NATIONAL SCHOOL OF BANKING

ENGLISH LANGUAGE

GRAMMAR

You have studied English Grammar at the high school level and when you speak or write, you knowingly or unknowingly use it, though of course, you do not necessarily understand or mention its technicalities. The following is a quick review which will help you revise your school grammar.

1-3. **The Sentence and its Parts**

A sentence is a grammatically independent unit of expression, made up of two essential parts called **subject** and **predicate.** In writing, a sentence begins with a capital letter and ends with a period, question mark, or exclamation point.

1. **The Two Main Parts of a Sentence**

   A. **The Subject. The subject part** of a sentence (the **complete subject)** is the part naming the person or thing that the sentence speaks about. That person or thing itself is called the **simple subject** (or just **subject**) :

   [complete subject is underlined; simple subject is in **bold**]

   The oldest **dormitory** on the campus collapsed last night.

   Two noted **specialists** will perform the operation.

   Children too often encounter violence.

   B. **The Predicate**. The **predicate part** of a sentence (**complete predicate**) is the part that speaks about the subject. It tells what the subject *does* or asserts that the subject is something.

   (1) *The simple predicate :* The key word (or words) in the complete predicate - the word stating the actual doing or being — is called the **simple predicate** (or just **predicate**) or **verb** :

   [complete predicate is underlined; simple predicate is in **bold**]

   The oldest dormitory on the campus **collapsed** last night**.**

   Two noted specialists **will perform** the operation.

   Children too often **encounter** violence.

   (2) *Complements :* **A complement** is a word needed to complete the meaning of some verbs : Ekanath found that S.N. Desai was a congressman.

   Note **:** A subject, predicate (verb), or complement may be **compound**; that is, it may have two or more parts joined by *and, or*, or *but* :

Subject	Predicate	Complement
Poems and stories	*delight and edify*	*children, teenagers and adults*.

2. **The Sentence Pattern. Subject, verb, and complement(s)** usually occur in a standard order or pattern : **SV (C) (C)**. This means that the subject [**S**] comes first, then the verb [**V**], then — perhaps — one or two complements [**C**]. This normal order is sometimes altered, as in most interrogative and exclamatory sentences (see below), in sentences such as.

   <div align="center">

   v   s   v s v   c

   </div>

   Here come the clowns and *Seldom had I seen such rains.* This happens also in sentences beginning with expletives.

3. **Ways of Classifying Sentences**

   A. **By Purpose**
   Declarative (a statement) : The engine won't start.
   Interrogative (a question) : Will the engine start ?
   Imperative (a command or request) : Start the engine.
   Exclamatory (an expression of emotion) : What a balky engine this is !

   B. **By Structure**, according to the number and kinds of clauses they contain. A sentence may be **simple, compound, complex,** or **compound-complex**.

4-9. **The Parts of Speech : A Survey**
   Every word performs one of five functions : *naming, expressing doing or being, modifying, connecting, or expressing emotion.* In traditional grammar, these functions are classified into eight **parts of speech** : *noun, pronoun, verb, adjective, adverb, preposition, conjunction,* and *interjection.* Understanding each word's function in a sentence will help you write with greater ease, confidence, and accuracy.

4. **Words That Name**

   A. **Nouns :** A noun is a word that names a person, place, or thing (including a quality or idea):

   Person : woman, Anjali, poet, Savita Gupta
   Place : kitchen, city, park, Nehru Park
   Thing : tree, ship, INS Shakti, clock
   Quality or idea : love, height, democracy, motion.

   B. **Pronouns** (*pro-means "for" or "instead of") :* As its name suggests, a pronoun takes the place of (stands for) a noun. The noun that a pronoun stands for is called the **antecedent** of that pronoun :

   [antecedent in italics; pronoun in **bold**]
   Rosa brought a friend with **her** to the rally.
   If our *airmen* cannot land in Ladakh, **they** will land in Rohtak.

5. **Words That Express Doing or Being : Verbs.** A verb asserts something about the subject of a sentence. An **action verb** tells what the subject *does, did, or will do.* A **linking verb** tells that the subject *is, was,* or *will be* something.

   Action : Hummingbirds *fly* up to sixty miles per hour. [tells what the subject, *Hummingbirds,* does]

   Linking : The hummingbird *is* nature's helicopter. [tells that the subject is something]

   Some verbs consist of several words : **a main verb** preceded by one or more **auxiliary** (helping) **verbs** :

   [auxiliary verbs in *italics;* main verb in **bold**]

   Hummingbirds *will* **explore** almost anything red.

   They *have even been* **attracted** to red ribbons.

   The verb in a sentence is also called the (**simple**) **predicate.**

6. **Words That Modify.** To *modify* means "to change". A word that modifies, changes or clarifies our concept of another word.

   A. **Adjectives** : An adjective modifies a noun (or occasionally a pronoun). It describes that noun or limits its meaning. **Descriptive adjectives** tell *what kind: small* car (what kind of car ?), *green rug, unimaginable* brutality, *untold misery.* **Limiting adjectives (determiners)** tell *which one* or *how many.* There are several kinds of limiting adjectives.

Possessive   : *my* auto, *her* grades, *their* policy [which auto, grades, policy ?]
Demonstrative : *this* auto, *those* grades, *that* policy
Indefinite   : any auto, either grade, many policies
Interrogative : *which* auto ? *whose* grades ? *what* policy ?
Numerical   : *one* auto, *two* grades, *third* policy
Articles   : *an* auto, the grades, *a* policy

As these examples show, an adjective usually appears directly before the noun it modifies. A descriptive adjective can appear also after a linking verb (as a complement). Such an adjective describes the subject to which the verb links it :

$$\underline{\quad\quad}\;\;\underline{\quad}\;\;\underline{\quad}$$
$$\;\;\;\;\;\text{s}\quad\quad\text{v}\quad\text{c}$$

That song is *lively.* [*Lively* describes the subject, *song.*]
The statistics *seemed* reliable.

B. **Adverbs** : An adverb usually modifies a verb. It describes *how, when, where,* or *to what degree* the action of a verb is done. There are several kinds of adverbs :

Manner : Sharad dances *gracefully.* [dances how ?]
Time   : Sharad danced *yesterday*. [danced when ?]
Place   : Sharad dances *everywhere.* [dances where ?]
Degree : Sharad dances *excessively.* [dances to what extent or degree ?]

An adverb phrase or clause can also describe *why.*

Some adverbs can modify an adjective or another adverb. Such adverbs are called **adverbs of degree** (or **intensifiers**) :

Sharad dances *quite* gracefully. [gracefully to what degree ? how gracefully ?]
Sharad prefers *very* fast music.

7. **Words That Connect**

A. **Conjunctions** : A conjunction joins other words or word groups. There are two kinds of conjunctions :

(1) a *coordinate conjunction (and, but, or, nor, for, yet, so)* joins words or word groups of the same kind and same importance :

Words   : Smita *and* Sachin
Word groups (phrases) : after their marriage *but* before his illness.
Word Groups (clauses) : Smita left early *and* Sachin soon joined her.

NOTE : And, but, or nor may be used with other words to form a **correlative conjunction:** *not only ... but also; either ... or; both ... and :*

  Both Smita *and* Sachin disliked the politician.
  Neither Smita *nor* Sachin spoke to him.

(2) *A subordinate conjunction (if, because, although, when, unless* etc.*)* joins a dependent (subordinate) clause to an independent (main) clause. The subordinate conjunction begins the dependent clause : **If** *the heat continues;* **because** *repair crews were late :*

The road may buckle *if the heat continues.*
If the heat continues, the road may buckle.
Traffic was delayed *because repair crews were late.*
Because repair crews were late, traffic was delayed.

Do not write a subordinate clause alone as if it were a sentence :

Wrong : The road may buckle. If the heat continues.

Other common subordinate conjunctions are *after, as, as if, as soon as, as though, before, in order that, provided, since, so that, than, though, until, whenever, where, whereas, wherever, whether, while.*

NOTE : Other kinds of words that join clauses are **relative pronouns** (such as *who* or *which*) and **conjunctive adverbs** (such as *therefore* or *however*).

Coordinate conjunctions are sometimes called **coordinators** and subordinate conjunctions **subordinators.**

B. **Prepositions :** A preposition is a connecting word such as *in, on, of, for,* or *into that* shows how a noun is related to the sentence containing it :

The plane flew *over* the clouds.
The plane flew *into* the clouds.
The plane flew *through* the clouds.

Each preposition above shows a different relation between the noun *clouds* and the action of the sentence. Other common prepositions are *about, above, against, among, as, as well as, at, because of, before, behind, below, beneath, beside, besides, between, by, despite, down, during, except, from, inside, instead of, in addition to, in front of, like, near, next to, off, onto, out (of), outside, past, since, through (out), to, toward, under, underneath, until, up, upon, within, without.*

The word group beginning with the preposition and ending with the noun is called a **prepositional phrase.** The noun (or pronoun) is called the **object of the preposition :**

[preposition in **bold**; object of preposition in *italics*]

behind her cherry *facade* **of** his *memories* **with** us

8. **Words That Express Emotion : Interjections.** Unlike the other kinds of words, the interjection has little or no grammatical connection with the rest of the sentence :

Mild interjection (punctuated with comma) : *Oh,* I don't care.
        Well, Dr. Harish might know.
Strong interjection (punctuated with exclamation point) :
        Rats ! He has cheated us !
        Wow ! It is raining !

9. **Words as More than One Part of Speech.**

The way a word is used in a particular sentence determines its part of speech in that sentence. To determine the part of speech of a word in a particular appearance in a sentence, examine its grammatical use (**syntax**) in that sentence : If it names something, it is a noun; if it describes a noun, it is an adjective; and so forth :

Noun   : We could see the first *light* of dawn.
Verb   : They would *light* signal fires that night.
Adjective : Wearing *light* colours enhances visibility.

Some words can share two roles at once. In '*The cows chewed their cuds',* their functions as an adjective, but it is also pronoun. In *They went home, home* functions as an adverb telling where, but it is also a noun, the name of a place (such a word is called an *adverbial noun.*)

NOTE : You can often determine a word's part of speech by its position or its ending. For example, a word following a limiting adjective (*a, my, this* etc.) is likely to be a noun: *my* **brother**, *this* **test** (another adjective may intervene : *this* difficult **test**). A word following an auxiliary verb is likely to be a verb : *has* **grown**, *might have been* **saved** (an adverb may intervene : *has* hardly **grown**). Most words with an *-ly* ending are adverbs : *slowly, awkwardly; words ending in -tion, -ity, -ness, -ment, -hood, or -cy* are usually nouns; words ending in *-fly* or *-ize* are probably verbs; words ending in *-al, -ous, -ful,* or *-less* are probably adjectives.

10-11. Using Nouns.

Recall that nouns name persons, places, or things.

10.   Know the Kinds of Nouns. Nouns are classified in several ways :

A. **Singular or Plural : A singular** noun names one person, place, or thing : *house, chair, woman, city.* **A plural** noun names two or more persons, places, or things: *houses, chairs, women, cities.* Most singular nouns become plural by the addition of *-s.*

B. **Common or Proper :** A **common** noun names one or more members of a class of things : *woman, women, chair, auditorium, mice, city.* A **proper** noun names a specific person, place, or thing : *Seeta, Sangita, Avinash, Deepak, Rashmi, Robert, Leela, Mumbai, Chennai.*

C. **Concrete or Abstract : A concrete** noun names an object that can be perceived by the senses: *woman, Sonali Bendre, mice, cheese.* An **abstract** noun names a quality or idea : *liberty, sadness, ambition, love, tragedy, height.*

D. **Collective :** A **collective** noun names a group of things : *jury, team, flock, committee, army.*

11.   Know the Five Main Uses of Nouns.

Recall the basic sentence pattern : S V (C) (C). That is, each sentence has a subject(s), a verb(v), and possibly one or two complements(c). The subject and the complements are usually nouns.

A. **Subject of a Sentence.** Pattern : **S** V (C) (C). The **subject** tells *who or what* if placed before the verb :

Mohan explored the Internet. [Who explored ?]
Our last *encounter* was chaotic. [What was chaotic ?]
Dilip and *Feroz* began the project. [Who began ? (compound subject)]

B. **Complement. A complement** is a word in the predicate part that completes the meaning of the verb. There are four kinds of complements :

(1) *A direct object* is a noun (or pronoun) that tells *whom* or *what after* an action verb. Usual pattern : **S V C :**

Dilip assembled the *equipment.* [assembled what ?]
Feroz is training *workers.* [training whom ?]

(2) *An indirect object* is a noun (or pronoun) that appears after certain action verbs, telling *to* or *for whom, or to or for what,* the action of the verb is done. Pattern : S V C (ind. obj.) C (dir.obj.) :

Freny sent *Tushar* a present. [sent to whom ?]
Tushar had done *Freny* a favour. [done for whom ?]

(3) *A subjective complement* (predicate nominative) is a noun (or pronoun) that follows a linking verb and renames or explains the subject. Pattern : S V (link.) C.

Falguni Gupta is the head *programmer.* [*Programmer* gives another name or title for *Falguni Gupta.*]

A guava is *a fruit.* [*Fruit* explains what *guava* is.]

NOTE : An adjective can also be a subjective complement : Ms. Gupta is highly *competent.*

(4) *An objective complement* is a noun that follows a direct object and renames or explains it. Pattern : S V C (dir. obj.) C (obj. comp.) :

Everyone considers Ms. Gupta an *expert.* [*Expert* gives another name or title for *Ms. Gupta.*]
The director called her appointment a godsend.