

ACMT Group of College

Polytechnic- 1st Year/ 1st Sem



English Notes

Unit- 1

Functional Grammar

Subject vs. Predicate

By elementary school, kids begin learning about the different parts of a sentence. These parts give each word a job. And every complete sentence needs two things: a subject and a predicate. But what exactly are they?

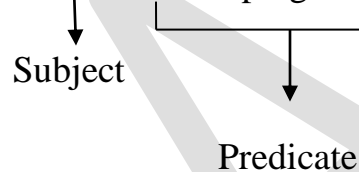
Subject:

The *subject* of the sentence is what (or whom) the sentence is about. In the sentence “The cat is sleeping in the sun,” the word *cat* is the subject.

Predicate:

A *predicate* is the part of a sentence, or a clause, that tells what the subject is doing or what the subject is. Let’s take the same sentence from before: “The cat is sleeping in the sun.” The clause *sleeping in the sun* is the predicate; it’s dictating what the cat is doing. Cute!

Ex. - The cat is sleeping in the sun.



Object:

In grammar, an object is a noun, pronoun, or noun phrase on which a verb performs an action. It falls at the end of a sentence, and is governed by a verb or a preposition.

For example: She is driving by the car. (Car is Object)



Pats of Speech

- 1) Noun**
- 2) Pronoun**
- 3) Verb**
- 4) Adverb**
- 5) Adjective**
- 6) Preposition**
- 7) Conjunction**
- 8) Interjection**

1) Noun:

A Noun is the name of person, place, or things; as Ram, Girl, Dog, Delhi, School, Collage, Table, etc.

Types of Noun: There are many types of nouns.

a) Common Noun:

A common noun is a noun that refers to people or things in general, e.g. *boy, country, bridge, city, birth, day, happiness.*

b) Proper Noun:

A proper noun is a name that identifies a specific or particular person, place, or thing and its begin with capital letters., e.g. New Delhi, India

c) Concrete noun:

A concrete noun is a noun which refers to people and to things that exist physically and can be seen, touched, smelled, heard, or tasted. Examples include *dog, building, coffee, tree, rain, beach, and tune.*

d) Abstract noun:

An abstract noun is a noun which refers to ideas, qualities, and conditions - things that cannot be seen or touched and things which have no physical reality, e.g. *truth, danger, happiness, time, friendship, humour.*

e) Collective nouns:

Collective nouns refer to groups of people or things, e.g. *audience, family, government, team, jury, class, toys, etc.*

f) Count and mass nouns:

Nouns can be either countable or uncountable. **Countable nouns** (or **count nouns**) are those that refer to something that can be counted. They have both singular and plural forms (e.g. *cat/cats; woman/women; country/countries*). In the singular, they can be preceded by *a* or *an*. Most nouns come into this category. A smaller number of nouns do not typically refer to things that can be counted and so they do not regularly have a plural form: these are known as **uncountable nouns** (or **mass nouns**). **Examples includes:** *rain, flour, earth, wine, or wood*. Uncountable nouns can't be preceded by *an* or *a*. Many abstract nouns are typically uncountable, e.g. *happiness, truth, darkness, humour.*

Would you like some coffee?

uncountable because it's referring to the drink in general

He ordered a coffee.

countable, because it's referring to a cup of coffee

There's no truth in the rumours.

uncountable, because it refers to the quality or state of being true

The fundamental truths about human nature.

countable, because it's referring to facts or beliefs that are true

g) Material Noun:

The definition of a material noun is a grammar term that refers to a material or substance from which things are made such as silver, gold, iron, cotton, diamond and plastic. **An example of a material noun is "protein" in the sentence "Protein is critical for energy."**

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2) Pronoun:

A Pronoun is a word used in place of a noun as, I, We, You, My, Our, He, She, Her, etc.

Kinds of Pronoun:

- a) **Personal Pronouns (he, she, you, it, etc)**
- b) **Possessive Pronouns (our, yours, him, mine, her's, etc)**
- c) **Indefinite Pronouns (All, Any, But, etc)**
- d) **Relative Pronouns (that, those, which, what, etc)**
- e) **Reflexive Pronouns (myself, himself, herself, etc)**
- f) **Emphatic Pronouns (self or selves)**
- g) **Reciprocal Pronouns (each-other or another, etc)**
- h) **Demonstrative Pronouns (this, that, these, those, etc)**
- i) **Interrogative Pronouns (who, which, what, whom, etc)**
- j) **Distributive Pronouns (Each, Either, Neither, Among, etc)**

a) Personal pronouns:

Personal pronouns take the place of people or things. They can be either singular or plural, depending whether they refer to one or multiple nouns.

Examples include: I, me, we, and us.

Personal pronouns are usually either the subject of a sentence or an object within a sentence.

For example, if a writer is referring to himself, he should use I if he's the subject of a sentence, as in "I saw the dog." If he's the object, he should use me, as in "The dog saw me."

b) Possessive Pronouns:

Possessive pronouns are personal pronouns that also indicate possession of something. They have singular forms (like my), and plural forms (like our). These pronouns often appear before the possessed item, but not always.

For example, both "my car" and "the car is mine" both indicate who owns the car.

c) Reflexive pronouns:

When a subject performs an action on itself, the sentence uses a reflexive pronoun after the verb. Reflexive pronouns include: myself, himself, themselves, and herself.

An example of a reflexive pronoun is the common expression "I kicked myself."

d) Reciprocal pronouns:

Reciprocal pronouns are similar to reflexive pronouns, but they involve groups of two or more that perform the same action with one another. There are only two reciprocal pronouns: each other (for groups of two) and one another (for larger groups).

e) Relative pronouns:

A relative pronoun starts a clause (a group of words that refer to a noun). Who, that, and which are all relative pronouns. They can also serve as other types of pronouns, depending on the sentence.

For example, in “I saw the dog that you own,” the relative pronoun that is the beginning of the clause that you own, which describes the dog.

f) Demonstrative pronouns:

Demonstrative pronouns point out or modify a person or thing. There are four demonstrative pronouns: this and that (for singular words), and these and those (for plural words).

Examples: This is a book, these boys are very bad students, etc

g) Interrogative pronouns:

Interrogative pronouns begin questions.

For example, in “Who are you?”, the interrogative pronoun who starts the question. There are five interrogative pronouns: who, whom, and whose (for questions that involve people), and which and what (for questions that involve things).

h) Indefinite pronouns:

Like personal pronouns, indefinite pronouns refer to people or things, but they don't have a specific person or thing to reference.

Examples of indefinite pronouns include some, anyone, and everything.

i) Distributive Pronouns:

We use distributive pronouns in order to refer to persons or things one at a time. For this reason, they are always singular –

e.g.: **Each** of the boys received a prize, **Each** of the boys is healthy.

j) Emphatic Pronouns:

Emphatic pronouns are compound personal pronouns such as '**himself**', '**myself**' and '**yourself**' used for emphasis.

E.g.: I will build the house myself, We will watch the show ourselves, You yourself can tell us about the situation, We saw the President himself, She herself told us the news, The city itself does not receive much rainfall, They themselves prefer to stay at home.

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3) Verb:

A verb in a sentence is a word or a group of words used to describe something about a person or thing and the verb is the main word in a sentence. No sentence can be completed without a verb.

Examples: I write, Ram read, Birds fly, Glass is broken, etc.

Types of Verbs:

a) Transitive Verb

b) Intransitive Verb

a) Transitive Verbs:

A transitive verb expresses an action directed towards a person, place or thing. The action expressed by a transitive verb passes from the doer or the subject to the receiver of the action. Words that receive the action of a transitive verb are called objects.

Examples of Transitive Verb:

- The teacher made the question paper.
- Peter cut the cake.
- Birds have feathers.
- She is eating a pear.
- They are playing football.
- The potter has made a beautiful pot.
- Dennis bought a bicycle.
- She is writing an essay.

b) Intransitive Verbs:

A verb which does not need an object to make complete sense is called an intransitive verb. An intransitive verb expresses action (or tells something about the subject) without the action passing to a receiver or object. It can stand alone in the predicate because its meaning is complete.

Examples of Intransitive Verb:

- Mr. Becker jogs every day.
- The wicked hunter was hiding.
- Anne looks very beautiful.
- Mr. John speaks loudly.
- The department store opens at six o'clock.
- Mr. Ben is driving carefully.
- The wind blew strongly.

4) Adjective:

An adjective is a word that gives the qualities of a noun or pronoun.

Examples: He is a honest boy, Delhi is a large city, Sita is a beautiful girl, etc.

Adjective has main four types:

- a) Adjective of quality
- b) Adjective of quantity
- c) Demonstrative adjective
- d) Adjective of number

a) Adjective of quality:

Adjectives of quality refer to the kind, degree, or quality of something.

Examples: A Rich Man, She Is Smart, He Is Brave, She Is Smart, They Are Sweet, I am intelligent, etc.

b) Adjective of quantity:

Adjective which shows the quantity of nouns or pronouns is called as Adjective of Quantity.

Examples: There is **some** milk in the mug, She eats a **whole** apple daily, We have **enough** time for practice, etc.

c) Demonstrative adjective:

A demonstrative adjective, like **this** or **that**, helps indicate a noun or pronoun in a sentence. Some common demonstrative adjectives are *this*, *that*, *these*, and *those*.

Examples: **this** book is very expensive, **that** cake is very delicious, **these** shoes fit me very well, **those** boots are too expensive, etc.

d) Adjective of number:

Adjective showing the number of nouns or pronouns is called Adjective of Number.

Examples: Raj has five books, Gita has **two** pens, I have **two** cars, there are **fifty** students in the classroom, etc.

5) Adverbs:

Adverbs are the words or clause (group of words) that show the quality of verb/adjective/another adverb or provide some additional information about them.

Examples:

- Ram runs fast (Verb: RUN Adverb: FAST)
- Rahul works hard (Verb: Works; Adverb: Hard)
- He walked slowly (Verb: Walked; Adverb: Slowly), etc
- He is a very good boy (Noun: Boy; Adjective: good; Adverb: very)
- Ram runs very fast (Ram: Noun; runs: verb; Fast: adverb: fast; Adverb: fast)

The different types of Adverbs are as following:

- a) Adverb of Manner
- b) Adverb of Place
- c) Adverb of Time
- d) Adverb of Frequency

a) Adverb of Manner:

These adverbs describe the manner of an action or the way of the occurrence of an action.
E.g. Happily, Sadly, Easily, Rudely, Loudly, Fluently, Rapidly, Angrily, Greedily, carefully, sympathetically, carelessly, decently, etc.

Examples:

- They are living happily.
- She completed her work nicely.
- He was behaving angrily.
- She treats the kids sympathetically.
- Sara is driving carelessly.
- Students were listening to lecture carefully.

b) Adverbs of Place:

These adverbs express the place of the occurrence of an action or regarding an action.

E.g. Here, There, Near, Somewhere, Outside, Inside, Ahead, High, Top, Bottom, etc

Examples:

- They were coming here.
- Some is a talking outside.
- Please come inside.
- Kids are playing near the house.

c) **Adverb of Time:**

These adverbs states the time of occurrence of the action. It may gives sharp or rough idea about the time of occurrence of an action.

E.g. Now, Then, Yesterday, Today, Tomorrow, Late, Early, Again, Tonight, Soon, etc

Examples:

- He will go to school tomorrow.
- I met him yesterday.
- Please call him now.
- He will come soon.
- I am still waiting for my friend.

d) **Adverb of Frequency:**

These adverbs tell about how often (or how many times) an action occurs. It gives an idea about the frequency of occurrence of an action.

E.g. Sometimes, Often, Usually, Frequently, Daily, Generally, Occasionally, Again and again, Never, etc

Examples:

- I meet him daily.
- He usually sleeps in the daily.
- She is calling me again and again.
- They come here too often.

6) Preposition

Prepositions are the words which are used to connect the different nouns, pronouns, and phrases in a sentence. They act to connect the people, objects, time and locations of a sentence.

e.g. in, of, to, at by, for, with, under, above, into, onto, upon, about, behind, beside, before, after, towards, inside, outside, below, etc

Examples:

- He was sitting on a table.
- She is going to college.
- They are dancing in the room.
- There is a cat under the bed.
- He was drawing a picture in the room.
- His family lives in America.
- The meeting was held on 25th December.
- The party will start at 8 P.M.
- This book has been written by John Keats.

There are Different types of prepositions:

- a) Prepositions for Time**
- b) Prepositions for Place**
- c) Prepositions for Agents or Things**
- d) Prepositional Phrases**

a) Prepositions for Time

Prepositions of time show the relationship of time between the nouns to the other parts of a sentence.

E.g. on, at, in, from, to, for, since, ago, before, till/until, by, etc.

Examples:

- She was born in 1986.
- The Party will start at 8 P.M.
- They will come here on 15th February.
- Everyone takes breakfast in the morning.

b) Prepositions for Place:

Prepositions of place show the relationship of place between the nouns to the other parts of a sentence.

e.g. On, at, in, by, from, to, towards, up, down, across, between, among, through, in front of, behind, above, over, under, below, etc.

Example:

- He is **at** home.
- He came **from** England.
- The police broke **into** the house.
- I live **across** the river.

c) Prepositions for Agents or Things:

Prepositions of agents or things indicate a casual relationship between nouns and other parts of the sentence.

E.g. of, for, by, with, about, etc.

Examples:

- This article is about smartphones.
- Most of the guests have already left.
- I will always be here for you.
- He is playing with his brothers.

d) Prepositional Phrase:

A **phrasal preposition** is not a prepositional phrase, but they are a combination of two or more words which functions as a preposition.

e.g. Along with, apart from, because of, by means of, according to, in front of, contrary to, in spite of, on account of, in reference to, in addition to, in regard to, instead of, on top of, out of, with regard to, etc.Example:

- They along with their children went to Atlanta.
- According to the new rules, you are not right.

- In spite of being a good player, he was not selected.
- I'm going out of the city.

English	Hindi	English	Hindi
About	kebaare men - केबारेमें	After	kebaad - केबाद
Above	ooper-ऊपर	Against	kekhilaf - केखिलाफ
Across	kepaar - केपार	Among	kebich men - केबीचमें
Around	charon or - चारोंओर	Unlike	vipareet - विपरीत
As	jaisa - जैसा	Inside	andar - अंदर
At	par - पर	Despite	kebaavajood - केबावजूद
Beneath	neeche - नीचे	Into	men - में
Before	se pahle - सेपहले	Via	kemadhyam se - केमाध्यमसे
Behind	kepeechhe - केपीछे	With	saath - साथ
Below	neeche - नीचे	Within	andar - अंदर
Beside	bagal men - बगलमें	without	bina - बिना
In	men - में	two words	do shabdon - दोशब्दों
Between	kebich - केबीच	according to	keanusaar - केअनुसार
Beyond	pare - परे	because of	kivajah se - कीवजहसे
But	lekin - लेकिन	close to	band karnekeliye - बंदकरनेकेलिए
By	dvara - द्वारा	due to	kekaaran - केकारण
Down	neeche - नीचे	except for	kealava - केअलावा
During	dauraan - दौरान	far from	door se - दूरसे
Except	sivaay - सिवाय	inside of	keandar - केअंदर
For	keliye - केलिए	instead of	kebajaay - केबजाय
From	se - से		

near to	kepaas - केपास	of	
next to	kepaas or kenazadeek- केपास or केनजडेक	top of	kesheersh par - केशीर्षपर
outside of	kebaahar - केबाहर		
prior to	pahle se - पहलेसे	Demons- tratives	Upapaadak sambandhabodhak- उपपादकसम्बन्धबोधक
three words	teen shabd - तीनशब्द	This	yah - यह
as far as	jahantak - जहाँतक	That	ki or vah - कि or वह
as well as	tatha – तथा	These	ye - ये
in addition to	keatirikt - केअतिरिक्त	Those	un - उन
in front of	kesaamane - केसामने	Concerning	kevisaymein केविषयमें
in spite of	kebaavajood - केबावजूद	Considering	परविचार par vichār
on behalf	ki or se - कीओरसे		
Near	nikat – निकट	Plus	jod - जोड़
Of	ki or ka - की or का	Round	daur or gol - दौर or गोल
On	par – पर	Since	kebaad se - केबादसे
Opposite	saamane – सामने	Than	se – से
Out	baahar – बाहर	Through	kemadhyam se - केमाध्यमसे
Outside	baahar – बाहर	Till	jab tak - जबतक
Over	keooper - केऊपर	To	se – से
Per	prati – प्रति		
Toward	ki or - कीओर		Up ooper – ऊपर
Under	adheen or neeche - अधीन or नीचे		Until jab tak - जबतक

7) Conjunction:

Conjunctions are words that link other words, phrases, or clauses together.

Example:

- Alex and Robin are playing together.
- Alex plays well, but Robin plays better than him.
- I play cricket, and Robin plays football.
- When he was sick, I went to see him.

Types of Conjunctions

- a) **Coordinating Conjunctions**
- b) **Correlative Conjunctions**
- c) **Subordinating Conjunctions**

a) Coordinating Conjunctions:

Coordinating conjunctions allow you to join words, phrases, and clauses of equal grammatical rank in a sentence. The most common coordinating conjunctions are for, and, nor, but, or, yet, and so; you can remember them by using the mnemonic device FANBOYS.

Example:

- We went to the stadium and enjoyed the cricket match.
- Do you want an ice cream or chocolate?
- Go away and never come back.

b) Correlative Conjunctions:

Correlative conjunctions are pairs of conjunctions that work together. Some examples are *either/or*, *neither/nor*, and *not only/but also*.

Example:

- Neither Alex nor Robin can play baseball.
- I want both ice cream and
- He ate not only the ice cream but also the chocolate.

c) Subordinating Conjunctions:

A Subordinating conjunctions is a word that connects an independent clause to a dependent clause.

e.g., After, how, then, when, although, if, that, where, as, in order that, though, which, as much as, inasmuch as, unless, while, because, provided, until, who/whom, before, since, what, whoever/whomever.

- **Main Clause (independent) + Subordinate (dependent) Clause**
- **Subordinate (dependent) Clause + Main (independent) Clause**

Example:

- Before we left home, I had had my breakfast.
- Provided they come, we can start class Tuesday.
- When he was washing my car, I went to the store.
- Even though the weather was horrible, they still went outside.

8) Interjection:

An interjection is used to **show your feelings and emotions**. It expresses emotion of joy, sorrow, excitement, wonder surprise, pain, sadness, happiness, and so on.

Examples:

- Hurrah! We won the game! (Emotion of joy)
- Alas! Failed the exam! (Emotion of sorrow)
- Wow! What a beautiful car! (Emotion of surprise)
- Oh! I forgot to bring my purse! (Emotion of sorrow)
- Ouch! It hurts! (Emotion of pain)
- Eww! It tastes so bad! (Emotion of disliking)
- Yahoo! I got a job! (Emotion of joy)
- Huh! I don't care! (Emotion of scorn)

There are basically 6 kinds of interjections that are listed below

- a) **Joy:** Hurrah! Ha! Ha! Wow!
- b) **Sorrow:** Ah! Ah me! Alas!
- c) **Surprise:** Oh! What! Well
- d) **Approval:** Well done! O.K!
- e) **Calling:** Halloo! Ho!
- f) **Attention:** Listen! Look! Behold! Hush.

a) Express Joy:

When you want to express your feelings of happiness then you use these Interjection words like Hurrah! Ha! Ha! Wow! **For example:**

- **Ha!** Today I am very happy.
- **Wow!** It is a beautiful place to stay.

b) Express Sorrow:

When you want to express your feelings of sadness then you use these Interjection words like Ah! Ah me! Alas!

For example:

- **Ah!** I have lost my sister's bag.
- **Alas!** She has failed in the exam.

c) Express Surprise:

When you want to express your feelings of being surprised then you use these Interjection words like Oh! What! Well

- **What!** Is it true that you are leaving this school?
- **Oh!** Really you killed a snake, I can't believe this.

d) Express Approval:

When you want to express your feelings of approval for any task then you use these Interjection words like well done! O.K!

- **Well done!** You performed you best.
- **Bravo!** The trophy is yours.

e) Express Calling:

When you call someone for any reason then you use these Interjection words like Halloo! Ho!

- **Hello!** Why are you looking here?
- **Hello!** Mark, please come with me.

f) Express Attention:

When you order anyone to be in attention then you use these Interjection words like Listen!
Look! Behold! Hush.**For example**

- **Listen!** To me, you cannot do this at all.
- **Behold!** The bride comes.

ACENT

Word formation

Word formation is the creation of a new word. It is sometimes contrasted with semantic change, which is a change in a single word's meaning. The boundary between word formation and semantic change can be difficult to define: a new use of an old word can be seen as a new word derived from an old one and identical to it in form.

Examples: graduate- post graduate, purpose- multipurpose, reason- reasonable, breathe less- breathless, etc

There are four main kinds of word formation: **prefixes, suffixes, conversion and compounds.**

a) Prefix:

Prefixes are letters which we add to the beginning of a word to make a new word with a different meaning. Prefixes can, for example, create a new word opposite in meaning to the word the prefix is attached to. They can also make a word negative or express relations of time, place or manner.

Examples

monorail, monolingual

multipurpose, multicultural

post-war, postgraduate

unusual, undemocratic

Prefixes

mono- means 'one'

multi- means 'many'

post- means 'after'

un- means 'not' or 'opposite to'

The most common prefixes

Prefix	Meaning	Examples
<i>anti-</i>	against/opposed to	<i>anti-government, anti-racist, anti-war</i>
<i>auto-</i>	Self	<i>autobiography, automobile</i>
<i>de-</i>	reverse or change	<i>de-classify, decontaminate, demotivate</i>

Prefix	Meaning	Examples
<i>dis-</i>	reverse or remove	<i>disagree, displeasure, disqualify</i>
<i>down-</i>	reduce or lower	<i>downgrade, downhearted</i>
<i>extra-</i>	Beyond	<i>extraordinary, extraterrestrial</i>
<i>hyper-</i>	Extreme	<i>hyperactive, hypertension</i>
<i>il-, im-, in-, ir-</i>	Not	<i>illegal, impossible, insecure, irregular</i>
<i>inter-</i>	Between	<i>interactive, international</i>
<i>mega-</i>	very big, important	<i>megabyte, mega-deal, megaton</i>
<i>mid-</i>	middle	<i>midday, midnight, mid-October</i>
<i>mis-</i>	incorrectly, badly	<i>misaligned, mislead, misspell</i>
<i>non-</i>	not	<i>non-payment, non-smoking</i>
<i>over-</i>	too much	<i>overcook, overcharge, overrate</i>
<i>out-</i>	go beyond	<i>outdo, out-perform, outrun</i>
<i>post-</i>	after	<i>post-election, post-war</i>
<i>pre-</i>	before	<i>prehistoric, pre-war</i>
<i>pro-</i>	in favour of	<i>pro-communist, pro-democracy</i>
<i>re-</i>	again	<i>reconsider, redo, rewrite</i>
<i>semi-</i>	half	<i>semicircle, semi-retired</i>
<i>sub-</i>	under, below	<i>submarine, sub-Saharan</i>
<i>super-</i>	above, beyond	<i>super-hero, supermodel</i>
<i>tele-</i>	at a distance	<i>television, telepathic</i>
<i>trans-</i>	across	<i>transatlantic, transfer</i>
<i>ultra-</i>	extremely	<i>ultra-compact, ultrasound</i>
<i>un-</i>	remove, reverse, not	<i>undo, unpack, unhappy</i>
<i>under-</i>	less than, beneath	<i>undercook, underestimate</i>
<i>up-</i>	make or move higher	<i>upgrade, uphill</i>

b) Suffixes:

A suffix is a letter or group of letters added at the end of a word which makes a new word.

Examples	Suffixes
terrorism, sexism	-ism and -dom are used to form nouns
employer, actor	-er and -or are used to form nouns to describe people who do things
widen, simplify	-en and -ify are used to form verbs
reasonable, unprofitable	-able is used to form adjectives
unhappily, naturally	-ly is a common suffix used to form adverbs

Common suffixes and examples

Noun suffixes

Suffix	examples of nouns
-age	baggage, village, postage
-al	arrival, burial, deferral
-ance/-ence	reliance, defence, insistence
-dom	boredom, freedom, kingdom
-ee	employee, payee, trainee
-er/-or	driver, writer, director
-hood	brotherhood, childhood, neighbourhood
-ism	capitalism, Marxism, socialism (philosophies)
-ist	capitalist, Marxist, socialist (followers of philosophies)

-ity/-ty	brutality, equality, cruelty
-ment	amazement, disappointment, parliament
-ness	happiness, kindness, usefulness
-ry	entry, ministry, robbery
-ship	friendship, membership, workmanship
-sion/-tion/- xion	expression, population, complexion

Adjective suffixes

Suffix	examples of adjectives
-able/-ible	drinkable, portable, flexible
-al	brutal, formal, postal
-en	broken, golden, wooden
-ese	Chinese, Japanese, Vietnamese
-ful	forgetful, helpful, useful
-i	Iraqi, Pakistani, Yemeni
-ic	classic, Islamic, poetic
-ish	British, childish, Spanish
-ive	active, passive, productive
-ian	Canadian, Malaysian, Peruvian
-less	homeless, hopeless, useless
-ly	daily, monthly, yearly
-ous	cautious, famous, nervous
-y	cloudy, rainy, windy

Verb suffixes

Suffix	examples of verbs
-ate	complicate, dominate, irritate

Suffix examples of verbs

-en harden, soften, shorten

-ify beautify, clarify, identify

-ise/-ize economise, realise, industrialize (-ise is most common in British English; -ize is most common in American English)

Adverb suffixes

Suffix examples of adverbs

-ly calmly, easily, quickly

-ward(s) downwards, homeward(s), upwards

-wise anti-clockwise, clockwise, edgewise

c) Conversion:

Conversion involves the change of a word from one word class to another.

For example, the verbs to email and to microwave are formed from the nouns email and microwave:

- Can you text her? (Verb from noun text, meaning to send a text-message)
- They are always jetting somewhere. (verb from noun jet)
- If you're not careful, some downloads can damage your computer. (noun from verb download)
- OK, so the meeting's on Tuesday. That's a definite. (noun from adjective)
- It's a very big if and I'm not at all sure we can afford it. (noun from conjunction, meaning 'it's not at all certain')
- All companies have their ups and downs. (nouns from prepositions)
- We also use conversion when we change a proper noun into a common noun:

d) Compound words

A compound word is two or more words linked together to produce a word with a new meaning:

Tooth + brush = toothbrush eco + friendly = eco-friendly animal + lover = animal lover

We make compounds in all word classes:

nouns: car park, soap opera, rock band

pronouns: anyone, everything, nobody

adjectives: environmentally-friendly, fat-free, heartbreaking, sugar-free, airsick

numerals: twenty-seven, three-quarters

verbs: daydream, dry-clean, oven-bake, baby-sit, chain-smoke

prepositions: into, onto

adverbs: nevertheless, nowadays, good-nature

conjunctions: although, however

Note:

Hyphens:

Hyphens are a form of dash (-) which we use between words or parts of words.

Examples: well-known, father-in-law, vice-president, baby-sit, make-up, twelve-year-old, Three-quarters, sixty-eight, etc.

Synonyms:

Synonyms are words that are similar, or have a related meaning, to another word. It can be any part of speech, as long as both words belong to the same part of speech.

Examples:

- **noun:***drink* and *beverage*
- **verb:***buy* and *purchase*
- **adjective:***big* and *large*
- **adverb:***quickly* and *speedily*
- **preposition:***on* and *upon*

Synonym Examples

- **Baffle:** confuse, deceive
- **Beautiful:** attractive, pretty, lovely, stunning
- **Bossy:** controlling, tyrannical
- **Fair:** just, objective, impartial, unbiased
- **Funny:** humorous, comical, hilarious, hysterical
- **Happy:** content, joyful, mirthful, upbeat
- **Hardworking:** diligent, determined, industrious, enterprising
- **Honest:** honorable, fair, sincere, trustworthy
- **Hypocrisy:** duplicity, falseness
- **Important:** required, vital, essential, primary, significant, critical
- **Intelligent:** smart, bright, brilliant, sharp
- **introverted:** shy, bashful, quiet, withdrawn
- **Kind:** thoughtful, considerate, amiable, gracious
- **Lazy:** idle, lackadaisical, lethargic, indolent
- **Lucky:** auspicious, fortunate
- **Mean:** unfriendly, unpleasant, bad-tempered, difficult
- **Old:** antiquated, ancient, obsolete, extinct
- **Outgoing:** friendly, sociable, warm, extroverted
- **Pacify:** appease, placate
- **Positive:** optimistic, cheerful, starry-eyed, sanguine
- **Recalcitrant:** obstinate, stubborn
- **Rich:** affluent, wealthy, well-off, well-to-do

- **Strong:** stable, secure, solid, tough
- **True:** genuine, factual, accurate, correct, real
- **Turbulent:** disordered, violent
- **Unhappy:** sad, depressed, melancholy, miserable
- **Valid:** authorized, legitimate
- **Weak:** frail, infirm, puny, fragile

ACOMT

Antonyms:

Antonyms are words with opposite or nearly opposite meanings.

Examples: *hot ↔ cold, large ↔ small, thick ↔ thin, synonym ↔ antonym*

Types of Antonyms: There are three different kinds of antonyms.

a) Complementary:

Complementary antonyms have no middle ground. Examples include:

- boy — girl, off — on, night — day, entrance — exit, exterior — interior, true — false, dead — alive, push — pull, pass — fail

b) Relational:

These are similar to complementary antonyms, except that both must exist for them to be antonyms of each other.

Examples:

- above — below, doctor — patient, husband — wife, servant — master, borrow — lend, give — receive, predator — prey, buy — sell, instructor — pupil

c) Graded:

These antonyms deal with levels of comparison and they can be two words on a scale. Many are relative terms, which can be interpreted differently by different people. **Ex:** young — elderly, hard — easy, happy — wistful, wise — foolish, fat — slim, warm — cool, early — late, fast — slow, dark — pale, etc

Add a Prefix to Create an Antonym

Some examples of antonyms created by adding the prefix (**dis-**) are:

- Agree → disagree
- Appear → disappear

- Belief → disbelief
- Honest → dishonest

Adding the prefix (**in-**) can make the following opposites:

- Tolerant → intolerant
- Decent → indecent
- Discreet → indiscreet
- Excusable → inexcusable

Using the prefix (**mis-**) creates antonyms like:

- Behave → misbehave
- Interpret → misinterpret
- Lead → mislead
- Trust → mistrust

Examples of antonyms made by adding the prefix (**un-**) are:

- Likely → unlikely
- Able → unable
- Fortunate → unfortunate
- Forgiving → unforgiving

By adding the prefix (**non-**) you can make these antonyms:

- Entity → nonentity
- Conformist → nonconformist
- Payment → nonpayment
- Sense → nonsense

Homophones:

Homophones are words that have the same pronunciation, but different meanings.

Examples:

- **witch**(ugly woman) and **which**(asking for information)
- **addition** for math and **edition** of a book
- pick a **flower** and bake with **flour**
- **Accept** (to receive) and **Except** (to exclude)
- **Affect** (to influence) and **Effect** (the result)
- **Ant** (insect) and **Aunt** (parent's sister)
- **brake/break**: When teaching my daughter how to drive, I told her if she didn't hit the *brake* in time she would *break* the car's side mirror.
- **cell/sell**: If you *sell* drugs, you will get arrested and end up in a prison *cell*.
- **cent/scent**: I won't spend one *cent* on a bottle of perfume until I know that I love the *scent*.
- **die/dye**: If you accidentally drank a bottle of fabric *dye*, you might *die*.
- **for/four**: I purchased *four* new pairs of shoes *for* my upcoming vacation.
- **heal/heel**: If the *heel* breaks on your shoe, you might fall. However, your injuries will *heal* over time.
- **hear/here**: I wanted to sit *here* so I could *hear* the singer performing without any distractions.
- **hour/our**: We have one *hour* before *our* appointment with the real estate agent.

- **idle/idol:** Being *idle* makes me unhappy, but listening to my *idol* Taylor Swift makes me happy.
- **knight/night:** The *knight* is on his way to the castle, but traveling at *night* is very dangerous.
- **knot/not:** I do *not* know how she learned to tie the *knot* to make that necklace.
- **poor/pour:** I *pour* drinks at a bar every night. I am *poor* because I have too many bills and not enough money.
- **right/write:** There is no *right* way to *write* a great novel.
- **sea/see:** At my beach house, I love to wake up and *see* the *sea*.
- **sole/soul:** I need to get a new *sole* put on my favorite pair of running shoes. Jogging is good for my *soul*.
- **son/sun:** My *son* is 13 years old. He likes to spend time outside in the *sun*.
- **steal/steel:** Someone who decides to *steal* a car has committed a crime, but auto parts are made of *steel*.
- **tail/tale:** My cat was crazily chasing his *tail* while I read a fairy *tale* to my children.
- **weather/whether:** I don't know *whether* to bring a jacket or not. The *weather* looks unpredictable today.
- to/two/too
- there/their/they're
- pray/prey, etc.

Homonym:

Homonyms are words that have the same pronunciation and spelling, but have different meanings.

For example, *rose* (a type of flower) and *rose* (past tense of *rise*) are homonyms.

- **Atmosphere** - the gases surrounding the earth / the mood of a situation
- **Bail** - to clear out water / to release a prisoner
- **Band** - a ring, sometimes symbolizing eternity / a musical group
- **Beat** - to overcome something / to feel exhausted
- **Capital** - the chief city of a state / a crime punishable by death
- **Cleave** - to split or sever / to adhere to
- **Dive** - to go down quickly / an unpleasant place
- **Employ** - to put into use / to hire someone for a job
- **File** - to store computer data / to make a formal request
- **Fine** - being of high quality / sum of money used as a penalty
- **Grave** - something very serious / a place to bury the dead
- **Hide** - to keep something secret / the skin of an animal
- **Iron** - to press or smooth / silvery-gray metal
- **Jade** - a hard, green stone / a hardened or bad-tempered woman
- **Lark** - a small bird / something done for fun
- **Objective** - not being influenced by prejudice / the lens of a microscope or camera
- **Plaque** - an ornamental plate or slab that commemorates a person or event / a deposit on teeth prone to bacteria
- **Refrain** - to stop oneself from doing something / a repeated line in music or poetry
- **Reticule** - at a distance or disconnected / an unlikely possibility
- **Tender** - sensitive or painful to the touch / soft food i.e. a chicken tender

Homographs:

Homographs are words that have the same spelling, but have different meaning.

Examples:

- One can *record* a song or keep a *record* of documents.
- Entrance – the way in/ to delight
- Bow – to incline/ type of knot
- Bat – an animal/sports equipment

Hypernyms and hyponyms are words that refer to, respectively, a general category and a specific instance of that category. For example, *vehicle* is a hyponym of *car*, and *car* is a hyponym of *vehicle*.

Unit-3

Communication:

- Communication is simply the act of transferring information from one place, person or group to another.
- Communication can broadly be defined as exchange of ideas, messages and information between two or more persons, through a medium, in a manner that the sender and the receiver understand the message in the common sense that is, they develop common understanding of the message.
- The word communication is derived from the Latin word ‘communicare’, which means to share, impart, participate, exchange, and transmit or to make common.

Process of Communications

A communication Process therefore has three parts: the sender, the message, and the receiver.

The elements involved in the communication process are explained below in detail:

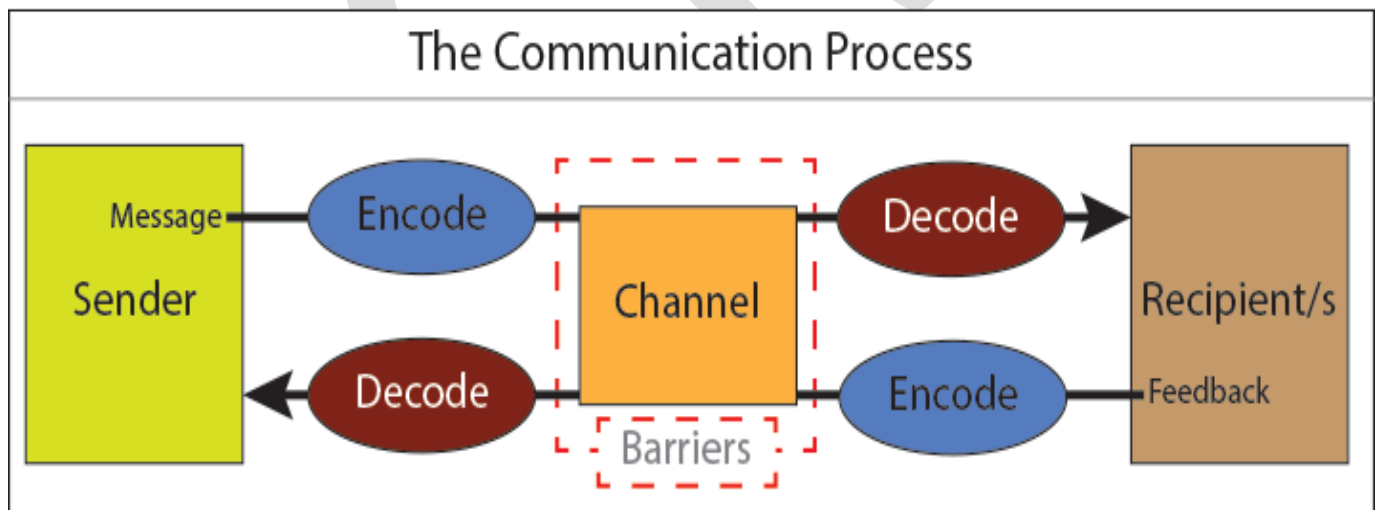


Fig.: Process of Communication

1. Sender

A message or communication is sent by the sender through a communication channel to one or more recipients.

2. Message

A message or communication is sent by the sender through a communication channel to a receiver, or to multiple receivers.

3. Encoding

The message generated by the sender is encoded symbolically such as in the form of words, pictures, gestures, etc. before it is being conveyed.

4. Media

It is the manner in which the encoded message is transmitted. The message may be transmitted orally or in writing. The medium of communication includes telephone, internet, post, fax, e-mail, etc. The choice of medium is decided by the sender.

5. Decoding

It is the process of converting the symbols encoded by the sender. After decoding the message is received by the receiver.

6. Receiver

He is the person who is last in the chain and for whom the message was sent by the sender. Once the receiver receives the message and understands it in proper perspective and acts according to the message, only then the purpose of communication is successful.

7. Feedback

Once the receiver confirms to the sender that he has received the message and understood it, the process of communication is complete.

Types of Communication:

There are wide ranges of ways in which we communicate and more than one may be occurring at any given time. The different categories of communication include:

- **Spoken or Verbal Communication:**

Verbal Communication which includes face-to-face, telephone, radio or television and other media.

- **Non-Verbal Communication:**

Non-Verbal Communication covering body language, gestures, how we dress or act, where we stand, and even our scent. There are many subtle ways that we communicate (perhaps even unintentionally) with others. For example, the tone of voice can give clues to mood or emotional state, whilst hand signals or gestures can add to a spoken message.

- **Written Communication:**

Written Communication which includes letters, e-mails, social media, books, magazines, the Internet and other media. Until recent times, a relatively small number of writers and publishers were very powerful when it came to communicating the written word. Today, we can all write and publish our idea online, which has led to an explosion of information and communication possibilities.

- **Visualizations:**

Visualizations graphs and charts, maps, logos and other visualizations can all communicate messages.

Importance of Communication

1. The Basis of Co-ordination

The manager explains to the employees the organizational goals, modes of their achievement and also the interpersonal relationships amongst them. This provides coordination between various employees and also departments. Thus, communications act as a basis for coordination in the organization.

2. Fluent Working

A manager coordinates the human and physical elements of an organization to run it smoothly and efficiently. This coordination is not possible without proper communication.

3. The Basis of Decision Making

Proper communication provides information to the manager that is useful for decision making. No decisions could be taken in the absence of information. Thus, communication is the basis for taking the right decisions.

4. Increases Managerial Efficiency

The manager conveys the targets and issues instructions and allocates jobs to the subordinates. All of these aspects involve communication. Thus, communication is essential for the quick and effective performance of the managers and the entire organization.

5. Increases Cooperation and Organizational Peace

The two-way communication process promotes co-operation and mutual understanding amongst the workers and also between them and the management. This leads to less friction and thus leads to industrial peace in the factory and efficient operations.

6. Boosts Morale of the Employees

Good communication helps the workers to adjust to the physical and social aspect of work. It also improves good human relations in the industry. An efficient system of communication enables the management to motivate, influence and satisfies the subordinates who in turn boost their morale and keeps them motivated.

Channels of Communications:

Communication channels are the term given to the way in which we communicate. It is therefore the method used to transmit our message to a recipient, or to receive a message from someone else.

There are multiple communication channels available to us today. These include face-to-face conversations, telephone calls, text messages, email, the Internet (including social media such as Face book and Twitter), radio and TV, written letters, brochures and reports.

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Barriers to effective communication

- **Physical barriers to non-verbal communication.**

Not being able to see the non-verbal cues, gestures, posture and general body language can make communication less effective.

- **Psychological barriers,**

for example someone with social anxiety and/or low self-esteem may be too distracted about how they are perceived when talking with a superior.

- **Emotional barriers.**

Some people may find it difficult to express their opinions on such as politics, religion, disabilities (mental and physical), sexuality and racism.

- **Jargon and acronyms.**

Companies often have their own jargon and acronyms which new employees may struggle with.

- **Lack of attention**

Interest and distractions to the person listening.

- **Differences in perception and viewpoint.**

- **Physical disabilities** such as hearing problems or speech difficulties.

- **Differences in language** and unfamiliar accents.

- **Expectations and prejudices** which may lead to stereotyping.

- **Cultural differences.** The norms of social interaction vary greatly in different cultures, as do the way in which emotions are expressed.

Language as a tool of communication

- It is absolutely true language is a tool of communication. Though human beings can communicate without language, but non-verbal communication is very limited. The reality is language is the medium of communication.
- Languages are nothing but the communication of one soul to another through written symbols and sounds. These symbols represent equivalent meanings that need to be interpreted by the listeners. Every human being has the ability to speak, write and understand languages (exceptions are always there), however not everyone has the gift of gab.

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