

UNIT-1

UNIT - 1 : APPLIED GRAMMAR AND USAGE

TRANSFORMATION OF SENTENCES

SENTENCE : A group of words that makes complete sense is called a Sentence.

Eg : He is a brave boy.

A sentence has two parts :

- i) Subject
- ii) Predicate

Eg.: The girl (Subject) is fond of music. (Predicate)

TYPES OF SENTENCES

There are three type of sentences : Simple, Compound and Complex.

SIMPLE SENTENCE : A simple sentence is one, which has only one Subject and one Predicate

Eg.: Anil (Subject) is going to office. (Predicate)

She (Subject) opened the door. (Predicate)

Be quiet. [Predicate] (here subject you is silent.)

COMPOUND SENTENCE : A compound sentence is one made up of two or more Principal or Main Clauses. (A Principal or Main clause is a clause that can stand by itself and has its own subject and predicate.)

E.g.: Search his pockets and you will find the
(Main Clause) (Main Clause)
watch.

Note : The term Double is used for a sentence which consists of two principal or main clauses, and the term Multiple for a sentence of more than two principal or main clauses.

COMPLEX SENTENCE : A complex sentence consists of one Main Clause and one or more Subordinate Clauses. (A Subordinate clause has a subject and a verb but it cannot stand alone as a complete sentence.)

E.g.: The lion was not killed although it was
(Main Clause) (Subordinate Clause)
wounded.

TRANSFORMATION OF SENTENCES

CONVERSION OF SIMPLE SENTENCES TO COMPOUND (DOUBLE) SENTENCES:

RULE: A Simple sentence can be converted into a Compound sentence by expanding a word or a phrase into a Co-ordinate Clause.
(A Co-ordinate clause is made when we connect two independent clauses that are of equal importance.)

e.g.: **SIMPLE:** He must work very hard to win the prize.

COMPOUND: He must work very hard, or he will not win the prize.
(Main clause) (Main clause)

**** COORDINATING CONJUNCTIONS** are the linking words that link ideas of equal importance, function or structure.

e.g.: or, and, nor, but, or, yet, so.

CONVERSION OF COMPOUND (DOUBLE) SENTENCES TO SIMPLE SENTENCES:

RULE: A Compound sentence can be converted into a Simple sentence by reducing one or more main clauses into a word or phrase.

e.g. : COMPOUND : We must eat or we cannot live.
(Main clause) (Main clause)
SIMPLE : We must eat to live.

CONVERSION OF SIMPLE SENTENCES TO COMPLEX SENTENCES :

RULE : A complex sentence is formed, by adding one or more subordinate (dependent) clauses to the main (independent) clause using conjunctions and/or relative pronouns.

** SUBORDINATING CONJUNCTIONS are used to join a subordinate clause to a main clause.

e.g. : once, while, when, whenever, where, wherever, before and after.

e.g. : SIMPLE : He bought his uncle's library.

COMPLEX : He bought the library which
(Main clause)
belonged to his uncle.
(Subordinate clause)

CONVERSION OF COMPLEX SENTENCES TO SIMPLE SENTENCES :

RULE : In order to transform a complex sentence into a simple sentence, convert the subordinate (dependent) clause into a participle / infinitive

phrase, remove the subordinating conjunction and write the Main (independent) clause as it is.

** PARTICIPLE is a word that is formed from a verb and ends in -ing (present-participle) or -ed, -en, etc. (past-participle).

e.g. : COMPLEX : He said that he was innocent.
(Subordinate clause) (Main Clause)

SIMPLE : He declared his innocence.
(Subject) (Predicate)

CONVERSION OF COMPOUND SENTENCES TO COMPLEX SENTENCES :

RULE : To transform a compound sentence into a complex sentence we need to change one Main (independent clause) into a subordinate (dependent clause) and retain the other main (independent clause).

eg. : COMPOUND : Do as I tell you, or you will regret it.
(Main clause) (Main clause)

COMPLEX : Unless you do as I tell you,
(Subordinate clause)
you will regret it.
(Main clause)

CONVERSION OF COMPLEX SENTENCES TO COMPOUND SENTENCES :

RULE : When transforming a complex sentence into a compound sentence, locate the subordinate (dependent) clause and convert it into a main (independent) clause.

This can be done, by replacing the subordinating conjunction with an appropriate coordinating conjunction.

e.g. : COMPLEX : I am certain you have made a mistake
(Subordinate clause) (Main clause)

COMPOUND : You have made a mistake, and of
(Main clause)
this I am certain.
(Main clause)

SUBJECT-VERB AGREEMENT

The term Subject-verb agreement means that a subject and a verb must agree with each other in its number and person, which means a singular subject takes a singular verb and a plural subject takes a plural verb.

e.g. : i) Rahul spends his free time listening to music. (Singular subject takes singular verb).

ii) She and her friends are at the fair (Plural subject takes plural verb).

EXCEPTION TO THE BASIC RULE :

* The first person pronoun I take a plural verb.
(I go, I drive)

GENERAL RULES :

1. Two or more singular nouns or pronouns joined by "and" require a plural verb.

e.g. : Gold and Silver are precious metals

But if the nouns suggest one idea to the mind, or refer to the same person or thing, the verb is singular.

e.g. : Time and Tide waits for none.

2. Two singular subjects connected by "either/or," or, "neither/nor" require a singular verb.

e.g.: My aunt or my uncle is arriving by train today

the verb in "either/or," or "neither/nor" sentence agrees with the noun or pronoun closest to it.

e.g.: Neither the plate nor the sewing bowl goes on the shelf.

3. Words joined to a singular subject by "with," "as well as" carries singular verb.

e.g.: The house, with its contents, was insured.

4. Two nouns qualified by 'each' or 'every' though connected by and require a singular verb.

e.g.: Every boy and every girl was given a packet of sweets.

5. Some nouns, which are plural in form, but singular in meaning, take a singular verb.

e.g.: The news is true.

6. When the plural noun is a proper name for some single object or some collective unit, it must be followed by a singular verb.

e.g.: The United States has a big navy.

7. Nouns such as Civics, Mathematics, Dollars etc. require a Singular verb.

e.g.: Civics is my favorite subject.

8. A collective noun takes a singular verb.

e.g.: The committee has issued its report.

Prefix and Suffix

A Prefix is a group of letters placed before the root word to form a new word.

Prefix

de -

dis -

ex -

il -

im -

in -

mis -

non -

pre -

pro -

re -

un -

Examples.

decode, decrease

disagree, disappear

exhale, explosion

illegal, illogical

impossible, improper

inaction, invisible

mislead, misplace

nonfiction, nonsense

prefix, prehistory

proactive, profess

react, reappear

undo, unequal

A Suffix is a group of letters placed after the root word to form a new word.

Suffix

Examples.

- eer

auctioneer, volunteer, engineer, profiteer

- er

helper, teacher, preacher, dancer

- ion

celebration, opinion, decision, revision

-ism

criticism, humanism, professionalism
patriotism

- ity

probability, equality, abnormality,
civility

-ment

movement, retirement, abandonment
establishment.

-ness

fondness, awareness, kindness,
darkness

-or

distributor, investigator, translator,
conductor.

-sion

depression, confusion, tension,
compulsion

-ship

worship, ownership, courtship,
internship.

-th

strength, fourth, depth, warmth

-ee

referee, employee, trustee, retiree

ADVANCED VOCABULARY

ANTONYMS:

Antonyms are the word pairs that are opposite in meaning such as dark and light. Words may have different antonyms depending on the meaning.

e.g: Long and Tall are both antonyms of Short.

SOME OTHER EXAMPLES OF ANTONYMS:

हाइलैंड देना	i) Abandon	-	retain, keep	बनाए रखना
शौमीन व्यक्ति	Amateur	-	professional	व्यवसायी
अभिमान (ii)	Arrogant	-	humble	बिनाम
तगड़ा	iv) Tardy	-	on time / punctual	समय का पाव-द
सस्ता	v) Cheap	-	expensive	मंहगा
उभरना	vi) Emerge	-	disappear	ग़ायब होना
विरोधी	vii) Hostile	-	friendly	दोस्ताना

SYNONYMS:

Synonyms are different words with identical, or, at least, similar meanings.

SOME EXAMPLES OF SYNONYMS:

- i) Answer - reply, respond
- ii) Ask - question, inquire

B. Tech I Year [Subject Name: Soft Skills]

iii) Brave - courageous, fearless

विरुद्ध
कर

iv) Baffled - puzzled, confused

v) Abandon - leave, forsake

पागल
कर

vi) Crazy - mad, insane

vii) Shiny - bright

met

HOMOPHONES :

A homophone is a word that is pronounced like other word but have different meaning.

SOME EXAMPLES OF HOMOPHONES :

1. Canon - The inclusion of other books in the canon was slow.
कैनन
- Cannon - Horises, foot soldiers and cannons were everywhere.
कैनन
2. Hear - He can hear us from the window.
Here - He will come here tomorrow.
3. Loose - Don't wear loose pants while riding a bike.
Lose - The team will lose this game.
4. Gait - We saw the gait (walking style) of a Cheetah in the zoo.
Gati - The guard opened the gate and let the students in the school.
दरवाजा
5. Been - I have been gone for a long time.
Bin - Throw the paper in the dust bin.
6. Coarse - This dress material is coarse.
खुरखुरा

Course - What do we have to study from our economics course?

7. Steal - It is wrong to steal from your friends.
चुराई

Steel - The rod is made of steel.
खिलकर

अचल Stationary - The train was stationary.

Stationery - I will go to the stationery shop today to buy some pencils.
लेखन सामग्री

9. Birth - Riya gave birth to a daughter.

Berth - Each passenger slept on the berth given to him.

10. Diseased - The diseased dog died.
रोगी

Deceased - Let the deceased rest in peace.
मृत

11. Maize - There is a field planted with maize behind the house.
मक्का

Maze - He got lost in the maze.
भूल भूलैया

HOMONYMS :

A homonym is a word that sounds the same as another word but differs in meaning.

SOME EXAMPLES OF HOMONYMS :

1. ADDRESS

Sentence 1: Take my address and send all the posts there.

Sentence 2: The Prime Minister is going to address the crowd tomorrow.

2. BAND

Sentence 1: I love attending musical band performances.

Sentence 2: I don't prefer to tie my hair with a band.

3. BAT

Sentence 1: His bat got old so, he wanted a new one.

Sentence 2: Bats are usually seen at night.

4. MATCH

Sentence 1: I love watching cricket matches.

Sentence 2: Sonam and Raghav make a great match.

5. MEAN

Sentence 1: He has a mean personality.

Sentence 2: I didn't mean to offend you.

6. RIGHT

Sentence 1: You have to take a right turn to reach that supermarket.

Sentence 2: Her decisions are often right.

7. ROCK

Sentence 1: There are majorly three types of rocks - Igneous, Sedimentary and Metamorphic.

Sentence 2: She constantly rocks him to sleep.

8. ROSE

Sentence 1: She loves red roses.

Sentence 2: She rose to the designation of vice-president recently.

9. SPRING

Sentence 1: It is not bouncing much because it has lost its spring.

Sentence 2: Spring is one of the four major seasons.

10. FLY

Sentence 1: You have to fly to Delhi to attend that interview.

Sentence 2: There is a fly in my cup.

11. PARK

Sentence 1: There is a beautiful park right in front of her mansion.

Sentence 2: You can't park your car in the no-parking zone.

NEW WORD FORMATION

WHAT IS WORD FORMATION?

Formation of new words from an existing root word by adding a syllable on another word is called word formation.

Formation of words can be classified into four types based on how the process of formation is carried out. They are:

- i) By adding prefixes: e.g. Discipline - indiscipline;
Just - unjust.
- ii) By adding suffixes: e.g. Move - Movement;
Add - Addition.
- iii) Converting from one word class to another:
e.g. The rich should help the poor.
Here the adjectives such as 'rich' and 'poor' are used as nouns by using it with an article 'the'.
- iv) Forming compound words:
e.g. Over (adverb) + load (noun) - Overload.
White (adjective) + wash (verb) - Whitewash.

SELECT WORD POWER :

आरम्भ से

1. Ab Initio : from the beginning.

2. Admonish : scold or reprimand; take to task.

3. Alma mater : the university, school, or college.

पूछक माता that one formerly attended.

4. Circumstance : the facts and events that happen in a particular situation.

परिस्थिति

5. Demonstrate : to show something clearly.

दिखाना

6. Equipment : the things needed to do a particular activity.

उपकरण

7. Implement : to start using a system or plan.

अमल में लाना

8. Interpret : to explain or understand the meaning of something.

व्याख्या

9. Negotiate : to talk to somebody in order to decide or agree about something.

मौल-भाव करना

10. Outsource : obtain goods or services from an outside supplier.

पैदल यात्री

11. Pedestrian : a person who travels by foot.

12. Promote : to encourage something.

पदोन्नति
करना

13. Recycling : to keep used objects and use them again.
गिराना
14. Reduce : to make something lesser or smaller in quantity.
कम करना
15. Variables : a number or quantity that can vary.
चर