

1

Everyday English Grammar and Composition

Vocabulary Enrichment
Comprehension & Composition
Creative Writing
Puzzles & Word Searches
Well-graded Exercises

19
Worksheet
Pages
for Practice



Copyright © Viva Education

1

Everyday English Grammar and Composition



Author
Vandana Sood

Series Editor
Chandra Nisha Singh

VIVA EDUCATION

New Delhi • Mumbai • Chennai • Kolkata • Bengaluru • Hyderabad • Kochi • Guwahati

Information contained in this book has been obtained by its authors from sources believed to be reliable and is correct to the best of their knowledge. However, the publisher and its authors shall in no event be liable for any errors, omissions or damages arising out of use of this information and specifically disclaim any implied warranties or merchantability or fitness for any particular use.

Every attempt has been made to trace holders of copyright. Where the publishers have not heard from them at the time of going to press or where, in the absence of complete information, it has not been possible to identify the sources of materials used, the publishers would be grateful for any information that would enable them to make appropriate acknowledgements in future reprints/editions of this book.

The reproduction of registered trademarks and logos and references to proprietary software or any other commercial product in this publication are for educational purposes only. We gratefully acknowledge each individual intellectual property owner.

Copyright © Viva Education

All rights reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recorded or otherwise, without the written permission of the publishers.



4737/23, Ansari Road, Daryaganj, New Delhi 110 002

Tel. 011-42242200, Email: vivaeducation@vivagroupindia.net

New Delhi • Mumbai • Chennai • Kolkata • Bengaluru • Hyderabad • Kochi • Guwahati
Ahmedabad • Indore • Jaipur • Jalandhar • Lucknow • Nagpur • Nashik • Patna • Pune • Ranchi

www.vivadigital.in

www.vivagroupindia.com

Preface

Everyday English Grammar and Composition is a series of grammar books for classes 1 to 8. This systematically graded series introduces concepts of grammar in a creative and friendly manner. Proficiency in the spoken and written forms of English can be achieved only with the confidence of correctness. *Everyday English Grammar and Composition* familiarizes learners with the structures and usage to develop accuracy and finesse in the use of English.

The features of the series include progressively graded exercises, easy definitions, interesting puzzles and games, picture-based tasks, group activities, review exercises and attractive illustrations.

The exercises in these books are organized in a logical order from the easy to the difficult offering varying levels of challenge to learners of different abilities and skills. The simple, jargon-free language of the instructions will make grammar a likeable subject for children. Puzzles, crosswords and grammar games in these books are based on the concept of knowledge through fun. Vocabulary exercises and basic comprehension tasks make *Everyday English Grammar and Composition* a varied language-learning package. The books can be used both in the classroom and at home since the learning tasks require minimal supervision.

Each book is complemented by worksheet sets that carry extra exercises for practice. The worksheets help learners perfect their understanding of each concept learned in the corresponding chapters.

We are confident that *Everyday English Grammar and Composition* will become a reliable resource for teachers and give students an enjoyable learning experience.

Contents

1	Letters and Words	1	
2	Naming Words	3	
3	One and Many	10	
4	Pronouns	15	
5	Raghu's Bicycle	COMPREHENSION A	21
	Worksheets 1–5	23–29	
	Test 1	30	
6	Describing Words	31	
7	Doing Words	37	
8	Is, Am, Are	43	
9	Has, Have	48	
10	Granny's Garden	COMPREHENSION B	51
	Worksheets 6–11	53–60	
	Test 2	61	
11	Prepositions	63	
12	A, An, The	67	
13	Sentences	70	
14	Punctuation	73	
15	The Village School	COMPREHENSION C	75
	Worksheets 12–15	77–80	
	Test 3	81	
16	Fun with Words	82	
17	Writing Skills	86	
18	Calendar	91	

1

Letters and Words

There are **26 letters** in the English alphabet. We use these letters to write all words.

A Look at the pictures. Write the missing letters to complete the words.



1. p e...n



2. b d



3. b t



4. m g

5. p n



6. c t

B Rewrite the letters correctly to name the pictures.



1. n te

n e t



2. m ja

.....



3. a g b

.....



4. b t u

.....



5. p zi

.....



6. t ah

.....



7. th u

.....



8. o dg

.....

C Change the underlined letter in each word to make a new word. The pictures will help you.

1. cot

cat

.....



3. dull

.....



2. pin

.....



4. beg

.....



D Change or add a letter to get the name of a colour.

1. Add a letter and **ink** becomes **pink**2. Change a letter and **glue** becomes3. Change a letter and **bed** becomes4. Add a letter and **lack** becomes5. Change two letters and **turtle** becomes

E One word in each row does not end with the same sound as the rest of the words. Find the odd word and circle it.

1. see

bee

fee

too

2. pass

dress

class

glass

3. tray

boy

toy

joy

4. lot

cot

pot

lick

5. fell

tell

fed

sell

2

Naming Words

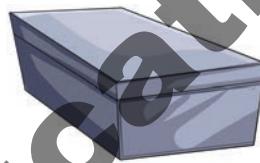
1. Name these things.



a ball



.....



.....

2. Name these people.



a doctor



.....



.....

3. Name these places.



a shop



.....



.....

4. Name these animals.



a cow



.....



.....

Words that tell us the names of people, animals, places or things are called **naming words**. They are also called **nouns**.

A Here are the pictures of some animals. Choose the correct naming word from the strip. Write it below each picture.

monkey tiger lion horse sheep zebra



1. a



2. a



3. a



4. a



5. a



6. a

B Tick (✓) the boxes beside the correct words to name these people.

1. Who dances on stage?

a cook

a dancer

a dentist

a singer

2. Who mends our broken shoes?

a doctor

a tailor

a cobbler

a grocer

3. Who looks after the sick people?

a cobbler

a tailor

a teacher

a nurse

4. Who teaches in a school?

- a mother a teacher a peon a carpenter

5. Who looks after the plants in our garden?

- a gardener a chemist a driver a doctor

C The names of a few places are given in column B. In column A are the names of some people and what they do in those places. Match the two columns.

A	B
1. Reema plays in	a. the library.
2. The king sits in his	b. a park.
3. Ravi buys stamps from	c. palace.
4. The farmer works in	d. the post office.
5. Rita gets storybooks from	e. the field.

D Look at the pictures. Then fill in the blanks with correct naming words.

1. A is eating a



2. A and its are sleeping under a



3. A is sitting outside its



4. A and a
are going to



5. There is an in the



6. A is swimming in a

E Complete the sentences. Fill in the blanks with suitable naming words.

soap camera pillow watch pencil

1. I want a **camera**
to click photographs.



2. I need
to wash my dirty face.



3. Please teach me to tell
the time in a



4. I need a
to write my name.



5. I want to sleep. Please
give me a



F Look at the string of letters given below. There are some naming words hidden in it. Circle the words. Write them in the blanks under the correct pictures.

D O G P I A N O P A R R O T K I N G M O N K E Y



1. **DOG**



2.



3.



4.



5.

Common Names

The names we use to talk about any person, animal, place or thing in general are called common names. *Chair, orange, tree, girl and house* are some examples of common names.

A common name always begins with a **small letter**.

Special Names

All of us have names.



I am **Tom**.
What is your name?

My name is **Sahiba**.



Tom is the special name of this boy. **Sahiba** is the special name of this girl.

Animals and places have special names.

Jumbo, Jackie, Delhi, Mumbai

Months of the year, days of the week and special days also have special names.

January, February, Monday, Tuesday, Republic Day, Independence Day

Special names are also known as proper names.

A special name always begins with a **capital letter**.

G Fill in the blanks with the required information about you and your family members.

1. Your name:
2. Your mother's name:
3. Your father's name:
4. Your brother's name:
5. Your sister's name:

H Circle the special names. Write them on the lines below. Remember to begin each special name with a capital letter.

pan	dev	den	cat	fan	sonia
dog	monday	mug	brush	paste	holi
pencil	america	notebook	child	france	chair
sachin	bed	friday	pencil	shoes	mumbai
name	diwali	flower	june	fly	february

Dev

.....

.....

.....

.....

.....

.....

I Complete the crossword with the names of things you find in a classroom. The picture clues will help you.

Across →



2.



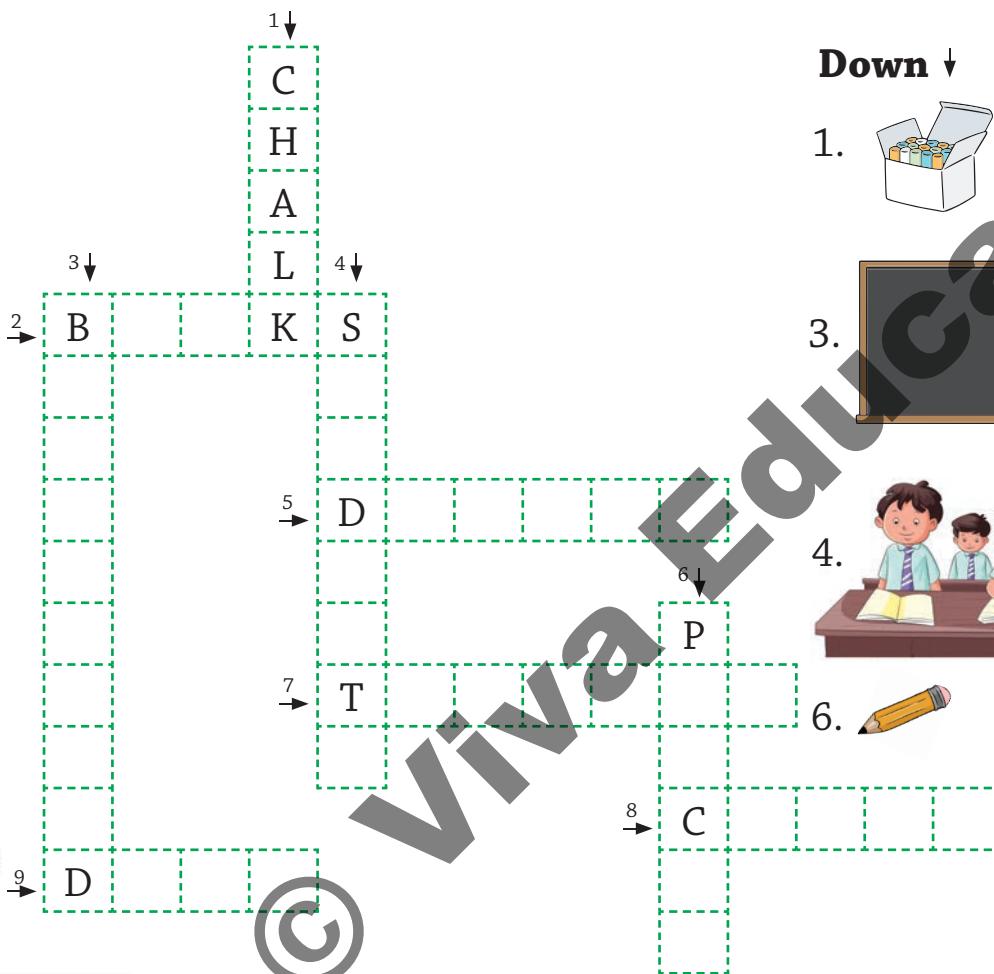
5.



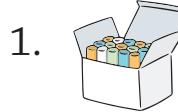
7.



9.



Down ↓



Grammar Game

For
Teachers

A. Memory Fun: Read the examples given below and play this memory game in class.

Sentence 1: I bought a banana.

Sentence 2: I bought a banana and a mango.

Sentence 3: I bought a banana, a mango and an orange.

Make a group of five children. Let the first child say sentence 1. The second child repeats the first sentence and adds the name of one more fruit to it. The game goes on till all the children get a turn to speak. Form different groups and play the game with different sets of objects. Ensure the whole class gets a turn.

B. The Tagger: Play this game in the open. Divide the class into two equal groups and make the children stand in parallel lines facing each other. Choose one child to be the tagger. He must stand in the middle and call out a letter. Each player thinks of a naming word starting with that letter and says it aloud. Those who say the word run to the other line. The tagger tries to catch them. Those who are caught join the tagger. Together they catch the other children when the next letter is called out. Eventually all the children will be in the middle and the game will begin again.

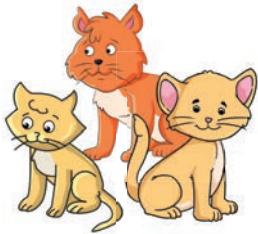
3

One and Many

Read and understand.



cat



cats



rat



rats

When we say *cat*, we mean **one cat**. When we say *cats*, we mean **more than one cat**.

We add *-s* to some words to change them from one to many.



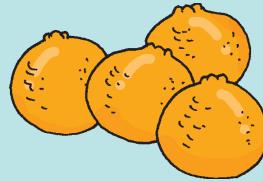
a crayon



many crayons



an orange



many oranges

A Fill in the blanks correctly using the words given in brackets.

- I took one **rose** Shilpa took three **roses** (rose/roses)
- This is red. Those are blue. (shirt/shirts)
- Ravi has five My brother has one (pencil/pencils)
- There is one in front of my house. There are seven in the park. (tree/trees)
- He offered me many I only took only one (chocolate/chocolates)

B Change the given naming words from one to many.

1. a doll



many



2. a banana



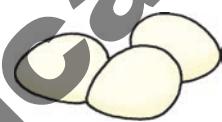
many



3. an egg



many



4. a flower



many

**C** Look at the pictures. Then fill in the blanks with the correct naming words.

1. There are two dogs.

One is sleeping.



2. Joy has one orange.



Rahul has five



3. There are two baby birds in the nest.

There is one
on the branch.

4. Swati carries one book.

Sonali carries many

D Circle the naming words that name **one**. Underline the naming words that name **many**. Then put them in the correct boxes.

flowers boy rings kittens net ball umbrellas
carpet letters pencil boat shops chair grapes

One

1. boy
2.
3.
4.
5.
6.
7.

Many

1. flowers
2.
3.
4.
5.
6.
7.

We add **-es** to some words to change them from one to many.

fox ~ foxes church ~ churches dish ~ dishes

E Add **-es** to the following words to change them from **one** to **many**.

1. peach
2. dress
3. box
4. match

5. class
6. watch
7. beach
8. glass

Now fill in the blanks with the words that you have written.

1. Maya ate three and a banana.
2. I put all my toys in two small
3. John went to all the to give sweets on his birthday.
4. Sasha gave both her to her sister.
5. Ronit helped his parents to keep all the neatly in the cupboard.
6. Our team won three out of five.

F Circle the naming words in the given poem. Identify the words which name one and those which name many. Write them in the correct row.

Six little monkeys
Jumping on a tree.
There comes a pedlar
Whom the monkeys see.
One naughty monkey
Snatches his cap
With small bows
And a very long strap.
Says the pedlar,
'Give me the cap.'
The monkey winks at him
And tightens the strap.



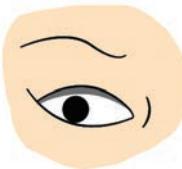
One

Many

G Read aloud the words that are given below. Change them from one to many.

- | | |
|----------------|-----------------|
| 1. doll | 6. eye |
| 2. book | 7. monkey |
| 3. table | 8. tomato |
| 4. house | 9. cup |
| 5. fox | 10. crow |

Now circle the words that you have written above in the grid below.



T	H	D	O	L	L	S	C	M	P
A	T	O	M	A	T	O	E	S	D
B	O	O	K	S	H	O	T	N	E
G	Z	T	A	B	L	E	S	K	H
U	A	O	N	C	U	P	S	D	L
I	F	A	M	O	N	K	E	Y	S
B	O	H	O	U	S	E	S	L	A
A	E	Y	E	S	M	B	Q	A	V
R	S	A	C	R	O	W	S	D	E
S	F	O	X	E	S	T	R	I	S

4

Pronouns

Read the following sentences aloud.

Lucy is wearing a red T-shirt. Lucy is playing with her ball. Lucy's dog is also playing with Lucy.

Lucy is used many times in the above sentences. This makes the sentences sound odd. Let's try to make them sound better.

Lucy is wearing a red T-shirt. *She* is playing with her ball. *Her* dog is also playing with *her*.

Now read the following pairs of sentences.

1. Vicky is my friend.

He likes bananas.

In the second sentence, *he* stands for Vicky.

2. Meena is a girl.

She is ten years old.

In the second sentence, *she* stands for Meena.

3. Kitty is a cat.

It is sleeping in the basket.

In the second sentence, *it* stands for the cat.

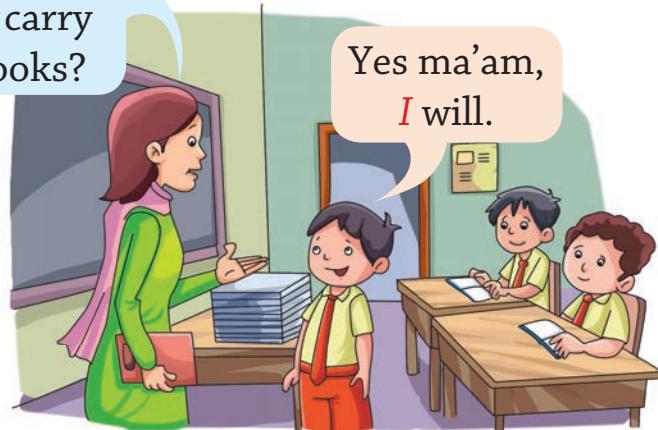


In the above sentences, instead of repeating the same naming words, we replaced them by *he*, *she* and *it*. These words are called **pronouns**.

Pronouns are the words we use in place of naming words (nouns).

I, We

Rohit, will you help me carry these books?



Yes ma'am,
I will.

Divya and I are friends.
We play together.



- We use *I* when we talk about ourselves.
- *We* refers to a group of two or more people which includes the speaker.

You

We use *you* when we talk to one or more than one person.

Children, it is lunch break. *You* can go out to play after having lunch.

**A Fill in the blanks with *I, we* or *you*.**

1. I am happy. Rita is happy.
..... are happy.
2. I cannot carry so many books. Can help me?
3. Pudding is my favourite. can eat a lot of it.
4. Ram and I swim together. are friends.
5. Tulip and I will go to the market. will get toffees for everyone.

He, She, It

- We use *he* in place of the name of a **man** or a **boy**.
- We use *she* in place of the name of a **girl** or a **woman**.
- We use *it* in place of the name of a **thing**, a **bird** or an **animal**.

B Look at the pictures and fill in the blanks with pronouns.



1. is a postman.



3. is a boy.

2. is a nurse.



4. is a balloon.



5. is a monkey.



6. is a teacher.



7. is a sweeper.



8. is a singer.

C Underline the correct pronoun in each sentence.

1. (He/She) is my sister.
2. (He/It) is going to school.
3. (He/She) is my uncle.
4. (It/He) is my pet dog.
5. (It/She) is a bat.
6. (He/It) is an orange.

D Rewrite the sentences. Use pronouns in place of the underlined words.

1. This is Ritu. Ritu is my friend.



2. This is my rabbit. My rabbit is white.



3. This is Anil. Anil is my brother.



4. This is a ball. The ball is red.



They

Aman and Rahim play football.

They are very good at it.



They replaces words that name more than one person, thing, animal or place.

E Complete the sentences with the pronouns given in the strip.

I You He She It We They

1. John is a cricket player.

..... plays well.



2. The kids are in the field.

..... are playing football.



3. Amira has a pet dog.

..... is brown.



4. Sameera is a good girl.

..... goes to school regularly.



5. Maria and I are friends.

..... like to play together.



6. This is my favourite diary.

..... call her Kitty.



7. I am a clown.

..... are a clown too.



F Read the sentences given below. Replace the underlined words with suitable pronouns. Rewrite the sentences in the given space.



1. Leela and Ram are playing in a garden. The garden has many trees.
The trees have lots of apples on them.

.....
.....
.....

2. Leela and Ram are playing. Leela and Ram are playing with a ball.
The ball is red and yellow.

.....
.....
.....

3. Leela is holding the ball. Leela is going to throw the ball to Ram.

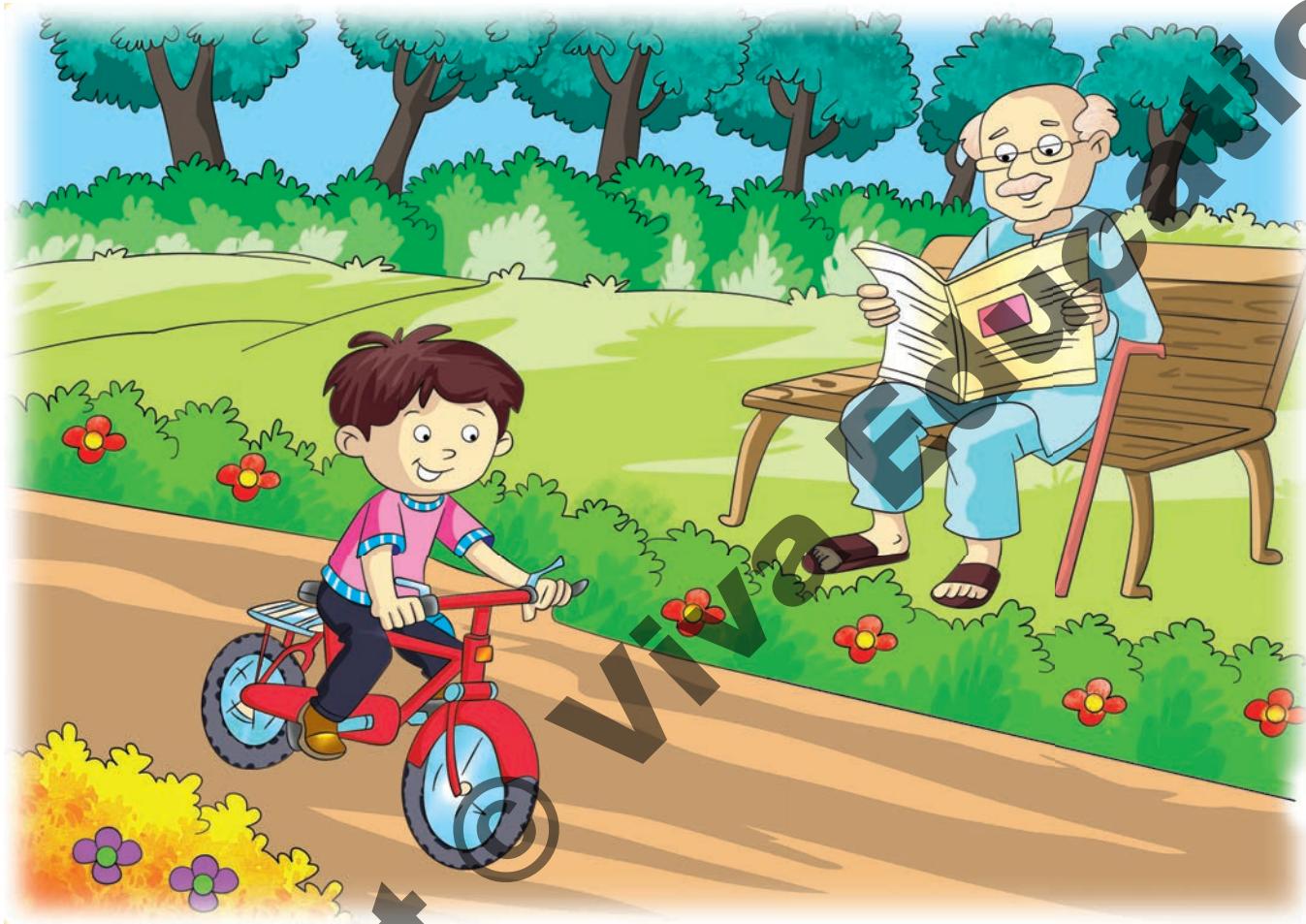
.....
.....

4. Ram is looking at the ball. Ram is ready to catch the ball.

.....
.....

5

Raghu's Bicycle



I am Raghu. I love my grandfather. He gave me a red bicycle on my birthday. It has two wheels. They go round and round.

I can ride my bicycle. I can take it up and down the hill.

I ride my bicycle wherever I go. I ride it in the playground and in the park. I also ride it to my friend Amy's house. I love my bicycle and love to ride it.

A Tick (✓) the correct answers.

1. When did Raghu get the bicycle?

at Diwali

at Christmas

at Id

on his birthday

2. Who gave the bicycle to Raghu?

his mother

his grandfather

his father

his sister

3. How many wheels does the bicycle have?

four

two

three

one

4. What is the colour of the bicycle?

green

red

yellow

purple

5. Raghu has a friend. What is his name?

Karthik

Akshay

Dhruv

Amy

B**Complete the following sentences.**

1. The wheels of the bicycle go
2. Raghu can take his bicycle
3. Raghu rides the bicycle in the playground and
4. Raghu loves to
5. Raghu rides his bicycle to house.

Worksheet 1

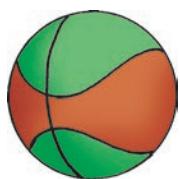
Look at the pictures given below. Arrange the letters to name the pictures.

1.



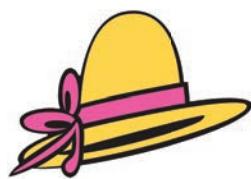
aord

2.



albl

3.



tah

4.



amcel

5.



gроf

6.



plape

7.



hisр

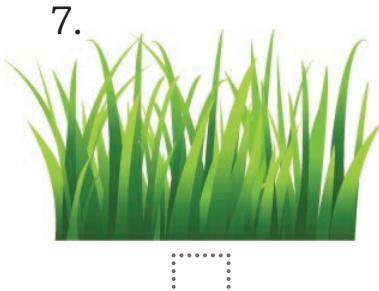
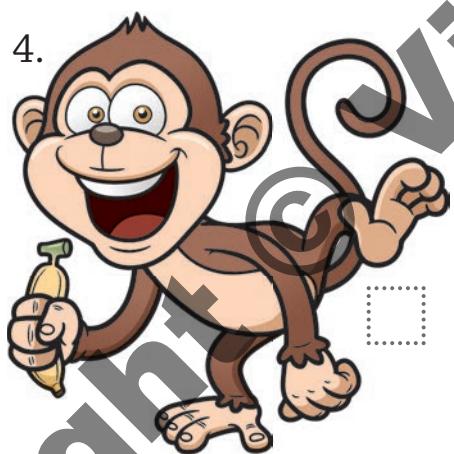
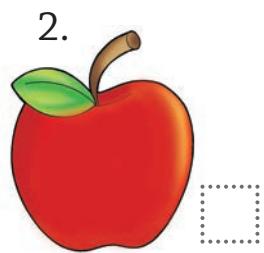
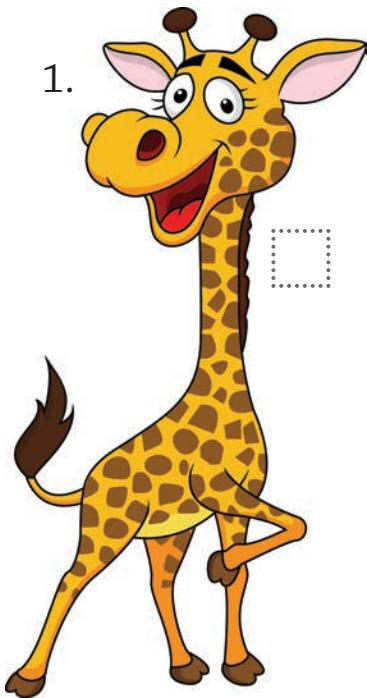
8.



teki

Worksheet 2

A Tick (✓) the pictures of animals.



B 1. Name these things.



2. Name these people.



3. Name these places.



Worksheet 3

A Complete the sentences. Fill in the blanks with suitable naming words from the strip.

dress chalk book ball car

1. I want to read a
2. I want to drive a
3. I want to play with a
4. I want to wear my new
5. I need to write on the blackboard.

B Identify whether the words given below are common names or special names. Tick (✓) the correct answer.

- | | | |
|------------|---|--|
| 1. apple | a. common name <input type="checkbox"/> | b. special name <input type="checkbox"/> |
| 2. Chennai | a. common name <input type="checkbox"/> | b. special name <input type="checkbox"/> |
| 3. Diwali | a. common name <input type="checkbox"/> | b. special name <input type="checkbox"/> |
| 4. plate | a. common name <input type="checkbox"/> | b. special name <input type="checkbox"/> |
| 5. pen | a. common name <input type="checkbox"/> | b. special name <input type="checkbox"/> |
| 6. table | a. common name <input type="checkbox"/> | b. special name <input type="checkbox"/> |

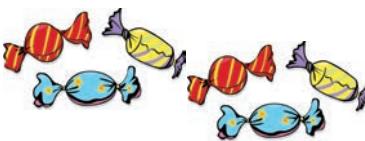
Worksheet 4

A Add **-es** to the following words to change them from one to many.

1. bush
 2. class
 3. church
 4. bus
 5. bench
 6. dish
 7. virus
 8. actress
 9. box
 10. brush
 11. wish
 12. hero
 13. mango
 14. mosquito
 15. fox

B Change the given naming words from many to one.

- ## 1. many toffees



a



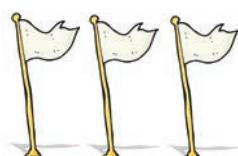
- ## 2. many pencils



a



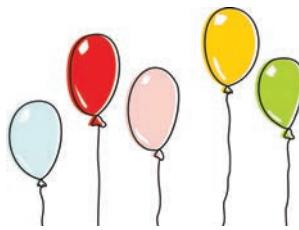
- ### 3. many flags



a



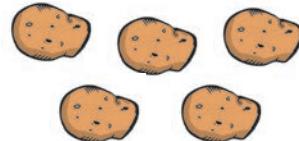
4. many balloons



a



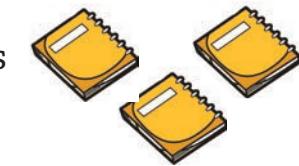
5. many potatoes



a



6. many notebooks



a



7. many students



a



C Fill in the blanks correctly choosing the words given in brackets.

1. John has one car. Sohan has three (car/cars)

2. I have one book. There are many in the library. (book/books)

3. Mona has one daughter. Chris has three (daughters/daughter)

4. There are many here. (buckets/bucket)

5. There are six girls in the class. One is sleeping. (girl/girls)

6. There are many in the fridge. (tomato/tomatoes)

7. Alice has many with her. (crayon/crayons)

Worksheet 5

A Look at the pictures and fill in the blanks choosing from the pronouns given in brackets.

1. (He/She) is a doctor.



2. (It/She) is a lion.



3. (He/It) is a pen.



4. (He/She) is a teacher.



5. (He/It) is a ball.

B Complete the sentences with the pronouns given below.

I (2) He (2) She (2) It (2) We They (2) You

1. am a boy.

2. Sanchita and I play together. also go to school together.

3. Rimi and her neighbours celebrate Diwali. burn crackers.

4. John is my friend. is a scientist.

5. My sister eats my chocolate. is a naughty girl.

6. Can help me with my homework?

7. Surbhi is a good girl. goes to school every day.

8. Osman lives in Delhi. has a big bungalow.

9. My dog is very cute. has a brown furry body.

10. Paul and his parents are going to the city. want to buy new clothes.

11. This is my room. share it with my sister.

12. This is a pen. is my favourite pen.

Test 1

A Fill in the blanks with correct naming words from those given below.

bathroom

parking

kitchen

market

1. Name the room where people cook food.
2. Name the room where people take a bath.
3. Name the place where people go shopping.
4. Name the place where people park their cars.

B Underline the special names in the given sentences and write them in the blanks provided.

1. Shruti got many presents on her birthday.
2. My pet dog Tommy broke the vase.
3. They live in Mumbai.
4. Next Monday, I will join swimming classes.
5. My best friend Sunita won the painting competition.

C Circle the correct pronoun in each sentence.

1. (I/They) am a teacher.
2. (We/He) is busy.
3. (We/It) are going to the park.
4. (It/She) is my mother.
5. (It/They) is a bucket.
6. (He/It) is a mango.

Copyright © Viva Education

Everyday English Grammar and Composition

To speak and write any language confidently, we must know its grammar. *Everyday English Grammar and Composition* is a comprehensive and learner-friendly textbook series that makes grammar interesting without compromising on the rigour the subject demands. With equal emphasis on the grammatical structures and their application in real-life situations, the lessons explain and exemplify each concept in detail, also accounting for exceptions to the rules. The exercises range from the easy to the highly challenging to test learners of varying levels of competence.

Features of the Series:

- Comprehensive coverage of grammar
- Comprehension, vocabulary and writing lessons to complement the grammar syllabus
- Well-graded
- Learner-friendly
- Colourful, attractive layout
- A wide range of practice tasks and exercises
- Clear instructions
- Online support

- Four essential areas of language learning in one comprehensive book
- Grammar
Vocabulary
Comprehension
Writing

The Author

Vandana Sood, a postgraduate in English, currently heads the English department at Starex International School, Vasundhara Enclave, Delhi. In 1996, the Lion's Club, Delhi, honoured her with the Best Teacher Award. With a teaching experience of more than 25 years, she is well acquainted with the challenges of English language teaching in Indian situations.

The Editor

Chandra Nisha Singh has a Master's in English Literature, and an M.Phil. and Ph.D. in Comparative Indian Literature from the University of Delhi. She is a Senior Reader in the Department of English at Lakshmibai College, Delhi. She has worked on a series of textbooks in English for primary and secondary classes. She is also one of the editors of the SCERT English textbooks.

19

Worksheet Pages
for Practice

Online Support
www.vivadigital.in

Download worksheets for
additional practice and
instructor handbooks from
www.vivadigital.in

VIVA EDUCATION

4737/23 Ansari Road, Daryaganj, New Delhi 110 002

New Delhi • Mumbai • Chennai • Kolkata • Bengaluru • Hyderabad • Kochi • Guwahati

ISBN 978-93-87153-05-9

