Part 1

What is Grammar ?

Grammar is a set of rules that help us to speak, write and understand English correctly.

Why Grammar is Important ?

- Helps us to make correct sentences
- Helps us to avoid mistakes
- Improves speaking and writing
- Makes our communication clear and effective

Basic Parts of Grammar

Parts of Speech
1. Noun
2. Pronoun
3. Adjective
4. Verb
5. Adverb
6. Preposition
7. Conjunction
8. Interjection

Tenses
- Present
- Past
- Future

Articles
- A
- An
- The

Modals
- Can
- Could
- May
- Might
- Must
- Shall
- Should
- Will
- Would

Other Important Topics
- Active & Passive Voice
- Direct & Indirect Speech
- Phrases & Clauses
- Subject – Verb Agreement
- Question Tags
- Conditionals

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Example Sentences

1. Noun : This is a book.
2. Pronoun : She is my friend.
3. Adjective : It is a beautiful day.
4. Verb : He plays cricket.
5. Adverb : She speaks softly.
6. Preposition : The cat is under the table.
7. Conjunction : I like tea and coffee.
8. Interjection : Wow! That's amazing.

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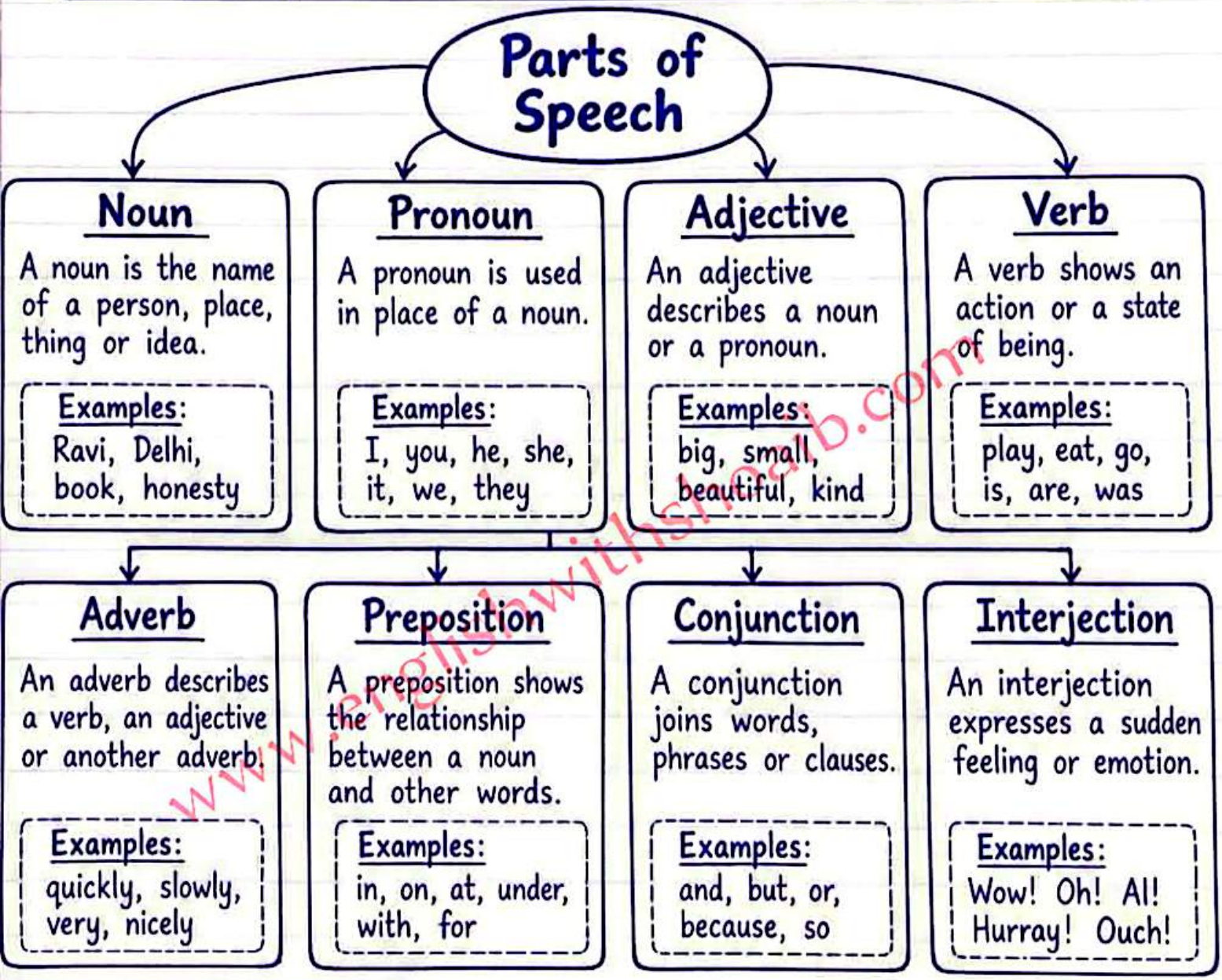
Part 2

Parts of Speech

Words in English are divided into different groups according to their work. These groups are called Parts of Speech.



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Example Sentences

1. Noun : This is a book.
2. Pronoun : She is my friend.
3. Adjective : It is a beautiful day.
4. Verb : He plays football.
5. Adverb : She speaks softly.
6. Preposition : The cat is under the table.
7. Conjunction : I like tea and coffee.
8. Interjection : Wow! That's amazing.

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Part 3

Noun and Its Types

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

Types of Nouns

1 Proper Noun

A proper noun is the specific name of a person, place or thing. It always starts with a capital letter.

Examples:
Ravi, Delhi, India, Monday

2 Common Noun

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

Examples:
boy, girl, city, country, book, day

3 Collective Noun

A collective noun is the name of a group of people, animals or things.

Examples:
team, class, family, crowd, flock, bunch

4 Material Noun

A material noun is the name of a substance or material from which things are made.

Examples:
gold, silver, water, wood, iron, cotton

5 Abstract Noun

An abstract noun is the name of a feeling, quality, state or idea. It cannot be seen or touched.

Examples:
love, honesty, courage, beauty, happiness

Example Sentences

1. Proper Noun : Ravi is my friend.
2. Common Noun : The boy is playing.
3. Collective Noun : The team won the match.
4. Material Noun : This ring is made of gold.
5. Abstract Noun : Honesty is a great quality.

Key Points

- Noun names a person, place, thing or idea.
- Proper noun always starts with a capital letter.
- Common noun is a general name.
- Collective noun shows a group.
- Material noun is a substance.
- Abstract noun is a feeling, quality or idea.

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Part 4

Pronoun and Its Types

A pronoun is a word that is used in place of a noun.

Types of Pronouns

1 Personal Pronoun

Used in place of a person or thing.

Examples:
I, you, he, she, it, we, they

2 Possessive Pronoun

Shows possession. Used in place of a noun.

Examples:
mine, yours, his, hers, its, ours, theirs

3 Reflexive Pronoun and Emphatic Pronoun

Reflexive pronoun refers back to the same subject. Emphatic pronoun is used for emphasis.

Examples:
myself, yourself, himself, herself, itself, ourselves, yourselves, themselves

4 Demonstrative Pronoun

Used to point to a particular person or thing.

Examples:
this, that, these, those

5 Interrogative Pronoun

Used to ask questions.

Examples:
who, whom, whose, what, which

6 Indefinite Pronoun

Refers to non-specific person, thing or quantity.

Examples:
someone, anyone, nobody, everyone, something, anything

7 Distributive Pronoun

Refers to people or things one by one.

Examples:
each, either, neither, everyone, none, anybody

8 Reciprocal Pronoun

Shows a mutual relationship between two or more people.

Examples:
each other, one another

Example Sentences

1. Personal Pronoun : She is my friend.
2. Possessive Pronoun : This book is mine.
3. Reflexive Pronoun : He hurt himself.
4. Emphatic Pronoun : I myself did it.
5. Demonstrative Pronoun : This is a good idea.
6. Interrogative Pronoun : Who is there?
7. Indefinite Pronoun : Someone is calling you.
8. Distributive Pronoun : Each student got a gift.
9. Reciprocal Pronoun : They help each other.

Key Points

- A pronoun is used in place of a noun.
- It helps to avoid repetition.
- It makes sentences shorter and clearer.
- There are 8 types of pronouns.
- Each type has a different function.

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Part 5

Adjective and Its Types

An adjective is a word that describes a noun or a pronoun.
It tells us more about a person, place, thing or idea.

Types of Adjectives

1. Descriptive Adjective
Describes the quality or character of a noun.

Examples: good, bad, beautiful, honest, kind

2. Quantitative Adjective
Shows the quantity or amount.

Examples: some, any, much, many, few, several

3. Numeral Adjective
Shows the exact number or position.

Examples: one, two, three, first, second, last

4. Demonstrative Adjective
Points out a particular noun or pronoun.

Examples: this, that, these, those

5. Possessive Adjective
Shows possession or ownership.

Examples: my, your, his, her, its, our, their

6. Interrogative Adjective
Used to ask a question.

Examples: which, what, whose

7. Indefinite Adjective
Refers to a non-specific noun.

Examples: some, any, each, every, many, few

8. Proper Adjective
Formed from proper nouns.

Examples: Indian, French, American, Delhi, Ravi's

9. Compound Adjective
Made up of two or more words.

Examples: well-known, hard-working, blue-eyed, long-term

10. Distributive Adjective
Shows individual members of a group.

Examples: each, either, neither, every

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Example Sentences

1. Descriptive : She is a <u>beautiful</u> girl.
2. Quantitative : I have <u>some</u> books.
3. Numeral : He came <u>first</u> in the race.
4. Demonstrative : <u>This</u> is my bag.
5. Possessive : That is <u>his</u> car.
6. Interrogative : <u>Which</u> book do you want ?
7. Indefinite : <u>Many</u> students were present.
8. Proper : She lives in an <u>Indian</u> house.
9. Compound : He is a <u>well-known</u> teacher.
10. Distributive : <u>Each</u> child got a gift.

Key Points

- An <u>adjective</u> describes a noun or a pronoun.
- It gives more information about a person, place, thing or idea.
- Adjectives can come before a noun (a <u>beautiful</u> girl) or after a linking verb (She is <u>beautiful</u>).
- There are 10 main types of adjectives.

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Part 6

Verb and Its Types

A verb is a word that shows an action, a state of being or helps to make a complete meaning in a sentence.

Types of Verbs

1 Action Verb

Shows an action done by a person, animal or thing.

Examples:
run, eat, play, write, sing, swim

2 State Verb

Shows a state or condition instead of an action.

Examples:
be, seem, feel, know, believe, like, love

3 Linking Verb

Connects the subject with a noun, pronoun or adjective.

Examples:
be, am, is, are, was, were, seem, become, remain, look

4 Transitive Verb

Takes a direct object (shows action on someone or something).

Examples:
read a book, write a letter, eat food, play a game

5 Intransitive Verb

Does not take a direct object (the action is complete without an object).

Examples:
sleep, go, come, sit, stand, arrive, happen

6 Regular Verb

Forms past and past participle by adding –ed.

Examples:
walk – walked
play – played
watch – watched
call – called
open – opened

7 Irregular Verb

Forms past and past participle in a different way.

Examples:
go – went
come – came
eat – ate
write – wrote
see – saw

8 Auxiliary Verb (Helping Verb)

Helps the main verb to show tense, mood or voice.

Examples:
is, am, are, was, were, have, has, had, do, does, did, can, could, may, might, must, shall, should, will, would

9 Modal Verb

A special helping verb that shows possibility, permission, ability or obligation.

Examples:
can, could, may, might, must, shall, should, will, would

10 Finite and Non-finite Verb

Finite verb changes with the subject and shows tense. Non-finite verb does not change with the subject.

Finite:
I play, he plays

Non-finite:
play, playing, played

Example Sentences

1. Action Verb : She plays football.
2. State Verb : I feel happy.
3. Linking Verb : He is a teacher.
4. Transitive Verb : She reads a book.
5. Intransitive Verb : The baby is sleeping.
6. Regular Verb : He watched a movie.
7. Irregular Verb : They went to Delhi.
8. Auxiliary Verb : I have finished my work.
9. Modal Verb : You can do it.
10. Finite Verb : She writes well.
11. Non-finite Verb : Writing is a good habit.

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Part 7

Adverb and Its Types

An adverb is a word that describes a verb, an adjective, another adverb or a whole sentence. It tells us how, when, where, why, how often or to what extent.

Types of Adverbs

1 Adverb of Manner

Tells us how an action is done.

Examples: quickly, slowly, carefully, happily, well

2 Adverb of Time

Tells us when an action happens.

Examples: now, then, today, yesterday, tomorrow, soon

3 Adverb of Place

Tells us where an action happens.

Examples: here, there, inside, outside, up, down

4 Adverb of Frequency

Tells us how often an action happens.

Examples: always, usually, often, sometimes, rarely, never

5 Adverb of Degree

Tells us to what extent or how much.

Examples: very, too, quite, enough, so, extremely

6 Adverb of Reason

Tells us why an action happens.

Examples: therefore, thus, hence, so, because, actually

7 Interrogative Adverb

Used to ask a question.

Examples: how, when, where, why

8 Relative Adverb

Introduces a relative clause.

Examples: when, where, why

9 Conjunctive Adverb

Connects two independent clauses.

Examples: however, therefore, moreover, otherwise, hence

10 Sentence Adverb

Modifies the entire sentence.

Examples: fortunately, unfortunately, probably, certainly

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Example Sentences

1. Manner : She speaks politely.
2. Time : I will call you tomorrow.
3. Place : He is sitting here.
4. Frequency : She always helps me.
5. Degree : It is very hot today.
6. Reason : He left early because he was tired.
7. Interrogative : Where are you going ?
8. Relative : This is the place where I live.
9. Conjunctive : It was raining; however, we went out.
10. Sentence : Fortunately, nobody was injured.

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Part 8

Preposition and Its Types

A preposition is a word that shows the relationship between a noun or pronoun and some other word in a sentence.

Types of Prepositions

1 Preposition of Place

Shows where something is.

Examples:
in, on, at, under, over, behind, in front of, between, among, near

2 Preposition of Time

Shows when something happens.

Examples:
at, on, in, before, after, since, for, during, till, until, by

3 Preposition of Direction

Shows the direction or movement.

Examples:
to, into, onto, towards, from, through, across, up, down, away from, throughout

4 Preposition of Manner

Shows how something happens.

Examples:
with, by, in, like, as, without, through

5 Preposition of Agent

Shows who performs an action.

Examples:
by, with, through, from

Common Prepositions List

Place	Time	Direction	Manner	Agent
• in	• at	• to	• with	• by
• on	• on	• into	• by	• with
• at	• in	• onto	• in	• through
• under	• before	• towards	• like	• from
• over	• after	• from	• as	
• between	• since	• through	• without	
• among	• for	• across	• through	
• near	• during	• up		
• behind	• until	• down		
• in front of	• by	• away from		

Example Sentences

1. She is in the room.
2. We will meet at 5 o'clock.
3. He is going to Delhi.
4. She solved the problem with ease.
5. The book was written by him.

Key Points

- A preposition is always followed by a noun or a pronoun.
- It shows the relationship between words.
- A preposition helps to make the meaning of a sentence clear.
- Common prepositions: in, on, at, by, with, to, from, etc.

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Part 9

Conjunction and Its Types

A conjunction is a word that connects words, phrases or clauses in a sentence.

Types of Conjunctions

1 Coordinating Conjunction

Joins words, phrases or independent clauses of equal importance.

Examples:
and, but, or, nor, for, so, yet

2 Subordinating Conjunction

Joins a main clause and a dependent clause.

Examples:
because, although, if, since, unless, while, when, before, after, until, though

3 Correlative Conjunction

Used in pairs to connect words, phrases or clauses.

Examples:
both...and, either...or, neither...nor, not only...but also, whether...or

4 Conjunctive Adverb

Connects two independent clauses and shows a relationship between them.

Examples:
however, therefore, moreover, besides, otherwise, hence, consequently, instead, nevertheless

Examples of Sentences

Coordinating

- I like tea and coffee.
- She is kind but shy.
- Do you want tea or coffee ?
- He was tired, yet he continued.

Subordinating

- I stayed at home because it was raining.
- Although he was tired, he kept working.
- If you study hard, you will succeed.
- We will leave when you arrive.

Correlative

- Both Ravi and Aman are my friends.
- Either you come or I will go.
- Neither he nor she was present.
- Not only is he smart but also hardworking.

Conjunctive Adverb

- It was raining; however, we went out.
- She is talented; therefore, she got the job.
- He was late; otherwise, he would have joined.
- The food was expensive; nevertheless, we enjoyed it.

Key Points

- A conjunction connects words, phrases or clauses.
- Coordinating conjunctions join equal parts.
- Subordinating conjunctions introduce a dependent clause.
- Correlative conjunctions always come in pairs.
- Conjunctive adverbs connect two independent clauses.
- Conjunctions make our sentences clear and well-connected.

Commonly Used Conjunctions List

- Coordinating : and, but, or, nor, for, so, yet
- Subordinating : because, if, although, since, when, while, before, after, until
- Correlative : both...and, either...or, neither...nor, not only...but also, whether...or
- Conjunctive Adverb : however, therefore, moreover, besides, otherwise, hence, consequently,

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Part 10

Interjection and Its Types

An interjection is a word or short expression that shows a sudden feeling, emotion or reaction. It is used to express joy, sadness, surprise, anger, pain or other feelings.

Types of Interjections

1 Interjection of Joy

Shows happiness, pleasure or delight.

Examples:
- Hurray!
- Yay!
- Hurrah!
- Wow!
- Bravo!

2 Interjection of Sorrow

Shows sadness, grief or disappointment.

Examples:
- Alas!
- Oh!
- Alack!
- Alas and alas!
- Oh no!

3 Interjection of Surprise

Shows sudden surprise or astonishment.

Examples:
- Oh!
- Wow!
- Really!
- What!
- Goodness!

4 Interjection of Anger

Shows anger, irritation or displeasure.

Examples:
- Ah!
- Hey!
- Hush!
- Damn!
- Tut!

5 Interjection of Pain

Shows pain, hurt or discomfort.

Examples:
- Ouch!
- Ah!
- Ow!
- Ugh!
- Oh dear!

More Examples

Emotion	Common Interjections
Happiness	Hurray! Yay! Wow! Bravo!
Sadness	Alas! Oh! Oh no!
Surprise	Oh! Wow! Really! What!
Anger	Ah! Hey! Hush! Damn!
Pain	Ouch! Ah! Ow! Ugh!
Greetings	Hello! Hi! Hey!
Calling	Hey! Hullo!
Approval	Well done! Good! Excellent!
Disapproval	Tsk! Tut! Nonsense!
Relief	Phew! Thank goodness!

Example Sentences

1. Hurray! We won the match.
2. Alas! He has failed again.
3. Oh! What a beautiful place!
4. Hey! What are you doing ?
5. Ouch! That hurts.
6. Wow! This is amazing.
7. Phew! I am safe now.
8. Hello! How are you ?
9. Tut! This is not correct.
10. Bravo! You did a great job.

Key Points

- An interjection shows a sudden feeling or emotion.
- It is usually followed by an exclamation mark (!).
- It is not grammatically related to the rest of the sentence.
- Common interjections: oh, wow, hey, alas, hurray, ouch, phew, etc.
- Interjections make our speech and writing more expressive.

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Part 11

Articles (A, An and The)

An article is a word that is used before a noun to show whether the noun is specific or general.

Types of Articles

1 A (Indefinite Article)

Used before a singular countable noun that begins with a consonant sound.

Examples:

a boy, a girl, a book,
a car, a university,
a one-eyed man,
a useful idea

2 An (Indefinite Article)

Used before a singular countable noun that begins with a vowel sound.

Examples:

an apple, an hour,
an honest man,
an umbrella,
an engineer,
an interesting story

3 The (Definite Article)

Used before a specific noun or when the noun is already known to the listener/reader. It is also used with unique things.

Examples:

the sun, the moon,
the Earth, the president,
the Ganga, the Taj Mahal,
the book (already known)

Important Rules

① Use a before a consonant sound.
② Use an before a vowel sound.
③ Use the for a specific person, place or thing.
④ Use the with unique things (the sun, the moon).
⑤ Use the with superlative degree (the best).
⑥ Use the with ordinal numbers (the first).
⑦ Use the with rivers, seas, oceans, mountain ranges.
⑧ Use the with musical instruments.
⑨ Use the with nationalities (the Indian).
⑩ Use a/an with professions (a teacher, an engineer).
⑪ Use a/an with singular countable nouns.
⑫ Do not use any article with plural countable nouns.
⑬ Do not use any article with uncountable nouns in general sense.
⑭ Use the when the noun is already mentioned.
⑮ Use a/an when mentioning a noun for the first time.

Examples

1. a cat, a dog, a pen
2. an apple, an egg, an honest boy
3. The boy is my friend.
4. The sun rises in the east.
5. She is the best student.
6. He stood first in the class.
7. The Ganga, the Pacific Ocean, the Himalayas
8. She plays the guitar.
9. The Indian is very brave.
10. a doctor, an engineer
11. a book, an umbrella
12. Books are useful.
13. Water is precious.
14. I saw a dog. The dog was black.
15. She is a teacher.

Common Mistakes

- Using a/an before uncountable nouns (✗ a water)
- Using a/an with plural nouns (✗ a books)
- Using the with general nouns (✗ the life)
- Using a instead of an (✗ a apple)
- Forgetting the with unique things (✗ sun, ✗ Ganga)

Key Points

- A and an are used for non-specific (general) nouns.
- The is used for specific (particular) nouns.
- Use a or an only with singular countable nouns.
- Use the with unique things, superlatives, ordinals, rivers, seas, musical instruments and nationalities.
- No article is used with plural nouns and uncountable nouns in general sense.

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Part 12

Determiners and Its Types

A determiner is a word that comes before a noun to show which one, how many or what kind. Determiners help to make the meaning of a sentence clear.

Types of Determiners

1 Article Determiners

Show whether the noun is general or specific.

Examples:

a, an, the

a boy
an apple
the book

2 Demonstrative Determiners

Point to a specific person, place or thing.

Examples:

this, that, these, those

this book
that house
these apples

3 Possessive Determiners

Show ownership or possession.

Examples:

my, your, his, her, its, our, their

my bag
his car
their house

4 Quantitative Determiners

Show quantity or amount.

Examples:

some, any, much, many, little, few, enough

some water
many books
a few friends

5 Interrogative Determiners

Used to ask questions.

Examples:

which, what, whose

Which book is yours?

Whose pen is this?

6 Indefinite Determiners

Refer to non-specific persons or things.

Examples:

some, any, no, none, several, many, few, each, either, neither

some people
no idea
each boy

7 Distributive Determiners

Refer to individual members of a group.

Examples:

each, every, either, neither

each student
every day
either answer

8 Numeral Determiners

Show an exact or definite number.

Examples:

one, two, three, first, second, third, several, many

one day
two apples
first prize

9 Exclamatory Determiners

Used to show strong feelings.

Examples:

what, such

What a beautiful day!

Such a terrible news!

10 Relative Determiners

Introduce a relative clause.

Examples:

which, that, whose

This is the book which I bought.

She is the girl whose bag is red.

Key Points

- A determiner always comes before a noun.
- It helps to show which noun we are talking about.
- Articles (a, an, the) are also determiners.
- Choosing the correct determiner makes the sentence clear and more specific.

Example Sentences

1. This is my book.
2. I have some friends.
3. Each student must bring a pen.
4. Which dress do you like?
5. She is the girl whose phone is new.

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Part 13

Sentence and Its Types

A sentence is a group of words that makes complete sense. It begins with a capital letter and ends with a proper punctuation mark (. ? !).

Types of Sentences

1 Assertive Sentence (Declarative)

Gives a statement or information.

Examples:
- She is a teacher.
- It is raining today.
- He plays cricket.
- We are friends.

2 Interrogative Sentence (Question)

Asks a question.

Examples:
- What is your name?
- Do you like coffee?
- Where are you going?
- Can you help me?

3 Imperative Sentence (Command)

Gives a command, request, advice or instruction.

Examples:
- Sit down.
- Please help me.
- Be careful.
- Close the door.

4 Exclamatory Sentence (Exclamation)

Shows a strong feeling or emotion.

Examples:
- What a beautiful day!
- Wow! That's amazing!
- How kind you are!
- Hurray! We won!

Other Types of Sentences

5 Simple Sentence

Has one subject and one predicate.

Examples:
- She reads books.
- I am happy.
- They are playing.

6 Compound Sentence

Has two or more independent clauses joined by a conjunction (and, but, or, so, yet, etc.).

Examples:
- I was tired, but I continued.
- She sings and he plays guitar.
- We stayed at home, so we watched a movie.

7 Complex Sentence

Has one independent clause and one or more dependent clauses.

Examples:
- I stayed home because it was raining.
- Although he was tired, he kept working.
- If you study hard, you will succeed.

8 Compound-Complex Sentence

Has two or more independent clauses and one or more dependent clauses.

Examples:
- I went to the market, and I bought some fruits because I was hungry.
- Although it was late, we went out, and we enjoyed the party.

Key Points

- A sentence must make complete sense.
- It always begins with a capital letter.
- It ends with a proper punctuation mark (. ? !).
- A sentence has at least one subject and one predicate.
- Sentences can be simple, compound, complex or compound-complex.
- Different types of sentences are used for different purposes.

Examples of All Types

- Assertive : He is my friend.
- Interrogative : Are you coming?
- Imperative : Open the window.
- Exclamatory : What a nice car!
- Simple : She is reading.
- Compound : It was cold, but we went for a walk.
- Complex : Because it was late, I went home.
- Compound-Complex : I was tired, and I slept early because I had a headache.

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Part 14

Subject and Predicate

Every sentence has two main parts :
1) Subject - the person, place, thing or idea about which something is said.
2) Predicate - what is said about the subject.

Subject

- The subject tells us who or what the sentence is about.
- It can be a noun, pronoun or a noun phrase.
- The subject usually comes at the beginning of the sentence.

Examples:

- Ravi is a student. (Subject : Ravi)
- The cat is sleeping. (Subject : The cat)
- My friends are coming. (Subject : My friends)

Predicate

- The predicate tells us what the subject does, is or has.
- It contains a verb and gives information about the subject.
- The predicate always comes after the subject.

Examples:

- Ravi is a student. (Predicate : is a student)
- The cat is sleeping. (Predicate : is sleeping)
- My friends are coming. (Predicate : are coming)

Types of Subject

1) Simple Subject

A single noun or pronoun.

Examples:

- Ravi is tall.
- She sings well.

2) Compound Subject

Two or more nouns or pronouns joined by and.

Examples:

- Ravi and Mohan are friends.
- My mother and father are at home.

3) Collective Subject

A group treated as one.

Examples:

- The team is playing well.
- The class is noisy.

4) Implied Subject

The subject is understood but not stated.

Examples:

- (You) Please sit down.
- (I) Will call you later.

Types of Predicate

1) Simple Predicate

A single verb.

Examples:

- She sleeps.
- He runs.

2) Compound Predicate

Two or more verbs joined by and.

Examples:

- She sings and dances.
- He came and sat.

3) Complete Predicate

The main verb + all the words that give complete meaning.

Examples:

- She is reading a book.
- They are playing in the garden.

4) Predicate Nominative

A word that renames the subject.

Examples:

- He is a doctor.
- She became a teacher.

Key Points

- Every sentence must have a subject and a predicate.
- The subject tells us who or what the sentence is about.
- The predicate tells us what the subject does, is or has.
- The subject usually comes before the predicate.
- The predicate always contains a verb.

Examples with Subject and Predicate

- Ravi | is a student. (Subject : Ravi | Predicate : is a student)
- The sun | rises in the east. (Subject : The sun | Predicate : rises in the east)
- My sister | sings beautifully (Subject : My sister | Predicate : sings beautifully)
- We | are playing cricket. (Subject : We | Predicate : are playing cricket)
- This book | is very interesting (Subject : This book | Predicate : is very interesting)

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Part 15

Phrases and Clauses

A phrase is a group of words that does not have a subject and a verb, whereas a clause is a group of words that has both a subject and a verb.

Phrase

- A group of words.
- Does not have a subject and a verb.
- Does not make complete sense.
- Works as a part of a sentence.

Examples:
- in the morning
- on the table
- very happy
- with my friends
- to learn English

Clause

- A group of words.
- Has a subject and a verb.
- Can make complete sense (independent clause) or may not (dependent clause).
- Works as a part of a sentence or a complete sentence on its own.

Examples:
- I am coming.
- She likes chocolate.
- Because it was raining.
- When he called me.
- If you study hard.

Types of Phrases

1 Noun Phrase
A group of words that works as a noun.

Examples:
- a beautiful girl
- my best friend
- the red car

2 Adjective Phrase
A group of words that describes a noun or pronoun.

Examples:
- very kind
- full of energy
- wearing a blue dress

3 Adverb Phrase
A group of words that describes a verb, adjective or adverb.

Examples:
- in the morning
- with great care
- very quickly

4 Prepositional Phrase
A group of words that begins with a preposition.

Examples:
- on the table
- in the garden
- with my friends

5 Infinitive Phrase
A group of words that begins with to + verb.

Examples:
- to learn English
- to be honest
- to help others

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Types of Clauses

1 Independent Clause (Main Clause)
- Has a subject and a verb.
- Can make complete sense.
- Also called a main clause.

Examples:
- She is a teacher.
- We went to the market.
- He plays football.

2 Dependent Clause (Subordinate Clause)
- Has a subject and a verb.
- Cannot make complete sense on its own.
- Also called a subordinate clause.
- Usually begins with a subordinating conjunction.

Examples:
- because it was raining
- when he called me
- if you study hard

3 Relative Clause
- Gives extra information about a noun or pronoun.
- Usually begins with who, whom, which, that, whose.

Examples:
- The boy who is standing there is my friend.
- This is the book which I bought.
- She has a brother who lives in Delhi.

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Part 16

Subject – Verb Agreement

Subject – Verb Agreement means the verb must agree with the subject in number (singular or plural) and person.

	Key Rules	Examples
1	A singular subject takes a singular verb.	• He plays cricket. • She reads a book.
2	A plural subject takes a plural verb.	• They play cricket. • We read books.
3	With "I" always use am / do / have.	• I am ready. • I do my work.
4	With "You" always use are / do / have.	• You are my friend. • You do your work.
5	With Each, Every, Either, Neither usually use a singular verb.	• Each student is ready. • Neither option is correct.
6	With two subjects joined by "and" usually use a plural verb.	• Ravi and Mohan are brothers. • My parents and I are going.
7	With "Either ... or" / "Neither ... nor" the verb agrees with the nearer subject.	• Either he or his friends are coming. • Neither you nor I am responsible.
8	With uncountable nouns usually use a singular verb.	• Information is useful. • Water is necessary.
9	With "A number of" use a plural verb.	• A number of students are absent. • A number of people are coming.
10	With "The number of" use a singular verb.	• The number of students is increasing. • The number of problems is less now.

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Common Mistakes	Correct Forms
✗ He play cricket.	✓ He plays cricket.
✗ She don't know.	✓ She doesn't know.
✗ Each students are ready.	✓ Each student is ready.
✗ Either you or I are wrong.	✓ Either you or I am wrong.
✗ A number of people is here.	✓ A number of people are here.

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Part 17

Tenses (Basic Introduction)

Tense tells us when an action happens. It shows whether the action happens in the Present, Past or Future.

Types of Tenses

1 Present Tense

Used for actions that happen in the present time.

Examples:
- I read books.
- She plays cricket.
- We are friends.
- He has a car

2 Past Tense

Used for actions that happened in the past.

Examples:
- I read a book.
- She played cricket.
- We were friends.
- He had a car.

3 Future Tense

Used for actions that will happen in the future.

Examples:
- I will read a book.
- She will play cricket.
- We will be friends.
- He will have a car.

Each Tense Has 4 Forms

1 Simple Form

Shows a regular or habitual action.

Examples:
- I work.
- I worked.
- I will work.

2 Continuous Form

Shows an action in progress.

Examples:
- I am working.
- I was working.
- I will be working.

3 Perfect Form

Shows a completed action.

Examples:
- I have worked.
- I had worked.
- I will have worked

4 Perfect Continuous Form

Shows a completed action in progress.

Examples:
- I have been working.
- I had been working.
- I will have been working

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12 Tenses at a Glance

	Tense	Structure	Example
1	Simple Present	Sub + V1 / V1+s/es	I read books.
2	Present Continuous	Sub + am/is/are + V-ing	I am reading a book.
3	Present Perfect	Sub + has/have + V3	I have read the book.
4	Present Perfect Continuous	Sub + has/have been + V-ing	I have been reading the book.
5	Simple Past	Sub + V2	I read the book.
6	Past Continuous	Sub + was/were + V-ing	I was reading the book.
7	Past Perfect	Sub + had + V3	I had read the book.
8	Past Perfect Continuous	Sub + had been + V-ing	I had been reading the book
9	Simple Future	Sub + will + V1	I will read the book.
10	Future Continuous	Sub + will be + V-ing	I will be reading the book.
11	Future Perfect	Sub + will have + V3	I will have read the book.
12	Future Perfect Continuous	Sub + will have been + V-ing	I will have been reading the book.

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