

# Basic Grammar

## SENTENCE

A sentence has two main parts. They are the **subject** and **predicate**.

In a sentence the doer of any action is called *subject* and whatever is stated about the subject is called the *predicate*.

1. Sachin will win us the match.  
Sachin → subject,  
will win us the match → predicate.

## Kind of Sentences

### Declarative Sentence

A declarative sentence simply states facts or opinions.

1. The sun rises in the east. (FACT)
2. Ramesh is intelligent. (OPINION)

### Imperative Sentence

An imperative sentence expresses a command/order/request/advice/suggestion etc.

In an imperative sentence, the subject is invariably the second person (you). For example:

1. Post the letter. (You post the letter.)
2. Use me. (You use it)
3. Sit down. (You sit down)

Please and kindly are used in sentences in which a request is made.

### Interrogative Sentence

They are questions. Questions sentences are two types: one is *yes/no* type question and the other is *wh* word type. For example:

1. Is he tall?
2. Is he intelligent?
3. What is your name?
4. Why did come late today?

5. Where is the Taj Mahal situated?

### Wh questions

These are questions that begin with the *wh* words— who, what, where, why, when, which, how etc.

### Yes/No type questions

The questions that begin with auxiliary verbs—am, is, are, was, were, do, does, did, has, have, had, will, would, shall, should, can, could, may, might, etc.

☞ In an interrogative sentence the helping verb always comes before the subject and an interrogative sentence always ends with a question mark (?)

### Exclamatory Sentences

A sentence that expresses a *strong feeling* like sorrow, joy, surprise or excitement is called an exclamatory sentence.

1. What a fine sight!
2. What a lovely flower it is!
3. What a lovely flower!
4. How hot the weather is!
5. What an idea!
6. How nice of you!
7. hurrah!, oh no!, wow!, ah!

### Simple sentence

A simple sentence is one which consists of a single clause. Because it is a sentence, it makes complete sense.

1. I knew him well.

### Compound Sentences

A compound sentence, as the name suggests, is one which consists of more than one main clause.

1. The house was quiet and the birds could be heard in the garden.

**Complex Sentences**

A complex sentence consists of more than one clause, but one is dependent or subordinate and the other is a main clause.

1. I saw him when he came up the driveway.

There are three kinds of sub-ordinate clauses joined by their respective sub-ordinating conjunction. For example

- (a) I know that he is a good boy.
- (b) I know the man who was here yesterday.
- (c) When you do this work, I shall give you money.

These sentences represent three kinds of sub-ordinate clauses

1. **Noun Clause** In the sentence (a) 'I know' is a principal clause. 'that he is a good boy' is a noun clause. Noun clause explains the verb, noun and pronoun of the main or some other clause.

*(Explanation)*

2. **Adjective Clause** In the sentence (b) 'I know the man' is a principal clause. 'who was here yesterday' is an adjective clause. Adjective clause qualifies an antecedent (noun or pronoun) as the case may be. *(Qualification)*

3. **Adverb Clause** In the sentence (c) 'I shall give you money' is a principal clause. 'When you do this work' is an adverb clause. Adverb clause is required to modify a verb, adverb or adjective in the main or some other clause.

*(Modification)*

**Quiz**

*State which of the following sentences are Compound, and which are Complex. In the case of a Compound sentence mention the conjunction, connecting the clauses. If a sentence is Complex divide it into its clauses, and state the Principal Clause and the Subordinate Clause or clauses.*

1. The horse reared and the rider was thrown.
2. Walk quickly, else you will not overtake him.
3. The town in which I live is very large.
4. I called him, but he gave me no answer.
5. I agree to your proposals, for I think them reasonable.
6. I went because I was invited.
7. Either he is drowned or some passing ship has saved him.
8. I returned home because I was tired.
9. They always talk who never think.
10. He came oftener than we expected.

**Answers**

1. compound, and
2. compound, else
3. complex, the town is very large (main clause), in which I live (adjective clause)
4. compound, but
5. compound, for
6. complex, I went (main clause), because I was invited (adverb clause)
7. compound, either...or..
8. complex, I returned home (main clause), because I was tired (adverb clause)
9. complex, they always talk (main clause), who never think (adjective clause)
10. complex, he came oftener (main clause), than we expected (adverb clause)

**PHRASES AND CLAUSES**

One of the most puzzling pair of speeches is a clause and a phrase. Clauses and phrases are two very different parts of a sentence but some of their similar features make it difficult for the learners of English language to distinguish between the two.

## Clause

A clause is a group of words in a sentence which contains a subject and a verb.

1. The boy is playing.

In the above simple sentence, *boy* is the subject and *playing* is the verb so the part boy is playing is a clause because it has both subject and verb.

## Phrase

A phrase is a group of words in a sentence that *does NOT* contain a subject and a verb. In other words, in a sentence, one part with subject and verb is a clause while the rest of it without those two parts of speeches is a phrase.

Example → On the wall, in the water, over the horizon.

All of the above examples are parts of different sentences which are void of a subject and verb thus they are classified as *phrases*.

A clause and a phrase may co-exist in a sentence.

Example → He is playing in the field.

He is playing is a clause (subject + verb) and in the field in a phrase.

☞ A phrase does not make complete sense on its own and requires the help of other words to make it a complete sentence.

## PARTS OF SPEECH

All words together make a sentence just as all limbs together make a body. But, different limbs perform different functions and so do the words in a sentence. According to these different parts of speech. They are:

1. Noun → naming word
2. Verb → doing word
3. Adjective → word that describes a noun
4. Adverb → word that describes a verb, an adjective or another adverb

5. Pronoun → word that substitutes a noun
6. Preposition → word that shows the relation between the subject and the object
7. Conjunction → joining word
8. Interjection → exclamatory word/expression

## Quiz

Name the part of speech of each italicized word in the following sentences, giving in each

case your reason for the classification:

1. *Still* waters run deep.
2. He *still* lives in that house
3. *After* the storm comes the calm
4. The *after* effects of the drug are bad.
5. The *up* train is late.
6. It *weights* about a pound.
7. He told us all *about* the battle.
8. He was only a yard *off* me.
9. Suddenly one of the wheels came *off*.
10. Muslims *fast* in the month of Ramzan.
11. He kept the *fast* for a week.

## Answers

1. Adjective—adds something to the meaning of the noun 'waters'.
2. Adverb—adds something to the meaning of the verb 'lives'.
3. Preposition—shows the relation between 'storm' and 'comes'.
4. Adjective—adds something to the meaning of the noun 'effects'.
5. Adjective—adds something to the meaning of the noun 'train'.
6. Adverb—adds something to the meaning of the verb 'weigh'.

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7. Preposition—shows the relation between 'all' and 'battle'.
8. Preposition—shows the relation between 'yard' and 'me'.
9. Adverb—adds something to the meaning of the verb 'came'.
10. Verb—says something about 'muslims'.
11. Noun—the name of something.

### Nouns

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

There are five kinds of Noun:

- (a) Proper Noun
- (b) Common Noun
- (c) Collective Noun
- (d) Abstract Noun
- (e) Material Noun

#### Proper Noun

A proper noun is the *name* of a particular person or place or a thing. *Besides*, the name of mountains, rivers, seas and oceans are usually considered as proper nouns. A proper noun always with a *capital letter*.

Persons → Ravi, Sachin

Places → Chennai, Mumbai

Mountains → The Himalayas, The Everest

Rivers → The Satluj, The Ganges

Seas & oceans → The Pacific Ocean, The Bay of Bengal, The Red Sea

#### Common Noun

A common noun is the *name given in common* to every person, or thing or animal of the same kind or class.

Examples → king, boy, girl, and city.

In the above words king, boy, girl, and city are general terms for all kings, boys, girls and

cities respectively. So they are common noun.

Common nouns are divided into two kinds:

1. Countable → Table, chair, book, pen, man, girl
2. Uncountable → Ice, rice, flour, water, oil, wheat, air, sugar, sand

#### Collective Noun

A collective noun is the name of a group of persons or things taken together and spoken as one whole.

Example → The class is writing a test. (Here *class* means *all the pupils* of the class)

Family, nation, parliament, committee are some of the collective nouns.

Example → Bunch, herd, flock, group, bundle, chain, gang, pile, team, suit, flight, library, pack, heap, swarm, shoal, range, litter

#### Abstract Noun

An abstract noun is the name of a quality, feeling, action or state.

Quality → Patience, honesty, wisdom, courage

Feeling → surprise, fear, joy, sorrow

Action → hatred, growth, obedience, motion

State → boyhood, prosperity, slavery, manhood

☞ The names of arts, science, and subject of study are also called abstract nouns. For example, poetry, music, painting, literature, drawing, history, science etc.

☞ Some abstract nouns can be used as countable nouns. For example, departure, pilgrimages, thefts, agreements.

☞ Abstract nouns may be formed from adjectives, verbs or common nouns.

*From adjectives:* bravery (from brave), valour (valiant), goodness (good), wisdom (wise), darkness (dark), length (long), silence (silent), bankruptcy (bankrupt).

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*From verbs:* speech (from speak), deed (do), development (develop), enticement (entice), pleasure (please), departure (depart), arrival (arrive), punishment (punish).

*From common nouns:* slavery (from slave), manhood (man), infancy (infant), cowardice (coward), patriotism (patriot), heroism (hero), agency (agent).

### Changing the gender

1. By using entirely different words  
Boy → girl, brother → sister
2. By adding a syllable  
Author → authoress, Lion → Lioness
3. By omitting the last vowel and adding 'ess'  
Actor → actress, Tiger → Tigress
4. By placing a word before or after the masculine form  
Peacock → Peahen, He-goat → She-goat
5. Some nouns are used for both males and females. They are said to be of the common gender. For example, Parent, child, friend.

### Singular to plural

1. Usually the plurals are formed by adding 's' to the singular form. Boy → Boys
2. Singular nouns ending in 'o', 'ss', 'ch', or 'x' form their plurals by adding "es"  
Potato → Potatoes, Class → Classes
3. Some nouns ending in 'o' are of foreign origin. They form their plurals by adding 's'. Photo → Photos
4. Singular nouns ending in 'y' and their plurals by changing their 'y' into 'i' and adding 'es'. Baby → Babies
5. Nouns ending in 'f' or 'fe' drop their 'f' or 'fe' and add 'ves'. Leaf → Leaves

6. Some nouns ending in 'f' or 'fe' add 's' to form their plurals. Chief → Chiefs
7. Some nouns form their plurals by changing the inside vowel.  
Man → Men, Foot → Feet
8. Compound nouns generally add 's' to the main word to form their plural.  
Governor-general → Governors-general  
Son-in-law → Sons-in-law
9. Some nouns are plural in form and are used as singular nouns.  
Example, → Mathematics, Physics, Mechanics, Politics, Economics, News, Athletics, Innings, furniture, etc
10. Some nouns, like names of instruments and articles of dress, (denoting two things joined together) games, diseases and others are used only in the plural.  
Examples → Scissors, pincers, tongs, spectacles, draughts, goods, thanks, measles
11. Many nouns from foreign languages make their plurals in that language.  
a ↔ ae (Formulae ↔ Formula)  
ex ↔ ices (Indices ↔ Index)  
um ↔ a (Memorandum ↔ Memoranda)  
us ↔ i (Radius ↔ Radii)  
is ↔ es (Basis ↔ Bases)  
on ↔ a (Phenomenon ↔ phenomena)

### Quiz

*Point out the Nouns in the following sentences, and say whether they are Common, Proper, Collective or Abstract.*

1. The crowd was very big.
2. Always speak the truth.
3. We all love honesty.
4. Our class consists of twenty pupils.

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5. The elephant has great strength.
6. Solomon was famous for his wisdom.
7. Cleanliness is next to godliness.
8. We saw a fleet of ships in the harbour.
9. The class is studying grammar.
10. The Godavari overflows its banks every year.

**Answer**

1. crowd—Collective
2. truth—Abstract
3. honesty—Abstract
4. class—Collective; pupils—Common
5. elephant—Common; Strength-Abstract
6. Solomon—Proper; wisdom—Abstract
7. cleanliness—Abstract;  
godliness—Abstract
8. fleet—Collective;  
ships—Common;  
harbour-Common
9. class—Collective;  
grammar—Abstract
10. Nile—Proper;  
bank—Common;  
year— Common

**Example**

Which set of words are only nouns?

- (a) Pompous, ridiculous, photographic
- (b) Penance, science, porous
- (c) Analysis, praxis, thesis
- (d) Poisonous, vocalize, stupidity

**Answer**

- (c) Analysis[countable/uncountable noun], praxis [formal noun], thesis [singular noun]are all nouns. Pompous [adjective],

ridiculous [adjective], photographic [adjective] ; Penance[noun], science[noun], porous [adjective]; Poisonous[adjective], vocalize [verb], stupidity[noun].

**Verbs**

Verbs are generally thought of as ‘doing words’. They refer to an action or a state. A verb is the most important part of a sentence. There can be no sentence without a verb.

A verb may state:

*What a person or thing does:*

1. He *watches* television all day.
2. The ship *travelled* at a leisurely rate.

*What is done to a person or thing:*

1. The apple *was cut* with a knife.
2. The thief *was punished* severely.

*What a person or thing is:*

1. The man *is* unconscious.
2. The flowers *are* beautiful.
3. I *feel* guilty.

**Transitive verbs**

A verb that shows an action that passes over from a subject to an object is called a transitive verb. In short, we can say that a transitive verb takes an object. A good way to identify a transitive verb is to ask the question, ‘What?’ or ‘Whom?’ For instance, ‘Carried what?’, ‘Found what?’

1. They are building a house.  
(They are building → what?)
2. Sheela likes her little sister.  
(Sheela likes → whom?)

**Intransitive verb**

A verb that shows an action that *does not* pass over from a subject to an object, is called an intransitive verb. In short, an intransitive verb does not take an object.

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1. The baby cries.
2. The ball rang.

☞ In order to find out whether a verb is a transitive verb or an intransitive verb, we must ask the questions—*what* and *whom*. If we get at least one answer it is a transitive verb and if we do not get an answer it is an intransitive verb.

**Quiz**

*Name the Verbs in the following sentences, and tell in each case whether the Verb is Transitive or Intransitive. Where the Verb is Transitive name the Object.*

1. The sun shines brightly.
2. The boy cut his hand with a knife.
3. The clock stopped this morning.
4. The policeman blew his whistle.
5. The sun rises in the east.
6. An old beggar stood by the gate.
7. The clock ticks all day long.
8. I looked down from my window.
9. Put away your books.
10. The moon rose early.

**Answers**

1. shines, Intransitive, —
2. cut, Transitive his, hand
3. stopped, Intransitive, —
4. blew, Transitive, his whistle
5. rises, Intransitive, —
6. stood, Intransitive, —
7. ticks, Intransitive, —
8. looked, Intransitive, —
9. put, Transitive your, books
10. rose, Intransitive

**Example**

*For each question, identify the correct subjects and verbs. The subjects are in bold and the verbs are italics.*

1. (a) Every environmental **regulation** has been undermined *by* that industry.  
(b) **Every** environmental regulation *has been* undermined by that industry.  
(c) Every environmental **regulation** *has been* undermined by that industry.  
(d) Every environmental **regulation** has been *undermined* by that industry.
2. (a) My **gift** for singing and dancing simultaneously *did not fail to* attract attention.  
(b) **My** gift for *singing and dancing* simultaneously *did not fail to* attract attention.  
(c) My **gift** for *singing and dancing* simultaneously *did not fail to* attract attention.  
(d) My **gift** for singing and dancing simultaneously *did not fail to* attract attention.
3. (a) **Every** attempt to flatter her *failed miserably*.  
(b) Every **attempt** to flatter her *failed miserably*.  
(c) Every **attempt** to flatter her *failed miserably*.  
(d) Every attempt to flatter **her** *failed miserably*.
4. (a) If **all** *is* lost, why *am* I still *playing* cricket?  
(b) If **all** *is* lost, why *am* I still *playing* cricket?  
(c) If **all** *is* lost, why *am* I still *playing* cricket?  
(d) If **all** *is* lost, why *am* I still *playing* cricket?

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5. (a) "Buses" has only one *s* in the middle of it.  
(b) "**Buses**" has only one *s* in the middle of it  
(c) "Buses" has only **one** *s* in the middle of it.  
(d) "**Buses**" has only one *s* in the middle of it.
6. (a) Have **you** memorized all the chemical symbols on the chart?  
(b) Have you memorized all the chemical **symbols** on the chart?  
(c) Have **you** memorized all the chemical symbols on the chart ?  
(d) Have you memorized all the chemical symbols on the **chart**?
7. (a) This gorgeous grand **sitar** is tuned to perfection.  
(b) This gorgeous grand **sitar** is tuned to perfection.  
(c) This gorgeous **grand** sitar is tuned to perfection.  
(d) This *gorgeous* grand **sitar** is tuned to perfection.

**Answer**

1. (c) 'regulation' is the subject (noun) while 'every' and 'environmental' are its qualifiers. The complete verb form is given by 'has been undermined'.
2. (d) 'gift' is the subject (noun) qualified by 'my...for singing and dancing simultaneously'. The verb form is 'did (not) fail'; 'not' is not given in bold because it is actually an adverb used within the verb to convey the idea of negation.
3. (c) 'attempt' is the noun and 'every...to flatter her' its qualifier; 'failed' is the verb here and 'miserably', its adverb.

4. (a) 'If' is the conjunction introducing the conditional clause 'all is lost', in which 'all' is the subject and 'is', the verb. The main clause, 'why am...cricket?' has 'I' as the subject and 'am playing' as the verb.
5. (d) 'Buses' is the noun and 'has', the main verb, while the whole of 'only one....it' forms the rest of the predicate.
6. (a) 'you' is the subject about which the whole sentence is; and, 'have.. memorized', the main verb.
7. (b) The subject here is 'guitar' with 'this', 'gorgeous' and 'grand' as its qualifiers; and, 'is tuned' is the verb form.

**Adjectives**

An adjective is a word that *describes* or *qualifies* a noun or pronoun or *adds* something to its meaning.

1. Mary is a *clever* girl.
2. Mary is *clever*.

In these sentences the word *clever* qualifies the noun *girl*. It states what kind of girl Mary is. So, it is an adjective

**Kind of adjectives**

1. Adjective of Quality → Ugly, heavy, dry, good, red
2. Demonstrative Adjectives → This, that, these, those
3. Distributive Adjectives → Each, every, either, neither
4. Quantitative Adjectives → Some, any, no, little
5. Numerical Adjectives → few, many all, several, one, first
6. Interrogative Adjectives → Which, what, whose
7. Possessive Adjectives → My, our, your, his, her, their, its



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8. Present/Past Participle Adjectives → A moving bus, a wounded driver, a burnt man, tiring journey
9. Relative Adjectives → who, which, that
10. Emphatic Adjectives → Own, such, same, very
11. Proper Adjectives → Indian, Asian, American
12. Exclamatory Adjectives → What, which, how

**Quiz**

*Pick out all the Adjectives in the following sentences, and say to which class each of them belongs.*

1. The ship sustained heavy damage.
2. I have called several times.
3. Every dog has his day.
4. A live ass is better than a dead lion,
5. Every man has his duties.
6. Say the same thing twice over.
7. Several persons were present at the time,
8. He is a man of few words.
9. Neither party is quite in the right.
10. What time is it?

**Answers**

1. heavy—Adjective of Quality  
(Descriptive Adjective)
2. several—Indefinite Numeral Adjective
3. Every—Distributive Numeral Adjective
4. live—Adjective of Quality  
better—Adjective of Quality  
dead—Adjective of Quality
5. Every—Distributive Numeral Adjective
6. same—Demonstrative Adjective

7. Several—Indefinite Numeral Adjective  
present—Descriptive Adjective
8. few—Indefinite Numeral Adjective
9. Neither—Distributive Numeral Adjective
10. What—Interrogative Adjective

**Example**

Which set of words are only adjectives?

- (a) Ridiculous, native, psychologise
- (b) Astronomy, sympathy, privacy
- (c) Nation, action, privacy
- (d) Chemical, mathematical, French

**Answer**

- (d) Chemical[Relating to or produced by means of chemistry], mathematical [elating to, or of the nature of mathematics], French [belonging to France]are all adjectives.  
Ridiculous[adjective], native[noun], psychologise[verb] ; Astronomy[noun], sympathy [noun], privacy[noun]; Nation[noun], action[noun], privacy[noun]

**Example**

In which set each word is a noun, adjective and verb also?

- (a) Delegate, defeat, temporary, tertiary
- (b) Chronic, incumbency, parent, proponent
- (c) Topic, alacrity, android, auditory
- (d) Square, precipitate, collect, free

**Answer**

- (d) Square, precipitate, collect, free are all a noun, adjective and a verb.  
Delegate[noun, verb], defeat[noun, verb], temporary [noun, adjective], tertiary[noun, adjective]; Chronic [adjective], incumbency[noun], parent[noun, verb], proponent[noun];

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Topic[noun], alacrity[noun], android  
[noun], auditory[adjective].

### Adverbs

An adverb is a word used to *add something* to the meaning of a verb, adjective or another adverb. It is said to modify verbs, adjectives and adverbs.

1. She is walking *slowly*.
2. She is *very* intelligent.
3. She is walking *very* slowly.

### Kinds of adverb

1. Adverb of time → Before, ago, lately, yet, now, soon, yesterday, already, never.
2. Adverb of frequency → Always, once, seldom, usually, rarely etc.
3. Adverb of place → Here, everywhere, down, near, away, backward, upward.
4. Adverb of manner → Slowly, so, soundly, delightfully.
5. Adverb of affirmation and negation → Certainly, apparently, obviously, no, undoubtedly.
6. Adverb of degree → Almost, fully, very, enough, rather, quite, too, really.
7. Interrogative adverb → How, what, when, why.
8. Relative adverb → When, where, why, how.

### Quiz

*In the following sentences (1) pick out the Adverbs and tell what each modifies; (2) tell whether the modified word is a Verb, an Adjective, or an Adverb; (3) classify each Adverb as an Adverb of time, place, manner, degree, etc.*

1. He was ill pleased.
2. Try again.
3. He is too shy.

4. We rose very early.
5. I am so glad to hear it.
6. Cut it lengthwise.
7. Too many cooks spoil the broth.
8. Are you quite sure.
9. That is well said.
10. Once or twice we have met alone.

### Answers

*Refer following answers in following sequence: Adverb, Modified Word, Its Part of Speech, Kind of Adverb*

1. ill, pleased, Adjective, manner
2. again, Try, Verb, frequency
3. loo, shy , Adjective, degree or quantity
4. very, early, Adverb, degree or quantity  
early, rose, Verb, time
5. so, glad , Adjective, degree or quantity
6. lengthwise, cut, Verb, manner
7. Too, many, Adjective, degree or quantity
8. quite, sure, Adjective, degree or quantity
9. well , is said, Verb, manner
10. once/twice, have met, Verb, frequency  
alone, have met, Verb, manner

### Pronouns

A pronoun is a word that is used in place of a noun ('pro' means 'for').

Pronouns have exactly the same uses as nouns. Instead of repeating names we use pronouns: as—*Mary is an intelligent girl. She studies well.*

In the above sentence, instead of repeating the name Mary, we have used the word *she*.

Some common pronouns are:

*I, we, he, she, it, you, they, us, me, him, her*

### Personal Pronouns

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The pronouns that stand for *persons* are called personal pronouns.

Examples → I, you, he, theirs, yours, My, our, your, his, her, its, and their

### Reflexive pronouns

A reflexive pronoun is formed by adding *self* or *selves* to my, you etc. A reflexive pronoun *reflects back* on the subject.

Example → myself, yourself, himself, themselves.

### Emphatic (intensive) pronouns

Pronouns used to *emphasize* (stress) a noun or pronouns are called emphatic pronouns.

Emphatic pronouns have the same form as reflexive pronouns, but they have a different function.

1. We *ourselves* saw the king.
2. They *themselves* did it.

### Demonstrative pronouns

Pronouns used to *point out the objects* (nouns) referred to in a sentence are called demonstrative pronouns.

1. *That* is a good umbrella.
2. *This* is a present from my brother.
3. *Those* are their houses
4. *These* are your books.

### Relative pronouns

Examples of relative pronouns include *who, which, that, whose, whom*, etc.

1. I met a man *who* could eat fire.
2. I had a car *that* worked by remote control.
3. I saw something *which* would frighten even the bravest of men.

☞ Usually the pronoun 'who' is used for persons; 'which' is used for animals and things; 'that' is used for persons, animals, and things.

### Distributive pronouns

A distributive pronoun refers to persons or things – *one at a time*.

1. *Every* one of you must com.
2. *Each* of the children deserves a prize.
3. You can take *either* of the toys.

### Interrogative pronouns

Pronouns used to ask *questions* are called interrogative pronouns.

1. Whose is this book?
2. Which is your book?

### Indefinite pronouns

Indefinite pronouns refer to persons or things in *general*. They do not point to any one person or thing in particular.

1. Some are born great.
2. One must not praise oneself.
3. Many of them were sick.
4. Anybody can do it.

### Quiz

Write the correct form of pronoun in the following.

1. We scored as many goals as —. (They, them)
2. Rama and — were present. (I, me)
3. Can you sing as well as —? (They, them)
4. Let you and — try what we can do. (I, me)
5. Wait for Hari and —. (I, me)

### Answers

1. them 2. I 3. them 4. me 5. me

### Quiz

Tell which Pronouns in the following sentences are Reflexive and which Emphatic.

1. I will go myself.

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2. Rama has hurt himself.
3. We often deceive ourselves.
4. I myself heard the remark.
5. You express yourself very imperfectly.

**Answers**

1. myself—Emphatic
2. himself—Reflexive
3. ourselves—Reflexive
4. myself—Emphatic
5. yourself—Reflexive

**Quiz**

*Name the Relative Pronouns in the following sentences, tell the case of each, and mention its antecedent.*

1. The pen that you gave me is a very good one.
2. The answer which you gave is not right.
3. I know the woman whose child was hurt.
4. Bring me the letters which the postman left.
5. This is the house that Jack built.

**Answers**

1. *that*
2. *which*
3. *whose*
4. *which*
5. *that*

**Quiz**

*Use the correct form of the Interrogative Pronoun in the following.*

1. — wishes to see you?
2. — do you wish to see?
3. — did she say was the winner?
4. — did he invite?
5. — shall I give this to?

**Answers**

1. *Who*
2. *Who(m)/What*
3. *Who*
4. *Who(m)*
5. *Who*

**Prepositions**

A preposition is a word that is placed *before* a noun or pronoun. It shows the relation between the noun and pronoun that comes after it and some other word or words in the same sentence.

1. Baby is standing *on* a bridge.
2. The birds are *in* the cage.

**Simple prepositions**

A simple preposition is a word used before a noun or pronoun.

1. The book is *on* the table.
2. He goes to school *by* bus.

Here is a list of words often used as simple prepositions: *In, on, at, up, of, till, by, to, with, for.*

**Compound prepositions**

A compound preposition is a little longer word used before a noun or pronoun.

1. The number *behind* me is always behind me.
2. Behind, within, among, long, against, amidst, beyond, around, inside, before, between, underneath, until, above, below, without, another, through, after.

**Quiz**

*Name the Preposition the following sentences, and tell the word which each governs.*

1. Little Jack Horner sat *in* a corner.
2. Old Mother Hubbard, she went *to* the cupboard.
3. The lion and the unicorn fought *for* the crown.

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4. Humpty Dumpty sat on a wall.
5. Wee Willie Winkie runs through the town.
6. She sat by the fire, and told me a tale.
7. Rain, rain, go to Spain, and never come back again.
8. A fair little girl sat under a tree.
9. Such a number of rocks came over her head.
10. John Gilpin was a citizen of credit and renown.

**Answers**

1. *in—corner*
2. *to—cupboard*
3. *for—crown*
4. *on—wall*
5. *through—town*
6. *by—fire*
7. *to—Spain*
8. *under—tree*
9. *of—rocks; over—head*
10. *of—credit, renown*

**Conjunctions**

A conjunction is a link word that connects words, phrases, clauses or sentences together.

1. I bought three books *and* one pens.
2. *Though* he studied hard, he has failed the test.
4. He is clever *but* lazy.

**Coordinating conjunctions**

A coordinating conjunction joins together words, phrases or clauses of equal rank or independent statements.

Example → and, nor, but, for, yet, so, or

**Subordinating conjunctions**

A subordinating conjunction *joins* a subordinate clause or subordinate clauses to a main clause on which they depend for its *complete meaning*.

1. *If* you work hard, you will succeed.

2. *Though* it was raining, yet we played the match.
3. after, before, till, where, although, for, so that, unless, whereas, as, if, than, until, wherever, as if, once, that, when, whether, because, since, though, whenever, while, why, how, yet, last, whence, whither.

**Correlative Conjunctions**

Some conjunctions are used in *pairs*. They are called correlatives.

1. Either....or, neither....nor, both...and, not only...but also, whether...or, between...and, hardly...when, no sooner...than.
2. *Either* keep silence *or* leave the room.
3. The boy is *neither* clever *nor* active.
4. The leader don't care *whether* the poor live *or* die.

**Compound conjunctions**

Some compound expressions are used as conjunctions.

1. *Even if*, as though, as well as, as soon as, as if, as much as, so that, in order that.
2. They sell books *as well as* newspapers.
3. *As soon as* I heard his statement, I became angry.

**Interjection**

An interjection is a word that is used to express some sudden feeling or emotion like sorrow, joy, surprise. etc.

1. Aha, alas, bravo, hello, lo, hey, hurrah, hark, oh, oh, no, umph, ouch, phew, behold, ugh, well, wow, yoo-yoo
2. Oh! I can't believe how nice you look.
3. Alas! The great leader is no more.

**Quiz**

Fill the blanks with appropriate Conjunctions:-

## ENGLISH BASIC GRAMMAR

1. Be just — fear not.
2. I ran fast, — I missed the train.
3. He fled, — he was afraid.
4. Make haste, — you will be late.
5. — you try, you will not succeed.
6. I am sure — he said so.
7. Wait — I return.
8. Do not go — I come.
9. He finished first — he began late.
10. Take care — you fall.

### Answers

---

1. *and*
2. *but*
3. *for*
4. *or/else/otherwise*
5. *Unless*
6. *that*
7. *till*
8. *till*
9. *though/although*
10. *lest*

## ARTICLES

There are two kinds of articles.

1. Indefinite Articles A, An
2. Definite Articles The

### Indefinite Articles 'A', 'An'

1. The article 'a' (or 'an') is known as the Indefinite Article because it does not definitively determine the noun. That is, 'a company' can refer to any company. It does not refer to a specific company.
2. 'An' is used when the following word begins with a *vowel sound*.  
Examples → an elephant an apple
3. 'An' is used before a word beginning with a consonant pronounced *but* with the sound of a vowel.  
*an L.L.B student, an M.P., an hour etc.*
4. Used before *singular nouns* that are unspecified:  
*a pencil, an orange*

5. Used before *number collectives* and some numbers:  
*a dozen, a gallon*
6. Used before a singular noun followed by a *restrictive modifier*:  
*A girl who was wearing a yellow hat*
7. Used with nouns to form adverbial phrases of quantity, amount, or degree:  
*I felt a bit depressed.*

### Definite Article (the)

1. Used to indicate a noun that is definite or has been *previously specified* in the context:  
*Please close the door.*  
*I like the clothes you gave me.*
2. Used to indicate a noun that is unique:  
*Praise the Lord!*  
*The Columbia River is near here.*
3. Used to designate a natural phenomenon:  
*The nights get shorter in the summer.*  
*The wind is blowing so hard.*
4. Used to refer to a time period:  
*I was very naïve in the past.*  
*This song was very popular in the 1980s.*
5. Used to indicate all the members of a family:  
*I invited the Bakers for dinner.*  
This medicine was invented by the *Smiths.*

### Quiz

---

Complete the following sentences by filling in a or an or the as may be suitable.

1. Copper is — useful metal.
2. He is not — honourable man.
3. — able man has not always a distinguished look.

## ENGLISH BASIC GRAMMAR

- reindeer is a native of Norway.
- Honest men speak — truth.
- Rustum is —.
- Do you see — blue sky.
- Varanasi is — holy city.
- Aladdin had — wonderful lamp.
- The world is — happy place.

### Answers

- |        |       |        |        |
|--------|-------|--------|--------|
| 1. a   | 2. an | 3. An  | 4. The |
| 5. the | 6. a  | 7. the | 8. a   |
| 9. a   | 10. a |        |        |

## MODALS

A verb used to express the *mood* (mode) or *attitude* of a speaker is called Modal Auxiliary.

- You *should* regularly go for a morning walk.
- They *must* attend tomorrow's meeting.
- May* I use your pen please?

Most Commonly Used Modals are:

Can, Could, May, Might, Should Would  
Must Ought to, Am/Was to, Have/Had to,  
Used to, Need, Dare, Shall, Will

All these Modals Suggest:

Permission , Ability, Possibility ,  
Suggestion, Advice, Promise , Intention,  
Request , Necessity, Compulsion,  
Prohibition , Wish or Prayer, Duty,  
Obligation

Examples:

- You *must* stop when the traffic lights turn red. → strong obligation
- He *must* be very tired. He's been working all day long. → logical conclusion
- You *must* not smoke in the hospital.  
→ prohibition

- I *can* swim. → ability
- Can* I use your phone please?  
→ permission
- Smoking *can* cause cancer. → possibility
- When I was younger I *could* run fast.
- Excuse me, *could* I just say something?
- It *could* rain tomorrow!
- May* I use your phone please?
- It *may* rain tomorrow!
- Might* I suggest an idea?
- I *might* go on holiday to Australia next year.
- I *need not* buy tomatoes. There are plenty of tomatoes in the fridge.
- I *should/ought to* see a doctor. I have a terrible headache. → 50 % obligation
- You *should/ought to* revise your lessons  
→ advice
- He *should/ought to* be very tired. He's been working all day long.
- You *had better* revise your lessons

### Quiz

Choose the correct alternative.

- I don't think I (shall, should, can) be able to go.
- He (shall, will, dare) not pay unless he is compelled.
- You (should, would, ought) be punctual.
- I wish you (should, would, must) tell me earlier.
- (Shall, Will, Would) I assist you?
- (Shall, should would) you please help me with this?
- You (ought, should, must) to pay your debts.

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8. He said T (can, might, should) use his telephone at any time.
9. If you (shall, should, would) see him, give him my regards.
10. He (need, dare, would) not ask for a rise, for fear of losing his job.

**Answers**

- |          |          |           |
|----------|----------|-----------|
| 1. shall | 2. will  | 3. should |
| 4. would | 5. Shall | 6. Would  |
| 7. ought | 8. might | 9. should |
| 10. dare |          |           |

**INFINITIVES**

Infinitive is a non-finite verb. Mostly an infinitive is made by placing 'to' before the verb form. In certain cases infinitives are used without placing 'to' before them.

The form of an infinitive remains the same in all tenses, persons (1st, 2nd, 3rd) and numbers (singular or plural). The infinitive belongs to the verb family.

1. They want *to* go.
2. He has *to* work.
3. Children love *to* play.

**TENSES**

**Simple Present**

Rule → Subject + V1 + s/es + object

☞ We use *s/es* with verb, when subject is singular.

☞ If the subject is plural, then we *don't* use *e/es*.

A: He speaks.

Girls play hockey.

N: He does not speak.

Q: Does he speak?

**Present Continuous Tense**

Rule → Subject + is/am/ are + V1 + ing + object.

A: He is speaking.

N: He is not speaking.

Q: Is he speaking?

**Present Perfect Simple**

Rule → Subject + has/have + V3 + object

☞ *Has* is used with singular subjects.

☞ *Have* is used with plural subjects.

A: He has spoken.

N: He has not spoken.

Q: Has he spoken?

**Present Perfect Continuous Tense**

Rule → Subject + has been/ have been + V1 + ing + object

A: He has been speaking.

N: He has not been speaking.

Q: Has he been speaking?

**Simple Past**

Rule → Subject + V2 + object

A: He spoke.

N: He did not speak.

Q: Did he speak?

**Past Continuous Tense**

Subject + was/were + V1 + ing + object

☞ *Was* is used with singular subjects.

☞ *Were* is used with plural subjects.

A: He was speaking.

N: He was not speaking.

Q: Was he speaking?

**Past Perfect Simple**

Subject + had + V3 + object

☞ Always use V3 with *has/ have/ had*.

A: He had spoken.



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BASIC GRAMMAR**

N: He had not spoken.

Q: Had he spoken?

**Past Perfect Continuous Tense**

Rule → Subject + had been + V1 + ing + object

A: He had been speaking.

N: He had not been speaking.

Q: Had he been speaking?

**Future Tense**

Rule → Subject + will/shall + object

☞ *Will* is used with he/she/it/they/we etc.

☞ *Shall* is used with 'I'.

A: He will speak.

I will/shall go for a movie.

N: He will not speak.

Q: Will he speak?

**Future Continuous Tense**

Rule → Subject + will/shall + be + ing + V1 + object

A: He will be speaking.

N: He will not be speaking.

Q: Will he be speaking?

**Quiz**

*Choose the correct verb form from those in brackets.*

1. The earth — round the sun. (move, moves, moved)
2. My friends — the Prime Minister yesterday, (see, have seen, saw)
3. I — him only one letter up to now. (sent, have sent, send)
4. She — worried about something, (looks, looking, is looking)
5. It started to rain while we — tennis, (are playing, were playing, had played).

6. He — fast when the accident happened, (is driving, was driving, drove)
7. He — asleep while he was driving, (falls, fell, has fallen)
8. I'm sure I — him at the party last night, (saw, have seen, had seen).
9. He — a mill in this town, (have, has, is having)
10. He — here for the last five years, (worked, is working, has been working).

**Answers**

1. moves
2. saw
3. have sent
4. looks
5. were playing
6. was driving
7. fell
8. saw
9. has
10. has been working

**Quiz**

*Choose the correct alternative from those given in brackets.*

1. The Headmaster — to speak to you. (wants, is wanting, was wanting)
2. I — a new bicycle last week, (bought, have bought, had bought)
3. Here are your shoes ; I — them, (just clean, just cleaned, have just cleaned)
4. It — since early morning, (rained, is raining, has been raining)
5. I — a lot of work today, (did, have done, had done)
6. I — something burning, (smell, am smelling, have been smelling)
7. Look ! The sun — over the hills, (rises, is rise, is rising)
8. She — unconscious since four o'clock, (is, was, has been)

9. He used to visit us every week, but he — now. (rarely comes, is rarely coming, has rarely come)
10. We — for his call since 4.20. (are waiting, have been waiting, were waiting)

### Answers

- |                             |                              |
|-----------------------------|------------------------------|
| 1. <i>wants</i>             | 2. <i>bought</i>             |
| 3. <i>have just cleaned</i> | 4. <i>has been raining</i>   |
| 5. <i>have done</i>         | 6. <i>smell</i>              |
| 7. <i>is rising</i>         | 8. <i>has been</i>           |
| 9. <i>rarely comes</i>      | 10. <i>have been waiting</i> |

## ACTIVE AND PASSIVE VOICE

### Active Voice

A sentence is said to be in active voice when the subject *is* the doer of the action. In active voice subject is given importance.

Example → The boy kicked the ball.

#### Order of the sentence

subject + verb + object

### Passive Voice

A sentence is said to be in passive voice when the subject *is not* the doer of the action. In passive voice object is given importance.

Example → The ball was kicked by the boy.

#### Order of the sentence

object + verb + subject

### Tips to change a sentence from active voice to passive voice

1. Subject in active voice takes the place of object in passive voice.
2. Object in the active voice takes the place of subject in passive voice.
3. In most of the sentences ‘*by*’ is used before object in passive voice.
4. The past participle [3rd form] of the verb is used with the proper form of the verb

‘to be’. The tense of the verb ‘to be’ agree in number [singular or plural] and person [1st, 2nd, 3rd] with the subject. Various forms of the verb be in various tenses are as under.

Present tense → is/am/are

Present continuous → is/am/are + being

Present perfect → has/have + been

Past tense → was/were

Past continuous → was/were + being

Past perfect → had + been

Future tense → will be/shall be

Future continuous → Nil

Future perfect → shall/will + have been

Examples:

Active: Rita writes a letter.

Passive: A letter is written by Rita.

Active: Rita has written a letter.

Passive: A letter has been written by Rita.

Active: Rita will write a letter.

Passive: A letter will be written by Rita.

Active: Rita is writing a letter.

Passive: A letter is being written by Rita.

Active: Rita had written a letter.

Passive: A letter had been written by Rita.

Active: Rita would write a letter.

Passive: A letter would be written by Rita.

Active: Rita wrote a letter to me.

Passive: A letter was written to me by Rita.

Passive: I was written a letter by Rita.

Active Voice: You can not teach an old dog new tricks.

Passive Voice: An old dog can not be taught new tricks by you.

Passive Voice: An old dog can not be taught new tricks.

**Quiz**

Turn the following sentences from the Active Voice to the Passive Voice.

1. The cat killed the mouse.
2. The man cut down the tree.
3. Columbus discovered America.
4. His teacher praised him.
5. The boy teased the dog.

**Answer**

1. The mouse was killed by the cat.
2. The tree was cut down by the man.
3. America was discovered by Columbus.
4. He was praised by his teacher.
5. The dog was teased by the boy.

**Quiz**

In the following sentences change the Voice :

1. We elected Balu captain.
2. I saw him opening the box.
3. We must listen to his words.
4. Shall I ever forget those happy days?
5. By whom was this jug broken ?
6. His subordinates accused him of various offences.
7. One cannot gather grapes from thistles.
8. The telegraph wires have been cut.
9. Alas! We shall hear his voice no more.
10. The 1998 Asian Games were held in Bangkok, Thailand.

**Answers**

1. Balu was elected captain.
2. He was seen opening the box.
3. His words must be listened to.
4. Will those happy days ever be forgotten?
5. Who broke this jug?

6. He was accused of various offences by his subordinates.
7. Grapes cannot be gathered from thistles.
8. Someone has cut off the telegraph wires.
9. Alas ! his voice will be heard no more.
10. They held the 1998 Asian Games in Bangkok, Thailand.

**DIRECT AND INDIRECT SPEECH**

**Reporting Speech**

The *exact words of the speaker* are known as reported speech. They are put within marks of quotation.

The speech is classified into two:

**Direct speech**

It is to quote one's actual words.

1. Rosy said, "I am very busy now"

**Indirect speech**

It is to report what one has said without quoting his/her exact words.

1. John said that he was very busy then.

**Reporting Verb**

The verb that introduces the reported speech is called reported verb. The reporting verb is always outside the marks of quotation.

1. John said, "I am very busy now."

*Said* is the reporting verb and "*I am very busy now*" is the reporting speech.

**Changes from direct to indirect**

- Marks of *quotation* have been *omitted*.
- Conjunction '*that*' has been used.
- The pronoun '*I*' is changed into '*he*'.
- The verb '*am*' is changed into '*was*'.
- The adverb '*now*' is changed into '*then*'.

**Rules for changing direct into indirect speech**

1. When the *reporting verb* is in the *past tense*
  - a *simple present* becomes a *simple past*.
  - a *present continuous* becomes a *past continuous*.
  - a *present perfect* becomes a *past perfect*.
  - *shall/will* of the future tense become *should/would*.
  - a simple past becomes a past perfect.
  - if the reported speech expresses a universal truth, its tense remains unchanged.
2. When the *reporting verb* is in the *present/future tense*, the tense of the reported speech *does not* change.
3. The first person pronoun (*I, we, my, our, etc.*) of the direct speech are changed according to the person of the subject of the reporting verb.
4. The second person pronouns (*you, your*) change according to the person of the object of the reporting verb.
5. The third person pronouns (*he, she, it, his, her, they, their, etc.*) generally remain unchanged.

**Change of some special words**

Now → then

Thus → go

Today → that day

To night → that night

Ago → before

This → that

Tomorrow → the next day

Last night → the night before

Here → there

These → those

Yesterday → the day before

Today morning → that morning

**Changing of questions into indirect speech**

If the reported speech contains a question sentence starting with some question word (*when, why, where etc*) no conjunction is used and reporting verb said is changed into ask, asks, will ask or asked, enquired etc. depending upon the tense of the reporting verbs. Also the question sentence becomes a statement.

Direct: They said to me, "What are you doing?"

Indirect: They asked me what I was doing.

If the reported speech is a question sentence starting with a helping verb (*is, am, are, will, shall, etc.*) the conjunction 'if' / 'whether' is used and the reporting verb 'said' is changed into asked. Also the *question* sentence becomes a *statement*.

Direct: He said to you, "Are you a student?"

Indirect: He asked you if you were a student.

**Changing of commands and requests into indirect speech**

We use preposition "*to*" or "*not to*" to make it into indirect. The reporting verb changes into order, advise, request, purpose etc. and takes the tense of the reporting verb.

Direct: Ramu said to Arun, "Go away"

Indirect: Ramu ordered Arun to go away.

**Changing of exclamations and wishes into indirect speech**

Reporting verb '*said*' is changed into '*exclaimed*'. Interjection is removed and the words for the feeling expressed in the reported speech are attached to it.

Direct: He said, "Alas! I am undone"

Indirect: He exclaimed sadly that he was undone.

### Use of capital letters

1. At the beginning of each sentence.
2. We use capital letters to begin proper noun and the adjective derived from them.
3. Fresh line of a poem
4. The name of mountains, rivers, and seas
5. The name of months, days and festivals.
6. We use capital letters for the first word of direct speech.
7. Capital letters are used to write pronoun 'I' and the interjections
8. Capital letters are used to begin all the noun and pronouns that indicate God
9. We use capital letters for titles and abbreviations
10. Capital letters are used to write the titles of books.

### Full stop or period

It shows a long pause or stop.

### Comma (,)

It shows a short pause.

### Semicolon (;)

The semicolon marks a pause longer than the comma. The semicolon is used to separate the clauses of a compound sentence.

1. Go soon; or you will be late.

### Colon (:)

It shows a stop longer than the semicolon. The colon is used before enumeration, examples etc.

### Question Mark (?)

Question marks are used at the end of a direct question

### Exclamation (!)

Exclamation marks are used after interjections and exclamatory sentences.

### Quotation ("...")

1. When we want to quote somebody's exact words, the marks of quotation (inverted commas) are used.
2. A quotation within a quotation is usually marked by single quotation marks.

### Apostrophe (')

1. The apostrophe is used in contractions; as—Don't, I'll, I've
2. It is used in the possessive case—Arun's
3. When we want to form the plural of letters and figures we use the apostrophe—two A's and six 5's.

### Example

*Choose the sentence (s) which is/ are punctuated correctly.*

1. I. Our daughter will be three years old next week.  
II. Our son will be two-years-old next week.  
III. Our two-year-old is starting to talk.  
IV. Our two year old is starting to talk.  
(a) I, III                      (b) I & IV  
(c) II, III                      (d) III
2. I. Jan asked; "What did Joe mean when he said, 'I will see you later.'"  
II. Jan asked, "What did Joe mean when he said, 'I will see you later?'"  
III. Jan asked, "What did Joe mean when he said, 'I will see you later?'"  
IV. Jan asked, "What did Joe mean when he said, 'I will see you later?'"  
(a) II                              (b) I  
(c) IV                              (d) III

**ENGLISH**  
**BASIC GRAMMAR**

3. I. You are my friend; however, I cannot afford to lend you any more money.  
II. Truly, a popular error has as many lives as a cat: it comes walking in, long after you have imagined it effectually strangled.  
III. There is only one cure for the evils which newly acquired freedom produces, and that cure is freedom.  
IV. There is a slavery that no legislation can abolish; the slavery of caste.  
(a) I, II, III                      (b) II, IV  
(c) I, II, III, IV                (d) II, III
4. I. Yes, Jagrit, you were right about that answer.  
II. Yes Jagrit, you were right about that answer.  
III. I saw our town's ex-Mayor Prakash Kumar in the mall.  
IV. I saw our town's ex-mayor in the market.  
(a) I, III                              (b) I, III, IV  
(c) I, IV                                (d) II, III
5. I. As Caesar loved me, I wept for him; as he was fortunate, I rejoice at it; as he was valiant, I honour him; but as he was ambitious, I slew him.  
II. Danish, my friend from Chandigarh, Punjab, will join us.  
III. Danish, my friend, from Chandigarh, Punjab will join us.  
IV. As Caesar loved me, I wept for him; as he was fortunate, I rejoice at it; as he was valiant, I honour him: but as he was ambitious I slew him.  
(a) II                                      (b) II, IV  
(c) I, III                                  (d) I, II
6. I. A liberally sprinkled dose of humour was very much appreciated.

**AMIE(I)      STUDY CIRCLE(REGD.)**

**A FOCUSED APPROACH**

- II. Right now I want two things: peace and quiet.  
III. Our liberal-minded clergyman managed to unite the entire congregation.  
IV. Right now I want two things; peace and quiet.  
(a) II, III                              (b) I, IV  
(c) I, II, III                          (d) III, IV
7. I. It may not be the correct part, but I bet that it works.  
II. It may not be the correct part but: I bet that it works.  
III. O father! I hear the sound of guns.  
IV. O Hamlet, speak no more!  
(a) I, III                                (b) I, III, IV  
(c) II, III                                (d) I, IV

**Answer**

1. (a) I and III  
'Two year old' (without hyphens) is a predicative adjective form. So, I is correct and II, incorrect. 'Two-year-old' (with hyphens) is an attributive adjective form which is used before a noun; its noun is understood in the context. So, III is correct, and IV incorrect.
2. (d) III  
The sentence has a main clause 'Jan asked' with three dependent clauses: (1) what did Joe mean (2) when he said (3) I will see you later. It is clear that whatever Jan is asking will end in a question mark and will be enclosed within inverted commas: Jan asked, "What did.....?" Now Jan's question contains the statement of Joe, which has to be put in single inverted commas to demarcate it from other words in Jan's question: 'I will see you later' So, option (d) shows the correct punctuation.
3. (a) I, II, III

IV makes a statement 'There is a slavery....abolish' and then specifies the slavery in 'the slavery of caste'. This specification needs a dash before it. Use of a semi colon is incorrect.

4. (b) I, III, IV

'Yes', the adverb of affirmation, is always followed by a comma. A person's name used for addressing is also followed by a comma. So, II is incorrect. III does not require parenthetical commas for the ex-Mayor's name because 'ex-Mayor' is his title just like 'Doctor Prakash Kumar'. Therefore, both III and IV are correct.

5. (d) I, II

I and IV: There are four co-ordinate clauses, each of which has a dependent clause of its own that needs to be separated from it with the use of a comma. Also, all the four co-ordinate clauses need to be separated and this can be done only by using semi colons. The comma between 'ambitious' and 'I' is missing in IV. II and III: Danish is qualified by 'my friend from Chandigarh' and Chandigarh is qualified by 'Punjab' in parenthetical commas which stands for 'which lies in Punjab'. The comma after Punjab is missing in III.

6. (c) I, II, III

A colon precedes a list of items. The names of the 'two things' will follow a colon.

7. (b) I, III, IV

'but' is a conjunction of contrast that connects two contrasting coordinate clauses['It may....part' and 'I bet... works']and is preceded by a comma.