

CSS WITH 47

Comprehensive Notes on;

PARTS OF SPEECH

BY

JINSAR ALEE BHATTI

(CSP-47TH CTP)

ENGLISH NOTES

THE SENTENCE:

DEF: A group of words that has a complete sense.

OR

Words that give a comprehensive sense.

Example:

- The boys are making a noise.
- Ali is a doctor.

KINDS:

1. **Declarative or Assertive sentence:** Those which make statements and assertions.

Example:

- Payal is playing tennis. (positive)
- Payal is not playing tennis. (Negative)

2. **Interrogative Sentence:** Ask questions:

•HOW QUESTIONS ARE ASKED

I. (5 Ws+H= What, Which, Where, Who, When, How)

II. *by putting helping verbs before the subject*

- Who is there?
- What is your name?
- Are you crazy?

3. **IMPERATIVE SENTENCES:** Make commands, requests, advice, and prohibitions.

- Go and get the pen changed. Command
- Have pity on us. Request
- One should keep one's promise. Advice
- Don't play with fire. Prohibition

4. **EXCLAMATORY SENTENCES:** Show wonder and sudden feelings;

- How awesome her voice is!
- What a shame!
- Alas! Sejal is no more.
- Hurrah! I passed CSS.

5. **OPTATIVE SENTENCES:** Show wishes and desires;

- Would that I were a doctor.
- May you live long!
- May you go to hell!

SUBJECT AND PREDICATE

SUBJECT: Agent in a sentence. Or Doer of an action

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PREDICATE: Part of a sentence that tells about the subject, doing its work.

Alee is speaking English.

Students of Prime Educational Academy won the competition.

The groaning of donkey we hear.

NOTE: The underlined word or a group of words is the subject while the rest is the predicate. Predicate possesses an auxiliary verb, main verb and object.

PHRASE AND CLAUSE

PHRASE: A group of words that does not complete sense.

On the roof of the school.

Under the bridge.

With a sharp knife.

CLAUSE: Part of sentence that has subject and predicate and mostly no complete sense.

Students who work hard get success.

I can not stop helping them until they trust me.

THE NOUN

DEFINITIONS;

- 1 .A Noun is a naming word.
2. A name given to anything.
- 3 .A word used as the name of a person, place or thing.

KINDS;

1.Proper Nouns: Particular name of anything.

Alee , Ayesha, Kashaf (persons)

Concepts school, Asad Clinic, National Library (Place)

Samsung mobile, Dollar Pen, Dell Computers. (Things)

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2.Common Nouns: Name given in common to anything;

Boy, Girl, Woman (persons)

School, Clinic, Library (Place)

Mobile, Pen, Computers.

3.Collective Nouns: Name of a collection that is spoken as a whole;

Jury,, Committee, Crowd, Cattle, Faculty, Staff

4.Material Nouns; Name of a matter or substance of which any other thing is made;

Wood, Plastic, Rubber, Water, Milk, Yogurt, Gold, Zinc etc

5.Abstract Nouns; Name of quality , action or state;

Bravery, Goodness, Charity, Boldness (Quality)

Laughter, Movement, Laughter, Theft, Attack (Action)

Sickness, Slavery, Poverty, Kingship (State)

***FURTHER CLASSIFICATION OF NOUN;**

1.All common, proper and collective nouns are **COUNTABLE NOUNS**

2.All material and abstract nouns are **UNCOUNTABLE NOUNS** as both material and abstract nouns have no plural.

THE NOUN CASES

NOMINATIVE CASE; Subject in a sentence is said to be in Nominative Case;

Pranjal is a good student.

Boys were punished.

ACCUSATIVE/OBJECTIVE CASE; Object in a sentence is said to be in Accusative Case;

Jinsar is teaching Pranjal.

I scolded boys.

POSSESSIVE CASE; Show relationship with a thing.

ENGLISH NOTES

**USE OF APOSTROPHE;*

Saleem's pen, Boys' school, Sundus' bag, Faraz's cellphone

**No apostrophe with non-living;*

Chair's leg (incorrect) = Leg of chair

VOCATIVE CASE; Addresses/calls someone;

Hira! Come here.

Boys! Stop talking.

THE NOUN GENDER

- 1.MASCULINE GENDRS; Nouns denoting males; as Boy, Father, Dog, Donkey etc
- 2.FEMININE GENDERS; Nouns denoting females; as Girl, Mother, Bitch, Ass etc
- 3.COMMON GENDERS;Nouns either male or female; as Cousin, Enemy, Doctor, Friend etc
- 4.Neuter Gender; Nouns neither male nor female; as Chair, Cellphone, Laptop, Torch etc

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THE PRONOUN

DEF: Pronoun Is A Word Used Instead Of Noun:

Example:

- Ayesha is in Norway because she is doing PhD.
- People eat meal because they want to live alive.

KINDS:

1 PERSONAL PRONOUN: I, We, You, They, He, She, It Are Called Personal Pronoun.

I. **First Person Pronouns:** Person Or Person Speaking:

I	My, Mine
We	Our, Ours

II. **Second Person Pronouns:** Person Or Person Spoke To:

You	Your, Yours	You
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III. **Third Person Pronouns:** Person Or Person Spoke Off:

He	His	Him
She	Her, Hers	Her
It	Its	It
They	Their, Theirs	Their

2. RELATIVE PRONOUN: Pronouns That Refer Back To Noun To Show a Relationship:

I. **Who & Whom:** For Persons only.

- The boy who is crying is my brother.
- The boy whom I slapped is crying.

II. **Which:** For Non-Living And Animal.

- Pen which Is On The Table Is Mine.
- Dog which Is black in color Seems Dangerous.

III. **That & Whose:** For both Person And Animal.

ENGLISH NOTES

- Pen that is broken was expensive.
- Dog whose color is white is mine.

3.COMPOUND RELATIVE PRONOUNS; Pronouns formed by adding ever, so, or soever to who, which, and what are called relative compound relative pronouns;

Whoever, Whosoever, Whichever, Whatever, Whatsoever

4. POSSESSIVE PRONOUN: Show Relations or Possession.

Mine-Our-Yours-Theirs-His-Hers-Its

- This Pen Is Mine.
- That Laptop Is Ours.

5. INTERROGATIVE PRONOUN: Pronouns That Ask Questions

Who-What-Which-Where-When

- What Is Your Name?
- Who Are You?

6. DEMONSTRATIVE PRONOUNS: Point Out Or Refer To Object:

This-That-There-Those-Such

- This Is My cell phone. (Near)
- That Is My Laptop. (Distant)
- These Are My Books. (Near)
- Those Are My Students. (Distant)
- Such Are Clever Students. (Abstract)

7. INDEFINITE PRONOUNS: These Pronouns Talk In General.

One-Someone-Anyone-No One-Either-Anybody-Nobody

- One Should Respect Elders.
- Someone Took My Mobile.
- Is There Anyone In The Room?

Reflexive & Emphatic Pronouns:

8. REFLEXIVE PRONOUNS: These Reflect An Action:

- He Cut Himself.
- She Scolded Herself.

9. EMPHATIC PRONOUNS: These Stress/Emphasize An Action.

- I Speak English Myself.
- She Cooks Meal Herself.

JINSAR ALEE BHATTI

ENGLISH NOTES

THE ADJECTIVE

- An adjective is a word that adds something to the meaning of a noun
- A word used to describe or point out the person, animal, place or thing which the noun names.
- An adjective tells number or quantity.
- An adjective is describing word.

- Shina is a girl.
- Shina is a rude girl.

NOTE: Adjective is used in two ways;

1. **ATTRIBUTIVELY;** Along with noun and before the verb; as

The clever students are respected everywhere.

Funny teachers are always welcome in the class.

2. **PREDICATIVELY;** Along with the verb;

My students are clever.

Sir Jinsar is funny.

KINDS OF ADJECTIVE

1. **DESCRIPTIVE ADJECTIVES/ADJECTIVES OF QUALITY;** Show kind or quality;

**Of what kind? answers Descriptive adjectives*

- Islamabad is a beautiful city.
- Saleem is an honest person.

2. **PROPER ADJECTIVES;** Adjectives formed from proper nouns;

Australian actors, Turkish coups, Indian movies, Japanese pillars

3. **ADJECTIVES OF QUANTITY;** Show how much of a thing is meant;

- *How much replies adjectives of quantity*
 - She ate some rice.
 - He lost all his hopes.

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- Do you have any wisdom.

4. ADJECTIVES OF NUMBER/NUMERAL ADJECTIVES; Show how many of persons or things are meant,

➤ *How many ?* answers Numeral Adjectives.

a) **Definite Numeral Adjectives;** Denote exact number;

- One, Two , Three etc are called Cardinals
- First, Second, Third etc are called Ordinals.

b) **Indefinite Numeral Adjectives;** Do not show an exact number; as

All, Several, Many, Any, Certain, Few , Some etc

c) **Distributive Numeral Adjectives;** Show each one of a number;

Each, Every, Either, Neither

5. INTERROGATIVE ADJECTIVES; Ask questions; as

- What book do you like the most?
- Which drama is your favourite?
- Whose novel are these?

NOTE; *What is used in general sense while Which in selective sense.*

6. DEMONSTRATIVE ADJECTIVES; Point out objects;

- This pen is mine.
- That boy is my brother.
- These sweets I have bought from shop.
- Those novels are expensive.

7. EMPHASIZING ADJECTIVES; Own and Very are sometimes used as Emphasizing Adjectives; as

- This is the very person who is in criminal hit list.
- Sejal is a very student whom everyone praises for presence of mind.
- This is very novel that I was looking for.
- I saw him smoking with my own eyes.
- She gave her money with her own hands.

8. EXCLAMATORY ADJECTIVES; What is sometimes used as an exclamatory adjective;

- What a shame!
- What an idea !
- What a stroke!

FORMATION OF ADJECTIVES

1.From Nouns; as

Boy-Boyish, Fool-Foolish, Shame-Shameless, Reason-Reasonable

2.From Verbs;as

Tire-Tireless, Talk-Talkative, Move-Moveable, Cease-Ceaseless

3.From Adjectives;as

Tragic-Tragical, Whole-Wholesome, Black-Blackish, Sick-Sickly

COMPARISON OF ADJECTIVES

POSITIVE DEGREE; Shows a mere quality

COMPARATIVE DEGREE; Shows comparison between two

SUPERLATIVE DEGREE; Shows comparison with more than two

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ENGLISH NOTES

THE VERB

- A verb is a word that tells or asserts something about a person or thing.
- *A Verb is a telling word.

WHAT DOES A VERB TELL?

1. **A verb tells what a person or thing does; as**
 - Pranjali is laughing.
 - The mobile rings.
2. **What is done to a person or thing; as**
 - Alee is punished.
 - My cellphone is broken.
3. **What a person or thing is; as**
 - Fa rhan is clever.
 - That cat is beautiful.

ACTION VERBS

TRANSITIVE AND INTRANSITIVE VERBS

4. **TRANSITIVE VERBS;** These verbs pass over an action.
 - Sir slapped Ali.
 - The horse kicked its master.
5. **INTRANSITIVE VERBS;** These verbs do not pass over an action.
 - I walked a long distance.
 - Sejal cries loudly.
 - Marwa is singing.

NOTE; Some verbs like; come , go, die , sleep, lie denote an action which does not pass over an action since they can never be used transitively.

NON ACTION VERBS;

TO BE VERBS

- I am a doctor.
- She was beautiful.
- Pranjali will be a CEO.

LINKING VERBS

***These link grammatical subject to an adjective, to noun or phrase; as**

- Biryani tastes good.

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- She is an honest lady.
- Jinsar looks out of sorts.

TENSES

1. SIMPLE PRESENT TENSE; Express a habitual action, general truths and future events; as

- I get up early in the morning. (HABIT)
- Honesty is the best policy. (UNIVERSAL TRUTH)
- The class begins at 9:30 sharp. (FIXED FUTURE EVENTS)

SYMBOLS OF IDENTIFICATION;

➤ *In order to make negative sentences Donot (I, we, you, they,) and Doesnot (He , She , It) are used.*

- *I donot get up early.*
- *She doesnot get up early.*

2. PRESENT CONTINUOUS TENSE; Shows an action going on, fixed actions;

- She is singing a song.
- We are going to Karachi tonight.

HELPING VERBS AND SYMBOLS OF IDENTIFICATION

AM= I

ARE= We , You, They

IS= He, She, It

3. PRESENT PERFECT TENSE; Indicate completed activities in immediate past, an action completed while speaking,

- I have eaten meal.
- Alee has just completed the novel.

HELPING VERBS AND SYMBOLS OF IDENTIFICATION;

4. PRESENT PERFECT CONTINUOUS ; Shows an action started in past and is still continuing;

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- I have been waiting for the train since morning.
- Kashish has been playing cards for two hours.

PAST SIMPLE TENSE; Indicate an action completed in past.

NOTE; The action always occurs with adverbs, or adverb phrases of past.

I went to Lahore yesterday.

I did not go to Lahore yesterday.

Note; Always use first form of the verb when did is used in a sentence.

PAST CONTINUOUS TENSE; Shows an ongoing action in past;

- It was getting cold.
- They were crying over spilt milk.

PAST PERFECT TENSE; Describes an action completed before a certain moments;

- The train had left before we reached the railway station.
- KP had changed his uniform before taking breakfast.
- KP had not changed his uniform before taking breakfast.

PAST PERFECT CONTINUOUS TENSE; Used for an action that began before certain point in past and continued up to that time.

- Alee had been playing cricket since morning.
- I have been making his fun for two hours.

FUTURE SIMPLE TENSE; Used to talk about things that we can not control.

*Expresses future as fact;

- I shall get promotion next month.
- Boys will know results in May.

*Used about what we think or believe will happen;

- I think I shall pass CSS.
- She thinks it will rain tonight.

FUTURE CONTINUOUS TENSE; Shows an action in progress in coming time;

- I shall be speaking English.
- He will be living with us till next year.

FUTURE PERFECT TENSE; Shows an action that will be completed by a certain future time.

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- I shall have done my homework by then.
- By the end of this month he will have worked here for five years.

FUTURE PERFECT CONTINUOUS TENSE; Actions which be in progress over a period of time that will end in future;

- I shall have been passing that exam twice by next month.
- Boys will have been doing home work since morning.

• THE INFINITIVE

The infinitive is base form of verb, often preceded/followed by To; as

- To err is human.
- Ali wants to do CSS.

USE OF INFINITIVE;

1. As a subject of verb;

- To find fault is easy.
- To tell a lie is a bad habit.

2. As the object of transitive verb;

- I don't want to hurt.
- Aslam likes to make an inspirational speech.

3. As Complement of Verb;

- His main hobby is to collect old coins.
- Our duty is to serve others.

4. As the Object of preposition;

- He has no choice but to surrender.
- The student is about to start.

THE GERUND

* gerund is a form of verb ending with -ing and has the tendency of of verb and noun;

USES OF GERUND;

1. As a subject of verb;

- Seeing is believing.
- Telling a lie is a bad habit.

2. As of a Transitive Verb;

- Stop talking.
- I like reading novels.

3. Object of Preposition;

- I have been sick of sacrificing.
- She is fond of drinking tea.

▪ THE PARTICIPLE

**A form of verb that has tendency of verb and adjective;*

1. PRESENT PARTICIPLE; (ING FORM)

- Barking dogs seldom bite. (Dogs that bark)
- A rolling stone gathers no mass. (Stone will keep on rolling)

2. PAST PARTICIPLE; (-ed -en)

- Borrowed garments never fit well (Garments will are borrowed)
- Broken hearts are never repaired. (Heart that is hurt)
- Spoken words can never return. (Words that have been said)

JINSAR ALEKH BHATTI

ENGLISH NOTES

THE ADVERB

Def. An adverb is a word that qualifies an adjective, a verb and another adverb.

TYPES:

1. Adverb of Manner and Quality: How the action is being performed;

She damaged her car badly.

She speaks French very fluently.

This article is written beautifully.

2. Adverb of Place: Describes the occurrence place of action;

The aircraft landed near the banyan tree.

I couldn't find the book anywhere.

3. Adverb of Time: Explains when a particular action has happened or going to happen;

I will go to the cinema tomorrow.

My teacher will contact you shortly.

I completed the assignment yesterday.

4. Adverb of Quantity and Range: Explain how much or up to what extent an action is completed then we use the Adverb of Quantity and Range. For example:

This vessel is filled partially.

He was completely exhausted.

5. Adverb of Number and Frequency: Explain the no. of times a particular action has occurred;

I go to the cinema twice a week.

My mother visits the nearby temple every day.

6. Adverb of Affirmation or Negation: Acceptance or denial. Adverb of Affirmation or Negation is used for this purpose;

Surely He will complete the race.

The weather will certainly get better.

ENGLISH NOTES

THE PREPOSITION

***A preposition is a word that is used before noun to show relationship.**

- There is a cow *in* the field.
- Shina studies *in* IBA.

NOTE: A preposition is usually placed before its object, but sometimes it follows;

- *This is the novel that you were looking for.*
- *Whom are you thinking of?*
- *What is she waiting for?*

Note: Relative and Interrogative pronouns always take the preposition at the end.

KINDS OF PREPOSITION:

1. PREPOSITIONS OF TIME : (IN, ON, AT)

- *In October, In the evening, In summer, In childhood*
- *On Sunday, On 13th April, On Pakistan's day,*
- *At 5 pm, At noon, At bed*

2. PREPOSITIONS OF PLACE (ON, AT, IN)

- *In the car, In the shelf, In garden, In a cupboard*
- *On the table, On the map, On a wall*
- *At bus stop, At the front of dice, At the edge of glass,*

3. PREPOSITION OF DIRECTION: (Into, To, Through, Towards)

- *We are going to school.*
- *The baby was approaching to us.*
- *He threw a ball into river.*

4. PREPOSITION OF AGENT: (BY, WITH)

- *Mera Pakistan was written by Imran Khan.*
- *She cut an apple with a knife.*

"Do good to everyone without any expectations as an old proverb says

fragrance always remains in hands of those who distribute roses"

JINSAR ALEE BHATTI

ENGLISH NOTES

THE CONJUNCTION

***A conjunction is a word which joins together sentences, and sometimes words.**

- *I am a doctor and she is a teacher.*
- *She is coming but I have to go.*
- *You should work or will fail.*
- *Two and two make four.*

KINDS OF CONJUNCTION

1. COORDINATING CONJUNCTION; Joins together clauses of equal rank.

**Co-ordinating means of equal rank.*

- FANBOYS= For, And, Nor, But, Or, Yet, So,
- *He is dull , but he is working.*
- *I hate towaste water for it is very precious on each globe.*

2. SUBORDINATING CONJUNCTION; These conjunctions join dependent clauses to independent clauses.

***NOTE:** Subordinating conjunctions are essential part of complex sentences which include at least two clauses, with one of main clause (at least)

❖ *Subordinating Conjunctions perform two function within a sentence;*

- It illustrates the importance of independent clause.*
- It provides a transition that always indicate a place , time, or cause and effect of relationship.*
 - *As I wanted to switched on blub, the light switched off.*
 - *We cried when we heard the voice of Faizan's arrival.*

SUBORDINATING CONJUNCTIONS:

After, Although, As , Before, By the time, As soon as, Even if, If, In case, Once, Whenever

3. CORRELATIVE CONJUNCTION: These conjunctions are used in pairs.

Either.....or, Neither.....nor, Although.....yet, If.....then

- *Alee is neither miser nor so generous.*
- *Although we are poor yet our hearts are generous.*
- *If that is the situation , then I am not going to ISB this year.*

*"Only I Can Change My Life. No One Can Do It For Me"*****CAROLNURNETT*

JINSAR ALEE BHATTI

THE INTERJECTION

DEF: A word that expresses emotions.

ROLES OF INTERJECTION:

1. **EXPRESS SUDDEN MOODS:** as
 - Wow! That is very emotional scene.
 - What? He is coming back!
 - Aaw! You are kidding.
2. **EXPRESSES YES OR NO:**
 - Yes! I am going to accept that challenge.
 - Nah! I won't allow them to come here.
3. **GET SOMEONE'S ATTENTION:**
 - Hey! Come here for a second.
 - Hoooo! Is this my fault?

*****THE END*****

JINSAR ALEE BHATTI (MA English)
Civil Servant of Pakistan (CSP-17TH CTP)