**\*\*\*Preface\*\*\***

 ***E****nglish is a vast and rich language. Knowing English increases one’s chances of getting a good job in multinational companies within a country or for finding jobs in abroad. It's also the language of international communication.*

*There are more than 6 lakh of words in a Dictionary and every year many words are being added. Initially, it was the language of English people. Yet it gained its importance from the colonial rule. To speak correct English, one should know the correct rules of the grammar. Grammar is a study of how sentences mean. And that is why it helps. If we want to understand the meaning conveyed by sentences, and to develop our ability to express and respond to this meaning, then the more we know about grammar, the better we will be able to carry out these tasks.*

*People associate grammar with errors and correctness. But knowing about grammar also helps us understand what makes sentences and paragraphs clear, interesting and precise. Grammar can be part of literature discussions when we and our students closely read the sentences in poetry and stories. And knowing about grammar means finding out that all languages and all dialects follow grammatical patterns.*

*Whereas, phonetics helps us accuracy of pronunciation, Grammar is the written form of Language but phonetics is the game of sound and pronunciation. Hence, it is essential to learn English Grammar for a better communication. The book focuses on functional grammar required for the students and hope this book is useful for the students of all grades and levels.*

 **- *Dr. Rajni Sharma***

**Index**

1. How to Learn English?........................................... 1

2. Letters, Words, Sentences and Pronunciation.............. 4

3. Tenses.......................................................................... 18

4. Sequence of Tenses................................................... 30

5. Parts of Speech......................................................... 32

6. Participles.................................................................. 56

7. Gerund........................................................................ 60

8. Infinitives..................................................................... 63

9. Articles...................................................................... 67

10. Preposition............................................................ 76

11. Conjunction............................................................ 86

12. Modals................................................................... 89

13. Direct and Indirect Narration................................. 94

14. Active and Passive Voice......................................... 105

15. Clauses.................................................................... 115

16. Synthesis of sentences............................................ 119