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FREE EBOOK

ENGLISH, CAREERS AND VOCATIONAL SKILLS

English Grammar Practice Workbook

Short lessons and plenty of exercises with answers

INSIDE THIS BOOK

- The parts of speech
- Nouns, articles and pronouns
- Verbs and the twelve tenses
- Subject-verb agreement
- Modal verbs
- ...and 5 more chapters, practice questions and a glossary

Beginner to intermediate

Students and job seekers improving their English

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ABOUT THIS EBOOK

English Grammar Practice Workbook

Short, clear lessons on the main areas of English grammar, from the parts of speech and the twelve tenses to reported speech, punctuation and common errors. Every chapter ends with an exercise and its answers, and a final revision set brings the total to 200 practice items, so you can check your progress as you go.

WHO IT IS FOR	Students and job seekers improving their English
LEVEL	Beginner to intermediate
SUBJECT AREA	English, careers and vocational skills
WHAT IS INSIDE	10 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



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The parts of speech

This workbook has ten short lessons. Each one ends with an exercise and its answers. Read the lesson, do the exercise in your notebook without looking at the answers, and then check your work. When you get an item wrong, read that part of the lesson again. A final revision set at the end brings the total to 200 practice items.

Every word in a sentence has a job. Grammar sorts words by their job into eight groups called the parts of speech.

Part of speech	Its job	Examples
Noun	Names a person, place, thing or idea	Ravi, Chennai, pen, honesty
Pronoun	Takes the place of a noun	he, she, it, we, they
Verb	Shows an action or a state	run, write, is, seem
Adjective	Describes a noun	tall, red, clever, five
Adverb	Describes a verb, an adjective or another adverb	quickly, very, often
Preposition	Shows place, time or direction	in, on, at, under, to
Conjunction	Joins words or sentences	and, but, or, because
Interjection	Shows a sudden feeling	Oh!, Wow!, Ouch!

EXAMPLE

"Wow! Meera quickly solved the difficult sum in class, and she smiled." Wow is an interjection. Meera, sum and class are nouns. Quickly is an adverb. Solved and smiled are verbs. Difficult is an adjective. In is a preposition. And is a conjunction. She is a pronoun.

What about the? The words a, an and the are called articles. Many school books treat them as a kind of adjective. Modern grammar books call them determiners, words that come before a noun to show which one or how many.

REMEMBER

One word can be different parts of speech in different sentences. "Please water the plants" (verb). "Drink some water" (noun). "He runs fast" (adverb). "It is a fast train" (adjective). Always look at the job the word is doing.

Exercise 1: Name the part of speech of the word in *italics*

1. Delhi is a big city.
2. She plays chess.
3. The baby slept.
4. It was a cold night.
5. He spoke softly.
6. The cat is under the table.
7. I like tea but not coffee.
8. Hurray! We won.
9. Honesty is important.
10. They walked home slowly.
11. We are ready.
12. Rani is a doctor.
13. The book is on the shelf.
14. Hurry up, or you will miss the bus.
15. That is a beautiful song.
16. She writes poems.
17. He is very tall.
18. Please water the plants.

Answers to exercise 1

1 noun; 2 pronoun; 3 verb; 4 adjective; 5 adverb; 6 preposition; 7 conjunction; 8 interjection; 9 noun; 10 adverb; 11 pronoun; 12 verb; 13 preposition; 14 conjunction; 15 adjective; 16 verb; 17 adverb; 18 verb.

Nouns, articles and pronouns

Nouns

A proper noun is the name of one particular person, place or thing, and it starts with a capital letter: Kavita, Lucknow, the Ganga. A common noun names any member of a group: girl, city, river.

Countable nouns can be counted: one book, two books. Uncountable nouns cannot: water, rice, milk, advice, information, furniture, luggage. Uncountable nouns have no plural and do not take "a" or "an". Say "some advice" or "a piece of advice", never "an advice" or "advices".

Rule	Examples
Most nouns add -s	pen, pens; car, cars
Nouns ending in -s, -sh, -ch, -x add -es	box, boxes; bus, buses
Consonant + y becomes -ies	city, cities; baby, babies
Many nouns in -f or -fe become -ves	leaf, leaves; knife, knives
Irregular plurals	child, children; man, men; tooth, teeth; mouse, mice

Articles

Use **a** before a consonant sound and **an** before a vowel sound. It is the sound that matters, not the letter: an hour (the h is silent), a university (it starts with a "yoo" sound), an MBA ("em"), a one-rupee coin ("wun").

Use **the** for something specific or already mentioned, and for things there is only one of: the sun, the moon. Use it with rivers, oceans and mountain ranges (the Yamuna, the Indian Ocean, the Himalayas) and with musical instruments (She plays the sitar).

Use **no article** with most names of people, cities and countries (India, Pune), with languages (She speaks Tamil), with meals (We had lunch), and with plural or uncountable nouns used in a general sense (Dogs are loyal, Milk is good for you). Country names that include a word like "states" or "kingdom" take the: the USA, the UK.

Pronouns

Subject	Object	Possessive adjective	Possessive pronoun	Reflexive
I	me	my	mine	myself
you	you	your	yours	yourself
he	him	his	his	himself
she	her	her	hers	herself
it	it	its	–	itself
we	us	our	ours	ourselves
they	them	their	theirs	themselves

TIP

Its (no apostrophe) means "belonging to it": "The dog wagged its tail." It's is short for "it is" or "it has": "It's raining." If you can say "it is" in its place, write it's.

Exercise 2: Articles, plurals and pronouns

Fill in a, an, the, or write – for no article (items 1 to 8).

1. I saw elephant at the zoo.
2. She is honest girl.
3. Ravi is university student.
4. sun rises in the east.
5. My father plays tabla.
6. We had lunch at noon.
7. Mount Everest is in Himalayas.
8. He wants to be engineer.

Write the plural (items 9 to 13).

1. city
2. knife
3. child
4. tooth
5. box

Choose the correct pronoun (items 14 to 18).

1. This bag is not mine. It is (her / hers).
2. Raju hurt (him / himself) while playing.
3. Please give (I / me) the book.
4. The cat licked (its / it's) paw.
5. (She / Her) and I are good friends.

Answers to exercise 2

1 an; 2 an; 3 a; 4 The; 5 the; 6 – (no article); 7 the; 8 an; 9 cities; 10 knives; 11 children; 12 teeth; 13 boxes; 14 hers; 15 himself; 16 me; 17 its; 18 She.

CHAPTER 3

Verbs and the twelve tenses

A verb has four forms that you will use most often. Regular verbs add -ed for the past: play, played, played, playing. Irregular verbs change in other ways, and you must learn them.

Base	Past simple	Past participle	-ing form
go	went	gone	going
eat	ate	eaten	eating
write	wrote	written	writing
see	saw	seen	seeing
take	took	taken	taking
buy	bought	bought	buying

The helping verbs (also called auxiliary verbs) **be**, **have** and **do** help the main verb make tenses, questions and negatives.

Time and aspect

A tense tells us when something happens. There are three times (present, past and future), and each has four forms: simple, continuous (action in progress), perfect (action completed) and perfect continuous (action that continued over a period up to a point). Three times four gives twelve tenses. Here they are with the verb write.

Tense	Form	Example
Present simple	write / writes	Sunita writes in her diary every night.
Present continuous	am / is / are + -ing	She is writing a letter now.
Present perfect	has / have + past participle	She has written three letters today.
Present perfect continuous	has / have been + -ing	She has been writing since 9 o'clock.
Past simple	wrote	She wrote a letter yesterday.
Past continuous	was / were + -ing	She was writing when the lights went out.
Past perfect	had + past participle	She had written the letter before the postman came.
Past perfect continuous	had been + -ing	She had been writing for an hour when I arrived.
Future simple	will + base	She will write to you tomorrow.
Future continuous	will be + -ing	At this time tomorrow, she will be writing her exam.
Future perfect	will have + past participle	She will have written the report by Friday.
Future perfect continuous	will have been + -ing	By June, she will have been writing for this newspaper for two years.

When to use the main ones

- **Present simple:** habits and facts. "The sun rises in the east." Add -s or -es with he, she and it.
- **Present continuous:** an action happening now. "Look, it is raining."

- **Present perfect:** a past action with a result now, when no finished time is given. "I have lost my pen."
- **Past simple:** an action finished at a stated past time. "I lost my pen yesterday."
- **Past perfect:** the earlier of two past actions. "The film had started when we arrived."

In the simple tenses, negatives and questions use do, does or did with the base verb: "She does not write." "Did you write?"

REMEMBER

Use since with a starting point (since Monday, since 2020) and for with a length of time (for two days, for an hour). Both go with the perfect tenses.

TIP

Do not use the present perfect with a finished time. "I have seen him yesterday" is wrong. Say "I saw him yesterday."

Exercise 3: Put the verb in brackets in the correct tense

1. The sun (rise) in the east.
2. Look! The children (play) in the rain.
3. I (finish) my homework. Can I go out now?
4. She (live) in Jaipur since 2019.
5. We (visit) Agra last year.
6. I (read) when the phone rang.
7. The train (leave) before we reached the station.
8. They (wait) for two hours when the bus finally came.
9. I (call) you tomorrow.
10. At 8 pm tonight, we (watch) the match.
11. By March, he (complete) the course.
12. you (see) the new film yet?
13. She (not like) spicy food.
14. he (go) to school yesterday?
15. My brother (study) for three hours now.
16. As a child, I (walk) to school every day.
17. Rahul (write) two chapters so far.

18. By next year, Asha (teach) here for ten years.

Answers to exercise 3

1 rises; 2 are playing; 3 have finished; 4 has lived (or has been living); 5 visited; 6 was reading; 7 had left; 8 had been waiting; 9 will call; 10 will be watching; 11 will have completed; 12 Have ... seen; 13 does not like; 14 Did ... go; 15 has been studying; 16 walked; 17 has written; 18 will have been teaching (or will have taught).

CHAPTER 4

Subject-verb agreement

The subject is the person or thing a sentence is about, usually the one doing the action. The verb must agree with it: a singular subject takes a singular verb, and a plural subject takes a plural verb. "He plays." "They play."

Rule	Example
Two subjects joined by and take a plural verb.	Ravi and Sita are cousins.
With either ... or and neither ... nor, the verb agrees with the nearer subject.	Neither the teacher nor the students were late.
Each, every, everyone, somebody and nobody take a singular verb.	Everyone is happy.
One of + plural noun takes a singular verb.	One of my friends lives in Pune.
Words between the subject and the verb do not change it.	The box of pencils is on the desk.
Uncountable nouns take a singular verb.	The news is good.
The number of is singular; a number of is plural.	The number of cars is rising. A number of cars were parked outside.
After there is or there are, the verb agrees with the noun that follows.	There are two pens on the desk.
An amount of money, time or distance seen as one whole is singular.	Five hundred rupees is a lot for a pen.

Some nouns end in -s but are singular: mathematics, physics, news. A collective noun names a group, such as team, family or class. When the group acts as one unit, use a singular verb: "The team is ready."

TIP

To find the real subject, ask "Who or what is this sentence really about?" In "The colour of the flowers is bright", the thing that is bright is the colour, not the flowers, so the verb is singular.

Exercise 4: Choose the correct verb

1. My sister (sing / sings) well.
2. The boys (play / plays) cricket every evening.
3. Ravi and Sita (is / are) cousins.
4. Everyone (was / were) present.
5. One of the windows (is / are) broken.
6. The box of chocolates (is / are) on the table.
7. Neither Amit nor his friends (was / were) at home.
8. Either the students or the teacher (has / have) the key.
9. The news (is / are) surprising.
10. There (is / are) many shops in this market.
11. Each student (gets / get) a book.
12. Mathematics (is / are) my favourite subject.
13. The number of cars (is / are) increasing.
14. A number of people (was / were) waiting.
15. ! 2,000 (is / are) too much for this bag.
16. My friends (doesn't / don't) like horror films.
17. Somebody (has / have) taken my pen.
18. The furniture in these rooms (looks / look) new.

Answers to exercise 4

1 sings; 2 play; 3 are; 4 was; 5 is; 6 is; 7 were; 8 has; 9 is; 10 are; 11 gets; 12 is; 13 is; 14 were; 15 is; 16 don't; 17 has; 18 looks.

Modal verbs

Modal verbs are helping verbs that add a meaning such as ability, permission, possibility, advice or need. The main ones are can, could, may, might, shall, should, will, would and must.

Three rules make modals easy:

1. A modal is followed by the base verb, with no to: "She can swim", not "She can to swim".
2. A modal never takes -s: "He can", not "He cans". The main verb after it takes no -s either: "He can drive", not "He can drives".
3. To ask a question, put the modal first: "Can you help me?" To make a negative, add not: "You should not worry."

Modal	Main use	Example
can	ability; informal permission	Arjun can swim. Can I come in?
could	past ability; polite request	I could read at four. Could you help me?
may	formal permission; possibility	May I come in? It may rain.
might	a weaker possibility	She might come late.
shall	offers and suggestions with I and we	Shall I open the window?
should	advice	You should drink more water.
must	a strong need or rule; being sure	You must wear a helmet. He must be tired.
will	the future; promises	I will help you.
would	polite offers and requests	Would you like some tea?

REMEMBER

Must not and do not have to mean different things. "You must not use your phone in the exam" means it is not allowed. "You do not have to come on Sunday" means it is not necessary, but you may if you wish.

Exercise 5: Modals

Fill in a suitable modal, or don't have to (items 1 to 10 and 14 to 18). Correct the sentence (items 11 to 13).

1. I borrow your pen, please? (polite permission)
2. You wear a seat belt. It is the law.
3. She speak three languages.
4. It's cloudy. It rain later.
5. You look tired. You rest.
6. I carry your bag for you? (an offer)
7. you like some water?
8. When I was five, I ride a bicycle.
9. You smoke at a petrol pump. It is dangerous.
10. Tomorrow is a holiday, so you come to school.
11. He can drives a car.
12. You should to see a doctor.
13. She musts finish it today.
14. He has been working all day. He be tired.
15. you please close the door?
16. Don't worry, I help you with your project tomorrow.
17. Students submit the form by Monday. It is a rule.
18. "..... we go for a walk?" "Yes, let's."

Answers to exercise 5

1 May (or Could, Can); 2 must; 3 can; 4 may (or might); 5 should; 6 Shall; 7 Would; 8 could; 9 must not; 10 don't have to; 11 He can drive a car. 12 You should see a doctor. 13 She must finish it today. 14 must; 15 Could (or Would, Will); 16 will (or can); 17 must; 18 Shall.

CHAPTER 6

Active and passive voice

In the active voice, the subject does the action: "Ravi wrote the letter." In the passive voice, the subject receives the action: "The letter was written by Ravi."

We use the passive when the doer is unknown, unimportant or obvious: "My bicycle was stolen." "Rice is grown in many states."

How to change active to passive

1. Make the object of the active sentence the new subject.
2. Use the verb be in the same tense as the active verb.
3. Add the past participle of the main verb.
4. Add by + the doer, only if it matters.

Tense	Active	Passive
Present simple	She cleans the room.	The room is cleaned by her.
Present continuous	She is cleaning the room.	The room is being cleaned by her.
Present perfect	She has cleaned the room.	The room has been cleaned by her.
Past simple	She cleaned the room.	The room was cleaned by her.
Past continuous	She was cleaning the room.	The room was being cleaned by her.
Past perfect	She had cleaned the room.	The room had been cleaned by her.
Future simple	She will clean the room.	The room will be cleaned by her.
With a modal	She must clean the room.	The room must be cleaned.

REMEMBER

Only verbs that have an object can be made passive. "The baby sleeps" has no object, so it has no passive form. The perfect continuous tenses are hardly ever used in the passive.

Exercise 6: Active and passive

Change into the passive voice (items 1 to 12).

1. Meena sings a song.
2. The cat caught a mouse.
3. They are building a bridge.
4. Someone has stolen my bag.
5. The teacher will check the papers.
6. Farmers grow wheat in Punjab.

7. He was repairing the fan.
8. The police had arrested the thief.
9. You must follow the rules.
10. Rohan broke the window.
11. The company makes these phones in Noida.
12. Mother is cooking dinner.

Change into the active voice (items 13 to 17).

1. The match was won by India.
2. The cake was baked by Priya.
3. The letters are delivered by the postman.
4. The room has been painted by the workers.
5. The thief will be punished by the court.
1. Can "The baby sleeps" be changed into the passive? Give the reason.

Answers to exercise 6

1 A song is sung by Meena. 2 A mouse was caught by the cat. 3 A bridge is being built (by them). 4 My bag has been stolen. 5 The papers will be checked by the teacher. 6 Wheat is grown in Punjab (by farmers). 7 The fan was being repaired by him. 8 The thief had been arrested by the police. 9 The rules must be followed. 10 The window was broken by Rohan. 11 These phones are made in Noida (by the company). 12 Dinner is being cooked by Mother. 13 India won the match. 14 Priya baked the cake. 15 The postman delivers the letters. 16 The workers have painted the room. 17 The court will punish the thief. 18 No, because "sleeps" has no object.

CHAPTER 7

Direct and indirect speech

Direct speech gives a speaker's exact words inside quotation marks: Ravi said, "I am tired." Indirect speech (also called reported speech) reports the meaning without quotation marks: Ravi said that he was tired.

Four steps

1. Remove the quotation marks and add that (it can be left out).
2. Change the pronouns to suit the new speaker: I becomes he or she, my becomes his or her.
3. If the reporting verb (said, told) is in the past, move the tense one step back.
4. Change words of time and place.

Direct	Indirect	Direct	Indirect
am, is	was	now	then
are	were	today	that day
present simple	past simple	tomorrow	the next day
present continuous	past continuous	yesterday	the day before
present perfect	past perfect	here	there
past simple	past perfect	this	that
will, can, may	would, could, might	ago	before

Do not move the tense back when the reporting verb is in the present ("He says he is busy") or when the sentence states a general truth ("The teacher said that the earth goes round the sun").

Questions and commands

For yes-or-no questions, use asked + if or whether, and put the words in statement order: She said to me, "Are you hungry?" becomes "She asked me if I was hungry." For questions with what, where, when, why or how, keep the question word: He said to me, "Where do you live?" becomes "He asked me where I lived."

For commands and requests, use told or asked + to + the base verb: Mother said, "Close the door" becomes "Mother told me to close the door." For a negative command, use not to: "The teacher told us not to shout."

TIP

Say is not followed by a person: "She said that...". Tell needs a person: "She told me that...". "She told that..." is wrong.

Exercise 7: Change into indirect speech

1. Ravi said, "I am tired."
2. She said, "I like mangoes."
3. He said, "I am reading a book."
4. Mona said, "I have finished my work."
5. They said, "We visited Goa."
6. Amit said, "I will come tomorrow."
7. She said, "I can drive."
8. The teacher said, "The earth goes round the sun."
9. He says, "I am busy."
10. Father said to me, "Close the window."
11. She said to me, "Please help me."
12. The doctor said to me, "Don't eat oily food."
13. He said to me, "Are you ready?"
14. She said to him, "Where do you live?"
15. Raj said, "I met her yesterday."
16. Neha said, "I may be late."
17. He said to us, "Did you see the match?"
18. Kiran said, "I live here."

Answers to exercise 7

1 Ravi said that he was tired. 2 She said that she liked mangoes. 3 He said that he was reading a book. 4 Mona said that she had finished her work. 5 They said that they had visited Goa. 6 Amit said that he would come the next day. 7 She said that she could drive. 8 The teacher said that the earth goes round the sun. 9 He says that he is busy. 10 Father told me to close the window. 11 She asked me to help her. 12 The doctor told me not to eat oily food. 13 He asked me if I was ready. 14 She asked him where he lived. 15 Raj said that he had met her the day before. 16 Neha said that she might be late. 17 He asked us if we had seen the match. 18 Kiran said that she lived there (or he lived there).

Prepositions and conjunctions

Prepositions of time and place

Used for	At	On	In
Time	an exact time: at 6 o'clock, at noon, at night	days and dates: on Monday, on 15 August	months, years, seasons, parts of the day: in May, in 2025, in winter, in the morning
Place	a point: at the bus stop, at the door	a surface: on the table, on the wall	inside an area: in the box, in Mumbai

Other useful pairs:

- **By** means "no later than": "Finish it by Friday." **Until** (or till) means "up to that time": "I'll wait until five."
- **Between** is for two: "between Ravi and me". **Among** is for more than two: "among the five children".
- Some verbs and adjectives take a fixed preposition: interested in, good at, afraid of, depend on, listen to, wait for.
- Some verbs take none: we discuss a plan, enter a room and reach Delhi, without about, into or to.

Conjunctions

Conjunctions join words, phrases and sentences.

- **Joining equal parts:** and, but, or, so. "I was tired, so I went to bed."
- **Joining a main idea to a supporting idea:** because, although, if, when, while, unless, until, before, after. "We stayed in because it was raining."
- **Pairs:** either ... or, neither ... nor, both ... and, not only ... but also.

REMEMBER

Use although or but, never both. "Although it was late, but we kept working" is wrong. Say "Although it was late, we kept working" or "It was late, but we kept working."

Exercise 8: Prepositions and conjunctions

Fill in the blanks (items 1 to 17). Correct the sentence (item 18).

1. The class starts 9 am.
2. My birthday is 5 June.
3. We go to the hills summer.
4. The keys are the table.
5. She lives Kolkata.
6. Wait for me the gate.
7. I have known him 2018.
8. Please return the book Friday.
9. Share the sweets the five children.
10. He is good maths.
11. She is afraid dogs.
12. I was tired, I went to bed early.
13. She is poor honest.
14. You will fail you work hard.
15. We stayed indoors it was raining.
16. he is young, he is very wise.
17. Ravi Mohan was absent; both came.
18. Although it was late, but we kept working.

Answers to exercise 8

1 at; 2 on; 3 in; 4 on; 5 in; 6 at; 7 since; 8 by; 9 among; 10 at; 11 of; 12 so; 13 but; 14 unless; 15 because; 16 Although (or Though); 17 Neither ... nor; 18 Although it was late, we kept working.

Question tags and punctuation

Question tags

A question tag is a short question at the end of a sentence. We use it to check something or to invite the listener to agree: "You are coming, aren't you?"

1. A positive sentence takes a negative tag, and a negative sentence takes a positive tag.
2. Use the same helping verb as the sentence. If there is none, use do, does or did.
3. Use a pronoun in the tag, not the name.

Sentence	Tag
She plays chess,	doesn't she?
They didn't call,	did they?
Ramesh can swim,	can't he?
I am right,	aren't I?
Let's go,	shall we?
He never lies,	does he?

Words like never, hardly and nobody make a sentence negative, so the tag is positive.

Punctuation

Mark	Main use	Example
Full stop (.)	ends a statement	I live in Indore.
Question mark (?)	ends a question	Where do you live?
Exclamation mark (!)	shows strong feeling	What a lovely garden!
Comma (,)	separates items in a list; sets off the name of a person you speak to	I bought pens, pencils and erasers. Sita, come here.
Apostrophe (')	shows a short form, or belonging	don't; Ravi's bag; the girls' room

Mark	Main use	Example
Quotation marks	enclose exact words	He said, "I am ready."
Colon (:)	introduces a list	Bring three things: a pen, a ruler and a notebook.

Use a capital letter to begin a sentence, for names of people and places, for days, months and languages, and for the word I.

DID YOU KNOW

One comma can change the meaning of a sentence. "Let's eat, Grandma!" invites Grandma to the table. "Let's eat Grandma!" is a very different idea.

Exercise 9: Tags and punctuation

Add the question tag (items 1 to 10).

1. You are a student,?
2. She can swim,?
3. They live in Bhopal,?
4. He didn't come,?
5. It was raining,?
6. You have finished,?
7. I am late,?
8. Let's start,?
9. She never complains,?
10. Ramesh will help us,?

Rewrite with correct capital letters and punctuation (items 11 to 18).

1. where do you live
2. what a lovely garden
3. i bought pens pencils and erasers
4. this is ravis bag
5. we visited agra on monday
6. sita come here

7. dont touch the wire

8. he said i am ready

Answers to exercise 9

1 aren't you; 2 can't she; 3 don't they; 4 did he; 5 wasn't it; 6 haven't you; 7 aren't I; 8 shall we; 9 does she; 10 won't he; 11 Where do you live? 12 What a lovely garden! 13 I bought pens, pencils and erasers. 14 This is Ravi's bag. 15 We visited Agra on Monday. 16 Sita, come here. 17 Don't touch the wire. 18 He said, "I am ready."

CHAPTER 10

Common errors and vocabulary building

Common errors

These mistakes are common in both speech and writing. Learn the correct form of each.

Wrong	Right	Why
I am having two brothers.	I have two brothers.	Have meaning "own" does not take -ing.
He did not came.	He did not come.	After did, use the base verb.
She is elder than me.	She is older than me.	Elder goes before a noun: my elder sister.
The furnitures are new.	The furniture is new.	Furniture is uncountable.
I have seen him yesterday.	I saw him yesterday.	A finished time needs the past simple.
This is more better.	This is better.	Better already means "more good".
I am going to home.	I am going home.	Home needs no to after go or come.
between you and I	between you and me	After a preposition, use the object pronoun.
less people	fewer people	In careful English, fewer goes with countable nouns.

Building your vocabulary

Your vocabulary is the set of words you know and use. Four habits build it steadily.

1. **Read every day.** A newspaper article, a story or a chapter of a book. When you meet a new word, guess its meaning from the sentence, then check a dictionary.
2. **Keep a word notebook.** Write the word, its meaning and one sentence of your own.
3. **Learn word families.** decide (verb), decision (noun), decisive (adjective), decisively (adverb).
4. **Learn prefixes and suffixes.** A prefix goes at the start of a word and a suffix at the end. Each one changes the meaning in a fixed way.

Prefix or suffix	Meaning	Examples
un-, dis-	not, the opposite	unhappy, dislike
re-	again	rewrite, rebuild
mis-	wrongly	misspell, misunderstand
-ful	full of	careful, hopeful
-less	without	careless, hopeless
-ness	the state of being	kindness, darkness
-ment	the act or result of	payment, agreement

TIP

Some word pairs look or sound alike. Learn them in pairs: advice (noun) and advise (verb); quiet (silent) and quite (fairly); lose (fail to keep) and loose (not tight); than (for comparing) and then (next, or at that time).

Exercise 10: Errors and word building

Correct the sentence (items 1 to 10).

1. I am having a new phone.
2. She did not went to school.
3. He is elder than me.
4. The furnitures are new.
5. I have met him yesterday.

6. This shop is more cheaper.
7. I am going to home now.
8. Between you and I, it's a secret.
9. There were less people at the fair today.
10. Thank you for your advise.

Make new words (items 11 to 16).

1. Add a prefix to make the opposite of happy.
2. Add a prefix to make the opposite of like.
3. Add -ful to care.
4. Add -less to hope.
5. Write the noun form of kind.
6. Write the noun form of decide.

Choose the correct word (items 17 and 18).

1. Please keep (quite / quiet) in the library.
2. She is taller (then / than) her brother.

Answers to exercise 10

1 I have a new phone. 2 She did not go to school. 3 He is older than me. 4 The furniture is new. 5 I met him yesterday. 6 This shop is cheaper. 7 I am going home now. 8 Between you and me, it's a secret. 9 There were fewer people at the fair today. 10 Thank you for your advice. 11 unhappy; 12 dislike; 13 careful; 14 hopeless; 15 kindness; 16 decision; 17 quiet; 18 than.

CHECK YOURSELF

Practice questions

This final revision set mixes every chapter. Try it a week after you finish the book.

1. Name the part of speech of each word: "Rita sings sweetly."
2. Fill in a or an: umbrella, uniform.
3. Write the plural of mouse and leaf.

4. Choose: The dog hurt (its / it's) leg.
5. Put the verb in the present perfect: She (lose) her keys.
6. Put the verb in the past continuous: They (play) when it started to rain.
7. Name the tense: "I will have finished by noon."
8. Choose: Each of the players (has / have) a jersey.
9. Fill in a modal: You not park here; it is a hospital gate.
10. Change into the passive: "The workers built this temple in 1950."
11. Change into the active: "The song was sung by the children."
12. Change into indirect speech: She said, "I am learning French."
13. Change into indirect speech: He said to me, "Wait here."
14. Fill in by or until: I'll wait 5 pm, and then I'll leave.
15. Fill in the preposition: She is interested music.
16. Join with although: It was hot. We went for a walk.
17. Add the question tag: He works in a bank,?
18. Add the question tag: You won't forget,?
19. Punctuate: its ramans pen
20. Correct the sentence: "He don't know the answer."

ANSWER KEY

Answers

- | | |
|---|---|
| 1. Rita: noun; sings: verb; sweetly: adverb. | 6. They were playing when it started to rain. |
| 2. an umbrella (vowel sound); a uniform (it starts with a "yoo" sound). | 7. Future perfect. |
| 3. mice; leaves. | 8. has (each takes a singular verb). |
| 4. its (belonging to it). | 9. must |
| 5. She has lost her keys. | 10. This temple was built in 1950 (by the workers). |

11. The children sang the song.
12. She said that she was learning French.
13. He told me to wait there.
14. until (the waiting continues up to 5 pm).
15. in
16. Although it was hot, we went for a walk.
17. doesn't he?
18. will you?
19. It's Raman's pen.
20. He doesn't know the answer.

WORD LIST

Glossary

Active voice

a sentence in which the subject does the action.

Adjective

a word that describes a noun.

Adverb

a word that describes a verb, an adjective or another adverb.

Article

the words a, an and the.

Auxiliary verb

a helping verb, such as be, have or do, used with a main verb.

Collective noun

a noun that names a group, such as team or family.

Conjunction

a word that joins words or sentences, such as and or because.

Countable noun

a noun that can be counted and has a plural, such as book.

Direct speech

a speaker's exact words, written inside quotation marks.

Indirect speech

a report of what someone said, without quotation marks.

Modal verb

a helping verb such as can, should or must that adds a meaning like ability or need.

Noun

a word that names a person, place, thing or idea.

Object

the person or thing that receives the action of a verb.

Passive voice

a sentence in which the subject receives the action.

Past participle

the verb form used in perfect tenses and the passive, such as written.

Prefix

letters added to the start of a word to change its meaning, such as un-.

Preposition

a word that shows place, time or direction, such as in or at.

Pronoun

a word used in place of a noun, such as he or they.

Question tag

a short question added to the end of a sentence, such as isn't it?

Subject

the person or thing a sentence is about, usually the one doing the action.

Suffix

letters added to the end of a word to change its meaning, such as -ful.

Tense

the form of a verb that shows when something happens.

Uncountable noun

a noun that cannot be counted and has no plural, such as water.

Verb

a word that shows an action or a state.



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