

A Ready Reckoner on

The Basics of English Grammar

General Introduction

Parts of Speech

*Number and Narration,
Gender, Participle and Gerund*

Tense, Voice and Transformation of Sentences

*Parsing, Clause Analysis and Punctuation, Mood, Derivatives and
Preposition, Idioms, Phrases and Mis-spelt words, Accent, Multiple
functions of the Parts of Speech and Common Errors*

Rhetoric and Prosody, Letter Writing, Essay

Writing, Précis, Rent, Mortgage

SRIKANTA KALITA

Deed, F.I.R.

Edited by : Dr. Jovial Kalita

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**A READY RECKONER ON
THE BASICS
OF ENGLISH GRAMMAR**

(WITH NOTES ON PHRASES & IDIOMS, MAXIMS,
RHETORIC, ESSAY AND LETTER WRITING ETC)

SRIKANTA KALITA

Edited By:

Dr. Jovial Kalita



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Message

The importance of grammar for all types of language learners cannot be overstated. Knowledge of grammar keeps a student self-confident and in that sense, it is a prime mover for writing good prose. Nearly all essential aspects of English grammar are covered in this book. The author has relentlessly attempted to make the grammatical definitions brief and simple. Suitable illustrations are provided adequately. The question and answer type method, adopted in this book will be very convenient for students. They would get rapid solutions to their problems.

The zeal of the author at his advanced age is really commendable. He has recollected the memories of his school days and acknowledged his debt to his erstwhile teachers of English. Possibly he wants to re-live those days by attempting to re-create those stimulating experiences of language learning. Yet he has retained full objectivity as is proper for a grammarian. I have enjoyed reading 'The Basics of English Grammar' and I hereby express my admiration for the author Srikanta Kalita. I am sure that demand for this book will increase in the years to come.

Hirendra Nath Dutta
18.06.2015

Khanindra Chandra Das

Adviser,
All Assam Central Semi-Central Employees Parishad
& Literary Pensioner, Government of Assam



Message

It is a matter of great pleasure and deep satisfaction for me to know that Srikanta Kalita, a colleague of mine during my service life, who worked with me in the A.G.'s Office for several years, a resident of Lechubagan, Guwahati 36 has written and completed an English grammar book titled 'The Basics of English Grammar', which is being published very shortly.

I sincerely hope that this book will be received by the students of schools and colleges, at least till the undergraduate level in particular and the teacher community in general with great enthusiasm. This book will definitely play a vital role in teaching and learning grammar and other allied topics. *Those who go through this book in details will surely be able to help other students as well.*

I am confident that this book authored by Srikanta Kalita, which contains valuable lessons will help aspiring students to know the nitty-gritty of English grammar.

For his hard work, I wish this book a grand success and personally, I wish him a long life.

Chenikuthi, Guwahati-3
Ph. No. : 94351-10076

Khanindra Chandra Das
01.05.2015

Foreword

This book is a treasure trove of English grammar and composition which includes varied aspects of communicative as well as functional English. It very clearly reflects the diversity and adaptability of the English language to different circumstances and situations. It is an attempt which is purely conceived and designed to meet a felt need to express our ideas most concisely, effectively and meaningfully. This book will definitely be of immense help and value to not only students but also teachers of English language in schools and colleges alike.

The author has attempted to cover all aspects of English grammar. Every aspect is dealt with in detail, giving importance both to grammar and usage. It will fulfill the needs of a wide section of society improving their grammatical knowledge and communicative skills and giving them the confidence to express themselves in a proper manner.

It has been very rewarding to go through this priceless work of Mr. Srikanta Kalita, a retired central Government employee, who is my father. I believe that my father has really made a significant mark by his endeavour which will find favour with the reading public. I would be happy to recommend this book to school and college students as well as regular users of the English language.

Ms. Marie Kalita

Associate Professor in English
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Dharapur Chariali, Guwahati

PREFACE

My long cherished desire to write a book on grammar compelled me to start writing towards the end of December, 2012. As a matter of fact, I have harbored this desire since the last thirty years, but due to different kinds of problems at different points of time, I had to keep on postponing it. This book is intended for students of lower classes right up to the undergraduate level.

I, along with my classmates, had to study and learn the English subject from class IV onwards. We had to study for five years in lower primary school and the medium of instruction was Assamese. The book on grammar which was prescribed for us by the then School Board was 'Simple English Grammar', written by Joydev Sarmah. After passing the lower primary school at Saniadi village in Hajo, I took admission in Saniadi High Madrassa, which was the nearest High School from my village. After obtaining the list of books from the school, I, along with my classmates, went to Nalbari town which was about 20/21 km from my home on foot walking for about 6 hours. Those days, there were no transportation facilities of any kind. I still remember the book on grammar that I had bought-'Simple English Grammar', authored by Joydev Sarmah.

'Simple English Grammar' was actually taught to us by a renowned teacher of those times better known as Seka Master (His real name was Azizur Rahman). He is the one 'GURU' in my life who made me what I am today. Here, I would like to mention the names of few of the teachers who taught me English in school and without their presence in my life, I honestly acknowledge that probably I wouldn't have ever dared to even think about writing a book on grammar at all! In no chronological order in terms of the deep and profound influence and impression that they have left in my mind and heart alike, they are-Achyutananda Choudhury, Abhay Chandra Sarmah and Dinapati Baishya of Karia High School. One very significant anecdote of my life that I'd like to narrate here is this-Seka Sir would always advise us to commit three pages of the Grammar book into memory and furthermore, he'd tell us that if we are able to

A note on the Editor

Jovial Kalita, a PhD in Linguistics from the English and Foreign Languages University, Hyderabad (formerly CIEFL, Hyderabad) is the incumbent Head of the Department of English, Digboi Mahila Mahavidyalaya, Digboi, Assam.

do this, the English language would remain with us as a permanent property for the rest of our lives.

All the lessons on grammar taught by them (narration, punctuation, voice, mood, précis-writing, essay writing, rhetoric etc.) were taught in such a way that we never felt the need to go through them all over again at home every day. However, in connection with the writing of this book on grammar, apart from the immense inspiration I have drawn from all my teachers, it would be pertinent to mention that I have consulted quite a good number of books on English grammar by both Indian as well as English writers. Some of them are Standard English Grammar by Abala Kanta Goswami, Good English Grammar by R.P. Ghosh, Simple English Grammar by Joydev Sarmah, English Grammar & Composition by G.S. Mudambadithaya and a few other books on English Grammar by foreign writers like Rowe & Webb, Wren & Martin, Nesfield and Quirk & Greenbaum apart from a few other books on Composition, Phrases & Idioms and Rhetoric & Prosody.

On a personal level, for the constant words of encouragement to finish my work on time, I would like acknowledge my sense of gratitude and thanks to Marie, Jovial, Jewel, Rosie, Horesh, Minu, Jeenie and Preeti and of course, last but not the least, my wife.

If this book on grammar, titled 'Basic English Grammar & Composition' (with notes on Idioms, Phrases, Memo, Rhetoric etc.) is received well and appreciated by students and teachers alike, I would consider my labour has not gone in vain and I would always keep an open mind to sincerely acknowledge suggestions from all to improve this book in the future.

I am also thankful to Mahavir Publishers for consenting to publish my book and Mr Anuj Mazumdar (Shone) for readily undertaking the work of bringing out this book from his press.

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15-4-2015

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Chapter-I

General Introduction

1. What is meant by grammar of a language?

Grammar means the use of words in their proper places and in correct forms and relationship in a sentence.

2. What is language?

The art and technique of using words (parts of speech) in proper places in a sentence is called language, which is primarily used as a means for human communication. In this respect, the systematic use of the words and maintaining the rules of grammar are necessary.

3. Was there any grammar on the English language in the early times of history in England?

No, there was no grammar on the English language in the early times of history in England.

4. How did people speak to one another without knowing the proper use of words to form sentences?

People spoke without knowing the proper use of the words or the rules of grammar till a few centuries back. People used to communicate in a particular language using the words in a jumbled manner since their childhood by merely imitating their parents' or their elders' speeches.

5. Did people have any difficulties or troubles in communication without a proper language?

No, people inhabiting the different countries, kingdoms, hills and valleys and even caves did not have any difficulties or troubles in communicating amongst themselves or with others without languages. Grammar was absolutely unknown to them. But still, they managed to not just communicate amongst themselves but also with others through gestures, facial expressions and onomatopoeic words, which are primarily universal in nature.

6. What are the different modes of the English language and which was used first?

The two different modes of the English language, just like any languages of the world, are the spoken and the written. The spoken mode or the spoken form of the English language was the first to have been used, which was primarily without any rules (of grammar) or any system.

7. Who was the first person to have written a book on the grammar of the English language?

Ben Jonson was the first person to have written a book on grammar of the English language in the year 1600 A.D. He had actually gathered oral information and knowledge of grammar at the 'Old Devil Tavern' (a club) in London. But unfortunately, his book on English Grammar saw the light of the day only after his death in the year 1637 A.D.

8. How did Ben Jonson define grammar?

Ben Jonson defined grammar of the English language as the art of speaking of it in a true and sound (well) manner.

9. Cite some opinions or comments of different well-known writers of the English language on grammar.

According to Mr Eckerseley, 'the rules of grammar are just like the laws of nature'.

According to Francis Bacon, 'the consideration of speech in proper places produced the science of grammar'. (Advancement of Learning)

According to Alfred S. West, 'people may possess the art of correctly using their own language without having any knowledge of grammar. But it is not true in any language'.

10. What is alphabet?

There are twenty-six letters in the English language. These letters collectively are known as the alphabet. Before learning grammar, it is necessary for us to know the alphabet. The alphabet in English is: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z. (Small letters)

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z. (Capital letters) Generally, capital letters are used in the beginning of a sentence or a single word.

11. How many kinds of letters are there according to their pronunciation?

There are two different kinds of letters in the English language according to their pronunciation. They are called vowels and consonants.

12. How many letters of the alphabet are vowels and how many are consonants and what are they?

Five letters of the alphabet are vowels and they are- a, e, i, o and u. These letters can be pronounced without the help of any of the other letters of the English alphabet. Nineteen letters are known as consonants, which cannot be pronounced without the help of the vowels. The remaining two letters viz. w and y are known as semi-vowels. When either w or y stands in the final

position of a syllable or a word, it sounds like a vowel. For example-how, boy, money. And when either w or y stands in the word initial position of a syllable or a word, it sounds like a consonant. For example-weak, yield.

13. How many sounds do the letters of the English alphabet make?

Each letter of the English alphabet makes one or more sounds. The twenty-six letters of the alphabet make forty-five sounds.

Of these forty-five sounds, the five vowels (a, e, i, o, u) make twenty sounds known as Monothongs (12) and Diphthongs (8). The consonants make twenty-five different sounds. [For detailed information on the sounds of the Monothongs and the Consonants, refer to any Phonetics book]

14. What is a word?

A string of words like komnye does not make a word. But if we arrange these letters like monkey, it will be considered to be a word. In other words, the string of words or even a single word like I which make sense or meaning is called a word.

15. What is a syllable?

A word or part of a word which can be uttered in one single effort is called a syllable. For example, we may cite the instances of mon-key and im-por-tant.

16. How many kinds of syllables are there in the English language? Name them.

There are four kinds of syllables or syllabic words in the English language-monosyllable or monosyllabic word, disyllabic word, tri-syllabic word and poly-syllabic word. Examples-bird (monosyllable), today (disyllabic word), yesterday (tri-syllabic word) and examination (polysyllabic word).

17. What is a sentence?

One or more words put together in a string producing meaning or sense is called a sentence. In some cases, even one word can also make a sentence. For example, yes, present, no etc. Each sentence must begin with a capital letter and end with a full stop.

18. Where are capital letters used?

Capital letters are used in places as shown below:

- At the beginning of a sentence.
- At the word initial position.
- Initial position of proper nouns.
- God, Lord Etc.
- At the word initial position of seasons, months, days, Titles and salutations, Word initial position of abbreviations, acronyms.

19. What are the parts of speech in English grammar? Name them.

The different classes of words used in a sentence are known as the parts of speech. There are altogether eight parts of speech in English grammar and they are: Noun, Pronoun, Verb, Adverb, Adjective, Preposition, Conjunction and Interjection.

Parts of Speech

1. What is a noun?

A noun is a word used as a name of a person, thing or animal. In other words, a noun may be defined to be the name of anything. Examples of a noun are: Man, Eiffel Tower, London, Abraham Lincoln, book, elephant etc.

2. How many kinds of nouns are there?

There are six different kinds of nouns in English grammar. They are shown below with their definitions and examples:

i. Common Noun: When the name is common to any person, animal or thing, the name is called a common noun. Example: Man is mortal. (Man here means any man)

ii. Proper Noun: When the name of a person, animal, place or thing is shown as special, it is called a proper noun. The proper noun is applied to identify only one person, animal or thing. Examples: Harry is an intelligent boy. (Robert, Mumbai, Olivia etc.)

iii. Collective Noun: When the name shows a group of individuals, animals or things, it is called a collective noun. Collective nouns, used as subjects of sentences take a singular verb. Examples: The chorus on the stage is singing really well. (Family, Police etc.)

iv. Noun of Multitude: A group of names of individuals is called a noun of multitude. (A group of men, animals etc.) This

type of noun takes a plural verb in a sentence. Example: The Commission were in a dilemma. (Commission consists of more than one person).

v. Material Noun: The name of matter or thing from which something is made is called a material noun. Examples: My ring is made of gold. (Bamboo, Steel, Milk, Silver, Paper etc.)

vi. Abstract Noun: The name of a quality or action of a person or a thing having no material existence is called an abstract noun. Abstract nouns can also be coined by adding suffixes like 'ism' (Communism), 'hood' (Childhood), 'ship', 'ness' etc. Example: I have a thought that it might rain tonight.

3. What is a pronoun?

A word used in place of a noun is called a pronoun. For example- I, He, You, They, We, It etc.

4. How many kinds of pronouns are there?

There are mainly two kinds of pronouns. They are-

i. Personal Pronoun and ii. Impersonal Pronoun.

A personal pronoun stands for human beings. Examples of personal pronouns are- I, We, They, She etc.

An impersonal pronoun stands for animals or things. Examples of impersonal pronouns are- It, Those etc.

5. How many sub-divisions of pronouns are there?

There are altogether eight sub-divisions of pronouns in English grammar. They are-

i. Personal- I, You, He, She etc.

ii. Possessive- Mine, Yours, His etc.

iii. Demonstrative- This, That, These, Those.

iv. Relative or Interrogative- Who, Which, What, Whose etc.

v. Reflexive or Emphatic- Myself, Yourself, Herself etc.

vi. Distributive- Either...or, Neither...nor, Each etc.

vii. Indefinite- Something, Anything, Everything, Nobody, Anyone etc.

viii. Reciprocal- Each other, One another.

6. What is a verb?

The word 'verb' has been derived from the Latin word 'verbum', which means 'the word'. It is basically a word which is used to say something about some person, place or thing. It is also known as a 'doing word'. Being the nucleus of the structure of the English language (SVO; S-subject, V-Verb, O-Object), it is considered to be the compulsory element in any utterance or statement. No communication of any message can possibly take place without the verb.

7. How many kinds of verbs are there?

There are primarily two kinds of verbs in the English language.

i. Principal or Main Verb-He went there.

ii. Auxiliary Verb-He will go back.

The principal verb may be further sub-divided into three types-Transitive, Intransitive and Di-transitive.

i. Transitive Verb: A verb that takes an object is called a transitive verb. (Marie loves her college)

ii. Intransitive Verb: A verb that does not require an object is called an intransitive verb. (Plants grow, Tigers growl, Human beings sleep etc.)

iii. Di-transitive Verb: A verb that requires two objects is called a Di-transitive verb. {I gave Eve [indirect object] a pencil [direct object]}

Verbs may further be sub-divided into two different kinds of category. They are finite verbs and non-finite verbs.

Finite Verb: A finite verb is one which has its tense marked. (The boy is crying)

Non-finite Verb: A non-finite verb is one which does not have

its tense marked. ('Don't cry'; 'Not to cry then/now...')

8. What is an adverb?

An adverb is a word that modifies or adds something to the meaning of a verb. (The boy is crying loudly)

9. How many adverbs are there in the English language?

There are eight different kinds of adverbs in the English language. They are-

i. Adverb of Manner-He kicked the ball hard.

ii. Adverb of Place-Marie is here for a day.

iii. Adverb of Time-He has not completed his work yet.

iv. Adverb of Frequency-Jeenie goes to the State Zoo twice a month.

v. Adverb of Certainty-The Assam Rhino is certainly unique.

vi. Adverb of Negation-Olivia never tells lies.

vii. Interrogative Adverbs-How, Where, Why, When-How does Miranda manage to complete her home work?

viii. Relative Adverb-An adverb used like a relative pronoun is known as a relative adverb-Don't tell me why Cherie left?

10. Can adverbs be used in the comparison of degrees?

Yes, adverbs can be used in the comparison of degrees. For example-

Positive	Comparative	Superlative
Late	later	latest
Well	better	best
Fast	faster	fastest

11. What is a preposition?

A word which indicates a relationship between an action and a person, place or thing is called a preposition.

For example-i. Listen to your teacher carefully. ii. Taneesha is

afraid of snakes.

Some other prepositions are from, for, on, into, in, at, by, etc.

12. What is a conjunction?

Word/words which connect/s words, phrases, clauses or sentences is/are called a conjunction.

For example-Jewel is very intelligent and smart.

Some other examples of conjunctions are-but, as soon as, no sooner than, while etc.

13. What is an adjective?

The words which tell us about quality, size, colour etc. are called adjectives.

Example: Marie is very intelligent.

14. How many kinds of adjectives are there?

There are eight kinds of adjectives. They are:

- (i) Adjective of quality
- (ii) Adjective of quantity
- (iii) Adjective of number
- (iv) Interrogative adjective
- (v) Demonstrative adjective
- (vi) Distributive adjective
- (vii) Possessive adjective and
- (viii) Proper adjective

Examples:

1. Adjectives of quality: Marie is an honest lady.
2. Adjective of quantity: Marie never eats much food.
3. Adjective of number: Only two fruits are sweet.
4. Interrogative adjective: Whose pencil is this?
5. Demonstrative adjective: That girl is coming.
6. Distributive adjective: Either of the girls must attend the function.

7. Possessive adjective: This is Preeti's car.

8. Proper adjective: English people are laborious.

Some adjective forms from other parts of speech are shown below:

Nouns

Fruit

God

Nature

Nerve

Office

Rain

Season

Vigour

Year

Adjectives

fruitful

godly

natural

nervous

official

rainy

seasonal

vigorous

yearly

Verb

Break

Like

Laugh

Speak

Adjective

breakable

likeable

laughable

speakeable

Adjective

Economic

Poetic

Red

Adjective

economical

poetical

reddish

15. What is interjection?

Words which indicate feelings are called interjection.

Examples: (1) O' my God! (2) Hurrah! We own the cup. (3) What a terrible cyclone!

16. What are called articles? Point out their uses.

The words 'a', 'an' and 'the' are called articles. The words 'a'

and 'an' are called indefinite articles. These two words do not express any definite or specific man, animal, bird or thing. 'The' is called definite article. It is because, this word 'the' points out to some particular or specific person, animal, bird or thing. Articles are actually adjectives.

17. Can you show the uses of 'a', 'an' and 'the'?

Yes, the uses of 'a', 'an' and 'the' are shown below.

(i) A dog is barking on the street. It is used with a countable noun and before a consonant.

(ii) An umbrella is on the floor. It is used with a countable noun and before a vowel sound.

(iii) The boy is reading a book. The article 'the' refers to a particular boy.

18. How many kinds of articles are there?

There are two kinds of articles in English language. They are definite and indefinite articles.

Uses of articles:

(1) Definite article: 'The' refers to definite person, animal, bird or thing. Therefore, it is called a definite article.

Example: The dog is barking on the street.

(2) Indefinite articles: The articles 'a' and 'an' do not point out specific person, animal, bird or thing.

Example: (a) A man is running on the street.

(b) An umbrella is on the floor.

19. What is comparison of adjectives? Give some examples.

To compare adjectives, they (adjectives) are compared to show the quality of a person, animal, bird or thing. This comparison can be shown in three ways, such as first, second and third.

These three ways are called Degrees of comparison.

These are (1) positive (2) comparative and (3) superlative.

20. How many ways are there to make comparative and superlative degrees of comparisons?

There are three ways to make the positive degree into comparative and superlative degrees. They are shown below.

(1) We can use 'er', 'as well as', 'so as' with the positive degree to make a comparative statement.

Examples: (i) Marie is as good as Cherie.

(ii) Cherie is not so clever as much as Marie.

(iii) Bink is taller than Eve.

(iv) Jeenie as well as her daughter is intelligent.

(2) Comparative Degree: It is a notch higher quality than the positive degree. It is used when two persons, animals, birds or things are compared.

Example: (i) Jewel is stronger than Rosie.

(ii) Marie's pen is better than Cherie's.

(iii) Mangoes are sweeter than oranges.

(3) Superlative Degree: Superlative degree points to the highest degree of quality or a person, animal, bird and thing. It is used when more than two persons, animals, birds and things are compared.

Example: (i) Marie is the tallest in the class.

(ii) Cherie is the slowest reader in the class.

(iii) Eve's pen is the best of all.

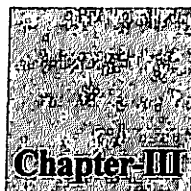
21. Can you show some adjectives alphabetically in comparison?

Yes. They are shown below:

Positive	Comparative	Superlative
Angry	Angrier	Angriest
Able	Abler	Ablest
Big	Bigger	Biggest

Black	Blacker	Blackest
Cold	Colder	Coldest
Cool	Cooler	Coolest
Dark	Darker	Darkest
Deep	Deeper	Deepest
Early	Earlier	Earliest
Easy	Easier	Easiest
Fast	Faster	Fastest
Far	Farther	farthest
Good	Better	Best
Great	Greater	Greatest
High	Higher	Highest
Hasty	Hastier	Hastiest
Idle	Idler	Idlest
Ignorant	More ignorant	Most ignorant
Jolly	Jollier	Jolliest
Jovial	More jovial	Most jovial
Kind	Kinder	Kindest
Keen	Keener	Keenest
Late	Later	Latest
Large	Larger	Largest
Much/many	More	Most
Mad	Madder	Maddest
Nice	Nicer	Nicest
Old	Older	Oldest
Pretty	Prettier	Prettiest
Proud	Prouder	Proudest
Quick	Quicker	Quickest
Quiet	Quieter	Quietest
Rainy	Rainier	Rainiest
Sad	Sadder	Saddest
Small	Smaller	Smallest
Tasty	Tastier	Tastiest

Tall	Taller	Tallest
Uneasy	More uneasy	Most uneasy
Useless	More useless	Most useless
Vain	Vainer	Vainest
Vast	Vaster	Vastest
Weak	Weaker	Weakest
Wavy	Wavier	Waviest
Young	Younger	Youngest
Yellow	Yellower	Yellowest



Number and Narration

1. What is meant by numbers?

'Number' means symbols (sign) or indication to show 'how many'. It is assigned to persons, animals, birds or things.

2. How many numbers are there in English language?

There are two numbers in English language. They are (i) singular and (ii) plural

3. How many types of forms are there to make plurals from singular?

There are six types of forms to make plurals from singular. They are indicated below:

(i) Generally by adding 's' to the singular.

Examples: boy - boys; girl - girls; cow - cows etc.

(ii) By adding 'es' to the singular if the nouns end in 's', 'sh', 'ch' or 'x'.

Examples: glass - glasses; dish - dishes; branch - branches; box - boxes etc.

(iii) Some nouns in singular end in 'o' add 'es' to the plural.

Examples: potato - potatoes; mango - mangoes; hero - heroes etc.

(iv) Some nouns ending in 'o' merely add 's'.

Examples: canto - cantos; piano - pianos; radio - radios etc.

(v) Some nouns ending in 'y' for their plural by changing 'y' into 'i' and adding 'es'.

Examples: baby - babies; lady - ladies; story - stories etc.

(vi) Many nouns ending in 'f' or 'fe' make their plurals by changing 'f' or 'fe' into 'v' and adding 'es'.

Examples: wife - wives; calf - calves; leaf - leaves etc.

4. Are there any exceptions to make plurals from singular?

Yes, there are some exceptions to make plurals from singular.

(i) By changing the vowel in the middle.

Example: man - men; woman - women; mouse - mice etc.

(ii) By adding 'en' to the singular.

Example: child - children; ox - oxen etc.

(iii) Some nouns are the same in singular and plural.

Example: deer - deer; bear - bears; sheep - sheep etc.

(iv) Some nouns are used only in the plurals.

Examples: scissors, tongs, trousers, spectacles, alms, riches etc.

(v) Some nouns seem to be plurals but are used as singular.

Example: mathematics, news, measles, minings etc.

(vi) Some plurals are made only by adding 's' in singular.

Examples: roof - roofs; gulf - gulfs; belief - beliefs; hoof - hoofs etc.

(vii) Some nouns are seen as singular but always used as plurals.

Examples: poultry, cattle, people etc. (*people is used in both singular and plural)

(viii) Some nouns have two forms in plural numbers.

Example: brother - brothers and brethren; index - indices and indexes, cloth - cloths and clothes.

(ix) Compound nouns form its plural by adding 's' to the main word.

Examples: daughter-in-law - daughters-in-law; son-in-law - sons-in-law; maid-servant - maid-servants; step-daughter - step-daughters.

5. What is narration and how many types of narration are there?

Narration is the act or process of recounting or narrating or stating something. Narration or speech can be divided into two types which are as given below:

i. Direct narration: If a statement given by a person is stated exactly as the person said without any changes, then it is called direct narration. E.g. She said, 'I was very worried yesterday'.

ii. Indirect narration: If a statement given by a person is expressed in the third person and the sentence is changed without changing the content of the statement, then it is called indirect narration. E.g. She said that she had been very worried the previous day. Direct speech consists of two parts.

She said (reporting verb) 'I was very worried yesterday'. (reporting speech)

The following points are important to be remembered in connection with narration-

a. Comma is to be used after the reporting speech and the reported speech is expressed within quotation marks. E.g.-Mary says, 'I like tea very much'.

b. Comma and quotation marks are removed when the speech is changed into indirect speech. E.g.-Mary says that she likes tea very much.

c. If the first person pronoun is used in the reported speech, then it should be changed into the same person as mentioned as the subject of the reporting speech. E.g.-She (subject of the reporting speech) said, 'I (1st person pronoun) did not buy a green shirt'.

She said that she did not buy a green shirt.

d. If the second person pronoun is used in the reported speech, then it should be changed into the same person as mentioned as the object of the reporting speech.

She said to me, (object of the reporting speech) 'You (2nd person pronoun) are weak in geography'.

She told me that I was weak in geography.

He said to him, (object of reporting speech), 'You (2nd person pronoun) are good in history'.

He told him that he was good in history.

e. Some words used in direct speech are changed in indirect speech as shown below:

Yesterday-the previous day

Now-then

Tomorrow-the following day

Ago-before

Here-there

These-those

This-that

f. In terms of the tense, the following should be kept in mind: If the reporting speech is in the present tense or the future tense, no change of tense is required in the reported speech-

i. E.g. Rosie says, 'I shall have my lunch'.

Rosie says that she will have her lunch.

ii. He will say to me, 'I am going to the market'.

He will tell me that he is going to the market.

iii. Past tense-If the reported speech is in

a. Simple present-simple past

b. Present continuous-past continuous

c. Present perfect-past perfect

d. Present perfect continuous-past perfect continuous

e. Shall-should

f. Will-would

g. Simple past-past perfect

- h. Past continuous-past perfect continuous
- i. Past perfect-past perfect
- j. Past perfect continuous-past perfect continuous
- g. If the reported speech is a question, then 'say' is replaced by 'ask', enquire' etc.

E.g. Dimpi said to me, 'What is your name?'

Dimpi asked me what my name was.

- h. Request-requested + to

E.g. Rinki said to me, 'Please give me something to eat'.

Rinki requested me to give her something to eat.

- i. Suggestion-propose + to

E.g. Marie said to us, 'let us have pizza'.

Marie proposed us to have pizza.

- j. Advice-advised + to

E.g. Harry said to his daughter, 'do your studies regularly'.

Harry advised his daughter to do her studies regularly.

Chapter-IV

Gender, Participle and Gerund

1. What is gender?

Gender means kind (gender comes from Latin word 'genus' which means kind, type or sort). Gender may be of living beings or non-living.

We know that living beings are either male or female. Other things are non-living that is without life.

We may classify the living and non-living things into some sort or type.

2. How many classes of genders are there?

There are four classes of genders: (i) masculine (ii) feminine (iii) common (iv) neuter

Definitions of genders:

(i) Masculine gender: A noun that shows the sign or symbol of a male of human beings, animals, birds etc. is called a masculine gender. Example: man, he, boy, hero etc.

(ii) Feminine gender: A noun that shows the sign or symbol of a female of human beings, animals, birds etc. is called a feminine gender. Example: woman, she, girl, heroine etc.

(iii) Common gender: A noun that shows the sign or symbol either of a male or a female is called common gender. Example: parent, friend, servant, enemy, cousin, orphan, student etc. *"Eunuch" is an exception which is neither male nor female; that is why

it is also a common gender

(iv) Neuter gender: A noun that shows neither male nor female, that is a thing without life is called neuter gender. Example: furniture, book, pen, wood, stone, sand etc.

3. Are there any masculine or feminine genders among some 'objects' without life?

Yes. (i) There are some objects which are treated as 'males' for their quality or strength. Examples: the sun, summer, winter, time, death etc.

(ii) There are some objects which are treated as 'females' for their beauty, mildness, gentleness, and gracefulness. Examples: the moon, spring, autumn, peace, ship, river, goddess etc.

4. How many ways are there for forming feminine from masculine genders?

There are three ways for forming feminine genders from masculine.

(i) By adding ess, ine, a etc.

Example: author - authoress; hero - heroine; signor - signora etc.

(ii) By using different words.

Example: bachelor(man)-/spinster; boar - sow; boy - girl; cock - hen; drake - duck; gander - goose etc.

(iii) By adding a word before or after.

Example: bull-calf - cow-calf; peacock - peahen; he-goat - she-goat; milkman - milkmaid; grandfather - grandmother etc.

Some feminine genders have no masculine counterparts.

Examples: house-wife, virgin, nurse etc.

5. What is participle?

A participle is the form which takes part of a verb and an adjective.

Example: (i) I saw Marie carrying a bundle of books.
(ii) Laughing, Marie suddenly became angry.

6. How many kinds of participles are there?

There are two kinds of participles. They are (i) present participle and (ii) past participle.

Examples:

(i) Present participle: The flying bird takes rest on the tree.

(ii) Past participle: I saw a truck loaded with stones.

7. What is gerund?

When 'ing' is added to a verb, it is called a gerund. It is called a verbal noun in the following example.

Example: (i) A flying bird rested on the tree.

Gerund is used in active and passive voice as shown below.

In active voice: Present - laughing; Perfect - having laughed

In passive voice: Present - being laughed; Perfect - having been laughed at

8. Can you cite some examples of gerund?

Yes. They are as follows:

(i) Playing is exercising.

(ii) Marie likes making toys.

(iii) Cherie was caned for playing.

Chapter-V

Tense, Voice and Transformation of Sentences

1. What is tense?

Tense means any of the forms of a verb that point out time of action.

2. How many tenses are there?

There are three types of tenses, such as (i) present (ii) past (iii) future. 'Tense' stand for a series of verbs forms. It expresses the relation of time whether the action is, was or will be.

3. Can you show the present participle and past participle of 'tense' forms?

Yes, they are shown below.

Simple present	Present participle	Simple past	Past participle
Act	acting	acted	acted
Attend	attending	attended	attended

4. Can you cite some examples of present and past tenses in alphabetical order?

Yes, they are shown below.

Present	Present participle	Past	Past participle
Attend	attending	attended	attended
Bear	bearing	bore	borne

Come	coming	came	came
Catch	catching	caught	caught
Drink	drinking	drank	drunk
Eat	eating	ate	eaten
Fall	falling	fell	fallen

5. What is voice?

Voice is a verb-form. It shows whether a transitive verb acts or is acted upon.

6. How many kinds of voices are there?

There are two kinds of voices. They are (i) active and (ii) passive

Examples:

Active voice -	Bink likes mango.
Passive voice -	Mango is liked by Bink.
Active voice -	Porie loves the house.
Passive voice -	The house is loved by Porie.

7. Can you give the definition of voice, 'active' and 'passive'?

Yes, there are three methods to make passive voice from active voice. They are shown below.

(i) The object in the active voice is to be made the subject in the passive voice.

(ii) The verb 'be' ('be' verb) is to be used with the past participle.

Examples:

Miranda is writing a poem. (active)
A poem is being written by Miranda. (passive)
Jewel will give you a cake. (active)
A cake will be given to you by Jewel. (passive)

(iii) The subject of the active voice is to be made object but

it is to be controlled by the preposition 'by'.

Examples:

Marie will give you a cake. (active)

A cake will be given (to) you by Marie (preposition 'by'). (passive)

But in the imperative mood, the voice of a verb is to be changed, inserted or the verb 'let' is to be put.

Example:

Tell Joe to come. (active)

Let Joe be told to come. (passive)

Bake a cake for Dimpi. (active)

Let a cake be baked for Dimpi. (passive)

8. What is transformation of sentences?

Transform means to convert or change the appearance. To transform a sentence is to change the form of the sentence. But the meaning of the sentence must not be changed.

Examples:

Everybody knows that the Sun rises in the east.

Who does not know that the Sun rises in the east?

I shall never forget my childhood days.

Shall I ever forget my childhood days?

9. How many ways are there to transform or convert a sentence?

Generally there are five ways to transform a sentence. They are indicated below.

(i) Assertive into interrogative

Marie gave Cherie a pen. (assertive)

Did Marie give Cherie a pen? (interrogative)

(ii) Affirmative into negative

Marie is more worthy than anybody else. (affirmative)

None is more worthy than Marie. (negative)

(iii) Negative into affirmative

A good student never tells a lie. (negative)

A good student always tells (speaks) the truth. (affirmative)

(iv) Active into passive

Marie proposed to arrange a picnic. (active)

It was proposed by Marie that a picnic be arranged. (passive)

(v) Passive into active

Everybody was satisfied with Robert. (passive)

Robert satisfied everybody. (active)

In this way, many types of sentences may be transformed, such as, (i) simple into complex (ii) complex into simple (iii) simple into compound (iv) compound into simple (v) complex into compound (vi) compound into complex.

There are other ways to transform sentences, they are shown below:

(i) Simple sentences into complex by using the adverb 'too'

Examples:

The bird is too small to fly. (simple)

The bird is so small that it cannot fly. (complex)

It is not too late to plough. (simple)

It is not so late that it cannot be ploughed. (complex)

(ii) By comparing or contrasting.

Examples:

In spite of his power, he is simple. (simple)

Not only is he powerful but he is simple also. (complex)

(iii) By changing the comparison of degrees.

Examples:

Solomon was wiser than any other person in the world. (comparative)

Solomon was the wisest person in the world. (superlative)

(iv) By changing parts of speech

Examples:

He goes to bed early at night. (adverb)

He goes to bed early night. (adjective)

(v) By replacing one word by another.

Examples:

Marie cannot but feel happy for you.

Marie cannot help feeling happy for you.

Olivia is ten years old.

Olivia is in her tenth year.

Chapter-VI

Parsing, Clause Analysis and Punctuation

1. What is parsing?

Parsing means to identify the words as different parts of speech. These words keep relationship with other words in the sentence. The words of a sentence may be taken separately and said what part of speech the word belongs to and what function it is performing.

In parsing a sentence, we are to indicate the eight parts of speech separately and show the kind of each.

(i) Noun, (ii) Pronoun, (iii) Verb, (iv) Adverb, (v) Adjective, (vi) Conjunction, (vii) Interjection, (viii) Preposition.

2. Do you know how the parts of a sentence (parts of speech) may be shown in parsing?

Yes, in parsing a 'word' of a sentence, we are to show the (1) (kind of) noun (2) pronoun (3) adjective (4) verb (5) adverb (6) conjunction (7) preposition (8) interjection

3. Can you show parsing with examples of each part of a sentence?

Yes, the parts of a sentence are shown separately in the following examples of parsing.

Examples:

NOUN

Man is the architect of his own fate.

Man - common noun, third person, singular number, common gender, nominative case, subject of the verb 'is'.

Architect - common noun, third person, singular number, common gender, complement of the verb 'is'.

Fate - noun (common), third person, singular number, neuter gender, objective case, governed by the preposition 'of'.

PRONOUN

I told Marie to bring a book for me, but she brought a pen.

I - pronoun, first person, singular number, common gender, nominative case, subject to the verb 'told'.

Me - pronoun, first person, singular number, common gender, objective case, governed by the verb 'brought'.

She - pronoun, third person, singular number, feminine gender, objective case, governed by the verb 'brought'.

ADJECTIVE

The cunning fox is cleverer than the ferocious tiger.

Cunning - adjective of quality, positive degree, qualifies the noun 'fox'.

Cleverer - adjective, comparative degree, qualifies the noun 'fox'.

Ferocious - adjective, positive degree, qualifies the noun tiger.

VERB

Marie returned the pen which I gave her long back.

Returned - transitive verb, active voice, indicative mood, past tense, singular number, agrees with the subject 'Marie'.

Gave - transitive verb, indicative mood, past tense, singular number, agrees with the subject I, governs 'which' and 'I' in the subjective case.

ADVERB:

Points out the (i) kind (ii) degree of comparison (iii) relation to other words.

'Everyday, try to work sincerely'.

Everyday - adverb of time, positive degree, modifies the verb 'try'.

Sincerely - adverb of manner, positive degree, modifies the verb 'work'.

CONJUNCTION:

Gives the (i) kind and (ii) the word it joins.

Cherie and Porie are intimate friends.

And - conjunction, co-ordinate, joins the words Cherie and Porie.

PREPOSITION:

Indicates the relation to the object.

Walking alone in a jungle is a matter of fright.

In - preposition governing the subject jungle.

Of - preposition governing 'fright' in the objective case.

INTERJECTION:

In parsing, interjection points out the feeling, such as sorrow, joy, wonder, exclamation etc.

Hurrah, we won the cup.

Hurrah - interjection showing cheerfulness.

4. What is clause analysis of sentence?

Clause analysis of a sentence means to divide a sentence into two parts:

- (i) the subject and
- (ii) the predicate

5. Can you give the definition of 'subject' and 'predicate'?

Yes, they are explained below.

Subject:

The 'subject' of a sentence is either a person or a thing which

serves as the topic or theme on whom or which something is said.

Examples:

Marie gave cakes to Rinkie.

Here, 'Marie' is the subject and 'gave cakes to Rinkie' is the predicate.

The waste-papers were burnt immediately.

Here, the 'waste-papers' is subject and 'were burnt immediately' is predicate.

Predicate:

Predicate means what is said about the person or thing which constitutes the subject.

Examples:

The rich man gave me a ten-rupee note.

'gave me a ten-rupee note' is predicate. Predicate may consist of one or more words in a sentence.

Man is mortal.

Here, is mortal is the predicate.

6. What are called 'subject-word' and 'predicate word'?

(i) Subject word: The main word in the complete subject is called 'subject-word'.

Example: The little bird is crying for food. Here, the 'bird' is subject-word.

(ii) Predicate word: The predicate word may consist of many words. But the important word is the 'verb'. So, the verb is mainly said to be the predicate word.

Examples:

Mary went to her college.

Here, the main verb in the predicate is 'went'. So went can be taken to be the predicate word.

7. What is clause?

A clause is a group of words with a subject and a verb

(predicate). The clause may or may not express complete meaning. The clause which expresses complete meaning is called 'main clause' and which does not express complete meaning and is dependent on the main clause is called the 'subordinate clause'.

Example:

Marie is a good girl.

It is a main clause as there is only one verb 'is'.

Marie is a girl who is gentle.

There are two clauses in this sentence—

(a) Marie is a girl, who is gentle. There are two verbs in the sentence. Therefore, the second part of the sentence is 'subordinate' clause. Subordinate, because it is dependent on the main clause.

8. How many sentences are there having more than one clause?

There are two kinds of sentences containing more than one clause. They are called 'compound' and 'complex' sentences.

Examples:

Rosie is good and Eve is beautiful. (Compound sentence).

Two independent co-ordinate clauses conjoined by 'and'.

Marie met Cherie on her arrival after the function was over. (Complex)

This is a complex sentence with two subordinate clauses (i) on her arrival and (ii) after the function was over.

9. What are direct and indirect speeches?

There are two kinds of speeches—

(i) direct and (ii) indirect speech.

(i) **Direct speech:** A speech or a statement of a person as said by himself directly is called a direct speech.

Example:

Bink said, "I do not go home".

(ii) In **indirect speech**, we give the words in the third person with a reporting verb.

Example:

Bink said that he did not go home.

10. What is punctuation?

The word 'punctuation' came from Latin word 'punctum' which means point or mark. So, punctuation means the right use of putting points or stops or marks in writing a sentence.

11. How many points or stops or marks are there in punctuation? Name them.

There are twelve points or stops or marks in punctuation.

They are (1) comma (2) semi-colon (3) solon (4) full-stop (5) interrogation (6) exclamation (7) apostrophe (8) quotation (9) dash (10) brackets (11) hyphen (12) asterisk or star.

The marks are named below—

(1) Comma: , (2) semi-colon: ; (3) colon: : (4) full-stop: . (5) interrogation: ? (6) exclamation: ! (7) apostrophe: ' (8) quotation: " " (9) dash: - (10) brackets: () [] { } (11) hyphen: - (12) asterisk or star: *

12. Can you show the punctuation marks in sentences?

Yes. They are as follows:

(1) **Comma** - It is used between nouns and pronouns. Such as Madhu, brother of Jadu, come to me, if possible, in the morning etc.

Between words of same parts of speech, when the two are connected by 'and'. Example: men, birds and beasts select food of their own.

(2) **Semi-colon** - The semi-colon is used to indicate a longer pause than that indicated by a comma. Example: I hurried to Delhi to meet him; but he had already left Delhi.

(3) **Colon** - Colon generally indicates another sentence that follows in direct speech. Example: Marie says: "He who helps others is helped by God."

(4) **Full stop** - The full stop indicates the longest pause. Example: (i) to mark the close of a sentence - Prevention is better than cure. (ii) After abbreviations and initials such as M.A., A.D., B.C., H.E., Eve Choudhury.

(5) **Interrogation** - It is used at the end of a direct question. Example: Where does Dimpy come from?

(6) **Exclamation** - It is used for expressing emotions. Example: How wonderful that scenery was!

(7) **Apostrophe** - It is used to indicate the omission of some letter or letters (particularly in contracted forms of subjects and verbs-he'd). It is also used to indicate possession. Example: (i) that's (that is) Mary's book (book belonging to Mary). (ii) He won't (will not) do it.

(8) **Quotation** - It is used to indicate the beginning and end of the actual words used by a speaker. Example: Jewel said, "Must go home."

(9) **Dash** - to point out a sudden break. Example: I am well - I am not quite prepared.

(10) **Brackets** - To mark off an explanation. Example: (i) She gave birth to a baby after seven years of her marriage (she prayed to God). (ii) Hari was robbed of his money (rupees five hundred).

(11) **Hyphen** - A shorter line than 'dash'. It is used to join or connect the parts of a compound word. Example: man-of-honour, well-to-do, father-in-law, pick-pocket.

(12) **Asterisk** - (i) It is used in some intentionally left out words. Example: your **** friend. (ii) Among the many words used in a sentence, the important word is marked by 'star'. Example: There are many big cities in India, but the most important city is *Delhi.

Mood, Derivatives and Preposition

1. What are moods?

"Moods" means "ways" or "methods". Using a finite verb in different ways or methods is called moods in English language.

2. How many kinds of moods are there in English language? Name them.

Mainly, there are three kinds of moods in English grammar language. They are named below:

- (i) Indicative
- (ii) Imperative
- (iii) Subjunctive

Actually, the 'verb' is used in three different ways or moods

3. Can you explain the uses of moods in three different ways? Give definitions with examples.

(i) Indicative mood: Indicative mood is used for pointing out statements and questions. Example: Jeenie listens to whatever her parents says.

The verb listen points or makes a simple statement and therefore, it is called the indicative mood.

(ii) Imperative mood: Imperative mood points a 'command' or 'order' or request or advice and hence it is called an imperative mood. Example: Jeenie, listen to your parents. Here, the verb

'listen' commands or orders Jeenie. So, it is called an imperative mood.

(iii) Subjunctive mood: In subjunctive mood, the verb points out a condition and hence it is said to be a subjunctive mood.

Example: If Jeenie listens to her parents, she will be a good woman. Here, the verb is mainly used in the main clause of the sentence.

4. What are called derivatives?

Derivatives mean to get something from a source.

5. How many kinds of derivatives are there in English language?

There are two kinds of derivatives in English language. They are (i) primary derivatives and (ii) secondary derivatives.

6. Can you give the definitions of derivatives with examples?

Yes, they are explained below:

(i) Primary derivatives: It is formed by changing the body of the word. Example: thief - theft, blood - bleed, food - feed etc.

(ii) Secondary derivatives: When some letter or letters are added before or after a word, they are called secondary derivatives. Example: day - to-day, free - freedom, child - childhood, fly - fly-over etc.

7. How many classifications of preposition are there in English grammar?

Prepositions are of different kinds. Mainly, they are of seven types. They are shown below with examples.

- (i) Simple preposition: Such as, at, by, for, on, in, to etc.
- (ii) Compound preposition: Around, before, after, amidst, between etc.

(iii) Participial or gerundial preposition: excepting, considering, regarding etc.

(iv) Double preposition: from in front, from behind, from within etc.

(v) Disguising or concealing preposition: ashore, aside, asexual, amidst, amongst, beside etc.

(vi) Detached or removed preposition: which do you want for, whom do you ask for etc.

(vii) Phrasal preposition: He had succeeded on account of hard labour; he had won the prize by means of cheating etc.

8. Can you cite some important prepositions?

Yes, they are as follows:

Before, by, within, between, among, with, in, into, at, after, except, excepting, on etc.

9. What are called appropriate prepositions?

Appropriate prepositions are used after nouns, verbs and adjectives. These prepositions are supposed to be used in sentences very carefully.

10. Can you cite some appropriate prepositions alphabetically?

Yes, they are shown below:

(a) - absent from, abstain from, account for, addicted to, affection for, afraid of, ambition for, amount to, ashamed of, surprise of, absent to etc.

(b) - bent on, beware of, boast of, borrow from, burst into, base on etc.

(c) - cling to, clue to, comment on, commit to, compete with, compare with, comply with, content with, control over, confine to, cure of etc.

(d) - depend on, depend upon, derive from, desist from, de-

void of, dispose of, divide into, dream of etc.

(e) - equal to, exchange for, eager for, engage in, estimate at, exclusive of, exempt from, excuse for, expert in etc.

(f) - fond of, feed on, feel for, free from, face to etc.

(g) - greedy of, guilty of, guard against, grateful to, grasp at etc.

(h) - hopeful of, hinder from, hand over, hire from, hold on etc.

(i) - indebted to, indulge in, innocent of, inferior to, insist on, interest in, irrelevant to, impression upon, infer from etc.

(j) - jealous of, jump on, junior to, joyous of etc.

(k) - kind to, kneel down, knock at, know of, keep away, keep up, keep out etc.

(l) - lay down, lay out, lay aside, let down, let off, look about, look for, look down, look upon etc.

(m) - make for, make off, make up, make after, make out etc.

(n) - name of, none but, note down, notify for, nominate for etc.

(o) - object to, obliged of, obvious of, obtain from, order for etc.

(p) - pass on, pass away, pass over, put down, put on, put off, put in, put forth, put out etc.

(q) - qualify for, quantity of, quest for, quit from etc.

(r) - run over, run away, run down, ride on, run through etc.

(s) - see off, set out, set forth, sit for, stand up, sit down, set up, set aside etc.

(t) - take down, take off, take over, turn down, turn up, turn out, turn on etc.

(u) - ultimatum to, unable to, unaware of, undergo for, uneasy of etc.

(v) - vacation for, valid for, value of, vengeance for, veto for etc.

(w) - work at, work out, work on, work into, wake up, win

over etc.

(y) - yell at, younger to, etc.

(z) - zenith of, zone of, zoo for etc.

11. Can you cite some appropriate prepositions which are used very frequently? Cite alphabetically.

Yes, they are cited below:

(a) - abide by, akin to, absent from, abstain from, acceptable to, account from, accuse of, addicted to, adhere to, affection for, afraid of, angry with, allotted to, ambition for, ambitious of, apply to, appropriate to, absent to, attach to, avail of etc.

(b) - beware of, bent on, bow down, borrow of, borrow from, boast of etc.

(c) - capable of, caution against, commit to, comply with, confine to, conscious of, contact with, control over, cope with, cure of etc.

(d) - depend on, depend upon, deprive of, derive from, desire for, despair of, devoid of, different from, devote to, dislike to, dispose of, disqualified from, divided into, due to, desirous of, dwell on, deserving of etc.

(e) - exchange for, equal to, equivalent to, enquire of, excel in, essential to, exception to, eligible for, eager for, engage in etc.

(f) - free from, fortunate in, feed on, famous for, fond of, fruitful in, furnished with etc.

(g) - greedy of, guard against, guilty of, glad of, grateful to, grateful for, grumble at, etc.

(h) - hopeful of, handful of, hindrance to, hide out, hire for, hand over, horror of, hospitalized for, hinge on etc.

(i) - insist on, interested in, inform of, indulge in, indifferent to, incumbent on, inherent in, innocent of, intolerant of, involve in, irrelevant to, irrespective of etc.

(j) - jealous of, jump over, joyous of, jumble of, justice for, etc.

(k) - kind of, kind to, keen for, kick to, known to, known for, kneel down etc.

(l) - lack of, lapse into, look for, look into, love for, let in, leave for, lean against, lend to, long for, liable to, live in, lift up etc.

(m) - make up, majority of, mindful of, many of, march on, measure for, medium of, move to etc.

(n) - native of, nomination for, neglect of, negotiate for, notification for, nod to, necessary for, note down, negligible of etc.

(o) - objection to, obvious of, offensive of, offer for, obedient to, overdose of, overflow of etc.

(p) - put on, put up, passion for, popular with, prepare for, prevent from, proud of, preside over, prefer to, persist in etc.

(q) - quest for, qualified for, queue of, quantity of, quantum of, quit from etc.

(r) - ride on, restrict to, relieve from, refrain from, rely on, relate to, regard to, register for, regretful of etc.

(s) - sorry for, struggle with, succeed in, suffer from, superior to, subsequent to, suspect of etc.

(t) - think of, thankful to, tamper with, truthful in, take into, tender for, take over, thoughtful of etc.

(u) - Ultimatum to, unable to, uneasy of, unity of, union of, unify for etc.

(v) - veto for, variety of, valid for, valuation of, vary from, verification of, void of, vital for etc.

(w) - want of, wait for, wake up, ward off, win over, work out, wish for etc.

(y) - yearn for, yield of, etc.

If we make a sentence with 'get up' then the meaning will be 'rise'.

(a) act on: Human beings act on unity (affect); act up: Marie is trying to act up her desire (fulfil); act for: Marie always acts for others (on behalf of)

(b) bear away: Try to bear away the first prize (win); break

out: A fire may break out in the jungle (begin)

(c) do with: Marie had done with the lesson (finished); draw on: Marie had to draw on her account (withdraw); draw up: Marie had to draw up an application yesterday (draft)

(d) fall down: A boy fell down from the roof of a house (dropped); fall out: He has fallen out with his neighbor (quarrel)

(e) give away: Marie gave away the prizes (distribute); give up: Marie gave up betel-nuts (abandon)

(f) hand over: The boy was handed over to his parents (gave charge); hold on: Let us hold on for future (stick to)

(g) keep up: We should keep up the name of our family (maintain)

(h) lay out: His habit is to lay out his money (invest); let out: Marie does not like to let out her house (give for rent)

(i) look after: Marie herself is to look after her children (take care); look into: Headmaster is to look into the matter (enquire)

(j) make up: Marie always makes up her study (get over); make over: The headmaster made over charges (transferred)

(k) put up: Marie has put up at a rented house for six years (live)

(l) run after: It is bad to run after money (pursue)

(m) see off: Marie went to the airport to see off her friend (farewell)

(n) set out: Marie's friend set out to Calcutta (started journey)

(o) take down: Good students take down what the teachers teach (write down)

(p) turn down: The headmaster turned down the proceeding (rejected)

(q) work out: Marie is working out till midnight (go on working)

Chapter-VIII

Idioms, Phrases and Mis-spelt words

1. What are idioms? How many types of idioms are there? Give some examples.

Idiom means a group of words whose meaning cannot be predicted from the constituent words. Example: It was raining 'cats and dogs'.

Mainly, there are two types of idioms in English grammar. They are (i) verb idiom and (ii) noun idiom

(i) Verb idiom: A word taken with a verb is called a verb idiom. Example - get up

(ii) Noun idiom: One or more noun words before or after a noun word taken in a sentence is called a noun idiom. Examples - bosom-friend; apple of discord; small fries; all Greek; a lot of; well-to-do etc.

Other miscellaneous idioms are cited below.

Apple of one's eye, agree to, bad blood, bed of roses, get rid of, go astray, hold on, kith and kin, in the long run, above all, all along, all in all, all-round, all day long, as a rule, at a loss, at dead of night, at large, at par, at random, at the end, at the top of, by all means, by the time, for a while, in the eye of, in pursuance of, in full swing, in vogue, in view of, well off, on account of, on good terms, all intents and purposes etc.

2. What are phrases?

Phrases make sense but not complete sense. Phrases are

groups of words. The phrases given below as examples are combinations of verb and participle.

Example: Marie has a ring made of gold.
Delhi is a place of great importance.

3. How many kinds of phrases are there in English language?

There are two kinds of phrases. They are (i) adverb phrase and (ii) adjective phrase

Examples of adverb phrase: Marie's daughter is sitting in a corner, laughing. 'In a corner' modifies the verb sitting.

Example of adjective phrase: The phrase which does the work of adjective is called adjective phrase. In the sentence Marie has a ring made of gold.

4. Do you know that there are some phrases and clauses for which single words are used?

Yes, they are shown below alphabetically.

(i) Easy of approach	accessible
(ii) Plays for pleasure	amateur
(iii) Loud enough	audible
(iv) With double meaning	ambiguous
(v) Science of plants	botany
(vi) One hundred years	centenary
(vii) Govt. through elected representatives	democracy
(viii) Wasting money unnecessarily	extravagant
(ix) End in death	fatal
(x) Animal living on grass	herbivorous
(xi) Day of rest from labour	holiday
(xii) Post without salary	honorary
(xiii) Writings cannot be read	illegible
(xiv) Incapable of being done	impracticable
(xv) Cannot be heard	inaudible

(xvi) Cannot be corrected	incurable
(xvii) Easily kindled	inflammable
(xviii) Name written shortly	initial
(xix) Cannot be seen	invisible
(xx) Cannot be repaired	irreparable
(xxi) Cannot be reformed	incorrigible
(xxii) Unable to repay debts	insolvent
(xxiii) Able to be chosen	eligible
(xxiv) Not able to be chosen	ineligible
(xxv) Capable of being read	legible
(xxvi) Incapable of being read	illegible
(xxvii) Hand written	manuscript
(xxviii) Money making machine	mint
(xxix) Which cannot be solved	insoluble
(xxx) Cannot be explained	mystery
(xxxi) Death for belief or faith	martyr
(xxxii) Having bad reputation	notorious
(xxxiii) No longer in use	obsolete
(xxxiv) Aged above eighty	octogenarian
(xxxv) Present everywhere	Omni-present
(xxxvi) Possessing all knowledge	omniscient
(xxxvii) Unlimited power	omnipotent
(xxxviii) Hopeful of things	optimist
(xxxix) Not hopeful of things	pessimist
(xl) Creature living on another being	parasite
(xli) Inherited property from ancestors	patrimony
(xlii) Happening after death	posthumous
(xliii) Health resort for sick people	sanatorium
(xliv) Self murderer	suicide
(xlv) One who changes religion	renegade
(xlvi) That which cannot be understood	unintelligible
(xlvii) Experienced in games, war etc.	veteran
(xlviii) Doing something without order	voluntary

- (xlix) Birds and animals kept in a place zoo
(l) Subject/science on living animals zoology

5. What are mis-spelt words?

Mis-spelt words are those which are written incorrectly. Students should be carefully trained to write the spellings of words from the beginning. They should be taught the rules of spelling and then they will not write the spellings incorrectly.

6. How many rules are there to make correct spelling?

There are seven kinds of rules to make correct spellings. They are pointed out below.

- (i) When a word ends with 'l' and just before 'l', there is a single vowel than the compound word will be by double 'l' (two numbers of 'l')

Examples:

Expel - expelled / expelling
Cancel - cancelled/cancelling
travel - travelled/travelling

- (ii) Some words which end in 'll' (double l) one 'l' may be dropped when compounded. ('ll' may be before or after a word)

Examples:

all - always; all - almost; well - welfare; well - welcome; full - skilful; roll - enroll; full, fill - fulfil; full - useful etc.

- (iii) Some words are made by adding double letter when a vowel suffix is added.

Example:

put - putting;
begin - beginning;
occur - occurring;
infer - inferred;
wool - woollen;
wonderful - wonderfully etc.

- (iv) If a word ends with 'y' and preceded by a consonant, then the 'y' becomes 'i' when 'ly', 'ness', 'ed' are added as suffixes.

Examples:

Easy - easily; holy - holiness; envy - enviable; apply - applied; happy - happiness etc.

- (v) Some verbs which end in 'e' get the 'e' deleted when the 'ing' suffix is used.

Examples:

Bite - biting; write - writing; issue - issuing; move - moving; prove - proving etc.

- (vi) Some words ending with 'ee' and 'ye' do not get their 'ee' and 'ye' dropped before suffixes.

Examples:

Agree - agreeable; dye - dyeing etc.

- (vii) Some words which end with 'f' get the 'f' transformed to 've' when the noun is changed into verb.

Examples:

Belief - believe; grief - grieve; relief - relieve; thief - thief etc.

7. Some words are there in English language which bear almost the same pronunciation but meanings are different. Give examples of them.

Accept - except; by - bye; birth - berth; come - calm; dear - deer; there - their; eligible - illegible; fool - full; gate - get; itch - each; jail - jell; keen - kin; live - leave; lose - loose; meet - meat; meal - mill; neat - knit; night - knight; no - know; odd - ode; own - won; peace - piece; quite - quiet; red - read (in past tense); rain - reign; refuse - refuge; sale - sail; some - sum; tusk - task; thing - think; unable - enable; vacation - vocation; very - vary; we - wee; wild - weld; weak - week/wick; warm - worm; wet - weight; yolk - yoke; year - ear

Accent, Multiple functions of the Parts of Speech and Common Errors

1. What is accent?

Accent means stress or emphasis on a particular word or letter. But all the words in a sentence or all the syllables of a word are not equally or uniformly stressed.

2. Where are stresses or accents given?

(i) Generally, words with two or more syllables are accented. Example: river, country, marriage. The first syllable in these words is accented.

(ii) Nouns and adjectives having two syllables are accented. When the word is a noun, the accent is used in the first syllable. Example: (a) August (noun), (b) when the word is adjective the second syllable is accented, August (dignified, adj.), expert (noun), expert (adj.)

(iii) 'Adjective-verb', 'noun-verb'; when a word of two syllables is used as an 'adjective', the accent is used in the first syllable and when it is a 'verb', the accent is used in the second syllable. Examples: perfect (adj), perfect (verb).

(iv) When a two syllabic word is used as a noun, the accent/stress is used in the first syllable. Example: compound (n), compound (v).

There are many words as noun-adjective, adjective-verb,

noun-verb in the English language. So, the accent or stress is to be observed as per the rules cited above.

3. Do you know how to make (i) verbs from nouns, (ii) nouns from verbs, (iii) nouns from adjectives, (iv) verbs from adjectives?

Yes, they are shown below:

(i) Verbs from nouns:

- a. Act - enact
- b. Advice - advise
- c. Bath - bathe
- d. Bed - embed
- e. Bliss - bless
- f. Blood - bleed
- g. Camp - encamp
- h. Cage - encage
- i. Cloth - clothe
- j. Danger - endanger
- k. Fame - defame
- l. Food - feed
- m. Fool - befool
- n. Gold - gild
- o. Hand - handle
- p. Head - behead
- q. Joy - enjoy
- r. Query - enquiry
- s. Slave - enslave
- t. Thief - thieve
- u. Vapour - evaporate
- v. White - whiten

(ii) Nouns from verbs:

- a. Attend - attendance
- b. Accept - acceptance

- c. Behave - behavior
- d. Conquer - conquest
- e. Choose - choice
- f. Deceive - deceit/deception
- g. Deny - denial
- h. Enter - entrance
- i. Fail - failure
- j. Fly - flight
- k. Grow - growth
- l. Rely - reliance
- m. Move - movement
- n. Oblige - obligation
- o. Pass - passage
- p. Satisfy - satisfaction
- q. Sell - sale
- r. Sit - seat
- s. Succeed - success
- t. Try - trial
- u. Unite - unity / union
- v. Vary - variation / variance

(iii) Nouns from adjectives:

- a. Accurate - accuracy
- b. Brief - brevity
- c. Certain - certainty
- d. Deep - depth
- e. Fertile - fertility
- f. Grave - gravity
- g. Hot - heat
- h. Just - justice
- i. Kind - kindness
- j. Long - length
- k. Pious - piety
- l. Quantitative - quantity

- m. Rigid - rigidity
- n. Red - reddish
- o. Secret - secrecy
- p. Stupid - stupidity
- q. True - truth
- r. Urgent - urgency
- s. Vain - vanity
- t. Wise - wisdom
- u. Young - youth
- v. Youthful - youthfulness

(iv) Adjectives from nouns:

- a. Asia - Asiatic/Asian
- b. India - Indian
- c. Brother - brotherly
- d. Body - bodily
- e. Child - childish/childlike
- f. Day - daily
- g. Fame - famous
- h. Month - monthly
- i. God - godly
- j. Heaven - heavenly
- k. Ignorance - ignorant
- l. Luxury - luxurious/luxuriant
- m. School - scholastic
- n. Palace - palatial
- o. People - popular
- p. Pride - proud
- q. Red - reddish
- r. Sun - sunny/solar
- s. Voice - vocal
- t. Egg - oval
- u. Youth - youthful

(v) Verbs from adjectives:

- a. Able - enable
- b. Bold - embolden
- c. Civil - civilize
- d. Clean - cleanse
- e. Fine - refine
- f. Full - fill
- g. Dear - endear
- h. Fertile - fertilize
- i. Popular - popularize
- j. Hard - harden
- k. Just - justify
- l. Public - publish
- m. Pure - purify
- n. Rich - enrich
- o. Strong - strengthen
- p. Sure - ensure
- q. Sweet - sweeten
- r. Thick - thicken
- s. White - whiten
- t. Wide - widen

(vi) Latin adjectives from nouns:

- a. Blood - sanguine
- b. Body - corporal
- c. Boy - puerile
- d. Cat - feline
- e. City - civic
- f. Country - rural
- g. Town - urban
- h. Daughter/son - filial
- i. Day - diurnal
- j. Death - mortal
- k. Dog - canine

- l. Earth - terrestrial
- m. East - oriental
- n. Eye - ocular
- o. Father - paternal
- p. Mother - maternal
- q. Flesh - carnal
- r. God - divine
- s. Hand - manual
- t. Sky - ethereal
- u. Village - rural
- v. Water - aquatic
- w. West - occidental
- x. Word - verbal
- y. Year - annual
- z. Youth - juvenile

4. What are common errors?

Common error means the breaking of the general rules of grammar. Hence, students are to minutely observe and notice the sentence in order to detect wrong usage of the rules of grammar.

5. Can you cite some examples of common errors in English grammar/language?

Yes, they are cited below with the correct word of the sentences in brackets.

(i) Common errors under nouns:

- a. The range of mountains are visible during clear weather (is)
- b. Neither of the boys were present (was).
- c. Two females are going to the market (women).
- d. The poetry is very interesting (poem).
- e. Neither of the two boys are brilliant (is).
- f. There is no place for the girl (room).

(ii) Common errors under numbers:

- a. Everybody should be a man of words (word).
- b. Jeenie packed her luggages (luggage).
- c. Taneesha, aged four years, knows the alphabets (alphabet).
- d. Marie saw the sceneries of Kaziranga (scenery).
- e. Two-third of the work is done (two-thirds).
- f. Rosie is an expert in mathematic (mathematics).

(iii) Common errors under pronouns:

- a. Neither of the books were read (was).
- b. Two brothers quarrel with one another (each other).
- c. Each boy and girl of this place go to school (goes).

N.B.: each, every, everybody, nobody, none, anybody etc. are always used in singular number.

(iv) Common errors under adjectives:

- a. Marie's daughter is sick (ill).
- b. His mathematics knowledge is rich (knowledge of mathematics).
- c. I have a little amount of money (small).

(v) Under verbs:

- a. Marie talks Hindi well (speaks).
- b. The boy always speaks a lie (tells).
- c. Preeti says her daughter to study (tells, asks).

(vi) Errors under articles:

- a. Cherie goes to the school (omit 'the').
- b. What kind of a girl is Cherie? (omit 'a')
- c. Always speak truth (the truth).
- d. Jadu asks for an alms (omit 'an').
- e. Marie calls him fool (a fool).
- f. Five rupees and half (a half).

(vii) Common errors under comparison:

- a. Hari is older brother of Jadu (elder).
- b. Madhukar is the eldest man in the village (oldest).

- c. Marie is senior than Preeti (to)
- d. Cherie is fairer than anybody (anybody else)
- e. The scenery is most unique (omit 'most').

(viii) Common errors under voice:

- a. All of the enemies were died (omit 'were').
- b. The student is adhered to his lesson (adheres)
- c. No bad will be result from the teaching (will result)

(ix) Common errors in gerund:

- a. Marie preferred to write than to read (writing to reading)
- b. Cherie could not help to shed tears (help shedding)
- c. Marie rebukes instead of helps (helping)

(x) Common errors under adverb, preposition, conjunction:

- a. It is too hot today (very).
- b. Ram saw me long before (ago).
- c. Hari worked hardly to succeed (hard).
- d. Jadu is suffering from fever since ten days (has been/for).
- e. When Jewel has come, he must meet me (since).

6. Are there any common errors in constructing sentences?

Yes, there are many errors in constructing sentences, which are as shown below:

(i) Unnecessary words:

- a. Cherie feels herself warm (omit herself).
- b. The car ran out of my sight (omit my).
- c. Marie is busy in writing (omit in).
- d. Keep yourself away from him (omit yourself).
- e. Jaipur is called as Pink City of Rajasthan (omit as).
- f. Ram is appointed as President (omit as).
- g. The reason of her silence is due to her illness (her silence is due to her illness / the reason of her silence is illness)

(ii) Misplacement of words:

- a. Marie gave to Cherie a cake. (Marie gave Cherie a cake or Marie gave a cake to Cherie)
- b. Give Rinkie a fresh bottle of juice. (Give Cherie a bottle of fresh fruit juice)
- c. What fruits there are in the basket? (What fruits are there in the basket?)

Chapter-X

**Miscellaneous
(Ordinal and Cardinal Numbers etc)**

1. What are (i) cardinal and (ii) ordinal numbers?

Cardinal numbers: "Cardinal" means chief or most important. Cardinal numbers means the whole numbers, such 1, 2, 3, 4, 5 etc.

Ordinal numbers: "Ordinal" means position in a series or lineage. Ordinal numbers mean defining or showing positions, such as, 1st, 2nd, 3rd etc. or first, second, third etc.

2. What are called antonyms?

Antonym means 'opposite' to another word.

3. Can you cite some antonym words alphabetically?

Yes, they are cited below:

Accept - reject; above - below; affirm - deny; agree - differ; ample - scanty; arrive - depart; bad - good; beautiful - ugly; blunt - sharp; bold - timid; care - neglect; cold - hot; defeat - victory; defend - offend; difficult - easy; early - late; entrance - exit; failure - success; false - true; freedom - slavery; happy - sorry; hard - soft; haste - delay; rich - poor; real - fictitious; lend - borrow; modern - ancient; natural - artificial; particular - general; present - absent; punish - reward; safe - dangerous; superior - inferior; violent - gentle; win - lose; written - verbal/oral

4. What are diminutives?

Diminutive means smallness or words for small specimens.

5. Can you cite some diminutives?

Yes, they are cited below:

Ankle - anklet; arm - armlet; art - article; book - booklet; bird - birdie; city - citadel; cock - chicken; corn - kernel; duck - duckling; cat - kitten; home - hamlet; lamb - lambkin; leaf - leaflet; mole - molecule; nose - nozzle; part - particle; goose - gosling; hill - hillock; ring - ringlet; river - rivulet; seat - saddle; stream - streamlet; table - tablet; weak - weakling

6. Can you name some Latin adjectives from nouns?

Where have they come from?

Yes, Latin adjectives mean the adjectives originating in Latin America, some parts of central and South America. In those parts of central and South America, the people of Spain and Portugal lived.

A few Latin adjectives from nouns are cited below:

Ear - aural; earth - terrestrial; east - oriental; egg - oval; father - paternal; flesh - carnal; god - divine; hair - capillary; heart - cordial; hell - infernal; home - domestic; husband - conjugal; king - loyal/royal; law - legal; life - vital; man - human; marriage - nuptial; money - pecuniary; night - nocturnal; nose - nasal; place - local; sea - marine; sheep - ovine

7. What are called abbreviations?

Abbreviation means the shortest form of a word. These systems of writing words consume less time. Hence, some words are written in short forms.

8. Cite some examples of abbreviations alphabetically.

(i) By 'A'

- a. A.D. - Anno Domini (Latin, year of Lord Christ)
- b. adv. - advertisement
- c. AN - afternoon
- d. A.M. - Ante Meridiem (Latin, before noon)

(ii) By 'B'

- a. B.C. - Before Christ
- b. B.G. - Broad Gauge
- c. B.A. - Bachelor of Arts
- d. B.Sc. - Bachelor of Science
- e. B.B.C. - British Broadcasting Corporation
- f. B.L. - Bachelor of Laws
- g. B.C.L. - Bachelor of Civil Laws

(iii) By 'C'

- a. C.O. - Carry Over / Care of
- b. C.P.M. - Communist Party of India (Marxist)
- c. C.P.I. - Communist Party of India
- d. C.S.I.R. - Council of Scientific and Industrial Research

(iv) By 'D'

- a. D.O. - Demi Official
- b. D.D.O. - Drawing and Disbursing Officer
- c. D.O. - Drawing / Disbursing Officer
- d. D.M. - District Magistrate
- e. D.I.P.R. - Director of Information and Public Relations

(v) By 'E'

- a. e.g. - *exempli gratia* (Latin, for example)
- b. ECAFE - Economic Commission for Asia and Far East
- c. E.C. - European Community
- d. Esp. - Especially

(vi) By 'F'

- a. F.A.O. - Food and Agricultural Organization / Finance and Accounts Officer
- b. F.R.S. - Fellow of the Royal Society
- c. F.R. - Fundamental Rules

- d. F.O.R. - Free On Rail
- e. F.R.C.S. - Fellow of the Royal College of Surgeons

(vii) By 'G'

- a. G.M.T. - Greenwich Mean Time
- b. G.P.O. - General Post Office
- c. G.O.C. - General Officer Commanding
- d. Govt. - government

(viii) By 'H'

- a. H.O. - Head Office
- b. H.P. - Horse Power
- c. Hon. - Honorary

(ix) By 'I'

- a. I.N.A. - Indian National Army
- b. I.A. - Intermediate of Arts
- c. I.Q. - Intelligence Quotient
- d. I.E. - Id Est (Latin, that is)
- e. I.P.S. - Indian Police Service
- f. I.A.S. - Indian Administrative Service

(x) By 'J'

- a. J.C.O. - Junior Commissioned Officer
- b. J.P. - Justice of Peace

(xi) By 'K'

- a. Kg. - Kilogram
- b. K.G.B. - Secret Police of the erstwhile USSR
- c. K.P.H. - Kilometers Per Hour
- d. K.V. - Kilo Volt
- e. K.W. - Kilo Watts

(xii) By 'L'

- a. L.L.B. - Bachelor of Law
- b. L.L.M. - Master of Law

(xiii) By 'M'

- a. M.A. - Master of Arts
- b. M.Sc. - Master of Science

- c. M.Com - Master of Commerce

(xiv) By 'N'

- a. NATO - North Atlantic Treaty Organization
- b. N.F. - Northern Frontier
- c. NFR - North Frontier Railways
- d. NEFR - North East Frontier Railways
- e. N.B. - Nota Bene (Latin, note well)
- f. N.G.O. - Non Government Organization
- g. N.C.C. - National Cadet Corps

(xv) By 'O'

- a. ONGC - Oil and Natural Gas Commission
- b. OAP - Old Age Pensioner
- c. OK - All Correct (Okay)
- d. OPEC - Organization of Petroleum Exporting Countries

(xvi) By 'P'

- a. P.W.D. - Public Works Department
- b. P.T.O. - Please Turn Over
- c. P.R.O. - Public Relations Officer
- d. Ph.D. - Doctor of Philosophy
- e. P.M. - Post Meridiem / Prime Minister
- f. P.O. - Post Office
- g. P.M.G. - Post Master General

Chapter-XI

Rhetoric and Prosody

1. What is Rhetoric and Prosody?

Rhetoric originally meant the art of using language so as to persuade or influence the audience. The Greek term *rhetorike* meant the technical art of a rhetor i.e. an orator or a public speaker. Gradually, it came to mean the art or science of using words effectively in both speaking and writing. Now, it means the art of elegant and effective literary composition in both prose and verse, including the use of figures of speech.

Prosody means 'the study of verse forms' and 'poetic meters'. The word 'prosody' is derived from the Greek word 'prosodia' which means tone or accent or song sung to music. It also means the systematic study of versification including that of metrical structure, rhyme and stanza. The main purpose of Prosody, however, is to treat of the laws or principles that govern the structure of verses or lines of poetry.

Rhetoric examples: The camel walks like a ship. The camel is the ship of the desert. The second sentence, it is noticed, is more impressive than the first sentence.

2. How many different kinds of figures of speech are there in English rhetoric?

There are seven kinds of figures of speech in English rhetoric. They are:

- (i) Figures based on similarity
- (ii) Figures based on imagination

- (iii) Figures based on indirectness
- (iv) Figures based on contrast
- (v) Figures based on connection
- (vi) Figures based on construction
- (vii) Figures based on sound

Figures based on similarity:

There are two types of similarity such as, (a) simile and (b) metaphor.

(a) Simile: It is a comparison between two persons or things brought about by the use of words like 'like' and 'as'. It is an indirect comparison.

Example: Olivia is as red as a rose.

(b) Metaphor: It is also a comparison but the comparison is direct.

Example: Bir Chilarai was a tiger in the battlefield.

Figures based on imagination:

It has three kinds such as (a) personification, (b) metaphor and (c) hyperbole

(a) Personification: It has reference to non-living things.

Example: The River dances while it flows.

(b) Metaphor: It also has reference to lifeless things but the comparison is made as though they are living beings.

Example: The angry cyclone, smiling flowers etc.

(c) Hyperbole: It is an exaggeration of the actual figure, number etc.

Example: 'Ten thousand daffodils saw I at a glance,
Tossing their heads in sprightly dance'.

Figures based on indirectness:

- (a) *Jadu* prepared all questions but he failed. (irony)
- (b) He is a very gentle man but with a bad character. (satire)

- (c) He has left the world for ever. (euphemism)

Figures based on contrast:

Contrasting two unlike ideas:

- (a) Man proposes but God disposes. (anti-thesis)
 (b) Jadu is regularly irregular. (oxymoron)
 (c) It is seen as absurd and proved to be true.

Examples: (a) Child is the future citizen. (b) Necessity is the mother of invention.

These are examples of paradox (seems contradictory but true)

- (d) It ascends from the lowest to the highest.

Example: He tried, he worked and succeeded; He came, he saw and he conquered (climax)

Figures based on connection:

Changing of name for which a thing is called.

Examples:

- (a) Marie is fond of Raghunath Choudhury (Raghunath's poems)
 (b) Marie was dressed in cotton (cotton clothes)
 It is meant a thing or name which is substituted by another (synecdoche)

Figures based on construction:

It relates to non-living things.

Examples: The flowers dances (personification)

Figures based on sound:

It is an indirect hint.

Example: (a) Jadu never goes to school, because he hopes to be a farmer. (it is called insinuation or point of art)

Prosody: Verse form or poetic meter. Technical issues in po-

etry like rhyme-scheme, meter, foot etc are basically dealt with in prosody.

Example:

- (a) Twinkle twinkle little star, (a)
 How I wonder what you are (a)
 Up above the world so high (b)
 Like a diamond in the sky (b)
 Rhyme scheme-aabb
 (b) Touch her not scornfully,
 Think of her mournfully
 (c) Charge for the guns he said
 Into the valley of Death

Chapter-XII

Letter Writing, Essay Writing, Précis, Rent, Mortgage Deed, F.I.R. etc

1. What is application?

Application is a kind of letter asking for a thing. This kind of letter applying for employment/job should contain the following points.

(i) Introduction: as to whether the applicant is requesting or asking the thing as per the thing which is not advertised.

(ii) Bio-data

(iii) Conclusion:

This kind of letter which is called 'application' is just like a business letter.

2. Do you know how to write an application for a post or some other thing? Show the style.

Yes, the style is shown below:

(i) Firstly, to address the advertiser or head of the department.

To

The _____
Place _____ dt. _____

Subject _____

Sir,

In response to your advertisement in _____ for the post

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of _____ dt. _____, I beg to offer my candidature for the same,

My bio-data are given below:

a) Name: ...

b) Educational qualification: ...

c) Address: ...

d) Other qualification: ...

e) Experience: ...

f) Copies of testimonials: ...

Conclusion: If I get the job, I shall do my best to your satisfaction.

Enclosures:

Yours faithfully,

Name:

Detailed address:

3. What is letter writing?

When a person cannot meet a person who lives far away from him, the person may wish to talk to him.

Then the person writes what he wants to say. This kind of writing is called a letter. Then the person who receives the letter/message reads it minutely. A letter takes the place of the talking.

4. How many kinds of letters are there?

There are three kinds of letters. They are (i) personal letter, (ii) business letter and (iii) official letter.

5. What contents does a letter carry?

A letter generally must contain the following points. (i) Clarity (ii) free from error (iii) correct spelling (iv) coherently ordered in a sequence.

6. How many parts are there in a letter?

Generally, a letter has five parts. They are (i) heading (ii) salutation (iii) subject matter (iv) conclusion and (v) signature of the writer

7. Can you indicate/show the details under five heads of a letter?

Yes, they are as shown below:

(i) Heading: writer's address and date at the right hand side of the top of the letter.

(ii) Salutation: in personal or private letter, it may be 'my dear', 'dear' etc. at the top of the letter on the left side. In business letter 'dear sir', 'Messrs' etc.

(iii) Subject matter: (a) This is the main part of the letter. (b) Simple language should be used. (c) Long letters may be divided into paragraphs. But in business letters, the contents should be brief.

(iv) Conclusion: At the end, there should be a greeting such as 'your loving son/daughter', 'yours affectionately' etc.

In business letters, it should be as 'yours truly', 'yours faithfully' etc.

(v) Signature: Name or signature at the end on the right-hand side at the bottom. Also the full address.

On the envelope, the name and address of the writer should be written on the left hand-side (bottom).

To address the recipient/receiver, the name and full address is to be written on the envelope starting with the word 'To'

8. Can you show a specimen of a letter?

Yes, the specimen is shown below:

Example: To father, asking for new dress during "Puja".

(1) Heading:

Address of the writer

(2) Salutation:

date.....

My dear father,

(3) Subject-Matter:

I want a new dress during Puja. Please send me the same by V.P.P. (Value Payable Post). I want you to do that for me because

I won't be able to go home during Puja because of my exams. I will stay back in the hostel.

(4) Conclusion: Anticipating the same. Please convey my love and regards to Ma and my dear sister Dimpi.

(5) Signature:

Yours affectionately,

Name:

Address

9. What is essay-writing?

Essay writing is a composition of prose. There must be some paragraphs in writing an essay. The paragraphs on a particular topic taken together are called the essay.

10. Do you know how to write an essay?

Yes, I know and the points are shown below:

(i) Choice of a topic

(ii) Idea of the subject (essay)

(iii) Development of the idea

(iv) Using simple words

(v) Not to use 'I', 'we', 'you'

(vi) Revision

11. How many kinds of essays are there?

Generally, essays are of three kinds such as (a) descriptive (b) narrative (c) reflexive

12. Can you indicate the points of writing essays of the three kinds?

Yes, they are shown below:

(1) Descriptive essays: (a) Situation (place or name of the subject) (b) facts (c) conclusion etc. In case of animals: (a) description, (b) shape, size, colour etc. (c) where found (d) nature (e) habits (f) usefulness (g) conclusion

(2) Narrative essays: (a) Event (b) place (c) general description (d) effects or consequences, if any (e) ending; it is a subject

of thought and comment. Example: The life of a person: (a) date and place of birth (b) early life (c) education (d) profession (e) service to mankind (f) death (g) ending (influence on mankind/others)

(3) Reflexive essays: It consists of thoughts on a topic. Such essays are basically the reflections/thoughts of the writer. Examples of topics for reflexive essays: punctuality, discipline, perseverance etc. (Definitions are not necessary; the only important point is to develop the idea and logically take it to a conclusion). Suppose, one is writing about 'discipline', then the following need to be stated: (i) it is a kind of training in orderliness, obedience, co-operation etc. (ii) in all kinds of collective and individual work such as at home, in school, games, office work etc. without discipline, one cannot succeed or achieve anything. Examples are to be given in the conclusion.

13. Mention some points for essay writing.

(i) To write an essay, one is to read books on different subjects. It increases knowledge and information and sharpens the thought process.

(ii) One must constantly observe many things such as people, scenery, trees, flowers, hills, animals, birds, great men and read the lives of great people.

(iii) Listen to conversations of great men; discuss various subjects with friends and elders.

(iv) One is to get a clear idea of the subject either by reading or hearing or experiencing.

(v) One is to think over the subject. One is to gather in one's mind the idea, facts, illustrations pertaining to the subject.

(vi) Finally, the points must be arranged systematically. Unnecessary or irrelevant points must be avoided.

14. What is called comprehension?

'Comprehend' means understand and comprehension means understanding.

Reading a passage and answering questions related to the passage is called 'comprehension'.

In comprehension, a passage is given to be read and properly understood. A few questions related to the passage are given. One is to answer the questions.

N.B.: The passage is to be read minutely at least three times. Then the points of the questions will be clear.

15. What is called 'substance-writing'?

'Substance-writing' means 'short' or 'brief' writing, pertaining to a passage.

But in a poem, the substance may be longer than the poem. There may be more words in the substance of the poem than the poem itself. So, the substance may be longer and more expanded than the poem.

16. Do you know how to write a substance of a passage or a poem?

Yes, the points which need to be kept in mind while writing a substance of a poem are as shown below:

(i) Substance of a passage:

a. Read the passage twice or thrice carefully and think about the subject matter.

b. Look first at the central idea, then the other related subsidiary ideas.

c. Avoid unnecessary details.

d. Write in your own words.

e. Avoid writing I, we, you in the answer.

f. Write in indirect speech.

g. Use marks of punctuation carefully. (Particularly, while quoting lines from the passage or poem.)

h. Add a suitable title.

(ii) **Substance of a poem:** In substance writing of a poem, the substance is always longer than the original verse. In sub-

stance writing of poem, the subject matter is compact.

Read the poem minutely and begin to write.

17. What is expansion of thought or idea?

Expansion of thought or idea is to expand, broaden or amplify a sentence containing an important thought.

Example: A little learning is a dangerous thing.

The meaning of this sentence is that a man who has acquired a little knowledge of a subject or a thing shows or pretends to know everything and better than others. Actually, this type of man does not want to learn from other learned people, because he always thinks that he knows better or more.

But a learned man always thinks that many people are there in the world who would know much more than him.

In this way, it can be shown that an important sentence contains many ideas. You are to think about the idea first and then expand/broaden it into a passage.

18. What is précis-writing?

Précis-writing means summary writing. Actually, the word précis is a French word. The meaning of the word is precise or exact.

The precise and definite meaning of a passage is supposed to be written. It is very useful in practical life. A passage is given which is supposed to be shortened retaining its essence in approximately one-third of the original length.

It should be free from error in terms of meaning and should have clarity. A précis is actually intended to save time for the reader who does not have the time to read the entire passage.

Begin your précis with a 'title'. The précis is to be written in the third person. It should have a logical sequence. It is to be divided into paragraphs, if necessary. Simple words and simple sentences are to be used. Unimportant ideas and 'quotations' are to be avoided.

One is to read the passage thoroughly and at least three times before writing the précis.

19. What is a notice?

Notice means 'intimation' or 'warning' or 'attention' or 'announcement'

A notice is essentially meant to let the people know about some important information.

20. How many kinds of notices are there?

There are four kinds of notices which are important; though there are some other kinds of notices besides these four.

These four kinds of notices are pointed out below:

- (i) Notice to inform
- (ii) Notice for advice
- (iii) Notice to appeal or request
- (iv) Notice to warn

21. Do you know how to write a notice?

Yes, a notice begins by any one of the following ways:

- (i) It is hereby notified or Notice is hereby given that
- (ii) It is hereby notified for general information that
- (iii) It is informed to advise or request you
- (iv) It is to be known to all that a meeting will be held on

Sometimes a notice may be written in the following style as well:

- (i) Applications are invited for
- (ii) The school/college will remain closed for
- (iii) There will be a diversion in By-lane No. 3 from today/tomorrow for repairing of the main road for 5 days,
- (iv) You are hereby informed that there will be a meeting for Durga Puja etc. on

There are some other types of notices:

- (i) Notice for public information
- (ii) Complain notice

(iii) Notice inviting tender/quotation

(iv) Notice for resolution

22. What is agreement?

Agreement means an arrangement to agree between two or more persons.

Example: Suppose, you are to let a room or house for rent.

In this respect, there may be a written document between the owner of the room or house and the person who agrees to take it on rent.

The agreement must contain the following points:

(i) Period for letting the room/house

(ii) Rent is to be fixed

(iii) When the owner requires the room/house on expiry of the period, he is to serve a notice before one month to vacate it.

(iv) If the person who takes the room/house wishes to vacate before the expiry of the period, then he will have to pay the rent for the remaining period.

23. What is tender or quotation?

Tender or quotation means formal offer to supply goods or carry out works at a price/rates which is fixed by the authority extending the tender/quotation.

24. What is a 'Tender-Board' or a 'Purchase-Board'?

A tender-board or a purchase-board means a board to decide/discuss about the goods/things to purchase and works to be done or carried out. There must be a chairman and three or four persons as members in the board.

25. What is Resolution?

Resolution means a formal statement of a committee.

26. What is supply order or work order?

A supply order means to order/request to make the thing/goods available within a fixed period. And the work-order means

to request or order to carry out the work and complete it within a fixed period.

27. What is called a 'delivery challan'?

A delivery challan means to indicate/note the items of goods/things and then to take it to the addressee/orderer.

28. What is called cash memo?

Cash memo means a slip or paper issued to the purchaser inserting/indicating the price of articles/goods.

29. What is a stock register?

The register in which the articles purchased are entered and serial numbers are given is known as a stock register.

30. What is a sale deed?

Sale deed means the sale of a thing by a person to another, done in writing.

Example: Suppose, you are willing to sell something (living or non-living) then you are to give a paper in writing to the purchaser. You are to give your full address and the description of the thing you have sold.

On the other hand, you are to give the full address of the purchaser. And you are to mention the price of the thing.

31. What is a F.I.R.?

F.I.R. means First Information Report. An incident of anything stolen, lost or burnt that has occurred or a quarrel, murder or rape that has taken place informed or reported to the police station first is technically known as an F.I.R. The police personnel will subsequently enquire into the matter to unravel the truth or veracity of the report and accordingly try to solve the case. One is to submit an F.I.R. within twenty-four hours of the occurrence of the event/incident.

32. What is a Mortgage Deed?

A mortgage deed means taking loan in cash or kind for a piece of property given to a person/persons/bank etc for a par-

ticular period.

33. What is a Memo/Memorandum?

Memo/Memorandum means the writing of something somewhat like a letter for future use and it is basically used as a reminder so that the person to whom the memo is issued will be reminded of his/her task.

34. What is a Bond?

Bond means bindings issued by a government, company or organization.

In a particular kind of bond, there is a binding that money is lent which will be repaid later after a fixed period of time.

35. What is a Warrant?

A warrant means a written authorization for justifying an action. It means a proof or guarantee.

36. What is a summons?

A summons means sending an order to a person to appear in a court of law. It is also said as written order to appear. It is to be signed by a Magistrate of the Court.

37. What is an Affidavit?

Affidavit means written statement of oath to be true.

38. What is a Minutes of a meeting?

Minutes means small summary of a meeting or assembly. It contains the proceedings or records.

It is just like the one-sixtieth of an hour. That means very precise or small.

39. What is a Power of Attorney?

A power of attorney means a person appointed to act on behalf of another person in some business or legal matters.

40. What is a purchase board?

A purchase board means a board (assembly) of some persons

in a government department or any other organization. This board is to decide whether the goods/articles are to be purchased as required.

41. What is supply order?

A supply order means an order in writing to a firm or seller/supplier to supply/furnish goods or articles within a fixed period.

42. What is A.P.R. or Actual Payee's Receipt?

An APR or Actual Payee's Receipt means a slip/paper written by a person who receives the amount of money for supply of articles or works done by him.

43. What is Stock Register?

A stock register means a register wherein the articles received from suppliers or articles available in an office or organization are entered.

44. What is issue register?

Issue register means a register where the record of the articles issued/given to somebody is kept.

45. What is dispatch register?

Dispatch register means the register wherein the letters sent to persons/offices are entered. It is an important register where the records of sending letters are entered.

46. What is house rent?

A house rent means a periodical payment for use of a house/room etc. Actually, the house rent is to be fixed by PWD Engineers on the basis of schedule of rates. The cost of the room or house is to be calculated and the rent fixed accordingly.

Maxims, Explanation, Charge Sheet etc

1. What is maxim?

A maxim means a quotation which contains a general truth.

2. Do you know some maxims or quotations? If so, write some important quotations or maxims.

Yes, they are as cited below:

- (1) Man is by nature a political animal. (Aristotle).
- (2) Conduct is three-fourths of our life and is the largest concern. (Mathew Arnold).
- (3) Silence is the virtue of fools. (Francis Bacon).
- (4) Cure the disease and kill the patient. (Francis Bacon).
- (5) The remedy is worse than the disease. (Francis Bacon).
- (6) Opportunity makes a thief. (Francis Bacon).
- (7) Age is deformed, youth unkind. (Thomas Bastard).
- (8) When the wine is in, the wit is out. (Thomas Bacon).
- (9) A wise son makes a glad father, but a foolish son is the heaviness of his mother. (Bible).
- (10) A virtuous woman is a crown to her husband. (Bible).
- (11) A sleep of a laboring man is sweet. (Bible).
- (12) A living dog is better than a dead lion. (Bible).
- (13) Wine is as good as life to a man, if it be drunk moderately. (Bible).
- (14) No man can serve two masters at a time. (Bible).

- (15) Love your enemies, do good to them which hate you. (Bible).
- (16) The wages of sin is death. (Bible).
- (17) Evil communications corrupt good manners. (Bible).
- (18) Refuge profane and old wives' fables. (Bible).
- (19) Be not forgetful to entertain strangers. (Bible).
- (20) Faith without work is death. (Bible).
- (21) Men talk of killing time, while time quietly kills them. (Dion Bonicolt).
- (22) The mind has a thousand eyes. (F.W. Bourdillon).
- (23) Man is a noble animal, splendid in ashes and pompous in grave. (Sir Thomas Browne)
- (24) One religion is as good as another. (Robert Burton).
- (25) All tragedies are finished by death. (Byron).
- (26) No great man lives in vain. (Thomas Carlyle).
- (27) Idleness is only the refuge of weak minds. (Earl of Chesterfield).
- (28) If gold rusts, what shall iron do. (Geoffrey Chaucer).
- (29) A man is as old as he feels, a woman is as old as she looks. (Marlimer Collins).
- (30) When you have nothing to say, say nothing. (Charles Caleb Colton).
- (31) Mad dogs and Englishmen go out in the midday sun. (Noel Coward).
- (32) Genius is one percent inspiration and ninety-nine percent perspiration. (Thomas Alva Edison).
- (33) The end is where we start from. (J.S. Eliot).
- (34) Make yourself necessary to someone. (Ralf Waldo Emerson)
- (35) England is the paradise of women, purgatory of men and hell of horses. (John Floris)
- (36) History is past politics and politics is present history. (E.A. Freeman)

- (37) Man is a tool making animal. (Benjamin Franklin)
 (38) You cannot fight against the future. (W.E. Gladstone)
 (39) No young man believes he shall die. (William Hazlitt)
 (40) Everything flows and nothing stays. (Heraclitus)
 (41) Night makes no difference twist the priest and clerk.
 (Robert Herrick)
 (42) Man has his will, but woman has her way. (Oliver Wendel Holmes)
 (43) The word is the verb, and the verb is God. (Victor Hugo)
 (44) Love is like the measles - all the worse when it comes late in life. (Douglas Jerrold)
 (45) Patriotism is the last refuge of a scoundrel. (Samuel Johnson)
 (46) Nothing odd will do long. (Samuel Johnson)
 (47) Let me smile with the wise and feed with the rich.
 (Samuel Johnson)
 (48) When a man is tired of London, he is tired of life.
 (Samuel Johnson)
 (49) If you are idle, be not solitary, if you are solitary, be not idle. (Samuel Johnson)
 (50) What is written without effort is in general read without pleasure. (Samuel Johnson)
 (51) Nothing is more hopeless than a scheme of merriment.
 (Samuel Johnson)
 (52) A thing of beauty is a joy forever. (John Keats)
 (53) Heard melodies are sweet, but those unheard are sweeter. (John Keats)
 (54) Nothing to do but work, nothing to eat but food. (Benjamin Franklin)
 (55) Nothing, like something happens anywhere. (Phillip Larkin)
 (56) Never trust the artist, trust the tale. (D.H. Lawrence)
 (57) The ballot is stronger than the bullet. (Abraham Lincoln)

- (58) Peace is indivisible. (Maxim Litvinoff)
 (59) Fate keeps on happening. (Anita Loos)
 (60) Nothing can be created out of nothing. (Lucretius)
 (61) Deceive boys with toys, but men with oaths. (Lysander)
 (62) Words are men's daughters, but God's sons are things.
 (Samuel Madden)
 (63) Religion is the opium of the people. (Karl Marx)
 (64) Rulers have no authority from God to do mischief.
 (Jonathan Mayhew)
 (65) Kissing doesn't last: Cookery does. (George Meredith)
 (66) Death devours all lovely things. (Edna St. Vincent)
 (67) A good book is the precious life blood of a master spirit.
 (John Milton)
 (68) Superior people never make long visits. (Father of Marianne Moore)
 (69) The career open to talents. (Napoleon I)
 (70) Brightness falls from the air. (Thomas Nashe)
 (71) Four legs good, two legs bad. (George Orwell)
 (72) O' life is a glorious cycle of song. (Dorothy Parker)
 (73) The man who makes no mistake does not usually make anything. (Edward John Phelps)
 (74) It is education that forms the common mind. (Alexander Pope)
 (75) A little learning is a dangerous thing. (Alexander Pope)
 (76) O' woe, woe, people are born and die. (Ezra Pound)
 (77) Man is the measure of all things. (Protagoras)
 (78) Be wisely worldly, be not worldly wise. (Francis Quarles)
 (79) Man is Heaven's masterpiece. (Francis Quarles)
 (80) Any man who hates dogs and babies can't be all bad.
 (Leo C. Rosten)
 (81) Brevity is the soul of wit. (Shakespeare)
 (82) Corruption wins not more than honesty. (Shakespeare)

- (83) Cowards die many times before their deaths. (Shakespeare)
- (84) Life is as tedious as a twice told tale. (Shakespeare)
- (85) Study is like the heaven's glorious sun. (Shakespeare)
- (86) Love is blind and lovers cannot see. (Sir Walter Scott)
- (87) The greatest of evils and the worst of crime is poverty. (G.B. Shaw)
- (88) It's a woman's business to get married as soon as possible, and a man's to keep unmarried as long as he can. (G.B. Shaw)
- (89) Loved accents are soon forgotten. (P.B. Shelley)
- (90) The wealth ye find, another keeps,
The seed ye sow, another reaps,
The robes ye weave, another wears,
The guns ye forge, another bears. (P.B. Shelley)
- (91) People of the same trade seldom meet together. (Adam Smith)
- (92) Laws are like spiders web. (Solon)
- (93) The unexamined life is not worth living. (Socrates)
- (94) Times go by turns, and chances change by course. (Robert Southwell)
- (95) First requisite to success in life is to be a good animal. (Herbert Spencer)
- (96) Man dreams of fame while woman wakes to love. (Alfred Lord Tennyson)
- (97) It is better to have loved and lost than never to have loved at all. (Alfred Lord Tennyson)
- (98) Death closes all, but something ere the end. (Alfred Lord Tennyson)
- (99) Every moment dies a man, every moment one is born. (Alfred Lord Tennyson)
- (100) Man plans but God arranges. (Thomas A Kempis)
- (101) All happy families resemble one another. (Leo Tolstoy)
- (102) Love is like any other luxury. (Anthony Trollope)

- (103) Man is the only animal that blushes. (Mark Twain)
- (104) Fickle and sensible always is woman. (Virgie)
- (105) This world is a comedy to those that think, a tragedy of those that feel. (Horace Walpole)
- (106) Marriage is the waste-paper basket of the emotions. (Sidney Webb)
- (107) We think caged birds sing, when indeed they cry. (John Webster)
- (108) The truth is rarely pure, and never simple. (Oscar Wilde)
- (109) To lose one parent is a misfortune, to lose both looks like carelessness. (Oscar Wilde)
- (110) All women become like their mothers. (Oscar Wilde)
- (111) A week is a long time in politics. (Sir Harold Wilson)
- (112) A king is always a king, and a woman is always a woman. (Mary Wollstone)
- (113) A Christian is a man who feels repentance on a Sunday. (Thomas Russel Ybarra)
- (114) An aged man is but a paltry thing. (W.B. Yeats)
- (115) Be wise with speed, a fool at forty is a fool indeed. (Edward Young)
- (116) It is better to die on your feet than to live on your knees. (Edward Young)
- (117) We feel that we are greater than we know. (Wordsworth)
- (118) No good man in the world ever becomes suddenly rich. (Cyrus)
- (119) When an old person dies, a library burns. (African saying)
- (120) The prestige of a frequent-visitor, be it to any place, gradually diminishes. (Srikanta Kalita)
- (121) He that increaseth knowledge, increaseth sorrow. (Bible)

3. What is explanation?

Generally explanation means to make something clear. Whatever a man does wrongly and whenever it may be, either intentionally or out of ignorance, he is to explain the causes of his doing so.

4. What is a charge-sheet?

Charge-sheet means a sheet of paper indicating instructions of one's formal responsibility or accusation. This charge-sheet is generally issued by an authority to the employees of some offices or organizations.

5. What is dismissal order?

Dismissal order means an order by which a person or employee is sent away from his/her presence or employment.

The dismissed employee will not be able to get his/her pension or other benefits from the government/organization where he/she was working.

6. What is vocabulary?

Vocabulary means words. The words are known or used either by a person or by a group of persons.

7. Give examples of phrases that describe a group/collection of beings/objects etc.

- | | |
|---------------------------|----------------------------|
| (1) An army of soldiers. | (2) A bunch of keys. |
| (3) A bunch of bananas. | (4) A bench of judges. |
| (5) A board of directors. | (6) A bundle of sticks. |
| (7) A crowd of people. | (8) A company of soldiers. |
| (9) A couple of months. | (10) A dozen of deer. |
| (11) A flock of birds. | (12) A gang of robbers. |
| (13) A gang of dacoits. | (14) A gang of thieves. |
| (15) A galaxy of stars. | (16) A heap of sands. |
| (17) A herd of cows. | (18) A host of guests. |
| (19) A league of nations. | (20) A mass of people. |
| (21) A mob of hooligans. | (22) A nest of birdies. |
| (23) A pair of shoes. | (24) A panel of judges. |

- | | |
|--------------------------------------|--------------------------|
| (25) A regiment of soldiers. | (26) A row of flowers. |
| (27) A shower of rain, snow, stones. | (28) A stock of goods. |
| (29) A team of players. | (30) A troop of army. |
| (31) A union of employees. | (32) A volume of sounds. |
| (33) Yield of corns. | |

8. What is sound?

A sound, which is also known as speech event is a concept first formulated in the brain of the speaker. There are different speech organs which are set in motion after the linguistic codification of the concept is transmitted by the nerves. The movements of these organs set up disturbances in the air, and these sound waves are received by the listener's ear. His nervous system carries the message to the brain, where it is interpreted in linguistic terms.

9. Do you know that the sounds produced by various animals and birds are known by different names? If yes, indicate the sounds alphabetically.**Animals:**

- | | |
|------------------------|-----------------------|
| (1) Ass - bray | (2) Bear - growl |
| (3) Bull - bellow | (4) Cat - mew |
| (5) Camel - grunt | (6) Cow - mow, moo |
| (7) Donkey - bray | (8) Dog - bark |
| (9) Elephant - trumpet | (10) Fox - yelp |
| (11) Frog - croak | (12) Goat - bleat |
| (13) Hyena - howl | (14) Horse - neigh |
| (15) Hound - bay | (16) Jackal - yelp |
| (17) Lion - roar | (18) Lamb - bleat |
| (19) Leopard - yell | (20) Monkey - chatter |
| (21) Ox - bellow | (22) Owl - hoot |
| (23) Panther - howl | (24) Rhino - howl |
| (25) Sheep - grunt | (26) Rat - squeak |
| (27) Tiger - roar | (28) Snake - hiss |
| (29) Wolf - howl | |

(30) Bird - sing/twitter

- | | |
|------------------------------|------------------------|
| (30) Bird - sing/twitter | (31) Bee - buzz/hum |
| (32) Crow - crow | (33) Cock - crow |
| (34) Cricket - chirp | (35) Dove - coo |
| (36) Duck - quack | (37) Eagle - scream |
| (38) Geese - cackle | (39) Gander - cackle |
| (40) Hen - crow | (41) Kite - scream |
| (42) Owl - hoot | (43) Parrot - talk |
| (44) Pigeon - coo | (45) Peacock - scream |
| (46) Sparrow - chirp/twitter | (47) Swallow - twitter |
| (48) Vulture - caw | |

Repeat of a compound word means the repetition of the same word, sometimes with a slight modification.

Yes, they are as shown below:

- | | |
|-------------------|------------------|
| (1) Bye-bye | (2) Chit-chat |
| (3) Dilly-dally | (4) Fifty-fifty |
| (5) Goody-goody | (6) Hob-nob |
| (7) Hush-hush | (8) Knick-knack |
| (9) Hankey-pankey | (10) Namby-pamby |
| (11) Riff-raff | (12) Topsy-turvy |
| (13) Tip-top | (14) Ping-pong |
| (15) Walky-talky | (16) Zig-zag |

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The Basics of English Grammar

Distinguishing Features

General Introduction ♦ Parts of Speech ♦ Number and Narration
Gender, Participle & Gerund ♦ Tense, Voice and Transformation
of Sentences ♦ Parsing, Clause Analysis and Punctuation ♦ Mood,
Derivatives and Preposition ♦ Idioms, Phrases & Mis-spelt words
♦ Accent, Multiple functions of the Parts of Speech and Common
Errors ♦ Miscellaneous (Ordinal & Cardinal Numbers) ♦ Rhetoric
& Prosody ♦ Letter Writing, Essay Writing, Précis, Rent, Mort-
gage Deed, F.I.R. etc ♦ Maxims, Explanation, Charge Sheet etc

