

English grammar: An effective tool for improving writing & speaking skills

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Abstract

English has occupied as a global language so one of the most fundamental asserts of modern linguistic analysis is that all languages have a grammar if a language is spoken, it must have a phonetic and phonological system. Grammar is a set of rules and the systematic study and description of a language. This includes the structure of words, phrases, clauses and sentences. The purpose of this research paper is to explore the role of English grammar in the facilitation of writing as well as speaking skills of students. The study and Knowledge of English grammar helps the technical students in the correction of mistakes and in enhancing the writing as well as speaking skill. Researchers also agree that it is more effective to teach punctuation, sentence variety, and correct usage in the context of developing the ability to write and speak effectively.

Keywords: grammar, writing skill, speaking skill, students

Introduction

The knowledge of grammar is certainly worth studying for the students to fight and cope up with this competitive world as writing is a complex and challenging activity for many students, teachers should focus on the grammatical concepts that are essential for the clear communication of meaning. However, while students may be effective speakers of English, they need guidance to become effective writers. They need to learn how to transfer their knowledge of grammatical concepts from oral language to written language. By connecting their knowledge of oral language to written language, teachers can demystify abstract grammatical terminology so that students can write—and read—with greater competence and confidence.

Why Does Grammar Matter?

Grammar is often perceived as being a boring subject, but it's a part of everyone's daily life and getting to know how it works as important as knowing about other subjects. People associate grammar with errors and correctness but knowing about grammar also helps us to understand what makes sentences and paragraphs clear and interesting and precise. It is recognized by the National Council of Teachers of English (NCTE), Grammar is important because it is the language that makes it possible for us to talk about language. Grammar names the types of words and word groups that make up sentences not only in English but in any language. As human beings, we can put sentences together even as students--But to be able to talk about how sentences are built, about the types of words and word groups that make up sentences--that is knowing about grammar. It helps us to understand the factors that influence us of grammar and vocabulary in speech and writing also to understand the different ways in which grammar has been described.

Incorrect Grammar and Communication Issues

Unclear communication is the biggest issue caused by using incorrect grammar when writing or speaking so grammar is most effective to improve communication and writing skills, but this only pertains to those who have a solid foundation of correct usage of words in the sentence as It includes the correct

use of inflections, syntax, parts of speech, synthesis, and word formation of the language, as well as the pronunciation, meaning, and linguistic history of a particular word. Below are some of the most common English mistakes made by students, in speech and in writing. Go through the examples and make sure you understand the corrections.

Incorrect: Everybody must bring their own lunch.

Correct: Everybody must bring his or her own lunch.

Incorrect: Its a cold day in October.

Correct: It's a cold day in October.

Incorrect: At eight years old, my father gave me a pony for Christmas.

Correct: When I was eight years old, my father gave me a pony for Christmas.

Incorrect: We drive usually to home.

Correct: We usually drive home.

Incorrect: He absented from the college yesterday.

Correct: He absented himself from the college yesterday

Incorrect: No less than fifty students were present.

Correct: No fewer than fifty students were present.

In addition to creating communication misunderstandings, incorrect grammar also makes a poor first impression. If you are a jobseeker with grammatical errors in your resume, a company recruiter may see you as less intelligent than a candidate who has similar skills but was able to proofread properly. If you own a business and have grammatical errors in your marketing materials, potential customers may see these mistakes as an indication that your company is sloppy or simply unreliable.

Resources for Improving Your Grammar Skills

- Your Dictionary has grammar rules and usage tips for both the English-speaking as well as those who have English as their second language.
- Bartleby.com has the complete text of William Strunk's The

Elements of Style available for you to read online.

- Write 101 offers a comprehensive collection of over 800 articles devoted to helping you improve your writing. Grammar, vocabulary, style, and composition are just some of the many topics covered on this helpful website.
- Daily Grammar offers free e-mail grammar lessons Monday through Friday, with a quiz to test your skills on Saturday. The site also features a searchable archive of previous grammar lessons and quizzes.

Common Grammar Mistakes

According to experts, the following grammatical errors are the most common:

- Run on sentences that combine two or more complete thoughts without the proper punctuation between clauses
- Sentence fragments that lack a subject or verb
- Confusing apostrophes that indicate possession with apostrophes that indicate omitted letters
- Using two negatives in one sentence to indicate the opposite of what you actually mean
- Sentences with an unclear antecedent--the noun to which a pronoun refers
- Misplaced modifiers that either modify two separate words or appear to modify the wrong part of the sentence.
- Overuse of preposition phrases such as "without a doubt" or "on occasion"

Basic English Grammar Rules

There are hundreds of grammar rules but the basic ones refer to sentence structure and parts of speech, which are noun, pronoun, verb, adjective, adverb, preposition and conjunction. Some of the most basic and important English grammar rules relate directly to sentence structure. Some of these rules specify that:

- A singular subject needs a singular predicate.
- A sentence needs to express a complete thought.
- Clauses, like any sentence, have a subject and predicate too. If a group of words does not have a subject and predicate, it is a phrase.
- If they can stand alone and make a complete thought, then they are independent and called sentences.
- If they do not express a complete thought, they are called "dependent clauses." An example of a dependent clause, which is not a sentence, is "when i finish my work".

Basic rules for sentence structure

Subjects and Predicates

Basic to any language is the sentence, which expresses a complete thought and consists of a subject and a predicate.

- The subject is the star of the sentence; the person, animal, or thing that is the focus of it.
- The predicate will tell the action that the subject is taking or tell something about the subject.

Basic Parts of Speech

Once you have a general idea of the basic grammar rules for sentence structures, it is also helpful to learn about the parts of speech

- A noun names a person, animal, place, thing, quality, idea, activity, or feeling. A noun can be singular, plural, or show possession.

- A pronoun is a word that takes the place of a noun, like: "I", "you", or "they."
- A verb shows action and can be a main verb or a helping verb, like: "were" or "has." Verbs also indicate tense and sometimes change their form to show past, present, or future tense. Linking verbs link the subject to the rest of the sentence and examples are: "appear" and "seem."
- An adjective modifies a noun or a pronoun. It adds meaning by telling how much, which one, what kind, or describing it in other ways.
- An adverb will modify a verb and tell more about it, like how much, when, where, why, or how.
- A preposition shows a relationship between nouns or pronouns. It is often used with a noun to show location, like: "beside", "in", or "on". It can also show time, direction, motion, manner, reason, or possession.
- Conjunctions connect two words, phrases, or clauses, and common ones are: "and", "but", and "or."
- One of them is the interjection. It shows emotion and examples are: "yea", "hurray", "uh-oh", and "alas."
- Articles are very useful little words that are also sometimes considered to be parts of speech. The articles are: "a", "an", and "the". Indefinite articles are "a" and "an" and "the" is a definite article.

Punctuation

To fully understand basic grammar rules, you also need to look at punctuation rules.

- All sentences must start with a capital, or upper case, letter.
- Titles of people, books, magazines, movies, specific places, etc. are capitalized.
- Organizations and compass points are capitalized.
- Every sentence needs a punctuation mark at the end of it. These would include a period, exclamation mark, or question mark.
- Colons are used to separate a sentence from a list of items, between two sentences when the second one explains the first, and to introduce a long direct quote.
- Semicolons are used to take the place of a conjunction and are placed before introductory words like "therefore" or "however." They are also used to separate a list of things if there are commas within each unit.
- There are a lot of rules for commas. The basic ones are commas separate things in a series and go wherever there is a pause in the sentence. They surround the name of a person being addressed, separate the day of the month from the year in a date, and separate a town from the state.
- Parentheses enclose things that clarify and enclose numbers and letters that are part of a list. Apostrophes are used in contractions to take the place of one or more letters and to show possession. An apostrophe and "s" is added if the noun is singular and an apostrophe alone is added if the noun is plural.

Grammar Challenges for present scenario

Understanding the basic grammar rules is essential for communicating efficiently, In order to solve this problem it is required to understand these basic rules to enhance the language competency of the students. Knowing about grammar, says David Crystal in The Cambridge Encyclopedia of the English Language (Cambridge University Press, 2003), means "being

able to talk about what it is we are able to do when we construct sentences--to describe what the rules are, and what happens when they fail to apply."

Crystal opens his chapter on "Grammar Mythology" with a list of six reasons to study grammar--reasons worth stopping to think about.

- To accept the challenges of language to understand.
- To encounter ambiguity, and unintelligible speech or writing.
- After studying grammar, we should be more alert to the strength, flexibility, and variety of our language
- To understand the linguistic dimension of our as grammar is the fundamental organizing principle of language.
- To encounter unambiguity, and unintelligible of speech and writing.
- provides a basis for learning other languages
- To understand the linguistic dimension of our existence would be no mean achievement. And grammar is the fundamental organizing principle of language.

Conclusion

To conclude, with the development of social network and technology, people become grammatically lazier. Philosopher Ludwig Wittgenstein said, "Like everything metaphysical the harmony between thought and reality is to be found in the grammar of the language." Thus, Grammar is extremely important, incorrect use of grammar can confuse the person you are speaking to and even change the meaning of what you are communicating, if a grammatical error is made, even if this is the smallest of errors, English speakers are incredibly proud of the language and look negatively on it being used incorrectly. Nevertheless, this often causes misunderstanding among readers. Therefore, to overcome this problem, teaching grammar should be paid more attention in classrooms. In sum, we cannot deny the importance of grammar in communication. It facilitates the students to excel in seeking linguistic competence and able to display language skills in both writing and speaking activities.

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