



## !!! 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.

<b>Subject</b>	<b>Predicate</b>
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.