

VI. GRAMMAR AND USAGE

Framing Questions

Look at these sentences.

1. I can go to work.
2. Can I go to work?

Both these sentences are made up of the same words. But sentence (1) is a statement and sentence (2) is a question. The word 'I' is the subject of the sentences and 'can' is the verb. In a statement, the subject is followed by the verb. In a question the word-order changes. Here are some more examples.

The school is far from here. [statement]

Is the school far from here? [question]

Tarun has gone home. [statement]

Has Tarun gone home? [question]

The team will arrive by the evening flight. [statement]

Will the team arrive by the evening flight? [question]

4. Was the Accountant ...
5. What did the Accountant ask Sunil to do?
6. What did Sunil have to show for his identity?
7. How much money did Sunil have to deposit?

II. LANGUAGE FUNCTIONS

1. *Greeting*

Good morning

2. *Asking for clarification*

An SB account or a current account?

3. *Giving directions*

Please go to the Accountant — that lady over there.

Pay the amount you want to deposit at the cash counter and bring me the receipt.

4. *Expressing surprise*

Five hundred rupees?

5. *Asking for information*

Why is that necessary?

Do you have any identity card?

III. PRONUNCIATION

At the Bank

3. Has Thomas passed the exam?
Yes, he has. / No, he has not.
4. Will you tell her what happened?
Yes, I will. / No, I will not.

Now, answer the following questions in a similar manner. Write two answers for each question, one starting with 'Yes', and the other starting with 'No'.

1. May I use your telephone?
2. Was Neelima absent yesterday?
3. Can a lion kill an elephant?
4. Was John responsible for this?
5. Did the boys win the match?

IV. WORD STUDY

Look at the word 'licence'. It is a noun. A licence is an official paper or card showing permission to do something.

'License' [note the spelling] is a verb. It means 'to give official permission to do something'.

Study these sentences

We need a *licence* to drive a motor vehicle.

The company has been *licensed* to manufacture drugs.

There are other similar pairs of words.

e.g. *advice* and *advise*
practice and *practise*.

Fill in the blanks in the following sentences choosing the correct words from the above.

1. We must _____ what we preach.
2. You should listen to the _____ of your elders.
3. His father _____ him not to repeat such mistakes.
4. _____ makes perfect.

V. GRAMMAR AND USAGE

Short Answers

Study these two extracts from the conversation 'At the Bank'.

1. Accountant : Have you got a driving licence?
Sunil : Yes, I have.
2. Accountant : Do you know anyone who has an account here?
Sunil : No, I don't.

In both cases the answers are short. The sentences are not complete, but they convey complete meaning. This is the usual practice in spoken English. See the examples below.

1. Did Leela go to the library yesterday?
Yes, she did. / No, she did not.
2. Have the guests arrived?
Yes, they have. / No, they have not.

TASKS

1. After finishing his work in the office, Sunil goes to see his boss. Complete the conversation.

Sunil : I have been looking for you. How have you been?

Boss : _____
Sunil : The bank! Why?

Boss : _____
Sunil : Did you deposit the money?

Boss : _____
Sunil : I see. How are you?

Boss : _____
Sunil : Are you happy?

Boss : _____
Sunil : _____

IV. WORD STUDY

Look at the words 'berth' and 'birth'. Note the difference in spelling. 'Berth' is a sleeping place in a train; 'birth' means the act of being born.

With the help of a dictionary, find the difference in meaning between the words in each of the following pairs.

1. quiet and quite
2. lose and loose
3. site and sight
4. peace and piece
5. heard and herd
6. seize and cease
7. meet and meat
8. affect and effect

V. GRAMMAR AND USAGE

Look at these sentences.

1. Yes, *a few* berths are vacant.
2. Yes, there are *a few* vacant berths.

A few means 'a small number'. But *few* means 'hardly any'.

A few students came here today.

Few people buy books these days.

Similarly, *a little* means 'a small quantity'. But '*little*' means 'hardly any' or 'none'.

There is a little milk in the fridge.

There is little change in the patient's condition.

6. How much money did I pay?

II. LANGUAGE FUNCTIONS

1. *Greeting*

Good morning.

2. *Making requests*

Could you tell me about all the trains if you don't mind?

3. *Asking for information*

What time does the train to Hyderabad leave?

What's the fare?

Is there any vacancy in AC three-tier?

4. *Seeking clarification*

Which train?

5. *Expressing gratitude*

Thank you.

III. PRONUNCIATION

Let us also look at the usage of the words *some* and *any*.

Some is usually used in affirmative sentences and *any* in negative sentences.

There are some nice books here.

I don't have any book with me.

When we use *some* in a question, we expect a positive answer. When *any* is used in a question, the answer can be either positive or negative.

Can you lend me some money? [Yes, I can.]

Do you have any money? [Yes, I have. / No, I don't.]

TASKS

V. WORD STUDY

Look at these expressions.

twenty-four-hour water supply

two-bedroom flat

twelve-year-old son

These expressions mean as follows.

water supply *all the twenty-four hours*

flat *with two bedrooms*

son *who is twelve years old*

The phrases / clauses in italics have been changed into adjectives by putting the important words together and connecting them by hyphens. Please note that while doing so, words like *hours*, *bedrooms* and *years* have been changed to *hour*, *bedroom* and *year*.

Here are some more examples

a three-hour drive from Delhi

a never-say-die spirit

a holier-than-thou attitude.

VI. GRAMMAR AND USAGE

Look at these questions.

Which part of the city do you prefer?

How much is the rent?

How big is your family?

Where exactly is your office?

The words in italics — which, how, where — are called question words; they are usually used to ask questions.

Here are a few sentences with emphasis on some parts. Let us frame questions to get the emphasised parts.

1. *V. Anand* is the world chess champion.

Who is the world chess champion?

2. Ar

W

3. T

V

4. T

5.

6

2. Anand became the world champion *in 2000*.
When did Anand become the world champion?
3. The accident took place *in Chandni Chowk*.
Where did the accident take place?
4. The chief guest left early *because he had another engagement*.
Why did the chief guest leave early?
5. Sheena bought *a watch* from that shop.
What did Sheena buy from that shop?
6. Arjun went to the airport *in a taxi*.
How did Arjun go to the airport?
7. Kumar met *his old teacher* at the bus stand.
Whom did Kumar meet at the bus stand?

II. LANGUAGE FUNCTIONS

1. *Greeting*

Good morning

2. *Introducing oneself*

My name is G.B. Pillai. I've recently been transferred here from Delhi.

3. *Asking for help*

I'm looking for a flat or a small house. I wonder whether you'll be able to help me.

4. *Asking for information*

How big is your family?

Which part of the city do you prefer?

How much is the rent?

On which floor?

5. *Asking for directions*

Where exactly is your office?

Work Super
7. What did the Chief Engineer ask the

II. LANGUAGE FUNCTIONS

1. *Greeting*

Good morning.

2. *Introducing oneself*

I'm Mohsin, Secretary of the Gandhinagar Residents' Association.

3. *Giving permission*

You can go in.

4. *Apologising*

I'm sorry for coming in without an appointment.

5. *Complaining*

But I'm sorry to say nothing has been done.

IV. WORD STUDY

Read these sentences

Mohsin *complains* to the Chief Engineer that the drains are overflowing.

The Chief Engineer tells the Assistant Engineer that he has received a *complaint*.

The word 'complain' is a verb and 'complaint' is the noun form. Similarly 'speak' is a verb and 'speech' is its noun form. Some words like 'dance' and 'sleep' are used as both nouns and verbs. Now complete the table below by supplying the missing words.

Verb	Noun	Verb	Noun
1. apply	_____	5. grow	_____
2. _____	fight	6. _____	quarrel
3. reserve	_____	7. fly	_____
4. arrange	_____	8. _____	life

In a Government Office

49

6. *Making enquiries*

Have you told the Work Supervisor in that area?
What have you done about it?

7. *Giving instructions*

You please go to the colony straightaway and see that the drains
are cleared and the problem is solved.

8. *Expressing gratitude*

Thank you very much, sir.

III. PRONUNCIATION

V. GRAMMAR AND USAGE

Look at these sentences.

1. I *have talked* to the Supervisor.
2. He *has promised* to set it right.

The actions in both these sentences took place in the past. The verbs are in the present perfect tense. Present perfect tense is used to denote an action in the past when the time of the action is not mentioned. When the time is mentioned, we use the simple past tense. See the examples below.

1. I have seen the Taj Mahal.
I saw the Taj Mahal last week.
2. The travel agency has arranged the tickets.
The travel agency arranged the ticket yesterday.
3. Emerald has opened a new showroom in Connaught Place.
Last Monday, Emerald opened a new showroom in Connaught Place.

TASKS

3. potato

4. tomato

5. cabbage

tə'ma:təʊ

'kæbɪdʒ

IV. WORD STUDY

Look at the word 'shopping'. It is derived from the noun 'shop'. 'Shopping' means visiting one or more shops to buy things.

There are several such verbs formed from nouns. 'Gardening' is used to mean working in a garden, keeping it tidy, making the plants grow, etc.

3. Who
4. "They arrived this morning." Who or what arrived th
5. What are unripe bananas used as?
6. Who bought more vegetables — Hema or Meena?

II. LANGUAGE FUNCTIONS

1. *Expressing surprise*

What a surprise !

2. *Asking for information*

How much do these potatoes cost?

Are these bananas ripe?

3. *Asking for something*

Two kilos for me, please.

III. PRONUNCIATION

V. GRAMMAR AND USAGE

Look at this sentence.

You know mummy *used to* do all the shopping and cooking. 'Used to' denotes an action that happened regularly in the past, but is no longer happening. Here are some more examples.

1. When we were young we used to play hide and seek.
2. My father used to suffer from asthma, but now he has been completely cured.
3. My sister used to go to school on her bicycle, but now she has a scooter.
4. Sunny used to eat a lot of bananas when he was a small boy; now he hates bananas.
5. Before the construction of the dam, the river used to get flooded during the monsoon.

Also listen

handful.
resourceful.

VI. GRAMMAR AND USAGE

Look at this sentence.

If he is free, he will also come.

This is a conditional sentence because it has a condition 'if he is free'.
Conditional clauses are of three types.

1. Probable Condition

[something that may happen in the future]

If you start now, you can catch the train.

If Anita comes this way, I will go with her.

If I get enough money, I will buy a computer.

2. Improbable condition

[something that is not likely to happen]

If I had wings, I would fly.

[but I don't have wings.]

If somebody tried to kidnap me, I would cooperate with him.

[but I know that nobody will do that.]

3. get-together

III. LANGUAGE FUNCTIONS

1. *Asking for information*

May I know who is calling?

2. *Introducing oneself [on the phone]*

I'm Geetha Rao from National Park

3. *Expressing happiness*

Oh, really? How nice!

4. *Inviting*

Mr Ajay and you must join us.

And, of course, you must bring little Anisha.

5. *Accepting an invitation*

Anisha and I'll certainly come.

4. How are the beaches?

5. How did John and Susan manage to have an expensive trip to Mauritius?

II. LANGUAGE FUNCTIONS

1. *Making enquiries*

Have you been away?

Were you out of town during the vacation?

Was the trip very expensive?

2. *Expressing surprise / happiness*

Really? That's wonderful!

That's great !

3. *Making an offer*

I've beautiful photographs of our trip. I'll show them to you.

III. PRONUNCIATION

Read these words aloud. Their pronunciation is given. Also listen

3. Unfulfilled condition

[something that did not happen in the past]

If I had known about it, I would have gone there.
[I did not know about it, and I did not go there.]

If they had got air tickets, they would have reached Washington.
[They did not get air tickets, and they did not reach Washington.]

We must learn to distinguish between 'if' and 'in case'. They do not mean the same and are not interchangeable. Read these sentences.

1. I shall carry an umbrella if it rains.
2. I shall carry an umbrella in case it rains.

Sentence [1] means that I shall carry an umbrella only if it rains.

Sentence [2] means that I shall certainly carry an umbrella so that I can use it if it rains. In sentence [1] the meaning of the main clause [I shall carry an umbrella] depends on the if-clause. But in sentence [2] the meaning of the main clause remains independent of the in case-clause.

TASKS

10. the
1. breathtaking
 2. mesmerised
 3. campaign
 4. garbage

'mezm^əraɪzd

kæm'peɪn

'gɑ:bɪdʒ

IV. WORD STUDY

The word 'enjoy' is usually used with an object.

Rahul said he enjoyed the movie.

I enjoy listening to music.

We can say 'enjoy oneself' to show that a person is happy in a particular situation.

The girl seems to be enjoying herself at the party although her best friends are not there.

You can have an expression like 'Enjoy!' in spoken American English. This is used when you give something to someone and want them to derive pleasure from it.

Here's the new album. Enjoy!

V. GRAMMAR AND USAGE

Study these sentences.

We were in Mauritius *for* about two weeks.

I was on vacation *for* two weeks.

Here *for* is used to indicate the duration of time. When we talk about an action and indicate the time when the action began, we use *since*.

Mr Sinha has been on leave *since* the first of September.

Mr Sinha has been on leave *for* the past three weeks.

My father has been working here *for* the last 30 years.

My father has been working here *since* 1972.

TASKS

1. Fill in the blanks.

Seekin

IV. WORD STUDY

'Criteria' is the plural form of the word 'criterion'. There are different ways in which nouns in English form their plurals.

1. Most nouns form their plurals by adding -s or -es.

- | | | | | | |
|--------|---|----------|-------|---|--------|
| boy | - | boys | table | - | tables |
| church | - | churches | box | - | boxes |

2. Nouns which end in -y preceded by a consonant, drop the -y and add -ies.

- | | | | | | |
|------|---|--------|-------|---|---------|
| baby | - | babies | worry | - | worries |
|------|---|--------|-------|---|---------|

3. Nouns which end in -o preceded by a consonant, add -es.

- | | | | | | |
|-------|---|---------|------|---|--------|
| mango | - | mangoes | hero | - | heroes |
|-------|---|---------|------|---|--------|

4. Some nouns ending in -f or -fe, drop the -f or -fe and add -ves.

- | | | | | | |
|-------|---|---------|------|---|--------|
| knife | - | knives | calf | - | calves |
| thief | - | thieves | life | - | lives |

5. Some nouns form their plurals by changing the internal vowel of the singular.

- | | | | | | |
|-------|---|-------|-------|---|-------|
| tooth | - | teeth | goose | - | geese |
| foot | - | feet | woman | - | women |

Some words do not change in the plural form.

- aircraft, counsel, equipment

Some words have only the singular form.

- furniture, advice, baggage, luggage, information, knowledge

Some words are always used in the plural form

- trousers, binoculars, shears, scissors, spectacles, pants, pyjamas, pliers, clothes

V. GRAMMAR AND USAGE

Look at this sentence.

Admissions are made by a committee.

This sentence is in the Passive Voice. In the Active Voice the sentence would read as follows.

A committee makes admissions.

to LKG?

4. 'The interview is not to test his knowledge'. Then why do they interview the children?
5. Did the Principal promise them to give admission to their son? What did she say?
6. What help did the Principal ask for from Mrs Roopa Shah?

II. LANGUAGE FUNCTIONS

1. *Making requests*

We came to request you to give him admission to the lower KG class here.

2. *Expressing surprise*

An interview for the child, madam!

3. *Asking for help*

Could you please help us plan it?

III. PRONUNCIATION

V. GRAMMAR AND USAGE

Study this sentence.

I wonder whether you have ever thought of creating in-house facilities ?

This is a very polite way of asking, 'Have you ever thought of creating in-house facilities?'

When you add 'I wonder', there is a change in the word order of the question. '*Have you*' is changed to 'you have'.

Look at these sentences.

Have you taken your lunch? I don't know that.

These can be combined into one sentence.

I don't know whether you have taken your lunch.

[Here also, *have you* has changed into *you have*.]

Here are some more examples.

1. Has the team left for England? Do you know that?
Do you know whether the team has left for England?
2. Have you left your job? Is it true?
Is it true that you have left your job?
3. Is America justified in its actions? Do you think so?
Do you think America is justified in its actions?
4. Where was Gandhiji born? Do you know that?
Do you know where Gandhiji was born?
5. How was this glass broken? I want to know that.
I want to know how this glass was broken.

7. Do you think Mr Banerji adopted the right approach to persuade Mr Banerji to buy a printer? Why do you think so?

II. LANGUAGE FUNCTIONS

1. Persuading

I hope you will consider buying one.

It'll be a pity if you don't consider buying one.

2. Explaining a process

It can be connected to a computer. It'll print anything that's on the computer at a speed of 120 copies per minute.

3. Seeking clarifications

How big is the machine?

How much does this printer cost?

V. GRAMMAR AND USAGE

Look at this sentence.

I lived in Adilabad for three months studying the customs and traditions of the tribals.

This sentence means the following

1. I lived in Adilabad for three months.
2. During those three months I studied the customs and traditions of the tribals.

Both actions took place simultaneously. These sentences are combined into one changing the second one into a phrase. Here are two more examples of such sentences.

1. The old man walked slowly with the help of a walking stick. He crossed the road.

Walking slowly with the help of a walking stick, the old man crossed the road.

2. Gopal stayed for three months in Dubai. He worked as a teacher.
- Gopal stayed for three months in Dubai working as a teacher.

TASKS

1. Combine each of the following pairs of sentences converting one of them into a phrase.

1. Nirmala spends her afternoons at home. She listens to music.

2. The man walked down the street. He looked for a pan shop.

3. The war continued for several months. Hundreds of people were killed.

4. Gandhiji walked from Sabarmati to Dandi. He led a group of 78 volunteers.

5. The cyclone raged throughout the night. It destroyed crops worth crores of rupees.

- II. As promised, Manoj Mathew meets Naren Mehta at the end of the month. Imagine what happened and write a dialogue.

- III. A film producer who read Manoj Mathew's book approaches him with a proposal to make a film based on the book. They talk about the details of the project. Write an imaginary conversation.

II. LANGUAGE FUNCTIONS

1. *Making a request*

I wonder whether you could consider it for publication?

2. *Asking for preference*

I don't know what you'd prefer.

3. *Seeking clarifications*

If I may ask, sir, what are your terms for publishing a book?

If it's approved, how much time will the publishing take?

And the copyright, sir?

4. *Asking someone to do something*

Please get in touch with me towards the end of the month, could you?

III. PRONUNCIATION

Read these words aloud. Their pronunciation is given in the margin.

Getting a B

V. GRA

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II. LANGUAGE FUNCTIONS

1. Complimenting

You passed your B.E. in ECE with distinction. Then you did your MBA in FM, again with distinction. Very good!

2. Seeking clarifications

After your B.E., why did you go for MBA?

Was that part of your assignment?

3. Asking hypothetical questions

If that company offers you a job, will you accept it?

4. Seeking permission

Sir, may I ask you something?

III. PRONUNCIATION

Read these words aloud. Their pronunciation is given. Also listen to

compare

to (two dissimilar things)
with (two similar things)
(Now, however, both *to* and *with* are often used interchangeably.)

compete

with a person, *for* something

complain

to a person, *against* a person, *about* something

comprise

persons/things
(No preposition after 'comprise')

conform

to a pattern

consist

of several things

die

of a disease

differ

with a person *on* something
from a person *in* some quality

dream

of something

enter

a place, *into* an agreement

entrust

a person *with* something
something *to* a person

escape

from something (but escape-punishment)

feed

on grass, hay, etc.

feel

for a person

fly

into a rage

furnish

a person/room/building *with* things

hope

for something

inquire

of a person, *about* a person/some matter *into* an accident

insist

on doing something

jump

at an offer, *to* a conclusion

IV. WORD STUDY

Look at these sentences.

1. I am not *attracted by* a foreign degree.
2. They were *impressed by* my report.
3. I *believe in* taking up tough assignments.

Here the verbs are followed by prepositions. Like adjectives, certain verbs are followed by particular prepositions. Some verbs, of course, do not take any preposition after them. See these examples.

I *said to* him, I *told* him, I *spoke to* him, I *asked* him, I *consulted* him, I *agreed with* him, I *quarrelled with* him.

Some common verbs together with the prepositions that go with them, are given below.

<i>abstain</i>	<i>from</i> something
<i>accuse</i>	someone <i>of</i> a wrong action
<i>agree</i>	<i>with</i> a person / <i>to</i> a proposal
<i>answer</i>	a question / <i>to</i> a person
<i>apologise</i>	<i>to</i> a person / <i>for</i> a wrong deed
<i>appeal</i>	<i>to</i> a person / <i>for</i> help / <i>against</i> an order
<i>apply</i>	<i>to</i> a person, <i>for</i> a job
<i>argue</i>	<i>with</i> a person, <i>for</i> or <i>against</i> something
<i>ask</i>	<i>for</i> help, <i>of</i> a person
<i>attend</i>	<i>to</i> a person / work, <i>on</i> a person (but attend a meeting / a class)
<i>believe</i>	<i>in</i> a person/thing
<i>blame</i>	someone <i>for</i> something
<i>buy</i>	something <i>from</i> a shop
<i>call</i>	<i>at</i> a place, <i>on</i> a person
<i>charge</i>	someone <i>with</i> a wrong deed

V. GRAMMAR AND USAGE

In written English we often use complex and involved sentences which contain several clauses. But in spoken English we usually use only simple sentences. It is easier to understand. When we read written English, we can always re-read a sentence if we have not understood it well. But when we listen to spoken sentences we hear them only once. So we use simple sentences which are easier to grasp.

Look at this sentence

Mahatma Gandhi [1869-1948], the father of our nation, was born in Porbander.

This sentence, using brackets and commas, looks all right in written English. But in spoken English, such a sentence is not possible. We can split it into simple sentences.

Mahatma Gandhi is the father of our nation.

He lived from 1869 to 1948.

He was born in Porbander.

Here is another example.

Last evening I went to meet Mr Paul, but finding the house locked, went to a theatre where I saw Mr Paul and his wife standing in a queue for tickets.

This sentence can be split into simple sentences as follows.

Last evening I went to meet Mr Paul.

But I found his house locked.

So I went to a theatre.

There I saw Mr Paul and his wife standing in a queue for tickets.

<i>knock</i>	<i>at a door</i>
<i>look</i>	<i>for something, on/upon a person as a friend</i>
<i>object</i>	<i>to something</i>
<i>part</i>	<i>from a person, with a thing</i>
<i>persist</i>	<i>in doing something</i>
<i>play</i>	<i>a game, on a piano</i>
<i>prefer</i>	<i>something to another</i>
<i>prepare</i>	<i>for something</i>
<i>protect</i>	<i>someone from something</i>
<i>provide</i>	<i>someone with something, for the family</i>
<i>present</i>	<i>someone with something</i>
	<i>something to someone</i>
<i>put up</i>	<i>with a person, at a place</i>
<i>refer</i>	<i>to a person/thing</i>
<i>remind</i>	<i>someone of something</i>
<i>resort</i>	<i>to some action</i>
<i>supply</i>	<i>a person with something</i>
	<i>something to a person</i>
<i>suspect</i>	<i>someone of something</i>
<i>sympathise</i>	<i>with a person, in his difficulty</i>
<i>think</i>	<i>of a person/something</i>
<i>wait</i>	<i>for a person / for something to happen</i>
<i>wish</i>	<i>for something</i>

GRA...
 written Eng...
 se only simple sente...
 written English, we c...
 understood it well. B...
 them only once. Se...
 grasp
 Look at this sent...
 Mahat...
 was...
 This sentence...
 English. Bu...
 can split it...
 Here...
 I...
 loc...
 in...
 T...

II. LANGUAGE FUNCTIONS

1. *Greeting*

Good evening, doctor.

2. *Asking for information*

How long did it last?

When did your giddiness start?

How's your appetite?

I don't know your consultation fee.

3. *Seeking permission*

Let me examine you.

Can I go to work?

4. *Giving instructions*

Please get them done

Take these tablets

You should take complete rest.