

## **ENGLISH GRAMMER**

Speaking & writing are two major means of communication when we talk we produce sounds of particular language, in form of words, understandable to listeners.

Parts of Speech of a particular language are actually the words, which are used in that language. These words are grammatically arranged to convey messages.

English language has also different parts of speech.

### **PARTS OF SPEECH**

1. Noun
2. Pronoun
3. Verb
4. Adverb
5. Adjective
6. Preposition
7. Conjunction
8. interjection.

### **NOUN**

Naming words or Noun is the name of person, place, thing, idea or. state. For example.:

Person: Aslam, Akram, Anjum, Hamid, Khurram, Sohail etc.

Place: Lahore Peshawar, Kohat, Karachi, Abbottabad Chakwal etc.

Thing: - Pencil, chair, Aeroplane, Computer, Chait, Pen etc.

Idea: -Poverty, Youth, Childhood, Richness etc.

State: - Holiness, greatness, poor, rich

### **KINDS OF NOUNS**

**Abstract Noun:** - intangible object that cannot be seen and show quality, state or action such as Happiness, oldness, darkness, honesty, bravery, sleep, cruelty, love, hate, sorrow etc.

**Material noun:** - physical object that can be seen and touched names things or substances which can form other substances as iron, silk, cotton, milk, rice and gold etc

**Common Noun:** - A common noun is the name shared by all members of group or thing, general types of person place and things.

Examples Road, Country, Masjid, Tower, River, Mountain, Town, City, Village Chair, Table, Gun, pencil, computer, house, girl, boy, man Opinion, Thinking, Asleep, Boyhood etc.

**Proper Noun:** - Proper nouns are the names given to one particular member of the group to distinguish it from the rest.

Person: - Arshad, Kamran' Ali, Anjum, Hamid etc.

Place: - Karachi, Lahore London Paris, Kohat, Islamabad, Pakistan, London etc.

Thing: -The holy Quran, Bible, K2 etc

NOTE: - Proper nouns are always capitalised. (First alphabet of proper noun always be capital)

**Countable Noun:** - Noun that can be counted such as copies, pencils, boys, girls, apples etc.

**Uncountable nouns:** Noun that cannot be counted such as Bread, milk, water, sand, rice, oil

**Collective Noun** Collective nouns denote a group or collection of

For example: flock, class, section, team & army etc.

**Gerund. or Verbal Noun** The present participle 'ing' form of the verb is known as gerund or verbal noun. For example: Smoking, Teaching, Talking, Singing, Walking etc.

**Nouns and Gender** Nouns can also be classified on the basis of gender. Gender of a noun or pronoun means its sex. We classify nouns into four categories on the basis of gender, masculine, Feminine, common and neuter

gender.

**Masculine Gender** Masculine gender is used for males. For example: Boy, father, uncle, lion,

**Feminine Gender** Feminine gender is used for females. For example: Girl, mother, aunt, lioness etc

**Common Gender** Common gender is used for words, which could be either male or female. For example: Baby, relative, cousin etc.

**Neuter Gender** Neuter gender is used for the things, which, have no life and thus can't be, male or female. For example: House, uniform, stone, pen etc.

**Nouns, Singular & Plural** Classification of nouns can also be made on the basis of their number in singular and plural form. We use the singular form of

By adding **S or ES**

Singular	Plural S	Singular	Plural ES
Boy	Boys	Bus	Buses
Chair	chairs	Class	Classes
Cup	cups	Brush	Brushes
Eye	Eyes	Box	Boxes
Pencil	Pencils	Lunch	Lunches

In one of the words (fly) we change 'y' into 'ies'. If there is a consonant before 'y', change the 'y' into 'ies'. For example: sky- skies; lady-ladies; baby-babies. If there is a vowel before 'y', just add s. For example:

boy-boys; bay-bays; toy-toys.

Sometimes a word ending F or Fe takes ves. For example: calf-calves; life-lives; loaf-loaves.

Some words ending in for F take only s. For example: roof-roofs; chief- chiefs; cliff-cliffs.

Most words ending in "O" take "S". For example, radio-radios; ratio- ratios. But some of them take es. For example: potato-potatoes: echo-echoes.

There are some words, which make their plurals in quite different ways. Sometimes the vowel sound changes. For example: man- men; woman- women, foot-feet; tooth-teeth; mouse-mice; goose-geese.

Sometimes the changes are even greater. For example: child-children; ox-oxen; radius-radii.

**Mark the following nouns into their kinds.**

Pakistan, Love, Faisal Mosque, Iqbal, Sorrow, Rice, Life, Class, Team, Ravi, Dozen, Army, Childhood, Ali, Singing, Laughter, Kohat, Thinking, Cotton, Sadness, Smoking

**Change singular to plural and plural to singular.**

Girl, woman, Fly, man, Calf, Chief, potato, Teeth, Goose, Feet, Children, Fish, News,

**Some nouns have same singular and plural form.**

Singular	Plural	Singular	Plural
Fish	Fish	Deer	Deer
News	News	Sheep	Sheep
Trousers	Trousers	Scissors	Scissors
People	People	Clothes	Clothes

**Verb to Noun**

Verb	Noun	Verb	Noun
Accept	Acceptance	Approve	Approval
add	Addition	Believe	Belief
Act	Action	Collect	Collection
Advise	Advice	Clear	Clearance
Attract	Attraction	Care	Care
Beautify	Beauty	Describe	Description
Serve	Service	Practise	Practice
short	Shortage	Protect	protection

**Some suffix makes nouns**

**Ist** For example, Artist, journalist, feminist, violinist, and pianist.

**Ment** For example management, improvement and development.

**Ness** For example, happiness, kindness, forgiveness, and goodness.

**Sion, Tion** For example, discussion, excursion, population, information, "communication, and question. Feminism

**Acy** For example, privacy. piracy, delicacy. And legacy'

**Ism** For example. criticism. capitalism.

**Ship** For example, internship, fellowship, citizenship, and ownership.

**Hood** For example, neighbourhood, and childhood.

**Er and Or** For example, Singer, painter, doctor, generator, instructor.

**Ing** For example Smoking, Reading, drinking (gerund or verbal noun).

**Cy** For example efficiency, deficiency, accuracy, democracy.

## PRONOUN

Pronoun is the word used instead of a noun.

**Personal Pronoun** Denote the character of dialogue “I We, You, He, She, It and They”

**I** write an English.

**We** are Friends

**You** have a shirt

**He** is **my** brother

**She** is **my** sister

**They** are good plyers

**1st Person** “I We” stand for person speaking

**2nd Person** “You” stands for person spoken to

**3rd Person** He, She, It and They and name" stand for person spoken of person.

### Forms of Pronoun

Subjective	Possessive	Objective
I	My/mine	Me
We	Our	Us
You	your	You
He	His	Him
She	Her	Her
They	Their	Them

**Indefinite Pronoun**, these stand in place of undefined persons Someone, anyone, Anybody, Nobody, Anything, Everybody

**Reflexive Pronouns**, these reflect back on the noun or pronoun.

Myself, ourselves, Yourself, Himself, herself, Yourselves, Themselves.

I made breakfast for myself. She dressed herself for the Party He should do it himself.

**Demonstrative Pronouns** These pronouns point out the persons things referred to. For example: This, That, These, Those, Such, Same etc.

This is a book. That is pen. These are books

**Relative Pronouns** These pronouns relate one part of a sentence to another.

Who, Whom, Whose, Which, What

I don't like the man **whom** do you like

He is the boy **who** got first prize.

This is the pen, **which** I was looking for.

This the person **whose** car is black

He lived long after **what** happened in 2000.

Note:- **Who and Whom** are used for Person and Persons Whose besides persons is also used for things **Which** is used thing or things.

**Interrogative Pronouns** These pronouns ask questions. Who, Whom, Whose, Which, What

For example: Who has got the 2<sup>nd</sup> prize?      What is time by your watch?  
 who was at the road?      Which is your book?      Whom will you tell?

### Read the passage and mark the pronoun

ALI was our class senior. He belonged to a respectable Kahoot family which is sub cost of Qurush (most of Kahout live in Chakwal They all are brave) He remained outstanding throughout his Study. There wasn't anybody who compete with him in education and game When he applied for job, I myself was sure that he would get it. I can still remember the day when he got the job through public service commission He visited me and joyfully said, "Well, this is the day for which I was eagerly waiting, he got his place. He was such a friend whom could never, ever forget. Anyone never says anything negative about him he himself help the poor and needy people.

## ADJECTIVE

Adjective is a word that qualifies noun, pronoun or another adjective, adds to its meaning.

He is an **intelligent** boy      **That** man is my uncle.      There is **little** time for preparation.  
 They are **good** players      I need **painted** house      He bought a **red** car  
 This is **better** than that.

The above-discussed sentences bolded words are adjectives adding to the meaning of nouns or pronouns,

### Adjectives are divided into following classes: -

Descriptive or Adjectives of Quality.

Adjectives of Quantity.

Numeral or Adjectives of Number.

Demonstrative Adjectives.

Emphasising Adjectives.

Exclamatory Adjectives.

Interrogative Adjectives.

### Descriptive or Adjectives of Quality

These sorts of adjectives show the kind or quality of persons or things. For example:

He has a **fast** car      He is a **good** boy.      He is an **honest** man

### Adjectives of Quantity.

Adjectives of Quantity These show "how much "of thing like, any, little, few

He showed **much** patience.      We have **a lot of** sugar in store

You have **no** sense.      There is no **any** water in the yank

### Numeral or Adjectives, of Number.

These show "how many" things, persons. Or in what order, series they stand.

We have **many** cars in showroom      There is **some** amount in the bank.

Sunday is the **last** day of the week.      I have **five** bowls

**Demonstrative Adjectives** These adjectives point out which person or thing is meant

**These** cars are expensive      **That** boy has two chairs

You don't know **This** pen is mine      **Those** animals are hungry

I don't like **such** thing



**Note:-** The difference between adjective. of quantity and number is made on the basis of uncountable and countable nouns,

**Emphasising Adjectives** The words own and very are used to emphasise something, so these are known as emphasising adjectives. For example:

He is very good in his **own** job I saw him with my **Own** eyes. Mind your **own** business.  
That is the **very** thing we want.

**Exclamatory Adjectives.** The word "What" is some time used as exclamatory adjective; as,

**What** a genius! **What** an idea! **What** a plane!

**Interrogative Adjectives** The word what, which and whose play the role of interrogative adjectives when these are used with nouns to inquire questions;

**Which** option shall we adapt? **Whose** pen is this? **What** kind of bulb did you need

**Note:** - "Remember that what is used in general sense, and which\_ in

### Degrees of adjective

There are three degrees of adjective Positive Comparative and superlative

**Irregular degrees** the degrees do not abide by any rule

Positive	Comparative	Superlative
Good	better	best
Bad	worse	worst
Little	less	least
Much	more	most
Many	more	most
Late	later	latest
In	inner	innermost/ inmost
Up	outer	utmost

Degrees formed with regular change adding er and est

Positive	Comparative	Superlative
Hard	harder	hardest
High	Higher	Highest
Long	Longer	Longest
Large	Larger	Largest
Brave	Braver	Bravest
Noble	Nobler	Noblest
Rich	Richer	Richest
Tall	Taller	Tallest
Fine	Finer	Finest
Happy	Happier	Happiest

Clever	Cleverer	Cleverest
Holy	Holier	Holiest
Heavy	Heavier	Heaviest
Wealth	Wealthier	Wealthiest
Fat	Fatter	Fattest
Hot	Hotter	Hottest
Red	Redder	Reddest
Thin	Thinner	Thinnest

Degrees formed with change adding more and most

<b>Positive</b>	<b>Comparative</b>	<b>Superlative</b>
Intelligent	More intelligent	Most intelligent
Active	More active	Most active
Careful	More careful	Most careful
Difficult	More difficult	Most difficult
Beautiful	More beautiful	Most beautiful
Proper	More proper	Most proper
Learned	More learned	Most learned

**Note:-** always “the” is used with superlative degree of adjective. For example

He is **the** best student of the class. He is **the** most beautiful boy in section.

You are **the** richest person of the city.

#### **Formation of Adjective from noun and verbs**

Verb	Noun	Adjective
Accept	Acceptance	Acceptable
add	Addition	Additional
Act	Action	Active
Advise	Advice	Advisable
Attract	Attraction	Attractive
Beautify	Beauty	beautiful
Serve	Service	serviceable
Talk	Shortage	Talkative
Approve	Approval	approving
Believe	Belief	Believable
Collect	Collection	collective
Clear	Clearance	Clear

Care	Care	Careful
Describe	Description	Describable
Practise	Practice	practical
Protect	protection	Protective

### Circle the adjectives in the story.

During Pioneers times, life was not(easy.) The men worked hard at removing the tall trees from their green land to build their small log homes. They laboured from dawn until dusk to build a solid home for their families. Smart women also worked hard. They planted vegetable gardens and tended to them all summer long to make sure they Would have fresh food to put on the big table. They washed dirty clothes by hand using square soap they made from small scratch. The many children helped each other. Some boys were stronger than others Ali was the strongest among them he was brave boy his friend Akram was intelligent and brave boy They milked filthy stable and fed the hungry animals. The black cows and collected the white eggs from the chicken coop. They cleaned the completed all their daily chores before walking to school. Life as a pioneer was hard, and people worked for every bit of food they ate.

### Fill in the blanks with suitable adjective

He is ..... bowler	He is an ..... Man
I saw a ..... snake in the garden	He is an ..... than Ali
I like ..... Drink	You are ..... man, so you can buy a car
I purchase a..... house	This is ..... building in the city
I have a ..... ring	He takes ..... Step in business

### Find the adjective in the sentence

Aslam is young man  
 I bought white car  
 She has double story house  
 He is taller than you  
 He is handsome man in the office  
 He bought a printed copy of math practical  
 Talented boy can achieve the goal  
 She has golden long hair  
 He is Australian boy  
 He played cricket with broken leg  
 I saw huge ship in the sea  
 I got coloured copy of my degree  
 He is Pakistani bowler  
 I took fry pan  
 Ilama Iqbal is our national poet  
 He has beautiful watch  
 I used additional sheets in the paper  
 Shoaib Akhtar is the fattest bowler in the world  
 Whose pen has stolen



Which book is mine

### **Make comparative and superlative degree of adjectives**

Good, Bad, Tall, Fine, Happy, Hot, Difficult, Many, Big, Heavy, Rich, Beautiful.

## **VERB**

The verb in a sentence generally shows action, activity (come, drink, play) state (is, are, was).

We **do** work

He **plays** hockey

They **'are sleeping**

He **is** a boy

I **am** happy

In above sentences bolded words are verbs

**Kinds of verbs** Verbs can be classified into two categories:

Main Verbs and helping/ auxiliary verbs.

**Main Verbs** Not a single meaningful sentence can be made without a main verb

He **drinks** water

I **play** cricket

They **returned** from Lahore

Main verbs are further divided into two kinds:

**Transitive verbs** These are the verbs where action or passes from doer to object. And verb must need object without object sentence cannot give complete sense.

They take tea.

He wrote a letter.

I am playing hockey.

The main verbs take, write and play are transitive, as the action activity passes from doer to object.

**Intransitive Verbs** The verb where action or activity does not pass from doer to object

They laugh

He sleeps

I weep You cry

He flies the kite

Kite flies in the air

They returned from home

He is leaving for city.

**Auxiliary\_ or Helping Verbs** As the word auxiliary shows that these are verbs which help the main verb to construct a sentence. Helping verbs are twenty-three in numbers. These can also be divided into two groups. Helping/ auxiliary verbs Model auxiliary verbs.

**Helping/ auxiliary verbs.**, is, are, am, was, were, do, does, did, has, have had, be, been being

**Model Auxiliaries** These are nine in numbers

will, would, shall, should, Can, could, may, might, must etc.

**Note:-** Helping/ auxiliary verbs can also play a role of main verb besides helping

He is talking to me

is as helping verb.

He is a boy.

is as main verb.

I don't write.

do as helping verb

We do Job

do as main verb.

She had played hockey

had as helping verb.

She had a car

had as main verb.

Main verbs can further be classified on the basis of their form as regular and irregular verbs.

Regular verb

Irregular verb

**Regular verb** which follow the rule to make past and past participle with addition of d and ed

Present	Past	Past Participle	Present Participle	S or Es form
Ask	Asked	Asked	Asking	Asks
Attend	Attended	Attended	Attending	Attends
Bake	Baked	Baked	Baking	bakes
Fill	Filled	Filled	Filling	Fills
Learn	Learnt/Learned	Learnt/Learned	Learning	Learns
Like	Liked	Liked	Liking	Likes
Listen	Listened	Listened	Listening	Listens
Live	Lived	Lived	Living	Lives
Look	Looked	Looked	Looking	Looks
Make	Made	Make	Making	Makes
May	Might	Might	-	-
Move	Moved	Moved	Moving	Moves
Need	Needed	Needed	Needing	Needs
Offer	Offered	Offered	Offering	Offers
Open	Opened	Opened	Opening	Opens
Pay	Paid	Paid	Paying	Pays
Play	Played	Played	Playing	Plays
Pray	Prayed	Prayed	Praying	prays
Promise	Promised	Promised	Promising	Promises

Remember	Remembered	Remembered	Remembering	Remembers
Say	Said	Said	Saying	Says
Show	Showed	Showed	Showing	Shows
Start	Started	Started	Starting	Starts
Stop	Stopped	Stopped	Stopping	Stops
Suggest	Suggested	Suggested	Suggesting	Suggests
Talk	Talked	Talked	Talking	Talks
Tell	Told	Told	Telling	Tells
Travel	Travelled	Travelled	Travelling	Travels
Try	Tried	Tried	Trying	Tries

**Irregular verb** Irregular verb do not follow any rule

<b>Present</b>	<b>Past</b>	<b>Past Participle</b>	<b>Present Participle</b>	<b>S or Es form</b>
Bring	Brought	Brought	Bringing	brings
Bite	Bit	Bitten	Biting	Bites
Break	Broke	Broken	Breaking	Breaks
Begin	Began	Begun	Beginning	Begins
Choose	Chose	Chosen	Choosing	Chooses
Come	Came	Come	Coming	Comes
Cut	Cut	Cut	Cutting	Cuts
Do	Did	Done	Doing	does
Drive	Drove	Driven	Driving	Drives
Drink	Drank	Drunk	Drinking	Drinks
Eat	Ate	Eaten	Eating	Eats
Has/have	Had	Had	Having	-
Fall	Fell	Fallen	Falling	Falls
Feel	Felt	Felt	Feeling	Feels
Give	Gave	Given	Giving	Gives
Go	Went	Gone	Going	Goes
Hide	Hid	Hidden	Hiding	Hides
Ride	Rode	Ridden	Riding	Rides
Know	Knew	Known	Knowing	Knows
Keep	Kept	Kept	Keeping	Keeps

Leave	Left	Left	Leaving	leaves
Lose	Lost	Lost	Losing	Loses
Let	Let	Let	Letting	Lets
Mean	Meant	Meant	Meaning	Means
Meet	Met	Met	Meating	Meats
Ring	Rang	Rung	Ringing	Rings
Run	Ran	Run	Running	Runs
Read	Read	Read	Reading	Reads
Sit	Sat	Sat	Sitting	Sits
Sleep	Slept	Slept	Sleeping	Sleeps
Speak	Spoke	Spoken	Speaking	Speaks
Spend	Spent	Spent	Spending	Spends
See	Saw	Seen	Seeing	Sees
Stand	Stood	Stood	Standing	Stands
Shake	Shook	Shaken	Shaking	Shakes
Send	Sent	Sent	Sending	Sends
Sing	Sang	Sung	Singing	Sings
Sink	Sank	Sunk	Sinking	Sinks
Speak	Spoke	Spoken	Speaking	Speaks
Steal	Stole	Stolen	Stealing	Steals
Swim	Swam	Swum	Swimming	Swims
Take	Took	Taken	Taking	Takes
Think	Thought	Thought	Thinking	Thinks
Take	Took	Taken	Taking	Takes
Throw	Threw	Thrown	Throwing	Throws
Write	Wrote	Written	Writing	Writes
Put	Put	Put	Putting	Puts

**Note:** - The Verb **be** is highly irregular, having eight forms instead of usual five.

Base	Continuous	Past	Past Participle	Present Participle
Be.	Is, am, are	was, were	Been	Being

Mark the kind of verb (Heling/ auxiliary verbs, model auxiliary or main verb)

He is going to school	I played hockey	I have taken pen	She has a pen
He is a boy	He will go to school	They are hungry	
We shall play match	We have car	He is young	
We must study	He can write an essay	We did not go to school	

I did the job

I will be playing hockey

## ADVERB

Adverbs are the words which generally modify or add to the meaning of verbs, adjectives or other adverbs."

Ali bowls **slowly**.

He hit him **hardly**

I went there very **quickly**

He sings the song sweetly He writes **well**

He is **very** beautiful

He lives **here**

He jumped **today**

He comes **late**

He talked him once

**Surly** he has won the match

**Fortunately**, he went there.

In the above examples bolded word in the sentences are adverbs

**Note:** - Most of the adverb word end with "LY" but not all

### Types of adverbs

**Adverbs of Manner** These show 'How or in Which manner'.

He runs **quickly**

He bowls **slowly**

He did **carefully**

She sings **sweetly**

She cried **loudly**.

We fought **bravely**.

This story is **well** written.

Note: This class includes nearly all those adverbs which are derived from adjectives and end with ly.

### Adverbs of Time.

They arrived **late**.

She came **early**

He bought a pen **yesterday**

He tells me **now**

The matter has **already** been discussed

**Adverbs of Frequency** These adverbs reply the question "How often"

He comes in academy **regularly**

They were called **again**.

He **seldom** came late.

I have not seen him, **once**.

**Adverbs of place** These reply the questions "Where". Examine

Go **there**

Don't see **here**

The kite **flew up**.

He hides **inside**

**Adverbs of Degree or Quantity** These sorts of adverbs reply the questions.

How much in what extend I what degree

The match is **almost** over.

We are **fully** prepared.

I am **so** glad.

You are **partly** right.

We need **more** things

**Adverb of Affirmation and negation** These adverbs affirm or negate.

**Surely** you completed you work

I **certainly** visited the school

He **defiantly** passed the exam

Do you like me **Yes or No**

**Mark the adverbs in the following;**

They looked up



We come here daily.  
They arrived early  
I have not seen him once.  
The child slept soundly.  
Anjum writes better than Ali  
The sea is very stormy.  
Ali writes best of all.  
She recites sweetly.  
Asif 'writes well.  
He walked slowly.  
My friend came home very early.  
She lives very near.  
They shall meet today.  
His bike is down the stairs.  
He wanted to build house there,  
They will come soon  
He drives his car very good  
I like to travel with the person who drives carefully  
The house was nicely prepared  
The picture, which we saw painted beautifully  
You are (obvious) mistaken.  
He drives his car very Fastly  
My homework is always neatly done.

**Mark the adverb and its kind in the following paragraph.**

Ali used to say his prayers daily in Masjid. I had never seen him coming late in the mosque. Being a classmate often observed him, visiting mosque quietly at late hours when other used to enjoy deep sleep. He got up go to masjid early and he used to say prayers and recite the Holy Quran quietly, one day when I tried to advise him not to take too pain. He looked up and said gently, "Let me prepare myself for future. He always called others politely he did all his work regularly he never hurt anyone.

## CONJUNCTIONS

Conjunctions are the words which join sentences or even some time words and phrases,"  
Conjunctions can be divided into two kinds:

### Co-ordinating conjunctions

**The "But" group** This group suggests contrast. For example:

The Car is old **but** reliable.

Although he is poor **yet** genius.

Other conjunctions of this group are, still, however, despite etc.

**The "And" group** This group shows addition e.g.

Ali and Wajid are fast friends.

He has a pen **and** pencil:

He came **but** didn't contact me.

That man used to educate her **besides** nourishing.

Hockey **as well as** cricket competition was won by Pakistan

Some other conjunctions of this group are likewise, moreover, against etc.

**The "So" group** These show consequences etc, as

The rain started to fall **so** we went home.

Some of the other conjunctions. of this group are then, therefore

**The "Or" group** This group shows choice or approximation as

Take this book **or** that.

The book will cost 50 **or** 60 rupees only

**Either** he **or** you will go

**Neither** you **nor** me will attend the party

**Subordinating Conjunctions** These link noun, clause in sentence or adverb clause

He said **that** he would work

Ask him **when** he will go.

He did not come **because** he was ill

**If** you come, I will wait

Some other examples of this group are such, where, while, before, because, unless

### Mark the conjunction in the sentence

The bus is old but reliable.

Although he is poor yet genius.

The rain started to fall so we went home.

Jack and Jill went up the hill

I like cake and bread but not celery.

Can you sing or dance?

It is funny because it is true.

We'll stay in the car until the hail stops.

I'm leaving if Ali starts telling us about him

When the bell rings, I stop hearing the crowd.

Either they or you will go

Ali could neither laugh nor cry.

The bus started then we went home

They were excited however they missed the train

Ali and Aslam are good friends moreover they are cousins

Despite the stress Sohail loves his job

He speaks Urdu as well as English

He is working quickly therefore he wants to complete work early

## INTERJECTIONS

"Interjections are natural ejaculation, sudden utterance, produced naturally due to sorrow, relief, happiness etc."

Examples: - Hurrah" Alas & Aha!

**Hurrah!** We have won the match.

**Aha!** What a shot

**Alas!** we have lost the match

Interjections are divided into two parts; regular and Occasional interjection

### Regular & occasional

Hurrah" Alas, woh & Aha etc

### Occasional and Occasional

The words which taken from other parts of speech and function as an interjection

Examples Dear, Boo lord hoity totty etc

The word dear is actually an adjective but also used as an interjection.

Lord is a noun and also used as an interjection. Boo is noun and verb too besides interjection.

### Mark the interjection

Hurrah! We have won the match.

Aha! What a shot

Alas! we have lost the match

Oh! I lost it

## PREPOSITION

Preposition is the word usually preceded by noun or pronoun and expressing a relation with other words in the sentence

Example of prepositions In, at, of, over, to, with, under, over, along, inside, outside within, in order to, in front of etc

We can divide prepositions in three different types.

### Simple Prepositions

Simple Prepositions The prepositions like, at, to, for, from, in, of, till, up, with etc are known as simple prepositions.

### Compound Prepositions

Compound prepositions are generally formed with the addition of certain word or simple prepositions to noun, adjective or an adverb. For example: in+ side, out+side, with+ in, with+out etc.

### Phrasal Prepositions

Group. Of words preposition is known as phrase preposition

For example: in order to, in front of, in stead of etc

### Preposition of time

Use Preposition before year, season and month **In**

He was born in 1990.      He completed his study in 2010.  
 He was born in winter.      He completed his study in summer  
 He was born in March.      He completed his study in May

Use Preposition before days and dates **On**

He was born on Monday.      He completed his study on Sunday  
 He was born on 7 march 2005.      He completed his study on 8 May 2000

Use Preposition before time **At**

I met him at 2 Pm.      He left the home at 2 O clock

Use of **By** when ask time or to show time in future

What is the time by your watch      I shall be at home by 9 O clock

Use of Preposition **In and At** with parts of the day

He has coffee **In** the morning, tea in the afternoon and milk in the evening.  
 He takes tea **At** midday/noon/midnight/night  
 They eat meal **At** sunrise/dawn/ sunset/dusk.

Use of Preposition with sides and positions

There is a cup/book **on** the table. (Directly touch)  
 The helicopter fly **above** the house. (not directly over some gap between two things for height and with vertical scale also)  
 Our house is **above** the lake  
 He took **above** average marks  
 Temperature is above 2 degree than previous day  
 The plane flew **over** the house (moving things not directly over and when cover something)  
 He jumped **over** the wall  
 There are some clouds over Chakwal  
 She has control **over** her employees. (control)  
 He earned money **over** 10000 rupees(quantity)  
 He spread sheet **over** dead body  
 He stood **in front of** the door and rang the bell.  
 Ram sat **beside** Tara in the cinema.  
 A small stream runs **below** that bridge.  
 He puts the key **under** the doormat.  
 He puts his hands **behind** his back.

Use of at and **In** with places events

He lives **in** Chakwal/Pakistan (in is used with city, country big places)  
 I met him **at** school/party/ canteen/market (use at with specific address, point)  
 He is **at** party /marriage ceremony/ wedding hall/conference, party (with events)

Use of preposition **By or With**

We use by when we talk about an action, whereas when we talk about a tool or other object, we use with  
 we killed the snake **by** hitting it.  
 we killed the snake **with** stick.  
 He kicked the ball **with** his leg

The lion was killed **by** hunter

Use of preposition **into** with the verb denoting motion

He jumped **into** river

I throw a ball **into** water tank

I put my hand **into** my pocket

Pour some milk **into** glass

Use of preposition **for**: - for is used for purpose of somebody before noun and before ing form

She is going to school **for** study

I am here **for** you

He was punished **for** lying

He went to juice shop **for** drinking

Use of **IN** or **AT** with subjects' ability or with bad

He shows great ability/efficiency/expert **IN** math English physics etc.

He is good **IN** study

He is good **IN** his work

He is bad **IN** math English physics etc.

He is good **AT** math English physics etc.

Use of **To** or **For**

**For** is used before noun. **TO** is used before verb.

I went to the Dentist **for** check-up.

I have to run **to** catch.

DO you wear glasses **for** study?

I am going to school **to** Take class

He is going to school **for** study

Engaged **To** or **with**

He is engaged **to** girl, boy, Aslam, Akram him and her etc.

He is engaged **with** academy, any palace, group

Married **to**, **With** and **Into**

He is married **to** girl, boy, Aslam, Akram him and her etc.

He is married **with** academy any palace other than human or group

He Married **into** rich family.

Agree **To** or **With**

She is agree/agreed **with** him, her, any person with any noun and pronoun etc.

She is agree/ agreed **to** go with her husband (before verb) .

They are agree **with** them .

Ali is agree **to** sale his house.

Died **Of** or **From** (of is used when disease caused like cancer and from is used other than disease like accident or injury)

He died **of** cancer

He died **of** heart attack

He died **from** gunshot wound

He died **from** car accident

Made of **or** made **from**

Chair is made **of** wood, Window is made **of** steel (when use same material)

Paper is made **from** wood, (when material completely changed or turn into)

Wine is made **from** grapes.



Use of preposition **since** and **for**

**For** is used for period like 2 hours 5 days 10 months 5 years long time

I have been playing hockey **for** 10 months. He has been studying **for** 4 years

**Since** is used for point

I have been playing hockey **Since** January. He has been studying **Since** 2020

**Note** when last is used with period where since would be used as preposition

He has been studying in London **since** last 5 years

Use of preposition **to**

He senior **to** me, He is junior **to** me, He is superior **to** me, He is inferior **to** me

He laugh/smile **at** him, He **is** suffering from fever, I am sorry **for** my mistake

Listen **to** me, He talks **to** me, I divided the class **into** two group, He is afraid **of** lion

The book fell **off** the shelf, I prefer study **to** play, He goes to school **on** foot.

Hard work is key **to** success He deprived **from** his rights, He is kind **to** me

Monkey lives **in** trees I am thankful to you, Compare Saad **with** Ali,

He was dressed **in** white. Do you deal **in** cars?

## ARTICLES

**A, an** and **the** is called Articles, these articles are also called demonstrated adjective article are divided into to categories indefinite and definite articles

**Indefinite Article:** - **A** and **an** are called indefinite articles these are used before singular countable noun

The choice between **a** and **an** determined on the basis of sound the word starting with vowel sound (sound of alif and alif mud aa in Urdu) **an** is used other than this **a** is used

Ali is **an** M.A. My father is **an** LLb. He is **a** MPA He is **an** MNA He is **an** MBBS

Arif is **an** SP. He is **an** old man He is **an** engineer He has **an** umbrella

I eat **an** orange

The word which are not vowel but produce sound of vowel we use **an** with them

I stay in **an** hotel Katas raj is **an** historical

I will wait for **an** hour He is **an** honest man

The English word which are vowels but **A** article is used because these words do not produce vowel sound

A university A union A useful A universal A one day match

Use article **A** after such and before 1<sup>st</sup> degree of adjective

I don't like such **a** man He is a beautiful man

If two adjectives are used in sentence **A** article will be used with first one

He is a good and gentleman boy I saw a red and black cow.

**Use of article A**

He is a boy    A university is a place where student get education.    Wisdom is a gift of God.  
 A book is made of paper.    I saw a one-day match.    Dog has a tail.    A bread is made from flour.  
**Definite articles: - The** is indefinite article used when we talk about particular person or things.  
 When identity the persons and things is known

**The** article used with superlative degree of adjective, Russia is **the** largest country in the world

**With newspaper** and magazine, The Nation, The Time, The Guardian

**With Oceans**    The Atlantic, the Black Sea, The Arabian sea, The Pacific

**With Rivers** and canals The Nile, The Indus, The Ravi, The Swez Canal

**With mountains**    The Himalia, The Andes, The Hidu kush

**With Island**    The West Indies, The Sumatra

**With Republics** The United States, The people republic of China

**With holy books** The Holy Quran, The Bible, The Zabur The Injeel

**With stars and planets**, The Moon, The sun, the Earth (only with these not with other planets)

**With direction** The East, The West, The North, The South.

**With singular noun** refer to whole class The cow is useful animal, The dog is loyal animal

#### Use of definite article

**The** gold of this ring is very useful.

**The** rich man do not like the poor.

**The** birds were shot dead.

**The** beauty of Kashmir is Matchless.

The **stars** are shining in the sky.

Both **the** birds were shot dead

**The** world is a beautiful place.

**The** cow gives milk

**The** Muslims believe in one God.

All the students are in the class.

Ali is **the** boy who stood. First.

**The** sun rises in the east.

He is in **the** 10th class. Both

I saw a bird in **the** garden

**The** doctor was not at home.

**The** red book is on the table.

I saw a bird in **the** garden.

**The** Quid-e-Azam was a great leader.

**The** dog is a beautiful animal.

He put his ability to **The** best.

Allama Iqbal is **the** Shakespeare of Pakistan.

#### NO ARTICLES ARE USED

No article is used **before Proper, Material and Abstract Nouns:**

Lahore is the big city.    Honesty is the best policy    Love to human

No article is used before **season, month, days**

Spring is the season of flowers.

Sunday is holiday.

December is last month of year

No article is used before Names of **continents, countries, lakes and diseases**

Asia is much bigger than Europe.

Russia has brotherly relations with China.

He died of cancer

Caspian is the biggest lake in the world

No article is used before **such, what, both, all and many preceding** it, the article is placed after these words; as,

What a boy!

Such a good man!  
Both the boys.  
All the prisoners.

## SENTENCES

### Types of Sentences

A sentence is a word or set of words conveying a complete sense or having a complete message." Sentences can further be divided into following kinds.

Assertive/Declarative Sentences

Interrogative Sentences

Imperative Sentences

Optative Sentences

Exclamatory Sentences

**Assertive/Declarative Sentences** Those sentences, which simply affirm or deny

He plays cricket            He does not write a letter

They did their job.        They did not do their job.

### Interrogative Sentences

These can further be divided into three categories.

Simple Interrogative, Double interrogative, Alternative interrogative

Simple Interrogative

Questions which can be answered with "Yes" or "No".

Are you playing?

Has he gone to Lahore?

Do I ride a car?

**Note** There are some questions which, are put in form of affirmative those sentences which inquire about

In this case tone, expression or sign will determine. about the nature of sentence.

You have played match?    You threaten us, boy?.

**Double interrogative** Questions which needed a complete statement to answer. Generally, these are known as "Wh" questions.

Who is driving the car?    Where did you come from? Why have you not completed your work?

**Alternative interrogative** Alternative, questions are the questions whose reply has one or more than one options.

Would you, like to go for a picnic or shopping?

Would you like to take tea or juice?

Remember Interrogative sentences always take sign of interrogation at the end.

### Imperative Sentences

which contain request, command, prohibition and advice.

Please, do your work. (Request)

Go and do your work. (Command)

Don't do work. (Prohibition, floridness)

You should do your work (advice)

**Optative Sentences.** Sentences which contain desire or pray (good or bad)

May God bless you success!

Go to hell!

May you live long!

**Exclamatory Sentences:** - sentences which express sudden feeling Sorrow, happiness or wonder about something

What a lovely picture!

Oh no! I am getting late.

What a shot!

Alas! we have lost the game

## TENSES

Tense word is taken from Latin word Tempus meant time. Time of an action that a verb indicates. There are three tenses of the verb:

The Present Tense

The Past Tense

The Future Tense

Each of these tenses have been subdivided to show continuity or completeness of the action and the time. The sub divisions are as under:

Indefinite

Continuous

Perfect

Perfect Continuous

### The Present Tense

The Present Indefinite Tense: - It shows that the action is unfinished in the present. It is habitual action

Structure: subject +V1+object (He, She It & Singular noun S or ES will be used with V1)

For negative and interrogative sentence helping verb Do/does will be used

Positive	Negative	Interrogative
I teach him English.	I do not teach him English.	Do I teach him English?
He writes a letter	He does not write a letter	Does he Write a letter?
They break the glass	They do not break the glass	Do they break the glass

The Present Continuous: -it shows the action is continued at the time of speaking

Subject + is/am/are + V1 + ing + object

Positive	Negative	Interrogative
I am teaching him	I am not teaching him	Am I teaching him
He is writing a letter	He is not writing a letter	Is he writing a letter?
They are breaking the glass	They are not breaking the glass	Are they breaking the glass?

The Present Perfect Tense: - It shows that the action has been completed

Structure Subject +has/ have + V3+ object(he she it name and singular use has rest all have)

Positive	Negative	Interrogative
I have taught him	I have not taught him	Have I taught him
He has written a letter	He has not written a letter	Has he written a letter?
They have broken the glass	They have not broken the glass	Have they broken the glass

Present Perfect Continuous Tense: It shows action begun some time before is still continued:

Structure: - Subject + has/have + been + V1 +ing+ object + since/for

Positive	Negative	Interrogative
I have been teaching him since morning	I have not been teaching him since morning	Have I been teaching him since morning?
He has been writing a letter for two days	He has not been writing a letter for two days	Has he been writing a letter for two days?
They have been breaking the glass for 2 minutes?	They have not been breaking the glass for 2 minutes?	Have they been breaking the glass for 2 minutes?

### The Past Tense

Past Indefinite Tense: - It shows that the action is unfinished in the past. It is habitual action in the past

Structure: subject +V2+object

For negative and interrogative sentence helping verb did will be used

**Note** in negative and interrogative when we will use did the 2<sup>nd</sup> form of verb will be changed in 1<sup>st</sup> form of verb

Positive	Negative	Interrogative
I taught him English.	I did not teach him English.	Did I teach him English?
He wrote a letter	He did not write a letter	Did he Write a letter?
They broke the glass	They did not break the glass	Did they break the glass

Present Continuous: -it shows the action is continued at the time of speaking in the past

Structure Subject + was/were + V1 + ing + object

Positive	Negative	Interrogative
I was teaching him	I was not teaching him	Was I teaching him
He was writing a letter	He was not writing a letter	Was he writing a letter?
They were breaking the glass	They were not breaking the glass	were they breaking the glass?

Past Perfect Tense: - It shows that the action has been completed in the past

Structure Subject +had + V3+ object

Positive	Negative	Interrogative
I had taught him	I had not taught him	Had I taught him
He had written a letter	He had not written a letter	Had he written a letter?
They had broken the glass	They had not broken the glass	Had they broken the glass

Past Perfect Continuous Tense: It shows action begun some time before is still continued in the past Structure: - Subject + had + been + V1 +ing+ object + since/for

Positive	Negative	Interrogative
I had been teaching him since morning	I had not been teaching him since morning	Had I been teaching him since morning?
He had been writing a letter for two days	He had not been writing a letter for two days	Had he been writing a letter for two days?



They had been breaking the glass for 2 minutes?	They had not been breaking the glass for 2 minutes?	They had been breaking the glass for 2 minutes?
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**The Future Tense**

Future Indefinite Tense: - It shows that the action is unfinished in the future. It is habitual action

Structure: Subject + will/shall = V1 + object (shall is used with I and We Rest all will is used)

Positive	Negative	Interrogative
I shall teach him English.	I shall not teach him English.	Shall I teach him English?
He will write a letter	He will not write a letter	Will he Write a letter?
They will break the glass	They will not break the glass	Will they break the glass

**The future Continuous:** -it shows the action is continued at the time of speaking in future

Structure Subject + will/shall + be + V1 + ing + object

Positive	Negative	Interrogative
I shall be teaching him	I shall not be teaching him	Shall I be teaching him?
He will be writing a letter	He will not be writing a letter	Will he be writing a letter?
They will be breaking the glass	They will not be breaking the glass	Will they be breaking the glass?

Future Perfect Tense: - It shows that the action has been completed in future

Structure Subject + has/ have + V3 + object (he she it name and singular use has rest all have)

Positive	Negative	Interrogative
I shall have taught him	I shall not have taught him	Shall I Have taught him
He will have written a letter	He will not have written a letter	Will he have written a letter?
They will have broken the glass	They will not have broken the glass	Will they have broken the glass?

Future Perfect Continuous Tense: It shows action begun some time before is still continued:

Structure: - Subject + has/have + been + V1 +ing+ object + since/for

Positive	Negative	Interrogative
I shall have been teaching him since morning	I shall not have been teaching him since morning	Shall I have been teaching him since morning?

He will have been writing a letter for two days	He will not have been writing a letter for two days	Will he have been writing a letter for two days?
They will have been breaking the glass for 2 minutes?	They will not have been breaking the glass for 2 minutes?	Will they have been breaking the glass for 2 minutes?

## ACTIVE/PASSIVE VOICE

Passive voice is used when doer is unknown who perform the action and when more emphasizes on object than subject

### Necessary changes from active voice to passive voice

Change Subject to object and object to subject (Active He tell me. Passive I am told by him)

Always 3<sup>rd</sup> form of verb is used

By preposition is used before object

TENSE	ACTIVE VOICE	PASSIVE VOICE
<b>Present indefinite</b> (add is are am)	He writes a letter	A letter is written by him
	They break the chairs	Chairs are broken by them
<b>Negative</b>	He does not write a letter	A letter is not written by him
	They do not break the chairs	The Chairs are not broken by them
<b>Interrogative</b>	Does he Write a letter?	Is a Letter written by him
	Do they break the chairs	Are the chairs broken by them
<b>Past indefinite</b> (add was were)	He wrote a letter	A letter was written by him
	They broke the chairs	Chairs are broken by them
<b>Negative</b>	He did not write a letter	A letter was not written by him
	They did not break the chairs	The Chairs were not broken by them
<b>Interrogative</b>	Did he Write a letter?	Was a Letter written by him
	Did they break the chairs	Were the chairs broken by them
<b>Future indefinite</b> (Add be)	He will write a letter	A letter will be written by him
	I shall break the chairs	The chairs will be broken by Them
<b>Negative</b>	He will not write a letter	A letter will not be written by him
	I shall not break the chairs	The chairs Will not be broken by me
<b>Interrogative</b>	Will he Write a letter?	Will a Letter be written by him
	Shall I break the chairs	Will the chairs be broken by me

<b>Present Continuous</b> <b>(Add Being)</b>	He is writing a letter	A letter is being written by him
	They are breaking the chairs	Chairs are being broken by them
<b>Negative</b>	He is not writing a letter	A letter is not being written by him
	They are not breaking the chairs	The Chairs are not being broken by them
<b>Interrogative</b>	Is he writing a letter?	Is a Letter being written by him
	Do they break the chairs	Are the chairs being broken by them
<b>Past Continuous</b> <b>(Add Being)</b>	He was writing a letter	A letter was being written by him
	They were breaking the chairs	Chairs were being broken by them
<b>Negative</b>	He was not writing a letter	A letter was not being written by him
	They were not breaking the chairs	The Chairs were not being broken by them
<b>Interrogative</b>	Is he writing a letter?	Was a Letter being written by him
	Do they break the chairs	Were the chairs being broken by them
<b>Present perfect</b> <b>(add been)</b>	He has written a letter	A letter has been written by him
	They have broken the chairs	Chairs have been broken by them
<b>Negative</b>	He has not written a letter	A letter has not been written by him
	They have not broken the chairs	The Chairs have not been broken by them
<b>Interrogative</b>	Has he written a letter?	Has a Letter written by him
	Have they broken the chairs	Have the chairs been broken by them
<b>Past perfect</b> <b>(add been)</b>	He has written a letter	A letter had been written by him
	They have broken the chairs	Chairs had been broken by them
<b>Negative</b>	He has not written a letter	A letter had not been written by him
	They have not broken the chairs	The Chairs had not been broken by them
<b>Interrogative</b>	Has he written a letter?	Had a Letter written by him
	Have they broken the chairs	Had the chairs been broken by them
<b>Past perfect</b> <b>(add been)</b>	He will have written a letter	A letter will have been written by him
	We shall have broken the chairs	Chairs will have been broken by us
<b>Negative</b>	He will have not written a letter	A letter will not have been written by him
	They will have not broken the chairs	The Chairs will not have been broken by them

<b>Interrogative</b>	will he have written a letter?	Will a Letter have been written by him
	Will they have broken the chairs	Will the chairs have been broken by them

**Passive voice of double object sentences** (Direct object and indirect object)

Change either the direct or indirect object to subject

<b>ACTIVE VOICE</b>	<b>PASSIVE VOICE</b>
Her aunt sent her a gift for her birth day	She was sent a gift by her aunt for her birthday
The teacher gave the student a test	A quiz was given to the student by the teacher

**Passive voice of imperative sentences**

Use let and be

Structure = Let + object + be + V3 Negative imperative Let + object + not + be + V3

<b>ACTIVE VOICE</b>	<b>PASSIVE VOICE</b>
Open the door	Let the door be opened
Bring a book	Let a book be brought
Do not open the door	Let the door not to be opened
Do not touch the table	Let the table not to be touched

**Passive voice of infinitive sentences**

Structure subject + Main verb + object + to + be + V3

<b>ACTIVE VOICE</b>	<b>PASSIVE VOICE</b>
I want to take pen	I want pen to be taken
He wished to pass exam	He wished exam to be passed

Passive voice of double interrogative sentence **Who** (use by whom in place of who)

<b>ACTIVE VOICE</b>	<b>PASSIVE VOICE</b>
Who is eating the cakes	By whom the cakes are being eaten
Who have taken tea	By whom tea have been taken

Passive voice of double interrogative sentence

<b>ACTIVE VOICE</b>	<b>PASSIVE VOICE</b>
When did you call me	When was I called by you
Why does he write a letter	Why is a letter written by him
Where will you play hockey	Where will hockey be played by you

Passive voice of sentences start with Let

Structure Let + subject from object + object + be + V3 + object from subject

<b>ACTIVE VOICE</b>	<b>PASSIVE VOICE</b>
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Let me play the football	Let the football be played by me
Let him give a chance	Let a chance be given by him

Passive voice of sentences have **May**

Structure Let + subject from object + may + be +V3+object from subject

ACTIVE VOICE	PASSIVE VOICE
I may help you	You may be helped by me
They may drive car	Car may be driven by Them

Passive voice of sentences have **Can**

Structure Let + subject from object + can + be +V3+object from subject

ACTIVE VOICE	PASSIVE VOICE
I can help you	You can be helped by me
They can drive car	Car can be driven by Them

Active voice to passive voice and passive voice to active voice

They greet me cheerfully every morning.	I am greeted cheerfully by them every morning
You will praise her very much.	She will be praised very much by you.
The people elected him Mayor".	He was elected Mayor by the people
Indiscipline should not be encouraged by us".	We should not encourage Indiscipline
Why do you tell a lie?	Why is a lie told by you
I remember my sister taking me to the museum.	I remember being taken to the museum by my sister
Why did you waste best part of your life?	Why was the best part of your life wasted by you?
This house is used very rarely by us".	We use this house very rarely.
Are they playing match against them?	Is a match being played by against them
When I am alone, I hear the footsteps of my friend in my imagination.	The footsteps of my friend are heard by me when I am alone.
The box can contain no more	No more can be contained in this box
I saw him leaving the house	He was seen leaving the house by me.
You must obey your parents.	Your parents must be obeyed by you
He was driving a car, when accident occurred.	A car was being driven by him when accident occurred



The teacher may punish you”.	You may be punished by the teacher.
Why does an officer neglect duties?	Why are the duties neglected by an officer
Sajid gave the beggar an old shirt	An old shirt was given to beggar by sajjad
He did not give up the fight even though he was badly bruised.	The flight was not given up by him even though he was badly bruised.
His wife upbraided him for his irresponsible handling of the family finance.	He was upbraided by his wife for his irresponsible handling of the family
People speak English all over the world”.	English is spoken all over the world
She never understood me, whenever I said Something.	whenever I said Something. I was never understood by her
I take exercise daily	Exercise is taken by me daily
Has someone made all the necessary arrangements	Have all necessary arrangement been made by some one
Learn this poem by heart	Let this poem learnt by heart
My father will pay you tomorrow	You will be paid by my father tomorrow

## DIECT AND INDIRECT SPEECH

There are two ways of speech to deliver thoughts or beliefs:

**Direct Speech** Direct speech is the exact words that someone said

He said “I play hockey today”

**Indirect Speech** Indirect Speech covey the speaker thoughts in our own way He said he played hockey that day

There are two clauses in direct speech

(Reporting speech) (Reported speech)

He said to me, “ I play hockey today”

When we convert a sentence from direct to indirect or vice versa, we bring certain changes in reported speech.

1. Change of pronouns in the reported speech with reporting speech .by adopting **SON** formula

<b>S</b> <b>subject</b>	<b>O</b> <b>object</b>	<b>N</b> <b>No change</b>
I We	You	He, She It, They Name

2. Words showing nearness are converted into distance.

**Direct Speech****Indirect Speech**

This	That
These	Those
Here	There
Tonight	That night
Today	That day
Now	Then
Yesterday	The previous day
Tomorrow	The next day

## 3. Change the tense in reported speech (if reporting speech is in past tense)

Present Simple/Indefinite	changes into	changes into Simple Past.
Present Continuous	changes into	Past Continuous.
Present Perfect	change into	Past Perfect.
Present Perfect Continuous	change into	Past Perfect Continuous
Past Simple/indefinite	change into	Past Perfect.
Past Continuous changes into	change into	Past Perfect Continuous.
Past Perfect	remains same.	
Past perfect continuous	remains same.	
Will/shall	change into	Would
Can	change into	Could
May	change into	Might

**Note=** No change in the tense of reported speech (Verb) if reporting speech will be in present or in future tense For example:- He says to me or He will say to me

## 4. Remove inverted commas and use suitable conjunction like That, If/Whether etc

**Assertive declarative v sentences**

Direct and indirect speech of assertive sentences have reporting speech in **present and Future tense** (use **that** as a conjunction)

He says to me "I am ill today"	He says to me that he is ill that day
You will say, "He plays cricket."	You will say that he plays cricket.
I will say him "You have played hockey now"	I will say him that he has played hockey then
We say to them, "you will help her"	We says to them that they will help her"

Direct and indirect speech of assertive sentences have reporting speech in **past tense** (use **that** as a conjunction)

He said to me "I am ill today"	He said to me that he was ill that day
You said to him, "He plays cricket."	You said that he played cricket.
I said to him "You have played hockey now"	I said him that he had played hockey then
We said to them, "you will help her"	We said to them that they would help her

Direct and indirect speech of assertive sentences have reporting speech in past tense all tenses (use **that** as a conjunction)

You said to him, "I play hockey today"  
 He said to me, "We are playing now here"  
 You said to me, "You have played today".  
 we said to him, "you have been playing".  
 She said to us, "They played hockey".  
 They said to me, "Ali was playing".  
 Ali said to me, "You had played yesterday"  
 They said to me "She had been playing".  
 He said to me, "He will play tomorrow"  
 He said to me "we shall have played"  
 I said to her, you can sing your song  
 He said to me "I may help you"  
 He said to me "I was ill"

You told him that you played hockey that day  
 He told me that they were playing then.  
 I told me that I had played that day  
 We told him that he had been playing  
 She told us that they had played hockey  
 They told me that Ali had been playing.  
 Ali told me that I had played previous day  
 They told me that She had been playing  
 He told to me that he would play the next day.  
 He told to me that they would have played  
 I told to her that she could sing her song  
 He told me that he might help me  
 He told me that I had been ill

### Direct and indirect Universal truth

Reported speech is universal truth or statement, which is still relevant no change in tense

He said, "God is one."

He said that God is one.

She said, "Earth revolves around the sun"

She said that earth revolves around the sun

He said, "Always speak the truth"

He said that always speak the truth

### Direct and indirect integrative sentence

Said change in to asked, interjection **If** is used, reported speech change interrogative to assertive mode

He said to me, "Are you making tea now?"

He said to me if I was making tea then

He asked me, "Have I cooked food today?"

He asked me if he had cooked food that day

**Double interrogative** Said change in to asked, no interjection is used, reported speech change interrogative to assertive mode

He said to me, "where are you making tea?"

He said to me where I was making tea

He asked me, "when do you cook food?"

He asked me when he cooked food

They said to me, "why has Ali played".

They asked me why Ali had played.

### Direct and indirect imperative sentences

Inoperative sentence said change in to Request, Forbid, ordered, advise. To is used between reporting and reported speech

He said to me, "Get out".

He ordered me to get out.

I said to the boy, "please give me your book".

I requested the boy to give me his book.

He said to me, "Do not go out in the sun".

He forbade me to go out in the sun.

Ali said to me, "Help me, please".

ALI requested me to help him

He said to me "help the poor"

He advised me to help the poor

**Direct and indirect optative sentences** change said into prayed or wished and use conjunction that

He said to me "may you live long"

He prayed that I might live long

He said to me "May God bless you"

He prayed that God might bless him

She said "would that I were successful"

She wished that she had been successful

He said, "would that I completed my education" "He wished that he had completed his

## Education

**Direct and indirect Exclamatory sentences** said is changed into exclaimed with sorrow and joy and interjection will be removed.

He said, "hurrah I have passed

He exclaimed with joy I had passed exam

She said "Alas! he is losing

He exclaimed with sorrow He was losing

**Let sentences change let into proposed** and add should use that as conjunction

He said, "Let us go for a walk"

He proposed that they should go for a walk.

He said, "Let us go for movie "

He proposed that they should go for movie.

**Direct in direct of conditional sentence**

He said "if it rains, I will stay at home He said that if it rained I would stay home

**Direct and Indirect Exercise**

You said, "My father has gone to Lahore.

You said that your father had gone to Lahore.

She said, "I am cleaning this room".

She said that she was cleaning that room:

Tariq said, "I clean my teeth every day."

Tariq said that he cleaned his teeth every day.

Tariq says, "My father has gone to Murree. "

Tariq says that his father has gone to Murree,

Tariq says to us, "I shall go to Murree."

Tariq says to us that he will go to murree.

Ali said to his son, "Union is strength."

Ali told his son that union is strength.

I said to Ali, "God is one."

I told Ali that God is one.

The teacher said, "It is 7 o'clock."

The teacher told that it was 7 o'clock.

The teacher said, "The earth is round."

The teacher told that the earth is round.

Father said to my sister, "Where is your mother?" "Father asked my sister that where her mother was.

I said to him, "Why do you get up?"

I asked him why did he get up?

Arif said to me, "Where are you going?"

Arif asked me where I was going?

She said, "Who are you?"

She asked who I was.

The doctor said to the patient, "How are you now" The doctor asked the patient how he was then.

He said, "Have you broken my chair?"

He asked if I had broken his chair.

**CONDITIONAL SENTENCES**

**Zero condition**

condition is used for universal truths, habitual action, scientific facts and for real and possible situations

Water freezes at 0°C. (Always true)

I drink tea every morning. (Habit)

Structure: If + present simple, present simple

If it rains, streets get wet

IF you freeze ice it becomes ice

IF you heat ice it melts

If you heat water, it boils

If you mix red and blue you get purple

**First Condition**

First Conditional is used to talk about real and possible situations in the future.

Structure If + present simple, future simple

1. If it rains tomorrow, we will take an umbrella.
2. If I have time, I will visit my friends.
3. If she studies hard, she will pass the exam.
4. If they invite me, I will attend the party.
5. If it snows, we will go skiing.
6. If I have money I can buy a car (can is also used)

### Second Condition

The Second Conditional is used to talk about unreal or hypothetical situations in the present or future. It expresses a condition that is unlikely to happen, and the outcome is also unlikely.

Structure If + past simple, would + Verb 1st form

1. If I won the lottery, I would buy a house. (I'm unlikely to win the lottery.)
2. If I were rich, I would travel the world. (I'm not rich.)
3. If she studied harder, she would pass the exam. (She doesn't study hard.)
4. If they invited me, I would attend the party. (They won't invite me.)
5. If it snowed in summer, I would be surprised. (It doesn't snow in summer.)
6. If I were rich, I would help the poor's (I'm not rich.)
7. If I had enough money I could buy a car (could is also used)
8. If I were rich, I would travel the world.
9. If he were here, he would help us.

Note In informal language, "was" is often used instead of "were", but in formal were is used with all subjects

### Third Condition

The Third Conditional is used to talk about unreal or hypothetical situations in the past. It expresses a condition that did not happen, and the outcome did not occur.

Structure If + past perfect, would have + past participle

1. If I had studied harder, I would have passed the exam. (I didn't study hard, and I didn't pass the exam.)
2. If she had taken the job, she would have been promoted by now. (She didn't take the job, and she wasn't promoted.)
3. If they had invested in the company, they would have made a profit. (They didn't invest, and they didn't make a profit.)
4. If I had known the answer, I would have told you. (I didn't know the answer, and I didn't tell you.)
5. If it had rained, the crops would have grown. (It didn't rain, and the crops didn't grow.)

### Mark the condition and fill in the blank

1. If I \_\_\_\_\_ the lottery, I buy a house.  
A) win                      B) won                      C) would win                      D) will win
2. If it \_\_\_\_\_ (rain) tomorrow, we \_\_\_\_\_ stay home.  
A) rains, would                      B) rain, would                      C) will rain                      D) would rain
3. If I \_\_\_\_\_ (study) harder, I \_\_\_\_\_ passed the exam.  
A) study, will                      B) studied, would                      C) would, study                      D) had studied, would have
4. If she \_\_\_\_\_ (be) here, she \_\_\_\_\_ help us.  
A) is, will                      B) was, would                      C) were, would                      D) be, would be



5. If you \_\_\_\_\_ (come), I \_\_\_\_\_ go.

- A) come, would                      B come, shall                      B came, shall                      D all

## SENTENCE, CLAUSE AND PHARASE

### Sentence

A sentence is a group of words that expresses a complete thought. It typically has a subject and a predicate, and it ends with a punctuation mark such as a period (.) or a question mark (?).

Example: "I went to the store." He did his job

### Clause

A clause is a group of words that contains a subject and a predicate. It can be independent (i.e. it can stand alone as a sentence) or dependent (i.e., it cannot stand alone as a sentence).

There three types of clauses: Simple clause, independent clause and Dependent clause

**Simple clause** a group of words have subject and predicate give complete sense independently

I play cricket                      He is my cousin

**Independent clause:** A clause that can stand alone as a sentence.

Example: "I went to the store."                      "She cooks food"

**Dependent clause:** A clause that cannot stand alone as a sentence.

Example: "Because I forgot my wallet." "When I reached there" "If you hard work"

### Exercise of main clause and subordinate class

A clause is a part of a sentence. A clause must contain a verb. The main clause makes sense on its own. A subordinate clause gives further meaning to the main clause.

Example A: I fished until the sun went down.

1. When my father arrives, he will give the directions.
2. When my mother shows, she will bring the food.
3. While the flowers bloom, I will plant more trees.
4. No matter how you look at it, we are in good hands.
5. Unless you have the right size, do not try on the shoe.
6. Before the food gets cold, go sit at the table.
7. Since I don't have money, I will not buy anything.
8. Until the sun sets, sit by the lake.
9. Because I can't wait for the bus, I will walk to school.
10. When the president arrives, he will give a speech.

### Types of sentence (according to clause)

Here's a breakdown of simple, compound, and complex sentences:

**Simple sentence** is a sentence that has only one independent clause. It expresses a single complete thought.

1. I went to the store.
2. She is studying for her exam.
3. They are coming over tonight.

### Compound Sentences

1. I went to the store, and I bought some milk. (Using "and" two or more independent clauses joined by a conjunction)
2. She wanted to go to the beach, but it was raining. (Using "but")

3. They can either go to the movies or stay home and watch TV. (Using "or")
4. I'm tired, yet I need to finish this project. (Using "yet")
5. He's a great singer, so he's been asked to perform at the concert. (Using "so")
6. The student did not complete homework nor they ask for extension(nor)
7. I went to the store, for I needed to buy some milk. (For)

FANBOYS is a helpful remember the seven coordinating conjunctions that can be used to connect two independent clauses in a compound sentence:

- F - For
- A - And
- N - Nor
- B - But
- O - Or
- Y - Yet
- S - So

### Complex Sentences

A complex sentence is a sentence that contains an independent clause (i.e., a clause that could stand alone as a separate sentence) and one or more dependent clauses (i.e., clauses that cannot stand alone as separate sentences).

Structure = Independent Clause + Dependent Clause

1. I went to the store because I needed milk.
2. She is studying before his final exam
4. when I reached there she had left the office
5. The book is mine, which is on the table
6. He said, I am playing hockey
7. I will wait here until he comes
8. Although he is poor yet he is an honest man
9. After completion of my education, I will join Pakistan army

**Note** - Use subordinating conjunctions (e.g., unless, whereas, although, after, when because, since, until, before,) to introduce dependent clauses. Use relative pronouns (e.g., who, which, that) to introduce relative clauses.

### Phrase

A phrase is a group of words that functions as a single unit in a sentence. It does not have a subject-verb combination, and it cannot stand alone as a complete sentence.

1. I purchased the big red car
2. we visited park on beautiful sunny day
3. The old wooden table has been stolen
4. she met me with the happy smiling face
5. It is difficult to learn English in a day

### Types of clause

#### Noun Clauses

"I know that she is coming tonight."

That she is coming tonight" is a noun clause acting as the object of the verb "know".

"What you said was very interesting."

"What you said" is a noun clause acting as the subject of the sentence.

"I want to learn how to play the guitar."

"To learn how to play the guitar" is a noun clause acting as the object of the verb "want".

### Adjective Clauses

"The book, which is on the table, is mine."

"Which is on the table" is an adjective clause modifying the noun "book".

"The woman, walking down the street, was smiling."

"Walking down the street" is an adjective clause modifying the noun "woman".

"The only way to learn is to practice every day."

"To practice every day" is an adjective clause modifying the noun "way".

### Adverb Clauses

"I will meet you when you arrive."

"When you arrive" is an adverb clause modifying the verb "will meet".

"I will meet you where you are."

"where you are" is an adverb clause modifying the verb "will meet".

"She sings as beautifully as a bird."

"As beautifully as a bird" is an adverb clause modifying the verb "sings".

"If it rains, I will take an umbrella."

"If it rains" is an adverb clause modifying the verb "will take".

"I am studying to become a doctor."

"To become a doctor" is an adverb clause modifying the verb "am studying".

### Types of phrases

<b>Noun Phrases</b> 1. The big red car 2. The beautiful sunny day 3. The old wooden table 4. The happy smiling face 5. The tall dark strange	<b>Verb Phrases</b> 1. Running quickly 2. Jumping high 3. Singing loudly 4. Dancing slowly 5. Writing carefully	<b>Prepositional Phrases</b> 1. In the park 2. On the table 3. Under the bridge 4. Behind the door 5. Above the clouds
<b>Adjective Phrases</b> 1. Very happy 2. Extremely tired 3. Highly intelligent 4. Beautifully decorated 5. Well-written	<b>Adverb Phrases</b> 1. Very quickly 2. Extremely well 3. Highly efficiently 4. Beautifully sung 5. Well-done	<b>Infinitive Phrases</b> 1. To learn English 2. To travel the world 3. To become a doctor 4. To write a book 5. To sing a song
<b>Gerund Phrases</b> 1. Eating breakfast 2. Running a marathon 3. Writing a letter 4. Painting a picture 5. Playing a guitar		

## Mark the sentence

1	His mom drove the ca	13	The children wore their dirty boots
2	The dog was hungry, so he begged for food.	14	It was time for bed, yet it was still light outside.
3	The man slipped because	15	The front door was locked, so she entered through the back
4	She hit a bump when she was riding her bicycle	15	They took a lot of pictures when they visited Montana.
5	There are five birds in the tree.	17	After the show began, he sat very quietly.
6	The remote control was missing	18	The girl was wearing a red dress.
7	Before they went to the market, my parents made a list	19	He was playing on his computer
8	He wanted to stay up late, but he was too tired.	20	Georges would like to play, for he is the best player on the team
9	Dad read the paper while his son did his homework	21	Before the bell rings, the student lined up at the door.
10	Cricket make loud noises	22	We turned off the lights.
11	Cricket make loud noises and they kept Jimmy awake	23	We turned off the lights, and we went to sleep
12	Cricket make loud noises whenever they talk to each other.	24	We turned off the lights after our mom told us to go to sleep

### Answer

1 simple 2 compound 3 complex 4 complex 5 simple 6 simple 7 complex 8 compound  
 9 complex 10 simple 11 compound 12 complex 13 simple 14 compound 15 compound  
 16 complex 17 complex 18 simple 19 simple 20 compound 21 complex 22 simple 23 compound 24  
 complex

### GERUND AND PARTICIPLE

**Gerund** is a word which function in sentence as a noun.

**Participle** is 4th form of verb with Ing also called present participle and function as action word in sentence

Swimming is good exercise. (Gerund, Swimming is acting as a noun)

I am swimming (participle, Swimming is showing action)

He is smoking cigarette participle

Smoking is injurious to health (Gerund)

### Mark Gerund and Participle

We saw a clown standing on his head.

Jumping over the fence, the thief escaped

Plucking flowers is forbidden.

I was surprised at John's being absent.

Tempering is strictly forbidden  
 She is singing a song  
 I like reading.  
 He is baking cakes

We spent the whole day playing card  
 He likes singing on the stage  
 He is reading a book  
 I like baking cakes

## Use of, as soon as, if, when, until, etc.

As soon as

We use as soon as to show that something happens **immediately**, i.e. 'at the very moment another action is completed', or 'shortly after another action is completed'

- **As soon as** *I reached the station, the train arrived.*
- As soon as I reached home, they welcomed me.
- As soon as I stepped out, it started raining cats and dogs.
- I had had dinner, as soon as I reached the hotel.
- *I will call you **as soon as** I finish my work.*
- *We will surely meet **as soon as** the lock-down finishes.*
- *He replied me **as soon as** he got my email.*

Use of IF

We use if to introduce a possible or unreal situation or condition  
 If I were rich I would help the poor  
 What will you do if you miss the train

Use of when

We use when to refer to the time of a future situation or condition that we are certain of:

- We were watching TV when we got together.
- Call me when you reach home safely.
- I was sleeping when the phone rang.
- She always reads a book when she's bored.
- I will let you know when I am ready.
- The class begins when the bell rings.
- He was laughing when he tripped.
- When we met, our other friends also joined.

Use of IF or when

We use if to introduce a possible or unreal situation or condition. We use when to refer to the time of a future situation or condition that we are certain of:

- You can only go in if you've got your ticket.
- When I'm older, I'd love to be a pious man
- If you hard work you will pass



- When we go camping, we usually take two tents.
- You can drive if you're 17.
- He meets me when he reached Lahore.
- When I was a child, I loved playing in the park.

## Use of who, which, that, whose, and where

**Who** is used to refer to a person and sometimes pet animals and is followed by a verb.

- The musician **who** wrote this song is French.
- This is the boy **who** met me at the party
- The dog **who** is in my home is hungry

**Which** is used to refer to a thing and animal is followed by a noun or pronoun and for non-essential information. And use comma before which and after which class

- The sweet cake, **which** Mary made, was very tasty
- This is the English book, **which** is very useful, I read today
- The lion, **which** I saw in the forest, was very hungry
- The white car, **which** is bought yesterday, is very expensive

**That** is used to refer to a thing and animal is followed by a noun or pronoun and for essential information and comma will not be used.

- This is the very car **that** I want to purchase
- The paint **that** I bought is very easy to mix
- I don't like the phone **that** not working
- The boy **that** is in your class is my brother
- Everything **that** you purchased was very good
- I like the few things **that** you give me

**Note** following word when come in the sentence use **that**, (everything, nothing, the only, the few the same the little, any, all, everyone, no one)

**Whose** is used to refer to a person possession and is followed by a noun.

- The boy **whose** phone just rang should stand up.
- The driver **whose** car has got puncture is my cousin

**Where** is used to refer to a place and is followed by a noun or pronoun.

- This is the place **where** I want to live
- That is the home **where** I want to live

## Use of anything and something

Anything is used for interrogative and negative sentence

- Do you like anything?
- I don't like anything

Something is used for positive sentence

- I will eat something
- I need something to drink

