

Functional English

Grammar & Word Formation

A Complete Guide

Introduction to Grammar

Grammar is the **foundation of effective communication** in English.

It provides the structure and rules that allow us to convey our thoughts clearly and be understood by others.

What is Grammar?

Grammar is the system of rules that governs how words are organized and used in a language to create meaningful communication.

Grammar Includes:

- **Syntax:** Arrangement of words in sentences
- **Morphology:** Word formation and structure
- **Parts of Speech:** Nouns, verbs, adjectives, etc.
- **Tenses:** Time references in verbs
- **Agreement:** Subject-verb matching

Why Grammar Matters

Grammar is Essential For:

- **Clear Communication** - Without grammar, words would be random and meaningless
- **Professionalism** - Good grammar reflects education and attention to detail
- **Mutual Understanding** - Shared rules enable speakers to understand each other
- **Avoiding Misunderstandings** - Proper grammar prevents confusion
- **Academic & Career Success** - Essential for writing and professional communication



Without grammar, language would have no structure. We couldn't communicate effectively!

What is a Word?

A **word** is a meaningful combination of letters that represents an idea, object, action, or quality.

Words Combine to Create:

Phrases

Groups of words that function together

"in the morning"

Clauses

Groups with subject and verb

"when I arrived"

Sentences

Complete thoughts

"She loves reading."

Word Formation

Word formation is the process of **creating new words** in English using various methods.



Base Word

Simplest form without affixes



Affixation

Adding prefixes & suffixes

Base Word (Root Word)

A **base word** is the simplest form of a word without any prefixes or suffixes. It's a complete word that stands alone.

Examples:

help → helpful, helpless, unhelpful, helper

play → playing, player, played, replay

kind → kindness, kindly, unkind

Prefixation

Adding prefixes to the **beginning** of base words to create new words

Common Prefixes:

- **un-** (not): happy → **un**happy, lock → **un**lock
- **re-** (again): write → **re**write, build → **re**build
- **dis-** (opposite): agree → **dis**agree, appear → **dis**appear
- **pre-** (before): view → **pre**view, heat → **pre**heat
- **mis-** (wrongly): understand → **mis**understand

Suffixation

Adding suffixes to the **end** of base words to create new words

Common Suffixes:

- **er** (person who): teach → teacher**er**, work → worker**er**
- **ly** (manner): quick → quick**ly**, slow → slow**ly**
- **ness** (state): dark → dark**ness**, kind → kind**ness**
- **ful** (full of): beauty → beautif**ful**, care → care**ful**
- **less** (without): care → care**less**, hope → hope**less**



Thank You!

Keep Learning & Growing

Master grammar to master communication