

Idioms and Proverbs

Language can get boring at times. Idioms, proverbs and phrases not just add colour and make it more interesting but also make it good for creative presentation.

Idioms and proverbs are used both in written as well as spoken English. These expressions do not make sense literally; instead they have a hidden meaning which you need to familiarize yourself with.

Below is a list of some commonly used idioms and their meanings –

- A hot potato – a recent issue spoken about
- A penny for your thoughts - a way of asking what someone is thinking
- Actions speak louder than words – Judging someone’s intentions by what they do than what they say
- Add insult to injury - to worsen an unfavorable situation.
- At the drop of a hat – instantly
- Ball is in your court - it is up to you to make the next decision or step
- Beat around the bush - avoiding the main topic
- Can't judge a book by its cover - cannot judge something based on appearance
- Cry over spilt milk - when you complain about a loss from the past
- Devil's Advocate - to present a counter argument
- Feel a bit under the weather - feeling slightly ill
- Hit the nail on the head - do or say something exactly right
- Once in a blue moon - happens very rarely
- Picture paints a thousand words – a picture is far more descriptive than words
- Piece of cake – an easy task or activity
- Take with a grain of salt - not to take what someone says too seriously
- Take away your breath – something surprising
- Burn the midnight oil - to work late in the night
- On cloud nine – in happy times
- The other side of the coin -the other point of view

Direct and Indirect Speech

Direct speech is quoting what someone has spoken in exact words. It uses quotation marks to show the words spoken by the speaker.

On the other hand indirect speech conveys the message of the speaker without changing the meaning of the statement using your own words.

Example:

Direct speech: The students said, "We have completed our class work."

Indirect speech: The students said that they have completed their class work.

When changing direct speech into indirect speech few words get changed. Few examples are listed below.

Direct speech	Indirect speech
This	That
These	Those
Here	There
Now	Then
Today	That day
Yesterday	The previous day
Tomorrow	The following day

Verbs

Verbs are action words. A sentence is incomplete without a verb. The verb is said to be transitive if it takes an object.

Example: Mother *asked* **me** to take skates along with me. Here the verb asked takes the object me – therefore it is transitive verb.

On the other hand the verb that doesn't take an object is called an intransitive verb.

Example: They waited for a long time.

Here the verb waited doesn't take any object and therefore is intransitive.

Examples:

Transitive verbs

Renu is going to send me a gift.

The loud thunder woke me up.

Mother baked a cake.

Intransitive verbs

The city has changed a lot since last year.

It rained heavily last night.

Sumer ran for at least a mile.

Kinds of Sentences

A group of words put together that convey a meaning is called a sentence. Sentences begin with a capital letter and end with either a full stop, question mark or an exclamation.

Depending on what a sentence is conveying we can classify them into the following types –

- Declarative sentence
- Imperative sentence

- Interrogative sentence
- Exclamatory sentence

Declarative sentences - These sentences give us information or make a statement. They end with a full stop.

Example: The Sun rises in the East.

I was late to school today.

Imperative sentences – These sentences are either a command or a request. They end with a full stop.

Example: Please close the windows.

Get me the book.

Interrogative sentences – These sentences are questions. They end with a question mark.

Example: Where do you live?

When can I get my books back?

Exclamatory sentences – These sentences express emotions and feeling like joy excitement etc. They end with an exclamatory mark.

Example: Hurray! We won the match.

Nouns

Nouns are words that name people, places, things and animals.

Common noun refers to things, animals, places or people in general.

Example: boy, pan, lion, road, etc

Proper noun identifies a specific person or place.

Example: Joseph, September, Monday, India, etc

Concrete noun refers to people or things that can be seen or touched.

Example: plane, wood, table, etc

Abstract noun refers to ideas, thoughts, qualities or conditions. These things cannot be seen or touched.

Example: hope, respect, heat, etc

Countable nouns include nouns that can be counted.

Example: books, pens, days, etc

Uncountable nouns include all nouns that cannot be counted.

Example: Bread, baggage, chocolate, money, etc

Collective nouns refer to a set of things put together.

Example: A flock of sheep
A band of musicians
A cluster of stars

Adjectives

Adjectives are words that give us more information about the noun or pronoun. They tell us about its size, number, quality etc.

There are six types of adjectives.

1. Adjective of quality
2. Adjective of quantity
3. Adjective of number
4. Demonstrative adjective
5. Interrogative adjective
6. Possessive adjective

Adjective of quality tells us what sort of person or thing is.
Example: It is a long **bridge**.

Adjective of quantity tell us the measure or extent of a thing.
Example: The sugar is not **enough** for the recipe.

Adjective of number tells us the quantity or order of a thing.
Example: The **last** person to enter the class was me!

Demonstrative adjective directs towards the person or thing.
Example: **These** books are not mine.

Interrogative adjectives are question words. They are followed by the noun or pronoun in question.
Example: Whose bag pack is this?

Possessive adjectives show belongingness.
Example: Her house is in front of the park.

Voice

A sentence has two parts, subject and predicate.

The subject of the sentence refers to the person or thing performing the action.

A sentence is said to be in active voice when the subject of the sentence is performing the action.

Example: Renu is writing a letter.

A sentence is said to be in passive voice when the subject of the sentence has something done to it by someone or something.

Example: A letter is being written by Renu.

Examples:

Active voice: The teacher will give you instructions.

Passive voice: The instructions will be given by the teacher.

Active voice: The students are reading a book.

Passive voice: A book is being read by the students.

Active Voice: The two countries are waging a war.

Passive Voice: A war is being waged by the two countries.

Active voice: The Koala is carrying its baby on its back.

Passive voice: The baby is being carried on its back by the Koala.

Tenses

Tenses tell us the time of occurrence of an event. The three types of tenses are – present, future and past.

The verb in a sentence enables us to identify the tense.

The given table is a guide for changing the verb forms

	Sub types of tenses			
	Simple	Continuous	Perfect	Perfect Continuous
Present	I write	<i>Verb+ing</i> I am writing	Have + verb I have written	Have+been + verb+ing

				I have been writing
Past	He wrote	He was writing	He has written	He has been writing
Future	She will write.	She will be writing.	She will have written.	She will have been writing.

Now try writing a few sentences using the following verbs –

Run
Cook
Play
Sleep
Visit
Go
Meet

Prefix and Suffix

A group of letters added to the base word either in the beginning or towards the end changes the meaning of the word.

When the letters are added before the base word then it is called 'prefix'.

Example: un + healthy = unhealthy

When the letters are added towards the end of the base word then it is called 'suffix'.

Example: appoint+ ment = appointment

Few common examples are listed below -

Prefix

Antibiotics
Antioxidant
Autoimmune
Benign
Bipolar
Circumference
Concurrent
Contradict
Degenerate
Disadvantage

Suffix

Volunteer
Teacher
Probability
Movement
Kindness
Ownership
Natural
Honorary
Beautiful
Organic
Creative

Conjunctions

Conjunctions are words that bring together words and phrases. They enable us to add details in a sentence and write more than just a simple sentence.

They are used to write compound and complex sentences.

The Acronym FANBOYS will help you remember the commonly used conjunctions.

F – for

A – and

N – nor

B – but

O – or

Y – yet

S – so

Example: John put a book, pencil case, colours and snacks in his school bag.

I wanted to go to the market but it is raining.

Have you received your parcel yet!

Pronouns

Pronouns are words that replace the noun in a sentence.

Example: he, she, it, they, them, etc

The pronouns are classified into the following types –

- Personal pronouns (he, she, him, her, they, them, etc)
- Possessive pronouns (mine, yours, his, hers, its, etc)
- Reflexive pronouns (herself, myself, himself, itself, etc)
- Relative pronouns (Which, who, whom, whose, etc)
- Demonstrative pronoun (that, those, these, none, etc)

Examples:

He is **my** friend. (Personal pronouns)

Its Reena's book. (Possessive pronoun)

I will do the work **myself**(Reflexive pronoun)

The people **who** came yesterday were journalists. (Relative pronoun)

That is her house. (Demonstrative pronoun)

Reading

Given below is a format of report writing. You may practice writing a report using the one given here.

Report Writing

Community service - A Step Towards Being Socially Responsible
-By Vani/Vivek
1st Para- Introduction- Includes the '5 Ws' namely, WHAT, WHY, WHEN and WHERE along with WHO was invited as the Chief Guest.
2nd Para- Account of the event in detail- The proper sequence of events that occurred along with their description. It is the main paragraph and can be split into two short paragraphs if

required.

3rd Para- Conclusion- This will include the description of how the event ended. It may include quote excerpts from the Chief Guest's speech or how did the event wind up.

Writing

NOTICE WRITING

LAKEVIEW ACADEMY, HYDERABAD	
19th April, 2020	NOTICE
SCIENCE EXHIBITION	
1 Para – 50 words/ Can also be written in the format	
Date:	
Time:	
Venue:	
Name	
Designation	

DIARY ENTRY

2nd July, 2020
Thursday
Time
Dear Diary

