**>>>** Unit

1

## You Should Know!

## **Basics of English Language**

# smalls & CAPITALS (English Alphabet)

English language has 26 letters in its alphabet. Each letter can be written as a 'small letter' or as a 'large letter'. Large letters are also called 'capital letters' or 'capitals'.

Small letters are sometimes called 'lower case' and large letters 'upper case'.

A	В	С	D	Е	F	G	Н	I	J	K	L	M	CAPITAL
													LETTERS
a	b	С	d	е	f	g	h	i	j	k	1	m	small
n	0	p	q	r	S	t	u	v	W	X	У	Z	letters

## **Grammatical Terms of English Language**

#### Sentence

A sentence is a group of words that conveys some meaning. It means a sentence consists of words, but not every string of words constitute a sentence, as we can see in the following example:

(a) To he market goes.

A possible analysis is that if we look at this example we know the meaning of the individual words, but the sequence as a whole does not make sense or does not convey any meaning. So we cannot consider this structure a sentence. Thus, we can affirm that if a sequence of words is to constitute a sentence, it must be meaningful; for instance:

(a) He goes to market.

### Subject

The subject is the person or thing 'performing' the action. The noun, pronoun or

group of words act as a noun that performs the action indicated in the predicate of the sentence or clause.

#### **Predicate**

Basically, it is the rest of the sentence or clause other than the subject. It usually has a verb and thus indicates some action, but may have other functions such as modifying the subject. What is said about the subject is called 'predicate'.

#### **Declarative Sentence**

A declaration is a statement or observation that states an idea. Narrative and descriptive passages are written using declarative sentences, for instance:

- (a) I did not abuse him.
- (b) We warned him.

#### Comprehensive English Grammar & Composition

#### **Interrogatives**

Questions are interrogatives. Grammarians like to use jargon, while telling writers to avoid it, so we have to deal with words like interrogative.

- (a) Have you taken your lunch?
- (b) Did you complete your work?

#### **Imperatives**

Imperatives are command, request, advice or emergency pleas.

- (a) It is imperative that you leave today.
- (b) Go there.
- (c) Please, open the door for me.

#### **Exclamations**

Most exclamations stand alone, making for very short sentences. Sentences can be exclamations, if they contain a strong emotion or opinion.

(a) Wah! (b) W

(b) Wow! What a great fall.

#### **Sentence Complements**

A sentence complement is a word or phrase adding meaning to the subject or verb. A complement clarifies the sentence. Complements usually appear after the simple predicate verb in a sentence, forming the complete predicate. Simply remember that complements complete predicates.

### **Direct Objects**

These are objects, which receive directly the actions described by the verbs. A direct object answers the question 'Who or What?' and is being acted upon by the subject of a sentence.

### **Indirect Objects**

In addition to taking direct objects, some verbs also take indirect objects. In the following examples, the direct objects are printed in bold type, and the indirect Objects are underlined. An indirect object answers "To/For Whom/What?" Indirect objects usually refer to living things.

- (a) She gave the child a pen.
- (b) He sent the man the information.

#### Clause

Clause is a group of words that forms part of a sentence and contains a subject and a finite verb. A clause contains both a subject and a predicate.

#### **Principal Clause**

An independent clause has a subject and a finite verb. It can stand alone as a sentence. The independent clause is a short sentence.

**Subordinate Clause** A subordinate clause modifies the sentence by acting as an adjective, adverb or noun. Usually a dependent clause is introduced by a subordinate conjunction.

#### **Phrase**

A phrase is a group of words, without subject a verb or a complete thought. For example, red tapism, ins and outs, hand in gloves, etc.

### Simple Sentence

The most basic type of sentence is the simple sentence, which contains only one clause with one finite verb. A simple sentence, contains a subject and a verb (finite), and it expresses a complete thought.

#### **Compound Sentence**

A compound sentence is a sentence formed by two or more independent clauses.

#### **Complex Sentence**

A complex sentence has an independent clause joined by one or more dependent clauses. Unlike a compound sentence, however, a complex sentence contains clauses which are not equal.

Look at the following example

(a) Do you know that Smt. Indira Gandhi was the first lady Prime-Minister of India?

### **Parts of Speech**

Traditional grammar classifies words, based on eight parts of speech. These are: verb, noun, pronoun, adjective, adverb, preposition, conjunction and interjection. Each part of speech explains not what the word is, but how the word is used. In fact, the same word can be a noun in one sentence and a verb or an adjective in the next.

### Colloquial

Colloquial means conversational, informal, everyday, casual, familiar, etc.

### Cognate Object

Some verbs take an object after them that are similar in meaning to the verb. Such objects are called cognate objects, For example, :

- (a) He **sighed** a deep **sigh**.
- (b) Our army fought a fierce fight.

In the above sentences the verbs and the objects, (cognate) are in bold letters.

#### Syllable

A syllable is a part of a word that contains a single vowel sound and that is pronounced as a unit. So, for example, 'book' has one syllable, and 'reading' has two syllables.

One syllable word: run, sit, come, go, my, he, etc.

Two syllable words: Mon-day, four-teen, fa-ther, Sun-day, etc.

Words with more than two syllables: won-der-ful, beau-ti-ful, de-mo-cra-cy, im-po-ssi-ble.

#### Slang

Slang consists of words, expressions and meanings that are informal and are used by the people who know each other very well and are quite familiar with one another. (Generally abusive language).

#### Tense

Tense is that form of a verb which shows not only the time of an action but also the state of an action or event.

## **Sequence of Tense**

The sequence of tenses are the principles which govern the tense of the verb in subordinate clause vis-a-vis the tense of the verb in a principal clause. The rules which determine the tense of the sub-ordinate clause, if the tense of the principal clause is present or past or future, are studied under the Sequence of Tense.

#### Noun

A noun is a word used as name of a person, place or thing. Types of noun are following:

- (1) **Proper Noun** Proper noun refers to the name of a person, place or thing. For example, Ram, Delhi, Nike, etc.
- (2) Common Noun A common noun refers to persons, things or places of the same kind or class, For example, king, boy, girl, city,
- (3) **Collective Noun** A collective noun is the name of a group of persons or things taken together and spoken of as a whole, as unit. For example, team, committee, army, etc.

(4) Abstract Noun Abstract noun in general refers to the quality, action or state that cannot be seen but expressed as ideas or feelings, for example, honesty, bravery (quality), hatred, laughter (action), poverty, young (state), art, etc.

#### The Noun Case

The relation of noun with other words in a sentence is determined by its case.

- (1) **Nominative Case** When a noun is used as subject of the verb in a sentence, it is nominative case.
- (2) **Objective Case** When a noun is used as an object of the verb in a sentence, it is objective case.
- (3) Nominative of Address When a noun is used to address, it is nominative of address.
  - (a) Boys, don't make a noise.
  - (b) Harish, wait for me. In the above sentences, boys and Harish are nominative of address.
- (4) **Case in Apposition** If two nouns referring to the same person or thing are in apposition, one is placed immediately after the other, with no conjunction joining them. For example,
  - (a) Her father, Naresh Chandra, left home three months ago.

### Conjunction

A conjunction is a word that joins words or sentences together. It is also called a joiner, a word that connects (conjoins) parts of a sentence.

#### Adverb

An adverb is that word in a sentence which modifies the meaning of verb or adjective or another adverb or adverbial phrase.

#### Pronoun

Generally, but not always, pronouns stand for (pro + noun) or refer to a noun, an individual or individuals or things or thing (the pronoun's antecedent) whose identity is made clear earlier in the text.

### **Preposition**

Preposition is a word placed before a noun or a pronoun, which denotes the relation, the person or thing referred to, has with something else.

#### 4 <<

A preposition is followed by a noun. It is never followed by a verb.

#### **Subject-Verb Agreement**

The verb must agree with its subject in number and person. For example,

- (a) A kite flies.
- (b) Birds fly.

#### **Weak Verbs**

Verbs which require -ed, -d or -t to be added to the present tense to form the past are called 'weak verbs'. They are also called 'regular verbs'.

Present	Past	Past Participle
sell	sold	sold
burn	burnt	burnt
think	thought	thought
lend	lent	lent
talk	talked	talked
live	lived	lived

#### **Strong Verbs**

Verbs that form their past tense by merely changing the vowel in their present form, without adding and ending are called 'Strong Verbs'. As...

Present	Past	<b>Past Participle</b>		
abide	abode	abode		
bear	bore	borne		
become	became	become		
find	found	found		
see	saw	seen		
go	went	gone		
come	came	come		

These are also called irregular verbs.

#### **Inchoative Verbs**

The term inchoative verb is used for a verb that denotes the beginning, development or final stage of a change of condition.

Some of these verbs are:

- get, became, grow, etc.
- (a) My father is getting weaker.
- (b) It is getting dark.

#### Transitive Verbs

Transitive verbs take objects. These verbs carry the action of a subject and apply it to an object. They tells us what the subject (agent) does to something else (object).

#### **Intransitive Verbs**

Intransitive verbs do not take an object, they express actions that do not require the agents doing something to something else.

#### **Linking Verbs**

A linking verb connects a subject to a subject complement, which identifies or describes the subject.

The following sentences are descriptive, using linking verbs:

- (a) The house is green.
- (b) The house **was** white, until we painted it.

In the above sentences bold letters are linking verbs.

#### Causative Verbs

Causative verbs show that somebody or something is indirectly responsible for an action. The subject does not perform the action itself, but causes someone or something else to do it instead. For example, :

- (a) I made her sing a song.
- (b) I made him polish my shoes.

#### **Modals**

Modal auxiliaries are special auxiliary verbs that express the degree of certainty of the action in the sentence, or the attitude or opinion of the writer or speaker concerning the action. These are verbs which help other verbs to express a meaning. It is important to note that 'modal verbs' have no meaning by themselves.

#### **Non-Finites**

Non-finite verb forms are those that do not show number (they are not singular or plural) or tense (they do not make the sentence past or present).

Non-finites are of three kinds:

- 1. infinitive 2. gerund 3. participle
- (1) **Infinitive** In grammar, the infinitive is the form of a verb that has no inflection to indicate person, number, mood or tense. Infinitives are also defined as 'to + base' form of the verb.
- (2) Gerund Gerund is that a form of verb that ends in 'ing' and has the force of a noun and a verb.
- (3) **Participle** A participle is a non-finite verb, called a 'verbal adjective', which means that

**>>>** 5

it has characteristics of both verbs and adjectives. Since they function as adjectives, participles modify nouns or pronouns. A participle most often ends in -ing or -ed.

#### **Unattached or Dangling Participle**

A participle is a verbal adjective, so it must be attached to some noun or pronoun. It means it must have a proper subject of reference. If the participle is not attached to some noun or pronoun it is called dangling participle.

#### Inversion

Certain adverbs and adverb phrases, most with a restrictive or negative sense, can for emphasis be placed first in a sentence or clause and are then followed by the inverted (*i.e.*, interrogative) form of the verb. It is called inversion.

#### Synonym

A synonym is a word or expression which means the same as another word or expression.

The term 'industrial democracy' is often used as a synonym for worker participation.

#### Antonym

The antonym of a word is a word which means the opposite. 'day' and 'night' are antonyms.

#### Heteronym

A heteronym is a word that has the same spelling as another word but with a different pronunciation and meaning. These words are sometimes also called homographs.

### **Autograms**

A self-referencing sentence describes itself. For example, 'This sentence has five words.' An autogram is a self-referencing sentence that describes its letter content.

### Contronym

The word contronym (also, synonym or antagonym) is used to refer to words that, by some freak of language evolution, are their own antonyms. Both contronym and antagonym are relatively recent neologisms. However, there is no alternative term that is more established in the English language.

- (a) fast—quick, unmoving
- (b) fix—restore, castrate

#### **Palindrome**

A palindrome is a word or sentence that reads the same forward as it does backward. The words a and I are perhaps the simplest and least interesting palindromes. The word 'racecar' and the name 'Hannah' are more interesting and illustrative.

#### **Palingram**

A palingram is a sentence in which the letters, syllables or words read the same backward as they do forward. The sentence, 'He was, was he?' is a word palingram, because the words can be placed in reverse order and still read the same. The sentence, 'I did, did I?' is not only a word palingram but also a letter palingram (or palindrome) as well.

#### **Pangram**

A pangram is a sentence that contains all letters of the alphabet. Less frequently, such sentences are called 'holalphabetic sentences'. For example,

(a) The quick brown fox jumps over a lazy dog.

### **Eponym**

An eponym is someone or something whose name is or thought to be the source of something's name (such as a city, country, era or product). Xerox is a brand of photocopy machine. But this word has also been since adopted to refer to any brand of photocopy machine and, moreover, also employed as a verb to describe the act of photocopying.

#### **Adjunct**

An adjunct is a word or group of words which indicates the circumstances of an action, event or situation. An adjunct is usually a prepositional phrase or an adverb group.

#### Contraction

A contraction is a shortened form of a word or words.

- (a) It's (with an apostrophe) should be used only as a contraction for 'it is'.
- (b) Can't is the contraction form of cannot.

## **Elementary Questions About English Language**



### Q. 1 How many words are there in the English language?

**Ans.** About a million, may be more.

It is difficult to calculate the exact number of words. If we include all scientific nomenclature, this could easily double the figure. For example, there are apparently some one million insects already described, with several million more awaiting description. The two largest dictionaries—the Oxford English Dictionary and MCerriam Webster's Third New International Dictionary—each include around half a million words.

## Q. 2 What is the longest word in the dictionary?

**Ans.** It might be supercalifragilistic-expialidocious (which appears in the Oxford English Dictionary), unless we want to count names of diseases (such as pneumonoultramicrosco-picsilicovolcanoconiosis, defined by the Oxford English Dictionary as 'a factitious word alleged to mean' a lung disease caused by the inhalation of very fine silica dust, but occurring chiefly as an instance of a very long word), places (such as air pwllgwyngyll go gery chwyrnd robwlll Lantysiliogogogoch, a village in Wales), chemical compounds (apparently there is one that is 1,913 letters long) and also a few words found only in Joyce's Finnegans Wake.

Other famous words sesquipedalian: antidisestablishmentarianism (opposition to the disestablishment of the Church of England), floccinaucinihilipilificationhonorificabilitudinitatibus (Which appears in Shakespeare's Love's Labour's Lost, and which has been cited as [dubious] evidence that Francis Bacon wrote Shakespeare's plays).

## Q. 3 What does 'floccinaucinihilipilification' mean?

Ans. It means 'the estimation of something as worthless.'

But it is usually used only as an example of a very long word, considered to be the longest. The Oxford English Dictionary labels it 'humorous' and gives the following citations for it.

I loved him for nothing so much as his floccinaucin ihilipilification of money. —William Shenstone'

They must be taken with an air of contempt, a floccinaucinihilipilification of all that can gratify the outward man.—Sir Walter Scott, Journal

### Q. 4 What does 'pneumonoultramicro-scopicsilicov olcanoconiosis' mean?

**Ans.** It is defined by the Oxford English Dictionary as 'a factitious word alleged to mean "a lung disease caused by the inhalation of very fine silica dust" but occurring chiefly as an instance of a very long word.'

## Q. 5 How can I figure out what a Roman numeral stands for?

#### Ans. Conversion Table

1 = I	2 = II	3 = III
4 = IV	5 = V	6 = VI
7 = VII	8 = VIII	9 = IX
10 = X	20 = XX	30 = XXX
40 = XL	50 = L	60 = LX
70 = LXX	80 = LXXX	90 = XC
100 = C	500 = D	1000 = M

You should add the numbers together if numbers of the same size are placed next to each other or if a smaller number is placed to the right of a larger number. For example, :

$$II = 2$$
,  $III = 3$ ,  $VI = 6$ ,  $VIII = 8$ ,  $XX = 20$ ,  $XXI = 21$ ,  $CC = 200$ 

**»** 7

You should subtract the smaller number from the larger if a smaller number is placed to the left of a larger number. For example, :

IV = 4, IX = 9, XL = 40, CD = 400, CM = 900

Sometimes you are to perform both operations. For example,

XIV = 14, XIX = 19, XXIV = 24, XCI = 91, XCIX = 99, MCM = 1900, MCMXLVII = 1947, MCML = 1950, MCMLXVIII = 1968

### Q. 6 Does bimonthly mean twice a month or every two months?

**Ans.** Every two months (usually).

Bi-means 'two', so bimonthly means 'happening every two months'—but it also means 'happening twice a month'. Another word for the latter is semimonthly.

### Q. 7 What is a linking verb?

**Ans.** A linking verb is usually a form of 'be' or 'seem' that identifies the predicate of a sentence with the subject.

Example 'Achilles is a lion.'

'Is' links Achilles with lion, indentifies Achilles with a lion. Achilles is the subject of the sentence and is a lion is the predicate.

A linking verb is also called a copulas.

## Q. 8 What is ambiguity in writing?

Ans. Ambiguity in writing means when its meaning cannot be understood by its context.

Ambiguity may be introduced accidentally, confusing the readers and disrupting the flow of reading. If a sentence or paragraph jars upon reading, there is lurking ambiguity. It is particularly difficult to spot one's own ambiguities. It is strongly recommended that one should let another person read one's writing before submission for publication.

### Q. 9 What is redundancy in writing?

**Ans.** The use of language that can be eliminated without incurring a loss of meaning, is called redundancy in writing. Redundancy in writing usually comes from these sources: Wordy phrases.

**Example** 'in view of the fact that' instead of 'since' or 'because'. Employing obvious qualifiers when a word is implicit in the word it is modifying.

**Example** 'completely finish.' If you have incompletely finished something, you haven't finished it at all.

Using two or more synonyms together.

Example 'thoughts and ideas.'

## Q. 10 What is the difference between its and it's?

**Ans.** Its is the possessive form of it. It's is a contraction of 'it is' or 'it has'.

#### **Examples**

- (a) It's a common mistake.
- (b) The boat has a hole in its hull.

The confusion arises from the dual function of the's ending, which can indicate either possession or contraction, as in: John's Pizzas are the best ('The Pizzas which are John's—that is, in that he makes them—are the best'); John's going to have to buy some more files soon (='John is going to have to buy some more files soon'). However's is never used to indicate possession in pronouns. We do not write hi's (instead of his).

## Q. 11 What is the difference between i.e. and e.g.?

**Ans.** i.e. means 'that is' (to say). e.g. means 'for example',

#### 8 <<

i.e. is an abbreviation for Latin id est, 'that is.' e.g. is for exempli gratia, 'for the sake of example.' So you can say, 'I like citrus fruits, e.g., oranges and lemons' or 'I like citrus fruits, i.e. the juicy, edible fruits with leathery, aromatic rinds of any of numerous tropical, usually thorny shrubs or trees of the genus citrus.'

## Q. 12 What is the difference in usage of 'like' vs 'as'?

**Ans.** The rule is 'as' comes before a clause.

If the word is followed by a clause, a group of words with both a subject and a verb, use as : He liked the restaurant, as any gourmet would.

If no verb follows, choose like: He walks like a platypus.

However, in casual usage, like is gaining steadily as in 'He tells it like it is, or 'She eats ice cream like it's going out of style.' The informal use of like to introduce a clause is fine in conversation or casual writing, but to be grammatically correct, remember 'as comes before a clause' rule.

## Q. 13 What is the difference between 'there' and 'their'? 'Your' and 'you're'? How can I remember these?

**Ans.** 'Their' and 'your' are possessive forms used as modifiers before nouns. They basically mean: 'belonging to them' and 'belonging to you', respectively. You're is a contraction of 'you are: 'You're doing fine.'

## Q. 14 What is the only word in the English language that has three consecutive sets of double letters?

**Ans.** Bookkeeper. Also bookkeeping. If you are willing to accept a hyphenated word, sweet-toothed is another.

## Q.~15 What is the difference, if any, between using 'once in a while' and 'once and a while'?

Ans. These two idioms mean the same thing—occasionally. The latter, might well have grown up as a misunderstanding of 'once in a while' or a confusion of that phrase and 'once and for all'. Use 'once in a while'.

## Q. 16 What is the rule for determining whether or not to write out a number as a word?

Ans. In general, write out the first nine cardinal (1-9) numbers; use figures for 10 and above.

In general, write out the first nine cardinal (1-9) numbers (except for address numbers 2–9, dates, decimals, game scores, highways, latitude/longitude, mathematical expressions, measurement/weight, money/financial data, percentages, proportion, scientific expressions, statistics, technical expressions, temperature, time, unit modifiers, votes and numbers not written out in a proper noun) and any number that begins a sentence. Use figures for 10 and above. The first nine ordinal (1st-9th) numbers are usually written out, especially when describing order in time or location.

#### Q. 17 What is the word meaning 'to throw out of a window'?

Ans. Defenestrate: Its roots are Latin de-, 'out of' and fenestra, 'window'.

Defenestration is the noun form of the word. It is also a computing jargon term for 'the act of exiting a window system in order to get better response time from a full-screen program' or 'the act of discarding something under the assumption that it will improve matters' or 'the act of dragging something out of a window (onto the screen)'. source: Jargon File.

## Q. 18 What is the plural of virus?

Ans. Viruses.

It is not viri or (which is worse) virii. True, the word comes directly from Latin, but not all Latin words ending in -us have -i as their plural. Besides, viri is the Latin word for 'men' (plural of vir, man, the root the English virile). There is in fact no written attestation of a Latin plural of virus.

## Q. 19 What one English word ends in 'mt'?

Ans. There are five words ending with mt—daydreamt, dreamt, outdreamt, redreamt, undreamt.

## Q. 20 Can I use 'and' (or 'but', etc.) at the start of a sentence?

Ans. Yes.

The old 'rule' that we should not begin a sentence with a conjunction (and or but) has actually gone by the wayside these days. Occasionally, especially in casual writing, you can begin a sentence with 'and' or 'but'. These words are mainly used to join elements within a sentence, but they have begun sentences since long.

## Q. 21 What two words make the contraction 'ain't'? Is it proper?

Ans. 'Ain't' is a contraction of 'am not'. It is not considered proper.

'Ain't' is not accepted by many as it suggests illiteracy and the inability to speak properly. It can be used jokingly. The widely used aren't I?, though illogical (noone says I are), is used in speech, but in writing there is no acceptable substitute for the stilted am I not?

### Q. 22 What is the difference between main and helping verbs?

**Ans.** A helping verb accompanies the main verb in a clause and helps to make distinctions in mood, voice, aspect and tense.

A helping or auxiliary verb such as have, can or will, accompanies the main verb in a clause and helps to make distinctions in mood, voice, aspect and tense. The main verb represents the chief action in the sentence.

## Q. 23 When do you use lie and lay?

**Ans.** To lay is to place something: to lie is to recline.

To lay is to place something. It is always followed by an object, the thing being placed. To lie is to recline. For example: He lays the book down to eat. She lies quietly on the chaise.

Part of the source of the confusion is the past tense of lie, which is lay: She lay on the chaise all day. The past participle of lie is lain, as in—She has lain there since yesterday, as a matter of fact.

The past tense of lay is laid, as is the past participle.

## $Q.\,24$ When do you capitalise words like mother, father, grandmother and grandfather when writing about them?

**Ans.** When they are used as proper nouns you should capitalise these, when referring to your own relatives 'Hello, Mother.' A good rule to follow is to capitalize them if they are used as proper nouns. If used as common nouns, don't capitalise: 'We honour all mothers in May.'

## Q. 25 When do you use 'well' or 'good'?

Ans. In general, use 'well' to describe an activity, 'good' to describe a thing.

When it is an activity being described, use well, as in 'He did well in the spelling bee.' Well is an adverb here, describing the verb.

When it is a condition or a passive state being described, use good, as in 'You're looking good tonight!'. Good is an adjective here, describing the noun.

With feel good/feel well, it is more complicated. In this case, the word well is being used an adjective meaning 'healthy'—so it is correct to say, 'I feel well.' You can say 'I feel good' also, but it is more informal.

### Q. 26 When was the first dictionary made?

**Ans.** The western tradition of dictionary making began with the Greeks when changes in the language made many words in literature unintelligible to readers. During the Middle Ages, when Latin was the language of learning, dictionaries of Latin words were compiled.

#### 10 C Descriptive General English

The first dictionary of English appeared in 1604—Robert Cawdry's A Table Alphabetical. This work contained about 3,000 words but was so dependent upon three sources that it can rightly be called a plagiarism. Early dictionaries were generally small and defined 'hard' words and were made by men in their leisure time as a hobby. John Kersey the Younger is regarded as the first professional lexicographer whose introductory work, A New English Dictionary, appeared in 1702. Kersey's accomplishments were superseded in the 1720s by Nathan Bailey's innovative work, An Universal Etymological English Dictionary. For the rest of that century, it was actually more popular than Dr. Samuel Johnson's dictionary!

### Q. 27 Which is right: 'I wish it were...' or 'I wish it was...'?

Ans. 'I wish it were...'

There is often confusion about were (a past subjunctive) and was (a past indicative). In conditional sentences where the condition is unreal or not yet real, use were: 'I wish it were true that he loved me' or 'If anyone were to ask me to stay, I would refuse.' Were is also used following 'as if' and 'as though': 'The toddler wore the towel proudly, as though it were a Superman cape'. Were is also part of these fixed expressions: as it were, if I were you.

## Q. 28 What is the difference between the word 'into' and the words 'in to?' Which is the most appropriate and when?

**Ans.** Whenever the 'to' is a particle of the infinitive, be sure to keep them separate:

See the following sentences:

- (a) We dropped in to visit my friend.
- (b) He just stepped in to pay the bill.
- (c) You wouldn't want people walking into your dinner.

We use 'into' to express motion or direction as per following:

- (a) He stared into her eyes.
- (b) She walked into the store to say hello.
- (c) She drove into the side of the garage.
- (d) Let's invite them into dinner. Of course, I hope that helps.

### Q. 29 A misogynist hates women. What do you call a person who hates men?

**Ans.** A misandrist. The word misandrist comes from Greek, mis-, a prefix meaning 'hate' + andr-, 'man' + -ist.

## Q. 30 Does a comma go after i.e. or e.g.?

**Ans.** By rule, they are preceded by a mark of punctuation, usually a comma. Generally both are followed by a comma in American English, though not in British English. E.g. may also be followed by a colon, depending on the construction. In British English, it is often written as e.g. with comma omitted after it.

## $Q.\,31\,$ Are there any English words that do not have vowels?

**Ans.** It depends what you mean by 'vowel' and 'word'. There are two things we mean by the word 'vowel': a speech sound made with the vocal tract open a letter of the alphabet standing for a spoken vowel (look up vowel for a more detailed definition). Cwm and crwth do not contain the letters a, e, i, o, u, or y, the usual vowels (*i.e.*, the usual symbols that stand for vowel sounds) in English. But in those words the letter 'w' simply serves instead, standing for the same sound that 'oo' stands for in the words boom and booth. Dr., nth (as in 'to the nth degree') and TV also do not contain any vowel symbols, but they, like cwm and crwth, do contain vowel sounds.

Shh, psst, and mm-hmm do not have vowels, either vowel symbols or vowel sounds. There is some controversy whether they are in fact 'words', however. But if a word is 'the smallest unit of grammar that can stand alone as a complete utterance, separated by spaces in written language and potentially by pauses in speech' (as it is according to The Cambridge Encyclopedia of Language), then those do qualify. Psst, though, is the only one that appears in the Oxford English Dictionary.