



CSEET PAPER - 1



BUSINESS COMMUNICATION



Essentials of Good English

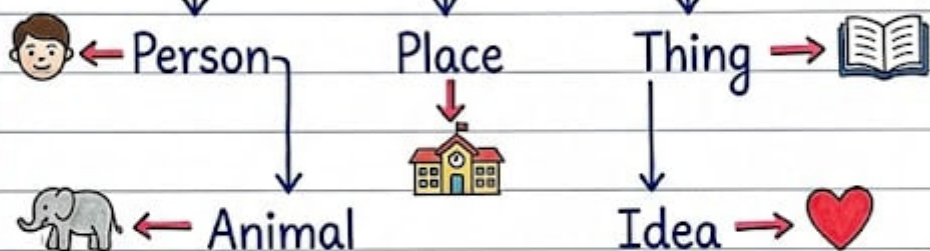


English Grammar and its Usage - Noun

NOUN

A Noun is a word that names a person, place, thing, animal, or idea.

NOUN



Easy Trick

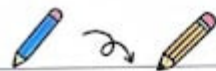
Can you give it a name?
YES → It is a Noun.

Person	Place	Thing	Animal	Idea
Teacher	School	Book	Dog	Honesty
Doctor	Delhi	Laptop	Elephant	Courage
Student	India	Pen	Tiger	Love



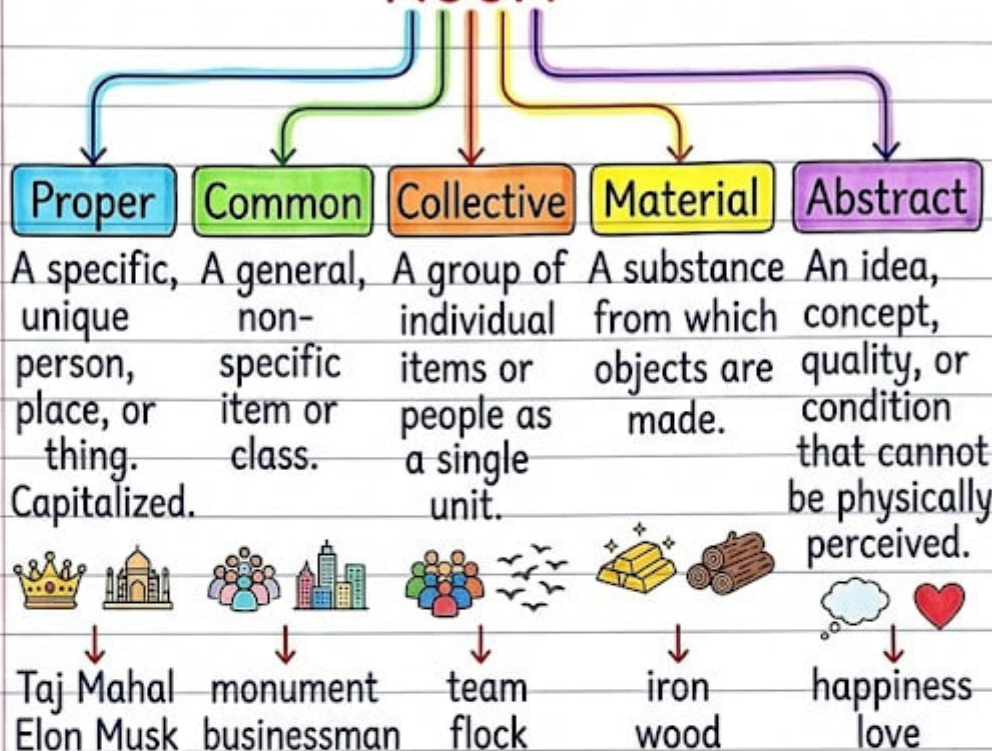
Memory
Trick

NOUN = Naming Word



Types of Nouns

NOUN



	Proper Noun	Common Noun
Def	Specific	Def: General
Always	Always Capitalized	Not capitalized
Examples	Harry Potter vs. India	Character vs. Country

Professor's Note!

Memory Trick

P
C
C
M
A
Proper
Common
Collective
Material
Abstract

Remember PCCMA!

Proper & Common Nouns

1. Proper Noun

A specific, individual name for a unique person, place, or thing.

RULE

Capital Letter Rule ☒

Proper nouns are always capitalized, regardless of

2. Common Noun

A general, generic term for a category or class of entities. Usually not capitalized (unless it starts a sentence).

Characteristic	Proper Noun	Common Noun
Definition	Specific entity	General category
Capitalization	Always capitalized	Only when needed
Range of Reference	One specific unique thing	Any from the class.
Sentence Example	The Eiffel Tower is in Paris.	The tall tower is in the city.

- Ocean (Common) → Atlantic, Pacific (Proper)
- Brand (Common) → Nike, Sony (Proper)
- Car (Common) → Tesla, BMW (Proper)

Practice Questions



Quiz

Q1: Identify proper/common nouns →

↳ Teacher, Dog → The, City. → _____

Q2: Capitalize a sentence → The tall tower is in the city.

Q3: Categorize words → Tesla, BMW → _____



Exam Watch: Key Nuance!

A Capitalized Common Noun (at the start of a sentence) is still a Common Noun. Don't let placement confuse you!

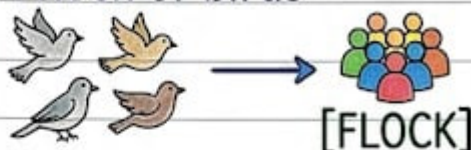
Example: "Tiger is an animal." - "Tiger" is a Common Noun (it represents all tigers).



Collective & Material Nouns



A flock of birds



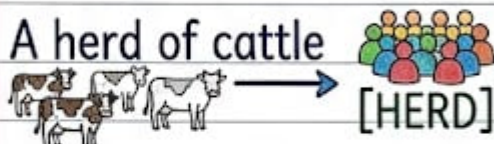
1. Collective Noun

A noun that names a whole group of people, animals, or things of the same kind.

A bunch of keys



A herd of cattle



2. Material Noun

A noun that names a substance from which other objects are made.



[GOLD]



[RING]



[WOOD]



[CHAIR]



[COTTON]



[SHIRT]

[Memory Trick!]

Collective = Name for the **Whole Group**

[Professor's Note]

The *substance* itself (Gold, Wood) is the Material Noun, the *final object* (Ring, Chair).

Quick Check!

1. Teacher → C

2. Doctor → M

4. Woohia → M

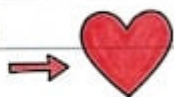
5. India → C

Abstract Noun

A Noun that denotes an idea, quality, state, or concept that cannot be physically perceived. It exists as a thought or feeling.

Explaining with Emotions & Concepts

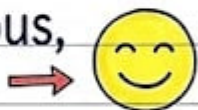
Love: A feeling of deep affection & care.



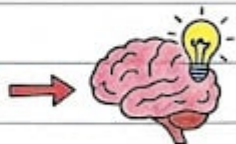
Honesty: The quality of being truthful & upright.



Kindness: Being friendly, generous, & considerate.



Wisdom: Having knowledge, experience, & good judgment.



Courage: Bravery or strength to face difficulty.



[Memory Trick!]

Cannot be seen but
can be felt.

Countable & Uncountable Nouns

1. Countable Nouns



①



②



③

These are things we can count individually. They have singular and plural forms. (e.g., apple/apples, book/books)

2. Uncountable Nouns



These are things we cannot count individually. They usually have only one singular-looking form (e.g., water, rain, advice). Use 'some', 'any', 'a lot of', etc.

Countable vs Uncountable (Comparison)

Characteristic	Countable	Uncountable
Counting	Can be counted.	Cannot be counted vs (mass/abstract).
Forms	Singular & Plural	Singular only
Articles	Can use a/an (singular) or numbers	Cannot use a/an directly with the noun. Can use with specific 'measure words'.
Question	How many? (with plural)	
Examples	Car, pen, friend	Sand, air, information

Usage & Focus Words (Correct vs Incorrect)

Focus Word	Incorrect ❌	Correct ✅
Water	Give me two waters.	Give me two glasses/bottles of water.
Rice	I want three rices.	I want some rice. (or I want three grains of rice)
Advice	He gave me an advice.	He gave me some advice. (or He gave me a piece of advice)
Furniture	I bought some furnitures.	I bought some furniture. (or I bought some pieces of furniture)

! Essential Teacher's Tips!

For uncountable nouns, always use a measuring word (like a piece of, a glass of, a slice of, a grain of) to make them specific. For example, 'a piece of advice' is correct, not 'an advice'.

Singular and Plural Nouns

Singular = One person, place,
animal or thing.
Plural = More than one.

Singular

Plural

Book	→	Books
Box	→	Boxes
Baby	→	Babies
Knife	→	Knives
Hero	→	Heroes

Irregular Plurals

Child	→	Children
Man	→	Men
Woman	→	Women
Mouse	→	Mice
Foot	→	Feet
Goose	→	Geese
Person	→	People

Memory Trick!

Regular Rules

+s

+es

y → ies



y → ies

f → ves



Possessive Nouns

1. Singular Possession

Rule: Add 's to a singular noun (owner).

Example:  Rahul + s → Rahul's Bag 

2. Plural Possession (ending in s)

Rule: Add only an apostrophe (') to a plural noun that already ends in s.

Example:  Girls + ' → Girls' Hostel 

3. Plural Possession

Rule: Add 's to a plural noun that does not end in s.

Example: Men + s → Men's Club

Critical Distinction!

Noun Type	Rule	Result	Example
Singular (Teacher)	's	Teacher's	Teacher's book
Plural (Teachers)	'	Teachers'	Teachers' lounge
Plural Irreg. (People)	's	People's	People's choice

More Examples

Students' Classroom

Women's rights

My cats' toys

The doctor's car

Teacher Tips

1. Always find the owner first.
2. Singular or Plural owner?
3. Watch irregular plurals (women, people)!

Practice Section (Possessives)

Form the possessive of the nouns in brackets.

1. (singular) This is (Mr. Singh) new car. [] (Singh's)
2. (plural) The (drivers) room is empty. [] (drivers')
3. (plural irreg.) The (women) football team won. [] (women's)
4. (singular) The (baby) toy is lost. [] (baby's)
5. (proper noun) I found (Charles) phone. [] (Charles')

* (Preferred for classroom notes).



Practice Questions



Identify the Noun



The **teacher** explained the lesson.

India is my country.

The **dog** chased the **cat**.

Honesty is the best policy.

The **students** entered the classroom.

She bought a **gold** ring.

Delhi is the **capital** of India.

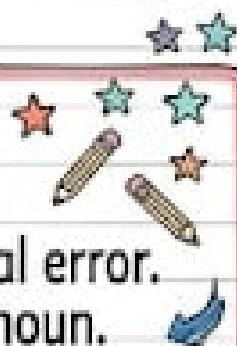
The child is reading a **book**.

The **herd** crossed the road.

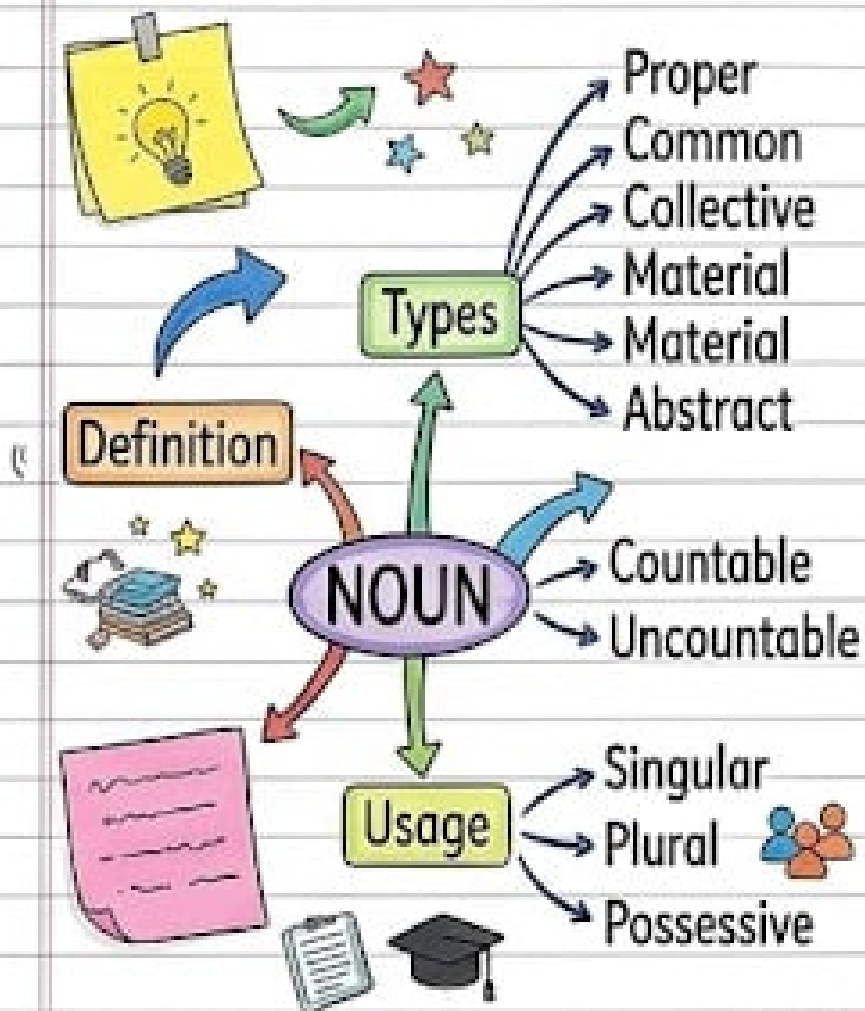
Love makes life beautiful.

Revision Note!

- Identify the noun.
- Identify the type.
- Find the grammatical error.
- Choose the correct noun.



Complete Revision Mind Map



Quick Revision

- ✓ Noun = Naming Word
- ✓ Five Types
- ✓ Centro, abstract, etc.

Memory Trick

P C C M A

Noun = meaning
"fust acnymes,
worden cotoe"

Exam Tips

- Learn definitions
- Revise daily