Useful for all learners of English

A
Practical Grammar
of
Spoken English

Aruna Jumbade

Diamond Publications

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To My dearest
mother, father and sisters
Kanchan, Suhas, Charu.



About the Author

Miss Aruna Jumbade

Education :

B.Com. (1993), M.Com. (1995)

She did her regular schooling upto VIth std. (1980) only. Thereafter due to cetain difficulties she had to discontinue her schooling. Then she did her S.S.C. in March/April 1987 as an external candidate.

Occupation :

Teaching English (especially Spoken English to Thai Students) Accountancy, Statistics and Economics to B.Com. and M.Com. students. Teaching English, Mathematics, Science to the children of 1st to 10th std.

Hobbies :

She is fond of reading and a voracious reader since childhood. Read a number of books i.e. real stories of physically challenged people like Ved Mehta from Mumbai who got blindness at his age of 9 yrs. Due to meningitis he lost his eye sight. Today he is in U.S.A. Also read the biographies of Lata Mangeshkar, Rashtrapati A.P.J. Abdul Kalam, Taslima Nasreen, Bhalji Pendharkar, *'Kahani Londonchya Ajibaichi'* by Sarojini Vaidya, Amrita Pritam and also of Naseemadidi Hurzuk.

Address

'Krishnakoushal'
Near University Gate, Jaisingpura,
Aurangabad.
Mobile - 9704321170

FOREWORD

Miss Aruna Jumbade, who on account of certain difficulties had, to give up her formal school education, is a self-made person.

She started self-learning and in the course of time, she completed her education upto post-graduation i.e.(M.Com.) as an external candidate. Accountancy, being her main subject, she naturally took up private tuitions in accountancy subjects. But surprisingly she also developed a talent for English language and gained proficiency therein to a marked level and then she entered upon the profession of English teaching, catering to the needs of foreign students from Eastern countries.

Now she has come out with a nice guidebook of Spoken English, which may serve useful not only for foreign students but also for Indian - particularly for Maharashtrian students aspiring for fluency in Spoken English in order to compete at national as well as international level.

I wish Aruna a brilliant success at her maiden performance in the field of publication and also a positive and favourable response to her book from student community.



Smt. Naseema Hurzuk,
President, Helpers of the
Handicapped,
Kolhapur

ACKNOWLEDGEMENTS

It is my privilege to update the book for this ‘‘Spoken English”. A comprehensive review of the material has been made in order to fulfil the needs of the beginners of Spoken English.

More prominence has been given in this edition to guidance on disputed and controversial usage and special usage notes have been introduced to this text. These are based on the current norms of standard English i.e. the form of spoken English most generally accepted as a normal basis of communication in everyday life.

The purpose of this book is to present in simple form the requisite essentials of English grammar.

The reading material is prepared on the basis of all grammatical instructions. Numerous examples and rules are given. Grammar is interesting if one learns rather methodically.

I am thankful to my lovable Aai, Kaushalya Jumbade, Papa Krishnarao Jumbade, sisters Charu, Suhas, Kanchan, my brother-in-law Milind Shah, Raju Kadam, Sunil Magare and to my nephews Gotu, Geet, Meetwa, Sai, Shriram Piyoo to support me all the time.

My Special thanks to -

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I am very much grateful to respected Mrs. Satwasheelatai Samant and respected Meeratai Ghandge, without them I could not have stood on this place and thanks to D. G. Pashte and Shilpa Kulthe to help me for the publication of this book.

- Aruna Jumbade

PREFACE

If language is a system of communication, then animals and birds too have their system of communication. But what distinguishes human language from the other system is grammar.

The feature of this small book is that it does not adopt an authoritative tone of a teacher. But it is like a trustworthy friend who comes to you, sits with you and speaks to you in intimate terms.

The book is written in a simple and lucid language. It can be understood, appreciated and digested even by an average student. It covers all the topics of grammar. It makes study a pleasure and not a burden.

The present book is an attempt to understand many complicated and challenging terms. It is hoped that this book will prove to be a useful companion to all the readers. I hope and believe that it will soon become a reliable and trusted companion of all those whose interest is to know the grammar.

- Prof. Mrs. Kavita A. Kedari

(Lecturer in Psychology)

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Pronunciation of Vowels and Consonants

There are 26 alphabet in English language.

A. Vowels

B. Consonants

A. Vowels : a, e, i, o, u these are Vowels.

B. Consonants : Remaining 21 Alphabet are consonants.

Let's see how to pronounce vowels. There are different types of pronunciations.

VOWELS

a - अॅ	:	bat	rat	man	
		fan	map	cap	
		mat	gap		
a - आ	:	bar	farm	cart	
		jar	car	glass	
a - ऑ	:	ball	all	tall	
		hall	wall	fall	
a - दीर्घ ए	:	gate	name	cage	
		face	lake	cake	
e - ऱ्हस्व ए	:	bed	red	pen	hen
		egg	leg	net	bell
		well	ten	pet	den
i - ऱ्हस्व इ	:	hill	mill	din	
		pin	pig	six	
		ling	ship	lip	
i - आई	:	ice	kind	mile	knife
		sine	mind	wife	life
		wine	pile	line	nine
i - आय	:	wire	hire	sire	
O - ओ	:	old	slope	rope	cold
		bold	rose	hope	pole
		hole	no	go	so
O - ऑ	:	ox	dog	god	

		fox	cock	box	
U - अ	:	bus	fun	tub	
		duck	cup	but	
		hut	sun	cut	
U - ऱ्हस्व उ	:	put	bush	pull	
		push	bull		

DOUBLE VOWELS

ai - एअ	:	air	pair	fair	
		hair	chair	stair	
ai - दीर्घ ए	:	chain	brain	train	
		grain	drain	rain	
ea - इअ	:	ear	clear	near	
		dear	fear	year	
ea - दीर्घ ई	:	beam	beast	paella	
		east	leaf	stream	
		neat	beach	feast	
ee - दीर्घ ई	:	deep	tree	week	green
		heel	bee	peep	peel
see		sleep	three	free	
oo - ऱ्हस्व उ	:	book	cook	wood	
		foot	hook	good	
oo - दीर्घ ऊ	:	cool	tooth	roof	loom
		fool	zoo	room	tool
		moon	spoon	school	mood
1. ou - आऊ	:	ground	round	sound	
		south	hound	mouth	
		proud	mound	pound	
2. ow - आऊ	:	owl	now	clown	
		down	cow	how	
		crowd	crown	bow	

CONSONANTS

b - ब	c - क्, स्	d - ड्
f - फ्	g - ग, ज्	h - ह्
j - ज्	k - क्	l - ल्
m - म्	n - न्	p - प्
q - क्व्, क्	r - र्	s - स्, श्, झ्
t - द्	v - व्ह्	w - व्
x - क्स्, ग्झ, झ्	y - य्	z - झ्

1.	c - क्	cat
	स्	cycle, circus
2.	g - ग्	game
	ज्	gem
3.	q - क्व्	queen
	क्	conquer
4.	s - स्	sad
	श्	sugar
	झ्	was
5.	x - क्स्	excite
	ग्झ्	examine
	झ्	xerox

Part I

Chapter 1

ARTICLES

a, an, the-these are articles.

When a noun is pronounced with a consonant sound at the beginning, it is preceded by the article 'a', denoting singular number, whether the spelling of the word starts with a consonant or not. e.g.

a book (बुक्)	a pen (पेन्)
a table (टेबल्)	a child (चाइल्ड्)

These are the words whose spelling as well as pronunciation begin with a consonant, whereas the following words have a vowel at the beginning of their spelling, but they are pronounced with a consonant sound from the start i.e.

a University (युनिव्हर्सिटी)

a European (यूरपीअन्)

a Union (यून्यन्)

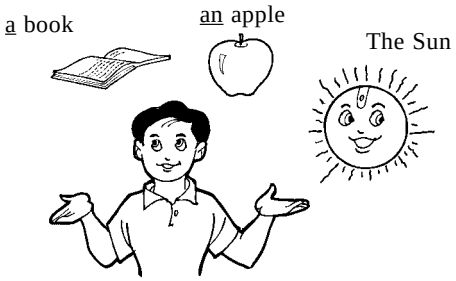
Singular

I am a teacher.
I am a tailor.
I am a watchman.

When a noun is pronounced with a vowel sound at the beginning, it is preceded by the article 'an', denoting singular number, whether the spelling of the word starts with a vowel or not.

For example -

an owl	an actor
an apple	an orange



These are the words whose spelling as well as pronunciation begin with a vowel, whereas the following words have a consonant at the beginning of their spelling, but they are pronounced with a vowel sound from the start i.e.

an hour (अवर्)	an heir (अेऽर्)
an honour (ऑनर्)	an honest man (ऑनेस्ट्)
an herb (अर्ब्)	

N.B. - It should be remembered that the use of the articles *(a, an)* is based on the pronunciation of the beginning letter of the word to be qualified.

Singular

I am an artist.
I am an architect.
I am an engineer.

See the difference -

an idle boy	vowel
a very idle boy	consonant
an honest man	vowel

If you want to tell about a thing or person in general, then you should use ëaí, ëaní. They are called Indefinite Articles.

If you are talking about a specific thing, then use ëTheí. It is a Definite Article.

Such as-

The East	The West,	The North,
The South,	The Ganga,	The Red Sea,
The Vedas,	The Bible,	The Quaran,
The Ramayana,	The Sun,	The Moon,
The Earth,	The Sky,	
The Pacific Ocean,	The Persian Gulf.	

TEST

Use *a*, *an*, *the* and complete all sentences.

1. Yesterday I saw ------- elephant.
2. ------- lion is ------- king of forest.
3. She is ------- untidy girl.
4. He likes ------- bat and ------- ball.
5. He returned after ------- hour.
6. Last Monday ------- European called at my office.
7. French is ------- easy language.
8. ------- Arabian sea is to ------- west of India.
9. He is ------- honest man.
10. ------- sun shines brightly.
11. Children found ------- egg in ------- nest.
12. I bought ------- horse, ------- ox and ------- buffalo.
13. Tom came without ------- umbrella.
14. Aladdin had ------- wonderful lamp.
15. ------- rose is ------- beautiful flower.

❒