

English Grammar

Correct grammar is the key to speaking and writing any language fluently and perfectly. This course aims to help students understand the basics of English language and helps them avoid mistakes that would make their English sound strange to the native speakers.

The course would be taught in a series of steps to give them a better understanding. Those being:

- Parts of Speech
- Verb Tenses
- Sentences, Phrases, and Clauses
- Conditionals, Reported speech, Passive voice, Quantifiers and Determiners
- Basic Grammar Rules: English Sentence Structure

[An overview of Parts of Speech and Verb Tenses to give an idea about the course](#)

Parts of Speech

Each English word can be categorized into one part of speech. There are nine parts of speech in English language: noun, pronoun, verb, adverb, adjective, preposition, conjunctions, articles and interjections.

1. **Noun** – a word that describes a place, thing or person, for example, bank, pencil, cat, notebook etc.

Sentence- This is a **notebook**.

2. **Article** – they precede nouns in a sentence. They are :a, the, an.

Sentence- This is **a** notebook.

3. **Verb** – a word that describes an action or state, for instance, write, get, open, cut, like, etc.

Sentence- I like apple

4. **Pronoun** – a word that can take the place of a noun, for instance, she, I, you, he, it, they, etc.

Sentence- He is very clever.

5. **Adjective** – modifies/describes a noun/pronoun, for instance, black, small, big, well, blue.

Sentence- Nobody likes long advertisements.

6. **Adverb** – modifies a verb or an adjective, for instance, clearly, silently, badly.

Sentence- My cat eats quickly.

7. **Conjunction** – joins clauses or sentences, for example: and, while, but, since, etc.

Sentence- I am very hungry, but all restaurants are closed at this time.

8. **Preposition** – used with nouns/pronouns to create a phrase that modifies other parts of speech, for example, down, at, in, of, under, etc.

Sentence-She is hiding **behind** the door.

9. **Interjection** – words that illustrate an emotional state.Short exclamation. For instance, ouch!,wow!,oh!.

Sentence- **Wow!** What a beautiful home!

The good thing about learning parts of speech is that a student would be in a position to describe how each word in the English language can be used and would be able to form sentences and write and speak the language effortlessly.

Verb Tenses

There are three kinds of tenses-Past,present and future.

Past describes the events that have already occurred.Present describes the events that are occurring while the statement is made and future describes the events that would take place after the statement has been made.

There are 12 basic English tenses.For each tense ,think about the structure of the tense and when and where it should be used. A few sentences to differentiate the tenses:

- **Present Simple**
I eat.
- **Present Continuous**
I am eating.
- **Present Perfect**
I have eaten.
- **Present Perfect Continuous**
I have been eating.
- **Past Simple**
I ate.
- **Past Continuous**
I was eating.

- **Past Perfect**
I have eaten.
- **Past Perfect Continuous**
I had been eating.
- **Future Simple**
I will eat.
- **Future Continuous**
I will be eating.
- **Future Perfect**
I will have eaten.
- **Future Perfect Continuous**
I will have been eating.

Active and Passive Voice

There are two types of voices, Active voice and passive voice. Generally in technical writing it is advised to write in passive voice, therefore pronouns like "I "and "we" are avoided so that impersonal style can be achieved .

Active Voice – Their father **told** them about yoga.

Passive Voice – They **were told about** Yoga by their father.

Sentences written in the active voice are easier to understand than sentences written in the passive voice. Switching passive voice into active voice is straightforward, but it requires a bit of practice. The tense of a verb remains the same in both the voices.

Sentence level grammar includes:

Phrases

A phrase is a group of words that express a concept and is used as a unit within a sentence. Eight common types of phrases are: noun, verb, gerund, infinitive, appositive, participial, prepositional, and absolute.

What is a Sentence?

When is a sentence not a sentence. Difference between sentences and clauses.

Types of Sentence

There are 4 main types of sentence -Declarative, Interrogative, Imperative, Exclamative.

Types of Sentence Structure

There are 4 main types of sentence structures- Simple, compound, complex and compound-complex sentences.

Linking, Intransitive and Transitive Verbs

These verbs are very helpful for sentence construction.

Direct and Indirect Objects

The direct object receives the action of the verb directly. The indirect object receives the direct object.

Reported Speech

This structure is used to "report" what another person has said.

Parenthetical Expression

Words added to a sentence without changing its meaning or grammar.

Advanced Grammar

Jumbled Sentences

Most sentences have structure like the following:

1. Subject + verb + object.
2. Subject + verb + not + object.
3. Verb + subject + object ?
4. Verb + subject + not + object?

Rules

1. Look for the linking or the transitioning words.

Some transitioning words which are used frequently are-However,thus,similarly,etc.

2. Identify the pronoun antecedents.

There are 3 types of pronouns:

Relative pronoun: who, whom, whose, which.

Demonstrative pronoun: this, that, these, those.

Personal pronoun: he, she, him, her, you, they, it.

After identifying these pronouns, scan all the options and try to set a connection between all the sentences coherently and logically.

3. Identify theme of the paragraph.

4. Link the sentences.

Linking words can be articles, adjectives, prepositions, conjunctions or any word that may tell a little more about the theme or the first word of the next phrase.

5. Look for the concluding statement.

Example:

Arrange the following sentences in a coherent manner:

- A. The whole area was covered with smoke.
- B. Flames were oozing out of the windows of the house.
- C. All the neighbors were feeling pity about the victim.
- D. The firemen were busy pacifying the flames.
- E. But the suffering family acted very strongly and bore the shock with full courage.

Ans

ABDCE

The whole area was covered with smoke. Flames were oozing out of the windows of the house. The firemen were busy pacifying the flames. All the neighbors were feeling pity about the victim. But the suffering family acted very strongly and bore the shock with full courage.

Importance of grammar in written and verbal communication

Grammar is very essential while writing and one has to be sure of that he/she is following the rules and applying them correctly. If grammatical mistakes are found the writer's viewpoint would not be delivered to the readers accurately.

Readers would find it difficult to understand what the author is trying to convey, even if the author is well versed with the topic and has in-depth knowledge about the content if he fails to apply the grammatical rules correctly.

Similarly, in any verbal communication with peers, colleagues, or in any presentation using correct grammar rules is essential otherwise one would not leave a pleasing impression on the audience. In this cut-throat competitive environment, effective communication is the key to make a mark. For example- If a person is giving a presentation on a topic and makes grammatical mistakes he/she may not be rated highly and possibly will be ignored and won't leave a lasting impression. Hence one has to apply grammar correctly so that his/her views on a subject matter are influencing.