

Parts of Speech

The words used in a sentence are divided into different kinds or classes according to the work they do in the sentence. These kinds or classes are called PARTS OF SPEECH. They are eight in number.

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

NOUN

Noun is a word we use to name a person, a place or a thing we can see, touch, smell, hear, taste or think of. For example:

Muhammad Ali Jinnah was a great leader.

The Indus is the longest river in Pakistan.

Please don't make a noise.

Naela is suffering from fever.

Children drink milk.

Always speak the truth.

Silence is a virtue.

The Noun: Number

There are two numbers in English, Singular and Plural. The Singular number denotes one person, animal or thing and the Plural is for more than one person, animal or thing.

Some Nouns and their Plurals

Singular	Plural	Singular	Plural
boy	boys	girl	girls
toy	toys	book	books
pen	pens	chair	chairs
table	tables	desk	desks
night	nights	day	days
cow	cows	monkey	monkeys
donkey	donkeys	horse	horses

friend	friends	poet	poets
dog	dogs	cat	cats
arm	arms	leg	legs
hand	hands	ticket	tickets
cap	caps	flower	flowers
plant	plants	tree	trees
bird	birds	bat	bats
racket	rackets	pin	pins
bangle	bangles	calf	calves
shirt	shirts	locket	lockets
house	houses	room	rooms
roof	roofs	wall	walls
kitchen	kitchens	door	doors
window	windows	chief	chiefs
hoof	hoofs	dwarf	dwarfs\ dwarves
proof	proofs	gulf	gulfs
thief	thieves	wolf	wolves
leaf	leaves	knife	knives
life	lives	bench	benches
class	classes	brush	brushes
watch	watches	tax	taxes
dish	dishes	bush	bushes
box	boxes	wife	wives
match	matches	mango	mangoes
kiss	kisses	volcano	volcanoes
buffalo	buffaloes	hero	heroes
potato	potatoes	dynamo	dynamos
piano	pianos	duty	duties
bamboo	bamboos	baby	babies
city	cities	lady	ladies
army	armies	story	stories
fly	flies	pony	ponies
man	men	woman	women
foot	feet	tooth	teeth
goose	geese	mouse	mice
cuckoo	cuckoos		

child	children	brother	brothers
ox	oxen	sister	sisters

Singular	Plural	Singular	Plural
brother-in-law	brothers-in-law	stepbrother	stepbrothers
sister-in-law	sisters-in-law	stepsister	stepsisters
father-in-law	fathers-in-law	court martial	courts martial
mother-in-law	mothers-in-law	hanger-on	hangers-on
son-in-law	sons-in-law	looker-on	lookers-on
daughter-in-law	daughters-in-law	passer-by	passers-by
stepfather	stepfathers	Mr.	Messrs
stepmother	stepmothers	Miss	Misses
stepson	stepsons	Mrs.	Mesdames
stepdaughter	stepdaughters		

Some nouns are used only in the plural:

trousers	jeans	riches	spectacles
tidings	scissors	socks	

Some nouns are used only in the singular:

news	physics	innings	politics
mathematics	mechanics		

The Noun: Gender

Gender shows the difference of sex. It is of four kinds.

- A noun that denotes a male is said to be of Masculine Gender e.g. boy, lion, Adnan, etc.
- A noun that denotes female is said to be of Feminine Gender e.g. girl, lioness, Alia, etc.
- A noun that denotes either sex is said to be of Common Gender e.g. cousin, baby, friend, etc.

A noun that denotes lifeless thing is said to be of Neuter Gender e.g. apple, book, knife, etc.

Some common nouns and their feminine genders:

Masculine	Feminine	Masculine	Feminine
boy	girl	brother	sister
bull	cow	cock	hen
dog	bitch	father	mother
horse	mare	husband	wife
man	woman	nephew	niece
papa	mama	son	daughter
uncle	aunt	giant	giantess
author	authoress	host	hostess
heir	heiress	manager	manageress
lion	lioness	shepherd	shepherdess
poet	poetess	conductor	conductress
actor	actress	instructor	instructress
hunter	huntress	tiger	tigress
traitor	traitress	waiter	waitress

Some common verbs and their nouns:

Verb	Noun	Verb	Noun
achieve	achievement	drip	drop
add	addition	draw	drawer
admit	admission	drive	driver
advise	advisor/advice	elect	election
agree	agreement	employ	employment
allot	allotment	enjoy	enjoyment
appoint	appointment	feed	food
approve	approval	float	fleet
arrange	arrangement	flow	flood
arrive	arrival	give	gift
astonish	astonishment	go	gait
bathe	bath	grieve	grief

bear	birth	grow	growth
begin	beginning	invite	invitation
behave	behaviour	laugh	laughter
believe	belief	live	life
bleed	blood	lose	loss
bless	blessing	marry	marriage
breathe	breath	meet	meeting
busy	business	move	movement
bury	burial	object	objection
choose	choice	propose	proposal
clothe	cloth	prove	proof
collect	collection	punish	punishment
congratulate	congratulation	remove	removal
connect	connection	run	race
decide	decision	see	sight
destroy	destruction	sing	song
develop	development	sit	seat
die	death	solve	solution
dine	dinner	speak	speech
divide	division	strengthen	strength
strike	stroke	thieve	theft
succeed	success	think	thought
tell	tale	translate	translation

PRONOUN

A pronoun is a word, used instead of a noun. It is generally used to avoid repetition of the noun. For example:

- Afshan was absent because she was ill.
- Razzaq did not play because he was injured. My parents arrived yesterday. They arrived a day too late.
- You are a doctor.
- I am a teacher.

It will be seen that a pronoun is of the same number, person and gender as the noun for which it stands.

There are seven kinds of pronouns:

1. Personal pronoun
2. Relative pronoun

5. Demonstrative pronoun

6. Interrogative pronoun

7. Distributive pronoun

We shall discuss only the first two because they are more important and more widely used kinds of pronouns.

PERSONAL PRONOUN

Stands for three persons:

1. The person speaking, (i.e. First person)
2. The person spoken to, (i.e. The second person)
3. The person spoken of, (i.e. The third person)

Different forms of the personal pronouns are given below:

● **FIRST PERSON**

	Singular	Plural
Nominative	I	we
Possessive	my, mine	our, ours
Accusative	me	us

● **SECOND PERSON**

	Singular	Plural
Nominative	you	you
Possessive	your, yours	your, yours
Accusative	you	you

● **THIRD PERSON**

	Singular	Plural
Nominative	he, she, it	they
Possessive	his, her, hers, it, its	their, theirs
Accusative	him, her, its	them

Examples

First Person

I am young.

We are young.

This is my book.

This is our book.

This book is mine.

This book is ours.

He was talking of me.

He was talking of us.

Second Person

You are young.

This is your book.

This book is yours.

He was talking of you.

You are young.

This is your book.

This book is yours.

He was talking of you.

Third Person

He/She/It is young.

This is his / her book.

This book is his / hers.

He was talking of him / her / it.

They are young.

These are their books.

These books are theirs.

He was talking of them.

RELATIVE PRONOUN

A relative pronoun is a word that works as a conjunction as well as a pronoun.

These words are:

who, whose, whom, which, that

Examples

He is the young man who saved my life.

He is a boy whose father is a lawyer.

She is the girl whom I met in Lahore.

The story, which appeared in the daily Dawn, was written by Aslam.

This is the only thing that I can do for you.

EXERCISE

Write the correct form of personal pronoun in the following sentences.

1. Naureen and _____ were present. (I, me)
2. It was Salma _____ called on you. (who, whom)
3. It might have been _____. (he, him)
4. You are taller than _____. (he, him)
5. He is a better batsman than _____. (we, us)
6. Is that Shilla? Yes, it is _____. (she, her)
7. Nobody but _____ was absent. (she, her)
8. She and _____ are good friends. (I, me)

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9. Your pen writes better than _____. (her, hers)
10. These books are not _____. (her, hers)
11. He lost his bat and we _____. (our, ours)
12. The bike which has been stolen is not _____. (his, him)

ADJECTIVE

An adjective is a word used to add to the meaning of a noun or a pronoun. It describes or points out a person, an animal, a place or a thing which the noun names or tells.

Examples:

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|--------------------------------------|--|
| She is a <u>pretty</u> girl. | He is a <u>lazy</u> boy. |
| I gave her <u>two</u> pencils. | The team has had <u>enough</u> practice. |
| They showed <u>much</u> patience. | He did not eat <u>any</u> bread. |
| <u>Most</u> Pakistanis like cricket. | This is a <u>Pakistani</u> cloth. |

EXERCISE

Supply suitable adjectives in the following sentences.

- The _____ man does not have a place to live.
- He is a/an _____ child.
- This is a /an _____ book.
- Karachi is a/an _____ city.
- A hand has _____ fingers.
- _____ men must die.
- I have not eaten _____ meat.
- There are not _____ plates on the table.
- _____ mangoes are sour.
- I like _____ jerseys.

THE COMPARISON OF ADJECTIVE

Some adjectives describe the quality of an object in three different ways:

- The positive degree
- The comparative degree
- The superlative degree

The Positive Degree

The positive degree shows the quality of an object without reference to any other, e.g:

- He is a rich man. ■ He is a bad man. ■ He is an honest man.

The Comparative Degree

The comparative degree compares the degree of the quality of an object with the degree of the same quality of another, e.g:

- He is richer than his brother.
- He is worse than his brother.
- He is more honest than his brother.

The Superlative Degree

The superlative degree shows the highest degree of the quality with reference to all other things of the same class, e.g:

- He is the richest man in the family.
- He is the worst man in the family.
- He is the most honest man in the family.

EXERCISE

Use the correct form of the adjective in the following sentences.

1. She is _____ than I. (pretty)
2. My father is _____ than Ali's father. (old)
3. My father is the _____ man in town. (rich)
4. Your composition is the _____ of all. (bad)
5. She is _____ than her sister. (beautiful)
6. This is the _____ tree in the garden. (tall)
7. He was carrying the _____ load of all. (heavy)
8. The water of this well is _____. (sweet)
9. She is a _____ woman. (wise)
10. This is the _____ question of all. (difficult)
11. Prevention is _____ than cure. (good)
12. She is _____ than her elder sister. (wise)
13. He is the _____ of all the brothers. (tall)
14. She is the _____ girl I have ever seen. (sweet)

There are some comparatives which are followed by *to* instead of *than*:

1. She is senior to me.
2. I am junior to her.
3. This pen is superior to that.
4. This painting is inferior to that.

The Correct Use of Some Adjectives

some, any: Some is used to express quantity or degree in affirmative sentences and any in negative or interrogative sentences.

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1. You have bought some apples.
 2. You have not bought any apples.
 3. Have you bought any apples?

each, every: Each is used in speaking of two or more things when the number is limited and definite. Every is used only in speaking of more than two when the number is indefinite.

1. I stayed in Naran for three days, and it rained each day.
2. Each of the two sisters has pens.
3. This magazine is published every year.

little, a little, the little: Little means hardly any therefore, it has a negative meaning. A little means some, though not much. It has a positive meaning. The little means not much, but all that is.

1. Naureen has little chance of recovery. (hardly any)
2. Her mother has a little chance of recovery.
3. The doctors must avail themselves of the little chance of recovery that he has.

few, a few, the few: Few means hardly any. It has a negative meaning. A few means some. It has a positive meaning. The few means not many, but all these are.

1. I am unlucky that I have few friends. (i.e. hardly any)
2. She is lucky as she has a few friends.
3. The few friends she has, are very influential.

Articles

A, an and the are called articles. Articles are of two kinds:

The Indefinite Article

A and *an* are the two indefinite articles. *A* is used before the word beginning with a consonant sound, and *an* with the word beginning with a vowel sound. The indefinite articles can be used only with the things that can be counted.

1. This is a table.
2. The boy is sitting on a chair.
3. She is eating an apple.
4. A cat eats meat.

The Definite Article

The is called definite article. It is used:

i) **When we speak of a particular person or a thing.**

1. He has gone to the canal for a walk.
2. She went to the club an hour ago.
3. The book, he wants, is out of print.

ii) **When a singular noun represents a whole class.**

1. The dog is a faithful animal.
2. The rose is a sweet flower.

iii) With the names of rivers, seas, oceans, groups of islands and mountain ranges.

1. The Indus is the longest river in Pakistan.
2. The West Indies is known for great cricketers.
3. The Indian Ocean lies to the south of India.
4. Mount Everest is one of the peaks of the Himalayas.

iv) Before the names of books and newspapers.

1. The Dawn is published from Karachi.
2. The Muslims follow the teachings of the Holy Quran.

v) Before common names which are names of unique things.

1. The moon shines in the sky.

Exercise

Use *a, an* or *the* where necessary:

- | | |
|--|---|
| 1. _____ cat is a loving animal. | 2. _____ table is made of wood. |
| 3. _____ child drinks milk. | 4. We eat rice with _____ spoon. |
| 5. _____ mango has _____ sweet taste. | 6. I want _____ cup of coffee. |
| 7. We write on _____ paper. | 8. Please give me _____ piece of paper. |
| 9. _____ door of _____ room is broken. | 10. There is _____ chair in _____ corner. |
| 11. We write with _____ pen. | 12. We write _____ letter. |
| 13. I like _____ butter. | 14. I eat _____ bread. |
| 15. I am eating _____ piece of bread. | |

PREPOSITION

A preposition is a word placed before a noun or a pronoun to show in what relation the person or thing indicated by it stands in regard to something else:

- | | |
|-------------------------------------|---|
| 1. He is fond <u>of</u> tea. | 2. He is ashamed <u>of</u> his behaviour. |
| 3. He was angry <u>with</u> me. | 4. She was absent <u>from</u> the class. |
| 5. Let us hope <u>for</u> the best. | |

Words Followed by Appropriate Preposition

1. Players must abide by the rules of the game.
2. He was absent from the class.
3. He was accused of theft.
4. You must act upon the advice of your teacher.
5. I agree with you in this matter.
6. She was angry at my behaviour.

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7. They were angry with me.
 8. He will appear before the judge.
 9. The train arrived at the Lahore station in time.
 10. You should be ashamed of your behaviour.
 11. She assured me of her help.
 12. He was not aware of my difficulties.
 13. The children were begging for alms.
 14. Muslims believe in the oneness of Allah.
 15. These books belong to her.
 16. A son was born to her.
 17. He was born in a rich family.
 18. He does not care for me.
 19. He is very careful about his health.
 20. The teacher made a complaint against his son.
 21. He has no confidence in his parents.
 22. She was confident of her success.
 23. She congratulated me on my success.
 24. He is not conscious of his weakness.
 25. They have no control over their son.
 26. Pakistan is very dear to us.
 27. The whole family depends on her for its living.
 28. This letter was delivered to me only yesterday.
 29. He died of cancer.
 30. We should always be prepared to die for our country.
 31. I could not dream of these comforts.
 32. He is eligible for this post.
 33. She was engaged to a rich man.
 34. He is entitled to these facilities.
 35. This angle is equal to that.
 36. Pinky failed in mathematics.
 37. We must have faith in Allah.
 38. They are faithful to her.
 39. Lahore is famous for its historical buildings.
 40. I feel for the poor.

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41. We must fight for the basic human rights.
 42. Fill in the blanks with the suitable prepositions.
 43. The police opened fire at the demonstrators.
 44. She is fond of reading novels.
 45. Please forgive him for his misbehaviour.
 46. The basket was full of flowers.
 47. She was glad at her success.
 48. I am grateful to you for your kindness.
 49. I was grieved at his loss.
 50. He was guilty of stealing.
 51. What has happened to him?
 52. I was sorry to hear about his sad death.
 53. We must always hope for the best.
 54. There is hardly any hope of her recovery from her illness.
 55. She is not ignorant of her shortcomings.
 56. She is incapable of doing any harm to anybody.
 57. I am inclined to believe her.
 58. Her name was not included in the list of prize winners.
 59. She is indebted to Shabana for her guidance.
 60. He is indifferent to all kinds of advice.
 61. They were informed of my expected arrival.
 62. Smoking is injurious to health.
 63. She takes no interest in studies.
 64. Her mother had an interview with the Principal.
 65. You are intimate with him.
 66. She introduced me to her friends.
 67. She invited her friends to her wedding.
 68. Do not be jealous of others.
 69. He is junior to me in age.
 70. Hard work is the key to success.
 71. We must be kind to children.
 72. I knocked at the door several times.
 73. Do not laugh at anybody.
 74. This road leads to the Shalimar Garden.

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75. She delivered a lecture on interior decoration.
76. She has a special liking for this dish.
77. Please listen to me.
78. He is loyal to the country.
79. This chair is made of wood.
80. She was married to her cousin.
81. He is negligent in his work.
82. He did not object to my proposal.
83. I am obliged to you for your help.
84. This is a good opportunity for him.
85. They are opposed to each other.
86. These lines are parallel to each other.
87. He will not part with his wealth.
88. Women are very particular about their dress.
89. You must be patient with the patient.
90. You must have pity for the poor.
91. He is polite in his behaviour towards others.
92. She is very popular with her pupils.
93. We should pray to Allah for success.
94. I prefer to walk instead of going by bus.
95. We should be prepared for the worst.
96. The headmaster presented books to the Chief Guest.
97. She takes pride in her work.
98. He has made a lot of progress in his studies.
99. It is not proper for you to behave in this manner.
100. He is proud of his scholarship.
101. He was punished for stealing.
102. I hope he will recover from his illness rapidly.
103. The matter was referred to the headmaster.
104. I have great regard for your feelings.
105. I am related to her.
106. He always relies on his own efforts.
107. He sent a reply to my letter after a long time.
108. He got four seats reserved for us in the Tezgam.

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109. He has no respect for his elders.
110. He will retire from service next year.
111. I am satisfied with her progress in the class.
112. Please send for the doctor immediately.
113. I was shocked at the news of the accident.
114. I am sorry for what I have done.
115. This building is not suitable for residence.
116. She is sure of her success.
117. I am surprised at your behaviour.
118. We sympathise with you in your bereavement.
119. I have no taste for music.
120. I am thankful to you for your kindness.
121. Trust in Allah and do the right.
122. He is unfit for this job.
123. She is weak in mathematics.
124. What do you wish for?
125. He works in this office.

VERB

A verb is a word that tells or says something about a person or thing. We cannot make a sentence without a verb. It is, therefore, the most important word in a sentence. For example:

- Roshana takes her meals in the afternoon.
- The sun rises in the east.
- She has learnt her lesson.
- Girls were singing.
- He speaks the truth.

A verb may refer to:

1. Present time
 2. Past time
 3. Future time
- A verb that refers to the present time is said to be in the Present tense.
 - A verb that refers to the past time is said to be in the Past tense.
 - A verb that refers to the future time is said to be in the Future tense.

PRESENT TENSE

Present tense has four forms:

a) Present Indefinite:

Present indefinite tense is used to express general statement and to describe acts that are habitual or usual.

Examples:

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|---|--|
| 1. It <u>rains</u> in winter. | 2. They <u>work</u> hard all day. |
| 3. The sun <u>sets</u> in the west. | 4. I <u>do not take</u> my meals at night. |
| 5. <u>Do you go</u> to school everyday? | |

b) Present Continuous:

Present continuous tense describes an action that is taking place at the time of speaking.

Examples:

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|---|---|
| 1. It is <u>raining</u> . | 2. The boys are <u>doing</u> their home task. |
| 3. The girls are <u>playing</u> net ball. | 4. Are they <u>sitting</u> idle? |

EXERCISE

Put the verbs in the correct form of the present tense (indefinite or continuous).

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|--------------------------------------|--|
| 1. She (love) her cat very much. | 2. He (go) to school everyday. |
| 3. It (rain) at present. | 4. They (take) tea every morning. |
| 5. Good students always (work) hard. | 6. The earth (revolve) around the sun. |
| 7. She (learn) French at present. | 8. They (not do) their work regularly. |
| 9. Shahida (sing) a sad song today. | 10. They always (come) back home late. |
| 11. She (speak) English now. | 12. She (speak) English quite well. |
| 13. The baby (cry) for milk now. | 14. They (go) to sleep at ten. |
| 15. He (not keep) me waiting. | |

Present continuous tense is also used to announce a future event which is already arranged:

- | | |
|---|--|
| 1. She is <u>leaving for</u> London tomorrow. | 2. They are <u>coming to</u> dinner on Sunday. |
| 3. He is <u>coming</u> back next week. | |

The following verbs are not generally used in the continuous form:

see, hear, smell, taste, notice, recognize, remember, recollect, forget, know, understand, believe, feel (that), think (that), suppose, mean, gather (that), want, wish, desire, refuse, forgive, care, matter, own, love, hate, dislike, seem, appear, possess, consist of

c) Present Perfect:

Present perfect tense is used to indicate an action that has completed by a given time or to connect a completed action with the present.

Examples:

1. I have read the two books.
2. She has not sent him back.
3. They have lived in this house for ten years.
4. I have known him for a long time.

d) Present Perfect Continuous:

Present perfect continuous tense is used to indicate an action that began in the past and is still continuing.

Examples:

1. She has been playing the piano since 2 o'clock.
2. I have been waiting here for two hours.
3. The packet has been lying there since morning.

The words *since* and *for* are commonly used with the present perfect and present perfect continuous tenses. Since is used to indicate the point of time when the action began and for to indicate the period of time lasted up till now.

EXERCISE

Put the verbs in the correct form of the present perfect or present perfect continuous tense.

1. I already (take) three cups of coffee.
2. I (not see) you since Monday.
3. My brother (not write) to me for ten years.
4. She (learn) French for over two years.
5. The book (lie) on the table for weeks.
6. He (not speak) to me since March.
7. She (sleep) since morning.
8. How long you (wait) here?
9. He (stand) in the sun for an hour.
10. She (work) in this office for seven years.
11. They (not eat) anything since morning.
12. They already (do) their home task.
13. I already (post) the letter.
14. The fire (burn) at night for two hours.
15. You (rest) since morning.

PAST TENSE

Past tense has four forms:

a) Past Indefinite:

Past indefinite tense is used to indicate a single act or an action in the past.

1. I had a cup of tea in the morning.
2. She went to school an hour ago.
3. Quaid-e-Azam worked very hard.
4. He sold newspapers for living.
5. She shut the door softly.

b) Past Continuous:

Past continuous tense represents an action which was going on at some point in the past.

1. She was doing her home task when the guests arrived.
2. I was reading a book when the bell rang.
3. They were going to school when the storm broke.

EXERCISE

Put the verbs in brackets in the correct form of the past tense (indefinite or continuous).

1. It (begin) to rain an hour ago.
2. How long ago you (come) here?
3. She (not hear) any noise.
4. He (ride) a bike when he (meet) an accident.
5. He (leave) twenty minutes ago.
6. I (go) to airport when I (see) her.
7. The light (go out) when we (have) dinner.
8. She (sing) a song when I (enter) the room.
9. I (meet) her in the plane.
10. I (make) tea when the door bell (ring).
11. He (not reply) to my letter.
12. I (buy) this motor bike only a month ago.
13. I (not listen) when you (talk).
14. The farmer (plough) the field when it (start) raining.
15. The bus (move) while I (board) it.

c) Past Perfect:

Past perfect tense is used to describe an action completed at some point in the past.

1. I had left the house before it started raining.
2. They had taken their meals before the guests arrived.

d) Past Perfect Continuous:

Past perfect continuous tense is used to describe an action which had been going on for some time and finished at some definite time in the past.

1. She had been working since morning.
2. It had been raining since last night.
3. They had been playing cards for six hours.
4. He had been coming here since 1970.

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5. She had been visiting Europe since childhood.

EXERCISE

Put the verbs in brackets in the correct form either past perfect tense or past perfect continuous tense.

1. After you (leave) I went to sleep.
2. They (take) their breakfast after they had washed their hands.
3. I (work) on this assignment for a month.
4. Ali (prepare) for his examination since October.
5. She (ask) why we had wanted to leave early.
6. I asked her what places she (visit) in Europe.
7. The sun (not rise) before we were ready to leave.
8. I had never seen snow before I (go) to Murree.
9. Aslam (swim) for three hours.
10. The bus (stop) before we stepped out.

FUTURE TENSE

Future tense has four forms:

a) Future Indefinite:

Future indefinite tense is used to describe a single act that is yet to take place.

1. They will leave for London tomorrow.
2. The court will give its verdict on Thursday next.
3. I shall see him next Monday.

b) Future Continuous:

Future continuous tense is used to describe an action going on at some point in future time.

1. She will be taking her English lesson in the morning.
2. I shall be reading the paper then.
3. They shall be playing hockey at that time.

EXERCISE

Put the verbs in brackets in the correct form of the future tense (indefinite or continuous).

1. You (no understand) it.
2. This watch (not cost) very much.
3. She (work) hard for the competition.
4. I (finish) this exercise in an hour's time.
5. I (not have) much money.
6. What you (do) at four?
7. They (travel) all night.
8. I (wait) for you at the usual time.
9. She (learn) her lesson in French in the morning.

c) Future Perfect:

Future perfect tense is used to describe an action that will be finished by a certain future date.

1. I shall have finished writing this novel by June next year.
2. She will have stopped taking this medicine by March next.
3. They will have left Pakistan before the end of the year.

d) Future Perfect Continuous:

Future perfect continuous tense is used to describe an action which has been going on continuously and has yet to be completed in the future.

1. By the next March, I shall have been working on this project for ten years.
2. By October next, I shall have been teaching at this college for twenty years. (This tense however, is not often used.)

EXERCISE

Put the verbs in brackets in the correct form either future perfect tense or future perfect continuous tense.

1. She (finish) her work before the guests arrive.
2. They (write) their exercise by the time the teacher arrives.
3. She (return) from the tour of Europe by the middle of December next.
4. The farmers (reap) the harvest before the rains.
5. These mangoes (reach) the market by April.
6. I (read) all the novels of Golding by the end of summer vacation.
7. The meeting (end) by the time we gather.
8. I hope it (stop) raining by the evening.
9. She (take) her examination by the next fall.
10. They (complete) their work by tomorrow.

With Time Conjunction

Present perfect tense is used instead of future perfect tense.

1. I shall wait here until you have finished your work.
2. I cannot do anything until I have taken my lunch.
3. I shall take you around the fields when you have taken some rest.

ACTIVE AND PASSIVE VOICE

Voice is that form of a verb which shows whether the subject does something or has something done to it. There are two voices in the English language: Active voice and Passive voice.

Active Voice:

A verb is in the active voice when its subject does something.

1. Khurshid (subject) helps Naushaba (object).
2. The driver (subject) opened the door of the car (object).
3. The boy (subject) makes the picture (object).

Passive Voice:

A verb is in the passive voice when something is done to its subject.

1. Naushaba is helped by Khurshid.
2. The door of the car was opened by the driver.
3. The picture is made by the boy.

We see that the following changes take place when a sentence is changed from the active into passive voice.

- i) The subject becomes the object and the object becomes the subject.
- ii) The principal verb is changed into the past participle (if it is not already in that form) and is preceded by some form of the verb be.
- iii) The preposition by is placed before the object.

Following is a list of the sentences (in various tenses) changed from the active into the passive voice:

1. The mother loves the children.
The children are loved by the mother. **(present indefinite tense)**
2. They are buying this house.
This house is being bought by them. **(present continuous)**
3. She has not beaten the dog.
The dog has not been beaten by her. **(present perfect)**
4. She bought five video films.
Five video films were bought by her. **(past indefinite)**
5. She gave me five films.
I was given five films by her.
6. Why did she write such a letter?
Why was such a letter written by her?
7. She was teaching the students.
The students were being taught by her. **(past continuous)**
8. They had gained nothing.
Nothing had been gained by them. **(past perfect)**

9. He will write a letter.

A letter will be written by him. (future indefinite)

10. We shall have killed the snake.

The snake will have been killed by us. (future perfect)

Sentences in the present perfect continuous, past perfect continuous and future perfect continuous are not changed into the Passive voice.

EXERCISE

Change the following sentences into passive voice.

- | | |
|---|--|
| 1. She likes apples. | 2. The boy is climbing the wall. |
| 3. We did not hear a sound. | 4. They have bought a horse. |
| 5. The Board has given me a gold medal. | 6. He praised the boy for his courage. |
| 7. The teacher was helping the students. | 8. Why were they beating the boy? |
| 9. They have not done their job. | 10. A car ran over an old man. |
| 11. He will give you a box of chocolates. | 12. He had told me to do it. |
| 13. They had not done their home task. | 14. We shall have finished our work by March next. |
| 15. He took away my books. | 16. The sudden noise frightened the child. |
| 17. We use milk for making cheese. | 18. Why is he mending the chair? |
| 19. The doctor asked her to stay in bed. | 20. They caught the thief. |

ADVERB

An adverb is a word which qualifies (or adds to) the meaning of a verb, an adjective or another adverb.

- | | |
|---|--------------------------------------|
| 1. She was walking <u>slowly</u> . | 2. You are a <u>very</u> clever boy. |
| 3. She was walking <u>quite</u> slowly. | |

Adverbs are of three kinds:

Adverbs of Manner

- | | |
|------------------------------------|------------------------------------|
| 1. She was walking <u>slowly</u> . | 2. He was reading <u>clearly</u> . |
| 3. They fought <u>bravely</u> . | 4. Do not walk <u>so fast</u> . |

Adverbs of Place

- | | |
|--|--------------------------------|
| 1. They followed her <u>everywhere</u> . | 2. <u>Where</u> are you going? |
|--|--------------------------------|

Adverbs of Time

- | | |
|---|--|
| 1. <u>When</u> will you learn to do it? | 2. Sheila sang at the concert on <u>Sunday</u> . |
| 3. The book was not available <u>then</u> . | |

The three adverbs in one sentence are placed in the following sequence:

Sheila sang beautifully (**adverb of manner**) at the concert (**adverb of place**) on Sunday (**adverb of time**).

CONJUNCTION

A conjunction is a word which is used merely to join together sentences and sometime words.

1. She is a doctor and her brother is an engineer.
2. He is poor but honest.
3. Roshana and Naushaba are good singers.
4. He must get a good job or he will run away.
5. Two and two make four.

Some conjunctions are used in pairs.

6. Neither she nor her mother is present in the house.
7. Either he is a fool or a knave.
8. Both Aslam and Akram respect their teacher.
9. She does not care whether you eat or not.
10. He is not only a brother to me but also a friend .
11. No sooner did he leave the house than it started raining.
12. As you sow, so shall you reap.

Some compound expressions are also used as conjunctions.

1. He saved a lot of money so that his sons would lead a prosperous life.
2. Adnan as well as his friends was in the class.
3. He should be employed provided that he fulfills the basic qualifications.
4. He will be readmitted to school on condition that he submits a written apology.
5. She looks as if she were ill.

INTERJECTION

An interjection is a word which is used to express sudden feeling or emotion.

1. Hurrah! We have won the match.
2. Alas! He is no more.
3. Oh! You gave me shivers.
4. Hush! Do not make a noise.
5. Hello! What are you doing there?

Some groups of words are also used as interjections.

- . Ah me! For shame! Good heavens! Well done!

DIRECT AND INDIRECT SPEECH

We can report the words of a speaker in two ways:

1. She said, "I am doing my home task now."
2. She said that she was doing her home task then.

The first way of reporting the speaker's words is called Direct Speech. While doing this we have reproduced the exact words of the speaker and put them in inverted commas.

The second way of reporting what the speaker has said is called the Indirect (Reported) Speech. While doing this we have made the following changes in the sentence.

1. Conjunction *that* has been placed before the reported speech. (Indirect statement)
2. Pronoun *I* has been changed into *she*.
3. Verb *am* has been changed into *was*.
4. Adverb *now* has been changed into *then*.

Rules for Changing Direct Speech into Indirect

1. When the reporting verb is in the past tense.

- a. a present indefinite becomes a past indefinite:

He said, "I am not a thief." (DIRECT)

He said that he was not a thief. (INDIRECT)

- b. a present continuous becomes a past continuous

She said, "I am working hard." (DIRECT)

She told that she was working hard. (INDIRECT)

- c. A present perfect becomes a past perfect

He said, "I have returned the books." (DIRECT)

He said that he had returned the books. (INDIRECT)

- d. A past indefinite changes into a past perfect.

She said, "The patient died in the hospital." (DIRECT)

She said that the patient had died in the hospital. (INDIRECT)

- e. Will/Shall changes into would/should

He said, "She will go there." (DIRECT)

He said that she would go there. (INDIRECT)

2. Pronouns of the first and the second person change into third person pronouns. However, if the person addressed reports the speech, second person change into first.

She said, "I do not agree with you." (DIRECT)

She said that she did not agree with him. (INDIRECT)

He said to the stranger, "I do not recognize you." (DIRECT)

He told the stranger that he did not recognize him. (INDIRECT)

The teacher said to Mueen, "I have taught you and your sister." (DIRECT)

The teacher told Mueen that he had taught him and his sister. (INDIRECT)

She said to me, "You are a lazy boy." (DIRECT)

She told me that I was a lazy boy. (INDIRECT)

3. Words showing nearness change into words showing distance, as given below:

<u>Word</u>	changes into	<u>Word</u>	<u>Word</u>	changes into	<u>Word</u>
this		that	now		then
here		there	thus		so
today		that day	tomorrow		the next day
yesterday		the day before	last night		the night before
ago		before			

EXERCISE

Change the following sentences into the indirect narration of speech.

1. She said, "I like clouds in the sky."
2. He said, "I am unwell."
3. He said to her, "I live in this building."
4. They said, "Our teacher is on leave."
5. Arif and Ayesha said to their mother, "We like mangoes."
6. She said, "I am helping my mother in the kitchen."
7. He said, "I am watering the plants in the garden."
8. Afshan said, "I am sewing mother's shirt."
9. He said, "They are not doing their duty well."
10. He said to me, "You are not running very fast."
11. They said, "We have done our duty."
12. The teacher said to us, "You have not completed your drawing."
13. She said, "They have not eaten their meals."
14. The teacher said, "I have often told you not to play with fire."
15. My brother said to me, "You have missed the point completely."
16. He said, "I completed my drawing half an hour ago."
17. She said, "I did not go to school yesterday."
18. He said, "She sang a beautiful *ghazal* at the concert last night."
19. She said, "He rang me up at twelve midnight."
20. He said, "The boys did not put up a good show last night."
21. She said, "I shall never do such a thing."
22. Afshan said, "They will wait for us for an hour only."

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23. They said, "We shall never make a promise, we cannot fulfill."
24. He said, "I shall explain this to you only if you listen to me with patience."
25. He said, "I hope you will not repeat this mistake."

4. In reporting questions:

- a. Beginning with a verb, we place whether or if after the object of the reporting verb; or if the answer to the question is 'Yes' or 'No', we use whether or if after the object of the reporting verb.
b. Beginning with an interrogative word like what and why, we do not use any conjunction. However, the reporting verb is changed to asked, enquired, etc.

Examples

- | | | |
|----|--|------------|
| a. | He said, "Will you listen to me?" | (Direct) |
| | He asked me whether I would listen to him. | (Indirect) |
| b. | She said, "Are you going to Lahore today?" | (Direct) |
| | She asked me whether I was going to Lahore that day. | (Indirect) |
| c. | He said, "Do you agree with me?" | (Direct) |
| | He asked me whether I agreed with him. | (Indirect) |
| d. | He said to me, "What are you looking for?" | (Direct) |
| | He asked me what I was looking for. | (Indirect) |
| e. | She said, "Where do you live?" | (Direct) |
| | She enquired of them where they lived. | (Indirect) |
| f. | He said, "How many chapters have you done already?" | (Direct) |
| | He enquired of him how many chapters he had done by that time. | (Indirect) |

EXERCISE

Change the following sentences into indirect narration.

1. She said, "Is this your book?"
2. He said, "Do you have any share in this firm?"
3. They said, "Have you ever visited Murree Hills?"
4. He said, "Aren't you ashamed of yourself?"
5. The teacher said, "Did you do your home task yesterday?"
6. The mother said, "Didn't I ask you not to go there?"
7. Rehana said, "Will you stop interfering in my work?"
8. The mother said, "Shall we invite the Qureshis also?"
9. Adnan said, "Had you left Karachi before writing this letter?"
10. The judge said, "Have you anything more to say?"

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11. He said, "What do you want me to do?"
 12. The mother said, "How did you fail in your examination?"
 13. Raza said, "Where are you going?"
 14. The teacher said, "Whose book is it?"
 15. The teacher said, "Who is the author of this book?"
 16. The stranger said, "Which is the way to the Shalimar Garden?"
 17. The manager said, "How do you propose to solve this problem?"
 18. The boy said, "What do you want me to do?"
 19. The pupil said, "Where have I eased?"
 20. The teacher said, "Who is next on the list?"

5. In Imperative sentences the mood of verb is changed into the infinitive and the reported speech is introduced by some verb expressing command or request i.e. tell, ask, order, request, beg, appeal, entreat, advise, etc.

- a. The referee said, "Quiet, please." (Direct)
The referee requested the spectators to be quiet. (Indirect)
- b. The teacher said, "Do not make a noise." (Direct)
The teacher asked the students not to make a noise. (Indirect)
- c. She said to me, "Tell the truth." (Direct)
She advised me to tell the truth. (Indirect)
- d. She said to me, "Please lend me your camera for a day." (Direct)
She requested me to lend her my camera for a day. (Indirect)
- e. Roshana said, "Let us finish our work first." (Direct)
Roshana proposed that they should finish their work first. (Indirect)

EXERCISE

Change the following into indirect narration.

1. He said to his sister, "Please say something."
2. She said to her friends, "Please have dinner with me tomorrow at eight."
3. The judge said, "Call the next witness."
4. Farhan said to his uncle, "Please help me in getting some job."
5. The doctor said to the patient, "Take complete rest and follow my directions."
6. The teacher said to the pupil, "Read the paragraph and explain it in simple English."
7. The mother said to her daughter, "Please tidy up your room."
8. She said to me, "Do not waste your time in idle talk."
9. The father said to his son, "Get up early in the morning and go for a walk."

10. Afshan said, "Let us go for a picnic on Friday."
11. He said to his friend, "Please lend me your bike for a day."
12. He said to her, "Please fetch me a glass of water."
13. The master said to the servant, "Go and fetch me a glass of milk."
14. The father said to his son, "Do not leave this room without my permission."
15. She said to them, "Let us not deceive ourselves."
6. **In sentences expressing sudden and strong feelings or emotions and wishes, the reported speech is introduced by some verb expressing exclamation or wish.**
 - a. He said, "Hurrah! We have won the match."
He exclaimed with joy that they had won the match.
 - b. He said, "Alas! I am ruined."
He exclaimed sadly that he was ruined.
 - c. He said, "May Allah help me do my duty."
He prayed that Allah might help him do his duty.

EXERCISE

Change the following into the indirect form of narration.

1. She said to her father, "May you live long!"
2. She said, "May you prosper!"
3. The mother said to her daughter, "May Allah bless you with a son!"
4. She said, "Would that my father were alive!"
5. The mother said to her son, "May you return successful!"
6. She said, "What a beautiful piece of art!"
7. He said, "How well she sings!"
8. He said, "Alas! We cannot defeat our enemies."
9. She said, "What a pity you missed that function!"
10. He said, "Hurrah! I have won the medal."
7. **If the reporting verb is in the Present indefinite, Present perfect or Future indefinite tense the reported speech retains the same tense as used by the speaker. The pronouns, however, change as usual.**
 - a. She says, "I hope I am not late." (Direct)
She says that she hopes she is not late. (Indirect)
 - b. He says, "I want to speak to you." (Direct)
He says that he wants to speak to him. (Indirect)
 - c. You have said, "They are waiting outside." (Direct)
You have said that they are waiting outside. (Indirect)

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- break:** Handle it carefully otherwise it may break.
11. **cool:** Cool breeze is blowing.
cold: It is cold outside.
12. **cloth:** Samina bought some cloth from the market.
clothes: Saira is wearing colourful clothes.
13. **cell:** The prisoner was brought out of the cell.
sell: They sell school books.
14. **compare:** Can he compare himself with Faiz?
contrast: There is a contrast in what he says and what he does.
15. **device:** Zakat is a good device to help the poor.
devise: We must devise ways and means to help the needy.
16. **denied:** He denied having told a lie.
refused: Naila refused to help Najma in the hour of need.
17. **diary:** What are you writing in your diary?
dairy: Hanif brought milk from the dairy.
18. **dew:** Dew drops fell at night.
due: He could not come to school due to illness.
19. **die:** Heroes never die.
dye: Please dye my shirt.
20. **dose:** Have you taken a dose of this medicine?
doze: It is not right to say that I doze in class.
21. **droop:** Branches of the plants droop in summer.
drop: Give me a drop of water.
22. **elder:** Arif is my elder brother.
older: Lahore is an older city than Islamabad.
23. **eligible:** He is eligible for the post of a clerk.
illegible: Farah's hand writing is illegible.
24. **except:** Everybody was present except Tahir.
accept: Accept my congratulations on your success.
25. **expect:** I expect to get good marks in the coming examination.
hope: We should never lose hope.
26. **feet:** A cat has four feet.
feat: We saw feats of animals in the circus.
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27. **flour:** We make bread from flour.
floor: The floor of this room is very dirty.
28. **fair:** Her complexion is fair. OR We must play fair.
fare: Sometimes passengers do not pay fare to the conductor.
29. **foul:** We should not use foul language.
fowl: Fowls are kept in cages.
30. **gate:** Children were standing at the gate of their school.
gait: She walks with a different gait.
31. **gaol:** The prisoner was sent to the gaol.
goal: He is advancing towards his goal steadily.
32. **heel:** The heel of this shoe is too high for me.
heal: The wound will heal soon.
33. **healthy:** A healthy man can enjoy life.
healthful: Milk is healthful for our body.
34. **idle:** Do not waste your time by sitting idle.
idol: The Hindus worship idols.
35. **invent:** Marcony invented radio.
discover: Columbus discovered America.
36. **ice:** People use ice in summer.
snow: Snow is falling on the mountains.
37. **loose:** It is a fashion to wear loose shirts.
lose: Do not lose courage.
38. **lesson:** The first lesson of our book is easy.
lessen: Please lessen the speed of the car.
39. **letter:** I have written a letter to my friend.
latter: Of wealth and health, the latter is the more important.
40. **liar:** Akbar is a liar. He always tells lies.
lawyer: I want to become a lawyer.
41. **lovely:** The rose is a lovely flower.
lovable: She is nice and lovable.
42. **medal:** Atif has won a silver medal.
meddle: Do not meddle in other people's affairs.
43. **meet:** My friend came to meet me at the airport.
meat: I like to eat meat.

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44. **metal:** Gold is an expensive metal.
mettle: The Pakistanis have yet to show their mettle.
45. **marry:** Kamal is going to marry Najma.
merry: They are making merry.
46. **miner:** He is a miner.
minor: The problem is a minor one. We can solve it easily.
47. **necessity:** Bread is the basic necessity of our lives.
necessary: It is necessary for the students to do their homework.
48. **observation:** Uzma has quick observation.
observance: Observance of laws is necessary for every citizen.
49. **pear:** The pear trees are blossoming out early this year.
peer: He is respected and admired by his peers.
50. **populous:** China is a populous country.
popular: Yasmin is very popular among her friends.
51. **principal:** The principal of our college is very kind.
principle: Quaid-e-Azam was a man of principles.
52. **piece:** Give me a piece of chalk.
peace: Let me do my work in peace.
53. **prey:** The hunter ran after his prey.
pray: I shall pray to Allah for your success.
54. **people:** People of Pakistan love their country.
peoples: Representatives of different peoples were present in the meeting.
55. **pore:** There are many pores in our body.
pour: Pour some tea into this cup.
56. **quiet:** Can't you keep quiet?
quite: Your answer is quite right.
57. **respectable:** Nayab belongs to a respectable family.
respectful: Ahmad is respectful to his elders.
58. **rein:** The horse man pulled the reins of the horse.
rain: It has been raining since morning.
59. **rob:** The robbers threatened the woman and robbed her money.
steal: Sajida's jewellery was stolen by the thief.
60. **role:** His role in the play was quite difficult.
roll: His name was at the top in the roll call.
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61. **root:** This plant has delicate roots.
route: This is the shortest route to our school.
62. **story:** It is not a true story.
storey: We live on the first storey of this house.
63. **sail:** They opened the sails of the boat.
sale: This car is for sale.
64. **sink:** The ship is sinking.
drown: The man is being drowned.
65. **stationary:** The earth is not stationary.
stationery: Farid brought some exercise books from the stationery shop.
66. **sole:** The sole of this shoe is very hard.
soul: Fifty souls were lost in a road accident. OR May his soul rest in peace.
67. **scene:** She has painted beautiful scenes of rural life.
seen: I have seen her after a long time.
68. **teach:** Mr. Junaid teaches us English.
learn: We learn English from Mr. Junaid.
69. **team:** Our cricket team won the match.
teem: This well teems with insects.
70. **urbane:** Her manners are fine and urbane.
urban: They do not have any urban property.
71. **vain:** The thirsty crow searched for water everywhere but all in vain.
vein: Our body has countless veins.
72. **vale:** The vale of Kashmir is famous for its beauty.
veil: She covered her face with a veil.
73. **wine:** The Muslims are not allowed to drink wine.
vine: They went to a vineyard to eat grapes.
74. **waste:** Do not waste your money on idle pursuits.
waist: His waist disappeared in the water while crossing the stream.
75. **write:** Can you write a letter in English?
right: It is not right to call others names.
76. **wave:** The waves of the sea followed one another silently.
waive: The age limit was waived in favour of the candidates.
77. **way:** Can you tell me the way to the Allama Iqbal's tomb?
weigh: She weighs only a hundred pounds.
78. **weak:** He is very weak in mathematics.
week: Seven days make a week.
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