

CAPSTONE

Verbal : Grammar

Lecture 01

Overview

- ◆ Parts of Speech
- ◆ Sentence Structure

Next Lecture

- ◆ Pronoun

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Capstone Education

Parts of Speech

1. Noun

→ A noun is the name of a person, place, thing, or idea.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

2. Pronoun

→ A pronoun is a word used in place of a noun.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

3. Verb

→ A verb expresses action or being.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

4. Adverb

→ An adverb modifies or describes a verb, an adjective, or another adverb.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

5. Adjective

→ An adjective modifies or describes a noun or pronoun.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

6. Preposition

→ A preposition is a word placed before a noun or pronoun to form a phrase modifying another word in the sentence.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

7. Conjunction

→ A conjunction joins words, phrases, or clauses.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

8. Interjection

→ An interjection is a word used to express emotion.

Oh!... Wow!... Oops!.

The young girl brought me a very long letter from the teacher, and then she quickly disappeared. Oh my!

Skill Builder 01

Directions: Write a "C" on the line if the sentence is correct. If there is an error in the relative pronoun, write the correct answer.

1. The comprehensive chemistry exam consists in four parts in which students must correctly identify the element or compound.
2. Everyone will tell you that our soccer team is the best among our country.
3. It is always important for one to be alert when driving because you never know when another driver might come into your lane, or when a pedestrian might cross the street illegally.
4. Daisy and I contacted the jeweller because we had heard she would be able to finding us a great engagement ring.
5. As soon as I booked my flight to visit my friends in New York, I am finding that all the prices for plane tickets were plummeting.

Countable Nouns & Uncountable Nouns

Some nouns can be both countable and uncountable, depending on the context of the sentence. Examples of these versatile nouns include *light, hair, room, gear, art, and science*.

1. In general, plural count noun can be recognised by the-s plural form. However, do not forget that the following words are plural-people, men, women, children, and police
2. The following are examples of non-count nouns: fruits, homework, bread, money, furniture, and time. Don't add-s to these words.
3. The words news looks plural, but it is a non-count noun. Example: Little news is coming from that country.

We do not use uncountable nouns in the plural and we do not use them with the indefinite article, a/an.

~~We ate a lot of foods~~ > We ate a lot of food

~~We bought some new furnitures~~ > We bought some new furniture

~~That's a useful information~~ > That's useful information

We can use **some quantifiers** with uncountable nouns:

He gave me **some useful advice**.

They gave us **a lot of information**.

Uncountable nouns often refer to:

- ❖ **Substances:** food; water; wine; salt; bread; iron
- ❖ **Human feelings or qualities:** anger; cruelty; happiness; honesty; pride;
- ❖ **Activities:** help; sleep; travel; work
- ❖ **Abstract ideas:** beauty; death; fun; life

Common uncountable nouns

There are some common nouns in English, like *accommodation*, which are uncountable nouns even though they have **plurals in other languages**:

| | | | | | |
|-----------|---------|-----------|-----------|----------|-------------|
| advice | baggage | equipment | furniture | homework | information |
| knowledge | luggage | machinery | money | news | traffic |

Let me give you **some advice**.

How much luggage have you got?

If we want to make these things countable, we use **expressions** like:

| | | | | | |
|---------------|--------------|-------------|------------|---------------|-------------|
| A piece of... | Pieces of... | A bit of... | Bits of... | An item of... | Items of... |
|---------------|--------------|-------------|------------|---------------|-------------|

Let me give you **a piece of** advice.

That's **a useful piece of** equipment.

We bought **a few bits of** furniture for the new apartment.

She had six separate **items of** luggage.

BUT we do not use *accommodation*, *money* and *traffic* in this way.

Skill Builder 02

Directions: Write a "C" on the line if the sentence is correct. If there is an error in the sentence, write the correct answer.

1. All four of Martha's children became a varsity athlete in high school; she was incredibly proud of her family.
2. I despise the chores that my mother asks me to do, but the act of pairing socks is by far the most tedious tasks.
3. The happiness means different things to different people.
4. Shuvo speaks the Japanese at home.
5. It is generally believed that an M.B.A degree is good preparation for a career in a business.

Some, Any, A few, A little, Many, Much

| Word | With countable noun? | With uncountable noun? | Examples |
|---------------------|----------------------|------------------------|------------------------------------|
| few, fewer | ✓ | ✗ | <i>fewer students; few cars</i> |
| little, less, least | ✗ | ✓ | <i>less food; little time</i> |
| many, several | ✓ | ✗ | <i>several books; many changes</i> |
| Much | ✗ | ✓ | <i>much pleasure; much sleep</i> |

Error Example:

Wrong: There are much books on the self.

Right: There are many books on the self.

Wrong: There is not many industry in that town.

Right: There is not much industry in that town.

Skill Builder 03

1. I do not like many sugar in my coffee.
2. They did not put much furniture in their new office.
3. We did not have much knowledge about physics.
4. Of the four-people injured in the accident, the child needed the fewest medical attention.
5. John had so few news from his parents that he was worried.

More practices:

1. Dresses of those (A) kind (B) are (C) not liked by young women; short dresses are (D) preferred. No error (E).
2. The office memoranda was (A) circulated, but nobody (B) responded, hence (C) few suppliers (D) were ordered. No error (E).
3. Unemployment compensation is money (A) to support an unemployed (B) person while she or (C) he is looking for job (D). No error (E)
4. Why do you look at me like I am so much lesser intelligently than you are?
A. much lessly intelligently B. much less intelligent C. lessly intelligently
D. much lesser in intelligent E. much fewer intelligent
5. A scarcity of salt can threaten the very life of a community, a fact that may explain the decline of several Maya cities.
A. can threaten the very life D. may threaten some of the very lives
B. is able to threaten the very life E. can threaten some of the very lives
C. can be very threatening for the life

How to use 'Enough'

The word enough can be used as an adjective, an adverb or with a noun. It can even be used as a pronoun.

Enough with an adjective

She wasn't tall enough to become a flight attendant.

This piece of writing isn't good enough.

Enough with an adverb

You have not been concentrating enough in class.

He couldn't run fast enough to catch the bus.

**Notice the position of enough. It comes after adjectives and adverbs.

Enough with nouns

We don't have enough wine for everyone.

Has he got enough time to come to the meeting?

**Enough comes before nouns.

Enough of: We normally only use enough of when it is followed by a determiner or a pronoun (a/an/the, this/that, my/your/his, you/them, etc.).

We can only use enough of with an article, my/your/his etc. this/that i.e. a determiner.

She had enough of their arguing. That's why she moved out.

Enough can be used without a noun

I've already eaten too much. That's enough thanks.

No more workouts. That's enough for today.

Enough used with an adjective and a noun

When we use enough with an adjective and a noun two positions are possible but the meaning changes.

We haven't got large enough glasses. None of the glasses are as large as we need

Skill Builder 04

Directions: Write a "C" on the line if the sentence is correct. If there is an error in the sentence, write the correct answer.

1. He finished the project enough quickly, and we could move on to the next one.
2. We haven't got large glasses enough. We have large glasses but we need more.
3. I haven't read enough of his writing to tell if he is any good.
4. We have enough people to form two teams.
5. We haven't got enough big envelopes.

Sentence Structure

Independent & Dependent Clauses: Coordination & Subordination

An **independent clause** (a clause is a group of words that contains at least one subject and one verb) is one that can stand on its own two feet--independently. You can join independent clauses if you want to. This is called *coordination*.

A **dependent clause** is one that cannot stand on its own two feet--it needs an *independent clause* to lean on. You must join a dependent clause to an independent one. This is called *subordination*.

For example, each of the following independent clauses can stand alone:

- ✓ Mr. Tazul put a new washer in the faucet before leaving for the party. Mr. Shadib figured out how to fix the water disposal.

The most used coordinating conjunctions are often referred to as the FANBOYS (*for, and, nor, but, or, yet, so*). When you use one of the FANBOYS between independent clauses, you signal that the clauses are equal.

- ✓ Mr. Tazul put a new washer in the faucet before leaving for the party; Mr. Shadib figured out how to fix the water disposal.
- ✓ Mr. Tazul put a new washer in the faucet before leaving for the party, and Mr. Shadib figured out how to fix the water disposal.

If you choose to coordinate two independent clauses using a semicolon, you have another option. You may choose to add a conjunctive adverb (followed by a comma--the adverb acts rather like an introductory phrase) after the semicolon:

- ✓ Mr. Tazul put a new washer in the faucet before leaving for the party; however, Mr. Shadib figured out how to fix the water disposal.

The pattern, with appropriate punctuation is as follows:

Coordinating Independent Clauses:

| | | | |
|---|--------------------|--|--------------------|
| Method-1 Semicolon | Independent clause | ; | Independent clause |
| Semicolon with conjunctive adverb and comma | Independent clause | ; moreover, ; however, ; consequently, ; indeed, ; nevertheless, ; therefore, | Independent clause |
| Method-2 Comma and coordinating conjunction | Independent clause | , for , and , nor , but , or , yet , so | Independent clause |

(Note: Don't join two independent clauses with a simple comma.)

| Common Subordinating Conjunctions | | |
|-----------------------------------|---------------|----------|
| After | in order that | Unless |
| although | rather than | until |
| as (as if) | since | when |
| because | so that | whenever |
| before | than | whereas |
| even though | that | whether |
| if | though | while |

Error Examples:

Wrong: He left in a hurry after he got a phone call; but he came back five minutes later.

Right: He left in a hurry after he got a phone call, but he came back five minutes later.

Wrong: Mary went to work, John went to the party.

Right: Mary went to work, but John went to the party.

Wrong: The experiment had been left unobserved for too long, therefore it failed.

Right: The experiment had been left unobserved for too long; therefore, it failed.

Wrong: He wasn't prepared to defend a client who was guilty, however, he could be persuaded to accept a bribe.

Right: He wasn't prepared to defend a client who was guilty; however, he could be persuaded to accept a bribe.

Wrong: Give my regards to everyone asks about me.

Right: Give my regards to everyone who asks about me.

Wrong: Because I did not have enough money to go on vacation this year.

Right: Because I did not have enough money to go on vacation this year, I stayed home.

or, I did not have enough money to go on vacation this year

Skill Builder 05

1. I would (A) bake more cookies, and (B) every time I do, my oven (C) burns them (D). No error (E)
2. As (A) his friends cut the triple layer chocolate cake, the author felt (B) cheerful but (C) newly energized (D). No error (E)
3. Choosing (A) between the carrot cake with cream cheese or (B) the marble cake with chocolate was (C) an agonizing (D) decision. No error (E)
4. Vincent sold (A) only a few paintings during his lifetime, but yet (B) he is considered one of the greatest (C) painters of all time (D). No error (E)
5. Ani is an amazing lawyer, but however (A) she has many (B) personal issues that often get (C) in the way of her (D) professional work. No error (E)

SIMPLE/ COMPLEX/ COMPOUND

Simple Sentences

- it contains only *one* independent clause.

Here are a few examples:

- *She completed her literature review.*

Complex Sentence

- Contains at least *one* independent clause and at least *one* dependent clause. Dependent clauses can refer to the subject (*who, which*), the sequence/time (*since, while*), or the causal elements (*because, if*) of the independent clause.

Here are a few examples:

- Although she completed her literature review, she still needed to work on her methods section.

Compound Sentences

- Contains at least *two* independent clauses. These two independent clauses can be combined with a comma and a coordinating conjunction or with a semicolon.

Here are a few examples:

- She completed her literature review, and she created her reference list.
- They studied some rules for many hours, but they realized there was still much to learn.

Compound-Complex Sentences

Sentence types can also be combined. A compound-complex sentence contains at least *two* independent clauses and at least *one* dependent clause.

Right: She completed her literature review, but she still needs to work on her methods section even though she finished her methods course last semester.

Skill Builder 06

1. Men's interest in developing a cure for cancer have promoted the rapid advances in the field of genetic Engineering. IBA_MBA_2003
 - A. Men's interest in developing a cure for cancer have promoted
 - B. Men's interest for developing a cure for cancer has promoted
 - C. That man is interested in developing a cure for cancer have promoted
 - D. Interest in developing a cure for cancer have promoted
 - E. Men's interest in developing a cure for cancer has promoted

2. Esha threw the flying disc over to Dhiman and (A) he spun around in a big circle (B) before throwing (C) it back over Esha's head (D). No error (E)
3. The eldest (A) male dog became awfully (B) selfish during feeding (C) time, he (D) would not even let his own pups get a scrap of food. No error (E)
4. Anna, questioning (A) her decision, looked (B) to her brother, however (C) he wouldn't meet (D) her eye. No error (E)
5. Platforms that allow (A) teams to collaborate (B) and communicate effectively is to be (C) used during (D) work-from-home days. No error (E)

Embedded Questions

(wh- and yes/no question clauses)

The embedded question is a noun clause and can be used in a similar way to a noun. For example, we can use it as the subject or the object of the main clause.

- **Normal question:** Where does she work?
- **Embedded question in a statement:** I don't know where she works. (Here 'where she works' is the object.). Let's find out what time the show starts.

Sentence Fragment

Wrong: Biking and swimming after work on Thursday.

Wrong: Because tuition increased again this semester.

Run-on Sentences: Two or more independent clauses are inappropriately joined.

Wrong: The experiment failed it had been left unobserved for too long.

Right: The experiment failed; it had been left unobserved for too long.

Skill Builder 07

Directions: Write a "C" on the line if the sentence is correct. If there is an error in the relative pronoun, write the correct answer.

1. There was no way out of this sticky situation; the administration was stuck between a rock or a hard place.
2. Sonya was in complete agreement with everything the speaker had said; if there is to be change, and someone must step up and be the leader.

Error Findings:

3. Once (A) I learned how to swim (B), I would never (C) go in the water for fear of (D) drowning. No error (E)
4. Whether and not (A) the citizens agreed with the final decisions (B), the politicians felt that it (C) was their responsibility to set laws that were fair for everyone (D). No error (E)

Mini Test on Lecture

Time: 10 minutes

Marks: 10

1. Even though we had been (A) to her house several times before, we did not remember (B) exactly what (C) street was it (D) on. No error (E)
2. We are never happy (A) with what (B) we have in life; the grass always (C) is greener (D) on the other side of the fence. No error (E)
3. The opera, even though (A) performed by amateurs (B), it (C) was (D) excellent. No error (E)
4. When John asked Tomoko, the Japanese student, what she did think (A) of the museum, she quickly (B) replied that it had taught (C) her a great deal about (D) the history of the area. No error (E)
5. His father mentioned to me (A) that Robert had written (B) to him (C) requesting money for buying (D) a new car. No error (E)
6. The author of this new book she (A) is planning to write (B) a sequel in order to capitalize (C) on the publicity she (D) has received recently. No error (E)
7. In professional soccer, team managers are rewarded for every game they win, like players are.
 - A. team managers are rewarded for every game they win, like players are
 - B. team managers are rewarded, like players are, for every game they win
 - C. team managers, like players, are rewarded for every game that they win
 - D. like team managers are rewarded for every game they win, players are
 - E. like team managers are, players are rewarded for every game they win
8. Hoping to avert another situation in which the candidate who won the popular vote could lose the electoral vote, it was proposed by Congress that the Electoral College be abolished.
 - A. it was proposed by Congress
 - B. there was a proposal by Congress
 - C. a proposal was made by Congress
 - D. Congress proposed
 - E. Congress will have proposed
9. Most students like to read these kind of books during their spare time.
 - A. these kind of books
 - B. these kind of book
 - C. this kind of book
 - D. this kinds of books
 - E. those kind of books
10. This (A) passive income serves as (B) the perfect supplement to the money you take (C) home from your entrepreneurial efforts (D). No Error (E)

Writing Homework:

Paragraph: Spring Season

Skill Builder Answer

| | | | | | |
|----------------------|----------------------|-------------------------|---------------|----------------------------|---------------|
| SB: 01 | 1. consists of | 2.correct | 3. for you | 4. to find | 5. found |
| SB: 02 | 1. varsity athletes. | 2. task | 3. Happiness | 4. Japanese | 5.business |
| SB: 03 | 1. Much sugar | 2. Correct | 3. Correct | 4. Least medical attention | 5.Little news |
| More Practice | 1. B | 2. A | 3. D | 4. B | 5. A |
| SB: 04 | 1. quickly enough | 2. enough large glasses | 3.correct | 4.correct | 5.correct |
| SB: 05 | 1. B. But | 2. C. and | 3. B. and | 4. B. but/yet | 5. A. but |
| SB: 06 | 1. E | 2. correct | 3. correct | 4. however | 5. C |
| SB: 07 | 1. Between...and | 2. To be changed | 3. A (Before) | 4. A | |