

Excel

ESSENTIAL SKILLS

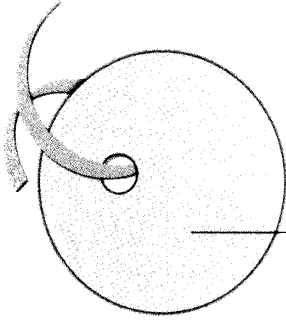
**ALL YOU NEED
TO KNOW
ABOUT GRAMMAR**

Years 7–10

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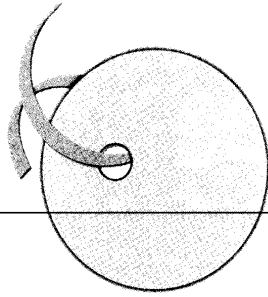


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Introduction

This home-study guide will help children, teenagers and young adults learn the art of traditional English grammar, so that they can:

- write and speak better English
- think clearly and analytically
- learn another language more easily
- improve their communication skills for the job world.

It assumes that the student uses English as a first language or, if not, that the student is a confident, fluent user of English. Each new topic starts with a lesson and examples, followed by exercises for practice. The first few pages of the book are written in a simple style for late primary and early secondary children to handle, but then the work progresses to a more detailed, more advanced level for teenagers and young adults. The guide should be worked through from front to back, as later lessons assume that earlier work has been understood and mastered.

Beyond the grammar section of the book, the focus moves to punctuation and then to writing technique and good composition — important skills that take years of practice. Following this is a phonics summary. For ESL learners, and for students who need extra help with spelling and reading, the phonics list should be a helpful guide.

As well as grammar and composition, the other great teacher of eloquent communication is the reading of great books. Therefore, a general reading list has been included towards the back of the book. By studying the best examples of world literature, the student can gradually learn by example and should also show a big improvement in vocabulary and comprehension. Classical novels are rarely studied at school these days, but if students make the effort to read some of the books on the reading list, they are bound to reap big rewards for their efforts. At the end of the book are revision exercises, plus answers to all the exercises.

Learning the art of grammar not only helps improve communication skills, but is also a great exercise for the brain, in the same way that studying Maths, Science or Latin is. Grammar is analytical and requires the student to look at the purpose and function of each word, or group of words, in a sentence. To be able to parse or analyse a sentence correctly, the grammar student must be able to think logically and clearly. Learning grammar helps to discipline the mind and prevent sloppy thinking.

If you are learning a foreign language, understanding English grammar is 'half the battle'. Having a knowledge of such things as person, number, gender, case, tense, declensions and conjugations in English automatically helps the student grasp the same concepts in the new language.

To the children, teenagers and young adults who use this book, I hope you enjoy your study of grammar, and I wish you success in your journey towards better communication and a more disciplined mind. Your knowledge of grammar should give you extra confidence in yourself, help you in your secondary and post-secondary studies, and improve your chances of employment and promotion in your chosen career.

Parts of speech

The first thing you learn when you study grammar is the different parts of speech. Different types of words have different jobs to do. Some are naming words, some are action words, some describe things, others join or relate groups of words. All these different types of words are called the 'parts of speech'. Parts of speech include nouns, verbs, adjectives, adverbs, pronouns, prepositions, conjunctions, articles and interjections. Here is a brief summary of them:

- **Nouns** are naming words. They give the names of people, places, things, feelings and ideas (e.g. girl, man, John, Mrs Smith, beach, Africa, pencil, book, heat, hunger, health).
- **Pronouns** stand in the place of nouns. Once a noun has already been used, a pronoun can be used to represent that noun (e.g. she, it, they, us, I, mine, his, theirs, somebody, everyone).
- **Adjectives** are describing words. They describe nouns and pronouns (e.g. pretty, clever, dirty, happy, hot, fantastic, five, yellow, American).
- **Verbs** are doing, being and having words. They tell what action is happening (e.g. run, jump, think, sleep, write, am, are, is, was, were, have, has, had).
- **Adverbs** are modifying words. They usually modify verbs, telling how, where and when. They can also modify adjectives and other adverbs, telling how much (e.g. angrily, sadly, slowly, over, up, yesterday, soon, very, hardly, rarely).
- **Conjunctions** are joining words. They join one part of a sentence to another (e.g. but, and, because, although, until, unless, if).
- **Prepositions** are relating words. They relate a noun or pronoun in the first part of the sentence with a noun or pronoun in the second part. They often tell about position (e.g. under, over, inside, above, to, at, for, with, on, by, beneath).
- **Articles** are specifying words. They tell whether a noun is definite and specific, or indefinite and non-specific ('the' is the definite article; 'a' and 'an' are the indefinite articles).
- **Interjections** are words that show strong feeling, shock or surprise. They are followed by exclamation marks (e.g. Wow! Crikey! Golly! Gee wizz! Blimey! Oh no! Strewth! No way!).

Nouns

What are they?

Nouns are naming words.

They give the names of people, places, things, feelings and ideas.

Examples of nouns are:

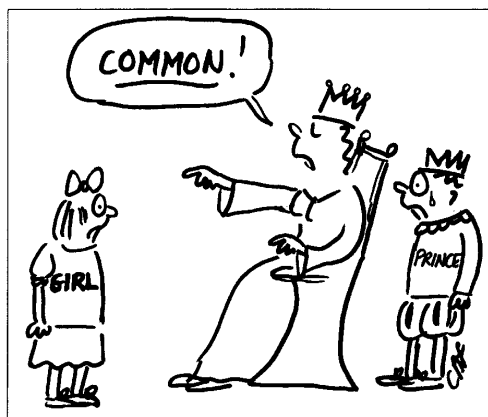
People: Angela, Kevin, Mrs Carter, Dr Dolittle, Queen Victoria, girl, man, teacher, nurse

Places: Hyde Park, Korea, Washington, the River Nile, the Himalayas, beach, park, forest

Things: peg, pencil, rubbish, grass, cup, book, computer, window, car, Gameboy, Nintendo

Feelings: hunger, thirst, tiredness, happiness, sorrow, fear, anger, love, hope, boredom

Ideas: education, politics, health, sport, travel, biology, government, slavery, intelligence



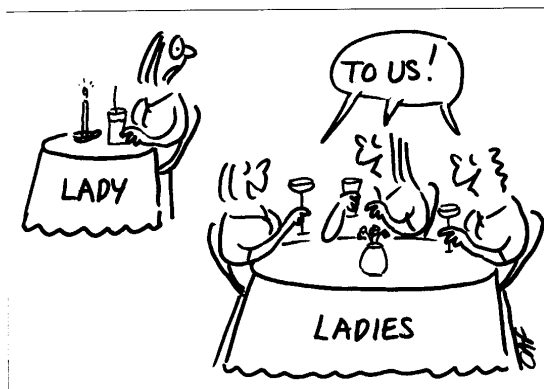
Types of nouns

Nouns come in four varieties: common, proper, collective and abstract.

- **Common nouns** are the names of ordinary things that you can see and touch. The following words are examples of common nouns: egg, duck, man, river, soup, shoe, girl, rat, carrot. See if you can think of some more.
- **Proper nouns** are the names of special people, places and events. They are always spelt with capital letters. These are examples of proper nouns: Mr Smith, Father Christmas, the Queen, Australia, Samantha, the Amazon River, Easter, the Sydney Harbour Bridge. Now you think of some.
- **Collective nouns** are the names of collections or groups of people, animals and objects. Here are some collective nouns: herd, crowd, group, flock, congregation, audience, fleet, bunch, pack. Give some more examples.
- **Abstract nouns** are the names of feelings and ideas. They are not things that you can see and touch. Look at the following examples: dream, terror, hunger, fear, happiness, fun, education, punishment, sympathy. Now think of some of your own.

Singular and plural nouns

Nouns have **number**. They can be singular (when there is only **one**) or plural (when there is **more than one**). Number is usually shown in nouns by the **ending on the word**.



How to turn singulars into plurals

To turn singular nouns into plurals, it is usually only necessary to add an 's' or 'es' to the end of the singular noun:

- Most nouns just add an 's' for the plural: dog, dogs; room, rooms; ant, ants.
 - Nouns ending in 'ss', 'sh', 'ch' or 'x' use an 'es' in the plural: dress, dresses; kiss, kisses; dish, dishes; lunch, lunches; peach, peaches; box, boxes; fox, foxes.
- However, sometimes there are a few other rules you need to follow:
- If a noun ends in '**y** with a **consonant**' just before it, change the 'y' into 'i' before adding 'es': baby, babies; lady, ladies; daddy, daddies; puppy, puppies.
 - If a noun ends in '**y** with a **vowel**' just before it, such as 'ey', just add an 's': monkey, monkeys; journey, journeys; guy, guys; day, days; boy, boys.
 - If a noun ends in '**f** or **fe**', the 'f' is *usually* changed to a 'v' before adding 'es': wharf, wharves; life, lives; wife, wives; dwarf, dwarves; knife, knives.
 - When a noun ends in '**o**', an 'es' is *usually* added: tomato, tomatoes; hero, heroes; mango, mangoes; potato, potatoes; tornado, tornadoes; volcano, volcanoes.
 - When a **musical or shortened noun** ends in an 'o', just add 's': cello, cellos; piccolo, piccolos; photo, photos; memo, memos. Also note: zero, zeros.
 - Some nouns have strange plurals that just have to be learnt: ox, oxen; child, children; foot, feet; louse, lice; woman, women; goose, geese.
 - Some nouns are the same in the singular and plural: salmon, salmon; trout, trout; deer, deer; moose, moose; sheep, sheep.

Nouns from Latin and Greek

Many English words have come from the ancient languages of Latin and Greek, and some still have their Latin or Greek endings, especially scientific words. Look at how their singulars are turned into plurals:

Singular ending	Latin or Greek plural
'us' as in <u>radius</u>	'i' as in <u>radii</u>
'um' as in <u>medium</u>	'a' as in <u>media</u>
'is' as in <u>oasis</u>	'es' as in <u>oases</u>
'a' as in <u>alga</u>	'ae' as in <u>algae</u>
'on' as in <u>phenomenon</u>	'a' as in <u>phenomena</u>
'ex' as in <u>index</u>	'ices' as in <u>indices</u>
'ix' as in <u>appendix</u>	'ices' as in <u>appendices</u>



On the left are some singular nouns. Write in their plurals on the right side:

Singular noun	Plural noun	Singular noun	Plural noun
dog		crisis	
cat		hippopotamus	
peach		deer	
fox		sheep	
puppy		ox	
journey		piano	
dwarf		zero	
wife		photo	
mango		house	
tomato		foot	
potato		tooth	
vertex		child	
bacterium		mouse	

Change the following so that the singular sentences become plural, and the plural ones become singular:

- The boy is riding his bike up a very steep hill.

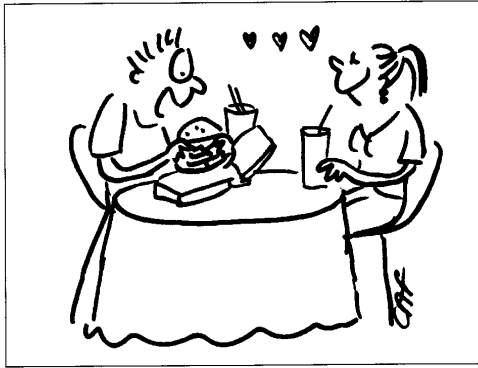
- The women go to the oases with their oxen and camels to fetch water.

- The deer and sheep must be protected from the wolves in the woods.

- I have a box with a peach, a mango, a photo and a shark's tooth in it.

- This book has an appendix at the back.

- A rhombus is like a pushed-over square.



Gender of nouns

Nouns come in **four genders**:

- **Masculine** gender is for male nouns, such as father, bull, boy, man, king, uncle.
- **Feminine** gender is for female nouns, such as queen, girl, woman, cow, hen, lady.
- **Neuter** gender is for neutral things, such as box, grass, pen, sink, egg, tap, bike.
- **Common** gender is used when there is a mixture of male and female, such as people, parents, children, animals, cattle, fish.

Have a look at the list of masculine and feminine nouns below. See how many you know and learn the ones you don't know.

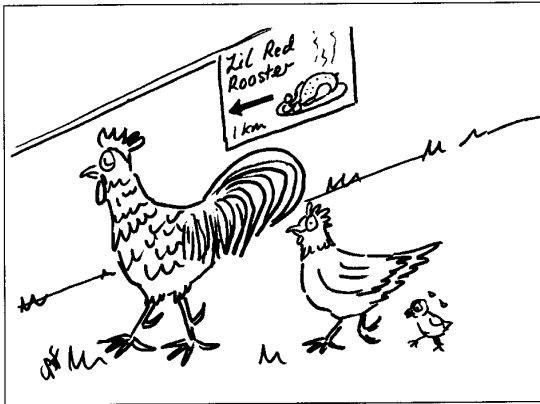
Masculine	Feminine	Masculine	Feminine
man	woman	lord	lady
boy	girl	knight	dame
father	mother	conductor	conductress
son	daughter	waiter	waitress
brother	sister	actor	actress
husband	wife	master	mistress
uncle	aunt	manager	manageress
nephew	niece	god	goddess
emperor	empress	aviator	aviatrix
king	queen	policeman	policewoman
prince	princess	hero	heroine
duke	duchess	wizard	witch

Have a GO!

Ans p.102

Below are some masculine nouns. Without copying from the list above, put in their feminine equivalents:

Masculine	Feminine	Masculine	Feminine
king	_____	uncle	_____
prince	_____	man	_____
duke	_____	husband	_____
knight	_____	actor	_____
lord	_____	waiter	_____
emperor	_____	master	_____
wizard	_____	aviator	_____
hero	_____	conductor	_____
manager	_____	god	_____



Adults and their young

Many living things have a name for the adult and another for their offspring.

Look at the list below and see how many adults and babies you know. Also, notice the column showing the common name. This is used when you think about these living things in general. As before, once you have studied and learnt these words, have a go at the exercise that follows, without looking back at this list:

Common	Father	Mother	Baby
dog	dog	bitch	pup
cat	tomcat	cat	kitten
fowl	rooster/cockerel	hen	chicken
duck	drake	duck	duckling
goose	gander	goose	gosling
swan	cob	swan	cygnet
bird	bird	bird	nestling/fledgling
frog	frog	frog	tadpole
pig	boar	sow	piglet
cattle	bull	cow	calf
horse	stallion	mare	foal
deer	stag	doe	fawn
sheep	ram	ewe	lamb
goat	billy-goat	nanny-goat	kid
lion	lion	lioness	cub
tiger	tiger	tigress	cub
fox	fox	vixen	cub
wolf	wolf	she-wolf	cub
whale	bull whale	whale cow	whale calf
elephant	bull elephant	elephant cow	elephant calf
human	man	woman	baby/child
tree	tree	tree	sapling
plant	plant	plant	seedling
flower	flower	flower	bud



Have a GO!

Ans p.102

On the left are some adult nouns. Put their babies on the right.

Adult	Baby
sheep	_____
dog	_____
duck	_____
goose	_____
cat	_____
deer	_____
horse	_____
bird	_____
goat	_____

Adult	Baby
swan	_____
hen	_____
pig	_____
cow	_____
whale	_____
human	_____
plant	_____
tree	_____
flower	_____