

## **UNIT IV**

# **Basic English Grammar and Vocabulary: Part II**

- Word formation- Prefixes and Suffixes, Compound words
- Contractions and Abbreviations
- Tenses and Types of Tenses
- Rules in Tense usage and Exercises on it.

# • Word formation- Prefixes and

## Vocabulary

### PREFIXES AND SUFFIXES

Prefixes and suffixes are called affixes and they are elements added to existing words to form new words. The process of adding affixes is called affixation and the words to which these elements are added are called root words.

A few examples:

Prefixes	Suffixes
re- + write = rewrite	read + -ing = reading
in- + capable = incapable	nation + -al = national
un- + acceptable = unacceptable	modern + -ity = modernity

Prefix	Meaning	Example
pre	before	prelude, precondition
un	not	unacceptable, unreal
dis	not	disadvantage, dismount
re	again	reawaken, rewrite

Prefix	Meaning	Example
mis	not, wrongly	misunderstand, misbehave
in (also im)	not	impossible, inappropriate
bi	two	bicycle, biannual
inter	between	interact, interchange
super	above	superannuate
sub	under	submarine, subsoil
anti	opposing, opposite	antibiotic, anticlimax



Suffix	Meaning	Example
er	comparative	higher, lower
er	doer	worker
able	can be done	doable, usable
ous	full of	joyous
ness	state of being	kindness
ful	full of	peaceful
ly	in the stated way	loudly
ment	state of	enjoyment
ed	past tense verbs	hopped

Small changes in spelling are to be carried out while adding some suffixes.

Examples:

<i>fame + -ous = famous</i>	<i>torture + -ous = torturous</i>
<i>happy + -ness = happiness</i>	<i>sacrifice + -al = sacrificial</i>
<i>justify + -ication = justification</i>	<i>confuse + -ion = confusion</i>

### Task 9

Change the grammatical category of the words in Column A, using an appropriate suffix from the box below

-ly

-able

-ment

-ise

-ism

-ic

-lty

-y

-ion

-ious

-ive

-en

-ing



	Column A: Word	Column B: Grammatical category	Column C: New word
1.	solid	verb	<i>solidify</i>
2.	move	adjective	
3.	crystal	verb	
4.	magnet	adjective	
5.	national	noun	
6.	deliver	noun	
7.	advertise	noun	
8.	space	adjective	
9.	fright	verb	
10.	assess	noun	

## Task 10

Add suitable affixes to form what is indicated within brackets. One has been done for you.

- |                         |                                    |
|-------------------------|------------------------------------|
| 1. adequate (antonym)   | <i>in- + adequate = inadequate</i> |
| 2. palatable (antonym)  | _____                              |
| 3. suffocate (noun)     | _____                              |
| 4. attract (adjective)  | _____                              |
| 5. additional (adverb)  | _____                              |
| 6. activate (noun)      | _____                              |
| 7. capable (noun)       | _____                              |
| 8. logical (antonym)    | _____                              |
| 9. torrent (adjective)  | _____                              |
| 10. corrode (adjective) | _____                              |



# COMPOUND WORDS

Compound words are those that are formed by joining two words together.

These words might have their own meaning and at times they might have more than one meaning as well.

Sea + Shell =

Seashell

Straw + Berry =

Strawberry

Cup + Cake =

Cupcake

Well + being =

Well-being

Ice + cream =

Ice cream

# **CONTRACTIONS AND ABBREVIATIONS**

# Contractions

What are contractions?

A contraction is a word made by shortening and combining two words.

Words like **can't** (can + not), **don't** (do + not), and **I've** (I + have) are all contractions.

## Vocabulary

### ABBREVIATIONS AND ACRONYMS

An abbreviation is the shortened form of a word or a phrase. Whereas, an acronym is an abbreviation formed from the initial letters of other words and pronounced as a word.

*Examples:*

Abbreviations	Jan, USA, Mr, UNO, Attn, Ctrl
Acronyms	NATO, SAARC, RADAR, NASSCOM, FICCI

**NATO-North Atlantic Treaty Organization**

**SAARC-South Asian Association for Regional Cooperation**

**RADAR-Radio Detection And Ranging**

**NASSCOM-National Association of Software and Service Companies**

**FICCI-Federation of Indian Chambers of Commerce and Industry**

Sort these words in the table into acronyms and abbreviations and write their full forms.

	Abbreviation/acronym	Full forms
AIDS	<i>acronym</i>	<i>acquired immune deficiency syndrome</i>
RAM		
Mr		
LASER		
St		
Dec		
BBC		
cent		



Find out what these abbreviations/acronyms stand for.

DNA		LAN	
SONAR		FYI	
Sci-fi		approx	
EU		LPG	
sitcom		laser	
scuba		e.g.	
NASA		GIF	
DNA		cont	
i.e.		RSVP	
TNT		VAT	

# **TENSES AND TYPES OF TENSES RULES IN TENSE USAGE**

- The word “Tense” is derived from the latin word “Tempus” which means time.

### **Definition of Tense:**

Tense is the form in which a verb is used to express when an action is, was, or will be performed.

Based on time frame, that is when the action is taking place, we can divide or categorize tense into three types-



## TYPES OF TENSES: 1. PRESENT TENSE:

### 1.1. Present simple (I DO) [Subject + Am/is + verb]

**A.** We use the present simple to talk about things in general. We are not thinking only about now. We use it to say that something happening, happens all the time or repeatedly, or that something is true in general. It is not important whether the action is happening at the time of speaking.

- I usually **go** away at weekends.
- The earth **goes** round the sun.

# TYPES OF TENSES: 1. PRESENT TENSE:

## 1.1. Present simple (I DO) [Subject + Am/is + verb]

We use simple present to make affirmative and negative sentences.

**Affirmative Sentences.**

Subject	Verb	Complement
I We You	talk understand speak	English well.
He She It	reads writes imitates	
They	Communicate	

**Negative sentences**

Subject	Verb	Complement
I/we/you/ they	Don't	Work.
	Doesn't	Come.
He/she/it		



## **1.2. Present continuous (I am doing) [Subject + Am/is/are + verb+ ing]**

A. Anna is in her car. She is on her way to work.  
She is driving to work.

**This means:** She is **driving** now. At the time of speaking.  
The action is not finished.

B. **I am doing something= I am in the middle of something.**  
**I have started doing it and haven't finished yet.**

Often the action is happening at the time of speaking.

- Please don't make so much noise. I **am working**. (not I work)

C. We use the present continuous when we talk about things happening in a period around now. (Today, this week, this evening)

- You're **working** hard today. Yes I have a lot to do. (not to work hard today)

## 1.2. Present continuous (I am doing) [Subject + Am/is/are + verb+ ing]

We use present continuous to make affirmative and negative sentences.

**Affirmative sentences.**

**Negative sentences.**

S	H V	MV	Complem ent		S	H V	MV	Complem ent
I	a	speaking	English well.		I	am	not speaking	English well.
We	m	talking			We	are	not talking	
You	ar e  ar e	understandi ng			You	are	not understanding	
He	is	reading			He	is	not reading	
She	is	writing			She	is	not writing	
It	is	imitating			It	is	not imitating	
The y	ar e	Communica ting			The y	are	not communicatin g	

### 1.3. Present perfect (I have done) [Subject + has/have + Past form of verb (V3)] :

We use the Present Perfect to say that an action **happened at an unspecified time before now**. The exact time is not important. You **CANNOT** use the Present Perfect with **specific time expressions such as**: yesterday, one year ago, last week, when I was a child, when I lived in Japan, at that moment, that day, one day, etc. We **CAN** use the Present Perfect with **unspecific expressions such as**: ever, never, once, many times, several times, before, so far, already, yet, etc.

Examples:

- You **have seen** that movie many times.
- You **have not seen** that movie many times.
- **Have** you **seen** that movie many times?
- We use the present perfect there is always connection with now. The action in the past has a result now.

Where is your key? I don't know. I **have lost** it. (I haven't got it now)

He told me his name but I **have forgotten** it. (I can't remember it now)

1.3. Present perfect (I have done) [Subject + has/have + Past form of verb (V3)] :

S	HV	MV	Complem ent		S	HV	MV	Complement
I	hav	spoken	English well.		I	hav	not spoken	English well.
We	e	talked			We	e	not Talked	
You	hav	understood			You	hav	not	
	e					e	understood	
	hav		English well.			hav		English well.
	e					e		
He	has	read			He	has	not read	
She	has	written			She	has	not written	
It	has	imitated	English well.		It	has	not imitated	English well.
The	hav	communica			The	Hav	not	
y	e	ted			y	e	communicate d	

## 1.4. Present perfect continuous:

**(I have been doing)** [Subject + Has/have + been + ing]

We use the Present Perfect Continuous to show that something started in the past and has continued up until now. "For five minutes," "for two weeks," and "since Tuesday" are all durations which can be used with the Present Perfect Continuous.

Examples:

- She **has been working** at that company for three years.
- James **has been teaching** at the university since June.



## 1.4. Present perfect continuous:

**(I have been doing)** [Subject + Has/have + been + ing]

S	HV	MV	Com plem ent		S	HV	MV	Complement
I We Yo u	have been	speaking talking understandi ng	Engli sh well.		I We Yo u	haven't been haven't been	speaking talking understandi ng	English well.  English well.
He She It	has been	reading writing imitating	Engli sh well.		He She It	hasn't been	Reading writing imitating	
Th ey	have been	Communic ating			Th ey	haven't been	Communic ating	

## 2. PAST TENSE:

### 2.1. Simple Past: [Subject + Past form of verb (V2)]

Use the Simple Past to express the idea that an action started and finished at a specific time in the past. Sometimes, the speaker may not actually mention the specific time, but they do have one specific time in mind.

Examples:

- I **saw** a movie yesterday.
- I **didn't see** a play yesterday.

We use simple past to make affirmative and negative sentences.

#### Affirmative sentences

#### Negative sentences.

Subject	Verb	Complement		Subject	Verb	Complement
I	talked	English well.		I/we/you/they	Didn't	Work.
We	understood			He/she/it	Didn't	Come.
You	spoke					
He	read					
She	wrote					
It	imitated					
They	communicated					

## 2.2. Past Continuous: [Subject + was/were + verb + ing]

Use the Past Continuous to indicate that a longer action in the past was interrupted. The interruption is usually a shorter action in the Simple Past. Remember this can be a real interruption or just an interruption in time.

Examples:

- You **were studying** when she called.
- You **were not studying** when she called.
- I **was watching** TV when she called.
- When the phone rang, she **was writing** a letter.

We use past continuous to make affirmative and negative sentences.

• **Affirmative sentences.**

**Negative sentences.**

S	HV	MV	Complement		S	HV	MV	Complement
I	was	speaking	English well.		I	was	not speaking	English well.
We	were	talking			We	were	not talking	
You	were	understanding			You	were	not understanding	
He	was	Reading			He	was	not reading	English well.
She	was	writing			She	was	not writing	
It	was	imitating			It	was	not imitating	
They	Were	Communicating			They	were	not communicating	English well.

## 2.3.Past Perfect: [Subject + had + past form of verb (V3)]

The Past Perfect expresses the idea that something occurred before another action in the past. It can also show that something happened before a specific time in the past.

Examples:

- You **had studied** English before you moved to New York.
- **Had** you **studied** English before you moved to New York?
- You **had not studied** English before you moved to New York.

We use past perfect to make affirmative, negative and interrogative sentences.

**Affirmative sentences**

**Negative sentences**

S	HV	MV	Complement	S	HV	MV	Complement
I	had	spoken	English well.	I	had	not spoken	English well.
We	had	talked		We	had	not talked	
You	had	understood		You	had	not understood	
He	had	read		He	had	not read	
She	had	written	English well.	She	had	not written	English well.
It	had	imitated		It	had	not imitated	
They	had	Communicated		They	had	not	
						communicated	

## 2.4. Past Perfect Continuous: [Subject + had been + ing]

We use the Past Perfect Continuous to show that something started in the past and continued up until another time in the past. "For five minutes" and "for two weeks" are both durations which can be used with the Past Perfect Continuous. Notice that this is related to the Present Perfect Continuous; however, the duration does not continue until now, it stops before something else in the past.

### Examples:

- You **had been waiting** there for more than two hours when she finally arrived.
- You **had not been waiting** there for more than two hours when she finally arrived.
- They **had been talking** for over an hour before Tony arrived.

We use past perfect continuous to make affirmative, negative sentences.

### • Affirmative sentences

### Negative sentences

S	HV	MV	Complement	S	HV	MV	Complement
I		speaking	English well.	I		speaking	English well.
We	had	talking		We	had not	talking	
You	been	understanding		You	been	understanding	
He	had	reading	English well.	He		reading	English well.
She	been	writing		She	had not	writing	
It		imitating		It	been	imitating	
They	had	communicating		They	had not	Communicating	
	been				been		



### 3. FUTURE TENSE:

#### 3.1. Simple Future: [Subject + will/shall + present form of verb]

Examples:

- You **will help** him later.
- **Will** you **help** him later?
- You **will not help** him later.

**We make simple future**

**Affirmative and**

**Negative sentences.**

Subject	HV	Verb	Complement		Subject	Verb	Complement
I	shall	talk	English well.		I/we/you/they	Won't	Work.
We	shall	understand			He/she/it	Won't	Come.
You	will	speak					
He	will	read					
She	will	write					
It	will	imitate					
They	will	communicate					

## 3.2. Future Continuous:

**[Subject + will be/shall be + present form of verb + ing]**

### Examples:

You **will be waiting** for her when her plane arrives tonight.

You **will not be waiting** for her when her plane arrives tonight.

We use future continuous to make **affirmative and negative sentences.**

**Affirmative sentences.**

**Negative sentences.**

S	HV	MV	Complement		S	HV	MV	Complement
I We You	Shall be Shall be Will be	speaking talking understand ing	English well.		I We You	Shall not be Won't be	speaking talking understanding	English well.
He She It	Will be	reading writing imitating			He She It	Won't be	reading writing imitating	
They	Will be	communicat ing			They	Won't be	Communicatin g	

### 3.3. Future Perfect:

[Subject + will/shall have + past form of verb (V3)]

Examples:

- You **will have perfected** your English by the time you come back from the U.S.
- You **will not have perfected** your English by the time you come back from the U.S.
- By next November, I **will have received** my promotion.
- By the time he *gets* home, she **is going to have cleaned** the entire house.
- I **am not going to have finished** this test by 3 o'clock.

We use future perfect to make affirmative, negative and interrogative sentences.

• Affirmative sentences

Negative sentences

S	HV	MV	Complement	S	HV	MV	Complement
I		spoken	English well.	I		not spoken	English well.
We	will have	talked		We	will have	not talked	
You		understood		You		not understood	
He	will have	read	English well.	He	will have	not read	English well.
She		wrote		She		not wrote	
It		imitated		It		not imitated	
They	will have	communicated		They	will have	not communicated	English well.

## 4.4. Future Perfect Continuous:

**[Subject + will have been + present form of verb + ing]**

Examples:

- You **will have been waiting** for more than two hours when her plane finally arrives.
- You **will not have been waiting** for more than two hours when her plane finally arrives.

We use future perfect continuous to make affirmative, negative sentences.

Transformation of tenses in affirmation, negative and interrogative sentences.

S	HV	MV	Complement		S	HV	MV	Complement
I	will	speaking	English well.		I		speaking	English well.
We	have been	talking			We	won't have been	talking	
You		understanding			You		understanding	
He	will	reading			He	won't have been	reading	
She	have been	writing	English well.		She		writing	English well.
It		imitating			It		imitating	
They	will	communicating			They	won't have been	Communicating	
	have been							

Verb tenses	1. Affirmative	2. Negative	3. Interrogative
Present simple	They have a car.	They don't have a car.	Do they have a car?
Present continuous	He's reading now.	He isn't reading now.	Is he reading now?
Past simple	They saw a movie.	They didn't see a movie.	Did they see a movie?
Past continuous	It was snowing.	It wasn't snowing.	Was it snowing?
Present perfect	We have been there.	We haven't been there.	Have we been there?
Present perfect continuous	You've been working hard.	You haven't been working hard.	Have you been working hard?
Past perfect	They had left for France.	They hadn't left for France.	Had they left for France?
Past perfect continuous	She had been waiting for him.	She hadn't been waiting for him.	Had she been waiting for him?
Future simple	It will snow this winter.	It won't snow this winter.	Will it snow this winter?
Future continuous	She will be traveling.	She won't be traveling.	Will she be traveling?
Future perfect	He will have arrived.	He won't have arrived.	Will he have arrived?
Future perfect continuous	You will have been working.	You won't have been working.	Will you have been working?
Conditional	I would fly there.	I wouldn't fly there.	Would you fly there?
Conditional continuous	They would be sleeping now.	They wouldn't be sleeping now.	Would they be sleeping now?
Conditional perfect	She would have been there.	She wouldn't have been there.	Would she have been there?
Future be going to	She's going to get married.	She isn't going to get married.	Is she going to get married?





# 12 Tenses Formula

Tenses	Positive	Negative	Question
Present Simple	I <b>prefer</b> my coffee black.	I <b>don't prefer</b> my coffee black.	<b>Do I prefer</b> my coffee black?
Present Continuous	She <b>is listening</b> the music now.	She <b>is not listening</b> the music now.	<b>Is she listening</b> the music now?
Present Perfect	It <b>has rained</b> a lot lately.	It <b>has not rained</b> a lot lately.	<b>Has it rained</b> a lot lately?
Present Perfect Continuous	She <b>has been singing</b> a song.	She <b>has not been singing</b> a song.	<b>Has she been singing</b> a song?
Past Simple	We <b>watched</b> the news last night.	We <b>did not watched</b> the news last night.	<b>Did we watched</b> the news last night?
Past Continuous	I <b>was learning</b> German last year.	I <b>was not learning</b> German last year.	<b>Was I learning</b> German last year?
Past perfect	He <b>had left</b> when I went to the club.	He <b>had not left</b> when I went to the club.	<b>Had he left</b> when I went to the club?
Past Perfect Continuous	They <b>had been being</b> friend since childhood.	They <b>had not been being</b> friend since childhood.	<b>Had they been being</b> friend since childhood?
Future Simple	They <b>will study</b> math.	They <b>will not study</b> math.	<b>Will they study</b> math?
Future Continuous	They <b>will be loving</b> you.	They <b>will not be loving</b> you.	<b>Will they be loving</b> you?
Future Perfect	By next week, they <b>will have earned</b> lots of money.	By next week, they <b>will not have earned</b> lots of money.	<b>Will they have earned</b> lots of Money, by next week?
Future Perfect Continuous	I <b>will have been shopping</b> on Tuesday.	I <b>will not have been shopping</b> on Tuesday.	<b>Will I have been shopping</b> on Tuesday?



**Identify the tense for the following sentences.**

- 1. My cousin is leaving tomorrow.**
- 2. I have never seen him in a passive mood.**
- 3. I did not concentrate on my studies.**
- 4. The president will be talking to us tomorrow.**
- 5. I shall have finished my writing by then.**



# Answers

1. My cousin is leaving tomorrow. –

**Present Continuous Tense**

2. I have never seen him in a passive mood. – **Present perfect tense**

3. I did not concentrate on my studies. –

**Simple Past Tense**

4. The president will be talking to us tomorrow. – **Future Continuous Tense**

5. I shall have finished my writing by then. – **Future Perfect Tense**

Identify the tense in the given sentences.

1. I will be studying English when you arrive tonight.

2. I have studied English in several different countries.

3. I had studied a little English before I moved to the U.S

4. I will have studied every tense by the time I finish this course.

5. I had been studying English for five years before I moved to the U.S.

6. I will have been studying English for over two hours by the time you arrive.

**Change the following sentences into other tenses as given in the bracket.**

1.	She has chosen blue curtains for room. (into Past Perfect tense)
2.	She will go out for dinner this evening. (Future Continues tense)
3.	The helicopter will be landing at 6 am this morning. (into Simple Future tense)
4.	We knew about his plan. (into Simple Present tense)
5.	I haven't got the keys to the stores. (into Past Perfect Tense)
6.	I speak French. (into Present Continuous Tense) Why are the kids sleeping? (into Past Continuous Tense)
7.	We will eat in ten minutes. (into Future Continuous Tense)
8.	He is studying to become a dentist. (into Past Continuous Tense)