CONTENTS

INTRODUCTION

CHAPTER ONE Components of Language

CHAPTER TWO Naming Words, Genders

CHAPTER THREE Pronoun

CHAPTER FOUR Adjective, Degrees of Comparison

CHAPTER FIVE Articles, Sentence

CHAPTER SIX Action Words, Verb

CHAPTER SEVEN Tenses

CHAPTER EIGHT Preposition

CHAPTER NINE Adverb

CHAPTER TEN Conjunction

CHAPTER ELEVEN Word Power

CHAPTER TWELVE Common Mistakes in English

CHAPTER THIRTEEN Letters Sound for Communication

CHAPTER FOURTEEN Written Communication Skills

CHAPTER FIFTEEN Comprehensions

CHAPTER SIXTEEN What to Say

CHAPTER SEVENTEEN Interjection

CHAPTER EIGHTEEN Determiners

Chapter One

Components of Language

Importance of Language:

Language is an instrument for communication. It is true, words are not essential to communicate,

Gestures, Symbols do that work but for cohesive and clear communication orally, we need words that are used in Speech.

Language is precisely learned more through usage, and grammar provides a set pattern of rules.

Structure of words: To begin with what is a word?

A word Is a group of “letters” which gives a complete sense. Sometimes they may not carry any sense,

still by the sound, the sense is implied. So a word has to have “sound” and “sense”.

Ex: Ban, Pan, Nap, Fire, Tire, etc.

1) Sshhh! ( group of letters with sound but apparently no sense though it implies silence)

\*such words represent “SOUND” is called ONOMATOPOEIC words.

Ex: bang, zoom, phut, hush, buzz;

Role of Words in Communication:

1) Naming:(Noun)

A word can name anything. Such Naming words are traditionally called Nouns[such a label may create confusion in isolation because what is a Noun in a context may become an Adjective in another.]

Ex: Kind-[both noun + adjective]

Ex: Gratitude, Queen;

King, Book;

2) A word can describe anything.[Traditionally it is called an Adjective]

Ex: “Intrepid Soldier”

“Voracious Reader”

“Daily Newspaper”

3) A word can be used to substitute : (Pronoun)

Ex: He, She, It, They;

We, Mine;

You, His, Myself;

4) A word can express

1) Action Ex: Flick, Knead, Yawn

2) State Ex: Am, Is, Are, Was, Were, Being

3)Possession Ex: Has, Have, Had

5) A word can also modify

a)Action: I can read fast.

Browse methodically

Surf meticulously

b)Description: Lovely colored book

Nicely trimmed lawn.

Fast- growing children.

c)Itself: Thank you very much.

6) A word can join: Co-Ordinate

Sub-Ordinate

Ex: as well as, or, if, although

7) A word can show relationship: On, At ,From ,For, After , Before;

8) A word can express feelings: Alas, Oh, Hurrah;

Note: Traditionally all these fall under parts of speech. There is a danger of confusion when they are used in isolation because the nomenclature changes as per the context. Modern usage emphasizes on the role of words in communication than the definition of the words.

Ultimately, we can say a single word can be used in many ways according to the context.

* For our information – the word ‘run’ has 192 usages- the largest in English

Ex: He runs a shop.(Action)

He looks run down .(Description)

He has a run at Delhi. (Naming)

EXERCISE

IDENTIFY THE ROLE OF WORDS IN THE FOLLOWING PASSAGE:

Ram went to his grandfather in the summer. He was always fascinated by clocks. In his grandfather’s house, there was a big clock which kept good time but often stuck the wrong hours. One night Ram was convinced that the clock had struck thirteen, and he went out to investigate.

The clock was there anyway, but why did it strike thirteen? He had no answer. Suddenly he heard footsteps. A maid trotted out. Ram had seen housemaids only in pictures, but he recognized the white apron, cap and cuffs and the black shoes. She was carrying paper, kindling wood and a box of matches to his astonishment.

He had only a second to observe these things. Then he decided to hide, but could not. He gathered courage and spoke- to explain himself.

He did not feel afraid of the maid; as she came nearer , he saw that she was a only girl. To warn her of his presence, Ram coughed; but she did not seem to hear it. She came on. Ram moved forward into her line of vision, she looked at him, but looked through him, too, as though he were not there. Ram’s heart beat so rapidly he could not comprehend anything. She was passing him.

“I say!” he shouted angrily; but she paid little attention. She passed him, reached the front door of the ground-floor back flat, turned the door-handle and went in.

Ram was awe-struck; and, meanwhile his senses began to insist upon telling him of experiences even stranger than this encounter, His one barefoot was on cold flagstone, he knew; yet there was a contradictory softness and warmth to it. He looked down around the hall- a hall that was new. The walls were decorated with a variety of strange objects: a tall thermometer, a fan of peacock-feathers, a huge war painting and many other pictures. There was a large umbrella- stand holding umbrellas and walking-sticks and an air-gun and what looked like a big cane(used by his headmaster).

On the other side was a white marble table, and on it was a glass case of stuffed birds and animals,(as seen in his school’s zoology lab). Enacted on its chilly surface were scenes of hot bloodshed(he remembered seeing them in the TV serial Atank): an owl clutched a mouse in its claws; a ferret looked up from the killing of its rabbit ; in a case in the middle a red fox slunk along with a fowl hanging from its jaws.

In all that crowded hall, the only object that Ram Recognized was the grandfather clock. He moved towards it – to reassure that it at least was as he knew it.

His hand was nearly upon it, when he heard a little breath behind him. He was about to shriek but instead chanted the name of Vivekananda : lo! He saw the maid passing back the way she had come, and as Ram followed her with his eyes, he perceived a curious impression-upon the knob, and then she seemed to go. That was it exactly; she went, but not through the door. She simply thinned out, and went

Ram looked around the hall was getting emptied of all the strange things he had seen. Nothing remained soon, he was alone with the grand-father’s clock.

Chapter Two

Naming Words & Genders

Parts of Speech: Words are classified according to the particular work they do in a sentence. They are

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

Naming Words

1)Noun:- A Noun is a word used as the name of a person, place, thing , event, substance, quality, quantity and an Idea.

Kinds of Nouns:

1) Proper Noun

2) Common Noun

3) Collective Noun

4) Abstract Noun

5) Material Noun

6) Concrete Noun

7) Countable Nouns

8) Uncountable Nouns

9) Compound Noun

1)Proper Noun: A Proper Noun is the name of a particular person, place or thing, etc.

Ex: Sita, Gita, Rita, Saritha, Hyderabad, Vijayawada, Secunderabad, Delhi, Ganga, Yamuna, Section A, Spoken English Class, etc.

2)Common Noun: A Common Noun is a name given in common to every person, place, animal or thing of the same class or kind.

Ex: Dog, Cat, Lion, City, Street, Village, Lane, Glasses, etc.

3) Collective Noun: A Collective noun is the name of many persons or things taken together and spoken of as one whole; as

Ex: A fleet= a collection of ships or vessels

An army=a collection of soldiers

A crowd= a collection of people

Ex: A Pack of Cards, A bowl of rice, A bundle of sticks, A chest of drawers, A party of friends, A patrol of policemen, A team of players, A company of actors, A string of Horses, A swarm of bees, A company of actors, A choir of singers, An outfit of clothes, A bunch of keys, A packet of letters, A range of mountains, etc.

4) Abstract Noun: Abstract Noun is usually the name of a quality, action or state considered apart from the object to which it belongs as or anything which we cannot see but we can feel.

Quality- Goodness, Kindness, Whiteness, Darkness, Hardness, Brightness, Honesty, Wisdom, Bravery

Action- Laughter, Theft, Movement, Judgment, Hatred

State- Childhood, Brotherhood, youth, slavery, sleep, sickness, death, poverty

Some more examples: Ability, Adoration, Advantage, Adventure, Anger,Annoyance,Anxiety,Defeat,Delay,Dishonest,Divorce,Awareness,Beauty,Br-avery,Brilliance,calm,care,chaos,charity,dream,education,elegance,clarity,coldne-ss,comfort,compassion,confidence,confusion,curiosity,dedication etc.

5) Material Noun: A material Noun is the name of a material out of which products or things are made.

Ex: wood, gold, silver, plastic, platinum, diamond,steel, glass, clay, leather, wool etc.

Ex: This bottle is made of glass.

This plate is made of steel.

These books are made of paper.

These sweaters are made of wool.

* Material noun does not take plural form it is always in singular form.
* Ex This bottle is made of glasses will be wrong statement.
* This bottle is made of glass will be right statement.

6) Concrete Noun: A Concrete Noun names a person, place, or thing that can be perceived by one or more of the senses(sight, hearing, taste, touch, and smell).

All Proper, Common, Collective, Material nouns come under Concrete Noun.

Ex: Humming Bird, Telephone, Teacher, Popcorn, Ocean, etc.,

7) Countable Nouns: Countable Nouns are the names of objects, people, etc., that we can count.

Ex: Book, Pen, Apple, Boy, Sister, Doctor, Horse, etc.

\* only countable nouns can take ‘a’ or ‘an’.

8) Uncountable Nouns: Uncountable Nouns are the names of things that we cannot count.

Ex: milk, oil, sugar, rice, hair, honesty, gold, powder, pulses, heap, Flour, Spices, sand, salt, etc.

* Uncountable Nouns cannot take ‘a’ or ‘an’.
* Countable nouns have plural forms while uncountable nouns do not.

Ex: we say milk can’t say milks.

9) Compound Noun: A compound Noun is a noun made up of two or more

words. Each word makes up part of the meaning of the noun.

Ex: A single word Two Words Hyphenated

Haircut Rain forest self-esteem

Toothpaste ice cream sister-in-law

Bedroom Christmas tree dry-cleaning

\* There are compound nouns such as sister-in-law, those nouns form the plural by adding s to the first word.

Ex: Sisters-in-law, Brothers-in-law, Lookers-on, Courts-Martial etc.

|  |  |
| --- | --- |
| Singular  Attorney-general  Bystander  Commander-in-chief  Court martial  Father-in-law  Go-between  Governor-general  Mouthful  Takeoff  Tablespoonful  Son-in-law  Step-parent  Sergeant major  Man-of-war | Plural  Attorneys-general  Bystanders  Commanders-in-chief  Courts martial  Fathers-in-law  Go-betweens  Governor-generals  Mouthfuls  Takeoffs  Tablespoonfuls  Sons-in-law  Step-parents  Sergeants major  Men-of-war |
| Passer-by | Passers-by |

THE NOUN: NUMBER

Nouns can be singular or plural:

1. Singular: A noun denoting one person or thing.
2. Plural: A noun denoting more than one person or thing. Most nouns form these plural by adding –s or –es.
3. Countable nouns are words like book, dog, table. We can count them. We say one book, two dogs, three tables. So they can have plural form.
4. Uncountable nouns are words like sugar, gold, ink. Which we cannot count. They cannot have plural form.
5. Only countable nouns can take ‘a’ or ‘an’. Uncountable nouns – cannot take ‘a’ or ‘an’.

Genders

Gender: It is a word which distinguishes male or a female.

There are four types of Genders

1) Masculine Gender

2) Feminine Gender

3) Neuter Gender

4) Common Gender

1) Masculine Gender: A noun that denotes a male persons or animals is said to be of the Masculine Gender.

Ex: Boy, Father, Grandfather, Prince, King, etc.,

2) Feminine Gender: A noun that denotes the names of female animals or persons is said to be of the Feminine Gender.

Ex: Girl, Mother, Grandmother, Princess, Queen, etc.,

3) Common Gender: A noun that denotes name of animals or persons which indicate either the masculine gender or feminine gender are said to be of the common gender.

Ex: Student, Teacher, Baby, Friend, Child, Parent etc.

4) Neuter Gender: A noun denoting the name of an in animate thing is said to be of the neuter gender.

Ex: Box, Tree, Room, Office, Table, Book, Pen, Building etc..,

|  |  |  |
| --- | --- | --- |
| Masculine Gender | Feminine Gender | Common Gender |
| Grand Father  Father  Son  Nephew  Brother  Husband  Tiger  Lion  Pig  Peacock  Fox  Prince  King  Servant  Poet  Man  Rooster  Waiter  Steward  Bull  Bachelor  Land Lord  Comedian  Governor  Great Great Great Grand Father | Grand Mother  Mother  Daughter  Niece  Sister  Wife  Tigress  Lioness  Sow  Peahen  Vixen  Princess  Queen  Maid  Poetess  Woman  Hen  Waitress  Stewardess  Cow  Spinster  Land Lady  Comedienne  Governess  Great Great Great Grand Mother | Grand Parent  Parent  Child  Relative  Cousin  Spouse  Animal  Animal  Pig  Bird  Fox  Heir  ruler  servant  poet  person  chicken  waiter  steward  Animal  Person  Owner  Great Great Great Grand Parents |

|  |  |  |
| --- | --- | --- |
| Masculine Gender | Feminine Gender | Common Gender |
| Great Grand Father | Great Grand Mother | Great Grand Parents |
| Great Great Grand Father | Great Great Grand Mother | Great Great Grand Parents |
| Father | Mother | Parents |
| Grand Father | Grand Mother | Grand Parents |
| Son | Daughter | Child |
| Grand Son | Grand Daughter | Grand Children |
| Great Grand Son | Great Grand Daughter | Great Grand Children |
| Paternal Uncle | Paternal Aunty | Relative |
| Maternal uncle | Maternal aunty | Relative |
| Nephew | Niece | Relative |
| Brother | Sister | Cousin |
| Half Brother | Half Sister | Children |
| Husband | Wife | Spouse |
| Fiance | Fiancée | Spouse |
| Tiger | Tigress | Animal |
| Tomcat | Cat | Cat |
| He Goat | She Goat | Goat |
| Ram | Ewe | Sheep |
| He Elephant | She Elephant | Elephant |
| Stallion | Mare | Horse |
| Dog | Bitch | Dog |
| He Camel | She Camel | Camel |
| Pig | Sow | Pig |
| Goose | Gender | Bird |
| Fox | Vixen | Fox |
| Doe | Buck | Deer |
| He Hippopotamus | She Hippopotamus | Hippopotamus |
| Debutant | Debutante | Participant |
| He Zebra | She zebra | Zebra |
| Sun | Moon | Luminous body |
| King | Queen | Ruler |
| Prince | Princess | Heir |
| Bride groom | Bride |  |
| Duke | Duchess | Administrator |
| Baron | Baroness | Administrative |
| Author | Authoress | Writer |
| Poet | Poetess |  |
| Male servant | Lady servant | Servant |
| Steward | Airhostess | Crew |
| Police man | Police woman | Police |
| Chairman | Chair woman | Chief guest |
| Land lord | Land lady | Owner |
| Host | Hostess |  |
| Gladiator | Amazon | Warrior |
| Comedian | Comedienne |  |
| Governor | Governess | Governor |
| Bachelor | Spinster |  |
| Hero | Heroine |  |
| Actor | Actress |  |
| Master | Mistress |  |
| Heir | Heiress |  |
| Conductor | Conductress |  |
| Duke | Duchess |  |
| Enchanter | Enchantress |  |
| Earl | Countess |  |
| Czar | Czarina |  |
| Count | Countess |  |
| Daddy | Mummy |  |
| Giant | Giantess |  |
| God | Goddess |  |
| Friar | Nun |  |
| Founder | Foundress |  |
| Hunter | Huntress |  |
| Master | Mistress |  |
| Tempter | Temptress |  |
| Monk | Nun |  |
| Bull | Cow | Cattle |
| Signor | Signora |  |

Please fill the above empty places in Common Gender.

Common List of Common Gender:-

Teacher, Lecturer, Colleague, Subordinate, Advocate, Doctor, Director, Painter, Singer, Tenant, Politician, Patient, Senior, Junior, Judge, Classmate, Student, etc.

In General Mother’s+ Sister’s+ children= Cousin

Father’s+ Brother’s + Children=cousin

Mother’s + Brother’s + Children=in law’s

Father’s + Sister’s + Children=in law’s

\*All the common genders are not common nouns.

\* All the genders comes under concrete nouns

\* All the common nouns are not common genders.

Chapter Three

Pronoun

Pronoun:-Pronoun is the substitute word. It is used instead of a noun. Pronoun is a word which is used in place of a proper noun or a common noun.

There are 10 types of Pronouns

1) Personal Pronoun

2) Possessive Pronoun

3) Reflexive Pronoun

4) Emphatic Pronoun

5) Interrogative Pronoun

6) Demonstrative Pronoun

7) Distributive Pronoun

8) Relative Pronoun

9) Reciprocal Pronoun

10) Indefinite Pronoun

1) Personal Pronoun: Personal Pronouns are used to replace nouns or noun phrases. They are so called because they stand for the persons.

Ex: I, we, you, he, she, it, they.

They are used as subject in the sentence.

Personal Pronouns stand for three persons.

Subject: First Person – Singular - I, mine, me, my

Plural – we, ours, us, our

Example Sentences:

1. This car belongs to us.(First Person Plural)
2. I won the award.(First Person Singular)
3. The matter is between Chris and me.(First Person Plural)
4. I am late(First person singular)
5. We heard the news.(First Person Plural)

Second Person- You, thou, thee, your, yours(Singular & Plural)

Example Sentences:

Second Person: The person spoken to

1) Why are you crying?

2) Only you are allowed to attend party?

3) It is to thee that I owe a debt of gratitude.

4) You must attend the meeting.( second person singular/plural)

Third Person- he, she, it, it’s, they, them, him, his, her, hers, their, theirs

Example sentences:

1) He is in-charge of the operation.(Third Person, Singular Masculine )

2) She is the wife of the chief guest.(Third Person, Singular Feminine)

3) It is not available.(Third person, singular neuter gender)

4) They are ripe.(Third person, plural masculine, feminine, neuter gender)

b. Object:

Ex: me, us, you, him, her, it, them

Example sentences:

1. She presented me a watch.
2. Give it to her.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.no | Helping Verb | Present Form | Past Form | Past Participle |
| 1 | Be | Am, Is, Are | Was, were | Been |
| 2 | Do | Do, Does | Did | Done |
| 3 | Have | Have, Has | Had | Had |
| 4 | Shall | Shall | Should |  |
| 5 | Will | Will | Would |  |
| 6 | Can | Can | Could |  |
| 7 | May | May | Might |  |
| 8 | Must | Must | Had to |  |
| 9 | Need | Need | Needed | Needed |
| 10 | Dare | Dare | Dared | Dared |
| 11 | Ought to | Ought to |  |  |
| 12 | Used to |  | Used to |  |

2) Possessive Pronoun:- Pronouns are used to indicate possession. These Pronouns can’t precede a noun. They are pronouns and thus replace the noun. The noun is understood from the context and is not repeated.

Mine= my + noun

Yours= you + noun

Hers= her + noun

Ex: Hers, His, Mine, Ours, Theirs, Yours

Example Sentences:

1) This is my book. This is mine.

2) This is her car not yours.

3) Hers is green and mine is red.

4) The blue hat is mine. Yours is on the upper shelf.

5) My Aunt is a graphic designer. This computer is hers.

6) The food is ours not theirs.

7) Her car is faster than mine.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Object | Adjective | Possessive | Emphatic |
| I | Me | My | Mine | Myself |
| We | Us | Our | Ours | Ourselves |
| You | You | Your | Yours | Yourselves |
| He | Him | His | His | Himself |
| She | Her | Her | Hers | Herself |
| It | It | Its | Its | Itself |
| They | Them | Their | Theirs | Themselves |

3) Reflexive Pronoun: These Pronouns usually follow the verb and indicate that the subject is both giving and receiving the action. When these are used as the object of a verb, they are called Reflexive pronouns, because they help to reflect or turn the action of the verb back upon the subject itself.

Ex: Myself, Yourself, Himself, Herself, Itself, Yourselves, Themselves, Ourselves.

Example Sentences:

1. I cut myself.
2. He shaved himself.
3. She served herself in the hotel.
4. They were talking among themselves.
5. The only people there were ourselves.
6. Suddenly, I found myself in a dark corner.
7. You are old enough to dress yourself.

4). Emphatic Pronoun:- Pronouns are used for the sake of emphasis, this means that the subject does the action alone. In this case, it normally follows the subject. They are used to give stress or emphasis to a sentence, they are called Emphatic Pronouns.

Ex: Myself, Himself, Herself, Itself, Yourself, Themselves, Ourselves

Example Sentences:

1. Joseph himself went to check the gate
2. He himself responsible for those good grades.
3. They themselves admitted to their mistakes.
4. The children themselves made the plan.
5. Ravi himself bought these gifts.
6. I myself caught the thief.
7. They themselves don’t follow the rules

5) Interrogative Pronoun: Pronouns that are used to ask questions are called Interrogative Pronouns.

Ex: what, which, who, whom, whatever, whichever, whoever, whomever

Example Sentences:

1. Who is there at the door?
2. Which is your book?
3. What are you doing?
4. Who is making noise?
5. What do you mean?
6. Whom were you speaking to?
7. Which is your room?

6) Demonstrative Pronoun: Pronouns that are used to point out objects about which they are speaking are called Demonstrative Pronouns.

Ex: this, that, those, these

Example Sentences:

1) Those are my neighbor’s dogs.

2) This is my bicycle.

3) Are those your classmates?

4) This is a present from my uncle.

5) Those Keen to attend the magic show may come along.

6) That is Saharsh’s car.

7) These are the books we purchased.

8) That is Samarth’s house.

7) Distributive Pronoun: Pronouns that are used to refer to the individual members or a class, one at a time are called Distributive Pronouns. Distributive Pronouns are always singular followed by singular verbs.

Ex: Each, Either, Neither, Everyone, Either, Any, None

Example Sentences:

1. Teacher gave each of us a pen.
2. Either of you is not my friend.
3. I want to spend my each holiday in a different way.
4. Any of you can meet the principal
5. Neither of them described the topic very well.
6. Each of the women was appreciated by the committee members.
7. Either of these two girls may stand first.
8. Relative Pronoun:- These are used for introducing a relative clause into the sentence. They join two sentences and refer back to nouns.

Ex: 1)This is the man.

Plus 2) The man won the lottery.

= This is the man who won the lottery.

1. We saw the incident.
2. The incident astonished us.

= The incident which we saw astonished us.

1. I am waiting for a man who wants to see me,
2. I met Hari who has just returned.
3. Here is the book that you lent me.
4. I have found the pen which I had lost
5. The boy who is sitting on the stair case is waiting for you.

Relative Pronouns vary slightly according to whether they refer to persons or things and according to their case. They do not vary for singular or plural, number of masculine or feminine genders.

For persons: Nominative Case : who, that

Accusative Case :whom, who, that

Possessive Case : Whose

For things: Nominative Case : which, that

Accusative Case : Which, that

Possessive Case : whose, of which

1. Reciprocal Pronoun:- These Pronouns are used to express mutual relationship with each other, one another.

Ex: Each, Either, Neither

Ex: 1) Each of the participants is provided with a folder.

2) Either of the couple has tried to avoid the conflict.

3) Neither off the parents is educated.

4) Sirisha and I help each other.

5) Students co-operate with one another in the functions.

6) They were talking to one another.

7) There was some misunderstandings with each other.

10) Indefinite Pronoun:- It is used to refer to persons places and things in general or which does not signify any person, place, thing or animal.

Ex: one, none, no, many, some, every, all, few, any, someone, some body, somehow, somewhere, anybody , anything, anyhow, any time, any place, a few, a little, any moment.

Example Sentences:

1. One should love one’s country.
2. Some escaped with minor injuries
3. Anything is possible in the world
4. Some will do anything to gain the attention
5. All are welcome to come to the birthday party tonight.
6. Everyone has a great time at the Christmas party.
7. During my trip to the mall I did not see anyone I know.

* Few means Zero or negative
* A few means some
* The little means we can count

Exercise:-

Choose the correct pronouns from those given in brackets.

1. You know the languages better than\_\_\_\_\_(i/me).
2. No one can sing as well as \_\_\_\_ can(he/him).
3. My friend and \_\_\_went out together(i/myself).
4. \_\_\_, the guests of honor must reach on time(we/us).
5. I think the basket is \_\_\_\_(yours/yourself).
6. It is\_\_\_\_(i/me).
7. They are smarter than \_\_\_\_(we/us).
8. It is between you and \_\_(I/me).
9. We were six of \_\_\_\_\_(Us/Them)
10. Don’t leave before\_\_\_(I/Me).

B) Correct the following sentence:

1) She was asked to give hers pen.

Correct:

2) We enjoyed us at the party.

Correct:

3) Have you seen mine book anywhere?

Correct:

4) The headmaster wants to give some advice to yourself.

Correct:

5) They himself made all the arrangements.

Correct:

c) Pairs of sentences are given below. Join each pair using an appropriate relative pronoun.

1) This room is used as the library. It is the biggest room in the building.

2) The man who won the lottery. He gave half the prize money to the poor people.

3) My friend is related to this man. I met him in the train.

4) We went to see a funny play. It amused us.

5) Mr. Sastry has come to visit Kashmir. His son lives in the north.

D) Fill the blanks with suitable pronouns:

1) \_\_\_\_\_\_ has gone to see\_\_\_\_but \_\_\_\_ are out of town.

2)\_\_\_\_\_has given \_\_\_\_ a good suggestion.

3)\_\_\_\_am confident of\_\_\_so\_\_\_\_don’t want to waste time.

4)This is not your pen. It is \_\_\_\_

5) She could not control\_\_\_\_\_\_.

E) Fill in the blanks with suitable interrogative pronouns.

1) \_\_\_\_\_ do you want?

2)\_\_\_\_\_ helps you in trouble?

3)\_\_\_\_\_\_is your room?

4)\_\_\_\_ have you invited?

5)\_\_\_\_\_\_has written this?

F) Join the following pairs of sentences by means of relative pronoun.

1) The man is blind. You spoke to the man.

2) I saw a girl. She was selling flowers.

3) This the building. It was built in a single month.

4) This is my brother. i was speaking of him.

5) I have found the pen. I lost it.

G) Fill in the blanks with suitable relative pronouns.

1) Did you receive the letter\_\_\_ I sent yesterday.

2) The novel\_\_\_\_\_you presented me is very good.

3) I know the passenger\_\_\_\_we met yesterday.

4) God helps those\_\_\_who help themselves.

5) we get \_\_\_we deserve.

Chapter Four

Adjective, Degrees of Comparison

Adjective:- An Adjective may be defined as a word which qualifies a noun or pronoun and indicates the quality, kind, quantity and number etc., of the person or thing represented by the noun.

Types of Adjectives:

1. Adjective of Quality/ Descriptive Adjective
2. Adjective of Quantity
3. Adjective of number
4. Distributive Adjective
5. Demonstrative Adjective
6. Interrogative Adjective
7. Possessive Adjective

Adjective will function in two ways.

1. Attributive(Adjective)
2. Predicative(Complement)

Adjectives in the first position before the noun are called Attributive Adjectives.

Ex: The blue sea.

Adjectives those in the second position after the noun or verb before the adjective or adjective after the verb are called Predicative Adjectives. Notice that predicative adjectives do not occur immediately after the noun instead they follow a verb.

Ex: The sea is blue.

Post Positive Adjectives: Post positive adjectives are commonly found together with superlative, attributes adjectives.

Ex:- The shortest route possible.

The best hotel available.

Complement: Complement is the term used for a word or words that are needed to complete the meaning of an expression.

Complements (In English Grammar)

Ex: Algebra is difficult.

Algebra is Subject. Difficult is Subject Compliment.

Practice makes Algebra easy.

Here Algebra is Object. Easy is object compliment.

Subject Compliment:- A Subject Complement is the adjective, noun or pronoun that follows a linking verb.

Ex: Lee is weak.

Lee is subject. Weak is Adjective.

Object Compliment:- An object compliment is the adjective, noun or pronoun that follows a direct object to rename the direct object or state what it has become.

Ex: The vote made John’s position untenable.

John’s Position is object untenable is object complement.

Ex: We voted John chairman.

Voted is verb. John is Direct object. Chairman is Noun.

Shop is open.(Compliment)

It is open book exam.(Object Compliment)

1. Adjective of Quality:- Adjective of Quality refer to the kind, degree, or quality of something. It is also called as Descriptive Adjective.

Ex: happy, late, foolish, small, loose , good, bad, easy, juicy, shaky, noisy, icy, dirty , costly, spicy, smoky area, wide roads, congested roads, rubber shoes, plastic shoes, plain shirt, checks shirt, paper bag, high time etc..

Example Sentences:

1. The greasy fries were just what I needed after a long hot workout
2. We have daily homework to complete for Mr. John.
3. Jordan was too weak to attempt the race.
4. I don’t want the blue shirt instead I want the red one.
5. The empty plate was a sign that the hungry boys enjoyed their meal.

Degrees of Comparision:-

An Adjective can be written in three different types to denote three Degrees of Comparison.

1. Positive Degree
2. Comparative Degree
3. Superlative Degree.

The Comparison may be a quality or a quantity of an adjective or an adverb.

Ex: Ram is as tall as Shyam. (Positive Degree)

Ram is taller than Shyam. (Comparative Degree)

Shyam is the tallest boy in the class. (Superlative Degree)

|  |  |  |
| --- | --- | --- |
| Positive Degree | Comparative Degree | Superlative Degree |
| Bold | Bolder | Boldest |
| Clever | Cleverer | Cleverest |
| Great | Greater | Greatest |
| Just | More just | The most just |
| Real | More real | The most real |
| Wrong | More wrong | The most wrong |
| Quickly | More quickly | The most quickly |
| Slowly | More slowly | The most slowly |
| Seldom | More seldom | The most seldom |
| Able | Abler | Ablest |
| Bad/Evil/ill | Worse | Worst |
| Good/Well | Better | Best |
| Far | Farther | Farthest |
| Fore | Former | Foremost |
| Later | Later | Latest |
| Little | Less | Least |
| Much | More | Most |
| Old | Older | Oldest |
| Confused | More confused | The most confused |
| Cruel | Crueler | The cruelest |
| Generous | More generous | The most generous |
| Difficult | More difficult | The most difficult |
| Noble | Nobler | Noblest |
| Lovely | Lovelier | Loveliest |
| Merry | Merrier | Merriest |
| High | Higher | Highest |
| Much | More | Most |
| Near | Nearer | Next |
| Late | Later | Latest |
| Ill, badly | Worse | Worst |
| Well/Good | Better | Best |
| Fast | Faster | Fastest |
| Long | Longer | Longest |
| Soon | Sooner | Soonest |
| Hard | Harder | Hardest |

1. Adjective of Quantity: It describes the Quantity of noun.

Ex: many, much, enough, A few, few , sufficient, enough, plenty, a lot of, more, most, some, large, huge, big etc..

Many: We use many to show countable things/noun.

Example Sentences:

I have many pens.

She has many employees.

You have many books.

He has many works.

Much: We use much to show uncountable things/nouns.

Example Sentences:

I have much knowledge.

They have much Sugar.

She has much experience.

It has much oil.

I have much cement.

Little: We use little to show uncountable things/nouns.

Example Sentences:

There is little water in the jug.

She has little problems.

We have little juice.

We have little experience.

I have little petrol.

Some more example sentences

1. I have enough sugar.
2. Less luggage more comfort.
3. I ate some rice.
4. He lost all his wealth.
5. You have no sense.
6. He did not eat any rice.
7. A glass full of sugar.
8. Two spoons of salt and two spoons of chili powder.
9. Adjective of Number: It expresses the definite quantity of noun.

Ex: room, a few, many, some, a lot of, sufficient, enough, plenty, more, most etc.

Example sentences:-

1)I have three students in my class.

2)The hand has five fingers.

3)There are no pictures in this book.

4)I have thought you many things.

5)Most boys like cricket.

6)Sunday is the first day of the week.

7)Most of the boys are selected for cricket.

8)Few dogs are unhealthy.

Adjectives of number are of two types.

1. Definite Numeral Adjective
2. Indefinite Numeral Adjective

Definite Numeral Adjective :- It tells the exact number of noun or tell the proper quality.

Ex:- I have five students.

They have four carpets.

Indefinite Numeral Adjective: It does not tells the exact number , just tells the approximate number of noun.

Ex:-I have many students.

They have few carpets.

They have many cup boards in their house.

4)Distributive Numeral Adjective:- An Adjective used to refer to each and every person/ thing separately is called Distributive Adjective.

Ex: each, every, either, neither, any, one, both etc.

Example Sentences:

1)Each boy must take his turn.

2)India expects every man to do his duty.

3)Every word of it is false.

4)Either pen will do.

5)On either side is a narrow lane.

6)Neither accusation is true.

5) Demonstrative Adjective:- A word that directly indicates a person/ thing or few people and few things.

Ex: that, this, those, these.

Example Sentences:

1)This time I won’t fail you.

2)Give me that blue water bottle.

3)I want those gorgeous marbles.

4)These mangoes are sour.

5)I hate such things.

1. Interrogative Adjective: A word that modifies a noun by asking question is called Interrogative Adjective.

Ex: which, what , whose etc..

Example sentences:

1. Whose book was that?
2. Which pen do you like more?
3. What books are you buying today?
4. Whose pants did you wear?
5. Which player did get a fifty yesterday?

7) Possessive Adjectives:- A word that indicates the possession of the noun to a person/ a few people. The possessive Adjectives are my, our, your, his, her and it’s.

1) My computer is not working as fast as it working in the beginning.

2) Our father told us not to quarrel with anyone.

3) Your cycle has been stolen yesterday.

4) Her thoughts are too complex.

5) we are concerned about his performance.

Differences between Few, A Few, The Few, Little, A Little, The Little

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Few | A Few | The few | Little | A little | The Little |
| It means None.  Used with plural countable nouns.  Ex:-pens cows, bags | It means Two or three.  Used with plural countable nouns  Ex: Pencil, Books | It means some.  Used with plural countable nouns | It means Not much.  It is used with singular uncountable nouns.  Ex: Sugar, Juice, Honey | It means Less than some or more than none. It is used with singular uncountable nouns.  Ex:-Water, Air, Rice | It means some.  It is used with singular uncountable nouns |
| Example Sentences  There were few children in the class. | Example  Sentences  I have got a few questions to ask | Example Sentences  The few guests who escaped the fire | Example Sentences  There is little honey in the bottle. | Example Sentences  I have a little money. | Example Sentences  The little milk in the jug was eaten up by the cat. |
| Few men are totally perfect. | He invited a few friends to a party | The few friends I had have left me | There is little water in the bottle. | There was a little hope of his recovery. | The few rupees he had were spent in buying food. |
| This boy Is not popular at school, he is got very few friends. | They have already been to Spain a few times. | **The few remark that he made were very poignant.** | There is little milk in the milk cooker. | There was a little hope of getting selected. | The few milk which we had spilled by some one. |
|  |  |  |  |  |  |

Exercises:-

1. He noticed the road was unusually\_\_\_\_\_\_\_\_\_\_.
2. That was once a very\_\_\_\_\_\_dress.
3. He saw immediately that the hall was\_\_\_\_\_\_\_\_\_\_\_.
4. He knocked at the \_\_\_\_\_\_\_ door.
5. His words echoed through the \_\_\_\_\_house.
6. The chief guest spoke for \_\_\_\_ about English.
7. The cow is a \_\_\_\_\_\_\_ .
8. The lion is a \_\_\_\_\_\_\_\_\_.
9. The dog is an \_\_\_\_\_\_\_\_.

10)The frog is an\_\_\_\_\_\_.

2) Pick up the right describing word:

1. She cooked (enough/little) for everyone.
2. (Each/all) person was given a book.
3. (Much/Many) documents need your signature.
4. He does not expect(any/little)reward.
5. (Few/Every) man has to do his share of work.
6. A(Few/Little) effort on your part would work wonders.
7. The space was not(enough/much) to keep all the boxes.
8. He is not (any/much) more careful.
9. (Several/ Many) ministers were dropped.

10)He has(Many/Much) problems.

3) Fill in the blanks with any one of the following:

Little, Few, A Little, A few, The little, the few.

1. He invited \_\_\_\_\_\_\_ friends to a party.
2. There was\_\_\_\_ hope of his recovery.
3. \_\_\_\_ men are totally perfect.
4. \_\_\_\_\_\_\_rupees he had were spent in buying food.
5. The quarrel can be stopped if both rivals use \_\_\_\_ tact.

4)Supply the underlined nouns with suitable adjectives of quality.

1. The boy was sitting under a tree.
2. The house is on the bank of the river.
3. A horse-man was riding over the land.
4. Students were asked to describe the scenery.
5. They entered the temple in silence.

5)Adjectives can be formed by adding the following suffixes to certain words ‘-y’,’-al’, ’-ly’, ’-ful’, ’-less’, ’-ic’ etc.,

Make adjectives by adding proper suffixes to the words given below.

1)Rock 2)Hope 3)friend 4) use 5) father 6) mercy 7) industry 8) adventure 9) tradition 10) gloom 11) care 12) danger 13)science 14)sympathy 15) fancy

6)Residents of India are called Indians. The adjectival of India is Indian. List of adjectival forms of the following countries.

1) Japan 2) England 3) Spain 4) America 5) Greece 6) Pakistan 7) Holland 8) Africa 9) Switzerland 10) Australia 11) Arabia 12) Turkey 13) France 14) Afghanistan 15) Portugal.

Chapter Five

Articles, Sentence

There are two types of Articles in English.

1)The Definite Article:- The

2)The Indefinite Article:-A, An.

A and An refer to no particular thing so they are called Indefinite Articles.

A is used with words beginning with a consonantal sound, such as a boy, a house, a human being, a historical novel, a university, a useful thing.

An is used before words beginning with a vowel (a, e, I, o, u) and it’s vowel sound such as an hour, an honorable man, an elephant, an apple etc.

The Indefinite Article a or an is used

1. Before a singular countable Noun, when it is mentioned for the first time and represents no particular person or thing.

Ex:-They live in a flat.

There is a doctor at the door.

He needs a pen.

1. In the usual meaning of one:

Ex:- He has a brother and two sisters.

I want to make a telephone call.

I need an ink pen

1. Before a singular noun which is used as an example of a class of things.

Ex:- A dog is faithful to his master.

A parrot can repeat what you say.

1. In the rather vague sense of a certain

Ex: I saw a beggar near the temple

Let us go to a movie.

1. Before singular nouns denoting profession, trade, class etc..

Ex: He wants to be an engineer.

She is a good doctor.

1. Before certain numerical and quantitative expressions:

Ex: Please give me a dozen bananas.

I want a hundred rupee note.

1. In the sense of “each” , “every”

Ex:- The cloth is twenty rupees a meter.

He comes twice a month.

1. In exclamations before singular countable nouns.

Ex: What an excellent idea!

What a great man!

What a beautiful picture!

The Indefinite Article is not used:

1. Before Plural Nouns: It is a dog. They are dogs.
2. Before uncountable Nouns: It is sugar
3. Before Abstract Nouns: Beauty, Death, Fear

The Definite Article is used:

1. Before nouns of which there is only one, or which are considered as unique.

Ex:- the earth, the sky, the sun, the moon.

1. With superlative degree adjectives:

Ex:- She was the finest actress.

He has given you the most expensive pen.

1. Before a noun which has become definite as a result of being mentioned a second time.

Ex: I saw a beggar while going to the temple. The beggar was blind.

There is a novel on the table. The novel is interesting.

1. Before the names of seas, rivers, chains of mountains, groups of islands, plural names of countries, gulfs, provinces:

Ex: The Pacific Ocean. The West Indies.

The Himalayas. The U.S.A., The Indian Constitution

1. Before musical instruments:

Ex: He is learning to play the guitar.

He can play the flute.

1. With physical positions and parts of the body.

Ex: the top, the bottom, the middle, the right, the left etc.,

1. With the names of newspapers.

Ex: The Indian Express

The Times of India

1. With Ordinal numbers

Ex: The first, The second, The third, The fourth

1. Before the names of certain books.

Ex: The Vedas, The Quran, The Ramayana

1. Before a noun made definite by the addition of a phrase or clause

Ex: The novel which you gave me missing.

The man on the horse is a soldier.

1. With adjectives used as nouns.

Ex: The rich are not always bad.

The young are fickle-minded.

The Definite Article is not used:

1. Before names of diseases:

Ex: AIDS is a fatal disease.

1. Before names of games.

Ex: Cricket is a popular game.

1. Before names of meals.

Ex: Lunch is at 8’o clock.

1. Before names of colors, days, months and seasons.

Ex: Green is soothing color.

1. Before languages

Ex: They teach English.

1. Before proper nouns

Ex: Anuradha has gone to Delhi.

Exercise 1:

Insert A or An before the following phrases.

1)\_\_\_Intelligent girl.

2)\_\_\_\_Clever Student.

3)\_\_\_ egg.

4)\_\_ elephant.

5)\_\_\_idea.

6)\_\_\_\_ umbrella.

7)\_\_\_\_\_one rupee coin.

8)\_\_\_\_\_\_\_honest employee.

9)\_\_\_\_\_\_\_young man.

10)\_\_\_\_\_\_\_Black Dress.

Exercise 2:

Fill in the blanks with A/An/The wherever necessary:

1. He is \_\_\_\_ blind man.
2. We have solved\_\_\_\_\_ most difficult problem.
3. \_\_\_milk is good for health.
4. We teach\_\_\_ English here.
5. He is\_\_\_ luckiest employee.
6. \_\_\_book which you gave me is excellent.
7. He can play\_\_\_ flute.
8. Our manager sat in \_\_\_ second row.
9. \_\_\_\_ Chairman is out of station.
10. \_\_\_ Dog is faithful to his master.
11. He come once \_\_ week.
12. This is not \_\_\_ chart I want.
13. This is not \_\_\_\_ chart I want.
14. Who is \_\_ richest man in India?
15. He has met\_\_\_ mayor of this city.

**Sentence**

A group of words that makes complete sense is called a Sentence.

Ex:- We are learning English.

Birds fly in the air.

Don’t disturb the class.

Kinds of Sentences

1. Declarative Sentence or Assertive Sentence

2. Imperative Sentence

3. Exclamatory Sentence

4. Interrogative Sentence

1. Declarative Sentence: A sentence that states or asserts or declares something is called Assertive or Declarative sentence.

Ex: Humpty Dumpty sat on a wall.

The sun rises in the east.

The sun sets in the west.

2. Imperative Sentence: A sentence which express a command, a request or a wish is called an imperative sentence.

Ex: Be quiet

Have mercy upon us.

Shut the door.

Go away from here.

3. Exclamatory Sentence:- A sentence which expresses a sudden, strong feeling is called Exclamatory Sentence.

Ex:- How cold the night is!

What a shame!

How beautiful!

What a great idea!

4. Interrogative Sentence:- A sentence which asks a question is called an Interrogative Sentence.

Ex:- Has he come?

When did he go?

How are you?

Where are you going?

Exercise1:-

1. Write ten sentences about you.
2. Imagine that you are watching cricket match. Express your sudden reactions in ten Exclamatory Sentences.
3. You have met a train accident victim. Try to know the cause of the accident using five Interrogative Sentences.

Exercise 2:-

Say whether each of the following sentences is Assertive, Imperative, Interrogative or Exclamatory:

1. How are you?
2. What are you doing?
3. What a wonderful idea!
4. Get out from here.
5. She took a hasty decision.
6. They themselves have asked us not to come.
7. Arise! Awake! and stop not till the goal is reached.

Construction of Questions:

A Question is a structure which typically has the verb in front of the subject and which is used to ask someone about something.

There are three types of questions:

1 Yes / No Questions: These are questions for which the answer is yes or no.

2 Information Questions: These are questions for which the answer is more than yes or no, there must be some information in the answer.

3. Tag Questions: A Question consisting of an auxiliary verb followed by a pronoun, which is used at the end of a tag question.

Yes / No Questions:

Yes/ No Questions are formed by putting the verb before the subject.

With the help of ‘Be- am, is, are, was, were’ form of verbs:

Affirmative Questions Negative Questions

Are you a student? Are n ’t you a student?

Is he an engineer? Is n’t he an engineer?

Are you bored? Are n ‘t your bored?

Was it a pencil box? Was n‘ t a pencil box?

With the help of have, has:

Affirmative Questions: Negative Questions:

Have I exceeded my limit? Have n ’t they come?

Has the child gone to school? Has n ’t she attended?

Have you posted the letter? Have n ’t you checked it?

When “’have”’ is used as a main verb , the verb “do” is used as the auxiliary to make the interrogative sentence. Examine the following sentences:

Affirmative Questions: Negative Questions:

Does she have a pen? Does n’t he go to college?

Do the students have books? Do n ’t you go out in the evening?

Does the club have a swimming pool? Does n ’t she go to school?

INFORMATION QUESTIONS

The Question words are Who ,What ,Which ,When ,Where ,How ,Why and whose etc..

1. Who and What in subject questions: A subject question is one in which the subject is unknown.

Ex:- Who/What + Verb+\_\_\_\_\_

Who opened the box?

What happened there?

Who dropped you?

What went wrong?

Who closed the door?

1. Whom and What are used in a question to know the object of a verb

Whom/ What + auxiliary verb(do, does, did ) + Subject + Verb + \_\_\_

Ex: Whom does he like?

What did she buy at the store?

Whom do you like the most?

What did she bring from the trip ?

What do you think about him?

1. When is used to ask questions about the time something happened, happens or will happen.

Ex: When did he come to Delhi?

When are you going?

When will they declare the result?

When are you leaving to USA?

When will you visit our place?

1. Why is used to ask question about the reason for something.

Ex: Why do you speak so loudly?

Why are you following her?

Why did you do join the institute?

Why are your clothes so dirty?

Why was my flight cancelled?

1. Where is used to ask question about place, position or direction

Ex: where does she live?

Where he has gone?

Where are they working?

Where is he from?

Where are Anuradha and Gangadhar from?

1. How is usually used to ask about the method used for doing something.

Ex: How do you go to the office?

How much do you exercise?

How much does it cost to go out to eat?

How spicy is the food at the restaurant?

How far is it to your house?

1. Who is a pronoun used for person in general?

Ex: who broke the glass?

Who will come to receive you?

Who is going to cover this?

Who is your best friend?

Who did you meet?

1. What is a pronoun used for things or objects in general. It is also an adjective used for persons, things or objects in general.

Ex: What is she doing?

What kind of people read novels?

What languages do you know?

What did he ask?

What is your hometown?

1. Which is both pronoun and adjective. It shows a choice between two alternatives.

Ex: Which do you prefer, Classical or Popular music?

Which boy was the last to leave?

Which is your favorite fruit?

Which class did you miss yesterday, Chemistry or Mathematics?

Which faculty do you like the most, Computers or Statitstics?

1. Whose is used as an adjective and also as a possessive pronoun.

Ex: Whose is this typewriter?

Whose books are these?

Whose Umbrella did you bring?

Whose shirt did you wear?

Whose house did she buy?

1. When is used to express the notion of time.

Ex: When did he visit his parents?

When are you coming?

When will they declare the result?

When are you leaving to Singapore?

When can I meet you?

1. Where is used to indicate place.

Ex: Where has he gone?

Where did you put my suitcase?

Where are they working?

Where are you going?

Where are you coming from?

1. Why is used to know the reason.

Ex: why have you come late?

Why did you join the institute?

Why are your clothes so dirty?

Why should we hire you?

Why are you going to Delhi?

1. How is used to know by what means, or which way, an action is achieved.

Ex: How did you reach there?

How did you do your homework?

How are you?

How long is he going to stay?

How much money will it take to finish this project?

Tag Questions:

A question consists of an auxiliary verb followed by a pronoun which is used at the end of a Tag question.

Ex:- He is here. Is n ’t he? (An Affirmative remark has a negative tag.)

He is not here. Is he?( A negative remark has an affirmative tag.)

Exercise -1:

Make Questions with the sentences given below by using question words Who, What ,Which, Whose, When, Where, Why, How, How often, How much, How Many and how long

1.He prefers coffee to tea.

2.This is my book.

3. Valmiki wrote Ramayana.

4. I have kept my book on the table.

5. These are our student’s photos.

6. She regularly goes to the library.

7. We have wasted nearly three litres of petrol.

8. We come here on foot.

9. They spend two hours a day for their studies.

10. Nearly 300 people lost their lives in a train accident.

11. We have been waiting for you for three hours.

12. He is a stupid.

13. Elderly people don’t like loud music.

14. They have followed the rules.

15. The students never miss a class because the teacher is popular.

SENTENCE PATTERNS

A Sentence consists of four important parts. They are Subject, Verb, Object, Complement.

1.The Subject: The subject denotes the person or thing about which something is said.

The Predicate: What is said about the subject is the Predicate.

2.Verb: The Verb follows the subject; it generally shows the action of the sentence. The verb may be a verb phrase. A verb phrase consists of one or more auxiliaries and one main verb. The auxiliaries always precede the main verb. Its function in a sentence is to make a statement about the subject of the sentence.

3. Object: The object-word like the subject-word, is a noun or some word or words doing the work of a noun. The object relating to a thing is called the direct object that relating to person is called the indirect object.

4.Complement: A noun group or adjective which comes after a link verb such as “be” and gives more information about the subject or object of the clause.

1) subject + be + compliment

Ex: She is a doctor.(noun)

He is tall.(adjective)

They are students(.noun)

2) Subject + Predicate

Ex:- She is an innocent girl.

He taught me English.

It was a memorable experience.

3. Subject + verb + indirect object + direct object

Ex:-He gave me a pen.

They have offered him a drink.

We are presenting her a gift

4. Subject + verb + Direct object

Ex:-Police arrested the thief.

He has won the first prize.

The USA attacked Iraq.

They have closed the factory.

5. Subject + Verb + Direct Object + Preposition + Indirect Object

Ex:-He has given money to all the students.

They brought dresses to all the soldiers.

6. Subject + Verb + Object + Complement

Ex:- They made me happy.

They painted the house blue.

His article made him popular.

7. Subject + Verb + Noun/Pronoun +(to be) + Complement

Ex:-We took him to be innocent.

We thought him to be foolish.

We believed the boy to be good.

Exercise:

Write sentences based on the following patterns.

1.Subject + Verb + Object + Preposition + Prepositional Object

2. Subject + Verb + Direct Object

3. Subject + Verb + Indirect Object+ Direct Object

4. Subject + Verb + noun/pronoun.

The Basic Sentence and Its Importance in Communication

The basic parts of every sentence area its subject and its verb. So, it is important that you can recognize them. The form of the verb can depend on the subject.

* 1. The Sentence

Look at the words below. Are they sentence or not? Answer ‘yes’ or ‘no’ and say why.

Ex: She student

Answer: No. Because there is no verb. Correct Answer is She is a student.

1.Ram a manager.

2. Ram is a manager.

3. Ram the manager of the shop.

4. Ram is the manager of the shop.

5. Ram works at the shop on the corner.

6. Ram at the shop on the corner of the street.

7. Works six days a week.

8. He works six days a week.

9. Some of my friends from Bengal.

10. Some of my friends are from Bengal.

11. Some of my friends from Bengal have come to visit me.

12. Are you a student?

13. I student.

14. I am student.

15. I am a student.

1.2 Singular or Plural?

Find the word that decides whether the subject is singular or plural.

Example: One of my days at school.

Answer: One- Singular(only one day)

Example: My father and my brother

Answer: and-Plural(more than one)

1.The best student in the class.

2.The best students in the class.

3.One of the best students in the class.

4. The best student in the class and the worst student in the class.

5. Some of the best students in the class.

6.Money

7. Money Problems

8. Problems with money.

9.Travelling

10.Travelling to foreign countries.

11. The result of yesterday’s match.

12. The result of yesterday matches.

13. The results of yesterday matches

14. Tomorrow’s Programme.

15. The car doors.

1.3 Subject and Verb Agreement

Fill in the gaps with the correct form of the verb in brackets.

Example: He\_\_\_\_(do) not know what to do.

Answer: He does not know what to do.

Look at this. My Cassette recorder \_\_\_(have) stopped working.

I \_\_\_\_\_(think) it\_\_\_\_(have) been broken. Who\_\_\_\_(do) you think broke it? When i

\_\_\_\_\_(find) them. I’ll kill them. England\_\_\_(have) a temperature climate. I\_\_\_\_(do) not get very cold in winter. If you\_\_\_\_(go) there in the summer, you\_\_\_(do) not need many warm clothes. But people still\_\_\_\_(have) to wear a jacket, because the weather \_\_\_\_\_\_(change) from day to day. You \_\_\_\_ (will) also need an umbrella, it always\_\_\_\_\_(rain). If you \_\_\_\_(have) forgotten to buy one, clothes shops\_\_\_\_(sell) them. An Umbrella\_\_\_\_\_(do) not cost very much and it \_\_\_(be) easy to carry. But be careful. Don’t lose it when it\_\_\_(be) not raining.

1.4. Agreement with the verb – be past tense

Fill in the gap with was or were

Example: Where \_\_\_\_\_ the children yesterday?

Answer: Where were the children yesterday?

1. I \_\_\_ born in 1966.
2. My wife \_\_\_\_ born in the same year.
3. My wife and I \_\_\_\_ were at school together.
4. We \_\_\_\_ good friends
5. When he \_\_\_ at school, John did very well in Maths.
6. Why \_\_\_\_ the shops in the High Street closed yesterday.
7. The ships in the High Street \_\_\_\_ closed because it \_\_\_\_ a holiday.
8. The company’s Managing Director\_\_\_\_\_ very sick.
9. The company’s employees\_\_\_\_\_\_ not very rich.
10. The car doors \_\_\_\_\_\_ locked.

MORE ABOUT THE BASIC SENTENCE

We use not to make negative sentence. We use an apostrophe n’t for short forms. The subject and verb usually come before the other parts of a sentence, but the exact order depends on the type of sentence. Word order is very important in English.

2.1 Word Order

Change the order of the words or groups of words to make a correct sentence.

Example: am/very/happy/I

Answer: I am very happy.

1. Wanted/ last week/to see the doctor/I
2. Not/feeling/I/was/well.
3. a terrible headache/had/I.
4. headaches/never usually/get/I.
5. me/asked/about the headache/ the doctor.
6. a number of question/ he/asked.
7. This headache/start/?/when did.
8. Keep you awake at night/the headache/?/did.
9. Like this/how long have you/?/been feeling.
10. What to do/told/me/he.
11. This medicine/three times a day/take.
12. Work/ do not/ too hard.
13. To the chemist/ went/I/to get the medicine.
14. The medicine/ for four days/took/I.
15. Felt/I/after that/better.

2.2. Sentences with not

Answer the questions below with sentences using not.

Example: Have you found something?

Answer: I have not(have n ’ t) found anything.

1. Does he play tennis.
2. Have you got a lot of money.
3. Has it been raining?
4. Are you doing many courses this term?
5. Do fish eat fruit?
6. Did you arrive on time?
7. Were they watching TV?
8. Have you been working hard?

QUESTION WORDS

Question words ask for information. They go at the beginning of a sentence. We put a question mark (?) at the end of the question.

1.1 Word order

Change the order of the words or groups of words make correct sentence.

Example: are you late/?./why

Answer: Why are you late?

1. are you going/?/where
2. were they doing/what/last night/?
3. Does he play tennis/often/?/how
4. ?/how/are you/tell
5. University/did he go to/?/which
6. Does that painting cost/?much/how
7. Like/is/the weather/?/what
8. Kind/?/of car is it/what

1.2Recognising question words

Find the part of the sentence that is answer to the question word on the left.

Example: What…..? I bought the expensive cassette recorder.

Answer: the expensive cassette recorder.

Example: Which…..?I bought the expensive cassette recorder.

Answer: the expensive

1. Who…? The post office workers are on strike.
2. How long…? They have been on strike for two months.
3. How many months….? They have been on strike for two months.
4. Where…..? Millions of letters are lying in post offices everywhere.
5. What….? Millions of letters are lying in post office everywhere.
6. How many…..? Millions of letters are lying in post office everywhere.
7. What…. For? The managers use part time staff for extra work.
8. Who…? The workers do not like the part time system.
9. What….? The workers do not like the part time system.
10. Which….? The workers do not like the part time system.
11. How often….? A postman’s wage is only 110 every week.
12. How many….? A postman’s wage is only 110 every week.
13. What kind…..? This is a very low wage.
14. How low….? This is a very low wage.
15. What kind….? The managers and the workers had a very angry meeting yesterday.
    1. Using Question Words

Look at the part of the sentence. One part is the answer to a question

Example: That car can go at 150mph.

Answer: How fast…?

1. He is at least seventy years old.
2. He was born a very long time ago.
3. He had three brothers and two sisters.
4. He went to primary school in Liverpool.
5. It was a very good school.
6. He did very well with his studies at school.
7. He did very well indeed.
8. He could have gone to the university.
9. His parents had very little money.
10. On his first trip, he went to Brazil.
11. Brazil was 6,000 miles from Liverpool.
12. He went to Brazil twice a year for the next forty years.
13. He has been round the world six times.
14. He returned from the sea twenty years ago.
15. It was a terrible journey because the sea was very rough.

MAKING QUESTIONS

In most questions, the first word of the verb goes before the subject. The first word of the verb is also important for short answers and tag questions.

4.1. word order

Change the order of the words or groups of words to make a correct sentence.

Example: you/?/do/her/know.

Answer: Do you know her?

1. Do/?/do/you/how
2. You/going/are/?/where
3. ?/like/you/tomatoes/do
4. the match/?/finish/will/when
5. they/come from/?/do/where
6. did n ‘ t/?/me/tell/why/you
7. does/belong to/ that car/?/who
8. a telephone/is there/?/near here
9. you /do/?/when we arrive/know
10. you/have/what/?/been doing
11. tell me/you/?/the way to the bank/know/do
12. on Saturday/?/we/have to come/do
13. where/he lives/know/i
14. he has n ’ t come/wonder/i/why
15. where he is/?/you/know/do

4.2 Making Questions

Fill in the gap in the sentence on the left to make a correct question for the answer on the right.

Example: when\_\_\_\_\_happen? It happened yesterday.

Answer: When did it happen?

1. Where \_\_\_\_\_go yesterday? I went to school
2. \_\_\_\_\_ come to the party? Yes, I will if I have the time.
3. Who\_\_\_ won the race? John won it easily.
4. \_\_\_\_\_\_ borrow your pencil? Yes, but I want it back.
5. \_\_\_\_\_\_ seen that new film yet? No I have n ’ t, but I am going to.
6. When \_\_\_\_\_\_ up this morning? I got up at half past six.
7. Who \_\_\_\_? He told Maria.
8. Who\_\_\_ about it? John told her.
9. Why \_\_\_\_ driving so slowly? There is a police car behind us.
10. Where \_\_\_\_\_ from? He comes from Manchester.
11. When\_\_\_\_\_ that report? I’ll finish it today, I think.
12. Which books\_\_\_\_\_? I need all the ones on the shelf.
13. Who\_\_\_\_\_this glass?I broke it. I’m very sorry.
14. Why\_\_\_\_ finish that report? Because I was too tired.
15. Do\_\_\_\_\_\_ what the time is? It is nearly eleven o’ clock.

4.3. More Questions to make

A passport officer is talking to a foreign student. Use the words below to make complete questions.

Example: What passport number?

Answer: What is your passport number?

4.4 Polite Questions

Do Exercise 4.3 again, but this time the pass port officer is very polite. How does he ask the questions?

Example: What passport number

Answer: Could you tell me what your pass port number is?

4.5. What can you ask??

Make suitable question for each situation described below.

1. You meet a friend. She is looking for a car to buy.
2. Answer: Have you selected any model?
3. You need to borrow a little money from a friend.
4. Answer: can you lend me a little money from you?
5. You are in a foreign country and do not speak the language. You go into a shop?
6. Answer: Do you speak English?
7. Your friend is ill. You go to see him.
8. Answer: How are you feeling?
9. You meet a friend. She has just come back from her holiday.
10. Answer: Have you had a good time.
11. You are in a tourist information office. Ask about the price of the ticket on the airport bus.
12. Answer: May I know how much does the bus to the airport cost?
13. You want some money but the banks are closed. You ask a tourist information.
14. Answer : when do the banks open?
15. Your are looking for the bank. You ask some body on the street.
16. Answer: could you……………?
17. You are making a drink for a friend?
18. \_\_\_\_\_\_\_\_ tea or coffee?
19. You want meeting with Anu. You ask her.
20. Can\_\_\_\_ on Friday?
21. Your watch is being repaired in a shop. You want to know when you can collect it.
22. \_\_\_\_\_\_\_\_\_\_ be ready?
23. You are looking for the accommodation office in a big university building. You ask a student
24. Do\_\_\_\_\_\_\_\_\_which floor\_\_\_\_on?

4.6 Short Answers

Answer the question with a short answer. Begin wiith ‘yes’ or’ No’

Example: is your name John?

Answer: No, it is n ’ t.

Example: Can you speak English?

Answer: Yes, I can.

1. Are you a student?
2. Have you been studying English for long?
3. Is it necessary to do a lot of homework?
4. Was English difficult for you at first?
5. Did you have to study hard?
6. Have I first taught you English?
7. Are you the best student in your class?
8. Do you have to go to lessons in the evening?
9. Have you seen the film “Star wars”?
10. Can you help me, please?

Chapter Six

Action Words, Verb

Verbs have always been considered the most important words in sentences. They are the motors that give movement to sentences, they are activators, the doing words.

In general we say Verb is a word which shows an action or Verb is a word to indicate an action.

The verb is a part of speech which is used to demonstrate an action or state of being.

Verbs in English have three forms, the base form, the past tense form, and the past participle form.

Ex: I teach English(base form)

He taught English( the past tense form)

She has taught English(Past participle)

Type of Verbs

1. Lexical Verbs
2. Action verbs
3. Main verbs
4. Auxiliary verbs
5. Regular Verbs
6. Irregular Verbs
7. Transitive Verbs
8. Intransitive Verbs
9. Finite Verbs
10. Non-finite Verbs
11. Lexical Verbs: All the verbs except Modal Auxiliaries are called Lexical Verbs.

Ex:-Sit, Stand, Go, Work, Come, Go, Rotate, Discuss etc.

Verbs should be in base form i.e. simple present

Ex: I go, I come, you write, you run etc.

Modal Auxiliary Verbs : The modal Auxiliaries do not have –s form or -ed participles.

Ex: can, could, may, might, shall, should, will, would, must, ought to, used to ,need ,dare.

1. Action Verbs: A verb which shows an action is action verb.

Ex: stand, teach, write, explain etc.

\*\* Do forms and Be forms , Have forms are not action verbs.

All the lexical verbs are action verbs.

Ex: I was attending the class.

1. Main Verbs: The main verb refers to the important verb in the sentence, the one that typically shows the action or state of being of the subject. Main Verbs can stand alone or they can be used with a helping verb also called an auxiliary verb.

EX: We attend Classes.( attend is a main verb)

We have been attending the classes since last month.(have been is Auxiliary Verb and attending is main verb or action verb)

* Action verb will work as main verbs.

Ex: He is a student.( Here ‘is’ is a main verb)

Sometimes Auxiliary verbs also work as main verbs. Some of the main verbs cannot be lexical verbs.

Ex: She is a student.( ‘is’ is a main verb)

\*\*\*All the main verbs are not lexical verbs.

1. Auxiliary Verbs: Auxiliary verbs are “helping verbs”. They are called auxiliary verbs because they help to form tenses, negative questions, and question tags. They are used with infinitives to indicate possibility, permission, ability, obligation etc.,

Two Types of Auxiliary verbs are there.

1. Primary Auxiliary Verb
2. Secondary or Modal Auxiliary Verbs
3. Primary Auxiliary Verbs: The Auxiliaries Be , Have and Do help merely to express statements of fact. These three Auxiliaries and their various forms are called Primary Auxiliary Verb.

Be forms- am, is , are, was, were

Have forms- Have, Has, Had

Do forms- Do, Does ,Did

\*\*\*Be- used as Be, Being, Been

\*\*\* All the Be forms shows the position.

\*\*\* Be forms used as main verbs as well as an auxiliary verbs.

Ex: I am a student.

We were playing cricket.

They were the students of Ramakrishna Math.

Be here on time.(Be is an action verb)

I want to be an engineer.

Be careful.(Be is a Verb and Careful is an Adverb)

She has been to states.

I have been to exhibition.

Being a student we should be regular.

It being a rainy day, I stayed at home.

1. Secondary Modal Auxiliary Verbs: Verbs which are used with a main verb to indicate particular attitude such as possibility, obligation, prediction or deduction are called

Secondary Modal Auxiliary verbs.

Modal Auxiliaries help to express the conceptions of mind.

will, would ,shall ,should ,can ,could , must, used to, ought to, need ,dare

Auxiliary verbs can be used as

1. Auxiliary
2. Action Verbs
3. Main Verbs
4. Possessive
5. State, Position, Nature
6. Anomalous Finites
7. Auxiliary- All Auxiliaries except Be ,Have ,Do are uninflected. i.e. all persons have the same form.

Ex: we must go. I can learn.

She must go. You can learn.

You must go. She can learn.

|  |  |  |
| --- | --- | --- |
| First Person | Second Person | Third Person |
| I, we, me, us ,my , mine, our ,ours | You, your, yours | He, his, him  She ,her ,hers  It, it’s |

1. The negative is formed by adding ‘not’ to auxiliary.

Ex: They can come. They cannot come.

They will go. They will not go

1. The question forms are formed by inverting subject and verb.

Ex: She can sing. Can she sing?

1. Auxiliaries are usually contracted in conversation:

Ex: I have met him. They will come

I ‘ve met him. They’ll come.

1. The questions for which the answer is yes or no are formed by auxiliary verb.

Ex: is she going to school today?

Will the committee decide today?

1. Question Tags are formed by Auxiliary Verbs. In a tag question, the speaker makes a statement,

But it is not completely certain of the truth, so he or she uses a tag question to verify the previous statement.

After negative statements we use the ordinary interrogative.

They did not come yesterday, did they?

After affirmative statements we use the negative interrogative.

They came yesterday, did n ’t they?

2)Action Verb:- Be ,Have and Do forms are used as auxiliary verbs and main verbs.

am ,is are ,was ,were ,have ,has ,had ,do ,does ,did - 11 primary modal auxiliary verbs

can ,could ,shall , should ,will ,would ,may ,might ,used to ,ought to, must ,need ,dare - 13 secondary modal auxiliary verbs.

Have ,Had ,Do ,Does ,Did ,Need ,Dare are used as Action Verbs.

Ex:1) I have bath at 5’o clock.(have is an action verb)

1. I had my lunch at 2’o clock.(had is an action verb)
2. She does her duty promptly.(does is an action verb)
3. We do the daily chores.(do is an action verb)
4. We did the assignment.(did is an action verb)
5. We need your assistance.(need is an action verb)
6. I dare to talk to anyone in English.(dare is an action verb)

\*\* do ,does ,did , need ,dare when they are used in positive form they work as an action verbs.

\*\* do, does ,did ,need ,dare when they are used in negative form they work as auxiliary verbs.

3)Main Verb:- We can use ‘be’ form as main verbs.

Be form-am, is, are ,was ,were

Ex: 1) I am a student of Ramakrishna Math.

2) He is our teacher.

3) This is our premises.

4) I was absent.

5) We were regular to the classes.

6) We were the students of Ramakrishna Math.

4)Possessive: Have forms- Have, Has, Had

Ex: I have a scooter.

She has a two wheeler.

I had a flat.

1. State, Position, Nature:- Be forms am ,is, are ,was ,were used as state and position verbs.

Ex: I am a student.

I am learning English.

Gita is tall.

I am intelligent.

We are Indians.

I was very fat.

1. Anomalous Finites: When Auxiliary verb is used in negative form, question tag, in the beginning of yes or no question and as an emphatic (do, does, did).

Example: Is n ’t, have n ’ t, was n ‘t, were n ’ t, has n ’ t, had n ’ t , do n ’ t, does n ‘ t, did n ‘t all these are Anomalous Finites.

She does n ‘ t like him.

You should n ‘t be careless.

She has come early. Has n ’ t she?

Are you a student. No, I am n ‘t.

5)Regular Verbs: Regular Verbs are those which have the same form for their past tense and past participle tense.

Ex: Walk Walked Walked Walking.

6) Irregular Verbs: Irregular verbs are those which form their past by changing the vowel in the body of the present without adding ‘ed’ or ‘d’ or t to the present.

Ex: Know Knew Known Knowing

Eat ate eaten eating

Drink drank drunk drinking

List of Verbs and their forms

Present Tense Past Tense Past Participle Present Participle

|  |  |  |  |
| --- | --- | --- | --- |
| Arise | Arose | Arisen | Arising |
| Awake | Awoke | Awaken | Awaking |
| Be(am, is, are) | Was/were | Been | Being |
| Bear | Bore | Borne | Bearing |
| Become | Became | Become | Becoming |
| Beget | Begot | Begotten | Begetting |
| Begin | Began | Begun | Beginning |
| Bend | Bent | Bent | Bending |
| Bereave | Bereaved | Bereft | Bereaving |
| Bid | Bade/Bid | Bidden | Bidding |
| Bind | Bound | Bound | Binding |
| Bite | Bit | Bitten | Biting |
| Bleed | Bled | Bled | Bleeding |
| Blow | Blew | Blown | Blowing |
| Break | Broke | Broken | Breaking |
| Breed | Bred | Bred | Breeding |
| Come | Came | Come | Coming |
| Cure | Cured | Cured | Curing |
| Close | Closed | Closed | Closing |
| Change | Changed | Changed | Changing |
| Crave | Craved | Craved | Craving |
| Dream | Dreamt | Dreamt | Dreaming |
| Drink | Drank | Drunk | Drinking |
| Drive | Drove | Driven | Driving |
| Dwell | Dwelt | Dwelt | Dwelling |
| Eat | Ate | Eaten | Eating |
| Fall | Fell | Fallen | Falling |
| Feed | Fed | Fed | Feeding |
| Fight | Fought | Fought | Fighting |
| Find | Found | Found | Finding |
| Flee | Fled | Fled | Fleeing |
| Fling | Flung | Flung | Flinging |
| Fly | Flew | Flown | Flying |
| Forbid | Forbade | Forbidden | Forbidding |
| Forget | Forgot | Forgotten | Forgetting |
| Feel | Felt | Felt | Feeling |
| Forgive | Forgave | Forgiven | Forgiving |
| Freeze | Froze | Frozen | Freezing |
| Get | Got | Got | Getting |
| Give | Gave | Given | Giving |
| Go | Went | Gone | Going |
| Grind | Ground | Ground | Grinding |
| Grow | Grew | Grown | Growing |
| Have | Had | Had | Having |
| Hear | Heard | Heard | Hearing |
| Hide | Hid | Hidden | Hiding |
| Hold | Held | Held | Holding |
| Keep | Kept | Kept | Keeping |
| Kneel | Knelt | Knelt | Kneeling |
| Know | Knew | Known | Knowing |
| Lead | Led | Led | Leading |
| Lean | Leant | Leant | Leaning |
| Leap | Leapt | Leapt | Leaping |
| Learn | Learned | Learnt | Learning |
| Leave | Left | Left | Leaving |
| Lend | Lent | Lent | Lending |
| Lie | Lay | Lain | Lending |
| Light | Lit | Lit | Lighting |
| Loose | Lost | Lost | Losing |
| Make | Made | Made | Making |
| Mean | Meant | Meant | Meaning |
| Meet | Met | Met | Meeting |
| Mislead | Misled | Misled | Misleading |
| Mistake | Mistook | Mistaken | Mistaking |
| Misunderstand | Misunderstood | Misunderstood | Misunderstanding |
| Overcome | Overcame | Overcome | Overcoming |
| Overdo | Overdid | Overdone | Overdoing |
| Rewind | Rewound | Rewound | Rewinding |
| Rid | Rid | Rid | Ridding |
| Cut | Cut | Cut | Cutting |
| Set | Set | Set | Setting |
| Put | Put | Put | Putting |
| Hit | Hit | Hit | Hitting |
| Split | Split | Split | Splitting |
| Spread | Spread | Spread | Spreading |
| Hurt | Hurt | Hurt | Hurting |
| Bet | Bet | Bet | Betting |
| Fit | Fit | Fit | Fitting |
| Cost | Cost | Cost | Costing |
| Let | Let | Let | Letting |
| Ride | Rode | Ridden | Riding |
| Ring | Rang | Rung | Ringing |
| Rise | Rose | Risen | Rising |
| Run | Ran | Run | Running |
| Saw | Sawed | Sawn | Sawing |
| Say | Said | Said | Saying |
| See | Saw | Seen | Seeing |
| Seek | Sought | Sought | Seeking |
| Sell | Sold | Sold | Selling |
| Send | Sent | Sent | Sending |
| Shake | Shook | Shaken | Shaking |
| Spring | Sprang | Sprung | Springing |
| Stand | Stood | Stood | Standing |
| Steal | Stole | Stolen | Stealing |
| Stick | Stuck | Stuck | Sticking |
| Sting | Stung | Stung | Stinging |
| Stink | Stank | Stunk | Stinking |
| Strike | Struck | Struck | Striking |
| Swear | Swore | Sworn | Swearing |
| Sweep | Swept | Swept | Sweeping |
| Swim | Swam | Swum | Swimming |
| Take | Took | Taken | Taking |
| Teach | Taught | Taught | Teaching |
| Tear | Tore | Torn | Tearing |
| Tell | Told | Told | Telling |
| Think | Thought | Thought | Thinking |
| Throw | Threw | Thrown | Throwing |
| Understand | Understood | Understood | Understanding |
| Undo | Undid | Undone | Undoing |
| Wake | Woke | Waken | Waking |
| Wear | Wore | Worn | Wearing |
| Weave | Wove | Woven | Weaving |
| Win | Won | Won | Winning |
| Write | Wrote | Written | Writing |
| Wind | Wound | Wound | Winding |

1. Transitive Verb: A Transitive verb is a verb that requires a direct object, which is a noun, pronoun or noun phrase that follows the verb and completes the sentences meaning by indicating the person or thing that receives the action of the verb.

Ex:- I called him.(called is verb, him is noun/pronoun)

Children fly kites.(fly verb ,kites noun)

I missed a class.(missed is a verb, class is a noun)

We have learned many things.( we is a subject, have learned is a verb, many things is a object)

I have been speaking English for many years.( I is a subject, have been is a verb, for is a preposition, many is a object, years is a noun)

A Transitive Verb can also have an indirect object , which is a noun, pronoun or noun phrase that comes before a direct object and indicates the person or thing that receives what is being given or done.

Ex: Find her a chair.

Can you read me the letter?

Who gave her the lawyers information?

Books are on the table.( Books is a Subject, are is a verb, on is a preposition ,table is an object.)

It is called prepositional phrase.

I am waiting for him.(I is a subject ,am waiting is a verb ,for is a preposition ,him is an object)

It is called as a prepositional object.

I called him.(Active Voice)

He was called by me.(Passive Voice)

Children fly kites.(Active voice)

Kites are flown by children.(passive voice)

We have learned many things.

\*\*\*\*Present Perfect Tense never change into Active and passive voice

Ex: I have learnt many things.

8)Intransitive Verbs:- An Intransitive verb is not used with a direct object, if something comes after an intransitive verb that is the position usually inhabited by the direct object, it does not answer why? or whom?

Ex: Some one was coughing loudly.

Her dog died suddenly last week.

We were attending quickly.

9)Finite verbs: A verb which shows tense, mood of the speaker, number and person of the subject.

Ex: We come here to learn.(Present Tense)

We are coming here to gain knowledge.(Present continuous tense)

We have come here to update our knowledge.(present perfect Tense)

We have been learning English since childhood to overcome hesitation.(Present Perfect Continuous Tense)

2)Mood of the speaker

Modal Auxiliaries are used mood to express willingness, determination, doubt.

1. He might loose a temper.(complete doubt)
2. I am thinking about visiting the amusement park.
3. Everyone wanted to go to the Amusement Park, but we only had four tickets.

Will show the number and single or plural of the verb. He, She, It third person singular.

Ex: you will pay for that.( will is modal auxiliary verb, Pay is the bare infinitive)

I can think what ever I like.(Can is modal auxiliary verb, think is bare infinitive)

10) Non finite verbs:- A verb which does not show tense ,mood of a speaker and number and person of the subject.

There are four types of Non-finite verbs

1)Infinite verb

a) to infinitive

b) bare/plain infinitive

2) Gerund

3) Present Participle

4) Past Participle

a) To infinitive :-1) We came here to gain knowledge.

2) I am going to office to earn my living.

3) We have brought pens to write notes.

4) I was listening to news to gather some information.

5) I had finished my breakfast quickly to catch the bus.

b) bare/plain infinitive:-The infinitive structure of verbs without ‘to’ is called bare infinitive.

After Auxiliary modal verbs will, shall, would, could, can, may, might, must, should, need not

Ex: I might walk there if it does not rain.

You need not go on a diet but you must eat healthy food.

She made the children do their homework.

Dad would not let me drive his car.

After Verbs of Perception: see, watch, notice, observe, feel, hear

Ex: He heard the teacher call his name.

We felt the ground shake beneath our feet.

1. Gerund Verb: It is a verbal noun, it is verb in form and functions as noun.

Gerund will be come in the beginning or after preposition After preposition generally noun or pronoun will come.

Ex: verb + ing

Auxiliary verb never come before the verb + ing. Gerund verb talks about activity.

Ex: waking up in the morning is good.

Going to bed late in the night is not good.

Yawning in the class is not good.

I go for jogging every morning.

Working carefully and systematically always pays us in the long running.

3)Present Participle: Present Participle is a form of verb that uses “’ing” with the base of the word.

Ex: The young laughing girl is looking beautiful.

I watch my children playing.

I observe my students taking notes.

I really liked this bouncing ball.

Watching T.V. he forgot everything else.

\*\* Both a gerund and a present participle come from a verb and both end in –ing. However each has a different function. A gerund acts like a noun while a present participle acts like a verb or adjective.

4)Past Participle: A Past Participle is a word that is formed from a verb, it is also used as an adjective or to form verb tense and probably end with ‘ed’, ’d’, ’t’, ’en’ or ’n’.

Ex: We have trained employees.

We don’t have inexperienced lecturers.

Modal Auxiliaries

The modal auxiliaries do not have –s forms –ing forms or –ed participles.

Can, may, will, shall have the special past forms could, might, would, should. The other modal auxiliaries( must, dare, need, ought to, used to) do not have such forms.

|  |  |  |
| --- | --- | --- |
| Non Negative | Un contracted Negative | Contracted Negative |
| Can | Cannot | Can’t |
| Could | Could not | Couldn’t |
| May | May not | Mayn’t |
| Might | Might not | Mightn’t |
| Shall | Shall not | Shan’t |
| Should | Should not | Shouldn’t |
| Will | Will not | Won’t |
| Would | Would not | Wouldn’t |
| Must | Must not | Mustn’t |
| Ought to | Ought not to | Oughtn’t to |
| Used to | Used not to | Didn’t use to, used n’t to |
| Need | Need not | Needn’t |
| Dare | Dare not | Daren’t |

|  |  |
| --- | --- |
| Full form | Contracted form |
| I am | I’m |
| He is | He’s |
| You are | You’re |
| They are | They’re |
| It is | It’s |
| That is | That’s |
| What is | What’s |
| Where is | Where’s |
| I will | I’ll |
| You will | You’ll |
| He will | He’ll |
| They will | They’ll |
| We will | We’ll |
| It will | It’ll |
| That will | That’ll |
| I have | I’ve |
| I would | I’d |
| Is not | Isn’t |
| Are not | Aren’t |
| Was not | Wasn’t |
| Does not | Doesn’t |
| Did not | Didn’t |
| Would not | Wouldn’t |
| Could not | Couldn’t |
| Should not | Shouldn’t |
| Can not | Can’t |
| Need not | Needn’t |

The Modal Auxiliaries have the following characteristics:

1. Positive is formed by putting the modal auxiliary verb between the subject and the main verb.

Ex: They must leave now.

He can solve it.

1. Negative is formed by adding not after the modal auxiliary verb.

Ex: They must not leave now.

He cannot solve it.

1. They do not have the infinitive or participle forms.

Ex: to can, needing

to learn, to will

1. They have a single form throughout the present tense, whatever be the person.

Ex: I can write.

You can write.

They can write.

1. Interrogative sentences are formed by inverting the subject and the modal auxiliary verb.

Ex: Should we continue

Will they come?

1) Can

1)we use ‘Can’ to express ability in the present. Can means “be able to” or “know how to”’.

Ex: She can sing songs.

Can she sing songs?

She can write Telugu?

Can she write Telugu?

2)Can is also used for permission. It is used not only for giving permission but also to take the permission.

Ex: You can go through this file.

You can use my mobile.

Can I see the file?

Can we use your desktop?

3)Can also indicate possibility.

Ex: The temperature can rise this month.

They can’t go too far by now.

I can’t understand why she behaves like that.

I can’t believe you said that.

4)we use can as a question form to make requests.

Ex: Those cakes look so good. Can I try one?

Can I have your surname?

Can you help me with this form?

5)We use can’t as a question form to ask people to stop doing something we don’t want them to do or to do something they are not doing which we want them to do.

Ex: Can’t you stop making that awful noise?

Why can’t you just be nice to her instead of upsetting her?

6)We use can as a question form to make offers.

Can I help you to lift that?

Can we do anything for you?

2)Could

1. Could can be regarded as the past tense of ‘can’ if you are simply talking about the ability of a person or thing to do something in the past. Could is used to say that someone had a skill or ability in the past.

Ex: He could swim well when he was young.

He could kick penalty goals from any corner.

In my younger days, I could run very fast.

Could refers to past time only when the context makes the time clear.

1. Could is also used to ask polite questions.

Ex: Could I talk to the chairman please?

Could you please, post this letter?

1. Could is also used as the past tense of can Indirect Speech.

Ex: Gita said, ”I can’t write the poem”.

Gita said that she could not write the poem.

1. Could+ Present Perfect is used to indicate past possibility. i.e. to say that there was a possibility of something happening in the past, although it did not in fact happen.

Ex: I could have easily solved the problem.

You could have got a job last year.

3) May

1. May is used to express permission.

Ex: May I use your telephone.

May I come in?

1. It is used to say that there is a possibility of something happening. It is used to talk about possibility in the present or future.

Ex: He may come tomorrow.

It may rain.

The economy may go up or down in the next year.

1. In very formal English. ‘may’ is used in interrogative sentences to express a hope or wish.

Ex: May he justify our hopes and rise to the top.

May god bless you.

1. We often use may to accept a different view or opinion especially with well, and/or followed by but.

Ex: I may be wrong but I am going to tell the police about it.

1. We use May in formal writing especially Academic English to describe things which the speaker thinks are generally true or possible.

Ex: A typical farmer’s cottage may be seen in the Ulster Folk Museum.

4) Might

1 ) Might is the past tense of May and is used in Indirect Speech.

Ex: She said,” I may go abroad”

She said that she might go abroad.

2)if you want to make a suggestion in a very polite way, you can use ‘might’ with ‘you’ in a declarative sentence. ‘might’ is followed by a verb meaning ‘to like’ or ‘to want’.

Ex: you might like to comment on his proposal.

I thought perhaps you might like to come along with me.

To Indicate an action of less probability.

He might become PM one day.

1. We use might when we are not sure about something in the present or future.

Ex: I might see you tomorrow.

It’s quite bright, it might not rain today.

1. We use might have to make guesses about the past.

Ex: It’s ten o’clock. They might have arrived by now.

I have n ’t received your letter. It may have got lost in the post.

1. At a very polite way of asking for permission.

Ex: Might we ask you a question?

Might I just interrupt for a moment?

5)Will

1) ‘Will’ usually indicates that you are talking about a future event of situation.

Ex: She will not return.

He will reject your offer.

2)you use ‘will’ when you are assuming that something is the case, and you do not think there is any reason to doubt it.

Ex: Those of you who are familiar with the game will know this.

3)you use ‘will’ to say that something is certain to happen or be the case in the future.

Ex: The price of food will go up.

4) With you, will is often used to make requests.

Ex: Will you please open the door?

5)We use will to talk about what people want to do or are willing to do.

Ex: we will see you tomorrow.

Perhaps Dad will lend me the car.

1. To talk about typical behavior, thing that we often do.

Ex: we always spend our holidays at our Favorite hotel at the sea side. We will get up early every morning and have a quick breakfast then we will go across the road to the beach.

7)We use will to make promises and offers.

Ex: We will come and see you next week.

I will give you a lift home after the party.

Will you carry this for me, please.

6)Would

Would is the past tense of will. Because it is a past tense, it is used

1)To talk about the past

2)To talk about hypotheses

3)For politeness.

1)would is the past tense of will and is used in Indirect Speech.

Ex: He said, “ I will help you”.

He said that he would help me.

2)Would is used to talk about something that happened regularly in the past, but no longer happens.

Ex: Every Saturday we would go to temple

He would always come late.

3)we also use “would” to say that something is certain to happen in particular circumstances.

Ex: Few people would agree with this as a general principle.

Even an illiterate person would understand that.

4)we also use would is used for asking polite requests.

Ex: would you like to have a cup of coffee?

I would like to ask you one question.

5)We use would as the past of will to describe past beliefs about the future.

Ex: I thought we would be late, so we would have to take the train.

6)we use would as the past tense of will to talk about what people want to do or are willing to do in the past.

Ex: we had a terrible night. The baby would not go to sleep.

Dad would not lend me the car. So we had to take the train.

7)Shall

1)Shall always indicates that you are talking about a future event or situation.

It is also used to say that something is certain to happen. You usually use ‘shall’ when you are talking about events and situations over which you have some control. You can use ‘shall’ when you are making a resolution or a promise.

Ex: I shall be leaving as soon as I am ready.

I shall do what you suggested .

You shall have the book at any cost.

2)’shall not’ is used to say formally that a particular thing is not allowed.

‘shall not’ is often used in written rules, laws, and agreements.

Ex: we shall not allow you.

They shall not leave without my permission.

3)we can also use ‘shall’ when you are offering to do something.

Ex: Shall I cover the table?

Shall I open the window?

\*\* The contraction form Shan’t(shall not)

4)To make offers using I/We

Ex: Shall I make some lunch?

Shall I water your plants, while you are away?

1. To make suggestions using I/We

Ex: Shall we go to the park later?

Shall we have something to eat?

Who Shall we invite to the party?

6) To express formal obligations

Ex: Applicants shall provide evidence of their qualifications.

Guests shall not remove anything from the rooms

7)To make a promise

Ex: I shall never forget the help you gave me.

I shan’t be late.

We shall do everything we can to solve the problem.

8)To describe the future very formally.

Ex: We shall overcome this difficult moment.

2)The tests shall be carried out by an independent body.

3)Access to the city center shall be limited today due to the marathon.

8.Should

1) Should is often used to express duty, obligation or necessity.

Ex: 1)you should obey your parents.

2)He should work harder.

2) We use should to expect something to happen.

Ex: 1) He should be at the library.

2) The lecture should be interesting.

3) It is used in adverbial clauses of purpose, after the conjunctions so that, in order that, in case etc.,

Ex: I have put everything is writing, so that you should know exactly how things stand.

4) It is often used in a ‘that’ clause, after verbs like suggest, recommend, require, decide etc..

Ex: 1) He suggested that I should take legal advice.

2) The employers urged that the men should return to work, so that negotiations could begin.

5) ’Should not’ is used to tell someone that an action is unacceptable or undesirable.

Ex: 1) You should not come late.

2) They should not shout.

6) ’Should’ with have and a past participle is used to say that something was desirable in the past, although it did not in fact happen.

Ex: 1) She should not have made such mistake.

2) We should have gone to receive them.

3) You should have given your boss the report yesterday when he asked for it.

7) Advice or suggestion

Ex: 1) your hair is too long, You should get a haircut.

8)Situation is likely in the present.

Ex:1) Mary should be at home now. Give her a call.

9)Likely in the future(Prediction)

EX: 1)They should win tonight, they are a better team.

10)The subject is not fulfilling their obligation now or is not acting sensibly.

Ex: You should be wearing your seatbelt.

We should be studying for the test right now.

9)Must

1)Must is used to express obligation or duty. It is stronger than ‘should’. It expresses probability or likelihood.

Ex: 1)He must be crazy.

2)You must be joking

3)She must be my new teacher.

2)’Must’ is used with ‘you’ or ‘we’ to urge someone to do something. Because you feel it is important.

Ex: You must come at once.

We must accept it.

3)Must signifies strong determination.

Ex: I must go to Kashmir in the summer.

You must work hard.

4)We use Must when we want to say that it is necessary or very important that something happens in the present or future.

Ex: 1) must work hard on my English.

2)You mustn’t tell this to anyone. It is a secret.

3)This food must not be eaten. It has gone bad.

4)Students must not run in the corridors.

5)We use must to give emphasis to an opinion.

Ex: 1)I must admit it, it was a frightening experience.

2)I must say, this food is delicious.

6)We use must to emphasize that we think it is a good idea for someone to do something pleasant. It is a way of giving recommendation.

Ex: 1)You must come and visit us while you are in London!

2)We must go and see that film, I have heard it is excellent.

7)We use must to make any assumption or to reach a logical conclusion about something that is very likely to be true.

Ex: 1)You must be so tired after running the marathon!

2)My Bicycle has disappeared - someone must have stolen it.

3)You must have been so cold when you were locked out of your house in the snow!

8)Must can also be used as Noun.

Ex:1)If you are visiting London, a good map is a must.

10) Ought to

1)’Ought to’ mainly expresses moral obligations, it says what would be good for

Somebody.

Ex: 1) You ought to help her.

2) I ought to give up smoking.

2) It is used to express duty, necessity.

Ex:1) you ought to obey your parents.

2)We ought to buy some furniture.

3)We use ought to when talking about things which are desired or ideal.

Ex: They ought to have more parks in the city center.

We ought to eat lots of fruit and vegetables every day.

4)We use ought to have+ ’-ed ’ form to talk about the things that were desired or ideal in the past but which did not happen. It can express regret.

Ex: we ought to have locked the gate. Then the dog would n ’t have got out.

I often think that I ought to have studied medicine not pharmacy.

11)Need

1)Need is normally used in questions and negatives.

Ex: Need I come again?

Need he pay any fine?

They need not come tomorrow.

You need not worry about us.

2)Need not is followed by present perfect to indicate that action was performed but was not necessary.

Ex: She need not have gone to doctor.

You need not have taken his trouble.

Do you need any help?

We need more volunteers

We have got what we needed.

I need more time to decide the question.

He needs our help.

You need not wait.

He need not ask my permission.

They need not make such a fuss over it.

Need we wait any longer?

Need I come again?

You need only sign this paper and I will do the rest.

We need not have waited for them.

We need not have wasted our time and energy on that project.

You need not have lost your temper.

12)Used to

‘Used to’ refers to past habits. It shows that something often happened in the past but does not happen now. It does not have present form, for present habits or routine we must use simple present tense.

Ex: I used to fight with my brother when I was young.

They used to go to Library, When they were in college

I work in a hospital, so I’m used to long hours.

She lives in a very small village and hates traffic. She’s not used to it.

University is very different from school, but don’t worry. You’ll soon get used to it.

We used to live in Jaipur.

He used to be your boss, did he?

We used to love going to the Museum, did n ’t we?

13. Dare

1) As an auxiliary verb, dare is generally used with ‘not’ and in interrogative sentences.

Ex: He dare not come late.

They dare not speak against us.

Dare we interrupt the show?

Dare to talk to the boss?

How dare you suggest she was lazy?

Daren’t go there!

EXERCISE-1

Make the following negative

1. She is pretty.
2. I am waiting for you.
3. The show was excellent.
4. Doctors are on strike.
5. We know English?
6. He can swim.
7. He will guide us.
8. She teaches Hindi?
9. You must close the door?
10. They broke the record.

EXERCISE-2

Change the following statements into questions:

1. I am disturbing you.
2. He was a brilliant student.
3. She is tall.
4. We were helped by them.
5. He was innocent.
6. The question paper is not clear.
7. We have to fulfill his wish.
8. He has a car?
9. They had to break open the door.
10. He produces serious movies.

EXERCISE-3

1)Use am ,is ,are ,was ,were to complete the sentences below.

1) Rajiv Gandhi\_\_\_\_\_\_the son of Indira Gandhi.

2) I\_\_\_\_alive.

3) Our present prime minister\_\_\_\_from Bihar.

4) We\_\_\_\_Indians.

5)\_\_\_\_I correct?

6) Our freedom fighters\_\_\_\_\_ not selfish.

7) \_\_\_\_\_\_\_he good at maths?

8) \_\_\_\_you present here yesterday.

9) Last night, you\_\_\_\_ in a drunken state.

10) He\_\_\_ confident of winning the match, but he lost the match.

2)Use have, has, had to complete the sentences below:

1)We\_\_\_\_\_ a colour T.V.

2) We\_\_\_ to attend the classes regularly.

3)He \_\_\_\_ to obey us.

4)My friend\_\_\_\_\_a scooter but he never uses it.

5) I \_\_\_\_a good collection of stamps.

6)Do we\_\_\_\_ to pay any additional amount.

7) He didn’t\_\_\_\_\_money, but I\_\_\_\_some money with me.

8) You don’t \_\_\_\_to remind me.

9)We\_\_\_\_a beautiful house. We sold it.

10) He\_\_\_good memory, but he was not able to win the memory retention contest

3)Use do, does, did to complete the sentences below.

1. He \_\_\_\_ not want to meet you. Please \_\_\_ not disturb him.
2. My cousin knows French but she\_\_\_ not speak in French.
3. \_\_\_\_he attend the classes regularly?
4. \_\_\_ he not come to the office yesterday?
5. He\_\_\_enjoy my presence.
6. We \_\_\_\_attend the seminar.
7. We \_\_\_\_\_ not want to hurt their sentiments, so we kept quiet.
8. \_\_\_\_\_\_ anybody know the date?
9. I\_\_\_\_ not go to the temple yesterday.
10. \_\_\_\_\_\_ they want to see our new factory now?

4)Complete the questions by adding the forms be, have, do….

1)\_\_\_\_\_\_- you received my letter?

2)\_\_\_\_\_\_he sing melodiously?

3)\_\_\_\_\_\_he there now?

4)\_\_\_\_\_he punctual?

5)\_\_\_\_\_I not given you all the details?

6)\_\_\_\_\_\_I not working sincerely?

7)\_\_\_\_they not allow you to meet me yesterday?

8)\_\_\_\_\_he visited Tirupathi?

9)\_\_\_\_\_you comfortable?

10)\_\_\_they happy yesterday?

EXERCISE-4

FILL IN THE BLANKS WITH APPROPRIATE MODAL AUXILIARIES:

1)I \_\_\_ swim.

2)I am sorry, I\_\_\_\_ not come yesterday.

3) She\_\_\_\_ not go to work this morning.

4)\_-----I have a glass of water, Please?

5)\_\_\_\_\_you open the door for me, please?

6)\_\_\_\_you not find John yesterday?

7)I\_\_\_leave fairly soon.

8)I hope you\_\_\_\_ agree.

9) When I was young, I \_\_\_\_ run for miles.

10) He said he\_\_\_\_ come.

EXERCISE-5

Fill in the blanks with could, would, should, might, must, need not:

1. Ravi failed the exam. He\_\_\_ not have studies enough.
2. Gita is not here yet. She\_\_\_\_ have forgotten about our meeting.
3. Ashok did not go to the post office. He \_\_\_ have gone to the post office this morning.
4. Abhijit received a warning for speeding. He\_\_\_\_ not have driven so fast.
5. How did you know about the wedding?. Someone\_\_\_\_have told you.
6. The money was on the desk. I\_\_\_\_\_have taken it, but I didn’t.
7. I am sure I\_\_\_not have done it, if I had not been so angry.
8. He \_\_\_ have gone early. I don’t know.
9. Why didn’t you phone to say you’d be late? You \_\_\_\_ have phoned.
10. The ground was very soft. But for that, my horse\_\_\_ have won.

EXERCISE-6

Write as many sentences as you can from the tables below.

|  |  |  |
| --- | --- | --- |
| I  He  She  Gopi | Can  Can’t | Operate computer  Play the guitar  Repair ceiling fans  Understand Sanskrit  Run fast  Climb mountains |
| He  She  His brother  My mother | May  May not | Come tomorrow  Accept our proposal  Pay you the salary  Attend the party |
| We must  You  they | Ought to  Have to  Had to | Respect elders  Come by 6 a.m.  Go as early as possible.  Inform us immediately. |
|  |  |  |
|  |  |  |

EXERCISE-7

1. The mood of the sentences is given in brackets. Rewrite each sentence using appropriate modals to bring out the given mood.
2. Sandeep’s going to fall.(I’m sure)
3. Edison sold newspaper to earn his pocket money.(use ‘used to’)
4. Saharsh is attending a meeting. After sometime he wishes to take leave.(frame a question to suit a formal situation)
5. I want a ticket to Tirupathi.(polite request)
6. Samarth wants to know from Mr.X the direction to Secunderabad station.(use can)
7. This is to inform you that you are to pay your taxes before the 30th of March.(emphatic advice)
8. I was not able to meet anybody interesting at the party.(replace ‘was not able to’ with modal)
9. Raju doesn’t eat vegetables.(advise him)
10. ‘David Copperfield’ is an interesting novel. Radha has not read it.(express recommendation advice with a sense of duty to Radha)
11. Your book is torn. You want to buy one. (express necessity)
12. Aanya is to receive a prize(The sentence is a command. Rewrite using a modal)
13. Indians are to fight for their rights.(The sentence expresses determination. Use a modal)
14. Mr.Samarth has come as your guest. You want to offer him a drink(Frame a question.)
15. Indians are likely to win the match(Possibility)
16. The boy said, ”I am going to improve my knowledge of spoken English”.(It is a promise)
17. Radhika Sirisha wants to become a member of the library(Frame a question using a modal)
18. Sagar is a customer and he wishes to buy a television set.(Frame a question)
19. Gangadhar wants to borrow a text book from her teacher.(Use a modal to frame a question)
20. Students are going to come.(remote possibility)

!! Look at the verbs in the passage.

Present Tense Past Tense Past Participle

Switch Switched Switched

Now Complete:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Infinitive | Past tense | Past participle |
| 1 | Unwind | Unwound |  |
| 2 | Relieve | Relieved |  |
| 3 | Exist |  |  |
| 4 | Predict |  |  |
| 5 | Allow |  |  |

VERB FORMS

Exercise-11

English verbs have a few forms. This section gives you practice in producing them correctly. Be careful with the spelling and with irregular verbs.

The Base Form

Fill in the gap with the base form of the verb in brackets.

Example: She\_\_\_\_(like) watching TV.

Answer: She likes watching TV.

John Smith is a teacher. He\_\_\_(work)at the local school. He \_\_\_\_(teach)maths there. But he is a student in his free time, he-\_\_\_\_\_(study) physics. He\_\_\_\_\_\_(go) to work every day in his red sports car. He\_\_\_(look) after his car very carefully. He\_\_\_\_(wash) it every weekend so that it is always clean. He never\_\_\_\_\_\_(drive) very fast in it, but it is a fast car and his wife\_\_\_\_(worry)about his safety.

The –ing form

Fill in the gap with the –ing form of the verb in brackets.

Example: I am\_\_\_\_(work)late this week.

1)When are they\_\_\_\_(come)?

2)They are\_\_\_\_(arrive)at about eight o’clock.

3)When are they\_\_\_\_(go)?

4)They are\_\_\_\_\_(leave) for Spain tomorrow.

5) I think they’re\_\_\_\_\_(travel) by train.

6)Stop\_\_\_\_(worry)!

7) I don’t ming\_\_\_\_\_(walk) to the station.

8)Stop\_\_\_(run)!you’ll fall.

9) Look! The bus is\_\_\_\_(stop).

10)He’s \_\_\_\_\_\_to get there today.(try).

11)I’m \_\_\_\_(die) to meet him.

12) They were\_\_\_\_(have)lunch when I arrived.

13)How long have you been\_\_\_(attend) English classes?

14)It’s \_\_\_\_(rain) outside, you’ll need an umbrella.

15)And it seems to be\_\_\_\_\_(get)colder.

The Past Tense form

Example: We\_\_\_\_(work)hard yesterday.

Answer: We Worked hard yesterday.

1. What \_\_\_(do)you do yesterday?
2. I\_\_\_\_(make) cake.
3. First, I\_\_\_\_\_(fill) it with cream.
4. Then, I \_\_\_\_(Leave)it to cool.
5. Then, I \_\_\_\_(garnish)it with icing.
6. I\_\_\_(give) it to my guests this morning.
7. I\_\_\_ (put)it on a large plate.
8. And\_\_\_\_(carry) it through to the living room.
9. I\_\_\_ (cut) it with a knife.
10. I\_\_\_\_ (offer) everybody a piece.
11. They\_\_\_(love) it.
12. They\_\_\_(think) it\_\_\_\_(taste) delicious.
13. I\_\_\_\_(feel) very proud of myself.
14. I\_\_\_\_(buy) everything for the cake from a local shop.
15. It only\_\_\_(cost) twenty eight rupees.

The Past Participle Form

Fill in the gap with the past participle form of the verb in brackets.

Example: I had\_\_\_\_(hope) to see you there.

Answer: I had hoped to see you there.

1. My brother has\_\_\_\_(lend) me his car.
2. I’m afraid it was\_\_\_\_\_(send) to the wrong address.
3. I’ve\_\_\_\_(lose) my wallet.
4. He has\_\_\_\_\_(play) in every match this season.
5. The Painting was\_\_\_\_(sell) for a million pounds.
6. It was\_\_\_\_(buy) by an American.
7. The police have\_\_\_(catch) the robbers.
8. Have you\_\_\_\_(get) your books with you.
9. I don’t think we’ve\_\_\_\_(meet) before.
10. The population of the world has now\_\_\_\_\_(reach) six billion.
11. I think I’ve\_\_\_(leave) my bag on the bus.
12. He has\_\_\_\_(live) there all his life.
13. I’ve \_\_\_\_(know) him for about a year.
14. Who’s \_\_\_(take) my bag?
15. Maria has\_\_\_(go) to Australia.

VERB FORMS IN VERB FORMATIONS

We can use the verb forms for many different purposes. In Particular, we can use them next to each other, in a strict order, to make many different verb formations. When we do this, auxiliary verbs are very important. This section gives you practice at putting verbs together correctly.

Word Order

Change the order of the words or groups of words to make a correct sentence.

Example: Have/Working hard/been/I

Answer: I have been working hard.

1. Is/terrible/the weather/today
2. been/it has/raining/for ten hours
3. stronger and stronger/getting/the wind/is
4. blown down/ have/some tress/been
5. had/have/accidents/lots of drivers
6. all ferryboats/been/cancelled/have
7. took/five hours/the last ferry journey
8. has been/ waiting for two hours/ outside the harbor/it
9. too rough to go inside/ the sea/was
10. feeling/the passengers/were/very sick
11. from side to side/was/the boat/rocking
12. on the boat/travelling/was/i
13. not/enjoy myself/i/did
14. had/i/been feeling well/not
15. after the journey/much worse/felt i

The verb be

Fill in the gap with be, being or been

Example: I’ve\_\_\_\_\_ to see the doctor.

Answer: I’ve been to see the doctor.

1. You should have\_\_\_\_ more careful.
2. You should always\_\_\_\_ careful when you cross the road.
3. The road is\_\_\_\_\_ repaired.
4. It has\_\_\_\_ repaired three times before.
5. Don’t \_\_\_\_so stupid again.
6. \_\_\_\_\_careful on the roads is important in a busy town.
7. So, \_\_\_ careful, and you will never \_\_\_\_involved in an accident again.

The correct Auxiliary – Present

Fill in the gap with do/does, have/has or is/are

Example: How many children\_\_\_\_\_\_ you have?

Answer: How many children do you have?

1. I see that the Smith children\_\_\_\_\_ missing again.
2. \_\_\_you know where they are?
3. They\_\_\_ not coming to school today?
4. They\_\_\_ missed a whole week of school.
5. They say they\_\_\_ going to come next week.
6. \_\_\_\_ you seen them lately?
7. Their mother\_\_\_ not know that they\_\_\_ been away.
8. \_\_\_\_ she been told about this?
9. Who\_\_\_ going to talk to her about it?
10. Mr. Jones\_\_\_\_ been trying to talk to her for weeks now.
11. But her phone\_\_\_ is always engaged.

The Correct Auxiliary – Past

Fill in the gap with did, had or was/were.

Example: What\_\_\_\_ he doing at the time?

Answer: What was he doing at the time?(was/were because of the -ing form verb, and was- not were because the subject is ‘HE’)

1.The train \_\_\_\_ not arrive on time this morning.

2. I \_\_\_\_ not mind at first.

3. Because I \_\_\_\_ reading a very interesting book.

4. I\_\_\_\_ not notice that the station was very quiet.

5.I\_\_\_\_ been waiting at the station for an hour.

6. When I realized that something strange\_\_\_\_ happening.

7. Then I looked around, I \_\_\_\_ surprised to find that everybody else\_\_\_ left.

8. Then I realized that I \_\_\_ not seen any trains at all.

9.I found the station staff, they\_\_\_ having tea.

10.\_\_\_\_n’t you hear the announcement? They asked.

11.They told me they\_\_\_ announced the cancellation of all trains for the day half an hour before.

The Correct verb form

Fill in the gap with correct form of the verb in brackets.

Example: He has\_\_\_(go) to lunch.

Answer: He has gone to lunch.

Dinosaurs were some of the biggest animals that had ever(1)\_\_\_(live) on the earth. They lived here millions of years ago. No man has ever\_\_\_(see) a dinosaur. Man did not\_\_\_(appear) until much later. All the dinosaurs had\_\_\_\_(die) out by then. But Scientists have\_\_\_\_(discover) a lot about them. If Early man had been\_\_\_(live) at that time, he would have\_\_\_\_(be) very afraid of them. Some of them must\_\_\_\_(have)\_\_\_\_(run) fast too. A few of them used to\_\_\_\_(eat) other dinosaurs.

There is a lot that scientists still don’t \_\_\_(know). They are always\_\_\_\_(try) to\_\_\_(find) new information. Lately, scientists have been\_\_\_\_(study) a new idea. The idea is that dinosaurs might have\_\_\_\_(have) warm blood- just like us!. They are also\_\_\_\_(try) to\_\_\_\_(find) the answer to a big mystery. Why did the dinosaurs\_\_\_\_(die) out so suddenly?. It is a difficult problem, but they will probably\_\_\_\_(arrive) at the answer in the end.

CONSTRUCTIONG VERB FORMATIONS

EXERCISE-111

Verb formations can be one word or more than one word. If they have more than one word, we use auxiliary verbs. This section gives you practice with how to make the different verb formations. The next two sections give you practice with when to use them.

Present Simple

Use the words in brackets and the present simple formation to complete the sentence. Be careful with questions and negatives.

Example: I\_\_\_\_\_(like) coffee. Can I have tea instead?

Answer:I Don’t like coffee. Can I have tea instead?

1. How many languages\_\_\_\_\_(he know)?
2. \_\_\_\_\_(you live) in the center of town?
3. \_\_\_\_(she like) meat. It gives her a headache.
4. Manchester is very wet\_\_\_\_(it rain) more than 200 days a year.
5. \_\_\_\_(It have) a population of about half a million.
6. \_\_\_\_(she eat) a lot of fruit.
7. She used to walk to work but now\_\_\_\_(she drive).
8. How often\_\_\_\_(she visit) her parents?

Past Simple

Use the words in brackets and the past simple formation to complete the sentence. Be careful with questions and negatives.

Example: How\_\_\_(you know) my name. I’ve never seen you before.

Answer: How did you know my name. I’ve never seen you before.

1. \_\_\_\_\_(we arrange) to meet outside the cinema last night, but you were not there.
2. \_\_\_\_(I meet) you last night because I had to take my mother to hospital.
3. Your mother! What \_\_\_\_\_\_(happen) to her?
4. \_\_\_\_\_(she fall) and broke her leg.
5. I Phoned for an ambulance but \_\_\_\_(it come) so I took her myself.
6. You’ve got a car!\_\_\_\_(I know) you had a car!
7. When\_\_\_(you get) it?
8. \_\_\_\_\_(I expect) to see you at the party but you weren’t there.Why\_\_\_\_(you come)?.
9. When Columbus\_\_\_(cross) the Atlantic,\_\_\_(he think) he would find India.\_\_\_\_(He know) anything about America. It was a big surprise to him.

Present continuous

Complete the sentence with one verb from the list below and any other words necessary. Use the present continuous formations. Be careful with negatives and questions.

Work ,go ,write ,look ,come ,use ,do ,get ,on.

Example: Where\_\_\_\_you\_\_\_?

Answer: Where are you going?

\_\_\_\_\_this letter to thank you for lovely present. It’s a very nice typewriter.I\_\_\_it now. How\_\_\_\_you\_\_\_\_\_in your new job\_\_\_\_ hard?. I hope everything\_\_\_\_well.

Maria\_\_\_\_forward to visiting you next month. When\_\_\_\_to visit us? We\_\_\_not\_\_\_very much at the moment(business is slow), so any time would be fine.

Past Continuous

Complete the sentence with one verb from the list below and any other necessary words. Use the past continuous formation. Be careful with questions and negatives.

Do, Hope, Feel, Go

Example: Why\_\_\_he\_\_\_\_to the bank?

Answer: Why wasa he going to the bank?

1. When Columbus discovered America.\_\_\_\_\_to find India.
2. The sailors on the ship \_\_\_\_sick because they did not have enough Vitamin C.
3. Where\_\_\_ when I stopped you?
4. What\_\_\_\_before they turned on the TV?

Present Perfect Simple

Use the words in brackets and the present perfect simple formation to complete the sentence. Be careful with questions and negatives.

Example:\_\_\_\_\_(I see) you for years. What a lovely surprise!.

Answer: I have not seen you for years. What a lovely surprise!.

1. \_\_\_(They help) hundreds of old people.
2. \_\_\_\_\_(you ever be) to America?
3. Where’s John?\_\_\_\_\_(he go) to the Economics Department.
4. Why\_\_\_(you do)homework? I told you it was important.
5. John’s bicycle looks very old. How long\_\_\_\_\_(he have)it?

Chapter Seven

Tenses

Tense is the form of a verb group which shows whether you are referring to the present, past or future.

While making a statement, we usually refer to a situation which exists now, existed in the past or is likely to exist in the future.

A set of verb forms that indicates a particular point in time or period of time in the present, past or future is called a tense.

Example:

1)She is learning English.

2)She was learning English.

3)She will be learning English.

In sentence 1, the verb ‘is’ refers to the present time, and is, therefore said to be in the present tense.

In sentence 2, the verb ‘was’ refers to the past time, and was, therefore said to be in the past tense.

In sentence 3, the verb ‘will be’ refers to the future time, and will be therefore said to be in the future tense.

A verb has three main tenses.

1)The Present

2)The Past

3)The Future

The Present Tense has four forms:

1)Simple Present

2) Present Continuous

3)Present Perfect

4)Present Perfect Continuous.

The Past Tense has four forms

1)Simple Past

2)Past Continuous

3)Past Perfect

4)Past Perfect Continuous

The Future Tense has four forms:

1)Simple Future

2)Future Continuous

3)Future Perfect

4)Future Perfect Continuous.

Study carefully the table of Tenses and the explanations that follow:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tense | Simple | Continuous | Perfect | Perfect Continuous |
| Present | I write  We write  You write  He writes  She writes  It runs | I am writing  We are writing  You are writing  He is writing  She is writing  It is running | I have written  We have written  You have written  He has written  She has written  It has run | I have been writing  You have been writing  He has been writing  She has been writing  It has been running |
| Past | I wrote  We wrote  You wrote  He wrote  She wrote  It run | I was writing  We were writing  You were writing  He was writing  She was writing  It was running | I had written  We had written  You had written  He had written  She had written  It had run | I had been writing  We had been writing  You had been writing  He had been writing  She had been writing  It had been running |
| Future | I will write  We will write  You will write  He will write  She will write  It will run | I will be writing  We will be writing  You will be writing  He will be writing  She will be writing  It will be running | I will have written  We will have written  You will have written  He will have written  She will have written  It will have written | I will have been writing  We will have been writing  You will have been writing  He will have been writing  She will have been writing  It will have been running |
|  |  |  |  |  |
|  |  |  |  |  |

The Uses of The Tenses

1.Simple Present Tense

The Simple Present Tense consists of the base form of the verb (Ex: Write) with ‘s’ or ‘es’ added for the third person singular. With I, We, You ,They use the base form and with He, She, It we use the verb with ‘s’ or ‘es’.

Examples: Affirmative Statements Negative Statements

I Write I do not write

We write we do not write

You write you do not write

He/She/It writes He/She/It does not write

Affirmative Questions Negative Questions

Do I write? Do I not write

Does He write? Does he not write?

This tense is used :

1. To express habitual action.

Ex: We get up at 6’o clock.

He reads English newspaper.

They play chess.

1. To say that something always or generally true.

Ex: The sun rises in the east.

The sun sets in the west.

Birds fly in the air.

Water flows in downward direction.

Baby cries when it is hungry.

Man weeps when he is unhappy.

Body dies but soul never dies.

God is omnipotent.

1. In Commentaries:

The wicket keeper tries to catch the ball but he misses it and the bats man takes another run.

1. In reviews:

In the film, the hero acts well and the heroine dances excellently. In the novel, the hero uses slang language.

1. In newspaper headlines, to describe a past event:

Ex: President resigns

India wins the hero cup.

1. Scientific Truth:

Ex: Suffocation kills man.

Plants are green.

Plant inhale and exhale air.

Bones of children are brittle.

Chalks are brittle.

1. Historical Present: While telling Historic stories we have to use present tense.

Ex: People gather around a store window to watch the first television.

There is a famous story of President Abraham Lincoln, taking a vote in a cabinet meeting on whether to sign the Emancipation Proclamation.

2.Present Continuous Tense

The present continuous tense is formed with am/is/are plus the –ing form of the verbs.

Examples:

Affirmative Statements Negative statements

I am writing I am not writing

You are writing. You are not writing

He is writing He is not writing

Affirmative Question Negative Questions

Am I writing? Am I not writing?

Are you writing? Are you not writing?

Is he writing? Is he not writing?

Present Continuous Tense is used:

1. To express actions going on at the time of speaking:

Example: We are eating Lunch.

She is watching T.V.

They are playing chess.

1. We also use the Present Continuous to talk about something that is going on during this period of time but is not happening just at the moment.

Example: I am writing a novel.

He is reading the novel. Don’t take it.

They are constructing a house.

The following verbs are usually Not used in any of the continuous Tense.

Verbs of the senses: Ex: See ,hear ,smell ,taste

Verbs of feeling: Ex: Want, wish, desire, like, love, dislike, hate.

Verbs of thinking: Ex: think, suppose, know, understand, believe, agree, remember, forget

Verbs of possession: Ex: have, possess, own, belong to

Verbs of appearing: Ex: appear ,look ,see

In correct Correct

He is hearing He hears

He is wanting money He wants money.

I am thinking I think

It is belonging to me It belongs to me

She is looking sad She looks sad

3.Present Perfect

The Present Perfect Tense is formed with have/has plus the past participle.

Affirmative Statements Negative Statements

I have written I have not written

He has written He has not written

Affirmative Questions Negative Questions

Have I written? Have I not written?

Has he written? Has he not written?

Present Perfect Tense is used:

1. To talk about finished actions when we are thinking about their results in the present.

Ex: She has come.(She is here now)

They have gone.(They are not here)

He has not eaten any bread.( The bread is still on the table)

We have not received the letter.(It is not with us now)

1. To express a past action whose duration is known.

Ex: They have lived here for 20 years.

He has been ill for five days.

1. We cannot use past time adverbial with the present perfect. We often use present perfect tense to talk about past experiences in our lives. We don’t say when these experiences happened.

Ex: I have done it yesterday.(incorrect)

I have done it.(correct)

I have been here before.

She has never been on a cruise.

I have run the Boston Marathon twice.

1. But, we can use adverbials like already, before, ever, never, yet, so far, up to know, just now

Ex: I have already read the book.

We have met before.

She has never meet me.

He was not arrived yet.

We have read three novels so far.

Have you ever read the Gita?

Have you ever read this book?

Have you ever been to India?

She has never been late?

I think I have seen this film before.

1. We can use ‘since’ and ‘for’ with the present perfect because when they are used in this way, they refer to a definite time.

Ex: We have lived here for ten years.

We have lived here since 1987.

1. We use since a moment in the past.(Beginning of a period of time)

Ex: Since I was born.

Since 10 ’0 clock

Since last Wednesday

Ex: we have been here since 4 ‘0 clock.

I had lived in Delhi since I was born.(still live in Delhi).

They have been married since 2002.

1. We use for a period of time.

Ex: two weeks, ten years, ten days, few hours etc.

We have been here for a few hours.

They have been married for ten years.

1. We use how long in questions to ask the duration of an action or situation.

Ex: How long she has been a teacher?

How long has she had a car?

\*\*\*\*Common mistakes

We have been friends since first grade.(correct sentence)

We are friends since first grade.(wrong sentence)

They have been married for 10 years.(correct sentence)

They are married since 10 years ago.(Wrong sentence)

4.Present Perfect Continuous Tense

The Present Perfect Continuous tense is formed with have been/has been and the present participle.

Affirmative Statements Negative Statements

I have been writing I have not been writing

He has been writing He has not been writing

Affirmative Questions Negative Questions

Have you been writing Have you not been writing?

Has he been writing. Has he not been writing?

Present Perfect Continuous Tense is used:

1. To talk about an activity or situation that started at some time in the past, continued, and is still happening now.

Ex: We have been learning English.

She has been teaching English.

How long have you been learning English?

She have not been coming to office since 12th July.

We have not been listening to music for a long time.

He has been reading a newspaper for two hours.

How long have you been playing chess?

Since when has he not been coming?

Simple Past Tense

The Simple Past Tense is formed by adding –ed form to the base form.

Ex: worked , helped, played

Affirmative Statements Negative Statements

We wrote We did not write

He wrote He did not write

Affirmative Questions Negative Questions

Did we write? Did we not write?

Did he write? Did he not write?

The Simple Past Tenses is used:

1. To say that an event occurred or that something was the case at a particular time in the past.

Ex: We saw the circus yesterday.

He died in 1984.

They did not receive any mail from the office.

2.Past Continuous Tense

The past continuous tense is formed with was/were plus the Present Participle.

Affirmative Statements Negative Statements

I was writing I was not writing

You were writing You were not writing

Affirmative Questions Negative Questions

Was I writing? Was I not writing?

Were you writing? Were you not writing?

Past Continuous Tense is used:

1. To talk about continued state or repeated actions which occurred in the past. It is used for an incomplete action in the past. It describes an action as continuing at some past time.

Ex: Some students were fighting with each other.

He was playing Chess.

1. It is used in combination with the simple past. If an action was going on for sometime and a new action happened, the past continuous is used for the former and the simple past for the latter.

Ex: We were watching T.V., when our uncle came to see us.

He fell down while he was running.

I was working at 10P.M. last night.

They were not playing football at 9A.M. this morning.

She was cooking when I telephoned her.

Ram went early because it was snowing.

\*\*\*\* when + short action( Past Simple)

While + long action(Past Continuous)

I was watching TV when you telephoned.

3.Past Perfect Tense

The Past Perfect Tense is formed with ‘had’ and the past participle. It is therefore the same for all the persons.

Affirmative Statements Negative Statements

I had written I had not written

Affirmative Questions Negative Questions

Had I written? Had I not written?

Past Perfect Tense is used:

1. To talk about past event or situation that occurred before a particular time in the past.

Ex: By 8’o Clock, I had done my home work.

1. It is often used for an action which happened earlier than another. The simple past is used for the later action.

Ex: He had already left when we arrived.

When we reached the station, the train had left.

I thanked him for what he had done.

After she had spoken, she realized her mistake.

I had fallen asleep before eight ‘o clock.

They had gotten engaged before last year.

He had never played football until last week.

She had established her company before 2008.

1. Past Perfect Continuous Tense

Past Perfect Continuous Tense is formed with ‘had been’ plus Present Participle.

Affirmative Statements Negative Statements

I had been writing I had not been writing

Affirmative Questions Negative Questions

Had I been Writing? Had I not been writing?

Past Perfect Continuous Tense is used:

1. For an action that began before a certain point in the past and was still going on. It mainly indicates that an action had been in progress when something else happened

Ex: When I met him last, he had been learning English for six months.

He said he had been waiting for the last one hour.

He looked tired because he had been working for three days.

The lyricist had been writing realistic songs since the beginning of his career.

Had you not been enjoying the concert for three hours?

I had not been watching the cricket match on television for two hours.

Richard had been practicing to sing the song since morning.

I had been helping him to do the task before I started the program.

We had been enjoying the program thoroughly for three hours.

I had been shopping with my elder brother in the fair since morning.

  1.Simple Future Tense

The Simple Future Tense is formed with will/shall plus base form of the verb.

Simple Future Tense is used:

1. To say that something is planned to happen or that you think it is likely to happen in the future i.e. future which is not colored with intention, arrangement or likelihood.

Ex: He will arrange it.

We shall do everything for you.

She will know the answer.

Affirmative Statement Negative Statement

I will write I will not write

Affirmative Question Negative Questions

Will you write? Will you not write?

2.Future Continuous Tense

Future continuous Tense is formed with will/shall and ‘be’ plus present participle.

Affirmative Statement Negative Statement

I will be writing I will not be writing

Affirmative Question Negative Question

Will you be writing? Will you not be writing?

The Future Continuous Tense is used:

1. To refer to an action as continuing at some time in the future.

Ex: We will be playing tennis at that time.

She will be sleeping, when we go there.

1. To describe an action that is fairly certain to happen in the future.

Ex: I will be seeing them.

I will be waiting for you outside.

He will be staying at office tomorrow.

3.Future Perfect Tense

Future Perfect Tense is formed with will/shall and have plus past participle.

Future Perfect Tense is used:

1. To refer to something that has not happened yet but will happen before a particular time in the future.

It is used for an action that will be completed at a time in the future.

Ex: By the end of next month, we will have lived here for six months.

May be when you come up, you’ll have heard from your sister.

Bob will have gone to the library before he comes to the class.

We will have shopped in that market before you come home.

We will have watched a movie in this Cineplex before you come.

I will have sung different kinds of songs before you join us.

I will have attended the program before I come here.

Jeff will have traveled around the world before he comes to Bangladesh.

They will have played hockey in that field before you reach.

4. Future Perfect Continuous Tense

The Future Perfect Continuous Tense is formed with ‘will have been’ and present Participle.

Future Perfect Continuous Tense is used:

1. To indicate the duration of an event at a specific time in the future.
2. To describe a period which precedes a point in the future.
3. To describe an activity which leads up to a point in the future.

Ex: By March 1999, he will have been working for this organization for twelve years.

The register will have been running for a year in May.

We will have been living here for 2 years by July.

In November, I will have been working at my company for three years.

At five o'clock, I will have been waiting for thirty minutes.

When I turn thirty, I will have been playing piano for twenty-one years.

On Thursday, I will have been knowing you for a week.

On Thursday, I will have known you for a week.

  Ram will not have been sleeping at 11 P.M. since Saturday.

He will not have been shopping for four hours.

They will not have been swimming since March.

Note 1) Simple present tense is used for a plan or arrangement in the future.

It suggests a fixed, official program or time table.

Ex: school re-open in July.

The plane arrives at 6 P.M.

The manager comes at 11 A.M.

I **have** a meeting on the 15th, but I'**m** free on the following day.  
 What time **is** your flight?  
 The last train to Rome **leaves** at 22.30.  
 On day 6, we **visit** the pyramids.  
 His father **retires** in two years.  
 Christmas Eve **is** on a Tuesday this year.

1. Present Continuous Tense is used to talk about a plan, program or arrangement in the near future.

Ex: The P.M. is coming tomorrow.

We are leaving for Delhi this evening.

My friend is coming from America.

I'm meeting Sally at 7. (=I have talked to her and we have arranged to meet.)

I'm flying to New York tomorrow morning. (=I have the ticket.)

We're getting married next July. (=We have decided it and we have probably already made reservations for the restaurant, etc.)

1. Be + going to + base form of the verb is used when future is coloured with intention and if the action is already decided upon and preparations have been made.

Ex: I am going to help you.

What are you going to do now.

We are going to open a medical shop.

I am going to cook a meal.

It is going to eat the green grass.

They are going to get dressed.

They are going to play.

It is going to rain.

You are going to ride a horse.

They are going to swim.

You are going to go to school.

She is going to watch Television.

I am going to write a note.

He is going to get married.

Exercise 1

Put the verbs in brackets into the Present Continuous or Simple Present Tense

1. The baby always \_\_\_\_\_\_\_ when we \_\_\_\_\_to go to sleep.( wake up/try)
2. It always \_\_\_raining when we\_\_\_ tennis.(start/play)
3. Rekha always \_\_\_\_\_ as if she\_\_\_\_herself.(look/enjoy)
4. Swetha \_\_\_with us when she\_\_\_\_London.(stay/visit)
5. We usually\_\_\_\_ chess but today we \_\_\_\_\_ table tennis.(play)
6. Wait a minute, please. The telephone\_\_\_\_\_(ring)
7. She\_\_\_\_\_to school everyday.(go)
8. We now\_\_\_\_\_English(learn)
9. The baby\_\_\_\_ because she is hungry now.(cry)
10. That man in the white hat who\_\_\_\_\_ past the window\_\_\_\_next door.(walk/live)

Exercise -2:

Put the Verbs in brackets into Present Perfect or Present Perfect Continuous Tense.

1. He \_\_\_\_\_\_ a novel for the last two years, but he \_\_\_\_\_yet.(write/not finish)
2. We\_\_\_\_\_for a flat but we\_\_\_\_ it yet.(look/not find)
3. How long\_\_\_\_\_English?(learn)
4. I\_\_\_here since 1967.(live)
5. He\_\_\_ in the post office for twenty years.(work)
6. You must tell me what you\_\_\_\_since I last saw you.(do)
7. It’s time to do your home work. You\_\_\_\_television all night.(watch)
8. Why are you so late? I\_\_\_\_ here for hours.(wait)
9. The boys must be tired. They\_\_\_\_\_football in the garden all afternoon.(play)

10)John isn’t in.He\_\_\_\_to the office.(go)

Exercise -3

Put the verbs in brackets into the Simple Past or the Present Perfect Tense:

1. You look very upset. What \_\_\_\_?(happen)
2. We\_\_\_the exhibition last Sunday.(see)
3. I never\_\_\_to her.(speak)
4. I am sure i\_\_\_\_him before.(meet)
5. I \_\_\_\_a new house last year, but i\_\_\_\_my old house yet.(buy/not sell)
6. When i\_\_\_\_my new house i\_\_\_\_\_for a telephone. The post office\_\_\_\_me to wait, but i\_\_\_\_a year now and my phone still\_\_\_(buy/ask/tell/wait/not come)
7. I can’t find my gloves. You \_\_\_\_them?(see) yes, you\_\_\_ them in the car yesterday. I \_\_\_\_\_them back in your drawer(leave/put)
8. Some one\_\_\_your front gate.(knock down)
9. She\_\_\_\_ill for several months.(be)
10. You \_\_the film on TV last night?(see)

Exercise-4

Complete the sentences with the past simple or the past progressive form of the verbs:

1.I\_\_\_\_\_\_for you in the theatre all evening. Where you\_\_\_\_\_?(look/sit)

2.He\_\_\_\_\_my remarks seriously. In fact,he\_\_\_I\_\_\_\_\_(not take/think/joke)

3. when i\_\_\_the airport, John and his wife\_\_\_\_to the customs official.(leave/talk)

4.Gita\_\_\_\_\_dinner when her friend\_\_\_\_\_\_(eat/call)

5.Janaki\_\_\_\_\_a letter to her family when her pencil\_\_\_\_\_\_(write/break)

6.When the teacher\_\_\_ the room, the students\_\_\_\_\_\_\_(enter/talk)

7.At three o’clock this morning, Sushma\_\_\_\_\_(study)

8.While Swathi\_\_\_\_the apartment her husband\_\_\_\_(clean/sleep)

9.It\_\_\_when i\_\_\_\_\_the office(rain/leave)

10)i\_\_\_\_your uncle while i\_\_\_\_to school.(see/go)

Exercise -5

Supply the Simple Past or Past Perfect in the following sentences:

1. The Judges\_\_\_\_the material before we\_\_\_the quiz.(review/give)
2. After Ram\_\_\_\_\_Birla Mandir, he\_\_\_ to Lumbini Park.(visit/go)
3. Before Priya\_\_\_\_to sleep, she\_\_\_\_her family.(go/call)
4. The doctor\_\_\_the patient thoroughly before he\_\_\_\_the medication.(examine/prescribe)
5. After we\_\_\_\_\_the consequences, we\_\_\_\_\_on the proposal.(consider/vote)
6. The car\_\_\_\_\_ten times before it\_\_\_\_\_\_on its roof.(flip/land)
7. We all\_\_\_\_what a lucky escape we\_\_\_\_(realize/have)
8. Once they\_\_\_the agenda, the committee\_\_\_\_\_it to all members of the society.(settle/circulate)
9. We\_\_\_\_cleaning the machine, but we\_\_\_\_to stop work.(not finish/decide)
10. We\_\_\_\_\_\_to continue with a design that\_\_\_\_\_\_the test of time.(decide/stand)

Exercise -6

Use shall or will in the following sentences:

1. Members \_\_\_\_ not introduce more than three guests on any day.
2. You \_\_\_have a bicycle of your own when you are older.
3. I \_\_\_\_not forget what you have told me.
4. You \_\_\_\_ have it back tomorrow.
5. I am sure he\_\_\_\_late(not be)
6. \_\_\_\_\_i open the window for you?
7. I suppose she \_\_\_ be in London next week.
8. Don’t touch that. You \_\_\_\_hurt yourself.
9. You\_\_\_never see your money again.
10. I\_\_\_never speak to him again.

Exercise-7

Write the verbs below as future Continuous or Future Simple. If two answers are possible, write them both.

1.Next year they\_\_\_\_ in spain.(live)

2. The children\_\_\_\_with their grand parents for the summer holidays.(stay)

3. I\_\_\_\_the result in a week.(know)

4.Perhaps he\_\_\_\_in time for lunch.(arrive)

5. Unless he runs, he\_\_\_\_ the train.(not catch)

6.It won’t be easy to get out of the country. The police\_\_\_all the parts.(watch)

7. The foot ball club has lost some of its players. They\_\_\_\_ for new men.(look out)

8.When I get home my dog\_\_\_ at the door waiting for me.(sit)

9.I hope i\_\_\_\_\_it.(find)

10.I\_\_\_\_\_the sales manager at the meeting on Monday and I’m sure she\_\_\_\_me the figures then.(see/give)

Exercise -8

Put the Verbs in brackets into the Future Perfect Tense:

1. By the end of next year i\_\_\_\_\_ for him for 45 years.
2. By the end of my tour i\_\_\_\_\_\_exactly the same lecture 53 times.(give)
3. Come back in an hour. I\_\_\_\_\_\_\_my packing by then and we’ll be able to have a talk.(finish)
4. He spends all his spare time planting trees. He says that by the end of next year he\_\_\_\_\_\_\_\_2,000.(plant)
5. When he reaches Visakhapatnam, he \_\_\_\_\_\_150 Kilometres.(walk)
6. By next month, he \_\_\_\_all his furniture.(sell)
7. If I continue with my diet, I \_\_\_\_\_10Kilos by the end of the month.(lose)
8. After this performance I \_\_\_Hamlet twenty two times(see)
9. When you come back I \_\_\_\_all the house work.(finish)

10.On the fourth of next month he\_\_\_in prison for ten years.(be)

Exercise-9

Put the Verbs in brackets into ‘be going to’ or will + base forms

1. Look at those clouds! It \_\_\_\_\_\_(rain)
2. I\_\_\_\_\_\_my parents on Saturday.(see)
3. When you\_\_\_\_\_her?(phone)
4. They\_\_\_\_very long(not stay)
5. They\_\_\_\_\_ some money from the bank.(borrow)
6. We bought out neww garage in sections and we\_\_\_\_it ourselves.

That sounds rather interesting. I \_\_\_\_\_ and help you if you like.(assemble/come)

7.Leave a note for them on the table and they \_\_\_\_\_it when they come in.(see)

8.I\_\_\_\_this old to Mr.Rao.(give)

9.Do you see that car?. They\_\_\_\_\_\_\_\_it for charity.(raffle)

10.I have hired a type writer and I \_\_\_to type.(learn)

Exercise -10

1. Make questions from these jumbled words:

Example: in the morning/drink/tea/or coffee/you/do

Do you drink tea or coffee in the morning?

(Don’t forget the capital letter and the question mark)

1. Your father/English/Speak/does
2. Go to bed/do/when/you
3. The first lesson/begin/does/when
4. Work/your father/does/where
5. Your teeth/you/everyday/clean/do
6. Fill in the blanks with negative forms of the verbs given in the first sentence in each set.

Example: I drink milk. I don’t drink coffee.

1)Mr.Sarwal teaches English at the University. He\_\_\_\_\_ French.

2)I sleep at night. I\_\_\_\_\_ in the day.

3)Cats eat mice.They\_\_\_\_\_grass.

4)He knows a lot of English. He\_\_\_\_\_Hindi.

5)This pen belongs to me. It\_\_\_\_\_\_ to him.

3. Answer the following questions and arrange your answers in the form of a paragraph.

1) when do you get up in the morning?

2) what time do you eat breakfast every morning?

3) What time do you go to college?

4) What time do you begin work?

5) What time do you have lunch?

6)What time do you finish your work?

7) What time do you come home every night?

8) What time do you have dinner every night?

9) What time do you go to bed?

4. Fill in the blanks with the appropriate forms of the verbs given in brackets.(use the simple present or the simple past)

1) I \_\_\_\_\_\_(forget) to wind the clock last night.

2) Every year he\_\_\_\_\_\_(spend)his holidays in Kashmir.

3) That silly fool always\_\_\_\_\_\_(make) stupid remarks.

4) She\_\_\_\_\_(hate) cats.

5) My Friend\_\_\_\_\_(come) to see me yesterday.

6) Who\_\_\_\_\_(discover) America?

5. Fill in the blanks either with simple past or the perfect forms of verbs given in the brackets: (Give the appropriate years in place of the numbers 1 and 2).

I\_\_\_\_\_(born)in\_\_\_\_(1)\_\_\_\_I first\_\_\_\_\_(go) to school in\_\_\_\_(2)\_\_\_\_,At that time i\_\_\_\_\_\_(be) at school for three years, and i\_\_\_\_(make) many friends. My father\_\_\_\_(buy)me a bicycle last year.I\_\_\_\_(have)an accident last month, and I \_\_\_\_\_(not ride) it since then.

6.Make questions for which the following would be reasonable answers.

Ex: I saw her(Rani) today. When did you see Rani?

1)They went to Vijayawada.

2)It takes six hours to get there.

3)He earns four hundred rupees a month.

4)He(Raju)was fined twenty rupees.

5)They came by bus?

6)They(the students)went to the museum yesterday.

7)He met her in a coffee shop.

8)They(the neighbors)complained about the smell.

9)Sheeba bought them(the tickets)

10)I smoke forty(cigarettes) a day.

7.Fill in the blanks with the appropriate time expressions.

1) your English has improved\_\_\_\_\_\_\_(in 1933,since I started coaching you)

2)I have not read a novel\_\_\_\_\_\_(for a long time, a long time)

3)My father has not come\_\_\_\_\_(already ,yet)

4)He has not had a holiday\_\_\_\_\_(last year, for a long time)

5)I have not caught cold\_\_\_\_(two months ago, since my childhood)

6)I saw my friend\_\_\_\_\_\_\_(for four days, four days ago)

7)I wrote to my father\_\_\_\_\_\_(since last month, last month)

8)I have bought a car\_\_\_\_\_(last year, recently)

Chapter Eight

Preposition

A Preposition is a word placed before a Noun or Pronoun to show it’s relation to some other word in the sentence or to show place , time , direction etc.

The list of common English Prepositions

|  |  |  |
| --- | --- | --- |
| 1. About | 21. Considering | 41.Notwithstanding |
| 1. According to | 22.Contrary to | 42.Of |
| 1. Across | 23.Depending on | 43.Off |
| 1. After | 24. Despite | 44.On |
| 1. Against | 25.Due to | 45.On account of |
| 1. Along | 26.During | 46.Opposite |
| 1. Along with | 27.Except | 47.Out of |
| 1. Amidst | 28.Excluding | 48.Outside |
| 1. Among | 29.Following | 49.Owing to |
| 1. Apart from | 30.For | 50.Regarding |
| 1. At | 31.From | 51.Since |
| 1. Because of | 32.In | 52.Through |
| 1. Before | 33.Including | 53.Throughout |
| 1. Behind | 34.In front of | 54.Till |
| 1. Below | 35.Inside | 55.To |
| 1. Beneath | 36.In spite of | 56. Under |
| 1. Between | 37.Instead of | 57.Up |
| 1. Beside | 38.Into | 58.With |
| 1. Besides | 39.Irrespective of | 59.Within |
| 1. By | 40.Near | 60.Without |

The most basic use of Prepositions is to indicate position and direction.

1. About: When our words, thoughts or feelings concern a particular thing . We use about.

Ex: He is talking about his friends.

She is not worried about her son.

This is a nice book about meditation.

We are anxious about our future.

I was about to leave.

He cares about his classes.

I have about 30 candles in my bag.

This article is about computers.

1. Across: It is used when someone goes from one side of a place to another

Ex: There is a bridge across the river.

He rode across the canal bridge.

Police have put a barrier across the main road.

We took a boat across the river.

I drew a line across the page.

A grin spread across her face.

Where is the nearest bridge across the river.

He walked across the field.

1. Against : 1) It is used if one thing touches, another thing.

Ex: I saw him leaning against the wall.

There is a ladder against the wall.

1. It is used if one tries to defeat or harm someone.

Ex: Monica Seles was injured during a match against New York.

It is difficult to win a war against the United States of America.

Senior members of the party have hatched a conspiracy against the CM.

1. It is used if one thinks that something is a bad thing.

Ex: The employees are protesting against poor working conditions.

Most of the members have voted against the bill.

Some more examples:

1. All the children have been vaccinated against diseases such as polio.
2. The plants must be protected against frost until late spring.
3. The state has a law against cruelty to animals.
4. We left Ron’s bicycle propped against a tree.
5. I fell heavily against the book shelves.
6. England’s world cup game against Argentina
7. The fight against drugs in our city’s schools.
8. We were sailing against strong easterly wind
9. I am against all forms of censorship.
10. The king’s son died in battle, fighting against the Persians.

4.Among: 1) Among is used if something or someone is surrounded by a group of things or people.

Ex: 1)It is dangerous to fly helicopter among high mountains.

2)I saw the sportsman who was feeling uncomfortable among so many bodyguards.

3) A house, among the trees

4)They strolled among the crowds

5)I found the letter amongst his papers

6)It’s ok, you’re among friends now.

2)if something is shared among number of people, some of it is given to all of them.

Ex: 1)The profit has to be divided among all the members.

2)They are distributing the gift among themselves.

3)Mr.Chauhan has divided his property among his four daughters.

3) Among is used if people talk, fight, agree or enjoy together without involving anyone else.

Ex: 1)Students are enjoying among themselves.

2)The shareholders are quarrelling among themselves.

Some more examples

1. This attitude is common among teenagers.
2. They strolled among the crowds.
3. It’s ok if you are with among amazing friends now.
4. He was among the last to leave
5. Discuss it among yourselves first.

5.At:

1. It is used to indicate a general location. It is not as specific as in.

Ex: 1)she is at the bank.

2)Sita should be at school.

3)There is a party at the club house.

4)There were hundreds of people at the park.

5)We saw a baseball game at the stadium.

1. At indicates an exact point of time. It is used chiefly for hours of the day and holiday periods.

Ex: 1)The last train leaves at 11:30P.M

2)She went back to her daughter at weekend.

3)Grand Mother tells us stories at bedtime.

4)He decided to retire at 55.

5)I have meeting at 9 a.m.

6)The shop closes at midnight.

7)Jane went home at lunch time.

1. When someone is reacting to something at is used.

Ex: 1)Intermediate students are annoyed at being disturbed.

2)The reporters were bewildered at the sudden changes.

3)The chief guest expressed delight at the performance.

4)He laughed at my acting.

5)Please email me at [abcdefg@gmail.com](mailto:abcdefg@gmail.com)

6)I am good at drawing a portrait.

6.Before: 1) we use ‘before’ if something happens earlier than a time or event.

Ex: 1)He brushes his teeth before going to bed.

2)Let us not declare the result before the vacation.

3)The tailor has not given me my dress before Diwali.

4)Most of the students came before 10 a.m.

2) If a person or thing is in front of something, before is used.

Ex: 1)He doesn’t bow before anyone.

2)Devotees sat before the god.

3)Some more examples

4)I need to have the letter before Friday.

5)I will be there before dinner.

6)I introduced tom to don last night. They had n ’t met before.

7)Before I go to work, I jog for at least one hour.

8)We should stop shopping now before we spend all our money.

9)Before I had a chance to thank him, he’d gone.

10)You are interrupting her before she has even spoken.

11)We got home just before it rained.

7. Behind: 1) The preposition ‘behind’ is used to indicate something which is on the other side of a thing or person or near the back of a person or thing.

Ex:1) There is a crèche behind the school.

2)Behind the television there are some video cassettes.

3)There is a pond behind the mountains.

2)It is also used to mention a person or thing that is responsible for something.

Ex: 1)Some antisocial elements are behind the blast.

2)The principal tried to explain the reason behind the cancellation of exam.

3)According to CBI officials, a prominent politician is behind the securities scam.

Some more Examples:

1. The trash can is behind the chair.
2. My friend sits behind me in class.
3. The train is behind schedule.
4. She is always behind in her rent payments.
5. The dog is behind the fence.
6. The child was hiding behind the door.
7. The performers were waiting behind the curtain.
8. My keys fell behind the couch.
9. He was standing behind me.
10. The older students entered the room first with the younger students following behind them.

8)Below: It is used to mention something which is in a lower position

Ex: 1)This fish always swims 2 miles below the surface of the water.

2)The bakery is below the bank.

3)There is a bandage below the elbow.

4)There was a big clock below the painting.

5)The apartment below is owned by French Couple.

6)Inflation has fallen below 5% for the first time in six years.

7)The company’s profits in 2008 were below what they had hoped for.

9)Beside: It means by the side of

Ex: 1)He sat beside me.

2)There is a medical shop beside the clinic.

3)She sat beside him during dinner.

The man beside her was wearing blue suit and hat.

10)Besides: It means ‘in addition to’

Ex: 1)Besides teaching English, we teach Sanskrit also.

2)He learns English besides Sanskrit.

3)She had two dogs besides three cats.

4)Everyone went to the party besides Joe.

5)Nothing besides a miracle could help them.

6)She wants to learn other languages besides French and English.

11)Between:If something is between two things, these two things are on either side of it.

Ex: 1)He had a pain between the shoulders.

2)There is a dirty road between his house and his friend’s house.

3)My dressing table is between the two cots.

2)When something is shared or divided between people, they each have it or they both do part of it, or they both use it.

Ex: 1)Child rearing is shared between a couple.

2)Hari and Ram divided the property between themselves.

3)It is also used to indicate a relationship or interaction, involving two people, groups or things.

Ex: 1)There is a good friendship between the brothers.

2)A minor misunderstanding between the couple is responsible for the clash.

3)There is an agreement between the staff and the management.

4) Between working full-time and taking care of the kids, he didn't have much time for hobbies.

5) Q comes between P and R in the English alphabet.

6)I sat down between Jo and Diana.

7)It’s cheaper between 6pm and 8am.

8)Children must attend school between the ages of 5 and 16.

9)Many changes took place between the two world wars.

10)This is just between you and me.

11)I had to choose between two jobs.

13)By: It is used to indicate the agent or does of an action.

Ex: Discovery of India was written by Jawaharlal Nehru.

Roads are cleaned by sweepers.

This part of the feature film was sponsored by Phillips.

2)It is used to show the latest time at which an action will be finished.

Ex: The shop will be closed by 9p.m.

3)It is used to indicate the mode of travel.

Ex: We travelled by train.

She came by bus.

Some more Examples:

I enjoy reading by myself.

Sarah is studying by herself.

Let’s do something by ourselves.

My parents often go on holiday by themselves.

I go to work by bar.

Our children have never travelled by phone before.

I spoke to her by telephone

I will send you the invoice by post.

Please confirm the order by email.

Can I pay by credit card?

14)During:1) This preposition is usually followed by a noun indicating time. During indicates duration of time.

Ex: During our vacation, we visited many relatives across the country. During my absence, Mr. Naidu will look after the business.

He wrote many interesting stories during his college days.

Nobody spoke during the presentation.

It rained during the night for two hours.

I was in Hyderabad during summer.

We will be on holiday during the summer.

I woke up during the night.

My important questions arose during the discussion.

I had a strange experience during summer vaction.

15)For:1) It is used to indicate the period of time.

Ex: The company was closed for many years.

She has been waiting for three hours.

The chairman has been on leave for several days.

2)it is used to express one’s feelings about someone or something.

Ex: They cannot understand our love for our children.

I was surprised at her hatred for her mother.

3)It is used to indicate one’s wants or requests.

Ex: He hopes for the best.

He is longing for peace.

Our request for money was turned down.

They are eager for revenge.

I’ve brought a cup of tea for you.

So, what can I do for you?

The academy provides training for young musicians.

They’ll have to buy furniture for the new house.

I’ve been waiting for 20 minutes.

The meeting was planned for 10’o clock.

She works for a firm of accountancy.

16)From: 1) It is used to indicate the source of something.

Ex: He had inherited it from his grandfather.

This is a beautiful gift from our colleagues.

The financial support comes from many top companies.

I bought it from a supermarket.

2)It is used to indicate something which is being prevented or forbidden.

Ex: They were prevented from entering the factory.

He stopped her from leaving the office.

We are prohibited from taking photographs.

3)It is used to indicate the beginning of a period of time.

Ex: The classes are from 9 a.m. to 5p.m.

She will be in Japan from January to July.

Some more examples:

I’m from the U.S.

This scene is from an old movie.

I borrowed a book from the library.

We just got home from work.

She began to walk away from him.

Has the train from New Delhi arrived?

We are open from 8a.m to 7p.m. every day.

He was blind from birth.

Steel is made from iron.

You can see the island from here.

She saved him from drowning.

You can tell a lot about a person from their hand writing.

17)In: 1) It is used to indicate location.

Ex: She is strolling in the park.

He lives in India.

The ice-cream is in refrigerator.

He is the most intelligent man in our colony.

2)’In’ indicates ‘at the end’ of a period of time in future.

Ex: She will come in a week(when the week is over)

The car should be here in ten minutes.

3)It is used to indicate something which happens during a particular year or month or other period of time.

Ex: She was born in 1978.

He comes here in summer season.

We met him in the morning.

Some more Examples:

Do you work in an office?

I have a meeting in New York.

Do you live in Japan?

Jupiter is in the solar system.

There is some milk in the fridge.

We are running in the gym today.

He has gym class in addition to his regular classes today.

My car is parked in front of the mailbox.

She is interested in anything concerning horses.

The students stood in a circle.

This painting is mostly in blue.

This jacket comes in four different sizes.

We are not interested in Gambling.

I want to loose 5kg in one month.

Could you get me this pants in a larger size?

18) In Spite of :1) It is used to indicate something which makes the situation or event we are mentioning seem surprising.

Ex: In spite of heavy rains, the attendance was good.

She stood first, in spite of her illness.

He got the job **in spite of** his prison record.

*He was very fast****in spite of****being terribly overweight.*

*They enjoyed the rides****in spite of****the long queues.*

**In spite of** the temperature of the water, we enjoyed swimming.

*In spite of arriving late, we found good seats.*

*19)Into: 1)This preposition denotes motion towards the inside of anything.*

*Ex: She fell into the river.*

He jumped into the well.

Please get into the bus.

Come **into** the house.

She dived **into** the water.

He threw the letter **into** the fire.

She turned and walked off **into** the night.

*The fruit can be made into jam.*

*Can you translate this passage into German?*

*They came into power in 2008.*

*She was sliding into depression.*

*He was shocked into a confession of guilt.*

1. Of: 1)It is used with adjective to indicate the thing that a feeling or quality relates to.

Ex: She is proud of her son.

She is capable of doing that.

He is very conscious of his height.

We are very fond of our mother.

The press was critical of the minister’s behavior.

2)it is used with verbs to indicate something else involved in the action.

Ex: Our Principal did not approve of the decision.

He had been informed of the latest changes.

The servant maid was accused of stealing

The company boasts of excellent machinery.

You should have availed of such wonderful opportunity.

3)It is used to indicate the materials or things that form something.

Ex: The Jacket is made of wood.

This sweet is nothing but a mixture of sugar and coconut.

He has presented me a statue of wood.

4)It is used to indicate illness or injury that caused someone’s death.

Ex: He Died of cancer.

She died of heart failure.

Some more Examples:

He is a boy of 15.

Some parts of his body were injured.

Most of the guests are gone.

The plays of Shakespeare will always be classics.

The secret of this game is that you can’t ever win.

The highlight of the show is at the end.

The first page of the book describes the author’s profile.

Don’t touch it. That’s the bag of my friend’s sister.

I always dreamed of being rich and famous.

This is a picture of my family.

I got a discount of 10 percent on the purchase.

I drank three cups of milk.

A large number of people gathered to protest.

I had only four hours of sleep during the last two days.

He got a perfect score of 5 on his writing assignment.

21)On:1) we use on when we are talking about a place as a surface..

Ex: He sat on the sofa.

They put the books on the table.

2)’on’ is used with some words to indicate what something affects, relates to, or involves, especially when talking about actions involving compulsion, dependence, or emphasis.

Ex: Heavy taxes are imposed on middle class employees.

He wastes a lot of money on clothes.

The ban on liquor has been lifted.

Boss always insists on accuracy.

The film was based on a novel.

3)’on’ is used with days, dates.

Ex: She comes on Monday.

His marriage is on 16th March.

Some more Examples:

Do you work **on** Mondays?

Her birthday is **on** 20 November.

Where will you be **on** New Year's Day?

22)Since: 1)It is used to denote a point of time in the past.

Ex: We have been playing since4p.m.

Since when has he been working here?

*His father doesn’t talk to him. They had an argument a couple of years ago and they haven’t spoken****since****.*

*They bought the house in 2006 and they’ve done a lot of work on it****since******then****.*

*Sean had no reason to take a taxi****since****his flat was near enough to walk to.*

***Since****her husband hated holidays so much, she decided to go on her own.*

*They couldn’t deliver the parcel****since****no one was there to answer the door.*

*It’s a long time****since****your last letter.*

*I’ve been swimming****since****I was three years old.*

*They haven’t received any junk mail****since****they moved house.*

*They haven’t received any junk mail****since****they’ve moved house.*

*It was the band’s first live performance****since****May 1990.* (*since* + date)

*I have been happily married for 26 years,****since****the age of 21.* (*since* + noun phrase)

We also use *since* as a conjunction to introduce a subordinate clause:

*It’s so long****since****I saw them.* (*since* + clause)

*Lenny had slept most of the way****since****leaving Texas.* (*since* + clause)

*He’s been back to the office a few times****since****he retired.* (*since* + clause)

23)Till: 1)’Till’ is used to indicate something which happens and stops at a particular time or event mentioned.

Ex: They stayed till 6’o clock for us.

We will stay here till it stops raining.

Wait **till** the rain stops.

 I waited for him **till** ten.

 Ask Tom to wait **till** I come.

 I'm going to wait **till** 2:30.

It's a half hour **till** lunch.

She won't be back **till** five.

Let's leave it **till** tomorrow.

 Tom isn't due here **till** 2:30.

 Let's wait **till** he comes back.

 Can I hang out here **till** seven?

 I will wait here **till** he comes.

Let's put it off **till** next week.

 Why don't you wait **till** morning?

 I can hardly wait **till** I see you.

 Let's wait **till** we get to Boston.

 Please stay here **till** I get back.

 He worked from morning **till** night.

 I'll wait here **till** he comes back.

 Let's wait here **till** he comes back.

 Tom said he'd stay there **till** 2:30.

 Roger works from morning **till** night.

 We talked **till** after eleven o'clock.

 I am free **till** 6 o'clock this evening.

 I didn't start drinking **till** I was 22.

 I don't plan to see Tom **till** tomorrow. (

Tom put off his departure **till** Sunday.

24)To: 1)To is used , if someone or something moves towards a place until they arrive there.

Ex: Soldiers went to the city.

We are going to the temple.

2)It is used to indicate time and place.

Ex: The timings of the classes are from 9a.m. to 3p.m.

They fly from Japan to Singapore.

3)It is used to make someone listen or understand what we are saying.

Ex: Many students have complained the principal.

They are not speaking to each other.

He was not able to explain his views to us.

Some more Examples:

I want to eat the whole cake.

Give it to me.

I want to run.

Alan gave me the box to me.

I go to the library and read a good book.

Give the bone to the dog.

It is important to think.

I refuse **to** join any club that would have me as a member.

Get **to** bed.

Go **to** work.

Talk **to** me!

Talk to me.

Talk **to** us.

Get **to** work!

Get **to** work.

Go **to** sleep.

 I had **to** go.

Speak **to** me.

Talk **to** Tom.

Try **to** rest.

 Count **to** ten.

 Get **to** class.

 Get **to** sleep.

 Go **to** school.

 I had **to** try

25) Up: 1) if we move higher, such as stairs, a ladder or a slope, we use up.

Ex: She climbed up the hill.

They came up the stairs.

It is difficult to wheel this cycle up the hill.

He was **up** a ladder painting.

My grandparents live just **up** the road.

I followed Vivian **up** the stairs, where there was a small dining room.

As we were climbing **up** the narrow mountain road, we could see the sea below.

John is already **up**. (= John is out of bed.)

Pull your socks**up**.

He is going **up** to London. (= He is going from the country to London.)

26) With:

1) It is used with the instrument with which the action is done.

Ex: We broke open the door with a boulder.

He writes with a pencil.

I ordered a sandwich with a drink.

He was with his friend when he saw me.

She has been working with her sister at the nail shop.

The manager will be with you shortly.

**She lives with her parents.**

**I have a client with me right now.**

**a nice steak with a bottle of red wine**

*a girl with*(= who has)*red hair*

*a jacket with a hood*

*He looked at her with a hurt expression.*

*They're both in bed with flu.*

* *a man with a suitcase*

A sentence contains both subject and predicate.

Ex: A book is on the table. Here the relationship between the book and table is denoted by the word ON. Such words that indicate relationship between

1)Subject and Subject

2)Subject and Object

3)Object and another object: is called preposition.

These relationships can be of position, time, movement or direction. Prepositions showing relationships of

position:on,in,above,at,beside,below,over,under,among,beyond,outside etc.

Ex: They sat on a sofa.(on/sofa(place---on a surface))

He is waiting in the hall. (in/hall(place---in a space)

No one is above the law.

2.Prepositions showing relationship of movement or direction: to, from, towards, across, along ,through , into etc.

Ex: Let us walk to the station.

We have to pass through a bye-lane to reach the main road.

The children walked across the busy road carefully.

1. Prepositions show relationships of time: at, on, in
2. during, since , for , from, after, before , within etc…

The prayer meeting is at 6 o’clock in the morning.

It is pleasant to visit a hill station during the summer.

We went to Delhi twice within the last two months.

Study of some important Prepositions.

1)The preposition ‘at’ in relation to time is used with.

a)Specific time.

Ex: We reached the station at half past five.

(=exactly at 5:30a.m./p.m.)

b) meal-times

Ex: A hot and tasty meal was served at lunch.

c)The names of festivals.

Ex: I will visit my friends on Christmas.(festival)

d) Words like the beginning, the end, night, the week-end, once, any time or any moment.

11

Ex: We reached there at night(at + any moment)

1. The preposition ‘on’ in relation to time is used.
2. With specific days.

Ex: The school is closed on Sunday

b)With specific dates

Ex: Our results are expected on the 10th of July.(only on the tenth)

C)With the expression special occasion.

Ex: These silver utensils are used only on special occasions.

111) The preposition ‘in’ is used in relation to time.

a) With years(1983,1958,1947 etc.)

ex: Swami Vivekananda was born in 1863.(in + year)

b)With months(January, February, March etc.)

c)With ‘the First/Second/Third/last week of’

d)With morning, evening, or afternoon.

Ex: She does her house work in the morning.(in + the

morning)

iv) The preposition to and from are used in relation to

direction.

Ex: we have to walk for ten minutes to reach the General Post office from the bus-stop.(From a point to a point)

They came to India from Singapore.

(From one country to another country)

Prepositions often confused

At and In: At is used with small towns , villages, an address, and before a point of time. In is used with countries, large

towns, cities and before a period of time.

Ex: At home, at work, at a bus-stop, at 75 Jhansi Road,=point of place in a village, in a street, in a room, in the field etc. = area.

In and Into: In is used to show position of things at rest.

Into is used with a verb of motion to indicate entrance.

Ex: The milk is in the saucepan.

In bed, in the swimming pool, in the house.

I poured milk into the saucepan.

Into bed, into a hall, into the well.

For and Since: For is used with a period of time. Since is

used with a point of time. They may be used in the Present Perfect Tense.

Ex: I have known him for six years.(for + a period of time)

He has been here since last Monday.( Since + a point of time)

From and Since: From is used for both time and place, since is used only for time. From denotes a point of time used with all the tenses. Since, is also used with a point of time but is used only in the present perfect tense while speaking of the past time.

Ex: They have been working from morning. ( a point

Of the time)

I have not seen him since last week.

Beside and Besides: Beside means by the side of. Besides means in addition to

Ex: The shop is beside my house.

Besides giving him advice, he also gave some money.

(In addition to advice, he have him money)

Certain Nouns, Verbs, Adjectives followed by particular prepositions

Write sentences using the following:

WITH

ABOUND WITH:

They live in a region that abounds with oil.

Familiar with:

We are familiar with the situation.

Reconciled with:

They were reconciled after quarrel.

Acquainted with:

 She was well **acquainted** with classical literature.

**Fight with :**

He **fought** with several worthy opponents.

Make sentences using the following Prepositions:

Reward with, Affected with, Furnish with, Satisfied with, Agree with, Happy with, Struggle with, Best with, Infested with ,Sympathize with, Blessed with, Meet with, Wrestle with

From

Abstain from, Buy from, Defend from, Derive from, Differ from, Different from ,Freedom from, Hid from.

from, Keep from, Preserve from, Freedom from, Refrain from, Save from, Prepared from

For:

Account for, beg for, blame for, call for, care for, feel for,

fight for, fit for, good for, hope for, labor for, mourn for, leave for, live for, pine for, qualified for, ready for, responsible for, search for, wait for, thankful for, useful for, valid for

Of:

Desirous of, despair of, different of, dispose of, fond of, full

of, bold of, greedy of, accuse of, acquitted of, afraid of, ash-

amed of, beg of, boast of, born of, buy of, capable of

At:

Aim at, amazed at, arrive at, astonished at, grief at, hint at, horrified at, jeer at, jest at

To

Accede to, adjacent to, addicted to, agree to, duty to, equal to, explain to, heir to

In:

Abound in, arrive in, backward in, believe in, blind in, confidence in, deal in, dressed in

On:

Avenge on, bestow on ,call on, claim on, confer on, congratulate on, feed on, go on

Off:

Break off, come off, drop off, fall off, let off, put off, set off,

switch off, take off, throw off, ward off

Prepositional Phrase

A Prepositional Phrase is made of a preposition and a noun.

A Prepositional phrase can never act as the subject of the

Sentence, though it might be placed at the beginning of the sentence.

UNDER THE CIRCUMSTANCES, he bought it better to be out of the city.

Prepositional Phrase + Subject

Some common prepositional phrases

Write sentences using the following:

Above the buildings

Across the street

Against the well

Among Friends

Between us

Except those

After a month

Behind the park

During examinations

Exercises

1 a) Make as many meaningful sentences as possible from table 1 and table 2

Table -1

|  |  |  |
| --- | --- | --- |
| He arrived | At | Five thirty  Noon  Mid night |
|  | On  in | Sunday  The third of December  The first week of May  July  The morning  Summer  The year 1976. |

Table 2

|  |  |
| --- | --- |
| Ravi has not met his friend since | Many days  Last week |
| Ravi did not meet for from | Monday  Along time  The first of June |

Two-word Prepositions:

1. Ahead of, alongside of, back of, because of, care of, cast of, exclusive of, inclusive of, instead of, irrespective of, north of, out of, outside of, regardless of, short of
2. According to, as to, contrary to, due to, down to,

next to, on to, owing to, preliminary to, preparatory to, prior to, relative to, subject to, subsequent to, thanks to, up to.

1. Along with, concurrently with, together with
2. As for, but(for);except(for);out of regard for; out of respect for, save(for)
3. Apart from, away from
4. Up at, up till, up until
5. From above, from among, from behind, from below, from beneath, from between, from beyond, from, in front of, from lack of, from off, from out(of), from over, from under.
6. As against, up against, in between

Some three or four - word prepositions

1. By dint of, by means of, by order of, by reason of, by virtue of, by way of
2. At the cost of, at the hands of, at the instance of, at the point of, at the peril of, at the risk of
3. With reference to, with regard to, with respect to
4. With the exception of, with the intention of, with the purpose of
5. With an eye to, with a view to
6. For fear of, for lack of, for want of
7. Within reach of, without regard to
8. For the benefit of, for the purpose of, for the sake of
9. On account of, on behalf of, on pain of
10. On top of

1)Fill in the blanks with preposition that show place and position.

1)We live \_\_\_\_a house\_\_\_\_James Street. We live \_\_\_495 James street. Our house is\_\_\_a convenient location, just\_\_\_the main road. It is the corner of James street and R.P.Road. Our house is almost hidden\_\_\_\_trees.

2) My father goes\_\_\_\_ his office\_\_\_\_\_bus and I go\_\_\_\_college\_\_\_my bicycle.

3) We spend lot of time\_\_\_\_home. My sister is\_\_\_bed with a cold and my brothers are mostly busy studying\_\_\_the drawing room.

4) In the evenings my father sits\_\_\_\_favourite chair and my mother sits \_\_\_ the sofa.

2) Say which word group on the right most suitably complete each sentence on the left.

1) I am going out\_\_\_\_ by mistake.

2) He was very kind\_\_\_\_ in the front room.

3) Our train ought to be in Bombay\_\_\_to me.

4) He put on his brother’s shirt\_\_\_\_ for him.

5) This medicine will be good\_\_\_\_ from her.

6) Its long time since I’ve heard\_\_\_in a minute.

7)That carpet would look better\_\_\_\_\_by the dozen.

8)For both of them it was love\_\_\_\_by six.

9)Eggs are usually sold\_\_\_\_ at six per cent.

10)They borrowed the money\_\_\_\_\_at first sight.

3)In the blank space which(if any) of the given words is suitable.

1. We lived in London\_\_\_six months(during,for,of)
2. I wrote the letter\_\_\_ a pencil.(by,wit,in)
3. \_\_\_\_\_Shakeshpeare’s time, life was very different.(on,at,in)

4)it was very hot\_\_\_May this year.(in,for,with)

5)The bus stop is\_\_\_\_five minutes of our

house.(in,within,with)

6)He lent his bicycle\_\_a boy he hardly knew.(to,for,over,from)

b)Choose the correct preposition and complete:

1.All the officers were seen quarrelling\_\_\_\_\_(between/among) themselves.

2. They walked \_\_\_(in/into) the dining hall.

3.This exercise may be written either\_\_\_\_(in/with) ink or (in/with

)Pencil.

4.\_\_\_\_(beside/besides)helping us with money,he also gave us some good advice.

5.He was stabbed\_\_\_(by/with) the robber\_\_\_\_(by/with) a knife.

c)Fill in the blanks with suitable prepositions

1.Contrary\_\_\_our expectation, Raju rejoiced\_\_\_\_the good

Fortune\_\_\_\_his neighbours. He is no longer jealous\_\_\_\_them. He even assists them\_\_\_\_ their work.

Now he prefers their friendship\_\_\_\_their indifference or

Hatred.

2.She symphathizes\_\_\_\_you\_\_\_your difficulties. You cannot accuse her\_\_\_\_\_neglecting you. She cannot be blamed\_\_your troubles. You must carry out her instructions.

I would like to impress\_\_\_you the importance\_\_\_doing

whatever the advises you to do.

3.The poor lady was shocked \_\_\_\_the news\_\_\_her son’s death\_\_\_that time she had been mourning\_\_\_her husband. She was with her friends. She felt that fate was very cruel\_\_\_her.

She could not reconcile herself\_\_\_her loss. She

Persisted\_\_\_saying that it was unjust to leave her dependent on\_\_\_strangers\_\_\_every necessity\_\_\_life.

4.We are interested\_\_\_communicating\_\_\_the senior officers. We want to discuss the issue\_\_\_giving more freedom\_\_\_\_the workers so that they have no cause\_\_\_\_complaint. They are often the victims\_\_\_\_oppression\_\_\_the officers. If the seniors yield\_\_\_some of their demands, we can be hopeful \_\_\_\_establishing a better understanding\_\_\_the two groups.

5. If a person wants to succeed\_\_\_life he should not be satisfied \_\_\_\_whatever he has. He should do everything\_\_\_\_his power to reach a higher goal. He should never hide\_\_\_obstacles. He should be confident \_\_\_success\_all his ventures. He should look\_\_\_each challenge as one step further\_\_\_the ladder\_\_\_success.

|  |  |  |
| --- | --- | --- |
|  |  |  |

following table contains rules for some of the most frequently used prepositions in English:

## Prepositions – Time

| English | Usage | Example |
| --- | --- | --- |
| * On | * days of the week | * on Monday |
| * in | * months / seasons * time of day * year * after a certain period of time (when?) | * in August / in winter * in the morning * in 2006 * in an hour |
| * at | * for night * for weekend * a certain point of time (when?) | * at night * at the weekend * at half past nine |
| * since | * from a certain point of time (past till now) | * since 1980 |
| * for | * over a certain period of time (past till now) | * for 2 years |
| * ago | * a certain time in the past | * 2 years ago |
| * Before | * earlier than a certain point of time | * before 2004 |
| * to | * telling the time | * ten to six (5:50) |
| * past | * telling the time | * ten past six (6:10) |
| * to / till / until | * marking the beginning and end of a period of time | * from Monday to/till Friday |
| * till / until | * in the sense of how long something is going to last | * He is on holiday until Friday. |
| * By | * in the sense of at the latest * up to a certain time | * I will be back by 6 o’clock. * By 11 o'clock, I had read five pages. |

## Prepositions – Place (Position and Direction)

| English | Usage | Example |
| --- | --- | --- |
| * In | * room, building, street, town, country * book, paper etc. * car, taxi * picture, world | * in the kitchen, in London * in the book * in the car, in a taxi * in the picture, in the world |
| * at | * meaning next to, by an object * for table * for events * place where you are to do something typical (watch a film, study, work) | * at the door, at the station * at the table * at a concert, at the party * at the cinema, at school, at work |
| * on | * attached * for a place with a river * being on a surface * for a certain side (left, right) * for a floor in a house * for public transport * for television, radio | * the picture on the wall * London lies on the Thames. * on the table * on the left * on the first floor * on the bus, on a plane * on TV, on the radio |
| * by, next to, beside | * left or right of somebody or something | * Jane is standing by / next to / beside the car. |
| * Under | * on the ground, lower than (or covered by) something else | * the bag is under the table |
| * below | * lower than something else but above ground | * the fish are below the surface |
| * over | * covered by something else * meaning more than * getting to the other side (also across) * overcoming an obstacle | * put a jacket over your shirt * over 16 years of age * walk over the bridge * climb over the wall |
| * above | * higher than something else, but not directly over it | * a path above the lake |
| * across | * getting to the other side (also over) * getting to the other side | * walk across the bridge * swim across the lake |
| * through | * something with limits on top, bottom and the sides | * drive through the tunnel |
| * to | * movement to person or building * movement to a place or country * for bed | * go to the cinema * go to London / Ireland * go to bed |
| * into | * enter a room / a building | * go into the kitchen / the house |
| * towards | * movement in the direction of something (but not directly to it) | * go 5 steps towards the house |
| * onto | * movement to the top of something | * jump onto the table |
| * from | * in the sense of where from | * a flower from the garden |

## Other important Prepositions

| English | Usage | Example |
| --- | --- | --- |
| * from | * who gave it | * a present from Jane |
| * of | * who/what does it belong to * what does it show | * a page of the book * the picture of a palace |
| * by | * who made it | * a book by Mark Twain |
| * on | * walking or riding on horseback * entering a public transport vehicle | * on foot, on horseback * get on the bus |
| * in | * entering a car  / Taxi | * get in the car |
| * off | * leaving a public transport vehicle | * get off the train |
| * out of | * leaving a car  / Taxi | * get out of the taxi |
| * by | * rise or fall of something * travelling (other than walking or horseriding) | * prices have risen by 10 percent * by car, by bus |
| * at | * for age | * she learned Russian at 45 |
| * about | * for topics, meaning what about | * we were talking about you |

Gerund will be come in the beginning or after Preposition . After Preposition generally Noun or Pronoun will come.

Example:

1. I go for jogging every morning.
2. Working carefully and systematically always pays us in the long run.
3. Asking irrevelant questions should be avoided.
4. Swimming keeps us fit.
5. Dieting keeps us slim & trim.
6. We are looking forward to seeing you.
7. I saw elderly people are jogging.
8. I saw a small by advising his elderly friend.(This is not a gerund because no preposition before noun or verb + ing it is present participle).
9. Waking up in the morning is good.
10. Going to bed late in the night is not good.

Chapter Nine

Adverb

Adverb: An Adverb is a word which modifies or adds/qualifies the meaning of a verb, an adjective or another adverb.

Example: 1) Rama runs quickly.

2)This is a very sweet mango.

3) Govind reads quite clearly.

In sentence 1, quickly shows how(or in what manner) Rama runs; that is quickly modifies the Verb runs.

In sentence 2, very shows how much(or in what degree) the mango is sweet; that is very modifies the Adjective sweet.

In sentence 3, quite shows how far( or to what extent) Govind reads clearly; that is quite modifies the Adverb clearly.

4)They went around.(went is verb, around is adverb)

5)The train went fast.( went is verb, fast is adverb)

6)Birds fly high.

7)She wept bitterly.

8)She studies hardly.

9)Ravi writes very slow.

10)She studies very hard.

**Slow and Slowly as Adverbs:**

* The cars on the road are all moving *slow*/*slowly*.
* She stood up *slow*/*slowly* after falling off her bike.
* Her son ate so *slow*/*slowly*that it was bedtime when he was finally finished.
* The computer was running so *slow*/*slowly* that he didn't finish his homework on time.

Notice that in the above sentences, the adverb comes *after* the verb. *Slow* and *slowly* are usually interchangeable when they come after the verb. However, when the adverb comes *before* the verb, it only sounds natural to use *slowly*. Below are some example sentences showing this. In each one, *slow* would never be used.

* The snail *slowly* climbed the wall.
* We *slowly* realized what was happening.
* The cashier *slowly* counted the money.
* *Slowly*, over many years, the boys became friends.

\*\*\*After the verb if noun or pronoun comes then it is preposition.

Ex: She went up the stairs.(went is verb and stairs is noun, up is preposition)

\*\*\* If Verb comes after Noun then it works as a Preposition. Very ,too ,so are used as adverbs.

Ex: She is very beautiful.(is verb and very adverb)

There are seven kinds of Adverbs.

* 1. Adverbs of Time
  2. Adverbs of number or frequency
  3. Adverbs of Place
  4. Adverbs of Manner
  5. Adverbs of Degree or Quantity
  6. Adverbs of Affirmation and Negation
  7. Adverbs of Reason

1. Adverbs of Time(which shows when): The Adverbs of Time tell us about time when a particular thing happened.

Ex: The director has taken the class before.(before is Adverb)

The lecturer arrived late.(late is Adverb)

The auditor arrived in Nellore two days ago.(ago is Adverb)

I have heard this before.(before is Adverb)

We shall now begin to work.(now is Adverb)

He comes here daily.(Daily is Adverb)

I have spoken to him already.(already is Adverb)

He once met me in Cairo, I have not seen him since.(since is Adverb)

1. Adverbs of Frequency or Number: The Adverbs of Number are used in clarifying the idea of ‘how many times.

Ex: I have explained the grammar twice.(twice is Adverb)

I have told you twice.(twice is Adverb)

He often makes mistakes.(often is Adverb)

The postman called again.(again is Adverb)

He frequently comes unprepared.(frequently is Adverb)

I have not seen him once.(once is Adverb)

He seldom comes here.(seldom is Adverb)

He always tries to do his best.(Always is Adverb)

1. Adverbs of Place: The Adverbs of Place tell us where something happens.

Ex: Stand here.

My brother is out.(out is the Adverb)

Walk backward.(backward is the Adverb)

Come in.(in is the Adverb)

He looked up.(up is the Adverb)

1. Adverbs of Manner: The Adverbs of Manner indicate the sense of how and in what manner.

Ex: Govind reads clearly

The story is well written.

The child slept soundly.

The Sikhs fought bravely.

The boy works hard.

1. Adverbs of Degree or Quantity: The Adverbs of Degree tell us about the intensity of something.

Ex: He was too careless.(too is Adverb)

These mangoes are almost ripe.(almost is Adverb)

I am fully prepared.(fully is Adverb)

The sea is very stormy.(very is Adverb)

He is good enough for my purpose.(enough is Adverb)

1. Adverbs of Affirmation and Negation: The word which declare that something is true or some equivalent expression or negative statement, judgment, doctrine or a logical proposition is called **Adverbs of affirmation and negation**.

Ex: Surely you are mistaken.( Surely is Adverb)

He certainly went.(Certainly is Adverb)

The moon is very clearly visible from the terrace of my house.(Very clearly is Adverb)

She is certainly going through a hard time.(certainly is Adverb)

\*\*\*\*Adverbs of Affirmation: Adverbs of affirmation are words which declare that a given statement or fact is true, or positive.

Ex: yes, by all means, certainly, surely, verily, definitely, indeed, obviously, truly, clearly, really, exactly, undoubtedly.

I can **probably** go there.

He will **surely** give you money.

Raj **clearly** states her concern.

We are **definitely** leaving tomorrow.

Pooja **doubtlessly** agrees on his side.

Riya **exactly** knows the right thing to do.

The family **truly** embraces the Western culture.

They are **really** staying tonight for a sleepover.

I would **obviously** feel awesome about your comment.

The soldier should **certainly** get an award for bravery.

**Adverb of Negation sentences: (NEGATIVE SENTENCES):**

Adverbs of negation are words which declare that a given statement is false, or negative.

Ex: any, never, no, not, **no longer, hardly, not very, never, doubtlessly, obviously, almost, rarely, invalidly, contradictorily, scarcely etc.**

Ex: I have **never** seen him.

He is **not very** active.

I **almost** ran out of words.

I **never** talk to him this way.

Dimple **scarcely** does her house duties.

He **no longer** takes interest in his work.

The brothers **hardly** ever meet each other.

Simran **rarely** visits her mom on weekends.

He **contradictorily** did the correct thing.

Vivek **invalidly** checked the receipt given to him.

1. Adverbs of Reason: Adverbs of Reason are words those express the reason, an aim or target behind the happening of a particular action. It may be in the form of an individual word or group of words.

Ex: Hence, therefore, so, since, thus, because, consequently

Ex: I was sick, thus did not go to work today.

Because I was late, I jogged a little faster.

I was not well, hence did not go to school today.

Rahul is ill and therefore is unable to come to school.

The bell rang so she left the class room.

Exercise:

In the following sentences pick out the different kinds of Adverbs and name them and tell whether the modified word is Verb, an Adjective or an Adverb, classify each Adverb as an Adverb of time, place, manner, degree etc.,

* + 1. He was ill pleased.
    2. Try again.
    3. He is too shy.
    4. We rose very early.
    5. I am so glad to hear it.
    6. Cut it lengthwise.
    7. Too many cooks spoil the dish.
    8. Are you quite sure?
    9. That is well said.

10.Once or twice we have met alone.

11.The Railway station is far off

12.I have heard this before.

13.Father is somewhat better.

14.I am much relieved to hear it.

15.The walk was rather long.

16. The patient is much worse to-day.

17.She arrived a few minutes ago.

18.Ambition urges me forward.

19.She was dressed all in black.

20.We were very kindly received.

\*\*\*When Adverbs are used in asking questions they are called interrogative Adverbs; as,

Where is Abdul?[ Adverb of Place]

When did you come?[Adverb of time]

When did you come?[Adverb of Time]

Why are you late?[Adverb of Reason]

How did you contrive it?[Adverb of Manner]

How many boys are in your class?[Adverb of Number]

How high is Rajabai Tower?[Adverb of Degree]

\*\*\*Relative Adverb: The relative adverbs are "where," "when," and "why." A relative adverb is an adverb that heads an [adjective clause](https://www.grammar-monster.com/glossary/adjective_clauses.htm).

Ex: This is the reason why I left.

Do you know the time when the Punjab mail arrives?

I know the town **where** you live.

They're talking about an era **when** a promise was a promise.

Exercise:

1) He\_\_\_reads a book.(Quick)

2) Mandy is a\_\_\_\_girl.(Pretty)

3) The class is a\_\_\_\_\_loud today.(Terrible)

4) Max is a \_\_\_singer.(good)

5) You can\_\_\_open this tin.(Easy)

6) It’s a \_\_\_\_day today(Terrible)

7) She sings the song\_\_\_\_\_.(good)

8) He is a \_\_\_driver.(careful)

9) He drives the car\_\_\_\_.(careful)

10) The dog barks\_\_\_\_.(loud)

Exercise:

Compare the following Adverbs:

1) Fast->Faster->\_\_\_\_\_

2) Well->Better->\_\_\_\_\_\_

3) Carefully-🡪More Carefully-🡪\_\_\_\_\_

4) Often-🡪more often--🡪\_\_\_\_\_\_\_

5) badly--🡪worse--🡪\_\_\_\_

6) hard----🡪harder---🡪

7) clearly---🡪more clearly--🡪

8) little---🡪\_\_\_\_\_->\_\_\_\_\_\_

9) much---🡪\_\_\_\_\_->\_\_\_\_\_\_\_

10) early----🡪-------🡪\_\_\_\_\_\_

Exercise:

Adverbs of Frequency

1) We\_\_\_\_to school by bus.(Always go/go always)

2) I\_\_\_\_my room on Saturdays.(clean often/often clean)

3) They\_\_\_\_tablets in the classroom.(Sometimes use/use sometimes)

4) He\_\_\_\_home before 8p.m.

5) The children\_\_\_\_\_youtube videos.(often watch/watch often)

6) I\_\_\_\_my bed.(make seldom/seldom make)

7) our teacher\_\_\_busy.(is often/often is)

8) Do they\_\_\_\_to the super market?(never walk/walk never)

9) we don’t\_\_\_\_coffee for breakfast.(always here/here always)

10) They\_\_\_\_\_friendly.(always are/are always)

Chapter Ten

Conjunction

Conjunction: A word that is used for joining other words, phrases or sentences.

Ex: ‘And’, ‘but’ and ‘or’ are conjunctions.

Conjunctions are linking words like *and, or, but, then* and *because*:

*Ex: They knocked down all the houses****and****they built a car park.*

*Are there four****or****five people living in that house?*

*My shoes look great****but****are not very comfortable.*

## *And, but, either … or*, etc. (coordinating conjunctions)

Coordinating conjunctions connect items which are the same grammatical type, e.g. words, phrases, clauses. The most common coordinating conjunctions are *and, or, but*.

### One-word conjunctions

#### Connecting words

*Which do you prefer? Red****or****Blue?*

#### Connecting phrases

*The meal was very expensive****and****not very nice.*

#### Connecting clauses

[clause]*There are seats outside****but***[clause]*some people don’t like sitting outdoors.*

#### Connecting sentences

*My grandmother’s name was Wall.****But****she became Jenkins when she got married to my grandfather.* (In very formal writing, we don’t normally start a sentence with *but*.)

#### Connecting prefixes

[prefix]*Pro-****and***[prefix]*anti-government supporters waited outside the parliament.*

### Two-word conjunctions

Some coordinating conjunctions have two parts: *either … or* …, *neither … nor* …, *both … and* …:

*You can drink chocolate milk****either****hot in the winter****or****cold in the summer.*

***Neither****Lisa****nor****Helena had been to Italy before.* (Lisa hadn’t been to Italy before and Helena hadn’t been to Italy before.)

***Both****you****and****I know what really happened.* (You know and I know what happened.)

**Warning:**

Apart from two-word conjunctions, we only use one conjunction to connect words or phrases:

***Because****my alarm didn’t go off, I was late for work.*

Not: ~~Because my alarm didn’t go off, so I was late for work~~.

## *After, although, as soon as*, etc. (subordinating conjunctions)

Common subordinating conjunctions are: *after, (al)though, as, before, if, since, that, until, when, whereas, while, once, so, as soon as, provided that*. When a clause follows these conjunctions, it becomes a subordinate clause, which needs a main clause to make a complete sentence.

### One-word conjunctions

[subordinate clause]***After****we had talked on the phone,*[main clause]*I wrote down what we had decided.*

[main clause]*Everyone enjoyed the fishing trip*[subordinate clause]***although****no one caught any fish!*

[subordinate clause]***Before****we left at four o’clock,*[main clause]*we had something to eat.*

When the subordinate clause comes before the main clause, we usually put a comma at the end of the clause. When the main clause comes first, we don’t need to use a comma.

**See also:**

* [*Although* or *though*?](https://dictionary.cambridge.org/grammar/british-grammar/although-or-though)
* [*As*](https://dictionary.cambridge.org/grammar/british-grammar/as)
* [*As* … *as*](https://dictionary.cambridge.org/grammar/british-grammar/as-as)
* [*Before*](https://dictionary.cambridge.org/grammar/british-grammar/before)
* [*If*](https://dictionary.cambridge.org/grammar/british-grammar/if)
* [*Once*](https://dictionary.cambridge.org/grammar/british-grammar/once)
* [*Since*](https://dictionary.cambridge.org/grammar/british-grammar/since)
* [*So*](https://dictionary.cambridge.org/grammar/british-grammar/so)
* [*That*](https://dictionary.cambridge.org/grammar/british-grammar/that)
* [*Until*](https://dictionary.cambridge.org/grammar/british-grammar/until)
* [*When*](https://dictionary.cambridge.org/grammar/british-grammar/when)
* [*Whereas*](https://dictionary.cambridge.org/grammar/british-grammar/whereas)
* [*While* and *whilst*](https://dictionary.cambridge.org/grammar/british-grammar/while-and-whilst)

### Conjunctions with more than one word

Some subordinating conjunctions consist of more than one word: *as long as*, *as soon as*, *except that*, *in order that*, *so as to*, *provided that*:

***As long as****the waves are high enough, we can go surfing.*

***Provided that****he pays a fine, he will not have to go to jail.* (formal)

### Conjunctions that can be modified by adverbs

Some subordinating conjunctions may be modified by adverbs (underlined). For example *just when, ever since, only if, just as, simply because, right before*:

*The phone rang just****when****I’d gone to bed.*

*I have been afraid to swim in the sea ever****since****I was young.*

## Position of subordinating conjunctions

Words and phrases such as *above all*, *anyway*, *as a result*, *as well*, *eventually*, *firstly*, *however*, *overall*, *rather*, *then*, *therefore*, *though*, *on the contrary* (linking adjuncts) can create similar meanings to conjunctions (e.g. adding, cause and effect). These words are adverb phrases and can come in any position which an adverb can occupy:

*He left home late.****(As a result****) he****(as a result****) didn’t arrive until 8 pm****(as a result****).*

We cannot do this with subordinating conjunctions, which must come at the beginning of the clause. Subordinating conjunctions create a grammatical connection between two clauses, making one dependent on the other.

**Compare**

|  |  |
| --- | --- |
| Subordinating conjunction *so*:  *He couldn’t get money from the bank****so****he couldn’t buy a house.* | These two sentences mean the same thing but they are connected differently:   * *So* makes a subordinating link between the cause/reason (*He couldn’t get money from the bank*) and the result (*he couldn’t buy a house*). This is a grammatical link. The position of *so* cannot change. |
| Linking adjunct *as a result*:  *He couldn’t get money from the bank.****As a result****he couldn’t buy a house.* | * *As a result* creates a link between two clauses based on meaning. We can move *as a result (He couldn’t get money from the bank. He couldn’t buy a house****as a re*** |

Chapter 11: Word Power

Words are essential for communication. This word power r knowledge of words is vocabulary.

A person’s command over a language is reflected in how correctly he uses the words. If the exact word is used, the meaning is conveyed more effectively. For example, instead of saying “he studies fishes.” If we say “he is an ichthyologist” the language appears more natural. A few of the expressions are given below for your reference.

|  |  |
| --- | --- |
| * 1. Acumen | Sharpness of mind  Ex: John’s business acumen, along with his computer skills, made him an asset to the software company. |
| * 1. Agenda | A list of things to be done.  Ex: Michael first clarified what the agenda for the meeting would be before the CEO rose to speak. |
| * 1. Amateur | A person who does something for love not for money.  Ex: Even though I am an amateur singer, I hope to make a career out of it one day. |
| * 1. Animosity | Hatred  Ex: Why do you have such animosity towards me when I have done nothing to you? |
| * 1. Equanimity | Evenness of mind  Ex: His equanimity allowed him to keep a clear head and escape the burning building. |
| * 1. Philanthropist | A person who generously contributes money for charities.  Ex: Even though my daughter does not have a lot, she is a philanthropist because she is always trying to feed homeless people |
| * 1. Misanthrope | A Person who hates his fellow men.  Ex: My aunt is a misanthrope who will not even talk to the members of her own family.  Because the criminal did not trust a single person, he was labeled a misanthrope. |
| * 1. Matriarch | A woman who rules the family.  Ex: My mother is the family matriarch who has the final say in household affairs. |
| * 1. Allusion | An Indirect reference  Ex: The author’s new book contains an allusion to mythological gods. |
| * 1. Apprehension | Dread of the future.  Ex: It’s normal to feel a little apprehension before starting a new job. |
| * 1. Affinity | Close relationship  Ex: I have a natural affinity for politics, which explains my extreme interest in the subject. |
| * 1. Tycoon magnate | A powerful businessman  Ex: Apparently the only people who are gaining are tycoons and large companies. |
| * 1. Autocrat | Any Arrogant, dictatorial person  Ex: The people happily embraced democracy after being at the mercy of a heartless autocrat.  🔊  Ex: Because Helen managed her company like an autocrat, she strongly frowned upon employee. |
| * 1. Benefactor | A person who gives benefits.  Ex: After the university received ten million dollars from a benefactor, it was able to add a new branch to the library. |
| * 1. Patriarchy | A system where man rules the family.  Ex: My household is a patriarchy led by my husband. |
| * 1. Decadent | Falling into ruin.  Ex: Don’t let decadent ideas eat into yourselves.  There was something very decadent about filling ourselves with so much rich food |
| * 1. Antecedent | Something that goes before  Ex: John arrived late because traffic held him up.  As an authority for times **antecedent** to his own, Severus is of little moment.  As an authority for times **antecedent** to his own, Severus is of little moment. |
| * 1. Antidote | A remedy to counteract the effects of poison.  Ex: An antidote for the deadly chemical substance was being created in the lab. |
| * 1. Circumlocution | Saying something in a round way.  Ex: The con man tried to use circumlocution to avoid explaining his real intentions to the wealthy couple. |
| * 1. Credible | Capable of being believed  Ex: Thanks to my former employer’s credible recommendation I now have a great job. |
| * 1. Bigamy | Having two wives  Ex: Bigamy is considered to be against law in many countries. |
| * 1. Polygamy | Having more than two wives.  Ex: In some countries polygamy is legal, and many men have a number of brides. |
| * 1. Belligerent | A person or nation engaged in warfare or fighting.  Ex: My brother was always belligerent and ready to fight. |
| * 1. Genocide | Destroying an entire race or people.  Ex: As a result of genocide in the small nation, thousands of children have now become homeless orphans |
| * 1. Homogeneity | Uniformity  Ex: The scientist explained that because of homogeneity in their DNA makeup, all of the plants looked almost identical. |
| * 1. Misogamy | Hatred of Marriage  Ex: Although she had seemed a confirmed misogamist, she unexpectedly married in her sixties. |
| * 1. Misogyny | Hatred of women  Ex: *It's not casual misogyny but real hatred.* |
| * 1. Premonition | An intuitive sense of future events   1. Ex: That was a true premonition I had even as a child.   It was a premonition, because that is exactly what happened. |
| * 1. Explicit | Clearly expressed  Ex: The difficult woman left the maid explicit details about how she wanted her house cleaned. |
| * 1. Implicit | Understood but not clearly stated.  Ex: The handshake between the two men was their implicit agreement to the terms of the contract. |
| * 1. Conspicuous | Easily Visible  Ex: During the summer months, the mosquitos are very conspicuous near the water. |
| * 1. Entrepreneur | One who starts a business.  Ex: By pleasing consumers, the **entrepreneur** enjoys success |
| * 1. Tenacious | Holding on something stubbornly  Ex :We should be tenacious of our rights. |
| * 1. Circumvent | To avoid something  Ex: We went north in order to **circumvent** the mountains. |
| * 1. Aggravate | To make worse  Ex: *Stress and lack of sleep can aggravate the situation.* |
| * 1. Alleviate | To make easier  Ex: To alleviate hunger in our town, each employee of our company donated five cans of food. |
| * 1. Dishearten | To weaken someone’s courage  Ex: Don’t be disheartened by a single failure.  Don’t let this defeat dishearten you. |
| * 1. Effeminate | Womanish  Ex: The man’s shoulder length hair made him appear effeminate.  Hugh’s fake eyelashes made him look more effeminate than masculine. |
| * 1. Hypersensitive | Excessively sensitive  Ex: I discovered I was hypersensitive to caffeine.  Student teachers were hypersensitive to any criticism of their performance. |
| * 1. Hypothetical | Based on a belief rather than on truth.  Ex: For an assignment, each student had to write a response to a hypothetical scenario as though it had actually occurred.  It is a waste of my time to respond to my boyfriend’s hypothetical questions about a cheating incident that never happened. |
| * 1. Obnoxious | Highly disagreeable.  Ex: *He doesn't appear at all obnoxious or arrogant to me.* |
| * 1. Posthumous | After death  Ex: For most high achievers, fame and fortune during their lifetime is highly preferable to posthumous recognition. |
| * 1. Synchronize | To think together  Ex: The sound track did not synchronize with the action. |
| * 1. Notoriety | Known for bad.(opposite of fame)  Ex: She gained notoriety when nude photographs of her appeared in a magazine.  He achieved instant fame and notoriety with the release of his film |
| * 1. Extinguish | To put out  Ex: The fire department was called in to extinguish the blaze.  He extinguished his cigarette in the ashtray. |
| * 1. Opulent | Having or showing great wealth  Ex: Although the hotel was filled with opulent designer furnishings, its room rates were surprisingly affordable. |
| * 1. Populous | Crowded  Ex: As the area became more populous, residential prices began to rise. |
| * 1. Spoilsport | someone whose behavior ruins the fun of others  Ex: My friends consider me a spoilsport because I do not join them in their gambling, but I’d rather not lose money to chance. |
| * 1. Bigot | a person who is obstinately or intolerantly devoted to his or her own opinions and prejudices  Ex: Because Donald is a bigot, he is always looking for a reason to dislike a particular group of people.  Although Jason does not have any friends outside of his race, I do not consider him to  be a bigot. |
| * 1. Beckon | to summon or signal typically with a wave or nod.  Ex: We wish them well and hope that the bright future that beckons will be achieved*.* |

Words To Remember:

1. Anaesthetist– a person trained to administer Anaesthetics during an operation.
2. Cardiologist- a doctor who specializes in the study of the heart and its functions.
3. Chiropodist- a specialist in the minor ailments of the foot.
4. Dermatologist- a physician who specializes in treating diseases of the skin.
5. Gynaecologist- a doctor who specializes in the care of women.
6. Hippiatrist- specialist in the diseases of horses.
7. Horologist-one who studies watches.
8. Oncologist- A doctor who specializes in treating cancer.
9. Orthodontist- A doctor who specializes in preventing and correcting irregularities of the teeth.
10. Orthopaedist- a doctor who specializes in correcting deformities of the skeletal system and treating diseases of the bones, spine , joints, muscles etc.
11. Paediatrician- a doctor who specializes in the care and treatment of babies and young children.
12. Trichologist- a doctor who specializes in the care and treatment of hair and scalp.

ONE WORD SUBSTITUTES:

|  |  |
| --- | --- |
| * 1. Ambidextrous | One who can use both hands adept |
| * 1. Amphibious | At home equally on land or in water |
| * 1. Astronaut | A person who travels in space |
| * 1. Atheist | A person who does not believe in God |
| * 1. Bigot | A person with stubborn opinions |
| * 1. Bureaucrat | A fussy government official |
| * 1. Cosmonaut | Russian space traveller |
| * 1. Deodorant | A substance which removes bad smells |
| * 1. Extrovert | A person who is more outward than inward looking |
| * 1. Facsimile | Exact reproduction |
| * 1. Glossary | A list of words with meanings |
| * 1. Hierarchy | Ranks of persons in order of importance |
| * 1. Oasis | A fertile spot in desert |
| * 1. Insolvent | Unable to pay the debts |
| * 1. Introvert | One who keeps to himself |
| * 1. Martyr | A person who gives his life for a noble cause |
| * 1. Optician | A person who makes and sells spectacles |
| * 1. Optimist | A person who looks at the bright side of things |
| * 1. Pessimist | A person who always looks at the dark side of things |
| * 1. Philatelist | A person who collects postal stamps |
| * 1. Spontaneous | Not planned beforehand |
| * 1. Teetotaler | A person who does not drink |
| * 1. Accomplice | A partner in crime |
| * 1. Anachronism | Something out of harmony with the present time |
| * 1. Antibiotic | Capable of destroying bacteria |
| * 1. Architect | One who prepares plans for buildings |
| * 1. Audience | Assembly of listeners |
| * 1. Blockade | Shutting up of a place by enemy forces |
| * 1. Carnivorous | Feeding on flesh(used about animals) |
| * 1. Consensus | Agreement of opinion among different groups |
| * 1. Contemporary | Those who live in the same period |
| * 1. Deadlock | Situation that brings action or progress to a standstill |
| * 1. Encyclopaedia | A book giving information on all branches of knowledge |
| * 1. Hedonism | Philosophy of happy living under all circumstances |
| * 1. Horticulture | Art of garden cultivation |
| * 1. Idealism | Practice of forming and following after ideals |
| * 1. Immigrant | Foreigner who comes and settles in a country |
| * 1. Immunity | Being proof against infection etc., |
| * 1. Introspection | Examination of one’s own mental processes |
| * 1. Invincible | That cannot be conquered |
| * 1. Irascible | Easily angered |
| * 1. Menu | Bill of fare or list of dishes available in a restaurant |
| * 1. Misanthrope | One who hates mankind |
| * 1. Misogamist | One who hates marriage |
| * 1. Misogynist | One who hates women |
| * 1. Mortuary | Building in which dead bodies are kept for a time |
| * 1. Panorama | Unbroken view of surrounding region |
| * 1. Posthumous | Occurring after death |
| * 1. Red-tapism | Excessive use of official formalities which cause unnecessary delay |
| * 1. Regime | Method of government; existing system of things |
| * 1. Reinforce | Strengthen by additional men or material |
| * 1. Sabotage | Wanton destruction |
| * 1. Reinstate | Restore to lost place, privileges etc., |
| * 1. Sacrilege | Violation of what is scared |
| * 1. Sarcasm | Bitter or wounding remark |
| * 1. Scapegoat | Person who is made to bear the blame due to others |
| * 1. Sceptic | Person who doubts the truth of religious doctrines |
| * 1. Sculpture | Carving figures in stone wood marble etc., |
| * 1. Spinster | An unmarried woman |
| * 1. Stampede | A sudden rush of a large number of frightened animals or people |
| * 1. Surgeon | A person skilled in performing surgical operation |
| * 1. Ultimatum | Final proposal or warning given by one party to another |
| * 1. Unanimous | Being all of one opinion |
| * 1. Voluntary | Acting of one’s own free will |
| * 1. Zenith | Highest point in the sky, directly above the observer |
| * 1. Frugal | Careful about spending money |
| * 1. Anthropology | The study of human society |
| * 1. Impartial | Fair in giving judgments |
| * 1. Illegible | Difficult or impossible to read |
| * 1. Infallible | Incapable of making mistakes or doing wrong |
| * 1. Inflammable | That may be easily set on fire |
| * 1. Orphan | A child whose parents are dead |
| * 1. Contagious | Diseases that can be spread by atmosphere or water |
| * 1. Infectious | Diseases that can be spread by atmosphere or water |
| * 1. Transparent | Allowing light to pass through |
| * 1. Decade | A period of ten years |
| * 1. Denture | A set of artificial teeth |
| * 1. Fable | Short tale, with animal characters, giving a moral |
| * 1. Epic | An account of the deeds of great heroes of ancient times |
| * 1. Bankrupt | A person who is unable to pay his debts, insolvent |
| * 1. Envoy | A diplomat representing a country |
| * 1. Epidemic | Disease widespread among many people in a place at the same time |
| * 1. Autobiography | Life history of a person written by himself. |
| * 1. Colonial | connected with or belonging to a country  that controls another country (colony) |
| * 1. Confront | to think about, or to make somebody think about, something that is difficult or unpleasant |
| * 1. Conservative | Not liking change; traditional |
| * 1. Awful | Extremely bad or unpleasant |
| * 1. Annoy | To make someone angry |
| * 1. Deliberately | Intentionally |
| * 1. Elegant | graceful and attractive in appearance or behavior |
| * 1. Wander | to walk around slowly in a relaxed way or without any clear purpose or direction |
| * 1. Mysterious | strange, not known, or not understood |
| * 1. Tropical | from or relating to the area between the two tropics |
| * 1. Virtually | Almost |
| * 1. Nowhere | in, at, or to no place; not anywhere |
| * 1. Probable | likely to be true or likely to happen |
| * 1. Protest | a strong complaint expressing disagreement, disapproval, or opposition; to show that you disagree with something by standing somewhere, shouting, carrying signs, etc. |
| * 1. Pour | to make a substance flow from a container, especially into another container, by raising just one side of the container that the substance is in |
| * 1. Pale | used to describe a person’s face or skin if it has less color than usual |
| 100.Ruin | to spoil or destroy something completely; the process or state of being spoiled or destroyed |

WORD POWER FOR COMMUNICATION

Knowledge of words is usually known as vocabulary or word power. Learners often find it difficult to enrich their vocabulary. A simple suggestion could be

1. Acquire knowledge of synonyms and antonyms
2. Acquire knowledge of pseudonyms
3. Acquire knowledge of acronyms
4. Acquire knowledge of sobriquets

To begin with we acquaint you with synonyms.

Word Synonyms Antonyms\

|  |  |  |
| --- | --- | --- |
| * 1. Intrinsic | Inherent, immanent | Extrinsic |
| * 1. Identity | Homogeneity, oneness | Contrariety |
| * 1. Uniformity | Consistency, conformity | Variety |
| * 1. Similarity | Resemblance, similitude | Dissimilarity |
| * 1. Agreement | Consonance, accord | Disagreement |
| * 1. Greatness | Enormity, infinity | Meanness |
| * 1. Superiority | Supremacy, pre-eminence | Inferiority |
| * 1. Combination | Mixture, amalgamation | Decomposition |
| * 1. Order | Regularity, symmetry | Disorder |
| * 1. Cause | Origin, source | Effect |
| * 1. Construction | Formation | Destruction |
| * 1. Violence | Vehemence, turbulence | Non-violence |
| * 1. Presence | Attendance, pervasion | Absence |
| * 1. Expansion | Enlargement, extension | Contraction |
| * 1. Depth | Profundity, deepness | Shallowness, height |
| * 1. Summit | Top | Base |
| * 1. Exterior | Superficial | Interior |
| * 1. Front | Fore, anterior | Rear |
| * 1. Form | Shape, design | Deform |
| * 1. Circular | Rounded, spherical | Convoluted |
| * 1. Progress | Advance, improve | Regression |
| * 1. Reception | Admission, ingestion | Ejection |
| * 1. Ascent | Rising, acclivity | Descent |
| * 1. Leap | Vault, jump | Plunge |
| * 1. Fragrance | Perfume, aroma | Stink |
| * 1. Sound | Noise, sonority | Silence |
| * 1. Concord | Melody, rhyme | Discord |
| * 1. Transparent | Clear, diaphanous | Opaque |
| * 1. Vision | Sight, look | Blindness |
| * 1. Appearance | View, perspective | Disappearance |
| * 1. Discrimination | Distinction, difference | Indiscrimination |
| * 1. Possibility | Potentiality, feasibility | Impossibility |
| * 1. Probability | Likelihood | Improbability |
| * 1. Credulous | Simple | Incredulous |
| * 1. Assent | Agreement, acquiescence | Dissent |
| * 1. Knowledge | Enlightenment, learning | Ignorance |
| * 1. Scholar | Pundit, learned person | Ignoramus |
| * 1. Memory | Retentiveness, tenacity | Oblivion |
| * 1. Intelligible | Lucid, comprehensible | Unintelligible |
| * 1. Affirmation | Assertion, assurance | Negation |
| * 1. Veracity | Truthfulness, candor | Falsehood |
| * 1. Resolution | Determination, firmness | Irresolution, hesitation |
| * 1. Health | Vigor, bloom | Disease |
| * 1. Improvement | Betterment, reform | Deterioration |
| * 1. Restoration | Replacement, revival | Relapse |
| * 1. Haste | Urgency spurt | Leisure |
| * 1. Hindrance | Obstruction, stoppage | Aid |
| * 1. Attack | Assault, raid | Defense |
| * 1. Success | Triumph, ascendency | Failure |
| * 1. Prosperity | Affluence, well-being | Adversity |
| * 1. Authority | Power, command | Laxity |
| * 1. Disobedience | Insubordination, revolt | Obedience |
| * 1. Master | Overload, leader | Servant |
| * 1. Permission | Leave, liberty | Prohibition |
| * 1. Acquire | Procure, obtain | Lose |
| * 1. Retain | Keep, hold | Relinquish |
| * 1. Giving(n) | Donation, presentation | Receiving(n) |
| * 1. Wealth | Fortune, opulence | Poverty |
| * 1. Sensibility | Susceptibility, tenderness | Insensibility, confusion |
| * 1. Pleasure | Enjoyment, gratification | Pain |
| * 1. Content | Satisfaction, complacency | Discontent |
| * 1. Amusement | Diversion, entertainment | Weariness |
| * 1. Ornament | Decoration, adornment | Blemish |
| * 1. Hope | Faith, reliance | Hopelessness, disappointment |
| * 1. Courage | Bravery, valor | Cowardice |
| * 1. Rashness | Audacity, impudence | Caution |
| * 1. Repute | Glory, fame | Disrepute, Defame |
| * 1. Pride | Dignity, haughtiness | Humility |
| * 1. Vanity | Conceit, ostentation | Modesty |
| * 1. Insolence | Arrogance, impertinence | Servility |
| * 1. Courtesy | Politeness, suavity | Discourtesy |
| * 1. Benevolence | Philanthropy, charity | Malevolence |
| * 1. Philanthropy | Altruism, humanity | Misanthropy |
| * 1. Forgiveness | Pardon,  Condonation | Revenge |
| * 1. Flattery | Adulation, fawning | Detraction |
| * 1. Vindication | Exoneration, excuse | Accusation |
| * 1. Virtue | Morals, rectitude | Vice |
| * 1. Temperance | Moderation, self-control | Intemperance |
| * 1. Reward | Prize, recompense | Penalty |
| * 1. Heaven | Paradise, eternity | Hell |
| * 1. Piety | Holiness, faith | Impiety |
| * 1. Clergy man | Priest, pastor | Layman |
| * 1. Fatigue | Tire, exhaust | Refresh |
| * 1. Skillful | Proficient, talented | Unskillful |
| * 1. Severe | Strict, rigorous | Lenient |
| * 1. Freedom | License, independence | Subjection |
| * 1. Liberate | Emancipate, set-free | Restrain |
| * 1. Lend | Advance, loan | Borrow |
| * 1. Abate | Moderate, decrease | Aggravate |
| * 1. Barbarous | Frustrate, perplex | Civilized |
| * 1. Baroque | Florid, gilt | Plain, unadorned |
| * 1. Callous | obdurate, unfeeling | Compassionate, Tender |
| * 1. Callous | Insensitive, indurated | Kind, merciful |
| * 1. Carnal | Earthly, fleshly | Spiritual |
| * 1. Defray | spend, pay | Disclaim, Repudiate |
| * 1. Denounce | Blame, boycott | Defend |
| * 1. Endeavour | undertake, aspire | Cease, quit |
| * 1. Feud | strife, quarrel | Harmony, fraternity |
| * 1. Guile | cunning, deceit | Honesty, frankness |
| 100.Hamper | retard, prevent | Promote, facilitate |

Words Often Confused

|  |  |
| --- | --- |
| 1. Accede(Verb) | Join, consent |
| Exceed(Verb) | Surpass, exaggerate |
| 1. Accept(Verb) | Consent to receive, regard with favor |
| Except(Verb) | To omit or exclude |
| 1. Adapt(noun) | To make suitable, to adjust |
| Adept(noun) | Proficient |
| 1. Affect(verb) | Attach, influence |
| Effect(noun) | Result, consequence |
| Effect(verb) | Accomplish, bring about |
| 1. Allusion | An indirect reference to |
| Illusion | A deceptive or imaginary appearance |
| 1. Altar | An elevated place for worship |
| Alter | To change |
| 1. Apposite | Proper |
| Opposite | Standing in front of or contrary to |
| 1. Aspire | To desire eagerly |
| Expire | To die, to come to an end |
| 1. Bare | Uncovered |
| Bear(noun) | An animal |
| 1. Beach | The seashore |
| Birth | Coming to life |
| 11)Berth | A sleeping place in a train or on board ship |
| Birch | A kind of tree |
| 12)Cease | To stop |
| Seize | To take hold of |
| 13)Cell | Enclosed cavity in an organism, a single room of a prisoner or unit of battery |
| Sell | She sells oranges |
| 14)cast(noun) | A list of actors taking part in a dramatic performance or a Mould |
| Cast(verb) | To throw or drop |
| 15)caste | Caste should not be a basis for admission |
| Caste(noun) | An exclusive class like the castes among the Hindus. |
| 16)council(noun) | Is an assembly or a consulting body like the legislative council the student’s council |
| Counsel(noun) | As a noun and verb, means advice, a lawyer engaged in a law court |
| 17) Defense | Regard, respect |
| Difference | Dissimilarity |
| 18)Elicit | To draw out |
| Illicit | Illegal, unlawful |
| 19)Especially | To an exceptional degree |
| Specially | For one purpose and no other |
| 20)Hew(verb) | To cut down |
| Hue | Color |
| 21)Ingenious | Skillful, inventive, of objects, clearly constructed |
| Ingenuous | Frank and simple, guileless, artless natural |
| 22)Ostensible | Opposed to real |
| Ostentatious | Ceremonious, showy |
| 23)Practice(noun) | Habit, repeated exercise |
| Practice(verb) | To do frequently, to carry out an action |
| 24)Precede | Come, before |
| Proceed | To go on |
| 25)Rest(noun + verb) | Repose |
| Wrest | To snatch, take by force |
| 26)Salubrious | Healthy |
| Salutary | Producing good effect |
| 27)Sear(verb) | To burn, scorch |
| Seer | A prophet who sees visions |
| 28)Spacious | Having ample space or room |
| Specious | Apparently pleasing, attractive or right but not really so |
| 29)Urban | Of or belonging to a city |
| Urbane | Civilized, refined, courteous |
| 30)Breathe(verb)  Breath(noun) | Exhale or inhale  It’s the air that goes in and out of your lungs |
| 31) Capital  Capitol | Money or city  the building where a legislature meets |
| 32)Farther  Further | Physical Distance  metaphorical distance |
| 33)Flaunt  Flout | Show off   to defy |
| 34)Gaff  Gaffe | type of spear or hook with a long handle  social misstep |
| 35)Loose(adjective)  Lose(verb) | Not tight  To fail to win |
| 36)Emigrate  Immigrate | to move away from a city or country to live   to move into a country from somewhere else |
| 37) Quite(adverb) | Really or truly |
| Quiet(adjective) | Not loud |
| Quit(verb) | To end |
| 38)Awhile(adverb) | for a short time |
| A while(noun) | for a short time |
| 39)Resign | to quit your job |
| Re sign | to sign a contract again |
| 40)compliment | saying something nice about someone |
| Complement | is when two things go well together |
| 41)Bear(verb) | to hold up |
| Bare(adjective) | naked or uncovered |
| 42)canvas | a type of strong cloth |
| Canvass | to seek people’s votes |
| 43) chord | a group of musical notes |
| Cord | a length of string; a cord-like body part |
| 44)Desert | a waterless, empty area; to abandon someone |
| Dessert | the sweet course of a meal |
| 45)Stationary | Standing still |
| Stationery | Writing paper |
| 46)Through | By means of |
| Threw | Past tense of throw |
| Thorough | Complete or careful |
| Though | Nevertheless, however |
| 47)To | Toward |
| Too | Excessively |
| 48)Eminent | Famous, respected |
| Immanent | Inherent or intrinsic |
| Imminent | Ready to take place |
| 49)Elicit | To draw or bring out |
| Illicit | Illegal |
| 50)Cite | To quote or document |
| Sight | Vision |
| Site | Position or place |
| 51)Angel | A spiritual or heavenly being |
| Angle | A figure formed by two lines meeting at a common point. |
| 52) Beneficial | Useful |
| Beneficent | Kind and good |
| 53) Brake | Lever to stop wheel |
| Break | Make apart |
| 54)Childlike | Like a child |
| Childish | Immature |
| 55)Coma | Unconsciousness |
| Comma | A mark of punctuation |
| 56)Capture | Arrest |
| Captivate | Attract |
| 57)Career | Profession |
| Carrier | One who carries |
| 58)Coma | Unconsciousness |
| Comma | A mark of punctuation |
| 59) Congenial | Agreeable |
| Congenital | From birth |
| 60)Comprehensive | Detailed |
| Comprehensible | That can be understood fully |
| 61) Congenial | Agreeable |
| Congenital | From birth |
| 62)Comprehensive | Detailed |
| Comprehensible | That can be understood fully |
| 63)Convenience | Comfortably |
| Conveyance | Means of travelling |
| 64)Censor | An official body to check |
| Censure | Disapprove, criticize |
| 65) Coarse | Rough |
| Course | Way, syllabus of subject |
| 66)Costume | Clothing |
| Custom | A Practice that is traditionally followed by a particular group of people |
| 67)Collision | Clashing |
| Collusion | Secret agreement for an evil purpose |
| 68)Decent | Respectable or suitable |
| Descent | Downward motion |
| 69)Device | A plan/ implement |
| Devise | To find a plan or method |
| 70) Differ | Disagree |
| Defer | Postpone |
| 71)Dual | Double |
| Duel | A fight between two persons |
| 72)Decease | Death |
| Disease | Illness |
| 73)Dose | Quantity taken at a time |
| Doze | Sleep lightly |
| 74)Eligible | Having required qualifications |
| Illegible | Which cannot be read easily |
| 75)Elusive | Baffling, not clear |
| Illusive | Deceptive, false |
| 76)Emerge | Come out suddenly |
| Immerge | To immense oneself |
| 77)Eminent | Distinguished |
| Imminent | Approaching |
| 78)Especial | Pre-eminent, exceptional |
| Special | Of a particular kind, peculiar not general |
| 79)Exhausting | Which tires |
| Exhaustive | Comprehensive, detailed |
| 80)Fair | A gathering for fun |
| Fare | Money paid for a journey |
| 81)Feat | Surprising Trick |
| Feet | Plural of foot |
| 82)Flagrant | Scandalous |
| Fragrant | Sweet smelling |
| 83)Forceful | Full of force |
| Forcible | By force of compulsion |
| 84)Formerly | Previously |
| Formally | Concerned with outward form |
| 85)Graceful | Having grace of beauty movement or expression |
| Gracious | Showing kindness, courtesy |
| 86)Hair | Thread like growth on skin |
| Heir | One having legal right to inherit property |
| Hare | A fast running animal |
| 87)Industrious | Laborious |
| Industrial | Pertaining to industries |
| 88)Ingenious | Clever and skillful |
| Ingenuous | Frank, simple |
| 89)Intelligent | Wise |
| Intelligible | Which can be easily followed |
| 90) Intensive | Deep |
| Extensive | Wide |
| 91)Late | Not punctual |
| Lately | Recently |
| 92)Later | Afterwards in time |
| Latter | The second one |
| 93)Lightening | Decreasing |
| Lightning | Flash in the cloud |
| 94)Lovable | Worthy of Love |
| Lovely | Charming |
| 95)Social | Pertaining to society |
| Sociable | Having a tendency to mix with others |
| 96)Use | Act of putting into service |
| Usage | Way in which something is used |
| 97)Yarn | Any fiber spun for cloth |
| Yearn | To be filled with longing or desire |
| 98)Your | Possessive of you |
| You’re | Contraction of you + are |
| 99)Yoke | Mark or bondage |
| Yolk | The yellow portion of an egg |
| 100)statue | An image in stone |
| Statute | A law or rules and regulations of an organization |

INTERCHANGE OF PARTS OF SPEECH

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.NO. | NOUN | ADJECTIVE | VERB | ADVERB |
| 1 | Ability | Able | Enable | Ably |
| 2 | Abundance | Abundant | Abound | Abundantly |
| 3 | Advice | Advisable | Advise | Advisably |
| 4 | Alternation | Alternative | Alternate | Alternately |
| 5 | Analysis | Analytical | Analyze | Analytically |
| 6 | Angle | Angular | Angle | Angularly |
| 7 | Application | Applicable | Apply | Applicably |
| 8 | Apology | Apologetical | Apologize | Apologetically |
| 9 | Appreciation | Appreciative | Appreciate | Appreciatively |
| 10 | Argument | Arguable | Argue | Argumentatively |
| 11 | Assertion | Assertive | Assert | Assertively |
| 12 | Attraction | Attractive | Attract | Attractively |
| 13 | Basis | Basic | Base | Basically |
| 14 | Boldness | Bold | Embolden | Boldly |
| 15 | Benefit | Beneficial | Benefit | Beneficially |
| 16 | Blindness | Blind | Blind | Blindly` |
| 17 | Calmness | Calm | Be calm | Calmly |
| 18 | Caution | Cautious | Caution | Cautiously |
| 19 | Character | Characteristic | Characterize | Characteristically |
| 20 | Class | Classical | Classify | Classically |
| 21 | Comprehension | Comprehensive | Comprehend | Comprehensibly |
| 22 | Density | Dense | Condense | Densely |
| 23 | Division | Divisible | Divide | Divisibly |
| 24 | Drama | Dramatic | Dramatize | Dramatically |
| 25 | Economy | Economic | Economize | Economically |
| 26 | Emphasis | Emphatic | Emphasize | Emphatically |
| 27 | Function | Functional | Function | Functionally |
| 28 | Fury | Furious | Infuriate | Furiously |
| 29 | Habit | Habitual | Habituate | Habitually |
| 30 | Ignorance | Ignorant | Ignore | Ignorantly |
| 31 | Life | Lively | Life | Lifely |
| 32 | Machine | Mechanical | Mechanize | Mechanically |
| 33 | Nature | Natural | Naturalize | Naturally |
| 34 | Nobility | Noble | Ennoble | Nobly |
| 35 | Occasion | Occasional | Occasion | Occasionally |
| 36 | Order ness | Orderly | Order | Orderliness |
| 37 | Popularity | Popular | Popularize | Popularly |
| 38 | Quickness | Quick | Quicken | Quickly |
| 39 | Reception | Receptive | Receive | Receptively |
| 40 | Suspicion | Suspicious | Suspect | Suspiciously |
| 41 | Thought | Thoughtful | Think | Thoughtfully |
| 42 | Addition | Additional | Add | Additionally |
| 43 | Danger | Dangerous | Endanger | Dangerously |
| 44 | Love | Lovely | Love | Lovingly |
| 45 | Interest | Interesting | Interest | Interestingly |
| 46 | Ease | Easy | Ease | Easily |
| 47 | Grief | Grievous | Grieve | Grievously |
| 48 | Ease | Easy | Ease | Easily |
| 49 | Heart | Hearty | Hearten | Heartily |
| 50 | Peace | Peaceful | Pacify | Peacefully |
| 51 | Acceptance | Accept | Acceptable | Acceptably |
| 52 | Accountancy | Accountable | Account | Accountably |
| 53 | Administration | Administrative | Administer | Administratively |
| 54 | Authority | Authoritative | Authorize | Authoritatively |
| 55 | Beauty | Beautiful | Beautify | Beautifully |
| 56 | Collection | Collective | Collect | Collectively |
| 57 | Characteristic | Characteristic | Characterize | Characteristically |
| 58 | Commerce | Commercial | Commercialize | Commercially |
| 59 | Elaboration | Elaborative | Elaborate | Elaborately |
| 60 | Experiment | Experimental | Experiment | Experimentally |
| 61 | Frequency | Frequent | Frequent | Frequently |
| 62 | Favorite | Favorable | Favor | Favorably |
| 63 | Humanism | Humane | Humanize | Humanly |
| 64 | Idealization | Ideal | Idealize | Ideally |
| 65 | Illustration | Illustrative | Illustrate | Illustratively |
| 66 | Industrialization | Industrial | Industrialize | Industrially |
| 67 | Intention | Intentional | Intend | Intentionally |
| 68 | Legalization | Legal | Legalize | Legally |
| 69 | Liberty | Liberal | Liberalize | Liberally |
| 70 | Luxury | Luxurious | Luxuriate | Luxuriously |
| 71 | Materialization | Material | Materialize | Materially |
| 72 | Nation | National | Nationalize | Nationally |
| 73 | Neutral | Neutral | Neutralize | Neutrally |
| 74 | Naturalism | Natural | Naturalize | Naturally |
| 75 | Normalization | Normal | Normalize | Normally |
| 76 | Operation | Operative | Operate | Operatively |
| 77 | Perception | Perceptive | Perceive | Perceptively |
| 78 | Permission | Permissible | Permit | Permissively |
| 79 | Preference | Preferable | Prefer | Preferably |
| 80 | Practice | Practical | Practice | Practically |
| 81 | Progression | Progressive | Progress | Progressively |
| 82 | Rationalization | Rational | Rationalize | Rationally |
| 83 | Report | Reported | Report | Reportedly |
| 84 | Significance | Significant | Signify | Significantly |
| 85 | Socialism | Social | Socialize | Socially |
| 86 | Speculation | Speculative | Speculate | Speculatively |
| 87 | Submission | Submissive | Submit | Submissively |
| 88 | Substance | Substantial | Substantiate | Substantially |
| 89 | Sufficiency | Sufficient | Suffice | Sufficiently |
| 90 | System | Systematic | Systematize | Systematically |
| 91 | Creation | Create | Creative | Creatively |
| 92 | Protection | Protect | Protective | Protectively |
| 93 | Success | Succeed | Successful | Successfully |
| 94 | Understanding | Understand | Understandable | Understandably |
| 95 | Decision | Decide | Decisive | Decisively |
| 96 | Benefit | Benefit | Beneficial | Beneficially |
| 97 | Creation | Create | Creative | Creatively |
| 98 | Decision | Decide | Decisive | Decisively |
| 99 | Justification | Justify | Justifiable | Justifiably |
| 100 | Sadness | Sadden | Sad | Sadly |

Chapter Twelve

COMMON MISTAKES IN ENGLISH

This Chapter deals with the most frequent mistakes made by students. The mistakes, together with the correct forms, are classified and listed below.

* + 1. Common Errors in the Use of Nouns:

In Correct Correct

|  |  |
| --- | --- |
| The police has arrested him. | The police have arrested him. |
| Where is my spectacles? | Where are my spectacles?. |
| This scissors is mine. | These scissors are mine. |
| Five kilometers are a long way. | Five kilometers is a long way. |
| He has given advises. | He has given advice. |
| She has heard a bad news. | She has heard some bad news. |
| He sells furnitures. | He sells furniture. |
| How many son-in-laws have you?. | How many sons-in-law have you?. |
| One must keep one’s words. | One must keep one’s word. |
| All his family members were killed in the war. | All the members of his family were killed in the war. |
| There is no place in this compartment. | There is no room in this compartment. |
| I have many works to do. | I have much work to do. |
| His hat was blown off by the strong air. | His hat was blown off by the strong wind. |
| I do not like these kinds of games. | I do not like this kind of games. |
| The Greeks were brave peoples. | The Greeks were brave people. |
| He has eaten two breads. | He has eaten two pieces/loaves/slices of bread. |
| This house is built of stones. | This house is built of stone. |
| Circumstance influences man’s character. | Circumstances influence a man’s character. |
| He has completed two-third of his manuscript. | He has completed two-thirds of his manuscript. |
| I told the porter to carry my luggage. | I told the porter to carry my luggage |

* + 1. Common Errors in the Use of Pronouns

|  |  |
| --- | --- |
| Incorrect | Correct |
| One should respect his teachers. | One should respect one’s teacher. |
| I and he are friends. | He and I are friends. |
| Only you and me can be admitted on this ticket. | Only you and I can be admitted on this ticket. |
| Each of the two sisters were hardworking. | Each of the two sisters was hardworking. |
| Let my brother or I go home. | Let my brother or me go home. |
| There is no difference between you and i. | There is no difference between you and me. |
| Everyone of them have brought their books. | Everyone of them has brought his books. |
| None of the two contestants was willing to withdraw. | Neither of the two contestants was  Willing to withdraw. |
| Those who came late they should stand. | Those who came late should stand. |
| They enjoyed in the air. | They enjoyed themselves in the air. |
| You should avail this opportunity. | You should avail yourself of this opportunity. |
| When you have read these books, please return them to me. | When you have read these books, please return the same to me. |
| He is one of those men who is always finding fault with others. | He is one of those men who are always finding fault with others. |
| I, you and he will go to see a film this evening. | You, he and I will go to see a film this evening. |
| He has a dog whom he loves very much. | He has a dog that he loves very much. |

3)Common Errors in the use of Adjectives

In Correct Correct

|  |  |
| --- | --- |
| He is junior than me. | He is junior to me. |
| This cloth is superior than that. | This cloth is superior to that. |
| This watch is the best of the two. | This watch is better of the two. |
| Tea is more preferable than coffee. | Tea is preferable to coffee. |
| Sita is elder than Gita. | Sita is older than Gita. |
| He is more cleverer than his cousin. | He is cleverer than his cousin. |
| He has not some money with him. | He has not any money with him. |
| I gave him a few books I had. | I gave him the few books I had. |
| If he wants farther help send him to me. | If he wants further help, send him to me. |
| Choose the least of the two evils. | Choose the lesser of two evils. |
| I have read each book of this library. | I have read every book of this library. |
| What is the last score? | What is the latest score? |
| I do not like these kind of novels. | I do not like this kind of novels. |
| We have finished the three first chapters. | We have finished the first three chapters. |
| Her command over the English language is the most excellent. | Her command over the English language is excellent. |

4.Common Errors in the Use of Articles

Incorrect Correct

|  |  |
| --- | --- |
| Krishna is a sacred river. | The Krishna is a sacred river. |
| They crossed pacific ocean. | They crossed the pacific ocean. |
| I take the dinner every day. | I take dinner every day. |
| He plays flute melodiously. | He plays the flute melodiously. |
| She plays the chess every day. | She plays chess every day. |
| The English is very easy to learn | English is very easy to learn. |
| The injured students were taken to the hospital. | The injured students were taken to hospital. |
| He was sent to the prison for theft. | He was sent to prison for theft. |
| Ganga is a sacred river. | Ganga is the sacred river. |

5.Common Errors in the use of verbs

|  |  |
| --- | --- |
| We have met him yesterday. | We met him yesterday. |
| When we have you seen it? | When did you see it? |
| I am hearing some noise. | I hear some noise. |
| The theatre is belonging to my uncle. | The theatre belongs to my uncle. |
| He is having a T.V. | He has a T.V. |
| How long are you waiting for me? | How long have you been waiting for me? |
| The juice is smelling good. | The juice smells good. |
| I shall inform you when he will come back. | I shall inform you when he comes back. |
| You can’t pass unless you will work hard. | You can’t pass unless you work hard. |
| He could swim halfway before he drowned. | He was able to swim halfway before he drowned. |
| We are awaiting for the bus. | We are waiting for the bus. |
| He is studying since 6’o clock. | He has been studying since 6’o clock. |
| I did not write the letter yet. | I have not written the letter yet. |
| He will reach home before the sun will set. | He will have reached home before the sunset. |
| He had gone to Mumbai last week. | He went to Mumbai last week. |

6.Common Errors in the Use of Prepositions:

|  |  |
| --- | --- |
| He is suffering with malaria. | He is suffering from malaria. |
| She is angry upon me. | She is angry with me. |
| This cloth is different to that. | This cloth is different from that. |
| The session begins from May 26th. | The session begins on May 26th. |
| I have known him since five years. | I have known him for five years. |
| I travelled by Ravi’s car. | I travelled in Ravi’s car. |
| I spoke to him by telephone. | I spoke to him on telephone. |
| They climbed in the lorry. | They climbed into the lorry. |
| He writes by an ink pen. | He writes with an ink pen. |
| He stood besides the door. | He stood beside the door. |
| He was accused for stealing the books. | He was accused of stealing the prize. |
| We congratulated her for winning the prize. | We congratulated her on winning the prize. |
| You are required to sign with ink. | You are required to sign in ink. |
| He is afraid from me. | He is afraid of me. |
| She is good in Hindi. | She is good at Hindi. |
| He is weak at grammar. | He is weak in grammar. |
| She was married with a businessman. | She was married to a business man. |
| The invigilator prohibited the student to copy. | The invigilator prohibited the student from copying. |
| I am confident to succeed. | I am confident of success. |
| The police are searching the missing boy. | The police are searching for the missing boy. |
| Let us discuss about the problem. | Let us discuss the problem. |
| Please sign on this paper. | Please sign this paper. |
| He will not listen what you say. | He will not listen to what you say. |
| I asked a ticket. | I asked for a ticket. |
| The students are sitting on their desks. | The students are sitting at their desks. |

Chapter Thirteen

Letters Sound for Communication

Language has a social purpose. It is a system of communication through speech. There is one to one correspondence between the letters of the alphabet and the sound they represent in most of our Indian Languages i.e. one visual symbol stands for only one sound.

In English, however, one letter of the alphabet stands for more than one sound and conversely, one sound is represented by different letters of the alphabet. The

Correspondence between the spelling and the pronunciation is not consistently maintained. Therefore, it is necessary to make a systematic study of the English sound system: The phonetics of English:

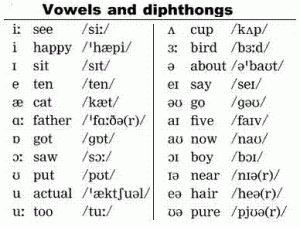
There are 26 letters and 44 sounds in English

SOUNDS: 1) Vowels(12+8)=20

2)Consonants=24

Vowels and Diphthongs

Vowels are the sounds that are not pronounced by the touch of two organs of vocal tract, rather it is just an air-stream and the difference lies in the manner of its release. We cannot say which vowel is pronounced from where as we can say about consonants simply because of no touch characteristics. Still the linguists offered a diagram explaining that, and that will be discussed later. For present look at the following chart and try to understand the vowels and their sounds.



Few things about the chart need to be explained.

Diacritic and long vowels: diacritic is the colon like two dots symbol (:) as you see in /i:/, /a:/      etc. it prolongs the sound of the vowel, hence the vowel with diacritic is called long vowel.

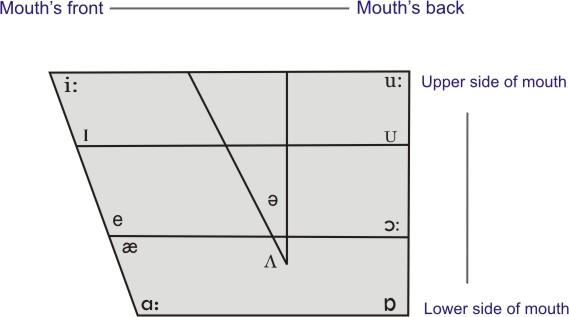
Short vowels: All those which are without diacritic and one-phoneme vowels are short vowels      because their sound is not prolonged like long vowels.

Diphthongs: Two consecutive vowels sounds, like; /ai/, /ei/ etc. these are two vowel sounds      joined together and the voice glides from one to another.

### The origin of vowel sounds

As it is said earlier that despite the difficulty the linguists have introduced a diagram that explains the origin of different vowel sounds. Just see the following diagram and read the details that follow it.

### The diagram of oral cavity about the origin of vowel sounds



Now see the above diagram and you will know about the origin of vowel sounds. There are THREE types of vowels as explained in the above diagram. And they are upper and lower, front and back and rounded and unrounded. Only rounded and unrounded are not shown in the diagram but they are easy to understand as explained later on this page.

### i. Upper or closed vowels

They are called upper vowels because they are pronounced somewhere at upper side of oral cavity. Like; /i/, /u:/ etc. They are also called closed because when you pronounce them your mouth doesn’t open wide as compare to other vowels.

### ii. Lower or open vowels

They are called lower vowels because they are pronounced somewhere from the lower portion of the oral cavity. And when you pronounce them your mouth opens wider than other vowel sounds that’s why they are called open vowels too. Like; /a:/.

### iii. Front vowels:

The front vowels are those that are seemed to be pronounced from the front of mouth near front teeth, like; /i:/ and /a:/ etc.

### iv. Back vowels

The vowel sounds that seem to be pronounced from the back side of oral cavity (mouth), like, /u:/

Note: Remember, where ever you find the gap in your oral cavity while pronouncing any vowel that gap indicates its origin once you practice you can easily feel the origin.

### v. Rounded vowels

They are such vowels by pronouncing them your lips become rounded, like /u:/ in the word boot.

### vi. Unrounded vowels:

The vowels by pronouncing them your lips don’t get rounded, like; /a:/, /i:/ etc.

Consonants

A consonant is a letter of the alphabet that represents a basic speech sound produced by obstructing the breath in the vocal tract. All the letters in the alphabet apart from A, E, I, O, and U (called [vowels](https://www.grammar-monster.com/glossary/vowels.htm)) are known as consonants.  
  
For example:

* T is pronounced using the tongue (front part)
* K is pronounced using the tongue (back part)
* B is pronounced with the lips
* H is pronounced in the throat
* F is pronounced by forcing air through a narrow gap
* M is pronounced using the nasal passage

Chapter Fourteen

Writing Communication Skills

A sound knowledge of language implies the correct usage and right choice of words. Of course all these can be acquired, through observation and practice. It is pertinent to be suave and mellifluous in approach. It does not mean, one has to be soft spoken. It also does not mean one has to unnecessarily be harsh and aggressive.

The choice of words is equally important. “What you say”-“How you say”-“where you say” all matter.

For instance most people in India greet with the words ‘Good Morning’, irrespective of the time of meeting, whether evening or noon-because it happens to be the first meeting during the day. This is to be avoided. ’Good Morning’ is an exclusive greeting for the ante-meridian period only .

If the meeting is between 12noon and 3P.M.., it has to be ‘Good Afternoon’ and any time right up to the late night, it is ‘Good Evening’. ‘Good Night’ is always a parting rendition.

More importantly, one has to be ‘positive’ in ‘Speech’, ‘Body Language’ and ’Choice of words’.

For instance even a singularly simple word ‘Bad’ or ‘wrong’ could ruffle the feathers and upset the rhythm. One has to be hence very careful even while trying to be frank.

For Ex:

* + 1. ‘it is bad’ could become ‘it is not good’
    2. ‘you are wrong’ could become ‘you are not right’
    3. ‘Don’t come late’ could be better said as ‘please come on time’
    4. ‘something is wrong with you’ could be better placed as ‘Are you not all that well?’
    5. ‘you are looking dull today’ could be better phrased as ‘I’m afraid you are not your usual self today.’
    6. ‘Mind your own business’ could be better told as ‘please don’t disturb’
    7. ‘Do you want money?’ could be better told as ‘have you got enough money?’
    8. ‘Don’t drive rashly’ could be better said as ‘please drive carefully.’
    9. ‘Don’t loiter here and there in the Math premises.’ Could be re-phrased as ‘Please maintain sanctity of the Math, by your own dignity.
    10. ‘Don’t throw litter everywhere’ could be said as ‘Keep the surrounding clean.’
    11. ‘Oh! He has failed!!!’could become ‘ I am afraid his number is missing.’
    12. ‘Don’t come home late.’ Could become better said as ‘My brother is always at right time ’
    13. ‘My brother is always studying’ could be better said as ‘ My brother is always at studies’

(In English, the use of adverb of frequency ‘always’ with ‘ing’ verb – implies a tone of complaint and not compliment)

* + 1. ‘Don’t come without books’ could become ‘ please get your books always.’
    2. ‘ I hate him’ could be better said as ‘ I don’t like him.’
    3. ‘I am not good at mathematics’ could be better said as ‘Mathematics is not my strong point.’
    4. ‘ I don’t like Western music’ could be better said as ‘ I have no taste for western music.’
    5. ‘Don’t be shabby’ could be ‘ casual appearance is not good.’
    6. ‘Keep that book down’ could become ‘Keep that book aside.’
    7. ‘Throw away that old watch’ could become ‘Replace that old watch.’
    8. ‘Don’t ignore him’ could be better put as ‘Don’t avoid him’
    9. ‘The food is bad today.’ Could be ‘The food is not it’s usual today.’
    10. ‘Get out of my sight.’ Could be ‘Please leave the place immediately.’
    11. ‘your habits are reckless.’ Could be positively expressed as ‘ You have to be careful with your habits.’
    12. ‘These days you are spending carelessly.’ Could be better to put as ‘These days you are not careful with money.’

Positivity in speech always brings a whiff of fresh air even to the most mundane aspect. Apart from this feature, body language is very important. Man is the only animal who doesn’t know that the primary business of communication is to herald happy and pleasant actions. The rooster crows to announce the sunrise. The Koel soothes tired souls in the country side by its melody. Recently a new item was published in ‘The Hindu’ how a pet rabbit thumbed up its tail incessantly on spotting burglars in the master’s house and alerted the owners. Even dogs use their vocal chords positively to warn their masters, when they are in danger.

Why can’t we be constructive?. It is imperative to take care of our external bearing. A slouchy approach creates a negative impact in the minds of listeners.

Moreover we should see that our words should not hurt anybody, anywhere, any time. The above points have to be borne in mind, not only in regular, programmed presentations, but also in daily conversation, so that communication becomes a fine art of camaraderie and fraternal feelings. In today’s world man speaks from the throat, not from the heart, which is lamentable.

Points for Good Speeches

* 1. Good Preparation with necessary facts and figures.
  2. Positive approach to the topic.
  3. Even the most controversial point could be made polite.
  4. Gestures, smiles, go a long way in assuaging ruffled feathers.
  5. Learn to disagree agreeably.
  6. Avoid external props like twiddling with the buttons or wings the fingers constantly.
  7. Establish eye contact with the audience.
  8. Interact with the audience by relating latest anecdotes.
  9. Carry yourself in a Business like fashion.
  10. Raise questions and seek answers from the audience(if possible)
  11. Learn the art of modulation.
  12. Rhetorics and pauses relieve monotony.
  13. Avoid long pauses.
  14. Use quotations.
  15. Amicability disarms.
  16. Avoid derisiveness.
  17. Don’t mock or cast aspersions.
  18. Keep an eye on the watch.
  19. Don’t end abruptly.
  20. Entry is important but exiting with conviction is also equally important.

Writing Communication Skills

BIO-DATA-CURRICULLUM VITAE

How to write a curriculum vitae or vitarum. Does it differ from bio-data?. The answer could be ‘yes’ and ‘no’. ‘No’ in so far as the details are concerned ‘yes’ in so far as the format is concerned. Moreover bio is very subjective and limited. On the other hand C.V. is objective and exhaustive.

For instance a bio could go like this:

BIO-DATA(Hyphen Necessary)

1. Name:

2. Father’s Name:

3. Passport No:

4. Address:

a) For Communication:

b) Permanent Address:

5. Qualification:

6. Identification Marks:

7. Technical Qualification:

8. Marital Status:

9. Caste/Religion:

10. Nationality:

11. Others:

12. References:

Signature

On the other hand curriculum- vitae throws light from an objective angle and speaks of the ability of the candidate vis-à-vis- communicational skills. Moreover it speaks of the candidate’s integrity and aptitude.

The Format consists three or four parts, and could run up to 3 pages.

The first part should contain the information regarding all pertinent experience along with exact dates.

The second part should contain the Qualities/ Aptitude/Views of the candidate in an objective way.

The third part should contain career plan and expectations in the job sought.

The fourth part should contain the prospects of contribution to the situation/placement.

CURRICULLUM VITAE

Name: Rajesh

DOB: 30-12-1965

1.Experience : a. Total:

b. Cumulative:

c. Cause for change:

1) Academic: if any

2) Technical: if any

3) Field: if any

4) Abroad: if any

2) Personal : a. Qualifications:

b. Age:

c. Passport Number:

1) Qualities:

2) Hobbies:

3) Likes/Dislikes:

4) Strength/Weakness:

5) Goal:

3. Career Plan : (a) Antecedent

(b) Prospects

© Mode of operation for achieving goals

1) Salary Drawn:

2) Salary Expected:

3) Involvement: Time Ratio:

4. Specific Ideas : (a) About the job sought:

(b) Contributions

© Peer Group Involvement

Chapter Fifteen

Letter Writing

Letters are of two types:

* 1. Personal Letters
  2. Formal Letters
     1. Personal Letters: Letters written to friends and relatives are called Personal Letters. Such Letters are written in an easy, conversational style.
     2. Formal Letters: Applications for employment, complaints, letters to newspapers etc., are called Formal Letters. Formal Letters should be clear, courteous, methodical, terse.

In all kinds of letters there are five points of form to be attended to, namely:

* + - 1. The Heading consisting of (a) the writer’s address and (b) the date
      2. The salutation
      3. The body of the letter
      4. The complimentary closing
      5. The signature
         1. THE HEADING

The Heading is at the upper right-hand side, and includes your address and the date, for example:

36, Gandhi Marg,

Hyderabad.

13th March, 1997.

There are several ways of writing the date. They are given below in the order of preference:

13 March 1997

13th March 1997

March 13, 1997

March 13th, 1997

13-03-1997

2.SALUTATION

The salutation should be put on the left-hand side of the sheet, at a lower level than the heading. This is your opening greeting to the person to whom you are writing. The form of greeting in personal letters depends on the relation in which you stand to the person you are writing to. Here are some examples:

Members of the family and relatives:

Dear Father,

My Dear Mother,

Dear Uncle,

Dear Anand,

My Dear Suraj,

Friends: Dear Ravi,

My Dear Ravi,

Government officers and Editors: Sir,

Company or firm: Dear Sirs,

Gentlemen,

3.THE BODY OF THE LETTER

The body should begin a little below the salutation. Body is the main part of the letter. It should be divided into paragraphs, if the letter is long. The style in which it is written will depend upon the kind of letter you wish to write.

1)Divide your letter into paragraphs.

2)Use simple language. Avoid long sentences and be precise.

3)Write neatly.

4)Put punctuation marks at proper places.

4. COMPLIMENTARY CLOSING

It should be written below the last words of the letter and to the right side of the sheet.

You should choose an ending suitable to the person to whom you are writing.

With the members of your family and close friends the following forms are common:

Your affectionate son/daughter

Yours affectionately,

With all my love,

With much love.

In very formal letters: Yours faithfully.

Respectfully yours.

Yours respectfully,

Yours truly,

Very truly yours.

In Less formal letters: Yours sincerely,

Sincerely yours,

Yours very sincerely,

5.THE SIGNATURE

The signature or name of the writer should be put below the complimentary closing. In formal letters it is often necessary to write your name under the signature.

EXAMPLES:

1.Letter from son to his father:

16, Rose Cottage,

East Road,

VIRGINIA,

United States of America

Date: 19/01/2020.

My Dear Father,

I arrived here safely at 6:30p.m. today. It was a happy journey. I am very happy. I have reached my goal. I am staying at a hotel now. I shall give you more details in my next letter.

Your Affectionate Son,

Vinay Kumar.

2.Application for leave:

39,P.S.Colony,

Gandhi Nagar,

SECUNDERABAD.

Date:13-02-2021

To

The Principal,

St. Anthony’s High School,

Dilsukh Nagar,

Hyderabad.

Madam,

As I am suffering from severe headache and fever. I’m unable to attend school today. I shall be grateful to you, if you grant me leave for three days.

Yours Faithfully,

Saharsh Mandlem.

* 1. Application for a Job:

1-17-110,

Ramnagar, Venkatapuram,

Secunderabad,

Junly 15,2021.

To

The Personal Manager

ECIL, Kushaiguda,

Hyderabad, A.P.500672.

Dear Sir,

In response to your advertisement in The Deccan Chronicle. I wish to apply for the post of a Junior Clerk in your company.

I am not twenty. I am a graduate of the Osmania University. I passed my B.A. degree in 1987 in first class. I have also taken a year’s course in typewriting, shorthand, book-keeping and commercial correspondence. I am enclosing a copy of the certificates I received.

For the past three years I have been working as a correspondence clerk in the office of the Co-operative General Assurance Society at Hyderabad. I am also enclosing a copy for the certificate from my present employer.

Assuring you of my very best if appointed for the post.

Thanking you,

Yours Faithfully,

Prabhath.

* 1. Letter to the Editor of A Newspaper:

December 5, 1997.

The Editor,

The Hindustan Times,

New Delhi.

Dear Sir,

Thank you for the thought-provoking article on. “Education” published in your esteemed daily on Dec.9.

The question most of the educationists and social thinkers ask today is : “What will educational methods be like in 2001 A.D.?” Given the present rate of development in electronic and technological fields, countries where such developments are taking place quite fast and where they have the money and man-power to back up such programs will invariably get ahead.

The world today is divided into the North and the South. The North comprising mostly of the developed countries and the South comprising of the developing countries. The countries in the South

have been under colonial rule for well over 200 years. Though most of them have attained independence, many of them have not yet been able to frame a national policy, of education that will lead them to a self-supporting economy and to an awareness of their national heritage.

In India nearly 80% of the people are poor, 18% belong to the middle class and 2% are the elite. And education is yet to go deep into the life of the poorer sections in India, although both the Central and the State Governments are spending quite a lot of money for rural education. Educating the rural India should never be the duty of some Government officers only. Educated men and women in cities devote some of the time to educate the masses through voluntary organizations. That is the only way, in my opinion, for spreading the “Education to do”, and the “education to be”, as UNESCO has termed them.

Yours Faithfully

Aanya Kanakameti

EXERCISE

* + 1. Write a letter to your friend describing Spoken English classes at Ramakrishna Math.
    2. There is an advertisement in “The Hindu” from “The Steel Authority of India” seeking applications for the Junior clerks- write an application.
    3. Write an invitation for your sister’s birthday.
    4. Write a letter to the Commissioner of Police complaining against an illegal attack shop in your locality.
    5. Write a letter to your friend giving him an account of picnic you had.
    6. Write a letter to the Editor of newspaper complaining about the unruly traffic in Hyderabad.

Chapter Sixteen

Comprehension

1.Spoken English

(Auxiliary Verbs, Main Verbs)

Karan: May I come in, Sir?

Sir: Yes, please come in.

Karan: I want to learn spoken English. Could you give me the details. Please?

Sir: Please go upstairs and meet Mr. Sanjeeva. He will give you the application form and prospectus.

Karan: I have already taken the form Sir.

Sir: Then, what do you want?

Karan: Do they teach written English?

Sir: Yes, they do teach written English.

Karan: I want to learn written English.

Sir: Are you good at spoken English?

Karan: No.

Sir: Then, you have to join our Junior Course.

Karan: What do they teach at Junior Level?

Sir: You will be taught parts of speech and verbs.

Karan: I would like to join the Junior Course.

Sir: Fine. Please meet Mr. Siddhartha and take admission.

Karan: What is the course fee?

Sir: You have to pay Rs.300/-

Karan: Thank you, Sir.

2.Drive Slowly

Dinesh : Hey! What has happened man? Is your left leg injured?

Avinash : Yes, I met with an accident.

Dinesh : when?

Avinash : Yesterday. I went to attend my cousin’s birthday party and while coming it was too late and too dark, there were no street lights.

Dinesh : Was the head lamp of your bike not working?

Avinash : It was working, but the road was quite narrow and full of pot holes.

Dinesh : I agree with you, but yesterday, you met with an accident, what about other people who rode bikes yesterday along the same road?

Avinash : You mean to say that I am responsible for this.

Dinesh : I know very well that you are a careless and a rash rider. You have the bad habit of imitating the silly two wheeler advertisements.

Avinash : Oh! Don’t be silly Dinesh. We are young, we can’t afford to be slow. It was an exciting experience, I enjoyed the ride.

Dinesh : Well! If you are so excited about riding fast, why don’t you participate in motor bike sports and win a medal?

Avinash : Wow! What an excellent idea. Give me more details.

Dinesh : I will, but listen to me carefully. Next time, when you ride your bike, try to be more careful, because physically handicapped are not allowed to participate in motorbike sports.

Understanding the Dialogue

Read the dialogue and answer the following questions:

* + - 1. How does Avinash meet with an accident?
      2. Does Dinesh believe Avinash?
      3. Why does Avinash ride his bike fast?
      4. Why does Dinesh ask Avinash to participate in motor bike sports?

1. 3. Simple Living - High Thinking

Vikas: What’s the matter Aakash?. You have worn a new dress. Is it your birthday?

Aakash : No, It’s not my birthday. Do we really need an occasion to wear new clothes?

Vikas : Don’t you think so?

Aakash : No, I don’t think so.

Vikas : How much money are you earning per month?

Aakash : Don’t be silly. I am not an employee. I am a student. How can I earn money?

Vikas : When you cannot earn money, how can you spend it?

Aakash : I am spending my dad’s money. What’s wrong in it?

Vikas : You are not spending it. You are wasting it. You have already purchased three pairs off dresses.

Aakash : So what? My dad given me Rs.1,000/- per month.

Vikas : But it doesn’t mean that you should spend all the thousand rupees. Have you ever tried to earn at least hundred rupees? Parents give us pocket money, so that in case of any unforeseen trouble, we ourselves can manage. At the same time our parents watch the way we are spending out money. So, don’t give them an impression that you are a spendthrift.

Aakash : What do you want me to do now?

Vikas : Reduce your needs and think twice before spending even one rupee and avoid unreasonable expenditure.

Understanding the Dialogue

Read the Dialogue and answer the following questions:

* + - * 1. Why does Vikas say that Aakash wastes money?
        2. Why do parents give pocket money?
        3. How much money does Aakash get as pocket money?

4.Summer Vacation

(Future Tense)

Sohan : will you spend your vacation in Delhi?

Rohan : Yes, I am leaving for Delhi tomorrow.

Sohan : Have you booked the ticket?

Rohan : Yes, I have. I am going by Rajadhani Express.

Sohan : What about your accommodation?

Rohan : I will be staying at my uncle’s residence.

Sohan : Will you do me a favor?

Rohan : Why not?

Sohan : Please bring some nice T-shirts for me.

Rohan : I will be happy to do that.

Sohan : Shall I give you money right now?

Rohan : Come on. Don’t embarrass me. You are my friend. I shall definitely bring some for you.

Understanding the Dialogue Read the above dialogue and answer the following questions:

* + - * Where does Rohan want to spend his vacation?
      * What does Sohan ask Rohan to bring from Delhi?
      * Why does Rohan refuse to take money from Sohan?
  1. Birthday Party

(Pronouns)

Savita : Wish you a happy birthday, Radhika.

Radhika : Thank you.

Savita : I have brought a gift for you.

Radhika : So nice of you. Have you come alone?

Savita : Yes my parents have asked me to convey their greetings to you.

Radhika : Why haven’t they come?

Savita : My father has gone to see his ailing friend who was with us through thick and thin.

Radhika : Who is he?

Savita : He is Mr. Sandeep Chawla, my father’s business partner.

Radhika : What about your mother?

Savita : She is busy, because she herself has to look after everything.

Radhika : You should have brought your kid brother, Bunty.

Savita : Bunty fell down and injured himself. He is very mischievous.

Radhika : I know that I myself have seen him troubling you.

Savita : But I do like him though we fight with each other.

Radhika : Well, please come with me, I shall introduce you to my parents.

Savita : Let us go.

Understanding the Dialogue

Read the above dialogue and answer the following questions:

* 1. Why do the parents of Savita not come to the Birthday Party?
  2. Who is Bunty?
  3. What happens to Bunty?
  4. Where does the conversation take place?

6. Work More - Talk Less

Samarth : Friends let us discuss the importance of silence in our life.

Saharsh: I think Anuradha is right person to talk about it.

Anuradha: Friends, I know the importance of silence let me keep quiet.

Samarth: Don’t worry. I’ll tell you the importance of silence. We waste a lot of precious time in speaking. We should not speak when we are not asked to speak and we should speak less when we are asked to speak. So, now I am going to speak for three hours on the topic “ Work More – Talk Less”

Anuradha: It’s an important topic and you want to spend just three hours for it.

Saharsh: yes, you should speak for at least five hours.

Samarth: Don’t be sarcastic, friends.

Anuradha: we aren’t, we are just encouraging you.

Samarth: Wow! What a good idea. I shall speak on ‘encouragement’

Saharsh: Oh! Shut up Samarth!. It’s disgusting. Why do you waste so much of time in talking?

Samarth: But without talking, how can we exchange our views and make friendship?

Anuradha: It’s your misconception. One need not talk for 24 hours to make friendship or to exchange the views.

Samarth: But why should we kept silent?

Anuradha: Silence helps us in organizing our mind, in controlling our anger. We think better when we are silent.

Samarth: Sorry friend, according to me, silence is dullness and inaction.

Anuradha: I have asked you not to speak but not to think. Silence doesn’t mean that one should stop even thinking.

Samarth: How to resist the temptation of talking?

Anuradha: It is quite difficult but possible. It needs will power. You should have the determination to resist the temptation First, you should develop the habit of reading good books and writing articles. Second, practice meditation and yogasanas. Third, as far as possible keep yourself engaged in some useful work. Fourth, avoid the company of loquacious friends. Fifth, speak briefly, logically and sensibly in a very few words.

Samarth: Wow! It’s interesting. Please tell more about it.

Anuradha: If you want to more, please go to Ramakrishna Math and seek the advice of any Swamiji, but don’t waste the precious time of Swamiji’s there.

Samarth: No, I won’t. I shall talk briefly, logically and sensibly.

Anuradha: That’s good.

Understand the Dialogue

Read the dialogue and answer the following questions:

* + 1. Why does Samarth ask his friends not to be sarcastic?
    2. What is Samarth’s opinion on silence?
    3. According to Anuradha, How to resist the temptation of aimless talking?
    4. What are the advantage of being silent?
    5. Why does Anuradha ask Samarth to go to Ramakrishna Math?

**7: Brain Drain**

**Saharsh: Hello Samarth, last week I came to see you. You were not there. Where did you go?**

**Samarth: Oh, I am sorry for disappointing you. I went to Madras to get my VISA.**

**Saharsh: Are you going abroad?**

**Samarth Yes, I am going to America.**

**Saharsh: Why are you going to America?**

**Samarth: Come on, Saharsh. Why do people go to America? They go to earn name, fame and money and to obtain higher qualifications.**

**Many Indian doctors, engineers, Scientists and other specialists after acquiring their initial professional qualifications or degree migrate to other countries.**

**Saharsh: But after acquiring more qualifications, they do not return to India but prefer to stay abroad and work in other countries.**

**Samarth: Naturally, having worked so hard, do they not have the right to enjoy their life. Why should they struggle for existence in India.**

**Saharsh: Our Government invests huge amounts may be as much as 5 lakhs of rupees on each individual, we suffer a great loss and get no return for our heavy investment.**

**Samarth: I am Sorry Saharsh, you have over looked certain advantages of going abroad. As it is there is unemployment, particularly among the educated people, in our country. More and more people will be coming out of the universities and, therefore you should not worry too much about this so-called brain-drain.**

**Saharsh: At the same time, Are we not completely deprived of the services of specialists like doctors and engineers? When the top scientists and technologists run away to other countries, who will serve our country?**

**Samarth: Many of our scientists, technologists, specialists and others are more interested in doing research and resolving the various problems posed by science and technology. They are not so much bothered about their personal earnings and comforts.**

**They will automatically like to go to that particular place where such facilities exist for research.**

**The scope and facilities available in advanced countries and definitely superior. So my friend, let us first increase the research facilities available in our country. The brain drain will then automatically come down.**

**Understanding the Dialogue**

**Read the dialogue and answer the following questions:**

* + - 1. **Why do doctors and engineers not return to India?**
      2. **What are the advantages of going abroad?**

**3.How does Samarth argue to support Brain Drain?**

8: Reading Books

Gangadhar: Saharsh, please switch off the T.V. You are wasting a lot of time. Why don’t you read some books?

Saharsh: Oh Daddy, Reading is so boring, I want some fun and reading does not give me any fun.

Gangadhar: You are not a kid now, you are an intermediate student. Try to read some good books.

Saharsh: Daddy, I often hear this phrase ‘good books’. What is a ‘good book’ exactly? Are my Physics, Chemistry, English not good books? I read them regularly.

Gangadhar: These are your curriculum books.

Saharsh: What else you want me to read.

Gangadhar: You have to read general books.

Saharsh: Such as?

Gangadhar: You must read books on religion, history, psychology, Indian classical music, Indian Dance. You must read the biographies of Jawaharlal Nehru, Mahatma Gandhi.

Saharsh: Daddy, what do I get If I read such books?

Gangadhar: you’ll come to know more about our country, because every Indian should know about the History and Geography, Political system of India.

From the works of Swami Vivekananda, Jawaharlal Nehru, you will develop self confidence, fearlessness, courage, positive ideas.

Saharsh: You mean to say, I can improve my personality and character.

Gangadhar: Exactly, Reading is one of the good habits. Unfortunately, most of the youngsters don’t have the habit. They waste their time either in gossiping or in watching T.V.

One should read at least one book every month.

Understanding the Dialogue

Read the dialogue and answer the following questions:

* + - * 1. Why does Gangadhar ask Saharsh to Switch off the T.V.?
        2. What type of books does Gangadhar ask Saharsh to read?
        3. What are the advantages of reading?

9.Don’t Put Off For Tomorrow What You Can Do Today

Principal: Why did you not attend the parents meeting?

Prakash: I am sorry, Sir. We went to zoo yesterday?

Principal: So, Animals are more important than your son.

Prakash: You are mistaken. Sir, we went with our son.

Principal: I am sorry, Mr.Prakash, this is sheer irresponsibility. We hold the parents meeting to share our views. We want to help your children in a better way and that is not possible unless you co-operate with us.

Prakash: My son was scored only 45 marks in Maths.

Principal: What am I to do? Meet his Maths teacher Miss Veena Mathur.

Prakash: I went to staff room. It seems, she is on leave.

Principal: Yes, I have forgotten to tell you that. She was here, yesterday. Waiting for you, she wanted to tell you that your son had not been paying proper attention.

Prakash: My son hates Maths.

Principal: Mr.Prakash, you are a Maths Professor and it is your responsibility to see that your son loves Mathematics.

Prakash: I don’t get time to teach my son at home.

Principal: You leave the university by 3 P.M. don’t you?

Prakash: But from 4 P.M. to 8 P.M. I teach in a tutorial.

Principal: Don’t run after money, Mr.Prakash. University pays you more than Rs.7,000/- per month. Is it not sufficient? If you always keep yourself busy, who will take care of your son?

Prakash: I am earning money for my son.

Principal: Don’t earn money at the cost of your son’s bright future.

Understanding the Dialogue

Read the dialogue and answer the following questions:

* + - 1. Why does Prakash not attend the parents meeting?
      2. Why does Prakash want to meet the principal?
      3. What does Prakash teach?
      4. Why does Prakash earn more money?
    1. Self Medication

Sravani: Good Evening Doctor

Sagar: Good Evening Ms.Sravani. What’s your problem?

Sravani: I have bad cold.

Sagar: Since when?

Sravani: For the last one month

Sagar: It’s unbelievable. What have you been doing for one month?

Sravani: I had taken many tablets but they did not help me.

Sagar: What do you mean by ‘many tablets’?

How can you take medicines on your own?

Sravani: Whenever any member of my family falls sick and goes to the doctor.

I noted down, the symptoms and the names of the medicines prescribed, and whenever I fall sick I just see the diary and select the medicines.

Sagar: Very interesting. So, what tablets have you taken so far?

Sravani: I Started with Saridon but it did not give good result then I tried Metacine for three days and Vikoryl for one week followed by Cirfan 500mg for 15days.

Sagar: It is ridiculous. Ms.Sravani you are an educated young woman and you take medicines as you like.

Why have you come to me now? Try some more medicines.

Sravani: No Sir, The medical shop owner has refused to give medicines. My cold is getting aggravated gradually.

Sagar: Cirfan is one the most powerful anti - biotics and your cold was not cured by it.

No other tablet can cure you now.

Sravani: What should I do now?

Sagar: Just stop taking medicines for a month and you’ll be alright.

You should not have done that. Ms.Sravani, we are there, to help you. Now, don’t practice surgery.

Understanding the Dialogue.

Read the following and answer the following questions as briefly as you can.

* 1. Where does the dialogue take place?
  2. What is the meaning of ‘Self Medication?’
  3. What did Sagar Suggest?
  4. For how many days did Sravani suffer from cold?

Chapter Seventeen

What To Say

To a person going on a holiday

Bye-Bye. Have a wonderful time. Do get in touch when you get back. Look after yourself.(To a frisky, naughty girl) Be good.

To a person going away for good

It has been such a pleasure knowing you and you’ve been a wonderful friend.

I’ll miss you terribly. Do write and let me know you’ve reached safely, and please don’t lose touch. Always remember that.

Whenever you find time to come back to Hyderabad for a holiday our home is open to you.

To a person who has failed an examination

You must be terribly disappointed. Never mind and don’t lose heart.

To a person who has lost a job

I’m terribly sorry, but don’t worry. I’m sure something better will turn up.

To a person who has lost a relative

I’m very very sorry to have heard your…… died. If there’s anything I can do, please don’t hesitate to ask.

To a person from whom you want information

Would you be kind enough to let me know…..

I wonder whether you would give me some information…..

Could you please tell me…..

I should be very grateful if you would let me have the following information……

Would it be possible for you to tell me….

Please let me know……

Perhaps you would be good enough to give me details of…….

I should be very much obliged if you would let me have full details of …..

I should particularly like to know

For awkwardness

(if you’ve upset a vase, stepped on someone’s toe, poked somebody with your umbrella, arrived late, dialed wrong phone number)

Say : Sorry/I’m very sorry. Please excuse me.

Ans : That’s quite all right/ It’s all right/ It does

n’t matter/ Please don’t worry. If you come late to the theatre and have to pass people who are already in their places. You say. Excuse me or I am so sorry.

Apologetic expressions:

Expressions Answers

Sorry to trouble you That’s all right

Sorry to bother you just now. Oh. That’s quite all right.

Sorry to have kept you waiting It doesn’t matter

I hope I’m not disturbing you. Not at all.

More apologetic expressions:

* + - * I’m afraid I’m not free this week.
      * I’m afraid I can’t make it on Sunday.
      * ‘Mohan’s sorry he couldn’t come, but he had to rush off to the hospital.

(Mohan is a doctor and not a patient)

* + - * ‘Dinesh asked me to say he’s so sorry, he couldn’t join us, but he has to go to the dentist.’

Excuse me:

* + - * Excuse me, could you tell me the way to the station?
      * Excuse me, haven’t we met before?
      * Excuse me, is this seat taken?

When you are in a hurry:

* + - * + I must go now.
        + I really can’t stay any longer
        + We ought to have started earlier
        + If I don’t go now I’ll miss my train.
        + I‘m in a hurry.
        + We’d better make haste.
        + We’d better take a taxi.
        + Some body’s waiting for us/me.
        + We/ I mustn’t keep him waiting.

About getting late:

I’m afraid I’m late.

I’m not ready, I’m afraid.

I hope I’m not late.

When you are surprised:

What a surprise! What’s that! Good heavens! My goodness! Good gracious!

When you are worried:

* 1. What’s the matter with you?
  2. What’s wrong with you?
  3. Why are you looking so tired?
  4. Why are you getting so thin/losing weight?
  5. Why are you looking so pale?
  6. You’re looking very pulled down or you’re not looking well. What’s the matter?

Conveying Greetings:

Formal : Please remember me to your family. (Thanks, I will)

Informal : Give my love to Supriya.

Other’s enjoyment:

1.Have a good time Thank you.

2.Have a good holiday Thank you, I’m sure I shall.

3.Enjoy yourself Thank you, I’m sure I shall.

4.I hope you have a good time.

5.Take care of yourself.

Just before an interview or an examination

Good Luck/ Thank you.

Best of Luck/I’ll need it.

Congratulating a bride and bridegroom:

Congratulations/I wish you every happiness

Thank you.

Illness : I hope you’ll get better soon.

I do hope you’ll get better soon.

Wish you a speedy recovery.

When guests arrive : I’m so glad you could come(following an invitation)

Hello, How nice to see you.(unexpected visitors)

What a pleasure to see you!

What a pleasant surprise!

At the end of a party, etc., Thank you for a lovely evening.

Birthday : Many Happy returns of the day. Thank you.

Christmas : Merry Christmas! Thank you and the same to you.

New Year : Wish you a very happy new year.

Formal and Informal polite remarks:

Good Morning( until about lunch-time)

Good Afternoon(until about 5P.M.)

Good Evening(until mid-night)

Good Bye(formal)

Bye-Bye(less formal)

Have a good weekend

Best of Luck

Enjoy yourself

Congratulations

See you soon

How do you do?

How are you(formal)?

How are you getting on?

How’s life?

Chapter Seventeen

INTERJECTION

The interjection is a part of speech which is more commonly used in informal language than in formal writing or speech. Basically, the function of interjections is to express emotions or sudden bursts of feelings. They can express a wide variety of emotions such as: excitement, joy, surprise, or disgust.

Interjections can come in the form of a single word, a phrase, or even a short clause. Aside from that, they are usually (but not always) placed at the beginning of a sentence. The importance of interjections lies in the fact that they can convey feelings that may sometimes be neglected in the sentence.

Example:

* *Nice*! You got a Monster Kill in your first game!
* *Sweet!*I got a PS4 for my birthday!
* *Good!* Now we can move on to the next lesson.
* I just replaced your sugar with salt. *Bazinga!*
* *Hooray!* I got the job!
* *Hey!*Stop messing with me!
* *Ouch!*That must’ve hurt really bad!
* *Oh!* They’re here!
* *Boo-yah*! This is the bomb!
* Are you still going to eat that? *Yuck!*
* *Yahoo!*I got my Christmas bonus!
* *Eek!*There’s a flying cockroach
* Huh? What did you just say?
* What? You still haven’t submitted your project?
* Oh, really? I never thought he’s that kind of guy.

**What are Other Examples of Interjections?**

* Duh
* Oh
* Oops
* Ha
* Yikes
* Whoa
* Geez
* Yum
* Oy
* Eh
* Wow
* Yo
* Yippee
* Alas
* Dear
* Oh
* Uh-huh
* Phew
* Indeed
* Cool
* Wicked

6 Types of Interjections with example:

## 1. Interjections for Greeting

This type of interjection is used in the sentence to indicate the emotion of warmth to the person meeting with such as Hello! , Hey! , Hi! Etc

* ‘Hey! Where are you going?’
* Hi!, What are you up to ?
* Hello!, I am Ekta.

2. Interjections for Joy

This type of interjection is used in the sentence to indicate immediate joy and happiness on any happy occasion occurred such as hurrah, wow, hurray, etc. these include: Hurrah! , Hurray! , Wow! Etc.,

* Hurrah! We’ve won!
* Good! Now we can move on.
* Wow! What a beautiful dress!

3. Interjections for Attention

This type of interjection is used in the sentence to draw attention of someone such as Look!, Listen!, Behold!, hush!, shh! etc.

* Look! She is so bad.
* Listen! I am not talking about you.
* Behold! Something is there.
* Shh!, be quiet!.

4. Interjections for Approval

This type of interjection is used in the sentence to express the strong sense of approval or agreement for something that has happened such as Bravo! , Brilliant! , Well done!

* Well done! You won the race
* Brilliant!, that was a go
* od shot.
* Bravo!, You scored the most.

## 5. Interjections for Surprise

This type of interjection is used in the sentence to express the strong sense of surprise about something that has happened such as Ha! , What! , Oh! , Ah! , Eh! Etc

* Ah! It feels good.
* Oh! You both know each other.
* What! He died.
* Ah! I got a 100$ note.

6. Interjections for Sorrow

This type of interjection is used in the sentence to express the emotion of sadness about something unfortunate has happened such as Alas! , Ah! , Oh! , Ouch! Etc.,

* Ouch! That hurts.
* Oops, I’m sorry. That was my mistake.
* Alas! He broke his leg.

An Interjection is a short exclamation that expresses emotion. An interjection is a part of speech that shows the emotion or feeling of the Author. Most important Interjections list.

Aah: Exclamation of fear

Ahh: Realization or Acceptance

Aww: Something sweet or cute

Bingo: Acknowledge something as right

Eh:Question Something

Uh oh: Showing dismay

Whew: Amazing and/or relief

Wow:Expressing Surprise or Admiration

Yay/Yaay: Congratulatory exclamation

Yeah: Variant of yes

Yikes: For fear of concern(not serious)

Uh: Indicates a pause/ need for more time

Hmm: Thinking/Hesitating about something

Er: Not knowing what to say

Um: Pausing or being skeptical

Eww: Something disgusting

Hmph: To indicate displeasure

Oh: I see/ I think

Oops: Making a mistake

Ouch: Exclamation of pain

Shhh: An Indication for silence

Yippee: Exclamation of Celebration

Exercise

Circle the interjection or interjections in each sentence below.

Example: Oops: I spilled my milk.

Answer: Oops

1. Aha! I finished my test on time.

2. Ouch! You hit me in the leg.

3. Wow! I can’t believe I finished the marathon.

4. Oh, I’m not sure about that.

5. No, you should not have done that

6. Alas, we made it to the island.

7. Hooray! We won the championship game!

8. Good grief, that was a close one.

9. Oops, I forgot to tell you where to go.

10. Hey, can you help me out?

11. Aham, make sure to keep the noise level down?

12. Yow! I can’t believe you just did that!

13. No, you need to complete your work first.

14. Great, I forgot my purse.

An Interjection is a word added to a sentence to convey an emotion or a sentiment.

Common Interjections include: great, ouch, ha, hey, gee, hoorah, hey, oh, oops, wow, yes, well, no, alas, aha.

Directions: Write a sentence with each Interjection given below.

Example: No

Answer: No, You can’t go to the mall with your friends.

a) great-

b) Rah-

c) Wow-

d) Boo Hoo-

e) Exactly-

f) Zap-

g) Yow-

h) Ahem-

i) Alas-

h) Oh-

Chapter 18. Determiners

Determiners are words that come before nouns. They contain several classes of words, including pronouns and adjectives. They determine or limit the noun by giving some additional information about it. Determiners show whether a noun refers to is a general or a specific object, person, or place. They indicate which or how many things the noun refers to. Determiners define or limit a noun to the singular or plural. They indicate the amount or quantity. Determiners and nouns together make noun phrases. They make noun phrases with adjectives too. Determiners may precede numerals too.

Determiners are words placed in front of a noun so that what the noun is referring to can be defined. The word “books’ by itself is a general reference to some books. If we say “these books’, we know what books we are talking about. If we say ‘some books’, we refer to a certain set of books. Here ‘these’ and ‘some are determiners.

Note: Little, a Little, the little.

* Little is a negative adjective and means “not much”, e.g.  
  He had little money (not much money).
* A little is an affirmative adjective, and means “some at least”, e.g.  
  He had a little money (some money at least, although the amount was small).
* The little implies two statements one negative, and the other affirmative.  
  He spent the little money he had.

**That is**

* The money he had was not much. (Negative)
* He spent all the money that he had. (Affirmative)

Determiners can be categorized into several categories like –  
Definite and Indefinite Articles: Definite – “the”. Indefinite – ‘a’, ‘an’.  
Demonstratives: this, that, these, those  
Possessives: my, your, his, her, its, our, their  
Quantifiers: a few, a little, much, many, a lot of, most, some, any, enough, etc.  
Numbers: one, two, thirty, etc.  
Distributives: either, neither, each, every, half, both, all, etc.  
Words which show the difference: other, another  
Question words: which, what, whose  
Words which define: which, whose, etc.

**Using Articles with Countable and Uncountable Nouns**  
A countable noun always takes either the indefinite (a, an) or definite (the) article when it is singular. When plural, it takes the definite article (the) if it refers to a definite, specific group and no article if it is used in a general sense.  
Examples:

* The guest of honor has arrived.
* I am expecting a guest for dinner.
* The guests are about to arrive.
* Guests are welcome anytime.

Uncountable nouns never take the indefinite article (a, an), but they do take singular verbs. The is sometimes used with uncountable nouns in the same way it is used with plural countable nouns, that is, to refer to a specific object, group, or idea.  
Examples:

* The Internet helps us to access information from any part of the world.
* The information that you gave me was incorrect.
* Sugar has become cheaper.
* Please put the sugar in the pot.

**Quantitative Adjectives with Countable and Uncountable Nouns**

1. Some, any  
Both words modify either countable or uncountable nouns.  
Examples:

* There are some biscuits in the tin. (countable)
* There is, some water in the bottle, (uncountable)
* Do you serve any drinks here? (uncountable)
* Did you eat any mangoes? (countable)

2. Much, many  
Much modifies only uncountable nouns.  
Examples:

* How much money do you have in the bank?
* They ate so much food that they are feeling sick.

Many modifies only countable nouns.  
Examples:

* How many children are there in this school?
* I saw many books at the Book Fair.
* Many Indians work in Europe.

3. A lot of, lots of  
These words are informal substitutes for much and many.  
Examples:

* She sends you lots of love, (uncountable)
* A lot of Indians travel to Europe, (countable)

4. Little, few, quite a few  
Little modifies only uncountable nouns.  
Examples:

* We had a little ice cream after lunch.
* She offered little help for my problem.

Few and quite a few modify only countable nouns.  
Examples:

* A few teachers from this school have studied abroad.
* Few teachers from this school give private tuitions. (meaning ‘only a small number’)
* Quite a few teachers from this school give private tuitions, (meaning ‘a large number’)

5. A little bit of, quite a bit of  
These informal phrases usually precede uncountable nouns. Quite a bit o/has the same meaning as quite a little and is used more commonly.  
Examples:

* There’s a little bit of salt in the curry.  
  (meaning ‘a small amount’)
* There’s quite a bit of pepper in the curry.  
  (meaning ‘a large amount’)

6. Enough  
This word modifies both countable and uncountable nouns.  
Examples:

* I don’t have enough tomatoes to make the sauce, (countable)
* We have enough oil to make the sauce, (uncountable)

7. Plenty of  
This term modifies both countable and uncountable nouns.  
Examples:

* There are plenty of fruits on the trees, (countable)
* He has plenty of money in the bank, (uncountable)

8. No  
This word modifies both countable and uncountable nouns.  
Examples:

* There were no dogs in the park today, (countable)
* We have no information about the meeting, (uncountable)

**Hence, we conclude:**

1. Countable singular: each, every, any, one
2. Countable plural: some, any, most, more, all, a lot of, no, both, several, few/fewer/fewest, a few, a couple of
3. Uncountable: much, less, little, a little, very little, some, any, most, more, all, a lot of, no, none of the

Exercises:

**Fill in the blanks using suitable determiners.**

(a) …………………………….. (a/an/the) man went for (b) …………………………….. (a/an/the) holiday to (c) …………………………….. (a/an/the) place near (d) …………………………….. (a/an/the) sea., (e) …………………………….. (every/all/some) morning he went for a swim in the sea. On (f) …………………………….. (all/most/every) days the sea was rough, but on (g) …………………………….. (every/most/some) days it was calm.  
Answer:  
(a) a  
(b) a  
(c) a  
(d) the  
(e) every  
(f) most  
(g) some

Question 2.  
Savita has lost the (a) …………………………. pens she had. Now she has spent the (b) …………………………. money she had on buying more. So she is giving (c) …………………………. worried look.  
Answer:  
(a) few  
(b) little  
(c) a

Question 3.  
There are so (a) …………………………. ways of entertainment in life. (b) …………………………. circus is one of the most entertaining media. Last Sunday (c) …………………………. of (d) …………………………. friends went to see the Diamond Circus. My uncle took us there. (e) …………………………. one paid for (f) …………………………. ticket.  
Answer:  
(a) many  
(b) The  
(c) some  
(d) our  
(e) Every  
(f) his

***Fill in the blanks with suitable determiners:***

1. There was \_\_\_\_ accident near \_\_\_\_ central market this morning. \_\_\_\_ car hit  \_\_\_\_\_ scooter and \_\_\_\_ man on  \_\_\_\_\_ scooter was killed.

**Ans: an, the, A, a, a, the**

2. \_\_\_\_\_ postman put  \_\_\_\_\_ letter under  \_\_\_\_ front door just  \_\_\_\_\_ hour after you had left.

**Ans: The, a, the, an**

3. A cup of tea may seem  \_\_\_\_\_ ordinary thing to \_\_\_\_ of us in India. But drinking tea is \_\_\_\_\_ ritual which is taken very seriously in  \_\_\_\_\_ Japanese homes.

**Ans: an, some, a, many**

4. \_\_\_\_\_ king fought bravely but he was defeated by  \_\_\_\_\_ enemies.  \_\_\_\_\_ defeated warrior left  \_\_\_\_\_ battlefield and hid in  \_\_\_\_\_ is cave.

**Ans: The, his, The, the, a**

.