

Communication Skills in English

Grammar Cheatsheet

Course Code: 4300002 / DI01000031

Parts of Speech

1. Noun

Definition: Name of person, place, thing, or idea.

Types:

- **Proper:** Specific names (Ram, India, Monday)
- **Common:** General names (boy, city, day)
- **Collective:** Group (team, family, crowd)
- **Abstract:** Ideas/qualities (honesty, love, wisdom)
- **Material:** Substances (gold, water, wood)

Example: The teacher (common) visited Delhi (proper) with her team (collective).

2. Pronoun

Definition: Word used instead of noun.

Types:

- **Personal:** I, we, you, he, she, it, they
- **Possessive:** mine, yours, his, hers, ours, theirs
- **Reflexive:** myself, yourself, himself, themselves
- **Demonstrative:** this, that, these, those
- **Interrogative:** who, whom, whose, which, what
- **Relative:** who, whom, whose, which, that
- **Indefinite:** someone, anyone, everybody, none

Example: They themselves admitted the misconduct. (Personal + Reflexive)

3. Verb

Definition: Action or state of being word.

Types:

- **Main Verb:** express action (run, eat, sleep)
- **Auxiliary Verb:** help main verb (is, am, are, was, were, have, has, had, do, does, did)
- **Modal Auxiliary:** can, could, may, might, must, shall, should, will, would, ought to

Forms: V1 (base), V2 (past), V3 (past participle), V4 (present participle), V5 (s/es form)

Example: She has been studying (auxiliary + main verb) for three hours.

4. Adjective

Definition: Describes or modifies noun/pronoun.

Types:

- **Quality:** good, bad, beautiful, ugly
- **Quantity:** some, any, much, little, enough
- **Number:** one, two, first, second, many, few
- **Demonstrative:** this, that, these, those
- **Possessive:** my, your, his, her, its, our, their
- **Interrogative:** which, what, whose

Comparison:

- Positive: tall, beautiful, good
- Comparative: taller, more beautiful, better

- Superlative: tallest, most beautiful, best

Example: This is the most beautiful garden in the city.

5. Adverb

Definition: Modifies verb, adjective, or another adverb.

Types:

- **Manner:** quickly, slowly, carefully, well
- **Time:** now, then, today, yesterday, always
- **Place:** here, there, everywhere, outside
- **Frequency:** always, often, sometimes, never
- **Degree:** very, quite, too, enough, almost

Example: Usha runs fast. (manner)
She always arrives early. (frequency + time)

6. Preposition

Definition: Shows relationship between noun/pronoun and other words.

Common Prepositions:

- **Time:** at, on, in, by, since, for, during
- **Place:** at, on, in, under, above, below, between
- **Direction:** to, from, into, towards, through
- **Others:** with, without, about, of, for, by

Time Rules:

- **at** specific time: at 5 PM, at noon
- **on** days/dates: on Monday, on 15th Jan
- **in** months/years/long periods: in March, in 2024

Example: We are meeting at the cafe.
He is good at math.
Wait here until I get back.

7. Conjunction

Definition: Joins words, phrases, or clauses.

Types:

- **Coordinating:** and, but, or, nor, for, so, yet
- **Subordinating:** because, since, if, unless, although, while, when, before, after, until
- **Correlative:** either...or, neither...nor, both...and, not only...but also

Example: It was raining, so we turned back.
Although I was tired, I finished the work.
Because he was late, he missed the bus.

8. Interjection

Definition: Expresses sudden emotion or feeling.

Examples: Wow! Alas! Hurrah! Oh! Ouch! Bravo! Ah!

Example: Wow! What a beautiful view!
Alas! He failed in the exam.

Tenses

Present Tenses

1. Simple Present

Form: V1 / V1+s/es

Usage:

- Habitual actions: I wake up at 6 AM.

- Universal truths: The sun rises in the east.

- Scheduled future: The train leaves at 5 PM.

Time words: always, usually, often, sometimes, rarely, never, every day/week/month

Example: (+) Whenever we meet, we plan a trip.

(-) He does not play cricket.

(?) Do you speak English?

2. Present Continuous

Form: is/am/are + V4 (ing)

Usage:

- Action happening now: She is reading a book.
- Temporary action: I am staying with my friend.
- Future plan: We are meeting tomorrow.

Time words: now, at present, currently, at the moment, today

Example: (+) It is raining outside now.

(-) They are not working today.

(?) What are you doing?

3. Present Perfect

Form: has/have + V3

Usage:

- Completed action (time not important): I have finished my work.
- Past action with present result: She has lost her key.
- Experience: Have you ever visited Paris?

Time words: just, already, yet, ever, never, recently, lately, so far, until now

Example: (+) Hello Samay, I haven't seen you for ages.

(-) She hasn't arrived yet.

(?) Have you finished your homework?

4. Present Perfect Continuous

Form: has/have + been + V4 (ing)

Usage:

- Action started in past, still continuing
- Emphasize duration

Time words: for, since, all day/week/month, how long

Example: (+) They have been living in Switzerland for seven years.

(-) I haven't been feeling well recently.

(?) How long have you been waiting?

Past Tenses

1. Simple Past

Form: V2

Usage:

- Completed action in past: I went to school yesterday.
- Past habit: He always carried an umbrella.
- Historical fact: Gandhi fought for independence.

Time words: yesterday, last week/month/year, ago, in 2020, then

Example: (+) Shikhar Dhawan scored a century in the last match.

(+) Who invented the computer?

(-) I didn't see him yesterday.

2. Past Continuous

Form: was/were + V4 (ing)

Usage:

- Action in progress at specific time in past
- Two actions happening simultaneously
- Interrupted action

Time words: when, while, as, at that time, at 5 PM yesterday

Example: (+) Vijay was waiting for me when I arrived.

(+) Yesterday evening the phone rang three times while we were having dinner.

(-) She wasn't listening to music.

3. Past Perfect

Form: had + V3

Usage:

- Action completed before another past action
- Past of past

Time words: before, after, already, just, never, by the time

Example: (+) Had you ever visited China before your trip in 2006?

(+) When I reached the station, the train had already left.

(-) She hadn't finished her work before the deadline.

Future Tenses

1. Simple Future

Form: will/shall + V1

Usage:

- Future prediction: It will rain tomorrow.
- Spontaneous decision: I'll help you with that.
- Promise: I will be there on time.

Time words: tomorrow, next week/month/year, soon, later, in future

Example: (+) Tomorrow will be a holiday.

(+) Will you lend me a pen, please?

(-) I won't attend the party.

Present: V1/V1+s/es

Present Cont.: is/am/are + V4

Present Perfect: has/have + V3

Present Perf. Cont.: has/have + been

Past: V2

Past Cont.: was/were + V4

Past Perfect: had + V3

Future: will/shall + V1

Tense Quick Reference:

Modal Auxiliaries

Can / Could

Usage:

- **Can:** Ability, permission, possibility (present)
- **Could:** Ability (past), polite request, possibility

Example: I can swim. (ability)

Can I use your phone? (permission)

Could you lend me your scooter, please? (polite request)

She could run fast when she was young. (past ability)

May / Might

Usage:

- **May:** Permission, possibility (50%)
- **Might:** Less possibility (30-40%), polite suggestion

Example: May I come in? (permission)

She may come tomorrow. (possibility)

May God bless you! (wish)

It might rain today. (less possibility)

Must

Usage:

- Strong obligation/necessity
- Prohibition (must not)
- Logical conclusion/certainty

Example: You must wear a helmet. (obligation)

You must not speak loudly in the hospital. (prohibition)

He must be sick; he didn't come to school. (conclusion)

Should / Ought to

Usage:

- Advice, recommendation
- Moral obligation
- Expected situation

Example: We should keep promises. (moral obligation)

You should exercise daily. (advice)

We should honour our parents. (moral duty)

A patient should follow the doctor's advice. (recommendation)

Will / Would

Usage:

- **Will:** Future action, promise, request
- **Would:** Polite request, past habit, conditional

Example: I will help you. (promise)

Will you close the door? (request)

Would you like some tea? (polite offer)

He would often visit us. (past habit)

Shall

Usage:

- Future (with I/we)
- Suggestion/offer
- Formal obligation

Example: Shall I open the window? (offer)

Shall we go for a walk? (suggestion)

We shall overcome. (determination)

Need

Usage:

- Necessity/requirement
- Used in negative/interrogative

Example: You need to work hard. (necessity)

Need I come tomorrow? (question)

You needn't worry. (no necessity)

Can/Could

May/Might

Must

Modal Quick Reference: Should/Ought to

Will/Would

Shall

Need

Ability, Permission

Possibility, Permission

Obligation, Prohibition

Advice, Duty

Future, Request

Offer, Suggestion

Necessity

Subject-Verb Agreement

Basic Rules

Golden Rule: Singular subject takes singular verb; Plural subject takes plural verb.

Rule 1: Singular Subjects

He/She/It/Singular noun + Singular Verb (V1+s/es)

Example: She sings beautifully.

The book is on the table.

Each of the boxes weighs 10 kgs.

Rule 2: Plural Subjects

They/We/You/Plural noun + Plural Verb (V1)

Example: They play cricket every day.

The students are in the classroom.

None of them attend to their work these days.

Rule 3: Compound Subjects with 'and'

Subject 1 + and + Subject 2 = Plural verb

Example: Ram and Shyam are friends.

The secretary and the member have come to visit.

Exception: When two subjects form one unit or refer to same person:

Example: Bread and butter is the primary need.

My uncle and guide is my best friend. (same person)

Apple pie and custard is my favourite dish. (one dish)

Rule 4: Subjects joined by 'or', 'nor', 'either...or', 'neither...nor'

Verb agrees with nearest subject

Example: Either the teacher or the students are responsible. Neither the students nor the teacher is present.

Rule 5: Collective Nouns

Usually take singular verb

Example: The team is playing well.

The committee has decided.

The family is very large.

Rule 6: Each, Every, Everyone, Everybody

Always singular verb

Example: Each student has a book.

Everyone is ready.

Every boy and girl is present.

Rule 7: Some, All, Most, None

Depends on noun that follows

Example: Some of the water **is** polluted. (uncountable)
 Some of the students **are** absent. (countable)
 All of the money **is** gone.
 All of the books **are** new.

Rule 8: Phrases between Subject and Verb

Ignore phrases; verb agrees with main subject

Example: The deputy along with thirty miners **was** killed.
 The book on the table **is** mine.
 One of the students **is** absent.

Rule 9: There is/are

Verb agrees with noun that follows

Example: There **is** a book on the table. (singular)
 There **are** books on the table. (plural)

Rule 10: Time, Money, Distance

Singular verb when considered as single unit

Example: Ten rupees **is** not enough.
 Two hours **is** a long time.
 Five kilometers **is** a short distance.

Tricky Words Always Singular:

- Each, every, either, neither
- Everyone, everybody, someone, somebody
- Anyone, anybody, no one, nobody
- Nothing, everything, something

Sentence Patterns

Pattern 1: SV (Subject + Verb)

Intransitive verbs (no object needed)

Example: People **cried**.
 Birds **fly**.
 The sun **rises**.

Pattern 2: SVO (Subject + Verb + Object)

Transitive verbs (require object)

Example: She **sings** a song.
 I **read** books.
 He **plays** cricket.

Pattern 3: SVA (Subject + Verb + Adverb)

Verb modified by adverb

Example: Lata **sang** sweetly.
 He drives carefully.
 They worked hard.

Pattern 4: SVC (Subject + Verb + Complement)

Linking verbs (be, become, seem, appear, look, feel)

Example: You **are** intelligent.
 She **became** a teacher.
 The food **smells** good.

Pattern 5: SVOO (Subject + Verb + Indirect Object + Direct Object)

Example: I **gave** him a book.
 She **told** me the truth.
 He **bought** her a gift.

Pattern 6: SVOC (Subject + Verb + Object + Complement)

Example: We **elected** him president.
 They **found** the movie boring.
 I **consider** him honest.

SV	Birds fly
SVO	I read books
SVA	She sings beautifully
SVC	He is happy
SVOO	I gave him a pen
SVOC	We made him captain

Common Errors to Avoid

1. Double Negatives

Wrong: I don't have nothing.
Right: I don't have anything. / I have nothing.

2. Incorrect Tense Sequence

Wrong: When I will come, I call you.
Right: When I come, I will call you.

3. Misplaced Modifiers

Wrong: I only have five rupees. (suggests that's all you do)
Right: I have only five rupees.

4. Incorrect Prepositions

Wrong: Depends on/off the situation
Right: Depends on the situation
Wrong: Good in mathematics
Right: Good at mathematics

5. Pronoun-Antecedent Agreement

Wrong: Everyone should bring their books.
Right: Everyone should bring his/her book.
Better: All students should bring their books.

6. Confusing Words

accept (receive)	except (exclude)
affect (influence)	effect (result)
its (possessive)	it's (it is)
their (possessive)	there (place)
whose (possessive)	who's (who is)
then (time)	than (comparison)

Quick Grammar Tips

Articles (a, an, the)

- **a** before consonant sound: a book, a university
- **an** before vowel sound: an apple, an hour
- **the** for specific/known things: the sun, the Taj Mahal

Active vs Passive Voice

Active: Subject performs action

She writes a letter.

Passive: Object receives action

A letter is written by her.

Form: Object + is/am/are/was/were + V3 + by + Subject

Direct vs Indirect Speech

Direct: He said, "I am busy."

Indirect: He said that he was busy.

Changes:

- Remove quotation marks
- Add 'that'
- Change tense (present → past)
- Change pronouns
- Change time/place words

Question Formation

Yes/No Questions: Auxiliary + Subject + Main Verb?

Do you speak English?

Wh-Questions: Wh-word + Auxiliary + Subject + Main Verb?

What are you doing?

Negative Sentences

With Auxiliary: Subject + Auxiliary + not + Main Verb
She is not coming.

Without Auxiliary: Subject + do/does/did + not + V1
He does not play cricket.

Important Verb Forms

V1	V2	V3	V4
go	went	gone	going
do	did	done	doing
have	had	had	having
see	saw	seen	seeing
come	came	come	coming
run	ran	run	running
write	wrote	written	writing
speak	spoke	spoken	speaking
take	took	taken	taking
make	made	made	making
give	gave	given	giving
know	knew	known	knowing
think	thought	thought	thinking
find	found	found	finding
tell	told	told	telling
get	got	got/gotten	getting
feel	felt	felt	feeling
become	became	become	becoming
leave	left	left	leaving
put	put	put	putting
bring	brought	brought	bringing
begin	began	begun	beginning
keep	kept	kept	keeping
hold	held	held	holding
hear	heard	heard	hearing

Exam Strategy

For MCQs

- Read question carefully
- Eliminate obviously wrong answers
- Check subject-verb agreement
- Verify tense consistency
- Look for preposition usage

For Fill in the Blanks

- Identify subject (singular/plural)
- Check time indicators (yesterday, now, etc.)
- Look for modal auxiliary requirements
- Ensure proper verb form
- Read complete sentence for context

For Sentence Pattern Questions

- Identify subject first
- Find main verb
- Check if verb needs object
- Look for complement or adverb
- Mark the pattern (SV, SVO, SVC, SVA)

Last Minute Tips

- Memorize irregular verb forms
- Practice modal auxiliary usage
- Review subject-verb agreement rules
- Remember tense formulas
- Know sentence patterns
- Practice identifying parts of speech
- Revise common prepositions
- Learn conjunction types

Mnemonic Devices

FANBOYS

Coordinating Conjunctions:
For, And, Nor, But, Or, Yet, So

Modal Usage

CAN-COULD: Capability

MAY-MIGHT: Possibility

MUST: Obligation

SHOULD: Advice

WILL-WOULD: Future/Request

Tense Time Words

Present: always, usually, often, now

Past: yesterday, ago, last, then

Future: tomorrow, next, soon, later

Perfect: already, just, yet, ever, never

Continuous: for, since, while, when

Preposition of Time

AT-ON-IN Method:

AT = Specific time (at 5 PM)

ON = Days/dates (on Monday)

IN = Months/years (in 2024)

Subject-Verb Agreement

ESSE Rule:

Each, Every, Some, Somebody/someone, Everybody/everyone =
Singular verb

Practice Exercise Examples

Identify Parts of Speech

1. *She sings beautifully.*

She = Pronoun, sings = Verb, beautifully = Adverb

2. *The quick brown fox jumps.*

The = Article, quick = Adj., brown = Adj., fox = Noun, jumps = Verb

Fill Correct Tense

1. I _____ (study) for three hours.

Answer: **have been studying** (Present Perfect Continuous)

2. She _____ (come) yesterday.

Answer: **came** (Simple Past)

Choose Correct Modal

1. You _____ obey traffic rules. (should/would)

Answer: **should**

2. _____ you help me? (May/Could)

Answer: **Could**

Subject-Verb Agreement

1. Each of the students _____ present. (is/are)

Answer: **is**

2. The team _____ playing well. (is/are)

Answer: **is**

Identify Sentence Pattern

1. *Birds fly.* - **SV**
2. *I read books.* - **SVO**
3. *She is beautiful.* - **SVC**
4. *He runs fast.* - **SVA**

All the Best for Your Exam!

Practice makes perfect. Review regularly for better retention.

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