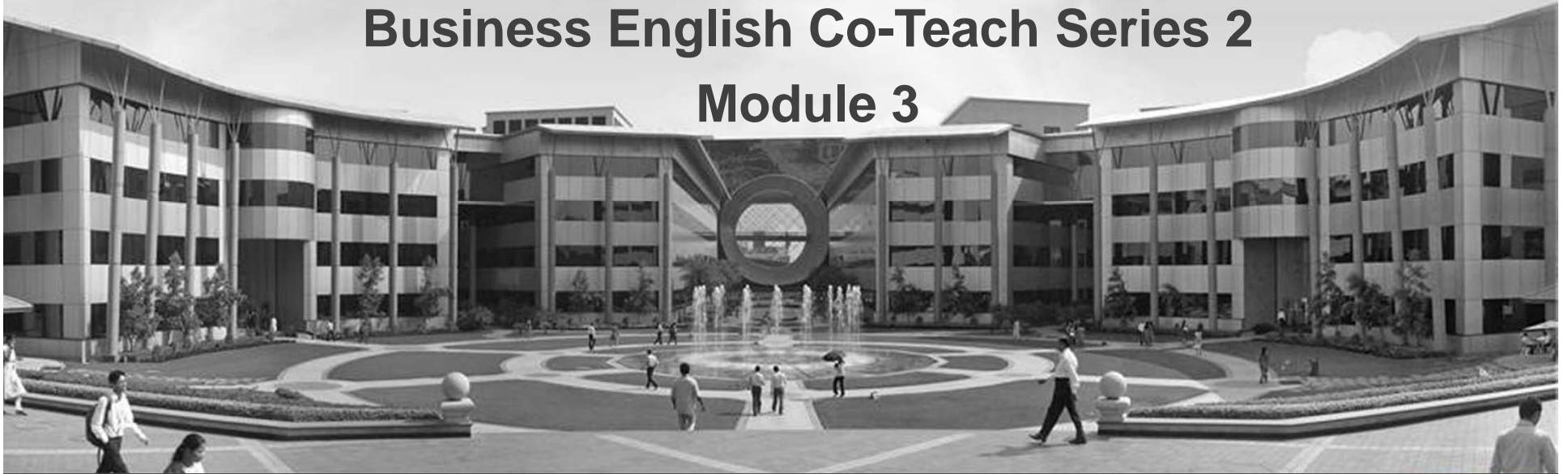




Business English Co-Teach Series 2

Module 3



Infosys®

Building
Tomorrow's Enterprise

General Guideline

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Parts of Speech

30-Jan-2013

Introduction

- Words are connected together in a particular order to form meaningful sentences.
- These words are classified into different groups based on their function in sentences.
- Thus we have eight different groups of words called as the Nouns, Pronouns, Adjectives, Verbs, Adverbs, Prepositions, Conjunctions and Interjections.

Introduction- Continued

E.g. Senior executives attended the event.

- According to the function of the words used – **senior** is an adjective, **executives** is a noun, **attended** is the verb, **the** is an article, whose function is that of an adjective and **event** is a noun.
- Note: Same word will have different functions in different sentences and hence the same words can belong to different parts of speech.

E.g. He had **broken** all previous records before he decided to retire.

Please be careful while you pick up those **broken** pieces of glass.

- In the first sentence the word broken is a verb. In the second sentence the word broken is an adjective.

Nouns

- Noun names a person, place, a common/ collective thing or an abstract idea.
- Nouns can be named as
 - Proper Noun (E.g. Sachin, Mysore etc. which are one of a kind)
 - Common Noun (E.g. Bench, Engineer, etc. which can be counted, which are commonly found)
 - Collective Noun (E.g. Fleet, Bunch etc. which denotes a collection)
 - Abstract Noun (E.g. Beauty, Honour, Strength etc. which denotes quality, which is not concrete)
 - Material Noun (E.g. Gold, Silver, Iron, glass, brick etc., which refers to metals and materials).

Nouns

Common
Noun

Proper Noun

Abstract
Noun

Collective
Noun

Countable/
Uncountable

Common Nouns

The name given to every person or thing of the same class or kind is a common noun.

e.g. dog , man, table etc.

Examples:

- The **girls** played much better than the **boys** did.
- The **teacher** wore a red **dress**.
- The **crop** was destroyed during the **floods**.

Proper Nouns

The name given to a particular person or place is called Proper Noun.
e.g. India, Sachin Tendulkar, January, Pizza Hut

Examples:

- Mr. ***Manmohan Singh*** is the prime minister of ***India***.
- The four main islands of ***Japan*** are ***Honshu, Hokkaido, Shikoku*** and ***Kyushu***.
- ***M.A.K. Pataudi*** passed away on the 22nd ***September*** 2011.

Countable Nouns

Things that can be counted. It is used to answer the question '**How many....?**'
e.g. pens, dog, cup, etc. Examples:

- I want ***an apple.***
- I have a ***dozen pens.***
- There are ***3 people*** here.

Uncountable Nouns

Things or substances that we cannot divide into separate elements. It is used to answer the question '**How much...?**' e.g. electricity, sugar, information etc. Examples:

- How ***much sugar*** do you need in your tea?
- I've got a ***little money.***
- Do you have ***some time?***

Collective Nouns

The name given to a collection / group of persons or things taken together and spoken of as a single unit.e.g. team , army , shoal of fish , pride of lions etc.

Examples :

- The **audience** were impressed with the performance.
- He was attacked by a **herd** of elephants.
- The Indian **team** won the 2011 World Cup.

Abstract Nouns

The name given to a quality, action or state which your 5 senses cannot detect.

You cannot hear them, smell them, taste them, or feel them.

e.g. beauty, friendship, charity

Examples:

- ***Honesty*** is the best policy.
- Mother Teresa was well known for her ***kindness***, ***charity*** and ***goodwill***.
- The soldier was awarded with a medal for his ***bravery***.

Pronoun

A Pronoun is used in the place of a Noun to avoid repetition of the noun.

E.g. The boy lost his pen. **He** was very upset about **its** disappearance.

He (Personal Pronoun) and **its** (Possessive Pronoun)

E.g. Infosys is an IT service provider. **It** is a globally respected company.

It (Personal pronoun)

Pronoun

Pronouns are of different types such as –

- Personal pronoun (E.g. I, we, you, he, she, it, they)
- Possessive pronoun (E.g. my, your, his, hers, theirs)
- Reflexive pronoun (E.g. herself, myself)
- Demonstrative pronouns (E.g. that, this, these, those)
- Distributive pronouns (E.g. each, every, either, neither)
- Reciprocal pronouns (E.g. Each other, one another)
- Interrogative pronouns (E.g. whose, which, what, who)
- Relative pronouns (E.g. who, whose)
- Pronouns of quantity (E.g. more, much, little)
- Pronouns of number (E.g. many, several)

Adjectives

Adjectives are qualifying words. Adjectives give additional information about a noun.

Example :

- Infosys is a **big** company.
- **Many** Engineers work at Infosys.

Verbs

A verb denotes an action/state of being/possession.

Example:

- Sujith **chaired** the session at the conference.
- Sujith **is** a prolific public speaker.
- Sujith **has** a degree in Project Management and Industrial relations.

Adverbs

Adverb describes a verb by expressing how the action is done.

Example :

- She sold (verb) her car **recently**. (adverb)
- She walked (verb) **slowly**. (adverb)

An adverb also describes another adverb or an adjective.

Example :

- He reads his lessons **very** (adverb) **quickly**. (adverb)
- He is **very** (adverb) **intelligent**. (adjective)

Preposition

Preposition connects a noun or a pronoun with some other word or expression in the sentence.

Example :

- The book is **on** (preposition) the table.
- The supermarket is just **round** (preposition) the corner.

Conjunction

Conjunction connects words, clauses or sentences together. Such as and, but, because, either...or, not only...but also, etc.

Example :

- She is beautiful **and** smart.
- He is slow **but** steady in his work.

Conjunction

Single Word

E.g. and, but etc.

Compound

E.g. provided that, as long as

Jack and Jill went up the hill.

She is old but dynamic.

Kate is tired so she wants to sleep.

If you do not hurry, you'll miss the train.

**After her son returned from the war,
Alice was at ease.**

**I will buy the house so that you need not
worry about the rent.**

**As long as you do your work on time, I am
fine with the changes in the module.**

Either you buy the dress or you rent it.

**The explosion not only destroyed the hotel
but also the nearby church.**

**Neither has Ron watched the movie nor
have I watched it.**

Interjection

Interjections are short exclamations, for e.g. **Oh!**, **Umm** or **Aha!** They have no real grammatical value but we use them quite often. It is mostly used in speaking than in writing. An interjection is sometimes followed by an exclamation mark (!) in written form.

Word	Meaning	Example
Ah, aah!	Expressing fright, shock , understanding , pleasure	“Ah, now I understand.”
Well	Expressing surprise, remark	“Well, I didn’t know about that.”
Ouch	Expressing pain	“Ouch! I hit my head!”
Wow	Impressed, surprised	“Wow! That’s amazing!”
Hmm	Expressing doubt, hesitation	“Hmm. I am not sure about this.”



Crossword on Parts of Speech

Across-

Adverb

Noun

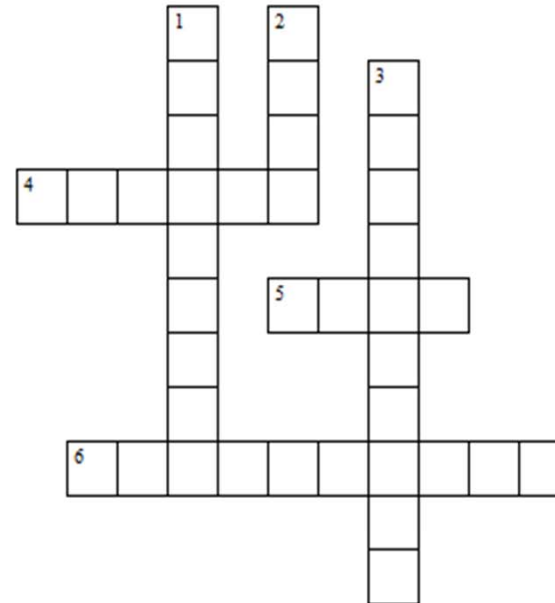
preposition

Down-

Adjective

Verb

Conjunction



ACROSS

- 4 Describes a Verb by expressing how the action is done.
- 5 Names a person, place, a common/ collective thing or an abstract idea.
- 6 On, by, over, with for e.g.

DOWN

- 1 Describes a Noun or a Pronoun.
- 2 Indicates an action or a state of being.
- 3 A word that is used to link phrase or clauses.

Identify the following parts of speech

- I took a **train** from Bangalore to Mysore.
- I **train** people on soft skills.
- What made you **fire** your subordinate?
- The **fire** department has regular mock drills.
- Jane is the **head** of the computer science department.
- Who will **head** the team in the discussions?
- The entrance to the church was decorated with a huge **Cross**.
- **Cross** out the wrong answer and tick the right one.
- Meenal sat with a **blank** expression throughout the discussion.
- Sudhir **blanked**-out in the middle of the presentation.
- **Happy** accepted the confirmation letter.
- He accepted the confirmation letter **happily**.

Answers:

- Noun
- Verb
- Verb
- Noun
- Noun
- Verb
- Noun
- Verb
- Adjective
- Verb
- Noun
- Adverb

Use the following words in sentences as both nouns and verbs:

E.g. Board

- a. The board (Noun) was black in color.
- b. He boarded (Verb) the bus.

- Plan
- Bark
- Center
- Account
- Mistake



THANK YOU

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