

# Professional English - I

## Unit - I - Introduction to Fundamentals of Communication

Grammar - Present Tense (Simple and Progressive)

The simple present tense is used for permanent actions, to describe daily events, facts or as a narrative form for stories that takes place in the present.

Structure of Simple Present Tense.

I, we, you, they - read, write, come, go, play,  
watch, study

He, she, it - reads, writes, comes, goes,  
plays, watches, studies.

For the verbs that end in 'ss', 'o', 'ss', 'o', 'sh', 'ch' or 'x', we add 'e's'. If the final letter of the verb ends in 'y' and if it is preceded by a vowel, then we just add 's'. But if the final letter is 'y' and it is preceded by a consonant, we remove the final 'y' and add 'ies'.

Example

play - plays



study - studies

Uses of Simple present Tense

① For habitual Actions

They get up at 6 o'clock daily.

We go to ooty every year.

I read stories at night.

② For general Truths

The Earth goes round the Sun.

The Sun rises in the East.

③ For Official programmes in the future

The train arrives at 10.

The Chief Minister inaugurates  
the function tomorrow.

The match starts at 6 pm.

④ To Introduce Quotations

Shakespeare says, "All the world's  
a stage."

Thiruvalluvar says, "Water cleans us  
eternally while truthfulness makes us pure  
at heart."

⑤ In exclamatory Sentences:

It is used with 'here' and 'there'

Here Comes your friend!

There goes the bus!

Here he comes!

① In running Commentaries

He kicks the ball

There goes the bus

He scores a goal

The goal goes past the gallery!

② Vivid Narrative / Dramatic Narrative

I get off the bus.

I see two men fighting

A few people watch them

Present Continuous / progressive Tense.

The present continuous, also called the present progressive is a form used for indicating an action or condition which is happening now, frequently, any may continue to the future.

Structure of present Continuous Tense

I am

He/she/It - Is

They/we/you - are



① Things that are happening now (at the time of speaking).

Eg 'she is eating dinner right now and cannot answer the phone.'

Negative Form

Eg: They're not watching TV at the moment.

Temporary events:

For longer actions that may be taking place for a temporary period only, we can use present continuous tense to describe them.

Eg

"He is learning a new language at the moment."

"My sister is staying with us for a week."

Future plans:

When describing something that will take place in the future, the present continuous tense can be used when we are discussing something that



is already discussed are planned ahead.

Eg

When we arrive at the airport,  
we are taking a private car to the  
hotel!

### WH Questions

Sentences that are used to make enquire or ask for information are called Interrogative or Question sentences. We use wh- words to ask about different types of information.

Wh - word

Type of information

Who

person

What

thing

Where

place

When

time

Why

reason

How

manner



Question

Answer

What are you doing?

I am studying

When does this class start?

It starts at 9 am.

The answers to Wh- questions provide the information that we ask about.

Question patterns

There are two common question patterns for the simple present tense in English. One common pattern is: Wh- word plus do plus subject + verb.

Where do you live?

Where do I live?

Where do they live?

Where does he live?

Where does it live?

We use 'does' when the subject is he, she, it, or a singular noun. We use 'do' when the subject is I, we, you, they or a plural noun.

Another common question pattern is: Wh- word plus be plus subject.

Wh- word + be + subject

How are you?



'be' changes forms with different Subjects

How is she?

How is it?

How are they?

Who do you want to invite to your birthday?

Why does he like rainy days?

### Yes/No Questions

Yes/No questions are those questions that expect 'yes' or 'no' as answer. These questions do not take the question words when, what, what etc. Yes/no questions are used to check information or ask for confirmation.

When we answer yes/no questions we do not normally repeat the complete the question. Instead, we use appropriate auxiliary verb. This auxiliary is usually present in the question.

Does Mike live with you? 'yes, he does'

Did Maya tell you she wasn't coming? No, she didn't.



In negative answers we use the auxiliary verb and usually a contracted form is used.

'Have you ever visited Argentina?'

'Yes, I have.'

'Will you help me?' 'No, I won't.'

Present Simple

'Do you speak English?'

'Yes, I do.'

'Does she speak English?'

'No, she doesn't.'

Present Continuous

'Are you coming with us?' 'Yes, I am!'

'Is it raining?' 'Yes, it is.'

'Is it snowing?' 'No, it isn't.'

Present Perfect

'Have you received the letter?'

'Yes, I have.'

'Has he returned from Mumbai?'

'No, he hasn't.'

Past Simple

'Did you know the answer?' 'No, I didn't.'



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Did he get the letters? 'Yes, he did!'

Past Continuous

'were you sleeping then?' 'Yes, I was.'  
'was he reading his lessons?' 'No, he wasn't.'

Future Simple

'will you come with me?' 'Yes, I will.'  
'will you help me?' 'No, I won't.'

How to write a letter of Introduction

\* Sometimes, you may need to introduce yourself to someone for professional reasons.

Eg (Someone you want to work with or who works in an industry you want to break into)

\* But if the person doesn't know you, you need to take care with your letter of introduction. The basic format is:

Opening - Use a formal situation.

Paragraph 1 - Introduce yourself by telling the recipient who you are and what you do.

By brief, but make sure you mention any important qualifications or experience you have.



## Paragraph - 2

Explain why you are getting in touch.  
Make it clear what you are hoping to achieve.

## Paragraph - 3

Give your contact details.

## Conclusion

Sign off by wishing them well, thanking them for their time, and using a formal valediction such as "Kind regards".

## Synonyms.

A synonym is a word that has the same meaning as another word (or nearly the same meaning). For example, beautiful and attractive are synonyms of each other because they both refer to someone or something that looks good.

Ability - capability

Achieve - attain

Angry - furious

Appreciate - cherish

Baffle - confusion



Bossy - controlling  
 Develop - enlarge  
 Excited - thrilled  
 Uninterested - shy  
 Journey - trip  
 Lazy - idle  
 Mean - unfriendly  
 Need - require

### One Word Substitutes

#### Definition

The use of a single word in place of a long phrase to make the sentence structure simpler is known as one-word substitution. With the phrase replaced, the meaning remains

#### Uses of one-word substitution

Fears and phobias

An extreme or irrational fear of heights - Acrophobia.



Phobia of pain - Algophobia  
Fear of time - Chronophobia  
Fear of knowledge - Gnosophobia  
Fear of Dogs - Cynophobia

## Studies and Languages

The study of ancient things - Archaeology  
The study of plants - Botany  
The study of animals - Zoology  
The study of a body - physiology  
The study of mankind - Anthropology  
The study of human behaviour - psychology  
The study of female reproductive organs - gynaecology

## Person and Personality

One who cannot be corrected - incorrigible  
One who is reserved and conservative - introvert  
One who hates or disgust males - Misandrist  
One who is not addicted to anything - Teetotaler  
one who is innocent and unaware of worldly affairs - gullible



# Ability

Habits and

An ability to express oneself in speech - Orality.

An ability to see what might happen in future - foresight.

An ability to copy the behaviour of a person - mimicry.

An ability to find ways or directions - Navigate.

Having complete power - omnipotent.

Killing and Manias.

Killing of an animal for food - slaughter.

Killing someone illegally - lynch.

The killing of an elder/older - Senicide.

Governance Systems.

Government by people - democracy.

Government by rich - plutocracy.

Government by educated - Aristocracy.

Profession

A person who travels in space - Astronaut.

A person who supervises - invigilator.



A person who supervises the  
museum - curator.

One who loves mankind - philanthropist

One who eats too much - glutton.

Ab

## Abbreviations and Acronyms.

An abbreviation is a shortened form of a word used in place of the full word (e.g., corp.). An acronym is a word formed from the first letters of each of the words in a phrase or name (e.g., NASA or laser).

### Common Abbreviations

Apartment - Apt.

centimeter - cm

Foot - ft

kilogram - kg

Miles per hour - MPH

Ounce - oz

Volume - Vol.

Ante Meridiem - AM

Past Meridiem - PM



Medical + Doctor - M.D.

Usage of Acronyms.

BTW - By The Way

OMG - Oh My God

Idk - I don't know

TY - Thank you.

LPG - Liquefied petroleum gas.

ROM - Read only Memory

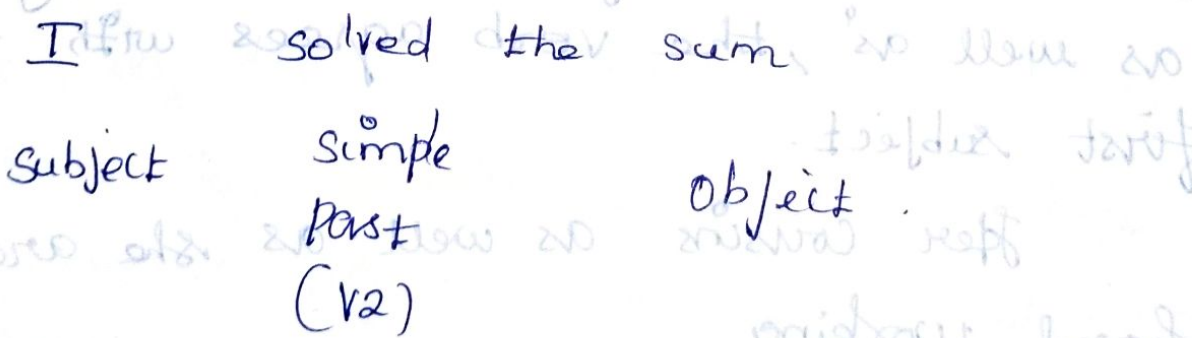
BBC - British Broadcasting Corporation

HIV - Human Immunodeficiency syndrome.

Unit - II Narration and Summation

Past Tense (Simple)

The simple past tense is used for actions that started and ended at a specific point in the time. It is formed by adding - "ed" to the infinitive form of the verb.



I solved the sum.



Subject + did + not + (v1) + object

He did not play football.

Did + Base form (v1) + object + ?

Did he play football?

## Subject Verb Agreement.

Subject-verb agreement means that a subject and its verb must be both singular or both plural. A singular subject takes a singular verb. A plural subject takes a plural verb.

Rules:

→ Two or more singular subjects joined by 'and' take a plural verb.

Ex You and I love music.

→ When two subjects are joined by 'as well as', the verb agrees with the first subject.

Her cousins as well as she are hard working.



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Either, neither, each, every and everyone  
is followed by singular.

Ex Each of them is lovable.

→ When two singular nouns refer to the same person, the verb must be singular.

Ex My sister and my friend has come.

The poet and philosopher is alive.

→ When two subjects express one idea, the verb is in the singular.

Time and tide waits for man.

→ When a plural noun expresses some specific quantity or amount considered as a whole, the verb is in singular.

Eg

Thirty litres of milk is too much for  
frayasan.

→ When two or more singular subjects are connected by 'with', 'together with', 'and not', 'besides', 'no less than', the verb is in singular.

Ex Sunita together with her parents is here.

→ The verbs agree with the number of the nouns that follow the verb.



Ex There are thirty students in the class.

→ There are some nouns which are plural in form but singular in meaning take a singular verb.

Economics is my favourite subject.

Billiards is very interesting game.

Yesterday's news was not true.

→ A plural noun which is the name of a country or title of a book is followed by a singular verb.

Ex Great Expectations is my favourite novel.

→ A collective noun generally takes a singular verb when the subject stands for the collection as a whole.

The mole was uncontrollable.

The committee has passed the report.

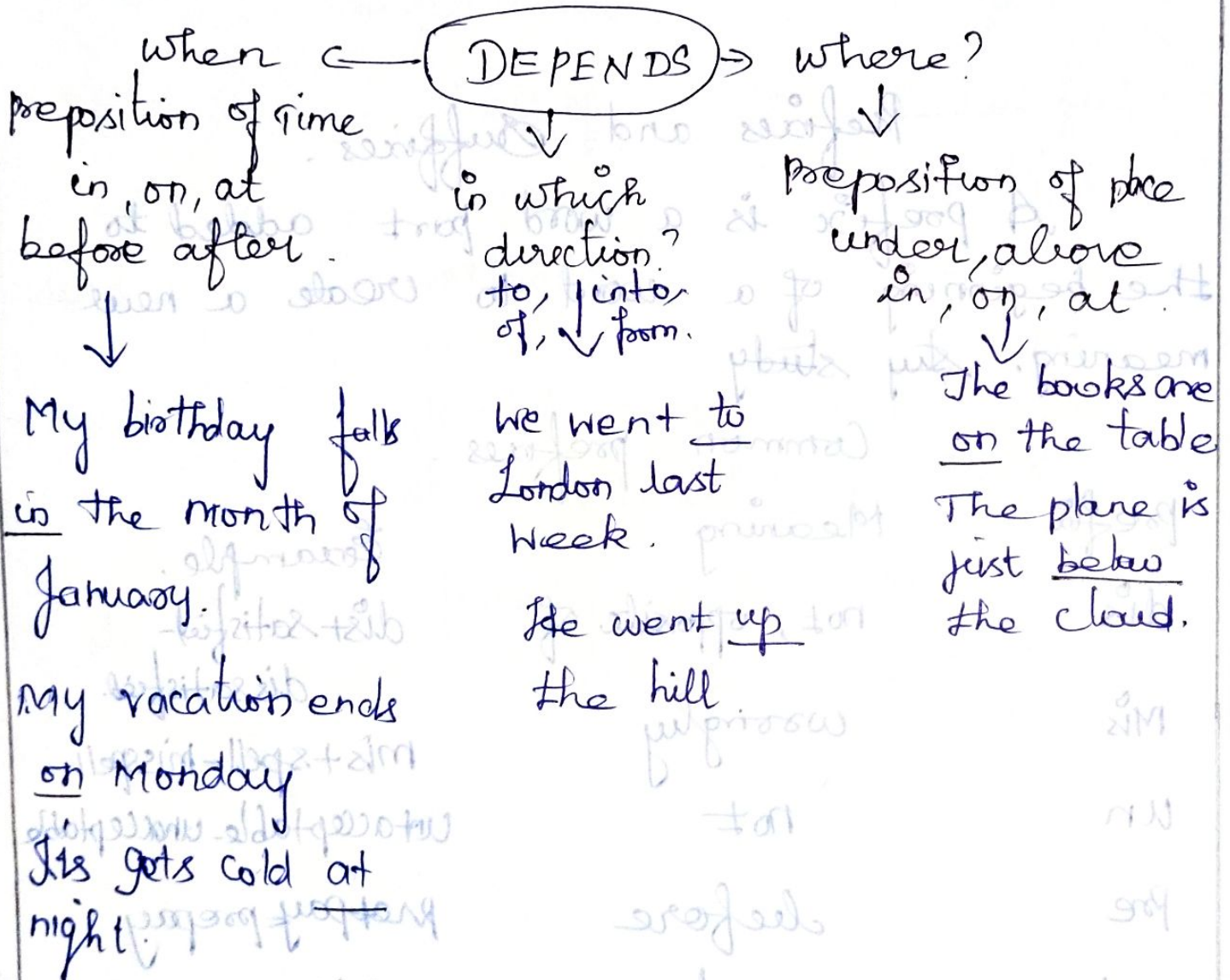
→ A number of



# Prepositions

A preposition is a word or group of words used before a noun, pronoun or noun phrase to show direction, time, place, location, special relationships, or to introduce an object. Some examples of prepositions are words like "in", "at", "on", "of", and "to".

## Types of preposition





## Prepositional phrase.

Goal A phrase is a group of words.  
A prepositional phrase is a group of words containing preposition.

The rabbits hopped through the garden.

The balloon drifted up the stairs.

The tiger crept slowly over the grass.

## Prefixes and Suffixes.

A prefix is a word part added to the beginning of a word to create a new meaning. study study

### Common prefixes.

prefix

Meaning

Example.

dis

not, opposite of

dis + satisfied

dissatisfied

Mis

wrongly

mis + spell = misspell

un

not

un + acceptable = unacceptable

Pre

before

pre + pay = prepay

sub

under

sub + merge =

submerge.



suffixes.  
meaning.

A suffix is a word part added to the end of a word to create a new

suffix	Meaning	Examples
-able	having the quality of	comfortable
-er	Comparative	stronger
-est	superlative	strongest, tiniest
-ity	full of	beautiful, grateful
less	without	friendless, tireless
ness	denoting as a state or condition	kindness, wilderness
ly	forming an adjective	clearly, hourly



# Antonyms

An antonym is a word that is the opposite of another word. For instance, the antonym of 'hot' is 'cold'. The root words for the word antonym are the words 'anti', meaning 'against' or 'opposite', and 'onym', meaning 'name'.

Artificial x natural

Arrive x depart

Argue x agree

Amateur x professional

Adult x child

Accept x refuse

Accurate x inaccurate

Alive x dead

Bravery x cowardice

Dainty x clumsy

Admire x detest

crooked x straight

Dainty x clumsy



## Phrasal verbs.

Phrasal verbs consist of a main verb plus either an adverb or a preposition. Phrasal verbs provide the action in a sentence.

Combining a verb with a particle, the combination of the words make the verb phrase take on a meaning of its own.

Phrasal verbs are two or more words that together act as a completely new word, with a meaning separate from the original words.

For example, pick up means to 'grab' a 'life', very different from the definitions of pick and alone.

Back up - reverse

Blow up - explode

Break down - stop functioning

Break in - force entry to a building

Break into - enter forcibly



**B** Bring down - make unhappy

Bring up - raise a child.

Call around - phone many different places

Call off - cancel

Call on - ask for answer or opinion.

Calm down - relax after being angry.

Catch up - get into the same point

Cheer up - as somebody else. become happier.

Chip in - help.

Come apart - separate

Come forward - volunteer for a task or to

Come from - originate in. give evidence.

Cut in - interrupt

Cut off - remove with something sharp.

Do away with - something discard.

Drop - something off



Unit - III Description of a process  
product

Use of Imperatives and Instructions

Imperative

\* An imperative is a command that begins with the main verb and generally does not have a subject "you".

\* Imperative - orders, instructions, imitations, advice and polite.

\* Be quiet

\* go away from here.

\* forgive us.

Change the following sentences into imperative forms.

1) A good computer must be bought.

Buy a good computer.

2) A Mineral water plant must be installed.

Install a mineral water plant.

3) Project should be completed in time.

Complete the project in time.



4) The water should be allowed to cool for 10 minutes.

Allow the water to cool for 10 minutes.

5) Whether the structure of is strong should be checked.

Check whether the structure is strong.

### Instructions

\* Instructions plays an important role in technical writing. It is clear and step by step explanations of how to do something or what one should do in a particular sentence situation.

\* In general, it should be clear, precise, understandable, compact and user-friendly.

\* It is an order to be given to somebody.



## Guidelines

\* Begin each step with an action verb.

\* Maintain logical sequence in presentation. Use simple and clear expressions.

\* Avoid ambiguity.

\* Review your statements for grammatical and technical accuracy.

Write a set of eight instructions for students to improve their language skills.

\* Read news papers regularly.

\* Listen to the English news.

\* Practise loud reading.

\* Practise speaking to others in English.

\* Practise tongue twisters.



\* Enrich your vocabulary by reading books.

\* Learn the basics of English thoroughly.

\* Improve your writing skills.

Write a set of eight instructions that must be followed in a chemical engineering lab.

\* Do not work in the laboratory barefoot.

\* Wear shoes to protect your feet.

\* Do not handle the apparatus and instruments roughly.

\* Do not allow chemicals to come into contact with your skin.

\* Keep all doors and windows open.

\* Keep your working place neat.



7. Do not wear gold ornaments, wrist watch while working in the lab.

8. Take care not to spill the chemicals on the floor.

### Homophones and Homonyms.

Homophones are words that sound the same but have different meanings, whether they are spelled the same or not. There, their, and they're are homophones.

Homonyms are words that have different meanings but are pronounced the same or spelled the same.

Examples of Homonyms with sentences

Weak - Reek:

You have to teach him that letting <sup>weak</sup> is not so a good thing.



Where does this bad neek come from?

Route - Root

We created our route and set off tomorrow.

We started to investigate the root of this language.

Cent - Bent - Scent

Can you give us fifty cents?

I sent you all images yesterday

~~Scent~~ Can you feel the scent in this room?

Cell - Bell

Cell always renew themselves

There is a decrease in the Bell of our store this month.

Allowed - Aloud

I'm allowed work place today.



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Chance - chants

I wish you good chance in  
your exam.

Today we listen to chants.

Beas - Beize.

Do Beas always smell good?

Turtles cannot Beize rabbits

Homophones with Examples

Away - Aweigh

He is five minutes away from  
the house.

It's difficult to see aweight in

a sentence.

Aural - Oral

The aural part was beauty



all of its own.

We are having an oral test  
this week.

Hole - Whole.

There was a hole in his  
shirt.

I like to eat whole bananas

Cereal - Serial

They ate a large bowl  
of cereal.

They ate a large bowl of  
She was watching a serial of  
avengers.

Hour - Hour

We are coming towards you  
after an hour.

Our plane is off now!

Present Perfect Tense and past perfect Tense.

The present perfect tense is used for past actions that are related to or continue into the present.

"I have gone fishing since I was a child."

structure

Subject + have/has + verb(V3) + object.

He has completed the mission.

Subject + have/has + not + verb(V3) + object.

He has not completed the mission.

Have/has + Subject + verb(V3) + object?



Has he completed the mission?

To talk about something happened recently.

Eg

I have cleaned the house.

The school bus has come.

He has finished his home work.

Past + Perfect Tense.

The past perfect tense is used to express actions that occurred in the past that finished before another action in the past started.

Structure

Subject + had + past participle  
of verb.

The past perfect Tense is used to express:

\* Completed action before another begins (both in past).

Eg After we had purchased tickets, we were able to enter the venue.

\* Action of duration before something in the past.

Eg I had attended the event for years without ever having to purchase tickets.

\* Conditional Statements

Eg If I had purchased tickets we would have been able to enter the venue.



\* Reported speech.

Eg The official asked if we had purchased tickets.

\* Show dissatisfaction with the past.

Eg We wished we had purchased tickets.

## Degrees of Comparison.

Degrees of comparison

are used when we compare one person or something with another.

There are three degrees of comparison

in English. They are:

\* Positive degree

\* Comparative degree

\* Superlative degree.

### \* The positive Degree

The positive degree of an adjective or adverb offers no comparison.  
For example

Adjectives : rich, pretty, handsome  
good.

Adverbs : slowly, beautifully.

### The Comparative degree

Adjectives : richer, prettier, more handsome,  
better.

Adverbs : More slowly, more beautifully.

### The Superlative Degree :

The superlative degree of an adjective or adverb shows the greatest or least degree.



For example

Adjectives: Richest, prettiest, most handsome, best.

Adverbs: most slowly, most beautifully,

Positive

Comparative

Superlative

Degree

Degree

Degree

Sharp

sharper

Sharpest

(adjective)

Happy

happier

happiest

(adjective)

Fast

faster

fastest.

(adverb)

Messily

more Messily

most

(adverb)

messily

# Adjectives

Adjectives are words that describe the qualities or state of being of nouns.

They can also describe the quantity of nouns: many, few, millions, even. An adjective is a word that modifies a noun or a pronoun. Adjectives provide answers to questions such as "what kind?" "which one?" and "whose it is?"

There are 8 types of adjectives.

## 1. Descriptive Adjective

Descriptive Adjectives of quality or show the kind of quality of a person or thing.

Ex =

Beautiful, large, small etc.

The foolish old crow tried to sing.

st  
city



## ② Numeral Adjective

Adjectives of number or numeral  
Adjectives show how many persons or  
things are meant. This adjectives  
represent numeral value.

Ex

Eight, few, second, some etc.  
Few dogs like hot water.

## ③ Quantitative Adjective

Adjectives of quantity show  
how much quantity of a thing  
is meant.

Ex  
Some, little, whole, one fourth etc.

## 4) Demonstrative adjectives:

Demonstrative adjectives point  
out which person or thing is meant.

This, that, those, such etc.

This girl is taller than Rosie.



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5) Interrogative Adjectives.

What, which, and whose, when they are used with nouns to ask questions, are called Interrogative Adjectives.

Whose book is this?

6) Possessive Adjectives

We use possessive adjectives to express who owns or possesses something. This is used in front of a noun.

Ex Own, my, our etc.

He is his own master.

7) Proper Adjectives.

Adjectives formed from proper nouns are called proper Adjectives.

Ex - British, Chinese etc.

The British professor is teaching the class.



## 8) Exclamatory Adjectives

The word what is sometimes used as an Exclamatory Adjective.

Ex

What a genius!

What a blessing!

## Compound Nouns

A compound noun is a noun that is made with two or more words!

A compound noun is usually (noun+noun) or (adjective+noun), but there are other combinations

Noun + noun

\* Goldsmith

\* Night club

\* Man servant

Adjective + Noun

- \* After the Black board
- \* Blue Bell
- \* High way

Adverb + Noun

- eg \* After thought
- \* out post
- \* over coat

Noun + Verb - sleep walk

Verb + noun - walking stick

Adjective + noun - Dark room

Noun + gerund - Jewellery making

Gerund + Noun - Running commentary

eg

D Animal behaviour - The behaviour of an animal.



Aluminium Extraction - The extraction of

Battery car - Car which works on battery

Battery valve - Boat value of a battery

Boat house - Boat used as a house

Coal gas - gas obtained from coal.

### Discourse Makers

(Connectives and Sequence words)

\* A discourse maker is a word or phrase whose function is to organize discourse into segments.

Examples include "well, so, right, okay, now, I mean etc".

Discourse makers are also called "linking words/phrases or sentence connectors.

Eg Land pollution is due to solid

\* Fresh water is a renewable source, its distribution is uneven.

\* plastics have specific properties, which may make them preferable to traditional materials for certain uses.

Connectives

Functions

\* Before, prior to, before that, earlier, while, just as, during all that time, at the very time, the very moment.

} indicating time relation.

\* If, in case, unless, on condition that, so long as, provided that

} Expressing condition.

\* As, since, because owing to, due to, caused by brought about, hence.

} Expressing cause.



\* As a result, as consequence, result in, cause } expressing result.

\* Except, though, although } expression of concession.  
not ever.

\* As, like, as if, as though } expression of comparison.

\* While, where, as, but } expression of contrast.  
however

\* And so on, further, besides, alongside, along } expression of addition.  
with, and, or

\* Namely, such as } exemplifies.  
like

~~exercise~~  
exercises:

My father earns plenty of money. He hates spending money on luxurious living (in spite of).

In spite of earning plenty of money my father hates spending money on luxurious living.

I switch off the fridge at night. It saves money. (to)

I switch off the fridge at night to save money.

Rani's suitcase was lost in the transit. She got it back (however).

Rani's suitcase was lost in the transit however she got it back.



# Unit IV - Classification and Recommendations

## Note making.

\* Note-making is an important study skill and needs to be cultivated as part of your academic training.

\* Thus note-making is a process of noting down systematically for future reference, and important information, ideas, facts, view points and arguments contained in a written text.

While making notes, bear the following points in mind.

\* write down the main ideas as accurately as possible.

\* Keep the notes short but these should be in a form which could be easily understood later.



\* Write down the points neatly, that they can be easily read and understood by you.

\* Use accepted abbreviations and shortened forms of commonly used words. You may invent your own shortened forms for noting the matters.

\* Be consistent in the use of abbreviations and shortened forms and stick to one system of ordering the points.

### Writing Recommendations.

Recommendations are suggestions made in connection with the corrective measures to be taken on a particular assignment. Find Fault



Use expressions like

It is suggested

It is recommended

It is advised

It is important

It is necessary

It is essential

It is desirable

+ to + Root + actions  
Verb

Example

It is necessary to save water

It is mandatory to enforce stringent rules.

Recommendations to keep yourself and others safe from Covid.

Write a set of instructions to maintain your computer in good working.

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finding becomes negative when of the  
fault-finder stops just highlighting the  
fault. He/she should come forward to  
improve the working of the system.  
Give suggestions

1. Specific and precise the title
2. Number your points.
3. Avoid jargons.
4. Begin with "It is necessary to +  
Root Verb".....
5. Use "Useful expressions" ..... have to be
6. Arrange in logical order.
7. Use short sentences



## Articles.

Articles are used before nouns or noun equivalents and are a type of adjective. The definite article 'the' is used before a noun to indicate that the identity of the noun is known to the reader. The indefinite article (a, an) is before a noun that is used before a noun that is general or when its identity is not known.

### Definite Article (a/an)

The form 'a' is used before a

Consonant sound.

Eg

a book      a house

a year      a unit

a publication      a European.



1. An emergency start up disk should be

Created

2. The Computer must be protected from viruses.

3. The hard drive should be scanned for errors.

4. The hard drive space should be managed.

5. Ups should be used to avoid losses of data.

6. The Computer must be shut down when not in use.

7. It is advised not to open unwanted sites from the internet.

8. The computer case, keyboard and mouse should be cleaned regularly.



3) The 'definite' plural nouns make them definite or particular.

I saw some cows. The cows were eating grass.

4) But, 'the' cannot be used in a general statement.

Cows (NOT the cows) eat grass.

5) The comparative can show that two things increase / decrease in the same proportions.

The more he earns, the more he spends.

b) The following categories of nouns usually take 'the'.

Plural place Names:

The United States of America (the USA), the Netherlands.

The form 'an' is used before a vowel sound.

an apple

an Indian

an hour

an office

an elephant

an umbrella

Definite Article (the).

'The' may be used before any noun, singular or plural, countable or uncountable.

The computer

The information

The chairs

\* When an uncountable noun is used for a general statement, 'the' cannot be used before it.

She loves music/poetry

Water is precious.



# Pronouns.

( Possessive and Relative pronouns)

A pronoun is a word that is used instead of a noun or noun phrase. Possessive pronouns refer to things or people that belong to someone. The main possessive pronouns are mine, yours, his, hers, its, ours, and theirs.

Relative pronouns introduce a subordinate clause, a part of a sentence that includes a subject and a verb but does not form a sentence by itself. The main relative pronouns are that, which, who, whom, what, and whose.

Possessive pronouns referring to a single object

Possessive pronouns can be used



to describe single objects or more than one.

To describe something singular, we use one of the following pronouns.

"mine, yours, his, hers."

Eg.

"The cat is mine."

"This sound is yours."

"It's his turn to wash up."

Exercise.

Fill in the blanks with the correct pronouns.

possessive pronouns

Its, mine, their,

her, ours

1. The dog was busy eating its bone.
2. The little girl couldn't find her favourite baby doll.
3. My parents love to visit her friends who live in Mexico.



## Relative pronouns

who, which, that, whoever  
whichever.

Who went to France will give the report on

I saw the lady who lives in the house  
on the corner.

Did you find any of the answers to  
the home

I don't know which restaurant to choose.

## Collocations

A collocation is made up of two  
or more words that are commonly used  
together in English. Collocations can be  
adverb + adjective, noun + noun, verb +  
noun and so on.

Make

Make a mistake

Have

\* Have a bath

Make a noise

\* Have a holiday

Make an effort

\* Have a lunch

Make furniture

\* Have sympathy

Make money

\* Have a problem

Do

Do business

Take

Do nothing

\* Take a break

Do cooking

\* Take a chance

Do your best

\* Take a book

\* Take a seat

Get

Go

\* Get married

\* Go crazy

\* Get ready

\* Go dark

\* Get upset

\* Go fishing

\* Get wet

\* Go mad

Give a word that

collaborates with

the following:



- Additional - information, support
- Save Time - Save time, time pass
- Brief - Introduction, amount
- Business - transaction, sector
- Remote - area, control
- Clear - focus, relationship
- Collective - action, memory
- Cultural - background, history
- Devoted - life, wife, husband

Fixed and Semi fixed Expression.

Both fixed and semi-fixed expressions are group of words used together to express a particular idea/concept. They both have literal meanings. With fixed expressions, the word order and pattern are usually do not change. In semi-fixed expression the word order stays the same, but



Some parts can be changed to  
portray a slightly different meaning.

Fixed Expression Meaning

On the other hand Introducing a opposing  
view.

All of a sudden Suddenly

Long time no see It's been a while  
since you've seen  
someone

One size fits all A piece of clothing  
that fits everyone.

As a matter of fact Actually / in reality

To whom it may concern Addressing someone  
whose name you  
don't know.

In the meantime The time while  
something else is  
occurring



Semi - Fixed Expressions Examples.

- \* I haven't seen you (long time).
- \* Could you pass me the (object)
- \* Take (something) into account.
- \* Hold (someone) responsible.
- \* For (someone's) own good.

## Unit - 5 Expression

### Future Tenses

The future tense of verbs express events or actions that have not yet happened and that will happen at some point in the future.

structure

Subject + will + base form of verb.

The simple future is used to express:

promises, predictions - It will rain tomorrow.

habits, routine - The meeting starts at noon.

### Future Progressive Tense

The future progressive expresses actions that will be ongoing (actions that the subject will be in progress doing) at some point in the future.



To form the future progressive  
Subject + will be + present participle  
(and -ing to end of the verb.

The future progressive is used to  
express

future actions in progress.

Eg They will be waiting for you.

She will be retiring soon.

Future Perfect Tense.

The - future perfect tense  
expresses actions that will be  
finished at some point in the future  
or those that will be finished before  
another future event.

To form the future perfect:

Subject + will have + past  
participle of the verb.



The future perfect is used to express:

\* Actions that will be finished

at some point.

Eg \* By the time you arrive, we will have eaten dinner.

\* Actions that will be finished before another future event.

Eg They will have lived in their new home for two years this fall.

To form Future perfect continuous Tense

The future perfect continuous tense expresses ongoing actions that will be completed at some specified time in the future.

To form the future perfect continuous  
 Subject + will have been +  
 present participle ("ing" to end of the verb).



The future perfect continuous tense is used to express:

\* Ongoing actions that will be completed at specific future time.

eg In June, I will have been working as a professor for 15 years

You will have been driving for ten hours by the time we arrive.

Fill in the blanks with the appropriate form of the verb given in the brackets:

I shall have finished my job by evening (finish)

He has been passing through a bleak period. (pass)

We will be resuming the match on Monday. (resume) (be)

You may go if you wish to. (go)



- 1) We will (complete) our work by 7 Pm tomorrow.  
2) I will (work) here five years in this office by the end of the March.

### Future perfect continuous

Future perfect continuous expresses an action that will be in progress or a ~~per~~ period of time.

Eg

By next year, we shall have been living here for five years.

### Punctuation.

The most common punctuation marks in English are: capital letters and full stops, question marks, commas, colons and semi colons, exclamation marks and question marks.

In speaking, we use pauses and the pitch of the voice to make what we say clear. Pronunciation



plays a similar role in writing, making it easier to read.

In speaking punctuation consists of both rules and connections. There are rules of punctuation that have to be followed: but there are also pronunciation connections that give ~~would~~ writers greater choice.

### Content words vs Function words

Each word in English belongs to one of the eight parts of speech. Each word is also either a content word or a function word.

Content - information, meaning

Function - necessary words for grammar.

#### Content words

Content words are usually nouns, verbs, adjectives and adverbs.

Noun - person, place or thing.

Verb - action, state.

Eg

They are ~~not~~ working hard.

He ~~is~~ playing the question guitar.

He ~~is~~ not happy. Isn't he happy?

You ~~aren't~~ hungry. Aren't you?

Change the following questions into negatives

1) Do they live in a house?

Don't they live in a house?

2) Why did John buy the old guitar?

Why didn't John buy the new guitar?



## Negation (Statements and Questions)

In English, a sentence is commonly negated by ~~inserted~~ by inserting a single negative word like not, don't, didn't, won't etc.

Negation can happen in a number of ways. Most commonly, when we use a negative word such as no, not, nobody, none etc. eg.

Is there a bus at ten 'o' clock?

No. The last one goes at nine.

John doesn't play the piano

It is not true that John plays the piano.

Nobody came to the house for several days.

### Statement (Negation)

We form negative statements with 'not' or 'n't' after be, modal and auxiliary verbs.



eg Jane is not coming today. she is not feeling well.

she might not be joking. It could be true.

They don't go to school on Wednesday afternoons.

### Question (negations)

We use not or n't to form negative questions. When there is no modal verbs or be, we use the auxiliary verb do + not (don't, do not, does not, did not didn't).

Why didn't you ask license?

Why don't you understand?

Who wasn't at the party?

### Yes or no question (negation)

Yes or no questions or questions which we answer with 'yes' or 'no'.



## Complex Sentences

A complex sentence can also be referred to as multi-clause sentence.

Connectives are used in complex sentences include after, although, as, because, if, since, unless, when.

eg - The big dog barked whenever I knocked the door.

## Exercises

Connect the following simple sentences into compound sentences:

1) Being ~~well~~ ill, he didn't attend the party.

2) Besides being pretty, she is clever.

3) In spite of his illness, he attended the class.

4) Being guilty, he went into hiding.

5) Being innocent, he never thought of running away.

## Simple, Compound and Complex Sentences.

The sentence is generally defined as a word or a group of words that express a thorough idea by giving a statement/order, or asking a question or exclaiming.

Eg

\* He is a good boy (statement)

\* Is he a good boy?

\* What a nice weather (Exclamation)

Sentences are of 3 types

Simple Sentences

A simple sentence must have a single verb.

Eg I always wanted to become a writer.

Compound Sentences

A compound sentence is formed when you join main verb with a connective

Eg I like the bananas and I like grapes.