

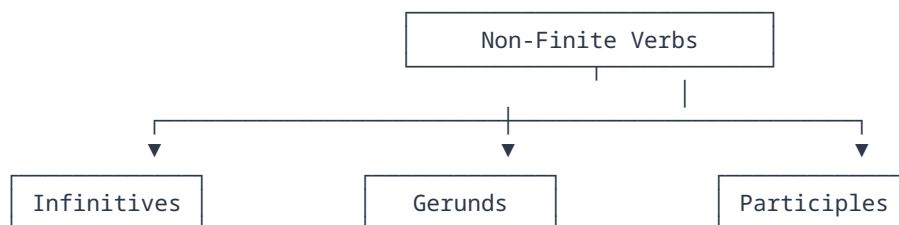
Part 1 — Study Notes

Section A: Non-Finite Verbs

1. Introduction & Core Concept

In English grammar, verbs are broadly classified into two categories based on whether they change their form according to the tense, number, and person of the subject:

- **Finite Verbs:** These verbs change their form when the tense, subject's person (first, second, third), or number (singular, plural) changes. They act as the main verb of a clause.
Example: He **plays** tennis. (Present, 3rd-person singular) → They **played** tennis. (Past tense).
- **Non-Finite Verbs:** These verbs **do not** change their form, regardless of the tense of the sentence or the person and number of the subject. They do not act as the main verb; instead, they function as nouns, adjectives, or adverbs.
Example: He likes **to play** tennis. → They liked **to play** tennis. (Note that "**to play**" remains identical).



2. Types of Non-Finite Verbs

I. Infinitives

An **Infinitive** is the base form of a verb, very often preceded by the word **to**. It functions as a noun, an adjective, or an adverb.

Structure: **to + Verb₁** (Simple/To-Infinitive)

- **Bare Infinitive:** An infinitive used **without** the word "to". It is commonly used after modal auxiliaries (*can, may, must, should*) and certain verbs like *make, let, bid, watch, hear*.

• **Examples:**

- **To err** is human. (Noun acting as Subject of the verb)
- She wants **to study**. (Noun acting as Object of the verb)
- I have no time **to play**. (Adjective qualifying "time")
- He came **to see** me. (Adverb modifying "came")
- *Bare Infinitive*: Let him **go**. / You must **work** hard.

II. Gerunds

A **Gerund** is a verb form ending in **-ing** that functions as a **Noun**. It is also referred to as a **verbal noun**.

Structure: **Verb + -ing** (functioning as a Noun)

How to Identify: It answers the question "**What?**".

- **Swimming** is a good exercise. (Subject of the verb)
- I enjoy **reading** novels. (Object of the verb)
- He is fond of **singing**. (Object of a preposition 'of')

III. Participles

A **Participle** is a verb form that functions as an **Adjective**. It is often called a **verbal adjective**.

There are three distinct types of Participles:

1. **Present Participle (Verb + -ing)**: Represents an ongoing, active, or incomplete action.
Example: Don't try to board a **moving** train. / I saw a **running** bus.
2. **Past Participle (V_3 form)**: Represents a completed action or a state.
Example: A **broken** chair cannot be repaired easily. / He carried a **faded** backpack.
3. **Perfect Participle (Having + V_3)**: Represents an action completed entirely before another action begins.
Example: **Having finished** his homework, Rohit went out to play.

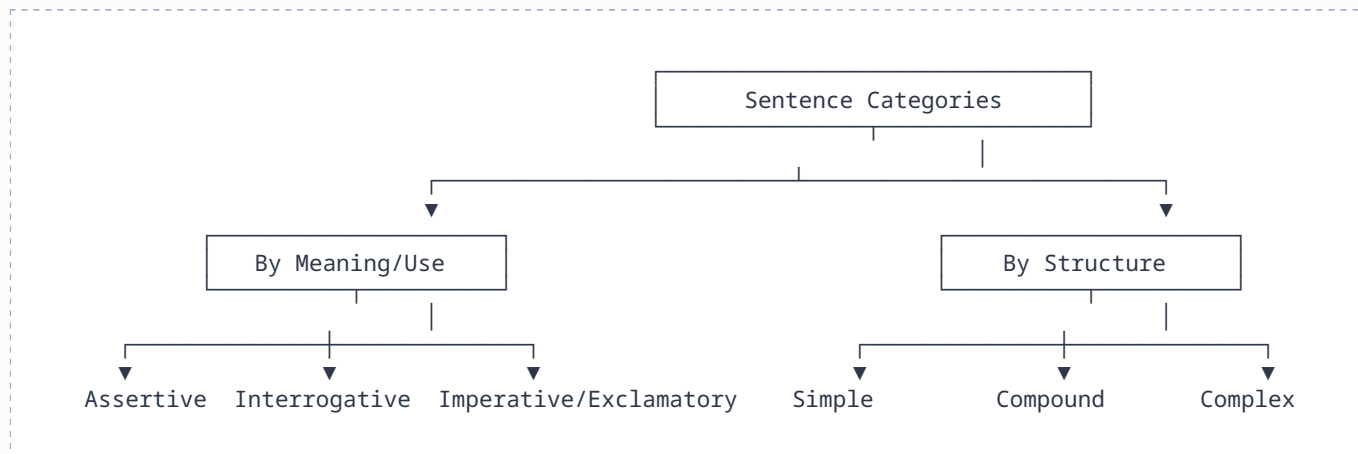
3. Quick Comparison: Gerund vs. Present Participle

Both forms end in **-ing**, but their roles in a sentence are completely different. Use this matrix to differentiate:

Feature	Gerund	Present Participle
Grammatical Role	Functions purely as a Noun .	Functions as an Adjective (or forms continuous tenses).
Key Indicator	Answers the question " What? ".	Answers " What kind of? " or " In what state? ".
Example 1	Walking is good for health. (What is good?)	I need a walking stick. (What kind of stick?)
Example 2	I love painting landscapes. (What do you love?)	The painting artist won an award. (Which artist?)

Section B: Types of Sentences

Sentences are categorized in two structural pathways: **By Meaning/Function** and **By Clause Structure**.



1. Classification by Meaning (Function)

- Assertive / Declarative:** Makes a simple statement. Ends with a full stop (.). It can be positive (Affirmative) or negative.
Affirmative: He is writing. • *Negative:* He is not writing.
- Interrogative:** Asks a question. Ends with a question mark (?).
Example: Do you know him?
- Imperative:** Expresses a command, polite request, advice, or instruction. The subject "you" is typically implied.
Example: Please shut the door. (Request) / Speak the truth. (Advice).

4. **Exclamatory:** Conveys strong, sudden emotions. Ends with an exclamation mark (!).

Example: What an incredible match!

2. Classification by Structure (Clauses)

1. **Simple Sentence:** Contains exactly **one independent clause** (one subject and one finite verb).

Example: **The bright sun shone** all day.

2. **Compound Sentence:** Contains **two or more independent clauses** joined by a coordinating conjunction (**FANBOYS:** *For, And, Nor, But, Or, Yet, So*) or a semicolon.

Example: He worked tirelessly, **and** he achieved top ranks.

3. **Complex Sentence:** Contains **one main independent clause** and at least **one dependent (subordinate) clause** initiated by a subordinating conjunction (*because, although, if, since, when, who, which*).

Example: **Although** he was tired, he completed the assignment.

Section C: Rules of Sentence Transformation

Transformation involves changing the structural design of a sentence **without** modifying its underlying core meaning.

I. Affirmative to Negative (and vice versa)

- **Rule 1: Use of opposites/antonyms with 'not'.**

Affirmative: He is a wise man. → *Negative:* He is **not** a **foolish** man.

- **Rule 2: Changing "As soon as" to "No sooner... than".**

Affirmative: **As soon as** the bell rang, they ran out.

Negative: **No sooner did** the bell ring **than** they ran out.

- **Rule 3: Converting "too... to" into "so... that... cannot".**

Affirmative: She is **too** young **to** travel alone.

Negative: She is **so** young **that** she **cannot** travel alone.

II. Assertive to Interrogative (and vice versa)

- **Rule 1: Positive statements become negative questions; negative statements become positive questions.**

Assertive: Prevention is better than cure. → *Interrogative:* **Is not** prevention better than cure?

- **Rule 2: "Everyone/Everybody" changes to "Who... not".**

Assertive: Everyone loves freedom. → *Interrogative:* **Who does not** love freedom?

- **Rule 3: "Never" becomes "Ever", "Nothing" becomes "Anything".**

Assertive: I will **never** forget your kindness. → *Interrogative:* Will I **ever** forget your kindness?

III. Assertive to Exclamatory (and vice versa)

- **Rule 1: "Very" becomes "How"; "Great/Wonderful" becomes "What a/an".**

Assertive: It is a very beautiful day. → *Exclamatory:* **What a** beautiful day it is!

- **Rule 2: Desires with "wish" translate to "If only" or "O that".**

Assertive: I wish I were a bird. → *Exclamatory:* **If only** I were a bird!

IV. Simple, Compound, and Complex Conversions

- **Simple to Compound:** Convert a word or participle phrase into a main coordinate clause.

Simple: **In spite of** his illness, he worked. → *Compound:* He was ill, **but** he worked.

- **Simple to Complex:** Expand a word or phrase into a dependent subordinate clause.

Simple: He confessed **his guilt**. → *Complex:* He confessed **that he was guilty**.

- **Compound to Complex:** Convert a coordinate independent clause into a subordinate clause.

Compound: Work hard **and** you will pass. → *Complex:* **If** you work hard, you will pass.

Common Error Zone

1. **Dangling Participles:** Ensuring that the participle clearly refers to a logical subject.

Incorrect: Walking in the park, a snake bit him. (This implies the snake was walking!)

Correct: While **he** was walking in the park, a snake bit him.

2. **Tense Mismatch in Transformations:** Always preserve the original tense when converting.

Incorrect: He was wise. → Is he not wise? (Wrong tense)

Correct: **Was** he not wise?

Memory Tool: Conjunction Identifier

- Use **FANBOYS** for **Compound Sentences**: *For, And, Nor, But, Or, Yet, So*
- Use **SAW BUB** for **Complex Sentences**: *Since, Although, When, Because, Until, Before*

Part 2 — Question Bank

Section 1: Non-Finite Verbs

Q1. [MCQ] Identify the underlined non-finite verb: "She enjoys playing the violin."

a) Present Participle • b) Gerund • c) Infinitive • d) Past Participle

Q2. [MCQ] Which of the following sentences contains a **Bare Infinitive**?

a) She wants to learn French. • b) Let her complete her work. • c) Having cooked dinner, she rested. • d) The running boy is my brother.

Q3. [MCQ] Complete the sentence with the correct participle form: "We were frightened by the _____ noise."

a) terrify • b) terrifying • c) terrified • d) to terrify

Fill in the Blanks

Use the appropriate non-finite form of the verb given in brackets:

Q4. She is too tired _____ (walk) any further.

Q5. _____ (smoke) is strictly prohibited here.

Q6. I saw him _____ (cross) the road safely yesterday. [Use Bare Infinitive]

Q7. _____ (hear) the loud noise, the thief ran away.

Identify and Classify

Identify the non-finite verb and state whether it is an Infinitive, Gerund, or Participle:

Q8. I love reading classic novels during vacations.

Q9. They planned to buy a new house next year.

Q10. The damaged vehicle was quickly towed away by the crew.

Q11. Singing beautifully, the bird flew into the sky.

Error Correction

Identify the error in non-finite usage and rewrite the corrected sentence:

Q12. Walking in the garden, a beautiful flower fell on her.

Q13. He always avoids to meet his old rivals.

Section 2: Types of Sentences & Conversions

Q14. [MCQ] Identify the structure: *"Although she was tired, she completed the assignment on time."*

a) Simple Sentence • b) Compound Sentence • c) Complex Sentence • d) Exclamatory Sentence

Q15. [MCQ] What is the correct assertive form of: *"How beautiful the scenery is!"*?

a) Is the scenery beautiful? • b) The scenery is very beautiful. • c) What a beautiful scenery it is. • d) The scenery was very beautiful.

Q16. [MCQ] Change the following compound sentence into a simple sentence: *"He ran fast, but he missed the bus."*

a) He ran fast so that he missed the bus. • b) Despite running fast, he missed the bus. • c) He ran fast and missed the bus. • d) If he ran fast, he would miss the bus.

Sentence Transformation (Do as Directed)

Q17. Every cloud has a silver lining. **[Change to Negative without altering meaning]**

Q18. As soon as the teacher entered, the students stood up. **[Rewrite using "No sooner... than"]**

Q19. He is so proud that he will not apologize. **[Change to Simple using "too... to"]**

Q20. Who does not love his country? **[Convert to Assertive]**

Q21. He must work hard to escape poverty. **[Convert to Compound]**

Q22. On seeing the police, the thief fled. **[Convert to Complex]**

Q23. I wish I had the wings of a dove. **[Convert to Exclamatory]**

Q24. This is not the way to behave. **[Convert to Interrogative]**

Q25. Work hard and you will succeed. **[Convert to Complex using "If"]**

Q26. Only a brave man can face such danger. **[Convert to Negative using "None but"]**

Section 3: Integrated & Competency-Based Questions

Q27. Passage-Based Question: Read the passage and answer the sub-questions:

*"(1) **Learning** a new language is always an exciting journey. (2) To master it quickly, a student must practice daily. (3) While trying to speak, do not fear making mistakes. (4) A **written** record of new vocabulary helps in retention."*

- (i) Identify the grammatical part of speech of the bold word "**Learning**" in sentence (1).
- (ii) Identify the type of non-finite verb used in sentence (2): "**To master**".
- (iii) Identify the grammatical nature of the bold word "**written**" in sentence (4).

Q28. HOTS Analysis: Analyze the two sentences below:

Sentence A: *The crying baby kept everyone awake.*

Sentence B: *Crying baby is not a solution to problems.*

Explain how the word "crying" behaves differently in Sentence A and Sentence B.

Q29. Application Task: Convert the following simple sentence into both a Compound Sentence and a Complex Sentence:

"Because of her illness, she did not attend the school."

Q30. Synthesis Task: Combine the following details into a single Simple Sentence using a Participle:

- He finished his lunch.
- He went back to his work.

Part 3 — Answer Key

Section 1: Non-Finite Verbs

- Q1. b) Gerund.** "Playing" acts as the direct object of the verb "enjoys", functioning as a noun.
- Q2. b) Let her complete her work.** "Complete" is used without the preposition "to" after the verb "let".
- Q3. b) terrifying.** This is a present participle functioning as a verbal adjective describing "noise".
- Q4. to walk** (to-infinitive)
- Q5. Smoking** (gerund functioning as subject)
- Q6. cross** (bare infinitive after "saw")
- Q7. Hearing** (present participle modifying 'the thief')
- Q8. reading — Gerund** (acting as object of "love")
- Q9. to buy — Infinitive** (acting as object of "planned")
- Q10. damaged — Participle** (Past Participle acting as an adjective modifying "vehicle")
- Q11. Singing — Participle** (Present Participle modifying the subject "the bird")
- Q12. Correction:** While she was walking in the garden, a beautiful flower fell on her.
Reason: Original sentence contained a dangling participle, making it sound like the flower was walking.
- Q13. Correction:** He always avoids **meeting** his old rivals.
Reason: The verb "avoid" must be followed by a gerund instead of an infinitive.

Section 2: Types of Sentences & Conversions

- Q14. c) Complex Sentence** (one independent clause, one subordinate clause).
- Q15. b) The scenery is very beautiful.**
- Q16. b) Despite running fast, he missed the bus.**
- Q17.** There is no cloud without a silver lining.
- Q18.** No sooner did the teacher enter than the students stood up.
- Q19.** He is too proud to apologize.
- Q20.** Everyone loves his country.

Q21. He must work hard, or he will remain in poverty.

Q22. When the thief saw the police, he fled. (Or: As soon as the thief saw the police, he fled.)

Q23. Oh, that I had the wings of a dove! (Or: If only I had the wings of a dove!)

Q24. Is this the way to behave?

Q25. If you work hard, you will succeed.

Q26. None but a brave man can face such danger.

Section 3: Integrated & Competency-Based Answers

Q27.

- (i) **Gerund** (acts as the subject of the sentence).
- (ii) **To-Infinitive** (specifically expressing purpose/reason).
- (iii) **Past Participle** (V3 verb "written" acting as an adjective modifying "record").

Q28.

- In **Sentence A**, "crying" functions as a **Present Participle** (Adjective) describing the state/condition of the noun "baby".
- In **Sentence B**, "Crying" functions as a **Gerund** (Noun) acting as the subject of the verb "is". It refers to the act/action itself.

Q29.

- **Compound Sentence:** She was ill, **so** she did not attend the school.
- **Complex Sentence:** **As** she was ill, she did not attend the school. (Or: She did not attend the school **because** she was ill.)

Q30. **Having finished his lunch**, he went back to his work. (Uses a Perfect Participle structure to show one completed past action preceding another).