

5.5 Grammar

Future Tense

SIMPLE FUTURE

Simple future tense is used to talk about things which will happen in future and about which we don't have any control future is uncertain but we can express our plan or some possibility

Ex : I shall be sixteen by next year

He will graduate in 2022

low pressure system will cause rainfall

| USAGE | EXAMPLE |
|---|--------------------------------------|
| Predicting actions likely to happen in future. | You will pass in the exams. |
| To express willingness to do something. | I will help you. |
| To express a decision made at the time of speaking. | I will call on you in a short while. |
| Used in question tags. | Let's leave this place, shall we? |

Be forms: shall be, will be

Key words: tomorrow, next week, next month, next year, in 2025, etc.

FUTURE CONTINUOUS

| USAGE | EXAMPLE |
|--|---|
| To express continuity of action at a particular time in the future | Next year this time I will be preparing to go abroad. |

Keywords: this time tomorrow, this time next week, this time next year

FUTURE PERFECT

| USAGE | EXAMPLE |
|--|--|
| An action that will be completed a particular time in future | By this time next month, I will have finished before my examination. |

Keywords: by, within

FUTURE PERFECT CONTINUOUS

| USAGE | EXAMPLE |
|---|---|
| To express duration of time that occurred before a specific point of time infuture. | By next November I will have been working in this company for 6 years |

PUNCTUATION

Punctuation is the name of the marks used in writing.

They are very essential signs to understand a sentence in correct way.

They represent the expression and feeling in a sentence.

The term punctuation is derived from a Latin term punctum. It means the correct use of points or stops in writing.

The character below lists some punctuation mark and a few rules.

1. CAPITAL LETTER

A Capital letter is used at the beginning of a sentence.

Examples:

- * The bear in the zoo was a big one
- * Cycling is a good form of exercise.
- * All I want is your happiness.
- * You can call me Ronnie.

2. Full Stop (.)

A full stop marks the end of a sentence. While reading a sentence we need to pause after a full stop. Full stops end sentences that are not questions or exclamations. A full stop is used at end of every sentence.

Examples:

- *This is an Elephant.
- *Ann is an excellent Teacher.
- *Canada is fascinating country.

We DO NOT use a full stop with abbreviations formed from the first capital letters. For example:
BBC, USA and MA

3. QUESTION MARK (?)

A question mark is needed after a direct question. The question can be a short word or a whole sentence.

USES

Question marks end sentences that are questions.

Example

- Is this your assignment?

4. Exclamation Mark or Sign (!)

An exclamation mark is used after a strong imperative sentence which mark certain direct commands.

Uses

Exclamation marks end a sentence that is an exclamation.

Example Sentence

Don't pick that!

5. Quotation or Speech Marks ("") ("")

Double quotation marks enclose quotation

1. It marks a direct speech

Example

How are you? 'She asked me.

He said, "I want a cup of Coffee."

2. Enclose titles.

Ex: The most famous play of Shakespeare is "Romeo and Juliet".

Single Quotation:

- Single quotation mark is mostly used when a word is used in an unusual way.
- Ex: Generation gap can be a 'wall' between the parents and children.
- For a quotation within quotation also single quotation marks are used.
- Ex: Mother told the child, "Say 'Hello' to uncle"

6. Comma (,)

Comma places a pause between clauses within a sentence. It separates adjectives in a series.

Example:

- * We were late, although it didn't matter.
- * You will need eggs, butter, salt and cheese.
- * I wore a red- coloured, long and frilly skirt.

7. Hyphen (-)**Uses**

Hyphen connects elements of certain words

Example

- * North – East
- * Fair – weather friend
- * x-factor

Semicolon (;)

(i) It separates main clause.

Ex: The workers are not satisfied with the management; however, they are unwilling to go on a strike.

(ii) Used in the place of comma.

9. Colon (:)

(i) A colon is used before a list or series of items.

Ex: Generally, writing can be classified as follows: expository, descriptive, narrative and argumentative.

(ii) It is used before explanation.

Ex: We decided not to go for tour: Our vacation ends in two days.

(iii) It is used to introduce quotations.

Ex: Newton's third law: "Every action has an equal and opposite reaction. "

(iv) It is used to set off the main title from the sub-title.

e.g. Letter Writing: Business Letters: Social Letters.

10. Apostrophe (')

1. The apostrophe is used in contracted form

Ex: he'll (he will) we're (we are)

Can't (cannot) they've (they have)

(ii) It is used to indicate that some letters or numbers are left out

Ex: 'flu 28 January, '72

(iii) It is used in plurals of letters and numbers.

e.g. In 1980's

(iv) The apostrophe is used in plural forms of words which normally do not have plurals.

eg. No If's and but's in this matter.

(v) It is used in possessive forms.

eg. God's grace

Everone's duty.

Note: The 's' may be omitted in a name ending in 's'

Dickens novels

11. ... Ellipsis

Uses

- Ellipsis shows the omission of words.
- It also indicates a pause.

Example

The teacher moaned, “Look at this floor ... a mess... this class”.

13. Parentheses (())

1. Parentheses are used to enclose additional information.

Eg. Dr. Abdul Kalam (b.1931) is called ‘ India’s Missile Man’

2. They are used to enclose numbers or letters that mark items in a list.

Ex: There are two types of letters.

They are (i) Formal and (ii) Informal.

3. Information about reference.

Ex: World oil Consumption was down by 5 percent this year. (see fig 1.5)

14. Dash __

1. It indicates additional information, with more emphasis than a comma.
2. It indicates a pause, especially for effect at the end of a sentence.
3. It contains extra information (used instead of brackets).

Example

1. She is an author—and a very good one too.
2. We all know what to expect – the best.

Punctuate the following exercise

1. being ignorant is not so much a shame as being unwilling to learn
2. Friends foes relatives admirers' acquaintances and all deserted him in times of pandemic except his children
3. He has completed his ba ma mphil phd in english
4. She writes clearly legibly beautifully and sensibly
5. She was a girl but she was a woman
6. einstein said a person who never made a mistake never tried anything new.
7. She lives with her father in law and mother in law
8. my wife who is in Mumbai now is coming tomorrow
9. What a great achievement my countrymen
10. What a beautiful building

NEGATION (STATEMENTS & QUESTIONS)**Definition:**

A Negation is a refusal or denial of something. A few negative words are **no, none, never, nothing**, etc. Sometimes negative words are formed by affixing a prefix 'un', 'il', 'dis', 'de', 'mis', etc. or by adding a suffix 'less'.

Example:

I like to sing = I do not like to sing.

I bet that you have never tasted the steak in Barbecue.

Negation in Tense**1. Present Tense**

Do= do not/ don't, does= does not/doesn't

2. Present Continuous Tense

Am = am not, is=is not/ isn't, are=are not , aren't.

3. Present Perfect Tense

Have = have not/haven't, has=has not/hasn't

4. Present perfect Continuous tense

Has been = has not been , have been= have not been

5. Past tense

Did = did not/ didn't

6. Past Continuous Tense

Was = was not/wasn't, were =were not/weren't

7. Past perfect Tense

Had =had not / hadn't

8. Past Perfect Continuous Tense

Had been = had not been /hadn't been

9. Future Tense

Shall = shall not , will = will not /won't

10. Future Continuous Tense

Shall be = shall not be , will be =will not /won't

11. Future Perfect Tense

Shall have = shall not have, will have= will not have /won't have

12. Future perfect continuous Tense

Shall have been = shall not have, will have= will not have/won't have

Negation in modal or auxiliary:

Cannot- can't, Could not-couldn't, Will not - won't, Would not - wouldn't

Shall not - shan't, Should not - shouldn't, May not - mayn't, Might not - mightn't

Must not - mustn't , Need not - needn't , Ought not - oughtn't

Negation in words:

Ever – never

Anybody- nobody

Anyone – no one

Anything- nothing

Anywhere – no where

Negation using negative adjectives/ adverb:

Little , a little,

few, a few,

hardly, barely,

scarcely, roughly,

rarely, seldom etc.

Example:

1. John had **little** hope of success in this project.
2. **Few** people will support you.
3. Robin was a **little** tired.
4. **A few** of the people were happy.
5. I have **hardly** seen John working so hard.

6. **Barely** we had reached the theatre when it started to rain.
7. **Scarcely** Jack had finished the speech when everyone started clapping.
8. We have **roughly** seen Tom attending any class.
9. We have **rarely** seen any singer like Richard.
10. Robin **seldom** comes here.

Negation using negative prefix:

1. **Un:** Tom is happy - Tom is unhappy.
2. **Ir:** Anu is regular to class – Anu is irregular to class.
3. **Non:** It is a poisonous snake – It is a nonpoisonous snake.
4. **Im:** This is a possible task – This is an impossible task
5. **Il:** This handwriting is legible – This handwriting is illegible

Negation using negative Suffix:

Less:

The food at that restaurant is cheap, it's pretty tasteful —The food at that restaurant is cheap, but it's tasteless

Negation in Question

A negative question is one that is worded in such a way as to require a “no” and a ‘yes” response for a negative answer.

Example

Aren't you attending the seminar today?

(The answer can be a yes / no)

When negative questions are asked, it is better to give the answer in complete sentence in order to avoid confusion.

Convert the positive sentences into Negative Sentences using negation:

1. Our English Teacher is friendly.
2. The Responsibility of the teenager was well known
3. The weather forecast has predicted rain for 24 hours .
4. Someone is there to check the temperature .

Frame negative question

1. Who has completed the project ?
2. Do you have money to buy that book ?
3. Are you going to your uncle's house this weekend ?
4. Does your friend know that the result is due today ?
5. Have you taken your umbrella ?

Simple, Compound and Complex Sentences**Phrase:**

A Phrase is a group of words that is part of a sentence but can't stand alone.

Clause

Clause is a group of words that includes a subject and a verb. It is divided into two types such as Main clause and Subordinate clause.

Main clauses have a subject and verb and can stand on their own.

Coordinating conjunctions joins two phrases, clauses or words. Ex: For, And, Nor, But, Or, Yet, So.

Subordinate clauses begin with a conjunction such as **while, when, once, unless, because, before** etc... It cannot stand on their own.

Simple, complex, compound sentence

Simple Sentence

A Simple sentence has only one clause. A simple sentence contains an independent clause main clause, and no subordinate or dependent clause.

It includes a subject, verb and Predicate.

Complex Sentence

A Complex sentence has at least one main clause and one subordinate clause.

Compound Sentence

A Compound sentence consists of two or more main clause.

Exercise

1. Being- since- and so

Being hungry, he ate too much.

Since he was angry, he ate too much.

He was hungry and so he ate too much.

2. In spite of / Despite / not withstanding – Although/ though – But

In spite of his poverty, he is honest.

Although he is poor, he is honest.

He is poor but he is honest.

3. V+ing – When – And

Seeing the bear he ran away.

When he saw the bear he ran away.

He saw the bear and he ran away.

4. If- and

(i) Avoid mobile, Avoid accident.

If you avoid mobile, you will avoid accident.

Avoid mobile and you will avoid accident.

ii) Study well, you will pass.

If you study well, you will pass.

Study well and you will pass.

5. Unless – Or / Otherwise

Unless you study well you will fail.

Study well or you will fail.

6. too – to – so- that cannot/ could not- and so

(i) The box is too heavy for me to lift.

The box is so heavy that I cannot lift it.

The box is so heavy and so I cannot lift it.

(ii) The man was too old to walk a long distance.

The man was so old that he could not walk a long distance.

The man was so old and so he could not walk a long distance.

7. Besides- not only.. but also

Besides being a dramatist, he is also a poet.

He was not only a dramatist, but also he was a poet.

8. Having- After- and so

Having finished her work, she went to bed.

After she had finished her work and she went to bed.

She had finished her work and she went to bed.

9. Crossing the road, he was run over by a car.

As soon as he crossed the road, he was run over by a car.

He crossed the road, he was run over by a car.

I. Change the Simple into Complex.

1. The honest man is my friend.
2. Notwithstanding his hardwork, he did not succeed.
3. He is too poor to buy a car.
4. Hearing the news he ran away.
5. He came at 5pm.

II. Change the Complex into Simple.

1. I left a message for him because he was not at home.
2. He was shocked when he heard of his son's misbehaviour.
3. He admitted that he was guilty.
4. When time passed he was forgotten.
5. A stone that rolls gathers no moss.

III. Change the Complex into Compound.

1. Since he is down with fever, he is unable to attend the class.
2. After he had completed his BE, he got a job.

3. He was so clever that he passed the interview easily.
4. If you are under 18, you can't vote.
5. Though the battle has been won, the war isn't over yet.

IV. Change the Compound into Complex.

1. He tried his best, but he didn't succeed.
2. The clown entered the circus ring and the children started clapping.
3. Take care of the pence and the pounds will take care of themselves.
4. You have to hurry or you will miss the bus.
5. The country has made huge progress but we still have a long way to go.

V. Change the Simple into Compound.

1. Being guilty he went into hiding.
2. Being innocent, he never thought of running away.
3. Besides being sent to prison, he was heavily fined.
4. He must return the money to escape punishment.
5. Being lazy, he failed.

VI. Change the Compound into Simple.

1. A shark must keep swimming or it will die.
2. The man was angry so he shouted loudly.
3. He knocked at the gate and demanded money.
4. He is rich, yet he is not happy.
5. You must take your medicine, otherwise you cannot get well.

Answer Key**I. Change the Simple into Complex.**

1. The man who is honest is my friend.
2. Though he worked hard, he did not succeed.
3. He is so poor that he can not buy a car.
4. When he heard the news he ran away.
5. It was 5 pm when he came.

II. Change the Complex into Simple.

1. Being not at home, I left a message for him.
2. Hearing of his son's misbehaviour, he was shocked.
3. He admitted his guilty.
4. Time passing, he was forgotten.
5. A rolling stone gathers no moss.

III. Change the Complex into Compound.

1. He is down with fever and so he is unable to attend the class.
2. He had completed his BE and he got a job.
3. He was so clever and so he passed the interview easily.
4. You have to be 18 years old or you can't vote.
5. The battle has been won but the war isn't over yet.

IV. Change the Compound into Complex.

1. Though he tried his best, he didn't succeed.
2. When the clown entered the circus ring, the children started clapping.

3. If you take care of the pence, the pounds will take care of themselves.
4. If you do not hurry you will miss the bus.
5. Although the country has made huge progress, we still have a long way to go.

V. Change the Simple into Compound.

1. He was guilty and went into hiding.
2. He was innocent and never thought of running away.
3. He was not only sent to prison but also heavily fined.
4. He must return the money or he will be punished.
5. He was lazy and failed.

VI. Change the Compound into Simple.

1. A Shark must keep swimming to stay alive.
2. The angry man shouted loudly.
3. Knocking at the gate, he demanded money.
4. In spite of being rich, he is not happy.
5. You must take your medicine in order to get well.

