

Fluent English, Affluent Future

A Handbook of

Communicative English

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What's in there for you?

Sentence Formation

Parts of Speech

Tense

Auxiliaries

Voices

Degree

Direct & Indirect Speech

Composition



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1.

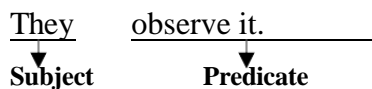
Sentence Formation

A group of words that are specially designed to express a complete meaning is called a sentence. A sentence can be either affirmative or negative because we can express our thoughts in both ways.

Both subject and verb are important words in a sentence. The person or other thing about whom we talk or say something is called the subject of the sentence, and the word that says something about that subject is called the verb. From this, every sentence has two parts: **Subject and Predicate.**

The person about whom something is said in the sentence is the subject of the sentence, and whatever information is said about that subject is the predicate.

For Example:



Components of a Sentence

Like a sentence has two parts, it has five main components that make up the structure of a sentence, and they are;

- (1) Subject
- (2) Verb
- (3) Object
- (4) Complement
- (5) Adjunct

Now, let us look at each of these components in detail.

- (1) **Subject:** A noun that performs the action in a sentence is considered as the subject. It answers the question 'who', or in other words, a subject can be identified by asking the question 'who'. A subject takes the first place in most cases, especially in declarative or assertive sentences.

For example:

- **Soham** kept crying.
- **Our college team** lost the match.
- **My brother** is in the fourth grade.
- **Hard work** pays.
- **Everyone** attended the meeting.

- (2) **Verb:** In every sentence, the most important word can be said to be the verb. A verb shows action, activity or work done by the subject. Remember that all verbs, including main verbs, helping verbs,

stative verbs and action verbs, come under this category. Most often, verbs appear immediately after the subject.

For example:

- Minu is working on a project.
- It was too cold.
- I feel tired.
- Her mobile is not working.
- Mohan's dog ran away.

(3) **Object:** An object is a noun or pronoun that receives the action done by the subject. Objects are of two types, and they are,

- (a) Direct Object
- (b) Indirect Object

(a) **Direct Object:** A noun or pronoun that receives the action directly is the direct object in the sentence. It answers the question 'what'. Direct objects mostly appear immediately after the verb and are the primary objects in the sentence.

For example:

- Manish broke **the chair**.
- My sister made **a cake**.
- I met **my uncle**.
- He knows **all the answers**.
- She watched the final match.

(b) **Indirect Object:** An indirect object is a noun or pronoun that is a secondary object. It can be identified by asking the question 'whom'. When there is an indirect object in a sentence, it is mostly placed after the verb and before the direct object.

For example:

- Rahul gave Sanju a cake.
- My sister bought me a new bicycle.
- She gave me a pen.
- He offered us coffee with biscuits.
- She lent his friend a mobile.

(4) **Complement:** The words required to complete the meaning of a sentence can be referred to as the complement of the sentence. A complement can be an adjective, a name, a position or a profession.

For example:

- It was raining very heavily.
- She is a doctor.
- This is my sister, Seema.

(5) **Adjunct:** An adjunct is a word or a phrase that gives more information about an action, an event, a quality and so on. In short, it can be said that these words can include adverbs and adverb clauses. Adjuncts can be identified by asking questions 'when', 'where', 'why', 'how', 'how often' and 'to what extent'. When using adjuncts, keep in mind that adjuncts can be used at the beginning, middle

or end of the sentence and that there can be more than one adjunct in a sentence.

Take a look at the following examples to understand how adjuncts can be used.

- Yesterday, I met him at the hospital.
- She is very helpful.
- Due to his ill health, he could not come home for Christmas.
- He waters the plants daily.

Types of Sentences

There are mainly four kinds of sentences:

- 1. Declarative Sentences or Assertive Sentences:** This type of sentence makes a statement or expresses an opinion and uses a full stop. You are stating something specific.
For Example, I manage it alone.
- 2. Imperative Sentences:** This gives a command or makes a request. It can sound authoritative. Usually, there is a full stop and sometimes an exclamation point for emphasis.
For example: close the door.
- 3. Interrogative Sentences:** This asks a question and always uses a question mark.
For example: Have you completed your work?
- 4. Exclamatory Sentences:** This expresses high emotion and always uses an exclamation point.
For example: How clever he is!

2.

Parts of Speech

The words in a sentence are used for a specific function. These words have been divided into eight different groups. They are called Parts of Speech.

1. **Noun:** A noun is a word used as the name of a person, place or thing. OR A noun is a word used for naming some person or thing.

For example, Suhas, Ramesh, Delhi, cow, dog, silver, gold, honesty, sincerity, people, team, etc.

Proper noun: Suhas, Ramesh, Delhi etc.

Common noun: cow, dog etc.

Material noun: Gold, silver, etc.

Abstract noun: honesty, sincerity etc.

Collective Noun: team, people, army, etc.

For example:

1. **Delhi** is the capital of **India**.
2. **Ashoka** was a great king.
3. **Honesty** is the best policy.

2. **Pronoun:** A word which is used instead of a noun is called a Pronoun. It is used when there is a repetition of nouns.

Pronouns are divided into three persons:

(a) **First person:** We, I, our, ours, my, mine.

(b) **Second person:** You, your, yours.

(c) **Third person:** She, He, they, them, her, hers, it, its, their.

Example of Pronoun:

1. Sachin is absent because **he** is ill.
2. **They** are players.
3. **She** is going to a movie.
4. Sudha is a student, and **she** is going to school.

3. **Adjective:** An adjective is a word used for qualifying or adding something to the meaning of a noun or pronoun.

For Example:

- She is an **intelligent** girl.
- He is **deaf**.
- Her voice is **melodious**.

- Give me **four** rubbers and **three** sharpeners.

Here, intelligent, deaf, melodious, four and three are adjectives.

4. Verb: A verb is a word used to say something about a person, thing, place, action, etc. OR A verb is a word that denotes having, being, or doing, or it is an action or a state in any form.

Kinds of Verbs: -

Based on utility verbs can be subdivided under two major heads –

1) **Main Verb** – Those action words which have both individual meanings and identity are called main verbs.

e.g., appreciate your performance.

Here, the word 'appreciate' does not change its meaning even when it is used as an individual word.

2) **Helping verb or auxiliary** – Those words which, in association with the main verbs, provide a definite meaning and identification to the sentence are called helping verbs or auxiliaries.

e.g. She is reading a book.

In this sentence, the word 'is' is a helping verb and its use with the main verb 'reading' shows the continuity of the action. This sentence is in the Present Continuous Tense form.

Based on an object, the verbs are subdivided into two kinds –

3) **Transitive Verb** – Those main verbs which are accompanied by some direct or indirect object or which affect something directly or indirectly are called Transitive verbs

e.g. A lecturer delivers lectures.



Here, the verb 'delivers, is attached to the word 'lectures'. If the word 'lectures' is not used in the sentence, the meaning of the sentence remains unclear. So, the use of the word 'lectures' (object) is quite obligatory here.

4) **Intransitive Verb** – Those verbs which are not accompanied by any object, whether direct or indirect or the verbs which do not affect anything directly or indirectly or the verbs whose effect is confined to the subject only are called Intransitive verbs.

e.g. Smita laughs.

In this sentence, the verb 'laughs' is not attached to any object, yet the meaning of the sentence is clear. So 'laugh' is an example of the Intransitive verb.

Verbs are classified as Strong and Weak according to how they form the Past Tense and the Past Participle.

5) **Strong Verbs** – Such verbs whose three forms are quite different from each other are called strong verbs. e.g.

Present form	Past form	Past participle
go	went	gone
take	took	taken

6) **Weak Verb** – These verbs have at least two forms, the same in spelling. e.g.

Present form	Past form	Past participle
cut	cut	cut
wish	wished	wished

5. **Adverb:** An adverb is a word used to add something to the meaning of a verb, an adjective or another adverb. OR An adverb qualifies anything except a noun or pronoun. Adverb denotes time, place, manner, reason, purpose, condition, contract, etc.

For example:

- He lived **near** the banks of the river.
- He rises **early** in the morning.
- That day, he came **late**.
- He runs **fast**.

6. **Preposition:** A preposition is a word used with a noun or a pronoun to show how the person or thing denoted by a noun or pronoun stands in relation to something else as:

- The girl is fond **of** music.
- Radha has gone **to** Mumbai.
- Rakshit is **in** the room.

The crow dropped stones **into** the jug.

7. **Conjunction:** A conjunction is a word used to join words or sentences.

By, and, but, because, or, that, which, where, who, etc.

For example:

- Ram **and** Laxman are brothers.
- This is the house **that** Jack built.

8. **Interjection:** It is a word which expresses some sudden feelings. For example:

- **Hurrah!** We have won the match.
- **Bravo!** You have done a good work.
- **Oh!** What a beautiful bird.
- **Alas!** He is no more.
- **Hello,** Rakshit! How do you do?

Thus, we say that interjection expresses joy, grief, surprise, sorrow, etc.

3. *Tenses*

Tenses denote the time of action. They show when the work is done. They are:

- (1) Present Tense
- (2) Past Tense
- (3) Future Tense

Present Tense

The present tense is used to describe actions, events or states that are happening right now, are general truths, or occur regularly or habitually.

They are further divided into:

- (1) **Simple present-** It is used to denote scientific facts, universal truths and work done on a daily basis.
 1. **Assertive rule - sub + v1 + s/es/ies + object**
(If the subject is He/She/It or Singular, then the s/es/ies form is added to the main verb.)
Example – She waters the plants.
 2. **Negative rule --- sub + do not/does not + v1 + object**
Example – She does not water the plants.
 3. **Interrogative rule --- do/does + sub + v1 + object?**
Example – Does she water the plants?
 4. **Interrogative negative assertive --- does + sub + not + v1 + object?**
Example – Does she not water the plants?

- (2) **Present Continuous**– It is used to express an action taking place at the time of speaking.
 1. **Assertive Rule --- sub + is/am/are + v1 + ing + object**
Example – she is watering the plants.
 2. **Negative Rule --- sub + is/am/are + not + v1 + ing + object**
Example – She is not watering the plants.
 3. **Interrogative Rule --- is/am/are + sub + v1 + ing + object?**
Example – Is she watering the plants?
 4. **Interrogative Negative Rule --- is/am/are + sub + not + v1 + ing + object?**
Example – Is she not watering the plants?

- (3) **Present Perfect**– It is used to show an action that started in the past and has just finished.

1. **Assertive Rule --- sub + has/have + v3 + object**
(If the subject is He/She/It/Singular, then **has** is taken and with I/We/They/You/Plural. **Have** is taken.)
Example- She has watered the plants.
2. **Negative Rule --- sub + has/have + not + v3 + object**
Example – She has not watered the plants.
3. **Interrogative Rule --- has/have + sub + v3 + object?**
Example- Has she watered the plants?
4. **Interrogative Negative Rule ---has/have + sub + not + v3 + object?**
Example– Has she not watered the plants?

(4) **Present Perfect Continuous**– This tense shows the action which started in the past and is still continuing.

1. **Assertive Rule --- sub + has/have + been + v1 + ing + object**
Example – She has been watering the plants.
2. **Negative Rule --- sub + has/have + not been + v1 + ing + object**
Example– She has not been watering the plants.
3. **Interrogative Rule ---has/have + sub + been + v1 + ing + object**
Example – Has she been watering the plants?
4. **Interrogative Negative Rule --- has/have + she + not + been + v1 + ing + object**
Example – Has she not been watering the plants?

Past Tense

The past tense expresses an action that has happened or a state that previously existed.

(1) **Simple Past Tense-** It is used to indicate an action completed in the past. It is also used for past habits.

1. **Assertive Sentences – Subject + V2 + Object**
She watered the plants.
2. **Negative Sentences-Subject + didn't + V1 + Object**
She didn't water the plants.
3. **Interrogative Sentences- Did + Subject + V1 + Object + (?)**
Did she water the plants?
4. **Interrogative Negative Sentences- Did + Subject + not + V1 + Object + (?)**
Did she not water the plants?

(2) **Past Continuous Tense:** It is used to denote an action going on at some time in the past.

1. **Assertive Sentences – Subject + was/were + V1+ ing + Object**

She was watering the plants.

2. **Negative Sentences- Subject + was/were + not + ing + Object**

She was not watering the plants.

3. **Interrogative Sentences- Was/were + Subject + ing+ Object + (?)**

Was she watering the plants?

4. **Interrogative Negative Sentences- Was/were + Subject + not + ing+ Object + (?)**

Was she not watering the plants?

(3) **Past Perfect Tense:** It is used to describe an action completed before a certain moment in the past, usually a long time ago. If two actions happened in the past, past perfect is used to show the action that took place earlier.

e.g. The patient had died before the doctor came.

1. **Assertive Sentences – Subject + had + V3 + Object**

She had watered the plants.

2. **Negative Sentences- Subject + had + not + Object**

She had not watered the plants.

3. **Interrogative Sentences- Had + Subject + V3 + Object + (?)**

Had she watered the plants?

4. **Interrogative Negative Sentences- Had + Subject + not + V3 + Object + (?)**

Had she not watered the plants?

(4) **Past Perfect Continuous Tense:** It is used to denote an action that began before a certain point in the past and continued up to some point in the past.

e.g. We had been taking training in this college for 30 days.

1. **Assertive Sentences – Subject + had been + V1 + ing + Object**

She had been watering the plants.

2. **Negative Sentences- Subject + had + not been + V1+ ing + Object + (.)**

She had not been watering the plants.

3. **Interrogative Sentences- Had + Subject+ been+ V1 + ing + Object + (?)**

Had she been watering the plants?

4. **Interrogative Negative Sentences- Had + Subject +not + been + V1 + ing + Object + (?)**

Had she not been watering the plants?

Future Tense

The future tense expresses an action that has not yet happened or a state that does not yet exist.

(1) **Simple Future:** This tense tells us about an action which has not occurred yet and will occur after saying or in future.

1. **Assertive / Affirmative Sentences –**

Subject + Will/Shall + Verb (Ist form) + Object

She will water the plants.

2. Negative Sentences-

Subject + Will/Shall + Not + Verb (Ist form) + Object

She will not water the plants.

3. Interrogative Sentences-

Will/Shall + Subject + Verb (Ist form) + Object + (?)

Will she water the plants?

4. Interrogative Negative Sentences-

Will/Shall + Subject + Not + Verb (Ist form) + Object + (?)

Will she not water the plants?

(2) **Future Continuous Tense:** It is used to express an ongoing or continued action in future.

e.g. He will be distributing sweets in the temple tomorrow at 12 o'clock.

In the example, the action will start in future (tomorrow), and action is thought to be continued till sometime in future. We use the future continuous to talk about something that will be in progress at or around a time in the future.

1. Assertive / Affirmative Sentences –

Subject + Will/Shall + Be + Verb (Ist form) + Ing + Object

She will be watering the plants.

2. Negative Sentences-

Subject + Will/Shall + Not + Be + Verb (Ist form) + Ing + Object

She will not be watering the plants.

3. Interrogative Sentences-

Will/Shall + Subject + Be + Verb (Ist form) + Ing + Object + (?)

Will she be watering the plants?

4. Interrogative Negative Sentences-

Will/Shall + Subject + Not + Be + Verb (Ist form) + Ing + Object + (?)

Will she not be watering the plants?

(3) **Future Perfect Tense:** It is used to express an action which will happen/occur in future and will be completed by a certain time in future.

e.g. They will have completed the project by tomorrow.

1. Assertive / Affirmative Sentences –

Subject + Will/Shall + Have + Verb (3rd form) + Object

She will have watered the plants.

2. Negative Sentences-

Subject + Will/Shall + Not + Have + Verb (3rd form) + Object

She will not have watered the plants.

3. Interrogative Sentences-

Will/Shall + Subject + Have + Verb (3rd form) + Object + (?)

Will she have watered the plants?

4. Interrogative Negative Sentences-

Will/Shall + Subject + Not + Have + Verb (3rd form) + Object + (?)

Will she not have watered the plants?

(4) ***Future Perfect Continuous Tense:*** It is used to talk about actions that will commence at a fixed time in future and will continue for some time in future.

If there is no time reference, then it is not a Future perfect continuous tense. Without continued time reference, such sentences are Future Continuous Tense. Continued time reference only differentiates between Future Continuous Tense and Future Perfect Continuous Tense.

The future perfect progressive emphasises the duration of an activity that will be in progress before another time or event in the future.

1. Assertive / Affirmative Sentences –

Subject + Will/Shall + Have been + Verb (Ist form) + Ing + Object

She will have been watering the plants.

2. Negative Sentences-

Subject + Will/Shall + Not + Have been + Verb (Ist form) + Ing + Object

She will not have been watering the plants.

3. Interrogative Sentences-

Will/Shall + Subject + Have been + Verb (Ist form) + Ing + Object + (?)

Will she have been watering the plants?

4. Interrogative Negative Sentences-

Will/Shall + Subject + Not + Have been + Verb (Ist form) + Ing + Object + (?)

Will she not have been watering the plants?

4. *Auxiliaries*

Definition of an Auxiliary Verb

An auxiliary verb is “a verb such as *be*, *do*, and *have* used with main verbs to show tense, etc. and to form questions, and negatives”, according to the Oxford Learners’ Dictionary.

Auxiliary verbs can be used to perform different functions in a sentence or a context. Auxiliary verbs act as helping verbs to alter the tense, voice and mood of a sentence. Let us look at how these verbs act to fulfil each of these characteristics.

Root Verb	Auxiliary Verb	Tense Form	Examples
To be	Am	Present Continuous (Singular)	I am watering the plants.
	Is	Present Continuous (Singular)	He is designing it.
	Are	Present Continuous (Plural)	They are going to Mumbai.
	Was	Past Continuous (Singular)	Rupa was eating grapes.
	Were	Past Continuous (Plural)	The children were playing cricket.
Have	Have	Present Perfect	They have constructed a beautiful house.
	Has	Present Perfect (Third person pronoun – ‘He’, ‘She’ and ‘It’)	He has finally done it.
	Had	Past Perfect	She had purchased a new car.
	Have been	Present Perfect Continuous	I have been waiting for the train.
	Has been	Present Perfect Continuous (Third person pronoun – ‘He’, ‘She’ and ‘It’)	She has been living in Nagpur since 2015.
	Had been	Past Perfect Continuous	Heera and Diana had been waiting to visit the Museum of Fine Arts from the day they reached Bangalore.
Will	Will	Simple Future	I will help him.
	Will be	Future Continuous	She will be attending the class regularly.
	Will have	Future Perfect	They will have completed the project.

DO	Do	Simple Present	I don't ask him.
	Does	Simple Present	She does not help me.
	Did	Simple Past	He did not go there.

➤ **Modal Auxiliary Verbs**

Modal auxiliary verbs can be used as helping verbs along with other main verbs to emphasise the possibility, ability, necessity or probability of some action taking place. Have a look at the examples given below to have a clear idea of how it works.

➤ **Use of “can, could”**

• **to show or infer general ability**

You can do it.

She could lift the box.

• **to make a polite or informal request**

Can you leave early tomorrow?

Could you give me a ride?

• **to give permission**

You can use my mobile.

If necessary, you could ask for an extension.

• **make a prediction**

If you work hard, you can relax for the rest of the semester.

If you continue to improve your grades, you could graduate with honours.

➤ **Use of “will, would”**

• **to make a polite or informal request**

Will you join me for lunch?

I would appreciate your assistance.

• **to make a formal request**

Will you be quiet?

Would you please pay attention?

• **to show intention or to indicate certainty**

He will arrive at the beginning of the concert.

They would be the first students to register for the workshop.

• **to make a prediction**

If she receives a scholarship, she will continue with her studies.

I would be surprised if he is not elected.

➤ **Use of “shall”**

• **to show intention**

We shall overcome.

• **to make a polite or informal request**

Shall I open it for you?

➤ **Use of “should”**

• **to indicate expectation**

You should receive a new credit card in the mail.

• **to suggest or provide advice**

If you expect to pass the exam, you should devote more time to studying.

• **to infer responsibility or obligation**

We should work together to protect the environment.

➤ **Use of “may, might”**

• **to make a formal request**

May I speak with you in my office?

You might want to reconsider your request.

• **to request permission**

May I leave class early today?

Might I have a word with you?

• **to show possibility**

It may rain now.

We might attend the next meeting.

• **to make a prediction**

If we cooperate with the opposition, it may be beneficial to us.

I might get there late, but I will be in class tomorrow.

➤ **Use of “must”**

• **to indicate necessity**

We must leave smoking.

• **to infer a logical assumption**

Since she is not at her desk, she must have gone home.

➤ **Use of “need”**

• **to indicate necessity You need my guidance. to indicate compulsion**

They need tickets to travel by train.

➤ **Use of “ought to”**

to indicate moral obligation

You ought to take care of your parents.

5.

Voice

In grammar, “Voice” means the form of verb by which the relation of the subject to the action implied is indicated. In other words, voice is the form of the verb which indicates whether the subject does the work or something has been done to it.

Kinds of Voice:

- Active Voice
 - Passive Voice
- **Active Voice:** When a subject acts or performs the action; the sentence is to be said in Active Voice.
 Example: I do this work.
 She/he does this work.
- **Passive Voice:** When the effect of action is received by the object, the sentence is said to be in passive voice.
 Example: This work is done by me.
 This work is done by her/him.

General Rules of Voice Change:

- The object of the verb in the Active Voice becomes the subject of the verb in the passive voice.
- The subject of the verb in the Active voice becomes the object in the passive voice. (generally preceded by the preposition ‘by’)
- The main verb is changed into the Past Participle form and it is preceded by the correct form of the verb (to be form) in passive voice.
- There are some verbs with the objects. In such cases either of the objects can be changed into the subject and the other is retained as an object. The object is called Retained Object.
- While conversion of Active voice sentence to Passive voice sentence, the pronoun used in the sentence also changes in the following manner.

Active Voice	Passive Voice
I	Me
We	Us
You	You
He	Him
She	Her
They	Them

Forms of Active and Passive Voice for All Tenses:

- **Simple Present Tense**

Object + am/is/are + V3 + by + S.

Active Voice	Passive Voice
He makes it for me.	It is made for me by him.
They like me.	I am liked by them.
She waters the plants daily.	The plants are watered daily by her.

- **Present Continuous Tense**

Object + am/is/are + being + V3 + by + S.

Active Voice	Passive Voice
He is making it for me.	It is being made for me by him.
They are liking me.	I am being liked by them.
She is watering the plants daily.	The plants are being watered daily by her.

- **Present Perfect Tense**

Object + has/have + been + V3 + by + S.

Active Voice	Passive Voice
He has made it for me.	It has been made for me by him.
They have liked me.	I have been liked by them.
She has watered the plants daily.	The plants have been watered daily by her.

- **Simple Past Tense**

Object + was/were + V3 + by + S.

Active Voice	Passive Voice
He made it for me.	It was made for me by him.
They liked me.	I was liked by them.
She watered the plants daily.	The plants were watered daily by her.

- **Past Continuous Tense**

Object + was/were + being + V3 + by + S.

Active Voice	Passive Voice
He was making it for me.	It was being made for me by him.
They were liking me.	I was being liked by them.
She was watering the plants daily.	The plants were being watered daily by her.

- **Past Perfect Tense**

Object + had + been + V3 + by + S.

Active Voice	Passive Voice
He had made it for me.	It had been made for me by him.
They had liked me.	I had been liked by them.
She had watered the plants daily.	The plants had been watered daily by her.

- **Simple Future Tense**

Object + shall/will + be + V3 + by + S.

Active Voice	Passive Voice
He will make it for me.	It will be made for me by him.
They will like me.	I will be liked by them.
She will water the plants daily.	The plants will be watered daily by her.

- **Future Perfect Tense**

Object + will have/ shall have + been + V3 + by + S.

Active Voice	Passive Voice
He will have made it for me.	It will have been made for me by him.
They will have liked me.	I will have been liked by them.
She will have watered the plants daily.	The plants will have been watered daily by her.

6.

Degree

In English grammar, nouns and pronouns are compared according to their degree of similarity. Adjectives and adverbs come in three varieties: superlative, comparative, and positive.

1. **Positive Degree:** It explains, without comparison, the characteristics of Nouns or pronouns.

Examples: Adjective: He is clever.

Adverb: She runs fast.

2. **Comparative Degree:** It evaluates and contrasts the qualities of two pronouns or nouns. usually created by combining more/less with lengthier adjectives or adding -er to short adjectives. Uses "than" for comparison.

Examples: Adjective: He is cleverer than Rahul.

Adverb: She runs faster than her friend.

3. **Superlative Degree:** When one noun or pronoun is compared to more than one noun or pronoun or a group, class etc. of its own kind having different degrees of quality it is called Superlative Degree. It is created by combining most/least with lengthier adjectives or adding -est to short adjectives. preceded by "the."

Examples: Adjective: He is the cleverest in the class.

Adverb: She runs the fastest of all.

Rules for Formation:

1. **One-syllable adjectives:** Add -er for comparative and -est for superlative.
Positive: small → Comparative: smaller → Superlative: smallest
2. **Two-syllable adjectives:** Use more/most or -er/-est depending on the word.
Positive: happy → Comparative: happier → Superlative: happiest
3. **Adjectives with three or more syllables:** Use more/most or less/least.
Positive: beautiful → Comparative: more beautiful → Superlative: most beautiful
4. **Irregular forms:** Some adjectives and adverbs have irregular comparative and superlative forms.
Good → Better → Best
Bad → Worse → Worst
Far → Farther/Further → Farthest/Furthest

Notes on Adverbs:

Adverbs ending in -ly form the comparative with more/less and the superlative with most/least.

Positive: quickly → Comparative: more quickly → Superlative: most quickly

Common Mistakes:

1. Using -er and more together (incorrect: more taller).
2. Omitting "the" with superlatives (incorrect: She is tallest).
3. Confusing irregular forms (e.g., gooder is not correct).

Application in Sentences:

Positive: This car is fast.

Comparative: This car is faster than that one. Superlative: This car is the fastest of all.

7.

Direct and Indirect Speech

Direct and indirect speech (also called quoted and reported speech or narration) are ways to express what someone said.

Direct Speech

The speaker's exact words are quoted.

Quotation marks are used.

Example: She said, "I am going to the market."

Important Points:

1. Tense and structure: Exact words of the speaker are preserved.

Example: He said, "I will help you."

2. Punctuation: Commas, quotation marks, and capitalization follow specific rules.

Example: He asked, "What time is it?"

Indirect Speech

The speaker's words are reported without quoting them exactly.

Quotation marks are not used.

Example:

She said that she was going to the market.

Important Points:

1. Change in tense: Verb tense often shifts back (if the reporting verb is in the past).

Example: Direct: She said, "I am happy." → Indirect: She said that she was happy.

2. Pronoun changes: Pronouns adjust to fit the perspective of the reporter.

Example: Direct: He said, "I love this book." → Indirect: He said that he loved that book.

3. Time and place references: Words like now, today, here change in indirect speech.

Example: Direct: He said, "I will call you tomorrow."

Indirect: He said that he would call me the next day.

Changes from Direct to Indirect Speech

1. Pronouns: Adjust based on the subject and object.

Example: He said, "I am tired." → He said that he was tired.

2. Tenses:

Sr. No.	Direct	Indirect
1	Simple Present Tense	Simple Past Tense
2	Present Continuous Tense	Past Continuous Tense
3	Present Perfect Tense	Past Perfect Tense
4	Simple Past Tense	Past Perfect Tense
5	Past Continuous Tense	Past Perfect Continuous Tense
6	Present Perfect Continuous Tense	Past Perfect Continuous Tense
7	Shall	Should/Would
8	Will	Would
9	Can	Could
10	May	Might
11	Must	Must/had to
12	Past Perfect Tense	Remains unchanged
13	Past Perfect Continuous Tense	Remains unchanged
14	Should/Would	Remains unchanged

3. Time/Place words:

Sr. No.	Direct Speech	Indirect Speech
1	This	That
2	These	Those
3	Here	There
4	Now	Then
5	Ago	Before
6	Thus	So
7	Today	That day
8	Tomorrow	The next day
9	Yesterday	The previous day/the day before
10	Tonight	That night
11	Last night	The previous night

12	Next week	The following week
13	Last week	The previous week
14	Hence	Thence
15	hither	thither

Types of Sentences in Indirect Speech

1. Assertive Sentences: Use "that" to connect.

Direct: She said, "I am happy."

Indirect: She said that she was happy.

2. Interrogative Sentences: Yes/No Questions: Use if or whether.

Direct: He said, "Are you coming?"

Indirect: He asked if I was coming.

WH- Questions: The question word is retained.

Direct: She said, "Where are you going?"

Indirect: She asked where I was going.

3. Imperative Sentences: Use to + verb.

Direct: He said, "Close the door."

Indirect: He told me to close the door.

4. Exclamatory Sentences: Express emotions with that or specific verbs.

Direct: She said, "What a beautiful day!"

Indirect: She exclaimed that it was a beautiful day.

Important Points to Remember:

1. Reporting verbs like said, told, asked, exclaimed, etc., guide the structure.

2. Maintain logical consistency in pronouns, tense, and time expressions.

3. No change in tense is required if the reporting verb is in the present or if the reported speech expresses universal truths.

Example: "The sun rises in the east." → He said that the sun rises in the east.

"The Earth is round". → He said that the Earth is round.

8.

Composition

Curriculum Vitae

What is a Curriculum Vitae?

A curriculum vitae, sometimes shortened to CV, is a document used by job seekers to highlight their professional and academic achievements. It is used to apply for jobs in fields that need a person's specialized knowledge or experience. Typically, longer than a resume, a curriculum vitae must contain the details a recruiter needs to confirm an applicant's abilities, background, and academic credentials.

Curriculum Vitae vs. Resume

While job seekers utilize both resumes and CVs, those with research and published works are more likely to use a CV. In contrast, a resume is typically one page long and contains less extensive information. A resume still contains the person's school background, employment history, talents, professional goals, and other personal details.

What to Include in Your CV

Since some applicants may decide to only include material pertinent to the position they are seeking for, the information provided in a CV may differ from one applicant to the next. Typical elements of a curriculum vitae include the following:

- 1. Personal information:** Put your complete name and contact details, including your phone number, email address, registered mail address, etc., at the top of your curriculum vitae.
- 2. Education:** A list of your educational programs, together with the years and name of the school you attended, are included in your education information. Ideally, you should include details about your courses taken, the year you graduated from the program, and the colleges, graduate schools, and post-graduate institutions you attended. You can also be asked by some employers to list the grades and prizes you have received at different educational levels. The schooling details are used by employers to assess if your professional background aligns with the job specifications of the position you are applying for.
- 3. Work experience:** You must include current job experience that is pertinent to the position you are applying for in the work experience section. List the name of the employer (business), the responsibilities you played, and the length of time you worked in each position you've held in the past. Additionally, be sure to provide a synopsis of your responsibilities at each organization, along with any accolades or achievements the employer may have awarded you. Beginning with your most recent jobs, include all of your relevant work experience.

4. Honors and awards: Provide a list of any honours you have received, whether from your prior job or academic achievements. Dean's awards, honorary degrees, presidential awards, professional certificates or medals, and employer-given rewards for excellence are a few examples of the awards.

5. Skills: List any skills you have that you haven't highlighted in the other areas of your curriculum vitae. Language proficiency, computer proficiency, driving proficiency, advanced software proficiency, and other abilities may be among the abilities. They have to be pertinent to the position for which you are seeking.

6. Publications and presentations: You should include a list of any scholarly or conference papers you have published in this section. It is important to include publications that you have contributed to, co-authored with others, and written alone. Don't forget to include the articles' titles, the year they were published and if relevant the names of the co-authors. Additionally, list papers that have been presented at conferences and associations, together with the title of the work, the conference name, and the presentation date. When applying for a position in academia, this part is included.

7. Professional memberships: Members of particular professional bodies may be required by the potential employer. This section primarily pertains to certain occupations like surveyors, engineers, accountants, IT specialists, etc. Provide a list of all the associations and professional bodies you are a member of, along with your membership status.

How to Format a CV

When formatting your curriculum vitae, you should adhere to the following guidelines:

1. Length: The CV shouldn't be excessively extensive or short. The amount of schooling and professional experience you have accumulated over the years determines how long your CV should be. The length of a CV can range from one to two pages for entry-level roles to up to ten pages for roles requiring more experienced and qualified candidates.

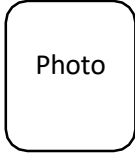
2. Font size: Select an easy-to-read font and utilize it consistently throughout the curriculum vitae. The font styles that are advised are Times New Roman, Calibri, Arial, and Cambria. Ten to twelve points is the ideal font size. To make the CV more ordered and to set the headings apart from the rest of the content, they should be bolded.

3. Proper grammar and spelling: Sending a CV with grammar, tense, or spelling mistakes can only make it more difficult for you to be considered for an interview. Make sure to proofread your CV multiple times to fix any mistakes before emailing it to your potential company.

Curriculum Vitae

(SAMPLE CV)

Amol Narayan Deshmukh
Dr, Ambedkar Nagar, Nashik
Maharashtra
Mobile: xxxxxxxxxxx



Email Id: xyz@rediffmail.com
Languages Known: English, Hindi, Marathi
Category: Open
Sex: Male
Marital Status: Unmarried

Objective:

Energetic and goal-oriented recent graduate with a passion for sales and customer engagement. Equipped with excellent communication, negotiation, and relationship-building skills. Eager to join [Company Name] as a Sales Executive to contribute to business growth and gain hands-on experience in sales and marketing.

Education:

Sr. No.	Name of Degree	Board/University	Year of Passing	Percentage
1	S.S.C.	Nagpur Board	2018	87%
2	H.S.C.	Nagpur Board	2020	85%
3	B.B.A	R.T.M. Nagpur University	2023	80%
4	Diploma in Market Research	R.T.M. Nagpur University	2024	75%

Skills:

- Strong communication and interpersonal skills
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Effective negotiation and problem-solving abilities
- Ability to handle objections and close deals

Achievements:

- Awarded “Best Presenter” of seminar on Marketing Research organized by Nagpur University, Nagpur.
- Recognized as “Top Volunteer” for outstanding performance in marketing campaigns organized by G.S. College of Commerce, Wardha.

Extracurricular Activities:

- Member of Vidarbha Businessmen Youth Club
- Organized workshops on sales techniques and customer engagement at Vidarbha Businessmen Youth Club Program.

References

Available upon request.

Name and Signature

E-mail

What is E-mail?

Email, sometimes referred to as electronic mail, is a textual communication tool used for online information exchange. Since the dawn of the Internet era, it has been in use. Before social media apps were a part of our lives, individuals utilized it for casual conversation. Emails are currently mostly utilized for professional communication in businesses, banks, colleges.

Types of Emails

Formal and informal emails are essentially divided into two categories. A formal email can be distinguished from an informal one by its language, tone, vocabulary, idioms, etc.

- **Formal Email:** Any information relating to official business must be sent or received via formal email. Formal emails are those you receive from banks, offices, college or school officials, etc. They need to sound formal and be well-written. Professional rather than informal language should be utilized in formal emails. For instance, official emails employ expressions like "To whom it may concern," "Thanks and Regards," "Early action is intimidated," etc.
- **Informal Email:** The primary purpose of an informal email is to facilitate regular communication with friends, family, or any other individual. It is intended to tell your loved ones about your day and life and to elicit the same information from them. These emails must adhere to the format but are not required to follow any particular pattern. Their tone and words are informal. In an informal email, phrases like "I'm glad," "nice to hear from you," "yours," "by the way," etc. are used.

Format of E-mail

Whether business or informal, emails must be written in the usual format. Actually, all you need to do when sending an email is input the text; the format is already there in your communication channel. However, students must be familiar with the format for writing emails.

Date- Put the date when the mail is to be sent.

From Sender's email address- Write your own email address.

To Recipient's email address- Write the email address of the recipient.

Subject- Write the purpose of email.

Salutation- Greet the recipient at the beginning of the letter.

Body- Mention only significant points. The email should not be lengthy. But it must cover all information which you want to convey.

Closure- At the end, say goodbye to the recipient.

Examples of email writing:

In the capacity of Chief Executive Officer of Mahindra & Mahindra Pvt. Ltd write an email informing your employees regarding the change in office timings for the monsoon season, due to heavy traffic conditions in the city.

10th August 2024

From: ceo.xyz@rediffmail.com

To: xyz.team@ rediffmail.com

Subject: Change in office timings for monsoon season

Hello Team,

This is to let you know that the entire Top Management team has made the decision to change the office hours for the duration of the monsoon season. All of the employees that travel a greater distance for work every day have been taken into account when making this decision. Employees find it challenging to get to work on time during the monsoon season due to the city's poor traffic conditions. The office hours have been adjusted from 10:00 AM to 6:00 PM as a result. This will take effect tomorrow, August 11, 2024.

We anticipate your collaboration and assistance with other employees.

Thanks & Regards

Chief Executive Officer

XYZ

Write an email inviting a friend to your wedding ceremony.

08th August 2024

From: xyz@rediffmail.com

To: xyz@ rediffmail.com

Subject: Wedding Ceremony Invitation

Dear Sam,

I hope this email finds you in great spirits. I am overjoyed to inform you of some amazing news; Neil and I will soon be married!

We would be ecstatic to have you join us on this momentous occasion as we celebrate our love and set out on this wonderful journey. Here are the details:

Date: [Wedding Date]

Time: [Wedding Time]

Venue: [Venue Name, Address]

We sincerely hope you can join us to make this day even more special because your presence would mean the world to us.

Looking forward to celebrating together!

Warm regards.

XYZ

Letter Writing

Letter writing is an art. All of us write letters, we write personal letters to friends and relatives, invitation, applications and so on. That is why, it is highly essential to cultivate the art of writing different kinds of letters. There are different kinds of letters but certain common features are important:

1. The Heading
2. Greeting or Salutation
3. The body of letter
4. Leave taking

1. The Heading: The heading can be written at the top left-hand corner of the letter because of the vast use of computers. This consists of the writer's address and date.

24, Monali Appt.,
Mumbai Central,
Mumbai-10.
17h April, 2000.

2. Greeting or Salutation: The form of salutation should be written according to the type of letter you write. It should be written below the address and date, beginning from the left-hand side of the page and should be followed by a comma.

Example:

- A.** Father, mother, brother, sister, uncle, aunt, cousin -Here we can use only. "My dear before the above words: "My dear Father", "My dear Uncle", "My dear Brother", etc.
- B.** The salutation to friends will be:

If he is not very intimate-Dear Mr. Suresh;
If he is more intimate-Dear Suresh;
If he is more intimate and affectionate-My Dear Suresh
- C.** The salutation to strangers will be: Dear Sir, Dear Madam
- D.** The salutation to superiors will be: Dear Sir or Sir

3. The Body of the letter: This is the main part of the letter. The language of the letter should be simple and in a natural style. It should be presented systematically. Long letters should be divided into

paragraphs. Write all what you want to say. Follow a formal manner in official correspondence but you may follow familiar and colloquial style in personal letters.

4. Leave taking: the body of the letter, one should write the leave taking phrase to the left side of the page and sign below.

Example:

Yours lovingly,
Rahul

Classification of Letters:

1. Personal letters
2. Invitations
3. Application
4. Letter to Newspaper/Editor

1. Personal letter

Write a letter to your friend congratulating him on his birthday.

08, Aasha Apartment,
Ganesh Nagar,
Nagpur.

10th Jan. 2024

Dear Monalisa,

Please accept my heartiest congratulation on your birthday and wish you many happy returns of the day. I wish this day to be as happy and gay as lily in May.

I don't know what to send you as a present, but I have decided to gift you the complete works of Shakespeare. I know your great veneration for literature. In you will like the small gift that I am going to send you today. Convey my regard to your family members.

Once again, I convey my sincere greeting on this auspicious occasion.

Your sincere friend,
XYZ

2. Invitation

Write a letter of invitation, inviting your friend and his family to a dinner.

Sharada Bhavan
Aarey Colony,
Mumbai-87.

18th June, 2024

My dear Sunetra,

I have invited a few friends at dinner on next Sunday at 8.00 p.m. We' ll be very happy if you and your family join us. After dinner, we shall have a programme of antakshari competition. I do hope that both of you will grace the occasion.

Yours sincerely,
Pallavi

3. Application

Your college is situated very close to a busy street. The students and their parents find it difficult to cross due to the bad condition of the street and heavy traffic. Write a letter to the corporator of your area.

B/407, Sai Colony,
8, Worli Naka,
Mumbai-400 011.

18h Aug, 2000

The Municipal Corporator,
D' Ward Office,
Brihanmumbai Municipal Corporation,
Worli Naka,
Mumbai-400011.

Dear Sir,

Worli Naka is the centre of all business activities and a number of schools and colleges are there. In the vicinity, a large number of people gather here for business purpose. It has become an area of heavy

traffic. Besides this, the main road has been crumbled with potholes, cracks and bumps. Plying on this road has become very difficult. Crossing the road to reach St. George School and Wadia College has become almost impossible. Last July, a terrible accident had occurred in which five school boys died on the spot. I am sure, you are well aware of this incident.

I am sure, you will, with the help of the BMC, come up with solution. Kindly Consider the matter and take immediate steps to overcome this problem.

Thanking You.

Yours sincerely,
XYZ

4. Letter to Newspaper/Editor

Write a letter to the editor of "The Indian Express" in order to protest against the school fees.

40, Kala Apartment,
Manish Nagar,
Nagpur.
5th June, 2024

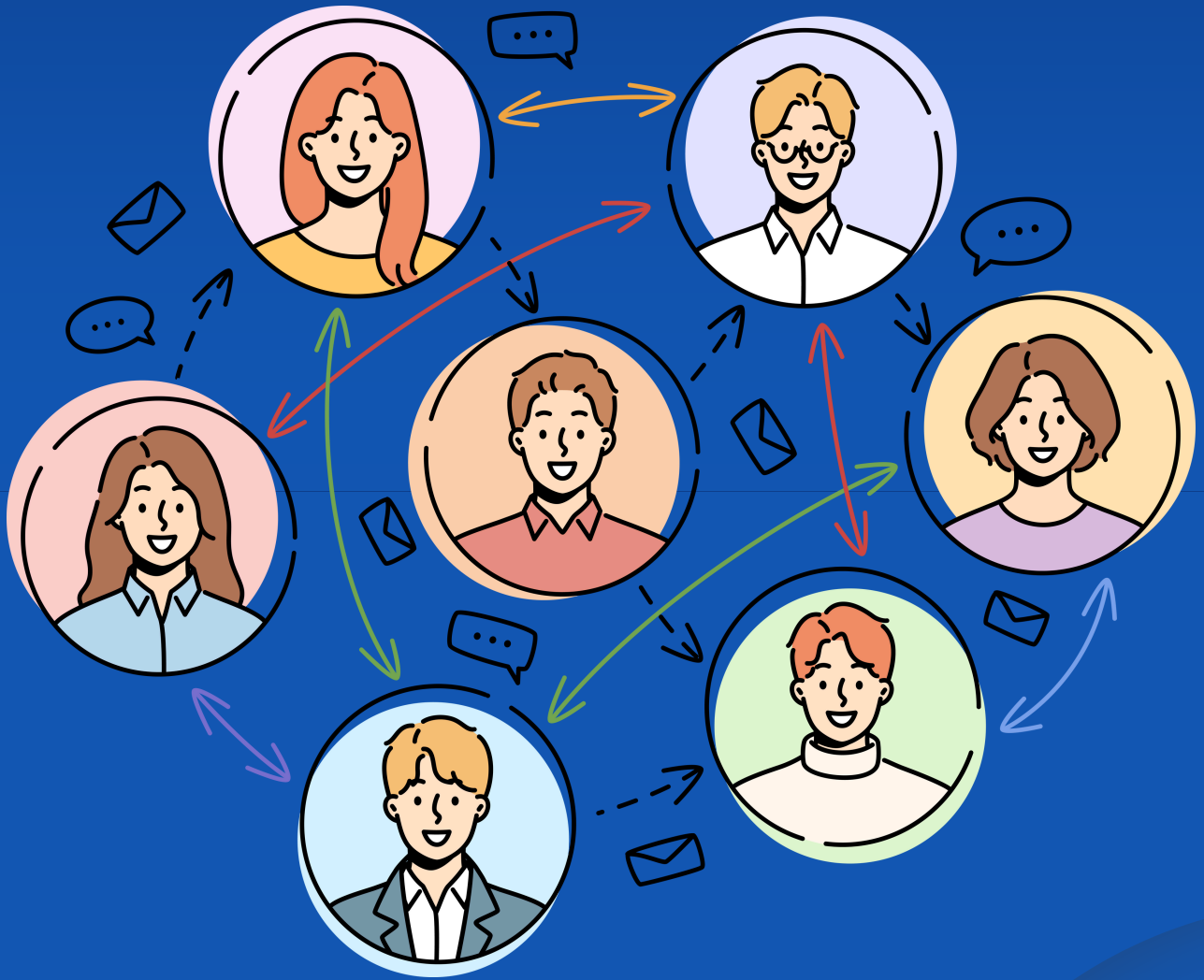
To
The Editor,
The Indian Express,
Nagpur.

Dear Sir,

The schools, temples of deity Saraswati, are being turned into business centres of education nowadays. The education has become so expensive that it is very difficult to afford it by the poor people. Education, which is a birthright, has become an impossible dream for the students who are from lower class or middle-class families.

Thus, I would like to request the authorities concerned and draw attention of Education Ministry in order to look into this matter to make such plans for implementation so that most of the Indians can be equally educated.

Yours faithfully,
XYZ



-: PUBLISHER :-

Shiksha Mandal's

G. S. COLLEGE OF COMMERCE, WARDHA

An Autonomous Institution

{NAAC (UGC) ACCREDITED INSTITUTION}

{PERMANENTLY AFFILIATED U/S 2 (f) & 12 (B)} (A 'Hindi' Linguistic Minority College)

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