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- Good English can give you various jobs options in the field of BPO's and KPO's, entertainment, public relation, mass communication etc.
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- Good English also gives you an edge in your existing career growth.

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ARTICLE

Generally A, AN, The are called Articles. They are also called Demonstrative Adjectives.

Articles are divided in two parts:

- 1. Indefinite Articles A, AN
- 2. Definite Articles The

Indefinite Articles

A and An are called indefinite article because they don't demonstrate and definite object or human being. Indefinite article से किसी निश्चित वस्तु या व्यक्ति का बोध नहीं होता।

For example

He is a cricketer.

She is an actress.

इन दोनों वाक्यों में Cricketer एवं Actress का प्रयोग हुआ है पर ये Cricketer एवं Actress कौन से है, ये निश्चित नहीं है।

Use of A and AN

a). Singular Common Noun से पहले A या An का प्रयोग होता है।

For example

Sachin Tendular is a cricketer.

b). Consonant से प्रारम्भ होने वाले अक्षर से पहले A का प्रयोग होता है।

For example:

I read a book.

c). Vowel (A, E, I, O, U) से प्रारम्भ होने वाले शब्दों या Vowel sound से प्रारम्भ होने वाले शब्दों (Hour, Honest etc) से पहले An का प्रयोग होता है।

For example

She is eating an orange.



Definite Articles

"The" is called definite article because it tells about the definite object or human being.

Definite article से किसी निश्चित वस्तु या व्यक्ति का बोध होता है।

For example

She saw a lion. The lion was wounded.

यहाँ Lion से पहले The लगने से स्पष्ट है कि ये वही Lion है जो उसने देखा था।

Use of The

A. यदि Singular noun सम्पूर्ण जाति का बोध कराये। For example:
The rose is a beautiful flower.

B. किसी विशेष व्यक्ति या वस्तु से पहले । For example: Dangal is a great movie. Let's go to watch the movie.

C. Books, Ocean, Rivers, Mountains etc के नाम से पहले। For example: The Ramayan, The Ganga, The Indian Ocean etc

D. Superlative degree से पहले । For example: Dangal is the biggest hit of 2017.

E. Unique वस्तु से पहले । For example: The Sun, The Earth etc

F. Proper noun को Common noun बनाने के लिए। For example: Kalidas is the Shakespeare of India



Punctuation

Punctuation शब्द Latin शब्द 'Punctum' से बना है ; जिसका आशय Point है। अतः Punctuation का अर्थ उचित Stop (ठहराव) है। English में इसके लिए निम्नलिखित विराम चिन्ह प्रयोग किये जाते है।

1. Fullstop - यह चिन्ह एक वाक्य को दूसरे वाक्य से अलग करने के लिए प्रयोग किया जाता है। इसका उपयोग Assertive तथा Imperative वाक्यों के अंत में होता है। GURUJI

For Example

I enjoyed the party yesterday. (Assertive Sentence)

Please, listen to what I say. (Imperative Sentence)

Fullstop का प्रयोग abbreviations या initials को प्रकट करने के लिए भी होता है। जैसे: M.A, M.P., I.A.S, P.M.

- 2. Comma Comma सबसे कम विश्राम का प्रतीक है। This is used in the following conditions:
 - a). एक ही Part of speech के एक से अधिक शब्दो को अलग करने के लिए. For example:

Deepika, Alia, Sonam and Katrina were dancing on the floor.

b). And से जुड़े जोड़ो को अलग करने के लिए.

For example

High and low, ups and downs, prosperity and poverty are the parts of life. Add a little bit of body text



c). Nominative absolute के बाद. For example: The night being dark, the stars were shining bright.

d). Noun (Phrase) in apposition को अलग करने के लिए. For example: Hritik Roshan, son of Rakesh Roshan is a great dancer.

e). Nominative address को अलग करने के लिए. For example: Deepak, sit down.

GURUJI f). Participle Phrase के पहले या बाद में. For example: Aditya, having qualified for cricket team, went to celebrate with friends.

g). Yes या No के बाद. For example: Yes, you are the next Ms. Word.

h). Direct Speech के लिए. For example: I said, "You are the best."



3. Note of exclamation (!) - भाव या इच्छाओ को प्रकट करने वाले वाक्यों के बाद.

For example

What a lovely morning!

Alas! We could not win.

4. Inverted commas ("...") - वक्ता के वास्तविक शब्दों को प्रकट करने के लिए Inverted commas ("...") का प्रयोग होता है। For example GURUJI

Shakespeare said," Love is blind."

- 5. Capital Letter Capital letter is used in the following case:
 - a). Proper Noun का पहला अक्षर. For example:

Ganga, Delhi, Salman etc.

- b). प्रत्येक sentence को start करने के लिए. For example: Deepika is a beautiful girl.
- c). जो Noun या Pronoun ईश्वर के लिए प्रयोग होता है. For example:

The Lord of the world.

He is God.

d). Pronoun "I" सदैव capital letter में लिखा जाता है.

I am a born star.

e). महीना एवं दिन की नाम का पहला letter. For example:

January, Sunday, Monday etc.

f). Abbreviation के लिए. For example:

M.B.B.S, M.P. B.Ed. etc

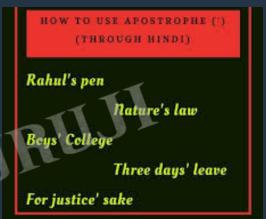


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A). PUNCTUATIONS



B). PUNCTUATIONS

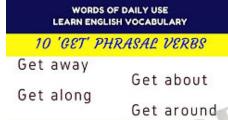




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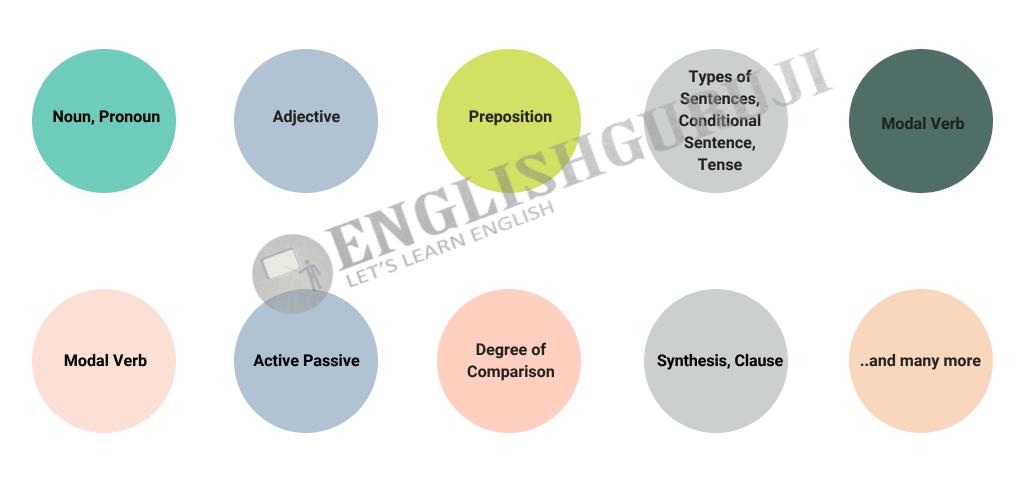
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