

SIR IELTS





Basics of English Grammar

Basics of English Grammar

If you just started learning English, you first need to know some basic rules of the language. Developing a solid foundation in English grammar will not only help you create your own sentences correctly but will also make it easier to improve your communication skills in both spoken and written English.

Study all the lessons below and incorporate your learning into your speaking and writing.

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Singular and Plural Nouns

A noun names a person, place, thing, or idea.

Usually, the first page of a grammar book tells you about nouns. Nouns give names of concrete or abstract things in our lives. As babies learn "mom," "dad," or "milk" as their first word, nouns should be the first topic when you study a foreign language.

For the plural form of most nouns, add s.

- bottle – bottles
- cup – cups
- pencil – pencils
- desk – desks
- sticker – stickers
- window – windows

For nouns that end in ch, x, s, or s sounds, add es.



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- box – boxes
- watch – watches
- moss – mosses
- bus – buses

For nouns ending in f or fe, change f to v and add es.

- wolf – wolves
- wife – wives
- leaf – leaves
- life – lives

Some nouns have different plural forms.

- child – children
- woman – women
- man – men
- mouse – mice
- goose – geese

Nouns ending in vowels like y or o do not have definite rules.

- baby – babies
- toy – toys
- kidney – kidneys
- potato – potatoes
- memo – memos
- stereo – stereos

A few nouns have the same singular and plural forms.

- sheep – sheep
- deer – deer
- series – series
- species – species

[Quiz

1.1]

Choose the correct form of the noun in each sentence.

- 1) I have three (child, children).
- 2) There are five (man, men) and one (woman, women).
- 3) (Baby, Babies) play with bottles as toys.
- 4) I put two big (potato, potatoes) in the lunch box.



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- 5) A few men wear (watch, watches).
6) I put a (memo, memos) on the desk.
7) I saw a (mouse, mice) running by.
8) There are few (bus, buses) on the road today.

Count Nouns vs. Non-Count Nouns

Count nouns

Can be counted as one or more.

- pen, computer, bottle, spoon, desk, cup, television, chair, shoe, finger, flower, camera, stick, balloon, book, table, comb, etc.

Take an s to form the plural.

- pens, computers, bottles, spoons, desks, cups, televisions, chairs, shoes, fingers, flowers, cameras, sticks, balloons, books, tables, combs, etc.

Work with expressions such as (a few, few, many, some, every, each, these, and the number of).

- a few pens, a few computers, many bottles, some spoons, every desk, each cup, these televisions, the number of chairs, a few shoes, a few fingers, many flowers, some cameras, every stick, each balloon, these books, the number of tables, many combs, etc.

Work with appropriate articles (a, an, or the).

- a pen, the computer, a bottle, the spoon, a desk, the cup, a television, the chair, a shoe, the finger, a flower, the camera, a stick, the balloon, a book, the table, a comb, etc.

Do NOT work with *much* (for example, you would never say *much pens* or *much computers*).

Non-count nouns

Cannot be counted. They usually express a group or a type.

- water, wood, ice, air, oxygen, English, Spanish, traffic, furniture, milk, wine, sugar, rice, meat, flour, soccer, sunshine, etc.

Generally cannot be pluralized.

Work both with and without an article (*a, an, or the*), depending on the context of the sentence.

- Sugar is sweet.



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- The sunshine is beautiful.
- I drink milk.
- He eats rice.
- We watch soccer together.
- The wood is burning.

Work with expressions such as (some, any, enough, this, that, and much).

- We ate some rice and milk.
- I hope to see some sunshine today.
- This meat is good.
- She does not speak much Spanish.
- Do you see any traffic on the road?
- That wine is very old.

Do NOT work with expressions such as (these, those, every, each, either, or neither).

[Quiz

2.1]

Choose all of the non-count nouns in the following list:

wine, student, pen, water, wind, milk, computer, furniture, cup, rice, box, watch, potato, wood

Possessive Nouns

Possessive nouns are used to indicate ownership.

Possessive nouns usually are formed by adding an apostrophe (') and s.

- John's book
- Kerry's car
- Grandma's mirror

When a noun is plural and ends in s, just add an apostrophe (').

- The kids' toys
- My parents' house
- The teachers' lounge

If two people own one thing, add the apostrophe and s to the second person only.

- John and Mary's new house
- David and Sue's wedding



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- Tom and Doug's car

If two people own separate things, add the apostrophe and s for each person.

- Susan's and Beth's books
- Jean's and Dan's pants
- Ben's and Jim's offices

[Quiz

3.1]

Which of the following is not correct?

- 1) Dr. Hunts has a new computer.
- 2) Dr. Hunts' new computer is working well.
- 3) Dr. Hunts' computer is new.

Pronouns

A pronoun takes the place of a noun.

Example story:

Mary is one of the heads of the Toji Corporation. Mary works with Mr. James and Mr. James' son Tom. Mr. James and Mr. James' son Tom are experts in biochemistry. Mary, Mr. James, and Tom researched and invented a drug for cancer treatment.

If the story above is written using pronouns:

Mary is one of the heads of the Toji Corporation. She works with Mr. James and his son Tom. He and his son Tom are experts in biochemistry. They researched and invented a drug for cancer treatment.

Personal Pronouns

Personal pronouns refer to a person:

- I go to school.
- You are a student.
- They are Koreans.
- He works here.



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- We gave her food.

The word 'it' refers to an object:

- I drank it.
- It is big.
- They cut it into halves.

Memorize the personal pronouns:

		Singular Subject	Singular Object	Singular Reflexive	Plural Subject	Plural Object	Plural Reflexive
First		I	me	myself	we	us	ourselves
Second		you	you	yourself	you	you	yourselves
Third	Male	he	him	himself	they	them	themselves
Third	Female	she	her	herself	they	them	themselves
Third	Neutral	it	it	itself	they	them	themselves

[Quiz

4.1]

Write the correct pronoun in each blank.

- 1) I ate an apple. _____ was delicious.
- 2) You look tired. _____ should rest.
- 3) She is a teacher. I gave _____ a book.
- 4) They are my friends. I like _____ very much.
- 5) He saw the movie. _____ was fun.

'Be' Verbs

A verb shows action or a state of being.

I go home. Home is my place to rest. I like the smell of my house. I feel totally relaxed. Home refreshes me. At home, I get ready for a new day.



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"Be" verbs indicate a state of being.

Verbs must match subjects.

- I am a doctor.
- He is sleepy.
- We are here.

Negative sentences need 'not' after the verb.

- I am not a doctor.
- He is not sleepy.
- We are not there.

The verb comes first in interrogative sentences.

- Am I a doctor?
- Is he sleepy?
- Are we there?

"Are not" (is not) can be shortened to "aren't" (isn't).

- He isn't sleepy.
- We aren't there.

Remember the variations of "be" verbs:

Present	Negative	Interrogative
I am	I am not	Am I?
You are	You are not (aren't)	Are you?
He is	He is not (isn't)	Is he?
She is	She is not (isn't)	Is she?
It is	It is not (isn't)	Isn't it?
We are	We are not (aren't)	Are we?
You are	You are not (aren't)	Are you?
They are	They are not (aren't)	Are they?

[Quiz

5.1]

Which of the following sentences are written correctly?



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1)		I		am		thirsty.
2)		You		are		kind.
3)	He		am		not	sad.
4)	She		are		not	tall.
5)	It		is		not	moving.
6)		We		aren't		tired.
7)		Is		they		running?
8)	Are you ready?					

Action Verbs

Action verbs express action and are the most common verbs.

Action verbs need s at the end with third-person, singular subjects.

- He eats bread.
- She walks to the station.
- It floats on the sea.

Negative sentences need do not, does not, or did not.

- I do not eat bread.
- He does not eat bread.
- You did not walk to the station.
- It does not float on the sea.

Interrogative sentences begin with do, does, or did.

- Do you eat bread?
- Does he eat bread?
- Does she walk to the station?
- Did they finish it?

Do not can be shortened to don't, does not to doesn't, and did not to didn't.

- I don't eat bread.
- She doesn't walk to the station.
- It doesn't float on the sea.
- They didn't finish it.

Remember the variations of action verbs:



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Affirmative Sentence	Negative Sentence	Interrogative Sentence
I sing a song.	I do not (don't) sing a song.	Do I sing a song?
You sing a song.	You do not (don't) sing a song.	Do you sing a song?
He (she) sings a song.	He (she) does not (doesn't) sing a song.	Does he (she) sing a song?
We sing a song.	We do not (don't) sing a song.	Do we sing a song?
They sang a song.	They did not (didn't) sing a song.	Did they sing a song?

[Quiz

6.1]

Correct the verb errors in the sentences below. Some sentences may be correct as is.

- 1) I runs a marathon.
- 2) You look sleepy.
- 3) She do not dance.
- 4) Does you leave today?
- 5) We don't stay here.
- 6) It come with rice.

Adjectives

Adjectives describe or modify nouns.

I like fairy tales. A fairy tale is an imaginary story that has unrealistic characters in a fantastic background. It makes me forget about the real world and refreshes my tired mind.

Adjectives generally appear immediately before the noun.

- A pretty girl
- Red flowers
- A long stick
- Heavy boxes
- Warm weather

Commonly, adjectives of opposite meaning are formed by adding a prefix such as *un*, *in*, or *dis*.



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- clear – unclear, important – unimportant, predictable – unpredictable, believable – unbelievable, common – uncommon, aware – unaware, ambiguous – unambiguous, conventional – unconventional, certain – uncertain
- definite – indefinite, correct – incorrect, comparable – incomparable, complete – incomplete, evitable – inevitable, expensive – inexpensive
- able – disable, assemble – disassemble, content – discontent, similar – dissimilar

When using a string of adjectives, they should appear in a set order: size/shape + age + color + origin + material.

- A big brown house
- A small old English desk
- A beautiful black Italian leather purse
- Delicious Chinese food

The + adjective describes a class or group of people and acts as a noun.

- the old, the young, the poor, the rich, the oppressed, the homeless, etc.
- This popular TV show is loved by **the old**.

[Quiz

7.1]

Write opposite adjectives using the appropriate prefix.

- | | | |
|----|-----------|-------|
| 1) | Clear | _____ |
| 2) | Definite | _____ |
| 3) | Correct | _____ |
| 4) | Expensive | _____ |
| 5) | Complete | _____ |

[Quiz

7.2]

Underline all adjectives in the following sentences.

In the spring, red roses blossom in my cute small garden. The beautiful birds also sing in the big oak tree.

Comparative and Superlative Adjectives

Comparative adjectives compare two things. Superlative adjectives compare more than two things



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Commonly, adjectives that contain only one syllable or end in 'y' use 'er' to form comparatives and 'est' to form superlatives. For adjectives ending in y, change the 'y' to 'i' before adding the 'er' or 'est'.

- old – older – oldest
- young – younger – youngest
- pretty – prettier – prettiest
- long – longer – longest
- short – shorter – shortest
- bright – brighter – brightest
- close – closer – closest
- happy – happier – happiest

Adjectives with two or more syllables do not change but instead add *more* to form comparatives and *most* to form superlatives.

- respectable – more respectable – most respectable
- beautiful – more beautiful – most beautiful
- preferable – more preferable – most preferable
- hardworking – more hardworking – most hardworking

Some adjectives have different forms of comparatives and superlatives.

- good – better – best
- bad – worse – worst
- little – less – least
- much (many) – more – most
- far – further – furthest

The word *than* typically appears in comparative sentences.

- Amy is smarter than Betty.
- Chad is stronger than Dan.
- Greg is more diligent than his brother.
- I have more apples than he.
- She likes him more than me.

Superlatives are typically accompanied by the word *the*.

- Tom is the oldest man in town.
- Paul is the tallest boy in the neighborhood.
- That shade of blue is the most beautiful color.
- This is the longest song that I have ever heard.

[Quiz

8.1]



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Write the appropriate comparative or superlative form of the word cold in each blank.

Yesterday was a cold day. Today is _____ than yesterday. Tomorrow will be the _____ day yet.

[Quiz

8.2]

Which of the following sentences is incorrect?

- 1) Mary is shorter than Jane.
- 2) The moon is more closer to the earth than the sun.
- 3) I have the best score on the exam.

[Quiz

8.3]

Fill in the blanks.

- 1) My friend has a pretty purse, but I have a _____ one.
- 2) The _____ weather is yet to come!
- 3) Today's sunshine is _____ beautiful than yesterday's.

Adverbs

Adverbs modify a verb, an adjective, or another adverb.

An adverb tells more about a verb in the sentence.

- The fire engine runs fast.
- Listen to his speech carefully.
- I browse the web frequently.
- It rained hard.

An adverb describes more about an adjective in the sentence.

- The news is very surprising!
- The coffee is extremely hot, so be careful.
- Nature is really amazing!



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An adverb modifies another adverb in the sentence.

- It rains very hard.
- Computers run much faster these days.
- I clean my room less frequently because I am busy.

Commonly, adjectives can be changed to adverbs by adding 'ly'.

- slow – slowly
- quick – quickly
- comfortable – comfortably
- loud – loudly
- clear – clearly

To change adjectives ending in 'y' into adverbs, change the 'y' to 'i' and add 'ly'.

- happy – happily
- easy – easily

[Quiz

9.1]

Choose the correct word form in the following sentences.

- 1) I spoke to you (careful, carefully) last time.
- 2) We talked about it (clear, clearly).
- 3) I sat on the (comfortable, comfortably) sofa.
- 4) My dog runs very (fast, faster).
- 5) Let's install the new program (quick, quickly).

Simple Tense

Verb tense tells you when the action happens. There are three main verb tenses: present, past, and future. Each main tense is divided into simple, progressive, perfect, and perfect progressive tenses.

	Simple	Progressive	Perfect	Perfect Progressive
Present	finish	am/is/are finishing	have/has finished	have/has been finishing
Past	finished	was/were finishing	had finished	had been finishing



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Future	will finish	will be finishing	will have finished	will have been finishing
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Progressive and Perfect Tense

Progressive Tense

The progressive tense involves action that is, was, or will be in progress at a certain time. In the progressive tense, verbs are formed with a "be" verb + ing.

run

- I am running a marathon right now. (present progressive)
- I was running a marathon at this time last year. (past progressive)
- I will be running a marathon next Sunday. (future progressive)

eat

- I am eating lunch now.
- I was eating lunch when you saw me.
- I will be eating lunch in the meeting.

learn

- I am learning English at my desk.
- I was learning English the last two years.
- I will be learning English then.

cook

- I am cooking my supper now.
- I was cooking our dinner when you called me.
- I will be cooking breakfast by the time you come home.

Perfect Tense

The present perfect tense describes an action that started in the past and continues to the present time. Use *has/have* + the past participle form of the verb.

The past perfect tense describes an action that started and ended in the past. Use *had* + the past participle form of the verb.

The future perfect tense describes future actions that will occur before some other action. Use *will have* + the past



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participle form of the verb.

run

- I have run several marathons this year. (present perfect)
- I had run many marathons in the past. (past perfect)
- I will have run a marathon by the time I turn 30. (future perfect)

learn

- I have learned a lot about English grammar this semester.
- I had learned the basics of English grammar in elementary school.
- I will have learned a lot about English grammar when I finish college.

know

- I have known her since I was young.
- I had known her until she passed away.
- I will have known her for 20 years next month.

cook

- I have cooked supper every night this week.
- I had cooked supper every night until the stove broke.
- I will have cooked supper every night by the time this diet ends.

[Quiz

11.1]

Using the following sentence and create three more sentences using the present, past, and future progressive tenses.

I sing a song on the big stage.

[Quiz

11.2]

Fill in the blanks with the correct form of the verb given.

1) He _____ (exercise) hard since last year.

2) I _____ (study) math as my major since high school.



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Perfect Progressive Tense

The perfect progressive tense describes actions that repeated over a period of time in the past, are continuing in the present, and/or will continue in the future.

The present perfect progressive tense tells you about a continuous action that was initiated in the past and finished at some point in the past; however, the action has some relation to the present time. Use *have/has + been + ing*.

- It has been raining, and the street is still wet.
- I have been running, and I am still tired.
- She has been practicing the piano, and she is much better now.

The past perfect progressive tense illustrates a continuous action in the past that was completed before another past action. Use *had + been + ing*.

- It had been raining, and the street was still wet.
- I had been running, and I was still tired.
- She had been practicing the piano, and she had gotten much better.

The future perfect progressive tense indicates a continuous action that will be completed in the future. Use *will + have + been + ing*.

- By tonight, it will have been raining several hours, and the street will be very wet.
- By next summer, I will have been running for almost a year, and I will be fit and healthy.
- By the time of the concert, she will have been practicing the piano for several months, and she will be much better.

[Quiz

12.1]

Choose the incorrect sentence from the following.

- 1) I have been sleeping all day today.
- 2) They will have been walking for almost an hour by the time they arrive at their destination.
- 3) She have been eating a lot recently.

Irregular Verbs

Regular verbs form their past and past participle by adding *ed* (d).



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Base Verb	Past	Past Participle
learn	learned	learned
study	studied	studied
cook	cooked	cooked
solve	solved	solved
ask	asked	asked
watch	watched	watched
listen	listened	listened

Irregular verbs do not have definite rules, but there are a few patterns.

Base Verb	Past	Past Participle
grow	grew	grown
know	knew	known
begin	began	begun
draw	drew	drawn
drive	drove	driven
fly	flew	flown
give	gave	given
speak	spoke	spoken
swim	swam	swum
go	went	gone
take	took	taken
find	found	found
spend	spent	spent
teach	taught	taught
pay	paid	paid
feel	felt	felt
buy	bought	bought
meet	met	met
have	had	had
feed	fed	fed
keep	kept	kept
cut	cut	cut



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hit	hit	hit
set	set	set
shut	shut	shut
fit	fit	fit

[Quiz

13.1]

Find the past and past participle forms of the following verbs using your dictionary:

bring
drink
think
tell
eat
make
beat

Gerunds

A gerund (verb + ing) acts like a noun in a sentence.

- Seeing is believing.
- Running a marathon is not an easy thing to do.
- Watching TV is sometimes harmful.
- Eating is always fun.
- My hobby is painting.
- She loves babysitting her sister.
- I like listening to music.
- I wasted all my afternoon by taking a nap.
- I am afraid of singing a song on a stage.

Often, a possessive noun or pronoun comes before a gerund.

- I hope that you don't mind my using your pen.
- Don't be mad about my leaving early.
- I don't want you misunderstanding.
- You will be amazed by my writing.



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[Quiz

14.1]

Fill in the blanks.

- 1) I enjoy _____ (draw) as a hobby.
- 2) She likes _____ (buy) clothes.
- 3) Children are fond of _____ (play) with water.
- 4) _____ (dance) is my favorite thing to do.
- 5) I am upset at his _____ (break) the rule.

Infinitives Part 1

An infinitive is a verb combined with the word to. Most often, an infinitive acts as a noun in the sentence. Less frequently, it acts as an adjective or an adverb.

- I want to go home early today.
- I hope to be chosen as a member.
- I prefer to go there earlier.
- You need to consider various rules in writing sentences.
- You have to explain your reasoning in detail.
- You might wish to act as a teacher.
- To leave for a vacation is my only wish at this time.
- A common mistake in a relationship is not to trust the other person.
- Help me to save the trees!
- To be mentally healthy, you must read books.
- Do you want me to fill out this form?
- Here is our to-do list.
- It was nice to meet you.
- It is time to move on.
- I am young enough to change my habits.
- Don't forget not to make grammar mistakes.
- You are required to leave all your belongings here.
- I came to see a doctor today.
- You have to work harder to succeed.
- I need to take three more classes to finish my graduate study.
- I got closer to the speaker to listen clearly.
- Be sure to check if you have tickets.
- I am going to buy the new computer.

Generally, it is not common to split to and the verb except for when you want to emphasize the verb.

- I want you to immediately stop doing that.



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- You have to seriously work hard to succeed.
- You need to definitely explain your reasoning in detail.

[Quiz

15.1]

Fill in the blanks.

- 1) I am going _____ (learn) English.
- 2) It is common _____ (make) a grammar mistake.
- 3) Did you come _____ (clean) my house?

Infinitives Part 2

Commonly, an infinitive is used with the subject it. The sentence structure is "It is _____ + infinitive...." It refers to the infinitive. This expression is used in many ways.

- It is time to do math.
- It is common to think that way.
- It is appropriate to keep a low profile.
- It was nice to see you.
- It was my pleasure to meet you.
- It was my honor to have dinner with you.
- It is good to see you.
- It was great to go on a trip with them.

Both gerunds and infinitive phrases can function as nouns, in a variety of ways. Gerunds and infinitives can follow certain verbs but not others. You need to remember which verbs can be followed by only a gerund or only an infinitive.

Verbs that can precede only gerunds:

consider, suggest, enjoy, deny, avoid, miss, mind, practice, postpone, resist, finish, quit, give up, put off

Verbs that can precede only infinitives:

offer, decide, hope, attempt, promise, agree, afford, deserve, refuse, undertake, learn, fail, seem, appear, tend, pretend, choose, demand, desire, guarantee, claim, manage, determine, expect, want, wish

Verbs that can precede either gerunds or infinitives without changing meanings:

continue, like, love, begin, start, propose, neglect, stand, hate

Verbs that can precede either gerunds or infinitives but change meanings:



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forget, remember, stop, try

- I stopped watching the movie. (I no longer watched the movie.)
- I stopped to watch the movie. (I stopped what I was doing to watch the movie.)

[Quiz

16.1]

Fill in the blanks.

- 1) I decided _____ (leave) the job.
- 2) She pretended _____ (know) me.
- 3) He desires _____ (be) a professor.
- 4) The company considered _____ (sell) its main building.
- 5) I expect _____ (win) at this game.
- 6) Do you enjoy _____ (take) care of your pet?
- 7) She hopes _____ (go) on a vacation.
- 8) Did you fail _____ (pass) the exam?
- 9) They want me _____ (take) this position.
- 10) It is great _____ (hear) that they agreed _____ (share) the land.

Active Voice and Passive Voice

Verbs are either active or passive in voice. In the active voice, the subject and verb relationship is straightforward: the subject is a do-er. In the passive voice, the subject of the sentence is not a do-er. It is shown with by + do-er or is not shown in the sentence.

Passive voice is used when the action is the focus, not the subject. It is not important (or not known) who does the action.

- The window is broken. (It is not known who broke the window, or it is not important to know who broke the window.)
- The class has been canceled. (The focus is on the class being canceled. It is not important to know who canceled it.)
- The passive voice is often used. (The focus is on the passive voice. It is not important to explain who the writer is.)

Passive voice should be avoided when you want more clarity in writing. However, in some cases, you need to use passive voice to stress the action, not the actor. Also, passive voice can be considered more polite, as it sounds less aggressive or dramatic.

- That building was built in 1990.
- The car was invented about a hundred years ago.



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- I was told that Mary moved to a different country.
- Your business is appreciated.
- She was elected to city council.
- It was rumored that the company would lay off a few people soon.
- It is recommended that the billing process be shortened.

You can easily rewrite an active sentence to a passive sentence. The object in the active sentence becomes a subject in the passive sentence. The verb is changed to a “be” verb + past participle. The subject of the active sentence follows by or is omitted.

- Sam wrote a letter to Jamie.
- A letter was written to Jamie by Sam.
- The government built a new bridge.
- A new bridge was built by the government.
- I recommend that you apply for this position.
- It is recommended that you apply for this position.

[Quiz

17.1]

Rewrite the following sentence in passive voice.
John gave me a bunch of flowers on my birthday.

[Quiz

17.2]

Choose the sentences written incorrectly in the passive voice.

- 1) I was eaten an ice cream.
- 2) The song was sung by a singer.
- 3) I was deceived by the TV program.
- 4) The concert was finished at 12 p.m.
- 5) He was written a novel.
- 6) The tennis match was aired on TV.
- 7) He was treated kindly.
- 8) I have been managed a company since 2004.



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Mood for Grammar

A mood shows the writer's attitude toward what he/she is saying.

Indicative Mood states an actuality or fact.

- We will go to see a movie this Sunday.
- I'll follow you.

Imperative Mood makes a request.

- Let's go to see a movie this weekend!
- Please stop bugging me!

Subjunctive Mood expresses a doubtful condition (contrary to fact) and is often used with an "if" clause.

- If I were you, I wouldn't buy a house.
- I wish I were more organized.

The following verbs often attract the subjunctive mood: ask, recommend, suggest, wish, insist, order, commend, request, and demand. A verb in the subjunctive mood may have a different form. The subjunctive for the present tense third-person singular drops the s or es so that it looks and sounds like the present tense for everything else. In the subjunctive mood, the verb to be is be in the present tense and were in the past tense, **regardless of what the subject is.**

- Incorrect: If I was you, I would take any offer.
- Correct: If I were you, I would take any offer.
(The verb follows 'if' and expresses a non-factual condition.)

- Incorrect: I wish I was able to speak English fluently.
- Correct: I wish I were able to speak English fluently.

(The second verb is in a clause following a verb expressing a wish. It suggests a non-factual or doubtful condition.)

- Incorrect: Our suggestion is that everyone on the team does the survey.
- Correct: Our suggestion is that everyone on the team do the survey.

- Incorrect: She recommended that each student takes a note.
- Correct: She recommended that each student take a note.

[Quiz

18.1]



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Write the correct form of the verb given.

- 1) I insist that Jennifer _____ (finish) her meal.
- 2) She suggests that the office _____ (be) closed today.
- 3) If I _____ (be) you, I would win the game.
- 4) I wish I _____ (can) fly.

[Quiz

18.2]

Choose the correct sentence from the following.

- 1) I wish I was able to buy this car.
- 2) It were recommended that the company closes its foreign offices.
- 3) If Jack were 17 years old, he would apply for the university.
- 4) Our manager insists that the group is reorganized.

Auxiliary Verbs "Be," "Do," "Have"

An auxiliary verb helps the main (full) verb and is also called a "helping verb." With auxiliary verbs, you can write sentences in different tenses, moods, or voices. Auxiliary verbs are: *be, do, have, will, shall, would, should, can, could, may, might, must, ought*, etc.

- I think I should study harder to master English.
- I am having a cup of coffee.
- You have been practicing hard.
- It was written by a petitioner.
- You may choose what you like.

The verb forms of *be, do, and have* can be used either as a main (full) verb or an auxiliary verb. The following examples show these verbs used as auxiliary verbs.

1. "Be" as an auxiliary verb

a. Used in progressive sentences:

- I am taking a bath.
- She is preparing dinner for us.
- They have been studying all night.



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b. Used in passive sentences:

- I was given a free meal.
- He was seen by fans at the airport.
- This song has been sung by all nations.

2. "Do" as an auxiliary verb

a. Used in negative sentences:

- I do not know the truth.
- She doesn't agree with me.
- They didn't arrive here yet.

b. Used in questions:

- Do you want to have another one?
- Did he finish his homework?
- Do we need to keep going straight?

3. "Have" as an auxiliary verb

a. Used in perfect sentences:

- I have been following you for a mile.
- We have done a lot so far.
- She had been queen of the town.

[Quiz

19.1]

Identify all auxiliary verbs in the following paragraph.

I have just heard that you didn't attend the meeting yesterday. Did you have a conflict with that time? I must ask that you explain the reason.

[Quiz

19.2]

Which of the following sentences does not show any auxiliary verbs?

- 1) I didn't have any reason to go there.
- 2) Have we practiced this song enough?
- 3) Three seats have been reserved for us.



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4) I am a professor in the economics department.

Auxiliary Verbs "Will/Would" and "Shall/Should"

The verbs *will, would, shall, should, can, could, may, might, and must* cannot be the main (full) verbs alone. They are used as auxiliary verbs only and always need a main verb to follow.

Will

Used to express desire, preference, choice, or consent:

- I will take this duty.
- Will you stop talking like that?

Used to express the future:

- It will rain tomorrow.
- The news will spread soon.

Used to express capacity or capability:

- This bucket will hold two gallons of water.
- This airplane will take 200 passengers.

Used to express determination, insistence, or persistence:

- I will do it as you say.

Would (past form of will)

Often used in auxiliary functions with rather to express preference:

- I would rather go shopping today.
- We'd rather say something than stay quiet.

Used to express a wish or desire:

- I would like to have one more pencil.

Used to express contingency or possibility:

- If I were you, I would be so happy.

Used to express routine or habitual things:



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- Normally, we would work until 6 p.m.

Shall

Mainly used in American English to ask questions politely (it has more usages in British English). For the future tense, will is more frequently used in American English than shall.

- Shall we dance?
- Shall I go now?
- Let's drink, shall we?

Often used in formal settings to deliver obligation or requirement:

- You shall abide by the law.
- There shall be no trespassing on this property.
- Students shall not enter this room.

Should (past form of shall)

Often used in auxiliary functions to express an opinion, suggestion, preference, or idea:

- You should rest at home today.
- I should take a bus this time.
- He should be more thoughtful in the decision-making process.

Used to express that you wish something had happened but it didn't or couldn't (should + have + past participle):

- You should have seen it. It was really beautiful.
- I should have completed it earlier to meet the deadline.
- We should have visited the place on the way.

Used to ask for someone's opinion:

- What should we do now?
- Should we continue our meeting?
- Should we go this way?
- Where should we go this summer?

Used to say something expected or correct:

- There should be an old city hall building here.
- Everybody should arrive by 6 p.m.
- We should be there this evening.

[Quiz

20.1]



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Fill in the blanks using an appropriate auxiliary verb.

- 1) I _____ leave now. It is too late.
- 2) You _____ have seen him. His dance was amazing.
- 3) _____ we have lunch together?
- 4) I _____ like a cup of tea, please.
- 5) _____ we read the email?

Auxiliary Verbs "Can/Could" and "May/Might/Must"

Can

Used to express ability (to be able to do something):

- I can make jewelry.
- He can't speak French.
- Can you open this jar?

Used to ask for permission:

- Can I use your bathroom?
- Can I leave now?
- Can I raise the volume?

Used to make requests or suggestions:

- Can I have more napkins?
- Can I have the bill?
- You can take this spot if you like.
- You can do whatever you want.

Could (past form of can)

Describes an ability that someone had in the past:

- I could swim when I was young.
- You could see the boat sinking.
- They could tell he was nervous.

Often used in auxiliary functions to express permission politely:

- Could I take this jacket with me?



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- You could borrow my umbrella.
- Could you please let me pass you?
- Could I get you more water?

Used to express possibility:

- All of them could ride in the van.
- You could always stay at our house.
- Could it be true?
- This plan could really work out.

May

Used to ask for formal permission:

- May I come in?
- May I say something now?
- May I ask one question?

Used to suggest something that is possible:

- She may agree with this plan.
- They may not be happy about what happened.
- It may shower tonight.

Might (past form of may)

Used to suggest a smaller possibility than may does (actually, might is more common than may in American English):

- He might have finished it.
- I might go see a doctor.
- I might not come this time.
- It might be right.
- You might have lost it.
- The store might have been closed today.

Must

Used to express something formally required or necessary:

- I must complete the project by this week.
- The government must provide health care for everybody.
- Everyone must save the natural resources of the earth.
- The building must have a fire alarm.
- You must answer my question right now.

Used to show that something is very likely:

- He must be a genius.



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- You must be joking!
- There must be an accident.
- She must be very tired.

[Quiz

21.1]

Choose the right word for each blank.

- 1) She _____ (can, could, may, might, must) have practiced a lot. Her performance was amazing.
- 2) I can't find my watch anywhere. I _____ (can, could, may, might, must) have lost it.
- 3) Professor, _____ (can, could, may, might, must) I ask a question?
- 4) _____ (can, could, may, might, must) you please lower your voice?
- 5) You _____ (can, could, may, might, must) be kidding! How is that possible?
- 6) I _____ (can, could, may, might, must) speak both English and Chinese fluently.

Prepositions "On," "At," and "In"

A preposition is a word that links a noun, pronoun, or noun phrase to some other part of the sentence.

Prepositions can be tricky for English learners. There is no definite rule or formula for choosing a preposition. In the beginning stage of learning the language, you should try to identify a preposition when reading or listening in English and recognize its usage.

- to the office
- at the desk
- on the table
- in an hour
- about myself

A preposition is used to show direction, location, or time, or to introduce an object.

Here are a few common prepositions and examples.

On

Used to express a surface of something:

- I put an egg on the kitchen table.
- The paper is on my desk.



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Used to specify days and dates:

- The garbage truck comes on Wednesdays.
- I was born on the 14th day of June in 1988.

Used to indicate a device or machine, such as a phone or computer:

- He is on the phone right now.
- She has been on the computer since this morning.
- My favorite movie will be on TV tonight.

Used to indicate a part of the body:

- The stick hit me on my shoulder.
- He kissed me on my cheek.
- I wear a ring on my finger.

Used to indicate the state of something:

- Everything in this store is on sale.
- The building is on fire.

At

Used to point out specific time:

- I will meet you at 12 p.m.
- The bus will stop here at 5:45 p.m.

Used to indicate a place:

- There is a party at the club house.
- There were hundreds of people at the park.
- We saw a baseball game at the stadium.

Used to indicate an email address:

- Please email me at abc@defg.com.

Used to indicate an activity:

- He laughed at my acting.
- I am good at drawing a portrait.

In

Used for unspecific times during a day, month, season, year:



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- She always reads newspapers in the morning.
- In the summer, we have a rainy season for three weeks.
- The new semester will start in March.

Used to indicate a location or place:

- She looked me directly in the eyes.
- I am currently staying in a hotel.
- My hometown is Los Angeles, which is in California.

Used to indicate a shape, color, or size:

- This painting is mostly in blue.
- The students stood in a circle.
- This jacket comes in four different sizes.

Used to express while doing something:

- In preparing for the final report, we revised the tone three times.
- A catch phrase needs to be impressive in marketing a product.

Used to indicate a belief, opinion, interest, or feeling:

- I believe in the next life.
- We are not interested in gambling.

[Quiz

22.1]

Identify all prepositions in the following sentences.

After flying for many hours, we finally got off the airplane. We walked out the exit and went to the baggage claim area. There were hundreds of different bags on the conveyer belt. I almost picked up the wrong one because it looked like mine.

[Quiz

22.2]

Choose a correct preposition in the sentence.

- 1) I want to lose 5 kilogram _____ (on, at, in) one month.
- 2) Could you get me this pants _____ (on, at, in) a larger size?
- 3) She seems to be interested _____ (on, at, in) Psychology.
- 4) I will come to pick you up _____ (on, at, in) 2 pm tomorrow.



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5) This class will be held _____ (on, at, in) Mondays.

Prepositions "Of," "To," and "For"

Of

Used for belonging to, relating to, or connected with:

- The secret of this game is that you can't ever win.
- The highlight of the show is at the end.
- The first page of the book describes the author's profile.
- Don't touch it. That's the bag of my friend's sister.
- I always dreamed of being rich and famous.

Used to indicate reference:

- I got married in the summer of 2000.
- This is a picture of my family.
- I got a discount of 10 percent on the purchase.

Used to indicate an amount or number:

- I drank three cups of milk.
- A large number of people gathered to protest.
- I had only four hours of sleep during the last two days.
- He got a perfect score of 5 on his writing assignment.

To

Used to indicate the place, person, or thing that someone or something moves toward, or the direction of something:

- I am heading to the entrance of the building.
- The package was mailed to Mr. Kim yesterday.
- All of us went to the movie theater.
- Please send it back to me.

Used to indicate a limit or an ending point:

- The snow was piled up to the roof.
- The stock prices rose up to 100 dollars.

Used to indicate relationship:

- This letter is very important to your admission.



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- My answer to your question is in this envelop.
- Do not respond to every little thing in your life.

Used to indicate a time or a period:

- I work nine to six, Monday to Friday.
- It is now 10 to five. (In other words, it is 4:50.)

For

Used to indicate the use of something:

- This place is for exhibitions and shows.
- I baked a cake for your birthday.
- I put a note on the door for privacy.
- She has been studying hard for the final exam.

Used to mean because of:

- I am so happy for you.
- We feel deeply sorry for your loss.
- For this reason, I've decided to quit this job.

Used to indicate time or duration:

- He's been famous for many decades.
- I attended the university for one year only.
- This is all I have for today.

[Quiz

23.1]

Choose the correct preposition in each sentence.

- 1) I slept _____ (of, to, for) only two hours last night.
- 2) It was my first trip _____ (of, to, for) Hawaii.
- 3) Turn off the TV and go straight _____ (of, to, for) bed.
- 4) This book was written _____ (of, to, for) the people who want to learn how to play a guitar.
- 5) I was late _____ (of, to, for) school.
- 6) Spencer is one _____ (of, to, for) my best friends.

Prepositions "With," "Over," and "By"



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With

Used to indicate being together or being involved:

- I ordered a sandwich with a drink.
- He was with his friend when he saw me.
- She has been working with her sister at the nail shop.
- The manager will be with you shortly.

Used to indicate "having":

- I met a guy with green eyes.
- Were you the one talking with an accent?
- People with a lot of money are not always happy.

Used to indicate "using":

- I wrote a letter with the pen you gave me.
- This is the soup that I made with rice and barley.
- He cut my hair with his gold scissors.

Used to indicate feeling:

- I am emailing you with my sincere apology.
- He came to the front stage with confidence.

Used to indicate agreement or understanding:

- Are you with me?
- Yes, I am completely with you.
- She agrees with me.

Over

Used to indicate movement from one place to another:

- Come over to my house for dinner sometime.
- Could you roll over?
- They sent over a gift for his promotion.

Used to indicate movement downward:

- The big tree fell over on the road.
- Can you bend over and get the dish for me?
- He pushed it over the edge.

Used to indicate more than an expected number or amount:



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- This amount is over our prediction.
- Kids twelve and over can watch this movie.
- The phone rang for over a minute.

Used to indicate a period of time:

- I worked there over a year.
- She did not sleep there over this past month.

By

Used to indicate proximity:

- Can I sit by you?
- He was standing by me.
- The post office is by the bank.

Used to indicate the person that does something in a passive voice sentence:

- The microwave was fixed by the mechanic.
- The flowers were delivered by a postman.
- The branch office was closed by the head office.

Used to indicate an action with a particular purpose:

- You can pass the exam by preparing for it.
- I expressed my feeling toward her by writing a letter.
- She finally broke the record by pure effort.

Used to indicate a mean or method:

- Please send this package to Russia by airmail.
- I came here by subway.

[Quiz24.1]

Choose the correct preposition in each sentence.

- 1) If she left at 4 p.m., she should be here _____ (with, over, by) now.
- 2) Go _____ (with, over, by) there and catch my ball.
- 3) _____ (With, Over, By) your determination, you will be able to achieve your dream.
- 4) I just found it! It was _____ (with, over, by) the radio on my desk.
- 5) I knocked him _____ (with, over, by) accidentally.
- 6) She was _____ (with, over, by) me when the accident occurred.



Basics of English Grammar

Coordinating Conjunctions and Correlative Conjunctions

A conjunction joins words or groups of words in a sentence.

- I ate lunch with Kate and Derma.
- Because it is rainy today, the trip is canceled.
- She didn't press the bell, but I did.

There are three types of conjunctions:

1. Coordinating Conjunctions

- a. Connect words, phrases, or clauses that are independent or equal
- b. and, but, or, so, for, yet, and not

2. Correlative Conjunctions

- a. Used in pairs
- b. both/and, either/or, neither/nor, not only/but also

3. Subordinating Conjunctions

- a. Used at the beginning of subordinate clauses
- b. although, after, before, because, how, if, once, since, so that, until, unless, when, while, where, whether, etc.

Coordinating Conjunctions

1. And—means "in addition to":

- We are going to a zoo and an aquarium on a same day.

2. But—connects two different things that are not in agreement:

- I am a night owl, but she is an early bird.

3. Or—indicates a choice between two things:

- Do you want a red one or a blue one?

4. So—illustrates a result of the first thing:



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- This song has been very popular, so I downloaded it.

5. For—means "because":

- I want to go there again, for it was a wonderful trip.

6. Yet—indicates contrast with something:

- He performed very well, yet he didn't make the final cut.

Correlative Conjunctions

1. Both/and

- She won gold medals from both the single and group races.
- Both TV and television are correct words.

2. Either/or

- I am fine with either Monday or Wednesday.
- You can have either apples or pears.

3. Neither/nor

- He enjoys neither drinking nor gambling.
- Neither you nor I will get off early today.

4. Not only/but also

- Not only red but also green looks good on you.
- She got the perfect score in not only English but also math.

[Quiz

25.1]

Write the correct conjunction in each sentence.

- 1) _____ my friend _____ I are taking the geography class.
- 2) Do you want to go swimming _____ golfing?
- 3) I studied grammar for a long time, _____ I still make mistakes.
- 4) _____ wood _____ bricks can be used as homebuilding materials.
- 5) I wasn't feeling well this morning, _____ I had to go to work.



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Subordinating Conjunctions

Subordinating Conjunctions

1. Although—means "in spite of the fact that":

- Although it was raining, I ran home.
- She showed up, although she felt sick.
- Although my mom told me to come home early, I stayed out late.

2. After—indicates "subsequently to the time when":

- Please text me after you arrive at the shopping mall.
- We were forced to stop watching TV after the electricity went out.
- I always tell my daughter that she can have dessert after she eats her dinner.

3. Before—indicates "earlier than the time that":

- He had written a living will before he died.
- Before he contacted me, I was going to call him.
- I need to finish the dishes before my wife gets home.

4. Because—means "for the reason that":

- Because he was smart and worked hard, he was able to make a lot of money.
- They stopped building the house because it was pouring.
- I love dogs because they are so cute.

5. How—means "the way in which":

- I wonder how you did it.
- He explained how he completed it in a few days.
- Can you show me how you fixed the computer?

6. If—means "in the event that":

- If it is sunny tomorrow, we can go to the beach.
- If I receive a promotion, you will be the first to know.
- You can watch TV if you finish your homework.

7. Once—indicates "at the moment when":

- Once you see him, you will recognize him.
- Once the light came on, we all shouted with joy.



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- Call me once you start having contractions.

8. Since—means "from the time when":

- I've been a singer since I was young.
- Since he graduated, he has been doing nothing.
- This building has been remodeled three times since I lived here.

9. So that—means "in order to":

- So that she could keep her position, she didn't complain at all.
- He finished his work as fast as possible so that he could leave early.
- He worked harder for a raise so he could buy a nice car.

10. Until—means "up to the time that":

- Don't go anywhere until I come back.
- She didn't realize her talent in painting until her teacher mentioned it.
- They won't allow us to sit until everyone arrives.

11. Unless—means "except, on the condition":

- You will not pass the exam unless you get a score of 80 or higher.
- I will not tell you anything unless you tell me what you know first.
- Unless you ask her, you will never know.

12. When—means "at that time":

- When I came in the room, everyone looked at me.
- I woke up when my baby was crying.
- I started looking for a gas station when my gas light went on.

13. While—means "during the time":

- Someone called you while you were at the meeting.
- We met while we were working at the University.
- My dog started barking while I was talking on the phone.

14. Where—indicates "in the place":

- This is where I came from.
- Please tell me where you are going.
- I need to know where John hid the present.

15. Whether—means "if it is true or not":



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- We will have a picnic whether it rains or not.
- It is time to decide whether we should take action.
- You need to decide whether or not you are hungry.

[Quiz

26.1]

Fill in the blanks with an appropriate conjunction.

- 1) Could you email me _____ you receive the offer?
- 2) I want to buy it _____ it is expensive or not.
- 3) Don't do that _____ I allow it.
- 4) _____ you are confident with it, you should go for it.
- 5) I didn't enroll this semester _____ I could go backpacking in Europe.
- 6) My neighbor's cat has been missing _____ last Friday.
- 7) _____ I own a house, I am required to pay property taxes.

Conjunctive Adverbs

Conjunctive adverbs are words that join independent clauses into one sentence. A conjunctive adverb helps you create a shorter sentence.

When you use a conjunctive adverb, put a semicolon (;) before it and a comma (,) after it.

- We have many different sizes of this shirt; however, it comes in only one color.

Some examples of conjunctive adverbs are: *accordingly, also, besides, consequently, finally, however, indeed, instead, likewise, meanwhile, moreover, nevertheless, next, otherwise, still, therefore, then, etc.*

- The due date for the final paper has passed; therefore, I could not submit mine on time.
- There are many history books; however, none of them may be accurate.
- It rained hard; moreover, lightening flashed and thunder boomed.
- The baby fell asleep; then, the doorbell rang.
- The law does not permit drinking and driving anytime; otherwise, there would be many more accidents.

Conjunctive adverbs look like coordinating conjunctions (and, but, or, so, for, yet, nor); however, they are not as strong as coordinating conjunctions and they are punctuated differently.

A conjunctive adverb is also used in a single main clause. In this case, a comma (,) is used to separate the conjunctive adverb from the sentence.

- I woke up very late this morning. Nevertheless, I wasn't late to school.



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- She didn't take a bus to work today. Instead, she drove her car.
- Jack wants a toy car for his birthday. Meanwhile, Jill wants a dollhouse for her birthday.
- They returned home. Likewise, I went home.

[Quiz

27.1]

Choose the right conjunctive adverb for the sentence.

- 1) Hurry up; _____, you will be late for the train.
- 2) I studied hard for the exam; _____, I failed.
- 3) Tom is a sportsman; _____, his brother Tom is athletic.
- 4) He didn't go to college. _____, he started his own business.
- 5) He is not good-looking. _____, he is popular among girls.

Indefinite and Definite Articles

The words a, an, and the are special adjectives called articles.

Indefinite Articles—a, an

an—used before singular count nouns beginning with a vowel (a, e, i, o, u) or vowel sound:

- an apple, an elephant, an issue, an orange

a—used before singular count nouns beginning with consonants (other than a, e, i, o, u):

- a stamp, a desk, a TV, a cup, a book

Definite Article—the

Can be used before singular and plural, count and non-count nouns

1. Indefinite Article (a, an)

Used before singular nouns that are unspecified:

- a pencil
- an orange

Used before number collectives and some numbers:



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- a dozen
- a gallon

Used before a singular noun followed by a restrictive modifier:

- a girl who was wearing a yellow hat

Used with nouns to form adverbial phrases of quantity, amount, or degree:

- I felt a bit depressed.

2. Definite Article (the)

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.

Used to indicate a noun that is unique:

- Praise the Lord!
- The Columbia River is near here.

Used to designate a natural phenomenon:

- The nights get shorter in the summer.
- The wind is blowing so hard.

Used to refer to a time period:

- I was very naïve in the past.
- This song was very popular in the 1980s.

Used to indicate all the members of a family:

- I invited the Bakers for dinner.
- This medicine was invented by the Smiths.

[Quiz

28.1]

Choose the correct article in each sentence.

- 1) Did you bring _____ (a, an, the) umbrella?
- 2) Are you looking for _____ (a, an, the) shampoo?
- 3) I checked _____ (a, an, the) mailbox again.



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- 4) Can I have _____ (a, an, the) spoon please?
5) I was born into _____ (a, an, the) poor family.
6) She will come back in _____ (a, an, the) hour.
7) Have you been to _____ (a, an, the) Space Needle Tower in Seattle?
8) I would love to talk to one of _____ (a, an, the) managers.
9) What _____ (a, an, the) amazing view!
10) The helicopter landed on _____ (a, an, the) roof of a building.

Interjections

An interjection is a word that expresses some kind of emotion. It can be used as filler. Interjections do not have a grammatical function in the sentence and are not related to the other parts of the sentence. If an interjection is omitted, the sentence still makes sense. It can stand alone.

- Ouch! That hurts.
- Well, I need a break.
- Wow! What a beautiful dress!

When you are expressing a strong emotion, use an exclamation mark (!). A comma (,) can be used for a weaker emotion.

Interjections do the following:

1. Express a feeling—wow, gee, oops, darn, geez, oh:

- Oops, I'm sorry. That was my mistake.
- Geez! Do I need to do it again?
- Oh, I didn't know that.

2. Say yes or no—yes, no, nope:

- Yes! I will do it!
- No, I am not going to go there.
- Nope. That's not what I want.

3. Call attention—yo, hey:

- Yo, will you throw the ball back?
- Hey, I just wanted to talk to you about the previous incident.

4. Indicate a pause—well, um, hmm:

- Well, what I meant was nothing like that.



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- Um, here is our proposal.
- Hmm. You really need to be on a diet.

[Quiz

29.1]

What _____ should _____ be _____ B's _____ expression?

A: I _____ got _____ a _____ perfect _____ score _____ on _____ the _____ math _____ exam.

B: _____ (Well. _____ Wow! _____ or _____ Um.)

[Quiz

29.2]

What _____ should _____ be _____ C's _____ expression?

C: _____! (Nope, Hey, or Geez) My computer just broke.

Capitalization

Capitalization means using a capital letter (for example, A instead of a). The use of capital letters helps readers read your writing without confusion.

Always capitalize the following:

The first word in a sentence.

- I grew up in India.
- She left a message on my phone.

The pronoun I.

- This country is where I dreamed of.

The first letter of a proper noun (specific name).

- David wants to play soccer with us.
- This letter is from Chang.
- I graduated from the University of New York.
- I like Coca-Cola.
- She likes Godiva chocolates.



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The first letter of months, days, and holidays (but not seasons).

- Today is June 8, 2011.
- Susie's birthday is this Thursday.
- The shops are closed on Easter.
- This summer is going to be very hot.

The first letter of nationalities, religions, races of people, and languages.

- We often eat Italian food.
- I want to master many languages, such as Spanish, Korean, Chinese, and Russian.
- There is one Christian church in my town.

The first letter in a person's title.

- This is Dr. Simon.
- I got it from Mr. Tom.

Geographic areas: cities, states, countries, mountains, oceans, rivers, etc.

- My destination is Paris, France.
- Hawaii is in the middle of the Pacific Ocean.

Historical periods.

- The Renaissance began in the 14th century.
- The Qing Dynasty is the last dynasty in China.

The first letter of each major word in the title of a book, movie, article, etc.

- Tolstoy's War and Pease is my favorite novel.
- I found the article "How to Write a Good Cover Letter" in this magazine.

[Quiz

30.1]

Correctly write each sentence using proper capitalization.

- 1) i was born in shanghai, china, but grew up in the united states.
- 2) mrs. ohana gave me the bible.
- 3) if you walk two more blocks, you will be able to see mt. rocky.
- 4) my family will have a summer vacation in hawaii.
- 5) I didn't want to cook tonight, so I just ordered thai food for dinner.



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