

## NOUNS

The job of a noun is to name something. It might be an object, a person, a place, or even a thought or idea. There are different types of nouns:

**Common nouns:** Refer to an object that you can see or touch.

Example: table, chair, dog

**Proper nouns:** Indicate the name of a person or place. Proper nouns always start with a capital letter.

Example: South Africa, Oxbridge Academy, Desmond Tutu, Toyota

**Abstract nouns:** Refer to concepts, rather than to things that you can detect with your senses.

Example: love, courage, hope, innovation

**Collective nouns:** Are used to name a group or collection of people or things.

Example: “board” of directors, “litter” of puppies, “herd” of cattle

**BASIC ENGLISH  
LANGUAGE SKILLS**

## PRONOUNS

A pronoun is a word that can be used to replace a noun, and is usually used to avoid repetition of the noun.

Example: love, courage, hope, innovation

## VERBS

Verbs are “doing” words. They express actions

Example: reading, speaking, walking, swimming

Verbs can be used in the past, present, or future tense.

Example:      Past tense:      Mr Smith drove to work.  
                         Present tense:      Mr Smith is driving to work.  
                         Future tense:      Mr Smith will drive to work.

Subject-verb agreement: In English, there is a rule that verbs must agree with their subjects in number and person

Example: He drives to work. He is driving to work. (in singular form)  
                 They drive to work. They are driving to work. (in plural form)

## ADJECTIVES

Adjectives are words that are used to describe nouns. They usually give more information about the nouns, and answer questions such as: “What kind?” “Which one?” “How many?” “How much?”

Example:      the red bus  
                         the unscheduled meeting  
                         an inaccurate report  
                         a hard-working employee

## ADVERBS

Adverbs are words that give more information about verbs. They answer questions such as: "How?" "Where?" "When?" "To what extent?"

Example: The meeting was promptly adjourned. (How?)  
She saw the dire

## PREPOSITIONS

A preposition is used to describe the relationship between a noun (or pronoun) and another word or phrase in a sentence

Example: She found the report on her desk.  
The door is behind him.  
He walked around the office.

## CONJUNCTIONS

Conjunctions are joining words.  
They are used to join words, phrases and clauses in a sentence.  
The most frequently-used conjunctions include:  
and, but, for, nor, or, yet.

Example: She works in sales and marketing.  
He wanted to attend the conference, but he could not find the venue.  
I can't remember whether he is studying bookkeeping or accounting.  
He missed his bus, yet he still made it to work on time



To read more about parts of speech, you can go to the following links:

- [www.5minuteenglish.com/grammar.htm](http://www.5minuteenglish.com/grammar.htm)
- [www.englishclub.com/grammar/parts-of-speech-table.htm](http://www.englishclub.com/grammar/parts-of-speech-table.htm)
- [www.english-grammar-revolution.com/parts-of-speech.html](http://www.english-grammar-revolution.com/parts-of-speech.html)