

LANGUAGE & COMMUNICATION

UNIT-3

Sentence Structure:

Sentence structure is a grammatical component that tells you exactly where and how each component of a sentence should be placed in order to blend and make sense.

The Collins Dictionary defines sentence structure as “the grammatical arrangement of words in sentences.” In other words, the sentence structure is what defines the way a sentence will look and sound.

Parts of a Sentence

A sentence, in the English language, consists of at least a subject and a predicate. In other words, a sentence should have a subject and a verb.

Subject:

The subject can be a noun or a pronoun that does the action.

For example:

- **The sun** is shining.
- **The sky** is clear.
- **Today** is Wednesday.



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Predicate:

The verb is the action performed by the particular subject in the sentence.

For example:

- **I love** macaroni and cheese.
- **Merin has** a pet.
- **Anusha can** draw.

Components of a Sentence

Like a sentence has two parts, it has five main components that make up the structure of a sentence, and they are,

- Subject
- Verb
- Object
- Complement
- Adjunct

1. Subject:

A noun that performs the action in a sentence is considered as the subject. It answers the question 'who' or in other words, a subject can be identified by asking the question 'who'. A subject takes the first place in most cases, especially in declarative or assertive sentences.

Example:

The child kept crying.

2. Verb

In every sentence the most important word can be said to be the verb. A verb shows action or activity or work done by the subject. Remember that all verbs including main verbs, helping verbs, stative verbs and action verbs come under this category. Most often, verbs appear immediately after the subject.

Example:

Neena **is writing** a letter.

3. Object

An object is a noun or pronoun that receives the action done by the subject. Objects are of two types and they are,

- A. Direct Object
- B. Indirect Object

A. Direct Object

A noun or pronoun that receives the action directly is the direct object in the sentence. It answers the question 'what'. Direct objects mostly appear immediately after the verb and are the primary objects in the sentence.

Example:

Harry bought a new **car**.

B. Indirect Object

An indirect object is a noun or pronoun that is a secondary object. It can be identified by asking the question 'whom'. When there is an indirect object in a sentence, it is mostly placed after the verb and before the direct object.

Example:

Vandhana gave **Keerthana** a cake.

4. Complement

The words required to complete the meaning of a sentence can be referred to as the complement of the sentence. A complement can be an adjective, a name, a position or a profession.

Example:

It grew **dark**.

Complements are further divided into two types based on which component it speaks about. The two types of complement are,

- A. Subject Complement
- B. Object Complement

A. Subject Complement

The complement which expresses the quality or identity or condition of the subject is called Subject Complement.

For example:

She is a **doctor**.

B. Object Complement

The complement which expresses the quality or identity or condition of an object is called Object Complement.

For example:

The students elected Sreya **the class leader**.

5. Adjunct

An adjunct is a word or a phrase that gives more information about an action, an event, a quality and so on. In short, it can be said that these words can include adverbs and adverb clauses.

Adjuncts can be identified by asking questions 'when', 'where', 'why', 'how', 'how often' and 'to what extent'. When using adjuncts, keep in mind that adjuncts can be used in the beginning, middle or end of the sentence and that there can be more than one adjunct in a sentence.

Example:

Yesterday, we met **at the park**.

He is **very** tired.

The Different Types of Sentence Structures:

In English grammar, there are a number of sentence structures that you can use to make your speech or writing sound or look a lot more organized, interesting and professional. Some of the commonly used sentence structures are as follows.

- Subject + Verb (SV)
- Subject + Verb + Object (SVO)
- Subject + Verb + Complement (SVC)
- Subject + Verb + Adjunct (SVA)
- Subject + Verb + Object + Complement (SVOC)
- Subject + Verb + Object + Adjunct (SVOA)
- Subject + Verb + Indirect Object + Direct Object (SVIODO)
- Adjunct + Subject + Verb + Complement (ASVC)
- Adjunct + Subject + Verb + Object (ASVO)
- Adjunct + Subject + Verb + Indirect Object + Direct Object (ASVIODO)
- Subject + Verb + Adjunct + Adjunct (SVAA)
- Adjunct + Subject + Verb + Adjunct + Adjunct (ASVAA)

Determiners:

A determiner is a word that is used to modify or introduce the noun in a sentence. It mostly acts like an adjective in that it refers to the noun. Determiners include articles, adjectives of quantity, demonstrative adjectives, possessive adjectives, etc. A determiner need not always be in the beginning of a sentence; it can be used with nouns placed anywhere in the sentence.

Types of Determiners:

Determiners are classified into four main types namely,

- Articles (such as 'a', 'an', and 'the')
- Possessive Determiners (such as 'my', 'your', 'his', 'her', 'its', 'our' and 'their')
- Demonstrative Determiners (such as 'this', 'that', 'those' and 'these')
- Quantifiers (such as 'some', 'a few', 'many', 'a little', 'little', 'few', 'none', etc)
- Distributive Determiners (such as 'every', 'each', 'either', 'neither', 'both', 'all', 'half', etc.)

Check Your Understanding of Determiners:

Go through the following sentences and fill in the blanks by choosing the most suitable determiner from the box given below.

The, this, a, that, a few, a, some, every, the, any, an,

1. There are _____ students who have not brought their science records.
2. We have _____ document you asked for.
3. Can you sing _____ song for me?

4. _____ comic is really intriguing.
5. Nobody understood anything _____ teacher taught.
6. I just had _____ apple and _____ milk.
7. Do you have _____ food left?
8. Does Lily have _____ pet?
9. _____ story you told me was very moving.
10. Tina forgot to bring _____ spectacles to work.

Now, check out the following section to see if you have filled in the blanks with the correct determiner.

1. There are **a few** students who have not brought their science records.
2. We have **every** document you asked for.
3. Can you sing **a** song for me?
4. **This** comic is really intriguing.
5. Nobody understood anything **the** teacher taught.
6. I just had **an** apple and **some** milk.
7. Do you have **any** food left?
8. Does Lily have **a** pet?
9. **That** story you told me was very moving.
10. Tina forgot to bring **her** spectacles to work.

Tense:

“The tense of a verb group is its form, which usually shows whether you are referring to past, present, or future time”, according to the Collins Dictionary, and the Cambridge Dictionary defines ‘tense’ as “any of the forms of a verb which show the time at which an action happened.”

Types of Tenses:

In English grammar, there are three main tenses, and they are each further classified into four different forms, which sum up to twelve tenses in total. The three tenses in English are:

1. Present Tense
2. Past Tense
3. Future Tense

Each of the three above mentioned tenses can further be divided into subparts. These subparts include:

1. Simple
2. Continuous
3. Perfect
4. Perfect Continuous

Present Tense:

Present Tense can be defined as an expression for an activity that is currently in action or is habitually performed. It is used for a state that generally exists or is currently ongoing.

1. Simple Present Tense

Simple Present Tense	
Singular	Plural
Rule: Subject + V1 + s/es + Object	Rule: Subject + V1 + Object
Example: The girl sings a song Here the subject is Girl (singular) and "s" has been added to the verb (sing), followed by the object (song)	Example: The girls sing a song Here the subject is Girls (plural) and no changes have been made with V1 (first form of verb) and the object

2. Present Continuous Tense

Present Continuous Tense
Rule: Subject + is/am/are + V1 + ing + object
Example: She is eating food Here the subject is She, followed by "is" The first form of verb (V1) here is "eat" and "ing" has been added to it, followed by the object "food"

3. Present Perfect Tense

Present Perfect Tense	
Singular	Plural
Rule: Subject + has + V3 + Object	Rule: Subject + have + V3 + Object
Example: He has cleaned the utensils Here, "He" is the subject + has "Cleaned" is the third form of verb and utensils is the object	Example: They have cleaned the utensils Here, "They" is the subject + have "Cleaned" is the third form of verb and utensils is the object

4. Present Perfect Continuous Tense

Present Perfect Continuous Tense	
Singular	Plural
Rule: Subject + has been + V1 + ing + Object	Rule: Subject + have been + V1 + ing + Object
Example: She has been practising since morning Here "She" is the subject + has been, followed by "ing" added to the first form of verb "practise" and then the object	Example: They have been practising since morning Here "They" is the subject + have been, followed by "ing" added to the first form of verb "practise" and then the object

Example:

- Raj speaks German (Simple Present for Singular)
- They speak German (Simple Present for Plural)
- She is speaking German (Present Continuous)
- He has learnt German (Present Perfect for Singular)

- They have learnt German (Present Perfect for Plural)
- She has been learning German (Present Perfect Continuous for Singular)
- They have been learning German (Present Perfect Continuous for Plural)

Past Tense:

Any event or action that took place in the past can be referred to as the past tense. Below we have discussed in detail the four sub parts of past tense in English grammar.

1. Simple Past Tense:

Simple Past Tense	
Rule: Subject + V2 + Object	
For example: He ran away Here, the subject is "He" and "ran" is the second form of verb (V2) of "run" followed by the object	

2. Past Continuous Tense

Past Continuous Tense	
Singular	Plural
Rule: Subject + was + V1 + ing + Object	Rule: Subject + were + V1 + ing + Object
For example: She was going shopping Here, the subject is "She" + was It is followed by the first form of verb (V1) "go" + "ing" and then the object "shopping"	For example: They were going shopping Here, the subject is "They" + were Followed by the first form of verb (V1) "go" + "ing" and then the object "shopping"

3. Past Perfect Tense

Past Perfect Tense	
Rule: Subject + had + V3 + Object	
For example: Sumit had left the job Here the subject is "Sumit" + had Then "left", which is the third form of verb (V3) "leave" is given followed by the object	

4. Past Perfect Continuous Tense

Past Perfect Continuous Tense	
Rule: Subject + had been + V1 + ing + Object	
For example: They had been preparing for their performance for two months Here the subject is "They" + had been It is followed by "preparing", which is the first form of verb (V1) of "prepare" and then the object	

Example:

- I played football yesterday (Simple Past)
- I was playing football yesterday (Past Continuous for Singular)
- They were playing football yesterday (Past Continuous for Plural)
- They had played football yesterday (Past Perfect)
- They had been playing football the entire yesterday (Past Perfect Continuous)

Future Tense:

The actions that are to take place in the future fall in the category of the future tense. We have discussed the subparts of the future tense in detail further below in the article, followed by the examples for the same.

1. Simple Future Tense

Simple Future Tense
Rule: Subject + will/shall + V1 + Object
For Example: I will visit my Uncle tomorrow Here, the subject is "I" + will It is followed by the first form of verb (V1) "visit" and then the object

2. Future Continuous Tense

Future Continuous Tense
Rule: Subject + will be/shall be + V1 + ing + Object
For Example: I shall be going to the market tomorrow In this example, the subject is "I" + shall be Following it is the first form of verb (V1) "go"+ing and then the object

3. Future Perfect Tense

Future Perfect Tense
Rule: Subject + will have/shall have + V3 + Object
For Example: I shall have prepared the notes by tomorrow morning In this example, the subject is "I" + shall have It is followed by "prepared", which is the third form of Verb (V3) "prepare" and then the object

4. Future Perfect Continuous Tense

Future Perfect Continuous Tense
Rule: Subject + will have been + V1 + ing + Object
For Example: She will have been working here since 2015 Here, the subject is "She" + will have been It is followed by the first form of verb "work"+ing and then the object

Examples:

- She will go to school tomorrow (Simple Future)
- She will be going to school tomorrow (Future Continuous)
- She will have gone to school tomorrow (Future Perfect)
- She will have been going to school tomorrow (Future Perfect Continuous)

ACTIVE & PASSIVE VOICE

Voice:

The voice of a verb expresses whether the subject in the sentence has performed or received the action.

Example:

The watchman opens the door.

Types of Voices of Verb

Verbs have two voices : Active Voice & Passive Voice

Active Voice:

When an action performed by the subject is expressed by the verb, it is an active voice. Active voice is used when more straightforward relation and clarity is required between the subject and the verb.

Active Voice example:

- Hens lay eggs.
- Birds build nests.

Passive Voice:

When the action expressed by the verb is received by the subject, it is passive voice. Passive voice is used when the doer of the action is not known and the focus of the sentence is on the action and not the subject.

Examples:

- Eggs are laid by hens.
- Nests are built by birds.

Active And Passive Voice Rules:

Below are the active-passive voice rules to follow for changing an active sentence into a passive voice. Before heading to the rules of active-passive voice, let's check the examples of active and passive voice sentences.

Conversion of Active and Passive voice examples

AV: - Rita wrote a letter. (Subject + Verb + Object)

PV: - A letter was written by Rita. (Object) + (auxiliary verb) + (past participle) + (by subject).

AV: - She cooks food. (Subject + Verb + Object)

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PV: - The food is cooked by her. (Object) + (auxiliary verb) + (past participle) + (by subject)

Rules for Active – Passive Voice Conversions

Rule 1: Identify the (S+V+O) Subject, Verb and object in the active sentence to convert to passive voice

Example:

He drives car. (Subject – He, verb – Drives, object – Car)

Rule 2: Interchange the object and subject with each other, i.e., object of the active sentence become the subject of the passive sentence.

Example:

Active voice: She knits sweater. (Subject – She, Verb – Knits, Object – Sweater)

Passive Voice: The sweater is knitted by her. (Object sweater is interchanged with the subject She).

Rule 3: In passive voice sometimes, the subject is not used, i.e., the subject in passive voice can be omitted if the sentence without it gives enough meaning.

Example:

Milk is sold in litres.

Rule 4: Change the base verb in the active sentence into the past participle ie. third form verb in a passive sentence i.e., preceded by (By, With, to, etc). Base verbs are never used in passive voice sentences.

Example:

➤ **Active voice:** She prepares dinner.

Passive voice: The dinner is prepared **by** her.

➤ **Active voice:** She knows him.

Passive voice: He is known **to** her.

➤ **Active voice:** Juice fills the jar.

Passive voice: The jar is filled **with** juice.

Rule 5: While conversion of Active voice sentence to Passive voice sentence, the pronoun used in the sentence also changes in the following manner.

Active Voice Pronoun	Passive Voice Pronoun
I	Me
We	Us
He	Him
She	Her
They	Them
You	You
It	It

Rule 6: Use the suitable helping or auxiliary verb (is/am/are/was, etc.). The rules for using auxiliary verbs in passive voice sentences are different for each tense.

Example:

- The letter **is** written by her
- A book **was** not bought by her
- Chocolates **are being** eaten by them.

Forms of Active and Passive Voice for All Tenses

Simple Present Tense

Active Sentences	Passive Sentences
He writes an essay	An essay is written by him
Sheena does the housework	The housework is done by Sheena
She cares for the rabbit	The rabbit is being cared for by her
Jacob always plays the guitar	The guitar is always played by Jacob

Present Continuous Tense

Active Sentences	Passive Sentences
They are eating bananas	The bananas are being eaten by them
Bob is drawing a diagram	A diagram is being drawn by Bob
Samta is playing the piano	A piano is being played by Samta
She is waiting for Reema	Reema is being waited for by her

Present Perfect Tense

Active Sentences	Passive Sentences
Has he done the work?	Has the work been done by him?
Have they left the apartment?	Has the apartment been left by them?
He created this masterpiece	This masterpiece is created by him
He read the newspaper	The newspaper is being read by him

Note- [except certain exemptions, no passive Voice formation for the following tenses can be formed, Present Perfect Continuous Tense, Past Perfect Continuous Tense, Future Perfect Continuous Tense and Future Continuous Tense]

Simple Past Tense

Active Voice	Passive Voice
Ria paid the bills	The bills were paid by Ria
The teacher called the student	The student was called by the teacher
She did not buy the fruits	The fruits were not bought by her

Past Progressive/Continuous Tense

Active Voice	Passive Voice
They were waiting for him	He was being waited for by them
Astha was learning French	French was being learnt by Astha
She was playing kabaddi	Kabaddi was being played by her

Past Perfect Tense

Active Voice	Passive Voice
She won the match	The match had been won by her
I had finished her work	Her work had been finished by me
He had missed the last metro	The last metro had been missed by him

Simple Future Tense

Active Voice	Passive Voice
He will write a letter	A letter will be written by him
He will repair her cycle	Her cycle will be repaired by him
He shall start the meeting	The meeting will be started by him

Future Perfect Tense

Active Voice	Passive Voice
Meena will not have changed the bedsheet	The bed sheet will not have been changed by Meena
They will have won the match	The match will have been won by them
Reena will have washed the skirt	The skirt will have been washed by Reena

DIRECT AND INDIRECT SPEECH

Direct speech:

reporting the message of the speaker in the exact words as spoken by him.

Example: Maya said 'I am busy now'.

Indirect speech:

reporting the message of the speaker in our own words

Example: Maya said that she was busy then.

Direct And Indirect Speech Rules:

Rules for converting Direct into Indirect speech

To change a sentence of direct speech into indirect speech there are various factors that are considered, such as reporting verbs, modals, time, place, pronouns, tenses, etc. We will discuss each of these factors one by one.

Rule 1: Reporting Verb

When the reporting verb of direct speech is in past tense then all the present tenses are changed to the corresponding past tense in indirect speech.

Example:

Direct: She **said**, 'I am happy'.

Indirect: She **said** that she **was** happy.

In indirect speech, tenses **do not change** if the words used within the quotes ("") talk of a habitual action or universal truth.

Example:

Direct: He said, 'We **cannot live** without air'.

Indirect: He said that we **cannot live** without air.

The **tenses of direct speech do not change** if the reporting verb is in the **future tense** or **present tense**.

Example:

Direct: She **says/will say**, 'I am going'

Indirect: She **says/will say** she is going.

Rule 2: Present Tense

Present Perfect Changes to Past Perfect.

Example:

Direct: “I **have been** to Boston”, she told me.

Indirect: She told me that she **had been** to Boston.

➤ **Present Continuous Changes to Past Continuous**

Example:

Direct: “I **am playing** the guitar”, she explained.

Indirect: She explained that she **was playing** the guitar.

➤ **Present Perfect Changes to Past Perfect**

Example:

Direct: He said, “She **has finished** her homework “.

Indirect: He said that she **had finished** her homework.

➤ **Simple Present Changes to Simple Past**

Example:

Direct: “I **am** unwell”, she said.

Indirect: She said that she **was** unwell.

Rule 3: Past Tense & Future Tense

➤ **Simple Past Changes to Past Perfect**

Example:

Direct: She said, “Irvin **arrived** on Sunday.”

Indirect: She said that Irvin **had arrived** on Sunday.

➤ **Past Continuous Changes to Past Perfect Continuous**

Example:

Direct: “We **were playing** basketball”, they told me.

Indirect: They told me that they **had been playing** basketball.

➤ **Future Changes to Present Conditional**

Example:

Direct: She said, “**I will be** in Scotland tomorrow.”

Indirect: She said that she **would be** in Scotland the next day.

➤ **Future Continuous Changes to Conditional Continuous**

Example:

Direct: He said, “**I'll be disposing** of the old computer next Tuesday.”

Indirect: He said that he **would be disposing** of the old computer the following Tuesday.

Rule 4: Interrogative Sentences

- **No conjunction is used**, if a sentence in direct speech begins with a question (what/where/when) as the “question-word” itself acts as a joining clause.

Example:

Direct: “**Where** do you live?” asked the boy.

Indirect: The boy **enquired where** I lived.

- If a direct speech sentence begins with an auxiliary verb/helping verb, the joining clause should be **if or whether**.

Example:

Direct: She said, ‘**Will** you come for the party?’

Indirect: She asked **whether we would** come for the party.

- Reporting verbs such as ‘said/ said to’ changes to enquired, asked, or demanded.

Example:

Direct: He **said to** me, ‘**What** are you wearing?’

Indirect: He **asked** me what I was wearing.

Rule 5: Changes in Modals

While changing direct speech to indirect speech, the modals used in the sentences change like:

- Can becomes could
- May becomes might
- Must become had to /would have to

Examples:

Direct: She said, 'She **can** dance'.

Indirect: She said that she **could** dance.

Direct: She said, 'I **may** buy a dress'.

Indirect: She said that she **might** buy a dress.

Direct: Rama said, 'I **must** complete the assignment'.

Indirect: Rama said that he **had to** complete the assignment.

- There are modals that **do not change** – Could, Would, Should, Might, Ought to

Direct: She said, 'I should clean the house'

Indirect: She said that she should clean the house.

Rule 6: Pronoun

- The **first person** in direct speech **changes as per the subject** of the speech.

Examples:

Direct: He said, "I am in class Twelfth."

Indirect: He says that he was in class Twelfth.

- The **second person** of direct speech **changes as per the object** of reporting speech.

Examples:

Direct: She says to them, "You have done your work."

Indirect: She tells them that they have done their work.

- The **third person** of direct speech **doesn't change**.

Examples:

Direct: He says, "She dances well."

Indirect: He says that she dances well.

Rule 7: Request, Command, Wish, Exclamation

- Indirect Speech is supported by some verbs like requested, ordered, suggested and advised. Forbid-forbade is used for negative sentences. Therefore, **the imperative mood in the direct speech changes into the Infinitive in indirect speech.**

Direct: She said to her 'Please complete it'.

Indirect: She **requested** her to complete it.

Direct: Hamid said to Ramid, 'Sit down'.

Indirect: Hamid **ordered** Ramid to sit down.

- In **Exclamatory sentences** that express grief, sorrow, happiness, applaud, **Interjections are removed** and the sentence is **changed to an assertive sentence.**

Direct: She said, 'Alas! I am undone'.

Indirect: She exclaimed sadly that she was broke.

Rule 8: Punctuations

- In direct speech, the words actually spoken should be in ("") quotes and always begin with a capital letter.

Example: She said, "I am the best."

- Full stop, comma, exclamation or question mark, are placed inside the closing inverted commas.

Example: They asked, "Can we sing with you?"

- **If direct speech comes after the information about who is speaking, a comma is used to introduce the speech, placed before the first inverted comma.**

Example: He shouted, "Shut up!"

Example: "Thinking back," he said, "she didn't expect to win." (Comma is used to separate the two direct speeches and no capital letter to begin the second sentence).

Rule 9: Change of Time

In direct speeches, the words that express nearness in time or place are changed to words that express distance in indirect speech. Such as:

Active Voice	Passive Voice
Now	Then
Here	There
Ago	Before
Thus	So
Today	That Day
Tomorrow	The next day
This	That
Yesterday	The day before
These	Those
Hither	Thither
Come	Go
Hence	Thence
Next Week/Month	Following Week/Month

Examples:

Direct: He said, 'His girlfriend came yesterday.'

Indirect: He said that his girlfriend had come the day before.

- The time expression does not change if the reporting verb is in the present tense or future tense.

Examples:

Direct: He says/will say, 'My girlfriend came yesterday.'

Indirect: He says/will say that his girlfriend had come the day before.

Rules of converting Indirect Speech into Direct Speech:

The following rules should be followed while converting an indirect speech to direct speech:

- Use the reporting verb such as (say, said to) in its correct tense.
- Put a comma before the statement and the first letter of the statement should be in capital letter.
- Insert question mark, quotation marks, exclamation mark and full stop, based on the mood of the sentence.
- Remove the conjunctions like (that, to, if or whether) wherever necessary.
- Where the reporting verb is in past tense in indirect, change it to present tense in the direct speech.
- Change the past perfect tense either into present perfect tense or past tense, as necessary.

Examples:

Indirect: She asked whether she was coming to the prom night.

Direct: She said to her, “Are you coming to the prom night?”

Indirect: The girl said that she was happy with her result.

Direct: The girl said. “I am happy with my result.”



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