



ENGLISH

GRAMMAR

MADE EASY

BEGINNER TO INTERMEDIATE

PEP TALK INDIA

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About the book



We use English Grammar in one form or other when we describe or talk about what we did yesterday and what we're going to do tomorrow; we talk about our best friend; we talk about exciting shows we've ever seen; we talk about our favourite travel destinations...



When you talk about all these things, you are using grammar. This book will teach you how to understand the different kinds of words and structures in English Language, how they fit together to create different meanings and how to use tenses correctly when you speak or write.



Above all, it will help you to have fun with language and become confident using it.

So let's have fun!

Parts of Speech

+

ADJECTIVE

NOUN

Stay Home

Be Safe

KEEP YOUR DISTANCE

Don't go out!

WRITE A LETTER

Read a book

Online Chat

Phone a friend

+

Verb

Adverb

Conjunction

+

Pronoun

Preposition

Parts of speech

English language has a huge corpus of words but these words are categorized into **eight main groups**. Each group represents “part of speech” which is unique in its own right.



There are **eight parts of speech** in the English language: noun, pronoun, verb, adjective, adverb, preposition, conjunction, and interjection.

Adjectives

Adverbs

Conjunctions

Interjections

Nouns

Prepositions

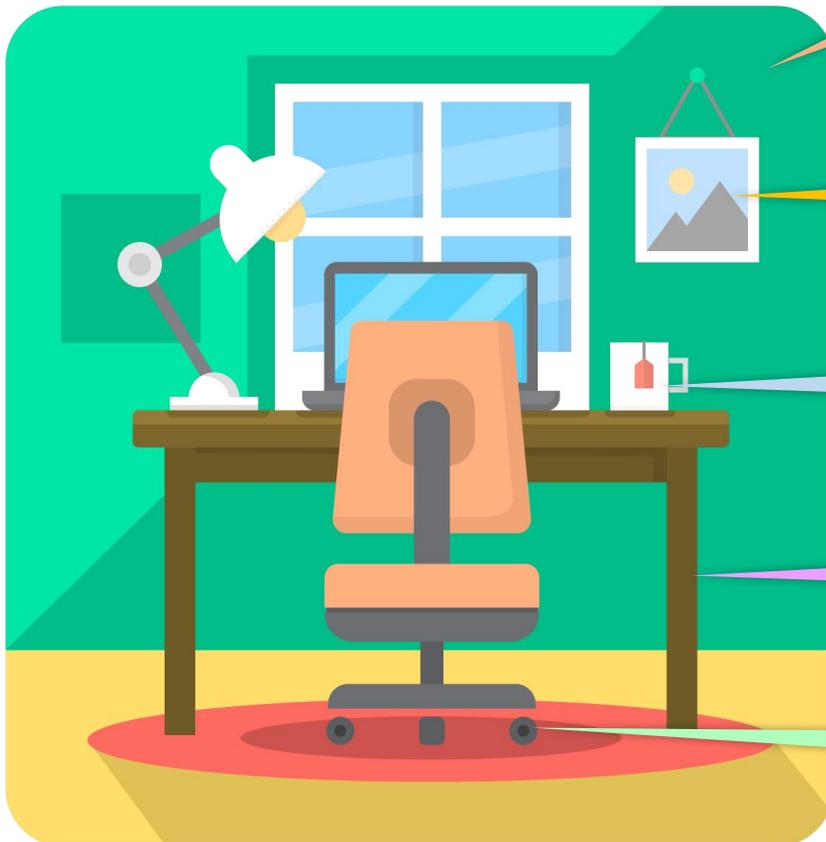
Pronouns

Verbs

Nouns

The things, animals, people and places in the world around us all have names. These names are known as nouns.

Examples of Noun



Office

Picture

Coffee

Desk

Chair

Common Nouns in office setting

Proper Nouns

A proper noun is the name of an actual person or place. A proper noun always begins with a capital letter.

Examples of Proper Noun

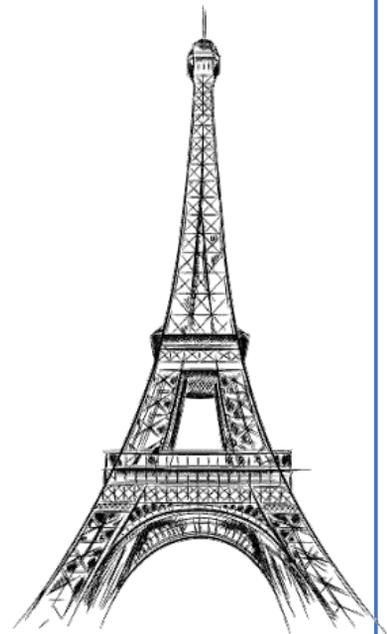


Shikha

Real-world Examples



Taj Mahal, Eiffel
Tower, Paris, France,
India



Abstract Nouns

Abstract nouns refer to ideas, events, concepts, feelings, and qualities that do not have a physical form.

Examples of Abstract Noun

Hunger

Love

Freedom

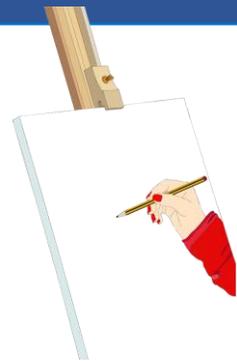
Knowledge

Pro Tip

Most abstract nouns are uncountable. Some, however, can be either countable or uncountable.

Real-world Example

The comfort zone is the great enemy to **creativity**. – *Dan Stevens*



Collective Nouns

Collective nouns are names for a collection or a number of people or things. Words like group, herd, and array are collective noun examples.

Examples of Collective Noun

A Pack of dogs



Real-world Examples

A team of doctors



A flock of birds



Pronouns

A pronoun is used in place of a specific noun mentioned earlier in a sentence so that you don't have to keep repeating that particular noun.

Examples of Pronouns

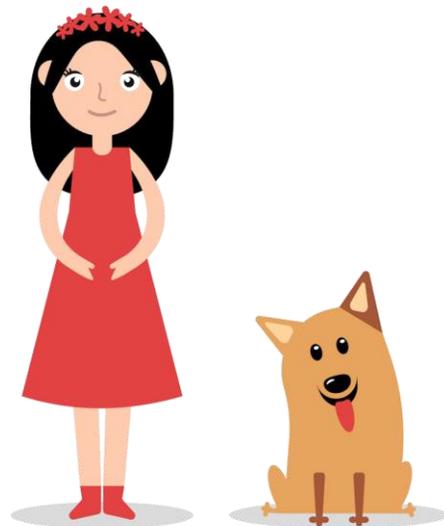
us
me them
who
him we one
you it
she they
her he

herself
yourself
Myself
yourselves
itself ourselves
themselves himself

Real-world Examples

Usha loves **her** pet.

They play together.



Verbs

Verbs are the action words in a sentence that describe what the subject is doing. Along with nouns, verbs are the main part of a sentence or phrase.

Types of Verbs

Main verbs describe actions, occurrences, or states of being.



Tina **loves** books.

Auxiliary verbs are used with main verbs to modify their meaning.



Khushal **has** played football.

Real-world Example

He is **sleeping** on the couch.

He will **get up** late.



Phrasal Verbs

A phrasal verb is a verb that is made up of a main verb together with an adverb or a preposition, or both. Phrasal verb has different meaning from the main verb.

Conceptual example

▶ Rita likes to **get up** early every day.

PHRASAL VERB
(Verb + Preposition)



▶ I **came across** some old pictures.

PHRASAL VERB (Verb + Adverb)



Real-world Example

She **dressed up** well for the party.

I **cleaned up** the room last night

Modal Verbs

Modal verbs are used with other verbs to express ability, request and possibility. They are unlike other verbs. They do not change their form (spelling).

Examples of Modal Verbs

should
can
could
Shall
must
have
may
ought
might
would



You **should** watch new TV shows on Netflix.

Real-world Example

She **can** speak Spanish fluently. (*ability*)

Would you like a cup of coffee? (*request*)



Usage – MODAL VERB

Permission, request

Shall I order food online?

Can I get you a drink?



Suggestions, advice

What **should** I wear for the party?

You **should** wear that red dress.



Possibility

I **might** have pizza later on.

She **might** take a cab home.



Ability

He **can** play the guitar.

Rahul **cannot** swim well.



Adjectives

Adjectives tell us what people, animals, and things are like. They describe nouns and tell you more about them.

Examples of Adjectives



Beautiful Car

The car is **fast**



Happy couple

Pretty dress

The bags are **heavy**.

Usage – ADJECTIVES

Adjectives are placed before the noun

He is a **busy** man.



I love **chocolate** cake.

Adjectives are placed after verbs like be, look, or feel

He is very **busy**.



The cake is **delicious**.

They look **bored**.

More Examples

Pro Tip

Fact Adjectives – used to describe size, shape, age, colour, nationality, material

- ▶ This novel is **interesting**.
- ▶ This is an **interesting** novel.
- ▶ She bought a **blue** dress.
- ▶ She loves **Spanish** food.



Common Adjectives

The most frequently used adjectives in English is a good place to start expanding your vocabulary.

Examples

young
possible social
new small
sure real political
special old
white only true public
other major
whole national
recent
right
strong

important
little human good
large full able big
local black
better bad free best long
great clear
different certain
easy economic
low high
early late hard
international

Rita lives in a **different** city.

You are a **great** friend

This is the **right** place.

She is a **strong** leader.



Adverbs

Adverb is a word that modifies or qualifies an adjective, verb, or other adverb or a phrase.

Examples of Adverbs



It's an **extremely** expensive car.

He is driving **swiftly**.

Business Presentation Tips



Speak **clearly**

Dress-up **neatly**

Listen **carefully**

Respond **calmly**

Manage time **effectively**

Usage – ADVERBS

Adverb of time

I **regularly** work out.

I will talk to you **later**.

It's my birthday **today**.



Adverb of degree

I am **extremely** happy.

You're **totally** crazy.

The movie was **quite** good.



Adverb of manner/place

▶ He talks **loudly**.

▶ She sings **beautifully**.

▶ You can sit **there**.

▶ Let's go **indoors**. It's hot **here**.

Pro Tip

Using adverbs makes your writing more lively and interesting.



Common ADVERBS

The most frequently used adverbs in English is a good place to enhance your communication skills.

Examples

usually frequently
rarely
recently
slowly eventually
never often
finally
quickly occasionally
regularly
rapidly always
sometimes
immediately

She **always** helps others



You're **probably** right.

Kate **usually** arrives late.

She is **really** talented.

Tea is **pretty** hot.

exactly
especially simply
generally actually
clearly
instead
carefully easily
suddenly naturally really
pretty
probably certainly



Prepositions

Prepositions are words that are used to show relationship between different nouns in a sentence. Words such as **on**, **in**, **to**, and **with** are common prepositions.

Examples of Prepositions



She made a cake **for** me **on** my birthday.

She mixed sugar **with** milk **in** a bowl

My Daily Routine



I live **next to** the park.

I work out **on** Mondays

I listen **to** the news.

I study **after** lunch.

I dance **in** the evening.

Usage - Prepositions

Prepositions of Time

I watch movies **over** the weekends.

I do yoga **in** the morning.

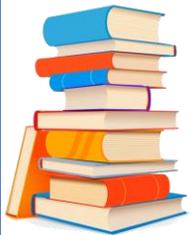


Prepositions of Place

The books are **on** the table.

The Eiffel Tower is **in** Paris.

We love life **along** the beach.



Other Prepositions

I want a job **with** a good salary.

It's easier to travel **by** car.



Conjunctions

Conjunctions are words that link other words, phrases, clauses or different parts of a sentence together.

Conceptual examples

Tina lives in New York. She works in New York.

▶ Tina lives **and** works in New York.

CONJUNCTION

▶ You can have pasta **if** you're hungry.



CONJUNCTION



Real-world examples

She brought a dress **and** shoes for the party.

Would you like a cup of tea **or** coffee?



Usage - conjunctions

Common Conjunctions

We've been friends **since** childhood.

She can't dance **nor** can she sing.



although
like
since
while
unless
where
as
and
if
now
though
or
until
but
whether
nor
than
that
after
once
so
except
because
before
when

Coordinating Conjunctions

Coordinating conjunctions are words that link words, phrases, or clauses of equal importance.

I ate too much, **so** I went for a walk.

I'm on a diet **but** I can't resist chocolate.



Subordinating Conjunctions

Subordinating conjunctions are used to connect words, phrases, and clauses of unequal importance.

▶ **Although** I got up early, I was late to work.

▶ I got a refund **because** I complained.



Interjections

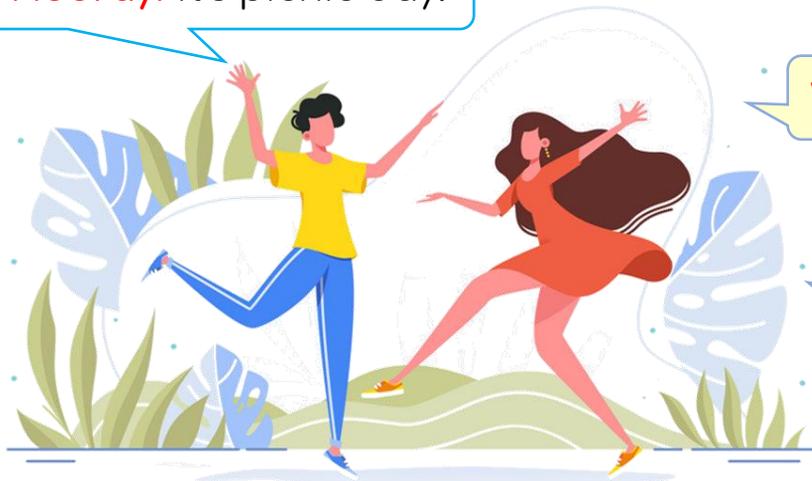
An interjection is a single word that expresses a thought or feeling. You often shout interjections loudly, and so they are often followed by an exclamation mark.

Examples

Oops! It broke.



Hooray! It's picnic day.

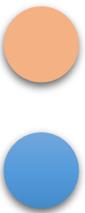


Wow! Weather is awesome.

Whoa! That's crazy talk.



Articles



Articles are short words which come before nouns to show whether they refer to a general or a specific object.

Examples

an a
the any
some

She is **a** very brave girl.

She is **an** amazing fighter.



Indefinite Articles

The indefinite article "a" or "an" is used to talk about something in general.

I work at **an** institute.

My wife works at **a** hospital.



Definite Articles

The definite article "the" is used to talk about a specific person or thing that everyone understands.

I love that restaurant. **The** food is great.

The movie was based on **the** novel.



Tenses

Previously, you learned about verbs or action words. The tenses of a verb tells us about the timeframe in which action was taken.

In English language, there are three main tenses: the present, the past, and the future. For each main tense there are four different tense forms: simple tense, continuous tense, perfect tense, perfect continuous tense. There are 12 tenses in total that you must learn.

+ Perfect
Continuous

Present

Past

Tense Simple

Continuous

Past

Future

Perfect

● PRESENT TENSE

I play football everyday.

● PAST TENSE

I played football yesterday

● FUTURE TENSE

I will play football tomorrow.



12 Tenses in English

	SIMPLE	CONTINUOUS	PERFECT	PERFECT CONTINUOUS
PRESENT	<p>A repeated action.</p> <p><i>I play soccer three nights a week.</i></p>	<p>An action that is happening now.</p> <p><i>I am playing soccer now.</i></p>	<p>An action that has happened at an unspecified time.</p> <p><i>I have played soccer.</i></p>	<p>An action that has started in the past and is continuing.</p> <p><i>I have been playing soccer all morning.</i></p>
PAST	<p>An action that has ended.</p> <p><i>I played soccer.</i></p>	<p>An action that was happening when another action happened.</p> <p><i>I was playing soccer, but it started to rain.</i></p>	<p>An action that happened before another one.</p> <p><i>I had played soccer before it rained.</i></p>	<p>An action that had been happening before another action.</p> <p><i>I had been playing soccer before it rained.</i></p>
FUTURE	<p>A plan for a future action.</p> <p><i>I will play soccer tomorrow night.</i></p>	<p>A future action that will happen for a length of time.</p> <p><i>I will be playing soccer on Friday.</i></p>	<p>An action that will finish before another future action.</p> <p><i>I will have played soccer before it rains.</i></p>	<p>An action that happens over time before another future action.</p> <p><i>I will have been playing soccer before it rains.</i></p>



IT'S TIME TO
LEARN ENGLISH

Present Tense

It is used to describe an action in present time, habitual action or daily event or universal fact.

Real-world Examples



Present Simple

I usually **work** from home.

I **like** cats. I **don't like** dogs.

Present Continuous

You **are looking** tired.

I **am coming** from gym.



Present Perfect

She **has gone** to mall.

I **have cleaned** my room.



Present Perfect Continuous

I **have been cooking** all day.

He **has been waiting** for a cab.

Past Tense

The past tense is used to talk about completed actions or events in the past. The simple past is the most commonly used tense in English.

Real-world Examples



Past Simple

We **watched** movie yesterday.

We **ate** four pizzas.

Past Continuous

We **were having** lunch.

She **was sleeping** when you came.



Past Perfect

She **had gone** to work.

I **had** already **read** it.

Past Perfect Continuous

I **had been studying** every day.

He **hadn't been feeling** well.



Future Tense

Future forms in English are formed using auxiliary verbs. And commonly used constructions include will, shall, going to etc.

Real-world Examples



Future Simple

You **will love** the house.

I **am going to cook** tonight.

Future Continuous

I **will be coming** late.

I **will be working** till 7 PM.



Future Perfect

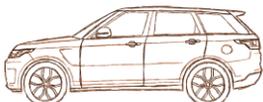
I **will have read** the book.



He **will have played**.

Future Perfect Continuous

I **will have been studying** English



I **will have been driving** for 2 hours.

ENGLISH

Tenses – At glance

PAST

PRESENT

FUTURE

I studied English.

I study English.

I will study English.

PAST SIMPLE

PRESENT SIMPLE

FUTURE SIMPLE

I had studied English.

I have studied English.

I will have studied English.

PAST PERFECT

PRESENT PERFECT

FUTURE PERFECT

I was studying English.

I am studying English.

I will be studying English.

PAST CONTINUOUS

PRESENT CONTINUOUS

FUTURE CONTINUOUS

I had been studying English.

I have been studying English.

I will have been studying English.

PAST PERFECT CONTINUOUS

PRESENT PERFECT CONTINUOUS

FUTURE PERFECT CONTINUOUS

Black arrow represents timeframe in which action is taking place.



Tenses – Rules

TENSES	ACTIVE	EXAMPLE
SIMPLE PRESENT	v1	I play.
PRESENT CONTINUOUS	Is, am, are + ing	I am playing.
PRESENT PERFECT	has/have + v3	I have played.
PRESENT PERFECT CONTINUOUS	Has/have + been + ing	I have been playing.
SIMPLE PAST	v2	I played.
PAST CONTINUOUS	Was/were + ing	I was playing.
PAST PERFECT	Had + v3	I had played.
PAST PERFECT CONTINUOUS	Had been + ing	I had been playing.
SIMPLE FUTURE	Will + v1	I will play
FUTURE CONTINUOUS	Will + be + ing	I will be playing.
FUTURE PERFECT	Will have + v3	I will have played.
FUTURE PERFECT CONTINUOUS	Will + have + been + ing	I will have been playing.

Sometimes we want to say that something isn't finished or it goes on for a long time. For this, we use the progressive tense



Tenses – ‘Be’ verb

The verb ‘be’ isn’t like other verbs. It is irregular, which means it has its own rules. It takes lots of different forms, such as am, are, and is.

“Be” Verbs

Subject	Present	Past	Future	Present Perfect	Past Perfect
I	am	was	will be	have been	had been
We	are	were			
You					
They					
He	is	was	has been		
She					
It					

Other verb forms

He’s **being** helpful.

Please **be** quiet!



Real-world Examples

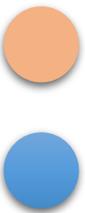
▶ You **are** my friend!

▶ Last week we **were** on vacation.

▶ It **is** going to rain today.



Sentences



A sentence is a group of words or parts of speech that has some meaning. A sentence might give information or ask a question.

Types of Sentences

Positive

She can speak English.

Negative

She cannot speak English.

Question

Can she speak English?

Command

Tina, speak English now.

Exclamation

Awesome English Fluency!

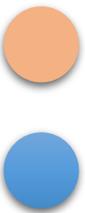


Real-world Examples

- ▶ Where do you live?
- ▶ How cute they look!
- ▶ Do you like mangoes?
- ▶ Bring drinks before meal.
- ▶ She spoke with great courage.



Questions



A question is a sentence that asks something. It starts with a capital letter and ends with a question mark

We often use words like who, what, which, where, why, how, when, and whose in questions.

QUESTION WORDS IN ENGLISH



Who



- Ask about person
- Who is that woman?

Where

- Asking in or at what place or position
- Where do you live?
- Where are my boots?



When

- Asking about time, occasion, moment
- When can I see you?
- When did you last see him?



Why

- Asking for a reason, explanation
- Why were you late?
- Why was he late?



What

- Asking for a specific thing, object
- What's the matter?
- What time is it?



How

- Asking for a way, manner, form
- How does it work?
- How do you go to school?



Which

- Asking about choice
- Which is better exercise – swimming or tennis?
- Which of the applicants has got the job?



How many

- Asking about quantity
- Used with countable nouns
- How many people were there?



How often

- Asking about frequency
- How often do you go swimming?



Active & Passive



In active sentences, the subject of the action comes first. In passive sentences, the object of the action comes first.

We often use passive sentences when we don't know who did the action. In passive sentences we can add the doer of the action, using **by**.



Example

ACTIVE

My wife made these cookies.

PASSIVE

These cookies were made by my wife.



TENSE

ACTIVE

PASSIVE

Present Simple

I **do** my homework.

My homework **is done**.

Present Continuous

I'm **doing** my homework.

My homework **is being done**.

Past Simple

I **did** my homework.

My homework **was done**.

Past Continuous

I **was doing** my homework.

My homework **was being done**.

Present Perfect

I **have done** my homework.

My homework **has been done**.

Past Perfect

I **had done** my homework.

My homework **had been done**.

Future Simple

I **will do** my homework.

My homework **will be done**.

Active Passive: Rules

TENSES	ACTIVE	PASSIVE
SIMPLE PRESENT	v1	is, am, are + v3
PRESENT CONTINUOUS TENSE	Is, am, are + ing	is, am, are + being+v3
PRESENT PERFECT	has/have + v3	Has/have + been + v3
PRESENT PERFECT CONTINUOUS	Has/have + been + ing	Has/have + been + being + v3
SIMPLE PAST	v2	Was/were + v3
PAST CONTINUOUS	Was/were + ing	Was/were + being + v3
PAST PERFECT	Had + v3	Had + been + v3
PAST PERFECT CONTINUOUS	Had been + ing	Had been + being+ v3
SIMPLE FUTURE	Will + v1	Will + be + v3
FUTURE CONTINUOUS	Will + be + ing	Will have + been + v3
FUTURE PERFECT	Will have + v3	Will +be + being + v3
FUTURE PERFECT CONTINUOUS	Will + have + been + ing	Will + have + been + being + v3

Notice the changes that are made in the verb form in passive sentences.



Direct Indirect Speech



In **direct speech**, we write exactly what someone says, and we use quotation marks. In **indirect speech**, we don't give their exact words, and we don't use quotation marks.

Example

Direct

"I'm hungry," John said.

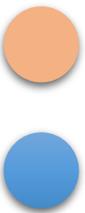


Indirect

John said (that) he was hungry.

Tense	Direct Speech	Indirect Speech
Present Simple	I like ice cream.	He said that he liked ice cream.
Present Continuous	I am living in Paris.	He said that he was living in Paris.
Past Simple	I bought a car.	He said he bought a car.
Past Continuous	I was walking along the Street.	He said he had been walking a long the Street.
Present Perfect	I haven't seen Mary.	He said he hadn't seen Mary.
Past Perfect	I had taken Spanish lessons before.	He said he had taken Spanish lessons before.
Will	I'll see you later.	He said he would see me later.
Would	I would help, but...	He said he would help but...

Books from Pep Talk

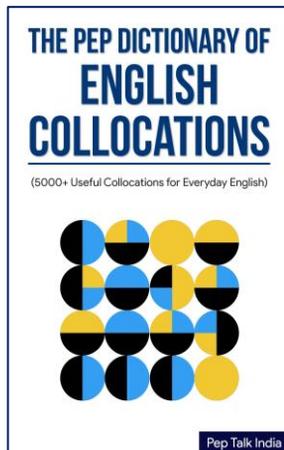


Books on English Speaking

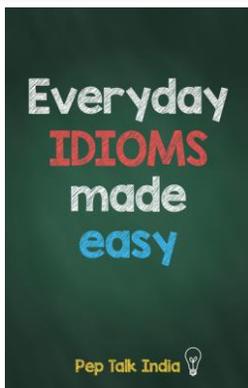
➤ Everyday English Conversations



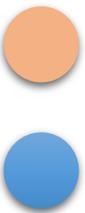
➤ Dictionary of English Collocations



➤ Everyday Idioms made easy

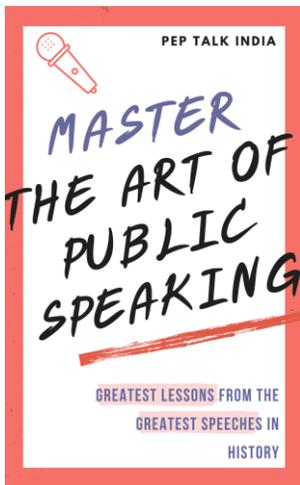


Books from Pep Talk



Books on Public Speaking

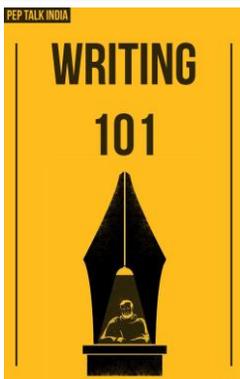
Master the Art of Public Speaking



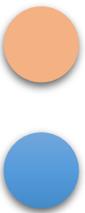
Become Habitually Successful



Writing 101



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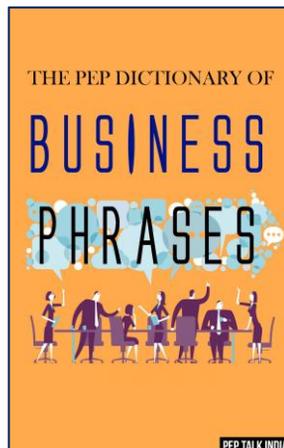


Books on Business and Entrepreneurship

Best Business Stories



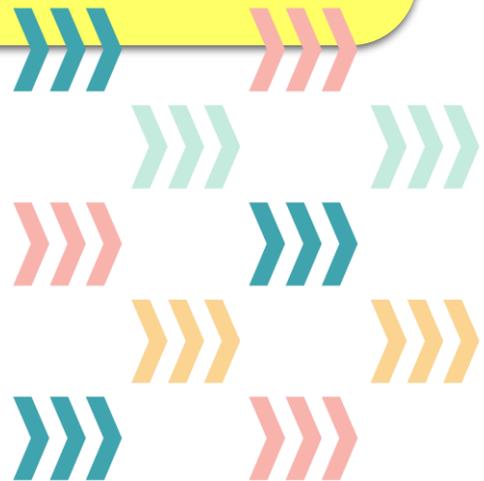
Dictionary of Business Phrases



Happy Learning

“Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young.”

– Henry Ford



“Keep the flame of learning alive within you no matter what”

