



PENGUIN  
SERIES

# INFINITIVE GRAMMAR

*Step by Step*

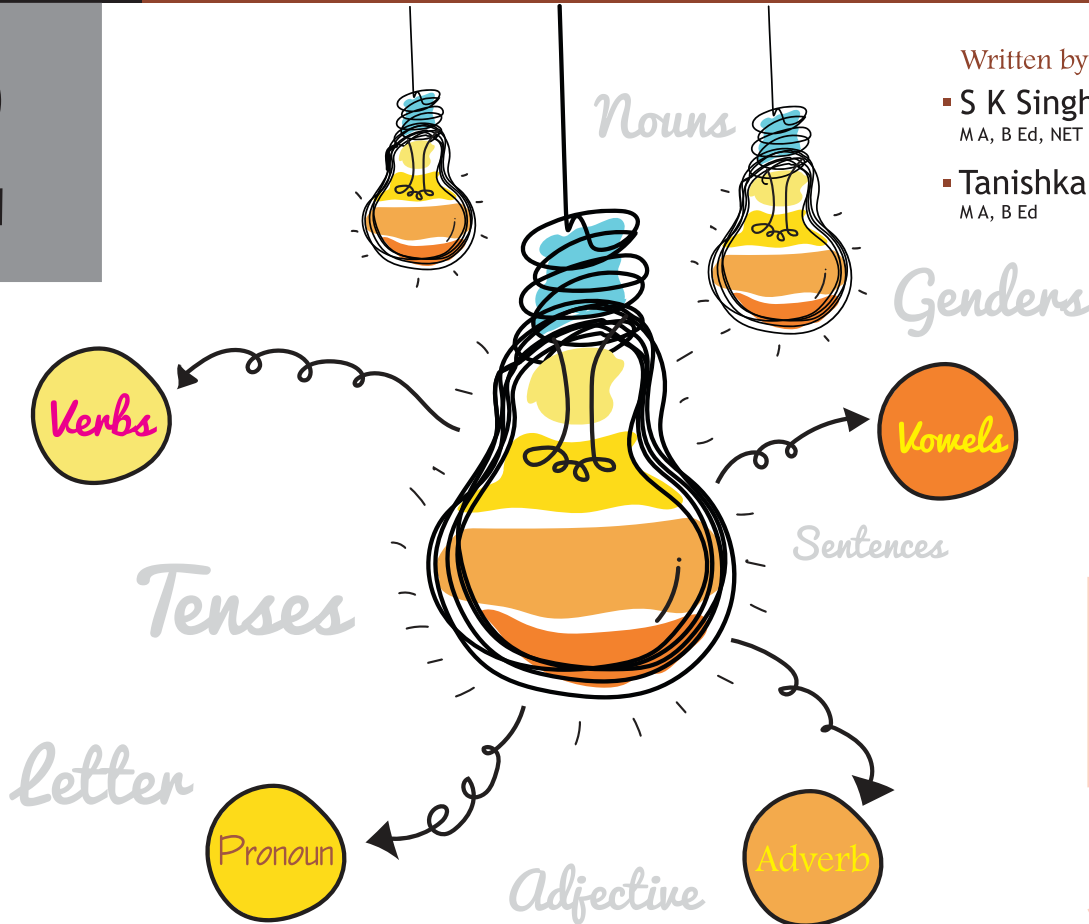
A Complete Book of Grammar & Composition

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# PREFACE

Man chiefly depends on language to communicate with others. There are so many languages in practice in the world. Each language has its own grammar to govern its usage. All languages follow the rules of its grammar. So, grammar is the foundation of any language.

'**Infinitive Grammar Step-by-step**' is a series of five books meant for class 1 to 5. Books of this series serve as a systematic guide to learn English Grammar. The ultimate objective of the series is to equip young learners with basic tools of English language to enable them achieve accuracy in the use of English language.

## SPECIAL FEATURES OF THE SERIES :

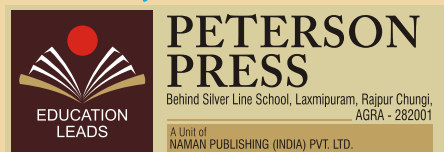
- All books of this series have been divided into different parts i.e. Grammar, Useful Vocabulary, Composition & Comprehension in a systematic way.
- Traditional and modern techniques embodied in the books provide a new perspective to the topics included.
- Step-by-step gradation of topics and clear instructions ensure easy comprehension of concepts and rules.
- Essay Writing and Comprehension passages will expand children's imagination and sharpen their writing skills.
- Activities on conversation foster group-work with enhancing their speaking and listening skills.
- Plenty of exercises based on latest trend provide a wide scope for learning the concepts taught.
- Language used is quite easy giving learners an at home feel and confidence in grasping the basics of English Grammar.

We expect the books of this series will help the students acquire rapid improvement in learning the language skills. We are confident that it will prove to be a valuable aid to the English learning programme.

Any suggestion for further improvement of the series would be cordially acknowledged.

—Author/Publisher

- **Published by :**



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# The Letters and the Word

## The Letters

English Alphabet has twenty six letters. A letter is the smallest unit of language. Letters can be written in two ways :

### Capital Letters



### Small Letters



The letters of the alphabet always follow the same order. This order is called **Alphabetical order**.

The words in a dictionary are arranged in the alphabetical order. A dictionary is a book which gives the meaning of words.

## Vowels and Consonants

Five of the above letters—a, e, i, o, u are called **Vowels**.

The remaining letters of the alphabet are called **Consonants**.

## The Word

When two or more letters are joined together to give some meaning, they form words; example :

go, dog, come, there

Hence, a word is a group of letters joined in a particular order to give a particular meaning.



## Spellings

The correct order of letters in a word is called 'Spelling'.

Look at the table given below :

Group of letters having no meaning			Meaningful word			Changed spelling Changed meaning			Two words having same letters
D	G	O	D	O	G	G	O	D	dog, god
T	P	O	P	O	T	T	O	P	pot, top
A	E	T	T	E	A	E	A	T	tea, eat



A. Arrange these letters in alphabetical order :

1.  p  o  m  a  n  b  s  r

2.  f  z  t  k  w  q  i  j

3.  d  c  h  y  x  u  e  g

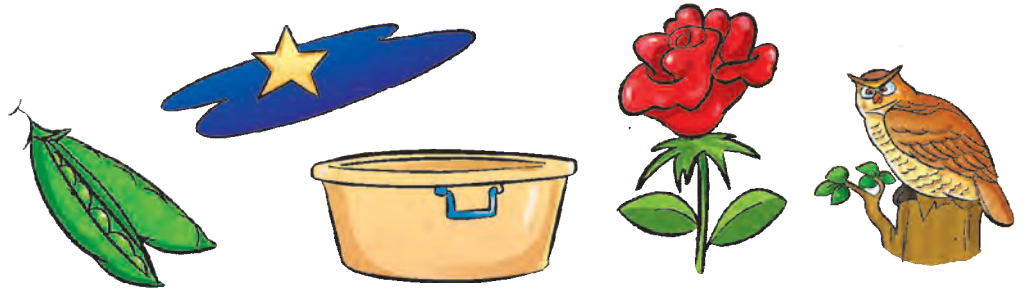
B. Tick (✓) the correct answer :

- How many letters are there in the English alphabet?  
 (a) 13  (b) 26  (c) 24
- Which of the groups of letters is in the alphabetical order?  
 (a) w x y z  (b) z y x w  (c) y w x z
- When two or more letters are joined together to give some meaning, they form :  
 (a) vowels  (b) words  (c) sentences
- The order of letters in a word is called :  
 (a) spelling  (b) words  (c) vowels



C. Look at the pictures and make new words. The first one is done for you :

1. ape    pea
2. rats    \_\_\_\_\_
3. sore    \_\_\_\_\_
4. low    \_\_\_\_\_
5. but    \_\_\_\_\_



D. Write these groups of words in alphabetical order :

1. grapes, orange, apple, mango

\_\_\_\_\_

2. Karim, Gurmeet, Arvind, Tom

\_\_\_\_\_

3. Delhi, Kanpur, Mumbai, Chennai

\_\_\_\_\_

4. Anjana, Madhuri, Salma, Pinki

\_\_\_\_\_

E. You have read about vowels a, e, i, o, u. Now fill in the blanks with correct vowels and make meaningful words :

Animals  
and Birds

g \_\_\_ at

l \_\_\_ on

t \_\_\_ ger

p \_\_\_ rr \_\_\_ t

Fruits

b \_\_\_ n \_\_\_ na

g \_\_\_ ava

gr \_\_\_ p \_\_\_ s

\_\_\_ ppl \_\_\_

Parts of  
Body

f \_\_\_ \_\_\_ t

n \_\_\_ se

h \_\_\_ nd

th \_\_\_ mb

Dresses

c \_\_\_ \_\_\_ t

sh \_\_\_ rt

t \_\_\_ rb \_\_\_ n

p \_\_\_ nts



# Parts of Speech

Words are classified into eight categories. These categories are called as **Parts of Speech**. These are as given below :

## 1. Noun :

Nouns are names of things.

As—doctor, school, umbrella, parrot, honesty.

## 2. Pronoun :

Pronouns are the words used in place of nouns.

As—I, me, we, you, he, she, they, it.

## 3. Adjective :

Adjectives describe the nouns and pronouns.

As—small, beautiful, red, first, brave.

## 4. Verb :

Verbs tell about the action being done.

As—read, pray, count, write, sleep.

## 5. Adverb :

Adverbs tell how things are done.

As—fast, slowly, quickly, well.

## 6. Conjunction :

Conjunctions join words and sentences together.

As—ladies and gentlemen, cups and saucers.

## 7. Preposition :

Prepositions tell about the position of nouns.

As—in, into, on, over, for, to, with.

## 8. Interjection :

Interjections show surprise or pleasure.

As—ah!, bravo!, well done!, alas!.



**Note :** You will learn about these Parts of Speech in the succeeding chapters.



# The Noun

Names given to people, places, animals and things are called **Nouns**. Nouns are also called **naming words**.

Names given to common things like dog, cap, school, doctor are called **Common nouns**.

Special names given to particular persons, places or things, are **Proper Nouns**, such as Rahul, Delhi, Cadbury and Bournvita.

Proper nouns always begin with capital letters.

Look at the following sentences :

1. **Ravi** is my **friend**.
2. **Mumbai** is a big **city**.
3. The **boy** lives in a **house** on **Fort Road**.
4. The **Gateway of India** is in Mumbai.



Note that the words friend, city, boy and house are all common nouns. But **Ravi**, **Mumbai**, **Fort Road** and **Gateway of India** are all proper nouns.

## PRACTICE Activity

A. Tick (✓) the correct answer :

1. Naming words are called :  
(a) nouns  (b) vowels  (c) consonants
2. My sister Neha lives in Delhi near the Lotus Temple. Which of the following is a common noun?  
(a) Neha  (b) Delhi  (c) sister
3. My mother loves to read \_\_\_\_\_ . (Fill proper noun)  
(a) novel  (b) the Ramayana  (c) comics



B. In the following sentences, underline the Nouns :

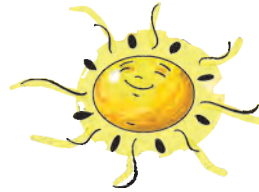
1. A cow gives milk.



2. Bread is made from flour.



3. The sun is in the sky.



4. A dog ran after the boy.



5. Hari wrote a letter.

C. Put these nouns under correct headings :

grapes	farmer	camel	school	shirt	soldier
tiger	park	pencil	player	eagle	hospital

People

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---



---

Animals

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---



---

Places

---



---



---

Things

---



---



---

D. Look at the underlined words. Write (C) for Common Noun and (P) for Proper Noun :

1. David is a good boy.
2. I ate an egg for breakfast.
3. Will we go to Nagpur this year?
4. A dog is man's best friend.
5. Australia is a small continent.

E. Fill in the missing letters to complete the naming words. The pictures will help you :



u \_ br \_ l \_ a ▲



a \_ p \_ e ▲



r \_ s \_ ▲



b \_ o \_ ▲



h \_ n

