

BBA – English Grammar Notes

UNIT 1: The Basic of Words

Nouns:

A noun is the name of a person, place, or thing

- **Proper vs. Common:** **Proper nouns** name specific things and are always capitalized (e.g., *Mumbai, India, Diwali*); **Common nouns** are general (e.g., *city, river, student*)

- **Countable vs. Uncountable:** **Countable** nouns have plural forms (e.g., *mouse/mice*); **Uncountable** nouns cannot be counted and usually don't have plurals (e.g., *water, milk, happiness*)

Word Roots:

These are the smallest meaningful units that form the core of a word, often borrowed from Greek or Latin

- **Examples:** **Bio** means life (*biology*); **Chrono** means time (*chronology*); **Dict** means speak (*dictator*)

English Spelling I:

English spelling is not "phonetic," meaning letters don't always sound the same

- **Rule Example:** The letter 'u' sounds different in *put, but, busy*, and *unity*
- **Common Fixes:** *Hygiene* (not hygeine), *Niece* (not neice), and *Mechanic* (not mecanic)

Consonant Sounds I:

These are sounds made by closing or narrowing the air passage in your mouth

- **Examples:** /p/ as in *pet*, /b/ as in *bag*, and /f/ as in *father*

Skimming:

This is a reading skill where you glance through a text quickly to get the **main idea**

- **Tip:** Focus on the title, headings, and the first and last sentences of paragraphs to save time

BBA – English Grammar Notes

Unit 2: Pronouns and Data

Pronouns:

Words that replace nouns to prevent repetition

◦ **Types:** **Personal** (*I, they*), **Possessive** (*mine, yours*), **Reflexive** (*myself*), **Demonstrative** (*this, those*), **Interrogative** (*who, which*), and **Relative** (*the book that I borrowed*)

Affixes:

Parts added to the beginning (**Prefixes**) or end (**Suffixes**) of a root word to change its meaning or part of speech

- **Prefixes:** *un-* (unhappy), *re-* (rewrite), *dis-* (disappear)
- **Suffixes:** *-ity* (ability), *-ful* (truthful), *-ly* (methodically)

Spelling for Formal Contexts:

Converting casual "text-speak" into professional language

- **Example:** Changing "*IDK if ur free*" to "*I am not sure if you are available*"

Consonant Sounds II (Clusters):

When two or more consonants appear together without a vowel in between

- **Initial clusters:** strong, play, bright.
- **Final clusters:** sift, pump, went.

Scanning:

A reading technique to find **specific facts** (like dates or numbers) without reading the whole passage.

Information Transfer:

The process of taking data from **visual sources** (graphs, charts, tables) and explaining it in words.

BBA – English Grammar Notes

Unit 3: Verbs and Meanings

Verbs:

Words that show action, a state of being, or an occurrence.

- **Action Verbs:** Show what the subject does (e.g., *He **plays** football*).
- **Linking Verbs:** Connect the subject to an adjective or noun (e.g., *She **is** tired, The soup **smells** good*).
- **Helping/Auxiliary Verbs:** Used with a main verb to show tense (e.g., *They **have** finished, I **can** swim*).

Synonyms:

Words with very similar meanings.

- **Examples:** *Brave* (courageous), *Quick* (fast), *Strange* (peculiar).

English Spelling II:

Focusing on commonly confused formal words.

- **Example:** Correcting *maintance* to **maintenance** and *honered* to **honoured**.

Vowels (Monophthongs):

Single, pure vowel sounds.

- **Examples:** /i:/ in *sheep*, /æ/ in *cat*, and /ɒ/ in *hot*.

BBA – English Grammar Notes

Unit 4: Tenses and Opposites

Tenses:

These tell you **when** an action happens.

1. Present Tenses

These tenses are used to talk about things happening now, general truths, or ongoing actions.

- **Simple Present:** Used for habits, general truths, and routines.

- **Form:** Subject + base verb (V1) / base verb + s/es.

- **Example:** *She sings.*

- **Present Continuous:** Used for actions happening exactly at the moment of speaking or ongoing temporary actions.

- **Form:** am / is / are + verb-ing.

- **Example:** *She is singing.*

- **Present Perfect:** Used for experiences, actions recently completed, or past actions with results in the present.

- **Form:** have / has + past participle (V3).

- **Example:** *She has sung.*

- **Present Perfect Continuous:** Used for actions that started in the past and are still continuing to the present.

- **Form:** have / has been + verb-ing.

- **Example:** *She has been singing.*

2. Past Tenses

These tenses are used to describe actions that happened before now.

- **Simple Past:** Used for actions that were completed in the past.

- **Form:** Subject + past tense verb (V2).

- **Example:** *She sang.*

- **Past Continuous:** Used for actions that were in progress at a specific time in the past, often interrupted by a shorter action.

BBA – English Grammar Notes

- **Form:** was / were + verb-ing.
- **Example:** *She was singing.*
- **Past Perfect:** Used to show which of two past actions happened first.
 - **Form:** had + past participle (V3).
 - **Example:** *She had sung.*
- **Past Perfect Continuous:** Used for a long action that was happening over a period of time in the past before another action occurred.
 - **Form:** had been + verb-ing.
 - **Example:** *She had been singing.*

3. Future Tenses

These tenses are used to describe actions that will happen after now.

- **Simple Future:** Used for predictions, promises, or decisions made at the moment of speaking.
 - **Form:** will / shall + base verb (V1).
 - **Example:** *She will sing.*
- **Future Continuous:** Used for actions that will be in progress at a specific time in the future.
 - **Form:** will / shall be + verb-ing.
 - **Example:** *She will be singing.*
- **Future Perfect:** Used for actions that will be completed before a specific future time.
 - **Form:** will / shall have + past participle (V3).
 - **Example:** *She will have sung.*
- **Future Perfect Continuous:** Used for long actions that will continue up until a specific point in the future.
 - **Form:** will / shall have been + verb-ing.
 - **Example:** *She will have been singing.*

Quick Tip for the Exam

To identify the correct tense, look for keywords in the sentence:

- "Since" or "For" often signals a **Perfect Continuous** tense.

BBA – English Grammar Notes

- "By next week" or "By 2030" usually signals a **Future Perfect** or **Future Perfect Continuous** tense.
- "When I arrived" or "While" often indicates a **Past Continuous** action being interrupted.

Antonyms:

Words that have the opposite meaning.

- **Examples:** *Increase* (decrease), *Wide* (narrow), *Brave* (cowardly).

Spelling and Verb Forms:

Rules for adding suffixes like -s, -ing, and -ed to verbs.

- **Rules:** *cry* → *cries/crying/cried*; *dance* → *dancing*; *hop* → *hopping* (doubling the consonant).

Unit 5: Logic and Stories

• Homonyms:

Words that are spelled and pronounced the same but have different meanings.

- **Tie:** To fasten something **vs.** a piece of neckwear.
- **Fair:** Just and unbiased **vs.** light-colored **vs.** a traveling exhibition.

• Sequencing a Story:

The skill of putting parts of a story in the correct logical or time order.

- **Signal Words:** Use words like **then**, **thus**, **next**, and **finally** to help the reader follow the flow.

Good luck with your exam tomorrow, bro! This guide should cover the main grammar points your teachers highlighted.