

GRAMMAR ESSENTIALS

Mastering the Basics of English for Confident Communication

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Introduction to Grammar

Grammar is the system and structure of a language. It's like a **toolbox** — it gives you the right tools (like nouns, verbs, punctuation, and sentence structure) to build correct and powerful sentences.

Whether you're writing an essay, speaking in a job interview, or texting your friends, **grammar shapes how your message is understood.**

What is Grammar, Really?

- Rules for how words change (e.g., “run” becomes “ran” in past tense)
- Word order in sentences (e.g., “I am happy,” not “Happy I am”)
- Agreements between words (e.g., subject-verb agreement like “He walks” not “He walk”)
- Punctuation to show pauses, stops, or excitement (!)

Why is Grammar Important?

- Helps you express yourself clearly
- Makes your writing look professional
- Boosts your confidence in English speaking and writing
- Helps in competitive exams, job interviews, and formal communication

Did You Know?

The word “grammar” comes from the Greek word *grammatike*, which means “the art of letters.”

Parts of Speech

Nouns and Pronouns

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Verbs and Tenses

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Adjectives and Adverbs

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Prepositions

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Conjunctions

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Interjections

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Active and Passive Voice

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Punctuation Rules

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Common Grammar Mistakes

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Clauses and Phrases

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