

PREPOSITIONS CONJUNCTIONS & PUNCTUATION MARKS

VITAL WORD GROUPS MADE EASY

- A practical guide to understanding:
 - Prepositions
 - Phrasal Verbs
 - Conjunctions
 - Active & Passive Voice
 - Punctuation Marks
- Guides you in the important details of the language
- Guides you in the use of
Active Voice and Passive Voice
- Learn to communicate
effectively in spoken
and written English

**A
COMPLETE
TEACH-YOURSELF
LANGUAGE
GUIDE**

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**Pelanduk
Publications**

www.pelanduk.com

Published in 2002 by
Pelanduk Publications (M) Sdn Bhd
(Co No: 113307-W)
12 Jalan SS13/3E, Subang Jaya Industrial Estate,
47500 Subang Jaya, Selangor, Malaysia.

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Selangor, Malaysia.

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First published in 1997 by Kumpulan Rusa Sdn Bhd.

PREPOSITIONS
ISBN 967-978-840-7

Printed in Malaysia

PUBLISHER'S PREFACE

The adage, "Good, better, best, never let it rest; Let your good be better, and your better, best" is sound advice for all learners of English in this present age.

All learners of English should aspire to have the ability to communicate effectively in English. To attain this target, the learner should have a sound knowledge of the important word group: prepositions. For effective communication, a variety in the length and type of sentences is also important and this requires a sound knowledge of conjunctions. To fine tune written communication, the correct use of punctuation marks is equally vital.

All these important areas are covered in this book, *Prepositions, Conjunctions and Punctuation Marks*. Work through this book diligently to achieve your best!

PREPOSITIONS

A **Preposition** is a word which joins a **Noun** or **Pronoun** to another word and indicates some **relation** between the Noun or Pronoun and that other word; as:

- (i) The house **on** the hill;
- (ii) Won **by** the sword;
- (iii) The man **with** the white hat;
- (iv) I am **on** my way **to** him.

Now take such Sentences as the following:

- (a) I put my hand **on** the table.
- (b) A bird **in** the hand is worth two (birds) **in** the bush.
- (c) He is opposed **to** severe measures.

In (a) the Preposition "**on**" shows the "**relation**" between the thing denoted by **table** (Noun) and the action denoted by "**put**" (Verb). The hand might be held **above** the table, or **under** it, or **on** it. It is the **Preposition** which defines the "**relation**".

In (b) the Preposition "**in**" shows the "**relation**" between the thing denoted by the Noun "**bird**" and the thing denoted by the Noun "**hand**"; also between the things denoted by the Noun "**birds**" and the thing denoted by the Noun "**bush**".

In (c) the Preposition "**to**" shows the "**relation**" between the things denoted by "**severe measures**" and the quality (opposition) denoted by the word "**opposed**".

The **Noun** or **Noun-equivalent** (e.g. **Pronoun**) that comes **after** a Preposition is called its **Object**.

Note: When the **relation** between the two things named is not adequately expressed by a single Preposition, two Prepositions may be used for the purpose:

- (i) The mouse crept out **from under** the floor.
- (ii) The rabbit escaped by running **into** its hole.

A **Preposition** is used to join a Noun (or Pronoun) to:

- 1. **Another Noun** or Pronoun; as:
 - (a) A **pig in** a **poke**.
 - (b) Have you found **fault with** him?
- 2. **An Adjective**; as:
He was **great in** war.
- 3. **A Verb**; as:
Come with me.
- 4. **An Adverb**; as;
He writes **well for** his age.

Classification: Prepositions are either **Simple** or **Compound** or **Derived**.

Simple: at, by, for, in, of, off, on, to, up, with.

Compound or Derived: at the back of, in the middle of, because of, on board, with a view to, in spite of, in order to, by means of, instead of, on account of, owing to, out of.

Compound or Derived Prepositions consist of two or more syllables and is usually made up of two or more words or is formed by **prefixing** and **suffixing**; as:

about, above, across, aboard, after, against, aloft, within, without, versus, upon, unto, until, beyond, between, minus, throughout, around despite, aloof, among, beside, beneath, over, into, except, inside, opposite, alongside, amid, beyond, underneath, outside, under.

Note: Such words as “into”, “behind”, “within”, “with-out”, “outside”, “inside”, were originally Compound Prepositions, but have now become single words.

Participial Prepositions: Participial Prepositions are **Participles of Verbs** used as Prepositions. They are:

concerning, considering, excepting, past, regarding, respecting, during, pending, touching, notwithstanding; as:

1. The prisoner died **during** his trial.
2. I must speak **concerning** the matter.
3. The fire went out **notwithstanding** our efforts.

Note: A few of these **Participial Prepositions** such as, **during, notwithstanding, regarding**, are now used almost exclusively as Prepositions. The others, **pending, touching**, are more commonly Participles than Prepositions.

Phrasal Prepositions: Compound or Derived Prepositions are also known as **Phrasal Prepositions**.

A **Phrasal Preposition** is a group of two or more words that may be used as a **unit Preposition** and is at the same time capable of being resolved into its constituent parts; as:

according to, as to, as well as, in addition to, with reference to, in reference to, in consequence of, on account of, together with, in regard to, in respect to, instead of, out of, together with, for the sake of, in any event, in accordance with, on the part of, out of respect for, in that, in reply to.

Note the following:

1. You will be punished **according to** the seriousness of the offence you have committed.
2. **As to** your mother, I will speak to her later.
3. These new facts **together with** the evidence already heard prove the prisoner's innocence.
4. Your letter is admirable **in respect of (to)** style, but unsatisfactory in other respects.

Prepositions frequently appear to **govern** words other than Nouns or Pronouns; e.g.

for better ;	in the pink ;
for worse ;	he spoke of what he had done .
from then ;	

In all these examples the word or phrase or sentence in bold type is a **Noun-Equivalent**.

Note: Any word or group of words which does the work of a **Noun** is called a **Noun-Equivalent**.

Objective Case after Preposition: A very important fact must be noticed about Prepositions. Look at these Sentences:

1. The lion sprang **at** the hunter.
2. The dog barked **at** the woman.
3. The lion roared **at** the people.

Now put **Pronouns** instead of **the hunter, the woman, the people**, that is, "**him**", "**her**", "**them**". Notice that these Pronouns are in the **Objective Case**.

We must remember this very important rule, that, **after a Preposition, Nouns and Pronouns are in the**

Objective (or Accusative) **Case**. Neglect of this rule leads to many mistakes in speech and writing.

Here are some examples of **Prepositions** in use:

1. I had a good look **AT** her and him.
2. It does not matter **TO** us Malaysians what foreigners think.
3. **Whom** are you talking **ABOUT**?
4. What have you been saying **ABOUT** him and me?
5. This was written **BY** him or her, not **BY** me.
6. There is nothing **IN** them.
7. Will you come **WITH** her and me?
8. Will you come **WITH** us?
9. What is there **BETWEEN** you and her?
10. This came **FROM** him and me.
11. **TO** whom does this belong?
12. **Whom** does this belong **TO**?
13. **Whom** did you give the money **TO**?
14. Who was it **whom** you gave the money **TO**?
15. Take his load **FROM** him.
16. I can't get any sense **INTO** them.

Adverb Phrases: The groups of words made by Prepositions and their Objects are really **long Adverbs**, or **Adverb Phrases**, as we usually call them. Here are some examples:

beside me, between you and me, above the clouds, after the dance, before the match, during the morning, across the moon, beyond all endurance, until the day, since Monday, against my wishes, with all my heart.

Remember that each of these Adverb Phrases is made up of a Preposition and its Object. Pick out the Preposition and the Object in each.

Adverbs and Prepositions: Some words seem to be **Adverbs** or **Prepositions**, according as they are used:

1. Voices were heard **without**. (Adverb)
She played the violin **without** expression.
(Preposition)
2. We look **before** and **after**. (Adverb)
An actor is called **before** the curtain, **after** a success.
(Prepositions)

Remember that a **Preposition** must always be followed by a **Noun** or **Pronoun** in the **Objective Case**.

Verbs with Prepositions: Some Verbs have Prepositions joined to them; e.g.

to overlook;
to outrun;
to withstand; etc.

Other Verbs are **followed** by Prepositions, and it is sometimes hard to decide whether the Preposition belongs to the Verb or not. Think of these two Phrases:

1. To shoot at random.
2. To ring up a friend.

Can you see a difference? The Verb in the first is "**to shoot**"; "**at random**" indicates **how** the shooting is done, that is, **anyhow** or **by chance**. But the Verb in the second is "**to ring up**" meaning "**to telephone**", and "**a friend**" is the "**Object**" of the Verb "**to ring up**".

1. To walk up the road.
2. To pile up logs.

The Verb in the first is "**to walk**", and one walks "**up**" or "**along**" the road; the Verb in the second is "**to pile up**", and one "**piles up**" or "**collects**", logs. Here is the difference set out in a table:

Verb	Continuation
to shoot	at random
to ring up	a friend
to walk	up the road
to pile up	logs

You must think carefully about these instances and use your common sense. But here is a list that will help you. You must think of the **Verb and Preposition** as **making one Verb**.

1. **To ask for:** to request
2. **To attend to:** to notice
3. **To break into:** to enter forcibly
4. **To deal in:** to trade
5. **To deal with:** to consider (something)
6. **To find out:** to discover
7. **To fly at:** to attack
8. **To grieve for:** to lament or regret
9. **To hope for:** to expect
10. **To jump at:** to accept eagerly
11. **To look after:** to protect
12. **To look at:** to notice or observe
13. **To look into:** to examine or investigate
14. **To look for:** to seek
15. **To play at:** to imitate
16. **To point out:** to indicate
17. **To put out:** to extinguish
18. **To proceed against:** to prosecute
19. **To reckon on:** to expect for certain
20. **To reply to:** to answer
21. **To see about:** to consider
22. **To see into:** to examine
23. **To see through:** to understand
24. **To see to:** to do
25. **To set about:** to begin, or to attack
26. **To set upon:** to attack
27. **To speak of:** to mention
28. **To stand against:** to oppose or resist
29. **To stand by:** to support

30. **To stare at:** to look rudely or closely
31. **To stick to:** to support
32. **To take after:** to resemble
33. **To take to:** to like
34. **To talk of:** to discuss
35. **To talk over:** to consider
36. **To wait for:** to expect
37. **to wait on:** to attend

Take care that **Nouns, Adjectives, Verbs, and Adverbs** are followed by the right **Prepositions**, that is, the Preposition required by idiom and by the sense:

1. The conqueror had now in his disposal the whole resources of a great country. (Say **at** for **in**)
2. British resistance of Germany was vain. (Say **to** for **of**)
3. A sad picture was presented before our sight. (Say **to** for **before**)
4. All the examples can be reduced under three heads. (Say **to** for **under**)
5. I have no sympathy for his opinions. (Say, **with** for **for**)
6. A testimonial of my industry. (Say **to** for **of**)
7. I do not concur with that. (Say **with you in that**)
8. I prevailed with him to let me go. (Say **on** for **with**)
9. I never interfere with other men's affairs. (Say **in** for **with**)
10. I never interfere in other people. (Say **with** for **in**)
11. This is not the question which we were contending. (Add **about**)
12. His style is characterised with verbiage. (Say **by** for **with**).

One Preposition for two: If one Preposition is not fit to do the work of two, fill up the gap with one that is fit:

"This fact did not add but detract from his merits."

(Put **to** after **add**; we cannot say **add from**.)

Exercise:

Fill in the following spaces with the proper Preposition.

1. _____ whom was this book written?
2. The fire was extinguished _____ the firemen, _____ water.
3. He laughed _____ me.
4. She dipped her pen _____ the ink.
5. Come _____ the house.
6. He is wearing a coat _____ two pockets.
7. He spoke _____ several minutes.
8. We cannot form an opinion _____ that.
9. They were fighting _____ fearful odds.
10. He lost his money _____ extravagance.
11. I returned home after several years, and had not seen my parents _____ the day I left.
12. This book is not suitable _____ young children.
13. He was much annoyed _____ the bank-notes turning out to be false.
14. My eyes were so full _____ dust, that I could not distinguish one thing _____ another.
15. I cannot at present decide _____ the matter definitely.
16. I cannot agree _____ you that such a precaution is necessary.
17. It would be foolish to work _____ such a manner.
18. He threw a stone _____ me and hit me _____ the nose.
19. The ship was completely _____ the mercy of the waves.
20. What is useless is dear _____ any price.

Answers:

- | | |
|-------------|--------------|
| 1. By | 11. since |
| 2. by, with | 12. for |
| 3. at | 13. at |
| 4. in | 14. of, from |
| 5. into | 15. on |
| 6. with | 16. with |
| 7. for | 17. in |
| 8. from | 18. at, on |

9. against
10. through

19. at
20. at

PRONOUNS AFTER PREPOSITIONS

Pronouns after **Prepositions** are in the **Objective Case** as was discussed earlier. Note the following:

Prepositions: at, to, with, in, on, for, from, about, of, beside, for, from.

1. Look at **me**. (Not, **I**)
2. Send it to **us**. (Not, **we**)
3. I went with **him**. (Not, **he**)
4. We have faith in **them**. (Not, **they**)
5. He drew a knife on **her**. (Not, **she**)
6. Put it aside for **us**. (Not, **we**)
7. It is a letter from **her**. (Not, **she**)
8. What do you know about **him**? (Not, **he**)
9. I like neither of **them**. (Not, **they**)
10. You are quite tall beside **her**. (Not, **she**)
11. For **whom** is it? (Not **who**)
12. From **whom** did you get it? (Not, **who**)

Exercise:

Point out the "wrong" Pronouns in the brackets.

1. Send the book to (she, her).
2. Is this for (I, me) and (she, her)?
3. About (who, whom) are you speaking?
4. To (who, whom) did you address your request?
5. Come and sit by (me, I).
6. By (who, whom) was this done?
By Mary. No, not by (she, her).
7. For (whom, who) is this gift?
Is it for (he, him) or for (I, me)?

8. From (who, whom) did you receive the letter? Is it from John? No, not from (he, him).
9. Against (whom, who) did (he, him) raise his voice? Was it against Lucy? No, not against (she, her).
10. Are the police after John? No, not after (he, him). I think they are after (I, me).

Answers:

- | | |
|-----------|------------------|
| 1. she | 6. who, she |
| 2. I, she | 7. who, he, I |
| 3. who | 8. who, he |
| 4. who | 9. who, him, she |
| 5. I | 10. he, I |

NOTES ON SOME PREPOSITIONS

1. **At, In.** **At** refers to a point of time; **In** to a larger space of time, e.g.

He came **at** 8 o'clock **in** the morning.

Similarly, for a small place we use "**at**", e.g.

He lives **at** Kuala Lumpur in Malaysia.

The Rex Cinema is **at** Gilbert Street **in** Kuala Lumpur.

2. **Beside, Besides.** **Beside** means "by the side of", e.g.

He sat **beside** his wife.

Besides means "in addition", e.g.

There are others here **besides** you.

3. **By, With.** **By** is generally used for the person. **With** is used for the instrument, e.g.

He was killed **with** a knife **by** his enemy.

4. **Between, Among.** **Between** is generally for two; **Among** for more than two, e.g.

The money was divided **between** the two boys.
The sweets were divided **among** the ten children.

5. **Since, From.** **Since** is used for a point of time, with the Present Perfect Tense. **From** can be used in any Tense, e.g.

She has been ill **since** Monday last.
We have lived here **since** the last war.
She **was** ill **from** Monday to Friday.
He starts (will start) work **from** tomorrow.

6. **For, Before.** In a negative (no) sentence **for** is used for a period time, and **before** for a point of time, thus:

She will not be here **for** an hour yet.
She will not be here **before** five o'clock.

7. **In, Into.** **In** denotes position or rest; **into** shows motion, e.g.

He ran **into** the room **in** which his mother was.

8. **In, Within.** When referring to time, **in** denotes the close of a period; **within** denotes a time less than the close of the period, e.g.

I shall return **in** a year's time. (After a year)
I shall return **within** a year. (Before a year has passed)

Exercise:

Fill in the blanks with suitable Prepositions:

1. I saw a woman _____ an angry look ____ her eyes.
2. Don't get _____ trouble.

3. He spoke _____ his breath (i.e. in a whisper).
4. He lives _____ his income.
5. Please remain _____ call (i.e. near by).
6. He fought _____ the last gasp.
7. There were _____ ten to twenty boys absent.
8. It is _____ you to decide.
9. She was talking _____ a loud voice.
10. We were wet _____ the skin.
11. He was wounded _____ the leg.
12. They were working _____ any hope of reward.
13. Are you any the better _____ your long sleep?
14. He is famous all _____ the world.
15. We had to guess _____ the meaning.
16. Wine is made _____ grapes.

Answers:

- | | |
|--------------------|-------------|
| 1. with, in | 9. in |
| 2. into | 10. to |
| 3. under | 11. in |
| 4. beyond / within | 12. without |
| 5. within | 13. after |
| 6. to | 14. over |
| 7. from | 15. at |
| 8. for | 16. from |

Exercise:

Underline the correct Prepositions in the brackets:

1. I am not angry (at, with) you.
2. This is different (to, from) that.
3. Are Japanese goods superior (than, to) European goods?
4. I was annoyed (with, at) his stupidity.
5. She hasn't visited us (from, since) her marriage.
6. She was sitting (between, among) her five children.
7. The explosion could not have happened (off, of) itself.
8. He has three other cars (beside, besides) this.

9. Don't rush (into, to) conclusions.
10. Have you any money (by, on) you?
11. What is the time (in, by) your watch?
12. She walked (besides, by) me (without, within) talking.
13. Nobody was late (only, except) me.
14. I shall wait (unless, until) Monday.
15. He was educated (to, for) the law.
16. He cut the cake (by, with) a knife.
17. How much time do you spend (for, in) reading?
18. I shall never speak to him (after, for) what has happened.

Answers:

- | | | |
|----------|-----------------|------------|
| 1. with | 7. of | 13. except |
| 2. from | 8. besides | 14. until |
| 3. to | 9. to | 15. for |
| 4. at | 10. on | 16. with |
| 5. since | 11. by | 17. in |
| 6. among | 12. by, without | 18. after |

Exercise:

Underline the correct Prepositions given in brackets.

1. My tastes are different (to, from) yours.
2. We must show deference (for, to) a judge.
3. This Malay word is the exact equivalent (to, of) the English word 'satisfaction'.
4. One hundred cents is equivalent (of, to) a dollar.
5. He is not favourable (for, to) the proposal.
6. This book is a great favourite (of, by) mine.
7. I am sorry to disagree (to, with) your statement.
8. It is distasteful (of, with, to) me to have to say this, but I have to say it.
9. I was mortified (i.e. hurt) (at, by) his rudeness.
10. Gold is similar in colour (with, to) brass.
11. I found myself in opposition (with, to) my friend (in, on) this question.

12. Lying is foreign (of, to) his nature.
13. She longed (for, of) him to say something.
14. He remained unmoved (by, with) her entreaties for pity.
15. Keep my books separate (to, from) yours.
16. She hasn't yet recovered (from, with, of) her astonishment.
17. Such discussions are productive only (to, of, for) quarrels.
18. A high forehead is not indicative (to, for, of) great mental power.
19. I do not ever allow pleasure to interfere (in, with) duty.
20. We were prohibited (to, from) using that road.

Answers:

- | | |
|---------|------------|
| 1. from | 11. to, on |
| 2. to | 12. to |
| 3. of | 13. for |
| 4. to | 14. by |
| 5. to | 15. from |
| 6. of | 16. from |
| 7. with | 17. of |
| 8. to | 18. of |
| 9. by | 19. with |
| 10. to | 20. from |

Exercise:

Fill up the gap in each Sentence with the appropriate Prepositions :

1. Agree **to, with.** I cannot agree _____ you (person) on the subject, nor do I agree _____ your proposals (thing).
2. Angry **at, with, for.** He is angry _____ me (person) _____ having made that remark; and I am angry _____ his rudeness (thing).
3. Annoyed **with, at.** He was much annoyed _____ his accusers (person); and still more annoyed _____ their dishonesty (thing).

4. Answer **to, for**. You will have to answer _____ your employer _____ such neglect of duty.
5. Appeal **to, for, against**. I appeal _____ you _____ redress _____ such injustice.
6. Arrive **at, in**. He has arrived _____ the station (smaller space). He has arrived _____ Singapore (bigger space).
7. Beg **of, for, from**. Let me beg pardon _____ you. I beg _____ a little encouragement _____ you.
8. Blind **of, to**. He was blind _____ one eye. He was blind _____ the consequences of his own folly.
9. Blush **at, for**. I blush _____ the good name that you have lost. I blush _____ your folly.
10. Break **into, through, of, to, with**.
 - (a) I have broken _____ him once for all.
 - (b) Who will break the news _____ her?
 - (c) Try to break yourself _____ that habit.
 - (d) He broke _____ all restraint.
 - (e) A thief broke _____ the house.
11. Call **on, to, for**.
 - (a) I called _____ him to come.
 - (b) We must call _____ our new neighbour.
 - (c) This matter calls _____ prompt action.
12. Care **of, for**. I do not care _____ him at all. The care _____ the house does not rest with me.
13. Careful **of, about**. He is very careful _____ what he eats. He was careful _____ his money.
14. Cause **of, for**. There is no cause _____ anxiety. What was the cause _____ his anxiety?
15. Come **across, into, by, of, to**.
 - (a) This has come _____ fashion.
 - (b) How did he come _____ (acquire) all this money?
 - (c) This comes _____ being lazy.
 - (d) The total comes _____ fifty dollars.
 - (e) I came _____ him (accidentally met him) yesterday.

16. Communicate **with, on, to**.
I will communicate _____ him _____ the subject. I will communicate my views _____ him.
17. Compare **with, to**.
We may compare apples _____ pears (similar compared). Genius may be compared _____ a lightning-flash (dissimilar compared).
18. Concur **with, in**. I concur _____ you _____ that matter.
19. Confer **with, about, on or upon**.
(a) He conferred a great benefit _____ me.
(b) I will confer _____ you again _____ that matter.
20. Confide **in, to, of**.
(a) I cannot confide this secret _____ you.
(b) I confide fully _____ your sense of duty.
(c) I am confident _____ success.
21. Consist **of, in**.
(a) This book consists (is composed) _____ 200 pages.
(b) Truthfulness consists (is contained, lies) _____ honesty of word, deed, and gesture.
22. Count **on, for**.
(a) This counts _____ nothing.
(b) May I count _____ your support?
23. Differ **from, with**.
(a) I differ _____ you on that subject (person).
(b) Malaysia differs _____ Japan in climate (thing).
24. Discouragement **to, of**.
(a) Your discouragement _____ him did much harm.
(b) Your remarks are a discouragement _____ all further effort.
25. Disqualified **for, from**.
(a) He was disqualified by age _____ competing.
(b) He is disqualified _____ that post.

26. Eager **for, in**. He was eager _____ the pursuit of knowledge as he was _____ distinction.
27. End **in, with, by**
 (a) He ended his speech _____ a fine summing up.
 (b) The project ended _____ failure.
 (c) He ended the discussion _____ declaring that the meeting was dissolved.
28. Engaged **in, with, to, an**.
 (a) He has been busily engaged _____ me the whole morning.
 (b) He is engaged _____ her.
 (c) He is deeply engaged _____ thought.
 (d) _____ what business were you engaged?
29. Enter **upon, into**.
 (a) I cannot enter _____ that contract.
 (b) He has entered _____ a new career.
30. Entrust **with, to**.
 (a) I shall entrust my money _____ him.
 (b) I shall entrust him _____ my money.
31. Exception **of, to**.
 (a) There is no exception _____ this principle.
 (b) I make an exception _____ this.
32. Excuse **from, for**.
 (a) I hope I shall be excused _____ my absence (pardoned).
 (b) I hope I shall be excused _____ attending (let off) the meeting.
33. Experience **in, of**.
 (a) He has had no experience _____ a storm at sea.
 (b) I have had much experience _____ teaching.
34. Fail **in, of**.
 (a) He failed _____ that attempt.
 (b) He failed _____ his purpose.
35. Fall **among, on, into, under, in with**.
 (a) He fell _____ the enemy (attacked them).
 (b) He fell _____ a trance.

- (c) He fell _____ thieves.
 (d) He fell _____ their displeasure.
 (e) He could fall _____ their views (agree to adopt).
36. False **of, to, in**. He is utterly false _____ heart, since he has proved himself false _____ his friends (person) and false _____ his promises (thing).
37. Glad **of, at**.
 (a) I shall be glad _____ his assistance.
 (b) I was very glad _____ the result.
38. Grateful **to, for**. I was grateful _____ him _____ that kindness.
39. Impress **on, with**.
 (a) I impressed him _____ that idea.
 (b) I impressed that idea _____ him.
40. Indebted **to, in, for**.
 (a) He was indebted _____ a large sum of money.
 (b) He was indebted _____ her _____ a large sum of money.
41. Indignant **at, with**.
 (a) I felt very indignant _____ him (person).
 (b) I was indignant _____ his conduct (thing).
42. Indulgent **in, to**.
 (a) He is too indulgent _____ wine.
 (b) He is too indulgent _____ his children.
43. Inquire **into, about, of**.
 (a) We will inquire _____ him _____ this matter.
 (b) We must inquire _____ this mystery.
44. Intrude **upon, into**.
 (a) He should not intrude _____ my privacy.
 (b) He should not intrude _____ my private garden.
45. Lavish **of, in**.
 (a) He is rather too lavish _____ his praise.
 (b) He was lavish _____ his expenditure.

46. **Liabile to, for.**
 (a) All men are liable _____ error.
 (b) He is liable _____ payment.
47. **Live for, by, on, within.**
 (a) He lives _____ honest labour, and well _____ his earnings.
 (b) He lives _____ a small income.
 (c) The highest of virtues, is to live _____ others.
48. **Need for, of.**
 (a) There is no need _____ you to repeat this.
 (b) We are in no need _____ assistance.
49. **Negligent of, in.**
 (a) He is negligent _____ his work.
 (b) He is negligent _____ his duties.
50. **Obliged to, for.** I am obliged _____ you _____ that kindness.
51. **Occupied with, in.**
 (a) His time was occupied _____ many pursuits.
 (b) He was occupied _____ reading a book.
52. **Offence against, at.**
 (a) That was an offence _____ morality.
 (b) He took offence _____ what I said.
53. **Offended at, with.**
 (a) I am deeply offended _____ him (person).
 (b) I am offended _____ his rudeness (thing).
54. **Popular with, for.** He is popular _____ his school fellows _____ his good-nature.
55. **Preference for, to.** The preference _____ wealth _____ poverty is almost universal.
56. **Prepared for, against.**
 (a) We must be prepared _____ disaster.
 (b) Let us be prepared _____ action.
57. **Quick of, at.** He is quick _____ understanding, and especially quick _____ mathematics.
58. **Reconcile to, with.**
 (a) This reconciles me _____ you (person).
 (b) I cannot reconcile the facts _____ your statement of them (thing).

59. Regard **for, to**.
 (a) I have a great regard _____ him
 (b) With regard _____ that point we must agree to differ.
60. Responsible **to, for**. I am not responsible _____ you _____ what I do or say.
61. Satisfied **of, with**.
 (a) I am satisfied _____ the fact (convinced).
 (b) I am satisfied _____ his work (contented).
62. Search **for, after, of**.
 (a) He is in search _____ an occupation.
 (b) We made a search _____ the lost jewel.
 (c) Most men make a search _____ happiness.
63. Taste **of, for**.
 (a) Now we shall have a taste _____ hard work (some experience of hard work).
 (b) He has no taste (liking) _____ music.
64. Warn **of, against**.
 (a) He was warn _____ his danger.
 (b) He was warned _____ John's designs.

Answers:

- | | |
|---------------------|----------------------|
| 1. with, to | 33. of, in |
| 2. with, for, at | 34. in, of |
| 3. with, at | 35. on, into, among, |
| 4. to, for | under, in with |
| 5. to, for, against | 36. of, to, in |
| 6. at, in | 37. of, at |
| 7. of, for, from | 38. to, for |
| 8. of, to | 39. with, no |
| 9. for, at | 40. in, to, for |
| 10. with, to, of, | 41. with, at |
| through, into | 42. in, to |
| 11. to, on, for | 43. of, on, into |
| 12. for, of | 44. upon, into |
| 13. about, of | 45. of, in |
| 14. for, of | 46. to, for |

- | | |
|-------------------------|-------------------------|
| 15. into, by, of, to | 47. by, within, on, for |
| across | 48. for, of |
| 16. with, on, to | 49. in, of |
| 17. with, to | 50. to, for |
| 18. with, in | 51. in, with |
| 19. on (upon), with, on | 52. against, at |
| 20. to, in, of | 53. with, at |
| 21. of, in | 54. with, for |
| 22. for, on | 55. for, to |
| 23. with, from | 56. against, for |
| 24. of, to | 57. of, at |
| 25. from, for | 58. with, to |
| 26. in, for | 59. for, to |
| 27. with, in, by, | 60. to, for |
| 28. with, to, in, On | 61. of, with |
| 29. into, upon | 62. of, for, after |
| 30. to, with | 63. of, for |
| 31. to, of | 64. of, against |
| 32. for, from | |

CONJUNCTIONS

A **Conjunction** is a word used to **join** words or groups of words together or one Sentence to another; as:

- (i) Three **and** two make five.
- (ii) I am young **but** I am wise.
- (iii) I am not wise **because** I am young.
- (iv) Not all people are fools **though** you may think so.

The **common** Conjunctions are: **and, but, either, or, neither, nor, whether, if, that, because, since, so, yet, unless, therefore, for, until, before, although, as, after.**

The **Conjunction** is not the only Part of Speech that joins groups of words or Clauses together. The **Relative Pronouns** "who", "which", "that", etc., and the **Relative Adverbs** "when", "where", "why", etc., also perform the same function, but they do the work of **Pronouns** and **Adverbs** as well.

Conjunctions are sub-divided into **two main classes**:

1. **Co-ordinating**, which join Sentences of co-ordinate that is, of **equal** rank, or words that stand in the same relation to some other word in the Sentence.
(**Note:** Conjunctions for the most part join Sentences, not words.)
2. **Subordinating**, which joins a **Subordinate** or Independent Sentence to a **Principal** Sentence (that is, to a Sentence of **higher** rank).

CO-ORDINATING CONJUNCTIONS

Sentences, are of **Co-ordinate** or **equal** rank, when one is **not dependent** on the other, nor enters at all into the construction.

Sentences of equal rank can be related to one another in four different senses, and this gives rise to **four different kinds of Co-ordinating Conjunctions**:

1. **Cumulative:** By these one thought is simply **added** to another, e.g.
and, both ... and, not only, but also, as well as:
 - (a) He was **both** degraded **and** expelled.
 - (b) He **as well as** you is guilty.

2. **Alternative:** By these a **choice** is offered between one thought and another, e.g.
either or, else, or, otherwise:
 - (a) Leave the room, **or** take the consequences.
 - (b) He was **neither** an idler **nor** a gambler.

3. **Adversative:** By these Conjunctions one thought is **contrasted** with or set against another, e.g.
but, still, yet, nevertheless, however:

He is very rich, **still** or **yet** or **but** he is not contented.

4. **Illative:** By these Conjunctions one thought is **inferred** or proved from another, e.g.
for, therefore, then, so then:
 - (a) He was found guilty, and **therefore** he was hanged.
 - (b) It is time to go; let us start **then**.
or, It is time to go; **then** let us start.

SUBORDINATING CONJUNCTIONS

One Sentence is said to be **Subordinate** to another, when it **depends** upon the other, that is, forms part of its construction, doing the work of a **Noun, Adjective, or Adverb**.

That Sentence on which the Subordinate Sentence depends is called the **Principal** Sentence.

Principal Clause (Sentence)	Conjunction	Subordinate or Dependent Clause (Sentence)
1. I will read that book	if	you advise me. (Adverb - Clause)

- (i) **Co-ordinating:** In adding one Co-ordinate Sentence to another, it gives emphasis to the **first**, e.g.

He **as well as** you is guilty =
Not only you, but he also is guilty.

- (ii) **Subordinating:**

<i>Main Clause</i>	<i>Subordinate Clause</i>
He does not write	as well as you do
= His writing is not as good as yours.	

- (b) **Though, but:** Both of these Conjunctions (the first Subordinating, the second Co-ordinating) denote **concession** or **contrast**.

- (i) He is honest, **though** poor.
(ii) He is poor, **but** honest.

These two Sentences mean precisely the same thing, because in (i) "He is honest" is the **Main Clause**, and in (ii) the **Co-ordinate Clause**, "but he is honest", is more **emphatic** than the Clause preceding it. Thus the Main Clause and the Emphatic Clause are the same.

If, however, we rewrite the two Sentences thus:

- (i) He is honest, **though** poor;
(ii) He is honest, **but** poor,

the two Sentences are not equivalent. The first emphasises the fact that he is honest in spite of his poverty. The second emphasises the fact that he is poor in spite of his honesty.

CONJUNCTIVE AND INTERROGATIVE ADVERBS

A **Conjunctive Adverb** is a double Part of Speech, i.e. a **Conjunction** and an **Adverb** combined in one:

when, why, where, whence, how, whether

The same is true of **Interrogative Adverbs**, when they are used as **Conjunctions**:

Let me ask you **how** you did this.

There is no difference in **form** between a **Conjunction** and an **Interrogative Adverb**. The former qualifies some Noun expressed or understood in the Main Clause. The latter is preceded by some Verb that signifies **asking** or **inquiring**.

AGREEMENT OF THE VERB

When we use the above Conjunctions, it is important to remember that **the Verb must agree with the Subject**.

1. If both Subjects are Singular, the Verb which follows "**either or**", "**neither nor**", must be in the Singular, e.g.
 - (a) Either his father or his mother **is** ill. (mother = Singular Subject, **is** = Singular Verb)
 - (b) Neither the boy nor the girl **speaks** English. (girl = Singular Subject, **speaks** = Singular Verb)
2. If both Subjects are Plural, then the Conjunctions "**either or**", "**neither ... nor**" must be followed by a Plural Verb, e.g.
 - (a) Either my friends or your friends **have** done it. (**friends** = Plural Subject, **have** = Plural Verb)
 - (b) Neither his brothers nor his sisters **are** good. (**sisters** = Plural Subject, **are** = Plural Verb)
3. If one Subject is Singular and the other Plural, the verb is in the Plural, e.g.

- (a) Either he or they **have** it. (**they** = Plural, **have** = Plural)
 - (b) Neither she nor we **are** angry. (**we** = Plural, **are** = Plural)
4. If one Subject is Plural and the other Singular, the Verb is in the Singular, e.g.
- (a) Either they or he **has** it. (**he** = Singular, **has** = Singular)
 - (b) Neither we nor she **is** angry. (**she** = Singular, **is** = Singular)

Exercise:

Fill in the blanks with the correct Conjunctions:

1. I did it _____ he asked me to do it.
2. He passed the examination _____ he had been prevented by illness from studying.
3. It is strange _____ (it is) true.
4. He is hardworking _____ not very intelligent.
5. I saw him _____ he was getting off the bus.
6. It is just a week _____ we arrived here.
7. Work hard _____ you will pass.
8. Even _____ he did say that, I am sure he did not intend to hurt your feelings.
9. They cost a lot of money, _____ use them carefully.
10. I will see to it _____ everything is ready.
11. Will you advise me _____ to accept the offer (or not)?
12. He tried _____ he succeeded.
13. Please wait _____ I call.
14. We shall go _____ we are forbidden.
15. I asked her to stay for tea _____ I had something to tell her.
16. Do it now _____ you forget.
17. Are you coming _____ not?
18. Not a flower _____ even a blade of grass will grow in this desert.
19. Let us wait _____ the rain stops.
20. I arrived _____ you left.
21. There was a time, and not so long ago _____, when I would walk ten kilometres a day.
22. He _____ knows _____ cares what happened.

Answers:

- | | |
|----------------------|--------------------|
| 1. because | 12. therefore / so |
| 2. although / though | 13. until |
| 3. yet / but | 14. unless |
| 4. but | 15. for / because |
| 5. as | 16. before |
| 6. since | 17. or |
| 7. and | 18. nor |
| 8. if | 19. till / until |
| 9. so | 20. after |
| 10. that | 21. either |
| 11. whether | 22. neither, nor |

Exercise:

Underline the correct Verbs in the brackets after the Conjunctions:

1. Either that cat or these dogs (have, has) killed the mouse.
2. Either these dogs or that cat (have, has) eaten the fish.
3. Either you or he (has, have) taken my pencil.
4. Either he or you (has, have) made that noise.
5. Either she or I (is, am) mistaken.
6. Either I or she (is, am) guilty.
7. Either they or he (is, are) wrong.
8. Either he or they (is, are) telling a lie.
9. Neither you nor he (know, knows) anything about it.
10. Neither he nor you (know, knows) what it means.
11. Neither I nor she (like, likes) fish.
12. Neither she nor I (like, likes) reading comics.
13. Neither they nor I (are, am) prepared to do that.
14. Neither I nor they (are, am) ready to go.
15. Neither we nor he (has, have) much money.
16. Neither he nor we (has, have) seen it.
17. Neither she nor you (does, do) much work.
18. Neither you nor she (does, do) any reading.
19. Neither I nor he (am, is) tall.
20. Neither he nor I (am, is) clever.

Answers:

- | | |
|----------|-----------|
| 1. have | 11. likes |
| 2. has | 12. like |
| 3. has | 13. am |
| 4. have | 14. are |
| 5. am | 15. has |
| 6. is | 16. have |
| 7. is | 17. do |
| 8. are | 18. does |
| 9. knows | 19. is |
| 10. know | 20. am |

Exercise:

Write these Sentences in full, putting in suitable Conjunctions:

1. The rain was falling _____ I did not give up my walk.
2. He worked very hard _____ he did not get a scholarship.
3. I did not give up my walk _____ the rain was falling.
4. You will be ignorant _____ you do not read.
5. You will be ignorant _____ you read.
6. You are ignorant _____ you have not studied.
7. You should read widely _____ you should be ignorant.
8. He was very humble _____ his rank was high.
9. I am an honest lad _____ I am poor.
10. The earth seemed to shake _____ he fell.

Answers (suggested):

- | | |
|----------------------|----------------------|
| 1. yet / but | 6. because |
| 2. but / yet | 7. lest |
| 3. although / though | 8. although / though |
| 4. if | 9. although / though |
| 5. unless | 10. as |

Exercise:

Place a suitable Sentence before each Conjunction in the following:

1. _____ **and** see what happens.

2. _____ **but** he wasn't elected.
3. _____ **if** I get any luck.
4. _____ **because** such things aren't done.
5. _____ **or** you will find yourself in trouble.
6. _____ **and** leave it in his hands.
7. _____ **but** don't trust him too far.
8. _____ **if** you are rash enough.
9. _____ **because** it isn't worth the money.
10. _____ **or**, I may not.

Suggested Answers:

1. Do your best _____
2. He spent much money _____
3. I shall buy a car _____
4. You mustn't do that _____
5. You must be careful _____
6. Tell him your problem _____
7. You may lend him the money _____
8. You will regret it _____
9. I didn't buy it _____
10. I may go _____

INTERJECTIONS

An **Interjection** is a word that serves as a mere **exclamation**. It does not enter into the construction of a Sentence. It is used to express some sudden feeling or emotional outburst, usually written with an **Exclamation Mark** (!) after it. It is not properly a word; it is really a sound or a noise that people make when they are excited, to express some strong feeling, alarm, pleasure, grief, sarcasm, etc.; as:

Oh! Ah! Alas! Hurrah! Pooh! Alack!

Example:

(Noun-Infinitive) **O** days and hours, your work is this.

<i>(Applause)</i>	Ho, ho! they roared.
<i>(Noun)</i>	To think that she should have died!
<i>(Adjective)</i>	Hear! Hear!
<i>(Adverb)</i>	{ Foolish fellow! (readful sight! Fool! Dunce!
<i>(Pronoun)</i>	Strange! Shocking!
<i>(Conjunction)</i>	{ How very kind of you! How wonderful!
	What a sad thing it is!
	If I could only see him once more!

Interjection means something “**thrown among**”, and implies that the Interjection is placed among the words in a Sentence without being grammatically attached to any of them. It stands apart and is sometimes a Sentence in itself. Interjections have no change of form to express **Person, Gender, Number, or Case**. Some Interjections, however, take an **Accusative Case**; as: “**Ah me!**”

Interjectional Phrases: Some Interjections consist of two or more words, as seen above, and are called **Interjectional Phrases**; as:

- (a) **Plague on me!**
- (b) **Great Heavens!**

The following are some common Interjections that express strong feeling or emotion:

<i>Joy</i>	—	Hurrah! huzza!
<i>Grief</i>	—	Oh! ah! alas! alack!
<i>Amusement</i>	—	Ha! ha!
<i>Approval</i>	—	Bravo!
<i>Weariness</i>	—	Heigh-ho!

<i>Attention</i>	—	Lo! hark! hush! hist!
<i>Reproof</i>	—	Fie! fie!
<i>Contempt or Ridicule</i>	—	{ Stuff! bosh! tut-tut! pooh! pish! pshaw! tush!

To call someone Ho! hulloa!

PUNCTUATIONS

Punctuation is the use of certain **marks** or **signs** called **Stops**.

In spoken English we can usually show the meaning of a Sentence by various **pauses of the voice**. In written English the pauses are shown by **Stops** called **Punctuation Marks**.

The **chief aim** of Punctuation is **clearness**. It shows how the words in a Sentence should be grouped together so that its meaning may be readily understood.

But you should **always try** to write your Sentences in such a way that the meaning is clear **without the help of stops**.

1. The **Full Stop** (.) is used:
 - (a) At the **end of a complete Sentence** which is not a Question or Exclamation; e.g.
 - (i) The sight of snakes makes my flesh crawl.
 - (ii) This film will give you the thrill of a life-time.
 - (iii) This child is a perfect terror.
 - (b) After **Abbreviations** or **Short-forms**:

Ans.	=	Answer
Co.	=	Company
Ltd.	=	Limited
Dr.	=	Doctor
U.N.	=	United Nations

- (c) After **Initials** (i.e. **first letters** of a person's name):

M.N.	=	Mike Nathan
G.E.Smith	=	George Edward Smith
R.W.G.	=	Richard William Grove

Note: When the **last letter** of the **Abbreviation** is the same as the last letter of the complete word, the **full stop** is **optional**:

Doctor:	Dr. or Dr
Mister:	Mr. or Mr

For dates, **no Full Stop** is used:

fifteenth : 15th not 15th.
tenth : 10th not 10th.

because the words "**fifteenth**" and "**tenth**" end with "**th**".

3. The **Comma** (,) is used:

- (a) To show the reader where a **short pause** should be made, so that the meaning of a Sentence or passage may be quite clear. The **Comma** is the **shortest pause**:
- "I tell you, sir, this is true."
 - The thunder roared, the lightning flashed, and the rain came in torrents.
 - He spoke, he shouted, he quarrelled.
- (b) To **separate** short Sentences used together to form a **combination** of Sentences:

- (i) He went home, had his meal, and read a book.
 - (ii) She worked hard, saved some money and bought a beautiful dress.
- (c) Before and after words inserted in a **Quotation** or **Direct Speech** :

“First,” said Mrs. Nathan,
“I wish to know why you are still angry.”

- (d) To **separate** the name of a person or thing addressed from the rest of the Sentence:

- (i) “No doubt, young man,
you think yourself very clever.”
- (ii) “John, wait for me.”

- (e) To **separate** words in a series:

- (i) He is a tall, pale, quiet man with weak, dull eyes.
- (ii) The waters roll, leap, tumble and roar along all day long.

- (f) After an **Adverbial Phrase** at the beginning of a Sentence:

On Friday, last week, Tom fell off his bicycle and broke his leg.

- (g) To indicate the **omission** of some necessary word or words from a Sentence:

The men **ate** a lot of food; the children, very little.

Note: The **Comma** after “children” is used in place of the word “ate” that has been **omitted**.

(h) To mark up phrases in **Apposition**:

- (i) William Grant, the famous poet, wrote many delightful poems.
- (ii) Mr. Davidson, the manager of the company, has resigned.

Note: A **Noun** or a **phrase** equivalent to a Noun, is said to be in **Apposition** to another when it follows it and is used further to define its meaning; as: "William Grant, the famous poet,"

Here the second Noun (phrase) "the famous poet" is in **apposition** to the first Noun "William Grant".

In the second sentence, "the Manager of the company" is in **apposition** to Mr. Davidson".

3. The **Semicolon (;)** is used:

- (a) When a **Comma** does not seem to be a sufficient break. The Comma marks a **shorter break** than the semicolon:
 - (i) The work they do every morning, takes nearly eight hours; and when they go home, they are very tired.
 - (ii) Mary gave the book to Lucy, Lucy to Jack; and so the book was read by them all.
- (b) To **separate** Sentences connected in sense with one another, and usually when a **Conjunction** could be used in its place.
 - (i) A calm followed the storm; the sky was now clear and bright.
 - (ii) He does not go out much; it is clear that he likes to stay at home.

The **Conjunction "and"** could be used in place of the **Semicolon** in the two Sentences given above. In fact, the

semicolon is almost like the **Conjunction "and"**.

- (c) Before such words as **"namely," "as," "e.g.," "viz.,"** used to introduce as **example**:
 - (i) Some kinds of mistakes are extremely common in English; **e.g.**, "different to," instead of "different from," and "those sort of people," instead of "that sort of people."
 - (ii) There are six continents; **viz.**, Europe, Asia, Africa, North America, South America, and Australia.
- (d) To mark off Clauses joined by **Conjunctions**, such as **yet, so, then, otherwise, still, therefore**, which express **opposition** or **contrast**, or which introduce an **inference**:
 - (i) He does not appear to be very clever; **yet** from what you say he must be.

Note that a **Comma** could be used instead of the Semicolon, but the **Semicolon** is used because two **contrasting** or **opposite ideas** are balanced against each other.

- (i) I shall go to town; **otherwise** he will not see me.
- (ii) He is rude; **therefore** he is disliked.

It may sometimes be a matter of **personal preference** whether a **Comma** or a **Semicolon** is used. There are **no rigid rules**.

Note: The **Semicolon** is usually used only **between Clauses**, not between a Clause and a Phrase, or between Phrases (except sometimes in writing a list of items); as,

- (i) He reached home; he was happy.
(Two Clauses)

- (ii) They are in favour of,
more freedom;
greater equality;
higher wages;
and, more holidays.
(Four Phrases)

4. The **Colon (:) is used:**

- (a) To **introduce** a list, or an **enumeration** (i.e. naming one by one) of details:
 - (i) He bought the following:
a book, a pen, a ruler, and a pair of shoes.
 - (ii) Get me these things:
a tin of milk,
a box of biscuits,
a packet of sweets,
and a packets of coffee.
- (b) To introduce a **direct statement** or a direct question:
 - (i) **Mary said:** I did not expect such unkind treatment at your hands.
 - (ii) **Mother:** What are you doing?
Tom: I am playing with the cat.
- (c) To introduce a second Clause which explains the first Clause:

One thing I know: he is always punctual.

5. The **Question Mark (?) is used:**

- (a) At the end of a **Direct Question:**

- (i) What are you doing?
- (ii) Shall we go to the town tomorrow?

The **Question Mark** is **not** used to express a **request**:

"Will you please return my book."
 "Would you please reply soon."

- (b) Where a **question is understood**, even though the Sentence is **not** written in a **Question form**.

- (i) He fell down?
- (ii) You saw him?
- (iii) She lives here?

Written in **question form**, the Sentences would be:

- (i) Did he fall down?
- (ii) Did you see him?
- (iii) Does she live here?

Note that **no** Question Mark is used in **Indirect questions**:

- (i) He asked where I was going.
- (ii) She asked if I was hungry.

These Sentences are **not Questions** but **Statements**.

6. The **Exclamation Mark (!)** is used:

- (a) After words, Phrases, or Sentences to **express strong feeling** or emotion;
 e.g. **surprise, pain, anger**.

- (i) Get out!
- (ii) "What!" he asked, "are you leaving without me?"

- (iii) Look! there's a tiger over there!
- (iv) "Look out!" he screamed, "the tree is falling!"

- (b) After words of address with "**O**" before them:

O Captain! my Captain! our fearful trip is done.

Note: Avoid **double** or **triple** Exclamation Marks.

- 7. The **Apostrophe** (') is used:

- (a) To show that something belongs to somebody or something:
 - (i) That is John's bicycle.
 - (ii) This is Mary's umbrella.
- (b) To show the **omission** of some letter or letters from a word, that is, that some letter or letters have been **left out**:

don't	for	do not
can't	for	cannot
I'll	for	I will
I'm	for	I am

Note that the **Apostrophe** is put where the missing letters would be. Such **Abbreviations** or **short forms** are better avoided in serious or good writing. They may be used in **conversation**.

- (c) In the **Plurals** of figures and letters:
 - (i) How badly you write your **S's**!
 - (ii) How many **S's** are there in "Mississippi"?
 - (iii) Eight **7's** are 56.
 - (iv) Cross your **t's** and dot your **i's** (i.e. be careful and exact).

Note that the **Apostrophe** is used **before "s"** in the **Singular Number**, and **after "s"** in the **Plural number**.

- (i) One **boy's** book.
Two **boys'** books.
- (ii) One **girl's** shoes.
Two **girls'** shoes.

Remember that **no** Apostrophe is used in these Pronouns:

Yours
Ours
Its
Hers
Theirs

Example:

- (i) This book is **yours**. (Not, **your's**)
- (ii) Those shoes are **ours**. (Not, **our's**)
- (iii) **Yours** faithfully (Not, **Your's**)
- (iv) An animal has **its** own smell. (Not, **it's**)

If the Noun is **Plural** but does not end in "S" , add an **Apostrophe** and an "S", as in the **Singular**:

- (i) Two **men's** shoes.
- (ii) Three **women's** cats.
- (iii) Five **children's** toys.

8. **Quotation Marks (" ")** or **Inverted Commas** are used:

- (a) To show the **exact words** of the speaker:

"You have a cold in the head, John," said Mother.
"That comes of cutting off your hair."

- (b) In the **titles of books, plays, etc.:**

- (i) Milon's "Modern English Grammar".
- (ii) Shakespeare's Play "Hamlet".

(c) To show a **word** used in a **new** or **special sense**.

(i) It was the main actor who was the **"tiger"**.

(ii) They called him **"Nero"**.

(d) To indicate a **quotation**:

(i) As Shakespeare says, "We are such stuff as dreams are made on."

(ii) He said, "You will never see me again."

Single quotation marks enclose a quotation within a quotation:

He said, "I agree with Falstaff that 'the better part of valour is discretion'."

He shouted, "Have you not heard me cry 'Long live the King'?"

Single quotation marks are also used to mark out a word or phrase from the rest of the Sentence; as,

"The word 'okay' is slang."

9. The **Hyphen (-)** is used:

(a) To divide a word at the end of a line. The word is divided where it separates into syllables:

One aim of college life is **in-crease** of power.

(b) To form **compound** words:

head-master, ice-cream, black-board, man-of-war, commander-in-chief.

(c) To divide words into **Syllables**:

false-hood, in-tro-duce, in-di-cate.

10. The **Dash** (—) is used:

- (a) To **emphasise** a particular word:

"The good boy turned out to be — the cheat."

- (b) To mark an **abrupt turn** or **sudden break** in a Sentence:

"There is nothing to explain— but wait a moment; we have forgotten an important point."

- (c) Instead of **Brackets**, to mark a **Parenthesis** (i.e. a sentence within another sentence):

At the age of ten — such is the power of genius — he could read Greek with facility.

- (d) To **summarise** several subjects all belonging to the same Verb:

Malays, Chinese, Indians, Eurasians, Japanese and Singaporeans— they all came streaming into the village.

11. **Brackets** are used like a couple of **dashes**, for putting in a **Parenthesis**:

At the age of five (when he was still unable to read) he could talk like an adult.

CAPITAL LETTERS

Capital Letters are used:

1. To indicate **Proper Nouns**, that is, the names of people, names of the **days** of the week, the names of the **months** of the year, etc.

- (i) John, Mary, Mrs. Lucy Grey, English, Grammar School, Mrs. Brown, St. Mark's Church.
 - (ii) Sunday, Monday, Friday.
 - (iii) January, April, May.
2. To indicate the **first letter** of the **first word** in a Sentence:
 - (i) That boy is playing.
 - (ii) She is crying.
 - (iii) Are you hungry?
3. To indicate the **Pronoun "I"** and the **Interjection "O"** or **"Oh"** :
 - (i) He and I are friends.
 - (ii) O days and hours, your work is this.
 - (iii) Oh King, live for ever.
4. To indicate **Titles**:
 - (i) Prime Minister of Malaysia.
 - (ii) "Mastering Modern English Grammar".
 - (iii) The Eastern Bank.
5. For **Proper Adjectives**, that is, Adjectives formed from **Proper Nouns**:

Malaysian	(from Malaysia)
Japanese	(from Japan)
English	(from England)
6. For the **first letter** of the **first word** in every line of a poem:

A book we must read,
 A few hours a day;
 As a walk we need,
 To be active and gay.
7. For Nouns, Pronouns, or Adjectives referring to **God**:

I leave it to the will of **God**;
 It is **His** will that I respect,
 for **He** is my guide.

ACTIVE VOICE and PASSIVE VOICE

We can often say a thing in two different ways:

1. **By using a word as the Object of the Verb** in a Sentence. The **Object** usually comes **after the Verb**. So we ask the question "What?" after the Verb to find the Object.

Example:

- (a) James reads books. (Verb = **reads**)
(Reads what? Books)
(books = **object**)
- (b) She drinks milk. (Verb = **drinks**)
(Drinks what? Milk)
(milk = **object**)

2. **By using the same word as the Subject** of the Sentence. The **Subject** usually comes **before the Verb**. So we ask the question "What?" before the Verb to find the Subject.

Example:

- (a) Books are read by James. (Verb = are read)
(What are read by James? Books)
(Books = **subject**)
- (b) Milk is drunk by her. (Verb = is drunk)
(What is drunk by her? Milk.)
(Milk = **subject**)

In the first Sentence, in the first example, the Subject **"James"** stands for the **"doer"** of the action, and the Verb **"reads"** is said to be in the **Active Voice**.

In the first Sentence, in the second example, the Subject **"books"** stands for the thing **to which the action is done**, that is to say, the **"sufferer"** of the action, and the Verb, **"are read"** is said to be in the **Passive Voice**.

In the same way, the Subject **"She"** in the second Sentence in the first example, stands for the **"doer"** of the action, and the Verb **"drinks"** is said to be in the Active Voice.

The Subject **"Milk"** in the second Sentence, in the second example is the **"sufferer"** of the action that is, something is done to it, and the Verb **"is drunk"** is said to be in the Passive Voice.

From Active Voice to Passive Voice

A Verb which has an Object, that is, a Transitive Verb, can be changed into the Passive Voice. A Verb which does not have an Object, that is, an Intransitive Verb, cannot be changed into the Passive Voice.

Look at the following sentences:

1. He **eats** fish. (eats = verb)
(eats what? fish)
(fish = object)
2. Mary **told** a story. (told = verb)
(told what? a story)
(a story = object)

The Verbs **eats** and **told** have **Objects**, that is, they are **Transitive Verbs**. So, the two Sentences can be changed into the Passive Voice.

Examples:

1. Fish **is eaten** by him.
2. A story **was told** by Mary.

If the **Active Voice** is in the **Present Tense**, as in the first Sentence, the **Passive Voice** too must be in the **Present Tense**. If the **Active Voice** is in the **Past Tense**, as in the second Sentence, the **Passive Voice** too must be in the **Past Tense**. In short, **the Tense must be the same in the Passive Voice as in the Active Voice**.

Now look at the following Sentences:

1. He **speaks** well. (No object)
2. They **come** here every day. (No object)
3. She **ran** out. (No object)

The Verbs, **speaks**, **come**, **ran**, in the above Sentences have **no Objects**, that is, they are **Intransitive Verbs**. So, the above Sentences cannot be changed into the Passive Voice.

Now remember the following:

1. When the **Subject does the action**, or is the **doer** of the action, the Verb is in the **Active Voice**.
2. When the **Subject receives or suffers the action** or is the **receiver** or **sufferer** of the action, the **Verb** is in the **Passive Voice**.

3. When we change a Verb from the Active Voice to the Passive Voice, **the Object of the Active Verb becomes the Subject of the Passive Verb.**

Examples:

Active	Passive
1. John plays football.	1. Football is played by John.
2. He has a book.	2. A book is had by him.
3. She saw a dog.	3. A dog was seen by her.
4. He made a noise.	4. A noise was made by him.
5. He will do it.	5. It will be done by him.
6. They will bring a cake.	6. A cake will be brought by them.
7. He is eating fish.	7. Fish is being eaten by him.
8. They are reading books.	8. Books are being read by them.
9. She was writing a letter.	9. A letter was being written by her.
10. They were telling stories.	10. Stories were being told by them.

Exercise:

Change the Voices of the Verbs in the following Sentences:

Example:

- (a) He made a loud noise. (Active)
A loud noise was made by him. (Passive)
- (b) A book is being read by him. (Passive)
He is reading a book. (Active)

1. Who did the job?
2. Can you break the door?

3. Will she sing a song?
4. Is he speaking English?
5. Are you eating a banana?
6. Why are you washing the car?
7. When will he give the money?
8. Where will he meet you?
9. How do you make a cake?
10. Whom did you tell the story?
11. He was struck by lightning.
12. I was quite shocked by the language that he used.
13. We were both filled with horror by the sight of that event.
14. I was much hurt by his voice and manner.
15. Should I be found at home by him, he would not be received by me.
16. They were welcomed back by the city on their return.
17. He was punished by the master for speaking in class.
18. Many objections were raised by us to the plan that was proposed by him.
19. Will he not be persuaded to work harder by a sense of duty?
20. I was called upon by the meeting to give my reasons.
21. He was known by me by his voice, when I was spoken to by him in the dark.
22. His return was not expected by us.

Answers:

1. By whom was the job done?
2. Can the door be broken by you?
3. Will a song be sung by her?
4. Is English being spoken by him?
5. Is a banana being eaten by you?
6. Why is the car being washed by you?
7. When will the money be given by him?
8. Where will you be met by him?
9. How is a cake made by you?
10. To whom was the story told by you?
11. Lightning struck him.
12. The language that he used quite shocked me.

13. The sight of that event filled us both with horror.
14. His voice and manner hurt me much.
15. Should he find me at home, I would not receive him.
16. The city welcomed them back on their return.
17. The master punished him for speaking in class.
18. We raised many objections to the plan that he proposed.
19. Will not a sense of duty persuade him to work harder?
20. The meeting called upon me to give my reasons.
21. I knew him by his voice when he spoke to me in the dark.
22. We did not expect his return.

Change the following into the Passive Voice:

Example:

- (a) He stole a pen.
A pen was stolen by him. (Passive)
- (b) I gave him a book (to) him.
A book was given by me. (Passive)
- or, He was given a book by me.
- (c) Give him some money.
Let him be given some money. (Passive)
- or, Let some money be given him.
- (d) She is making a cake.
A cake is being made by her. (Passive)
- (e) He was eating an apple.
An apple was being eaten by him. (Passive)
- (f) They will buy a book.
A book will be bought by them. (Passive)

1. He is catching fish.
2. She was cooking vegetables.
3. They are drinking water.
4. We have seen the accident.
5. They buy fish every day.
6. She gave us the news.
7. He wrote me a letter.
8. She made us some tea.
9. Do you know the answer?

10. Can you speak Japanese?
11. I see her every day?
12. Ask him to leave.
13. Do this at once.
14. Bring it to me this instant.
15. I have nothing to say.

Answers:

1. Fish is being caught by him.
2. Vegetables are being cooked by her.
3. Water is being drunk by them.
4. The accident has been seen by us.
5. Fish is bought by them every day.
6. The news was given us by her.
7. A letter was written me by him.
8. Some tea was made us by her.
9. Is the answer known by you?
10. Can Japanese be spoken by you?
11. She is seen by me every day.
12. Let him be asked to leave.
13. Let this be done at once.
14. Let it be bought to me this instant.
15. Nothing is had by me to say.
Or, Nothing to say is had by me.

VERBS ACTIVE IN FORM BUT PASSIVE IN SENSE

1. **Transitive Verbs** in the **Active Voice** are sometimes used in a **Passive sense**, with an Adjective or other word placed after them as **Complement**, e.g.

- (i) The stone **feels** rough, (i.e. is rough when it is felt).
- (ii) Honey **tastes** sweet, (i.e. is sweet when it is tasted).
- (iii) The milk **smells** sour, (i.e. is sour when it is smelt).

- (iv) Your blame **counts** for nothing, (i.e. is worth nothing when its value is counted).
- (v) Your letter **reads** well, (i.e. sounds well when it is read).
- (vi) That cloth will **wear** thin, (i.e. will become thin when it is worn).

2. In the above examples every **Verb** has an **Adjective** or other word placed immediately after it as **Complement**.

But **Transitive Verbs** in the **Active Voice** can sometimes be used in a **Passive sense** even where there is no other word placed after them as **Complements**, e.g.

- (i) This house **does not let**, (i.e. is not taken when it is meant to be let).
- (ii) That horse **does not sell**, (i.e. is not bought when it is meant to be sold).

3. **Verbs** in a continuous form of **Tense, Active Voice**, are often used in a **Passive sense**, e.g.

- (i) The house is **building**, (i.e. is being built).
- (ii) The trumpets are **blowing**, (i.e. are being blown).
- (iii) The drums are **beating**, (i.e. are being beaten).
- (iv) The book is **printing**, (i.e. is being printed).

AUXILIARY AND PRINCIPAL

The same Verb may be an **Auxiliary** at one time and a **Principal** at another.

- | | | |
|----------------|--------------------------|-------------|
| 1. Have | I had a good dog. | (Principal) |
| | I had gone away. | (Auxiliary) |

- | | |
|-----------------|--|
| 2. Be | A tiger is an animal. (Principal)
He is loved. She was sleeping. (Auxiliary) |
| 3. Shall | You shall not see her again. (Principal)
(Command, Authority)
I shall go tomorrow. (Auxiliary)
(Simple Futurity) |
| 4. Will | I will go today. (Determination) (Principal)
You will go today, (Auxiliary)
(Simple Futurity) |
| 5. May | I may go (= am permitted to go) (Principal)
He works that he may live. (Auxiliary)
(Purpose) |
| 6. Do | You did that work well. (Principal)
You did indeed work hard. (Auxiliary) |

- (a) **Voice Auxiliary. "Be"**, in its various **Moods** and **Tenses**, is used as an **Auxiliary** of the **Passive Voice**; as,

Present Indefinite:	I am praised
Present Perfect:	I have been praised.
Past Indefinite:	I was praised.
Past Perfect:	I had been praised.
Future Indefinite:	I shall be praised.
Future Perfect:	I shall have been praised.

- (b) **Tense Auxiliaries. "Have", "had" and "shall have"**, are used to make the **Present Perfect**, **Past Perfect**, and **Future Perfect Tense**.

Present Perfect:	I have praised.
Past Perfect:	I had praised.
Future Perfect:	I shall have praised.

"Shall" and "will" are Auxiliaries of the Future Tense; as, I shall or will come.

There are two kinds of **Future** — the **Simple** and **Emphatic**, conjugated thus:

Simple Future:

Singular

I shall

You will

He, She, It will

Plural

We shall

You will

They will

Emphatic Future:

Singular

I will, We will

He, She, It shall

Plural

You shall

They shall

Note: **"Will"** is used in the First Person (I, We) to denote **emphasis** and **"shall"** in the **Second** (You) and **Third** (He, She, It, They) **Persons**.

"Shall" as a Principal Verb denotes **Command**; *प्रिन्टल*
"should" denotes **Duty**. *धुग*

You **shall** not steal. He **should** do it at once. **"Will"** as a Principal Verb denotes **intention**; **"would"** denotes **habit**.

I **will** never do such a thing again. (**Intention**) *निश्चय*
The cat **would** come every day. (**Habit**) *सहज*

- (c) **Emphatic Auxiliary. "Do"** is employed to express **emphasis**; as, *तक़्क़ा*
emphatic = तक़्क़ा
I **do** write. We **do** speak English.

Prepositions and conjunctions are minor word groups but important all the same for effective communication. The wrong usage of prepositions and conjunctions could easily distort the meaning of your text.

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**Pelanduk
Publications**

www.pelanduk.com

ISBN 967-978-840-7



9 789679 788402