

**DEPARTMENT OF COMMERCE AND FINANCIAL STUDIES
BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI – 620024
MBA (Financial Management)**

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Course Name: CONTEMPORARY BUSINESS COMMUNICATION

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Unit – II/ Topic: PARTS OF THE SPEECH

SCHEME OF PRESENTATION

UNIT-II

CONTENT

Parts of the Speech

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- ❖ Pronouns
- ❖ Verbs
- ❖ Adjectives
- ❖ Adverbs
- ❖ Prepositions
- ❖ Conjunctions
- ❖ Interjections

Verb Tenses and Voice

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- ❖ Regular and Irregular Verbs
- ❖ Tenses of Verbs
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- ❖ Progressive and Emphatic Forms
- ❖ Consistency of Tenses
- ❖ Voice of Verbs
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NOUNS

Definition: A word or word group that is used to name a person, place, thing, or an idea.

Examples: J.Gayathri, Trichy, suitcase, and freedom.

COMMON NOUNS VS. PROPER NOUNS

Common Noun:

Definition: A common noun names any one of a group or persons, places, things, or ideas and is generally not capitalized.

Examples:

Students, city, computer and freedom

Proper Noun:

Definition: A proper noun names a particular person, place, thing, or idea, and is capitalized.

Examples:

Abinaya, Trichy, Mac Computer and Health

PRONOUNS

- Definition: A word that is used in place of one or more nouns or pronouns.

- Examples: I, they, your, our, she, we, them, he, us, him, his, their, them, and its.

?

PERSONAL PRONOUN

-A personal pronoun is a pronoun that is associated primarily with a particular person, in the grammatical sense.

-First Person: I, me, my, mine, we, us, ours, our.

-Second person: you, yours, your.

-Third person: He, him his, she, her, hers, it, its, they, them, their, theirs.

DEMONSTRATIVE AND INTERROGATIVE PRONOUNS

-Demonstrative Pronouns:

-Definition: A demonstrative pronoun is used to point out a specific person, place, thing, or idea.

-Examples: This, That, These, Those.

-Interrogative Pronouns:

-Definition: An interrogative pronoun introduces a question.

-Examples: Who, whom, which, what, whose.

ADJECTIVE

❖ An Adjective is a part of speech which describes, identifies or quantifies a noun or pronoun. The main function of an adjective is to modify a noun or pronoun so that it will become more specific and interesting.

DEMONSTRATIVE ADJECTIVES

-Demonstrative Adjective:

-Definition: A demonstrative adjective is an adjective that points out pronouns and nouns, and always come before the words they are referring to.

-Example:

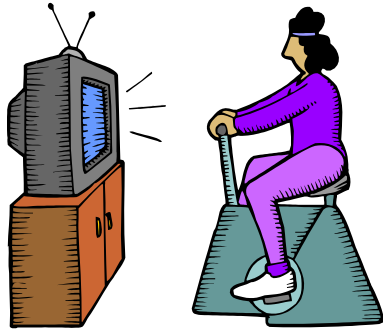
-Did Jenifer draw **this** one or **that** one?

-Let's take **these** sandwiches and **those** apples on our picnic.

VERB

-Definition: A verb that is used to express action or a state of being.

-Example: Texting, jumping, push, doing.



She is
exercising.

Mom **helps**
Jack do his
homework.



The boys **get**
on the bus.

HELPING VERBS

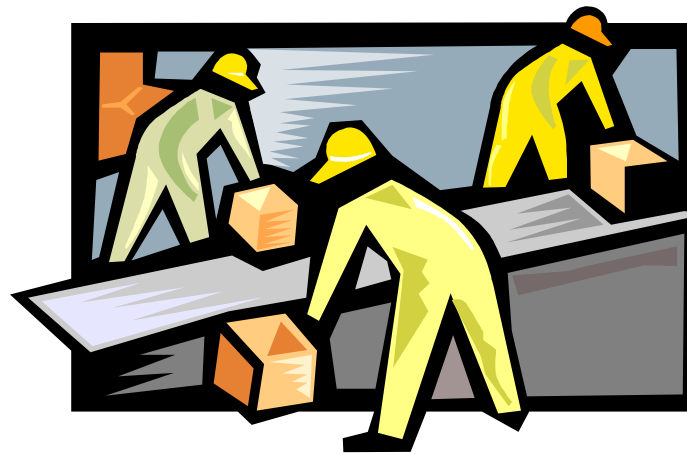
-Definition: Helping Verbs help the main verb express action or a state of being.

-Examples: can, do, has, might, should, and could.



Please, **can** you
cut the cake
now?

Hey! You **should** put the toys
in the box.

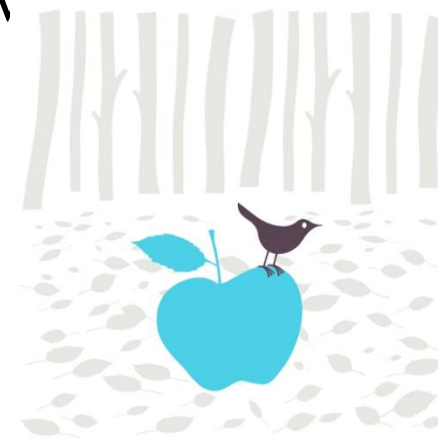


ADVERB

-Definition: An adverb is a part of speech that provides greater description to a verb, adjective, another adverb, a phrase or a sentence.

-Examples: There, up, here, down, tomorrow, ~~weekly~~, ~~later~~, and early.
(Think -ly too.)

The girl is going
to ride her bike
up the street.



It is going to rain
tomorrow and
weekly from now
on.

PREPOSITION

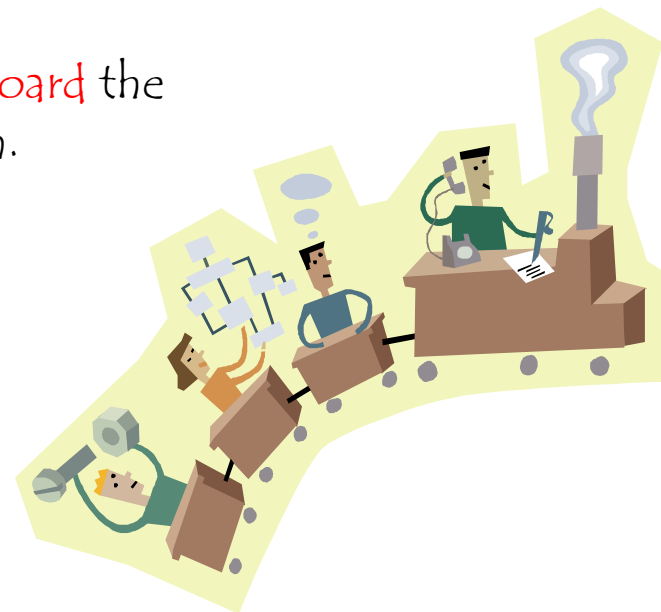
-Definition: A word that shows the relationship of a noun or a pronoun to another word. It is used to link nouns, pronouns, or phrases to other words within a sentence.

-Examples: Aboard, below, from, since, about, beneath, throughout, concerning, past, and without.

This guy
is **from**
history.

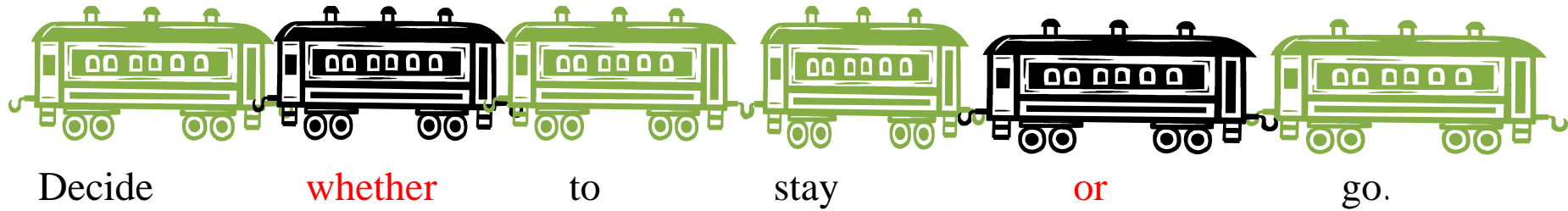


They are **aboard** the
train.



CONJUNCTION

-Definition: A word that joins word or words groups. It joins words, phrases, clauses, or sentence.



CONTINUE

Coordinating Conjunctions:

-**Examples:** And, but, or nor, for yet so.

-**Examples:** You are supposed to walk on the street **or** the sidewalk.

Correlative Conjunctions:

-**Examples:** Both...and, Not only...but also, Whether...or.

-**Example:** **Both** Jim **and** Roberto were standing outside.

INTERJECTION

-Definition: A word that expresses emotion. An interjection has no grammatical relation to the rest of the sentence.

-Examples: Crap! Wow! Yuck! Yippee! Uh-oh! Well!



WEEE! I'm
Swinging!



OWW! This Hurts.

YUCK! This
is nasty!



PRINCIPAL PARTS OF VERBS

1. **The infinitive** –(or present tense) to swim, to go, to run (**the PRESENT tense plus “to,” a.k.a. the “plain form”**)
2. **The past tense** – swam, went, ran
3. **The present participle** – (to be/am/is/are/was/were) swimming, (am...) going, (am...) running (**the “-ing” form**)
4. **The past participle** – (have/has/had) swum, (have/has/had) gone, (have/has/had) run

INFINITIVE FORM

- An **infinitive** is a verb form that follows the word “**to.**” the present form is used to describe an action that is continuing or happening at present or an event that is still in progress.

Noun - To go often is his goal.

Adjective - Her willingness to study results in good grades.

Adverb - The piano is hard to play

PARTICIPLES

- A **participle** is a form of a verb that can be used as part of a **verb**, as an **adjective**, or as a **noun**.

There are two kinds of participles:

1. Present participles end in **-ing**.

2. Past participles usually end in **-ed, -en, -d, -t, or -n**.

Examples: **Present Participle (-ing)**

- John is hoping for a part in the school play.
- Joey will be playing the part of Captain Lewis.
- Cheating can get a student expelled.
- The singing children marched onto the stage.

Examples: **Past Participle (usually -ed, -en, -d, -t, or -n)**

- Beth and Mary have been chosen for the team.
- The boy appeared lost and frightened.
- Liz handled the fight at the bar like a pro because she had taught karate years ago.

PAST TENSE

It is used to express a completed action an activity , or a state of being in the past at the time of speaking or writing

- A **verb** in the **past tense** shows an action that has already happened.
- To use the past tense verb in a sentence correctly, identify **clue words**.
- A **regular verb** in the past tense ends in -ed.
- An **irregular verb** forms the past tense **without** adding -ed.

Tense Change	Regular Verb	Past Tense Form	Example
Add -ed	jump	jump <u>ed</u>	Jill jumped in the pool <u>last</u> night.
If ends in e, add -d	skate	skate <u>d</u>	Jason skated to the park <u>yesterday</u> .

Regular Verbs

REGULAR VERBS

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IRREGULAR VERBS

Tense Change	Irregular Verb	Past Tense Form	Example
Change the vowel	ride	ro <u>d</u> e	I rode my bike to school <u>earlier</u> .
Add/change final letter to (t)	build	buil <u>t</u>	Gabriel built a sand castle <u>last</u> week.

TENSES OF VERBS

- In writing, it is important to be consistent in verb tense usage. There are three basic forms of verb tenses:
 - past,
 - present, and
 - future.
- Simple and Perfect forms of these verbs are also used.

SIMPLE AND PERFECT TENSES

- The simple form of a verb demonstrates an action that has a specific time duration.
- The action has occurred, is going on now, or will happen in the future.

Examples

Simple Past tense:

I jogged to my car and stopped when I got there. The action occurred and ended, and no other events occurred at the same time.

Past Perfect tense:

I had jogged to my car only to realize I forgot my keys in the office.

I jogged to my car and stopped, but another event (realizing I forgot my keys) occurred directly after the first action.

SIMPLE PRESENT TENSE:

I *jog* to my car.

I jog at a certain point in time and stop. No other actions take place at this time.

Present Perfect tense:

I *have jogged* to my car.

I have jogged to my car in the past and the action continues to occur; other actions may take place at the same time.

Future tense:

I will jog to my car.

I will jog to my car in the future. The action will begin and end during a specific time period.

Future Perfect tense:

I will have jogged to my car.

At some point in the future I will jog to my car, and other actions may occur at the same time or after the action.

PROGRESSIVE TENSE

a) Past Progressive

She *was eating* ice cream when her parents came home from work.

Past Progressive: The action happened in the past, and continued to happen when another action occurred.

b) Present Progressive

Your constant encouragement *is helping* me while I go through this difficult time.

Present Progressive: The encouragement is going on at the same time as another action, and continues to occur.

c) Future Progressive

Our professor *will be giving* a test next week.

Future Progressive: The action has not occurred yet, but will occur in the future at a certain point in time.

CONDITIONAL TENSE:

- ❖ If I were in your shoes, I *would study* for the test before taking it. Provided that one condition is true (I am in your shoes), another action will occur (I would study). The action test has not occurred yet, but is going to.
- ❖ If I had a better understanding of the consequences, I *would have thought* more before taking action.
- ❖ This is similar to the above sentence (an action would occur based on a condition), but the action has already occurred and the writer is reflecting back on it.

Source: The Owl at Purdue. (2007). *Verb tenses*. Retrieved on February 25, 2008 from <http://owl.english.purdue.edu/owl/resource/601/01/>

CONSISTENCY OF TENSES

- **Consistency of verb tense** means that all actions in a sentence that happen (or happened) at the same time are in the same tense.
- If all of the actions happen in the present or happen all the time, use the **present tense** for all verbs in the sentence.
- If all of the actions happened in the past, use the **past tense** for all verbs.

CONSISTENCY OF TENSES

- **Inconsistent:** The movie **started** just as we **take** our seats. (The actions both happened at the same time, but *started* is in the past tense, and *take* is in the present tense.)
- **Consistent, present tense:** The movie **starts** just as we **take** our seats. (The actions and verb tenses are both in the present.)
- **Consistent, past tense:** The movie **started** just as we **took** our seats. (The actions *started* and *took* both happened in the past, and both are in the past tense.)

ACTIVE & PASSIVE VOICE

Passive Voice

In the passive voice, **the verb takes an object.**

O V S

- **All men | are loved | by God.**
- **Nests | are built | by birds.**
- **Bones | are eaten | by dog.**

These sentences are in passive voice.

- (a) To stress the action done rather than the doer of the action
- (b) If the doer is unknown
- (c) When it is more convenient

ACTIVE VOICE

- When using the active voice, **the subjects are the ones performing the action.**

S V O

- **God | loves |all men.**
 - **Birds | build | nests.**
 - **Dog | eats | bones.**
-
- In these three sentences the subject does the action. Hence they are in the active voice.

CHANGE OF AUXILIARY VERBS:

Infinitive		To be washed
Simple	present	It is washed.
	past	It was washed.
	future	It will be washed.
	conditional	It would be washed.
Continuous	present	It is being washed.
	past	It was being washed.
	future	It will be being washed.
	conditional	It would be being washed.
Perfect simple	present	It has been washed.
	past	It had been washed.
	future	It will have been washed.
	conditional	It would have been washed.
Perfect continuous	present	It has been being washed.
	past	It had been being washed.
	future	It will have been being washed.
	conditional	It would have been being washed.

CHANGE OF PRONOUNS:

Active Voice	Passive Voice
I	me
we	us
you	you
he	him
she	her
it	it
they	them

RULES FOR CHANGING ACTIVE VOICE INTO PASSIVE VOICE:

The following are rules for changing Active Voice into Passive Voice

1. Identify the subject, the verb and the object: SVO
2. Change the object into subject
3. Put the suitable helping verb or auxiliary verb. In case helping verb is given, use the same. But note that the helping verb given agrees with the object.
4. Change the verb into past participle of the verb.
5. Add the preposition "by"
6. Change the subject into object

EXAMPLES

Active Voice	Passive Voice
I write a letter	A letter is written by me
We must keep the rule	The rule must be kept by us
You bought a book	A book have been bought by you
He closed the window	The window was closed by him
She was writing letters	Letters were being written by her
I had posted a letter	A letter had been posted by me
I do not drink tea	Tea is not drunk by me
She does not eat a mango	A mango is not eaten by her

IMPERATIVE SENTENCES

- If the given sentence in the active voice is in the imperative, to get the passive voice use 'Let'. Hence, Passive Voice = **Let + Object + be + Past Participle**

Active Voice	Passive Voice
Help me	Let me be helped
Open the door	Let the door be opened
Don't eat this fruit	Let not this fruit be eaten
Sing a song	Let a song be sung

INTERROGATIVE SENTENCES

- If the question in the active voice begins with a helping verb the passive voice must also begin with a suitable helping verb. Supposing the question begins with ‘Who or How’ form (what, when, how ...) the Passive Voice must begin with the same

Active Voice	Passive Voice
Are you writing a letter?	Is a letter being written by you?
Is she beating the child?	Is the child beaten by her?
Will you accept the position?	Will the position be accepted by you?
Who broke the window?	By whom was the window broken?
Why did you write such a letter?	Why was such a letter written by you?

PASSIVE TO ACTIVE VOICE

Passive Voice	Active Voice
The thief was finally arrested	The police finally arrested the thief
We were taught grammar	The teacher taught us grammar
My purse has been stolen	Somebody has stolen my purse
The patients were looked after	The doctor looked after the patients
My pocket has been picked.	Someone has picked my pocket.
Our army has been defeated.	The enemy has defeated our army.
I shall be obliged to go.	Circumstances will oblige me to go.

INDICATIVE

Definition: A statement, a fact, or an opinion.

Hint: It Indicates Something

Sentence: I screamed loud at the concert.

IMPERATIVE

Definition: A command

Hint: It is imperative/important that you...

Sentence: Scream your favorite song as loud as you can.

INTERROGATIVE

Definition: Asks a question

Hint: Interrogation Room

Sentence: *Did* you *scream* at the concert?

Subjunctive

Definition: Contrary to reality; a wish or hypothetical

Hint: What if???

In the subjunctive mood, it is not certain. This situation may never happen, unlike in the conditional mood (next slide). It is just a what if!

Uses: if & were, would, should, could, may

Sentence: If I were to scream my loudest, I could severely injure

Conditional

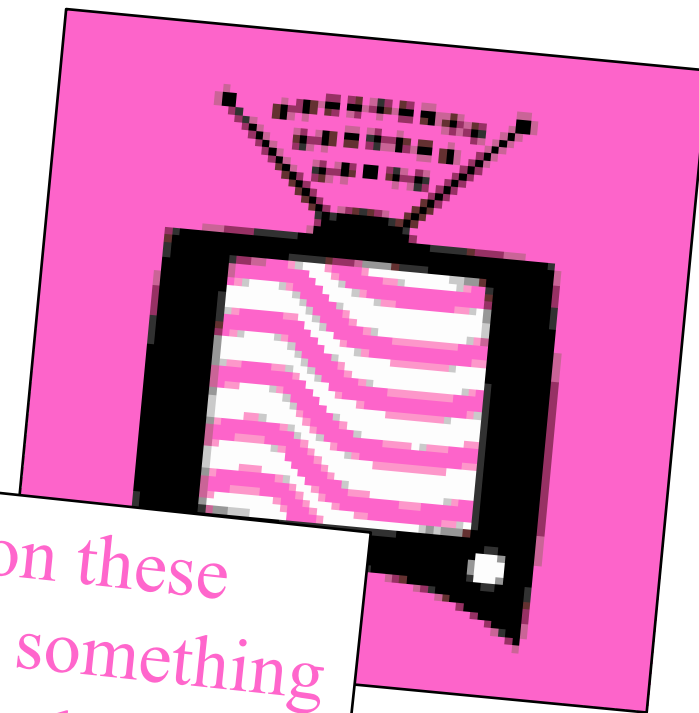
Definition: Depends on something else to happen.

Hint: If this, then that...
Under these conditions...

Sentence: If you scream the loudest, you will be on TV.

Uses: will, shall, can, might

Based on these conditions, something is certain to happen, unlike the subjunctive mood.



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