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English Grammar & Writing

Quick Guide for Classes 6–12

A free study resource by **Toppers Hub Academy**

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Grammar Essentials

- Tenses: present, past and future — each with simple, continuous and perfect forms.
- Subject-verb agreement: a singular subject takes a singular verb.
- Active voice: the subject does the action; passive voice: the action is done to the subject.
- Direct speech quotes exact words; indirect speech reports them.
- Articles: use 'a/an' for non-specific and 'the' for specific nouns.

Common Errors to Avoid

- 'Its' (possessive) vs 'it's' (it is).
- 'Your' (possessive) vs 'you're' (you are).
- 'Their', 'there' and 'they're' are often confused.
- Avoid double negatives (e.g., 'don't have no').
- Keep tense consistent within a sentence.

Writing Skills

- Formal letter: sender's address, date, receiver's address, subject, salutation, body, closing.
- Paragraph/essay: introduction, body (with examples), conclusion.
- Notice writing: box it, include what, when, where, who and contact.
- Use topic sentences and connectors (however, therefore, moreover).
- Proofread for spelling, punctuation and grammar before submitting.

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