

English for Communication – Unit 1 Notes Identifying Common Errors in Writing

UNIT-1 TOPICS COVERED

- Articles
- Subject-Verb Agreement
- Prepositions
- Active & Passive Voice
- Direct & Indirect Speech
- Sentence Structure

1. ARTICLES

Articles are words used before nouns.

Types of Articles:

- A – Used before consonant sound
- An – Used before vowel sound
- The – Used for specific noun

Examples:

- A boy
- An apple
- The Sun

Common Errors:

- He is a honest man.
- He is an honest man.

2. SUBJECT-VERB AGREEMENT

Verb must agree with subject in number and person.

Rules:

- Singular subject takes singular verb.
- Plural subject takes plural verb.

Examples:

- He goes to school.
- They play football.

Common Errors:

- He go to school.
- He goes to school.

3. PREPOSITIONS

Preposition shows relation between noun and other words.

Common Prepositions:

- In
- On
- At
- By
- With

Examples:

- He lives in Delhi.

- Book is on table.
- She came at 5 PM.

4. ACTIVE & PASSIVE VOICE

Active Voice:

Subject performs action.

Example: Ram writes a letter.

Passive Voice:

Subject receives action.

Example: A letter is written by Ram.

Formula:

Object + Helping Verb + V3 + by + Subject

5. DIRECT & INDIRECT SPEECH

Direct Speech:

He said, "I am busy."

Indirect Speech:

He said that he was busy.

Rules:

- Change pronouns
- Change tense
- Remove quotation marks

6. SENTENCE STRUCTURE

Sentence structure means arrangement of words in proper order.

Basic Structure:

Subject + Verb + Object

Types of Sentences:

- Simple Sentence
- Compound Sentence
- Complex Sentence

Examples:

- I study daily.
- I studied hard and I passed.
- I know that he is honest.

MOST IMPORTANT 14 MARK QUESTIONS

1. Explain articles with examples.
2. Explain subject–verb agreement.
3. Explain prepositions and common errors.
4. Explain active and passive voice.
5. Explain direct and indirect speech.
6. Explain sentence structure and types.

IMPORTANT PRACTICE QUESTIONS

1. Correct the following sentences.
2. Change active voice into passive voice.
3. Change direct speech into indirect speech.
4. Fill suitable articles.
5. Use correct prepositions.

EXAM TIPS

- Practice grammar daily.
- Learn grammar rules carefully.
- Solve error correction questions.
- Practice voice and narration conversion.
- Improve sentence formation.