

Communication skills training – Topic 2

Add articles 'a', or 'an' and 'some'

- 1 Milk comes fromcow.
2. We make butter and ghee from milk.
3. table is made ofwood
4. please give me milk.
5. There is dirt on this table and dirty mark on the wall.
6. I like cheese on piece of bread.
7. knife is made of metal.
8. fruit is good for health.
9. Door is made of Glass. (particular door)
10. We can write letter on paper.
11. coffee is drink.
12. bangles are made of gold.
13. coat is made of wool . (particular coat)
14. dog has tail.
15. guitar makes Music.
16. apple hassweet taste.
17. Can you give me water and bottle.
18. sugar is not added tofruit juice.
19. airplane lands in Airport.
20. Do you take sugar in. coffee.
21. Child ran across the street.
22. It is pleasant to watchmovie in afternoon.
23. I have pen and eraser.
24. coffee is very hot.
25. cats love milk.

The subject

Concept of the Subject

When we speak or write, we always speak about some person or place or thing (physical or virtual) The person or place or thing we speak about is called subject. Generally the subject comes first in a sentence. A subject may consists of a single word or multiple related words:

Bill is a student .

The plane arrived late.

The old building is a museum.

These four books are mine.

The climate of Alaska is very cool.

The president of India is coming today.

The Chinese team played well.

Students are busy.

Jim and Shane came late to the class.

In the above sentences *Bill , the plane, the old building, these four books, the climate of Alaska, The president of India , the Chinese team, students and Jim and Shane* are called subjects.

- NOTE: 1. In imperative sentences the subject is left out
e.g. Come here. , Sit down etc. ~~You come here, You sit down.~~
2. ‘It’ and ‘There’ are called dummy subjects . They are used in sentences which do not have subjects of their own. They are used to balance the sentences **e.g.** It is too hot here , There are 100 students in the class., It is time for the prayer
3. All the subjects have their PRONOUNS.

Conversion of subject to its pronoun

Every subject used in a sentence should have an appropriate verb this idea is called subject-verb agreement,

e.g. Cat is an small animal

*My parents **are** Americans*

*The climate of Alaska **is** very cool*

choosing a wrong verb for a particular subject would make the sentence awkward.

The subject list is endless, it doesn't mean that we should remember endless subject-verb combinations. It would be a good idea to just remember subject pronoun because they are limited in number, besides it's easier to learn and make sentences with the subject pronouns than the actual subjects .

The following table displays the pronouns of all the subjects (Things people animals etc.), that exist in this world.

SUBJECT	PRONOUN	SUBJECT	PRONOUN
Father	He	Pain	It
Mother	She	Thought	It
Teacher	He/she	Crowd	It
President	He/she	Team	It
Manager	He/she	Nation	It
Customer	He/she	Herd	It
Brother	He	Audience	It
Clerk	He/she	Water	It
Driver	He/she	Tea	It
Friend	He/she	House	It
Students	They	Shops	They
Machine	It	Chairs	They
animal	It	meeting	It

Now we have packed all the subjects under the sun into the following table called (We will refer subject pronoun as just **subject** in future). Please remembers while speaking or writing you should use actual subject like *Rahul, Shane, Climate* etc., but convert theses subject into their respective pronoun in you mind as, *he, she, it*.

Person	Singular	Plural
First	I	We
Second	You	You
Third	He She It	They

Sentences making basics 3

For beginners it's a good ideal to start speaking sentences with a subject

Person	singular	plurals
First	I	we
Second	You	You
Third	He/she/it	they

All the Plural forms of He, she and it

1. All Male names
e.g. Albert, Jim etc.,

2. Relationships
e.g. Father, brother, son friend etc.

3. Designations
e.g. Manager, professor, director etc.

4. Professionals
e.g. Doctor, carpenter, barber chef etc.

1. All female names
e.g. Shane, Mary etc.,

2. Relationships
e.g. Mother, sister, daughter, friend etc.

3. Designations
e.g. Manager, professor, director etc.

4. Professionals
e.g. Doctor, carpenter, barber chef etc.

1. Animals and insects (singular)
e.g. dog, cat, bird etc.

2. Collective noun
e.g. Group, Army, herd, team, crowd etc.

3. Physical Things- singular
e.g. chair, car, house, sky ocean etc.

4. Virtual things
e.g. weather, pain, news, idea, course, habit, nature, truth, honesty, finance, status etc.

Moods of speech and types of sentences

In spoken English it's possible to convey different meaning using the same sentence. when we speak a sentence, the exact meaning of the sentence depends not only on words we speak, but also on speaker's mood, body language (e.g. facial expression, nodding etc.), stress on a particular word/expression, voice modulation etc. Look at the following sentence:

Shane went to Sydney last week.

The above sentences can be spoken in the following seven or more *moods* by *changing our body language tone, modulation etc.*

1. Shane went to Sydney last week. - Just a statement or information.
2. Shane went to Sydney last week! (It's quite strange) - As an exclamatory statement.
3. Shane Went to Sydney last week. (She owes money to many people) – Angry statement.
4. Shane went to Sydney last week. (She escaped) – Joke statement.
5. Shane went to Sydney last week? (How? and why?) – Declarative question.
6. Shane went to Sydney last week – As an insulting statement.
7. Shane went to Sydney last week – As a complaint.

Five Types of Spoken Sentences

We speak sentences to convey some message, to ask something , to question etc. The following five types of sentences would be highly useful in speaking out most of our day to day thoughts.

FIVE IMPORTANT TYPES OF SPOKEN SENTENCES –

1. This is a machine (Simple sentence/statement)
2. Is this a machine? ('Yes/No' Question – This question requires answer wither 'yes' or 'no')
3. This is not (=isn't) a machine (Negative sentence)
4. Isn't this a machine?? (Then what is this?)-'yes/no' Negative question
5. What is this? ('Wh' question – starts with 'wh' question word) - What may be replaced with: *why, how, whose* etc.

End of the file