COMMUNICATIVE ENGLISH

1. Basic Grammar :

   Structural pattern, single word substitution :
   Editing tenses of verbs.

2. Common errors, comparison, Syntax.

3. Antonyms, Homonyms, Comprehension, based
   on topics of Science and Technology.

4. Precise, Paragraph Writing, Technical description.

5. ~~Explanation~~ (Worked Expansion (worked and phrase)

6. Official Correspondence, Memorandum, Cirular letter.

7. Applying for a job, Resume.

8. Business Correspondence., Report Writing., E-mail.

9. Phonetics (Symbol and Transcription), Pronunciation.

10. Reading - developing Reading skill.

11. Group Discussion.

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Structural pattern, Single word substitution, Taking tenses of verbs

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Precise, Paragraph writing, Technical description

Elaboration, Extended Expansion (spoken and phrase)

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Group Discussion

* <u>Grammar :</u>

Grammar is the logic of the language. It's purpose is not to torture you but to help you to think, speak and write correctly. English Grammar help us to communicate our ideas correctly.

* <u>Letter</u>

A letter is the smallest unit of a language with the help of which we write and an english word.

Ex →	Letters	Words
	A, p, p, l, e	- Apple
	P, e, n	- Pen
	C, h, a, i, r	- Chair

* <u>Note :-</u>

(i) There are 26 letters in English alphabet.

Q. A letter can be written in how many ways?

→ A letter can be written in two ~~uso~~ ways.

ⓐ Capital letter

→ A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.

ⓑ Small letter

→ a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z.

✳ <u>Alphabet:</u>

An alphabet is a set of letters in a fixed order. This fixed order is known as "alphabetical order" or "ABC order".

✳ <u>Note :-</u> Number of alphabet = 01.

✳ <u>Vowels:</u>

A, E, I, O, U are called vowels.

✳ <u>Note :-</u> Number of vowels = 5

✳ <u>Consonants:</u>

All the letters except a, e, i, o, and u are called consonants.

Ex → B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z

✳ <u>Note :-</u> No. of consonants = 21

* <u>Semi-vowels</u>

W and Y are called semi-vowels. When they are in the begining of a word, they are consonants. When they are not in the beginning of the word, they are called semi-vowels.

Ex →   Week   - Consonant.
           Yalk   - Consonant.

<u>10/12/2021</u>

<u>Word (शब्द)</u>

A group of letters that shows/conveys any sense is called a word.

In other words a meaningful group of letters is called a word.

Examples :- Chair, Table, Pen, dog, book, mobile, etc.

<u>Note</u> :- The correct order of letters in a word is necessary to give a sense.

or,

The letters in a word are placed in proper order so that they made any sense.

Ex - epn X
      pen ✓

we cannot write 'epn' in place of 'pen'.

✗ Arrange these given words in proper order to give a sense.

Incorrect words		Correct words.
1. Chiar	—	Chair
2. Pyla	—	Play
3. tma	—	mat
4. elphenant	—	elephant.
5. Moblie	—	Mobile
6. Adcie	—	Acid
7. Memoarble	—	Memorable
8. Meomry	—	Memory
9. noos	—	Soon
10. dgo	—	dog.

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Sentence :-

A group of words which makes complete sense is called a sentence.

A sentence is a complete thought expressed in words.

or,

A group of words used to say something about a person or thing and which makes complete sense is called a sentence.

or,

A word or group of words that makes complete sense is called a sentence.

extramarks

Examples :- · Australia is a small continent.
- You are a good person in your family.
- Donald Trump was the former president of America.
- She is not a tall girl.
- Why are you not interested in English language?
- How clever catherine is !
- May you live long !
- Please teach him two hours.
- Go.
- Come
- Go there
- Do this work.
- Run.

Sentence.

Notes :-

1. A sentence always begins with a capital .

    Ex→ Rahul is a tall boy. ✓

      rahul is a tall boy. ✗

2. We use full stop (.) , question mark (?) and sign of exclamation (!) at the end of a sentence .

Ex:- You are not interested in study . (Full stop).

    Who teaches you ?   (Question mark).

              (or sign of interrogation)

   May our president live long ! (Sign of exclamation)

   What a beautiful sight it is !

• **Parts of a sentence**

It has two parts :-

(i) The Subject
(ii) The predicate.

(1) <u>The subject.</u>

The subject in a sentence tells 'who or what' performs the action.

It is typically a noun or pronoun.

Ex:- The <u>carpenter</u> makes a chair.
    ↓
   Subject

<u>I</u> teach you English
↓
Subject
   or,

I teach English to you.

(2) <u>The predicate :-</u>

The predicate is the part of a sentence that tells what the subject does.

Ex:- The carpenter <u>makes a chair.</u>
       ↓
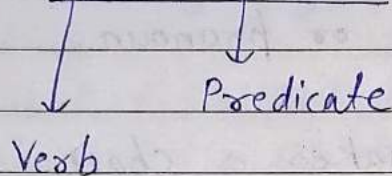   Predicate.

Some student <u>are laborious.</u>
      ↓
     Predicate.

Note:-

(i) A verb is the "heart of the predicate".

Ex :- I (am) a student.

Verb ← | → Predicate

You can speak english fluently.

↓ Predicate

(ii) A predicate can be many words or one word and always contains a verb.

Ex:- Dogs bark.

Subject ↓   Predicate (one word) ↓

People speak hindi in some parts of Bihar.

↓ Subject   Predicate (many words)