

Communication Skills

Class X , Session 6: Writing Skills: Parts of
Speech (IT #402)

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Learning Outcome of this Session

Student could able to understand:

- Parts of Speech, Capitalization, Capitalization Rules, Punctuation, Basic Parts of Speech, Supporting Parts of Speech.

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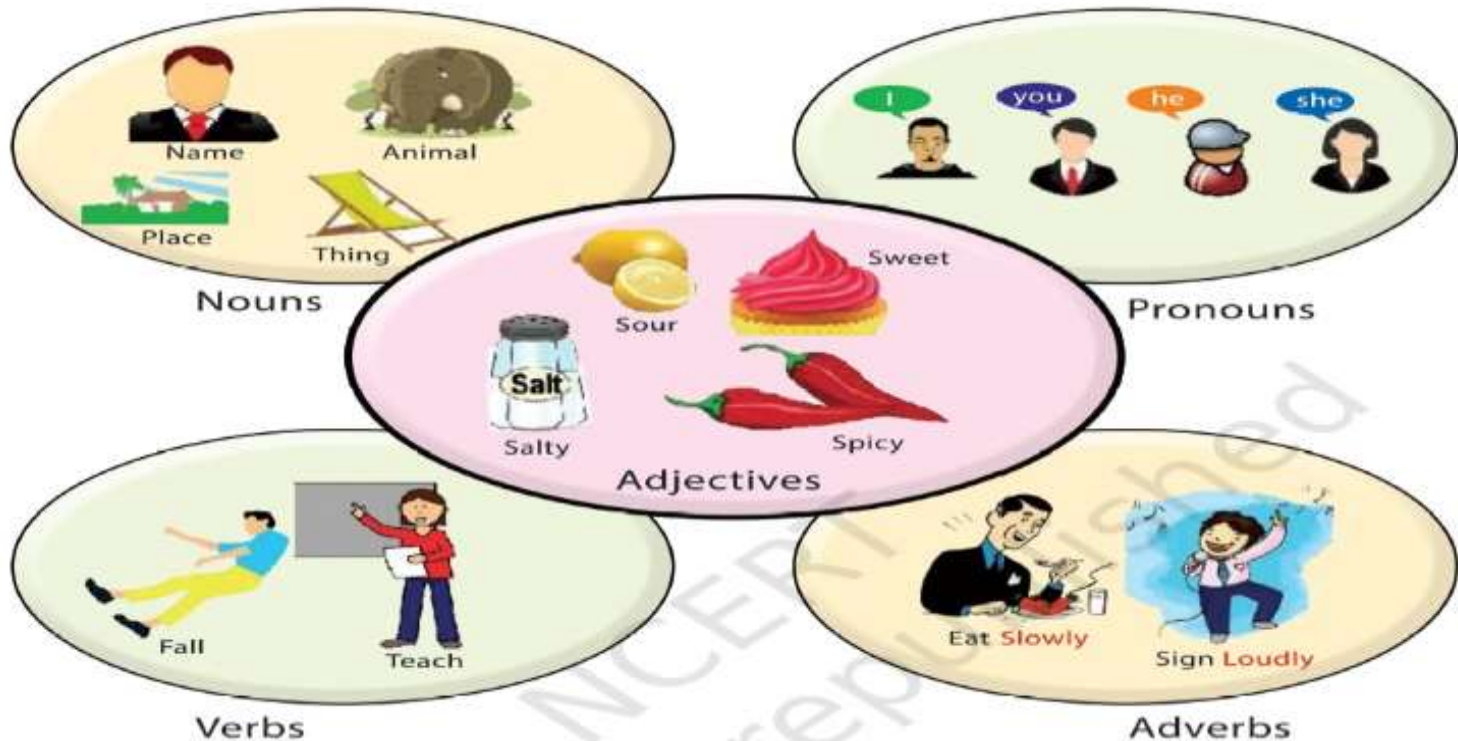
- **Punctuation:**
- It is a set of marks, such as the full stop and the comma, which help us separate parts of a sentence and explain its meaning.

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

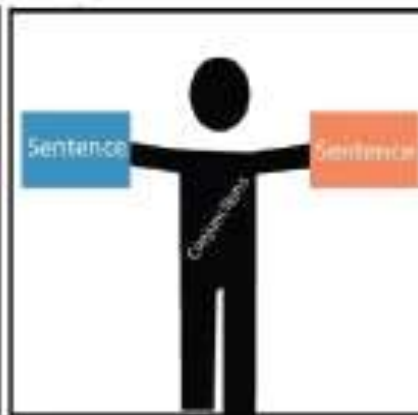
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Supporting parts of speech types

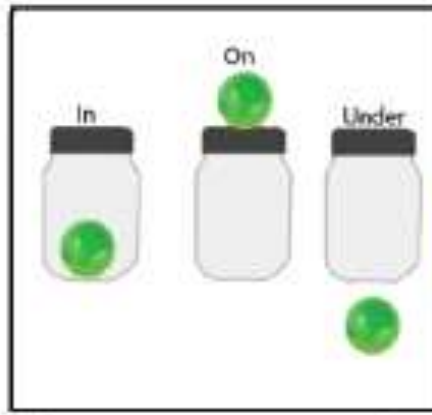
Supporting parts of speech types



Articles



Conjunctions



Prepositions



Interjections

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Supporting Parts of Speech

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.</p> <p>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. In which of the following, the underlined word is an adjective?

(a) Radha has a red dress.

(b) I can speak French.

(c) *The Girl on the Train is a best-seller.*

(d) Abdul can swim fast.

2. Which of these sentences is capitalised correctly?

(a) Ravi and i are going to the movies.

(b) Salim is visiting India in july.

(c) The Tiger is a strong animal.

(d) She is arriving on Monday.

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Home Assignment

3. Which of these sentences are punctuated correctly?

- (a) When is the party.
- (b) I had bread omelette and a Banana for breakfast.
- (c) I am so excited about my first foreign trip!
- (d) This is Abdul's notebook.

4. In which of these sentences can you find an adverb?





- (a) Divya drinks milk every day.
- (b) Sanjay gifted me a new pen.
- (c) I opened the door lock.
- (d) Sita is 5-feet tall.

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Home Assignment

B. Fill in the blanks

1. Fill correct nouns and verbs from the given options to complete the sentence in table given below.

Nouns	Verbs
Boy, Ms Sen, Rahim, Children, Cat, Students	Swimming, Driving, Writing, Teaching, Eating, Playing
 a. The _____ is _____ .	 b. The _____ are _____ .
 c. The _____ are _____ .	 d. _____ is _____ the car.

Home Assignment



e. _____ is
_____.



f. The _____ is
_____.

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Home Assignment

C. Subjective question

1. Identify the conjunctions and prepositions from the list below and write these in the correct box.

Over, Because, Under, And, Since, In, At, Although, Or, Up, On, Beside

Conjunction

Preposition

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THANKING YOU

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