Comprehensive English Grammar & Writing Concepts Notes

1. Parts of Speech

1.1 Noun

Definition: A word that names a person, place, thing, or idea. **Types:** - Proper Noun (Pakistan, John) - Common Noun (city, man) - Abstract Noun (freedom, love) - Collective Noun (team, herd) - Countable / Uncountable (books, water)

Examples: - *The sun rises in the east.*

1.2 Pronoun

Definition: Replaces a noun. **Types:** Personal, Reflexive, Demonstrative, Relative, Interrogative, Indefinite.

Examples: - *They* are coming. - *This* is my bag.

1.3 Verb

Definition: Shows action or state. **Types:** Action (run), Linking (is), Helping (have, will).

Forms: V1, V2, V3, V-ing.

Examples: - He *runs* fast. - She *is* happy.

1.4 Adjective

Definition: Describes a noun or pronoun.

Examples: - A *beautiful* garden. - A *large* box.

1.5 Adverb

Definition: Modifies verb, adjective, or another adverb. **Types:** Manner, Time, Place, Frequency, Degree.

Examples: - She sings *beautifully*.

1.6 Preposition

Definition: Shows relationship between noun/pronoun and another word.

Common: in, on, at, under, beside, behind.

Examples: - The book is *on* the table.

1.7 Conjunction

Definition: Connects words, phrases, clauses.

Types: Coordinating (and, but), Subordinating (because, although), Correlative (either...or).

1.8 Interjection

Definition: Shows sudden emotion.

Examples: Oh! Wow!

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2. Sentence Structure

2.1 Types of Sentences

- **Declarative:** Statement → *She is reading.*
- **Interrogative:** Question → *Are you coming?*
- **Imperative:** Command → *Close the door.*
- **Exclamatory:** Strong emotion → *What a day!*

2.2 Sentence Components

Subject + Verb + Object + Complement + Modifier

Examples: - *He (S) bought (V) a car (O). - The movie was interesting (C).*

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3. Tenses (With Formula Table)

3.1 Tense Table

Tense	Formula	Example
Present Simple	S + V1	She writes.
Present Continuous	S + is/am/are + V-ing	They are playing.
Present Perfect	S + has/have + V3	I have eaten.
Past Simple	S + V2	He went.
Past Continuous	S + was/were + V-ing	She was cooking.
Past Perfect	S + had + V3	They had left.
Future Simple	S + will + V1	I will go.
Future Continuous	S + will be + V-ing	He will be working.
Future Perfect	S + will have + V3	She will have finished.

4. Clauses & Phrases

4.1 Phrase

A group of words without a subject-verb combination.

Example: *in the room*

4.2 Clause

A group of words with subject + verb.

Types: - Independent Clause - Dependent Clause

Example: - *When he arrived* (dependent) - *I was sleeping* (independent)

5. Active & Passive Voice

Structure Rules

Active: Subject + Verb + Object **Passive:** Object + is/am/are/was/were + V3 + by Subject

Examples: - Active: *He writes a letter.* - Passive: *A letter is written by him.*

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6. Direct & Indirect Speech

Changes Required:

1. Pronoun changes
2. Tense changes
3. Time/place word changes

Example: - Direct: He said, "I am happy." - Indirect: He said that he was happy.

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7. Vocabulary Building

7.1 Synonyms & Antonyms

- Happy → joyful (synonym)
- Happy → sad (antonym)

7.2 Common Idioms

- *Break the ice* → start a conversation
- *Hit the sack* → go to sleep

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8. Writing Skills

8.1 Paragraph Writing

Formula: Topic sentence → Supporting details → Conclusion.

8.2 Essay Structure

- Introduction
- Body Paragraphs
- Conclusion

8.3 Report Writing

- Title
- Introduction
- Findings
- Conclusion

8.4 Letter Writing

> • Formal → professional tone
> • Informal → friendly tone

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9. Common Errors & Tips

9.1 Subject-Verb Agreement

> • Singular subject → singular verb
> • Plural subject → plural verb

Example: - *He runs.* (correct) - *He run.* (incorrect)
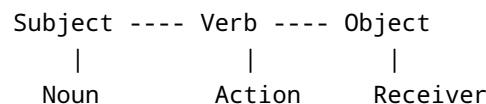
9.2 Misplaced Modifiers

Incorrect: *She almost drove her kids to school every day.* Correct: *She drove her kids to school almost every day.*
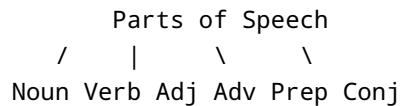
9.3 Tense Consistency

Avoid switching tenses unnecessarily.

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10. Conceptual Diagrams (Text-based)

Sentence Structure Diagram:

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   Subject ---- Verb ---- Object
      |           |          |
    Noun        Action    Receiver
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Parts of Speech Map:

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       Parts of Speech
     /    |    \     \
  Noun Verb Adj Adv Prep Conj
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If you want, I can now add: - Practice exercises - Detailed examples - Exam-style questions - More diagrams or tables - A PDF export