

Grammar

Parts of Speech

eBook

Parts of Speech

Parts of Speech:

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1. NOUN

Noun – A word that represents a person, place, thing, or idea.

Example : John, Maria, Pune, Table, Computer, etc.

Types of noun

- 1) Proper Noun
- 2) Common noun
- 3) Collective noun
- 4) Abstract noun
- 5) Material Noun

- **Proper noun** can be described as a name used for an individual person, place, or organization

Example Delhi, Karan, Chandigarh

- **Common noun:** common noun does not describe particular individual, It denotes a class of objects.

Example: Chair, table, car

- **Collective noun:** group of individuals are described or denoted by Collective noun

Example Team, jury.

- **Material Noun:** Material noun denote substance that are used to make things.

Example: silver, gold.

- **Abstract Noun:** Things that are not concrete come under abstract noun. We can't see an abstract noun, can't smell it, can't taste it, can't hear it, can't touch it. It cannot be detected by our 5 physical senses. It can be a quality, concept, Idea.

Example: Sadness, Happiness, enthusiasm.

Rules for Usage of Nouns

1. The following nouns are used in the same form, whether` singular or plural:

Deer, sheep, fish, apparatus, yoke, rice

2. The following nouns are singular in form but are used as plurals:

Progeny, alphabet, swine, poultry, cattle, peasantry, artillery, police, company, infantry, clergy, gentry, people

3. The following nouns are plural in form. Their form is not changed whether these are used as singular or plural:

odds, spectacles, alms, tidings, trousers, intestines, annals, tongs, riches, credentials, proceeds, scissors, gymnastics, environs, measles, gallows, assets, breeches, wages, auspices

4. The following nouns are plural in form but are used as singulars:

Physics, economics, innings, news, mathematics, statistics

5. The following nouns are not changed into plural nor are preceded by an article of indefiniteness (a or an)

*bread, mischief, business, advice, language, hair,
furniture, poetry, information, scenery*

6. Material nouns like *brick, stone, marble, iron, wood* are not changed into plurals when they denote a mass of matter:
7. When a noun serves the purpose of an adjective in a compound word (a word made up of two nouns), it is not changed into the plural form.

a ten-rupee note; four-mile race, five-man delegation

2. PRONOUN

A pronoun is a word used instead of a Noun. It helps us avoid repetition of the noun every time we make a reference to the same noun.

I am young

We are young

You are young

You are young

He (she, it) is young

They are young

All the underlined words are called **Personal Pronouns**.

Personal Pronouns have three forms.

THE CORRECT USE OF PRONOUN

- **A pronoun must invariably gel with its antecedent**

- (i) 'one' must be followed by "one",
- (ii) "everyone", "anyone" or "nobody" are followed by "his"
- (iii) if second (you) and third person (he) are used as pronouns following pronoun should be 'you', 'your' etc.,
- (iv) if first (I) and second (you) person pronouns are used the following pronoun will be "our".

1. Incorrect: One should not forget his work.

Correct: *One should not forget one's work.*

2. Incorrect: Everyone is in charge of one's job.

Correct: *Everyone is in charge of his job.*

3. Incorrect: You and he are aware of their duties.

Correct: *You and he are aware of your duties.*

- **If a pronoun is the complement of *to be*, it should be in the subjective case.**

Incorrect: It is him who met me.

Correct: *It is he who met me.*

In the above given sentence he completes the sense of is (a form of to be; other forms of to be are – was, were, are) so it should be in the subjective case.

- **If a pronoun is the object of a preposition it should be in the objective case.**

1. Incorrect: This is between you and I that he is a thief.

Correct: *This is between you and me that he is a thief.*

2. Incorrect: Besides I no one else was there at the function.

Correct: *Besides me no one else was there at the function.*

- **If a relative pronoun is used in subjective and objective cases (who, whom) we cannot put one pronoun in place of two.**

Incorrect: He met a foreigner who he knew and was a famous singer.

Correct: He met a foreigner whom he knew and was a famous singer.

- When a pronoun follows 'than' or as its case is decided by imagining the verb and completing the sentence.

Incorrect: He is better placed than me in all respects.

Correct: *He is better placed than I in all respects. (The completed sentence needs 'I am').*

- When the following verbs are used reflexively a reflexive pronoun must be put after them. Enjoy, acquit, absent, avail, resign, over-reach, apply, exert, adapt, assert.

Incorrect: She enjoyed during the plane journey.

Correct: *She enjoyed himself during the plane journey. He enjoyed the bus journey." (Correct because enjoy is not used reflexively).*

"He absented himself from the court." (Correct)

- **Reflexive pronoun is not used after the following verbs:**

Make, lengthen, stop, steal, form, feed, qualify, gather hide, burst, roll, rest, turn speed, open, move, bathe, break, keep.

Incorrect: We kept ourselves away from the controversy.

Correct: *We kept away from the controversy.*

- **We cannot use reflexive pronoun in place of a noun.**

Incorrect: She and myself will work together.

Correct: *She and I will work together.*

But when we say “I myself saw him” “myself” is not a substitute for the subject.

3. VERB

A verb is a part of speech that expresses

- 1) Action
- 2) State of being

Example: He is eating.

The verb here is eating.

- There is one more type of verb called helping verb.
They are verbs that cannot stand alone a main verbs.

Example: He is eating.

(Is=helping verb, eating=main verb)

- Some verbs can act as both helping verbs and main verbs .but they can either be a helping verb or a main verb at one point of time.

Example: I have a book.(have is acting as main verb here)

Example: I have been working on this project for past 2 hours

4. ADJECTIVE

Adjective – A word or group of words that describe or modify a noun.

Example: The slow, meandering creek sang a gentle song.

THE CORRECT USE OF ADJECTIVE

Adjectives are the words which tell us something more about the noun, e.g. in the sentence “Fair face needs no paint” the word *fair* is an adjective because it tells us about ‘face’.

(a) Corrections connected with degree of comparison

There are three degrees of comparison – positive, comparative, and superlative, e.g. good (positive), better (comparative), best (superlative).

- Single-syllabled adjectives are changed into comparative degree by suffixing ER and into superlative degree by suffixing EST. Generally, MORE and MOST are not used with them.

Incorrect: He is more wiser than his brother.

Correct: *He is wiser than his brother.*

Exception: When two qualities of a single person or a single thing are

Compared MORE is used with the first adjective even if it is a single syllable word.

- Double comparatives or superlatives are no longer used though Shakespeare used them.

Incorrect: These shoes are more preferable than those.

Correct: *The shoes are preferable to those.*

- The adjectives which give absolute sense do not take MORE or MOST with them.

Incorrect: This belief is more universal than that.

Correct: *This belief is universal and the other is not.*

The adjective, like universal, are absolute and do not take more or most. Similarly, we cannot say “more parallel” or “more square.”

- The following adjectives are followed by to and not by than.

junior, senior, inferior, elder, prefer, preferable, superior,.

1. Incorrect: This piece of cloth is superior than that.

Correct: *This piece of cloth is superior to that.*

2. Incorrect: My sister is elder than me.

Correct: *My sister is elder to me.*

- Similar things should be compared when we compare two things.

Incorrect: The speed of this car is greater than the old one.

Correct: *The speed of this car is greater than that of the old one.*

- When comparative degree is used in the superlative sense we should (i) use 'any other' if we are comparing the things or persons of the same group, (ii) use any if the comparison is with the things or persons outside the group.

1. Incorrect: Bengu is faster than any student of his class.

Correct: *Bengu is faster than any other student of his class. (Comparison within the group).*

2. Incorrect: Bombay is dirtier than any other city in Pakistan.

Correct: *Bombay is dirtier than any city in Pakistan.*

- If two qualities of a person are mentioned both should be in the same degree of comparison.

Incorrect: Phatik is the most intelligent and hard working person.

Correct: *Phatik is the most intelligent and the most hard working person.*

- Article THE must be used with adjectives in the superlative form.

Incorrect: This is tallest peak.

Correct: This is the tallest peak.

➤ **Many vs. much**

Many is used to modify nouns that can be counted

Much is used to modify nouns that cannot be counted.

Example: there are many students in the class.

Example: Much work needs to be done.

➤ **Few vs. less**

Few is used to modify nouns that can be counted .**less is used to** modify nouns that cannot be counted.

Example: there are very few students in the class.

Example: You ate less mashed potatoes than I did.

➤ **Little, a little and the little**

Little is used with uncountable nouns

A definite and specific small quantity is depicted by 'The little'.

"Little" depicts 'hardly anything'

A small but considerable quantity is depicted by 'A little'.

➤ **Few, a few and the few**

Few is used with countable nouns

A small but considerable quantity is depicted by 'A few'.

"Few" depicts 'hardly anything'

A definite and specific small quantity is depicted by 'The few'

5. ADVERBS

Part of speech that qualifies the meaning of an adjective, a verb, a clause, another adverb

Examples:

I am very happy.

Here very is qualifying the adjective "happy" so happy is adverb.

He is eating very slowly.

Here “very” and “slowly” both are adverbs, as slowly qualifies the meaning of verb “eating” and since “very” is qualifying adverb “slowly” so very too is adverb.

Example of adverbs: Boldly, Carefully, Excitedly, Financially, and Horribly.

Adverb of time: I reached there early.

Adverb of manner: All this happened very suddenly.

Adverb of frequency: He is always late.

Adverb of Degree: *It's rather humid, isn't it?*

Adverb of Place: He was here a while ago.

6. PREPOSITION

A Preposition is a word placed before a noun or a pronoun to show the relation between the noun and some other noun, adjective or verb.

Very often the error in a grammar question is the incorrect use of a preposition since we tend to misuse them so often.

1. A preposition is usually placed before its object but sometimes it may follow.

Examples

Here is the watch you were looking for.

That is the boy I was speaking of.

What are you looking at?

2. The prepositions for, from, in, on are often omitted before nouns of place or time.

Examples

We did it last week. I cannot walk a yard. Wait a minute.

3. There are three type of Prepositions
 - a. Simple prepositions: at, by, for, from, in, off, of, on, out, through, till. with, to, up.

- b. Compound Prepositions: about, above, across, along, amidst, among, amongst, around, before, behind, below, beneath, beside, between, beyond, inside, outside, underneath, within, without.
- c. Phrase Prepositions: these have to be used in the standard form that has been expressed below. Errors are typically made by using the incorrect phraseology.

Barring, concerning, considering, during, not withstanding, pending, regarding, respecting, touching and a few other words are used without any noun or pronoun attached to them.

Examples

Barring rainfall, we should be able to play the match tomorrow.

Concerning yesterday's meeting, there are many rumours in the office.

Pending further orders, you will remain confined to your bedroom.

Rules for Usage of Prepositions

A. Prepositions of Time

On: It is used for the exact time, e.g., on Monday, on 16th of September.

In: is used for seasons, months, years and some parts of the day (except noon and midnight)

By: implies up to, e.g. "I will finish this work by evening."
(up to evening)

For: is used for the duration of action; it is generally used with perfect continuous tense, e.g. "He has been working for four years."

Since: is used for point of time, e.g. "He has been visiting this place since Monday."

From: is used for the starting point of an action, e.g.
"Today I worked from 10 a.m. to 5 p.m."

B. Prepositions of Position

At: As a preposition of position it is used for small towns and villages, e.g. "He was born at Naraina village."

In: is used when refer to big cities and countries, e.g.
“He was born in England.”

Between: is used when we refer to person.

e.g. “What happened between these two I do not know.”

Among: is used when we refer to more than two.

e.g. “Among all the five brothers he is the best.”

Over, Above: Above means ‘higher than’ but over means vertically above.”

Incorrect: This ceiling fan is above the study table.

Correct: *This ceiling fan is over the study table.*

Below, Under: Below means “lower than” whereas under means “vertically below.”

Incorrect: He is sitting under the shade of the tree.

Correct: *He is sitting in the shade of the tree.*

There can be nothing vertically below the shade of the tree. But we can say “He is sitting under the tree.”

Beneath: means lower position; it is used figuratively generally, e.g. “it is beneath my dignity to request you.”

C. Prepositions of Direction

To: is used for exact destination, e.g. "I am going to my office."

Towards: is used when we refer to direction, e.g. "I am going towards the station." It means "in the direction of"

Into: refers to the movement towards the interior, e.g. "She jumped into the river." (Not in the river)

At: is used when we want to say 'face to face with', e.g.

- (i) "He was sitting at the table" (not on the table)
- (ii) 'My servant stood at the ticket window (not on the ticket window)
- (iii) I was looking at his photograph (not on his photograph)

For: Sometimes for also denotes directions, e.g. 'he is leaving for Delhi today.'

Against: means 'pressing against', e.g. 'He was standing against the wall when I saw him.'

Off: is used when two things are separated, e.g. “The airplane took off at 4 p.m.”

From: is used for the point of departure, e.g. “He has come from the club.”

D. Miscellaneous Prepositions

About: stands for nearness, e.g. “I was about to leave the place.”

“He was about to speak out his mind.”

Along: is used when we want to say “In the same line”, e.g. ‘He walked along that bank of the river.’

After: is used when we want to refer to a sequence, e.g. “One after the other they left.”

Across: means from one side to the other, e.g. “He swam across the river.”

Against: is used when we refer to opposition, e.g. “He is fighting against the communal forces.”

At: In addition to its use as a preposition of time and direction it also stands for intended contact, e.g. “We discussed the whole matter at the table.”

Before: is used when we want to say “in front of”, e.g.
“The criminal was brought before the judge.”

Behind: stands for “at the back of”, e.g. “The work was much behind schedule.”

Beyond: means ‘on the farther side of’, e.g. “This work is beyond my reach.”

Beside: means ‘by the side of’, e.g. “he sat beside me.”

Besides: means “in addition to”, e.g. “Besides him many others were present.”

On: refers to a thing to rest upon, e.g. “I do not depend on him.”

Than: is used when we compare two things or persons, e.g. “This book is better than the other.”

Through: means across-something, e.g. “I have gone through the record.”

Up: is used when we refer to motion to a higher place, e.g. “He climbed up the mountain.”

With: is used to denote

- (i) Association: e.g. He came with his son to meet me
- (ii) Cause e.g. “He is down with fever”,
- (iii) Agree e.g. “I do not agree with you,”
- (iv) Manner, e.g. ‘Do not treat him with contempt.’

7. CONJUNCTION

Conjunction is a word that connects sentences, clauses of words.

Rules for Usage of Conjunctions

1.Than: The conjunction **than** is used in the following causes –

- (i) Adverbs or adjectives in the Comparative degree are followed by than e.g. “This building is taller than that.”
- (ii) The phrase no other is followed by than. e.g. “He has no other work than cheating others.”
- (iii) The phrase ‘No sooner’ must be followed by ‘than’ because ‘sooner’ is in the comparative

degree. e.g. "No sooner did he leave the room than his friend entered."

2. **That:** The conjunction **that** is NOT used before (a) a sentence in direct narration (b) an interrogative adverb or interrogative pronoun in the indirection narration.

Incorrect: He said that "I am quite happy today."

Correct: *He said, "I am quite happy today."*

Incorrect: I asked him that how old he was.

Correct: *I asked him how old he was.*

3. Since:

- (i) It is used in the sense of before and after when the sentence is in the Perfect or Perfect Continuous tense. In the second case it must be followed by past tense. e.g. "I have been waiting for you since morning." Or 'No colleague met me since I left the job (Not 'since I had left').
- (ii) *Since* is also used in the sense of because e.g. "Since you are educated I like you."

4. **Unless, if:** Both are used to signify condition but unless means 'if not.' e.g. Unless you work I cannot recommend you for promotion."
5. **Until, Till:** Both refer to time. *Until* means till not. e.g. "I will wait until you come."
6. **Lest:** means 'that not.' *Lest* implies negative so 'not' is not used with it. Moreover it should be followed by 'should'

Incorrect : Work lest you may not fail.

Correct : *Work lest you should fail.*

7. **Like, As** '*Like*' is placed before a noun or a pronoun to establish similarity. '*As*' is used when the noun or pronoun is followed by a verb. Study the following two sentences:

"I worked as a slave."

"I worked like a slave."

The first implies that "I was a slave" whereas the second means that I worked hard and I was not a slave.

➤ **Co-relative Conjunctions**

These conjunctions go in pairs. Each member of the pair is followed by the same or similar part of speech or having the same function value.

8. **As – As:** This pair is used in affirmative sentences only.

Incorrect: She is not as wise as her brother is.

Correct: *She is as wise as her brother is.*

9. **So – As:** This pair is used only in negative sentences, e.g. "This is not so costly as the other is."
10. **Although – yet:** *Although* goes with yet or a comma (,) in the other clause e.g. Although he is poor yet he is honest.
11. **Nothing else – but:** *Nothing else* should be followed by but and not by than. e.g. It is nothing else but hypocrisy.
12. **Whether – or not:** *Whether* in the first clause must be followed by *or not* in the second clause.e.g. "`.."

13. Indeed – but: These co-relative conjunctions are used to emphasize the contrast between the first and the second part of the statement.

Incorrect: He was indeed a popular leader but he could win elections.

Correct: *He was indeed a popular leader but he could not win the elections.*

In the first sentence there is no contrast so the use of 'indeed' and 'but' is incorrect.

14. Hardly – when; Scarcely – when: If 'hardly' or 'scarcely' is used in one clause 'when' must be used in the second clause. e.g. "Hardly had he entered the room when the bell rang" or "Scarcely had he stepped out when it started raining".

15. Such – as; Such – that: When 'such' is used for comparison it should be followed by 'as' and when it is used for emphasis it should be followed by 'that'.

1. Incorrect: It is such an article that I cannot reject.

Correct: *It is such an article as I cannot reject.*

2. Incorrect: It is such a beautiful dream as I cannot forget.

Correct: *It is such a beautiful dream that I cannot forget.*

16. Not only – but also: While using ‘not only – but also’ three things are to be kept in mind

- (i) Verb must agree with the noun or pronoun mentioned second in the sentence.
- (ii) Both ‘not only’ and ‘but also’ should come before the noun or pronoun they are to modify.
- (iii) The part which is to be emphasized must come after ‘but also’.

1. Incorrect: Not only I but also he am to resign.

Correct: *Not only I but also he is to resign.*

2. Incorrect: He is not only known for bravery but also for kindness.

Correct: *He is known for not only bravery but also for kindness.*

8. INTERJECTION

It expresses a feeling and conveys emotions.
Interjection is a part of sentence not connected grammatically to rest of the sentence.

Interjections

Ahem , Eh, Hmm , Jeez ,Ooh-la-la , Oops , Phew , Whoa ,
Yahoo , Yeah , Zing, wow.

Examples:

Wow! I love this T shirt.

Hooray! Our team won.