



Unit objectives

- o At the end of this unit students will be able to:
 - ✓ Describe how to introduce people.
 - ✓ Explain the uses and the pattern simple present tense.
 - ✓ Describe the uses of punctuation marks.
 - ✓ Describe about present continuous tense.
 - ✓ Describe about active and passive voice.
 - ✓ Explain above collocations and capitalization.

Introducing people

How to introduce people?

When you meet someone you don't know, you greet and then introduce. Yourself you may introduce others in a group. These are some of the ways of introduction. While introducing others you may say.

Seble, please meet Rini.

Seble, have you meet Rine?

I Would like you to meet Nicolas.

I Would like you to meet you to Aliza.

Liza, this is Romi, Romi this is Liza.

Response

Useful responses when introducing yourself or other people.

Nice to meet you.

Pleased to meet you.

Happy to meet you.

How do you do?

Home Work

I. Choose the best answer to complete the following sentences.

1. If someone asks you "How are you"? You can answer.

A. bad	B. not bad	C. I can complain	D. none
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2. If sentence asks. How are things?" you can reply.

A. Thanks! And you?	C. fine thanks and you?
B. Very fine thanks	D. All are correct
3. If someone says "Good morning?" you can reply.

A. Good morning
D. None

B. Hi!

C. hey!

4. If someone says “ Nice to meet you” you can reply
A. Yes! It’s nice
B. I would like to introduce myself
C. pleased to meet you
D. all are correct
5. When you introduce a person (sen) to another person(sue) you can say
A. Sen, this sue
B. Sen, can you meet sue
C. sen, will you meet sue.
D. none of the above

II. Give brief explanation for the following questions.

1. How do you introduce people to others?
2. How to have people introduce themselves?
3. What type of things must be fulfilled when introducing others?
4. How do you ask people to introduce themselves to participants?
5. When can we introduce people to others?

Self-checking questions.

- ❖ What important lesson have you got in this topic?
- ❖ Complete the following dialogue working with your partner.

A : What is your name?

B : _____

A : Did you say _____?

B : yes, that is right.

A : what is your father’s name?

B : _____.

A : How do you spell that?

B : _____.

Simple present tense

- What is the pattern and forms of present simple tense?
The simple present is just the best form of the verb. Questions are made with do and negative forms are made with do not.
English statement: you speak English

Questions:- Do you speak English.

Negative:- you don’t speak English.

Uses

A . To express an action which is relatedly takes place.

Example:- 3 the train leaves every morning at 8Am.

B. It can be used to express facts or generalizations.

Example:- cats like milk. Birds do not like milk.

C. It can be used to express scheduled events in the near future.

Example:- The bus does not arrive at 11 Am, it arrives at 11 pm.

D. It can be used to express an action or an event which is non continuous verbs.

Example:- He has his passport in his hand.

Self - check question

1. What do you understand from the given lesson?

Home work

I. Choose the best answer from the given alternatives.

1. Some teachers _____ much homework.
A. give B. gives C. are give D. is give
2. Taylor and Adam _____ good friends.
A. be B. is C. are D. does
3. _____ your parents let you go to bed late?
A. Are B. Does C. Do D. is
4. How many books _____ you ready in a year?
A. Are B. were C. did D. do
5. He is good at football but he _____ want to play now.
A. Isn't B. wasn't C. doesn't D. don't

II. Give brief explanation for the following questions.

1. How do we ask to a question in simple present tense?
2. What is simple present tense?
3. Write the pattern of simple present tense?
4. When we use simple present tense?
5. Explain the use of simple present tense?

Class work

I. Re - Write each sentence as a positive or negative sentence or a question according to the instructions.

1. She introduce herself to the class.(questions)
2. We welcome new students every year.(negative)
3. He doesn't got to the library everyday.(positive)
4. She plays football every Saturday.(questions)
5. He washes his uniform everyday.(question).

Punctuation

1. What is punctuation mark in English Grammar?

Punctuation is used to disambiguate a sentence by using spacing conventional signs and certain typographical devices. Punctuation introduces appropriate pauses in sentences, and elicits appropriate responses from the reader.

Common punctuation marks

1. Full stop or period:- It can be used:(.)

- A. To mark the end of a sentence that is a complete statement
Example:- 1 My name is Mark.
- B. In some abbreviation ends. Example Dec or P.M
2. **Comma:-** The comma(.) used to mark a slight break b/n different parts of a sentences.
- A. In list of nouns verbs adjectives, phrases ... etc
Example:- My breakfast is eggs, bacon, and porridge
- B. To separate clauses – **Example** know what I want, and what they want.
- C. To mark off certain parts of a sentence **Example** marry, my wife, is an artist
- D. To introduce tag questions. **Example** She will come here, will not she?
3. **Semicolon :-** The semicolon(;) is used to mark a break that is stronger than a comma but not as final as a full stop.
- A.** It can be used to separate the closely related independent clause.
 Example The railway line runs through a beautiful, wooded valley' the river follows kit.
- B.** To organize an exceptionally descriptive list E.g we invited the following members: Ron He ward, professor of English; David Abbot,

Home Work

Choose the best answer from the given alternatives.

1. Which of these is not a punctuation mark?
 A full stop B. comma C. colon D. Hashtag
2. The full stop is used at the end of an indirect question.
 A.
3. Which of these is used after a nominative absolute?
 A. Colon B. comma C. full stop D. question mark
4. Which of these is used to separate short co-ordinate clauses of a compound sentences?
 A. semicolon B. comma C. full stop D. colon
5. Which of these is used to separate a series of looser related clauses?
 A. comma B. full stop C. semicolon D. colon

II. Give brief explanation for the following questions.

1. How do you punctuate a question?
2. What are the 14 punctuation marks?
3. What is the purpose of punctuation may?
4. Do you put a comma before a question mark?

5. When we use punctuation marks?

Self check question.

1. What do you get from the given lesson?

Sources:-

[http:// www.sanfoundry.com](http://www.sanfoundry.com)

[http:// www. test. Preparation.](http://www.testpreparation.com)

Mega English Grammar on page 45 – 50

Home work

I. Put appropriate punctuation marks at the end of the following sentences.

1. Do you know me?

2. Let me introduce you to my friend.

3. What an interesting day it is.

4. How many friends do you have.

5. She asked me if I know her brother.

Present continuous tense.

A. It used to express an action which is continuing in the present time.

E.g1 My father is teaching my brother.

E.g2 Let's go out now. It is not raining any more.

B. I am doing something means I'm in the middle of doing something I have started doing it and I have not finished yet.

E.g3 please don't make so much noise. I am working

C. But sometimes the action may not necessarily happen at the time of speaking.

E.g4 Fasika wants to work in Italy, so she is learning Italian.

D. We use the present continuous when we talk about things happening in a period which is now.

E.g5 A: you are working hard today?

B: Yes, I have a lot to do.

E. We use the present continuous when we talk about changes happening now.

E.g6 The population of the world is rising very fast.

How work

I. Choose the best answer from the given alternatives

1. is Susan _____ this week?

A. work

B. works

C. working

D. All

2. The population of the world is _____ very fast.

A. rises
rise

B. rising

C. rised

D. was

3. My brother is _____ English for his son.

A. teache

B. teaches

C. teached

D. teaching

4. They _____ playing football now.

A. is

B. are

C. am

D. none

5. I _____ watching television.

A. am

B. is

C. are

D. all

II. **Give brief explanation for the following questions.**

1. What is the pattern of present continuous tense?

2. What are the purpose of present continuous?

3. What is the main difference between present simple and present continuous?

4. Why we use always we use always with present continuous?

5. Write the time specification about present continuous tense.

Self check question

✓ Write important information have you get from the given lesson.

Class work

I. Use the present simple or present continuous form of the verbs in brackets to complete the dialogue.

Father: Alem, what are you doing.

Alem : I _____ (iron) my clothes. I regularly _____ (iron) my clothes. These _____ (be) my clothes. They _____ (be) made of cotton.

Father: _____ (were) your now clothes to the party?

Alem: No, I _____ (be). I usually _____ (choose) my traditional clothes. But my brother _____ (wear) his now trousers.

Father : Where is your brothers?

Alem : He _____ (wash) his shirt.

Active and passive voice

✓ What is active and passive voice?

Active voice means that a sentence has a subject that acts up on it's verb. Passive voice means that a subject is a recipient of verbs action.

Active voice Examples

✓ Monkeys adore bananas.

✓ The cashier counted the money.

✓ The dog chased the squirrel.

Passive voice examples

❖ Bananas adored by monkeys.

❖ The monkey was counted by the a cashier.

❖ The squirrel was chased by the dog.

Self - check question.

✓ What types of information have you got from this lesson?

Home work

I. Choose the best answer from the given alternatives

1. The king gave him a reward.
A. A reward given by him to the king. C. He was given the reward by a king.
B. He was given a reward by a king. D. He was given by the king a reward.
2. Whom does he look for?
A. He is looked after for whom? C. Who is looked after for him?
B. Who is looked after for him? D. he is looked after by whom?
3. I saw him leaving the house?
A. He had been seen leaving the house. C. Leaving the house he was seen by me.
B. He was seen to be leaving the houses. D. He was seen leaving the house by me.
4. Do you understand what I mean?
A. What I mean is understood by you? C. What I mean understood by you?
B. Was what I mean understood by you? D. Is what I mean understood by you?
6. The principal kept the staff members waiting .
A. The staff members were kept waiting by the principal.
B. The staff members were waiting for the principal.
C. The staff members keep waiting for principal.
D. The staff members were being kept waiting by the principal.

II. Give brief explanation for the following questions.

1. What is active and passive voice?
2. How do you change an active question into a passive question?
3. How do you identify active and passive voice?
4. What is the difference between active and passive voice?
5. Write the rules how to use active and passive voice?

Source

- ✓ [https:// www. preseries.com](https://www.preseries.com)
- ✓ <https://reviwing.amezone.com>
- ✓ Intermediate English Grammar on page 206-208
- ✓ Mega English Grammar on Page 316

Homework

I. Insert the correct forms of the verbs in the brackets in the brackets in the passive voice.

1. Cotton _____ (grow) in Ethiopia.
2. It _____ (harvest) by farmers.
3. It _____ (pick) by machines.
4. The cotton _____ (take) to a factory.
5. The clothes _____ (sell) in Ethiopia and all over the world.

Capitalization

- How to use capitalization?

A capital letter is like a green light. It indicates that you can begin to move through a new sentence or a new line of poetry.

Rules

1. Capitalize the first letter/word of every sentence.

E.g1 Is korea a part of the far East?

2. Capitalize the pronoun I both alone and contractions.

E.g2 I decided I should revise my story

3. Capitalize the first word of a direct quotation.

E.g3 Almaz asked" May I borrow your pen?

4. Capitalize a title showing a family relationship when it is used with a person's name or in place of person's name.

E.g4 Did you call uncle David?

5. Capitalize titles that show a person's profession rank or position when they are used as a part of a personal name.

E.g5 Attorney General, professor, Doctor.

Self - check question.

- ✓ What is capitalization mean?

Home work

I. Choose the correct answers from the given alternatives.

1. Which sentence is written correctly?
A. The Bird, The nest. The Egg. C. The dog chased the cat down the street.
B. Happy pie eats chocolate. D. The girl ate the whole pizza.
2. Choose the sentence that uses a comma correctly.
A. When I get older, I will be able to drive. C. When, I get older, I will be, able to drive
B. When I get older I will be able to drive. D. When, I get older, I will be, able to drive
3. Which choice includes correct capitalization and punctuation?
A. Atlanta, Georgia B. Atlanta, Georgia C. Atlanta Georgia
D. none of the above
4. Which sentence use comma correctly?
A. However I am very good at math. C. However I am very good at math.
B. However I, am very, good at math. D. However I am good, at math.
5. Choose the sentence that is written correctly.
A. You will need to turn left on cedar it's the third house on the right.
B. You will need to turn left on cedar, it's the third house on the right.
C. You will need to turn left on; cedar it's the third house on the right.
6. In the following sentence where should the comma be placed? Rafa loves art but Aron likes football
A. After the word but C. After the word art
B. After the word Rafa D. After the word loves.

II. Give brief explanation for the following questions.

1. What is the purpose of capitalization?
2. When we use capitalization?
3. How many capitalization rules do you know?
4. What is capitalization mean?
5. Should multiple choice answers be capitalized?

Sources

- ❖ <https://www.classzone.com>
- ❖ <https://www.proprefs.com>
- ❖ intermediate English Grammar on page 409-415
- ❖ mega English grammar on page 355-357

Class work

I. Re-write the following sentences and capitalize letters where necessary.

1. Gerbru is wearing a tie.
2. Hailu is wearing a black jacket.

3. I like wearing Ethiopian shemma.
4. My younger sister has put on sena's shash.
5. Abebe were playing foot ball last week.