



**CHANDIGARH  
UNIVERSITY**

Discover. Learn. Empower.

# **University Institute of Liberal Arts and Humanities**

Course Name – Communication Skills

Course Code – 20UCT-141/191

Faculty Name – Harpreet Kaur



**PARTS OF SPEECH**

DISCOVER . **LEARN** . EMPOWER

# COURSE OBJECTIVES

The Course aims to:

1	Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.
2	Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.
3	Build exceptional reading and writing skills by correcting grammatical errors and pronunciation through practice.

# COURSE OUTCOMES

On completion, the students are expected to:

CO Number	Title	Level
CO1	Produce correct contextual written text and speech in a wide range of communication situations.	Apply
CO2	Write original short compositions, in the form of paragraph writing, business correspondence, blogs etc. through logical support and argument.	Analyse
CO3	Demonstrate linguistic competence through accuracy in grammar, pronunciation and vocabulary.	Apply



# Parts of Speech

- A category or 'word class' to which a word is assigned in accordance with its syntactic functions. In English the main parts of speech are noun, pronoun, adjective, determiner, verb, adverb, preposition, conjunction, and interjection.

*Today Sarah and I went to the garden.*

↓	↓	↓	↓	↓	↓	↓	↓
Adverb	Noun	conjunction	pronoun	verb	preposition	determiner	noun

# Parts of Speech(Cont.)

- There are eight parts of speech in English

Nouns

Pronouns

Verbs

Adverbs

Adjectives

Conjunctions

Prepositions

Interjections





# Noun

- A noun is a word that functions as the name of some specific thing or set of things, such as living creatures, objects, places, actions, qualities, states of existence, or ideas.
- For example: *John, America, chair, boy, class*

**Let's identify nouns in this sentence?**

*Michele went to the park with his dog near her house last evening.*

↑                      ↑                      ↑                      ↑                      ↑  
*Michele*                      *park*                      *dog*                      *house*                      *evening*

# Classification of Nouns

Nouns are categorized into the following categories:

Common Nouns

Proper Nouns

Collective Nouns

Material Nouns

Abstract nouns

Countable  
Nouns

Uncountable  
Nouns

Singular Nouns

Plural Nouns

# Classification of Nouns(cont.)

- **Common Noun:** A common noun is the name of a person, place or thing of the same class or kind.  
*Example: student, tiger, bus, zoo, country*
- **Proper Noun:** It is the name of a particular person, place or thing  
*Example: Atul, The Taj, The Gita, The Times of India*
- **Abstract Noun:** It is the name of a quality, a state or an action  
Eg. beauty, bravery, boyhood, happiness, honesty.



# Common Noun- Proper Noun

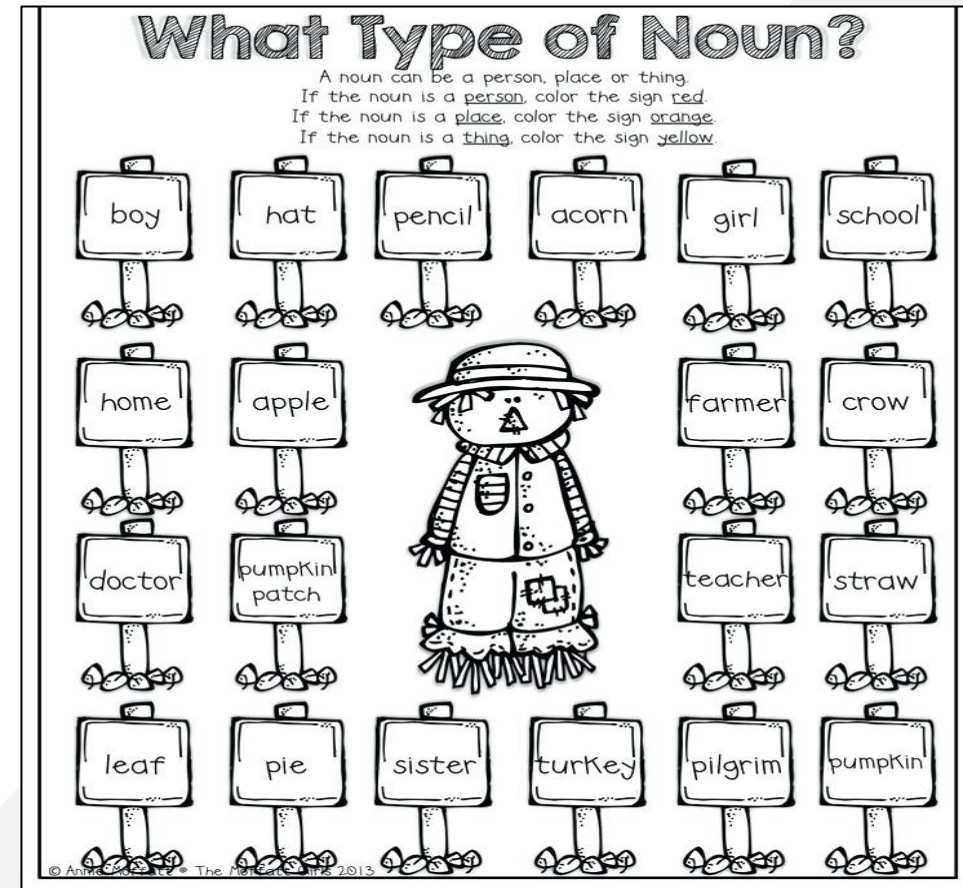
Common noun	Proper noun
man	Chandler
city	Chandigarh
country	Spain
company	Microsoft
religion	Buddhism
language	French
day	Tuesday

Guess!



# Classification of Nouns(cont.)

- **Material Noun:** A material noun is the name of some matter or substance of which things are made  
Eg. cotton, clay, glass, iron, silk
- **Collective Noun:** It is the name of a group of persons or objects which form a unit  
*Example: Class, crowd, army, team, fleet, bunch,*



# Collective Nouns

A group of...	Collective noun
wolves	pack
employees	staff
players	team
criminals	gang
keys	bunch
bees	swarm
stairs	flight



# Pronoun

- In linguistics and grammar, a pronoun is a word that substitutes for a noun or noun phrase. It is a particular case of a pro-form. For example: *he, she, I, my, out, it, itself, herself, they*

**Look at the problem in the following set of sentences:**

Sarah visited Sarah's grandparents. Sarah's grandparents live in Melbourne. Sarah really enjoyed the time with Sarah's grandparents.



Sarah visited her grandparents. They live in Melbourne. She really enjoyed the time with them.



Sarah visited **her** grandparents. **They** live in Melbourne.  
**She** really enjoyed the time with **them**.

## Subject Pronouns

I  
You  
We  
They  
He  
She  
It

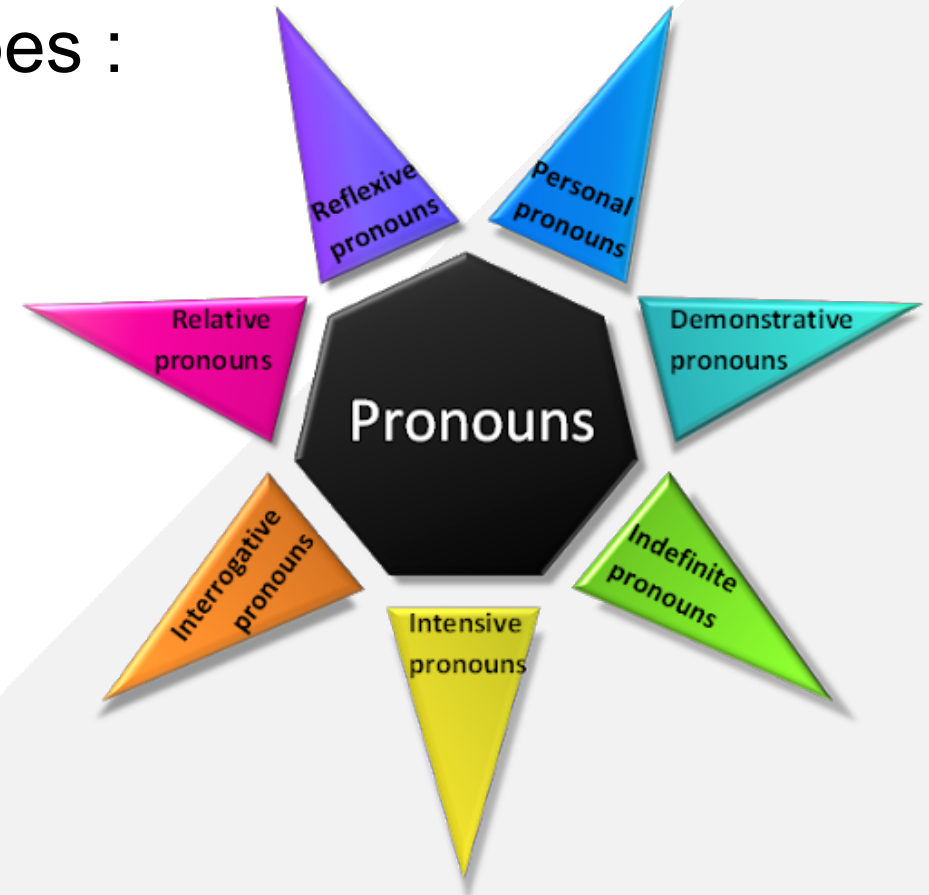
## Object Pronouns

Me  
You  
Us  
Them  
Him  
Her  
It

# Types of Pronouns

Pronouns are major divided into 7 Types :

- Personal Pronouns.
- Indefinite Pronouns.
- Relative Pronouns.
- Intensive Pronouns.
- Demonstrative Pronouns.
- Interrogative Pronouns.
- Reflexive Pronouns.





# Types of Pronouns(cont.)

- **Personal Pronouns:** The personal pronouns are *I, you, he, she, it, we, and they*. When most people think of pronouns, it is the personal pronouns that usually spring to mind.

Example: *I* saw *him* yesterday. *He* saw *me* yesterday. *They* saw *us* yesterday.

- **Demonstrative Pronouns:** Demonstrative pronouns are used to demonstrate (or indicate). *This, that, these, and those* are all demonstrative pronouns.

Example: *This* is the one I left in the car.

# Common mistakes while using personal pronouns

## Noun/pronoun + I/me

Hannah and Charles work together.

1. ~~I and Charles work together.~~
2. Charles and I work together.
3. ~~Charles and me work together.~~
4. ~~Me and Charles work together.~~

## Noun/pronoun + I/me

Sarah guided Hannah and Charles.

1. ~~Sarah guided Hannah and I.~~
2. ~~Sarah guided me and Hannah.~~
3. ~~Sarah guided I and Hannah.~~
4. Sarah guided Hannah and me.

# Types of Pronouns(cont.)

- **Indefinite Pronouns:** Indefinite pronouns are used for non-specific things. This is the largest group of pronouns. **All, some, any, anyone, nobody, each, both, few, either, none, one,** and **no one** are mostly used.  
Example: **Somebody** must have seen the driver leave.
- **Relative Pronouns:** Relative pronouns are used to add more information to a sentence. **Which, that, who** (including **whom** and **whose**), and **where** are all relative pronouns.  
Example: Dr Adam Sissons, **who** lectured at Cambridge for more than 12 years, should have known the difference.

# Types of Pronouns(cont.)

- **Reciprocal Pronouns:** Reciprocal pronouns are used for actions or feelings that are reciprocated. The reciprocal pronouns are ***each other*** and ***one another***.

Example: They like one ***another***.

- **Reflexive Pronouns:** A reflexive pronoun ends with ***...self*** or ***...selves*** and refers to another noun or pronoun in the sentence (usually the subject of the sentence). The reflexive pronouns are ***myself, yourself, herself, himself, itself, ourselves, yourselves, and themselves***.

Example: The dog bit ***itself***.

# Types of Pronouns(cont.)

- **Intensive (or Emphatic) Pronouns:** An intensive pronoun refers back to another noun or pronoun in the sentence to emphasize it (e.g., to emphasize that it is the thing carrying out the action).

Example: John bakes all the bread *himself*.

- **Interrogative Pronouns:** Interrogative pronouns are used in questions. Although they are classified as pronouns, it is not easy to see how they replace nouns. *Who*, *which*, *what*, *where*, and *how* are all interrogative pronouns.

Examples: **Who** told you to do that? **What** do you want to eat?

# Let's Practice (Pronouns)

**Recast the following paragraph using appropriate pronouns of the given nouns:**

James and Mary were siblings. One day James and Mary returned from school. James and Mary were very hungry and went straight into the kitchen. James and Mary wanted to eat something. In the kitchen James and Mary saw a cat. The cat was drinking the milk mother had kept for James and Mary. James ran out screaming. James was scared. James was always afraid of cats. Mary was a brave girl. Mary was not afraid of anything. Mary shooed the cat away. The cat ran out. James saw the cat running away. James came back into the kitchen. James praised Mary for Mary's courage.



# Solution

James and Mary were siblings. One day **they** returned from school. **They** were very hungry and went straight into the kitchen. **They** wanted to eat something. In the kitchen **they** saw a cat. It was drinking the milk mother had kept for **them**. James ran out screaming. **He** was scared. **He** was always afraid of cats. Mary was a brave girl. **She** was not afraid of anything. **She** shooed the cat away. **It** ran out. James saw the cat running out. **He** came back into the kitchen. **He** praised Mary for her courage. Mary thanked **him**.

# Poll Question 1

•Can a pronoun be following a noun?

A. Yes

B. No

# Determiners

- A determiner, also called determinative, is a word, phrase, or affix that occurs together with a noun or noun phrase and serves to express the reference of that noun or noun phrase in the context.

Example: *a, the, every, two*



# Types of Determiners

Articles	Indefinite
	Definite

Demonstratives

Possessives

Interrogatives

Quantifiers

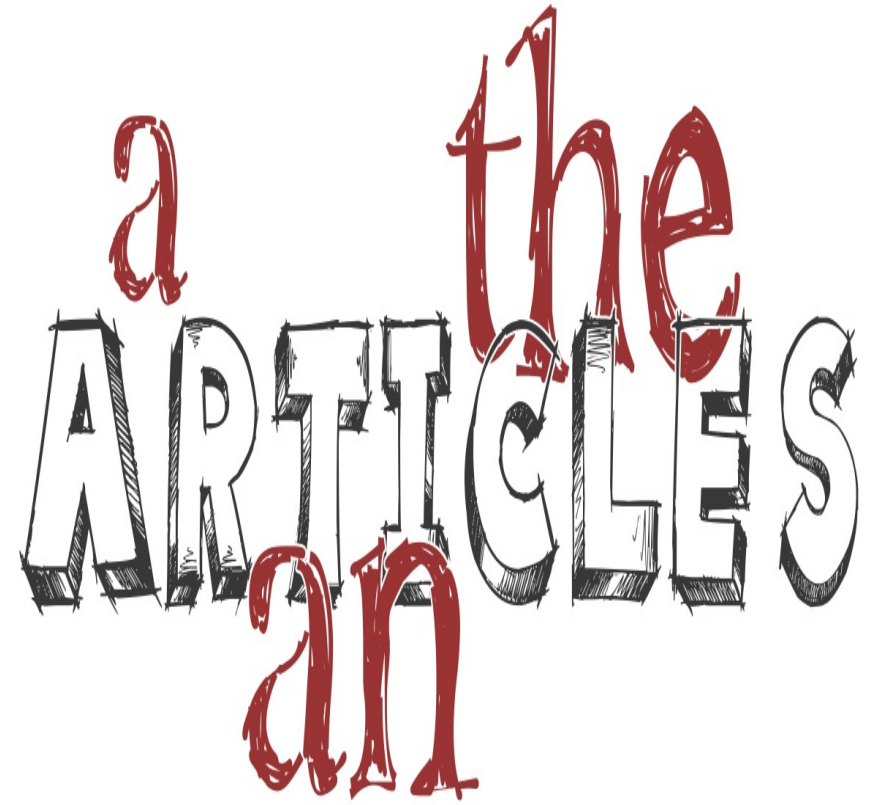


# Articles

- An article is a word that is used with a noun to specify grammatical definiteness of the noun, and in some languages extending to volume or numerical scope. The articles in English grammar are **a**, **an**, and **the**.

In English, we have 2 types of articles:

- Definite article: the
- Indefinite articles: a, an



# Common rules (articles)

## Rule 1.

- i. Use **a** before consonant sounds
- ii. Use **an** before vowel sounds

Example: *a tree, an engineer, an old man, an MLA, a university*

## Rule 2. Use **a** or **an** only with countable nouns

Example: *an elephant, a teacher, a European tour, an hour*



# Common rules (articles)

## Rule 3.

- i. Use **a** or **an** to talk about a person or thing **unknown** to the listener
- ii. Use **the** to talk about a person or thing **known** to the listener.

Examples:

1. Hannah has two computers: **a** PC and **a** laptop. **The** PC is quite old, but **the** laptop is brand new.
2. I bought **a** bag last year. **The** bag still is in good condition.
3. Can you open **the** window?
4. I need to go back home. I think I left **the** AC turned on.
5. **The** man in the grey suit is my boss.

# Common rules (articles)

**Rule 4:** Use *a* or *an* to talk about *non-specific* things or people.

Example:

1. (i) Do you have a pencil?  
(ii) Do you have the pencil that Cathy gave you?
2. (i) I want to buy an apartment.  
(ii) I want to buy the apartment that we visited.
3. (i) If you are feeling sick, you should go and see a doctor.  
(ii) What did the doctor say?

# Common rules (articles)

**Rule 5:** Use a or an to mention the category or type of a person or thing.

In each sentence, use **a** or **an** where necessary:

- |  |  |
|--|--|
| 1. My car is 2018 Ford Fiesta.         | 1. My car is 2018 <b>a</b> Ford Fiesta.          |
| 2. You can use your TV as monitor.     | 2. You can use your TV as <b>a</b> monitor.      |
| 3. Ali's daughter is intelligent girl. | 3. Ali's daughter is <b>an</b> intelligent girl. |
| 4. I am member of this library.        | 4. I am <b>a</b> member of this library.         |
| 5. I am teacher.                       | 5. I am <b>a</b> teacher.                        |
| 6. My sister worked as cashier.        | 6. My sister worked as <b>a</b> cashier.         |

# Common rules (articles)

**Rule 6:** Generalize all plural and uncountable nouns **with no article**.

Identify all the plural and uncountable nouns in the followings:

1. Does Pablo like tea?
2. Education is important in life.
3. Teachers should be friendly to students .
4. I enjoy watching horror movies.
5. Exercise is good for health.
6. Dolphins are very intelligent.

# Common rules (articles)

**Rule 7:** Use *no article* in these situations:

i. **proper nouns:** name of people and places

Peter, Steve, Charlie, Alia, Manchester, Toronto, Delhi

Exceptions: the United States, the United Kingdom, the Himalayas, the Netherlands etc.)

ii. **names of games and languages:**

chess, cricket, badminton, French, English, Hindi

iii. **Fixed expressions:**

at home/work, go to bed/college/school/church, travel by bus/car/plane, at noon/night, on Sunday/Monday/Tuesday etc.

# Let's practice

**Choose the correct article: a, an, the or x (no article)**

1. Are you coming to the party next Saturday?
2. I bought a new TV set yesterday.
3. I think the man over there is very ill. He can't stand on his feet.
4. I watched the video you had sent me.
5. She was wearing an ugly dress when she met him.
6. I am crazy about reading x history books.
7. She is a nice girl.
8. Do you want to go to the restaurant where we first met?
9. He is an engineer.
10. He thinks that x love is what will save us all.



# Types of Determiners(cont.)

- **Demonstratives:** These are words, such as this and that, used to indicate which entities are being referred to and to distinguish those entities from others. They cannot be understood without context.

For example: *this, that, these, those*

**Possessives:** a word or grammatical construction used to indicate a relationship of possession in a broad sense. This can include strict ownership.

For Example: *my, your, her, their*

# Types of Determiners(cont.)

- **Interrogatives:** Interrogative determiners in English grammar are words that formulate direct or indirect questions and exclamations. The three interrogative determiners in English are *what, which, and whose*.

For example: Here are three books. ***Which book*** do you think is the most interesting?

They have four boys. ***Which boy*** is the oldest?

# Poll Question 2

- **Fill the appropriate option:**

You were asking about this house. It is\_\_\_\_\_.

- A. my
- B. myself
- C. mine

# Types of Determiners(cont.)

- Quantifiers:

a few	Both	few	neither
A little	each	fewer	no
All	either	less	several
another	enough	little	some
any	every	many	other

# Types of Determiners(cont.)



# Few and Little (common mistakes)

few: countable nouns

little: uncountable nouns

<b><i>a few</i></b>	some quantity (non-specific)	There are a few books in the library.
<b><i>a little</i></b>		There is a little milk in the jug.
<b><i>the few</i></b>	some quantity (specific)	Here are the few books on grammar.
<b><i>the little</i></b>		Here is the little milk in the jug for tea.
<b><i>few</i></b>	negligible quantity (not sufficient)	Here are few books on Arts in the library.
<b><i>little</i></b>		There is little milk in the jug. (Go and buy some).

# Let's practice

**Find the determiners in the following sentences:**

1. My brother, George, has just married his childhood sweetheart.
2. I have a few questions to ask.
3. The kids will be home soon.
4. That noisy dog belongs to my next-door neighbor.
5. Our friends had a wonderful holiday in Kenya.
6. Most people enjoyed the film, but my wife hated it.
7. We met some interesting people in our hotel when we were on holiday.



# APPLICATIONS

- Students will be able to create correct sentences and use English grammar properly.
- The knowledge of grammar helps students to hone their writing skills and prevent them from plateauing.

# Assessment Pattern

**Students are assessed on the basis of the following parameters:**

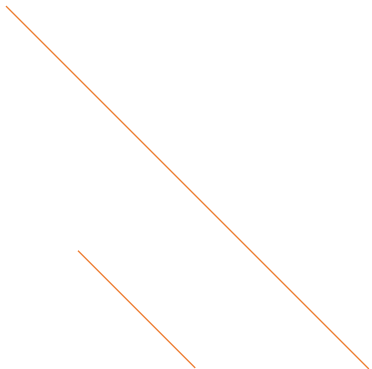
- Hourly Tests - 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

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- <https://www.usingenglish.com/>
- <https://languages.oup.com/>
- <http://www.cambridgemobileapps.com/grammar.html>
- <https://www.englishgrammar.org/>

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# THANK YOU

Two thin, parallel orange diagonal lines in the bottom-left corner of the slide.

For queries  
Email: [20UCT141@gmail.com](mailto:20UCT141@gmail.com)