**HS3252**

**PROFESSIONAL ENGLISH – II**

**GRAMMAR AND VOCABULARY**

##### SYNONYMS

Words that have similar meaning as another words.

##### Examples :

* + smart — witty
  + river — creek
  + hairy — furry
  + car — vehicle
  + run — sprint
  + big — gigantic
  + identical — indistinguishable
  + drink — beverage
  + insect — bug

##### Exercise for synonyms

choose the correct answer out of the following :-

1. SOLE
   1. important
   2. immediate
   3. only
   4. principal ans: (c) only
2. INADVERTENT
   1. undisturbed
   2. ignorant
   3. unexpected
   4. unintentional ans:(D) unintentional
3. ZENITH
   1. pinnacle
   2. reality
   3. hope
   4. ideal

ans:(A) pinnacle

1. CORDIAL
   1. friendly
   2. kind
   3. affectionate
   4. generous ans:(A) friendly
2. IMPECCABLE
   1. upright
   2. harmless
   3. inoffensive
   4. flawless ans:(D) flawless
3. DILIGENT
   1. hard working
   2. proud
   3. conceited
   4. great

ans:(A) hard working

1. INFIRM
   1. nervous
   2. weak
   3. unsteady
   4. timid ans:(B) weak
2. PENSIVE
   1. contemplative
   2. precise
   3. reluctant
   4. unhappy

ans:(A) contemplative

1. FALLACY
   1. famous invention
   2. mistaken belief
   3. smart move
   4. unfounded fear ans:(B) mistaken belief
2. BEQUEATH
   1. scold
   2. surround
   3. give
   4. disclose ans:(C) give
3. YEARN
   1. confront
   2. crave
   3. deny
   4. accept ans:(B) crave
4. POMPOUS
   1. Demanding
   2. Flashy
   3. Pretentious
   4. Supportive ans:(C) Pretentious
5. ERRAND
   1. mistake
   2. blunder
   3. energy
   4. task ans:(D) task
6. CAMOUFLAGE
   1. demonstrate
   2. fabric
   3. disguise
   4. cover ans:(C) disguise
7. IMPUDENT
   1. Insolent
   2. Arrogant
   3. Vigilant
   4. Astute ans:(A) Insolent
8. ANNEXURE
   1. attachment
   2. development
   3. retirement
   4. commencement ans:(A) attachment
9. NARCISSISM
   1. self - admiration
   2. rude behaviour
   3. unpleasant behaviour
   4. self - condemnation ans:(A) self - admiration
10. TRIVIAL
    1. vital
    2. ordinary
    3. crucial
    4. significant ans:(B) ordinary
11. VANGUARD
    1. pioneer
    2. race driver
    3. officer
    4. flag bearer ans:(D) flag bearer
12. MENACINGLY
    1. harmfully
    2. hideously
    3. dangerously
    4. threateningly ans:(D) threateningly
13. **ANTONYMS**

Words with the opposite meaning to another word.

Examples :

* + off — on
  + night — day
  + entrance — exit
  + exterior — interior
  + true — false
  + dead — alive
  + push — pull
  + pass — fail
  + above — below
  + servant — master
  + borrow — lend
  + give — receive
  + buy — sell
  + instructor — pupil
  + young — elderly
  + hard — easy
  + happy — wistful
  + wise — foolish
  + fat — slim
  + warm — cool
  + early — late
  + fast — slow
  + dark — pale

Exercise for Antonyms

1. What's the opposite of more? - Few, less, a lot, many
2. What's the opposite of alive? - Asleep, dead, death, sick
3. What's the opposite of loud? - Soft, quite, quiet, noisy
4. What's the opposite of happy? - Glad, ugly, difficult, sad
5. What's the opposite of last? - First, beginning, start, end
6. What's the opposite of now? - Always, never, then, soon
7. What's the opposite of to buy? - to take, to sell, to bring, to lend
8. What's the opposite of better? - Bad, worse, good, worst
9. What's the opposite of dangerous? - Easy, beautiful, safe, pleasant
10. What's the opposite of cool? - Warm, hot, cold, cooler II.
11. What's the opposite of many? - Less, few, more, most
12. What's the opposite of deep? - Shallow, narrow, thin, low
13. What's the opposite of long? - Broad, small, thing, short
14. What's the opposite of clean? - tidy up, clear, dirty beautiful
15. What's the opposite of empty? - Shut, open, Ugly, full
16. What's the opposite of thin? - Light, slow, fat, more
17. What's the opposite of beginning? - End, start, finish, depart
18. What's the opposite of big? - Huge, small, large, less
19. What's the opposite of modern? - Older, ancient, new, contemporary
20. What's the opposite of poor? - Wealth, rich, poverty, wise III.
21. What's the opposite of to break? - to join, to fasten, to mend, to build
22. What's the opposite of early? - Soon, late, last, first
23. What's the opposite of to lose? - to forget, to find, to search, to look for
24. What's the opposite of over? - Downstairs, below, under, above
25. What's the opposite of rough? - Sharp, heavy, hard, smooth
26. What's the opposite of heavy? - Light, soft, easy, smooth
27. What's the opposite of to learn? - To know, to teach, to forget, to understand
28. What's the opposite of high? - Under, low, beneath, down
29. What's the opposite of to start? - to stop, to begin, to go on, to continue
30. What's the opposite of to push? - to tow, lift ,to pull, to send Answers

I.1) less 2) dead 3) quiet 4) sad 5) first 6) then 7) to sell 8) worse 9) safe 10) Warm

II.1) few 2) shallow 3) short 4) dirty 5) full 6) fat 7) end 8) small 9) ancient 10) rich

III.1) to mend 2) late 3) to find 4) under 5) smooth 6) light 7) to teach 8) low 9) to stop 10) to pull

##### MATCH THE FOLLOWING

1. a) accelerate 1) feasible
2. simultaneously 2) increase speed
3. viable 3) extremely high
4. prohibitive 4) occurring at the same time Answer: 2,4,1,3
5. a) distort 1) bulky
6. cumbersome 2) twist out of shape
7. comprehend 3) state of being out of date
8. obsolescence 4) understand Answer: 3,1,4,2
9. a) alien 1) remove
10. discard 2) innumerable
11. myriad 3) foreign
12. advent 4) arrival Answers : 3,1,2,4
13. a) priming 1) thing or part added to improve
14. indispensable 2) preparing
15. supplement 3) consider before hand
16. anticipate 4) necessary Answer: 2,4,1,3
17. a) explore 1) including all
18. comprehensive 2) arrangement
19. array 3) unfit to eat
20. inedible 4) examine Answer: 4,1,2,3
21. (a) Slight a) Temperate
22. Penny-wise b) Generous
23. Avaricious c) Heavy
24. Greedy d) Extravagant Answer: c,d,a,b
25. a. Diversity a) Negligent
26. Inadvertent b) Hindrance
27. Obstacle c) Shooting forward
28. Projection d) Difference Answer: d, a,b,c
29. a) Dynamism 1) producer
30. Enhance 2) sympathy
31. Breeder 3) heighten
32. Empathy 4) strength Answer: 5,3,1,2
33. a. Accurate 1) Swift
34. Gigantic 2) Precise
35. Elide 3) Huge
36. Rapid 4) Omit Answer: 2,3,4,1

10 a) Conventional 1) use up

1. Appropriate 2)traditional
2. consume 3)exhibit
3. display 4)suitable Answer: 2,4, 1,3

##### PREFIXES AND SUFFIXES

A prefix is a word part added to the beginning of a word that changes the word's meaning.

A suffix is a word part added to the end of a word that changes the word's meaning.

1. Prefixes of Negative and Positive Negative

(prefix) **un** - (meaning) not - (example) unmagnetized (prefix) **in** - (meaning) not - (example) incomplete (prefix) **im** - (meaning) not - (example) impossible (prefix) **il** - (meaning) not - (example) illegal

(prefix) **ir** - (meaning) not - (example) irregular

(prefix) **non** - (meaning) not connected with - (example) non-programmable (prefix) **mis** - (meaning) bad,wrong - (example) misdirect

(prefix) **mal** - (meaning) bad,wrong - (example) malfunction (prefix) **dis** - (meaning) opposite feeling - (example) disagree (prefix) **anti** - (meaning) against - (example) antiglare

(prefix) **de** - (meaning) reduce,reverse - (example) demagnetize (prefix)**under** - (meaning) too little - (example) underestimate

Positive

(prefix) re - (meaning) do again - (example) reorganize (prefix) over - (meaning) too much - (example) overload

1. Prefixes of Size

(prefix) **semi** - (meaning) half,partly - (example) semiconductor (prefix) **equi** - (meaning) equal - (example) equidistant

(prefix) **mini** - (meaning) small - (example) minicomputer (prefix) **micro** - (meaning) very small - (example) microscopic

(prefix) **macro** - (meaning) large,great - (example) macroeconomics (prefix) **mega** - (meaning) large,great - (example) megabyte

1. Prefixes of Location

(prefix)**inter** - (meaning)between ,among - (example) interface,interactive (prefix)**super** - (meaning)over - (example) supersonic

(prefix)**trans** - (meaning)across - (example) transmit (prefix)**ex** - (meaning)out - (example)exclude (prefix)**extra** - (meaning)beyond - (example)extraordinary (prefix)**sub** - (meaning)under - (example)subtraction (prefix)**infra** - (meaning)below - (example) infra-red (prefix)**peri** - (meaning)around - (example) periheral

1. Prefixes of Time and Order

(prefix)**ante** - (meaning)before - (example)antecedent (prefix)**pre** - (meaning)before - (example)preceding , precedent (prefix)**prime** - (meaning)first - (example)primary,primitive (prefix)**post** - (meaning)after - (example)postdated (prefix)**retro** - (meaning)backward - (example)retrograde

1. Prefixes of Numbers

(prefix)**semi** - (meaning)half - (example)semicircle (prefix)**mono** - (meaning)one - (example)monochromatic (prefix)**bi** - (meaning)two - (example)bipolar

(prefix)**tri** - (meaning)three - (example)triangle (prefix)**quadra** - (meaning)four - (example)quadruple (prefix)**penta** - (meaning)five - (example)pentagon (prefix)**hexa** - (meaning)six - (example)hexadecimal (prefix)**sept** - (meaning)seven - (example)september (prefix)**octa** - (meaning)eight - (example)octa-numeral (prefix)**dec** - (meaning)ten - (example)decimal (prefix)**multi** - (meaning)many - (example)multicoloured

1. Other Prefixes

(prefix)**pro** - (meaning)before,in advance - (example)progress (prefix)**auto** - (meaning)self - (example)automatic

(prefix)**co** - (meaning)together with - (example) co-ordinate (prefix)**con** - (meaning)together with - (example) connect

**Exercises for Prefixes**

Add the correct prefix to the word to complete each sentence.

* 1. I wanted to ease my stomach comfort, so I drank some ginger root tea.
  2. Lenny looked funny in his matched shirt and pants.
  3. Penelope felt glamorous at the party because she was the only one not wearing a dress.
  4. My mother said those aging creams do not work, so I should not waste my money on them.
  5. The child’s standard performance on the test alarmed his parents.
  6. When my sister first saw the meteor, she thought it was a natural phenomenon.
  7. Even though she got an excellent job offer, Cherie did not want to locate to a different country.
  8. With a small class size, the students get to act with the teacher more frequently.
  9. I slipped on the ice because I did not heed the cautions about watching my step.
  10. A combatant is another word for civilian.

**Answers**

1. I wanted to ease my stomach discomfort, so I drank some ginger root tea.
2. Lenny looked funny in his unmatched shirt and pants.
3. Penelope felt (non/un)glamorous at the party because she was the only one not wearing a dress.
4. My mother said those anti-aging creams do not work, so I should not waste my money on them.
5. The child’s nonstandard performance on the test alarmed his parents.
6. When my sister first saw the meteor, she thought it was a supernatural phenomenon.
7. Even though she got an excellent job offer, Cherie did not want to dislocate to a different country.
8. With a small class size, the students get to react with the teacher more frequently.
9. I slipped on the ice because I did not heed the precautions about watching my step.
10. A noncombatant is another word for civilian.

Add a prefix to each of the following words to make new words :

…….possible

…….understand

…….attentive

…….polite

…….place

…….depressive

…….employed

…….turn

…….vision

…….organized

…….agree

…….able

…….justice

…….lead

…….gravity

…….happy

…….legal

…….like

…….write

…….school

…….active

…….regular

…….logical

…….sense

…….stop

…….known

…….fiction

…….expected

…….historic

…….cursor

…….loyal

…….cover

…….dote

…….dress

…….courage

…….do

…….able

…….reliable

…….face

…….climax

Answers:

impossible misunderstand inattentive impolite misplace

non-depressive unemployed (mis/un)turn prevision disorganized disagree disable injustice mislead antigravity unhappy

illegal dislike unwrite preschool inactive irregular illogical

non-sense nonstop unknown nonfiction unexpected prehistoric precursor disloyal discover antidote undress discourage undo unable unreliable preface anticlimax

##### Suffixes

1. Noun -Forming Suffixes

(suffix)**ance** - (meaning)state - (example) performance (suffix)**ence** - (meaning)quality of - (example) independence

(suffix)**er**,**or** - (meaning)a person who does - (example) programmer,operator,biographer,compiler (suffix)**ist,yst** - (meaning)a person who - (example)analyst,typist

(suffix)**ian** - (meaning)pertaining to - (example)electrician (suffix)**tion**,**ation** - (meaning)the act of - (example)compilation

(suffix)**ness** - (meaning)condition of - (example)readiness,cleanliness,happiness (suffix)**ion** - (meaning)action/state - (example)conversion

(suffix)**ing** - (meaning)activity - (example)multiplexing (suffix)**ment** - (meaning)state,action - (example)conversion (suffix)**ity** - (meaning)state,quality - (example)electricity (suffix)**ism** - (meaning)condition/state - (example)magnetism (suffix)**dom** - (meaning)domain/condition - (example)freedom (suffix)**ship** - (meaning)condition/state - (example)relationship

1. Verb-Forming Suffixes

(suffix)**ize/ise** - (example)computerize

(suffix)**ate** - (meaning)to make - (example)automate (suffix) **ify** - (example)simplify

(suffix)**en** - (example)harden,widen,lengthen

1. Adverb-Forming Suffixes

(suffix)**ly**- (meaning)in the manner of - (example)electronically,logically

1. Adjective-Forming Suffixes

(suffix)**al** - (example)computational

(suffix)**ar** - (meaning)having the quality of - (example)circular (suffix)**ic** - (example)magnetic,automatic

(suffix)**ical** - (example)electrical

(suffix)**able** - (meaning)capable of being- (example)comparable,portable (suffix)**ble** - (example)divisible

(suffix)**ous** - (meaning)like full of- (example)dangerous

(suffix)**ful** - (meaning)characterized by - (example)helpful,careful (suffix)**less** - (meaning)without- (example)careless,meaningless (suffix)**ish** - (meaning)like- (example)yellowish

(suffix)**ed** - (meaning)having the quality of- (example)computed,processed (suffix)**ive** - (example)interactive

Exercises for Suffixes

Write correctly the forms of the words with their suffixes.

refer + ed

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

refer + ence

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

mope + ing

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

approve + al

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

green + ness

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

benefit + ed

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

resubmit + ing

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

use + age

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

greedy + ly

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

excite + ment

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

Answers

refer + ed referred refer + ence reference mope + ing mopping approve + al approval green + ness greenness benefit + ed

benefitted (Br), benefited (US) resubmit + ing

resubmitting use + age usage greedy + ly greedily

excite + ment excitement

Add a suffix to each of the following words to make new words:

fear……. teach……. help……. brother……. happy……. accident……. photocopy……. understand……. loud……. courage……. thought……. kind……. care……. home……. fashion……. friend……. water……. jealous……. speech……. tax……. popular……. clear……. hope……. mad……. suit……. sugar……. rely……. prime…….

pain……. danger……. fame……. comfort……. fog……. environment… act……. use…….

Brazil……. drink……. encourage……. deplore…….

Answers:

fearless teacher helpful brotherly happiness accidental photocopier

understandable loudness courageous thoughtful kindness careful homeless

fashionable friendly waterless jealousy speechless taxor popularity clearly hopeful madness suitable sugary reliable primary painful dangerous famous comfortless foggy

environmental actor

usable Brazilian drinker

encouragement deplorable

Put the words in brackets in the appropriate form (use prefixes or suffixes):

1. He was acting in a very way. (child)
2. She looked .She started to cry. (happy)
3. He passed his exam. He was for the second time. (succeed)
4. The team that he supported was able to win the . (champion)
5. I couldn't find any in his theory. (weak)
6. He wants to be a when he grows up. (mathematics)
7. There were only a of people at the match. (hand)
8. The road was too narrow, so they had to it. (wide)
9. I think that you should your decision. It may not be the best thing to do. (consider)
10. You need a of motivation, organization and hard work to realize your dreams. (combine)

Answers

1. He was acting in a very childish way. (child)
2. She looked unhappy.She started to cry. (happy)
3. He passed his exam. He was successful for the second time. (succeed)
4. The team that he supported was able to win the championship. (champion)
5. I couldn't find any weakness in his theory. (weak)
6. He wants to be a mathematician when he grows up. (mathematics)
7. There were only a handful of people at the match. (hand)
8. The road was too narrow, so they had to widen it. (wide)
9. I think that you should reconsider your decision. It may not be the best thing to do. (consider)
10. You need a combination of motivation, organization and hard work to realize your dreams. (combine)

##### Word Formations

1. Formation of Nouns from Verbs :

agree - agreement amuse - amusement employ - employment excite - excitement manage - management treat – treatment

pay - payment argue - argument

develop - development entertain - entertainment invest - investment advertise - advertisement

achieve - achievement enjoy - enjoyment govern - government

announce - announcement disappoint - disappointment punish – punishment

1. Formation of Verbs from Adjectives :

Able… enable Abundant…abound Base…debase Bitter…embitter Bold….embolden Brief… abbreviate Broad…broaden Calm…becalm Certain…ascertain Cheap…cheapen Clean….cleanse Clean….clear Civil…civilize Clear….clear Clear….clarify Dark….darken Dear…endear Deep…deepen Dense…condense Different….differentiate

Equal….equalize False… falsify Familiar…familiarize Feeble…enfeeble Fertile….fertilize Fine…. refine Firm….confirm Firm….affirm Fond….fondle Foul….defile Fresh….refresh General…. generalize Glad….gladden Hale….heal Hard….harden High….heighten Humble….humiliate Humble…humble Just….justify Large….enlarge Little….belittle Liquid….liquefy Long…lengthen Long….elongate Low….lower Mad…madden Moist….moisten New….renew Noble…ennoble

Particular…particularize Perpetual….perpetuate Poor….impoverish Popular….popularize Proper….appropriate Public….publish Public….publicize Pure….purify Quite….quieten Rare….rarefy Real….realize Rich….enrich Short….shorten Sick….sicken Solid….consolidate Solid….solidify Special….specialize Stable…stabilize Strange….estrange Strong…strengthen Stupid…stupefy Sure….ensure Sweet…sweeten Thick…thicken Timid….intimidate Vile….vilify Venerable….venerate White…whiten Wide….widen

1. Formation of Nouns from Adjectives

Abundant. abundance

Active. activity

Broad. breadth

Compulsary. compulsion

Dense. density

Enormous..enormity Frequent. frequency

Great. greatness

Honest. honesty

Idle. idleness

Just. justice

Liberal. liberality

New. newness

Open. openess

Quick. quickness

Private. privacy

Rare. rarity

True. truth

Vacant. vacancy

1. Formation of Adjectives from Nouns

norm. normal

music. musical

industry. industrial

class. classical

economy. economic/economical

romance. romantic

hero. heroic

beauty. beautiful

harm. harmful

peace. peaceful

custom. customary

moment. momentary

anger. angry

wealth. wealthy

adventure. adventurous

ambition. ambitious

child. childlike

worm..wormlike

1. Formation of Adjectives from Verbs

act. active

create. creative

talk. talkative

attract. attractive

read. readable

speak. speakable

break. breakable

enjoy. enjoyable

play. playful

obey. obedient

resist. resistant

1. Formation of Adjectives from Adjectives

Black...blackish Green...greenish Red...reddish Economic...economical Many...manifold Sick...sickly Tragic...tragical Whole...wholesome

Exercise

1. Complete the following (verb-noun) educate

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

improve

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

jog

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

govern

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

spell

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

hesitate

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

arrange

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

1. **Complete the following (adjective-noun)**

stupid

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

happy

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

weak

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

similar

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

active

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

sad

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

popular

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

Answers:

educate education stupid stupidness improve improvement happy happiness jog

jogging weak

weakness govern government similar similarity spell spelling active activity hesitate

hesitation / hesitance sad

sadness arrange arrangement popular popularity

##### Tenses

Tense means "Time" in latin. It is used to indicate the time of an action and its degree of completeness.

The twelve tenses in English are as follows:

1. Simple Present Tense
2. Present Continuous Tense
3. Present Perfect Tense
4. Present Perfect Continuous Tense
5. Simple Past Tense
6. Past Continuous Tense
7. Past Perfect Tense
8. Past Perfect Continuous Tense
9. Simple Future Tense
10. Future Continuous Tense
11. Future Perfect Tense
12. Future Perfect Continuous Tense
13. The Simple Present Tense

Subject + Verb in the base form/third person plural form

Example: You look beautiful.

She looks beautiful.

Subject + Do not/Don’t/Does not/Doesn’t + Verb in the base form/third person

plural form

Example: You do not look beautiful. She does not look beautiful.

Do/Does + Subject + Verb

Example: Do you look beautiful?

Does she look beautiful?

Don’t/Doesn’t + Subject + Verb

Example: Don’t you look beautiful? Doesn’t she look beautiful?

Exercise for Simple Present tense

1. Do you (watch) English movies?
2. I (read) a lot of short stories.
3. Geetha (be) a doctor.
4. Deena, Priya and Shanti (be) friends.
5. He (go-negative) to work regularly.
6. (be) you the one who came to get the stationery for the competition?
7. (take) a left after the petrol bunk on the right.
8. Please (switch) off the fans when you (leave).
9. (give) it to him when he (arrive).
10. Harry told me that he will meet me before I (leave) for Chennai.

Answers:

1. Do you watch English movies?
2. I read a lot of short stories.
3. Geetha is a doctor.
4. Deena, Priya and Shanti are friends.
5. He doesn’t go to work regularly.
6. Are you the one who came to get the stationery for the competition?
7. Take a left after the petrol bunk on the right.
8. Please switch off the fans when you leave.
9. Give it to him when he arrives.
10. Harry told me that he will meet me before I leave for Chennai.
11. Present continuous Tense

Subject + am/is/are + present participle (verb+ing) + the rest of the sentence

Examples:

I am reading a newspaper.

You are doing it wrong.

He is playing tennis.

Subject + am/is/are + not + present participle (verb+ing) + the rest of the sentence

Examples:

I am not reading a newspaper. You are not doing it wrong.

He is not playing tennis.

Am/is/are + subject + present participle (verb+ing) + the rest of the sentence

Examples:

Am I reading a newspaper?

Are you doing it wrong?

Is he playing tennis?

Am/is/are + subject + not + present participle (verb+ing) + the rest of the sentence

(or)

Isn’t/aren’t + subject + present participle (verb+ing) + the rest of the sentence

Examples:

Am I not reading a newspaper?

Are you not doing it wrong? / Aren’t you doing it wrong? Is he not playing tennis? / Isn’t he playing tennis?

Exercise for Present Continuos Tense

1. the clock (work)?
2. The teachers (plan) to dance to all the latest songs on Childrens Day.
3. she (play – negative) the piano anymore?
4. The dog (run) all around the garden.
5. We (go – negative) to the party tomorrow.
6. The Bellas (perform) the songs of the 80s.
7. Will, Smith and Sherlock (dance) well.
8. I (look) good today?
9. Trinita and Vinitha (ride) on their new cat.
10. he still (stand) there?

Answers:

1. Is the clock working?
2. The teachers are planning to dance to all the latest songs on Childrens Day.
3. Is she not playing the piano anymore?
4. The dog is running all around the garden.
5. We are not going to the party tomorrow.
6. The Bellas are performing the songs of the 80s.
7. Will, Smith and Sherlock are dancing well.
8. Am I looking good today?
9. Trinita and Vinitha are riding on their new cat.
10. Is he still standing there?
11. Present Perfect Tense

Subject + have/has + past participle + the rest of the sentence

Examples:

I have finished my work.

You have finished your work.

He has finished his work.

She has finished her work. They have finished their work.

Subject + have/has + not + past participle + the rest of the sentence

Examples:

I have not finished my work.

You have not finished your work. He has not finished his work.

She has not finished her work. They have not finished their work.

Have/has + subject + past participle + the rest of the sentence

Examples:

Have I finished my work? Have you finished your work? Has he finished his work?

Has she finished her work? Have they finished their work?

Have/has + subject + not + past participle + the rest of the sentence (or)

Haven’t / hasn’t + subject + past participle + the rest of the sentence

Examples:

Haven’t I finished my work? Haven’t you finished your work? Hasn’t he finished his work?

Hasn’t she finished her work? Haven’t they finished their work? Have you not finished your work? Has she not finished her work?

Has he not finished his work? Have they not finished their work?

**I** - I have worked as a teacher for two years. **You** - You have worked as a teacher for two years. **We** - We have worked as teachers for two years. **He** - He has worked as a teacher for two years.

**She** - She has worked as a teacher for two years. **They** - They have worked as teachers for two years. **It** - It has been here the whole time.

**Singular noun** - Michael has worked as a teacher for two years.

**Plural noun** - Suraj and Karthi have worked as teachers for two years.

Exercises for Present Perfect tense

* 1. We (find – negative) it yet.
  2. Venu and Parvati (invited) all their friends for today’s party.
  3. Shashi (sleep – negative) all night.
  4. he (finish) his work?
  5. It (be – negative) the same ever since you left.
  6. They (buy) a 2BHK flat.
  7. You (come) to the right place.
  8. you ever (be) to Malaysia?
  9. Do you know why she (like – negative) it?
  10. you (hear) about the new education policies?

Answers:

1. We have not found it yet.
2. Venu and Parvati have invited all their friends for today’s party.
3. Shashi has not slept all night.
4. Has he finished his work?
5. It has not been the same ever since you left.
6. They have bought a 2BHK flat.
7. You have come to the right place.
8. Have you ever been to Malaysia?
9. Do you know why she has not liked it?
10. Have you heard about the new education policies?

##### Present Perfect Continuous Tense

Subject + have/has + been + present participle + the rest of the sentence

Examples:

I have been working on this project for a week. You have been working on this project for a week.

He has been working on this project for a week. She has been working on this project for a week. They have been working on this project for a week.

Subject + have/has + not + been + present participle + the rest of the sentence

Examples:

I have not been working on this project for a week. You have not been working on this project for a week. He has not been working on this project for a week.

She has not been working on this project for a week. They have not been working on this project for a week.

Have/has + subject + been + present participle + the rest of the sentence

Examples:

Have I been working on this project for a week? Have you been working on this project for a week? Has he been working on this project for a week?

Has she been working on this project for a week? Have they been working on this project for a week?

Have/has + subject + not + been + present participle + the rest of the sentence (or)

Haven’t / hasn’t + subject + been + present participle + the rest of the sentence

Examples:

Haven’t I been working on this project for a week? Haven’t you been working on this project for a week? Hasn’t he been working on this project for a week?

Hasn’t she been working on this project for a week? Haven’t they been working on this project for a week? Have you not been working on this project for a week? Has she not been working on this project for a week? Has he not been working on this project for a week?

Have they not been working on this project for a week?

* 1. - I have been working as a doctor for two years. **You** - You have been working as a doctor for two years. **We** - We have been working as doctors for two years. **He** - He has been working as a doctor for two years.

**She** - She has been working as a doctor for two years. **They** - They have been working as doctors for two years. **It** - It has been raining for a week now.

**Singular noun** - Firoz has been working as a doctor for two years.

**Plural noun** - Manoj and Dheeraj have been working as doctors for two years.

Exercises for Present Perfect Continuous Tense

* + 1. I (watch) this movie for two hours.
    2. Sam (ask) for you.
    3. Indrajith (dance) all day.
    4. Joji and Shaji (plan) to go to Hyderabad next week.
    5. you (look) for this bag?
    6. I (work out – negative) for two months now.
    7. Cherina (work) on this essay for a week.
    8. he (try) to get into Jawaharlal Nehru University? Is there any progress?
    9. They (practise) for the farewell programme.
    10. Manu (think) of sending in his resignation letter.

Answers:

1. I have been watching this movie for two hours.
2. Sam has been asking for you.
3. Indrajith has been dancing all day.
4. Joji and Shaji have been planning to go to Hyderabad next week.
5. Have you been looking for this bag?
6. I have not been working out for two months now.
7. Cherina has been working on this essay for a week.
8. Hasn’t he been trying to get into Jawaharlal Nehru University? Is there any progress?
9. They have been practising for the farewell programme.
10. Manu has been thinking of sending in his resignation letter.

##### Simple Past Tense

Subject + Verb in the past form (base form of the verb + ed/d for regular verbs or past tense form of the irregular verbs)

Example: You spoke really well. I had my breakfast.

Subject + Didn’t + Verb in the base form

Example: You did not speak really well. I did not have my breakfast.

Did + Subject + Verb in the base form

Example: Did you speak really well? Did I have my breakfast?

Didn’t + Subject + Verb in the base form

Example: Didn’t you speak really well? Didn’t I have my breakfast?

Referring to an action that happened in the past

We went to the park yesterday evening. I totally forgot about the meeting.

Manu opened the door for the guests.

Referring to an action that was true for some time in the past

Karthik played tennis when he was in school.

Miss Holly worked as a guest lecturer at our college.

Santana used to love reading fantasy novels when she was younger.

Referring to an action that took place several times in the past

I worked as an academic counsellor for six months. We enjoyed playing Pictionary every time we met.

My father dropped me at school every day till I entered high school.

Exercises for Simple Past Tense

1. I (pay) the bills already.
2. The teacher (motivate) her kids to stand up for themselves and their fellow classmates.
3. Reena (to be) a student at Delhi University.
4. you (finish – interrogative) the science and maths assignments?
5. Tina (know – negative) about yesterday’s test.
6. he (complete – negative interrogative) the paper yet?
7. Rahul (play) basketball in college.
8. Will and Emma (to be) at the fair.
9. Manish (sell) all the sachets.
10. I (think) about it, but I don’t think it will work.

Answers:

1. I paid the bills already.
2. The teacher motivated her kids to stand up for themselves and their fellow classmates.
3. Reena was a student at Delhi University.
4. Did you finish the science and maths assignments?
5. Tina did not know about yesterday’s test.
6. Didn’t he complete the paper yet?
7. Rahul played basketball in college.
8. Will and Emma were at the fair.
9. Manish sold all the sachets.
10. I thought about it, but I don’t think it will work.

##### Past Continuous Tense

Subject + was/were + present participle (verb+ing) + the rest of the sentence

Examples:

I was listening to the news.

You were doing it again.

He was driving a car.

It was raining when you came.

Subject + was/were + not + present participle (verb+ing) + the rest of the sentence

Examples:

I was not listening to the news. You were not doing it again.

He was not driving a car.

It was not raining when you came.

Was/were + subject + present participle (verb+ing) + the rest of the sentence

Examples:

Was I listening to the news?

Were you doing it again?

Was he driving a car?

Was it raining when you came?

Wasn’t/weren’t + subject + present participle (verb+ing) + the rest of the

sentence (Or)

Was/were + subject + not + present participle (verb+ing) + the rest of the sentence

Examples:

Wasn’t I listening to the news? / Was I not listening to the news?

Weren’t you doing it again? / Were you not doing it again? Wasn’t he driving a car? / Was he not driving a car?

Wasn’t it raining when you came? / Was it not raining when you came?

Exercises for Past Continuos Tense

1. Oshin (prepare) dinner.
2. he (drive – negative) the car?
3. I (watch) TV when my mom came.
4. Sheela (play) the lead role in the skit.
5. Yesterday, we (clean) the house when the guests arrived.
6. She (do – negative) what the teacher had asked her to do.
7. you (feel – negative) good yesterday?
8. I (plan) to dance at my cousin’s wedding.
9. The train (run) late by an hour.
10. We (go) to buy new clothes for all of us.

Answers:

1. Oshin was preparing dinner.
2. Wasn’t he driving the car?
3. I was watching TV when my mom came.
4. Sheela was playing the lead role in the skit.
5. Yesterday, we were cleaning the house when the guests arrived.
6. She was not doing what the teacher had asked her to do.
7. Were you not feeling good yesterday?
8. I was planning to dance at my cousin’s wedding.
9. The train was running late by an hour.
10. We were going to buy new clothes for all of us.

##### Past Perfect Tense

Subject + had + past participle + the rest of the sentence

Examples:

I had completed my assignment before everyone else even started.

You had completed your assignment before everyone else even started. He had completed his assignment before everyone else even started.

She had completed her assignment before everyone else even started. They had completed their assignment before everyone else even started.

Subject + had + not + past participle + the rest of the sentence

Examples:

I had not completed my assignment.

You had not completed your assignment. He had not completed his assignment.

She had not completed her assignment. They had not completed their assignment..

Had + subject + past participle + the rest of the sentence

Examples:

Had I completed my assignment before everyone else even started?

Had you completed your assignment before everyone else even started? Had he completed his assignment before everyone else even started?

Had she completed her assignment before everyone else even started? Had they completed their assignment before everyone else even started?

Had + subject + not + past participle + the rest of the sentence (or)

Hadn’t + subject + past participle + the rest of the sentence

Examples:

Hadn’t I completed my assignment before everyone else even started? Hadn’t you completed your assignment before everyone else even started? Hadn’t he completed his assignment before everyone else even started?

Hadn’t she completed her assignment before everyone else even started? Hadn’t they completed their assignment before everyone else even started? Had you not finished your assignment before everyone else even started?

Had she not finished her assignment before everyone else even started? Had he not finished his assignment before everyone else even started?

Had they not finished their assignment before everyone else even started?

Exercises for Past Perfect Tense

1. Alice (read) all the Harry Potter novels by the time she was fifteen years old.
2. I (complete – negative) my work when my parents arrived.
3. When we were in college, we (perform) this song live.
4. My friend, Raimy already (watch) the movie before we met.
5. you (work – negative interrogative) at CTS before you started working at this

company?

1. My mom told me that we (meet) Priyanka already but I don’t think so.
2. My brother (solve) five math problems before I completed two.
3. The place (close) by the time we got there.
4. he (bring) all the documents when you reached?
5. We felt sad that the movie already (start) before we got there.

Answers:

1. Alice had read all the Harry Potter novels by the time she was fifteen years old.
2. I had not completed my work when my parents arrived.
3. When we were in college, we had performed this song live.
4. My friend, Raimy, had already watched the movie before we met.
5. Hadn’t you worked at CTS before you started working at this company?
6. My mom told me that we had met Priyanka already but I don’t think so.
7. My brother had solved five math problems before I completed two.
8. The place had closed by the time we got there.
9. Had he brought all the documents when you reached?
10. We felt sad that the movie had already started before we got there.

##### Past Perfect Continuous Tense

Subject + had + been + present participle + the rest of the sentence

Examples:

I had been cooking my mom’s favourite dish when she walked into the kitchen.

You had been cooking your mom’s favourite dish when she walked into the kitchen. He had been cooking his mom’s favourite dish when she walked into the kitchen.

She had been cooking her mom’s favourite dish when she walked into the kitchen. They had been cooking their mom’s favourite dish when she walked into the kitchen.

Subject + had + not + been + present participle + the rest of the sentence

Examples:

I had not been cooking my mom’s favourite dish when she walked into the kitchen.

You had not been cooking your mom’s favourite dish when she walked into the kitchen. He had not been cooking his mom’s favourite dish when she walked into the kitchen.

She had not been cooking her mom’s favourite dish when she walked into the kitchen. They had not been cooking their mom’s favourite dish when she walked into the kitchen.

Had + subject + been + present participle + the rest of the sentence

Examples:

Had I been cooking my mom’s favourite dish when she walked into the kitchen?

Had you been cooking your mom’s favourite dish when she walked into the kitchen? Had he been cooking his mom’s favourite dish when she walked into the kitchen?

Had she been cooking her mom’s favourite dish when she walked into the kitchen? Had they been cooking their mom’s favourite dish when she walked into the kitchen?

Had + subject + not + been + present participle + the rest of the sentence (or)

Hadn’t + subject + been + present participle + the rest of the sentence

Examples:

Hadn’t I been cooking my mom’s favourite dish when she walked into the kitchen? Hadn’t you been cooking your mom’s favourite dish when she walked into the kitchen? Hadn’t he been cooking his mom’s favourite dish when she walked into the kitchen?

Hadn’t she been cooking her mom’s favourite dish when she walked into the kitchen? Hadn’t they been cooking their mom’s favourite dish when she walked into the kitchen? Had you not been cooking your mom’s favourite dish when she walked into the kitchen? Had she not been cooking her mom’s favourite dish when she walked into the kitchen? Had he not been cooking his mom’s favourite dish when she walked into the kitchen?

Had they not been cooking their mom’s favourite dish when she walked into the kitchen?

Exercises for Past Perfect Continuous Tense

1. Derrick (work) at the hospital for over two years before he left for Spain.
2. I don’t think the place (function) well for a very long time before it shut down.
3. Theena (sing) for an hour before her mom arrived.
4. you (wait – interrogative) at the railway station for over two hours when the

train finally arrived?

1. How long you (stand) there to meet the manager?
2. The dogs (bark) continuously until the owner finally came home and fed them.
3. My brother (ask) me to buy him an Axon helmet for years before I could somehow make some money to buy him one.
4. They (live) in New York for four years when they had to leave due to personal reasons.
5. He (run) around for hours looking for my dog before I found him with my neighbour at the park.
6. My cousins (suggest) that we called the police when we found the burglars.

Answers:

1. Derrick had been working at the hospital for over two years before he left for Spain.
2. I don’t think the place had been functioning well for a very long time before it shut down.
3. Theena had been singing for an hour before her mom arrived.
4. Hadn’t you been waiting at the railway station for over two hours when the train finally arrived?
5. How long had you been standing there to meet the manager?
6. The dogs had been barking continuously until the owner finally came home and fed them.
7. My brother had been asking me to buy him an Axon helmet for years before I could somehow make some money to buy him one.
8. They had been living in New York for four years when they had to leave due to personal reasons.
9. He had been running around for hours looking for my dog before I found him with my neighbour at the park.
10. My cousins had been suggesting that we called the police when we found the burglars.

##### Simple Future Tense

Subject + Helping verb (will) + Base form of the verb + the rest of the sentence

For example: I will read the newspaper from tomorrow.

Subject + Will not/Won’t + Base form of the verb + the rest of the sentence

For example: I will not read the newspaper from tomorrow.

Will + Subject + base form of the verb + the rest of the sentence

For example: Will I read the newspaper from tomorrow?

Will + Subject + not + Base form of the verb + the rest of the sentence (or)

Won’t + Subject + Base form of the verb + the rest of the sentence

For example: Will I not read the newspaper from tomorrow?

Exercises for Simple Future Tense

1. Quinn (sing) at the final auditions.
2. Madame Smith (be) the judge for the cultural competitions.
3. you (finish – negative interrogative) writing the song before the event?
4. I don’t think he (enjoy) something like this.
5. Sandy had told me that it (rain – negative) today.
6. Adharsh (visit) you or not?
7. Amal (arrive – negative) in time for the reception.
8. Santana (be) your partner for the dance.
9. Do you think it (matter) to them at all?
10. Abdul (give) you all the instructions regarding what should be done when you get here.

Answers:

1. Quinn will sing at the final auditions.
2. Madame Smith will be the judge for the cultural competitions.
3. Won’t you finish writing the song before the event?
4. I don’t think he will enjoy something like this.
5. Sandy had told me that it will not rain today.
6. Will Adharsh visit you or not?
7. Amal will not arrive in time for the reception.
8. Santana will be your partner for the dance.
9. Do you think it will matter to them at all?
10. Abdul will give you all the instructions regarding what should be done when you get here.

##### Future Continuous Tense

Subject + Helping verb (will + be) + Past participle form of the verb + the rest of the sentence

For example: Balu will be performing at the International event in Australia.

Subject + Will not be/Won’t be + Past participle form of the verb + the rest of the

sentence

For example: Balu will not be performing at the International event in Australia.

Will + Subject + Be + Past participle form of the verb + the rest of the sentence

For example: Will Balu be performing at the International event in Australia?

Will + Subject + not + be + Past participle form of the verb + the rest of the sentence

(or)

Won’t + Subject + be + Past participle form of the verb + the rest of the sentence

For example: Will Balu not be performing at the International event in Australia?

##### Exercises for Future Continuous Tense.

1. Next month, at this time, I (chill) in Maldives along with my friends.
2. Nathan (reach) home at this time tomorrow.
3. Bindhu (work – negative) for a month as she has to take care of her sick mother.
4. Sue (attend – interrogative) the Glee club rehearsals the day after

tomorrow?

1. Gowtham (come – negative interrogative) along with you to Chennai?
2. Tania (try out – negative) for the relay this year.
3. Sandhya (help) us with the arrangements for tomorrow as Theena will not be able to do it.
4. Irene (lead – interrogative) the drill on Sports Day?
5. they (perform – negative interrogative) Don’t Stop Believing for the

Sectionals?

1. The students (participate) in the extracurricular activities organised by the senior

students on Children’s Day.

Answers:

1. Next month, at this time, I will be chilling in the Maldives along with my friends.
2. Nathan will be reaching home at this time tomorrow.
3. Bindhu will not be working for a month as she has to take care of her sick mother.
4. Will Sue be attending the Glee club rehearsals the day after tomorrow?
5. Won’t Gowtham be coming along with you to Chennai?
6. Tania will not be trying out for the relay this year.
7. Sandhya will be helping us with the arrangements for tomorrow, as Theena will not be able to do it.
8. Will Irene be leading the drill on Sports Day?
9. Will they not be performing Don’t Stop Believing for the Sectionals?
10. The students will be participating in the extracurricular activities organised by the senior students on

Children’s Day.

##### Future Perfect Tense

Subject + will + have + past participle + the rest of the sentence

Examples:

I will have dressed up by the time you reach home. You will have dressed up by the time they reach home. He will have dressed up by the time you reach home. She will have dressed up by the time you reach home. They will have dressed up by the time you reach home.

Subject + will + not + have + past participle + the rest of the sentence

Examples:

I will not have dressed up by the time you reach home. You will not have dressed up by the time they reach home. He will not have dressed up by the time you reach home. She will not have dressed up by the time you reach home. They will not have dressed up by the time you reach home.

Will + subject + have + past participle + the rest of the sentence

Examples:

Will I have dressed up by the time you reach home? Will you have dressed up by the time they reach home? Will he have dressed up by the time you reach home? Will she have dressed up by the time you reach home? Will they have dressed up by the time you reach home?

Will + subject + not + have + past participle + the rest of the sentence (or)

Won’t + subject + have + past participle + the rest of the sentence

Examples:

Will I not have dressed up by the time you reach home? Will you not have dressed up by the time they reach home? Will he not have dressed up by the time you reach home? Will she not have dressed up by the time you reach home? Will they not have dressed up by the time you reach home? Won’t I have dressed up by the time you reach home?

Won’t you have dressed up by the time they reach home? Won’t he have dressed up by the time you reach home? Won’t she have dressed up by the time you reach home? Won’t they have dressed up by the time you reach home?

Adverbs that can be used with the Future Perfect Tense

* Before
* By the time
* By (a specific time)
* When
* After
* By (date/year)
* By then
* Until
* By the end of
* Till
* By the year 2022

Exercises for Future Perfect Tense

1. Mom (cook) our favourite meal since we are going home after a really long time.
2. I think all the plants (grow) before I return.
3. Sindhu (forget – negative) anything by now.
4. you (complete – interrogative) the invitations before 7 p.m.
5. He (learn) all the songs by heart before anyone else does.
6. Do you think Karl (find) all the answers to the questions you gave him by now?
7. I guess I (finish) my painting by Monday.
8. All our relatives (arrive) at the hotel in the morning.
9. they (paint – negative interrogative) the house before the guests arrived?
10. We (meet) the Principal before noon.

Answers:

1. Mom will have cooked our favourite meal since we are going home after a really long time.
2. I think all the plants will have grown before I return.
3. Sindhu will not have forgotten anything by now.
4. Will you have completed the invitations before 7 p.m.
5. He will have learnt all the songs by heart before anyone else does.
6. Do you think Karl will have found all the answers to the questions you gave him by now?
7. I guess I will have finished my painting by Monday.
8. All our relatives will have arrived at the hotel in the morning.
9. Won’t they have painted the house before the guests arrived?
10. We will have met the Principal before noon.

##### Future Perfect Continuous Tense

Subject + will + have + been + present participle of the main verb + the rest of the sentence

Examples:

In January, I will have been living in San Francisco for ten years.

In January, you will have been living in San Francisco for ten years. In January, he will have been living in San Francisco for ten years. In January, she will have been living in San Francisco for ten years. In January, they will have been living in San Francisco for ten years.

Subject + will + not + have +been + present participle of the main verb + the rest of the sentence

Examples:

In January, I will not have been living in San Francisco for ten years.

In January, you will not have been living in San Francisco for ten years. In January, he will not have been living in San Francisco for ten years.

In January, she will not have been living in San Francisco for ten years. In January, they will not have been living in San Francisco for ten years.

Will + subject + have + been + present participle of the main verb + the rest of the sentence

Examples:

In January, will I have been living in San Francisco for ten years?

In January, will you have been living in San Francisco for ten years? In January, will he have been living in San Francisco for ten years? In January, will she have been living in San Francisco for ten years? In January, will they have been living in San Francisco for ten years?

Will + subject + not + have + been + present participle of the main verb the rest of the sentence

(or)

Won’t + subject + have + been + present participle of the main verb + the rest of

the sentence

Examples:

In January, will I not have been living in San Francisco for ten years?

In January, will you not have been living in San Francisco for ten years? In January, will he not have been living in San Francisco for ten years? In January, will she not have been living in San Francisco for ten years? In January, will they not have been living in San Francisco for ten years? In January, won’t I have been living in San Francisco for ten years?

In January, won’t you have been living in San Francisco for ten years? In January, won’t he have been living in San Francisco for ten years? In January, won’t she have been living in San Francisco for ten years? In January, won’t they have been living in San Francisco for ten years?

Exercises for Future Perfect Continuous Tense.

1. Sam and Quinn will definitely not be that exhausted when they get here as they

(drive – negative) for so long.

1. Vinita (walk) around for hours.
2. How long they (play – interrogative) the guitar next year?
3. Next week, Tharun (work – negative) for more than a year.
4. In November, Devika (teach) at this school for three years.
5. We are late. I guess Aldrin and Sam (wait) for us.
6. Ashwin will be very tired when he gets home as he (exercise) for over an hour.
7. Neelaveni Ma’am (train – negative interrogative) students for more than

twenty years at the end of this academic year?

1. you (live – interrogative) in Australia for over a year when you finish

your studies?

1. When you come at 8 p.m, they (practise) long enough?

Answers:

1. Sam and Quinn will definitely not be that exhausted when they get here as they will not have been driving for so long.
2. Vinita will have been walking around for hours.
3. How long will they have been playing the guitar next year?
4. Next week, Tharun will not have been working for more than a year.
5. In November, Devika will have been teaching at this school for three years.
6. We are late. I guess Aldrin and Sam will have been waiting for us.
7. Ashwin will be very tired when he gets home as he will have been exercising for over an hour.
8. Won’t Neelaveni Ma’am have been training students for more than twenty years at the end of this

academic year?

1. Will you have been living in Australia for over a year when you finish your studies?
2. When you come at 8 p.m, will they have been practising long enough?
3. **Simple,Complex and Compound sentences.**

Simple sentences.

* A simple sentence should have at least one subject and one predicate.
* A simple sentence can have multiple subjects which can be combined using conjunctions. They are called compound subjects.
* Likewise, a simple sentence can also have compound predicates. Compound predicates have two or more verbs but they share the same subject/s.
* A simple sentence does not have a dependent clause or a subordinate clause but just one independent clause/main clause.
* A simple sentence should express a complete thought.
* A simple sentence can be a declarative sentence, an interrogative sentence or an exclamatory sentence. So punctuation marks like a full stop, a comma, a question mark and an - exclamation mark can be used in simple sentences.
* A simple sentence can have prepositions, adverbs, adjectives, adverb clauses and prepositional phrases.

Examples of Simple Sentences

I am a student at New York Academy of Dramatic Arts.

Abner, Ashwin and Karthi are going to Thailand for their vacation. Suraj was singing and dancing.

This is a wonderful place!

I don’t like milk.

I was waiting at the park.

Complex Sentences

* A complex sentence follows a particular structure. It should have at least one independent clause and one subordinate clause.
* When forming a complex sentence, make sure you use a subordinating conjunction to link them together. If the subordinating conjunction is used in between the two clauses, you need not use a comma before the conjunction. In case the subordinating conjunction appears in the beginning of a sentence forming a dependent clause, use a comma after it.
* You can also make use of relative pronouns to form relative clauses which are also subordinate clauses. That means, a sentence with a relative clause and an independent clause can also pass off as a complex sentence. When using a relative clause, make sure you enclose them within commas. They are mostly some extra information about the subject or object in the sentence.

Examples of Complex Sentences

* After I finish my work, I will be meeting my friend.
* Since you helped out, we completed everything in time.
* As soon as the initial introduction is over, we will have the prayer song.
* The children were asked to go home because it was too late.
* The teacher, who taught us French, was the reason we decided to take French in college as well.
* If you want to reach on time, you better start immediately.
* Although she did not have much interest in learning English, she somehow made it a point to do it.
* In the event of you being elected the Chairperson of the Students Union, what will you do for the benefit of the student community?
* The place, where we first met, will always be my favourite spot.
* Unless you make up your mind, nothing can be done.

Compound Sentences

* Remember that compound sentences are a combination of more than one main clause. A main clause or an independent clause is a clause that can stand by itself and pass off as a complete and meaningful sentence.
* Make sure you use a comma before the coordinating conjunction that links the two independent clauses. The coordinating conjunctions that can be used to link the clauses in a compound sentence are for, and, nor, but, or, yet, so.
* In some cases, you can also form a compound sentence without the use of a coordinating conjunction. When you do so, you have to place a semicolon in between the two main clauses.
* As far as capitalisation is concerned, you have to capitalise only the first letter of the first word in the compound sentence. Unless you are using proper nouns in the sentence, do not think of capitalising any other word.
* Note that you can also use conjunctive adverbs like however, anyway, meanwhile, likewise, otherwise, etc. to combine the main clauses to form a compound sentence. If you are using conjunctive adverbs, make sure you use a semicolon before it and a comma after it.

Examples of Compound Sentences

* All the employers have been requesting for a change in working hours for many months now; however, the company has not made any changes yet.
* My parents want me to become an IAS officer, but I want to become a teacher.
* My mom was too tired, yet she cleaned the house.
* My father is back home; however, we don’t know when he will leave again.
* Study well or you will not pass.
* Nobody was prepared for the test, so the teacher started a new lesson.
* He ate too much, and he felt ill.
* We are happy you made a contribution for the people affected by floods; any amount will be appreciated.
* We have never been to Dubai nor have we ever been to India.

Exercises

1. **Identify the Type of Sentence**
   1. I did not know that this food was meant only for the staff.
   2. She is innocent, so she has appealed to the court.
   3. If you are not ready with the song, it is better to let them know.
   4. She will come home or I will stay back at her place.
   5. In the evening, I am going to the park.
   6. The sun looks amazing today.
   7. I remember the day that we met very well.
   8. Nithi is not keeping well, yet she decided to go to work.
   9. After they reach the hotel, they will inform us.
   10. We are going to the park.

Answers:

1. I did not know that this food was meant only for the staff.

Sentence Type – Complex sentence

Main Clause – I did not know

Subordinate Clause – That this food was meant only for the staff

1. She is innocent, so she has appealed to the court.

Sentence Type – Compound sentence

Main Clause – She is innocent

Main Clause – She has appealed to the court

1. If you are not ready with the song, it is better to let them know.

Sentence Type – Complex Sentence

Main Clause – It is better to let them know

Subordinate Clause – If you are not ready with the song

1. She will come home or I will stay back at her place.

Sentence Type – Compound Sentence

Main Clause – She will come home

Main Clause – I will stay back at her place

1. In the evening, I am going to the park.

Sentence Type – Simple Sentence

Main Clause – I am going to the park

1. The sun looks amazing today.

Sentence Type – Simple Sentence

Main Clause – The sun looks amazing today

1. I remember the day that we met very well.

Sentence Type – Complex Sentence

Main Clause – I remember the day very well

Subordinate Clause – That we met

1. Nithi is not keeping well, yet she decided to go to work.

Sentence Type – Compound Sentence

Main Clause – Nithi is not keeping well

Main Clause – She decided to go to work

1. After they reach the hotel, they will inform us.

Sentence Type – Complex Sentence

Main Clause – They will inform us

Subordinate Clause – After they reach the hotel

1. We are going to the park.

Sentence Type – Simple Sentence

Main Clause – We are going to the park

1. Combine the Sentences to Form Compound Sentences
   1. My mother is sick. My mother is going to the doctor.
   2. Jibin has gone to Hyderabad. Jibin has not found any jobs yet.
   3. Nalini was not satisfied with her birthday dress. Nalini wore it anyway.
   4. Jaffar called me yesterday. I was not able to attend his call.
   5. Tina had to present the paper today. Nancy volunteered to do it.
   6. It was raining the whole day. We decided to go to the park.
   7. Firoz will pick you up. We will book a cab for you.
   8. Nobody knew where to go. We asked some random people for directions to the hills.
   9. Let them know. You will have to suffer the consequences.
   10. My mom was cleaning the house. I helped with the plates.

Answers:

1. My mother is sick. My mother is going to the doctor.

My mother is sick, so she is going to the doctor.

1. Jibin has gone to Hyderabad. Jibin has not found any jobs yet.

Jibin has gone to Hyderabad; but he has not found any jobs yet.

1. Nalini was not satisfied with her birthday dress. Nalini wore it anyway.

Nalini was not satisfied with her birthday dress; however, she wore it.

1. Jaffar called me yesterday. I was not able to attend his call.

Jaffar called me yesterday, but I was not able to attend his call.

1. Tina had to present the paper today. Nancy volunteered to do it.

Tina had to present the paper today; instead, Nancy volunteered to do it.

1. It was raining the whole day. We decided to go to the park.

It was raining the whole day; however, he decided to go to the park.

1. Firoz will pick you up. We will book a cab for you.

Firoz will pick you up, or we will book a cab for you.

1. Nobody knew where to go. We asked some random people for directions to the hills.

Nobody knew where to go, so we asked some random people for directions to the hills.

1. Let them know. You will have to suffer the consequences.

Let them know or you will have to suffer the consequences.

1. My mom was cleaning the house. I helped with the plates.

My mom was cleaning the house; meanwhile I helped with the plates.

1. Combine the Sentences to Form Complex Sentences
   1. You speak up. Nobody is going to know.
   2. You are the only friend. You taught me right from wrong.
   3. I was not happy. I went to the reception for the sake of my friend.
   4. You do not finish it. You will have to face the consequences.
   5. I do not know the person. He owns a brand new Mercedes Benz.
   6. My brother does not watch animation movies. My brother liked Kungfu Panda.
   7. I don’t think I will be able to make it. I missed the bus.
   8. You should do it. I will have to ask Praveen to do it.
   9. There are no trains available. We took a flight.
   10. Seetha finishes her work. Seetha will be on her way.

Answers:

1. You speak up. Nobody is going to know.

Unless you speak up, nobody is going to know.

1. You are the only friend. You taught me right from wrong.

You are the only friend who taught me right from wrong.

1. I was not happy. I went to the reception for the sake of my friend.

Though I was not happy, I went to the reception for the sake of my friend.

1. You do not finish it. You will have to face the consequences.

If you do not finish it, you will have to face the consequences.

1. I do not know the person. He owns a brand new Mercedes Benz.

I do not know the person who owns a brand new Mercedes Benz

1. My brother does not watch animation movies. My brother liked Kung Fu Panda.

Even though my brother does not watch animation movies, he liked Kung Fu Panda.

1. I don’t think I will be able to make it. I missed the bus.

I don’t think I will be able to make it because I missed the bus.

1. You should do it. I will have to ask Praveen to do it.

Either you should do it or I will have to ask Praveen to do it.

1. There are no trains available. We took a flight.

As there were no trains available, we took a flight.

1. Seetha finishes her work. Seetha will be on her way.

As soon as Seetha finishes her work, she will be on her way.

##### Negation

Example

I like to sing = I do not like to sing.

1. Negation in Tenses
   1. Present Indefinite Tense Do = do not/ don’t, does = does not/doesn’t.
   2. Present Continuous Tense Am = am not, is = is not/isn’t, are = are not, aren’t.
   3. Present Perfect Tense Have = have not/haven’t, has = has not/hasn’t
   4. Present Perfect Continuous tense Has been = has not been, have been = have not been
   5. Past Indefinite tense Did = did not/didn’t
   6. Past Continuous tense Was = was not/wasn’t, were = were not/ weren’t
   7. Past Perfect Tense Had = had not/hadn’t
   8. Past Perfect Continuous Tense Had been = had not been/hadn’t been
   9. Future Indefinite Tense Shall = shall not, will = will not/won’t
   10. Future Continuous tense Shall be = shall not be, will be = will not/won’t
   11. Future Perfect Tense Shall have = shall not have, will have = will not have/won’t have
   12. Future Perfect Continuous Tense Shall have been = shall not have been,

will have been = will not have been/won’t have been

1. Negation in Modal-auxiliary

Can - Can not/ can’t

Shall - Shall not

Could - Could not/ couldn’t

Should - Should not/shouldn’t

May - May not

Will - Will not/won’t Might - Might not/mightn’t would - Would not/wouldn’t Must - Must not/mustn’t Ought to- Ought not to

Need - Need not/needn’t

1. Negation in Words

Some words such as ever, anybody, anyone, anything, anywhere, instead of never, nobody, no one, nothing, nowhere, etc. represent the Negation.

Examples:

I do not think he can ever reach within time.

Negation Exercise

* 1. I like her a lot.

Answer: I don’t like her a lot.

* 1. He is working on it.

Answer: He isn’t working on it.

* 1. We have decided to go there.

Answer: We haven’t decided to go there.

* 1. You have been my best friend since we know each other.

Answer: You haven’t been my best friend since we know each other.

* 1. She lied to me last night.

Answer: She didn’t lie to me last night.

* 1. They were playing soccer in the rain.

Answer: They weren’t playing soccer in the rain.

* 1. He had done everything that was asked of him.

Answer: He hadn’t done everything that was asked of him.

* 1. I had been working there for 3 years.

Answer: I hadn’t been working there for 3 years

* 1. They will come to visit you whenever possible. Answer: They will come to visit you whenever possible.
  2. She will be back home soon.

Answer: She won’t be back home soon

##### Question Tag

simple statement followed by a short question.

* If the statement is positive or affirmative, the question tag should be negative, and if the statement is negative, the question tag used should be positive.
* When there are two verbs (a main verb and an auxiliary/helping verb) in a sentence, the question tag

should be formed using the auxiliary verb. For example: They were waiting for her, weren’t they?

* If the sentence contains a modal auxiliary verb, the question tag has to be formed using the modal

verb. For example: The students should bring their parents for the meeting, shouldn’t they?

* Sentences with ‘have’, ‘has’ and ‘had’ as the main verb use the positive and negative form of ‘do’ as the question tag. For example: You have a pair of shoes, don’t you?
* Sentences with pronouns such as ‘nothing’ and ‘nobody’ should be considered negative statements

and a positive tag has to be used. For example, Nothing is working, is it?

* Sentences with action verbs in the simple present tense form a question tag using the verb ‘do/does’ and its corresponding negative form. For example: He teaches Chemistry, doesn’t he?
* A sentence in the past tense will have question tags formed using the verb ‘did’. For example: Harry and Ron played tennis, didn’t they?
* As far as imperative sentences are concerned, use the positive or negative form of the verb ‘will’ to

form the question tag.

Positive Statement – Negative Tag

Subject + Verb Question Tag + Pronoun

Negative Statement – Positive Tag

Subject + Verb Question Tag + Pronoun

Simple Present Tense

I am

Aren’t I?

I am not Am I?

You are

Aren’t you?

You are not

Are you?

He is

Isn’t he?

He is not Is he?

She is

Isn’t she?

She is not Is she?

It is

Isn’t it?

It is not Is it?

They are

Aren’t they?

They are not Are they?

We are

Aren’t we?

We are not Are we?

Simple Past Tense

I was

Wasn’t I?

I was not Was I?

You were

Weren’t you?

You were not Were you?

He was

Wasn’t he?

He was not Was he?

She was

Wasn’t she?

She was not Was she?

It was

Wasn’t it?

It was not Was it?

They were

Weren’t they?

They were not Were they?

We were

Weren’t we?

We were not Were we?

Simple Future Tense

I will

Won’t I?

I will not Will I?

You will

Won’t you?

You will not Will you?

He will

Won’t he?

He will not Will he?

She will

Won’t she?

She will not Will she?

It will

Won’t it

It will not Will it?

They will

Won’t they?

They will not Will they?

We will

Won’t we?

We will not Will we?

Present Perfect Tense

I have

Haven’t I?

I have not Have I?

You have

Haven’t you?

You have not Have you?

He has

Hasn’t he?

He has not Has he?

She has

Hasn’t she?

She has not Has she?

It has

Hasn’t it?

It has not Has it?

They have

Haven’t they?

They have not Have they?

We have

Haven’t we?

We have not Have we?

Past Perfect Tense

I had

Hadn’t I?

I had not Had I?

You had

Hadn’t you?

You had not Had you?

He had

Hadn’t he?

He had not Had he?

She had

Hadn’t she?

She had not Had she?

It had

Hadn’t it?

It had not Had it?

They had

Hadn’t they?

They had not

Had they?

We had

Hadn’t we?

We had not Had we?

Future Perfect Tense

I will have

Won’t I?

I will not have Will I?

You will have

Won’t you?

You will not have Will you?

He will have

Won’t he?

He will not have Will he?

She will have

Won’t she?

She will not have Will she?

It will have

Won’t it

It will not have Will it?

They will have

Won’t they?

They will not have Will they?

We will have

Won’t we?

We will not have Will we?

Examples:

Positive Statements with Negative Question Tags

Shahina is the new lead, isn’t she?

They have confirmed, haven’t they?

Tharun and Varun are on their way to the airport, aren’t they? Her father is a doctor, isn’t he?

The baby elephant that fell into the well was rescued by the locals, wasn’t it?

Arranging transport and accommodation for the guests had been their first priority, hadn’t it? You like cookies, don’t you?

Bring me some tissue papers, will you?

They bought a new LED television, didn’t they?

You have been looking for an apartment, haven’t you?

Negative Statements with Positive Question Tags

Ritu and Brinha were not the best of friends from the start, were they? Sheena will not be attending the ceremony, will she?

She would not have done that, would she? They have not arrived yet, have they?

Buying a new car when you already had a loan wasn’t a good idea, was it? Making small talk isn’t your forte, is it?

Balu, the bear isn’t the one that saves Mowgli from the monkeys, is it?

All students have not submitted their assignments yet, have they? Tina had not informed the others about the change of venue, had she? You cannot survive without your phone, can you?

Exercises for Question Tags.

1. You must be there by 11:30 a.m.,
2. Gowri is not present today,
3. The teacher had asked you to submit an address proof,
4. He is the prime suspect,
5. Harini and Gowtham were not here,
6. Get me the duster,
7. I don’t think your sister will be pleased to see this,
8. You will have waited for me,
9. They brought a bottle of wine when they came,
10. Dom and Andreah have a baby girl,

Answers:

1. You must be there by 11:30 a.m., mustn’t you?
2. Gowri is not present today, is she?
3. The teacher had asked you to submit an address proof, hadn’t she?
4. He is the prime suspect, isn’t he?
5. Harini and Gowtham were not here, were they?
6. Get me the duster, will you?
7. I don’t think your sister will be pleased to see this, will she?
8. You will have waited for me, won’t you?
9. They brought a bottle of wine when they came, didn’t they?
10. Dom and Andreah have a baby girl, don’t they?

##### Articles

Types of Articles

There are three articles in English – ‘a’, ‘an’ and ‘the’. These articles are divided into two types namely:

i)Definite Article ii)Indefinite Article

1. Definite Article

‘the’ is said to be the definite article.

A definite article is used to determine something that is specific or particular. It is also used before plural nouns and to indicate the superlative degree of comparison.

it can be used before collective nouns as well. Examples:

The Sun sets in the west.

The children are playing cricket

The crowd sang along with the band.

This is the world’s longest river.

1. Indefinite Article

The articles ‘an’ and ‘an’ are termed as indefinite articles.

An indefinite article, as the name suggests, is used to indicate something that is not definite or specific. It can also be used before singular nouns.

‘an’ is used before singular nouns that start with vowel sounds and ‘a’ is used before singular nouns that

begin with consonant sounds. Examples:

I had an apple for breakfast.

Do you have an eraser?

I saw an aeroplane.

She has a pet dog.

My father is a doctor.

My brother gave me a calculator.

Exceptions

Words starting with a vowel, but use ‘a’ instead of ‘an’:

One University Unique Uniform Unit Eucalyptus Utensil Euro

UFO

Words starting with a consonant, but use ‘an’ instead of ‘a’.

Hour Honest

Hourly MBA MBBS MA

MSc MMR

MCom MLA NCC

Honorary X-ray Xmas

Exercises for Articles:

1. Have you watched new movie?
2. I have never used computer.
3. Do you know multiplication tables?
4. Sandra brought apple.
5. Madhu has teddy bear.
6. chairs are all broken.
7. The janitor asked students to walk carefully as floor was wet.
8. I have finished reading book you lent me.
9. Hari is planning to buy new car.
10. He has been waiting for hour.

Answers:

1. Have you watched the new movie?
2. I have never used a computer.
3. Do you know the multiplication tables?
4. Sandra brought an apple.
5. Madhu has a teddy bear.
6. The chairs are all broken.
7. The janitor asked the students to walk carefully as the floor was wet.
8. I have finished reading the book you lent me.
9. Hari is planning to buy a new car.
10. He has been waiting for an hour.

##### Yes or No Questions

Questions that need either a 'yes' or a 'no' answer are called yes-no questions: Do you like vanilla ice cream? (answer: yes or no)

Have you ever seen a ghost? (answer: yes or no)

1. With an auxiliary verb

auxiliary verb (be, do or have) + subject + main verb or with a modal verb + subject + main verb: Examples:

Be: Is she working very hard?

Were they travelling together?

Do: Does that taste okay?

Did you go to the concert?

Have: Have they eaten yet?

Had they visited Rome before?

Modal: Could you help me lift this?

Should I open the window?

1. Without an auxiliary verb

be + subject Examples:

Is the weather nice in Turkey in the winter?

Was she angry when you told her about the accident? Have you an identity card?

Do you have an identity card? Have you got an identity card?

1. Negative yes-no questions

Isn’t that Pauline’s car?

Shouldn’t we be leaving?

Isn’t that the oldest building on this street?

Exercises for Yes or No Questions:

* 1. Am I your friend?

Ans:Yes, you are my friend.

* 1. Is this a good restaurant? Ans:No, it is not a good restaurant.
  2. Are these islands Greek? Ans:Yes, these islands are Greek.
  3. Was his idea interesting?

Ans:No, his idea was not interesting.

* 1. Were they happy?

Ans:Yes, they were happy.

* 1. Am I at the correct location?

Ans:No, you aren’t.

* 1. Are the keys under the books? Ans:No, they are not.
  2. Am I going with you and Tom? Ans:Yes, you are.
  3. Is she working today?

Ans:No, she isn’t.

* 1. Is gold mined in Canada?

Ans:Yes it is.

##### WH Question

WH-questions are questions starting with WH-words including: what, when, where, who, whom, which, whose, why and how.

What

Used to ask about things

* What are you doing?
* What do you think about the movie?

When

Used to ask about time

* When will the meeting start?
* When are you leaving?

Where

Used to ask about places

* Where’s my bag?
* Where do you live?

Who

Used to ask about people

* Who do you love the most in your family?
* Who told you that story?

Whom

Used to ask about people (object of verb)

* Whom did you see in the morning? I saw Mr. Mark, my English teacher.
* Whom was Jim talking to? He was talking to Jack, his new roommate.

Which

Used to ask about choices

* Which one do you choose? The left or right?
* Of all the drinks in the menu, which one would you like?

Whose

Used to ask about possession

* Whose pencil is this? Is it yours?
* Whose books are these?

Why

Used to ask about reasons/ causes

* Why did it happen? I didn’t understand.
* Why is he crying?

How

Used to ask about manner/ process

* How can you explain this problem? Please tell us.
* How can you get here?

Forming WH questiuons

1. with an auxiliary

Wh-word + auxiliary + subject + main verb

* Auxiliary verbs are helping verbs (not main verbs).
* Common auxiliary verbs include be, do, have. Others are will, shall, would, can, could, must, should, may, might, etc.

Examples:

* What do you do for a living?
* Why should we read books?
* When is she coming?

1. without any auxiliary

Wh-word + main verb

What happened to Peter?

A bad accident happened to him today.

Who won the game?

Tio won the game.

Who gave you this present?

My cousin gave me this present.

**who** - person - Who's that? That's Nancy.

**where** - place - Where do you live? In Boston

**why** - reason - Why do you sleep early? Because I've got to get up

early

**when**- time - When do you go to work? At 7:00

**how** - manner - How do you go? By car

**what**- object, idea or action - What do you do? I am an engineer

**which** - choice - Which one do you prefer? The red one.

**whose**- possession - Whose is this book? It's Alan's.

**whom**- object of the verb - Whom did you meet? I met the manager. **what**- kind description - What kind of music do you like? I like quiet songs **what time**- time - What time did you come home?

**how many** - quantity (countable) - How many students are there? There are twenty. **how much** - amount, price(uncountable) - How much time have we got? Ten minutes **how long**- duration, length - How long did you stay in that hotel? For two weeks.

**how often** - frequency - How often do you go to the gym? Twice a week.

**how far**- distance - How far is your school? It's one mile far.

**how old** - age - How old are you? I'm 16.

**how come** - reason - How come I didn't see you at the party?

Exercises for WH questions

1. Fill in the correct WH words.
   1. do you live? - I live in London.
   2. 's that girl? - She's my sister.
   3. do you go to school? - By bus.
   4. do banks open? - At eight O'clock.
   5. are you wearing that coat? - Because it's hot!

Answers:

Where do you live? who 's that girl?

How do you go to school?

When do banks open?

Why are you wearing that coat?

1. Form questions with WH words.
   1. They went to Spain.
   2. He writes novels.
   3. Lacy likes soccer
   4. The girls watched a serial.
   5. He discovered the truth.

Answers:

They went to Spain. - Where did they go? He writes novels. - What does he write? Lacy likes soccer. - Who likes soccer?

The girls watched a serial. - What did the girls watch? He discovered the truth - What did he discover?

##### Subject-Verb Agreement

refers to the agreement between the subject and the verb. This is mainly with reference to singular and plural nouns/pronouns that act as subjects.

1. the use of a singular verb with a singular subject and a plural verb with a plural subject.

The subject can be a noun, a pronoun or even a noun phrase.

If it is a pronoun, the subject-verb agreement is done with reference to the person of the pronoun.

For example:

Rachel spends her free time listening to music. (Singular subject with singular verb) Blaine and Kurt play the piano. (Plural subject with plural verb)

She likes to have a dessert after every meal. (Third person singular pronoun with singular subject)

1. When using the ‘be’ form of verbs, there is an exception. In this case,

the verb is used according to the number and person of the subject.

First person - singular- I- am - I am confident.

First person - plural- We - are - We are confident.

Second person - singular/plural - You - are - You are confident. Third person - singular - He is - He is confident.

|  |  |  |
| --- | --- | --- |
| She | - is | - She is confident. |
| It | - is | - It is amazing. |

Third person - plural - They are - They are confident.

1. The use of ‘have’ and ‘has’ in the present perfect tense, the present perfect continuous tense and as a main verb is also dependent on the subject. All singular subjects use ‘has’ and all plural subjects use ‘have’.

For example:

I have a younger brother.

You have taken the wrong cut. Swetha has a pet dog.

William Shakespeare has written around 37 plays.

Finn has been waiting to talk to you about the test results.

1. Compound subjects combined using the conjunction ‘and’ take a

plural verb.

For example:

Krish and Radha are on their way to the airport.

Caren, Sheela and Akash have completed their assessments.

1. When more than one noun is joined by the conjunction ‘or’, the

subject is considered to be singular and a singular verb is used.

For example:

Celery or spring onion works fine.

Your mom or dad has to be here in an hour.

1. Sentences with pronouns such as anybody, anyone, no one, somebody, someone, everybody, everyone, nothing and nobody are treated as singular subjects and will therefore use a singular verb.

For example:

Nobody has understood anything.

Everyone was happy with the outcome. Nothing fits me well.

No one finds the movie interesting.

1. For sentences using ‘either..or’ and ‘neither..nor’, the verb should

agree with the noun or pronoun that comes just before it.

For example:

Neither Ricky nor Gina is here yet.

Either the teacher or the students have to take an initiative to keep the classroom clean. Neither the children nor their parents are aware of the consequences.

1. When sentences have subjects like police, news, scissors, mathematics, etc. (nouns that are plural by default), the verb used should be plural.

For example:

The news of demonetisation shocks the entire nation. The police have been looking for the culprits.

1. When a negative sentence is written, the ‘do’ verb is used and it has

to match the subject.

For example:

The children do not like working out trigonometry problems.

My father does not work at the bank anymore.

1. Interrogative sentences also take the help of the ‘do’ verb. As far as the subject-verb agreement of interrogative sentences is concerned, the first verb (‘be’ verb or ‘do’ verb) has to be aligned with the subject of the sentence.

For example:

Do you read thriller novels?

Doesn’t she know you already?

Is Tina happy with the new house? Were you looking for me?

Has Sharon submitted her final project yet?

1. When you have sentences that begin with ‘here’, ‘there’, ‘this’, ‘that’, ‘those’, ‘these’, etc., always remember that the subject follows the verb and therefore the verb has to be conjugated with reference to the subject.

For example:

Here is your book.

There lies your shirt.

That was a great movie.

There have been many changes in the timetable.

1. Abstract nouns and uncountable nouns are considered as singular subjects, so make sure you use a singular verb along with it.

For example:

Honesty is the best policy.

Love makes people do crazy things.

Good friendship keeps your mind and body healthy.

1. When the subject refers to a period of time, distance or a sum of money, use a singular verb.

For example:

1267 kilometres is too long for us to travel in half a day.

10 years is not considered optimum to go on the water slide.

Don’t you think 1000 rupees is a little too much for a portrait?

1. The next rule is based on the use of collective nouns as subjects. Remember that when you have a collective noun as the subject of the sentence, the verb can be singular or plural based on the sentence and the context.

For example:

My family is settled in Australia.

All groups of participants have arrived.

1. In sentences that have adjectives such as ‘all’, ‘a lot of’, ‘lots of’ or ‘some’ are used along with nouns to form a phrase that acts as the subject of the sentence, the verb is used according to the noun just before it.

For example:

All of my dresses have become tight. A lot of food is left out.

Some of the books are torn and damaged.

1. When a sentence begins with ‘each’ or ‘every’ as the subject, it is

considered singular and so the verb has to be singular too.

For example:

Each student has been asked to provide a consent letter.

Every teacher, parent and student is expected to work together.

1. When you are using a sentence to express a wish or a sentence expressing a request, verbs are used a little differently from other sentences.

For example:

I wish I were a bird.

If you were here, I would not be sad.

We request that everyone make their choices now.

Exercises for Subject-Verb Agreement

Go through the following sentences, analyse if the verb agrees with its subject and make changes if necessary.

1. One of the plates are broken.
2. The seven children from Chennai has been selected for the final round of the quiz.
3. Neither the children nor the teacher has reached yet.
4. Sheena and her sister is here to see you.
5. A lot of food choices was given.
6. My parents lives in New Zealand.
7. Don’t you think 4 days are a little too long?
8. Do anyone know where the lift is?
9. The little girl do not like mangoes for some reason.
10. You has brought all that I had asked for.

Answers:

1. One of the plates is broken.
2. The seven children from Chennai have been selected for the final round of the quiz.
3. Neither the teacher nor the children have reached yet.
4. Sheena and her sister are here to see you.
5. A lot of food choices were given.
6. My parents live in New Zealand.
7. Don’t you think 4 days is a little too long?
8. Does anyone know where the lift is?
9. The little girl does not like mangoes for some reason.
10. You have brought all that I had asked for.

##### Prepositions

a word that connects a noun, a noun phrase, or a pronoun to another word, esp. to a verb, another noun, or an adjective

1. Prepositions of Time

used to show when something is happening. For example:

on - We will be meeting on Friday.

from,to - The supermarket will be closed from 9 p.m. to 9 a.m. after - Can you come after some time?

until - We have been asked to work from home until the end of May.

during - The whole country was asked to stay home during the pandemic to ensure safety and well- being.

1. Prepositions of Place

on - I have kept the book I borrowed from you on the table. behind - Henry hid behind the door.

over - The dog jumped over the fence.

between - Can you place the red roses in between the white daisies? in front of - He was waiting in front of the EB office.

1. Prepositions of Direction

toward - The girl ran toward her father the moment she saw him. into - Jerry jumped into the river to help his sister.

to - Veena passed the book to Priya.

from - When will Salvia be returning from London? across - Neena lives across the street.

1. Prepositions of Location

at - Kenny would be staying at his cousin’s place for the weekend. in - Make sure you keep all the toys back in its place after you play. on- I lay on the floor for a really long time.

Examples of Prepositions

On At In

Over Around Through Opposite to

In front of Behind Beneath Beside Above Below Under Underneath Down

Up Out With Into Onto Across After Before Near Among Along

Between

Toward Away From To Next to By Until About

Exercises on Prepositions:

1. Look the painting on the wall.
2. He has cut his finger a knife.
3. The novel was written a famous author.
4. He will arrive 7 a.m.
5. Trains pass the tunnel.
6. There are dirty spots the floor.
7. Leave the papers the table.
8. They sat the grass.
9. We stood one foot.
10. Tom had a blister his foot.
11. He wore a golden ring his finger.
12. There is a coat a hook.
13. He has no chance winning.
14. I need a dictionary Spanish.
15. He is a professor Mathematics.
16. Please speak English.
17. The poem was written biro (a kind of ball pen).
18. The lines were printed italics.
19. Say it a few words.
20. He goes a morning walk.

Answers:

1. at 2)with 3)by 4)at

5)through 6)on

7)on 8)on 9)on 10)on 11)on 120on 13)of 14)of 15)of 16)in 17)in 18)in 19)in 20)for

##### Imperatives

expressing an order

Emphatic imperative

Emphatic imperative is the imperative form that is mostly used for polite requests. It is also used for complaints and apologies.

We can make emphatic imperatives using: do + infinitive.

Example

All people please do stay still. Passengers do put your seatbelts slowly. You are going fast please do slow.

If you are a member of this group do step forward.

When is your turn to play again, do hit the target and not me.

- Complete the following exercises about Emphatic Imperative

1. If you are a member of this group ans:do step forward.
2. When the music starts, ans:do dance
3. You are blocking the view.

ans:Incorrect! Correct answer:Sir, do sit down please

Passive imperative

We form passive imperatives by using the auxiliary verb to be after the subject.

We can also use the verb let at the beginning of the sentence, before objects.

In these cases we can have two forms: affirmative and negative.

Affirmative form

The affirmative form of the passive imperative is:

subject + be + past participle of verb + … let + object + be + past participle + …

Negative form

The negative form of the passive imperative is:

subject + be + not + past participle of verb + … let + object + not + be + past participle + …

Example

You are ordered to move away from the car. You are not requested to exercise more.

All customers are invited to donate to this organisation and show their generosity.. Let all the horses be freed.

Let them be lost.

Use the most appropriate verb from the list given below to form imperative sentences.

1. the application form and them before Monday.
2. the door when you go out.
3. the lights after use.
4. Please home when you are free.
5. all the documents that are required for verification.
6. in the ascending order of your height.
7. (negative) to carry an umbrella.
8. Let’s .
9. your homework.
10. your mobile phones before the meeting starts.

Answers:

1. Fill in the applications and submit them before Monday.
2. Close the door when you go out.
3. Turn off the lights after use.
4. Please come home when you are free.
5. Carry all the documents that are required for verification.
6. Stand in the ascending order of your height.
7. Don’t forget to carry an umbrella.
8. Let’s play.
9. Do your homework.
10. Switch off your mobile phones before the meeting starts.

##### Degress of Comparison:

The Three Degrees of Comparison in English are:

1. Positive Degree of Comparison ii)Comparative Degree of Comparison iii)Superlative Degree of Comparison
2. Positive Degree of Comparison

The positive degree of comparison is basically the original form of the adjective.

For example:

Lisa is happy.

This dress is pretty.

He looks handsome.

Meena is tired.

The sun is bright.

1. Comparative Degree of Comparison

The comparative degree of comparison is used to compare between two nouns that have the same quality or the particular quality of a noun at two different times.

For example:

Tina looks sadder than Katie.

This bed is more comfortable than the other bed. The sun is brighter than yesterday.

Your hair is longer than hers.

My brother is taller than me.

1. Superlative Degree of Comparison

The superlative degree of comparison is the highest degree of comparison. It is used to compare the similar qualities shared by more than two nouns. It shows which of these nouns being compared has the greatest or least degree of the mentioned quality or qualities.

For example:

We climbed the highest mountain. The last group was the best of all.

The Himalayas are the longest mountain ranges. Suraj is the tallest girl in our gang.

K.ashwinis the most silent boy in class

Big Bigger Biggest Thin Thinner Thinnest Fat Fatter Fattest

Dim Dimmer Dimmest Hot Hotter Hottest

Sad Sadder Saddest

Slim Slimmer Slimmest Red Redder Reddest

Bright Brighter Brightest Short Shorter Shortest

Weak Weaker Weakest Long Longer Longest Smart SmarterSmartest Cool Cooler Coolest Dark Darker Darkest Small Smaller Smallest Bold Bolder Boldest

Clever Cleverer Cleverest High Higher Highest

Tall Taller Tallest

Sweet Sweeter Sweetest Deep Deeper Deepest

Rich Richer Richest Fast Faster Fastest Thick Thicker Thickest Great Greater Greatest Kind Kinder Kindest

Cheap Cheaper Cheapest

Young Younger Youngest Fast Faster Fastest

Stout Stouter Stoutest Black Blacker Blackest Slow Slower Slowest Tight Tighter Tightest Quick Quicker Quickest

Narrow Narrower Narrowest Broad BroaderBroadest

Large Larger Largest Close Closer Closest Dense Denser Densest

HumbleHumbler Humblest Simple Simpler Simplest

Fine Finer Finest Noble Nobler Noblest Brave Braver Bravest Pale Paler Palest Nice Nicer Nicest Funny Funnier Funniest Happy HappierHappiest Dry Drier Driest Lazy Lazier Laziest Easy Easier Easiest Heavy Heavier Heaviest

Wealthy Wealthier Wealthiest

Comfortable More comfortable Most comfortable Beautiful More beautiful Most beautiful

Sensible More sensible Most sensible Ignorant More ignorant Most ignorant Attractive More attractive Most attractive

Important More important Most important Courageous More courageous Most courageous Faithful More faithful Most faithful

Elegant More elegant Most elegant Active More active Most active

Popular More popular Most popular Awesome More awesome Most awesome Loyal More loyal Most loyal

Fantastic More fantastic Most fantastic Wonderful More wonderful Most wonderful Splendid More splendid Most splendid

Famous More famous Most famous

Good Better Best Bad Worse Worst

Far Further/Farther Furthest/Farthest

Late Later(time)/Latter(position) Latest(time)/Last(position) Much More Most

Little Less Least Many More Most

Old Elder/Older EldestOldest

Exercises for Degree of Comparison

1. Thiya is (smart) than most of her friends.
2. Nobody is (good) you.
3. Suraj was (elegant) of all.
4. Haritha is (tall) her brother.
5. (recent) movie was excellent.
6. Mount Everest is (high) peak.
7. F.R.I.E.N.D.S. is (watched) series.
8. Sam is (happy) Tina.
9. Abner is a (patient) kid.
10. These maths problems are (easy).

Answers:

1. Thiya is smarter than most of her friends.
2. Nobody is as good as you.
3. Suraj was the most elegant of all.
4. Haritha is taller than her brother.
5. The most recent movie was excellent.
6. Mount Everest is the highest peak.
7. F.R.I.E.N.D.S. is the most watched series.
8. Sam is happier than Tina.
9. Abner is a patient kid.
10. These maths problems are easy.

##### Pronouns

A pronoun is used in the place of a noun,Pronouns can be used in singular and plural forms. The verb used in the sentence should be used in accordance with the particular form of the pronoun used.

First Person Pronoun (singular)I, Me - (plural)We, Us Second Person Pronoun(singular)You, Your - (plural)You

Third Person Pronoun (singular)He, She, It, Him, Her - (plural)They, Them, Their

i)Relative Pronouns

Relative Pronouns are pronouns that are used to relate one part of the sentence to another. Some examples of relative pronouns are that, which, where, when, why, what, whom a

Who – Refers to a person (the noun/pronoun/subject which does the action)

Whom – Refers to the object (the noun or pronoun that receives the action)

Whose – Used to show possession of something or someone

That – Used in a defining clause that refers to a person, animal or thing

Which – Used in a non-defining clause that refers to a person, animal or thing

Here are some examples of how relative pronouns can be used in sentences.

Sheela, who is a teacher, also works as a social worker. The car that was stolen last month was found in a river. Susan is the girl whom I was talking about.

The boy, whose sister is a renowned orator, is an orator himself. The girl, who saved the little boy, was appreciated by everyone.

Exercise for Relative Pronoun

1. The student solved the math problem. The teacher appreciated the student.
2. My aunt bought me a ukulele. I love the ukulele.
3. Shanu has played the lead role in the new movie. Shanu is a doctor by profession.
4. This is my brother. He moved to New York last year.
5. Sid won a lottery. Sid is my brother’s friend.
6. Teena borrowed the white bag. Teena did not return it.
7. We had our college reunion dinner in the seafood restaurant. The restaurant is now closed.
8. My mom asked me to clean up the box. The box was filled with old clothes we no longer use.
9. The students like their English teacher. The English teacher is from Bangalore.
10. The bottle game is liked by all. Have you played the game?

Answers:

1. The teacher appreciated the student who solved the math problem.
2. I love the ukulele that my aunt bought me.
3. Shanu, who is a doctor by profession, has played the lead role in the new movie.
4. This is my brother who moved to New York last year.
5. Sid, who is my brother’s friend, won a lottery.
6. Teena did not return the white bag that she borrowed.
7. We had our college reunion dinner in the seafood restaurant, which is now closed.
8. My mom asked me to clean up the box, which was filled with old clothes we no longer use.
9. The students like their English teacher, who is from Bangalore.
10. Have you played the bottle game that is liked by all?
11. Possessive Pronouns

Possessive Pronouns are pronouns that are used to show possession. Some examples of possessive pronouns are mine, yours, his, hers, theirs and its.

‘I’, the possessive pronoun would be ‘mine’. ‘we’, the possessive pronoun would be ‘ours’. 'he’, the possessive pronoun would be ‘his’. ‘she’, the possessive pronoun would be ‘hers’.

‘you’, the possessive pronoun would be ‘yours’. ‘they’, the possessive pronoun would be ‘theirs’.

Examples:

Bobby is one of my brothers.

Bobby is a brother of mine.

Does the book belong to you? Is this book yours?

That little girl is my daughter, and this one is her daughter. That little girl is my daughter, and this one is hers.

The cake Diana baked last week is not as good as your cake. The cake Diana baked last week is not as good as yours.

It was not your fault, but it was their fault. It was not your fault but theirs.

Exercises for Possessive Pronouns

1. Marianne liked my cookies more than your cookies.
2. Sherlock, is that your car?
3. Did you find the cat’s bell?
4. That is not their car. This black one is their car.
5. Whose bike is this? Is it his bike?

Answers:

1. Marianne liked my cookies more than yours.
2. Sherlock, is that yours?
3. Did you find its bell?
4. That is not their car. This black one is theirs.
5. Whose bike is this? Is it his?
6. Reflexive Pronouns

Reflexive Pronouns are pronouns that are used to refer back to the subject in the sentence. Some examples of reflexive pronouns are myself, yourself, herself, himself, oneself, itself, ourselves, themselves and yourselves.

I - Myself

You - Yourself/Yourselves He - Himself

She - Herself They - Themselves We - Ourselves

It - Itself

One - Oneself

Examples :

- They looked at them.

They looked at themselves.

-I learnt to drive a car by myself. I learnt to drive a car.

-Teena and Tyson have been preparing themselves for the entire semester.

Teena and Tyson are the subjects in example 4 who happen to prepare themselves and no one else.

Exercises for Reflexive Pronouns

* 1. Why can’t you do it ?
  2. Dave and Cian were trying to bake a cake all by for their mom’s birthday.
  3. Casper was not able to clear his table all by , so his cousins helped him out.
  4. The teacher asked the students to work out the maths problems by .
  5. It is crucial that every one of you take the responsibility of taking care of .

Answers:

1. Why can’t you do it yourself?
2. Dave and Cian were trying to bake a cake all by themselves for their mom’s birthday.
3. Casper was not able to clear his table all by himself, so his cousins helped him out.
4. The teacher asked the students to work out the maths problems by themselves.
5. It is crucial that all of you take the responsibility of taking care of yourselves during this pandemic.

###### Demonstrative Pronouns

Demonstrative Pronouns are pronouns that are used to point to specific objects. Some examples of demonstrative pronouns are this, that, these and those.

This(singular)

Refers to a particular person, place, animal or thing that is closer in time and distance.

Example:

This is my mom.

This is my pet dog.

This is my favourite restaurant. This is the book I was looking for.

That(singular)

Refers to a particular person, place, animal or thing that is further away in time and distance.

Example:

That is my student.

That is the dog that chases all those who go on two-wheelers. That is the place where you can buy books at a lower cost.

That is the box with all the money.

These

Refers to a number of people, places, animals or things that are closer in time and distance.

Example:

These are the children who missed their bus.

These were the cats that were rescued from the nearest neighbourhood. These are too expensive.

These cost a lot less than what I had expected.

Those

Refers to a number of people, places, animals or things that are further away in time and distance.

Example:

Those are the women who have been waiting at the counter for more than an hour now. Those belong to my neighbour.

There are so many birds here, but those are my favourite.

The cafes around the corner are a lot more expensive than those down the street.

Exercises:

Rewrite the following sentences by replacing the nouns with appropriate demonstrative pronouns:

1. Bruno is my cousin.
2. I prefer soft drinks to fresh juices.
3. These flowers smell nice.
4. Be careful. That plate is hot.
5. Did you find the cats in there?

Answers:

1. This is my cousin.
2. I prefer soft drinks to these.
3. These smell nice.
4. Be careful. That is hot.
5. Did you find those in there?
6. Interrogative Pronouns

Interrogative Pronouns are pronouns that are used to ask questions. Some examples of interrogative pronouns are who, what, when, why and where.

What - (Interrogative Pronoun)What are you looking for here?- (Interrogative Adjective)Whatcolour do you think I should wear?

Who - (Interrogative Pronoun)Who is the man who stole your purse? - ‘Who’ cannot be used as an interrogative adjective as it always refers to people who are nouns that play the role of a subject or an object.

Whom - (Interrogative Pronoun)Whom did you bring along with you for the wedding? - ‘Whom’ cannot be used as an interrogative adjective as it always refers to people who are nouns that play the role of a subject or an object.

Whose - (Interrogative Pronoun)So many of them had lost their phones that night. Whose did you find?

- (Interrogative Adjective)Whose acting did you like the most?

Which - (Interrogative Pronoun)Which is the book you read last month? - (Interrogative Adjective)Which book did you decide to buy?

Exercises for Interrogative Pronouns

Identify the interrogative pronouns or interrogative adjectives in the following sentences:

* 1. Which flower in the bunch do you like?
  2. Who is the guy standing next to Winston?
  3. What food would you like to have?
  4. Whose keys are these?
  5. What are you holding in your hands?
  6. Have you decided which movie to watch?
  7. Who is your boss?
  8. Would you mind telling me which article I should work on next?
  9. What did Susan find in the box?
  10. I was asking him whose phone that was.

Answers:

1. Which flower in the bunch do you like? – Interrogative Adjective
2. Who is the guy standing next to Winston? – Interrogative Pronoun
3. What would you like to have? – Interrogative Pronoun
4. Whose keys are these? – Interrogative Adjective
5. What are you holding in your hands? – Interrogative Pronoun
6. Have you decided which movie to watch? – Interrogative Adjective
7. Who is your boss? – Interrogative Pronoun
8. Would you mind telling me which article I should work on next? – Interrogative Adjective
9. What did Susan find in the box? – Interrogative Pronoun
10. I was asking him whose phone that was. – Interrogative Adjective
11. Indefinite Pronouns

Indefinite Pronouns are pronouns that do not refer to any particular person, place or thing. Some examples of indefinite pronouns are someone, somebody, somewhere, something, anyone, anybody, anywhere, anything, no one, nobody, nowhere, everyone, everybody, everywhere, everything, each, none, few, and many.

* Each

The teacher asked each to present their projects.

* Another

Another one of them entered the house.

* Anyone

Is there anyone who likes a pretzel?

* Everyone

Can everyone sit down, please?

* Anything

Anything would be fine for me.

* Everything

I found everything I was looking for.

* Everybody

Everybody reached here on time.

* Nobody

Nobody was okay with what was happening around them.

* None

Allison had invited all of her cousins, but none had come yet.

* Nothing

Nothing happened yesterday.

* Other They wanted to find out who the other was.
* Somebody

Somebody took my bag from the shelf.

* Someone

Could someone tell me where to find a doctor?

* Something

I do not like that there should always be something to do.

* Both

I think I love both.

* Many

Many have been asked to come for the audition.

* Several

Did you look at the options? There are several.

* Any

I was looking for a pencil. Is there any left?

* All

All have arrived on time.

* Some

I have a lot of chocolates. Do you want some?

Exercise:

Fill in the blanks with appropriate indefinite pronouns:

* 1. Can tell me what is happening here?
  2. I was looking for ice cubes. I did not find here.
  3. Ally invited to the party.
  4. Is it possible for you to give me ?
  5. liked the movie.
  6. will be coming home for dinner tonight.
  7. The nurse asked to settle down according to their slot numbers.
  8. I think took my science text book.
  9. wants to know what is going on around here.
  10. The doctor asked Telly not to eat as the test should be taken on an empty stomach.

Answers:

1. Can someone/somebody tell me what is happening here?
2. I was looking for some ice cubes. I did not find any here.
3. Ally invited everyone/everybody to the party.
4. Is it possible for you to give me something?
5. Everybody/ Everyone liked the movie.
6. No one/ Everyone/Nobody/Everybody will be coming home for dinner tonight.
7. The nurse asked everyone/everybody to settle down according to their slot numbers.
8. I think someone/somebody took my science textbook.
9. No one/everyone/nobody/everybody wants to know what is going on around here.
10. The doctor asked Telly not to eat anything as the test should be taken on an empty stomach.
11. Personal Pronouns

Personal Pronouns are simple pronouns that are used to substitute proper names. Some examples of personal pronouns are I, you, he, she, we, they, him, her, he, she, us and them.

First Person Pronoun(Singular)

**I, Me**

Examples:

I like having coffee in the morning. Did you call me around 11?

First Person Pronoun(plural)

**We, Us**

Examples:

We are going to visit the new museum tomorrow.

All of us have been invited to the wedding ceremony in Dubai.

Second Person Pronoun(singular)

**You**

Examples:

You can take whatever you want from the shelf. Did they inform you about the reopening?

Second Person Pronoun(plural)

**You**

Examples:

You (plural) brought this up.

Weren’t you all asked to wear the uniform saree on Mondays?

Third Person Pronoun(singular)

**He/Him, She/Her, It**

Examples:

He reached the station on time.

She was asked to replace the weights on the stand.

Is there any way you could ask him to accompany my brother?

Would it be possible for her to find out if Suraj is coming to the birthday party?

She had been looking all around the place for her blue bag, but she did not find it.

Third Person Pronoun(plural)

**They/Them**

Examples:

They will be spending their Christmas holidays in London this year.

Davis asked them to pitch in as bridesmaids as it was time.

Exercise for Pronouns:

Identify the pronouns and the type of pronoun in the following sentences:

1. I am going home today evening.
2. Her aunt will be vacating next week.
3. She is the girl I was talking to you about.
4. This is the place where I found my missing bag.
5. Did you do it yourself?
6. It was a time when I was so happy.
7. We always help each other out.
8. Has everyone completed the work that was assigned for today?
9. That dog down the street is his.
10. All my friends are coming home for my parents’ 25th wedding anniversary celebration.

Answers:

1. I am going home today evening. Personal Pronoun/Subject Pronoun
2. Her aunt will be vacating next week. Possessive Pronoun
3. She is the girl I was talking to you about. Personal Pronoun
4. This is the place where I found my missing bag. Relative Pronoun
5. Did you do it yourself? Personal Pronoun, Intensive Pronoun
6. It was a time when I was so happy. Relative Pronoun
7. We always help each other out. Reciprocal Pronoun
8. Has everyone completed the work that was assigned for today? Indefinite Pronoun
9. That dog down the street is his. Possessive Pronoun
10. All my friends are coming home for my parents’ 25th wedding anniversary celebration. Possessive

Pronoun

##### Cause and Effect

**Cause**:to make something happen.

**Effect**:a change that results when something is done or happens : an event, condition, or state of affairs that is produced by a cause.

We use some expressions to denote cause and effects such as because of

since because as as long as as much as

due to the fact

Examples:

Cause: I never brush my teeth. Effect: I have 5 cavities.

Cause: I've smoked cigarettes daily for 20 years. Effect: I have lung cancer. Cause: He broke his arm. Effect: The doctor put it in a cast.

Cause: I flipped the light switch. Effect: The light came on.

It had begun to rain so Sally and Jake had to run inside. Cause: It had begun to rain.

Effect: Sally and Jake had to run inside.

Since it was so chilly outside, Benjamin built up a big fire in his fireplace. Cause: It was so chilly outside.

Effect: Benjamin built up a big fire in his fireplace.

Suraj was getting very angry and frustrated because none of her good deeds were being recognized as good.

Cause: Suraj was getting very angry and frustrated.

Effect: None of her good deeds were being recognized as good.

A great twister picked up Aunty Suraj’s house, and as a result, Dorothy and Toto ended up in the

wonderful world of Oz.

Cause: A great twister picked up Aunty Suraj’s house.

Effect: Dorothy and Toto ended up in the wonderful world of Oz.

Exercises:

Read the following items, then identify the cause and effect in each one.

1. If you train your dog, he will follow commands.
2. I skipped lunch today, so I am extremely hungry this evening.
3. I have difficulty trusting people because my last boyfriend lied a lot.
4. She forgot to water her plants, so they all died.
5. He did not study for the test at all, so he failed it.

Answers:

1. If you train your dog, he will follow commands.

cause – training the dog

effect – following commands

1. I skipped lunch today, so I am extremely hungry this evening.

cause – skipping lunch

effect – being extremely hungry

1. I have difficulty trusting people because my last boyfriend lied a lot.

cause – lying boyfriend

effect – difficulty trusting people

1. She forgot to water her plants, so they all died.

cause – forgot to water plants

effect – plants died

1. He did not study for the test at all, so he failed it.

cause – did not study

effect – failed test

##### Phrasal Verbs

combination of a verb and an adverb or a preposition.

* **asksomebodyout**

invite on a date

Example:Brian asked Judy out to dinner and a movie.

* **ask around**

ask many people the same question

Example:I asked around but nobody has seen my wallet.

**-add up tosomething**

equal

Example:Your purchases add up to $205.32.

* **backsomethingup**

reverse

Example:You'll have to back up your car so that I can get out.

* **backsomebodyup**

support

Example:My wife backed me up over my decision to quit my job.

* **blow up**

explode

Example:The racing car blew up after it crashed into the fence.

* **blowsomethingup**

add air

Example:We have to blow 50 balloons upfor the party.

* **break down** stop functioning (vehicle, machine)

Example:Our car broke down at the side of the highway in the snowstorm.

##### Exercises:

Fill in the blanks by choosing the most appropriate phrasal verbs from the list of phrasal verbs given below. Conjugate them to suit the tense of the sentence.

(stand for, narrow down, hold on, run into, check out, go through, fall apart, pull off, fill in, hold against)

1. Make sure you of the hotel at the right time, else they will charge you extra.
2. Levin was asked to for Suresh.
3. the whole itinerary before you make a decision.
4. Tom and Jerry after their last meeting.
5. Please for a minute, I forgot to take my car keys.
6. It is not good to such a silly issue her for so many years.
7. Do you think Andreah would be able to it all by herself?
8. We have the possibilities of them finding us.
9. Do you know who we on our way here?
10. Nelson Mandela for the rights of his people.

Answers:

1. Make sure you check out of the hotel at the right time, else they will charge you extra.
2. Levin was asked to fill in for Suresh.
3. Go through the whole itinerary before you make a decision.
4. Tom and Jerry fell apart after their last meeting.
5. Please hold on for a minute, I forgot to take my car keys.
6. It is not good to hold such a silly issue against her for so many years.
7. Do you think Andreah would be able to pull it off all by herself?
8. We have narrowed down the possibilities of them finding us.
9. Do you know who we ran into on our way here?
10. Nelson Mandela stood up for the rights of his people.
11. **Compound Nouns**

A compound noun is a noun that is formed by a combination of more than one part of speech.

1. Types of Compound Nouns
   1. Open Compound Noun

A spaced or open compound noun is one in which there is a space between the two words which form the compound noun.

For example:

Cricket bat Fast food Flower shop

* 1. Hyphenated Compound Nouns

A hyphenated compound noun is one in which the two words are separated with the use of a hyphen. For example:

By-product Mother-in-law Passer-by

* 1. Solid Compound Nouns

A closed or solid compound noun is one in which the two words do not have any spaces or hyphens separating them. They are usually considered as a single word.

For example:

Sunflower Classroom Rainfall

1. Forming Compound Nouns

i)Noun + Noun

compound words formed by combining two nouns. Bedroom

Music band Water tank Starfish Sunflower Girlfriend Police woman Football

ii)Noun + Verb

compound words formed by combining a noun and a verb.

Firefly Rainfall

Sunset Photoshoot Sunrise Raindrop Haircut Snowfall

iii)Verb + Noun

compound words formed by combining a verb and a noun.

Swim suit Typewriter Postman Post office Notebook Breakfast Proofread Babysit

iv)Verb + Preposition

compound words formed by combining a verb and a preposition.

Takeaway Shutdown Drawback Checkin Checkout Lookout

Takedown Breakup

v)Preposition + Verb

compound words formed by combining a preposition and a verb.

Intake Outdo Input Output Overthrow Understand

Underestimate Overlay

vi)Noun + Adjective

compound words formed by combining a noun and an adjective.

Housefull Heartbroken Spoonful Wireless Lifelong Snow white Sky blue Worldwide

vii)Adjective + Noun

compound words formed by combining an adjective and a noun.

Greenhouse Blackboard Full-time Superhero Hot dog Blacksmith Long-term Last minute

viii)Gerund + Noun

compound words formed by combining a gerund and a noun.

Washing machine Dining room Swimming pool Driving licence Breaking point Melting point Living room Working day

ix)Noun + Gerund

Here is a list of compound words formed by combining a noun and a gerund.

Sightseeing Mind-blowing

Nerve-wrecking Nail-biting Brainstorming Mindmapping Air conditioning Time-consuming Bird watching

x)Preposition + Noun

compound words formed by combining a preposition and a noun.

Underworld Overview Undergraduate Oversight Bystander Afterlife Background Forehead Upstairs

1. List of Commonly-Used Compound Words

lackboard South-west North-east Indo-European

Afro-American First aid Bedroom Bathroom Washing machine Vending machine Living room Swimming pool Drawing room Copyright Typewriter

Managing director Day-to-day

Blood pressure Cold blooded Eye opener Microorganism Cupboard Footnote Locksmith Blacksmith Goldsmith Giveaway

In-depth Breakup Breakdown Blowout Housefull Showdown

Long term Sunflower Dilly dally Postman Post office Breakfast Notebook Superhero Hot dog Full moon

Merry-go-round Grandfather Mother-in-law Father-in-law Sister-in-law Brother-in-law Granddaughter Grandson Grandchild Good-hearted Last minute Real estate Mind-blowing Far-fetched Warmup

Firefly Butterfly Grasshopper Blueberry

Strawberry Half-baked Raincoat All-nighter Know-it-all

Smartphone Starfish Runway Toothbrush Time table Hopscotch UptownEyeball

##### Exercise:

Form compound words from this list of words

Sick,White,Written,Minded,Washed,Home,Hand,Well,Known,Broad,Hair,Lap,Half,Right,Card,Top,Hande d,Cut,Flash,Sister.

Answer:

1. Homesick
2. Hand-written
3. White-washed
4. Well-known
5. Haircut
6. Half-sister
7. Flashcard
8. Right-handed
9. Laptop
10. Broad-minded

##### Homonyms & Homophones

Homophones

Homophones are words that sound similar to another word but have different spellings and meanings.

Bear(Noun/Verb) , Bare(Adjective) Have you seen a bear?

I am not able to bear the pain.

We don’t suggest you walk barefoot on the hike.

Break (Noun/Verb) , Brake(Noun/Verb) I need a break.

Did you break the glass?

Please apply the brakes.

It is not good that you brake abruptly in the middle of the road.

Blew(Verb) , Blue(Adjective) The wind blew swiftly.

I have a blue skirt.

Wine(Noun) , Whine(Verb) Have you ever tasted wine?

Angela keeps whining about everything all the time.

Sole(Noun/Adjective) , Soul(Noun/Adjective)

My shoes’ sole tore after the game.

His sole aim of appearing in competitive examinations was to get into a government job. She hoped his soul would rest in peace.

Heir(Noun), Hair(Noun)

Who is the next heir to the British throne? She has really long hair.

Maze (Noun), Maize(Noun) This route is such a maze.

Maize is one of the chief agricultural crops.

Ate , Eight

They ate rice and curry for lunch. We have eight rabbits at home.

Jeans(Noun) , Genes(Noun) Salviya bought a new pair of jeans. You have my genes.

Serial(Noun),Cereal(Noun) Do you like to watch serials?

We have cereal for breakfast when we are in the hostel.

Brayed(verb),Braid(Noun)

The donkey brayed at the sight of his master. Each one of them was admiring her braid.

Browse(verb),Brows(Noun)

It is easier nowadays to find content on any topic. All you have to do is just browse. Your brows are really thick.

Days(Noun),Daze(verb)

I still remember the days we spent together.

Thomas dazed as the teacher raised questions about the signup sheets.

Haul(verb) Hall(Noun)

The vehicles in the accident were hauled to the police station. The hall for the reception was bigger than we had expected.

Sell(verb) Cell(Noun)

Do you know the man who sells ice cream.

He told me that he felt like every single cell in his body was in pain.

Board(Noun) Bored(adjective)

Children like it when you let them write on the board. They feel special. Danny felt so bored that he started irritating his sister.

Exercise for Homonyms

1. We saw a (bear/bare) on our way to Ooty.
2. This cupboard is made of . (steal/steel)
3. The (soul/sole) purpose of this visit was to resolve the issues between us.
4. I (sell/cell) second-hand cars for a living.
5. We booked the upper (berth/birth) for our trip.
6. Did you (caste/cast) your votes?
7. Can you please give us a (brake/break)?
8. Does the class have a smart (bored/board)?
9. Do you have the (flour/flower) to make cookies?
10. Everyday, my sister wakes up at (eight/ate) in the morning.

Answers:

1. We saw a bear on our way to Ooty.
2. This cupboard is made of steel.
3. The sole purpose of this visit was to resolve the issues between us.
4. I sell second-hand cars for a living.
5. We booked the upper berth for our trip.
6. Did you cast your votes?
7. Can you please give us a break?
8. Does the class have a smart board?
9. Do you have the flour to make cookies?
10. Everyday, my sister wakes up at eight in the morning.

###### Homonyms

homonyms are those words that have the same spelling or pronunciation but completely different meanings and functions.

Bear

Noun- A large, wild animal They saw a black bear.

Verb - Being able to accept and deal with something You will have to bear the pain.

Right

Adjective - Correct or true You are right.

Noun - The right side Meena sat on the right. Adverb - Correctly or exactly

Everything that you told us was right.

Tear

Noun - A drop that comes from your eye when you cry She had tears in her eyes at the end of the movie.

Verb - To pull something apart in pieces and damage it The little girl will tear up everything she gets.

Match

Noun - A game

Do you know which team won the match? Noun - A small stick used to start a fire

I used a match to light up the stove. Verb - To find something that is suitable

My mom was looking for a lining material that matches the pastel-coloured saree she bought recently.

Ring

Noun - A jewel that you wear on your finger

My father bought me a diamond ring Noun - A round object

I used a ring to make a dreamcatcher. Verb - To call someone

Manu will ring you in some time.

Verb - To cause something to sound like a bell Did you hear the bell ring?

Kind

Noun - A group of people with similar characteristics We are one of a kind.

Adjective - Being good, generous, helpful Beena is very kind.

Exercise for Homonyms:

1. The Queen honoured the brave . (knight/night)
2. This dress to be the perfect fit for Mary. (seems/seam)
3. This of the brave Queen goes back to a thousand ages. (tale/tail)
4. There was a in my shoe. (whole/hole)
5. I can come to your house . (later/latter)
6. This perfume has a strong (cent/scent)
7. Will she be able to the pain? (bear)
8. your work, you should do it on your own. (its/it’s)
9. Tina will the prize tomorrow. (except/accept)
10. The dog has been (bark)

Answers:

1. The Queen honoured the brave knight. (knight/night)
2. This dress seems to be the perfect fit for Mary. (seems/seam)
3. This tale of the brave Queen goes back to a thousand ages. (tale/tail)
4. There was a hole in my shoe. (whole/hole)
5. I can come to your house later. (later/latter)
6. This perfume has a strong scent. (cent/scent)
7. Will she be able to bear the pain? (bear)
8. It’s your work; you should do it on your own. (its/it’s)
9. Tina will accept the prize tomorrow. (except/accept)
10. The dog has been barking. (bark)

##### Discourse Markers

phrases and words that mark the direction of a conversation or discourse.

Anyway Like Okay As I say Right So

However Therefore Particularly Well Because For starters

Oh But

Using Discourse Markers in a Sentence

To start off a topic or sentence:

For a start

“For a start, 90% of people voted for the new law”

First of all

“First of all, let’s recap what we learned in the last lesson”

To structure ideas:

Firstly,Secondly

“Firstly, I didn’t eat the scones. Secondly, you have no proof that it was me”

then,After that

“I woke up at 7:30, and then I went to have a shower. After that, I got changed and had some breakfast.”

To express an opposing idea:

However

'Tim wanted to go to Sarah's birthday party. However, he had a big test to study for'.

To say something in a different way:

To cut a long story short

To cut a long story short, Alice forgot to bring her homework to school”

To provide additional information:

Which

“Assuming that I did eat the scones, which I didn’t, there would be crumbs on the kitchen counter”

###### Exercise:

1 nurses are overworked and underpaid.

Answer:Broadly speaking

1. I don’t believe in ghosts. I haven’t seen one yet.

Answer:At least

1. I think he should be acquitted. he is too young to know the difference between right and

wrong. Answer:After all

1. The man was sleeping soundly on the river bank. a crocodile was creeping closer.

Answer:Meanwhile

1. The child didn’t get any medical attention. —————-, she died soon after.

Answer:As a result

1. He has been warned before. , he shouldn’t have repeated this.

Answer:In this case

##### Collocations

A collocation is a term where two or more words often go well together.

Types of Collocations

adverb + adjective: completely satisfied adjective + noun: excruciating pain noun + noun: a surge of anger

noun + verb: lions roar

verb + noun: commit suicide

verb + expression with a preposition by its side: burst into tears verb + adverb: wave frantically

1. Verb Collocations(verb + noun )

Pay a Bill: I refuse to pay a bill if I am not satisfied with the service.

Come Prepared: Come prepared to the school tomorrow, since you have a presentation.

To Find a Replacement: Indian team requires to find a replacement for Sachin as early as possible.

1. Adjective Collocations( add adjectives with nouns and adverbs)

Deep: Deep feeling, deep holes, deep trouble, deep sleep.

Heavy: Heavy rainfall, a heavy drinker, heavy snow, heavy traffic.

Strong: Strong smell, strong body, strong sense, strong denial.

Big: Big disappointment, big failure, big mistake, big surprise.

1. Noun Collocations

a verb and a noun can be used to form a group of words

Service industry, tea leaves, dogs bark, water flows, paper flutters, blurred vision, critical analysis.

Exercise:

Fill in the blanks

* 1. If you park there, you will have to a fine.
     1. pay
     2. take
     3. have
  2. He no attention to my requests.
     1. paid
     2. took
     3. had
  3. I a cough to catch her attention.
     1. gave
     2. paid
     3. took
  4. Although the doctors tried hard, they couldn’t his life.
     1. save
     2. bring
     3. take
  5. Abbreviations space and hence they are very common in newspaper headlines.
     1. catch
     2. save
     3. take
  6. Do you a diary?
     1. keep
     2. have
     3. save
  7. Few people can a secret.
     1. keep
     2. save
     3. have
  8. He still in touch with most of his old school mates.
     1. keeps
     2. saves
     3. take
  9. I asked her what her problem was but she quiet.
     1. kept
     2. took
     3. saved
  10. They close to hitting each other.
      1. came
      2. took
      3. brought

Answers:

1. If you park there, you will have to pay a fine.
2. He paid no attention to my requests.
3. I gave a cough to catch her attention.
4. Although the doctors tried hard, they couldn’t save his life.
5. Abbreviations save space and hence they are very common in newspaper headlines.
6. Do you keep a diary?
7. Few people can keep a secret.
8. He still keeps in touch with most of his old school mates.
9. I asked her what her problem was but she kept quiet.
10. They came close to hitting each other.

##### Fixed and Semi-Fixed Expressions

Fixed Expressions

Fixed expressions are groups of words used together to express a particular idea or concept.

Expressions in English can be either fixed or semi-fixed.

for fixed expressions, the word order and pattern usually do not change.

Semi-fixed expressions maintain the same word order, but some parts can be changed - depending on the context or situation - to portray a slightly different meaning.

Given below are some of the Fixed expressions along with its Meaning

On the other hand - Introducing a contrasting/opposing view All of a sudden - Suddenly

Long time no see - It's been a while since you've seen someone One size fits all - A piece of clothing that fits everyone

Few and far between - Infrequent

To whom it may concern - Addressing someone whose name you don't know As a matter of fact - Actually/in reality

Happy New Year - A wish said at the beginning of a new year For the time being - For now (at the present moment)

In the meantime - The time while something else is occurring

Once upon a time - A time in the past (often used in children's stories)

some exeptions in fixed expressions

Although the word patterns of fixed expressions usually do not change, there are exceptions

'Last but not least.'(This is used to say that, although someone/something is mentioned last, they are no less important)

'Last but certainly not least.'(an adverb has been added)

'Last but by no means least.'(words are added/changed, but this does not change the meaning)

Semi-fixed Expressions

Given below are some of the semi-Fixed expressions along with its Meaning I haven't seen you for [length of time].

Could you pass me the [object]. Take [something] into account. Hold [someone] responsible.

For [someone's] own good.

Fill up the blanks using the given fixed / semi fixed expressions.

(Out of order, In camera, By heart, On time, In case, At ease, On duty, In tears, On foot, At sight)

1. The speaker was while giving the lecture.
2. On hearing the news, my mother was ---------
3. In ancient times people took up long distances ----
4. The discussion were held -------
5. The child learned the poems ----------
6. The solution to this problem is not ---------
7. As the officer was , he could not immediately proceed to his native place.

8 of any trouble please call the following mobile number.

1. The satellite launch vehicle was put in orbit ------
2. The equipment went and so the patients could not be treated for the time being.

Answers:

1. At ease
2. In tears
3. On foot
4. In camera
5. By heart
6. At sight
7. On duty
8. In case
9. On time
10. Out of order

##### Abbreviations & Acronyms

**Abbreviations** - a short form of a word or phrase.

**Acronyms** - a short word that is made from the first letters of a group of words.

list of some common used Abbreviations

Dr. = Doctor Mr. = Mister Mrs. = Misses Ms. = Miss Ave. = Avenue

Blvd. = Boulevard Dr. = Drive

Ln. = Lane Rd. = Road E = East

N = North

NE = North East NW = North West S = South

SE = South East SW = South West W = West

BA = Bachelor of Arts

BS = Bachelor of Science MA = Master of Arts

MBA = Master of Business Administration MFA = Master of Fine Arts

Asst. = Assistant Corp. = Corporation Ltd = Limited

Inc. = Incorporated VP = Vice President

PA = Personal Assistant brb = be right back

lol = laugh out loud np = no problem

ty = thank you

yw = you’re welcome

sry = sorry

ofc = of course

IMO = in my opinion

tbh = to be honest

FYI = for your information jk = joking

bro = brother bros = brothers sis = sister

etc. = etcetera

e.g. = example gratia (for example)

i.e. = id est (that is)

n.b = nota bene (take note)

P.S. = post scriptum (written after) et al. = et alia (and others)

C.V. = curriculum vitae fig. = figure

ft. = feet hr. = hour

min. = minute sq. = square St. = street yd. = yard

tbs. = tablespoon tbsp. = tablespoon n/a = not applicable

a.m. = ante meridiem (before noon)

p.m. = post meridiem (after noon) GMT = Greenwich Mean Time

UTC = Universal Time Coordinated PST = Pacific Standard Time

EST = Eastern Standard Time

CST = Central Standard Time approx. = approximately appt = appointment

no = number tel = telephone

temp = temporary vet = veterinarian vs = versus

some examples of acronyms

FOMO: fear of missing out

GIF: graphics interchange format PIN: personal identification number

AIDS = Acquired Immune Deficiency Syndrome

FIFA = The Federation of International Football Associations NATO = The North Atlantic Treaty Organisation

OPEC = Organisation of Petroleum Exporting Countries SARS = Severe Acute Respiratory Syndrome

TOEFL = Test of English as a Foreign Language UEFA = Union of European Football Associations

UNCTAD = United Nations Conference on Trade and Development UNESCO = United Nations Educational, Scientific and Cultural Organisation

UNICEF = United Nations Children's Fund (formerly the United Nations International Children's Emergency Fund)

The difference between abbreviations and acronyms are

An abbreviation is a shortened form of a word used in place of the full word (e.g., Corp.). An acronym is a word formed from the first letters of each of the words in a phrase or name (e.g., NASA or laser).

Answer the following

1. Which abbreviation do you use when you want someone to reply to an invitation?
2. Which abbreviation do you use when you want to add something at the end of a letter?
3. Which abbreviation is used for times in the morning?
4. Which abbreviation is used for times in the afternoon and evening?
5. Which abbreviation do you use when you want someone to do something quickly.
6. Which abbreviation is used for dead people?
7. Which abbreviation is used when someone is prepared to negotiate a price for something.

Answers:

1. RSVP
2. PS
3. AM
4. PM
5. ASAP
6. RIP
7. ono