

# Improve your English Grammar

*Short Course*

Ideal for ESL

Punctuation

adverb

ADJECTIVE

noun

Spelling; adverb

Pronoun

Preposition

Pronoun adjective

Conjunctions Punctuation

STUDY GUIDE

# HOW TO WORK THROUGH THIS COURSE

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Over the following pages, you will move through a logical, self-paced learning experience that can enlighten and educate you in Improving your English grammar.

It is important from the outset to understand that learning about something is not the same as just reading about it. Learning implies a permanent change in what you know and can do.

Anyone can read a book and understand it; but for most people the detail of what you read is largely forgotten.

Reading something once only puts information into short-term memory. It is soon lost if you don't 'work' on it. Studying the same information takes longer, but by thinking about it and processing it you can transfer that information to long-term memory. This way, you will enhance your ability to recall and apply that information for years to come. If you take your time to work through the five lessons that follow, you will learn.

## Read, Reflect, Research, Revise

Throughout the following pages, you will find not only things to read about, but also things to do:

1. Throughout each lesson, there are suggestions of things to do under the headings "Learn More". These are all sorts of ideas about things you can do in order to explore the subject further.
2. At the end of each lesson, there is an interactive selfassessment test (assignment), for you to undertake. When you click on this, your computer needs to be online. You will be taken to our cloud-based online school. The answers you choose will be evaluated immediately, and your results can be seen on completion of each test. You can return and repeat tests if you wish.

Undertaking these tasks will involve reflection, research and revision of the topics you read about. By repeatedly encountering each topic in different ways, your perspective on each subject will broaden, and the commitment of information to longer term memory will strengthen.

You don't need to undertake all of the suggested tasks if you don't want to; but we strongly recommend that you do some in each lesson, and that you take all of the self-assessment tests.

The more time you spend doing these things, the stronger your learning will be.

## Completing the Course

After completing all 5 lessons you will be presented with a final assessment which can also be undertaken online.

Do not attempt to do this until you have worked through all 5 lessons, and feel like you have learnt the subject well.

Upon finishing this final assessment you will immediately see your final results, and you can save a pdf copy of those results as a "Certificate of Completion".

## Welcome Audio

Click the button below to listen to the welcome audio for this course. This feature is supported by most computers and some mobile devices.



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# LESSON 1 INTRODUCTION - THE COMPONENTS OF LANGUAGE

We all use language in some form and we combine words to effectively communicate with others, both in the written and spoken forms. This course will help improve the way you communicate in English, by strengthening your grammar and punctuation. Language is made up of many different kinds of words. We rely on punctuation and grammar to enhance the way that our words are received by others and to reduce misunderstandings.

Grammar provides a coherent structure for the expression of thoughts and ideas. By following grammatical rules, we are able to compile logical sentences that make sense to the receiver. Punctuation is used to create sense within the correct grammar, indicating such things as start and end of sentences, spaces, groupings, questions and so on.

We communicate with each other more and more frequently in recent years using mobile phones, internet, and other technologies. For example, we often send email or text messages. Punctuation and grammar help determine the meaning of the message. For instance, consider the following text:

when we write without punctuation it can become difficult to decipher the meaning exact of a paragraph you cannot tell if something being asked is a question like what do you think it is sometimes difficult to make sense of what someone is trying to get across you would also miss out on things like demonstrating possession like it is janes ball and it would be confusing to see a list such as i like dogs horse cats guineapigs but not snakes

It is very hard to make sense of this passage, as the punctuation is missing and incorrect grammar used. If, however, we apply the knowledge learnt in this this course, the clarity of the passage can be improved

This course can therefore help English speakers improve their grammar and punctuation, particularly in written communication and it is also a useful tool for speakers of English as a second language, to clarify some of the rules to follow in both written and spoken language.

## LEARN MORE >>>

### Suggested Tasks

Talk to someone face to face.

Try and write down what you said and what they said. Then try to write it down how you should have said it in a grammatically correct way. It is probably very different.

Here's an example just to get you started.

Hello, how you? D'you fancy going to the pub later? Going about eight.

If you were to write this sentence down, it would be probably be something more like:

- Hello, how are you? Do you fancy going to the pub later? I am going about eight.
- We talk differently to how we write. Give a few sentences a go.



Language is made up of different types of words, including nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions and interjections.

- Nouns are words that represent things (e.g. something you can see, touch, a place, a person, etc)
- Pronouns are words that can substitute for nouns (e.g. she, he or it)
- Verbs are “doing words” - or words that indicate something happening (e.g. run, go, appear, build)
- Adjectives are descriptive words - words that say something about a noun or pronoun ( i.e. quick, brown, sneaky, sweaty)
- Adverbs are words that say something about a verb such as indicating how, when where etc. (they add to the verb - quickly, patiently...)
- Prepositions connect words in a way that shows a relationship between different words in a sentence (e.g. come home after you finish –“after” relates to both come and home)
- Conjunctions links different words or phrases in a sentence (e.g. and)
- Interjections are words that express a feeling, interjecting or emphasising something on top of or to the side of the essence of the sentence (e.g. wow, hooray, oh, ouch, etc)

## LEARN MORE >>>

### Suggested Tasks

Read through this paragraph identifying and underlining or highlighting any of the following types of words:

nouns  
pronouns  
verbs  
adverbs  
prepositions  
interjections

Profiling – when a crime has been committed a criminal psychologist may be called in to act as a criminal profiler. Many of us have an idea of what a profiler does through TV, cinema and crime novels. Criminal profiling involves a psychologist using his/ her understanding of human behaviour, pathology and motivation to try to create a psychological profile of the offender. Profiles can be very accurate. The profiler can use information from the scene of the crime to infer behavioural characteristics of the person who committed the crime. The profiler will also use their knowledge of the ‘typical offender’ who commits this sort of crime and predict how the offender is likely to behave in the future and what their physical appearance may be. Profiling can be very exciting but fortunately there are not a lot of serial offenders around.



# WHERE DO WORDS COME FROM?

## THERE ARE TWO TYPES OF WORDS:

### 1. Eponyms

Words that are created by naming something after a person or after something else e.g. a place or thing named after the person who discovered it such as Alzheimer's disease - named after Alois Alzheimer who is credited with identifying the first published case of presenile dementia.

### Other examples include –

**Achilles' heel** – after Achilles

**Adam's apple** – after the biblical Adam

**Asperger Syndrome** – Hans Asperger

**Halley's Comet** – Edmond Halley

### 2. Systematically Constructed Words

Words that have evolved from other languages. These are most commonly created systematically using other words, or parts of (or derivations from) other words, typically Ancient Greek or Latin words. An example of this is the word "dichotomy" from the Greek dichotomia.

## STRUCTURE OF WORDS

There are three parts to most words:

### 1. THE WORD ROOT

This is usually the middle of the word and provides its core meaning.

### 2. THE PREFIX

This is normally at the start and commonly identifies a part of the core meaning.

### 3. THE SUFFIX

This comes at the end and modifies the core meaning (e.g. what it is interacting with or what is happening to it). A suffix is sometimes called a postfix or ending as it comes at the end of the word.

Prefixes can be attached to nouns and adjectives. When a prefix that ends in a consonant is placed before a word that begins with a consonant, the ending of the prefix may be changed to that of the word itself. This is known as assimilation and can be seen in the word itself. Ad- before "similis" becomes assimilis rather than adsimilis.

## ADDITIONAL READING >>>

Look online or in your library and find five examples of eponyms.

## PREFIX EXAMPLES

PREFIX	MEANING	APPLICATION IN A WORD
a-	without, absent	atheist, arrhythmia, anaemic
ab-	away from	abnormal, aberrant
acro- or acr-	to do with the extremities	acrodermatitis, acrocyanosis
ad-	towards, to, near	adduction, adhesion
ai-	Always	
amb -, ambi-	around, round about	ambient, ambidexterous
amphi-	both, of both kinds, on both sides, around	amphibia, amphotigam.
an- (also, a-)	absence or deletion of	anaemia, abortion
ana-	up, back, again, anew	anabaptism, anabolic, anagram
ante-	before, preceding	antecedent, anterior, antenna
ant, anti-	opposite, against, in exchange, instead, rivaling	antihistamine, antibiotic, anticlimax
ap-	before	appetite, appraise, appendage
ar-	pertaining to	
arch-	chief, pre-eminent, leading,	arch nemesis, archbishop, archetype
auto -	self	autobiography
cardio- or cardi-	heart	cardiorespiratory, cardiac
cat-, cata-, cath-	down, away, wrongly, mis-, entirely, down upon, according to, alongside of, thoroughly	catacomb, cataclysm, catalepsy

## LEARN MORE >>>

### Suggested Task

Spend no more than ten minutes on this task.

Using a dictionary or go online and find other examples of words with the prefixes -

cat

cardio

circum

co



<b>PREFIX</b>	<b>MEANING</b>	<b>APPLICATION IN A WORD</b>
cato-	beneath	cathocathartic
chori-	assunder, apart	choripetalus, chorister
circum-	around	circumnavigate, circumvent, circumvolution
co-	with, together	codependent, collect, composite
contra-	opposing, against	contraindication, contrast
cyt-	to do with the cell	cytology, cytoplasm
dis-	asunder, away, apart, utterly, not	dissimilar, disapprove
de-	downwards, outwards	decending, degenerate, devolution
derm or derma	to do with the skin	dermatosis, dermabrasion
di-	between, away from	dichotomy, dicotyledon,
dia-	through, thoroughly, apart, across	diabolical, diagnostic, diameter
dicho-	in two	dichotomy, dichromatic
dys-	bad	dysfunctional, dyspepsia, dysharmony
ect-, ecto-	outside, outward	ectothermic, ectoderm
eh-, ef-	without, not, lacking, from out	effusive, efface
em-, en-	before, in, within	embalm, enclose
endo-, ento-	within	endometriosis, endocrinology
e- , ex-	out, forth, upward, thoroughly	exposition, exclamation, expectorant

<b>PREFIX</b>	<b>MEANING</b>	<b>APPLICATION IN A WORD</b>
ep-, epi-	upon, on, at, on the ground of	epidemic, epidermis
eu-	well, good, of	euphoria, eulogy, euphonium
extra-	on the outside, beyond, over and above	extraordinary, extravagance, extravaganza
gastro- or gastr-	to do with the stomach	gastronome, gastroenteritis, gastroscope
hama-	together with	hamadryad
hemi-	affecting one half	hemisphere, hemistitch
hetero-	different	heterosexual, heterodyne, heterozygote
hyper-	larger, more significant	hyperactive, hyperplasia
hypo-	lesser, deficient, below normal (opposite of hyper-)	hypotension, hypoplasia
il-	not, contrary	Illiterate, illegal
im-	not	immaterial, immoderate, immodest, immovable, immune
in-	not	insane
infra-	below	infrasternal, infrared
inter-	among or between	intercollegiate, interconnect, interlink, interstellar, interject
intra-	within	intra-axillaris
intro-	inside	introflexion, introspective, introvenius
ir-	not	irrational, irresponsive, irrevocable, irrespective