



HOW TO IMPROVE SPEAKING & WRITING SKILLS WITH ENGLISH GRAMMAR

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ABSTRACT

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. English has occupied as a global language so one of the most fundamental asserts of modern linguistic study is that all languages have a grammar if a language is spoken, it must have a phonetic and phonological system. 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. The purpose of this paper is to explore the role of English grammar in the facilitation of writing as well as speaking skills of students. 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: Linguistic study, speaking, writing, punctuation, correct usage

I. INTRODUCTION

The knowledge of grammar is certainly worth studying for the students to struggle and deal with up with this aggressive 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.

II. WHY DOES GRAMMAR MATTER

"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 children—we can all do grammar. 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. And knowing about grammar offers a window into the human mind and into our amazingly complex mental capacity." "People associate grammar with errors and correctness. But knowing about grammar also helps us understand what makes sentences and paragraphs clear and interesting and precise. Grammar can be part of literature discussions when we and our students closely read the sentences in poetry and stories. And knowing about grammar means finding out that all languages and all dialects follow grammatical patterns."

III. INACCURATE 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.

IV. Resources for Improving Your Grammar Skills

There are many study resources that will help improve our grammar and writing and help us. Besides, several resources can be easily used by people that have English as their second language.

1. Grammar Monster

If you want your grammar lessons to be broken down into easy-to-use chunks, then this is the website for you. This website is perfect for people that have a smattering of English writing and grammar knowledge, and need to improve and tighten up it. If you are already quite advanced, then this is a place where you may check your skills to see if you are on the right track. Maybe you need to remind yourself of a concept or two. This resource is also free and is both child and adult friendly.

2. Guide to Grammar and Writing

This website was made mostly for adults and older students because it can be difficult for younger students to navigate. It is a very detailed and knowledgeable resource, but the work is not broken down in a way that suits children. It is similar to reading a book on grammar, which means it can get quite heavy in some places, and that is probably not suitable for people with a limited attention span.

3. EssayMama's Essay Writing Guide

The Essaymama's Essay Writing Guide is great for students – for beginners, intermediates and advanced students. It offers a wide range of tips and advice that will help you improve your writing generally and improve your writing in a structural and grammatical sense. Using this guide you can get practical pieces of advice and make your writings better.

4. The Writing Center for Writing Studies

This is one of the most advanced resources and would actually be suitable for people studying specific English functions and styles. It is an in-depth resource, but still has features that will suit younger and less-experienced writers. For example, you can do in-depth research into English concepts, but you can also read about the basics of speech, writing and how these two interact.

5. Using English

This is a website that is meant for people with English as their second language. It is actually very good at helping people test their own knowledge though its biggest strength lies in its English reference section. It has lists of English Idioms, English Phrasal Verbs, English Irregular Verbs and it has a Grammar Glossary. All of these reference sections are vitally important for new English speakers/writers that want to write with the same flow and format as people with English as their native language. It teaches things that your college and tutors are not going to tell you.

6. Exam Time

This website has some problems that you may find annoying, but it does have a nice range of quizzes. If you are the sort of person that revises better with the use of quizzes, then this is the resource for you. Most of the problems revolve around website loading and sketchy content. If you would prefer to research instead of test yourself, then this is not the most needed website for you, but you can use it as a supplementary one to the main resource that you choose for studying grammar.

7. Get Revising

This is a website that is set out to help both younger and older students. It starts out with information and advice for younger students and people with limited English skills, and it moves all the way up to people studying English in college and University. It is a great place to find study resources and to find new ways of studying and improving your English skills.

8. Study Guides and Strategies

This is certainly not a website for beginners. This is a website for people that have plenty of English and studying skills and are now aiming for higher marks and grades. If you are looking for more than just a passing grade, then this should be your first port of call. What is great about the website is that it deals with a lot of concepts instead of only focusing on raw knowledge you have to memorize. It gives you help on studying, classroom learning, learning and learning with others. It helps you become a better learner before it helps you become a better writer. It is an unusual approach, but is very effective and will be a big help to anyone looking to overachieve.

9. English Practice

This has to be the most aptly titled website of all times. It gives you full access to all the functions of English practice you will ever need. It is not a place to learn your English skills. It is a place to test and improve your English skills. Once you feel you have learnt enough to get you through your exams, you should take a look at this website. Use what you know to test your knowledge, find your weak spots and then improve your writing with this website.

10. A Research Guide

If you are writing an essay and want to get a few extra points, then this is the website for you. It has writing guides that show you how to correctly create different sections of your paper. It helps you write in a way that professors prefer, plus it has literature guides that you would normally have to pay for.

V. COMMON GRAMMAR MISTAKES

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

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

VI. 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.

- 1) A sentence needs to express a complete thought.
- 2) 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.
- 3) If they can stand alone and make a complete thought, then they are independent and called sentences.
- 4) 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".

VII. BASIC RULES FOR SENTENCE STRUCTURE

1. Subjects and Predicates

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

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

2. 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

- 1) 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."

- 2) 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."
- 3) 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.
- 4) An adverb will modify a verb and tell more about it, like how much, when, where, why, or how.
- 5) 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.
- 6) Conjunctions connect two words, phrases, or clauses, and common ones are: "and", "but", and "or."
- 7) One of them is the interjection. It shows emotion and examples are: "yea", "hurray", "uh-oh", and "alas."
- 8) 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.

3. Punctuation

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

- 1) All sentences must start with a capital, or upper case, letter.
- 2) Titles of people, books, magazines, movies, specific places, etc. are capitalized.
- 3) Organizations and compass points are capitalized.
- 4) Every sentence needs a punctuation mark at the end of it. These would include a period, exclamation mark, or question mark.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.

VIII. 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.

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

IX. CONCLUSION

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. 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." 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 speaking and writing activities.

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