

# **AEC1 - COMMUNICATIVE ENGLISH**

**Rakanjana Sen**

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# **SYLLABUS:**

**The entire paper is MCQ based – Total marks is 100**

**Internal Assessment – 10**

**Attendance – 10**

**End of Semester Exam – 80**

**A. Correction of sentences**

**B. Transformation of sentences**

**C. Comprehension passages**

# **MARKS DISTRIBUTION**

**Internal – 10 marks**

**Attendance – 10 marks**

**End Semester Questions – MCQ 80 marks**

**End Semester Question Patterns:**

**Correction of Sentences: 20 (2 x 10)**

**Transformation of Sentences: 20 (2 x 10)**

**True/False Statements from Given Passage One: 20 (4 x 5)**

**True/False Statements from Given Passage Two: 20 (4 x 5)**

# **CORRECTION OF SENTENCES:**

**Nouns (Gender, Number, Formation etc.)**

**Pronouns**

**Adjectives (Order of Adjectives, Degrees of Comparison)**

**Verbs (Participles, Infinitive, Voices, Tenses, Speeches etc)**

**Adverbs (Positions)**

**Conjunctions (Co-ordinating and Subordinating)**

**Preposition**

**Vocabulary (Collective Nouns, Common Phrases and Idioms, etc.)**

# **TRANSFORMATION OF SENTENCES:**

**Types of Sentences: Simple, Complex and Compound Sentences**

**Interchange between Degrees of Comparison**

**Interchange between Affirmative and Negative Sentences**

**Interchange between Interrogative and Assertive Sentences**

**Interchange between Exclamatory and Assertive Sentences**

# **COMPREHENSION PASSAGE**

**Identifying True/False Statements from Given Passages.**

## **A. CORRECT THE FOLLOWING SENTENCES BY CHOOSING THE CORRECT ALTERNATIVES.**

1. Neither Rita or Geeta can sing.

(A) Neither Rita nor Geeta can sing. (B) Neither Rita or Geeta sings.

(C) Neither Rita can sing or Geeta. (D) Neither Rita and Geeta sing.

2. Those trouser are cotton made.

(A) Those trouser is made of cotton. (B) Those trousers is made of cotton.

(C) Those trousers are made of cotton. (D) Those trouser are of cotton made.

3. Shusma and Monika enjoys hiking.

(A) Shusma, Monika enjoying hike. (B) Shushma and Monika are enjoy to hike.

(C) Shushma and Monika enjoys to hike. (D) Shushma and Monika enjoy hiking.

4. The equipment were broken.

(A) The equipment were broke. (B) The equipment was broken.

(C) The equipments were broke. (D) The equipments are breaking.

5. The match abandoned because bad weather.

(A) The bad weather abandoned the match.

(B) The match was abandoned because of bad weather.

(C) The match were abandoned because due to bad weather.

(D) As because of bad weather the match was abandoned.



## **B. CHOOSE THE CORRECTLY TRANSFORMED SENTENCE ACCORDING TO THE GIVEN INSTRUCTION.**

1. He cannot go unless I consent. (Simple)  
(A) He cannot go until I consent. (B) He cannot go without my consent.  
(C) He cannot go without consent. (D) If I consent he cannot go.
2. We lost our way in the dark. (Complex)  
(A) It was so dark that we lost our way.  
(B) The darkness made us lost our way.  
(C) In the dark our way was lost. (D) In the dark we lose our way.
3. He ran away because he was afraid (Compound)  
(A) Being afraid he ran away. (B) On being afraid he ran away.
- (C) He was afraid and so he ran away. (D) He ran away because of fear.
4. It is certain that he will come (Simple)  
(A) He will come and that is certain. (B) He will certainly come.  
(C) He will come certainly. (D) He will come and I am certain.
5. He is cleverer than his sister (Use clever)  
(A) His sister is clever than him. (B) He is as clever as his sister.  
(C) His sister is not as clever as him. (D) His sister is clever to him.

## C. CHOOSE THE TRUE STATEMENT FROM THE PASSAGE

An elephant's scent is acute, but its vision poor. It was not till the hyenas were in the camp that Gajpati saw them. The sight made him rage angrily, straining his bonds. All this time he knew exactly where the baby was, beneath him, sometimes under his belly, and sometimes between his forelegs.

1. Choose the true statement :

(A) The elephant's sense of smell is poor.

(B) The elephant's sense of smell is acute.

(C) The elephant cannot smell.

(D) The elephant sense of smell is average.

2. Choose the true statement :

(A) The elephant has good vision. (B) The elephant has poor vision.

(C) The elephant cannot see. (D) The elephant has acute vision.

3. Choose the true statement :

(A) Gajpati was an elephant. (B) Gajpati was a hyena.

(C) Gajpati was a baby. (D) Gajpati was a human.

4. Choose the true statement :

(A) The hyenas were inside the camp. (B) The hyenas were outside the camp.

(C) The hyenas were far from the camp. (D) The hyenas had surrounded the camp.

5. Choose the true statement :

(A) The sight of the hyenas made Gajpati happy.

(B) The sight of the hyenas made Gajpati angry.

(C) The sight of the hyenas did not bother Gajpati.

(D) Gajpati felt afraid of the hyenas.

# NOUNS TYPES

A noun is a word used to NAME a person, place, or thing

Noun can be divided into:

Common – a common name to every person or thing of the SAME CLASS or KIND

Proper – name of some PARTICULAR person or thing

Collective – name of a NUMBER of persons or things taken TOGETHER and spoken of as ONE WHOLE SET

Abstract – name of a Quality, Action or State.

Countable Nouns have plurals while Uncountable Nouns are those that denote substances and abstract things.

# **PICK OUT THE NOUNS IN THE GIVEN SENTENCES AND TELL WHAT KIND THEY ARE**

1. The crowd was very big
2. always speak the truth
3. he gave me a bunch of grapes
4. the Godavari overflows its bank every year
5. what is your verdict gentlemen of the jury?

# **PICK OUT THE NOUNS IN THE GIVEN SENTENCES AND TELL WHAT KIND THEY ARE**

1. The class is studying grammar
2. A committee was appointed
3. The soldiers were rewarded for their bravery
4. I believe in his innocence
5. Without health there is no happiness
6. The streets of some of our cities are noted for their crookedness
7. Solomon was famous for his wisdom

# ABSTRACT NOUN FORMATION

abstract nouns of formed –

1. from adjectives as

**kindness** from **kind** ; **honesty** from **honest**

2. from verbs as

**obedience** from **obey** ; **growth** from **grow**

3. from common nouns

as **childhood** from **child** ; **slavery** from **slave**

# **FORM ABSTRACT NOUNS FROM THE FOLLOWING WORDS:**

from adjectives –

Long, young, humble, decent, cruel, dark, deep, wide, wise, sweet,  
human, free, just, poor, vacant

# **FORMATION CNTD.**

from verbs –

**Laugh, expect, excel, act, believe, conceal, flatter, punish, judge, advise,  
choose, occupy, know, think, converse, discover, starve**



# **FORMATION CNTD.**

**from common nouns –**

**King, infant, owner, thief, bankrupt, coward, hero, bond, pirate, friend,  
patriot, woman, agent, boy, regent**

# **NOUN GENDER**

**The males animals or persons are said to be Masculine while the females of animals or persons are said to be Feminine**

**Words that indicate either gender are called Common Gender while those that convey neither male nor female are said to be of Neuter Gender.**

**The correct gender should be followed by the correct pronoun.**

**Masculine – He, Him, His**

**Feminine – She, Her, Hers**

**Common and Neuter – It, Its**

# **REWRITE THE FOLLOWING SENTENCES CHANGING THE GENDER OF THE NOUNS AND MAKE OTHER NECESSARY CHANGES**

- 1. The count married a rich heiress, a lass of 15, who was a Jewess by birth.**
- 2. The Prince declared that the author had been his sole benefactor.**
- 3. His uncle is a widower and his brother is a bachelor.**
- 4. The monk played the part of the hero.**
- 5. The Duke called the hunter to his presence and asked him how he had caught the tiger**

# PRONOUN

It is a word used instead of a noun.

It avoids the repetition of the Noun and makes the sentence/ paragraph sound better.

***I, me, we, us*** stand for the person/ persons ***speaking*** and are called First Person

***You*** stand for the person or persons ***spoken to*** and are called Second Person

***He, him, she, her, they, them, it*** stand for the person or thing ***spoken of*** and are called Third Person

# **CHANGE SOME OF THE NOUNS INTO PRONOUNS**

- 1. The thief ran away but the police caught the thief**
- 2. when the tiger saw the women, the tiger sprang upon the women**
- 3. the girl sang sweetly. the people listened to the girl. the people liked the girl's song. the people gave the girl money.**
- 4. I met a beggar yesterday. the beggar had a wooden leg. the beggar was asking for alms. when I gave the beggar a rupee, the beggar thanked me for the rupee.**

# PRONOUN AND ADJECTIVE

**That** is **my** house

**Each** of the boys received a prize

**This** is **your** dog

**That** is **her** pen

**Which** is **your** book?

**That** house is **mine**

**Each** boy received a prize

**This** dog is **yours**

**That** pen is **hers**

**Which** book is **yours**?

Possessive Adj are placed **before the noun** and qualify them. Similarly, Demonstrative, Interrogative, Distributive Adjective and Pronouns are differentiated based on their **proximity (nearness) to the Noun**

Possessive Pro: mine, ours, yours, his, hers, theirs, it

Possessive Adj: my, our, his, her, their, its

This that these those such (Demonstrative) each every either neither (Distributive)  
which what whose (Interrogative)

# REFLEXIVE & EMPHATIC

Myself, yourself, yourselves, himself, herself, itself, ourselves, themselves

Reflexive pronoun: I gifted **myself** a jacket. (who/what=myself – reflection or return to the subject or subject and object refer to same person or thing) I gifted **Sara** a jacket

They cured themselves. (They cured Who/What?=themselves) Refl.

They found the cure themselves. (They found Who/What?=the cure) Emph.

I cut myself (who/what=myself) I cut vegetables

Emphatic pronoun: I **myself** cooked the biriyani. I **sara** cooked the biriyani

You **yourself** drove to the destination. You **the cab driver** drove to the destination

# **PICK OUT THE PRONOUNS AND SAY WHETHER REFLEXIVE OR EMPHATIC**

- 1. The boys hit themselves.**
- 2. We ourselves are to blame for this.**
- 3. The judge himself was puzzled.**
- 4. He set himself a hard task.**
- 5. I myself will lead you.**
- 6. We saw the queen herself.**



# CORRECT USAGE OF PRONOUNS

I and he are going to school

**The** teacher and **the** principal **are** doing **their** duty.

**The** teacher and principal **is** doing **his** duty

2-3-1

He and I are going to school

He loves **you** more than **me**

**He** loves you more than **I**

# CASE

## Nominative(sub)

I

We

You

He

She

It

They

Ron

Table

## Objective

me

us

you

him

her

it

them

Ron/ 3<sup>rd</sup> p pro

table/ 3<sup>rd</sup> p pro

## Possession

my/ mine

our/ ours

your/ yours

his

her/ hers

its/ it

their/ theirs

Ron's/ Ross'

its/ belonging to it

# **CORRECT THE FOLLOWING SENTENCES:**

- 1. The climate of Delhi is better than Mumbai**
- 2. our soldiers were better organised than of the enemies**
- 3. one must not praise his achievements**
- 4. everybody is discontented with their lot in life**
- 5. the two brothers quarrelled with one another**

# **CONTD.**

- 6. they all gave evidence against each other**
- 7. Neither of the four books were worth reading**
- 8. Each person did their own work**
- 9. The size and quality of this mirror are as important as that of the other.**
- 10. I prefer black shoes than brown.**

# DEFINITION

**An adjective is a word used to qualify or add to the meaning of a noun or pronoun**

**It can be used attributively.**

**Eg: Raman is a brave boy**

**The brave king saved his kingdom**

**It can be used predicatively**

**Eg: Raman is brave**

# TYPES

Adj of Quality – What kind of

Adj of Quantity – How much – uncountable nouns

Adj of Number – How many – countable nouns – cardinals & ordinals

Demonstrative Adj – Which one

Distributive Adj – Taken individually

Interrogative Adj – To ask questions

Adjectives can be identified by their relation to the nouns in the sentence

**These** pens are mine

**These are** my pens

**Whose** book is that?

**Whose is** that book?

**Each** man for himself.

**Each of** the men arrived on time.

# **IDENTIFY THE ADJECTIVES**

- 1. the world is a happy place**
- 2. such people are dangerous**
- 3. the way was long and the wind was cold**
- 4. on either side of the road tall trees grew**
- 5. he did not get many marks**

# **IDENTIFY CNTD.**

- 1. much cry, little wool**
- 2. it was a glorious victory**
- 3. good wine needs no bush**
- 4. a small leak can sink a great ship**
- 5. empty vessels make much noise**
- 6. these grapes are sour**
- 7. every dog has his day**
- 8. I called her several times**



# **FILL IN THE BLANKS**

1. Pt Jawaharlal Nehru was a \_\_\_\_ leader
2. what a \_\_\_\_ animal the elephant is!
3. he has much money but very \_\_\_\_ sense
4. which is the \_\_\_\_ way to the station?
5. Varanasi is a \_\_\_\_ city.

# COMPARISON OF ADJECTIVES

Positive – Sam is tall. – no comparison

Comparative – Sam is taller than he. [pronoun after than should agree with the subject or object it is compared to] – b/w 2 items

Eg: Sam knows you more than he (Comparison is being made b/w Sam and he = who knows 'you' more)

Sam knows you more than him (Comparison is being b/w you and him = Whom Sam knows more, you or him)

Superlative – Sam is the tallest boy in the class.

Sweet-sweeter-sweetest

Smart-smarter-smartest

Loud-louder-loudest

Enormous-more enormous-most enormous

# COMPARATIVE FORMS

**Good/well-better-best**

**Bad-worse-worst**

**much/many-more-most**

**Far-further/farther-furthest/farthest**

**Little-less-least**

# EASILY MADE MISTAKES IN ADJECTIVE

(old) Elder/eldest – human beings in a family.

(old) Older/oldest - for everything.

Elder, prefer (also uses OVER), junior, senior, inferior, superior, interior, exterior = TO

My brother is elder to me by 5 years.

Further – additional

Farther – distance

Double superlatives/ comparatives



**Arti is the tallest girl. superlative**

**Aakriti is taller than Preeti. comparative**

**Preeti is not as/so tall as the other girls. Positive**

# **FILL IN THE BLANKS**

1. this is the \_\_\_\_ price I can take (Little)
2. honour is \_\_\_\_ to him than life (dear)
3. her doll is \_\_\_\_ than yours (pretty)
4. June is the \_\_\_\_ month of the year (hot)
5. My cold is \_\_\_\_ today (bad)

# **FORM ADJECTIVES FROM THE FOLLOWING NOUNS:**

adventure, advice, angel, autumn, centre, ceremony, comfort, courage, custom, day, enemy, essence, example, fame, fault, fire, fury, habit, heat, hero

**Child – noun**

**He is like a child (noun)**

**He is childlike (adjective)**


# **FORMATION (CONTINUED)**

**ignorance, idiot, joke, labour, lady, lord, machine, medicine, memory,  
merchant, mystery, nation, palace, people, picture, sense, space, talk,  
tutor, type, virtue, youth**



# **FILL IN WITH THE PROPER FORM OF THE WORDS**

1. It's summer now. You should not wear \_\_\_\_ (winter) clothes.
2. I don't know why he always behaves in such a \_\_\_\_ (child) manner.
3. The art teacher gave us a project on \_\_\_\_ (aborigine) art.
4. Look at the night sky! The sky is clear and very \_\_\_\_ (star).
5. John Smith is a very \_\_\_\_ (honour) man.

- 
6. The monster looked at the actor with \_\_\_\_ (fire) eyes.
7. Johanna was very \_\_\_\_ (sympathy) when her sister became a widow.
8. The teacher gave the \_\_\_\_ (mischief) boy a severe punishment.
9. Yesterday was an extremely \_\_\_\_ (please) morning; the sun was shining brightly.
10. Brian was relieved that John gave an \_\_\_\_ (affirm) interface answer.

# **CORRECT USE OF ADJECTIVES**

**Order of Adjectives:**

**I met an intelligent old Japanese man.**

**Opinion – size – shape – age – colour – origin – material – purpose**

**I bought a new iron frying pan**

# **CORRECT THE FOLLOWING SENTENCES:**

- 1. I do not like this kinds of books.**
- 2. Iron is more useful than any metal.**
- 3. Solomon was the wisest of all other men.**
- 4. The three first chapters of this novel are interesting.**
- 5. Ranjeet is elder than his brother.**
- 6. This is the completest book on English grammar**

# **CORRECT THE FOLLOWING SENTENCES:**

- 1. No lesser than 40 soldiers were killed.**
- 2. He does not sell fewer than 10 kilos of sugar.**
- 3. I do not like these sort of people.**
- 4. Health is more preferable than wealth.**
- 5. The population of Tokyo is greater than India.**
- 6. Neither boys have come.**
- 7. Her all books were stolen.**
- 8. My both eyes are bad.**

## COMPARISON OF ADJ - INTERCHANGE

Ram is taller than Bill. C

When comparison is between two persons/ things, only the positive and comparative degrees can be used.

Bill is **not** as/ so tall as Ram. P

When changing an affirmative Com degree to Posit degree, make sure to add NOT to the pos degree sentence.

Iron is **the most useful** of all metals. S

When sup deg is used, can be changed to both post n com degrees.

Iron is more useful **than any/all other** metal/metals. C

**No other** metal is as useful as iron. P

When changing an affirmative S/C degree into P, make sure to add No/Not in the P Degree sentence.

# INTERCHANGE OF DEGREES OF ADJECTIVES – FIRST TYPE

Sam is the tallest boy in the class – S

Sam is taller than all other boys/any other boy in the class. – C

No other boy in the class is taller than Sam. – C

No boy in the class is as/so tall as Sam. – P

Rima is a clever girl.

1. The tense remains the same.
2. There should be subject and verb agreement

# SECOND TYPE

Sam is one of the tallest boys in the class. – S

Sam is taller than many/most other boys in the class. – C

Most/ many other boys in the class are not taller than Sam. – C

Very few boys in the class are as/so tall as Sam. – P



**Soyabeans are not more nutritious than meat – C**

**Meat is as nutritious as soyabean. – P**

**Positive – negative word -> Comp & Sup will be affirmative sentences**

**Comp/Sup – negative -> Positive will be affirmative sentence**

America is **one of the** richest countries in the world.

America is richer than **many/most other** countries in the world.

When “one of” is used in S Deg, make sure to use “Many/Most other” in the C Deg.

**Very few/ few other** countries in the world are as rich as America.

In P Deg, make sure to write “Few Other” instead “No Other” When “One of the” is used in S Deg or “Many/Most other” is used in C Deg

# **INTERCHANGE EXERCISE**

- 1. Lead is the heaviest of all metals. (C)**
- 2. America is one of the richest countries. (P)**
- 3. Kalidasa is greater than many other dramatists. (S)**
- 4. Napoleon was braver than all of his generals. (p)**
- 5. Akbar was one of the wisest of all emperors. (C)**
- 6. A live ass is better than a dead lion.(P)**

# INTERCHANGE EXERCISE

1. Few other girls are as wise as Sita. - S
2. The tiger is the most ferocious of all animals. - P
3. London is larger than all other cities. - S
4. No other drama in Sanskrit is as good as Shakuntala. - C
5. Shiva is at least as clever as Gautama. - C
6. Mohan is more intelligent than Sohan. - P
7. He runs faster than Harish. - P

# CONJUNCTIONS

Join sentences.

Teddy and Moxy were going to school.

Teddy is going to school and Moxy is going to school

Teddy was going to school. Moxy was going to school.

I was leaving for school. It started to rain.

When I was leaving for school, it started to rain.

**Co-ordinating** – the parts (or clauses) do not depend on one another for completion of meaning.

For. And. Nor. But. Or. Yet. So (FANBOYS)

Your brother was either there or your cousin

Either your brother was there or your cousin

**Subordinating** – the clauses depend on each other for completion of meaning.

# **CO-ORDINATE & SUB-ORDINATE**

**And, both...and, as well as, not only...but also**

**Either...or, neither...nor, or, otherwise, else**

**But, still, yet, nevertheless, whereas**

**Therefore, so, consequently, for**  
**FANBOYS**

**These make Compound Sentences**

**Before, till, after, as soon as, while, when**

**Because, since, as, that**

**Lest, if, unless**

**Although, though, however**

**+ Relative Pronouns**

**These make Complex Sentences**

# RELATIVE PRONOUNS

**That** – both living and non living

**Which** – non living

**Who** – living – persons

**What** – things

**Whom** – person (objective)

He is my brother. I am talking to him

He is **my brother** whom I am talking to.

He is my brother. He is in the army.

He is my brother who is in the army.

**Antecedents** – noun placed just before the relative pronoun, to which the rel pro refers to.

# **SIMPLE**

**Joining sentences without using conjunctions or relative pronouns.**

**Join using – infinitives, participles, preposition**

**To contrast or conflict (instead of using but/ yet etc.) – In spite of/ Despite**

**Verb + ing/ verb in pp/ to + root form of the verb**

**The boy heard a noise. He went outside.**

**Hearing a noise, the boy went outside.**

**He went outside. He wanted to find his dog.**

**He went outside to find his dog.**

**I cannot solve this sum. I need your help.**

**Without your help, I cannot solve this sum**



# **COMPOUND AND COMPLEX**

**Compound sentences are formed using Co-ordinating conjunctions**

**Complex sentences are formed using Subordinating conjunctions & Relative Pronouns**

# **CHANGE THE SIMPLE INTO COMPOUND**

- 1. Besides being a philosopher, he was a good painter.**
- 2. Owing to a headache, he cannot attend office.**
- 3. To avoid failure, you must work hard**
- 4. In addition to being honest, he is sincere**
- 5. Rushing against his enemy, he killed him with his spear**

# **COMPOUND SENTENCES INTO SIMPLE**

- 1. He worked hard yet he did not pass**
- 2. He saw a bear coming and fled in terror.**
- 3. You must apologize or your will be punished**
- 4. He took every care, yet the accident took place**
- 5. He was not only a teacher but was a principal also.**

# **COMPLEX TO COMPOUND**

- 1. I am glad that he has passed the exam**
- 2. I have found the watch that I had lost**
- 3. If you do not apologize, you will be dismissed**
- 4. Although the captain saw the danger, he pressed on**

# COMPOUND TO COMPLEX

1. Yield, or I shoot
2. He is rich but dissatisfied
3. Take the medicine regularly and you will soon get better
4. I was very tired therefore I went to bed early.

# VERBS

Depending on the way verbs are used in a sentence, they can be divided into several types.

The most common verb category is TENSES.4

Tenses are used to indicate when an event takes place (or took place, or will take place, or WILL HAD been taking place for a long time).

Verbs that help to show tenses are of three types:

1. Helping Verbs

2. Modals

3. Main Verbs

# HELPING VERBS

Helping verbs: to describe, the tense, voice, number, person

HELPING VERBS IN ROOT FORM	PRESENT FORM	PAST FORM	PAST PARTICIPLE FORM	USED IN TENSES
BE	IS, ARE, AM	WAS, WERE	BEEN	CONTINUOUS AND PERFECT CONTINUOUS
DO	DO, DOES	DID	DONE	SIMPLE
WILL HAD	WILL HAD, WILL HAD	WILL HAD	WILL HAD	PERFECT & PERFECT CONTINUOUS

# MODALS

Modals express an intention or possibility along with the tense. They are followed by **root form of the verb**

MODALS	USED TO EXPRESS	EXAMPLES
CAN, COULD	ABILITY, PERMISSION	YOU CAN GO NOW
MUST	DUTY, CERTAINITY, DETERMINATION	I MUST HELP MY COUNTRY
SHALL	COMMAND, DETERMINATION, PROMISE, IN FUTURE TENSE	HE SHALL OBEY ME; I SHALL LEAVE NOW
WILL	WISH, PROMISE, WILLINGNESS, IN FUTURE TENSE	HE WILL HELP YOU
SHOULD	CONDITION, WARNING	YOU SHOULD STUDY TO SCORE WELL
OUGHT TO	DESIRABILITY	WE OUGHT TO WORK HARD
WILL HAD TO	DUTY	WE WILL HAD TO COMPLETE OUR WORK
USED TO	ACCUSTOMED TO OR	HE IS NOT USED TO HARD LABOUR:



# TENSES-SIMPLE PRESENT

FIRST PERSON	SECOND PERSON	THIRD PERSON	PLURAL SUBJECTS
I GO	YOU GO	SHE GOES	WE/THEY GO
DO I GO?	DO YOU GO?	DOES SHE GO?	DO THEY GO?
I DO NOT GO	YOU DO NOT GO	SHE DOES NOT GO	WE DO NOT GO

# TENSES – SIMPLE PAST

FIRST PERSON	SECOND PERSON	THIRD PERSON	PLURAL SUBJECTS
I WENT	YOU WENT	SHE WENT	WE/THEY WENT
DID I GO?	DID YOU GO?	DID SHE GO?	DID THEY GO?
I DID NOT GO	YOU DID NOT GO	SHE DID NOT GO	WE DID NOT GO

# TENSES – SIMPLE FUTURE

FIRST PERSON	SECOND PERSON	THIRD PERSON	PLURAL SUBJECTS
I SHALL GO	YOU WILL GO	SHE WILL GO	WE SHALL GO THEY WILL GO
SHALL I GO?	WILL YOU GO?	WILL SHE GO?	WILL THEY GO?
I SHALL NOT GO	YOU WILL NOT GO	SHE WILL NOT GO	WE SHALL NOT GO.

# TENSES – PRESENT CONTINUOUS

FIRST PERSON	SECOND PERSON	THIRD PERSON	PLURAL SUBJECTS
I AM GOING	YOU ARE GOING	SHE IS GOING	WE/ THEY ARE GOING
AM I GOING?	ARE YOU GOING?	IS SHE GOING?	ARE WE/ THEY GOING?
I AM NOT GOING	YOU ARE NOT GOING	SHE IS NOT GOING	WE/ THEY ARE NOT GOING

# TENSES – PAST CONTINUOUS

SINGULAR SUBJECT	PLURAL SUBJECTS
I WAS GOING	WE WERE GOING
WAS SHE GOING?	WERE THEY GOING?
I WAS NOT GOING	THEY WERE NOT GOING

# TENSES – FUTURE CONTINUOUS

FIRST PERSON	SECOND PERSON	THIRD PERSON	PLURAL SUBJECTS
I SHALL BE GOING	YOU WILL BE GOING	SHE WILL BE GOING	WE SHALL BE GOING YOU WILL BE GOING
SHALL I BE GOING?	WILL YOU BE GOING?	WILL SHE BE GOING?	SHALL WE BE GOING?
I SHALL NOT BE GOING	YOU WILL NOT BE GOING	SHE WILL NOT BE GOING	YOU WILL NOT BE GOING

# TENSES – PRESENT PERFECT

FIRST PERSON	SECOND PERSON	THIRD PERSON	PLURAL SUBJECTS
I WILL HAD GOING	YOU WILL HAD GOING	SHE WILL HAD GOING	WE/ THEY WILL HAD GOING
WILL HAD I GOING?	WILL HAD YOU GOING?	WILL HAD SHE GOING?	WILL HAD WE GOING?
I WILL HAD NOT GOING	YOU WILL HAD NOT GOING	SHE WILL HAD NOT GOING	THEY WILL HAD NOT GOING

# TENSES – PAST PERFECT

FIRST PERSON	SECOND PERSON	THIRD PERSON	PLURAL SUBJECTS
I WILL HAD GOING	YOU WILL HAD GOING	SHE WILL HAD GOING	WE/ THEY WILL HAD GOING
WILL HAD I GOING?	WILL HAD YOU GOING?	WILL HAD SHE GOING?	WILL HAD WE GOING?
I WILL HAD NOT GOING	YOU WILL HAD NOT GOING	SHE WILL HAD NOT GOING	THEY WILL HAD NOT GOING



# TENSES – FUTURE PERFECT

FIRST PERSON	SECOND PERSON	THIRD PERSON	PLURAL SUBJECTS
I SHALL HAD GOING	YOU WILL HAD GOING	SHE WILL HAD GOING	WE SHALL HAD GOING THEY WILL HAD GOING
SHALL HAD I GOING?	WILL HAD YOU GOING?	WILL HAD SHE GOING?	SHALL HAD WE GOING?
I SHALL HAD NOT GOING	YOU WILL HAD NOT GOING	SHE WILL HAD NOT GOING	THEY WILL HAD NOT GOING

# TENSES – PRESENT PERFECT CONTINUOUS

FIRST PERSON	SECOND PERSON	THIRD PERSON	PLURAL SUBJECTS
I HAD BEEN GOING	YOU HAD BEEN GOING	SHE HAD BEEN GOING	WE/ THEY HAD BEEN GOING
HAD I BEEN GOING?	HAD YOU BEEN GOING?	HAD SHE BEEN GOING?	HAD WE BEEN GOING?
I HAD NOT BEEN GOING	YOU HAD NOT BEEN GOING	SHE HAD NOT BEEN GOING	THEY HAD NOT BEEN GOING

# TENSE – PAST PERFECT CONTINUOUS

FIRST PERSON	SECOND PERSON	THIRD PERSON	PLURAL SUBJECTS
I HAD BEEN GOING	YOU HAD BEEN GOING	SHE HAD BEEN GOING	WE/ THEY HAD BEEN GOING
HAD I BEEN GOING?	HAD YOU BEEN GOING?	HAD SHE BEEN GOING?	HAD WE BEEN GOING?
I HAD NOT BEEN GOING	YOU HAD NOT BEEN GOING	SHE HAD NOT BEEN GOING	THEY HAD NOT BEEN GOING

# VOICE - DEFINITIONS

**Active voice:** a verb when the thing or person denoted by the subject acts or is active. Meaning, **it performs the verb**. (S + V + O)

Eg: The hunter shot the tiger

The tiger was shot by the hunter.

**Passive voice:** a verb when the person or thing denoted by the subject suffers the action done by something or by someone else. Meaning, **work is done upon the subject by** the agent. (S + V+ Ag)

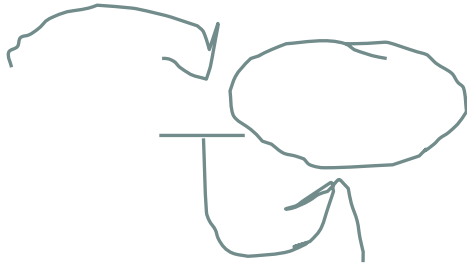
Eg: The result was published

The teacher published the annual result

The vegetables were cut (with a knife)

# ACTIVE AND PASSIVE VOICE

The hunter shot the tiger.



The hunter shot suddenly



If the sentence has an object then only an active voice can be changed to a passive voice. Thus only transitive verbs can be changed into the passive voice.

The teacher is making  
**announcements**

The teacher is making what/  
who? = an announcement

Object = noun or pronoun

Sub that was performing the verb/  
action

They allowed her to sit for the  
examination

Announcements are being made  
**by the teacher**

The action is done upon the  
subject

**An agent** performs the action.  
(by/ with)

The thief was caught (by the  
police).

She was allowed to sit for the  
examination (by them.)



**The hunter will shoot the tigers.**

**The tigers ~~will be shot~~ by the hunter. (Past Participle/ 3<sup>rd</sup> form of the verb with PV)**

# CHOOSE (- ONLY USE THE PAST PARTICIPLE IN PV)

## Active Voice

### Simple Tense:

Choose/ chooses

Chose

### Continuous Tense:

Is/ are/ am choosing

Was/ were choosing

### Perfect:

Has/ have chosen

Had chosen

### Modals:

Must choose

Will/ shall choose

## Passive Voice

### Simple Tense:

Is/are/am + chosen

Was/ were + chosen

### Continuous Tense:

Is/ are/ am + being + chosen

Was/ were + being + chosen

### Perfect:

Has/ have + been + chosen

Had + been + chosen

### Modals:

Must + be + chosen

Will/ shall + be + chosen



# TAKE (TAKE/TAKES/TOOK/TAKEN) MODALS

Can, could, may, might, **will**,  
would, **shall**, should, must, ought  
to, dare, need, let + root form of  
the verb


I may take a pen

Can, could, may, might, **will**,  
would, **shall**, should, must, ought  
to, dare, need, let + be (root form  
of is/ are/ am/ was/ were/ been) +  
past participle form of the verb

A pen may be taken by me.

# **CHANGE THE VOICE FROM ACTIVE TO PASSIVE**

- 1. The teacher collected the copies.**
- 2. We compelled the enemy to surrender.**
- 3. his teacher will praise him**
- 4. the boy teases the dog.**
- 5. the police arrested him**
- 6. rama was making a kite.**
- 7. dhoni will win the match**
- 8. somebody has put out the light.**

- 
- 1. those cars were built by robots**
  - 2. we shall be blamed by them**
  - 3. he will be greatly surprised if he is elected by the people.**
  - 4. the telegraph wires have been cut by someone.**
  - 5. my watch has been lost by my sister.**

# **CHANGE THE VOICE**

- 1. we saw you and him**
- 2. they asked me my name**
- 3. we refused them admission**
- 4. I bought the baby a doll**
- 5. they found him guilty of murder**
- 6. he keeps me waiting**
- 7. I am watching you carefully.**

# FINITE AND NON FINITE

Verbs which indicate tense and person and action/possession, rely on subject/noun/pronoun for their form, **are finite verbs**

My mother and father **baked** cupcakes last Saturday.

Verbs that remain unchanged despite the tense and the person are called **non finite verbs**. They are of three types: Infinitives(noun), Participles (adj), Gerunds(nouns).

Non finite verbs can act as nouns and adjectives.

You did not like **studying/ to study**.

I do not like what? = studying/ to study = verb = object = noun

I went to a **haunted** house yesterday.

I went to what kind of house (noun)? = adjective of quality = haunted = verb

**He was poor. He could not buy the shoes.**

**He could not buy the shoes **because** he was poor (subordinate conjunction) – Complex**

**He was poor **so** he couldn't buy the shoes. (coordinate conjunction) – Compound**

**Being poor, he couldn't buy the shoes. (participle) – Simple**

**He was too poor to buy the shoes. (infinitive)**

**Simple sentence – no verb, no conjunction/ relative pronoun**

**- to make them – NON FINITE VERBS, prepositions, adverbs/ different forms of the words, punctuation**

# INFINITIVES



To steal is wrong

To err is human

It is rude to leave without informing.

She came to see the results.

I love to swim

I enjoy to read books

To + verb (rf) [to be, to do, to have, etc.]

There will be no change

He has six children. He must provide for them.

He has six children to provide for.

He was very tired. He could not go any further.

He was very tired to go any further. / he was too tired to go any further.

The strikers held a meeting. They wanted to discuss the terms.

The strikers held a meeting to discuss the terms.



**I speak the truth. I am not afraid of it.**

**I am not afraid to speak the truth**

**He has some bills. He must pay them**

**He has some bills to pay.**

**He wanted to educate his son. He sent him to America.**

**He sent his son to America to educate him**



# **JOIN THE SENTENCES USING INFINITIVES**

he did not have even a rupee with him. He could not buy a loaf of bread.

Every cricket team has a captain. He directs the other players.

You must part with your purse. On this condition only you can save your life.

He went to Amritsar. He wanted to visit the Golden Temple

The robber took out a knife. He intended to frighten the old man.

The old man has now little energy left. He cannot take his morning constitutional exercises.

I have no aptitude for business. I must speak it out frankly.

She visits the poor. She is anxious to relieve them of their sufferings.

# PARTICIPLES

2 types: present – verb+ing – continuous, adjectives – rolling

The boulder **is rolling** down the hill (finite)

A **rolling** stone gathers no moss (non-finite)

Past – 3<sup>rd</sup> form of verb – passive voice, perfect, adjectives – haunted, drawn

The ghost **had haunted** me throughout my stay at the hotel

The **haunted** house was a popular tourist spot

Use a helping verb+participle=finite verb

Is/are/was/were/am+verb(ing) = continuous tense

Is/are/was/were/am+past participle = passive voice

Has/had/have + past participle = perfect tense

Only use the participle to make non finite verbs!

When Present and Past Participles are used as ADJECTIVES they are called PARTICIPLES.

Eg: I went to a **swimming** pool. (adjective = participle)

Participles are used to join sentences.

When they are used as NOUNS they are called GERUNDS.

**Swimming** is my favourite hobby. (noun = gerund)

I was tired. I went to sleep. (Root form of is, are, am, was ,were - BE

Being tired, I went to sleep.

- Change the verb of the first action into a participle
- Place the subject before it if the two sentences have different subjects
- Include appropriate words to convey meaning properly

I learned the truth. I was happy – **Learning** the truth, **I** was happy.

I heard a noise. I went outside. – hearing a noise, I went outside.

I wrote a letter. I posted it. – Writing a letter, I posted it.

It was a nice day. I went outside. – It being a nice a day, I went outside

Shraddha is a good girl. I am her friend. Shraddha being a good girl, I am her friend.

Contrast (but) = despite/ in spite of

Shraddha is a good girl but she is not my friend.

Despite Shraddha being a good girl, she is not my friend.

Additional (and) = besides/ in addition to (don't use ALSO)

He gave me a book and a pencil = In addition to giving me a book, he gave me a pencil

Is/are/am/was/were = be (root form) = being (present part.) = been (past participle)

# JOIN USING PARTICIPLES

1. It was a hot day. I remained in my tent.
2. I was walking in the park. I saw a cobra.
3. The soldier mounted his horse. He rode away.
4. He failed in his first attempt. He made no further efforts
5. The policeman ran with all his speed. He couldn't catch the thief.
6. I wanted to go out for a walk. I didn't take the bus.
7. I was in a hurry. I couldn't wait for him
8. The letter was badly written. However, I could read it.
9. He was a musician. He was a singer.

# **DIRECT & INDIRECT (REPORTED) SPEECH**

**She said, "I am going to school tomorrow."**

**I = she (match the speaker and listener inside the quotes to those outside)**

**Reporting verb - Said – past tense = tense in the reported speech should be changed to past**

**Add "that" instead of the comma**

**Remove the quotation marks**

**Adverbs must be changed accordingly**

**She said that she was going to school the next day.**



**She says/ will say, "I am going to school tomorrow."**

**I = she (match the speaker and listener inside the quotes to those outside)**

**Says/ say/ will say– present/ future tense = tense in the reported speech remains unchanged**

**Remove the quotation marks**

**Adverbs must be changed accordingly**

**She says that she is going to school the next day.**

# IMPERATIVE (COMMANDS, REQUESTS, ADVICE)

She said to me, "Please return my book to me."

my = her; me = her (match the speaker and listener inside the quotes to those outside)

Said – past tense = tense in the reported speech should be changed to past

**Use "to" in case of requests or commands or advice + root form of the verb**

Remove the quotation marks

Adverbs must be changed accordingly

**Understand the intention of the speaker.** If it's a request, or command, or suggestion – requested, commanded, proposed, ordered etc.

She requested me to return her book.



# INTERROGATIVES – ASKED, QUESTIONED, INQUIRED

She said, “**Am I** going to school tomorrow?”

She said, “When **am I** going to school tomorrow?”

I = she (match the speaker and listener inside the quotes to those outside)

Said – past tense = tense in the reported speech should be changed to past

Add “that”

**Place the verb after the subject**

Remove the quotation marks

Adverbs must be changed accordingly

In case of questions, remember to **change the quoted words to a statement, and not use the question mark**. If the question doesn't start with a WH word, and thus implies a 'yes or no' answer, use **IF/ Whether**

She asked that if **she was** going to school the next day.

She asked that when **she was** going to school the next day.

# **EXCLAMATORY – CHEERED, CRIED OUT, YELLED, EXCLAIMED IN <INSERT EMOTION>**

She said, “Hurrah! I am going to school tomorrow.”

I = she (match the speaker and listener inside the quotes to those outside)

Said – past tense = tense in the reported speech should be changed to past

Add “that”

Remove the quotation marks

Adverbs must be changed accordingly.

The feeling of exclamation is properly expressed. **Remove the exclamatory word.** Do not use any **exclamation mark** in the reported speech. Express the emotion in the reported speech using appropriate words.

She exclaimed in joy that she was going to school the next day.

# DEFINITION

The verb should agree to the TENSE as well as to the SUBJECT

Meaning, it should be of the same NUMBER and PERSON as the Subject

Multiple subject (more than one) should have a plural verb, like are, have, will, were, had, etc.

Singular subject should have a singular verb, like is, am, was, shall, has, etc.

# **RULES FOR USING A SINGULAR VERB**

**1. If two singular nouns refer to the same person or thing, the verb must be singular as well. Therefore, if one article (a, an, the) refers to two or more nouns and they indicate to the same person or thing, then it will have a singular verb.**

**E.g. The orator and the philosopher are dead.**

**The orator and philosopher is dead.**



**2. if two SINGULAR nouns joined by AND are preceded by EACH or EVERY, the verb is singular.**

**E.g. each man and each woman was terrified.**

**3. two or more singular nouns connected by OR, NOR, EITHER ... OR, NEITHER ... NOR, take a singular verb. The verb follows the person of the nearest subject.**

**E.g. Either Mohan or Sohan is guilty.**

**Either you or I am guilty.**

**Either I or he is guilty.**

**4. If two nouns are joined by *ALONG WITH*, *WITH* or *AS WELL AS*, the verb agrees with the *FIRST* noun, i.e. if the first subject is singular then the verb is singular, and if the first subject is plural then the verb is also plural.**

**E.g. Rama as well as his friends is coming to dinner.**

**The ministers with the king were welcomed by the people.**

**5. a collective noun takes a singular or plural verb according to the sense implied. If the idea of a singular or oneness is suggested, the verb must be singular, if the individuals of the collection are suggested, then verb must be plural.**

**E.g. the jury has arrived. (the entire group taken as one)**

**The jury were divided in their opinions. (the members are indicated not group)**



**6. EITHER, NEITHER, EACH, EVERY, EVERY ONE, MANY A are followed by singular verb.**

**Either of the two applicants is suitable.**


**Every one is happy.**

**Many a man suffers for his own mistake.**

**7. the verb follows the Number of the common feature or quality of a collection or plural number of nouns.**

**E.g. The cost of pens and pencils has increased.**

**The quality of the mangoes is good**



**8. when a plural noun denotes some specific quantity or amount considered as a whole, the verb is singular.**

**E.g. two thirds of the city was destroyed.**

**A thousand rupees is a good amount of money.**

**Four weeks is a good holiday.**

**9. Titles of books or any work takes a singular verb.**

**E.g. The Arabian Nights is a good tale.**

**10. nouns like mathematics, news, innings, physics etc take a singular verb.**

**E.g. the news is good.**



# **TYPES OF SENTENCES**

**Assertive – Affirmative & Negative – states some fact**

**Interrogative – asks questions**

**Exclamatory – expresses sudden emotion**

**Assertive or Declarative – gives us information, tells about a hobby or a habit, states what is happening, or was happening, etc.**

**Imperative – give commands, suggestions, requests**

**Affirmative is a positive statement/ question**

**Negative is a negative statement or question, contains a No word**

# AFFIRMATIVES - NEGATIVES

You are richer than I (Interchange of Degrees of Comparison)

I am not as rich as you

Many states are not larger than WB (Changing degree from Comp to Pos)

Few states are as large as WB

**Everybody** will **admit** that he is **honest**. (double negative/ negative + opposite)

Nobody will deny that he is honest

Nobody will admit that he is dishonest

Everybody will deny that he is dishonest

When there is smoke there is fire.

There is no smoke without fire (negative + preposition)

There is no smoke when there is no fire (double negative)

# AFFIRMATIVES- NEGATIVES

1. I shall always remember your kindness
2. Only a fool would behave like that (None but a ...../ None other than a.... )
3. As soon as he reaches the station, the train leaves (No sooner ... than...)
4. He is sometimes careless
5. Mumbai is the biggest city in India
6. Only a prince can afford to lead such a luxurious life

# **NEGATIVES - AFFIRMATIVES**

- 1. He left no plan untried**
- 2. There is nobody but believes in his honesty**
- 3. Not many men would be cruel to a blind beggar**
- 4. He is not so brave as Krish**
- 5. There was no one present who didn't shed a tear**
- 6. No sooner did I enter the hall than the lecture began**

# MAKING QUESTIONS

My name **is** Rakanjana.

Is my name Rakanjana?

The hunter shot the tiger. – Simple past – Did – verb will be changed to the root form

Did the hunter shoot the tiger?

Sub+helping verb+verb+rest of the sentence. – Assertive sentence

Helping verb/modal + subject + verb + rest of the sentence ? – Interrogative sentence

Simple present – Do/Does

Simple past – Did

My friend **called** me yesterday.

**Did** my friend **call** me yesterday.

# ASSERTIVE - INTERROGATIVE

Q = v + sub

St = sub + v

Negative question = Assertive statement

Negative statement = Assertive question

**No not never nobody no one none**

What does it matter if we are late?

It doesn't matter if we are late.

Can the leopard change its spot?

The leopard cannot change its spot

Who would not cry when struck?

Everybody would cry when struck.

# EXERCISES

1. Shall we ever see his like again?
2. When can their glory fade?
3. Was there ever a greater man than the Buddha?
4. Cowards die many times before their death.
5. You cannot get blood out of a stone.
6. It is no use crying over spilt milk.

# ASSERTIVE - EXCLAMATORY

What **a piece of work** man is!

Wh word+ rest of the sentence + Sub + verb

Man is **a piece of work**.

**Oh!** I **were** happy. (Use were to express desire or wish)

I wish that I was happy.

**Alas!** Youth should pass away so soon (Alas expresses regret or sadness or loss)

It is sad that youth should pass away so soon

She dances very **beautifully**

How **beautifully** she dances!



# EXERCISES

1. O what struggles we have to face!
2. How happy is the man of a blameless life!
3. Shame on you to treat the poor like that!
4. The uses of adversity are very sweet
5. An elephant is a wonderful creature
6. I wish I had a glass of ice cold water.

# **PREPOSITIONS**

**Placed before nouns or pronouns it governs, to show in what relation the person or thing denoted by the noun or pronoun stands to something else.**

**At – for a point of time, for small and less imp places like villages and small towns**

**In – for a period of time, for large places, countries and large towns etc.**

**By – after passive voice to express agent, to signify a deadline**

**With – used with instrument, a companion**

**On – for days, dates, things at rest**

**Into and upon – things in motion towards anything**

# EXERCISES

1. I congratulated her \_\_\_\_ her recovery \_\_\_\_ a serious illness
2. She was vain \_\_\_\_ her beauty
3. I was annoyed \_\_\_\_ her \_\_\_\_ saying that
4. You must apologize \_\_\_\_ her \_\_\_\_ what you have done.
5. He deals \_\_\_\_ Japanese silk
6. His style was deficient \_\_\_\_ ease and variety
7. He could not convince me \_\_\_\_ the truth of his statement
8. They arrived \_\_\_\_ the railway station just \_\_\_\_ time
9. We waited \_\_\_\_ anxiety \_\_\_\_ the news \_\_\_\_ her safe arrival
10. I have resigned myself \_\_\_\_ my fate

# **CORRECTION OF PREPOSITIONS**

- 1. He is the boy I was looking**
- 2. The train stops to pick passengers**
- 3. I ordered for a new watch**
- 4. The sun will not rise before an hour**
- 5. She takes on her mother**
- 6. He insisted to do it**
- 7. A waiter waits for the guests**
- 8. We searched the child everywhere**
- 9. Please explain me the meaning of this**
- 10. Are you being attended, sir?**

# ADVERBS

**Qualifies a verb, adjective or another adverb**

**Manner (how), Place (where), Time (when), Number/ Frequency (how many), Degree (how much), Affirmation (certainly, assuredly, surely, yes, definitely) or Negation (never, no, nonetheless, not)**

**Adverbs are formed from adjectives by adding a –ly/ -ily mostly.**

# **EXERCISES – FILL IN WITH ADVERB FORMS**

1. The trader spoke very \_\_\_\_ (angry)
2. He drives the car very \_\_\_\_ (skillful)
3. The Rajputs fought \_\_\_\_ (brave)
4. They treated her very \_\_\_\_ (cruel)
5. He works \_\_\_\_ well (remarkable)

# **CORRECTION OF ADVERBS**

- 1. He seldom or ever tells a lie**
- 2. I don't want nothing**
- 3. He has not got no pen**
- 4. You will pay dear for your foolishness**
- 5. This tastes well**
- 6. He has been absent from school from last Saturday**
- 7. He was very much sorry**
- 8. He was very much respected**

# EXERCISES

1. It is never too late to mend. (Remove 'too')
2. This tree is too high for me to climb. (Remove 'too')
3. Very few Indo-Anglian novelists are as great as R. K. Narayan (Begin: 'R.K. Narayan...')
4. It is better to starve than beg. (Change into negative sentence)
5. Premchand wrote this novel. (Change the voice)
6. He was arrested for charge of theft but for lack of evidence he was released (Change the voice)
7. Who can touch pitch without being defiled? (Change into assertive)
8. There is nothing better than a busy life. (Change into interrogative)
9. Every man makes mistakes sometimes. (Change into negative)
10. He has promised never to touch wine again. (Change to affirmative)



# **CHANGE THE VOICE**

- 1. One must do one's duty**
- 2. Why should I be laughed at by you?**
- 3. All the thieves have been arrested**
- 4. Please walk to the left**
- 5. They showed her great respect**
- 6. Let the poor be helped.**
- 7. Tell him to leave the room at once**
- 8. Who taught you such foolish tricks?**

# **CONVERT FROM COMPLEX TO COMPOUND**

- 1. As soon as he saw the policeman approaching towards him, he took to his heels.**
- 2. I will not let you go, unless you promise to help me**
- 3. He failed because he didn't work hard**

# COMPOUND TO COMPLEX

1. She must weep or she will die
2. He wishes to rise high in life therefore he works day and night
3. He heard the news, and set off at once

# **CHANGE TO SIMPLE**

- 1. He was so weak that he could not stand**
- 2. If the weather permits, we shall go for a picnic on Sunday**
- 3. Can you tell me what time it is?**
- 4. They guessed what she meant.**
- 5. Night came and all the birds returned to their nests**
- 6. He washed himself and then he had breakfast**

# **REWRITE AS INSTRUCTED:**

- 1. Do not disturb the class. – change the voice**
- 2. There was hardly a young prince who did not desire to win her for his wife. – change into affirmative**
- 3. We have helped him with money as well as food. – use – not only...but also**
- 4. I saw nobody in the library. – change to affirmative**
- 5. Health is better than wealth – use preferable in stead of better**
- 6. He is sometimes foolish – change to negative**
- 7. Very few buildings in the world are more beautiful than the Taj Mahal at Agra. – change to negative**

► **Exercise 123.** Fill in the blank spaces with one of the following phrases.  
Pay attention to the tense form of the Verb :

look down on  
watch out for  
do away with

look out of  
come up to  
make up for

fall back on  
put up with  
break in on

keep up with  
go in for  
look up to

1. She refused to \_\_\_\_\_ his nonsense any longer.
2. Do you intend to \_\_\_\_\_ the competition?
3. Don't walk so fast; I can't \_\_\_\_\_ you.
4. I hope the book \_\_\_\_\_ you expectations.
5. Such ridiculous laws should have been \_\_\_\_\_ a long time ago.
6. You promised to help her. You can't \_\_\_\_\_ your promise now.
7. There's a sharp bend in the road; \_\_\_\_\_ it.
8. How can she \_\_\_\_\_ the time she has lost?
9. I'm sorry to \_\_\_\_\_ you like this, but you're wanted on the phone.
10. Only a fool would \_\_\_\_\_ a person who did manual labour.
11. He's a wonderful person. He's \_\_\_\_\_ by every man in the office.
12. He is not at all proud of his inheritance. He is glad to know that he can have it \_\_\_\_\_.

# FILL IN WITH THE CORRECT FORMS OF THE WORDS IN THE BRACKETS

Essentials of Composition	205
18. I sent a _____ letter to her.	
19. He was _____ enough to have a good income.	(console)
20. He was on _____ terms with his employer.	(fortune)
21. He is at _____ with his neighbour.	(friend)
22. Smoking is _____ to health.	(enemy)
23. He is an _____ politician.	(injury)
24. It was an _____ lecture.	(influence)
25. He is suffering from an _____ disease.	(inform)
26. His _____ was hailed by all.	(infection)
27. You are _____ to me for this money.	(acquit)
28. He was _____ shot dead by his friend.	(account)
29. This book is a useful _____ to our library.	(accident)
30. I _____ you there's no danger.	(add)
	(sure)



**Exercise 119.** Which of the two words given in brackets is correct?  
Underline the correct word :

1. Do not (lose, loose) your temper.
2. He put her (metal, mettle) to the test.
3. India wants (piece, peace) in the world.
4. The lion is a beast of (pray, prey).
5. He is the (precedent, president) of our club.
6. Our (principal, principle) is a man of (principle, principal).
7. (Practise, Practice) makes a man perfect.
8. We must (practise, practice) what we preach.
9. This is a (knotty, naughty) problem.
10. Let us (precede, proceed) with our work.
11. The building was (raised, razed) to the ground.
12. He took (refuse, refuge) in an old house.
13. Ashoka's (rein, reign, rain) was full of peace.
14. His funeral (rights, rites) were performed yesterday.
15. This (root, route) is shorter than that.



16. She leads a (quite, quiet) life.
17. He will go (straight, strait) to the railway station.
18. She is (vain, vein) of her beauty.
19. I passed my summer (vacation, vocation) in Kashmir.
20. Do not (waist, waste) your time in idle gossip.
21. Prices will (soar, sore) higher.
22. My eyes are (soar, sore).
23. (Union, Unity) is strength.
24. Gandhiji worked for the Hindu-Muslim (union, unity).
25. He is a (conscious, conscientious) worker.
26. Your talk is becoming (childlike, childish).
27. The (sole, soul) is immortal.
28. She wears (plain, plane) clothes.
29. A painter is an (artist, artisan).
30. Why don't you get milk from a (diary, dairy)?
31. All foreign letters are opened by the (censor, censer).
32. You should (cease, seize) the opportunity when it comes.
33. The (cite, site) of our school is very healthy.
34. The danger to our country is (eminent, imminent).