



**Live Coaching Classes
Organised by BoS, ICAI**

**Foundation Level
Paper 2B: Business
Corresponding and Reporting**

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CHAPTER 2

SENTENCE TYPES

ACTIVE PASSIVE DIRECT INDIRECT



LET'S GET TO KNOW FEW CONCEPTS

Linguistics – Study of language and its structure

Grammar – study of the how a language is constructed (governing rules)

Syntax – study of arrangement of words (word order)

Morphology – study of internal construction of words

Semantics – study of meanings

Phonology – study of speech and sound

Pragmatics – study of the use of natural language in communication



The 8 Parts of Speech

Verb An action: like run, jump, or read;
or a state of being: like is or was.

Noun A thing, or idea: rock, dog, John,
democracy, birthday, gravity

Adverb Tells how an action occurred:
quickly, slowly, carefully

Adjective Tells about a noun:
big, red, Fred's

Pronoun Used to replace a noun:
it, I, them

Preposition Describes relationship:
on, over, for, beside

Conjunction Joins words or phrases:
and, or, because

Interjection A word of surprise:
Wow! Oh my!

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PARTS OF SPEECH



PHRASE, CLAUSE AND SENTENCE

What is a Phrase?

- A phrase is a **group of words** which does not make complete sense on its own and does not contain a verb.
 - Example: a famous designer a foolish cat
 - in the park an interesting book

What is a clause?

- A clause is a group of words which contain a subject and verb.
 - Example: Radhika is a famous designer.
She is playing in the park. Billy is a foolish cat.
Harry Potter is an interesting book.



PHRASE, CLAUSE AND SENTENCE

- Clause has two types:
 - **Main or independent clause** – has a subject and predicate and can stand by itself. It makes a complete sense.
 - *Example:* Richard ate five ice creams.
Mary had a little lamb.
 - **Subordinate or dependent clause** – also has subject and predicate but doesn't make complete sense on its own. It is dependent on main clause. It mostly starts with **subordinate conjunctions** such as after, because, if, since, when, whereas, whose, which, etc.
 - *Example:* Richard ate five ice creams **because he was hungry.**
Mary has a little lamb **whose fleece was white as snow.**



SELF-EVALUATION

Identify phrase or clause.

1. Laughing loudly.
2. They went on an adventure trip.
3. By the roadside.
4. She is hungry.
5. With the blue shirt.

Identify independent or dependent clause.

1. James spoke as though he were a born orator.
2. They felt that the farmer must be put to death.
3. When at last he returned to the village, the people told him that his mother had died.
4. The newspaper will tell us tomorrow what the world does today.
5. The few books that were produced in the Middle Ages were written by hand.



PHRASE, CLAUSES AND SENTENCE

What is a sentence? Group of words that make complete sense

Basic Parts of Sentence

- **Subject** – about which something is stated
- **Predicate** – tells us something about the subject
- **Direct Object** – receiver of the verb/action
- **Indirect Object** – person/thing that the action is done to or for
- **Object of Preposition** – noun/pronoun that completes its meaning
- **Verbs**- action or indicates a state of being
- **Phrases** – group of words that doesn't make complete sense
- **Complements** – word or word group that completes the meaning



IDENTIFY SUBJECT, DIRECT & INDIRECT OBJECT

- She sent **her friend** an email.
- Sally will help **you** with your housework.
- Where did **you** put the keys?
- He gave **them** a bag full of money.
- **Alice** wrote a book on the French revolution .
- I need **your help**.



VERBS

Finite Verbs – changes according to the number and tense. For e.g., is, am, are, do, does, has, have, eat, eats, etc.

Non-finite Verbs – doesn't change form. For e.g., to dance, etc.

- Infinitive – form of verb used generally like a noun
- Participle (Past and Present) –has nature of both verb and an adjective
- Gerunds – feature of noun and verb

Auxiliary Verbs – helping verb

Is/am/are/has/have/had, etc.

Modals

type of auxiliary (helping) verb that is used to express: ability, possibility, permission or obligation
Can/may/could/will/would

Transitive verbs –
need an object

To complete its meaning

Intransitive – doesn't need an object to complete its meaning / express a state or being



IDENTIFY FINITE & NON-FINITE VERBS/ TRANSITIVE & INTRANSITIVE VERBS

Finite or non-finite?

- Nancy **does** her homework every day
- Nancy is **doing** her homework at the moment
- They **are** writing a letter.
- It is healthy **to laugh** at problems.
- **Finding** the gates widely open, the thief went inside
- He had his car **cleaned**.

Transitive and intransitive verbs

- She **was crying** all day long.
- We **showed** her the photo album.
- It **was raining** at that time.
- They **slept** in the street.
- She **gave** a cookie to the child.



PHRASES

- Prepositional phrase

a prepositional phrase consists of one preposition and the object it governs. The object can be a noun, a gerund (a verb form ending in “-ing” that acts as a noun), or a clause.

- E.g.: He arrived in time .

Is she really going out with that guy ?

Some of the most common prepositions that begin prepositional phrases are **to, of, about, at, before, after, by, behind, during, for, from, in, over, under, and with.**

- Noun phrase

a word or group of words containing a noun and functioning in a sentence as subject, object, or prepositional object.

E.g. Alex rode her *old bicycle* to their *shiny new school*

The *black car* got towed.

- Verb phrase

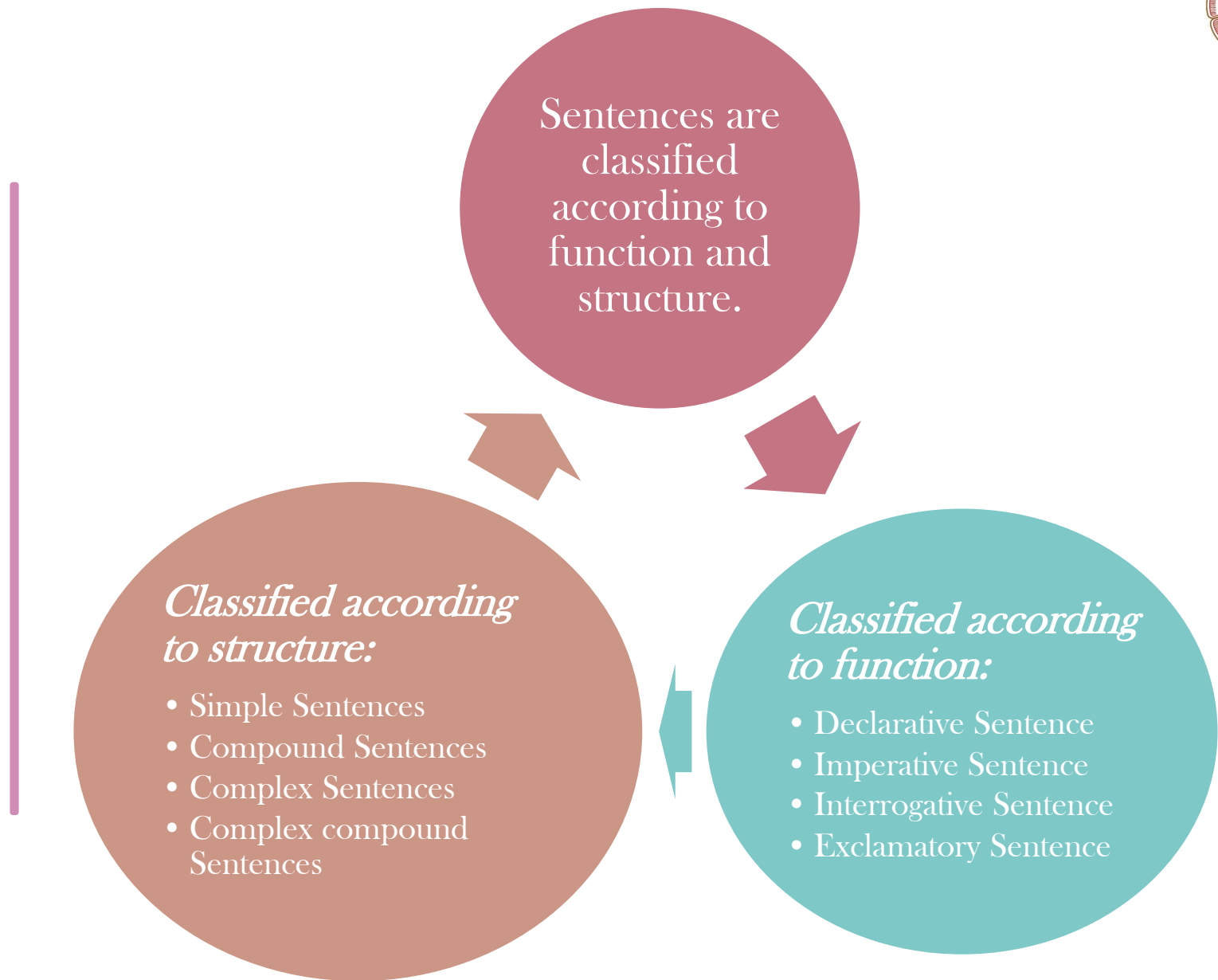
The phrase consists of the main verb/verbs and then auxiliary verbs, i.e. helping verbs.

- E.g.: The teacher *is writing* the answer

They *have been playing* since the last two hours



TYPES OF SENTENCES





PUT YOUR THINKING CAPS ON

- I like to ride a bicycle.
- Do you like to ride a bicycle?
- Don't ride the bicycle too fast.
- What a beautiful bicycle!

Read the sentences and analyse how they are different from each other.



LET'S DISCUSS 4 TYPES OF SENTENCES



Declarative Sentence

Simply makes a statement/opinion/view

Ends with a full stop (.)

Can be positive or negative



Imperative sentence

Express order/command/advice/request/proposal/suggestion

Can end with full stop (.) or exclamation mark (!)



Interrogative sentence

Ask a question and ends with question mark (?)
Usually starts with question words followed by a verb



Exclamatory Sentence

Expresses strong feeling and ends with exclamatory mark (!)



LET'S ANALYSE!

- Will you wait here for me?
- Please leave your footwear outside.
- I am so excited!
- Where have you been all this while?
- We will not tolerate this.
- My sister lives in Mexico.
- Do be a bit more careful.
- The ball rolled slowly into the goal.
- I don't believe that you said that!



TYPES OF SENTENCES BASED ON STRUCTURE

- **Simple sentence**
 - Contains subject and verb, and expresses single complete thought
e.g. The baby cried for food.
- **Compound sentence**
 - Has **two independent clauses** that are joined by a conjunction (for, and, or, but, yet etc.)
 - E.g. They spoke to him in Spanish, but he responded in English.
- **Complex sentence**
 - **An independent clause** joined by **one or more dependent clauses**.
 - Joined by a subordinator (as, because, since, after, although, when) or relative pronoun (who, that, which)
e.g.: After eating lunch at The Cheesecake Factory, Time went to the gym to exercise.
- **Compound-complex sentence**
 - Has **two independent clauses and at least one dependent clause**.
 - E.g.: The man believed in the system, and he knew that justice would prevail after the murderer was sent to jail.



LET'S LEARN

- The student wiped that white board that was filthy with last week's notes.
- Wicked Regina cast a spell on the entire city, so the citizens decided to rebel.
- While waiting for the paint to dry, Angela went to Home Depot, and Martin organized the kitchen appliances.
- After the teacher chose groups, John and Sara were selected as partners for a project, yet Sarah did most of the work.
- The woman who taught Economics was fired for stealing school supplies.
- After the two soccer players lost their game, they joined their other teammates for lunch, and they went to the movies.
- The shoplifters has stolen, so he ran once he saw the police.
- Megha and Rohit ate too much and felt sick.



THANK YOU!
