

DYNAMIC ENGLISH VOCABULARY AND  
GENERAL LANGUAGE COURSE

# BASIC GRAMMAR

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# DYNAMIC ENGLISH GRAMMAR

This book looks at Parts of Speech, Inflection, Syntax, Idioms, Prepositions, Acronyms and Abbreviations.

Inflections like the genitive -'s show the plural. The past tense is usually indicated by adding -d, -ed, or -t to a verb. Continuous action is denoted by the use of -ing to a verb. The comparative -er and the superlative -est are used to indicate the quality or grade of something, for example good, better and best.

Syntax deals with the arrangement of words and phrases to create well-formed sentences.

Finally attention is given to prepositions, prepositional phrases, phrasal verbs, acronyms and abbreviations.

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## ADJECTIVES

It is important to be able to identify the grammatical function of a word in a sentence. Words fall into a number of classes called **parts of speech**. A word or a group of words which serve to qualify a noun or pronoun, fulfil the role of an **adjective**. The fact is that a single word can have different syntactic functions and one must therefore be wary about labelling words. The word '*fruit*', for instance, can be both a noun and an adjective.

There are other instances where an adjective acts almost like a noun and this is to be seen where a plural count or whole mass of something is being taken into account. Thus words like: the **feeble**, the **infirm**, the **meek**, the **old**, the **poor**, the **rich**, the **sick**, the **young**, and the **wealthy** are acting as nouns even though they are adjectives. A similar situation obtains with words such as the following: the **Dutch**, the **English**, the **French**, the **Irish**, the **Scotch** and the **Welsh**. Adjectives such as these are called **substantive adjectives**.

Most speakers and writers commonly use an adjective *attributively* as in:

<b>burnished</b> gold	<b>cavalier</b> attitude	<b>derisory</b> remark
<b>emphatic</b> victory	<b>funereal</b> procession	<b>ghastly</b> experience
<b>haughty</b> demeanour	<b>ironic</b> outcome	<b>judicious</b> use

**Attributive** adjectives precede the nouns they qualify.

The following adjectives, however, are used *predicatively*:

we were <b>ecstatic</b>	this makes me <b>sad</b>	you were <b>confident</b>
they seem <b>agitated</b>	I cannot be <b>certain</b>	she is so <b>clever</b>
silence is <b>golden</b>	drugs are <b>addictive</b>	people are <b>hopeful</b>

## PARTICIPLES USED AS ADJECTIVES

Many participles can function as adjectives: *a **stifled** chuckle, an **exhausted** athlete; the **amazing** experience, the **enthralled** spectators, the **apprehended** thief.* Here are more examples:

beaten path	bombed cities
bonded stock	bound copies
burnt sienna	carded lace
dried fruit	dropped catches
drugged elephants	failed experiments
feared opponent	fired clay
freed prisoners	grown shrubs
heated argument	hidden dangers
hosted function	known antidote
lined trunks	listed shares
lost certificates	marked man
married couple	missed opportunities
mixed results	needed rest
noted jurist	packed audience
parked cars	planned events
rested crew	signed cheques
sorted jumble	spun cotton
tested solution	toasted sandwich
trusted friend	valued client
wanted man	wounded animal

## ADJECTIVES THAT LOOK LIKE ADVERBS

Examples:

She is such a happy and **bubbly** character.

It was a **chilly** stare that the general gave me.

That was a **costly** mistake I will never want to repeat.

Mother uncomplainingly does her **daily** chores.

**Friendly** sales people effect rapid closure.

beastly	beggarly
bubbly	chilly
costly	cowardly
crumbly	daily
deadly	elderly
friendly	ghastly
homely	hourly
kingly	likely
lively	lonely
lordly	lovely
measly	miserly
monthly	niggardly
nightly	pimplly
saintly	shapely
sickly	sprightly
unholy	unlikely
weekly	wobbly
woolly	yearly

## COMPARATIVE & SUPERLATIVE FORMS

Some adjectives do not have the comparative and superlative form: 'good', 'better', and 'best'. Often, these adjectives will have two or more syllables. In such instances adverbs like 'more' and 'most' will have to be used in conjunction with such adjectives:

amazing	astonishing	beautiful
boring	exciting	expensive
famous	interesting	passionate
tedious	terrifying	thankful
unusual	vital	wonderful

There are some adjectives with two syllables, like those listed below, which do indeed have the comparative and superlative forms: 'able', 'abler', and 'ablest':

able	clumsy	cocky
crafty	petty	shallow
silly	simple	clever
quiet	narrow	wily

Note well, there are some adjectives, like those listed below, that do not have the comparative and superlative form at all:

absolute	complete	chief
endless	eternal	eventual
final	ideal	main
ultimate	universal	unique

## OTHER COMPARATIVE & SUPERLATIVE FORMS

Use the following examples to make other comparisons of your own. Ensure that you use the word ‘**than**’ in each sentence.

The younger sister is more outspoken **than** her elder sister.

Cape Town is drier in summer **than** in winter.

Silk is a great deal more expensive **than** cotton.

Durban in winter is warmer **than** Johannesburg.

Kallis is a more compact batsman **than** Smith.

An eagle flies higher **than** a falcon.

Flying between two distant cities is more practical **than** driving.

Prevention is better **than** a cure.

In South Africa soccer is more supported **than** cricket.

It is better to give **than** to receive.

Many animals are less active in winter **than** in summer.

Walking is much less taxing **than** running.

Use the following examples to construct sentences in which the superlative is used to set one person, animal, thing or country above all others:

South Africa is **the richest** country in Southern Africa.

Gold is still **the most prized** metal in the world.

Cape Town is **the oldest** city in South Africa.

Johannesburg is **the most visited** city in South Africa.

The cheetah is **the fastest** animal on the African plain.

The lion is **the most successful** hunter in the African savannah.

## ADJECTIVES THAT LOOK LIKE PRONOUNS

It is possible sometimes to confuse certain adjectives and pronouns because they look alike. There is a clear distinction between them. Pronouns stand on their own while adjectives will need to qualify a noun. Look at the following types of adjectives and pronouns represented by the same or similar looking words:

### Possessive Pronoun

mine

yours

his / hers / its

ours

theirs

Examples in use:

This bat is **mine**.

This packet is **yours**.

That house is **his**.

The camera is **hers**.

The opportunity is **ours**.

Give them that which is **theirs**.

### Possessive Adjective

my

your

his / her / its

our

their

This is **my** bat.

This is **your** packet.

That is **his** house.

This is **her** camera.

It is **our** opportunity.

We loved **their** home.

### Demonstrative Pronouns

**This** is your chance.

**That** is the problem.

**These** are our horses.

Give me six of **those**.

### Demonstrative Adjectives

**This** chance won't come again.

She solved **that** problem.

**These** horses need to be stabled.

**Those** bats are used for cricket.

## Interrogative Pronouns

**Which** are my books?

**What** are you sewing?

## Interrogative Adjectives

**Which** books are mine?

**Which** dress are you sewing?

## Indefinite Pronouns

**Many** were the lands I visited.

**Any** will do.

**Few** were the bargains.

**All** are welcome.

**Each** must make his own way.

**Some** were without transport.

## Indefinite Adjectives

**Many** cats were seen.

**Any** hat is better than no hat.

**Few** bargains were on offer

**All** friends are welcome.

**Each** rand must be counted.

**Some** watches lose time.

## A note on Indefinite Pronouns:

Indefinite pronouns are used to refer to unspecified people or things through words such as *anybody, anything, each, either, everybody, everything, neither, none, somebody, something*.

**Many** are called but **few** are chosen. (from the Bible)

**Some** are lucky, **others** not

**One** may be allowed but definitely not **all**.

**Each** will be responsible for the **other**

In life we must care for **one another**.

**Somebody** here saw **everything**

**Nobody** here saw **anything**.

## ADJECTIVAL PAIRS

Look up the meaning of the following pairs of adjectives which can often be used interchangeably. Subtle differences of meaning, however, exist between them.

absorbing                      alluring

adept                          adroit

admonitory                  advisory

adorable                      attractive

adroit                          accomplished

adventurous                  audacious

agricultural                  agrarian

alert                            attentive

amicable                      agreeable

benevolent                  beneficent

bleached                      blanched

brawny                        burly

cancerous                      cankerous

chastened                      chastised

condemnatory                  critical

considerate                  courteous

crucial                        critical

cruelty                        callousness

damaging                      devastating

demeaned                      degraded

destructive	detrimental
disapproving	discouraging
disgraced	dishonoured
droopy	dreamy
dull	doctrinaire
enthraling	engrossing
fabulous	fabled
ferocious	fierce
finicky	fussy
fragile	friable
frail	feeble
humbled	humiliated
immovable	implacable
infinite	interminable
insensible	insensitive
instructional	informative
languid	lethargic
languorous	leisurely
manly	masculine
minimal	marginal
monolithic	monumental
naked	nude
obdurate	obstinate
ornate	ornamental
palpable	profound

pompous	pretentious
powerful	potent
pretty	picturesque
proficient	practised
reflective	regretful
reproving	reproachful
sadistic	savage
seditious	subversive
shabby	scruffy
shrunk	stunted
sleepy	somnolent
smart	sophisticated
speedily	swiftly
strange	supernatural
subtle	soft
surplus	superfluous
trivial	trifling
unaided	unassisted
unmoved	unaffected
unprofitable	unrewarding
unrivalled	unsurpassed
violent	vicious
virulent	venomous
wilful	wayward
worthy	worthwhile

## USE OF ADJECTIVES IN SENTENCES

Use each of the following adjectives in a sentence having the following construction: **It is . . . that . . .**

admirable	apposite
appalling	apparent
appropriate	apt
bad	clear
commendable	compulsory
correct	deplorable
disappointing	disgusting
essential	evident
inexcusable	lamentable
laudable	lucky
mandatory	necessary
noteworthy	noticeable
obligatory	obvious
opportune	plain
pleasing	praiseworthy
proper	regrettable
relevant	right
sad	significant
terrible	true
unsatisfactory	vital

## USE OF ADJECTIVES IN SENTENCES

Use each of the following adjectives in a sentence having the following construction: **She / he is . . . to . . .**

afraid	amenable
anxious	apathetic
certain	committed
contented	dedicated
delighted	eager
excited	embarrassed
empowered	fortunate
frightened	glad
grateful	happy
impatient	inclined
indifferent	keen
longing	lucky
motivated	pleased
prepared	quick
ready	relieved
resigned	reluctant
sad	sure
sympathetic	satisfied
swift	unwilling
wishing	yearning

Use each of the following adjectives in a sentence having the following construction: **She / he / it is . . . to . . .**

appropriate	astonishing
critical	essential
foolish	harmful
hazardous	important
necessary	opportune
prudent	risky
safe	serious
silly	suicidal
tedious	treacherous
unsafe	wise

## EXERCISE

1. Explain why certain adjectives like ‘absolute’ and ‘ultimate’ do not have either the comparative or the superlative form.
2. What does the word ‘unique’ mean and when should that word be used? Explain whether the word ‘unique’ can be used in a comparative or superlative form.
3. Explain when it is likely for someone to state:
  - a. that’s the complete inventory
  - b. you’re a complete cricketer
  - c. it was a complete disaster
4. If someone has gone to his or ‘eternal rest’ what had happened to that person?
5. Explain what would constitute an ‘ultimate’ holiday for you?

## ADJECTIVE + PREPOSITION + GERUND

An adjective, in combination with a preposition and a gerund or gerundial phrase, can produce elegant sentences. Study the examples below and then write sentences of your own using the same construction:

She was **afraid** of **riding horses**.

They were **alarmed** at **seeing so many snakes**.

I was **angry** about **losing my guitar**.

He was **apprehensive** about **coming home**.

I was **bothered** about **receiving no news**.

He is **clever** at **mimicking**.

Journalists are **concerned** about **missing their deadlines**.

They were **crazy** about **dancing**.

He was **despondent** about **succeeding**.

He was **disappointed** about **failing**.

We were **enthusiastic** about **enrolling**.

He was **famous** for **producing horror movies**.

I was **fearful** of **undergoing surgery**.

He was **sorry** for **causing a disturbance**.

She was **good** at **stalling**.

I am **tired** of **waiting**.

I was **uneasy** about **signing the document**.

I was **upset** about **missing classes**.

Grandma was **weary** of **lying in bed**.

My friend was **worried** about **losing business**.

## ATTRIBUTIVE CLAUSES

Attributive clauses qualify a noun or a pronoun. The noun or pronoun being qualified is called the **antecedent**. The relative pronouns **who**, **whom**, **that**, **which** and **whose** come immediately after the antecedent. Look at the following examples:

I saw the <b>car</b>	which	had been wrecked in the crash.
I rang the <b>man</b>	who	was to arrange for my training.
Here's the <b>box</b>	which	I nearly forgot to take.
There's a <b>girl</b>	whose	demeanour is so pleasant.
This is the <b>tool</b>	that	I ordered from Germany.

The **relative pronoun** may also refer to a preceding sentence, or clause, as in the following examples:

The fox saw <b>me</b>	which	was exactly what I wanted.
I carried <b>her</b>	which	was a very difficult thing to do.
We saw a <b>dog</b>	whose	owner wasn't anywhere around.
I knew <b>nobody</b>	who	could have come to my rescue.
This is an <b>offer</b>	that	no one can resist.

The **antecedent** may itself be preceded by phrases such as these:

a few of	a little of	a lot of	a number of
a vast sum of	all of	both of	each of
everyone of	half of	many of	most of
neither of	none of	quite a few of	several of
some of	the majority of	the minority of	two of

There are occasions when a writer or speaker uses a **preposition** in a relative clause. The preposition, in such instances, appears together with the relative pronoun. In all such instances the pronoun has to be either **whom** or **which** as in the examples which follow:

Many were the people <b>with</b>	whom	Madiba strove.
There is the aeroplane <b>in</b>	which	cargo is flown.
This is the young singer <b>about</b>	whom	little is known.
We came to the quiet village <b>in</b>	which	I was born.
There is a very sick child <b>for</b>	whom	I pray daily.

A relative clause beginning with **who**, **which** or **whose** is also used to qualify an entire clause as in the examples below:

- The airline is offering a package **which** we intend to take.
- I have an idea in mind **which** I plan to implement.
- I have been going out with a girl **who** I know will marry me.
- I lent some money to a friend **who** I expect will pay me back.
- Our family met the couple **whose** house I promised to buy.

Finally, something needs to be said about the restrictive adjective clauses that do not need to be joined to their antecedents with any relative pronoun. Look at the following examples:

- I did not find any book at the sale **I really liked.**
- Cape Town is still the city **it used to be.**
- Did anyone remember the poem **I was supposed to research?**
- I took all the medicines **the doctor had prescribed.**
- Did you find the computer **you were looking for?**

## ADJECTIVES IN USE

Adjectives have to be used with caution. Too often the use of adjectives reveals a laziness on the part of a writer. When used correctly, adjectives can help to create an evocative description that leaves a lasting impression on the mind. Look for passages in books and magazines where adjectives have been expertly and correctly used by an author as in the following example:

She is very **beautiful** and quite **young** – not more than **five-and-twenty**, I should judge. Her hair is of a **very rich brown**, with **warm chestnut** shade fining into **gold** at the edges. A **little flat-pointed** cap comes to an angle in front. The forehead is **high, too high** perhaps for **perfect** beauty but otherwise it was a **softly feminine** face. The brows are most delicately curved over **heavy** eyelids, and then come those **wonderful** eyes – so **large**, so **dark**, so full of **overmastering** emotion, of rage and horror, contending with a **pride of self-control** which holds her from **sheer** frenzy! The cheeks are **pale**, the lips white with agony, the chin and throat most **exquisitely rounded**. The figure sits and leans forward in the chair, straining and rigid, **cataleptic** with horror. The dress is **black velvet**, a jewel gleams like a flame in the breast, and a **golden** crucifix smoulders in the shadow of a fold. On the **left side** of the skirt was a **shapeless bunch of white ribbon**.

Then as I looked more intently I perceived what it was. It was the hand of a man, **clenched and knotted in agony**, which held on with a **convulsive** grasp to the fold of the dress. The rest of the **crouching** figure was a mere **vague** outline, but the **strenuous** hand shone clear on the **dark** background, with a **sinister** suggestion of tragedy in its **frantic** clutch. The man is **frightened** – horribly **frightened**.

Adapted from *The Silver Mirror* by Sir Arthur Conan Doyle. Cathay Books, 1983.

## ADVERBS

An adverb is used to present additional information about a verb, a participle, an adjective, another adverb or an entire sentence. An adverb, as such, clarifies the **time**, **place**, or **manner** of a happening. These three adverb types are therefore collectively termed **circumstantial adverbs**. Their function is to shed light on how, when and where something happened.

Adverbs of degree, frequency, concession, reason and inversion are also used to supplement or take the place of circumstantial adverbs to reveal other useful or more pertinent information as: attitude, concession, extent, degree, likelihood, reason, state of mind and so forth.

Adverbs are very frequently, not always though, formed by adding an -ly to an adjective as in the following examples:

beautiful	beautifully
casual	casually
desperate	desperately
elegant	elegantly

There are a few adverbs like **hard**, **fast**, **just**, **not**, **soon**, **too**, which do not change their form at all.

Some adverbs like **very**, **exceptionally** and **particularly** can only modify adjectives

very <b>fast</b>	very <b>grateful</b>	very <b>tedious</b>
exceptionally <b>gifted</b>	exceptionally <b>sad</b>	exceptionally <b>tragic</b>
particularly <b>trying</b>	particularly <b>rough</b>	particularly <b>stern</b>

An adverb is a word that modifies or qualifies a verb, an adjective, or another adverb. It may also accompany a numeral or an indefinite pronoun. (She is **about** *thirty*. **Hardly** *anyone* took up the offer.) In this way, the adverb provides one with information about the manner, place, time, circumstance, cause, or degree relating to an action, event, fact or situation. While many adverbs end in *-ly* others do not.

### **Present Time:**

at the moment, at noon, before long, by-and-by currently, directly, forthwith, immediately, in next to no time, instantly, just now, momentarily, now, nowadays, presently, quickly, soon, straightaway, then, to-day, yet

### **Past Time:**

already, before now, formerly, hitherto, in the past, lately, latterly, long ago, of late, once, previously, recently, since, till now, yesterday, years ago

### **Future Time:**

after that, henceforth, henceforward, hereafter, in a century, in a decade, in the future, in time to come, next day, next year, next week, shortly, soon, thereafter, tomorrow, when I grow old, when I grow up

### **Relative Time:**

after, afterward, afterwards, as, before, early, first, just, late, later, meanwhile, next, occasionally, once, rarely, seldom, some. time, subsequently, successively, then on, then, till, until, when, whenever, while, whilst

**Absolute Time:**

always, constantly, continually, continuously, endlessly, eternally, ever, everlastingly, every time, forever, incessantly, never, permanently, perpetually, persistently

**Frequency:**

a lot, always, at no time, every time, frequently, habitually, hardly ever, infrequently, never, not ever, not often, not once, often, occasionally, on no occasion, once in a while, over and over again, rarely, regularly, repeatedly, seldom, sometimes, so often

**Degree:**

almost, barely, hardly, just about, just, more or less, nearly, not quite, practically, quite, scarcely, virtually

**Place:**

across the road, around there, around, at home, at school, at the station, at work, below, everywhere, further down, here, in, in that area, in the sky, in the towns and cities, indoors, inside, inwards, near by, near there, near, next to, nowhere, on the ground

**Manner:**

beautifully, brutally, deftly, dutifully, elegantly, gently, nimbly, persistently, poetically, poorly, reasonably, responsibly, well satisfactorily, swiftly, tartly, threateningly, violently, very well

**Inversion:**

by no means, certainly not, for no reason, if ever, in no circumstances, in no way, never, no sooner...than, no way, not at all, nowhere, on no account, on no account, only then, not only, scarcely, seldom, under no circumstances

## COMPARISONS OF ADVERBS

Some words function both as adjectives and adverbs. Each can also take comparisons as may be seen in the following:

the early bird ...	(adj)	The earlier settlers	The earliest life ...
we came early	(adv)	I came home earlier	I came earliest of all
This is a fast car.	(adj)	This is a faster car.	This is the fastest car.
I ran fast.	(adv)	She ran faster.	He ran fastest of all.
This was a fat hen.	(adj)	That is a fatter hen.	That is the fattest hen.
My shot was close.	(adv)	Her shot was closer.	His was the closest.

A more usual way of showing comparison is through the use of the words **more**, **most**; and **less** and **least**.

<b>less</b> frequently	<b>less</b> satisfactorily	<b>less</b> than likely
<b>least</b> convincingly	<b>least</b> desirably	<b>least</b> enjoyably
<b>more</b> melodiously	<b>more</b> naively	<b>more</b> tersely
<b>most</b> engagingly	<b>most</b> frustratingly	<b>most</b> haughtily

Another way in which comparisons can be shown is through phrases such as: **as ... as**, **sooner than** and **further than** as can be seen in the examples below:

I am able to run **as** fast **as** you.

We shall be arriving **sooner** than you expect.

She threw the javelin **further than** before.

Finally, take note of these comparative forms:

good	better	best
bad	badly	worst
little	less	least

## PRACTICE WORK

Use each of the following adverbs in two or three different sentences:

about	afar	almost	always
anew	down	early	easy
else	fair	fast	first
free	full	half	hard
here	high	home	just
late	less	long	loud
more	most	near	never
next	none	now	often
once	only	over	quite
slow	sometimes	soon	still
straight	such	that	then
there	this	tomorrow	too
twice	until now	until then	very
well	when	wide	yet
endlessly	forever	incessantly	permanently
not ever	not often	regularly	seldom
barely	just	scarcely	virtually
inside	nearby	nowhere	outside
deftly	gently	nimbly	swiftly
by no means	for no reason	in no way	on no account
as quickly as	as soon as	as swiftly as	as tightly as

## ADVERBIAL CLAUSES

Make adverbial clauses with these subordinating conjunctions:

### Time

after	as soon as	as
at the same time	before	by the time (that)
during which	even as	every time (that)
since	the first time (that)	the last time (that)
the next time (that)	until	when
whenever	while	

### Reason

as long as	as	because
due to the fact that	for	now that
seeing that	since	so long as

### Concessive

accepting that	although	even if
even though	granting	though
whereas	while	

### Conditional

but for	even if	except
if	in case (that)	in the event (that)
lest	only if	provided (that)
providing (that)	unless	without

## SUBORDINATING CONJUNCTIONS

The subordinating conjunctions, as the name suggests, are used to create subordinate adverbial clauses. These adverbial clauses can come either after or before the main clause.

Subordinate adverbial clauses can be classified according to the information they give in respect of: time, reason, concession, condition, result, or manner.

Look for sentences in books, newspapers and magazines where the following subordinating conjunctions introduce adverbial clauses:

after	although	as
as soon as	because	before
but for	considering that	during
even if	even though	except
for	granting	if
if not	in the same way as	inasmuch as
instead of	lest	like
more willingly than	no less than	now that
once	only if	rather than
save	seeing that	since
so that	sooner than	the same as
though	to such an extent	to the same degree
unless	when	where
whereas	whether or not	while
whilst	without	without

## ADVERBS IN USE

Note how densely Hemingway used adverbs in this extract:

He looked very carefully around the withers of the dead horse and there was a quick hammering of firing from behind a boulder well down the slope and he heard the bullets from the submachine gun thud into the horse. He crawled along behind the horse and looked out of the angle between the horse's hindquarters and the rock. There were three bodies on the slope just below him where they had fallen when the fascists had rushed the crest under cover of the automatic rifle and submachine gunfire and he and the others had broken down the attack by throwing and rolling down hand grenades. There were other bodies that he could not see on the other sides of the hill crest. There was no dead ground by which attackers could approach the summit and Sordo knew that as long as his ammunition and grenades held out and he had as many as four men they could not get him off there unless they brought up a trench mortar. He did not know whether they had sent to La Granja for a trench mortar. Perhaps they had not, because surely, soon, the planes would come. It had been four hours since the observation plane had flown over them.

This hill is truly like a chancre, Sordo thought, and we are the very pus of it. But we killed many when they made that stupidity. How could they think they would take us thus? They have such modern armament that they lose all their sense with overconfidence. He had killed the young officer who had led the assault with a grenade that had gone bouncing and rolling down the slope as they came up it, running, bent half over. In the yellow flash and gray roar of smoke he had seen the officer dive forward to where he lay now like a heavy, broken bundle of old clothing marking the farthest point that the assault had reached.

Ernest Hemingway: *For Whom The Bell Tolls*, Charles Scribner's Sons, New York, 1940.

## NOUNS

A noun is a part of speech that denotes any or all members of a class: person, place, event, quality, ideas or action. It can function in a sentence as a subject, a direct object, an indirect object, a subject complement, an object complement, an appositive, or an adjective.

The **common noun** denotes classes of people, animals, places, things, quality or action. Some examples are: lawyer, antelope, farm, computer, strength and wrestling

A **count noun** allows for either the singular or plural form to be used. It can also be used in a noun phrase with an indefinite article, or with numerals, or with such words as *many* and *several*. Some examples are: a goat, three lions, many spectators, several cricketers. **Uncountable nouns** do not have a plural form: cash, flour, gold, milk.

A **proper noun** designates the unique names of individuals, events, or places: Thabo, Sarah, the July Handicap, the Rand Easter Show, Durban, Table Mountain, the Indian Ocean.

**Compound nouns** are made up of two or more nouns: bathroom, Constitution Act, doorframe. The plural form would be: fellow-travellers, hotel rooms, taxi fares.

**Abstract nouns** denote abstract or intangible concepts. Some examples are: ambition, belief, comfort.

**Collective nouns** denote a collection of persons or things regarded as a unit. A collective noun takes a singular verb when it refers to the collective unit as a whole: the herd *was* grazing in the pasture or the team *has arrived*. When the unit is fragmented the collective noun takes a plural: the committee were divided on the matter, the clergy were not certain on which doctrine to uphold.

**The Noun can be used as:**

**a subject of the sentence:**

*The footballers* were in the bus.

*The footballers and their coach* were in the bus.

There were *many footballers* in the bus.

**a direct object:**

The footballers booked into a *hotel*.

The President was there to meet *them*.

The players were happy about *it*.

**an indirect object: (usually after give, bring, tell, take, etc.)**

The coach **gave** *the players* his instructions.

The players **offered** *the coach* their fullest commitment.

**a subject complement:**

*The proposal the coach made* **seemed** reasonable.

*The team's prospects* **looked** good.

**an object complement:**

The coach **found** his players *practising*.

The players **saw** the stadium *packed to capacity*.

**an appositive:**

Cape Town, *at the foot of the African continent*, is the southern most city in Africa.

**an adjective:**

*Soccer* players have to be very fit.

The *ticket* office was very busy.

## PLURAL FORMS OF SOME NOUNS

The words in bold have an alternative form of plural.

<b>albatross</b>	<b>grouse</b>	<b>ibis</b>	<b>eider</b>
<b>kiwi</b>	<b>osprey</b>	<b>thrush</b>	wildfowl
<b>cod</b>	<b>haddock</b>	<b>hake</b>	<b>trout</b>
<b>salmon</b>	<b>soles</b>	<b>tuna</b>	whiting
deer	sheep	moose	bison
<b>coffee</b>	<b>cocoa</b>	<b>tea</b>	<b>wine</b>
<b>clay</b>	<b>sand</b>	silt	<b>soil</b>
damp	humidity	moisture	vapour
alder	balsa	beech	ebony
mahogany	poplar	sapele	teak
aircraft	furniture	internet	shipping
altos	cameos	cantos	casinos
<b>dodos</b>	egos	<b>halos</b>	kilos
kimonos	memos	photos	pianos
porticos	silos	studios	videos
chiefs	proofs	roofs	sheriffs
cupfuls	handfuls	spoonfuls	bucketfuls
scissors	trousers	tweezers	pyjamas
courts martial	passers-by	sisters-in-law	sons-in-law

## COMPOUND NOUNS

**Compound nouns** are very common. New combinations arise almost daily. They usually have two parts. The first part provides information on the object or person, the second part identifies the object or person (*cane-mill, feed-pipe, bank-book-, book-shop etc.*).

Compound nouns are formed in three different ways:

**the open form**, such as:

cuff link, duck pond, book club,  
golf club, fish cake

**the hyphenated form**, such as:

baby-dolls, bolt-rope, book-debt,  
book-worm, boot-lace, boot-rack,  
cash-book, puff-ball, root-crop,  
salt-mine, stem-leaf, talk-show, tea-time,  
wire-rims, wind-bell, year-book.

**the closed form**, such as:

bookcase, buckskin, cockcrow, database,  
doorpost, fireside, firetrap, fishcake, folklore,  
footpath, hosepipe, jailbird, woodland

Most noun + noun compound words have the main stress on the first word: e.g. **door** post.

Compounding of words is in a state of flux. Many compounds first exist as two separate words, then become hyphenated and finally become fused.

## FORMING COMPOUNDS

Use the following examples to create more compound words

### noun + verb

*backache*

*footsore*

*headache*

*headhunt*

*hoodwink*

*rainfall*

*snowfall*

*stargaze*

### adjective + noun

*barefoot*

*berg wind*

*blue moon*

*bluebird*

*busy-body*

*calf-love*

*cold snap*

*forehead*

*fourfold*

*hard-copy*

*hardware*

*junk-mail*

*lifelong*

*meantime*

*sickroom*

*sidewalk*

### adjective or adverb + verb

*backdate*

*forebode*

*hardwire*

*forecast*

*foreshow*

*overdraw*

*override*

*overthrow*

*sideline*

*sidestep*

## EXERCISE ON COMPOUND NOUNS

With the use of a good dictionary decide whether the following compound words are in the open, hyphenated, or closed forms.

acid rain	acid test
area code	army camp
ball gown	bank loan
bank rate	base line
bell buoy	bird call
blow lamp	body blow
bona fide	bone idle
bone meal	boot sale
bran mash	brat pack
bull ring	bush baby
camp fire	case work
coal mine	cock crow
data base	date line
door jamb	door knob
door post	dove cote
drum beat	dumb bell
farm hand	fire ball
fire boat	fire bugs
fire side	fire wood
fish bowl	fish cake
flag pole	flag ship

## COLLECTIVE NOUNS

Most collective nouns are poetic in manner and generally refer to animals such as those in the wild, those that are raised, and those that are hunted. As herbivores generally move and feed together, the term *herd* applies to antelopes, buffaloes, deer, elephants and wild horses. Cattle are also referred to as a herd but, curiously, domesticated horses are not. The term can also cover curlews, porpoise and swans.

The term *congregation* applies to worshippers, alligators, crocodiles and birds. Birds, however, are more frequently seen in terms of flocks and so are sheep, goats and camels. When it comes to buck it is not surprising that they become *a clash of buck* and rhinoceros become *a crash of rhinoceros*.

There is no hard and fast rule to be applied when referring to animals in a group. On the other hand there is no loss in learning some of the collective nouns that have wide currency.

Collective terms arise from movement, breeding, a site that is occupied, the noise groups make or the beauty they display:

ascension of larks	cloud of seafowl	flight of birds
flock of birds	hover of crows	leash of hawk
nadger of ducks	skein of geese	swoop of swallows
brood of chicken	clutch of chickens	roost of kites
crevice of bats	loft of pigeon	parliament of owls
drumming of grouse	prattle of parrot	tittering of magpie
bevy of doves	flamboyance of flamingos	pride of peacocks

## FREQUENTLY USED COLLECTIVE NOUNS

<b>ant</b>	colony	<b>leopard</b>	leap
<b>antelope</b>	herd	<b>lion</b>	pride
<b>ass</b>	pace or drove	<b>monkey</b>	troop
<b>bear</b>	sleuth	<b>mule</b>	pack
<b>bee</b>	swarm	<b>owl</b>	parliament
<b>bird</b>	flight	<b>oxen</b>	yoke
<b>buffalo</b>	herd	<b>partridge</b>	covey
<b>camel</b>	train	<b>peacock</b>	muster
<b>cat</b>	cluster	<b>pheasant</b>	brood
<b>caterpillar</b>	army	<b>pig</b>	drove
<b>chicken</b>	clutch or flock	<b>pigeon</b>	flock
<b>crocodile</b>	bask	<b>quail</b>	bevy
<b>dolphin</b>	school	<b>rabbit</b>	colony
<b>dog</b>	pack	<b>rhinoceros</b>	crash
<b>duck</b>	brace	<b>seal</b>	pod
<b>elephant</b>	herd	<b>sparrow</b>	host
<b>fish</b>	shoal	<b>squirrel</b>	dray
<b>frog</b>	knot	<b>stork</b>	mustering
<b>giraffe</b>	herd	<b>swallow</b>	gulp
<b>goat</b>	tribe	<b>swan</b>	bevy
<b>goose</b>	gaggle	<b>turkey</b>	raft
<b>gorilla</b>	band	<b>turtle</b>	bale
<b>hen</b>	brood	<b>whale</b>	pod
<b>impala</b>	couple	<b>wolf</b>	rout or pack

## ABSTRACT NOUNS

Abstract nouns name a feeling, quality, or state rather than an object, animal, event, substance, place, or person.

Examples are:

acuity, ambition, anger, beauty, belief, calm, care, charm, childhood, comfort, doubt, growth, innocence, hate, hope, humour, idea, liberty, love, omen, peace, pride, silence, skill, sleep, speed, strength, success, thought, trust.

Original abstract nouns, like those listed above, are somewhat different from abstract nouns that are derived from verbs or adjectives. As suffixes have to be added to verbs and adjectives to make them, they become polysyllabic and while they look impressive, their indiscriminate use can ruin one's prose.

Many of these derived abstract nouns name processes, behaviour, movement, condition and so on. They are also much used in scientific and legal language.

Many abstract nouns are formed by adding the suffixes *-ation* or *-ance* to verbs:

adjudication	acclamation	adaptation	adulation
cancellation	circulation	connotation	consummation
defamation	denigration	denudation	dictation
allowance	assistance	compliance	connivance

A large number of abstract nouns have also been derived by adding suffixes such as *-ness* and *-ity* to adjectives:

aptness	calmness	cleverness	crassness
acuity	adversity	antiquity	aridity

## UNCOUNTABLE NOUNS

Many nouns are countable and therefore can take the plural form:

dolls                  houses                  jerseys                  mirrors

There are other nouns, however, that are **uncountable**. They comprise words that denote information:

botany                  chemistry                  geology                  zoology  
data                  education                  evidence                  knowledge

Mass nouns also do not take a plural form:

butter                  flour                  milk                  sugar  
brass                  copper                  gold                  iron

There are still other nouns that do not deal with physical or concrete objects but with abstract concepts, feelings, qualities, or state of being:

acumen                  adoration                  angst                  clarity  
carnage                  continuity                  exultation                  grief  
peace                  rapture                  sadism                  violence

Sometimes, however, abstract nouns take the plural form to express intensity or to show vast quantities:

Crossed between **hopes** and **fears**.

The lone and level **sands** stretch far away...

Words in the lists that follow are generally uncountable, but may be used in such a manner that they can take the plural form. The latter type of words are marked with an asterisk.

acuity	affection	agility	agitation
allegiance	altruism	amity	amplitude
approval	ardour	audacity	austerity
autonomy	beauty*	benevolence	bewilderment
bliss	boldness	bounty*	brevity
chaos	charity*	clarity	commitment
confusion	constancy	contentment	courage
cowardice	credibility	curiosity*	daring
deceit	dedication*	dejection	dependence
depravity	depression*	desolation	devotion*
dignity	dishonesty	divinity	duplicity
ecstasy*	elation	empathy	enmity
entertainment*	enthusiasm	equality	eternity
excitement	exhilaration	faith	familiarity
fearlessness	felicity	fertility	fidelity
flexibility	fluidity	fraud*	freedom*
frigidity	gallantry	generality	generosity
gloom	goodwill	gravity	greed
grief*	gullibility	happiness	hatred*
havoc	heroism	humanity	humidity
humility	immunity	independence	ingenuity
insight*	intelligence*	keenness	knowledge
laxity	leisure	levity	liberality
liberty*	liquidity	longevity	love*
loyalty*	madness	malignity	maturity

mayhem	meanness	mellowness	mettle
mildness	misery*	mobility	morality
morbidity	music	mutability	muteness
mutuality	naivety	nakedness	nervousness
neutrality	nimbleness	nobility	nobleness
normality	numbness	originality	parity
perception*	permanence	perplexity*	perseverance
piety	pity	pleasure*	posterity
pretence	probity	promiscuity	prudence
publicity	recreation*	relaxation*	reliability
reliance	repose	respect*	respite
restraint	ripeness	sadness	sagacity
salinity	scarcity	security	selfishness
senility	sensitivity	sexuality	sharpness
shyness	similarity	sleep	smugness
sobriety	solidarity	sovereignty	spirituality
stability	sterility	stinginess	strength*
strictness	stupidity	subjectivity	suitability
support	sympathy*	temerity	tenacity
timidity	tolerance	trance	tranquillity
treachery*	trickery	trust	tumult
turbulence	turmoil	understanding	unrest
uproar	valour	virility	visibility
wariness	weariness	whiteness	wisdom
youthfulness	zealotry	zealousness	zestfulness

## EXERCISE

Uncountable nouns do not generally take a plural form. They may, however, be pluralized when used in a countable sense. With the help of an up to date dictionary determine which of the following words can be used in a countable sense:

ability	absorption	actuality	affinity
alleviation	anxiety	appreciation	arbitration
astonishment	attention	authority	bewilderment
causation	charity	circumvention	collation
commotion	conscription	construction	consumption
containment	contraception	contrition	deflation
dehydration	dejection	denudation	depreciation
desecration	detection	devolution	diction
dilation	education	embezzlement	empowerment
encouragement	exaltation	expiration	exploitation
formality	frivolity	fruition	imprisonment
impurity	inflation	intoxication	lactation
legislation	locomotion	lubrication	majority
merriment	minority	nationality	nourishment
nutrition	perdition	personality	pollution
preservation	priority	production	punctuation
puzzlement	quality	recognition	restitution
resumption	salvation	security	sedition
similarity	starvation	stupidity	suction
unity	variety	wish	wonderment

## NOUNS DENOTING AGENTS

In a small number of instances the noun suffix *-or* denotes an act, a state, or quality: *décor*, *error*, *horror* and *terror*. This suffix, however, is extensively used to denote an agent or doer: *director*, *facilitator* and *manipulator*. . In general *-or* is appended to words of Latin origin. Words of English origin attract the suffix *-er*: *builder*, *butcher*, *farmer*, *painter*. All of these words are correlative to words ending in *-ee*: *absentee*, *grantee* and so forth.

abettor	adjudicator	administrator	animator
annotator	arbitrator	auditor	aviator
benefactor	captor	collector	commentator
contractor	contributor	convenor	creator
creditor	curator	debtor	decorator
defector	demonstrator	detractor	dictator
director	distributor	doctor	editor
educator	executor	exhibitor	exterminator
facilitator	guarantor	illustrator	imitator
impostor	infiltrator	inheritor	innovator
inspector	instigator	interlocutor	janitor
legislator	lessor	liquidator	litigator
malefactor	mediator	mentor	moderator
narrator	navigator	numerator	objector
operator	perpetrator	procurator	progenitor
proprietor	prosecutor	prospector	regulator
sculptor	spectator	testator	traitor
translator	tutor	victor	visitor

## THE USE OF THE DEFINITE ARTICLE

**The following nouns are very interesting because the meaning alters when an article is added to each of them:**

The learners go to <u>school</u> every weekday morning.	I went to <b>the school</b> to make a donation of books.
I am going to <u>College</u> to study for a diploma.	I am going to visit <b>the College</b> where I trained as a teacher.
We'll go to <u>church</u> on Sunday.	We went to visit <b>the church</b> .
We had to go to <u>court</u> for the case.	Let us visit <b>the court</b> .
The judge sent him straight to <u>jail</u> .	Please take these men to <b>the jail</b> .

**The following nouns require the definite article:**

Special Books	the Bible, the Koran, the Talmud, the Githa
Mountain Ranges	The Drakensberg, The Atlas Mountains, the Alps, the Himalayas
Oceans	The Atlantic, the Pacific, the Indian Ocean
Special Persons	The King, The Pope, The Speaker, The President
One of Something	the earth, the environment, the heavens, the moon, the sun
Place	The Louvre, the White House, the Parthenon, the Palace of Justice
Rivers	The Amazon, the Nile, the Zambezi.
Species	the elephants, the lions, the giraffes
Tribe or Race	the Africans, the Indians, the Dutch
Adjective-Nouns	the poor, the rich, the advantaged, the hand-icapped, the blind, the destitute

## INFINITIVES & GERUNDS USED AS NOUNS

Both gerunds and infinitives can function as nouns. They generally name activities rather than people or objects:

### 1. Subject of a sentence.

**Walking** is very good for health.

**To walk** everyday is beneficial to health.

### 2. Sentence complement

My dream is **to play** cricket for South Africa.

My greatest wish is **playing** cricket for South Africa.

### 3. The infinitive as a qualifier of an abstract noun

She showed a **willingness** to experiment.

She demonstrated her **ability** to withstand criticism.

### 4. The infinitive as an adjective complement

I am reluctant **to admit** anything.

I am happy **to accept** the nomination.

### 5. Gerund as the object of a preposition

I have been thinking about **pursuing** a career in law.

Thanks for **helping** me out.

### 6. The infinitive takes a direct object

They came to inspect **the plumbing**

I remembered to telephone **home**.

### Gerund as a direct object

Many of the soldiers were **mutinying**.

This completes **my undoing**.

## GERUNDS:

A gerund is a **verbal noun** with an ending identical in form to the present participle (*-ing*). While it acts as a noun, the gerund can behave as a verb within a clause and thus be modified by an adverb or have an object following it. When this happens the clause itself becomes the gerund: **Knowing the habits of animals** helps a ranger to track them

subject	<b>Walking</b> is good for the heart.
direct object	I enjoy <b>cycling</b> .
subject complement	<b><u>Typing for him</u></b> wasn't easy.
object of a preposition	I was devoted to <b><u>protecting her</u></b> .

### The following are some verbs that can be made into gerunds:

absorb	acknowledge	admit	advise
anticipate	appreciate	attempt	avoid
comprehend	concede	confess	consider
delay	deny	disclose	discuss
endanger	enjoy	finish	grasp
identify	indulge	insist	keep

### The following are some of the verbs followed by gerunds:

admit	adore	anticipate	appreciate
deny	describe	detest	fancy
finish	forbid	imagine	include
postpone	prohibit	resent	resume
tolerate	value	wonder	worry

## THE GERUND IS FREQUENTLY USED AFTER A PREPOSITION.

The present participle functions like an adjective: the **singing** nuns, the **starving** masses, the **changing** climate, the **billowing** waves, the **gathering** storm, the **harvesting** season.

The gerund functions as a noun. Construct sentences similar to these:

They left *after* **quarrelling**.

*Apart from* **viewing**, there was the **hiking** and horse **riding**.

They locked their house *before* **departing**.

He answered calls *between* **examining** patients.

They kept well *by* **exercising**.

Every step was carefully monitored *during* the **filming**.

He learnt much *about* **fishing**.

Much is achieved *through* **saving**.

The mayor was delighted with the **voting**.

He devoted his life *to* **writing**.

In his retirement he devoted his energy *to* **sailing**.

She focussed her mind *on* **studying**.

*Since* **retiring**, she has been doing a lot of **travelling**.

*Through* **broadcasting**, news reaches out to the people.

The model kept still *throughout* the **sketching**.

He saw the error of his ways *upon* **reflecting**.

Money runs out *after* wild **spending**.

It is advisable to limber up *before* **exercising**.

It was a topic worth **researching**.

## NOUNS IN USE

The **landscape** was remarkable for its extreme **fertility**. Narrow **paths** were hidden under a vaulting of **foliage**. The **balloon** passed over **fields** of ripe **tobacco, maize and barley**. Here and there stretched vast **fields of rice** with straight **stems** and purplish **flowers**. **Sheep and goats** could be seen penned in large **enclosures** raised on **piles** to protect them from the **leopards**. A luxuriant **vegetation** covered this rich **soil**. In many **villages** the sight of the **balloon** roused fresh **clamour** and **bewilderment**.

Every now and again they caught sight of a **caravan** resting in a **kraal** where they were safe from wild **beasts** and marauding **tribes**. As they floated along the **glare of the sun** on the red **earth** became unbearable. Later the **sky** was covered with thick **clouds** and then the **rain** began to pour down on the **travellers**. It was a sort of intermittent **torrent**. **Nothing** was to be seen in the pestilent **mist** except a very occasional **hut**.

At length they reached the last **undulations**. The three **ranges** were separated by immense **plains**. The lofty **ridges** took the form of rounded **cones** between which the **earth** was strewn with stray **boulders and rocks**. Various **water-courses** made their way eastward to join the **Kingani**, amid huge **clumps of sycamores, tamarinds, calabash-trees and palmyras**.

On the other side of **Rubehos**, were the **crests and ravines of the wilderness**. Lower still stretched yellow **plains** strewn here and there with saline **plants** and thorny **shrubs**. A few **thickets** later this **vegetation** gave place to vast **forests** which made it hard for us to find a suitable **landing**.

Adapted from *Balloon Journey to Kazeh* by Jules Verne. Cathay Books. 1983

## PRONOUNS

Pronouns, as the name suggests, substitute for nouns or noun phrases. They allow for variety to obtain in a sentence.

Examples are: I, me, mine, you, yours, it, its, he, his, she, hers, we, ours, they, theirs. There are three classes of pronouns: **personal pronouns**, **relative pronouns**, and **interrogative pronouns**.

Personal Pronouns:

**She** was delighted with the donation **they** gave. ‘**We** must administer **it** well’ she said to **me**. ‘**You** must make sure of that!’ ‘**I** will’, **I** replied. I made out the envelopes **myself**. The donor will see for **himself** that every cent is accounted for. **No one** and **nobody** would interfere with that. **Everyone** will be catered for.

Relative Pronouns

A relative pronoun is a word such as ‘that’, ‘which’, whoever, whosoever, ‘who, whichever, whatever or whatsoever . It provides a link between a noun that was used somewhere in the sentence or paragraph and the relative clause. Example:

There are people **who** care about our environment and there are those **who** don’t. The dangers of climate change **which** are now evident all around us require us to implement actions **that** will halt environmental degradation. **Whosoever** cares will join us to do **whatever** is necessary and in **whichever** way possible.

Interrogative Pronouns

An interrogative pronoun is a word like *who*, *which*, and *what*. The interrogative pronoun is used to ask a question.

**Who** would have thought that they would build in a place like this? **What** could have been the reason? **Which** authority would have allowed this? **Whose** land could this have been?

## THAT & WHICH

**The use of *which* and *that* is arbitrary. Some writers use *that* to introduce a restrictive or defining relative clause:**

The new name **that** you suggested is ideal.

There's nothing among the stolen goods **that** I can recognize.

The best golf course **that** Gary Player designed is in George.

**The use of *which* occurs when additional information is being given to the reader. Look at the following:**

The cars which were stolen were found.

There are many novels which I have yet to read.

**If we add restrictions then the situation changes:**

The special edition car that was stolen has been found.

There are many South African novels that I have yet to read.

**The use of *which* is recommended where two or more relative clauses are joined by '*and*' or '*or*' as in:**

South Africa is a country in **which** citizens may express themselves freely and in **which** they may choose to be who they want to be.

**When a preceding clause contains *that*, use *which* to introduce the relative clause, as in the following:**

We shall deduct only that amount which is not in contention by either party.

**In a relative clause one can altogether omit *that* as may be seen in the following sentences:**

The essay (that) I am writing has to be submitted tomorrow.

I know (that) I should give up smoking.

## INFINITIVE

**The infinitive, the basic part of the verb, is preceded by ‘to’:**

**The first verb is subordinated to the second:**

I aim	<u>to pay my way</u>	through university.
You will have	<u>to bring</u>	your computer in.
She ought	<u>to have been</u>	more circumspect.
I used	<u>to visit the park</u>	every year.

**The first verb is subordinated to the second:**

The rand	began	<u>to strengthen.</u>
My fiancée	has come	<u>to visit me.</u>
The learners	soon got	<u>to understand geometry.</u>
The builder	happened	<u>to straighten the wall.</u>

**The infinitive as an adjunct:**

The doctor	decided	<u>to operate</u> on me.
The farmers	intend	<u>to farm</u> collectively.
My daughter	promised	<u>to mail me</u> every evening.
The lawyer	tried	<u>to get</u> a fair settlement.
Every person	wants	<u>to find</u> gainful employment.
This player	is just the one	<u>to deliver</u> the goals.
I know	it's best	<u>to study</u> consistently
A smoker	must attempt	<u>to kick</u> the habit.
A chef	will have	<u>to try out</u> new recipes.

### The infinitive as an adjunct to an adjective:

I am very	<i>afraid</i>	<u>to stay on my own.</u>
I was very	<i>glad</i>	<u>to pass the test.</u>
I shall be very	<i>pleased</i>	<u>to sing the anthem.</u>
I was very	<i>embarrassed</i>	<u>to face my dad.</u>

### Infinitive after the word 'about':

My family is	<i>about</i>	<u>to move to Saldanha Bay.</u>
My marks are	<i>about</i>	<u>to improve.</u>

### The infinitive as an adjunct expressing purpose:

I drove up	<u>to see</u>	<i>the property I had bought.</i>
I came here	<u>to look</u>	<i>for work.</i>

### The infinitive as a dependent clause:

I do not know	<i>what</i>	<u>to say to you.</u>
I know	<i>where</i>	<u>to find accommodation.</u>
I need to learn	<i>how</i>	<u>to repair a car.</u>

### The infinitive as a clause expressing manner:

The President	<i>knew how</i>	<u>to captivate audiences.</u>
A dog	<i>must learn how</i>	<u>to get back home.</u>

### The infinitive after verbs like advise, allow, invite, permit etc.:

The principal	<i>persuaded me</i>	<u>to take mathematics.</u>
All parents	<i>were urged</i>	<u>to keep their children home.</u>

## VERBS FOLLOWED BY A PRONOUN + THE INFINITIVE

The following verbs are usually followed by the infinitive, as in:  
We **urged** them to leave. I **requested** her to attend:

advise	allow	ask	beg
challenge	convince	counsel	direct
encourage	expect	force	guide
instruct	invite	order	prepare
permit	persuade	remind	request
summon	tell	urge	warn

The following verbs are also usually followed by the infinitive, as in : I **believed** him to be innocent. I **considered** him to be loyal.

believed	considered	discovered	felt
found	heard	judged	knew
made	observed	perceived	saw
spotted	suspected	thought	understood

The following verbs are also usually followed by the infinitive, as in : I **am afraid** to confront him. I **am comforted** to learn that you will be reinstated in your job. We were concerned to discover that all flights to South Africa had been cancelled.

afraid	comforted	concerned	content
delighted	discomfited	disconcerted	embarrassed
glad	grateful	gratified	happy
honoured	humiliated	pleased	relieved
satisfied	scared	terrified	thankful

## PRESENT PARTICIPLE

The present participle ends in **-ing** and is used with the auxiliary verb 'to be' to form the continuous tense. (Gerunds, as was pointed out earlier, also end in **-ing**.)

A present participle, however, expresses an action or state.

We **witnessed** a lioness **lurking** in the grass.

We **saw** the professor **poring** over his books.

I **felt** the pain in my leg **easing** after I had an injection.

I **could** hear the car **coming** into our driveway.

We **watched** the play **reaching** its climax.

**A participial phrase can act as the object of a sentence:**

I saw some soldiers **patrolling**.

I couldn't quite make out what he was **proposing**?

The sound of the explosion was **frightening**.

Reading about climate change set me **thinking**.

More and more businesses were **flourishing**.

**A common error is to leave a participle dangling as in:**

**Sitting** on the wall (WHO?)      my hat flew away.      ×

**Watching** the bird (WHO?)      the sun faded away.      ×

**The participle should be attached to its subject as in:**

While **I** was **watching** a movie      I fell asleep.

While I was **sitting** on the wall      my hat flew away.

**In some instances a present participles does not have to refer to any particular word as in:**

Generally **speaking** we're not exercising enough.

**Considering** airport taxes fewer people should be flying.

**Judging** by the sale of tickets the concert has to be a success.

The present participle is also used to express **annoyance**:

What are you **fiddling** with?

Who has been **driving** my car?

Why am I **not receiving** my mail?

Why am I **feeling** so tired?

This morning she was **harassing** me unusually.

He is **forever borrowing** money.

We are **constantly receiving** threats.

They are forever **blaming** me for the accident.

The present participle is also used to express a **feeling**:

My friends were always **encouraging** me.

Grandpa was constantly **guiding** me.

The following present participles are used to ask questions: what are you **selling**?, what's **cooking**?, have you finished **painting**?

baking

building

buying

fighting

planning

printing

running

sleeping

studying

thinking

waiting

writing

## PAST PARTICIPLE

The past participle generally ends in *-ed* or *-en* and is used to describe, or to depict, the condition of something. It is also used to render a thought in the passive voice.

The following participles are used as adjectives: The **unaided** athlete went to the games on his own steam. We went ahead with the **unaltered** plan. He was an **unannounced** visitor.

unaided	unaltered	unannounced	unanswered
unanticipated	unchanged	well informed	well-adjusted
well-attended	well-connected	well-educated	well-mannered
well-paid	well-planned	well-qualified	well-read
clean-shaven	closely-woven	outspoken	seldom-seen
well-chosen	well-spoken	well-trodden	well-written

In each of the following sentences, where the passive voice has been used, the past participle has been used to denote an action undergone by the subject of the sentence:

The order for the computers has been **submitted**.

Further flight details will be **announced** later.

All members present will be **re-elected** now.

I hate being **unemployed**.

All the missing documents have been **recovered**.

With this wind the snow will have been **blown** away.

Many of the injured will be **flown** to the hospital.

Her value to the hockey team will have been **known** by now.

How many people have been **shown** this cave?

**With the verbs listed below the predicate of a passive sentence is made up of three parts: verb to be + verb + preposition. On the basis of the examples given in the following line, create your own sentences to accommodate the full list:**

Is any specific goal **to be aimed at**?

The new task **has to be assigned to** the volunteers.

The doctors **had to be sent for** immediately.

<b>to be aimed at</b>	<b>to be assigned to</b>	<b>to be attended to</b>
<b>to be blessed with</b>	<b>to be built in</b>	<b>to be cared for</b>
<b>to be commanded to</b>	<b>to be contented to</b>	<b>to be delivered to</b>
<b>to be developed at</b>	<b>to be engaged to</b>	<b>to be enjoyed in</b>
<b>to be favoured with</b>	<b>to be instructed to</b>	<b>to be interested in</b>
<b>to be careless about</b>	<b>to be conscious of</b>	<b>to be consistent in</b>
<b>to be dedicated to</b>	<b>to be free to</b>	<b>to be got rid of</b>
<b>to be inclined to</b>	<b>to be inspired to</b>	<b>to be instructed to</b>
<b>to be lost sight of</b>	<b>to be mindful of</b>	<b>to be attended to</b>
<b>to be tasked with</b>	<b>to be taken care of</b>	<b>to be tempted to</b>

### **Note on the use of the Passive Voice**

The passive form is frequently used in formal speaking and writing. It is also useful when the subject agent is unknown, unimportant or irrelevant and can therefore be sent to the back of the sentence. When this happens prominence is given to the receiver of the action. The subject agent could also be left out altogether as in: *The door was opened. All our valuables were taken.* When some idea is very topical, it is also foregrounded.

Accomplished writers use the passive voice in a balanced and judicious manner to create arresting prose. So should you!

## AUXILIARIES AND MODAL VERBS

An auxiliary is a verb that can be used as a **p**incipal verb in its own right and at other times with the main verb in a sentence to form the following: **p**assive voice, **p**rogressive (or continuous) tense, and **p**erfect tense. The verbs '**be**', '**do**' and '**have**' are the three auxiliary verbs from which are derived the following:-

### 1. The verb '**be**' has the following forms:-

am	is	are	was
were	is not	was not	were not
isn't	wasn't	aren't	

### 2. The verb '**do**' has the following forms:-

do	does	did	does not
did not	didn't		

### 3. The verb '**have**' has the following forms:-

have	has	have not	had not
hadn't			

**Modal verbs which are used to express possibility, intention, obligation and necessity also function as auxiliaries. These include the following:-**

can	could	may	might
must	shall	should	will
would	cannot	can't	could not
couldn't	may not	might not	must not
mustn't	shall not	shan't	will not
would not	wouldn't		

## THE USE OF CAN, COULD, MAY & MIGHT

The verb **can** is used to express power, ability or capacity.

South Africa **can** easily host international sports events.

Banks **can** reduce some of their fees if they wanted to.

**Can** further climate change be averted in time?

We **cannot** ignore the impact of global warning any longer.

The truth **can't** be suppressed forever.

### Using 'can' to express something unpleasant:

Working with some colleagues **can** be very frustrating.

Some children **can** try your patience.

Writing a dissertation **can** be extremely taxing.

### Using 'could' to express a possibility:

We **could** give you a lift home if necessary.

We **could** stage a concert in Cape Town if a hall were available.

### Using 'may' to express a possibility or to grant permission or to express a wish:

We **may** run in the next Comrades Marathon.

You **may** pay off this account in six equal instalments.

**May** all your wishes come true.

**May** success crown all your endeavours.

### Using 'might' to express a slight reservation:

We **might** run in the next Comrades Marathon.

We **might** be allowed to pay off this account in six instalments.

The words **might** be his own but certainly not the tune.

The team **might** fare better at home than playing in Australia.

We **might have been ill** on account of the meat we ate.

Such a brilliant comet **might** never be seen again!

## **THE USE OF MUST, OUGHT, SHALL, SHOULD, WILL, WOULD:**

The verb **must** is used to express a command, necessity, assumption or conclusion.

By order of the court he **must** remove the unsightly building.  
Everyone **must** work together to prevent further climate change.  
The Oliver Tambo Airport **must** be the busiest in Africa..  
The truth **mustn't** ever be suppressed by anyone.

### **Using 'must' in reported speech:**

The journalists were told that they **must** present their full accreditation.

### **Using 'ought and should' to express a recommendation, assumption, expectation or strong probability:**

Holidaying in Durban in mid-winter **ought** to be very pleasant.  
You **ought** to be leaving now.

### **Normally 'shall' is used with 'I' and 'me' but this usage changes when expressing a command, promise, or threat:**

No-one **shall** handle these books in the cabinet.  
They **shall** have to have all accounts processed by next week.

### **Using 'should' to express an opinion:**

I am surprised that you **should** have agreed to give up such a lucrative position so readily.

### **Using 'will' and 'would':**

They **will** arrive in Cape Town on Wednesday. (future)  
I **would** lend you the money if I could. (conditional)

## TRANSITIVE VERBS

A transitive verb is followed by an object and therefore answers the question 'what?' or 'who?' after the verb:

I *rode* my **bicycle**.

The students *completed* their **examination**.

The spectators *enjoyed* the **match**.

A transitive verb can sometimes have its direct object left out when the meaning is clear from the context. The following verbs allow for this: I was asking (questions). I was cooking (food). I was drinking (water). I was eating (my meal). I had failed (my test). I phoned (someone). I was reading (a book etc.). I was singing (a song). I was washing (the clothes). I was writing (an essay etc.). She writes (novels).

An intransitive verb, on the other hand, is an action verb without a direct object. It is, however, often modified by an adverb.

<b>Intransitive Verb</b>	<b>Example</b>	<b>Adverb</b>
arrive	The train <i>arrived</i> .	on time
capitulate	The enemy <i>capitulated</i> .	easily
cry	The mother <i>cried</i> .	uncontrollably
die	The patient <i>died</i> .	suddenly
digress	The speaker <i>digressed</i> .	frequently
escape	The prisoner <i>escaped</i> .	last night.
roar	The lion <i>roared</i> .	menacingly
sneeze	The man <i>sneezed</i> .	loudly
vote	The citizens <i>voted</i> .	regularly

## TENSES

The facet of a verb that expresses the different times when an action takes place, relative to the speaker, is referred to as the verb tense. The action referred to could have occurred in the past or the present. It is also possible to speculate about an action taking place in the future. The most immediate past action takes place in the **present** and this is reflected in the **present perfect tense**: *I **have reached** home safely.* The **simple past** refers to any single action in the past and is much used in narration. When two actions occur in the past with the one action preceding the other, the older action is reflected using the past participle **had**: *After I **had** reached London I contacted my business associates for a meeting.* The **present perfect tense** often expresses **habitual** action.

Verbs in the **active voice** in the table below are lightly shaded:

SIMPLE PAST	PAST CONTINUOUS	PAST PERFECT
I fed the dog.	I <b>was</b> feeding the dog last night.	After I <b>had</b> fed the dog I went to sleep.
The dog was fed.	The dog was being fed last night.	After the dog <b>had</b> been fed, I went to bed.
SIMPLE PRESENT	PRESENT CONTINUOUS	PRESENT PERFECT
I feed the dog twice every day.	I am feeding the dog..	I <b>have</b> fed the dog and now we can go.
The dog is fed twice every day.	The dog was being fed.	The dog <b>having</b> been fed, we can go now.
SIMPLE FUTURE	FUTURE CONTINUOUS	FUTURE PERFECT
I shall feed the dog twice every day	I shall <b>have</b> been feeding the dog for two years come Easter.	I shall <b>have</b> fed the dog by 11 o'clock tomorrow morning.
The dog shall be fed twice a day.	The dog that I feed will have been living with me for two years by Easter.	The dog will have been fed by me everyday for two years by Easter.

## PHRASAL VERBS

A phrasal verb is made up of a string of words containing a verb and a particle which could either be a preposition or an adverb. The phrasal verb functions as a verb within a clause or sentence

Phrasal verbs can be divided into three categories: separable, inseparable and intransitive.

### **Separable - the object comes between the verb and the particle:**

You must **back this up** with facts.

Can you **break these figures down** for me?

I would like to **bring this child up** as my own.

The umpires **called the match off** because of the rain.

The visitors **filled the cafe up** in a short while.

The pilot asked us to **calm ourselves down** .

We must **carry this on** for as long as we can.

The nurses will **carry the patient out** of the hospital.

“Will you **carry this task over** till next week?”

close down	close up	draw up	figure out
figure up	fill in	fill out	fill up
find out	fix up	give up	hold up
keep up	leave out	let down	pass out
pay off	pick up	play down	play up
point out	put off	put on	rule out
set up	show off	tear up	think up
throw away	touch up	try on	try out
turn down	turn out	wind up	work out

### **Inseparable—the object comes after the particle:**

It is impossible to **back out of** a lease.

Thieves **break into** a shop.

The promoters **called for** volunteers.

I so much wanted to **catch up with** all the happenings of the day.

The doctor will **check up on** you this evening.

If we **come across** the diamond we shall return it to you.

I have **come down with** the flu.

You must **come up with** the deposit by Monday.

My friends can **count on** me in a crisis.

It's better to **do without** things we don't ever use.

drop out of      face up to      fall back on      get away with

get down to      get in      get off      go back

hold on to      live up to      look after      look back on

look down on      look forward  
to      look up to      make up for

### **Intransitive - the intransitive does not take an object:**

When the issue in a conflict is not serious just **back down**.

“I'll be very unhappy if you **back out**.”

“I expect you to **bear up**.”

The storm will soon **blow over**.

The explosives **blew up**.

“Let us all **calm down**.”

The teacher asked us to **carry on**.

“I wonder if I'll ever be able to **catch up**?”

“My car needs a thorough **check up**.”

## VERBS & PHRASAL VERBS IN USE

“**Get thee down,**” Robert Jordan **whispered** to Augustín, and he **turned** his head and **flicked** his hand *Down, Down*, to Anselmo who was **coming** through the gap with a pine tree, **carrying** it over his shoulder like a Christmas tree. He **saw** the old man **drop** his pine tree behind a rock and then he **was out of sight** in the rocks and Robert Jordan **was looking ahead** across the open space toward the timber. He **saw** nothing and **heard** nothing but he **could feel** his heart **pounding** and then he **heard** the clack of stone on stone and the leaping, dropping clicks of a small rock falling. He **turned** his head to the right and **looking up** saw Primitivo’s rifle **raised** and **lowered** four times horizontally. Then **there was nothing more to see** but the white stretch in front of him with the circle of horse tracks and the timber beyond.

“Cavalry,” he **said** softly to Augustín.

Augustín **looked** at him and his dark, sunken cheeks **widened** at their base as he **grinned**. Robert Jordan **noticed he was sweating**. He **reached over** and **put** his hand on his shoulder. His hand **was** still there as they **saw** the four horseman **ride out** of the timber and he **felt** the muscles in Augustín’s back **twitch** under his hand. One horseman **was** ahead and three **rode** behind. The one ahead **was following** the horse tracks. He **looked down** as he rode. The other three **came** behind him, **fanned out** through the timber. They **were** all **watching** carefully. Robert Jordan **felt** his heart beating against the snowy ground as he **lay**, his elbows **spread** wide and **watched** them over the sights of the automatic rifle.

Ernest Hemingway: *For Whom the Bell Tolls*, Charles Scribner’s Sons, New York. p 302 - 303

## USE EITHER AS A NOUN OR AN ADVERB

aside                    behind                    nothing                    much / more

### Examples:

Adverb            She knows all about bees.

Noun              He gave it his **all**.

Adverb            She left bang on time for the airport.

Noun              We heard a loud **bang**.

Adverb            We flew due south.

Noun              We paid our **dues**.

Adverb            The wind stood fair for France.

Noun              We had fun at the **fair**.

Adverb            South Africa is a democracy now.

Noun              This is the **now** and here.

Adverb            We came to Durban only once.

Noun              **Once** is enough.

## USE EITHER AS A NOUN OR A PREPOSITION

Preposition    I placed the lamp behind my desk.

Noun              He gave me a shot on my **behind**.

Preposition    The helicopter flew past the farm house.

Noun              We'll do well to learn from the **past**.

Preposition    We floated down the river.

Noun              It is opportune to strike when the market is **down**.

Preposition She was grieving over the loss of her son.

Noun I have some money that is **over**.

Preposition The yard extends beyond that tree.

Noun The **beyond**.

### **USE EITHER AS A NOUN OR A VERB**

abuse	access	accord	address
advance	advocate	alarm	ambush
answer	appeal	approach	attempt
autograph	balance	ballot	barge
batter	battle	benefit	blaze
blight	blossom	bolster	bristle
catapult	caution	channel	chuckle
compliment	compress	conscript	consent
convict	defect	dispatch	embrace
encounter	grimace	hamper	journey
labour	lament	muzzle	patent
pepper	present	substitute	traffic
tread	treat	trick	trigger

### **USE EITHER AS A NOUN OR AN ADJECTIVE**

abrasive	adhesive	alcoholic	alien
annual	antique	ascetic	auxiliary
average	blanket	brief	capital

captive	chemical	chicken	circular
commercial	compact	contemporary	corner
covert	crisp	designer	documentary
editorial	essential	exterior	extreme
individual	invalid	liquid	marine
medium	mercenary	middle	monster
motor	multiple	native	neutral
noble	peak	remote	right

### USE EITHER AS AN ADVERB OR A PREPOSITION

about	above	after	along
behind	below	under	without

Adverb This is **but** one idea.

Preposition There was nothing but bread to eat.

Adverb Put some money **by** for a rainy day.

Preposition We came by car.

Adverb The rain came **in**.

Preposition She is in the choir.

Adverb I knew that help was **near**.

Preposition We camped near the river.

Adverb The deal fell **off**.

Preposition I jumped off the platform.

Adverb The game is **over**.

Preposition We went over the details.

## USE EITHER AS AN ADVERB OR AN ADJECTIVE

Use each word in the list below, first as an adverb and then as an adjective.

amiss	away	back	better
daily	early	easy	far
fast	first	hard	high
late	little	long	low
monthly	much	near	outright
straight	well	wide	yearly

Examples:

- adverb     As I drew near, the bird flew **away**.
- adjective     The next match will be an *away* match.
- adverb     The referee wanted us to stand **back**.
- adjective     Mum asked us to use the *back* room for the project.
- adverb     She dresses **best** of all the girls.
- adjective     School days were the *best* days of my life.
- adverb     *Merchant of Venice* is showing **daily** at the cinema.
- adjective     Running in the mornings was a *daily* habit for him.
- adverb     As we arrived **early** at the hall, we had the best seats.
- adjective     It's true that the *early* bird catches the worm.
- adverb     Rest **easy**, the pilot will land the plane safely.
- adjective     I always do the *easy* questions first.

## USE EITHER AS AN ADVERB OR AN ADJECTIVE

Adverb Can you see any better?

Adjective Do it **any** way you please.

Adverb The light faded away.

Adjective We played an **away** match.

Adverb We played both early and late.

Adjective We bought **both** the house and the car.

Adverb Make it easy for yourself and others.

Adjective It was an **easy** test.

Adverb Of all the girls, she swims the best.

Adjective That was the **best** party I ever attended.

Preposition There was nothing but bread to eat.

## USE EITHER AS AN ADVERB OR A PREPOSITION

Adverb This is **but** one idea.

Preposition We came by car.

Adverb Put some money **by** for a rainy day.

Preposition She is in the choir.

Adverb The rain came in.

Preposition We camped near the river.

Adverb I knew that help was **near**.

Preposition I jumped off the platform.

Adverb The deal fell **off**.

Preposition We went over the details.

Adverb The game is **over**.

## USE EITHER AS A VERB OR AN ADJECTIVE

absent	abstract	alert	alternate
appropriate	articulate	awake	back
bare	better	blind	brief
clean	clear	complete	compound
correct	complete	crack	cross
degenerate	double	dream	dry
empty	faint	fancy	forward
hollow	humble	level	obscure
open	signal	warm	wonder

If you are using **several adjectives at once**, the usual order is easily remembered with the equation:  $SQ C^2$ : size, quality, colour and class.

### Example:

the tiny, fragrant, red rose

the lumbering, intelligent, grey, African elephant

a massive, old-fashioned, reddish-brown, mahogany table

**Size:** big, enormous, huge, large, little, small, tiny

**Quality:** beautiful, cheap, expensive

difficult, generous, helpful, tyrannical

curved, flat, round, square, straight

**Colour:** blue, green, red, yellow

**Class:** aluminium, brass, plastic, steel, stone, wooden

African, American, Chinese, Indian, etc.

## PREPOSITIONS

A preposition belongs to a group of words that link nouns, pronouns and phrases to other words in a sentence. The word or phrase that the preposition introduces is called the object of the preposition. Notice how the relationship between the object of the preposition, ‘the table’ and its subject, ‘the light’, is revealed through the use of different prepositions:

The light was	above	the table.
The light was	behind	the table.
The light was	beneath	the table.
The light was	beside	the table.
The light was	near	the table.
The light was	opposite	the table.
The light was	on	the table.
The light was	far from	the table.

WORD	PREP	ADV	ADJ	CONJ	NOUN	VERB
aboard	•	•				
about	•	•	•			
above	•	•	•		•	
across	•	•	•			
after	•	•	•	•		
against	•					

WORD	PREP	ADV	ADJ	CONJ	NOUN	VERB
along	•	•				
amid	•					
amidst	•					
among	•					
around	•	•				
as	•			•		
at	•					
barring	•					
before	•	•		•		
behind	•	•			•	
below	•	•				
beneath	•	•				
beside	•	•				
besides	•	•				
between	•	•				
beyond	•	•	•			
by	•	•				
concerning	•					
considering	•			•		
despite	•					
down	•	•				

WORD	PREP	ADV	ADJ	CONJ	NOUN	VERB
during	•			•		
except	•			•		
excepting	•			•		
following	•	•	•		•	
for	•			•		
from	•					
in	•	•	•			
inside	•	•	•		•	
into	•					
like	•	•	•	•	•	•
near	•	•	•			•
of	•					
off	•	•	•		•	
on	•	•	•			
onto	•					
opposite	•	•	•		•	
outside	•	•	•		•	
over	•	•	•		•	
past	•	•	•		•	
per	•	•				
plus	•		•	•	•	

WORD	PREP	ADV	ADJ	CONJ	NOUN	VERB
regarding	•					
round	•	•	•		•	•
since	•	•		•		
than	•			•		
through	•	•	•			
throughout	•	•				
till	•			•		
to	•	•				
toward	•		•			
towards	•					
under	•	•	•			
underneath	•	•	•		•	
unlike	•		•			
until	•			•		
up	•	•	•		•	
upon	•					
versus	•					
via	•					
with	•					
within	•	•			•	
without	•	•		•		

## VERBS THAT GO WITH SOME PREPOSITIONS

### WITH

afflict	enchanted	link
agree	fed up	lump
attack	fired	mark
anger	implicate	meet
annoyed	infect	oblige
begin	infest	paint
batter	inspired	pester
comply	irritate	plaster
confer	join	please
cross	joust	thrill
deal	jump	trust
disappointed	juggle	view
displeased	lift	work

### OF

afraid	fed up	take advantage
approve	fond	think
consist	frightened	tired
comprise	proud	weary
convince	remind	take care
desirous	scared	terrified
get rid	sick	tired
fearful	suspect	weary

## ABOUT

afraid	despair	learn
alarmed	disappointed	meander
angry	disgusted	read
anxious	disheartened	regret
apprehensive	dream	roam
bothered	frustrate	speak
care	hang	talk
cast	hear	think
come	hover	trouble
complain	inquire	be uneasy
concerned	jump	be unhappy
crazy	know	walk
dejected	laugh	wander
depressed	leap	warn

## TO

accede	learn	require
adhere	look	send
adjust	object	supposed
compare	pass	tilt
contrast	prefer	wake
happen	refer	wade
invite	relate	walk

## **NOUNS THAT GO WITH SOME PREPOSITIONS**

aching	for	hatred	of
admiration	for	hope	for
affection	for	interest	in
belief	in	longing	for
bias	toward	love	of
caring	for	need	for
closeness	with	passion	for
concern	with	relationship	with
confusion	about	respect	for
fondness	for	suspicion	of
grasp	of	taxes	on

## **ADJECTIVES THAT GO WITH SOME PREPOSITION**

afraid	of	happy	for
angry	at	hungry	for
careless	about	mindful	of
confident	of	proud	of
conscious	of	quick	to
determined	to	reluctant	to
eager	to	safe	with
enthusiastic	about	similar	to
familiar	with	sure	to
fearful	of	weak	from
free	of	thankful	for

## EXAMPLES OF PREPOSITIONAL PHRASES

at a low ebb (state of decline)	at a pinch (in an emergency)	at all costs (regardless of expense)
at any rate (at least)	at arm's length (keep at a distance)	at best (interpreted favourably)
at ease (in a relaxed position)	at every turn (at every moment)	at fault (deserving of blame)
at first (in the beginning)	at first hand (directly from source)	at hand (close by)
at home (comfortable and relaxed)	at large (free, unconfined)	at last (finally, after some time)
at least (any way)	at long last (after a very long while)	at once (immediately)
at odds (in conflict)	at one time (at a time in the past)	at peace (free from strife)
at rest (asleep, relaxed or dead)	at risk (in danger)	at the helm (in command)
at the most (at the maximum)	at the ready (ready for use now)	at the time (a moment in the past)
at the wheel (in charge)	at times (sometimes)	at will (just as one wishes)
in a big way (with great ceremony)	in a flash (immediately)	in a hurry (quickly)
in a jiffy (very quickly)	in a while (after a little period)	in and out (enter and leave)
in any case (regardless of ...)	in any event (in any case)	in brief (in short)
in cold blood (without compassion)	in deep water (in difficulty)	in depth (thoroughly)
in doubt (uncertain)	in fact (in reality)	in force (in full strength / operative)
in front (ahead of one or someone)	in full cry (in hot pursuit)	in good faith (done with sincerity)

## COMPOUNDS FORMED WITH PREPOSITIONS:

PREP	VERB	COMPOUND
over	awe	overawe
over	cast	overcast
over	come	overcome
over	crowd	overcrowd
over	dose	overdose
over	eat	overeat
over	flow	overflow
over	haul	overhaul
over	hear	overhear
over	heat	overheat
over	look	overlook
over	ride	override
over	rule	overrule
over	stay	overstay
with	draw	withdraw
with	hold	withhold
with	stand	withstand
under	coat	undercoat
under	cut	undercut
under	mine	undermine
under	pin	underpin

## WHAT DO THESE PHRASES MEAN?

on hold	on line	on offer
on one's guard	on order	on paper
on the bal	on the boil	on the hour
on the house	on the level	on the line
on the loose	on the map	on the mend
on the move	on the nail	on the prowl
on the rack	on the rise	on the ropes
on the run	on the sly	on the spot
on the whole	on thin ice	on trial
on trust	to the bone	to the core
to the end	to the fore	to the last
call in	call on	draw in
draw on	fall in	fall on
feed on	gain on	give in
hand in	hold on	join in
jump in	keep in	keep on
kick in	lead on	link in
look on	move in	move on
pack in	pass on	play on
pull in	pull on	send in
shut in	sign in	slip on
stay in	take in	tune in
vote in	wall in	wink at

## IDIOMS

a babe in the wood	inexperienced person
a bird of passage	a person who roams about
a broken reed	a weak person
a bull in the china shop	a clumsy destroyer
all the rage	what everybody wants at the time
at the eleventh hour	at the last possible moment
beat about the bush	to approach a subject indirectly
birds of a feather flock together	people of similar or like character
burn one's fingers	suffer financially through rashness
dirt cheap	very, very cheap
get one's back up	to make or become angry
give oneself airs	be pretentious
hang fire	delay in action
hit below the belt	behave unfairly
in the nick of time	only just in time
in the swim	involved in current affairs
on the spot	done there and then
on the spur of the moment	on a sudden impulse
once in a blue moon	a rarely occurring period
out of hand	out of control
red tape	bureaucracy
sour grapes	disappointment coming from failure
the salt of the earth	person of great excellence and virtue
till all hours	until very late in the evening

**to be a dark horse****a little known competitor**

to be dead beat

all tired out

to be hard hit

severely stricken by misfortune

to cook a person's goose

cause a person's downfall

to cool one's heels

to be kept waiting

to face a person down

to get the better of someone

to have the wind up

become alarmed and frightened.

to be left high and dry

stranded

to be out on a limb

to put oneself in a danger

to blow over

the passing of some danger

to come to hand

come into one's possession

to cry over spilt milk

to waste sorrow on what is past

to fall in with

to agree with someone

to feather one's nest

to take advantage to get rich

to get the hang of

to begin to understand something

to gird up the loins

to get ready for action

to give the slip

to get away from one

to glut the market

to oversupply

go to the wall

be defeated

haul over the coals

to scold or blame

hold a person's hand

give someone guidance

have an open door policy

to give everyone an equal chance

hold one's ground

to stand one's ground

hold one's tongue

to keep silent

**keep one's hand in****to keep up one's skill**

make bold

to take the liberty

play fast and loose

to say one thing and do another

play the game

to follow the rules

put a bold face on it

make a matter look better

sail close to the wind

barely to follow the rules

see how the land lies

to see what the state of affairs is

set a person's mind at rest

give one a satisfactory assurance

set one's face against

steadfastly to oppose

shoe a goose

engage in pointless labour

show the door

ask someone to leave

speak off the cuff

to speak impromptu

take in hand

bring under control

take the bait

to fall into a trap; be deceived

talk a person's head off

to talk incessantly

talk shop

to talk tediously about work

throw caution to the winds

to act in a reckless manner

tide over

to help along for a time

tighten one's belt

to become more thrifty

toss up

an even chance

turn in

to go to bed

wind round one's finger

to manage or control someone

wink at

to pretend not to notice

with no holds barred

complete freedom of action

### **Idioms formed with ‘back’:**

on one’s back	helpless
behind one’s back	secretly
break one’s back	to work extremely hard
break the back of	destroy, overcome
get off one’s back	to leave one alone
put one’s back up	to make one angry
with one’s back up	filled with anger
with one’s back to the wall	unable to escape without fighting
turn one’s back on someone	to abandon someone
stab in the back	to try to injure in a sly manner
suffer a body blow	to suffer a crushing setback
keep body and soul together	to keep barely alive
over one’s dead body	determined opposition

### **Idioms formed with ‘bone’:**

have a bone to pick	to have a cause for argument
make no bones about something	to acknowledge something readily
work one’s fingers to the bone	work very hard

### **Idioms formed with ‘ear/ ears’:**

be all ears	to listen eagerly
keep one’s ear to	the ground
pin someone’s ears back	to chastise someone
set by the ears	to cause to disagree
set on one’s ears	to get very stirred up

turn a deaf ear

to refuse to listen

up to the ears

deeply involved

wet behind the ears

too young to know very much

fall on deaf ears

be ignored

have by the ears

to keep a secure hold

### **Idioms formed with ‘eyes’:**

in the eyes of the law

as far as the law is concerned

be all eyes

to look eagerly for something

make eyes at someone

look at someone longingly

have eyes only for

to want just one person only

keep one’s eyes peeled

to be on the alert

set eyes on

to look at; notice

apple of one’s eyes

the person most cherished

cry one’s eyes out

to weep copiously

make one open one’s eyes

see what is really happening

### **Idioms formed with ‘face’:**

fly in the face of

to disobey openly

in the face of

in the presence of

on the face of it

by the evidence

put on a bold face

to face with courage

save face

to avoid public humiliation

set one’s face against

to oppose and resist

show one’s face

to appear; to be seen

make a face

to distort one’s features

face to face

in one’s presence

### **Idioms formed with ‘foot/feet’:**

feet of clay	fundamental weakness
drag one’s feet	to be deliberately uncooperative
have one’s feet on the ground	to be practical and sensible
put one’s foot down	to act firmly
put one’s foot in it	to get into trouble
put one’s feet up	to take a rest
stand on one’s feet	to be independent or self reliant
tread under foot	to treat cruelly
get a foot in at the door	enter into something desirable
shoot oneself in the feet	to inflict self injury

### **Idioms formed with ‘hand’:**

on hand	within reach
at first hand	from direct knowledge
at hand	ready, available
lay one’s hands on	to get hold of
bear a hand	to help
keep one’s hand in	to keep up one’s skill
out of hand	out of control
have one’s hands full	to be very busy
change hands	to pass from one to another
come to hand	to turn up; be obtained
hand to mouth	without providing for the future
show one’s hand	to reveal one’s real intention
throw up one’s hands	to admit failure

### **Idioms formed with ‘head’**

come to a head	to come to a crisis
eat one’s head off	to eat very much
give one, one’s head	to let someone do as he pleases
go to one’s head	become very proud
hang one’s head	to show one is ashamed
head and shoulders	very much above someone else
give one’s head for washing	to drink alcohol
keep one’s head	to stay calm
lay heads together	to plan together
off the top of one’s head	impromptu
lose one’s head	to get excited
make head	to move forward; make progress
take into one’s head	to get the idea
out of one’s head	by one’s own inventive efforts
go over one’s head	beyond one’s understanding
put a pistol to one’s head	to coerce someone
put out of one’s head	to resist any suggestion
turn one’s head	to make a person conceited

### **Idioms formed with ‘heel/heels’:**

cool one’s heels	kept standing or waiting
down at the heel	shabby, slovenly
kick up one’s heels	to have a good time
lay on the heels	to put in prison
upon one’s heels	close behind
drag one’s heels	to act or move sluggishly

out at the heels	worn down; shabby
have under the heel	to have under control

**Idioms formed with ‘mind’:**

be of one mind	agree, have the same opinion
blow one’s mind	to experience hallucinations
call to mind	to recall
change one’s mind	to alter one’s purpose
cross one’s mind	to occur to one
have a mind of one’s own	to have definite opinions
have a mind to	to intend to
have half a mind to	to be a little bit inclined to
be in two minds	to be undecided
know one’s own mind	to know what one really thinks
make up one’s mind	to decide; to resolve
speak one’s mind	to give one’s frank opinion
have a meeting of minds	unite in purpose
put in mind	to remind
have a mind to	to intend

**Idioms formed with ‘nose’:**

follow one’s nose	to be guided by one’s instinct
keep one’s nose clean	to behave properly
put one’s nose to the grindstone	to work long and hard
lead by the nose	to have total control of someone
look down one’s nose at ...	to treat with scorn

## ACRONYMS

An acronym is a newly coined word, with a characteristic phonetic pronunciation, derived from the initial letters of an organisation or product. ‘Radar’, for example, is an acronym that materialised from the words: **radio detection and ranging**. The very familiar and authentic looking ‘scuba’, not surprisingly, comes from: **self-contained underwater breathing apparatus**. UNESCO is from United Nations Education and Science Committee; and NATO from North Atlantic Treaty Organisation. Play at being a detective and ascertain, after examining the states of the country, where the word Pakistan originated.

The following are some of the **acronyms** that relate to Africa and South Africa. This list can be added to on a regular basis to cater for present and future needs.

ABSA	Advisory Board on Statistics in Africa (UNECA)
ABSA	Amalgamated Banks of South Africa
AFCOR	African Development Corporation
AFRACA	African Rural and Agricultural Credit Association
AFRODAD	African Forum on Debt and Development
AFRONUS	Africa Council for Food and Nutrition Sciences
AGDI	African Gender and Development Index (UNECA)
AGOA	African Growth Opportunity Act (USA)
ARI	African Renaissance Institute
ARIA	Assessment of Regional Integration in Africa UNECA
CODESA	Convention for a Democratic South Africa
COMESA	Common Market for Eastern and Southern Africa
CASATU	Congress of South African Trade Unions
DAW	Division for the Advancement of Women (UNECA)

DENOSA	Democratic Nursing Organisation of South Africa
ECOSOC	Economic and Social Council (UNECA)
FEDHASA	Federated Hospitality Association of South Africa
MINEDAF	Meeting of African Ministers of Education (UNESCO)
NEPAD	New Partnership for Africa's Development
NUMSA	National Union of Metalworkers of South Africa
PADIS	Pan-African Documentation and Information Service
PAM	Pan-African Movement
PANA	Pan-African News Agency
PAP	Pan-African Parliament
RIPS	Regional Institute for Population Studies (UNECA)
SACU	Southern African Customs Union
SADTU	South African Democratic Teachers Association
SAFA	South African Football Association
SALGA	South African Local Government Association
SAMA	South African Medical Association
SAMDEF	Southern Africa Media Development Fund
SANParks	South African National Parks
SANTA	South African National Tuberculosis Association
SAPA	South African Press Association
SARS	South African Revenue Services
SARU	South African Rugby Union
TESSA	Teacher Education in Sub-Saharan Africa
TRID	Trade and Regional Integration Division (UNECA)
UNISA	University of South Africa

## ABBREVIATIONS

Some abbreviations are considered to be contractions: Dr for doctor, Mr for mister, Ms for miss and St for saint. These abbreviations have been long been written without a stop. As the list of abbreviations is very vast a choice had to be made to limit the selection to those abbreviations that have a relevance to an English course. This short list can be easily supplemented in accordance with the needs of a learner.

<b>e.g.</b>	for example	i.e.	in other words
<b>viz.</b>	namely	etc.	etcetera
<b>abbrev.</b>	abbreviation	accus.	accusative
<b>adj.</b>	adjective	adjs.	adjectives
<b>adv.</b>	adverb	adv.	adverbial
<b>adv.</b>	adverbs	attrib.	attributive
<b>colloq.</b>	colloquial	compl.	complement
<b>conj.</b>	conjunction	correl.	correlative
<b>demonstr.</b>	demonstrative	dim(s)	diminutive (s)
<b>fig.</b>	figurative	indef.	indefinite
<b>ints.</b>	interjections	neg.	negative
<b>obj.</b>	object	pass.	passive
<b>phr.</b>	phrase	pl.	plural
<b>possess.</b>	possessive	ppl	participial
<b>ppl</b>	participle	pred.	predicate
<b>pref.</b>	prefix	prep.	preposition
<b>preps.</b>	prepositions	pres.	present
<b>pron.</b>	pronoun	subj.	subject
<b>suff.</b>	suffix	trans.	transitive
<b>vb</b>	verb	vbs.	verbs

## RAPID REVISION

Underline the answer that is correct in each of the following:

1. There are fewer / less crimes committed in suburban areas.
2. The committee is / are meeting right at this moment.
3. The herd of 500 buffaloes is / are grazing near the river.
4. This is the peculiar car that / which I saw this morning.
5. The sand / sands blew into our faces.
6. The pianos / pianoes were bought cheaply at the sale.
7. Fish abounded in / at the river.
8. I am registered with UNISA / U.N.I.S.A this year.
9. A blue moon is seldom / seldomly seen.
10. The furniture / furnitures looked beautiful in the window.

Which is the odd one out in each of the following rows? Why?

bound	leap	tumble	vault
adolescence	amateur	accomodate	conscience
occasion	privilege	enviroment	exacerbate
personnel	rhythm	afidavit	exaggerate
disgrace	ignominy	fame	infamy
civil	polite	rude	refined
humble	meek	vainglorious	modest
omitted	parallel	persue	questionnaire

Underline the answer that is correct in each of the following:

1. I was happy to accept / except the invitation to dinner.
2. They were to have met with us at 3 P.M. / 3 pm.
3. We were excited and all ready / already to set off on the trip.
4. The doctor advised / adviced me to take three days bed rest.
5. The Teachers Association / Teachers' Association is meeting.
6. The cake comprises / comprises of many ingredients.
7. Hamlet wanted to avenge / revenge his father's death.
8. We waited for the judge's verdict with bated / baited breath.
9. Who is Blake alluding / eluding to in his Songs of Innocence?
10. The alternative / alternate to the fine was time in prison.
11. Rest assured / be rest assured that all will be well.
12. I sat beside / besides my girlfriend for the whole evening.

Which is the odd one out in each of the following rows?

absence	achievement	adolescence	amateur
cachet	caress	consience	deceive
extension	knowledge	embarrasment	lieutenant
sleigh	necessary	occassion	pastime
similar	thorough	vegetables	weird
bland	mild	acid	sweet
idle	indolent	industrious	apathetic
affluent	rich	effluent	wealthy

Underline the answer that is correct in each of the following:

1. She knew how to dress with great flair / flare.
2. I had to break off / break of my relationship with him.
3. He was averse to my / to me receiving the promotion.
4. For whom / who should I wait?
5. It was a great victory—a historic / historical victory.
7. A large majority is / are opposed to the building of the stadium.
8. My aunt or uncle is / are paying for my registration fee.
9. I asked at the bank for my PIN / PIN number?
10. Today it is the HIV / HIV virus that we have to guard against.
11. I enjoy Mozart (;) / (,) his music is so good.
12. Does everyone know where his / their sleeping bag is?

Which is the odd one out in each of the following rows? Why?

laser	UNESCO	AIDS	radar
accessible	immovable	negligable	susceptible
cafe	hotel	hospitality	restaurant
facetious	foreign	harrassment	gauge
hoarse	maintenance	occured	pamphlet
analysis	attendance	benefitted	buoyant
exaggerate	familiar	innoculate	judgment
migraine	principle	deciet	autonomous

## REVISION NOTES

### 1. abbreviations

In forming the plural of an abbreviation use a lower case 's' Drs, MPs, TVs.

### 2. abstract noun: an abstract noun will refer to a 'state', 'feeling', 'quality', 'concept' or 'idea'

anger, beauty, belief, bravery, charity, comfort, compassion, danger, faith, hate, hope, joy, liberty, love, mystery, omen, pain, pride

### 3. acronym

An acronym is a newly coined word, with a characteristic phonetic pronunciation, derived from the initial letters of a product or organisation e.g. 'laser'.

### 4. active voice

The subject performs the action. The cat caught a mouse. Zidane scored a goal. Proper nouns and personal nouns usually appear at the beginning of sentences when the verb is the active voice.

### 5. adjective

An adjective qualifies a noun or pronoun by generally adding details of size, quality, type, colour, class or number. Many adjectives are formed by adding *-ed* or *-ing* to a participle. Examples: wounded animal, hunting knife, fading light, etc..

### 6. adjectival clause or relative clause

introduced by a relative pronoun: who, which, that, whose or by where, why and when instead of a relative pronoun

## **7. adjectives formed with the suffix *-able***

acceptable, adaptable, admirable, adorable, consolable, consumable, degradable, etc.

## **8. adjectives ending in *-ible***

accessible, admissible, audible, compatible, credible, discernible, divisible, edible, eligible, fallible, feasible, flexible, gullible

## **9. adverb**

An adverb modifies, limits or qualifies a verb or an adjective.

## **10. adverbs of degree, formed by generally adding *-ly* to an adjective**

adequately, almost, comprehensively, entirely, extremely, hugely, greatly, immensely, last night, late, later, moderately, partially, practically

## **11. adverbs of duration**

always, briefly, ceaselessly, currently, forever, incessantly, indefinitely, long, momentarily, next morning, next time, next year, now, permanently, temporarily

## **12. adverbs of frequency**

always, annually, constantly, continually, daily, frequently, intermittently, never etc.

## **13. adverbs of manner, formed by generally adding *-ly* to an adjective**

actively, boldly, bravely, cutely, deeply, deftly, evenly, fairly, finely, firmly, flatly, fondly, freely, fully, gladly, glumly, etc..

## **14. adverbs of place**

anywhere, downstairs, eastward, elsewhere, everywhere, here, northwards etc.

## **15. adverbs of probability**

certainly, conceivably, definitely, doubtlessly, hopefully, maybe, perhaps, possibly, presumably, probably, undeniably

### **16. adverbs of emphasis**

absolutely, certainly, definitely, indeed, positively, really, simply, truly

### **17. adverbs that help to negate the verb partially or fully**

barely, hardly, little, never, not, nowhere, rarely, scarcely, seldom

### **18. adverbs to advance an argument**

also, consequently, furthermore, however, moreover, nevertheless, otherwise, therefore, thus

### **19. adverbs that do not end in *-ly***

about, almost, always, around, away, back, best, down, easy, else, fair, fast, first, free, full, half, hard, here, high, home, just, late, less, long, loud, more, most, near, never, next, none, now, often, once, only, over, quite, slow, sometimes, soon, still, straight, such, that, then, there, this, tomorrow, too, twice, very, well, when, wide, yet

### **20. interrogative adverbs**

The following adverbs are used to ask questions: *how*, *when*, *where*, and *why*. Note the use of **how**: how did ..., how much..., how soon..., how big..., how quickly..., how will...

### **21. adverbial clause of concession**

introduced by a conjunction like: although, even though, though, whereas, while, whilst

### **22. adverbial clause of condition**

introduced by a conjunction like: as long as, if, only if, provided, providing, unless

### 23. adverbial clause of manner

introduced by a conjunction like: as, as if, as though, like

### 24. adverbial clause of place

introduced by a conjunction like: anywhere, everywhere, where, wherever

### 25. adverbial clause of reason

introduced by a conjunction like: as, because, since

### 26. adverbials - an adverbial is a group of words that functions as an adverb

After the match, we went to meet the players. The players met us with great enthusiasm. We then took a photograph with them outside the changing room.

### 27. antecedent

An antecedent is a noun in a clause or sentence to which a relative pronoun refers: **Students** *who* study consistently get the best results. (Relative pronouns are: that, who, who, whose, which, where, when and why)

### 28. apposition

This refers to the close relationship between two nouns or noun phrases: Cape Town, *the mother city*, is very beautiful.

### 29. aphorisms

An aphorism is a truth in a nutshell.

### 30. auxiliary verbs

The verbs 'be', 'do' and 'have' are the three auxiliary verbs. An auxiliary is used with the main verb in a sentence to form the following: passive voice, progressive tense and the perfect tense. These are also used to ask questions, negate a statement or give emphasis to a statement. Examples: **Did** they read the book? They **did not** read the book. Some of them **did** read the book.

### **31. clause - a group of words consisting of a subject and its predicate - usually connected to main clause by a conjunction**

I tried to understand why I felt so happy. What was it that evoked the merriment? Even if no explanation was forthcoming, I was happy. That was all that mattered.

### **32. can and could**

These are modal verbs used to indicate ability, skill, privilege, power, possibility or probability. In formal speech 'may' is used to ask permission. In informal speech: "Can't I invite a few friends?" is acceptable.

### **33. collocation**

These are words that habitually, routinely, usually or typically occur together as meaningful phrases - seat cover, hair pin, catch a bus, etc..

### **34. collective nouns**

Collective nouns are poetic in manner and generally refer to animals such as those in the wild; those that are raised and those that are hunted.

### **35. complement.**

This is a word, phrase or clause which is added to the verb in place of the object or predicate. The complement is used with linking verbs: am, is, are, was, were, become, seem. Examples: She **seemed very annoyed**. They **became intimately acquainted**. I **was as anxious as anyone could be**.

### **36. compound words**

Many words in English result from the joining of two separate words: soup spoon, green light, applesauce, white-collar. The meaning of soup spoon is not lost in the cementing of the words - not so with 'bluestocking' which has a meaning independent of the two words that make up the word.

### **37. the conditionals**

If you had applied for the vacancy, you would have got it. Though, if I were you, I would not fret. If we look through today's paper we shall certainly find other openings. If nothing comes up today, something's bound to come up tomorrow!

### **38. confusing words**

there are many words in English like 'affect' and effect; 'lay' and 'laid'; 'stationery' and 'stationary' that are easily confused. The difficulties don't show in oral communication because the words have very similar pronunciation.

### **39. conjunctions - there are coordinating conjunctions, subordinating conjunctions and correlative conjunctions**

coordinating conjunctions: and, or, but, so - used in the making of compound sentences

subordinating conjunctions: after, although, as, because, before, if, since, than, unless, until, when, while - used in the making of adverbial clauses

correlative conjunctions: both ...and, but also...either ... or, neither...nor, not only ...

### **40. copula verbs or linking verbs**

appear, become, feel, get, go, grow, keep, look, prove, remain, resemble, run, seem, smell, sound, stay, taste, turn

### **41. definite article**

in English 'the' is the definite article - it is a determiner - determiners give information about a noun - the President, the Amazon, etc.

### **42. denotative and connotative meanings**

words can have a dictionary meaning - denotative meaning - or connote positive or negative attitudes through them.

### **43. determiners**

the, an

my, your, his, hers, our, your, their, whose

that, this, which

a few, all, one, lots of, plenty

### **44. diminutives**

qualities such as smallness, youth, familiarity, affection or contempt can be shown by the use of a diminutive - booklet, doggie, Tony

### **45. discourse markers**

as for, as regards, consequently, considering that, in addition, in retrospect, in view of the fact that, furthermore, moreover, on further analysis, on the other hand, regarding, therefore, thus, while, whereas, with regard to

### **46. doublets**

A word that was borrowed from a donor language on two distant and separate occasions and made to function as two separate words - like 'abbreviate' and 'abridge'.

### **47. eponyms**

An eponym is a word derived either from a mythical character or the real surname of a person- like the word sandwich from the Earl of Sandwich.

### **48. gender**

gender is no longer about the male form and the female form - it is an area of major contestation. Are the words female and woman another way of looking at things from a man's perspective?

**49. gerunds are verbs that function as nouns - they usually come after prepositions, but not after 'to'.**

After studying, I enjoy exercising and relaxing. By studying in this way I avoid stress. When exercising it is important to enjoy the physical activities.

**50. idiom - a distinctive, and often colourful expression whose meaning is different from the literal meaning**

above board = legal; across the board = applies to everybody; arrow in the quiver = strategy; have an axe to grind = grievance.

**51. infinitives**

an infinitive is a verb that is preceded by 'to' - it can be modified by an adverb but is otherwise independent - to swim (strongly) - all verbs listed in the dictionary are infinitives: draw, drink, drive, etc.

**52. infinitives and gerunds**

both infinitives and gerunds can act as nouns - to walk is good for health - walking is good for health

**53. indirect object - the indirect object of a verb is not affected by the action of the verb**

I wrote a letter to him. I wrote him a letter. They built a house for her. They built her a house. I sent the parcel to them. I sent them the parcel.

**54. indirect speech or reported speech**

PRESENT TENSE: There is no need to change when the verb is in the simple present, present perfect or future tense. He knows that the sun rises in the east and sets in the west. He agrees that this is so.

PRESENT PERFECT TENSE: She has said that she has eaten and that the cook has left.

FUTURE TENSE: The defence will say that the accused was in Scotland at that time. They will further argue that the accused had no motive.

**55. interrogative pronoun - this is a 'wh'-word that is used to ask questions**

What is your address? Who will be there to receive the delivery?  
When must the delivery be made?

**56. intransitive verb - does not take an object and does not have a passive form**

The sun rises. The wind blows. The river flows. The seasons come and the seasons pass. People live and people die. Time moves on.

**57. figure of speech - non literal language used to make comparisons, highlight contrasts and mimic sound effects to achieve an intended rhetorical effect**

alliteration, antithesis, apostrophe, assonance, epigram, hyperbole, metaphor, metonymy, onomatopoeia, oxymoron, paradox, pathos, personification, synecdoche, symbolism

**58. lexical pairs**

two words derived from two different sources that mean the same thing - car and automobile, corn and maize, friendly, amiable, fraternal, brotherly, gas and petrol

**59. may & might**

'may' allows for more optimism, 'might' for more doubt.

## **60. nouns**

The part of speech that is used to name a person, place, thing, quality, or action. It can serve as the subject and object in a sentence. It is also used as the object of a preposition.

## **61. noun agent**

- someone or something that performs an action - a person possessing special skills or qualifications

## **62. abstract nouns**

a noun that denotes an abstract concept - refers to state of being and feelings - qualities that do not have any physical existence – pity, intellect, nervousness, etc.

60. nouns – collective

## **63. nouns – compound**

An endocentric compound is made up of a head word and a second word where the meaning is a sum total of the two words, e.g. bathroom. An exocentric compound is made up of two words with a meaning that is entirely separate from the individual meanings of the word e.g. ‘paper tiger’. (neither paper nor tiger).

## **64. nouns – plural form**

most nouns are made plural by the addition of an –s. Irregular plurals require –a, –es, –en, –i, etc..

## **65. nouns - uncountable**

An uncountable noun is also called a mass noun. It denotes a substance or concept that is indivisible into units that can be counted - e.g. dust

## **66. must & ought**

modal verbs - used to express: command, admonition, certainty, inevitability and presumption

## **67. past participle**

a verb form that is used to indicate an action that is past or completed - also used as an adjective as in: smoked salmon; broken glass.

## **68. phrasal verbs**

a string of words with a verb and a particle such as the preposition - the group of words acts as a unit of meaning e.g. I ran up my account., I caught the bus in time.

## **69. polysemes**

a term in linguistics applied to a word that carries several distinct but related meaning - e.g. will

## **70. prefixes**

a clump of the letters of the alphabet placed before a word to modify its meaning e.g. import, report, export, deport

## **71. prepositional phrases**

a prepositional phrase comprises a preposition and its object - functions either as an adjective or an adverb e.g. the friends were at odds with each other

## **72. prepositions – accompanying adjectives**

e.g. afraid of

### **73. prepositions – compound verbs created with prepositions**

e.g. with + draw = withdraw

### **74. prepositions – accompanying nouns**

e.g. admiration for

### **75. prepositions – verbs that go with prepositions**

e.g. afflict with

### **76. prepositions**

a preposition is a member of a set of words that is used in front of a noun or pronoun to show its relationship with another noun or pronoun coming before it - relationship is in respect of: place, (in, on, etc.) direction, (to, from, etc.), time (in, at, etc.), or instrumentality (by, with, etc.)

Prepositions also indicate purpose 'for'; possession 'of'; capacity 'as' and accompaniment 'with'.

### **77. present participle**

The present participle is a word ending in '-ing' - it is used to express a continuous action: is eating, was reading, will be painting - it also acts as a verbal adjective: weeping willow, setting sun.

### **78. pronouns**

I, you, he, she, it, we, you, they, me, him, her, us, them, my, mine, his, hers, ours, yours, theirs, myself, herself, himself, ourselves, yourself, themselves

### **79. pronunciation**

the goal is to learn to pronounce words in the way educated people do in their daily lives

## **80. punctuation**

punctuation marks like comma, colons, etc., are used to separate clauses, phrases, sentences

## **81. roots of words**

the most basic part of a word

## **82. relative pronouns**

The relative pronouns are: that, who, whom, whose, which, where, when, and why. **That** usually comes after words like: all, any, anything, every, everything, few, little, many, much, no, nothing, none, some, something.

## **83. semantic shift**

when a semantic shift had occurs, the connotations which a word carried in the past will be added to, diminished, or substantially altered - at times the new meaning can be the very opposite of the previous meaning

## **84. shall & should**

shall is normally used with the pronouns I and me, but is used with the other pronouns when an order is given, a promise is made, a requirement is made obligatory, or an obligation has to be discharged.

## **85. subordinating conjunctions**

conjunctions such as after, although, because, if, since, when, where, in order that, as long as, are used to introduce a dependent clause

## **86. verb - modal verb**

can, could, may, might, will, would, shall, should, must - these verbs are used as helping verbs to express possibility, wishes, suggestions or necessity

## 87. verb agreement or concord

words in a sentence should be in agreement with each other in respect of person, number, gender, or case - Give them their instructions; Ask her to submit her curriculum vitae; We will know today whether we were selected.

I must confess that it was I who did it. - the verb to be 'am, is, are, etc.' take the same case before it as after it except when one is responding to a question: 'Who is it?' 'It's me'. ('I' would be too pedantic in an informal setting)

the subject of a sentence should always be in agreement with the verb - a plural subject must take a plural verb: the women were having coffee; hundreds of birds were sighted; - a singular verb will take a singular subject: the tree is blossoming; the herd is grazing, fish has been sighted; the committee is meeting now

## 88. verbs that require an object

a verb can either be one word or a string of words working together - a finite verb must agree with the noun or pronoun used as the subject and it must express the past, present or future tense - e.g. The lion came into view. The lion is coming into view. The lion will soon come into view - the infinitive form 'to come' has to be altered by inflection to 'came' or by the addition of auxiliaries and modals so as to function as a finite verb. Every sentence must have a finite verb.

a transitive verb in a sentence needs an object for the meaning to be complete - Will someone please fetch me my glasses. Intransitive verbs do not need an object: The sun rises, the moon wanes, the oceans swell, the storm subsides, the wind blows.

## 89. verbs that are followed by an infinitive

Each of the following verbs is followed by an infinitive. For example: I agree *to indemnify* you. They appear *to amuse* you.

agree	appear	ask	attempt
beg	choose	claim	consent
continue	decide	demand	elect
fail	forget	hesitate	hope
intend	like	long	love
mean	need	offer	plan
prefer	propose	refuse	remember
seem	strive	swear	threaten
toil	try	undertake	vow
wait	wish	work	yearn

### 90. verbs that are followed by the gerund:

Each of the following verbs is followed by a gerund. For example: I admit *enjoying* Shakespeare. The lawyer advised caution.

admit	advise	appreciate	begin
avoid	cease	complete	consider
delay	deny	despise	discuss
detest	dislike	dread	enjoy
escape	excuse	finish	forbid
have	imagine	mind	miss
permit	postpone	practice	prefer
propose	quit	recall	remember
report	resent	resume	resist
risk	suggest	tolerate	urge

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