

ENGLISH

GRAMMAR



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# PREFACE

I WROTE THIS BOOK BECAUSE THERE ARE SO MANY PROBLEMS FOR THE STUDENTS IN GRAMMAR. IT IS A COMPLETE PACKAGE FOR SUCH STUDENTS.

AFTER READING THIS BOOK STUDENTS WILL ABLE TO GET GOOD MARKS IN THEIR EXAMS. AND IT WILL BE HELPFUL IN SPEAKING ENGLISH AS WELL.

I WOULD LIKE TO ADVISE THE STUDENTS THAT THEY SHOULD DO PRACTICE OF EVERY TOPIC OF THIS BOOK, AND AFTER THAT TRY TO TEACH SOME YOUNGER STUDENTS.

GOOD LUCK FOR YOUR BRIGHT FUTURE. MAY GOD ALMIGHTY HELP YOU AT EVERY STEP OF LIFE.

MUHAMMAD IQBAL

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## Grammar

### Nouns

#### What is a Noun?

A noun is a part of speech that denotes a person, animal, place, thing, or idea. The English word noun has its roots in the Latin word *nomen*, which means “name.” Every language has words that are nouns. As you read the following explanations, think about some words that might fit into each category.

- Person– A term for a person, whether proper name, gender, title, or class, is a noun.
- Animal– A term for an animal, whether proper name, species, gender, or class is a noun.
- Place– A term for a place, whether proper name, physical location, or general locale is a noun.
- Thing– A term for a thing, whether it exists now, will exist, or existed in the past is a noun.
- Idea– A term for an idea, be it a real, workable idea or a fantasy that might never come to fruition is a noun.

#### Noun Examples:

When we first start to learn the parts of speech, trying to identify different words can seem like a challenge. This process gets easier with practice. Here are some noun examples to help you get started. The nouns in each sentence have been italicized.

- Person – He is the person to see.
- Person – John started to run.
- Person – Plato was an influential Greek philosopher.
- Person – Sharon admires her grandfather.
- Person – My mother looks a lot like my grandmother, and I look very much like them.
- 
- Animal – The dog barked at the cat.
- Animal – Elephants never forget.
- Animal – Sophie is my favorite horse.
- 
- Place – The restaurant is open.
- Place – Let’s go to the beach.
- Place – Look over there.
- Place – Come here.
- Place – Harvard and Yale are two famous universities.
- Place – Look! There’s the Eiffel Tower.
- 
- Thing – Throw the ball.

- Thing – Please close the door and lock it.
- Thing – Use words properly to be understood.
- Thing – The lamp sits on a table next to the sofa.
- Thing – Money doesn't grow on trees.
- 
- Idea – Follow the rules.
- Idea – The theory of relativity is an important concept.
- Idea – Love is a wonderful emotion.

### How Nouns Function

Nouns have several important functions. While it's impossible to list them all here, we'll go over the most important jobs nouns are tasked with.

- Nouns are subjects. Every sentence has a subject, which is a noun that tells us what that sentence is all about. John swung the baseball bat.
- Nouns are direct objects. These nouns receive action from verbs. John swung the baseball bat.
- Nouns are indirect objects. These nouns receive the direct object. Brad threw John the ball.
- Nouns are objects of prepositions. These nouns follow the prepositions in prepositional phrases. John swung the baseball bat at Greg.
- Nouns are predicate nominatives. These nouns follow linking verbs and rename the subject. John is a baseball player.
- Nouns are object complements. These nouns complete the direct object. They named their dog Max.

This is just the beginning. Be sure to dig deeper and explore more for additional information about nouns and even more noun examples.

There are several different types of nouns. These include: Common Nouns (e.g., abstract nouns, collective nouns, compound nouns, concrete nouns, non-countable nouns, gender-specific nouns, verbal nouns) Proper Nouns. Pronouns (despite pronouns being classified as a different part of speech)

### Common Nouns

A common noun is the word used for a class of person, place or thing.

Examples:

- car
- man
- bridge
- town
- water

- metal
- ammonia

Note: Common nouns are capitalized only when they start a sentence.

### Common nouns are further classified into:

- Abstract nouns– things you cannot see or touch (e.g., bravery, joy)
- Collective nouns– words to describe groups (e.g., team, choir)
- Compound nouns– nouns made up of more than one word (e.g., court-martial, pickpocket, water bottle)
- Concrete nouns– things you can see or touch (e.g., tree, cloud)
- Non-countable nouns (mass nouns)– things you cannot count (e.g., food, music)
- Gender-specific nouns– words which are definitely male or female (e.g., vixen, actress)
- Verbal nouns– nouns derived from verbs (e.g., a building, an attack)
- Gerunds– nouns that represent actions (e.g., running fast, guessing a number)

### Proper Nouns

A proper noun is the name of a person, place or thing (i.e., its own name). A proper noun always starts with a capital letter. For example:

- Michael
- Africa
- Peking
- Dayton Peace Accord
- United Nations
- The Tower of London
- Uncle George (*Uncle* is written with a capital letter because it is part of his name.)
- My favourite auntie is Auntie Sally. (In this example, the first *auntie* is a common noun, but the second *Auntie* is part of a proper noun.)
- The Red Lion

### What Are Collective Nouns? (with Examples)

A collective noun is the word used to represent a group of people, animals, or things. (A singular noun such as committee or team that refers to a group of the people animals or things is called collective noun.)

- Crowd-collection of people
- Fleet-(collection of ships)
- Chorus- (collection of singers)
- Herd- (collection of cattle)
- Army- (collection of soldiers)
- Choir
- Team
- Jury
- Shoal
- Cabinet (of ministers)
- Regiment



The big question with collective nouns is whether they should be treated as singular or plural. The answer is: They can be treated as singular or plural depending on the sense of your sentence.

### Examples of Collective Nouns

Here are some examples of collective nouns:

- Flock
- Crowd
- Committee
- Choir
- Group
- Team

There are lots of collective nouns. Below are some examples of the most common ones.

### Common Collective Nouns Used for People

Here are some examples of common collective nouns used for people:

- A band of musicians
- A board of directors
- A choir of singers
- A class of students
- A crowd of people
- A gang of thieves
- A pack of thieves
- A panel of experts
- A team of players
- A troupe of dancers

### Common Collective Nouns Used for Animals

Here are some examples of common collective nouns used for animals:

- An army of ants
- A flock of birds
- A flock of sheep
- A herd of deer
- A hive of bees
- A litter of puppies
- A murder of crows
- A pack of hounds
- A pack of wolves
- A school of fish
- A swarm of locusts
- A team of horses
- A pride of lions

## Common Collective Nouns Used for Things

Here are some examples of common collective nouns used for things:

- A bouquet of flowers
- A bunch of flowers
- A fleet of ships
- A forest of trees
- A galaxy of stars
- A pack of cards
- A pack of lies
- A pair of shoes
- A range of mountains
- A wad of notes

### Change into noun and fill in the blanks with nouns

Words	Nouns	Words	Nouns
Save	safety	excited	excitement
Devastating	devastation	active	activation
Helpless	helplessness	hopeless	hopelessness
Able	ability	justify	justification

## Pronouns

A pronoun is a word used to replace a noun.

Pronouns are one of the eight parts of speech which are: adjectives, adverbs, conjunctions, interjections, nouns, prepositions, pronouns, and verbs.

Even though they are classified as a different part of speech to nouns, pronouns are nouns. They always play the role of a noun in a sentence.

- James is the first choice for the post. He has applied for it twice already. (*He* is a pronoun. In this example, it replaces the proper noun *James*.)  
(*It* is a pronoun. Here, it replaces the common noun *post*.)
- Some / Who / This (The term *pronoun* covers lots of words, and all three words above are classified as pronouns. There is whole section dedicated to pronouns.)

### The Different Types of Pronouns

The term *pronoun* covers many words, some of which do not fall easily under the description given in the section What are Pronouns? There are many different kinds of pronouns. In general, these do not cause difficulties for native English speakers. The list below is mainly for reference purposes.

#### Demonstrative Pronouns

These pronouns are used to demonstrate (or indicate). This, that, these and those are all demonstrative pronouns.

## Examples:

This is the one I left in the car. (In this example, the speaker could be indicating to a mobile phone, in which case, the pronoun *this* replaces the words *mobile phone*.)

Shall I take those?

**Indefinite Pronouns**

Unlike demonstrative pronouns, which point out specific items, indefinite pronouns are used for non-specific things. This is the largest group of pronouns. All, some, any, several, anyone, nobody, each, both, few, either, none, one and no one are the most common.

Example:

Somebody must have seen the driver leave. (somebody – not a specific person)

We are all in the gutter, but some of us are looking at the stars. (Oscar Wilde)

I have nothing to declare except my genius. (Oscar Wilde)

**Interrogative Pronouns**

These pronouns are used in questions. Although they are classified as pronouns, it is not easy to see how they replace nouns. Who, which, what, where and how are all interrogative pronouns.

Example:

- Who told you to do that?
- Which dog won the race?

**Personal Pronouns**

The personal pronouns are *I, you, he, she, it, we, they,* and *who*. More often than not (but not exclusively), they replace nouns representing people. When most people think of pronouns, it is the personal pronouns that usually spring to mind.

Example:

We can't all be heroes because somebody has to sit on the curb and clap as they go by.

I bought some batteries, but they weren't included.

**Possessive Pronouns**

Possessive pronouns are used to show possession. As they are used as adjectives, they are also known as possessive adjectives. My, your, his, her, its, our and their are all possessive pronouns. Have you seen her book? (In this example, the pronoun *her* replaces a word like *Sarah's*.)

**Relative Pronouns**

Relative pronouns are used to add more information to a sentence. Which, that, who (including whom and whose) and where are all relative pronouns.

Examples:

- Dr. Adam Sissons, who lectured at Cambridge for more than 12 years, should have known the difference. (In this example, the relative pronoun *who* introduces the clause *who studied at Cambridge for 12 years* and refers back to *Dr. Adams Sissons*.)
- The man who first saw the comet reported it as a UFO. (In this example, the relative pronoun *who* introduces the clause *who first saw the comet* and refers back to *the man*.)
- Who= this is my friend *who* helped me in the time of need.
- Which= this is book which I want to buy.
- That= we liked house that our father built for us.
- Whom= the boy *whom* we met in the book shop was my friend.

- Whose= Do you know the girl *whose* purse was lost in the shop.

### Absolute Possessive Pronouns

These pronouns also show possession. Unlike possessive pronouns (see above), which are adjectives to nouns, these pronouns sit by themselves. Mine, yours, his, hers, ours and theirs are all absolute possessive pronouns.

Examples:

- The tickets are as good as ours.
- Shall we take yours or theirs?

### Reciprocal Pronouns

Reciprocal pronouns are used for actions or feelings that are reciprocated. The two most common reciprocal pronouns are each other and one another.

Examples:

- They like one another.
- They talk to each other like they're babies.

### Reflexive Pronouns

A reflexive pronoun ends ...self or...selves and refers to another noun or pronoun in the sentence (usually the subject of the sentence). The reflexive pronouns are myself, yourself, herself, himself, itself, ourselves, yourselves and themselves.

Examples:

The dog bit itself. (In this example, the intensive pronoun *itself* refers back to the noun *the dog*.)  
Are you talking to yourself?

### Intensive (or Emphatic) Pronouns

An intensive pronoun (sometimes called an *emphatic pronoun*) refers back to another noun or pronoun in the sentence to emphasize it (e.g., to emphasize that it is the thing carrying out the action).

Examples:

John bakes all the bread himself. (In this example, the intensive pronoun *himself* refers back to the noun *John*.)  
The cat opened the door itself.

### Identify personal possessive reflexive and indefinite pronouns

- |                                                 |                                     |
|-------------------------------------------------|-------------------------------------|
| 1- <u>This</u> is my book.                      | demonstrative pronoun               |
| 2- Salman is absent because <u>he</u> is ill.   | personal pronoun                    |
| 3- <u>You</u> will hurt <u>yourself</u> .       | personal pronoun, reflexive pronoun |
| 4- <u>Nobody</u> was there to rescue the child. | indefinite pronoun                  |

### Identify the pronoun antecedent errors and rewrite correctly.

- 1-media plays a very constructive role for society. It raises awareness.
- 2-----if it works honestly
- 3-----I am happy that all of you have participated in the discussion

## Gerunds

A gerund is that form of verb which ends in –ing and has the function of a noun.

Painting is a good fun. All gerunds end *-ing*. For example:

- swimming
- running
- drinking
- I like painting
- My favourite hobby is painting.
- Painting is gerund as it is used as subject, object and complement as a noun is used.
- He is good at painting.
- He was accused of stealing the books.
- He was sad at seeing the defeat.
- He is tired of working hard.

They are a type of common noun.

I love baking. (*baking* – the name of an activity; it is formed from the verb *to bake*.)

Thinking is required to solve this problem. (*thinking* – the name of an activity; it is formed from the verb *to think*.)

Gerunds are different from other nouns because they can take an object or be modified with an adverb.

I love baking bread. (Here, *bread* is the object of the gerund *baking*.)

Thinking laterally is required to solve this problem. (Here, the gerund *thinking* has been modified by the adverb *laterally*.)

- Even though a gerund is a noun, a gerund can still take a direct object (like a verb). This is known as a gerund complement. For example:
- swimming the lake
- running a mile
- drinking a beer

## More Examples of Gerunds

Below are some more examples of gerunds (underlined) with their roles as nouns explained:

- Acting is fun. (Gerund as the subject of a sentence)
- Playing football is fun. (Here, *football* is the gerund complement of the gerund *playing*.)
- Acting is merely the art of keeping a large group of people from coughing. (Sir Ralph Richardson, 1902-1983) (*Acting* is a gerund as a subject. The gerunds *keeping* and *coughing* are objects of prepositions.)  
(In this example, *a large group of people* is the gerund complement of *keeping*.)

Generosity is giving more than you can, and pride is taking less than you need. (Kahlil Gibran, 1883-1931) (Two gerunds, both subject complements)

I love acting. It is so much more real than life. (Oscar Wilde, 1854-1900) (A gerund as the direct object of the verb *love*)

You can tell a lot about a fellow's character by his way of eating jellybeans. (Ronald Reagan, 1911-2004) (A gerund as the object of a preposition)

I like to play blackjack. I'm not addicted to gambling, I'm addicted to sitting in a semi-circle. (Mitch Hedberg, 1968-2005)(Two gerunds, both objects of prepositions)

### Gerund Phrases

A gerund will often appear in a gerund phrase. A gerund phrase consists of a gerund, its object, and all modifiers. For example (gerund phrase shaded):

Picking rotten apples from the floor is a great way to get stung by a wasp.

All Gerunds End *-ing* but So Do Present Participles

Even though all gerunds end with the suffix *-ing*, not every word which ends *-ing* is a gerund. The other common type of word which ends *-ing* is the present participle. Like gerunds, present participles are also formed from verbs (making them verbals), but they are not used as nouns. They are used as adjectives or when forming verbs in a progressive tense. For example:

Running the tap will clear the air pocket.(This is a gerund.)

Can you fix the running tap?(This is a present participle as an adjective.)

The tap was running for an hour.(This is a present participle used to form the past progressive tense.)

### Compound Nouns

Compound nouns are nouns made up of two or more words. Some compound nouns are hyphenated, some are not, and some combine their words to form a single word. For example:

- Mother-in-law
- Board of members
- Court-martial
- Forget-me-not
- Manservant
- Pickpocket
- Paper-clip

### What Are Compound Nouns? (with Examples)

A compound noun is one comprising at least two words. (Sometimes, they are hyphenated.)

#### Examples of Compound Nouns

Here are some examples of compound nouns:

- Mother-in-law
- Board of Members
- Court-martial
- Forget-me-not
- Manservant
- Cooking-oil

### Hyphens in Compound Nouns

There are three forms for compound nouns:

- With Spaces: swimming pool, grey matter, fish tank
- Without Spaces: shotgun, housework, eyelid

- With Hyphens: baby-sitter, laughing-gas, daughter-in-law

There are no definitive rules on which form to use. You have to use your spellchecker or a dictionary. Be aware that many of the words exist in several forms.

### Composition of Compound Nouns

Most are made up of two nouns or an adjective and a noun. For example:

- Noun + Noun: Bath tub, witchcraft, seaman, wall-paper
- Adjective + Noun: Hardware, highway, full moon, whiteboard

However, there are other combinations:

<u>Compound Nouns</u>	=	<u>Part of Speech</u>	+	<u>Part of Speech</u>
Saucepan	=	Sauce (noun)	+	Pan (noun)
Software	=	Soft (adjective)	+	Ware (noun)
Breakfast Washing machine	=	Break (verb) Washing (verbal)	+	Fast (noun) Machine (noun)
Sunrise	=	Sun (noun)	+	Rise (verb)
Influx	=	In (preposition)	+	Flux (noun)
Output	=	Out (preposition)	+	Put (Verb)
Checkout	=	Check (verb)	+	Out(preposition)

### Abstract Noun

#### What Are Abstract Nouns? (with Examples)

An abstract noun is a word which names something that you cannot see, hear, touch, smell, or taste.

It is the opposite of a concrete noun.

Examples:

- consideration
- parenthood
- belief

It is not always easy to spot an abstract noun, and it is common for grammarians to argue over whether the thing represented by a noun is perceivable or not. For example, lots of grammar sites claim *laughter* is an abstract noun, but this is hotly contested by others which claim *laughter* can be heard, making it a concrete noun.

We would agree that *laughter* is a concrete noun, but what about *work* and *result*? It is possible to make cases for these being concrete nouns too, but many would consider them to be abstract. Be aware that the distinction between abstract noun and concrete noun is sometimes blurry.

The following example might only have abstract nouns in it. However, we could not bring ourselves to call *result* and *work* abstract nouns.

Success is the result of perfection, hard work, learning from failure, loyalty, and persistence. (Colin Powell)

### More Examples of Abstract Nouns

The following are all abstract nouns:

Anger, Anxiety, Beauty, Beliefs, Bravery, Brilliance, Chaos, Charity, Childhood, Comfort, Communication, Compassion, Courage, Culture, Curiosity, Deceit, Dedication, Democracy, Determination, Energy, Failure, Faith, Fear, Freedom, Friendship, Generosity, Gossip, Happiness, Hate, Honesty, Hope, Imagination, Information, Integrity, Intelligence, Joy, Justice, Justice, Kindness, Knowledge, Liberty, Life, Love, Loyalty, Luxury, Misery, Motivation, Opportunity, Pain, Patience, Peace, Perseverance, Pleasure, Pride, Relaxation, Sacrifice, Satisfaction, Skill, Strength, Success, Sympathy, Talent, Thought, Trust, Truth, Warmth, and Wisdom.

Abstract Noun is the name of quality, action, or state. Abstract nouns are formed from adjectives, verbs, and common nouns.

Night, migration, fury, wisdom, courage, statement, question, wrath, secret

Form abstract nouns from the following adjectives and verbs

Adjectives	Abstract Nouns	Adjectives	Abstract Nouns
Courageous	courage	empty	emptiness
Difficult	difficulty	generous	generosity
Resolute	resolution	suffer	suffering

### What Are Noun Phrases? (with Examples)

A noun phrase is a phrase that plays the role of a noun. The head word in a noun phrase will be a noun or a pronoun. In the examples below, the whole noun phrase is shaded and the head word is in bold.

- I like **singing in the bath**.
- I know **the back streets**.
- I've met **the last remaining chief**.

Compare the three examples above to these:

- I like **it**.
- I know **them**.
- I've met **him**.

In these three examples, the words in bold are all pronouns. The ability to replace the noun phrases in the first three examples with a pronoun proves that the shaded texts are functioning as nouns, making them *noun phrases*.

Like any noun, a noun phrase can be a subject, an object, or a complement.

### Examples of Noun Phrases

Noun phrases are extremely common. A noun with any sort of modifier (including just a number or an article) is a noun phrase. Here are some examples of noun phrases:

- The best defense against the atom bomb is not to be there when it goes off. (Anon)(In this example, there is a noun phrase within a noun phrase. The noun phrase *the atom bomb* is the object of the preposition *against*. The prepositional phrase *against the atom bomb* modifies *defense*.)
-



- I don't have a bank account, because I don't know my mother's maiden name. (Paula Poundstone)(In this example, both noun phrases are direct objects.)
- The best car safety device is a rear-view mirror with a cop in it. (Dudley Moore, 1935-2002) (In this example, the first noun phrase is the subject, and the second is a subject complement.)
- Only two things are infinite, the universe and human stupidity, and I'm not sure about the former. (Albert Einstein, 1879-1955)

### What Are Noun Clauses? (with Examples)

A noun clause is a clause that plays the role of a noun. For example (noun clauses shaded):

- I like **what I see**.
- I know **that the tide is turning**.
- I've met the man **who won the lottery**. (Not all agree this is a noun clause. See Note on the right.)

Compare the three examples above to these:

- I like **cakes**.
- I know **London**.
- I've met **Madonna**.

The words in bold are all nouns. This shows that shaded clauses in the first three examples are functioning as nouns, making them *noun clauses*.

Like any noun, a noun clause can be a subject, an object, or complement.

In a sentence, a noun clause will be a dependent clause. In other words, a noun clause does not stand alone as a complete thought.

### Examples of Noun Clauses

Here are some examples of noun clauses:

- A person who trusts no one can't be trusted. (Jerome Blattner)(This noun clause is the subject of the sentence.) (Not all agree this is a noun clause. See Note on the right.)
- That he believes his own story is remarkable. (Jerome Blattner)(This noun clause is the subject of the sentence. Be aware that starting a sentence with a noun clause starting *That* is acceptable, but it grates on lots of people's ears. As a result, many writers prefer to precede it with "The fact...".)
- Ask your child what he wants for dinner only if he's buying. (Fran Lebowitz)(This noun clause is the direct object of *ask*.)
- He knows all about art, but he doesn't know what he likes. (James Thurber, 1894-1961)(This noun clause is the direct object of *know*.)
- It is even harder for the average ape to believe that he has descended from man. (H L Mencken, 1880-1956)(This noun clause is the direct object of *believe*.)
- I never know how much of what I say is true. (Bette Midler)(This noun clause is an object of a preposition.)
- Man is what he eats. (Ludwig Feuerbach)(This noun clause is a subject complement.)
- My one regret in life is that I am not someone else. (Woody Allen)(This noun clause is a subject complement.)
- An economist is a man who states the obvious in terms of the incomprehensible. (Alfred A Knopf)(This noun clause is a subject complement.) (Not all agree this is a noun clause. See Note on the right.)

### What Are verbal noun ? (with Examples)

A verbal noun is a noun that has no verb-like properties despite being derived from a verb. This means that a verbal noun can be modified by adjectives, be pluralized (if the sense allows), and be followed by a prepositional phrase.

#### Verbal Nouns

A brilliant reading of the poem won the competition.

- A (determiner)
- brilliant (adjective)
- reading (verbal noun)
- of the poem (prepositional phrase)
- won the competition

A verbal noun is different from a gerund. A gerund is a noun that, having derived from a verb, retains a few verb-like properties. For example, a gerund can be modified by an adverb and can take a direct object.

#### Gerund

Brilliantly reading the poem won the competition.

- Brilliantly (adverb)
- reading (gerund)
- the poem (direct object)

#### Examples of Verbal Nouns

Here is another example of a verbal noun (shaded):

- This bad drawing of a dog is not acceptable for your project. (This is a verbal noun. It is acting just like a noun. Just like any noun could have, it has a determiner (*This*) and an adjective (*bad*), and it is followed by a prepositional phrase (*of a dog*.)

Compare the example above to this example of a gerund:

- Badly drawing a dog is not acceptable for your project. (This is a gerund. It is functioning as a noun, but it has two notable verb-like properties. Just like any verb could have, it has an adverb (*badly*) and a direct object (*a dog*.)

In English, verbal nouns are formed in a number of ways (usually by adding a suffix to the base form of the verb). For example:

Example in a Sentence	Verbal Noun	Verb
It was a lovely building . The money will fund the building of a bridge.	building	To build
Their arrival has been delayed.	arrival	To arrive
I do not want another repetition of yesterday.	repetition	To repeat
That was an awful decision by the referee.	decision	To decide
He mounted a surprise attack with the Romans. (Note: With some verbs, the verbal noun is identical to the base form of the verb.)	attack	To attack

#### What Is a Gender-specific Noun? (with Examples)

A gender-specific noun refers specifically to a male or a female.

In English, the gender of most nouns is neuter. However, if a noun refers to something obviously male or female, then its gender will be masculine or feminine (as determined by the meaning).

When a noun's meaning makes its gender masculine or feminine, it is said to be a *gender-specific noun*.

#### What Are Non-countable (Non count) Nouns? (with Examples)

A non-countable noun (or mass noun as it's also known) is a noun without a plural form.

Non-countable nouns refer to things that cannot be counted. Look at these examples:

Attempt At Making It Plural	Non-countable Noun>
five musics	music
five furnitures	furniture
five tennises	tennis
five mercuries	mercury

Non-countable nouns are singular.

#### Examples of Non-countable (Non count) Nouns

Non-countable nouns usually fall into one of the following categories:

Example	Category
bravery, honesty, information, intelligence, patience	Concept
homework, playing, reading, sleeping	Activity

bread, butter, cheese, fish, milk	Food
air, helium, hydrogen, nitrogen, oxygen, smoke	Gas
coffee, petrol, water, wine, beer	Liquid
chalk, cloth, concrete, lumber, wood, metal	Material
clothing, furniture, luggage, mail, money, software	Item Category
gravity, heat, humidity, rain, snow, sunshine, thunder	Natural Phenomenon
dust, flour, rice, salt, sugar	Particles

### Making Non-countable Nouns Plural

There are two methods to pluralize a concept expressed by a non-countable noun:

Method 1: Precede it with a [countable noun] + "of". For example:

five loaves of bread(*Loaves* is the countable noun.)

five blocks of cheese(*blocks* is the countable noun.)

Method 2: Make the non-countable noun an adjective to a countable noun. For example:

five bread loaves

five cheese blocks

Generally, non-countable nouns cannot be pluralized. However, some can be pluralized when talking about categories of that noun. This is most common with non-countable nouns in the food and liquid categories. For example:

France is famous for its cheeses.(Categories of cheese)

There are many fine wines from Chile.(Categories of wine)

### Examples of Gender-specific Nouns

Here are some examples of gender-specific nouns:

actress / waitress / vixen / bitch / sow(gender specific - female)

Dad / bull / uncle / drake / ram / boar / weather (a castrated male sheep or goat)(gender specific - male)

These are not gender-specific nouns:

soldier / cat / whale / mouse(not gender specific)

### What Are Concrete Nouns? (with Examples)

A concrete noun represents something that can be seen, touched, tasted, heard, or smelt. In other words, a concrete noun is something that you can perceive with at least one of your senses.

Concrete nouns contrast with abstract nouns, which name things you cannot see, hear, touch, smell, or taste. Take, for example, the abstract nouns *motherhood* and *bravery*. You cannot perceive these with your senses. You can of course perceive *wood* and *chocolate* with your senses, and these are examples of concrete nouns.

## Examples of Concrete Nouns

Here is a list of some concrete nouns:

abbey, abdomen, agent, air, alcove, alligator, almonds, ankle, antelope, antlers, ants, ape, apse, architect, arm, armadillo, armchair, arrow, ashram, attendant, auditorium, aunt, baboon, bagpipes, banjo, bank, barn, barracks, basement, bassoon, bat, bathrobe, beach, beads, beak, bear, beard, bed, belfry, belly, bench, beret, bill, blackberries, blood, bloom, blossom, blueberries, boar, bog, bones, bookcase, bow, bower, boy, bracelet, brain, branch, brass, breast, briefs, brook, broom, brother, brushes, bucket, bud, buffet, bug, bungalow, bus, cabbage, cabin, cakes, camel, canal, canoe, cans, canvas, cap, carport, cart, cashier, casino, casserole, castle, cathedral, cauliflower, caves, cello, cemetery, cereal, chair, chalet, channel, chapel, chateau, cheetah, chest, child, chimpanzee, chipmunk, churches, city, clarinet, cloister, coast, cockroach, coffee, colon, cookies, cornet, cot, cottage, couch, country, crackers, cradle, creek, crib, crocodile, crotch, cub, cymbals, dagger, dart, daughter, deckchair, deer, designer, detective, diner, dinghy, dinosaur, dock, doe, dogs, dolls, dolphin, donkey, drake, dress, drum, duck, dynamos, eagle, earrings, earth, earthworm, easel, eclipse, elbow, elephant, elevator, elk, elm, emu, eye, eyeball, eyebrows, eyeglasses, farm, father, fawn, filly, fingernail, fire, fireplace, fish, flute, fondue, forearm, forest, fortress, frigate, fruit, fur, gallbladder, galleon, gander, garden, garlic, gazebo, gem, gerbil, ghost, giraffe, girl, glands, glockenspiel, gloves, goose, grains, grandfather, grandmother, grapefruit, grass, greenhouse, grouper, guitar, gums, hacienda, hail, hamburger, hammock, hand, harp, hatchet, head, hearth, heaven, hedge, hedgehog, hell, herbs, hip, hippodrome, horn, hornets, horse, host, hostess, hotdog, hotel, hovel, hurricane, hut, hutch, hydrofoil, hyena, igloo, inn, intestines, jackal, jaguar, jailhouse, jewel, joey, judge, kangaroo, kidneys, kingfish, kiosk, knee, knickers, knight, knuckles, koala, lake, lap, lark, lawn, lawyer, leeks, leg, legumes, lemons, lettuce, lion, lips, lobster, locker, locket, loft, lungs, lute, maiden, mall, man, manor, mansion, mantel, mare, marsh, mayor, mirror, model, monastery, monkey, monsoon, mop, motel, moth, moth, mother, mouth, mule, muscles, museum, musician, mutt, nightingale, nurse, nuts, oak, oars, oasis, oboe, ocean, onions, onions, orange, orangutan, orchard, orchestra, outhouse, owl, paddock, pagoda, painter, palm, pancake, panda, panties, pants, parachute, park, pasta, paws, peach, peacock, pelt, pendant, peppers, petal, philosopher, photographer, physician, piano, piccolo, pier, pig, pinworms, pipe, poison, pony, popcorn, porcupine, port, porthole, pouch, prince, princess, professor, psychologist, publisher, pudding, puddle, puma, pupil, pyramid, quill, rags, rain, ranch, raspberries, rat, ravioli, restaurant, retina, rhinoceros, river, roads, sails, saloon, sandwich, saxophone, school, schoolteacher, sea, seal, settler, shack, shark, shin, shirt, shoelaces, shoes, shore, shrimp, sibling, sideburns, silo, singer, sister, skull, skunk, sky, skyscraper, sleet, sloth, smog, snakes, snow, solitaire, son, spider, spine, spotlight, squirrel, stables, stadium, stag, stage, stars, steaks, stew, stole, stool, storm, strawberries, stream, streets, studs, submarine, suburb, subway, suit, suitcase, sun, sunglasses, sunlamp, supermarket, sushi, swamp, sword, tabernacle, tail, tambourine, tangerine, tavern, tea, teeth, telephone, temples, therapist, thigh, throat, thumb, thunderbolt, tiara, tiger, toad, toad, toes, tomato, tongue, torso, tower, town, tram, tripod, trolley, trousers, tuba, tunnels, turkey, turtle, typhoon, ukulele, uncle, underwear, urn, usher, van, venom, villa, village, vineyard, viola, violin, vulture, wafer, waffles, waist, waiter, wallaby, wallet, walnuts, wasps, watch, waterfall, weasel, whale, wings, wolf, woman, wombat, woodwinds, worm, wrap, wren, wrist, xylophone, xylophone, yacht, yard, yurt, zebra, zoo.

## What Are Verbs?

A verb is a "doing" word. A verb can express:

- A physical action (e.g., *to swim, to write, to climb*).
- A mental action (e.g., *to think, to guess, to consider*).
- A state of being (e.g., *to be, to exist, to appear*).

The verbs that express a state of being take a little practice to spot, but, actually, they are the most common. The most common verb is the verb *to be*. Below is the verb *to be* in the different tenses:

Verb <i>to be</i> in the future tense	Verb <i>to be</i> in the present tense	Verb <i>to be</i> in the past tense	Subject
will be	am	was	I
will be	are	were	You
will be	is	was	He / She / It
will be	are	were	We
will be	are	were	You
will be	are	were	They

If you're a native English speaker who's new to studying grammar, you probably know this table without even knowing you know it.

## Lots of Verbs Express Physical Actions

Here are some sentences with the verbs highlighted. (These verbs express physical actions.)

- She **sells** pegs and lucky heather.(In this example, the word *sells* is a verb. It expresses the physical activity *to sell*.)
- The doctor **wrote** the prescription.(In this example, the word *wrote* is a verb. It expresses the physical activity *to write*.)
- Alison **bought** a ticket.(The word *bought* is a verb. It expresses the physical activity *to buy*.)

## Verbs Express Mental Actions Too

Verbs do not necessarily express physical actions like the ones above. They can express mental actions too:

Example:

- She **considers** the job done.(The word *considers* is a verb. It expresses the mental activity *to consider*.)
- Peter **guessed** the right number.(The word *guessed* is a verb. It expresses the mental activity *to guess*.)
- I **thought** the same thing.(The word *thought* is a verb. It expresses the mental activity *to think*.)

## Verbs Express a State of Being

A small but extremely important group of verbs do not express any activity at all. The most important verb in this group – arguably of all – is the verb *to be*. As shown in the table above, this is seen in forms like *is, are, were, was, will be*, etc.

Here are some real examples with the verb *to be*:

- Edwina is the largest elephant in this area.(The word *is* is a verb from the verb *to be*.)
- It was a joke.(The word *was* is a verb from the verb *to be*.)
- I am.(The word *am* is a verb from the verb *to be*.)  
(Point of interest: *I am* is the shortest sentence in English.)

## The Types of Verbs

As we've covered, a verb can be categorized as a physical verb (e.g., to run), a mental verb (e.g., to think), or a state-of-being verb (e.g., to be). However, a verb will often be further categorized as one of the following:

### Action Verb

An action verb expresses an activity that a person or thing can do. For example:

- Lee eats cake.(*Eating* is something Lee can do.)
- The bear chased the salmon in the shallow rapids.(*Chasing* is something the bear can do.)

Compare those verbs with these:

- Lee likes cake.(*Liking* is not an activity. It's a state.)
- The bear is hungry.(*Being* is not an activity. It's a state.)

### Stative Verb

A stative verb expresses a state rather than an action. A stative verb typically relates to a state of being, a thought, or an emotion. For example:

- I am at home.
- She believes in fairies.
- He feels elated.

### Transitive Verb

A transitive verb is one that acts on something (i.e., it has a direct object). For example:

- I saw the dog.(*the dog* - direct object)
- Lee ate the pie.(*the pie* - direct object)
- The postman will give Sarah the letter.(*the letter* - direct object)

Note: The direct object of a transitive verb can be found by finding the verb and asking "what?" For example, "saw what?" (answer: the dog); "ate what?" (answer: the pie); "will give what?" (answer: the letter).

### Intransitive Verb

An intransitive verb is one that does not act on something (i.e. there is no direct object). For example:

- The rain fell.
- My throat hurts.
- The cat sneezed.

### Auxiliary Verb

An auxiliary verb (or helping verb) accompanies a main verb to help express tense, voice or mood. The most common auxiliary verbs are *be*, *do*, and *have* (in their various forms). Here are some examples of auxiliary verbs:

- Lee has eaten all the pies.(Here, the auxiliary verb *has* helps to express tense.)
- The table has been prepared.(Here, the auxiliary verbs *has been* help to express voice (in this case, the passive voice).)
- If he were to arrive in the next 10 minutes, we would be on schedule.(Here, the auxiliary verbs *were* and *would* help to express mood (in this case, the subjunctive mood).)

### Modal Verb

A modal verb is a type of auxiliary verb used to express ideas such as ability, possibility, permission, and obligation. The modal auxiliary verbs are *can*, *could*, *may*, *might*, *must*, *ought to*, *shall*, *should*, *will*, and *would*. For example:

- Lee can eat a lot of pies.(Here, the modal verb *can* helps to express the idea of ability.)
- Lee might eat that pie before he gets home.(Here, the modal verb *might* helps to express the idea of possibility.)
- Lee may eat as many pies as he likes.(Here, the modal verb *may* helps to express the idea of permission.)
- Lee should give you some of that pie given you bought it.(Here, the modal verb *should* helps to express the idea of obligation.)

Modal verbs combine with other verbs to form compound verbs.

Function	Modal verbs
To indicate possibility	Can, could,may,might,would
To indicate ability	Can, will,could,would
To indicate certainty	Must, will shall
To indicate probability	Might, should,ought
To indicate permission	Can could may
To indicate obligation	Should,must,need, ought to
To indicate a past habit	Used to



## Examples

May I ask you a few questions?	Permission
Can you swim?	Ability
You should keep your promise.	duty or obligation
You ought to help him.	Moral obligation

## Phrasal Verb

A phrasal verb is a verb made up of more than one word (usually two words). A phrasal verb has a main verb and another word (either a preposition or a particle). The phrasal verb usually has a meaning different to the main verb. For example:

- A burglar will often break a window to break in.(Here, the phrasal verb *break in* means *to enter illegally*, which is different to *break*.)
- If you drop the baton the team will drop back to last place.(Here, the phrasal verb *drop back* means *to fall behind*, which is different to *drop*.)

## Regular and Irregular Verbs

A regular verb is one that forms its simple past tense and its past participle by adding -ed or -d to the base form of the verb. (Note: There are spelling rules to consider too.) For example:

Past Participle	Simple Past Tense	Regular Verb
has loved	loved	love
has hated	hated	hate
has moved	moved	move

An irregular verb is one that does not conform to this ruling. For example:

Past Participle	Simple Past Tense	Irregular Verb
has told	told	tell
has bled	bled	bleed

## Verb Terminology

There is a lot of grammatical terminology associated with verbs. Below are explanations of the most common terms. (There is a more comprehensive list in our Glossary of Terms.)

### INFINITIVE FORM

When a verb is preceded by the word *to*, it is said to be in its infinitive form (i.e., its most basic form). I have to smoke that! (*to smoke* - infinitive form of the verb).

- a- You are free to go to your mosque.
- b- He made people work.
- The word *to go* and *Work* has no subject. These are said to be the infinitives of the verb, Sometimes *to* is used and sometime infinitive without *to* is used.
- I saw him an old person to cross the river.

- He promised to help me.
- I wanted to take rest after lunch.
- The baby began to cry.
- The teacher asked him to read the lesson.
- I told him not to tell a lie.

## PAST TENSE

Verbs that express actions in the past are said to be in the past tense.

- He talked with more claret than clarity. (Susan Ertz)(*talked*- past tense of the verb *to talk*)
- I ran to the lake.(*ran* - past tense of the verb *to run*)
- They were all there.(*were* - past tense of the verb *to be*)

## PRESENT TENSE

Verbs that express present actions are said to be in the present tense.

- John jumps out the window.(*jumps* - present tense of the verb *to jump*)
- Who is ill?(*is* - present tense of the verb *to be*)
- He is the kind of a guy who lights up a room just by flicking a switch.(*is* - present tense of the verb *to be*)  
(*lights up* - present tense of the verb *to light up*)

## FUTURE TENSE

Verbs that express actions in the future are said to be in the future tense. These are usually formed by preceding the verb with the word *will*.

- I will take the blame.(*will take*- future tense of the verb *to take*)
- They will surrender.(*will surrender* - future tense of the verb *to surrender*)
- Give me where to stand, and I will move the earth. (Archimedes, 287-212 BC)(*will move* - future tense of the verb *to move*)

Take a test on verb tenses. (Warning: This is a test for advanced students!)

## SUBJECT OF A VERB

The person or thing performing the action of the verb is said to be the subject of the verb or the *subject of the sentence*.

- Tony stole the boat.(*Tony*- subject of the verb *to steal*)
- The dog is guilty.(*The dog*- subject of the verb *to be*)
- Who was that?(*Who*- subject of the verb *to be*, i.e., was)

## DIRECT OBJECT OF A VERB

Many verbs perform an action on something. This is called the direct object of the verb.

- Terry kissed her hand.(*her hand* - direct object of the verb *to kiss*)
- Beverly can eat a whole chicken.(*a whole chicken* - direct object of the verb *to eat*)

## INTRANSITIVE VERBS

Some verbs cannot have a direct object. These verbs are called intransitive verbs.

- The rain fell heavily.(The rain fell, but it did not perform an action on anything. In this example, the verb *to fall* is an intransitive verb.)

- Jack protested in the street.(Jack protested, but he did not perform an action on anything. In this example, the verb *to protest* is an intransitive verb.)

## TRANSITIVE VERBS

Verbs that can have a direct object (most of them) are called transitive verbs.

- Barney copied the answer.(The verb *copied* is a transitive verb. The direct object of the verb is *the answer*.)
- Terry saw a black fin cutting through the water.(The verb *saw* is a transitive verb. The direct object of the verb is *a black fin*.)

## INDIRECT OBJECT OF A VERB

Some verbs have two objects, a direct object and an indirect object. The indirect object is the person or thing for whom the action was performed.

- Jamie read the children a story.(*a story* - direct object; *the children*- indirect object)
- I will bake him a cake.(*a cake* - direct object; *him* - indirect object)
- The postman gives Anne a letter every day.(*a letter* - direct object; *Anne* - indirect object)

## PASSIVE SENTENCE

The subject of a sentence does not always do the action of the verb. Sometimes, the action is done to the subject. Such sentences are called passive sentences because the subjects are being passive, i.e., not doing anything.

- Carl was arrested.(*Carl* is not doing anything, but he is the subject of the sentence.)  
(Note: *Carl* is the subject of the verb *to be*, i.e., *was*.)

Passive verbs always comprise two parts (*was arrested* in this example). The person doing the action of the verb in a passive sentence is usually shown with the word *by*.

- Carl was arrested by PC Adams.

Passive verbs are said to be in the passive voice. Passive sentences can be quite useful:

- The carpet was damaged.(This is a passive sentence. No one is blamed for damaging the carpet.)
- Mark damaged the carpet.(A passive sentence contrasts with an active sentence (where the subject performs the verb). This example is an active sentence. It tells us that Mark damaged the carpet.)

## ACTIVE SENTENCE

Active sentences are the opposite to passive sentences. In an active sentence, the subject of the verb performs the action.

- We damaged the carpet.(This is an active sentence. *We* is the subject. *We damaged* the carpet.)
- Jamie read a story.(This is an active sentence. *Jamie* is the subject. *Jamie read* a story.)

## CONJUGATION OF VERBS

A verb will change its form a little depending on the subject. For example:

- I write.
- He writes.
- The jackal laughs.
- The jackals laugh.

When verbs change in this way, it is known as *conjugation*. A verb conjugates according to the subject. The subject of a verb can be in one of six forms:

- I
- You

- He / She / It
- We
- You
- They

The first three are the singular forms (known as first person singular, second person singular, and third person singular). The second three are the plural forms (known as first person plural, second person plural and third person plural).

All subjects fit into one of these categories. For example, *jackal* is like *he* (i.e., third person singular) and *jackals* is like *they* (i.e., third person plural). (This subject rarely causes problems for native English speakers, who conjugate verbs correctly without much thought.)

Interestingly, this is the origin of the insurance term *third party* (i.e., it's insurance covering actions by "them").

## PARTICIPLES

A *participle* is a verb form used as an adjective to modify noun or pronoun. These are verb and adjective at the same time. There are two types: present participles and past participles. Present participles end-ing. Past participles have various endings (e.g., -ed, -en).

### Present participles

All participles which end in *-ing* are called present participle. *The laughing lady went to bazaar.* (*laughing* is present participle as it expresses an action of the lady and modifies the noun lady too as an adjective does.)

*The falling temperature increased cold (falling)*

*The stinging remark defamed her. (Stinging)*

### Past participle

The third form of the verb either formed with *-ed* as of all regular verbs or formed in irregular way is the past participle.

*The tired dancer refused to dance.*

*Tired*

*The injured player went out of the ground.*

*Injured*

*The cracked vase was discarded.*

*cracked*

### Underline the past or present participles in the sentences

He was so shocked after the accident that he could not speak.

past participle

The galloping horse scared the child.

present participle

I do not want that burnt toast.

past participle

Do not be frightened. That dog does not bite.

past participle

The lorry was carrying stolen goods.

past participle.

Everybody was excited preparing the things for the trip.

past participle

If the children are bored, why don't you take them to the park?

past p[articiple

Below is a table showing some participles:

Past Participle	Present Participle	Verb
sung	singing	to sing
driven	driving	to drive
gone	going	to go
risen	rising	to rise
watched	watching	to watch
been	being	to be

Participles are classified as adjectives. (Note: When a verb form (like a participle) functions as an adjective or a noun, it is known as a verbal.) Below are some examples of participles being used as adjectives:

- Our business is badly affected by the soaring price of wool. (The word *soaring* is a present participle. Here, it is being used as an adjective to describe *price*.)
- He is a forgotten hero. (The word *forgotten* is a past participle. Here, it is being used as an adjective to describe *hero*.)

#### Correct form of verb

- I have been living in this house since 1970.
- 2-He came here yesterday.
- 3-If you come, I shall be available.
- 4-He will take the examination next year.
- 5- He will come to us tomorrow.
- 6-Media plays a very constructive role.
- 7-Media has also become a mouth piece of downtrodden.
- 8-I am happy that all f you have expressed
- 9-Their feelings and opinions are expressed through it
- 10-Film, radio and television provide us information as well as entertainment.

#### What Is an Adverb?

*A word that modifies the meaning of a verb, an adjective or another adverb is called adverb./*

- An adverb can be added to a verb to modify its meaning.

Usually, an adverb tells you when, where, how, in what manner, or to what extent an action is performed.

Many adverbs end in *ly* (particularly those that are used to express how an action is performed).

Although many adverbs end *ly*, lots do not (e.g., fast, never, well, very, most, least, more, less, now, far, and there).

Examples:

- Anita placed the vase carefully on the shelf.(The word *carefully* is an adverb. It shows how the vase was placed.)
- Tara walks gracefully.(The word *gracefully* is an adverb. It modifies the verb *to walk*.)
- He runs fast.(The word *fast* is an adverb. It modifies the verb *to run*.)
- You can set your watch by him. He always leaves at 5 o'clock.(The word *always* is an adverb. It modifies the verb *to leave*.)
- The dinner guests arrive dearly.(*early* modifies *to arrive*)
- She sometimes helps us.(*sometimes* modifies *to help*)
- *She often comes here.*
- *Sometimes he goes to Lahore.*
- *The teacher was hardly ever late.*
- *We are usually tired by the end of the day.*
- *I have just posted the letter to them.*
- *He did his work carefully.*
- *Iqbal loves Iqra badly.*

I am the only person in the world I should like to know thoroughly. (Oscar Wilde)(*thoroughly* modifies *to know*)

*First comes the Adverb of manner then adverb of place and after them the adverb of time*  
*She was singing beautifully at a concert last Saturday.*

### Position of adverbs

Place the adverbs at proper place

1-She often comes here.

Sometimes he goes to Lahore.

3-The teacher was hardly ever late.

4-We are tired by the end of the day.

5-I have just posted a letter to them.

6-He did his work carefully.

### Degrees of comparison of adverb

Some adverbs like adjectives also have three degrees of comparison.

Positive degree comparative degree superlative degree

Kept much kept more kept most

Sang beautifully sang more beautifully sang most beautifully

Slept little slept less slept least

Looked good looked better looked best

Arrived early arrived earlier arrived earliest

Sentences using degrees of comparison of adverb

1-I enjoyed myself very much

2-I enjoyed more than my brother.

3-I enjoyed most of all.

Put “for” or “since” in the blank.

For =period of time

Since point of time

- 1-I have been studying for 3 hours.
- 2-I have watching tv since 7 pm.
- 3-Tara has not been feeling well for 2 weeks.
- 4-She has not been visiting us since march.
- 5-He has been playing football for a long time.
- 6-He has been living in Bangkok since he left the school.

### Different Types of Adverbs

Although there are thousands of adverbs, each one can usually be categorized in one of the following groupings:

#### Adverbs of Time

An adverb of time tells us when an action occurs. For example:

- Press the button now.*(now-* adverb of time)
  - I have never been.*(never-* adverb of time)
  - I tell him daily.*(daily-* adverb of time)
  - I tell him on a daily basis.*(on a daily basis-* adverb of time)
- (Remember, an adverb can be more than one word. Here, the adverb is a prepositional phrase.)

#### Adverbs of Place

An adverb of place tells us where an action occurs. For example:

- Daisies grow everywhere.*(everywhere-* adverb of place)
- I did not put it there.*(there-* adverb of place)
- I did not put it in the box.*(in the box-* adverb of place)

#### Adverbs of Manner

An adverb of manner tells us how an action occurs. For example:

- He passed the re-sit easily.*(easily-* adverb of manner)
- The lion crawled stealthily.*(stealthily-* adverb of manner)
- The lion crawled like an escaped convict.*(like an escaped convict-* adverb of manner)

#### Adverbs of Degree

An adverb of degree tells us to what degree action occurs. For example:

- That is the farthest I have ever jumped.*(farthest-* adverb of degree)
- He boxed more cleverly.*(more cleverly-* adverb of degree and manner.)

The adverb categories above are relatively simple. The next adverb categories are a little more complicated:

### Adverbs of Condition

An adverb of condition tells us the condition needed before the main idea comes into effect. (An adverb of condition often starts with *if* or *unless*. For example:

- If it rains, the party will be ruined. (*If it rains*- adverb of condition)
- I will not talk unless you apologize. (*unless you apologize*- adverb of condition)

### Adverbs of Concession

An adverb of concession contrasts with the main idea. An adverb of concession often starts with a subordinating conjunction like *though*, *although*, *even though*, *while*, *whereas*, and *even if*. For example:

- Although her face is an odd shape, she is undoubtedly beautiful. (*Although her face is an odd shape*- adverb of concession)
- A loud voice cannot compete with a clear voice, even if it's a whisper. (Barry Neil Kaufman) (*even if it's a whisper*- adverb of concession)

### Adverbs of Reason

An adverb of reason gives a reason for the main idea. An adverb of reason usually starts with a subordinating conjunctions like *as*, *because*, *given*, or *since*. For example:

- Given today's strong tide, you should expect a tough swim. (*Given today's strong tide*- adverb of reason)
- I don't have a bank account because I don't know my mother's maiden name. (Paula Poundstone). (*because I don't know my mother's maiden name*- adverb of reason)

### Adverbs Can Modify Adjectives and Other Adverbs

Although the term *adverb* implies that they are only used with verbs, adverbs can also modify adjectives and other adverbs. For example:

- The horridly grotesque gargoyle was undamaged by the debris. (The adverb *horridly* modifies the adjective *grotesque*.)
- Peter had an extremely ashen face. (The adverb *extremely* modifies the adjective *ashen*.)
- Badly trained dogs that fail the test will become pets. (The adverb *badly* modifies the adjective *trained*.)  
(Note: The adjective *trained* is an adjective formed from the verb *to train*. It is called a participle.)
- She wore a beautifully designed dress. (The adverb *beautifully* modifies the adjective *designed*.)
- Peter Jackson finished his assignment remarkably quickly. (The adverb *quickly* modifies the verb *to finish*. The adverb *remarkably* modifies the adverb *quickly*.)

### Adverb phrase

An adverb phrase is a group of words that does the work of an adverb.

Ali ran quickly. (Quickly is an adverb.)

1- Ali ran with great speed. (With great speed is adverb phrase.)

2- The pigeons fly at fast speed.

3- He build his house at that place.



- 4- He tried with a great deal.
- 5- He spoke in full flow.
- 6- Did Sara behave in a good way?
- 7- This car runs with fast speed.
- 8- They should build a college at this place.
- 9- He lived life in a comfortable manner.

### Adverb clause

An adverb clause is a group of words that does the work of an adverb, It usually begins with a subordinating conjunction such as, after, because, until, where, while, unless, as when, since,if ,though, wherever.

- 1-you may sit wherever you like.
- 2-He will pass if he works hard.
- 3-We shall wait here until you come.
- 4-I did not buy it because it was very expensive.
- 5-Do it before you forget it.
- 6-Nobody likes him because he is rude.
- 7-She sings exactly like a classical singer.
- 8-I will not go out because I am not feeling well.
- 9-It will remain strike for one week, the politicians declared.
- 10-He will pass the exam,I spoke to his brother.

### Definition of Adjective

A word used with a noun to describe or point out a person, place or thing or to tell the number or quantity is called an adjective.

Here is another definition:

Adjectives are describing words. *Large, Grey, and friendly* are all examples of adjectives. In the examples below, these adjectives are used to describe an elephant.

### Examples:

- Large elephant
- Grey elephant
- Friendly elephant

Adjectives of quality	Cultural, colourful
Adjectives of quantity	a lot of, much
Adjectives of colour	pink,
Adjectives of number	many, 21st,
Adjective of origin	Iranians, central etc

Nouns	Adjectives	Nouns	Adjectives
Life	living	health	healthy
Wealth	wealthy	abundance	abundant
Patience	patient	purity	pure

## Adjectives Modify Nouns

The word *elephant* is a noun. Adjectives are added to nouns to state what kind, what colour, which one or how many. Adjectives are said to modify nouns and are necessary to make the meanings of sentences clearer or more exact.

Examples:

- Follow the yellow cab. (In this example, the adjective *yellow* modifies the noun *cab*.)
- Craig caught a large bass. (In this example, the adjective *large* modifies the noun *bass*.)
- It is the girl with the paleface again.
- The principal words should be in bold. (Beware of the adjective *principal*- see right)
- The rusty nail he stood on was the cause of the infection.
- Please put the old documents in the shredder.
- There is an essential matter we need to discuss.
- Peter guessed the right number.

## Adjectives Modify Pronouns

Although less common, adjectives can also modify pronouns.

Examples:

- It is a blue one. (In this example, the adjective *blue* modifies the pronoun *one*.)
- Only a brave few have received a recommendation.

## The Different Types of Adjectives

Adjectives are describing words. However, there are many other words that are classified as adjectives, some of which do not fall easily under this description.

### Possessive Adjectives

Possessive adjectives are used to show possession. They are *my, your, his, her, its, our* and *their*. (They are a type of possessive pronoun.)

### The Articles

The words *a, an*, and *the* are known as articles. They are classified as adjectives. *A* and *an* are called the indefinite articles because they are used to indicate non-specific people or things. *The* is called the definite article because it does indicate a specific person or thing.

- A cup (i.e., any cup)
- The cup (i.e., a specific cup)

### Identify and insert articles where necessary

- 1- Trees are grown on either sides of the canal.
- 2- Kindness and tolerance are the noble deeds.
- 3- Her courage and patience is an exemplary
- 4- The higher you go the cooler it is.
- 5- He is the tallest in the class.
- 6- The dog is a faithful animal.
- 7- The Indus is the largest river in Pakistan.

- 8-Mount Everest is the highest peak  
 9-Aiza is the most intelligent girl in school.  
 10-Where are the books which I bought a week ago?

### Demonstrative Adjectives

Demonstrative adjectives are used to demonstrate or indicate specific things. *This, that, these* and *those* are all demonstrative adjectives.

- If I hear that parrot again, I will call the RSPCA. (*That* is a demonstrative adjective. It refers to a specific parrot.)
- Medals will only be given to those runners who complete the marathon in less than 8 hours. (*Those* is a demonstrative adjective. It refers to specific people.)

### Indefinite Adjectives

Unlike demonstrative adjectives, which indicate specific items, indefinite adjectives do not point out specific things. They are formed from indefinite pronouns. The most common indefinite adjectives are *no, any, many, few* and *several*.

- The chief has heard many people make the same promise. (The indefinite adjective *many* modifies the noun *people*.)
- According to a council spokesman, there are no wallabies left in Derby shire. However, over the past few months, many walkers have reported seeing several adults with young. (The indefinite adjectives in this example are *no, few, many* and *several*.)

### Numbers

Numbers are classified as adjectives too.

- Four dolphins stayed with the boat until dawn. (The adjective *four* modifies the noun *dolphins*.)
- All we could muster was 9 cans of beans. (The adjective *9* modifies the noun *cans*.)

### Adjective Phrase

An adjective phrase is a group of words that does the work of an adjective.

I like to see a smiling face. (adjective)

2-I like to see a face with a smile on it. Adjective phrase

Examples.

He wore a turban made of silk.

He is a man without a friend.

3-Nobody likes a person with bad temper.

4-It is of no use.

5-He is a man of sense.

6-She wore a dress made of cotton.

7-He is a man of words.

8-Nobody likes a person with bad morals.

### Adjective Clause

An adjective clause is group of words which does the work of an adjective. It usually begins with a relative pronoun such as who, whom, that which whose.

- 1-These are the colour pencils which I want to buy.
- 2-I know the woman whose child was hurt.
- 3-The old lady whom we met in the shop was Amina's grandmother.
- 4-this is the girl who stood first in the class.
- 5-Shazia likes the candies that her father brought from the market.
- 6-Anwar whom no one listened to was right.
- 7-He tells a tale that sounds untrue.
- 8-People who eat too much die early.
- 9-I met the woman whose son helped me
- 10-He is a man whom we all respect.
- 11-I have work which I must do.
- 12- Where is the book that you bought yesterday?
- 13-Any student who makes a noise will be punished.
- 14-The umbrella that is put there is mine.
- 15-That is the girl who got first position in the examination.
- 16-Where is the man who stole my pen?

## Prepositions

A preposition is a word (often a short word) that expresses the relationship between two other nearby words. In the examples below, each preposition (in bold) shows us the relationship between the word *book* and the word *wizard*.

- The book about the wizard
- The book by the wizard
- The book near the wizard
- The book behind the wizard
- The book under the wizard

## The Role of a Preposition

A preposition precedes a noun (or a pronoun) to show the noun's (or the pronoun's) relationship to another word in the sentence. In the examples above, the preposition preceded the noun *wizard* to show that noun's relationship with the noun *book*.

Here are some more examples:

- It is a container for butter.(The preposition *for* shows the relationship between *butter* and *container*.)
- The eagle soared above the clouds.(The preposition *above* shows the relationship between *clouds* and *soared*.)
- He is the President of the United States.(The preposition *of* shows the relationship between *the United States* and *President*.)

## List of Common Prepositions

Here is a list of common prepositions:

above, about, across, against, along, among, around, at, before, behind, below, beneath, beside, between, beyond, by, down, during, except, for, from, in, inside, into, like, near, of, off, on, since, to, toward, through, under, until, up, upon, with and within

### Origin of the Word Preposition

The word *preposition* comes from the idea of being *positioned before*.

### Object of a Preposition

The word (or words) that follows a preposition is called the object of a preposition. If there is a preposition, there will always be an object of the preposition. A preposition cannot exist by itself.

### Prepositional Phrase

A prepositional phrase is made up of a preposition and the object of the preposition (including any modifiers). Prepositional phrases are very common. They function as either adjectives or adverbs. For example:

It is a message from Mark. (Here, the prepositional phrase *from Mark* is functioning like an adjective because it is describing *message*.)

Mark is trapped on the island. (Here, the prepositional phrase *on the island* is functioning like an adverb because it is modifying the verb *is trapped*.)

### Preposition of place

Prepositions that tell us where a thing or person is are called preposition of place.

At, in, on, after, among, behind, between, in front of etc.

Behind. Park is behind the building

Beside. He is sitting beside me.

Next to. I always sit next to my friend

Under. There is a cat under the table.

Over. He climbed over the table.

Along. He is walking along the road

Across. He swam across the river.

### Compound prepositions

Compound prepositions are two or more words working together as one word and functioning as prepositions.

Along with, according to, in front of, away from, because of, instead of are few examples

### Preposition of time

Examples	Use	Preposition
In march In 2013 In spring In the morning, in the evening In a second, in two weeks	Month Year Seasons Parts of day Duration	In
At night At 8 o'clock, at midnight At eid At the same time	Part of the day Time of day Celebrations Fixed phrases	At
On sunday On the 20 <sup>th</sup> of august On iqbal day, on my birthday On the morning of october the 11th	Days of week Date Special holidays A special part of a day	On

### Fill in the blanks with suitable prepositions

- 1-The holy prophet (pbuh) migrated from Makah to Medina in 624.AD.
- 2-Abu Jehl, in a fit of fury headed for Abu Bakr's home.
- 3-He began knocking at the door violently.
- 4-At this she instantly ran to a corner of the home.
- 5-She stood her ground even in the face of such wrath of Abu jehl.
- 6-She sold it and gave away all the money among the poor and the needy.
- 7-She faced every calamity of life with patience and valour.

### Fill in the blanks with preposition of time.

- a-Ali is arriving on January 126 at 2o'clock in the afternoon.
- b-Saqib is leaving on Friday at noon.
- c-Asher has started working for his law firm in 1995.
- d-I met Shaheen at 9.00 am.
- e. The doctor will see Alizay in the evening.
- f-Sobia has her birthday on September 11.
- g-We will have vacation in summer.

### What Are Conjunctions?

Conjunctions are used to join words or groups of words together (Conjunctions are words that join words and sentences.). The most common ones are *and, or, and but*. (There are many others.)

### Types of Conjunctions

Conjunctions can be categorized into one of three groupings:

#### Coordinating Conjunctions

Coordinating conjunctions are the ones that spring to mind when people think about conjunctions (These join sentences or words of equal rank.)

Examples: *but, or, nor, either, also, however, only, so, hence, and, for* and *yet*.

Coordinating conjunctions are used to join individual words, phrases, and independent clauses.

#### Coordinating Conjunctions Joining Individual Words:

- Jamie, Adam, and Lee arranged to meet by The Bull at 7 o'clock.
- It is a small but practical kitchen.

#### Coordinating Conjunctions Joining Individual Phrases:

- The finance manager or his new deputy from Holland will notify you when the report is ready to send.
- John or his new deputy from Holland will notify you when the report is ready to send.(You can join a mix of words and phrases with a coordinating conjunction. Here, the conjunction *or* groups the word *John* and the phrase *his new deputy from Holland*.)

#### Coordinating Conjunctions Joining Individual Clauses:

- A little sincerity is a dangerous thing, and a great deal of it is absolutely fatal.(Oscar Wilde)(Here, the conjunction *and* joins two independent clauses.)
- We are all in the gutter, but some of us are looking at the stars.(Oscar Wilde)

- History will be kind to me,for I intend to write it.(Winston Churchill)

The word *coordinating* means *of equal rank*. Usually, the elements joined by a coordinating conjunction are of equal rank. It is unusual, but possible, to see a mix of these groups joined by a coordinating conjunction.

### Correlative Conjunctions

Correlative conjunctions appear in pairs. For example, *either...or,neither...nor,whether...or*, and *not only...but also*.

This man is either dead or my watch has stopped. (Groucho Marx)

### Subordinating Conjunctions

Subordinating conjunctions

include: *after,although,as,because,before,if,once,since,than,that,though,till,until,when,where,whethe r*, and *while*. *These conjunctions join sentences one of which is dependent on the other.*

(They are used to show the relationship between an independent clause a dependent clause.)

- Keep your hand on the wound until the nurse asks you to take it off.
- Personally I'm always ready to learn,although I do not always like being taught. Sir Winston Churchill (1874-1965)
- We can't all be heroes because somebody has to sit on the curb and clap as they go by. Will Rogers (1879-1935)

*Fill in the blanks with appropriate Conjunctions*

1-He ran fast but he missed the train.

2-Wait Until I return.

3-Work hard unless you should fail.

4-I did not come because you did not invite me.

5-You will get prize as you deserve it.

### Use of Subordinate conjunctions

Since=Since you are not interested ,I would not tell you about it.

Unless= You would not pass unless you work hard.

Though= Though he poor,he is honest

While= I was studying ,while he was singing.

As= He collects stamps as it is his hobby.

When= I shall call you when I get there.

After.= I shall call you after I get free.

### What Are Interjections?

Interjections are words used to express strong feeling or sudden emotion. They are included in a sentence (usually at the start) to express a sentiment such as surprise, disgust, joy, excitement, or enthusiasm.

An interjection is not grammatically related to any other part of the sentence.

Examples of interjections (shaded):

- Hey! Get off that floor!
- Oh, that is a surprise.
- Good! Now we can move on.

- Jeepers, that was close.

### Yes and No

Introductory expressions such as *yes, no, indeed*, and *well* are also classed as interjections.

Examples:

- Indeed, this is not the first time the stand has collapsed.
- Yes, I do intend to cover the bet.
- I'm sure I don't know half the people who come to my house. Indeed, for all I hear, I shouldn't like to. (Oscar Wilde)
- Well, it's 1 a.m. Better go home and spend some quality time with the kids. (Homer Simpson)

### Phew!

Some interjections are sounds.

Examples:

- Phew! I am not trying that again.
- Humph! I knew that last week.
- Mmmm, my compliments to the chef.
- Ah! Don't say you agree with me. When people agree with me, I always feel that I must be wrong. (Oscar Wilde)

## SENTENCE

We use words to express our thoughts. How well we express these thoughts will depend on the words we use and the way we arrange these words.

A group of words that are arranged in such an order that they make complete sense is called a sentence.

[ A sentence always:

- begins with a capital letter
- ends with a full stop, or a question mark or an exclamation mark
- contains a verb.

There are four kinds of sentences:

- *Assertive sentences* or statements are sentences which tell us something, that is, state a fact and end with a full stop.

Examples: John has invited us to her birthday party.

Ali has a long way to drive.

I have eaten some fruit.

- *Interrogative sentences* or questions are sentences which ask a question and end with a question mark.



Examples: What is your name?

Has the road been repaired?

Have you visited the doctor?

• *Imperative sentences* are sentences which command, order or request someone to do something and end with a full stop.

Examples: Please sign your name on the dotted line.

Stop that noise.

This assignment must be completed.

• *Exclamatory sentences* are sentences which express strong feelings and end with an exclamation mark.

Examples: Thank God you are safe!

What a delicious meal that was!

Identify the kinds of the following sentences

Exclamatory, negative, assertive, interrogative, imperative

1-Art is another subject in which I am particularly interested.	Assertive
2-What a beautiful painting!	Exclamatory
3- Teach him to learn.	Imperative
4- How would I know?	Interrogative
5- She did not make a false statement.	Negative

Depending upon the clauses present in them, sentences can be further classified into simple, compound and complex sentences.

• *Simple sentence*: A simple sentence contains only one finite verb./All main clauses can stand as a simple sentence when the rest of the sentence is removed

Examples: I have to learn dancing.

Here 'learn' is the finite verb.

He went to his office.

They put their plates down.

• *Compound sentence*: A compound sentence has two or more principal clauses./A compound sentence consists of two or more main clauses.

Examples: She wants to go to the circus but her parents want her to go to school.

Here both the underlined parts are independent/principal clauses.

I would have attended the meeting if they had given me a call.

Shelley was asked to close the windows but she did not do so.

Night came on and the room grew dark.

He is rich yet he is not happy.

- **Complex sentence:** A complex sentence has an independent clause and one or more dependent clauses./A complex sentence consists of one or more main clauses and one or more subordinate clauses.

Examples: The principal felt that I should take rest.

Here the first underlined part is the dependent clause and the second is the principal clause.

My mother said that I should study properly.

I am wearing the dress that she gifted me.

## WORKSHEET

I. Identify the sentences as assertive (A), interrogative (Q), imperative (I), exclamatory (E).

- Have the children returned from school?
- How clever I am!
- The temple will be built on the beach.
- Please give me a glass of water.
- Canada is a rich country.
- Who is the department in-charge?
- Get out.
- Alas! He is no more.

II. Change the following questions as directed in the brackets.

- Oh! What a severe headache I have! (assertive)
- I do not know the answer. (interrogative)
- What an exciting adventure we had! (assertive)
- I can hear you. (interrogative)
- Is Goa a beautiful state? (assertive)
- The train leaves at five o'clock. (interrogative)
- Will mother attend the meeting? (assertive)
- Have the children returned from school? (assertive)
- Was Babar a just king? (assertive)
- What a lazy boy you are! (assertive)

III. Identify the sentences as simple, compound, complex.

- Canada is a rich country, but still it has many poor people.
- Although my friend invited me to a party, I do not want to go.
- My friend invited me to a party, but I do not want to go.
- Mr Seth, a teacher at Sri Ram School, enjoys teaching.
- The man who is wearing a black shirt is my brother.
- John and Roy had a big fight today.
- We had to go inside when it started raining.
- Ali hid the hen, and Aliya tried to hide the cow.

## CONDITIONAL SENTENCES

("if"sentences)

There are 4 main types of if sentences in English, often called conditional sentences.

These sentences are in two halves (clauses):

the if part (if clause)

the other part where you can use words such as can, will, may, might, could and would (main clause)

ZERO CONDITIONAL is a structure used for talking about general truths -- things which always happen under certain conditions (note that most zero conditional sentences will mean the same

thing if "when" is used instead of "if"). The zero conditional is used to talk about things which are always true -- scientific facts, general truths, and so on.

if clause	main clause
If + Present Simple	Present Simple
If you heat the water to 100 degrees,	it boils.

1st CONDITIONAL is a structure used for talking about possibilities in the present or in the future. The first conditional is used to talk about things which are possible in the present or the future -- things which may happen.

if clause	main clause
If + Present Simple	Future Simple, can, may
If you study hard,	you will pass the test.

2nd CONDITIONAL is a structure used for talking about unreal situations in the present or in the future. The second conditional is used to talk about things which are unreal (not true or not possible) in the present or the future -- things which don't or won't happen.

if clause	main clause
If + Past Simple	would, could, might
If I had a million dollars,	I would buy a big house.

3rd CONDITIONAL is a structure used for talking about unreal situations in the past. The third conditional is used to talk about things which DID NOT HAPPEN in the past. If your native language does not have a similar construction, you may find this a little strange, but it can be very useful. It is often used to express criticism or regret.

if clause	main clause
If + Past Perfect	would/could/might have + Past Participle
If I had studied harder,	I would have passed the exam.

I failed the exam,  
because I didn't study  
hard enough

If the "if" clause comes first, a comma is usually used. If the "if" clause comes second, there is no need for a comma –

Water boils if you heat it to 100 degrees.

You will pass the test if you study hard.

I would buy a big house if I had a million dollars.

I would have passed the exam if I had studied harder.

**EXERCISES****Make Zero Conditional sentences, use cues.**

Jane / eat / too much chocolate / she / get / sick

You / not / eat / you / die

You / heat / ice / it / melts

**Make 1st Conditional sentences, put the verbs in brackets in correct form.**

If you \_\_\_\_\_ (not study), you \_\_\_\_\_ (fail) the test.

I \_\_\_\_\_ (lend) you my umbrella if you \_\_\_\_\_ (need) it.

If I \_\_\_\_\_ (be late), I \_\_\_\_\_ (call) you.

**Write 2nd Conditional sentences, put the verbs in brackets in correct form.**

If you \_\_\_\_\_ (leave) your job, you \_\_\_\_\_ (travel) around the world.

If you \_\_\_\_\_ (be) nicer to him, he \_\_\_\_\_ (lend) you the money

It \_\_\_\_\_ (be) nice if the rain \_\_\_\_\_ (stop)!

**Write 3rd Conditional sentences, put the verbs in brackets in correct order.**

He crashed his car, because he fell asleep while driving.

If he \_\_\_\_\_ (fall) asleep while driving, he \_\_\_\_\_ (crash) his car.

I lost my job because I was late for work.

I \_\_\_\_\_ (lose) my job if I \_\_\_\_\_ (be) late for work.

We couldn't go to the concert, because we didn't have enough money.

If we \_\_\_\_\_ (have) enough money, we \_\_\_\_\_ (go) to the concert.

**Put the verb in brackets in correct form.**

If I \_\_\_\_\_ (be) you, I wouldn't risk.

If they had waited another month, they could probably \_\_\_\_\_ (get) a better price for their house.

It's quite simple really. When it's cold, water \_\_\_\_\_ (freeze).

If he decides to accept that job, he \_\_\_\_\_ (regret) it for the rest of his life.

If he hadn't been driving so fast, he \_\_\_\_\_ (hit) the motorcyclist.

If he \_\_\_\_\_ (be) more careful, he would have spotted the mistake.

If she goes on passing her exams, \_\_\_\_\_ (be) qualified to practice as a lawyer.

If I pay you twice as much, will you \_\_\_\_\_ (able) to finish by Tuesday?

If only I'd invested in that company, I \_\_\_\_\_ (become) a millionaire by now.

**Make Zero Conditional sentences, use cues.**

Jane / eat / too much chocolate / she / get / sick

If Jane eats too much chocolate, she gets sick.

You / not / eat / you / die

If you don't eat, you die.

You / heat / ice / it / melts

If you heat ice, it melts.**Make 1st Conditional sentences, put the verbs in brackets in correct form.**If you don't study (not study), you will fail (fail) the test.I will lend (lend) you my umbrella if you need (need) it.If I am late (be late), I will call (call) you.

**Write 2nd Conditional sentences, put the verbs in brackets in correct form.**

If you left (leave) your job, you could travel (travel) around the world.

If you were (be) nicer to him, he might lend (lend) you the money

It would be (be) nice if the rain stopped (stop)!

**Write 3rd Conditional sentences, put the verbs in brackets in correct order.**

He crashed his car, because he fell asleep while driving.

If he hadn't fallen (fall) asleep while driving, he wouldn't have crashed (crash) his car.

I lost my job because I was late for work.

I wouldn't have lost (lose) my job if I hadn't been (be) late for work.

We couldn't go to the concert, because we didn't have enough money.

If we had had (have) enough money, we could have gone (go) to the concert.

**Put the verb in brackets in correct form.**

If I were you, I wouldn't risk it.

If they had waited another month, they could probably have got a better price for their house

It's quite simple really. When it's cold, water freezes.

If he decides to accept that job, he will regret it for the rest of his life.

If he hadn't been driving so fast, he wouldn't have hit the motorcyclist.

If he had been more careful, he would have spotted the mistake.

If she goes on passing her exams, she'll be qualified to practice as a lawyer.

If I pay you twice as much, will you be able to finish by Tuesday?

If only I'd invested in that company, I would have become a millionaire by now.

**Summary**

If + present indefinite, Subject + future indefinite

If he works hard, he will succeed

If + past indefinite, Subject + would = first form

If he worked hard, he would succeed

If + past perfect tense, Subject + would have OR might have third form of verb (unfulfilled condition)

If he had worked hard, he would have succeeded.

1. Had we paid heed to his warning and advice, we would not have entangled into pretty pursuits.
2. If you had studied hard, You would have succeeded.
3. If you had come to me, I would have helped you.
4. If I had seen him, I might have recognised him.
- 5.
6. If I see Bilal, I'll invite him to dinner tomorrow.
7. If I go out, I will turn off TV.
8. If you play tricks on people; they will not trust you again.
9. If the former sells all his kiwi fruit in the market, he will be very pleased.
10. I'll help you with your homework if I can.

11. I'll help you to ride my bike if I can.

12. will you give a message to Auntie Sophie if you see her?
13. If you don't leave now, you will be late from school.
14. Will you inform me, if you are going to be late?
15. If he works hard, he will pass the examination.

## The Phrase

### Recognize a phrase when you see one.

A phrase is two or more words that do not contain the subject-verb pair necessary to form a clause. Phrases can be very short or quite long. Here are two **examples**:

After lunch

After slithering down the stairs and across the road to scare nearly to death Mrs. Philpot busy pruning her rose bushes

Certain phrases have specific names based on the type of word that begins or governs the word group: noun phrase, verb phrase, prepositional phrase, infinitive phrase, participle phrase, gerund phrase, and absolute phrase.

### Noun Phrases

A noun phrase includes a noun—a person, place, or thing—and the modifiers—either before or after—which distinguish it. The pattern looks like this:

**OPTIONAL MODIFIER ( S ) + NOUN + OPTIONAL MODIFIER ( S )**

Here are some examples:

The shoplifted pair of jeans

**Pair** = noun; **the, shoplifted, of jeans** = modifiers.

A cat that refused to meow

**Cat** = noun; **a, that refused to meow** = modifiers.

A great English teacher

**Teacher** = noun; **a, great, English** = modifiers.

Noun phrases function as subjects, objects, and complements:

**The shoplifted pair of jeans** caused Nathaniel so much guilt that he couldn't wear them.

**The shoplifted pair of jeans** = subject.

Jerome adopted **a cat that refused to meow**.

**A cat that refused to meow** = direct object.

With her love of Shakespeare and knowledge of grammar, Jasmine will someday be **a great English teacher**.

**A great English teacher** = subject complement.

### Verb Phrases

Sometimes a sentence can communicate its meaning with a one-word verb. Other times, however, a sentence will use a verb phrase, a multi-word verb, to express more nuanced action or condition. A verb phrase can have up to four

parts. The pattern looks like this:

**AUXILIARY VERB(S) + MAIN VERB + VERB ENDING**  
**WHEN NECESSARY**

Here are some examples:

Had cleaned

**Had** = auxiliary verb; **clean** = main verb; **ed** = verb ending.

Should have been writing

**Should, have, been** = auxiliary verbs; **write** = main verb; **ing** = verb ending.

Must wash

**Must** = auxiliary verb; **wash** = main verb.

Here are the verb phrases in action:

Mom **had** just **cleaned** the refrigerator shelves when Lawrence knocked over the pitcher of orange juice.

Sarah **should have been writing** her research essay, but she couldn't resist another short chapter in her Stephen King novel.

If guests are coming for dinner, we **must wash** our smelly dog!

### Prepositional Phrases

At the minimum, a prepositional phrase will begin with a preposition and end with a noun, pronoun, gerund, or clause, the "object" of the preposition.

The object of the preposition will often have one or more modifiers to describe it.

These are the patterns for a prepositional phrase:

PREPOSITION + NOUN, PRONOUN, GERUND, OR CLAUSE

PREPOSITION + MODIFIER(S) + NOUN, PRONOUN, GERUND, OR CLAUSE

Here are some examples:

On time

**On** = preposition; **time** = noun.

Underneath the sagging yellow couch

**Underneath** = preposition; **the, sagging, yellow** = modifiers; **couch** = noun.

From eating too much

**From** = preposition; **eating** = gerund; **too, much** = modifiers.

A prepositional phrase will function as an adjective or adverb. As an adjective, the prepositional phrase will answer the question Which one?

The spider **above the kitchen sink** has just caught a fat fly.

Which spider? The one **above the kitchen sink!**

The librarian **at the check-out** desk smiles whenever she

collects a late fee.

Which librarian? The one **at the check-out desk!**

The vegetables **on Noel's plate** lay untouched the entire meal.

Which vegetables? The ones **on Noel's plate!**

As an adverb, a prepositional phrase will answer questions such as How? When? or Where?

While sitting in the cafeteria, Jack catapulted peas **with a spoon.**

How did Jack launch those peas? **With a spoon!**

**After breakfast**, we piled the dirty dishes in the sink.

When did we ignore the dirty dishes? **After breakfast!**

Amber finally found the umbrella wedged **under the passenger's front seat.**

Where did Amber locate the umbrella? **Under the passenger's front seat!**

### Infinitive Phrases

An infinitive phrase will begin with an infinitive [to + simple form of the verb]. It will often include objects and/or modifiers that complete the thought. The pattern looks like this:

**INFINITIVE + OBJECT(S) AND/OR MODIFIER(S)**

Here are some examples:

To slurp spaghetti  
 To send the document before the deadline  
 To gulp the glass of water with such thirst that streams of liquid ran down his chin and wet the front of his already sweat-soaked shirt

Infinitive phrases can function as nouns, adjectives, or adverbs. Look at these examples:

To avoid another lecture from Michelle on the benefits of vegetarianism was Aaron's hope for their date at a nice restaurant.  
 To avoid another lecture from Michelle on the benefits of vegetarianism functions as a **noun** because it is the subject of the sentence.

Cheryl plans to take microbiology next semester when Professor Crum, a pushover, is teaching the course.  
 To take microbiology next semester functions as a noun because it is the direct object for the verb plans.

The worst thing to happen during the severe thunderstorm was a lightning strike that fried Clara's computer.



To happen during the severe thunderstorm functions as an adjective because it modifies thing.

Ryan decided to mow the long grass on the front lawn to keep his neighbors from complaining to the homeowners association.

To keep his neighbors from complaining to the homeowners association functions as an adverb because it explains why Ryan mowed the lawn.

### Participle Phrases

A participle phrase will begin with a present or past participle. If the participle is present, it will dependably end in ing. Likewise, a regular past participle will end in a consistent ed. Irregular past participles, unfortunately, conclude in all kinds of ways [Check a dictionary for help].

Since all phrases require two or more words, a participle phrase will often include objects and/or modifiers that complete the thought. The pattern looks like this:

**PARTICIPLE + OBJECT(S) AND/OR MODIFIER(S)**

Here are some examples:

Flexing his muscles in front of the bathroom mirror  
Ripped from a spiral-ring notebook  
Driven crazy by Grandma's endless questions

Participle phrases always function as adjectives, adding description to the sentence. Read these examples:

The stock clerk lining up cartons of orange juice made sure the expiration date faced the back of the cooler.  
Lining up cartons of orange juice modifies the noun clerk.  
Elijah likes his eggs smothered in cheese sauce.  
Smothered in cheese sauce modifies the noun eggs.  
Shrunk in the dryer, the jeans hung above John's ankles.  
Shrunk in the dryer modifies the noun jeans.

### Gerund Phrases

A gerund phrase will begin with a gerund, an ing word, and will often include other modifiers and/or objects. The pattern looks like this:

**GERUND + OBJECT(S) AND/OR MODIFIER(S)**

Gerund phrases look exactly like present participle phrases. How do you tell the difference? You must determine the function of the phrase.

Gerund phrases always function as nouns, so they will be subjects, subject complements, or objects in the sentence. Read these examples:

Washing our dog Gizmo requires strong arms to keep the squirming, unhappy puppy in the tub.  
Washing our dog Gizmo = subject of the verb requires.  
A good strategy for avoiding dirty dishes is eating every meal off of paper towels.  
Eating every meal off of paper towels = subject complement of the verb is.  
Susie tried holding the slippery trout, but the fish flipped out of her hands and splashed back into the stream.

Holding the slippery trout = direct object of the verb tried.

### Absolute Phrases

An absolute phrase combines a noun and a participle with any accompanying modifiers or objects. The pattern looks like this:

**NOUN + PARTICIPLE + OPTIONAL OBJECT(S) AND/OR MODIFIER(S)**

Here are some examples:

**His brow knitted in frustration**

Brow = noun; knitted = participle; his, in frustration = modifiers.

**Her fingers flying over the piano keys**

Fingers = noun; flying = participle; her, over the piano keys = modifiers.

**Our eyes following the arc of the ball**

Eyes = noun; following = participle; arc = direct object; our, the, of the ball = modifiers.

Rather than modifying a specific word, an absolute phrase will describe the whole clause:

**His brow knitted in frustration, Thomas tried again to iron a perfect crease in his dress pants.**

**Francine played the difficult concerto, her fingers flying over the piano keys.**

**We watched Leo launch a pass to his fullback, our eyes following the arc of the ball.**

### The Clause

Recognize a clause when you see one.

Clauses come in four types: main [or independent], subordinate [or dependent], relative [or adjective], and noun. Every clause has at least a subject and a verb. Other characteristics will help you distinguish one type of clause from another.

### Main Clauses

Every main clause will follow this pattern:

**SUBJECT + VERB = complete thought.**

Here are some examples:

**Lazy students whine.**

Students = subject; whine = verb.

**Cola spilled over the glass and splashed onto the counter.**

Cola = subject; spilled, splashed = verbs.

My dog loves pizza crusts.

Dog = subject; loves = verb.

The important point to remember is that every sentence must have at least one main clause. Otherwise, you have a fragment, a major error.

### Subordinate Clauses

A subordinate clause will follow this pattern:

**SUBORDINATE CONJUNCTION + SUBJECT + VERB**  
= incomplete thought.

Here are some examples:

Whenever lazy students whine

Whenever = subordinate conjunction; students = subject; whine = verb.

As cola spilled over the glass and splashed onto the counter

As = subordinate conjunction; cola = subject; spilled, splashed = verbs.

Because my dog loves pizza crusts

Because = subordinate conjunction; dog = subject; loves = verb.

The important point to remember about subordinate clauses is that they can never stand alone as complete sentences. To complete the thought, you must attach each subordinate clause to a main clause. Generally, the punctuation looks like this:

**MAIN CLAUSE + Ø + SUBORDINATE CLAUSE .**  
**SUBORDINATE CLAUSE + , + MAIN CLAUSE .**

Check out these revisions to the subordinate clauses above:

Whenever lazy students whine, Mrs. Russell throws chalk erasers at their heads.

Anthony ran for the paper towels as cola spilled over the glass and splashed onto the counter.

Because my dog loves pizza crusts, he never barks at the deliveryman.

### Relative Clauses

A relative clause will begin with a relative pronoun [such as who, whom, whose, which, or that] or a relative adverb [when, where, or why]. The patterns look like these:

**RELATIVE PRONOUN OR ADVERB + SUBJECT + VERB**  
= incomplete thought.

RELATIVE PRONOUN AS SUBJECT + VERB = incomplete thought.

Here are some examples:

Whom Mrs. Russell hit in the head with a chalk eraser

Whom = relative pronoun; Mrs. Russell = subject; hit = verb.

Where he chews and drools with great enthusiasm

Where = relative adverb; he = subject; chews, drools = verbs.

That had spilled over the glass and splashed onto the counter

That = relative pronoun; had spilled, splashed = verbs.

Who loves pizza crusts

Who = relative pronoun; loves = verb.

Like subordinate clauses, relative clauses cannot stand alone as complete sentences. You must connect them to main clauses to finish the thought. Look at these revisions of the relative clauses above:

The lazy students whom Mrs. Russell hit in the head with a chalk eraser soon learned to keep their complaints to themselves.

My dog Floyd, who loves pizza crusts, eats them under the kitchen table, where he chews and drools with great enthusiasm.

Anthony ran to get paper towels for the cola that had spilled over the glass and splashed onto the counter .

Punctuating relative clauses can be tricky. You have to decide if the relative clause is essential or non essential and then use commas accordingly.

Essential relative clauses do not require commas. A relative clause is essential when you need the information it provides. Look at this example:

A dog that eats too much pizza will soon develop pepperoni breath.

Dog is non specific. To know which dog we are talking about, we must have the information in the relative clause. Thus, the relative clause is essential and requires no commas.

If, however, we revise dog and choose more specific words instead, the relative clause becomes non essential and does require commas to separate it from the rest of the sentence. Read this revision:

My dog Floyd, who eats too much pizza, has developed pepperoni breath.

## Noun Clauses

Any clause that functions as a noun becomes a noun clause. Look at this example:

You really do not want to know the ingredients in Aunt

Nancy's stew.

Ingredients = noun.

If we replace the noun ingredients with a clause, we have a noun clause:

You really do not want to know what Aunt Nancy adds to her stew.

What Aunt Nancy adds to her stew = noun clause.

### Types of Clauses

#### Dependent clauses

contain both a subject and a verb, but cannot stand alone as a sentence. Dependent clauses are introduced by subordinating conjunctions such as because, what, if  
Example: Although there is no sure way to prevent jet lag.

#### Independent clauses

contain both a subject and a verb and can stand alone as a sentence.  
Example: Jet lag affects most long distance travelers.

### Independent Clauses

Meaning	Coordinators	Conjunctive Adverbs	Example
To add an idea	and	in addition, furthermore, moreover, also	Women follow more healthful diets, and they go to doctors more often.
To show time or sequence		first, second, then, next, later, meanwhile, finally	First, robots can perform repetitive tasks without becoming tired or bored. Second, they can fulfill tasks requiring pinpoint accuracy.
To contrast	but yet	however, nevertheless, in contrast, on the other hand	Increasing the size of airports is one solution to traffic congestion; however, this is a long-term solution whose benefits may not be seen for many years into the future.
To show result	so	therefore, thus, consequently, as a result	Native and nonnative English speakers have different needs; therefore, most schools provide separate classes for each group.
To introduce an alternative	or	otherwise	Students must take final exams; otherwise, they receive a grade of incomplete.
To emphasize	.	in fact, of course, indeed, certainly	The little girl hated spiders; in fact, she was terrified by them
To provide an example		for example, for instance	In the operating room, robotic equipment can assist the surgeon. For instance, a robot can kill a brain tumor.
To generalize or summarize		in general, overall, in short	Hermes is not only the messenger of Zeus, but the patron of thieves. In general, he is the god of authorized and unauthorized transfers.

**Dependent Clauses**

Types of clauses	Subordinators	Examples
1. Noun clauses	what, where, why, how, where, when, who whom, which, whose, whether, that, if	.He knows that his business will be successful. That there is a hole in the ozone layer of the earth's atmosphere is well known
2. Adjective clauses	who, whom, which, whose, that, where, when	Men who are not married are called bachelors. Last year we traveled to San Francisco, which is famous for its architecture.
3. Adverb clauses	a. time b. place c. cause d. purpose e. result f. condition g. concession	when, before, after, until, since, as soon as where, wherever because, as, since so that, in order that so ... that, such ... that if, unless although, even though
		When he won the money, he decided to buy a car. She drove wherever she wanted. She got a parking ticket because she parked illegally. He drove fast so that he could get to work on time. He drove so fast that he got a speeding ticket. If she hadn't won the lottery, she would have been very unhappy. Although she thought she was a good driver, she got a lot of tickets for speeding.

**Punctuation marking**

With noun clauses, no commas are used.

Adjective restrictive clauses are not separated by commas, but with adjective descriptive clauses commas are used.

Adverb clauses that come before the independent clause are followed by a comma, but if they come after the independent clause, no comma is used.

### Transitional devices

Transitional devices are words and phrases that connect parts of your writing. They link sentences and paragraphs together to maintain continuity of ideas. The following is a list of some commonly used transitional words or phrases.

Transitional devices And, again, besides, finally, further, furthermore, too, next, lastly, moreover, an addition, first, second,	Types Addition
But, yet, on the other hand, however, nevertheless, on the contrary, by comparison, where compared to, although, meanwhile, after all, in contrast	Comparison
Definitely, extremely, obviously, in fact, indeed, absolutely, positively, naturally, always, forever, never, certainly,	Emphasis
First, second, third, next, then, following, this, at this time, now, at this point, after, afterwards, subsequently, finally, consequently, previously, thus, therefore, hence, next	Sequencing
For example, for instance, in this case, on this occasion, to demonstrate, illustrate, as an illustration,	Exemplification
In brief, on the whole, summing up, to conclude, in conclusion, therefore, accordingly, thus, as a result, consequently.	Summarization

### Active & Passive Voice

Active voice: In active sentences, the subject is active or the subject performs the actions. The verb that express the action done by the subject is said to be in the active voice.

For example

The cow (Subject) is eating (Verb) grass (Object).—Active Voice

Passive voice: In passive sentences, the subject is no longer active or the subject is acted upon by the verb. The verb that express what is done to the subject is said to be in passive voice.

For example

Grass (Subject) is being eaten (Verb) by the cow (Object).—Passive Voice

Active and passive voice worksheets, rules and examples

Active and passive voice with tenses

Simple Present Tense

is, am, are + 3rd verb

Passive Voice

The candle is lighted by him.

The candle is not lighted by him.

Is meat eaten by you?

Active Voice

He lights the candle.

He does not light the candle.

Do you eat meat?

Present Continuous Tense

is, am, are + being + 3rd verb

Passive Voice

A car is being driven by me.

A car is not being driven by me.

Is a car being driven by me?

Active Voice

I am driving a car.

I am not driving a car.

Am I driving a car?

Present Perfect Tense

has, have + been + 3rd verb

Passive Voice

My book has been stolen by

Active Voice

She has stolen my book.

her.

My book has been stolen by her.

Has my book been stolen by her?

Passive Voice

Work was finished by her.

Work was not finished by her.

Was work finished by her?

Passive Voice

His books were being revised by him.

His books were not revising by him.

Were his books revising by him?

Passive Voice

The assignment had been completed by me.

The assignment had not been completed by me.

Had the assignment been completed by me?

Passive Voice

My tuition fee will be paid by my uncle.

My tuition fee will not be paid by my uncle.

Will my tuition fee be paid by my uncle?

Passive Voice

Our home -work shall have been done by us.

Our home -work shall not have been done by us.

Shall our home -work have been done by us?

She has not stolen my book.

Has she stolen my book?

Simple Past Tense  
was, were+3rd verb

Active Voice

She finished work.

She did not finish work.

Did she finish work?

Past Continuous Tense  
was, were+being+3rd verb

Active Voice

He was revising his books.

He was not revising his books.

Was he revising his books?

Past Perfect Tense  
had+been+3rd verb

Active Voice

I had completed the assignment.

I had not completed the assignment.

Had I completed the assignment?

Simple Future Tense  
will, shall+be+3rd verb

Active Voice

My uncle will pay my tuition fee.

My uncle will not pay my tuition fee.

Will my uncle pay my tuition fee?

Future Perfect Tense  
will, shall+ have been+3rd verb

Active Voice

We shall have done our home-work.

We shall not have done our home-work.

Shall We have done our home – work?

Note: In Present perfect continuous tense, Past perfect continuous tense, Future perfect continuous tense, Future perfect tense, we use the same sentence in passive voice. It means these tense cannot be changed in passive form.



## Active and passive voice with modals (What is a Modal?)

Passive Voice	Active Voice	Auxiliary Verb in Passive Voice	Modals
These sums can be solved by me.	I can solve these sums.	Can/Could+ be+ 3rd verb These sums cannot be solved by me. Can these sums be solved by me?	Can/ Could I cannot solve these sums. Can I solve these sums?
His assignment has to be completed by him?	He has to complete his assignment.	Has to/ Have to+3rd verb	Has to/ Have to
This book must be learnt by you.	You must learn this book.	Must+3rd verb	Must
The book may be bought by me.	I may buy the book.	may+be+3rd verb	May
Chess might be played by them.	They might play chess.	might+ be+ 3rd Verb	Might
All lessons should be learnt by students.	Students should learn all lessons.	should+ be+3rd verb	Should

## Active and passive voice with Imperative Sentences

These are the sentences in which we express our feeling and emotions like command, order, advice, and request.

## Rules

1. Lets + new object + be/Not be +past participle or 3rd form.
2. For sentences containing, Request, advice and order, we will use you are Requested to, advised to and ordered to .

Note: Always remove please and kind if they are given in the sentence.

Passive Voice	Active Voice
Let the door be shut.	Shut the door.
Let the letter be posted at once.	Post the letter at once.
Let the truth always be spoken.	Always speak the truth.
Let the cow not be starved.	Do not starve the cow.
Let his brother be helped by him.	Let him help his brother.
Let your room be cleaned.	Clean your room.
Let your lesson be learnt.	Learn your lesson.
You are requested to do me a favor tonight.	Please do me a favor tonight
You are ordered to get out of mu house.	Get out of my house.
You are requested not to smoke in public place	Kindly do not smoke in public place.

To make passive voice, first of all you have to use following rules.

1. Change the object into subject. If in object, we have a pronoun (What is a Pronoun?) of object case convert that by following rules.

I	me
You	You
She	her
They	them

We	us
He	him
It	it
Who	whom

2. Change the subject into object. And use by before the object. If in subject, we have a pronoun of nominative case convert that by the following rules.

by me	I
by you	You
by her	She
by them	They
by us	We
by him	He
by it	It
by whom	Who

Some basic rules of active voice and voice are given below

- First of all, find subject, object and the main verb it means find SVO .
- Convert the object into subject.
- Use the suitable helping verb or auxiliary verb according to the tense. If helping verb is given, use verb as it is. But note that the helping verb used should be according to the object.
- Convert the verb into past participle or 3rd form of the verb.
- Use the preposition (what is preposition?) [by].
- Convert the subject into object.

### Change of voice

- 1-People are helped by media to share knowledge.
- 2-The attention of very large audience is attracted by media.
- 3-The television is switched on by us after entering the house.
- 4- Not only we are informed by it but we are also entertained.
- 5-It expresses their feelings and opinion.

### DIRECT AND INDIRECT SPEECH

When the actual words of the speaker are reproduced, it is called direct speech.

Example: He said, 'I am going to school.'

When the main idea of a speaker's words is reported by another person and the exact words are not quoted, it is called indirect speech or reported speech.

Example: He said that he was going to school.

- Quotation marks or 'inverted commas' are used for direct speech.

Example: 'I have cut my finger!' cried Mrs Sharma.

- Quotation marks are not used for indirect or reported speech.

Example: Mrs Sharma cried that she had cut her finger.

- Question marks and exclamation marks are not used in reported speech.

Examples: 'Is it bleeding very much?' Mr Sharma asked. (direct)

Mr Sharma asked if it was bleeding very much. (indirect)

- In reported speech, the reporting verbs like asked/enquired, commanded/ordered/requested, advised/suggested, exclaimed/shouted, etc are often used in place of the reporting verb 'said' to convey the mood of the spoken words.

Examples:

Ramesh said, 'How hot the soup is!' (direct)  
 Ramesh exclaimed that the soup was hot. (indirect)  
 'Stir it with your spoon,' his sister said. (direct)  
 His sister advised him to stir it with a spoon. (indirect)  
 The son said to his mother, 'I shall never be rude to you.' (direct)  
 The son promised his mother that he would never be rude to her. (indirect)  
 'Why has the clock stopped?' thought Peter. (direct)  
 Peter wondered why the clock had stopped. (indirect)

- The tense of the verb in the reported speech is in the past tense. However, if the verb in the reported speech is stating a universal truth, a habit, a constant situation, the tense of that verb does not change:

Examples:

The boy said, 'I brush my teeth every day.' (simple present tense)  
 The boy said that he brushes his teeth every day. (simple present tense)  
 The teacher said, 'The Sun rises in the east.' (direct)  
 The teacher said that the Sun rises in the east. (indirect)  
 She said, 'My son wants to be an actor.' (direct)  
 She said that her son wants to be an actor. (indirect)

- In an indirect or reported question, the subject comes before the verb, not after it. You do not use the helping verb 'do' to form reported questions.

Example:

Paul said, 'What time does the bus come?' (direct)  
 Paul asked what time the bus came. (indirect)  
 Sarah said, 'When does the show begin.' (direct)  
 Sarah asked when the show began. (indirect)

- The pronouns are also changed in reported speech. Pronouns of the first person are changed as below:

Examples:

He said, 'I am bored.' (direct)  
 He said that he was bored. (indirect)  
 Mira said, 'We are going to the movies.' (direct)  
 Mira said that they were going to the movies. (indirect)  
 Rinki said, 'My friends gave me a treat.' (direct)  
 Rinki said that her friends gave her a treat. (indirect)  
 Pronouns of the second person are changed as below:  
 Examples: He said to her, 'You are beautiful.' (direct)  
 He said to her that she was beautiful. (indirect)  
 'You must write neatly,' the teacher told her pupils. (direct)  
 The teacher advised her pupils that they must write neatly. (indirect)

Pronouns of the third person do not change:

Examples:

I said, 'They have gone out.' (direct)  
 I informed that they had gone out. (indirect)  
 Leela said, 'These books are theirs.' (direct)  
 Leela said that those books were theirs. (indirect)

- While converting direct speech into indirect speech, the tense of the verb must change accordingly:

Direct speech	Indirect speech
Simple present	Simple past
Simple past	Past perfect
Present continuous	Past continuous
Present perfect	Past perfect
Can	Could
Shall	Would
Will	Would
May	Might

Examples:

She said, 'I may attend the meeting.' (direct)  
 She said that she might attend the meeting. (indirect)  
 Renu said, 'I have finished my homework.' (direct)  
 Renu said that she had finished her work. (indirect)

- Words indicating 'nearness' of time and place are changed to words indicating 'distance' of time and place:

Direct speech Indirect speech

Tomorrow — the next/following day  
 Today — that day  
 Now — then  
 Here — there  
 These — those  
 This — that  
 Yesterday — the day before/the previous day

Examples:

The interviewer said to the young man, 'We will let you know our decision by tomorrow.' (direct)

The interviewer said to the young man that they would let him know their decision by the next day. (indirect)

'These are the documents you will require,' the travel agent informed the tourist. (direct)

The travel agent informed the tourist that those were the documents she would require. (indirect)

- When reporting a question, an order or a request, the connector ‘that’ is not used.

Examples:

The girl said, ‘May I come in?’ (direct)  
 The girl asked if she could come in. (indirect)  
 ‘Pay your taxes,’ the king ordered his subjects. (direct)  
 The king ordered his subjects to pay their taxes. (indirect)

- In reported speech, the word/words or the sound used by the speaker to express an emotion is omitted.

Examples:

‘Wow! What a handsome man he is!’ the girls said. (direct)  
 The girls exclaimed what a handsome man he was. (indirect)  
 ‘Hello!’ my friend said to me. ‘How are you?’ (direct)  
 My friend greeted me and asked how I was. (indirect)

## WORKSHEET

Change the following sentences from direct to indirect speech.

- ‘Congratulations! You have come first in the exams,’ the principal said to me.
- Mohit’s father said, ‘We must not watch TV while having our dinner.’
- ‘What an expensive car he drives!’ remarked Rahul’s neighbour.
- ‘How well you speak German,’ his teammate remarked.
- ‘Hurry up!’ said Viru’s mother. ‘The bus will be here in a minute.’
- The policeman ordered the truck driver, ‘Show your licence.’
- ‘You will have to surrender your passport,’ the officer said to the passenger.
- My grandfather said, ‘May you have a long life!’
- Mr Jain said to his colleague, ‘Will you please drop me at the airport?’
- ‘Light travels in a straight line,’ the teacher explained.
- ‘I saw an interesting film last evening,’ said my friend.
- The caller asked, ‘May I speak with Shweta?’
- ‘May I know who is on the line?’ her father enquired.
- ‘Ouch! The bee stung me!’ the child said.

Read the following dialogues and fill in the blanks.

- Husband — Did you talk to Dr Trehan?  
 Wife — Yes, but it is important for you to rest.  
 Husband — What is it?  
 Wife — Silence.

Husband — Is it one or two?

Wife — No.

Husband — Is it three or four?

Wife — Yes

Tush was admitted in a hospital with a complaint of tumor. He was resting.

A few minutes later, he opened his eyes and asked his wife i) \_\_\_\_\_ she  
ii) \_\_\_\_\_.

He asked her if it was one or two. She iii) \_\_\_\_\_.  
Finally, he wanted to know if it iv) \_\_\_\_\_ and she agreed with him.

b) Sahil : I have invited four of my friends for dinner today.

Radhika : Then I'll invite my friends also.

Sahil : That will be a good idea.

Radhika : So, what should we have for dinner?

Sahil : Let us decide the menu now.

Sahil told Radhika that i) \_\_\_\_\_. Then Radhika said ii) \_\_\_\_\_,  
which Sahil thought iii) \_\_\_\_\_. When Radhika asked iv) \_\_\_\_\_

Sahil replied v) \_\_\_\_\_.

c) Principal : Where is your mother?

Rhea : I have no mother. She died five years back.

Principal : Who was the lady with whom you came in?

Rhea : She is a stranger. She brought me for a treat.

Principal : You should not accept food from a stranger.

The Principal asked Rhea i) \_\_\_\_\_. Puzzled, the girl told the principal  
ii) \_\_\_\_\_ back. At this the principal asked her iii) \_\_\_\_\_ had

come in. Rhea replied that she was a stranger who iv) \_\_\_\_\_. Then  
principal told Rhea v) \_\_\_\_\_.

d) Maggie : Tom, how much money did you give for the rabbits.

Tom : Five shillings and six pence.

Maggie : I think I've got more than that in my box upstairs. I'll ask  
mother to give it to you.

Tom : What for? I don't want your money. I've got far more money.

Maggie : I want to buy some more rabbits.

Maggie asked Tom i) \_\_\_\_\_. Tom replied promptly ii) \_\_\_\_\_.

Maggie told him iii) \_\_\_\_\_ she would ask mother to give that money  
to him. Tom said iv) \_\_\_\_\_. Maggie told him that v) \_\_\_\_\_.

e) Doctor : Hello, How are you feeling now?

Patient : I am much better, sir.

Doctor : Are you not fully well? Don't you take proper rest?

Patient : I am not fully well as I cannot have proper rest because of the  
busy schedule.

Doctor : Take some tonic to regain your health, ok?

The doctor asked i) \_\_\_\_\_ the patient replied ii) \_\_\_\_\_ the

doctor asked iii) \_\_\_\_\_ the patient replied iv) \_\_\_\_\_ Finally, the doctor advised the patient v) \_\_\_\_\_.

f) Read the dialogues between the two girls and fill in the blanks.

Gina : Why do you look so worried?

Madhu : I have not prepared well for the exams. I have read only general articles.

Gina : Don't worry. There will be no questions from MCB. Reading general articles from magazines or newspapers will help you develop reading skills.

Madhu : Thank you, I am very relieved. Thank you indeed.

Gina asked Madhu i) \_\_\_\_\_.

Madhu told with concern that ii) \_\_\_\_\_ and that she had read only general articles. Gina assured her not to worry as iii) \_\_\_\_\_. Madhu looked relieved at Gina's assurance and thanked her for her consoling words.

### Change the narration of the following sentences.

- 1- He asked him what he was doing.
- 2- He said that you had made a mistake.
- 3- He forbade not to waste time.
- 4-He asked me if I would watch a drama that night.
- 5-She requested her sister to listen to her.

### Review1

#### Choose the correct option

- |                                                                         |                                        |
|-------------------------------------------------------------------------|----------------------------------------|
| 1- <i>Valour</i> is a/an                                                | abstract noun                          |
| 2- <i>Some</i> are born great. Some is an                               | Indefinite pronoun                     |
| 3-There has not been <i>sufficient</i> rain this year. Sufficient is an | adjective of quantity                  |
| 4-Saqib is leaving <i>On</i> Friday afternoon.                          | preposition                            |
| 5-We are studying <i>English</i> .                                      | name of language need not article      |
| 6- <i>How could the night is!</i> This is an                            | exclamatory sentence                   |
| 7-I will give you to ride my bike if you like.                          | conditional                            |
| 8- <i>You ought to be punctual.</i>                                     |                                        |
| 9-The boy <i>laughs</i> loudly. Laugh is an                             | intransitive verb                      |
| 10-It is time to shut up the shop.                                      | It is time for the shop to be shut up. |

### Review 2

1. The tree branches were covered with blanket of snow. (D) metaphor

2. We are divided into bits and pieces means? (D) disunited
3. The floors are covered with carpet .Synonym of covered is (D) enclosed
4. The little birds are piping yet.(A) twittering
5. The policeman dispersed the crowd. Crowd is a collective noun.(C)
6. The dog sat beside his master. (A)
7. Wait till I return.
8. I heard a noise coming from behind the room.
9. He spoke very loud. Loud is an adverb of manner.
10. We watched him go. Go is here used as an infinitive.
11. He is fond of cooking. Cooking is here Present participle.
12. If you had studied hard, you would have succeeded.
13. The shoe is pressing on my toe. ON my toe is an adjective phrase.
14. We are usually tired by the end of the day.

### Review 3

- 1-Opposite of satisfied is unsatisfied.
- 2- Convolutions are correct spellings/
- 3-steadily is synonym of gradually.
- 4-Few does not have the same meaning as manifold have.
- 4-The teacher advised us to work hard. Indirect )
- 5-In an unwise manner, is a phrase
- 6-Beside the ingathered rice is a prepositional phrase.
- 7-He led a life devoid of blame. Devoid of blame is an adjective phrase.
- 8-The moment which is lost, lost forever. 'which' is relative pronoun.
- 9-Why did not you go along with your brother?
- 10-The government has levied more taxes but the salary structure has not been improved.
- 11-That was the reason why he came late. Why he came late is an adjective clause.
- 12-He came after night had fallen. The adverb clause of time.
- 13-They can stay where they are. Adverb clause of place.
- 14-I am glad that you like it. That you like it is an adverb clause of condition.
- 15-If I were you should not do that. Type 2 conditional sentences.