Elementary GRAMMAR

(A Practice Book for Basic English Grammar)

Learning any language in this world needs a strategy to make it more effective. English as one of the compulsory languages that must be mastered by everyone nowadays is actually easy to be learned. The best way to start learning is by improving your grammar comprehension. Besides, please make sure you always try to conquer the vocabularies by reminding them.

The book in your hand is one of the tools that will guide you to learn English from basic. As we know, English is so much different from the Indonesian language. English is one of the languages that depend on 'time'. So, that's why ignoring the role of tense in learning English is a mistake.

This book is still far from perfect, but the author attempts to give adequate examples taken from many excellent sources and creative exercises to guide you in understanding the basic grammar in English. The idea of this book is deliberately showing that English is not that confusing as long as you are serious about learning it. Here, you can start by learning Part of Speech, Auxiliary and To-be, Determiner, Quantifier, and Tenses. All of these are the basics of English. Besides, you will get the enrichments to consist of Asmaul Husna in English and a List of Regular and Irregular Verb.

Let's remember what Mark Twain said, "Never let formal education get in the way of your learning". May Allah SWT blesses us in learning the language of His creation and let this book become one of the good deeds for the author.

Elementary
GRAMMAR (A Practice Book for Basic English Grammar)
MEZIA KEMALA SARI, S. S, M. A

Elementary GRAMMAR

(A Practice Book for Basic English Grammar)

Compiled by:

MEZIA KEMALA SARI, S. S, M. A

ELEMENTARY GRAMMAR

(A Practice Book for Basic English Grammar)

Mezia Kemala Sari

pena persada

PENERBIT CV. PENA PERSADA

ELEMENTARY GRAMMAR
(A Practice Book for Basic English Grammar)

Penulis:

Mezia Kemala Sari

ISBN : 978-623-315-680-6

Design Cover :

Retnani Nur Brilliant

Layout :

Eka Safitry

Penerbit CV. Pena Persada

Redaksi :

Jl. Gerilya No. 292 Purwokerto Selatan, Kab. Banyumas
Jawa Tengah

Email : penerbit.penapersada@gmail.com

Website : penapersada.com Phone : (0281) 7771388

Anggota IKAPI

All right reserved

Cetakan pertama : 28 September 2021

Hak Cipta dilindungi oleh undang-undang. Dilarang
memperbanyak karya tulis ini dalam bentuk apapun tanpa
izin penerbit

FOREWORD

If the language is a rule-governed system composed of symbols shared by a group of people, then language mastery, including English, should involve meaningful efforts of the learners to recognize eagerly, master, and put those rules into practice. Thus, language learning is an up and down process, demanding learners to go through the learning procedures seriously.

They must test language rules they have learned through various experiments, from listening, speaking, and reading to writing. There are times when they meet success; however, they are also met with failure. Very possibly, what they understand about the rules of language is not always the same as the reality or the truth in the field. Thus, learning a language is a relentless search for establishing rules about language.

Nevertheless, effective learning should be conditioned in such a way that helps learners to learn and master the language rules effectively. Thus, it is necessary to have clear guidance that directs the learner to the correct understanding. In so doing, learners can minimize making errors. Being exposed to an excellent English grammar book with a coherent presentation will speed up the schema acquisition process. As a result, they can use grammar rules automatically in any situation that needs a language for communication.

This **Elementary Grammar** book is devoted to helping learners proceed at their rate according to what they are interested in studying. It helps students learn how to learn grammar better, study, and solve grammatical problems. Some illustrations, such as pictures and other visual presentations, are deliberately made to help students visualize some emphasized grammar points.

This textbook is also suitable for teachers. They can adapt this grammar textbook to fit the varying needs and dispositions of the students. They need to vary their instructional strategies. This book helps them organize instruction by providing common grammatical points, suggested activities, practical tasks, and recommended exercises. In short, this textbook offers one of the alternative teaching resources for the teaching-learning process.

As a colleague, I congratulate Ms. Mezia Kemala Sari for preparing this book, and I regard this as her contribution to the development of English education and teaching in Indonesia. Congratulations!

Malang, September 18, 2021

**The President of Indonesian
English Lecturers Association**

Assoc. Prof. Dr. Daniel Ginting

PRAKATA

Puji syukur Alhamdulillah atas Kehadirat Allah SWT, Sang Pencipta yang telah memberikan berkah berupa kelancaran dalam menyusun buku ini. Shalawat beriring salam kepada nabi besar Muhammad SAW yang telah menjadi suri tauladan bagi umat manusia.

Buku ini merupakan perwujudan dari ide dan keinginan penulis untuk menyajikan sebuah buku panduan yang berisi tak hanya materi tapi disertai latihan-latihan yang kreatif, sehingga diharapkan pembacanya termotivasi untuk belajar tata bahasa Inggris di level dasar. Kita tahu, bahasa Inggris terasa mudah bagi yang paham, namun terasa sangat sulit bagi yang tidak mengetahui trik-trik dalam belajar mudah bahasa Inggris. Banyak faktor penyebabnya, tapi yang penting, kemauan untuk belajar tidak pudar.

Buku ini adalah realisasi dari mata kuliah yang penulis ampu, yakni Elementary Grammar, yang kadang biasa disebut, Grammar 1, Structure 1, Basic Grammar atau lainnya. Di semester awal ini, hampir seluruh program studi memiliki mata kuliah bahasa Inggris karena memang termasuk sebagai mata kuliah umum dalam kurikulum. Untuk itu, buku ini disusun, agar bisa dipergunakan oleh seluruh pembaca dari berbagai latar keilmuan. Karena bahasa Inggris, yang terpenting terlebih dahulu adalah memahami dasar tata bahasa seperti *Part of Speech* dan *Tenses*. Jika ini sudah dikuasai, akan lebih mudah untuk mengarahkan pembaca untuk mulai menggunakan bahasa Inggris di bidangnya masing-masing yang disebut ESP (English for Specific Purposes).

Buku ini, tentu saja masih banyak kekurangan. Penulis berupaya untuk menyajikan materi (ditambah dari berbagai sumber) dengan cara singkat dan *to the point* dan juga

mengumpulkan dari berbagai sumber dan membuat latihan-latihan yang diharapkan mampu menstimulasi pembaca untuk semakin memahami materi.

Demikianlah buku ini akhirnya bisa diterbitkan. Semoga dapat membantu pembelajar bahasa Inggris di level dasar agar termotivasi untuk menyukai dan mulai menggunakan bahasa Inggris sebagai penunjang kehidupan walaupun akhir-akhir ini bahasa Inggris agaknya sudah menjadi kebutuhan primer untuk terus maju.

“Let’s learn English, Stay awesome”

Bukittinggi, September 2021

Mezia Kemala Sari, S.S., MA

SYLLABUS

ELEMENTARY GRAMMAR

1. Introduction to the Class rules, Marking system and Importance of Grammar
2. Part of Speech (1)
 - a. Noun
 - b. Pronoun
3. Part of Speech (2)
 - a. Adjective
 - b. Adverb
4. Part of Speech (3)
 - a. Conjunction
 - b. Preposition
 - c. Conjunction
5. Part of Speech (4)
 - a. Verb
 - b. Verb Changing
6. To Be
 - a. To be as Main Verb
 - b. To be as Auxiliary
 - c. To be as Modal
7. Determiners
 - a. The Articles
 - b. Demonstrative Determiners
 - c. Interrogative Determiners
 - d. Possessive Determiners
8. **Mid-Exam**

9. Quantifiers
 - a. Countable
 - b. Uncountable
 - c. Countable and Uncountable
10. Tenses (1) - Basic
 - a. Simple Present Tense
11. Tenses (2) -Basic
 - a. Simple Past Tense
 - b. Simple Future Tense
12. Tenses (2) - Continuous/ Progressive
 - a. Present Continuous Tense
13. Tenses (3) - Continuous/Progressive
 - a. Past Continuous Tense
 - b. Future Continuous Tense
14. Tenses (4) -Perfect
 - a. Present Perfect Tense
 - b. Past Perfect Tense
 - c. Future Perfect Tense
15. Tenses (5) Perfect Continuous
 - a. Present Perfect Continuous
 - b. Past Perfect Continuous
 - c. Future Perfect Continuous
16. **Final-Exam**

GUIDANCE TO USE THE BOOK

This book consists of 5 Chapters as the concise from 14 meetings as seen in the syllabus to make it easier to be classified. Each chapter may contain 2 meetings even more due to the need for an explanation of each topic.

Chapter 1 explains only *Part of Speech* and its matters completed by the summary and also some attractive exercises. This chapter conducts the meeting 1 until 5 in the syllabus. Chapter 2 explain *To Be* as the basic problems in understanding the grammar of English as the realization in week 6 in the syllabus. Chapter 3 discusses *Determiners*. For meeting 8, there will be a mid examination to evaluate student's understanding.

Next, Chapter 4 discusses the *Quantifier* and its matters. Then, finally, Chapter 5 is the combination of week 10 to 15 discussing *Tenses* which is really needed to be classified precisely to make it easier to be learned,

Each Chapter will be followed by the summary and exercises. Moreover, the exercise is not only occurred at the end of the chapter but will be appeared after each of the sub-chapter/sub-topic. So, students will easily get the main idea of each sub-topic.

At the end of the book, there are some enrichments that the author summarizes from some sources that must be necessary to improve vocabulary and information.

Table of Contents

ELEMENTARY GRAMMAR	i
FOREWORD	iii
PRAKATA	v
SYLLABUS ELEMENTARY GRAMMAR	vii
GUIDANCE TO USE THE BOOK	ix
Table of Contents	x
CHAPTER I PARTS OF SPEECH	1
A. NOUNS	2
B. PRONOUNS	27
C. ADJECTIVES	33
D. ADVERBS	41
E. CONJUNCTION	46
F. INTERJECTION	53
G. PREPOSITION	57
H. VERB.....	61
CHAPTER II TO (BE)	72
A. TO BE – AUXILIARY	74
B. TO BE AS A MODAL.....	79
CHAPTER III DETERMINERS	85
A. THE ARTICLES.....	86
B. DEMONSTRATIVE DETERMINERS	89
C. INTERROGATIVE DETERMINERS	92

D. POSSESSIVE DETERMINERS	94
CHAPTER IV QUANTIFIERS	98
A. DEFINITION	99
B. EXAMPLES	99
CHAPTER V TENSES.....	104
A. SIMPLE PRESENT TENSE.....	105
B. SIMPLE PAST TENSE	109
C. SIMPLE FUTURE TENSE	113
D. PRESENT CONTINUOUS TENSE	117
E. PAST CONTINUOUS TENSE	124
F. FUTURE CONTINUOUS TENSE	127
G. PRESENT PERFECT TENSE.....	129
H. PAST PERFECT TENSE	133
I. FUTURE PERFECT TENSE	138
J. PRESENT PERFECT CONTINUOUS.....	141
K. PAST PERFECT CONTINUOUS	145
L. FUTURE PERFECT CONTINUOUS	150
ENRICHMENTS.....	154
REFERENCES.....	170
ABOUT THE AUTHOR	171

ELEMENTARY GRAMMAR
(A Practice Book for Basic English Grammar)

CHAPTER I

PARTS OF SPEECH

Learning Goals:

- Students are able to understand the concept of Part of Speech
- Students are able to classify the word class (Noun, Pronoun, Adjective, Verb, Adverb, Preposition, Conjunction, Interjection)
- Students are able to differentiate the word by its position and function in sentence

designed by freepik.com

A. NOUNS

Nouns are divided into **common nouns** and **proper nouns**.

1. Common Nouns

Common nouns are words for people, animals, places, or things. These are words for people. They are common nouns.

EXAMPLES

Artist

Clown

Acrobat

Teacher

Here are more words for **people**:

- Actor – Journalist – Presenter -- Judge
- Teacher – Headmaster – Employee -- Lecturer
- Technician – Barber – Butcher – Security
- Nurse – Midwife – Doctor -- Patient
- Lawyer – Prosecutor – Observer -- Minister

These are words for animals. They are common nouns.

Cat

Crocodile

Bear

Horse

Here are more words for **animals**:

- Squid - Shrimp - Sea Horse -- Whale
- Civet - Louse - Cockroach -- Grasshopper
- Dolphin - Seal - Frog -- Leech
- Peacock - Pigeon - Crow -- Parrot
- Small Antelope - Deer -- Sheep
- Alligator - Ox - Bull -- Buffalo

These are words for places. They are common nouns.

Beach

Library

Hospital

Zoo

Here are more words for **places**:

- Airport - Market - Station -- Campus
- Cave -- Cottage - Garage -- Terrace
- Church - Mosque -- Nunnery
- Farm - Ricefield - Field -- Yard
- Hill - Valley - Mountain -- River
- Hotel - Villa - Court -- Prison

These are words for things. They are common nouns.

Bag

Drum

Television

Cake

Here are more words for **things**:

- Electricity – Cable – Bolt -- Scissors
- Inject – Bandage – Drip – Glove -- Needle
- Safety Helmet – Hammer – Adjustable Wrench
- Ax – Brick – Drill – Jack – Shovel -- Glue
- Skrewdriver – Tile – Wood -- Map
- Uniform – Button – Flagpole – Trash Can

2. Proper Nouns

Proper nouns are names for particular people, places or things. They always begin with a capital letter.

EXAMPLES

Richard

Lisa

Pinocchio

Here are some more names of **people**:

- Florence Nightingale – Rufaidah Al-Asalmiya
- Ahmad Yani – MT Hartoyo -- Soeharto
- Marc Marquest – Jack Miller – Alex Rins
- Johnny Depp -- Tom Crise – Tom Hank
- Prabowo Subianto – Joko Widodo – Anis Baswedan

The names of countries and their people are also proper nouns.

American

Egyptian

Indian

Italian

Japanese

Malay