## Unit-1 Applied Grammar and Usage:

CO1- Write professionally in simple and correct English.

#### Subject-Verb Agreement

Agreement of a verb with its subject.



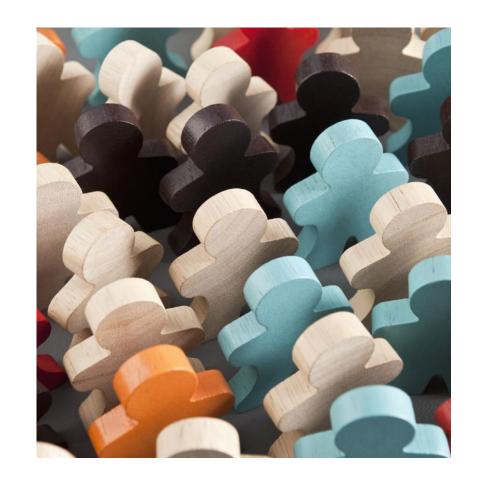
#### Thumb Rule

A singular subject demands a singular verb; a plural subject demands a plural verb. That is the simple principle behind <u>subject-verb</u> <u>agreement</u>.

- The *list* of items *is* on the desk.
- The *dog growls* when he is angry.
- The *dogs growl* when they are angry.

#### Use of Indefinite Pronouns

- Indefinite pronouns such as <u>everyone</u> and <u>everybody</u> feel plural to some writers, but they are always singular — and take a singular verb.
  - **Everyone** associated with the project **is** proud to be a part of the effort.
  - Someone has to be responsible.
- Don't be confused by phrases that come between the subject pronoun and its verb — phrases that may contain plural words.
  - **Each** of the project partners **is** responsible for writing a chapter summary.



Use of few, many, several, etc.

 Determiners like <u>few</u>, <u>many</u>, <u>several</u>, <u>both</u>, <u>some</u>, etc. always take plural form.

- Few were left alive after the flood.
- Many were against the system.

## Off to use "of"

- A subject will come before a phrase beginning with "of". This is a key rule for understanding subjects. The word "of" is the culprit in many, perhaps most, subject-verb mistakes.
- The student of ABES is present in the conference.
- The students of ABES are present in the conference.

Use of or, either/ or, or neither/ nor • Two singular subjects connected by or, either/ or, or neither/ nor require a singular verb.

#### • Examples:

- My aunt or my uncle <u>is arriving</u> by train today.
- Neither Juan nor Carmen <u>is</u> available.
- Either Kiana or Casey <u>is helping</u> today with stage decorations.

Use of or, either/ or, or neither/ nor...Contd. • The verb in an or, either /or, or neither /nor sentence agrees with the noun or pronoun closest to it.

#### • Examples:

- Neither the plates nor the serving bowl goes on that shelf.
- Neither the serving bowl nor the plates go on that shelf.

# Use of conjunction "and"

• As a rule, use a plural verb with two or more subjects when they are connected by "and".

**Example:** A car and a bike <u>are</u> my means of transportation.

**Exceptions:** -Breaking and entering <u>is</u> against the law.

-The bed and breakfast <u>was</u> charming.

In those sentences, "breaking and entering" and "bed and breakfast" are compound nouns.

"Along With",
"As Well As",
"Besides"

 Sometimes the subject is separated from the verb by such words as "along with", "as well as", "besides", not, etc. These words and phrases are not part of the subject. Ignore them and use a singular verb when the subject is singular.

#### • Examples:

- The politician, along with the newsmen, is expected shortly.
- Excitement, as well as nervousness, <u>is</u> the cause of her shaking.



#### Nouns in plural form

- Some nouns which are plural in form but singular in meaning, take a singular verb.
  - The news is false.
  - Mathematics is my favourite subject.



Agreement with distance, period of time, sum of money...

- Use a singular verb with distances, period of time, sum of money, etc., when considered as a unit.
- Examples:
  - Three miles is too far to walk.
  - Five years is the maximum sentence for that offense.
  - Ten dollars is a high price to pay.

# Agreement with Collective Nouns

 Some collective nouns, such as family, couple, staff, audience, etc., may take either a singular or a plural verb, depending on their use in the sentence.

#### • Examples:

- Mr. Kamlesh is our administrative staff.
- The staff of ABES also need to learn the skills of communication.

# Agreement with words that indicate portions

• With words that indicate portions—a lot, a majority, some, all, etc. we are guided by the noun after of. If the noun after of is singular, use a singular verb. If it is plural, use a plural verb.

#### • Examples:

A lot of the **pie** has disappeared.

A lot of the **pies** have disappeared.

A third of the city is unemployed.

A third of the **people** are unemployed.

All of the **pie** is gone.

All of the **pies** are gone.

#### **Prefixes and Suffixes**

#### **Suffixes**

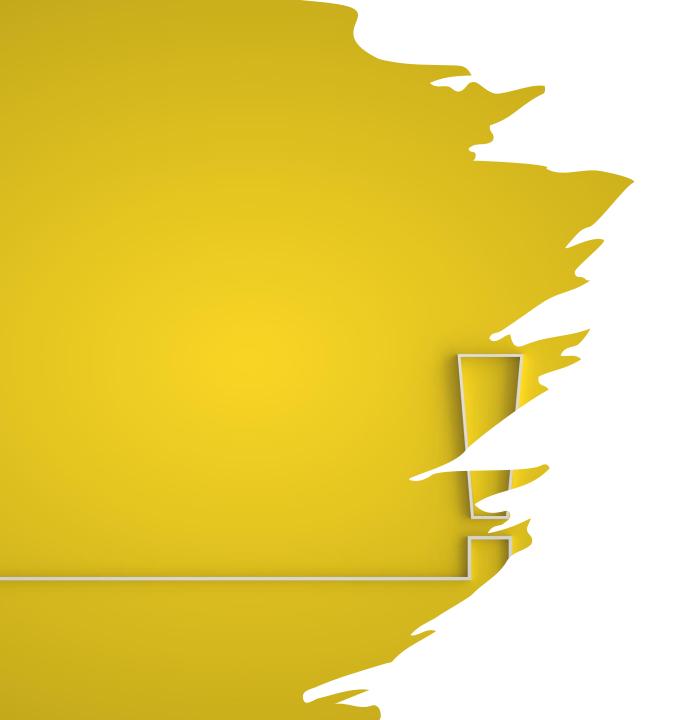
- Suffixes are added to the **end** of a main word. This often changes the word to a different part of speech. For example, a verb to an adjective.
- Harmless
- Restful
- Childish
- Likeable



- Some suffixes and prefixes are part of our living language in that people regularly use them to create new words for modern products, concepts or situations.
- For example, email. The prefix e stands for electronic and so we see a growing number of internet related words being formed such as e-book and e-commerce.
- It is helpful to know the meanings of the prefixes and suffixes to then
- understand the meaning of words.

#### **Prefixes**

- Prefixes are added to the **beginning** of a word to make a new word with a different meaning. For example:
- Unhappy
- Illegal
- Impossible
- Multicultural



- A **prefix** is a group of letters placed before the root of a word.
- For example, the word "unhappy" consists of the prefix "un-" which means
- "not" combined with the root or stem word "happy"; the word "unhappy" means "not happy."

#### Prefixes

PREFIX	MEANING	EXAMPLES
de-	from, down, away reverse, opposite	decode, decrease
dis-	not, opposite, reverse, away	disagree, disappear
ex-	out of, away from, lacking, former	exhale, explosion
il-	not	illegal, illogical
im-	not, without	impossible, improper
in-	not, without	inaction, invisible
mis-	bad, wrong	mislead, misplace
non-	not	nonfiction, nonsense
pre-	before	prefix, prehistory
pro-	for, forward, before	proactive, profess, program
re-	again, back	react, reappear
un-	against, not, opposite	undo, unequal, unusual

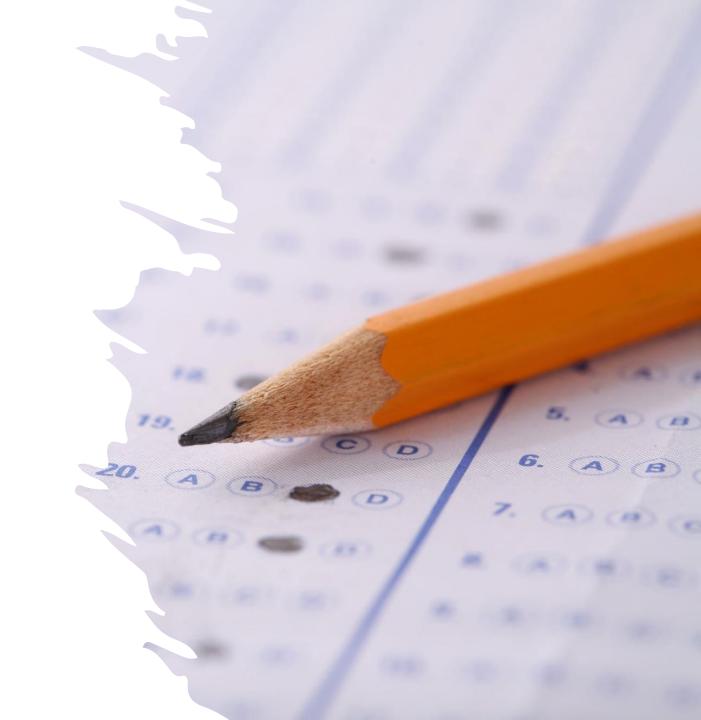
#### Suffixes

• A **suffix** is a group of letters placed after the root of a word. For example, the word flavorless consists of the root word "flavor" combined with the suffix "-less" which means "without"; the word "flavorless" means "having no flavor."

#### Suffixes

SUFFIX	MEANING	EXAMPLES
-able	able to, having the quality of	comfortable, portable
-al	relating to	annual, comical
-er	comparative	bigger, stronger
-est	superlative	strongest, tiniest
-ful	full of	beautiful, grateful
-ible	forming an adjective	reversible, terrible
-ily	forming an adverb	eerily, happily, lazily
-ing	denoting an action, a material, or a gerund	acting, showing
-less	without, not affected by	friendless, tireless
-ly	forming an adjective	clearly, hourly
-ness	denoting a state or condition	kindness, wildemess
- <b>y</b>	full of, denoting a condition, or a diminutive	glory, messy, victory,

• Remember that these lists of prefixes and suffixes do not cover **all** suffixes and prefixes. There are many others.



#### Synonyms

- Synonyms are words with the same or similar meanings.
- Words that are synonyms are said to be synonymous, and the state of being a synonym is called synonymy.
- The word comes from <u>Ancient Greek</u> syn (σύν) ("with") and onoma (ονομα) ("name").
- Synonyms can be any <u>part of speech</u> (such as <u>nouns</u>, <u>verbs</u>, <u>adjectives</u>, <u>adverbs</u> or <u>prepositions</u>), as long as both words are the same part of speech.



### Here are more examples of English synonyms:

#### verb

• "buy" and "purchase"

#### adjective

• "big" and "large"

#### adverb

"quickly" and "speedily"

#### preposition

"on" and "upon"

- Note that synonyms are defined with respect to certain senses of words; for instance, *pupil* is not synonymous with *student*.
- Likewise, he expired means the same as he died, yet my passport has expired cannot be replaced by my passport has died.

#### **Examples:**

- Beautiful: Attractive, Pretty, Lovely, Stunning
- Fair: Just, Objective, Impartial, Unbiased
- Funny: Humorous, Comical, Hilarious, Hysterical
- Happy: Content, Joyful, Mirthful, Upbeat
- Hardworking: Diligent, Determined, <u>Industrious</u>, Enterprising
- Honest: Honourable, Fair, Sincere, Trustworthy
- Intelligent: Smart, Bright, Brilliant, Sharp
- Introverted: Shy, Bashful, Quiet, Withdrawn
- Kind: Thoughtful, Considerate, Amiable, Gracious



- thrilled -excited
- melancholy sad
- scream yell
- huge gigantic
- small tiny
- skilled talented
- novice rookie
- often frequently
- start begin
- ridiculous absurd

- help -aid
- fight -argue
- war-battle
- offbeat unconventional
- winner-champion
- moist damp
- fall -autumn
- strange odd
- stinky smelly

## Which word in each series of words is not a synonym for the others?

Youthful	juvenile	senile
Student	author	scholar
Look	believe	stare
Rest	relax	squat
Sit	stroll	stride
Kind	caring	proud
Fortune	luck	lack
Legal	lawful	equal
Praise	invite	glorify
Capable	able	idle

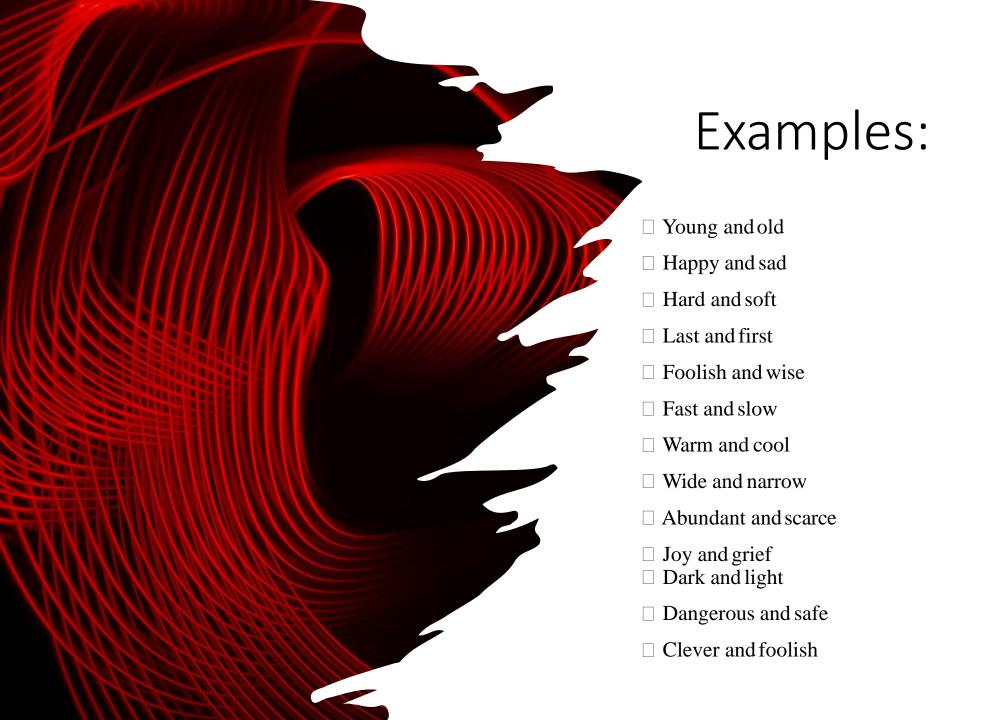


#### **ANTONYM**

- AN TO NYM
- a <u>word</u> opposite in meaning to another. *Fast* is an antonym of *slow*.

#### **Categories Of Antonym**

• **Graded antonyms** deal with levels of the meaning of the words, like if something is not "good", is may still not be "bad."



• Complementary antonyms have a relationship where there is no middle ground. There are only two possibilities, either one or the other.

#### Examples include:

- Man and woman
- Push and pull
- Dead and alive
- Off and on
- Day and night
- Absent and present
- Exit and entrance
- Sink or float
- True or false
- Pass and fail
- Former and latter

• **Relational antonyms** are sometimes considered a subcategory of complementary antonyms. With these pairs, for there to be a relationship, both must exist.

#### Examples are:

- Husband and wife
- Doctor and patient
- Buy and sell
- Predator and prey
- Above and below
- Give and receive
- Teach and learn
- Instructor and pupil
- Servant and master
- Borrow and lend
- Come and go

## Word Formation

#### Word

"Word is a unit of a language which the natives can identify."

or

"Words are blocks which form a sentence"

#### Basic Word:

• "The words which have not been developed or derived from any other word are known as root, basic or primary words". For example, White, tree, pain, boy, etc.

## Types of word

- Lexical Word
- Functional Word

#### **Lexical Word**

- A lexical item (lexical word) is what we normally recognize as "the ordinary word." A lexical item can also be a part of a word or a chain of words. Lexical items are the basic building blocks of a language's vocabulary (its lexicon, in other words). (All the Nouns, Verbs & Adjectives are lexical word)
- *cat* (single word)
- traffic light (words together meaning one thing)
- take care of (a verbal phrase)
- by the way (a chain of words)
- it's raining cats and dogs (an idiomatic phrase)

## Functional word

- A grammatical word (a.k.a. <u>function word</u>) is a word that in itself has either (1) little or no actual meaning (lexical meaning) or (2) ambiguous or uncertain meaning, BUT functions to indicate grammatical relationships with other words in a sentence. The usual grammatical words are:-
- auxiliaries (am, are, be, do, got, is, have, etc)
- conjunctions (and, although, or, that, when, while, etc)
- determiners (a, either, more, much, neither, my, that, the, etc)
- particles (as, no, nor, not, etc)
- prepositions (at, between, in, of, without, etc)
- pronouns (*I, you, he, she, it, we, they, anybody, one,* etc)

# Types of Word Formation Processes

- Compounding
- Derivation
- Affixation
- Blending
- Clipping
- Acronyms

#### Compounding

- Compounding forms a word out of two or more root words. The words are called compounds or compound words.
- mailman (composed of free root mail and free root man)
   mail carrier
   dog-house
   fireplace
   fireplug (a regional word for 'fire hydrant')
   fire hydrant
   dry run
   cupcake
   cup holder
   email
   e-ticket

## Rhyming compounds

**Rhyming compounds** (subtype of compounds)
These words are compounded from two rhyming words.

- lovey-dovey chiller-killer
- higgledy-piggledy tootsie-wootsie
- bunnie-wunnie
   Henny Penny
   snuggly-wuggly
   Georgie Porgie
   Piggie-Wiggie

#### Derivation

- Derivation is the creation of words by modification of a root without the addition of other roots. Often the effect is a change in part of speech.
- Affixation (Subtype of Derivation)
  The most common type of derivation is the addition of one or more affixes to a root, as in the word *derivation* itself. This process is called affixation, a term which covers both prefixation and suffixation.

#### Blending

- Blending is one of the most beloved of word formation processes in English. It is especially creative in that speakers take two words and merge them based on sound structure. The resulting words are called blends.
- usually in word formation we combine roots or affixes along their edges:
- mockumentary (mock and documentary)
- mocktail (mock and cocktail) 'cocktail with no alcohol' splog (spam and blog) 'fake blog designed to attract hits and raise Google-ranking' Britpoperati (Britpop and literati) 'those knowledgable about current British pop music

#### Clipping

 Clipping is a type of abbreviation of a word in which one part is 'clipped' off the rest, and the remaining word now means essentially the same thing as what the whole word means or meant. For example, the word rifle is a fairly modern clipping of an earlier compound rifle gun, meaning a gun with a rifled barrel. (Rifled means having a spiral groove causing the bullet to spin, and thus making it more accurate.) Another clipping is burger, formed by clipping off the beginning of the word hamburger. (This clipping could only come about once hamburg+er was reanalyzed as ham+burger.)

#### Acronyms

- Acronyms are formed by taking the initial letters of a phrase and making a word out of it.
- US or U.S., USA or U.S.A. (United States)
   UN or U.N. (United Nations)
   IMF (International Monetary Fund)

#### Homophones

- "Words with same sound (pronunciation) but different meaning and spelling are known as Homophones".
- Air (difference in atmospheric pressure) air is hot. Heir – is the heir to the throne.
- Dear is dear to me. Deer deer is a beautiful animal.
- Sea the red sea. See see the sky. the game.
- Loose shirt is loose. Lose don't lose

#### Homonyms

- "Words with same sound (pronunciation) and spelling but different meanings.
- Homonyms".
- Row line Soil make dirty
- Row boat propelling
- Bank side of river beam a line of light
- Bank financial institution beam a long piece of wood or metal
- Coach sports trainer
- Coach Large carriage

#### **Books Prescribed**

- English Grammar & Usage, R.P.Sinha, Oxford University Press, New Delhi, 2005.
- English Grammar & Composition, Wren & Martin S.Chand & Co Ltd, New Delhi, 2009.
- Technical Communication, (Second Ed.); O.U.P., Meenakshi Raman & S.Sharma New Delhi, 2011



### **THANKS**