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Essentials of English Grammar and Composition

Rajendra Pal • Snigdha Budhiraja

Aligned
with
NEP



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Rajendra Pal

Formerly, Reader in English
Hans Raj College, Delhi

Snigdha Budhiraja

M.A., M.Phil. (Delhi University)
Young India Fellow (Ashoka University)

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Educational Publishers

SULTAN CHAND & SONS (P) LTD

Educational Publishers

4859/24, Darya Ganj, New Delhi-110 002

Phones : 4354 6000 (100 Lines), 2324 3939

Fax : (011) 4354 6004, 2325 4295

E-mail : scs@sultanchandbooks.com

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ISBN: 978-81-19446-89-6

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First Published 2002

Tenth Thoroughly Revised Edition and
Twenty-Fourth Impression 2025

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Printed at: Druck Media Private Limited

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 online at 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 21st 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