

Date  
May 24, 2023

classmate

Date  
Page

# WEEK 3

## Adverbs

# LECTURE 1

### THINGS TO NOTICE

- Adverbs are structurally fluid.
- Adverbs do not modify / describe a noun.
- Nominal modifiers are called Adjectives.

### WHAT IS AN ADVERB?

- An adverb is a word that modifies (describes)
  - a verb (He sings loudly)
  - an adjective (very tall)
  - another adverb (ended too quickly)
  - even a whole sentence (Fortunately, I had brought an umbrella)
- Adverbs often end in -ly, but some such as fast look like adjectives.
- Adverbs often answer questions such as how, when, where, why, etc.
- They do not answer questions such as who and what.

## EXAMPLES

1. Raju did not play badly.
2. Meena is very tall.
3. The class finished too quickly.
4. Fortunately, Raju recorded Meena's dance.

## FUNCTIONS OF ADVERBS

- She sang loudly.  
(‘loudly’ modifies the verb sang, indicating the manner of ‘singing’)
- We left it here.  
(‘here’ modifies the verb phrase left it, indicating place)
- I worked yesterday.  
(‘yesterday’ modifies the verb worked, indicating time)
- They often make mistakes.  
(‘often’ modifies the verb phrase make mistakes, indicating frequency)
- He undoubtedly did it.  
(‘undoubtedly’ modifies the verb phrase did it, indicating certainty)
- She is often quiet.  
(the adverb ‘often’ modifies the adjective ‘quiet’)

- She cried very abruptly.

(the adverb 'very' appears modifying another adverb 'abruptly' by adding degree)

## MORE ON ADVERBS

- Adverbs can modify determiners, prepositional phrases (which are adverbs by themselves), or a whole clause or a sentence:
1. I bought practically the only sandwich.  
('practically' modified the determiner the in the noun phrase, the only fruit wherein 'only' is an adjective)
  2. She drove us almost to the station.  
('almost' modifies the prepositional phrase to the station)
  3. Certainly, we need to act.  
('certainly' modifies the sentence as a whole)

Date  
May 25, 2021

CLASSMATE

Date \_\_\_\_\_

Page \_\_\_\_\_

# LECTURE 2

# Adverbs : A QUICK REVIEW

- An adverb is a word / a set of words that modifies verbs, adjectives, and other adverbs. It expresses when, where, and how an action is performed or indicates the quality or degree of the action.
- EXAMPLE:
  - Shelly is always ready for help.
  - He loved her very much.
  - Time is running out fast.
  - I gave that willingly.

## ADVERB CLAUSES & ADVERB PHRASES

- Adverb clauses and Adverb phrases are clauses and phrases that modify the verbs, adjectives or other adverbs in the sentence.
- EXAMPLE:
  - He carried the load until he was tired. (<sup>Adverb</sup> clause)
  - You are irritated without any reason. (Adverb Phrase)
  - Maya arrived carrying her suitcases with two hands (Adverb Phrase)

## TYPES OF ADVERBS

- Adverbs of Manner (how)

- Adverbs of Degree (how much)
- Adverbs of place / Direction (where / what direction)
- Adverbs of Time / Frequency (when / how often)
- Sentence Adverbs
- Conjunction Adverbs

## (1) Adverbs of Manner (how)

- Adverbs that express the manner / approach / process of the action in the sentence are called ADVERBS OF MANNER. They answer the question ' how is action performed ? '.
- These adverbs usually end in -ly.
- Examples : Beautifully , Equally , Thankfully , Carefully , handily , quickly , coldly , hotly , resentfully , earnestly , nicely , tirelessly , etc.
- EXAMPLE :
  - We should distribute the workload equally.
  - Hold it carefully.
  - He is improving slowly.
  - Maya runs very fast.

## (2) Adverbs of Degree (how much)

- Adverbs that express the importance / degree / level of the action in the sentence are called ADVERBS

OF DEGREE. They answer the question 'how much is the action performed?'

- Examples : completely, nearly, entirely, less, mildly, most, thoroughly, somewhat, excessively, much, etc.
- EXAMPLE :
  - Jessy completely forgot about her appointment.
  - The policeman examined the documents thoroughly.
  - She was so excited about the new place.
  - I hardly go to theatre.

### (3) Adverbs of place / Direction (where/what direction)

- Adverbs of place / direction that indicate place / direction of the action in sentence. They answer the question 'where is the action performed?'
- Examples : Across, over, under, in, out, through, backward, there, around, here, sideways, upstairs, in the park, in the field, in that place, etc.
- EXAMPLE :
  - I went through the jungle.
  - He works in a bank.
  - Maya is going to college.
  - We are staying at a cottage.

## (4) Adverbs of Time (Frequency (when/how often))

- Adverbs of time / frequency indicate time or frequency of the action in the sentence. They answer the question 'when / how frequently is the action performed?'
- Examples: Always, never, often, eventually, now, frequently, occasionally, once, forever, seldom, before, Sunday, Monday, 10 AM, 12 PM etc.
- EXAMPLE:
  - I arrived at the airport a little late yesterday.
  - He always gets a good result.
  - The PNP will wait for America on Monday.
  - I go to theatre occasionally.

## (5) Sentence Adverbs

- Adverbs indicating the attitude and point of view of the speaker or writer usually go at the beginning. These adverbs are called sentence adverbs because they refer to the whole sentence or utterance.
- Actually, I think the meeting is on Wednesday, not Thursday.
- Obviously, we can't tell you the result but we can give you an indication.

## → EXAMPLE :

- Hopefully, I will finish the assignment.
- Apparently, the days are getting hotter.
- Certainly, you did not consider asking for my permission.

## (6) CONJUNCTIVE ADVERBS

- A conjunctive adverb connects phrases or independent clauses. It provides transitions between ideas and show relationships.
- Conjunctive adverbs are also called connectors.
- EXAMPLE :
  - The train started very late, nonetheless, it arrived at the destination on time.
  - We are still not sure, however, if the opportunity will come.
  - Last year there was little rain, consequently, we did not have good harvest.

# Learning, Softening, Knowing vs Using

## WE KNOW...

- Simple Sentences
  - Sentence = Subject + Predicate
  - Predicate = Verb + Object(s) (adverbs)
- Complex Sentences
  - Subject + Predicate [embedded sentence as an object]
- Agreement
  - Person / Number / Gender
- Tense
  - Present / Past / Future
- Aspects
  - Habitual / Continuous / Perfective

## BEING IMPACTFUL...

- We need to know how to say what we want to say.
- The way we use sentences makes all the difference.

# SOME HELPFUL WAYS OF SAYING THINGS ...

In the context of

- Questions / suggestions / Requests
- Opinion
- Issues
- Refusal

## Formal Vs Informal

1. → IMPERATIVES

→ COMMAND & RESPECT

- (1) · Give me a glass of water (Command)  
· Please give me a glass of water. (Respect)

- (2) · Meet me at 9 in the morning. (command)  
· Please meet me at 9 in the morning. (Respect)

## Softer Version

- Could we meet at 9 in the morning?
- Could we meet at 9 in the morning, please?
- I was wondering if we could meet at 9 in the morning?

## 2. SUGGESTIONS

- Shall I invest in mutual funds?
  - No, you should not.
  - I think mutual funds are not doing good these days.
  - If I were you, I would not.
  - If I were you, I would think several times about it.

## 3. ISSUES

- Sir, I have submitted my report on accounts. Hope you liked it.
  - You have made a mistake in calculations.
  - You have ruined it.

### Softening

- You seem to have missed a few things. May I suggest a revisit?
- It appears to me that the calculations do not add up. Could you please take a look at it again?

## 4. REFUSAL (Saying NO)

### Skillful Refusal

- Can we go for a cup of tea?
  - I have a lot of stuff pending to care of.
  - I have a lot of stuff pending to care of! Hope you won't mind.

- Could you please bring me some storybooks on your way?
  - I will try my best.
  - The shop I see/saw to have moved as I could not find it.
  - I am not sure if there is any bookstore on my way.

## THINGS TO NOTICE ...

- We need to be aware of the context
- There is not specific rule for these things.
- Being and coming softer in communication is social skill.
- Combining the use of grammatical rules with social skills makes communications effective!

# Tense Aspect Mood

## VERB

- Every sentence needs a verb.
- Verbs express action, describe an event, or establish a state of being.
- Verbs are influenced by tense, aspect and mood.
- "Verb tense" refers to when <sup>the</sup> action occurred. The most common tenses are past, present, or future.
- "Verb aspect" refers to the flow of time. Aspect addresses whether or not the action takes place in a single block of time or if the action is continuous or repeated.
- "Verb Mood" refers to the 'attitude' of the action. Is the verb actually happening, possibly happening, or being commanded to happen?

## TENSE

- Tense indicates when the action expressed by a verb takes place. The three simple tenses are past, present, and future.

- Different tenses take different verb forms, either by changing the word itself or by adding helping verbs.

## ASPECT

- Aspect refers to the timing of the verb. It addresses whether the action occurs in a single block of time, continuously, or repetitively. All verbs have both tense and aspect. Verbal aspect consists of simple, progressive, perfect, or perfect progressive, where each refers to a different fabric of time.
  - Simple
  - Progressive
  - Perfect
  - Perfect continuous / Progressive

## MOOD

- Mood refers to the degree of necessity, obligation, or probability. Mood can be expressed in any verb tense. The three main moods used in English are:
  - (1) Indicative (used for factual/plain statements)  
Eg: The PM arrives tomorrow.

(2) Subjunctive (for hypothetical situations, emotions, or making requests)

Eg: If I were a king....

(3) Imperative (command, request, advice)

Eg: Obey by rules.

# English Vocabulary - 1

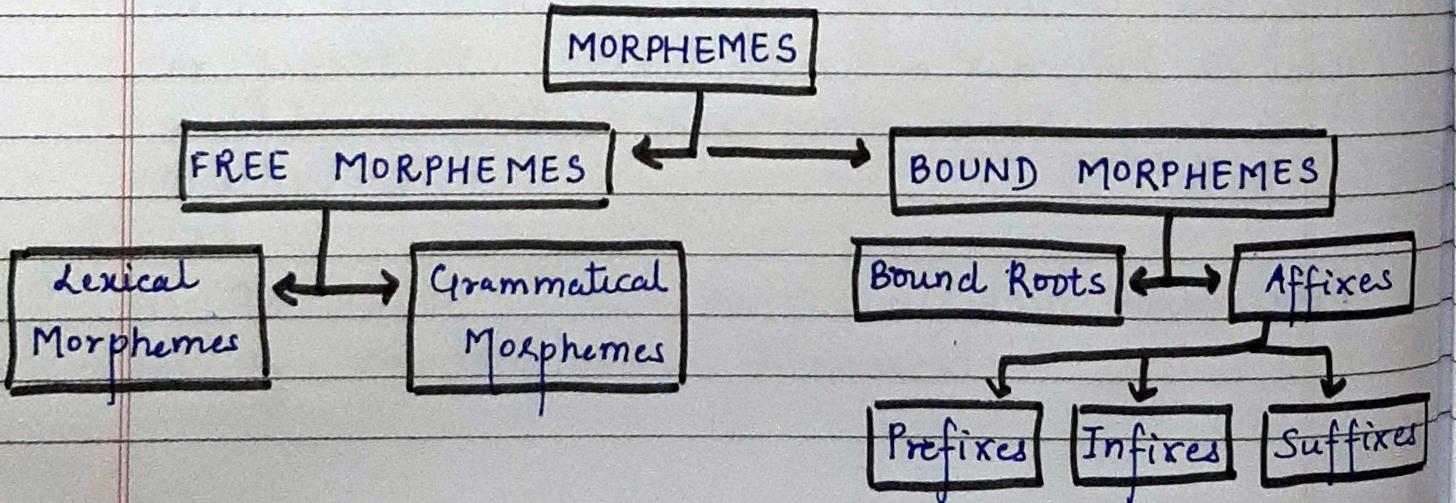
## WORDS

- The smallest units of language that have a meaning or a grammatical function and form words or parts of words are called morphemes.
  - Morphemes are meaningful units which constitute a word or as grammatical units are instrumental in construction of new words.
- ⇒ TYPES OF MORPHEMES :

Depending on the way morphemes occur in an utterance, they are grouped into two large groups:

- (1) Free morphemes
- (2) Bound morphemes

## CLASSIFICATION OF MORPHEMES



# (1) Free or Independent Morphemes

Such morphemes occur alone as words and have a meaning or fulfill a grammatical function; e.g., man, run, and.

There are two types of free morphemes.

## (1) LEXICAL (referential) MORPHEMES

- They are free morphemes that have semantic content (or meaning) and usually refer to a thing, quality, state or action.
- For instance, in a language, these morphemes generally take the forms of nouns, verbs, adjectives and adverbs.  
Eg: dog, Peter, house, build, stay, happy, intelligent, quickly, always.
- Actually, lexical morphemes constitute the larger class of morphemes. They form the open class of words (or content words) in a language, i.e., a class of words likely to grow due to the incorporation of new members into it.

## (2) GRAMMATICAL (or functional) MORPHEMES

- They are free morphemes which have little or no meaning on their own, but which show grammatical relationships in and between sentences.

- For instance, in a language, these morphemes are represented by prepositions, conjunctions, articles, demonstratives, auxiliary verbs, pronouns.  
E.g. with, but, the, this, can, who, me.

## (2) Bound or Dependent Morphemes

Such morphemes never occur alone as words but as parts of words; they must be attached to another morpheme (usually a free morpheme) in order to have a distinct meaning.

E.g.,

- -er in worker
- -er in taller
- -s in walks
- -ed in passed
- de- in disappear
- un- in unhappy / undo
- -ness in readiness
- -able in adjustable
- -ceive in conceive / receive
- -tain in contain / obtain etc.

There are two types of bound morphemes:

### (1) BOUND ROOTS

Bound roots are those bound morphemes which have lexical meaning when they are attached to other bound morphemes to form content words.

Eg: -ceive in receive / conceive,  
-tain in retain / contain,  
plac- in implacable / placate,  
cran- in cranberry, etc.

NOTICE that bound roots can be prefixed or suffixed to other affixes.

## (2) AFFIXES

Affixes are bound morphemes which are usually marginally attached to words and which changes the meaning or function of those words.

Eg: -ment in development,  
en- in enlarge,  
's in John's,  
-s in clas,   
-ing in studying, etc.

## TYPES OF AFFIXES

- Affixes can be classified into two different ways : according to their position in the word and according to their function in a phrase or sentence.
- According to their position in the word ( or side of the word they are attached to ), affixes are classified into prefixes, infixes and suffixes.

- PREFIXES are bound morphemes that are added to the beginning of the word.  
Eg: un- in unnoticed,  
a- in amoral,  
sub- in subway, etc
- INFIXES are bound morphemes that are inserted within the words. There are no infixes in the English language.
- SUFFIXES are bound morphemes which are attached to the end of the word.  
Eg: -able in noticeable,  
-less in careless,  
-s in seeks,  
-er in shorter, etc.

## FUNCTIONS OF AFFIXES

According to the function affixes fulfill in the language, affixes are classified into derivational affixes (derivational morphemes or derivations) and inflectional affixes (inflectional morphemes or inflections).

### (1) → DERIVATIONAL AFFIXES

- There are morphemes that create (or derive) new words, usually by either changing the meaning and/or the part of speech (i.e., the syntactic category), or both, of the words they are

attached to (Godby et al., 1982)

- In English, derivational morphemes can be either prefixes or suffixes. For example, un- + happy = unhappy (adj), re- + classify (v) = reclassify (v.); by - + product (n.) = by-product (n.).

## (2) INFLECTIONAL AFFIXES

- Inflectional affixes, for their part, are morphemes which serve a purely grammatical function, such as referring to and giving extra linguistic form information about the already existing meaning of a word (e.g. number, person, gender, case, etc.), expressing syntactic relations between words (e.g. possession, comparison), among other.
- Verb forms; Comparative & Superlative forms; Plural making suffixes, etc.
- In English, there are only eight inflections. They are

- (1) -(e)s as in speaks (third person singular marker of verbs)
- (2) -(e)s as in books (regular plural marker)
- (3) 's as in John's house (possessive marker)
- (4) -(e)d as in helped (regular past tense marker)
- (5) -en as in spoken (part participle marker)
- (6) -ing as in eating (present participle marker)
- (7) -er as in fastest (comparative marker)
- (8) -est as in fastest (superlative marker)

# NOUN FORMING SUFFIXES

I.	verb	+	suffix	=	noun
	assist	+	-ance	=	assistance
	assist	+	-ant	=	assistant
	confide	+	-ence	=	confidence
	confide	+	-ent	=	confident
	permute	+	-ation	=	permutation
	compete	+	-ition	=	competition

II.	adjective	+	suffix	=	noun
	young	+	-ster	=	youngster
	industrial	+	-ist	=	industrialist
	crude	+	-ity	=	crudity
	dry	+	-ness	=	dryness
	free	+	-dom	=	freedom

# ADJECTIVE FORMING SUFFIXES

I.	verb	+	suffix	=	adjective
	eat	+	-able	=	eatable
	reduce	+	-ible	=	reducible
	differ	+	-ent	=	different
	signify	+	-ant	=	significant
	act	+	-ive	=	active
	fashion	+	-able	=	fashionable
	response	+	-ible	=	responsible

# VERB FORMING AFFIXES

I. adj. + suffix = verb

black	+ -en	= blacken
solid	+ -ify	= solidify

II. noun + suffix = verb

beauty	+ -ify	= beautify
computer	+ -ize	= computerize
length	+ -en	= lengthen

PREFIXES that change the grammatical class of the words they are attached to -

(1) a-sleep → asleep (prefix + noun → verb)

(2) be-friend → befriend

(3) em-power → empower

(4) en-danger → endanger

(5) be-little → belittle

(6) en-large → enlarge

# AFFIXES that do not change the grammatical class of the words they are attached to -

cigar	+ -ette	=	cigarette
usher	+ -ette	=	ushermette
flannel	+ -ette	=	flannelette
hand	+ -ful	=	handful
boy	+ -hood	=	boyhood
mathematics	+ -ian	=	mathematician
music	+ -ian	=	musician
dog	+ -ie	=	doggie
pig	+ -y	=	piggy
hero	+ -ism	=	heroism
function	+ -ary	=	functionary
director	+ -ate	=	directorate
boot	+ -ee	=	bootee
mountain	+ -eer	=	mountaineer
philosophy	+ -er	=	philosopher
fish	+ -ery	=	fishery
cook	+ -ery	=	cookery
snob	+ -ery	=	snobbery
rival	+ -ry	=	rivalry

# English Vocabulary - 2

## WORD FORMATION PROCESS

- Word formation process refers to all processes connected with creating / changing / modifying the form of the word by making certain changes, addition, deletion, and contracting morphemes. In its wider sense word formation denotes the processes of creation of new lexical units.
- How are new words formed in language?
- How does the process consist of a combination of morphemes that are rule-governed?
- How does understanding of the process lead to better understanding of the language?

## CLIPPING

- Clipping is the word formation process which consists in the reduction of a word to one of its parts (Marchand: 1969). Clippings are, also, known as "shortenings." Clippings mainly consists of the following types:

## (1) BACK CLIPPING

1. ad (advertisement),
2. cable (cablegram),
3. doc (doctor),
4. exam (examination),
5. gas (gasoline),
6. math (mathematics),
7. memo (memorandum),
8. gym (gymnastics, gymnasium)
9. fax (facsimile).

## (2) FORE-CLIPPING

1. phone (telephone)
2. varsity (university)
3. chute (parachute)
4. coon (raccoon)
5. gator (alligator)
6. pike (turnpike)

## (3) MIDDLE CLIPPING

1. flu (influenza),
2. tec (detective),
3. polly (apollinaris),
4. jams (pyjamas),
5. shrink (head-shrinker)

## (4) COMPLEX CLIPPING

1. cablegram (cable telegram),
2. op art (optical art),
3. org-man (organization man),
4. lino-cut (linoleum cut)

Sometimes both halves of a compound are clipped as in  
 → navicert (navigation certificate)  
 → Advertorial (advertisement & editorial)

## ACRONYMY

- Acronyms and Initialisms are abbreviations that are formed using the initial letters of words or word parts in a phrase or name.

- Laser : light amplification by the stimulated emission of radiation
- NATO : North Atlantic Treaty Organisation
- Scuba : self-contained underwater breathing apparatus
- ISBT : Inter State Bus Terminus

## BLENDING

- A blend is a word formed from parts of two other words. These parts are sometimes, but not always, morphemes. Most blends are formed by one of the following methods:
  - (1) The beginning of one word is added to the end of the other.  
Eg → Brunch : a blend of breakfast & lunch
  - (2) The beginnings of two words are combined.  
Eg → Cyborg : a blend of cybernetic and organism
  - (3) One complete word is combined with part of another word.  
Eg → Guesstimate : a blend of guess and estimate

## BACK- FORMATION

- Back formation refers to the process of creating a new word by removing actual or supposed affixes.
- Back-formations are shortened words created from longer words, thus back-formations may be viewed as a sub-type of clipping.

Eg : → The noun 'resurrection' was borrowed from Latin, and the verb ~~resusc~~ 'resurrect' was then back-formed hundreds of years later from it by removing the -ion suffix.  
→ Partpone - prepone

## BORROWING

- Borrowing is just taking a word from another language. The borrowed words are called loan words.
- A loanword (or loan word) is a word directly taken into one language from another with little or no translation. Loan words can also be called "borrowings".
  - Biology, boxer, ozone from German
  - Jacket, yoghurt, kiosk from Turkish
  - Pistol, robot from Czech

→ Dharna, loot, jungle from Hindi

## COINAGE.

- coinage is the invention of totally new words. The typical process of coinage usually involves the extension of a product name from a specific reference to a more general one.
- For Example, Kleenex, Xerox, Kodak. These started as names of specific products, but now they are used as the generic names for different brands of these types of products.

## COMPOUNDING

- A compound is a lexeme (a word) that consists of more than one other lexeme.  
English allows several types of combinations of different word classes :

- N + N : lipstick, teapot
- A + N : fast food, soft drink
- V + N : breakfast, sky-dive
- N + V : sunshine, babysit
- N + A : capital-intensive, waterproof
- A + A : deaf-mute, bitter-sweet

# INFLECTION

- In linguistics, inflection or inflexion is the modification of a word to express different grammatical categories such as tense, grammatical mood, grammatical voice, aspect, person, number, gender & case.
- The English word "cars" is a noun.
- Inflected for : number, specifically to express the plural "-s" is an inflectional suffix.

# DERIVATION

- Derivation is used to form new words with the help of affixation process.

For example :

- adjective to noun : -ness (kind → kindness)
- adjective to verb : -ize (modern → modernize)
- noun to adjective : -al (recreation → recreational)
- noun to verb : -fy (glory → glorify)
- verb to adjective : -able (drink → drinkable)
- verb to noun : -ance (deliver → deliverance)