



**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University Institute of Engineering

Course Name- Professional Communication Skills

Course Code- 20PCT-154

Faculty Name- Ms Kritika Srivastava



CORRECTION OF SENTENCES

DISCOVER . **LEARN** . EMPOWER

Course Objectives

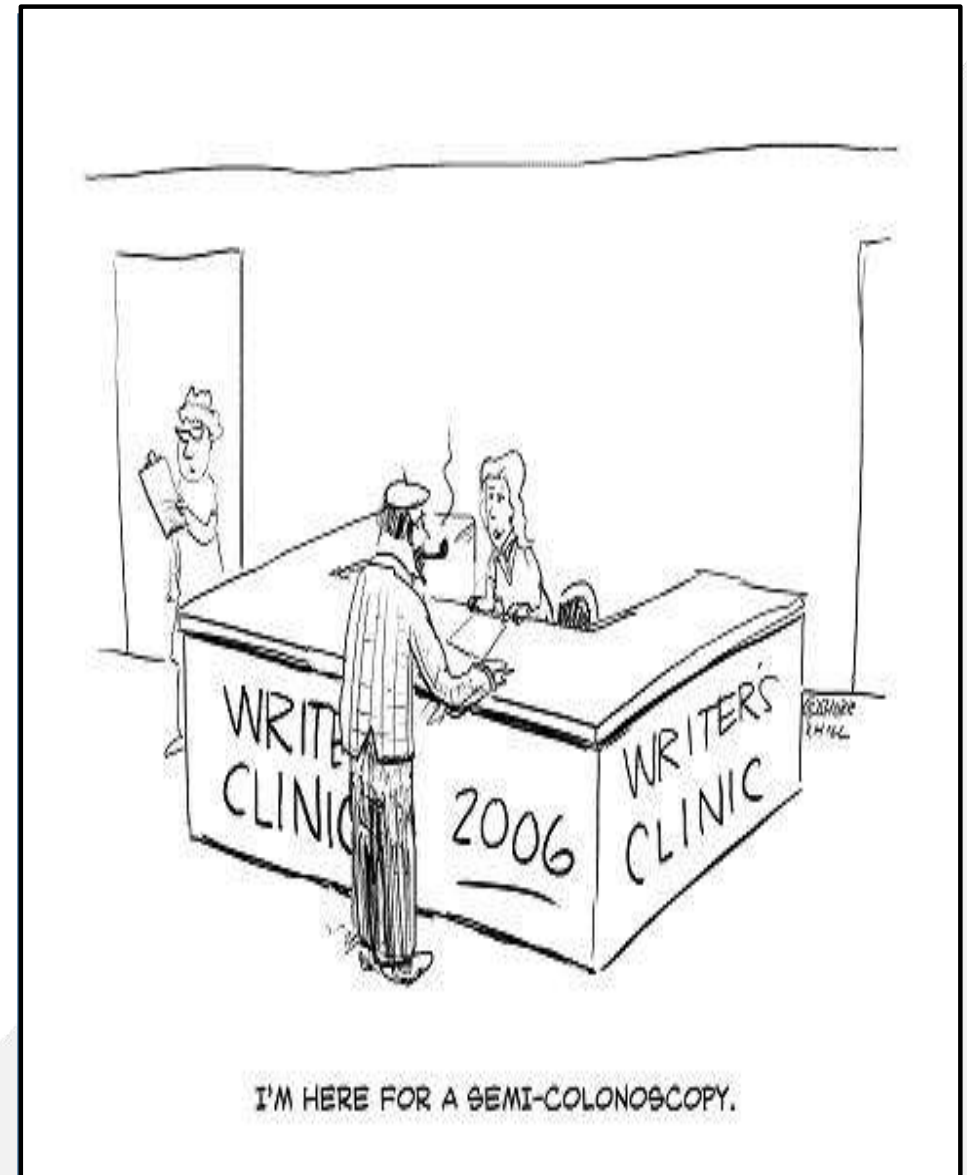
The Course aims to:

1	Stress on students awareness of interpersonal communication skills and appropriate usage of verbal and non-verbal expression in social and professional environment.
2	Prepare the student for discourse in English, using a number of communication strategies.
3	Introduce them to key concepts of Morality, Diversity & Inclusion
4	Provide foundations for the placement process of the student.

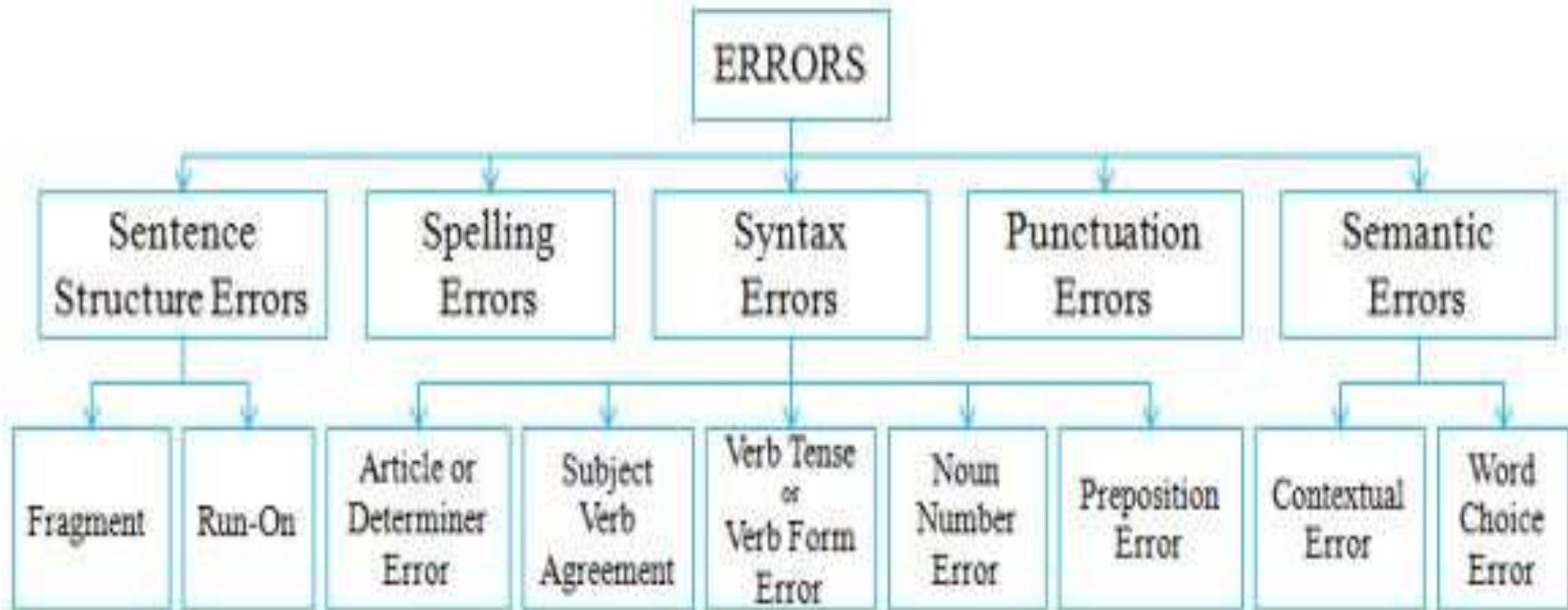
Course Outcomes

On completion, the students are expected to

CO Number	Title	Level
CO1	Evaluate facts to write research and short official, technical or social reports.	Evaluate
CO2	Create communication material for an organization dedicated to a social cause and use electronic/social media to share concepts and ideas.	Create
CO3	Analyse and summarize information, ideas and opinions on a social issue using grammatically correct English.	Analyse
CO4	Perform effectively in the placement process.	Apply
CO5	Display moral values, ethics and sensitivity for diversity and inclusion.	Apply



Types of Errors



Sentence Structure Errors

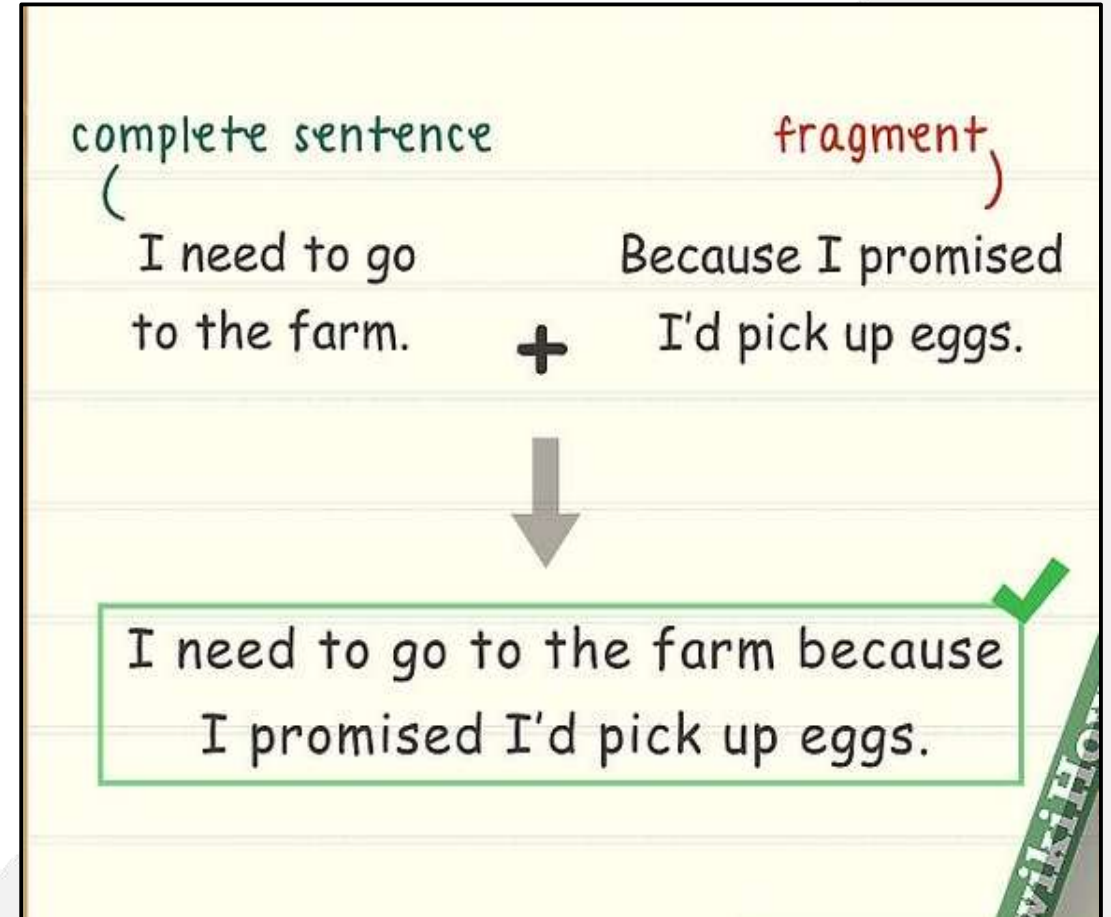
- **Sentence structure determines how the different parts of a sentence are put together, from its punctuation to the ordering of its words.**

There are two especially common sentence construction mistakes:

- **Sentence fragments:** missing necessary components to form a full grammatically correct sentence.
- **Run-on sentences:** incorrect punctuation used to join different parts of a sentence.

Fragments

- **A complete sentence must have three components:**
- A subject (the actor in the sentence)
 - A predicate (the verb or action)
 - A complete thought (it can stand alone and make sense).
 - A fragment is an incomplete sentence.



Fragments

➤ **It cannot stand alone and does not express a complete thought.**

- Some fragments lack either a subject or verb or both.
- Dependent clauses are also fragments if they stand alone.

Example:

- Went out of business after Starbucks Coffee opened.
- One of my friends who won a contest by playing a variety of instruments.
- Since I went fishing.

Run-on Sentences

- **A run-on sentence is not simply a long sentence.**
It might include:
- Lack of punctuation and/or conjunctions
- Incorrect punctuation
- A comma splice—two independent clauses joined by a comma—is a run-on sentence.

Run-on Sentences - two or more complete sentences (ie, independent clauses) that are not properly joined or separated.

Run-on: I was hungry I ate lunch.

Correction #1: I was hungry. I ate lunch.

Correction#2: I was hungry; I ate lunch.

Correction#3: I was hungry, so I ate lunch.

Dangling Participles

➤ A dangling participle is a word or phrase that modifies a word not clearly stated or an unintended noun in the sentence.

Example:

- He chased the monkey with his hat.
(He chased the monkey wearing his hat or the monkey had his hat?)
- Correct: Wearing his hat, he chased the monkey.
(The participle has to be next to the noun that it modifies. The participle phrase 'wearing his hat' modifies 'he'.)



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The filtered water tastes delicious.

Poll Question 1

Q. Coming around the corner, the skyscrapers came clearly into view across the river.

1. Coming around the corner, the skyscrapers are viewed clearly across the river.
2. Coming around the corner, the skyscrapers came clearly into view across the river.
3. Coming around the corner, the people got a view of the skyscrapers across the river.
4. Comes around the corner, the skyscrapers came clearly into view across the river.

Subject/Verb Agreement

- **Singular subjects** must have **singular verbs**.
- **Plural subjects** must have **plural verbs**.
- **Rule of thumb:**
 - Subjects ending in “s” are plural
 - Verbs ending in “s” are singular

For Example:

- The box of ornaments belong in the attic.
- High levels of mercury occurs in some fish.
- What we need are more pots and pans.

Pronoun/Antecedent Agreement

- Pronouns are words that take the place of nouns while Antecedents are the words that the pronouns refer to.
- Pronouns must agree with their antecedents in number, gender, and person.
 - Number = singular or plural
 - Gender = masculine, feminine, or neuter
 - Person = 1st, 2nd, or 3rd person

Example:

- Everyone should make their own decisions.
- Each speaker maintained their poise.

Verb Tense

- There are three verb tenses in English Language: **Past, Present and Future.**
- The present, past and future tenses are divided into four types: Simple, continuous, perfect and perfect continuous.

VERB TENSE CHART

ENGLISH VERB TENSE	PAST	PRESENT	FUTURE
SIMPLE	I walked to the store.	I walk to the store.	I will walk to the store.
PROGRESSIVE	I was walking to the store.	I am walking to the store.	I will be walking to the store.
PERFECT	I had walked to the store.	I have walked to the store.	I will have walked to the store.
PERFECT PROGRESSIVE	I had been walking to the store.	I have been walking to the store.	I will have been walking to the store.



Common Usage Errors

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Commonly Confused Words

Loose vs. Lose

- Loose: Free
- Lose: Misplace



Principle vs. Principal

- Principle: Rule
- Principal: Chief person

Than vs. Then

- Than: comparison
- Then: At that time

Weather vs. Whether

- Weather: Atmospheric conditions
- Whether: If, in case

Foreword vs. Forward

- Foreword: An introductory note
- Forward: Roward the front

Peace vs. Piece

- Peace: Absence of war
- Piece: Part, portion

Quiet vs. Quite

- Quiet: Silent
- Quite: Really, positively

To vs. Too

- To: In the direction of
- Too: Also

Which vs. Witch

- Which: what one
- Witch: sorceress



Emigrate vs. Immigrate

- Emigrate: Leave your own country
- Immigrate: Come & live in a country

Plain vs. Plane

- Plain: Simple
- Plane: Flat surface

Stationary vs. Stationery

- Stationary: Not moving
- Stationery: Writing paper

Weak vs. Week

- Weak: Feeble
- Week: Seven days

Who vs. Whom

- Who: Subject
- Whom: Object

Fewer vs. Less

- Fewer: used with number
- Less: with quantity/amount

Commonly Confused Words

➤ They're / Their / There

- They're going to store together. (contraction of “they are”)
- The managers are in their weekly meeting. (possessive)
- Place the flowers there. (adv. – indicates location/direction)

➤ You're / Your

- You're going to be a great writer! (contraction of “you are”)
- Your hair looks nice today. (possessive)

➤ Who's / Whose

- Who's on first base? (contraction of “who is”)
- Whose watch is this? (possession)

Commonly Confused Words

➤ **It's / Its / Its'**

- It's a beautiful day! (contraction of "it is")
- Download the program, along with its readme file. (possessive)
- Its' is not a word.

➤ **Affect / Effect**

- The outage shouldn't affect anyone during work hours. (verb – to act on, influence)
- The outage shouldn't have any effect on users. (noun – result)

Commonly Confused Words

➤ To / Too / Two

- I am going to the store. (preposition)
- She decided to go along too. (adv. – also)
- I have two buttons missing. (number)

➤ A lot / Alot / Allot

- The workers are worrying a lot about their jobs. (adv. – to a great degree/extent)
- Alot is not a word.
- We were each allotted twenty tickets. (verb – to assign/distribute)

Poll Question 2

Q. A part of the sentence is underlined. Below are given alternatives to the bold part which may improve the sentence. Choose the correct alternative. In case no improvement is required, choose 'No Improvement' option.

• He behaves **as if he is the supreme leader.**

1. as he is
2. as if he were
3. as if he was
4. No improvement

Preparation Tips to Solve Sentence Correction Questions

- Keep the following things in mind while tackling a sentence correction question:
 - Identify the concept
 - Similar answer choices
 - Treat all options equally
 - Pay attention to the non-underlined part
 - Choose the shorter answer
 - Substitute the selected answer
 - Elimination technique



Applications

- Students will be able to make correct sentences.
- Students will have a better understanding of sentence structure and sentence formation.
- It will improve their overall language.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Test – 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

References

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THANK YOU

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