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Program : **B.Tech**

Subject Name: **English for Communication**

Subject Code: **BT-103**

Semester: **1st**



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UNIT- I

GRAMMAR

1. THE PARTS OF SPEECH:

The **parts of speech** explain how a word is used in a sentence.

There are eight main parts of speech (also known as word classes): **nouns, pronouns, adjectives, verbs, adverbs, prepositions, conjunctions** and **interjections**.

Most **parts of speech** can be divided into sub-classes. Prepositions can be divided into prepositions of time, prepositions of place etc. Nouns can be divided into proper nouns, common nouns, concrete nouns etc.

It is important to know that a word can sometimes be in more than one part of speech.

The Eight main parts of speech in English are:

NOUN - (Naming word)

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

Examples of nouns: Daniel, London, table, dog, teacher, pen, city, happiness, hope

Example sentences: **Steve** lives in **Sydney**. **Mary** uses **pen** and **paper** to write **letters**.

PRONOUN - (Replaces a Noun)

A pronoun is used in place of a noun or noun phrase to avoid repetition.

Examples of pronouns: I, you, we, they, he, she, it, me, us, them, him, her, this, those

Example sentences: Mary is tired. **She** wants to sleep. **I** want **her** to dance with **me**.

ADJECTIVE - (Describing word)

An **adjective** describes, modifies or gives more information about a noun or pronoun.

Examples: big, happy, green, young, fun, crazy, three

Example sentences: The **little** girl had a **pink** hat.

VERB - (Action Word)

A **verb** shows an action or state of being. A verb shows what someone or something is doing.

Examples: go, speak, run, eat, play, live, walk, have, like, are, is

Example sentences: I **like** Woodward English. I **study** their charts and **play** their games.

ADVERB - (Describes a verb)

An **adverb** describes/modifies a verb, an adjective or another adverb. It tells how, where, when, how often or to what extent. Many adverbs end in -LY

Examples: slowly, quietly, very, always, never, too, well, tomorrow, here

Example sentences: I am **usually** busy. **Yesterday**, I ate my lunch **quickly**.

PREPOSITION - (Shows relationship)

A **preposition** shows the relationship of a noun or pronoun to another word. They can indicate time, place, or relationship.

Examples: at, on, in, from, with, near, between, about, under

Example sentences: I left my keys **on** the table **for** you.

CONJUNCTION - (Joining word)

A **conjunction** joins two words, ideas, phrases or clauses together in a sentence and shows how they are connected.

Examples: and, or, but, because, so, yet, unless, since, if.

Example sentences: I was hot **and** exhausted **but** I still finished the marathon.

INTERJECTION - (Expressive word)

An **interjection** is a word or phrase that expresses a strong feeling or emotion. It is a short exclamation.

Examples: Ouch! Wow! Great! Help! Oh! Hey! Hi!

Example sentences: Wow! I passed my English test. Great! Alas!

Parts of Speech



NOUN

Name of a person, place, thing or idea.

Examples: Daniel, London, table, hope
- *Mary* uses a blue *pen* for her *notes*.

PRONOUN

A pronoun is used in place of a noun or noun phrase to avoid repetition.

Examples: I, you, it, we, us, them, those
- I want *her* to dance with *me*.

ADJECTIVE

Describes, modifies or gives more information about a noun or pronoun.

Examples: cold, happy, young, two, fun
- The *little* girl has a *pink* hat.

VERB

Shows an action or a state of being.

Examples: go, speak, eat, live, are, is
- I *listen* to the word and then *repeat* it.

ADVERB

Modifies a verb, an adjective or another adverb. It tells how (often), where, when.

Examples: slowly, very, always, well, too
- *Yesterday*, I ate my lunch *quickly*.

PREPOSITION

Shows the relationship of a noun or pronoun to another word.

Examples: at, on, in, from, with, about
- I left my keys *on* the table *for* you.

CONJUNCTION

Joins two words, ideas, phrases together and shows how they are connected.

Examples: and, or, but, because, yet, so
- I was hot *and* tired *but* still finished it.

INTERJECTION

A word or phrase that expresses a strong emotion. It is a short exclamation.

Examples: Ouch! Hey! Oh! Watch out!
- *Wow!* I passed my English exam.

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Sometimes Articles are included as the ninth part of speech. Note, an article is a type of an adjective.

2. ARTICLES - (Defining word)

An **article** is used before a noun. These are divided into definite (the) and indefinite (a, an). Articles help define nouns.

Examples: a, an, the

Example sentences: I need **a** dictionary. **The** dictionary needs to be in English.

I will be eating **an** apple pie.

The pronunciation of the definite article(the) depends on the first sound(consonant/vowel) used after it.

Example: The Earth (vowel)

Example: The book (consonant)

3. TENSES:

The 12 Verb Tenses

	Past	Present	Future
Simple	<p>I <i>ate</i> pizza yesterday.</p> <p>S + V₂ + O</p>	<p>I <i>eat</i> pizza everyday.</p> <p>S + V₁ + O</p>	<p>I <i>will eat</i> pizza tomorrow.</p> <p>S + 'will' + V + O</p>
Continuous	<p>I <i>was eating</i> pizza when you arrived.</p> <p>S + 'was/were' + (V+ing) + O</p>	<p>I <i>am eating</i> pizza right now.</p> <p>S + 'am/is/are' + (V+ing) + O</p>	<p>I <i>will be eating</i> pizza when you arrive.</p> <p>S + 'will be' + (V+ing) + O</p>
Perfect	<p>I <i>had eaten</i> all of the pizza when you arrived.</p> <p>S + 'had' + V₃ + O</p>	<p>I <i>have eaten</i> all of the pizza.</p> <p>S + 'have/has' + V₃ + O</p>	<p>I <i>will have eaten</i> all of the pizza by the time you arrive.</p> <p>S + 'will have' + V₃ + O</p>
Perfect Continuous	<p>I <i>had been eating</i> pizza for 2 hours when you arrived.</p> <p>S + 'had been' + (V+ing) + O</p>	<p>I <i>have been eating</i> pizza for 2 hours.</p> <p>S + 'have/has been' + (V+ing) + O</p>	<p>I <i>will have been eating</i> pizza for 2 hours when you arrive.</p> <p>S + 'will have been' + (V+ing) + O</p>

Legend: S = Subject O = Object V = Verb (V₁ = present / V₂ = past / V₃ = past participle)

Tense Chart

	Present T.	Past T.	Future T.
1. Indefinite (V1st):	ता है, ती है, ते हैं do/does	ता था, ती थे, ते थे did	गा, गी, गे shall/will
2. Continuous (V1st+ing):	रहा है, रही है, रहे हैं is/am/are	रहा था, रही थी, रहे थे was/were	रहा होगा, रही होंगी, रहे होंगे shall be/will be
3. Perfect (V3rd):	चुका है, चुकी है, चुके हैं has/have	चुका था, चुकी थी, चुके थे had	चुका होगा, चुकी होगी, चुके होंगे shall have/will have
4. Perfect Continuous:	रहा होगा + time...	रहा होगा + time...	रहा होगा + time...

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4.AUXILIARY VERBS:

What are auxiliary verbs?

Basically, **auxiliary verbs** are *function words*, a type of closed class which is constituted of words that have a grammatical function as opposed to *content words*, which are an open class of lexical words. An auxiliary verb is used to add functional or grammatical content to the information expressed by another verb.

Basically, **auxiliary verbs** are *function words*, a type of closed class which is constituted of words that have a grammatical function as opposed to *content words*, which are an open class of lexical words. An auxiliary verb is used to add functional or grammatical content to the information expressed by another verb, considered to be the main verb. Auxiliary verbs are also called **helping verbs**.

Examples:

- I **am** writing a book.
- He **has** done the work.
- We **will** be there in a minute.
- **Would** you help me with this homework?
- **Can** you open the door?
- **Did** you visit New York last holiday?
- **Do** you like chocolate?
- They **must** get there on time.

List of auxiliary verbs

This is a list of English auxiliary verbs:

- *be (am, are, is, was, were, being),*
- *can,*
- *could,*
- *do (did, does, doing),*
- *have (had, has, having),*
- *may,*
- *might,*
- *must,*
- *shall,*
- *should,*
- *will,*
- *would*

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- *might,*
- *must,*
- *shall,*
- *should,*
- *will,*
- *would*

5. Subject- Verb Agreement:

THE 18 SUBJECT-VERB AGREEMENT

What Are the Rules?

1. Subjects and verbs must agree in number. This is the cornerstone rule that forms the background of the concept. In these examples the subject is underlined and the verb is in italics.

The dog *growls* when he is angry. The dogs *growl* when they are angry.

2. Don't get confused by the words that come between the subject and verb; they do not affect agreement.

The dog, who is chewing on my jeans, *is* usually very good.

3. Prepositional phrases between the subject and verb usually do not affect agreement.

The colours of the rainbow *are* beautiful.

4. When sentences start with "there" or "here," the subject will always be placed after the verb, so care needs to be taken to identify it correctly.

There *is* a problem with the balance sheet. Here *are* the papers you requested.

5. Subjects don't always come before verbs in questions. Make sure you accurately identify the subject before deciding on the proper verb form to use.

Where *are* the pieces of this puzzle?

6. If two subjects are joined by "and," they typically require a plural verb form.

The cow and the pig *are* jumping over the moon.

7. The verb is singular if the two subjects separated by "and" refer to the same person or thing.

Red beans and rice *is* my mom's favorite dish.

8. If one of the words "each," "every," or "no" comes before the subject, the verb is singular.

No smoking or drinking *is* allowed. Every man and woman *is* required to check in.

9. If the subjects are both singular and are connected by the words "or," "nor," "neither/nor," "either/or," and "not only/but also" the verb is singular.

Jessica or Christian *is* to blame for the accident.

10. The singular verb form is usually used for units of measurement or time.

Four quarts of oil *was* required to get the car running.

11. If the subjects are both plural and are connected by the words "or," "nor," "neither/nor," "either/or," and "not only/but also" the verb is plural.

Dogs and cats *are* both available at the pound.

12. If one subject is singular and one plural and the words are connected by the words "or," "nor," "neither/nor," "either/or," and "not only/but also", you use the verb form of the subject that is nearest the verb.

Either the bears or the lion *has* escaped from the zoo. Neither the lion nor the bears *have* escaped from the zoo.

13. * Except for the pronouns "few," "many," "several," "both," "all," and "some" that always take the plural form.

Few *were* left alive after the flood.

14. If two infinitives are separated by "and" they take the plural form of the verb.

To walk and to chew gum *require* great skill.

15. Collective nouns like "herd," "senate," "class," and "crowd," usually take a singular verb form.

The herd *is* stampeding.

16. Final Rule – Remember, only the subject affects the verb!

6. Preposition: The word preposition means 'that which is positioned or placed before' (pre+positioned). Thus a preposition is a word placed before a noun or pronoun to show the relation between the noun or pronoun and some other word in a sentence.

- The student sat **on** the ground.
- The boy was sitting **in** the car.
- I am fond **of** mangoes.
- I am going **with** Rahul.

Types of Prepositions:

1. Simple Preposition: in, of, at, by, for, off, on, out, up, with, till, to, through, with, etc.

- Come **in** the class.
- He climbed **up** the mountain.

2. Compound Prepositions: These prepositions are usually formed by prefixing a preposition (generally 'a' or 'be') to a noun and adjective or an adverb. These include: within, without, outside, across, among, around, behind, before, between, beyond, inside, amidst, etc.

- A river flows **below** the bridge.
- Do not speak ill of a person **behind** his back.

3. Double Prepositions: These prepositions are a combination of two individual prepositions. Out of, outside of, from behind, from beneath, etc.

- He came **from behind** the wall.
- My father gifted me a new watch **out of** love.

4. Phrase Prepositions: these are group of words used with the force of a single preposition. These include: according to, in accordance with, in addition to, in reference to, on account of, along with, on account of, with reference to, in order to, for the sake of, etc.

- **Instead of** Mridul, his brother came and apologized.
- The programmes should be organized **in accordance with** the norms of the institution.
- You must work hard **in order to** pass the examination.
- Soldiers die in the war **for the sake of** their countries.

7. Active- Passive Voice:

Definition: Verbs are either active or passive in voice. In the active voice, the subject and verb relationship is straightforward: the subject is a **do-er**. In the passive voice, the subject of the sentence is not a do-er. It is shown with **by + do-er** or is not shown in the sentence.

Passive voice is used when the action is the focus, not the subject. It is not important (or not known) who does the action.

Examples:

- I killed the snake. (active)
- The snake was killed by me. (passive)

- Jatin ate an orange cake. (active)
- An orange cake was eaten by Jatin. (passive)

- We will perform a dance. (active)
- A dance will be performed by us. (passive)

- We are going to watch a movie tonight. (active)
- A movie is going to be watched by us tonight. (passive)

- Tom painted the house. (active)
- The house was painted by Tom. (passive)

Use of Passive

Passive voice is used when the focus is on the action. It is not important or not known, however, who or what is performing the action.

Example: My bike was stolen.

In the example above, the focus is on the fact that my bike was stolen. I do not know, however, who did it.

Sometimes a statement in passive is more polite than active voice, as the following example shows:

Example: A mistake was made.

In this case, I focus on the fact that a mistake was made, but I do not blame anyone (e.g. You have made a mistake.).

Form of Passive

Subject + finite form of *to be* + Past Participle (3rd column of irregular verbs)

Example: A letter was written.

When rewriting active sentences in passive voice, note the following:

- the object of the active sentence becomes the subject of the passive sentence
- the finite form of the verb is changed (*to be* + past participle)
- the subject of the active sentence becomes the object of the passive sentence (or is dropped)

Tense		Subject	Verb	Object
Simple Present	<i>Active:</i>	Rita	Writes	a letter.
	<i>Passive:</i>	A letter	is written	by Rita.
Simple Past	<i>Active:</i>	Rita	Wrote	a letter.
	<i>Passive:</i>	A letter	was written	by Rita.
Present Perfect	<i>Active:</i>	Rita	has written	a letter.
	<i>Passive:</i>	A letter	has been written	by Rita.
Future I	<i>Active:</i>	Rita	will write	a letter.
	<i>Passive:</i>	A letter	will be written	by Rita.
Future II	<i>Active:</i>	Rita	can write	a letter.
	<i>Passive:</i>	A letter	can be written	by Rita.

8. Direct- Indirect Speech:

- ❖ Quoting the exact words of the speaker is called “The Direct Speech”.
 - **David said, “I am writing a letter now”.**
- ❖ Reporting of what a speaker said without quoting his exact words is called ‘Indirect Speech’.
 - **David said that he was writing a letter then.**

Direct Speech	-	Indirect Speech
Now	-	then
Here	-	there
here after	-	there after
This	-	that
These	-	those
Ago	-	before
Thus	-	so
to-day	-	that day
to-night	-	that night
last night	-	the previous night
Yesterday	-	the day before (or) the previous day
Tomorrow	-	the next day (or) the following day
last week	-	the week before (or) the previous week
next week	-	the week after (or) the following week
last month	-	the month before (or) the previous month
next month	-	a month after
Hither	-	thither

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Hence	-	thence
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- If the reporting verb is in the Present or Future tense (e.g., say, will say) there is no change in the tense of the verb in the **Indirect Speech**.
-Antony says, "I eat a mango". (D.S.)
-Antony says, that he eats a mango". (I.S.)
- If Reporting Verb is in the Past Tense. The tense of the verbs in the reported speech or Indirect Speech must be generally changed.

1. Present Tense in the Direct becomes past tense.

- Johnsi said, "I write a letter". (D.S.)

- Johnsi said that she wrote a letter. (I.S.)

2. Past Tense in the direct becomes past perfect or remains unchanged.

-Angel said, "I brought a pen yesterday". (D.S.)

-Angel said that she had bought a pen the day before. (I.S.)

3. Present Continuous in the direct becomes past continuous.

-John said, "I am going to church". (D.S.)

-John said that he was going to church. (I.S.)

4. Past Continuous in the direct becomes past perfect continuous.

-Nelson said, "I was playing cricket". (D.S.)

-Nelson said that he had been playing cricket. (I.S.)

5. Present Perfect in the direct becomes past perfect.

-Kamal said, "I have done my homework". (D.S.)

-Nelson said that he had done his homework. (I.S.)

6. Present Perfect Continuous in the direct becomes past perfect continuous.

-He said, "I have been reading a novel". (D.S.)

-He said that he had been reading a novel. (I.S.)

7. 'Will' and 'Shall' are changed to 'would'.

-He said, "I will go to London tomorrow". (D.S.)

-He said that he would go to London the next day. (I.S.)

May	-	Might
Can	-	Could
must	-	had to (or) must

-James said, "I must go now". (D.S)

-James said that she must (or) had to go then. (I.S.)

Exception to the above rule:

If the direct speech contains the Universal Truth, the tense of the direct speech remains unchanged even if the reporting verb is in the past.

The teacher said, "The sun rises in the East". (D.S.)

The teacher said that the sun rises in the East. (I.S.)

Statement (or) Assertive Sentence

Rules:

- Remove the quotation marks in the statement
- Use the conjunction 'that'
- Change the reporting verb 'say to' into 'tell'
- Change the reporting verb 'said to' into 'told'

Note:

- He said that (correct)
- He told me that (correct)
- ~~He told that~~ (Incorrect)

1. "I will work hard to get first class" said Lazar (D.S.)
Lazar said he would work hard to get first class. (I.S.)
2. "You can do this work" said Nitin to Neha (D.S.)
Nitin told Neha that he could do that work. (I.S.)
3. He says, "I am glad to be here this evening." (D.S.)
He says that he is glad to be there that evening. (I.S.)
4. "I'm going to the library now" said David (D.S.)
David said that he was going to the library then. (I.S.)

1. He said, "John will be in London on Tuesday."
He said that John would be in London on Tuesday.

2. "I never eat meat", he explained.
He explained that he never ate meat.

3. He said, "I wish I knew."
He said that He wished he knew.

4. She says, "I shall be there."
She said that she will be there.

5. He said, "She is coming this week."
He said that she was coming that week.

6. He said, "I bought this pearl for my mother."
He said that he had bought that pearl for his mother.

7. He said, "Where is she going?"
He asked where she was going.

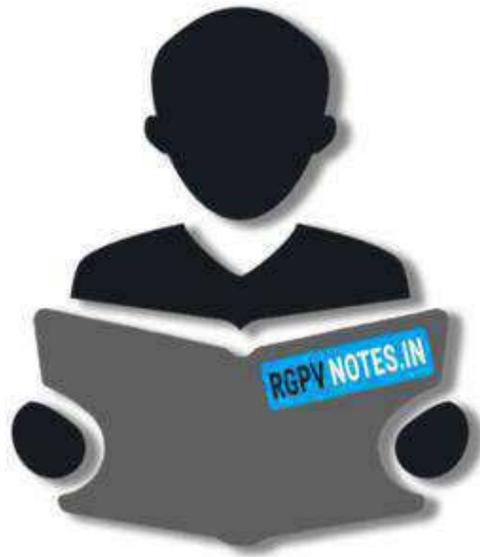
8. He said, "Lucy, when is the next bus."
He asked Lucy when the next bus was.

9. "Is anyone there?" she asked.
She asked if anyone was there.

10. The mother said, "Lie down, David."
The mother asked David to lie down.

11. He said, "Don't move, boys."
He asked the boys not to move.

12. He said, "Please say nothing about this."
He asked her to say nothing about that.



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