# ENGLISH GRAMMAR AND COMPOSITION

[ ANGLO-BENGALI — FOR HIGH SCHOOLS ]

Based on
Nesfield, Wren & Martin
And Modern Oxford Authorities

Dr. P. C. Das



## CONTENTS

# Part I State of the State of th

		Pages
62	Chapter 1 : SENTENCE CONSTRUCTIONS	1-20
	■ Illustration and Definition 3 ■ The old view 3 ■ The New Concept 4 ■ Formation of Sentences 5 ■ Subject and Predicate 6 ■ Kinds of Sentences and their Functions 7 ■ Sentence Pattern 7 ■ Applied Section 12 ■ Exercise 16	rosilO
I	Chanter 2 - PARTS OF SPEECH	21-47
	<ul> <li>Illustration and Definition 21</li> <li>Parts of Speech—Noun, Pronoun, Adjective, Verb, Adverb, Preposition, Conjunction, Interjection 21</li> <li>Useful Words 27</li> <li>Applied Section 44</li> <li>Exercise 45</li> </ul>	icad)
	Chapter 3: KINDS OF NOUNS	<b>18-54</b>
	Proper, Common, Collective, Material and Abstract Noun 48 Gerund & Verbal Noun 51 Formation of Abstract Noun 52 Exercise 53	c ( ) ( ) Chapt
	Chapter 4 : COUNTABLE AND UNCOUNTABLE NOUNS	55-60
	<ul> <li>Illustration and Definition 55</li> <li>Uncountable Nouns used as Countables 57</li> <li>Applied Section 58</li> <li>Exercise 59</li> </ul>	
I	Chapter 5: THE NOUN: NUMBER	61-70
	<ul> <li>Singular and Plural Number 61 How Plurals are formed 61 Foreign Plurals and Typical Plurals 64 Applied Section 68 Pronunciation Note 69</li> <li>Exercise 69</li> </ul>	and the state of the
I	Chapter 6: THE NOUN: GENDER	71-74
	<ul> <li>■ Kinds of Gender 71</li> <li>■ Rules of Changing Genders 72</li> <li>■ Applied Section 74</li> <li>■ Exercise 74</li> </ul>	
	Chapter 7: THE NOUN: CASE	75-79
	■ Different types of Cases 75 ■ Formation of Possessive Case 76 ■ Use of Possessive Case 76 ■ Noun in Apposition 77 ■ Applied Section 77 ■ Exercise 78	
	Chapter 8 : MORE ABOUT PRONOUNS	80-94
	<ul> <li>Kinds of Pronouns 80</li> <li>Cases of Pronoun 81</li> <li>Number of Pronouns 82</li> <li>Reflexive and Emphatic Pronoun 82</li> <li>Uses of different types of Pronoun 83</li> <li>Short forms of Pronoun and Verb 89</li> <li>Applied Section 90</li> <li>Exercise 91</li> </ul>	
11	Chapter 9 : MORE ABOUT ADJECTIVES	5-109
	■ Kinds of Adjectives 95 ■ Uses of Adjectives 97 ■ Formation of Adjectives 98 ■ Comparison of Adjectives 99 ■ Rules of Comparison 100 ■ Use of Degrees 103 ■ Some Idiomatic Usages of Adjectives 104 ■ Applied Section 105 ■ Exercise 107	5 574
TT	Chapter 10 : MORE ABOUT VERBS AND MODALS	0-133
	<ul> <li>Kinds of Verbs 110</li> <li>Use of Primary Auxiliaries or Tense Auxiliaries 111</li> <li>Uses of Modal Auxiliaries (Modals) 113</li> <li>Transitive and Intransitive Verbs 115</li> <li>Finite and Non-Finite Verbs 118</li> <li>State Verbs and Event Verbs 120</li> <li>Verb Patterns 122</li> <li>Applied Section 126</li> <li>Exercise 131</li> </ul>	5
1) C		34-142
N <sub>3</sub>	■ Subject-Verb Agreement Rules 134 ■ Exercise 141	

Chanter 12: College at 1011	Chanter	12	/	CONJUGATION	OF	<b>VERBS</b>
-----------------------------	---------	----	---	-------------	----	--------------

143-158

■ Weak and Strong Verbs 143 ■ Verbs often Confused 151 ■ Spelling Rules of Verbs with '-ing' 152 Pronunciation Note 153 Exercise 155

# Chapter 13: TIME AND TENSE WITH MOOD

159-185

- Illustration and Definition of Tense 159 Different Forms of Tense 159
- Mood of Verbs 171 Applied Section 173 Exercise 178

### Chapter 14: VERBAL NOUN, GERUND AND PARTICIPLE

186-194

■ Verbal Noun, Gerund 186 ■ Gerund & Infinitive 187 ■ Participle 188 ■ Gerund and Participle 190 Participle & Nominative Absolute 190 Exercise 190

#### Chapter 15: MORE ABOUT ADVERBS AND ADVERBIALS

195-211

- Adverb and its Functions 195 Kinds of Adverbs 196 Formation of Adverbs 199 Position of Adverbs 203 Adverbials / Adverbial Particles 204 ■ A Comparison of Adverbs 205 ■ Intensifiers and Downtoners 205 ■ Applied
- Section 206 Exercise 210

#### Chapter 16: MORE ABOUT PREPOSITIONS

212-230

- Illustration and Definition 212 Relation of Preposition 212 Position of Preposition 214 Kinds of Preposition 214 Relations expressed by Prepositions 216 Some Important Prepositions 217 Prepositional Phrase 224 ■ Applied Section 225 ■ Exercise 228
- Chapter 17: APPROPRIATE PREPOSITIONS

231-256

■ Appropriate Prepositions 231 ■ Special Prepositions 254 ■ Some Common Errors in Preposition 254 Exercise 255

#### Chapter 18: MORE ABOUT CONJUNCTIONS

257-263

- Function of Conjunctions 257 One Word joined to Another Word 257
- Correlatives 258 One Clause joined to Another Clause 258 Kinds of Conjunctions for joining Clauses 259 
  ■ Conjunctions as Linking Words 259
- Some Important Rules 260 Sentence Linkers or Connectors 261 Applied Section 262 ■ Exercise 263

## Chapter 19: ARTICLES AND DETERMINERS

264-280

■ Illustration and Definition of Article/Determiner 264 ■ Definite and Indefinite Article 264 ■ Use of Articles 265 ■ Special Use 266 ■ Uses of A/An 266 ■ Uses of 'The' 268 ■ Omission of the Articles 272 ■ Determiners 275 ■ Applied Section 277 Exercise 278-280

### Chapter 20 : MODIFIERS

281-284

- Illustration and Definition 281 Premodifier and Postmodifier 281 Types and Uses of Premodifiers 282 Types and Uses of Postmodifiers 282 Noun Modifiers and Head Nouns 283 Nominal Group/Noun Cluster 283

# Chapter 21 : STRUCTURAL AND NON-STRUCTURAL WORDS

■ Illustration and Definition 285 ■ Difference between Structural Words and Non-structural words 285 ■ Exercise 286

# Chapter 22: NARRATION/REPORTING

288-310

Illustration and Definition of Direct Speech and Indirect Speech 288 ■ Punctuation of Direct Speech 288 ■ Rules for changing Direct Speech into Indirect Speech 289 ■ Change of Tenses 290 ■ Narration of Assertive Sentence

	TION OF VERRS	Page
-	Chapter 12: CONJUGATION OF VERBS  Weak and Strong Verbs 143 Werbs often Confused 151 Spelling  Weak and Strong Verbs 152 Pronunciation Note 153 Properties 155	
G	Links with -IIIQ 102 - Their is 155	-14162
	13 · TIME AND TENSE WITH MOOD	159-185
	Illustration and Definition  Mood of Verbs 171 Applied Section 173 Exercise 178	159
	Chapter 14: VERBAL NOUN, GERUND AND PARTICIPLE  Verbal Noun, Gerund 186 Gerund & Infinitive 187 Participle 188 Gerund Participle 190 Participle & Nominative Absolute 190 Exercise	<b>186-194</b> Prund 190
	Charter 15 : MORE ABOUT ADVERBS AND ADVERBIALS	195-211
	Adverb and its Functions 195 km Kinds of Adveros 196 formation of Adverb 199 Position of Adverbs 203 Adverbials / Adverbial Particles A Comparison of Adverbs 205 Intensifiers and Downtoners 205 Applead Section 206 Exercise 210	verbs 204
. (	Chapter 16: MORE ABOUT PREPOSITIONS	212-230
	■ Illustration and Definition 212 ■ Relation of Preposition 212 ■ Position Preposition 214 ■ Kinds of Preposition 214 ■ Relations expressed by Presitions 216 ■ Some Important Prepositions 217 ■ Prepositional Phrase 2 ■ Applied Section 225 ■ Exercise 228	epo-
- (	Chapter 17 : APPROPRIATE PREPOSITIONS	231-256
	■ Appropriate Prepositions 231 ■ Special Prepositions 254 ■ Some Comm Errors in Preposition 254 ■ Exercise 255	non
(	Chapter 18: MORE ABOUT CONJUNCTIONS	257-263
	Function of Conjunctions 257 One Word joined to Another Word 2 Correlatives 258 One Clause joined to Another Clause 258 Kinds Conjunctions for joining Clauses 259 Conjunctions as Linking Words 2 Some Important Rules 260 Sentence Linkers or Connectors 261 Appliation 262 Exercise 263	of 59
(	Chapter 19 : ARTICLES AND DETERMINERS	264-280
	■ Illustration and Definition of Article/Determiner 264 ■ Definite and Indefinition 264 ■ Use of Articles 265 ■ Special Use 266 ■ Uses of A/An 26 ■ Uses of 'The' 268 ■ Omission of the Articles 272 ■ Determiners 275 ■ Applie Section 277 ■ Exercise 278-280	56
(	Chapter 20 : MODIFIERS	81-284
SV.	■ Illustration and Definition 281 ■ Premodifier and Postmodifier 281 ■ Type and Uses of Premodifiers 282 ■ Types and Uses of Postmodifiers 28 ■ Noun Modifiers and Head Nouns 283 ■ Nominal Group/Noun Cluster 28 ■ Exercise 284	') (OXIMA
C	Chapter 21 : STRUCTURAL AND NON-STRUCTURAL WORDS 28	85-287
	Non-structural words 285 Progretage 286	d
C	NARRATION/REPORTING	8-310
	Punctuation and Definition of Direct Speech and Indirect Speech 288 Indirect Speech 289 Change of Tenses 290 Narration of Assertive Sentence	

290 Exercise [I] 292 Narration of Interrogative Sentence 293 Yes-No Questions 293 Wh-Questions 294 Question Tags 295 Exercise [II] 295 Narration of Imperative Sentence 296 Imperative beginning with 'Let' 297 Exercise [III] 298 Narration of Optative Sentence 298 Exercise [IV] 298 Narration of Exclamatory Sentence 299 Exercise [V] 300 Narration of Vocatives 301 Reporting Mixed Sentences 302 Applied Section 302 Reporting Dialogues 303 Exercise [VI] 308

# Chapter 23: VOICE CHANGE/DESCRIBING A PROCESS

311-324

■ Illustration and Definition of Active Voice and Passive Voice 312 ■ Rules for Changing Voice 312 ■ Verb Patterns of Passive Voice 312 ■ Voice Change of Assertive Sentence 313 ■ Imperative Sentences 314 ■ Interrogative Sentences 314 ■ Yes-No Questions 315 ■ Wh-Questions 315 ■ Negative Sentences 315 ■ Special Forms of Passive Voice 316 ■ Quasi-Passive Voice 318 ■ Passive Voice of Complex Sentence 319 ■ Some Peculiarities in Voice 320 ■ Applied Section 321 ■ Exercise 322

#### Chapter 24: PHRASES

Permi

325-334

© Construction of Phrases 325 ■ Difference of Phrase and Clause 325 ■ Kinds of Phrases 325 ■ Noun Phrases 326 ■ Adjective Phrases 326 ■ Adverbial Phrases 327 ■ Prepositional Phrase 328 ■ Participial Phrase 328 ■ Phrase in Apposition 329 ■ Absolute Phrase 329 ■ Parenthetical Phrase 329 ■ Exercise 329

#### Chapter 25: SENTENCES AND ITS CLAUSES/JOINING/SPLITTING 335-357

■ Illustration and Definition 335 ■ Difference of Clause and Phrase 336 ■ Noun Clause 337 ■ Adjective Clause/Relative Clause 340 ■ Adverbial Clause 342 ■ Co-ordinating Clause 346 ■ Some more Joining 346 ■ Contracted Sentences 347 ■ Different Clauses with the Same Linker 347 ■ Participial Phrase and Non-Finite Clause 348 ■ Some more Joining 350 ■ Splitting of Sentences 351 ■ Applied Section 352 ■ Exercise 353

#### Chapter 26: TRANSFORMATION OF SENTENCES

358-370

Interchange of Interrogative and Assertive 358 m Exercise [I] 359 m Interchange of Exclamatory and Assertive 359 m Exercise [II] 360 m Interchange of Affirmative and Negative 360 m Exercise [III] 361 m Interchange of Degrees of Comparison 362 m Exercise [IV] 363 m Joining by 'Too' 363 m Exercise [V] 363 m Simple to Complex Sentences 363 m Exercise [VI] 364 m Complex to Simple Sentences 365 m Exercise [VIII] 366 m Simple to Compound Sentences 366 m Exercise [VIII] 368 m Compound to Simple Sentences 368 m Exercise [IX] 368 m Complex to Compound Sentences 369 m Compound to Complex Sentences 369 m Exercise [X] 369

#### Chapter 27: WH-QUESTIONS

371-395

Difference of Simple Questions and Wh-Questions 371 ■ Rules of Interrogative Patterns 371 ■ Classification of Wh-words 372 ■ Interrogative Pronouns: Who, Whose, Whom, Which, What 372 ■ Interrogative Adjectives: What, Which, Whose 380 ■ Interrogative Adverbs: When, Where, Why, How 382 ■ Wh-Questions for two or more sentences 387 ■ Exercise 390

#### Chapter 28: FORMATION OF WORDS/ANTONYMS

396-417

Primary Derivatives 396 Secondary Derivatives: Prefixes 397 Suffixes 401 Antonyms 407 Single Words for a Group of Words 412 Applied Section 415 Exercise 416

DART OF SPEECH TO OTHERS	418-430
Chapter 29: WORD FAMILY/ONE PART OF SPEECH TO OTHERS  Nouns Corresponding to other Parts of Speech 418 Verbs Corresponding to other Parts of Speech 421 Adjectives Corresponding to other Parts of Speech 421 Adje	onding arts of
other Paris of Specific 430	
Speech 427 Applied AS DIFFERENT PARTS OF SPEECH	431-438
Chapter 30: SAME WORD USED AS DITTEMENT 18 Exercise 438  Same Words as different Parts of Speech 431 Exercise 438	439-459
Chapter 31: WORDS COMMONLY CONFUSED  Words Commonly Confused in Spelling 439 Words Commonly Confused in Meaning 446 Words Commonly Confused in Usage 454 Exercise in Meaning 446 Words Commonly Confused in Usage 454 Exercise	nfused e 456
PUDASAL VERDS	460-473
Different Group Veros 400 Pappined	474-481
DIONE	100 110
I IQIOMS WITH 1 1000	482-491
Chapter 34: NOMINAL COMPOUNDS  Noun + Noun 482 Noun + Verb/Verbal Noun 486 Verb/Verbal Noun + Noun 487 Nominal Compound of more than two words  Applied Section 489 Exercise 490	loun/ 488
CAPITALIZATION	492-498
What is Punctuation 492 Sees of Function 492 Letter 497 Exercise 498	apital
Part II	
COMPOSITION	501-541
Chapter 1 : LETTER WRITING  Chapter 1 : LETTER WRITING  Chapter 1 : LETTER WRITING	X 2770324
Chapter 1: LETTER WRITING  Private Letters 502 Letters to Pen-Friends 507 Social Letters  Business Letters 511 Official and Demi-Official Letters 513 Applic  Business Letters 511 Letters in response to Advertisements 517 Letter  for Employment 516 Letters in response to Advertisements 517 Letter  the Editor 520 Circular Letter or Notice and Draft 527 Telegrams  Do It Yourself 533 Exercise 538	530
Charter 2 - NAPRATING EVENTS/REPORTS	542-552
Specimen 542 Do It Yourself 548 Exercise 550	553-575
Chapter 3: PARAGRAPHS  Definition 553 Paragraphs on Places 553 Paragraphs on Persons  To Definition 553 Paragraphs on Places 568 Persons  To Definition 553 Paragraphs on Places 574	
OF THE A PROCESTING PROBLEMS AND SUGGESTING SOLUTIONS	onal
Pollution 576 Sound Pollution 577 Drug Addiction 578 Nation 1978 Illiteracy 579 Do It Yourself 580 Exercise 582	584-597
Chapter 5 : RETELLING STORIES	
Categories of Stories 584 Stories of Eminent Persons, Folk Tales, Fa 584 Real Life Stories 590 Do It Yourself 591 Exercise 594	598-604
Chapter 6 : REPORTING DIALOGUE IN A SUMMARY FORM	1. A THE THE PARTY OF THE PART
Examples Worked Out—Planning a Picnic 598 A Trip to Puri 599 A Do and a Patient 599 A Teacher or A Doctor 600 A Rainy Day 601 Al	AT ( ) I

Pages

## Chapter 7 : DESCRIBING A PROCESS

605-611

■ Ways of Describing 605 ■ Do It Yourself 610 ■ Exercise 610

## Chapter 8 : PICTURE DESCRIPTION

612-619

■ Pollution Problem 612 ■ Three Essentials of Living 613 ■ Exercise 613

# Part III READING COMPREHENSION

#### Chapter 1: READING COMPREHENSION

623-649

What it means, Guidelines 623 ■ Comprehensions from Familiar Extracts 623 ■ Unseen Comprehensions from Newspapers, Journals, etc. 636
 Exercise 640

# Part IV USE OF MOTHER TONGUE

	Chapter	1 : SENTENCE PATTERN	653-659
	Chapter	2 : INTRODUCTORY 'THERE'	660-661
	Chapter	3 : INTRODUCTORY 'IT'	662-663
	Chapter	4 : ARTICLES	664-666
	Chapter	5 : TENSE	667-674
	Chapter	6 : GERUND AND VERBAL NOUN	675-676
	Chapter	7 : PARTICIPLES	677-679
	Chapter	8 : INFINITIVES	680-683
	Chapter	9 : MODAL VERBS/CAUSATIVE VERBS/CORRELATIVES	684-694
	Chapter	10 : COMPLEX SENTENCES (WITH SEQUENCE OF TENSES	6) 695-699
	Chapter	11 : COMPOUND SENTENCES	700-702
	Chapter	12 : IDIOMATIC USES OF SOME VERBS	703-705
		13 : BENGALI PARTICLES	706-708
4	Chapter	14 : IDIOMATIC COMPARISONS	709-710
1-		15 : PROVERBS	711-713
	Chapter	16 : PASSAGES FOR TRANSLATION	714-724