

# A Beginner's Guide To English Grammar

Noncredit ESL  
Glendale Community College

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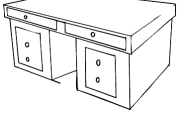















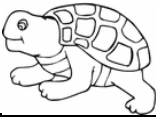






### **Information to the student:**

This booklet will greatly help you learn English! It is full of rules and examples that your English language teachers have carefully decided are most important to your beginning English success. We have translated them to aid your understanding. But, it is only a beginning tool. And like any tool, it must be used repeatedly to become effective. Also, this booklet will require other tools as your need to build English competency grows. Learning a second language is a complex process and as you advance you will find more details and some exceptions to the rules and guidelines offered in this guide. Even so, enjoy this wonderful booklet and use its contents with confidence that you have some important tools to start you well on your way to your English goals!

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# English Alphabet

<p><b>Aa</b></p> 	<p><b>Bb</b></p> 	<p><b>Cc</b></p> 		<p><b>Dd</b></p> 
<p><b>Ee</b></p> 	<p><b>Ff</b></p> 	<p><b>Gg</b></p> 		<p><b>Hh</b></p> 
<p><b>Ii</b></p> 	<p><b>Jj</b></p> 	<p><b>Kk</b></p> 	<p><b>Ll</b></p> 	<p><b>Mm</b></p> 
<p><b>Nn</b></p> 	<p><b>Oo</b></p> 	<p><b>Pp</b></p> 	<p><b>Qq</b></p> 	<p><b>Rr</b></p> 
<p><b>Ss</b></p> 		<p><b>Tt</b></p> 	<p><b>Uu</b></p> 	<p><b>Vv</b></p> 
<p><b>Ww</b></p> 	<p><b>Xx</b></p> 	<p><b>Yy</b></p> 		<p><b>Zz</b></p> 

The letters represent more than 40 sounds.

Vowels: a e i o u and sometimes y.

Consonants: b c d f g h j k l m n p q r s t v w x y z

# Subject Pronouns

Subject pronouns take the place of a noun.

I



You



He



She



It



We



They



# Be (am, is, are)

The verb *be* is used to express existence, temporary condition or permanent status. It has three different forms (am, is, are) in the present tense. Please see page 8 for more information.

## Positive

Singular	Plural
I am	We are
You are	You are
He is She is It is	They are



Examples: I **am** happy.



They **are** happy.

## Contractions

Use an apostrophe (') to combine the pronoun and *be* (am, is, are).

Singular	Plural
I'm	We're
You're	You're
He's She's It's	They're



Examples: **I'm** happy.



**They're** happy.

## Negative

Use *not* after *be* (am, is, are) to form a negative phrase or sentence.

Singular	Plural
I am not	We are not
You are not	You are not
He is not She is not It is not	They are not



**Examples:** I am not sad.



They are not sad.



## Negative Contractions

Combine the pronoun with the verb and add *not*.

Singular	Plural
I'm not	We're not
You're not	You're not
He's not She's not It's not	They're not



Examples: **I'm not sad.**



**They're not sad.**

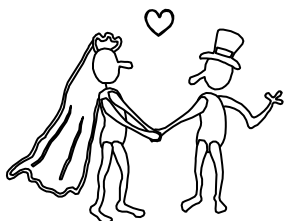
## Questions

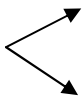
To form questions, place *be* (am, is, are) at the beginning of the sentence. Add a question mark (?) at the end of the sentence.

They are married.

They are married.

**Are** they married?



**Are they married?**  Yes, they are married.  
No, they are not married.

Singular	Plural
<b>Am</b> I married?	<b>Are</b> we married?
<b>Are</b> you married?	<b>Are</b> you married?
<b>Is</b> he married? <b>Is</b> she married? <b>Is</b> it a book?	<b>Are</b> they married?

## Uses of the verb be (am, is, are):

The verb *be* is used for different purposes.

	<u>Long Form</u>	<u>Short Form</u>
• Place of origin	I <b>am</b> from Mexico.	I'm from Mexico.
• Age	He <b>is</b> 25 years old.	He's 25 years old.
• Weather	It <b>is</b> hot.	It's hot.
• Time	It <b>is</b> 6:00 o'clock.	It's 6:00 o'clock.
• Description	They <b>are</b> tall.	They're tall.
• Price	It <b>is</b> \$25.00.	It's \$25.00.
• Location	We <b>are</b> in class.	We're in class.
• Occupation	You <b>are</b> a teacher.	You're a teacher.

# Be (am, is, are)

## Positive

I am	We are
You are	You are
He is She is It is	They are

## Negative

I am not	We are not
You are not	You are not
He is not She is not It is not	They are not

## Questions

Am I married?	Are we married?
Are you married?	Are you married?
Is he married? Is she married? Is it a book?	Are they married?

# Articles - a an

The indefinite articles *a* and *an* are used before singular, countable, and non-specific nouns. Use *a* before a noun that begins with a consonant sound. Use *an* before a noun that begins with a vowel sound.

a

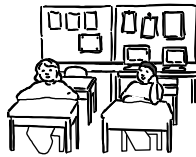
a student



a teacher



a classroom



a pencil



a uniform  
/Y/



a house



an

an eraser



an apple



an octopus



an iguana



an umbrella



an hour  
h



# Singular Nouns and Plural Nouns

A singular noun represents one noun. A plural noun represents two or more of the same noun. Add an *s* to change a singular noun to a plural noun.

## Singular Nouns

desk



book

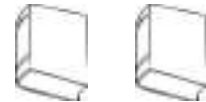


## Plural Nouns

desks



books



## Irregular Plural Nouns

They change their spelling from the singular to plural form.

## Singular Nouns

woman



man



child



person



## Plural Nouns

women



men



children

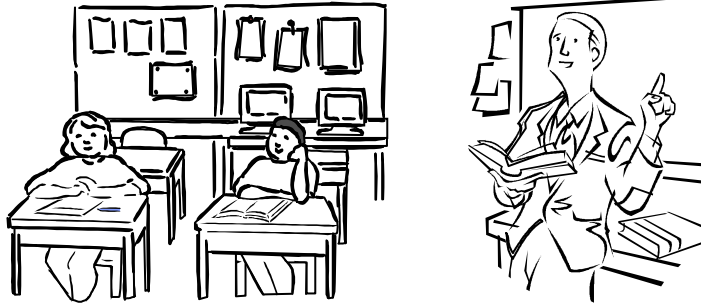


people



# There is/There are

*There is* and *there are* are used to talk about existing conditions. Use *there is* with singular conditions. Use *there are* with plural conditions



## There is

**There is** a teacher.

**There is** a chalkboard.

## There are

**There are** two students.

**There are** two computers.

**There are** desks.

# Demonstratives

(This, That, These, Those)

The demonstratives indicate that a noun is singular or plural and near to or far from the speaker. They can be pronouns or adjectives.

	Near	Far
Singular	this	that
Plural	these	those



## Examples

### Demonstrative Adjectives

This dog is little.



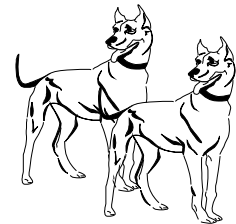
These dogs are little.



That dog is big.



Those dogs are big.



### Demonstrative Pronouns

This is a little dog.



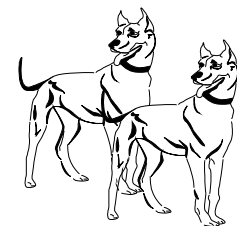
These are little dogs.



That is a big dog.



Those are big dogs.



# Possessive Adjectives and Possessive Pronouns

Possessive adjectives and possessive pronouns are used to talk about possession. Possessive adjectives are followed by nouns. Possessive pronouns are not followed by nouns.

<u>Pronouns</u>	<u>Possessive Adjectives</u>	<u>Possessive Pronouns</u>
I	my house	mine
you	your house	yours
he	his house	his
she	her house	hers
it	its house	--
we	our house	ours
they	their house	theirs

## Possessive Adjectives

**My** house is new.

**Your** pen is blue.

**His** car is old.

**Our** cat is big.

**Their** dog is noisy.

## Possessive Pronouns

The new house **is mine**.

The blue pen **is yours**.

The old car **is his**.

The big cat **is ours**.

The noisy dog **is theirs**.

## Possessive Adjectives

my	our
your	your
his her its	their

## Possessive Pronouns

mine	ours
yours	yours
his hers	theirs

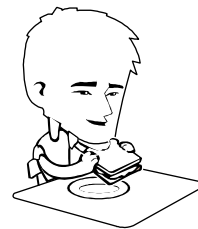
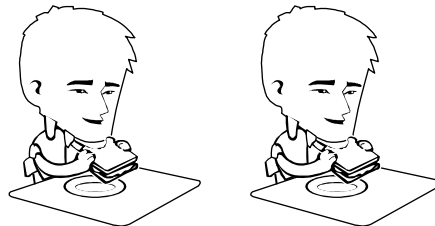
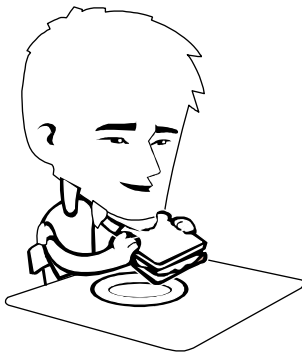
*\*Note: **Its** is not used as a possessive pronoun in English.*

# Simple Present

A verb tense used for regular actions and general truths.

## Positive

Singular	Plural
I eat.	We eat.
You eat.	You eat.
He eats. She eats. It eats.	They eat.



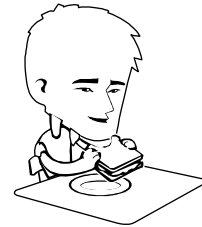
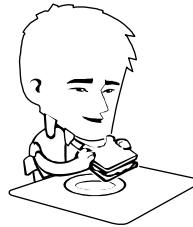
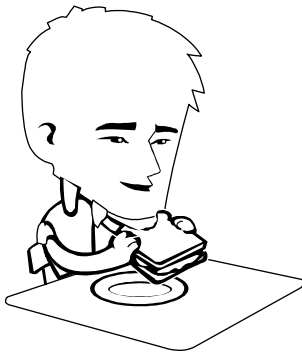
**Examples:** He eats a sandwich.

They eat a sandwich.

## Negative

*Do* or *does* is needed as a helping verb in the simple present to form negative statements. Add *not* after *do* or *does*.

Singular	Plural
I <b>do not</b> eat.	We <b>do not</b> eat.
You <b>do not</b> eat.	You <b>do not</b> eat.
He <b>does not</b> eat. She <b>does not</b> eat. It <b>does not</b> eat.	They <b>do not</b> eat.



**Examples:** He **does not** eat apples.

They **do not** eat apples.

## Questions

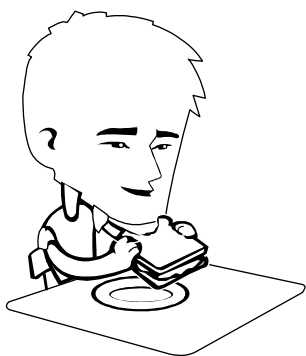
*Do* or *does* is needed as a helping verb in the simple present to form questions. Place *do* or *does* at the beginning of the sentence. Add a question mark (?) at the end of the sentence.

He eats a sandwich.

\_\_\_\_\_ he eat a sandwich?

**Does** he eat a sandwich?

↑  
**Does**



**Does** he eat a sandwich?

Yes, he does.

No, he doesn't.

Singular	Plural
Do I eat?	Do we eat?
Do you eat?	Do you eat?
Does he eat? Does she eat? Does it eat?	Do they eat?

# Simple Present

## Positive

I eat.	We eat.
You eat.	You eat.
He eats. She eats. It eats.	They eat.

## Negative

I <b>do not</b> eat.	We <b>do not</b> eat.
You <b>do not</b> eat.	You <b>do not</b> eat.
He <b>does not</b> eat. She <b>does not</b> eat. It <b>does not</b> eat.	They <b>do not</b> eat.

## Questions

Do I eat?	Do we eat?
Do you eat?	Do you eat?
Does he eat? Does she eat? Does it eat?	Do they eat?

# Present Continuous

A verb tense that shows action is happening now. The verb *be* (am, is, are) is needed as a helping verb to form statements and questions.

## Positive

Singular	Plural
I <b>am</b> working.	We <b>are</b> working.
You <b>are</b> working.	You <b>are</b> working.
He <b>is</b> working. She <b>is</b> working. It <b>is</b> working.	They <b>are</b> working.



**Examples:** She **is** working right now.



They **are** working right now.



## Negative

Use the verb *be* (am, is, are) and *not* to form negative statements.

Singular	Plural
I <b>am not</b> working.	We <b>are not</b> working.
You <b>are not</b> working.	You <b>are not</b> working.
He <b>is not</b> working. She <b>is not</b> working. It <b>is not</b> working.	They <b>are not</b> working.



**Examples:** She **is not** working right now.

They **are not** working right now.

## Questions

To form questions, place *be* (am, is, are) at the beginning of the sentence. Add a question mark (?) at the end of the sentence.

She is working now.

She is working now.

Is she working now?



Is she working right now?

Yes, she is.

No, she is not.

Singular	Plural
Am I working?	Are we working?
Are you working?	Are you working?
Is he working? Is she working? Is it working?	Are they working?

# Present Continuous

## Positive

I <b>am</b> working.	We <b>are</b> working.
You <b>are</b> working.	You <b>are</b> working.
He <b>is</b> working. She <b>is</b> working. It <b>is</b> working.	They <b>are</b> working.

## Negative


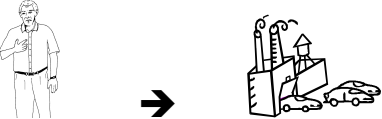
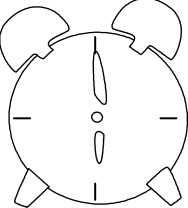
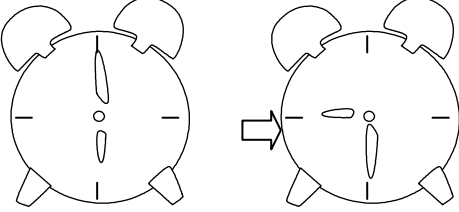
I <b>am not</b> working.	We <b>are not</b> working.
You <b>are not</b> working.	You <b>are not</b> working.
He <b>is not</b> working. She <b>is not</b> working. It <b>is not</b> working.	They <b>are not</b> working.

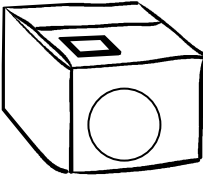
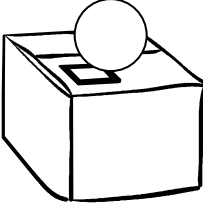
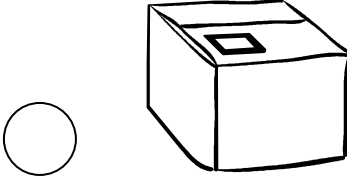
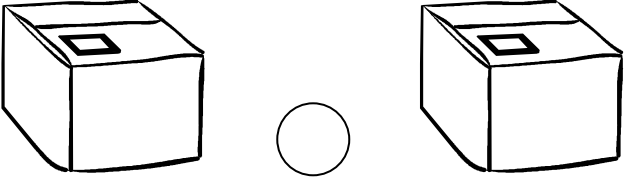
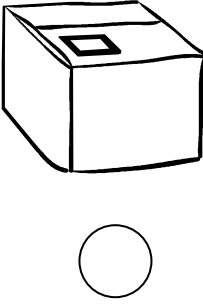
## Questions

<b>Am</b> I working?	<b>Are</b> we working?
<b>Are</b> you working?	<b>Are</b> you working?
<b>Is</b> he working? <b>Is</b> she working? <b>Is</b> it working?	<b>Are</b> they working?

# Prepositions

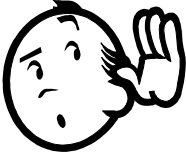
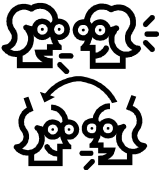

*Prepositions* are usually used to show where something is located or when something happens. Prepositions link nouns and pronouns to another element in the sentence.

<b>from</b>	 I am <b>from</b> Mexico.
<b>to</b>	 I go <b>to</b> work.
<b>at</b>	 I go to school <b>at</b> 6:00 p.m.
<b>from...to</b>	 I go to school <b>from</b> 6:00 p.m. <b>to</b> 9:30 p.m.

<p><b>in</b></p>	 <p>The ball is <b>in</b> the box.</p>
<p><b>on</b></p>	 <p>The ball is <b>on</b> the box.</p>
<p><b>next to</b></p>	 <p>The ball is <b>next to</b> the box.</p>
<p><b>between</b></p>	 <p>The ball is <b>between</b> the boxes.</p>
<p><b>under</b></p>	 <p>The ball is <b>under</b> the box.</p>



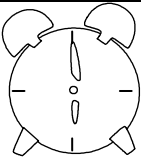



# Imperatives

*Imperatives are commands.*

<p>Listen.</p> 	<p>Point.</p> 
<p>Read.</p> 	<p>Open your book.</p> 
<p>Write.</p> 	<p>Repeat.</p> 
<p>No talking.</p> 	<p>Practice with your partner.</p> 
<p>Raise your hand.</p> 	<p>No cheating.</p> 

# Question Words

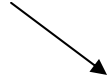
*Question words* are used to ask questions.

	<p><b>Who</b> refers to a person.</p> <p><b>Who</b> is he? He is my teacher.</p>
	<p><b>What</b> refers to a thing.</p> <p><b>What</b> is it? It is a book.</p>
	<p><b>When</b> refers to time.</p> <p><b>When</b> is your English class? It is at 6:00 p.m.</p>
	<p><b>Where</b> refers to location.</p> <p><b>Where</b> do you live? I live in Glendale.</p>
	<p><b>How much</b> refers to non-count nouns.</p> <p><b>How much</b> rice do you want? I want a bowl of rice.</p>
	<p><b>How many</b> refers to count nouns.</p> <p><b>How many</b> eggs do you want? I want three eggs.</p>

# Be (was, were)

*Was* and *were* are the simple past form of the verb *be*. It is used to describe action in the past or to give a description in the past.

Yesterday



Today

Simple Past- Yesterday

**Was**



**Was**



**Were**



Simple Present - Today

Am

Is

Are

**Examples:**

Simple Past

Simple Present

I **was** sick yesterday.

I am sick today.

It **was** hot yesterday.

It is hot today.

We **were** in class yesterday.

We are in class today.

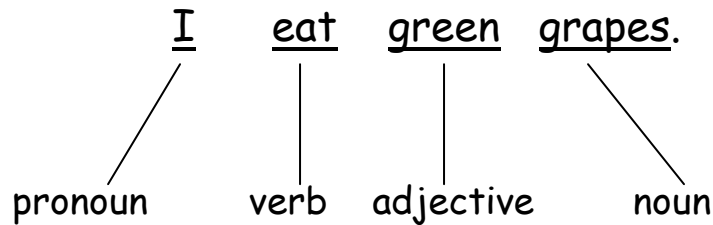
You **were** a student last year.

You are a student this year.



# Parts of Speech

*Parts of speech* are the words that form a sentence. *Parts of speech* have a grammatical purpose.



1. Noun: A noun is a word that names a person, place, thing, or idea.

**Examples:** People - *brother, teacher, man, Susan*

Places - *bank, city, classroom, store*

Things - *book, pencil, shirt, door*

Ideas - *love, health, religion, freedom*

2. Pronoun: A pronoun is a word that takes the place of a noun.

**Examples:** *Susan* lives in Glendale. *She* is American.

3. Adjective: An adjective is a word that modifies (gives more information about) a noun or a pronoun.

**Examples:** He is a *good* teacher.

4. Verb: A verb is a word that shows action or links another word to the subject.

**Example:** I *eat* lunch. The teacher *is* hungry.