

Naino Grammar – English Version

For All Classes

By

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Naino Grammar-English Version (General English Grammar)

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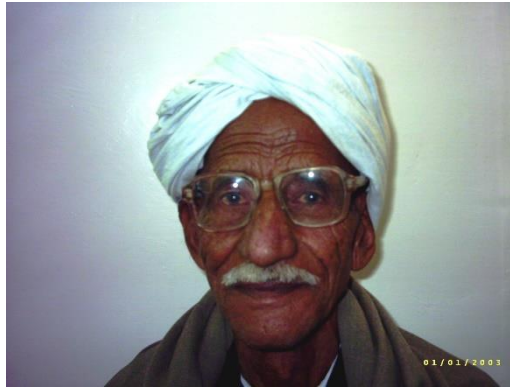
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DEDICATED TO



To My Mother Smt. Mainkur Devi



To My Father Sh. Surat Singh



To My Brother Sh. Prem Singh

PREFACE

I feel great pleasure in presenting *Naino Grammar-English Version* before the students. It has been the utmost endeavour on the part of the author to make the book really helpful for the students studying in schools, colleges, universities and for the candidates making preparations for various competitive examinations. It is completely latest for all classes who want to learn good English.

English grammar is very simple indeed. But unfortunately, some people have made it look difficult, frightening and monstrous. Though a host of books on English grammar are already there, yet most of them have been written in the traditional way. Grammar is the science that deals with the rules and practices observed to write and speak a language in the correct form. It needs to be learnt in a particular sequence and in a particular method. This book is all about those aspects only.

All the cautions have been taken to distinguish it from the other books available in the market which instead of clarifying the things make readers confused and confounded and leave the readers flummoxed and flabbergasted. Most of the students find, English a language, difficult to understand. Most of them suffer from the phobia English learning. I have kept these points in mind while writing this book.

The main aim of this book is to make the students acquainted with the essentials of English grammar in the easiest way. Thus, it is a typically different book.

The salient features of this book are:—

1. The book has categorically been divided into **37 chapters** and **585 units**, covering all the basic topics. Each unit concentrates on a particular point of grammar. Moreover, the units are

so designed and structured that one unit leads a sense of hunger for another unit. To help students to understand the meaning of some grammatical terms, there is a **Glossary**. Finally, there is a detailed **Index** at the back of the book. The book is unique in its style and technique. The subject matter is comprehensive and simple.

2. As far as possible, every rule or statement is explained in a very simple language and supported by solved examples. Hindi equivalents of grammatical terms have been given (in Hindi-Version) to facilitate the study of English grammar by comparison and contrast.
3. There is a marked clarity in terminology, pattern and method. It concentrates on those areas which students find most difficult.
4. To facilitate easy comprehension, complex grammatical facts have been presented in tabulated or diagrammatic forms.
5. A special care has been taken to enable young scholars to learn and understand the art of writing correct sentences.
6. The exercises for practice in each portion are numerous, varied, judiciously selected and carefully graded.
7. Several discoveries made by the author have been revealed in it along with some new definitions.
8. This book is going to clear up all your doubts and also remove all your fears on English. Do remember, this book is like your companion and not a teacher.
9. In fact, the book is a boon to the students, including those of the Public Schools in India and abroad, to cater whose needs it has been specifically designed.
10. The book is important for all those who are appearing at or are preparing for various exams like– Bank PO, Bank Clerk, Railway, Staff Selection Commission (SSC), Income Tax, Central Exercise, Insurance, UPSC, NDA, CDS, Air force, MBA, BBA and other competitive exams. Advanced learners and teachers too will find it useful as a reliable reference book.
11. It is hoped that the book will be found useful in many more countries where English is used as a second or foreign language. In a nutshell the book in your hand is complete in itself and fulfils the need of practical usage of English grammar. After going through it, you will not feel any need of assistance from other sources. There's nothing more left for you to learn as far as English grammar is concerned.

I am highly thankful to my wife **Smt. Darshana Devi** for her invaluable contribution in creating this book. I am also thankful to my nephews **Dr. Satish Nain (Ph.D)** & **Pawan Nain**, my daughter **Kalpna Nain** and my son **Rohit Nain** as well as my elder brother **Mr. Rajender Singh** for their precious support and constructive instructions. You have taken the right step by purchasing it. Finally, I am thankful to you for reading this book.

I am sure you will find this book enormously beneficial in improving your linguistic skills. But I do not hesitate to say that there might have remained many oversights and shortcomings. Suggestions, if any, for the improvement for the work will be thankfully accepted and introduced in further editions. All suggestions may kindly be sent to the author.

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To the Student

Naino Grammar- English Version is written for you to use without a teacher. If you are an intermediate or advanced level student, you will find it useful to work with on your own, in class, or alongside a course book to prepare for competitive examinations.

How to use the book?

It is suggested that you work in this way: Use the **Contents** to find which unit deals with the point you are interested in. Study the explanations and examples of the unit you have chosen. Do the exercises (**1. to 437.**) at **www.naino.in**. Check your scores. If your answers are not correct, study this book again to see what went wrong. You can of course use the book simply as a reference book without doing the exercises. An edition of *Naino Grammar (Hindi Version)* is also available. The electronic formats (i.e. MOBI, EPUB and PDF) can also be bought separately visiting at our website.

How do I find my way around? Routes in . . .

The first route into *Naino Grammar* is through a contents overview at the beginning of this book. A second route is via the **index**. You can access a specific grammar points by means of the **index** at the back of this book. For example, to find an explanation of the difference between the definitions of *Gerund* and *Present Participle*, you can look up either of these words and find a reference to 279. This means that in Unit 279 of the *Naino Grammar* you will find information on *Gerund* and *Present Participle*.

What kind of English are we talking about?

Naino Grammar deals with modern standard British English. Differences between British and American English are also mentioned throughout out the book.

How will I learn to communicate effectively?

Grammar is a vehicle for expressing meaning, so there is little point in studying formal structure for its own sake. However, a poor knowledge of grammar can seriously hinder communication. *Naino Grammar* covers the use of grammatical forms in communicative functions, such as the use of modal verbs in requests, orders, and offers and the function of imperatives and questions tags. It contains numerous examples to illustrate grammatical structures and bring them to life. Some examples are invented, especially where this is the best means of illustrating a point in the clearest possible way, but all the examples are realistic.

Key to symbols

The > is a reference to another unit and/ or part of a unit where there is more information. For example, >73 means 'see unit 73'; >73B means 'see part B of unit 73.

The symbol / (forward slash) between two words or phrases means that either is possible. *Has she arrived lately/ recently?* means that two sentences are possible. *Has she arrived lately?* and *Has she arrived recently?*

Brackets () around a word or phrase mean that it can be left out.

Good luck

The aim of the *Naino Grammar* is to provide clear, accessible explanations and meaningful practice in order to facilitate learning. Author and publisher hope very much that teachers and students will benefit from it.

AUTHOR

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Chapter 1. Basic Concept

UNIT 1. GRAMMAR

Grammar is the study of how words and their component parts combine to form sentences. It is the system of a language. It teaches us how a language is spoken and written correctly and effectively. It can help us learn a language faster and more efficiently. In short, studying grammar may help us to become more effective writers and speakers.

UNIT 2. ALPHABET

The complete set of letters in a language is called the **Alphabet**.

UNIT 3. LETTERS

The English alphabet is composed of 26 letters. Each letter can be written as a **Small Letter** and as a **Large Letter**. Large letters are also called **Capital Letters** or **Capitals**. Small letters are sometimes called **Lower case** and large letters, **Upper case**. These **Letters** are divided into two classes:—

A. Vowels

B. Consonants.

A. Capital Letters:—

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

B. Small Letters:—

a b c d e f g h i j k l m n o p q r s t u v w x y z

UNIT 4. VOWEL

The 5 letters **A, E, I, O, U** are known as the **Vowels**. They are pronounced with open mouth allowing the free flow to the air.

UNIT 5. CONSONANTS

The remaining 21 **Letters** of the alphabet are known as the **Consonants**. They are 'b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z.' They are pronounced by stopping the air flowing freely through the mouth.

Note:—

The Letters **Y** and **W** must sometimes be considered the **Semi-Vowels**.

UNIT 6. WORD

A. Any meaningful combination of **Letters** signifying an object, an action or a modifying or qualifying expression is called a **Word**.

B. Words are the building block of a language. They help us to communicate with each other. The more **Words** we know, the better we speak and write. In fact, in English, every **Word** must have at least one **Vowel** in it, or else it would be unpronounceable; as—
boy, cat, cauliflower, school, man etc.

Exceptions:—

(i) The word **Rhythm** has no vowel in it.

(ii) Three **Letters** of the Alphabet can also be entire **Words** by themselves; as– A, I, O.

C. Words are divided into two broad groups:–

1. Minor Words

2. Major Words

1. **Minor Words** have little meaning of their own. They form the structure of a sentence. Only **Minor Words** cannot make a sentence. They cannot take any prefix or suffix. They have no inter-relationship; as– a, an, the, this, as, on etc.

Minor Words (Structural/ Grammatical Words); as–

Determiners, Auxiliaries, Prepositions, Conjunctions.

2. **Major Words** play an important role in conveying the meaning of a sentence. Only a **Major Word** can make a sentence; as–

Yes, No, Come, Stop, Well, Thanks etc.

(i) They can take prefixes or suffixes; as–

normal– abnormal, greed– greedy.

(ii) They have inter-relationship; as–

happy– happiness, happily etc.

Major Words (Non-Structural/ Class Words); as–

Nouns, Pronouns, Adjectives, Principal Verbs, Adverbs.

D. However, for effective communication, just **Words** are not enough. **Words**, when used alone make some sense but not the proper sense. All **Words** are arranged in particular order to deliver perfect meaning. To make sense, **Words** have to be grouped into sentences, sentences into paragraphs and paragraphs into letters, essays and stories. There are eight word classes in English, sometimes called ‘parts of speech’ (>Chapter 6). It is important to understand each basic part of speech and its utility in forming a correct sentence.

UNIT 7. VOCABULARY

The stock of words in a language is known as the **Vocabulary**.

UNIT 8. SYLLABLES

A. Syllable, Stress and Rhythm are important components of good pronunciation.

B. Syllable is a unit of organisation for a succession of speech sounds.

C. Syllables are considered to be building blocks of words.

D. Words may be classified into four kinds, depending on the number of **Syllables** that they contain:–

1. **Monosyllabic:** A word that consists of **One** syllable is called Monosyllabic; as– be, bird, cat, come, do, go, it, no, one, you etc.

2. **Disyllabic:** A word that consists of **Two** syllables is called Disyllabic; as– after, dusty, father, follow, monkey, open, quiet, splendid, water etc.

3. **Trisyllabic:** A word that consists of **Three** syllables is called Trisyllabic; as– beautiful, commodity, indigent, indulgent etc.

4. **Polysyllabic:** A Word that consists of **More than Three** syllables is called Polysyllabic; as– intelligence, introduction, possibility, unrealistic etc.

E. We notice that almost every **Syllable** contains at least one Vowel or Vowel sound.

* * *

Chapter 2. Glossary of Grammatical Terms

1. **Abstract Noun** : It is usually the name of quality, action or state considered apart from the object to which it belongs.

2. **Action Verb** : The *Verbs* which represent an action are called *Action Verbs*.

3. **Active Voice** : In the *Active Voice* the Subject carries out the action of the *Verb*.

4. **Adjective** : An *Adjective* is a word which defines a Noun or a Pronoun.

5. **Adjective Clause** : An *Adjective Clause* is a group of words which contains a *Subject* and a *Predicate* of its own, and does the work of an *Adjective*.

- 6. Adjectives of Quality :** *Adjectives of Quality* show the kind of a person, an animal, a place or thing.
- 7. Adjectives of Quantity :** *Adjectives of Quantity* show how much of a thing is meant.
- 8. Adverb :** An *Adverb* modifies a Verb; it indicates how the Action of a Verb is carried out.
- 9. Adverb Clause :** A group of words containing a Subject and Verb acts as an Adverb is called an *Adverb Clause*.
- 10. Adverbial :** *Adverbial* is a broad term. It includes:–
(i) Adverb Phrase
(ii) Prepositional Phrase
(iii) Noun Phrase
- 11. Adverbial Particles :** Some prepositions may be used as Adverb, are called *Adverbial Particles*.
- 12. Affirmative Sentence :** When the Statement is positive and affirms something, it is called *Affirmative Sentence*.
- 13. Antonym :** An *Antonym* is a word which conveys a meaning opposite to the given word.
- 14. Article :** An *Article* is a word which is used before a Noun and tells about the certainty of that Noun. The words *A* or *An* and *the* are called *Articles*.
- 15. Auxiliary Verb :** An *Auxiliary Verb* is the Verb that helps a Principal Verb to form its tense, mood or voice etc. It is also called *Helping Verb*.
- 16. Bare infinitive :** *Bare infinitive* is the Base form (1st Form) of a *Verb* without *To*.
- 17. Case :** *Case* is that form of Noun (or Pronoun) which shows its relation to other words in a sentence.
- 18. Clause :** A group of words which forms part of a sentence, and contains a Subject and a Predicate, is called a *Clause*.
- 19. Cognate Object :** Some Intransitive Verbs take an Object after them that are similar in meaning to the Verb. Such Objects are called *Cognate Objects*.
- 20. Collective Noun :** A *Collective Noun* is the name of collection of persons or things taken together as one whole.
- 21. Colon :** The *Colon* (:) marks a bigger pause than that is expressed by the *Semicolon*.
- 22. Comma :** The *Comma* is the shortest pause.
- 23. Common Gender :** A *Noun* that denotes either a male or female is said to be of the *Common Gender*.

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