

English I

Course outline

1. Paragraph writing
2. Phrases & clauses
3. Sentences structure & the kind of sentences
4. Parts of speech
5. Punctuation mark
6. Active & Passive voice
7. Direct & indirect
8. Vocabulary development and spelling
9. Tenses in English Grammar
10. Three Basic letter formats
11. Listening skills
12. Reading comprehension
13. Phonetic Transcription
14. Presentation skills

English

Styles of writing:

1- Narration:

- To tell a story in chronological order.
- It always has a plot with flash forward and flash backs.
- For example: Autobiography, Historical event, Incident, childhood stories etc.

2- Descriptive:

- To describe the characteristics of a person/place/thing/ event from every perspective.
- It involves five senses of a reader in away that he/she starts image buildings & experiencing the details.
- For example: Life of a popular personality, My best friend, personality traits etc.

3- Argumentative:

- To convince the reader. This style of writing is free from the boundaries of credibility or truthfulness. You give your opinion and persuade the reader.
- For example: Religion talk/writing/political, Global warming is man made.

4. Expository:

- To compare and contrast, to give facts and figure, This type of writing shows concreteness which is research and experiment base.

For instance: Scientific writing

- Topic sentence
- Main body
- 1. Supporting details
 - 1 " "
 - 2 " "
 - 3 " "

Conclusion

Why did I choose computer science?

My name is Junaid Ahmed. I choose computer science because I want to do business in the field of computer science. In modern age computer is used in every field of life. I want to know about the computer and do business in the upcoming times. Computer Science is a field in which we learn about the basis of the computer. Every thing is going digital nowadays. I really want to excel in it.

* Clauses and phrase

• Phrase : is a collection of words that may have nouns or verbs but it does not have a subject doing a verb.

- Standing on the ^N roof
- Sitting on a chair

• Clause : A clause is the collection of words that has a subject, which is actively doing or verb

For instance :-

- I dispise individuals of low character.
- When the saints go marching in.
- because she smiled at him.

Types :-

There are two types of clauses.

1. Dependent clause
2. Independent clause.

1. Dependent clause :-

That cannot function on its own due to the lacking of complete sense of meaning by nature.

The presence of subordinate conjunction stopping it to deliver meaning properly.

- Since he laughed at diffident men.
- Rather going to a wedding
- Although this subject is difficult.

2. Independent clause :-

If a clause can stand by itself, and form a complete sentence with punctuation, we call it an

independent clause:-

e.g.

- Obediah Simpson is uglier than Rehman.
- The glass has been broken into many pieces.
- It kept walking by leaving the dog behind.

Subordinate conjunction:-

It connects two unequal parts e.g. dependent & independent.

After

Since

Where

Although

So that

Whereas

while

Supposing

Unless

When

than

Until

because

that

Whether

before

Coordinating conjunction:-

It connects equal parts of a sentence.

For instance:-

For → He wants to play cricket, for he has to work hard.

And → They worked hard, and they won the match.

Nor → I'm not going to throw a party, nor anyone eager to come.

But → He tried to dodge the question, but he got caught.

Or → Come with me or you can take bus.

Yet → I like flower, yet mobile can be a better gift.

So → I was busy, so I cancelled the call.

Conjunctive adverbs:-

Also used to connect to equal parts. These

conjunctions known as floating adverbs, because these can be positioned in the beginning, middle, or at the end of the sentence.

e.g. The medicine must not have worked; otherwise, he would quit complaining, otherwise

infact

finally

Therefor

indeed

accordingly

further

how ever

* Kind of phrases:-

- Noun phrase: → acts like a noun in a sentence by containing noun and other related words e.g. determiner & modifier which modify the noun.

Article adj adv Noun

- They hired a huge beautiful building.

article adj adj Noun

- She bought a decent black shirt.

modifying adj adj N

modifier

- A ^Nwomen in the window shouted for help.

→ A sentence can also consist of more than one noun phrase.

Noun

Nounphrase

→ One of our close [relative] bought a beautiful cat!

Noun phrase

N

• Prepositional phrase:-

A phrase comprising a preposition and object of preposition (Noun & pronoun) is called a prepositional phrase. It may also contain other modifier.

- Near a wall, in the room, under a tree.
- The kids were laughing at the jokes.
- He drives the car in a high speed.

• Adjective phrase:- (modifies a noun)

→ acts like an adjective in a sentence.

It modifies a noun or pronoun by adding extra meaning.

It consists of adjectives, modifiers and may other modifiers are attached to it.

- A kid on the roof is looking at the sky.
- The boy in the shop is my friend.
- She gave me a cup full of tea.

• Adverb phrase:- (modifies a verb)

→ acts like an adverb in a sentence it modifies (add to meaning) a verb or other adverb.

- He drives a car in a very high speed.
- They walked along the wall.
- She welcomed the guests in a ^{nice} way.

• Verb phrase:-

A verb phrase is the group of main verb and helping verbs (auxiliaries) with in a sentence.

helping verbs: is, are, am

Auxiliaries: may, might, shall, would
v.p

She is writing a letter.

He has taken his annual exam.

They have been playing game since morning.

- Infinite phrase:- → Contains an infinitive 'to' and other modifies to it.

An infinitive phrase functions or acts as a noun, an adjective or adverb in a sentence. e.g.

→ I enjoy to drive a car.

→ To get success in exams is a goal of every student.

- Government made a plan to help needy people.

- Gerund phrase:-

A gerund phrase is a group of gerund (verb + ing), modifiers and other related words linked to the gerund. It function as a noun in the sentence.

- I enjoy listening to the music.

- He started writing the letter.

- Walking in the sun affects the complexion.

- Crying of a body disturbed me a lot.

Parts of speech:-

- 1- Noun
- 2- Pronoun
- 3- Verb
- 4- Adjective
- 5- Adverb
- 6- Preposition
- 7- Conjunction
- 8- Interjection
- 9- Article

1- Noun:-

Abstract noun, Proper noun, Singular/Plural, common, concrete, compound, Countable - uncountable, collective noun.

→ Common and proper
↓ Father ↓ mussana
Mother Asma

things that we can touch } Abstract and concrete | we can touch
{ not touch ↓
 happiness ↓ Table
 Love Chair
 hate ↓ glass
 Sadness
 pain
 beauty
 ugly

→ Countable

Team

Students in lecture hall

Dozen

Uncountable

Sugar

Rice

Stars

Hair

→ Collective

Pair of shoes / socks

Gang of robbers

Bunch of flowers

Army

Flock of birds

Team

Many people but count
in singular noun.

→ Compound noun

Single word Compound noun

Two word

play ground

Class room

Quaid-i-Azam

teddy bear

bedroom

Father-in-law

bird watcher

Table tennis

basketball

Grandfather

3- Verb:-

Active verb, linking verb, transitive/intransitive,
irregular verb.

* Action verb :-

Action verb is a main verb/major verb.

Reading
running
smelling
looking

* Linking verb :-

is/are/am/was/were

Auxiliary

might/shall/would

Abstract verb :-

seems, looks, smells, sounds, feels

→ Irregular verb :-

sleep → slept

speak - spoke

Read → Read → (Homograph)

bring → brought

see → seen

Homograph has

→

Transitive

← I ate a banana.

← I broke a cup.

They laugh.

I walk.

← He rang the bell.

Intransitive

→

→

I ate hurriedly.	Intransitive	because hurriedly is manner.
He played a match.	Transitive	
They stopped a car.	Transitive	
I ate a cake.	Transitive	
They stopped immediately.	Intransitive	

Transitive:-

The presence of an object after the verb in a form of noun denotes a transitive verb in the form of a noun sentence.

If it is absent the subject does not make any clear sense.

Intransitive:-

Lacking of an object, still delivering complete sense denotes intransitive occurrence of the verb in a sentence.

Some verbs which are transitive may be used intransitively to express a passive idea. Their subjects usually denote things rather than persons.

- The books were easily read
- The bread was very soft.
- The houses were clean.

* Adjective:
It enhances and gives detail to the noun.

The huge, shiny, silvery saucer

Article → a, an, the

Demonstrative → that, these, those

Distributive → either, each, every

Interrogative → whose, what, which

Possessive → my, our, his, her

Numerical → four, six

Descriptive → Proper → Pakistani, Indian

Participle → Spoiled child, negative thought

Adj Compound → good-looking girl
broken-down house

One beautiful flower was placed in the green vase.

* Adverb: → It modifies a verb, by answering few questions.

- How → Politely, patiently, carefully Referto manner

- When → now, then, afterwards, soon time

- Where → here, there, inside, everywhere place

- How much → too, every, extremely, nearly degree

- How often → daily, rarely, once, seldom degree

manners of verb

show manner

adj
Quickly the audience rose and left

* Preposition:-

It shows the direction
for, in, under, up, down

* Interjection:- To show mild or strong feelings
Overwhelming, followed by an apostrophe!

- Hurrah!
- Ahs!
- OUCH!
- OOPS!

* Articles:-
Indefinite → 'A' and 'An'
Definite → 'The'

→ When beginning with a consonant a, a book,
open, a women.

→ Words beginning with "U" giving the consonant:
University, Unit

→ Words beginning with a vowel sounded like "you" as
Europe

An is used before vowel sound.

→ Words beginning with a silent 'H' as 'Monk', 'heir', honest.

→ Words beginning with a sounded and accented (H) on the second syllabus :- a historical building heroic act etc.

- A or An used is used → before a noun to denote any indefinite person or thing as he saw a cat in the room. A man is sitting under the tree.
- A man (i.e. All man) is a mortal being.
 - A cat (i.e. All cats) is a dangerous animal.

The use of definite article:- → to refer to some particular person, thing.

- The man standing near the street is a beggar.
- The house you bought is very expensive.
- When we are talking about some person or thing we have talked already.

"The thief entered a house



Verb

act

Collect

amass

encourage

impress

lead

perform

Noun

action

collection

mass

courage

impression

leadership

performance

Adjective

active

collective

massive

courageous

impressive

leading

performing

Adverb

actively

collectively

massively

courageously

impressively

leadingly

No adverb

-: 3 basic letter writing :-

- Indent
- semi- Indent / block
- Block

Indent format

Date:

* Address

Subject:-

Dear Sir,

Yours truly
Sig
Name

Major words

Noun

Verb

adv

adj

16th October 2020

October 16, 2020

Pre

Article

Conj

Block format

one line space
(→)

→ Date :

→ Receiver :

→ Subject :

→ Dear Sir,

→

→

→

Yours Sincerely,

Sig

Name

← → :- Semi-Indent / block :-

Date

~~Sender Address~~

~~Block~~

→ Receiver

→ Subject

Sir,

→

→

Yours Sincerely

Sig

Name

Paragraph writing:

1. Topic sentence / Introductory line/lines
2. Supporting detail (Examples)
3. Conclusion

Active & Passive voice

Strong writing uses active voice.

Active / Passive

Form of passive voice verbs

is kicked → had been kicked.

was kicked → is going to be kicked.

is being kicked → will be kicked.

has been kicked → can be kicked.

was being kicked → should be kicked.

Direct / Indirect

Rule of changing of tense

Present simple into past simple.

Present continuous into past continuous

Present perfect into past perfect.

Present perfect continuous → Past perfect continuous

Past simple → Past perfect

Past continuous → Past perfect continuous

Past perfect → Past - perfect

Future simple ⇒ Will changes into would

Future continuous ⇒ Will be into would be

Future perfect ⇒ Will have into would have