

Communication Skills

Class IX , Session 4: Writing Skills: Parts of
Speech (IT #402)

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CHANGING YOUR TOMORROW

Writing Skills: Parts of Speech

Using capitals:

- It is easy to know what to capitalize if you remember the word 'MINTS'.

Capitalisation Rules

Alphabet	M	I	N	T	S
What it shows:	Months	The letter	Names	Titles	Starting letter of sentences
Rule	Capitalise the first letter in all the names of months.	Capitalise the letter 'I' when it is used to begin a word.	Capitalise the first letter in the names of people, places and days.	Capitalise the first letter in the titles used before people's name.	Capitalise the first letter in every sentence.
Example	I will go to college in June.	I play tennis with him every day.	This Tuesday, Vidya will be in Rajasthan.	Dr Shah and Mr Patel work together.	The cat ran out of the house.

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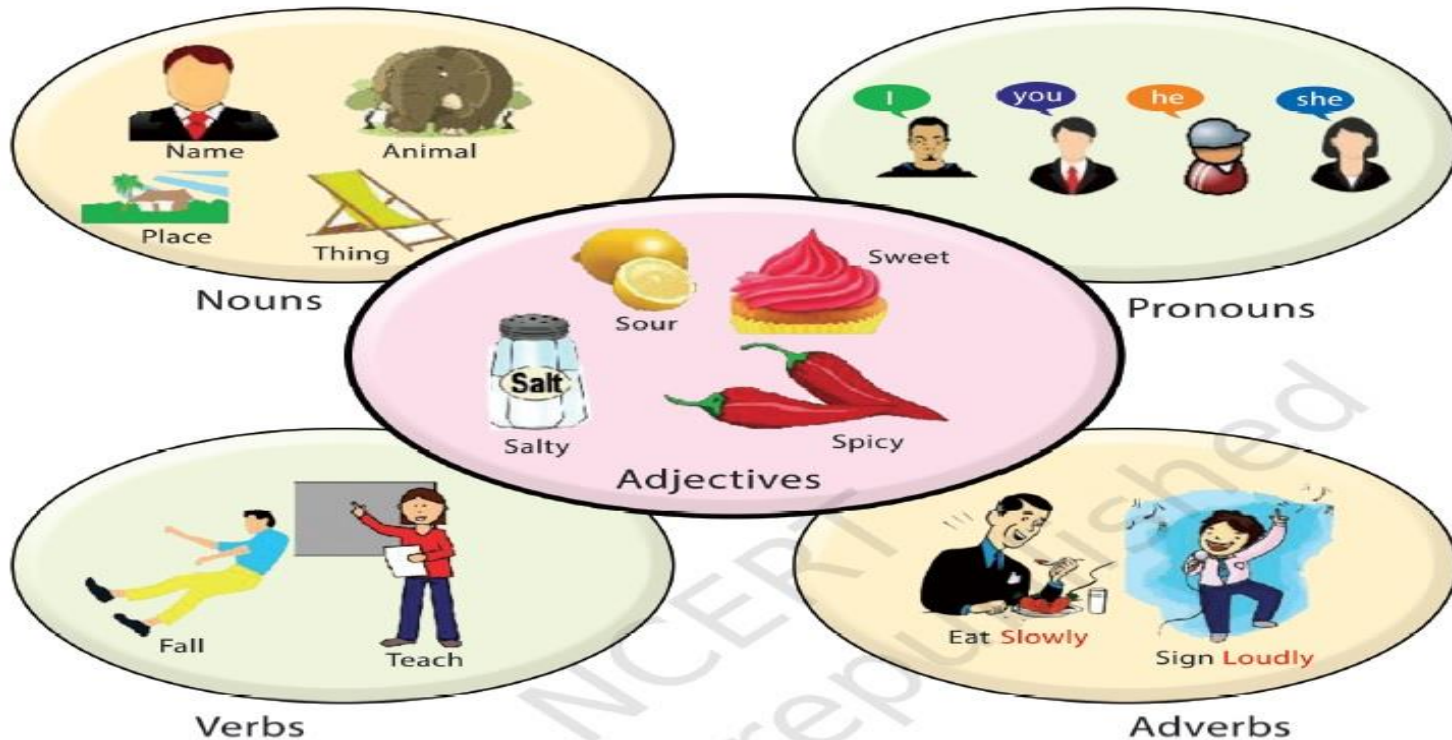
- **Punctuation:**
- It is a set of marks, such as the full stop and the comma, which help us separate parts of a sentence and explain its meaning.

Table 1.8: Punctuation Marks

Punctuation name	Sign	Use	Examples
Full stop	.	Shows the end of a sentence. Also used to show short form of long words. For example, 'doctor' can be shortened to 'Dr' when we use it as a title before a name.	This is a sentence. This is another sentence. Sanjay is a doctor. His patients call him Dr Sanjay.
Comma	,	Sometimes, we use a comma to indicate a pause in the sentence. We can also use a comma to separate items when we are listing out more than two items in a row.	After the waiter gave me a menu, I ordered food. I bought apples, oranges and grapes.
Question mark	?	We use a question mark at the end of a question.	What is your name? How old are you?
Exclamation mark	!	We use an exclamation mark at the end of a word or a sentence to indicate a strong feeling, such as surprise, shock or anger.	What a pleasant surprise! You are late!
Apostrophe	(')	We use an apostrophe followed by an s to show that something belongs to someone. We also use an apostrophe to indicate the shortened form of some words in informal speech.	That is Divya's pen. Are these Abdul's books? Let's go. (Instead of Let us go.) He isn't here. (Instead of He is not here.)

Basic parts of speech

- There are eight basic parts of speech in the English language.
- These are noun, pronoun, verb, adjective, adverb, preposition, conjunction and interjection.



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Parts of Speech

Parts of Speech	What they do	Example sentences	Example words
Noun	Nouns are words that refer to a person, place, thing or idea. These are 'naming words.'	In the sentence, 'Reema wrote a letter.' Both Reema and letter are nouns.	Dog Table India Sanjay
Pronoun	A pronoun is a word used in place of a noun	In the second sentence, "Reema wrote a letter. She is tired." 'She' is used in place of the noun Reema, it is a pronoun.	I They He You
Adjectives	Adjectives are words that describe other words	In the sentence "Reema wrote a long letter." Long is an adjective that describes the noun 'letter'.	Small Blue Sharp Loud
Verbs	Verbs are words that show action	In the sentence: "Reema wrote a letter." Wrote is the verb. It tells what action Reema did.	Run Eat Think Sit
Adverbs	Adverbs are words that add meaning to verbs, adjectives, or other adverbs. They answer the questions—How? How often? When? And Where?	In the sentence "Reema quickly wrote a letter." Quickly is an adverb. It tells us how Reema did the action (writing).	Easily Always Inside Before

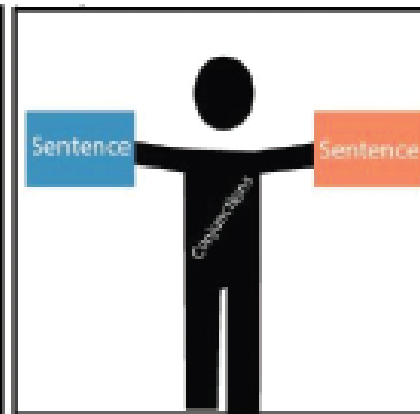
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Supporting parts of speech types

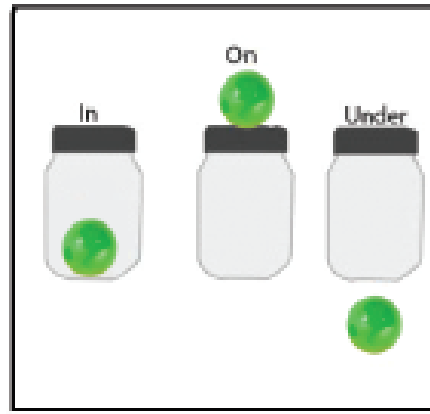
Supporting parts of speech types



Articles



Conjunctions



Prepositions



Interjections

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Supporting parts of speech types

Supporting Parts of Speech

Supporting Parts of Speech	Use	Examples
Articles	<p>The words 'a', 'an' and 'the' are known as articles. Articles are generally used before nouns.</p> <p>An is used before words with a vowel (a,e,i,o,u) sound</p> <p>A is used before nouns with a consonant (all other alphabets) sound</p> <p>The is used to refer to specific or particular words</p>	<p>The car stopped suddenly because a cat ran in front of it.</p> <p><u>A</u> book</p> <p><u>An</u> apple</p> <p><u>An</u> umbrella</p> <p><u>The</u> sun</p>
Conjunctions	<p>Conjunctions are words that join two nouns, phrases or sentences. Some common conjunctions are 'and', 'or' and 'but'.</p>	<p>Instead of, Sheela went to the market. I also went to the market. Sheela and I went to the market.</p> <p>Instead of, "Do you want oranges? Do you want apples?"</p> <p>"Do you want oranges or apples?"</p>
Prepositions	<p>Prepositions connect one word with another to show the relation between them. They usually answer the questions 'where', 'when' and 'how'.</p>	<p>Some common prepositions are 'on', 'at', 'under' and 'in'.</p> <p>The cat is on the roof.</p> <p>The shop is at the end of the road.</p> <p>Rahul is standing under the tree.</p> <p>I live in Delhi.</p>
Interjections	<p>These words express strong emotions, such as happiness, surprise, anger or pain. They have an exclamation mark at the end.</p>	<p>Wow!</p> <p>Oh!</p> <p>Oh no!</p> <p>Thanks!</p> <p>Help!</p>

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- **A. Multiple choice questions**

Read the questions carefully and circle the letter (a), (b), (c) or (d) that best answers the question.

1. What is a sentence?
 - A. A group of ideas that form a complete paragraph.
 - B. A group of words that communicate a complete thought.
 - C. A set of rules that we must follow to write correctly.
 - D. A set of words that contains all the basic punctuation marks
2. Which of these sentences use uppercase letters correctly?
 - A. I am Hungry.
 - B. Divya and sunil are reading.
 - C. The bucket is Full of water.
 - D. She lives in Delhi.

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- 3. Which of these sentences are punctuated correctly?
 - (a) Where are you going.
 - (b) I have a pen a notebook and a pencil.
 - (c) I am so happy to see you!
 - (d) This is Abdul's house.
- 4. Underline the noun, pronoun, adjective, verb and adverb in these sentences.
 - (a) Sanjay plays football everyday.
 - (b) Divya gave him new books.
 - (c) I opened the red box carefully.

B. Fill in the blanks

Fill correct nouns and verbs from the box to fill in the blanks given below.

girl, girls, boy, milk, dog, skipping, riding, running, studying, drinking, barking



a. The _____ is
_____.



b. The _____ is
_____.



c. The _____ is
_____.



d. The _____ are
_____.



e. Raju is _____
_____.



f. The _____ is
_____.

THANKING YOU

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