

1. PARTS OF SPEECH

1. Parts Of Speech

- | | |
|---------------|----------------|
| 1)Noun | 2)Pronoun |
| 3)Verb | 4)Adverb |
| 5)Adjective | 6)Preposition |
| 7)Conjunction | 8)Interjection |

The term parts of speech refers to the word plays in a sentence.

1) Noun:

A naming word.

Name of a person, a place, a thing or an animal (An idea or expression)

Example:

Person : Kavitha, Ramu

Place : Ooty, Delhi

Things : Book, Computer

Animal: Cat, Parrot.

2) Pronoun:

A word used in the place of a noun or noun phrase.

I, My, Me, We, Our, Us

You, Your He, His, Him

She, Her It, Its

They, Their, Them.

Ex:1 Pick out the given words and put them under an appropriate category:

(Cloud, Lawyer, Whale, Sunday, Honesty, Table, May, City, Factory, Hammer, Rajakumar, Confusion, Pavithra, Tree, Cousin)

Person :

Place :

Things :

Time :

Animals :

Ideas/feeling :

3) Verb:

A verb used to refer to an action or a state of being.

Verb = Action word.

Ex: 2 Underline the verbs in the given sentences:

1. You speak English
2. They drink tea.
3. I watch cricket
4. Open the door
5. The lady requested the student to help her.
6. It will rain to night.
7. Samantha rode the horse elegantly.
8. Mom called me in the evening.
9. I believe in Santa Claus.
10. I want to go to the circus.
11. She sang a melodious song.
12. Srinath bought a new car.
13. The photographer clicked some great pictures of the event.
14. I need money to buy some pencils.

4) Adverb

An adverb is used to modify a verb, adjective and other adverbs. It tells when, where why & how something is done.

Gives more meaning to the verb (in relation to manner, place, reason, consequence or result)

Example: Very, beautifully, cleverly, quickly, often, never, slowly, always, quickly, loudly, gently, often, seldom, sometimes, always, here, there, now, then, soon, yesterday, today, tomorrow, well, badly, fast, slowly, carefully, and many more.

Ex:3 Underline the adverbs:

1. Ran fast
2. Speak slowly
3. Blow heavily
4. Come first
5. Listen carefully
6. We must eat our food slowly.
7. The women spoke silently.
8. The horse galloped fast.
9. My uncle lives here.
10. We should always speak the truth.
11. The boy is too careless.
12. The winds are very strong.
13. The baby slept soundly.
14. The soldiers fought the war valiantly.
15. Mathu always tries her best.
16. Surely you are mistaken.
17. The movie is to end soon.
18. Your friend messaged again
19. I did my home work already.

20. I was rather busy.
21. Is your mother within?
22. We looked for the lost puppy everywhere.
23. We do not know her.
24. How long is the trip?

5) Adjective

A word used to describe a quality of a noun or pronoun.

Eg: beautiful, intelligent, good, bad, clever, little, honest, great, large.

Ex: 4 Underline the adjectives:

1. Clever child
2. Beautiful girl
3. Bad condition
4. Short hair
5. Long snake
6. Small animal
7. Bright students
8. Tall boy
9. Dark night
10. Red dress
11. They live in a beautiful house.
12. Srinisha is wearing a sleeveless shirt today.
13. She wore a beautiful dress.
14. He writes meaningless letters.
15. This shop is much nicer.
16. In the winter you must wear heavy woollen clothes.
17. Magizh is an adorable baby.
18. Linda's hair is gorgeous.

6) Preposition

A preposition is used before nouns, shows where, when, how and why.

Prepositions:

in, on, at, by, for, of, out, up, to, from, above, below, with, into.

Ex:5 Underline the prepositions:

1. A boy ran under the bridge.
2. Ashvanth has been playing badminton for the past 4 years.
3. My brother lived in the mountains above the lake.
4. The tea should be poured into the pot.
5. The work will be over by this evening.
6. The girls dived into the pool.
7. There is a large mango tree near my house.
8. She pushed me off the cycle.
9. The cow is standing between the two trees.
10. Bala is leaning against the wall.

7) Conjunction:

A conjunction is used to join words, clauses or sentences, and, but, or, so, when, though, if, as, etc.

Ex:6 Fill in the blanks with suitable conjunctions given below:

(after, or, and, because, though)

1. I can't attend the class _____ I am suffering from fever.
2. My car has a radio _____ a CD player.
3. _____ he was ill, he attended the meeting.
4. Get ready soon _____ you will miss the bus.
5. I went for a short walk _____ my dinner.
6. It was raining lightly _____ the sun was shining in the sky.
7. I work quickly _____ carefully.
8. I'd like pizza _____ a salad for lunch.

9. I went to the store_____I needed milk.

10.The teacher was angry_____the boy didn't do his homework

11. She is tall_____fast.

12. I went to France_____Germany when I went to Europe.

8) Interjections:

Interjection is used to express sudden feeling or emotion.

Eg: Ouch!, oh!, wow!, Alas!, oh, My God! Hello!

EX: 7 Fill in the blanks with the most suitable interjection in the following sentences.

(Hurray, Oh no, Ouch, bravo, alas, ah, wow, oh, Oops, Yay)

1. _____! That rainbow is beautiful!

2. _____! I forgot my homework.

3. _____! We won the match.

4. _____! The old man is no more.

5. _____! You did a great job.

6. _____! Now I understand the lesson.

7. _____! I dropped the glass.

8. _____! That hurt my finger.

9. _____! The holidays have started.

10. _____! I missed the bus.

Check interjections from the sentences given below:

1. **Well**, that is new!
2. **Ouch!** That hurt me more than I thought it would.
3. **Yippee!** We got the tickets to the movie premier night.
4. **Uh**, I don't want to do it this way.
5. **Wow!** You did a really great job with that piece of furniture.
6. **Ah**, now I understand what you were trying to say.
7. **Oh no!** That should have really upset you.
8. **Alas!** I have not cleared the internal assessment.
9. **Bravo!** That was a really brave thing to do.
10. **My God!** The waiting list for the reservation seats is too long; I don't think we would get a seat.

Ex: 8 Supply suitable interjections to the following sentence:

1. _____ That hurts
2. _____ I am ruined
3. _____ How are you?
4. _____ Have they gone?
5. _____ We have won the match



I know that Sunday is the name of a day of the week, January is the name of a month and New Year's Day is the name of the holiday. The names of days, months, and holidays always begin with capital letters, so Sunday, January and New Year's Day all begin with capital letters.

2. NOUNS

A noun is a word used as the name of a person, place, thing, animal or an idea.

Study the following sentences and notice the words in bold.

1. **Meera** is a melodious singer.
2. I live in **Delhi**.
3. **Joy** and **sorrow** are parts of life.
4. There is a big **table**.

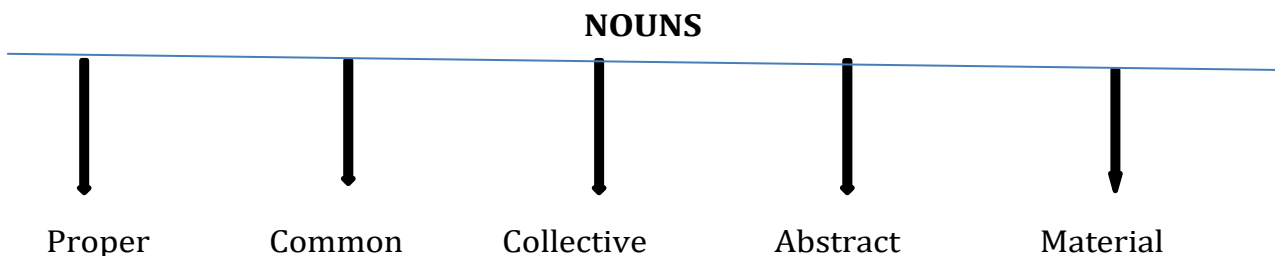
The words in bold in the above sentences are names of person, place, thing, condition and quality respectively.

- ❖ **Meera** is a person.
- ❖ **Delhi** is a place
- ❖ **Joy** and **sorrow** are conditions
- ❖ **Table** is a thing

All these words in bold are nouns.

Kinds of Nouns:

There are five kinds of nouns.



1. Proper Noun:

A proper noun names a particular person, place or thing.

For example:

‘Neetu’ names a particular person.

‘Kerala’ names a particular place.

‘The Sindhu’ names a particular river.

A proper noun always begins with a capital letter.

Examples of Proper Nouns

Some examples of proper nouns are:

Places: Delhi

Lakshadweep Islands

Nehru Vidyalaya Matriculation Higher Secondary School

People: Ravi Shankar

Seetha Suresh

Dr. Padmanaban

Things: The Sun

The Solar System

2. Common Noun:

A common noun names a person, place or thing of same kind. It's not a particular name.

For example:

- ❖ People: Father, Student, Boy, Girl etc.
- ❖ Animals: Cat, Lion, Zebra, Dog etc.
- ❖ Things: Table, Chair, Book, Pencil etc.
- ❖ Places: Hospital, Park, State, School etc.

Here are some examples of common nouns used in sentences.

- ❖ I did not go to **school** yesterday as I was sick.
- ❖ Where can I find a **restaurant**?
- ❖ The **computer** is not working properly.
- ❖ Your **hair** looks really good.
- ❖ The **girls** took a trip to Goa.
- ❖ Do you want to go watch a **movie**?
- ❖ Marian likes her new **cycle**.
- ❖ The **man** was arrested for stealing his neighbour's car tyres.
- ❖ Mom asked me to open the **door**.
- ❖ My **roommate** just moved out.

Common nouns referring to places

- College
- Airport
- School
- Railway station
- Court

Common nouns referring to insects

- Housefly
- Mosquito
- Grasshopper
- Honeybee
- Butterfly

Common nouns referring to things/objects

- Stationery
- Water bottle
- Car
- Spray
- Plant

Common nouns referring to ideas

- Truth
- Grace
- Discovery
- Cleanliness
- Poverty

Common nouns referring to reptiles

- Snake
- Crocodile
- Tortoise
- Lizard

Common Noun vs Proper Noun:

Common Nouns	Proper Nouns
<ul style="list-style-type: none">• Home• Planet• Door• Bear• State• Table• School• Curtain	<ul style="list-style-type: none">• The White House• The Jupiter• Queen Elizabeth• The Global Public School• Denmark• The TajHotel• The Sun• The India Gate

3. Collective Noun:

A collective noun names a collection of persons or things taken together as a group.

For example:

- ❖ 'Army' is a collection/group of soldiers.
- ❖ 'Fleet' is a collection/group of ships.
- ❖ 'Team' is a collection/group of players.
- ❖ 'Herd' is a collection/group of Cattle.
- ❖ 'Troupe' is a collection/group of dancers.

Collective noun examples in sentences

Now that you know what a collective noun is, let's look at some examples of collective nouns in sentences.

- ❖ The **herd of cows** was grazing in the field.
- ❖ The **pack of wolves** howled at the moon.
- ❖ The **flock of birds** flew in formation.
- ❖ The **school of fish** swam in circles.
- ❖ The **pride of lions** was on the hunt.

- ❖ The **gaggle of geese** flew over head.
- ❖ The **colony of ants** was working together.
- ❖ The **crowd of people** cheered as the team scored.
- ❖ The **swarm of bees** buzzed around the flowers.
- ❖ The **litter of puppies** played in the yard.
- ❖ The **troop of monkeys** swung from the trees.
- ❖ The **clutch of eggs** was in the nest.
- ❖ The **bunch of grapes** were ripe for picking.
- ❖ The **team of players** was ready for the game.
- ❖ The **crew of sailors** sailed off in to the sunset.
- ❖ The **library of books** was filled with knowledge.
- ❖ The **bouquet of flowers** was a beautiful sight.
- ❖ The **flock of sheep** was huddled together.

4. Abstract Noun:

An abstract noun names the state, quality, feeling or idea that we cannot see or touch but can only think of.

For example:

Words like beauty, heat, truth, love, pain, courage, health, honesty, importance, hatred, success are abstract nouns.

Examples of Abstract Nouns

Check out the following examples of abstract nouns:

- Glory
- Honour
- Courage
- Love
- Truth
- Honesty
- Symbolism
- Puritanism
- Reflection

Identify the abstract nouns in the following sentences:

- Honesty is the best policy.
- There is no possibility for you to reach home by six in the evening.
- This place has a really pleasant ambience.
- Pride goes before a fall.
- Brevity is the soul of wit.
- That man is testing my patience.
- Have you read about the theory of evolution?
- Truthfulness is always appreciated.
- Friendship is priceless.
- What do you think about his idea?

Converting Verbs to Abstract Nouns

- Move–movement
- Reflect–reflection
- Perceive–perception

- Conscious–Consciousness
- Appear–Appearance
- Resist–Resistance
- Appoint–appointment
- Enjoy–enjoyment
- Assign–assignment
- Inform–information
- Decide–decision
- Describe–description

Converting Adjectives to Abstract Nouns

- Brave–bravery
- Truth–truthful
- Honest–honesty
- Weak–weakness
- Happy–happiness
- Sad–sadness
- Mad–madness
- Responsible–responsibility
- Possible–possibility
- Probable–probability
- Able–ability
- Independent–independence
- Free–freedom
- Silent–silence

5. Material Noun:

A material noun names the matter or substance of which things are made up of.

For example:

Silver, iron, gold, cotton, plastic, fiber, milk etc. are material nouns.

The words in bold in the following sentences are material nouns.

1. **Diamond** is the hardest substance in the world.
2. **Calcium** is essential for our bones.
3. **Cotton** is the best material to use in summer.
4. BP patients should have a minimum intake of **salt**.
5. **Wood** and **cement** are essential construction materials.
6. **Milk** contains lactic acid.
7. **Wheat** is one of the most consumed food items in India.
8. I love wearing **silver** rings.
9. **Tea** is served towel come guests in to our home.
10. **Honey** is a natural sweetener

Ex:1

Pick out the different types of nouns and put them under appropriate category.
In June, Cholan asked his mother if she could buy him a dog. He wanted to have a litter of cubs.

He was fourteen years old: he thought that he was old enough to have his own pet. Cholan's mother told him that if he baby sat his little brother, cheeran, the whole summer, and showed responsibility.

Proper Noun :

Common Noun :

Collective Noun :

Abstract Noun :

Ex:2 Identify and underline the different kinds of nouns in the following sentences and name them.

1. Dhoni is a good batsman.
2. He has good knowledge of cricket.
3. Ravi is a man of great wisdom.
4. For making the dessert, we need sugar, milk and honey.
5. A herd of cattle greeted the farmer in his backyard.
6. Mathu is my friend.
7. He flies a kite in the sky.
8. There was a big crowd on the road.
9. Kindness is always rewarded.
10. Kerala is a beautiful place.

Ex:3 Encircle the nouns in the following sentences and write whether they are common, proper, collective, abstract (or) material noun.

1. Gold is a precious metal_____
2. Our army fought with great courage_____
3. My teacher has both wisdom and knowledge_____
4. The Pacific ocean is the largest ocean _____
5. His Mother gave him a good advice._____
6. We can't imagine the courage he showed._____
7. A pride of lions roamed the savanna._____
8. The girl crossed the river._____
9. I watched a film about Mahatma Gandhi._____
10. I am going to the hospital._____
11. Honesty is the best policy._____
12. A deck of cards. _____

13. The time we visited Delhi was one of the most fun times of my life._

14. I bought a new car. _____

15. A dog is a very loyal animal. _____

The following are examples of collective nouns:

1. A herd of buffaloes
2. A flight of geese
3. A pride of lions
4. A gang of thieves
5. A pack of wolves
6. A swarm of bees
7. A bunch of keys
8. An army of soldiers
9. A squadron of policemen
10. A troupe of dancers
11. A slice of bread
12. A litter of puppies
13. A bench of judges
14. A fleet of ships
15. A choir of singers
16. A brood of chicks
17. A crowd of people
18. A box of tools
19. A constellation of stars
20. A bouquet of flowers
21. A sheaf of arrows
22. A grove of trees
23. A shoal of fish
24. An orchestra of musicians
25. A congregation of people
26. A board of directors

Ex:4 Fill in the blanks with collective noun:

(fleet, litter, pack, bunch, team, class, board, crowd)

1. The Indian _____ won the match by twenty runs.
2. The enemies came with their _____ of ships.
3. The _____ consists of fifty students.
4. A _____ of puppies made their house in my garden.
5. A _____ of wolves attacked the lion.
6. The elephant ate the entire _____ of bananas.
7. The _____ of directors held the meeting at 8 am in the morning.
8. A _____ of people attacked the police station.

Nouns are also classified as:

A. Countable and Uncountables.

1. Countable Nouns:

Countable nouns can be counted in numbers.

They have both singular and plural forms.

Example:

Boy	Boys	Bench	Benches
Dog	Dogs	Chair	Chairs

2. Uncountable Nouns:

Uncountable nouns cannot be counted in numbers.

They don't have a plural form.

Example:

health, advice, rice, milk, butter, perfume etc.

Ex: 5 Write whether the nouns are countable or uncountable.

- | | |
|------------------|----------------------|
| 1. Rice _____ | 2. Information _____ |
| 3. Cat _____ | 4. Restaurant _____ |
| 5. Cheese _____ | 6. Water _____ |
| 6. Garbage _____ | 10. Sugar _____ |
| 7. Candle _____ | 11. Dog _____ |

There is another way in which classification of nouns can be done.

B. Abstract Nouns and Concrete Nouns.

1. Abstract Nouns:

Abstract nouns name things you cannot see, hear, smell, taste or feel.

Eg: love, fear, anger, bravery, desire etc.

2. Concrete Nouns:

Concrete nouns stand for something that has a physical form. It is something that can be touched, seen and acquires a position in space.

People, place and things all are concrete nouns.

Eg: aunt, lion, kangaroo, market, table, chair.

Formation of Abstract Nouns

i) Abstract nouns formed from adjectives.

Adjective	Abstract Noun
Brave	Bravery
Dark	Darkness
Deep	Depth
Great	Greatness
True	Truth

ii) Abstract Nouns formed from common noun

Common Noun	Abstract Noun
Boy	Boyhood
Hero	Heroism
Friend	Friendship
Child	Childhood
Slave	Slavery

iii) Abstract Nouns formed from Verbs.

Verb	Abstract Noun
Advise	Advice
Arrive	Arrival
Die	Death
Choose	Choice
Live	Life

Ex:6 Change the following words into abstract noun

1. Young
2. Protect
3. Slave
4. Owner
5. Intelligent
6. Brave
7. Truth
8. Honest.
9. Weak
10. Happy
11. Sad
12. Mad

Ex:7

Categorize the given nouns as abstract or concrete.

Glass, Honesty, Babies, Book, Wood, Trust, Love, Tajmahal, Cookies, Care, Knowledge, Obedience.

Abstract

Concrete

1.

1.

2.

2.

3.

3.

4.

4.

5.

5.

6.

6.

NOUNS: NUMBER

Singular and Plural Nouns

Countable nouns can be either singular or plural.

Formation of Plurals

There are certain rules to change singular nouns into plural. Study the rule given bellows.

1. The plural of noun is usually made by adding 'S' to the singular.

Singular	Plural	Singular	Plural
House	Houses	Chair	chairs
Tree	Trees	Pen	Pens
Train	Trains	Door	Doors
Girl	Girls	Shop	Shops
Kite	Kites	Year	Years

2. Nouns ending in 's', 'ss', 'o', 'ch' and 'n' form their plural by adding 'es'.

Singular	Plural	Singular	Plural
Bus	Buses	Match	Matches
Kiss	Kisses	Church	Churches
Glass	Glasses	Tax	Taxes
Bench	Benches	Potato	Potatoes
Brush	Brushes	Dish	Dishes

3. Nouns ending in 'Y' with a consonant before it form their plurals by dropping the 'Y' and adding 'ies'

Singular	Plural	Singular	Plural
Baby	Babies	Lady	Ladies
City	Cities	Pony	Ponies
Country	Countries	Diary	Diaries
Fairy	Fairies	Army	Armies
Story	Stories	Family	Families

4. Nouns ending in 'f' or 'fe' form their plurals by changing 'f' or 'fe' into 'ves'.

Singular	Plural	Singular	Plural
Leaf	Leaves	Wolf	Wolves
Calf	Calves	Thief	Thieves
Shelf	Shelves	Knife	Knives
Wife	Wives	Life	Lives

5. A few nouns form their plurals by changing the vowels.

Man	Men
Woman	Women
Tooth	Teeth

Goose	Geese
-------	-------

Examples: Adding 's'

- Dog–dogs
- Pen–pens
- Chair–chairs

Adding 'es'

- Box–boxes
- Tax–taxes
- Bus–buses

Adding 'ves' for nouns ending with an 'f' or 'fe'

- Wolf–wolves
- Calf–calves
- Knife–knives
- Wife–wives

Adding 'es' to nouns ending with 'o'

- Mango–mangoes
- Potato–potatoes
- Tomato–tomatoes
- Mosquito–mosquitoes
- Volcano–volcanoes

Adding 'ies' towards ending with 'y' preceded by a consonant

- City–cities
- Strawberry–strawberries
- Puppy–puppies

Adding 's' towards ending with a 'y' preceded by a vowel

- Ray–rays
- Toy–toys

Changing 'us' to 'i'

- Alumnus–alumni
- Syllabus–syllabi
- Cactus–cacti
- Fungus–fungi
- Nucleus–nuclei

Changing 'is' to 'es'

- Crisis–crises
- Analysis–analyses
- Diagnosis–diagnoses
- Thesis–theses

Changing 'on' to 'a'

- Criterion–criteria
- Phenomenon–phenomena

Nouns with a common singular and plural form

- News–news
- Scissors–scissors
- Furniture–furniture

- Deer–deer
- Fish–fish
- Police–police

Irregular nouns

- Man–men
- Woman–women
- Ox–oxen
- Goose–geese
- Child–children
- Tooth–teeth
- Foot–feet
- Mouse–mice

Plural form for hyphenated nouns and relationships

- Mother-in-law – Mothers-in-law
- Father-in-law – Fathers-in-law
- Brother-in-law – Brothers-in-law
- Daughter-in-law – Daughters-in-law
- Son-in-law – Sons-in-law
- Grandmother – grandmothers
- Grandfather – grandfathers
- Grandson – grandsons
- Granddaughter – granddaughters
- Cousin – cousins
- Brother – brothers
- Sister – sisters
- Uncle – uncles
- Aunty – Aunties

Singular Nouns Referring to human beings

- Boy
- Girl
- Child
- Man
- Woman
- Lad
- Individual
- Chap
- Lass
- Male
- Female
- Citizen

Singular Nouns Referring to animals

- Cheetah
- Deer
- Fish
- Pelican
- Ostrich
- Dinosaur
- Monkey
- Grasshopper

Singular Nouns Referring to places

- Punjab
- School
- Hospital
- College

- Paris
- Coimbatore
- Bangalore
- St. John's Medical College
- Malar Hospital

Singular Nouns Referring to things / objects

- Table
- Chair
- Blackboard
- Bike
- Aeroplane
- Pencil
- Elastic
- Chalk
- Dress
- Pin

Singular Nouns Referring to ideas

- Invention
- Description
- Conviction
- Honesty
- Grace
- Pride
- Destruction
- Competition
- Idea
- Ideology

Singular Noun Examples in Sentences

Here are some examples of singular nouns used in sentences.

- Sita bought a **pencil** yesterday.
- Dan and Sid gave me **chocolate**.
- Did he get the **dress** for his sister?
- I saw a **baby monkey** on the way to school today.
- When will you reach **home**?
- Deepak killed a **spider**.
- I won the **game**.
- The **Sun** rises in the east and sets in the west.
- His **honesty** was appreciated by everyone in the area.

Ex:1 Give the plural form of the following nouns.

- | | |
|------------------|--------------------|
| 1. Shelf_____ | 6.Child_____ |
| 2. Pony_____ | 7.Son-in-law_____ |
| 3. Story_____ | 8.Mouse_____ |
| 4. Journey_____ | 9.Axis_____ |
| 5. Step-son_____ | 10.Memorandum_____ |

Ex:2 Give the singular form of the following nouns.

- | | |
|------------------|---------------------|
| 1. Leaves_____ | 6.Men-Servants_____ |
| 2. Fairies_____ | 7.Oxen_____ |
| 3. Deer_____ | 8.Rays_____ |
| 4. Pianos_____ | 9.Wives_____ |
| 5. Tomatoes_____ | 10.Lives_____ |


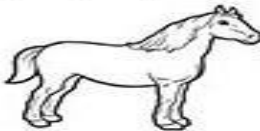
Ex:3 Choose the correct alternative to complete the sentences.


1. Her mothers-in-law/mother-in-law is very caring.
2. He put both his foot/feet in water.
3. My mother bought two dozen/dozen mangoes.
4. Does he have two wife/wives?
5. Raju’s trousers/trouser are new.
6. These loaves/loafs of bread are delicious.
7. I got those watch/watches yesterday.
8. She got a new pair of jean/jeans.
9. The first inning/innings is over.
10. Our teacher gave us a lot of information/informations.



NOUN WORD SEARCH


1. Write the noun in the space provided.
 2. Find the word in the word search puzzle.

d	h	o	u	s	e	s	u	g	p	d	t
s	g	h	d	h	t	p	f	r	t	s	e
o	z	o	z	g	o	e	c	a	t	x	a
l	d	h	o	r	s	e	a	b	a	e	c
d	g	a	j	x	o	g	w	b	z	e	h
i	e	g	o	j	d	l	w	i	j	l	e
e	x	y	o	k	d	o	c	t	o	r	r
r	t	o	m	a	t	o	h	i	d	z	p





3. PRONOUNS

Read the following sentences.

Suresh is my neighbour.

Suresh is very intelligent.

Suresh is a hard working boy.

Suresh's father is a doctor.

The noun 'Suresh' has been repeated four times. In order to avoid the repetition of 'Suresh'. We rewrite the sentences in the following way.

Suresh is my neighbour.

He is very intelligent.

He is a hard working boy.

His father is a doctor.

'he' in place of Suresh and 'his' in place of Suresh's. He and his are pronouns. A Pronoun is a word which is used in place of a noun.

Kinds of Pronouns

There are mainly eight kinds of pronouns:

- | | |
|-----------------------------|--------------------------|
| i) Personal Pronouns | v) Emphatic Pronouns |
| ii) Demonstrative Pronouns | vi) Possessive Pronouns |
| iii) Interrogative Pronouns | vii) Indefinite Pronouns |
| iv) Reflexive Pronouns | viii) Relative Pronouns |

i) Personal Pronouns:

Personal Pronouns stand for three persons:

- i) The person speaking (first person)
- ii) The Person spoken to (second person)
- iii) The person spoken of (third person)

Person	Number	Subject pronoun	Object pronoun	Possessive Adjective	Possessive Pronoun	Reflexive Pronoun
I	Singular	I	We	My	Mine	Myself
	Plural	We	Us	Our	Ours	Ourselves
II	Singular	You	You	Your	Yours	Yourself
	Plural	You	You	Your	Yours	Yourselves
III	Singular	He	Him	His	His	Himself
		She	Her	Her	Her	Herself
		It	It	Its	Its	Itself
	Plural	They	Them	Their	Theirs	Themselves

ii) Demonstrative Pronouns:

Demonstrative Pronouns are used to point out the objects which they refer to.

The following are demonstrative pronouns.

Singular	Plural
This	These
That	Those

While this and these refer to objects which are near, that and those refer to things at distance in time and space.

1. These are my books.
2. That is the pen.
3. When did you buy those novels?

Demonstrative adjectives examples in sentences

"This is my house".

"That is my car".

"These are my friends".

"Those are my shoes".

"This red jacket is mine".

"That yellow dress is hers".

"These books are ours".

"Those pens are theirs".

iii) Interrogative Pronouns:

It is used to ask questions. Some interrogative pronouns are:

Who, Whom, Which, What etc.,

➤ Who, whose, whom are used when referring to persons:

Who teaches you English?

Whose cap is this?

Whom do you want to meet?

➤ Which is used when we refer to objects and persons:

Which is your book?

➤ What is used when we refer to objects, professions, ideas, etc.,

What are you doing?

What is your mother name?

ii) Reflexive Pronouns:

She was blaming herself for the fault.

I asked myself why I should help him.

Herself and myself refer back to the subject 'she' and 'I'.

Some commonly used reflexive pronouns are: myself, yourself, himself, herself, itself, ourselves, yourselves and themselves.

Example 1: They looked at them.

They looked at themselves.

In the above example, there is a slight ambiguity with the usage of “them” in the first sentence. We cannot be sure if “them” refers to some other people or themselves. This is where the reflexive pronoun turns out to be extremely helpful in providing complete meaning.

Example 2: I learnt to drive a car by myself.

I learnt to drive a car.

In example 2, it is understood from the first sentence that the action of learning to drive a car is done alone and without any help, whereas the second sentence can let the reader think that the subject could have taken someone’s help to learn to drive.

Example 3: It is a fact that you know yourself and what is going on around you.

In the above example, it is evident that the subject knows one self more than anyone else.

Example 4: Mathu and Mathi have been preparing themselves for the entire semester.

Mathu and Mathi are the subjects in example 4 who happen to prepare themselves and no one else.

Example 5: Rahul was so tired of following diets that he decided to give himself a cheat day.

In the above example, the reflexive pronoun ‘himself’ portrays the idea that the subject gave himself a cheat day after having been on a diet for a long period of time.

Ex:1 Fill in the blanks with the given pronouns.

(They, Themselves, You, My, Herself, His, Himself , She, Those, There, myself, Her)

1. _____are good at playing basket ball.
2. _____has many chocolates in_____pocket.
3. _____is nothing to hide.
4. Only _____students are applicable to join the contest.
5. _____all have to come to_____sister's wedding.
6. Ken looked at _____in the mirror.
7. I like to cheer _____up with desserts.
8. The silly clowns made fools of _____.

Ex:2 Change the underlined words with correct pronouns.

1. Raju likes computer games but he doesn't play computer games very often.
2. I gave Mani a gift.
3. Mathu is my bestfriend. I like Mathu's characters.
4. People are very busy in people's work.
5. The students are sitting in the class. The students are reading.

4. THE VERBS

Verb is word which expresses an action.

There can be different types of actions such as:

i) **Physical action:**

- Mohan plays basket ball.
- The gardner waters the plants.

ii) **Mental action:**

- I bless him for all the success.
- They guessed the right answer.

iii) **A state of being:**

- I am a doctor.
- Krishna is a beautiful boy.

Am, is are verbs that express the state of being. They show that something exists.

iv) **Possession:**

That house has a beautiful lawn.

Those singers have a sweet voice.

Shalini had fever last night.

In the above sentences has, have and had are verbs that express possession.

Ex:1 Underline the verbs in the following sentences and state whether they express a physical action, mental action, a state of being or possession.

1. I think you are late.
2. Mathu has a beautiful house.
3. My teacher wished me success
4. She raised her hand.
5. Those students are brilliant.

When I read this sentence, I ask myself, "What does the egg do?" The egg hatches. The word hatches is the action verb because it tells what the egg does

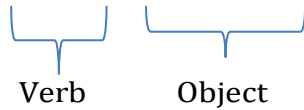
Kinds of Verbs

There are three kinds of verbs, namely:

- i) Transitive.
- ii) Intransitive.
- iii) Ditransitive.

i) Transitive.

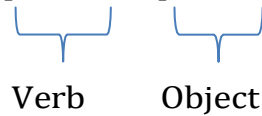
1. Mother cooked delicious food.



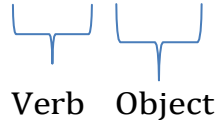
The object 'delicious food' to the verb 'cooked' gives complete meaning. Therefore, 'cooked' is a transitive verb which requires an object to make complete sentence.

Read other examples:

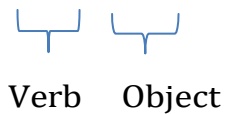
2. Mohan painted a picture.



3. The lion killed a deer



4. Lisha made a card



A verb that requires an object to complete its meaning is called a transitive verb.

In transitive verbs:

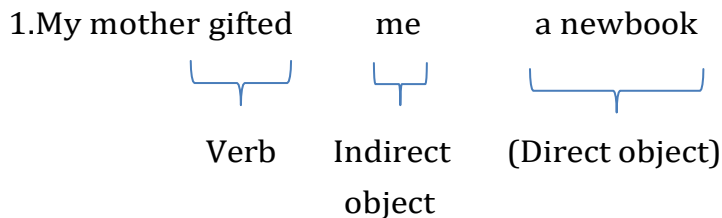
1. The stars are twinkling.
2. The child smiled.
3. He is playing.
4. Saran speaks softly.

In the above sentence, 'are twinkling', 'smiled', 'is playing', 'speaks' are verbs. These verbs do not require any object to complete their meaning. The action is complete in itself.

Therefore, 'twinkle', 'smile', 'play', 'speak' are in transitive verbs.

A verb that does not require an object to complete its meaning, but make sense by itself is called an intransitive verb.

Ditransitive verbs:



In the above sentence, 'gifted' is the verb.

What is gifted? a new book (object 1)

To whom the new book is gifted? me (object2)

The answer to the what question is the direct object.

The answer to the whom question is the indirect object.

A verb that can have two objects is called a ditransitive verb.

For eg: give, offer, teach, write, bring, send, talk, etc.,

Ex:1 Write whether the verbs in bold are transitive or intransitive.

1. The boat **sank** suddenly.
2. Shiva **ate** banana.
3. The lady **spoke** the truth.
4. This cow never **kicks**.
5. Metal **expands** on heating.

Ex:2 Underline the verbs in the given sentences and write whether they are transitive, intransitive (or) ditransitive.

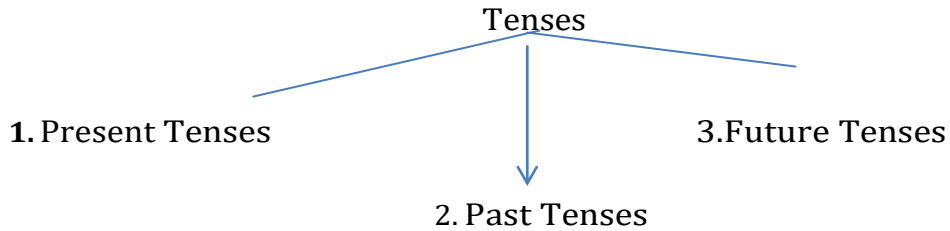
1. The dog chased the cat_____
2. I admire my English teacher_____
3. He smiled at the baby_____
4. They donated clothes to the poor_____
5. Mrs. Mathumathi bought a car_____

Ex: 3 Identify the subject, the direct object and the indirect object in the following sentences.

1. The mother made the child dinner.
2. The child gave her mother a hug.
3. The teacher told the student the answer.
4. The carpenter built the customer a desk.
5. The pirates sold me a boat.
6. Grandfather will leave the dogs his money.
7. The father bought the girl a cake.
8. She gave his teacher an apple.
9. John passed me the ball.
10. Vinya sent her a letter.

5. TENSES

The term, 'Tense' denote the time of action. They show when a work is done.



	Present	Past	Future
Simple Tenses	Simple Present	Simple Past	Simple Future
Continuous Tenses	Present Continuous	Past Continuous	Future Continuous
Perfect Tenses	Present Perfect	Past Perfect	Future Perfect
Perfect Continuous	Present perfect Continuous	Past Perfect Continuous	Future Perfect Continuous

1. Simple Present Tense:

Facts that exist a tall times.

Eg. Magnet attracts iron.

Permanent Situation.

Eg. I live in Delhi.

Expressing actions happening now.

Eg. He opens the door and enters the room.

Habitual action:

Eg. Ravi goes to school at 8.30 am.

2. Present Continuous Tense (Present Progressive Tense)

Unfinished Actions Now.

Eg. My father is reading the news paper now.

Annoying Habits.

Eg. You are always disturbing me.

Definite future plans with time word.

Eg. The Prime Minister is visiting Chennai tomorrow.

3. Simple Past Tense:

➤ Completed action

Eg. Harini went to Ooty last week.

Shakespeare wrote "The Tempest".

➤ Actions in stories.

Eg. She boarded the train and looked for her friend.

4. Past Continuous Tense:

- Over lapping action.

Eg. When I entered the room, the telephone was ringing.

- Past habits.

Eg. Arun was eating a lot of junk food those days.

- Recalling the Past.

Eg. It was raining that days.

5. Simple Future:

- **To Predict a future event.**

1. I thinks he will live to be a hundred.

2. Next year, you will find her here

- **To express willingness or desire.**

1. I will do the work for you.

2. She will pay for the tickets.

- **To make a spontaneous decision**

1. I'm sorry. I will go and get it now.

2. Oh! You dropped your purse! I will pick it up for you.

6. Future Continuous Tense:

Structure: Subject + will be/shall be + first form of the verb + ing +....

Eg:1. We will be watching television when she arrives tonight.

2. The children will be playing in the park.

Ex:1 Fill in the blanks using 'is' or 'are'

1. Chemistry _____ a difficult yet interesting subject.
2. Mathu and her sisters _____ at home.
3. There _____ books in the bag.
4. No body _____ in trouble.
5. The dogs _____ barking.
6. One of the students _____ new to the class.
7. There _____ a mistake in your essay.
8. _____ the news starting at five or six?
9. The class _____ going for a picnic.
10. Your hands _____ dirty.

EX: 2 Fill in the blanks with was or were

1. I _____ at home.
2. We _____ in the garden.
3. How old _____ Raghu last year?
4. Mathu _____ at home yesterday night.
5. The crayons _____ under the table.
6. They _____ at the concert last night.
7. His dogs _____ very small.
8. Her dress _____ red and white.
9. Rose and peter _____ very busy.

EX:3 Fill in the blanks using simple present tense of the verbs given in the bracket.

1. We sometimes _____(read) books.
2. Divya _____(go) to park often.
3. She _____(be) five years old.
4. They _____(be) Kathir's parents.
5. Pavin and his brother _____(Wash) their car.
6. He always _____(meet) at the bus stop.
7. The boys always _____(listen) to music.
8. We _____(have) a nice garden.
9. I _____(like) icecream.
10. Lisa _____(teach) us science.

Ex:4 Write whether the sentences are in Simple Past, Present or Future Tense.

1. The lady had a gray hair _____
2. Ashvitha has many friends _____
3. Nisha always misses her bus. _____
4. Did you sell that basket? _____
5. The police will have guns with them. _____
6. Does the sun circle the earth? _____
7. What did you have for dinner? _____
8. Sushant was Ragini's favourite actor. _____
9. Does the sun circle the earth? _____

Ex:5 Fill in the blanks using Simple Past and future tense of the verbs given in the brackets.

1. They _____(send) me the information when they get it.
2. If I _____(have) a lot of money, I would share it with you.
3. Merlin _____(finish) the work by 5 O' clock tomorrow.
4. She came in _____(take) off her jacket and _____down.
5. Mathumathi _____(be) the next Municipal Commissioner.
6. _____you _____him move this heavy table? (help)
7. I was really hungry. So I _____(make) sandwiches for myself.
8. When you _____(arrive) tonight, we will go out for dinner.
9. Do you want coffee? I _____(get) it for you, right now.
10. When I was having breakfast, the phone _____(ring) suddenly.

Ex:6 Fill in the blanks by using the verbs in Present continuous tense to complete the sentences.

1. The Phone _____(ring)
2. Everybody _____(talk) so loudly.
3. Nancy _____(work) in the garden.
4. Srinath _____(read) a book right now.

Ex: 7 Fill in the blanks by using the verbs in past continuous tense to complete the sentences.

1. I _____(read) wordsworth's book.
2. They _____(leave) the house.
3. She _____(iron) her clothes.
4. We _____(do) home work at 8 O' clock.
5. Puthika _____(jog) in the park.

Ex:8 Fill in the blanks with in the future tense. (shall/will)

1. The shops_____remain closed every Sunday.
2. I _____get wet in the down pour.
3. The government_____build a hospital in the village.
4. She _____do well in her exams.
5. They _____pay us a visit.

Ex:9 Fill in the blanks with verbs in the future continuous tense.

1. Father _____(leave) for office soon.
2. The mechanic _____(repair) the fan today.
3. The ship _____(sail) to Singapore soon.
4. The labourers _____(clean) the floor after it is white washed.
5. He and his friends_____ (present) a play next week.

Ex:11 Complete the verb form in the tabular column

(V1) Base Form	(V2) Past Simple	(V3) Past Participle
be		
beat		
become		
begin		
bleed		
break		
bring		
build		
buy		
catch		
choose		
come		
cost		
cut		
do		
draw		
drink		
drive		
eat		
fall		
feed		
feel		
fight		
find		
fly		

6. KINDS OF SENTENCES

There are four kinds of sentences.

1. Assertive/Statement/Declarative.
2. Interrogative Sentences
3. Imperative Sentences
4. Exclamatory Sentences.

Declarative Sentences

- George brushes her teeth twice a day.
- We watched TV last night.
- She doesn't study German on Saturday.

Interrogative Sentences

- What sort of nation might you want to live in?
- What do you believe?
- Where did you lose your bracelet?

Imperative Sentences

- Turn left at that intersection.
- Play with intensity and courage.
- Do not use drugs after vaccination.

Exclamatory Sentences

- He is such a kind person!
- But don't forget what I said!
- You are such a liar!

Negative Sentences

- I do not love you anymore.
- I will not go to school today.
- I didn't see him today.

Assertive/Statement/Declarative:

An assertive sentence says or states something. It is also known as declarative sentences.

An assertive sentence can be either positive or negative.

Positive/Affirmative Sentences:

Seema is fat.

Rohan and Mohan are friends.

Assertive (Negative) Sentences:

The wall is not painted green.

This is not a small school.

Always put a full-stop(.) at the end of an assertive sentence

Interrogative Sentences:

An interrogative sentence asks a question.

Did you drink the juice?

Where are you going?

For example: Yes or No question

1. Were you present yesterday?
2. Are we playing hockey?

Wh-question may start from where, what, why, when, who, how, which.

Always put a mark of interrogation (?) at the end of an interrogative sentence.

III. Imperative Sentences:

An imperative sentence expresses a command, request, advice (or) suggestion.

For example:

1. Pour a glass of water. (Command)
2. Please, close the door. (Request)
3. Be happy. (Suggestion)

Imperative sentences can also be negative.

1. Do not hurry.
2. Do not leave the package at the door.
3. Do not make noise.

IV. Exclamatory Sentences:

An exclamatory sentence expresses a strong, sudden feeling.

For example:

1. Oh! I didn't see you come in!
2. Wow! That painting was breath taking!
3. Shh! The baby is sleeping!

Always put an exclamation mark(!) at the end of an exclamatory sentence

Ex:1 Identify and write the type of the following sentences:

1. Can you get aside?_____
2. Mr.Bharath is a rich man._____
3. Jenny threw a delightful party._____
4. How scary the jungle is!_____
5. How can we conserve water?_____
6. Has she finished her home work?_____
7. What a fast runner he is! _____
8. Have you read Shakespeare's Othello? _____
9. Oh, I wish I were young again!_____
- 10.What a great victory!_____

Ex.2 :Change the following in to negative sentences.

1. Gobi is intelligent.

2. Where are you going?

3. Vanitha is a lazy girl.

4. Go away.

5. Is she a doctor?

Ex.3: Change the sentences as directed.

1. Is the room ventilated? (Assertive)

2. It is available at every stop. (Negative Declarative)

3. I never asked you to do it. (Interrogative)

4. What a pretty flower! (Assertive)

5. Shut up. (Interrogative)

6. Call her inside. (Negative)

7. Can you call him? (Imperative)

8. The schools are not closed today. (Assertive)

9. There is a clock on the wall. (Interrogative)

10. Please, close this window. (Assertive)

Ex.4: Identify and write the type of the following sentences.

1. I can lift this box. _____

2. Go away. _____

3. Has the hunter lost his hopes? _____

4. Where is your new cycle? _____

5. How ferocious the tiger is! _____

6. Please do not cut trees. _____

7. Father does scold me some times. _____

8. Let us go for a walk. _____

9. Wow! Fantastic catch. _____

10. Who's going to see them? _____

7. HOMOPHONES

Homophones are words that are similar in sound or pronunciation but different in meanings and spellings. These words create confusion and leave the listener in affix.

List of Homophones:

1.Sight: This sight is beautiful.

Site : They have found a site for the school.

2.Practice: Practice makes a man perfect.

Practise : One should practice swimming.

3.Cell: The prisoner's cell is filthy.

Sell: He wishes to sell his bike.

4.Cheque: Your cheque has not been honoured by the bank.

Check : Please check your bag.

5.Modal: May is a modal verb.

Model: She is a model.

6.Knight: The knight tilted at his opponent.

Night : I will see you in the night.

7.Cent : We need10 cents

Scent: The flower has a wonderful scent.

8.Birth: I have celebrated my birthday.

Berth: He got lower berth.

9.Lessen: Exercise can lessen the pain.

Lesson: We have 10 lessons.

10.Allowed: I am allowed to play.

Aloud : She read aloud.

Ex: 1 Choose the correct homophones:

1. I want to _____ a story book.

(buy / by)

2. The dog wagged its _____.

(tail / tale)

3. Please do not _____ here.

(sit / site)

4. She drank a cup of _____.

(tea / tee)

5. He is too _____ to lift the box.

(week / weak)

6. The children will _____ in the park.

(pley / play)

7. I can _____ the birds singing.

(hear / here)

8. She has a _____ dress.

(knew / new)

9. He went to the _____ yesterday.

(sea / see)

10. The teacher wrote on the _____.

(board / bored)

11. I am not _____ to drink Soda.

(aloud / allowed)

12. The _____ rises in the east.

(Son / Sun)

Ex.2 Fill in the blanks with correct homophones:

1. _____ day on earth is measured by the _____.
[hour / our]
2. The _____ of new pension scheme will _____ employees .
[effect / affect]
3. They _____ to check his _____.
[weight / wait]
4. He _____ his bike along the _____.
[rode / road]
5. I can _____ the song from _____.
[here / hear]
6. The _____ takes _____ time to solve.
[some / sum]
7. She _____ sea _____ in the seashore .
[shells / sells]
8. I _____ the _____ address.
[knew / new]
9. I saw a _____ last _____.
[night / Knight]
10. I got my favourite _____ even in the _____.
[dessert / desert]

**Homophone Word Search
Puzzles**

Sun	Son	Ant
WORD	HOMOPHONE	SEARCH
Aunt	New	Knew

Ex:1 Form a new word by adding a suitable prefix to the root words.

(un, it, im, em, in, non, out, post, pre, sub, mis, poly, fore)

1. _____paid

2. _____use

3. _____come

4. _____power

5. _____marine

6. _____mortal

7. _____pure

8. _____pulse

9. _____view

10. _____gone

11. _____arm

12. _____pone

13. _____act

14. _____technic

15. _____violence

16. _____cast

17. _____legal

Suffix:

A Suffix is a word part added at the end of the word.

_____less-	merciless
_____ment-	appointment
_____or -	director
_____ship-	fellowship
_____y -	muddy
_____ism -	fanaticism
_____hood-	adulthood
_____ful -	skillful
_____able-	quenchable

Ex:2 Form a new word by adding a suitable suffix to the root words.

(hood, ation, ity, logy, ment, al, able, ance, ious, ish, ness, y, less)

1. govern _____
2. bio _____
3. arriv _____
4. rock _____
5. red _____
6. mainten _____
7. art _____
8. activ _____
9. fur _____
10. Commit _____

9. COMPOUND WORDS

Compound words are formed when two or more words are put together to form a new word with a new meaning.

Compound words using Noun + Noun

Noun + Noun

head + master - headmaster

key + board - keyboard

cell + phone - cellphone

home + work - homework

moon + light - moonlight

Compound words using Noun + Verb

Noun + Verb

snow + fall - snowfall

car + park - carpark

rain + fall - rainfall

hair + cut - haircut

sun + set - sunset

Compound words using Gerund + Noun

Gerund + Noun

dining + hall - dining hall

walking + stick - walking stick

calling + bell - calling bell

washing + machine - washing machine

baking + soda - baking soda

Match the compound words.

- | | | |
|----------|---|-------|
| 1.School | - | Book |
| 2.Count | - | Ball |
| 3.Hand | - | Port |
| 4.Come | - | Ware |
| 5.Pass | - | Word |
| 6.Jelly | - | Bus |
| 7.Soft | - | Cycle |
| 8.Fore | - | Back |
| 9.Foot | - | Made |
| 10.Pass | - | Coat |
| 11.News | - | Down |
| 12.Motor | - | Head |
| 13.Eye | - | Fish |
| 14.Rain | - | Lash |
| 15.Root | - | Paper |

10. SYLLABIFICATION

Syllabification is the separation of a word into syllables marked by hyphen.

mono -1, di -2, tri -3, tetra -4, Penta -5, hexa -6, hepta -7, octa -8,

Nona -9, deca -10,

How to syllabify?

1. Mostly, number of syllables of a word is based on the occurrences of the vowels a, e, i, o, u individually.

Eg: Permanent = Per-ma-nent

1 2 3
=3 Syllables

2) In some words two vowels occur together, but they form only one vowel sound, then it is considered as one syllable.

Eg: En-ter-tain-ment =4 Syllables

1 2 3 4

Beau-ti-ful =3 Syllables

1 2 3

Exception: Ology, Ography, Ologists words.

Eg: Zo-o - lo -gy =4 Syllables

1 2 3 4

Eg: Ge-o-gra-phy =4 Syllables

1 2 3 4

3) **Suffix**-Y is considered as a separate syllable.

Eg: Penalty = Pe-nal-ty =3 Syllables

1 2 3

4) In some words, the last letter- "e" would be silent.

Pre - pare = 2 Syllables

1 2

5) The vowel 'e' before the suffix ly, ness, ment, ion, d is not considered as a syllable .

Eg: Bare-ly = 2 Syllables

Ex:1 Syllabify the following words.

1. blame
2. Computer
3. disability
4. Rainbow
5. anticipated
6. elastic
7. detect
8. Elephant
9. energetic
10. giggle
11. Banana
12. Partide
13. Butter
14. Kindle
15. Observation
16. Table
- 17.economical
- 18.Composition
- 19.Logical

11. SENTENCE PATTERN

Every sentence has two main parts namely subject and predicate.

Subject contains a noun or pronoun It is the naming part of an action.

Predicate contains a verb and the remaining part of the sentence. It is telling part.

Eg: Mathu is very talented

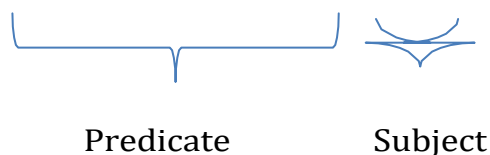
Mathu – Subject

is very talented - Predicate

In some cases for the sake of emphasis, the order of subject and predicate may be reversed.

For example:

In the middle of the road stood, Kiran.



Ex1: Circle the subject and underline the predicate

1. Anupama is plucking the flower.
2. Rahul was a player.
3. May god bless you!
4. How did Deva learn music?
5. The hungry goats are grazing in the field.
6. The richest woman in my street is Mrs.Radha.
7. Deep the wave is a coral grove.
8. How fiercely the wind blows!

9. India is the largest democracy in the world.
10. where does the hare live in winter?
11. Maria's sisters are going to the pool.
12. The teacher gave her students homework.
13. The dogs were barking loudly.
14. The pretty girl was wearing a blue frock.
15. My younger brother serves in the army.
16. The man and his wife were working in their garden.
17. My mother and my aunt are trained classical dancers.
18. You don't have to wait for me.
19. We will no longer tolerate this.
20. The little tree was covered with needles instead of leaves.
21. A rich merchant was passing by the shoe maker's window.

Ex2: Add subject to the following sentences.

1. _____ has lost his hopes.
2. _____ is a rich man.
3. _____ are playing.
4. _____ is scary.
5. _____ is the shortest month of the year.
6. _____ irons her dress.

7. _____ is a faithful animal.
8. _____ is the capital of India.
9. _____ delivered the speech in the assembly.
10. _____ was the first president of India.
11. _____ play chess very well.
12. _____ seldom go to the fair.
13. _____ rises in the east.
14. _____ has long tusks.
15. _____ moves around the sun.
16. _____ is the capital of India.
17. _____ never quarrels with anyone.
18. _____ keeps us warm in winter.
19. _____ teaches us English.
20. _____ wash your hands.
21. _____ lives in Delhi.
22. _____ make one rupee.
23. _____ sells meat.

Ex:3 Complete the sentences by putting appropriate predicates.

1. My watch_____
2. This message _____
3. The sun _____
4. A morning walk_____
5. Everyone_____

Example:

1. The houses
2. The red mangoes
3. The father
4. The ability of man to control nature
5. The fourth period
6. Information Technology
7. All of them
8. His father
9. Mr.Khan, the Chief Minister
10. Your teacher

Predicate is further classified as

- Verb
- Object
- Compliment
- Adjunct

There are five components of a sentence.

1. Subject(s),
2. Verb(v)
3. Object(o)
4. Complement(c)
5. Adjunct(A)

Subject(s)

Subject can be Noun, Pronoun, Adjective, Infinitive, Gerund, Phrase etc.,

Eg: Reading is a good habit,

To err is human.

My uncle is building a house who is building → My uncle.

English grammar was taught by Jayachandran.

What was taught → English grammar.

Chennai is the hottest city. Which is → Chennai.

Verb(v)

What the subject do? → is the verb.

Eg: Vino wrote a letter.

Chennai is the hottest city.

I have done the home work.

Object(o):

In the given sentence, find the verb. For that verb ask questions what/whom and the answer we get is the object.

eg: She sings a song, What? → song

The students met the headmaster Whom? → The H.M.

Ex: Find the sentence pattern.

1. Hema irons her shirt.
2. He handles the computer
3. He kicked
4. She laughed
5. She wrote a letter
6. Birds fly.
7. We played football.
8. She called him.
9. Ragavi bought a book.
10. Ram kicked the ball.

sentence structure

O Q X G I I M T L A N I E G E E D
 O Y L G P R E P O S I T I O N U K
 B L W R X I Y M H Q J T L N T I U
 C O M P O U N D V E L P M I S Q M
 E A U K S Z G N X E L P M O C S R
 E J Q A S X Q U Z Q Q X F Q S W N
 H J C O M P O U N D C O M P L E X
 C P P Y N C R H T E E L H X O A Y
 X D P R E D I C A T E L C P K K C
 I T C E J B U S M Y Y L E L U L Z
 T D Z X W D R F B J G W Q P A Y L
 L N G H Q O L S B T O F J U Y Y S
 T D F E C N E T N E S D S N G A Q
 B Y C O O V R X O U P E K N X N N
 W O M S J I X S W M G S Q F M Q T
 J R E I O M P X P Y Z M U M I I T
 P U S G I M J U W N U O N H V H G

compound-complex	preposition	predicate
sentence	compound	subject
complex	clause	simple
noun		

12. CONJUNCTIONS

A Conjunction is a word used to join words, groups of words or sentences.

Classification of conjunctions is

Reason/Cause : because, as

Place : Where

Time : When, While, after, before

Comparison : as.....as

Than Condition : if, that

Study the following sentences and the use of different conjunctions in it.

1. She is a noble and kind lady.
2. Tell him that he should work hard.
3. Tony studied hard but could not secure the first position.
4. We can go there by car or by train.
5. Karishma fainted during assembly because of the heat stroke.

Join sentences with the help of conjunctions:

1. Radha is rich. Radha is happy.

Radha is rich and happy.

2. Vasu is slow. Vasu is sure.

Vasu is slow but sure.

3. You must run. You will miss the bus.

You must run or you will miss the bus.

Ex: 1 Underline the conjunctions in the following sentences.

1. I shall teach, if you are serious.
2. Birds fly but fish swim.
3. Will you wait, till I return?
4. Hari came and began to dance.
5. My wife cooked while I washed her clothes.
6. You will catch the flight if you start early.
7. Give me something to drink, else I shall remain thirsty.
8. When he saw me, he waved.
9. They went by bus because it was cheaper.
10. As I smiled, she smiled back.

Ex: 2 Choose the correct conjunction from the bracket to fill in the blanks.

1. The box was heavy _____ (otherwise / so) he could not lift it.
2. Slow _____ (and / but) steady wins the race.
3. Sheela likes dancing _____ (but / when) her sister likes swimming.
4. I lived in Mumbai _____ (because / when) I was a child.
5. He had been ill _____ (since / or) he reached Delhi.
6. The theatre was half empty _____ (otherwise / as) it was raining heavily.
7. He is very rich _____ (if / but) unhappy.
8. She regards her brother _____ (until / as) her best friend.
9. _____ it was raining, they went to school. (therefore / Although)
10. _____ (still / As soon as) she saw the tiger, she shouted.

Ex: 3 Complete the sentences using the conjunctions (and, but, so, because)

1. I am very fat _____I am happy.
2. Jim is not polite_____no one likes him.
3. Deva didn't study for the quiz_____he didn't get the full mark.
4. I'm going to England _____I will see Big Ben a lot of nice places.
5. My mother likes tea_____my father likes coffee.
6. I'm hungry_____I didn't have lunch.
7. I lost my keys_____I can't get in to my house.
8. Sita can't cook_____her mother didn't teach her.
9. You didn't understand this_____you didn't listen to the teacher.
10. Peter gets up_____takes a shower
11. My mother works in a big office_____she doesn't like it.
12. There are good stories in the library_____you can read there.
13. The kitchen is dirty_____you didn't clean it.
14. The baby is crying_____you didn't feed him.
15. Hema went to France_____she visited the Eiffel Tower.

13. PHRASAL VERBS

A Phrase is a group of words put together as a conceptual unit and does not take a figurative meaning.

A phrasal verb is an idiomatic phrase consisting of a verb and another element typically an adverb or a preposition or both, the meaning of which is different from the meaning of which is different from the meaning of its separate parts.

Phrasal Verbs	Meanings
1. ran out	to use completely
2. show up	reveal
3. run away	escape
4. stand by	support
5. look into	examine
6. cut off	remove/stop
7. check in	register at an airport/hotel
8. turn on	to open
9. Put out	extinguish
10. get in	enter a bus, train, plane
11. Put on	wear
12. put off	postpone
13. carry over	continue in past
14. give up	stop

Ex:1 Replace the underlined word in the sentence with one of the phrasal verbs given:

1. The dog was to hit someone by a heavy vehicle.
a) run away b)run over c)run into
2. The meeting will continue in your absence
a) carry on b)carry out c)carry in
3. The crippled soldier somehow managed to run away from the prison camp.
a) operate b)follow c)escape
4. Never put off until tomorrow what you can do today.
a) finish b)continue c)postpone
5. He gave up his wealth and became a social worker.
a) earned b)renounced c)spent

EX:2 Fill in the blanks

Complete the following sentences by choosing the most appropriate phrasal verb from the list given. Make sure you conjugate them as well.

(Call off, turn off, bring up, give away, dawn on, break down, take off, call in, hold on, turn down, sell out, fill in, take up, go through, take off)

1. The truth of the matter finally _____ Rani.
2. Please _____ your socks before you enter the room.
3. The employees _____ the strike.
4. The neighbour asked us to _____ the music.
5. Please _____ the lights when you leave.
6. The flight will _____ any moment now.

7. ____the study materials the teacher gave you.
8. _____the surgeon immediately, the patient needs her.
9. Please _____this application and submit it there.
10. Karthik and his family _____the kid as their own.
11. All the tickets for the Avengers were _____.
12. My car _____in the middle of the road.
13. The kid decided to _____a new hobby.
14. The judges will _____to their decision for a while.
15. Please don't _____all your money.

EX:3 Fill in the blanks

Fill in the blanks with the appropriate phrasal verb.

(Give up, call off, get away with, work up, show up, make up, come up, put up, clean up, hang up)

1. Anu finally _____at the wedding.
2. Never _____on your dreams.
3. _____the room before you leave to play.
4. The convict is trying to _____a story.

5. Mark Antony's speech _____ the Roman people.
6. The convention was _____ due to the pandemic.
7. You can't _____ such a horrible thing.
8. The parents couldn't _____ with the naughty kid.
9. The speaker _____ on me.
10. Can you _____ with a new topic?

EX:4 Fill in the blanks

1. His father always taught him not to _____ those people with less.
(look up to / look down on)
2. Stop complaining and _____ your work!
(get on with / get over)
3. The boss wants you to _____ your figures for this month to him.
(hand out / hand in)
4. We're going to have to _____ our trip to Spain until September.
(put up / put off)
5. I _____ Amir today at the supermarket. It was great to see him. (ran out of / ran into)
6. I'm so tired of Sophie _____ her engagement ring all the time.
(showing off / showing up)
7. The police would not _____ to the kidnapper's demands.
(give up / give in)
8. I thought I would _____ for a cup of coffee. Is that okay?
(drop off / drop in)

9. Have you ever _____ such an unusual piece of art?

(come forward / come across)

10. It's important to _____ on time.

(show up / show off)

11. _____ your feet when walking; you don't want to trip!

(uplift / lift up)

12. The tree was _____ by the wind.

(blown up / blown over)

13. He _____ his hat to show me his new haircut.

(took off / took up)

14. I just can't seem to _____ this book.

(get off / get into)



14. INTERJECTION

What are Interjections?

Interjections are a part of speech used to convey or express sudden feelings and emotions. There are no particular rules as to where interjections should be placed in a sentence, but most often, they are seen to appear in the beginning of a sentence.

Examples of Interjections

Here are some examples of interjections to show you how they can be used in sentences effectively.

- Hurrah! We won the match.
- Ouch! That really hurt badly.
- Wow! That is a beautiful dress indeed.
- Oh my God! That was unexpected.

Fill in the blanks with the most suitable interjection in the following sentences.

(Ouch, yippee, bravo, alas, my God, well, uh, ah, wow, oh no)

1. _____, that is new!
2. _____ That hurt me more than I thought it would.
3. _____ We got the tickets to the movie premier night.
4. _____ I don't want to do it this way.
5. _____ You did a really great job with that piece of furniture.

6. _____ now I understand what you were trying to say.
7. _____ That should have really upset you.
8. _____ I have not cleared the internal assessment.
9. _____ That was really a brave thing to do.
10. _____ The waiting list for the reservation seats is
too long; I don't think we would get a seat.

Fill in the blanks with interjections from the box. One has been done for you.

Ouch!	Wow!	Oh dear!	Alas!
Help!	Oh!	My!	Hurray

1. _____ I have spilt all the water.
2. _____ What a horrible movie it was.
3. _____ That's an unbelievably ferocious dog, isn't it?
4. _____ That really hurts!
5. _____ We have no exam tomorrow.
6. _____ We are trapped.
7. _____ Did you really say that?

15. PUNCTUATION AND CAPITAL LETTER

The most common punctuation marks in English are: capital letters and full stops, question marks, commas, colons and semi-colons, exclamation marks and quotation marks.

In speaking, we use pauses and the pitch of the voice to make what we say clear. Punctuation plays a similar role in writing, making it easier to read.

Punctuation consists of both rules and conventions. There are rules of punctuation that have to be followed; but there are also punctuation conventions that give writers greater choice.

capital letters(B,D) and fullstops(.)

We use capital letters to mark the beginning of a sentence and we use full stops to mark the end of a sentence.

We went to France last summer. **We** were really surprised that it was so easy to travel on the motor ways.

The Football World Cup takes place every four years. **The** next World Cup will be held in South Africa. **In** 2006 it was held in Germany.

Dr David James is the consultant at **Leeds City Hospital**.

They are planning a long holiday in **New Zealand**.

Can she speak **Japanese**?

The next meeting of the group will take place on **Thursday**.

What plans do you have for **Chinese New Year**?

We use capital letters for the titles of books, magazines and newspapers, plays and music.

'**Oliver**' is a musical based on the novel '**Oliver Twist**' by Charles Dickens.

The **Straits Times** is a daily English language newspaper in Singapore.

They are performing Beethoven's **Sixth Symphony**.

question marks(?) and exclamation marks(!)

We use question marks to make clear that what is said is a question. When we use a question mark, we do not use a full stop:

Why do they make so many mistakes?

We use exclamation marks to indicate an exclamative clause or expression in informal writing. When we want to emphasise something in informal writing, we sometimes use more than one exclamation mark:

Listen!

Oh no!!! Please don't ask me to phone her. She'll talk for hours!!!

Punctuate and rewrite the following sentences by using the capital letters, full stop, question mark.

1. tom and jerry are best friends

Tom and Jerry are best friends.

2. mathu lives in mumbai

3. we are going to attend the function

4. what is your name

5. my name is Mathi

6. this is my pet dog bruno

7. why are you not writing neatly

8. he is my cousin brother suman

9. shimla is a beautiful place to visit

10. jaipur is called pink city

11. goa has many beautiful beaches

12. how is my grandmother now

13. I want to visit paris .

14. sneha is my younger sister

15. sheela enjoys vacation to manali

16. SYNONYMS AND ANTONYMS

Synonyms:

Synonym is a word or expression that has the same or nearly the same meaning as another word.

Given below is a list of some synonyms:

Words	synonyms
1. Abbreviate	Condense
2. Ability	Capability
3. Angry	Furious
4. Above	Overhead
5. Adult	Grown-up
6. Ban	Forbid
7. Before	Prior
8. Beautiful	Lovely
9. Busy	Active
10. Broad	Wide
11. Calm	Quiet
12. Capture	Seize
13. Care	Concern
14. Cease	Stop
15. Certain	Positive
16. Damage	Hurt

17.Dawn	Daybreak
18.Dead	Lifeless
19.Dark	Dismal
20.Daring	Bold
21.End	Finish
22.Empty	Hollow
23.Expensive	Costly
24.Especially	Particularly
25.Eager	Keen
26.Fable	Tale
27.Fill	Load
28.Fix	Mend
29.Forgive	Pardon
30.Follow	Succeed
31.Good	Fine
32.Generate	Demolish
33.Get	Receive
34.Glad	Happy
35.Gratuity	Tip
36.Harmful	Injurious
37.Hate	Detest
38.Heading	Title

39.Hide	Conceal
40.Humble	Meek
41.Idea	Thought
42.Ill	Sick
43.Infant	Baby
44.Immense	Enormous
45.Inquire	Ask
46.Journal	Magazine
47.Jump	Leap
48.Just	Honest
49.Joust	Peace
50.Job	Occupation
51.Keep	Give
52.Ketchup	Gravy
53.Knowledge	Awareness
54.Kit	Tools
55.Kin	Relative
56.Lazy	Torpid
57.Lenient	Fundamental
58.Locate	Unearth
59.Last	Final
60.Legible	Clear

61.Maximum	Greatest
62.Mend	Fix
63.Mean	Unkind
64.Minor	Secondary
65.Magnify	Expand
66.Nimble	Complicated
67.New	Untried
68.Nothing	Zero Point
69.Nullify	Careless
70.Neat	Clean
71.Obey	Mind
72.Observe	Examine
73.Odd	Strange
74.Opaque	Unclear
75.Optional	Voluntary
76.Past	Previous
77.Perfect	Accurate
78.Poor	Needy
79.Possible	Conceivable
80.Polite	Gracious
81.Quaint	Brisk
82.Quarantine	Indifferent

83.Question	Ask
84.Quit	Stop
85.Quiet	Silent
86.Raise	Elevate
87.Reduce	Decrease
88.Regular	Routine
89.Rational	Logical
90.Regulate	Control
91.Sad	Unhappy
92.Small	Little
93.Stable	Steady
94.Stop	Quit
95.Sufficient	Enough
96.Tall	High
97.Total	Whole
98.Tender	Delicate
99.Thaw	Melt
100.Trivial	Insignificant
101.Unclear	Vague
102.Utterly	Screen
103.Urgent	Important
104.Universe	Space

105.Useless	Worthless
106.Vacant	Empty
107.Victory	Success
108.Vague	Unclear
109.Vibrate	Tremble
110.Vulgar	Offensive
111.Wealth	Assets
112.Wild	Savage
113.Wise	Smart
114.Wrong	Incorrect
115.Wonderful	Marvelous
116.Xenophobic	Disease
117.Xeric	Dry
118.Xylol	Solvent
119.Xenial	Friendly
120.X-ray	Radiograph
121.Yoke	Scarce
122.Yield	Produce
123.Young	Blooming
124.Youngbird	Fledgling
125.Yaw	Curve

126.Zeal	Insufficient
127.Zest	Impoverished
128.Zenith	Miserable
129.Zincous	Hurry
130.Zip	Postal code

WORDS

ANTONYMS

1.Able	Unable
2.Above	Below
3.Agree	Disagree
4.Alive	Dead
5.Accept	Decline
6.Below	Above
7.Best	Worst
8.Big	Small
9.Birth	Death
10.Bottom	Top
11.Calm	Excited
12.Catch	Miss
13.Clean	Dirty
14.Clear	Cloudy
15.Close	Open
16.Damage	Repair

17.Day	Night
18.Division	Unity
19.Difficult	Easy
20.Down	Up
21.Early	Late
22.East	West
23.Easy	Difficult
24.End	Begins
25.Entrance	Exit
26.Failure	Success
27.Fast	Slow
28.Female	Male
29.Finish	Begin
30 Freeze	Melt
31.Give	Take
32.Go	Come
33.Good	Bad
34.General	Particular
35.Guest	Host
36.High	Low
37.Heat	Cold
38.Happy	Sad

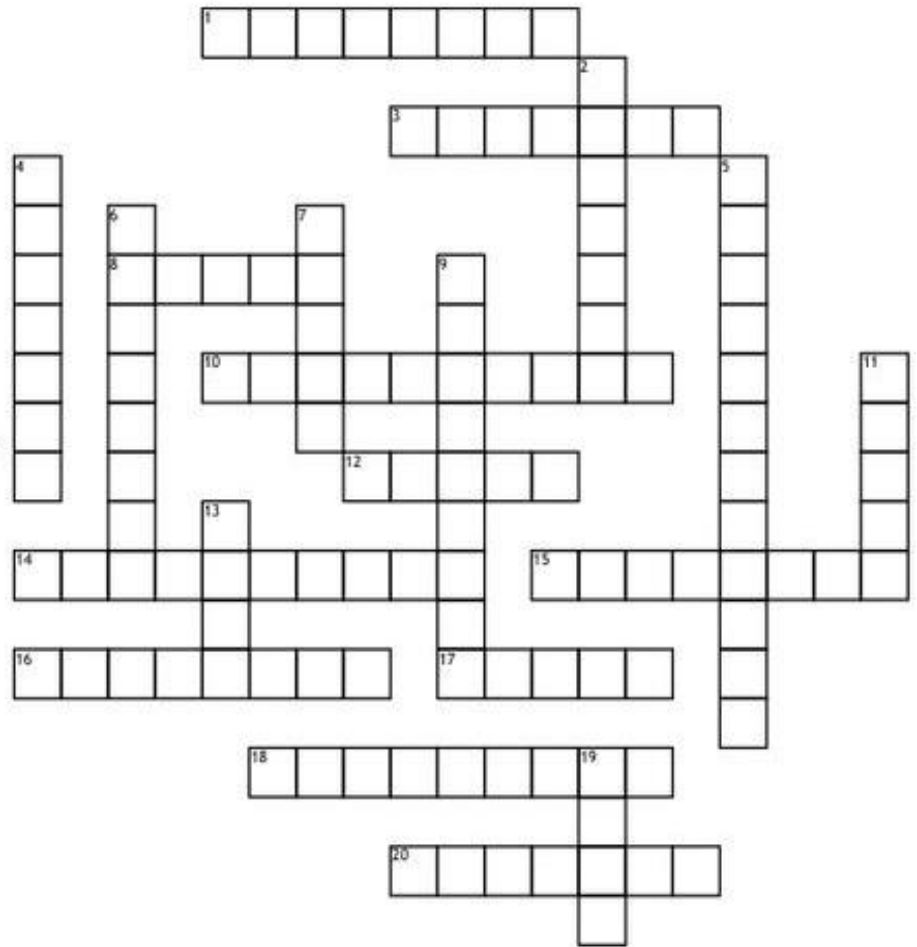
39.Harvest	Plant
40.Here	There
41.Import	Export
42.In	Out
43.Include	Exclude
44.Interrupt	Continue
45.Increase	Reduce
46.Join	Separate
47.Junior	Senior
48.Just	Unjust
49.Justice	Unjustice
50.Justify	Impute
51.Keen	Vapid
52.Knowledge	Ignorance
53.Kind	Cruel
54.Knave	Innocent
55.Known	Unknown
56.Left	Right
57.Less	More
58.Large	Small
59.Love	Hate
60.Live	Die

61.Many	Few
62.Mess	Order
63.Minor	Major
64.Morning	Evening
65.Moon	Sun
66.Now	Then
67.Near	Distant
68.Nobody	Everybody
69.North	South
70.Narrow	Broad
71.Occupied	Vacant
72.Odd	Even
73.Open	Closed
74.Over	Under
75.Outside	Inside
76.Push	Pull
77.Pretty	Ugly
78.Powerful	Weak
79.Poverty	Wealth
80.Pass	Fail
81.Quack	Upright
82.Question	Answer

83.Quick	Slow
84.Quiet	Loud
85.Quaint	Familiar
86.Rest	Work
87.Rural	Urban
88.Right	Wrong
89.Rainy	Sunny
90.Remember	Forget
91.Sad	Happy
92.Sell	Buy
93.Send	Receive
94.Short	long
95.Small	Big
96.Trust	Suspect
97.True	False
98.Tragedy	Comedy
99.Top	Bottom
100.There	Here
101.Up	Down
102.Useless	Useful
103.Under	Over
104.Unite	Divide

105.Upload	Download
106.Vowel	Consonant
107.Vertical	Horizontal
108.Voluntary	Compulsory
109.Vacant	Occupied
110.Visitor	Host
111.Whole	Part
112.Warm	Cool
113.War	Peace
114.Waste	Save
115.White	Black
116.Xenic	Violent
117.Xerotic	Bland
118.Xeric	Hydric
119.Xanthous	Neutral
120.Xenophobia	Tolerance
121.Yearn	Content
122.Yield	Protest
123.Yell	Whisper
124.You	Me
125.Yes	No

Antonym and Synonym



Across

1. synonym for crash
3. antonym for morning
8. synonym for lift
10. synonym of amazing
12. synonym for sofa
14. synonym for beautiful
15. antonym for response
16. antonym for forget
17. antonym for old
18. synonym for hard

20. synonym for image

Down

2. antonym for fact
4. synonym for trash
5. antonym for benefit
6. synonym for aromatic
7. synonym for listened
9. antonym for rapid
11. antonym for smile
13. antonym for irate
19. antonym for quiet

17. READING COMPREHENSION

Reading comprehension is the ability to process written text, understand its meaning, and to integrate with what the reader already knows.

Reading comprehension relies on two abilities that are connected to each other: word reading and language comprehension. Comprehension specifically is a 'creative, multifaceted process' that is dependent upon four language skills: phonology, syntax, semantics, and pragmatics.

Some of the fundamental skills required in efficient reading comprehension are the ability to

- know the meaning of words,
- understand the meaning of a word from a discourse context,
- follow the organization of a passage and to identify antecedents and references in it,
- draw inferences from a passage about its contents,
- identify the main thought of a passage,
- ask questions about the text,
- answer questions asked in a passage,
- visualize the text,
- recall prior knowledge connected to text,
- recognize confusion or attention problems,
- recognize the literary devices or propositional structures used in a passage and determine its tone,

- understand the situational mood (agents, objects, temporal and spatial reference points, casual and intentional inflections, etc.) conveyed for assertions, questioning, commanding, refraining, etc., and
- determine the writer's purpose, intent, and point of view, and draw inferences about the writer (discourse-semantics).

Kind Tom

Tom went for a walk with his dog in the fog. Tom saw a frog on a log. Log to log went the frog. "Jump frog, Go! frog" said Tom. The frog jumped and jumped and went away far from Tom and his dog.



1. Tom went for a _____ with his dog.

Ans. _____

2. They went to walk in the _____.

Ans. _____

3. Tom, saw a frog on a _____.

Ans. _____

4. Log to log went the _____.

Ans. _____

5. The frog jumped and went _____ away from Tom.

Ans. _____

Wolf

Read the information and then answer the questions.



Wolves live in groups called packs. These can have up to 36 wolves but the average size pack has 6 wolves. Wolves eat meat and can run for a very long way each day. They look like dogs but you don't want to pet one!

Can you answer the questions in full sentences?

What colour is this wolf?

How many wolves in an average size pack?

What do they eat?

Why do you think we can't pet a wolf?

18. LETTER WRITING

What is a Formal Letter?

A formal letter is one written in a formal and uses formal language. Such letters are written for official purposes to authorities, dignitaries, colleagues, seniors, etc, and not to personal contacts, friends, or family. A number of conventions must be adhered to while drafting formal letters.

How to Write a Formal Letter?

Here are the key elements of the formal letter and what to include in each section:

- **Sender's Address**

In Formal Letter Format, it is important that you mention the sender's address in order to avoid any confusion and dispute.

- **Date**

Mention the accurate date for better understanding of the actual time and date.

- **Name/Designation of Addressee**

Skipping this part can lead to potential confusion thus it is necessary to include the proper name as well as the designation of the receiver.

- **Address of the Addressee**

Mentioning the accurate address of the letter will ensure that it reaches the proper destination.

- **Salutation**

This part is of utmost importance as you need to address the receiver with proper respect.

- **Subject**

Write a strong subject line which can convey the meaning of the entire formal letter.

- **Body [Introduction, Content, Conclusion]**

It is important that you write your message in the body with precision and in a concise manner.

- **Complimentary Closing Line**

Write some complimentary closing line at the end of the body. It will include words like With Regards, Best Wishes, Yours truly etc.

- **Signature/Name of the Sender**

Don't forget to include the name of the person who is sending the letter. It will clear ambiguity in the message.

- **Designation of the Sender**

For the final element of the letter, you must include a proper designation of the sender. It is part and parcel of the formal letter format

Formal Letter Format

The main structure of a formal letter includes:

1. Sender's Address
2. Date
3. Name /Designation of Addressee
4. Address of the Addressee
5. Salutation
6. Subject
7. Body[Introduction, Content, Conclusion]
8. Complimentary Closing Line
9. Signature/Name of the Sender
10. Designation of the Sender
11. These elements of a formal letter are structured as:

Sender's Address

Date: XX/XX/XXXX

Name/Designation of Receiver

Address of the Receiver,

Subject:

Salutation (Mr/ Mrs/ MS)

Body of the Letter

Signature / Name of the Sender

Designation of the Sender

Sender's Address

Date

Receiver's Address

Subject:

Salutation

Body of the Letter

Complimentary Closing

Thanking You

Yours Sincerely

Name

Formal Letter to Principal

As a school student, you might be required to write a letter to the principal for various reasons, be it asking for sick leave, permission to organizing an event in the school, requesting a certificate, etc. Here is the formal letter format to the principal:

1. The Principal
2. Name of the School
3. Address
4. Date
5. Salutation: Respected Sir/Ma'am
6. Subject: State the reason of the letter to the principal
7. Body of the Letter
8. Closing Line: Yours Sincerely/Faithfully
9. Sender's Name

The Principal

School Name

Address

Date

[The date on which the application is written. It helps in officially documenting the application.]

Subject: Reason for writing the letter

Salutation: Respected Sir/Ma'am

Body of Content

[Mention your name and class] [State the reason for the application]

[Related factors such as the number of days for a leave (including dates), reason of fee concession, etc.]

Humbly extend our gratitude towards the principal.

Complimentary Note as a closing acknowledgement for the principal's time, understanding and patience. This makes the letter more respectful and there by appropriate.]

Closing Line

[Yours Obediently, Yours Sincerely, etc.]

Name of the Sender with Details

[Conclude the application by mentioning your name with other essential details like class, section, roll no. and any other details.]

Resignation Letter

A resignation letter is a formal letter which an employee writes to his manager if he wants to quit his job for any particular reason. Here is a format to write a resignation letter

Name of the Sender

Address

Date

To,

Name of the

Recipient Designation

Company Name

Address

Subject:

Dear Mr/Ms.

I would like to inform you that I am resigning from your position as [Name of the Designation] for the [Name of the Company], effective from [Date &Year]. Thank you for the support and the opportunities that you have provided me during the last [Number of Year] years. I have truly enjoyed my tenure with [Name of the Company], and am more than grateful for the encouragement you have given me in pursuing my professional goals and personal growth objectives.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would beg I as to help however I can.

Yours Sincerely,

Name

Signature

Invitation Letter

An **invitation letter** is written to invite any one to a particular occasion. Some format letter examples are invitations by juniors to their seniors in college for a farewell, by a company to attend the office annual day, invitations to attend a meeting or a conference, etc. Here is the format to write the formal invitation letter.

Name of the Sender

Address

Date

To,

Name of the Recipient

Designation

Company Name

Address

Subject: Invitation letter for...

Dear Sir/Madam

It will really be grateful to have your warm presence at (the venue). We will be honored if you come to [name of the occasion] and it will become more delighted with your auspicious presence.

It is hereby informed that the vent will commence at the venue [address of the venue] on [date of the occasion] from [starting time of the event].

I hope you will be able to put some time in and can join event. And I hope that you will provide me with a positive response. Your presence matters to us.

Thanking You,

Yours truly,

Name & Signature

Letter of Complaint

When composing this kind of letter:

- One must be very specific about the issue they are having.
- Indicate the course of action you choose and include data such as the date the orders arrived, the order number, or the specifics of the prior complaint (if any)
- Set a time limit for responses.
- Include a sample or copy of the invoice or any other receipts.
- Use kind but firm language when addressing the complaint.
- Never defend yourself or make any claims by yourself.

Mistakes to Avoid for Formal Letter Writing

Some of the main mistakes that are to be avoided are mentioned below:

1. Avoid using the incorrect format for writing a formal letter. Go through a proper understanding of how to write a formal letter and do n't make silly mistakes of confusing the proper greeting, etc.
2. Make sure that while you are writing the formal letter, the intent and purpose are clearly defined.
3. Avoid making grammatical mistakes while writing a formal letter. It gives a wrong impression while making the letter look informal.
4. Similar to the point above, avoid using informal language in a formal letter, where formal language should be used.
5. Don't forget to make sure to ask for a follow-up incase it a formal letter that needs a response.

INFORMAL LETTER

An informal letter is a letter that is written in a casual manner. You can write them to cousins, relatives, friends or family. An informal letter can be written even to your formal contacts if you share a friendly relationship with them. There are different ways to carry out this type of letter writing depending on which country you're in. This article will address the English/American way.

Contents of Informal Letter

1. Address

Your personal address is the first thing you write in your letter. It should be placed at the top right corner of the page. This address is important if the receiver wants to write back to you. Always remember to write your postal code and if you are writing the letter abroad then do include the country name as well.

2. Format

Number and street name

City, state and postal code

Country

Example

6b, Elegant Heights, Indira Nagar

Kadavanthra, Kochi- 682020

Kerala

India

2. Date

The date is usually mentioned below your sender's address. The most common format to write the date includes the month, day and year. The name of the month is capitalized in the date.

Format-DD/MM/YEAR

In British English, it is written as-
November 2011 or 22/11/2011

22nd November 2011 or 22

In American English, It is written as-
November 22, 2011, or 11/22/2011

November22nd, 2011or

3. Opening

As assumed, the letter has to be preceded by greetings. It is explained below on how to greet someone when it comes to in formal letters.

This is fairly very casual and is usually not as strict and important as it would be with a business or formal letter. There are still a few points that you should know while addressing or greeting someone in informal letters.

Mr Johnson (British English)

Mr Johnson (American English)

You can write the title only if the letter is semi-formal or you wish to show respect to an elder.

If you are on very friendly terms, just use their first name. The way in which you greet your reader is up to you. The examples below show case some common greetings.

Dear Shrey,

Shrey,

Hi Shrey,`

Remember to put a comma after the name.

4. Body

As it is an informal letter you can start in a casual and friendly way. However, it's of importance to weigh your language in accordance with the person you are writing to. The best way of assessing how you should write is to think about how you would interact with the person you are writing to in real life.

Subjects to Include in the Body

- Give your reason for writing.
- Explain briefly the main reason in the first paragraph.
- Ask about the person you are writing to.
- Make some concluding remarks.
- Invite the person to write back.

5. Closing

The closing paragraph should include the sentence in the last few things you would like to tell the reader. Here are certain examples of closing sentences

6. Signature

You can sign off by saying anything of your choice as it's an informal letter. Here are certain examples you can use. You just have to write your name after these.

Examples of an Informal Letter

52, Fig street, Indira Nagar

Kadavanthra

Kochi

Kerala

11thAugust2020

Dear Mill,

Hope you are safe and well protected from the outbreak of the Virus. It's been a long time since I wrote to you. Due to the pandemic, I am working from home, So I decided to write to you and know how you have been doing.

Everything is fine here in India and we all stay indoors most of the time as India has growing numbers of active cases of COVID 19. We have reached number three in the world for the active number of cases. It is pretty mundane staying inside all the time but I have stopped complaining and started reading books. It is actually the best way to utilize time.

How did you manage to complete your exams between pandemic? My sister just had a baby girl and I am babysitting for her. Once this Pandemic is over I will come and see you.

Hope to hear from you soon.

Love

Sandra

19. NOTICE WRITING

A notice is a written or printed announcement (**Example**—a notice for sale). It is written in order to inform a large number of people about something that has happened or is about to happen.

It could be an upcoming event, competition, **Lost, and found** notice or just a piece of information to be delivered to the targeted audience. It is generally written in a formal tone.

Notices are factual and to-the-point. The language used is **simple and formal**, not flowery. They are put upon display boards in schools or in public places.

A notice should contain all the necessary details such as:

1. Name of the issuing agency(school, etc)
2. Date of issue/release of the notice
3. Title/ Subject of the Event(what?)
4. BODY-Date/time/duration/Place/Venue (when and where?)
5. Authorized signatory: Name and signature (contact details)

Format:

Name of the issuing agency/authority

NOTICE

Date of issue/Release of the notice

Title/Subject of the Event

BODY

(Date/time/duration/Place/Venue)

Authorized signatory

(Name, Designation and signature)

Notice Writing Topics—A Notice can be written for various reasons. The format of notice writing remains the same in all cases. Here is a list of topics for notice writing that students must prepare-

1. A competition
2. An excursion trip
3. A lost and found notice
4. An inauguration to take place
5. An exhibition
6. A blood donation camp to be held

Question 1: Water supply will be suspended for eight hours (10 am to 6 pm) on 6th of March for cleaning of the water tank. Write a notice in about 50 words advising the residents to store water for a day. You are Kiran Kumar/ Kavitha, Secretary, Chennai Metropolitan water supply, Chennai.

Answer:

Chennai Metropolitan water supply, Chennai.

NOTICE

March 01, 202X

ATTENTION!

This notice is to inform all the residents regarding the suspension of water supply for 8 hours. It is being done to clean the water tank. The details are as follows:

DATE- March 6

TIME- 10am – 6 pm

Thus, we request you to store the required amount of water before hand to minimise the difficulty. Thank you

Kiran Kumar/ Kavitha

(signature)

Secretary

Question2: You are Asma /Ashish, the head girl/boy of XYZ international school. Your school is soon going to publish the annual magazine next month. Write a notice for the notice board of your school inviting students to submit write-ups.

Answer:

XYZ INTERNATIONAL SCHOOL

NOTICE

March 01, 20XX

CALL FOR SUBMISSIONS

This is to inform the students that our school is going to publish its annual magazine next month. All those who wish to contribute can mail their entries

to xyzmagazine@gmail.com. Write-ups will be accepted latest by March 30, 20XX till 11:59pm. You can take any topic of your choice. For further information, contact your respective class teachers.

Thank you

Asma/Ashish Head

Girl/Head Boy

20. PROVERBS TRANSLATION

1. அகத்தின் அழகு முகத்தில் தெரியும்.

Face is the index of the mind.

2. அகம்பாவம் அழிவைத் தரும்.

Pride goes before a fall.

3. அச்சத்திற்கு மருந்து இல்லை.

There is no medicine for fear.

4. அஞ்சி வாழ்வதை விட ஆபத்தை எதிர்கொள்.

Face the danger boldly than live in fear.

5. அஞ்ஞாணி செல்வத்தையும், ஞானி நற்குணத்தையும்

விரும்புகிறான்.

The fool seeks wealth and the wise perfection.

6. அடாது செய்பவர் படாது படுவர்.

Wrong do will be severely punished. (wicked people suffer a lot)

7. அடாது மழை பெய்தாலும் விடாது நாடகம் நடக்கும்.

Play will continue even if it rains incessantly. (work will go on at any cost)

8. அடி மேல் அடி வைத்தால் அம்மியும் நகரும்.

Beat after beat will make even as tone move. (Try try again you will

succeed at last)

9. அடுப்பில் பூனைக்குட்டி தூங்குகிறது.

Oven is not in use. (Kitten sleeps in the oven)

10. அணையப் போகும் தீபம்.

Alustre before death. (the light is going to stop burning)

11. அதிக உமி சிறிதளவு உணவு.

Much bran little meal.

12. அதிகப் பேச்சு அறிவுடைமை அல்ல.

It is not wise to talk more. (Talking more is not wisdom)

13. அதிகம் கேள், குறைவாகப் பேசு.

Hear more, but talk less.

14. அதிகம் நம்புவன், அதிகம் கடமைப்பட்டவன்.

He that trusts much obliges much.

15. அதிகம் வளைத்தால் வில் உடையும்.

The bow will break if it is bent more.

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