

GRAMMAR GUIDE

ELITE/GRAMMAR/TRAINEE MANUAL/V 1.0

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Section 1

Parts of Speech

Noun

A word used to name a person, place animal or thing.

E.g. **Akbar** was a great **king**.

The **Sun** shines bright.

Adjective

A word used to describe the noun.

E.g. He is a **brave** boy.

There are **twenty** boys in **this** class.

Pronoun

A word used instead of a noun.

E.g. John is absent because **he** is ill.

Verb

A word or phrase indicating an action, an event or a state.

E. g. The girl **wrote** a letter to her cousin.

Calcutta **is** a big city.

Iron and copper **are** useful metals.

Adverb

A word used to add meaning to a verb, adjective or another adverb.

E.g. He worked the sum **quickly**.

The flower is **very** beautiful.

She pronounced the word **quite** correctly.

Preposition

A word used to show how a person or thing denoted by noun or pronoun stand in relation to something else.

E.g. There is a cow **in** the garden.

A little girl sat **under** the tree.

The girl is fond **of** music.

Conjunction

A word used to join words or sentences.

E.g. Rama **and** Hari are cousins.

He ran fast **but** missed the train.

Interjections

A word used to express some sudden feeling.

E.g. **Alas!** She is dead.

Hurrah! We have won the game.

Oh! Damn!

The same word used as different parts of speech

1	All men are mortal (Adjective)	2	He was all alone (Adverb)
3	All spoke in his favor (Pronoun)	4	He lost his all in the speculation(Noun)

Section 2

Kinds of Nouns

A noun is a word used as the name of a person, place, animal or thing.

Proper Noun

The name of a particular person, place, animal or thing.

E.g. John, Sita, India, New York, African Elephant, German Shepherd, Hilton Hotel

Common Noun

Name given in common to a person, place, animal or thing of the same class or kind.

E.g. girl, boy, town, dog, cat, city, town.

Collective Noun

The name of a number of persons or things taken as one whole.

E.g. crowd, mob, team, army, family, committee, shoal, bouquet

Abstract Noun

Name of the quality, action, or state considered apart from the object to which it belongs.

E.g. quality - goodness, kindness, bravery

action - laughter, movement

state - childhood, slavery, sickness

Section 3

The Noun: Gender

Masculine gender

Denotes a male

E.g. boy, lion, hero

Feminine Gender

Denotes a female

E.g. girl, lioness, heroine

Neuter Gender

Denotes a thing that is neither male nor female (neither masculine nor feminine)

E.g. book, pen, room, tree

Gender – Modern trends

We live in an age of equality, and therefore, it is important to use language that includes both men and women equally. Ideas of gender justice have evolved rapidly in the second half of the twentieth century and are reflected in English (Gender neutral language)

Instead of	Many people prefer to use
1. To mean all men & women: Mankind	Humanity, human beings, people
2. Some word for both sexes: Actress Authoress Hostess	Actor Author Host
3. Use of pronouns: Him He	him/her he/she

4. Since most jobs are now open to both sexes:

Salesman/saleswoman
Headmaster/headmistress
Policeman/policewoman
Chairman/chairwoman

Sales Assistant
Head Teacher
Police Officer
Chairperson/Chair

5. When talking about jobs that are traditionally done by the other sex:

Male secretary
Male Nurse
Male model
Women advocate

Secretary
Nurse
Model
Advocate

6. The title that comes before women's surname or first name and last name:

Ms. (Married or unmarried)

Section 4

How plurals are formed?

A noun that denotes one person or thing is said to be in **singular number**.

E.g. boy, girl, cow

A noun that denotes that one person or thing is said to be in the **plural number**.

E.g. boys, books, cows

1. By adding “s” to the singular

boy – boys, book – books

2. Nouns ending in “s”, “sh”, “ch”, “x” by adding “es”

class – classes, dish – dishes, match – matches, tax – taxes

3. Most nouns ending in “o” by adding “es”

buffalo – buffaloes, mango – mangoes,

Exceptions: dynamo – dynamos, memento – mementos, photo – photos

4. Nouns ending in “y” preceded by a consonant by changing “y to i” and adding “es”

lady – ladies, city – cities

5. Nouns ending in “f” or “fe” by changing that to “v” and adding “es”

thief – thieves, wife – wives

Exceptions: chief – chiefs, gulf - gulfs

6. By changing the inside vowel of the singular

man – men, foot – feet, tooth – teeth, mouse – mice

7. By adding “en” to singular

child – children, ox – oxen

8. Some nouns have singular and plural “alike”

sheep – sheep, deer – deer, hair - hair

9. A compound noun generally forms its plural by adding “s” to the principal word.

Commander-in-Chief – Commanders-in-Chief
son-in-law – sons-in-law
passer-by – passers-by

10. Nouns taken from foreign languages keep the original plural form.

formula – formulae
index – indices
terminus – terminuses
axis – axes

11. Letters and figures are made plural by adding an apostrophe and “s”

There are more “e’s” and “a’s” on this page.
Add two 5’s and four 2’s.

12. Abstract nouns have no plural.

Love, hope, charity, kindness

Unless used as common nouns.

Charities, kindness

Section 5

The Adjective

Adjective

Sita is a clever girl. (Girl of what kind?)

I don't like that boy. (Which boy?)

He gave me five mangoes. (How many mangoes?)

There is little time for preparation. (How much time?)

A word that describes or modifies a noun or pronoun is called an Adjective.

Formation of adjectives

1. Adjectives formed from nouns.

boy	boyish	fool	foolish	care	careful
play	playful	hope	hopeful	shame	shameful
gold	golden	pardon	pardonable	man	manly
courage	courageous	gift	gifted	joy	joyful

2. Adjectives formed from verbs

tire	tireless	move	moveable
talk	talkative	cease	ceaseless

3. Adjectives formed from other adjectives.

tragic	tragical	black	blackish
sick	sickly	three	threefold

Comparison of adjectives

Read the sentences.

1. The mango barfi is sweet.
2. The mango barfi is sweeter than the chocolate.
3. The mango barfi is the sweetest of all.

Thus adjectives change in the form (sweet, sweeter, sweetest) to show comparison. They are called the three Degrees of Comparison.

Adjective sweet is said to be in the positive degree.

Adjective sweeter is said to be in the comparative degree.

Adjective sweetest is said to be in the superlative degree.

Adjectives used as nouns

1. As plural nouns denoting a class of persons

The cautious (cautious person) are not always cowards.

The rich (rich people) do not know how the poor (poor people) live.

2. As singular nouns denoting some abstract quality.

The future (futuarity) is not known to us.

He is the lover of the beautiful. (beauty generally)

3. Some adjectives actually become nouns and are hence used in both numbers.

E.g. Australians, Canadians, juniors, criminals, secrets, valuable

4. In certain phrases

E.g. In future, I shall charge you for advice.

In short, we know nothing.

At present, he is well.

Nouns used as adjectives

The use of nouns as adjectives is very common in English.

E.g. I met a cottage girl.

He is a village boy.

She is a city girl.

Section 6

Articles

Articles

The adjectives a/an and the are usually called Articles.

They are really demonstrative adjectives.

A/an is called the Indefinite Article, a doctor; that is any doctor.

The is called the Definite Article, because it points out to a particular person or thing; he saw the doctor; meaning a particular doctor.

A/An

The choice between a and an is determined by sound. When beginning with a vowel sound an is used: an enemy, an orange, an umbrella, an hour, an honest man.

It will be noticed that the words hours, honest begin with vowel sound, as the initial consonant “h” is not pronounced.

For a word beginning with a consonant sound a is used; a boy, a woman, a university, a European country. This is because these words (university, union etc.) begin with a consonant sound that of yu.

Similarly we say, ‘a one rupee note, such a one, a one eyed man. This is because one begins with the consonant sound of W.

Before words beginning with H and not accented on the first syllable, an is often used; as, An historical nove, an hotel.

The definite article is used-

1. When we speak of a particular person or thing, or one already referred to:

The book you want is out of print.
I dislike the fellow.
Let us go to the club.

2. When singular noun is meant to represent a whole class:

The cow is a useful animal.
The horse is a novel animal.
The cat loves comfort.

Note that the two nouns man and woman used in the general sense to denote the whole class never have either article.

3. Before the names of the certain books; such as,

The Vedas, The Ramayana

4. Before the common nouns which are the unique in kind:

The Sun, The Sky, The Ocean, The Earth

Sometimes 'the' is placed before the common noun to give meaning to the abstract noun; such as, At last the warrior in him did this.

5. Before the proper noun only when it is qualified by an adjective or defining the adjectival clause;

The great Caesar: the immortal Shakespeare.

6. With superlatives:

The darkest cloud has a silver lining.

This is the best book on elementary examinations.

7. With ordinals:

He was the first man to arrive.

The ninth chapter of the book is very interesting.

8. Before musical instruments:

He can play the flute.

9. Before an adjective when noun is understood:

The poor are always with us.

10. Before noun (with emphasis) to give the force of a superlative:

The verb is the word (= the chief word) in a sentence.

11. As an adverb with comparatives:

The more the merrier.

The more they get, the more they want.

The indefinite article is used-

1. In its original numerical sense of one:

Twelve inches make a foot.

Not a word was said.

A word to the wise is sufficient.

A bird in the hand is worth two in the bush.

2. In the vague sense of a certain:

A Ranchod Pitamber (= a certain person named Ranchod Pitamber) is suspected by the Police.
One evening a beggar came to my office door.

3. In the sense of any, to single out an individual as the representative of a class:

A pupil should obey his teacher.
A cow is a useful animal.

4. To make a common noun of a proper noun;

A Daniel came to judgement! (A Daniel-a very wise man)

Omission of the Article.

1. Before a common noun used in it's widest sense:

Aman is mortal.
What kind of flower is it?

2. Before names of materials:

Gold is a precious material.
Cotton grows in India, America and Egypt.

3. Before proper nouns:

Delhi is the capital of India.
Bombay is a big city.

4. When article is used before the proper nouns, they become common noun:

This man is second Newton.
He was the Nepolean of his age.
Bombay is the Manchester of India.
He is the Shakespeare of the country.

5. Before abstract nouns used in general sense:

Wisdom is the gift of heaven.
Honesty is the best policy.
Virtue is his own reward.

6. Note – An abstract noun, when it is qualified by an adjective or an adjectival phrase or clause, may have the article:

The wisdom of Solomon is famous.
He showed a courage worthy of an old man.

7. Before languages:

We are studying English.
He prefers French.

8. Before school, college, church, bed, table, hospital, market, person when these places are visited or used for their primary purpose:

I learnt French at school.
He goes to church on Sunday.
He stays in bed till nine in the morning.
My uncle is still in the hospital.

Note - This is used with these words when we refer to them as a definite place, building or object rather than to normal activity that goes on there:

The school is very near to my home.
I met him at the church.

9. Before means of relations like father, mother, aunt, uncle and also cook and nurse, meaning 'our cook', 'our nurse':

Father has returned.
Aunt wants you to see her.

10. Before predicative nouns denoting a unique position i.e. a position that is normally held at one time by one person only:

He was elected Chairman of the board.

11. In certain phrases consisting of transitive verb followed by its object:

to catch fire, to take breath, to give battle, to cast anchor, to send word, bringing word, to give ear, to set sail, to lose heart, to leave home, to strike root, to take offence.

12. In certain phrases consisting of a preposition followed by its object:

at home, in hand, in debt, by day, by night, at noon, by water, by river, by train, by steamer, by name, on horseback, on foot, on deck, at ease, under ground

Section 7

Active and Passive Voice

A helps B.

The verb helps is said to be in the **active voice**

(Subject does something)

Subject is active

E.g. Alice loves Monica.

The peon opened the gate.

He will finish the work soon.

B is helped by A.

The verb 'helped' is said to be in **passive voice**

(Something is done to the subject)

Subject is passive

Monica is loved by Alice.

The gate was opened by the peon.

Work will be finished by him soon.

Since the object of the verb in the active voice becomes subject of the passive form it follows that only Transitive verbs can be used in the passive voice, because intransitive verbs have no object.

The Active voice is used when the doer of the action is to be made prominent.

E.g. I booked the tickets.

The Passive voice is used when the thing acted upon is to be made prominent.

E.g. The tickets are booked.

Section 8

Tenses

Below the Tenses (Active voice, Indicative Mood) of the verb 'to love'.

	Present Tense	
	Singular Number	Plural Number
1 st Person	I love	We love
2 nd Person	You love	You love
3 rd Person	He loves	They love
	Past Tense	
	Singular Number	Plural Number
1 st Person	I loved	We loved
2 nd Person	You loved	You loved
3 rd Person	He loved	They loved
	Future Tense	
	Singular Number	Plural Number
1 st Person	I shall love	We shall love
2 nd Person	You will love	You will love
3 rd Person	He will love	They will love

Reaas these sentences:

1. I love. (Simple present)
2. I am loving. (Present continuous)
3. I have loved. (Present perfect)
4. I have been loving. (Present perfect continuous)

The verbs in all of these sentences refer to the present time and are therefore said to be in the present tense.

In sentence 1, however, the verb shows that the action is mentioned simply without anything being said about the completeness or incompleteness of the action.

In sentence 2, the verb shows that the action mentioned as incomplete or continuous, that is, as still going on.

In sentence 3, the verb shows tha the action mentione as finished, complete or perfect at the time of speaking.

The case of verb in sentence 4 it is said to be 'Present Perfect Continuous' because the verb shows that the action is going on continuously, and not completed at this present moment.

Thus we see that the Tense of a verb shows only on the time of an action or event, but also the state of an action referred to.

Just as the Present Tense has four forms, the Past Tense also has the following forms:

1. I loved. (Simple Past)
2. I was loving. (Past continuous)
3. I was loved. (Past Perfect)
4. I had been loving. (Past Perfect Continuous)

Similarly the Future Tense has the following four forms:

1. I shall love. (Simple Future)
2. I shall be loving. (Future Continuous)
3. I shall have loved. (Future Perfect)
4. I shall have been loving. (Future Perfect Continuous)

We may now define tense as that form of a verb which shows the time and state of an action or event.

Tense	Voice	Simple	Continuous	Perfect	Perfect continuous
Present	Active	I love	I am loving	I have loved	I have been loving
	Passive	I am loved	I am being loved	I have been loved	
Past	Active	I loved	I was loving	I had loved	I had been loving
	Passive	I was loved	I was being loved	I had been loved	
Future	Active	I shall love	I shall be loving	I shall have loved	I shall have been loving
	Passive	I shall be loved		I shall have been loved	

It will be seen that there are 12 tenses in the active voice and eight in the passive.

The usage of tenses

Simple present tense

1. Habitual action : He drinks milk every morning.
2. General truth: The Sun rises in the East.
3. Exclamatory sentence beginning with here, there : Here comes the bus!
4. Vivid narrative (For simple past): He rushes forward and deals a heavy blow.
5. A fixed future event: The match starts at 09:00 pm.
6. Introduce a quotation: Keats says, "A thing of beauty is a joy forever"
7. Instead of simple future tense in clauses of time and of condition: If it rains, we shall get wet.
8. In commentaries simple present is used instead of present continuous: Tengulkar goes forward and hits the ball.

Present continuous tense

1. Action going on at the time of speaking.: She is singing (now).
2. Temporary actions may not be happening at the time of speaking: I am reading a book.
3. Actions planned for near future: My uncle is arriving tomorrow.
4. Some verbs are not normally used in the continuous form: I see an aeroplane.

Present perfect tense

1. Completed activity in immediate past: He has just gone out.
2. Past actions whose time is not given: Have you read "Gulliver's Travels"?
3. Past event when effect in the present is important: I have cut my finger.
4. Action beginning in some time in the past and continuing upto the present moment: He has been ill since last week.

Present perfect continuous tense

1. Action which began sometime in the past and is still continuing: He has been sleeping for five hours.

Simple past tense

1. Actions completed with adverb of past time: She left school last year.
2. Without adverb: I learnt Hindi in Mumbai.
3. Past habits: She always carried an umbrella.

Past continuous tense

1. Action going on at sometime in the past: We were listening to the radio all evening.

Past perfect tense

1. Action completed before a certain moment in the past: I met him in new Delhi in 1970, I had seen him five years ago.
2. Two actions in the past: When I reached the station, the rain had just started.

Past perfect continuous tense

1. Action began and continued upto that time: He had been writing a novel for two months.

Simple future tense

1. Action that has still to take place: I shall see him tomorrow.

Future continuous tense

1. Action going on in some time in future: I shall be reading the paper then.
2. Future event as planned: He will be meeting us next week.

Future perfect tense

1. Completion of an action by a certain future time: I shall have written my exercise by that time.

Future perfect continuous tense

1. Action in progress over a period that will end in the future.

Section 9

Verb

The verb must agree with its subject in number and person.

E.g.

I am here	I was there	I have a bat	I play cricket
He is here	He was there	He has a bat	He plays cricket
They are here	They were there	They have a bat	They play cricket

Agreement of the verb with the subject (In number and person)

1. Hari and Rama **are** here
He and his friend **have** arrived.
(Singular subjects joined by 'and')
2. My friend and benefactor **has** come
The orator and statesman **is** dead
(One person)
3. The orator and the statesman **are** dead.
(Two persons)
4. Bread and milk **is** his only food.
The horse and carriage **is** at the door.
(One idea)
5. Every boy and girl **was** ready.
Every man and woman in the village **was** present.
6. Neither he nor I **was** there.
No nook or corner was left unexplored.
(Singular subject connected by or, nor, either-or, neither-nor)
7. Neither Rama or his friends **were** hurt.
Neither the headmaster nor the asst. masters **were** present.
(Different numbers: verb must be plural)
8. Neither you nor he is to blame.
Either he or I am mistaken.
(Verb agrees with the nearerst person in future)
9. He and I **are** well.
You and he **are** birds of the same feather.
(He + I = We)
10. The committee **has** chosen its president.
The committee **have** decided against it.
(Collective noun: whole or individual)

11. The news **is** true.
Politics **is** a dirty game.
(Singular in meaning)
12. Twelve dozen **cost** one hundred rupees.
(Plural in meaning)
13. Each of the sister **is** clever.
Neither of the men **was** very tall.
The qualities of the mangoes **was** good.
(Singular subject – plural noun – verb in singular)
14. The chief, with all his men, **was** massacred.
Rama as well as Govind, **likes** this place
(Parenthesis)
15. **I who am** your friend, will guard your interest.
You who are my friends should do it.
(Relative pronoun: Verb must agree with the antecedent of the relative pronoun.)

Strong and weak verbs

The principal parts of a verb in English are

Present Tense	Past Tense	Past Participle	
believe	believed	believed	Weak Verbs
walk	walked	walked	
spend	spent	spent	
see	saw	seen	Strong Verbs
speak	spoke	spoken	

Auxiliaries

An auxiliary is a 'helping verb' used to make the form of another verb. The following is the list of auxiliaries –

be	may	might	ought	can	could
have	shall	should	used	must	dare
do	will	would	need		

Important features

1. Auxiliaries come before the subject in questions.
Eg. Can you swim?
 2. Auxiliaries can combine with n't in the negative
E.g. isn't, haven't
- } Called anomalous or
or Special Verbs

3. Express attitudes like permission, possibility, necessity etc.
E.g. can, could, may, might, shall, will, would, must, ought, used, need, dare } called model auxiliaries or models
4. The models can, could, may, might, shall, should, Will, would, must, ought
No – s in third person singular
No – infinitive
No – ing form } called Defective Verbs

Use of Auxiliaries

Be (Forms: am, is, was, were, being, been, etc.)

1. He is working. (Continuous tenses)
2. The gate was opened. (Passive)
3. I am to see him tomorrow. (Plan, arrangement)
4. You are to write your name. (Command, instruction or necessity)

Have

1. I have worked. (Perfect tenses)
2. I have to be there. (Obligation)

Do

- | | | |
|----------------------|---------------------------------|------------------------------|
| 1. He does not work. | I don't like wine. | (Negative) |
| 2. Does he work? | Do you smoke? | (Interrogative) |
| 3. Do you know him? | Yes I do. | (Avoid repetition of a verb) |
| 4. You do look pale. | She does know you have arrived. | (Emphasis) |
| 5. Do be quiet. | Don't do that | (persuasive, imperative) |

Can, could, may, might

1. I can swim (ability)
2. You may/can go (permission)
3. It may rain tomorrow (possibility)
4. It cannot be true (impossibility)
5. May you live happily (wish)
6. Could and might past equivalents of can and may
E.g. I could swim when I was young
Could I borrow your bicycle?
You might pay a little more attention to your appearance (to express dissatisfaction or reproach)
(Can and may have become highly interchangeable in modern English)

Shall, should, will, would

1. Shall is used in the first person and will in the second and third persons to express future.
E.g. I shall be 21 next year.
(Modern tendency to use will in all persons)
2. You shall not enter my house again. (Command) (Second and third persons)
3. Shall I open the door? (Will of addressee)
4. I will succeed. (Volition or stress or certainty)
5. Will you lend me your car? (Request)
6. Will you have tea? (Invitation)
7. Should and would are used as past equivalents of shall and will.
E.g. He said that he would be 21 next year.
8. You could obey the law. } Obligation
Children should obey their parents. }

Must, Ought

1. You must obey the law. (Obligation)
2. You must see Charles. (Certainty)
3. I must earn some extra money. (Necessity)
4. I must have a choice. (Determination)
5. We ought to love our neighbours. (Moral obligation)
6. The firm ought to be a great success. (Strong probability)
7. You ought to see a doctor. (advisability)

Used to, Need, Dare

1. I use to live there when I was a boy.
I use to get up to at 5.00 in the morning. (Discontinued habit)
2. He need to go. (Not necessary)
Need I write to him?
I do not need to meet him.
3. He dare not take such a step. (Negative)
How dare you contradict me? (Interrogative)

Section 10

Adverb

The Adverb

Rama ran quickly. (How Rama runs)

This is a very sweet mango. (How much sweet)

Govind reads quite clearly. (How far clearly)

Definition: An adverb is a word which modifies the meaning of a verb, and adjective or another adverb. Adverb also modifies a phrase.

E.g. Have you read all through this book.

She was dressed all in white.

OR

Modifies the whole sentence.

E.g. Probably he is mistaken.

Luckily he escaped unhurt.

Kinds of adverbs

1. Simple adverbs (classifications according to their meaning)

Adverb of time	I have read this before.
Adverb of frequency	I have told you twice.
Adverb of place	Stand here.
Adverb of manner	Govind reads clearly.
Adverb of degree or quality	The mangoes are almost ripe.
Adverb of affirmation	Surely you are mistaken.
or negation	He certainly went.
Adverb of reason	He therefore left the school.

2. Interrogative adverb –

When adverbs are used in asking questions, they are called Interrogative adverbs.

E.g. Where is John?

When did you come?

Why are you late?

3. Relative adverb –

Show me the house where he was assaulted.

↓
Antecedent

↓
Relative adverb

↓
modified by where

Where is called relative adverb.

Thus we have 1. Simple 2. Interrogative and 3. Relative adverbs

Forms of adverb

1. Same as corresponding adjectives
E.g. He spoke in a loud voice.
He talks so loud.
2. Two forms may have different meanings.
E.g. hard-hardly, near-nearly, late-lately

Comparison of Adverbs:

Some adverbs, like adjectives, have three degrees of comparison

1. By – er –est
fast – faster – fastest
long – longer –longest
2. Ending in – ly
swiftly – more swiftly – most swiftly
3. Irregular
well – better –best
badly/ill – worse – worst

Section 11

Preposition

The Preposition

There is a cow in the field.

He is fond of tea.

The cat jumped off the chair.

In, off, of are used as prepositions.

Definition: A preposition is a word placed before a noun or a pronoun to show in what relation the person or thing denoted by it stands in regard to something else. (Preposition – that which is placed before)

Oxford Dictionary: A word or group of words used before a noun or pronoun to show place, position, time or method.

A preposition is usually placed before its object, but sometimes it follows it.

E.g. Here is a watch **that** you asked for.

Kind of Prepositions

1. Simple Prepositions: at, by, for, of, off, on, out, through, till, to, up, with
2. Compound Prepositions: (a=on, be=by)
about, across, among, before, behind, outside, within, without
3. Phrase prepositions: (Group of words used in composition with verbs to form new verbs)
According to in accordance with
In addition to in reference to
In case of by virtue of
In favour of in front of

Prepositions are very commonly used in composition with verbs to form new verbs.

1. Sometimes they are prefixed: overcome, overflow, withhold, undergo
2. More frequently prepositions, follow the verb and remain separate: boast of, laugh at, look for, send for

The following prepositions require special notice:

1. **In** is used with names of countries and large towns; at is more often used when speaking of small towns and villages:
He is in America.
They live in Delhi.
He lives in Andheri.

2. **In** and **at** are used in speaking of things at rest: to and into are used in speaking of things in motion:
He is in bed.
He is at the top of the class.
He ran to school.
He jumped into the river.
3. **On** is often used in speaking of things at rest, and upon the things in motion:
He sat on the table.
The cat sprang upon the table.
4. **Till** is used of time and to is used of place:
He slept till 8 O'clock.
He walked to the end of the street.
5. **With** often denotes the instrument and by the agent:
He killed two birds with one shot.
He was stabbed by a lunatic with a dagger.
6. **Since** is used before a noun or phrase denoting some point of time and is preceded by verb in the perfect tenses:
I have eaten nothing since yesterday.
He has been ill since Monday.
7. **In** before a noun denoting a period of time, means at the end of, within means before the end of:
I shall return in an hour.
I shall return within an hour.
8. **Beside** means at (or by) the side of, while besides means in addition to:
Beside the undergathered rice lay the cat.
Besides his children, there were present his nephews and nieces.

Be careful not to use beside for besides.

Section 12

Conjunction & Interjection

The Conjunction

1. She must weep or she will die.
2. Our home is small, but our hearts are big.
3. Two and two make four.

In 1 and 2 conjunctions join two sentences.

In 3, conjunctions join two words.

Definition: Conjunction is a word which nearly joins together sentences or words. E.g. and, but, or

Conjunctions often make sentences more compact. E.g. John and Tony are good bowlers.

1. This is a house that Jack built. (Relative pronoun)
2. This is a place where he was murdered. (Relative adverb)
3. Take this and give that. (Conjunction)

Some conjunctions are used in pairs. E.g. either-or, neither-nor,

Compound expressions used as conjunctions. E.g. as well as, as soon as

The Interjections

Definition: A word, phrase or sound used as an exclamation to express surprise, disappointment, pain etc.

E.g. Alas! He is dead.

Hurrah! We have won the match.

They are used to express some sudden feeling or emotion. Grammatically not related to the other words in a sentence.

Section 13

Direct & Indirect Speech

Section 14

Question Tags

Question Tags

In conversational English, it is common to make a statement and ask for a confirmation.

E.g. "It's very cold, **isn't it?**"

This part is called a Question Tag.

Pattern is

1. Auxiliary + n't + subject if the statement is positive.

E.g. It is raining, isn't it?

You are free, aren't you?

She can go to Bombay, can't she?

Ashok ate the apple, didn't he?

2. Auxiliary + subject if statement is negative.

E.g. You are not busy, are you?

Ashok does not play well, does he?

They haven't arrived yet, have they?

Important: The subject of the question tag is always a pronoun, never a noun.

E.g. You are Alice, aren't you?

Short Answers

1	Are you going to college?	Yes, I am.
		No, I am not.
2	Can you drive a scooter?	Yes, I can.
		No, I can't.
3	Does John work hard?	Yes, he does.
		No, he doesn't.
4	Did she say something?	Yes, she did.
		No, she didn't.

Yes – Pronoun – Auxiliary

No – Pronoun – Auxiliary – not

Response to statements

The same formula applies to the response to a statement.

E.g. It is a good food. Yes, it is.

The oranges aren't good. No, they aren't.

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