

ENGLISH

GRAMMER

<u>Form</u>	I	II	III	IV
<u>Verb</u>	(Present)	(Past)	(Perfect)	(Future)

⇒ Main Verb

- Go go/goes went gone going

⇒ Helping Verb

- Be be/is/am/are was/were been being

- Have has/have had

Formula
 I = Present
 II = Past
 III = Perfect
 IV = Continuous
 + I = Future

I go. { Present }

I am going. { Present continuous }

I have gone. { Present perfect }

I was going. { Past continuous }

I went. { Past }

I shall be going. { Future continuous }

I had gone. { Past perfect }

I have been going. { Present Perfect continuous }

I shall go. { Future }

I haven't been going. { Past Perfect continuous }

I shall have gone. { Future Perfect }

I shall have been going. { Future Perfect continuous }

Verbs

Verbals:

The verb forms which are not used as verbs.

Types

1) Infinitive: e.g. To go

2) Gerund: (Verbal Noun) (ing form) (no helping verb used before gerund)

3) Participle:

Present Past

(They both used as an adjective)

e.g.

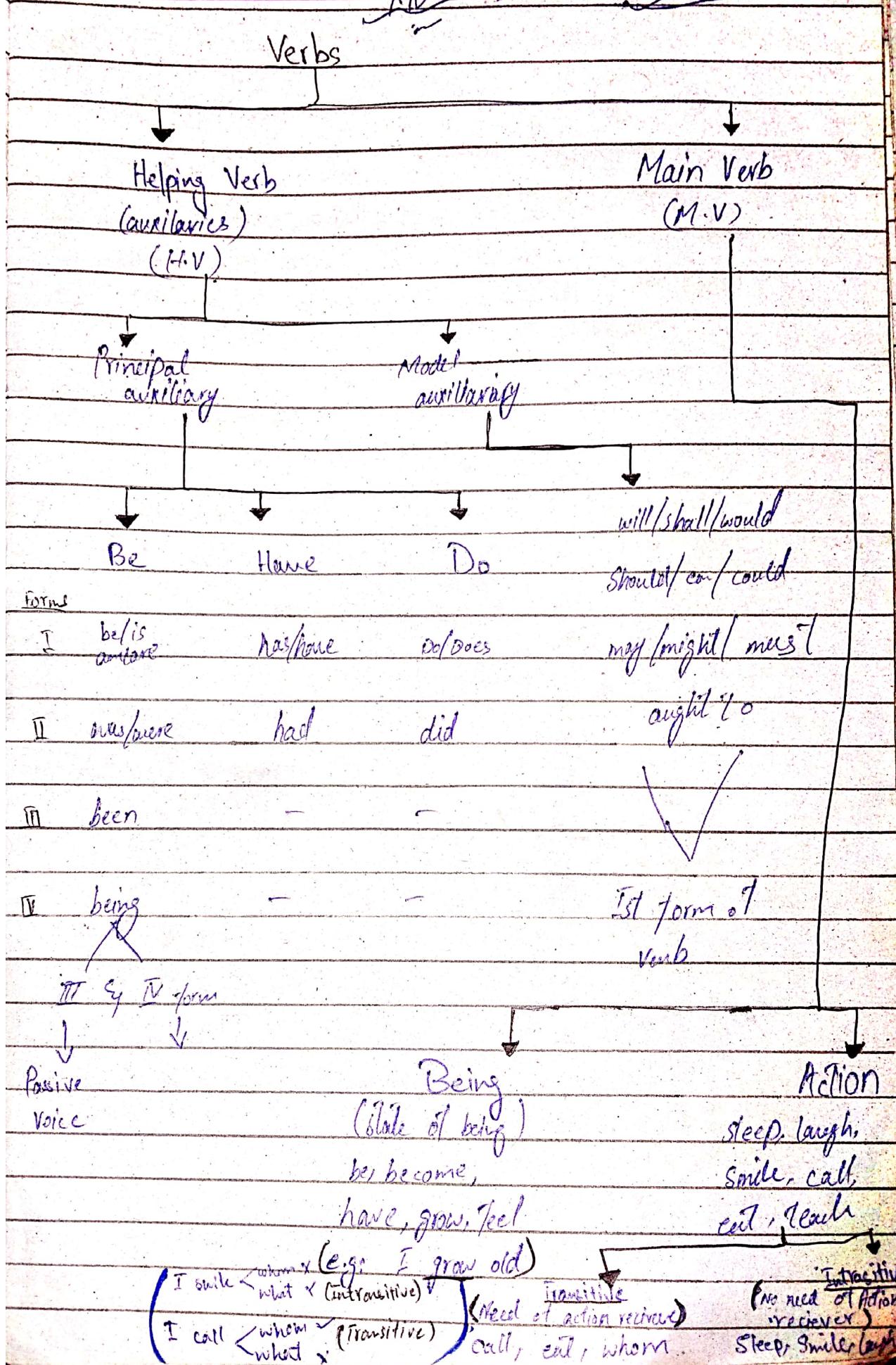
Flying Cat

Taken catch

Parts of Speech

Noun, Verb, Adjective, Adverb are Content words.

Pronoun, Preposition, conjunction, interjection are Grammar words.



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English

Noun

Noun is a naming word that names a person, thing, quality, action, place, idea, creature.

Common Noun

Proper Noun

Common
e.g. Soldier
Student
Player

Collective
e.g Army
class
Team

↓
Count

↓
non-count

Concrete/material

e.g Place

Person

Thing
Creature

Absent

e.g

Idea

Quality
Action

Function:

- i) Subject of verb } Subject
- ii) Object of verb }
- iii) Object of preposition } Object
- iv) object of verbs }
- v) Complement } Compliment eg. He is Tom
- vi) Appositive } Nouns eg. The prime minister, Aman Khan is
useful for same subject trying to prepare a notification

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Active / Passive

(B) Be - is/am/are was/were been being
(C) (a) (v) (IV) (v)
is/am/are was/were been being

Present = I

Past = II

Perfect = III

Continuous = IV

Future = will + I
shall

Passive = (Be) + II + by
Voice Form

Active

Passive

(call/calls)
I

is/am/are called
II

(has/have) called
III

(has/have) + been + called
III

(called)
II

was/were + called
II

(had called)
IV

had + (been) + called
IV

will/shall (called)
II

will/shall + (be) + called
I

will/shall have (called)
III

will/shall have (been) + called
III

is/am/are calling
IV

is/am/are (being) + called
IV

was/were calling
IV

was/were (being) + called.
IV

will/shall be calling

has/have been calling

had been calling

No passive voice.

will/shall have been calling

Punctuations

Punctuation is a necessity in written English language.

It gives reader an understanding of the text and the idea revealed by the author.

Proper punctuation is also important tool to make your written text logical and readable.

Even a small comma can greatly change the meaning of the sentence.

For example:

~~Do not stop, let him go~~

~~Do not stop~~

Pander eats, shoots and leaves.

Pander eats shoots and leaves.

Punctuation Marks

Full Stop .

comma ,

Question Mark ?

exclamation is !

Apostrophe '

Quotation Mark " "

Semicolon ;

Colon :

Hyphen -

① Apostrophe (')

The apostrophe “ ” before or after 's' is used to show possession and to show that something belongs to some one.

e.g Ali's bike.

This is Ahmad's Book.

These are students' note books.

② Comma (,)

Commas are used for a short pause in complex sentences. They are used to indicate individual items from a long list. Commas are also used to divide a long sentence into parts, only in order to make a discontinuity or fragmentation that is necessary for human mind. You not need to put a space before comma, but it is required after comma.

Ali, Ahmed, Zara are friends.

They bought books, paper, pencils etc

Comma is also used in direct speech
He claimed, "This is my fault".

③ Full Stop (.)

Full stops are used at the end of affirmative sentences and indicates a complete thought.

You do not need to put a space before full stop, but it is required after it.

e.g I am a Teacher.

Kids are a Student.

④ Colon (:) .

Colon precedes lists, examples or explanation.

It can be used in following cases:

① Colon is ~~use~~ placed b/w 2 main clauses in case if

2nd clause explains first clause

e.g

The price of standard room includes
The following: ^{the} wifi, room service and
free dinner.

horizontal

② Colon is put before direct speech.

e.g *

Many people came to the festival:

from Canada, Europe, New Zealand.

⑤ Hyphen (-)

Hyphens are used to connect words or separate a word into pieces.

Usually hyphen is used in compound words

c.s

My mother-in-law is going to visit marrre.

⑥ Question Mark (?)

Question mark is used at the end of interrogative sentences.

c.s

What are you doing?

⑦ Exclamation Mark (!)

Exclamation Mark is used to express sudden emotion or feelings.

e.g. Hurrah! We won the match.

⑧ Semi Colon (;)

The Semi colon is used to separate two sentences that could be connected by following conjunction: and, because, as, if or but.

It is stronger than a comma, but not as strong as a full stop.

e.g

I cannot wait to see her on the program;
I am sure she will be gorgeous

⑨ Quotation Mark (" ")

They are used to indicate direct speech.

e.g

Quaid-e-Azam said, "Unity, faith and discipline."

Clauses

Clauses

A clause is any sentence that contains at least one subject & a verb.

$$C = S + V$$

e.g He likes oranges.

^{He}
Dog is subject

like is verb

A clause might also contain an object along with the subject which makes it to stand alone as a complete sentence.

One of the simplest way to distinguish b/w a clause and phrase is that a clause is a set of words that makes complete sense and do not require any additional helping words to complete it.

e.g She smiled.

A sentence may also contain more than one clause

e.g I looked everywhere but the cat was gone.

Phrase

A phrase is a group of words in a sentence that doesn't contain a subject & a verb.

A phrase doesn't convey complete meaning.

e.g

On the wall, in the winter, over the horizon.

A clause and phrase may co-exist in a sentence.

e.g

He is playing in the field

clause

phrase

Noun Clause

A noun clause is a clause that plays the role of a noun.

e.g.

① I like what I see

clause

② I know ^{that} patience has its limit

clause

A noun clause functions as a noun in the sentence.

How to check whether a phrase or clause is functioning as noun

A easy way to check that wheather it is a noun clause or not is to replacing it with a pronoun. If you can then your clause is noun clause.

e.g. What is Say is true.
or clause

It is true

Example

I know that the story is true.

C

Function

Like a noun, a noun clause can be a subject, object or a complement.

① As subject

e.g. Whoever smelt it dealt it

② As object

e.g. My command is whatever you wish

C

More Examples

In a sentence, the noun clause is an dependent clause. In other word, noun clause doesn't stand alone as a complete thought.

Noun Clause

A noun clause is a dependent clause that contains a subject and a verb. It works as a noun in a sentence.

Function

It can be the subject of sentence, an object or a complement.

① As Subject

What you have said makes her sad

N.C

Whoever made this cake is a real artist

N.C

② As Object

I can do whatever I want

whatever

My parents are satisfied with what I have done

N.C

③

As Complement

He knew that I am a dentist

N.C

His problems that he couldn't make a decision.