

(英文版)

# 实用英语语法

PRACTICAL

ENGLISH GRAMMAR

王东明 ● 编著



苏州大学出版社  
Soochow University Press

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# PREFACE

*By Wang Dongming*

This book is a comprehensive survey of grammar with numerous examples to illustrate each point. From Lecture One to Lecture Seventeen the grammar item in each lecture is elaborated in details. The areas where students have particular difficulty, such as the use of tense and auxiliary verbs, have been treated with particular care and fullness.

The distinguishing feature of *Practical English Grammar* is: the materials in choice full and accurate; the contents very rich; the view points new and original; the ground of the argument sufficient; the illustrative sentences precise and appropriate. The book is a very useful and practical teaching material.

*Practical English Grammar* is designed for the students in the high school and universities as well as English amateurs. English teachers can also use this book with ease and profit for their references.

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# Lecture 1 Word-Formation

## 1. Introduction

There are various ways of forming words, but, by and large, the various processes can be classified on the basis of frequency of usage into major or minor processes. In this lecture, we'll mainly talk about the major processes.

There are three major processes of forming words:

1) Conversion: To form a new word by converting a part of speech into another:

- There is a little *water* in the bottle. (n.)
- The smoke made my eyes *water*. (v.)

2) Derivation: To form a new word by adding a prefix or a suffix or both to the base:

- happy —unhappy (prefix)  
—happiness (suffix)

3) Compounding: To form a new word by compounding two or more than two words:

- wood cut—woodcut

## 2. Conversion

1) A huge amount of verbs can be converted into nouns and sometimes without changing their meanings too greatly.

- Let me have a *try*.
- We stopped there for a *swim*.
- He went off at a *run* to consult the doctor.
- This is for winter *wear*. Don't make it too tight.

- I like a quiet *read* after supper.

A noun of this kind together with a verb can form a phrase denoting an action.

- have a look ( chat, talk, wash, swim, rest, try, quarrel, smoke, lie, read, dream, run, fight, walk, ride, shave, debate, dispute, interview, taste, etc. )

- make a study ( guess, visit, call, survey, jump, slip, sacrifice, demand, show, deal, an attempt, an attack, an advance, etc. )

Sometimes there is a certain change in the meaning.

- He was about the same *build* as his brother.
- Last year's *catch* was four times that of 1966.
- This was a decisive *move*.
- Women have equal *say* in everything.
- He won two games; the other two were *draws*.

2) Quite a lot of nouns can be used as verbs. Many nouns expressing things can be used as verbs denoting actions.

- Have you *booked* your ticket?
- Who *chaired* the meeting?
- He *pinned* great hopes on us.
- It can *seat* a thousand people.
- It *pictures* the life of Tientsin dockers.

Some nouns expressing parts of the body can be used as verbs, too.

- *Hand* in your books, please.
- We'll *back* you up.

Some nouns expressing some classes of persons can also be used as verbs.

- If so, we shall be badly *fooled*.
- He insisted on staying up to *nurse* the child.
- Our aim is to save the patient and not to *doctor* him to death.

Some nouns expressing some other concrete things can be used as verbs, too.

- I hope we can *room* together.
- This helped to *bridge* over the difficulties.
- Our armed forces are *rooted* in the masses.

Besides, some abstract nouns can be used as verbs.

- Through my childhood, that *hungered* for education.
- This so *angered* us that we beat him up.
- They *breakfasted* (*lunched*) at the guesthouse.

3) A small part of adjectives can be used as verbs.

- The train *slowed* down to half its speed.
- This is the chief way of *narrowing* the differences between teams.
- Wrongs must be *righted* when they are discovered.
- Don't *dirty* your clothes.

4) Besides, a few words belonging to the other parts of speech can be used as verbs.

- This helped to *further* their unity.
- Please *forward* the letter to my new address.

Also, a few of them can be used as nouns.

- *Nobles* constituted seven percent of the population.
- He didn't want to disturb the *quiet* needed by patients.
- He's a *dear*.
- Their jobless *total* reached a record high since 1940.
- It is necessary to make a distinction between *right* and *wrong*.
- They're running in the *final*.

Apart from this, there are some individual cases of conversion.

- This is a *repeat* performance of their old policy.
- They held a *fancy* dress ball.
- We began to *march* north.

Some individual words can be used as nouns on a certain occasion.

- His argument contains too *many* "ifs" and "buts".
- This book is a *must* for students of electronics.

Besides, individual words are sometimes borrowed to be used as verbs so as to get a certain effect.

- What's the use of all this *ohing* and *ahing*?

5) Some words may be used as another part of speech without changing the original form, but with a change in the accent. For example, some two-syllable words are used as verbs with the accent on the second syllable, while used as



nouns ( with the accent ) on the first one.

	<i>v.</i>	<i>n.</i>
combine	/kəm'baɪn/	/'kɒmbaɪn/
contest	/kən'test/	/'kɒntest/
digest	/daɪ'dʒest/	/'daɪdʒest/
increase	/ɪn'kri:s/	/'ɪnkri:s/
permit	/pə'mɪt/	/'pɜ:mɪt/
rebel	/rɪ'bel/	/'rɪbel/
survey	/sə'veɪ/	/'sɜ:vɪ/
suspect	/səs'pekt/	/'sʌspekt/

A few words are used as adjectives with the accent on the first syllable, while used as verbs ( with the accent ) on the second syllable.

	<i>adj.</i>	<i>v.</i>
absent	/'æbsənt/	/æb'sent/
abstract	/'æbstrækt/	/æbs'trækt/
perfect	/'pɜ:fɪkt/	/pə'fekt/

Note: Some two-syllable words are used as two different parts of speech do not change the accent, comment, contact.

6) Some words change their parts of speech by changing the terminative voice-lossness. Some of them changed the spelling at the same time and some do not.

<i>n.</i>	<i>v.</i>
abuse /ə'bju:z/	abuse /ə'bju:z/
advice /əd'vaɪs/	advise /əd'vaɪz/
belief /bɪ'li:f/	believe /bɪ'li:v/
house /haus/	house /haʊz/
use /ju:s/	use /ju:z/

A few words have different spellings, but the same pronunciation, e. g. “practice” ( *n.* ), “practise” ( *v.* ). ( In American English only “practice” is used. ) Some words converted into another part of speech have their vowels changed. Some change their spellings rather than vowels.

<i>n.</i>		<i>v.</i>	
bath	/bɑ:θ/	bathe	/beɪð/
blood	/blʌd/	bleed	/bli:d/
food	/fu:d/	feed	/fi:d/
gold	/gəʊld/	gild	/gɪld/
proof	/pru:f/	prove	/pru:v/
speech	/spi:tʃ/	speak	/spi:k/
tale	/teɪl/	tell	/tel/

A few words which may be used as an adjective or a verb change the pronunciation instead of the word form.

	<i>adj.</i>	<i>v.</i>
separate	/ˈseprət/	/ˈsepəreɪt/
live	/laɪv/	/lɪv/

### 3. Derivation

1) Most derivatives are formed by adding suffixes to the bases. The suffixes by which nouns are formed are as follows:

-er, -or, -ist, -ee, -ess, -ian, -ese, -ant, -ism, -ness, -(a)tion, -ment, -ion, -ing, -ship, -hood, -age, -ure, -dom, -ty, -ity, -y, -th, -al, -ance, -ence, -ful ...

2) The suffixes by which adjectives are formed are as follows:

-ful, -less, -ish, -ive, -ous, -able, -ible, -ic, -ant, -ly, -al, -y, -ent, -ary, -some, -like, -en, -ed, -an ...

3) The following suffixes form verbs, adverbs and numerals respectively.

verbs: -ize, -ien, -ify ...

adverbs: -li, -ward, -wise ...

numerals: -teen, -ty, -th ...

4) Generally speaking, prefixes do not make the parts of speech convert. They only cause the changes in the meaning. Part of the prefixes may form antonyms. They are “un-”, “dis-”, “in-”, “im-”, “il-”, “non-”, “de-” and so on.

5) Some prefixes may express other meanings.

They are “re-”, “mis-”, “counter-”, “anti-”, “pro-”, “over-”,

“under-”, “ex-”, “pre-”, “post-”, “fore-”, “self-”, “super-”, “sub-”, “inter-”, “trans-”, “ultra-”, “semi-”, “vice-”, “tri-”, “neo-” and so on.

6) A few prefixes added to a word may cause the change in the parts of speech. “en-” added to a noun or an adjective may form a verb.

- enslave, endanger, enrage, enlarge

“be-” added to some words may also form verbs.

- belittle, befriend, behead, besmear

“a-” added to a noun may form an adjective or an adverb.

- asleep, abroad, aside, ashore, ablaze

“a-” added to a verb may form another verb with a little change in the meaning.

- arise, awake, arouse

“out-” added to an intransitive verb may not only form a transitive verb, e. g. “outshine”, “outlive”, “outrun”, “outvote”, “outwit”, but also a noun, e. g. “outcome”, “outlet”, “outlook”, “outlaw” and so on.

Besides, there are some other minor prefixes, e. g. “with-” (withdraw, withhold), “hemi-” (hemisphere, hemicycle), “mono-” (monosyllabic, monoplacement), “poly-” (polysyllabic, polygamy), “centi-” (centimetre, centigrade), “milli-” (millimetre, milligram), etc.

## 4. Compounding

1) Compound words are comparatively active in the English language. Compound adjectives are often used. The majority of them are used as attributes.

- Oh, that's the *quick-service* counter.
- They were *out-and-out* political swindlers.
- The commune is in an *out-of-the-way* mountain area.
- *Open-air* exercises will do you good.
- What they need is a *down-to-earth* spirit.

Some of them may be used as predicatives.

- Are you *airsick*?
- Now all the fishing boats are *radio-equipped*.
- All these plants were *Chinese-designed*.

- He is lively and *outgoing*.

2) Compound nouns exist in English in large quantities. They can be used as subjects, objects and so on.

- *Sightseeing* took up the whole morning. (subject)
- Finally we reached the *cross-roads* at Tung Tan. (object)
- No smoking during *take-off*. (object)

Some compound verbs can be used as predicates, and some compound adverbs as adverbials.

- It will be *air-dropped* tonight. (predicate)
- She greeted them *warm-heartedly*. (adverbial)
- You can't just do as you please *will-nilly*. (adverbial)

3) The following methods are often used to form compound adjectives.

<i>adj. + n. + ed</i>	noble-minded	good-tempered
<i>adj. + p. p.</i>	good-looking	easy-going
<i>adv. + p. p.</i>	hard-working	far-reaching
<i>n. + p. p.</i>	peace-loving	epoch-making
<i>n. + past p.</i>	state-owned	heart-felt
<i>adv. + past p.</i>	well-known	widespread
<i>adj. + past p.</i>	new-born	ready-made
<i>n. + adj.</i>	duty-free	class-conscious

Some other methods can form compound adjectives.

- over-all, first-rate, ever-victorious
- face-to-face, happy-go-lucky, out-and-out

The common compound nouns can be formed in this way.

<i>n. + n.</i>	silkworm	bloodtest
<i>adj. + n.</i>	double-dealer	shorthand
<i>p. p. + n.</i>	waiting-room	sleeping-pill
<i>v. + n.</i>	pickpocket	breakwater
<i>n. + p. p.</i>	handwriting	sun-bathing
<i>v. + adv.</i>	get-together	break-through
<i>adv. + v.</i>	down-fall	outbreak

A part of the compound nouns can be formed in some other ways.

- will-being, go-between, good-for-nothing, commander-in-chief, touch-

me-not, by-product

The main methods to form compound verbs are as follows:

<i>n.</i> + <i>v.</i>	eavesdrop	sleep-walk
<i>adv.</i> + <i>v.</i>	overthrow	undergo
<i>adj.</i> + <i>v.</i>	white-wash	blacklist

Besides, there are many adverbs and pronouns which are also formed by compounding, such as “maybe”, “myself”, “moreover”, “forever”, “everything”, “however”, “whole-heartedly”, “whatever”, “nevertheless”.

4) The amount of compound nouns is very large. Sometimes a common noun can be used to form a lot of compound nouns. Take “hand” for example: hand-barrow, handbill, handcuff, hand-made, handmaid, handout, hand organ, hand-picked, hand pump, hand vote, etc.

Take “water” for another example: water-cooled, water-closet, water-filter, waterfowl, water gate, water-lily, water-logged, watermelon, waterproof, water press, watertight, etc.

Such compound nouns referred to above can be found in a dictionary. Some other compound nouns that can't be found in a common dictionary are built simultaneously by the speaker or writer based on the circumstance, such as:

- Some people adopted a *wait-and-see* policy at the beginning.
- With your *nothing-can-be-done* attitude, you can't hope to accomplish anything.

Such a kind of words whose sound of two compound parts is very similar is called a reduplicative.

zigzag <i>adj.</i>	chit-chat <i>n.</i>
walkie-talkie <i>n.</i>	dilly-dally <i>v.</i>
wishy-washy <i>adj.</i>	shilly-shally <i>v.</i>
hotch-potch <i>n.</i>	higgledy-piggledy <i>adj. &amp; adv.</i>
criss-cross <i>adj.</i>	fiddle-faddle <i>v.</i>
helter-skelter <i>adv.</i>	tittle-tattle <i>v.</i>

## 5. Minor Processes of Forming Words

1) Such a way of word-building may be called clipping or shortening that chiefly means the two circumstances.

### ① Clipping the head part of the word

telephone—phone	violoncello—cello
aeroplane—plane	helicopter—copter
omnibus—bus	bicycle—cycle

### ② Clipping the rear part of the word

mathematics—maths	professional—pro
co-operative—co-op	preparation—prep
examination—exam	laboratory—lab
photograph—photo	rubber-shoes—rubbers
zoologica garden—zoo	

A few words may be clipped both its head and end or the two parts clipped can be connected.

- prescription—script
- influenza—flu

Sometimes, several words can be compounded to a word by clipping or shortening.

- a prefabricated house—prefab
- nylon-stockings—nylons
- popular song singer—pop-singer
- three-dimensional film—Three-D

2) Besides, such a kind of words can be called the blend that means to compound a new word by taking a part of every word respectively.

- transmitter + receiver—transceiver
- electro + execute—electrocute
- news broadcast—newscast
- parachute troop—paratroop
- television broadcast—telecast

- transfer + resistor—transister
- smoke + fog—smog
- breakfast + lunch—brunch
- biographical + picture—biopic
- positive + electron—positron
- multi-university—multiversity

### 3) Acronymy: initialism and acronym

① Initialisms: Initialism is a type of shortening, using the first letters of words to form a proper name, a technical terms or a set phrase. An initialism is pronounced letter by letter. For example, BBC for British Broadcasting Corporation is pronounced /'bi:bi:sɪ:/, VIP for a very important person is likewise pronounced /vi:ə'pi:/.

② Acronym: Acronyms are words formed from the initial letters of the name of an organization or a scientific terms, etc. Acronyms differ from initialisms, which are pronounced as a word rather than as the alphabetical sequence. For example, NATO for North Atlantic Treaty Organization is pronounced /neɪtəʊ/. UNESCO for United Nations Educational, Scientific and Cultural Organization is likewise pronounced /ju:ˈneskəʊ/.

- laser /'leɪz/—lightwave amplification by stimulated emission of radiation
- radar /'reɪdɑː/—radio detecting and ranging

4) A compound noun may be used to form a verb by clipping its suffix. Such a word-building is called back-formation. This way is back to that way that a verb is used to form a noun by adding its suffix.

- editor—edit (v.)
- television—televise (v.)
- typewriter—typewrite (v.)
- housekeeper—housekeep (v.)
- sightseeing—sightsee (v.)
- mass-production—mass-produce (v.)
- dry-cleaning—dry-clean (v.)

## Exercises

**1. Observe how some nouns are used as verbs in the following sentences.**

- To get there they had to journey over extensive deserts.
- She clocked 23.5 seconds in the women's 200-metre finals.
- Some of the sheep lambed twice in a year.
- Both stamps picture the building, a handsome structure in white and peacock blue tile.

**2. Underline the nouns in the following sentences which are usually used as verbs.**

- The gardener also took part in the dig.
- Women have an equal say in affairs at home.
- Your blood count is normal.
- They must stand wear and tear.

**3. Underline the verbs in the following sentences which are usually used as adjective.**

- We emptied our cups and mounted our horses.
- Public opinion there was blinded by the illusion of neutralism.
- This will be of help in perfecting our legal system.
- Fifty contestants bettered the country's top marks 341 times at the Games.

**4. Observe how some adjectives are used as nouns in the following sentences.**

- We must try to distinguish right from wrong.
- He did a lot of good for the country.
- There was a calm on the sea.
- Their profits have reached a new low this month.

**5. Form nouns by adding suffixes to the following.**

admit	adopt	allow	apply	attend	confuse	enter
expect	extend	neglect	recognize	strong	warm	



### 6. Form adjectives by adding suffixes to the following.

watch    storm    system    theory    science    satisfy    please  
 permit    objection    nerve    luxury    marvel

### 7. Form adverbs by adding suffixes to the following.

wrong    care    history    public    excite    angry  
 busy    comfortable    continous    courage    energy    favour

### 8. Form verbs by adding suffixes or prefixes to the following.

able    beauty    machine    bright    dark    simple  
 economy    fast    glory    familiar    deaf

### 9. Give the opposites of the following.

lucky    agree    complete    reliable    comparable    appear  
 conscious    aware    grateful    gratitude    honest

### 10. Underline the prefix in each of the following word and tell its meaning.

monoxide    polycyclic    counter-clockwise    bilateral    triangular  
 biweekly    retrogress    dioxide

### 11. Look up the meanings of the following compound words in the dictionary.

greenhouse    blueprint    blacksmith    waterlily    bigshot  
 blackmail    redcap    white-collar    bookworm

### 12. Complete the sentences with one of the compound nouns listed below.

downfall    outcome    drawback    showdown    look out  
 upsurge    outcry    break-through

- Many observers are pessimistic about the possibility of a successful \_\_\_\_\_ of the present round of talks.
- The discovery of this drug marks a \_\_\_\_\_ in the treatment of bronchitis.
- There has been a great \_\_\_\_\_ in industrial activity since the implementation of the new policy.
- There seems likely to be a \_\_\_\_\_ between the British government