

SPOKEN ENGLISH

&

EASY GRAMMAR

PART 2

an Easy Way of
Learning
Speaking
Writing
the English Language

by

T. M. Antonipillai LL. B. (Ceylon)

Attorney - At - Law

Passayoor, Jaffna, Sri Lanka.

(Author of EASY ENGLISH)

MANIOSAI PUBLICATION-12

ACKNOWLEDGEMENT

It is my earnest hope that the Reader will find this Hand-Book easy, instructing and interesting.

In this connection, I wish to recall the loving memory of my Teachers, especially the Late Mr. F. N. C. Saverimuthu, B. A. (London) and the Late Mr. S. F. Santhiapillai, B. A. (London), who taught me English and Latin at St. Patrick's College, Jaffna in the early Fifties, when the medium of Instruction was English.

I wish to express my grateful thanks to prof. Pon Balasundarampillai, Vice Chancellor, University of Jaffna for the encouragement and the Foreword he has graciously given.

I owe a debt of gratitude to Mr. D. R. Arumaynayagam Asst. Director of Education, (English), Jaffna, for kindly writing a Preface to this Hand - Book.

I wish to record my appreciation and thanks to my Cousin Mr. P. P. Antony, F. C. B. I. (London), Presently of Sydney Australia, for the assistance rendered, in compiling this Hand-Book.

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T. M. Antonipillai
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FOREWORD

University of Jaffna
Sri Lanka, 05. 03. 98

It is encouraging to note the awareness among the youth for the need of 'Spoken English'.

English is the language of International Communication. It is also the inter-racial link-language in Sri Lanka.

Though there are several books on English Grammar and Conversation, most of them are beyond the reach of the average youth today.

Realising this need, we have introduced a short-term Course on 'English for Communication' at the Extra Mural Studies Unit, University of Jaffna. Happily, it has become very popular among the youth in Jaffna; more so, as they are assured of a Certificate, 'sans' any Fee or Exam!

Mr. T. M. Antonipillai, an Attorney -At - Law, who has been actively involved in teaching 'English for Communication' at the Extra Mural Studies Unit, has himself prepared this Hand-book, 'Spoken English & Easy Grammar' (Part 2) to cater to the immediate needs of the average speaker of English, yearning to learn more and better English.

I am confident this Hand-book will be of much benefit to the learner in Communication and Grammar.

(Sgd) Prof P. Balasundarampillai
Vice Chancellor

P R E F A C E

Dept. of Education

Jaffna, Sri Lanka

05-03-98

'Spoken English' has now become very fashionable among the youngsters in Jaffna.

It is heartening to see the enthusiasm for English at the Schools and Tutorics.

English is the International - link - Language in every possible field of activity in the world, today.

As such, a fair knowledge of English would be an asset to any one seeking to secure a decent employment, in Sir Lanka or abroad.

Mr. T. M. Antonipillai, an Attorney - At - Law, and Author of 'Easy English' (Parts 1-5), has now compiled this Hand - Book 'Spoken English & Easy Grammar' (Part 2) for the benefit of the youth, eager to learn the art of English Communication, with courage and confidence.

I am happy in recommending this Hand - Book to all those interested in improving their knowledge of English Communication and Grammar.

(Sgd) D. R. Arumaynayagam
Asat. Director of Education.

(English)

UNIT 1

SPOKEN ENGLISH

PART 2

A Conversation

Student - Good morning, Sir! Happy to meet you.

Tutor - Good morning, Glad to meet you after a long time! How are you getting on?

S. - I'm quite well. Thank you, Sir!

T. - How are you in 'Spoken English'?

S. - I have improved much. That's what my friends say.

T. - Happy to hear that!
What do you want to do next?

S. - I wish to learn more English
from you, Sir.

T. - Is that so? I thought that
you wouldn't trouble me any more!

- Student - Sir, please don't say like that!
It is easy and interesting to learn
from you.
- T. - You have become a Bluffer!
- S. - Not at all! I'm not flattering.
I'm only telling the truth!
- T. - I'm glad to hear you say so.
- S. - With your explanations, I've learnt
English Grammar sufficiently well, Sir!
- T. - If you are sincere in what you say,
I should accept your compliments.
- S. - Sir, I am sincere in my remarks and
requests.
- T. - Don't try to corner me again,
with your witty and tactful comments.
- S. - Sir, I'm really proud of being your student!
- T. - I must admit, it was just the basic
rules of Grammar that I explained to you

- S. - If so, why not explain in more detail?
I'm really keen on learning from you, Sir.
- T. - It's a happy co-incidence that I am
your Tutor, and you are my Student.
- S. - How about publishing these discussions
in the form of a Hand-book?
- T. - What makes you think so?
- S. - As I stated earlier, there are many
youngsters who don't get the chance
to learn English Grammar from able
and experienced Tutors, like you, Sir!
- T. - Your request appears double-edged!
- S. - Sir, please explain your statement.
- T. - You want me to do two things;
to discuss the Rules of Eng. Grammar,
and to publish a book on Spoken English!
- S. - Sir, you are competent to do both!
So, why not fulfil my humble request?
- T. - Teaching or discussing can be easy.
But, publishing a book will be difficult!

- Student - Don't worry, Sir! I'll do my best
to sell your Books on 'Spoken English'.
- Tutor - I think you'll do well as a Sales Rep.
or an Insurance Agent!
- S. - Thanks for your compliments.
I'm really happy at your remarks!
- T. - 'Spoken English & Easy Grammar'
would be a suitable title.
What's your opinion?
- S. - Yes, Sir. I agree with your suggestion.
It would be best to publish the earlier
discussions as Part 1; and the present
discussions as Part 2.
- T. - This is indeed the best suggestion.
I shall try to adopt it.
- S. - It's encouraging to learn from you, Sir.
- T. - I'm really lucky to have you as my Student
- S. - On what topics do you want to base
the present discussions?
- T. - We shall continue from where we left
on each topic.

Student - Why not include some new topics as well?

Tutor - Yes, we shall do so to suit our needs.

S. - Sir, please mention a few new topics.

T. - Phrases, & Clauses; Use of the Preposition;
Gerunds, Infinitives, Particles;
Idioms, and so on.....

S. - I'm sure the new topics will widen my
knowledge of English.

T. - You say, you are sure of what we have
already discussed. So, we can continue
discussing smoothly, in more detail.

S. - Sir, I am keen on learning more English.

T. - For that, you must do a lot of
Reading, Writing and Speaking.

S. - Sir, I now have the courage to read,
write and speak English, without fear!

T. - You are in the correct frame of mind
to learn the finer refinements of Grammar.

S. - Thank you, Sir! Your explanations
are most welcome!

- T. - Do you think we will be a success ?
- S. - Why not, Sir ? You are a model Tutor.
I shall become a Model Student !
- T. - As we are both engaged in the discussions,
it would be best to get a Third Party
(a Reader) to give his/her views on
our performance as 'Tutor' & 'Student'.
- S. - I'm sure, any unbiased Reader will be
impressed with our discussions !
- T. - You are very optimistic on this matter !
- S. - Why shouldn't I ? Sir, I always hope
for the best.
- T. - True enough. You have won your
double request in making me explain;
and publish a Hand - Book !
- S. - Sir, I am thankful to you for the
nice remarks you make about me.
- T. - It's really your genuine interest that
has persuaded me to write a Hand-book.
- S. - I'm really lucky in being your Student !

- T. - To be true, we have both benefited
much by these discussions.
- S. - Yes, Sir! Will you include this part
of our discussions. as well?
- T. - Certainty! I shall gladly do so!
You and I will be the main Characters...
- S. - Thanks a lot; and Best Wishes Sir!
- T. - Thanks; Good bye; and Fare Well!

For Previous

*Conversation; Discussion; Dialogue;
Encounter; Interview;*

Please See

SPOKEN ENGLISH
&
EASY GRAMMAR

Part 1

By the same Author

UNIT 2

A Discussion on Becoming a Tutor

- Student** - Good morning, Sir !
- Tutor** - Good morning. You are most welcome !
- S.** - What news, Sir?
- T.** - Something very interesting !
- S.** - What's interesting ?
- T.** - I have a novel idea !
- S.** - What's it Sir ?
- T.** - I want you to be a Tutor.
- S.** - Sir, you have [already told me] that you will be the 'Tutor', and I will be the 'Student', in your Book.
- T.** - That's correct. But, this is different.
- S.** - Different ? In what way, Sir ?
- T.** - You are going to teach English !

- Student- How could that be, Sir ?
- Tutor - You are going to teach the younger ones.
- S. - I am still a novice. How can I teach?
- T. - Don't worry ! I'm sure, you can do that?
- S. - Sir, I have quite a lot to learn.
- T. - True enough ! You can still teach others.
- S. - For that, I must first build up confidence.
- T. - That too is agreed !
- S. - I have my greatest fears.
- T. - No need for any fear !
- S. - Then, what Sir ?
- T. - You can start straight away!
- S. - Sir, you are giving me a shock !
- T. - Not at all ! It's for your own good !
- S. - How could that be, Sir ?

Tutor - Look here. That's the best way to learn
a foreign language.

Student- Why do you say that, Sir?

T. - When you teach it to others, you are sure of
what you say!

S. - Sir, you are an experienced Tutor. So, you are
sure of what you say!

T. - I'm glad, you accept my advice.

S. - Granted all that, I dread to think of being a
Tutor in English.

T. - Believe me. I am serious in what I say.

S. - All right, Sir! What should I do now?

T. - You can now select a few young students
of the same age - group and grade.

S. - What more, Sir?

T. - Find out their general standard.

S. - How to do that, Sir?

T. - You may ask them to say a few words in
English, about themselves.

Student- If they are unable to say anything in English ?

Tutor - Don't worry ! You may ask them a few Questions, in English.

S. - Well, what, if they can't do that even ?

T. - You can then judge their knowledge, and make a start.

S. - Should I be strict with them, Sir ?

T. - Not at all ! Make them feel free and happy !

S. - What more should I do, Sir ?

T. - Tell them, it's good and useful for them to learn the English Language.

S. - Can I tell them some short stories, Sir ?

T. - Certainly ! you can do so !

S. - What should I do after that, Sir ?

T. - You may ask them a few simple Questions ?

S. - What, if they can't answer such Questions ?

T. - Don't worry ; They will soon learn to do it.

Student- They will soon start calling me 'Tutor'.....

Tutor - They have a right to do so !

S. - How can I be happy at that ?
I have to learn a great deal, myself !

T. - Don't trouble yourself over it.
It's a real beginning for you !

S. - Sir, can I be a Tutor, and a Student at one
and the same time ?

T. - Why not? Every Tutor is also a Learner.
I, too, am still learning the finer refinements
of the English Language !

S. - I'm surprised to hear you say that, Sir!
There's no need for you to learn any more.

T. - It's by teaching that I become aware
of my own limitations ; and try to improve
my methods of teaching, to suit the needs.

S. - Each student may have different difficulties !

T. - Quite so ! You should listen to them
with care and concern; and provide
easy and effective explanations.

Student- Sir, what if I'm unable to give a satisfactory explanation to a question ?

Tutor - You may tell them that you will explain it at the next class; and act accordingly.

S. - Sir, what if I still can't find a suitable answer ?

T. - Take it easy ! I am always available ; able and willing to help you any time.

S. - Really that's so, Sir ! in my excitement I thought I would be helpless.

T. - Don't hesitate to ask for help from me!

S. - Thanks for your assurance, Sir ! I now feel confident and encouraged to become a Tutor to the younger ones.

T. - Good luck; and Best wishes !

S. - Thanks and Good Bye, Sir !

UNIT 3

Concluding conversation

- Student** - Sir, have arranged to teach English to a few school-going young students.
- Tutor** - Very glad to know that !
As they are school-going, it will be easy for you to teach them.
- S.** - They say they want to get Tuition from me.
- T.** - Right then ! You may go ahead !
- S.** - They are all of the same age-group.
- T.** - Then, they will also be of the same class-group, I think.
- S.** - Yes, Sir, They are in Grades 6 and 7.
- T.** - You may use their Text - Books, at first.
Thereafter, you may choose to teach Grammar.
- S.** - Yes, Sir. I can explain about Nouns & Verbs.

Tutor - Then, you may explain how words are arranged in a Sentence.

Student- You mean, Subject, Verb and Object ?

T. - Exactly so ! you may give them a few simple Sentences.

S. - Can I then go on the Tenses?

T. - Yes, Teach the the Simple Tenses, first.

S. - I shall gladly do that, Sir !

T. - You should plan-out your classes to suit the needs of your students.

S. - To tell you the truth, I am really interested in teaching English Grammar.

T. - Glad to hear you say so ! If you are interested, you can make it interesting to others, as well.

S. - Though I am still a Learner, with your help and advice, I will teach it to others.

Tutor - I am really happy that you have decided to help the younger generation to learn the English Language.

Student - A knowledge of English is a big asset to the younger generation. They can do their higher studies easily in English.

T. - You have now fully realised the value of the knowledge of the English Language.

S. - Yes, Sir. you have done me a great favour with your discussions and explanations !

L. - Now, try to make many others interested in learning English.

S. - I shall certainly try to make others interested in learning English.

T. - Good luck and best wishes !

S. - Thanks and Good bye, Sir !

EASY GRAMMAR

PART 2

A Discussion on Grammar

Student - Good Morning, Sir!

Tutor - Good Morning! Happy to meet you!

S. - Sir, as you promised earlier,
shall we start our discussion?

T. - Yes. We shall start straight away!

S. - While revising, I wish to learn
some new topics, as well.

T. - Have you got a list of the earlier topics?

S. - Yes, Sir! I have the list with me.

T. - We shall also discuss new topics.

S. - What can they be, Sir?

T. - They are also related to the topics
we discussed earlier.

S. - Sir, I shall be very happy to learn
some more English Grammar, from you.

T. - Glad to note you are really interested!

S. - I am really happy and thankful!

Statements; Questions; Tag-Questions

Student - Sir, how to change a Statement into a Question?

Tutor - It's quite simple ! Change the order of the Subject and the Verb.
Start with the Verb as follows:-

Statement	Question
1. I am.....; We are.....	Am I...? Are we...?
2. You are....;	Are you?
3. He (She/It) is.....	Is he (she/it).....?
4. They are.....	Are they?

S. - Please give Examples of Double Questions.

T. - The following are Double Questions:-

- a) Affirmative = Do you want to earn or learn ?
- b) Negative = Do you want to learn or not ?

Student - What about Tag - Questions, Sir ?

Tutor - A statement is followed by a Question.

- a) If, statement is Positive, 'Tag' is Negative:-
E. G. You are learning English; aren't you?
- b) If, statement is Negative, 'Tag' is Positive:-
E. G. It isn't difficult to learn Grammar; is it ?

Forming Nouns & Adjectives From Verbs

Student - Sir, can you please help me to prepare a list of Verbs, Nouns and Adjectives ?

Tutor - Certainly ! A Sample List is as follows:-

	Verbs	Nouns	Adjectives
1.	Abound	Abundance	Abundant
2.	Bless	Blessing	Blissful
3.	Broaden	Breadth	Broad
4.	Compare	Comparison	Comparative
5.	Certify	Certificate	Certifying
6.	Commend	Commendation	Commending
7.	Darken	Darkness	Dark
8.	Defend	Defence	Defensive
9.	Develop	Development	Developing
10.	Enable	Ability	Able
11.	Enjoy	Enjoyment/Joy	Joyful
12.	Envelop	Envelope	Enveloping
13.	Greet	Greeting	Greeting
14.	Hope	Hope	Hopeful
15.	Improve	Improvement	Improving
16.	Justify	Justice / Justification	Just
17.	Lengthen	Length	Long
18.	Widen	Width	Wide
19.	Wish	Wish	Wishful

The use of the Preposition

Student - Sir, Please define a Preposition.

Tutor - Preposition is a word or phrase connecting a Noun and other words, in a Sentence.

S. - Please give Examples.

T. - Here is a list of prepositions:-

At - At the top; At Home; At School;

By - By car; By Ship; By Land; By Sea;

For - For you; For example; For freedom;

From - From me; From home; From anyone;

In - In comfort; In love; In short;

On - On duty; On fire; On sale; On top;

Out - Out of pity; Out of reach; out of sight;

Over - Over the wall; Over one's head;

To - To my surprise; To your advantage;

Under - Under custody; Under obligation;

With - With care; With concern; With love;

Within - Within reach; Within your means;

Without - Without exception; Without fail;

Idiomatic & Prepositional Phrases

Student - Please give Examples of Idiomatic
and Prepositional Phrases.

Tutor - Certainly ! Here's a Sample List:-

At my suggestion; At the sound of the bell ;
Beside the Lake; Beneath the trees ;
By Giving excuses; By reason of ill-health ;
For the best performance ; For the sake of ;
For services rendered; For the first time ;
From house to house; From pillar to post ;
In the pink of health; In place of another ;
In spite of difficulties; In the blues ;
On the appointed day; On the ground of ignorance ;
On top of the hill; On tip toe
Out of consideration; Out of the house ;
Out of the total marks ;
Over the past few weeks; months/ years ;
Under consideration; Under false pretences ;
With my consent ; With your permission ;
Within the premises; Within my control ;
Without proper orders. Without proper training ;

The Use of the Gerund

Student - Sir, what is a Gerund?

Tutor - It is a Verbal Noun, ending in - 'ing'.

S. How is it formed?

T. From the Present Participle of a Verb.

E. G. Doing, Saying, Thinking, Writing

S. How to use it, Sir?

T. A Gerund can be used as follows:-

As Subject:- Teaching (is a noble profession.)

As Object :- (I like) teaching.

Complement:- (What I like is) teaching.

S. Are these the only uses of the Gerund, Sir?

T. Gerund can also be the Object of a Preposition.

S. Can you please give a few Examples?

T. E. G. 1. He is good at teaching. (Obj. of 'At')

2. By using our talents (Obj of 'By')

S. Are there any further uses of the Gerund, Sir?

T. Yes; Why not? There are some more as follows:-

E. G. 1. I look forward to (meeting) them.
(Gerund following a Preposition)

2. I can remember your (telling) me so.
(Gerund following a Possessive)

Student - Thank you, Sir! I shall come tomorrow.

UNIT 6 B

How to Use the Infinitive

Student - How are Infinitives formed, Sir ?

Tutor - Place the preposition 'To' before a Verb.

S. - How are the Infinitives used ?

T. - As Subject :- To teach (is a noble profession.)
As Object :- (I like) to teach.
Complement:- (To teach is) to educate.

S. - What more about Infinitives, Sir ?

T. - Infinitives without 'to' are used after -
Can ; May ; Shall ; Will ;
E. G. You can (may / shall / will) learn English.

S. - Are these the only uses of the Infinitive, Sir ?

T. - There are some more instances of Infinitives
Without 'to' after Verbs such as :-
See ; Hear ; Feel ; Notice ; Watch ;
E. G. 1. I saw the man arrive / leave.
2. He heard the car stop / start.
3. She felt the temperature rise / drop.

S. - Thanks and Good bye, Sir !

How to Use the Participles

Student - Please define a Participle.

Tutor - A Participle is a Verbal Adjective,
(showing the act of some person or thing.)

S. - How is it formed ?

T. - From the present participle, '-ing'.

S. - How is it used, Sir ?

T. - It is used after 'Feel', 'Hear', 'See'
'Notice' to show continuity of action.

S. - Can you please give Examples ?

T. - E. G. 1. I saw the man leaving.
2. He heard the car stopping.
3. She felt the temperature rising

S. - Are there any other forms of Participle ?

T. - Yes, The Past Participle, ending in
'...ed' or '...en' to describe a
completed action.

S. - Examples please !

T. - 1. He saw the man arrested. (Past Participle)
2. She heard the glass broken. (.. ..)
3. He had his house repaired (.. ..)

Phrase-Patterns

Student - Sir, please change an Adjectival Clause
into an Adjectival Phrase.

Tutor - Here you are !

Adj. Clause — (The person), who was arrested yesterday, ...

Adj. Phrase — (The person), arrested yesterday, ...

Student - Thank you, Sir !

How about changing an Adverbial Clause
into an Adverbial Phrase ?

Tutor - Look at this Example.

Adverbial Clause = Because he was tired, (he rested).

Adverbial Phrase = Being tired, (he rested).

Student - Are there any more Phrases, Sir ?

Tutor - Yes ; there are !

1. **Absolute Phrase** :-
 - a) The meeting being over, (I went away).
 - b) The car failing to start, (I went by bus)
2. **Prepositional phrase** :-
 - a) In spite of poverty, (he is happy.)
 - b) Instead of waiting, (he went away).

Student - Thanks very much for your explanation, Sir !

NOUNS (Singular & Plural)

Student - Sir, Please give Examples of Irregular Plural forms of Nouns.

Tutor - Foot = Feet ; Man Men;
 Ox = Oxen ; Child - Children.

Student - Can I have Examples of Nouns which are Singular and Plural?

Tutor - Yes. Here are such Nouns :-

Singular	Plural
a) Deer	Deer
b) Furniture	Furniture
c) Scenery	Scenery
d) Sheep	Sheep

Student - Please give the difference between Ordinary & Special forms of Nouns.

Ord. Plural -	Spl. Plural
a) Fish;	Fishes (Different kinds)
b) Water;	Waters (.. ..)
c) People;	Peoples (.. ..)

Student - Thanks for the Examples & Explanations, Sir

Pronouns & Cases (Revision)

Student - Sir, Can I have the different Cases for 'Thou' and 'You' please ?

Tutor - Please note the following :-

Question	Singular	Plural
Who ?	= Thou	- You
Whom ?	= Thee	- You
Whose ?	= Thy (Thine)	- Your (Yours)
To Whom ?	= To Thee	- To You
For Whom ?	= For Thee	- For You
By Whom ?	= By Thee	- By You
With Whom ?	= With Thee	- With You
From Whom ?	= From Thee	- From You

Student - Please give an Explanation.

Tutor - 1. Except for the Subject, Object and the Possessive, all the other Cases are formed with the help of the Prepositions.

2. A comparison may be drawn with the Dative and Ablative Cases, in Latin.
- Dative (Case) = To / For
- Ablative ,, = By / With / From.

Comparison of Adjectives

Student - Sir, What is the position of an Adjective,
in a Sentence ?

Tutor - Generally, an Adjective is found before
a N un
E. G. Clever Students

S. - How to form the Comparative & Superlative
of an Adjective ?

T. - There are 3 Types :

Type 1 - 'er' is added to form the Comparative
'est' to form the Superlative.

E. G. Sad — Sader — Sadest.
Wise — Wiser — Wisest.

Type 2 — To Adjectives ending in 'ful'
'more' and — 'most' are added.

E. G. useful - more useful - most useful
(very)

Type 3 - Irregular Forms

E. G. a) Good — Better — Best
b) Bad — Worse — Worst

Adverbs & their Uses

Student - How are Adverbs formed, Sir ?

Tutor - Adverbs are generally formed by adding
'-ly' to the Adjectives.

E. G. Clear + ly = Clearly

S. - How to form the Comparative & Superlative ?

T. 1) Add 'more' and 'most' to the Positive.

E. G. Clearly; more clearly; most/very clearly
(Positive); (Comparative); (Superlative).

S. - Is there any other type, Sir ?

T. - 2) Add '-er; and '-est' ('very') to the Adverb.

E. G. Fast; Faster; Fastest (Very Fast)
(Positive); (Comparative); (Superlative).

S. - Pl explain the position of the Adverb.

T. - 1) At the beginning of a Sentence:-

E. G. First, let me clear your doubts.

2) Before or after the Principal Verb :-

E. G. You always ask me to explain.

3) At the end of a Sentence:-

E. G. You have improved, considerably.

VERBS

Student - Sir, What to say of a Verb ?

Tutor - A Verb is the most important part
of a Sentence.

It must agree With the Subject. in number.

S. - How to group the Verbs, Sir ?

T. - 1. Transitive Verbs :- (take an Object)
Ask; Bring; Buy; Catch; Choose; Cut;
Drink; Give; Hide; Meet; Sell.

2. Intransitive Verbs:- (No Object)
Come; Go; Laugh; Live; Look; Rise;
Run; Sit; Stand; Swim; Walk; Weep.

S. - What more about Verbs, Sir ?

T. - Verbs can be used -

1. Transitivity: a) He ran a race.
d) He lived a happy life.
c) She speaks Spanish.
d) He reads a book.
e) I hear a sound.

2. Intransitivity: a) He ran fast.
b) he lived happily.
c) She speaks fluently.
d) He reads well.
e) I hear with my ears.

S - Thanks very much for the explanation, Sir !

Helping Verbs

(Incomplete Verbs)

Student - Sir, What are Helping Verbs ?

Tutor - These are Verbs which help to make

- 1) the Continuous Tenses; and
- 2) the Perfect Tenses.

S. - Can you please tell me clearly ?

T. - 1) The Continuous Tenses are formed with the help of the Verb 'To be'.

- a) Present Continuous Tense :-
'Am'; 'Is'; 'Are' + Present Participle.
- b) Past Continuous Tense :-
'Was'; 'Were' + Present Participle
- c) Future Continuous Tense :-
'Will be' / 'Shall be' + Present Participle.

S. - How about forming the Perfect Tenses ?

T. - The Perfect Tenses are formed with the help of the Verb 'To have'.

a) Present Perfect :-

- a) I (We / You / They) have + Past Participle.
He / She / It) has + Past Participle.
of the given Verb

b) Past Perfect :- I (We / You / He / She / It / They)
had + Past Participle.

c) Future Perfect :- I (We / you / He / She / It / They)
Will have + Past Participle.

Correct Use of the Tenses

Student - Sir, can you kindly explain the
Correct Use of the Tenses ?

Tutor - Simple Tenses are used for Ordinary Actions
or Events:-

- E. G. a) I study (Present Simple)
b) I studied (Past Simple)
c) I will study (Future Simple)

S. - When to use the other kinds, Sir ?

T. - Continuous Tenses, for Continuing Actions
or Events:-

- a) I am studying (Present Continuous)
b) I was studying (Past ..)
c) I will be studying (Future ..)

S. - How about the Perfect Tenses, Sir ?

T. - Perfect Tenses are used -
for completed Actions or Events:-

- a) I have studied (Present Perfect)
b) I had studied (Past Perfect)
c) I will have studied (Future Perfect)

S. - Thanks a lot, Sir !

Correct Use of the Tenses (Contd.)

Student - Sir, is there another type of Tenses ?

Tutor - Yes. We call it Perfect Continuous.

S. - Kindly explain it, Sir!

T. - There is continuity within a Time - Limit.

S. - Please state with Examples.

T. - a) Present Perfect Continuous Tense -
(an Action begun in the Past
and continued up to the Present)

E. G. I (We / You / They) have been living here.

b) Past Perfect Continuous Tense
(Continuous Action within Past Time Limit)

E. G. I (We / You / He / She / It / They)
had been living here.

c) Future Perfect Continuous Tense -
(Continuous Action within Future Time Limit)

E. G. I (We / You / He / She / It / They) will / shall
have been living here.

S. - Thanks very much, Sir!
I shall always remember your explanations!

Phrasal - Verbs

Student - Sir, What more about Verbs, ?

Tutor - We have another type of Verbs called 'Phrasal - Verbs'

S. - How are they formed ?

T. - A Phrasal - Verb is made - up of a Verb and an Adverb Particle.

S. - Can I have some Examples, Sir ?

T. - You may note down the following :-

01. Bring - back (happy memories)
02. Bring - up (a good suggestion)
03. Call - off (a Match)
04. Call - on (me when you need my help)
05. Give - up (your bad habits)
06. Hold - out (genuine promises)
07. Keep - up (the good work)
08. Look - out (for any mistakes)
09. Look - up (the Dictionary)
10. Pick - up (new words and phrases)
11. Put - up (with your difficulties)
12. Stand - by (your friends)
13. Stand - up (to your critics)
14. Turn - down (a useless offer)
15. Turn - up (on schedule)

Student - Very kind of you, Sir !

I shall try to learn more Phrasal - Verbs.

Types of Sentences (Revision)

Student - Sir, of the Three Types of Sentences,
(Simple Compound; and Complex)
Which is very commonly used ?

Tutor - The Complex Sentence is very
commonly used.

S. - Why is it so ?

T. - When two Clauses are found in
a Sentence, the important one
remains as the Main Clause; and the
other becomes the Sub-Clause.

S. - A suitable Example please ?

T. - The birds are singing, as the day is bright

S. - Can't we say, 'The day is bright;
and the birds are singing' ?

T. - Yes. By all means !
What you say is a Compound Sentence.

S. - If so, when to use a Complex Sentence ?

T. - If it is necessary to use a
Conjunction, such as 'When', 'While'
'Since' 'because' 'Until' and so on,
we have to use the Complex Sentence.

S. - Thanks for your explanation, Sir !

Types of Clauses

Student - Sir, What is a Clause ?

Tutor - A Clause is a group of words with a Subject and a Verb.

S. - Please say something more about it.

T. - A complete Sentence is called a Main Clause
E. G. It is raining.

S. - How to call an incomplete one ?

T. - We call it a 'Sub Clause'.
E. G. When it rains

S. - What are the types of Sub-Clauses, Sir ?

T. - There are three types :-

1. Noun Clause: (as Subject)

E. G. How well we learn (is well-known)

2. Adjectival Clause or Relative Clause.

E. G. (The man) who was running

3. Adverbial Clause (of Condition).

E. G. If you try, (you will succeed).

T. - You have explained very well, Sir !
Thanks and Good Bye !

Active Voice & Passive Voice

(Revision)

Tutor - What are the conditions for changing an Active Sentence into the Passive ?

Student - If there is a Direct Object, it can be changed into the Passive.

T. - Can you reverse the Process ?

S. - What do you mean, Sir. ?

T. - Can you change a Passive sentence into the Active ?

S. - I think, I can. do it, Sir !

T. - Pl. try to give an Example of your own.

S. - (Passive) = Grammar was taught by the Tutor.
(Active) = The Tutor taught Grammar.

T. - How wonderful ! You can be a Tutor, now.

S. - Pl. give some more Examples, Sir.

1. (Active) = He lived a happy life.
(Passive) = A happy life was lived by him

2. (Active) = He lived happily (No Object)
(Passive) = No Passive.

S. - Thanks very much. Sir !

Direct Speech & Indirect Speech (Revision)

Tutor - Can you mention the important points for changing Direct Speech into Indirect Speech?

Student - 1) Who is reporting; 2) Whose Speech;
3) When?

T. - Excellent! Can you state the changes in the Tenses?

S. - 1) No change in Tense after a Present or Future reporting Verb;

2) After a Past reporting Verb, the Tense of the actual statement goes into the Past (usually 1 step back.)

T. - Really wonderful! How about an Example?

S. - (Direct) He said, "I was happy"
(Indirect) = He said he had been happy

T. - All persons are changed into the 3rd person; unless the reporting person refers to himself

E. G. (Direct) = He told, "You have improved"
(Indirect) = He told me that I had improved

Adverb Changes :- Ago = Before; Now = Then;
This = That; Today = That day; Here = There

S. - Thanks for everything! Good Bye, Sir!

Forming New Words & Phrases

Student - Sir ! How to form New Words, please ?

Tutor - - We form New Words by :-

- 1) Joining (Coining) Words :
- 2) Adding Prefixes (at the beginning),
or, Suffixes (at the end.)

S. - Can you Please explain further ?

T. - We coin New Words by :-

a) Joining 2 Nouns :-

E. G. Land + Lord = Land - Lord ;
God + Parents = God - Parents ;
Tail + End = Tail - end.

b) Joining an Adjective & a Noun :-

E. G. Black + Sheep = Black - Sheep ;

c) Joining 2 Verbs :-

E. G. Hear + Say = Hear - say

d) Joining an Adverb & a Noun :-

E. G. Out + Cry = Out - cry ;
Far + End = Far - end.

S. - Please give Example of Phrases.

T. - Man - of - the - Match ;
Talk - of - the - Town ;
Gentleman - at - large ;

S. - Thanks and Good bye, Sir !

Forming New Words & Phrases (Contd.)

Student - How about (prefixes), Sir ?

Tutor - Prefixes can be as follows:-

- a) 'Un' = Not; Un + able = Unable ;
'Un' = (Reverse); Un + tie = Untie
- b) 'Mis' = Bad; Mis + fortune = Misfortune ;
'Mis' = Wrong ; Mis + deed = Misdeed ;
'Mis' + understand = Misunderstand ;
- c) 'Fore' = Before ; Fore + head = Forehead ;
Fore + Warn = Forewarn ;

S. - Please give Examples of Suffixes.

T. - Suffixes are as follows :-

- '-hood' ; Child + hood = Childhood ;
- '-dom' ; King + dom = Kingdom ;
Free + dom = Freedom ;
- '-ness' ; Kind + ness = Kindness ;
- '-less' ; Harm + less = Harmless ;
- '-en' ; Fright + en = Frighten ;
- '-ship' ; Friend + ship = Friendship .

S. - Thanks for your easy explanations .
Good bye, Sir !

T. - Good bye and Good Luck !

SPOKEN ENGLISH

&

EASY GRAMMAR

PART 2

an Easy Way of
Learning
Speaking
Writing
the English Language

by

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