

**ENGLISH**  
*for*  
**COMMUNICATIVE TASKS**  
*in*  
**HIGHER EDUCATION**

---

**With Additional Grammar**  
**&**  
**Use of Library Supplements**

---

**Biola Odejide**  
**Dayo Soola**  
**Wole Oyetade**  
**Tola Mosuro**

Dedicated

English for Communicative  
Tasks in Higher  
Education

With

Additional Grammar and  
Use of Library Supplements

*Biola Odejide*

*Dayo Soola*

*Wole Oyetade*

*Tola Mosuro*

Stirling-Horden Publishers (Nig.) Ltd.  
University of Ibadan Post Office  
Box 20984  
Ibadan  
Oyo State, Nigeria.

7 Ikioda Street  
Jattu-Uzairue  
Edo State, Nigeria

© Biola Odejide,  
Dayo Soola  
Wole Oyetade  
Tola Mosuro

First Published 1995  
Reprinted with Corrections 1996  
Reprinted with additional *English Grammar and Use of Library*  
Supplements 1999

*All Rights Reserved*

ISBN 978 - 2063 - 03 - 07

Stirling-Horden Publishers (Nig.) Ltd.)  
Lagos, Ibadan, Benin City, Jattu-Uzairue

## Contents

Dedication	v
Acknowledgements	vi
Preface	vii
<b>Unit 1: Human Memory and Learning</b>	<b>1</b>
Reading Comprehension	
Writing Tasks	
Grammar	
Speech Work	
Listening Skills	
Listening Task	
Library Skills	
Library Skills: Task	
<b>Unit 2: The Old Farmer's Almanac</b>	<b>16</b>
Reading Comprehension	
Reading Techniques	
Grammar	
Speech Work	
Listening Exercise	
Library Skills: Task	
Study Skills	
<b>Unit 3: Measurement as the Basis for Statistics</b>	<b>27</b>
Reading Comprehension	
Writing Skills	
Grammar	
Speech Work	
Study Skills	
Library Skills: Task	

**Unit 4: Family Values and the Role of Women** 39

Reading Comprehension  
Writing Skills  
Grammar  
Speech Work  
Listening Skills  
Library Skills: Task

**Unit 5: Attempts at Cooling the World** 49

Reading Comprehension  
Writing Tasks  
Grammar  
Speech Work  
Library Skills: Task

**Unit 6: What Should We do When Nations Get Angry?** 56

Reading Comprehension  
Writing Tasks  
Grammar  
Speech Work  
Listening Exercise  
Library Skills: Task

**Unit 7: A Day in My Life in Crowded Hong Kong** 64

Reading Comprehension  
Writing Skills  
Grammar  
Speech Work  
Library Skills: Task

**Unit 8: Consequences of The Illegal Drug Trade** 72

Reading Comprehension  
Writing Tasks  
Writing Skills  
Grammar  
Speech Work  
Listening Skills  
Library Skills: Task

**Unit 9: The Need for Environmental Protection Law in Nigeria** 79

Reading Comprehension  
Writing Task  
Grammar  
Speech Work  
Study Skills  
Library Skills: Task

**Unit 10: Euthanasia** 88

Reading Comprehension  
Writing Task  
Grammar  
Speaking Skills  
Listening Skills  
Library Skills: Task

**Unit 11: Functions of Language Described** 99

Reading Comprehension  
Writing Task  
Study Skills  
Library Skills: Task

## Unit 12: Stroke

109

Reading Comprehension  
Writing Tasks  
Summarization  
Grammar  
Speech Work  
Listening Skills  
Library Skills: Task

## Unit 13: Africa's Quiet Revolution

116

Reading Comprehension  
Writing Task  
Grammar  
Speech Work  
Library Skills: Task

## Unit 14: The Emerging Information

### Age: Implications for the Meaning of Work

124

Reading Comprehension  
Writing Task  
Grammar  
Speech Work  
Library Skills: Task  
Listening Skills

## Unit 15: Soil Water, Permeability and Flow

133

Reading Comprehension  
Writing Task  
Grammar  
Speech Work  
Writing a Research or Term Paper  
Library Skills: Task

## Listening Exercises:

145

Unit 2

Unit 4

Unit 6

Unit 8

Unit 10

Unit 12

Unit 14

## Additional English Grammar Supplement

163

### Unit 16: Kinds of Sentences

Sentence

Exercise 1

Components of a Sentence

Exercise 2

Exercise 3

Exercise 4

Point to Note about Different Kinds of Sentences

Commands

Exclamations

Exercise 5

Structure of Sentences

Simple Sentence

Compound Sentence

Exercise 6

Complex Sentence

Exercise 7

### Unit 17: Phrases and Clauses

171

Phrase

Exercise 8

Noun Phrase

Adjective phrase

Propositional phrase

Exercise 9

Clause

Simple subordinate Clause

Compound Subordinate Clause



**Compound Subordinate Clause**  
**Functions of Subordinate Clauses**

- Noun Clause

Exercise 11

Adjectival Clause

Exercise 12

- Adverbial Clause

## **Unit 18: Adverb Clause**

177

### **Classification Adverbial Clauses**

- *Adverbial Clause of Time*
- *Adverbial Clause of Place*
- *Adverbial Clause of Manner*
- *Adverbial Clause of Reason and Cause*
- *Adverbial Clause of Purpose*
- *Adverbial Clause of Result or Consequence*
- *Adverbial Clauses of Condition*
- *Adverbial Clauses of Concession*

Exercise 14

## **Unit 19: The Noun**

181

Common Noun

Proof Noun

Abstract Noun

Concrete Noun

Collective Nouns

Exercise 15

Inflection of Nouns

Compound Nouns

Irregular Plurals

Foreign Nouns

Nouns Ending in - s

Invariable Plural Nouns

Nouns without plural forms Marked Overtly

Exercise 16

**Count and Non-count Nouns**

Exercise 17

## Unit 20: The Pronoun

190

Functions of Nouns

Kinds of Pronouns

- Possessive pronouns
- Demonstrative Pronouns
- Reflexive Pronouns
- Reciprocal Pronouns
- Indefinite Pronouns

Exercise 18

## Unit 21: Adjectives

199

Functions of Adjectives

Conversion of Adjectives to Adverbs

Comparison of Adjectives

Exercise 18

## Unit 22: The Verb

207

Verb

Classification of Verbs

- Irregular Verbs
- *Transitive and Intransitive Verbs*
- Exercise 19
- *Auxiliary Verbs*

## Unit 23: Tense, Aspects, Moods and Voice

220

Tense

Aspects

Simple Present and Simple Past

Simple Past

Future Time

Present Progressive

Simple present

Future progressive

Future perfect

Present Perfect

Past Perfect

Exercise 20

## **Mood**

- Indicative Mood
- Imperative Mood
- Subjective Mood
- Exercise 21

## **Voice**

- Active Voice
- Passive
- Exercise 22

## **Unit 24: Concord**

236

- Definition of Concord
- Major Types of Errors Associated with student's Essays
- Exercise 22

## **Unit 25: Punctuation**

242

- The Period or full Stop (.)
- Uses of Period or Full Stop
- The Comma (,)
- Simple Commas
- Double Commas
- Quotation Marks (>)
- Exclamation Marks (!)
- Semi-Colons (;)
- Colons (:)
- Quotation Marks
- Apostrophe (')
- Dashes (—)
- Parentheses
- Exercise 23

## **Unit 26: Common Errors in English**

254

- Spelling Errors
- Words Commonly Mis-spelt
- Sequence of Tenses
- Phonographic Errors
- Errors of Analogy

# Additional Use of Library Supplement

259

## Unit 27: The Library

Types of Library  
Library Registration

## Unit 28: The Book

261

The Title Page  
The Copyright Page  
Introductory Statements  
Table of Contents  
The Main Part of a Book  
Other Parts of the Book  
Using the Book

## Unit 29: The Catalogue

267

Author/Title Catalogue  
The Author Card  
The Title Card  
The Subject Catalogue  
Cross References

## Unit 30: Classification

272

The Library of Congress Classification System  
Outline of the Library of Congress Classification (LC)  
Moys Classification Scheme  
Bliss Bibliographic Classification  
Dewey Decimal Classification Scheme.

## Unit 31: Reference Materials

277

Categories of Reference Materials (Works)  
Reference Materials Intended for Direct Consultation

*Almanac*  
*Biographies*

*Dictionaries*  
*Directories*  
*Encyclopaedias*  
*Gazettes*  
*Handbooks*  
*Manuals*  
*Maps and Atlases*  
*Reports*  
*Yearbooks*

**Reference Materials that Refer to Other Publications**

*Abstracts*  
*Bibliographies*  
*Indexes*  
*Literature Guides*

**Unit 32: On-Line Access for Readers  
(OPAC)**

284

Authors Search  
Title Search  
Subject Search  
Keyword  
Browsing by Classification Number  
CD-ROM Facilities  
Bibliography

## Unit 29

# The Catalogue

The catalogue is a record or list of books and other materials contained in a library. It is the index to a library's total holdings. The card catalogue is therefore a file of cards showing the users what books and other materials the library owns. There is, at least, one card in the catalogue for each book in the library's collection. The cards give very useful information about the books; as well as indicating where they are placed on the shelves.

The catalogue cards are kept in cabinets of small drawers located at a convenient place in the library usually at the Circulation area. They are arranged in alphabetical sequence. The card catalogue contains vital information that are relevant in information retrieval systems/methods. It enables a reader to find:

- (a) the location of a book if he knows the author or the title;
- (b) the title of the books in a particular subject area.

There are different types of catalogues in the library but the most common ones include the main (author/title) and the subject catalogues. The others i.e. Shelflist, Union, Africana, etc merely duplicate the records contained in the aforementioned ones. The shelflist, for instance, is an essential reference tool for cataloguers and therefore not of much use to library users.

### Author/Title Catalogue

The author/title catalogue is a record of a library's holdings by author, title and other added entries. The features of this catalogue, which is regarded as the main catalogue, shall be discussed separately under the author and title cards below.

### The Author Card

The author's name is usually written with the last name (surname) written first. The name appears on the first line of the author card and sometimes, with the dates of birth and/or death. This is essential to distinguish between different authors with the same names. The authors' names are arranged alphabetically in the catalogue.

The title of the book follows immediately on the second line. Such information as the imprint i.e. place of publication, name of publisher/s and

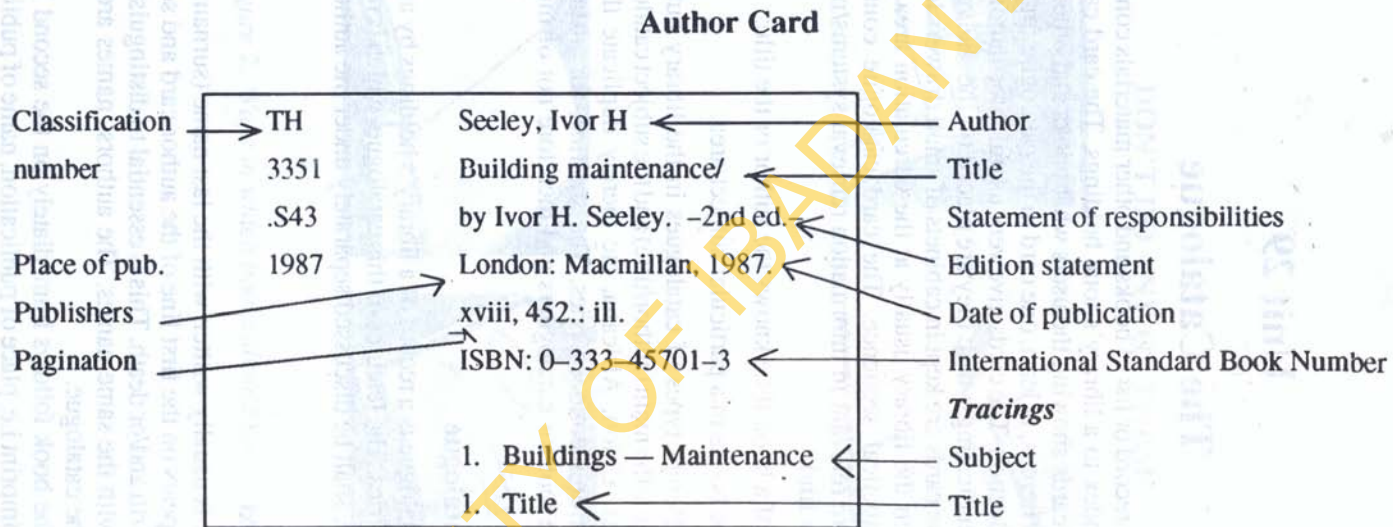


Figure 3: Author Card

date of publication or copyright date are then given. Also included on the card is the collation statement i.e. pagination and International Standard Book Number (ISBN). Added to these are thesaurus terms which refer to the subjects treated in the book. Then, other tracings (co-authors, title, etc) are recorded.

If there are several books by the same author in the library, the author cards will then be filed alphabetically by the title of each book. If several authors have the same last name, their cards will be filed alphabetically by their other names. Each of the cards also has call marks printed or typed on the top left hand side of the card.

### The Title Card

The title card helps the library user to locate a book by its title alone. If a user knows the title of the book he wants, he can look for its title card in the proper alphabetical position in the catalogue cabinets. The title is usually printed on the first line on the card.

	Building maintenance	Title
TH	Seeley, Ivor H	Author
3351	Building maintenance /	
.S43	by Ivor H. Seeley. - 2nd ed. -	
1987	London: Macmillan, 1987	
	xyiii, 452p.: ill	
	ISBN: 0-333-45701-3	
	1. Buildings — Maintenance	} Tracings
	i. Title	

Figure 4: Title Card

To locate titles of books from the catalogue cabinets, articles such as 'A', 'An' or 'The' should be disregarded. This is so because the filing rules do not recognise such words in the filing process.

For example:

- 'The Beautiful ones are not yet Born'. (B).
- 'A Tale of two cities'. (T).

The titles above start with the articles 'A' and 'The' but when a user wants to retrieve the materials for use in the library, he has to search for the first title under the alphabet 'B' while the second one will be found under alphabet 'T'.



## The Subject Catalogue

The subject catalogue is a catalogue of subject headings derived from thesauri such as Library of Congress List of Subject Headings or Sears Lists of Subject Headings. These headings are assigned to appropriate titles held and shelved in the library. The catalogue includes subject headings, even names of persons as subjects.

The cards in the subject catalogue are filed using the specific subjects treated by the books in the collection. When a user knows the subject(s) treated by a book but he is not certain about its exact title and author; or when one has interest in particular subjects, the subject cards will aid in identifying appropriate materials in the library. The subject of the book is usually printed on the first line of the subject card.

### Subject Card

	Buildings—Maintenance	←	Subject
TH	Seeley, Ivor H	←	Author
3351	Building maintenance /		
.S43	by Ivor H. Seeley. — 2nd ed. -		
1987	London: Macmillan, 1987		
	xviii, 452p.: ill		
	ISBN: 0-333-45701-3		
	1. Buildings — Maintenance	}	Tracings
	i. Title		

Figure 5: Subject Card

All cards with the same subject headings are arranged alphabetically by last name of the author when the materials are authored works and by the first word of the title when it is an edited work.

## Cross References

Cross references are used in the subject catalogue to direct readers from one subject term to another. These references enhance easy retrieval of materials from the library. They can direct from a 'used' subject term to another used subject term i.e. 'see also' references, or from an 'unused subject term' to a 'used or preferred subject term' i.e. 'see' references. An example of a 'see' reference card tells one the heading under which a subject is actually filed. Books sought, for instance on 'Soil morphology' would be found under 'Soil

structure' with a 'see' reference directing the user from 'soil morphology' to 'Soil structure'. All books on the former subject are classed under the latter.

Soil morphology

See

SOIL STRUCTURE

Figure 6a: 'See' Cross reference

An example of a 'see also' cross reference is shown in Figure 6b below:

Study skills

see also

Art — Study and teaching

Figure 6b: 'see also' Cross reference

UNIVERSITY OF IBADAN LIBRARY

Classification Mark	Subject
A	General works
B-B1	Literature
B1-BX	Religion
C	Auxiliary Science of History
D	History: General, Europe, Asia, Africa, Oceania
	(DT: History: Africa)
E-F	History: North and South America
G	Geography, Anthropology, Folklore, Manners and Customs, Recreation
H	Social Sciences