

Bagmati province: Gramar Notes

Knowledge on Writing Correct English Sentences, Letters, and Reports

This section covers the fundamental building blocks of the English language.

a. Parts of Speech

Every word in a sentence serves a specific purpose. Understanding these roles is essential for constructing correct sentences.

b. Noun

- Definition: A word that names a person (e.g., *teacher, Ram*), a place (e.g., *city, Nepal*), a thing (e.g., *computer, book*), or an idea (e.g., *freedom, happiness*).
- Example in a sentence: The student read the book for pleasure.

c. Pronoun

- Definition: A word used to replace a noun to avoid repetition.
- Types & Examples:
 - Personal: *I, you, he, she, it, we, they, me, him, her*
 - Possessive: *my, your, his, hers, its, our, their*
- Example in a sentence: She gave her report to him. (Replaces 'The girl gave the girl's report to the boy.')

d. Adjective

- Definition: A word that describes or modifies a noun or pronoun. It answers questions like *What kind?*, *How many?*, or *Which one?*
- Examples: *beautiful, red, intelligent, several, old*
- Example in a sentence: The intelligent student wrote a long and detailed report.

e. Determiner

- Definition: A word placed before a noun to specify quantity or to clarify what the noun refers to.
- Types & Examples:
 - Articles: *a, an, the*
 - Demonstratives: *this, that, these, those*
 - Possessives: *my, your, his, her, its, our, their*
- Example in a sentence: The manager approved my request for a new computer.

f. Verb

- Definition: The most crucial part of a sentence that expresses an action (e.g., *run, write*) or a state of being (e.g., *is, seems, feel*).
- Example in a sentence:
 - Action: She analyzes the data carefully.
 - State of being: He is a reliable employee.

g. Adverb

- Definition: A word that modifies a verb, an adjective, or another adverb. It often tells *how, when, where, or to what extent*. Many end in "-ly".

- Examples: *quickly, very, yesterday, always, here*
- Example in a sentence: He completed the task remarkably quickly. (Modifies the adverb 'quickly' and the verb 'completed').

h. Preposition

- Definition: A word that shows the relationship of a noun or pronoun to another word in the sentence, often indicating location, time, or direction.
- Examples: *in, on, at, under, beside, for, to, with*
- Example in a sentence: The meeting will be held at 10 AM in the conference room on the third floor.

i. Conjunction

- Definition: A word that joins words, phrases, or clauses.
- Types & Examples:
 - Coordinating (FANBOYS): *For, And, Nor, But, Or, Yet, So*
 - Subordinating: *because, although, since, while, if, when*
- Example in a sentence: I will attend the workshop, but I must leave early because I have another appointment.

j. Interjection

- Definition: A word or short phrase that expresses a sudden, strong emotion. It is grammatically separate from the main sentence.
 - Examples: *Oh!, Wow!, Ouch!, Well,*
 - Example in a sentence: Wow! That presentation was impressive.
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k. Infinitives and Gerunds, Reported Speech, and Tenses

1. Infinitives and Gerunds

- Gerund: A verb form ending in -ing that functions as a noun.
 - As subject: Writing reports is a key part of the job.
 - As object: He enjoys solving complex problems.
- Infinitive: The base form of a verb, usually preceded by "to". It can act as a noun, adjective, or adverb.
 - As noun: Her goal is to succeed.
 - As adjective: This is the best way to learn. (describes 'way')
 - As adverb: He worked overtime to finish the project. (explains 'why')

2. Tenses

Tense indicates the time of an action. Mastering tenses is vital for clear communication.

Tense	Structure	Example Sentence
Simple Present	Verb + (s/es)	She writes emails every day.
Present Continuous	am/is/are + verb-ing	She is writing an email right now.
Present Perfect	has/have + past participle	She has already written the email.
Simple Past	Past form of verb	She wrote the email yesterday.
Past Continuous	was/were + verb-ing	She was writing the email when the phone rang.

Past Perfect	had + past participle	She had written the email before she left the office.
Simple Future	will + verb	She will write the email tomorrow.

3. Reported Speech (Indirect Speech)

This is used to report what someone else has said without quoting them directly.

Key Rules of Conversion:

1. Tense Backshift: The verb tense in the reported clause usually moves one step back into the past.
2. Pronoun Change: Pronouns (I, you, my, your) change to fit the context of the new sentence (he, she, his, her).
3. Time/Place Words Change: Words like '*now*', '*today*', '*here*' change to '*then*', '*that day*', '*there*'.
 - Direct: He said, "I am working on the project."
 - Reported: He said that he was working on the project.
 - Direct: She said, "I finished the report yesterday."
 - Reported: She said that she had finished the report the day before.
 - Direct: The manager said, "We will discuss this tomorrow."
 - Reported: The manager said that they would discuss that the next day.

4.2 नेपाली: स्तरीय शुद्ध लेखनको ज्ञान (Knowledge of Standard Correct Writing in Nepali)

नेपाली भाषामा शुद्ध र प्रभावकारी लेखनका लागि निम्न व्याकरणिक नियमहरूमा ध्यान दिनु अनिवार्य छ।

A. ह्रस्व-दीर्घ (Short and Long Vowel Usage)

ह्रस्व (इ, उ) र दीर्घ (ई, ऊ) को सही प्रयोगले शब्दको अर्थ र शुद्धता निर्धारण गर्छ।

१. ह्रस्व (इ, उ) को प्रयोग हुने अवस्थाहरू:

- शब्दको सुरुमा: *इतिहास, इनाम, उज्यालो, उचित, किन*
- स्त्रीलिंगी शब्द: *बहिनी, श्रीमती, छोरी, बुहारी, युवती* (तर 'केटी' दीर्घ हुन्छ)
- क्रियाको धातु र सामान्य आज्ञार्थक रूप: *पढ्, लेख्, हिँड्; गर, भन, उठ*
- -इक, -इत, -इम जस्ता प्रत्यय: *सामाजिक, राजनीतिक, लिखित, गर्वित, अन्तिम, स्वर्णिम*
- अव्यय शब्दहरू: *अघि, पछि, भोली, माथि, मुनि, ताकि, अनि*

२. दीर्घ (ई, ऊ) को प्रयोग हुने अवस्थाहरू:

- पुलिङ्गी (Masculine) शब्दको अन्त्यमा: *भाइ, लोग्ने, मान्छे, विद्यार्थी, नेपाली, जोगी*
- विशेषण शब्दको अन्त्यमा: *धनी, ज्ञानी, परिश्रमी, रातो, सेतो, राम्रो*
- क्रियाको भूतकालिक र वर्तमान/भविष्यत् कालिक रूपमा: *गयो, खायो, गयो; खान्छ, जान्छ; गर्नेछ, खानेछ*
- लामो उच्चारण हुने शब्द: *फूल, दूध, गीत, मीठो, बीच, पूरा, पहिलो*
- पेशा, पद, थर, समूह बुझाउने शब्द: *मन्त्री, हाकिम, कर्मचारी, कामी, दमाई, नेवार*
- -ईय प्रत्यय लाग्ने शब्द: *राष्ट्रिय, केन्द्रीय, माननीय, दर्शनीय*

B. 'ब' र 'व' को प्रयोग

- ब (Ba): प्रायः नेपाली मूलका (तद्भव) र बोलचालका शब्दहरूमा प्रयोग हुन्छ।
 - उदाहरण: *बाबा, बाटो, बल, बिहान, सब, जब, तब, किताब, बन्द*
- व (Wa): प्रायः संस्कृतबाट जस्ताको तस्तै आएका (तत्सम) शब्दहरूमा प्रयोग हुन्छ।
 - उदाहरण: *वन, वचन, विश्वास, विद्वान्, व्यवहार, विकास, विजय, वायु*
- सामान्य गल्ती: बिचार (गलत) -> विचार (सही), बिश्वास (गलत) -> विश्वास (सही)

C. 'श', 'ष', 'स' को प्रयोग (The Three 'S' Sounds)

- श (तालव्य 'sha'): प्रायः इ, ई, ए, ऐ स्वरवर्ण वा य, र व्यंजनवर्णसँग आउँदा प्रयोग हुन्छ।

- उदाहरण: शान्ति, शिक्षा, देश, विशेष, शासन, वर्षा, आश्चर्य
- ष (मूर्धन्य 'sha'): प्रायः ऋ वा र को उच्चारणपछि र ट, ठ वर्गका अक्षर अगाडि आउँछ।
 - उदाहरण: भाषा, कृषि, पुरुष, निष्कर्ष, कष्ट, सन्तुष्ट, भविष्य
- स (दन्त्य 'sa'): माथिका दुई नियम लागू नहुने अधिकांश ठाउँमा स को प्रयोग हुन्छ। यो सबैभन्दा बढी प्रयोग हुने 'स' हो।
 - उदाहरण: संसार, समाज, समस्या, सुन्दर, असल, सरकार, सँग

D. शुद्ध शब्द, वाक्यांश र वाक्य लेखनका अन्य नियमहरू

- पदयोग-पदवियोग: नामयोगी (Postpositions) लाई शब्दसँग जोडेर लेख्नुपर्छ (e.g., घरमा, किताबसँग, छोरालाई) भने संयोजक (Conjunctions) र अव्ययलाई छुट्टै लेख्नुपर्छ (e.g., राम र श्याम, त्यसैले, तर)।
- शिरबिन्दु (◌) र चन्द्रबिन्दु (◌ँ):
 - चन्द्रबिन्दु (◌ँ): स्पष्ट रूपमा नाकबाट उच्चारण हुने ठाउँमा। उदाहरण: हाँस्नु, आँखा, चाँद, सँग, छन्, हुँ
 - शिरबिन्दु (◌): म्, न्, इ जस्ता आधा अक्षरको सट्टामा। उदाहरण: संविधान, संसार, संवाद, संयोग, वंश

समग्र शुद्ध लेखनको उदाहरण:

- अशुद्ध: बिद्यालयमा नेपाली भासाको कक्षामा बिद्यार्थीहरू किताब पढदै छन।
- शुद्ध: विद्यालयमा नेपाली भाषाको कक्षामा विद्यार्थीहरू किताब पढ्दै छन्।

(यस वाक्यमा विद्यालय (व), भाषा (ष), विद्यार्थी (दीर्घ ई), पढ्दै र छन् (चन्द्रबिन्दु) का नियमहरू सही रूपमा प्रयोग गरिएका छन्।)

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