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Communication and Presentation Skills **BS (CS)/IT-II&III**

Note:

- 1. It is intimated that following lectures will not repeated and would be part of mid-term & final-term exam as well.**
- 2. The attendance of the students will be marked on receipt of assignment on due date.**
- 3. Marks of the assignment may be deducted on emailing irrelevant material to respective teacher(s).**
- 4. Email IDs of concerned teachers are mentioned in the Header of each page (on the top of each page).**
- 5. In case of any query, contact you teacher through email.**
- 6. The mode of communication would be English only.**

Objectives of Lecture 11&12

SENTENCE STRUCTURE

The learning objectives of these lectures are:

- (a) To improve the English sentence structure of the students for oral as well as written communication.
- (b) To create awareness among the students regarding their weaknesses in this regard.
- (c) To furnish accurate sentences as reference/guidance for the students.
- (d) To clarify their various concepts in this regard.

(Week 6) Lecture 11

Introduction

One of the keys to good writing is to understand the countless ways in which basic sentence structures can be combined and arranged. A sentence consists of words correctly arranged to form a complete statement or idea. There are many different ways of organizing words into sentences. As we work to improve our writing, it is

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important to understand what these basic structures are and how to use them effectively. Different parts of speech have specific tasks to perform when they are put together in a sentence.

Even at the advanced level of learning, it is useful to recapitulate one's previous knowledge and form a clear idea of these units. The basic units of writing are

Words

Phrases

Sentences

Clauses

Word

- A word is a combination of speech sounds for conveying the desired meaning.
- Sounds are denoted by different letters of alphabet.
- A word may be divided into several speaking units.
- The minimum speaking unit in a word is called a syllable.
- Mono-syllabic words: A word may have only one syllable, e.g., come, sit, love, speak etc.
- Multi-syllabic words: A word may also have two or more syllables, e.g., lovely, speaker, quality, democracy, responsibility etc.

Phrase

- A Phrase is a group of words conveying some sense.
- It does not contain a complete verb though it may have a participle or an infinitive.
- Ordinary phrases e.g., in the room, on the table, a bunch of flowers' reading a book.
- Some phrases are idiomatic phrases, e.g. at the eleventh hour. A red-letter day.

Sentence

- A Sentence is a group of words making a complete sense.

Clause

- A clause is a sentence within a sentence dependent on the main clause.

Parts of Speech

Words are divided into different kinds or classes, called Parts of Speech, according

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to their use; that is, according to the work they do in a sentence. The parts of Speech are eight in number:

Parts of speech

1. Noun 2. Adjective
3. Pronoun 4. Verb
5. Adverb 6. Preposition
7. Conjunction 8. Interjection

· A **Noun** is a word used as the name of a person, place or thing; as
 Abdullah is my elder brother.

Delhi is the capital of India.

The rose smells sweet.

The sun shines bright.

Asadullah was carried away by her beauty.

Note: The word things includes (i) all objects that we can see, hear, taste, touch, or smell and (ii) something that we can think of, but cannot perceive by the senses.

An **Adjective** is a word used to add something to the meaning of a noun; as,
 She is a beautiful girl.

There are fifty boys in this class.

A **Pronoun** is a word used instead of a noun; as,

The principal is absent, because he is ill.

She went to Mumbai to make presentation of her work.

A **Verb** is a word used to say something about some person, place, or thing; as,

The girl wrote a letter to her brother.

They are playing in the garden.

There are many students in the class.

An **Adverb** is a word used to add something to the meaning of a verb, an adjective, or another adverb; as,

He solved the problem quickly.

He walks slowly.

A **Preposition** is a word used with a noun or a pronoun to show how the person or thing denoted by the noun or pronoun stands in relation to something else; as,

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There is a peacock in the garden.

The girl is fond of dancing.

The group consists of twenty boys.

A **Conjunction** is a word used to join words or sentences; as,

Khadija and Hafsa are sisters.

Two and two make four.

We tried our best, but lost the match.

An **Interjection** is a word which expresses some sudden feeling; as,

Hurrah! We have won the lottery.

Alas! She has lost the game.

(Week 6) Lecture 12

Word Order

In the English language there are no different forms for subjects and objects. To keep subject and object apart, however, we have to stick to the word order. In English, Grammatical meaning is largely determined by word order.

Blue sky and sky blue mean different things.

In the first, blue describes the sky

In the second sky describes the blue.

Tile floor and Floor tile

In the first one, tile describes the floor whereas in the second one floor describes the tile.

· Our new neighbors bought an old house.

· Our old neighbors bought a new house.

Function Words

Function words, sometimes called grammatical words, are words such as the, and, but, in, to, because, while, ought, and must. The main use of function words is to express relationships among other words. Compare the following

· The cook prepared a rich feast.

· The cook prepared the rich a feast.

Inflections

Inflections are changes in the form of words that indicate differences in

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grammatical relationship.

- Stop bothering me.
- Stops bother me.

We should be able to control these grammatical devices –word order, functional words, and inflections. All this is essential to writing clearly.

Sentence Structure Analysis

A sentence is a group of words making complete sense. It may be a single sentence with a complete verb or may comprise two or more clauses. In imperatives, even a verb can make a complete sense and thus, may be considered a sentence. A clear understanding of the various kinds of sentences is necessary for effective writing.

Kinds of sentence (Classification by function)

Assertive sentences

These sentences contain statements and are used for conveying information, e.g.

He is a good player.

She has gone to Germany for a week.

Pattern: Subject + Verb + Object (SVO)

Interrogative sentences

These sentences contain questions which may begin with a helping verb or an interrogative word like What, When, Which, How, Who, Whose, Whom or Where, e.g.,

How did you go there?

Do they want to see the movie?

-Pattern: Verb + Subject + Object (VSO)

Imperative sentences

These sentences contain commands, requests, advice, suggestions, orders etc.

Don't make a noise.

Let us go for a walk.

Pattern: Verb + Object (VO)

Exclamatory sentences

These sentences contain emotional outbursts and describe feelings of joy, sorrow, or wonder, e.g.

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Aha! How lovely this frock is!

What a beautiful piece of art!

Kinds of Sentence (Classification by structure)

Simple sentences

A simple sentence is a sentence with one finite or complete verb, e.g.,

I go to school.

Hard work is the key to success in life.

Compound sentences

A compound sentence is made of two or more simple sentences combined with coordinating

conjunctions like and, but, or, for, either...or, neither...nor, both...

and, not only...but also, etc. The clauses in a compound sentence are called coordinate clauses. e.g.

I go to college and learn Physics.

He tried his best to win the race but failed.

Complex sentences

A complex sentence is made of an independent clause known as the main or the principal clause and one or more dependent clauses known as subordinate clauses.

Subordinating conjunctions like when, where, while, so that, if, unless, although, until, that etc., are used to join the subordinate clause with the principal clause which does not require any conjunction for itself. e.g.

I go to college so that I may learn Physics.

If the rain continues, the crop will be damaged.

Wait here until I come.

We hope that we shall be able to complete the task.

Multiple sentences

A multiple sentence, also known as a compound-complex sentence, involves the use of both the compound and the complex sentences. It contains one or more principal clauses, one or more subordinate clauses, and one or more co-ordinate clauses, e.g.,

If it continues to rain, we shall not go to office and work at home.

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Instructions for Assignment No. 4:

- (a) Submit your assignment to your concerned teacher only.**
- (b) Write down at least three sentences of the following categories in your own words:**
 - (i) Imperative Sentence**
 - (ii) Simple Sentence**
 - (iii) Compound Sentence**
 - (iv) Complex Sentence**
 - (v) Multiple Sentence**
- (c) Attach title page to your assignment and mention your name, registration no, class, section and semester on it.**
- (d) Name the document of your assignment on the following pattern:
Sec_Sub_FullAidNo_Name_AssgnNo**
- (e) Do not share your assignment with other students.**
- (f) Two similar assignment will be considered a case of cheating. Therefore, be careful in this regard.**
- (g) Submission deadline: Sunday 05 April, 2020 (2359 Hrs)**