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# Essentials of English Grammar and Composition

Rajendra Pal • Snigdha Budhiraja

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# Essentials of English Grammar and Composition

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# About the Series

*Essentials of English Grammar and Composition* is a series of nine books. Parts 1 to 8 cater to the needs of Indian students in Primary and Middle classes. The last Part is meant exclusively for Secondary and Senior Secondary classes.

Each book in the series is a complete package in itself. It has separate sections dealing with *grammar*, *vocabulary*, *comprehension* and *composition*. So the teachers do not need to look for additional books to teach reading and writing skills or to enhance their students' vocabulary.

The approach we have adopted in teaching grammar may be described as 'grammar in action'. It has three components:

- (i) Essential grammatical concepts are explained with the help of lucid illustrations and are followed by a variety of exercises to reinforce those concepts.
- (ii) Some exercises are meant exclusively for oral practice. They can be done quickly but should prove to be very effective.
- (iii) Grammar activities will not only strengthen the students' conceptual grasp but also promote accuracy and fluency in speaking English besides taking care of paralinguistic elements (pronunciation, intonation, pitch, pace, pauses, etc.).

Some other salient features of the series are as follows:

- Concepts have been highlighted to make them stand out on the printed page.
- *Tips to write correctly* and *alerts to avoid common errors* have also been highlighted. Both teachers and students will find these tips extremely useful.
- There are review sections to evaluate learning outcome.
- Exercises are sufficiently large in number and well-graded. There is also a great deal of variety in them, for they include crossword puzzles, word searches, riddles, etc.
- Exercises have been designed to generate *positivity* among students and to inculcate *ethical values* in them without their being conscious of it.

We have a twofold aim in the section dealing with composition: students should be able to *use their imagination* and *organise their thoughts*. Illustrative material provided by us as well as the exercises listed for the students should help in the realisation of this aim.

**We are also offering web support for additional practice material, which can be accessed at [www.sultan-chand.com/ws](http://www.sultan-chand.com/ws).**

We are extremely grateful to Dr A.K. Monga, formerly of Hans Raj College, Delhi, for painstakingly going through the entire series and making very valuable suggestions for its improvement.

We are also grateful to Mrs Monica Mehra and Miss Anvita Maindiratta for helping us in the latest revision of the books.

**Authors**



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# National Education Policy

The National Education Policy (NEP) lays emphasis on the inculcation of 21<sup>st</sup> Century skills in the students. In a global world of fast communication and abundant information, these soft skills are of paramount importance. They enable students to learn holistically, create meaningfully and become a valuable contributor to society.

All texts and exercises in this book have been designed in accordance with the expected learning outcomes at each level.

## LEARNING SKILLS

These skills focus on varied learning processes that lead to holistic development.



**Critical Thinking:** asking the right questions, analysing objectively and finding solutions



**Creativity:** finding fresh and innovative ways of thinking



**Collaboration:** effectively working together



**Communication:** expressing oneself clearly, both verbally and non-verbally

## LITERACY SKILLS

These skills focus on how to access trustworthy sources of information across traditional and digital media.



**Media:** accessing information on different platforms



**Information:** processing different forms of data such as text, images, statistics



**Technology:** staying updated with the latest technology that aids learning

## LIFE SKILLS

These skills focus on personal and professional qualities that help students integrate well into society.



**Flexibility:** adapting to changing situations



**Leadership:** taking responsibility and leading a team to accomplish goals



**Initiative:** ability to starting projects independently



**Productivity:** maintaining efficiency in finishing tasks



**Social skills:** meeting people and networking in diverse environments

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for Classes I to VIII

and also for Secondary and Senior Secondary Classes

**Essentials of English Grammar and Composition** is a series of nine books. Parts 1 to 8 cater to the needs of Indian students in primary and middle classes. The last part is meant exclusively for secondary and senior secondary classes.

## Features of the Series

- ❖ Tastefully illustrated
- ❖ Simple, precise, easy-to-understand definitions
- ❖ Carefully graded exercises
- ❖ A wide variety of exercises including crossword puzzles, word searches, riddles, etc.
- ❖ Specially designed exercises for oral practice
- ❖ Highlighted tips to write correctly and avoid common errors
- ❖ Interesting, easy-to-conduct grammar activities to strengthen conceptual grasp and to promote accuracy and fluency in spoken English
- ❖ Review sections to evaluate learning outcome
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