

## BASIC RULES OF ENGLISH GRAMMAR

1. **THE NOUN** is the name of an object of discourse, real or fictitious.

**Rule for Plurals.** Plurals are formed by the addition of '**s**.'<sup>1</sup>

Exceptions:

(a) Formation:

**Feet, teeth; men, women; knives, leaves, selves.**

(b) Spelling:

1. Nouns ending in '**y**' preceded by a consonant spell the plural with '**ies**' instead of '**ys**'.
2. Nouns ending in '**s**', '**x**', '**sh**', '**ch**', or '**o**', spell the plural with '**es**', instead of '**s**' alone.

**Rule for Compounds.** Compounds may be formed by combining together two nouns or a noun and a directive, etc., in conformity with simple Standard English:<sup>2</sup> e.g., **birthday, copyright, milkman, newspaper, outhouse, overland, raincoat, sundown.**

**Rule for Derivatives.** 300 of the nouns form the following derivatives:

Noun with **-er** suffix = Thing or person performing operations.

Noun with **-ing** suffix = The operation itself.

Adjectives with **-ing** suffix = Sense of present participle.

Adjectives with **-ed** suffix = Sense of past participle.

<sup>1</sup> **Scissors** and **trousers** have a plural form only; **sheep** is invariable; **news** is spelled as if a plural form but is used in the singular.

<sup>2</sup> Among these compound forms are a few which are essential to the vocabulary, but not self-evident in their formation : **away, become, cupboard, income, inside, today, upright, without.** They are omitted from the word-list because they are phonetic compounds, and are historically derived from their component parts.

2. **THE ADJECTIVE (QUALIFIER)** is a word which expands the description given by a noun.

**Rule for Comparatives.** Comparatives and Superlatives are formed by putting more and most respectively in front of the adjectives.<sup>1</sup>

Exceptions: **good, better, best, bad, worse, worst**

Certain adjectives are prevented by definition from forming the comparative and superlative:

**first, second, last, past, present, future, right, left, male, female, cut, same, etc.**

**Rule for Adverbs.** Adverbs of Manner may be formed by the addition of **-ly** to the adjectives.

Exceptions:

- (a) Adjectives ending in **-ing** (**boiling, hanging, living, waiting**).
- (b) **Good** (which has **well**), **cut, like, awake, same, short, shut, small, tall** (which require none).
- (c) **Female** and **ill** (for reasons of euphony).

Adverbs of Time and Place are not so formed, and those of Direction have the same form as the adjective

**(high, low, left, right, straight, parallel).**

Possibly, probably, certainly, are formed by analogy with manner.

Spelling exceptions: Adjective ending in **y** change the **y** into **i**: in **ble** drop the **e** (also simply, truly); in **tic** or **tric**, add **ally**.

Collective nouns may be formed from adjectives when used with **the**.

1. The learner must be prepared to find that the comparative and superlative of certain adjectives are more generally formed by the addition of the suffixes **-er** and **-est** respectively.

## FORMS OF VERBS

	PRESENT		PAST	-ING	SPECIAL
Person	One	More than one	FORM		PAST FORM
1,2	Come	Come	Came	Coming	Come
1,2	Get	Get	Got	Getting	Got
1,2	Give	Give	Gave	Giving	Given
1,2	Go *	Go	Went	Going	Gone
1,2	Keep	Keep	Kept	Keeping	Kept
1,2	Let	Let	Let	Letting	Let
1,2	Make	Make	Made	Making	Made
1,2	Put	Put	Put	Putting	Put
1,2	Seem	Seem	Seemed	Seeming	Seemed
1,2	Take	Take	Took	Taking	Taken

1.	I	Am		Was	Being	Been
2.	We	Are	Are	Were	Being	Been
3.	He	Is	Are	Was	Being	Been
1,2	Do	*	Do	Did	Doing	Done
1,2	Have	**	Have	Had	Having	Had
1,2	Say		Say	Said	Saying	Said
1,2	See		See	Saw	Seeing	Seen
1,2	Send		Send	Sent	Sending	Sent

\* The form with *he, she, it* is made by the addition of 's'. *Go* and *do* take **es**.

\*\* *Have* becomes **has**.

### 3. THE VERBS are the names of the fundamental operations.

Auxiliaries: An auxiliary is used in combination with a verb, to indicate the circumstances of the operation. There is only one pure auxiliary (**will**), the others having operational ones as well.

Conjugation:

#### I. Auxiliaries

Future: Will      Past: Would      Future: May      Past: Might

II. Verbs. The unconjugated form is always the same as the first person singular, with the exception of **be**, and **is** used for the Imperative.

Formation of tenses, etc.

Simple Present	Unconjugated form
Simple Past	
Infinitive <sup>1</sup> .	Unconjugated form with <b>to</b> in front of it.
Simple Future <sup>2</sup> .	Unconjugated form with <b>will</b> .
Present Perfect	Past participle with present of <b>have</b> .
Conditional	Unconjugated form with past of <b>will</b> , used as conditional.

Other tenses may be formed by a logical combination of elements.

<sup>1</sup>. When a verb is used as a subject or object, either the infinitive or the participle is employed.

*e.g., To do this is right*

*Being is greater than doing.*

The infinitive may be also be used to indicate purpose.

*e.g., I came to see you.*

<sup>2</sup> Another method of forming the Future is by combining the Present of **be** with the present participle of **go** and an infinitive.

*Possibility* is indicated by **may** with unconjugated form, e.g., *I may do it.*

*Necessity* is indicated by **have** with infinitive, e.g., *I have to do it.*

*Passive* is formed by conjugating **be** with past participle, e.g., *It is done.*

*Impersonal.* Sentences often take an impersonal form with **it** as subject, e.g.,

*makes me sad to see you crying.*

**4 . THE PREPOSITION (DIRECTIVE)** is a word which indicates the direction of an operation, or the position of thing.

By metaphor and analogy the prepositions may be used to indicate relations other than those of direction and position.

Infinitive: **To** is used as the sign of the infinitive (see verb).

Adverbial form: When the object towards which a preposition is pointing is omitted, the preposition becomes adverbial.

**5 . THE ADVERB (MODIFIER)** is a word which expands the description given by a verb, an adjective, another adverb, or a whole sentence.

Adverb of statement:

has a special use as the introductory word in the idiomatic form of statement in which the subject of the verb **be** is inverted in its order. e.g., *There is a hole here instead of A hole is here.*

Comparative forms: **far, farther, farthest; little, less, least; much, more, most; near, nearer, nearest; well, better, best; in, inner; out, outer.**

**6 . THE PRONOUN** is a substitute word for a noun. It may also be used in various conjunctive and interrogative connections (see pages 40 and 42.).

#### FORMS of PRONOUNS

NUMBER	SEX	FORM FOR DOER of Act	FORM FOR THING to Which Act is Done	FORM FOR OWNER
One	All	This	This	
More	All	These	These	
One	All	That	That	
More	All	Those	Those	
All	M & F	Who	Whom	Whose
	N	Which	Which	

All	N	What	What	
One	All	I	Me	My
More	All	We	Us	Our
One	M	He	Him	His
	F	She	Her	Her
	N	I	It	Its
More	All	They	Them	Their
All	All	You	You	Your

M = Male. F = Female. N = Neutral.

**One**, though part of the number system, has a use as a 'pronoun'. For *this is my* (book) and so on, we may say ***this is mine (yours, ours, theirs, his, hers)***.

**7 . THE CONJUNCTION** is a word which links words, phrases, or sentences.

Prepositions which combine a prepositional with a conjunctive use are : ***after, before, till***.

Pronouns which combine a pronominal with a conjunctive use are : ***that, who (which, what)***.

Adverbs which combine an adverbial with a conjunctive use are : ***how, when, where, why***.

**8 . COMPARISON.**

When unequals are compared, the comparative of the adjective is followed by ***than***.

*e.g. The sun is more bright than the moon.*

*The moon is less bright than the sun.*

When equal things are compared, the adjective is preceded and followed by ***as***.

*e.g. A women is as old as she seems.*

**9 . WORD-ORDER.**

**Model Sentences:**

(1) *I will give simple rules to the boy slowly.*

(2) *The camera man who made an attempt to take a moving picture of the society women, before they got their hats off, did not get off the ship till he was questioned by the police.*

A sentence is any arrangement of words intended as a formal unit of communication.

**Clauses:** There may be subject-verb-object groups dependent on the main sentence either adjectivally or adverbially.

These clauses may come in the middle or at the end of a sentence. For purposes of word order, a clause is the equivalent of a sentence.

**Nouns** and **Pronouns** may precede or follow a verb and follow a preposition. A dependent sentence may come between the noun and its verb.

**Adjectives:** One or more adjectives may precede any noun. They follow the noun, however, when it is the object of a verb which requires an adjective to complete it. e.g., **get the table ready, keep the door shut, make the hole wide.** With **be**, the adjective may come immediately after the verb.

**Verbs**, with or without auxiliaries, follow the noun which performs the operation (subject) and precede a preposition or the noun on which the operation is performed (object).

**Tenses** are built upon the following model:

May } \_ *have been done*  
Will }

**Prepositions** follow the verb and may precede nouns placed after the verb.

**Adverbs** are normally placed at the end of the sentence.

*Adverbs expressing degree (almost, any, little, much, no, only, quite, so, very)* must be placed immediately before the word or phrase they qualify.

*Conjunctive adverbs* begin fresh sentences.

*The adverb of negation* is placed between the auxiliary and the verb. **Do** is introduced as an auxiliary and used with the unconjugated verb instead of the Simple Present and Simple Past. **Ever** has the same position as the negative. It follows the negative when used with it.

**Conjunctions** may be used as links anywhere between similar parts of speech, sentences, and dependent sentences.

**Questions:** Interrogation is generally indicated by an inversion of the order of auxiliary and subject. e.g., *Is this soft?* For the Simple Present and Simple Past, the auxiliary **do** is introduced as in the case of the negative.

**Who (which, what)** and words which introduce clauses may also introduce questions, e.g., *What is this, and how did it get here?*