

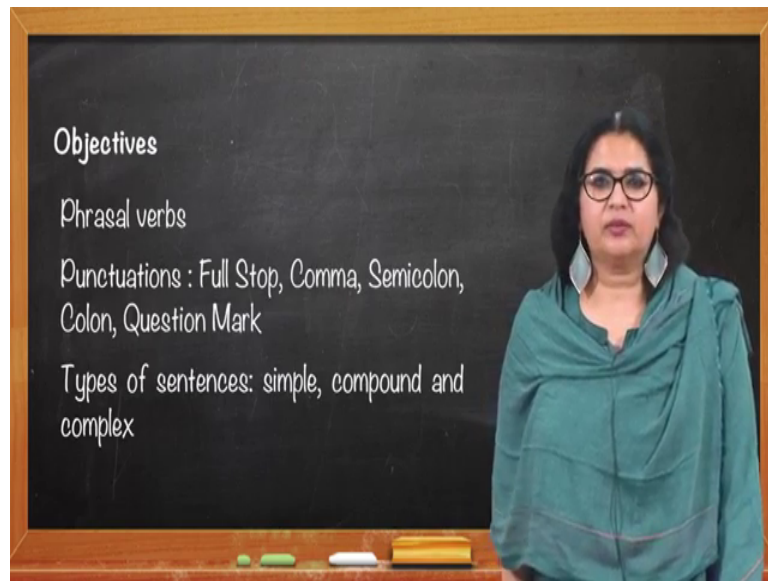
**Business English Communication**  
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**Lecture – 15**

**Grammar (Punctuations and Types of sentences Simple, Compound and Complex)**

Welcome back friends and we are on grammar. So, let me give you, let me start with an example if I ask you, that I ask John, if the class is on tomorrow. Or if there is going to be a class tomorrow. Now I asked someone something, do you think this sentence would end with a full stop, or with a question mark? Think about it. I ask doctor John if there would be a class tomorrow. Is this sentence going to end with, will this sentence end with a question mark or with a full stop? That is the question. So, will continue with our grammar and today's topics are punctuations and types of sentences, simple sentence compound sentence and complex sentences.

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So, are objectives would be to have some kind of familiarity with punctuations. Particularly, full stop, comma, semicolon, colon and question mark, we are also going to get introduced to 3 major types of sentences simple, compound and complex. We will also do some phrasal verbs some exercises related to phrasal verbs.

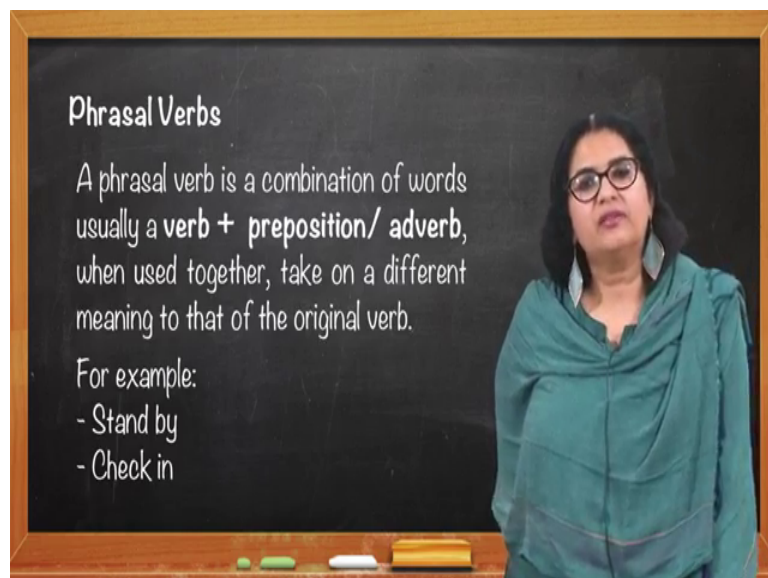
So, let me start with what is a phrasal verb. Now something takes off or something has to be looked in, or something has to be or something is or someone is look down upon, all

these are phrasal verbs. There is a difference between lookup and look into this the difference between take up and take in, or take off and take in.

There is a difference between. Let us say put off and put up you are put up. You put up with someone, you are put off with someone, put off by someone. So, what are the what are phrasal verbs? And what do they bring to the table were language is concerned in business communication, because business English of course, is of a higher level, of a higher order as compared to other jobs.

So, in business English, you are not just dealing with a specific domain. But business English could be related to several areas. Entrepreneurship, hotel industry and you know, things that deal with any aspect of communication; were particularly with in business situations. So, it is imperative in business English communication to have some degree of control over phrasal verbs. Phrasal verbs are done or used in higher order communication, advanced order communication. Of course, if you are learning basic English, basic usage, it is not phrasal verbs may not help you or may not be of relevance to you. But when it comes to business English communication yes, phrasal verbs idiomatic language, these are important aspects.

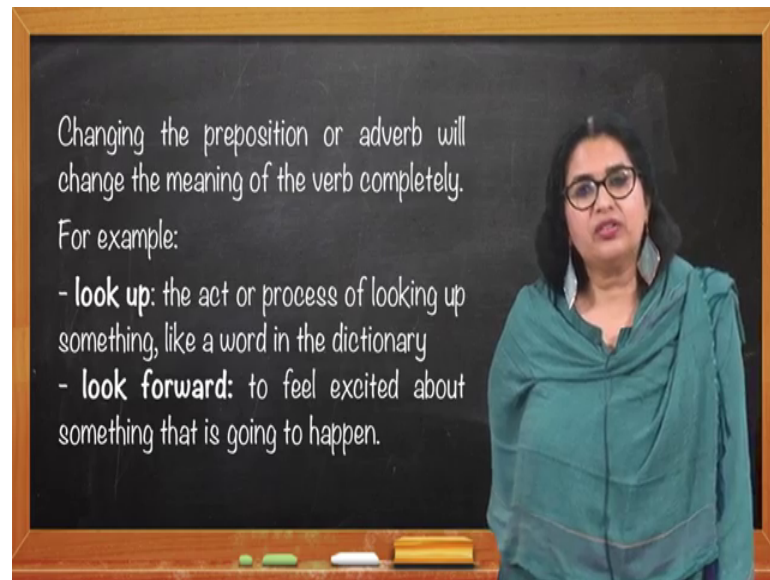
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Remember, a phrasal verb is a combination of words. Usually a verb plus preposition in adverb, or adverb when used together they take on a different meaning to that of the original work. For example, a stand is different from standby or a standby or a stand in.

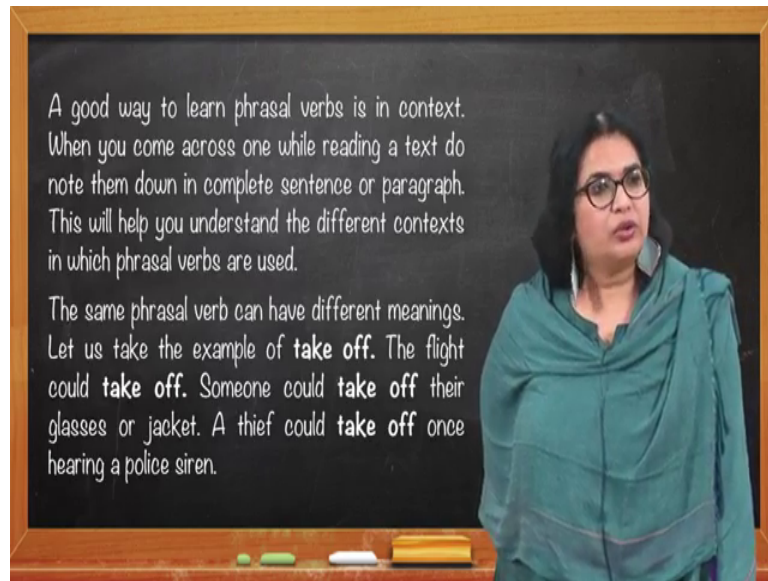
Check is different by check in. You check in and you check out, but you check something, you check what date is today check the time. But when you check in and check out of a hotel you are arriving and departing from a hotel. Check in check out, ya. So, the preposition makes all the difference in the world.

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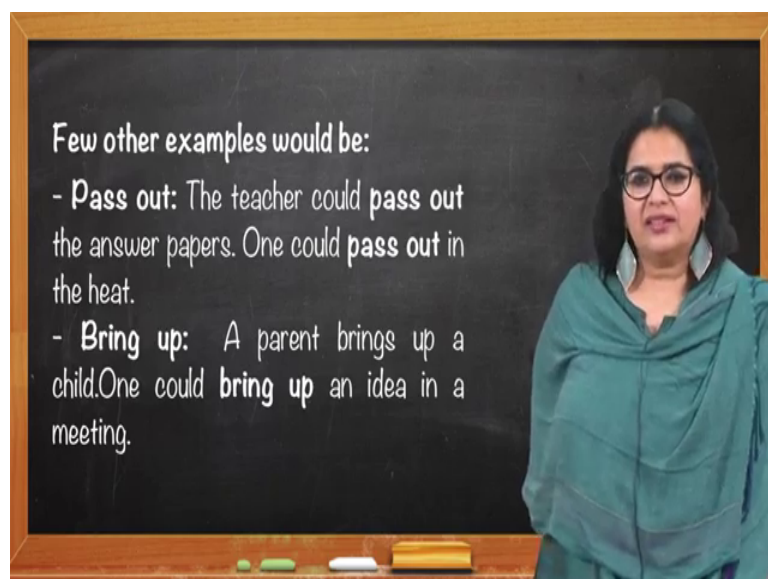
Changing the preposition or adverb will change the meaning of the verb. As we just saw looked up or looked down upon or look into or look forward. So, look up is the act or process of looking up something, like look me up whenever you are in Chennai next time you find me try to contact me. When you look up something in on the internet as I always keep telling you often keep telling you, look this word up, look this up which means the process of checking something or looking up something. When you look forward to something you are happy about something that something is going to happen. I am looking forward to your speech tomorrow. I am looking forward to my trip tomorrow. So, we look forward to something pleasant, something happy.

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A good way to learn phrasal verbs is in learning by context. When you come across one while reading a text, do note them down in complete sentence or paragraph. And these things will help you understand the different context in which phrasal verbs are used. This is a tip that I would like to give you for everything that is new to you, or everything that you find challenging. Look it up note down somewhere and keep going back to it. Remember the same phrasal verb can have different meanings for example, take in take up take off, and all these things are made or derived from the root word or root verb; that is take, but the preposition changes the meaning.

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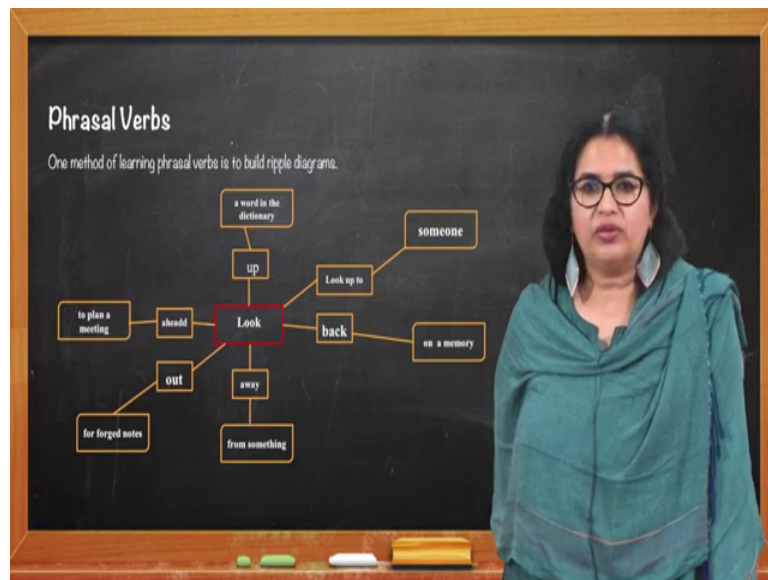


Look at these examples. For example, you have pass out now pass out is generally used as finishing her education. I passed out from the college in 1980. Whatever, but that is not correct, you graduate from college. You do not say this is the passed-out batch. Pass out means the teacher could pass out the answer papers; one could pass out in the heat then passed out means here.

So, pass out the papers means distribute and pass out in the heat means fainted losing consciousness. But pass out which is very a very common mistakes in Indian language, Indian English is incorrectly inappropriately used for graduating the correct usage is I graduated out of college, not passed out of college. Passed out in the strictest sense is used for losing your consciousness. You pass out in the heat you fail sorry, you faint you fainted in the heat.

Another example is bring up. Parents bring up a child and one could bring up an idea in a meeting. Or do not bring that up again meaning, do not start that conversation again I do not want to hear about that.

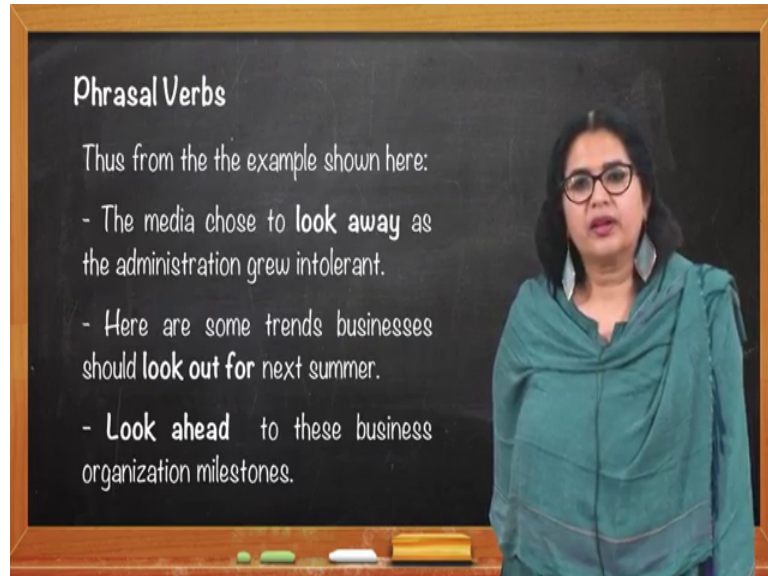
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Let us look at this flow chart or this ripple diagram. Or example you look at the main word look and then look at the way it can be used. Look up look away from something. Look out look out for forged notes, or forged notes or forged documents look ahead, look out look ahead to plan a meeting, look up to someone. If you have lot of respect I look up to your to my father, right. To look up something not look up to something. So, that

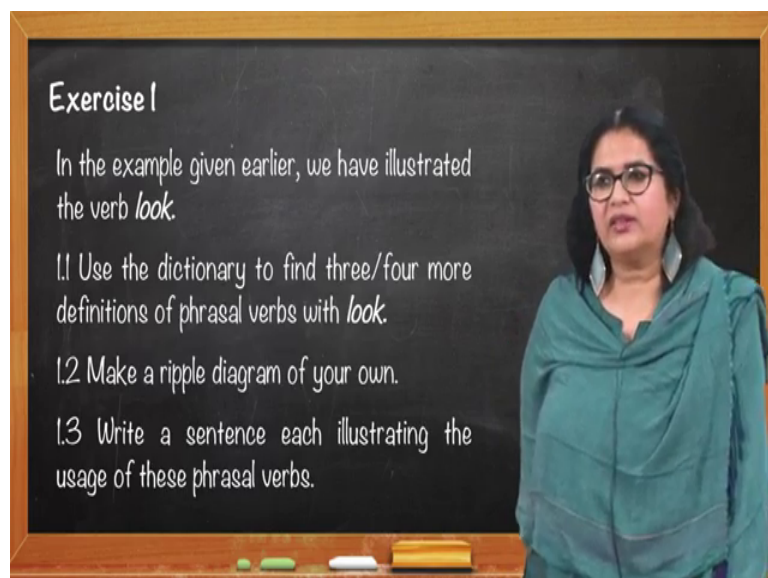
means, to search for something. So, or someone or look back; that is, an act of memory. When I look back I find that it was not such a bad idea.

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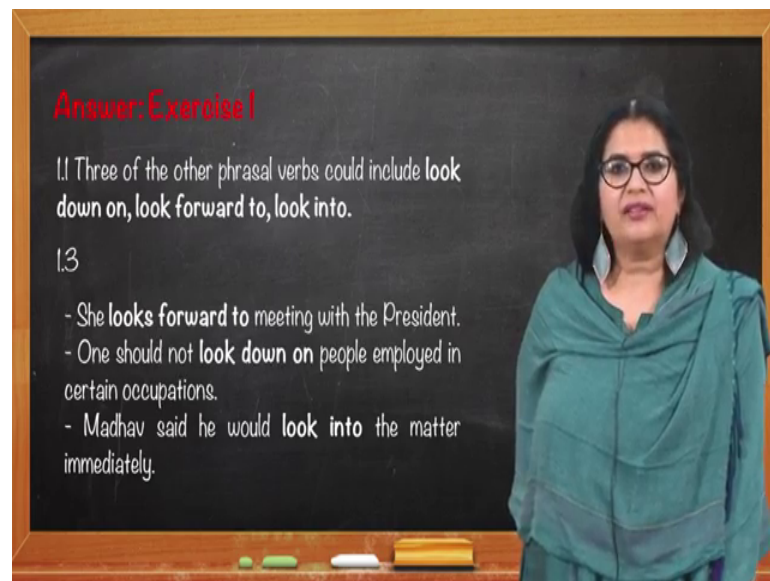
Now, we have just done a ripple diagram and let us look at some of the ways in which phrasal verbs can be used. The media I choose to look away as the administration grew intolerant. Here are some trends. Businesses should look out for next summer, and look ahead to these business organisation milestones. So, these are some of the ways in which we can use.

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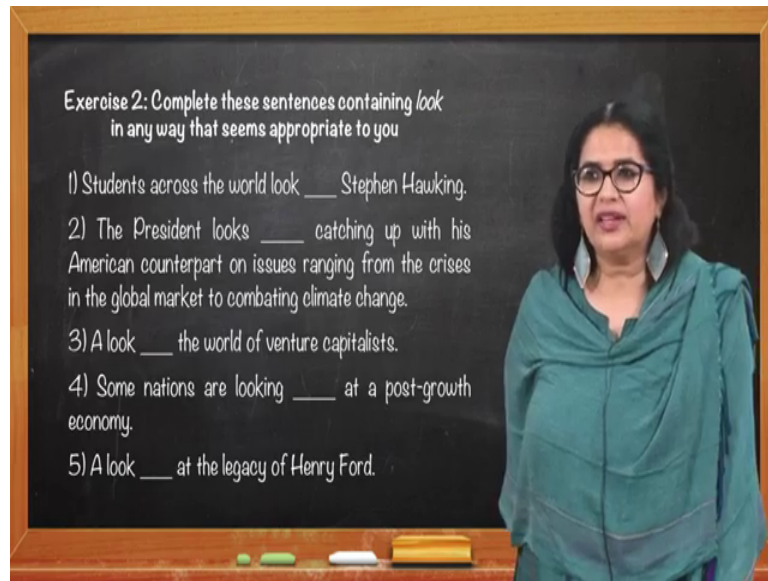
Now, let us do look at the first exercise of the day. What I would like you to do is use the dictionary to find 3 or 4 more definitions of phrasal verbs with look make a ripple diagram of your own as we have done here. And write a sentence each illustrating the usage of these phrasal verbs. So, this is an exercise that would help you to improve your vocabulary or knowledge of phrasal verbs. Let us look at the answers here.

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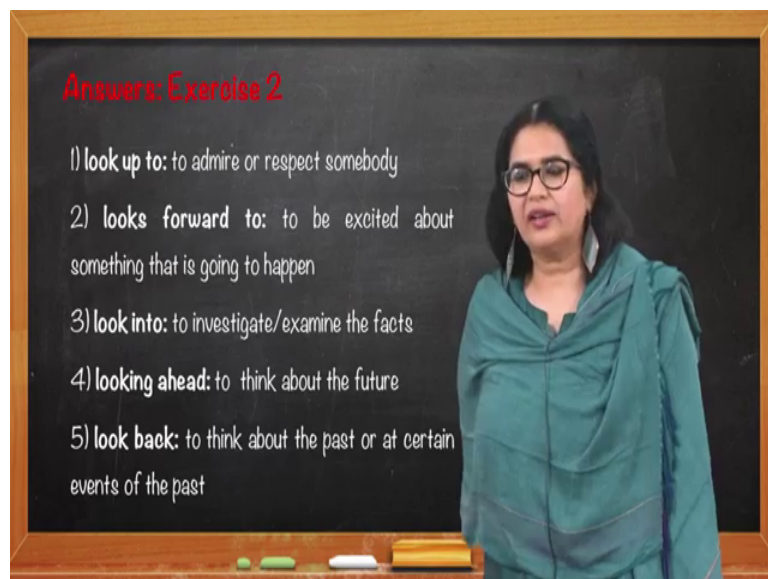
3 or I mean just giving some kind of clues. 3 of the other phrasal verbs could include look down on look forward to look into. For example, she looks forward to meeting with the president one should not look down on people employed in certain occupations. Madhav said he would look into the matter immediately. Please look up these words if you find or if you have any doubts.

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Now, let us look at the second exercise. Complete these sentences, containing look in any way that seems appropriate to you. Students across the world look dash Stephen hawking. The president looks dash catching up with his American counterpart on issues ranging from the crisis in the global market to combating climate changes. I look dash the world of venture capitalist. Some nations are looking dash at a post growth economy.

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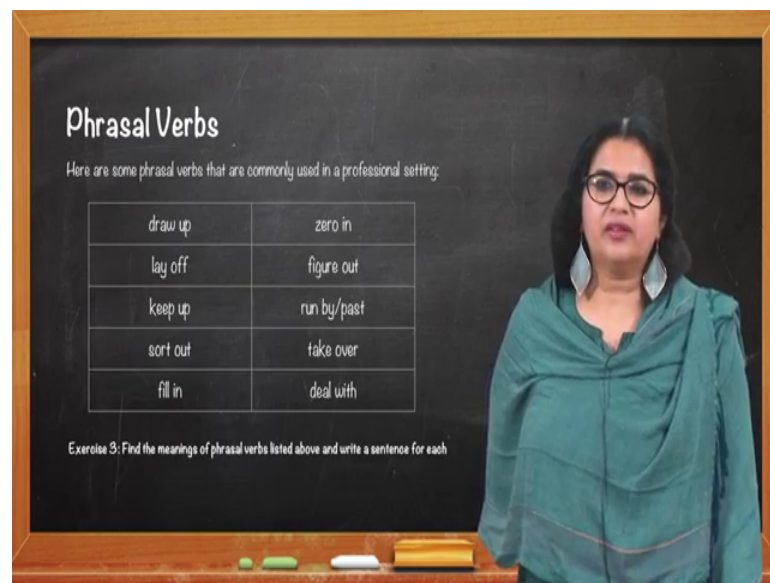


A look dash at the legacy of Henry Ford and answers are first look up to. You look up to Stephen Hawking's, when the meaning is also given here. To admire to when you look



up to someone look forward to the second answer look into; that is, investigate, have an enquiry. Looking ahead to think about the future one must always look ahead, that is different from looking forward to and look back to think about the past or at certain events of the past.

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Here are some phrasal verbs that are commonly used in professional settings. So, draw up see this is not a definitive or an exhaustive list. But this is these are some of the phrasal verbs that can be of use. So, draw up lay off, keep up, sort out, fill in, 0 in, figure out, run by, take over, deal with, this is not the as you would realise, this is not the kind of English that people generally use in their every day very common vernacular kind of language.

However, in business communication which is of a slightly advanced level, you do need to have some familiarity with phrasal verbs.

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**Answers: Exercise 3**

(Note that these definitions are not exhaustive but are one of the meanings that the phrasal verbs take)

Phrasal Verbs	Definitions
draw up	to prepare a draft version of
lay off	the act of terminating the employment of an employee or a workforce
keep up	To continue/ persist doing something
sort out	to find an answer or solution for (something)
fill out**	to add information such as your name or address in the empty spaces on an official document

Merriam-Webster, Merriam-Webster's collegiate dictionary, Merriam-Webster, 2004.  
\*Rundell, Michael, Macmillan English dictionary: for advanced learners, Macmillan, 2002.

And here are your answers. Draw up to prepare a draft version of, keep up sorry, lay off, the act of terminating the employment of an employee or a workforce. The workers were laid off right. Keep up to continue a persist doing something. I cannot keep up with my siblings. Sometimes you do feel that you are unable to keep up with your classmates. You are not able to match pace with your classmates. Sort out if to find an answer a solution for something. And fill out it is to add information, such as your name or address in the empty space or in official document.

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**Answers: Exercise 3**

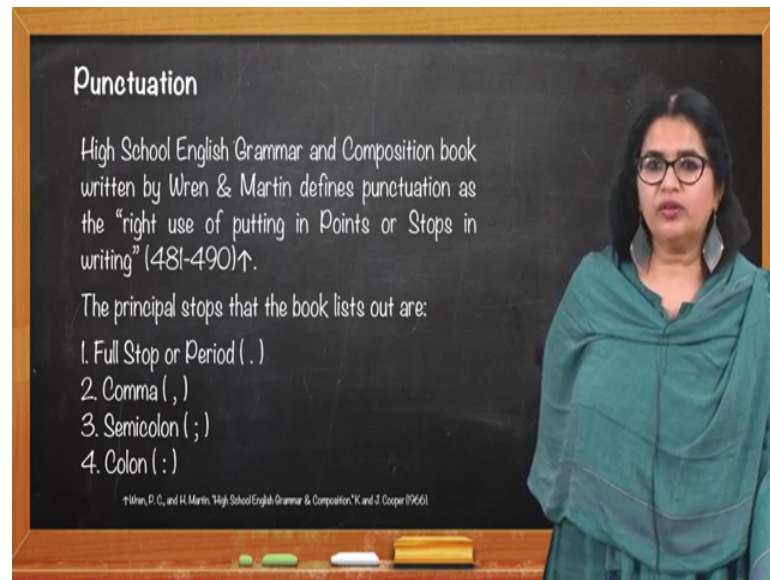
(Note that these definitions are not exhaustive but are one of the meanings that the phrasal verbs take)

Phrasal Verbs	Definitions
zero in	to aim something (such as a gun or camera) directly at (someone or something)
figure out	discover, determine
run by/past	to present to (as for evaluation)
get over	to recover
deal with	to make business agreements with (someone)

Merriam-Webster, Merriam-Webster's collegiate dictionary, Merriam-Webster, 2004.  
\*Rundell, Michael, Macmillan English dictionary: for advanced learners, Macmillan, 2002.

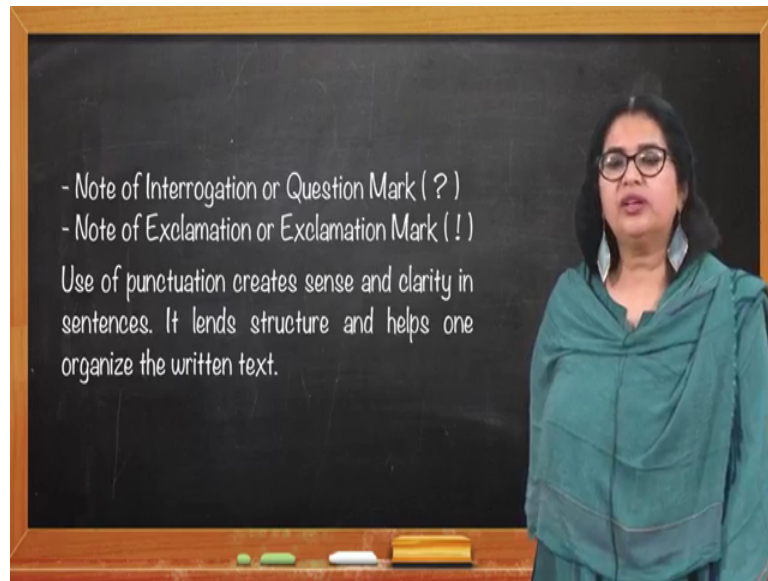
And 0 in is to aim something directly at someone or something. Sometimes is also say I will 0 in on this answer; that means, I will mark this answer. Figure out is to discover or determine, I will try to figure out a solution. Run by or run past is to present as for evaluation. Get over is to recover deal with to make business agreements with someone.

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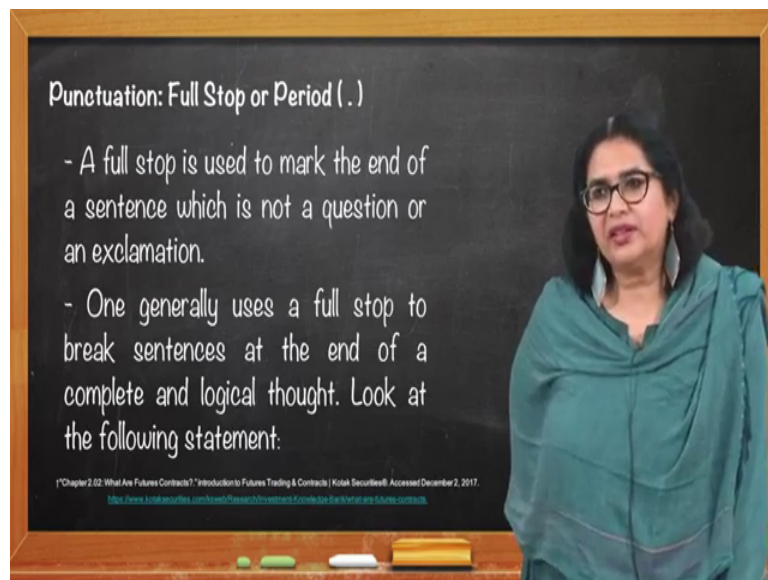
From here we will move on to punctuations, punctuations often change the meaning of a sentence. Wrongly, or a miss placed punctuation mark can change the entire meaning of a sentence. If you have any doubts about how to use punctuations, the first and the most basic book would be high school English grammar and composition book by wren and martin. It is a definitive book, if you feel that you are very confused about grammar and punctuations, this is the go to kind of a book. Here wren and martin define punctuation as the right use of putting in points or a stops in writing. And that books list out the principle stops like, full stop or period comma please look at the slide here and the punctuation mark is given in the brackets semi colon, colon.

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Note of interrogation or question mark, note of exclamation or exclamation mark, as already said; use of a punctuation creates a sense of clarity in sentences. If misplaced in a sentence or a text, they may lead to lot of confusion.

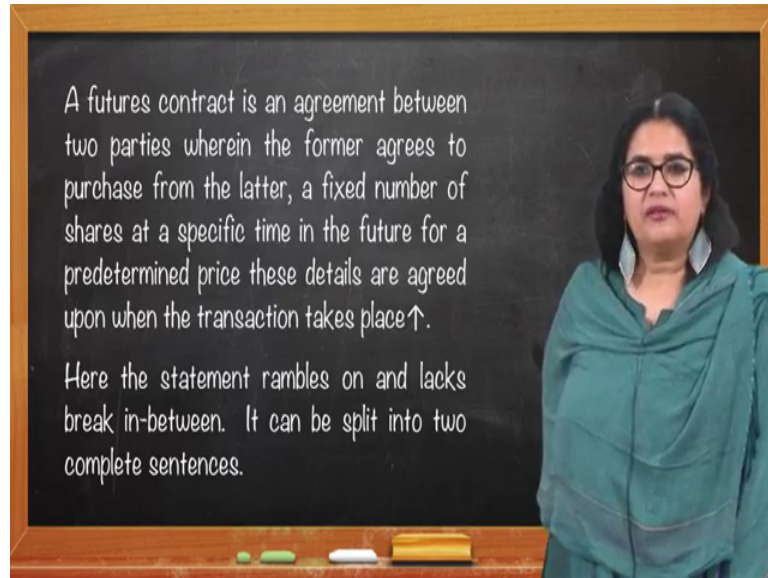
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Now, first let us just quickly recap or go through various punctuation marks or full stop or period. It is used to mark the end of a sentence. That is the most commonly used punctuation mark. That is the most popular use of the full stop at the end of a sentence,

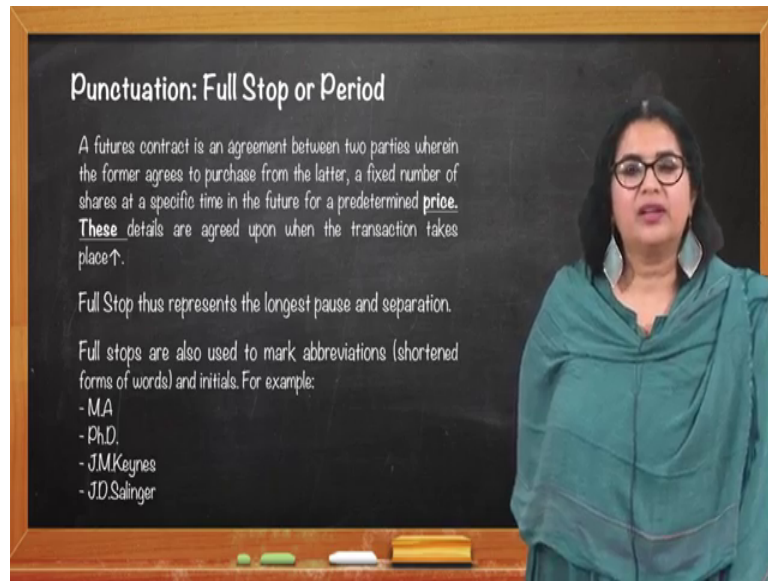
which is not a question or an exclamation mark. So, one generally uses a full stop to break sentences at the end of a complete or logical thought.

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For example, a futures contract is an agreement between 2 parties wherein the former agrees to purchase from the latter, a fixed number of shares at a specific time. In the future, for a predetermined price, these details are agreed upon etc, and here is the full stop in the end of the sentence. So, here the sentence rambles on and lacks break in between it can be split into 2 complete sentences. So, that is how you should be able to do and here you are given an example.

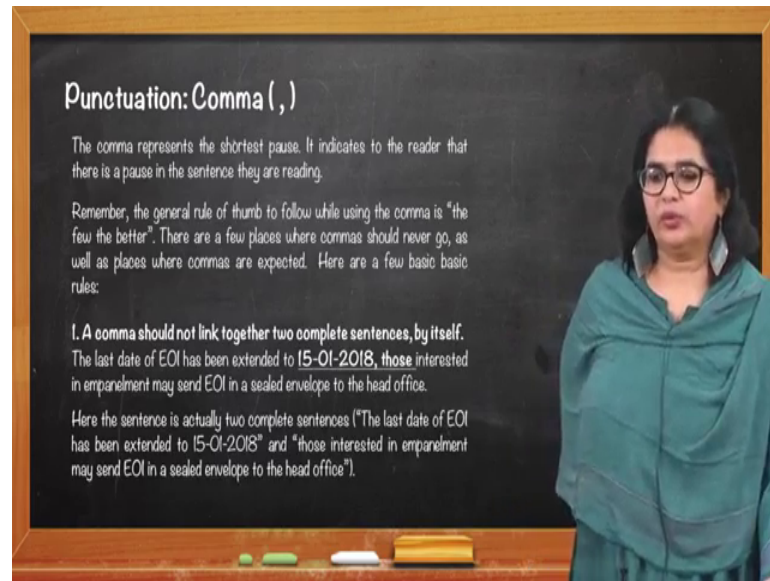
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A futures contract is an agreement between 2 parties wherein the former agrees to purchase from the latter, a fixed number of shares at a dash etc. And these details are agreed upon when the transaction takes place full stop again. So, 2 breaks in this sentence. I am sure you will agree that this second sentence or the second example makes much better reading.

It is less confusing, less rambling, and makes a better sense. Full stops are also used to mark abbreviations. For Ph. D M.A M.B.B.S. and peoples name T.K and R.K and all those. So, these we use, generally we use punctuation mark sometimes people decide to do away with the punctuation, abbreviations, sorry the abbreviation marks and sometimes people decide to do away with these full stops, punctuation marks for marking abbreviations, which is also acceptable.

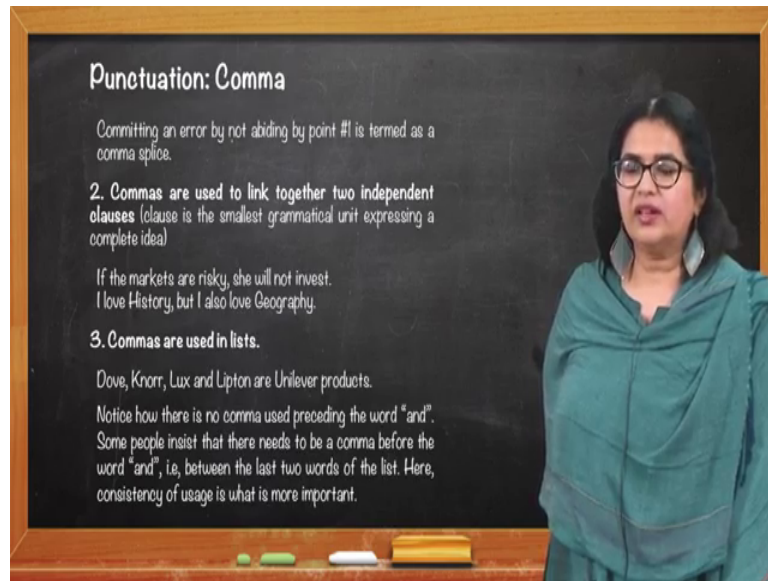
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So, as long as you are consistent; coming to the second important punctuation mark, that is the comma, and comma represents the shortest pause. It indicates to the reader that there is a pause. Sometimes we pause while you we are speaking, we do not ramble on. So, you can you can perhaps imagine commas in the speakers language. That perhaps the person is pausing and here is a comma.

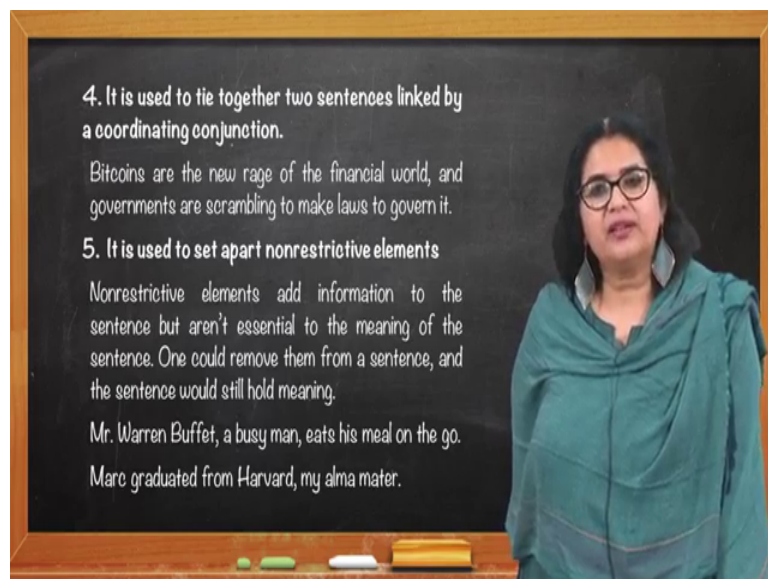
Remember the general rule of thumb to follow while using the comma is the few the better. Do not over do commas. Now here are some basic rules. A comma should not link together to complete sentences by itself. The last date of EOI has been extended to this those interested in empanelment may send EOI in a sealed envelope to the head office. Here the sentence is actually 2 complete sentences. For example, the last date of EOI has been extended to this. And those interested in empanelment may send EOI in a sealed envelope to the head office.

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Punctuation, that is comma. Commas are used to link together to independent clauses, clauses is the smallest grammatical unit expressing a complete idea. So, look at the sentences, if the markets are risky comma she will not invest. I love history comma, but I also love geography. Commas are used in list. For example, here you can look at the example. Dove, knorr, lux and lipton are unilever products.

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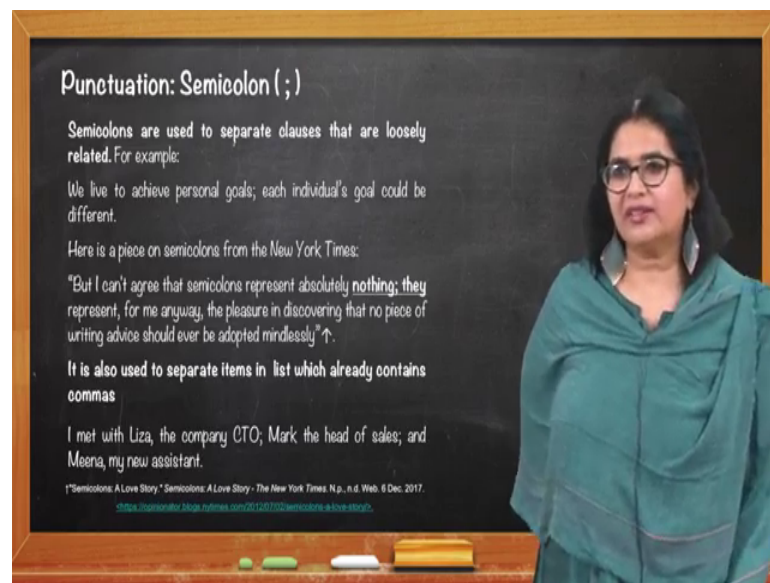
We have comma in places where it is used to tie together 2 sentences, list, linked together by a coordinating conjunction. We have already done coordinating conjunctions in some



of the earlier examples. So, let us look at the sentence. Bitcoins are the new rage of the financial world, and governments are scrambling to make laws to govern it. So, link together by a coordinating conjunction. And it is used to set apart non-restrictive elements, non-restrictive elements add information to the sentence, but aren't essential to the meaning of the sentence.

One could remove them from a sentence, and the sentence will still hold meaning. Mister Warren Buffet. A busy man eats his meals on the go. Marc graduated from Harvard, my alma mater. So, what are we doing? We are separating using a comma to set apart non-restrictive elements, that add more information to the sentence, but aren't essential. Marc graduated from Harvard can be a complete sentence, but we are separating my alma mater using a comma, is just an extra bit of information.

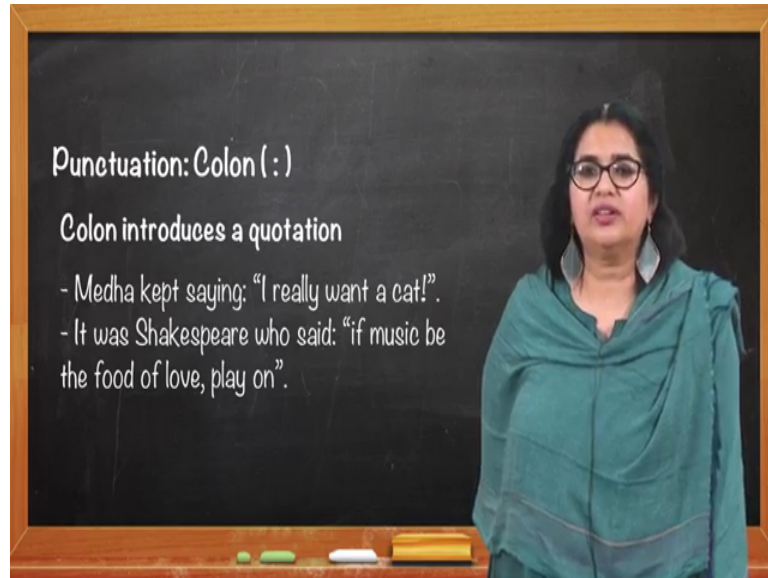
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Now, coming to the next punctuation mark; that is semi colon. A semicolons are used to separate clauses that are loosely related. For example, we live to achieve personal goals, each individuals goals could be different. And then here is a piece on semicolons from the New York times the famous newspaper. But I can not agree that semicolons represent absolutely nothing. They represent for me anyway the pleasure in discovering that no piece of writing advice should ever be adopted mindlessly. And then it is also used to separate items in list which already contains commas. I met with liza the company CTO

mark the head of sales and Meena my new assistant. So, we are separating items from a list. So, that is also one way of yeah, using this punctuation mark.

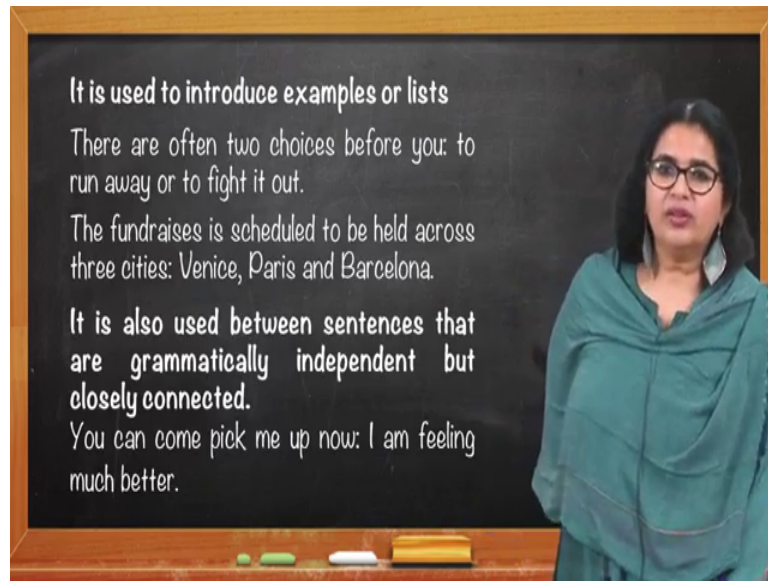
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And colon, colon introduces a quotation. Medha kept saying I really want a cat. You can also use a comma here, but colon can also be used. It was Shakespeare who said if music be the food of love play. So, look at the use of colon you can not be using semicolon here.

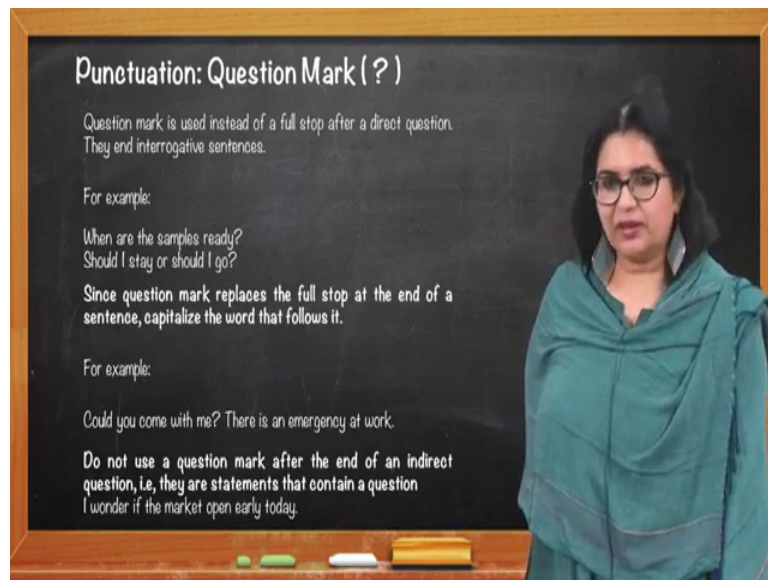
Colon is also used to indicate examples or lists. Read the following and then you use a colon. There are often 2 choices before you. So, there is a colon to run away or to fight it out. The fundraises is scheduled to be held across 3 cities Venice, Paris and Barcelona.

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Colon is also used between sentences that are grammatically independent, but closely connected. You can come pick me up now I am feeling better, and then question mark.

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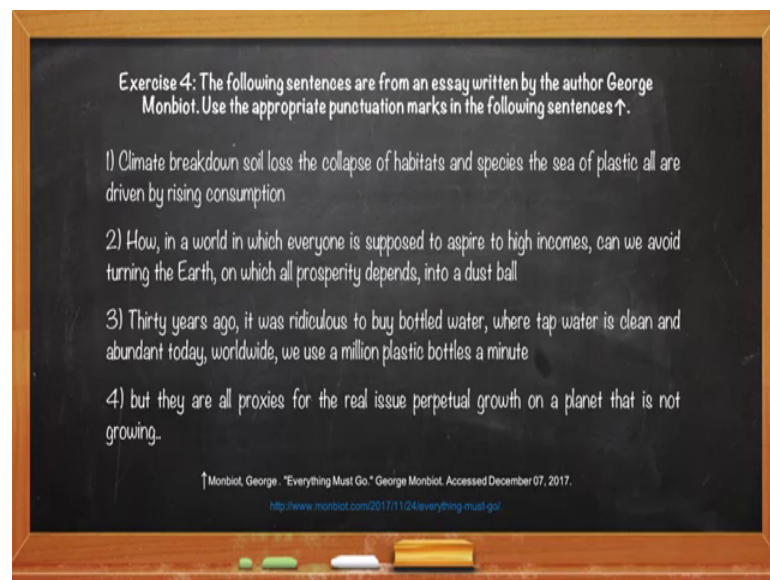


Question mark is used instead of a full stop after a direct question. So, there has to be a direct questions. So, the example I gave at the beginning of this, it is not a direct question I asked professor john if I could. So, that sentence is not a direct question. It will end with a full stop, not a question mark.

Now, look at the way question marks are used. When are the samples ready? Should I stay or should I go. So, these are direct questions they require a punctuation mark; that is, a question mark. You should understand that since question mark replaces question mark replaces the full stop at the end of a sentence.

You should capitalise the word that follows it. So, could you come with me question mark and there is an emergency at work. So, just like a full stop you have a capital, the capital word that follows. Do not use a question mark after the end of an indirect question. I wonder if the market would open early today. So, there is no question mark here.

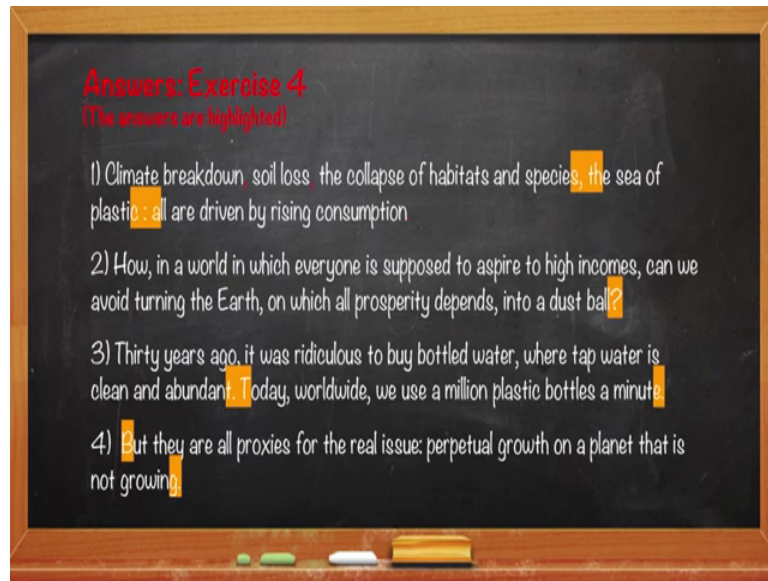
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Here is an exercise for you. Use the appropriate punctuation marks in the following sentences. The source is given at the bottom. Climate breakdowns soil loss the collapse, collapse of habitats and species, the sea of plastic, all are driven by rising consumption. How in a world in which everyone is supposed to aspire to high incomes? Can we avoid turning the earth on which all prosperity depends into a dust ball? 30 years ago, it was ridiculous to buy bottled water tap water is clean and abundant today.

Worldwide we use a million plastic bottles a minute, but they are all proxies for the real issue perpetual growth on a planet that is not growing. Look and pay attention to the facts how lack of punctuation marks sort of distort, and sort of you know haze the meanings of these sentences.

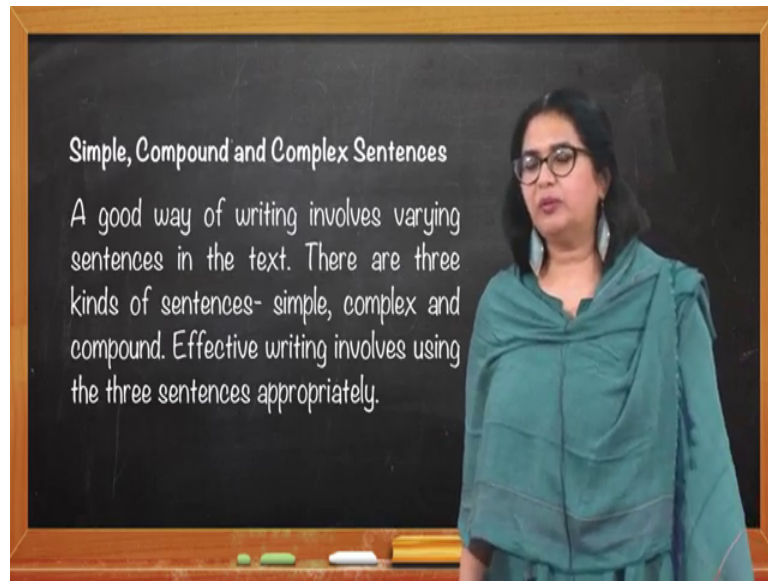
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The answer here are the answers. Climate breakdown comma. Soil loss the collapse of habitats and species comma. The sea of plastic is a list all are driven by rising consumption full stop. Second sentence how comma in the world in which everyone is supposed to expire to higher incomes can we avoid turning the earth comma, on which all prosperity depends into a dust ball, full stop.

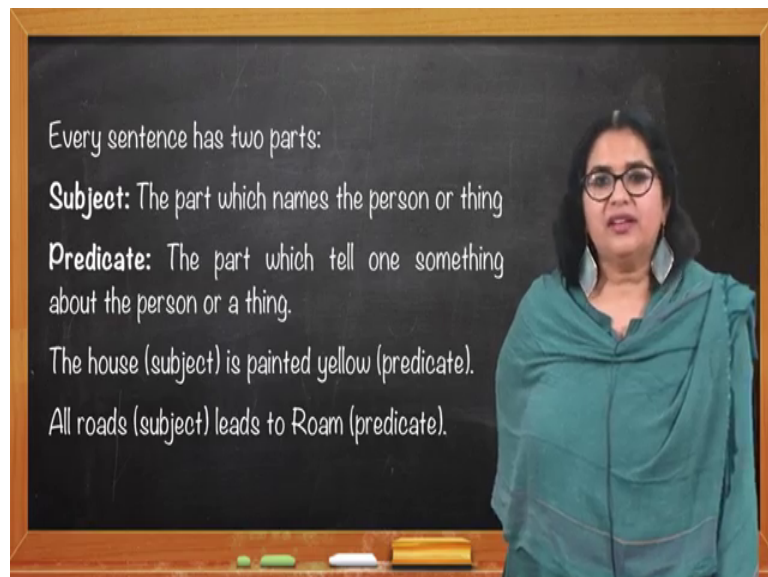
30 years ago, comma. It was ridiculous to buy bottled water comma. Where tap water is clean and abundant, full stop. Today worldwide we use a million plastic bottles a minute, full stop. And last one you have to have a capital, because it begins the sentence begins with the capita letter. So, but they are all proxies for the real issue. Colon perpetual growth on a planet that is not growing.

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From here, we move on to the next topic. Types of sentences, simple compound and complex sentence. Now remember a good way of writing involves varying sentences in the text. There are 3 kinds of sentences. Simple, complex and compound. A good writing should have a mix of all these types.

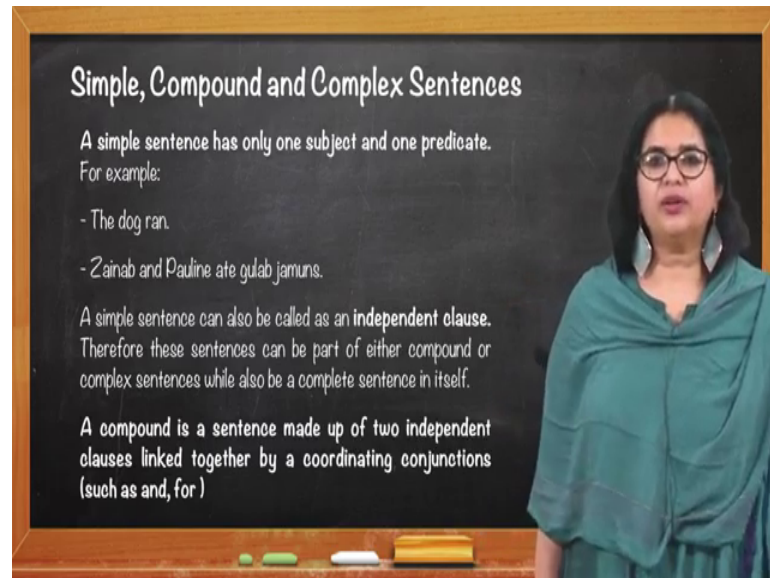
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Every sentence has 2 parts we have already done. Some of this in our earlier classes you have a subject you have verb, you have predicate. The subject part which names the person or thing. Predicate the part which tell one something about the person or thing.

For example, the house is painted yellow. So, you know which is the subject and which is the predicate. All roads lead to roam.

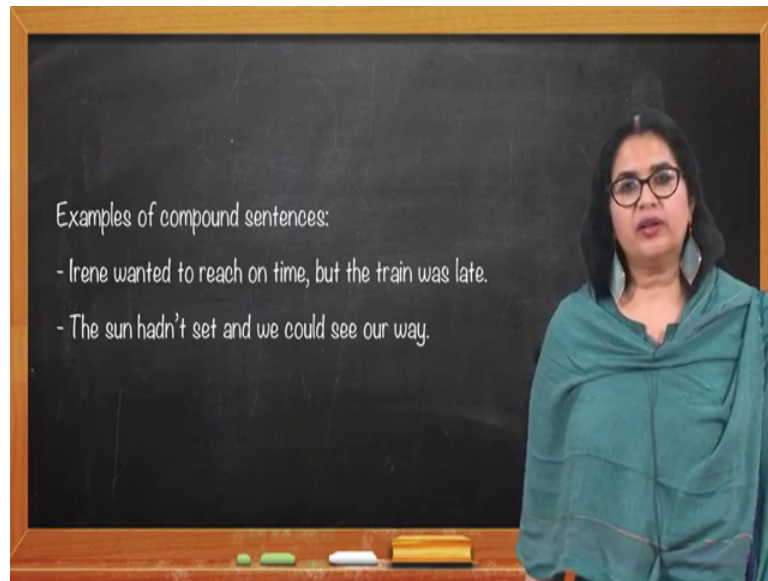
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Now, simple compound and complex sentences how do we define them a simple sentence has only one subject and one predicate. The dog ran. The teacher spoke. The teacher corrected. The writing papers. Zainab and Pauline ate Gulab jamuns.

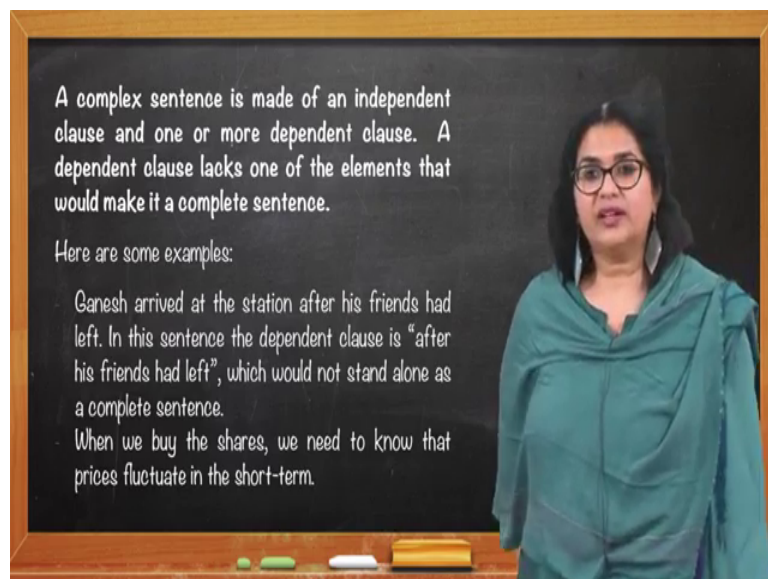
A simple sentence can also be called as an independent clause. Therefore, these sentences can be part of either compound or complex sentences; which also can be a complete sentence in itself. A compound sentence is a sentence made up of 2 independent clauses. Linked together by a coordinating conjunction, such as and for etcetera.

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Also, but now, if you look at examples of compound sentences. Here is the here are some sentences for you. Irene wanted to reach on time, but the train was late. The sun hadn't set and we could see our way. So, these are compound sentences. 2 sections are join together using a coordinating conjunction, and both parts of the sentence make complete sentence meaning by themselves.

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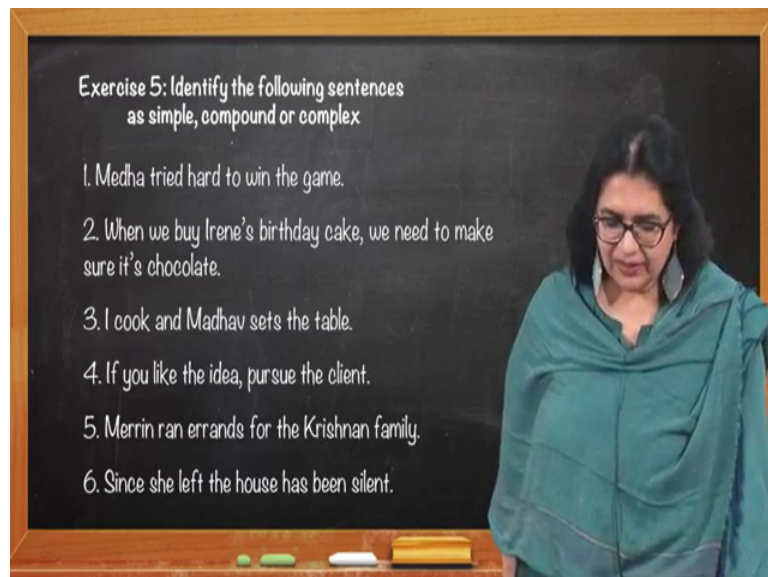




A complex sentence on the other hand is made of an independent clause. And one or more dependent clause. A dependent clause lacks one of the elements that would make it a complete sentences. So, here are some examples.

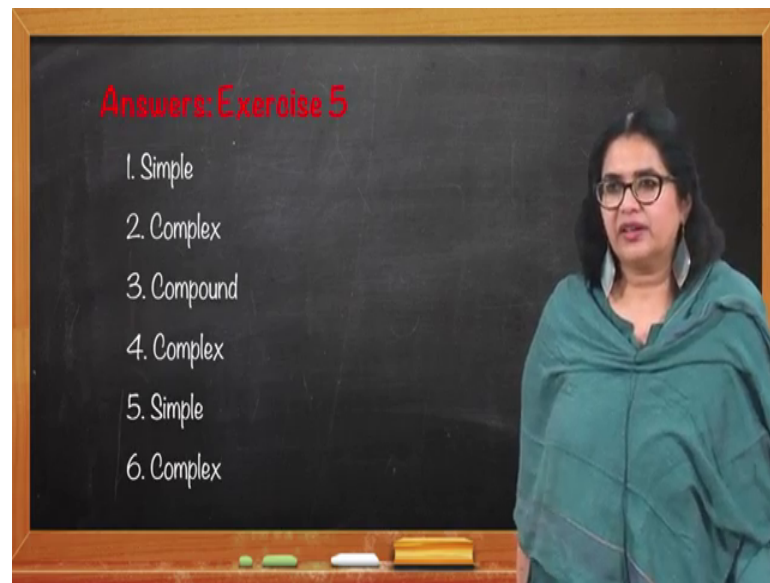
For example, Ganesh arrived at the station after his friends had left. Here in the sentence the dependent clause is after his friends had left. Which would not a standalone as a complete sentence. When we buy the shares this is another example, we need to know that prices fluctuate in the short term. So, when we buy the share? This is not a complete sentence by itself.

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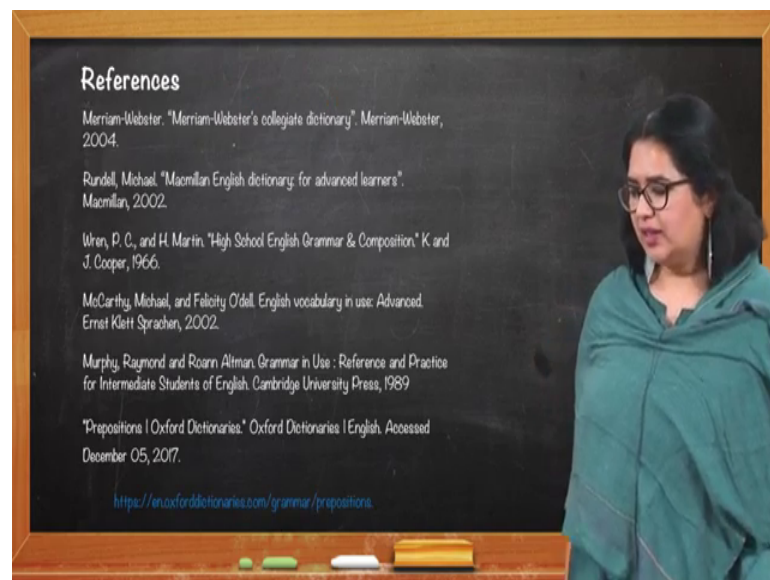
And in next exercise identify the following sentences. Whether they are simple compound or complex. So, we start first. Medha tried hard to win the game second when we buy Irene's birthday cake we need to make sure it is chocolate. Third, I cook and Madhav sets the table. 4<sup>th</sup>, if you like the idea pursue the client. Fifth, Merrin ran errands for the Krishnan family. 6<sup>th</sup>, since she left the house, since she left the house has been silent. We need to know, we need to identify the category of the type of sentences these are.

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Here are your answers. First simple, second complex, third compound, fourth complex, fifth simple, sixth complex.

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And here are your references if you need to know more of these topics, then these are your references, these are the books that you can refer to.

Thank you very much.