Grammar

Intro to Grammar

Table of Contents

Chapter 1: What is Grammar?

1.1   Definition

Grammar is a set of structural rules and is derived from the Greek word 'grammatikē' which means "art of letters".

Basically, grammar is the way in which words are put together to form meaningful sentences.

1.2 Importance

Grammar's importance in communication: According to most people, Communication exclusively refers using a language to speak to others and to understand what others are saying.

In reality, however, language is actually of the following types:

- Written
- Verbal
- Graphical
- Non-Verbal

The non-verbal part of communication refers to body language and sign language.

1.3 Effectiveness in business

It is of vital importance that you communicate effectively in the workplace. Having a good grasp of grammar ensures that any message you want to convey is delivered effectively and accurately. Thus a correct working knowledge of grammar can help avoid a lot of confusion and any misinterpretation in a professional environment.

1.4 Provides clarity

Grammar helps us convey the precise meaning of what it is we want to say. It also gives the sense of when an event took place. For example, if you are trying talk about something that happened years ago you will use the past tense to communicate your experience with others. However, if you are trying to convey something in the immediate future, your usage of tenses will be entirely different.

1.5 Grammar in the real world

From Legal documents to resumes, grammatical errors leave a terrible impression and can take away a professionals chances to acquire a Job or an important interview. Even in Newspapers, a minor error in grammar can lead to complete distortion and misinterpretation of the facts.

1.6 Provides a structure to language

Grammar provides a proper structure to language. This helps sets the standard that is to meet by everyone to ensure that improper use of language is avoided. Furthermore, this goes a long way in helping reduce ambiguity during communication.

Chapter 2: Sentence

A sentence can be described as a set of words that conveys a statement, question, exclamation, or command. A sentence is complete in itself, and it consists of main clause and sometimes can have one or more than one subordinate classes.

A sentence contains a subject and predicate.
For example:
He studied very hard but could not clear the exam.
The subject can be defined as part of the sentence. It is what or who the sentence is all about. The Predicate is the other part of the sentence that tells us about the subject.

For example: The dog (subject) / ran very fast. (Predicate)
The predicate has another part within it known as the object.
The object is a part of the predicate on which the subject performs an action.
For example: Nikhil wrote a script.
"*Nikhil* is the subject, the doer or performer.
"*Wrote*" refers to the action performed.
"*Script*" is the object involved in the action.
Let's revise what we have just learned

The subject is in **bold,** the Predicate is in *italic* and the Object is underlined.

1. **Aman** *was wearing a* black jacket.

2. **He** *was angry at* his co-workers.

3. **She** *missed* her home.

4. **Her college** *was located far from* town.

5. **The tree** *was decorated with* lights.

6. **Arjun and Varun** *are* professional football players.

7. **Nikhil** *was nervous before* his performance.

8. **He** *was reading* a book *written by Robin Sharma.*

9. **He** *certainly was not the* brightest intern *at the firm.*

10. **Jogging** *is* one of the best and most underestimated therapies.

11. **He** *ran after* his best friend.

12. **He** *had to prepare for* his court hearing *next day.*

13. **Romeo and Juliet** *is <u>one of the most popular plays</u> of all time.*
14. **He** *played <u>his character</u> to the best of his capability.*
15. **Indian films** *generally reflect <u>the society</u> we are living in.*

Chapter 3: Phrases & Clauses

3.1 Phrases
The phrase can be defined a small set of words that form some meaning when attached to a sentence or a clause.
A phrase is without a subject or a verb. Not having subject or verb is the reason it cannot form a 'predicate'.
 For Example:
- "After lunch."
- "Waiting for a train."

3.2 Clauses
Unlike phrases, Clauses contains both subject and predicate. Clauses can be of two types. It can be an independent clause or a subordinate clause
A clause is an independent clause when it can act as a sentence. An example of an independent clause is *"he looked at her"*.

Some clauses need other clauses to complete their meaning. Such clauses are called subordinate clauses. An example of a subordinate clause is *"When I saw her"*.
Let's revise what we have just learned

➢ The phrase is in **bold** and the clause is in *italic*.

1) *The boy is in the car*.
2) **The lights were off**.
3) *Put it on the chair*.
4) *When I reach office*.
5) **Very slowly**.
6) **In the garage**.
7) **Will be waiting**.
8) **Has been completed**.
9) **When he woke up**.
10) **He screamed**.

➢ The clause in the sentence is <u>underlined.</u>

11) <u>Shaila is standing at the doorstep</u> of his apartment.
12) <u>It has been raining since morning</u>.
13) <u>He studied all night long</u>.
14) <u>I have been waiting for 2 hours</u>.
15) <u>I will meet her</u> after lunch.

➢ The independent clause is in **bold** and the subordinate clause is in *italic*.

16) **Arjun put the keys down** and *stood up*.

17) **I gave him my phone number**, *but he did not call me.*
18) **We could go to the park**, *or we could stay here.*
19) *After leaving from work*, **he headed straight to the stadium.**
20) **We are going to take another route** *because the other one is under construction.*