

GRAMMAR RULES

➤ 1: A Complete Sentence Must Start With a Capital Letter and End With a Period.

A sentence should start with a capital word and end with a full stop, also called a period.

The correct way to write a sentence is:

- I am a professional player.
- I want to buy a new car.
- I will go to school on Monday.

To write a sentence like this: i am a professional player- is wrong.

➤ 2: Follow Sentence Order: Subject-Verb-Object

The order of a sentence is always Subject-Verb-Object. This rule is for positive sentences. For example:

- I am working on a project.
- What are the best shoes for running?
- Together we will win.

➤ 3: For Singular Subject, Use Singular Verb

For a singular subject, there must be a singular verb. For a plural subject, there must be a plural verb. We cannot add subjects and verbs that do not agree with each other.

For example:

- He goes to work daily.
- They were looking for answers.
- Most people hate the summer season.

➤ 4: A Complete Sentence Must Include a Subject (Noun) And a Predicate (Verb/Action).

Any sentence without a verb and subject is incomplete. The object is optional; it will not disturb any rule of grammar.

Examples:

- Parrots talk.
- We walk.

In above example, 'parrots and we' are subjects and 'talk and walk' are predicate.

➤ **5: The only exception of above rule is imperative sentences .These sentences need only predicate because the subject is already understood.**

- Wait!
- Run fast!

➤ **6: Place Adjectives before Noun**

Adjectives come before nouns because it is further explaining the noun. It modifies and describes the qualities of a noun or pronoun.

- He is a handsome man.
- She has very long hair.
- I have a beautiful bag.

➤ **7: An adjective can be followed by a noun if separated by a verb.**

- Her parrot is beautiful.
- My car is red

➤ **8: Follow Correct Order of Adjacent Adjectives in a Sentence**

While using two adjectives together the order should be: [sub adjective – main adjective – noun] or [noun – verb – sub adjective – main adjective].

- She is a nice French lady.
- I am reading a good intellectual book.
- John brought a blue comfortable chair.
- William Shakespeare was a famous English poet.

➤ **9: Collective Nouns Can Be Singular Nouns or Plural Nouns**

We can treat collective nouns as single or plural. There are some nouns that are always treated singularly like; team, crowd, and family. Sometimes they are plural as well like; people, children, or sheep.

Singular Noun

- The team is getting ready to play.
- The crowd is moving forward in a procession.

Plural Noun

- Police play an important role in keeping the peace.
- People are running fast.
- Sheep are grazing the field.

Generally, in BrE (British English) collective nouns are usually treated as plural. On the other hand, in AmE (American English) collective nouns are treated as singular.

- The BBC have 8000 news reporters around the world. (typically BrE)
- The CNN has 5000 news reporters around the world. (typically AmE)

➤ **10: Know the Difference between Contraction and Apostrophe**

Its and it's are two different words. They are often confused with each other, but both have different uses. "Its" is a possessive pronoun while "it's" is a contraction of "it is".

- It's my cellphone.
- The cheetah is on its way to the cave.

The words your and you're are different as well. Here, "your" is a pronoun while "you're" is a contraction of "you are" or "you were".

Example if "you're":

- You're so gorgeous
- You're going to survive this exam

Example if "your":

- Your name is Marry.
- Your father is a good man.

He's can have two meanings; it can either mean "he is" or "he has". People mostly confuse these two, but by reading a sentence their senses can be cleared.

- He's a good boy. (He is)
- He's a very good sense of humor. (He has)

"He'd" can have two meanings as well. These two meanings are "he would" and "he had", we can judge both by their use in a sentence. "Would" is mostly used to represent the future while "had" represents something that happened in the past.

- He'd go to play basketball tomorrow. (He would)
- He'd gone insane at that very moment. (He had)

➤ **11: Proper Nouns Are Always spelled With First-letter Capital**

We always spell proper nouns with the first-letter capital. Proper nouns are; names of a specific thing place or person.

- Tina went to school yesterday.
- I went to eat at French restraint.
- We enjoyed ourselves a lot at Danny's house.

➤ **12: Pronoun I Always Remains Capital.**

The word pronoun "I" always remains capital. We cannot place it as a small alphabet anywhere in a sentence. It will cause a grammatical error.

- I am very hardworking lady.

➤ **13: Always Use Active Voice Sentences.**

Use active voice most of the time. It is a basic rule and can increase the readability of the write-up.

- The cat is eating meat (active).

Passive voice sentences are only used when a writer or a speaker wants to emphasize on the object and he uses object as a subject to emphasize on it.

- Meat is being eaten by the cat (passive).

➤ **14: Use Correct Article.**

Use the indefinite article 'a' and 'an' for non-specific countable nouns in general and the definite article 'the' for specific countable nouns and all uncountable nouns.

- The Mughal Empire had a very long-ruling era.
- A friend in need is a friend indeed
- An apple is a healthy fruit.

➤ 15: Never Use a Double Negative

In English, there are often two ways to express a negative concept: with an affirmative verb, or with a negative verb.

For example, if you want to say there is no luggage in the car, you can say:

- There is nothing in the car.

OR

- There is not anything in the car.

The words 'nothing' and 'anything' deliver same sense, but 'nothing' is used with an affirmative verb, and 'anything' is used with a negative verb.

➤ 16: Use Neither With Nor

When you want to deny both of the choices or options, you use neither as a conjunction for first choice/option to negate/deny and nor for second choice/option to negate/deny. You cannot use neither with or. See the below examples:

- I drink neither bear nor cola.
- Neither snowfall nor cool wind will stop. You have to stay here for the night.

➤ 17: Use Either With Or

Similarly, either and or are used to affirm each of two possibilities or options. You cannot use either with nor.

- Either you can drink cola or you can ask for mango juice. I cannot afford both for you.

➤ 18: Use Oxford Comma/Serial Comma

The oxford comma takes its place before the last item in a series of more than three items. As we know that in list of multiple items, we place conjunction and/or before last item. This conjunction and/or is followed by oxford comma, or in simple words the oxford comma is followed by second last item in a list of three or more than three items.

Examples in sentences

- I like juices of apples, bananas, strawberry, and mangoes.

In above example, the comma after strawberry is an oxford comma.

➤ **19: Words Derived From Proper Nouns Are Also Capitalized.**

Like proper nouns, words derived from proper nouns are also capitalized. As the word Germany is a proper noun and adjective German is derived from it. So, words derived from proper nouns will be capitalized in all cases.

- I love German dairy products.
- My father loves Turkish sweets.

➤ **20: Use the Right Past Form of Verb in a Story.**

When you are writing a story or other piece of writing in past form, stay in past. Do not jump from past tense to present and again to past in a story. Because story has a continue flow and it can happen only in one tense. There is only exception when there is need to quote stated wording, dialogues, or inner thoughts.

➤ **21: Use Definite Article before Superlative Adjective**

Always use definite article 'the' before superlative adjectives before a noun. Look at below examples.

- Josh is the tallest boy in the class.
- Journey on airplane is the fastest way of traveling.

➤ **22: In Question Tags, a Positive Statement is Followed by a Negative Question Tag.**

Question tags are short questions at the end of statements to confirm that something is true or not or to put an emphasis to get a reply from the person we are talking to.

Generally, Q tags are used in speech form. A positive statement is always followed by a negative question tag and a negative statement is always followed by a positive question tag. See below examples.

- He is German by birth, isn't he?
- You aren't happy, are you?

➤ **23: Use of Comma in a List**

Always use comma between a list of more than two words: For Example:

- Jolie bought a pen, an eraser, a notebook, and a bag from bookshop.
- Ali has three cars colored white, black, and sky blue.

➤ **24: Punctuation After Abbreviation**

Always use full stop at the end of abbreviations of first letters e.g. etc. or i.e. If an abbreviation is shortened by using first and last letter, do not put period after it e.g. Mr or Dr from mister and doctor respectively. Some American style put period after contractions and abbreviation shortened by first and last letter.

- Veggies cause weight loss e.g. cucumber, cabbage, lemon, ladyfinger etc. and control blood pressure.
- Dr. Joseph is an experienced dentist. (AmE)
- Mr. Denial was sleeping when we arrived there. (AmE)

➤ **25: Acronym and Initialism Do Not Need Full Stop**

Unlike abbreviations, Acronym and initialism do not need period after them.

- NASA is working to launch a micro-solar based satellite.
- USA stands for United States of America.

➤ **26: Capitalization of Headings/Book Titles**

To Capitalize a title of a book or heading on an article, you will face some different rules according to the writing style you are following. But general rules to capitalize a title/heading are:

- Capitalize the first letter of each and every title.
- Capitalize the last word regardless of what part of speech that is.
- Capitalize all nouns, pronoun and adjectives.
- Capitalize all verbs (even short ones, like is, am are), all adverbs, and phrasal verbs.
- Lowercase articles (a, an, the).
- Lowercase all coordinating conjunctions. (for, nor, or, and, but, yet, so)
- Lowercase subordinating conjunctions shorter than four letters. (e.g. as, if, how)
- Lowercase short prepositions like subordinating conjunctions. (e.g. in, on, at)

Example:

- ‘A Tale of Two Cities’ is my favorite novel.

➤ **27: Know the Difference Between Who and Whom**

WHO refers to the subject, while WHOM refers to the object. See below example to understand it. Use WHO when the word is performing the action and use WHOM when it is receiving the action.

- John was watching movie with Sana.
- Who was watching movie?
- With whom, John was watching movie.