

NOTES

GRAMMER

2024

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Noun:

The name of person, place, thing or idea is called noun

Such as;

Aliyan, Lakki marwat and Lahour etc.

TYPE OF NOUN:

The type of noun are :

1. collective noun
 2. abstract noun
 3. common noun
 4. material noun
 5. concrete noun
 6. countable noun
 7. uncountable noun
 - 8 . compound noun
 9. Animate noun
 10. inanimate noun
 11. masculine noun
 12. feminine noun
 13. singular noun
 14. plural noun
-

Proper noun:

My name which is specified for particular person ,place or thing is called Proper noun .

such as;

Pakistan, Lakki Marwat and bannu etc.

Common noun:

A name which is commonly be given to every person place or thing is called common noun.

such as;

boy girl city and dog etc.

Collective noun:

A group of persons, places, or thing given a single name and spoken have a whole one is called collection noun.

Such as;

Class,team of cricket and army etc.

Compound noun:

A name compare of two or more then two noun is called compound noun.

>such as;

police man, classfellow and headmaster etc.

Abstract noun:

Name of feeling,quality,Idea state or action is called abstract noun

Such as;

liberty, anger, freedom, love, generosity, charity, and democracy.

Concrete noun

Name of all those things which has a physical position is called concrete noun.

Such as;

pencil,dog, Timbuktu,and Patricia.

Countable noun:

Name of all the thing which has a single unit and can be count in number is called countable noun.

Such as;

Pencil,dog, lion and ball.

Uncountable noun:

Name of all the thing which has no single unit and cannot be count in number.

Such as;

Honey,water,juice, chocalate and milk.

Material noun:

Name of all those thing which are used as a material in the manufacturing of other thing.

Such as;

water, air, sand, cement, stone, wood, metal, plastic, glass, & cloth.

Feminine Noun :

A name which shows a female person or animal is called feminine noun.

Such as;

Bitch, Mare, cat, hen, woman, mother and girl etc

Singular Noun:

Name of all those things which show single person, place and thing is called singular noun.

Book, Pencil, Table, Phone Boy, Child Bird, and Snake,

Plural Noun:

Name of all those things which show single person, place and thing is called singular noun.

Such as;

Books, Pencils, Tables, Phones, Boys, Childs Birds, and Snakes,

Animate Noun:

Name of all living things is called animate Noun.

Such as;

Aliyan, hen, cat, dog, girl, etc.

Inanimate Noun :

Name of all living things is called animate Noun.

Such as;

Chair, pencil, car and bike etc.

Singular noun:

Single name of person, place or thing is called singular noun.

Such as;

such as; dog, cat, elephant and car etc.

Plural noun:

A name which shows plural person, place or thing is called plural noun.

such as;

dogs, cats elephants and cars etc.

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Pronoun:

A word used to avoid the repetition of noun is called pronoun.

TYPES OF PRONOUN:

1. personal pronoun
2. Demonstrative pronoun
3. interrogative pronoun
4. indefinite pronoun
5. relative pronoun
6. reflexive pronoun
7. emphatic pronoun
8. reciprocal pronoun

Personal pronoun:

A pronoun used for a definite or specific person or a group of persons is called personal pronoun.

Demonstrative pronoun :

A pronoun used to point a noun is called demonstrative pronoun.

Such as;

this, these, that and those etc.

Interrogative pronoun:

A pronoun used to ask a question about a noun is called an interrogative pronoun.

such as;

what, who, and where etc.

Relative pronoun:

A pronoun used to relate a phrase to a clause is called relative pronoun.

such as;

who, which, where that etc.

Reflexive pronoun:

Reflexive pronouns refer back to its subject in a sentence.

Such as:

myself, yourself, themselves, themselves, herself and ourself etc.

Reciprocal pronoun:

A pronoun refer a relation between two persons or things is called reciprocal pronoun.

Such as :

Each other and one another etc.

Emphatic pronoun:

Emphatic pronoun A pronoun used to emphasis the subject is called emphatic pronoun.

such as:

ourself, yourself and himself etc.

Distributive pronoun:

Distributive pronoun are referring to each individual of a class, not class collectively.

Such as;

each, every, and either or neither etc.

Verb:

A action perfomed by someone is called verb.

Type of verb

There are three types of verb which are given below:

- 1.Main verb
- 2.Helping verb
- 3.Linking verb

The explanation of type are:

Main verb:

The action perfomed by subject is called main verb.

They can forther divide into four types are:

1. Transitive verb
 2. Intransitive verb
 3. Regular verb
 - 4.Irregular verb
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The explanation of types are:

Trasitive verb:

The verb which direct required object

For Example:

- 1.Ali is very hard working student.
- 2.John ate an apple.
3. Mary brought a book.

Intransitive verb:

The verb which does not required direct object is called intranxitive verb.

For Example:

1. Ali is running very fast.
2. They are going to school.
3. They are going to labour for fighting match.

Regular verb:

The verb which conjugated by adding "ed" to its first form of pronoun is called regular verb.

Such as;

1. Cook

2. Work

Sleep

For Example:

1. They have worked hard.
2. He has cooked the meal.
3. Ali has run on track.

Irregular verb:

The verb which conjugated by changing the pronunciation is called irregular verb.

Such as;

1. GO--went --gone

See--Saw--Seen

be--was--been

For Example:

1. I have been to the store.
2. She takes the bus to school every day.
3. We will go to the park later.

Helping verb

Helping verb help the main verb to show in occurrence in present past and future.

Such as;

Is, are, am, was, were, do, does and will etc.

For Example:

- 1.The work is checked daily.
- 2.They were growing new plant.

Linging verb

It is a verb whixh make a link between subject and predicate .

Such as;

Were ,who,is etc

For Example:

He is a docter

He were fast bowler

Adverb

Def:

The verb which modify meaning of vreb, adverb and adjective called adverb.

TYPES OF ADVERB:

Adverb of time:

A adverb which us about the time of an action is performed is called Adverb of time. It answer the question is "When"

Such as;

Yesterday, before, tomorrow, Now, soon and still, etc

Adverb Of Place:

A adverb which us about the place of an action is performed is called Adverb of place. It answer the question is "Where".

Such as ;

Yesterday, Up, down, come here, home, there and Some where etc.

Adverb of Manner :

A adverb which shows the manner or mode of an action is performed is called Adverb of Manner. It answer the question is "how" .

Such as;

Hardly, bravely, kindly and politily.

Adverb of frequency;

A adverb which expresses that how often or how frequently an action is performed called Adverb of frequency .

Such as;

always, usually (or normally), often, sometimes, rarely, and never.

Adverb of reason;

A adverb which express reasons and make the conclusion called Adverb of reason.

Such as;

therefore, thus, consequently, hence, so, accordingly, because, and since.

Adverb of degree or Quantity;

An adverb that express the quantity or degree of an action is preformed is called adverb of degree or Quantity.

Such as;

Too, enough, very, and extremely.

Adverb of Negative;

An adverb that express Indicate assertion and expresses the one's reaction to action.

Such as;

Yes and No.

Rules of Adverb

Rule 1: Adverbs should be placed before or after the word they are modifying. For example :

- I somewhat understand what you are saying (Here the adverb 'Somewhat' modifies the verb 'understand')

In most of the sentences, adverb comes after the verb/adjective/adverb. For example :

- **Incorrect:** He clearly speaks.
- **Correct:** He speaks clearly.

Rule 2: When there is an object, the adverb is usually placed after the verb + object.For example :

- **Incorrect:** I put carefully the vase on the table.
- Correct:** I put the vase carefully on the table.

Rule 3: However, adverbs are never positioned between the verb and the object.For example :

- **Incorrect:** I read quickly the book.
- Correct:** I read the book quickly.

Rule 4: Sometimes adverbs are placed at the beginning of a clause.For example :

- Quickly, I changed my opinion.

Rule 5: The adverb only should come immediately before the word it modifies.For example :

- **Incorrect:** I only solved two problems.
- **Correct:** I solved only two problems.

Adjective

Def

A word which modified the meaning of noun or pronoun is called an adjective.

such as;

claver, honestly, brave and bad etc.

KIND OF ADJECTIVE:

A adjective can be classified into the following main kind:

1. Qualitative adjective
 2. Quantitative adjective
 3. Numerical adjective
 4. Possessive adjective
 5. Interogative adjective
- Demonstrative adjective
-

Qualitative adjective:

An adjective which Express the merit and demerit of a noun or pronoun is called adjective of quality.

Such as;

honesty, clever and brave etc.

Quantitative adjective:

An adjective which show the quantity of an noun or pronoun is called an adjective of quantity or quantitative adjective.

Such as:

little, much, more, all and half etc.

Numerical adjective:

An adjective which show the number of noun is called numerical adjective.

Such as;

one, two, three and four etc.

Possessive adjective:

An adjective show the position of a noun or pronoun is called possessive adjective.

Such as:

my,your, his and her etc.

Demonstrative adjective:

An adjective which point at a noun is called demonstrative adjective.

Such as;

these, that, those and there etc.

Some common rules and Mistakes in use of Adjectives

Rule 1 : We use adjectives with a verb when some quality of the subject is expressed. We cannot use it with a verb when the action of the verb is to be expressed. **For example :**

- **Incorrect:** These flowers smell sweetly
- **Correct:** These flowers smell sweet.

Rule 2: Use 'to' before superior, inferior, senior, junior, prior, anterior, posterior and prefer.

Some students often use 'Than' before these words which Use 'to' before superior, inferior, senior, junior, prior, anterior, posterior and prefer. Some students often use 'Than' before these words which is wrong. For example :

- Raman is junior to me.
- I prefer tea to coffee.

Rule 3: For comparison of two things, always use the comparative degree of comparison. For example :

- Incorrect:** Take the shortest of the two routes.
- **Correct:** Take the shorter of the two routes.

Rule 4: Below is the very common error which students do in case of adjectives :

- **Incorrect:** She is more stronger than her sister.

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Conjunction

Def:

A conjunction is a part of speech connects:

One word to another word.

One word to a clause.

One clause to another clause.

TYPES

There are three type of conjunction:

Coordinating conjunction

Subordinating conjunction

Correlative conjunction

Coordinating conjunction:

A conjunction used to join to separate two words or two independent clause is called coordinating conjunction.

They are Seven types:

(FANBOYS).

FANBOYS stand for:For,And, Nor, But Or, Yet,So.

Subordinating conjunction:

A conjunction used to join subordinate clause or independent clause to a main clause is called subordinate conjunction.

Such as:

before,after, as soon as, until,when ,because, Although and as.

Correlative conjunction:

A correlative conjunction is pairs of conjunction used to join to similar noun adjective and clauses is called correlative conjunction.

Such as;

both-end,either-or, Niether-nor, So-that and No soon-than etc

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Interjection:

Interjection is a part of speech which show strong feeling Interjection are also called exclamation.

Mark of exclamation (!)is used with interjection or used in exclamatory sentence.

Interjection for joy:

hurrah!,Haha!, Aaha! and oh yes!.

Interjection for sadness:

oh no!,ohshit!Alas!.,and Wow!.

Direct Speech:

If a man's statement is narrated in his own words, it is called Direct Speech.

Indirect speech:

If the informant gives the statement in his own words instead of using his original words, it is called Indirect Speech.

Follow the instructions below to convert direct speech phrases to indirect speech.

Direct-Indirect Speech

(Rules)

BASIC RULES FOR INDIRECT SPEECH

Rule No. 1. Words of the speaker (reported speech) are not enclosed in Inverted Commas or Quotation Marks in Indirect Speech.

Rule No. 2. Usage of word "that": The conjunction "that" is always used between reporting verb and reported speech in indirect speech.

Example:

• **Direct Speech:** He said, "I write a letter".

Indirect Speech: He said that he wrote a letter.

Rule No. 3. Change in tense of the reported speech: A change is made in tense of reported speech for changing a direct speech into indirect speech. Rules for tense change are given below:

Examples:

• **Direct Speech:** She said, "I am watching a movie".

Indirect Speech: She said that she was watching a movie

• **Direct Speech:** He says, "I am playing cricket".

Indirect Speech: He says that he was playing cricket.

Rule No. 4. Changes in Pronoun: The pronoun (or subject) of reported speech is sometime changed according to the pronoun (or subject) or Object of the reported verb (first sentence of Direct speech). The possessive pronouns (i.e. his, her, my, their, your etc.) may also change according to subject or object of the first sentence.

Examples:

• **Direct Speech:** He said, "I eat two apples".

Indirect Speech: He said that he ate two apples.

• **Direct Speech:** She said to me, "I like your book".

Indirect Speech: She said to me that she liked my book.

Rule No. 5. Change in Time:If there is time mentioned in the sentence of Direct speech, the time will be changed in Indirect Speech. There are certain rules changing the time. i.e. not into then, tomorrow into the next day, today into that day, yesterday into the previous day.

Examples:

- **Direct Speech:** She said, "I am buying a laptop today".
- Indirect Speech:** She said that she was buying a laptop that day.
- **Direct Speech:** He said, "I need your now".
- Indirect Speech:** He said that he needed my help then.

	Direct speech	Indirect speech
Change of pronouns	I	He/She
	We	They
	My	His/Her
	Your	My
	Our	Their

	Direct speech	Indirect speech
Change of place and time words	Me	Him/her
	Us	Them
	Here	There
	Today	That day
	Now	Then
	This	That
	These	Those
	Thus	So
	This morning	That morning
	Yesterday	The day before
	Tomorrow	The next day
	Next week	The following week
	Next month	The following month

DIRECT SPEECH CHANGES - INTO INDIRECT SPEECH (TENSE CHANGE)

- (i) Present Simple Tense into Past Simple Tense

- (ii) Present Progressive Tense into Past Progressive Tense
- (iii) Present Perfect Tense into Past Perfect Tense
- (iv) Present Perfect Progressive Tense into Past Perfect Tense
- (v) Past Simple Tense into Past Perfect Tense
- (vi) Past Progressive Tense into Perfect Continuous Tense
- (vii) Past Perfect Tense (The tense remains unchanged)
- (viii) Past Perfect Progressive Tense (The tense remains unchanged)
- (x) Future Progressive Tense (e.g. will be) into **“would be”**
- (xi) Future Perfect Tense (e.g. will have) into **“would have”**
- (xii) Future Perfect Progressive Tense (e.g. will have been) into **“would have been”**

RULES FOR AFFIRMATIVE/ POSITIVE SENTENCES

1. PRESENT TENSE

PRESENT SIMPLE changes into PAST SIMPLE

She said, “I work in a hospital”.

She said that she worked in a hospital.

They said, “We play Football”.

They said that they played Football.

He said, “I love my parents”.

He said that he loved his parents.

She said, “I don’t waste time”.

She said that she didn’t waste time.

PRESENT PROGRESSIVE changes into PAST PROGRESSIVE

He said, “I am waiting for someone”.

He said that he was waiting for someone.

I said, “She is driving a car”.

I said that she was driving a car.

She said, “They are a the music”.

She said that they were enjoying the music.

David said, “I am not going to College”.

David said that he was not going to College.

She said, “ I have completed the work”.

She said that she had completed the work.

John said, "I have won a prize".

John said that he had won a prize.

He said, "She has washed the shirts".

He said that she had washed the shirts.

David said, "I have not met her".

David said that he had not met her.

PRESENT PERFECT PROGRESSIVE changes into PAST PERFECT PROGRESSIVE

She said, "I have been working in a factory for two years.

She said that she had been working in a factory for two years.

David said, "he has been waiting for his brother for three hours"

David said that he had been waiting for his brother for three hours.

They said, "We have been living in America since 2013".

They said that they had been living in America since 2013.

2. PAST TENSE

PAST SIMPLE changes into PAST PERFECT

He said, "I started a Job".

He said that he had started a job.

She said, "I bought a new car".

She said that she had bought a new car.

They said, "We went to a market".

They that they had gone to a market.

He said to me, "You didn't help me"

He said to me that I had not helped him.

PAST PROGRESSIVE changes into PAST PERFECT PROGRESSIVE

He said, "I was writing a poem"

He said that he had been writing a poem.

The kids said, "We were playing a game".

The kids said they had been playing a game.

They said, "We were watching a movie".

They said they had been watching a movie.

She said, "I was not making a noise".

She said that she had not been making a noise.

PAST PERFECT changes into PAST PERFECT (No change in tense)

They said, "We had won the game"

They said that they had won the game.

He said, "I had gone to home".

He said that he had gone to home.

David said, "I had passed the exam".

David said that he had passed the exam.

She said, "I had not received the letter".

She said that she had not received the letter.

3. FUTURE TENSE

FUTURE SIMPLE TENSE

"WILL changes into WOULD

She said, "I will go to London".

She said that she would go to London.

He said, "I will start a new job".

He said that he would start a new job.

They said to me, "We will help you".

They said to me that they would help me.

She said, "I will not waste time".

She said that she would not waste time.

FUTURE CONTINUOUS TENSE

WILL BE changes into WOULD BE

He said to me, "I will be waiting for you".

He said to me that he would be waiting for me.

David said, "I will be making tea".

David said that he would be making tea.

She said, "I will be feeding my kids".

She said that she would be feeding her kids.

They said, "We will not be driving a car".

They said that they would not be driving a car.

FUTURE PERFECT TENSE

WILL HAVE changes into **WOULD HAVE**

She said, "I will have cooked the food".

She said that she would have cooked the food.

He said, "I will have cleaned the room".

He said that he would have cleaned the room.

David said, "I will have called a Doctor".

David said that he would have called a Doctor.

RULES FOR INTERROGATIVE/ QUESTION SENTENCES The basic rules for converting Direct Speech (question sentences) into Indirect Speech are as follows:

(i) Comma and inverted commas will be removed.

(ii) The conjunction "that" will not be used in Indirect Speech (in question sentence). The conjunction "that" is used in Indirect speech of all positive sentences.

(iii) In indirect speech, the question sentence will be expressed in assertive (positive) form instead of interrogative form.

(iv) Question mark (?) will not be used in indirect speech of interrogative sentence.

(v) The verb such as 'say' or 'tell' (e.g. he said or she said) in direct speech is replaced with verb such 'ask' or 'inquire' (e.g. he asked, she inquired) in indirect speech.

The above rules are common for all question-sentences. Apart from these common rules, there are a **few specific rules which apply according to the type of question in sentence.**

There are two types of question-sentences:

1. Question which can be answered with **YES or NO**

2. Question which cannot be answered only with **YES or NO**, but requires a detailed answer. **Such questions usually start with "what, why, how, when etc."** Examples:

- Do you like a mango? (Such a question can be answered by saying only YES or No)

- What are you doing? (Such a question cannot be answered by Yes or No but it requires a bit explanation i.e. I am listening to music.)

The specific rules according to type of question are as follows: Questions that CAN be answered with **"YES or NO"**

To make indirect speech of such questions, the word **"if" or "whether"** will be used in Indirect Speech. Both the words "if" or "whether" can be used interchangeably.

Examples:

Exercise

Direct Speech Indirect Speech

David said to me, "Do you like coffee?"

David asked me if I liked coffee

He said to me, "Will you help me?"

He asked me if I would help him.

She said to me, "Can I use your Phone?"

She asked me if she could use my Phone.

They told me, "Have you gone to London?"

They asked me if I had gone to London.

He said to me, "Did you meet your friend?"

He asked me if I had met my friend.

John said to her, "Will you buy the book?"

John asked her whether she would buy the book.

She said, "Are they waiting for me?"

She asked whether they were waiting for her.

Questions that CANNOT be answered with only "YES or NO"

To make indirect speech of such questions, the word "if" or "whether" will not be used. The question is changed into assertive(positive) form and is simply placed after the reporting verb.

Examples: Direct Speech Indirect Speech

He said to me, "What are you doing?"

He asked me what I was doing.

She said to me, "What is your name?"

She asked me what my name was.

David said to me, "How are you?"

David asked me how I was.

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