

## Fundamentals of English Grammar

### 1. **ROLE OF WORDS IN A SENTENCE** Why is vocabulary important?

- a) Words are the building blocks with which sentences are constructed. They are like clothing for the thought. How well you dress up or 'clothe' your thoughts becomes your power over words.
- b) Each word in a sentence has a specific role to play in completing the meaning of the thought that is being conveyed through it.
- c) The same word can have different roles in the same or in different sentences.
- d) So the trick is to understand
- e) what role the word is playing ? and
- f) how to identify that role ?
- g) Good Precise writing comes from this role knowledge.
- h) This is the difference between grasping the meaning in a Comprehension Question, and merely interpreting its role from memory.

### 2. **ROLE OF LETTERS OR ALPHABETS IN A WORD**

Similar to understanding the role of words in a sentence, we can also understand words by recognizing the role of letters within a word.

- a) 200 keys to know the meaning of many words
- b) Learning to break a word into smaller units to reach its root and understand its meaning.
- c) The roots may be a prefix or a suffix.
- d) A 'Prefix' is a letter that is placed at the beginning of a word.
- e) A 'Suffix' is a letter that is placed at the end of a word.

### 3. VERB = ACTION

4. No sentence can exist without at-least one Verb. As Humpty Dumpty said to Alice 'Verbs have a temper' You cannot misplace them or use them incorrectly.
5. A 'Verb' is the 'doing word' in a sentence, which means it conveys the action that is taking place in the sentence.
6. NOUN = DOER of the action in a sentence
  - a) one Noun + one Verb = one simple sentence.
  - b) 2 Nouns + 2 verbs = a Compound sentence
  - c) 3 or more Nouns + 3 or more Verbs = a Complex sentence.

Nouns are the 'naming words'. They tell us about the person who is doing the action in the sentence.

## 7. ADVERBS

1. Adverbs of manner : It answers the question 'How?'

Completely, thoroughly, gaily, stupidly, alertly, drunkenly, well, badly, quickly, delightfully, well, sleepily,

2. Adverbs of time : It answers the question When ?

Now, then, before, soon, late, early, yesterday, tomorrow, today, seldom, often, already, always, afterwards, just, recently,

3. Adverb of place: It answers the question Where?

Here, there, above, below, under, far, near, close, high, low, everywhere.

## 8. CONCORD

- a) Noun or Doer is the Subject part of a sentence

- b) Verb or Action is the Object part of a sentence
- c) CONCORD means harmony or agreement between the Subject and the Predicate.
- d) When the subject is singular, the verb in the predicate is also singular
- e) Two nouns connected with 'and' , have a plural verb.

## 9. PRONOUNS AND PROVERBS

- a) Pronouns are words used in place of Nouns. He, She, It, Us.
- b) Personal pronouns, and Relative pronouns.
- c) Proverbs are words used in place of Verbs.
- d) These are popular sayings expressed in a clever , brief manner. "All is well that ends well"

## 10. Adjectives and Adverbs

- a) Adjectives add information and meaning about the doer of action in a sentence.
- b) Adjectives = words that tell us more about the Nouns
- c) Adjectives have three degrees - Positive, Comparative, and Superlative.
- d) Adverbs add information about the action word or Verb.
- e) Adverbs = words that tell us more about the Verbs.
- f) Adverbs of time, place, manner, degree, number, questioning, affirmation, negation.

## 11. Conjunctions and Prepositions

- a) 'Preposition' = meaning placed before or after the Noun or Adjective, verb or adverb.
- b) Another role of a word in a sentence is of a 'Conjunction' when it joins two nouns, or adjectives, or adverbs, or two parts of a Compound Sentence, or two phrases or clauses in a Complex Sentence.

Just as a railway station is called a 'Junction' if trains from two or more directions come and converge at that station, a word that joins two or more words is called a 'conjunction'.

## 12. NUMBER : Singular and Plural

1. Box : boxes
2. Gas : gases
3. Class : classes
4. Army : armies
5. Knife : knives
6. Hoof : hooves or hoofs
7. Cargo: cargoes
8. Potato : potatoes
9. Valley : valleys
10. Halo : halos
11. Hero: heroes
12. Dwarf : dwarfs
13. Chief : chiefs
14. Thief : thieves
15. Leaf : leaves
16. Child : children
17. Foot : feet
18. Goose : geese
19. Tooth : teeth
20. Man : men
21. Brother : brothers
22. Ox : oxen
23. Fish : fish and fishes

- 24.Genius : genii, and geniuses  
 25.Penny: pence and pennies  
 26.Shot : shot, and shots  
 27.Deer: deer  
 28.Cod : cod  
 29.Sheep: sheep  
 30.Dozen : dozen  
 31.Bye law : bye laws  
 32.By way : by ways  
 33.Hanger on : hangers on  
 34.Step child : step children  
 35.Housewife: housewives  
 36.Cupful : cupfuls  
 37.Daughter-in-law : daughters-in-law
- 13.**Gender** – Masculine, Feminine , Common, Neuter –

	Masculine	Feminine
1	God	Goddess
2	heir	heiress
3	male	female
4	poet	Poetess
5	prince	Princess
6	king	queen
7	bridegroom	bride
8	tutor	governess
9	boar	Sow
10	buck	doe
11	bull	cow
12	drake	duck
13	hound	Brach
14	stag	hind
15	stallion	mare
16	steer	heifer
17	ram	ewe
18	Cob (swan)	Pen (swan)

3. **Common Gender** : denotes either sex and is the same for male and female: Adult, baby, child, infant, companion, cousin dear, deer, friend, guardian, guest, Juvenile, jotter, Scholar, Owner, parent, passenger, pupil, relation, relative, scholar, singer, swan, teacher, tourist, traveller, visitor.

4. **Neuter Gender**: denotes things without life or sex.: bag, book, boots, box, bread, butter, chair, chimney, cocoa, coffee, desk, dishes, door, floor, house, jacket, jotter, kettle, knife, mirror, pencil, pillow, ruler, school, seat, stair, street, table, desk.

**Exceptions**: often lifeless things are spoken as male or female: (1) A sailor refers to his ship as she; an engine driver refers to his engine as she; A motorist refers to his car as she; an aviator refers to his aeroplane as she. (2) Things of power and dignity have masculine references: Time, Mountain, Sun, Death. (3) Names of beauty or gentleness are feminine: Moon, Liberty, Peace, Nature, Earth. (4) Animals are often referred to by 'It'.