

# CAPSTONE

## Verbal : Grammar

# Lecture 02

<u>Overview</u>	<u>Next Lecture</u>
◆ Pronoun	◆ Adverb ◆ Adjective ◆ Causative Verbs

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## Verbal Lecture Sheet: 02

### PRONOUN

**Rule 01:** Subject pronouns are also used if they rename the subject. They will follow to be verbs, such as is, are, was, were, am, will be, had been, etc.

**Examples:** This is she speaking. It is we who are responsible for the decision to downsize.

**Rule 02:** This rule surprises even language watchers: when who refers to a personal pronoun (I, you, he, she, we, they), it takes the verb that agrees with that pronoun.

**Incorrect:** It is I who is sorry.

**Correct:** It is I who **am** sorry.

**Rule 03:** The pronouns who, that, and which become singular or plural depending on the subject. If the subject is singular, use a singular verb. If it is plural, use a plural verb.

**Example:** He is the only one of those men who is always on time.

The word who refers to one. Therefore, use the singular verb is. Sometimes we must look more closely to find a verb's true subject:

**Example:** He is one of those men who **are** always on time.

The word who refers to men. Therefore, use the plural verb are.

#### 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. I saw one of my classmates who was also on boat while travelling to Saint Martin.
2. I can assure that he is the only one of my best friends who never cheat me.
3. It is you and I who are responsible for this misdoing.
4. One of my family members were sick last night.
5. It is I, he, and you who are trying to solve this problem.

**Rule 04:** Pronouns that are singular (I, he, she, everyone, everybody, anyone, anybody, no one, nobody, someone, somebody, each, either, neither, etc.) require singular verbs.

**Examples:**

Each of the girls sings well.

Either of us is capable of doing the job.

Neither of them is available to speak right now.

**Exception:** When each follows a noun or pronoun in certain sentences:

**Incorrect:** The women each gave her approval.

**Correct:** The women each gave their approval.

**Rule 05:** To decide whether to use the subject or object pronoun after the words than or as, mentally complete the sentence.

**Examples:**

Billal is more interesting than he.

Billal would rather talk to her than to me.

**Rule 06:** Pronouns that end in -self or -selves are called **reflexive pronouns**. There are nine reflexive pronouns: myself, yourself, himself, herself, itself, oneself, ourselves, yourselves, and themselves.

**Example:** Mr. Abir helped **himself**.

The object myself is the same person as the subject I, performing the act of working.

**Incorrect:** My brother and myself did it.                      **Correct:** My brother and I did it.

Reflexive pronouns are also used for emphasis.

**Example:** He himself finished the whole job.

**Rule 07:** The use of they and their with singular pronouns is frowned upon by many traditionalists. To be consistent, it is a good practice to try to avoid they and its variants (e.g., them, their, themselves) with previously singular nouns or pronouns.

**Not consistent (Incorrect)** : Someone has to do it, and they have to do it well.

**Technically (Correct)** : Someone has to do it, and he or she has to do it well.

**Rewritten (Correct)** : Someone has to do it, and has to do it well.

### Skill Builder 02

**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. Neither of the boys were in the library while I was there.
2. Some personalities are so much larger than life that boiling down his own accomplishments to a few words is an almost impossible task.
3. When he comes back from vacation, Tanvir and me plan to look for another apartment.
4. You, I, and my friends are to do our job on time.
5. Sami is one of my friends who are more helpful than him.

#### **Rule 08: Reciprocal Pronouns**

We use the reciprocal pronouns each other and one another when two or more people do the same thing.

**For Example:** Peter and Mary helped each other.

= Peter helped Mary and Mary helped Peter.

We sent one another Christmas cards.

= We sent them a Christmas card and they sent us a Christmas card.

They didn't look at each other.

= X didn't look at Y and Y didn't look at X.

#### **Typical errors**

- Be careful not to use *us* or *ourselves* instead of *each other/one another*:

We've known **each other/one another** for twelve years.

Not: We've known us for twelve years or We've known ourselves.

- We also use the possessive forms each other's and one another's:

They helped to look after each other's children.

The group of students often stayed in one another's houses.

- Reciprocal pronouns and plural reflexive pronouns (ourselves, yourselves, themselves) have different meanings:

Shuvo and Rabbi killed **each other**.

= Shuvo killed Rabbi and Rabbi killed Shuvo.

Shuvo and Rabbi killed **themselves**.

= Shuvo killed himself and Rabbi killed himself.

### **Rule 09: The Antecedent & Pronoun MUST Agree in Number**

**Wrong:** Confronted by radical changes in production and distribution, modern Hollywood studios are attempting various experiments in an effort to retain *its* status.

**Right:** Confronted by radical changes in production and distribution, modern Hollywood studios are attempting various experiments in an effort to retain *their* status.

**Right:** Confronted by radical changes in production and distribution, modern Hollywood studio is attempting various experiments in an effort to retain *its* status.

### **Rule 10: Possessive pronouns are my, your, his, her, its, our, their, and one's.**

#### **Error Examples**

**Wrong:** Susan did not like him making a lot of noise while she was studying.

**Right:** Susan did not like his making a lot of noise while she was studying.

**Wrong:** I approve of one living on his own before marriage.

**Right:** I approve of one's living on his own before marriage.

**Wrong:** When we had a dog, I can remember it chasing birds.

**Right:** When we had a dog, I can remember its chasing birds.

### **Rule 11: Faulty Reference**

The antecedent\* of a pronoun must be clearly understood.

When Mita (ANTECEDENT) was in college, she (Pronoun) Wrote to her family every week. (She clearly refers to Mita)

#### **Error Examples**

**Wrong:** Mary told Palin that she had to read Plato's Republic. (She can refer to Mary or Palin.)

**Right:** Mary told Palin, "I have to read Plato's Republic."

**Wrong:** Palin saw his friend as he was walking across the campus. (He can refer to Palin or his friend.)

**Right:** While Palin was walking across the campus, he saw his friend.

**Wrong:** Sylvia and Mary saw a movie yesterday, and she said it was wonderful. (She can refer to Sylvia or Mary)

**Right:** Sylvia and Mary saw a movie yesterday, and Sylvia said it was wonderful.

**Wrong:** I put the vase on the glass table and it broke. (It can refer to vase or table.)

**Right:** The vase broke as I put it on the glass table.

**Rule 12: Those Modified:** The demonstrative pronoun *those* can be followed by a phrase or clause that modifies it.

**For Example:** No one is allowed in the room except those who have paid.

Those waiting to see the doctor may go in now.

### Error Examples

**Wrong:** They who need a receipt should sign here.

**Right:** Those who need a receipt should sign here.

**Wrong:** For them interested in learning, the university offers a good program.

**Right:** For those interested in learning, the university offers a good program.

### Rule 13:

A simple rule to help you remember the difference between *another* and *other* is:

**another** + singular noun

**other** + plural noun

**others** (a pronoun to replace *other* + plural noun)

- I need **another** cup. (cup is singular so we use *another*)
- I need **other** cups. (cup is plural so we use *other*)
- I need **others**. (refers to other cups)

### Skill Builder 03

**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. It is considered creating when students help each the other one on tests.
2. The players' helmets need to be repainted before they are used in Sunday's game.
3. Oil traders have profited handsomely from the recent rise in its price.
4. An oven that clean its is very handy.
5. When the guests finished their soup, they were given plates of salad.

### Let's practice some questions

1. Since Molly won (A) first place and Meg won second, she was (B) honored at (C) the awards ceremony after dinner (D). No error (E).
2. The awkward (A) tension between Sam and I (B) was, as it turns out (C), completely one-sided (D). No error (E).
3. My boyfriend and me (A) went (B) to the animal shelter, and together (C), we adopted (D) a dog. No error (E).
4. If you are (A) being attacked, it is (B) important not to provoke the other person (C) because one (D) never knows whether the attacker has weapons. No error (E).

5. With the exception of Faruk and I, everyone in the class finished the assignment before the bell rang.
- Faruk and I everyone in the class finished
  - Faruk and me, everyone in the class finished
  - Faruk and me, everyone in the class had finished
  - Faruk and I, everyone in the class had finished
  - Faruk and me, everyone in the class finished
6. No one should ever feel that their heritages are unimportant.
- No one should ever feel that their heritages are unimportant.
  - No one should ever feel that his or her heritage are unimportant.
  - No one should ever feel that their heritage is unimportant.
  - No one should ever feel that their heritage are unimportant.
  - No one should ever feel that his or her heritage is unimportant.
7. The International Institute is offering their cultural survey to companies without charge. They hope to receive some useful feedback. [IBA(MBA), 2007-08]
- The International Institute is offering their cultural survey to companies without charge. They hope to receive some useful feedback.
  - The International Institute is offering its cultural survey to companies without charge. They hope to receive some useful feedback.
  - The International Institute is offering their cultural survey to companies without charge. They hope to receive some useful feedback.
  - The International Institute is offering its cultural survey to companies without charge. It hopes to receive some useful feedbacks.
  - The International Institute are offering their cultural survey to companies without charge. It hopes to receive some useful feedbacks.

### Relative Pronoun: Who

We use who in relative clauses to refer to people, and sometimes to pet animals.

- Who/whoever can act as the subject:

**Correct:** The woman who sang yesterday has studied voice for years.

- We often use *who* with collective human nouns (e.g. *committee, government, group, panel, police, team*):

**Correct:** Hamid phoned the fire brigade, who then alerted the police and social workers.

### Relative Pronoun: Whom

- Use whom if the pronoun is the object of the verb in the dependent clause.

**Correct:** The cousin whom we met at the family reunion is coming to visit.

- We can use whom as the complement of a preposition:

**Correct:** Drama in schools is particularly good for pupils for whom English is a second language.

### Error Examples

**Wrong:** Please remind whomever comes in first to open the windows.

**Right:** Please remind whoever comes in first to open the windows.

**Wrong:** Do not speak to people whom are strangers.

**Right:** Do not speak to people who are strangers.

**Wrong:** I saw the man who John spoke to.

**Right:** I saw the man whom John spoke to.

### Relative Pronoun: Whose

We use whose before nouns instead of a possessive expression (my, your, his, her, its, our, their, x's) in defining and non-defining clauses:

**Correct:** It is a house, **whose** sitting room looks out over a wonderful walled garden.

### Relative Pronoun: Which

We use which in relative clauses to refer to animals and to things.

You need to tick the box **which** says yes.

1. We can use *which* as the complement of a preposition:

**Correct:** Early in the Autumn Term there is a reception **at which** you can meet current staff and students.

**Correct:** The title of the poem indicates that the poet knows himself to be separated from the community **in which** he grew up.

### Relative Pronoun: That

1. We use that instead of who, whom or which in relative clauses to refer to people, animals and things. We use it to introduce defining clauses only. That is more informal than who, whom or which:

✓ We met somebody last night **that** did the speech therapy course two years after you. (refers to a person)

2. That can act as the subject or the object of the relative clause:

✓ He finally remembers one lesson **that** his mother had taught him early.

3. Optional that: That is usually optional after the following verbs:

Say	Tell	Think	Believe
-----	------	-------	---------

**Right:** His mother said that he should have started work earlier. Or His mother said he should have started work earlier.

**Right:** His mother told me that he should have started work earlier. Or His mother told me he should have started work earlier.

4. Obligatory that: That is usually obligatory after the following verbs:

Mention	Declare	Report	State
---------	---------	--------	-------

**Wrong:** Our teacher declared he had already prepared a list of absent students in class.

**Right:** Our teacher declared that he had already prepared a list of absent students in class.

5. Introductory that:

**Right:** It is known by all that Industry is the key to success. or,

**Right:** that Industry is the key to success is known by all.

### Grammar Conundrum No. 1: That vs. Which

*That* and *which* are used to start two different types of adjective clauses, called essential and non-essential clauses.

#### Essential clauses

*That* always indicates a clause that is essential to the meaning of the sentence because it defines or identifies the noun it refers to. An essential clause does not take a comma before it.

✓ Lisa wore the shoes that she bought in Italy.

(What shoes? The ones that she bought in Italy. The clause identifies the shoes.)

### Non-essential clauses

*Which* is used in a non-essential clause modifying an animal or a thing.

Lisa wore her best leather shoes which she bought in Italy.

(What shoes? Her best leather ones. The clause is not needed to identify the shoes, so it is non-essential.)

### Grammar Conundrum No. 2: Keep Pronouns and Antecedents Close

An antecedent is the noun that a pronoun refers to. To ensure clarity, place an antecedent immediately before the **relative pronoun** referring to it.

**Incorrect:** The park at the end of our street, which is pristine, is a favorite place of mine.

**Correct:** The pristine park at the end of our street is a favorite place of mine.

### Skill Builder 04

**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. I met the new people whom I thought were from your country.
2. You should ask advice from people who you trust.
3. There is the new director who I think you met before.
4. She was the person who the teacher chose to speak at the final ceremony.
5. Many women whom are working would prefer to be at home.
6. Whom do you think will be ready on time?
7. Deliver this envelope to whomever answers the door.
8. Take this to whomever the supervisor chose to do the job.
9. It was Johnny and I who he thought were at fault in the situation.
10. It is pleasant to be with people who like us and whom we like.

### Let's practice some real questions:

1. Certain old cars hold particular fascination for those people who belief in they will find it challenging to repair it. [IBA (MBA) June, 2012]

- A. who belief in they will find it challenging to repair it.
- B. who believe they will find it challenging to repair it.
- C. who believe in finding it challenging to repair it.
- D. who believe to find it challenging to repair it.
- E. who believe they find it challenging to repair it.

2. Whom (A) did you talk (B) to at (C) the help desk at the MBA office (D)? No error (E). [IBA (MBA) June, '13]

3. The set of propositions which was discussed by the panel have been published in the society journal.

- A. which was discussed at the panel have been published
- B. which were discussed by the panel have been published
- C. that was discussed by the panel has been published
- D. which were discussed by the panel has been published
- E. which was discussed, by the panel, has been published

4. **This is the person who I have seen reading my email.**

- A. This is the person who I have seen reading my email.
- B. This is the person whom I saw reading my email.
- C. This is the person who I saw reading my email.
- D. This is the person that i see reading my email.
- E. This is the person that I saw reading my email.

5. The process by which the community **influence the actions of its members** is known as social control.

- A. influence the actions of its members
- B. influences the actions of its members
- C. had influenced the actions of its members
- D. influence the actions of their members
- E. will influence the actions of its members

### Mini Test on Lecture

Time: 10 minutes

Marks: 10

1. Rojina and Katherine **have been** (A) best friends since the third grade, so it was **no** (B) surprise to **anyone** (C) that **she** (D) ended up going to the same college. **No error** (E).

2. Despite **it's** (A) positive critical reception, many **members of the general public** (B) disliked the play, **believing that the director** (C) betrayed his homegrown roots in order to **appeal to** (D) a wealthier audience. **No error** (E).

3. **Given** (A) that the mother walks very slowly and that the son **never** (B) seems to be in much of a rush, **it is** (C) safe to say that the family likes to take **their** (D) time. **No error** (E).

4. It is **always** (A) important for one **to be** (B) alert when driving because **you never know** (C) when another driver might come into your lane, or **when** (D) a pedestrian might cross the street illegally. **No error** (E).

5. The intense humidity emphasized the fact **it was, which the records show**, the hottest day Ottawa had ever had.

- A. it was, which the records show,
- B. it was, and it is the records that show it,
- C. of it being, as the records show,
- D. that the day was, as the records show,
- E. shown in the records, that it was

6. **Hamid was not ready to move to the new company because they had not rated it highly by any investment company.**

- A. Hamid was not ready to move to the new company because they had not rated it highly by any investment company.
- B. Because of its low investment rating, Hamid was not ready to move to the new company.
- C. Because of it's low investment rating, Hamid was not ready to move to the new company.
- D. Hamid was not ready to move to the new company because no investment company rated it highly.
- E. Hamid was not ready to move to the new company since it was not rated highly by any investment company.

7. Between you **and I, I doubt that he will come.**

A. and I, I doubt that he will come.

D. and me, I doubt that he would come.

B. and I, I doubt that he would come.

E. and me, I doubt whether he will be coming.

C. and me, I doubt that he will come.

8. Even though energy drinks have gained popularity in the 16-21 age bracket, **it can be potentially detrimental to people sensitive to caffeine, whose** sleep patterns could be negatively disrupted.

A. it can be potentially detrimental to people sensitive to caffeine, whose

B. it can be potentially detrimental to people sensitive to caffeine, because their

C. they are potentially detrimental to people sensitive to caffeine, whose

D. for people with caffeine sensitivity, they can be potentially detrimental in that their

E. for people sensitive to caffeine it is potentially detrimental, in that to their

9. While most unglamorous industries **don't present (A)** the potential of **becoming (B)** as lucrative as the **world's biggest (C)** brands, **it offers (D)** a greater likelihood of ongoing, steady income. **No error (E).**

10. Mr. Sadib is the lad **which has the annoying dog who likes to jump up on people** and lick their faces.

A. which has the annoying dog who likes to jump up on people

B. who has the annoying dog who likes to jump up on people

C. that has the annoying dog who likes to jump up on people

D. who has the annoying dog that likes to jump up on people

E. which has the annoying dog that likes to jump up on people

<b>Fill in the circle marks completely</b>	2. (A) (B) (C) (D) (E)	5. (A) (B) (C) (D) (E)	8. (A) (B) (C) (D) (E)
	3. (A) (B) (C) (D) (E)	6. (A) (B) (C) (D) (E)	9. (A) (B) (C) (D) (E)
1. (A) (B) (C) (D) (E)	4. (A) (B) (C) (D) (E)	7. (A) (B) (C) (D) (E)	10. (A) (B) (C) (D) (E)

### Skill Builder Answers

<b>SB: 01</b>	1. who were	2. cheats	3. C	4. was	5. you, he, and I
<b>SB: 02</b>	1. was	2. Their	3. I	4. you, my friends, and I	5. he
<b>SB: 03</b>	1. Each other	2. Correct	3. from the recent rise in the price of oil	4. itself	5. Correct
<b>More Practice</b>	1. B	2. B	3. A	4. C	5. C 6. E 7. D
<b>SB: 04</b>	1. who I thought were	2. whom you trust.	3. whom I think	4. whom the teacher chose	5. who are working
	6. Who do you think will	7. whoever answers	8. C	9. C	10. C
<b>More Practice</b>	1. C	2. E	3. D	4. B	5. B