

be used to act as the subject or the object of the verb in a sentence.

Examples:

1. Rita is a teacher. She teaches in public school.

### Classification

#### 1. Personal Pronouns:

Pronouns that are used for persons. These persons may be persons speaking, or the persons spoken to, or the persons spoken about.

Example: I, we, you, he, she, it, they.

#### 2. Demonstrative Pronouns:

The pronouns that are used to point out some person or object or an idea.

Example:

1. This is my school friend.
2. That is my elder brother.

#### 3. Reflexive Pronouns:

These pronouns end in 'self' like: myself, yourself, himself, herself, itself, ourselves.

Examples:

1. She doesn't have a driver. She drives herself.
2. They painted their house themselves. They didn't take anybody's help.

## Linking Words.

Concept:

Words that join two words, phrase, clause, or sentence are called conjunctions / connectors / linking words.

and, but, therefore, or, nor, because, if.

Kinds:

### 1) Coordinating conjunction

These conjunctions are used to join two things sentence that are grammatically equal in status in the sentence.

Eg:

He is all right now, only he feels tired.

### Subordinating conjunctions

These conjunctions are used to connect clauses to show that one clause is grammatically more important than the other in a sentence.

Eg:

He decided to jump over the wall when he was surrounded by the miscreants

### Correlative conjunctions.

These conjunctions indicate a parallel relationship between two parts of sentence

Eg: He is both Principal and Manager of his school

## Misplaced Modifiers

A misplaced modifier is one that is placed in a sentence so as to relate it to a word other than the word it actually modifies.

Eg: The man sitting next to the minister in the red coat is the principal of the school.

### correct

The man in the red coat who is sitting next to the minister is the principal of the school.

## Placement

Front position: before subject

Fortunately I had plenty of food with me.

Mid position:

He never protests and he always agrees with his boss.

End position

I went here.

## Common Errors in Adverb

Incorrect

1. The child is soundly sleeping.

2. She sings good.

correct

The child is sleeping soundly.

She sings well.

Our school Principle is from U.K  
 Our school Principal is from U.K.

Principal (n) chief; head of a school/college  
 Principle (n) belief.

Her wardrobe displays a number of silk Suites  
 Her wardrobe displays a number of silk Suits

Suit: (n) a suit of clothes made of same cloth  
 Suite: set of rooms

### Practise Test.

1. The metro station is \_\_\_\_\_ down the road  
 (farther, further)
2. He waited in the wings and waited for the  
 \_\_\_\_\_ (queue, cue)
3. She has a great \_\_\_\_\_ for life (Test, Jest)
4. Gold is a precious \_\_\_\_\_ (mettle, metal)
5. Who can \_\_\_\_\_ this important news?  
 (conform, confirm)
6. The \_\_\_\_\_ items in India are quite expensive.  
 (Stationary, Stationery)

## Classification

### Prepositions of position or space

On, at, in, behind, above, below, under, besides, by, with, b/n, near, over, into, round, up, through, from, across.

### Prepositions of time

at, in, on, till, until, since, before, after,

by, b/n, from.

### Prepositions of direction/movement

from, to, into, through, across, off, along, up, upon, down.

### Common Errors in use of Prepositions and Prep. Phrases.

Incorrect	Correct
1. The project <u>on</u> hand will benefit all.	The project <u>in</u> hand will benefit all.
2. The dog jumped <u>in</u> the river	The dog jumped <u>into</u> the river.
3. The mob threw stones <u>on</u> the police.	The mob threw stones <u>at</u> the police.
4. The boy is sitting <u>on</u> a tree.	The boy is sitting <u>in</u> a tree.
5. I live <u>in</u> Delhi <u>at</u> India	I live <u>at</u> Delhi <u>in</u> India

## Common Errors in Articles.

Incorrect	correct
1. camel is ship of the desert	The camel is the ship of the desert.
2. Taj stands on bank of Jamuna.	The Taj stands on the bank of the Jamuna.
3. Let's go to the school now	2. Let's go to school now.
4. Indus is largest river	The Indus is the largest river.
5. Dinner on that evening was sumptuous	The dinner on that evening was sumptuous.

## Practice Test.

1. Calcutta is \_\_\_\_\_ big cit
2. I want \_\_\_\_\_ tea
3. She would buy \_\_\_\_\_ electric iron.
4. \_\_\_\_\_ oranges are grown in many parts of India
5. My father is \_\_\_\_\_ doctor.
6. I will not take \_\_\_\_\_ lunch today
7. When do you have \_\_\_\_\_ lunch

# PUNCTUATION

## Concept

The main purpose of punctuation is to make the meaning of a written passage clear to the reader. Using unnecessary punctuation, however, may distort its meaning, only its appropriate use helps. ✕

The punctuation serves one of four general purposes of writing

- A) to terminate    B) to separate
- C) to introduce    D) to enclose a thought.

## A) Terminal marks or End punctuation

- i) Full stop or period - (.)
- ii) Question mark - ?
- iii) Exclamation mark - !

### a) Full stop:

The period indicates the end of a sentence or a statement.

eg: You look very smart in this dress

Full stop is used after common abbreviations

as Dr., Mr., M.B.B.S., P.m., a.m., . . .

After capital letters Roman numerals

I, II, III.

- a) comma (,)
- b) Semicolon (;)
- c) A dash (—)
- d) A hyphen (-)
- e) An apostrophe (')

#### a) Comma:

The comma is the most frequently used punctuation mark to separate or start sentence elements. Every mark of punctuation is a sort of road sign provided to help the reader along his way.

eg: We sell Fuel, Oil, and lumber.

#### b) Semicolon

The semicolon marks a longer pause, but a shorter one than a full stop.

It is properly used only b/w elements of a sentence that are coordinate i.e. of equal grammatical rank

eg. We should help them now; later will be no use.

#### Hyphens:

The main purpose of a hyphen is to join two words together, making them a single compound word, with its own meaning.



# HOMONYMS 14

## Concept:

A homonym is a word having the same sound, or the same spelling and sound as another which has a different meaning.

A homophone = a letter having the same sound as another - is also included in homonyms.

These words cause a lot of confusion to the non-native speakers of English due to their similar sound. At times the confusion is also caused by their wrong pronunciation.

## Notes:

gate : (n) entrance to a house/building

gait : (n) a way of walking

Radha excepted Basu's proposal

Radha accepted Basu's proposal.

accept : (to receive; to agree)

except : (to exclude sb/sth from sth)

Do you remember her date of birth?

Do you remember her date of berth?

birth (n) the process of being born

berth (n) a place to sleep on a ship or train.

eg: An ex-President is a former President.

#### d) The dash (—)

The dash, an emphatic mark of punctuation, is most often used to indicate a sudden interruption in thought, a sharp break.

The dash is made by two hyphens (—)

eg: What he needed most he never got—love.

#### e) Apostrophe:

The apostrophe marks the omission of a letter in certain words.

The apostrophe also denotes the possessive,  
eg. The lady's gloves.

Thomas's car is red.

#### c) Enclosing marks of punctuation

Enclose marks are always used in pairs.

eg. " " ' ' ( ) [ ]

- Double quotation marks denote direct speech  
"Let's wait for him" He may come soon.

- |  |   |
|--|---|
| 4. My friend ran a <u>five km</u> race     | My friend ran a <u>five km</u> race             |
| 5. She bought <u>six dozens</u> of apples. | She bought <u>six dozen</u> of apples.          |
| 6. He has only one <u>woolen</u> trousers  | He has only one <u>pair of woolen</u> trousers. |

### Practice Test-I

1. Paper's bags do not last long
2. I bought a gaggle in sale
3. No one likes to fail in the examination
4. Hindus worship many gods.
5. Some of the teachers is very hardworking.

### Pronouns.

#### Concept

A pronoun is a word used in place of a noun. To understand what a pronoun is look at the example.

Example:

Grandhi is called the father of the nation

He was born in Gujardat.

He is a pronoun.

#### Function

Like a noun a pronoun can also

### ii) Question Mark.

If a statement is in the form of a question, we use a question mark (?) to end the sentence.  
eg: Does he really love her?

Notes:

A question mark is not used after a polite request.

We use a question mark to indicate a series of queries in the sentence.

We never use a question mark at the end of an indirect question.

### iii) Exclamation mark (!)

We use words like exclaimed or wondered, depending on what kind of expression has been used.

Eg:

What a beautiful house!

No one can ever trust her!

### B) Punctuation marks of Separation

For writing to be clear, sometimes individual words or groups of words must be separated from others in the same sentence.

We use five marks to separate parts of a sentence.

## Modern Classification

### Countable and Uncountable

Countable nouns are those that can be counted like 1, 2, 3... eg: boy, girl, chair, and  
Uncountable nouns are those that cannot be counted eg. truth, milk, love and honesty.

Only countable nouns have their plural forms.  
The uncountable nouns don't.

### Nouns Used Always plural

Words like: news, scissors, trousers, pants, thanks blessings, tights, the Pyjama.

### Zero Plurals

Here the singular and plural forms of a noun are the same. No separate plural form for them is used.

#### Example

Deer, sheep, 6 feet, five dozen.

### Common Errors in use of Nouns and Nouns Phrase.

Incorrect	Correct
1. Shomi's <u>hairs</u> are long and curly	Shomi's <u>hair</u> is long and curly
2. Where <u>are</u> our <u>luggages</u> ?	Where is our <u>luggage</u> ?
3. I lost my <u>scissor</u> in the craft period yesterday	I lost my <u>pair of scissors</u> in the craft period yesterday

3. I only saw him once | I saw him only once
4. He just arrived in time | He arrived just in time.
5. The play was too interesting | The play was very interesting

### Note:

- Much can be used as an adjective when it qualifies a noun.  
very is used to qualify adjectives or adverbs in the comparative degree positive degree
- Care must be taken in positioning adverbs like almost, just, only, hardly, also, today etc.

### Practice Test

1. Our team ultimately won the match
2. He played very good.
3. His tone sounds harshly
4. Does Motini sing good?
5. Action speaks loudly than words.
6. His progress is much surprising
7. The patient is very better now.

Incorrect	Correct
1. He is taller than <u>me</u> .	He is taller than I (am)
2. None of us <u>have</u> ever met her.	None of us <u>has</u> ever met her.
3. <u>Who</u> did you ask to preside?	<u>Whom</u> did you ask to preside?
4. <u>Which</u> is that person?	Who is that person?
5. It is your's pen	It is your pen.
6. My glass is empty. Please fill	My glass is empty. Please fill it.

### Practice Test - I

1. Myself R.P. Mittal.
2. Mini took my son for I
3. I cook myself on every Sunday
4. I hang up her last night
5. Who did you write?
6. Both did not attended the party
7. He told an interesting story
8. Neither he met me nor he wrote me any letter.

## Superfluous Adjectives & Phrases.

1. at (the) present (time)
2. (quite) empty
3. In the month of January
4. (every) now and then
5. as a (general) rule
6. recall (back)
7. (board & of) directors
8. appreciate (in value)
9. (heavy) downpour
10. (terrible) disaster

## Preposition

### Concept :

• A preposition is a word that shows relation b/w a noun or pronoun and some other word or phrase acting as a noun in a sentence.

• It is usually placed immediately before a noun, a pronoun, or other word that it relates to. Preposition means Pre (before) + position



Notes:

In as a preposition of time.

On goes with days and dates

At shows the exact time

Words like difficulty, hesitation, research are followed by preposition "in".

By refers to an agent in a passive voice

With also refers to at the same time and by

refers to near

### Practice Test

1. I got up \_\_\_\_\_ 8 o'clock this morning
2. Rosy and I first met \_\_\_\_\_ 2001.
3. Let's meet \_\_\_\_\_ 7.30 tomorrow morning.
4. He phones me \_\_\_\_\_ every Sunday.
5. We often go to the beach \_\_\_\_\_ Summer.

### Test - 2

1. My father will return in midnight.
2. The house by the red door is my house.
3. He will not be here by Tuesday.
4. He lives in Greater Kailash at Delhi
5. Hamlet is a play from Shakespeare.

## Unit-I

### Nouns

#### a) Concept

A noun is a naming word. It names a person, place, thing or an idea..

#### Example:

Rahul owns a luxury flat in Mumbai

In this sentence Rahul is the name of a person, flat is the name of a thing; and Mumbai is the name of a place, and so all the three are nouns.

#### b) Functions

A noun acts as a subject, or an object or a complement to a verb in a sentence.

The subject of a verb in a sentence can be single word noun like or a Noun Phrase. A noun phrase is a group of words which acts as the subject, object or complement of a verb in a sentence.

#### c) Classification

- 1) Proper Nouns
- 2) Common Nouns
- 3) Abstract Nouns
- 4) Collective Nouns
- 5) Material Nouns.

# Adverb "

## Concept

An Adverb is a word that adds to the meaning of a verb, an adjective, or another adverb. It tells you how a thing is done, when it is done and where it is done.

## Examples

1. Children solved the problem correctly

## kinds

1. Manner : -

eg: She speaks logically

2. Time

eg: we always meet in the evening

3. Place

Come in

4. Degree

She is very tired after day's hard work

5. Condition:

If she tells me the truth, I may forgive <sup>her</sup>.

## Placement of Adverbs

1. 1 : placed before a finite verb

# The Articles.

Concept:

Articles - a, an, the are in fact, adjectives, but they are often taught and learnt separately.

Kinds:

Definite Article - The

Indefinite Article - A, An.

They are placed before a noun in a sentence.

The choice between 'a' and 'an' is determined by the sound whether a word starts with a vowel sound or a consonant sound.

We use a before a word beginning with a consonant sound.

An before a word that begins with a vowel sound.

Eg: a table, a book,

an apple, an hour, an MP

Incorrect

1. He gave us grand party

2. They had nice lunch

3. Apple 'a day' keeps the doctor away

4. A dog is faithful animal

Correct

He gave us a grand party.

They had a nice lunch

An apple a day keeps the doctor away.

A dog is a faithful animal.