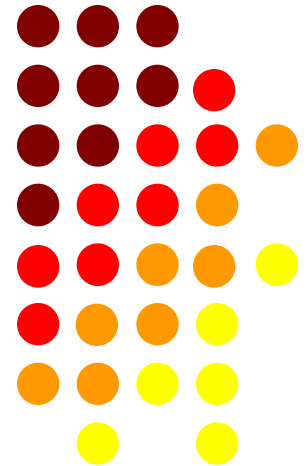


Unit I

Applied Grammar and Usage



Lecture -1

Transformation of Sentences: Simple, Compound and Complex



□ Transformation of Sentences

- **Sentence:** A group of words that makes complete sense is called a Sentence.
 - e.g. He is a brave boy.
- **A sentence has two parts:**
 - i) Subject
 - ii) Predicate
 - e.g. 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.

e.g. **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 a predicate.)

e.g. Search his pockets and you will find the watch.
(Main clause) (Main clause)

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 wounded.**
(Main clause) (subordinate clause)



Transformation of Sentences:

Conversion of Simple Sentence to Compound (Double) Sentence:

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) Sentence to Simple Sentence:

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.



Lecture – 2

Transformation of Sentences contd...



▪ **Conversion of Simple Sentence to Complex Sentence:**

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 / dependent 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 belonged to his uncle.

(Main Clause)

(Subordinate Clause)



■ Conversion of Complex Sentence to Simple Sentence:

Rule: In order to transform a complex sentence into a simple sentence, convert the dependent clause into a participle/infinitive phrase, remove the subordinating conjunction and write the 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 Sentence to Complex Sentence:**

Rule: To transform a compound sentence into a complex sentence, we need to change one independent clause into a dependent clause and retain the other independent clause.

e.g. **Compound:** Do as I tell you, or you will regret it.
(Main Clause) (Main Clause)

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



▪ Conversion of Complex Sentence to Compound Sentence:

Rule: When transforming a complex sentence into a compound sentence, locate the dependent clause and convert it into an 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 this I am certain.
(Main Clause) (Main Clause)



Lecture – 3

Subject-Verb Agreement

Pre-fix & Suffix



□ 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**)



▪ Exceptions 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.

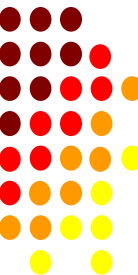
e.g. Neither the plates nor the serving bowl goes on the shelf.

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	Examples
de-	decode, decrease
dis-	disagree, disappear
ex-	exhale, explosion
il-	illegal, illogical
im-	impossible, improper
in-	inaction, invisible
mis-	mislead, misplace
non-	nonfiction, nonsense
pre-	prefix, prehistory
pro-	proactive, profess, program
re-	react, reappear



- 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



Lecture – 4

Advanced Vocabulary: Antonyms & Synonyms, Homophones & Homonyms



□ Advanced Vocabulary

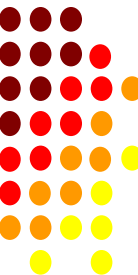
■ Antonyms

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:

- i) Abandon- retain, keep
- ii) Amateur – professional
- iii) Arrogant – humble
- iv) Tardy – on time/ punctual
- v) Cheap – expensive
- vi) Emerge – disappear
- vii) Hostile – friendly



□ Synonyms

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

Some examples of synonyms:

Answer – reply, respond

Ask – question, inquire

Brave - courageous, fearless

Baffled - puzzled

Abandon- leave, forsake

Crazy- mad, insane

Shiny - bright



□ 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.

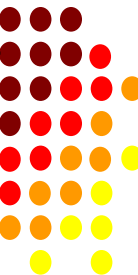
Cannon- Horses, foot soldiers and cannons were everywhere.

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.
Gate-The guard opened the gate and let the students in the school.
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
Course -What do we have to study from our economics course?
7. **Steal** -It is wrong to steal from your friends.
Steel- The rod is made of steel.
8. **Stationary**- The train was stationary.
Stationery- I will go to the stationery shop today to buy some pencils.
9. **Birth**- Riya gave birth to a daughter.
Berth- Each passenger slept on the berth given to him.
10. **Diseased**- The diseased dog died.
Deceased- Let the deceased rest in peace.
11. **Maize**- There's a field planted with maize behind the house.
Maze: He got lost in the maze.



□ 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 him.

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:

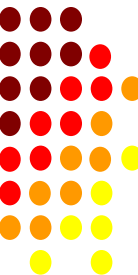
Sentence 1: You have to fly to Delhi to attend that interview.

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.



Lecture - 5

New Word Formation, Select Word Power



□ New Word Formation

What is Word Formation?

Formation of new words from an existing root word by adding a syllable or 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

1. Ab Initio: from the beginning.
2. Admonish: scold or reprimand; take to task.
3. Alma mater: The university, school, or college that one formerly attended.
4. Circumstance: the facts and events that happen in a particular situation.
5. Demonstrate: to show something clearly.
6. Equipment: the things needed to do a particular activity.
7. Implement: to start using a system or plan.
8. Interpret: to explain or understand the meaning of something.
9. Negotiate: to talk to somebody in order to decide or agree about something.



10. Outsource: obtain goods or services from an outside supplier.
11. Pedestrian: a person who travels by foot
12. Promote: to encourage something.
13. Recycling: to keep used objects and use them again.
14. Reduce: to make something less or smaller in quantity.
15. Variables: a number or quantity that can vary.



Thank You!

