

WELCOME

To

an introduction to

General English

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Parts of speech	Verbs: tense – time – aspects
Modals – functions and notions. ‘to be’ form of verbs.	
Participles, gerunds, inflexions	Finite and infinite verbs.
Articles – uses and usage.	Collocations.
Pronunciation – nature of sounds, vowels, consonants, stress, intonations.	
Types of syntax	Cohesive devices – direct cohesive
Figures of speech	Sentences: transformations.
Degrees of comparison	Active and passive voice
Types of sentences (seven types)	Reported speech
Simple, complex and compound sentences.	
Rules of paragraph writing.	Punctuation marks
Error location and correction	
Clauses -types	

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A B C D E F G

H I J K L M N

O P Q R S T U

V W X Y Z ! ?



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PARTS OF SPEECH

NOUN

PRONOUN

VERB-TENSES

ADJECTIVE

ADVERB

PREPOSITION

INTERJECTION

CONJUNCTION

NOUNS

Types of Nouns	Definition	Examples
Proper Noun	A specific person, place or thing	Mary, Naveen, Ayesha
Common Noun	A general person, place or thing	girl, state, park
Compound Noun	Two or more words that create one noun	toothpaste, six-pack, post office
Countable Noun	Can be counted	dolphin, mile, book
Uncountable Noun (or Mass Noun)	Cannot be counted	junk, freedom, sand
Collective Noun	Group of things	family, flock, team
Concrete Noun	Can be seen, felt, heard, smelled or tasted	music, stars, salt
Abstract Noun	Cannot be seen, felt, heard, smelled or tasted	freedom, love, power

Pronoun

PERSON	SINGULAR	PLURAL
1st Person	I, My, Mine, Myself	WE , Our
2nd Person	YOU, Your, Yourself	YOU , Your, Yourselves
3rd Person	HE – His, Him , Himself SHE- Her , Herself IT- That, Itself	They , Them, Their, Themselves

VERBS

PRESENT TENSE FORM		'ING' FORM	PAST TENSE FORM	PAST PARTICIPLE FORM	'TO' INFINITIVE FORM
BASE FORM	'S' FORM				
Believe	Believes	Believing	Believed	Believed	To believe
Dance	Dances	Dancing	Danced	Danced	TO dance
Walk	Walks	Walking	Walked	Walked	To walk
Work	Works	Working	Worked	Worked	To work
Bring	Brings	Bringing	Brought	Brought	To bring
Buy	Buys	Buying	Bought	Bought	To buy
Come	Comes	Coming	Came	Come	To come
Dream	Dreams	Dreaming	Dreamt	Dreamt	To dream
Drink	Drinks	Drinking	Drank	Drunk	To drink
Eat	Eats	Eating	Ate	Eaten	To eat
Go	Goes	Going	Went	Gone	To go
Keep	Keeps	Keeping	Kept	Kept	To keep
Sing	Sings	Singing	Sang	Sung	To sing
Sleep	Sleeps	Sleeping	Slept	Slept	To sleep
Swim	Swims	Swimming	Swam	Swum	To swim
Take	Takes	Taking	Took	Taken	To take
Write	Writes	Writing	Wrote	Written	To write
Get	Gets	Getting	Got	Got	To get

AUXILIARIES AND MODALS

These are verbs used to form the tenses auxiliaries in English.

IN FINITE FORMS			FINITE FORMS	
	PRESENT	PAST	PRESENT TENSE	PAST TENSE
INFINITIVE				
Be	Being	Been	Am, is, are	Was were
Have	Having	Had	Do, does	Did
Do	Doing	Done	Have, has	Had
			Shall	Should
			Will	Would
			Can	Could
Am, is, was, are, were are called TO BE VERBS Do, Did, Have, Has, Had are DO & Have VERBS (to be)			May	Might
			Must	-----
			Dare	-----
			Need	-----
			Ought to	-----
			-----	Used to

MODALS

Modals are used before ordinary verbs and express meanings such as permissions, possibility, certainty and necessity. They are also called Defensive verbs.

	PRESENT TENSE	PAST TENSE
	Shall	Should
	Will	Would
	Can	Could
	May	Might
	Must	-----
	Ought to	-----
Semi Modals	Dare	-----
	Need	-----

Participles, Gerunds and Inflections

The three verbals— gerunds, infinitives, and participles— are formed from verbs, but are never used alone as action words in sentences. Instead, verbals function as nouns, adjectives, or adverbs

The gerund ends in *-ing* and functions as a noun.

Jumping is fun. He liked *skating*. He had a unique way of *whistling*.

The infinitive is the base form of a verb with *to*. Usually it functions as a noun, although it can also function as an adjective or adverb.

To jump is fun. (noun; subject of the verb *is*)

I like *to ski*. (noun; direct object of the verb *like*)

She had a suggestion *to offer*. (adjective modifying *suggestion*)

He called *to warn* her. (adverb modifying the verb *called*)

**A participle is a verb that ends
in *ing* (present participle)**

**or *-ed, -d, -t, -en, -n*(past participle). Participles may
function as adjectives, describing or modifying
nouns.**

The *dancing* parrots entertained the crowd.

The *wrecked* sailboat washed up on shore.

**But participles have another function. When used
with helping verbs such as *to be* and *to have*, they
are action verbs and form several verb tenses.**

Inflections

Inflection is the name for the extra letter or letters added to nouns, verbs and adjectives in their different grammatical forms. Nouns are inflected in the plural, verbs are inflected in the various tenses, and adjectives are inflected in the comparative/superlative.

Original word type	Inflection Rule	Examples
Words ending with a sibilant: -s/-ss/-sh/-ch/x.	Add -es in the plural noun or 3 rd person singular verb.	bus → buses (n) / busses (v) miss → misses wish → wishes watch → watches fox → foxes potato → potatoes do → does
Words ending with the letter -o.		
Words ending consonant -y.	Change the -y to ie before the ending -s.	party → parties study → studies cry → cries

Finite Verbs:-Finite Verbs are those verbs that have a definite relation with the subject or noun. These verbs are usually the main verb of a clause or sentence and can be changed according to the noun. They are used only in present and past tense. They can be indicative of passive or active voice and also of number (singular or plural).

She walks home. - Here we see that the finite verb is **walks** and the pronoun is 'she'.

She walked home. - Here we can see how the verb changed/modified to change the tense of the sentence.

Non-Finite Verbs

These verbs cannot be the main verb of a clause or sentence as they do not talk about the action that is being performed by the subject or noun. They do not indicate any tense, mood or gender. They are used as nouns, adverbs and adjectives. They are also used to form non-finite clauses which are simply dependent clauses that use non-finite verbs.

He loves camping in the woods. - Here the non-finite verb is **camping** and it is used as a noun. These kind of non-finite verbs are called **Gerunds**.

I need to go to sleep. - Here the non- finite verb phrase is **to sleep**, it is acting as a noun. Non-finite verbs that use 'to' before them are called **Infinitives**.

The sleeping dog caused a delay. - The nonfinite verbs that have '-ing' or '-ed' as suffixes and cause the verb to come an adjective are called **Participles**.

TENSES

PRESENT	Simple Present Tense	Present Continuous Tense	Present Perfect Tense	Present Perfect Continuous Tense
PAST	Simple Past Tense	Past Continuous Tense	Past Perfect Tense	Past Perfect Continuous Tense
FUTURE	Simple Future Tense	Future Continuous Tense	Future Perfect Tense	Future Perfect Continuous Tense

SIMPLE PRESENT TENSE

FORMULA: SUBJECT+ BASE FORM / 'S' FORM

SUBJECT	BASE FORM / 'S' FORM
I	eat/drink/run/ play/ work/ read/ jump.
We	eat/drink/run/ play/ work/ read/ jump.
You	eat/drink/run/ play/ work/ read/ jump.
They	eat/drink/run/ play/ work/ read/ jump.
He	eats/drinks/runs/ plays/ works/ reads/ jumps.
She	eats/drinks/runs/ plays/ works/ reads/ jumps.
It	eats/drinks/runs/ / works/ / jumps.

PRESENT CONTINUOUS TENSE

FORMULA: SUBJECT+ AM/IS/ARE/ 'ING' FORM

SUBJECT	AM/IS/ARE	'ING' FORM
I	am	eating/drinking/running/ playing/ working.
We	are	eating/drinking/running/ playing/ working.
You	are	eating/drinking/running/ playing/ working.
They	are	eating/drinking/running/ playing/ working.
He	is	eating/drinking/running/ playing/ working.
She	is	eating/drinking/running/ playing/ working.
It	is	eating/drinking/running/ playing/ working.

PRESENT PERFECT TENSE

FORMULA: SUBJECT+ HAVE/HAS/ + PAST PARTICIPLE

SUBJECT	HAVE /HAS	PAST PARTICIPLE
I	have	eaten/ drunk/ run/ played/ jumped/ walked.
We	have	eaten/ drunk/ run/ played/ jumped/ walked.
You	have	eaten/ drunk/ run/ played/ jumped/ walked.
They	have	eaten/ drunk/ run/ played/ jumped/ walked.
He	has	eaten/ drunk/ run/ played/ jumped/ walked.
She	has	eaten/ drunk/ run/ played/ jumped/ walked.
It	has	eaten/ drunk/ run/ played/ jumped/ walked.

PRESENT PERFECT CONTINUOUS TENSE

FORMULA: SUBJECT+ HAVE / HAS/ + BEEN + 'ING' FORM

SUBJECT	HAVE /HAS BEEN	'ING' FORM
I	have been	eating/drinking/running/ playing/ working.
We	have been	eating/drinking/running/ playing/ working.
You	have been	eating/drinking/running/ playing/ working.
They	have been	eating/drinking/running/ playing/ working.
He	has been	eating/drinking/running/ playing/ working.
She	has been	eating/drinking/running/ playing/ working.
It	has been	eating/drinking/running/ playing/

SIMPLE PAST TENSE

FORMULA: SUBJECT+ PAST TENSE FORM

SUBJECT	PAST TENSE FORM
I	ate/drank/ran/ played/ worked/ read/ jumped.
We	ate/drank/ran/ played/ worked/ read/ jumped.
You	ate/drank/ran/ played/ worked/ read/ jumped.
They	ate/drank/ran/ played/ worked/ read/ jumped.
He	ate/drank/ran/ played/ worked/ read/ jumped.
She	ate/drank/ran/ played/ worked/ read/ jumped.
It	ate/drank/ran/ played/ worked/ read/ jumped.

PAST CONTINUOUS TENSE

FORMULA: SUBJECT+ WAS/WERE/ 'ING' FORM

SUBJECT	WAS/WERE	'ING' FORM
I	Was	eating/drinking/running/ playing/ working.
We	Were	eating/drinking/running/ playing/ working.
You	Were	eating/drinking/running/ playing/ working.
They	Were	eating/drinking/running/ playing/ working.
He	Was	eating/drinking/running/ playing/ working.
She	Was	eating/drinking/running/ playing/ working.
It	was	eating/drinking/running/ playing/ working.

PAST PERFECT TENSE

FORMULA: SUBJECT+ HAD + PAST PARTICIPLE

SUBJECT	HAD	PAST PARTICIPLE
I	Had	eaten/ drunk/ run/ played/ jumped/ walked.
We	Had	eaten/ drunk/ run/ played/ jumped/ walked.
You	Had	eaten/ drunk/ run/ played/ jumped/ walked.
They	Had	eaten/ drunk/ run/ played/ jumped/ walked.
He	Had	eaten/ drunk/ run/ played/ jumped/ walked.
She	Had	eaten/ drunk/ run/ played/ jumped/ walked.
It	Had	eaten/ drunk/ run/ played/ jumped/ walked.

PAST PERFECT CONTINUOUS TENSE

FORMULA: SUBJECT+ HAD+ BEEN + 'ING' FORM

SUBJECT	HAD BEEN	'ING' FORM
I	HAD BEEN	eating/drinking/running/ playing/ working.
We	HAD BEEN	eating/drinking/running/ playing/ working.
You	HAD BEEN	eating/drinking/running/ playing/ working.
They	HAD BEEN	eating/drinking/running/ playing/ working.
He	HAD BEEN	eating/drinking/running/ playing/ working.
She	HAD BEEN	eating/drinking/running/ playing/ working.
It	HAD BEEN	eating/drinking/running/ playing/ working.

SIMPLE FUTURE TENSE

FORMULA: SUBJECT+WILL + BASE FORM

SUBJECT	WILL	BASE FORM
I	Will	eat/drink/run/ play/ work/ read/ jump.
We	Will	eat/drink/run/ play/ work/ read/ jump.
You	Will	eat/drink/run/ play/ work/ read/ jump.
They	Will	eat/drink/run/ play/ work/ read/ jump.
He	Will	eat/drink/run/ play/ work/ read/ jump.
She	Will	eat/drink/run/ play/ work/ read/ jump.
It	Will	eat/drink/run/ / work/ / jump.

FUTURE CONTINUOUS TENSE

FORMULA: SUBJECT+ WILL BE / 'ING' FORM

SUBJECT	WILL BE	'ING' FORM
I	Will be	eating/drinking/running/ playing/ working.
We	Will be	eating/drinking/running/ playing/ working.
You	Will be	eating/drinking/running/ playing/ working.
They	Will be	eating/drinking/running/ playing/ working.
He	Will be	eating/drinking/running/ playing/ working.
She	Will be	eating/drinking/running/ playing/ working.
It	Will be	eating/drinking/running/ playing/ working.

FUTURE PERFECT TENSE

FORMULA: SUBJECT+WILL HAVE+ PAST PARTICIPLE

SUBJECT	WILL HAVE	PAST PARTICIPLE
I	Will have	eaten/ drunk/ run/ played/ jumped/ walked.
We	Will have	eaten/ drunk/ run/ played/ jumped/ walked.
You	Will have	eaten/ drunk/ run/ played/ jumped/ walked.
They	Will have	eaten/ drunk/ run/ played/ jumped/ walked.
He	Will have	eaten/ drunk/ run/ played/ jumped/ walked.
She	Will have	eaten/ drunk/ run/ played/ jumped/ walked.
It	Will have	eaten/ drunk/ run/ played/ jumped/ walked.

PRESENT PERFECT CONTINUOUS TENSE

FORMULA: SUBJECT+ HAVE / HAS/ + BEEN + 'ING' FORM

SUBJECT	WILL HAVE BEEN	'ING' FORM
I	Will have been	eating/drinking/running/ playing/ working.
We	Will have been	eating/drinking/running/ playing/ working.
You	Will have been	eating/drinking/running/ playing/ working.
They	Will have been	eating/drinking/running/ playing/ working.
He	Will have been	eating/drinking/running/ playing/ working.
She	will have been	eating/drinking/running/ playing/ working.
It	Will have been	eating/drinking/running/ playing/ working.

NEGATIVE

THE WAYS TO FORM NEGATIVE STATEMENTS

Negative sentences are formed by placing '*not*' (or n't) after all the twenty four auxiliary verbs.

AFFIRMATIVE	NEGATIVE
I am sick.	I am not sick.
He /She is a doctor.	He /She is not a doctor.
We/You/They are students.	We/You/They are not students.
I / He/ She/ It was absent.	I / He/ She/ It was not absent.
We/ You/They were present.	We/ You/They were not present.
I / We/ You // They have come	I / We/ You / They have not come
He/ She / it / has come.	He/ She / it / has not come.
They can come tomorrow.	They cannot come tomorrow.
He may come.	He may not come.

PREPOSITIONS

Preposition is placed before a noun, a pronoun or a noun phrase. They are used to show how they are related to one another.

Example: The Mango is on the table.
 The cat jumped off the table.
 She is good at singing.

KINDS OF PREPOSITIONS

Simple Prepositions: Simple prepositions are single syllable words.

EX: *At, after, by, far, from, in, of, on, out, over, though, till, to, with, up.*

Double Prepositions: Double prepositions are formed by combining two simple prepositions.

EX: *Into, onto, within, without, upon etc.*

Compound Prepositions: Compound

prepositions are formed by prefixing 'a' and 'be' to a noun, adjective, or an adverb.

EX: *Across, along, about, above, amidst, among, around, before, behind, below, beneath, beside, etc.*

Phrase Prepositions: A group of words used as a preposition is called phrase prepositions;

EX: *According to, along with, because of, in addition to, in order to, along with, owing to, in front of, away from, on behalf of, in course of, with reference to etc.*

Adjectives

An **adjective** is a word that describes a noun or pronoun such as a person, place, thing, or idea.

An adjective can tell . . .

Color

black
blue
coral
green
pink

Size

big
huge
large
little
short

Shape

boxy
oval
round
square
triangular

Taste

bitter
sour
sweet
tangy
tart

Odor

flowery
fresh
musty
salty
stinky

Texture

bumpy
furry
slimy
smooth
squishy

Sound

faint
harmonious
loud
pleasant
quiet

Number

few
fifty
many
sparse
two

Weather

clear
dry
foggy
rainy
windy

EXAMPLE A **pleasant** purr came from the **furry black** kitten.
(adjective) (adjective)(adjective)

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Adverbs

An **adverb** is a word that describes a verb, an adjective, or another adverb. It tells how, how often, when, and where.

An adverb answers the question . . .

How?	How Often?	When?	Where?
easily	always	after	away
happily	every day	already	everywhere
loudly	frequently	before	here
quickly	never	early	home
quietly	often	now	inside
reluctantly	once	since	near
sadly	seldom	soon	outside
silently	sometimes	today	southward
slowly	twice	yesterday	there

 The trumpeter swan glided **silently** across the pond.
(adverb)



Interjections

Interjections are words that show:

- strong emotions

Wow! Oh, no! Blast!

The audience called out 'bravo!' and 'encore!'

'Ouch! That hurts!'

- greetings

'Hello!' said the voice in the darkened room.

'Hi! What's up?'

- agreement or disagreement

Sure! Nope! OK! You bet!
No chance!

Some interjections are more like sounds than words.

Yuck! Phew! Yikes! Ugh! Eek!

A *Conjunction* is a part of speech that connects two words, sentences, phrases or clauses.

Examples:

- a. I ate the pizza *and* the pasta.
- b. Call the meeting *when* you are ready.
- c. Two *and* two make four.

ARTICLES

The demonstrative adjectives ‘a’, or ‘an’, and ‘the’ are called articles.

There are two kinds of articles in English.

Definite article

Indefinite article

INDEFINITE ARTICLE

‘A’ or ‘An’ is called indefinite articles because it does not point out any a particular person or a thing. It means *any*.

**Example: An apple An inkpot
 An elephant An orange
 An umbrella**

DEFINITE ARTICLE

‘The’ is called definite article because it points out a particular person or a thing.

Example: This is the pen which I lost yesterday.

THE USE OF 'A' AND 'AN'

The use of 'A' or 'An' depends on the spoken form of the following word and not on the written form.

THE USE OF 'A'

1. 'A' is used before the word beginning with a consonant sound.

A boy, a girl, a table, a tree, a bench, etc.

2. 'A' is used before a word beginning with the vowel letter 'u' having the sound of 'yu'.

Example: a university, a union government, a unit, a unique, a Unitarian govt. etc.

3. 'A' is used before a word beginning with the vowel letter silent 'e' succeeded by

'u' having the sound of 'yu'.

Example: a European, a eulogist, a eunch, a ewe, etc.

4. 'A' is used before the word 'ONE' because here the vowel letter 'o' is pronounced as /w/

Example: a one eyed person, a one-way traffic, a one sided judgment.

THE USE OF 'AN'

1. 'An' is used before the word beginning with a vowel sound.

Example: An animal, an elementary school, an Indian, an orthodox person, an untidy girl.

2. 'An' is used before a silent 'h'.

Example: An honest person, an hour, an heir.

3. 'An' is used before a consonant letter beginning with a vowel sound.

Example: An M.P., an M.L.A., an F.M. radio, an L.L.B., an M.A., an S.M.S.

THE USE OF 'THE'

1. 'The' is used before the names of rivers:

Example: The Cauvery, the Gangus, the Nile, etc.

2. 'The' is used before the names of seas:

Example: The Arabian Sea, the Red Sea, the Mediterranean Sea, the Black sea etc.

3. 'The' is used before the names of oceans:

Example: The Pacific Ocean, the Atlantic Ocean, the Indian Ocean, the Arctic Ocean, and the Antarctic Ocean.

. **'The' is used before the names of groups of islands:**

Example: The Andaman, the Nichobar, the British Isle etc.

5. **'The' is used before the names of sacred books:**

Example: The Bible, the Bhagavad Gita, the Vedas, the Puranas, the Koran etc.

6. **'The' is used before the names of classics:**

Example: The Ramayana, the Mahabharata, the Iliad, the Odessay, etc.

7 **'The' is used before common nouns which are names of things unique of their kind:**

Example: The earth, the sun, the moon, the universe, the galaxy, etc.

8. 'The' is used before ordinals:

Example: the first, the second, the third, the fourth, fifth, etc.

9. 'The' is used before adjectives in the superlative degree:

Example: He is **the best** teacher in our class.

The darkest cloud has a silver lining

10. 'The' is used before an adjective when the noun is understood:

Example: **The rich** (*rich men*) should help the poor (poor men).

The young, the old, the high, and the low – all loved him.

Active and Passive Voice

In the active voice, the subject of the sentence performs the action:

I	aced	the	exam.
Subject/actor	verb	object/thing acted on	

In the passive voice, the object of the action becomes the subject of the sentence, and the actor appears in a prepositional phrase, or is absent from the sentence:

The exam	was aced	(by me).
Subject	verb	actor /object of prepositional phrase

► Use the active voice when the actor's identity is important.

Active: The butler did it.

Passive: It was done by the butler.

The first sentence is stronger; it sounds like an accusation.

The second sentence is weaker; it sounds like the butler did nothing more sinister than a load of laundry.

► Use the active voice when you want to be direct and emphatic.

Active: Management expects the staff to follow the rules.

Passive: It is expected by Management that the rules will be followed by the staff.

In this instance, the active voice delivers the message more effectively.

► Use the passive voice when you do not need to tell the reader who is acting.

Active: Ravi will prosecute trespassers.

Passive: Trespassers will be prosecuted.

In this case, it is not necessary to say who will be doing the prosecuting. Fear of being prosecuted, not fear of being prosecuted *by Ned*, will prevent most people from trespassing.

► Use the ‘objective’ passive for writing in disciplines such as the sciences.

Active: Dr. Sheela considered the drug to be a medical breakthrough, but after she tested the drug further, she found that it had serious side effects.

Passive: The drug was considered to be a medical breakthrough, but after further testing, it was found to have serious side effects.

Writers in the sciences often use the passive voice when they want to sound objective. In the first sentence, the active voice suggests that Dr. Sheela made an error in judgement. In the second sentence, the passive voice delivers important information about the drug without implying anything (either positive or negative) about Dr. Sheela.

A collocation is a combination of words that are commonly used together; the simplest way of describing collocations is to say that they ‘just sound right’ to native English speakers. Other combinations that may mean the same thing would seem ‘unnatural’. Collocations include noun phrases like ‘stiff wind’ and ‘weapons of mass destruction’, phrasal verbs such as ‘to get together’ and other stock phrases such as ‘the rich and famous’
It is important to learn collocations, because they are important for the naturalisation of one’s speech. Besides, they broaden one’s scope for expression.

Do me a favour

Have a bath

Break a leg

Take a chance

Make a mess

Catch a ball

Pay cash

Keep in touch

Do the cooking

Have a drink

Break a promise

Take a look

Make a mistake

Catch a cold

Pay interest

Keep quiet

**Clause
pdf**

Seven types of Sentences:

1. The declarative sentence is used to make a statement of fact, wish, intent, or feeling.

ex. I have seen that movie twice.

I wish I could go on the picnic.

2. The imperative sentence is used to state a command, request, or direction. The subject is always "You," even though it may not be expressed in the sentence.

ex. (You) Be on time for dinner. (You) Open the window, please.

3. The interrogative sentence is used to ask a question. It is followed by a question mark.

ex. Do you have a sweater? Are you having a bad day?

4. An exclamatory sentence is used to express strong feeling. It is followed by an exclamation point.

ex. Don't burn yourself out! Keep out! He screamed, "Help!"

A compound sentence consists of two or more simple sentences joined by

(1) a comma followed by a coordinating conjunction (*and, but, or, nor, for, yet, so*):

The dog barked, and the cat mewed.

(2) a semicolon: The dog barked; the cat mewed.

(3) a comma, but ONLY when the simple sentences are being treated as items in a series:

The dog barked, the cat mewed and the rabbit chewed.

A complex sentence consists of a combination of an independent clause and a dependent clause.

An example with a *relative clause* as the dependent clause:

The dog that was in the street howled loudly.

A student who is hungry would never pass up a hamburger.

An example with a *subordinating conjunction* creating the dependent clause (note the various positions of the dependent clause):

End: The dog howled although he was well fed.

Front: Because the dog howled so loudly, the student couldn't eat his hamburger. Middle: The dog, although he was well fed, howled loudly.

A compound-complex sentence consists of a combination of a compound sentence and a complex sentence.

As the dog howled, one cat sat on the fence, and the other licked its paws.

1. After the two soccer players lost their game, they joined their other teammates for lunch, and they went to the movies.

^ If we remove the dependent clause “after the two soccer players lost their game,” we have a compound sentence. The dependent clause makes this sentence compound-complex.

2. The man believed in the system, and he knew that justice would prevail after the murderer was sent to jail.

COMPREHENSION

1. Comprehension of given Passages

The purpose of reading is comprehension, or to get meaning from written text.

1. Without comprehension, reading is a frustrating, pointless exercise in word calling. It is no exaggeration to say that how well students develop the ability to comprehend what they read has a profound effect on their entire lives.

2. A major goal of reading comprehension instruction, therefore, is to help students develop the knowledge, skills, and experiences they must have if they are to become competent and enthusiastic readers.

Instructions:

- 1. Read the questions (not the answers) before reading the passage**
- 2. While going through the passage find out the topic point and the supporting arguments.**
- 3. Examine closely the verbs of the alternative answers. The verb should definitely agree with the verb of the answer.**
- 4. Examine the attitude of writer while reading the passage. Do not waste time by re-reading it.**
- 5. Be cautious whenever the meaning of any word is asked because the meanings are generally different from the literal meaning. Replace the word with its meaning.**

6. Generally the questions refer to the

a) Main idea of the passage.

b) Attitude of the writer

c) The author does not say

d) The author says

e) Implies meaning of the passage

f) Title of the passage

g) On the text of the passage

There are 12 stages in Comprehension

Precis Writing

Two rules for writing Precis

1) Precision - Keep your precis accurate. Never include information that is not the part of paragraph. You can't conclude anything of your own. You are supposed to rewrite to paragraph in less number of words.

2) Brevity - Avoid unnecessary words and sentence that don't help the precis to convey the message. Try to make long sentences shorter.

Paragraph - Putting an end to the 60 years old practice of barring women from becoming make up artists in the Mumbai Film industry, The Supreme Court on November 11, 2014 allowed qualified women to be appointed for this job.

Precise - On 11 November 2014.

Supreme court allowed women to work as make up artists in Mumbai film industry.

If you read the above example closely, I have used same words and didn't miss any information. In the above example date of order and name of industry is important, if you ignore these words, you won't fetch good marks.

What I was trying to convey is - Don't skip any important information for the sake of **Brevity** as **Precision** is also important.

You need to make a balance between

Brevity- concise and exact use of words in writing or speech

Precision- the quality, condition, or fact of being exact and accurate.

Steps :-

- 1. Read the paragraph and count the words**
- 2. Write important points and link them**
- 3. Start writing the paragraph and review them**
- 4. While writing, don't go back and read paragraph again**
- 5. Edit and modify**

Tips for writing Precis

- 1. Number of words in Precis should of 1/3 of the actual paragraph**
- 2. Don't change the central idea of paragraph**
- 3. Retain the key words of the paragraph**
- 4. Don't waste your time in counting words, instead count lines.**
- 5. Your precis should be completed in one paragraph only**
- 6. Avoid weak sentences**
- 7. Give an apt title**

Common mistakes

- 1. Don't give your personal opinion**
- 2. Don't use any idiom of your own**
- 3. Never conclude anything of your own**
- 4. Never assume anything**

Sample English Precis Writing Passages

Passage-1

These are two considerations which deserve at least a word in any discussion of the future of the Indian theatre. The first is the rapid development of the cinema as a competitive for prophesied favor. At first, in the early flush of cinematic triumph people—some of whom might have been expected to, know better—prophesies the extinction of the theatre. It is now clear that though here and there, temporarily, the theatre may be affected, the cinema cannot hope to replace the stage and elbow it out of existence. Experience in the West has shown that the stage will always be required as a federal studio.

For the technique is different and great stage actors have, always, to their disgust, discovered that film acting is at least only second best to them; it cannot mean to them what the stage means. Something is lacking in the human touch. In the theatre heart responds to heart and mind acts on mind in a way unknown to the cinema. Thus there is no danger of extinction to the theatre. On the other hand, the rivalry of the screen ought to and will put theatre to a new test and give it a new stimulus that may well lead to still higher planes of artistic achievement. Finally, a word about a national language spoken, written and thought might do for the theatre in India.

With the new awakening in social life the need of a common tongue is being increasingly felt. Much work is being done to bring out a common linguistic medium. The day when, it is accepted will be a great day for the Indian theatre, as it will be for all art in the country. But the theatre, because its life blood is spoken word, will gain most. With a common tongue, with a live national consciousness, the theatre will become to its own as definite instrument of national unity reflecting the national mind, interpreting the national heart and dreaming national dreams for the future.

Precis Summary

Two things are to be considered when we think of the future of the Indian theatre. The first is the rivalry of cinema. At one time it was thought that the cinema might oust theatre. But now it is admired that the stage must always be there as a feeder for the studio. Besides the great stage actors do not like the inhuman techniques adopted by the cinema. On the other hand, its challenge might make the theatre rise even to greater heights. Secondly, the adoption of a language may do much for the Indian theatre. Such a language is being formed. When adopted, it will enable the stage to keep the cause of national unity by dramatizing the national consciousness.

Vocabulary

Vocabulary

- 1. The words used in a language or a particular book or branch of science etc.**
- 2. All the words of a language.**
- 3. The sum of words used by, understood by, or at the command of a particular person or group.**
- 4. A list of words and often phrases, usually arranged alphabetically and defined or translated;**
- 5. A supply of expressive means; a repertoire of communication: a dancer's vocabulary of movement**

Synonyms

Synonyms are words that are similar or have a related meaning to another word.

Beautiful: Attractive, Pretty, Lovely, Stunning

Fair: Just, Objective, Impartial, Unbiased

Funny: Humorous, Comical, Hilarious, Hysterical

Happy: Content, Joyful, Mirthful, Upbeat

Hardworking: Diligent, Determined, Industrious, Enterprising

Honest: Honorable, Fair, Sincere, Trustworthy

Intelligent: Smart, Bright, Brilliant, Sharp

Introverted: Shy, Bashful, Quiet, Withdrawn

Kind: Thoughtful, Considerate, Amiable, Gracious

Lazy: Idle, Lethargic, Indolent

Antonym : An antonym is a word that is the opposite meaning of another. It comes from the Greek words “anti” for opposite and “onym” for name. Since language is complex, people may at times, disagree on what words are truly opposite in meaning to other words.

There are three categories of antonyms:

Graded antonyms deal with levels of the meaning of the words, like if something is not “good”, it may still not be “bad.” There is a scale involved with some words, and besides good and bad there can be average, fair, excellent, terrible, poor, or satisfactory.

Examples include:

Fat and skinny

Young and old

Happy and sad

Hard and soft

Last and first

Foolish and wise

Fast and slow

Warm and cool

Complementary antonyms have a relationship where there is no middle ground. There are only two possibilities, either one or the other.

Examples include:

Man and woman

Push and pull

Dead and alive

Day and night

Absent and present

Exit and entrance

Sink or float

Relational antonyms are sometimes considered a subcategory of complementary antonyms. With these pairs, for there to be a relationship, both must exist.

Examples are:

Husband and wife

Doctor and patient

Buy and sell

Predator and prey

Above and below

Former and later

Give and receive

Teach and learn

Adding a Prefix

Sometimes, an antonym can be easily made by adding a prefix.

Examples of antonyms that were made by adding the prefix “un” are:

Likely and unlikely

Able and unable

By adding the prefix “non” you can make these pairs:

Entity and nonentity

Conformist and nonconformist

Lastly, adding the prefix “in” can make the following pairs:

Tolerant and intolerant

Decent and indecent

Homophone

A homophone is a word that is pronounced the same as another word but differs in meaning, and may differ in spelling. The words may be spelled the same, such as **rose (flower) and rose** (past tense of "rise"), or differently, such as ***to, two, and too***.

The term "homophone" may also apply to units longer or shorter than words, such as phrases, letters or groups of letters that are pronounced the same as another phrase, letter or group of letters.

Same sound, different spelling, different meaning

air, heir

ante-, anti-

be, bee

buy, by

cent, scent

aisle, isle

bare, bear, bear

brake, break

cell, sell

cereal, serial



way

Which way should I go?



stairs

Use the stairs to go up and down.



flower

A rose is a beautiful flower.



bored

The man was very bored.



one

The first number is one.



weigh

I weigh fruit at the supermarket.



stares

The cat stares at the mouse.



flour

Flour is used in baking.



board

A carpenter cuts a board.



won

I won the race!



hair

I dry my hair.



son

Dad helped his son to read.

8

eight

Six, seven, eight, nine.....



deer

The deer ran through the forest.



eye

Dust blew into my eye.



hare

A rabbit is also called a hare.



sun

The sun shined brightly.



ate

Sally ate a sandwich.



dear

Dear Max. How are you?

I

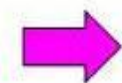
I

'I' is another way of saying 'me'.



feat

A heroic act is called a feat.



forth

To go forth is to go forward.



hear

I hear with my ears.



hole

The man climbed out of the hole.



groan

When I feel sick I groan.



feet

You walk on your feet.

4th

fourth

After third comes fourth.



here

Here it is!



whole

All parts together equal a whole.



grown

The plant has grown.



knight

The knight rode his horse.



mail

Mail is delivered by a postman.



sew

Use a needle and thread to sew.



waist

Mary measured her waist.



write

I can write my name.



night

The moon comes out at night.



male

A man is called a male.

?

so

So? What is the answer?



waste

Put all of your waste in the bin.



right

That is correct! You are right.

Homonyms

In Linguistics a homonym is a word that has different meanings. In the strict sense, one of a group of words that share the same spelling and pronunciation but have different meanings.

Examples of homonyms are the pair *stalk* (part of a plant) and *stalk* (follow/harass a person) and the pair *left* (past tense of leave) and *left* (opposite of right).

Same Pronunciation Same Spelling, but Different Meaning

Watch

Right

Left

Stalk

Fair

Homographs are words which are spelled the same, but with more than one meaning. Homographs may be pronounced the same (**homophones**), or they may be pronounced differently

Same Spelling, Different Meaning and Different Pronunciation

Live, Wind,

read (present tense--pronounced [ríyd] /

read (past tense--pronounced [red]

lead (verb--pronounced [líyd] /

lead (noun [Pb]--pronounced [led]

do (noun [music]--pronounced [dóu] /

do (verb--pronounced [dúw]

HOMOGRAPHS

Homographs are words which look the same but mean something different.



A large expanse of dry land.

DESERT



To leave someone alone.



To shine pictures on a screen.

PROJECT



A plan or scheme.



To say no or deny.

REFUSE



Rubbish.



To transfer electricity.

CONDUCT



To direct, lead or control.



To protest.

OBJECT



An item, a solid thing.



A gift.

PRESENT



To show or introduce something.

HOMONYMS	HOMOPHONES	HOMOGRAPHS
<i>multiple meaning words</i>	<i>words that sound alike</i>	<i>same spelling, different pronunciation, different meanings</i>
the spruce tree... to spruce up...	addition for math edition of a book	desert = abandon desert = area of land
suit yourself... wore a suit ...	I want to go I like it too One plus one is two	bass = fish bass = instrument
weigh on the scale ... scale the wall...	capitol building state capital	close = nearby close = to shut
the price is fair ... go to the fair ...	pick a flower bake with flour	bow = to bend down bow = ribbon

Prefix

A prefix is a group of letters placed before the root of a word. For example, the word "unhappy" consists of the prefix "un-" [which means "not"] combined with the root (stem) word "happy"; the word "unhappy" means "not happy."

PREFIX	MEANING	EXAMPLES
de-	from, down, opposite	decode, decrease
dis-	not, opposite, reverse, away	disagree, disappear
ex-	out of, lacking, former	exhale, explosion
il-	not	illegal, illogical
im-	not, without	impossible, improper
in-	not, without	inaction, invisible
mis-	bad, wrong	mislead, misplace
non-	not	nonfiction, nonsense
pre-	before	prefix, prehistory
pro-	for, forward, before	proactive, profess, program
re-	again, back	react, reappear
un-	against, not, opposite	undo, unequal,

Suffix

A suffix is a group of letters placed after the root of a word. For example, the word flavorless consists of the root word "flavor" combined with the suffix "-less" [which means "without"]; the word "flavorless" means "having no flavor."

SUFFIX	MEANING	EXAMPLES
-able	able to, having the quality of	comfortable, portable
-al	relating to	annual, comical
-er	comparative	bigger, stronger
-est	superlative	strongest, tiniest
-ful	full of	beautiful, grateful
-ible	forming an adjective	reversible, terrible
-ily	forming an adverb	eerily, happily, lazily
-ing	denoting an action, a material, or a gerund	acting, showing
-less	without, not affected by	friendless, tireless
-ly	forming an adjective	clearly, hourly
-ness	denoting a state or condition	kindness, wilderness
-y	full of, denoting a condition,	glory, messy, victory,

Idiom:

a manner of speaking that is natural to native speakers of a language

Every language has its own collection of wise sayings. They offer advice about how to live and also transfer some underlying ideas, principles and values of a given culture / society. These sayings are called "idioms" - or proverbs if they are longer. These combinations of words have (rarely complete sentences) a "figurative meaning" meaning, they basically work with "pictures". This List of commonly used idioms and sayings (in everyday conversational English), can help to speak English by learning English idiomatic expressions. This is a list, which contains exactly 66 of the most commonly used idioms and their meaning.

Common Idioms

Some idioms are used by most people that speak English; others are used by a more select group.

Common idioms that refer to people include:

A chip on your shoulder –

means you are holding a grudge

High as a kite - means you are drunk or on drugs

Sick as a dog - means you are very ill

Idioms that refer to your actions would be:

Rub someone the wrong way –

meaning to annoy or bother

Jump the gun –

would mean to be doing something early

Pay the piper –

**means you need to face the
consequences of your actions**

A hot potato

Speak of an issue (mostly current) which many people are talking about and which is usually disputed

A penny for your thoughts

A way of asking what someone is thinking

Actions speak louder than words

People's intentions can be judged better by what they do than what they say.

Add insult to injury

To further a loss with mockery or indignity; to worsen an unfavorable situation.

An arm and a leg

Very expensive or costly. A large amount of money.

At the drop of a hat

without any hesitation; instantly.

Phrases:

A phrase is a small group of words that forms a meaningful unit within a clause. There are several different types, as follows:

Noun phrase

A noun phrase is built around a single noun, for example:

A *vase* of roses stood on the table.

She was reading a *book* about the emancipation of women.

Verb phrase

A verb phrase is the verbal part of a clause, for example:

She had been *living* in London.

I will be *going* to college next year.

Adjective phrase

An adjective phrase is built around an adjective, for example:

He's led a *very interesting* life.

A lot of the kids are really *keen* on football.

Adverbial phrase

An adverbial phrase is built round an adverb by adding words before and/or after it, for example:

The economy recovered *very slowly*.

They wanted to leave the country as *fast* as possible.

Prepositional phrase

In a prepositional phrase the preposition always comes at the beginning, for example:

I longed to live *near* the sea.

The dog was hiding *under* the kitchen table.

