

iSemester 4

Unit 3 Grammar

Identification of Clauses
Non – Finite Verbs
Prefix and Suffix

Unit 4 Application for Jobs.

Identification of Clauses

3 type of sentences in English.

Simple sentence: I am Anand.

Compound sentence : Ram and Shyam are my students.

Complex Sentence : I think that Ram is my student.

What is a clause?

A clause is a part of a sentence. There are two main types: independent (main clauses), dependent (subordinate clauses).

સંયોજક થી શરૂ થતા વાક્યના ટુકડા ને ગૌણ વાક્ય કહે છે.

I think that India is great.

He ran fast so he got the bus.

As he ran fast he got the bus.

He who ran fast got the bus.

The boy who has a red shirt is my friend.

An adverbial clause (adverb clause) :

Adverb Clause

after	although	as	because
before	even if	even though	if
in order that	once	provided that	rather than
since	so that	than	That
though	Unless	until	When
whenever	Where	whereas	Wherever
whether	While	why	yet
So	For		

Adjective Clause

that	which	whichever
------	-------	-----------

who	whoever	whom
whose	whosever	whomever

An adjectival clause (adjective clause or relative clause) :

It does the work of an adjective and describes a noun, it's usually introduced by a relative pronoun: *who* | *whom* | *whose* | *that* | *which*

For example:

- I went to the show *that* was very popular.

exercise: 1

Identifying Independent and Dependent Clauses in Sentences

1. After we went shopping at the mall we watched Bajirao Mastani.
2. We ate apple pie for dessert while my uncle enjoyed Kulfi.
3. America's busiest airport is in Chicago although India has Mumai.
4. Before I left for class today I finished my work.
5. Because I had to go to the dentist I left the college early.
6. Lisa called her boyfriend for she wanted to go for movie.
7. I went running on the beach this morning then I took breakfast.
8. Although I have never been to Montana I dreamed of it often.
9. Until I get the results of my lab test I was sleepless.
10. Ever since I started my new job I left my friends' evening meetings.

Find Clause in the following sentences and name them.

1. You seem very happy when you help other people. _____
2. While you wait, we will detail your car. _____
3. I am happier than I ever was before. _____
4. The woman took notes while being taught to cook with broccoli. _____
5. As the lions approached the carcass, the cheetahs retreated once more. _____
6. While eating, I choked on a bone. _____

Identifying Independent and Dependent Clauses in Sentences

1. I need contact lenses because I have poor vision. _____
2. Since I finished my chores this morning, I can rest this afternoon. _____
3. The days are still warm even though it is almost November. _____
4. Although I left early for work, I arrived late because there was a traffic jam. _____
5. I felt sick when I woke up this morning. _____
6. I will continue to be successful as long as I try my hardest. _____
7. While I was sleeping, it started to rain. _____
8. The man who hit my car was arrested for drunk driving. _____
9. The group that finished their project first was rewarded. _____
10. The china, which was a family heirloom, was smashed to pieces. _____

□ **Each sentence contains a clause in CAPITAL letters. Decide whether this clause is dependent or independent and identify the type of the clause.**

1. If you don't fix the car, IT WILL CONTINUE TO LEAK OIL.
Ans: _____
2. SINCE THE TIRE IS FLAT, we had better get it fixed before traveling.
Ans: _____
3. I want to see the Corning Glass Museum BECAUSE I AM INTERESTED IN GLASS BLOWING.
Ans: _____
4. I want to see the Corning Glass Museum BECAUSE I AM INTERESTED IN GLASS BLOWING.
Ans: _____
5. I would like to leave home early UNLESS THE TRAFFIC IS SLOW.
Ans: _____
6. HE TOLD ME THE MUSEUM WAS CLOSED ON MONDAYS, though it wasn't listed on the schedule.
Ans: _____
7. . Even though it takes a long time to get there, WE WOULD STILL LIKE TO GO.
Ans: _____
8. WHEN WE DROVE THERE, we got lost.
Ans: _____
9. SINCE THE DISPLAYS WERE GREAT, I am glad we went.
Ans: _____
10. IN CASE YOU ARE WONDERING HOW WE GOT THERE, I will give you our map with the directions.
Ans: _____
11. TOMORROW I WILL GO ON A TRIP if the car is in good working order.
Ans: _____
12. WHILE THE CAR IS BEING FIXED, we will need to take the bus.
Ans: _____
13. It isn't necessary to cram all night IF YOU HAVE STUDIED A LITTLE EACH DAY.
Ans: _____
14. Before you begin studying for the exam, YOU WILL PROBABLY WANT TO REST.
Ans: _____
15. I can't go to the movies SINCE I DON'T HAVE ANY MONEY.
Ans: _____
16. WHETHER HE ATTENDS THE PARTY OR NOT, I have decided to go.
Ans: _____
17. I WILL STOP PLAYING THE DRUMS when you go to sleep.
Ans: _____
18. SINCE YOU'VE TAKEN YOUR EXAM IN BIOLOGY, you probably don't feel like studying for tomorrow's exam in math.
Ans: _____
19. Until he apologizes to me for his rude behavior, I REFUSE TO SEE HIM.
Ans: _____

20. I wore my boots BECAUSE IT LOOKED LIKE IT MIGHT SNOW.

Ans: _____

1. Some people buy expensive cars simply because they can.
2. Many people hope that Canada can resolve its economic problems.
3. The bankers need to know what they should do.
4. Which one is the person who stole your car?
5. Wherever there is a large American city, there will be poverty.
6. The books which the professor assigned were very expensive.
7. That is the place where I had an accident.
8. It is important to ask whether the wedding is formal or semi-formal.
9. While the cat's away, the mice will play.

10. The book was where I left it.
11. The boy ate the cake while he waited.
12. You can have the book when we meet again.
13. His heart was so full that he could not speak.
14. She cannot sing, for her voice is harsh.
15. Her eyes brightened as she saw the oranges.
16. Place the glass so that the light shines on it.
17. The child was afraid when they went through the tunnel.
18. Tell the boys to stay till I come.
19. Wherever you go you will be recognized.
20. Henry will fail, because he does not study.
21. The duck went where it could swim.
22. The man writes so that we cannot read it.
23. He was so tired that he could hardly stand.
24. Uncle George met them when he was in London.
25. He raised the flag that someone might see it.
26. That a ruffling wind could blow it away.
27. If you plague the dog, he will bite you.
28. When we go to grandmother's we are guests.
29. He goes where the hazels afford him a shade.
30. Where the woods fence off the northern blast, the soldier died.
31. The scientist said that the ozone levels were dangerous.

32. A nurse can find a job wherever she goes.
33. The city council objected when the mayor changed his mind.
34. This year was the warmest year that we have had.
35. Whenever Barbara does well, she is really excited.
36. You can make a shirt from whatever material I don't use.
37. If the treaty is signed, the President will leave at once.
38. The hiker whom I saw on Mount Timpanogos was eighty years old.
39. Jack asked why the game had been canceled.
40. The truth is that freedom is not free.
41. That the tiger was gentle and tame was not certain.
42. The man whose neck was broken has recovered completely.
43. Mike thinks that he will win the lottery.
44. What the audience wanted was another selection.
45. We offered whoever told the truth clemency.
46. Ahamedabad City is where the Sabarmati Ashram is located.
47. Do not use that comb which has no teeth.
48. Who lost this wallet is a mystery to me.
49. It is obvious that you want no help.
50. The mayor is the person to whom you should write the letter.
51. I gave whoever wanted one a pamphlet.
52. This cemetery is where your Grandfather is buried.
53. Patty explained how embalming is done.
54. If the manager is unable to help, try the assistant manager.
55. The trick that he played on me was not funny.
56. Why you don't do your work is ridiculous to me.
57. It is unfortunate that Mr. Jones will not return.
58. Now I understand why you didn't want to attend.
59. The boy was working faster than I could.
60. He hopes that he can learn to swim.
61. We waited for hours until we received word of his rescue.

- 62. Donna is my mother-in-law who died several years ago.**
- 63. The place where I live is in Ahmedabad.**
- 64. The college is where lies the railway station.**
- 65. The boy that I stood with is my brother.**
- 1) What frightened me was the loud noise.
- 2) What is true is not always popular.
- 9) Whoever gave me the anonymous gift sure is kind.
10. Pass the ball to whomever is open.
11. I know whom will be the winner.
12. Her testimony is what added to my nervousness.
13. We had no idea of how she would perform on the exam.
14. We finally realized how well she scored on the test.
15. John is the student who we were talking about.
16. Although he had taken two sleeping pills, he was unable to sleep well.
17. The place where we used to spend our vacation is now a private resort.
18. We'll always remember the day when he first visited us on the farm.
19. I don't remember who won the Nobel Peace Prize last year.
20. That he got divorced is none of our business.
21. He'll only overcome his problem when he sees a psychoanalyst.
22. Bob is the student who I'm most proud of.
23. I wonder why he gave up studying at that school.
24. Don't tell me what I already know.
25. This art book, which is being read by our group, is very good.
26. The boy blushed when the teacher reprimanded him in front of the class.
27. Can you imagine where this will take us?
28. Where they want to live after they get married is still a secret.
29. The song which has just been chosen is not very popular in our country.
30. Whenever he sings that song, the audience applauds enthusiastically.
31. The moment that we first met won't ever be forgotten.

Non-finite Verbs: _____

Verbs that can be followed by a gerund (ex: doing)

1- After verbs that express likes/dislikes :

- like
- love
- enjoy
- dislike
- hate
- don't mind
- can't stand
- can't bear

Example:

" I like play**ing** soccer but I hate boxing."

2- After certain other verbs, such as :

- admit
- appreciate
- allow
- avoid
- advise
- consider
- deny
- delay
- understand
- finish
- fancy
- go (in *go swimming*)
- involve
- keep
- mention
- mind
- stop
- waste time/money
- imagine
- involve
- keep (on)
- mention
- miss
- postpone
- permit
- practice
- suggest
- resist
- reject
- risk

- can't help
- can't stand

Example:

" I suggest going to the theater."

3- After prepositions :

interested in ...

instead of ...

good at ...

before ...

after ...

Example:

"I am interested **in** collecting stamps."

"**After** playing football I drank an orange juice".

4- After certain expressions :

it's no use ...

it's no good ...

there's no point in ...

I can't help...

I don't mind...

I can't stand/bear...

Example:

" It's no use convincing him to revise his lessons. He's so stubborn."

Verbs that can be followed by an infinitive (ex : to do) ought to / has to / have to / need to

Is / am / are / was/ were

1- After verbs that refer to a future event:

- want
- hope
- aim
- intend
- arrange
- attempt
- promise
- be determined
- plan
- consent
- decide
- demand
- deserve
- determine

- endeavor
- expect
- offer
- proceed
- promise
- threaten
- swear
- volunteer
- want
- would like
- would hate
- would love

Example:

" I want to finish my work early.

2- After certain other verbs, such as:

- afford
- agree
- help
- choose
- fail
- happen
- refuse
- manage
- need
- seem
- learn
- choose
- pretend

Example:

"She refused to forgive him."

3- After adjectives :

- glad
- pleased
- disappointed

Example:

"I'm glad to know that you passed the exam."

"I'm pleased to meet you."

"I'm disappointed to hear that you flunked maths."

4- After "too" & "enough":

too difficult
easy enough

Example:

"It's too difficult to convince him to be helpful."
" But it's easy enough to fool him to get what you want."

Verbs that can be followed by both an infinitive and a gerund:

Some verbs can be followed by either a gerund or an infinitive. Here are some examples:

- start
- begin
- stop
- remember...

Example:

"I started smoking when I was young."
"I started to smoke when I left the office."

Can / could may / might would / should/let સાથે ક્રિયાપદનું કોરું રૂપ લાગે. e.g. do / eat / drink

- Stolen car
- Injured soldiers
- Closed door
- Opened window

1. My husband and I postponed _____ our vacation.

- planning to plan

2. The students decided _____ on a field trip.

- going to go

3. Maria expected _____ first prize in the contest.

- winning to win

4. Bob has _____ a new pair of shoes.

- buying to buy

5. Yesterday, Sarah forgot _____ her cat.

feeding to feed

6. Every week, Jack remembers _____ his mother.

phoning to phone

7. Roberto and Marisol wanted _____ a big wedding.

having to have

8. My brother asked me _____ smoking.

stopping to stop

9. I stopped _____ the next day.

smoking to smoke

10. _____ is my favorite sport.

skiing to ski

1. Som wanted _____ (tell) her friends the secret.

2. Naron would _____ (like) Surang to _____ (mail) his letter.

3. You may _____ (come) _____ (meet) me tomorrow.

4. Mother is _____ (take) her son _____ (see) the dentist.

5. Do you _____ (enjoy) _____ (sing) with us?

6. Peter prefers _____ (read) than _____. (write)

7. She was busy in _____ (do) her report.

8. Dang invited Sompong _____ (stay) with him at his house.

9. Let me _____ (give) him something _____. (eat)

10. Would you _____ (mind) _____ (close) the window?

11. I heard a bird _____ (sing) in the tree.

12. It's no use _____ (say) anything to him.

13. Please _____ (call) me _____ (get) more information.

14. You must _____ (finish) _____ (wash) your car before _____ (go) back home.

15. Don't _____ (waste) your time on _____ (play) games.

2. I am keen on (to work, working) in the computer industry.

3. Anant decided (to see, seeing) a doctor.
4. Leila enjoys (to read, reading) love stories.
5. Do you intend (to learn, learning) Italian or English?
6. Do you mind (to help, helping) me wash the dishes?
7. Kesar asked me (to talk, talking) to the boss
8. I can't help (to laugh, laughing) when I watch Mr Mehta.
9. If Saroj keeps (to come, coming) to work late, she'll have problems with the boss.
10. Lalita hates (to study, studying) Maths.
11. Are you interested in (to live, living) in Africa ?

- 1) I can't imagine Peter (*go*) by bike.
- 2) He agreed (*buy*) a new car.
- 3) The question is easy (*answer*).
- 4) The man asked me how (*get*) to the airport.
- 5) I look forward to (*see*) you at the weekend.
- 6) Are you thinking of (*visit*) London?
- 7) We decided (*run*) through the forest.
- 8) The teacher expected Sarah (*study*) hard.
- 9) She doesn't mind (*work*) the night shift.
- 10) I learned (*ride*) the bike at the age of 5.

- 1) We decided (*buy*) a new car.
- 2) They've got some work (*do*).
- 3) Peter gave up (*smoke*) .
- 4) He'd like (*fly*) an aeroplane.
- 5) I enjoy (*write*) picture postcards.
- 6) Do you know what (*do*) if there's a fire in the shop?
- 7) Avoid (*make*) silly mistakes.
- 8) My parents wanted me (*be*) home at 11 o'clock.
- 9) I dream about (*build*) a big house.
- 10) I'm hoping (*see*) Lisa.

1. Let no one _____ the sleeping patient. (disturb/to disturb/disturb)
2. He asked me _____ hard. (work/to work/ working)
3. Do you enjoy _____ English? (teach/taught/teaching)
4. The woman looked _____. (worry/to worry/worried.
5. _____ is strictly prohibited. (smoking/to smoke/smoke)
6. A _____ stone gathers no moss. (roll/to roll/rolling)
7. He is fond of _____ pictures. (see/to see/seeing)
8. _____ dogs are not faithful . (steal)
9. Boys always make us _____. (laugh)
10. _____ is my hobby. (paint)
11. _____ is believing. (see)
12. Would you mind _____ this book? (read)_
13. Let's go for _____ today. (walk
1. She is fond of _____ (knit)
2. We should drink _____ water. (purify)
3. The book is worth _____. (read)
4. He went to the bank _____ money. (withdraw)

List of English prefixes: **A prefix is placed at the beginning of a word to modify or change its meaning**

Prefix	Meaning	Example
a-	verb > predicative adjective with progressive aspect	afloat, atremble
anti-	against, opposite	anti-freeze, antivirus, anticlimax
arch-	supreme, highest, worst	arch-rival, archangel
be-	equipped with, covered with, beset with (pejorative or facetious)	bedeviled, becalm, bedazzle, bewitch
co-	joint, with, accompanying	co-worker, coordinator, cooperation
counter-	against, in opposition to	counteract, counterpart

de-	reverse action, get rid of	de-emphasize
dis-	not, opposite of	disloyal, disagree
dis-	reverse action, get rid of	disconnect, disinformation
en-/em-	to make into, to put into, to get into	enmesh, empower
ex-	former	ex-husband, ex-boss, ex-colleague
fore-	before, in front	forearm, forehead, forehand, forerunner
in-, il-, im-, ir-	not, opposite of	illicit, impossible, inexact, irregular
mal-	bad(ly)	malnourish, maladjusted
mid-	middle	midstream, midlife
mini-	small	minimarket, mini-room
mis-	wrong, astray	misinformation, misguide, misfortune
out-	better, faster, longer, beyond	outreach, outcome
over-	excessive, above	overreact, overact, overbearing
post-	after, behind	post-election, post-graduation, post-war
pre-	before	pre-election, pre-enter, pre-select

re-	again, back	redo, revisit, rerun, reorganize
self-	self	self-sufficient
step-	family relation by remarriage	stepbrother, stepmother
un-	not, against, opposite of	unnecessary, unequal, undesirable
un-	reverse action, deprive of, release from	undo, untie, unexpected
under-	below, beneath, lower in grade/dignity, lesser, insufficient	underachieve, underground, underpass, underdeveloped
up-	greater, higher, or better	upgrade, uplift, upsurge

X.Y.Z.
1. Raj Society,
Thol Road,
Kadi: 382715
Dated March 1, 2016

To,
The Principal,
S.V. Higher Secondary School,
Kadi

Subject: An application for the post of an English Teacher.

Dear Sir,

With reference to your advertisement in The Times of India dated 14th February, 2014 for the above post, I would like to apply for the same. My resume is as under:

Resume

Name : X. Y.Z.
Address : as above
Nationality : Indian
Gender / Sex : Female
Religion : Hindu
Hobbies : Reading, Sports, Travelling, Music
Languages Known : Gujarati, Hindi and English
Educational Qualification

	Degree	Year of Passing	Subject	Percentage	Board/Uni.
1	S.S.C.				GSSSC board
2	H.S.C.				
3	B.A.	B.P.Ed.	B.Lib.	B.Sc.	
4	M.A.				
5	B.Ed.				
6	CCC				
7	Ph.D.				

Experience : I have been working as an English Teacher in
Zaveri High School, Kadi since June, 2013.

If you give me an opportunity to serve in your school, I assure you to do my best to satisfy your expectations.

Eagerly waiting for your interview call,

Thanking you for cooperation,

Sincerely yours,

XYZ

- Enclosure:
- A true copy of SSC mark sheet
 - A true copy of HSC mark sheet
 - A true copy of BA mark sheet
 - A true copy of MA mark sheet
 - A true copy of BEd mark sheet
 - A true copy of MEd mark sheet

Educational Qualification:

1. Science Teacher : B.Sc. M.Sc. B.Ed. CCC
2. Librarian : B.Lib. M.Lib. Ph.D. CCC
3. Physical Instructor : B.P.Ed., M.P.Ed. Ph.D.
4. Clerk : B.Com., M.Com. CCC
5. Manager ; BBA, MBA
6. Professor : Ph.D.
7. Chemist : B.Sc. M.Sc.
8. Principal(school) : B.Sc. M.Sc. B.Ed. M.Ed. Ph.D. CCC (Experience 10 years)
9. Principal(college) : B.Sc. M.Sc. Ph.D. (Experience 10 years)

English Teacher:

	Degree	Year of Passing	Subject	Percentage	Board/Uni.
1	S.S.C.	2004	General	70%	GSSC board
2	H.S.C.	2006	Arts	69%	GHSC board
3	B.A.	2009	English	67%	Gujarat University
4	M.A.	2011	English	65%	Gujarat University
5	B.Ed.	2012	English-San.	82%	Gujarat University
6	CCC	2012		I	Govt. of Gujarat

English Professor:

	Degree	Year of Passing	Subject	Percentage	Board/Uni.
1	S.S.C.	2002	General	70%	GSSC board
2	H.S.C.	2004	Arts	69%	GHSC board
3	B.A.	2007	English	67%	Gujarat University
4	M.A.	2009	English	65%	Gujarat University
5	Ph.D.	2012	English	82%	Gujarat University
6	NET	2012	English	I	Govt. of India

Physical Instructor:

	Degree	Year of Passing	Subject	Percentage	Board/Uni.
1	S.S.C.	2002	General	70%	GSSC board
2	H.S.C.	2004	Arts	69%	GHSC board
3	B.P.Ed.	2007	P.E.	67%	Gujarat University
4	M.P.Ed.	2009	P.E.	65%	Gujarat University
5	Ph.D.	2012	P.E.	82%	Gujarat University
6	NET	2012	P.E.	I	Govt. of India

Librarian:

	Degree	Year of Passing	Subject	Percentage	Board/Uni.
1	S.S.C.	2002	General	70%	GSSC board
2	H.S.C.	2004	Arts	69%	GHSC board
3	B.A.	2007	English	67%	Gujarat University
4	M.Lib.	2009	Lib. Science	65%	Gujarat University
5	Ph.D.	2012	Lib. Science	82%	Gujarat University
6	NET	2012	Lib. Science	I	Govt. of India

Clerk:

	Degree	Year of Passing	Subject	Percentage	Board/Uni.
1	S.S.C.	2006	General	70%	GSSC board
2	H.S.C.	2008	Commerce	69%	GHSC board
3	B. Com.	2011	Commerce	67%	Gujarat University
4	M.Com.	2013	Commerce	65%	Gujarat University
5	CCC	2013	Com. Science	I	Govt. of Gujarat

Chemist / Pharmacist:

	Degree	Year of Passing	Subject	Percentage	Board/Uni.
1	S.S.C.	2005	General	70%	GSSC board
2	H.S.C.	2007	Science	69%	GHSC board
3	B. Sc.	2010	Chemistry	67%	Gujarat University
4	M.Sc.	2012	Chemistry	65%	Gujarat University

Manager:

	Degree	Year of Passing	Subject	Percentage	Board/Uni.
1	S.S.C.	2005	General	70%	GSSC board
2	H.S.C.	2007	Science	69%	GHSC board
3	B.B.A.	2010	B.A.	67%	Gujarat University
4	M.B.A.	2012	Marketing/Finance/HR	65%	Gujarat University