



WEEK 01: HANDOUTS

Lesson No: 3

LANGUAGE BASICS: PARTS OF SPEECH

PARTS OF SPEECH

NOUN

A noun is a name of a person, place, or a thing. For example:

- Akbar was the great emperor.
- Karachi is the capital hub of Pakistan.
- Pizza-Hut closes at 11 PM.

In the above examples, Akbar, Karachi, and Pizza-Hut are the examples of a noun.

VERB

A verb is a word which provides an action, incidence, or happening of an event e.g.,

- Ahmed is writing a letter.
- He was sleeping.
- Amna cooked a delicious dinner.

Writing, sleeping, and cooked are the examples of verb.

PRONOUN

Pronoun is a word used for the replacement of a noun e.g., he, she, it, they.

- Bilal is wrapping a gift. He is going to a birthday party.

ADJECTIVES

Adjective is a word used to express the characteristics of a noun. For example:

- Harris is a brave boy.
- Lahore is a highly populated city.
- Bakery provides fresh bread.

Brave, highly, and fresh are the words which expresses the characteristics of the noun in the above examples.

ADVERBS

Adverb is a word which enhances the sense of a verb, an adjective, or even a sentence e.g.,

- Professor was speaking loudly.
- The meal was very tasty.
- Fortunately, he survived.

PREPOSITION

A preposition is a word used before a noun, pronoun, or a noun phrase to highlight the direction, time, place, or location e.g., in, at, of, on, etc. There are three

CONJUNCTION

A conjunction is a word used to connect words, phrases, or clauses e.g., and, or, but, if, etc. There are three types

INTERJECTION

An interjection is a word used to express strong emotions or feelings. For example:

- Hurrah! they have won the match.
- Yeah! I got 85% marks.
- Alas! Her brother died.

Hurrah, Yeah, and Alas are the examples of interjections expressing the feelings of individuals.

VOWELS

A vowel is a letter used for a syllabic sound; a single vowel sound used to pronounce as a unit pronounced in speaking in English Language. There are five vowels i.e., a, e, i, o, and u. They vary in quality, loudness, and quality as well. There are 20 vowel sounds in English language. “An” is used as the article with the words starting with vowel alphabets e.g.

- an elephant
- an igloo
- an umbrella,

Article “an” is also used with the words starting with a vowel sound despite of starting with a consonant letter i.e.

- an honest boy
- an hour

CONSONANTS

A consonant is a letter with an articulated sound of speech with either complete or partial closure of the vocal grounds. There are twenty-one consonant letters in English language, all letters except five vowels are consonant, with twenty-four consonant sounds. The article “A” is used if the word starts with consonant letter or sound. For example:

- a hat
- a statue
- a university



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LANGUAGE BASICS: INTRODUCTION TO ARTICLES

ARTICLES

Articles are the words which guide whether a noun is specific or unspecific. “A”, “An”, and “The” are three articles in English language. There are two types of articles in English language:

1. DEFINITE ARTICLE

The definite article is an article which focuses to a noun of a one particular item. For example:

- The red notebook
- The city of lights
- The narrow margin

In the above examples, red, lights, and narrow highlights specific items which is why article “The” is used. Definite article can be used with singular, plural, or uncountable nouns.

2. INDEFINITE ARTICLES

The indefinite article carries two forms i.e., “A” and “An”. Article “A” is used when the noun starts with a consonant letter or sound whereas Article “An” will be used with the noun starts with Vowel letter or sound. For example:

- An apple
- A train
- A book
- An hour

The use of indefinite article portrays that the used noun refers to a general item or a product rather than a specific item. For example:

- Should I buy a gift?
- I went to a party
- Azhar purchased a book.

In the above examples, the use of indefinite article shows that they are addressing general items not a specific one. The use of indefinite article only used with singular nouns.



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LANGUAGE BASICS: INTRODUCTION TO NOUNS

NOUN

A noun is a name of a person, place, or a thing. For example:

- Quaid-e-Azam was a great leader.
- Gwadar is the seaport in Pakistan.
- Bank starts working at 9 AM.

In the above examples, Quaid-e-Azam, Gwadar, and Bank are the examples of a noun.

Noun can be used as a subject, subject complement, direct or indirect object, object complement, or appositive. The examples are mentioned below:

Subject

The action performed by an individual e.g., Amjad hit the ball out of the ground.

Subject Complement

A word that connects and follows the verb back to the subject e.g., the girl was a doctor.

Direct Object

A noun that catches the action of a verb i.e., Boy lost the bag.

Indirect Object

A noun for whom an action is performed i.e., Ali sends her some books.

Appositive

A noun that remains or identifies an individual or a thing mentioned before. For example: Wasim Akram, a cricketer was born in Lahore.

Object Complement

A noun, pronoun, or an adjective which is followed by a direct object to modify the object. For example: We met a girl sitting on the bench.



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LANGUAGE BASICS: MOST COMMONLY USED NOUNS

MOST COMMONLY USED NOUNS

Time	Family	Office	Approach	Series	Love	Top
Way	Head	Body	Person	Health	Mother	News
Year	Hand	Question	Period	Name	Book	Front
Work	Order	Level	Child	Control	Society	Future
Government	John	Minister	View	Door	Line	Manager
Day	Side	Community	South	City	God	Account
Man	Home	Father	Centre	Effect	Staff	Computer
World	Development	Position	Kind	Job	Woman	Security
Life	Week	Action	Management	Act	Process	Rest
Part	Power	North	Age	Evidence	Idea	Structure
House	Country	West	Support	Moment	Sense	Hair
Course	Council	Report	Mind	Morning	Death	Bill
Case	Use	Change	Industry	Land	Care	Heart
System	Service	Century	Range	Table	Back	Force
Place	Room	Trade	History	Study	Street	Attention
End	Market	Committee	Rate	Word	Food	Movement
Group	Problem	Language	Experience	Result	Team	Success
Company	Court	Other	Sir	Section	Program	Letter
Party	Lot	Air	Authority	Role	Reason	Agreement
Information	Price	Town	Class	Nature	Subject	Capital
School	War	Department	Union	Bank	Member	Analysis
Fact	Police	Value	Need	East	Practice	Population
Money	Interest	Type	Paper	Date	Decision	Environment
Point	Car	Figure	Right	Wife	President	Performance
Example	Law	University	Friend	Club	Quality	Model
State	Road	Voice	Lord	Stage	King	Material
Business	Form	Situation	Light	Tax	Production	Theory
Night	Face	March	Secretary	Art	Board	Growth
Area	Education	May	Hospital	Month	Music	Fire
Water	Policy	Cost	Field	Award	Issue	Chance
Thing	Research	Bed	Project	Chapter	Girl	Boy



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Lesson No: 8

Language Basics: Integration of Nouns with Articles

Indefinite article (a, an)

The indefinite article (a, an) is used before a noun that is general or when its identity is not known.

The article "a" is used before a consonant sound.

Examples:

1. A boy
2. A girl
3. A man
4. A bag
5. A flower

Examples with sentences:

1. I see a boy in the kitchen.
2. There is a beautiful flower in the garden.
3. There is a man walking outside the house.

The article "an" is used before a vowel sound.

Examples:

1. An umbrella
2. An egg
3. An elephant
4. An ice

Examples with sentences:

1. I need an umbrella to walk home because there is raining outside.
2. Sidra has eaten an egg in the breakfast.

Definite article (the)

The definite article (the) is used before singular and plural nouns that are particular or specific.

Examples with sentences:

1. The father of the child is very happy on hearing the good news.
2. Junaid is the champion of our university.
3. I am here to consult the doctor.
4. The teachers have a big responsibility over their shoulders.



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Lesson No: 9

Language Basics: Singular & Plural Nouns

There are both singular and plural nouns.

Regular nouns:

A singular noun becomes plural by simply adding “s” or “es” at the end of the word.
These are regular nouns.

Examples:

Singular	Plural
Bike	Bikes
Apple	Apples
Key	Keys
Boy	Boys
Flower	Flowers
Song	Songs
Hurdle	Hurdles

Nouns that end with “x”, simply add “es” at the end.

Examples:

Box	Boxes
Fox	Foxes

Nouns that end with “y”, simply add “ies” at the end.

Examples:

Fly	Flies
Cry	Cries

Nouns that end with “f or fe”, simply add “ves” at the end.

Examples:

Knife	Knives
Leaf	Leaves
Wife	Wives

There are some nouns which are as it is in singular and plural forms.

Examples:

Hair	Hair
Fish	Fish
Sheep	Sheep

Irregular nouns:

These are the nouns which do not become plural by adding “s”, “es”, “ies”, or “ves”.

Examples:

Mouse	Mice
Louse	Lice

Collective nouns:

A collective noun is a word or phrase that refers to a group of people or things as one entity.
Some collective nouns can be made plural like most common nouns.

Examples:

Team	Teams
Crowd	Crowds
Audience	Audiences

And some collective nouns cannot be made plural as per English language rules.

Examples:

People	People
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Lesson No: 11

Language Basics: Use of "I" "Me", "Myself" and "Mine"

First person pronoun includes “I”, “We”. “I” is singular, and “We” is its plural.

Example:

- **I** am a student. (Singular)
- **We** are students. (Plural)

Variations of singular pronoun:

- **I** went for shopping.

Here, “I” is a subject, “went” is a verb which is describing the action, and “shopping” is the object.

Reflexive form of pronoun (Myself):

- **I** have done the work **myself**.

Here, the object is the same as subject of the verb.

Possessive form (My): To own something

Example:

- It is **my** chair.
- This chair is **mine**. (Mine comes after the object).
- This is **my** home.
- This home is **mine**.

Some uses of “I” and “Me”:

- Saad and **I** went for a walk.
- Saad and me went for a walk would be incorrect.

Here, it would be incorrect to use “me”.

- Abdullah called Raza and **me**.
- Abdullah called Raza and I would be incorrect.

Here, it would be incorrect to use “I”.



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Lesson No: 12

Language Basics: Use of "You" "Your" "Yourself" and "Yours"

Second person pronouns include “you”, “your”, “yourself”, and “yours”.

Examples with sentences:

- You are a good student.
- It is your book.
- Take good care of yourself.
- The food is all yours.

Variations of second person pronouns:

- You should go to the seminar.

Here, “**you**” is the subject position, “**go**” is the verb, and “**seminar**” is the objective form.

- Ahmed gave you a message.

Here, “**Ahmed**” is the subjective form, and “**you**” is the objective form.

Possessive form:

- That big, beautiful house is yours.
- Yours Sincerely.
- You are a good doctor.
- You’re a good doctor.

Reflexive form:

- You should be going home by yourself.

Note: We use plural form for more than one.

(E.g. Yourselves)

- You people should serve food on the table **yourselves**.

Some more examples are as follows:

Are **you** going to watch the horror movie all by **yourself**?

Here, “you” is the subjective form and “yourself” is the reflexive or emphatic form.

You should look after **your** belongings.

Here, “you” is the subjective form and “your” is possessive form.

Some common mistakes that people often do while writing:

The painting of your’s is nice.

Or

The painting of your’s nice.

Both above sentences are incorrect.

The painting of **yours** is nice. This is the correct sentence.



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Lesson No: 13

Language Basics: Use of "Is" "Am" and "Are"

Verb to be: Present form



This form of verb sentences tells what is happening right now in the “present”.

“Is” is used with singular subject. It can be any person, place or thing.

Examples of using “Is” in a sentence:

- Daniyal **is** feeling sick.
- Kanza **is** going right now.
- He **is** very smart.
- It **is** raining.
- Karachi **is** a big city.

Examples of using “Am” in a sentence:

- “Am” is used with “I”.
- I **am** very angry.
- I **am** pleased to meet you.
- I **am** going to Lahore.

Examples of using “Are” in a sentence:

- We **are** delighted to see you.

- They **are** responsible for their actions.
- They **are** sitting right there in the corner.
- My legs **are** hurting.

Negative form of verb to be:

Add “not” after “is”, “am”, “are”.

Examples:

- This pen is **not** mine.
- Iqbal is **not** present in the class.
- I am **not** coming to the party.
- They are **not** happy with your actions.



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**Lesson No: (Lesson
No.16)**

(Language Basics: Use of 'He' 'She' and 'They')

Definition(s):

A pronoun is a word that is used in place of a noun.

I, we, you, he, she, it, they are called Personal pronouns.

The pronouns, he, she, and they are called the personal pronouns of Third Person. These pronouns denote the person or persons spoken of. He and She are the Singular 3rd- Person Pronouns that are used for people and animals and are used as Subject Pronouns. They is a Plural 3rd Person pronoun and used as a subject pronoun.

Example(s):

Ali has two cats. He loves his cats.

My father is a doctor. He is a cardiologist.

Alina is a nice girl. She respects her elders.

My mother is my ideal. She is very kind and brave.

Children are in the ground. They are playing football.

My parents are going to America. They will return after one week.



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Lesson No: (Lesson
No.17)

(Language Basics: Use of "It" and "There")

Definition(s):

It is a pronoun that refers to a singular neuter, third-person individual. This pronoun is used both as a subject and an object pronoun in a sentence.

It is used for:

For non-living things.

Example:

It is raining outside.

In the case of animals, unless it is clearly stated that they are male and female.

Example:

The dog fell and broke its leg.

In case to represent a young baby of either gender.

Example:

When I saw the child, it was sleeping.

Example:

To emphasize a noun or pronoun.

It was Fatima who made the apple pie.

It was I who made the announcement.

In order to refer to some statement that has been made in the past

Example:

He deserved this award; and he knew it.

Used as a provisional subject when the real subject is an infinitive.

Example:

It is difficult to defeat him.

Used to talk about the weather, time, and distance:

Examples:

It's ten o'clock.

It is summer.

It's three thousand miles from California to New York.

Used as a subject to an impersonal verb

Example:

It is Monday today.

Refer to a place

Examples:

There is no one in the room.

There are too many dishes in the sink.

Used to introduce a clause or sentence.

Examples:

There are no chocolates in the pantry

There is no one in the room.



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**Lesson No: (Lesson
No.18)**

Language Basics: Use of "Was" and "Were"

Definition(s):

Was and were are past forms of the verb “to be” verb. These verbs to describe about the state of people, things, places, and ideas. They might tell us a subject's age, nationality, job, or other characteristics.

Was is used with first (I) and third person singular (he/she/it).

Example:

- I was thirsty.
- She was angry.

Were is used with the second person past tense (you) and third person plural past tense (they and we).

Example:

- You were busy.
- We were hungry.
- They were kind.