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## Some Basic Concepts

### Letters and Syllables

**Letters**—There are 26 Letters in English. They can be classified into **two** groups :

- (i) **Vowels**
- (ii) **Consonants**

**Vowels**—The Letters that can be pronounced without the help of any other Letter are called Vowels. They are five—**a, e, i, o, u.**

**Consonants**—The remaining 21 Letters are called consonants. They cannot be pronounced without the help of a Vowel.

**Note**—W and Y are the two Letters that can be used both as Vowels and Consonants.

**Words**—Any sound produced by the mouth, which has a meaning, is called a word. A word is formed by one or more Letters.

**Syllables**—The part of a word pronounced in one instance is called a syllable. A word can have one or more syllables.

**As :**

- (i) Words of one syllable : you, me, go, run, sit, etc.
- (ii) Words of two syllables : Fa-ther, Wa-ter, mon-key, beau-ty, etc.
- (iii) Words of more than two syllables : Beau-ti-ful, de-mo-cra-cy; po-ssi-bi-li-ty, etc.

**Sentence**—“A combination of words that makes **complete** sense is called a sentence.”

—(J. C. Nesfield)

“A group of words which makes **complete** sense is called a sentence.”

—(Wren and Martin)

**Phrase**—“A combination of words that makes sense, but **not complete** sense, is called a phrase”.

—(Nesfield)

“A group of words which makes sense but not complete sense, is called a phrase.”

—(Wren and Martin)

**As**—of great courage, at the door, sands of time, etc.

**Clause**—“A group of words which forms part of a sentence, and contains a subject and a predicate, is called a clause.”

—(Nesfield)

He said **that he was not well.**

Do you know the man **who came here yesterday ?**

### Kinds of Sentences

Sentences are of **Four** kinds :

**1. Assertive or Declarative Sentence**—A sentence that makes a **statement** or **assertion** is called an **Assertive** or **Declarative** sentence.

**As**—India is a great country.

He is a noble man..

**2. Interrogative Sentence**—A sentence that asks a **question** is called an **Interrogative** sentence.

**As**—What is your name ?

Is he a dependable man ?

**3. Imperative Sentence**—A sentence that expresses a **command**, a **request** or an **entreaty** is called an **Imperative** sentence.

**As**—Be quiet.

Go away from here.

Forgive us.

**4. Exclamatory Sentence**—A sentence that expresses a sudden feeling of pleasure, sorrow, anger or surprise is called an Exclamatory sentence.

**As**—Alas ! I am ruined.

What a terrible shock it was !

How shameful !

## Parts of Speech

Different words used in a sentence have different functions. According to these functions, words can be classified into 8 categories. No word has any fixed category. Its category depends upon its function in a sentence.

These eight categories are called **Parts of Speech**—

**1. Noun**—“A **noun** is a word used as the name of a person, place, or thing.”

—(Wren and Martin)

**As**—Ram, table, sweetness, iron, sheep, etc.

**2. Pronoun**—“A **pronoun** is a word used instead of a noun.”

—(Wren and Martin)

**As**—he, she, you, I, we, it, they, etc.

**3. Adjective**—“An **Adjective** is a word used to add something to the meaning of a noun (or a pronoun).”

—(Wren and Martin)

An adjective qualifies a noun or a pronoun.

**As**—a **good** boy, a **fast** train, **much** labour, **five** coins.

**4. Verb**—“A **verb** is a word used to say something about some person, place, or thing.”

—(Wren and Martin)

**As**—She **went** to school.

Kanpur **is** an industrial town.

He **is** dumb.

**5. Adverb**—“An **Adverb** is a word used to add something to the meaning of a verb, an adjective, or another adverb.”

—(Wren and Martin)

**As**—

He worked **hard**.

He came **suddenly**.

She is **very** slow.

She finished her work **very** quickly.

**6. Preposition**—“A **Preposition** is a word used with a noun or a pronoun to show how the person or thing denoted by the noun or pronoun stands in relation to something else.”

—(Wren and Martin)

**As**—**on** the road, **in** the house, **by** courtesy, **with** him, etc.

**7. Conjunction**—“A **conjunction** is a word which is used to join words, phrases, clauses, and sentences to one another.”

—(Wren and Martin)

**As**—Ram **and** Shyam, through thick **and** thin, He ran fast **but** missed the train.

**8. Interjection**—“An **Interjection** is a word which expresses some sudden feeling.”

—(Wren and Martin)

**As**—Alas ! Hurrah, Oh !

Bravo, etc.