

ENGLISH

MODULE 3: VOCUBULARY AND GRAMMER

PART A

@G. LAHARIKA REDDY

1)Mention any four methods of word formation?

There are four main kinds of word formation:

1. prefixes
2. suffixes
3. conversion
4. compounds.

2) write few lines on 'root words' in English?

A root word is a word or word part that can form the basis of new words through the addition of prefixes and suffixes. Understanding the meanings of common roots can help you work out the meanings of new words as you encounter them.

Many of the words we use in our daily language come from a root word. Once you pull off any prefixes or suffixes, the root is usually what remains. For example, "egotist" has a root word of "ego" plus the suffix "-ist." "Acting" has the root word "act"; "-ing" is merely the suffix.

3) Mention any six root words taken from foreign language?

This list of English words of foreign origin includes some notable surprises from a number of languages.

1. Africa – banana, jumbo, yam, zebra

2. China – ketchup, pekoe, shanghai
3. France – catalogue, essence, gourmet, justice, massage, perfume, regret, terror
4. Japan – anime, karaoke, tycoon, hibachi, sushi
5. Norway – fjord, krill, ski, slalom
6. Philippines – boondocks, manila, ylang ylang (a flower)

4) Write any three prefixes that are used to form new words?

There are many prefixes that don't negate the original meaning of the root word, but rather alter it in unique ways, such as expressing relationships of time, place or manner.

ante-

Meaning: before

Examples: antebellum, antediluvian, anterior

auto-

Meaning: self

Examples: autobiography, autograph, automobile

circum-

Meaning: around

Examples: circumnavigate, circumscribe, circumvent

co-/com-/con-

Meaning: with, together

Examples: coexist, commiserate, contact

5) Mention any two synonyms of the following words:

a) vacant b) true c) polite

Synonyms of the following words mentioned are:

1) vacant: bare, deserted, idle, unemployed.

2) True: right, authentic, actual, real

3) polite: Civil, Discipline, Respectful, Dignity

6) Mention the antonym of the following words:

a) Generous b) marvelous c) professional

Antonym of the following words are:

Generous: niggardly, meager, cheap, meagerly, scrumpy

Marvelous: ordinary, poor, familiar, boring

Professional: unskilled, unprofessional, nonprofessional, untrained

7) Write any three suffixes used to form new word?

The suffixes used to form new words:

1. -eer

Meaning: engaged in something, associated with something

Examples: auctioneer, volunteer, engineer, profiteer

2. -er

Meaning: someone who performs an action

Examples: helper, teacher, preacher, dancer

3. -ion

Meaning: the action or process of

Examples: celebration, opinion, decision, revision

4. -ity

Meaning: the state or condition of

Examples: probability, equality, abnormality, civility

5. -ment

Meaning: the action or result of

Examples: movement, retirement, abandonment, establishment

8) Question number 7 has been repeated here

9) Explain the meaning of the word 'abbreviation' and give examples?

An abbreviation is a shortened form of a word or phrase, by any method.

It may consist of a group of letters, or words taken from the full version of the word or phrase

for example, the word abbreviation can itself be represented by the abbreviation abbr., abbrv., or abbrev.

1. approx. – approximately
2. appt. – appointment
3. apt. – apartment
4. A.S.A.P. – as soon as possible
5. est. – established
6. min. – minute or minimum
7. misc. – miscellaneous
8. Mr. – Mister
9. Mrs. – Mistress
10. no. – number

10) Give a meaning and frame a sentence to the idiom 'to spill the beans'?

Spill the beans: to tell someone a secret or tell information before you were supposed to.

Sentence examples

1. I accidentally **spilled the beans** when I told my friend we're painting the baby's room pink.
2. I cannot believe you **spilled the beans** about our party tomorrow—now I'll have to invite Nancy.
3. Don't tell Sarah anything confidential because she's incapable of not **spilling the beans**.

11) Define phrase. Mention the type of phrase used in the sentences?

Phrases are a combination of two or more words that can take the role of a noun, a verb, or a modifier in a sentence.

For example:

The bright red ball bounced directly into a muddy puddle.

Phrases can be divided into categories:

Types of Phrases

- NOUN PHRASE.
- PREPOSITIONAL PHRASE.
- ADJECTIVE PHRASE.

- ADVERB **PHRASE**.
- VERB **PHRASE**.
- INFINITIVE **PHRASE**.
- GERUND **PHRASE**.
- PARTICIPLE **PHRASE**.
- ABSOULUTE **PHRASE**

12) Write short note on MODIFIERS?

A **modifier** is a word/phrase/clause which modifies other words in a sentence. To be specific, a modifier is either an adjective or an adverb. The adjectives modify the nouns, and the adverbs modify the verbs or the adjectives or the other adverbs. See the details of adjectives and adverbs.

Example:

Alex bought a chocolate cake yesterday.

13) Mention different types of articles with suitable examples?

The articles are the words "a," "an," and "the." They define whether something is specific or unspecific.

There are two types of article:

(1) The Definite Article (The). "The" is called the definite article. It defines its noun as something specific (e.g., something previously mentioned or known, something unique, something being identified by the speaker).

- This is **the** lake.

(This is a previously specified lake, i.e., one already known to the readers.)

(2) The Indefinite Article (A, An). "A" and "an" are called the indefinite articles. They define their noun as something unspecific (e.g., something generic, something mentioned for the first time).

- This is **a** lake.

(This is a previously unspecified lake.)

14) What is a compound sentence?

A compound sentence joins two or more independent clauses with a coordinator such as for, and, or but, or a semi-colon.

An example of a compound sentence is, 'This house is too expensive, and that house is too small.' This sentence is a compound sentence because it has two independent clauses, 'This house is too expensive' and 'that house is too small' separated by a comma and the conjunction 'and.'

15) Define subject verb agreement. Give two suitable examples?

Subject-verb agreement refers to the relationship between the subject and predicate of the sentence. Subjects and verbs must always agree in two ways: tense and number. For this post, we are focusing on number, or whether the subject and verb are singular or plural.

For example:

- The light in the lamppost flickers each night.
- Five thousand dollars was deposited at the bank this morning.

16) Mention any three rules related to subject and verb agreement?

Subject-Verb Agreement Rules

- RULE 1: When two subjects are joined by 'and', the verb is plural.
- RULE 2: When two singular nouns joined by 'and' refer to the same person or thing, the verb is singular. ...
- RULE 3: Indefinite pronouns (everyone, each one, someone, somebody, no one, nobody, anyone, anybody etc.)

17) Mention any six punctuation marks along with their rules of uses?

The period (.) is placed at the end of declarative sentences, statements thought to be complete and after many abbreviations.

- As a sentence ender: Jane and Jack went to the market.

- After an abbreviation: Her son, John Jones Jr., was born on Dec. 6, 2008.

A question mark (?) to indicate a direct question when placed at the end of a sentence.

- When did Jane leave for the market?

The exclamation point (!) is used when a person wants to express a sudden outcry or add emphasis.

- Within dialogue: "Holy cow!" screamed Jane.
- To emphasize a point: My mother-in-law's rants make me furious!

The semicolon (;) is used to connect independent clauses. It shows a closer relationship between the clauses than a period would show.

- John was hurt; he knew she only said it to upset him.

A colon (:) has three main uses. The first is after a word introducing a quotation, an explanation, an example, or a series.

- He was planning to study four subjects: politics, philosophy, sociology, and economics.

The **comma** is used to show a separation of ideas or elements within the structure of a sentence. Additionally, it is used in numbers, dates, and letter writing after the salutation and closing.

- Direct address: Thanks for all your help, John.

18) 12 question has been repeated here!

19) Write short note on indefinite articles.

The Indefinite Article (A, An). "A" and "an" are called the indefinite articles.

They define their noun as something unspecific

Examples

1. a boy
2. an apple
3. a car
4. a helicopter

5. an elephant
6. a big elephant
7. an itchy sweater
8. an ugly duck

20) Write any three rules to the usage of the definite articles?

The rules specified for the usage of definite articles are:

1. Use the to refer to something which has already been mentioned.
2. Use the when you assume there is just one of something in that place, even if it has not been mentioned before.
3. Use the in sentences or clauses where you define or identify a particular person or object.

PART B

@ Nidhi, Keerthana & Mounika

1. Explain the word vocabulary and write in detail about the methods opted for making words in English language.

VOCABULARY

The concept of Word Formation:

- In linguistics, word formation is the creation of a new word. Word formation sometimes contrasted with semantic change. Semantic change means a change in a single word 'meaning.
- The boundary between word formation and semantic change can be difficult to define: a new use of an old word be a new word derived from an old one and identical to it in form.

There are several methods of word formation:

1. Derivation
2. Compounding
3. Blending
4. Acronym
5. Loaned words
6. Neologism

1. Derivation:

- Derivation in general means the formation of a word from another word or base and the relation of a word to its base or root.

2. Compounding:

- In linguistics, a compound is a lexeme (less precisely, a word) that consists of more than one stem. Compounding occurs when two or more words are joined to make one longer word.
- The component stems of a compound may be of the same part of speech—as in the case of the English word footpath, composed of the two nouns foot and path.
- They may belong to different parts of speech, as in the case of the English word blackbird, composed of the adjective black and the noun bird.

3. Blending:

- In linguistics, a blend word is one formed from parts of two or more other words. These parts are called morphemes (the smallest grammatical unit in a language). cat + -s = the two morpheme units.

Formation:

Most blends are formed by one of the following methods:

- The end of one word is appended to the beginning of the other
smoke (1) + fog (1) → smog (1)
- The beginnings of two words are combined. For example, cyborg is a blend of cybernetic and organism.
- Two words are blended around a common sequence of sounds, also known as blends with overlapping. The word motel is a blend of motor and hotel.

4. Acronym:

- An acronym is a word or name formed as an abbreviation from the initial components in a phrase or a word, usually individual letters (as in NATO or laser) and sometimes syllables.
- Acronyms are pronounced as a word, containing only initial letters

NATO: North Atlantic Treaty Organization

Scuba: self-contained underwater breathing apparatus

Laser: light amplification by stimulated emission of radiation

GIF: Graphics Interchange Format

5. Loaned words:

- In linguistics, loan translation is a word or phrase borrowed from another language by literal, word-for-word or root-for-root translation. means to borrow a word or phrase from another language.
- "Calque" itself is a loanword from the French noun calque which means to copy, or to imitate.

List of loanwords from French:

Adam's Apple

By heart

Governor

Staircase

Marriage of Convenience

Point of view

Pineapple (Dutch)

Antibody (German)

Scapegoat (Hebrew)

Killer whale – ballena asesina (Spanish)

Muscle – musculus (Latin)

Rest in Peace – requiescat in pace (Latin)

6. Neologism:

- This word is derived from the Greek words neo means new, and logos means speech. A word derived from neologism is a relatively recent or isolated term, word, or phrase that may be in the process of entering common use.
- Neologisms can become popular by way of mass media, the Internet, and word mouth. The title of a book may become a neologism, for instance, Catch-22 (from the title of Joseph Heller's novel).
- Culture and technology use are major drivers in neologism development. The use and overuse of brand names is another example of neologism creation.
- The terms "coke" or "cola" may be used about any Coca-Cola like beverage regardless of brand

2. Write a note on the following:

a) Derivation B) Blending c) Neologism

A) Derivation

- Derivation in general means the formation of a word from another word or base and the relation of a word to its base or root
- In morphology, derivation is the process of creating a new word out of an old word, usually by adding a prefix or a suffix. The word comes from the Latin, "to draw off," and its adjectival form is derivational.
- Linguist Geert Booij, in "The Grammar of Words," notes that one criterion for distinguishing derivation and inflection "is that derivation may feed inflection, but not vice versa. Derivation applies to the stem-forms of words, without their inflectional

endings, and creates new, more complex stems to which inflectional rules can be applied."

B) Blending

- In linguistics, a blend word is one formed from parts of two or more other words. These parts are called morphemes (the smallest grammatical unit in a language). cat + -s = the two morpheme units.

Formation

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C) Neologism:

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example of neologism creation. The terms "coke" or "cola" may be used about any Coca-Cola like beverage regardless of brand.

3. Write a short note on the following:

a) Derivation b) Compounding

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B) Compounding:

- In linguistics, a compound is a lexeme (less precisely, a word) that consists of more than one stem.
- Compounding occurs when two or more words are joined to make one longer word.

- The component stems of a compound may be of the same part of speech—as in the case of the English word *footpath*, composed of the two nouns *foot* and *path*.
- They may belong to different parts of speech, as in the case of the English word *blackbird*, composed of the adjective *black* and the noun *bird*

4. Explain how root words can be helpful in improving our vocabulary.

Root Words

- English has been called one the most difficult languages for non-native speakers to learn.

One reason is that English has so many rules – and almost as many exceptions of those rules!

- Sometimes, this leaves learners confused. For example, the order of words in a sentence can be tricky.
- Another reason English is hard to learn is that the pronunciation of its words cannot always be predicted by their spelling.
- For example, there are at least six ways to pronounce the group of letters spelled *o-u-g-h*.

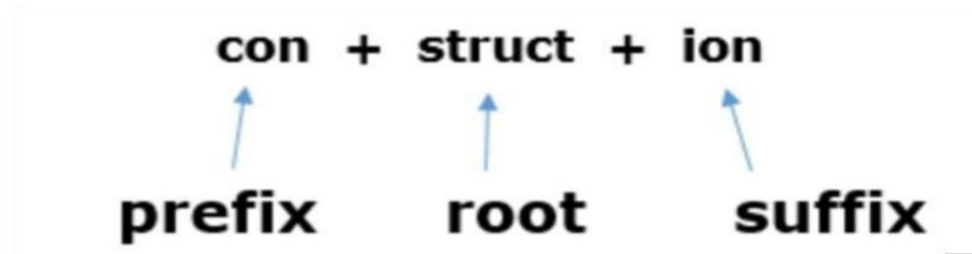
And, maybe the worst thing of all is that there are many idioms, or expressions, in English. You could say we use idioms like *they're going out of style*.

- So, it is comforting to know that learning root words can help a non-native speaker use English. A root word is the most basic form of a word.
- Root words can help you to break down large, new words into smaller units to discover their meanings.
- Learning just one root word can help you understand several words in English. So, by learning just 20 or 30 root words, you can expand your English vocabulary to include hundreds of new words.

- A root can be any part of a word that carries meaning: the beginning, middle or end. Prefixes, bases, and suffixes are types of roots. The prefix appears at the beginning of a word, the base in the middle and the suffix at the end.
- Most English root words came from the Greek and Latin languages

5 Write a note on the usage of prefixes and suffixes from foreign languages in English to form derivatives.

- One useful method for building vocabulary through root words is to first look at a base word and then look for familiar prefixes and suffixes that go with that base.
- Let's try an example: the base word —struck—. It comes from the Latin word meaning —build.||
- Any English word you hear containing —struck— will relate to building, developing or creating something. By itself, —struck|| is not a word, but it is the basis for more than 30 words in English.
- For example, the word —construct is a verb that means —to build. The prefix —co means —together or —with. So, "construct" means to put things together to build or create something.
- A root is the basic unit of a word. It is the form of a word after all affixes are removed.



- It is what's left after you remove all the affixes — the prefixes like "un-" or "anti-" and suffixes such as "-able" and "-tion". There are many root words that can be used on their own or as parts of

other common words in the English language. These are also referred to as base words

- For example, adding —ion in English makes verbs into nouns. When we add "-ion" to —construct," we get "construction," which means the process, or act, of building something.
- Adding the suffix —ing to —construct makes —constructing. That is the gerund form and has a similar meaning as the noun "construction"

6. Define synonyms and antonyms with five examples for each

Synonyms

- A synonym is a word, morpheme, or phrase that means exactly or nearly the same as another word, morpheme, or phrase in the same language.
- For example, the words begin, start, commence, and initiate are all synonyms of one another; they are synonymous.
- Synonyms are words that are similar to another word or have a related meaning. They can be lifesavers when you want to avoid repeating the same word over and over.

Examples :

1. Afraid, scared, frightened.

2. Automobile, car, vehicle.

3. Big, large, huge.

4. Blank, empty, hollow.

5. Bunny, rabbit, hare.

6. Cap, hat.

7. Center, middle, inside.

8. Couch, sofa, divan.

Antonyms

- Antonyms are words that have contrasting, or opposite, meanings. Like so much of the English language, "antonym" is rooted in the Greek language.
- The Greek word anti means opposite, while only means name. Opposite name – that makes sense!
- Antonym is the sense relation that exists between words which are opposite in meaning • Another word for antonym is counter term

Examples

- 1.happy – content, joyful, mirthful, upbeat.
- 2.hardworking – diligent, determined, industrious, enterprising.
- 3.hate – abhor, loathe, detest, despise.
- 4.honest – honourable, fair, sincere, trustworthy.
- 5.however – nevertheless, nonetheless, yet.
- 6.hypocrisy – duplicity, falseness, deceit.

7. Define the term punctuation and write a note on its significance?

Ans. **Punctuation** is the use of spacing, conventional signs (called **punctuation marks**), to the understanding and correct reading of written text, whether read silently or aloud. Another description is, "It is the practice, action, or system of inserting points or other small marks into texts in order to aid interpretation; division of text into sentences, clauses, etc., by means of such marks.

punctuation is vital to disambiguate the meaning of sentences. For example: "woman, without her man, is nothing" (emphasizing the importance of men to women), and "woman: without her, man is nothing" (emphasizing the importance of women to men) have very different meanings; as do "eats shoots and leaves"

(which means the subject consumes plant growths) and "eats, shoots, and leaves" (which means the subject eats first, then fires a weapon, and then leaves the scene).^[3] The sharp differences in meaning are produced by the simple differences in punctuation .

The most common punctuation marks in English are: capital letters and full stops, question marks, commas, colons and semi-colons, exclamation marks and quotation marks.

In speaking, we use pauses and the pitch of the voice to make what we say clear. Punctuation plays a similar role in writing, making it easier to read.

Punctuation consists of both rules and conventions. There are rules of punctuation that have to be followed; but there are also punctuation conventions that give writers greater choice.

IMPORTANCE OF PUNCTUATION:

Marks of punctuation play very important role in giving intended meaning to the language. Use of wrong mark of punctuation or even wrong placement of mark of punctuation can change the meaning of the sentence completely and sometimes even convert the sentence to complete nonsense.

The comma is considered a real villain among marks of punctuation. Wrong placement of comma can give different meaning to sentence depending upon where it is placed. Consider following sentences:

- **Let us eat, daddy. &**
- **Let us eat daddy.**

In the first sentence daddy is being called for dinner. However, in the second sentence, daddy himself has become an item to be eaten. Omission of comma in this case has converted the first sentence to complete non sense.

The capital letter, comma, hyphen, dash, period, question mark, ellipsis, exclamation point, and apostrophe make writing and reading easier. Punctuation adds clarity, complexity, and rhythm to your writing.

8.Explain in detail about standard abbreviations that are used informal communication?

9. Explain how idioms are a group of words used for more effective use of language and give examples in support of your argument.

Ans. Definition: An idiom is a phrase where the words together have a meaning that is different from the dictionary definitions of the individual words. English has thousands of idioms. Most of English idioms are informal. Idioms are a group of words used for more effective use of language. These words are not interpreted by their literal meaning but by their indicative meaning. Their effective use brings the command over the language.

For example, if someone says to you —I'm pulling your leg, you might think it is strange because you would definitely be able to feel if someone was holding your leg and pulling it! This idiom means that they are teasing you or playing a joke on you. As the meanings are usually completely different to the meanings of the actual words, it can be exceedingly difficult to learn them – you need to learn them in the same way you learn new vocabulary

Nouns and Verbs in English combination with Prepositions, Adverbs, and other parts of speech, constantly make idioms. The more it is increasingly used the better will be one's command over the language Eg:

1. 'The best of both worlds' – means you can enjoy two different opportunities at the same time.

Eg: By working part-time and looking after her kids two days a week she managed to get the best of both worlds'.

2. 'Speak of the devil' – this means that the person you are just talking about actually turns up at that moment.

Eg: Hi Tom, speak of the devil, I was just telling Sara about your new car.'

3. 'See eye to eye' – this means agreeing with someone.

Eg: They finally saw eye to eye on the business deal.'

4. Once in a blue moon' – an event that happens infrequently.

Eg: I only go to the cinema once in a blue moon.'

5. When pigs fly' – something that will never happen.

Eg: When pigs fly, she'll tidy up her room.'

10. explain the process involved in making one-word substitutes and give suitable examples

Ans. One-word substitute:

One-word substitution is a process in which people use one word to replace a wordy phrase, to make the sentence structure clearer. This also makes work more succinct, instead of convoluted. For example, if you have a sentence that states 'He drives me in a vehicle around town.' instead you can use 'He chauffeurs me around town.' The meaning is identical, yet the sentence is shorter. This adds a complexity to writing, while still making sure the writing is concise.

Eg:

1. To fall apart over time – Disintegrate
2. A copy of something that is identical – Facsimile
3. Old age that results in odd and unique behaviors – Senility
4. A smart and educated individual – Intellectual
5. Someone who is driven by passion to do crazy things – Zealot

11. Discuss sentence structure and write about compound and complex sentence formation?

Ans. **Sentence structure:**

Sentence means a set of words that is complete, typically containing a subject and predicate. It conveys a statement,

question, exclamation, or command. It consists of a main clause and sometimes one or more subordinate clauses. Basic word order is subject, verb, and object, like in English. —I drink water|| Types of sentence:

1. Simple sentence
2. Compound sentence
3. Complex sentence
4. Compound complex sentence

Compound sentence: A compound sentence has two independent clauses joined by a linking word (and, but, or, so, yet, however). Each independent clause could be a sentence by itself, but we connect them with a linking word:

- a) I am happy, but my kids are always complaining.
- b) Robert does not eat meat, so Barbara made a special vegetarian dish for him.
- c) My brother and I went to the mall last night, but we did not buy anything.
- d) This new laptop computer has already crashed twice, and I have no idea why.

Note that each sentence has TWO subjects and TWO verb phrases.

Complex sentence:

A complex sentence has one independent clause and one or more dependent clauses. A dependent clause cannot be a complete sentence by itself.

- a) I am happy, even though I do not make much money.
- b) Robert, a friend I have known since high school, does not eat meat.
- c) After getting home from work, my brother and I went to the mall last night.
- d) This new laptop computer, which I bought yesterday, has already crashed twice.

12. Discuss elaborately about the use of various types of clauses in sentences?

Ans. **Clauses:** A clause is a group of words that does have both a subject and a verb. Some clauses are independent, meaning that they express a complete thought. An independent clause is the same as a complete sentence. Some clauses are dependent, meaning that they cannot stand alone. They do have a subject and a verb, but they do not express a complete thought. Another word for dependent is subordinate

Dependent clause: A dependent clause is a group of words that contains a subject and verb but does not express a complete thought. A dependent clause cannot be a sentence. Often a dependent clause is marked by a dependent marker word.

Eg: When Jim studied in the Sweet Shop for his chemistry quiz . . .
(What happened when he studied? The thought is incomplete.)

Independent clause: An independent clause is a group of words that contains a subject and verb and expresses a complete thought. An independent clause is a sentence.

Eg: Jim studied in the Sweet Shop for his chemistry quiz.

13. List the various marks of punctuation and explain them with examples?

Ans. Punctuation can be defined as the marks, such as full stop, comma, and brackets, used in writing to separate sentences and their elements and to clarify meaning. Marks of punctuation play important role in giving intended meaning to the language. Use of wrong mark of punctuation or even wrong placement of mark of punctuation can change the meaning of the sentence completely and sometimes even convert the sentence to complete nonsense

Different types of punctuation marks and uses:

1.Full stop: Full stops are used

- To mark the end of a sentence that is a complete statement all their meals arrived at the same time.
- To mark the end of a group of words that do not form a conventional sentence, to emphasize a statement:
It is never acceptable to arrive late. Not under any circumstances.
- In some abbreviations, for example etc., Jan., or a.m.: Please return the form by Monday 8 Dec. at the latest. The shop has groceries, toiletries, etc. and is open all day.
- in website and email addresses

2.Comma: A comma marks a slight break between different parts of a sentence. There are four common occasions on which commas are necessary; follow the links for more information.

- Using commas in lists (e.g., The flag was red, white, and blue.) • Using commas in direct speech (e.g., 'That's not fair,' she said.)
- Using commas to separate clauses (e.g., As we had already arrived, we were reluctant to wait.)
- Using commas to mark off parts of a sentence (Her best friend, Eliza, sang for a living.)

3. Semicolon: The semicolon is most used to mark a break that is stronger than a comma but not as final as a full stop. It is used between two main clauses that balance each other and are too closely linked to be made into separate sentences.

For example: The film was a critical success; its lead actors were particularly praised.

4. Colon: There are three main uses of the colon:

- Between two main clauses in cases where the second clause explains or follows from the first: We have a motto: live life to the full.
- To introduce a list: The cost of the room included the following: breakfast, dinner, and Wi-Fi.

- Before a quotation, and sometimes before direct speech: The headline read: Local Woman Saves Geese '.

5.Apostrophe: There are two main cases where apostrophes are used:

- Using apostrophes to show possession Malcolm's cat was extremely friendly. We took a day trip to the Gibson's house.

- Using apostrophes to show omission I am afraid the pie isn't suitable for vegetarians. We did not think about the consequences of our actions.

6.Hyphen: Hyphens are used to link words and parts of words. There are three main cases where you should use them:

- In compound words My mother-in-law is visiting soon.
- To join prefixes to other words The novel is clearly intended to be a post Marxist work.
- To show word breaks He collects eighteenth- and nineteenth-century vases.

7.Dash: There are two main occasions on which a dash can be used, usually in informal writing:

- To mark off information that is not essential to an understanding of the rest of the sentence Many birds—do you like birds? —can be seen outside the window.
- To show other kinds of break in a sentence where a comma, semicolon, or colon would be traditionally used Tommy cannot wait for Christmas— he's very excited.

8.Brackets: There are two main types of brackets. Round brackets are mainly used to separate off information that is not essential to the meaning of the rest of the sentence: He asked Sarah (his great-aunt) for a loan.

Square brackets are mainly used to enclose words added by someone other than the original writer or speaker, typically in order to clarify the situation: The witness said: 'Gary [Thompson] was not usually late for work.'

9. Inverted commas: Inverted commas are mainly used in the following cases: • to mark the beginning and end of direct speech: 'There wasn't,' he said, 'any need for you to say that.'

- to mark off a word or phrase that is being discussed, or that's being directly quoted from somewhere else: They called it the 'land of milk and honey'.
- (also known as scare quotes) to draw attention to an unusual, ironic, or arguably inaccurate use: The 'food' she put on our plates was inedible.

10.Exclamation mark: The main uses of the exclamation mark (most used in informal writing) are to end sentences that express:

- an exclamation: Ouch! That hurts!
- direct speech that represents something shouted or spoken very loudly: 'Run as fast as you can!' he shouted.
- something that amuses the writer: They thought I was dressed as a smuggler!
- An exclamation mark can also be used in brackets after a statement to show that the writer finds it funny or ironic: He thought it would be amusing (!) to throw a plastic mouse at me.

11.Question mark: A question mark is used to indicate the end of a question: What time are you going to the fair? A question mark can also be used in brackets to show that the writer is unconvinced by a statement: The bus timetable purports to be accurate (?).

12.Bullet points: Bullet points are used to draw attention to important information within a document so that a reader can identify the key issues and facts quickly.

14. Explain the concept of Subject-Verb agreement and mention the rules along with examples?

Ans. Subject and verb must AGREE with one another in number (singular or plural). Thus, if a subject is singular, its verb must also be

singular; if a subject is plural, its verb must also be plural. This is grammatically named as Concord or Subject verb agreement.

Rules:

Rule 1 – A verb agrees with its subject in number. Singular subjects take singular verbs:

a) The car stays in the garage

Rule 2 – The number of the subject (singular or plural) is not changed by words that come between the subject and the verb.

Eg: One of the eggs is broken

Rule 3 – Some subjects always take a singular verb even though the meaning may seem plural. These subjects always take singular verbs:

Each someone

Either anyone

Neither nobody

One

somebody no one

anybody everyone

everybody

Eg: Someone in the game was (not were) hurt. Neither of the men is (not are) working.

Rule 4 – The following words may be singular or plural, depending upon their use in a sentence, some, any, all, most. Eg: Most of the news is good. (singular)

Most of the flowers were yellow. (plural)

All the pizza was gone. (singular)

Rule 5 – Subjects joined by and are plural. Subjects joined by or nor take a verb that agrees with the last subject.

Eg: Bob and George are leaving.

Neither Bob nor George is leaving.

Neither Bob nor his friends are leaving

Rule 6 – There and here are never subjects. In sentences that begin with these words, the subject is usually found later in the sentence. Eg: There were five books on the shelf. (were, agrees with the subject book)

Here is the report you wanted. (Is agrees with subject report)

Rule 7 – Collective nouns may be singular or plural, depending on their use in the sentence. A collective noun is a noun used to name a whole group. Following are some common examples:

Army crowd orchestra Audience flock public Class group swarm Club herd team Committee jury troop The orchestra is playing a hit song. (Orchestra is considered as one-unit – singular.) The orchestra were asked to give their musical backgrounds. (Orchestra is considered as separate individuals—plural)

Rule 8 – Expressions of time, money, measurement, and weight are usually singular when the amount is considered one unit.

Eg: Five dollars is (not are) too much to ask.

Ten days is (not are) not nearly enough time.

On occasion, however these terms are used in the plural sense:

There were thirty minutes to countdown.

Rule 9 – Some nouns, while plural in form, are actually singular in meaning. Mathematics is (not are) an easy subject for some people. Eg: Physics is (not are) taught by Prof, Baldwin.

Mumps	home economics	social studies	economics
Measles	calisthenics	statistics	civics
Physics	gymnastics	phonics	news
Acrobatics	aesthetics	thesis	mathematics

15. Explain in detail about the following:

a) Adverbial modifiers b) Adjective modifiers

Modifier: It is a word or phrase that is used with another word or phrase to limit or add to its meaning

1. Adverbial Modifiers

- Adverbs can go before or after the thing they are modifying, depending on what exactly is it they are modifying. For example:
- The very pretty girl
- He ran quickly
- In the first example, the adverb very is modifying the adjective pretty which is modifying the noun girl. In the second example, the adverb quickly is modifying the verb ran.
- When you have a single adjective or adverb, misplaced modifiers rarely occur since they would immediately sound incorrect. However, when a modifying phrase is used, misplaced modifiers become more common.

2. Adjective modifiers

- Adjectives typically go before the words they are modifying, or after with helping verbs.
- For example:
- The pretty girl • The girl was pretty.
- In the first example, pretty is an adjective modifying the noun girl. In the second example, was is a helping verb and pretty is again an adjective modifying girl

16. Discuss whether grammar plays a crucial role while learning a language.

- Mastering **grammar** helps one to know **language** comprehensively, for example understanding, speaking, writing". "It is **important** in **language teaching** and **learning** because otherwise one cannot use **language** in an understandable way". "Knowing **grammar** makes talking and writing more fluent"
- Grammar is the sound, structure, and meaning system of language. All languages have grammar, and each language has its own grammar. People who speak the same language are able to communicate because they intuitively know the grammar system of that language—that is, the rules of making meaning. Students who are native speakers of English already know English grammar.
- They recognize the sounds of English words, the meanings of those words, and the different ways of putting words together to make meaningful sentences. However, while students may be effective speakers of English, they need guidance to become effective writers.
- They need to learn how to transfer their knowledge of grammatical concepts from oral language to written language. In linguistics, grammar is the set of structural rules which influences the composition of clauses, phrases, and words in any given language.

17. Mention the types of articles and explain the rules regarding the use of "a" and "an"/

Articles: It is a word which points out at a person, thing or place spoken of. Thus, article refers to the noun

There are two Articles – a/an and the

- A or an is called the indefinite article, as it leaves indefinite the person or thing spoken of as: A doctor, A school, A man, A woman

- Here, it can be pointed out any doctor, any school or any man or woman.

A or An

- The choice between a and an is determined by sound before a word beginning with a vowel sound an issued:
- For e.g. an egg, an orange an honest man, an hour. a and an are used with the singular number only.
- The is called the Definite Article, as it normally points out some particular person or thing as: He saw the doctor – where the points out some particular doctor.
- The indefinite article is used before singular countable nouns e.g. A book, an orange, A girl. The definite article is used before singular countable nouns, plural countable and uncountable nouns,
- for e.g.: The book, the books, the milk

Rules regarding the use of a, an:

- A common noun in the singular number always requires an article before it. But a plural common noun does not require an article always. A plural common noun can have the article 'the' if we want to particularise that noun.
- The choice between the two indefinite articles – a & an – is determined by sound. Words beginning with consonant sounds precede 'a' and words beginning with vowel sounds precede 'an'
- A or an – sometimes makes a Proper Noun a Common Noun. Proper nouns generally do not take any articles, but when a proper noun needs to be used as a common noun, you must bring a or an – for it.
- Sometimes indefinite articles are used to refer the number 'one'/'each'/'per

- Indefinite articles often precede descriptive adjectives.
- A' sometimes comes before determiners, for example, a few, a little, a lot of, a most, etc. but in the case of many, a or an – comes after.

18. Define the definite article. Explain the rules regarding the use of the definite article?

Ans. Article is a word which points out at a person, thing or place spoken of. Thus, article refers to the noun.

There are two Articles – a/an and the A or an is called the indefinite article, as it leaves indefinite the person or thing spoken of as: A doctor, A school, A man, A woman Here, it can be pointed out any doctor, any school or any man or woman. A or An The choice between a and an is determined by sound before a word beginning with a vowel sound an issued: For e.g. an egg, an orange an honest man, an hour. a and an are used with the singular number only.

The is called the **Definite Article**, as it normally points out some particular person or thing as: He saw the doctor – where the points out some particular doctor. The **indefinite article** is used before singular countable nouns e.g. A book, an orange, A girl. The definite article is used before singular countable nouns, plural countable and uncountable nouns, for e.g.: The book, the books, the milk A or An The choice between a and an is determined by sound before a word beginning with a vowel sound an is used: eg: an egg, an orange an honest man, an hour. A and An are used with the singular number only.

Usage of definite articles:

1. When we talk about a particular person or thing, or one already referred to earlier,

2. When a singular noun is meant to represent a whole class for e.g. The cow is a useful animal, The rose is the sweetest of all flowers
3. before some proper names: For e.g., oceans and seas: the Pacific, the black sea rivers: the Ganga, the Nile
4. Before the names of certain books: For e.g., The Vedas, the Puranas, the Ramayana
5. before names of things unique of their kind; as for eg. the sun, the sky, the earth
6. Before a Proper noun when it is qualified by an adjective or a defining adjectival clause: For e.g. the great Caesar, The immortal Shakespeare.
7. with Superlatives For example, the darkest cloud has a silver lining, this is the best book of elementary chemistry.
8. with ordinals: For e.g., He was the first man to arrive, the ninth chapter of the book is remarkably interesting.
9. Before an adjective when the noun is understood, for e.g. The poor is always with us.
10. Before a noun to give the force of a Superlative for e.g., The Verb is the word in a sentence.
11. As an Adverb with Comparatives: for e.g. The more the merrier.
12. Uncountable nouns take the when used in a particular sense (especially when qualified by an adjective or adjectival phrase or clause. for eg. Would you pass me the sugar! The Wisdom of Solomon is great.

19. Explain the rules regarding the omission of the definite article in sentences?

Ans. Omission of article:

1. Before names of substances, proper and abstract nouns (uncountable nouns) used in a general sense:

For e.g. Sugar is bad for your teeth. Gold is a precious metal Delhi is the capital of India Wisdom is the gift of heaven

2. Before plural countable nouns used in a general sense:

for e.g.: Children like chocolates Computers are used in many offices

3. before languages

For e.g. We are studying English. They speak Punjabi at home

4. Before predicative nouns denoting a unique position i.e., a position that is normally held at one time by one person only:

For e.g. He was elected Chairman of the Board Mr. Mathura became Principal of the School in 1995.

20. Define preposition and explain the types of prepositions along with examples?

Ans. A preposition is a word placed before a noun or a pronoun to show in what relation the person or thing denoted by it stands regarding something else. The word preposition means 'that which is placed before'. The noun or pronoun which is used with a preposition is called its Object. A preposition may have two or more objects as: For e.g. The road runs over hill and plain. A preposition is often placed before its object, but sometimes follows it : for eg., i) Here is the watch that you asked for.

ii) What are you looking at?

The Preposition for, from, in, on are often omitted before nouns of place or time as: For e.g. We did it last week. I cannot walk a yard.

Types of preposition: Prepositions may be arranged in the following classes:

- **Simple Preposition:** At, by, for, from, in, of, off, on, out, through, till, to, up, with.

1. Compound Preposition: Which are generally formed by prefixing a preposition to a Noun, an Adjective or an Adverb.

For e.g. About, Above, Across, Along, Amidst, Among, Before, Behind, Beside, Between, Inside, Outside, Underneath, Within, Without.

2. Phrase Preposition: Phrase Preposition is a group of words used with the force of a single preposition

For e.g. According to, in accordance with, in place of, along with, in course of, owing to, with a view to, in order to, for the sake of.

3. Preposition of Place: About, across, among, before, between below, behind, from, through, near, on, over, under, upon, within, round, without, beside into.

4. Preposition of Time: After, at, in, on, during, since, through, throughout, towards, from, during, into, behind. o At – is used to indicate a definite point of time:

For eg., He came at 8 o'clock, I shall tell him the fact at the right time.

- o In – is used to indicate year, century, morning, evening, time period (in years, hours, days, months) seasons etc as: for eg.: I get up early in the morning. It shall be completed in four hours/months. On – is used in expressing days and dates, as

For e.g. My school shall reopen on Monday India was declared independent on 15th August 1947.

- o From and to– From is used to indicate the beginning of an action, and to indicate the time when the action ends.

For eg.: The Diwali vacation is from 15th October to 22nd October.

PART C

@ B. Joshna, T. Mary Rishitha, Gade Mary Sannihitha

1. Write any three methods that are used to establish the process of building vocabulary with examples from the most used words in spoken English.

ANS. In linguistics, word formation is the creation of a new word. Word formation is sometimes contrasted with semantic change.

The three methods that are used to establish the process of building vocabulary are

- 1) Derivation: Derivation in general means the formation of a word from another word or base and the relation of a word to its base or root.

ex: black + bird combine to form blackbird.

dis- + connect combine to form disconnect.

predict + -able combine to form predictable.

- 2) Compounding: In linguistics, a compound is a lexeme (less precisely, a word) that consists of more than one stem. Compounding occurs when two or more words are joined to make one longer word. The component stems of a compound may be of the same part of speech—as in the case of the English word footpath, composed of the two nouns foot and path. They may belong to different parts of speech, as in the case of the English word blackbird, composed of the adjective black and the noun bird.

ex: noun-noun compound: note + book → notebook.

adjective-noun compound: blue + berry → blueberry.

verb-noun compound: work + room → workroom.

- 3) Blending: In linguistics, a blend word is one formed from parts of two or more other words. These parts are called morphemes (the smallest grammatical unit in a language).

Ex: cat + -s = the two morpheme units.

Most blends are formed by one of the following methods:

The end of one word is appended to the beginning of the other

smoke (1) + fog (1) → smog (1)

The beginnings of two words are combined.

For example, cyborg is a blend of cybernetic and organism.

Two words are blended around a common sequence of sounds, also known as blends with overlapping. The word motel is a blend of motor and hotel.

2. Mention the usage of idioms and phrases in English.

ANS:

IDIOM: An idiom is a phrase where the words together have a meaning that is different from the dictionary definitions of the individual words.

USAGE OF IDIOMS:

i) Express complex ideas in a simple way.

ii) add humour to your writing.

iii) keep your reader stimulated.

iv) establish a point of view.

EXAMPLE OF IDIOM:

- A bitter pill – A situation or information that is unpleasant but must be accepted.

PHRASE: Phrase means a small group of words standing together as a conceptual unit.

EXAMPLE OF USAGE OF PHRASES:

1. blow up – explode – The terrorists tried to blow up the railroad station.

2. call off – cancel – They called off this afternoon's meeting

3. find out – discover – My sister found out that her husband had been planning a surprise party for her.

3. Elaborate the topic “use of phrases and clauses” in balancing the structure of a sentence.

ANS: Uses of phrases and clauses in sentences:

Phrases and Clauses:

There are many different types of phrases and clauses. The first step to identifying the different types, though, is to understand the difference between a phrase and a clause.

Phrases:

A phrase is a related group of words. The words work together as a "unit," but they do not have a subject and a verb.

Examples of Phrases 1. the boy on the bus (noun phrase)

2. will be running (verb phrase)

3. in the kitchen (prepositional phrase)

4. very quickly (adverb phrase)

5. Martha and Jan (noun phrase)

Clauses: A clause is a group of words that does have both a subject and a verb. Some clauses are independent, meaning that they express a complete thought.

An independent clause is the same as a complete sentence. Some clauses are dependent, meaning that they cannot stand alone. They do have a subject and a verb, but they do not express a complete thought. Another word for dependent is subordinate.

Dependent clauses: A dependent clause is a group of words that contains a subject and verb but does not express a complete thought. A dependent clause cannot be a sentence. An independent clause is a group of words that contains a subject and verb and expresses a complete thought. An independent clause is a sentence.

4. List any seven synonyms and antonyms of your choice.

ANS:

1. Awkward:

SYNONYMS: Rude, blundering

ANTONYMS: Adroit, clever

2. Authentic:

SYNONYMS: Accurate, credible

ANTONYMS: Fictitious, unreal

3. Bold:

SYNONYMS: Adventurous

ANTONYMS: Timid

4. Busy:

SYNONYMS: Active, Engaged

ANTONYMS: Idle, Lazy

5. Capable:

SYNONYMS: competent, able

ANTONYMS: Incompetent, Inept

6. Comprise:

SYNONYMS: include, contain

ANTONYMS: Reject, lack

7. Compress:

SYNONYMS: Abbreviate, Shrink

ANTONYMS: Amplify, Expand

- 5) Write about root words from foreign languages and their use in English with suitable examples.

ANS. A root is the basic unit of a word. It is the form of a word after all affixes are removed. It is what's left after you remove all the affixes — the prefixes like "un-" or "anti-" and suffixes such as "-able" and "-tion" There are many root words that can be used on their own or as parts of other common words in the English language. These are also referred to as base words.

Act – means to move or do Acting

Ego – mean "I". Egotist

Legal – means related to the law. Illegal

Normal – means typical. Normality

Phobia – means to fear. Claustrophobia

Sent – to feel, send. Consent

Root Words from foreign languages

Here are some more examples of roots, their meanings and other words that are formed by adding prefixes and/or suffixes to these language building blocks:

1. Amble – means move or walk. Amble, ambulant, ambulate
2. Auto – means self or same. Autocrat, automatic
3. Bene – means good. Benefactor, benevolent
4. Cardio – means heart. Cardiovascular, cardiology
5. Cede – means go, yield. Intercede, recede, concede
6. Counter – means against or opposite. Counteract, counterpoint, counterargument
7. Dem – means people. Democracy, democrat, demographic
8. Derma – means skin. Dermatology, epidermis
9. Equi – means equal. Equity, equilateral, equidistant
10. Hypno – means sleep. Hypnosis, hypnotic
11. Intra – means within or into. Intrapersonal, intramural, intravenous

Root words can be helpful in improving our vocabulary. When we know root words, we can

recognize the basis of any word and use that knowledge to help us define a word.

Linguists, scientists who study language, refer to the root as the base or foundation of a word.

Port' is a root word. It appears as a part of many words. However, anytime it appears in a word, port means 'to carry' or 'to move '. It gives the meaning of 'to carry 'or 'to move' to any word it is a part of. So, when you see words that include port' like transport, portable, teleportation, deport or export, you know these words have something to do with 'carrying' or 'moving.'

Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives:

Prefixes in English to form Derivatives:

It is the process of forming a new word from an existing word, often by adding a prefix o

Acquaintance with prefixes in English to form derivatives

Definitions of Root Words:

1. Alter meaning: Other – alternate
2. Ami or amic meaning: Love – amicable
3. Amphi meaning: All side or both ends – amphibian

4. Anthrop meaning: Human or man – Anthropology
5. Aqua or Aque meaning: Water – aquarium
6. Aud meaning: Sound – audio
7. Bio meaning: Life – Biography
8. Cap meaning: To take or seize control of – capsize
9. Carn meaning: Meat – carnivorous

Suffixes from foreign languages in English to form derivatives:

Suffix, such as -ness or un-. For example, happiness and unhappy derive from the root word happy.

1. adjective-to-noun: -ness (slow → e.g.: slowness)
2. adjective-to-verb: -ise (modern → eg: modernise in British English)
3. or -ize (final → finalize) in American English and Oxford spelling
4. adjective-to-adjective: -ish (red → eg: reddish)
5. adjective-to-adverb: -ly (personal → eg: personally)
6. noun-to-adjective: -al (recreation → eg: recreational)
7. noun-to-verb: -fy (glory → eg: glorify)
8. verb-to-adjective: -able (drink → eg: potable)
9. verb-to-noun (abstract): -ance (deliver → eg: deliverance)
10. verb-to-noun (agent): -er (write → eg: writer)

- 6) Comment on the statement “Modifiers” when placed wrongly could result in “confusion”.

Ans

A modifier is a word, phrase, or clause that clarifies or describes another word, phrase, or clause. Sometimes writers use modifiers incorrectly, leading to strange and unintentionally humorous sentences. The two common types of modifier errors are called misplaced modifiers and dangling modifiers. If either of these errors occurs, readers can no longer read smoothly. Instead, they become stumped trying to figure out what the writer meant to say. A writer’s goal must always be to communicate clearly and to avoid distracting the reader with strange sentences or awkward sentence constructions.

Misplaced Modifiers:

A misplaced modifier is a modifier that is placed too far from the word or words it modifies. Misplaced modifiers make the sentence awkward and sometimes unintentionally humorous.

Incorrect: She wore a bicycle helmet on her head that was too large.

Correct: She wore a bicycle helmet that was too large on her head.

When you have a single adjective or adverb, misplaced modifiers rarely occur since they would

immediately sound incorrect. However, when a modifying phrase is used, misplaced modifiers become more common.

7) Explain the importance of usage of comma (,) in different contexts with suitable examples.

Ans: A comma marks a slight break between different parts of a sentence. There are four common

occasions on which commas are necessary; follow the links for more information.

- Using commas in lists (e.g., The flag was red, white, and blue.)
- Using commas in direct speech (e.g., 'That's not fair,' she said.)
- Using commas to separate clauses (e.g., As we had already arrived, we were reluctant to wait.)
- Using commas to mark off parts of a sentence (Her best friend, Eliza, sang for a living.)

8) Mention the usage of idioms and phrases in spoken English.

Ans: same as 2nd answer

9) List the punctuation marks that affect the structure of the sentences and discuss about it in detail with relevant examples.

Ans: Types of punctuation:

1. Full stop

2. Comma

3. Semicolon
4. Colon
5. Apostrophe
6. Hyphen
7. Dash
8. Brackets
9. Inverted commas
10. Exclamation mark
11. Question mark
12. Bullet points

1) Full stop:

Full stops are used to mark the end of a sentence that is a complete statement

Eg: All their meals arrived at the same time

To mark the end of a group of words that do not form a conventional sentence, to emphasize a statement:

It is never acceptable to arrive late. Not under any circumstances.

In some abbreviations, for example etc., Jan., or a.m.:

Please return the form by Monday 8 Dec. at the latest.

The shop has groceries, toiletries, etc. and is open all day.

2) Comma:

A comma marks a slight break between different parts of a sentence. There are four common occasions on which commas are necessary;

- Using commas in lists (e.g., The flag was red, white, and blue.)
- Using commas in direct speech (e.g., 'That's not fair,' she said.)
- Using commas to separate clauses (e.g., As we had already arrived, we were reluctant to wait.)

- Using commas to mark off parts of a sentence (Her best friend, Eliza, sang for a living.)

3) Semicolon:

The semicolon is most used to mark a break that is stronger than a comma but not as final as a full stop. It is used between two main clauses that balance each other and are too closely linked to be made into separate sentences. For example:

The film was a critical success; its lead actors were particularly praised.

4) Colon:

There are three main uses of the colon:

- Between two main clauses in cases where the second clause explains or follows from the first:

We have a motto: live life to the full.

- To introduce a list:

The cost of the room included the following: breakfast, dinner, and Wi-Fi.

- Before a quotation, and sometimes before direct speech:

The headline read: 'Local Woman Saves Geese'.

5) Apostrophe:

There are two main cases where apostrophes are used:

- Using apostrophes to show possession

Malcolm's cat was extremely friendly.

We took a day trip to the Gibson's house.

- Using apostrophes to show omission

I am afraid the pie isn't suitable for vegetarians.

We did not think about the consequences of our actions.

6) Hyphen:

Hyphens are used to link words and parts of words. There are three main cases where you should use them:

- In compound words

My mother-in-law is visiting soon.

- To join prefixes to other words

The novel is clearly intended to be a post-Marxist work.

- To show word breaks He collects eighteenth- and nineteenth-century vases.

7) Dash:

There are two main occasions on which a dash can be used, usually in informal writing:

- To mark off information that is not essential to an understanding of the rest of the sentence

Many birds—do you like birds? —can be seen outside the window.

- To show other kinds of break in a sentence where a comma, semicolon, or colon would be traditionally used

Tommy cannot wait for Christmas—he's very excited.

8) Brackets:

There are two main types of brackets. Round brackets are mainly used to separate off information that is not essential to the meaning of the rest of the sentence: He asked Sarah (his great-aunt) for a loan. Square brackets are mainly used to enclose words added by someone other than the original writer or speaker, typically in order to clarify the situation:

The witness said: 'Gary [Thompson] was not usually late for work.

9) Inverted commas:

Inverted commas are mainly used in the following cases:

- to mark the beginning and end of direct speech:

'There wasn't,' he said, 'any need for you to say that.'

- to mark off a word or phrase that is being discussed, or that's being directly quoted from somewhere else:

They called it the 'land of milk and honey'.

- (also known as scare quotes) to draw attention to an unusual, ironic, or arguably inaccurate use:

The 'food' she put on our plates was inedible.

10) Exclamation mark:

The main uses of the exclamation mark (most used in informal writing) are to end sentences that express:

- an exclamation: Ouch! That hurts!
- direct speech that represents something shouted or spoken very loudly:

'Run as fast as you can!' he shouted.

- something that amuses the writer:

They thought I was dressed as a smuggler!

- An exclamation mark can also be used in brackets after a statement to show that the writer finds it funny or ironic:

He thought it would be amusing (!) to throw a plastic mouse at me.

11) Question mark:

A question mark is used to indicate the end of a question:

What time are you going to the fair?

A question mark can also be used in brackets to show that the writer is unconvinced by a statement:

The bus timetable purports to be accurate (?).

12) Bullet points:

Bullet points are used to draw attention to important information within a document so that a reader can identify the key issues and facts quickly.

- Creating Coherence
- Creating Coherence in Your Writing

10) List out any 10 one-word substitutes along with their meaning.

Ans:

1. To fall apart over time – Disintegrate
2. A smart and educated individual – Intellectual
3. Things to be done throughout the day – Schedule
4. A movie or play held during the daytime – Matinee
5. A person that is unknown – Anonymous
6. Someone that you work with – Colleague
7. One who does not believe in the existence of God – Atheist
8. One who is bad in spellings – Cacographer
9. One who does not express himself freely – Introvert
10. Who behaves without moral principles – Immoral