- ఈ వారం విద్యలో..



## GSRK Babu Rao

How to address people?
[Salutation]
ఇది చాలా మందికి confusion వచ్ విష్యం. మనకు అవతల వ్యక్తి లేదా వ్యక్తలతో ఉన్న అనుబంధం, సంబంధం, సందర్భం ప్రకారం పిలవాలి. చాలా సులభమైంది Sir/Madam. ప్రభుత్వ కార్యాలయాల్లో రాసే ఉత్తరాలన్నీ ఈ రకమైన సంబోధనలతో కూడి ఉంటాయి, ముఖ్యంగా తమ పై అధికారుల్ని సంబోధించేటప్పుడు, మరీ దారుణమైన salutation ఏమిటంటే Sir/Madam. దీని అర్థం, అవతలి వ్యక్తి అతనా, అమెనా అని కూడా తెలియదన్నమాట. కాబట్టి అవతల వ్యక్తి ఎవరైంది తెలుసుకొని సంబోధించడం మంచిది. The ideal form is Dear Sir or Dear Madam. వ్యక్తి పేరు తెలుసుకొని సంబోధించడం business letters లో సర్వ సాధారణం. Respected Sir, Reverend Sir, Venerable Sir etc. are outdated. Whether you are a customer or a supplier or a promoter, feel free to be equal to others. There is nothing wrong, unless you are writing to an ambassador or a governor. In such cases,'Your Excellency' is the normal practice.

- Next, when you are addressing someone by name, you should know the correct way.
When you address someone formally with Ms or Mr , it is the general practice to use the family name but not the first name e.g. Dear Mr Deshpande or Dear Ms Kaur or Dear Mr Smith. మన తెలుగువాా్లకు family name సాదారణంగా ఉండదు. ఎక్కువగా surname ఉంటుంది. కొంతమంది (తమిళులు /మలయాళీలు ) తండ్రి పేరునే surnameగా వాడతారు. అలాంటి సందర్భాల్లో, last name or the whole nameనే వాడాలి.
Sounderarajanను Rajanగా వడడగొట్టవద్దు. కృష్ణ్్రామిని స్వామిగా విడగొట్టవద్దు. ప్బజ్దంచగలిగితే, సరే. Eg. Dear Mr Rao, Dear Mr Gopalakrishna, Dear Ms Kausalya.
- కొంతమంది South Indianssి family name ఉంటుంది. Eg. Nambiar, Iyer, Chetti, Verma, Modaliyar, Thampi, Thampan. Cherian, etc. Then, use the family name.
- We should address someone who is close or


# Either, Neitherలను or, nor లేకుండా వాడవచ్చా? 

familiar with first name as Dear Sailendra or Dear Radha but not as Dear Sailendra Verma or Dear Radha Iyer. In any case, do not use both the first name as well as the family name. You can't address someone Dear Ms Anna Kutty; it should be either Dear Ms Kutty or Dear Anna. Ms is used as common term for Miss and Mrs. పెళ్లి అయిన ఆడవాళ్లి సంబోధించేటప్పుడు, first nameని Mrs. తర్వాత వాడకూడదు. Mrs. తర్వాత భర్త name or ఫ్యామిలీ nameనే వాడాలి. E.g. Dear Mrs. Desai or Dear Mrs Smith. Where the husband has a surname, as most South Indians have, then you could address as Dear Mrs Laxman, or Dear Mrs Srinivas. NOT Dear Mrs Sashi Srinivas. Or Dear Mrs Vijaya Babu Rao. It should be Dear Mrs. Srinivas /Dear Mrs Babu Rao.

- కొంతమందికి ఒక టైటిల్ ఉంటుంది. Prof. Doctor etc. Defence personnelను సంబోధంచేటప్పుడు తప్పకుండా వారి హోదాతోనే సంబోధించాలి. (retire అయిన తర్వాత కూడా).Some of the short forms for titles [honourifics - ఓనెరిఫిక్స్] are given below:

| Title | Full Form |
| :--- | :--- |
| Dr. | Doctor |
| Prof. | Professor |
| Lt. | Lieutenant |
| Maj. | Major |
| Col. | Colonel |
| Capt. | Captain |
| Br. | Brother |
| Fr. | Father |
| Rev. | Reverend |

ఒక సంస్థను (partners) సంబోధించాలంటే, such as Brahmaiah \& Sons or Reddy \& Reddy, it is proper to address them as $\mathrm{M} / \mathrm{s}$, which is a short form for Messrs, the plural of Mr. The same salutation could be used when you are writing to more than one person. But if you are writing to a firm like Sirven Controls Ltd, or JK Electronics, Messrs అంటే sillyగా ఉంటుంది. Address your letter to a person.
credulous. Look up the dictionary!

- gucci: అనేది ఒక Italian luxury fashion brand కానీ కాలక్రమంగా అది ఒక అడ్జెక్టీవ్ అయిపోయింది. దీని అర్దం something that is okay, good, or very fashionable. Eg. The lassi sold here is so gucci, because they use very creamy curd, generous dry fruits and pleasant flavours.
- guy: a person (male) The word 'guy' derives from Guy Fawkes, a Frenchman. He was one of the leaders of the Gunpowder Plot that attempted to assassinate King James I in 1605 and was hanged. Guy means 'fellow' now and opposite to this is 'gal'.

A lady went to a greengrocer shop in London. She asked, 'I'd like to have a dozen bloody
oranges (blood oranges). The shop keeper could make out that she is an immigrant and smilingly asked, 'For Juice?' The lady without any expression said, 'Yes, for us.' [She thought he was asking 'For Jews' (యూదులు.)]


## CONNECTORS (Conjunctions)

Parts of Speech లో $^{6}$ Connectors sి చాలా ప్రాధాన్యం ఉంది. ఇవి వాక్యాల్ని కలుపుతాయి. Continuity పెంచుతాయి. ब『res Connectors సరిగా ఉపయోగించిన ఒక paragraph or essay సొగసుగా, చదవడానికి సులభంగా ఉంటుంది.

సరిగా ఉపయోగించిన Connectorsతో కూడిన వాక్యాలు:

1. Even if: Even if the road is free, he would not exceed 80 km speed.
2. Once: Once he takes a decision, he would not budge. (change)
3. So that: We bought an invertor, so that, there is no inconvenience during power breaks.
4. Even though: I won't attend that party, even though I am invited.
5. Because: The young couple could not go on a honeymoon, because they did not have enough money.
6. Rather than: Everyone in the organization respects him due to his humanness, rather than his position.
7. Unless: He will not drive the car, unless he is granted a license.
8. Whereas: He uses his car to go to work, whereas most of his colleagues commute(travel) by Metro train.
9. While: He listens to music while he goes on a walk.
10. Wherever: You can find Sitaphal (Custard Apple) fruit this month wherever you go in Hyderabad.
We will discuss some more connectors in the next issue.

## EITHER.... NEITHER

Either is always paired with or, and neither is always paired with nor. If you are matching either and nor, you're doing it wrong. Additionally, nor is generally not used where neither is also not used.

Either, Neitherలను ఎప్పుడూ, or/nor తోనే వాడాలనుకొంటారు కొంతమంది. వాటిని విడిగా కూడా వాడవచ్చు. మనం ఈ సంచికలో వాటిని విడిగా ఎలా వాడాలో, or/nor లతో ఎలా వాడాలో తెలుసుకొందాం.

మనకు రెండు options ఉన్నప్పుడు, either అంటే రెండిటిలో ఒకటే అనే అర్దంలో వాడతాం.
Eg. You can have either coffee or tea, - which one would you like?
Please visit us either on Saturday or Sunday!
If he is not in his seat, he is either in the
meeting room or out for lunch with a client.
When you don't care about the choice, you could respond, 'Either one'. (ఏదైనా సరే ). ఇంకా politeగా చెప్పాలంటే, 'Either one, whatever everyone is having.'

NEITHER కాదు / వద్దు అనే సందర్భంలో వాడుతాం. Eg. He speaks neither English nor Hindi. ఇంకో రకంగా చెప్పాలంటే, Eg. He does not speak either English or Hindi. ఇందులో not వాడాల్సి వస్తుంది. అయినా అది అంత బాగుండదు
Eg. My father doesn't like to travel. My mother also doesn't like to travel.
Neither my father nor my mother likes to travel. OR Neither of my parents like
 to travel. (This is better way.)
Another one: Q: Do you want a sandwich or a piece of pizza?
Ans: Neither, I don't eat processed food. Neither, I'm not hungry.
Either also can be used in this way.
Eg. Samba: I can't swim. Me: Either me. Or I can't either.

When we use both either/neither ... or/nor.
FIRSTLY, we should remember that we can use these phrases when choice is only in between two. Otherwise, we have to use 'none'.
Eg. None of them (more than two) attended the class.
Eg. None of us was willing to travel in rain. (A group bigger than two.)
Neither, was willing to travel in rain. (A couple.)

## Words often Pronounced Wrongly చాలా పదాల్ని మనం తప్పుగా పలుకుతాం. వాటిలోంచి కొన్ని 1 1t batch గా కింద ఇచ్చాం.

| పదం (Word) | అనాల్సింది (Right way) | తప్పుగా అనేది (Common mistake) |
| :---: | :---: | :---: |
| tortoise | టార్టిస్ | టార్టారిస్ |
| parachute | పారాఘూట్ | ప్యారాచూట్ |
| dengue | డెంగీ | డెంగ్యూ |
| onion | అనియెన్ | ఆ.ని.యె.న్ |
| wallet | వోలేట్ (వా కాదు ) | వ్యాలెట్ |
| bury | బెరి (like బెర్రీ) | బరิ |
| almond | ఆహ్ మాండ్('l' silent) | ఆల్మండ్ |
| Volkswagen | ఫోక్స్ వాగెన్ | వోలెక్స్ వాగెన్ |
| $($ German word Volks $=$ people; wagen $=$ vehicle $)$ |  |  |
| kangaroo | కాంగ్రూ (as in apple) | కంగారూ |

# Who was appointed as the $47^{\text {th }}$ Chief Justice of India? 



## Model Questions

1. Where was the $1^{\text {st }}$ India-Bangladesh Stakeholders' Meet held?
1) Kolkata, West Bengal
2) Bengaluru, Karanataka
3) Guwahati, Assam
4) New Delhi, Delhi
2. Which of the following rabi crop has the highest increase in Minimum Support Price (MSP) during the RMS (Rabi Marketing Season) 2020-21?
1) Mung bean 2) Legume
2) Chickpea 4) Lentil
3. Which country's proposal in the field of Traditional Systems of Medicine was approved by Cabinet Committee of India?
1) St. Vincent \& the Grenadines 2) St Kitts and Nevis 3) Antigua and Barbuda 4) Anguilla
4. Where will the India's first International multi-model hub at a cost of 600 crore rupees to be set up?
1) Hyderabad, Telangana
2) Nasik, Maharashtra
3) Jogighopa, Assam
4) New Delhi, Delhi
5. Where was the $4^{\text {th }}$ ASEAN - India Business Summit for 2019 held?
1) Manila, Philippines
2) Washington D.C., U.S.A
3) Geneva, Switzerland
4) Vienna, Austria
6. How many agreements were signed between India and Philippines during President Ram Nath Kovind's visit?
1) $10 \begin{array}{lll}\text { 2) } 8 & 3) 6 & \text { 4) } 4\end{array}$
7. Where did President Ram Nath Kovind laid the foundation stone of Sri Sathya Sai Sanathana Samskruti Project?
1) Makati, Philippines
2) Kakegawa, Japan
3) Manila, Philippines
4) Osaka, Japan
8. Who enthroned as the Emperor of Japan recently?
1) Fumihito
2) Hirohito
3) Naruhito 4) Akihito
9. Which entities have received the
'Maharatna' status by the Depa rtment of Public Enterprises recently?
1) Hindustan Petroleum Corporation Ltd and Power Grid Corporation of India Ltd
2) Neyveli Lignite Corporation Limited and Power Grid Corporation of India Ltd
3) Power Finance Corporation Limited and Power Grid Corporation of India Ltd
4) Bridge \& Roof Company
(India) Limited and Power
Finance Corporation Limited
10. Which organization has released the report namely "Doing Business 2020 - Comparing Business Regulation in 190 Economies"? 1) Organisation for Economic Cooperation and Development
2) International Monetary Fund
3) World Trade Organisation 4) World Bank
11. What is the rank of India in the $17^{\text {th }}$ edition of World Bank's (WB), "Doing Business 2020Comparing Business Regulation in 190 Economies " report? 1) $75 \quad$ 2) 63 3) $60 \quad$ 4) 77
12. Who received the Udyog Rattan Award 2019 from the Institute of Economic Studies (IES) recently? 1) Sandeep Manas
2) Harish Sahu
3) Santosh Singh
4) Thakur Anup Singh
13. Which city will host the $1^{\text {st }}$ edition of "Global Bio-India 2019" Summit?
1) Chennai, Tamil Nadu
2) Kolkata, West Bengal
3) New Delhi, Delhi
4) Mumbai, Maharashtra
14. Which country has recently per mitted Indian and Chinese tourists or businessman to visit its country without visa?
1) Costa Rica 2) Brazil
2) Mexico 4) Cuba
15. Who became the third Indian Women Cricketer to won the $7^{\text {th }}$ edition of Wisden India Almanack Cricketer of the Year 2019 award? 1) Jhulan Goswami
2) Harmanpreet Kaur
3) Jemimah Rodrigues
4) Smriti Mandhana
16. Who can vote via postal ballot in- order to increase the voters' turnout as per the new amended conduct of Election Rules, 1961? 1) Disabled persons
2) Senior Citizens above 80 years 3) Non Resident Indians
3) Both $1 \& 2$
17. Where was the $18^{\text {th }}$ summit of heads of state and government of the Non-Aligned Movement (NAM) held?
1) Baku, Azerbaijan
2) Tbilisi, Georgia
3) Dhaka, Bangladesh
4) Tehran, Iran
18. What was the theme of the $18^{\text {th }}$ summit of heads of state and government of the Non-Aligned Movement?
1) "Lasting Peace through Global Governance"
2) "Peace, Sovereignty and Solidarity for Development"
3) "Promotion and Consolidation of Peace through International Law"
4) "Upholding the Bandung Principles to ensure concerted and

adequate response to the challenges of the contemporary world"
19. What is the name of the ISIS chief leader who was reportedly killed by U.S. forces in Syria? 1) Abu Omar al-Shishani 2) Abu Mohammad al-Adnani 3) Abu Bakr al-Baghdadi
4) Abu Musab al-Zarqawi
20. Which city hosted the Global Forum on Steel Excess Capacity Ministerial Meeting 2019?
1) Bangkok, Thailand
2) Jakarta, Indonesia
3) Beijing, China
4) Tokyo, Japan
21. Which country is the world's third- largest steel-consuming country in the world?
1) Japan 2) India
2) Sri Lanka 4) Russia
22. Which country has partnered with United Nations Environment Programme (UNEP) \& announced new declaration for tackling global nitrogen challenge?
1) Sri Lanka 2) Japan 3) India 4) Russia
23. Which Indian Cities will be added to the list of World Bank's ease of doing business survey from the year 2020?
1) New Delhi and Varanasi 2) Kolkata and Bengaluru
2) Chennai and Bengaluru
3) Guwahati and Chennai
24. Who was appointed as the first Lieutenant Governor of Jammu and Kashmir?
1) Girish Chandra Murmu 2) Radha Krishna Mathur
2) P S Sreedharan Pillai
3) Satya Pal Malik
25. Who was appointed as the first Lieutenant Governor of Ladakh? 1) Girish Chandra Murmu 2) Satya Pal Malik
3) P S Sreedharan Pillai
4) Radha Krishna Mathur
26. Who was appointed as the $18^{\text {th }}$ governor of Goa?
1) Satya Pal Malik
2) Ch.Vidya Sagar
3) ESL Narsimhan
4) Vijaya Kanth Sarma
27. Who was sworn in as the $7^{\text {th }}$ President of Indonesia? 1) Joko Widodo
2) Megawati Sukarnoputri 3) Maruf Amin 4) Zulkifli Hasan
28. Who was sworn in as the $11^{\text {th }}$ Chief Minister of Haryana? 1) Dushyant Chautala 2) Girish Chandra Murmu 3) Manohar Lal Khattar
4) Satyadeo Narain Arya
29. Which firm was conferred with the National CSR Award 2018 for excellence in corporate social responsibility during the $1^{\text {st }}$ edition of National Corporate Social Responsibility Awards (NCSRA) for 2019?
1) Infosys Ltd
2) Indiabulls Housing Finance
3) Edelweiss Financial Services 4) Bajaj Finserv Ltd.
30. Who created a new speed record by climbing the world's 14 highest peaks in 7 months?
1) Ganesh Jena
2) Harish Kapadia
3) Raghav Joneja
4) Nirmal Purja
31. Who was appointed as the $47^{\text {th }}$ Chief Justice of India (CJI)?
1) Rajendra Mal Lodha 2) Sharad Arvind Bobde
2) Jagdish Singh Khehar 4) Dipak Misra
32. Where was the $7^{\text {th }}$ CISM Military World Games for the year 2019 held?
1) Sochi, Russia
2) Rio de Janeiro, Brazil
3) Mungyeong-si, South Korea
4) Wuhan, China
33. Who won gold medal in the Men's Javelin Throw in $7^{\text {th }}$ CISM Military World Games for the year 2019 ?
1) Surendran Pillai
2) Deepak Sharma
3) Aneesh Kumar
4) Shivpal Singh
34. Who won the Men's singles title in the $45^{\text {th }}$ edition of Erste Bank Open for the year 2019?
1) Dominic Thiem
2) Roger Federer
3) Milos Raonic
4) Denis Shapovalov
35. Who is the father of yoga in the west whose $125^{\text {th }}$ birth anniversary was commemorated by releasing a coin of value Rs.125?
1) Jiddu Krishnamurti
2) Paramahansa Yogananda
3) Ramana Maharshi
4) Swami Kriyananda
36. Which country's human milk bank model is set to be adopted by India?
1) Russia
2) China
3) South Africa 4) Brazil
37. Which year is set as target by India to achieve at least $70 \%$ infants to have access to Breast $\operatorname{Milk}(\mathrm{BM})$ ?
1) 2020
2) 2022
3) 2025
4) 2030
38. Where was the BRICS Health Ministers Conference 2019 held? 1) Brazil
3) China
4) South Africa
39. Where was the $3^{\text {rd }}$ Future Investment Initiative known as the ' Da vos in the Desert' Forum for the year 2019 held?
1) Manama, Bahrain
2) Riyadh, Saudi Arabia
3) Abu Dhabi, UAE
4) Doha, Qatar
40. Which country became the third nation in the West Asia where did India launch the RuPay card to initiate India's digital payment system?
1) Saudi Arabia
2) Qatar
3) UAE
4) Oman
41. Which country has released a new coin worth Rs. 50 to commemorate the 550th birth anniversary of Baba Guru Nanak?
1) Nepal
2) Pakistan
3) India
4) Sri Lanka
42. Which country based AirCarbon Pte Ltd launched the world's first blockchain-based carbon trading exchange?
$\begin{array}{ll}\text { 1) Philippines } & \text { 2) Indonesia } \\ \text { 3) Malaysia } & \text { 4) Singapore }\end{array}$
3) Malaysia
4) Singapore
43. Who has been appointed as the new Director-General of the International Atomic Energy Agency (IAEA)?
1) Khaled Toukan
2) Lassina Zerbo
3) Rafael Mariano Grossi
4) Yukiya Amano
44. Which new technology has been developed by researchers from the Massachusetts Institute of Technology to capture carbon dioxide from air?
1) Non-Faradaic Magnetic-swing reactive adsorption system
2) Faradaic Magnetic-swing reactive adsorption system
3) Faradaic electro-swing reactive adsorption system
4) Non-Faradaic electro-swing reactive adsorption system
45. Who recently received permission from Pension Fund Regulatory and Development Authority (PFRDA) and are eligible to apply for National Pension System (NPS)?
1) Overseas Citizens of India (OCI)
2) Persons of Indian Origin
3) Foreign Individuals
4) Non Resident India (NRI)

## KEY

$\begin{array}{lllll}\text { 1) } 3 & \text { 2) } 4 & \text { 3) } 1 & \text { 4) } 3 & \text { 5) } 1\end{array}$
$\begin{array}{lllll}\text { 6) } 4 & \text { 7) } 2 & \text { 8) } 3 & \text { 9) } 1 & \text { 10) } 4\end{array}$
$\begin{array}{lllll}\text { 11) } 2 & \text { 12) } 4 & \text { 13) } 3 & \text { 14) } 2 & \text { 15) } 4\end{array}$
16) $4 \quad$ 17) $1 \quad$ 18) 4 19) $3 \quad$ 20) 4
21) 2 22) 1 23) 2 24) $1 \quad 25) 4$
26) $1 \begin{array}{llllll}1 & \text { 27) } 1 & \text { 28) } 3 & \text { 29) } 3 & \text { 30) } 4\end{array}$
31) 2 32) 4 33) $4 \quad 34) 1 \quad 35) 2$
36) 4 37) 3 38) 1 39) 2 40) 1
41) 2 42) 4 43) 3 44) $3 \quad$ 45) 1

