

Unit-1

PARTS OF SPEECH

The part of speech indicates how a word functions in meaning as well as grammatically within the sentence. An individual word can function as more than one part of speech when used in different circumstances. It is important to understand that every word in a sentence has a job to do, or a role in the sentence.

Example:-



There are eight parts of speech in the English language.



Let us now look into these:

NOUN

A **NOUN** is a word that refers to a thing (*book*), a person (*Betty Crocker*), an animal (*cat*), a place (*Omaha*), a quality (*softness*), an idea (*justice*), or an action (*yodeling*).

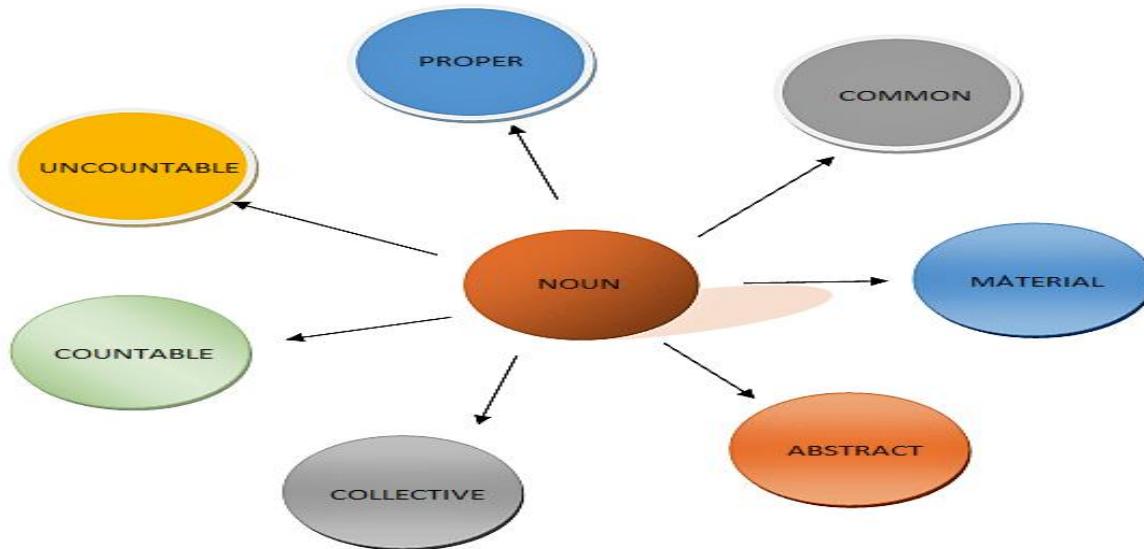
Person: Ms. Grace likes to eat spinach.

Place: I like Eiffel Tower the most.

Thing: To cook you need a couple of **pots**.

Quality: Honesty is a great value to possess.

Kinds Of Nouns



COMMON NOUN

A **COMMON NOUN** refers to a person, place, or thing but is not the name of a particular person, place, or thing.

Example: *Car, Pizza parlor, hotel, animal, city, king, radio*

PROPER NOUN

A proper noun is the name of a particular person, place, or thing; it usually begins with a capital letter.

Example: *Volkswagen, Domino's Pizza, Raphael*

Some more examples:

Common Noun	Proper Noun
Man	Ganesh
Country	India
Religion	Buddhism
Company	Google

MATERIAL NOUN

A material noun is the name of material, substance, or ingredient which things are made of i.e., iron, copper and gold etc.

Note- A material noun is a type of common noun, but a distinction is made between the two. A common noun is usually a countable noun, but a material noun is an uncountable noun.

- For example: - **The cow gives us milk.**
- ‘Cow’ is a common noun (countable), but ‘milk’ is a material noun (uncountable).

ABSTRACT NOUN

An abstract noun is usually the name of a quality, feeling, action or state which can't be perceived through five senses.

Example: *Folder, sand, board, table, book*

Countable Noun

Countable nouns are those that refer to something that can be counted using numbers. They have both singular and plural forms.

e.g., cat/cats; woman/women; country/countries.

Countable nouns can be used with articles such as **a/and the** or quantifiers such as **a few** and **many**.

Uncountable/Mass Noun

Uncountable nouns are nouns that come in a state or quantity that is impossible to count; liquids are uncountable, as are things that act like liquids (sand, air). Abstract ideas like creativity or courage are also uncountable.

- milk, water, ink, sugar, butter
- (not, a milk, one water, two sugar)

They are always considered to be singular, and can stand alone or be used with **some, any, a little, and much.**

Difference b/w Countable & Uncountable Noun

	Countable Noun	Uncountable Noun
Eg:-	Stars, Seconds, Rupees etc.	Money ,time ,knowledge etc.

Verb	Singular with Singular noun Plural with Plural noun	Singular
Adjective	Many, few, a number of , the number of	Much , little , quantity of
Article	A/An/the can be used	only 'the' can be used

COLLECTIVE NOUN

A collective noun is the name of a group or collection of persons, animals or things regarded as a whole.

Example:

A group of	Collective Noun
Players	team
Employees	staff
Students	class
Soldiers	army
Onlookers, people	crowd
Wolves, sharks, rats, hounds	pack
Keys	bunch
Kangaroos	mob
Books	pile/ stacks
Camels, birds, tourists	flock
Fish	shoal
Slaves, thieves	gang

COLLECTIVE NOUNS

PEOPLE

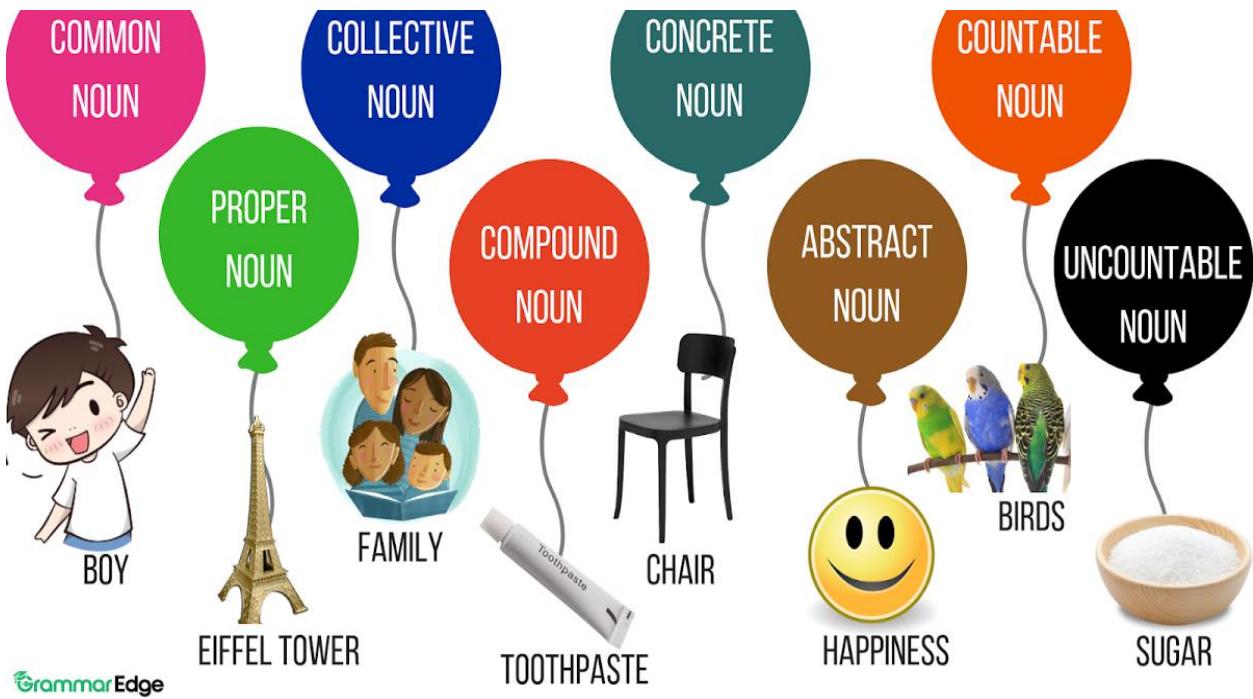
A band of men
A cast of actors
A stack of librarians
A sentence of judges
A galaxy of beauties
A bevy of girls
A choir of singers
A pack of smokers
A blast of hunters
A blush of boys
A board of directors
A circle of friends
A body of men
A bunch of crooks
A caravan of travelers
A class of pupils
A company of actors
A crew of sailors
A gang of thieves
A disguising of tailors
A doctrine of doctors
A staff of employees

ANIMALS

A colony of gulls
A brood of hens
A flight of birds
A flock of turkeys
A group of guinea pigs
A litter of cubs
A kennel of dogs
A sloth of bears
A gang of weasels
An ambush of tigers
A smack of jellyfish
A destruction of (wild) cats
A company of angelfish
A squad of squid
A swarm of eels
A troupe of shrimp
A knot of toads
A clew of worms
A culture of bacteria
A flight of butterflies
A cluster of spiders

THINGS

A batch of cakes
A bottle of milk
A bowl of rice
A box of cereal
A can of soda
A carton of milk
A cup of tea
A glass of water
A jar of honey
A jug of water
A kilo of meat
A loaf of bread
A packet of tea
A piece of cheese
A pile of cookies
A slice of bread
A tub of margarine
A bar/A square of chocolate



PRONOUN

A pronoun is a word that replaces a noun or a noun phrase. Words such as I, we, you, he, him, them etc. are called pronouns. E.g.

I asked Sam whether Sam knew Sam's marks.

In this sentence- ‘Sam’ (Noun) is repeated thrice.

Therefore, to avoid this repetition, a pronoun should be used.

I asked Sam whether he knew his marks.

‘He’ ‘in this sentence stands for ‘Sam’ and ‘his’ for ‘Sam’s’.

Here, therefore ‘he’ and ‘his’ are pronouns.

Kinds of Pronouns

- | | |
|-------------------------------|----------------------------------|
| 1) Personal Pronouns | 5) Demonstrative Pronouns |
| 2) Possessive Pronouns | 6) Indefinite Pronouns |
| 3) Reflexive Pronouns | 7) Relative Pronouns |
| 4) Emphatic Pronouns | 8) Interrogative Pronouns |

1. Personal Pronoun

They refer to a specific person or thing by indicating the person speaking, the person being addressed, or any other person or thing being discussed.

These are the pronouns which stand for the three ‘Persons’ the **First Person**, the **Second Person**, and the **Third Person**.

- The **First** person refers to the **speaker or speakers** (I, We, etc.)
- The **Second** person refers to the person or persons **spoken to** (you)
- The **Third** person refers to the person or thing (people or things) **spoken about** (he, she, him, They etc.)

Personal Pronouns are used in their various cases and numbers.

Case Forms of Personal Pronouns		
	Singular	Plural
Nominative Case		
First Person	I	we
Second Person	you	you
Third Person	he, she, it	they
Objective Case		
First Person	me	us
Second Person	you	you
Third Person	him, her, it	them
Possessive Case		
First Person	my, mine	our, ours
Second Person	your, yours	your, yours
Third Person	his, her, hers, its	their, theirs

2. Possessive Pronouns

- Possessive pronouns show that something belongs to someone. The forms mine, ours, yours, his, hers etc. are called possessive pronouns. They are used to express ownership/ possession/ relationship. E.g.,
- The kids are **yours** and **mine**.
- **Jane takes pride in Jane's outfits.**
- It sounds odd to use Jane's name twice in this sentence. A possessive pronoun solves the problem:
- **Jane takes pride in her outfits.**

A **possessive pronoun** also tells us who owns a thing. However, a possessive pronoun is NOT followed by a noun:

- *Whose book is this?*
- *Is it yours? (yours book ×)*

Person	Singular	Plural
First	Mine	Ours
Second	Yours	Yours
Third	His, hers, its	Theirs

3. Reflexive Pronoun

Reflexive pronouns are formed by the addition of the suffix **self** (singular) or **selves** (plural) to simple pronouns such as *my, your, her, him, it, them and our*.

My + self = Myself

Your + self = Yourself

Our + self = Ourselves

Them + selves = Themselves

It + self = Itself

It refers to a noun or pronoun that is already mentioned. It adds new information and cannot be removed from the sentence.

Singular	Plural
Myself	Ourselves
Yourself	Yourselves
Himself, herself, itself	Themselves

Reflexive pronouns are used when the subject and the object refer to the same person or thing. For Example

- I saw **myself** in the mirror.
- He hurt **himself** while playing.
- You should address the letter to **yourself**.
- Each of the above bold words (reflexive pronouns) is the object of the verb in the sentence but refers to the same person as the subject.

Pronoun Chart					
	Subject Pronouns	Object Pronouns	Possessive Adjectives	Possessive Pronouns	Reflexive Pronouns
1 st person	I	me	my	mine	myself
2 nd person	you	you	your	yours	yourself
3 rd person (male)	he	him	his	his	himself
3 rd person (female)	she	her	her	hers	herself
3 rd person	it	it	its	(not used)	itself
1 st person (plural)	we	us	our	ours	ourselves
2 nd person (plural)	you	you	your	yours	yourselves
3 rd person (plural)	they	them	their	theirs	themselves

4. Emphatic Pronoun

Emphatic pronouns are pronouns used for highlighting, stressing, or emphasizing the noun or pronoun that comes before it.

Singular	Plural
Myself	Ourselves

Yourself	Yourselves
Himself, herself, itself	Themselves

Emphatic pronouns can be omitted without changing the sense of a sentence.

For Example:

- Joseph **himself** went to check the gate.
- Mom drove me to school **herself**.
- *We intend to do all the work **ourselves**.*
- *Did you **yourself** make the cake?*

Notes:

The emphatic pronouns cannot be used as subjects. It is therefore wrong to say:

- John and myself went there.
Herself swam in the river.
I invited herself to tea.
- **The correct sentences are as follows:**

John and I went there.

She swam in the river.

I invited her to tea.

Difference between reflective and emphatic pronouns

Note that an emphatic pronoun can be removed from the sentence and the core meaning would not be affected. A reflexive pronoun, on the other hand, is indispensable. The sentence wouldn't make complete sense if you remove the reflexive pronoun.

Compare:

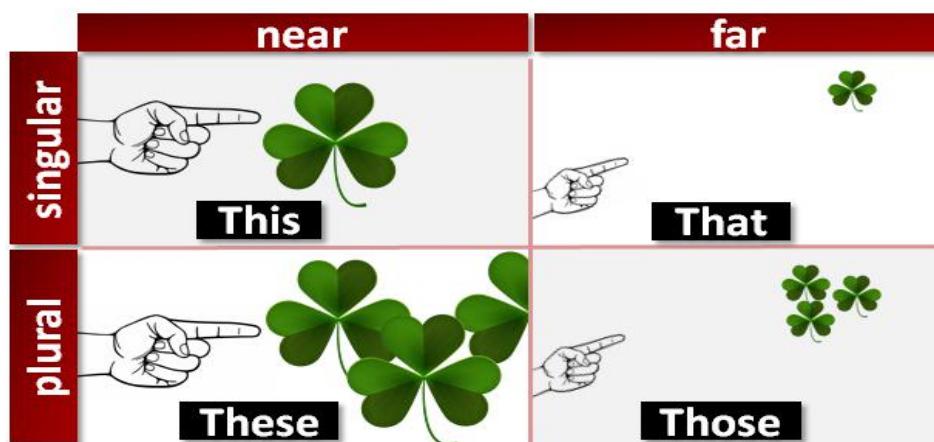
He himself cut the cake. He cut the cake.

He cut himself. He cut ...what?

You will have noticed that in the first pair of sentences, the core meaning doesn't change when the emphatic pronoun himself is removed from the sentence. In the second pair of sentences, the meaning changes or becomes incomplete when the reflexive pronoun is removed.

5. Demonstrative Pronoun

These pronouns point out people or objects. There are four demonstrative pronouns.



For Example: -

- That is a long way to go.
- This is my car
- After dinner, can you wash these?
- Can you give me the names of those who were absent?

'This' and 'These' are used for person or things that are near to the speaker. 'That' and 'Those' refer to the person or things that are farther away from the speaker.

6. Indefinite Pronoun

Indefinite pronoun refers to non-specific person or thing. The most common ones are **all**, **anything**, **something**, **somebody**, **nobody**, **each**, **everybody**, **everyone**, **everything**, **either**, **neither**, **no one**, **someone**, **everyone**, **anyone**.

Indefinite pronouns are singular pronoun

7. Interrogative Pronoun

Interrogative pronouns are used to frame questions. Words like Who (subject pronoun), Whom (object pronoun), Whose, What, which are known as interrogative pronouns.

For Example:

- ***Whose jacket is this?***
- ***Which of those girls do you like?***

8. Relative Pronoun

They reflect to the noun of the sentence mentioned previously. Words like who, whoever, whose, whom, whomever, that, which, whichever, what, whatever are used as relative pronouns.

Example: *The four team leaders, whomever the committee selects, will be at tomorrow's meeting.*

The cyclist who won the race trained hard.

Spaghetti, which we eat at least twice a week, is one of my family's favorite meals.

The pants that I bought yesterday are already stained.

ADJECTIVE

An **adjective** describes or modifies noun/s and pronoun/s in a sentence. It normally indicates quality, size, shape, duration, feelings, contents, and more about a noun or pronoun.

It usually answers the question of which one, what kind, or how many.

- The team has a dangerous batsman. (What kind?)
- I have ten candies in my pocket. (How many?)
- I loved that red car. (Which one?)
- I earn more money than he does. (How much?)

Positioning of an adjective in a sentence.

- **Before a noun –**

She has a beautiful handwriting.

My cake should have sixteen candles.

- **After a verb –**

Her handwriting is beautiful.

It smells gross in the locker room.

Driving is faster than walking.

8 Types of Adjectives

With Examples



- 1. Proper Adjectives**
- 2. Descriptive Adjectives**
- 3. Quantitative Adjectives**
- 4. Numeral Adjectives**
- 5. Demonstrative Adjectives**
- 6. Distributive Adjectives**
- 7. Interrogative Adjectives**
- 8. Possessive Adjectives**

1. Proper Adjective

An adjective formed from proper noun, particularly from names of geographical places is called proper adjective. It is spelled with a capital letter.

For Example: -

- I live in Japan (proper noun) and I love Japanese (proper adjective) food.
- This is Swiss cheese.
- We drink Assamese tea.
- He eats Russian caviar.
- The British council rejected the new law.

2. Descriptive or Attribute Adjective

These adjectives describe nouns or pronouns. They show the quality of a person or thing the noun names. Such adjectives supply an answer to the question of ‘WHAT KIND’?

For Example: -

- Mohan’s drawing is amazing.
- We had a fantastic trip last year.
- The lotus is a beautiful flower.
- Delhi is a crowded city.

3. Quantitative Adjective

It describes the number or quantity of noun or pronoun. Generally, they answer the question ‘HOW MUCH’?

For Example: -

- I have only few balloons to decorate the house.
- She ate the **whole** watermelon.
- Jonathan drank **little** water during the marathon.
- He has **sufficient** tenacity.
- The scientists did not have **much** time to complete the project.

4. Numeral Adjective

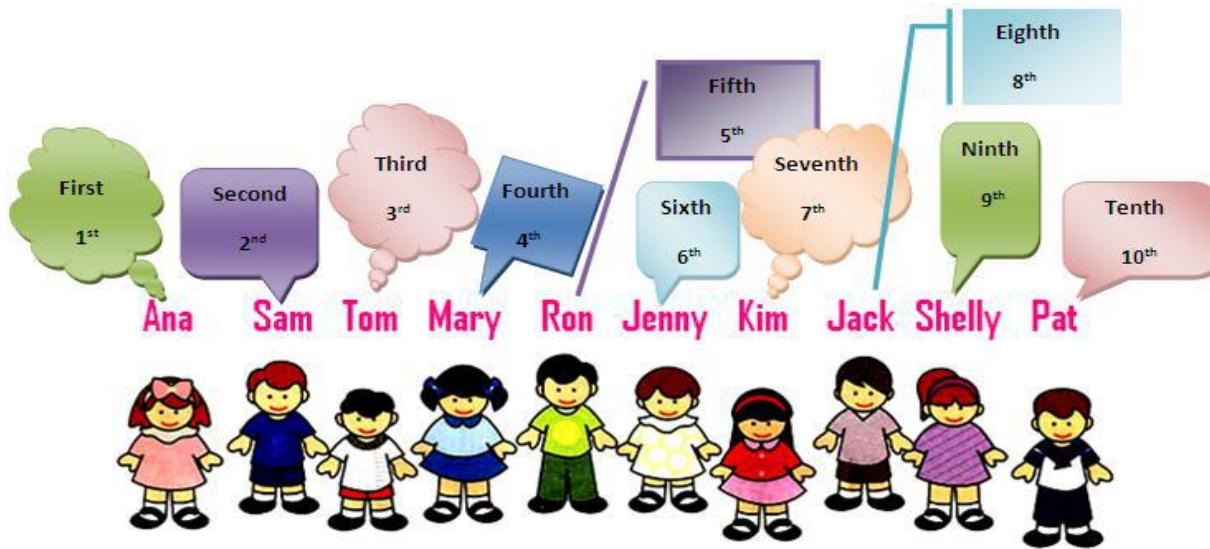
A numeral adjective is an adjective that tells us about how many or how much or in what order the noun is in.

For Example: -

- There are **seven** days in a week.
- I have **two** tins of paint in the shed.
- Rachel bought **three** dresses at the shopping mall.
- Brad was the **first** student to receive an award for the best player at the games.

There are three kinds of numeral adjectives:.

- **Definite numeral adjectives** use cardinal (numbers used in an amount) and ordinals (numbers used as an order).
- i.e., The sixth applicant performed well.
- **Indefinite numeral adjectives** give us an idea as to how many, but it is not specific.
- i.e., I have some considerations to discuss with you.
- Distributive numeral adjective tells us something about the group.
- i.e., Each hand has five fingers.



5. Demonstrative Adjective

A demonstrative adjective (this, that, these, those) shows the noun it modifies is singular or plural and whether the position of the noun is near or far from the person who is speaking or writing. A demonstrative adjective also points out a fact about the noun.

For Example: -

- Give me that blue water bottle.
- This time I won't fail you.
- I want those gorgeous marbles.
- I wanted to propose you that day.
- These mangoes are rotting.

Note: - Demonstrative adjectives describe nouns or whereas demonstrative pronouns replace nouns.

- Examples of Demonstrative Adjectives and Pronouns in the same sentence.
- These (adjective) are sharper than those. (Pronoun)
- This (adjective) watch is mine but that (Pronoun) is not.

6. Distributive Adjectives

Distributive Adjectives are words used to refer to members of a group as individuals.

There are only four Distributive Adjectives (**each, every, either, neither**)

For Example: -

- Either side of the river is safe.
- Neither person had the strength to lift the required weighs.
- Every student was asked to keep their desk tidy.

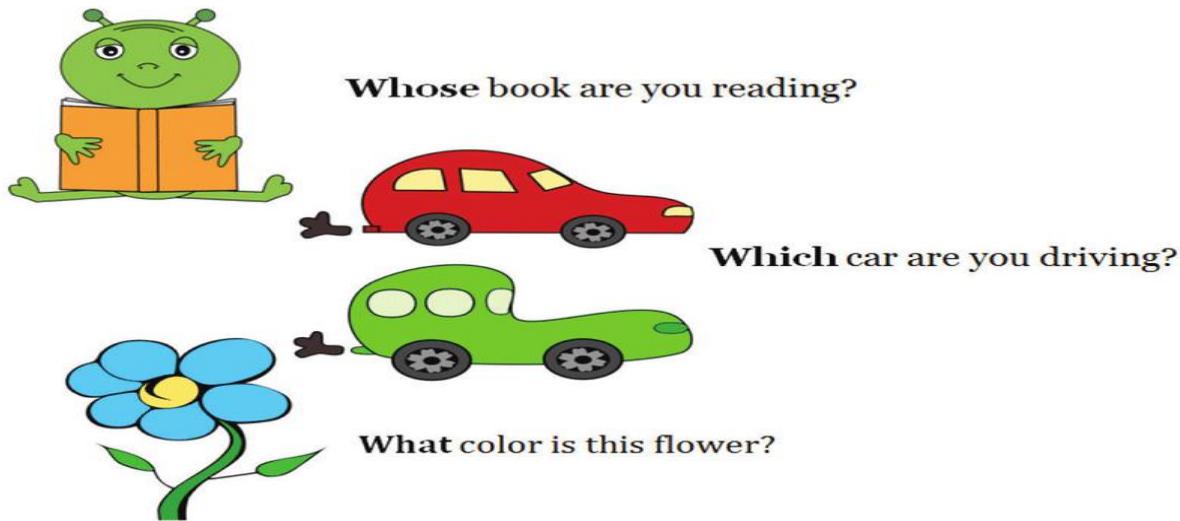
**Note: - Do not confuse distributive adjectives and pronouns.
Pronouns take the place of nouns. Adjectives modify nouns.**

- Each request will be given careful consideration. (adjective)
- We can each choose our own subject for research. (pronoun)
- Neither Program was printed correctly. (adjective)
- There were two witness, but neither would make a statement. (pronoun)

7. Interrogative Adjective.

These adjectives are used to modify nouns by asking questions.

- Here are three interrogative adjectives. (what, whose, which)



8. Possessive Adjective

Possessive Adjective are words that sit before nouns to show ownership.

Here are some common possessive adjectives: (my, your, his, her, its, our, their)

For Example: -

- I walked to my school this morning.
- We kicked the ball in their backyard.
- He put her money in a safe place.

NOTE

Possessive adjectives, possessive pronouns

Singular

my, mine	It's my dog. This dog is mine.	my = possessive adjective mine = possessive pronoun
your, yours	It's your book. It's yours.	your = possessive adjective yours = possessive pronoun

Plural

our, ours	This is our car. This car is ours.	our = possessive adjective ours = possessive pronoun
your, yours	Your baby is beautiful. Which house is yours?	your = possessive adjective yours = possessive pronoun

VERB

A verb is a word that conveys an action (bring, read, walk, run, learn) an occurrence (happen, become) or a state of being (be, exist).

In a sentence there is a main verb and sometimes one or more helping verbs.

Example: "She can sing."

Sing is the main verb; can is the helping verb. Rahul and Sam are cooking dinner tonight.
Are is the helping verb; and cooking is the main verb

Verbs also take different forms to express tense. They take the required forms: they are conjugated accordingly.

Example: The calf ran after the cow.

A verb must agree with its subject in number (both are singular or both are plural).

- **Singular subject takes singular verb.**
- **plural subject takes plural verb.**
- When 's' is added to a verb it becomes singular.

Example:

She eats food very hastily.

Subject: *she-* -singular
Verb: *eats* - singular

The boys were playing Football.

Subject: *the boys*-Plural
Verb: *were playing*- Plural

Let's study more about verbs.

Transitive Verb:-

A transitive verb is one which needs to take an object in a sentence to complete its meaning.

Examples of transitive verb:

The hunter killed a bear. (killed- transitive verb, bear – direct object)

My friend reads newspaper every day. (reads- transitive verb, newspaper- direct object)

Intransitive Verb:-

An intransitive verb is one which does not need an object to complete its meaning.

Examples of intransitive verb:

He sleeps.

The women spoke softly.

The boy wept.

(None of these verbs require an object for the sentence to make sense, and all of them can end a sentence.)

Note: There can be indirect objects after the intransitive verbs.

Example: *He sleeps in the bed.*

The bed – indirect object.

Conjugation of the verbs



Base Form	be	Do	Have
Present	is/ am/ are	do/ does	Has
Past	was/ were	Did	Had
Infinitive	to be	to do	to have
Present Participle	Being	Being	Having

Past Participle	Being	Done	Had
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Regular Verbs

In regular verb forms we can add -d or -ed at the end of its base form. The present participle is formed by adding -ing to the base form and **the past** is formed by adding **-ed**.

If the base form verb ends with the letter -e, we can add only -d for past form verb and remove the -e then just add -ing for the present participle.

Present	Past	Past Participle	Present Participle
Book	Booked	Booked	Booking
Erase	Erased	Erased	Erasing

When a verb ends with a vowel followed by a consonant, the last consonant is doubled before adding - ing or –ed.

Present (V1)	Past (V2)	Past Participle (V3)	Present Participle
Allot	Allotted	Allotted	Allotting
Bat	Batted	Batted	Batting

Irregular Verbs

1. *Irregular verbs with similar present, past and past participle form.*

Present Tense	Past Tense	Past Participle	Present Participle
Beset	Beset	Beset	Besetting
Broadcast	Broadcast	Broadcast	Broadcasting
Burst	Burst	Burst	Bursting

2. Irregular verbs with similar past and past participle forms.

Present Tense	Past Tense	Past Participle	Present Participle
Behold	Beheld	Beheld	Beholding
Beseech	Besought	Besought	Beseeching

3. Irregular verbs with similar present and past participle forms.

Present Tense	Past Tense	Past Participle	Present Participle
Come	Came	Come	Coming
Overcome	Overcame	Overcome	Overcoming

4. Irregular verbs with three distinct forms.

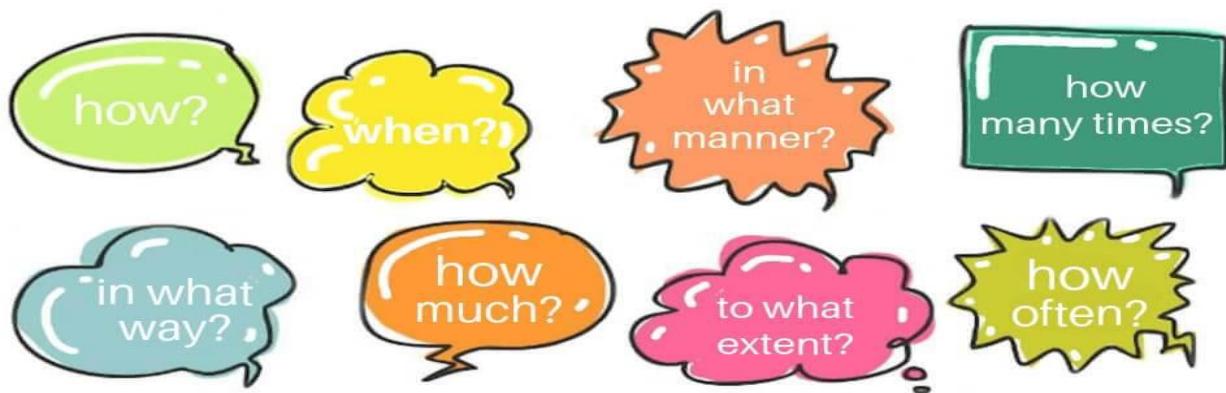
Present	Past Tense	Past Participle	Present Participle
Arise	Arose	Arisen	Arising
Awake	Awoke	Awoken	Awakening
Blow	Blew	Blown	Blowing
Choose	Chose	Chosen	Choosing
Do	Did	Done	Doing

5. Vowels change from 'i' to 'a' to 'u'.

Present	Past	Past Participle
Begin	Began	Begin

<i>Drink</i>	<i>Drank</i>	<i>Drunk</i>
<i>Ring</i>	<i>Rang</i>	<i>Rung</i>
<i>Shrink</i>	<i>Shrank</i>	<i>Shrunk</i>

Adverb



Adverbs describe verbs and modify adjectives and other adverbs. Adverbs, unlike adjectives, do not modify nouns. Adverbs can also modify phrases, clauses, and sentences.

Adverbs answer one of the following questions:

When? Where? Why? How? Under what conditions? and To what extent?

For Example: -

- The teacher had to speak **loudly** to be heard over the children. (Loudly modifies the verb speak.)
- The children were **really** bad during the movie. (Really modifies the adjective bad.)
- John approached the wounded dog **very** slowly. (Very modifies the adverb slowly.)
- **Clearly**, Sarah did not understand the directions. (Clearly modifies the sentence.)

- The box is still **below** the stairs. (Still modifies the phrase “below the stairs.”)

HOW TO FORM ADVERBS

Adverbs are often formed by adding *-ly* to an adjective:

slow – slowly

weak – weakly

frequent – frequently

although there are many exceptions and irregulars, for example:

	ADJECTIV E	ADVERB
adjective, add +ly	slow	slowly
adjective ending -y, replace -y with -i, add +ly	happy	happily
adjective ending - able, -ible, -le, replace -e with -y	laughable	laughably
adjective ending -ic, add +ally	basic	basically
some are the same	fast	fast
some adverbs are irregular	good	well

Kinds of Adverb

1. *Adverb of MANNER*

Adverbs of manner explains 'HOW' an action happens.



The above adverbs help us know *how* to dress for Thud's party.

An adverb of manner answers the question '**How**'?

*Adverbs of manner include **badly, beautifully, better, bravely, cheerfully, fast, hard, quickly, slowly, inadequately, healthy, well, etc.***

Example: -

- *Sarah slowly walked over the rocky beach.*
(Slowly answers the question: How did Sarah walk?)

If there is a direct object in the sentence, the adverb of manner comes after it, and not straight after the verb:

- *The child petted her dog lovingly.*
The artist painted the model beautifully.

2. Adverb of TIME

Adverbs of time explains 'WHEN' an action happens.



The above adverbs help us know **when** Thud's party is.

An adverb of time answers the question **When?**

Adverbs of time include after, always, before, during, early, later, never, now, often, rarely, recently, sometimes, soon, then, today, tomorrow, usually, yesterday, etc.

Example: -

- John will attend the soccer game after he finishes his homework.

(After answers the question: When will John attend the soccer game?)

- **An adverb of time may be found at the beginning or end of a sentence, before or after the main verb.**
- ***Yesterday*** the sun shone and there was not a cloud in the sky.
He will come round ***later***.
- **The position of the adverb of time at the beginning of the sentence puts emphasis on the time.**

3. Adverb of PLACE



An adverb of place answers the question **Where?**

Adverbs of place include above, away, below, down, here, inside, near, outside, there, up, etc.

Example: -

- Susan placed the boxes above the file cabinet.
(Above answers the question: Where did Susan place the boxes?)
- An adverb of place is almost always placed after the verb.
They are not used to modify adjectives or other adverbs.
- John looked *everywhere* for his lost keys.
The boys were playing *outside*.

Note – many adverbs of place are also prepositioning of place – when used as prepositions they are followed by a noun.

4. Adverb of FREQUENCY



An adverb of frequency answers the question **How often?**

Adverbs of frequency include **always, never, usually, frequently, occasionally, rarely, seldom, sometimes,** etc.

Example: -

- Bob always forgets to check his email before class begins.
(Before answers the question: How often does Bob forget to check his email?)

An adverb of frequency is mostly placed before the verb.

- He *rarely* visits his mother.
She *always* forgets her books.

Exceptions are the more specific adverbs *daily, fortnightly, yearly, annually*

- The menu changes *daily*.

5. Adverb of DEGREE



An adverb of degree answers the question **How much?**

It describes the strength and intensity at which something happens.

Adverbs of degree include **almost, completely, enough, entirely, extremely, hardly, just little, much, nearly, quiet, rather, very, too**, etc.

Example: -

- John worked very hard to complete his part of the project.
(Very answers the question: How hard did John work?)

An adverb of DEGREE will often come before the word they are modifying.

- The exam was *extremely* easy.
It was *barely* raining.
It was *very* interesting to live in Japan for a year.
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Quick Revision

Adverbs

Adverbs tell us **how**, **when**, **where**, **how often**, and **how much**.



- Talk **quietly**.
- Sarah drove **slowly**.
- She examined the box **carefully**.



- Leave **now**.
- Post the parcel **today**.
- Tony left **yesterday**.



- Bring it **here**.
- I used to live **there**.
- The issues are happening **overseas**.



- You **always** complain.
- Check your work **often**.
- Toby **sometimes** lies.



- The rip is **extremely** noticeable.
- Don't work **too** hard.
- It is **entirely** inappropriate!



PREPOSITION

Prepositions are words that we use before nouns or pronouns to show their relationship with other words in a sentence.

- Eg: I am sitting on a chair.
- I am walking to her.
- He sat on the chair.
- There is some milk in the fridge

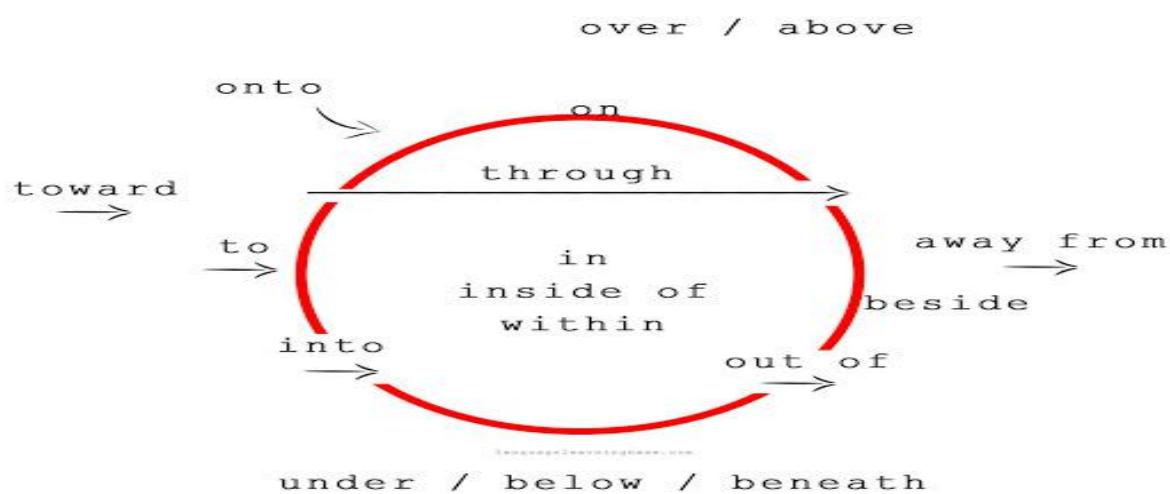
Kinds of Prepositions

1.PREPOSITIONS OF DIRECTION

Prepositions of direction are used to show direction of movement to and from a fixed point

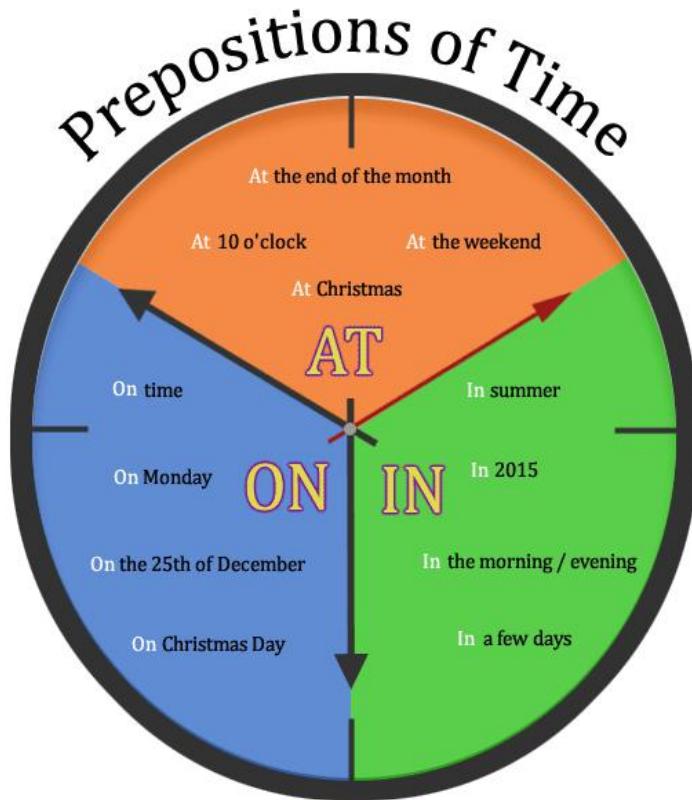
- Eg: **to, from, into, along, over, though, across** and around.

Preposition	Meaning	Example
across	on the other side of	My friend lives across the street from me.
through	from one point to the next	The river runs through the woods.
toward	in the direction of	The man started walking toward the exit.
up	from low to high	The store is right up the road.
down	from high to low	The boy tumbled down the hill.
inside/in	within	Have you ever been inside an abandoned building?
next to	beside	The library is next to the post office.
onto	moving on top of something	The dog climbed onto the bed.
off	away from	Don't jump off that wall.
past	on the farther side of	She drove right past the house.
under	below something	The cat slept under the bed.



2.PREPOSITIONS OF TIME

To refer to one point in time, use the prepositions "in," "at," and "on."



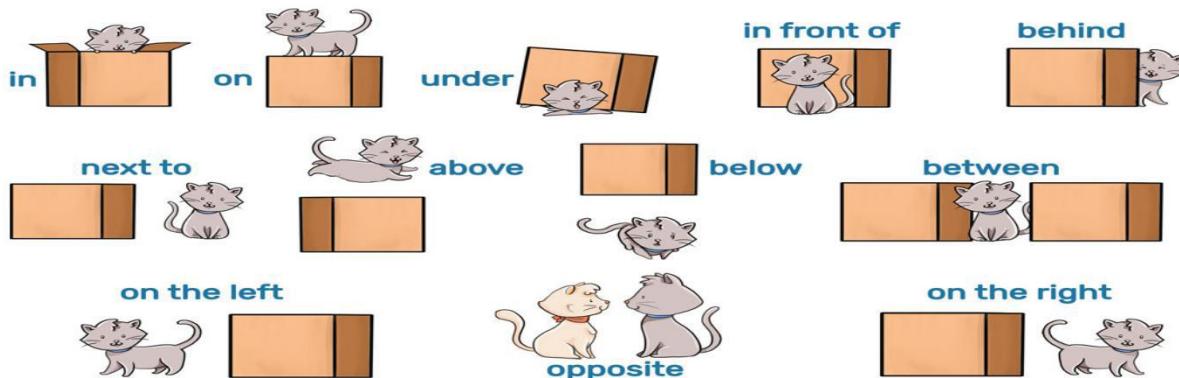
- Use "in" with parts of the day (not specific times), months, years, and seasons.
- Use "at" with the time of day. Also use "at" with noon, night, and midnight.
- Use "on" with days.

To refer to extended time, use the prepositions "since," "for," "by," "during," "from...to," "from...until," "with," and "within."

- I have lived in Minneapolis since 2005. (I moved there in 2005 and still live there.)
- He will be in Toronto for 3 weeks. (He will spend 3 weeks in Toronto.)

- She will finish her homework by 6:00. (She will finish her homework sometime between now and 6:00.)
- He works part time during the summer. (For the period throughout the summer.)
- I will collect data from January to June. (Starting in January and ending in June.)
- They are in school from August until May. (Starting in August and ending in May.)
- She will graduate within 2 years. (No longer than 2 years.)

3.PREPOSITIONS OF PLACE



- *Prepositions of place are used to show the position or location of one thing in the relation to other.*

To refer to a place, use the prepositions "in" (the point itself), "at" (the general vicinity), "on" (the surface), and "inside" (something contained).

- They will meet in the lunchroom.
- She was waiting at the corner.
- He left his phone on the bed.

To refer to an object higher than a point, use the prepositions "over" and "above." To refer to an object lower than a point, use the prepositions "below," "beneath," "under," and "underneath."

- The bird flew over the house.
- The plates were on the shelf above the cups.

- Basements are dug below ground.

To refer to an object close to a point, use the prepositions "by," "near," "next to," "between," "among," and "opposite."

- The gas station is by the grocery store.
- The park is near her house.
- Park your bike next to the garage.
- There is a deer between the two trees.
- There is a purple flower among the weeds.
- The garage is opposite the house

Prepositions of Spatial Relationships

To refer to a spatial relationship, use the prepositions

"above," "across," "against," "ahead of," "along," "among," "around," "behind," "below," "beneath," "besides," "between," "from," "in front of," "inside," "near," "off," "out of," "through," "toward," "under," and "within".

- The post office is *across* the street from the grocery store.
- We will stop at many attractions *along* the way.
- The kids are hiding *behind* the tree.
- His shirt is *off*.
- Place a check mark *within* the box.

Some Common Verb + Preposition Combinations

About: worry, complain, read

- He *worries about* the future.
- She *complained about* the homework.
- I *read about* the flooding in the city.

At: arrive (a building or event), smile, look

- He *arrived at* the airport 2 hours early.
- The children *smiled at* her.
- She *looked at* him.

From: differ, suffer

- The results *differ from* my original idea.
- She *suffers from* dementia.
-

For: account, allow, search

- Be sure to *account for* any discrepancies.
- I returned the transcripts to the interviewees to *allow for* revisions to be made.
- They are *searching for* the missing dog.

In: occur, result, succeed

- The same problem *occurred in* three out of four cases.
- My recruitment strategies *resulted in* finding 10 participants.
- She will *succeed in* completing her degree.

Of: approve, consist, smell

- I *approve of* the idea.
- The recipe *consists of* three basic ingredients.
- The basement *smells of* mildew.

On: concentrate, depend, insist

- He is *concentrating on* his work.
- They *depend on* each other.
- I must *insist on* following this rule.

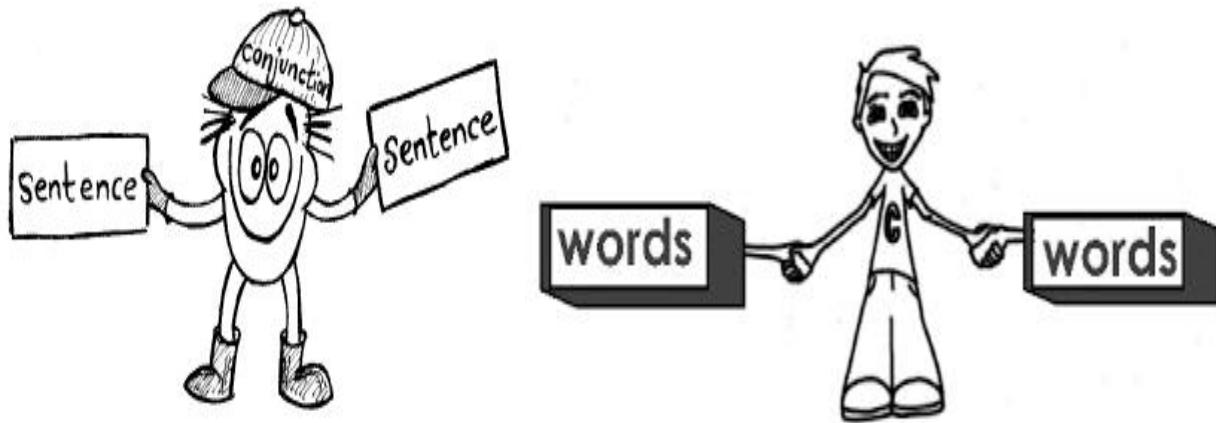
To: belong, contribute, lead, refer

- Bears *belong to* the family of mammals.
- I hope to *contribute to* the previous research.
- My results will *lead to* future research on the topic.
- Please *refer to* my previous explanation.

With: (dis)agree, argue, deal

- I (*dis*)*agree with* you.
- She *argued with* him.
- They will *deal with* the situation.

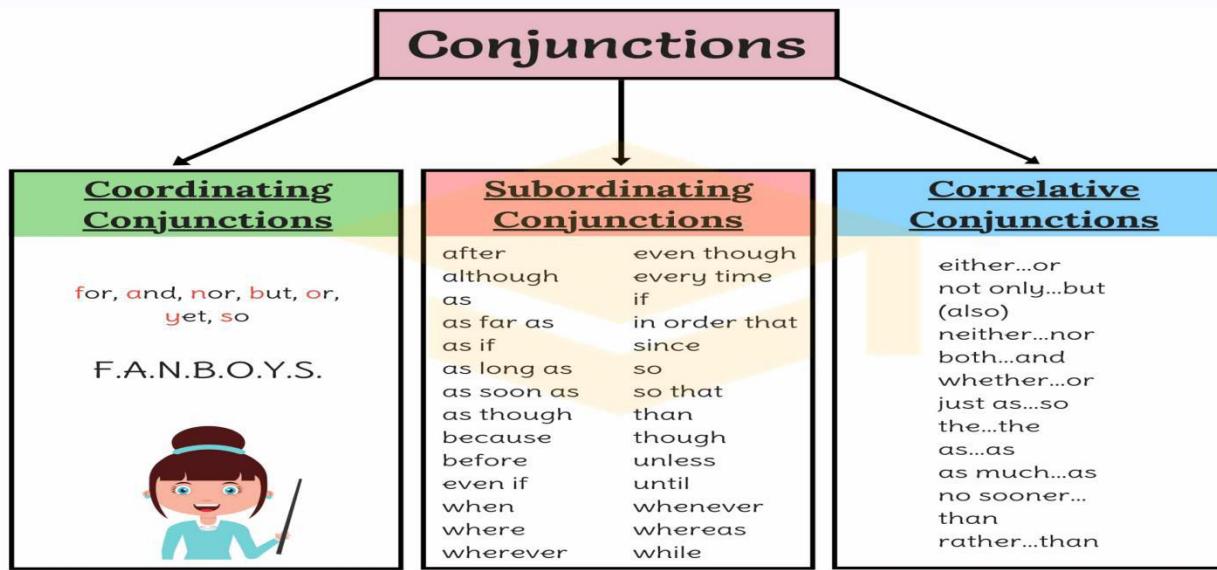
CONJUNCTION



A conjunction joins words, phrases, or clauses, and indicates the relationship between the elements joined. For Example:

'The man is poor, but he is honest.'

Types of Conjunctions in English

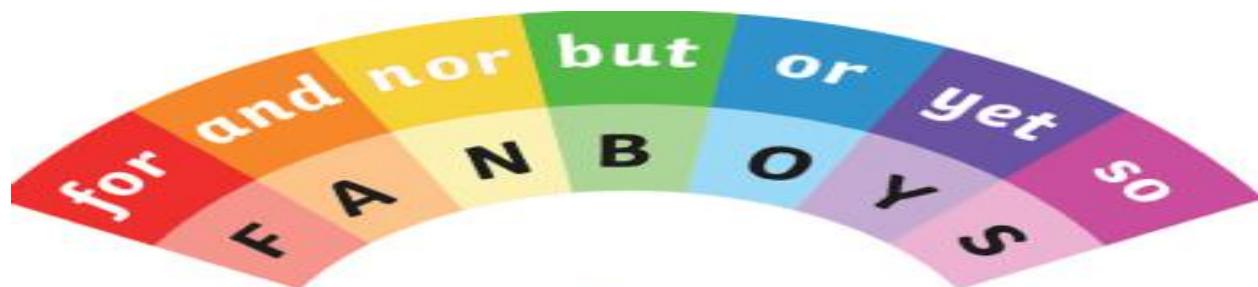


Coordinating conjunctions

Coordinating conjunctions join words, phrases or clauses having similar grammatical structure. There are seven coordinating conjunctions.

It joins the following:

- word + word
- phrase + phrase
- clause + clause



For Example: -

- They kicked **and** punched him. (**connecting words**)
- The mother bought her a strawberry ice cream **and** a bear lollipop. (**connecting phrases**)
- He left early, **for** he had to be on time for the meeting
- There were only small beans in the soup **but** delicious.
- He had been crying all day, **yet** the man made him
- laugh. (**connecting clauses**)

Subordinating conjunction

Subordinating conjunction joins a subordinate (dependent) clause to main (independent) clause. A main clause is a group of words having a subject and a verb and can stand alone as a sentence. On the other hand, the subordinate clause cannot stand alone as a sentence and it does not give a complete meaning.



For Example: -

- She has aged a lot **since** the last time we met.
- **Even though** she is quite fat, she can run quickly upstairs.
- **When** the doorbell rang, my dog Skeeter barked loudly.
- Sara begins to sneeze **whenever** she opens the window to get a breath of fresh air. You will pass **if** you work hard.

Correlative Conjunctions

Correlative conjunctions are paired conjunctions. They connect two words, phrases, or clauses: i.e.

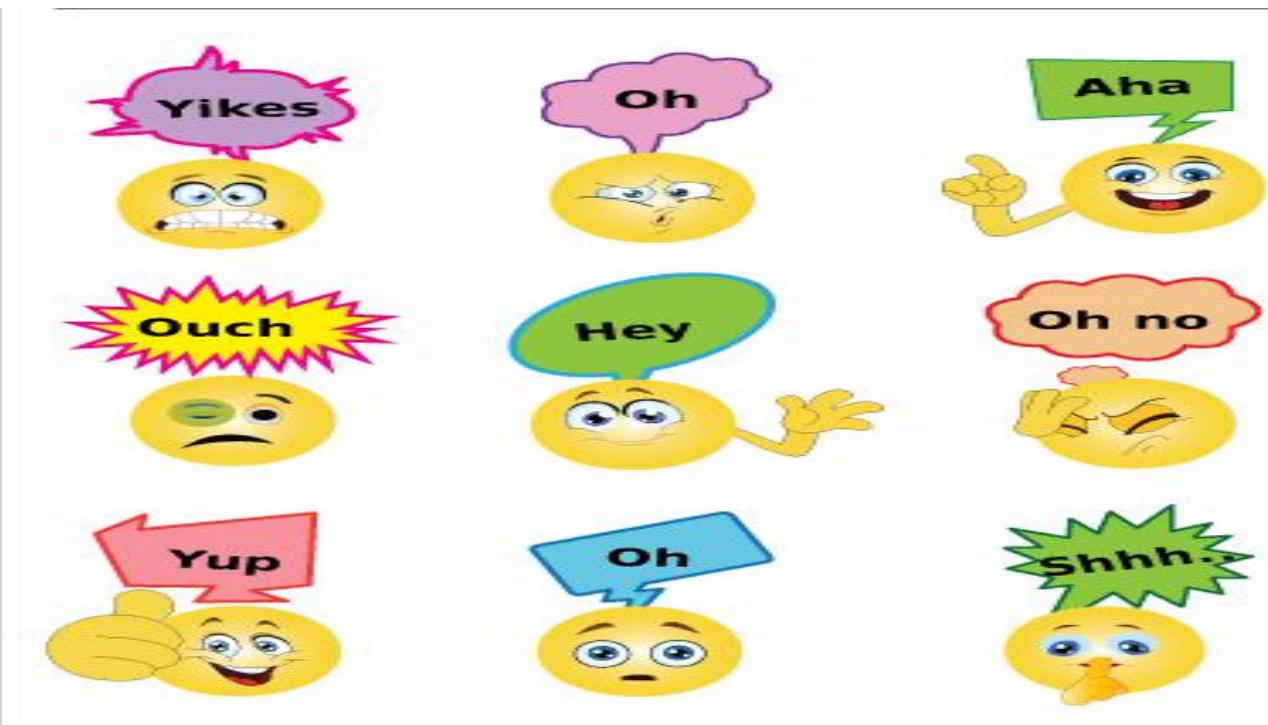
Both … and	Either … or	Neither … nor
Not only … but also	So … as	Whether … or
Just … as	The … the	As … as
As much … as	No sooner … than	Rather … than
If … then	Hardly … when	Scarcely … when
What with … and	Such … that	So … that

For Example: -

- Either John or Johnny plays as goalkeeper in the match
- Neither Debra nor Sally expressed her annoyance when the cat broke the lamp
- Not only did Mary grill burgers for Michael, but she also fixed a steak for her dog.
-
- I don't care whether you go or stay.
- She is interested not only in singing but also in games

INTERJECTION

Interjections are words used to express strong feeling or sudden emotion. They are included in a sentence (usually at the start) to express a sentiment such as surprise, disgust, joy, excitement, or enthusiasm.



Examples of Interjections

- ***Hey!*** Get off that floor!
 - ***Good!*** Now we can move on.
 - ***Wow!*** That boat is big!
 - ***Alas!*** The city has been captured!
 - ***Aah!*** The monster's got me!
-
- **Kinds of Interjections**



! = strong interjection

, = mild interjection

Position of Interjection in a sentence

Interjections do not always have to be at the **beginning** of a sentence. They can appear in the middle, at the end, or anywhere else where the author wants to interject a bit of feeling and emotion.

- For example, in the sentence “So, it’s snowing again, huh?”

Here, the interjection is designed to express confusion (or perhaps dismay) at the continued snow falling. In this sentence, the emotion was not an emotion that necessitated an exclamation point instead, the interjection ‘huh’ turned the sentence into a question.

Let's see more examples in detail.

1. Aah

Aah meaning and Aah interjection examples:

Expressing pleasure: “**Aah, that's great!**”

Expressing realization: “**Aah, now I see what you mean.**”

Expressing resignation: “**Aah, I give up!**”

Expressing surprise/shock: “**Aah! It's eating my leg!**”

2. Ah

Ah meaning and Ah interjection examples:

- Expressing pleasure: “**Ah, this coffee is good.**”
- Expressing realization: “**Ah, now I understand.**”
- Expressing resignation: “**Ah! Well, I'll have to come back tomorrow.**”
- Expressing surprise: “**Ah! There you are!**”

3. Alas

Alas meaning: Expressing grief or pity

“**Alas! My only son has died.**”

4. Aha

Aha meaning: Understanding, triumph

“Aha! So you planned all this, did you?”

5. Ahem

Ahem meaning: The sound of clearing one's throat. Used to get someone's attention, especially if they don't know (or apparently forgot) that you're there.

“Ahem! Can I make a suggestion?”

6. Aw, Aww

Aw, Aww meaning and examples:

- Expressing mild disappointment or protest: “**Aw**, come on, Andy!”
- Shows sentimental approval: “**Aww!** Just look at that kitten.”
- Feeling sorry or pity for someone: “**Aww**, that’s so sad, he hasn’t yet learned to ride a bike.”

7. Bingo

Bingo meaning: Acknowledge something as right

“Bingo! That’s the one I’ve been looking for.”

8. Boo

Boo meaning and Boo interjection examples:

- Expressing disapproval, contempt: “**Boo!**” they shouted, “Get off!”
- A noise used to scare people by surprise: “I jumped out from the closet and yelled “**boo!**”

9. Bravo

Bravo meaning: Expressing approval

“Bravo, Rena! You’re right.”

10. Bah

Bah meaning: Expressing dismissive or annoyed

“Bah, I never liked him anyways.”

11. Dear

Dear meaning and Dear interjection examples:

Expressing pity: “***Oh dear!*** I’ve lost my keys again.”

Expressing surprise: “***Dear me!*** What a mess!”

12. Eek

Eek meaning: Girly scream. Surprised, scared

“Eeek, It moved!”

13. Eh

Eh meaning and Eh interjection examples:

- Asking for repetition: “*It’s hot today.*” “***Eh?***” “*I said it’s hot today.*”
- Expressing enquiry: “***Eh?*** *She’s got how many children?*”
- Expressing surprise: “*Another new dress, eh!*”
- Inviting agreement: “*Let’s drink to his memory, eh??*”
- Question something: “*So you won’t go tomorrow, eh??*”

14. Er

Er meaning: Expressing hesitation

“Lima is the capital of...er...Peru.”

15. Eww

Eww meaning: Expressing disgust, dislike

“Eww, there’s a fly in my lemonade!”

16. Gee

Gee meaning: Expressing surprise, enthusiasm, or just general emphasis

“Gee, , what a great idea!”

17. Grr

Grr meaning: Expressing anger, snarling, growling. Often used for dogs and other animals

“Grrr, I’ll hit your head!”

18. Huh

Huh meaning: Mild, indifferent surprise

“Huh, you were right.”

19. Humph

Humph meaning: A snort, to express dislike, disbelief or annoyance

“Humph! That makes me so upset! The kitten is so mean!”

20. Hurrah

Hurrah meaning: Generic exclamation of joy

*“We’ve done it! **Hurrah!**”*

21. Mhm

Mhm meaning: Agreement, acknowledgement

*“Do you think so too?” “**Mhm!**”*

22. Oh

Oh meaning and Oh interjection examples:

- *Expressing realization: “**Oh**, you scared me.”*
- *Expressing surprise: “**Oh**, how wonderful!”*
- *Expressing pain: “**Oh!** I have a terrific headache.”*
- *Expressing pleading: “**Oh**, please, you must believe me.”*

23. Oops

Oops meaning: Being surprised at or acknowledging your own mistakes

*“**Oops!** I did it again!”*

24. Oww

Oww meaning: Expressing pain

*“**Oww**, you stepped on my foot!”*

25. Ouch

Ouch meaning: Exclamation of pain

*“**Ouch**, that hurt! Stop pinching me!”*

26. Pew

Pew meaning: Used for foul odors

"Pew, this blanket smells a bit fusty."

27. Phew

Phew meaning: Expressing relief

"Phew, I'm glad that's all over"

28. Um, Umm

Um, Umm meaning: Expressing hesitation

"85 divided by 5 is...um...17."

29. Whoa

Whoa meaning: Can be used to suggest caution as in here, and also stereo typically used by marijuana smokers to express dumbfounded amazement ("whoa, look at the colors!"). Originally a sound used to make horses stop.

"Whoa, take it easy!"

30. Wow

Wow meaning: Impressed, astonished

"Wow! Holy cow! That's great!"

31. Well

Well meaning and well interjection examples:

- *Expressing surprise: "Well, so Steve got the job?"*
- *Introducing a remark: "Well, what did he say?"*

32. Yahoo

Yahoo meaning: Generic exclamation of joy

“Yahoo, we did it!”

33. Yikes

Yikes meaning: Fear and alarm.

“Yikes, my mother’s home!”

34. Yippee

Yippee meaning: Exclamation of celebration

“No school for five weeks – yippee!”

35. Yuck

Yuck meaning: Disgust, dislike

“Yuck! I hate mayonnaise.”

36. Tsk-tsk

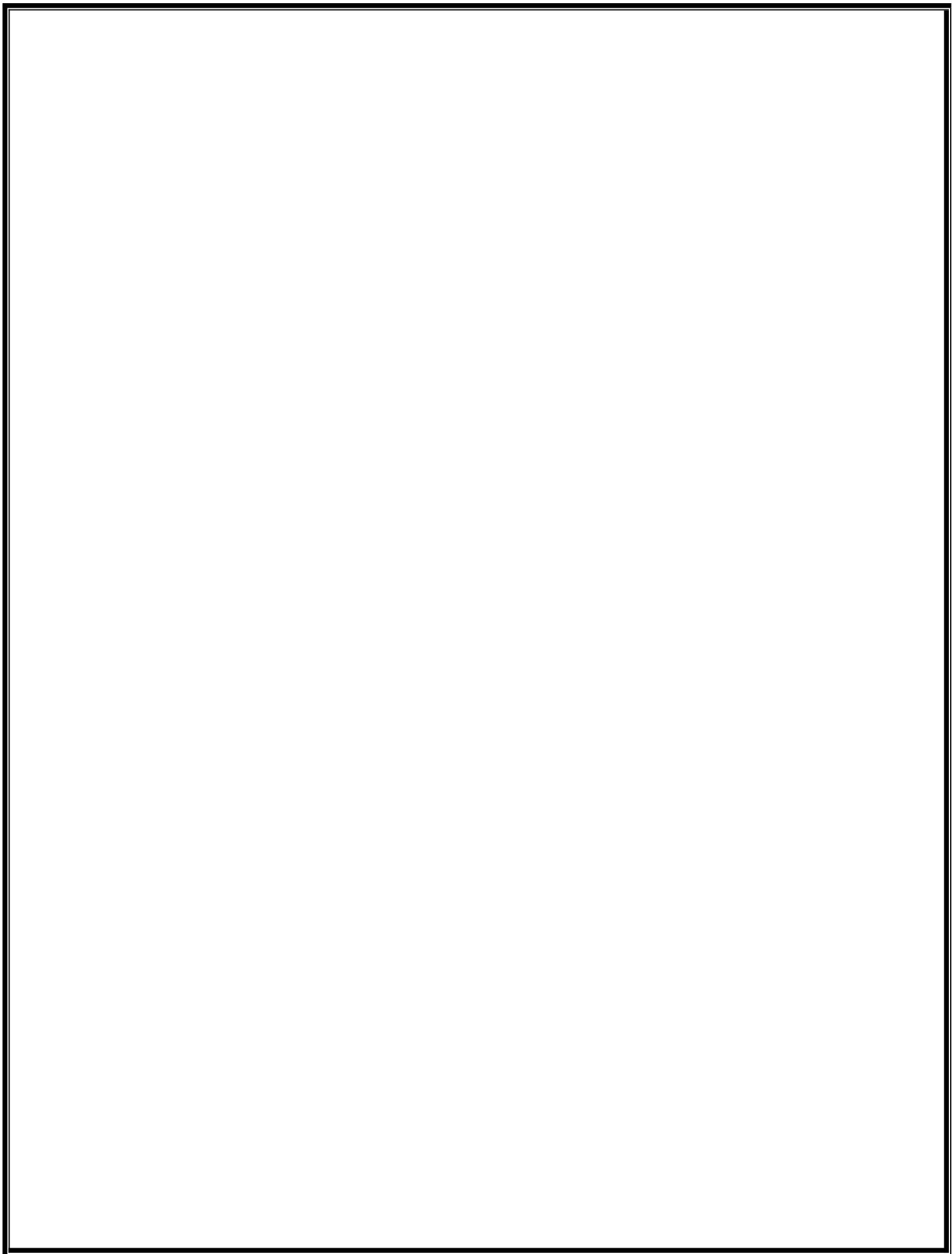
Tsk-tsk meaning: Expressing disappointment or contempt

“Tsk-tsk, I think you’re wrong about that.”

37. Shoo

Shoo meaning: Used to drive away animals or small children

“Shoo, all of you, I’m busy!”



UNIT - 2

Articles, Determiners and Quantifiers

Articles

There are **three articles**: a, an, and the.

Indefinite Articles

'A' and 'an' are **indefinite articles** that serve the same purpose, but they cannot be used interchangeably, because 'an' is used only before words that begin with vowels.

a banana (starts with /b/)	a university (starts with /j/)
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and **an** before a **vowel sound**:

an orange (starts with /o/)	an hour (starts with /au/)
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The **uses** of the indefinite article are as follows:

1. To refer to some member of a group, class or category.

For example :

He is a doctor (profession)/an Indian (nationality)/a Hindu (religion).

2. To refer to a kind of or example of something.

For example :

He has a large nose/a thick beard/a strange aunt.

3. Before singular nouns, with the words 'what' and 'such'.

For example :

What a car! Oh, that's such a shame!

4. To mean 'one' object, whether a person or thing.

For example :

The thieves stole a necklace and a portrait.

5. To refer to something that is being mentioned for the first time.

For example :

There was a chill in the air.

Note:

1. We usually say a hundred, a thousand, a million, etc.
2. 'One' is used when emphasis is required.

For example :

There is only one way out of this mess.

Definite Article

'The' is known as the **definite article** in English. Its uses are as follows:

1. When something has already been mentioned.

For example :

I saw a pretty girl at the mall today. **The pretty girl** did not, however, see me.

2. When both persons are aware of the topic of discussion.

For example :

Where is the restroom?

3. To refer to unique objects.

For example:

the sun, the moon, the Earth, the Taj Mahal.

4. With superlative adjectives and numbers used to rank or sequence a set of objects.

For example :

Mt Everest is **the tallest** mountain on earth. (superlative)

Neil Armstrong was **the first man** on the moon. (sequence)

5. To refer to groups of people, geographical areas and oceans.

For example:

the Americans, the Sahara/Pacific.

6. **Countries** with words like **kingdom**, **states** or **republic** in names :

the United Kingdom	the Kingdom of Bhutan
the United States	the People's Republic of China

7. **Countries** which have **plural nouns** as their names:

the Netherlands

the Philippines

8. **Geographical features**, such as mountain ranges, groups of islands, rivers, seas, oceans and canals:

the
Himalayas

the
Canaries

the Atlantic
(Ocean)

the
Amazon

the
Panama
Canal

9. **Newspapers:**

The Times

The Washington Post

10. **well-known organizations:**

the United Nations

the Seamen's Union

11. **hotels, pubs and restaurants:**

the Ritz

the Ritz Hotel

the King's Head

the Déjà Vu

**** But note that we do not use the definite article if the name of the hotel or restaurant is the name of the owner.**

Zero Article

no article is used with :

1. proper nouns,
2. mass nouns used in general,
3. plural count nouns used in general,
4. when talking about means of transport (*by plane*),
5. common expressions of time and place (*at midnight, in jail*).

Examples of the Zero Article

In the following **examples**, no article is used before the italicized nouns.

- My mother's name is *Rose*. I gave her a rose on *Mother's Day*.
- Every mile is two in *winter*.
- This plant grows in *sandy soil* and on the edges of *swamps*.

Determiner type	Countable nouns		Uncountable nouns (singular)
	Singular nouns	Plural nouns	
Zero article	\	chairs	water
Indefinite article	a chair	\	\
Definite article	the chair	the chairs	the water

RULES FOR USING ARTICLES A-AN

1

'A' must be used before words which begin with a vowel symbol pronounced with the same sound as the 'y' or a 'w'-like sound

E.g. a euro, a unicycle, a university, etc.

2

Sometimes, 'an' is found before words beginning with the letter 'h'

E.g. an hour, an honor, an heir, etc.

3

We use 'an' before abbreviations that begin with a vowel sound.

E.g. an M.A., an M.Sc., an M.B.B.S., etc.

4

'A' or 'an' must be used before a singular noun standing for things that can be counted.

E.g. a chair, a bottle, an umbrella, etc.

5

'A' or 'an' must be used before the names of professions.

E.g. a director, an editor, a teacher, etc.

6

When you mean "a typical example", use "a" or "an."

E.g. A cat drinks milk.

7

Such + a/an + noun (or)
Such + a/an + adjective + noun (rare)

E.g. Such a policy, such a long trip, such a great teacher, etc.

8

The following word has an indefinite article.
so + adjective + a/an + noun.

E.g. So boring a book, So beautiful an actress, etc.

9

'Few' and 'Little' are negative in meaning.
'A few' and 'a little' are positive and mean 'some'.

E.g. He is young and has little experience of life.

10

In its original numerical sense of one.

E.g.

- Not a word was said.
- Twelve inches make a foot.

11

A, an = one thing or person.

E.g.

- She works in a hospital.
- I've got a puppy.

12

We use a/an when we say what a thing or a person is.

E.g.

- "Coca Cola" is a beverage.
- A dog is a domestic animal.

What are determiners in English?

Determiners are a kind of **noun modifier**; they are followed by nouns.

The **function** of determiners **is to ‘express reference’**; i.e. they clarify what a noun is referring to.

For example, when one says ‘**that box**’, the listener knows which box is being referred to.

Determiners are words which come at the beginning of **noun phrases**.

They tell us whether a noun phrase is



Specific
General

TYPES OF DETERMINERS

S No	DETERMINER	SPECIFIC/GENERAL	EXAMPLES
1	Article “the”	Specific	You must visit the Hermitage Museum in St.Petersburg.
2	Articles “a”, “an”	General	A carrot has carotene that is good for your eyes. She is hoping to be an astronaut.
3	Quantifiers	General	Rita has many friends. He has little time. She has enough knowledge about this town.
4	Demonstratives	Specific	That bed is too small. Those trees are very old. This book is good.
5	Interrogatives	Specific	Which road will you take? Whose coat are you wearing? What answer did Anita give? Whose dog bit my son?
6	Possessives	Specific	My book is torn. His mother is out of town. Their house is large and airy.

Specific determiners

The specific determiners are:

- **the definite article:** the
- **possessives:** my, your, his, her, its, our, their, whose
- **demonstratives:** this, that, these, those

We use a specific determiner when we believe the **listener/reader knows** exactly what we are referring to:

Examples :

Can you pass me **the salt**, please?

Thank you very much for **your letter**.

Whose coat is this?

Look at **those lovely flowers**.

General determiners

We use a general determiner when we are talking about things in general and the **listener/reader does not know** exactly what we are referring to.

The general determiners are:

a/an	0 (no determiner)	any	another	other
------	-------------------	-----	---------	-------

The most frequent general determiner is the indefinite article **a/an** used with **singular nouns**:

Examples :

A man came this morning and left **a parcel**.

He was wearing **a big coat** and **a cap**.

- We use **no determiner** with **plural nouns** and **uncountable nouns**:

Examples:

Girls normally do better in school than **boys**. (plural nouns)

Milk is very good for you. (uncountable noun)

Health and **education** are very important. (uncountable nouns)

- We use the general determiner **any** with a singular noun or an uncountable noun when we are talking about **all** of those people or things:

Examples :

It's very easy. **Any child** can do it. = All children can do it.

With a full licence you are allowed to drive **any car**. = all cars

I like bananas, oranges, apples (**any fruit**). = all kinds of fruit

(Note : Any is also used as a **quantifier** in negative and interrogative sentences.)

- We use the general determiner **another** to talk about an **additional** person or thing:

Would you like **another glass of wine**?

- The plural form of another is **other**:

I spoke to John, Helen and a few **other friends**.

Categories of Determiners

Determiners are categorized into various types. Articles are the most common type of determiners.

Some important **categories** of determiners are explained below:

1. **Articles** – a, an, the (**already discussed in detail**)
2. **Distributive** – some, each, every, any
3. **Demonstratives** – this, that, these, those
4. **Possessives** – my, mine, our, your, his, her, their
5. **Interrogatives** – what, which, who, where
6. **Number expressions** – some, many, several

Distributive Determiners

The words all, both, half, each, every, either and neither are known as distributive.

All, Both, Half – These three words can be used in the following ways:

1. All +

A. Uncountable Noun:

Example : Don Bradman is the greatest batsman of all time.

B. 'the' + uncountable noun/countable noun in plural form :

Examples :

- We have all the time in the world.
- All the people in the hall went quiet.

C. 'my', 'your', etc + uncountable noun/countable noun in plural form :

Examples :

- All my life I have been waiting for this moment.
- All your friends have been invited to the party.

D. 'this', 'that' + uncountable noun/'these',

'those' + countable noun in plural form

Examples :

- Look at all this dust!
- I do not have time for all these formalities.

2. Both + 'the' /'my', 'your', etc/'these', 'those' + countable noun in plural form

(note: used only when two objects are being referred to) :

Examples :

- Both the dogs have passed away.
- Both my ankles have been hurting since I jumped from the balcony.
- Both these books must be returned within the week.

3. Half +

A. 'a' + uncountable noun :

Example :

- We bought half a kilo of rice.

B. ‘the’/‘my’, ‘your’, etc/‘this’, ‘that’, ‘these’, ‘those’ + noun :

Examples :

- You may have half (of) this cake.
- Only half (of) those points are relevant.

Demonstrative Determiners

English has four demonstrative determiners: **this**, **that**, **these**, and **those**.

They are used to refer to specific nouns that are either singular or plural and are relatively near the speaker.

- **This** refers to a singular noun near the speaker.
- **These** refers to a plural noun near the speaker.
- **That** refers to a singular noun that is farther away from the speaker.
- **Those** refers to a plural noun that is farther away from the speaker.

The words **this**, **that**, **these** and **those** are also special pronouns called determiners. They are used to point out which thing or person you mean. They are called **demonstrative determiners**.

Use **this** and **these** to talk about things and people that are **near** you.

Use this with singular nouns.

Who lives in **this house**?

This car belongs to my mom.

Does **this key** fit the lock?

This book is my favorite.

Who gave you **this money**?

This cheese tastes funny.

Use these with plural nouns

These trousers are too short.

I don't like **these comics**.

These biscuits don't taste very good.

I bought **these apples** for lunch.

Is there an adult with **these children**?

Use **that** and **those** to talk about things that are **farther away** from you.

Use *that* with singular nouns

This chair is mine and **that chair** is yours.

That animal is making a funny noise.

Would you pass me **that book**, please?

Who is **that man** talking to Dad?

How much is **that dress**?

Use *those* with plural nouns

I gave my sandwiches to **those boys**.

Those children go to a different school.

These shoes are mine and **those shoes** are yours.

These apples look fresh but **those apples** look rotten.

Those people are from Africa.

Interrogative Determiners

The interrogative determiners are **which**, **whose** and **what**.

which is a **specific** determiner

Here are three books. **Which book** do you think is the most interesting?

They have four boys. **Which boy** is the oldest?

I can't remember **which house** Janet lives in.

Which restaurant did you go to?

what is a **general** determiner

What food do you like?

I don't know **what job** she does.

Interrogative Determiners

The words **what**, **which** and **whose** are used before nouns to ask questions. **Interrogative determiners** appear just before nouns.

What time is it?

Which boy is your brother?

Whose pen is this?

Possessive Determiners

Possessive determiners indicate whom an object belongs to. The pronouns are:

- **mine** (first person: This car is mine = I own this car)
- **yours** (second person: This car is yours = You own this car)
- **his, hers, and its** (third person: This car is his/hers = He/she owns this car).

Possessive Determiners

The words **my, your, his, her, its, our** and **their** are used before nouns to show ownership. They are called **possessive determiners**.

I gave **my** sandwich to John.

Is this **your** desk?

Alan crashed **his** bike into a wall.

Mrs. Park keeps **her** house very clean.

The dog was licking **its** paws.

There's a snake in **our** garden.

Susan and Peter have invited me to **their** party.

Notes

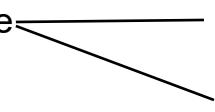
The possessive determiner **your** can be used when you are talking to one person or more than one person:

I'm very angry with **you**, John. **Your** behavior has been very bad today.
Jake and Josh, **your** dinner is ready.

This table will help you remember how to use possessive determiners.

singular personal pronoun	possessive determiner	plural personal pronoun	possessive determiner
I (subject pronoun)	my	we (subject pronoun)	our
me (object pronoun)	my	us (object pronoun)	our
you (subject/object pronoun)	your	you (subject/object pronoun)	your
he (subject pronoun)	his	they (subject pronoun)	their
him (object pronoun)	his	them (object pronoun)	their
she (subject pronoun)	her		
her (object pronoun)	her		
it (subject/object pronoun)	its		

Numbers

Numbers are  cardinal (one, two, three, etc) and
ordinal (first, second, third, etc).

Cardinal numbers are adjectives that indicate **quantity** (There are five apples on the table).

Ordinal numbers indicate **rank or order** (This is the first time for me on a plane).

Numbers are determiners, too. Numbers are often used **before nouns** to tell you exactly how many people or things there are.

Our family has **two** dogs.

There are **twelve** months in the year.

We bought **three** pizzas.

My grandfather lived for **a hundred** years.

Quantifiers

We use quantifiers when we want to give someone information about the number of something: **how much** or **how many**.

Sometimes we use a quantifier in the place of a **determiner**:

Examples :

- Most children start school at the age of five.**
- We ate some bread and butter.**
- We saw lots of birds.**

A. Quantifiers with countable and uncountable nouns

- We can use these quantifiers with **both countable and uncountable** nouns:

Examples :

- We have lots of time.*
- Joe has lots of friends.*

<i>all</i>	<i>some</i>	<i>more</i>	<i>a lot of</i>	<i>enough</i>
<i>no</i>	<i>any</i>	<i>most</i>	<i>lots of</i>	<i>less</i>

- These more **informal forms** are also used with both countable and uncountable nouns:

<i>plenty of</i>	<i>heaps of</i>	<i>a load of</i>	<i>loads of</i>	<i>tons of</i>
------------------	-----------------	------------------	-----------------	----------------

Examples :

- We have loads of time.*
- Joe has plenty of friends.*
- There was heaps of food.*
-

some and any

- We do not normally use the quantifier **some** in negative and interrogative sentences. We normally use **any**:

Examples :

- Do you have any children?*
- Did you see any friends?*
- We don't have any children.*
- I didn't see any friends.*
- We saw some lions at the zoo, but we didn't see any tigers.*

- but we can use **some** for offers and requests:

Examples :

- Would you like **some** tea?*
- I want **some** apples, please.*

B. Quantifiers with countable nouns

- Some quantifiers can be used **only with count nouns**:

(not) many	each	either	(a) few
several	both	neither	fewer

- These more **informal forms** are used only with count nouns:

a couple of	hundreds of	thousands of
-------------	-------------	--------------

Examples :

- I'll be back in **a couple of minutes**.*
- There were **hundreds of people** at the meeting.*

C. Quantifiers with uncountable nouns

- Some quantifiers can be used **only with uncountable nouns**:

*Would you like **a little wine**?*

*Could I have **a bit of butter**, please?*

(not) much	a bit of	a little
------------	----------	----------

- These quantifiers are used particularly with **abstract nouns** such as ***time, money and trouble***:

*It will probably cost a great deal of money.
He spent a good deal of time watching television.*

<i>a great deal of</i>	<i>a good deal of</i>
------------------------	-----------------------

D. Members of groups

We put a noun directly after a quantifier when we are talking about members of **a group in general**:

Most children like chocolate.
I never have enough money.

but if we are talking about members of a **specific group**, we use **of the** as well:

Most of the boys at my school play football.

Note: with ***all*** and ***both***, we don't need to use **of**. We can say ***all the ...*** and ***both the ...***.

both, either and neither

If we are talking about **two people or things**,

we use the quantifiers ***both, either and neither***:

One supermarket	Two supermarkets	More than two supermarkets
-----------------	------------------	----------------------------

The supermarket was closed.	Both the supermarkets <u>were</u> closed.	All the supermarkets were closed.
The supermarket wasn't open.	Neither of the supermarkets <u>was</u> open.	None of the supermarkets were open.

Note that nouns with **both have a **plural verb** but nouns with **either** and **neither** have a **singular verb**.

every and each

- We use the quantifiers **every** and **each** with **singular nouns** to mean **all**:
Every shop was decorated with flowers. (= All the shops were decorated with flowers.)
Each child was given a prize. (= All the children were given a prize.)
- We often use **every** to talk about times like **days, weeks** and **years**:

*When we were children, we had holidays at our grandmother's **every year**.*

*When we stayed at my grandmother's house, we went to the beach **every day**.*

- We do not use a determiner with **every** and **each**:

Every shop was decorated with flowers. (NOT ~~The every shop~~)

Each child was given a prize. (NOT ~~The each child~~)

UNIT 3

TENSES

What is Tense?

tense (noun): a verb-based method used to indicate the time, and sometimes the continuation or completeness, of an action or state in relation to the time of speaking.

ORIGIN: Latin *tempus* "time"

The concept of tense in English is a method that we use to refer to time - past, present and future.

	Past	Present	Future
Simple	<p>I ate pizza yesterday.</p> <p>To indicate a past habit – or an action already completed.</p> <p>Can be used with or without adverbs of time.</p>	<p>I eat pizza everyday.</p> <p>To express habits or general truth.</p> <p>To indicate a future event on a designated date as part of a plan or arrangement.</p> <p>With 'mental action' verbs: <i>like, love, want, need, believe, etc.</i></p>	<p>I will eat pizza tomorrow.</p> <p>To indicate an action, condition, or circumstance which hasn't taken place yet.</p>
Continuous	<p>I was eating pizza when you arrived.</p> <p>To indicate uncompleted action of the past (with or without time reference)</p> <p>To indicate persistent habits of the past (with <i>always, continuously, forever, etc.</i>)</p>	<p>I am eating pizza right now.</p> <p>To indicate action going on at the time of speaking.</p> <p>To indicate temporary action which may not be happening at the time of speaking.</p> <p>With a habitual action verb, especially to indicate a stubborn habit.</p>	<p>I will be eating pizza when you arrive.</p> <p>To indicate what will be going on at some time in the future.</p> <p>To indicate planned future events.</p>
Perfect	<p>I had eaten all of the pizza when you arrived.</p> <p>To indicate a completed action of the past that happened before another event took place.</p>	<p>I have eaten all of the pizza.</p> <p>To indicate past action which is not defined by a time of occurrence.</p> <p>To indicate an action which started in the past and has continued up until now.</p>	<p>I will have eaten all of the pizza by the time you arrive.</p> <p>To indicate an action that will be complete before another event takes place.</p>
Perfect Continuous	<p>I had been eating pizza for 2 hours when you arrived.</p> <p>To indicate an action in the past that began before a certain point in the past and continued up until that time.</p>	<p>I have been eating pizza for 2 hours.</p> <p>To indicate an action which started at some point in the past and may or may not be complete.</p>	<p>I will have been eating pizza for 2 hours when you arrive.</p> <p>To indicate an action that will have happened for some time and will not be complete yet at a certain point in the future.</p>

1. SIMPLE PRESENT

Simple Present	Repeated Actions	
	Facts or Generalizations	
	Scheduled Events in the Near Future	
	Now (Non-Continuous Verbs)	

We use the simple present tense when an action is happening right now, or to describe about permanent situation, routine and habit.

Example: I **live** in Jalandhar.

Henry **lifts** weights on the weekend.

Depending on the person, the simple present tense is formed by using the root form or by adding -s or -es to the end.

3rd person singular (he/ she/ his/ her/ him/ any name) = verb1 + s/ es

All other cases = verb 1

Example: I **feel** great!

Pauline **loves** pie.

Hamsters **run** all night.

2. PRESENT CONTINUOUS:

The present continuous verb tense indicates that an action or condition is happening now, frequently, and may continue into the future.

Formula:

Subject + be [am, is, are] + verb [present participle]

Example: I **am singing** at church today.

The boys **are playing** ball after school.

- Present continuous is used with future plans if you have arrangements.

For example: We **are leaving** for Paris tonight

- Present continuous is also used with annoying habits and trends.

For example: Jess **is always complaining**.

Everyone **is wearing** stripes this season.

3. PRESENT PERFECT:

The present perfect tense refers to an action or state that either occurred at an indefinite time in the past (e.g., we have talked before) or began in the past and continued to the present time (e.g., he has grown impatient over the last hour).

This tense is formed by:

Subject + have/has + past participle (V3).

- The construction of this verb tense is straightforward. The first element is have or has, depending on the subject.

Singular Subject = has + V3

Plural Subject / You/ I = have + V3

- The second element is the past participle of the verb, which is usually formed by adding -ed or -d to the verb's root (e.g., walked, cleaned, typed, perambulated, jumped, laughed).

Example: I **have been** to Tokyo.

How many times **have you been** to Tokyo?

She **has learned** to speak Russian.

I **have walked** on this path before.

We **have eaten** the lasagna here.

Present Perfect	Unspecified Time Before Now	 Past Present Future
	Duration From the Past Until Now (Non-Continuous Verbs)	 Past Present Future

The important thing to remember about the present perfect is that you can't use it when you are being specific about when it happened.

Example: I **have put** away all the laundry. = **correct**

I **have put** away all the laundry this morning. = **incorrect**

You can use the present perfect to talk about the duration of something that started in the past and is still happening.

Example: She **has had** the chickenpox since Tuesday.

Present perfect is also used to talk about past actions in an unfinished time.

Example: I **have eaten** lot of pizza this week. (week is unfinished)

We **have gone** to Paris and Rome this year. (Year is an unfinished time period.)

4. PRESENT PERFECT CONTINUOUS:

The present perfect continuous is used to refer to an unspecified time between 'before now' and 'now'.

Present Perfect Continuous	Duration from the Past Until Now Recently, Lately		Past	Present	Future
-----------------------------------	--	--	------	---------	--------

The present perfect continuous **formula** is:

has/ have+ been + v [present participle] +ing.

We use the Present Perfect Continuous to talk about:

- past action recently-stopped
- past action still-continuing

Singular Subject = has been + V1-ing
Plural Subject / You/ I = have been + V1-ing

Present Perfect Continuous for past action just stopped

We use the Present Perfect Continuous tense to talk about **action** that started in the past and stopped recently. There is usually a result **now**.

I'm tired because I've been running.

past	present	future
!!!		
Recent action	Result now	

- Why is the grass wet ^[now]? **Has it been raining?**
- You don't understand ^[now] because you **haven't been listening.**

Present Perfect Continuous for past action continuing now

I have been reading for 2 hours.		
past	present	future
		
Action started in past.	Action is continuing now.	

We use the Present Perfect Continuous tense to talk about **action** that started in the past and is continuing **now**. This is often used with **for** or **since**.

- I **have been reading for** 2 hours. (I am still reading now.)
- We've **been studying since** 9 o'clock. (We're still studying now.)

5. SIMPLE PAST:

The simple past is a verb tense that is used to talk about things that happened or existed before now. It refers to completed action in the past.

Structure:

Subject + past simple (second form of verb)

Examples: I **lived** in London from 2014 to 2016.

We **moved** here in 1991.

Sophia and I **met** yesterday.

Type of Sentence	subject	auxiliary verb		main verb	
+	I			went	to school.
	You			worked	very hard.
-	She	did	not	go	with me.
	We	did	not	work	yesterday.

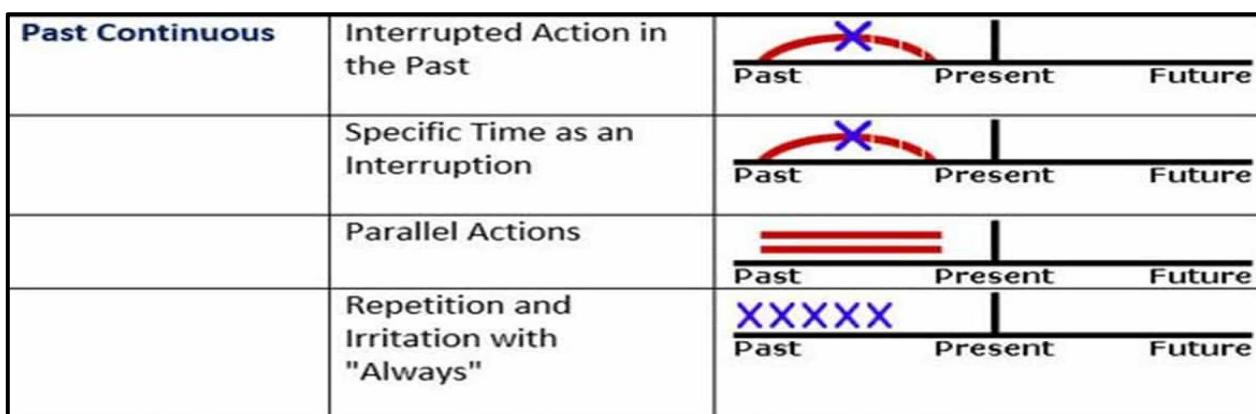
?	Did	you		go	to London?
	Did	they		work	at home?

6. PAST CONTINUOUS

The past continuous tense, also known as the past progressive tense, refers to a continuing action or state that was happening at some point in the past.

Structure:

Was/ Were + -ing word



There are many situations in which this verb tense might be used in a sentence. For example, it is often used to describe conditions that existed in the past.

Example: The audience **was applauding** until he fell off the stage.
I **was making** dinner when she arrived.
She **was talking** constantly in class in those days.
The sun **was shining** every day that summer.

It can also be used to describe something that was happening continuously in the past when another action interrupted it.

Example: The audience **was applauding** until he fell off the stage.
I **was making** dinner when she arrived.

Type of sentence	subject	auxiliary verb		main verb	
+	I	was		watching	TV.
+	You	were		working	hard.
-	He, she, it	was	not	helping	Mary.
-	We	were	not	joking.	
?	Were	you		being	silly?
?	Were	they		playing	football?

7. PAST PERFECT

The past perfect, is a verb tense used to talk about actions that were completed before some point in the past. It refers to the two connected events in the past and represent the action that happened first.

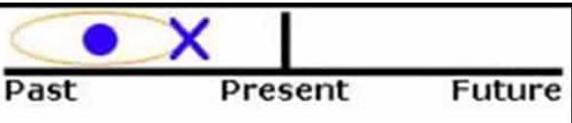
Structure:

Subject+ had + past participle.

Example: We **had arrived** by the time the film started. (They arrived first and then the film started.)

We **had** already **eaten** when dad came home. (Eating was done before dad came home.)

I was sick because I **had eaten** too much the previous night.

Past Perfect	Completed Action Before Something in the Past	
	Duration Before Something in the Past (Non-Continuous Verbs)	

8. PAST PERFECT CONTINUOUS

The past perfect continuous tense (also known as the past perfect progressive tense) shows that an action that started in the past continued up until another time in the past. The past perfect continuous tense is constructed using:

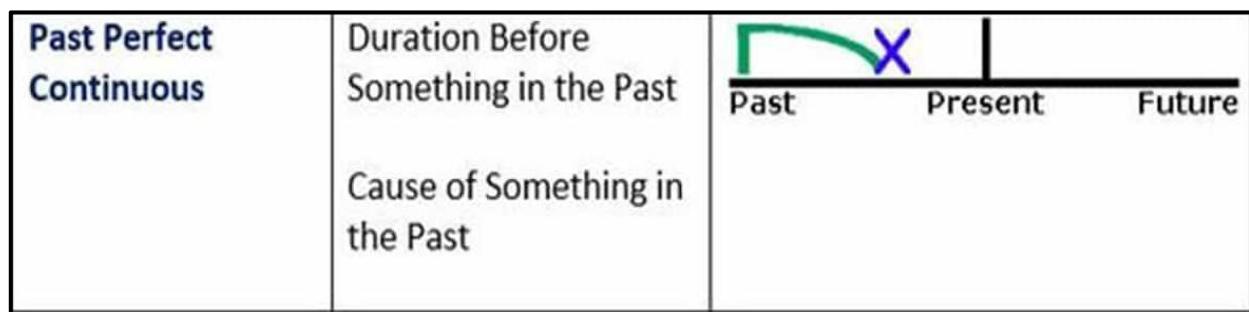
had been + the verb's present participle (root + -ing).

Unlike the present perfect continuous, which indicates an action that began in the past and continued up to the present, the past perfect continuous is a verb tense that indicates something that began in the past, continued in the past, and also ended at a defined point in the past.

Example: I felt really tired because I **had been driving** all day.

(I felt tired at some point in the past and that was because, before that I had been driving all day. So, the earlier past action was continuous one.)

He **had been drinking** milk out the carton when Mom walked into the kitchen.



9. Simple Future

The **Future Simple tense** is often called the "**will tense**" because we make the Future Simple with the modal auxiliary **will**.

Structure :

subject	+	auxiliary will	+	main verb
		invariable		base
		will		V1

A. We use the Future Simple tense when there is no plan or decision to do something before we speak. We make the decision spontaneously at the time of speaking. Look at these examples:

- We **will see** what we can do to help you.
- Maybe we'll **stay in** and **watch** television tonight.

In these examples, the decision is made **at the time of speaking**.

B. We often use the Future Simple tense with the verb **to think** before it:

- I **think** I'll go to the gym tomorrow.
- I **think** I will have a holiday next year.

C. We often use the Future Simple tense to make a prediction about the future. Again, there is no firm plan. We are saying **what we think will happen**.

Example: It **will rain** tomorrow.

D. When the main verb is **be**, we can use the Future Simple tense even if we have a firm plan or decision before speaking.

Examples:

- I'll **be** in London tomorrow.
- Will you **be** at work tomorrow?

E. We use 'going to' to express plans and intentions

Structure: subject + is/am/are going to+ verb (base)

Examples: We **are going to buy** a car.
I **am going to start** exercise regularly.

F. Used for future facts and polite request

Example: The snow **will melt** in summer.

10. Future Continuous

The Future Continuous tense is often used in English as a way to talk about something happening at a given point in the future.

subject	+	auxiliary verb WILL	+	auxiliary verb BE	+	main verb
		invariable		invariable		present participle
		will		be		base + ing

Examples : What **will** you **be doing** when I arrive?

She **will** not **be sleeping** when you telephone her.

We'll **be having** dinner when the film starts.

Type of Sentence	subject	auxiliary verb		auxiliary verb	main verb	
+	I	will		be	working	at 10am.
+	You	will		be	lying	on a beach tomorrow.
-	She	will	not	be	using	the car.
-	We	will	not	be	having	dinner at home.
?	Will	you		be	playing	football?
?	Will	they		be	watching	TV?

11. FUTURE PERFECT

The future perfect is a verb tense used for actions that will be completed before some other point in the future.

Structure :

subject	+	auxiliary verb WILL	+	auxiliary verb HAVE	+	main verb
		invariable		invariable		past participle
		will		have		V3

Example: The parade will have ended by the time Chester gets out of bed. At eight o'clock I will have left..

It takes a point in the future (Chester) and it looks back. It talks about completion of an action by that time.

Look at these example sentences in the Future Perfect tense:

Type of Sentence	subject	auxiliary verb		auxiliary verb	main verb	
+	I	will		have	finished	by 10am.
+	You	will		have	forgotten	me by then.
-	She	will	not	have	gone	to school.
-	We	will	not	have	left.	
?	Will	you		have	arrived?	
?	Will	they		have	received	it?

12. FUTURE PERFECT CONTINUOUS

The future perfect continuous, also sometimes called the future perfect progressive, is a verb tense that describes actions that will continue up until a point in the future. The future perfect continuous consists of:

will + have + been + the verb's present participle (verb root + -ing).

When we describe an action in the future perfect continuous tense, we are projecting ourselves forward in time and looking back at the duration of that activity.

The activity will have begun sometime in the past, present, or in the future, and is expected to continue in the future.

Look at these example sentences with the Future Perfect Continuous:

	subject	auxiliary verb		auxiliary verb	auxiliary verb	main verb	
+	I	will		have	been	working	for four hours.
+	You	will		have	been	travelling	for two days.
-	She	will	not	have	been	using	the car.
-	We	will	not	have	been	waiting	long.
?	Will	you		have	been	playing	football?
?	Will	they		have	been	watching	TV?

Table of English Tenses

Simple tenses			
SIMPLE	THE PAST	THE PRESENT	THE FUTURE
	Signal words last ... / ... ago. / .. in 1990 / yesterday	Signal words every day - sometimes - always - often - usually seldom- never first ... then	Signal words Tomorrow, the day after tomorrow, tonight, soon, next week/year..., in a week/month..., in two/three days/weeks...
	Use action took place in the past, mostly connected with an expression of time (no connection to the present) -Complete actions in the past -Past habits	Use -something happens repeatedly -how often something happens -one action follows another -things in general after the following verbs (to love, to hate, to think, etc.) future meaning: timetables, programmes	Use -predictions about the future (you think that sth. will happen) -you decide to do sth. spontaneously at the time of speaking, you haven't made a decision before -main clause in type I of the if clauses
CONTINUOUS			
CONTINUOUS	Form Base form + -ed (regular) Irregular: 2nd column I worked / did / went I didn't work / do / go Did I work/ do / go?	Form Base form / he/she/it + -s I do/ go / I don't do/ go / Do I do/ go? He does/ goes / He doesn't do/ go Does he do/ go?	Form will + base form I will work / do / go I won't work / do / go Will I work/ do / go?
	EXAMPLES I did my homework last night	EXAMPLES I do my homework every night	EXAMPLES I will do the homework after school.
	Signal words While, when, as, all morning/evening...	Signal words Now, at the moment, at present, these days, still, nowadays, today, tonight... (except for future use) Look! Listen!	Signal words This time next week/year/month... and other time expressions with future reference
Perfect tenses			
SIMPLE	THE PAST	THE PRESENT	THE FUTURE
	Signal words Before, after, already, just, for, since, till, until, when, by, by the time, never	Signal words For, since, already, yet, always, just, ever, never, so far, today, this week/month..., how long, lately, recently	Signal words Before, by, by then, by the time, until, till
	Use -mostly when two actions in a story are related to each other: the action which had already happened is put into Past Perfect, the other action into Simple Past -the past of the Present Perfect	Use -You say that sth. has happened or is finished in the past and it has a connection to the present -Action started in the past and continues up to the present -An action that has recently finished	Use -sth. will already have happened before a certain time in the future -For an action which will be finished before a stated future time.
CONTINUOUS	Form had + past participle* *(base form + -ed) or (irregular verbs) I had worked/done – I hadn't done Had I worked?	Form have/has + past participle* *(base form + -ed) or (irregular verbs) I have worked/done – I haven't done Have I done? – She has done	Form will + have + past participle* *(base form + -ed) or (irregular verbs) I'll have worked/done – I won't have done – Will I have done?
	EXAMPLES When my friend came, I had already done my homework.	EXAMPLES Look! I have done my homework. Here it is!	EXAMPLES I will have done my homework by 8 o'clock
	Signal words Already, just, never, For, since, how long, before, until	Signal words all day,for, since, how long, lately, recently, all morning/year..., the whole day	Signal words *This tense is not used very much by, by then, by the time, for
PERFECT	THE PAST	THE PRESENT	THE FUTURE
	Use how long something had been happening before something else happened	Use -action began in the past and has just stopped -how long the action has been happening emphasis: length of time of an action	Use -sth. will already have happened before a certain time in the future emphasis: length of time of an action
	Form had + been + base form + ing I had been doing – I hadn't been doing – Had I been doing?	Form have/has + been + base form + -ing I have been doing – I haven't been doing Have I been doing? – She has been doing	Form will + have + been+ base form + ing
PERFECT	EXAMPLES I had been waiting for half an hour when he arrived.	EXAMPLES I've been doing homework all day and it is still not finished.	EXAMPLES I will have been doing homework for over an hour by the time my friends arrive.

Unit - 4

Phrases, Clauses and Sentence

What is a phrase ?

A **phrase** is a group of words which has no finite verb in it and acts to complete the sentence for making it meaningful.

"A phrase is a small group of words that form a meaningful unit within a clause."

-Oxford Dictionary

"In linguistic analysis, a phrase is a group of words (or possibly a single word) that functions as a constituent in the syntax of a sentence, a single unit within a grammatical hierarchy."

- Osborne, Timothy, Michael Putnam, and Thomas Gross (2011)

Types of Phrases

The phrases are generally of **eight** types.

- a) Noun Phrase
- b) Adjective Phrase
- c) Adverbial Phrase
- d) Prepositional Phrase
- e) Verb Phrase
- f) Absolute Phrase
- g) Gerund Phrase
- h) Infinitive Phrase



PHRASE

Phrase

The term **phrase** refers to a group of words that doesn't include a subject and verb.

Noun phrase

A noun phrase is a group of words that consists of a noun and its modifiers, and together acts as a noun.

Example: I had a delicious meal.

Prepositional phrase

A prepositional phrase is a group of words consisting of a preposition, its object and any modifiers.

Example: We climbed up the hill.

Verb phrase

A verb phrase is a group of words that includes the main verb and any of its modal and / or auxiliary verbs.

Example: We are working hard as ever.

Infinitive phrase

An infinitive phrase is a group of words consisting of an infinitive and any of its modifiers and complements.

Example: John wants to travel abroad.

Adjectival phrase

An adjectival phrase is a group of words that acts like an adjective.

Example: The girl in white dress is Ruby.

Absolute phrase

An absolute phrase is a group of words that modifies an independent clause as a whole.

Example: Today being Sunday, we are eating outside.

Adverbial phrase

An adverb phrase is a group of words that acts as an adverb in a sentence.

Example: To excel in studies, we have to go above and beyond.

Participial phrase

A participial phrase consists of a participle,(a word formed from a verb and acts as an adjective) and any modifiers and complements.

Example: The newly-constructed building is large and spacious.

1. Noun Phrase

A noun phrase is usually a single noun as main word and works as a subject or an object in the sentence.

A phrase that acts like a noun in the sentence is called a Noun Phrase. It contains a noun & other associated words (usually determiners & modifiers) which modify the noun.

A noun phrase consists of a noun as a head-word and other related words (determiners & modifiers) may come before or after the noun. The entire phrase serves as a noun in a sentence.

Noun Phrase = noun + modifiers (or determiners)

Example:

- I like to **swing the bat** hard when I am at the crease. (An object)
- **Reading novels** is a good habit. (A subject)
- **The probability of happening that match** is not much. (A subject)

2. Adjective Phrase

An adjective phrase is comprised of an adjective and works as a single adjective in the sentence.

A phrase that acts like an adjective in a sentence is called adjective phrase. Like an adjective it modifies (adds to meaning of) a noun or a pronoun. It consists of adjectives, modifiers and other words modifying the noun or pronoun.

Example:

- Alex is a **well-behaved** man.
- He is a man of **friendly nature**.
- Julie is a woman of **gorgeous style**.

3. Adverbial Phrase

An adverbial phrase modifies the verb or the adjective and works as an adverb in the sentence.

A phrase that acts like an adverb in a sentence is called adverb phrase. Like an adverb, it modifies (add to meaning of) a verb or other adverb in the sentence. It contains an adverb and other words (i.e. noun, preposition, modifiers) which, as a whole, act as an adverb phrase.

Example:

- The horse runs **at a good speed**.
- I was **in a hurry then**.
- I ran **as fast as possible**.

4. Prepositional Phrase

A prepositional phrase always begins with a preposition and connects nouns.

A phrase comprising a preposition and object of preposition (noun or pronoun) is called a prepositional phrase. It may also contain other modifiers.

e.g. *near a wall, on a table, in the room, under a tree, at the door etc*

Prepositional phrase has a noun or pronoun which called the object of preposition.

Example:

- He sacrificed his life **for the sake** of his country.
- **In the end**, we all have to die.
- He is **on the way**.

Note: Prepositional phrases include all other types of phrases.

5 VERB PHRASE

A verb phrase is the group of main verbs and helping-verbs (auxiliaries) within a sentence.

Examples:

- She is writing a letter
- He has taken his annual exam.
- Students must reach in time for the class.
- They have been playing game since morning.
- She is waiting for someone.

6 INFINITIVE PHRASE

An infinitive phrase contains an infinitive (to + base form of verb) and modifiers or other related words linked to the infinitive. An infinitive phrase will always act as a noun, an adjective or adverb in the sentence.

Examples:

- I enjoy to drive a car. (As noun)
- To get success in exam is an ambition of every student. (As noun)
- Government made a plan to help the poor. (As adjective modifying noun: plan)
- She sang a song to please the audience. (As adverb modifying verb: sing)
- The joker danced to entertain the people. (As adjective modifying noun: dance)

7 GERUND PHRASE

A gerund phrase is a group of a gerund (verb + ing), modifiers and other related words linked to the gerund. A gerund phrase functions as a noun in the sentence.

Examples:

- I enjoy listening to the music. (As noun/as object)
- He started writing the letter. (As noun/as object)
- Walking in the sun affects the complexion of a person. (As noun/as subject)
- Crying of a baby disturbed me a lot. (As noun/as subject)

8. AbsolutePhrase

Absolute phrase is also called a nominative phrase. It consists of a noun or a pronoun, a participle and linked modifiers. It modifies (tells more about) the sentence. It looks like a clause but lacks true finite verb. It is separated by a comma in a sentence.

Examples:

- She is looking very much happy, her face expressing a shine of happiness.
- He, having books in his hand, was going to college.
- He, having anger in his eyes, met his enemy.

What is a Clause?

A clause is a group of words which includes a subject and a finite verb. A clause contains only one subject and one verb. The subject of a clause can be mentioned or hidden, but the verb must be clear and distinguishable.

A clause “a group of words containing a subject and predicate and functioning as a member of a complex or compound sentence.”

— Merriam-Webster

Types of Clauses

Independent clauses

contain both a subject and a verb and **can** stand alone as a sentence.
Example: Jet lag affects most long distance travelers.

Dependent clauses

contain both a subject and a verb, but **cannot** stand alone as a sentence. Dependent clauses are introduced by subordinating conjunctions such as *because, what, if*
Example: Although there is no sure way to prevent jet lag.

Independent Clauses

Meaning	Coordinators	Conjunctive Adverbs	Example
To add an idea	and	in addition, furthermore, moreover, also	Women follow more healthful diets, and they go to doctors more often.
To show time or sequence		first, second, then, next, later, meanwhile, finally	First, robots can perform repetitive tasks without becoming tired or bored. Second, they can fulfill tasks requiring pinpoint accuracy.
To contrast	but yet	however, nevertheless, in contrast, on the other hand	Increasing the size of airports is one solution to traffic congestion; however, this is a long-term solution whose benefits may not be seen for many years into the future.

To show result	so	therefore, thus, consequently, as a result	Native and nonnative English speakers have different needs; therefore, most schools provide separate classes for each group.
To introduce an alternative	or	otherwise	Students must take final exams; otherwise, they receive a grade of incomplete.
To emphasize		in fact, of course, indeed, certainly	The little girl hated spiders; in fact, she was terrified by them.
To provide an example		for example, for instance	In the operating room, robotic equipment can assist the surgeon. For instance, a robot can kill a brain tumor.
To generalize or summarize		in general, overall, in short	Hermes is not only the messenger of Zeus, but the patron of thieves. In general, he is the god of authorized and unauthorized transfers.

Dependent Clause

Types of clauses	Subordinators	Examples
1. Noun clauses	what, where, why, how, where, when, who whom, which, whose, whether, that, if	He knows that his business will be successful. That there is a hole in the ozone layer of the earth's atmosphere is well known.
2. Adjective clauses	who, whom, which, whose, that, where, when	Men who are not married are called bachelors. Last year we traveled to San Francisco, which is famous for its architecture.
3. Adverb clauses	a. time	when, before, after, until, since, as soon as
	b. place	where, wherever
	c. cause	because, as, since
	d. purpose	so that, in order that
	e. result	so ... that, such ... that
	f. condition	if, unless
	g. concession	although, even though

Punctuation marking

With noun clauses, no commas are used.

Adjective restrictive clauses are not separated by commas, but with adjective descriptive clauses commas are used.

Adverb clauses that come before the independent clause are followed by a comma, but if they come after the independent clause, no comma is used.

What Is a Sentence?

A sentence is a complete set of words that conveys meaning.

A sentence can communicate

- a statement (I am studying.)
- a command (Go away.)
- an exclamation (I'm so excited!)
- a question (What time is it?)

A sentence consists of one or more clauses.

“ English sentences follow a subject-verb-object format. ”

Types of Sentence on the basis of Structure

Simple Sentences

Definition	A simple sentence contains one independent clause.
Examples	<ul style="list-style-type: none">• Johnny rode his bike to school.• Who is your best friend?• She ate her lunch, took a walk, and went back to work.

Compound Sentences

Definition	A compound sentence contains two independent clauses. A coordinating conjunction (for, and, nor, but, or, yet, so) often links the two independent clauses and is preceded by a comma.
Examples	<ul style="list-style-type: none">• She wanted to go on vacation, so she saved up her money.• I like apples, but my sister loves bananas.• Tim loves to read, and he also loves to hike.

Complex Sentences

Definition	A complex sentence contains one independent clause and one or more dependent clauses. A complex sentence will include at least one subordinating conjunction .
Examples	<ul style="list-style-type: none">• She went to class even though she was sick.• As John was arriving to work, he realized he forgot his lunch.• While I enjoy classical music, I prefer rock and roll because I play the drums.

Compound-Complex Sentences

Definition	<ul style="list-style-type: none">• A compound-complex sentence combines complex sentence and compound sentence forms. A compound-complex sentence contains one or more independent clauses and one or more dependent clauses.
Examples	<ul style="list-style-type: none">• Although she felt guilty for missing her friend's birthday, she took her out to dinner the next day, and they had a great time.• I try to eat healthy food, but because fast food is so convenient, I cannot maintain a healthy diet.• If he got the job, he would have to commute 50 miles to work, so he decided the job was not worth it.

Types of Sentence on the basis of Function



1. A **declarative sentence** makes a declaration or statement which is in contrast to a command, a question, or an exclamation.

This is the most common type of sentences.

The subject comes before the verb in a declarative sentence which always ends in a full stop/period.

Subject + verb + object.

Examples:

- My parents like to watch bullfights.
- She said I don't love dogs as much as she does.
- He is not as friendly as he looks.
- That hotel restaurant serves minced crocodile meat.

2. An interrogative sentence asks a question and ends in a question mark.

This distinguishes it from the other types of sentences – declarative, imperative, and exclamatory.

Helping verb + subject + main verb...?

Wh- word + helping verb + subject + main verb...?

Examples:

- Is a long-time smoker like you able to do that – blow smoke rings?
- Do you expect me to believe what you just said?
(The auxiliary verb appears before the subject.)
- Who is coming along with us to the haunted castle tonight?
(One of the question words [who, what, where, when, why, and how] **who** is used here to ask a question as the subject is unknown. The question word **who** does not invert with the auxiliary verb **is**.)

3. An imperative sentence gives an instruction, expresses a command or issue a request.

- The subject is not normally shown in an imperative sentence, while the verb used is always in the base form; that is, a verb without any endings such as -s, -ed or -ing:

Stop here!

Not: Stopped here!

- The implied subject is understood to be you.
- Imperative sentences vary in length; they can be as short as a single word:**Look!**
- An imperative sentence ends with a full stop/period or an exclamation mark.

Examples:

- Bake it in the oven until golden brown. (Instruction)
- Make a full report to your superior before the end of the week. (Command)
- Please get me a carton of frozen yogurt on your way home. (Request)
- Will you kids stop shouting. (Question phrased as a request)
- Don't just stand there; do something, anything to show you are busy..

4.

An **exclamatory sentence** is not unlike a declarative sentence conveying strong feeling such as excitement, surprise, anger or shock. It typically ends with an exclamation mark (!).

Examples:

The following are examples of exclamatory sentences expressing the various emotions.

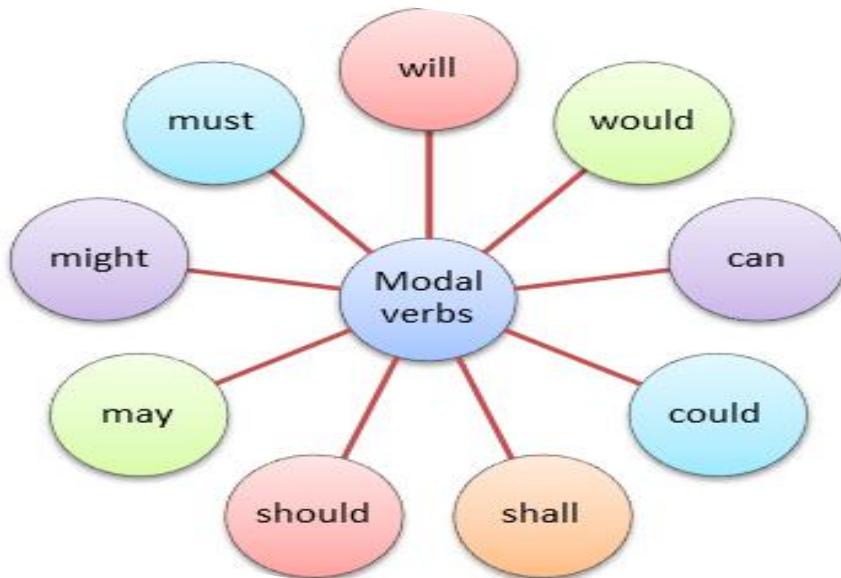
- Wait! I'm coming along. (Excitement)
- We thought you weren't coming! (Surprise)
- But you said you would pay me back today! (Anger)
- We read how the grandmother was treated. Shocking! (Shock)
- I won the bet again! (Happiness)
- I'm really going to miss you a lot. (Sadness)
- What a terrible waste of time waiting for the rain to stop! (Frustration)

Unit-5

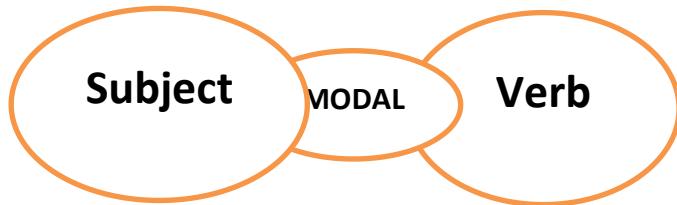
MODALS

A modal verb is a type of [auxiliary \(helping\) verb](#) and used with other verbs to express: ability, possibility, permission request, capacity, suggestions, order, advice or obligation.

Modal verbs include



How do we use Modals?



Example: Mary can play the piano.

Form of Modal

Modal verbs do not have infinitives or –‘ing ‘forms.
to can / caning /to must /musting

**Modal verbs are followed by an infinitive without
'to'**

She must study (strong obligation)

Modal verbs do not have all the tenses

What do they Express.....???????

They can have more than one meaning depending on the situations.

Ability:	can / could, be able to
Requests:	can / could, will / would, would like
Necessity:	must, have to, have got to, need
Certainty:	must, will, should
Permission:	can / could, may / might
Suggestions:	could, may / might, shall

Explanation: -

CAN

ABILITY (present)

- I **can** speak Chinese.

POSSIBILITY (present)

- One wrong move **can** lose the whole game.

PERMISSION (Informal)

- If you need, you **can** take my car.

REQUEST (Informal)

- **Can** you give me a hand?

OFFER (help)

- How **can** I help you?

CAN NOT (not allowed)

- You **can't** smoke here. This is the hospital!

COULD

ABILITY (past)

- He **could** swim well when he was ten years old.

POSSIBILITY (past)

- A lot of employees **could** be fired.

PERMISSION (Polite)

- He **would** help you if he **could**.

REQUEST (Polite)

- **Could** you open the door, please?

SUGGESTION

- You **could** call me whenever you want.

CONDITIONAL OF CAN

- If you call me, I **could** help you.

MORE EXAMPLES: -

- He can play the piano. (**Ability**)
- I can go now that I've finished working. (**Opportunity**)
- Can I borrow your book? (**Informal request**)
- It can be tiring to study and work at the same time. (**Possibility**)
- Could you phone me when you arrive? (**Polite request**)
- You could have taken a long weekend to visit your family. (**Suggestion in past**)
- Before I hurt my wrist, I could toss pizza dough. (**Past of CAN**)

Uses of **May** and **Might**:

Possibility

- It **might** rain later so take an umbrella.

Give permission

- You **may** have another cookie if you like.

Ask for permission

- May I borrow your pen please?

Express wishes

- May the New Year bring you happiness.

Speculate about past actions

- She is late. She **may** have missed her plane.

May or Might?

May and **Might** can normally be interchanged without a significant difference in meaning. However, **Might** often implies a smaller chance of something happening (when expressing possibility).

- It **may** rain. (70% chance)
- It **might** rain. (40% chance)

When expressing wishes or giving permission, only **May** is used.

MORE EXAMPLES: -

- You **may** submit your paper via email now.
- The bakery **may** be open now.
- May I use your phone?
- My dog **might** be the one who made the mess.
- You **might** have called to say you weren't coming.

SHALL

Suggestions

- Shall I get a pizza for dinner tonight?

Offers / Volunteering

- That bag looks heavy. Shall I carry it for you?

Instructions (asking for or giving)

- What shall I do with your mail when it arrives?

Promises

- You shall be the first person to know.

Confirmation (statement of fact)

- I shall meet you there at 7.

SHALL

The modal verb **Shall** is not used much nowadays. It may still be found in formal speech and some legal documents.

The most common use of **shall** in everyday English is in questions that offer or suggest.
- Shall I ... ? - Shall we ... ?

Originally **Shall** was used instead of **Will** in first person (with **I** and **We**) when talking about the future.

In all of the examples above, **shall** can be replaced by another **modal verb**.

Suggestion/Instructions - **Should**

Offers - **Can/Could**

Promises/Confirmation - **Will**

MORE EXAMPLES: -

- One day, we shall overcome our dependence on oil.
- I shall ensure that everything goes according to plan.
- Shall we go now?
- She shall get a saree if she stands first.

USE OF WILL

Future	I will be late to class tomorrow. He'll be ten years old next month.
Request	Will you give this to John, please? Will you call me when you get home?
Offer/ Willingness	I'll drive you to the train station. We will lend you the money.
Refusal (negative)	The bank won't give Sam a loan. He will not return my calls.
Conditional	If it rains, I will not go to the park. If Ben is late again, he'll get fired.

MORE EXAMPLES: -

John will be in his office. (present)

We'll be late. (future)

We will have to take the train. (future)

I'll give you a lift home after the party.

Dan will help you if you ask him.

Modal Verbs : Would

Dz Page

Request	<ul style="list-style-type: none">● Would you lend me a pen, please?● I would like more coffee, please.
Offer	<ul style="list-style-type: none">● Would you like some more tea?● I would be happy to help you with preparation for your exam.
Second and Third Conditional	<ul style="list-style-type: none">● If we had a car, we would drive to work.● If he had gone to the party, he would have seen a lot of his friends.
Habit in the past	<ul style="list-style-type: none">● When I was at school I would get up before everyone else in our house.● When I lived in the country, I would go for a walk in the woods every day.

MORE EXAMPLES: -

- You said we would go to the movie.
- If I were in trouble, I would ask him for help.
- If I had been in trouble, I would have asked him for help.
- When we were kids, we would always play street hockey in the alley.
- Would you like a glass of orange juice?
- Would you close the door, please?

Modal Verbs

SHOULD

present	<ul style="list-style-type: none">You should eat more vegetables.You shouldn't smoke.
Advice	<ul style="list-style-type: none">You got a 50 out of 100 on your exam. You should have studied more. (should have + past participle)
Obligation	<ul style="list-style-type: none">You should send thank you notes to the friends who gave you presents.We should go to class every day.
present Probability/ Expectation	<ul style="list-style-type: none">It's almost time for class. Our teacher should arrive soon.A ticket to New York shouldn't cost a lot.The drive should have taken 20 minutes. Why did it take you two hours to get here?

MORE EXAMPLES: -

- I should return this library book.
- She should be at the airport right now.
- You should do more exercise.
- When you go to London, you should go to the theatre.
- I should be going now. It's getting late.

Difference between 'Ought to' and 'Should'!

SHOULD is used when we want to express our subjective opinion.
In other words, 'what I think is best for you to do'.

- You should call your mother more often.
- He should apologize before she stops talking to him.

OUGHT TO is used when we want to express an objective truth.

In other words, 'what is necessary, and cannot be avoided'

- They ought to follow the school's policy, or they will get expelled.
- According to this road sign, they ought to stop here.

USES OF MUST

Obligation or Duty

- You **must** wear a seatbelt when you drive.
- You **must** eat all of your vegetables.

Deduction (certain something is true)

- Look at all that snow. It **must** be cold outside.
- I heard a noise upstairs. Mary **must** be home.

Emphasize Necessity

- Plants **must** have light and water to grow.
- You **must** study if you want good grades.

Strong Recommendation

- We **must** get together for dinner soon.
- These cupcakes are yummy. You **must** try one.

Positive Assumption (Past)

Must + Have + Past Participle

- That **must** have been my mother calling me while I was in the meeting. No one else has my private phone number.

must + verb *

* The base form of the infinitive
= ~~to~~ go, ~~to~~ study, ~~to~~ speak, etc.

- | | | |
|-----|--------------------------------|--|
| He | must s stop. | |
| He | must stop. | |
| You | must to go. | |
| You | must go. | |
| She | must waits . | |
| She | must wait. | |

Mustn't = Must not

It is important that you do NOT do something.
= it is prohibited
= it is not allowed

- You **mustn't** use your phone while driving.

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MORE EXAMPLES: -

- She **must** be the best athlete in our school's history.
- To be healthy, you **must** eat well.
- Visitors **must** sign in at reception.
- You **must not** disrupt his concentration.

MODAL VERBS**MUSTN'T vs.
DON'T HAVE TO**

BE CAREFUL: There is a difference in meaning between *Mustn't* and *Don't have to*.

Mustn't

It is prohibited.
It is not allowed.
It is important that you do NOT do something.

Negative Obligation

You must not drink that.

= It is forbidden to drink that.
= Don't drink that, it is not allowed.
= It is important that you do NOT drink that.

You mustn't tell John.

= Do NOT tell John.
= You are not allowed to tell John.

She mustn't come.

= It is important that she does NOT come.

Don't have to

There is no obligation.
You are not required to do something, especially if you don't want to.

Absence of Obligation

You don't have to drink that.

= You don't need to drink that but you can if you want to.
= There is no obligation to drink that. You decide if you want to.

You don't have to tell John.

= You can tell John if you want to but it is not necessary.

She doesn't have to come.

= She is not required to come but she can if she wants to.

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Quick Review

Modal	Example	Function
WILL	I'll give you a call on Monday. I'll take these books with me. We'll book your tickets if you like. We will see an increase in salaries next year.	Promise. Instant decision. Offer. Certain prediction.
WOULD	Would you mind if I opened the window? Would you make me a coffee? Would you be available at 6pm tonight? Would you like to go out some time? Would you prefer the window seat or the aisle?	Asking for permission. Request. Making arrangements. Invitation. Preferences.
SHALL	Shall I get the phone? Or will you? Shall I call a cab? Shall we say 9pm at Amy's then?	Asking what to do. Offer. Suggestion.
SHOULD	You should see a doctor, you don't look well. We should get a specialist. Salaries should go up next year.	Advice. Recommending action. Uncertain prediction.
OUGHT TO	You ought to go to the dentist before you leave.	Advice.
MUST	I must leave now to catch my train. You mustn't ask too many questions.	Obligation/Necessity. Prohibition.

PUNCTUATION

What is PUNCTUATION

Punctuation is a symbol that you use to divide written words into sentences and clauses.

For Example: -

Jessica scanned the lines, none of which had any punctuation.

WHY TO PUNCTUATE

Punctuation marks are symbols that indicate the structure and organization of written language.

In written English, punctuation is vital to disambiguate the meaning of sentences.

Correct punctuation can save a person's life

**Let's eat grandpa.
Let's eat, grandpa.**

The Power of PUNCTUATION

An English professor asked the students to punctuate the following:

➤ “A woman without her man is nothing”

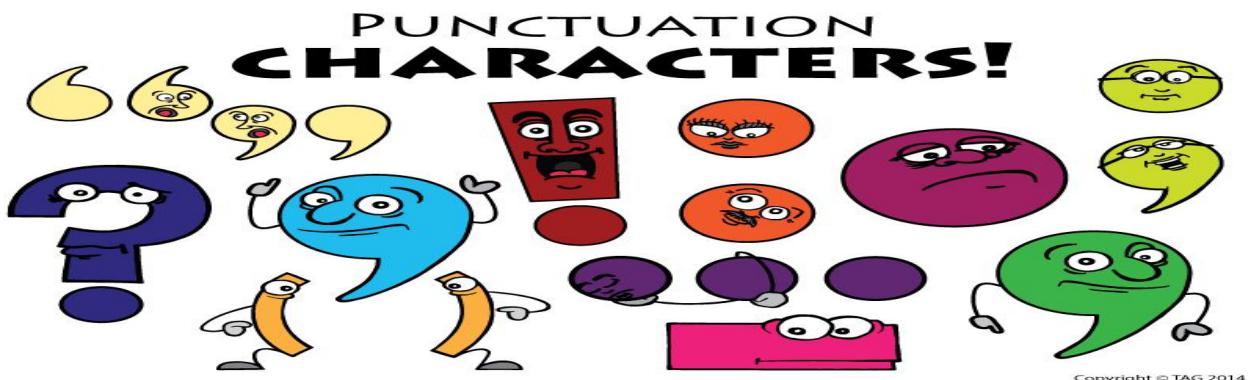
All the males in the class wrote

➤ “Awoman without her man, isnothing.”

All of the females in the class wrote

➤ “Awoman: without her, man isnothing.”

PUNCTUATION MARKS



- Full stop/period (.)
- Comma (,)
- Colon (:)
- Semi colon (;)
- Question mark (?)
- Exclamation mark (!)
- Quotation marks ("")

- Parentheses ()
- Apostrophe (')
- Hyphen and Dash (-,-)
- Correct punctuation is essential for clear and effective writing. The following list contains some of the most critical punctuation rules.



FULL STOP

Use a full stop at the end of a complete sentence that is a statement.

Example:

I know that you would never break my trust intentionally.

A single full stop may also be used to indicate the abbreviation of commonly used words as in the following examples:

Telephone Number = Tel. No.

September = Sept.

COMMA



Commas are used to separate three or more words, phrases, or clauses in a series.

Example:

Practice will be held before school, in the afternoon, and at night.

Commas are used after an introductory dependent clause (a group of words before the subject of a sentence that do not form a complete sentence).

Example: -

If your friends enjoy Chinese food, they will love this restaurant.

Commas set off an appositive (a word or phrase that renames a noun).

Example: -

Tanya, Debbie's sister, gave a brilliant speech last night.

Commas are used to set off introductory words, introductory adverbial, participial, or infinitive phrases, and longer introductory prepositional phrases.

Example: -

Incidentally, I was not late this morning. (Word)

Hoping for a bigger fish, Rob spent three more hours fishing. (Phrase)

Commas are used between independent clauses joined by a coordinating conjunction (*for, and, nor, but, or, yet so*).

Example: -

My dog had fleas, so we gave him a bath.

Commas set off nonessential phrases or clauses.

Example: -

The man, I think, had a funny laugh.

COLON



To announce, introduce, or direct attention to a list.

Lists/series example

We covered many of the fundamentals in our writing class: grammar, punctuation, style, and voice.

Use the colon to introduce a list of items when introductory words such as

namely, for example, or that is do not appear.

► **Examples:**

1. I want the items **namely, butter, sugar, and flour.**

2. I want the following items: **butter, sugar, and flour.**

Colons follow independent clauses and are used to call attention to information that comes after. Colons come after the independent clause and before the word, phrase, sentence, quotation, or list it is introducing.

Example:

Lately, I have had only one thing on my mind: graduation.

Lately, I have had one thing on my mind: graduating from college.

Lately, I have had only one thing on my mind: I can't wait to graduate.

Lately, I have had several things on my mind: papers, grades, and finals.

Never use a colon after a verb that directly introduces a list.

X The things on my mind are: papers, grades, and finals.

The things on my mind are the following: papers, grades, and finals.

The things on my mind are papers, grades, and finals.

SEMI COLON



Use a semicolon in place of a full stop to separate two sentences. where the conjunction has been left out.

Examples:

Call me tomorrow; I will give you my answer then.

I have paid my dues; therefore, I expect all the privileges listed in the contract.

Use the semicolon to separate units of a series when one or more of the units contain commas.

Example:

This conference has people who have come from Lahore, Pakistan; Bombay, India; and Jeddah, Saudi Arabia

Use the semicolon between two sentences that are joined by a conjunction but already have one or more commas within the first sentence.

Examples:

When I finish here, I will be glad to help you; and that is a promise I will keep.

If she can, she will attempt that feat; and if her husband is able, he will be there to see her.

QUESTION MARK



Use a question mark only after a direct question

Example:

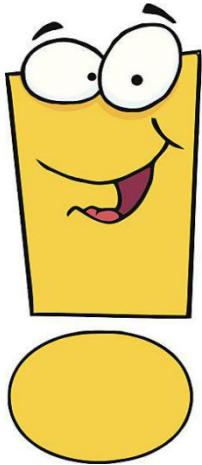
Will you go with me?

I asked if he would go with me

Use a question mark when a sentence is half statement and half question.

Example: You do care, don't you?

EXCLAMATION MARK



An exclamation mark usually shows strong feeling, such as surprise, anger, or joy. Using an exclamation mark when writing is rather like shouting or raising your voice when speaking. Exclamation marks are most used in writing quoted speech. You should avoid using exclamation marks in formal writing, unless necessary.

Use an exclamation mark to indicate strong feelings or a raised voice in speech:

He exclaimed: "What a fantastic house you have!"

"Shut up!"

Many interjections need an exclamation mark:

"Hi! What's new?"

"Oh! When are you going?"

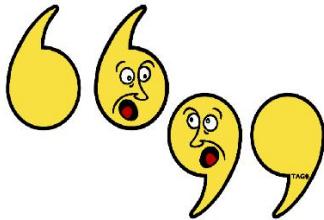
"Ouch! That hurt."

A non-question sentence beginning with "what" or "how" is often an exclamation and requires an exclamation mark:

What idiots we are! (*We are such idiots.*)

How pretty she looked in that dress! (*She looked very pretty in that dress*)

QUOTATION MARKS



Quotation marks enclose the exact words of a person.

Sia said, "I'm gonna swing from the chandelier."

Do not use quotation marks around a paraphrase (using your own words to express the author's ideas) or a summary of the author's words.

Example:

Megan said that Kurt's hat was red.

Quotation marks set off the titles of magazine articles, poems, reports, and chapters within a book.

(Titles of books, magazines, plays, and other whole publications should be underlined or italicized.)

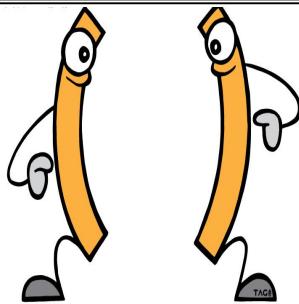
Example:

"The Talk of the Town" is a regular feature in Time magazine.

Place periods and commas inside quotation marks.

Pope Francis said, "I'll have extra mayonnaise on that."

PARENTHESES



Parentheses set off additions or expressions that are not necessary to the sentence. They tend to de-emphasize what they set off.

Example:

We visited several European countries (England, France, Spain) on our trip last year.

Use full parentheses to enclose numbers or letters used for listed items.

Example:

We need an emergency physician who can (1) think quickly, (2) treat patients respectfully, and (3) handle complaints from the public.

When the group inside the parentheses forms a complete sentence but is inserted inside a larger sentence, no period is needed. However, if a question mark or exclamation point is needed, it should be included.

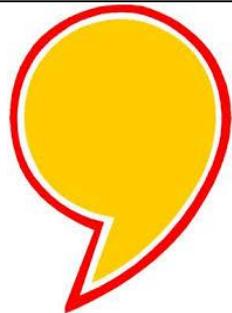
Example:

The snow (she saw it as she passed the window) was now falling heavily.

When parentheses are used to enclose an independent sentence, the end punctuation belongs inside the parentheses.

Example: *Mandy told me she saw Amy's new car. ("I saw Amy's car before Mandy.) She said it was a nice car.*

APOSTROPHES



Apostrophes are used to show possession or to indicate where a letter has been omitted to form a contraction. To show possession, add an apostrophe and an *-s* to singular nouns or indefinite pronouns that end in *one* or *body*.

Example:

Susan's wrench, anyone's problem.

Add only an apostrophe for plural possessive nouns ending in *-s*.

Example:

My parents' car, the musicians' instruments.

Add an apostrophe and an *-s* for plural possessive nouns that do not end in *-s*.

Example:

The men's department, my children's toys

Add an apostrophe and an *-s* for singular possessive nouns that end in *-s*.

Example:

Chris's cookbook, the business's system.

Do not use an apostrophe with possessive personal pronouns.

yours, his, hers, its, ours, their, and whose.

Apostrophes are also used in contractions, two words which have been combined into one, to mark where the missing letter or letters would be.

Example:

I am= I'm , I have = I've who is = who's let us =let's cannot = can't he is, she is, it is = he's, she's, it is=it's you are = you're they are = they're

HYPHEN

Hyphens are used to form compound words or join word units. They are also used to join prefixes, suffixes, and letters to words.

Use hyphens with compound numbers from twenty-one to ninety-nine and with fractions used as modifiers (adjectives).

Example: -

forty-two students

three thousand five hundred and sixty-seven students

two-thirds majority (vs. “two thirds of the voters”)

Use a hyphen with the prefixes such as ex-, self-, and all-; with the suffix such as elect-; and with all prefixes before a proper noun or proper adjective.

Example: - all-star ex-may or pro-choice self-image non-European senator-elect

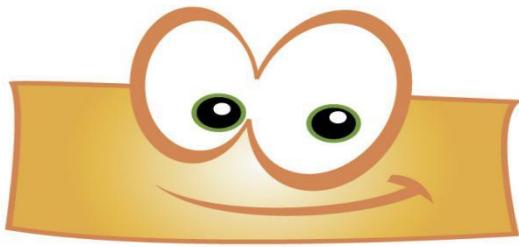
Use hyphens in a compound adjective only when it comes before the word it modifies. However, some compound adjectives are always hyphenated, such as *well-balanced*

Example:

A well-liked author is an author who is well liked.

A world-renowned composer is a composer who is world renowned.

DASHES



Dashes—often confused with hyphens—connect groups of words to other groups of words to emphasize a point. Usually, the dash separates words in the middle or at the end of a sentence.

In the middle of a sentence, a dash can put special emphasis on a group of words or make them stand out from the rest of the sentence.

Example: -

Our ideas for the weekend, going to a movie, having a picnic, doing homework, and hiking Garcia Trail, seemed like a lot to squeeze in.

Our ideas for the weekend—going to a movie, having a picnic, doing homework, and hiking Garcia Trail—seemed like a lot to squeeze in.

The dash can also be used to attach material to the end of a sentence when there is a clear break in the continuity of the sentence or when an explanation is being introduced.

Example:

The president will be unable to win enough votes for another term of office—unless, of course, he can reduce unemployment and the deficit soon.

UNIT -6

PHRASAL VERBS

What are Phrasal Verbs?????????????????

A phrasal verb is the combination of two or three words from different grammatical categories — a verb and a particle, such as an adverb or a preposition — to form a single semantic unit on a lexical or syntactic level.



For Example:-

phrasal verb	verb + adverb	look up	search for and find information in a reference book	You can look up the word in a dictionary.
	verb + preposition	look after	take care of	Who is looking after the baby?
	verb + adverb + preposition	look forward to	anticipate with pleasure	I look forward to meeting you.

Why are phrasal verbs important?

Phrasal verbs are very common – they appear in all areas of English, from business English and academic English right the way through to informal, spoken English.

Using phrasal verbs correctly makes your English sound natural and fluent and they occur so frequently in English that students need to master them if they are ever going to progress

Be aware that one of the special features of phrasal verbs is that some of them have many different meanings.

For example,

you can **pick** something **up** from the floor, you can **pick up** a language or bad habits, the weather can **pick up**, you can **pick up** a bargain, a radio can **pick up** a signal, the economy can **pick up**, you can **pick up** a story where you left it, you can **pick** someone **up** in your car.

Sometimes the meanings are clearly related, some being more literal and some more metaphorical.



TRANSITIVE PHRASAL VERBS

Transitive phrasal verbs have a direct object.

Examples of transitive phrasal verbs (direct object is in blue):

- You need to fill out **this form** to register for the course.
(fill out = complete)
- I'm going to cut down on **fast food** this year.
(cut down on = reduce)
- Check out **that website** – it's really great!
(check out = look at, go to)
-

INTRANSITIVE PHRASAL VERBS

Intransitive phrasal verbs have **no direct object**. (A direct object is “acted upon” by the verb).

Examples of intransitive phrasal verbs:

- I **woke up** at 10:30 AM.
- You can **come over** to my house after school.
- He's **going back** to Russia next month.

Some verbs can be used both with and without an object, but the meaning may change. Use the context to decide if the verb has a different meaning from the one you are familiar with.

Examples:

Tina and Jo were so clever the teacher moved them up to a higher class. (With object) tina and joi moved up to a higher class. (No object = same meaning)

I can drop you off at the station. (With object = drive you somewhere and leave you there)

I was sitting in the armchair and I dropped off. (No object = fell asleep, different meaning)

POSITION OF THE OBJECT

When **VERB + ADVERB** type of phrasal verb has a direct object, we can usually **separate** the two parts. For example, "turn down" is **separable**. We can say: "**turn down** my offer" or "**turn** my offer **down**".

Look at these example sentences:

- ✓ They turned down my offer.
- ✓ They turned my offer down.

However, if the direct object is a **pronoun**, we have no choice. We **must** separate the two parts of the verb and insert the pronoun. Look at these examples with the verb "switch on". Note that the last one is impossible:

- ✓ John switched on the **radio**.
- ✓ John switched the **radio** on.
- ✓ John switched **it** on.
- ✗ John switched on it.

VERB + PREPOSITION

Prepositional verbs **cannot be separated**. That means that we cannot put the direct object between the two parts.

For example, we must say "look after the baby". We cannot say "look the baby after":

✓ Who is looking after the baby?

✗ Who is looking the baby after?

Phrasal verb	Meaning	Example sentence
Ask somebody out	invite on a date	Brian asked Judy out to dinner and a movie.
Ask around	ask many people the same question	I asked around but nobody has seen my wallet.
Add up to something	Equal	Your purchases add up to \$205.32.
Back something up	Reverse	You'll have to back up your car so that I can get out.
Back somebody up	Support	My wife backed me up over my decision to quit my job.
Blow up	Explode	The racing car blew up after it crashed into the fence.
Blow something up	add air	We have to blow 50 balloons up for the party.
Break down	get upset	The woman broke down when the police told her that her son had died.

Break something down	divide into smaller parts	Our teacher broke the final project down into three separate parts.
Break in	force entry to a building	Somebody broke in last night and stole our stereo.
Break into something	enter forcibly	The firemen had to break into the room to rescue the children.
Break something in	wear something a few times so that it doesn't look/feel new	I need to break these shoes in before we run next week.
Break in	Interrupt	The TV station broke in to report the news of the president's death.
Break up	end a relationship	My boyfriend and I broke up before I moved to America.
Break up	start laughing (informal)	The kids just broke up as soon as the clown started talking.
Break out	Escape	The prisoners broke out of jail when the guards were not looking.
Break out in something	develop a skin condition	I broke out in a rash after our camping trip.
Bring somebody down	make unhappy	This sad music is bringing me down.
Bring somebody up	raise a child	My grandparents brought me up after my parents died.
Bring something	start talking about a	My mother walks out of the room

Up	subject	when my father brings up sports.
Bring something up	Vomit	He drank so much that he brought his dinner up in the toilet.
Call around	phone many different places/people	We called around but we weren't able to find the car part we needed.
Call somebody back	return a phone call	I called the company back, but the offices were closed for the weekend.
Call something off	Cancel	Jason called the wedding off because he was not in love with his fiancé.
Call on somebody	ask for an answer or opinion	The professor called on me for question 1.
Call on somebody	visit somebody	We called on you last night, but you were not home.
Call somebody up	Phone	Give me your phone number and I will call you up when we are in town.
Calm down	relax after being angry	You are still mad. You need to calm down before you drive the car.
not care for somebody/something	not like (formal)	I do not care for his behavior.
Catch up	get to the same point as somebody else	You will have to run faster than that if you want to catch up with Marty.
Check in	arrive and register at a hotel or airport	We will get the hotel keys when we check in.

Check out	leave a hotel	You have to check out of the hotel before 11:00 AM.
Check somebody/something out	look at carefully, investigate	The company checks out all new employees.
Check out somebody/ Something	look at (informal)	Check out the crazy hair on that guy!
Cheer up	become happier	She cheered up when she heard the good news.
Cheer somebody Up	make happier	I brought you some flowers to cheer you up.
Chip in	Help	If everyone chips in we can get the kitchen painted by noon.
Clean something Up	tidy, clean	Please clean up your bedroom before you go outside.
Come across something	find unexpectedly	I came across these old photos when I was tidying the closet.
Come apart	Separate	The top and bottom come apart if you pull hard enough.
Come down with something	become sick	My nephew came down with chicken pox this weekend.
Come forward	volunteer for a task or to give evidence	The woman came forward with her husband's finger prints.

Come from some place	originate in	The art of origami comes from Asia.
Count on somebody/something	rely on	I am counting on you to make dinner while I am out.
Cross something Out	draw a line through	Please cross out your old address and write your new one.
Cut back on something	consume less	My doctor wants me to cut back on sweets and fatty foods.
Cut something Down	make something fall to the ground	We had to cut the old tree in our yard down after the storm.
Cut in	Interrupt	Your father cut in while I was dancing with your uncle.
Cut in	pull in too closely in front of another vehicle	The bus driver got angry when that car cut in.
Cut in	start operating (of an engine or electrical device)	The air conditioner cuts in when the temperature gets to 22°C.
Cut something off	remove with something sharp	The doctors cut off his leg because it was severely injured.
Cut something off	stop providing	The phone company cut off our phone because we didn't pay the bill.
Cut somebody off	take out of a will	My grandparents cut my father off when he remarried.

Cut something out	remove part of something (usually with scissors and paper)	I cut this ad out of the newspaper.
Do somebody/something over	beat up, ransack (BrE, informal)	He's lucky to be alive. His shop was done over by a street gang.
Do something over	do again (AmE)	My teacher wants me to do my essay over because she doesn't like my topic.
Do away with something	Discard	It's time to do away with all of these old tax records.
Do something up	fasten, close	Do your coat up before you go outside. It's snowing!
Dress up	wear nice clothing	It's a fancy restaurant so we have to dress up.
Drop back	move back in a position/group	Andrea dropped back to third place when she fell off her bike.
Drop in/by/over	come without an appointment	I might drop in/by/over for tea sometime this week.
Drop somebody/something off	take somebody/something somewhere and leave them/it there	I have to drop my sister off at work before I come over.
Drop out	quit a class, school etc	I dropped out of Science because it was too difficult.
Eat out	eat at a restaurant	I don't feel like cooking tonight. Let's eat out.

End up	eventually reach/do/decide	We ended up renting a movie instead of going to the theatre.
Fall apart	break into pieces	My new dress fell apart in the washing machine.
Fall down	fall to the ground	The picture that you hung up last night fell down this morning.
Fall out	separate from an interior	The money must have fallen out of my pocket.
Fall out	(of hair, teeth) become loose and unattached	His hair started to fall out when he was only 35.
Figure something out	understand, find the answer	I need to figure out how to fit the piano and the bookshelf in this room.
Fill something in	to write information in blanks, as on a form (BrE)	Please fill in the form with your name, address, and phone number.
Fill something out	to write information in blanks, as on a form (AmE)	The form must be filled out in capital letters.
Fill something up	fill to the top	I always fill the water jug up when it is empty.
Find out	Discover	We don't know where he lives. How can we find out?
Find something out	Discover	We tried to keep the time of the party a secret, but Samantha found it out.
Get something	communicate, make	I tried to get my point across/over to

across/ over	understandable	the judge but she wouldn't listen.
Get along/on	like each other	I was surprised how well my new girlfriend and my sister got along/on.
Get around	have mobility	My grandfather can get around fine in his new wheelchair.
Get away	go on a vacation	We worked so hard this year that we had to get away for a week.
Get away with something	do without being noticed or punished	Jason always gets away with cheating in his maths tests.
Get back	Return	We got back from our vacation last week.
Get something back	receive something you had before	Liz finally got her Science notes back from my room-mate.
Get back at somebody	retaliate, take revenge	My sister got back at me for stealing her shoes. She stole my favourite hat.
Get back into something	become interested in something again	I finally got back into my novel and finished it.
Get on something	step onto a vehicle	We're going to freeze out here if you don't let us get on the bus.
Get over something	recover from an illness, loss, difficulty	I just got over the flu and now my sister has it.
Get over something	overcome a problem	The company will have to close if it can't get over the new regulations.

Get round to something	finally find time to do (AmE: get around to something)	I don't know when I am going to get round to writing the thank you cards.
Get together	meet (usually for social reasons)	Let's get together for a BBQ this weekend.
Get up	get out of bed	I got up early today to study for my exam.
Get up	Stand	You should get up and give the elderly man your seat.
Give somebody away	reveal hidden information about somebody	His wife gave him away to the police.
Give somebody away	take the bride to the altar	My father gave me away at my wedding.
Give something away	ruin a secret	My little sister gave the surprise party away by accident.
Give something away	give something to somebody for free	The library was giving away old books on Friday.
Give something back	return a borrowed item	I have to give these skates back to Franz before his hockey game.
Give in	reluctantly stop fighting or arguing	My boyfriend didn't want to go to the ballet, but he finally gave in.
Give something out	give to many people (usually at no cost)	They were giving out free perfume samples at the department store.

Give something up	quit a habit	I am giving up smoking as of January 1st.
Give up	stop trying	My maths homework was too difficult so I gave up.
Go after somebody	follow somebody	My brother tried to go after the thief in his car.
Go after something	try to achieve something	I went after my dream and now I am a published writer.
Go against somebody	compete, oppose	We are going against the best soccer team in the city tonight.
Go ahead	start, proceed	Please go ahead and eat before the food gets cold.
Go back	return to a place	I have to go back home and get my lunch.
Go out	leave home to go on a social event	We're going out for dinner tonight.
Go out with somebody	Date	Jesse has been going out with Luke since they met last winter.
Go over something	Review	Please go over your answers before you submit your test.
Go over	visit somebody nearby	I haven't seen Tina for a long time. I think I'll go over for an hour or two.
Go without something	suffer lack or deprivation	When I was young, we went without winter boots.

Grow apart	stop being friends over time	My best friend and I grew apart after she changed schools.
Grow back	Regrow	My roses grew back this summer.
Grow into something	grow big enough to fit	This bike is too big for him now, but he should grow into it by next year.
Grow out of something	get too big for	Elizabeth needs a new pair of shoes because she has grown out of her old ones.
Grow up	become an adult	When Jack grows up he wants to be a fireman.
Hand something down	give something used to somebody else	I handed my old comic books down to my little cousin.
Hand something in	Submit	I have to hand in my essay by Friday.
Hand something out	to distribute to a group of people	We will hand out the invitations at the door.
Hand something over	give (usually unwillingly)	The police asked the man to hand over his wallet and his weapons.
Hang in	stay positive (informal)	Hang in there. I'm sure you'll find a job very soon.
Hang on	wait a short time (informal)	Hang on while I grab my coat and shoes!
Hang out	spend time relaxing (informal)	Instead of going to the party we are just going to hang out at my place.

Hang up	end a phone call	He didn't say goodbye before he hung up.
Hold somebody/something back	prevent from doing/going	I had to hold my dog back because there was a cat in the park.
Hold something back	hide an emotion	Jamie held back his tears at his grandfather's funeral.
Hold on	wait a short time	Please hold on while I transfer you to the Sales Department.
Hold onto somebody/something	hold firmly using your hands or arms	Hold onto your hat because it's very windy outside.
Hold somebody/something up	Rob	A man in a black mask held the bank up this morning.
keep on doing something	continue doing	Keep on stirring until the liquid comes to a boil.
Keep something from somebody	not tell	We kept our relationship from our parents for two years.
Keep somebody/something out	stop from entering	Try to keep the wet dog out of the living room.
Keep something up	continue at the same rate	If you keep those results up you will get into a great college.
Let somebody down	fail to support or help, disappoint	I need you to be on time. Don't let me down this time.
Let somebody in	allow to enter	Can you let the cat in before you go to

		school?
log in (or on)	sign in (to a website, database etc.)	I can't log in to Facebook because I've forgotten my password.
log out (or off)	sign out (of a website, database etc.)	If you don't log off somebody could get into your account.
look after somebody/ something	take care of	I have to look after my sick grandmother.
look down on somebody	think less of, consider inferior	Ever since we stole that chocolate bar your dad has looked down on me.
look for somebody/ something	try to find	I'm looking for a red dress for the wedding.
look forward to something	be excited about the future	I'm looking forward to the Christmas break.
look into something	Investigate	We are going to look into the price of snowboards today.
look out	be careful, vigilant, and take notice	Look out! That car's going to hit you!
look out for somebody/ something	be especially vigilant for	Don't forget to look out for snakes on the hiking trail.
Look something over	check, examine	Can you look over my essay for spelling mistakes?

Look something up	search and find information in a reference book or database	We can look her phone number up on the Internet.
look up to somebody	have a lot of respect for	My little sister has always looked up to me.
Make something up	invent, lie about something	Josie made up a story about why we were late.
Make up	forgive each other	We were angry last night, but we made up at breakfast.
Make somebody up	apply cosmetics to	My sisters made me up for my graduation party.
Mix something up	confuse two or more things	I mixed up the twins' names again!
Pass away	Die	His uncle passed away last night after a long illness.
Pass out	Faint	It was so hot in the church that an elderly lady passed out.
Pass something out	give the same thing to many people	The professor passed the textbooks out before class.
Pass something up	decline (usually something good)	I passed up the job because I am afraid of change.
Pay somebody back	return owed money	Thanks for buying my ticket. I'll pay you back on Friday.
Pay for	be punished for doing	That bully will pay for being mean to

something	something bad	my little brother.
Pick something out	Choose	I picked out three sweaters for you to try on.
Point somebody/ something out	indicate with your finger	I'll point my boyfriend out when he runs by.
Put something down	put what you are holding on a surface or floor	You can put the groceries down on the kitchen counter.
Put somebody down	insult, make somebody feel stupid	The students put the substitute teacher down because his pants were too short.
Put something off	Postpone	We are putting off our trip until January because of the hurricane.
Put something out	Extinguish	The neighbors put the fire out before the firemen arrived.
Put something together	Assemble	I have to put the crib together before the baby arrives.
Put up with somebody/ something	Tolerate	I don't think I can put up with three small children in the car.
Put something on	put clothing/ accessories on your body	Don't forget to put on your new earrings for the party.
Run into somebody/ something	meet unexpectedly	I ran into an old school-friend at the mall.

Run over somebody/something	drive a vehicle over a person or thing	I accidentally ran over your bicycle in the driveway.
Run over/through something	rehearse, review	Let's run over/through these lines one more time before the show.
Run away	leave unexpectedly escape	The child ran away from home and has been missing for three days.
Run out	have none left	We ran out of shampoo, so I had to wash my hair with soap.
Send something back	return (usually by mail)	My letter got sent back to me because I used the wrong stamp.
Set something up	arrange, organize	Our boss set a meeting up with the president of the company.
Set somebody up	trick, trap	The police set up the car thief by using a hidden camera.
Shop around	compare prices	I want to shop around a little before I decide on these boots.
Show off	act extra special for people watching (usually boastfully)	He always shows off on his skateboard
Sleep over	stay somewhere for the night (informal)	You should sleep over tonight if the weather is too bad to drive home.
Sort something out	organize, resolve a problem	We need to sort the bills out before the first of the month.

Stick to something	continue doing something, limit yourself to one particular thing	You will lose weight if you stick to the diet.
Switch something off	stop the energy flow, turn off	The light's too bright. Could you switch it off.
Switch something on	start the energy flow, turn on	We heard the news as soon as we switched on the car radio.
Take after somebody	resemble a family member	I take after my mother. We are both impatient.
Take something apart	purposely break into pieces	He took the car brakes apart and found the problem.
Take something back	return an item	I have to take our new TV back because it doesn't work.
Take off	start to fly	My plane takes off in five minutes.
Take something off	remove something (usually clothing)	Take off your socks and shoes and come in the lake!
Take something out	remove from a place or thing	Can you take the garbage out to the street for me?
Take somebody out	pay for somebody to go somewhere with you	My grandparents took us out for dinner and a movie.
Tear something	rip into pieces	I tore up my ex-boyfriend's letters and

up		gave them back to him.
Think back	remember (often + to, sometimes + on)	When I think back on my youth, I wish I had studied harder.
Think something over	Consider	I'll have to think this job offer over before I make my final decision.
Throw something away	dispose of	We threw our old furniture away when we won the lottery.
Turn something down	decrease the volume or strength (heat, light etc.)	Please turn the TV down while the guests are here.
Turn something down	Refuse	I turned the job down because I don't want to move.
Turn something off	stop the energy flow, switch off	Your mother wants you to turn the TV off and come for dinner.
Turn something on	start the energy, switch on	It's too dark in here. Let's turn some lights on.
Turn something up	increase the volume or strength (heat, light etc.)	Can you turn the music up? This is my favorite song.
Turn up	appear suddenly	Our cat turned up after we put posters up all over the neighborhood.
Try something on	sample clothing	I'm going to try these jeans on, but I don't think they will fit.
Try something	Test	I am going to try this new brand of

out		detergent out.
Use something up	finish the supply	The kids used all of the toothpaste up so we need to buy some more.
Wake up	stop sleeping	We have to wake up early for work on Monday.
Warm somebody/something up	increase the temperature	You can warm your feet up in front of the fireplace.
Warm up	prepare body for exercise	I always warm up by doing sit-ups before I go for a run.
Wear off	fade away	Most of my make-up wore off before I got to the party.
Work out	Exercise	I work out at the gym three times a week.
Work out	be successful	Our plan worked out fine.
Work something out	make a calculation	We have to work out the total cost before we buy the house.

CONFUSING WORDS

Introduction

Some words in English cause trouble for speakers and writers because these words share a similar pronunciation, meaning, or spelling with another word. These words are called **commonly confused words**.

They look alike, sound alike or, worst of all, look and sound alike but have completely different meanings. Other words look and sound different but are hard to determine which the correct one in the given context is.

For example, read aloud the following sentences containing the commonly confused words *new* and *knew*:

- ▶ I liked her ***new sweater***.
- ▶ I ***knew*** she would wear that sweater today.

These words may sound alike when spoken, but they carry entirely different usages and meanings. *New* is an adjective that describes the sweater and *knew* is the past tense of the verb *to know*. *New* and *knew* are just two of the words that can be confusing because of their similarities.

CATEGORIES OF CONFUSING WORDS

Homonyms

Homonyms (homo meaning same and nym meaning name) are words that sound alike but are different in meaning. They can be spelled the same or differently. It's important not to misuse homonyms, though, because the meaning of what you want to say can change drastically if you confuse the word's meaning.

For example, if your friend tells you that he saw a murder on the way home from work, you'll probably want to clarify whether he means that he witnessed a violent crime or whether he saw a group of crows.

Homophones

There, their, and they're are probably the most misused words in the English language. They've been misused on restaurant signs, in Internet comments, and across bumper stickers. What is it about these words that make their usage so tricky? The answer: they're homophones.

Homophones (homo meaning same and phone meaning sound) are words that are pronounced the same but are different in meaning. They differ from homonyms because they are not spelled the same, as you can see in the example of there (**indicating a place or idea**), their (**indicating possession**), and they're (**indicating a contraction of they are**).

Homographs

Homographs (homo meaning same and graph meaning writing) differ from homonyms and homophones in that homographs are not pronounced the same. **They are spelled the same, however, and are different in meaning.** They are not so easily confused in spoken English, but they can be tricky to spot in written English.

Consider the word 'bass'.

Bass

Bass is a type of fish.

Bass is also used for deep low-pitched voice.

Bass is also a genre for music.

The word bass is a homograph with different pronunciations and many different meanings.

So you'll have to consider the sentence's context to determine the intended meaning.

For Example:-

HOMONYMS	HOMOPHONES	HOMOGRAPHHS
<i>multiple meaning words</i>	<i>words that sound alike</i>	<i>same spelling, different pronunciation, different meanings</i>
the spruce tree... to spruce up...	addition for math edition of a book	desert = abandon desert = area of land
suit yourself... wore a suit...	I want to go I like it too One plus one is two	bass = fish bass = instrument
weigh on the scale... scale the wall...	capitol building state capital	close = nearby close = to shut
the price is fair... go to the fair...	pick a flower bake with flour	bow = to bend down bow = ribbon

Let's Practice more with examples.

Words	Meanings	Examples	Notes
Ascent	It is an upward movement	A severe injury stopped Amber from taking the ascent to the Olympics	
Assent	It means "to agree to"	Greta could not begin the project unless management assented.	
Among	Among is used when referring to three or more.	Sweets were distributed among students.	
Between	Between is used	I am stuck in traffic between	

	when referring to two.	Alden Rd. and Pennell Dr.	
Altar	a pedestal, usually religious	The priest walked up to the altar to lead the church ceremony.	
Alter	to modify; to change.	The priest walked up to the altar to lead the church ceremony.	
Amused	when something is entertaining	The children were amused by watching the kittens play.	
Bemused	"bewildered" or "lost in thought"	George was bemused by the unexpected ending to the movie.	
adverse (adj.)	having a negative or harmful effect	<i>Adverse publicity damaged the firm's reputation.</i>	
averse (adj.)	strongly disliking or opposed to	<i>I am not averse to an occasional beer!</i>	
affect (verb)	to have an influence on something	<i>New legislation will affect company reporting procedures. (Company reporting procedures will be affected.)</i>	...so an 'effect' is a noun (a thing), as in 'the Greenhouse Effect'. If you want to say that something or

effect (noun)	result or outcome (of an influence)	<i>The effect of these new requirements will be dramatic.</i>	someone is influencing something, you need the verb ('doing word') 'affect'.
altogether (adv.)	in total; completely	<i>Altogether, the cases cost the company £5 million.</i>	'All together' is, perhaps, unlikely to be used in formal writing; you might also avoid 'altogether' by using a phrase such as 'in total'.
all together	all in one place or all at once	<i>They arrived at court all together.</i>	
appraise (verb)	to assess the value or quality of something	<i>Candidates will be asked to appraise their own interview performance.</i>	
apprise (verb)	to inform	<i>The Chancellor was apprised of the crisis.</i>	
Belief	It is a noun	<i>He had strong beliefs.</i>	
Believe	It is a verb	<i>She believes that she can do anything to win the game.</i>	
confidant	a trusted adviser.	Because my friend is my confidant, I feel as though I can tell him anything without the information becoming	

		public	
confident	certain, self-assured.	<i>They don't sound confident about the future of the industry.</i>	
council	A council is a group of people called together to meet on an issue:	The school board council meets every Thursday evening.	
counsel	to give professional advice and help to somebody with a problem	The company's lawyers counselled the managing director against making public statements.	
Canvas	a type of hard, rough cloth used for making sails, tents, and as a surface to be painted on	Because I make tents out of canvas, I need a needle strong enough to stitch the tough fabric	
canvass	"to conduct a survey or examine thoroughly", or "to seek votes":	Right before the election, a team of volunteers will canvass the town for the Democratic Party.	
Capital	goods, monetary assets, and	We are applying for a business loan because we need capital	

	other things that can be used to produce income	to fulfill our orders.	
Capitol	It is the actual building in which the government and legislature meets:	A new capitol building was built after the original government structure was burned to the ground.	
censure (verb)	to express severe disapproval of something	<i>The CEO was censured for approving misinforming publicity.</i>	
censor (verb)	to find and suppress unacceptable parts of something	<i>The findings of the investigation were censored by the board.</i>	
Cite	"to quote or mention":	He cited a famous theorist in his speech.	
Site	Site is a noun meaning "a place":	At which site will we stage the party?	
sight	Sight is a noun meaning	The sight of the New York City skyline is spectacular	

	"view":		
comprise (verb)	to consist of	<i>The report comprises five sections.</i>	'That's odd', you should be thinking', 'these seem to have the same meaning'. The point is that, strictly speaking, 'comprise' must be used actively – you should not write '...is comprised'
compose ('be composed of') (verb)	to consist of	<i>The report is composed of five sections.</i>	
discrete (adj.)	separate or distinct	<i>The department has a discrete identity.</i>	
discreet (adj.)	careful (not attracting attention)	<i>The journalist made discreet enquiries about the leak.</i>	
draft (noun)	preliminary version	<i>The draft plan was submitted to the meeting.</i>	In US usage, 'draft' is the spelling for both these meanings, but not in British usage. (You're not very likely to use 'draught' in formal writing anyway!)
draught (noun)	current of cold air	<i>A nasty draught was coming through the door.</i>	

Dual	double; having two parts	<i>He has dual standards.</i>	
Duel	a two-sided conflict (noun); to fight a duel (verb)	<i>I challenge you to a duel.</i>	
elicit (verb)	to draw out (a response)	<i>The aim of Q.5 was to elicit information about environmental standards.</i>	
illicit (adj.)	forbidden or strongly disapproved of	<i>They were conducting an illicit love affair.</i>	
flaunt (verb)	display ostentatiously	<i>He is really flaunting his wealth.</i>	This is one of those cases where your whole meaning could be lost: consider 'rules were flaunted' and 'rules were flouted'.
flout (verb)	openly disregard (a rule or convention)	<i>The branch clearly flouted the regulations.</i>	
farther	to a greater distance	<i>How much farther is it to the airport?</i>	
further	Further means "additional" or "more":	<i>Please give me further information about the meeting.</i>	
Fair	treating someone in a way that is right	<i>It's not fair that she's allowed to go and I'm not!</i>	

	or reasonable,		
Fare	the money that you pay for a journey in a vehicle such as a bus or train:	<i>Train fares are going up again.</i>	

Less	not as much	<i>There would be less strife in the world if artists were in charge</i>
Fewer	not as many	<i>There were fewer problems with the second task.</i>
gait	stride: the way a person or animal walks or runs.	<i>He walked with a slow stiff gait.</i>
gate	a barrier.	<i>The lift won't move if the safety gate isn't shut properly.</i>
loathe (adj.)	reluctant	<i>The auditors were loath to disclose their findings.</i>
loathe (verb)	to hate	<i>I loathe Marmite!</i>
mitigate (verb)	to make less severe	<i>This step has helped to mitigate inaccurate reporting.</i>
militate (against) (verb)	to be a powerful factor in	<i>The current tax system militates against the proper redistribution of wealth.</i>

		preventing	
perpetrate (verb)	to carry out (a harmful action)	<i>About 50% of violent crimes are perpetrated by people who have been drinking alcohol.</i>	
perpetuate (verb)	to cause something to continue	<i>These stories perpetuated the myth.</i>	
practice (noun)	action (rather than ideas) or training	<i>In practice, this process is more complex.</i> <i>Cricket practice will be held on alternate Sundays.</i>	'Practice' is a noun (a thing); 'practise' is a verb (something you do). Thus 'Tom went to tennis practice to practise his backhand'. Some people remember this by remembering that 'ice' is a noun (a thing).
practise (verb)	to rehearse or train	<i>She practised her presentation several times.</i>	
Words	Meanings	Examples	Notes
precede (verb)	to come before	<i>Gordon Brown preceded Alistair Darling as Chancellor of the Exchequer.</i>	
proceed (verb)	to continue as planned	<i>The lawyers decided not to proceed with the case.</i>	

prescribe (verb)	recommend with authority	<i>Grammatical rules prescribe the way in which words can be used together.</i>	
proscribe (verb)	to forbid	<i>The athlete was banned for using proscribed drugs.</i>	
prevaricate (verb)	to act or speak in an evasive way	<i>When questioned about the actual sum involved, the Minister prevaricated.</i>	
procrastinate (verb)	to put off doing something	<i>The IMF is likely to procrastinate until it is too late.</i>	
principal (adj.)	main	<i>The principal aim of the legislation is to make the process more transparent.</i>	Unfortunately, ‘principal’ can also be a noun (meaning ‘college leader’); fortunately, it’s uncommon, but you could write ‘the principal’s principal principle’!
principle (noun)	fundamental belief or quality	<i>One principle of the current tax system is that a degree of redistribution is morally right.</i>	
stationary (adj.)	not moving	<i>House prices are stationary at the moment.</i>	Some people remember the difference by thinking that the ‘e’ in
stationery (noun)	writing materials	<i>Stationery costs have dropped this year.</i>	