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By .	

WH - QUESTIONS

WH questions ask for information. They are different from Yes/No questions. There are 8 different WH question words:

Question	Answer	Example
What	Thing	What is that?
When	Time	When is the game?
Who	Person	Who do you live with?
Where	Place	Where do you live?
Why	Reason	Why are you happy?
How	Directions/Feelings	How are you?
Whom	Person	Whom do you live with?
Whose	Belonging	Whose book is that?

STRUCTURE

WH questions in simple present use "do" or "be":

WH Questions with "do"

WH + DO/DOES + SUBJECT + VERB

Examples:

- Where do you work?
- Where does she live?
- When do you wake up?

WH Questions with "be"

WH + BE + SUBJECT

Examples:

- Where are you from?
- Who is that man?
- When is your class?

Here are some example questions and answers:

Examples:

1. Are you from Canada?
Where are you from?
2. Where are you from?
I am from Japan.
3. What is your name?
My name is Jacob.
4. What is on the table?
A pencil is on the table.
5. When do you wake up?
I wake up at 7:30 am.
6. Why are you angry?
I am angry because I did not pass my exam.
7. Whose cat is this?
It's my sister's cat.
8. Which bag is yours?
The red one is mine.

EXERCISE

Frame suitable questions for the statements given below:

1. I live in London.
2. I wake up at 5.30 am.
3. My sister goes to the college at 8.00 am.
4. She bought the book on Tuesday.
5. The party is on Sunday.
6. Pauline knows the answer to the question.
7. She teaches us English.
8. Sugar makes tea sweet.
9. He met me this morning.
10. She was late because the bus was late.
11. John Milton wrote Paradise lost.
12. She knows the answer to this question
13. The book cost Rs.50.
14. She has done 25 exercises this week.
15. My husband travels abroad twice in a month.
16. She sells good cakes.
17. The principal gave away the prizes.
18. My father reached home at 9 o'clock.
19. He came here last week.
20. I kept it in the pocket.
21. I go to school by car.
22. He is three years old now.
23. The camera costs 55 Dollars.
24. I swim twice a week.
25. He is my brother Abishek.

WORD FORMATION USING PREFIXES AND SUFFIXES

An English word can be divided into three parts: a prefix, a stem, and a suffix. The 'stem' is the root or main word. Pre-means 'before'. A prefix, therefore, is what comes before the stem. 'A suffix' is what is attached to the end of the stem. Consider, as an example, the word 'demagnetize' (meaning 'to deprive of magnetism'). The prefix is *de-* meaning 'reduce' or 'reverse'. 'Magnet' is the stem or main word. 'ize' is the suffix.

Suffixes change the word from one part of speech to another. For example, -ly added to the adjective quick gives the adverb quickly.

Prefixes, on the other hand, usually change the meaning of the word. For example, un- changes a word to the negative. Unmagnetizable means 'not capable of being magnetized'. Let us now consider some prefixes, their usual meanings, and how they change the meanings of English words.

Part 1: prefixes

Prefixes:				
Negative & positive	Size	Location	Time & order	Number
un-	semi-	inter-	pre-	mono-
non-	mini-	super-	ante-	bi-
in-	micro-	trans-	fore-	hex-
dis-		ex-	post-	oct-
re-		extra-		multi-
		peri-		

Study these tables. Try and find additional examples using your dictionary:

1. Negative and positive prefixes:			
	Prefix	Meaning	Examples
Negative:	un-	Not	Unmagnetized
	in-	Not	Incomplete
	im-	Not	Impossible
	il-	Not	Illegal
	ir-	Not	irregular, irrelevant
	non-	not connected with	non-programmable
	mis-	bad, wrong	Misdirect
	mal-	bad, wrong	Malfunction
	dis-	Opposite feeling	Disagree
	dis-	Opposite action	Disconnect
	anti-	Against	antiglare, antistatic
	de-	reduce, reverse	demagnetize, decode
	under-	too little	Underestimate
Positive:	re-	do again	Reorganize
	Over-	too much	Overload

Part 2: suffixes

We have already seen how prefixes can change the meaning of a word. Let us now consider some suffixes, their usual meanings, and how they change the meanings of English words:

Suffixes			
Nouns	Verbs	Adjectives	Adverbs
-ance	-ize	-able	-ly
-ence	-ate	-ible	
-or	-fy	-less	
-er	-en	-ic	

-ist	-ify	-ical
		-ish
		-ive

Study these tables. Try and find additional examples using your dictionary:

1. Noun - forming suffixes:

Suffix	Meaning	Examples
-ance	State	Performance
-ence	quality of	Independence
-er, -or	a person who a thing which	programmer, operator, biographer compiler, accumulator, processor, calculator
-ist, -yst	a person who	analyst, typist
-ian	pertaining to	Electrician
-tion, -ation	the act of	compilation
-ness	condition of	readiness, cleanliness, happiness
-ion	action/state	conversion
-ing	Activity	multiplexing
-ment	state, action	measurement, requirement
-ity	state, quality	electricity
-ism	condition/state	magnetism
-dom	domain/condition	Freedom
-ship	condition/state	relationship, partnership

2. Verb - forming suffixes:

Suffix	Meaning	Examples
-ize/-ise	to make	computerize
-ate		Automate, activate, calculate
-ify		Simplify
-en		harden, widen, lengthen, shorten

3. Adverb – forming suffix:

Suffix	Meaning	Examples
-ly	in the manner of	electronically, logically, comparably, slowly, quickly, automatically, carefully

4. Adjective – forming suffixes:

Suffix	Meaning	Examples
-al	having the quality of	Computational, logical
-ar		circular, rectangular, cellular, regular
-ic		magnetic, automatic
-ical		Electrical
-able	capable of being	Comparable
-ble		Divisible
-ous	like, full of	dangerous, insidious, miraculous

-ful	characterized by	helpful, careful
-less	Without	Careless, meaningless
-ish	Like	Yellowish
-ed	having the quality of	computed, processed
-ive		Interactive

EXERCISE

I Use the prefix 'un' to make opposites of these words.

1. able
2. happy
3. known
4. safe
5. common
6. selfish
7. lock
8. pleasant.

II Use the prefix 'dis' to make opposites for these words:

1. advantage
2. approval,
3. connect
4. honest
5. like
6. obey
7. loyal
8. trust

III Use the prefix 'im' to make opposites of these words.

1. patient
2. perfect
3. possible
4. polite
5. mortal
6. moral
7. mature
8. pure

IV Use the prefix 'il' to make opposites for these words:

1. logical
2. legible
3. legal
4. literate

V Find the opposites for the words in the first column from the second column.

Ascend	decrease	Increase	outside
Normal	careless	External	useless
Careful	abnormal	Inside	internal
Useful	descend		

The Parts of Speech.

There are eight parts of speech in the English language:

noun, pronoun, verb, adjective, adverb, preposition, conjunction, and interjection. The part of speech indicates how the word functions in meaning as well as grammatically within the sentence.

THE EIGHT PARTS OF SPEECH

There are eight parts of speech in the English language: noun, pronoun, verb, adjective, adverb, preposition, conjunction, and interjection. The part of speech indicates how the word functions in meaning as well as grammatically within the sentence. An individual word can function as more than one part of speech when used in different circumstances. Understanding parts of speech is essential for determining the correct definition of a word when using the dictionary.

1. NOUN

- **A noun is the name of a person, place, thing, or idea.**

man... Butte College... house... happiness

A noun is a word for a person, place, thing, or idea. Nouns are often used with an article (*the, a, an*), but not always. Proper nouns always start with a capital letter; common nouns do not. Nouns can be singular or plural, concrete or abstract. Nouns show possession by adding 's. Nouns can function in different roles within a sentence; for example, a noun can be a subject, direct object, indirect object, subject complement, or object of a preposition.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

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The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

See the TIP Sheet on "Nouns" for further information.

2. PRONOUN

- **A pronoun is a word used in place of a noun.**

She... we... they... it

A pronoun is a word used in place of a noun. A pronoun is usually substituted for a specific noun, which is called its antecedent. In the sentence above, the antecedent for the pronoun *she* is the girl. Pronouns are further defined by type: personal pronouns refer to specific persons or things; possessive pronouns indicate ownership; reflexive pronouns are used to emphasize another noun or pronoun; relative pronouns introduce a subordinate clause; and demonstrative pronouns identify, point to, or refer to nouns.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

See the TIP Sheet on "Pronouns" for further information.

3. VERB

- **A verb expresses action or being.**

jump... is... write... become

The verb in a sentence expresses action or being. There is a main verb and sometimes one or more helping verbs. ("She can sing." *Sing* is the main verb; *can* is the helping verb.) A verb must agree with its subject in number (both are singular or both are plural). Verbs also take different forms to express tense.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

See the TIP Sheet on "Verbs" for more information.

4. ADJECTIVE

- **An adjective modifies or describes a noun or pronoun.**

pretty... old... blue... smart

An adjective is a word used to modify or describe a noun or a pronoun. It usually answers the question of which one, what kind, or how many. (Articles [a, an, the] are usually classified as adjectives.)

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

See the TIP Sheet on "Adjectives" for more information.

5. ADVERB

- **An adverb modifies or describes a verb, an adjective, or another adverb.**

gently... extremely... carefully... well

An adverb describes or modifies a verb, an adjective, or another adverb, but never a noun. It usually answers the questions of when, where, how, why, under what conditions, or to what degree. Adverbs often end in -ly.

*The young girl brought me a **very** long letter from the teacher, and **then** she **quickly** disappeared. Oh my!*

See the TIP Sheet on "Adverbs" for more information.

6. PREPOSITION

- **A preposition is a word placed before a noun or pronoun to form a phrase modifying another word in the sentence.**

by... with... about... until

(by the tree, with our friends, about the book, until tomorrow)

A preposition is a word placed before a noun or pronoun to form a phrase modifying another word in the sentence. Therefore a preposition is always part of a prepositional phrase. The prepositional phrase almost always functions as an adjective or as an adverb. The following list includes the most common prepositions:

*The young girl brought me a very long letter **from the teacher**, and then she quickly disappeared. Oh my!*

See the TIP Sheet on "Prepositions" for more information.

7. CONJUNCTION

- **A conjunction joins words, phrases, or clauses.**

and... but... or... while... because

A conjunction joins words, phrases, or clauses, and indicates the relationship between the elements joined. Coordinating conjunctions connect grammatically equal elements: and, but, or, nor, for, so, yet. Subordinating conjunctions connect clauses that are not equal: because, although, while, since, etc. There are other types of conjunctions as well.

*The young girl brought me a very long letter from the teacher, **and** then she quickly disappeared. Oh my!*

See the TIP Sheet on "Conjunctions" for more information.

8. INTERJECTION

- **An interjection is a word used to express emotion.**

Oh!... Wow!... Oops!

An interjection is a word used to express emotion. It is often followed by an exclamation point.

*The young girl brought me a very long letter from the teacher, and then she quickly disappeared. **Oh my!***

See the TIP Sheet on "Interjections" for more information.

Articles

Definite, Indefinite and No Article

The Indefinite Article – A / AN

We use A/AN with:

1. Singular nouns and the first time we refer to a person, animal or thing.

- a child
- an elephant
- a television

2. We don't use A/AN with possessive pronouns, demonstratives or cardinal numbers.

- My shirt is dirty.
- This car is expensive.
- One person is in the reception.

3. We use ONE (or more) instead of A/AN when the number is important.

- There is only one exit from the airport.

What is the difference between A and AN?

A is used when the next word begins with a consonant sound (b, c, d, f, g, h, j, k etc).

- a book
- a table
- a clock
- a university (because the beginning of university sounds like YOU-niversity)

AN is used when the next word begins with a vowel sound (a, e, i, o, u).

- an apple
- an elephant
- an umbrella
- an hour (because the H is silent)

Try our game to practice the [difference between A and AN](#).

The Definite Article – THE

We use THE with:

1. A singular or plural noun when it is clear/obvious which person or thing we are talking about.

- There is a lamp in my bedroom. (we mention the lamp for the first time)
- The lamp is next to the desk.

2. Anything which we identify immediately.

- We watched the new Brad Pitt movie last night.

3. Musical instruments (the violin, the guitar, the drums, the flute, the piccolo).

- She plays the piano.

4. Something that is unique or there is only one.

- the sun
- the moon
- the internet.

5. Names of rivers, seas, oceans, mountain ranges and deserts (always in capitals).

- The Mississippi River
- The Black Sea
- The Andes
- The Sahara Desert

6. Directions (cardinal points).

- the west
- the south-east
- the north-west.

No Article

We use no article with:

1. When we refer to general ideas, plurals or uncountable nouns we do not use THE.

- Religion is an important issue. (*NOT* The religion is an important issue)
- Mexican food is spicy. (*NOT* The Mexican food is spicy).

2. Names of people, books and plays (unless it is part of the title).

- I have read Romeo and Juliet.

3. Towns, cities, states and countries.

- Cape Town
- Montana
- Vietnam

(Exceptions – The USA, The UK, The Netherlands, The Czech Republic, The Philippines).

4. Lakes, single islands, continents or mountains.

- Lake Victoria
- Jamaica
- Asia
- Mt Fuji

5. Planets

- Mars
- Jupiter
- Saturn

6. Sports or games

- soccer
- tennis
- skiing
- monopoly

7. Meals

- breakfast
- lunch
- dinner
- supper

STUCOR APP

SEMESTER - I

PART – A

UNIT – I

1. PREPOSITIONS

Preposition is a word or a group of words which brings out the correct relationship between a noun/pronoun or between a verb and a noun/pronoun or an adjective and a noun/pronoun.

Prepositions are important structural words. They have been called, 'hooking words', since they are used to hook nouns, pronouns and word-groups on to preceding words and word-groups including sentences. The purpose of the hooking is to mark the relation of the noun, pronoun or word-group with another word or word-group. The most frequently used prepositions are: at, by, for, from, in, of, on, to and with.

The different important relations marked by prepositions are:

Time	- I'll see you <u>at</u> six in the evening.
Position	- Please put the book <u>on</u> the table.
Direction	- Do you walk <u>to</u> college?
Association	- She lives <u>with</u> her parents.
Agency	- The window must have been broken <u>by</u> a football.
Instrumentality	- Ramu finds it hard to write <u>with</u> a pen.
Manner	- Do you like to travel <u>by</u> bus?

The same prepositions may express different relations in different contexts:

1. She sat by the door. (Position)
2. Can you finish this work by Sunday? (Time)
3. You can go to England by air or by sea. (Manner)
4. Meet me at the station. (Place)
5. Don't throw the ball at me. (Direction)
6. He goes to college at 10'o clock. (Time)

Here are a few examples of important uses of frequently used prepositions:

1. Above: higher than, over
The birds were flying above the trees.
2. Across: From one side to the other.
A new bridge is being built across the river.
3. After: later than, next, following in time or order
Meet me after six o'clock.
4. Along: from one end to the other end, in a line next to the length of
They were walking along the road.
Colourful trees grew along the road.
5. Among: surrounded by, from one person, one of
She builds a house among the mountains.
6. At: used to show a point of time, used with something seen as a point in space, towards
He asked me to meet him at 2'o clock.
7. Behind: at the back of, supporting, inferior to
She stood behind her husband.

8. Below: lower than, lower than in amount, rank etc.,
The picture hung just below the window.
Children below the age of 5 are not admitted here.
9. Between: used generally for two reference points to show position or connection or division
She sat between her husband and her father.
You can meet him between five and six o'clock.
She divided the cake between her two children.
10. By: near, beside, by way of, by means of, used to show the agent of the action
When I saw her she was standing by the window.
Due to urgent work she had to leave by the first train.
Meghdoot was written by Kalidas.
11. For: used to show a receiver of something, on behalf of, in exchange of, in search of, towards, used for, in support of, during
She cooked the rice for her son.
She gave me Rs. 10,000 for my house.
12. From: used to show a starting point in time or in place or in order or position, sent, given, supplied, produced or provided by, based on, compared with, showing separation or distance
They worked from morning to night.
Many birds come from morning to night.
She is different from her brother in character.
He lives 45 miles from the village.
13. In: during a period of time, after a period of time, used before the names of towns, cities, countries etc, used to show a state or position.
She answered all the questions in 30 minutes.
The train will leave in three hours.
14. Into: to the inside of [shows motion or direction or change of condition]
She asked me to come into the classroom.
He wants to translate Gitanjali into Tamil.
The rain changed into snow.
15. Of: belonging to, from, about, having
The wood of this table is quite old.
Nepal is to the north of India.
16. On: on top of [touching the surface] used to show a general position: used to show a position in time, about.
Can you see the cat on the roof?
We are informed that the monkey was on the roof.
He gave a talk on Social work.
17. Over: above, [without touching], vertically above, about
A picture hung over the door.
Grass is growing over the airport.
There was an iron box over the table.
18. Since: from a point of past time till now, during the period after
I haven't seen her since last week.
It is a long time since our last visit to Mumbai.
19. Through: in at one end and out at the other, by way of, by means of, as a result of
They passed through a big tunnel.
The burglar came in through the open stairs.

20. To: in the direction of, as far as, until, and for the attention or possession of
She pushed the book to me.
I walked to the end of the corridor.
He is busy from 8'o clock to 4'oclock.
21. Under: lower than, vertically below, less than
There is a black spot under her left eye.
He sat under the tree.
22. With: by means of, in the possession of, in the company of
She writes with a fountain pen.
I left my suitcase with the driver.
She went to Australia with her husband and children.

Omission of prepositions:

Prepositions are omitted in some places. In such cases where prepositions are omitted, the word order in the sentence changes. Indirect object is placed before the direct object.

'To' and 'for' before indirect objects (I.O.)

- He gave a gift to his daughter.
He gave his daughter a gift.
(He gave to his daughter) x
I brought a bat for my son.
I brought my son a bat ('for' is not used)

Note: He gave it to his daughter.

- He gave his daughter it. (x)
I brought it for my son.
I brought my son it(x).

Prepositions at the end of clauses and sentences

It is quite common, especially in informal style, to find a preposition at the end of a clause or sentence.

- 'wh' : Do you know what he has come for?
Who are you afraid of?
"John is getting married". "Who to?"
What a lovely place we've come to!
- Relative clause: You remember the boy I was going out with?
There's the man I complained to you about.
- Passive clauses: He's already been operated on.
I don't mind being laughed at.
- Infinitive : He is a boring teacher to listen to.
- Expressions: I need a paper to write on.

Note: Who are you traveling with? (or) With whom are you traveling?

EXERCISE

I. Fill in the blanks in the following sentences with suitable prepositions:

1. The apartment consists_____three bed-rooms, a kitchen and two bathrooms.
2. The accident took place because of my fault, so I had to pay_____the damage.
3. It is terrible that some people are dying_____hunger while others eat too much.
4. You know that you can depend_____me whenever you need help.
5. One_____India's priorities is growing more food.
6. There are countless opportunities_____qualified computer personnel.
7. Gold is a rare metal_____a beautiful yellow colour.

8. 10 degrees is the limit _____ which the nozzle controls the steam flow.
9. The earth's reserves of fossil fuels have been formed _____
_____ organic matter subjected _____ enormous heat and pressure _____ millions of years. But such reserves are finite. Because power demand is increasing very rapidly, fossil fuels will be exhausted _____ a relatively short time.
10. The ore is then transported _____ mills.

II. Fill in the blanks with suitable prepositions:

I was very lonely and very bored. I lived _____ myself _____ an old house _____ the edge _____ the village and rarely talked _____ anyone. The villagers thought that I ought to have a pet _____ company but the only pet they could find was a dog _____ only one ear. When I saw it I shouted, 'Get _____ my house'. The dog, to my surprise, responded _____ doing exactly the opposite. It wagged its tail and went _____ the house. I stared _____ the funny dog a while and then said finally, 'Ah well, you might as well stay, I suppose. Come and sit next _____ me'. The dog wagged its tail but walked _____ me, and went to sit _____ the other side _____ the room. 'Sit _____ the chair', said I. The one-eared dog promptly sat it. I took the dog outside and pointed up the road. The dog immediately turned round and went _____ the road! 'Why do you always do the opposite _____ what I tell you to do?' I asked. The dog just looked up _____ me _____ its head _____ one side and its solitary ear sticking up _____ a radio aerial.

CONJUNCTIONS

Conjunctions are words used as joiners.

Different kinds of conjunctions join different kinds of grammatical structures.

The following are the **kinds of conjunctions**:

A. COORDINATING CONJUNCTIONS (FANBOYS)

for, and, nor, but, or, yet, so

Coordinating conjunctions join equals to one another:

words to words, phrases to phrases, clauses to clauses.

words to words, phrases to phrases, clauses to clauses.

Examples:

word to word Most children like *cookies* **and** *milk*.

phrase to phrase The gold is hidden *at the beach* **or** *by the lakeside*.

clause to clause *What you say* **and** *what you do* are two different things.

Coordinating conjunctions usually form looser connections than other conjunctions do.

Examples:

Marge was late for work, **and** she received a cut in pay. (very loose)

Marge was late for work, **so** she received a cut in pay. (loose)

Because Marge was late for work, she received a cut in pay.
(The subordinate conjunction **because** creates a tighter link between the two ideas.)

Coordinating conjunctions go in between items joined, not at the beginning or end.

Examples:

Correct: I like coffee, **but I** don't like tea.

Incorrect: **But** I don't like tea, I like coffee.

Punctuation with coordinating conjunctions:

When a coordinating conjunction joins **two** words, phrases, or subordinate clauses, no comma should be placed before the conjunction.

Examples:

words: *cookies* **and** *milk*.

phrases: *at the beach* **or** *by the lakeside*.

subordinate clauses: *what you say* **and** *what you do*

A coordinating conjunction joining **three or more** words, phrases, or subordinate clauses creates a series and requires commas between the elements.

Examples:

words: *peanuts, cookies,* **and** *milk*.

phrases: *in the mountains, at the beach,* **or** *by the lakeside*.

subordinate clauses: *what you think, what you say,* **and** *what you do*

A coordinating conjunction joining **two independent clauses** creates a compound sentence and requires a comma before the coordinating conjunction

Examples:

Tom ate all the peanuts, **so** Phil ate the cookies.

I don't care for the beach, **but** I enjoy a good vacation in the mountains.

B. CORRELATIVE CONJUNCTIONS

either. . .or
neither. . . nor

both. . . and
not only. . . but also

These pairs of conjunctions require equal (parallel) structures after each one.

Faulty: Clara *not only* wants money *but also* fame.

Correct: Clara wants *not only* money *but also* fame.

Correct: Clara *not only* wants money *but also* wants fame.

C. CONJUNCTIVE ADVERBS

These conjunctions join independent clauses together.

The following are frequently used conjunctive adverbs:

<i>after all</i>	<i>in addition</i>	<i>next</i>
<i>also</i>	<i>incidentally</i>	<i>nonetheless</i>
<i>as a result</i>	<i>indeed</i>	<i>on the contrary</i>
<i>besides</i>	<i>in fact</i>	<i>on the other hand</i>
<i>consequently</i>	<i>in other words</i>	<i>otherwise</i>
<i>finally</i>	<i>instead</i>	<i>still</i>
<i>for example</i>	<i>likewise</i>	<i>then</i>
<i>furthermore</i>	<i>meanwhile</i>	<i>therefore</i>
<i>hence</i>	<i>moreover</i>	<i>thus</i>
<i>however</i>	<i>nevertheless</i>	

Examples:

The tire was flat; **therefore**, we called a service station.

It was a hot day; **nevertheless**, the roofers worked on the project all day.

Punctuation: Place a semicolon before the conjunctive adverb and a comma after the conjunctive adverb.

D. SUBORDINATING CONJUNCTIONS

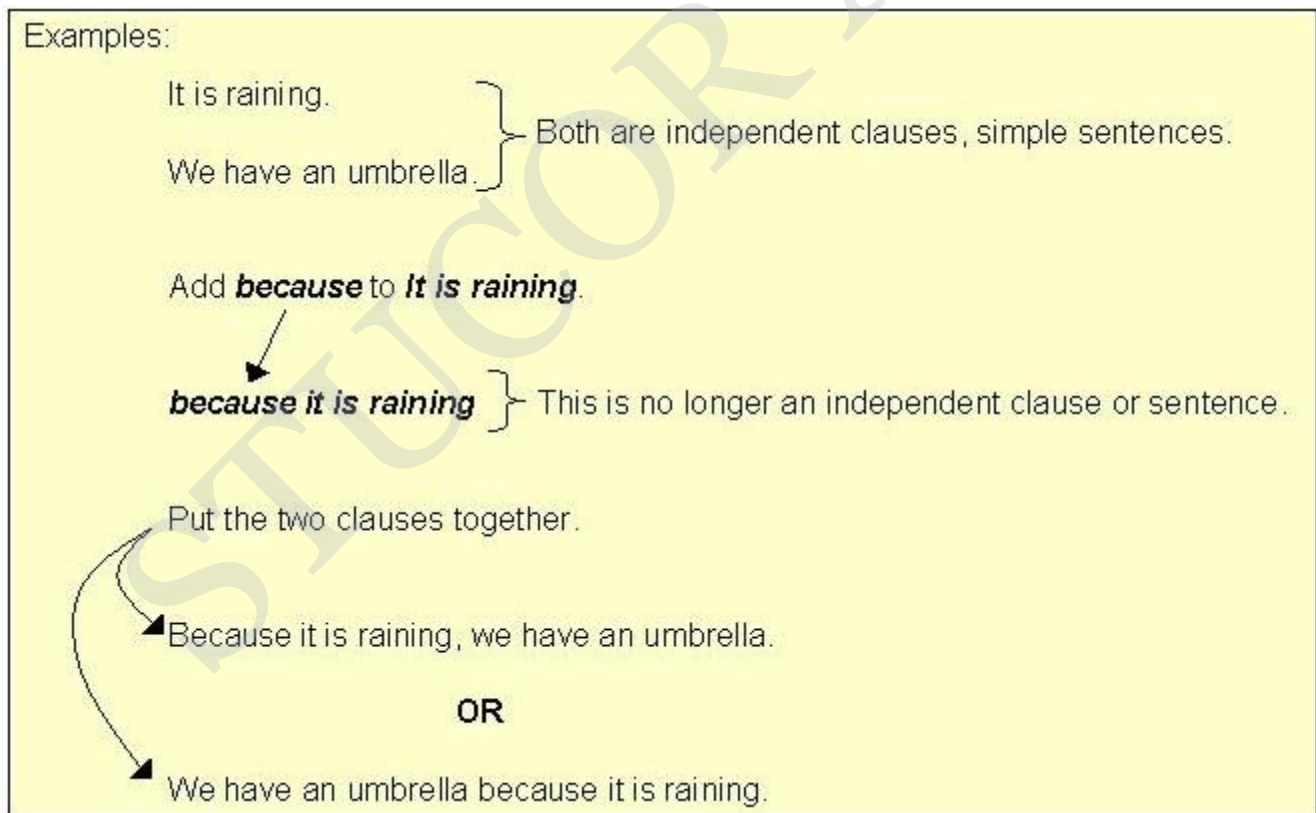
These words are commonly used as subordinating conjunctions

after
although
as
as far as
as soon as
as if
as though
because
before
even if
even though
how
if
inasmuch as
in case (that)

in order (that)
insofar as
in that
lest
no matter how
now that
once
provided (that)
since
so that
supposing (that)
than
that
though
till

unless
until
when
whenever
where
wherever
whether
while
why

Subordinating conjunctions also join two clauses together, but in doing so, they make one clause dependent (or "subordinate") upon the other.



A subordinating conjunction may appear at a sentence beginning or between two clauses in a sentence.

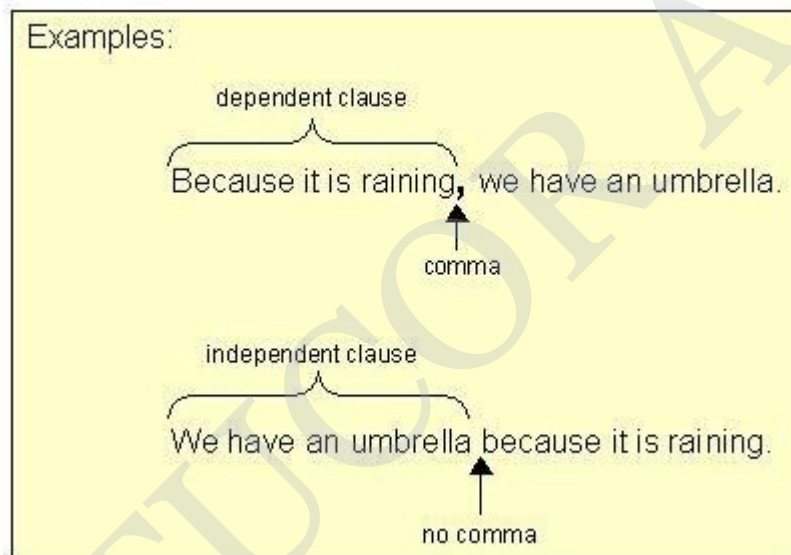
A subordinate conjunction usually provides a tighter connection between clauses than a coordinating conjunctions does.

Loose: It is raining, **so** we have an umbrella.

Tight: ***Because it is raining,*** we have an umbrella.

Punctuation Note:

When the dependent clause is placed first in a sentence, use a comma between the two clauses. When the independent clause is placed first and the dependent clause second, do not separate the two clauses with a comma.



NOTES

Unit 3

Jumbled sentences

- 1). Try to find out the **topic addressed** by the paragraph. This can be done by looking for the words that are repeated often in the given sentences.
- 2). If a particular **word** is **repeated** in more than one sentence then the sentences can be placed one by one in the paragraph
- 3). If a sentence starts with a '**name**' of a person, then that sentence will definitely be the **1st** sentence in the paragraph to be formed
- 4). If a sentence starts with pronouns other than '**I**' and '**You**', then that sentence will not be the **1st** sentence of the paragraph
- 5). The sentences starting with the words '**That**', '**These**', '**Thus**' and '**Those**', then those sentences will not come **1st** in the paragraph
- 6). If an article namely '**a**', '**an**' or '**the**' is present at the starting of a sentence. Then the chances of that sentence to be the 1st in the arrangement is more
- 7) If a sentence starts with the words **Hence**, **Finally** or **Therefore** then that sentence comes **last in the arrangement**.

Note:

The adverbs which are used to show the order in which some process takes place, are called sequencing words. Following are the frequently used sequencing words.

(i) first, (ii) firstly, (iii) second, (iv) secondly, (v) then, (vi) next, (vii) after that (viii) now, (ix) later, (x) finally, (xi) lastly, (xii) afterwards, etc.

Exercise:

Rearrange the following sentences in a proper order:

1. Secondly, we can heat the steel above a certain critical temperature, and then allow it to cool at different rates.
2. We can alter the characteristics of steel in various ways.
3. Annealing has a second advantage.
4. In the process known as annealing, we heat the steel above the critical temperature and permit to cool very slowly.
5. This causes the metal to become softer than before, and much easier to machine.
6. At this critical temperature, changes begin to take place on the molecular structure of the metal.
7. It helps to relieve any internal stresses, which exist in the metal.
8. In the first place, steel, which contains very little carbon, will be milder than steel, which contains a higher percentage of carbon.

Sequenced order:

1. We can alter the characteristics of steel in various ways. (topic sentence with key words)
2. In the first place, steel, which contains very little carbon, will be milder than steel, Which contains a higher percentage of carbon. (first ordinal, sequencing phrase)
3. Secondly, we can heat the steel above a certain critical temperature, and then allow it to cool at different rates. (second ordinal, sequencing word; certain – introductory)
4. At this critical temperature, changes begin to take place on the molecular structure of the metal. (this – pronoun demonstrating the critical temperature mentioned in the previous sentence.
5. In the process known as annealing, we heat the steel above the critical temperature and permit it to cool very slowly. (continuation of the heating process)
6. This causes the metal to become softer than before, and much easier to machine. (this – pronoun demonstrating the use of annealing process)
7. Annealing has a second advantage. (second advantage)
8. It helps to relieve any internal stresses, which exist in the metal. (it – pronoun demonstrating the second advantage).

DEGREES OF COMPARISON

Adjective is a word and it qualifies a noun. It gives more information about the noun.

Adjectives are of three degrees. (1) Positive (2) Comparative (3) Superlative

The Positive Degree of an adjective in comparison is the adjective in its simple form. It is used to denote the mere existence of some quality of what we speak about. It is used when **no comparison is made**. The Positive degree denotes the mere existence of quality.

Eg. It is a tall building.

The Comparative Degree denotes the existence of a higher degree of the quality than the positive. It is used **when two things** (or two sets of things) are compared.

The Comparative degree is used to compare two persons or things having the same quality.

Eg. This building is taller than any other building.

The Superlative Degree denotes the existence of the highest degree of the quality. It is used when more than two things are compared. The Superlative degree is used when more than two persons or things are compared. It singles one from all the rest.

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

Adjectives can be changed into the other forms:-

By adding 'er' and 'est'

Eg.	bold	bolder	boldest
	clever	cleverer	cleverest

By using more and most

Eg. beautiful more beautiful most beautiful
brilliant more brilliant most brilliant

Irregular Comparisons

Eg. bad worse worst
Little less least

Complete the following sentences using the correct degree of the adjective given in the brackets.

1. My brother's handwriting is (bad) mine.
2. Health is wealth. (important)
3. Blood is water. (thick)
4. Everest is peak in the world. (high)
5. This is play I have ever heard on the radio. (interesting)

PRONOUNS

A Pronoun is a word which is used instead of a noun. A Pronoun is used instead of a noun to avoid repetition of a noun

Personal Pronouns:

The personal pronouns are *I, you, he, she, it, we, they, and who*. More often than not (but not exclusively), they replace nouns representing people. When most people think of pronouns, it is the personal pronouns that usually spring to mind.

Eg. I bought some batteries, but **they** weren't included

Demonstrative Pronouns:

These pronouns are used to demonstrate (or indicate). **This, that, these and those** are all demonstrative pronouns.

Eg. **This** is the one I left in the car.

Interrogative Pronouns:

These pronouns are used in questions. Although they are classified as pronouns, it is not easy to see how they replace nouns. **Who, which, what, where and how** are all interrogative pronouns.

Eg. **Which** dog won the race?

Possessive Pronouns:

My, your, his, her, its, our, mine, ours, yours, his, hers, its, theirs are all possessive pronouns.

Eg. Have you seen **her** book?

Relative Pronouns:

Relative pronouns are used to add more information to a sentence. **Which, that, who** (including **whom** and **whose**) and **where** are all relative pronouns.

Eg. This is the man **who** built the house.

Reflexive Pronouns:

A reflexive pronoun ends **...self** or **...selves** and refers to another noun or pronoun in the sentence (usually the subject of the sentence). The reflexive pronouns are **myself, yourself, herself, himself, itself, ourselves, yourselves** and **themselves**.

Eg. Are you talking to **yourself**?

Fill in the blanks with the appropriate pronouns:

1. John and Peter are brothers. I know very well.
2. This book has many interesting pictures and stories. I like very much.
3. The woman gave sweets to the children, but did not thank
4. The teacher said, 'John, you're a naughty boy. don't obey
5. The boys were late so the teacher scolded

DIRECT AND INDIRECT QUESTIONS

Direct questions are the “normal” questions that we can ask friends, family members, and people who we know well.

Example:

“Where’s the bathroom?”

Indirect questions are a little more formal and polite. We use them when talking to a person we don't know very well, or in professional situations, and their form is a little different.

Example:

“Could you tell me where the bathroom is?”

Phrases for Indirect Questions

- Could you tell me...
- Do you know...
- I was wondering...
- Do you have any idea...
- I'd like to know...
- Would it be possible...
- Is there any chance...

SINGLE WORD SUBSTITUTION

“Single word substitutes” as the phrase indicates itself are the words that replace group of words or a full sentence effectively without creating any kind of ambiguity in the meaning of the sentences. Like the word “Autobiography” can be used in place of the sentence “the life story of a person written by oneself”. It is very important to write precisely and speak in a single word.

One who works for free	:Volunteer
One who loves books	:Bibliophile
One who can speak two languages	:Bilingual
One who looks on the dark side of things	:Pessimist
One who helps others Good	:Samaritan

ADVERBS

An adverb is a word that is used to change or qualify the meaning of an adjective, a verb, a clause, another adverb, or any other type of word or phrase with the exception of determiners and adjectives that directly modify nouns. Adverbs normally carry out these functions by answering questions such as:

When? She always arrives early.

How? He drives carefully.

Where? They go everywhere together.

In what way? She eats slowly.

To what extent? It is terribly hot.

Choose the best answer to complete each sentence.

1. The driver stopped the bus _____.

Financially

Exactly

Abruptly

Now

2. During autumn, colorful leaves can be seen falling _____ from trees.

Everywhere

Very

Gently

Loudly

3. My grandmother always smiled _____.

Cheerfully

Sadly

Never

Yesterday

Answer:

Unit 4

Letter writing : Informal or Personal letters

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Opening Sentences should be casual, and not as stiff as they would be in business letters.

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In terms of signing off, the choice is yours and you have a lot of freedom here. Here are some examples:

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It is also used to denote a future action.

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3. Write an Essay on Indian Culture

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Raja : I am celebrating my Ninth Birthday day after tomorrow.

Arun : Well. Where is the function arranged?

Raja : It is arranged in our house.

Arun : Where is it?

Raja : It is just next to my house.

Arun : Will your uncle from Trichy attend the function?

Raja : No. He is unable. But he has sent me a camera as his birthday present.

Arun : Who is she?

Raja : She is my sister. She is doing B.Sc. in Madurai.

Arun : I invite both of you to the function

Exercise

Write a dialogue between a receptionist and a visitor regarding the reservation of a room in the hotel.

Write a dialogue between two friends about the importance of learning English.

Write a dialogue between two friends about visiting a place of historical interest.

Modal verbs

Modals (also called **modal verbs, modal auxiliary verbs, modal auxiliaries**) are special verbs which behave irregularly in English. They are different from normal verbs like "work, play, visit..." They give additional information about the **function** of the main verb that follows it.

List of modal verbs : can, could, may, might, will, would, shall, should, must, Ought to

Modal Verb

Expresses

Must	Strong obligation logical conclusion / Certainty
can	ability permission possibility
could	ability in the past polite permission possibility
may	permission possibility, probability
might	polite permission possibility, probability
should/ought to	50 % obligation

Fill in the blanks with modal verbs:

1. Take an umbrella. It ____ rain later.
2. ____ I ask a question? Yes, of course.
3. You ____ take your umbrella. It is not raining.
4. ____ you speak English? No, I ____.
5. John ____ pick you up at 7:00am.

Collocations

Collocations are a group or pair of words that are often used together. It produces natural-sounding speech and writing. Which are the precise words that combine with each other

1. It gives natural way of saying something. Eg. Delicious food
2. It gives alternative way of saying something. Eg. Substantial meal
3. It gives writing style

List of a few collocations:

- Have a bath
- Have a drink
- Break a record
- Break a promise
- Break a window
- Pay a visit
- Pay a compliment
- Make room
- Make trouble
- Save space
- Save time

Fixed and semi fixed Expressions

Fixed Expressions:

A fixed expression is a combination of words which express an idea. It has taken on more meaning than the individual words while still maintaining a lexical connection. It is frequently used in certain circumstances to express a specific idea. Fixed expressions cannot be changed for any reason.

Example:

- It **came as no surprise** when Lawrence got the job. (it was expected / not surprising)
- It **is only a matter of time until** that bridge collapses. (it will happen at some point in the future)
- If she doesn't start training, she won't **stand a chance of** winning the race. (has no possibility)

Semi fixed expressions are the ones that you can change some of their parts.

Examples:

How are

Where is the....

I think..

STUCOR APP

Unit 4

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Arun : Who is she?

Raja : She is my sister. She is doing B.Sc. in Madurai.

Arun : I invite both of you to the function

Exercise

Write a dialogue between a receptionist and a visitor regarding the reservation of a room in the hotel.

Write a dialogue between two friends about the importance of learning English.

Write a dialogue between two friends about visiting a place of historical interest.

Modal verbs

Modals (also called **modal verbs, modal auxiliary verbs, modal auxiliaries**) are special verbs which behave irregularly in English. They are different from normal verbs like "work, play, visit..." They give additional information about the **function** of the main verb that follows it.

List of modal verbs : can, could, may, might, will, would, shall, should, must, Ought to

Modal Verb

Expresses

Must	Strong obligation logical conclusion / Certainty
can	ability permission possibility
could	ability in the past polite permission possibility
may	permission possibility, probability
might	polite permission possibility, probability
should/ought to	50 % obligation

Fill in the blanks with modal verbs:

1. Take an umbrella. It ____ rain later.
2. ____ I ask a question? Yes, of course.
3. You ____ take your umbrella. It is not raining.
4. ____ you speak English? No, I ____.
5. John ____ pick you up at 7:00am.

Collocations

Collocations are a group or pair of words that are often used together. It produces natural-sounding speech and writing. Which are the precise words that combine with each other

1. It gives natural way of saying something. Eg. Delicious food
2. It gives alternative way of saying something. Eg. Substantial meal
3. It gives writing style

List of a few collocations:

- Have a bath
- Have a drink
- Break a record
- Break a promise
- Break a window
- Pay a visit
- Pay a compliment
- Make room
- Make trouble
- Save space
- Save time

Fixed and semi fixed Expressions

Fixed Expressions:

A fixed expression is a combination of words which express an idea. It has taken on more meaning than the individual words while still maintaining a lexical connection. It is frequently used in certain circumstances to express a specific idea. Fixed expressions cannot be changed for any reason.

Example:

- It **came as no surprise** when Lawrence got the job. (it was expected / not surprising)
- It **is only a matter of time until** that bridge collapses. (it will happen at some point in the future)
- If she doesn't start training, she won't **stand a chance of** winning the race. (has no possibility)

Semi fixed expressions are the ones that you can change some of their parts.

Examples:

How are

Where is the....

I think..

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Unit 5

Essay writing

An essay is generally a short piece of writing outlining the [writer's perspective or story](#). It is often considered synonymous with a story or a paper or an article. Essays can be formal as well as informal. Formal essays are generally academic in nature and tackle serious topics. We will be focusing on informal essays which are more personal and often have humorous elements.

Types of Essays

Narrative Essays: This is when the writer is narrating an incident or story through the essay.

Descriptive Essays: Here the writer will describe a place, an object, an event or maybe even a memory.

Expository Essays: In such an essay a writer presents a balanced study of a topic.

Persuasive Essays: Here the purpose of the essay is to get the reader to your side of the argument.

Format of an Essay

There is no rigid format of an essay. It is a creative process so it should not be confined within boundaries. However, there is a basic structure that is generally followed while writing essays. So let us take a look at the general structure of an essay.

Introduction

This is the first paragraph of your essay. This is where the writer introduces his topic for the very first time.

Body

This is the main crux of your essays. The body is the meat of your essay sandwiched between the introduction and the conclusion.

Conclusion

This is the last paragraph of the essay.

Tips for Essay Writing

- Give your essays an interesting and appropriate title. It will help draw the attention of the reader and pique their curiosity
- Keep it between 300-500 words. This is the ideal length, you can take creative license to increase or decrease it
- Keep your language simple and crisp. Unnecessary complicated and difficult words break the flow of the sentence.
- Do not make [grammar mistakes](#), use correct [punctuation and spellings](#). If this is not done it will distract the reader from the content

- Before beginning the essay organize your thought and plot a [rough draft](#). This way you can ensure the story will flow and not be an unorganized mess.

Exercise:

1. Write an Essay on My Dream
2. Write an Essay on Internet
3. Write an Essay on Indian Culture

DIALOGUE WRITING.

A dialogue is a technique which employs two or more characters to be engaged in conversation with one another. It is a conversational passage, or a spoken or written exchange of conversation in a group, or between two persons directed towards a particular subject. Proper sentence structure and correct grammar is extremely important for conversations in English.

Examples: A conversation between two friends on inviting for birthday party.

Raja : Dear Arun, How are you?

Arun : Quite O.K. You are welcome.

Raja : I am celebrating my Ninth Birthday day after tomorrow.

Arun : Well. Where is the function arranged?

Raja : It is arranged in our house.

Arun : Where is it?

Raja : It is just next to my house.

Arun : Will your uncle from Trichy attend the function?

Raja : No. He is unable. But he has sent me a camera as his birthday present.

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