



U P K A R ' S

# FUNCTIONAL WORDS

FOR

# FLUENCY BUILDING

(English-Hindi)

M. S. Shekhawat

 UPKAR'S  
**FUNCTIONAL**  
**WORDS**  
**FOR**  
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*By*  
M. S. Shekhawat

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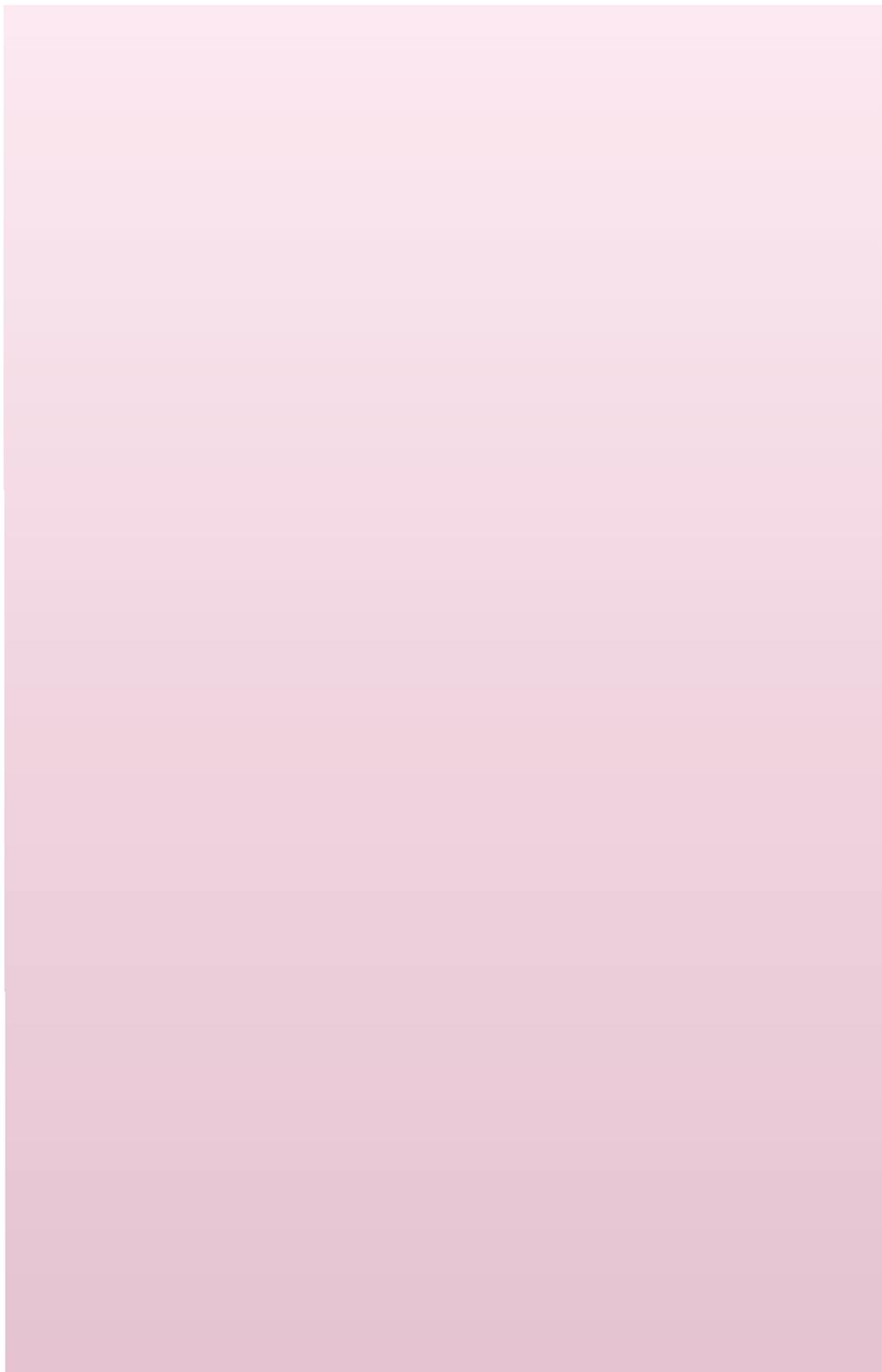
*Dedicated to*

My daughters

who fondly attend to

every need of mine.





## About the Author

There are always some ventures which are inspired by motives higher than money. Way back, 1977, a restless enterprising young man Mr. Paras Saklecha “Dada”, then a fresh graduate, in Ratlam (M.P.), decided to do something for the young graduates from the Hindi heartland in order to enable them to get public sector jobs. Long ago he founded a ‘not for profit’ organization, YUWAM with a mission of “Moulding the Youth–Building the Nation” and since its inception it has been imparting classroom coaching and guidance to thousands of youths for banking services recruitment. Run by high octane and totally selfless people, today, it has become a study circle par excellence. We take great pride in seeing the panoramic view of transformation of a little seed into a grand Banyan tree where thousands of youths take guidance and head towards their destinations.



Mr. M.S. Shekhawat, the author of this book has been associated with Mr. Saklecha and Yuwam from day one and has devoted himself body and soul to the mission. Mr. Shekhawat has about thirty years of rich teaching experience and today he has such a formidable command and innovative way of teaching the English language that he has truly very few peers in this context. He has had the honour of being a guest member of Banking Services Recruitment Board, Jaipur and the guest faculty for Pre Recruitment Training Programmes organized by various nationalized banks.



Mr. Shekhawat has written about fifteen books on English so far. His book on English Grammar has won great critical acclaim for both its preciseness and simplicity. He has left no stone unturned in ensuring that the most esoteric rules of the English Grammar are simplified enough to help even the most ordinary student, whether from English medium or Hindi medium, grasp them easily. Besides, his book “English Fluency Development Course” can veritably be called his crowning glory and India’s first Fluency Development Course of its kind for Hindi speaking people. The material therein and sentence generating structures are so effective that if one sincerely studies it, he will incur the envy of everyone with his stupendous knowledge and fluency. He has also written a couple of books on English Vocabulary and usage which give a number of examples at each single entry,

thereby a committed student can gain an unbeatable erudition in English. Moreover thousands of sentences, phrases and sentence patterns leave even the experts highly impressed and leave no area of English untouched.

Besides having written a huge body of work on the English language, Mr. Shekhawat, in his spare time just as a hobby, teaches the aspirants to various competitive exams through Yuwam Centres. He conducts classes and workshops on English Fluency Development Techniques, Communication and Pronunciation skills, Personality Development and Soft Skills, etc. Very soon, he intends to conduct such workshops throughout the country. There is much more in the pipeline. Come and experience the magic of a man's life long devotion.

May God bless his efforts.

—**Publisher**

## Preface

Watch a 5-6 year old child carefully, how smoothly he speaks his mother tongue without hesitation. Do you think that he knows many words? No, he doesn't. On the contrary, even a highly educated person despite having good vocabulary of English cannot speak English fluently.

What is the reason? The reason is very obvious. A child doesn't learn individual words of his mother tongue. He learns the words in sentences, whereas we try to speak English through word by word translation; word for word translation method cannot make us fluent.

So, if you want to acquire true fluency in English, learn the meaningful groups of words and speak by stringing word-groups together and not individual words. If you already have good mastery of such "ready to use word groups" at your command, you won't have to compose your speech on the spot. Automatically, they would occur to you whenever you require them. So, these ready-to-use word-groups will help you speak spontaneously without making any conscious efforts.

In this book, we want to acquaint you with several useful Functional Words which make the solid foundation of fluency. We think that you are already familiar with the basic meaning of these words. But the important point here is that you learn these words in sentences. Under each head word, we have given several sentences. Understand their use and meaning of the headword in sentences. Read every sentence aloud several times and use them

( viii )

in your day to day conversation. Remember, the words given in this book are frequently spoken by us.

To be fluent, master the functional words in their natural combinations and sentences, because the natural way to learn to speak a language is to speak in sentences and not by putting individual words together. We all have learnt our mother tongue in sentences by listening to the parents or the other elder members of the family. But for learning English, we are learning it in words. No, it is not the natural way. That's why, in this book we have given several useful functional words in sentences, so read every sentence several time ALOUD.

Hope that you will find the book very interesting and useful.

**M. S. Shekhawat**  
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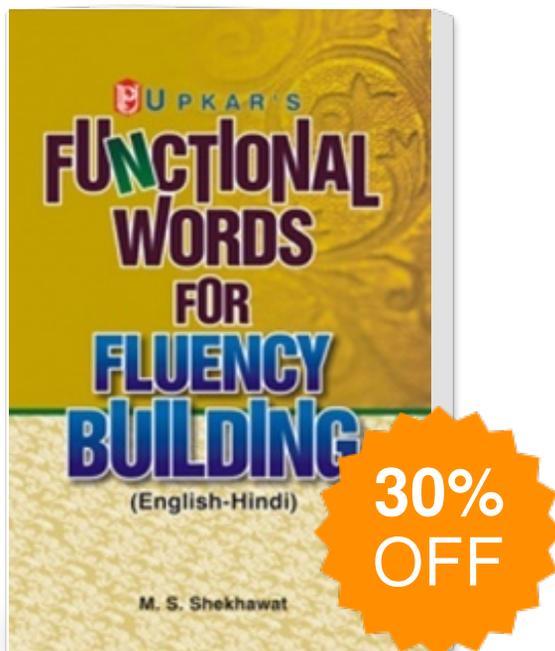
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