

Present tense (simple and progressive)

A verb can indicate the present, past or future time or tell what time the action is really taking place.

Present Tense

Use present tense to say that something happens all the time or repeatedly (habits) or that something is true in general.
eg.

I usually go home at weekends.

The earth goes round the sun.

Water boils at 100 degree Celsius.

Nurses look after patients in hospitals.

Milk is white

I drink coffee daily.

Adverbs: (always, often, everyday, every week, usually).

If the subject of the present tense is a third person singular, then (s, es, es) are added with the present tense form of the verb.

I read a book.

We need a hour.

You play piano.

He works in a bank.

She sings a song.

She has three children.

The match starts at 2.30 p.m.

Present continuous

Use the present continuous tense to talk about things which are happening now.

Mary is doing her homework now.

We are learning the uses of tenses.

You are washing your clothes.

They are waiting for a bus at the moment.

An action which is likely to happen in the near future.

We are going to City next Sunday.

The secretary is visiting our college tomorrow.

Adverbs: now, at present, at this moment.

Question Types

Wh questions / yes or no questions

Sentences that are used to make enquiries or ask for information are called

Interrogative or Question sentences.

Interrogative sentences can be further divided into two kinds.

1) Yes or no Question

2) Wh- Question

Auxiliary or modal verbs like

do, does, did, is, am, are, was, were,

will, shall, has, have, had, can, could are called yes/no questions. Such questions can be answered in 'yes' or 'no'. eg.

He is an Indian. Is he an Indian?

Jacob is on leave. Is Jacob on leave?

Raja is in the classroom. Is Raja in the classroom?

You are tired. Are you tired?

The cat chased the mouse.

Did the cat chase the mouse?

They are in the garden.

Are they in the garden?

They play chess.

Do they play chess?

Wh- questions start with Wh words - what, who, where, when, why, which, whose? Such questions cannot be answered in 'yes' or 'no'. Questions consist of a Wh question word, an auxiliary verb, a subject and a main verb.

The Wh- questions give you information. eg.

What do you wear on your finger?

who is this?

who came on vacation?

where did you go?

when did you get home from school?

why is he leaving?

which way will you go, left or right?

whose shirt is on the floor?

How many balls are there?

How much water do you usually drink?

What time does the football match begin?

Change the following statements into questions.

1) Ravi comes home after school.

When does Ravi come home?

2) I drink apple juice for breakfast.

What do you drink for breakfast?

3) Rahul lives in London?

Where does Rahul live?

4) John lives with his uncle.

Who lives with his uncle?

5) It's my bag.

Whose bag is this?

6) Mary is 14 years old. How old is Mary?

Tag questions

A tag question is a special construction in English. It is a statement followed by a mini-question. We use tag questions to ask for confirmation. They mean something like 'Is that right?' or 'Do you agree?'. They are very common in English.

The basic structure of a tag question is:

Snow is white. Isn't it?

You don't like me. Do you?

The tag repeats the auxiliary verb from the statement and changes it to negative or positive.

Question tags are more common in speaking than writing. We often use question tags when we expect the listener to agree with our statement. In this case, when the statement is positive, we use negative question tag.

She is a doctor. Isn't he?

Yesterday was so much fun, wasn't it?

He isn't here, is he?

The trains are never on time, are they?

Synonyms

A word or phrase that has the same meaning as another word or phrase in the same language. Synonyms are words that are similar to another word or have a related meaning.

Choose the correct meaning in the following.

1. perfidious - means deceitful and untrustworthy.
a) predict b) crafty c) perfury d) morbid
2. prolong - means lengthen in time or to extend.
a) enquire b) wax c) wait d) extend
3. Fostering
a) misunderstand b) push c) gain d) discourage
4. crapple
a) crasp b) offer c) open d) agree
5. linger
a) dart b) hasten c) quick d) delay
6. Tepid
a) Boiling b) lukewarm c) breezing
d) gaseous
7. Warrior
a) soldier b) sailor c) pirate d) spy
8. kindle
a) to ignite b) old person c) desire
d) creditable

One word substitution

'Single word substitutes' as the phrase indicates itself are the words that replace group of words or a full sentence absolutely without creating any kind of ambiguity in the meaning of the sentences.

1. The life story of a person written by oneself - Autobiography
2. One who speaks two languages - Bilingual
3. One who looks on bright side of things - Optimist.
4. One who looks on dark side of things - Pessimist.
5. One who loves mankind - Philanthropist
6. One who hates mankind - Misanthrope
7. One who copies from other writers - Plagiarist
8. One who knows many languages - Polyglot
9. One who thinks only of himself - Egoist.
10. One who goes on foot - pedestrian
11. A government by the people - democracy
12. A sentence whose meaning is unclear - Ambiguous.

13. A place where orphans live - orphanage.
14. A book written by an unknown author - Anonymous.
- 15) A life history written by somebody else - biography.
16. One who eats too much - Glutton
17. People who work together - colleagues
18. A flesh eating animal - carnivorous
19. A grass eating animal - herbivorous.
20. A handwriting that cannot be read - Illegible.
21. A person who speaks three languages - Trilingual.
22. A position for which no salary is paid - Honorary.
23. A person's peculiar habit - Idiosyncrasy
24. The study of environment - ecology.
22. One who lives in a foreign country - Immigrant
23. A speech delivered without any previous preparation - Extempore.
24. One who does not believe in god - Atheist
25. One who believes in god - Theist

Abbreviations and Acronyms

An abbreviation is a shortened form of a word or a phrase. For ex.

N.Y - New York

St. - Street

An acronym is an abbreviation consisting of the first letters of each word in the name of something. For ex.

ASAP - As soon as possible

ATM - Automatic Teller Machine

Abbreviations

am - Ante Meridiem

B.A - Bachelor of Arts

C - Celsius

B.C - Before Christ

Corp - Corporation

Cm - Centimetre

Dec. - December

dept. - department

dist. - district

div. - division

F - Fahrenheit

Feb. - February

Dr. - doctor

hr. - hour
Gov. - governor
Govt. - government
kg - kilogram
km - kilometre
lib - library
Ltd - limited
Mr. - mister
Mrs. - mistress
N - North

Acronyms

BTW - By the way
HAWN - Have a good night
KIT - Keep in touch
OMG - Oh my god
BBS - Be back soon
NYOB - None of your business
LTS - Long time no see
TTYL - Talk to you later
IDK - I don't know
LOL - Laughing out loud
TY - Thank you
YW - Your welcome
NP - No problem

past (simple)

past tense is used to express a single action happened in the past. It is used to express a habitual action in the past. eg.

The K. K. express started yesterday.

The captain trained the soldiers from morning to noon.

Adverbs used: yesterday, last week, last month, last year, last Monday, ago, last Deepavali, last working day and so on.

Fill in the blanks with past tense:

1. We _____ (get) Independence on 15th Aug 1947.
2. The Headmaster _____ (announce) the result last Monday.
3. Kanthar's grandfather _____ (die) last year.
4. They _____ (finish) their home work last night.

past continuous

past continuous is used to express an action going on at some time in the past. eg.

He was selling fruits from morning to evening.

The soldiers were exercising from morning to evening.

past continuous is also used to express an action that was going on at

the time of another action. The latter is expressed in the simple past.

eg. When I saw him, he was writing an essay.

Adverbs used: when, while

Fill in the blanks with past continuous

- 1) When I went to play ground, the boys _____
(play) tennis.
- 2) He _____ while his sister read a novel.
(write)
- 3) The workers were doing their work while
the supervisor _____ (supervise) their work.
- 4) Krishna _____ (study) a lot and won
the first prize.

Subject-verb agreement

Every sentence has a subject, a verb and a predicate. There must be an agreement between these three parts of a sentence. The verb agrees with the subject in numbers and persons.

Rule 1

A singular subject must have a singular verb and a plural subject must have a plural verb.

The baby cries when he is angry.

The babies cry when they are angry.

Rule 2

Two or more nouns joined by 'and' takes the plural verb. eg.

My brother and I are going home.

Ram and Suresh are brothers.

He and his friend have arrived.

Vishal and Mohan do not like that dress.

Rule 3

If two singular nouns point to only one person, they take verb in the singular number. eg.

The poet and playwright is dead.

My guide and guardian is here today.

Rule 4

If 'the article' is used before both the nouns separately, they would mean to point to two persons or things, and in that case plural verb would be used.

The president and the vice president are sitting in the parliament hall.

The first and the last chapter of this book are boring.

Rule 5

If two subjects taken together mean one thing only, they take the verb in the singular number.

Bread and butter makes a good breakfast.
Rice and curry is his favourite dish.
Milk and honey is a rich tonic.

Rule 6

If two nouns preceded by 'each' or 'every' are connected by 'and', the verb is singular.

Each boy and each girl has a story to say.

Every boy and girl was ready.

Rule 7

Two or more singular subjects connected by 'or', 'nor', 'either ... or', 'neither ... nor' take a verb in the singular. eg.

Neither he or his brother was there.

Either Ram or Ravi has stolen the book.

Rule 8

If two or more subjects are joined by 'or', 'nor', 'neither ... nor' or 'either ... or' take the plural verb. The plural subject should be placed nearest the verb.

Neither my mother nor my sisters like Chinese food.

Neither the principal nor the teachers were present.

Rule 9

If the collective noun is taken as a group or collection, it takes a singular verb.

The crowd has assembled very soon.
The government has introduced a
new legislation.

The same words take plural verbs,
when each member is considered as an
individual. eg.

The crowd were lathi charged by the
police.

The government have tried to solve
the problem.

Rule 10

Some nouns, though plural in form,
are treated as singular.

Mathematics is an interesting subject.

This news is too good to be true.

Rule 11

'Trousers' and 'articles' of dress' made of
two equal parts are considered as plural.
So they take plural verbs.

His trousers are new.

Her shoes are dirty.

My socks are blue in colour.

Her compasses are accurate.

The tongs are terribly hot.

Rule 12

When the subject of a sentence begins with specific quantity, amount or distance, the verb is singular when considered as a whole.

Three thousand rupees is not a huge amount.

Five years contract is too much.

Rule 13

Certain adjectives are used with the article 'the' to refer to a group of people in the particular condition; the poor, the rich, the young, the blind, the brave, the dumb etc take the plural verb.

The poor deserve our sympathy.

The blind needed to get social recognition.

The brave die once.

Rule 14

A number of + noun always takes the verb in the plural number because Indefinite number is believed to be plural.

eg. The number of crimes in Delhi is increasing

The number of girls in the hall is very small.

Phrasal verbs

A phrasal verb consists of a verb and a preposition or adverb that modifies or changes the meaning of the word or phrase. For ex. 'give up' is a phrasal verb that means "stop doing something" which is very different from 'give'.

1. Act on - Take action as a result of something
The police acted on the call they received.
2. Act out - demonstrate something with gestures
They acted out the scene in the classroom.
3. Agree with - have same opinion as someone else
I agree with you. I think she deserves the award too.
4. Aim at - direct towards a target
The policeman aimed his gun at the hijacker.
5. Apply for - make a formal request
He applied for the post of Assistant Engineer.
6. Blow up - explode
The terrorists said the bomb would blow up at 9 o'clock.

7) break down - stop functioning

Raj's car broke down on the way to the airport.

8) break out - start suddenly and spread quickly

Rioting broke out as a result of strike.

9) call back - return a phone call

I will call you back as soon as possible.

10) call off - cancel

The meeting was called off because of the strike.

11) carry on - continue

He carried on gardening inspite of rain.

12) carry out - to do or complete something

Our soldiers carried out a successful attack last night.

13) come forward - present oneself

The police have asked any witness to come forward

14) come up with - produce an idea or plan
She came up with a great idea for the party.

15) took off - flew into the air

The plane took off an hour late

Prepositions

Prepositions forms a small but important word class. We use prepositions very frequently. If you can understand and correctly use prepositions, it will greatly improve our fluency. Prepositions in the English language indicate the relationship of a noun or a pronoun to something. When using a preposition, it is necessary to have the subject and verb before it and should be followed by a noun.

In, on, at - Time

In

He always reads newspapers in the morning.
months / seasons - We are going to Chennai in April.
Some trees lose their leaves in the autumn.

Time of the day - I meet you in the evening

Year

- Ramesh finished his graduation in 1990.

on

- In the summer, we have a rainy season.

specific days and dates - I bring you the notebook on Sunday.

I will conduct the meeting on 22.12.2021.

I was born in 1985.

At

specific time

- He will meet you at 12.30 pm

The bus will arrive at 9 am.

Point in time

- He wakes up at 5 o'clock.

In - place

big place

- We live in Tirunelveli.

within a location

- He is in the garden.

They are in the room.

on - place

Touching the surface of

Flame in the house

Public transport

television / radio

Certain side light / night

The bird is on the wall.
The book is on the table.

- My brother is on the third floor.

- We are on the bus, They are on the plane.

- He watched the serial on TV.

They heard the news on the radio

- The He has ^{reversed} taken the car reverse on the light

At - place

specific location

For night

For events

For weekend

- The dog stands at the door.

The boy is at the park.

- They came home at night.

- we meet you at the party.

- I will go home at the weekend

by

Near

- The house is by the sea.

Not later than

- They will submit the assignment by Monday.

Try to finish the work by next week.

Who made it

- A book is written by John Webster.

Travelling

- I came to college by bus.

I go to temple on foot.

They went to Chennai by car.

for

Direction of time

- We walked for two hours
They go for to 300 for two

Distance

- we go to the park by car for 10 kilometres.

- There are coconut trees along the seashore.
- among - within a group, in the middle of, surrounded ^{by}
- The money was shared among three people.
- He walked among the crowd.
- The child was heard among a group of robbers.

- between - within a group of two / usually used with two.
- I am standing between Rajesh and Rahul.
- The cameraman is between the polar bear and the seal.

connect time

- They lived in New York between 1998 and 2004.
- What were you doing between 5.30 pm and 7 pm?

under - covered by something else.

- The cat was sleeping under the blanket.
- The whole village was under water.

Below - is not directly under another.

- We could find something below the surface of the water.
- lower ~~than~~ position than something else.
- Venus is just below the moon right now.
- There was a big clock below the painting.

1) Incorrect: He loves with me.

correct: He loves me.

2) Incorrect: We reached at the airport at 9 pm.

correct: We reached the airport at 9 pm.

3) Incorrect: He married with his friend's sister.

correct: He married his friend's sister.

4) Prepositions are not used in expressions of time beginning next, last, this, each, every.

with - accompanying

He always came with her.

being together.

- I ordered a sandwich with a drink.

He was with his friend when he saw me.

having

- I met a guy with green eyes.

- I have a lot of money with me.

- People with a lot of money are not always happy.

above - Higher than

- The plane flew above the clouds.

- The restaurant is above the lake.

- More than

- There were above hundred people in the meeting.

across - Getting to the other side

- The children walked across the road.

They swam across the lake.

along - following the length of

We walked along the road.

above and over

above - there is no movement

- There is a painting above the table.
- The calendar hangs above the dining table.

over - there is movement

- The plane flew over the building.
- The dog jumped over the fence.

under and below

under - covered by something else

- He hid his mobile under the blanket.
- Dolphins reside under the sea.

below - lower position or level.

- Please kindly find the below attached file.
- In some countries, the temperatures fall below 0°C .

through - from one end to the other

- The train runs through a tunnel.
- She was watching him through the kitchen window.
- The River Thames goes through London

Definition

Definitions are very common in technical writing because we often have to state the meaning of a substance, an object or a machine etc. It should state briefly the object, the family to which it belongs and the special characteristics of that object.

1) Algorithm

An algorithm is a set of rules or procedure that must be followed in solving a particular problem.

2) Auditorium

An auditorium is a place where meetings, symposiums and conferences are held.

3) calculator

A small electronic device which is used for doing calculations.

4) Amplifier

An amplifier is an instrument used to receive and amplify sound waves.

5) circuit

A circuit is a device that provides a path for electrical current to flow.

6) Ammeter

An ammeter is an instrument for measuring the electric current in amperes.

7) Thermometer

Thermometer is a device used to measure temperature.

8) camera

A camera is an instrument that is used for taking photographs.

9) computer

A computer is an electronic device that stores and processes information.

10) Flow chart

A flow chart is a chart which shows the sequence of steps in a programme for solving a problem on a computer.

11) chip

A chip is a very small piece of a material that is a semiconductor used to carry a complicated electronic circuit.

12) Endoscope

An endoscope is an instrument that doctors use to look inside the body.

13) Blue tooth

A blue tooth is an open wireless technology standard for exchanging data over short distances.

process description

A flowchart is defined as a pictorial representation describing a process studied or used for planning project stages. Flowcharts used to provide people with a common language or reference point when dealing with a project or a process. A flowchart illustrates the steps in a process. Convert the following flowchart into a paragraph of about 150 words. Use an introductory and concluding sentence with proper sequential expressions and appropriate connectives.

Silver Ores

Frothing process

powdering

placing in vats containing water suspensions
of frothing

Agitation by jet air

skimming and washing

Refining by electrolysis

Refined silver

The flow chart describes the process of extraction of silver from the ores. Silver occurs in ores of several metals. Firstly, the ore is ground to powder. Then, the frothing agents are added to the powder and it is thoroughly agitated by air. The silver bearing ore is skimmed off and washed. The final refining is done using electrolysis. Through this process 75% of silver is extracted from its ore.

Imperatives

Sentences that express an order, request, a direction, a suggestion, a command etc. are imperative sentences. These sentences start with the verb and the subject (you) is understood. Look at the given sentences.

Take these books from the library.

Get up early in the morning.

Stay away.

Change the following sentences into imperative forms:

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) The project should be completed on time.
complete the project on time.

4) The machine should be serviced at least once in a year.

Service the machine at least once in a year.

5) The temporary internet files should be deleted for better performance.

Delete the temporary internet files for better performance.

Adjectives

An adjective describes or modifies a noun or a pronoun in a sentence. It normally indicates quality, size, duration, feelings, contents etc. for eg.

Ravi is a clever girl.

Vijesh is a tall boy in the class.

This car is black.

I have ten chocolates in my hand.

The green tree is full of flowers.

I saw a rattle snake.

Vinodh got a new dress.

underline the adjective in the following sentences.

1. Lisa is wearing sleeveless shirt today.
2. He writes meaningless letters.
3. Did you hear the latest news?
4. My friend lives in a next apartment.
5. Anne is my elder sister.
6. The poor man wore a town dress.
7. I saw many flowers in the garden.
8. The bed feels soft.
9. Arliya is wearing a red shirt.
10. We have purchased a round table.

Degrees of comparison

An adjective can be written in three different types to denote three degrees of comparison namely positive, comparative and superlative. The comparison may be of a quality or a quantity, an adjective or an adverb.

Sam is as tall as Ram. - positive

Raj is taller than Vinodh. - comparative

Vimal is the tallest boy in the class. - superlative

Positive degree

When we speak about only one person or thing, we use the positive degree.

eg. The house is big.

He is a tall student.

The flower is beautiful.

Comparative degree

When we compare two persons or two things with each other, we use the comparative degree.

This house is bigger than that one. (Comparative)

This house is not as big as that one. (Positive)

The term 'bigger' is comparative version of the term 'big'. Both these sentences convey the same meaning.

The flower is bigger than that one.

The flower is not as big as that.

He is more intelligent than this boy.

He is not as intelligent as this boy.

Superlative degree

The superlative degree is used when more than two persons or things are compared.

eg. Mount Everest is the highest peak in the world.

John is one of the tallest boys in the class.

Iron is the most useful of all metals.

Fill in the correct form of the words in brackets.

- 1) My house is _____ (big) than yours.
- 2) This flower is _____ (beautiful) than that one.
- 3) Non-smokers usually live _____ (long) ~~as~~ than smokers.
- 4) The weather this summer is even _____ (bad) than last summer.
- 5) Bikes are _____ (cheap) than cars.
- 6) January is _____ (cold) than June.
- 7) My shirt is _____ (colorful) than hers.
- 8) Football is _____ (popular) than tennis.
- 9) oranges are _____ (good) than pizza.
- 10) Egypt is one of the _____ (old) countries in the world.

present and past perfect

Present perfect is used to express an action that has been completed. It is used to represent some action happened in the past and still has influence in the present time of speaking.

eg. The train has already left the station.

My father has retired from his office

just two years back.

Chandran has broken the chair.

eg. The boys _____ (play) in the ground just now.

The store _____ (open) already.

Krishna's sister _____ (learn) sewing this year.

past perfect tense

past perfect tense is used to express a completed action in the past.

The soldiers had killed the enemies.

The judge had given his judgement.

When two simple actions happened in the past in the first action is expressed in the past perfect and the other is used in the simple past.

past perfect is used to rewrite a past tense in the indirect speech.

eg. They told us that they had won the game.

1) When the train _____ (arrive) the people, jumped into it.

2) We went out to play after we _____ (finish) our home work.

3) The cyclist _____ (drive) his cycle for a long time and _____ (get) tired.

4) When the master _____ (enter) the boys _____ (stop) talking.

Compound words

Compound nouns/words are formed by adding two main words. It can be formed by joining a noun and another noun and an adjective, a noun and a verb, a gerund and a noun, an adverb and a noun.

1. Start with 'a' if it is singular or 'the' for the plural.
2. Use the preposition for expanding.
3. Try to make the last word as the base and then expand it.

- Mercury Thermometer - noun + noun
- Dark room - Adjective + noun
- Sleep walk - noun + verb
- passport - verb + noun
- Running commentary - Gerund + noun
- Jewelry making - noun + gerund
- Over confidence - Adverb + noun

A compound noun such as 'air supply' can be expanded as 'supply of air'.

1. Solar battery - A battery of solar cells
2. Information centre - Centre for giving information
3. Battery car - car which works on battery
4. Copper wire - wire made of copper

Homonyms and Homophones

Homonyms are words that sound alike but have different meanings.

Homophones are a type of homonym that also sound alike and have different meanings but have different spellings.

1. aim - the purpose of doing something

eg. She set out the company's aim.

aim - the action or skill of pointing a weapon

eg. The hunter took aim and fired at the lion.

2. Arm - wing

eg. The research arm of the company is working efficiently.

Arm - upper limb

eg. My left arm is aching badly.

3. Ball - a round object

you need to hit the ball accurately.

Ball - A large formal party with dancing.

eg. We are going to the ball tonight.

4. Band - group

eg. He persuaded the ^{small} band ~~for~~ a loan.

~~for~~ of volunteers to help.

Band - a range of radio waves

eg. Short wave radio uses the 20-50 metre band.

5) Bear - to tolerate

How can you bear to eat that stuff?

Bear - an animal

She has been wounded by a bear.

6) Bit - a little

eg. These trousers are a bit tight.

Bit - past tense of bite

eg. The mosquitoes bit us all the night.

7) Block - A group of buildings with streets on all sides.

eg. There is a supermarket in the next block.

Block - obstruct

eg. An ugly new building blocked the view from the window.

8) Change - To become different

eg. I am going to change my hair style.

Change - coins rather than paper money.

eg. Will they change money at the hotel?

9) Class - a group of students

eg. The whole class asked to stay back after school.

Class - high level of skill that is impressive.

eg. There is a real touch of class about this team.

Homophones

1. altar - place of worship

we offered prayers before the altar of the goddess Durga.

• altar - to change

eg. you should altar your way of thinking if you want to succeed.

2) Artist - one who practices fine arts

eg. The person who has made this painting is a real artist.

Artist - a professional dancer

eg. Surya is a famous artist.

3) Oral - spoken, not written

eg. The message was conveyed to us orally.

aural - connected with hearing and listening

eg. Identifying birds in the dark is obviously an aural process.

4) Bail - security

The two men are being held without bail.

Bale - a bundle

eg. The bales of cotton got damaged in the fire.

connectives

The words and expressions which are used to show the construction of a discourse - 'pieces of language longer than a sentence' - are called discourse markers. They can show the connection between what was said and what is to be said. They can show the speaker's attitude in the discourse and also what kind of communication it is.

Join the following pairs of sentences, using the connectives given in the brackets against each other.

- 1) I have taken up a course in communication skills. I want to get a better job. (in order to)
I have taken up a course in communication skills in order to get a better job.
- 2) I switch off the fridge at night. It saves money. (to)
I switch off the fridge at night to save money.
- 3) Asha's suitcase was lost in the transit. She got it back. (however)
Asha's suitcase was lost in the transit, however she got it back.

Articles

Article is a word which points out a person, thing or place spoken of. It refers to the noun. There are two types of articles. They are definite and indefinite articles. Definite article tells us a specific person while indefinite article speaks of any person, thing or place.

Indefinite article

A or an is called the Indefinite article. eg, a doctor, a school, a man, a woman - here it points out any doctor, any school or any man or any woman.

Definite article

'The' is called definite article. It normally points out some particular person or thing as, He saw the place - where it points out particular place.

'The' - definite article is used before singular countable nouns, plural countable nouns and uncountable nouns. eg. the book, the books, the milk.

A or an

The choice between 'a' or 'an' is determined by sound before a word beginning with a vowel sound 'an' is used. eg. an egg, an orange, an

honest man, an hour. 'A' and 'an' are used with the singular number only.

It will be noticed that the words hour, honest, help begin with a vowel sound, as the initial consonant 'h' is not produced. Before a word beginning with a consonant sound 'a' is used: a boy, a woman, a horse, a hole, a university, a union, a European, a uniform, a useful book, begin with a consonant sound.

Fill in the blanks with suitable articles

- 1) I would like _____ glass of orange juice.
- 2) Can you give me _____ envelope, please?
- 3) My brother is in _____ classroom.
- 4) We have _____ from that basket.
- 5) We have _____ beautiful garden.
- 6) Sam can play _____ guitar.
- 7) I saw _____ movie last night.
- 8) I always listen to the radio in _____ morning.
- 9) She has never been to _____ Alps before.
- 10) Gold is _____ precious metal.

Pronouns. Possessive and Relative

Pronoun is a word that is used in place of a noun to avoid repetition in a sentence. There are following types.

1. Possessive pronoun
2. Relative pronoun

Possessive pronoun

The possessive pronouns are my, mine, his, her, hers, your, yours, our, ours, their and theirs indicate ownership, as in my hair, your sister, his house, their party etc. They are in the possessive case and always answer the question 'whose'?

Whose cat is that?

It is hers.

Are you sure?

Well, no, maybe it is theirs.

Note: Possessive pronouns are spelled without apostrophes. Therefore, never write her's, their's, your's.

eg. This book is mine.

Is that book yours or his?

It was my fault, not hers.

We are old friends of theirs.

Relative pronoun

A relative pronoun is used to link two sentences together. who, whom, which, that are relative pronouns.

eg. That was the person who won the game.

This is the book that I want.

She is the woman whose books we have used.

I like mangoes which are ripe.

The book which I bought is missing.

The man whom I liked very much

is in the hospital.

Relative adverbs such as 'when', 'where', and 'why'.

The summer, we went to Ooty where we have a resort.

He lost his power when people revolted against him.

Nobody can understand why he declined the offer.

Fill in the blanks with the correct relative pronouns

- 1) This is the school — I want to study.
- 2) The student — lost his bag is waiting in the office.
- 3) The house — they live needs repairing.
- 4) The girl — pen you borrowed needs it now.

Relative pronouns

Relative pronouns are words used to combine two clauses into one. Besides combining the two clauses, the relative pronoun acts as the subject or object of the verb in the relative clause. It also serves as a conjunction.

① The boy solved the puzzle. He was praised by the teacher.

The boy who solved the puzzle was praised by the teacher.

② Combine the following pairs of sentences using a relative clause.

① The parcel reached me this morning. My brother sent it.

The parcel which my brother sent reached me this morning.

② This is the house. Jack built it.

This is the house that Jack built.

③ The boy didn't do his homework. The teacher punished him.

The teacher punished the boy who didn't do his homework.

④ He tells lies. He deserves to be punished.

He who tells lies deserves to be punished.

⑤ Bring me the bill. The bill is on the table.

Bring me the bill which is on the table.

- ① We met a girl. The girl had lost her way.
We met a girl who had lost her way.
- ② I saw a soldier. He had lost an arm.
I saw a soldier who had lost an arm.
- ③ One upon a time there lived a giant. The
giant was very powerful and cruel.
Once upon a time there lived a giant who
was very powerful and cruel.
- ④ The dog hit the burglar. He was trying to
break into the house.
The dog hit the burglar who was trying to
break into the house.
- ⑤ I have a friend. She lives in Chennai.
I have a friend who lives in Chennai.
- ⑥ I bought a new car. It is very fast.
I bought a new car that is very fast.
- ⑦ I visited the city. John comes from the city.
I visited the city which John comes from.
- ⑧ The country is very hot. He went to the
country.
The country is very hot which he went.
- ⑨ The girl is sad. Her doll was lost.
The girl is sad whose doll was lost.

collocation

A collocation is made up of two or more words that are commonly used together in English. It is a word or a phrase which is frequently used with another word or phrase, in a way that sounds correct to speakers of the language. There are different types of collocation.

collocation can be adverbs + adjectives
noun + noun, verb + noun and so on.

Make

make a mistake
make a noise
make an effort
make furniture
make money
make trouble

DO

do business
do nothing
do someone a favor
do the cooking
do the housework
do the shopping
do your best

have

have a bath
have a good time
have a holiday
have a problem
have lunch
have sympathy

Take

take a break
take a chance
take a look
take a rest
take a seat
take a taxi
take an exam

catch

catch a ball
catch a bus
catch a cold
catch a chill

get

get married
get permission
get ready
get started
get used
get worried

pay

pay a fine
pay attention
pay cash
pay interest

go

go away
go dark
go deaf
go fishing
go on host
go online

Fill in the blanks with right options to complete the collocation.

- 1) The prisoner was hanged for committing murder.
- 2) Peter whispered softly in John's ear.
- 3) The ceasefire agreement came into effect at 11 am.
- 4) It took us all day to clean up the office after the burglary. The thieves made a terrible mess.
- 5) Could you just stand there quietly without making a sound?

much: 2, 7, 3, 11
and: 4, 6, 7, 3

fixed and semi fixed expressions

There is a large class of expressions in English which are fixed and cannot be changed for any reason. Some standard fixed expressions are, go to bed, get out of bed, go to school, come to school, go to lunch/dinner, go to church, be at church, at home (one's own house), go into hospital (for medical treatment), go to prison (as a punishment), be in prison (as a prisoner), go to university (to study), be at university (be a student).

means of transport

by air, by bus, by car, travel by boat, by plane, on foot.

means of despatch (sending a message)

The exam paper has to be delivered by hand.

Send me the cheque to you by post.

I usually communicate them by radio.

Can you send an urgent message by telegram?

Miscellaneous phrases that begin with 'at'

at sea, - She fell at sea on the 1st day of school. (confused)

The end of the world is at hand. (near, close in time)

at work - phone me at work later.

at last - After several attempts we at last installed the software correctly.

at present -

phrases begin with 'by'

by accident - The fire started by accident.

Students It is informed that the students who have the areas in Anna University examination the eligible students are asked to write the Anna University examinations well. If they fail, the concession fee will be cancelled for the all the semesters.

Fixed expressions are groups of specific words that are always used together to convey a specific meaning. The words in fixed expressions cannot be altered or even be replaced by synonyms because the meaning will completely differ.

Semi-fixed expressions can go through some minor changes, such as changes related to the inflection of the verbs or pronouns.

Phrases begin with 'by'

by accident - The fire started by accident.

by chance - We met the Vice Chancellor by chance.

by heart - an actor needs to learn his lines by heart.

by mistake -

Phrases begin with 'in'

in brief, in case, in common, in danger,

in difficulties, in fact, in general, in order,

in time, in tears,

Phrases begin with 'on'

on business, on fire, on foot, on holiday,
on duty, off duty, on time,

Phrases begin with 'out of'

- out of control, out of danger, out of date, out of order, out of stock, out of work.

Some fixed expressions allow a number of different words or phrases to be inserted into them.

What is the matter? fixed expression
Would you like to have a cup of tea/coffee?
- semi fixed.

Identify the following sentences as fixed and semi fixed and complete the sentences with appropriate fixed or semi fixed words/phrases.

- 1) What are you _____?
- 2) That is very nice _____?
- 3) She has left _____
- 4) Please make yourself _____
- 5) Where have you kept the _____
- 6) A rolling stone gathers no mass.
- 7) Please help _____
- 8) This is the story _____
- 9) What is your _____
- 10) Beat around the bush.

Complete these dialogues using appropriate fixed and semi fixed expressions. Choose the best from below.

(Nothing special, Best of luck! I was held up.
Wonderful! Really! Hey! That's a good idea
You are most welcome)

Future Tenses

Future tense is used to express an action that takes place in future time.

eg. I shall visit Crundley tomorrow.

You will go to Bangalore next month.

The teacher will give a lecture on Mathematics.

Adverbs used: tomorrow, next week/month/year, Monday/evening, in a few days etc.

Fill in the blanks with future tense.

- 1) The school _____ (reopen) next month.
- 2) You _____ (meet) the Minister tomorrow.
- 3) Rama _____ (apply) for a clerk post next Monday.

Future Continuous

Future continuous is used to represent an action that will be going on for some time in future time.

eg. He will be writing our examination at this time next Monday.

My mother will be preparing sweets tomorrow evening.

Fill in the blanks with future tense:

- 1) Next Monday by this time we _____ (travel) by C.T. express.
- 2) When I meet my mother tomorrow at 3 o'clock he _____ (work) in his office.
- 3) My brother _____ (learn) music at 8 am to 10 am tomorrow.

Future Perfect Tense

Future perfect Tense is used to express an action that will be finished within a prescribed time. eg.

I shall have completed his work by Monday evening.

Raj will have completed his degree by the end of 1993.

Fill in the blanks with future perfect tense

- 1) we _____ (complete) our home work by 7 p.m tomorrow.
- 2) I _____ (work) for five years in this office by the end of next July.
- 3) The Inspector _____ (visit) our area by the end of March.

Future perfect continuous

Future perfect continuous expresses an action that will be in progress over a period of time. eg.

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

By next month, she will have been working in a new company.

punctuation

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

In speaking, we use pauses and the pitch of the voice to make what we say clear. Punctuation plays a similar role in writing, making it easier to read.

Punctuation consists of both rules and conventions. There are rules of punctuation that have to be followed; but there are also punctuation conventions that give writers greater choice.

Negation (Question & Statement)

In English, a sentence is commonly negated 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, never, none, nobody etc. eg.

Is there a bus at ten o'clock?

No. The last one goes at nine forty five.

Karen doesn't play the piano.

It is not true that Karen plays the piano.

Nobody came to the horse fair 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 (negation)

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

Why didn't you ask Lucy?

Why don't you understand?

Who wasn't at the party?

Yes or No question (negation)

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

They are working hard.

He is playing the guitar.

We make negatives by putting not after the first part of the verb. eg.

They are not working hard.

He is not playing the guitar.

He isn't happy. Isn't he happy?

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

Change the following questions into negative

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 old guitar?

Simple, compound and complex sentences

Simple sentence

A simple sentence has the most basic elements that make it a sentence: a subject, a verb and a complete thought. eg.

Joe waited for the train.

The train was late.

Mary and Samantha took the bus.

I looked for Mary and Samantha at the bus station.

Compound sentence

A compound sentence refers to a sentence made up of two independent clauses connected to one another with a coordinating conjunction. Coordinating conjunctions are easy to remember if you think of the words 'FAN BOYS'. They are for, and, not, but, or, yet, so. eg.

Joe waited for the train, but the train was late.

Sheela and Parvathi arrived at the bus stand before noon, and they left on the bus before I arrived.

Complex sentence

A complex sentence is made up of an independent clause and one or more dependent clauses connected to it. A dependent clause is similar to an independent clause or complete sentence but it lacks one of the elements that would make it a complete sentence. eg.

Because Sheila and Parvathi arrived at the bus stand before noon

while he waited at the train station

After they left on the bus

Keywords for the Transformation of sentences.

Simple	Compound	Complex
1. Because of / owing to / due to / on account of	and, so, so therefore	as, because since
2. as a result of / In correspondence of	so, and so	so...that, such...that
3. In order to, to, as to, to avoid, for the purpose of	and so, so, for	so, that, in order that
4. In spite of / despite / not withstanding	yet / but / still	Though, although, even though

Complete the following simple sentence into compound sentence:

- 1) In spite of his illness, he attended the class.
- 2) Being lazy, he failed.
- 3) Besides being sent to prison, he was heavily fined.
- 4) The referee having whistled, the game was stopped.
- 5) In spite of his popularity, he cannot be called a great writer.

Convert the following simple sentence into complex sentence.

- 1) During Queen Victoria's reign there were many wars.
- 2) Speaking honestly, I don't know.
- 3) Finding the door unlocked, the thief entered the house.
- 4) Owing to ill health, he has resigned.
- 5) The tiger having fallen, he climbed down from the tree.
- 6) They were poor and often suffered great hardship.

Content vs Function words

Each word in English belongs to one of the parts of speech. It 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. A noun tells us which object, a verb tells us about the action happening. Adjective gives us details about objects and people and adverb tells us how, when or where something is done.

cause and effect

cause - is why something happened. (reason)

effect - what happened because of cause (result)

The sun was hot, so the ice cream melted.

Link words used are because of, since, as, as long as, due to the fact that, due to, owing to, on account of (because of), so, therefore, consequently (as result of), as a result, thus, attribute to.

- 1) Ravi was tired, so he fell asleep in the classroom
- 2) The player was angry, so he jumped on the referee.

Since (because)

It was so chilly outside, Ravi built up a big fire.

It was raining. I didn't go out.

John got home late. He missed his TV programme.

because

We postponed our trip. The weather was bad.

He bought a new house. He won a lottery.

It is really useful book, It explains everything very clearly.

consequently (as a result) / therefore / so

She was ill. She missed the class.

I didn't have my umbrella. I got wet

Suresh didn't study well, therefore he failed on the exam.

It was hot, therefore we went swimming.

So

It was raining outside, so I stayed at home. There was nothing on TV, so I decided to go to bed.

As/as a result

As we were late, we took a taxi.

As I was tired, I went to bed early.

She was late, as a result she didn't get the job.

The climate is changing, as a result every country will be affected in the world.

On account of (because of) / owing to

The nurse had to keep the baby in another room on account of my illness.

He doesn't drink alcohol on account of his health.

The plane did not take off owing to bad weather.

Owing to his ill health, he did not attend the class.

On account of ^{his} sickness, my brother did not attend the class.

Owing to his sickness, my brother did not attend the class.

Due to his sickness, my brother did not attend the class.