

ARROW

PERFECT GRAMMAR

FOR EFFECTIVE COMMUNICATION

BOOK -

1

Padmini Sameeran
M.A.,B.Ed.,M.Phil (English-ELT)



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ARROW PUBLICATIONS PVT. LTD.[®]

C-11 A & B, TSIIC, Moula-Ali, Hyderabad - 500 040.

Ph : +91 91009 99026, 91009 99027

mail@arrowpublicationsindia.com

PREFACE

The new Perfect Grammar series is a set of eight books that aims to introduce grammar items step by step, to help learners speak, read or write English correctly, naturally and effortlessly. The series has a well-designed syllabus at every level which consists of structures most often needed by learners for use in real-life communication.

An inductive approach has been adopted where only one structure or form is presented at a time in a variety of contexts, so that learners move from examples or practice to rules of grammar.

Key Features of the Series

- * Grammar Section with carefully selected grammar items which learners need for use in real-life communication.
- * Presents the grammar items in such a way that learners get to use them on their own as soon as possible.
- * Makes grammar points specific, concrete and understandable.
- * Minimises on use of complicated and vague terms and makes abstract concepts concrete by relating them to realistic contexts.
- * Exercises and activities that pay attention to both form and meaning and teach learners to use the language easily and without hesitation, inside and outside the classroom.
- * Provides constant and repeated review of grammar items at every level for effective learning.
- * Reading passages in every lesson to develop reading and comprehension skills and also to absorb the grammar item taught.
- * Vocabulary Section to help learners know and understand spellings, word formation and use of words.
- * Creative Writing Section to enable learners develop skills of expression in written language.
- * Add-ons at the end of the book for ready reference on some grammar topics.
- * Check Your Progress section with 5 test papers to assess and consolidate learning.
- * Lively illustrations that make concepts clear and easy to understand while enhancing the aesthetic appeal of the books.
- * Teacher's Manual with key and explanatory notes on all grammar items and exercises for better presentation and teaching outcomes.

Perfect Grammar series thus serves to lead the learners in small steps from accuracy to fluency and helps them achieve communicative competence in English. Besides, it motivates and inspires learners to discover the joys of learning English.

We are confident that the Perfect Grammar Series will serve as a helpful and an indispensable companion for both teachers and learners alike.

- Publishers

ABOUT THE PERFECT GRAMMAR SERIES

Perfect Grammar series has been designed in such a way that the learning time available is organised for optimum efficiency. This means that the book at every level has an organised and balanced syllabus. The entire corpus of knowledge has been presented one after the other for gradual, systematic acquisition of language. It also has a carefully planned programme of study that enables learners spend their time on mastering one component of language at a time on their way to acquiring it as a whole.

Organisation of the Series

The series has the following areas covered in a graded manner:

Grammar

- * Introduction to each grammar concept
- * Presentation of the structure in context
- * Grammar points for understanding of the structure
- * Grammar Facts for additional information
- * Exercises for controlled and guided practice to reinforce learning
- * Reading comprehension passages in every lesson based on the grammar concept covered
- * Revision tests to assess and evaluate learning

Vocabulary

- * Vowels and Consonants (clusters, blends) and their Sounds
- * Word Formation (Word families, roots, prefixes and suffixes)
- * Words for Everyday Use (nouns, verbs, adjectives)
- * Homonyms (homographs and homophones)
- * Figures of Speech (idioms)
- * Silent Letters in Words
- * Word Sounds and Spellings
- * Revision Tests to Consolidate Learning

Creative Writing

- * Paragraph Writing / Essay Writing
- * Picture Description
- * Writing Description of People, Places and Things
- * Report Writing
- * Story Writing
- * Letter Writing / Email Writing
- * Precis Writing
- * Note Making / Information Transfer

CONTENTS



I. GRAMMAR	
1. The English Alphabet.....	6
2. Articles - a and an.....	12
3. Nouns - Naming Words.....	15
4. Nouns - One and More than One.....	21
5. Nouns - Gender	26
6. Pronouns - Words in Place of Nouns.....	29
Check Your Progress - I	35
7. Adjectives - Describing Words	36
8. Verbs (to be) - am, is, are.....	40
9. Verbs - Actions We Do.....	44
10. Verbs (to have) - have, has.....	49
11. Verbs - Actions We are Doing Now.....	53
Check Your Progress - II	58
12. Verbs (to be) - was, were	59
13. Verbs - Actions We Did.....	62
14. Verbs - Actions We Will Do	66
15. Adverbs - Adding to Verbs.....	70
16. Prepositions - Words Showing Place and Position	73
17. Conjunctions - Joining Words.....	77
18. Interjections	80
Check Your Progress - III.....	82
II. VOCABULARY	
19. Word Power With Nouns.....	83
20. Word Power With Adjectives	85
21. Word Power With Verbs	87
Check Your Progress - IV	89
III. CREATIVE WRITING	
22. Expressing Yourself	90
23. Writing Sentences	91
24. Writing a Short Paragraph.....	92
25. Making Cards	94
Check Your Progress - V	96

1 THE ENGLISH ALPHABET



The alphabet is a set of letters that we use to show the sounds of a language.

The English alphabet has 26 letters.

We can write each letter of the English alphabet as a 'small letter' or as a 'large letter'.

Large letters are also called 'capital letters'.



Given below are the letters of the alphabet, both small letters and capital letters.

Letters of the Alphabet

Capital Letters

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Small Letters

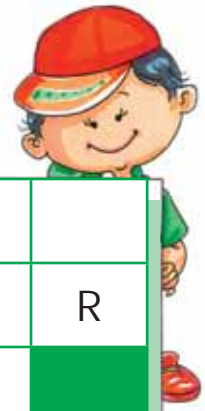
a b c d e f g h i j k l m
n o p q r s t u v w x y z

I. Fill in the blanks.

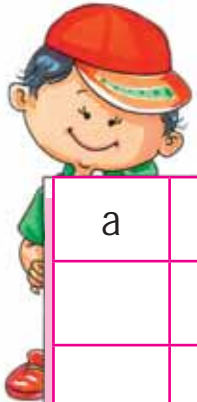
- * My name begins with the letter
- * My father's name begins with the letter
- * My mother's name begins with the letter
- * My brother's / sister's name begins with the letter

The English word
'alphabet' comes
from the Latin word
'alphabetum'.

II. Fill in the missing letters.



A			D		F		H	
	K			N		P		R
S		U			X		Z	



a		c		e			h	
	k		m		o			r
	t			w			Z	

The English
alphabet has 26
letters but 44
sounds.

III. Look at the picture. Circle the letter that begins its name.



i l f



a p l



j q s



k m f



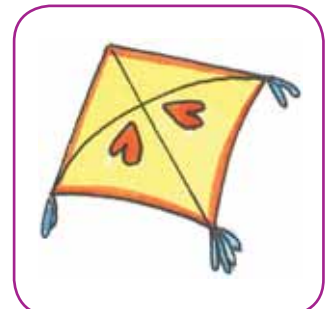
b t o



w c g



z y e



v k d

IV. Circle the word that names the picture.



bus bat



jug jar



car can



king kite



van vase



cow crow

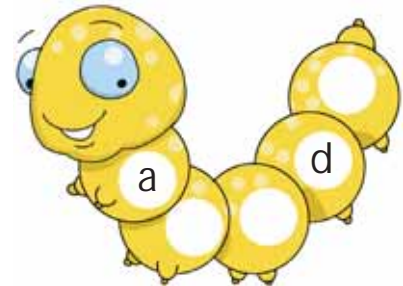
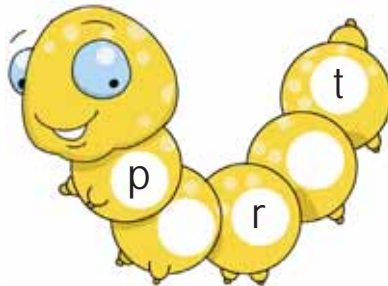
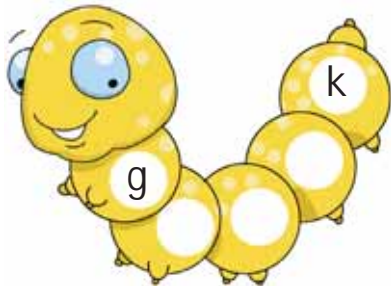


cot cone



tub tube

V. Fill in the missing letters.



VI. Arrange the letters in alphabetical order.

F	C	A	L	→	A	C	F	L
J	E	H	M	→				
T	K	S	P	→				
V	Q	W	Z	→				

VII. Fill in the blanks.

- * The last letter of the alphabet is
- * The letter that comes after 'f' is
- * The letter that comes before 's' is
- * The letter that comes between 'x' and 'z' is

VIII. Match the capital letter with the small letter.

Q

A

G

H

L

R

a

r

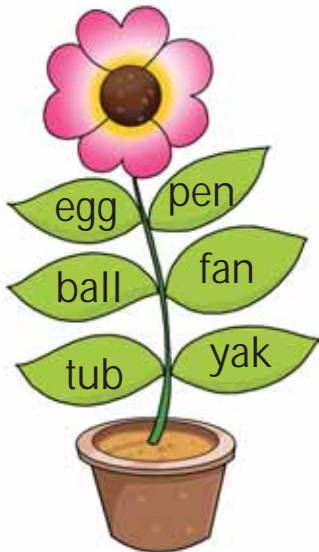
l

q

h

g

IX. This is a 'word plant'. Put the words on the plant in alphabetical order.

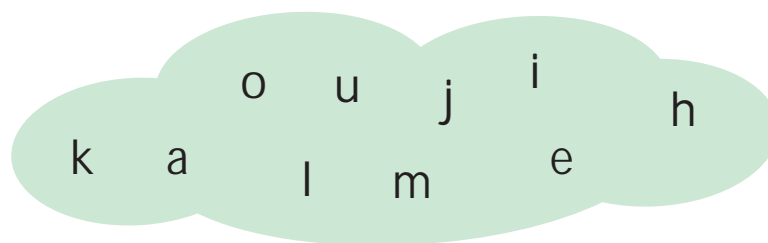


Grammar Points

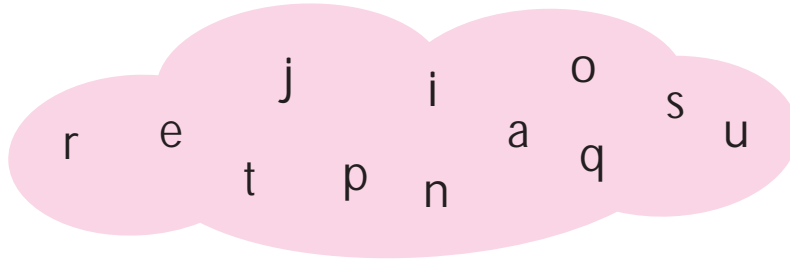
The letters *a, e, i, o* and *u* are called **vowels**.

The letters *b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z* are called **consonants**.

X. Circle the vowels in the set of letters given.



XI. Circle the letters that are not vowels.



The letter y is special.
It can be a vowel or a
consonant.

XII. Circle the vowels in the words given.

1. apple

2. igloo

3. umbrella

4. oven

5. engine

6. aeroplane

XIII. Fill in the missing vowels in the words given.



l c k



f r g



l m p



b r s h



n s t



m n



g t

There is no word in
English without either a
vowel or vowel sound.

XIV. Fill in the blanks with suitable consonants.

1. ox

2. un

3. ate

4. irl

5. og

6. orse

7. oy

8. rain

9. amp

10. ed

11. et

12. ose

XV. Tick (✓) the word in each set which begins with a vowel sound.

1. zebra
 wagon
 apron

2. hippo
 umbrella
 carrot

3. engine
 bike
 banana

4. door
 ice-cream
 fish

5. lion
 mango
 orange

6. plate
 eagle
 crow

XVI. Look at the first letter of each word.

Write v for vowel and c for consonant.

ball

air

pig

fan

Look at the middle letter of each word. Write v for vowel and c for consonant.

fox

bus

hen

owl

Look at the last letter of each word. Write v for vowel and c for consonant.

rat

ape

ink

you



ARTICLES

a and an

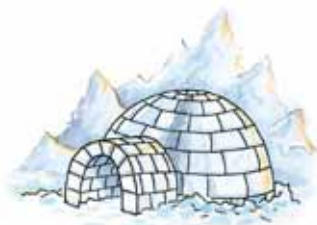
The words 'a' and 'an' are called articles. We use a or an to show any person, any place, any animal or any thing of a group. We also use a or an to show what someone is.



When a word starts with a vowel sound, we should use 'an' before it.



an orange



an igloo

We use **a** or **an** to show things we can count in number.



an umbrella



an octopus



an elephant

When a word starts with a consonant sound, we should use 'a' before it.



a ball



a chair



a toy

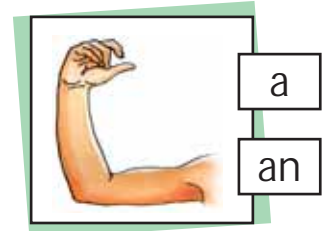
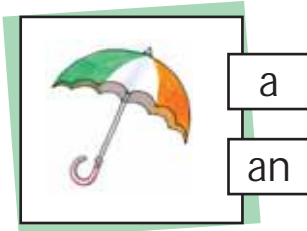
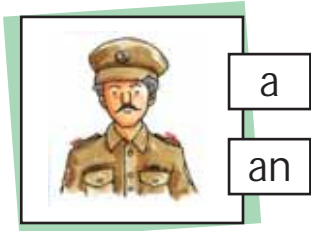
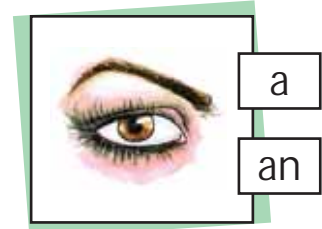
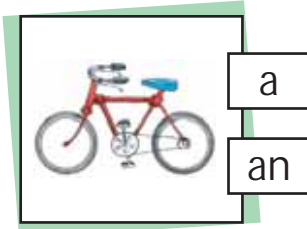
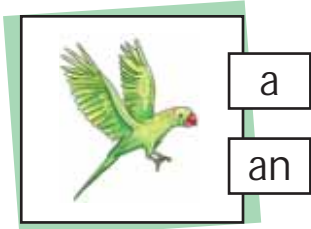


a fish



a horse

I. Tick (✓) the right answer.



II. Fill in the boxes with a or an.



aeroplane



watch



ear



ostrich



flag



insect



kite



balloon

III. Here are the names of some things in the fridge. Add a or an to the names.



..... ice-cream

..... cake

..... apple

..... chocolate

..... egg

..... orange

..... mango

..... apricot

..... juice can

..... bottle of milk

IV. What are the things you see in the park? Add **a** or **an** to the words.



..... bird on tree

..... old man on bench

.....man and woman

..... boy with cap

..... baby in pram

..... girl on swing

..... duck in pond