

8

Essentials of English Grammar and Composition

Rajendra Pal • H.C. Katyal
Snigdha Budhiraja

Grammar

Reading
Skills

Writing
Skills

Listening
Skills

Vocabulary
Enrichment

Aligned with NEP

SCS

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Rajendra Pal

Formerly, Reader in English
Hans Raj College, Delhi

H.C. Katyal

Formerly, Director, Modi Foundation
New Delhi

Snigdha Budhiraja

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

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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, listening 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.

Texts for listening comprehension are available online and can be accessed at www.sultan-chand.com/eegc8. Integrated grammar practice exercises in an interactive format and additional study material to improve writing skills are also available online. For the convenience of the students, listening texts have also been given at the end of the book. Worksheets for additional practice are available at www.sultan-chand.com/ws.

We are extremely grateful to Dr A.K. Monga, Mrs Anshu Maindiratta and Miss Anvita Maindiratta for helping us in the latest revision of the books. Our special thanks are due to Mrs Monica Mehra for her value additions to the book.

Authors

Contents

1. Determiners

1-12

- Defining a Determiner • Adjectives and Determiners • Kinds of Determiners
- Articles • Demonstratives • Possessives • Distributives • Quantifiers
- Interrogatives

2. Verbs: Expressing the Present

13-18

- Simple Present • Present Continuous • Simple Present or Present Continuous?
- Non-action Verbs • Have • Grammar Activities

3. Verbs: Expressing the Past

19-30

- Simple Past • Past Continuous • Present Perfect • Simple Past or Present Perfect?
- Past Perfect • Present Perfect Continuous • Since and for • Present Continuous or Present Perfect Continuous?
- Past Perfect Continuous • Used to
- Grammar Activities

4. Verbs: Expressing the Future

31-36

- Will/Shall • Going to • Present Continuous with a Future Meaning • Simple Present with a Future Meaning
- Future Continuous • Future Perfect • Future Perfect Continuous • Grammar Activities

5. Verbs: Modals

37-48

- Defining a Modal • Asking for and Giving Permission • Asking for Things
- Possibility, Ability: Can, Could, Be able to • *Could* to Make Suggestions • Could, Could have
- Possibility: May, Might, Could • May have • Necessity, Compulsion: Must, Have to • Mustn't, Don't have to
- Suggestion, Advice, Duty: Should, Ought to • Should have • Promise: Will, Shall • Request: Can, Could, Will, Would
- Prohibition: Mustn't, Ought not to • Wish: May • Absence of Necessity: Needn't have, Didn't need to • Dare

6. Verbs: Conditionals

49-53

- Defining a Conditional • Conditionals to Describe General Truths, Scientific Facts
- Probable Conditionals • Improbable Conditionals • Impossible Conditionals

7. Verbs: Non-finite Forms

54-63

- Kinds of Non-finites • The *to*-Infinitive • The Infinitive without *to* • Infinitives to Make Sentences Compact
- Infinitives to Join Sentences • Participles to Join Sentences • Misplaced Participles • The Gerund

8. Verbs: Active and Passive Voice

64-75

- Important Points to Remember about Passive Voice • Simple Present • Simple Past • Simple Future • Present Continuous • Past Continuous • Present Perfect • Past Perfect • Future Perfect • Modals • Imperatives • The Infinitive • Grammar Activities

Review-1

76-77

9. Comparisons

78-83

- Comparative Forms • Superlative Forms • Grammar Activities

10. Adverbs

84-89

- Defining an Adverb • Formation of Adverbs • Adverbs Likely to be Confused: Hard, Hardly; So, Such; Enough, Too; Quite; Fairly, Rather • Position of Adverbs

11. Prepositions

90-99

- Prepositions of Time • Prepositions of Place • Prepositions Showing Direction • Other Uses of Prepositions

12. Conjunctions

100-105

- Defining a Conjunction • And, But, Or • So, Because • So that • Although • If • When, Where, As • That, If/Whether

13. Phrases and Clauses

106-109

- Defining a Phrase • Kinds of Phrases • Defining a Clause • Main and Subordinate Clauses • Noun Clauses • Adjective Clauses • Adverb Clauses

14. Relative Clauses

110-117

- Defining a Relative Clause • Who, Which, That, What • Whose • Whom • Where • Defining and Non-Defining Relative Clauses • Joining Sentences

15. Sentences: Simple, Compound and Complex

118-119

- Simple Sentence • Compound Sentence: Coordinate Clauses • Complex Sentence: Subordinate Clauses

16. Transformation of Sentences

120-126

- Sentences with or without the Adverb *Too* • Interchanging Affirmative and Negative Sentences • Interchanging Assertive and Interrogative Sentences • Interchanging Exclamatory and Assertive Sentences • Interchanging the Degrees of Comparison • Interchanging Simple and Complex Sentences • Interchanging Simple and Compound Sentences • Interchanging Complex and Compound Sentences

Review-2

127-128

17. Direct and Indirect Speech**129-138**

• Direct and Indirect Speech • Changing Tenses • Changing Personal Pronouns and Possessives • Expressions of Time and Place in Indirect Speech • Reporting Statements • Reporting Questions • Reporting Commands • Reporting Exclamations and Wishes • Reporting Conversations

18. Punctuation and Capital Letters**139-146**

• Why Punctuation Marks? • The Full Stop • The Mark of Interrogation • The Mark of Exclamation • The Comma • The Semicolon • The Colon • The Apostrophe • Quotation Marks or Inverted Commas • The Dash • The Hyphen • Capital Letters

19. Integrated Grammar Practice**147-151****20. Words Often Confused****152-157****21. Words Followed by Appropriate Prepositions****158-163****22. Synonyms and Antonyms****164-167**

• Synonyms • Antonyms • Antonyms with the Help of Prefixes

23. Idiomatic Expressions**168-173****24. Improving Spelling****174-181*****Review-3*****182-183****25. Reading Skills****184-194****26. Listening Skills****195-199****27. Paragraph Writing****200-201****28. Writing A Diary****202-203****29. Writing Notices****204-205****30. Writing Letters and Emails****206-213****31. Story Writing****214-215****32. Writing Reports****216-217****33. Speech Writing****218-219****34. Essay Writing****220-224****35. Writing Articles****225-227****36. Listening Texts****228-231**

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