

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

Course Code: FMSC1/24

Course Name: CONTEMPORARY BUSINESS COMMUNICATION

Course Teacher: Dr. J.GAYATHRI

Email ID: gayajayapal@gmail.com

Unit – III/ Topic: PARTS OF THE SENTENCE

SCHEME OF PRESENTATION

UNIT-III

CONTENTS

- ❖ Simple Subjects and Simple Predicates
- ❖ Complete Subjects and Complete Predicates
- ❖ Compound Subjects and Compound Predicates
- ❖ Order of Subjects and Predicate
- ❖ Complements

Subject and Predicate

Simple

Complete

Compound

Parts of Sentence

Sentences have two parts

SUBJECT

Noun or Pronoun

Answers: *Who or what?*

1. He
2. Autumn leaves
3. The park

PREDICATE

Verb

Answers: *What about it?*

smiles.
twirl gently to the ground.
will have the open gym facilities by
November.

Basics of Sentence:

Sentence Basics - How to break a sentence

- Use a line to separate the subject from the predicate
 - Ask: What does the **subject** do?
 - Answer: **VERB**
 - Draw a vertical line in front of the **verb**.

1. He | smiles.

2. Autumn leaves | twirled gently to the ground.

3. The park | will have the open gym facilities by
November.

Subject

A Complete Subject is...

the noun or pronoun and all the words around it.

- Ex: The cheerful yellow flowers|brighten the front porch.
 - The cheerful yellow flowers = complete subject

Simple Subject

A **Simple Subject** is the main noun or pronoun in the complete subject.

- Ex: The cheerful yellow flowers | brighten the front porch.
 - The cheerful yellow flowers = complete subject
 - flowers = simple subject

Find the Simple Subject within the Complete Subject

Complete Subject
Ex: **My little brother** broke his finger.
Simple Subject

1. His uncle will ask for directions.
2. Those students carried backpacks.
3. Our babysitter is late again.

Compound Subject

A **Compound Subject** is two or more subjects joined by the conjunction *and*.

- Ex: Michael and his teammates are Olympic athletes.
- Ex: Every morning he and the other athletes swim laps.

Break the sentence, then underline the **compound subject**

1. The **necklace** and **bracelet** matched.
2. The **heat** and the **drought** ruined the crops.
3. My **sister** and **brother** planned the surprise party for me.

Compound Predicate

A **Compound Predicate** is Two or more predicates joined by the conjunction and.

- Ex: She worked hard, practiced, and won the championship.

Break the sentence, then underline the **compound predicate**

1. The puppy **rolled** in the **mud** and needed a bath.
2. My uncle runs a **business** and **teaches** piano on the side.
3. I hired Miss Fisher and **fired** Mrs. Cook.

Sentence Complements

Sentence Complements are determined by the verb

Action verbs take certain types of sentence complements

Linking verbs take other types of sentence complements

Sentence Complements can be any one of the following:

- Direct Objects,

- Indirect Objects,

- Predicate Nouns (also called Predicate Nominatives)

- Predicate Adjectives

Complements for Action Verbs

The following are the components for action verb.

Action Verbs will have:

Direct objects

AND

Indirect objects

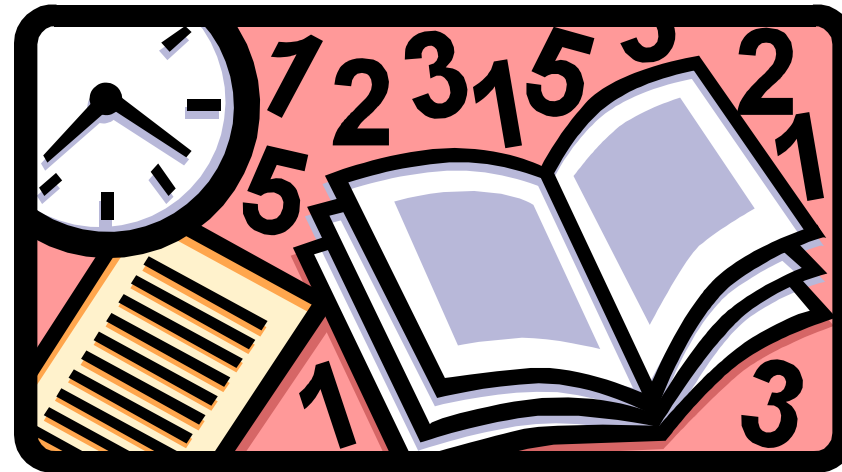
Example:

Mrs. A gave

the class the test.

Direct object: the test

Indirect object: the class



DIRECT OBJECTS

Direct Objects follow an action verb, and they receive the action of the verb

Direct Objects answer who or what after an action verb

In the example,

Mrs. Agave the class test, what did Mrs. A give? The test. So, the test is the direct object in that sentence.

INDIRECT OBJECTS

Indirect Objects follow an action verb, and tell to whom or for whom the action was done.

- ❖ Indirect Objects come before the direct object in the sentence.
- ❖ In order to have an Indirect Object, there must be a direct object.
- ❖ In the example, Mrs. A gave the class the test, to whom or for whom did Mrs. A give the test?? The class. So, the class is the indirect object in that sentence.

Complements for Linking Verbs

- Linking Verbs will have:
Predicate Nouns
OR
Predicate Adjectives
- In the same sentence you cannot have both
Predicate Nouns or Predicate Adjectives.

PREDICATE NOUN

- Predicate Nouns also called as subject
- They will most often follow a form of the verb “to be” or “to become”
- Example:
Mr. B is our principal.

Test for predicate nouns!

Since Predicate nouns rename the subject, they can be interchanged with the subject and the sentence will still say the same thing.

Mr. B is our principal.

OR

Our principal is Mr. B.

PREDICATE ADJECTIVE

Predicate Adjectives describe the subject

They will follow any linking verb

Example:

Mr. C grew angry while driving.

REFERENCES:

- ❖ *Peter Hartley and Peter Chatterton, Business Communication: Rethinking Your Professional Practice for the Post-digital Age, 2015, Routledge.*
- ❖ *G.S.R.K Babu Rao, Business Communication and Report Writing, 2003, Himalaya Publishing House.*
- ❖ *Glencoe Language Arts, Grammar and Composition Handbook, 2002, Glencoe McGraw – Hill.*
- ❖ *Raymond V Lesikar, Marie E Flatley, Kathryn Rentz and Neerja Pande, 2009, Business Communication Making Connections in a Digital World, Tata McGraw Hill Education Private Limited.*
- ❖ *Scot Ober, Contemporary Business Communication, 7th Edition, 2007, Cengage Learning Inc..*
- ❖ *Chaturvedi P. D, & Mukesh Chaturvedi, Business Communication: Concepts, Cases And Applications , 2nd Edition, 2011, Pearson Education.*