

!!! ALPHABETS !!!

English is an international language. Once you learn Basic English you have opened a door on the world. For any language knowing its basic very well is important. Like Gujarati, Hindi or any other regional languages, English also has alphabets, vowels; consonants, grammar etc. so let us start with the basic English right from its roots.

ALPHABETS: There are 26 alphabets in English namely

Capital 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
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

These alphabets can be divided in to two parts;

- 1) Vowels:** A, E, I, O, U are the Vowels. We don't have to use our mouth or block our throat while pronouncing these alphabets. It comes directly from the vocal cords.
- 2) Consonants:** Other than A, E, I, O, U are known as consonants while pronouncing these words we have to block our throat and use our mouth accordingly.

EXERCISE 1: UNDER LINE THE VOWELS IN THE FOLLOWING WORDS:

Sai	Computer	Laptop
Elephant	Keyboards	Televisions
Chair	Ring	Monitor
Fairy	Books	Magazine
Vision	Newspaper	Paper
Wires	File	Birds
House	Tiger	Road
Shoes	Refrigerator	Temple
Worship	Internet	Website
Boxes	Shirts	Vehicles
Sky	Earth	Air

!!! SENTENCE !!!

Look at the following groups of words:

A

not I know do her
died for Chandrashekhar nation the
fly the birds sky in
makes perfect a practice man
registration last for the tomorrow date is
Houses have I two
classroom in the students all
cricket play to like Gaurav
to bus stop house is the my near
book I read this already

B

I do not know
Chandrashekhar died for the nation
Birds fly in the sky
Practice makes a man perfect
Tomorrow is the last date for registration
I have two houses
All students are in the classroom
Gaurav likes to play cricket
My house is near to the Bus stop
I already read this book

The group of words under A do not make any sense.
The group of words under B make complete sense.

A group of words which make a complete sense is called a **Sentence**.

A sentence always begins with a capital letter and ends with a proper punctual mark. (Full stop or question mark or exclamatory mark.)

Sentence and Phrases

Look at the following words:

In the end, at home, in full swing, on the table, during the vacation, by train

All these words make sense but not like sentences, the complete sense. They are called phrases. A sentence has a verb but a phrase has no verb.

Subject and Predicate:

Every sentence consists of two parts **Subject** and **Predicate**. Look at the following sentences.

Subject	Predicate
Gaurav	was a great student
Hemangi	Sings well
Most trains	do not run in time
The beggar	was very hungry
A cow	was grazing on the farm

Subject refers to person or thing while **Predicate** describes the Subject. The name of a person or thing we talk about is called the **Subject**. What we talk about the **Subject** is called the **Predicate**.

In Imperative sentence the subject is generally left out.

Sit down
Open the window.

Types of Sentences

There are four types of sentences.

- 1) Assertive or Declarative Sentences**
- 2) Interrogative Sentences**
- 3) Imperative Sentences**
- 4) Exclamatory Sentences**

1) Assertive or Declarative Sentences

A sentence that states or declares something is called an Assertive sentence. Assertive sentences begin with noun or pronoun and end with a full stop. Assertive sentences may be affirmative or negative.

We should respect our teachers.
She is mad after money.
Cow does not eat meat.
I do not like waiting.

2) Interrogative Sentences

A sentence that asks a question is called an Interrogative sentence. Interrogative sentences begin with question-words (Wh-words) or auxiliary verbs and end with a question mark.

Why were you absent yesterday?
When will they finish the work?
Have you seen the Somnath Temple?
Do you know him?

3) Imperative Sentences

A sentence that expresses an order, a request or advice is called an Imperative sentence. Imperative sentences begin with verbs and end with a full stop. A subject is often left out in Imperative sentences.

Stand up.
Please open the windows.
Do not waste your time.
Live and let others live.

4) Exclamatory Sentences

A sentence that expresses a sudden feeling or wish is called an exclamatory sentence. An Exclamatory mark (!) is used for exclamatory word or the sentence.

What a lovely scene!
How unlucky I am!
Alas! He is no more.
May you live long!

Exercise

Identify the types of sentence in each of the following sentences:

1. God may bless you! _____
2. Will you, please, give your mobile to me? _____
3. The moon shines at night. _____
4. Was he right? _____
5. Prevention is better than cure. _____
6. All that glitters is not gold. _____
7. Politics is a dirty game. _____
8. If only my mother were alive! _____
9. What a marvelous win! _____
10. How are you feeling now? _____
11. I am not doing anything. _____
12. Please, give me your book. _____
13. He did the work properly. _____
14. Why are you doing such work? _____
15. Who broke the window? _____
16. Let him go home. _____
17. Don't park your vehicle here. _____
18. God make the country and man made the town. _____
19. How bravely he fought! _____
20. Where do you live? _____
21. Health is certainly better than wealth. _____
22. Go and sit in your place. _____
23. How clever he is! _____
24. Did you finish your work? _____
25. Is Taj Mahal not a beautiful wonder? _____

!!! PARTS OF SPEECH !!!

Sentences are made of words. According to their nature and function in the sentence, these words are divided into eight classes which are called Parts of Speech.

1. **NOUN**
2. **PRONOUN**
3. **VERB**
4. **ADJECTIVES**
5. **ADVERB**
6. **PREPOSITION**
7. **CONJUNCTION**
8. **INTERJECTION**

1) NOUN: A Noun is a word that is used as a name of a person, place thing or quality.

for e.g.

Mathematics is a very interesting subject.

Sheep are sold cheaper than goat.

Let me buy some **vegetables**.

Hindi is our national language.

The **Ramayan** and the **Mahabharata** are the greatest epics of **India**.

2) PRONOUN: It is a word that refers to something already mentioned in a sentence or piece of text. It is used instead of nouns to avoid its repetition of the noun already referred.

for e.g.

Everyone should love **his** country.

Ankur told **his** parents that **he** would take care of **them** in their old age.

He absented **himself** from the class.

I stayed away from **my** class.

Nidhi will try **her** best to help **you**.

Mira will never allow **you** to told meeting in **her** garden.

3) VERB: It is the word describing an action. In simple terms it refers to what someone or something does.

for e.g.

Jagruti **walks** every morning.

Teacher **speaks** a golden word in his speech.

The sun **rises** in the east.

Sachin is **playing** a cricket.

The police **arrested** the thief.

Painter Ram is **painting** a photo.

4) ADJECTIVE: Word qualifying a noun or pronoun is called an adjective. It describes or provides more information about the noun or pronoun.

for e.g.

This book is **superior** to that book.

It is a **unique** book.

Lazy people are mostly **unhappy** in life.

Hard-working and **sincere** people always become **successful** in life.

Rajesh is very **popular** among the students.

- 5) ADVERB:** Adverbs are words that add information about the verb. Adverbs of manner, place and time are usually placed after the verb or object. They are often formed from the Adjectives or Noun. But they are different from Adjectives.

for e.g.

Raju was running **slowly**.

Nidhi does her work **carefully**.

Ajay ran very **fast**.

Lata Mangeshkar sings a song very **well**.

He did the job **quickly**.

- 6) PREPOSITION:** Preposition is a part of speech and it is a word used with a noun or pronoun to show its relation to some other word in a sentence.

for e.g.

My brother will come **at** Diwali.

Rajesh sir will arrive **on** Tuesday.

Radha is waiting **at** the door.

I will leave **for** Delhi today.

The sun rose **above** the horizon.

When the sun sets it goes **below** the horizon.

- 7) CONJUNCTION:** Conjunction is a word that joined two or more than two sentence or items.

for e.g.

Raj **and** Rajveer are brothers.

Either you are **or** his is to blame.

Neither Nidhi **nor** Ridhi was seen.

He worked hard **but** he failed.

He went to the doctor **because** he was ill.

- 8) INTERJECTION:** Interjections are exclamations used to express emotion, and are not parts of speech in the same sense as the words we have discussed; that is, entering into the structure of a sentence.

for e.g.

Bravo! We won the match.

Oh! It's you

Alas! The poor man lost his purse.

Exercise

Identify the parts of speech of the bold words in the following sentences.

- 1) Rajesh will come **at** Holi. _____
- 2) He went **on** arguing. _____
- 3) **Alas!** He is no more. _____
- 4) Radha never comes **in** time. _____
- 5) The **bird** was in its nest. _____
- 6) He saw me **running** towards him. _____
- 7) She came **from** London. _____
- 8) **In** summer the weather is warm. _____
- 9) **As** he was not there, I spoke to his brother. _____
- 10) The doctor **and** nurse work together. _____
- 11) **Kapil** is better than any other bowler. _____
- 12) **Man** is mortal. _____
- 13) A dog is a faithful **animal**. _____
- 14) What you say **may** be true. _____
- 15) Share these sweets **between** him and me. _____
- 16) The sun went **behind** a cloud. _____
- 17) He has received no **information** so far. _____
- 18) Birds **fly** in the sky. _____
- 19) Practice makes a **man** perfect. _____
- 20) **Physics** is a very interesting subject. _____

Use of Should/Ought to/Have to in sentence

Should and **ought to** are auxiliary verbs which are used to express obligation. They have more or less the same meaning and can be used interchangeably. They are weaker in force than must and sometimes even have a negative connotation.

I should play tonight
I ought to play tonight
He should not drink an alcohol
He ought not to drink an alcohol

Have to is used to express a strong obligation or duty. The past tense of **have to** is **had to**

I have to play tonight
He has to stop drinking an alcohol

Use of Say/tell in sentence

The words **say** and **tell** have the same meaning but differ in the way they are used.

We always use say when we give the words of a speaker directly.

He said, "I am happy to know you."

When we give the words of a speaker indirectly, we can use either say or tell. However, when we mention the person to whom the words are spoken, we must use tell. If we do not mention the person, we use say.

He said that he could not play.
He told me that he could not play.
He told John that he could not play.

We also use **tell** in some special idioms;

Tell time
Tell a lie
Tell a story
Tell the truth

Use of Can/May/Used to/Supposed to in sentence

Can indicates possibility.

I can play a cricket.
I can watch a movie.

May indicates permission.

May I come in sir?
You may leave when you are finished.
May we leave when we are finished?

Used to describes a habitual or continued action in the past.

I used to play tennis we, but I have not played in years.
I did not use to smoke, but now I do.

Supposed to indicates an obligation to fulfill some promise or expectation. The meaning is passive; the obligation arises because the subject is expected or supposed by someone else to perform the action.

Rita is supposed to arrive tomorrow.
You are not supposed to be here after five o'clock.

Use of Some/Any in sentence

We use **some** in affirmative sentence. We use any in negative sentence and in questions.

He has some friends in Jamnagar.
He does not have any friends in Jamnagar.
Does he have any friends in Jamnagar?

These uses apply to the derivatives of some and any;

I saw someone in the class room.
I did not see anyone in the class room.
Did you see anyone in the class room?

Use of A Few/Less in sentence

A few (and fewer) is used with plural nouns which can be counted. **Less** is used with singular abstract nouns and nouns which cannot be counted.

My uncle gave me a few chocolates.
He has fewer chocolates than my aunt.
We have less time than I thought we did.
I am stating to use less sugar in my tea.

Use of Much/Many/A lot of in sentence

Much is used with noncountable nouns; these nouns do not normally have plural forms.

Much tea
Much sugar
Much rain

Many is used with plural countable nouns.

Many chocolates
Many friends

A lot of is used interchangeably with much and many. A lot of is the most commonly used term of these three.

A lot of sugar
A lot of chocolates
A lot of love

Use of Too/So/Neither

We also use auxiliary verbs with **too**, **so**, **either**, and **neither** to avoid repetition. Too and So are used in affirmative sentences; either and neither are used in negative sentences.

She likes him, and I do too.
She likes him, and so do I.
She does not like him, and I do not either.
She does not like him, and neither do I.