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# English (HL)

# Grammar & Writing Skills



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M.Sc.

**Std. VII**  
(ENG. MED.)

**Target** Publications® Pvt. Ltd.

**English (HL)**

# **Grammar and Writing Skills**

**STD. VII (English Medium)**

## **Salient Features**

- Based on the English Balbharati textbook
- Exhaustive coverage of Grammar, Vocabulary and Writing Skills topics
- Easy-to-understand explanations of topics with relevant examples
- Extensive collection of Solved and Practice exercises for improved proficiency in Grammar and Writing Skills topics
- Complete coverage of relevant Textual questions
- Adequate space provided in Grammar and Vocabulary section for Written Practice
- Practice Worksheets with solutions provided for self-evaluation
- Includes comprehensive coverage of Writing Skills Practice Questions with answers accessible through QR code

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## PREFACE

Mastering a language and becoming an effective communicator require a strong foundation in grammar, vocabulary and writing skills. These fundamental elements play a vital role in the process of language acquisition and continual growth.

**Target's 'English (HL) Grammar and Writing Skills: Std. VII'** aims to make the learning process enjoyable and effective, providing you with the necessary tools to gradually improve your language abilities. This book is based on the latest textbook prescribed by the Maharashtra State Bureau of Textbook Production and Curriculum Research, Pune.

It is a concise and meticulously designed resource that facilitates students' comprehension of grammar and vocabulary concepts as well as honing their writing skills; ultimately enhancing their performance in examinations. The student-friendly structure and format of the book promote better learning outcomes.

### **In the Grammar Section,**

Each chapter begins with the explanation of grammatical concepts in an easy-to-comprehend language along with suitable examples. The **Exercises** in the chapters are generally **classified** into two sections as per the requirement of the topic. **Practice Exercises** offers extensive practice of the topic. **Textual Exercises** section covers textbook questions related to the Topic. **Practice Worksheets** are provided for self-evaluation. **Answer Key** of all the exercises and worksheets has been provided at the end of the grammar section. Adequate space has been provided for the students to write the answers.

### **In the Writing Skills Section,**

Each chapter begins with the explanation of the topics in an easy-to-comprehend language along-with helpful features like **Pointers to follow** for better writing of the topic. The chapters are generally **classified** into three sections as per the requirement of the topic. **Solved Examples** section includes comprehensive coverage of solved questions pertaining to the topic. **Solved Textual Questions** section covers textbook questions related to the Topic. **Questions for Practice** offers extensive practice of the topic with answers provided in downloadable pdf format through Q.R.code.

We are sure that **Target's 'English (HL) Grammar and Writing Skills'** book will create a strong foundation for student's language skills. We hope the students find this book purposeful and enjoy using it as much as we enjoyed making it.

The journey to create a complete book is strewn with triumphs, failures, and near misses. If you think we've nearly missed something or want to applaud us for our triumphs, we'd love to hear from you.

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*A book affects eternity; one can never tell where its influence stops.*


*Best of luck to all the aspirants!*

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## 1

## Parts of Speech

In English, words are grouped into different categories or classes based on how they are used in a sentence. These categories are called 'Parts of Speech.' There are mainly eight parts of speech, as listed below:

**Noun**

**Read the following words:**

- Chennai, fruit, house, bravery, freedom, knowledge, family, water, sugar.

All the words mentioned represent people, places, things, or ideas.

**NOUN** is a word that denotes the name of a person, place, animal, thing or an idea / emotion.

e.g. **Hemanshi** and her **dog** ate an **ice-cream** at the **beach**.  
*(person) (animal) (thing) (place)*

**Pronoun**

**Read the following words:**

- he, she, we, they, us, who, which, me, myself, themselves, I, that, this, those, these, it.

All the words mentioned can be used in place of a noun to avoid repetition.

**PRONOUN** is a word used in place of a noun.

e.g. Roshan tried to start **his** computer. **It** did not start. **He** needs to get **it** fixed.  
*(Roshan) (computer) (Roshan) (computer)*

**Adjective**

**Read the following words:**

- clever, loud, beautiful, long, thick, many, two, fat, thin, wide.

All the words mentioned describe or modify a noun, giving more information about its quality, appearance or characteristics.

**ADJECTIVE** is a word that describes or qualifies or quantifies a noun or a pronoun.

e.g. The **little** girl picked **one** flower from the garden.  
*(describes) (quantifies)*

**Verb**

**Read the following words:**

- run, write (*action*)      •      have, belong (*possession*)      •      is, am, are, was (*state of being*)

All the words mentioned express an action, occurrence or state of being in a sentence.

**VERB** is a word that shows action, possession or state of being.

e.g. ♦ Vignesh was excited to **climb** the ghat. (*action*)      ♦ The book **belongs** to Chirag. (*possession*)  
 ♦ Shaan **is** an excellent athlete. (*state of being*)

**Adverb**

**Read the following words:**

- quickly, happily, rarely, never, often, sometimes, always, sadly, continuously.

All the above mentioned words provide information about how, when, where or to what extent an action or quality occurs.



**ADVERB** is a word that adds to the meaning of a verb, adjective or another adverb.

- e.g. ♦ The dog barked **loudly** at the mailman. (*barked – how?*)  
 ♦ The guests will arrive **soon**. (*will arrive – when?*)  
 ♦ They hid **behind** the bushes. (*hid – where?*)

**Preposition**

**Read the following words:**

- on, in, from, to, with, among, under, behind, through, about, up, down.

All the above mentioned words show the relationship between a noun (or pronoun) and another word in the sentence, indicating location, time, direction or manner.

**PREPOSITION** is a word which shows the relation between a noun or a pronoun and some other word(s) in a sentence.

- e.g. ♦ The cat jumped **onto** the bag. (*onto* shows the relation between *the cat* and *the bag*)  
 ♦ The keys fell **from** his pocket. (*from* shows the relation between *the keys* and *the pocket*)

**Conjunction**

**Read the following words:**

- and, but, or, yet, so, not only...but also, because, wherever, so that, when, where.

All the above mentioned words connect words, phrases, or clauses together to show relationships, such as joining similar ideas (and), contrasting ideas (but) or indicating cause and effect (because).

**CONJUNCTION** is a word used to join words, clauses or sentences.

- e.g. ♦ You can choose either tea **or** coffee. (*or* joins the words *tea* and *coffee*)  
 ♦ The sun was shining, **so** we decided to go for a picnic. (*so* connects two sentences)

**Interjection**

**Read the following words:**

- Ah!, Bravo!, Alas!, Hurrah!, Wow!, Oops!, Lo!

All the above mentioned words express strong emotions, feelings, or sudden reactions in a sentence.

**INTERJECTION** is a word that expresses a sudden feeling.

- e.g. ♦ **Wow!** What a stunning sunset. ♦ **Oops!** I spilled coffee on my shirt.

**Practice Exercise**

**Q1. Pick out the parts of speech as directed from the sentences given below:**

- i. The fox, the vulture and the leopard took an oath of loyalty to the king. (6 nouns)

**Ans:** .....

- ii. The small, fluffy kitten played with a colorful ball of yarn (3 adjectives)

**Ans:** .....

- iii. The student eagerly studied, attentively listened to the lecture and diligently took notes. (3 verbs)

**Ans:** .....

- iv. They sent her a gift on the anniversary. (2 pronouns)

**Ans:** .....



v. Davy's work on chemicals and electrical lighting was the subject of conversation among the scientists of that age. (3 prepositions)

Ans: .....

vi. She missed her flight because she overslept and when she rebooked her ticket, she had to pay an extra fee. (2 conjunctions)

Ans: .....

vii. He sings beautifully and sings often at local events to showcase his talent. (2 adverbs)

Ans: .....

viii. Oh! Children from that State are supposed to be clever. (An interjection)

Ans: .....

ix. The book on the shelf and the pen on the table belong to Sarah. (5 nouns, 1 verb, 2 prepositions)

Ans: .....

x. The thunderstorm raged outside while the large family stayed in their big, old house. (3 adjectives, 2 verbs, 1 adverb)

Ans: .....

xi. Oh dear! I didn't mean to offend you, but please understand my perspective. (2 pronouns, 1 interjection, 1 conjunction)

Ans: .....

**Textual Exercises**

**Q2. List all the adverbs that end with '-ly' from the passage. (Lesson 1.2 – Odd One In)**

Ans: .....

**Q3. List the prepositions you find in this poem. (Lesson 3.4 – The Brook)**

Ans: .....



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# Unseen Passages for Comprehension

## Unseen Passages for Comprehension

Comprehension is a language exercise. It tests and assesses our understanding and interpretation of subject-matter provided.

### Towards better understanding of the comprehension passage

- i. Before you begin comprehending the passage, skim through the same to get a general idea about what the passage wishes to convey.
- ii. Now read the passage carefully, try to understand every detail shared and arrive at the purpose of the passage.
- iii. Once the main idea is identified by locating the topic sentence, try to understand the author's view completely.
- iv. Read the questions provided and read the passage again, trying to find answers to the questions asked.
- v. Establish connections between what you already know and what is conveyed in the passage.
- vi. Answer the questions in complete sentences.
- vii. Review and revise your answers for spelling and grammar mistakes.

### Solved Examples

**Q1. Read the following passage and complete the activities that follow:**

**A1. Complete the following sentences:**

- i. Moon often inspires us to \_\_\_\_\_.
- ii. The moon is a reminder that \_\_\_\_\_.

It is one quarter of the size of our planet.

It is the fifth largest satellite in our solar system.

It is barren.

It has no atmosphere.

There is no water.

You don't witness life there.

Any guesses?

Yes, it is the moon. The Moon, earth's only natural satellite, is one of the most beautiful elements of nature. The moon appears off-white, brown-grey when its surface is sunlit. It does not appear to us so because earth's atmosphere changes the appearance of the moon by changing its colour and shape. But witnessing the moon from the earth is indeed a beautiful sight. The Moon often inspires us to compose poems and songs in its praise. There is a lot of study being conducted to learn more about the surface of the moon, its geology and its composition. The moon is a reminder that there are so many mysteries of the universe waiting to unravel.

**A2. What does the passage deal with?**

**A3. Find out words from the passage which means:**

- i. A celestial body in space that orbits around a larger body.
- ii. The study of rocks, and of the way they are formed.

**A4. Do as directed:**

But witnessing the moon from the earth is indeed a beautiful sight. (*Make it Interrogative.*)

**A5. Which is the most beautiful element of nature according to you? Elaborate.**

**Answers**

**A1. i.** compose poems and songs in its praise.

**ii.** there are so many mysteries of the universe waiting to unravel.

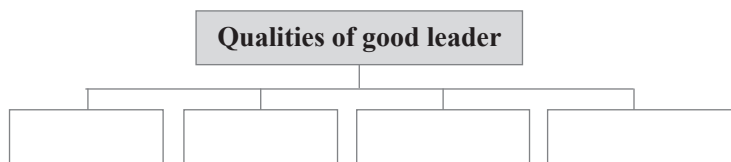
**A2.** The passage describes the moon. It talks about the characteristics and significance of the moon, the inspiration it provides, as well as ongoing studies to understand its surface and composition.



- A3. i. Satellite ii. Geology
- A4. But isn't witnessing the moon from the earth a beautiful sight indeed?
- A5. The stars according to me are the most beautiful element of nature. They look like tiny dots in the night sky and shine brightly, making the dark night sky beautiful. It's wonderful to watch the stars twinkle at night.

**Q2. Read the following passage and complete the activities that follow:**

**A1. Complete the following web diagram:**



"A leader is one who knows the way, goes the way and shows the way."

How right are the above words.

A good leader is loved and respected by all. But what does it take to be a good leader? What are the qualities that separate a good leader from a not so good one? A good leader should possess excellent communication skills. He should also possess qualities of honesty, integrity and commitment. He must be extremely understanding towards the concern and worries of the people. He ought to be their pillar of strength during their difficult times. With a clear vision for the future, he should take actions and decisions which will benefit everyone. With team spirit, he should lead from the front.

**A2. Write any one thing which a leader is expected to do.**

**A3.**

**i. Choose the correct option to state the meaning of Integrity.**

- (A) Courage and bravery  
 (B) Honesty and moral principles  
 (C) Creativity and innovation  
 (D) Intelligence and knowledge

**ii. Make sentence using the phrase 'to lead from the front'.**

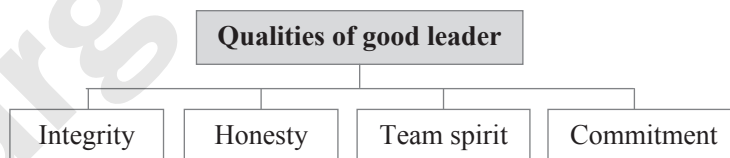
**A4.**

- i. A good leader is loved and respected by all. (Use 'not only ...but also'.)  
 ii. A good leader should possess excellent communication skills. (Add a Question Tag)

**A5. Who is a great leader according to you? Justify your answer.**

**Answers**

**A1.**



- A2. i.** A leader should be extremely understanding towards the concern and worries of the people.  
**ii.** With a clear vision for the future, a leader should take actions and decisions which will benefit everyone.  
**iii.** A leader should lead his team from the front.

[*Note: Students are expected to write any one thing.*]

- A3. i.** (B) Honesty and moral principles  
**ii.** Our Head Boy is very proactive and he leads from the front.
- A4. i.** A good leader is not only loved but also respected by all.  
**ii.** A good leader should possess excellent communication skills, shouldn't he?

**A5.** According to me, Mahatma Gandhi is a great leader. One of the most influential world leaders, he armed us with the principles of non-violence and *satyagraha* in our fight against colonialism. The father of our nation, Mahatma Gandhi, displayed excellent leadership skills and his teachings are relevant even today.



**Q3. Read the following passage and complete the activities that follow:**

**A1. State whether the following statements are true or false:**

- i. Sports prepare us for our lives ahead.
- ii. Sports have the ability to bring nations of the world together.

“Sports teaches you character, it teaches you to play by the rules, it teaches you to know what it feels like to win and lose - it teaches you about life.” Billie Jean King.

How right are the above words.

Sports play a very important role in our life. It develops in us the qualities of determination, dedication and devotion. It also helps us understand the importance of hard work. Even as it develops dedication, it also helps us to hone our leadership skills. It develops in us a spirit of competition which prepares us for our life ahead. Sports promote our physical well-being. It also improves the mental strength and our cardiovascular strength. It also helps us build social skills. Various sports competitions bring people of different nations together. This goes a long way in bringing about international peace and understanding. Sporting events generate income, thereby leading to economic growth. The importance of sports can definitely be not undermined.

**A2. Write any two advantages of sports.**

**A3.**

- i. Pick out two compound words from the passage.
- ii. Prepare a word register for the word ‘values’.

**A4.**

- i. Sports play a very important role in our life.

**(Form a Wh-question to get the underlined part as the answer.)**

- ii. The importance of sports can definitely not be undermined.

**(Separate the Subject and the Predicate)**

**A5. Who is your favourite sports-person? Why?**

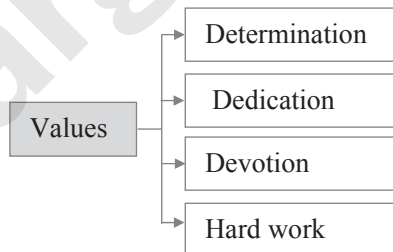
**Answers**

- A1.** i. True ii. True

- A2.** i. It develops in us the qualities of determination, dedication and devotion.  
 i. It also helps us understand the importance of hard work.  
 iii. Sports hone leadership skills, foster competition, enhance physical and mental well-being, build social skills, promote international unity and contribute to economic growth.

[*Note: Students are expected to write any two advantages.*]

- A3.** i. a. well-being b. understanding  
 ii.



- A4.** i. What plays a very important role in our life?  
 ii. Subject – the importance of sports  
 Predicate – can definitely not be undermined

- A5.** Cricket is my favourite sport and my favourite sports-person is Virat Kohli. Extremely tough, he displays grit and determination when on the field. He is confident of his strengths and has the ability to take both victory and defeat in his stride. Constantly learning, he believes in continuously developing his skills, making him an ideal sports-person.



### Questions for Practice

**Q4. Read the following passage and complete the activities that follow:**

**A1. Complete the boxes with the names of the fields wherein we see the application of computers.**

--	--	--	--

Computers have become an indispensable part of our life. Today, in almost every sector, computers are being used. Initially, the computer was a simple electronic device with limited use. Today it has multiple uses. We find that computers have been effectively put to use in various fields. It includes the fields of education, medicine, banking, entertainment, business, health, etc.

Today, information is available at the click of a mouse. There could not be a faster, easier and relatively cheaper mode of communication. We are witnessing economic growth because computers facilitate an increase in productivity. E-learning too has revolutionised the way we learn and the way we are taught.

But every coin has two sides. People get addicted to computers. Poor body posture and lack of physical activities too are witnessed. Cybercrime is another issue to deal with. But the choice lies in our hands. We should ensure that we use computers responsibly, which will add value to our life.

**A2. What does the passage highlight?**

**A3.**

**i. Give the Noun forms of:**

a. available

b. responsible

**ii. Give the Adjective forms of:**

a. health

b. information

**A4.**

**i. We are witnessing economic growth. (Pick out the verb and state its kind)**

**ii. But every coin has two sides. (State the word class of the underlined word.)**

**A5. Name any two precautions you will take when using the computer?**

**Answers**

**A1.**

Education
-----------

Health
--------

Entertainment
---------------

Banking
---------

**A2.** The passage highlights the increasing importance and widespread use of computers in various sectors. It also states the advantages and potential challenges associated with their usage.

**A3. i. a. availability** **b. responsibility**

**ii. a. healthy** **b. informative**

**A4. i. are witnessing – Present Continuous Tense**

**ii. every – Adjective**

**A5.** I understand that online safety is my responsibility. I will not access any content which is inappropriate. I will not post photos or videos on social networking sites without my parents' permission.



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- Mathematics

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- इतिहास व नागरिकशास्त्र
- भूगोल
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