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PAPER 1

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CHAPTER LESSON 1

Essentials of Good English

Grammar, Parts of Speech, Sentences, Punctuation, Vocabulary & Comprehension

How to Use These Notes

This chapter has been broken into 4 easy parts so you can study one section at a time without feeling overloaded.

Reading Guide Normal text and tables → main explanation (in English). Cream / yellow boxes () → concept explained in Hinglish with examples, so the idea sticks. Blue boxes () → quick points to memorise for the exam. Each part ends with practice questions. A final mixed test is at the very end.

The 4 Parts at a glance

Part	What it covers
Part 1	Grammar & Usage, Parts of Speech (Noun → Interjection), Voice, Articles, Tenses
Part 2	Sentence Construction, Clauses, Paragraphs, Prefixes, Suffixes, Combination Words
Part 3	Punctuation (all marks), Possession/Apostrophe, Brackets
Part 4	Vocabulary (Synonyms→Idioms→Proverbs→Foreign words), Comprehension & Summarising

PART 1 — Grammar, Parts of Speech, Voice, Articles & Tenses

1. English Grammar and Its Usage

Every language follows rules. In grammar, two big ideas matter:

- **Accidence** — the part of grammar concerned with changes in the form of words (by internal modification or by adding affixes).
- **Syntax** — the way words are arranged to form a meaningful sentence.

Example: the root word 'contradiction' is a noun. Say 'contradict' → it becomes a verb. Say 'contradictory' → it becomes an adjective. Good dictionaries show all the changes a root word can undergo.

Accidence vs Syntax — asaan tarike se Accidence ka matlab hai word ke FORM ka badalna. Jaise ek hi root 'contradiction' (naam/noun) → 'contradict' (kaam/verb) → 'contradictory' (vishesh/adjective). Syntax ka matlab hai words ko sahi ORDER me lagana taaki sentence ban jaye. Yaad rakhne ka shortcut: Accidence = word ki shakal, Syntax = words ki line/sajawat.

Good to Know Some words stay the same but act as different parts of speech depending on use. beat → 'The mob was beating the thief' (verb), 'The beat of the drum' (noun), 'The beat generation' (adjective).

confirm → 'We received confirmation' (noun), 'The party confirmed receipt' (verb), 'a confirmed defaulter' (adjective).

2. Parts of Speech

Words are divided into 8 classes based on the work they do in a sentence: Noun, Pronoun, Adjective, Verb, Adverb, Preposition, Conjunction, Interjection.

8 Parts of Speech yaad karne ka trick Soch lo ek sentence ek chhoti company hai: Noun (naam dene wala), Pronoun (naam ki jagah lene wala), Adjective (quality batane wala), Verb (kaam karne wala), Adverb (kaam ka tarika batane wala), Preposition (relation jodne wala), Conjunction (do cheezein jodne wala), Interjection (achanak emotion). Sab milke ek meaningful sentence banate hain.

2.1 Noun (Naming Word)

A noun names a person, animal, place, thing or idea. Example: Rahul (person) took the dog (animal) to the park (place). The car (thing) makes a lot of noise (idea).

Kinds of Nouns

- **Common Noun** — names given in common to all things of a class: bank, shop, market.
- **Collective Noun** (a type of common noun) — names a group seen as a whole: batch, company, university, crowd, flock.
- **Proper Noun** — names of particular persons/places/things: India, Larsen and Toubro, Delhi, January.

Common vs Proper vs Collective Common noun = general naam (city, boy, river). Proper noun = SPECIFIC naam, capital letter se shuru (Delhi, Rahul, Ganga). Collective noun = group ka ek naam (crowd = bheed, flock = jhund). Ek hi shabd me poora group aa gaya.

2.2 Pronoun

Pronouns are used in place of nouns so we don't repeat the name again and again.

- **Personal Pronouns** — represent a person/thing: I, we, you, she, he, it, him, us, them.
- **Relative Pronouns** — who, whom, which, that. A relative pronoun acts as a pronoun AND a conjunction at the same time. e.g. 'This is the boy who saved my life.'
- **Possessive Pronouns** — show possession: mine, ours, yours, their, its, hers.

Pronoun ka kaam Agar baar-baar 'Rahul... Rahul... Rahul' bolenge to bura lagega. Isliye Rahul ki jagah 'he' bol dete hain — yahi pronoun hai. Relative pronoun (who/which/that) do kaam karta hai: pronoun bhi, jodne wala (conjunction) bhi. Jaise 'the boy WHO saved my life'.

2.3 Adjective

A word that describes/points out a person, animal, place or thing (which the noun names), or tells number/quantity.

- Rani is a clever girl. (Girl of what kind? → clever)
- He gave me six books. (How many? → six)

Two or more words joined with a hyphen form a Compound Adjective, e.g. government-financed project.

Adjective pehchaan Adjective hamesha noun ki QUALITY, number ya quantity batata hai. Question pucho: kis tarah ka? / kitne? clever girl (kaisi ladki?), six books (kitni books?). Dono me adjective noun ki detail de raha hai.

2.4 Verb

A verb tells or asserts something about a person or thing. It comes from the Latin 'Verbum' (a word) and is the most important word — the 'nucleus' — of a sentence.

A verb may tell us:

- What a person/thing does: Rohit runs. The bell rings.
- What is done to a person/thing: Ram is beaten. The door is broken.
- What a person/thing is: The boy is hurt. I feel sad.

Verb = sentence ka dil Verb ke bina sentence adhoora hai. Verb 3 cheezein bata sakta hai: kaam (Rohit runs), kisi pe kaam hua (Ram is beaten), ya kaisi haalat hai (I feel sad). Shortcut: jis shabd me 'action' ya 'state of being (is/am/are/feel)' ho — wahi verb hai.

2.5 Adverb

Adjectives qualify nouns, but adverbs modify the meaning of verbs AND also adjectives, prepositions, conjunctions etc.

- 'Small investors find it very difficult to invest wisely.' — 'very' modifies adjective 'difficult'; 'wisely' modifies verb 'invest'.
- 'The CEO is an exceptionally sharp manager.' — 'exceptionally' modifies adjective 'sharp'.
- 'The cash counter is right behind you.' — 'right' modifies preposition 'behind'.
- 'We gave this book to you only because you are a good reviewer.' — 'only' modifies the conjunction 'because'.

Adjective vs Adverb confusion Adjective sirf NOUN ki quality batata hai. Adverb verb/adjective/preposition/conjunction — sabki detail badha sakta hai. Aksar adverb '-ly' se khatam hote hain: wisely, exceptionally. Question pucho: kaise? kitna? kab? kahan? → answer adverb hota hai.