

B.Ed. NONFORMAL PROGRAMME

DE-501 Functional English (FE)

Assignment 1

PARTS OF SPEECH

Words are divided into different kinds or classes called **parts of speech**.

The eight parts of speech are as under:

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

(1) **Noun**: -

Noun is a word used as the name of person, place or thing.

Kinds of Noun

(i) **Common Noun**: -

Common noun is used for general names to all of person, place, thing or animals of same kind. Common means shared by all.

Example: - boy, pen, school, dog.

(ii) **Proper Noun**: -

Proper noun is used for particular names of all of person, place, thing or animals.

Example: - saleem, Karachi, fluffy.

(iii) **Abstract Noun**: -

Abstract noun is usually the names of a quality action or state considered a part from the object to which it belongs.

Example: - cleverness, poverty, movement, wealth.

(iv) **Material Noun**: -

Material noun is used to denote the things made of substances such as minerals, chemicals or other material.

Example: - steel, wood, rice, cotton, water, sand.

(v) **Collective Noun**: -

Collective noun is used to denote a number of person or of things grouped together as one complete whole.

Example: - army, village, team, group, crowd, family.

(vi) **Countable Noun**: -

Countable nouns are the name of objects, people etc that we can count.

Example: - book, pen, apple, bag, sister, doctor.

(vii) **Uncountable Noun**:-

Uncountable nouns are the name of things which we cannot count.

Example: - milk, oil, sugar, gold, honesty.

Note: - Countable nouns have placed forms which uncountable nouns do not.

Example: - We say books but we don't say milks.

(viii) **Concrete Noun**:-

Concrete is that you can perceive with your five senses.

Example: - house, ocean, uncle William, light, suitcase, flowers.

(2) **Pronoun:** -

Instead of noun is called **pronoun**.

(i) **Personal Pronoun:** -

Personal pronoun takes the place of common and proper noun.

1st Person: - The person or people speaking or writing.

2nd Person: - The person or people being spoken or written to.

3rd Person:- The person, people or thing being spoken or written about.

	Singular	Plural
1st Person	I, me	We, us
2nd Person	You	You
3rd Person	She, he, her, him	They, them

(ii) **Reflexive Pronoun:** -

Reflexive pronoun is formed by adding self to personal pronoun.

Example: - my self, herself, himself, ourselves, themselves.

(ii) **Demonstrative Pronoun:-**

Demonstrative pronoun is used to point out person, place, animals or things to which they refer.

Example: - This, that, these, those, it.

(iii) **Distributives Pronoun:-**

Things or persons are taken singly or in separate groups are called distributive pronoun.

Example: - each, either, neither.

(iv) **Indefinite Pronoun:** -

Indefinite pronoun is used instead of an unknown noun in general way and can be used as singular and plural.

Example: - some, some one, any body, every body, few, many, none.

(v) **Relative Pronoun:** -

Relative pronoun refers to some noun gain before and also joins two sentences or clauses together.

Example: - who, which, that, whose, whom.

(iv) **Interrogative Pronoun:** -

Interrogative pronoun is one which introduces a question.

Example: - who, whose, which, what, Is, am, are, have, do, did, are auxilium

(3) **Verb:** -

A verb is a word used to express an action performance or work of a person or thing.

(i) **Transitive Verb:** -

Transitive verbs are those which require an object to show complete sense in a sentence.

Example:- He is learning driving.

They eat apples.

A poet loves his poetry.

(ii) **Intransitive Verb: -**

Intransitive verbs are those which do not require an object. They express the action of a subject in the fullest meaning.

Example: - you shouldn't sleep late.

The sun was shining brightly.

The man died in misery.

We can make three forms of verb.

a). First form or base forms of verb.

b). 2nd form or past form.

c). 3rd form or past participles.

Some verbs are identical in all three forms. Some are identical in two forms and some are different in all.

Verbs in which all three parts are identical

Ist	2nd	3rd
read	read	read
cost	cost	cost
shut	shut	shut

Verbs in which two parts are identical

Ist	2nd	3rd
beat	beat	beaten
become	became	become
bend	bent	bent

Verbs in which all three parts are different

Ist	2nd	3rd
arise	arose	arisen
bear	bore	born
choose	chose	chosen

(4) **Adverb: -**

An adverb is a word that expresses how an action is done or the words which modify or add some meaning of a verb, or and adjective are known as adverb.

Example: - fast, late, well, honesty, hard, neatly.

We run fast.

He always comes late.

It is imperative to keep fit to play well.

Kinds of adverb

Adverb of affirmation and negation.

Example:- certainly, never.

You will certainly succeed if you work hard.

She will never come back.

(i) Adverbs of interrogation: -

Adverbs of interrogation are those words which are used in a sentence to inquire a detailed question.

Example: - Why has he committed the crime?

When will Jamil come back?

Where do you want to say?

How can you convince them?

(ii) Adverbs of place: -

Adverbs of place are words which express the place of action.

Example: - here, there, outside, in the middle, etc.

I have visited here before.

Nobody was allowed to go there alone.

(iii) Adverbs of time: -

Adverbs of time are those which express time when action takes place.

Example: - Daily in the morning, yesterday, tomorrow and already.

They take exercise daily.

We take breakfast in the morning.

(iv) Adverb of manner: -

Adverbs of manner are those words which express how an action takes place.

Example: - beautifully, late, early, excitedly, undoubtedly.

They decorate the hall beautifully.

He came forward excitedly.

Note: - 1) A noun so used is called an adverbial accretive.

2) Some verbs are used as adverbs.

Example: - Ali went the whip.

(5) Adjective: -

An adjective modifies or changes the meaning of noun or pronoun. It may point out describe or limit the meaning of noun or pronoun.

Example: - she is clever girl.

Three degrees of adjective

An adjective has three degrees of comparison.

Positive: - He is a good boy.

Comparative: - He is better than Kamran.

Superlative: - He is the best boy of the class.

Regular comparative and superlatives

Most adjectives can be described in **degrees**. This means that something can have more or less of the adjectives quality.

Regular comparative: - end in -er or start more

Regular superlatives: - end in -est or start with most

Example: -	Positive	Comparative	Superlative
	ambitious	more ambitious	most ambitious
	cold	colder	coldest
	dry	drier	driest

hot

hotter

hottest

Some important points about the use of adjective

1. The comparative degree of an adjective is followed by than as
Example: - Ali is wiser than Hassan.
2. But when the selection of one out of the two objects is meant. We use of in place of “than”
Example: - He is the taller of the two.
3. Latin comparative are followed by to
Example: - He is senior to me and I am junior to him.
4. If the two objects are compared with each other, the latter term of comparison must exclude former using any other.
Example: - Gold is more precious than any other.
5. The superlative degree is used only when more than two things of same class are compared. It is preceded by the.
Example: - Karachi is the largest of all the cities in Pakistan.
6. Double comparatives or double superlatives must not be used.
Example: - This book is more better than that. (**incorrect**)
This book is much better than that. (**correct**)
7. A comparative cannot be used with comparatively.
Example: - I have bought a comparatively easier book. (**incorrect**)
I have bought a comparatively easy book. (**correct**)
8. When two qualities of the same person or thing are compared the comparative must be form by using more with the positive.
Example: - He is more honest than industrious.
9. The positive and superlative degree cannot be mixed up in the same sentences.
Example: - Naseem is the best and wise of all the girls. (**incorrect**)
Naseem is the best and wisest of all the girls. (**correct**).

(6) Preposition: -

Prepositions are words that show the relationship between a noun or a pronoun and some other word or element in the rest of the sentence.

Kinds of preposition

(i) Simple preposition:-

Simple preposition are words like in, on, at, about, over, off, of, for, to etc.

Example: - He sat on sofa.

He is going to the market.

(ii) Compound preposition: -

Compound preposition are words like without, with in, inside, outside, into, beneath, below, behind, between.

Example: - He fell into the river.

She sat between her kids.

(iii) Double preposition: -

Double preposition are words like outside of, out of, from, behind.

Example: - Suddenly he emerged from behind the curtain.
He walked out of the compound.

(iv) Participle preposition: -

Participle preposition are words like concerning, not with standing, pending, considering etc.

Example: - There was little chance of success, not with standing they decided to go ahead.

(v) Phrase preposition: -

Phrase preposition are phrases like because of, by means of, with regard to, etc.

Example: - I am standing here on behalf of my friends and colleagues.

(7) Conjunction: -

Conjunctions are words that join two or more words, phrases, or clauses.

Kinds of conjunction

(i) Coordinating conjunction: -

Coordinating conjunction joins two clauses or sentences of equal rank. Here both clauses are capable of being principal clauses if they appear as such in separate sentences.

(ii) Subordinating conjunction: -

Subordinating conjunction joins a principal or main clause and subordinate clause. Note that a subordinate clause cannot stand on its own and doesn't make complete sense.

Example: - for, and, nor, but, or, yet, so, after, before, even, if, lest, once, provided that, either, neither etc.

(8) Interjection: -

Interjections are words that show emotion. They are not grammatically related to the rest.

Example: - aha, bingo, bravo, cheers, duh, goodness, ha, hey, hurray, oh, pooh, shh, uh-huh, wahoo, yippee.

Tenses

The tenses show the time of a verb's action or being. Time can be split into three periods. The present, past and future.

But present splits in four tense. Similarly, past and future too.

Tenses	Kinds of Tenses			
	Simple Tense	Continuous Tense	Perfect Tense	Perfect/continuous Tense
Present	Present simple Tense	Present continuous Tense	Present perfect Tense	Present Perfect continuous Tense
Past	Past simple Tense	Past continuous Tense	Past perfect Tense	Past perfect continuous Tense
Future	Future simple Tense	Future continuous Tense	Future perfect Tense	Future perfect continuous Tense

1. Simple Present Tense.

“A verb which shows that an action takes place in the Present time is called Simple Present Tense”.

- i. Ali goes to school.
- ii. Fatima gives money to beggar.
- iii. John jogs every day.
- iv. What does Jim do for a living?
- v. Do I help you?

2. Simple Past Tense.

“A verb which shows an action which took place in the Past time is called Simple Past Tense”.

- i. When did you move here?
- ii. We moved here in 1991
- iii. In the end, Sophia did not show up.
- iv. I went to Karachi yesterday.
- v. Did he play football?

3. Simple Future Tense.

“This form of Future Tense denotes single action that is to take place in the coming time”.

- i. He will dance next month.
- ii. How old will he be next month?
- iii. She will be very happy when she find out.
- iv. I shall go to market tomorrow.
- v. She will join new school.

4. Present Continuous Tense.

“A verb which shows that an action is taking place in the present but is in progress is called Present Continuous Tense”.

- i. M. Juman is studying so hard.
- ii. He is studying to become a dentist.
- iii. We are moving Karachi this week.
- iv. It is raining in Singapore.
- v. Are birds flying on sky?

5. Past Continuous Tense.

“A verb which shows that an action was going on in the Past is called Past Continuous Tense”.

- i. You were always complaining.
- ii. He was always bragging.
- iii. This girl was constantly stuff.
- iv. Was it raining very heavily?
- v. Some boys were playing?

6. Future Continuous Tense.

“This form of Future Tense denotes that an action will be going on at some point of Future time”.

- i. We will be working quite closely.
- ii. It will be raining the entire week.
- iii. This guy will be sleeping when you find him.
- iv. Ahsan will be playing cricket.
- v. I shall be writing story.

7. Present Perfect Tense.

“A verb which shows that an action has just been completed is called Present Perfect Tense”.

- i. How many times have you been to Tokyo?
- ii. Asia has become very successful.
- iii. She has learned to speak Spanish.
- iv. I have done my work.
- v. She has left for Karachi.

8. Past Perfect Tense.

“A verb which shows that an action began in Past and it was also completed in past is called Past Perfect Tense”.

- i. I had begun exercise.
- ii. He had received a lot of home work.
- iii. Aliza hadn't lost hope till success.
- iv. The rain had stopped, when I reached home.
- v. He had already visited place.

9. Future perfect Tense.

“This form of Future Tense is used to denote an action that will be completed at some point of time in Future”.

- i. Ali will have finished his home work.
- ii. Asghar will have cleaned out the apartment.
- iii. Ahmed will have cooked dinner for us.
- iv. They will have reached Karachi.
- v. Afridi will have taken five wickets.

10. Present perfect continuous Tense.

“A verb which shows that an action began in past but it is still going on”.

- i. She has been sneezing since last night.
- ii. She has been working as a teacher for two years.
- iii. He has been eating too much.
- iv. He has been weeping for two hours.
- v. I have been suffering from fever since morning.

11. Past perfect continuous Tense.

“A verb which shows that an action had been going on before another past action”.

- i. I had been writing a letter.
- ii. He had been eating all day long.
- iii. He had been partying all night.
- iv. He had been working in this factory for five years.
- v. He had been watching Television all night.

12. Future Perfect Continuous Tense.

“This form of Future Tense is used to denote an action going on but not still completed in the future time”.

- i. He will have been driving for an hour.
- ii. We will have been living in America.
- iii. I will have been working here.
- iv. I will have been writing a story since morning.
- v. They will have been plugging field since 8 a.m.

PARTS OF SENTENCES

The **parts of the sentence** are a set of terms for describing how people construct sentences from smaller pieces.

Parts of Sentences:

Subjects

Predicates

Objects

Modifiers

Phrases

Clauses

Subjects:

The subject of a sentence is the noun or noun phrase that performs the action within the sentence. In passive sentences, the subject is the recipient of the action.

Predicates:

The predicate of a sentence expresses the state of the subject or the action that the subject performs. The predicate includes the verb or verb phrase and any objects (direct or indirect) or modifiers that follow. Every sentence must have a predicate.

Objects:

The object of a verb is the noun, pronoun or other noun substitute that receives that results of the action referred to by the verb. Objects of verbs may be either direct objects or indirect objects. Prepositions also have objects.

Verb that take direct objects are termed transitive verbs. In general, do not allow any words to separate the verb and its direct object. Indirect objects, however, are often an exception.

Modifiers:

Modifiers change the interpretation or meaning of the words or phrases they are associated with. Some examples of modifiers are adjectives, adverbs, adjective clauses (including relative clauses and appositive phrases), and adverbial clauses. Modifiers are generally optional elements of sentences.

Phrases:

A phrase is a group of words that work together to express a unified meaning but that lack, a subject, a predicate, or both. Each phrase contains one central element whose meaning may be built upon or modified by the other elements in the phrase. The central element determines the type of phrase: nouns are used to build noun phrases, verbs are used to build verb phrases, adjectives are used to build adjective phrases, and soon.

A noun phrase consists of the central noun or pronoun and all its modifiers, including determiners, adjectives, and adjective clauses.

Clauses:

A clause is a group of words that contains both a subject and a predicate. There are two types of clauses, independent clauses and dependent clauses.

KINDS OF SENTENCES:

There are four kinds of sentences:

1. Assertive or declarative sentence (a statement)
2. Imperative sentence (a command)
3. Interrogative sentence (a question)
4. Exclamatory sentence (an exclamation)

1. **An assertive sentence** is a sentence that states a fact. Such sentences are simple statements. They state, assert, or declare something.
Examples: John is a student. She lives in a big city.
2. **Imperative sentence** is a sentence, which gives a command, makes a request, or express wish.

Examples:

Go to your room. (an order)

Please lend me your book. (a request)

Have a good time at the picnic. (a wish)

3. **Exclamatory sentence** is a sentence that expresses sudden and strong feelings, such as surprise, wonder, pity, sympathy, happiness, or gratitude.
4. **Interrogative sentence:** A sentence that asks a question is called interrogative sentence.
Examples:
What is your name?
Where do you live?

RULES & REGULATIONS OF ACTIVE VOICE

ACTIVE VOICE:

A Verb is in the active voice when its form shows that the person or thing denoted by the subject does something or in other words it is the doer of the action.

E.g. **Jim killed a snake.**

PASSIVE VOICE:

Adverb is in the passive voice when its form shows that something is done to the person or thing denoted by the subject.

E.g. **Snake was killed by Jam.**

GENERAL RULE:

Normally only those verbs can be passivized which have an object. Such verbs are called transitive verbs i.e. verbs with objects. Thus a typical active voice sentence should have the following parts in order to be passivized.

SUBJECT (DOER) + VERB + OBJECT

It is noticed that when the verb is changed from active voice to the passive voice the object of the transitive verb in the active voice becomes subjects of the verb in the passive voice.

SOME MORE RULES

You may have to use an appropriate preposition like “by” before the passive object whenever it is mentioned.

I	By me
We	By us
You	By you
He	By him
She	By her
It	By it
They	By them
Ali	Ali

NARRATIVE SENTENCES

CONDITIONAL SENTENCES:

In grammar, **conditional** sentences are sentences discussing factual implications or hypothetical situations and their consequences. Languages use a variety of conditional constructions and verb forms (such as the conditional mood) to form such sentences.

Full conditional sentences contain two clauses: the condition or proteases, and the consequence or apodosis.

If it rains [condition], (then) the picnic will be cancelled [consequence].

Syntactically, the condition is the subordinate clause, and the consequence is the main clause. However, the properties of the entire sentence are primarily determined by the properties of the proteases (condition) (its tense and degree of factualness).

The “zero” conditional is formed with both clauses in the present tense. This construction is similar across many languages. It is used to express a certainty, a universal statement, a law of science, etc:

If you heat water to 100 degree Celsius, it boils.
If you don't eat for a long time, you become hungry.
If the sea is stormy, the waves are high.

It is different from **true conditionals** because the introductory “if” can be replaced by “when” or “where” (e.g., “when you heat water...”), which cannot be done for true conditionals.

The potential or indicative conditional, often referred to as the “first conditional” or “conditional 1”, is used more generally to express a hypothetical condition that is potentially true, but not yet verified. The conditional clause is in the present or past tense and refers to a state or event in the past. The result can be in the past, present, or future.

Some examples with the condition clause in the past tense:

If she took that flight yesterday, she arrived at 10pm.
If she took that flight yesterday, she is somewhere in town today.
If she took that flight yesterday, we'll see her tomorrow.

A conditions clause (proteases) in the present tense refers to a future event, a current event, which may be true or untrue, or an event, which could be verified in the future.

The result can be in the past, present, or future:

If it's raining here now, then it was raining on the West Coast this morning.
If it's raining now, then your laundry is getting wet.
If it's raining now, there will be mushrooms to pick next week.
If it rains this afternoon, then yesterday's weather forecast was wrong.
If it rains this afternoon, your garden party is doomed.
If it rains this afternoon, everybody will stay home.
If I become President, I'll lower taxes.

Certain modal auxiliary verbs (mainly will, may, might, and could) are not usually used in the condition clause (protases) in English:

- ✧ **If it will rain this afternoon, ...**
- ✧ **If it may have rained yesterday, ...**

In English there are three conditional sentence formulas. They are:

The formula indicates the possible outcome of an event that is likely to occur:

If + Present Simple/Present Progressive + Present Simple/Present Progressive/Future Simple/Future Progressive/Imperative

The second formula indicates the possible outcome of an event that is less likely to occur:

If + Present Perfect/Present Perfect Progressive/Preterit/Past Condition + Conditional Present/Conditional Present Progressive

(In some dialects: If + Imperfect Subjunctive + Conditional Present/Conditional Present Progressive)

The third formula indicates the possible outcome of an event that did not occur, and is therefore a missed opportunity:

If + Pluperfect/Pluperfect Progressive + Conditional Perfect/Conditional Perfect Progressive.

It is possible to reverse the order of the clauses, however, the protases must always follow the word "If" (E.g. "If + I miss the bus, + I will be late for school" can be adjusted to: "I will be late for school + if + I miss the bus).