getting a job
 - c. embroidery is a very difficult course
 - d. embroidery courses are not useful
13. Maintaining tools in good condition is the duty of every worker. This sentence means
 - a. workers need to keep their tools with them wherever they go
 - b. tools must be well taken care of
 - c. workers should buy expensive tools
 - d. tools help workmen in their work
14. Fire alarms alert that the inmates should evacuate the building immediately. This sentence means
 - a. people can move to a different room
 - b. you need to run out of the building
 - c. you must try and put off the fire first
 - d. wait till the fire disappears



15. Apprenticeship exposes learners to real-life situations they can encounter in industries later. This sentence means
- apprenticeships teach theoretical aspects clearly
 - you can learn more practical aspects when you are an apprentice
 - apprenticeships are expensive and time-consuming
 - apprenticeship lessons are not useful in jobs
16. Hotel management is a
- hospitality course
 - mechanical trade
 - engineering trade
 - training to be a driver
17. Find the odd one out in the list:
keyboard, CPU, mouse, monitor, charger.
18. Find the odd one out in the list:
helmet, glove, varnish, goggles, shoes.
19. Find the odd one out in the list:
running, walking, swimming, stitching
20. Find the odd one out in the list:
sim card, charger, display, hammer
21. The phrase 'Let's discuss' is used for
- diverting from the main topic
 - apologising
 - starting a discussion topic
 - disagreeing
22. The phrase 'In my opinion' is used for
- diverting from the main topic
 - apologising
 - expressing personal view
 - disagreeing
23. The phrase 'That's true' is used for
- diverting from the main topic
 - agreeing
 - starting a discussion topic
 - disagreeing
24. The phrase 'Can you please clarify ...?' is used for
- elaborating
 - apologising
 - starting a discussion topic
 - disagreeing
25. The phrase 'I'm not sure, but ...?' is used for
- elaborating
 - apologising
 - mild disagreeing
 - total disagreeing
26. The phrase 'While I agree with you ...?' is used for
- elaborating
 - apologising
 - starting a discussion topic
 - disagreeing
27. The phrase 'Generally, it is considered ...?' is used for
- elaborating
 - making a common statement
 - starting a discussion topic
 - disagreeing
28. The phrase 'Can we now summarise?' is used for
- summarising
 - apologising
 - starting a discussion topic
 - disagreeing
29. The phrase 'May I explain what I mean, ...' is used for
- elaborating
 - apologising
 - agreeing
 - disagreeing
30. Vimla was leaning throughout the group discussion. Which aspect of discussion was she missing out on?
- impressive beginning
 - posture
 - smile
 - loud and dominating voice
31. Rajan was looking at his shoes during the group discussion. What mistake did he do?
- gestures
 - no proper eyecontact
 - poor dressing
 - dominating the discussion
32. Which question the person answering the phone may ask you when you call a company.
- What do you want?
 - Who's calling please?
 - Why are you calling?
 - Who are you?



33. You say 'hang on',
a. to put an end to a conversation b. to say you are waiting.
c. to mean you are bored d. to keep a telephone connection open
34. Please ... and I'll put you through.
a. stop b. stay c. remain d. hold
35. What is the expression used to connect two people on the telephone?
a. I'm talking you through b. I'm putting you through
c. I'm sending you through d. I'm telling you through
36. Hang on for ...
a. a second b. an hour c. sometimes d. always
37. Just a second. I... if he is in!
a. would see b. should see c. will see d. must see
38. Please hold and I'll ... you through
a. give b. let c. put d. have
39. Who ... I say is calling?
a. shall b. did c. should d. can
40. You 've ... the Finance Department.
a. reached b. got c. had d. achieved
41. ... I speak to Mr Lokesh?
a. Should b. Can c. Must d. Need
42. When you answer the phone you need to say your name and ...?
a. The name of the company b. "Hello!" c. "How are you today?" d. Address
43. Why are telephone greetings so important?
a. It is common. b. It shows that you are happy.
c. It shows that you are polite. d. It helps in knowing who's speaking.
44. What is important about your voice?
a. the volume b. the speed c. the tone d. all of the above
45. When putting a caller on hold, what do you need to say or ask?
a. ask if it is ok to put the caller on hold b. "Would you like to be put on hold?"
c. "I apologise for the inconvenience" d. "I will put you on hold"
46. When talking to a caller after putting him/her on hold, what should you say?
a. "Nice that you have no other work." b. "Thank you for holding"
c. "I told you it was not going to be long" d. None of the above
47. Who should end the phone call first?
a. the person who answered b. the person who called c. it doesn't matter d. none of the above
48. What item (s) listed below are appropriate while answering the phone?
a. chewing gum b. listening to the low music in the background
c. smoking d. you shouldn't have any distractions of any kind



49. Besides having a paper and pencil ready, why would you ask the caller for their phone number?
- a. to inform the person the caller wanted to pass on the message
 - b. to show the caller you are polite and considerate
 - c. in case the caller is rude. this way you can call him back
 - d. use it to draw while bored
50. When you leave a message in someone's voicemail, what is most important?
- a. say the date and time
 - b. say your telephone number
 - c. just because it is available
 - d. say who you are and the purpose of the call and ask to call back
51. You are having a conversation with your colleague and the phone rings. What do you do?
- a. Get the caller's phone number and tell him/her that you will call him / her back.
 - b. Tell your colleague to wait.
 - c. Answer the phone and put the caller on hold.
 - d. Just ignore the call