



Grammar Workshop

Textbook

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Chapter 1: Commonly Misspelt & Misunderstood Words

Please Note: To 'Clear' a word means to look up the word in the dictionary, check the spelling, the meaning, the part of speech, how to use the word, and to make sentences with the word until you fully understand how to use it properly.

Item 1

Write the word filing 5 times

Clear the word filing

Use the word filing in 2 different written sentences

Write the word filling 5 times

Clear the word filling

Use the word filling in 2 different written sentences

Exercise

filling/filing

Insert one of the words above in the following sentences so that they make sense:

1. The cake has a chocolate cream.....
2. I like pies with a savoury.....
3. The meal was so..... that I could not eat my dessert.
4. Her job involves.....and other general office work.

Item 2

Write the word 'there' 5 times

Clear the word 'there'

Use the word 'there' in 2 different written sentences

Write the word 'their' 5 times

Clear the word 'their'

Use the word 'their' in 2 different written sentences

Exercise

there/their

Insert one of the words above in the following sentences so that they make sense:

1. Put the chair.....
2. The museum is closed today, we'll go..... tomorrow.
3. He gave them..... coats.

4. I will have to stop you....., we've run out of time.
5. I've left the boxes over.....
6. One of the students has left..... book behind.
7.is someone on the phone for you.
8.is no doubt who is the best candidate for the job.
9. The children loved..... mother because she always cooked..... favourite food.
10. I took out my wallet but..... was no money in it.
11. By the time I got back to the party..... was no food left.
12. After the accident people came to look for..... relatives.

Item 3

Write the word 'quite' 5 times

Clear the word 'quite'

Use the word 'quite' in 2 different written sentences

Write the word 'quiet' 5 times

Clear the word 'quiet'

Use the word 'quiet' in 2 different written sentences

Exercise

quite/quiet

Insert one of the words above in the following sentences so that they make sense:

1. I'm..... tired but I can certainly walk a little further.
2. She spoke in a..... voice so as not to wake him.
3. There was..... a lot of traffic today but yesterday was even busier.
4. It's so..... without the kids here.
5. It was..... a difficult job.
6. Please be.....!
7. He's..... handsome but not as tall as he looks in the picture.
8. Could you keep..... while I'm on the phone, please?
9. It would be..... difficult to find the addresses of all our clients.

10. It was a..... wedding, with just a few friends and relations.
11. The two situations are..... different.
12. Business is..... during the holidays.
13. Are you sure you want to go?
14. A..... person is one who does not talk much.
15. The colours almost match but not.....
16. I enjoyed her new book though it's not.....as good as her last one.

Item 4

Write the word 'grateful' 5 times

Clear the word 'grateful'

Use the word 'grateful' in 2 different written sentences

Write the word 'grate' 5 times

Clear the word 'grate'

Use the word 'grate' in 2 different written sentences

Write the word 'great' 5 times

Clear the word 'great'

Use the word 'great' in 2 different written sentences

Write the word 'greatly' 5 times

Clear the word 'greatly'

Use the word 'greatly' in 2 different written sentences

Exercise

grateful/grate/great/greatly

Insert one of the words above in the following sentences so that they make sense:

1. I amfor the advice that was given to me by my aunt.
2. He was..... embarrassed by the rumbling sound made by his hungry stomach.
3. I am going to..... beetroot and carrots for the salads I'm making for the church picnic.
4. It was a..... idea you had to help Matric students with their Accounting over the weekends.
5. That's..... news.
6. The young clerk did a..... job for the client and the partner of the practice decided to give him a raise.

7. I told my friend that I am so.....to your Dad for picking us up from the movies so late at night.
8. My education at a private school came at a.....sacrifice from my parents.
9. Becoming a successful athlete requires..... commitment and dedication.
10. My experiences at university taught me many.....lessons about life.

Item 5

Write the word 'accept' 5 times

Clear the word 'accept'

Use the word 'accept' in 2 different written sentences

Write the word 'except' 5 times

Clear the word 'except'

Use the word 'except' in 2 different written sentences

Exercise

accept/except

Insert one of the words above in the following sentences so that they make sense:

1. I like all types of sweets..... lollipops.
2. I was very happy when they decided tome for the program.
3. Everyone..... John likes meat.
4. My wise father always told me to.....what I cannot change.
5. The library is open every day..... Monday.
6. The rooms in the house are cool..... for the kitchen.
7. Do you..... credit cards?
8. She was in London to..... an award for her music.
9. I offered her an apology, but she would not.....it.
10. I.....full responsibility for the failure of the plan.
11. I cannot.....this invitation because I'm busy tonight.
12. All my friends..... Mary are vegetarians.

Item 6

Write the word it's 5 times

Clear the word it's

Use the word *it's* in 2 different written sentences

Write the word *its* 5 times

Clear the word *its*

Use the word *its* in 2 different written sentences

Exercise

it's/its

Insert one of the words above in the following sentences so that they make sense:

1. The dog hurt.....paws.
2. Their house has.....own swimming pool.
3. The company increased..... profits.
4. I prefer the second option..... advantages are simplicity and cheapness.
5.unacceptable to come to work late.
6. If you are not happy with something you buy..... only fair to get a refund.
7. My brother did the dishes yesterday.....my turn today.
8. been a wonderful day, thank you.
9.good to know that I have friends who care.
10. The puppy lost..... toy.

Item 7

Write the word '*adopt*' 5 times

Clear the word '*adopt*'

Use the word '*adopt*' in 2 different written sentences

Write the word '*adapt*' 5 times

Clear the word '*adapt*'

Use the word '*adapt*' in 2 different written sentences

Exercise

adopt/adapt

Insert one of the words above in the following sentences so that they make sense:

1. My parents want to.....a child.
2. When I moved to England, I had to.....to their way of doing things.
3. Children.....very easily to new environments.
4. I had to.....my plans to fit my Dad's timetable.
5. It took me a while to.....to the new job.

Item 8

Write the word 'practice' 5 times

Clear the word 'practice'

Use the word 'practice' in 2 different written sentences

Write the word 'practise' 5 times

Clear the word 'practise'

Use the word 'practise' in 2 different written sentences

Exercise

practice/practise

Insert one of the words above in the following sentences so that they make sense:

1. When I was learning to play the piano, my mother told me that..... makes perfect.
2. My dream is to work for an accounting.....one day.
3. I made it to the football team at school so I..... every day so that I stay fit.
4. I learnt a new baking technique today. I am going to.....so that I can master it.
5. The..... of child slavery is widespread in Africa.
6. His written English is very good, but he needs to..... speaking it.
7. I'm quite good at tennis but I need to..... my serve.
8. The government has promised all citizens the right to..... their religion.
9. In life it is good to.....what you preach.
10. This is a cruel..... that should be banned immediately.

11. It's common.....in South Africa to tip waiters at restaurants.
12. Our.....is responsible for about 5000 patients.
13. I need to get some more.....before I take my driving test.

Item 9

Write the word 'sought' 5 times

Clear the word 'sought'

Use the word 'sought' in 2 different written sentences

Write the word 'sort' 5 times

Clear the word 'sort'

Use the word 'sort' in 2 different written sentences

Exercise

sought /sort

Insert one of the words above in the following sentences so that they make sense:

1. Accountants are highly..... -after
2. My teacher left class early today to.....out a problem at home.
3. We both like the same..... of music.
4. What..... of shoes should I wear tonight?
5. They.....to reassure the public.
6. Legal advice should be.....before you take any further action.
7. Plants of this.....should be kept in the shade.
8. This.....of camera is very expensive.
9. I am going to have a salad of some.....
10. Actuaries are highly -after in South Africa.

Item 10

Write the word 'chartered' 5 times

Clear the word 'chartered'

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Use the word 'chartered' in 2 different written sentences

Write the word 'chatted' 5 times

Clear the word 'chatted'

Use the word 'chatted' in 2 different written sentences

Write the word 'charted' 5 times

Clear the word 'charted'

Use the word 'charted' in 2 different written sentences

Exercise

Chartered / chatted / charted

Insert one of the words above in the following sentences so that they make sense:

1. My father is a..... accountant.
2. I had not seen my best friend in 10 years so we about her career and family.
3. The map.....the course of the river where it splits in two.
4. My uncle is a..... surveyor.
5. I met my mother for lunch yesterday and we.....about my new job.
6. The local branch of the party met and..... their election campaign.
7. They spent their holiday on a..... boat in the Caribbean.

Item 11

Write the word 'leave' 5 times

Clear the word 'leave'

Use the word 'leave' in 2 different written sentences

Write the word 'live' 5 times

Clear the word 'live'

Use the word 'live' in 2 different written sentences

Exercise

leave/live/leaving/living/leaves/lives;

Insert one of the words above in the following sentences so that they make sense:

1. As I was.....in my aunt's house when she was away, I had to
2. sweep the.....and put them in black bags.
3. ".....me alone, I don't.....in this neighbourhood!"
4. I am going to submit my.....application form today because I need to take a break.

5. I no longer.....at home, as I had to.....and go to college in Johannesburg.
6. "..... the house clean and neat", Mom shouted at us kids as she went out of the door.
7. The bus is going to.....in 10 minutes.
8. If I want to get to work on time, I will have to..... the house at 5 o'clock in the morning.
9. Where do you.....?
10. Some students.....on the university campus.
11. The train will be.....in 10 minutes.
12. I've been.....with four other people in a shared house for the past 2 years.
13. The car was parked under a tree overnight, so we had to sweep all the..... off the windscreen.
14. Paulette.....in Scotland.
15. It takes my aunt 10 minutes to get to the office in Midrand every morning because she.....in Kyalami.
16. I am getting used to.....alone.
17. Luckily I.....close to the train station so I don't have to..... the house early in the morning.
18. He will have to.....the house where he is.....in Umlazi no later than 07:00 to get to the appointment on time.

Item 12

Write the word 'advice' 5 times

Clear the word 'advice'

Use the word 'advice' in 2 different written sentences

Write the word 'advise' 5 times

Clear the word 'advise'

Use the word 'advise' in 2 different written sentences

Exercise

advice/advise/advises

Insert one of the words above in the following sentences so that they make sense:

1. The politician offered his.....to the cabinet.
2. He..... them in matters of the state.
3. My mother is very wise. I value her.....very much.
4. I strongly..... against making a sudden decision.
5. After arresting the man, the policeman decided to..... him of his rights.
6. If you have sensitive skin, the doctor will..... you to avoid sunbathing.

7. The best..... I got from my father was to take my studies seriously.
8. I think I'll take your.....and buy the green dress.
9. Can I give you a piece of.....?
10. I need your..... on which computer to buy.
11. Doctors always.....their patients against smoking.

Item 13

Write the word 'affect' 5 times

Clear the word 'affect'

Use the word 'affect' in 2 different written sentences

Write the word 'effect' 5 times

Clear the word 'effect'

Use the word 'effect' in 2 different written sentences

Exercise

effect/affect

Insert one of the words above in the following sentences so that they make sense:

1. This tablet will.....you.
2. The..... of the tablet was disastrous.
3. A drought can.....the availability of food.
4. The petrol leak has had a disastrous.....on the environment.
5. Fatigue is often an..... of not getting enough sleep.
6. My sister suffers from asthma. The doctor said that this condition can.....anybody.
7. Excessive sunbathing can.....your skin.
8. I tried taking tablets for the headache, but they didn't have any..... on the pain.

Item 14

Write the word 'confident' 5 times

Clear the word 'confident'

Use the word in 2 different written sentences

Write the word 'confidence' 5 times

Clear the word 'confidence'

Use the word in 2 different written sentences

Exercise

Confident / confidence

1. I went to write my exam feeling quite
2. He had no when it came to chatting up girls.
3. With new-found he tackled the work again
4. Once I passed my driver's license, I felt that my driving was fine.
5. The Maths teacher had in her class and she knew they would pass Matric.
6. He was a young man and went to the interview with
7. The coach told his team not to lose their
8. "I am that I know my Pastel well now," she told her Supervisor.
9. "How can I have that you will keep your word?" his Mom asked him.
10. Our team felt very before the big match as they had prepared well.

Chapter 2: Common General Spelling and Grammar Mistakes

Exercise

In the following exercise, tick the correct word out of the options given in brackets:

I joined the Work-Readiness Program three months ago. So far I like it (a lot/alot). I have learnt how to do the (filing/filling) and (stuff/staff like that). Thanks to this program, (I can/I can be able to) speak confidently in public and understand office etiquette. I am no longer afraid of standing (infrontof/in front of) people and speaking. The grammar courses also greatly improved my (writing/writting) skills. (Up to now/Up to so far/so far), I am very happy with the program and the facilitators.

Exercise

Write the word (s) that you got wrong 5 times

Clear the word (s)

Use the word (s) in 2 different written sentences

Chapter 3: The Indefinite Article

An indefinite article is a word used to talk about one thing without pointing it out definitely. That is why it is called indefinite.

"A" and "an" are indefinite articles.

When to use "an"

If there is a noun whose first letter begins with a letter that is a vowel, then you use "an" e.g. an egg. The same also applies to an adjective that is preceded by a vowel.

Eg: an ugly spider, an oily meal

NB: There are some exceptions to the rule. You also use 'an' when referring to words that begin with vowel sounds,

Eg: an hour

When to use "a"

As a general rule "a" is used before words that begin with a letter of the alphabet which is not a vowel. Eg: a boat, a car, a train.

Exercise

Please use either "a" or "an" with the following nouns:

1. boot
2. apple
3. coat
4. dolphin
5. gorilla
6. island
7. octopus
8. hour
9. flower
10. joke
11. owl
12. oak tree
13. rose
14. big dog
15. attractive woman
16. empty house
17. interesting movie
18. fish
19. university
20. writer

Chapter 4: Plural Form of Nouns

Nouns are found in singular and plural forms. With most words you just add an "s" to form plurals.

Eg: house + s = houses

Exercise

Give four examples of nouns where you could add an "s" to turn them into the plural form.

As a general rule, if the word ends in "ch", "sh" or "s" then you add "es".

For example:

Bus becomes buses

Gas become gases

Bush becomes bushes

Exercise

Give four examples of nouns where you could add an "es" to turn them into the plural form.

With nouns that end in a "y" you either add "s" or "ies" to get the plural form, depending on which one is correct for that particular noun.

Eg: holiday becomes holidays

Sky becomes skies

Exercise

Covert four nouns that end in "y" to the plural form.

NB – there are certain words that appear only in the plural form.

Eg: stairs, measles and pants

Exercise

Convert the following nouns into plurals:

Monkey

Key

Guy

Party

Baby

Country

Assembly

Church

Bike

Bush

Plant

Torch

Chapter 5: Tenses

Tenses are used to refer to activities or periods in one's life in 3 main areas:

- ❖ The past – refers to actions done/activities you did/possessions you had in the past
- ❖ The present – refers to actions/activities you are currently doing or possessions you currently have. It refers to the present state of affairs.
- ❖ The future - refers to actions/activities you will do in the future or possessions you would like to have in the future

NB – Be careful of which tense you use when writing as using the incorrect tense can completely change the meaning of a sentence.

Examples

Present tense

Question: What qualifications do you have?

Answer: I had a BCom degree.

In this case, using the wrong tense changes the meaning of the sentence, - as you have used the past tense to refer to a qualification that you currently have. As the answer given above implies that you had a degree in the past, the next question would be "what happened to your degree, do you no longer have it?"

The correct way to answer the question is as follows:

Question: What qualifications do you have?

Answer: I have a BCom degree.

This is correct because the present tense refers to the present state of affairs, present activities, or possessions.

Past tense

Question: What games did you enjoy playing as a child?

Answer: I enjoy Monopoly.

Exercise

Write the correct answer to the question above and explain why the answer given is incorrect.

Future tense

Question: What will you do when you get home tonight?

Answer: I ate supper and watched a movie.

Exercise

Write the correct answer to the question above and explain why the answer given is incorrect.

Exercise

In the following passage, tick the correct tense from the options given:

When I was younger I (have/had) many interests. My main interest (was/is/will be) Mathematics.

During the holidays, I (enter/entered) many Maths competitions which I won.

My father (encourages/encouraged) me to become an accountant. One day, he (sees/saw/will see) an advert in the paper for a work readiness programme for accounting graduates.

I (applied/apply/will apply) for the program and here I am! I (learn/have learnt/will learn) something new every day on this program. We (do/did) many drills.

I (complete/will complete/completed) the program in two weeks' time. When I leave the program, I (apply/will apply/am applying) what I have learnt. I (will tell/am telling/told) other graduates about this program. I know that I (will succeed/have succeeded) in the workplace.

Do corrections for any incorrect answers explaining why the tense(s) that you selected was/were incorrect.

Exercises

Write the past tense of the verb in brackets in the space provided:

1. They..... Sweden (visit)
2. They.....to school (walk)
3. He.....to his friend (speak)
4. She.....to music (listen)
5. She.....the apple (eat)
6. He.....mealies to eat (grow)
7. Siphon.....his car (wash)
8. Tembi..... English to the class (teach)
9. Mom.....some fresh bread (bake)
10. She..... the tests (mark)
11. Jabu.....to the shops (go)
12. John..... the car (drive)
13. Mom.....my new dress (sew)
14. Peter..... on the ladder (stand)
15. Sbu.....with his sister (fight)
16. The police..... many criminals last year(catch)

Give the past tense of the following actions:

- ❖ I sing
- ❖ She laughs
- ❖ They play
- ❖ The dog runs
- ❖ They argue
- ❖ She knits and I study

Chapter 6: Proper Nouns and Inverted Commas

A proper noun is the name of a person, place or thing. The first letters of proper nouns are always capital letters. This applies when writing the following proper nouns:

1. A first name e.g. Claire
2. A surname e.g. Smith
3. A country e.g. South Africa
4. The name of a company, university, football club e.g. Vodacom, Wits University, Kaizer Chiefs
5. A month e.g. June
6. A language or a person's nationality e.g. He comes from France and speaks French fluently.
7. An official title e.g. President Cyril Ramaphosa

Capital Letters (Also see examples in LLL Course)

Any word that comes after a full stop starts with a capital letter.

e.g. Sally went to the shops. She met an old friend of hers on her way back.

Google rules of using capital letters for more information. A letter signed by a facilitator would have their name, plus Facilitator with a capital letter. A general reference to a facilitator would not have a capital letter. The LLL Course explains the use of capitals in a person's title.

Inverted commas

Invert commas are used in the following cases:

1. To quote something that was said by somebody in exactly the same words that they used. Eg: We attended a conference at work this week. One of the managers said, "All staff members will be expected to take no more than 15 days leave per annum."
2. In direct speech. Eg: My mother was very angry with me because I was misbehaving so she shouted, "Stop it or I will give you a hiding!"
3. When referring to the name of a book e.g. My favourite book is called "The Lion King" or when referring to the name of a film, e.g. One of the best comedies I watched last year was called "Bridesmaids."

Exercise

Re-write the following passage with the use of Proper Nouns, capital letters and inverted commas where appropriate:

my name is calvin harris. when I was younger, I travelled all over the world with my parents because they are diplomats. i lived in switzerland for a year and learnt how to speak french. i went to a school called jules verne.

after that, we moved to england. we lived in birmingham. tony blair was the prime minister at the time. my favourite show was called come dine with me. i started reading a lot during my time there. i read many books by william golding. english people love football. i started supporting a number of football clubs but my favourites were manchester united and liverpool.

my parents eventually moved to south africa. i successfully completed my matric, then studied at wits university.

i am now doing a work readiness program sponsored by bankseta. my dream is to work at standard bank one day.

Chapter 7: Sentence Construction & Punctuation

Definition of a sentence: A sentence is a group of words usually containing a verb, which expresses a thought in the form of a statement, question, instruction or exclamation. It starts with a capital letter and ends with a full stop when written.

A question mark is used when you are asking a question. Eg: What is your name?
An exclamation mark is used when referring to something you say or shout suddenly because of surprise, fear, pleasure etc. Eg: I went to Victoria Falls during the holidays. What a beautiful place!

A comma is a punctuation mark that is used in writing to separate parts of a sentence showing a slight pause, or to separate the single things in a list.

Eg: I love candy. My father took me to the shops yesterday, so I bought lollipops, sweets, chocolate and lots of candy floss.

Eg: I ran down the stairs to answer the phone, only to realize that it was my younger brother's toy phone that was ringing.

A full stop is the punctuation mark that is put at the end of a sentence. Eg: The boy lives in Spain.

Exercises

- 1) create 2 sentences beginning with a capital letter and ending in a full stop. Hand in your exercise to the supervisor to check and sign.
- 2) Create 2 sentences beginning with a capital letter and ending with a question mark. Hand in your exercise to the supervisor to check and sign.
- 3) Create 2 sentences beginning with a capital letter and ending with an exclamation mark. Hand in your exercise to the supervisor to check and sign.
- 4) Create 2 sentences with the correct use of commas. Hand in your exercise to the Supervisor to check and sign.

Exercise

Add capital letters, full stops, commas, question marks and exclamation marks to the following paragraph in order for it to make sense:

a friend of mine told me that there was a sale at a shop called cna we left the house very early but there was so much traffic my mother even tried to use a different route but that did not make much of a difference by the time we got to the shop there was a long queue i saw many of my classmates in the queue also waiting to buy some of their favourite books and some stationery we bought books pens pencils and erasers for the new school year after that mom took us out for breakfast because we were very hungry i ordered scrambled eggs sausages toast and fried tomatoes it was so delicious that i asked for seconds after that we went home i played with my little sister then mom called us in for supper what a day

Chapter 8: The Apostrophe

The apostrophe makes sentences shorter or shows possession (ownership)

Note the following points about the apostrophe:

- ❖ The apostrophe shows where letters have been removed when shortening a statement. Eg: I + am = I'm
- ❖ The use of contractions or a shortened statement like in the example provided above is permitted in business writing but should not be overdone.

General rules about the use of apostrophes to shorten statements:

When shortening a statement, the apostrophe is placed between the pronoun and after the vowel in the verb.

Without the use of apostrophes, "you are" would be written as "you are" in its long form.

The apostrophe replaces the vowel in the shortened form of the statement:
you (pronoun) + are (verb) = you're

In the example above, notice that the pronoun is never shortened, and that the apostrophe comes after the vowel in the verb. The same rule applies if the first word is a verb. It is also never shortened.

Eg: Should = have = should've.

Sometimes the first letter in the verb does not begin with a vowel. In this case the pronoun is not shortened, and the apostrophe comes after the first vowel in the verb.

Eg: I have = I've

Note that the apostrophe is placed after the first vowel in the verb.

In cases where a negative statement is shortened, the apostrophe is placed after the "n" in the word "not".

Eg: must not = mustn't

Exercise

Shorten the following statements using apostrophes:

1. I am =
2. I have=
3. I had=
4. I shall=
5. You have=
6. You had=

7. You will=
8. We are=
9. We have=
10. We had=
11. We shall=
12. They are=
13. They have=
14. They had=
15. They will=
16. Have not=
17. Must not=
18. Could not=
19. Would not=
20. Can not=
21. Will not=
22. Do not=
23. Would have=
24. Should have=

The apostrophe is also used to show possession.

Eg: instead of saying the car belonging to the boy, it is the boy's car.

If the boy has many cars, it is the boy's cars.

If there are many boys with cars, it is the boys' cars.

NB When a noun's plural form does not have an "s" at the end, you don't add an extra "s" before the apostrophe

Eg the men's cars, the women's shoes

Exercise

1. The car belonging to the ladies =
2. The bags belonging to the ladies=
3. The tie belonging to the man=
4. The cake belonging to the children=
5. The books belonging to the students=
6. The food belonging to the dogs =
7. The blankets belonging to the players=
8. The cheese belonging to the mice=
9. The toys belonging to the children=
10. The ties belonging to the men=

Chapter 9: Prepositions

A preposition is a word that shows the relationship between a person, place or thing and some other word (or words) in the sentence.

Eg: Here is a letter *from* your mother.

From shows the relationship between letter and mother.

We drove there *after* the movie.

After shows the relationship between drove and the movie.

There are certain recognized combinations:

Adjectives + prepositions

Afraid of

Proud of

Fond of

Different from

Good at/for

Bad at/for

Keen on

Ready for

Tired of

Opposed to

Scared of

Inspired by

Interested in

Satisfied with

Sorry about/for

Exercises

1. Write down 2 sentences containing prepositions.
2. Underline the prepositions in the following sentences:
 - a) The money was left lying in the street.
 - b) We will get to New York soon.
 - c) She left her books in her room.
 - d) Here is a letter from Joe.
 - e) He's waiting by the door.
 - f) She is carrying her package under her arm
 - g) He leaned his bicycle against the wall.
 - h) They are from England
 - i) I will get it for you.
 - j) The bird flew over his head.
 - k) He is coming with his father.
 - l) They will be here by sunset.

m) They rode over the mountain and down the other side.

He asked the coach if he could play with the team.

3. Write the prepositions in the spaces provided in the sentences below:

a) She partook.....sports.....school.

b) The cat was reaching..... its toy..... the table.

c) We met..... the airport.

d) She stood..... the wall.

e) This goes.....my principles.

f) She travelled..... bus.

g) She was inspired.....her teacher.

h) She was told..... stop smoking.

i) Compared.....you, I am an introvert.

j) The film is similar..... the novel.

k) The only entrance is.....the tunnel

l) He disagrees..... the findings.

m) Her slippers were..... the bed.

n) He looked..... his shoulder.

o) She shared ice-cream.....me.

p) Please think..... the matter.

q) The clock fell.....the table.

r) We approve.....your choice.

s) She has a fear..... flying.

t) I am proud..... your success.

u) Most of us are scared..... snakes.

v) She went along..... the proposal.

Chapter 10: Slang & “Texting Lingo”

Lingo is slang for language. When most of us communicate with friends on social media networks we tend to use “texting lingo”. Please remember that using it in formal documents is not acceptable. There are a number of common errors when writing in formal documents:

To write “u” instead of “you”

Eg:

Grammatically incorrect

If u work hard, u are going to be successful one day

Grammatically correct

If you work hard, you are going to be successful one day

To write “r” instead of “are”.

Grammatically incorrect

You r the best tennis player in the country.

Grammatically correct

You are the best tennis player in the country.

To write the number “2” instead of the word “to”.

Grammatically incorrect

This weekend I am going 2 Durban.

Grammatically correct

This weekend I am going to Durban

Slang

The use of slang is also unacceptable in the business world or in formal documents. Slang should not be used in any professional environment or communication. Words like “gonna” (going to) and “wanna” (want to) should not be used in written or spoken communication in the workplace.

Chapter 11: Spelling Test

Please circle the correct spelling out of each of the 3 choices for questions 1 - 20.
You have 10 minutes to complete the test.

- | | | | |
|-----|------------|------------|------------|
| 1. | posess | possess | posesse |
| 2. | necessary | neccessary | necessery |
| 3. | maintane | maintain | maintaine |
| 4. | habit | habbit | haibit |
| 5. | discesion | discrecion | discretion |
| 6. | conciencie | consience | conscience |
| 7. | adress | address | addres |
| 8. | theatre | theater | theatar |
| 9. | incur | encur | incurr |
| 10. | frequent | frequent | freequent |
| 11. | schedule | skedule | schedual |
| 12. | bussiness | business | buisness |
| 13. | different | diferent | differrent |
| 14. | secondarey | secondery | secondary |
| 15. | immediate | immedeate | imeadiate |
| 16. | reciept | receipt | receipte |
| 17. | disolve | dizzolve | dissolve |
| 18. | succesful | successful | sucessful |
| 19. | ambision | ambiscion | ambition |
| 20. | shrewd | shreud | schrewd |

Chapter 12: Pronouns

A pronoun is any word that is used in the place of a noun. The word pronoun comes from the Latin pro meaning instead of, in the place of. "He" and "She" are two of the most commonly used pronouns. Their definitions are as follows:

He: Used to refer to a man or boy that has already been mentioned.

She: Used to refer to a woman or girl that has already been mentioned.

Exercise

he/she

Insert one of the words above in the sentences below:

1. The man decided to walk to the garage when his car broke down.knew that he needed some fuel.
2. The woman called the police because her neighbours were making too much noise. had tried to speak to them beforehand, without success.
3. Don't ask Andrew..... won't know the answer to your question.
4. I asked my mother if.....could lend me some money, but..... said no.
5. I told the man not to park his car in the garage, but.....didn't listen.
6. Usain Bolt is a great athlete. broke a record at the Olympics yesterday.
7. Serena Williams played very well on Saturday. even beat Anna Sharapova in the Women's Final!
8. President Obama is a very intelligent man. is also known for his great sense of humour.
9. Oprah Winfrey is one of the richest women in the world.even owns properties all over the world.
10. Anna took her son to the doctor because knew that..... was unwell

Chapter 13: Additional Common Grammar Mistakes

Incorrect

- At Par
- Related with
- Attention to details
- But not in details
- In a near future
- In a long run
- Go an extra mile
- There and there
- Interms
- Inorder
- In course, in the program
- Working as a group
- Working as a group
- I can work as a group
- I can work as a group
- I can work as a group
- Work ethics
- Circles of action
- I bet to differ
- Result into
- I did my ought most best
- A work in product
- This forms
- The course have
- Its determine
- Its mean
- I kicks the ball
- He kick the ball

Correct

- = On par
- = Related to
- = Attention to detail
- = But not in detail
- = In the near future
- = In the long run
- = Go the extra mile
- = Here and there
- = In terms of
- = In order to
- = On course, on the program
- = Working in a group
- = Working with a group
- = I can work as a member of a group
- = I can work with a group
- = I can be a team member
- = Work ethic
- = Cycles of action
- = I beg to differ
- = Result in
- = I did my utmost best
- = A work in progress
- = These forms
- = The course has
- = It determines
- = It means
- = I kick the ball
- = He kicks the ball

Longer Sentences

Find words on the dictionary = Find words in the dictionary

26 Alphabets in English = 26 Letters in the English alphabet

[Every language has one alphabet, so there is a Russian alphabet, a Greek alphabet, a German alphabet and so on].

I learned so much things. = I learned so many things
Commit myself in this program = Commit myself to this program.

This will be a stepping ladder for me = This will be a stepping stone for me

Lend/Borrow/Filling/Commit

When you give something you "lend" it. Eg: I lent Gary R30.00 yesterday.

When you get or receive something you "borrow" it. Eg: Can I borrow your dictionary?

Filling VAT forms. Eg: Filling in VAT forms also Filling out VAT forms.

Sometimes confusing

TO: Indicates motion

TOO: Also, or excessively

TWO: The number 2

THEN: A point in time

THAN: A method of comparison

THEY: Third person plural

THEY'RE: They are

THEIR: It belongs to them

THERE: A place - at that place
At that point or stage

YOUR: It belongs to you

YOU'RE: You are

WERE: Past tense of are
 WE'RE: We are
 WHERE: A place; at what place

They were some changes on the Learning Sequence Guide

There were some changes on the Learning Sequence Guide

More common errors

{'Realize' is USA spelling and 'Realise' is UK/Europe spelling. Either one can be used in SA}

It made me to realise how much important grammar is

It made me realise how important grammar is

This program has taught me on how to be professional

This program has taught me how to be professional

So that I can be able to attempt any question

So that I can attempt any question

Confidence (is a noun)

Confident (is an adjective)

I have confidence (noun)

I am confident (adjective)

Importance (is a noun)

Important (is an adjective)

I have been taught the importance of good communication

It was a very important question in the exam.

My wins for the week was....

My wins for the week were

My grammar and punctuation was poor

My grammar and punctuation were poor

My win for the week was (then give only one thing)

My wins for the week were (then give more than one thing)

And is a conjunction. Don't start sentences with And.

I was suppose to 'be there'

I was supposed to 'be there'

I have realise the value of the course

I have realised the value of the course

Glossary

A lot: Very much or very often. *I enjoy watching tennis matches a lot.*

Accept (v.): 1. To agree to take something. *Do you accept credit cards?*
2. To say "yes" to an offer or invitation. *I accepted the invitation to the graduation party.*

Adapt (v): To change something to suit different conditions or uses. *Many software companies have adapted popular programs to the new operating system.*

Adopt (v): To take another person's child into your own family and legally look after him or her as your own child. *Many celebrities adopt children from Africa.*

Advice (n): An opinion which someone offers you about what you should do or how you should act in a particular situation. *Steven gave me some good advice.*

Advise (v): To give someone advice. *As the Secretary of State, it is her job to advise the President.*

Affect (v): To have an influence on someone or something, or to cause them to change. *I was deeply affected by the film.*

Chartered (adj): Of people who do particular jobs having successfully completed the necessary training and examinations. *A chartered accountant.*

Effect (n): The result of a particular influence. *Liver disease is one of the effects of alcoholism.*

Except: Not including, but not. *I like all types of cars except Mercedes cars.*

Filing (n): The activity of putting documents, electronic information etc into files. *Her job involves filing and other general office work.*

Filling (n): Any material used to fill something. *I like savoury sandwich fillings.*

Grate (v): To rub food against a grater in order to cut it into a lot of small pieces. *When I was making my sandwich, my mother told me to grate the cheese first.*

Grateful (adj.): Showing or expressing thanks, especially to another person. *I am so grateful for all that you have done for me.*

Great (adj): 1. Very good. *We had a great time at the party last night.*

2. Extreme. *After the accident the man walked with great difficulty*

Greatly (adv.): very much, used especially to show how much you feel or experience something. *I greatly regret not having told the truth.*

In front of (preposition): *There's parking space in front of the hotel.*

It's: It is. *It's great to see my brothers getting along well.*

Its: Belonging to or relating to something that has already been mentioned. *The company increased its profits.*

Leave (v): To go away from something or someone for a short time or permanently. *When I was 18, I decided to leave England and move to South Africa.*

Leaves (n) plural of leaf: One of the flat, usually green parts of a plant which are joined at one end to the stem or branch. *He was sweeping leaves in his garden.*

Live (v): To have your home somewhere. *We live in Durban.*

Practice 1. (n): Something that is usually or regularly done, often as a habit, tradition or custom. *It is common practice in the States to tip the hairdresser.*

Practice 2. (n): A job or business that involves a lot of skill or training. *A dental practice.*

Practise (v): To do or play something regularly or repeatedly in order to become skilled at it. *I practise the violin every day.*

Quiet (adj): Making very little noise. *Johannesburg is very quiet during the Christmas holidays.*

Quite (adv): A little or a lot but not completely. *I am quite tired, but I can certainly walk a little further.*

Seek 1. (v): To try to find or get something especially which is not a physical object. *Are you actively seeking jobs?*

2. (v): It also means to ask for advice, help, approval, permission. *The lady's car broke down, so she sought help from the service station.*

3. (v): To try or attempt. *They sought to compensate the victims of the hurricane.*

So far: Until now. *So far we've made R30 000.*

Sort (n): a group of things which are of the same type or which share similar qualities. *What sort of shoes do athletes wear?*

Sought (v) Past participle and past simple of the verb "seek".

Staff (n): The group of people who work for an organization. *There is a good relationship between staff and pupils at the school.*

Stuff (n): Used to refer to a substance or a group of things or ideas. *Do you want help bringing your stuff in from the van?*

Their: Of or belonging to them. *He gave them their jackets.*

There (adv): (to, at or in) that place. *Put the chair there.*

Up to (preposition): Until. *Up to yesterday, we had no idea where the child was.*

(NB: "So far" and "Up to" cannot be used together in the same sentence).

Writing: The activity of creating written work such as stories, poems or articles. *I am writing a letter to my uncle.*