

GRAMMAR & COMPOSITION

1	Story Writing	209
2	Letter Writing	217
3	Dialogue Writing	224
4	Comprehension	226
5	Parts of Speech	238
6	Translation	252
	a) Voices	
	b) Correct Use of Verb	

The young and the old enjoy hearing and reading stories. Interesting stories particularly appeal to everyone. Here are some important points that can help us make a story interesting and impressive:

1. The story should have a clear and well planned plot.
 2. The events should follow a natural order.
 3. It should be in simple English.
 4. Dialogues should be impressive and worded as naturally as possible.
 5. It should always be in the past tense.
 6. There should be no grammatical mistakes.
 7. It should have some suspense for the reader, to make the story have a strong grip.
- "Practice makes a man perfect" holds good in the case of story writing too.

Developing a story from a given outline is easier than writing one on a heading or a moral. Whatever the case, the conclusion or the end should be handsomely drawn and moral (if any) should follow in a natural and clear way.

Specimen:

Develop the following outline into a readable story:-

A farmer has three sons ----- they keep on quarrelling ----- father advises again and again but to no effect ----- falls seriously ill ----- sends for the sons ----- asks them to bring a handful of sticks ----- ties them into a bundle ----- asks them to break it turn by turn ----- all three sons fail ----- unties the bundle ----- asks them to break single stick ----- they easily break ----- lesson ----- united we stand, divided we fall.

1. A Farmer and His Sons

09613001

Once upon a time, there lived a farmer in a village. He had three sons. They always quarrelled with one another. The farmer was much worried (پریشان) about them. He advised them to live in peace (امن) but all in vain (بے سود). One day he fell seriously (شدید طور پر) ill. He planned (منصوبہ بنایا) to advise them for the last time (آخری دفعہ). He sent for (بلایمیںجا) his sons. They came at once (فورا). He asked them to bring a bundle of sticks. When they did so, he ordered them to break the bundle one by one. They tried (کوشش کی) their best to break it but none (کوئی بھی) could succeed (کامیاب ہونا).

At last, the farmer untied (کھول دیا) the bundle and asked each of them to break a stick one by one. Everyone broke his stick quite easily (بڑی آسانی سے). The farmer then advised them that if they were united (متحد) like the sticks, no one would harm (نقصان پہنچانا) them. But they would be ruined (تباہ شدہ) if they were divided (الگ). This had a very good effect (اثر) on them. So they began to live peacefully (امن و سکون سے).

Morals: Union is strength.

United we stand, divided we fall.

اتفاق میں برکت ہے۔

متحد ہونے میں بقا ہے۔ نفاق میں فنا ہے۔

2. The Kindness of the Holy Prophet (ﷺ)

(Board 2023) 09613002

Once the Holy Prophet (ﷺ) was going to a certain place along with his companions (صحابہ کرام رضی اللہ عنہم). On their way, one of the companions of the Holy Prophet (ﷺ) saw a nest of

sparrows (چڑیاں) in a bush. He picked up (اٹھالئے) the young ones (بچے) of sparrows. All at once the sparrows began to cry and fly over their heads wildly. The Holy Prophet (ﷺ) asked his companions why they were flying so wildly. He (ﷺ) was told the whole story.

The Holy Prophet (ﷺ) felt sorry (ترس کھایا) for the poor little birds and advised his companions to put the baby sparrows back into the nest. On this, the sparrows felt relief. This shows (اس عمل سے ظاہر ہوتا ہے) that our Holy Prophet (ﷺ) was not only kind to human beings (انسان) but also to birds, animals and even to the small insects. He said, "Be kind to others, God will be kind to you".

Morals: God is kind to those who are kind to others.

اللہ تعالیٰ بخیر و رحمت پر عمل کرنے والوں کو جزا دیتا ہے۔

Kindness is a great virtue.

نیکی بڑی نیکی ہوتی ہے۔

3. Robbers Turn into Good Citizens

09613005

Once Hazrat Sheikh Abdul Qadir Gillani (God be pleased with him) set off on a journey with a caravan (قافلہ) in his childhood (بچپن). His pious mother (نیک والدہ) stitched up (سی دیے) forty gold coins in his shirt and advised him to speak the truth always. When they entered the forest, a gang of robbers (ڈاکوؤں کا گروہ) fell upon them and looted everyone. A robber searched (تلاشی لی) Hazrat Abdul Qadir Gillani (God be pleased with him) thoroughly and found nothing. The robber asked him whether he had something. Hazrat Abdul Qadir (God be pleased with him) told him that he had forty gold coins (اشرافیاں) stitched in his shirt. The robber took him to the leader of the gang. The leader asked him why he had not denied (انکار کیا) of having the money. The boy told the leader that his mother had advised him to speak the truth always. The leader was greatly impressed (متاثر ہوا) by the innocent truthfulness (سچائی) of the young boy. He gave up (ترک کر دیے) his bad deeds (سے اعمال) and returned everything to all the members (ارکان) of the caravan and became a good citizen.

Morals: Always speak the truth.

Truth is evergreen.

سچ بولو۔

سچ کویتا ہے۔

4. The Donkey Trapped in His Own Trick

09613006

Once upon a time a salt trader (نمک کا تجارتی) used to bring salt from the city on his donkey's back. There was a stream (نہر) on his way. One day, the foot of the donkey slipped and it fell down into the stream. Its master helped it to stand up with great difficulty (بڑی مشکل سے). In the meantime, a large quantity of salt dissolved in the water and the donkey was delighted to find the load lighter (زیادہ ہلکا) than before. The next day, it sat down in midstream (نہر کے درمیان) to lessen (کم کرنا) its load. The trader observed (دیکھا) its trick (دھوکا). He made up his mind (فیصلہ کر لیا) to teach the donkey a lesson. One day he loaded it with two bales of cotton. As usual (جیسا کہ عادی) it sat down in the stream to lessen load. But when it got up, it could not walk under the heavy load of the soaked cotton (بھٹی ہوئی کپاس). The donkey resolved (عہد کیا) never to repeat (دہرانا) this trick in future (مستقبل میں).

Morals: Do not play foul.

Experience is the best teacher.

ظالمیہ سے مت کیلو۔

یہ بہترین استاد ہے۔

5. A Foolish Stag

(Board 2018, 20, 22) 09613005

On a hot summer day, a stag was drinking water from a pool (تالاب). It saw its reflection (عکس) in the clear water. It felt proud of its beautiful horns but it did not like its thin (پتلی) legs. Suddenly, it saw a pack of hounds (شکاری کتاؤں کا گروہ) coming towards it. It ran for its life as fast as its legs could carry it. In no time, it left the hounds far behind. Now it happened to pass through a jungle. As it rushed through, its horns were caught in thick branches of trees and bushes. It tried its best to free itself but all in vain (بے سود). Meanwhile (اسی اثنا میں), the pack of hounds came chasing (پچھا کرتے ہوئے) it. The hounds fell upon it and killed it. Its ugly legs carried it away from the hounds but its beautiful horns brought about its death.

Morals: All that glitters is not gold.

Pride hath a fall.

ہر چمکتی چیز سونا نہیں ہوتی۔

غور کا سر نیچا۔

6. A Friend in Need is a Friend Indeed

(Board 2017) 09613006

Once upon a time (ایک دفعہ کا ذکر ہے) there lived two friends in a certain village. One day, they decided to go somewhere (کسی جگہ) to find some work. They set off (روانہ ہو گئے) on a journey. As they were passing through a jungle, a big bear (بڑا رینگہ) appeared from bushes. They were terrified (خوف زدہ). The bear began to move towards them. One of them climbed up a tree. The other could not do so. He laid down on the ground and held his breath (مانس رکھا). Meanwhile, the bear came to him and sniffed at (سونگھا) him. When it made sure that he was dead, it left him there and moved forward so went on its way. When the bear had gone out of sight (نظر سے اوجھل), the friend from the tree came down. He asked his friend, "What did the bear say in your ear?" The other replied, "The bear advised me not to trust a selfish (خود غرض) friend". Saying this, he left him and went on his own way.

Morals: Beware of fair-weather friends.

Selfishness is a curse.

A friend in need, is a friend indeed.

مظنی دوستوں سے بچو۔

خود غرضی ایک لعنت ہے۔

دوست وہ ہے، جو مشکل میں کام آئے۔

7. Haste Makes Waste

09613007

Once upon a time, a hunter had a beautiful hound. The hound was attached the hunter's only (کوئی اور) in very much. The son also loved to play with the hound. The hunter had no one else (کوئی اور) in the house. One day, the hunter went out for hunting (شکار کرنے) but forgot to take the hound with him. His son was sleeping in his bedroom. As the hunter reached the edge (کنارہ) of the forest, he found that he had not brought his hound with him. He decided to go back home to bring the hound. When he entered his house, he was afraid (خوف زدہ) to see his hound all blood-stained (خون آلود) standing at the gate. He thought that the hound had killed his son. He at once took out his sword (تلموار) and killed the hound.

Then he walked into the house and saw blood pools (تالاب) here and there. Just then, he saw his son sitting safe and sound (صحیح سلامت). The boy told his father about the fight between the dog and a wolf (بجیرنا). The wolf had come into the house to kill him. The hunter was very sorry at his waste (جلدی) in killing the faithful (وفادار) animal.

Morals: It is no use crying over spilt milk.

Haste Makes Waste.

8. A Big Reward

Once a hungry wolf was eating his prey (شکار). In order to finish it quickly, he swallowed (بل) a big bite of flesh (گوشت کا ایک بڑا ٹکڑا). A bone also went in (اندروں چلی گئی) and stuck into his throat. It hurt him very much. He decided to seek the help of a crane (سارس). He requested the crane to pick out the bone from his throat. The crane was afraid lest (ایسا نہ ہو کہ) the wolf should bite off his head. But the wolf assured him of safety (حفاظت) and also a big reward for this service. At last, the crane agreed. It put its long beak into the throat of the wolf and pulled out the bone. The wolf felt very happy. The crane demanded the promised reward for the service. The wolf at once said, "Isn't it a big reward that I have not bitten off your head when it could not escape (بچتا-فرار ہوتا) my teeth?" The crane was disappointed at this. So, it went away cursing the cunning (کار) wolf.

Morals: A wolf may lose its teeth but not its nature.

A fair face may hide a foul heart.

چور چوری سے جائے ہیرا پھیری سے نہ جائے۔

بھولی بھالی صورت اپنے اندر ایک برا دل بھی رکھ سکتی ہے۔

9. The Tailor and the Elephant

(Board 2018) 09613009

A tailor ran a shop in a certain bazaar. An elephant used to go to a pond (تالاب) for drinking water through this bazaar. The tailor was a good-natured (نیک طبیعت کا آدمی) man. He used to give him a bun daily. In the course of time, they became good friends. One day, the tailor had a dispute (جھگڑا) with one of his customers (گاہک). He was feeling cross (ناراض). Meanwhile, the elephant came to receive the bun as usual (معمول). The tailor, instead of giving him a bun, pricked (سوئی چھو دی) its trunk (سوٹ) with a needle (سوئی). The elephant became angry but silently went his way to drink. On his return, he filled his trunk with muddy (گارے والا) water and emptied (خالی) it on all the fine and costly dresses hanging in the shop. All the dresses were badly spoiled (بری طرح خراب ہو گئے) with the spray of muddy water. The tailor felt very sorry for what he had done with the elephant but he could not do anything because he knew "It is no use crying over spilt (بھٹکا ہوا) milk."

Morals: As you sow, so shall you reap.

Look before you leap.

Tit for tat.

جیسا بوڑھے ویسا کاٹو گے۔

قدم سوچ سمجھ کر اٹھاؤ۔

اگلے کا بدلہ

10. The Clever Cat and the Vain Fox

09613010

Once a cat met a fox in a forest. The fox greeted (سلام کیا) the cat and invited her to have a chat (مپ شپ لگانا). But the cat said that it was not a safe place because the hunters usually came that way. The fox did not care for the warning of cat and boasted of (شجی بھارتا) his knowing many tricks to dodge hunters. He inquired (پوچھا) the cat how many tricks (دواؤں) she knew to dodge (دھوکہ دینا) the hunters. simply (سادگی) replied that she only knew how to climb a tree in the time of danger. The fox looked She down upon (حقارت کی نظر سے دیکھا) the cat. Just then, the cat noticed a hunter approaching (قریب آتے ہوئے).

with a pack of hounds (شکاری کتوں کا گروہ). She at once (فورا) climbed up the nearest tree and saved her life. The hounds came upon the vain (مغرور) fox very soon. The fox ran for his life but the hounds overtook (آگیا) him and tore him to pieces.

Morals: Vanity is self-deception.
Pride hath a fall.

غور کرنا خود کو دھوکہ دینا ہے۔
غور کا سر نیچا۔

11. The Muslim Brotherhood (Board 2023) 09613011

In the past, Muslims were sincerely devoted to one another and made every sacrifice (قربانی) for one another. In the battle of Yermuk, Abu Jahan Bin Huzefa set out (روانہ ہوئے) in search of his cousin who was fighting on the battle-front (الگ محاذ). He carried a water-skin (پانی کا مٹیکیزہ) to offer water to the thirsty soldiers. He found his cousin lying seriously (شدید) injured. He was about to die. Abu Jahan offered him a cup of water. Just then, another injured soldier 'Hisham Bin Abil' cried for water. Abu's cousin asked him to give the cup of water to Hisham. When he came near Hisham, he heard another cry from a mujahid. Hisham asked Abu to offer the cup of water to him. So Abu went quickly to the third one but he had died. Abu quickly went back to Hisham but he had also died. Then he rushed back to his cousin but he too had left for his heavenly home (جنتی گھر). This shows that Muslims had a great sense of sacrifice for one another. They were really (واقعی) great.

Moral: It is a great virtue to be helpful.

مدد کرنا ایک بڑی نیکی ہے۔

12. The Boy Who Cried "Wolf" (Board 2017) 09613012

Once there lived a shepherd (گڈریا) in a village (گاؤں). He used to bring sheep in the jungle to let them graze. One day, he thought of a strange joke (مذاق). He shouted (چلایا) "Wolf! Wolf!" The villagers ran to his help with their weapons. When they came near him, they found him laughing. They cursed (برا بھلا کہا) him and went back. After a few days, he repeated (دہرایا) the same joke. People came to his help but there was no wolf again. They were very annoyed (ناراض) at him. They decided not to help him next time. One day, a wolf did come there. The boy cried, "Wolf! Wolf!" many times (کئی دفعہ) but nobody came to his help. The wolf killed him and many of his sheep. In this way (اس طریقے سے), he received punishment for his silly joke (احتمالاً مذاق).

Morals: Never tell a lie.

Once a liar, always a liar.

کبھی جھوٹ نہ بولو۔
ایک دفعہ کا جھوٹا ہمیشہ کا جھوٹا۔

13. The Jester and the King 09613013

Once upon a time, a king had a jester in his court. He enjoyed every kind of liberty (آزادی) of speech. This had made him bold (ہرار) and proud.

One day, the king was holding court and was busy in serious state affairs (ملکی معاملات). The jester made fun of him. The king got highly offended (ناراض) and sentenced (سزا دی) the jester to death. The jester begged (التجائی) for mercy but the king turned down (رد کردی) his request. At last, when

the jester pleaded (درخواست کرتا) for mercy again and again, the king said, "Die you must, but I grant you the freedom to choose (انتخاب کرتا) the kind of death you like".

The clever jester readily used his wit and requested the king to die of old age. The king was impressed by his ready wit (جانتے چالنے والی) and forgave him with the warning (تنبیہ) to be careful in future.

Moral: It never pays to over-reach yourself.

اپنی حیثیت سے بڑھ کر بات کرنا کبھی فائدہ نہیں دیتا۔

14. A Greedy Dog

09613014

Once, there lived a greedy dog in a certain town. He stole a piece of meat from a butcher's shop (قتصاب کی دکان) and ran away. He wanted to eat it alone. So he decided to go away from the town. On the way, he had to cross a stream (نہی) by bridge (پل). The water was deep and crystal clear (صاف شفاف). The dog saw his reflection (عکس) in the water. He took it for another dog with a larger piece of meat in his mouth. He was very greedy. He decided to get that piece of meat also. Without wasting any time, he barked at it. As he opened the mouth, his own piece fell into the water. Thus, instead of getting another piece of meat, he lost his own piece.

Moral: Greed is a curse.

لاچ بری بلا ہے۔

15. The Fox and the Grapes

09613015

One day, a fox was very hungry. He went about in search of food. After sometime, he reached a garden. He saw bunches (پکے ہوئے) of ripe (پکے ہوئے) grapes hanging down a high wall. His mouth watered. He wanted to eat them and jumped at them again and again (بار بار) but could not reach them. At last, he gave up (ترک کر دی) his struggle (کوشش) and went away saying, "These grapes are sour (کھٹے). I will not like to eat them".

Morals: Grapes are sour.

انگور کھٹے ہیں۔

People pretend to dislike what they cannot get.

لوگ جس چیز کو حاصل نہ کر سکیں اسے ناپسند کرنے لگتے ہیں۔

16. The Merchant and His Horse

09613016

Once there lived a rich merchant in a town. One day he had to go a long way on his business tour (کاروباری دورہ). It was already getting dark. A nail (کھری) fell from the horse's hoofs. At night, he stayed (قیام کیا) at an inn (سرائے). The inn-boy warned him to mend the nail of the shoe of horse but he was in a great hurry (جلدی). So he did not care for the warning. He continued (جاری رکھا) his journey. The nail ran into the horse's hoof and made him lame (لتڑا). Now the horse could not walk any longer. In the meantime, robbers (ڈاکو) appeared from the jungle. They killed the merchant, looted all his money and made their way (اپنی راہ لی).

Morals: Haste Makes waste.

A stitch in time saves nine.

جلدی کام شیطان کا۔

وقت پر لگایا ہوا ایک ٹانگہ آئندہ والے سو ٹانگوں سے بچاتا ہے۔

17. The Tiger and the Greedy Man

09613017

Once upon a time, a tiger killed a woman. She had a golden bangle round her wrist. The tiger kept the golden bangle with him. One day, a man came there. He was standing on the bank of a stream in order to cross it. Suddenly, the tiger appeared from his den (غار). The man got afraid. But

the tiger told him that it had become pious (مُتَّقٍ) and kept praying all the time. The tiger offered the man the golden bangle as a gift. The man was very greedy. He readily came near the tiger to receive the gift. The tiger at once jumped upon the man and tore him into pieces.

Morals: Greed is a curse.

A wolf may lose its teeth but not its nature.

لا چلج بری بلا ہے۔
چور چوری سے جائے ہیرا پھیری سے نہ جائے۔

18. The Flock Of Pigeons and the Net

09613018

Once upon a time a flock of pigeons came flying to vast (وسیع) green fields. They looked down and saw plenty (کثرت) of food grains (دانے). They asked their chief to alight (نیچے اترنا). He did not allow them to do so because he feared that the net was set by some hunter. The pigeons insisted (اصرار) that there was no fear of a net and their fear was baseless. At last, the leader had to surrender (ہتھیار ڈالنا). So he accepted their proposal (تجویز). They landed and were caught in a net. All of them were very puzzled (پریشان). They requested their leader to do something to get out of the net. He advised them to exert their power together and pull the net up. They acted upon his advice and got rid of the dangerous problem.

(Board 2022)

Moral: Union is strength.

اتفاق میں برکت ہے۔

19. The Traveller and the Tiger

09613019

Once a kind-hearted (دُعا کرنے والا) man was passing through a forest. Suddenly, he found a tiger caught in a cage. The tiger begged the man to let him out of the cage. The man was afraid of the beast but, at last, he set him free. The tiger knocked the man down to eat him. The man said that he was ungrateful (ناشکر). Both went to papal tree for opinion (رائے). The tree said that the man was ungrateful. Then they went to the bullock for decision (فیصلہ). It upheld (قائم رکھتا ہے) the papal's decision. Then they asked a jackal for its opinion. It was of the opinion that a big beast (دروند) like a tiger could not be contained (سامانجا جانا - رکھا جانا) in such a small cage. The tiger jumped into the cage to prove it. The jackal shut the door at once. The man thanked the jackal for saving his life and went his way.

Moral: A fair face may hide a foul heart.

بھولا بھالا چہرہ اپنے اندر مکار دل بھی رکھ سکتا ہے۔

20. The Farmer and His Lazy Sons

09613020

A farmer had four sons. All of them were lazy and did nothing. He advised them many times to work but all in vain (بے سود). At last, he fell seriously (شدید) ill. He sent for his sons and told them about a hidden (چھپا ہوا) treasure (خزانہ) buried (دفن) in the fields. Saying this, he passed away (فوت ہو گیا). The four sons dug all the fields deep. But they found no treasure. A wise man advised them to sow seeds (بیج بونا) in the fields. They sowed the land and after some days, a fertile bumper (بہت زیادہ) crop grew in the fields. Then they realized the wisdom (عقلمندی) of their father. They gave up laziness (سستی) and became hard working farmers.

Moral: Necessity is the mother of invention.

ضرورت ایجاد کی ماں ہے۔

21. The Ant and the Cricket

09613021

Once upon a time there lived a foolish cricket in a garden. He kept on singing merrily (خوشی سے) throughout (پورا) spring and summer. He did not lay by (جمع کی) anything for winter. Soon the winter season set in. Snow covered everything. He could not find anything to eat. So he began to starve (ماتے کرتا). One day he went to an ant living nearby. He begged for food and shelter (پناہ). The ant said, "We ants neither lend nor borrow". She asked him what he had been doing in spring and summer. The cricket replied, "It was so pleasant that I had been singing all the time". "Now spend the whole winter in dancing!" the ant replied, "Those who do not save something for future must live without food".

Morals: No pains, no gains.

Save something for rainy days.

دیکھ بغیر سکھ نہیں۔

مشکل وقت کیلئے کچھ ضرور بچالینا چاہیے۔

22. The Richman and His Servant

09613022

Once a rich man and his family were riding in a four horse carriage along with their servant. They passed through a jungle. Suddenly, some hungry wolves attacked them. They were terrified (خوفزدہ). The rich man ordered his faithful (وفادار) servant to let loose (کھول دینا) two horses one by one so that they might escape from the hungry wolves. But the wolves came up again and again. At last, the servant drew his sword (توڑ) and jumped on the wolves. He fought with the wolves bravely. This fight gave the rich man and his family enough time to escape from the scene.

Moral: Crooked by nature are made straight by rod.

لاٹوں کے بھوت باتوں سے نہیں مانتے۔

23. The Hare And The Lion

09613023

Once there lived a fierce (خوفناک) lion in a jungle. He killed many animals. All the animals of the jungle were terrified. They held a meeting to get rid (نجات حاصل کرنا) of the lion. A hare offered his services to save them from the lion. One day, the lion sent for the hare. It willfully (جان بوجھ کر) reached the lion's den very late. The lion asked him in rage (غصہ) why he was so late. The hare told the lion that another lion had stopped him on the way. The lion ordered the hare to take him to the other lion. The hare was very wise. He took the lion to a well (کنواں). The lion saw his reflection (عکس) in the well. He jumped into the well with an angry roar (دھماکا) and was drowned (ڈوب گیا). In this way, the wise hare saved the lives of other animals of the jungle.

Morals: Wisdom over-rides strength.

Two of trades seldom agree.

عقل بھینس سے جڑی ہے۔

کتے کا کتابیری۔

www.ilmkidunya.com

Writing letters is very common with people who can read or write. They may be formal or informal, but in each case they are written in accordance with some set rules. Usually letters are classified under the following three heads.

- i. Personal letters.
- ii. Official letters and applications.
- iii. Business letters.

Every letter has several parts and all parts taken together make the whole. Any omission is liable to much the quality of the letter. The parts of a letter; other than the main body, are given below:

- i. The name and address of the writer along with the date of writing.
- ii. Salutation or greeting.
- iii. Subscription or the close of the letter.
- iv. Name (or official position) of the addressee. This may be omitted in personal letters which should mention the relation as 'My dear Brother, Father, etc.

A chart which shows proper salutations and subscription is given here for guidance:

Addressees	Salutation	Subscription
Relatives	May Dear (relation),	Yours affectionately,
Friends	My dear (name)	Yours sincerely,
Acquaintances	Dear / Mr / Mrs / Miss	Yours truly,
Strangers	Sir / Madam, Dear Sir / Madam	Yours truly,
Officers, Teacher	Sir / Madam,	Yours obediently,
Editors of Newspapers	Sir / Madam,	Yours truly,
Business concerns	Dear Sir,	Yours faithfully,

The subscription can also be written as 'Your affectionate son', Your sincere friend, Your obedient servant or pupil', Your son, Your daughter, etc.

a. **Writer's Address:** It is normally written at the top of the letter paper at the right hand corner. In applications it may be written at the bottom or at the left hand corner.

b. **Date:** Normally it is given just below the writer's address when written at the top right hand corner. It may also be written at the bottom left corner in case of applications. The date must be written in any of the following ways:

January 1, 1995.

1st January, 1995.

Students should always remember to put a comma before the year and a full stop after it. Omission of punctuation marks shows the carelessness of the writer.

c. **Body of the main letter:** It is the main part of the letter and may contain a number of paragraphs. The opening sentence should be of a general nature and may indicate the continuity of correspondence (خط و کتابت) with the addressee. Some suitable opening sentences which may be used according to the occasion are:

- i. I received your kind letter only the other day.
- ii. It is quite a long time since I heard from you.
- iii. I was very glad to receive your letter.
- iv. My joy knew no bounds when I heard of your success
- v. I am much shocked to hear that
- vi. You will be sorry to know that
- vii. You will be pleased to know that
- viii. Thank you very much for your letter

d. The letter should be closed with a proper phrase. One of the following phrases may be used according to the occasion:

- | | |
|-------------------------------|---|
| i. With best regards, | ii. With love and best wishes to all at home, |
| iii. With best wishes, | iv. Hoping to see you soon. |
| v. Hoping for an early reply, | vi. Hoping to hear from you soon, |
| vii. Thanking you, | |

e. **The subscription:** After closing the body of the letter, we put subscription or close of the letter at the bottom of the left corner of the page. Students should refer to the chart given above for using appropriate subscriptions.

f. **The address of the person to whom the letter is sent:** It is written on the envelope or the back of the postcard. We write:

- The name of the person in the first line,
- The name of the house and the street or the name of the village in the second line,
- The name of the district in the last line.

• **Informal Letters**

1. **Write a letter to your mother who is worried about your health.**

09614001

Examination Hall,

City A. B. C.

April 3, 2022.

Dear Mother,

Many thanks for your loving letter which I received yesterday. Last Sunday, I, with some of my friends, made a trip to Jallo Park. For this purpose, we also decided to take some eatables with us. So I bought water melons as everyone likes to eat these in this season. All of us ate it with relish. We could not notice that those water melons were rotten. Anyhow, before arriving at hostel, I began to vomit, feeling a bit pain in my stomach. The pain was so severe that it was quite unbearable. At first, I took it light but later on, my condition grew worse. My hostel Superintendent called a doctor who said that it was a case of Cholera. He also suggested a few doses of medicine. The doctor said, I would be hale and hearty within a week. Don't worry about me now. You need not come over here.

Please pay my regards to all at home.

Yours affectionately,

X.Y.Z.

2. **Write a letter to your father asking him about the health of your mother.**

09614002

Examination Hall,

City A. B. C.

February 5, 2022.

Dear Father,

In his letter, Nadeem has informed me that mother is not feeling well. He has given me a hint about her poor health. I am much disturbed to know all of this. I am sure, you will be taking proper care of her. She is the patient of high blood pressure and sugar. It is better to get her checked by a specialist. Further, kindly arrange a whole time nurse for her, who can take care of her on regular basis.

Please keep in touch with me in this regard.

Yours affectionately,

X.Y.Z.

3. Write a letter to your sister congratulating her on her success in the examination.

09614003

Examination Hall,
City A. B. C.
March 6, 2022.

Dear Sister,

How glad I am to see your result in the gazette! You have passed your Matriculation Exam with distinction. You have secured 90% marks. How good it is! I congratulate you from the core of my heart on your excellent performance. May God bless you with success in every sphere of life! Indeed, it is a matter of pride for the whole of our family. So, when may I expect a party from you?

With best wishes.

Yours affectionately,
X.Y.Z.

4. Write a letter to your mother about the test you have just taken. (Board 2022) 09614004

Examination Hall,
City A. B. C.
April 7, 2022.

Dear Mother,

I am sorry; I did not write a letter earlier. Actually, the principal, quite suddenly announced the test schedule. There were hardly three days for preparation. I was very busy in preparation of those exams. Yesterday, the exams were over. My performance in the exams is not up-to-the-mark. As I was not prepared for them. Secondly, one of my teachers went for offering Hajj. So I could not gain much guideline in Chemistry. Anyhow, I will make up my deficiency later on. In next exams, I will show you better results.

Please convey my salam to all at home.

Yours affectionately,
X.Y.Z.

5. Write a letter to your father requesting him to send you some extra funds for the payment of hostel dues.

09614005

Examination Hall,
City A. B. C.
May 8, 2022.

Dear Father,

Every one at home will be glad to know that our school is going to be closed for the summer vacation on 10th of May. But before leaving the school, I must clear all of my boarding house dues as well as school fee for two months. Further, I have to buy some books and a pair of shoes too. I need five thousand rupees to meet my expenses.

I know, it's very difficult for you to send such a huge amount but these are inevitable expenses which cannot be avoided. So I request you to send the said amount as early as possible.

Yours affectionately,
X.Y.Z.

6. Write a letter to your brother about the importance of the study of science subjects.

(Board 2023) 09614006

Examination Hall,
City A. B. C.
June 9, 2022.

Dear Brother,

I am glad to know about your excellent success in middle class exams. You have shown a good result. I congratulate you on this auspicious occasion. Now it is high time to choose your favourite field. According to my humble opinion, it is an age of science and technology. The world is changing rapidly. Science has proved its wonders all around the world.

No doubt, the study of Humanities has its own value but no one can deny the importance of Science. A student must have some basic knowledge of science at least up to matriculation level. So I suggest you to take science subjects. But the final decision lies with you.

Please pay my salam to all at home.

Yours affectionately,
X.Y.Z.

7. Write a letter to your friend congratulating him/her on his/her birthday.

09614007

Examination Hall,
City A. B. C.
July 10, 2022.

Dear Friend,

I have just remembered that 10th of July is your birthday, so I am specially writing this letter to congratulate you on your birthday. Please accept congratulations from the bottom of my heart.

I owe you a gift and you will get it when you come to me. I was going to send it by post but then I was informed that you planned to come to Lahore. So I have decided that I should give it to you personally. I am waiting for you.

Yours sincerely,
X.Y.Z.

8. Write a letter to your friend inviting him to spend her/his holidays with you.

09614008

Examination Hall,
City A. B. C.
August 12, 2022.

(Board 2020,23)

Dear Friend,

I want to remind you of your promise which you did last year that you would spend spring holidays with me next year. Now spring holidays are approaching, it is high time for you to fulfil your promise.

I have chalked out my programme how to spend these holidays. We shall visit our common friends and enjoy a long drive. I have bought a new Suzuki Mehran recently. Further, I have told my parents about our visit to Naran and Kaghan Valley during these holidays. You know Naran and Kaghan are healthful holiday resorts. They will provide us freshness of mind and body.

So inform me about the exact date of your arrival as soon as possible. I will receive you from city station on the appointed date.

Pay my salam to your parents.

Yours sincerely,
X.Y.Z.

9. Write a letter to your friend congratulating him on the marriage of his sister. 09614009

Examination Hall,
City A. B. C.
Sep 13, 2022.

(Board 2020,22)

Dear Friend,

Noman met me yesterday by chance on the roadside. He told me about the marriage of your sister. Please accept my heartiest congratulations.

I am sorry to note that, you forgot me on this happy occasion. I know you must be very busy and it might have skipped from your mind. Please convey my heartiest congratulations to all of your family members.

Yours sincerely,
X.Y.Z.

10. Write a letter to your friend requesting him to lend you some books. 09614010

Examination Hall,
City A. B. C.
Oct 14, 2022.

Dear Friend,

How are you? I hope you must be hale and hearty. As you know, my mid term examination is over. I have nothing to do now a days. I want to utilize maximum of my spare time. So I have decided to improve my English Language. Last year, when I visited your home, I had seen good books in your study on English Literature and Language.

So, I request you to lend me some books from your collection. I know you are very touchy about your books but I will keep them neat and clean. I will take care of them. I also make promise to return all of these books as early as possible.

Pay my salam to your parents.

Yours sincerely,
X.Y.Z.

11. Write a letter to your friend thanking him/her for his/her hospitality during your visit to her/his house. 09614011

Examination Hall,
City A. B. C.
Nov 15, 2022.

Dear Friend,

I reached my home quite safe and sound the day before yesterday. I want to say thanks to whole of your family for the hospitality and kindness which you have shown to me. I will not forget the taste of biryani and chicken which you cooked for me one day. Further, your parents also treated me like their own son. I will also remember the trip which you specially arranged for me to the historical places of Lahore. It was due to you that I got a chance to have a deep observation of cultural heritage of our ancestors like Badshahi Mosque, Shahi Qilla etc. Anyhow,

I again thank you for your hospitality.

Please remember me in your prayer.

Yours sincerely,
X.Y.Z.

12. Write a letter to your friend, condoling the death of his/her mother.

09614012

Examination Hall,
City A. B. C.
Dec 16, 2022.

Dear Friend,

I was shocked to hear the sad news of your mother's untimely death. I cannot express my feelings of sorrow and grief on this sad occasion. I had a special attachment with her. She loved me as her own son. Whenever, I remember her love and affection, tears begin to spring out from my eyes spontaneously. She was the model of piety, sagacity and wisdom. Indeed, it is an unbearable loss. You and your younger brothers and sisters have lost a sincere and affectionate mother. Your father has also lost a faithful and true life-partner.

May God rest her soul in peace! I am with you in this time of trial.

Please convey my sympathies to all of your family members.

Yours sincerely,
X.Y.Z.

13. Write a letter to your brother advising him to take steps to improve his health.

09614013

Examination Hall,
City A. B. C.
Jan 18, 2022.

Dear Brother,

It is a matter of great concern for me that you have lost your weight by five pounds during the last one month. It appears that there is something wrong with your diet. It is not a good sign of good health. You must be conscious of your health and diet. One of your friends has told me that you study till late night and get up early in the morning.

Further, you have given up your routine of regular exercise early in the morning. As a result, you have become dull and lazy. It is not right to burn the midnight oil and be a book worm. You must take care of your balance diet and do regular exercise. It is better to join a gym.

Hoping that you will pay heed to my advice and do your utmost effort to improve your health.

Yours affectionately,
X.Y.Z.

14. Write a letter to your sister thanking her for a gift.

09614014

Examination Hall,
City A. B. C.
Feb 19, 2022.

Dear Sister,

It was a great moment when a post man handed over a parcel to me. It was a beautiful wrist watch, wrapped in a gift pack. It shows your sagacity and wisdom that how you have made me realize the importance of time in my life. I have shown this watch to my friends who are also full of praise for it.

I want to thank you for sending me such a precious gift. It will remind me of your love and affection.

Pay my best regards to all the family members.

Yours affectionately,
X Y Z

15. Write a letter to your friend thanking him for the books he lent to you.

09614015

Examination Hall,
City A. B. C.
March 24, 2022.

Dear Friend,

I received your parcel of books yesterday. Thank you so much for this act of kindness. Indeed it is a great favour for me. I hope, I can get maximum advantage from your books. They will also help me improve my knowledge and skill. Thanks again for this favour.

I shall return these books as early as possible, according to my promise.

Take care of your health.

Yours sincerely,
X.Y.Z.

Formal Letter

09614016

16. Write a letter to a bookseller requesting him to send you some books. per V.P.P.

A.B.C- Street,
City (X.Y.Z),
August 05, 2022.

The Manager,
40-Urdu Bazar,
Lahore.

Dear Sir,

You are requested to send me the following books by V.P.P. at your earliest convenience possible. Kindly ensure that the books are of the latest edition. Your quick response would certainly oblige me a lot.

List of books:

Civics for Class-X	(1 copy)
Economics for Class-X	(1 copy)
Zindan Nama Faiz Ahmad Faiz	(1 copy)

Please give me a usual discount and treat this order as urgent.

Thanking you,

Yours faithfully,
X.Y.Z.

1. A dialogue between a teacher and a student

(Board 2022) 09615001

Teacher: Hello Fauzia. You are bit late today.

Fauzia: Yes, Madam, I am sorry.

Teacher: Well, so what happened?

Fauzia: The school-bus was right on schedule. It was about to cross the canal bridge when it came to a halt with a jerk. The tyre had gone flat.

Teacher: I see. It's none of your fault then!

Fauzia: One thing more, Madam, the driver had no Jack with him. He waved to other vehicles but none of them stopped. Nobody seemed to be willing to oblige at those rush hours.

Teacher: Well, what did you do then? You came by another bus. Did you?

Fauzia: No, Madam, we left the bus where it was and walked up to school all the way.

Teacher: Well done! You are a brave girl indeed. Now, girls let's get going with our lesson.

2. A dialogue between two students regarding salat

09615002

Osama: Well, now I'd like to take rest for a while. I've had my meals, you know.

Salman: Ok, you should take rest while I fix this picture of a landscape up on the wall. Where is the sticky tape?

Osama: Out there in the drawer.

Salman: Well, I think this picture needs to be a bit higher up. How do you like it Osama?

Osama: Lovely! Good, well done. That looks nice up there. Now let's go for prayers to the mosque.

Salman: I am going to the market.

Osama: No, Prayers first. Don't you hear the moezzin's call for prayer?

Salman: Sure, I do, but I am going out. It's very urgent. My motorbike is out at the gate.

Osama: There is nothing in the world that ought to be more urgent than a prayer.

Salman: I don't really understand it. Art is long and life is short. There is so much to do in the world. There is so much fun games, sports, T.V., cricket, world cups, videos, feature films, fun-fairs, shopping, and so many other things to do. Sorry, I am going.

Osama: Dear me, who am I to hold you back? Dear, as you are to me, I sincerely wish you pray. Prayers give us peace, freshness, balance, courage, hope, goodness in our short life here on the earth and eternal goodness in the life hereafter.

Salman: Oh, I am sick of your sermons, Osama!

Osama: See Allah has blessed us with eyes, ears, heart, hands, legs and brain. Salman you see such a lovely world is there around us. Great gifts they are! Aren't they? We must thank Allah, the Merciful, the Sustainer. As Muslims, we pray and this is how we thank Allah.

Salman: All right. I fear Allah. I love Him, too. I'll go with you.

3. A dialogue asking one's way.

(Board 2023) 09615003

A: Excuse me troubling you sir, but can you tell me the way to the museum?

B: Certainly, keep straight along this road, take the first turn to the right, and that will bring you to a green square with flagpoles. That is Istanbul Square, cross it, and you'll see one corner of red-brick building with a couple of domes. That is the museum.

A: Thank you very much, indeed.

- B: My pleasure, (A goes on walking and takes the wrong turn. He wanders around a good deal. Tired and upset, he talks to a passer-by).
- A: Pardon me, sir, does this road lead to the museum?
- B: I am sorry, sir, I don't know. I am a stranger here myself (Another gentleman C hears it and stops).
- C: Yes, keep straight to this way for over a mile and a half until you come to Chowk Azadi, and turn to the left. It is a good way.
- A: How far, do you think?
- C: Over two miles, I should say. I'd take a bus, if I were you.
- A: What number or route please.
- C: Take number, 117, when you come to Chowk Azadi. That will take you to the Museum.
- A: Thanks.

4. A dialogue between a brother and a sister concerning time (Board 2023) 09615004

- Ali: What is the time?
- Fatimah: It is nearly five minutes to eight by my watch.
- Ali: Upon my word, we must hurry up, if you are to catch that train for Rawalpindi.
- Fatimah: Why, when is it due out?
- Ali: At a quarter past nine exactly.
- Fatimah: Oh, never mind. We have plenty of time.
- Ali: I am not so sure of that. What on earth have you been doing? What time did you get up?
- Fatimah: I woke up before half-past five. Then I performed ablution and offered my morning prayer. Now breakfast is ready. Don't look at me like that.
- Ali: For Heaven's sake, get ready! We have no time to waste. Time flies, you know.

5. A dialogue between a tailor and a customer

09615005

(The father is about to set up the tape-recorder. He calls aloud Yasser, Anne.) Come over here.

Hurry up! They show up in a minute)

- Father: You are going to hear a dialogue on tape now.
- Yasser: Father what is it about?
- Father: Well see this picture, (There is a picture of a tailor and a customer. Father switches on the tape-recorder. They listen with attention).
- Tailor: Good morning, Sir, what can I do for you?
- Customer: I should like to be measured for a suit.
- Tailor: With pleasure, Sir, kindly step this way.
- What style and shade would you prefer?
- Customer: I want an ordinary suit made of brown tweed. How much would the stitching cost?
- Tailor: I could make you a suit for Rs.5000/- It is quite reasonable, sir.
- Customer: That's right.
- Tailor: Could you manage to call in sometime next week for the try?
- Customer: Yes, just give me a ring. Here is my card.
- Tailor: Very good, sir, Good morning. (father takes out the plug and talks to his kids).
- Father: What do you say to that, kids?
- Yasser: Very interesting, Dad.
- Anne: Father I'll hear it again and then we practice. Yasser will act out as the tailor, and I shall be the customer.

Comprehension of a given passage means a complete understanding of it. We are required to answer certain questions at the end of the passage to show that we understand it. To answer these questions correctly, we should

- Read the passage carefully till we understand it well.
- Understand the given questions clearly.
- Answer the questions in the same tense and person as used in the passage.
- Avoid unnecessary repetitions.

Comprehension of a Passage

1

One day a wolf felt very hungry. He wandered here and there in search of food but he could not find anything to eat. At last he saw a flock of sheep grazing in a pasture. He wanted to eat one but they were guarded by a hound. The shepherd's son was also tending the flock vigilantly. The wolf found himself helpless. At last he hit upon a plan. He hid himself in the skin of a sheep and safely went into the flock. The hound could not find out the wolf in disguise. He killed a sheep and ate it without being caught. In this way he ate up many sheep and their number began to fall every day. The shepherd was greatly worried but could not find out the thief.

09616001

Questions

- | | |
|-----------------------------------|---|
| 1. Why did the wolf wander about? | 2. No, he did not find anything to eat. |
| 2. Did he find anything to eat? | 3. The wolf was helpless as the flock was guarded by a hound. |
| 3. Why was the wolf helpless? | 4. He put on the skin of a sheep and went into the flock unchecked. |
| 4. How did he get into the flock? | 5. The shepherd was worried as the number of sheep began to fall every day. |
| 5. Why was the shepherd worried? | |
| 6. Did he find out the thief? | |

Answers

- | | |
|---|---------------------------------------|
| 1. The wolf wandered about in search of food. | 6. No, he did not find out the thief. |
|---|---------------------------------------|

2

On a hot summer day a fox felt very thirsty. He went about in search of water but could not find water. At last he reached a well. He peeped into it. Unfortunately, he slipped and fell into the well. A goat happened to pass by the well and looked into it.

What are you doing here uncle? The cunning fox replied. "Dear niece! I am enjoying a swim down here. It is very pleasant, come down and enjoy yourself too" The goat was also thirsty. she jumped into the well.

(Board 2023) 09616002

Questions

- | | |
|---|--|
| 1. What happened to the thirsty fox? | 2. A goat passed by the well just then. |
| 2. Who passed by the well just then? | 3. The goat looked into the well. |
| 3. What did the goat do? | 4. The goat said to the fox, "What are you doing here, uncle?" |
| 4. What did the goat say to the fox? | 5. The fox said in reply, "I am enjoying a swim as it is very pleasant down here". |
| 5. What did the fox say in reply? | |
| 6. Why did the goat jump into the well? | |

Answers

- | | |
|--|--|
| 1. The thirsty fox slipped and fell into the well. | 6. The goat jumped into the well as she was taken in by the cunning fox. |
|--|--|

3

Once a stag was drinking at a stream. He happened to see his reflection in the water. He was pleased to see his beautiful horns, but when he saw his thin legs he felt sad as he thought they

were ugly. Suddenly he saw a pack of hounds at a distance. He ran as fast as his legs could help him. Soon he left the hounds far behind. He had to pass through a thick forest of bushes. His horns got caught in a bush. He tried hard to pull his horns out of it but all in vain. By now the hounds had come up. They fell upon him and tore him to pieces. (Board 2017) 09616003

Questions

- | | |
|----------------------------------|---|
| 1. What was the stag doing? | 2. He saw his reflection. |
| 2. What did he see in the water? | 3. He was pleased to see his beautiful horns. |
| 3. Why was he pleased? | 4. His thin legs made him sad. |
| 4. What made him sad? | 5. He ran for his life. |
| 5. Why did he run? | 6. His legs helped him to run fast. |
| 6. How did his legs help him? | |

Answers

- The stag was drinking water.

4

King Robert Bruce ruled over Scotland. He had been defeated many times by the English. He ran for his life and hid himself in a cave. He had lost all hope to win. As he lay there, thinking if he should give up his struggle or not, he saw a spider trying to reach its cobweb in the ceiling of the cave. It fell down again and again but did not give up its effort. At last, the little insect reached its home in its ninth attempt. This gave courage to king Bruce. He made up his mind to fight and this time he won the battle. 09616004

Questions

- | | |
|---|--|
| 1. By whom had Robert Bruce been defeated many times? | 1. King Robert Bruce had been defeated by the English army many times. |
| 2. Where did he hide himself? | 2. He hid himself in a cave. |
| 3. What did he see in the cave? | 3. He saw a spider trying to reach its cobweb up in the ceiling of the cave. |
| 4. After how many attempts did the spider succeed? | 4. The spider succeeded after making nine attempts. |
| 5. What lesson did King Bruce learn from the spider? | 5. King Bruce learnt the lesson, "Try, try again till you succeed". |

5

For three years, the master and all his relatives lived in this valley. Many of the Muslims too joined them. All supplies to the valley were cut off. The Makkans saw to it that no food or drink reached the Banu Hashim. The poor Banu Hashim had to live on the leaves and roots of trees and bushes. The condition of children was particularly pitiable. At last, some kind-hearted Makkans took pity on the Banu Hashim. They tore to pieces the agreement hanging in the Kaaba. The hunger stricken Banu Hashim were thus able to come back to their homes. (Board 2017) 09616005

Questions

- | | |
|---|---|
| 1. Who lived for three years in the valley? | 3. The Makkans cut off the supplies of food and drink to the Banu Hashim. |
| 2. Who joined the master and his relatives? | 4. They lived on the leaves and roots of trees. |
| 3. What did the Makkans do? | 5. The condition of the children was pitiable. |
| 4. How did the Banu Hashim live? | 6. Some kind-hearted Makkan leaders took pity on them. |
| 5. What was the condition of the children? | |
| 6. Who took pity on the Banu Hashim? | |

Answers

- The master and all his relatives lived in the valley.
- Many of the Muslims joined them.

We see a kind of milk in tins. It is powdered milk. All the water in this milk has evaporated. When fresh milk stays in a dish for a little time, the thick part of the milk comes to the top. It is the cream of the milk. From this cream people make butter. If milk with the cream on it is made into powder, it is called Full Cream Milk Powder. When something floating is taken off the top of a liquid we say it is skimmed. When the cream is skimmed from the milk, the thin milk that stays is called "Skim Milk". Skim milk is a good milk but it has no fat in it. It is not good for very young babies.

09616006

Questions**Answers**

1. Is the milk in tins powdered or liquid?
2. What becomes of the water in the milk?
3. What comes to the top of the fresh milk when it stays a little in a dish?
4. What does the thick part of the milk have in it?
5. What is cream?
6. What do people make from cream?

1. The milk in the tins is powdered.
2. The water in the milk evaporates.
3. The thick part of the milk comes to the top.
4. The thick part of the milk has fat in it.
5. Cream is the fat of the milk which comes to the top of it.
6. People make butter from cream.

7

Hazrat Khalid Bin Waleed (رضی اللہ تعالیٰ عنہ) was extremely kind-hearted and just to the people. His army had strict orders not to do any harm to the farmers, aged persons, women, children and other civilians. "They are the real strength of society", he said, "They should always be treated with kindness and respect". This was something new for the conquered people, who felt very happy now. The Iranian and Byzantine officers were very hard on them. Hazrat Khalid Bin Waleed's treatment won their hearts so much that they began to hate their cruel old masters.

09616007

Questions

1. How did Hazrat Khalid Bin Waleed (رضی اللہ تعالیٰ عنہ) treat the people?
2. What were the orders given to the army?
3. What did he say about the farmers and civilians?
4. How had their former masters treated them?
5. How did Hazrat Khalid Bin Waleed (رضی اللہ تعالیٰ عنہ) win the hearts of the conquered people?
6. Why did the people hate their old masters?

Answers

1. Hazrat Khalid Bin Waleed (رضی اللہ تعالیٰ عنہ) was kind and just to them.
2. He had ordered his army not to harm the farmers and the civilians.
3. He said, "They are the real strength of society".
4. Their former masters had been hard on them.
5. He won their hearts with kindness.
6. The people hated their former masters for their unkind treatment.

8

The age of steam has yielded place to the age of electricity. We have harnessed and introduced it into the service of man. The electric telegraph bears our message to and brings us news from all quarters of the world. Submarine cable does its own work all right.

Who is not familiar with the electric bell? Who has not used telephone? Who is not enjoying electric light? Electric motors, wireless telegraphy, electric railways, electric modes of constructions and destruction all attest to the great power of electricity; Electricity has developed modern industry and has created many industries. It has enabled man to conquer land, sea, and air.

09616008

Questions

1. Why do we call the present age the age of electricity?
 2. Which age has yielded place to the age of electricity?
 3. How do we send and receive messages?
 4. State some important uses of electricity.
 5. What do you think is the future of electricity?
1. electricity as a lot of things are done with the help of electricity.
 2. The steam age has yielded place to the age of electricity.
 3. We use telegraph, telephone and wireless to send and receive messages.
 4. Railways, factories and mills work with the help of electricity.
 5. Electricity promises a bright future for mankind.

Answers

1. We call the present age the age of

9

A man is known by the company he keeps. A good student should avoid the company of those who keep playing all the time. Many students miss their classes and seldom do their homework because some other fellow students do the same. There are hardworking students also who work while others play. They enjoy the games of their choice because they know that playing games is essential for health. A sick student is not so quick in learning his lesson as a healthy one.

Questions

1. What kind of company should a good student keep?
2. Why do some students miss their classes?
3. Why do good students enjoy good health?
4. Why are games necessary for students?
5. Where does the success of a student lie?

Answers

1. A good student should keep good company.
2. They miss their lessons because some other fellow students do the same.
3. Good students enjoy good health because they work and play at proper time.
4. Games are necessary for the students because games keep them healthy.
5. The success of a student lies in following a timetable of work and play.

10

Newspapers keep us constantly in touch with the whole of mankind. In olden days a man's world consisted of his own village and one or two neighbouring villages. It was difficult for him to know what was going on in other parts of the country. But today the press assisted by rapid means of communications brings us news from the farthest corners of the globe. The press is also responsible for educating public opinion. The laws of a nation are really shaped by its press. In fact the public receives guidance from the newspapers. Thus their power in modern times is really great.

Questions

1. What good do the newspapers do to us?
2. Why in olden days man could not know what was going on in far off places?
3. What is the responsibility of the press today?
4. How are the laws of a country shaped nowadays?
5. How are newspapers a source of public guidance?
6. What is your opinion about the power of the press?

Answers

1. Newspapers keep us in touch with the whole of mankind.

2. In olden days man could not know what was taking place at distant places for want of means of communications and newspapers.
3. Today the press is responsible for educating the public opinion.
4. Newspapers play a great part in shaping the laws of a country.
5. Newspapers bring us full information relating to all aspects of the society.
6. Press has great power.

EXERCISES

1. About sixty years ago, the question of choosing a profession was not taken up seriously. A son generally followed the trade (کاروبار) of his father. But now-a-days one can take up any trade one likes. The students who make the right choice of profession are always successful. For the right choice of a profession (پیشہ) there should be some definite aim.

The students who do not have any definite aim, suffer (مصیبت میں پڑنا) a lot in the end. As they also have difficulty in finding an employment. In choosing a profession, the teacher and the parents play very important part. The teacher keeps an eye (نظر رکھنا) on his pupils (شاگرد). He studies their habits. So he can put his pupils on the right path of life.

09616011

QUESTIONS:

1. What were the conditions about the choice of profession sixty years ago?
2. Why did the people not choose the profession seriously?
3. Can a student of the present times choose his profession freely?
4. What is the advantage of a right choice of a profession?
5. How can a student choose his profession rightly?
6. What will be the difficulty of a student who is reading without a definite aim?
7. How can a teacher help his pupils in making a choice of profession?

ANSWERS:

1. Sixty years ago, the choice of a profession was not taken up seriously.
 2. People did not choose the profession seriously because generally a son followed the trade of his father.
 3. Yes, a student of the present times can choose his profession freely.
 4. The right choice of a profession paves the way to success.
 5. A student can choose his profession seriously by having some definite aim.
 6. A student who is reading without a definite aim, suffers a lot in the end as it becomes difficult for him to find an employment.
 7. A teacher can help his pupils in making a choice of profession by keeping an eye on the activities and habits of pupils.
2. Making pottery (برتن بنانا) on the potter's wheel is called "throwing". The thrower is a very skilful (ماہر) workman. But there is another method of shaping articles out of clay, (چکنی مٹی) "moulding". A plaster mould (سانچہ) is made and the clay is pressed into it. This is a quicker and less difficult way and must be used to make things like handles; but all the most beautiful pottery (مٹی کے برتن) is thrown. When the piece of pottery is taken off the wheel, it is put aside to dry, after which a design may be painted on it with special colours that will stand great heat; it is then ready to be fired. This is done in a large oven, or kiln (پیشہ). The pieces of pottery are placed in earthenware tubs called "saggers" (ساچے جس سے برتن کی شکل دی جاتی ہے) so that the flames cannot touch the pottery.

(Board 2022) 09616012

QUESTIONS:

1. What is throwing?
2. What is the other method of shaping articles?

3. What is the advantage of moulding?
4. How does the potter make designs on the pieces of pottery?
5. How is pottery baked in fire?

ANSWERS:

1. Making pottery on the potter's wheel is called "throwing".
2. The other method of shaping articles is "moulding".
3. Moulding is quicker and less difficult method for making things like handles and even pottery.
4. When the piece of pottery is taken off the wheel, it is put aside to dry after which a design may be painted with special colours.
5. The pieces of pottery are baked in earth earthenware tubes called saggers.
3. The Sultan sent agents to all parts of the East to buy rare manuscripts (مؤلف), and bring them back to Cordova. His men were constantly searching the booksellers' shops at Cairo, Damascus and Baghdad for rare volumes for his library. When the book was not to be bought at any price, he would have it copied; and sometimes even hear of a book which was only in the author's (مصنف) brain, and send him a handsome present, and beg him to send the first copy to Cordova. By such means, he gathered no fewer than four hundred thousand books and this at a time when printing was unknown, and every copy had to be painfully copied, in the fine clear hands of the professional copyist.

09616013

QUESTIONS:

1. Why did Sultan send his agents to all parts of the East?
2. Where and what for they searched the booksellers' shops?
3. What would he do when any book was not to be bought at any price?
4. What would he do when the author had not yet written the book?
5. How many books had he gathered?
6. Why was it difficult to collect so many books in those days?

ANSWERS:

1. Sultan sent his agents to all parts of the East to buy rare manuscripts.
2. They searched the book sellers' shops at Cairo, Damascus and Baghdad for rare volumes for his library.
3. When any book was not to be bought at any price, he would have it copied.
4. When the author had not yet written the book, he would send him a handsome present and request him to send him the first copy.
5. He had gathered no fewer than four hundred thousand books.
6. It was difficult to collect so many books in those days because printing was unknown and every copy had to be painfully copied by a professional copyist.
4. Musa was in chief command, and the gates were in his charge. They had been barred (رکاوٹ لگا کر رکنا) when the Christians came in view; but Musa threw them open. "Our bodies", he said, "will bar the gates". The young men were kindled (بھڑک اٹھنا) by such words, and when he told them, "We have nothing to fight for but the ground we stand on; and without that we are without home or country". They were ready to die with him. With such a leader, the Moorish cavaliers (شہسوار) performed feats (کارنامے) of bravery in the plain which divided the camp from the city.

09616014

QUESTIONS:

(Board 2020,22)

1. Who was the chief commander and what was in his charge?
2. When were the gates barred?
3. Who threw them open?
4. What did Musa say?
5. What effect had his words on the young men?

6. What divided the city from the camp?

ANSWERS:

1. Musa was the chief commander and the gates of the city were in his charge.
2. When the Christians came in view, the gates were barred.
3. Musa threw them open.
4. Musa said, "Our bodies will bar the gates" and "We have nothing to fight for but the ground we stand on and without that we are without home or country".
5. The young men were kindled by such words and they were ready to die with him.
6. The plain in which Moorish Cavaliers performed feats of bravery divided the city from the camp.

5. Early rising is a good habit as it gives us an early start of our day's work. We gain time while the late risers are asleep. The early risers have another advantage also and that is that they enjoy good and sound health. Those who are out of bed early, have plenty of time to do their work carefully, steadily (ثابت قدمی سے) and completely. They do not have to put off (ملتوی کرنا) anything to the next day. The early riser is always happy, fresh and smart. He enjoys his work while those who get up late find their duty dull and dry and do it unwillingly (بے دلی سے). Early rising is, therefore, a key to success in life.

(Board 2018)

09616015

QUESTIONS:

1. What kind of habit is early rising?
2. Why can an early riser do more work than the late riser?
3. Why does an early riser enjoy good health?
4. Why does a late riser find his work dull and dry?
5. What is the key to success in life?

ANSWERS:

1. Early rising is a good habit.
2. An early riser takes an early start of his day's work while late risers are asleep. So he can do more work than the late riser.
3. An early riser enjoys good health because he is always happy, fresh and smart.
4. A late riser finds his work dull and dry because he has very less time and does it unwillingly.
5. Early rising is the key to success in life.

6. Some ants are social insects. It means that they live in societies, cooperate with one another and do only the work assigned (کام دینا-سونپنا) to them. They go out in search of food in an orderly fashion, marching in lines and columns like soldiers. Different groups of social ants have different jobs to do. They manage their affairs through division of labour (تخت کام). Some ants guard and protect their community. They fight the other insects who attack them or raid (چڑھائی کرتا) their colony. They are called soldier ants. Another group gathers food for the whole community. The social ants have not learnt this division of labour. They have inherited (ورثے میں ملنا) it.

09616016

QUESTIONS:

1. What do we mean by social insects?
2. Why are some ants called social insects?
3. How do the ants cooperate with one another?
4. What principle do they follow while doing their work?
5. Why are the members of a certain group called soldier ants?
6. How have the ants learnt the principle of division of labour?

ANSWERS:

1. Social insects mean the insects that live in societies and work together.
2. Some ants are called social insects because they live in societies and cooperate with one another.
3. The ants cooperate with one another by doing only the work assigned to them.
4. While doing their work, they follow the principle of division of labour.
5. The members of a certain group are called soldier ants because they fight with the other insects who attack or raid their colony.
6. They have not learnt the principle of division of labour. They have inherited it.
7. Iqbal is not only the greatest poet of our age but also one of the greatest poets of all times. There are not many poets who wrote as many great poems as he did. He did not write poetry for poetry's sake (غاطر). He was, in fact, much more than a mere (صرف) poet. He was a learned man. He was a great scholar and philosopher. He was a political leader (سیاسی رہنما) of great importance. But more than anything, he was a Muslim who had great love for God and His prophet (ﷺ). He wrote poetry to express the great and ever-lasting (بیشمار ہونے والی) truths of philosophy, history and Islam. He wrote poetry to awaken (بیدار کرنے کیلئے) the Muslims of the whole world from the deep sleep and asked them to unite (م متحد ہونا).

09616017

QUESTIONS:

1. Why is Iqbal considered to be one of the greatest poets of all times?
2. Did he write poetry for poetry's sake?
3. How can you say that Iqbal was much more than a mere poet?
4. What kind of Muslim was Iqbal?
5. With what aim did he write poetry?
6. What was Iqbal's call to the Muslims of the whole world?

ANSWERS:

1. Iqbal is considered to be one of the greatest poets of all times because he wrote many great poems for the good of human beings.
2. No, he did not write poetry for poetry's sake.
3. Iqbal was not only a poet but he was also a learned man, great scholar, great philosopher and a great political leader.
4. Iqbal was a Muslim who had great love for God and His Prophet (ﷺ).
5. He wrote poetry with the aim of awakening the Muslims of the world from the deep sleep.
6. His call to the Muslims of the whole world was to unite.
8. One day a girl found a coin. It rolled (لڑھکنا) away before her broom (جھاڑو) when she was sweeping the yard, and fell with a little clatter (کھٹ کھٹ کی آواز) against the wall. She ran and picked it up. Someone had dropped it while crossing the yard and perhaps had not even troubled to look for it. It was worth little. But it seemed a whole fortune to her, who never had anything of her own before. She rubbed it clean on the sleeve (آستین) of her blue cotton jacket and put it into her pocket.

(Board 2020, 23)

09616018

QUESTIONS:

1. What did the girl find?
2. When did she find it?
3. How had the coin been there?
4. What was the worth of the coin?
5. Why was it a whole fortune for her?
6. How did she clean it?

7. What did she do after cleaning it?

ANSWERS:

1. The girl found a coin.
2. She found it when she was sweeping the yard.
3. Someone had dropped the coin there, while crossing the yard.
4. The worth of the coin was little.
5. It was a whole fortune for her because she had never anything of her own before.
6. She cleaned it by rubbing it on the sleeve of her blue cotton jacket.
7. After cleaning it, she put it into her pocket.

9. In December, 1930 Dr. Muhammad Iqbal was invited to preside (صدارت کرنا) over the annual meeting of All India Muslim League at Allahabad. In his address (خطاب), he openly opposed the idea of power-sharing (شرکت اقتدار) together of Hindus and Muslims as one nation. He declared that the move to apply one constitution (دستور) to both the Hindus and the Muslims would result in a civil war. He wanted to see the Punjab, Sind, Baluchistan and the NWFP a single state for the Muslims, so that they should live according to the teachings of Islam. We can say that Allama Iqbal was the first thinker to give us the idea of a separate homeland for the Muslims of India i.e partition of the subcontinent (برصغیر) into two sovereign (خودمختار) states. The Muslims soon realized the importance of the demand for two separate states. It was then the Pakistan Resolution was adopted in 1940.

09616019

QUESTIONS:

1. Where was the annual meeting of the All India Muslim League held in 1930?
2. Who was invited to preside over the session?
3. What idea did Allama Iqbal oppose?
4. Which provinces did he want to be included in the Muslim state?
5. On what grounds did he demand a separate state for the Muslims of India?
6. When was the Pakistan Resolution moved?

ANSWERS:

1. The annual meeting of the All India Muslim League was held at Allahabad in 1930.
2. Dr. Muhammad Iqbal was invited to preside over the session.
3. Allama Iqbal opposed the idea of power sharing together of Hindus and Muslims as one nation.
4. He wanted to see the Punjab, Sind, Baluchistan and the NWFP in the Muslim state.
5. He demanded a separate state for the Muslims of India on the ground of the religion of Islam.
6. The Pakistan Resolution was moved in 1940.

10. The Indian National Congress was founded in 1885 by a liberal (آزاد) English man Mr. A.O Hume. He had joined the Indian civil service in 1849 and retired from service after shouldering (ذمہ داری نبھانا) different responsibilities. He had been watching the (برے) law and order situation in the country quite frequently (اکثر). He was of the opinion that the high-handed (ظالمانہ) rule of the Britishers was paving way for an unexpected outburst (پھوٹ پڑنا) of violence. His plan was to put a safety valve to minimize the mounting (بڑھتے ہوئے) sentiments against the British rule. It was meant to provide an outlet (نکاحہ) which could ventilate (عوام کے سامنے لانا) the revolutionary spirit. Mr. Hume put his plan before Lord Dufferin.

09616020

QUESTIONS:

1. Who founded the Indian National Congress?

2. Who was Mr. A.O. Hume?
3. When was the Indian National Congress founded?
4. Why did Hume think of founding this political organization?
5. With whom did he discuss his plan?

ANSWERS:

1. Mr. A.O. Hume founded the Indian National Congress.
2. Mr. A.O. Hume was a liberal English man. He had been in the Indian Civil Service and had retired from service after shouldering different responsibilities.
3. The Indian National Congress was founded in 1885.
4. Hume thought of founding this political organization because he wanted to put a safety valve to minimize the mounting sentiments against the British rule.
5. He discussed his plan with Lord Dufferin.

11. There was once a man whose doctor gave him medicine which was quite black. His servant, who was illiterate (جاہل), made a mistake and poured out a dose (خوراک) of ink in place of the drug. He gave it to his master who drank it. After the patient had taken the dose of ink, the servant somehow realized his mistake. He ran back to his master and said, "Sir, I have given you a dose of ink instead of the medicine as both were equally black. What should be done now?" The master replied softly, "Now give me a piece of blotting paper to swallow" (ٹٹا). (Board 2018) 09616021

QUESTIONS:

1. What was the colour of the medicine?
2. What did the servant give to his master?
3. When did the servant come to know of his mistake?
4. What did the servant do?
5. What did the master say to his servant?

ANSWERS:

1. The colour of the medicine was quite black.
2. The servant gave a dose of ink in place of drug to his master.
3. When his master had taken the dose of ink, the servant came to know of his mistake.
4. The servant ran back to his master and told him that he had given him the dose of ink instead of medicine as both were equally black.
5. The master said to him, "Now give me a piece of blotting paper to swallow".

12. There lived a monkey in a forest. One day he went going about in search of food as he was very hungry. At last, he entered the house of a farmer. There was nobody in the house. The monkey found a hard vessel (برتن) with a narrow opening. He put his hand into it. It had grains in it. He took a handful (مٹھی بھر) of these and tried to pull his hand out but he could not do so with his closed fist. After some time, the owner of the house came up. His dog was also with him. The dog fell upon the monkey and tore him to pieces. Thus the monkey met his fate due to his greed. 09616022

QUESTIONS:

1. Where did the monkey live?
2. Why did he enter the house of a farmer?
3. What did he find there?
4. What was in the vessel?
5. What did the monkey do?
6. Why could he not pull his hand out of the vessel?
7. How did the monkey meet his fate?

ANSWERS:

1. The monkey lived in a forest.
2. The monkey was very hungry so, he entered the house of a farmer in search of food.
3. He found a hard vessel with a narrow opening.
4. There were grains in the vessel.
5. The monkey put his hand into the vessel and took a handful of the grains.
6. He could not pull his hand out of the vessel because of its narrow opening and the closed fist.
7. The dog of the farmer fell upon the monkey and tore him to pieces.

13. A tailor ran a shop in a bazaar. An elephant used to go to the river through that bazaar. The tailor gave him a bun every day. One day the tailor pricked (چھوڑا) a needle into the trunk (سونڈ) of the elephant. The elephant became angry but went away. On return, he filled his trunk with muddy water. On reaching the shop of the tailor he put his trunk into it and squirted (چھڑکانا فوارے کی شکل میں) the dirty water into the shop of the tailor. All the fine and new dresses of his customers were spoiled (خراب ہوتا). He was very sorry for annoying (عجک کرتا) the elephant but it was no use crying over spilt milk (اب بچھڑتے کیا ہوت جب چڑیاں چک گئیں کھیت).

QUESTIONS:

09616023

1. Where did the elephant go every day?
2. What did the tailor give him?
3. What mistake did the tailor make one day?
4. What did the elephant do after drinking water?
5. How did the elephant punish the tailor for his mistake?
6. What is the moral of the story?

ANSWERS:

1. The elephant went to the river every day.
2. The tailor gave him a bun every day.
3. One day, the tailor pricked a needle into the trunk of the elephant.
4. After drinking water, the elephant filled his trunk with muddy water.
5. The elephant squirted dirty water into the shop of the tailor and spoiled all the fine and new dresses of his customers.
6. The moral of the story is "As you sow, so shall you reap".

14. A professional player is quite different from an amateur (شو قین). His main aim is to make money. He plays the game to earn money or win a name. On the other hand, the amateur player has no such aim. He plays because he gets pleasure in playing. Games not only give him recreation (تفریح) but also physical exercise. He enjoys good health and sound physique. He plays the game as he should. He observes all the rules and regulations of games. The amateur player plays honestly. He becomes a disciplined gentleman and a responsible citizen. He accepts defeat but does not resort (رجوع کرتا) to cheating or other unfair means to win. If he wins a game, he feels happy but he is not sad at losing one.

QUESTIONS:

09616024

1. What is meant by professional player?
2. With what aim does he play games?
3. What makes an amateur player a responsible citizen?
4. What qualities of true sportsmanship does a professional player lack?
5. How does an amateur player differ from a professional player?

6. How does the amateur player take his defeat?
7. Who plays the game for the sake of game?

ANSWERS:

1. Professional player means a player who plays the game for money or to win a name.
2. He plays games with the aim of earning money.
3. Observance of all the rules and regulations of the game makes him a responsible citizen.
4. A professional player lacks honesty, discipline and truth.
5. Unlike a professional player, an amateur player plays the game as he should and plays honestly observing all the rules and regulations.
6. An amateur accepts defeat but does not cheat or use unfair means to win.
7. An amateur player plays the game for the sake of game.

15. The camel is rightly called the "ship of the desert". It is the best means (ذریعہ) of transport in deserts. Camels go slow. But they go on walking for hours on the burning sand and in the blazing (جھٹکا ہوا) sun. Camels carry heavy loads, much heavier in weight than any other beast of burden can. While other animals' feet sink into the sand but nature has made the feet of camel so that it is not at all difficult for it to walk on sand.

It can go without food and drink for weeks and days. (The camel is superior to all other animals because it can go without food and drink for days and weeks. It can store food and water).

Its hump (کوپان) is also a store of food which the camels use when they get nothing to eat and drink for many days. In deserts only bushes grow here and there and the camel can live on these. 09616025

QUESTIONS:

1. Why is camel called the ship of desert?
2. Is it for its speed that it is called the ship of desert?
3. What difficulty have other beasts of burden to face while walking on the sand?
4. Why does a camel walk easily on the loose sand of the desert?
5. What special quality makes camel superior to other animals used for transport?
6. How does the camel go without food and water for days and weeks?
7. What does the camel generally live on?

ANSWERS:

1. The camel is called the "ship of desert" because it is the best means of transport in desert.
2. No, it is not called the 'ship of desert' for its speed.
3. The feet of other beasts of burden sink into the sand.
4. Nature has made the feet of the camel with the footpad that it is not difficult for it to walk on sand.
5. The camel is superior to all other animals because it can go without food and water for days and weeks.
6. The camel has a hump to store food and water.
7. The camel generally lives on the bushes of desert.

The sentence and parts of speech:

When we want to say something we use words. We generally use words in different combinations. **A combination of words so connected as to express a complete thought is called a sentence.**

Note: A sentence should be complete in thought and complete in construction.

Examples:

She goes to school.

Where do you live?

Do not tell a lie.

How foolish I have been!

I was born in the year 1973.

Isn't she pretty?

Please bring me a glass of water.

Man is mortal.

Is man mortal?

How mortal man is!

May you live long!

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

1. Noun

2. Pronoun

3. Adjective

4. Preposition

5. Verb

6. Adverb

7. Conjunction

8. Interjection

1. NOUN: A noun is the name of a person, place, an object or idea. We can see, touch, smell, hear, taste or think of.

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 virtue.

The Noun Number:

Number is the property which indicates whether one object is meant, or more than one.

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

Some Nouns and their Plurals

<u>Singular</u>	<u>Plural</u>	<u>Singular</u>	<u>Plural</u>
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
Proof	Proofs	Gulf	Gulfs
Thief	Thieves	Wolf	Wolfs
Leaf	Leafs	Calf	Calves
Life	Lives	Knife	Knives
Class	Classes	Bench	Benches
Watch	Watches	Branch	Branches
Dish	Dishes	Brush	Brushes
Box	Boxes	Tax	Taxes
Match	Matches	Bush	Bushes
Kiss	Kisses	Wife	Wives
Buffalo	Buffaloes	Mango	Mangoes
Potato	Potatoes	Volcano	Volcanoes
Negro	Negroes	Hero	Heroes
Piano	Pianos	Dynamo	Dynamos
Bamboo	Bamboos	Cuckoo	Cuckoos
City	Cities	Duty	Duties
Lady	Ladies	Baby	Babies
Army	Armies	Story	Stories
Fly	Flies	Pony	Ponies
Man	Men	Woman	Women
Foot	Feet	Tooth	Teeth
Goose	Geese	Mouse	Mice
Child	Children	Brother	Brothers
Ox	Oxen		

Brother-in-law	Brothers-in-law
Sister-in-law	Sisters-in-law
Father-in-law	Fathers-in-law
Mother-in-law	Mothers-in-law
Son-in-law	Sons-in-law
Daughter-in-law	Daughters-in-law
Step-father	Step-fathers
Step-mother	Step-mothers
Step-son	Step-sons
Step-daughter	Step-daughters
Step-brother	Step-brothers
Step-sister	Step-sisters
Court-martial	Courts-martial
Hanger-on	Hangers-on
Looker-on	Lookers-on
Passer-by	Passers-by
Mr	Messrs
Miss	Misses
Mrs	Mesdames

Some nouns are used only in the plural:

Trousers	Spectacles	Scissors
Drawers	Measles	Mumps
Riches	Tidings	

Some nouns are used only in the singular:

News	Innings	Mathematics
Physics	Politics	Mechanics

Noun, Gender:

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

Masculine Gender: All nouns denoting beings of the male sex are masculine in gender e.g. Boy, Lion, Mustajab.

Feminine Gender: All nouns denoting beings of the female sex are feminine in gender e.g. Girl, Lioness.

Common Gender: All nouns denoting either sex (male or female) are common in gender e.g. Cousin, Baby, Friends.

Neuter Gender: All nouns denoting objects of no sex are neuter in gender e.g. Apple, Book, Knife.

Some common nouns and their feminine genders

<u>Masculine</u>	<u>Feminine</u>	<u>Masculine</u>	<u>Feminine</u>
Boy	Girl	Brother	Sister
Bull	Cow	Cock	Hen
Dog	Bitch	Father	Mother
Horse	Mare	Husband	Wife
Man	Woman	Nephew	Niece
Papa	Mama / Mamma	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
Negro	Negress	Waiter	Waitress
Traitor	Traitress		

Some common verbs and their nouns

<u>Verb</u>	<u>Noun</u>	<u>Verb</u>	<u>Noun</u>
Achieve	Achievement	Drip	Drop
Add	Addition	Draw	Drawer
Admit	Admission	Drive	Driver
Advise	Advisor	Elect	Election
Agree	Agreement	Employ	Employment
Allot	Allotment	Enjoy	Enjoyment
Apply	Application	Feed	Food
Appoint	Appointment	Float	Fleet
Approve	Approval	Flow	Flood
Arrange	Arrangement	Give	Gift
Arrive	Arrival	Go	Gait
Astonish	Astonishment	Grieve	Grief
Bathe	Bath	Grow	Growth

Bear	Birth	Invite	Invitation
Begin	Beginning	Laugh	Laughter
Behave	Behaviour	Live	Life
Believe	Belief	Lose	Loss
Bleed	Blood	Marry	Marriage
Bless	Blessing	Meet	Meeting
Breathe	Breath	Move	Movement
Busy	Business	Object	Objection
Burry	Burial	Propose	Proposal
Choose	Choice	Prove	Proof
Clothe	Cloth	Punish	Punishment
Collect	Collection	Remove	Removal
Congratulate	Congratulation	Run	Race
Connect	Connection	See	Sight
Decide	Decision	Sing	Song
Destroy	Destruction	Sit	Seat
Develop	Development	Solve	Solution
Die	Death	Speak	Speech
Dine	Dinner	Strengthen	Strength
Divide	Division	Thieve	Theft
Strike	Stroke	Think	Thought
Succeed	Success	Translate	Translation
Tell	Tale		

2. PRONOUN:

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

Afhsan was absent because she was ill.

My parents arrived yesterday.

You are a doctor.

I am a teacher.

Though ignorance is no sin, it is often severely punished.

Razzaq did not play because he was injured.

They arrived a day too late.

Anybody can make a mistake.

The son told his mother that he loved her.

Note: Pronouns have the same properties as nouns: gender, person, number and case for which they stand.

There are seven kinds of pronouns:

- | | | |
|-------------------------|--------------------------|--------------------------|
| 1. Personal Pronoun | 2. Relative Pronoun | 3. Indefinite Pronoun |
| 4. Reflexive 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. The 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/Subjective	I	we
Possessive	my, mine	our, ours
Accusative/Objective	me	us

Example

First Person

I am young.

This is my book.

This book is mine.

He was talking of me.

We are young.

This is our book.

This book is ours.

He was talking of us.

Second Person:

	Singular	Plural
Nominative/Subjective	you	you
Possessive	your, yours	your, yours
Accusative/Objective	you	you

Example

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:

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

Example

Third Person

He/She/It is young.

This is his/her book.

This book is his/hers.

He was talking of him/her.

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

It was Ali **who** told me first.

He is the young man **who** saved my life.

We found a boatman **who** rowed us across.

She is the girl **whom** I met in Lahore.

He is fond of apples **which** are healthful.

This is the house **that** I prefer.

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. Can you write English as well as _____. (they, them)
5. You are taller than _____. (he, him)
6. He is a better batsman than _____. (we, us)
7. Is that Shilla? Yes, it is _____. (she, her)
8. Nobody but _____ was absent. (she, her)
9. She and _____ are good friends. (I, me)
10. Your pen writes better than _____. (her, hers)
11. These books are not _____. (her, hers)
12. He lost his bat, and we _____. (our, ours)
13. The bike _____ has been stolen is not his. (which, what)

Answer Key

1	I	2	who	3	he	4	they	5	he
6	we	7	she	8	she	9	I	10	hers
11	hers	12	ours	13	which				

3. ADJECTIVE:

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

Examples:

Asma is a **bright** girl.

He is a **lazy** boy.

I do not like **that** family.

I gave **her** two pencils.

The team has had **enough** practice.

They showed **much** patience.

He did not eat **any** bread.

Most Pakistanis like cricket.

This is **Pakistani** cloth.

Exercise:

Supply suitable adjectives in the following sentences

1. The _____ man does not have a place to live.
2. He is a _____ child.
3. This is a _____ book.
4. Karachi is a _____ city.
5. A hand has _____ fingers.
6. _____ men must die.
7. I have not eaten _____ meat.
8. There are not _____ plates on the table.
9. _____ mangoes are sour.
10. I like _____ jerseys.

The comparison of Adjective:

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

1. The positive degree.
2. The comparative degree.

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

Answer Key

1	prettier	2	older	3	richest	4	worst	5	tallest
6	more beautiful	7	tallest	8	heaviest	9	sweet	10	wise
11	most difficult	12	better	13	wiser	14	tallest	15	sweetest

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

1. You have bought some apples. (affirmative)
2. You have not bought any apples. (negative)
3. Have you bought any apples? (interrogative)

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 had pens.
3. Every seat was occupied.
4. Every one of the fans is out of order.

Little, a little, the little: Little means hardly any and, therefore, has a negative meaning. A little means some, though not much. It has 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 of the little chance of recovery that she has.

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

1. I have few friends. (i.e. hardly any)
2. She has a few friends.
3. The few friends she has are very influential.

The article:

The adjective **a** or **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 (**a**, **an**) 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 mountains ranges.

1. **The** Indus is the longest river in Pakistan.
2. **The** West Indies is known for great crickets.
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** Muslim follow **the** teachings of **the** Holy Quran.

v) Before common names which the 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 _____ armchair 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.

Answer Key

1	The	2	A	3	A	4	a	5	X, a
6	a	7	X	8	a	9	The, the	10	an, the
11	a	12	a	13	X	14	X	15	a

4. PREPOSITION:

Prepositions are words that are used to specify any particular relationship that exists between people or / and objects.

1. He is fond of tea.
2. She sat on this chair.
3. He is ashamed of his behaviour.
4. I walked towards UGI.
5. He was angry with me.
6. I shall see you at 5 o'clock.
7. She was absent from the class.
8. Mustajab must buy a present for his mother.
9. Let us hope for the best.
10. I usually travel to Unique School by bike.

5. VERB:

A verb is a word that expresses action or state of being. Among verbs expressing action are *walk, run, ride, go, come, look, see, call, shout*, etc. Among verbs expressing emotion and state of being are *be, exist, seen, appear, remind*, etc. It is, therefore, the most important word in a sentence:

- i. Roshana **takes** her meals in the afternoon.
- ii. The sun **rises** in the east.
- iii. She **has learnt** her lesson.
- iv. Girls **were singing**.
- v. He **speaks** the truth.

What is tense?

Tense is a form taken by a verb to indicate action in relation to time. There are three great divisions of time: Present, Past and Future.

A verb may refer to

1. Present time,
2. Past time,
3. Future time,

A verb that refers to present time is said to be in the **Present tense**.

A verb that refers to that 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**.

THE PRESENT TENSE

The present tense has four forms:

a) The Present Indefinite:

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

Examples:

1. It **rains** in winter.
2. They **work** hard all day.
3. The sun **sets** in the west.
4. I **do not take** my meals at night.
5. Do you **go** to school every day?

b) The Present Continuous:

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

Examples:

1. It **is raining**.
2. The boys **are doing** their home task.
3. The girls **are playing** net ball.
4. **Are they sitting** idle?

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

1. She **is leaving for** London tomorrow.
2. They **are coming to** dinner on Sunday.
3. He **is coming** 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) The Present Perfect:

The present perfect tense is used to indicate an action that is 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 sent** him back.
3. They **have lived** in this house.
4. I **have not heard** from him.

d) The Present Perfect Continuous:

The 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 to now.

THE PAST TENSE

The past tense has four forms:

a) The Past Indefinite

The 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. The Quaid-e-Azam **worked** very hard.
4. He **sold** newspapers for living.
5. She **shut** the door softly.

b) The Past Continuous

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

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.

c) The Past Perfect

The 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.
3. Their match started after I **had left** the play ground.

d) The Past Perfect continuous

The 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 playing** here since 1970.
5. She **had been visiting** Europe since childhood.

THE FUTURE TENSE

The future tense has four forms:

a) The Future Indefinite:

The future indefinite tense is used to describe a single act that is still to take place.

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

b) The Future Continuous

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

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

c) The Future Perfect

The 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) The future perfect continuous

The 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)

With time conjunction.

Present perfect tense is used instead of future perfect tense.

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

ACTIVE AND PASSIVE VOICE

Voice is that form of the transitive verb that shows whether the subject acts or is acted upon. There are two voices in the English language: Active voice and Passive voice.

Active Voice:

When the subject of a verb is represented as acting, the verb is said to be in the active voice.

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:

When the subject of the verb is represented as acted upon, the verb is said to be in the passive voice.

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)

6. ADVERB:

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

Modifying a Verb:

I love my mother **only**.

The choir sang **sweetly**.

She was walking **slowly**.

Modifying an Adjective:

Very *swift* birds fly very swiftly.

The choir sang for **almost** *three* hours.

You are **very** *clever* boy.

Modifying another Adverb:

Very swift bird fly **very** *swiftly*.

The choir sang **very** *sweetly*.

She was walking **quite** *slowly*.

Adverbs are of three kinds:

Adverbs of manner (Defining Manner)

1. She was walking slowly.
2. He was reading clearly.
3. They fought bravely.
4. Do not walk so fast.

Adverbs of place (Denoting Place)

1. They followed her everywhere.
2. Where are you going?

Adverbs of time (Fixing Time)

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

All three adverbs in one sentence are placed in the following sequence: **MPT (Manner, Place, Time)**

- i. They played **happily** together. (Manner)
- ii. They can play over **there**. (Place)
- iii. We can all go there **afterwards**. (Time)
- iv. Sheila sang **beautifully** (adverb of manner) at the **concert** (adverb of place) on **Sunday** (adverb of time).

Adjective or Adverb:

Adjectives add extra meaning to nouns while adverbs help tell us how, why, when and where things happened.

Examples:

- i. Asma is a bright girl who talks quickly.
- ii. It is the large white house over there.
- iii. Of all the younger boys she liked Mustaez the least.
- iv. Of the older pair, Tipu is the taller of the two.
- v. Look at that old dog, fast asleep.

Ans:

Adjective: bright, large, white, younger, older, old.

Adverbs: quickly, there, least, taller, fast.

7. CONJUNCTION:

A conjunction is a part of speech that connects words, phrases, clauses, or sentences; or that shows relation between sentences.

She is a doctor **and** her brother is an engineer.

He is poor **but** honest.

Roshana **and** Naushaba are good singers.

He must get a good job **or** he will run away.

Two **and** two make four.

Some conjunctions are used in pairs.

- i. **Neither** she **nor** her mother is present in the house.
- ii. **Either** he is a fool **or** a knave.
- iii. They **both** love **and** respect their teacher.
- iv. She does not care **whether** you eat **or** not.
- v. He is **not only** a brother to me **but also** a friend.
- vi. **Though** he is a rich **yet** he is not arrogant.
- vii. **No sooner** did he leave the house **than** it started raining.
- viii. **As** you sow, **so** shall you reap.

Some compound expressions are also used as conjunctions.

- i. He saves so much money **so that** his sons should lead a prosperous life.
- ii. Adnan **as well as** Asim were present in the class.
- iii. He should be employed **provided that** he fulfils the basic qualifications.
- iv. He will be readmitted to school **on condition** that he submits a written apology.
- v. She looks **as if** she were ill.

8. INTERJECTION:

An interjection is a word used to express strong feeling or to awaken attention or interest.

Hurrah! We have won the match.

Alas! He is no more.

Oh! You gave me shivers.

Hush! Do not make a noise.

Hello! What are you doing there?

Note: Some group of words are also used as interjections.

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

TRANSLATION (TENSES, ACTIVE AND PASSIVE VOICE)

What is tense?

Tense is the form of a verb which shows the "time" when an event occurs or some action is done. It also shows the completion or incompleteness of the event.

Briefly, a tense shows:

- The time of an action.
- Its degree of completion.

Tense "زمانے" کو کہتے ہیں۔ جس زمانے میں کسی کام کا کرنا یا ہونا پایا جائے۔

Tense کام کے مکمل یا نامکمل ہونے کا بھی اظہار کرتا ہے۔

VERB:

"A word or phrase that describes an action, condition or reference".

Verb کسی کام کو کہتے ہیں۔

A verb has three main times or tenses.

- The Present (حال) موجودہ زمانہ
- The Past (ماضی) گزرا ہوا زمانہ
- The Future (مستقبل) آنے والا زمانہ

To indicate shades of meanings or to explain whether

- The work or action is completed in that tense (time).
- The work or action is incomplete.
- OR we are not definite about the completeness or incompleteness of the action in that time.

Each tense has four different forms.

- Indefinite
- Continuous
- Perfect
- Perfect Continuous

Subject:

Subject is a person, place or thing about which we say something in a sentence.

Object:

An object gives you the answer of "what" and "to whom, for whom".

CHAIN OF SENTENCE:

The chain of sentence or sentence structure in "Active Voice" is

Subject + Verb + Object

S V O

Use of "It" and "There"

"It" and "There" as introductory subject:

It اور There جب جملے کے شروع میں آتے ہیں تو ان کا ترجمہ نہیں ہوتا۔

It is seven o'clock.

It rained yesterday.

It is morning.

اس وقت سات بجے ہیں۔

کل بارش ہوئی۔

صبح ہو گئی ہے۔

ان جملوں میں ہم نے 'It' کا ترجمہ نہیں کیا۔ اگر یہ Translate کریں تو جملے سمجھ میں نہیں آئے۔

یہ بات سمجھیں۔ یہاں بارش ہوئی تھی۔ یہ صبح ہو گئی ہے۔ جو اردو میں درست جملے نہیں ہیں۔ اسی طرح سے There کے جملے ہیں۔

There are ten boys in the classroom.

(درست)

(غلط)

Hence, 'it' and 'there' remain untranslated and they act as subject and introductory words. اسلئے 'It' اور 'There' کو ابتدائی الفاظ کے طور پر یا Subject کے طور پر استعمال کرتے ہیں اور اردو میں تراجم نہیں کرتے کیونکہ یہ با محاورہ فقرات کے لیے نامناسب ہیں۔ 'It' وقت، موسم اور قدرتی مناظر کیلئے استعمال کیا جاتا ہے۔

Use of "It": 'It' is used for time, weather and natural scenes.

Use of "It"

1. It is very hot today. آج سخت گرمی ہے۔
2. Evening fell / It is evening. شام ہو گئی۔
3. There is no book on the table. میز پر کوئی کتاب نہیں ہے۔
4. Is there any player in the play ground? کیا کھیل کے میدان میں کوئی کھلاڑی ہے؟
5. Are there no fish in this pond? کیا اس تالاب میں مچھلیاں نہیں ہیں؟
6. There were many frogs in the water. پانی میں بہت سے مینڈک تھے۔
7. There was no passenger at the platform. پلیٹ فارم پر کوئی مسافر نہ تھا۔
8. How many cattle were there in the field? کھیت میں کتنے مویشی تھے؟
9. There are some apples in the basket. ٹوکری میں کچھ سیب ہیں۔
10. There were four boats on the bank of the river. دریا کے کنارے چار کشتیاں تھیں۔
11. There was no body in the house. مکان میں کوئی نہ تھا۔
12. There are no new clothes in the box. صندوق میں نئے کپڑے نہیں ہیں۔
13. Who is there on the roof? چھت پر کون ہے؟
14. Is it hailing? کیا اولے پڑ رہے ہیں؟
15. There was no lion in the cage. پنجرے میں شیر نہ تھا۔

Use of "There":

Object is stressed.

جب کسی جملے میں Subject کے بجائے Object پر زیادہ زور دیا جاتا ہے تو "There" استعمال کیا جاتا ہے اور اردو میں اس کا ترجمہ نہیں ہوتا۔

Use of Is, Am, Are, Was & Were

These words are used with subject according to the situation or type of subject.

1. If subject is 'I', we use 'am' / 'was'

جب Subject 'I' ہو تو am یا was لگاتے ہیں۔

I am thankful to you.

میں آپ کا شکر گزار ہوں۔

I was very happy.

میں بہت خوش تھا۔

2. Subject = He, she, it or any singular
Then 'is' or 'was' is used.

جب He, She, It یا واحد Subject ہو تو is/was لگاتے ہیں۔

He was very sad.

وہ بہت اداس تھا۔

It is a beautiful scene.

یہ ایک خوبصورت منظر ہے۔

She is very old.

وہ بہت بوڑھی ہے۔

3. Subject = We, you, they or any plural
Then 'are' or 'were' is used.

جب we, you, they یا جمع Subject ہو تو are/were لگاتے ہیں۔

We are hungry.

ہم بھوکے ہیں۔

You are lucky.

تم خوش قسمت ہو۔

Negative Sentences:

Negative جملوں میں is, am, are, was, & were کے بعد 'not' لگاتے ہیں۔

Interrogative Sentences:

Interrogative جملوں میں is, am, are, was & were

Subject سے پہلے جملے کے شروع میں لگا دیے جاتے ہیں۔

Question Words: Why, who, when, where, which, whom, whose, how

سوالیہ الفاظ کیسے، کون، کہاں، کب، کونسا، کس کا وغیرہ۔

جملے کے شروع میں لکھ کر Interrogative بنایا جاتا ہے۔

سوالیہ فقرے کے آخر میں سوالیہ نشان لگایا جاتا ہے۔

Use of "There"

1. There were many mango trees in our garden. ہمارے باغ میں بہت سے آم کے درخت تھے۔
2. How many candidates were there in the hall? ہال میں کتنے امیدوار تھے؟
3. Why is there no peon in the office? دفتر میں چپڑا اسی کیوں نہیں؟
4. Were there no letters in the postman's bag? کیا ڈاک کے تھیلے میں چٹھیاں نہ تھیں؟
5. Is there a little milk in the jug? کیا جگ میں تھوڑا سا دودھ ہے؟
6. It is cloudy today. آج موسم ابر آلود ہے۔
7. Is it blowing hard outside? کیا باہر تیز ہوا چل رہی ہے؟
8. It was very pleasant yesterday. کل موسم بڑا سہانا تھا۔
9. It will take about three hours to attempt the paper. پرچہ حل کرنے میں تقریباً تین گھنٹے لگیں گے۔
10. It is no use crying over spilt milk. اب بچھتاے کیا ہوت جب چڑیاں چگ گئیں کھیت۔
11. It is a white lie. یہ سفید جھوٹ ہے۔
12. It was my brother who got the prize. میرا ہی بھائی تھا جس نے انعام حاصل کیا۔
13. How many aeroplanes were there at the airport? ہوائی اڈے پر کتنے جہاز تھے؟
14. There was no tree along the roadside. سڑک کے کنارے کوئی درخت نہ تھا۔

LESSON No 2

Use of "is", "am", "are", "was", "were". Study these sentences:-

1. Pakistan is my dear homeland. پاکستان میرا پیارا وطن ہے۔
2. I am a Pakistani boy. میں پاکستانی لڑکا ہوں۔
3. They are all good students. وہ تمام اچھے طالب علم ہیں۔
4. This is a costly watch. یہ قیمتی گھڑی ہے۔
5. These flowers are red. یہ پھول سرخ ہیں۔
6. I am fifteen years old. میری عمر پندرہ برس ہے۔
7. He was a very cunning man. وہ بڑا مکار آدمی تھا۔
8. The novel was on the table. ناول میز پر تھا۔
9. Tea was hot. چائے گرم تھی۔
10. The top of the hill was high. پہاڑ کی چوٹی بلند تھی۔
11. We all were happy. ہم سب خوش تھے۔
12. These books were interesting. یہ کتابیں دلچسپ تھیں۔
13. Our soldiers were brave. ہمارے سپاہی بہادر تھے۔
14. They were my intimate friends. وہ میرے گہرے دوست تھے۔
15. Hamid's sons were intelligent. حمید کے بیٹے ذہین تھے۔

In negative sentences we use "not" after the verbs:-

1. Books are not on the table. کتابیں میز پر نہیں ہیں۔
2. He is not an unlucky man. وہ بد قسمت آدمی نہیں ہے۔
3. I am not an old man. میں بوڑھا آدمی نہیں ہوں۔
4. All the mangoes were not sour. تمام آم کھٹے نہ تھے۔
5. These children were not dirty. یہ بچے گندے نہ تھے۔
6. The beggar was not lame. فقیر لنگڑا نہ تھا۔
7. There was no light in the street. گلی میں روشنی نہ تھی۔
8. This book was not interesting. یہ کتاب دلچسپ نہ تھی۔

In interrogative sentences or questions, we begin with a helping verb or a question word:-

- | | |
|--------------------------------|--------------------------|
| 9. Is the sun hot? | کیا سورج تیز ہے؟ |
| 10. Is the water cold? | کیا پانی ٹھنڈا ہے؟ |
| 11. Is apple a sweet fruit? | کیا سیب میٹھا پھل ہے؟ |
| 12. Are the grapes green? | کیا انگور سبز ہیں؟ |
| 13. Why are you sad? | تم افسردہ کیوں ہو؟ |
| 14. Where is he now? | اب کہاں ہے؟ |
| 15. Who was in the garden? | یہ گھر میں کون تھا؟ |
| 16. Am I not faithful? | کیا میں وفادار نہیں ہوں؟ |
| 17. Where were your friends? | تمہارے دوست کہاں تھے؟ |
| 18. How tall were those trees? | وہ درخت کتنے اونچے تھے؟ |

Exercise

- | | |
|--|---------------------------------------|
| 1. All of us are Muslims. | ہم سب مسلمان ہیں۔ |
| 2. Ahmad is a bold soldier. | احمد دلیر سپاہی ہے۔ |
| 3. The dog and the horse are faithful animals. | کتا اور گھوڑا وفادار جانور ہیں۔ |
| 4. Every Pakistani is a patriot. | ہر پاکستانی محب وطن ہے۔ |
| 5. They were respectable citizens. | وہ محترم شہری تھے۔ |
| 6. Lahore is famous for gardens. | لاہور باغات کے لیے مشہور ہے۔ |
| 7. Was he ill yesterday? | کیا وہ کل بیمار تھا؟ |
| 8. Why are many students absent today? | آج بہت سے طالب علم کیوں غیر حاضر ہیں؟ |
| 9. Where are the players of your team? | تمہاری ٹیم کے کھلاڑی کہاں ہیں؟ |
| 10. Was the rich man kind to the poor? | کیا امیر آدمی غریبوں پر مہربان تھا؟ |
| 11. What is he to you? | اب آپ کا کیا لگتا ہے؟ |
| 12. One dozen eggs were rotten. | ایک درجن انڈے خراب تھے۔ |
| 13. Were all the questions easy? | کیا سب سوال آسان تھے؟ |
| 14. This toy was not beautiful. | یہ کھلونا خوبصورت نہ تھا۔ |
| 15. Tipu Sultan was a just ruler. | تپو سلطان عادل حکمران تھا۔ |

More about "Is, Am, Are, Was & Were"

1. Is there any high school in this city? کیا اس شہر میں کوئی ہائی سکول ہے؟
2. Is Amjad an honest man? کیا امجد دیاستدار آدمی ہے؟
3. Was he not a fisherman? کیا وہ مائی گیر نہ تھا؟
4. I am thankful to you. میں آپ کا شکر گزار ہوں۔
5. Both of his brothers were lawyers. اس کے دونوں بھائی وکیل تھے۔
6. Which is the longest river in Pakistan? پاکستان کا سب سے لمبا دریا کونسا ہے؟
7. How high is the peak of K-2? کے۔ ٹو کتنی اونچی چوٹی ہے؟
8. How many buses were there on the bus stand? بسوں کے اڈے پر کتنی بسیں تھیں؟
9. Why were his relatives angry? اس کے رشتہ دار کیوں ناراض تھے؟
10. Were all the motor cars out of order? کیا سب موٹر کاریں خراب تھیں؟
11. The student was not liar. طالب علم جھوٹا نہ تھا۔
12. Is this news true? کیا یہ خبر سچی ہے؟
13. This question was very complicated. یہ سوال بہت پیچیدہ تھا۔
14. Were all the questions difficult? کیا تمام سوال مشکل تھے؟
15. When was the doctor in the hospital? ڈاکٹر کب ہسپتال میں تھا؟

Use of Has, Have and Had

These words are used to show the things which are in possession of someone or are qualities / characteristics of someone.

Has, Have, Had کسی کے پاس یا کسی کی ملکیت ہونا یا کسی کے قبضے میں کوئی چیز ہونا ظاہر کرتے ہیں۔ یہ الفاظ کسی کی خصوصیت کو بھی بتاتے ہیں۔ مثلاً

The parrot has a red beak. طوطے کی سرخ چوچ ہے۔

The mouse has a tail. چوہے کی دم ہے۔

He had no hair on his head. اس کے سر پر بال نہیں تھے۔

Has

When subject is He, She, It or any other third person singular and tense is present then 'Has' is used.

جب He, she, It یا کوئی واحد Subject ہو اور Tense حال (Present) ہو تو Has استعمال ہوتا ہے۔

He has a bag. اس کے پاس ایک بگ ہے۔

He has an office. اس کا ایک دفتر ہے۔

The chair has four legs. کرسی کی چار ٹانگیں ہیں۔

The room has three walls. کمرے کی تین دیواریں ہیں۔

Have

When subject is I, we, you, they or any plural and tense is present then 'have' is used.

جب I, we, you they یا جمع Subject ہوں تو have استعمال ہوتا ہے۔

I have a book. میرے پاس ایک کتاب ہے۔

You have a son.

We have a home.

They have a garden.

Had

"Had" is used with all the subjects when possession is in past tense.

He had a book.

I had a beautiful doll.

She had a cat.

The watchman had a blue uniform.

Negative Sentences:

Negative sentences are formed when we put 'no', 'not' after has, have or had.

He has not many pens.

I have no garden.

He has no home.

Interrogative Sentences:

Has, have and had are put at the start of the sentence before the subject.

subject سے پہلے جملے کے شروع میں Has, Have, Had لگانے سے سوالیہ جملہ بن جاتا ہے اور آخر میں سوالیہ نشان لگا دیا جاتا ہے۔

Question words/ Interrogative Pronouns:

Why, where, when, who, which, how many, how long, how much are placed before the words like has, have and had at the start of the sentence.

سوالیہ الفاظ کیوں، کب، کیسے، کسے، کون وغیرہ۔ Has, Have, Had سے پہلے جملے کے شروع میں لگاتے ہیں۔

Have we hares?

Have you any blue dress?

Had they a car?

Why had he no friend?

How many pencils has he?

How much money have I?

تمہارا ایک بیٹا ہے۔

ہمارا ایک گھر ہے۔

اُن کا ایک باغ ہے۔

جب ملکیت یا قبضہ یا خوبی ماضی (Past) میں ہو تو Had تمام Subject کے ساتھ استعمال ہوتا ہے۔

اس کے پاس ایک کتاب تھی۔

میرے پاس ایک خوبصورت گڑیا تھی۔

اس کے پاس ایک بلی تھی۔

چوکیدار کی نیلی وردی تھی۔

منفی جملے بناتے وقت has, have, had کے بعد 'no' یا 'not' لگاتے ہیں۔

اس کے پاس بہت سے قلم نہیں ہیں۔

میرے پاس کوئی باغ نہیں ہے۔

اس کا کوئی گھر نہیں ہے۔

کیا ہمارے پاس خرگوش ہیں؟

کیا تمہارے پاس کوئی نیلا لباس ہے؟

کیا اُن کے پاس کوئی گاڑی تھی؟

اُس کا کوئی دوست کیوں نہیں تھا؟

اس کے پاس کتنی پینسل ہیں؟

میرے پاس کتنے روپے ہیں؟

Lesson No 3

Use of "has", "have",

Look at these sentences:-

1. He has a knife. اس کے پاس ایک چاقو ہے۔
2. The girl has keys. لڑکی کے پاس چابیاں ہیں۔
3. They have many books. وہ بہت سی کتابیں رکھتے ہیں۔
4. You have a dog in the house. آپ گھر میں کتا رکھتے ہیں۔
5. I have a fine camera. میں ایک عمدہ کیمرہ رکھتا ہوں۔
6. We have a precious watch. ہمارے پاس ایک قیمتی گھڑی ہے۔
7. His brother has many kites. اس کے بھائی کے پاس کئی چٹنگیں ہیں۔
8. The horse has four hoofs. گھوڑے کے چار سم ہوتے ہیں۔
9. The beggar has no stick. فقیر کے پاس لٹھی نہیں ہے۔
10. The fruit seller has no apples. پھل فروش کے پاس سیب نہیں ہیں۔
11. The passengers have no luggage. مسافروں کے پاس سامان نہیں ہے۔
12. Has the cow two horns? کیا گائے کے دو سینگ ہوتے ہیں؟
13. Has the soldier a sharp sword? کیا سپاہی کے پاس تیز تلوار ہے؟
14. How many cars has the richman? امیر آدمی کے پاس کتنی کاریں ہیں؟
15. Has the poor man no bicycle? کیا غریب آدمی سائیکل نہیں رکھتا ہے؟

You see both "has" and "have" point to be owner of something. We use "has" for a third person singular subject and "have" for plural and "I" subjects.

Use of "Has, Have"

1. Boys have a few books. لڑکوں کے پاس چند کتابیں ہیں۔
2. I have nothing in my purse. میرے پوے میں کچھ نہیں۔
3. The dog has a beautiful collar round its neck. کتے کے گلے میں خوبصورت پٹا ہے۔
4. We have an imported radio set. ہمارے پاس غیر ملکی ریڈیو سیٹ ہے۔
5. Why have you not a pen? تمہارے پاس قلم کیوں نہیں ہے؟
6. Has the deer not four legs? کیا ہرن کی چار ٹانگیں نہیں ہوتیں؟
7. These women have no ornaments. ان عورتوں کے پاس زیورات نہیں ہیں۔
8. This poor boy has no shoes. اس غریب لڑکے کے پاس جوتے نہیں ہیں۔
9. Has your friend no watch? کیا تمہارے دوست کے پاس گھڑی نہیں ہے؟
10. We have a new house. ہمارے پاس نیا مکان ہے۔
11. The rich man has a big garden. امیر آدمی بڑا باغ رکھتا ہے۔

12. Have you a licence? کیا تمہارے پاس لائسنس ہے؟
13. Has the carpenter no saw? کیا بڑھئی کے پاس آری نہیں ہے۔
14. The blacksmith has no hammer. لوہار کے پاس ہتھوڑا نہیں ہے۔
15. Have the passengers no luggage? کیا مسافروں کے پاس سامان نہیں ہے؟
16. Has the parrot not a red beak? کیا طوطا سرخ چوچ نہیں رکھتا ہے؟

Use of 'had'

Study these sentences:-

1. He had a stick in his hand. وہ ہاتھ میں چھڑی رکھتا تھا۔
2. Our garden had a hedge around it. ہمارے باغ کے ارد گرد باڑھی۔
3. The beggar had a bowl. فقیر کے پاس پیالہ تھا۔
4. They had no garlands. ان کے پاس ہار نہ تھے۔
5. I had no beautiful picture. میرے پاس خوبصورت تصویر نہ تھی۔
6. You had no dog in the house. تم گھر میں کتا نہیں رکھتے تھے۔
7. My brother had no land. میرے بھائی کے پاس زمین نہ تھی۔
8. The servant had ten rupees. نوکر کے پاس دس روپے تھے۔
9. The farmer had two bullocks. کسان دو بیل رکھتا تھا۔
10. Had they some honey? کیا ان کے پاس کچھ شہد تھا؟
11. How long a piece of cloth had the girl? لڑکی کے پاس کپڑے کا کتنا لمبا ٹکڑا تھا؟
12. Had that shopkeeper no sugar? کیا اس دوکاندار کے پاس چینی نہ تھی؟
13. Had the king a crown on his head? کیا بادشاہ سر پر تاج رکھتا تھا؟
14. Had the fisherman a strong net? کیا ماہی گیر کے پاس مضبوط جال تھا؟

We find that:-

'had' is used to show possession or ownership of something in the past.

"Use of Had"

1. The farmer had no sickle. کسان کے پاس درانتی نہ تھی۔
2. Your brother had no pistol. تمہارے بھائی کے پاس پستول نہ تھا۔
3. Our servant had no license of gun. ہمارا نوکر ہندوق کا لائسنس نہیں رکھتا تھا۔

4. They had a new plough. ان کے پاس ایک نیا ہل تھا۔
5. Why had the blind beggar a lamp? اندھے فقیر کے پاس کیوں کیوں تھا؟
6. Had the horse a bridle and saddle? کیا گھوڑا اگام اور زین رکھتا تھا؟
7. The baby had a strange doll. ننھی کے پاس عجیب گڑیا تھی۔
8. How many tops had Asghar? اصغر کے پاس کتنے لٹو تھے؟
9. We had no hound. ہمارے پاس کوئی شکاری کتا نہ تھا۔
10. Had that city a clock tower? کیا اس شہر کا گھنٹہ گھر تھا؟
11. Why had this river no bridge? اس دریا پر پل کیوں نہ تھا؟
12. Why had the soldier no uniform? سپاہی وردی کیوں نہیں رکھتا تھا؟
13. The guard had two flags. گارڈ کے پاس دو جھنڈیاں تھیں۔
14. Players had no luggage. کھلاڑیوں کے پاس سامان نہ تھا۔
15. Had that cow no horns? کیا اس گائے کے سینگ نہ تھے؟
16. Had the aeroplane no passenger? کیا جہاز میں کوئی مسافر نہ تھا؟
17. Your house had no lock. آپ کے مکان کا لاک نہ تھا۔
18. My bicycle had a bell. میرے سائیکل کے ساتھ گھنٹی تھی۔
19. The school had no peon. سکول کا چپڑا اسی نہ تھا۔
20. The school office had a big picture of Quaid-e-Azam. سکول کے دفتر میں قائد اعظم کی بڑی تصویر تھی۔

1. Present Indefinite Tense (Active Voice)

اُردو میں پہچان:

جملے کے آخر میں تاتا ہے، تی ہے، تے ہیں، تاتوں وغیرہ آتا ہے۔

Affirmative Sentences:

Sentence Construction

Subject + Verb + Object

S V O

English Translation:

a) Translate the subject into English.

subject کا انگریزی ترجمہ لکھیں۔

b) Put the First form of verb.

Verb کی پہلی فارم استعمال کریں۔

(i) If subject is He, She, it or 3rd person pronoun then we use first form of verb and add 's' or 'es' at the end of verb.

If verb ends with ss, s, x, o, ch, sh, then we add es otherwise only 's'.

اگر He, She, It یا 3rd Person Pronoun ہو تو Verb کی پہلی فارم کے ساتھ 's' یا 'es' کا اضافہ کرتے ہیں۔ اگر verb کے آخر میں

ss, s, x, o, ch, آتا ہو تو 'es' لگاتے ہیں ورنہ صرف 's' لگاتے ہیں۔

(ii) If subject is I, we, you, they or any plural, then we simply use first form of verb.

I, we, they, you Subject کی پہلی فارم لگاتے ہیں۔

c) Negative Sentences:

Use of Do not / Does not.

- If subject is He, she, it or 3rd person singular then "does not" is used.
- If subject is I, we, you, they any plural, we use "do not".
- First form of verb is used.

Interrogative Sentences:

Use of "Do" or "Does".

- If subject is He, she, it or 3rd person or singular then 'does' is used before the subject at the start of the sentence. First form of verb is used.
- If subject is I, we, you they and any plural then 'do' is used before the subject at the start of the sentence. First form of verb is used.

He, She, It یا واحد subject ہو تو Does subject سے پہلے جملے کے شروع میں لگاتے ہیں اور verb کی پہلی فارم استعمال کرتے ہیں۔
I, we, you, they یا جمع subject ہو تو Do subject سے پہلے جملے کے شروع میں لگاتے ہیں اور verb کی پہلی فارم استعمال کرتے ہیں۔

Question Words:

Why, when, where, which, who, how, whose, whom occur before 'do' or 'does' at the start.

یہ الفاظ کیوں، کیسے، کہاں، کب، کون، کس کا، کس سے وغیرہ جملے کے شروع میں Do اور Does سے پہلے لگائے جاتے ہیں۔

Interrogative Negative Sentences:

Do / Does + Subject + not + 1st Form of verb + Object?

Put a question mark at the end of the interrogative sentence.

Note:

Object comes at the end of the sentence in each category.

1. Present Indefinite Tense

(Active Voice)

Exercise

Subject	Simple sentence	Negative	Interrogative
1st Person			
I	I love my sister.	I do not love my sister.	Do I love my sister?
We	We love our sister.	We do not love our sister.	Do we love our sister?
2nd Person			
You	You love your sister.	You do not love your sister.	Do you love your sister?
3rd Person			
He	He loves his sister.	He does not love his sister.	Does he love his sister?
She	She loves her sister.	She does not love her sister.	Does she love her sister?
Ali (Singular)	Ali loves his sister.	Ali does not love his sister.	Does Ali love his sister?
Plurals			
They	They love their sister.	They do not love their sister.	Do they love their sister? Why do they love their sister?

LESSON No 4
Present Indefinite Tense (Active Voice)
Affirmative sentences

Look at these sentences:-

- | | |
|---------------------------------------|--------------------------------|
| 1. He reads good books. | وہ اچھی کتابیں پڑھتا ہے۔ |
| 2. Nasima always speaks the truth. | نسیما ہمیشہ سچ بولتی ہے۔ |
| 3. They come to school in time. | وہ وقت پر سکول آتے ہیں۔ |
| 4. You take a bath daily. | آپ ہر روز نہاتے ہیں۔ |
| 5. I get up early in the morning. | میں صبح سویرے اٹھتا ہوں۔ |
| 6. We do our work ourselves. | ہم اپنا کام خود کرتے ہیں۔ |
| 7. The goat gives milk. | بکری دودھ دیتی ہے۔ |
| 8. Parrots talk. | طوطے باتیں کرتے ہیں۔ |
| 9. The shoe-makers make shoes. | جوتے ساز جوتے بناتے ہیں۔ |
| 10. Karim brushes his teeth. | کریم اپنے دانت صاف کرتا ہے۔ |
| 11. You deal in sugar. | آپ چینی کا کاروبار کرتے ہیں۔ |
| 12. I wear new clothes. | میں نئے کپڑے پہنتی ہوں۔ |
| 13. Girls sing songs. | لڑکیاں گیت گاتی ہیں۔ |
| 14. Hard working students get prizes. | محنتی طالب علم انعام پاتے ہیں۔ |
| 15. Najma washes the clothes clean. | نجمہ کپڑے اچلے دھوتی ہے۔ |

We see that third person singular subject takes first form of verbs with "s" or "es" but the plural and "I" take the first form without "s" or "es".

Exercise

- | | |
|---|--|
| 1. Jackals howl in the evening. | گیدڑ شام کو چیختے ہیں۔ |
| 2. I love my brother. | میں اپنے بھائی سے پیار کرتا ہوں۔ |
| 3. We read newspaper daily. | ہم ہر روز اخبار پڑھتے ہیں۔ |
| 4. Aslam buys new shoes on Eid. | اسلم عید پر نئے جوتے خریدتا ہے۔ |
| 5. The poor man lives from hand to mouth. | غریب آدمی مشکل سے گزار بسر کرتا ہے۔ |
| 6. The rich man looks down upon the poor. | امیر آدمی غریبوں کو غارت کی نگاہ سے دیکھتا ہے۔ |
| 7. Hens lay eggs round the year. | مرغیاں سارا سال انڈے دیتی ہیں۔ |
| 8. You teach English to 10th class. | آپ دسویں جماعت کو انگریزی پڑھاتے ہیں۔ |
| 9. I know how to swim. | میں تیرنا جانتا ہوں۔ |
| 10. This boy always makes noise. | یہ لڑکا ہمیشہ شور کرتا ہے۔ |

11. God helps those who help themselves.

خدا ان کی مدد کرتا ہے جو اپنی مدد کرتے ہیں۔

12. We withdraw money from the bank every day.

ہم بینک سے روپیہ ہر روز نکالتے ہیں۔

13. You make lame excuses.

تم جھوٹے بہانے بناتے ہو۔

14. A drowning man catches at a straw.

ڈوبتے کو تنکے کا سہارا۔

15. The sun sets in the west.

سورج مغرب میں غروب ہوتا ہے۔

Exercise

1. We go to museum off and on.

ہم کبھی کبھی عجائب گھر جاتے ہیں۔

2. Children enjoy their visit to the zoo.

بچے چیز یا گھر کی سیر سے لطف اٹھاتے ہیں۔

3. My friend always gives me right advice.

میرا دوست مجھے ہمیشہ صحیح مشورہ دیتا ہے۔

4. One, who works hard, gets its reward.

جو محنت کرتا ہے اس کا پھل پاتا ہے۔

5. You pay Rs. 1000/- income tax every year.

آپ ہر سال ہزار روپے آمدنی ٹیکس ادا کرتے ہیں۔

6. I pay the bill up to 10th of every month.

میں بل کی ادائیگی ہر ماہ کی 10 تاریخ تک کر دیتا ہوں۔

7. This butcher gives a short measure.

یہ قصاب کم تولتا ہے۔

8. This shopkeeper sells sub-standard goods.

یہ دکاندار گھٹیا مال بیچتا ہے۔

9. The greedy man earns black money.

لاچری آدمی کالا دھن کماتا ہے۔

10. The poor postman lives from hand to mouth.

غریب ڈاکیا بڑی مشکل سے گزار بسر کرتا ہے۔

11. The hunter aims at every bird.

شکاری ہر پرندے پر نشانہ باندھتا ہے۔

12. The doctor advises the patient to take rest.

ڈاکٹر مریض کو آرام کو مشورہ دیتا ہے۔

13. The farmer reaps the wheat crop these days.

کسان آج کل گندم کی فصل کاٹتا ہے۔

14. He keeps the company of good people.

وہ اچھے آدمیوں میں اختلا میشتا ہے۔

15. This man deceives every one.

یہ شخص ہر آدمی کو دھوکہ دیتا ہے۔

While translating negative sentences we use "does not" for third person singular subject and "do not" for plural subject and "I" is followed by the first form of the verb. Here are some examples:

1. He does not take exercise regularly.

وہ باقاعدہ ورزش نہیں کرتا ہے۔

2. She does not always speak the truth.

وہ ہمیشہ سچ نہیں بولتی ہے۔

3. They do not do their own work.

وہ اپنا کام آپ نہیں کرتے ہیں۔

4. You do not go for a walk in the evening.

آپ شام کو سیر کے لیے نہیں جاتے۔

5. I do not wish to meet him.

میں اس سے ملنے کی خواہش نہیں رکھتا۔

6. We do not like boxing.

ہم کے بازی کا کھیل پسند نہیں کرتے ہیں۔

7. The goat does not eat meat. بکری گوشت نہیں کھاتی۔
8. He does not hate anyone. وہ کسی سے نفرت نہیں کرتا ہے۔
9. The girl does not call her mother. لڑکی اپنی امی کو نہیں بلاتی ہے۔
10. Horses do not run in the desert. گھوڑے ریگستان میں نہیں دوڑتے۔
11. We do not boast of our ability. ہم اپنی قابلیت کی لاف نہیں مارتے ہیں۔
12. We do not run this factory. ہم یہ کارخانہ نہیں چلاتے ہیں۔
13. Your brother does not look after the cow. تمہارا بھائی گائے کی دیکھ بھال نہیں کرتا ہے۔
14. Good boys do not abuse others. اچھے لڑکے دوسروں کو گالی نہیں دیتے ہیں۔
15. Good friends do not cheat. اچھے دوست دھوکہ نہیں دیتے ہیں۔

Exercise

1. He does not repent on sin. وہ گناہ پر نہیں پچھتا رہا ہے۔
2. You do not admit your mistake. آپ اپنی غلطی کو تسلیم نہیں کرتے ہیں۔
3. Uninteresting books do not sell like hot cakes. غیر دلچسپ کتابیں ہاتھوں ہاتھ نہیں بکتی ہیں۔
4. Stars do not shine in the day. ستارے دن میں نہیں چمکتے ہیں۔
5. He does not listen to me. وہ میری بات نہیں سنتا ہے۔
6. I do not recognize this stranger. میں اس اجنبی کو نہیں پہچانتا ہوں۔
7. We do not know you. ہم آپ کو نہیں جانتے ہیں۔
8. All the boys do not make a mischief. سب لڑکے شرارت نہیں کرتے ہیں۔
9. A wise man does not make such a mistake. دانہ آدمی ایسی غلطی نہیں کرتا ہے۔
10. The sun does not revolve around the earth. سورج زمین کے گرد چکر نہیں لگاتا ہے۔
11. The moon does not appear in the evening now-a-days. چاند آج کل شام کو نمودار نہیں ہوتا۔
12. The wood does not sink in water. لکڑی پانی میں نہیں ڈوبتی ہے۔
13. The piece of iron does not float on water. لوہے کا ٹکڑا پانی پر نہیں تیرتا ہے۔
14. Akbar does not save anything. اکبر کچھ جمع نہیں کرتا ہے۔
15. We do not tease any one for nothing. ہم کسی کو خواہ مخواہ تک نہیں کرتے ہیں۔

Interrogative Sentences

1. Where do the children play hide and seek? بچے آنکھ پھولی کہاں کھیلتے ہیں؟
2. When does the postman come in this street? ڈاکیا اس گلی میں کب آتا ہے؟
3. Why do you object to his stay over here? تم اس کے یہاں قیام پر کیوں اعتراض کرتے ہو؟

4. Does the cloud thunder loudly? کیا بادل زور سے گرجتا ہے؟
5. Does it hail in summer? کیا گرمیوں میں اولے پڑتے ہیں؟
6. Why does he spend more than his income? وہ اپنی آمدنی سے زیادہ کیوں خرچ کرتا ہے؟
7. Does he feel ashamed of what he did? کیا وہ اپنے کیے پر شرم محسوس کرتا ہے؟
8. Does Bashir wander till late night? کیا بشیر رات گئے تک آوارہ گردی کرتا ہے؟
9. How long does Nasima stay with her uncle? شہساز اپنے ماموں کے ہاں کتنا عرصہ ٹھہرتی ہے؟
10. Where does the army encamp? فوج کہاں پڑاؤ کرتی ہے؟
11. Do you prefer fruit to sweets? کیا آپ مٹھائیوں پر پھلوں کو ترجیح دیتے ہیں؟
12. Do people consider time important? کیا لوگ وقت کو اہم سمجھتے ہیں؟
13. Why do these students waste time? یہ طلبہ وقت کیوں ضائع کرتے ہیں؟
14. When does the cock crow? مرغ کب اذان دیتا ہے؟
15. Does your daughter respect her elders? کیا آپ کی بیٹی بڑوں کا احترام کرتی ہے؟

Interrogative Sentences

1. Does he demand a reasonable price for the fox? کیا وہ لومڑی کی مناسب قیمت طلب کرتا ہے؟
2. Why does the cloth merchant give short measure? کپڑے کا تاجر کم ناپ کیوں دیتا ہے؟
3. Do all the students collect postage stamps? کیا تمام طلبہ ڈاک کے ٹکٹ جمع کرتے ہیں؟
4. Does the rich man spend money very lavishly? کیا امیر آدمی دونوں ہاتھوں سے دولت لٹاتا ہے؟
5. Why do you insist on buying a bicycle? تم سائیکل خریدنے پر اصرار کرتے کیوں ہو؟
6. Does this girl sleep late at night? کیا یہ لڑکی رات کو دیر سے سوتی ہے؟
7. When do birds chirp? پرندے کب چہچہاتے ہیں؟
8. Why do people dance and sing on 'Urs'? عرس پر لوگ کیوں ناچتے اور گاتے ہیں؟
9. Do they not care for any one? کیا وہ کسی کی پروا نہیں کرتے؟
10. What kind of dreams do you dream? آپ کس قسم کے خواب دیکھتے ہیں؟
11. Why do you not show me the exercises of translation? تم ترجمے کی مشقیں مجھے کیوں نہیں دکھاتے ہو؟
12. Does he admit his mistake? کیا وہ اپنی غلطی مانتا ہے؟
13. Does this class take interest in its work? کیا یہ جماعت اپنے کام میں دلچسپی لیتی ہے؟
14. Does it rain only in summer in Pakistan? کیا پاکستان میں بارش صرف موسم گرما میں ہوتی ہے؟
15. In which season does the snow fall on the mountains? پہاڑوں پر کس موسم میں برفباری ہوتی ہے؟

2. Present Continuous Tense (Active Voice)

Affirmative (Simple) Sentences:

English Translation:

Subject + helping verb + first form of verb(ing) + object.

Helping Verb: Is, am, are

1st form of verb + ing → 4th form of verb.

After subject helping verb is, am, are is used according to the subject.

Subject is, am, are Helping verb کے بعد Subject

(i) If subject is He, She, It, 3rd person or any singular helping verb 'is' is used.

اگر Subject He, She, It ہو تو 'is' استعمال ہوتا ہے۔

(ii) If subject is I then helping verb 'am' is used.

اگر Subject 'I' ہو تو 'am' استعمال ہوتا ہے۔

(iii) If subject is you, we, they or any plural then 'are' is used.

اگر Subject You, we, they یا جمع ہو تو 'are' استعمال ہوتا ہے۔

Helping Verb: → 4th form of verb.

After helping verb fourth form of verb is used.

Object is placed at the end of the sentence.

Negative Sentences:

"Not" is used after helping verb to make a negative sentence.

Interrogative Sentences:

To make interrogative sentences helping verb is, am, are are placed before the subject. Sign of interrogation "?" is placed at the end.

سوالیہ فقرے بنانے کے لیے Subject کو is, am, are Helping verb سے پہلے لگادیتے ہیں اور آخر میں سوالیہ نشان لگاتے ہیں۔

Question Words:

Why, when, where, which, who, whose, whom, and how are placed at the start of the sentence before the helping verb and then rest of the sentence as is told before.

سوالیہ الفاظ کیوں، کیسے، کہاں، کب، کیسے، کون وغیرہ جملے کے شروع میں Helping verb سے پہلے لگاتے ہیں۔

Present Continuous Tense (Active Voice)

Subject	Simple sentence	Negative	Interrogative
1st Person I We	I am going to school. We are going to school.	I am not going to school. We are not going to school.	Am I going to school? Are we going to school?
2nd Person You	You are going to school.	You are not going to school.	Are you going to school?
3rd Person He She	He is going to school. She is going to school.	He is not going to school. She is not going to school.	Is he going to school? Is she going to school?
Plurals They	They are going to school.	They are not going to school.	Are they going to school?

Present Continuous Tense (Active Voice)
Subject + is/am/are + V(i) + ing + object

Look at these sentences:-

1. People are going to Changa-Manga for picnic. - لوگ تفریح کیلئے چھانگا، ٹانگا جا رہے ہیں۔
2. The boy is preparing well for the examination. - لڑکا امتحان کی تیاری اچھی طرح کر رہا ہے۔
3. The hen is laying eggs. - مرغی انڈے دے رہی ہے۔
4. I am drawing the map of Pakistan. - میں پاکستان کا نقشہ بنا رہی ہوں۔
5. The milk man is milking the cow. - گوالہ گائے کا دودھ دوہ رہا ہے۔
6. The boys are throwing stones at the frogs. - بچے میٹھکوں پر پتھر پھینک رہے ہیں۔
7. My friends are encouraging me. - میرے ساتھی میری ہمت بندھا رہے ہیں۔
8. The fishermen are catching fish. - مہی گیر مچھلیاں پکڑ رہے ہیں۔
9. Amjad is winding the watch. - امجد گھڑی کو چابی دے رہا ہے۔
10. The Police are running after the murderer. - پولیس قاتل کے پیچھے بھاگ رہی ہے۔
11. We are printing a new book. - ہم ایک نئی کتاب چھاپ رہے ہیں۔
12. This cloth is selling cheap. - یہ کپڑا سستا بک رہا ہے۔
13. The rich man is giving alms. - امیر آدمی خیرات دے رہا ہے۔
14. The beggar is counting coins. - فقیر سکے گن رہا ہے۔
15. He is turning the tap on. - وہ فلکھ کی ٹوٹی کھول رہا ہے۔
16. I am looking for my watch. - میں اپنی گھڑی تلاش کر رہا ہوں۔

In translating sentences belonging to present continuous tense we use "is", "am" or "are" with the first form of the verb adding "ing".

Exercise

1. It is drizzling. - برساتا ہوا ہوا ہوا ہے۔
2. The persian wheel is working. - کنواں چل رہا ہے۔
3. I am taking rest at this time. - میں اس وقت آرام کر رہا ہوں۔
4. The smoke is rising from the hearth. - چولہے سے دھواں اٹھ رہا ہے۔
5. We are collecting old coins. - ہم پرانے سکے جمع کر رہے ہیں۔
6. I am feeling dizzy. - مجھے چکر آ رہے ہیں۔
7. You are saying good bye to your friend. - آپ اپنے دوست کو الوداع کہہ رہے ہیں۔
8. He is diving into the river. - وہ دریا میں غوطہ لگا رہا ہے۔
9. Children are making a noise. - بچے شور مچا رہے ہیں۔
10. Akbar is reaping wheat. - اکبر گندم کاٹ رہا ہے۔
11. The woman is boiling milk. - عورت دودھ اُبال رہی ہے۔
12. Students are decorating school. - طلبہ سکول کو سجا رہے ہیں۔
13. He is coming to see me. - وہ مجھے ملنے آ رہا ہے۔
14. The government is opening new schools. - حکومت نئے سکول کھول رہی ہے۔

15. Pakistan is making progress by leaps and bounds.

پاکستان دن اکی رات چوٹی ترقی کر رہا ہے۔

Negative Sentences

Subject + is/am/are + not + V(i) + ing + object

In case of negative sentences we use "not" after "is" or "am" or "are" with the first form of verb, followed by "ing".

1. Rickshaw is not coming this way. ریکشا اس طرف نہیں آرہا ہے۔
2. People are not going to the airport. لوگ ہوائی اڈے پر نہیں جا رہے ہیں۔
3. Children are not making acts of mischief. بچے شرارتیں نہیں کر رہے ہیں۔
4. I am not telling him the secret. میں اس کو راز نہیں بتا رہا ہوں۔
5. We are not waiting for anyone here. ہم یہاں کسی کا انتظار نہیں کر رہے ہیں۔
6. She is not smiling. وہ مسکرائیں نہیں رہی ہے۔
7. The dogs are not fighting over the bone. کتے ہڈی پر لڑ نہیں رہے ہیں۔
8. We are not dividing the property. ہم جائیداد تقسیم نہیں کر رہے ہیں۔
9. You are not co-operating with your friend. تم اپنے ساتھی کے تعاون نہیں کر رہے ہو۔
10. The noble man is not looking down upon you. شریف آدمی تمہیں حقارت سے نہیں دیکھ رہا ہے۔
11. He is not facing the danger bravely. وہ خطرے کا سامنا دلیری سے نہیں کر رہا ہے۔
12. The driver is not driving the car fast. ڈرائیور موٹر کار تیز نہیں چلا رہا ہے۔
13. I am not milking the goat. میں بکری کا دودھ نہیں نکال رہی ہوں۔
14. Children are not catching butterflies. بچے تتلیاں نہیں پکڑ رہے ہیں۔
15. I am not wasting time. میں وقت ضائع نہیں کر رہا ہوں۔

Exercise

1. You are not telling me your address. آپ مجھے اپنا پتہ نہیں بتا رہے ہیں۔
2. They are not leading the procession. وہ جلوس کی قیادت نہیں کر رہے ہیں۔
3. The governor is not presiding over the meeting. گورنر جلسے کی صدارت نہیں کر رہا ہے۔
4. He is not working honestly. وہ دیانتداری سے کام نہیں کر رہا ہے۔
5. You are not criticizing my opinion. تم میری رائے پر نقطہ چینی نہیں کر رہے ہو۔
6. This officer is not neglecting his duties. یہ افسر اپنے فرائض سے غفلت نہیں برت رہا ہے۔
7. Labourers are not shirking work. مزدور کام سے جی نہیں چار رہے ہیں۔
8. We are not smelling flowers. ہم پھول نہیں سونگھ رہے ہیں۔
9. Girls are not dozing in the class. لڑکیاں جماعت میں اُدکھ نہیں رہی ہیں۔
10. He is not feeling ashamed of his sin. وہ اپنے گناہ پر شرمندہ نہیں ہو رہا ہے۔

11. The cook is not cooking food.

باورچی کھانا نہیں پکا رہا ہے۔

12. Boys are not drinking sugarcane juice.

لڑکے گنے کارس نہیں پی رہے ہیں۔

13. The woman is not calling for help.

عورت مدد کے لیے نہیں پکار رہی ہے۔

14. Amjad is not changing clothes.

امجد کپڑے نہیں بدل رہا ہے۔

15. The woman is not working on grinding stone.

عورت چکی نہیں چلا رہی ہے۔

Interrogative sentences

is/ am/ are + Subject + V(i) + ing + object?

When we translate interrogative sentences or questions, "is", "am" or "are" is used before the subject but after the question word as given in the following sentences:

1. Is the baby sleeping?

کیا بچہ سو رہا ہے؟

2. Are you listening to the news?

کیا تم خبریں سن رہے ہو؟

3. Are the players playing the match?

کیا کھلاڑی میچ کھیل رہے ہیں؟

4. Is Salma going to her aunt's house?

کیا سلمہ اپنی خالہ کے گھر جا رہی ہے؟

5. Where are the people dancing?

لوگ کہاں ناچ رہے ہیں؟

6. Why are the students coming back early from school?

طلبہ سکول سے جلد واپس کیوں آ رہے ہیں؟

7. Why is the plane landing here?

ہوائی جہاز یہاں کیوں اتر رہا ہے؟

8. Is your watch losing five minutes daily?

کیا تمہاری گھڑی روزانہ پانچ منٹ پیچھے رہ رہی ہے؟

9. Who is ringing the bell?

گھنٹی کون بج رہا ہے؟

10. When are the guests arriving here?

مہمان کب یہاں پہنچ رہے ہیں؟

11. How many persons are considering this matter?

کتنے آدمی اس معاملے پر غور کر رہے ہیں؟

12. Am I not addressing you?

کیا میں آپ کو مخاطب نہیں کر رہا ہوں؟

13. Whom is the nurse talking to?

نرس کس سے باتیں کر رہی ہے؟

14. How is the doctor giving injection to the patient?

ڈاکٹر مریض کو ٹیکہ کیسے لگا رہا ہے؟

15. How many lawyers are arguing on it?

کتنے وکیل بحث کر رہے ہیں؟

Exercise

1. Is the moon rising?

کیا چاند نکل رہا ہے؟

2. Are the bad boys throwing stones at the buses?

کیا برے لڑکے بسوں پر پتھر پھینک رہے ہیں؟

3. Are labourers digging up the earth?

کیا مزدور مٹی کھود رہے ہیں؟

4. Why are you selling your house?

تم اپنا مکان کیوں بیچ رہے ہو؟

5. Is Bashir buying a new motorcycle?

کیا بشیر نیا موٹر سائیکل خرید رہا ہے؟

6. Where are women washing clothes?

عورتیں کپڑے کہاں دھو رہی ہیں؟

7. How many men are sharing this business?

کتنے آدمی اس کاروبار میں شریک ہو رہے ہیں۔

8. How much money are you withdrawing from the bank?

تم بینک سے کتنا روپیہ نکال رہے ہو؟

9. Who is inviting me to dinner? مجھے رات کے کھانے پر کون دعوت دے رہا ہے؟
10. Where are the poor refugees going? بے چارے پناہ گزین کہاں جا رہے ہیں؟
11. Is the shopkeeper overcharging the customer? کیا دکاندار گاہک سے زیادہ پیسے وصول کر رہا ہے؟
12. Whose message are you carrying? تم کس کا پیغام لے کر جا رہے ہو؟
13. When is the contractor starting work? ٹھیکیدار کب سے کام شروع کر رہا ہے؟
14. Who is knocking at the door? دروازہ کون کھٹکھا رہا ہے؟
15. Which magazine are you reading? تم کون سا رسالہ پڑھ رہے ہو؟

3. Present Perfect Tense (Active Voice)

آرڈو میں پہچان:

آرڈو جملے کے آخر میں چکا ہے، چکی ہے، چکا ہوں اور چکے ہیں وغیرہ آتے ہیں، نے، کے بغیر اور، نے، کے ساتھ کیا ہے، لیا ہے وغیرہ کسی کام کا Present Tense کے دور کے زمانے میں مکمل ہونا پایا جاتا ہے۔

Some work or action is completed in the Present Tense

Affirmative Sentences:

Helping verbs: "Has" & "Have" are used.

'Have' is used with, I, we, you, they and all plural subjects.

'Has' is used with He, she, it or any third person or singular subject.

After subject has/have is used and Then

3rd form of verb and object at the end of the sentence.

Subject + Has / Have + 3rd form of Verb + object

Negative Sentences:

'Not' is placed after the helping verb has or have to make negative sentence.

Negative جملے بنانے کیلئے Has, Have کے بعد not لگاتے ہیں۔ اور باقی جملہ اسی طرح لکھتے ہیں۔

Interrogative Sentences:

To make interrogative sentences helping verb

Has/Have is placed at the start of the sentence before subject and

Question mark is put at the end.

سوالاتی فقرے بنانے کیلئے جملے کے شروع میں subject سے پہلے Has, Have لگادیتے ہیں۔ سوالاتی نشان آخر میں لگاتے ہیں۔

Question Words:

Why, when, where, which, who are placed before has, have in interrogative sentence.

Subject	Simple sentence	Negative	Interrogative
1st Person			
I	I have won the prize.	I have not won the prize.	Have I won the prize?
We	We have won the prize.	We have not won the prize.	Have we won the prize?
2nd Person			
You	You have won the prize.	You have not won the prize.	Have you won the prize?
3rd Person			
He	He has won the prize.	He has not won the prize.	Has he won the prize?

She	She has won the prize.	She has not won the prize.	Has she won the prize?
Plurals			
They	They have won the prize.	They have not won the prize.	Have they won the prize?

Present Perfect Tense "Active Voice"
Subject + has / have + V(iii) + Object

Study these Sentences:

1. That boy has learnt the lesson. اس لڑکے نے سبق یاد کر لیا ہے۔
2. That girl has written the story. اس لڑکی نے کہانی لکھ لی ہے۔
3. They have taught the poem. وہ نظم پڑھا چکے ہیں۔
4. You have finished your work. آپ اپنا کام ختم کر چکے ہیں۔
5. I have taken my breakfast. میں ناشتہ کر چکا ہوں۔
6. We have heard the songs. ہم نے گیت سن لیے ہیں۔
7. The dog has caught the rabbit. کتے نے خرگوش کو پکڑ لیا ہے۔
8. The rats have made holes in the wall. چوہوں نے دیواروں میں بل بنائے ہیں۔
9. The boys have stolen eggs from the nest. لڑکوں نے گھونسلے سے انڈے چرائے ہیں۔
10. The rainy season has set in. موسم برسات شروع ہو چکا ہے۔
11. The winter has come to an end. موسم سرما ختم ہو چکا ہے۔
12. Plants have grown into trees. پودے بڑھ کر درخت بن چکے ہیں۔
13. The poor man has grown rich. غریب آدمی امیر ہو چکا ہے۔
14. Amjad has won the prize. امجد انعام حاصل کر چکا ہے۔
15. We have accepted the invitation. ہم نے دعوت قبول کر لی ہے۔

We find that singular subject takes "has" and third form of the verb, while the plural subject takes "have" and third form.

Exercise

1. The clock has struck four. گلاک چار بج چکا ہے۔
2. Candidates have solved the paper. امیدوار پرچہ حل کر چکے ہیں۔
3. The chief guest has distributed the prizes. مہمان خصوصی انعام تقسیم کر چکا ہے۔
4. The principal has given away certificates to the students. پرنسپل نے طلبہ کو اسناد دے دی ہے۔
5. Teams have played the match. ٹیمیں میچ کھیل چکی ہیں۔
6. The court has decided in my favour. عدالت میرے حق میں فیصلہ دے چکی ہے۔
7. The Board has declared the result. بورڈ نے نتیجہ کا اعلان کر دیا ہے۔
8. Thieves have broken into the house. چور گھر میں نقب لگا چکے ہیں۔

9. I have sold this picture.

میں نے یہ تصویر بیچ کر چکا ہوں۔

10. Nasima has passed the examination.

نسیمہ نے امتحان پاس کر لیا ہے۔

11. Bashir has got scholarship.

بشیر کو شہادہ حاصل کر چکا ہے۔

12. All the birds have flown away.

تمام پرندے اڑ چکے ہیں۔

13. We have fired the gun.

ہم بندوق چلا چکے ہیں۔

14. The match has ended in a draw.

میچ بغیر ہارجیت کے ختم ہو چکا ہے۔

15. The army has captured the fort.

فوج نے قلعہ پر قبضہ کر لیا ہے۔

Negative Sentences

Subject + has / have + not + V (iii) + Object

While translating negative sentences we use not between "has" or "have" and the third form of the verb as the following sentences show:-

1. He has not torn the book.

اس نے کتاب نہیں پھاڑی ہے۔

2. They have not waited for us.

انہوں نے ہمارا انتظار نہیں کیا ہے۔

3. The principal has not closed the school.

پرنسپل نے سکول بند نہیں کیا ہے۔

4. We have not taken tea.

ہم چائے پی نہیں چکے ہیں۔

5. The train has not left.

گاڑی روانہ نہیں ہوئی ہے۔

6. The mason has not left the work incomplete.

مستری نے کام ادھورا نہیں چھوڑا ہے۔

7. The king has not taken off the crown.

بادشاہ نے تاج نہیں اتارا ہے۔

8. The hen has not laid the egg.

مرغی انڈا نہیں دے چکی ہے۔

9. The peacock has not danced in the forest.

مور جنگل میں نہیں ناچا ہے۔

10. The sun has not set.

سورج نہیں ڈوب چکا ہے۔

11. The patient has not taken the medicine.

مریض نے دوائی نہیں پی ہے۔

12. The labourers have not gone on strike.

مزدوروں نے ہڑتال نہیں کی ہے۔

13. The women have not made up the bride.

عورتوں نے دلہن کو نہیں سنوارا ہے۔

14. The bridegroom has not put on new clothes.

دولہے نے نئے کپڑے نہیں پہنے ہیں۔

15. The roof has not given way.

چھت نہیں گری ہے۔

Exercise

1. They have not searched for the lost child.

انہوں نے گمشدہ بچے کی تلاش نہیں کی ہے۔

2. You have not accepted my application.

آپ نے میری درخواست منظور نہیں کی ہے۔

3. The court has not considered the petition of the accused.

عدالت نے ملزم کی درخواست پر غور نہیں کیا ہے۔

4. He has not trusted his wife.

اس نے اپنی بیوی پر اعتماد نہیں کیا ہے۔

5. The watchman has not done his duty.

چوکیدار نے اپنا فرض ادا نہیں کیا ہے۔

6. All the guests have not arrived.

تمام مہمان نہیں آچکے ہیں۔

7. Players have not been served with cold drinks.

کھلاڑیوں کو سرد مشروب نہیں دیئے گئے ہیں۔

8. The successful candidate has not been awarded certificates.

کامیاب امیدوار کو اسناد نہیں دی گئی ہے۔

9. Good players have not been encouraged.
10. Our friend has not consulted us.
11. The soldier has not obeyed the officer.
12. The enemy has not laid down the arms.
13. Our army has not retreated.
14. My friends have not served me tea.
15. The police have not caught him red-handed.

اچھے کھلاڑیوں کی حوصلہ افزائی نہیں کی گئی ہے۔
 ہمارے دوست نے ہم سے مشورہ نہیں کیا ہے۔
 سپاہی نے افسر کا حکم نہیں مانا ہے۔
 دشمن نے ہتھیار نہیں ڈالے ہیں۔
 ہماری فوج نے پسپائی اختیار نہیں کی ہے۔
 میرے دوستوں نے مجھے چائے نہیں دی ہے۔
 پولیس نے اسے رنگے ہاتھوں نہیں پکڑا ہے۔

INTERROGATIVE SENTENCES (Active Voice)

In translating the interrogative sentences or questions we use "has" or "have" in the beginning of the sentence, followed by the third form of verb, such as:

1. Have you finished your work?
2. Has this boy passed the examination?
3. Has the hunter caught the birds?
4. Where have you seen this man?
5. When has your friend married?
6. Has his son killed the man?
7. How have you saved the drowning child?
8. Have the robbers made good their escape?
9. Has he not taken the revenge of his insult?
10. Has Akbar not neglected his duty?
11. Why have they not completed their work?
12. Why have you spent all your income?
13. Where has he made his maiden speech?
14. Have they displayed firework on the occasion of marriage?
15. Has your brother reached the top of the hill?

کیا تم کام ختم کر چکے ہو؟
 کیا یہ لڑکا امتحان پاس کر چکا ہے؟
 کیا شکاری پرندے پکڑ چکا ہے؟
 تم نے اس آدمی کو کہاں دیکھا ہے؟
 آپ کے دوست نے کب شادی کی ہے؟
 کیا اُسکے بیٹے نے آدمی کو مار ڈالا ہے؟
 آپ نے ڈوبتے ہوئے بچے کو کس طرح بچایا ہے؟
 کیا ڈاکو صاف بچکر نکل گئے ہیں؟
 کیا اس نے اپنی بے عزتی کا بدلہ نہیں لیا ہے؟
 کیا اکبر نے اپنے فرض سے غفلت نہیں برتی ہے؟
 انہوں نے اپنا کام مکمل کیوں نہیں کیا ہے؟
 تم نے اپنی ساری آمدنی کیوں خرچ کر دی ہے؟
 اس نے اپنی پہلی تقریر کہاں کی ہے؟
 کیا انہوں نے شادی پر استقبازی کا مظاہرہ کیا ہے؟
 کیا تمہارا بھائی پہاڑ کی چوٹی پر پہنچ چکا ہے؟

Exercise

1. Have you carried the day?
2. Have your companions run away?
3. Where have the robbers robbed the rich man?
4. Why have you bought me a ticket?
5. Who has spoiled this child?
6. Why has the girl broken the bottle?

کیا تم بازی جیت چکے ہو؟
 کیا تمہارے ساتھی بھاگ چکے ہیں؟
 ڈاکوؤں نے امیر آدمی کو کہاں لوٹا ہے؟
 آپ نے میرے لیے ٹکٹ کیوں خریدا ہے؟
 اس بچے کو کس نے بگاڑا ہے؟
 لڑکی نے بوتل کیوں توڑ دی ہے؟

7. How has he fallen from the roof? وہ چھت سے کیسے گرا ہے؟
8. Has Aslam recovered his lost money? کیا اسلم کو کھوئی ہوئی رقم واپس مل گئی ہے؟
9. Why has the police entered the house? پولیس مکان میں کیوں داخل ہوئی ہے؟
10. Has water frozen in the lake? کیا جھیل میں پانی جم چکا ہے؟
11. Why have you resigned? تم نے استعفیٰ کیوں دے دیا ہے؟
12. Has he loaded the gun? کیا اس نے بندوق بھری ہے؟
13. Where have you kept the money? آپ نے روپیہ کہاں رکھا ہے؟
14. Has he left the village forever? کیا اس نے گاؤں ہمیشہ کے لئے چھوڑ دیا ہے؟
15. Have we proved our claim? کیا ہم نے اپنا دعویٰ ثابت کر دیا ہے؟

3. Present Perfect Continuous Tense (Active Voice)

اردو میں پہچان:

Present Continuous کے جملوں میں وقت بھی شامل ہو تو وہ Present Perfect Continuous بن جاتا ہے۔
اردو میں جملے کے آخر میں Present Continuous کی طرح رہا ہے، رہی ہے، رہا ہوں، رہے ہیں وغیرہ آتے ہیں۔ ان کے ساتھ وقت بھی شامل ہوتا ہے۔

Time is of two types:

- a) Time that is fixed or clearly (exactly) mentioned time. e.g. Monday, 1980, 6 O'clock
b) Time that is not fixed or not exact. e.g. two hours, four days, three days etc.

Fixed Time	Unfixed time
2 o'clock	Two hours / ten minutes
Thursday	Three days
13th March	One day
1980	Two years etc
Evening	
Morning	
Yesterday	
Tomorrow etc	

English Translation:

After subject helping verb Has/Have according to the subject is used.

After Has/Have 'been' is used. Then

4th form of verb i.e. 1st form of verb + ing is used. Then

Object is placed and after it we use 'since' or 'for'.

Then at the last of the sentence time is placed.

'Since' is used in sentences where time is fixed or exactly given.

'For' is used in sentences where time is not fixed.

Negative Sentences:

"Not" is used after Has/Have and then rest of the sentences.

Negative بنانے کے لیے Has/Have کے بعد 'not' لگاتے ہیں پھر باقی جملہ دیکھیے لکھا جاتا ہے۔

Interrogative Sentences:

For interrogative sentences helping verb Has/Have is placed at the start of the sentence before the subject.

سوالیہ جملہ بنانے کے لئے Has/Have Helping Verb کو جملے کے شروع میں subject سے پہلے لگاتے ہیں۔

In some cases 'since' is placed before the subject at the start of sentence.

Since when has the gardener been planting new trees?

بعض اوقات 'Since' کو جملے کے شروع میں لکھتے ہیں۔ مثلاً

PRESENT PERFECT CONTINUOUS TENSE

Subject + has/ have + been + V(i) + ing + (Object + Since / For)

Subject	Simple sentence	Negative	Interrogative
1st Person			
I	I have been reading a book since 6 o'clock.	I have not been reading a book since 6 o'clock.	Have I been reading a book since 6 o'clock?
We	We have been reading a book for two hours.	We have not been reading a book for two hours.	Have we been reading a book for two hours?
2nd Person			
You	You have been reading a book since 6 o'clock.	You have not been reading a book since 6 o'clock.	Have you been reading a book since 6 o'clock?
Plurals			
They	They have been reading a book since 6 o'clock.	They have not been reading a book since 6 o'clock.	Have they been reading a book since 6 o'clock?
He	He has been reading a book since 6 o'clock.	He has not been reading a book since 6 o'clock.	Has he been reading a book since 6 o'clock?
She	She has been reading a book since 6 o'clock.	She has not been reading a book since 6 o'clock.	Has she been reading a book since 6 o'clock?

Study the following sentences:-

1. People have been coming to the park since morning.
2. The players have been playing football since 4 o'clock.
3. The child has been weeping for two hours.
4. The girl has been taking medicine for three days.
5. The student has been working hard for four months.
6. The girls have been coming to college for two years.
7. The teacher has been teaching since 8 o'clock.
8. Asghar has been taking a bath for fifteen minutes.
9. We have been waiting for you for several hours.
10. People have been gathering to welcome the President since evening.

لوگ صبح سے سیرگاہ میں آ رہے ہیں۔

کھلاڑی چار بجے سے فٹ بال کھیل رہے ہیں۔

بچہ دو گھنٹے سے رو رہا ہے۔

لڑکی تین دن سے دوائی پی رہی ہے۔

طالب علم چار ماہ سے محنت کر رہا ہے۔

لڑکیاں دو سال سے کالج آ رہی ہیں۔

استاد آٹھ بجے سے پڑھا رہا ہے۔

اصغر پندرہ منٹ سے نہا رہا ہے۔

ہم کئی گھنٹوں سے آپ کا انتظار کر رہے ہیں۔

لوگ شام سے صدر کا استقبال کرنے کیلئے جمع ہو رہے ہیں۔

11. He has been living in this house since 1982. وہ ۱۹۸۲ء سے اس مکان میں رہ رہا ہے۔
12. The miser has been saving every penny for five years. کتبوں پانچ سال سے ایک ایک پیسہ جمع کر رہا ہے۔
13. Aslam has been flying kite since noon. اسلم دوپہر سے پتنگ اڑا رہا ہے۔
14. All the friends have been travelling together since Tuesday. سب دوست منگل سے کٹھے سفر کر رہے ہیں۔
15. We have been preparing to go back since yesterday. ہم کل سے واپس جانے کی تیاری کر رہے ہیں۔

Present Perfect Continuous Tense

Exercise

1. Akbar has been learning the tables for several hours. اکبر کئی گھنٹے سے پہاڑے یاد کر رہا ہے۔
2. You have been writing the letter to your friends since six o'clock. تم چھ بجے سے دوستوں کو خط لکھ رہے ہو۔
3. The patient has been crying for ten minutes. مریض دس منٹ سے چیخ رہا ہے۔
4. The doctor has been examining the patient for ten minutes. ڈاکٹر دس منٹ سے مریض کا معائنہ کر رہا ہے۔
5. The watchman has been keeping watch for five hours. چوکیدار پانچ گھنٹے سے پہرہ دے رہا ہے۔
6. You have been sharpening the knife for five minutes. تم پانچ منٹ سے چاقو تیز کر رہے ہو۔
7. The farmer has been harvesting wheat for two months. کسان دو ماہ سے فصل کی کٹائی کر رہے ہیں۔
8. Draftsmen have been drawing the map of building for one week. نقشہ نویس ایک ہفتے سے عمارت کا نقشہ بنا رہے ہیں۔
9. The players have been preparing to play match for several days. کھلاڑی کئی دن سے میچ کھیلنے کی تیاری کر رہے ہیں۔
10. I have been repairing T.V. since Wednesday. میں بدھ سے ٹی وی کی مرمت کر رہا ہوں۔
11. He has been getting pension since 1983. وہ 1983ء سے پنشن لے رہا ہے۔
12. Some people have been enjoying exhibition since evening. کچھ لوگ شام سے نمائش کا لطف اٹھا رہے ہیں۔
13. All the people have been embracing one another for an hour. سب لوگ ایک گھنٹے سے ایک دوسرے سے بغل گیر ہو رہے ہیں۔
14. Girls have been making garlands since 7 O'clock. لڑکیاں سات بجے سے ہار بنا رہی ہیں۔
15. All the Muslims have been fasting since first Ramadan. تمام مسلمان یکم رمضان سے روزے رکھ رہے ہیں۔

Negative Sentences

Subject + has / have + not + been + V(i) + ing + Object

1. The boatmen have not been leaving their boats for two hours. ملاح دو گھنٹے سے اپنی کشتیاں چھوڑ کر نہیں جا رہے ہیں۔
2. He has not been taking exercise for two days. وہ دو دن سے ورزش نہیں کر رہا ہے۔
3. The passengers have not been burning fire since evening. مسافر شام سے آگ نہیں جلا رہے ہیں۔
4. The idle students have not been working for many days. بے عمل طلبہ کئی دنوں سے کام نہیں کر رہے ہیں۔
5. The tailor has not been sewing clothes since Tuesday. درزی منگل سے کپڑے نہیں سی رہا ہے۔
6. The hunter has not been setting net for several months. شکاری کئی ماہ سے جال نہیں بچھا رہا ہے۔
7. These boys have not been making mischief for three days. یہ لڑکے تین دن سے شرارت نہیں کر رہے ہیں۔

8. The police have not been patrolling the city since Monday. پولیس سوموار سے شہر میں گشت نہیں کر رہی ہے۔
9. They have not been advising us for fifteen days. وہ ہمیں پندرہ دن سے نصیحت نہیں کر رہے ہیں۔
10. You have not been acting upon the advice of your parents for several years. آپ اپنے والدین کے مشورے پر کئی سال سے عمل نہیں کر رہے ہیں۔
11. The doctors have not been treating the patients for three days. ڈاکٹر تین دن سے مریضوں کا علاج کر رہے ہیں۔
12. I have not been receiving the letters from my brother since October. مجھے اکتوبر سے اپنے بھائی کے خط نہیں مل رہے ہیں۔
13. He has not been giving anything to his mother for four months. وہ اپنی ماں کو چار ماہ سے کچھ نہیں دے رہا ہے۔
14. The two friends have not been meeting each other since March. دو سہیلیاں مارچ سے ایک دوسرے کو نہیں مل رہی ہیں۔
15. People have not been mourning the death of the robber since yesterday. لوگ کل سے ڈاکو کی موت پر افسوس نہیں کر رہے ہیں۔

Exercise

1. It has not been raining in Lahore since yesterday. لاہور میں کل سے بارش نہیں ہو رہی ہے۔
2. Frogs have not been croaking in the pond since evening. تالاب میں مینڈک شام سے نہیں غرارہے ہیں۔
3. We have not been believing in rumours since April. ہم اپریل سے افواہوں پر یقین نہیں کر رہے ہیں۔
4. This man has not been cutting grass since morning. یہ آدمی صبح سے گھاس نہیں کاٹ رہا ہے۔
5. The farmer has not been buying new tractor for several months. کسان کئی ماہ سے نیا ٹریکٹر نہیں خرید رہا ہے۔
6. Asghar has not been telling a lie for twenty days. اصغر تیس دن سے جھوٹ نہیں بول رہا ہے۔
7. I have not been writing a new novel since December. میں دسمبر سے نیا ناول نہیں لکھ رہا ہوں۔
8. My friends have not been sending me gifts for several years. میرے دوست کئی سالوں سے مجھے نہیں بھیج رہے ہیں۔
9. Hens have not been laying eggs since June. مرغیاں جون سے انڈے نہیں دے رہی ہیں۔
10. Our cow has not been giving milk since Monday. ہماری گائے سوموار سے دودھ نہیں دے رہی ہے۔
11. The cock has not been crowing since yesterday. مرغ کل سے اذان نہیں دے رہا ہے۔
12. The ox has not been eating fodder for two days. بیل دو دن سے چارہ نہیں کھا رہا ہے۔
13. His brother has not been offering prayer for four days. اس کا بھائی چار روز سے نماز نہیں پڑھ رہا ہے۔
14. The patient has not been taking medicine for two days. مریض دو دن سے دوا نہیں پی رہے۔
15. The lion has not been attacking the cattle since Monday. شیر سوموار سے مویشیوں پر حملہ نہیں کر رہا ہے۔

Interrogative Sentences

Has/have + Subject + been + V(i) + ing + Object

While translating interrogative sentences or questions "has" or "have" comes before the subject. Question words are followed by "has" or "have" as in the examples:-

1. Have the flies been buzzing over rotten fruits for two hours?

کیا خراب پھلوں پر کھیاں دو گھنٹے سے بھنسنارہی ہیں؟

2. Has the child been playing with toys since 2 o'clock? کیا بچہ دو بجے سے کھلونوں سے کھیل رہا ہے؟
3. Since when has the rich man been taking rest? امیر آدمی کب سے آرام کر رہا ہے؟
4. Where has the carpenter been repairing chairs since Friday? بڑھئی جمعہ سے کرسیاں کہاں مرمت کر رہا ہے؟
5. Why has Saeed been taking medicine for three days? سعید تین دن سے دوائی کیوں کھا رہا ہے؟
6. Has the master been punishing his servant since 7 o'clock? کیا مالک اپنے نوکر کو سات بجے سے سزا دے رہا ہے؟
7. Where have they been sawing wood since noon? وہ دوپہر سے لکڑی کہاں چیر رہے ہیں؟
8. Have the players been inflating football for ten minutes? کیا کھلاڑی دس منٹ سے فٹ بال میں ہوا بھر رہے ہیں؟
9. Since when have the naughty boys been deflating the tube? شرارتی لڑکے کب سے ٹیوب سے ہوا نکال رہے ہیں؟
10. Have the guests been waiting for food for an hour? کیا مہمان ایک گھنٹے سے کھانے کا انتظار کر رہے ہیں؟
11. Have the cattle been drinking water at this pond for two months? کیا مویشی اس جوہڑ سے دو ماہ سے پانی پی رہے ہیں؟
12. What have you been doing here for four hours? یہاں آپ چار گھنٹے سے کیا کر رہے ہیں؟
13. Which story has Bashir been writing since 7 o'clock? بشیر سات بجے سے کونسی کہانی لکھ رہا ہے؟
14. Whose shirt has Naz been sewing since Monday? ناز سوموار سے کس کی میٹھی سی رہی ہے؟
15. Have your friends been helping you since October? کیا تمہارے دوست اکتوبر سے تمہاری مدد کر رہے ہیں؟

Exercise

1. Has it been raining since evening? کیا بارش شام سے ہو رہی ہے؟
2. Has the crowd been raising slogans since noon? کیا ہجوم دوپہر سے نعرے لگا رہا ہے؟
3. Why have children been spoiling books since morning? بچے صبح سے کتابیں کیوں خراب کر رہے ہیں؟
4. In which factory has my brother been working since 11th instant? میرا بھائی کس کارخانے میں 11 تاریخ سے کام کر رہا ہے؟
5. Has he been reading the novel for twenty minutes? کیا وہ بیس منٹ سے ناول پڑھ رہا ہے؟
6. Where have the labourers been working for five hours? مزدور پانچ گھنٹے سے کہاں کام کر رہے ہیں؟
7. Which road has the road roller been repairing for two days? سڑک بنانے والا انجن دو دن سے کس سڑک کی مرمت کر رہا ہے؟
8. Have the musicians been singing songs since Tuesday? کیا موسیقار منگل سے گیت گارہے ہیں؟
9. Since when has the gardener been planting new trees? مالی کب سے نئے درخت لگا رہا ہے؟
10. Why have shopkeepers been decorating shops for three days? دکاندار تین دن سے دکانیں کیوں سجا رہے ہیں؟
11. Has the child not been playing with toys since morning? کیا بچہ صبح سے کھلونوں کے ساتھ نہیں کھیل رہا ہے؟
12. Has the patient not been taking bath for four days? کیا مریض چار دن سے نہیں نہا رہا ہے؟
13. Has he not been advising you for two months? کیا وہ دو ماہ سے تمہیں نصیحت نہیں کر رہا ہے؟
14. Have people been joining the procession since 5 o'clock? کیا لوگ پانچ بجے سے جلوس میں شامل ہو رہے ہیں؟

Active & Passive Voice

Active & Passive Voice کو سمجھنے کے لیے مندرجہ ذیل چیزوں کے بارے میں جاننا بہت ضروری ہے۔

Verb: "ایسا لفظ جو کسی کام کے کرنے یا ہونے کو ظاہر کرے اسے verb کہتے ہیں۔" کسی جملے میں verb سب سے زیادہ اہم لفظ ہوتا ہے۔ اس کے بغیر جملہ مکمل نہیں ہو سکتا۔ verb سے ہی tenses بناتے ہیں۔

Subject

"جو شخص کام کرتا ہے اسے 'subject' کہتے ہیں یعنی کام کرنے والے شخص کو subject کہا جاتا ہے۔"

Object

"جس پر کام کیا جاتا ہے۔ اسے 'object' کہتے ہیں۔"

Active Voice

"Verb کی وہ فارم جس میں کوئی subject کوئی کام کرتا دکھائی دے Active Voice کہلاتی ہے۔" مثلاً

Passive Voice

"Verb کی وہ فارم جس میں کسی Object پر کوئی کام کرنا یا ہونا دکھائی دے Passive Voice کہلاتی ہے۔" مثلاً

Subject + Verb + Object

He plays hockey.

ACTIVE TO PASSIVE

Rules for Active to Passive:

جب ہم کسی جملے کو Active Voice سے Passive Voice میں تبدیل کرتے ہیں تو مندرجہ ذیل تبدیلیاں لائی جاتی ہیں۔ جو ہر طرح کے جملوں میں پائی جاتی ہے۔

Rule-1

Object + Verb + Subject

Hockey is played by him.

She likes apples.

Subject + Verb + Object

S V O

Apples are liked by her. (Passive Voice)

Object Verb Subject

O V S

ہر جملے کا Subject اس کا Object بن جاتا ہے اور اس کا Object اس میں Subject کی صورت اختیار کر لیتا ہے۔ مثلاً

Rule-2

Verb کی پہلی یا دوسری فارم کی بجائے ہمیشہ اس کی تیسری فارم استعمال کی جاتی ہے۔

Rule-3

Verb کی تیسری یا 3rd فارم کے بعد Subject سے پہلے "by" لگایا جاتا ہے۔

Rule-4

Active Voice کا جملہ اس Tense میں ہو Passive Voice کا جملہ بھی اسی Tense کے مطابق بدلتا ہے۔

Rule-5

اگر Active Voice کا جملہ Where, What, When, Which, Why وغیرہ سے شروع ہو تو Passive Voice میں تبدیل کرتے وقت جملے کے شروع میں یہ الفاظ استعمال کیے جاتے ہیں اور ان کے فوراً بعد حسب ضرورت کوئی Helping Verb لگاتے ہیں۔

Rule-6

اگر Active Voice کا جملہ Who سے شروع ہو تو Passive Voice میں تبدیل کرتے وقت جملے کے شروع میں "By Whom" لگاتے ہیں۔

Active to Passive
"Rules for each Tense"

1. Present Indefinite Tense

Rule-1

Active Voice سے Passive Voice بنانے کے لیے Subject کی جگہ Object اور Object کی جگہ Subject لے لیتا ہے۔

Rule-2

Verb کی تیسری فارم سے پہلے is, am یا are لگاتے ہیں۔

Rule-3

Verb کی تیسری فارم استعمال ہوتی ہے۔

Rule-4

Subject سے پہلے "By" استعمال ہوتا ہے۔

Rule-5

"By" کے بعد Subject سب سے آخر میں لگایا جاتا ہے۔ مثلاً

Mangoes are liked by me.
Object Helping verb Verb 3rd form Subject

Rule-6

Negative بنانے کے لیے "is, am, are" کے بعد not لگایا جاتا ہے۔ مثلاً

Mangoes are not liked by me.

Rule-7

Interrogative بنانے کے لیے "is, am, are" Object سے پہلے لگاتے ہیں۔ مثلاً

Are mangoes liked by me?

Study the following sentences:-

- Matches are played at Gaddafi stadium every year. قذافی سٹیڈیم میں ہر سال میچ کھیلے جاتے ہیں۔
- Eid greetings are sent on Eid. عید پر مبارک کے خط بھیجے جاتے ہیں۔
- Oxen are yoked to Persian wheel. بیلوں کو رت میں جوڑا جاتا ہے۔
- The cow is milked in the evening. گائے شام کو دودھ دیتی جاتی ہے۔
- Dams are built on rivers. دریاؤں پر بند باندھے جاتے ہیں۔
- Goods of all kinds are auctioned here. یہاں ہر قسم کا سامان نیلام کیا جاتا ہے۔
- Meetings are held in schools on 14th August. ۱۴ اگست کو سکولوں میں جلسے کیے جاتے ہیں۔
- Pitchers are filled with water. گھڑے پانی سے بھر لیے جاتے ہیں۔
- Rest is taken at noon. دوپہر کے وقت آرام کیا جاتا ہے۔
- Separate colleges are opened for girls. لڑکیوں کے لیے الگ کالج کھولے جاتے ہیں۔
- Wild beasts are driven away. جنگلی جانوروں کو بھگا دیا جاتا ہے۔
- A gentleman is respected. شریف آدمی کی عزت کی جاتی ہے۔
- Teeth are brushed in the morning. دانت صبح صاف کیئے جاتے ہیں۔
- A boat is rowed with oars. کشتی چٹوؤں سے چلتی ہے۔
- I am given a prize. مجھے انعام دیا جاتا ہے۔

We find that "is", "am" or "are" is used and followed by third form of verb in sentences belonging to this tense.

Present Indefinite Tense (Passive Voice)

Affirmative Sentences

1. Radio licences are issued here. یہاں ریڈیو کے لائسنس بنائے جاتے ہیں۔
2. Bicycles are given on rent there. وہاں بائیکل کرائے پر دیئے جاتے ہیں۔
3. Juma Bazar is held at Shah Jamal Road. شاہ جمال روڈ پر جمعہ بازار لگایا جاتا ہے۔
4. The road can be crossed easily at Chauburji. چوہدری سے سڑک آسانی سے پار کی جاسکتی ہے۔
5. The contract for construction of roads is given from this office. اس دفتر سے سڑکوں کی تعمیر کا ٹھیکہ دیا جاتا ہے۔
6. Telegrams are sent from the telegraph office. تار گھر سے تاریخیں بھیجے جاتے ہیں۔
7. Ready-made garments are sold here. یہاں بنے بنائے لباس فروخت ہوتے ہیں۔
8. Plastic toys are made in this factory. اس کارخانے میں پلاسٹک کے کھلونے بنائے جاتے ہیں۔
9. Shoes are exhibited in glass show - cases. جوتے شیشے کی الماریوں میں رکھے جاتے ہیں۔
10. Fruits are kept in cold storages. پھل سرد خانوں میں رکھے جاتے ہیں۔
11. Mangoes are exported to other countries. آم ملک سے باہر بھیجے جاتے ہیں۔
12. Old people are looked after in many countries. کئی ملکوں میں بوڑھے لوگوں کی دیکھ بھال کی جاتی ہے۔
13. The orphan children are awarded scholarships in this school. اس سکول میں یتیم بچوں کو وظائف دیئے جاتے ہیں۔
14. Teachers are trained in this college. اس کالج میں اساتذہ کو تربیت دی جاتی ہے۔
15. The oil is pressed out of certain seeds. بعض بیجوں سے تیل نکالا جاتا ہے۔

In negative and interrogative sentences "not" is used between "is" or "am" or "are" and third form of verb. But in interrogative or question "is" or "am" or "are" is placed before the subject.

1. Novels are not taught in schools. سکولوں میں ناول نہیں پڑھائے جاتے ہیں۔
2. Vegetables are not loaded on horses. بھریاں گھوڑوں پر نہیں لادی جاتی ہیں۔
3. A weak boy is not given a prize. کمزور لڑکے کو انعام نہیں دیا جاتا ہے۔
4. I am not fined. مجھے جرمانہ نہیں کیا جاتا ہے۔
5. Dogs are not chained in the evening. کتوں کو شام کے وقت نہیں باندھا جاتا ہے۔
6. Tea is not given on time. چائے وقت پر نہیں دی جاتی ہے۔
7. This beggar is not given anything. اس فقیر کو کچھ نہیں دیا جاتا ہے۔
8. I am not given loan by the bank. مجھے بینک سے قرضہ نہیں دیا جاتا ہے۔
9. They are not given help. ان کو مدد نہیں دی جاتی ہے۔
10. Factories are not set up in the villages. گاؤں میں کارخانے نہیں لگائے جاتے ہیں۔

11. Is national anthem sung in the morning? کیا صبح قومی ترانہ گایا جاتا ہے؟
12. Where are fruits carried daily? پھل ہر روز کہاں لے جائے جاتے ہیں۔
13. When is the school inspected? سکول کا معائنہ کب کیا جاتا ہے؟
14. Why am I teased? مجھے تنگ کیوں کیا جاتا ہے؟
15. Are the patients treated here free of charge? کیا یہاں مریضوں کا علاج مفت کیا جاتا ہے؟
16. Are elderly people not respected? کیا بڑوں کی عزت نہیں کی جاتی ہے؟
17. Why are the rooms not properly cleaned? کمرے اچھی طرح کیوں صاف نہیں کئے جاتے ہیں؟
18. Why is the poor man pushed away? غریب آدمی کو دھکے کیوں دیئے جاتے ہیں؟
19. How is this machine set right? یہ مشین کیسے درست کی جاتی ہے؟
20. Is the hungry man fed? کیا بھوکے آدمی کو کھانا کھلایا جاتا ہے؟
21. Why are such rumours spread? ایسی افواہیں کیوں پھیلائی جاتی ہیں؟
22. Are such persons kept in jail? کیا ایسے آدمیوں کو جیل میں رکھا جاتا ہے؟
23. Is the guest of honour invited on such occasions? کیا ایسے مواقع پر مہمان خصوصی کو بلایا جاتا ہے؟
24. Are sports goods exported from Pakistan? کیا پاکستان سے کھیلوں کے سامان برآمد کیا جاتا ہے؟
25. From which country is machinery imported to Pakistan? پاکستان میں کس ملک سے مشینری درآمد کی جاتی ہے؟

Exercise

1. How is bad company adopted? بری صحبت کیسے اختیار کیا جاتی ہے؟
2. Are cheap goods sold in Friday market? کیا جمعہ بازار میں سستی چیزیں بیچی جاتی ہیں؟
3. Apples are not stolen from the orchard. باغ سے سیب نہیں چرائے جاتے ہیں۔
4. Lie is not told in the court. عدالت میں جھوٹ نہیں بولا جاتا ہے۔
5. Where are vehicles auctioned? موٹر گاڑیاں کہاں نیلام کی جاتی ہیں؟
6. Is luggage weighed at the railway station? کیا ریلوے اسٹیشن پر سامان تولوا جاتا ہے؟
7. This register is not signed. اس رجسٹر میں دستخط نہیں کئے جاتے ہیں۔
8. Such a bad man is not forgiven. ایسے برے آدمی کو معاف نہیں کیا جاتا ہے۔
9. When is the house whitewashed? مکان میں سفیدی کب کی جاتی ہے؟
10. Is money deposited in bank? کیا روپیہ بینک میں جمع کیا جاتا ہے؟
11. Who is given the prize? انعام کس کو دیا جاتا ہے؟
12. On which river is bridge constructed? کس دریا پر پل باندھا جاتا ہے؟
13. Advertisements are not printed in this printing press. اس چھاپے خانے میں اشتہار نہیں چھاپے جاتے ہیں۔
14. When are students admitted to the college? کالج میں طلباء کب داخل کیے جاتے ہیں؟
15. Mangoes are not sent to Lahore from here. آم یہاں سے لاہور نہیں بھیجے جاتے ہیں۔

16. Is English newspaper read in your school? کیا آپ کے سکول میں انگریزی اخبار پڑھا جاتا ہے؟
17. How is it cheated in the examination room? کمرہ امتحان میں نقل کیسے کی جاتی ہے؟
18. Is the village decorated every year? کیا ہر سال گاؤں سجایا جاتا ہے؟
19. Some people are not recognized. بعض آدمی پہچانے نہیں جاتے ہیں۔
20. What punishment is given to Hameed? حمید کو کیا سزا دی جاتی ہے؟
21. Why am I turned out of the house? مجھے گھر سے کیوں نکالا جاتا ہے؟
22. Is the dog unchained at night? کیا کتے کو رات کے وقت کھول دیا جاتا ہے؟

2. PRESENT CONTINUOUS TENSE (PASSIVE VOICE)

Rule-1

Active Voice سے Passive Voice بنانے کیلئے Subject کی جگہ Object اور Object کی جگہ Subject آ جاتا ہے۔

Rule-2

Verb کی تیسری فارم سے پہلے am being, is being یا are being لگاتے ہیں۔

Rule-3

Verb کی تیسری فارم استعمال ہوتی ہے۔

Rule-4

Subject سے پہلے "By" استعمال ہوتا ہے۔

Rule-5

"By" کے بعد سب سے آخر میں Subject لگاتے ہیں۔

<u>The wall</u>	<u>is being</u>	<u>climbed</u>	<u>by the boy.</u>
Object	Helping Verb	Verb 3rd	Subject

Rule-6

Negative بنانے کے لیے am, is, are یا are کے فوراً بعد not لگایا جاتا ہے۔ مثلاً

The wall is not being climbed by the boy.

Rule-7

Interrogative بنانے کے لیے am, is, are کو جملے سے پہلے لے آتے ہیں۔ مثلاً

Is the wall being climbed by the boy?

Look at these sentences:-

- Letters are being posted. خطوط ڈاک میں ڈالے جا رہے ہیں۔
- Kites are being flown. پتنگیں اڑائی جا رہی ہیں۔
- Meat is being minced. گوشت کا قیمہ بنایا جا رہا ہے۔
- Many kinds of dishes are being prepared. کئی قسم کے کھانے تیار کیئے جا رہے ہیں۔
- The statements of witnesses are being recorded. گواہوں کے بیان کیے جا رہے ہیں۔
- The judgement of this case is being announced. اس مقدمے کا فیصلہ سنایا جا رہا ہے۔
- Mad dogs are being killed. باولے کتوں کو ہلاک کیا جا رہا ہے۔
- Bullocks are being yoked to the plough. بیلوں کو بل میں جوڑا جا رہا ہے۔
- Vegetables are being loaded in the camel-cart. سبزیاں اونٹ گاڑی پر لادی جا رہی ہیں۔

10. The story of the accident is being told. - حادثے کی کہانی بیان کی جا رہی ہے۔
11. Bashir's application is being rejected. - بشیر کی درخواست نامنظور کی جا رہی ہے۔
12. I am being granted a pistol licence. - مجھے پستول کا لائسنس دیا جا رہا ہے۔
13. He is being punished for his misdeeds. - اُس کو بُرے اعمال کی سزا دی جا رہی ہے۔
14. A good book is being published soon. - ایک اچھی کتاب جلد ہی شائع کی جا رہی ہے۔
15. Your application is being considered. - آپ کی درخواست پر غور کیا جا رہا ہے۔

Present Continuous Tense (Passive Voice)

Affirmative Sentences

Use of "is being" "am being" and "are being"

Exercise

1. Cloth is being woven at hand loom. - کپڑا ہاتھ کھدی پر بنا جا رہا ہے۔
2. Warm clothes are being darned. - گرم کپڑوں کو روکا جا رہا ہے۔
3. Things are being sold at high prices in this bazar. - اس بازار میں چیزیں مہنگی بک رہی ہیں۔
4. Imported goods are being sold like hot cakes there. - وہاں غیر ملکی چیزیں دھڑلے سے بک رہی ہیں۔
5. Two new banks are being opened in this city. - اس شہر میں دو نئے بینک کھولے جا رہے ہیں۔
6. The stranger is being deceived. - اجنبی آدمی کو دھوکہ دیا جا رہا ہے۔
7. Students are being shown a useful film. - طالب علموں کو ایک مفید فلم دکھائی جا رہی ہے۔
8. Fields are being levelled. - کھیتوں کو ہموار کیا جا رہا ہے۔
9. Bridges are being repaired. - پلوں کی مرمت کی جا رہی ہے۔
10. The number of buses is being increased. - بسوں کی تعداد میں اضافہ کیا جا رہا ہے۔
11. New maps of Pakistan are being drawn. - پاکستان کے نئے نقشے تیار کیے جا رہے ہیں۔
12. Razia is being sent abroad for higher studies. - رضیہ کو اعلیٰ تعلیم کے لیے بیرون ملک بھیجا جا رہا ہے۔
13. New books are being bought for new classes. - نئی کتابوں کے لیے نئی کتاہیں خریدی جا رہی ہیں۔
14. All kinds of clothes are being dyed here. - یہاں ہر طرح کے کپڑے رنگے جا رہے ہیں۔
15. News in English are being broadcast. - انگریزی میں خبریں نشر کی جا رہی ہیں۔
16. I am being reminded of my promise. - مجھے میرا وعدہ یاد دلایا جا رہا ہے۔

In negative sentences "not" comes in between "is" or "am" or "are" and being but in interrogative sentences "is" or "am" or "are" is put before the subject while the question word becomes the opening word of the sentences as shown in the examples given below:

1. He is not being given a certificate. اسے سرٹیفکیٹ نہیں دیا جا رہا ہے۔
2. I am not being made the monitor of the class. مجھے جماعت کا مانیٹر نہیں بنایا جا رہا ہے۔
3. Fee is not being received here. فیس یہاں وصول نہیں کی جا رہی ہے۔
4. This school is not being donated books. اس سکول کو کتابوں کا عطیہ نہیں دیا جا رہا ہے۔
5. Flags are not being flown on the buildings. عمارتوں پر جھنڈے نہیں لہرائے جا رہے ہیں۔
6. Bricks are not being carried to the roof. اینٹیں چھت پر نہیں پہنچائی جا رہی ہیں۔
7. Cement is not being loaded on the donkeys. گدھوں پر سینٹ نہیں لادایا جا رہا ہے۔
8. Majeed is not being given a job. مجید کو نوکری نہیں دی جا رہی ہے۔
9. The horse is not being bridled. گھوڑے کو گام نہیں لگی جا رہی ہے۔
10. I am not being sent to Germany. مجھے جرمنی نہیں بھیجا جا رہا ہے۔
11. Is the worker being paid? کیا مزدور کو معاوضہ دیا جا رہا ہے؟
12. Why are fish being caught here? یہاں مچھلیاں کیوں پکڑی جا رہی ہیں؟
13. Where is the boat bridge being built? کشتیوں کا پل کہاں بنایا جا رہا ہے؟
14. Who is being invited to tea? چائے کی دعوت کس کو دی جا رہی ہے؟
15. Are eggs being boiled? کیا انڈے ابالے جا رہے ہیں؟
16. What is being discussed there? وہاں کس بات پر گفتگو ہو رہی ہے؟
17. What is being liked by the children? بچوں سے کیا چیز پسند کی جا رہی ہے؟
18. Why is this tree being fallen? یہ درخت کیوں گرایا جا رہا ہے؟
19. Why am I being worried? مجھے کیوں پریشان کیا جا رہا ہے؟
20. Why are we not being given scholarship? ہمیں وظیفہ کیوں نہیں دیا جا رہا ہے؟
21. Where are ready made garments being sold? سلعے سلائے کپڑے کہاں بک رہے ہیں؟
22. Why are ornaments being taken out of the box? ڈبے سے زیورات کیوں نکالے جا رہے ہیں؟
23. Why is the common man being deceived? عام آدمی کو کیوں دھوکا دیا جا رہا ہے؟
24. Is your brother being informed of your marriage? کیا تمہاری شادی کی اطلاع تمہارے بھائی کو دی جا رہی ہے؟
25. Is this book being bound? کیا اس کتاب کی جلد باندھی جا رہی ہے؟

Interrogative Sentences

Exercise

1. Is everything being sold at high price in this shop? کیا اس دوکان پر ہر چیز مہنگی بیچی جا رہی ہے؟
2. Is the siren being sounded? کیا سائرن بجایا جا رہا ہے؟
3. I am not being taken into confidence. مجھے اعتماد میں نہیں لیا جا رہا ہے۔
4. The children are not being photographed. بچوں کی تصویریں نہیں اتاری جا رہی ہیں۔
5. Why are chickens being taken out of the box? چوزے ڈبے سے کیوں نکالے جا رہے ہیں؟
6. Is the officer being bribed? کیا افسر کو رشوت دی جا رہی ہے؟
7. The wounded person is not being dressed. زخمی کی مرہم پٹی نہیں کی جا رہی ہے۔
8. Why are the doctors not examining the patient? ڈاکٹر مریض کا معائنہ کیوں نہیں کر رہے ہیں؟
9. Who is being operated upon? آپریشن کس کا کیا جا رہا ہے؟
10. What is being mixed in sugar? چینی میں کیا ملا جا رہا ہے؟
11. Is medicine being sprayed on the cotton crops? کیا کپاس کی فصل پر دوائی چھڑکی جا رہی ہے؟
12. I am not being allowed to do work. مجھے کام کرنے کی اجازت نہیں دی جا رہی ہے۔
13. When is he being admitted to college? اسے کالج میں کب داخلہ مل رہا ہے؟
14. Bashir is not being expelled from school. بشیر کو سکول سے نہیں نکالا جا رہا ہے۔
15. Is the speech contest being held in the college hall? کیا کالج ہال میں تقریری مقابلہ ہو رہا ہے؟
16. Where is drama being staged? ڈرامہ کہاں کھیلا جا رہا ہے؟
17. Is the training of computer being given here? کیا کمپیوٹر کی تربیت یہاں دی جا رہی ہے؟
18. On what rate are mangoes being sold? آم کس بھاؤ بک رہے ہیں؟
19. Rice is not being bought at whole sale rate. چاول تھوک کے بھاؤ نہیں خریدے جا رہے ہیں۔
20. Are schools being closed for the summer vacation? کیا سکول موسم گرما کی چھٹیوں کے لیے بند کئے جا رہے ہیں؟
21. Is the dustbin being emptied? کیا روٹی کی ٹوکری خالی کی جا رہی ہے؟
22. In which factory is sewing machine being manufactured? کس کارخانے میں سلائی مشین بنائی جا رہی ہے؟
23. Lie is not being told in the court. عدالت میں جھوٹ نہیں بولا جا رہا ہے۔
24. I am not being hated. مجھ سے نفرت نہیں کی جا رہی ہے۔
25. Why are all the locks being unlocked? تمام تالے کیوں کھولے جا رہے ہیں؟
26. Why is the law of society being violated? معاشرے کے قانون کی خلاف ورزی کیوں کی جا رہی ہے؟
27. Are elders being respected? کیا بزرگوں کا احترام کیا جا رہا ہے؟
28. Are the poor students not being granted concession? کیا غریب طلباء کو رعایت نہیں دی جا رہی ہے؟
29. Why am I not being given medicine? مجھے دوائی کیوں نہیں پلائی جا رہی ہے؟

2. PRESENT PERFECT TENSE (PASSIVE VOICE)

Rule-1

Active Voice سے Passive Voice بنانے کے لیے Subject کی جگہ Object اور Object کی جگہ Subject لے لیتا ہے۔

Rule-2

Verb کی تیسری فارم استعمال کی جاتی ہے۔

Rule-3

Verb کی تیسری فارم سے پہلے Have been یا Has been Helping Verb لگاتے ہیں۔

Rule-4

V-3rd Form کے بعد "By" لگاتے ہیں۔

Rule-5

'By' کے بعد جملے کے آخر میں Subject لکھتے ہیں۔

Rule-6

Interrogative بنانے کیلئے Have یا Has جملے کے شروع میں لگاتے ہیں۔ مثلاً

Has a horse been bought by them?

Study the following sentences:-

1. Students' answer books have been marked. طلبہ کے پرچے دیکھے جا چکے ہیں۔
2. I have been shown a favour. مجھے پر عنایت کی جا چکی ہے۔
3. Steps have been taken to supply water to the village. گاؤں میں پانی مہیا کرنے کیلئے اقدام کیے جا چکے ہیں۔
4. Arrangements have been made to open a separate college for girls. لڑکیوں کیلئے الگ کالج کھولنے کا انتظام کیا جا چکا ہے۔
5. The project has been given final shape. منصوبے کو آخری شکل دی جا چکی ہے۔
6. A warrant has been issued against him. اس کے خلاف ورائٹ جاری کر دیا گیا ہے۔
7. I have been recalled for army service. مجھے فوجی ملازمت کیلئے واپس بلا یا جا چکا ہے۔
8. People have been befooled. لوگوں کو بے وقوف بنایا جا چکا ہے۔
9. The accused have been brought into the court. ملزم عدالت میں لائے جا چکے ہیں۔
10. This news has been published in the newspapers. یہ خبر اخبارات میں شائع ہو چکی ہے۔
11. The thief has been beaten severely. چور کو سخت پیٹا جا چکا ہے۔
12. Many books have been written on this topic. اس موضوع پر بہت کتابیں لکھی جا چکی ہیں۔
13. The gun has been loaded. ہندوق میں گولی بھری جا چکی ہے۔
14. A big amount has been saved this year. اس سال ایک بھاری رقم بچائی گئی ہے۔
15. Many presents have been received by me. مجھے بہت تحفے وصول ہو چکے ہیں۔

While translating negative sentences "not" follows "has" or "have" but in questions "has" or "have" comes before the subject. Question word is used as the opening word of the sentence as shown in the following examples:-

1. The rotten egg has not been thrown. گندہ انڈا پھینکا نہیں جا چکا ہے۔
2. The dirty clothes have not been washed. میلے کپڑے دھوئے نہیں جا چکے ہیں۔
3. This matter has not been considered. اس معاملے پر بحث نہیں کی جا چکی ہے۔
4. The cows have not been tied to the peg. گائیں کو کھونٹے سے باندھا نہیں جا چکا ہے۔
5. The meat has not been packed in tins. گوشت ڈبوں میں بند نہیں کیا جا چکا ہے۔
6. The sheep have not been put into the pen? بھیڑوں کو باڑے میں بند نہیں کیا جا چکا ہے۔
7. The pegs have not been uprooted. کھونٹیاں اکھاڑی نہیں جا چکی ہیں۔
8. The players have not been awarded certificates. کھلاڑیوں کو سرٹیفکیٹ نہیں دیئے جا چکے ہیں۔
9. The statement of the witness has not been recorded. گواہ کا بیان نہیں لیا جا چکا ہے۔
10. Has this letter been returned? کیا یہ چٹھی واپس بھیجی جا چکی ہے؟
11. Why have you been punished? تمہیں کیوں سزا دی جا چکی ہے؟
12. Where has Eid prayer been offered? عید کی نماز کہاں پڑھائی جا چکی ہے؟
13. Where have the guests been seated? مہمانوں کو کہاں بٹھایا جا چکا ہے؟
14. Why have the books been torn? کتابیں کیوں پھاڑ دی گئی ہیں؟
15. Has the pilgrim been seen off? کیا حاجی کو خدا حافظ کہا جا چکا ہے؟
16. Where has the mango tree been planted? آم کا درخت کہاں لگایا جا چکا ہے؟
17. Have bazaars been decorated? کیا بازار سجائے جا چکے ہیں؟
18. How has the woman been defrauded? عورت کو دھوکا کیسے دیا جا چکا ہے؟
19. Why has the innocent child been beaten? معصوم بچے کو کیوں پیٹا جا چکا ہے؟
20. The application of the boy has not been considered. لڑکے کی درخواست پر غور نہیں کیا جا چکا ہے۔

Present Perfect Tense (Passive Voice) Use of "Has been" and "Have been" Exercise

1. Lamps have not been lit. لیمپ روشن نہیں کیے جا چکے ہیں۔
2. Has holiday not been announced? کیا چھٹی کا اعلان نہیں کیا جا چکا ہے؟
3. He has not been arrested. وہ حراست میں نہیں لیا جا چکا ہے۔
4. He has not been dismissed from service. اسے ملازمت سے ہٹا نہیں دیا جا چکا ہے۔
5. Have his clothes been torn? کیا اس کے کپڑے پھاڑ دیئے گئے ہیں؟
6. Have all the students been awarded grade "A"? کیا سب طلبہ کو "اے" گریڈ دیا جا چکا ہے؟
7. When has the house been white-washed? مکان میں سفیدی کب کی جا چکی ہے؟
8. I have not been told the address of Hameed. مجھے حمید کا پتہ نہیں بتایا گیا ہے۔

9. Has the machine been oiled? کیا مشین کو تیل دیا جا چکا ہے؟
10. Where have the poor been fed? غریبوں کو کہاں کھانا کھلایا جا چکا ہے؟
11. Rotten apples have not been eaten. خراب سیب کھائے نہیں جا چکے ہیں۔
12. The house has not been broken into. گھر میں نقب نہیں لگائی جا چکی ہے۔
13. Has tax been collected from the rich? کیا امیروں سے ٹیکس وصول کیا جا چکا ہے؟
14. Torn notes have not been mended? پھٹے ہوئے نوٹوں کو جوڑا نہیں جا چکا ہے۔
15. The baby has not been put to bed. بچے کو سلا یا نہیں جا چکا ہے۔
16. Has their donation been received? کیا ان کا عطیہ وصول ہو چکا ہے؟
17. Why have the candidates not been issued roll numbers? امیدواروں کو رول نمبر کیوں جاری نہیں کیے جا چکے ہیں؟
18. Have the names of all the voters been registered? کیا تمام ووٹروں کے نام رجسٹر میں درج کیے جا چکے ہیں؟
19. This candidate has not been cast a single vote. اس امیدوار کو ایک ووٹ بھی نہیں دیا گیا ہے۔
20. This decision has not been agreed upon. اس فیصلے پر اتفاق نہیں ہو چکا ہے۔
21. Has the stranger been guided? کیا اجنبی کی رہنمائی کی جا چکی ہے؟
22. Have all the witnesses been summoned? کیا تمام گواہوں کو بلا لیا جا چکا ہے؟
23. Why has the meeting been postponed? جلسہ ملتوی کیوں کیا جا چکا ہے؟
24. Has the submerged boat been pulled out of the river? کیا ڈوبی ہوئی کشتی دریا سے نکالی جا چکی ہے؟
25. Has the lion been caged? کیا شیر خیمے میں بند کیا جا چکا ہے؟
26. The feathers of birds have not been clipped. پرندے کے پر نہیں کاٹے جا چکے ہیں۔
27. The dog has not been pulled out of the well. کتے کو کنوئیں سے نہیں نکالا جا چکا ہے۔
28. Has the fine of all the boys been remitted? کیا سب لڑکوں کو جرمانہ معاف کیا جا چکا ہے؟
29. Your letter has not been replied. آپ کے خط کا جواب نہیں دیا جا چکا ہے۔
30. How has the money been drawn from the bank? بینک سے روپیہ کیسے نکلوا یا جا چکا ہے؟

1. Past Indefinite Tense (Active Voice)

اردو میں پہچان:

اس Tense کی اردو میں پہچان دو طرح سے ہوتی ہے۔

(i) لفظ ”تھے“ کے ساتھ:

لفظ ”تھے“ کے ساتھ ”ا“، ”ی“، ”ے“ وغیرہ آتے ہیں۔ مثلاً وہ سکول گیا۔

(ii) لفظ ”تھے“ کے بغیر:

”نے“ کے بغیر آخر میں تاتھا، تی تھا، تے تھے وغیرہ آتا ہے۔ مثلاً میں کھانا کھا کر تھلا، پھر دوتا تھا وغیرہ۔

English Translation:

سب سے پہلے Subject پھر 2nd form of verb اور سب سے آخر میں Object لگاتے ہیں۔

SVO → Subject + Verb(2nd) Form + Object

Negative Sentence:

Negative Sentence بنانے کے لیے Did not Subject کے بعد لکھتے ہیں پھر Verb کی پہلی فارم اور پھر Object لگاتے ہیں۔

Subject + did not + Verb(1st form) + Object

↓
Helping verb

Interrogative Sentence:

Interrogative Sentence بنانے کے لیے Did کو Sentence کے شروع میں لگاتے ہیں۔ پھر باقی جملہ لکھتے ہیں۔ آخر میں سوالیہ نشان لگاتے ہیں۔

Did + Subject + Verb + Object +

PAST INDEFINITE TENSE

Subject	Simple sentence	Negative	Interrogative
1st Person			
I	I went to school.	I did not go to school.	Did I go to school?
We	We went to school.	We did not go to school.	Did we go to school?
2nd Person			
You	You went to school.	You did not go to school.	Did you go to school?
3rd Person			
He	He went to school.	He did not go to school.	Did he go to school?
She	She went to school.	She did not go to school.	Did she go to school?
Plurals			
They	They went to school.	They did not go to school.	Did they go to school?

LESSON No 5

PAST INDEFINITE TENSE

ACTIVE VOICE

1. He went to school. وہ سکول گیا۔
2. You solved the question. تم نے سوال حل کیا۔
3. I bought a camera. میں نے ایک کیمرہ خریدا۔
4. We crossed the river. ہم نے دریا پار کیا۔
5. They stopped the car. انہوں نے کار روک رکھا۔

It is clear that all the actions mentioned in these sentences took place sometimes in the past. But it is not clear whether they took place in the distant past or in the near past and that is why it is called indefinite. In other words we are not definite of the exact time when the action actually took place. In short, this tense can be used for any action whether relation to long past or near past. For translating such sentences we use only the second form of the verb. Here are some examples:

1. We boarded the train. ہم گاڑی میں سوار ہوئے۔
2. They gave us a gift. انہوں نے ہم کو تحفہ دیا۔
3. Hamid won a prize. حمید نے انعام حاصل کیا۔
4. People caught the thief. لوگوں نے چور پکڑا۔
5. The dog chased the rabbit. کتے نے خرگوش کا تعاقب کیا۔
6. I posted the letter. میں نے خط ڈاک میں ڈالا۔
7. You invited me to tea. تم نے مجھے چائے پر بلایا۔
8. Our team won the match. ہماری ٹیم نے میچ جیت لیا۔
9. The boys made a noise. لڑکوں نے شور مچایا۔
10. Majid made a beautiful picture. مجید نے خوبصورت تصویر بنائی۔
11. The grand mother told us a strange story. دادی اماں نے ہمیں عجیب کہانی سنائی۔
12. The students told the lesson. طلبہ نے سبق سنایا۔
13. The teacher taught the lesson well. استاد نے سبق اچھی طرح پڑھایا۔
14. He ran for his life. وہ جان بچانے کے لیے بھاگ کھڑا ہوا۔
15. He refused to give his book. اُس نے اپنی کتاب دینے سے انکار کر دیا۔

Past Indefinite Tense (Active Voice) Exercise

1. People held meeting in the garden. لوگوں نے باغ میں جلسہ کیا۔
2. Labourers took out procession. مزدوروں نے جلوس نکالا۔
3. Students raised slogans. طلبہ نے نعرے لگائے۔
4. Clerks went on strike. کلرکوں نے ہڑتال کی۔
5. We waited for you. ہم نے آپ کا انتظار کیا۔
6. They acted upon our advice. انہوں نے ہمارے مشورے پر عمل کیا۔
7. I received your letter. مجھے آپ کا خط مل گیا۔
8. The teacher punished the student. استاد نے طالب علم کو سزا دی۔
9. The headmaster fined the naughty boy. ہیڈ ماسٹر نے شرارتی لڑکے کو جرمانہ کیا۔
10. Labourers called off the strike. مزدوروں نے ہڑتال کھول دی۔

11. The pious woman brought up the orphan child.

12. You looked after my brother.

13. The doctor operated upon the patient.

14. Passengers set the jungle on fire.

نیک عورت نے یتیم بچے کی پرورش کی۔
آپ نے میرے بھائی کی دیکھ بھال کی۔
ڈاکٹر نے مریض کا آپریشن کیا۔
مسافروں نے جنگل میں آگ لگائی۔

NEGATIVE AND INTERROGATIVE SENTENCES

Now read these sentences:-

1. He did not obey his parents. اس نے والدین کا حکم نہ مانا۔
2. They did not help us. انہوں نے ہماری مدد نہ کی۔
3. You did not fulfil your promise. تم نے اپنا وعدہ پورا نہ کیا۔
4. People did not protest against this law. لوگوں نے اس قانون کے خلاف احتجاج نہ کیا۔
5. The police did not arrest the thief. پولیس نے چور کو گرفتار نہ کیا۔
6. The police did not disperse the crowd. پولیس نے ہجوم کو منتشر نہ کیا۔
7. He did not escape from punishment. وہ سزا سے نہ بچا۔
8. You did not listen to me. تم نے میری ایک بات نہ سنی۔
9. They did not push me aside. انہوں نے مجھے ایک طرف نہ دھکیلا۔
10. We did not care for him. ہم نے اسکی پرواہ نہ کی۔
11. The principal did not give away the prizes. پرنسپل نے انعامات تقسیم نہ کیے۔
12. I did not make fun of him. میں نے اسکا مذاق نہ اڑایا۔
13. The army did not capture the fort. فوج نے قلعہ پر قبضہ نہ کیا۔
14. The wrestler did not knock out his opponent. پہلوان نے اپنے حریف کو نہ پچھاڑا۔
15. She did not tell a lie. اس نے جھوٹ نہ بولا۔
16. Whom did you consult? تم نے کس سے مشورہ کیا؟
17. Why did he insult you? اس نے تمہاری بے عزتی کیوں کی؟
18. When did the lion carry away the cow? شیر گائے اٹھا کر کب لے گیا؟
19. Where did you find this book from? تمہیں یہ کتاب کہاں سے ملی؟
20. Why did he tear the paper? اس نے کاغذ کیوں پھاڑا؟

We find that in the negative and the interrogative sentences "did" is used with first form of verb but in the case of question word, "who" we use second form only.

Exercise

1. They did not accept our invitation. انہوں نے ہماری دعوت قبول نہ کی۔
2. Did your friends congratulate you on your success? کیا تمہارے دوستوں نے تمہاری کامیابی پر مبارکباد دی؟
3. Who swept the room? کمرے میں جھاڑو کس نے دیا؟

4. How did they receive you? انہوں نے تمہارا استقبال کیسے کیا؟
5. Did your friends like this game? کیا تمہارے دوستوں نے یہ کھیل پسند کیا؟
6. He did not sell whole of his property. اس نے اپنی تمام جائیداد فروخت نہ کی۔
7. How did the cook cook the rice? باورچی نے چاول کس طرح پکائے۔
8. I did not send a letter to my father by air mail. میں نے اپنے والد کو ہوائی ڈاک سے خط نہ بھیجا۔
9. Did the officer not transfer his peon? کیا آفیسر نے اپنے چڑا اسی کو تبدیل نہ کیا؟
10. Why did Majeed spend money lavishly? مجید نے دونوں ہاتھوں سے دولت کیوں اڑائی؟
11. Did the magistrate catch him red-handed? کیا مجسٹریٹ نے اسے رنگے ہاتھوں پکڑ لیا؟
12. When did the plane land on the airport? ہوائی جہاز اڈے پر کب اترا؟
13. Did you enjoy the flight? کیا تم نے پرواز سے لطف اٹھایا؟
14. Where did the goods train collide with passenger train? مال گاڑی مسافر گاڑی سے کہاں ٹکرائی؟
15. You did not inform me of the decision. تم نے مجھے فیصلہ سے آگاہ نہ کیا۔

Exercise

1. He did not mind your bitter words. اس نے تمہاری تلخ باتوں کا برا نہ مانا۔
2. They did not stand by their friend. انہوں نے اپنے دوست کا ساتھ نہ دیا۔
3. Did your brother lend you a helping hand? کیا تمہارے بھائی نے تمہارا ہاتھ بٹایا۔
4. Where did you see the mad dog? آپ نے پاگل کتا کہاں دیکھا؟
5. Majeed did not bring up his younger brother. مجید نے اپنے چھوٹے بھائی کی پرورش نہ کی۔
6. How did the labourer carry so much load? مزدور نے اتنا بوجھ کیسے اٹھایا؟
7. Whom did the doctor inject upon? ڈاکٹر نے ٹیکہ کس کو لگایا؟
8. When did they reach Karachi? وہ کراچی کب پہنچے؟
9. Did you reach home safe and sound? کیا تم گھر خیریت سے پہنچے؟
10. We did not visit all the historical places. ہم نے تمام تاریخی مقامات کی سیر نہ کی۔
11. The aeroplane did not take off at quarter to eight. ہوائی جہاز نے پونے آٹھ بجے پرواز شروع نہ کی۔
12. Who read my letter? میرا خط کس نے پڑھا۔
13. My brother did not say me good bye at railway station. میرے بھائی نے مجھے ریلوے اسٹیشن پر خداحافظ نہ کہا۔
14. Why did the cobbler not mend my shoe? موچی نے میرا جوتا مرمت کیوں نہ کیا؟
15. Who knocked at the door? دروازہ کس نے کھٹکھٹایا؟

2. Past Continuous Tense

اردو میں پہچان:

اردو میں جملے کے آخر میں رہا تھا، رہی تھی، رہے تھے وغیرہ آتے ہیں۔ یہ Tense بنانے کا سارا طریقہ Present continuous والا ہی ہے۔ بس اس Tense میں

Is, am, are, Helping verb کی بجائے Was, Were ہیں۔

I, He, She, It : Was اور تمام 3rd person singulars کے ساتھ لگتا ہے۔

They, You, We : Were کے ساتھ لگتا ہے۔

For English Translation:

Affirmative (Simple) Sentences:

Subject کے بعد Was, Were, Helping Verb میں سے کوئی ایک لگانے کے بعد 4th form of Verb لگاتے ہیں۔ Verb کی پہلی فارم کے ساتھ ing لگانے سے 4th فارم بن جاتی ہے۔ پھر آخر میں Object لگا دیتے ہیں۔

Subject + was/were + 4th form of Verb + Object

Negative Sentence:

Negative بنانے کیلئے (Was, Were) کے ساتھ 'not' لگانے کے بعد باقی Sentence ایسے ہی لکھ دیتے ہیں۔

Subject + was/were + not Verb (ing) + Object

Interrogative Sentence:

subject was/were Helping Verb سے پہلے لکھتے ہیں پھر باقی Sentence۔

Was / Were + Subject + 4th form of Verb + Object?

PAST CONTINUOUS TENSE

Subject	Simple sentence	Negative	Interrogative
1st Person I We	I was reading a book. We were reading a book.	I was not reading a book. We were not reading a book.	Was I reading a book? Were we reading a book?
2nd Person You	You were reading a book.	You were not reading a book.	Were you reading a book?
3rd Person He She	He was reading a book. She was reading a book.	He was not reading a book. She was not reading a book.	Was he reading a book? Was she reading a book?
They	They were reading a book.	They were not reading a book.	Were they reading a book?

Past Continuous Tense (Active Voice)
Use of "ing" with "was" and "were"

LAHORE

1. He was running fast. وہ تیز دوڑ رہا تھا۔
2. You were telling a story. تم کہانی سنارہے تھے۔
3. They were selling their car. وہ اپنی گاڑی بیچ رہے تھے۔
4. She was weeping bitterly. وہ سخت رو رہی تھی۔
5. We were sleeping soundly. ہم گہری نیند سو رہے تھے۔
6. Horses were grazing in a field. گھوڑے کھیت میں چر رہے تھے۔
7. The dog was barking at night. کتات کو بھونک رہا تھا۔
8. Children were making a noise. بچے شور مچا رہے تھے۔
9. Some children were collecting dry leaves. کچھ بچے سوکھے پتے اکٹھے کر رہے تھے۔
10. His brother was working in a mill. اس کا بھائی مل میں کام کر رہا تھا۔
11. My father was waiting for his friends. میرا والد اپنے دوستوں کا انتظار کر رہا تھا۔
12. It was raining in the morning. صبح بارش ہو رہی تھی۔
13. People were flying kites. لوگ چنگ اڑا رہے تھے۔
14. The old man was dozing in the room. بوڑھا کمرے میں اونگھ رہا تھا۔
15. We were listening to the news at noon. ہم دوپہر کے وقت خبریں سن رہے تھے۔

We use "was" with the first form of the verb accompanying "ing" for singular subject and "were" for plural subject.

1. The peon was not ringing the bell. چوڑا اسی گھنٹی نہیں بجھا رہا تھا۔
2. The rich man was not giving alms to the poor. امیر آدمی غریب کو خیرات نہیں دے رہا تھا۔
3. The boy was not solving the sum. لڑکا سوال حل نہیں کر رہا تھا۔
4. We were not travelling together. ہم ایک ساتھ سفر نہیں کر رہے تھے۔
5. The teacher was not teaching us English. استاد صاحب ہمیں انگریزی نہیں پڑھا رہے تھے۔
6. I was not going on foot. میں پیدل نہیں چل رہا تھا۔
7. They were not making false promises. وہ جھوٹے وعدے نہیں کر رہے تھے۔
8. They were not swimming across the river. وہ تیز کر دیا کے پار نہیں جا رہے تھے۔
9. The Government was not releasing him. حکومت اس کو رہا نہیں کر رہی تھی۔
10. The merchant was not coming back home. تاجر واپس گھر نہیں آ رہا تھا۔

Exercise

1. I was not copying from the book. میں کتاب سے نقل نہیں کر رہا تھا۔
2. Aslam was not playing cricket. اسلم کرکٹ نہیں کھیل رہا تھا۔
3. Boys were not singing songs. لڑکے گیت نہیں گارہے تھے۔
4. The servant was not dusting furniture. نوکر فرنیچر کو نہیں جھاڑ رہا تھا۔

5. I was not cutting a joke with you.

6. The level of water was not rising.

7. Peasants were not harvesting the crop in March.

8. Students were not rowing the boat.

9. The water carrier was not sprinkling water.

10. The driver was not driving car fast.

11. The enemy was not crossing the river.

12. I was not recommending him for a job.

13. He was not beating his brother.

14. The servant was not making excuses.

15. Many students were not taking part in debate.

میں آپ سے مذاق نہیں کر رہا تھا۔

پانی کی سطح بلند نہیں ہو رہی تھی۔

کسان مارچ میں فصل نہیں کاٹ رہے تھے۔

طالب علم کشتی نہیں چلا رہے تھے۔

سٹر پانی نہیں چھڑک رہا تھا۔

ڈرائیور کار تیزی سے نہیں چلا رہا تھا۔

دشمن دریا کو عبور نہیں کر رہا تھا۔

میں ملازمت کے لیے اس کی سفارش نہیں کر رہا تھا۔

وہ اپنے بھائی کو نہیں مار رہا تھا۔

نوکر بھانے نہیں بنا رہا تھا۔

کئی طالب علم مباحثے میں حصہ نہیں لے رہے تھے۔

In interrogative sentences "was" or "were" are the opening words, but the question words come before "was" and "were" as:-

INTERROGATIVE SENTENCES

1. Was he taking part in the games?

2. Were you shivering with cold?

3. Was the poor girl crying?

4. Were the travellers riding on the horses?

5. Where they making the city beautiful?

6. Why were they walking on foot?

7. Where were you roaming about?

8. When was I looking at the sky?

9. How were they making a picture?

10. Were both the players running after the ball?

11. Who was asking about you?

12. When were they passing through the forest?

13. Where was the lion drinking water?

14. Whom was your brother writing the letter to?

15. Who was garlanding the honourable guest?

کیا وہ کھیلوں میں حصہ لے رہا تھا؟

کیا آپ سردی سے کانپ رہے تھے؟

کیا غریب بچی چیخ رہی تھی؟

کیا مسافر گھوڑوں پر سواری کر رہے تھے؟

کیا وہ شہر کو خوبصورت بنا رہے تھے؟

وہ کیوں پیدل چل رہے تھے؟

تم ادھر ادھر کہاں پھر رہے تھے؟

میں آسمان کی طرف کب دیکھ رہا تھا؟

وہ تصویر کیسے بنا رہے تھے؟

کیا دونوں کھلاڑی گیند کے پیچھے بھاگ رہے تھے؟

آپ کے بارے میں کون پوچھ رہا تھا؟

وہ جنگل سے کب گزر رہے تھے؟

شیر کہاں پانی پی رہا تھا؟

تمہارا بھائی کس کو خط لکھ رہا تھا؟

معزز مہمان کو کون ہار پینڈا رہا تھا؟

Exercise

1. Were you combing hair?

2. Whose socks were they darning?

کیا تم بالوں میں کنگھی کر رہے تھے؟

وہ کس کی جرابیں رفو کر رہی تھیں؟

3. Were they lighting the fire? کیا وہ آگ جلا رہے تھے؟
4. Why were the boys quarrelling with one another? لڑکے آپس میں کیوں جھگڑ رہے تھے؟
5. In which bank were they depositing money? وہ کس بینک میں روپیہ جمع کروا رہے تھے؟
6. Where was the lion roaring in the morning? شیر صبح کہاں گرج رہا تھا؟
7. Were they listening to the teacher attentively? کیا وہ استاد کو توجہ سے سن رہے تھے؟
8. How many men were gathering in the garden? کتنے آدمی باغ میں جمع ہو رہے تھے؟
9. Who was throwing stones at the bus? کس پر پتھر کون پھینک رہا تھا؟
10. Where was the doctor examining the patient? ڈاکٹر مریض کا معائنہ کہاں کر رہا تھا؟
11. Who was repairing your house? آپ کے مکان کی مرمت کون کر رہا تھا؟
12. Why were the police dispersing the procession? پولیس جلوس کو کیوں منتشر کر رہی تھی؟
13. Whom were the people waiting for? لوگ کس کا انتظار کر رہے تھے؟
14. Were the people hurrying to the station? کیا لوگ جلدی جلدی اسٹیشن پر پہنچ رہے تھے؟
15. When were the labourers completing work? مزدور کام کب مکمل کر رہے تھے؟

3. Past Perfect Tense

اردو میں پہچان:

اردو میں اس Tense کی پہچان دو طرح کے جملوں سے ظاہر ہوتی ہے۔ ”نے“ کے ساتھ اور ”تھے“ کے بغیر۔
(i) ”نے“ کے ساتھ:

”نے“ کے ساتھ جملے کے آخر میں لیا تھا، گیا تھا، لی تھی وغیرہ آتے ہیں۔ مثلاً میں نے کھانا کھا لیا تھا وغیرہ۔

”تھے“ کے بغیر جملے کے آخر میں چکے تھے، چکا تھا، چکی تھی وغیرہ آتے ہیں مثلاً میں کھانا کھا چکا تھا وغیرہ۔

اس Tense میں اکثر دو قسم کے کام اکٹھے ہوتے ہیں۔ ایک وہ کام جو ختم ہو چکا ہوتا ہے دوسرا وہ کام جو شروع ہوا ہو۔

For English Translation: (AFFIRMATIVE)

(i) سب سے پہلے Subject پھر "had" اور بعد میں Verb کی تیسری فارم لگا کر آخر میں Object لگاتے ہیں۔

(ii) اگر جملے میں دو کام ہوں تو جو کام ختم ہو چکا ہوتا ہے۔ اسے Principal clause کہتے ہیں اس میں Subject کے بعد had اور 3rd form

Verb استعمال کرتے ہیں۔ دوسرا حصہ Subordinate clause کہلاتا ہے اس کا ترجمہ Past Indefinite میں کرتے ہیں۔ مثلاً

The patient had died before the doctor came.

ڈاکٹر کے آنے سے پہلے مریض مر چکا تھا۔

Negative Sentence:

Negative بنانے کے لئے Had کے ساتھ 'not' لگاتے ہیں۔

Interrogative Sentence:

Interrogative بنانے کے لئے Had کو sub ہے پہلے لکھتے ہیں اگر Question words ہوں تو ان کو Had سے بھی پہلے لے آتے ہیں۔ مثلاً

When, Why, Where, Who, Which etc.

PAST PERFECT TENSE

Subject	Simple sentence	Negative	Interrogative
I	I had already taken breakfast.	I had not already taken breakfast.	Had I already taken breakfast?
We	We had already taken breakfast.	We had not already taken breakfast.	Had we already taken breakfast?
He	He had already taken breakfast.	He had not already taken breakfast.	Had he already taken breakfast?
You	You had already taken breakfast.	You had not already taken breakfast.	Had you already taken breakfast?
They	They had already taken breakfast.	They had not already taken breakfast.	Had they already taken breakfast?
She	She had already taken breakfast.	She had not already taken breakfast.	Had she already taken breakfast?

PAST PERFECT TENSE (Active Voice) AFFIRMATIVE

Look at these sentences:-

1. My son had gone to school before I came home.
میرے گھر آنے سے پہلے میرا بیٹا سکول جا چکا تھا۔
2. The girls had already sung songs.
لڑکیاں پہلے ہی گیت گاتی تھیں۔
3. The washerman had pressed the clothes before the customer came.
گاہک کے آنے سے پہلے دھو بی کپڑے استری کر چکا تھا۔
4. My brother had posted the letter of congratulation before I met him.
میرے ملنے سے پہلے میرا بھائی مبارک باد کا خط ڈاک میں ڈال چکا تھا۔
5. The teams had reached the play field before the referee whistled.
رہنری کے سنی بجانے سے پہلے ٹیمیں میدان میں اتر چکی تھیں۔
6. All the candidates had entered the examination hall before the paper began.
امتحان شروع ہونے سے پہلے تمام امیدوار کمرہ امتحان میں آ چکے تھے۔
7. The boys had plucked the flowers before the sun rose.
سورج نکلنے سے پہلے لڑکے پھول توڑ چکے تھے۔
8. We had not heard this news till yesterday.
ہم نے یہ خبر کل تک نہیں سنی تھی۔
9. It had not rained yet.
ابھی تک بارش نہ ہوئی تھی۔
10. People had not seen such a strange animal before.
لوگوں نے اس سے پہلے ایسا عجیب جانور نہ دیکھا تھا۔
11. Amjad had not learnt the lesson till yesterday.
امجد نے کل تک سبق یاد نہیں کیا تھا۔
12. I had already considered your application.
میں تمہاری درخواست پر پہلے ہی غور کر چکا تھا۔
13. The postman had delivered the letters before noon.
ڈاکیا دوپہر سے پہلے خط لکھ کر چکا تھا۔

In negative sentences we add "not" between "had" and "third form" of verb but in interrogative sentences or questions we begin with the question word or "Had" or both, as the case may be.

Here are some examples:-

1. I had not sold my property before 1986. میں نے اپنی جائیداد 1986ء سے پہلے فروخت نہ کی تھی۔
2. You had not informed me of the decision till today. تم نے مجھے آج تک فیصلے کی اطلاع نہیں دی تھی۔
3. He had not applied for the job. وہ ملازمت کے لیے درخواست نہیں دے چکا تھا۔
4. We had not seen him before. ہم نے اس سے پہلے اس کو نہیں دیکھا تھا۔
5. Had the court not acquitted him till yesterday? کیا عدالت نے کل تک اسے بری نہیں کیا تھا؟
6. Why had the labourers called off the strike before they received wages? مزدوروں نے معاوضہ لینے سے پہلے ہڑتال کیوں کھول دی تھی؟
7. Had the plane taken off before the passengers arrived at the airport? کیا مسافروں کے ہوائی اڈے پہنچنے سے پہلے جہاز پرواز کر چکا تھا؟
8. Why had he not finished his work till sunset? سورج غروب ہونے تک اس نے کام کیوں ختم نہ کیا تھا؟
9. How had the lion carried away the cow before evening? شام ہونے سے پہلے شیر گائے کو اٹھا کر کیسے لے گیا؟
10. Had Asghar made a century before 4 o' clock? کیا اصغر چار بجے تک سنچری بنا چکا تھا؟
11. Had the patient died before the treatment started? کیا علاج شروع ہونے سے پہلے مریض مر چکا تھا؟
12. Had you offered your prayer before the prayer call? کیا تم اذان سے پہلے نماز پڑھ چکے تھے؟
13. Why had the police lathi charged the people before they raised slogans? لوگوں کے نعرے لگانے سے پہلے پولیس نے لathiوں سے کیا کیا؟
14. Had the student misbehaved with the teacher before the headmaster came? کیا بیٹا ماسٹر کے آنے سے پہلے طالب علم استاد سے گستاخی کر چکا تھا؟
15. Had the officer accepted bribe before the police arrived? کیا پولیس کے پہنچنے سے پہلے افسر رشوت لے چکا تھا؟
16. Had he not killed the snake before? کیا اس نے پہلے سانپ نہیں مارا تھا؟
17. Had the clerk dismissed the peon without the order of the officer? کیا کلرک نے افسر کے حکم بنا چیر اسی کو برخاست کر دیا؟
18. Who had built such a grand building before Shah Jahan built Taj Mehal? شاہ جہاں کے تاج محل بنانے سے پہلے کس نے ایسی شاندار عمارت بنائی؟
19. Had the thief unlocked the door before the watchman came? کیا چوکیدار کے آنے سے پہلے چور دروازے کا تالہ کھول چکا تھا؟
20. Since when had the shopkeeper decorated the shop? دوکاندار نے دکان کو کب سے سجا رکھی تھی؟
21. Why had the people returned before the caravan reached? قافلہ پہنچنے سے پہلے لوگ کیوں واپس جا چکے تھے؟
22. Why had you not bought a ticket before boarding the train? گاڑی میں سوار ہونے سے پہلے تم نے ٹکٹ کیوں نہیں خریدا تھا؟

Past Perfect Tense (Active Voice)

Use of "had"

1. Had your brother already passed this examination? کیا تمہارا بھائی یہ امتحان پہلے ہی پاس کر چکا تھا؟
2. I had not seen such a beautiful animal before. میں نے اتنا خوبصورت جانور پہلے نہیں دیکھا تھا۔
3. Had the injured died before he received help? کیا مدد ملنے سے پہلے زخمی مر چکا تھا؟
4. He had not gone to school before you reached. تمہارے پہنچنے سے پہلے وہ سکول نہیں گیا تھا۔
5. The sun had not set before 5 o'clock. سورج پانچ بجے سے پہلے غروب نہیں ہوا تھا۔
6. Why had the people not caught the thief before the police came? پولیس کے آنے سے پہلے لوگوں نے چور کو کیوں نہیں پکڑا تھا؟
7. The match had ended when I reached the stadium. جب میں سٹیڈیم پہنچا تو میچ ختم ہو چکا تھا۔
8. Had the train left before 6 o'clock? کیا گاڑی چھ بجے سے پہلے روانہ ہو چکی تھی؟
9. These children had never seen a lion. ان بچوں نے کبھی شیر نہیں دیکھا تھا۔
10. Had his father died before his birth? کیا اسکی پیدائش سے پہلے اسکا باپ مر چکا تھا؟
11. Why had Hameed not returned the loan up till now? حمید نے قرضہ اب تک کیوں واپس نہیں کیا تھا؟
12. Had you finished the novel before I came? کیا تم نے میرے آنے سے پہلے ناول ختم کر لیا تھا؟
13. Had the students solved the paper before time? کیا طلبہ وقت سے پہلے ہی مسئلہ حل کر چکے تھے؟
14. Guests had not reached there before it was evening. مہمان وہاں شام ہونے سے پہلے نہیں پہنچے تھے۔
15. The peon had not rung the bell before I entered the school. میرے سکول میں داخل ہونے سے پہلے چڑا اسی نے گھنٹی نہیں بجائی تھی۔

Exercise (Negative)

1. He had not boarded the train before this. وہ اس سے پہلے گاڑی میں سوار نہیں ہوا تھا۔
2. Where had the people gone from the village after the flood came? سیلاب آنے کے بعد لوگ گاؤں چھوڑ کر کہاں چلے گئے؟
3. Had the thief broken into before the police reached? کیا پولیس کے پہنچنے سے پہلے چور نقب لگا چکا تھا؟
4. The windstorm had not flown the roofs away before the earthquake. زلزلہ سے پہلے آندھی نے چھتیں نہیں اڑائیں تھیں۔
5. Who had made a speech before my speech? میری تقریر سے پہلے کس نے تقریر کی تھی؟
6. Had you already studied the history of Islam? کیا تم تاریخ اسلام پہلے ہی پڑھ چکے تھے؟
7. We had not seen such a terrible snake before. ہم نے ایسا خطرناک سانپ پہلے نہیں دیکھا تھا۔
8. You had not seen such a wonderful scene before. تم نے ایسا حیرت انگیز منظر پہلے نہیں دیکھا تھا۔
9. I had not listened such an interesting story. میں نے ایسی دلچسپ کہانی نہیں سنی تھی۔
10. They had never seen such an attractive sight. انہوں نے ایسا دلکش منظر کبھی نہیں دیکھا تھا۔
11. Had he saved enough money before he bought car? کیا موٹر کار خریدنے سے پہلے وہ کافی روپیہ بچا چکا تھا؟
12. The hunter had not spread the net before the sun rose. سورج نکلنے سے پہلے شکاری جال نہیں بچھا چکا تھا۔
13. Had he climbed up the tree before the bear reached? کیا رینگھ کے پہنچنے سے پہلے وہ درخت پر چڑھ چکا تھا؟
14. None had gone out of the school before the inspector came. انسپکٹر کے آنے سے پہلے کوئی سکول سے باہر نہیں گیا تھا۔

15. Had you decorated the house before the guests arrived?

16. The sun had not set when I came out of the house.

کیا مہمانوں کے آنے سے پہلے تم گھر کا چھتہ تھے؟
جب میں گھر سے نکلا تو سورج غروب نہیں ہوا تھا۔

4. Past Perfect Continuous Tense

اردو میں پہچان:

Past Continuous Tense کے جملوں میں اگر وقت بھی موجود ہو تو Past Perfect Continuous Tense استعمال کیا جاتا ہے۔

For English Translation: Affirmative Sentences (Active voice)

Subject کے بعد had been لگاتے ہیں۔ پھر verb کی پہلی فارم کے ساتھ ing لگاتے ہیں

پھر Object اور آخر میں Since یا For لگا کر دیا گیا وقت لکھ دیا جاتا ہے۔

Subject + had been + verb 4th form + ing + Object + Since/For + Time

Negative Sentence:

Negative بنانے کے لیے Had کے بعد not لگادیتے ہیں۔

پھر باقی سارا جملہ اسی طرح لکھ دیتے ہیں۔

Interrogative Sentence:

Interrogative بناتے ہوئے had کو sentence سے پہلے لکھتے ہیں۔ اگر which, why, when وغیرہ آتے ہوں تو ان کو جملوں میں Had سے

بھی پہلے لکھ دیتے ہیں۔

Past Perfect Continuous (Active Voice)

"Affirmative" Use of "for" and "since" with "had been"

1. He had been writing the letter for an hour. وہ ایک گھنٹے سے خط لکھ رہا تھا۔
2. The girl had been reading this book for ten days. لڑکی دس دن سے یہ کتاب پڑھ رہی تھی۔
3. I had been making this picture for a month. میں ایک ماہ سے یہ تصویر بنا رہا تھا۔
4. People had been waiting for your return home for four years. لوگ چار سال سے تمہاری وطن واپسی کا انتظار کر رہے تھے۔
5. We had been playing a match since 9 o' clock. ہم نو بجے سے میچ کھیل رہے تھے۔
6. The boy had been suffering from fever since Monday. لڑکا سو ماہ سے بخار میں مبتلا تھا۔
7. You had been preparing for the examination since October. تم اکتوبر سے امتحان کی تیاری کر رہے تھے۔
8. They had been living in this house since 1983. وہ 1983ء سے اس مکان میں رہ رہے تھے۔
9. I had been planting trees since 16th instant. میں 16 تاریخ سے درخت لگا رہا تھا۔
10. It had been raining since morning. صبح سے بارش ہو رہی تھی۔
11. It had been raining for two days. بارش دو دن سے ہو رہی تھی۔
12. We had been swimming since 3 o' clock. ہم تین بجے سے تیر رہے تھے۔
13. We had been swimming for three hours. ہم تین گھنٹے سے تیر رہے تھے۔
14. You had been preparing the speech since Tuesday. تم منگل سے تقریر تیار کر رہے تھے۔
15. You had been preparing the speech for five days. تم پانچ روز سے تقریر تیار کر رہے تھے۔

We find that in translating sentences relating to past perfect tense we use "Had been" and first form of the verb together with "ing". We also find that where the time of starting an action is given, word "since" is used but when the duration or span of time is given, word "for" is used.

Exercise

1. People had been putting out the fire for two hours. لوگ دو گھنٹے سے آگ بجھا رہے تھے۔
2. You had been writing an essay for three days. تم تین دن سے مضمون لکھ رہے تھے۔
3. I had been waiting for you since noon. میں دوپہر سے تمہارا انتظار کر رہا تھا۔
4. You had been dealing in sugar since March. آپ مارچ سے چینی کا کاروبار کر رہے تھے۔
5. Hameed had been planting garden for three months. حمید تین ماہ سے باغ لگا رہا تھا۔
6. Dogs had been barking since evening. کتے شام سے بھونک رہے تھے۔
7. Jackals had been howling for twenty five minutes. گیدڑ 25 منٹ سے چیخ رہے تھے۔
8. The cock had been crowing since morning. مرغ صبح سے اذان دے رہا تھا۔
9. The cobbler had been making shoe since Tuesday. موچی منگل سے جوتا تیار کر رہا تھا۔
10. He had been giving alms for two days. وہ دو دن سے خیرات دے رہا تھا۔
11. The watchmaker had been repairing my watch since 11 o'clock. گھڑی ساز 11 بجے سے میری گھڑی مرمت کر رہا تھا۔
12. It had been drizzling for an hour. ایک گھنٹے سے ہلکا ہلکا ہوا رہی تھی۔
13. Students had been making noise for 15 minutes. طلباء پندرہ منٹ سے شور مچا رہے تھے۔
14. Girls had been singing songs since 5 o'clock. لڑکیاں پانچ بجے سے گیت گا رہی تھیں۔
15. Children had been making paper boats for half an hour. بچے آدھے گھنٹے سے کاغذ کی کشتیاں بنا رہے تھے۔

In negative sentences "not" is used between "had" and "been" with the first form of verb and "ing" as:-

1. The friends had not been talking for twenty minutes. دوست بیس منٹ سے باتیں نہیں کر رہے تھے۔
2. The boy had not been wasting time since 2 o'clock. لڑکا دو بجے سے وقت ضائع نہیں کر رہا تھا۔
3. The girls had not been washing clothes since morning. لڑکیاں صبح سے کپڑے نہیں دھو رہی تھیں۔
4. I had not been sleeping since noon. میں دوپہر سے نہیں سو رہا تھا۔
5. Majid had not been doing his work for three days. مجید تین دن سے اپنا کام نہیں کر رہا تھا۔
6. You had not been reading the newspaper since October. آپ اکتوبر سے اخبار نہیں پڑھ رہے تھے۔
7. People had not been raising slogans for two hours. لوگ دو گھنٹے سے نعرے نہیں لگا رہے تھے۔
8. The lion had not been roaring in the zoo since evening. شیر شام سے جڑیا گھر میں نہیں گرج رہا تھا۔
9. The parrot had not been talking for four days. طوطا چار دن سے باتیں نہیں کر رہا تھا۔
10. The poor woodcutter had not been cutting trees for one month. غریب لکڑہارا ایک ماہ سے درخت نہیں کاٹ رہا تھا۔
11. The hen had not been laying eggs since Friday. مرغی جمعہ سے انڈے نہیں دے رہی تھی۔
12. My brother had not been taking the examination since 11th instant. میرا بھائی گیارہ تاریخ سے امتحان نہیں دے رہا تھا۔
13. The boatman had not been rowing the boat for three hours. ملاح کشتی تین گھنٹے سے نہیں چلا رہا تھا۔
14. Salim had not been counting the books for fifteen minutes. سلیم پندرہ منٹ سے کتابیں نہیں گن رہا تھا۔

15. I had not been taking exercise since 1985.

میں 1985ء سے ورزش نہیں کر رہا تھا۔

NEGATIVE SENTENCES Exercise

1. Your brother had not been doing home work for many days. تہہارا بھائی کئی دنوں سے گھر کا کام نہیں کر رہا تھا۔
2. The postman had not been bringing letters of his beat since Sunday. ڈاکہ اتوار سے اپنے حلقے کی چٹھیاں نہیں لا رہا تھا۔
3. The child had not been drinking milk since 7 o'clock. بچہ سات بجے سے دودھ نہیں پی رہا تھا۔
4. Fishermen had not been catching fish since Monday. ماہی گیر سوموار سے مچھلیاں نہیں پکڑ رہے تھے۔
5. Labourers had not been digging the well since 6th October. مزدور چھ اکتوبر سے کنواں نہیں کھود رہے تھے۔
6. The boy had been insisting on getting the toy for two hours. لڑکا دو گھنٹے سے کھلونا لینے کے لیے اصرار کر رہا تھا۔
7. Goats had not been grazing in fields since morning. بکریاں صبح سے کھیتوں میں نہیں چر رہی تھیں۔
8. The student had not been attending the school for the last several days. طالب علم پچھلے کئی دنوں سے سکول میں حاضر نہیں ہو رہا تھا۔
9. It had not been raining in the desert for two years. صحرا میں دو سال سے بارش نہیں ہو رہی تھی۔
10. The maid - servant had not been dusting the house since morning. نوکرانی صبح سے صفائی نہیں کر رہی تھی۔
11. Najma had not been eating food for five days. نجمہ پانچ دن سے کھانا نہیں کھا رہی تھی۔
12. I had not been working in this office since May. میں مئی سے اس دفتر میں کام نہیں کر رہا تھا۔
13. The farmer had not been working in the fields since yesterday. کسان کل سے کھیتوں میں کام نہیں کر رہا تھا۔
14. We had not been considering this application for a week. ہم ایک ہفتے سے اس درخواست پر غور نہیں کر رہے تھے۔
15. Trains had not been arriving late for fifteen days. ریل گاڑیاں پندرہ دن سے لیٹ نہیں آ رہی تھیں۔

In interrogative sentences we simply begin the sentence with "had" or the question word followed by "had" for example:-

1. Had the children been playing for an hour? کیا بچے ایک گھنٹے سے کھیل رہے تھے؟
2. Why had the girl been weeping since one o'clock? لڑکی ایک بجے سے کیوں رو رہی تھی؟
3. Had you been living in this house since July? کیا تم اس مکان میں جولائی سے رہ رہے تھے؟
4. Since when had he been staying with you? وہ کب سے آپ کے پاس ٹھہرا ہوا تھا؟
5. Had the players been playing for forty minutes? کیا کھلاڑی چالیس منٹ سے کھیل رہے تھے؟
6. Where had you been wandering for two hours? تم دو گھنٹے سے کہاں آدھ گردی کرتے رہے تھے؟
7. Had he been smelling flowers for ten minutes? کیا وہ دس منٹ سے پھول بوگھڑا رہا تھا؟
8. Since when had the student been copying / cheating? طالب علم کب سے نقل کرتا رہا تھا؟
9. Why had the people been clapping for five minutes? آدمی پانچ منٹ سے کیوں تالیاں بجاتے رہے تھے؟
10. Had the mountaineers been climbing K-2 since May? کیا کوہ پیاکے ٹو پر مئی سے چڑھتے رہے تھے؟

11. Why had your friend been cheating you for a week? تمہارا دوست تمہیں ایک ہفتے سے کیوں دھوکا دیتا رہا تھا؟
12. Had the hounds been chasing the rabbit since 6 o'clock? کیا کتے چھ بجے سے خرگوش کا پیچھا کرتے رہے تھے؟
13. Where had they been burying the treasure since 1981? وہ 1981ء سے خزانہ کہاں دفن کرتے رہے تھے؟
14. Had your friend been boasting of for many hours? کیا تمہارا دوست کئی گھنٹوں سے شیخی بگھارتا رہا تھا؟
15. Had you been applying for this post since March? کیا تم اس آسامی کے لیے مارچ سے درخواستیں دیتے رہے تھے؟

INTERROGATIVE SENTENCES

Exercise

1. Had the moon been shining since evening? کیا چاند شام سے چمک رہا تھا؟
2. Had Miandad been making runs for three hours? کیا میانداد تین گھنٹے سے دوڑیں بنا رہا تھا؟
3. Had Jahangir been winning squash matches since 1980? کیا جہانگیر 1980ء سے سکواش کے میچ جیت رہا تھا؟
4. Since when had your brother been playing host? تمہارا بھائی کب سے میزبانی کرتا رہا تھا؟
5. Had you been enjoying snowfall for two days? کیا تم دو دن سے برف باری سے لطف اندوز ہوتے رہے تھے؟
6. Had the dog been biting you for five minutes? کیا کتا تمہیں پانچ منٹ سے کاٹتا رہا تھا؟
7. Had this postman been bringing letters of this beat since 1983? کیا یہ ڈاکو اس علاقے کی پتھریں 1983ء سے لے رہا تھا؟
8. Had his brother not been serving in this office for five months? کیا اس کا بھائی پانچ ماہ سے اس دفتر میں ملازمت نہیں کر رہا تھا؟
9. For how many days had the labourers been digging the well? مزدور کتنے دنوں سے کنواں کھود رہے تھے؟
10. How had the driver been driving car for three days? ڈرائیور تین دن سے کار کیسے چلا رہا تھا؟
11. For how much time had the peon been ringing the bell? چڑا اسی کتنی دیر سے گھنٹی بجاتا رہا تھا؟
12. For how long had he been selling fruit? وہ کب سے پھل بیچ رہا تھا؟
13. Had he been standing along the roadside since 9 o'clock? کیا وہ نو بجے سے سڑک کے کنارے کھڑا رہا تھا؟
14. Who had been throwing stones at your house since Wednesday? تمہارے گھر بدھ سے کون پتھر پھینکتا رہا تھا؟
15. Had your brother been advising you for two weeks? کیا تمہارا بھائی دو ہفتے سے تمہیں نصیحت کر رہا تھا؟

1. PAST INDEFINITE TENSE (PASSIVE VOICE)

Rule-1

Active Voice سے Passive Voice بنانے کیلئے Subject کی جگہ Object اور Object کی جگہ Subject سے لیتا ہے۔

Rule-2

Verb کی تیسری فارم سے پہلے 'was' یا 'were' لگاتے ہیں۔

Rule-3

Verb کی تیسری فارم استعمال ہوتی ہے۔

Rule-4

Subject سے پہلے 'By' استعمال ہوتا ہے۔

The thief was caught by them.

The thief was not caught by them.

Was the thief caught by them?

Past Indefinite Tense (Passive Voice)

use of "was" and "were" with third form of verb

1. The letter was posted. چٹھی ڈاک میں ڈال دی گئی۔
2. Grass was cut. گھاس کاٹ لی گئی۔
3. Birds were caught. پرندے پکڑ لیے گئے۔
4. The thieves were arrested. چور گرفتار کر لیے گئے۔
5. Saeed was fined. سعید کو جرمانہ کیا گیا۔
6. Pots were broken by Najma. برتن نجمہ سے ٹوٹ گئے۔
7. They were punished. انہیں سزا دی گئی۔
8. The snake was killed. سانپ مار ڈالا گیا۔
9. The watch was lost somewhere. گھڑی کہیں گم ہو گئی۔
10. The match was played at Gaddafi stadium. بیچ قذافی سٹیڈیم میں کھیلا گیا۔

Exercise

1. The lion was put into the cage. شیر کو پنجرے میں ڈال دیا گیا۔
2. The door was knocked at several times. دروازہ بہت دفعہ کھٹکھٹایا گیا۔
3. The letter was under stamped. چٹھی پر کم مالت کا ٹکٹ لگایا گیا۔
4. Hot milk was drunk. گرم دودھ پیا گیا۔
5. The leader was garlanded. لیڈر کو ہار پہنایا گیا۔
6. The work was completed before time. کام وقت سے پہلے مکمل کر لیا گیا۔
7. Kites were flown on the occasion of Basant. بسنت کے موقع پر پتلیوں اڑائی گئیں۔
8. The wounded person was given aid in time. زخمی کو وقت پر مدد دی گئی۔
9. Sweets were distributed among the children. بچوں کو میٹھی تقسیم کی گئی۔
10. He was congratulated on his success. اس کو کامیابی پر مبارکباد دی گئی۔
11. The officer was received warmly. افسر کا گرمجوش سے استقبال کیا گیا۔
12. Camels were loaded. اونٹوں پر بوجھ لادیا گیا۔
13. The horse was bridled. گھوڑے کو لگام دی گئی۔
14. The property was distributed among all the brothers. جائیداد سب بھائیوں میں تقسیم کر دی گئی۔
15. The police station was attacked. تھانے پر حملہ بول دیا گیا۔

In translating negative sentences 'not' is used between 'was' or 'were' and the third form of the verb as follows:-

1. The result was not announced on time. نتیجہ کا اعلان وقت پر نہ کیا گیا۔
2. He was not turned out of the house. اس کو گھر سے نہ نکالا گیا۔
3. Shops and houses were not decorated. دکانوں اور مکانوں کو نہ سجایا گیا۔
4. The accused was not released on bail. ملزم کو ضمانت پر رہا نہ کیا گیا۔
5. The door was not painted. دروازے پر پینٹ نہ کیا گیا۔
6. Wheat was not sold cheap. گندم سستی نہ بیچی گئی۔
7. Full amount was not recovered. پوری رقم وصول نہ کی گئی۔
8. The patient was not operated upon carefully. مریض کا آپریشن احتیاط سے نہ کیا گیا۔
9. The cow was not milked. گائے کا دودھ نہ نکالا گیا۔
10. No tree was cut. کوئی درخت نہ کاٹا گیا۔

Interrogative sentences or questions take 'was' or 'were' before the subject and the question words come before 'was' or 'were' as will be seen in the examples below:-

1. Were all books burnt? کیا تمام کتابیں جلا دی گئیں؟
2. Was this road repaired? کیا اس سڑک کی مرمت کر دی گئی؟
3. When was the room swept? کمرے سے جھاڑو کب دیا گیا؟
4. How was this difficult task done? یہ مشکل کام کیسے ہوا؟
5. Why was the officer's order not obeyed? افسر کا حکم کیوں نہ مانا گیا؟
6. Where was the boy awarded prize for his bravery? لڑکے کو اس کی بہادری کا انعام کہاں دیا گیا؟
7. Where was the man fired at? آدمی کو گولی کہاں ماری گئی؟
8. Who was given certificate? سرٹیفکیٹ کس کو دیا گیا؟
9. When was the plot made? سازش کب تیار کی گئی؟
10. Who was killed by the police? پولیس کے ہاتھوں کون مارا گیا؟
11. How was this change brought about? یہ تبدیلی کیسے لائی گئی؟

INTERROGATIVE SENTENCES

Exercise

1. How were mangoes stolen? آم کیسے چوری کیے گئے؟
2. How many oranges were picked? کتنے سگترے توڑے گئے؟
3. Which bank was robbed? کس بینک کو لوٹا گیا؟
4. Where was the embankment constructed? بند کہاں باندھا گیا؟
5. The dog was not chained at night. کتہ رات کو نہ باندھا گیا۔
6. Breakfast was not taken in time. ناشتہ وقت پر نہ کیا گیا۔
7. The wall was not demolished. دیوار نہ گرائی گئی۔

8. Nobody was brought in the car. کار میں کسی کو نہ لایا گیا۔
9. The poor patient was not given an injection. بیمارے مریض کو ٹیکہ نہ لگایا گیا۔
10. Was the poor man hated? کیا غریب آدمی سے نفرت کی گئی؟
11. To whom was this secret not told? یہ راز کس کو نہ بتایا گیا؟
12. No tree was cut down from the forest. جنگل سے کوئی درخت نہ کاٹا گیا؟
13. How was the lock broken? قفل کس طرح توڑا گیا؟
14. Why was tea made at this time? چائے اس وقت کیوں بنائی گئی؟
15. Where was the dead body buried? مردے کو کہاں دفن کیا گیا؟
16. I was not informed. مجھے اطلاع نہ دی گئی۔
17. The accused was not imprisoned for two years. ملزم کو دو سال کی قید نہ دی گئی۔
18. Where were the crackers fired? پٹاخے کہاں چلائے گئے؟
19. How was the money lost? رقم کیسے کھو گئی؟
20. Where was the new school opened? نیا اسکول کہاں کھولا گیا؟
21. Why was he beaten too much? اسے اس قدر کیوں پیٹا گیا؟
22. Why was the murderer not sentenced to death? قاتل کو پھانسی کیوں نہ دی گئی؟
23. The pilgrim was not searched. حاجی کی تلاشی نہ لی گئی؟
24. This boy was not forgiven. اس لڑکے کو معاف نہ کیا گیا۔
25. Bashir was not given admission in the college. بشیر کو کالج میں داخل نہ کیا گیا۔

2. PAST CONTINUOUS TENSE

Rule-1

Active Voice سے Passive Voice بنانے کیلئے Subject کی جگہ Object اور Object کی جگہ Subject لگاتے ہیں۔

Rule-2

Verb کی تیسری فارم سے پہلے was being یا were being آتے ہیں۔

Rule-3

Verb کی تیسری فارم لگاتے ہیں۔

Rule-4

Subject سے پہلے 'By' استعمال ہوتا ہے۔

Rule-5

جملے کے آخر میں Subject لگاتے ہیں۔ مثلاً

The dog was being beaten by him.

Rule-6

Negative بنانے کیلئے was یا were کے فوراً بعد 'not' لگاتے ہیں۔ مثلاً

The dog was not being beaten by him.

Rule-7

Interrogative بنانے کیلئے was یا were کو Sentence کے شروع میں لکھتے ہیں۔

Was the dog being beaten by him?

Past Continuous Tense (Passive Voice)
Use of "was" and "were" followed by "being"

1. Mangoes were being loaded in the bullock cart. آم بٹل گاڑی پر لادے جا رہے تھے۔
2. Passengers' tickets were being checked. مسافروں کے ٹکٹ دیکھے جا رہے تھے۔
3. The friend was being congratulated on his success. دوست کو کامیابی پر مبارکباد دی جا رہی تھی۔
4. All the plants were being uprooted. تمام پودے اکھاڑے جا رہے تھے۔
5. All the political leaders were being set free. تمام سیاسی لیڈر رہا کیے جا رہے تھے۔
6. Some eggs were being thrown away. کچھ انڈے پھینکے جا رہے تھے۔
7. Invitation letters were being written. دعوتی رقعے لکھے جا رہے تھے۔
8. The brave officer was being awarded a medal. بہادر افسر کو تمغہ دیا جا رہا تھا۔
9. The news were being broadcast on the radio. ریڈیو پر خبریں نشر کی جا رہی تھی۔
10. New canal was being dug there. وہاں نئی نہر کھودی جا رہی تھی۔
11. Bricks were being brought from the kiln. اینٹیں بھٹے سے لائی جا رہی تھیں۔
12. The foundation of the new hospital was being laid. نئے ہسپتال کی بنیاد رکھی جا رہی تھی۔
13. Children were being inoculated for smallpox. بچوں کو چچک کا ٹیکہ لگایا جا رہا تھا۔
14. Clothes were being pressed carefully. کپڑے احتیاط سے استری کیے جا رہے تھے۔
15. Naughty children were being punished. شرارتی بچوں کو سزا دی جا رہی تھی۔

In translating sentences belonging to past continuous tense 'was' or 'were' is followed by 'being' and third form of verb.

Exercise

1. The water was being drawn from the well. کنوئیں سے پانی نکالا جا رہا تھا۔
2. All the rooms were being whitewashed. تمام کمروں میں سفیدی کی جا رہی تھی۔
3. The luggage was being checked. سامان کی پڑتال کی جا رہی تھی۔
4. The poor man was being teased. غریب آدمی کو ستایا جا رہا تھا۔
5. Shoes were being polished. جوتے پالش کیے جا رہے تھے۔
6. The agreement was being signed. معاہدے پر دستخط کیے جا رہے تھے۔
7. Tax was being imposed on the rich. امیروں پر ٹیکس لگایا جا رہا تھا۔
8. Fields were being watered. کھیتوں کو پانی دیا جا رہا تھا۔
9. The wounded persons were being given first aid. زخمیوں کو ابتدائی طبی امداد دی جا رہی تھی۔
10. The president was being said good-bye. صدر کو خدا حافظ کہا جا رہا تھا۔
11. The flag was being waved on the fort. جھنڈے کو قلعہ پر لہرایا جا رہا تھا۔
12. Many innocent people were being arrested. کئی بے گناہوں کو گرفتار کیا جا رہا تھا۔

13. Votes were being cast in favour of Majeed. مجید کے حق میں ووٹ ڈالے جا رہے تھے۔
14. Nasima was being chosen for the post of secretary. نسیم سیکرٹری کے عہدے کے لیے چنی جا رہی تھی۔
15. List of voters was being prepared. ووٹروں کی فہرست تیار کی جا رہی تھی۔
16. The ship was being launched in the sea. جہاز کو سمندر میں اتارا جا رہا تھا۔
17. Every motor car was being stopped there. ہر موٹر کار کو وہاں روکا جا رہا تھا۔
18. The horse was being saddled. گھوڑے پر زین کسی جا رہی تھی۔
19. People were being saved from drowning. آدمیوں کو ڈوبنے سے بچایا جا رہا تھا۔
20. Ticketless passengers were being fined. بے ٹکٹ مسافروں کو جرمانہ کیا جا رہا تھا۔
21. The fort was being guarded. قلعے کی حفاظت کی جا رہی تھی۔
22. The exhibition of paintings was being held at this place. اس جگہ تصویروں کی نمائش کی جا رہی تھی۔
23. The meeting was being held in hall. ہال میں جلسہ منعقد کیا جا رہا تھا۔
24. The poor student was being sympathized. غریب طالب علم سے اظہار ہمدردی کیا جا رہا تھا۔
25. The disabled were being looked after there well. وہاں معذوروں کی دیکھ بھال اچھی طرح کی جا رہی تھی۔

INTERROGATIVE SENTENCES

In translating question or interrogative sentences 'was' or 'were' is followed by the subject but question word comes before 'was' or 'were'.

1. Were the children being given toys? کیا بچوں کو کھلونے دیے جا رہے تھے؟
2. Were the plants being watered? کیا پودوں کو پانی دیا جا رہا تھا؟
3. Was the book being bound? کیا کتاب کی جلد کی جا رہی تھی؟
4. Were flies being killed? کیا کھیاں ماری جا رہی تھیں؟
5. Were dirty clothes being put aside? کیا میلے کپڑے ایک طرف رکھے جا رہے تھے؟
6. Why was the parrot being taken out of cage? طوطا پنجرے سے کیوں نکالا جا رہا تھا؟
7. When was the horse being shod? گھوڑے کو نعل کب لگائے جا رہے تھے؟
8. Which bird was being aimed at? کس پرندے پر نشانہ باندھا جا رہا تھا؟
9. Was the horse being shod? کیا گھوڑے کے نعل باندھے جا رہے تھے؟
10. Why was volleyball being deflated? والی بال سے ہوا کیوں نکالی جا رہی تھی؟
11. Where was the car being repaired? گاڑی کی مرمت کہاں کی جا رہی تھی؟
12. Was the bride being given presents? کیا دلہن کو تحفے دیے جا رہے تھے؟
13. Where were songs being heard? گیت کہاں سے جا رہے تھے؟
14. How was the land being measured? زمین کی پیمائش کیسے کی جا رہی تھی؟
15. When were the students being photographed? طالب علموں کی تصویر کب لی جا رہی تھی؟
16. What was being bought from the market? مارکیٹ سے کیا خریدا جا رہا تھا؟

17. Was the crop not being harvested? کیا فصل کاٹی نہیں جا رہی تھی؟
18. How were the grain and the chaff being separated? دانے اور بھوسہ کیسے الگ کیے جا رہے تھے؟
19. Which machine was working in the fields? کھیتوں میں کون سی مشین کام کر رہی تھی؟
20. Which energy was being used in the factory? کارخانے میں کون سی توانائی استعمال ہو رہی تھی؟

Exercise

1. Was the hedge being trimmed? کیا باز کاٹی جا رہی تھی؟
2. How many flowers were being plucked? کتنے پھول توڑے جا رہے تھے؟
3. Was the machine being oiled? کیا مشین کو تیل دیا جا رہا تھا؟
4. Where were passengers being dropped? مسافروں کو کہاں اتارا جا رہا تھا؟
5. Why was fine being charged to this innocent? اس بے گناہ سے جرمانہ کیوں وصول کیا جا رہا تھا؟
6. Why were many dishes being cooked? بہت سے کھانے کیوں پکائے جا رہے تھے؟
7. Were rotten eggs not being thrown away? کیا گندے انڈے پھینکے نہیں جا رہے تھے۔
8. Where were potatoes being cooked? آلو کہاں پکائے جا رہے تھے؟
9. Where were posters being pasted? اشتہارات کہاں لگائے جا رہے تھے؟
10. How many men were being sent to Hajj? کتنے آدمی حج پر بھیجے جا رہے تھے؟
11. What message was being given to you? آپ کو کیا پیغام دیا جا رہا تھا؟
12. How many members were being elected in legislative assembly? قانون ساز مجلس میں کتنے ممبر منتخب کیے جا رہے تھے؟
13. Who was being made Governor of the Punjab? گورنر پنجاب کس کو بنایا جا رہا تھا؟
14. Were stray dogs being poisoned? کیا آوارہ کتوں کو زہر دیا جا رہا تھا؟
15. Why were stones being thrown at the frogs? مینڈکوں پر پتھر کیوں پھینکے جا رہے تھے؟
16. Were the wild animals being hunted? کیا جنگلی جانوروں کا شکار کیا جا رہا تھا؟
17. Were people being sent to safe places? کیا لوگوں کو محفوظ مقامات پر بھیجا جا رہا تھا؟
18. Were hens being fed? کیا مرغیوں کو دانہ دیا جا رہا تھا؟
19. Where was wheat being stored? گندم کا ذخیرہ کہاں کیا جا رہا تھا؟
20. Was sugar being sold in black? کیا چینی کی چور بازاری کی جا رہی تھی؟

3. PAST PERFECT TENSE

Rule-1

Active Voice سے Passive Voice بنانے کے لیے Subject کی جگہ Object اور Object کی جگہ Subject لے لیتا ہے۔

Rule-2

Verb کی تیسری فارم سے پہلے had been لگاتے ہیں۔

Rule-3

Verb کی تیسری فارم لگاتے ہیں۔

Rule-4

Verb کی تیسری فارم کے بعد 'By' استعمال ہوتا ہے۔

Rule-5

I had been told to do it by him.

"By" کے بعد Subject آتا ہے۔ مثلاً

Rule-6

I had not been told to do it by him.

Negative بنانے کیلئے had کے بعد 'not' لگاتے ہیں۔ مثلاً

Rule-7

Had I been told to do it by him?

Interrogative بنانے کیلئے had کو جملے کے شروع میں لکھتے ہیں۔ مثلاً

1. Luggage had been loaded in the truck before evening. شام ہونے سے پہلے سامان ٹرک میں لا دیا گیا تھا۔
2. All the registers had been collected till yesterday. کل تک تمام رجسٹرا کئے کر لیے گئے تھے۔
3. He had been beaten before he was hand cuffed. اس کو ہتھکڑی لگانے سے پہلے پیٹا گیا تھا۔
4. People had been warned before the flood came. سیلاب آنے سے پہلے لوگوں کو خبردار کر دیا گیا۔
5. Booking office had been opened before the train started. گاڑی روانہ ہونے سے پہلے ٹکٹ گھر کھولا جا چکا تھا۔
6. The picture had been completed till 5 o'clock. پانچ بجے تک تصویر مکمل ہو چکی تھی۔
7. Food had been prepared before noon. کھانا دوپہر سے پہلے تیار ہو چکا تھا۔
8. The President had been informed of his sore throat before he started his speech. تقریر شروع کرنے سے پہلے صدر کو اس کے گلے میں خراش کے متعلق بتا دیا گیا تھا۔
9. The trader had been looted before he made a noise. تاجر کے شور مچانے سے پہلے اس کو لوٹ لیا گیا۔
10. Fire had been lit before it was night. رات ہونے سے پہلے آگ جلائی جا چکی تھی۔
11. The murderer had been hanged before his relatives arrived. رشتہ داروں کے آنے سے پہلے قاتل کو پھانسی دی جا چکی تھی۔
12. Both the men had been arrested before fight took place. لڑائی ہونے سے پہلے دونوں آدمیوں کو گرفتار کر لیا گیا تھا۔
13. All the fruit had been picked before March. مارچ سے پہلے سارا پھل ختم لیا گیا تھا۔
14. Fire had been put out before the people came to know of it. لوگوں کو خبر ہونے سے پہلے آگ بجھائی جا چکی تھی۔
15. The agreement had been signed before I came. میرے آنے سے پہلے معاہدے پر دستخط ہو چکے تھے۔

Here we have used "had been" with the third form of verb.

Past Perfect Tense (Passive Voice)

Exercise

1. The office had been closed before two o'clock. دفتر 2 بجے سے پہلے بند کر دیا گیا تھا۔
2. Hens had been put in coop before evening. شام سے پہلے مرغیوں کو ڈربے میں بند کر دیا گیا تھا۔
3. The enemy had been driven away by morning. صبح تک دشمن بھاگایا جا چکا تھا۔
4. The city had been occupied several months ago. کئی ماہ پہلے شہر پر قبضہ کیا جا چکا تھا۔
5. Police had been called before procession started. جلوس روانہ ہونے سے پہلے پولیس بلوائی جا چکی تھی۔
6. The letter had been stamped before it was posted. ڈاک میں ڈالنے سے پہلے خط پر ٹکٹ لگایا جا چکا تھا۔
7. Our luggage had already been packed. ہمارا سامان پہلے ہی باندھا جا چکا تھا۔

8. The cattle had been driven till the sun set. سورج غروب ہوئے تک گھوڑوں کو لایا جاتا تھا۔
9. Children had been called in from the ground before the wind-storm came. آندھی آنے سے پہلے بچوں کو میدان سے بلا لیا گیا تھا۔
10. Dishes had been cleaned before serving the breakfast. ناشتہ لگانے سے پہلے مشطریاں صاف کی جا چکی تھیں۔
11. Clothes had been dried before ironing. استری کرنے سے پہلے کپڑے سکھائے جا چکے تھے۔
12. The map had been taken off before hitting the nail into the wall. دیوار پر کیل گاڑنے سے پہلے نقشہ اتارا جا چکا تھا۔
13. He had written his name before he solved the paper. پرچہ حل کرنے سے پہلے وہ اپنا نام لکھ چکا تھا۔
14. The guest had been offered cold drink before having meal. کھانا کھانے سے پہلے مہمان کو سرد مشروب پیش کئے گئے۔
15. The embankment had been laid before the flood came. سیلاب آنے سے پہلے بند باندھا جا چکا تھا۔

When translating negative sentences 'not' is added just after 'had'. In case of question, however, "had" is placed before the subject while question word is used before "had" as you will see now:-

INTERROGATIVE SENTENCES

1. The traveler had not returned home before evening. شام سے پہلے مسافر گھر نہیں لوٹا تھا۔
2. The hunter had not hidden himself before setting the net. شکاری جال بچھانے سے پہلے نہیں چھپا تھا۔
3. Bricks had not been fired before April. اپریل سے پہلے انہیں نہیں پکائی گئی تھیں۔
4. Nothing had been known about this animal till today. آج تک اس جانور کے بارے میں کچھ معلوم نہیں تھا۔
5. The battle had not been fought before 1943. 1943ء سے پہلے جنگ لڑی نہیں جا چکی تھی۔
6. The exhibition had not been held before Monday. پیر سے پہلے نمائش نہیں لگائی گئی تھی۔
7. The prisoners had not been brought from prison before 9 o'clock. قیدی 9 بجے سے پہلے جیل سے نہیں لائے گئے تھے۔
8. Property had not yet been divided among the brothers. بھائیوں میں ابھی تک جائیداد تقسیم نہیں ہو چکی تھی۔
9. Some men had already been arrested. کچھ آدمیوں کو پہلے ہی گرفتار کیا جا چکا تھا۔
10. Had the well been emptied before evening? کیا کنواں شام سے پہلے خالی کیا جا چکا تھا؟
11. Had tickets been issued before you reached the railway station? کیا آپ کے اسٹیشن پر پہنچنے سے پہلے ٹکٹ جاری ہو چکے تھے؟
12. Why had the table been laid before the guests came? مہمانوں کے آنے سے پہلے کھانا کیوں لگایا گیا تھا؟
13. Where had the friends been seated before taking meal? کھانا کھانے سے پہلے دوستوں کو کہاں بٹھایا گیا تھا؟
14. Had the resolution been passed before you left? کیا تمہارے جانے سے پہلے قرارداد منظور ہو چکی تھی؟
15. Who had been turned out of the house before the sun rose? سورج نکلنے سے پہلے کس کو گھر سے نکال دیا گیا تھا؟
16. Why had this girl not been allowed to take examination? اس لڑکی کو امتحان میں بیٹھنے سے کیوں روک دیا گیا تھا؟
17. Had he been disabled before war broke out? کیا جنگ ہونے سے پہلے ہی اس کو معذور کر دیا گیا تھا؟
18. Why had the boy been expelled from college one month before the examination? امتحان سے ایک ماہ پہلے لڑکے کو کالج سے کیوں نکال دیا گیا تھا؟
19. Which servant had been given prize for honesty this morning? آج صبح کس ملازم کو دیانتداری کا انعام دیا گیا تھا؟
20. Who had been robbed of his money before it was morning? صبح ہونے سے پہلے کس کو روپے پیسے سے محروم کر دیا گیا تھا؟
21. How had locks been opened after you went away? آپ کے جانے کے بعد قفل کیسے کھولے گئے تھے؟

22. Why had the bomb not been discovered before the aeroplane took off?
23. Had the decision been announced before the crowd went away?
24. Had the pigeons not been caught in the net before eating grain?

جہاز کی پرواز سے پہلے بم کا اعلان کیا گیا تھا؟
 کیا جہاز کے چلنے جانے سے پہلے فیصلہ سنا دیا گیا تھا؟
 کیا کبوتر دانہ چکنے سے پہلے جال میں نہیں پھنس چکے تھے؟

Exercise

1. Had the match been played before the referee came?
2. Sweets had not been brought after the guest went away.
3. No body had been allowed to see the minister before our visit.
4. He had not already been fined.
5. Trees had not been cut down before they fell.
6. His foot had not been hurt before he wore the new shoe.
7. Had the accused been brought before magistrate after police arrested him?
8. Had the field been levelled before I came?
9. Lumps had been broken before the rain started.
10. Had all the things been already dusted?
11. Had such a big lion been seen in the zoo before this?
12. Had the meat been roasted before I reached home?
13. Had the house been repaired before the landlord came?
14. Why had he been promoted to the next class after the result was out?
15. Had many officers been awarded honours till the war ended?
16. Had T.V. been invented till 1930?
17. Why had watch been wound before 12 O'clock?
18. Had you not been warned before time?
19. Had you been deceived before this?
20. Had monkeys been driven out of the jungle before December?
21. Had the moon not been sighted before Tuesday?
22. Had shops been closed before the wind storm came?
23. Why had the officer been retired before the people protested?

کیا ریفری کے آنے سے پہلے میچ کھیلا جا چکا تھا؟
 مہمان کے جانے کے بعد میٹھی لائی گئی تھی۔
 ہماری ملاقات سے پہلے وزیر سے کسی کو ملنے کی اجازت نہیں دی گئی تھی۔
 اسے پہلے ہی جرمانہ نہیں کیا جا چکا تھا۔
 گرنے سے پہلے درخت کاٹے نہیں گئے تھے۔
 نیا جوتا پہننے سے پہلے اس کا پاؤں زخمی نہیں ہوا تھا۔
 کیا پولیس کے گرفتار کرنے کے بعد مڑم محسٹریٹ کے سامنے لایا گیا تھا۔
 کیا میرے آنے سے پہلے کھیت ہوا کر گیا تھا؟
 بارش آنے سے پہلے ڈھیلے ٹوڑے جا چکے تھے۔
 کیا تمام چیزوں کو پہلے ہی جھاڑ دیا گیا تھا؟
 کیا اس سے پہلے چڑیا گھر میں اتنا بڑا شیر دیکھا گیا تھا؟
 کیا میرے گھر پہنچنے سے پہلے گوشت کو ہون لیا گیا تھا؟
 کیا مالک کے آنے سے پہلے مکان مرمت کر دیا تھا؟
 نتیجہ نکلنے کے بعد اس کو اگلی جماعت میں ترقی کیوں دی گئی تھی؟
 کیا جنگ ختم ہونے تک کئی افسروں کو اعزاز دیے جا چکے تھے؟
 کیا 1930ء تک ٹی وی ایجاد ہو چکا تھا؟
 گھڑی کو ۱۲ بجے سے پہلے چابی کیوں دی گئی تھی؟
 کیا وقت سے پہلے تمہیں تنبیہ نہیں کی گئی تھی؟
 کیا اس سے پہلے آپ کو دھوکہ دیا گیا تھا؟
 کیا دسمبر سے پہلے بندروں کو جنگل سے بھاگ دیا گیا تھا؟
 کیا منگل سے پہلے چاند نہیں دیکھا گیا تھا؟
 کیا آندھی آنے سے پہلے دکانیں بند کر دی گئیں تھیں؟
 لوگوں کے احتجاج سے پہلے افسر کو کیوں ریٹائر کر دیا گیا تھا؟

24. Why had lamps been lightened before evening? شام سے پہلے چراغ کیوں جلانے گئے تھے؟
25. Why had employees not been given their salaries before Eid? عید آنے سے پہلے ملازمین کو تنخواہ کیوں نہیں دی گئی تھی؟
26. Had alms been given away before beggars came? کیا فقیروں کے آنے سے پہلے خیرات تقسیم ہو چکی تھی؟
27. Why had the thief not been chased before it got dark? اندھیرا ہونے سے پہلے چور کا تعاقب کیوں نہیں کیا گیا تھا؟
28. Had the bridge been tried before the train came? کیا گاڑی گزرنے سے پہلے پل کو آزمایا جا چکا تھا؟
29. Where had flowers been thrown before they faded? پھول مرجھانے سے پہلے کہاں پھینک دیئے گئے تھے؟
30. Had the rent been paid before 8 O'clock? کیا آٹھ بجنے سے پہلے کرایہ ادا کر دیا گیا تھا؟

1. FUTURE INDEFINITE TENSE

اُردو میں پہچان:

نئے گا، اکیں گے، دس گا، تمیں گے، وغیرہ کے الفاظ جملے کے آخر میں دکھائی دیتے ہیں۔ مثلاً میں کتاب پڑھ لوں گا۔ وغیرہ

For English Translation:

Affirmative Sentences:

(i) Subject کے بعد will یا shall لگائیں۔

Shall

Will

I, we

All other than I, we

(ii) اس کے بعد Verb (First Form) اور آخر میں Object

Subject + shall / will + Verb (1st form) + Object

Negative Sentence:

Negative بناتے وقت shall / will کے بعد 'not' لگاتے ہیں۔

Interrogative Sentence:

Interrogative بناتے وقت shall/will کو جملے سے پہلے لگا دیتے ہیں۔ اور اگر جملہ سوالیہ لفظ سے شروع ہوتا ہو تو ان Question words کو جملے میں

shall/will سے بھی پہلے لکھتے ہیں اور آخر میں سوالیہ نشان لگاتے ہیں۔

FUTURE INDEFINITE TENSE

Subject	Affirmative	Negative	Interrogative
I	I shall read this book.	I shall not read this book.	Shall I read this book?
We	We shall read this book.	We shall not read this book.	Shall we read this book?
You	You will read this book.	You will not read this book.	Will you read this book?
He	He will read this book.	He will not read this book.	Will he read this book?
She	//	//	//
They	They will read this book.	They will not read this book.	Will they read this book?

Future Indefinite Tense (Active Voice)
Affirmative Sentences Use of "will" and "shall"

Study these sentences:-

1. He will come to see me. وہ مجھے ملنے آئے گا۔
2. She will tell the lesson daily. وہ ہر روز سبق سنائے گی۔
3. They will go for a walk in the morning. وہ صبح سیر کو جائیں گے۔
4. You will accept the invitation of your friend. تم اپنے دوست کی دعوت قبول کرو گے۔
5. I shall see off my friends. میں اپنے دوستوں کو رخصت کروں گا۔
6. We shall work hard to get through the examination. ہم امتحان میں کامیابی کے لیے محنت کریں گے۔
7. Horses will graze in pastures. گھوڑے چراگاہوں میں چریں گے۔
8. The Police will succeed in arresting the robber. پولیس ڈاکو کو پکڑنے میں کامیاب ہو جائے گی۔
9. This hen will lay an egg daily. یہ مرغی ہر روز انڈا دے گی۔
10. The procession will start from here at ten. جلوس یہاں سے دس بجے روانہ ہوگا۔
11. Girls will sing songs on the occasion of wedding. لڑکیاں شادی کے موقع پر گیت گائیں گی۔
12. Boys will go to see the show. لڑکے تماشہ دیکھنے جائیں گے۔
13. The juggler will show his feats. مداری اپنے کرتب دکھائے گا۔
14. The wrestlers will land in the arena. پہلوان اکھاڑے میں اتریں گے۔
15. Flood will come in the rivers in the rainy season. برسات کے موسم میں دریاؤں میں سیلاب آئے گا۔
16. I will get a scholarship. میں وظیفہ حاصل کر کے رہوں گا۔
17. We will defeat the enemy. ہم دشمن کو شکست دے کے رہیں گے۔
18. He shall pay the fine. وہ ضرور جرمانہ ادا کرے گا۔
19. They shall wait for the President. وہ ضرور صدر کا انتظار کریں گے۔
20. You shall obey our order. تم ضرور ہمارے حکم کی تعمیل کرو گے۔

Exercise

1. Passengers will pack luggage in the morning. مسافر صبح سامان باندھ لیں گے۔
2. They will forgive their enemy. وہ اپنے دشمن کو معاف کر دیں گے۔
3. I shall deliver a speech in the meeting today. میں آج جلسے میں تقریر کروں گا۔
4. The plane will land on the airport at 4 o'clock. ہوائی جہاز چار بجے ایئرپورٹ پر اترے گا۔
5. We shall board the Karachi bound train. ہم کراچی جانے والی گاڑی پر سوار ہوں گے۔
6. Our maternal grandmother will tell us an interesting story. نانی اماں ہمیں دلچسپ کہانی سنائیں گی۔
7. They will thank you for your help. وہ آپ کی مدد کا شکریہ ادا کریں گے۔
8. The plane will take off at 10 o'clock. ہوائی جہاز دس بجے پرواز کرے گا۔

9. I shall face every danger. میں ہر خطرے کا سامنا کروں گا۔
10. They will publish this book next year. وہ اگلے سال یہ کتاب شائع کریں گے۔
11. Children will enjoy swings. بچے جھولوں سے لطف اندوز ہوں گے۔
12. Hamid will hire a house. حمید مکان کرائے پر لے گا۔
13. You will take loan from the bank. تم بینک سے قرضہ لو گے۔
14. They will stand by us through thick and thin. وہ اچھے بُرے دنوں میں ہمارا ساتھ دیں گے۔
15. Your son will travel with me. آپ کا بیٹا میرے ساتھ سفر کرے گا۔

Exercise

1. We shall wait for you. ہم تمہارا انتظار کریں گے۔
2. Only a few boys will take the examination. صرف چند لڑکے امتحان دیں گے۔
3. Our brave army will occupy the fort of the enemy. ہماری بہادر فوج دشمن کے قلعے پر قبضہ کر لے گی۔
4. This team will lose the match. یہ ٹیم میچ ہار جائے گی۔
5. The rich will help the poor. امیر غریبوں کی مدد کریں گے۔
6. Teachers will guide their pupils. استاد اپنے شاگردوں کی رہنمائی کریں گے۔
7. Your friend will worry about you. تمہاری سہیلی تمہارے لئے پریشان ہوگی۔
8. The servant will buy fresh eggs from the bazar. نوکر بازار سے تازہ انڈے خریدے گا۔
9. My brother will give me a present. میرا بھائی مجھے تحفہ دے گا۔
10. Girls will knit sweaters. لڑکیاں سویٹر بنیں گی۔
11. His father will buy him a new motorcycle. اس کا باپ اس کے لئے نیا موٹر سائیکل خریدے گا۔
12. China will always stand by Pakistan. چین ہمیشہ پاکستان کا ساتھ دے گا۔
13. We shall love Pakistan. ہم پاکستان سے محبت کریں گے۔
14. He will prove himself loyal to country. وہ وطن کا وفادار ثابت ہوگا۔
15. Every Pakistani will sacrifice his life for Pakistan. ہر پاکستانی پاکستان کے لیے جان قربان کرے گا۔

In the case of negative sentences 'not' is used between 'will' or 'shall' and the first form of the verb

1. Some students will not do their work regularly. کچھ طلبہ باقاعدہ کام نہیں کریں گے۔
2. The clerk will not come to office in time. کلرک وقت پر دفتر نہیں آئے گا۔
3. The officer will not warn the peon. افسر چڑا سی کو تنبیہ نہیں کرے گا۔
4. Some servants will not work hard. بعض ملازم محنت سے کام نہیں کریں گے۔
5. The principal will not grant you leave. پرنسپل تمہاری چٹھی منظور نہیں کرے گا۔
6. The servant will not post the letter. نوکر خط ڈاک میں نہیں ڈالے گا۔
7. Your school will not open tomorrow. تمہارا سکول کل نہیں کھلے گا۔
8. Girls will not dance today. لڑکیاں آج رقص نہیں کریں گی۔
9. We shall not send for the doctor. ہم ڈاکٹر کو نہیں بلائیں گے۔
10. This child will not tell a lie. یہ بچہ جھوٹ نہیں بولے گا۔
11. Akram will not reach the station late. اکرام اسٹیشن پر دیر سے نہیں پہنچے گا۔
12. He will not solve the whole paper. وہ سارا پرچہ حل نہیں کرے گا۔
13. You will not admit your mistake. تم اپنی غلطی کو نہیں مانو گے۔
14. I shall not forgive him. میں اسے معاف نہیں کروں گا۔
15. They will not forget this story. وہ اس کہانی کو نہیں بھولیں گے۔

Exercise(Negative)

1. Pakistan will not import cement. پاکستان سیمنٹ درآمد نہیں کرے گا۔
2. The enemy will not win the war. دشمن جنگ نہیں جیتے گا۔
3. Our army will not destroy cities. ہماری فوج شہروں کو تباہ نہیں کرے گی۔
4. It will not blow a windstorm today. آج آندھی نہیں آئے گی۔
5. No political party will take out a procession. کوئی سیاسی جماعت جلوس نہیں نکالے گی۔
6. I shall not refuse to give you help. میں آپ کو مدد دینے سے انکار نہیں کروں گا۔
7. He will never do so again. وہ پھر کبھی ایسا نہیں کرے گا۔
8. The Tezgam will not arrive late today. تیز گام آج دیر سے نہیں آئے گی۔
9. He will not carry out my orders. وہ میرا حکم نہیں مانے گا۔
10. The headmaster will punish the naughty boy. ہیڈ ماسٹر شرارتی لڑکے کو سزا دے گا۔
11. You will not advise your son. تم اپنے بیٹے کو نصیحت نہیں کرو گے۔
12. I shall not make lame excuses. میں نلکے بہانے نہیں بناؤں گا۔
13. We shall not play a foul game. ہم گند اکھیل نہیں کھیلیں گے۔
14. He will not agree with me. وہ میرے ساتھ اتفاق نہیں کرے گا۔
15. You will not travel by air. آپ ہوائی جہاز سے سفر نہیں کریں گے۔

INTERROGATIVE SENTENCES

We begin interrogative sentences or questions with 'will' or 'shall' or some question word followed by 'will' or 'shall':-

1. Who will face the danger for you? تمہارے لیے خطرے کا سامنا کون کرے گا؟
2. Will the people run after the mad dog? کیا لوگ پاگل کتے کے پیچھے بھاگیں گے؟
3. When will you vacate the house? تم مکان کب خالی کرو گے؟
4. Will the passengers miss the train? کیا مسافر گاڑی سے رہ جائیں گے؟
5. Why will the milkman mix water in milk? گوالا دودھ میں پانی کیوں ملائے گا؟
6. Will you offer fruit to the guests? کیا آپ مہمانوں کو پھل پیش کریں گے؟
7. Will the shopkeeper give short measure? کیا دکاندار کم تول دے گا؟
8. How will you pass a base coin? تم کھوڑے سکہ کیسے چلاؤ گے؟
9. Who will oppose you? تمہاری مخالفت کون کرے گا؟
10. Where will the driver park the car? ڈرائیور گاڑی کہاں کھڑی کرے گا؟
11. When will Saleem pay back his loan? سلیم اپنا قرضہ کب واپس کرے گا؟
12. Will they look after your luggage? کیا وہ آپ کے سامان کی نگہداشت کریں گے؟
13. When will you publish your book? آپ اپنی کتاب کب شائع کریں گے؟
14. Will you preach Islam? کیا آپ اسلام کی تبلیغ کریں گے؟
15. When will the snow melt on the mountains? برف پہاڑوں پر کب پگھلے گی؟

Exercise

1. Will you recognize your friend? کیا تم اپنے دوست کو پہچان لو گے؟
2. Why will they refuse to give us their gun? وہ ہمیں اپنی بندوق دینے سے کیوں انکار کر دیں گے؟
3. Will boys remember this incident? کیا لڑکے یہ واقعہ یاد رکھیں گے؟
4. The minister will not resign. وزیر استعفیٰ نہیں دے گا
5. Why will the police raid? پولیس چھاپہ کیوں مارے گی؟
6. Will this dumb hear the talk? کیا یہ گونگا باتیں سنے گا؟
7. Who will knock at the door? دروازہ کون کھٹکھٹائے گا؟
8. Why will you kick the football? تم فٹ بال کو ٹھوکر کیوں لگاؤ گے؟
9. When will girls knit sweaters? لڑکیاں سویٹر کب بنیں گی؟
10. Will they inform the police of theft? کیا وہ پولیس کو چوری کی اطلاع دیں گے؟
11. Where will the hunter hunt the deer? شکاری ہرن کا شکار کہاں کھیلے گا؟
12. Will he not inherit the property of his father? کیا اس کو والد کی جائیداد ورثے میں نہیں ملے گی؟

13. Why will you not hire a rickshaw?

14. Where will people say their Eid- prayer?

15. What goods will Pakistan import?

تم رکشہ کرائے پر کیوں نہیں لو گے؟

لوگ عید کی نماز کہاں پڑھیں گے؟

پاکستان کون سی اشیاء درآمد کرے گا؟

2. FUTURE CONTINUOUS TENSE (Active Voice)

اردو میں پہچان:

اردو میں جملے کے آخر میں رہا ہوگا، رہی ہوگی، رہے ہوں گے، رہا ہوں گا وغیرہ آتا ہے۔

**For English Translation:
Affirmative Sentences:**

Subject کے بعد will be یا shall be لگاتے ہیں۔

پھر Verb کی پہلی فارم کے ساتھ ing لگا کر چوتھی فارم بناتے ہیں اور آخر میں Object لگاتے ہیں۔

Subject + shall be / will be + Verb (first form + ing) + Object

They will be playing hockey.

Negative Sentence:

Negative بنانے کے لیے پہلے Subject، پھر will not be/shall not be، پھر Verb کی پہلی فارم کے ساتھ ing اور پھر Object لگاتے ہیں۔

Subject + Will not be/Shall not be + Verb (first form + ing) + Object

They will not be playing hockey.

Interrogative Sentence:

Interrogative بنانے کے لیے will یا shall کو جملے میں سب سے پہلے لکھتے ہیں۔ پھر subject اور پھر shall/will + Subject + be + Verb (first form + ing) + object + ?

Will they be playing hockey?

FUTURE CONTINUOUS TENSE

Subject	Affirmative	Negative	Interrogative
I	I shall be waiting for you.	I shall not be waiting for you.	Shall I be waiting for you?
We	We shall be waiting for you.	We shall not be waiting for you.	Shall we be waiting for you?
You	You will be waiting for me.	You will not be waiting for me.	Will you be waiting for me?
He	He will be waiting for me.	He will not be waiting for me.	Will he be waiting for me?
They	They will be waiting for me.	They will not be waiting for me.	Will they be waiting for me?
She	She will be waiting for me.	She will not be waiting for me.	Will she be waiting for me?

Future Continuous Tense (Active Voice)

Affirmative Sentences

Use of "will be, shall be"

1. It will be raining now. اب بارش ہو رہی ہوگی۔
2. The sun will be rising. سورج طلوع ہو رہا ہوگا۔
3. The moon will be setting. چاند غروب ہو رہا ہوگا۔
4. The players will be playing in the field. کھلاڑی میدان میں کھیل رہے ہوں گے۔
5. The farmer will be smoking his pipe. کسان حقہ پی رہا ہوگا۔
6. The mother will be kissing her baby. ماں اپنے بچے کو چوم رہی ہوگی۔
7. The passengers will be buying the tickets. مسافر ٹکٹ خرید رہے ہوں گے۔
8. The children will be learning tables by heart. بچے پہاڑے زبان یاد کر رہے ہوں گے۔
9. The teacher will be teaching English to the class. استاد جماعت کو انگلش پڑھا رہا ہوگا۔
10. The gardener will be watering the plants. مالی پودوں کو پانی دے رہا ہوگا۔
11. The thief will be breaking into the house. چور مکان میں نقب لگا رہا ہوگا۔
12. The people will be saying Eid prayer. لوگ نماز عید پڑھا رہے ہوں گے۔
13. The birds will be chirping in the trees. پرندے درختوں پر چہچہا رہے ہوں گے۔
14. The dyer will be dyeing the clothes. رنگ ریز کپڑے رنگ رہا ہوگا۔
15. The dogs will be fighting over the bone. کتے ہڈی پر لڑ رہے ہوں گے۔

Exercise

1. Students will be going back home. طلباء گھر واپس جا رہے ہوں گے۔
2. The chief guest will be delivering a speech. صدر جلسہ تقریر کر رہے ہوں گے۔
3. The honourable guests will be distributing prizes. معزز مہمان انعامات تقسیم کر رہے ہوں گے۔
4. I shall be taking part in the play. میں ڈرامے میں حصہ لے رہا ہوں گا۔
5. The child will be looking for his toy. بچہ اپنا کھلونا تلاش کر رہا ہوگا۔
6. The drumbeaters will be beating drums. ڈھول بجانے والے ڈھول بجا رہے ہوں گے۔
7. We shall be whitewashing the house. ہم مکان میں سفیدی کر رہے ہوں گے۔
8. The army will be firing at the enemy. فوج دشمن پر گولیاں برس رہی ہوگی۔
9. You will be taking bath in the river. تم دریا میں نہا رہے ہو گے۔
10. He will be beating the dog with the stick. وہ کتے کو چھڑی سے مار رہا ہوگا۔
11. Engineers will be repairing the bridge. انجینئرز پل کی مرمت کر رہے ہوں گے۔
12. I shall be binding the book. میں کتاب کی جلد بنانا رہا ہوں گا۔
13. The mad dog will be biting the people. پاگل کتا لوگوں کو کاٹ رہا ہوگا۔

14. The wounded person will be bleeding.

زخمی کا خون بہہ رہا ہوگا۔

15. The child will be breaking toys.

بچہ کھلونے توڑ رہا ہوگا۔

In translating negative sentence "not" is used after "will or shall" that is before "be" as under:-

1. Children will not be weeping.

بچے نہیں رو رہے ہوں گے۔

2. You will not be laughing.

تم ہنس نہیں رہے ہو گے۔

3. They will not be joking.

وہ مذاق نہیں کر رہے ہوں گے۔

4. Majid will not be teasing his brother.

مجید اپنے بھائی کو نہیں ستا رہا ہوگا۔

5. The lame person will not be riding the horse.

لتکڑا گھوڑے پر سوار نہیں ہو رہا ہوگا۔

6. The beggar will not be begging.

فقیر بھیک نہیں مانگ رہا ہوگا۔

7. The rich man will not be giving alms.

امیر خیرات نہیں دے رہا ہوگا۔

8. The master will not be beating the slave.

آقا غلام کو نہیں پیٹ رہا ہوگا۔

9. The lion will not be tearing the goat.

شیر بکری کو نہیں پھاڑ رہا ہوگا۔

10. The butcher will not be sharpening the knife.

قصاب چھری تیز نہیں کر رہا ہوگا۔

11. You will not be slaughtering the hen.

تم مرغی کو ذبح نہیں کر رہے ہو گے۔

12. Asghari will not be cutting the birthday cake.

اصغری یوم پیدائش کا کیک نہیں کاٹ رہی ہوگی۔

13. The washerwoman will not be pressing the clothes.

دھوہن کپڑے استری نہیں کر رہی ہوگی۔

14. The goldsmith will not be making the ornaments.

سنار زیور تیار نہیں کر رہا ہوگا۔

15. He will not be praying now.

وہ اس وقت دعا نہیں مانگ رہا ہوگا۔

Exercise (Negative)

1. People will not be flying kites today.

لوگ آج پتنگیں نہیں اڑا رہے ہوں گے۔

2. The doctor will not be operating upon the patient.

ڈاکٹر مریض کا آپریشن نہیں کر رہا ہوگا۔

3. The governor will not be considering my application.

گورنر میری عرضی پر غور نہیں کر رہا ہوگا۔

4. They will not be coming on good terms.

وہ صلح نہیں کر رہے ہوں گے۔

5. The patient will not be taking dose of medicine.

مریض دوائی کی خوراک نہیں پی رہا ہوگا۔

6. Children will not be floating paper boats.

بچے کاغذی کشتیاں نہیں تیرا رہے ہوں گے۔

7. The train will not be moving fast.

گاڑی تیز نہیں چل رہی ہوگی۔

8. Women will not be making garlands.

عورتیں ہار نہیں بناتیں ہوں گی۔

9. You will not be taking part in races.

تم دوڑوں میں حصہ نہیں لے رہے ہو گے۔

10. The cobbler will not be preparing the shoes.

موچی جوتے تیار نہیں کر رہا ہوگا۔

11. They will not be vacating the house.

وہ مکان خالی نہیں کر رہے ہوں گے۔

12. They will not be selling goods at low prices.

وہ مال سستا نہیں بیچ رہے ہوں گے۔

13. Good shopkeepers will not be hoarding goods. اچھے دکاندار مال ذخیرہ نہیں کر رہے ہوں گے۔
14. Smugglers will not be smuggling goods in the day. سمگلروں کے وقت سامان سمگل نہیں کر رہے ہوں گے۔
15. The noble man will not be mixing water in milk. نیک آدمی دودھ میں پانی نہیں ملا رہا ہوگا۔

In interrogative sentences or questions 'will' or 'shall' or question word followed by 'will' or 'shall' is used in the beginning of the sentences as in the following examples:-

1. Will the boy be reading his lesson? کیا لڑکا اپنا سبق پڑھ رہا ہوگا؟
2. Will the girls be dusting the things? کیا لڑکیاں چیزیں جھاڑ رہی ہوں گی؟
3. Why will you be reading their letter? تم ان کا خط کیوں پڑھ رہے ہو گے؟
4. When will the sun be rising? سورج کب نکل رہا ہوگا؟
5. How will he be flying the kite? وہ پتنگ کیسے اڑا رہا ہوگا؟
6. Where will the women be singing? عورتیں کہاں گا رہی ہوں گی؟
7. What will you be thinking? تم کیا سوچ رہے ہو گے؟
8. Where shall we be watching the match? ہم بیچ کہاں دیکھ رہے ہوں گے؟
9. Where will the hunter be hiding himself? شکاری کہاں چھپ رہا ہوگا؟
10. Whom will he be telling the secret to? وہ راز کس کو بتا رہا ہوگا؟
11. How many men will be cutting the crop? کتنے آدمی فصل کاٹ رہے ہوں گے؟
12. Why will you be laughing at him? تم اس آدمی پر کیوں ہنس رہے ہو گے؟
13. Why will the children be weeping? بچے کیوں رو رہے ہوں گے؟
14. When will you be setting off on journey? تم کب سفر پر روانہ ہو رہے ہو گے؟
15. Will I be dismounting from the horse? کیا میں گھوڑے سے اتر رہا ہوں گا؟

Exercise

1. When will children be sleeping? بچے کب سو رہے ہوں گے؟
2. When will farmers be sowing crops? کسان فصل کب بو رہے ہوں گے؟
3. Will labourers be levelling the road? کیا مزدور سڑک ہموار کر رہے ہوں گے؟
4. Where will people be gathering? لوگ کہاں جمع ہو رہے ہوں گے؟
5. When will stars be shining? ستارے کب چمک رہے ہوں گے؟
6. Will travellers be reaching home? کیا مسافر گھر پہنچ رہے ہوں گے؟
7. Where shall we be receiving them? ہم ان کا استقبال کہاں کر رہے ہوں گے؟
8. How will the army be defending the country? فوج ملک کا دفاع کیسے کر رہی ہوگی؟
9. Will both the parties be fighting over this piece of land? کیا دونوں فریق زمین کے اس ٹکڑے پر لڑ رہے ہوں گے؟
10. Will you be pushing the table back? کیا تم میز کو پیچھے دیکھل رہے ہو گے؟

11. Why will he be telling a lie?

وہ کیوں جھوٹ بول رہا ہوگا؟

12. Why will the train be arriving late?

ریل گاڑی دیر سے کیوں آرہی ہوگی؟

13. Will the servant be buying fresh vegetables?

کیا نوکر تازہ ہنری خرید رہا ہوگا؟

14. Will the girl be working on the spinning wheel?

کیا لڑکی چرخہ کات رہی ہوگی؟

15. How many labourers will be constructing bridge?

کتنے مزدور پل تعمیر کر رہے ہوں گے؟

3. FUTURE PERFECT TENSE (Active Voice)

اردو میں پہچان:

اردو میں اس کی پہچان دو طرح سے کی جاتی ہے۔

(i) لیا ہوگا، لی ہوگی، دیا ہوگا وغیرہ جملے کے آخر میں آتے ہیں۔ مثلاً اس نے ناشتہ کر لیا ہوگا وغیرہ۔

(ii) چکا ہوگا، چکا ہوں گا، چکے ہوں گے، وغیرہ آتے ہیں۔ مثلاً وہ ناشتہ کر چکا ہوگا وغیرہ۔

For English Translation:

Affirmative Sentences:

پہلے Subject

Object اور آخر میں Third form of verb پھر will have / shall have پھر

Subject + shall have / will have + Verb (3rd) + Object

He will have taken bath.

Negative Sentence:

will یا shall کے بعد not لگاتے ہیں۔

He will not have taken bath.

Interrogative Sentence:

Interrogative کیلئے will یا shall کو شروع میں لے آتے ہیں۔

Will he have taken bath?

NOTE:

بعض اوقات ایک جملے میں دو کام ہوتے ہیں۔ Principal clause کا ترجمہ Future Perfect Tense میں اور Subordinate clause کا ترجمہ Present Indefinite سے کرتے ہیں۔

ڈاکٹر کے وہاں پہنچنے سے پہلے مریض مر چکا ہوگا۔

The patient will have died before the doctor reaches there.

FUTURE PERFECT TENSE

Subject	Affirmative	Negative	Interrogative
I	I shall have finished my work.	I shall not have finished my work.	Shall I have finished my work?
We	//	//	//
You	You will have finished your work.	You will not have finished your work.	Will you have finished your work?
He	He will have finished his work.	He will not have finished his work.	Will he have finished his work?
She	//	//	//
They	They will have finished their work.	They will not have finished their work.	Will they have finished their work.

Future Perfect Tense (Active Voice)
Use of "will have" and "shall have"

1. The sun will have set. سورج غروب ہو چکا ہوگا۔
2. The guests will have come. مہمان آچکے ہوں گے۔
3. We shall have taken rest. ہم آرام کر چکے ہوں گے۔
4. The watchman will have gone home. چوکیدار گھر جا چکا ہوگا۔
5. You will have taken breakfast. تم ناشتہ کر چکے ہو گے۔
6. They will have said the prayer. انھوں نے نماز پڑھ لی ہوگی۔
7. Children will have eaten sweets. بچوں نے مٹھائی کھالی ہوگی۔
8. The headmaster will have entered the office. ہیڈ ماسٹر دفتر میں داخل ہو چکا ہوگا۔
9. You will have received the money order. تم نے منی آرڈر وصول کر لیا ہوگا۔
10. We shall have changed the house. ہم مکان تبدیل کر چکے ہوں گے۔
11. The police will have dispersed the crowd. پولیس ہجوم کو منتشر کر چکی ہوگی۔
12. Robbers will have hidden themselves in the forest. ڈاکو جنگل میں چھپ چکے ہوں گے۔
13. Hounds will have fallen on the rabbit. کتے خرگوش پر حملہ کر چکے ہوں گے۔
14. I shall have taken a walk by seven o' clock. میں سات بجے تک سیر کر چکا ہوں گا۔
15. The servant will have shut the hens in the pen. نوکر مرغیوں کو ڈر بے میں بند کر چکا ہوگا۔

Exercise

1. He will have locked the door. وہ دروازے کو تال لگا چکا ہوگا۔
2. We shall have unlocked the box. ہم صندوق کا قفل کھول چکے ہوں گے۔
3. Labourers will have gone on strike. مزدوروں نے ہڑتال کر دی ہوگی۔
4. Clerks will have called off the strike. کلرک ہڑتال کھول چکے ہوں گے۔
5. They will have completed their work. وہ اپنا کام مکمل کر چکے ہوں گے۔
6. Many countries will have taken part in this meeting/gathering. اس اجتماع میں کئی ملکوں نے حصہ لیا ہوگا۔
7. Good players will have won prizes. اچھے کھلاڑی انعامات حاصل کر چکے ہوں گے۔
8. The gardener will have prepared the flower-beds. باغبان کیاریاں تیار کر چکا ہوگا۔
9. Saleem will have helped his brother. سلیم نے اپنے بھائی کی مدد کی ہوگی۔
10. Our friends will have waited for us. ہمارے دوست ہمارا انتظار کر چکے ہوں گے۔
11. You will have recommended Majeed. تم نے مجید کی سفارش کر دی ہوگی۔
12. I shall have told the class everything about the examination. میں جماعت کو امتحان کے بارے میں سب کچھ بتا چکا ہوں گا۔
13. Students will have known everything about competition. لڑکے مقابلے کے متعلق سب کچھ جان چکے ہوں گے۔

14. Zeba will have told the secret to her friend.

زبا اپنی سہیلی کو راز بتا چکی ہوگی۔

15. Riders will have alighted from the horses.

سوار گھوڑوں سے اتر چکے ہوں گے۔

While translating negative sentences "not" is placed between "will or shall" and "have"

as:-

1. They will not have eaten mangoes. وہ آم نہیں کھا چکے ہوں گے۔
2. You will not have taken bath. تم نہا نہیں چکے ہو گے۔
3. They will not have sworn in the court. وہ عدالت میں قسم نہیں کھا چکے ہوں گے۔
4. The robber will not have tied his hands and feet. ڈاکو نے اس کے ہاتھ پاؤں نہیں باندھے ہوں گے۔
5. The doctor will not have dressed the injured. ڈاکٹر نے زخمی کی مرہم نہیں کی ہوگی۔
6. Haider will not have sent the servant to you. حیدر نے نوکر کو تمہارے پاس نہیں بھیجا ہوگا۔
7. The potter will not have fired the pots. کھمار بنے برتن نہیں پکائے ہوں گے۔
8. The book binder will not have bound the books. جلد ساز کتابوں کی جلدیں نہیں بنا چکا ہوگا۔
9. The hunter will not have caught any bird. شکاری نے کوئی پرندہ نہیں پکڑا ہوگا۔
10. The teacher will not have called the roll. استاد حاضری نہیں لگا چکے ہوں گے۔
11. The headmaster will not have forgiven the boys. ہیڈ ماسٹر نے لڑکوں کو معاف نہیں کیا ہوگا۔
12. The boys will not have begged for pardon. لڑکوں نے معافی نہیں مانگی ہوگی۔
13. This boy will not have pushed the blind man. اس لڑکے نے اندھے آدمی کو دھکا نہیں دیا ہوگا۔
14. The enemy will not have surrendered. دشمن نے ہتھیار نہیں ڈالے ہوں گے۔

Exercise (Negative)

1. They will not have made this mistake. انہوں نے یہ غلطی نہیں کی ہوگی۔
2. He will not have received his salary. وہ تنخواہ نہیں لے چکا ہوگا۔
3. I shall not have opened your letter. میں نے تمہارا خط نہیں کھولا ہوگا۔
4. The teacher will not have caned the student. استاد نے طالب علم کو بید نہیں لگائے ہوں گے۔
5. We shall not have answered their questions. ہم نے ان کے سوالات کے جواب نہیں دیے ہوں گے۔
6. No passenger will have boarded the bus. کوئی مسافر بس میں سوار نہیں ہوا ہوگا۔
7. The painter will not have painted the doors. رنگ ساز نے دروازوں کو رنگ نہیں کیا ہوگا۔
8. Sheep will not have grazed yet. بھیڑیں ابھی چر نہیں چکی ہوگی۔
9. The milkman will not have milked the buffalo. گوالے نے بھینس کا دودھ نہیں نکالا ہوگا۔
10. Villagers will not have helped themselves. گاؤں والوں نے اپنی مدد آپ نہیں کی ہوگی۔
11. They will not have joined the procession. وہ جلوس میں شامل نہیں ہوئے ہوں گے۔
12. The cook will not have prepared food. باورچی نے کھانا تیار نہیں کیا ہوگا۔
13. They will not have read the newspaper. وہ اخبار نہیں پڑھ چکے ہوں گے۔

14. The postman will not have brought my letter.

15. He will not have made fun of the poor man.

INTERROGATIVE SENTENCES

While translating interrogative sentences "will or shall" or question word followed by "will or shall" is used in the beginning of the sentence as:

1. Will all the birds have flown?

کیا تمام پرندے اڑ چکے ہوں گے؟

2. Will my companions have packed the luggage?

کیا میرے ساتھی سامان باندھ چکے ہوں گے؟

3. Will all the guests have taken their seats?

کیا مہمان اپنی اپنی جگہ بیٹھ چکے ہوں گے؟

4. Why will they have left their work incomplete?

انہوں نے اپنا کام کیوں ادھورا چھوڑ دیا ہوگا؟

5. When shall we have discouraged them?

ہم نے ان کی حوصلہ شکنی کب کی ہوگی؟

6. Will you have gone to office at the fixed time?

کیا تم مقررہ وقت پر دفتر جا چکے ہو گے؟

7. When will the officer have considered your application?

افسر نے تمہاری درخواست پر کب غور کیا ہوگا؟

8. How will the people have put up their demands?

لوگوں نے اپنے مطالبات کیسے پیش کیے ہوں گے؟

9. Will he have lost everything in gambling?

کیا وہ جوئے میں سب کچھ ہار چکا ہوگا؟

10. Will your son have won distinction in the competition?

کیا تمہارا بیٹا مقابلے میں امتیاز حاصل کر چکا ہوگا؟

11. Will the murderer have made good his escape?

کیا قاتل صاف بچ کر نکل گیا ہوگا؟

12. When will the government have brought down the prices?

حکومت قیمتیں کب کم کر چکی ہوگی؟

13. Why shall I have forgiven him?

میں اس کو کیوں معاف کر چکا ہوں گا؟

14. Will all the members have agreed to this proposal?

کیا تمام اراکین نے اس تجویز سے اتفاق کیا ہوگا؟

15. Why will the Director have turned down the project?

ڈائریکٹر اس منصوبے کو کیوں مسترد کر چکا ہوگا؟

Exercise

1. Will engineers have approved this map?

کیا انجینئرز اس نقشے کو منظور کر چکے ہوں گے؟

2. How will the villagers have decorated the village?

گاؤں والوں نے گاؤں کو کیسے سجایا ہوگا؟

3. Will Bashir have resigned?

کیا بشیر نے استعفیٰ دے دیا ہوگا؟

4. Who will have thrown stone at the van?

گاڑی پر پتھر کس نے پھینکا ہوگا؟

5. Where will the mad have burnt the books?

دیوانے نے کتابیں کہاں جلائی ہوں گی؟

6. Where will the travellers have stayed last night?

مسافر کل رات کہاں ٹھہرے ہوں گے؟

7. Will women have liked this song?

کیا عورتوں نے یہ گیت پسند کیا ہوگا؟

8. Will he have posted the letter?

کیا اس نے خط ڈاک میں ڈالا ہوگا؟

9. Will he have refused to accept the charge?

کیا وہ الزام ماننے سے انکار کر چکا ہوگا؟

10. When will the postmaster have opened the post office?

پوسٹ ماسٹر نے ڈاک خانہ کب کھولا ہوگا؟

11. Will labourers have whitewashed the school?
12. Will the watchman have guarded the house?
13. Will they have carried out the officer's order?
14. Will you have acted upon my advice?
15. Where will he have met this accident?

کیا مزدور سکول میں سفید کر چکے ہوں گے؟
 کیا چوکیدار نے مکان کی حفاظت کی ہوگی؟
 کیا انہوں نے افسر کا حکم مانا ہوگا؟
 کیا تم میرے مشورے پر عمل کر چکے ہو گے؟
 اس کو یہ حادثہ کہاں پیش آیا ہوگا؟

4. FUTURE PERFECT CONTINUOUS TENSE

1- اردو میں پہچان: اردو کے فقرے کے آخر میں 'تارہا ہوگا، تی رہی ہوگی، تے رہے ہوں گے' وغیرہ آتا ہے۔

2- Subject + will have been/shall have been

3- verb کی پہلی فارم کے ساتھ ing لگا کر 4th form بناتے ہیں۔

4- Object

5- for یا since

6- آخر میں دیا گیا وقت لگا دیتے ہیں۔

Negative Sentences:

Negative بناتے ہوئے will / shall کے فوراً بعد 'not' لگاتے ہیں۔ پھر باقی کا جملہ ویسے ہی لگا دیتے ہیں۔

سوالیہ فقرات بنانے کے لیے:

Interrogative:

will یا shall کو جملے میں صاف سے شروع نہیں لگاتے ہیں۔

Future Perfect Continuous Tense

Use of "will have been" and "shall have been"

Read these sentences carefully:

1. Bashir will have been learning the lesson for two hours. بشیر دو گھنٹے سے سبق یاد کر رہا ہوگا۔
2. The farmer will have been ploughing for four days. کسان چار روز سے مل چلا رہا ہوگا۔
3. Birds will have been chirping since morning. پرندے صبح سے چچہا رہے ہوں گے۔
4. It will have been raining since Tuesday. بارش منگل سے ہو رہی ہوگی۔
5. It will have been hailing for twenty minutes. ہیں منٹ سے اولے پڑ رہے ہوں گے۔
6. You will have been teasing the child for an hour. تم ایک گھنٹے سے بچے کو ستا رہے ہو گے۔
7. He will have been making mischief for three days. وہ تین دن سے شرارت کر رہا ہوگا۔
8. The boy will have been pulling the rope since 10 o' clock. لڑکا دس بجے سے رسی کو کھینچ رہا ہوگا۔
9. He will have been going to school regularly since September. وہ ستمبر سے باقاعدہ سکول جا رہا ہوگا۔
10. These men will have been diving since 2 o' clock. یہ آدمی دو بجے سے غوطے لگا رہے ہوں گے۔
11. Aslam and Anwer will have been working together since Monday. اسلم اور انور سو موہالا سے کام کر رہے ہوں گے۔
12. Nasima will have been receiving girls-guide training since 1980. نسیہ 1980ء سے گرل گائیڈ کی تربیت حاصل کر رہی ہوگی۔
13. The fishermen will have been catching fish for three days. مچھیرے تین دن سے مچھلیاں پکڑ رہے ہوں گے۔
14. The boys will have been doing home work since evening. لڑکے شام سے ہوم ورک کرتے رہے ہوں گے۔

15. Flood will have been coming in the river for many years.

In sentences belonging to this tense we use "will" or "shall" with "have been" before the first form of verb along with "ing"

Exercise

1. People will have been drawing water from the well since 4 o'clock. لوگ چار بجے سے کنوئیں سے پانی بھر رہے ہوں گے۔
2. You will have been getting flour from the depot for half an hour. آپ آدھے گھنٹے سے ڈپو سے آٹا لیتے رہے ہوں گے۔
3. Students will have been solving the paper for three hours. طالب علم تین گھنٹے سے پرچہ حل کرتے رہے ہوں گے۔
4. Iqbal will have been writing verses for many years. اقبال کئی سالوں سے شعر لکھتے رہے ہوں گے۔
5. Players will have been playing hockey for an hour. کھلاڑی ایک گھنٹے سے ہاکی کھیلتے رہے ہوں گے۔
6. The majority of people will have been opposing this law since 1982. لوگوں کی اکثریت 1982ء سے اس قانون کے مخالفت کرتی رہی ہوگی۔
7. Women will have been quarrelling since noon. عورتیں دوپہر سے لڑتی رہی ہوں گی۔
8. You will have been giving the Matriculation examination since 15th of March. تم پندرہ مارچ سے دہم کا امتحان لیتے رہے ہو گے۔
9. Some people will have been fasting since Sunday. کچھ آدمی اتوار سے روزہ رکھ رہے ہوں گے۔
10. The pious man will have been praying for two hours. نیک آدمی دو گھنٹے سے دعا مانگ رہا ہوگا۔
11. He will have been making lame excuses since yesterday. وہ کل سے جھوٹے بہانے بنا رہا ہوگا۔
12. Boys will have been swimming in the river since morning. لڑکے صبح سے دریا میں تیرتے رہے ہوں گے۔
13. Girls will have been knitting sweaters since September. لڑکیاں ستمبر سے سویٹر بنتی رہی ہوں گی۔
14. We shall have been making tea for fifteen minutes. ہم پندرہ منٹ سے چائے تیار کرتے رہے ہوں گے۔
15. The juggler will have been performing since 5 o'clock. مداری پانچ بجے سے قماش دکھاتا رہا ہوگا۔

In negative sentences "not" is used after "will" or "shall" as under:-

1. He will not have been reading the newspaper since 7 o'clock. وہ سات بجے سے اخبار نہیں پڑھتا رہا ہوگا۔
2. We shall not have been writing the essay since night. ہم رات سے مضمون نہیں لکھتے رہے ہوں گے۔
3. They will not have been playing since evening. وہ شام سے کھیلتے نہیں رہے ہوں گے۔
4. The dyer will not have been dyeing clothes for three hours. رنگ ساز تین گھنٹے سے کپڑے نہیں رنگتا رہا ہوگا۔
5. The dirty boy will not have been taking bath for several days. گندہ بچہ کئی دن سے نہیں نہتا رہا ہوگا۔
6. People will not have been mourning the death of the old man for three days. لوگ تین دن سے بوڑھے کا ماتم نہیں کر رہے ہوں گے۔
7. The gardener will not have been plucking flowers since morning. مالی صبح سے پھول نہیں پھٹا رہا ہوگا۔
8. This man will not have been living in this city for five months. یہ آدمی پانچ ماہ سے اس شہر میں نہیں رہتا رہا ہوگا۔
9. You will not have been paying rent of the house since July. تم جولائی سے مکان کا کرایہ ادا نہیں کرتے رہے ہو گے۔
10. Nasima will not have been going to school since the day before yesterday. نسیم ریسوں سے سکول نہیں جاتی رہی ہوگی۔

Exercise (Negative)

1. The child will not have been weeping since evening. بچہ شام سے نہیں روتا رہا ہوگا۔
2. Spectators will not have been taking interest in the game for an hour. تماشا کی کھیل میں ایک گھنٹے سے دلچسپی نہیں لیتے رہے ہوں گے۔
3. The doctor will not have been injecting patients since noon. ڈاکٹر دوپہر سے مریضوں کو حقن نہیں لگا رہا ہوگا۔
4. Swimmers will not have been swimming in the river since yesterday. تیراکل سے دریا میں نہیں تیرتے رہے ہوں گے۔
5. Bashir will not have been counting notes since 4 o'clock. بشیر 4 بجے سے نوٹ نہیں گنتا رہا ہوگا۔
6. Najma will not have been sewing clothes for a month. نجمہ ایک ماہ سے کپڑے نہیں سیتی رہی ہوگی۔
7. The servant will not have been serving his master for three years. نوکر تین سال سے مالک کی خدمت نہیں کر رہا ہوگا۔
8. The caravan will not have been moving on for one week. قافلہ ایک ہفتے سے آگے نہیں چل رہا ہوگا۔
9. People will not have been reading this newspaper for the last year. لوگ پچھلے سال سے اس اخبار کو نہیں پڑھتے رہے ہوں گے۔
10. My relatives will not have been looking after my house for four years. میرے رشتہ دار 4 سال سے میرے گھر کی حفاظت نہیں کرتے رہے ہوں گے۔
11. You will not have been flattering your officer for two days. آپ دو دن سے افسر کی خوشامد نہیں کرتے رہے ہوں گے۔
12. We shall not have been giving him gifts since August. ہم اگست سے اس کو تحفے نہیں دیے رہے ہوں گے۔
13. They will not have been eating fruits since Monday. وہ سو مووار سے پھل نہیں کھا رہے ہوں گے۔
14. Contractors will not have been supplying food to the army since 16th of the month. ٹھیکیدار 16 تاریخ سے فوج کی خوراک مہیا نہیں کرتے رہے ہوں گے۔
15. Our Prime Minister will not have been making such mistakes since 1970. ہمارا وزیر اعظم 1970ء سے ایسی غلطیاں نہیں کرتا رہا ہوگا۔

INTERROGATIVE SENTENCES

In interrogative sentences "will" or "shall" are used in the beginning of sentences or the question word is followed by "will or shall" before the subject for example:-00

1. Will you have been talking since morning? کیا تم صبح سے باتیں کرتے رہے ہو گے؟
2. Will the child have been sleeping since evening? کیا بچہ شام سے سوتا رہا ہوگا؟
3. Whom will you have been waiting for two hours? آپ دو گھنٹے سے کس کا انتظار کرتے رہے ہوں گے؟
4. Where will the woodcutter have been looking for his axe for three days? لکڑہارا تین دن سے کھنڈا کہاں ڈھونڈ رہا ہوگا؟
5. Since when will the child have been playing with the toys? بچہ کب سے کھلونوں سے کھیلتا رہا ہوگا؟
6. Why will the book binder have not been binding the books since 4 o'clock? جلد ساز چار بجے سے کتابوں کی جلدیں کیوں نہیں کرتا رہا ہوگا؟
7. Why will the students have not been coming to school since the day before yesterday? طلبہ پرسوں سے کیوں سکول نہیں آتے رہے ہوں گے؟
8. Will your brother have been writing poems for four years? کیا تمہارا بھائی چار سال سے نظمیں لکھتا رہا ہوگا؟

9. Will the unfortunate man have been thinking for several days?
کیا بد قسمت آدمی کئی دنوں سے سوچ رہا ہوگا؟
10. Where will the nomads have been living since January?
خانہ بدوش جنوری سے کہاں رہتے رہے ہوں گے؟
11. Will the people have been mourning his death for ten days?
کیا لوگ اس کی موت پر دس دن سے سوگوار رہے ہوں گے۔
12. Why will they have been daring to attack the city since March?
وہ مارچ سے شہر پر حملہ کرنے کی جرات کیوں کر رہے ہوں گے؟
13. Will the friends have been encouraging him since Monday?
کیا دوست اس کی حوصلہ افزائی سووار سے کرتے رہے ہوں گے؟
14. Will your uncle have been remembering you for two years?
کیا تمہارے چچا دو سال سے تمہیں یاد کر رہے ہوں گے؟
15. Why will you have been discouraging them since last Saturday?
آپ گزشتہ ہفتے سے ان کی حوصلہ شکنی کیوں کرتے رہے ہوں گے؟

Exercise

1. Will people have been protesting against this law for one month?
کیا لوگ ایک ماہ سے اس قانون کے خلاف احتجاج کر رہے ہوں گے؟
2. Why will the students have been raising slogans against police since morning?
طلباء پولیس کے خلاف محکمے سے نعرے کیوں لگا رہے ہوں گے؟
3. Will the cook have been cooking food since 9 o'clock?
کیا باورچی 9 بجے سے کھانا پکا رہا ہوگا؟
4. What will the woman have been roasting in the kitchen for an hour?
عورت ایک گھنٹے سے باورچی خانے میں کیا بھون رہی ہوگی؟
5. What essay will the boys have been writing since 8 o'clock?
لڑکے آٹھ بجے سے کیا مضمون لکھتے رہے ہوں گے؟
6. Whose picture will the painters have been drawing for five months?
مصور پانچ ماہ سے کس کی تصویر بناتے رہے ہوں گے؟
7. How many labourers will have been carrying bricks since yesterday?
کل سے کتنے مزدور اینٹیں اٹھاتے رہے ہوں گے؟
8. Since how long will the dog have been wagging its tail?
کتا کب سے دم ہلاتا رہا ہوگا؟
9. Will honey bees have been biting for fifteen minutes?
کیا شہد کی کھیاں پندرہ منٹ سے کاٹتی رہی ہوں گی؟
10. Will the gardener have been cutting the grass from the flowerbeds since morning?
کیا مالی صبح سے کیاریوں سے گھاس کاٹ رہا ہوگا؟
11. Will this man have been receiving the salary for two years for nothing?
کیا یہ آدمی دو سال سے خواہ مخواہ تنخواہ وصول کرتا رہا ہوگا؟
12. Why will the king have been roaming about the streets of the city for four days?
بادشاہ چار دن سے شہر کی گلیوں میں کیوں گھومتا رہا ہوگا؟
13. Will the governor have been mingling himself among the common people since night?
کیا گورنرات سے عوام میں گھل مل جاتا رہا ہوگا؟
14. Will the scholar have been translating this book for one year?
کیا عالم آدمی ایک سال سے اس کتاب کا ترجمہ کرتا رہا ہوگا؟
15. Will the father have been pampering his son's head for ten minutes?
کیا باپ اپنے بیٹے کے سر پر دس منٹ سے ہاتھ پھیرتا رہا ہوگا؟

1. FUTURE INDEFINITE TENSE (Passive Voice)

Rule-1

Active Voice سے Passive Voice بناتے ہوئے Subject کی جگہ Object اور Object کی جگہ Subject لے لیتا ہے۔

Rule-2

Verb کی تیسری فارم سے پہلے will be یا shall be لگاتے ہیں۔

Rule-3

Verb کی تیسری فارم لگاتے ہیں۔

Rule-4

Verb کی تیسری فارم کے بعد 'By' لگاتے ہیں۔

Rule-5

'By' کے بعد Subject لگاتے ہیں۔ مثلاً

A letter will be written by him.

Rule-6

Negative بنانے کیلئے will یا shall کے ساتھ not لگاتے ہیں۔ مثلاً

A letter will not be written by him.

Rule-7

Interrogative بنانے کیلئے will یا shall جملے کے شروع میں آجاتے ہیں۔ مثلاً

Will a letter be written by him?

Future Indefinite Tense (Passive Voice)

Use of "will be" and "shall be" with third form of verb

Look at these sentences:-

1. This match will be played at Karachi. یہ میچ کراچی میں کھیلا جائے گا۔
2. The hospital will be inaugurated tomorrow. کل ہسپتال کا افتتاح کیا جائے گا۔
3. This poem will be translated. اس نظم کا ترجمہ کیا جائے گا۔
4. Cotton will be grown on larger area this year. اس سال کپاس زیادہ رقبہ پر لگائی جائے گی۔
5. The dog will be chained during the day. دن کے وقت کتے کو باندھ دیا جائے گا۔
6. Steps will be taken to save the city. شہر کو بچانے کے لیے اقدام کیا جائے گا۔
7. They will be greeted at the railway station. ریلوے اسٹیشن پر ان کو سلام کیا جائے گا۔
8. The guests will be received at the bus stand. مہمانوں کا استقبال بسوں کے اڈے پر کیا جائے گا۔
9. The patient will be given an injection today. مریض کو آج ٹیکہ لگایا جائے گا۔
10. A film will be shown in the school hall. سکول کے ہال میں فلم دکھائی جائے گی۔
11. The winning team will be awarded a shield. جیتنے والی ٹیم کو شیلڈ دی جائے گی۔
12. We shall be informed of the result. ہمیں نتیجہ کی اطلاع دی جائے گی۔
13. Every poor man will be given a piece of land. ہر غریب آدمی کو ایک قطعہ زمین دیا جائے گا۔
14. Every disabled person will be helped. ہر معذور آدمی کی مدد کی جائے گی۔
15. The leaves of trees will be burnt. درختوں کے پتے جلا دیے جائیں گے۔

In future indefinite tense we have used the third form of the verb after "will be". Or "shall be". Now translate:

Exercise

1. This parcel will be returned. یہ پارسل واپس بھیجا جائے گا۔
 2. Your letter will be replied. تمہارے خط کا جواب دیا جائے گا۔
 3. Sweets will be distributed among children. بچوں میں مشائی تقسیم کی جائے گی۔
 4. The wheat crop will be reaped in April. گندم کی فصل اپریل میں کاٹی جائے گی۔
 5. Standard books will be purchased for the school library. سکول لائبریری کے لیے معیاری کتب خریدی جائیں گی۔
 6. Interest free loan will be given to the farmers. کسانوں کو بلا سود قرضہ دیا جائے گا۔
 7. Cement will be supplied for the construction of bridge. پل بنانے کے لیے سیمنٹ فراہم کیا جائے گا۔
 8. You will be admitted to the college. تمہیں کالج میں داخلہ دیا جائے گا۔
 9. Two new taxes will be imposed this year. اس سال دو نئے ٹیکس لگائے جائیں گے۔
 10. Several facilities will be provided to passengers. مسافروں کو کئی سہولتیں فراہم کی جائیں گی۔
 11. The agricultural reforms will be introduced in the country. ملک میں زرعی اصلاحات نافذ کی جائیں گی۔
 12. Thousands of rupees will be spent to construct new roads. نئی سڑکیں بنانے پر ہزاروں روپے خرچ کیے جائیں گے۔
 13. Some new animals will be brought in the zoo. چڑیا گھر میں کچھ نئے جانور لائے جائیں گے۔
 14. Tariq's paintings will be displayed in the exhibition. طارق کی تصویریں نمائش میں رکھی جائیں گی۔
 15. The band will be played at the arrival of the president. صدر کی آمد پر بینڈ بجایا جائے گا۔
-
1. This news will be published in the newspapers. یہ خبر اخبارات میں چھاپی جائے گی۔
 2. I shall be granted leave for four days. مجھے چار دن کی رخصت دی جائے گی۔
 3. Children will be shown round the zoo. بچوں کو چڑیا گھر کی سرکرائی جائے گی۔
 4. We shall be waited here. ہمارا یہاں انتظار کیا جائے گا۔

We have used "will or shall" with "be" and third form of the verb in these sentences. In negative sentences "not" is placed after "will" or "shall". Let us see the following examples:

1. The camera will not be borrowed. کیمرا ادھار نہیں لیا جائے گا۔
2. This order will not be obeyed. اس حکم کو نہیں مانا جائے گا۔
3. This book will not be banned. اس کتاب پر پابندی نہیں لگائی جائے گی۔
4. Majid will not be dismissed from service. مجید کو ملازمت سے برطرف نہیں کیا جائے گا۔
5. People will not be informed of flood. سیلاب کے بارے میں لوگوں کو اطلاع نہیں دی جائے گی۔
6. We shall not be given this building free of rent. ہمیں یہ عمارت بغیر کرائے کے نہیں دی جائے گی۔
7. I shall not be allowed to go before time. وقت سے پہلے مجھے جانے نہیں دیا جائے گا۔
8. He will not be brought up by his uncle. اس کی پرورش اس کے چچا کے ہاں نہیں ہوگی۔
9. The electric pole will not be installed here. بجلی کا کھمبہ یہاں نہیں لگایا جائے گا۔
10. Motor vehicles will not be parked here. موٹر گاڑیاں یہاں کھڑی نہیں کی جائیں گی۔
11. His wish will not be granted. اس کی خواہش پوری نہیں کی جائے گی۔
12. Your brother will not be transferred to Lahore. تمہارے بھائی کا تبادلہ لاہور نہیں کیا جائے گا۔
13. A berth will not be reserved for me by this train. اس گاڑی سے میرے لیے برتھ مخصوص نہیں کی جائے گی۔
14. Knives will not be sharpened at this time. چھریاں اس وقت تیز نہیں کی جائیں گی۔
15. The bank will not be closed at 12 o'clock. بینک بارہ بجے بند نہیں کیا جائے گا۔

Exercise (Negative)

1. The strike of nurses will not be called off. نرسوں کی ہڑتال نہیں کھولی جائے گی۔
2. These articles will not be sold in the open market. یہ چیزیں کھلے بازار نہیں بیچی جائیں گی۔
3. Your letter will not be replied. آپ کے خط کا جواب نہیں دیا جائے گا۔
4. He will not be allowed to go abroad. اس کو ملک سے باہر جانے نہیں دیا جائے گا۔
5. The carpet will not be spread in the room. کمرے میں قالین نہیں بچھایا جائے گا۔
6. This letter will not be posted. یہ چٹھی ڈاک میں نہیں ڈالی جائے گی۔
7. This book will not be entrusted to Najum. یہ کتاب نجم کے سپرد نہیں کی جائے گی۔
8. He will not be promoted to next class. اس کو اگلی جماعت میں ترقی نہیں دی جائے گی۔
9. Aslam will not be warned. اسلم کو تنبیہ نہیں کی جائے گی۔
10. The procession will not be dispersed. ہجوم کو منتشر نہیں کیا جائے گا۔
11. Money will not be borrowed from the bank. روپیہ بینک سے قرض نہیں لیا جائے گا۔
12. This issue will not be proved. اس بات کو حجت نہیں کیا جائے گا۔
13. I shall not be treated well. میرے ساتھ اچھا سلوک نہیں کیا جائے گا۔
14. We shall not be allowed to play match. ہمیں میچ کھیلنے نہیں دیا جائے گا۔

INTERROGATIVE SENTENCES

In translating question "will or shall" is used before the subject while question word is followed by "will or shall" as you will see in these sentences:-

- | | |
|--|--|
| 1. Will he be turned out of the hostel? | کیا اس کو ہوسٹل سے نکال دیا جائے گا؟ |
| 2. Will the students be allowed to wear arms? | کیا طلبہ کو مسلح ہونے دیا جائے گا؟ |
| 3. Will the passengers be robbed of their valuables? | کیا مسافروں سے قیمتی اشیاء چھین لی جائیں گی؟ |
| 4. Will posters be pasted on the walls? | کیا دیواروں پر اشتہارات لگائے جائیں گے؟ |
| 5. Why shall we be fined? | ہمیں جرمانہ کیوں کیا جائے گا؟ |
| 6. How will this tax be recovered? | یہ ٹیکس کیسے وصول کیا جائے گا؟ |
| 7. When shall I be granted a gun licence? | مجھے ہندوق کا لائسنس کب دیا جائے گا۔ |
| 8. Will potatoes be put into cold storage? | کیا آلو سرد خانے میں رکھے جائیں گے؟ |
| 9. Where will these pictures be exhibited? | ان تصویروں کی نمائش کہاں کی جائے گی؟ |
| 10. When will prizes be distributed? | انعامات کب تقسیم کیے جائیں گے؟ |
| 11. When will the loan be repaid? | قرض کب ادا کیا جائے گا؟ |
| 12. Will the murderers be hanged tomorrow? | کیا قاتلوں کو کل پھانسی دے دی جائے گی؟ |
| 13. Will I be dropped at the next stop? | کیا مجھے اگلے سٹاپ پر اتارا جائے گا؟ |
| 14. When will this story be told? | یہ کہانی کب سنائی جائے گی؟ |
| 15. When shall we be examined? | ہمارا امتحان کب لیا جائے گا؟ |

Exercise

- | | |
|---|---|
| 1. Where will the new powerhouse be built? | نیا بجلی گھر کہاں بنایا جائے گا؟ |
| 2. Will the crop be given fertilizer? | کیا فصل کو کھاد دے دی جائے گی؟ |
| 3. To whom will this message be given? | یہ پیغام کس کو دیا جائے گا؟ |
| 4. Will this letter be registered? | کیا یہ چھٹی رجسٹری بھیجی جائے گی؟ |
| 5. By whom will the Eid prayer be led? | عید کی نماز کون پڑھائے گا؟ |
| 6. How will tea be made without milk? | بغیر دودھ چائے کیسے بنائی جائے گی؟ |
| 7. How many books will be bound? | کتنی کتابوں کی جلدیں کی جائیں گی؟ |
| 8. Where will the car be parked? | گاڑی کہاں کھڑی کر لی جائے گی؟ |
| 9. Where will policemen be trained? | پولیس کے سپاہیوں کو تربیت کہاں دی جائے گی؟ |
| 10. Shall I be appointed as director in this office? | کیا مجھے اس دفتر میں ڈائریکٹر لگایا جائے گا؟ |
| 11. When will he be promoted? | اسے کب ترقی دی جائے گی؟ |
| 12. Will the room be cleaned in the morning? | کیا کمرہ صبح صاف کر دیا جائے گا؟ |
| 13. When will the house be vacated? | مکان کب خالی کیا جائے گا؟ |
| 14. Will the result of examination be announced tomorrow? | کیا کل امتحان کے نتیجے کا اعلان کر دیا جائے گا؟ |

2. FUTURE PERFECT TENSE

Rule-1

Active Voice سے Passive Voice بناتے ہوئے Subject کی جگہ Object اور Object کی جگہ Subject لے لیتا ہے۔

Rule-2

Verb کی تیسری فارم سے پہلے will have been یا shall have been لگاتے ہیں۔

Rule-3

Verb کی تیسری فارم استعمال ہوتی ہے۔

Rule-4

Verb کی تیسری فارم کے بعد 'By' لگاتے ہیں۔

Rule-5

آخر میں 'Subject' استعمال ہوتا ہے۔ مثلاً

The snake will have been killed by them.

Rule-6

Negative بنانے کیلئے will یا shall کے فوراً بعد 'not' لگاتے ہیں مثلاً

The snake will not have been killed by them.

Rule-7

Interrogative بنانے کیلئے will یا shall کو جملے سے پہلے لکھتے ہیں۔ مثلاً

Will the snake have been killed by them?

Future Perfect Tense (Passive Voice)

1. He will have been promoted. اسے ترقی دی جا چکی ہوگی۔
2. The wrestler will have been defeated. پہلوان شکست کھا چکا ہوگا۔
3. Our team will have been awarded medals. ہماری ٹیم کو تمغے دیے جا چکے ہوں گے۔
4. All eggs will have been broken. تمام انڈے توڑے جا چکے ہوں گے۔
5. The accused will have been punished. ملزم کو سزا دی جا چکی ہوگی۔
6. Corn will have been ground by now. غلہ اب تک پیسا جا چکا ہوگا۔
7. Prisoners will have been taken out of prison. قیدیوں کو قید خانے سے نکالا جا چکا ہوگا۔
8. Animals will have been sent to the slaughter house. جانور ذبح خانے بھیجے جا چکے ہوں گے۔
9. Patient's pulse will have been felt. مریض کی نبض دیکھی جا چکی ہوگی۔
10. Address will have been written on the envelope. لفافے پر پتہ لکھا جا چکا ہوگا۔
11. He will have been employed. اسے نوکر رکھ لیا گیا ہوگا۔
12. My appointment, as junior clerk, will have been made. میری تقرری بطور جونیئر کلرک کر دی گئی ہوگی۔
13. We shall have been given the house on rent. ہمیں مکان کرائے پر دیا گیا ہوگا۔
14. The foundation of the college will have been laid. کالج کی بنیاد رکھی جا چکی ہوگی۔
15. The officer will have been transferred. افسر کا تبادلہ ہو چکا ہوگا۔

Exercise

1. The dress of child will have been changed. بچے کا لباس تبدیل کیا جا چکا ہوگا؟
2. New weapons will have been provided to the army. فوج کو نئے ہتھیار مہیا کیے جا چکے ہوں گے۔

3. The culprit will have been identified. ملزم پہچانا جا چکا ہوگا۔
4. The traveller will have been warned of the danger. مسافر کو خطرے سے آگاہ کیا جا چکا ہوگا۔
5. The lion will have been shot dead. شیر گولی سے ہلاک کیا جا چکا ہوگا۔
6. Some men will have been left behind. کچھ آدمیوں کو پیچھے چھوڑا جا چکا ہوگا۔
7. The best player will have been photographed. بہترین کھلاڑی کی تصویر لی گئی ہوگی۔
8. Bashir will have been declared the best student. بشیر بہترین طالب علم قرار دیا جا چکا ہوگا۔
9. The king will have been crowned. بادشاہ کو تاج پہنایا جا چکا ہوگا۔
10. We shall have been informed of his success. ہمیں اس کی کامیابی کی اطلاع دی جا چکی ہوگی۔
11. Fine dishes will have been presented to the guest. مہمان کو عمدہ کھانے پیش کیے جا چکے ہوں گے۔
12. My brother will have been congratulated on his success. میرے بھائی کو کامیابی پر مبارکباد دی جا چکی ہوگی۔

When dealing with negative sentences we use "not" after "will" or "shall" and in case of interrogative sentences "will" or "shall" are put before the subject.

1. Trees will not have been cut. درخت کاٹے نہیں جا چکے ہونگے۔
2. He will not have been paid his wages. اُسے اس کی اجرت ادا نہیں کی گئی ہوگی۔
3. Peace will not have been restored in the city. شہر میں امن بحال نہیں کیا گیا ہوگا۔
4. The royal palace will not have been burnt. شاہی محل کو آگ نہیں لگائی گئی ہوگی۔
5. The old man will not have been paid his pension. ضعیف آدمی کو اس کی پنشن ادا نہیں کی گئی ہوگی۔
6. The soldier will not have been given military uniform. سپاہی کو فوجی وردی نہیں دی گئی ہوگی۔
7. I shall not have been transferred from Lahore. مجھے لاہور سے تبدیل نہیں کیا گیا ہوگا۔
8. This patient will not have been kept in the mental hospital. اس مریض کو دماغی ہسپتال میں نہیں رکھا گیا ہوگا۔
9. Things will not have been sold on credit. چیزیں ادھار فروخت نہیں کی گئی ہوگی۔
10. Will you have been asked this question? کیا تم سے یہ سوال پوچھا گیا ہوگا؟
11. How many people will have been rescued? کتنے آدمیوں کو بچایا گیا ہوگا؟
12. Will he have been forgiven? کیا اس کو معاف کیا جا چکا ہوگا؟
13. Shall I have been identified? کیا میں پہچانا جا چکا ہوں گا؟
14. Will the student have been sent to England? کیا طالب علم انگلستان بھیجا جا چکا ہوگا؟
15. Where will the girls have been trained in sewing? لڑکیوں کو سلائی کی تربیت کہاں دی جا چکی ہوگی؟
16. Will some men have been told the secret? کیا بعض آدمیوں کو راز بتایا جا چکا ہوگا؟
17. Where will the match have been played? میچ کہاں کھیلا جا چکا ہوگا؟
18. Will the airport have been decorated? کیا ہوائی اڈے کو سجایا جا چکا ہوگا؟

19. When will the procession have been stopped? جلوس کو کب روکا جا چکا ہوگا؟
20. Will the deer have been shot at? کیا ہرن پر گولی چلائی جا چکی ہوگی؟
21. How will the murderer have been caught alive? قاتل زندہ کیسے پکڑا جا چکا ہوگا؟
22. Will the clothes have been dyed? کیا کپڑے رنگے جا چکے ہونگے؟
23. Will the hens' eggs have been collected? کیا مرغیوں کے انڈے اکٹھے کئے جا چکے ہونگے؟
24. Will the pious man have been rewarded for his virtue? کیا نیک آدمی کو نیکی کا صلہ دیا جا چکا ہوگا؟
25. Will the passengers have been given tickets in time? کیا مسافروں کو وقت پر ٹکٹ دیئے جا چکے ہونگے؟
26. Will the fields have been ploughed? کیا کھیتوں میں بل چلایا جا چکا ہوگا؟
27. Will the songs of joy have been sung? کیا خوشی کے گیت گائے جا چکے ہونگے؟
28. Shall I have been forgotten? کیا میں بھلا یا جا چکا ہوں گا؟

Exercise (Interrogative)

1. Will the peon have rung the bell? کیا چہر اسی گھنٹی بجا چکا ہوگا؟
2. Where will the net have been spread? جال کہاں بچھایا جا چکا ہوگا؟
3. When will the case have been decided? مقدمے کا فیصلہ کب سنایا جا چکا ہوگا؟
4. Shall we have been advised? کیا ہمیں مشورہ دیا جا چکا ہوگا؟
5. Will he have been released? کیا اس کو رہا کیا جا چکا ہوگا؟
6. Will he have been granted bail? کیا اس کی ضمانت ہو چکی ہوگی؟
7. Will the fan have been repaired? کیا پنکھے کی مرمت کی جا چکی ہوگی؟
8. Why will their appeal have been rejected? ان کی اپیل کیوں مسترد ہو چکی ہوگی؟
9. Will the dog of your neighbour have been killed? کیا تمہارے پڑوسی کا کتا مارا جا چکا ہوگا؟
10. Will he have been nominated as the leader of the party? کیا وہ امیر جماعت نامزد کیا جا چکا ہوگا؟
11. How many votes will have been cast in favour of Bashir? بشیر کے حق میں کتنے ووٹ ڈالے جا چکے ہوں گے؟
12. Where will the aeroplane have been landed? ہوائی جہاز کہاں اتارا جا چکا ہوگا؟
13. Will news on T.V have been telecast? کیا ٹی وی پر خبریں سنائی جا چکی ہوں گی؟
14. Will candidates have been given instructions? کیا امیدواروں کو ہدایات دی جا چکی ہوں گی؟
15. Will Miss Amina have been appointed headmistress? کیا مس آمنہ ہیڈ مسٹریس مقرر کی جا چکی ہوں گی؟
16. When will the guest have been seen off? مہمان کو کب رخصت کیا جا چکا ہوگا؟
17. Will all the shops have been closed? کیا تمام دکانیں بند ہو چکی ہوں گی؟

18. Will the patient have been discharged from the hospital? کیا مریض کو ہسپتال سے فارغ کیا جا چکا ہوگا؟
19. Will the road have been measured? کیا سڑک کی پیمائش کی جا چکی ہوگی؟
20. How much corn will have been weighed? کتنا غلہ تولایا جا چکا ہوگا؟
21. Shall I have been given their message? کیا مجھے ان کا پیغام دیا جا چکا ہوگا؟
22. Why will students have not been allowed to go in school bus? طلبہ کو سکول کی بس میں جانے کی اجازت کیوں نہیں دی جا چکی ہوگی؟
23. Will the water have been sprinkled in school compound? کیا سکول کے محکمہ میں پانی چھڑکا جا چکا ہوگا؟
24. Will oranges have been counted? کیا انگور گنے جا چکے ہوں گے؟

Passive Voice cannot be made:

مندرجہ ذیل Tenses کی Passive Voice نہیں ہوتی۔

1. Present Perfect Continuous
2. Past Perfect Continuous
3. Future Continuous
4. Future Perfect Continuous

Active & Passive Voice
(Text Book of Grammar)
Exercise

1. She likes apples. (Active Voice)
Apples are liked by her. (Passive Voice)
2. The boy is climbing the wall. (Active Voice)
The wall is being climbed by the boy. (Passive Voice)
3. We did not hear a sound. (Active Voice)
A sound was not heard by us. (Passive Voice)
4. They have bought a horse. (Active Voice)
A horse has been bought by them. (Passive Voice)
5. The board has given me a gold medal. (Active Voice)
I have been given a gold medal by the board. (Passive Voice)
6. He praised the boy for his courage. (Active Voice)
The boy was praised for his courage by him. (Passive Voice)
7. The teacher was helping the students. (Active Voice)
The students were being helped by the teacher. (Passive Voice)
8. Why were they beating the boy? (Active Voice)
Why was the boy being beaten by them? (Passive Voice)
9. A car ran over an old man. (Active Voice)
An old man was run over by a car. (Passive Voice)
10. They have not done their job. (Active Voice)
Their job has not been done by them. (Passive Voice)
11. He will give you a box of chocolates. (Active Voice)
You will be given a box of chocolates by him. (Passive Voice)
12. He had told me to do it. (Active Voice)
I had been told by him to do it. (Passive Voice)
13. They had not done their home task. (Active Voice)
Their home task had not been done by them. (Passive Voice)
14. We shall have finished our work by March next. (Active Voice)

- Our work will have been finished by March next by us. (Passive Voice)
15. He took away my books. (Active Voice)
My books were taken away by him. (Passive Voice)
16. The sudden noise frightened the child. (Active Voice)
The child was frightened by the sudden noise. (Passive Voice)
17. We use milk for making cheese. (Active Voice)
Milk is used for making cheese by us. (Passive Voice)
18. Why is he mending the chair? (Active Voice)
Why is the chair being mended by him? (Passive Voice)
19. The doctor asked her to stay in bed? (Active Voice)
She was asked to stay in bed by the doctor. (Passive Voice)
20. They caught the thief. (Active Voice)
The thief was caught by them. (Passive Voice)

ACTIVE VOICE & PASSAGE VOICE

IMPERATIVE SENTENCES

Passive Voice

1.	A.V. P.V.	Shut the door. Let the door be shut.
2.	A.V. P.V.	Shut the window. Let the window be shut.
3.	A.V. P.V.	Open the door. Let the door be opened.

PRESENT INDEFINITE TENSE

Passive Voice

1.	A.V. P.V.	Khurshid helps Naushaba. Naushaba is helped by Khurshid.
2.	A.V. P.V.	The boy makes the picture. The picture is made by the boy.
3.	A.V. P.V.	The mother loves the children. The children are loved by the mother.
4.	A.V. P.V.	She likes apples. Apples are liked by her
5.	A.V. P.V.	She does not speak the truth. The truth is not spoken by her.
6.	A.V. P.V.	We use milk for making cheese. Milk is used for making cheese by us.
7.	A.V. P.V.	She sings songs. Songs are sung by her.
8.	A.V. P.V.	He reads good books. Good books are read by him.
9.	A.V. P.V.	Aslam cleans teeth. Teeth are cleaned by Aslam.
10.	A.V. P.V.	The boy makes a picture. A picture is made by the boy.
11.	A.V. P.V.	He posts the letter. The letter is posted by him.
12.	A.V.	Do you like apples?

	P.V.	Are apples liked by you?
13.	A.V.	The goat gives milk.
	P.V.	Milk is given by the goat.
14.	A.V.	You take a bath daily.
	P.V.	A bath is taken daily by you.
15.	A.V.	I wear new clothes.
	P.V.	New clothes are worn by me.
16.	A.V.	You deal in sugar.
	P.V.	Sugar is dealt by you.
17.	A.V.	He does not take exercise regularly.
	P.V.	Exercise is not taken regularly by him.
18.	A.V.	Noreen washes clothes.
	P.V.	Clothes are washed by Noreen.
19.	A.V.	The bank does not give loan to me.
	P.V.	Loan is not given to me by the bank.
20.	A.V.	We do not run this factory.
	P.V.	This factory is not run by us.

PRESENT CONTINUOUS TENSE

Passive Voice

1.	A.V.	They are buying this house.
	P.V.	This house is being bought by them.
2.	A.V.	She is buying five video films.
	P.V.	Five video films are being bought by her.
3.	A.V.	The boy is climbing the wall.
	P.V.	The wall is being climbed by the boy.
4.	A.V.	Why is he mending the chair?
	P.V.	Why is the chair being mended by him?
5.	A.V.	When is he mending the chair?
	P.V.	When is the chair being mended by him?
6.	A.V.	He is wearing new clothes.
	P.V.	New clothes are being worn by him.
7.	A.V.	Who is asking questions?
	P.V.	By whom are questions being asked?
8.	A.V.	The peon is ringing the bell.
	P.V.	The bell is being rung by the peon.
9.	A.V.	This cloth is selling cheap.
	P.V.	This cloth is being sold cheap.
10.	A.V.	Are you listening to the news?
	P.V.	Is news being listened to by you?
11.	A.V.	They are killing the mad dogs.
	P.V.	The mad dogs are being killed by them.

PRESENT PERFECT TENSE

Passive Voice

1.	A.V.	She has not beaten the dog.
	P.V.	The dog has not been beaten by her.
2.	A.V.	They have bought a house.

	P.V	A house has been bought by them.
3.	A.V. P.V	The Board has given me a gold medal. I have been given a gold medal by the Board.
4.	A.V. P.V	They have not done their job. Their job has not been done by them.
5.	A.V. P.V	They have bought a horse. A horse has been bought by them.
6.	A.V. P.V	They have won the match. The match has been won by them.
7.	A.V. P.V	They have taught the poem. The poem has been taught by them.
8.	A.V. P.V	Have you finished your work? Has your work been finished by you?
9.	A.V. P.V	We have not taken tea. Tea has not been taken by us.
10.	A.V. P.V	That girl has written the story. The story has been written by that girl.
11.	A.V. P.V	I have taken my breakfast. My breakfast has been taken by me.
12.	A.V. P.V	He has not thrown rotten eggs. Rotten eggs have not been thrown by him.
13.	A.V. P.V	The dog has caught the rabbit. The rabbit has been caught by the dog.

PAST INDEFINITE TENSE Passive Voice

1.	A.V. P.V	She bought five video films. Five video films were bought by her.
2.	A.V. P.V	The driver opened the door of the car. The door of the car was opened by the driver.
3.	A.V. P.V	She gave me five films. I was given five films by her.
4.	A.V. P.V	Why did she write such a letter? Why was such a letter written by her?
5.	A.V. P.V	We did not hear a sound. A sound was not heard by us.
6.	A.V. P.V	He praised the boy for his courage. The boy was praised by him for his courage.
7.	A.V. P.V	A car ran over an old man. An old man was run over by a car.
8.	A.V. P.V	He took away my books. My books were taken away by him.
9.	A.V. P.V	The doctor asked her to stay in bed. She was asked to stay in bed by the doctor.
10.	A.V. P.V	They caught the thief. The thief was caught by them.
11.	A.V. P.V	Hamid won a prize. A prize was won by Hamid.

12	A.V. P.V	Who brought the apples? By whom were the apples brought?
13	A.V. P.V	She did not tell a lie. A lie was not told by her.
14	A.V. P.V	I posted the letter. The letter was posted by me.
15	A.V. P.V	Our team won the match. The match was won by our team.
16	A.V. P.V	They caught birds. Birds were caught by them.
17	A.V. P.V	He gave me a prize. I was given a prize by him.
18	A.V. P.V	He took away my book. My book was taken away by him.

PAST CONTINUOUS TENSE

Passive Voice

1.	A.V. P.V	They were playing football. Football was being played by them.
2	A.V. P.V	The teacher was helping the students. The students were being helped by the teacher.
3	A.V. P.V	Why were they beating the thief? Why was the thief being beaten by them?
4	A.V. P.V	Amjad was winding the watch. The watch was being wound (winded) by Amjad.
5	A.V. P.V	Why did she write a letter? Why was a letter written by her?
6	A.V. P.V	She was teaching the students. The students were being taught by her.
7	A.V. P.V	You were telling a story. A story was being told by you.

PAST PERFECT TENSE

Passive Voice

1.	A.V. P.V	He had told me to do it. I had been told to do it by him.
2	A.V. P.V	They had not done their home task. Their home task had not been done by them.
3	A.V. P.V	They had gained nothing. Nothing had been gained by them.
4	A.V. P.V	Nadir had read the book. The book had been read by Nadir.
5	A.V. P.V	We had seen him. He had been seen by us.

FUTURE INDEFINITE TENSE

Passive Voice

1.	A.V. P.V	He will give me a cup of tea. A cup of tea will be given to me by him. I shall be given a cup of tea by him.
2	A.V. P.V	We shall win the match. The match will be won by us.
3	A.V. P.V	He will write a letter. A letter will be written by him.
4	A.V. P.V	I shall see off my friends. My friends will be seen off by me.
5	A.V. P.V	Who will oppose you? By whom will you be opposed?
6	A.V. P.V	He will give you a box of chocolates. You will be given a box of chocolates by him.
7	A.V. P.V	Girls will sing songs. Songs will be sung by the girls.

FUTURE PERFECT TENSE

Passive Voice

1.	A.V. P.V	You will have taken breakfast. Breakfast will have been taken by you.
2	A.V. P.V	We shall have killed the snake. The snake will have been killed by us.
3	A.V. P.V	We shall have finished our work by March next. Our work will have been finished by March next by us.

CORRECT USE OF VERB

Some Rules of the Correct Use of Verb

Verb کی درست حالت کے بارے میں چند اصول

- 1- اگر انگریزی جملے میں often یا always, daily, every day وغیرہ کا ذکر ہو تو وہ جملہ عموماً Present Indefinite Tense کا ہوتا ہے۔ اس صورت میں Subject کی نوعیت کے مطابق فعل کی پہلی فارم استعمال کی جاتی ہے۔ اس میں helping verb استعمال نہیں کیا جاتا۔

یہ فقرہ (Affirmative) سادہ ہونا چاہیے۔

نوٹ: اگر (subject) قائل He, She, It یا واحد نام ہو تو اس کے verb کے ساتھ s یا es کا اضافہ کیا جاتا ہے۔

- i. He (go) to school every day. (غلط)
He goes to school every day. (درست)
- ii. We often (writing) a letter. (غلط)
We often write a letter. (درست)

2- عادت یا معمول ظاہر کرنے والے جملے عام طور پر Present Indefinite Tense کے ہوتے ہیں۔ مثلاً

- i. He (drive) a taxi. (غلط)
He drives a taxi. (درست)
- ii. We (had smoked). (غلط)
We smoke. (درست)

3- اگر جملے میں کوئی سال 2000, last year, last month, last day, ago, before وغیرہ ہو تو وہ جملہ

Past Indefinite Tense کا ہوتا ہے۔ اس کے سادہ فقرے میں فعل کی دوسری حالت استعمال کی جاتی ہے۔

- i. She (comes) here yesterday. (غلط)
She came here yesterday. (درست)
- ii. I (buy) this car last year. (غلط)
I bought this car last year. (درست)
- iii. He (had retired) in 1985. (غلط)
He retired in 1985. (درست)

4- جن جملوں میں Verb کا وقت دیا گیا ہو یعنی دن یا وقت کا ذکر ہو تو وہ فقرے بھی Past Indefinite Tense کے ہوتے ہیں۔ مثلاً

- i. We (go) to Lahore on Friday. (غلط)
We went to Lahore on Friday. (درست)
- ii. He (reaches) here in the afternoon. (غلط)
He reached here in the afternoon. (درست)

5- اگر جملے میں next year, next month, next day, tomorrow کے ساتھ کسی مہینے یا سال کا ذکر ہو تو عام طور پر جملہ

Future Indefinite Tense کا ہوتا ہے۔ اس صورت میں Verb کی پہلی فارم کے ساتھ will یا shall لگایا جاتا ہے۔

- i. They (learn) their lesson tomorrow. (غلط)
They will learn their lesson tomorrow. (درست)
- ii. I (construct) a house next year. (غلط)
I shall construct a house next year. (درست)

6- اگر جملے میں is, are, am ہو تو جملہ Present Continuous Tense کا ہوتا ہے اور at the time of speaking بھی

Present Continuous ہوتا ہے ایسے جملوں میں عام طور پر at present, now کے الفاظ ملتے ہیں۔ اس میں verb کی چوتھی حالت

یعنی ing فارم استعمال ہوتی ہے۔ مثلاً

He is (write) a letter now. (غلط)

- He is writing a letter now. (درست)
- ii. You are (learn) music at present. (غلط)
- You are learning music at present. (درست)

7- اگر جملے میں was یا were ہو تو Past Continuous Tense ہے۔ ایسے جملوں میں عام طور پر at that time یا then وغیرہ کے الفاظ لگاتے ہیں۔ ان میں verb I + ing استعمال ہوتی ہے۔ مثلاً

- i. I was (gone) to school then. (غلط)
- I was going to school then. (درست)
- ii. We were (play) tennis. (غلط)
- We were playing tennis. (درست)

8- اگر انگریزی جملے will be یا shall be ہو تو Future Continuous Tense کا جملہ ہوتا ہے۔ اس میں بھی verb I + ing استعمال ہوتی ہے۔ ایسے جملوں میں بھی next day یا tomorrow وغیرہ الفاظ آتے ہیں۔ مثلاً

- i. We shall be (take) examination tomorrow. (غلط)
- We shall be taking examination tomorrow. (درست)
- ii. She will be (knit) a sweater. (غلط)
- She will be knitting a sweater. (درست)

9- اگر انگریزی جملے میں وقت کے تعین کے بغیر has یا have یا had وغیرہ آجائیں تو جملہ Past Perfect یا Present perfect ہو سکتا ہے۔ ان میں ہمیشہ verb کی تیسری فارم استعمال ہوتی ہے۔ مثلاً

- i. I have (write) a letter. (غلط)
- I have written a letter. (درست)
- ii. The Headmaster has (make) a speech. (غلط)
- The Headmaster has made a speech. (درست)
- iii. He had (came) home before the sun set. (غلط)
- He had come home before the sun set. (درست)

10- اگر جملے میں فعل کے وقت یا مدت کے تعین کے ساتھ have been یا has been یا had been یا will have been Past Perfect continuous یا Present Perfect Continuous کا جملہ shall have been آجائے تو جملہ Future Perfect Continuous کا ہوتا ہے ان کے بعد verb کی پہلی فارم کے ساتھ ing استعمال کرتے ہیں ایسے جملے میں عام طور پر

for یا since کا استعمال ہوتا ہے۔ Countable Time کے ساتھ For اور Uncountable Time کے ساتھ Since استعمال ہوتا ہے۔

- i. We have been (lived) here for the two years. (غلط)
- We have been living here for two years. (درست)
- ii. She has been (plucks) flowers since morning. (غلط)
- She has been plucking flowers since morning. (درست)
- iii. We had been (played) tennis since ten o' clock. (غلط)
- We had been playing tennis since ten o' clock. (درست)

11- اگر انگریزی جملے میں will have یا shall have وغیرہ امدادی فعل ہو تو یہ (Future Perfect Tense) مستقبل مکمل کا جملہ ہوگا۔ ایسے جملے میں عام طور پر by now، by the next year، by the next month وغیرہ کے الفاظ آتے ہیں۔

- اس میں verb کی تیسری فارم استعمال ہوتی ہے۔ مثلاً
- i. The birds will have (flying) in the air by now. (غلط)
- The birds will have flown in the air by now. (درست)
- ii. We shall have (prepare) for the examination by the next year. (غلط)
- We shall have prepared for the examination by the next year. (درست)

Might, would, should, Can, Could, Must, Ought to, May, do, Does, Did, To, Let جب کی جگہ میں -12

- وغیرہ کے الفاظ ہوں تو ان میں verb کی جگہ استعمال کی جاتی ہے۔ مثلاً
- We should (went) to the river for a walk. (غلط)
 - We should go to the river for a walk. (درست)
 - He ought to (obeys) his parents. (غلط)
 - He ought to obey his parents. (درست)
 - Let me (gone). (غلط)
 - Let me go. (درست)

-13 اگر فقرے کا پہلا حصہ ماضی ہو تو دوسرا حصہ بھی ماضی میں ہوگا۔ یعنی اس میں بھی verb کی دوسری حالت استعمال ہوگی اگر دوسرے حصے میں عالمگیر صداقت، حقیقت، معمول یا رسم و رواج ہو تو verb کی پہلی حالت ہی استعمال ہوگی۔

- I said that I (take) tea. (غلط)
- I said that I took tea. (درست)
- She said to me that she (knits) a sweater. (غلط)
- She said to me that she knitted a sweater. (درست)
- He said that the earth (was) round. (غلط)
- He said that the earth is round. (درست)

-14 اگر کام کی شرائط ماضی میں پائی جارہی ہو تو شرائط والے حصے میں یعنی If والے حصے میں subject کے بعد had اور verb کی تیسری حالت استعمال کی جاتی ہے۔ جبکہ دوسرے حصے میں would have کے ساتھ verb کی تیسری حالت استعمال کی جاتی ہے۔ مثلاً

- If he (worked) hard, he would have passed. (غلط)
- If he had worked hard, he would have passed. (درست)
- If he had run fast, he had caught the train. (غلط)
- If he had run fast, he would have caught the train. (درست)

-15 اگر کام کی شرط مستقبل میں پائی جارہی ہو یعنی اردو فقرے میں دو دفعہ "گا، گی، گے، گئے، وغیرہ" آ رہا ہو تو شرائط والے حصے میں Present Indefinite اور دوسرے میں Future Indefinite استعمال کرتے ہیں

- If she (come) to me, I shall help her. (غلط)
- If she comes to me, I shall help her. (درست)
- If he goes there, he (meet) his father. (غلط)
- If he goes there, he will meet his father. (درست)

The Use of Correct Form of Verb

(Exercise)

Verb کی درست حالت کے استعمال کے بارے میں مشقیں

Exercise No.1

(Present Indefinite + Present Continuous Tenses)

- He _____ books these days. (sell)
- We _____ to school every day. (go)
- They _____ a letter. (write)
- I _____ hockey. (play)
- I am _____ tea now. (take)
- He is _____ to the teacher. (talk)
- We are _____ to the mosque. (go)
- You are _____ the truth. (speak)
- The teacher _____ students well. (teach)

x. He is _____ peaceful in green trees. (feel)

Answers:

- | | | | |
|-------------|-------------|------------|----------------|
| i. sells | ii. go | iii. write | iv. play |
| v. taking | vi. talking | vii. going | viii. speaking |
| ix. teaches | x. feeling | | |

Exercise No. 2

(Present Perfect + Present Perfect Continuous Tenses)

- i. He has _____ the book. (study)
- ii. I have _____ the lesson. (learn)
- iii. She has _____ to school just now. (go)
- iv. We have _____ our courses. (finish)
- v. I have been _____ the book since morning. (read)
- vi. He has been _____ for an hour. (run)
- vii. We have been _____ for you since long. (wait)
- viii. The bird has been _____ in the air for ten minutes. (fly)
- ix. He has been _____ the computer since noon. (repair)
- x. Ali has just _____ out. (go)

Answers:

- i. studied ii. learnt iii. gone iv. finished v. reading vi. running vii. waiting viii. flying
ix. repairing x. gone

Exercise No. 3

(Past Indefinite + Past Continuous Tenses)

- i. I _____ a letter yesterday. (write)
- ii. He _____ here in the evening. (come)
- iii. The Muslims _____ some enemies as prisoners. (catch)
- iv. Neseema was _____ a song then. (sing)
- v. The bus was _____ to Lahore. (go)
- vi. We were _____ in the canal then. (bathe)
- vii. They were _____ their new business. (start)
- viii. Where were you _____ at that time? (go)
- ix. He was _____ in the rain then. (enjoy)

Answers:

- i. wrote ii. came iii. caught iv. singing v. going vi. bathing vii. starting viii. going ix. enjoying

Exercise No. 4

(Past Perfect + Past Perfect Continuous Tenses)

- i. He had _____ tea when I came. (take)
- ii. She _____ before the party began. (leave)
- iii. The birds _____ before the hunter reached. (fly)
- iv. You had not _____ when the peon came. (sleep)
- v. The girl had been _____ a sweater for an hour. (knit)
- vi. She had been _____ up cotton since morning. (pick)
- vii. We had been _____ there for two days. (go)
- viii. He had been _____ books for several years. (publish)
- ix. They had been _____ there for two years. (go)

Answers:

- i. taken ii. had left iii. had flown iv. slept v. knitting vi. picking vii. going viii. publishing
ix. going

Exercise No. 5

(Future Indefinite + Future Continuous Tenses)

- i. I shall _____ a letter tomorrow. (write)
- ii. He will _____ a directory the next week. (compile)
- iii. I _____ this exercise in an hour. (finish)
- iv. She will _____ for me tomorrow. (wait)
- v. I _____ this club next year. (join)
- vi. She will be _____ her lesson in the morning. (learn)
- vii. He will be _____ his home work regularly. (do)
- viii. I shall be _____ class regularly. (attend)
- ix. They _____ all the night. (travel)
- x. The birds will be _____ in the air at noon. (fly)

Answers:

- i. write ii. compile iii. shall finish iv. wait v. shall join vi. learning vii. doing viii. attending
ix. will travel x. flying

Exercise No. 6

(Future Perfect + Future Perfect Continuous Tenses)

- i. It will have _____ raining by evening. (stop)
- ii. The thief _____ before the policeman reaches. (escape)
- iii. We _____ home before the rain starts. (reach)
- iv. I _____ Karachi by the next week. (visit)
- v. The gardener will have _____ flowers. (pluck)
- vi. We shall _____ there for a week. (go)
- vii. The police will _____ out crimes for years. (wipe)
- viii. She will _____ her lesson for two months. (learn)
- ix. The peon will not _____ the bell yet. (ring)
- x. The bus _____ by the morning. (leave)

Answers:

- i. stopped ii. will have escaped iii. shall have reached iv. shall have visited v. plucked vi. have been going vii. have been wiping viii. have been learning ix. have rung x. will have left

Exercise No. 7

(Conditional Sentences)

- i. If you work hard, you _____. (pass)
- ii. When he _____ I shall go. (come)
- iii. If I had money, I _____ a car. (buy)
- iv. I hope that it _____ raining. (stop)
- v. He said that he _____ to school. (go)
- vi. She told me that she _____ visited Swat. (has)
- vii. If he _____ me, I shall feel obliged. (help)
- viii. If he _____ hard, he would have passed. (work)
- ix. He said that earth _____ around the sun. (revolve)
- x. I told him that he _____ fast. (run)

Answers:

- i. will pass ii. comes iii. would have bought iv. will stop v. went vi. had vii. helps
viii. had worked ix. revolves x. ran

Assignment of Correct Use of Verb

Put the words in brackets into correct tense in the following sentences.

EXERCISE 1

1. I have not (see) him for a long time.
2. I did not (know) where he lived.
3. All is well that (end) well.
4. This work can be (do) in two days.
5. He has been (wear) this shirt for two years.
6. She has (go) to school.
7. Yesterday, the driver (drive) the bus very rashly.
8. Why have you (tell) a lie?
9. Did you (take) the medicine?
10. The sun (look) red at sunset.

Answers:

1. seen 2. know, 3. ends 4. done 5. wearing 6. gone 7. drove 8. told 9. take 10. looks

EXERCISE 2

1. She was (buy) sweets.
2. The sun (rise) in the east.
3. Was the house (burn) to ashes?
4. When will you (sit) for your B.A. Examination?
5. Has she (understand) your question?
6. The earth (revolve) round the sun.
7. She (keep) me waiting yesterday.
8. Have they (drink) cold water?
9. How did she (come) by this book?
10. She (speak) English now.

Answers:

1. buying 2. rises 3. burnt 4. sit 5. understood 6. revolves 7. kept 8. drunk 9. come 10. is speaking

EXERCISE 3

- | | |
|--|---|
| 1. Have you (send) him back? | 6. He (get) up at five every day. |
| 2. I was (sing) when he came. | 7. He will be (learn) his lesson. |
| 3. Did it (rain) last month? | 8. They will (eat) their meals at nine. |
| 4. Our teacher has (teach) us this lesson. | 9. He (see) me yesterday. |
| 5. Do not (melt) this butter. | 10. You should (work) hard. |

Answers:

1. sent, 2. singing, 3. rain, 4. taught, 5. melt, 6. gets, 7. learning, 8. eat, 9. saw, 10. work

EXERCISE 4

- | | |
|---|---|
| 1. It has been (rain) for two hours. | 6. He has (leave) this city for good. |
| 2. I (take) exercise daily. | 7. He (go) to school yesterday. |
| 3. We have (do) our duty. | 8. Where are you (live) now-a-days? |
| 4. The sun (rise) at 7 o'clock yesterday. | 9. A dog is (swim) in the river. |
| 5. By whom was this jug (break)? | 10. He is (write) a letter to his friend. |

Answers:

1. raining, 2. take, 3. done, 4. rose, 5. broken, 6. left, 7. went, 8. living, 9. swimming, 10. writing.

EXERCISE 5

- | | |
|--|-------------------------------|
| 1. You were (bring) up by your parents. | 3. She has (post) the letter. |
| 2. This university was (establish) a year ago. | 4. Have you (win) the match? |
| | 5. He (help) me last year. |

6. I have been (wait) for you for two hours.
7. You should (go) there.
8. I have been (suffer) from fever since Monday.
9. A son was (bear) to her.
10. My friend (meet) me on the way to bazaar.

Answers:

1. brought, 2. established, 3. posted, 4. won, 5. helped, 6. waiting, 7. go, 8. suffering, 9. born, 10. met.

EXERCISE 6

1. The children were _____ to see the shoes. (delight)
2. The oxen are _____ slowly. (walk)
3. He gets out of his bed as he _____ the whistle. (hear)
4. He said that he _____ to take examination. (want)
5. Aslam agreed to _____ me. (help)
6. Some children are _____ cricket. (play)
7. The crow did not _____ water anywhere. (find)
8. Has the sun _____? (set)
9. He decided to _____ examination. (take)
10. What are you _____? (do)

Answers:

1. delighted, 2. walking, 3. hears, 4. wanted, 5. help, 6. playing, 7. find, 8. set, 9. take, 10. doing

EXERCISE 7

1. The naughty boy was _____. (punish)
2. Jameel will _____ to Lahore. (go)
3. He came to _____ me last night. (see)
4. I was _____ for you. (wait)
5. The sun has _____. (rise)
6. We did not _____ heart. (lose)
7. All is well that _____ well. (end)
8. I have not _____ him for a long time. (see)
9. Ali will have _____ from Karachi by the next month. (return)
10. I did not _____ where he lived. (know)

Answers:

1. punished, 2. go, 3. see, 4. waiting, 5. risen, 6. lose, 7. ends, 8. seen, 9. returned, 10. know

EXERCISE 8

1. He _____ for a walk daily in a garden. (go)
2. He _____ his home work after the dinner. (do)
3. They _____ the whole night. (travel)
4. I _____ for you at the usual time. (wait)
5. She _____ her lesson in French in the morning. (do)
6. She _____ her work before the guests arrive. (finish)
7. They _____ before the teacher leaves. (arrive)
8. She _____ from a tour of Europe in December next. (return)
9. These farmers _____ the harvest before it rains. (reap)
10. These mangoes _____ the market by April. (reach)

Answers:

1. goes, 2. does, 3. travelled, 4. was waiting, 5. will be doing, 6. will have finished, 7. will have arrived, 8. will have returned, 9. will have reaped, 10. will have reached.

EXERCISE 9

1. I advised him to _____ hard. (work)
2. A gardener was _____ the plant. (water)
3. He will never _____ a lie. (tell)
4. Who has _____ the chair? (break)
5. The work can be _____ in two days. (do)
6. The sun _____ red at sunset. (look)
7. Has she _____ the question? (understand)
8. She _____ English now. (speak)
9. Our teacher has _____ us English. (teach)
10. Do not _____ the butter. (melt)

Answers:

1. work, 2. watering, 3. tell, 4. broken, 5. done, 6. looks, 7. understood, 8. is speaking, 9. taught, 10. melt

EXERCISE 10

1. I _____ all these novels by the end of summer vacation. (read)
2. The meeting _____ by the time we gather. (end)
3. I hope it _____ raining by the evening. (stop)
4. She _____ her examination by next May. (take)
5. They _____ their work by tomorrow. (complete)
6. It _____ in winter. (rain)
7. They _____ hard all day long. (work)
8. The sun _____ in the west. (set)
9. I do not _____ my meals at night. (take)
10. The boys are _____ their home task. (do)

Answers:

1. will have read, 2. will have ended, 3. will have stopped, 4. will have taken, 5. will have completed, 6. rains, 7. work, 8. sets, 9. take, 10. doing

EXERCISE 11

1. He _____ up at five every day. (get)
2. He will be _____ his lesson. (learn)
3. The sun _____ at 7 o'clock yesterday. (rise)
4. He _____ to school yesterday. (go)
5. They did not _____ to me any money. (owe)
6. Last year, he _____ a prize winning picture. (draw)
7. She _____ in her diary daily. (write)
8. We _____ badminton yesterday. (play)
9. You were _____ by your parents. (bring up)
10. The boy is _____ for ice-cream. (cry)

Answers:

1. gets, 2. learning, 3. rose, 4. went, 5. owe, 6. drew, 7. writes, 8. played, 9. Brought up, 10. crying

EXERCISE 12

1. Are they _____ idle? (sit)
2. She is _____ for London tomorrow. (leave)
3. I have _____ the two books. (read)
4. She has _____ him back. (send)
5. They _____ in this house for ten years. (live)
6. I have not _____ from him since March. (hear)
7. She _____ to school an hour ago. (go)
8. Quaid-e-Azam _____ very hard. (work)
9. He _____ newspapers for a living. (sell)
10. She _____ the door softly. (shut)

Answers:

1. sitting, 2. leaving, 3. read, 4. sent, 5. have been living, 6. heard, 7. went,
8. worked, 9. sells, 10. shuts

EXERCISE 13

1. He _____ me to his father. (introduce)
2. He has _____ many hardships. (bear)
3. Let us _____ to Allah. (pray)
4. He has _____ with me in this matter. (agree)
5. I _____ bear in the zoo. (see)
6. Students did not _____ the fare. (pay)
7. You should _____ your plan. (alter)
8. She did not _____ her words. (keep)
9. They will not _____ this offer. (accept)
10. He _____ here yesterday. (come)

Answers:

1. introduced, 2. borne, 3. pray, 4. agreed, 5. saw, 6. pay, 7. alter, 8. keep, 9. accept, 10. came

EXERCISE 14

1. She _____ her home task when the guests arrived. (do)
2. I _____ a book when the bell rang. (read)
3. They _____ to school when the storm broke. (go)
4. I _____ the house before it started raining. (leave)
5. They _____ their meals before the guests arrived. (take)
6. The match _____ after I had left the play ground. (start)
7. They _____ for London tomorrow. (leave)
8. I _____ him next Monday. (see)
9. He _____ in the morning. (play)
10. I shall wait here until you have _____ your work. (finish)

Answers:

1. was doing, 2. was reading, 3. Were going, 4. Had left, 5. had taken, 6. started,
7. will leave, 8. shall see, 9. will be playing, 10. finished

English Composition Grammar

(Punjab Textbook Board)

CORRECT USE OF VERB

EXERCISE-1 (Page 164)

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

1. She (love) her cat very much.
2. He (go) to school every day.
3. It (rain) at present.
4. They (drink) 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

Answers:

- | | | |
|----------------|-----------------|-------------------|
| 1. loves | 2. goes | 3. is raining |
| 4. drink | 5. work | 6. revolves |
| 7. is learning | 8. do not do | 9. is singing |
| 10. come | 11. is speaking | 12. speaks |
| 13. is crying | 14. go | 15. does not keep |

EXERCISE- 2 (Page 165)

- I already (take) three cups of coffee.
- I (not see) you since Monday.
- My brother (not write) to me for ten years.
- She (learn) French for over two years.
- The book (lie) on the table for weeks.
- He (not speak) to me since March.
- She (sleep) since morning.
- How long you (wait) here?
- He (stand) in the sun for one hour.
- She (work) in this office for seven years.
- They (not eat) anything since morning.
- They already (do) their home task.
- I already (post) the letter.
- The fire (burn) at night.
- You (rest) since morning.

Answers:

- | | |
|-------------------------|--|
| 1. have already taken | 2. have not seen |
| 3. has not written | 4. has been learning |
| 5. has been lying | 6. has not spoken |
| 7. has been sleeping | 8. have you waited/have you been waiting |
| 9. has been standing | 10. has been working |
| 11. have not eaten | 12. have already done |
| 13. have already posted | 14. has burnt |
| 15. have been resting | |

EXERCISE- 3 (Page 166)

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

Answers:

- | | |
|--------------------------|-------------------------|
| 1. began | 2. did you come here |
| 3. did not hear | 4. was riding, met |
| 5. left | 6. was going, saw |
| 7. went out, were having | 8. was singing, entered |

9. met
10. was making, rang
11. did not reply
12. bought
13. was not listening, talked
14. was ploughing, started
15. started, was boarding

EXERCISE- 4 (Page 167)

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

Answers:

- | | | |
|------------------------------|-------------------------|-----------------------|
| 1. had left, went | 2. took, had washed | 3. had been working |
| 4. had been preparing | 5. asked, had wanted | 6. asked, had visited |
| 7. had not risen, were | 8. had never seen, went | 9. had been swimming |
| 10. had stopped, stepped out | | |

EXERCISE-5 (Page 167)

1. You (not 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 (do) her lesson in French in the morning.

Answers:

- | | | | |
|------------------------|----------------------|----------------|-----------------|
| 1. will not understand | 2. will not cost | 3. will | 4. shall finish |
| 5. shall not have | 6. will you be doing | 7. will travel | |
| 8. shall be waiting | 9. will be doing | | |

EXERCISE- 6 (Page 168)

1. She (finish) her work before the guests arrive.
2. They (write) their exercise by the time the teacher arrives.
3. She (return) from a 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 evening.
9. She (take) her examination by next fall.
10. They (complete) their work by tomorrow.

Answers:

- | | |
|-----------------------|-------------------------|
| 1. will have finished | 2. will have written |
| 3. will have returned | 4. will have reaped |
| 5. will have reached | 6. shall have read |
| 7. will have ended | 8. will have stopped |
| 9. will have taken | 10. will have completed |

ADDITIONAL CORRECT USE OF VERB

Q. Choose the correct option with suitable form of the verb.

PRESENT INDEFINITE TENSE

1. He _____ us English daily.
(A) Teach (B) Teaches ✓ (C) Had taught (D) Will teach
2. He _____ the truth.
(A) Speak (B) Speaks ✓ (C) Speaking (D) Spoken
3. It _____ in winter.
(A) Rain (B) Rained (C) Rains ✓ (D) Is raining
4. Salma _____ interest in studies.
(A) Take (B) Takes ✓ (C) Taking (D) Has taken
5. She _____ her cat very much.
(A) Loved (B) Loving (C) Loves ✓ (D) love
6. Good students always _____ hard.
(A) Have worked (B) Work ✓ (C) Works (D) Working
7. The sun _____ in the west.
(A) Sets ✓ (B) Set (C) Setting (D) Have set
8. The earth _____ around the sun.
(A) Revolve (B) Revolves ✓ (C) Revolved (D) Revolving
9. They are not _____ help. (passive voice)
(A) Give (B) Gave (C) Given ✓ (D) Has given
10. They _____ tea every morning.
(A) Take ✓ (B) Took (C) Takes (D) Are taking
11. The sun _____ in the East.
(A) Rise (B) Rises ✓ (C) Has rise (D) Is rise
12. The picture is _____ by the boy. (passive voice)
(A) Make (B) Makes (C) Made ✓ (D) Making
13. He _____ to school every day.
(A) Will go (B) Goes ✓ (C) Go (D) Went
14. She _____ apples.
(A) Is liked (B) Is liking (C) Like (D) Likes ✓
15. He _____ English quite well.
(A) Speaks ✓ (B) Speaking (C) Spoke (D) Has been speaking
16. He always _____ back home late.
(A) Come (B) Comes ✓ (C) Has come (D) Had come
17. Patriots _____ their lives for country.
(A) Lay ✓ (B) Laid (C) Layed (D) Has lay
18. All parents _____ their children.
(A) Love ✓ (B) Are loving (C) Loved (D) Have loved
19. They _____ to sleep at ten.
(A) Went (B) Go ✓ (C) Goes (D) Are going
20. He _____ newspapers for living.
(A) Sell (B) Selling (C) Sells ✓ (D) Will sold
21. He tells a story that _____ untrue.
(A) Sound (B) Go (C) Sounds ✓ (D) Sounding
22. Do you _____ to school every day?
(A) Go ✓ (B) Went (C) Gone (D) These

23. Sumera _____ absent because she is ill.
 (A) Were (B) Will (C) Would (D) Is✓
24. They always _____ back home late.
 (A) Come✓ (B) Comes (C) Came (D) Had come
25. They _____ tea every morning.
 (A) Drink✓ (B) Drinks (C) Drinking (D) Drunk
26. He always _____ a lie.
 (A) Tells✓ (B) Tell (C) Told (D) Is telling
27. She _____ the door softly.
 (A) Shut (B) Shuts✓ (C) Shutting (D) None of these
28. I do not _____ my meals at night.
 (A) Takes (B) Took (C) Take✓ (D) are Taking
29. Charity _____ at home.
 (A) Begins✓ (B) Bagan (C) Would begin (D) Begin
30. Let the window _____.
 (A) Open (B) Be opened✓ (C) Opened (D) Opens
31. A patriot _____ his country.
 (A) Loved (B) Love (C) Loves✓ (D) Has loved

PRESENT CONTINUOUS TENSE

1. The hen _____ eggs.
 (A) Lay (B) Is laying✓ (C) Has been laying (D) Had been laying
2. He is _____ along with his friends.
 (A) Come (B) Comes (C) Coming✓ (D) Came
3. She _____ English at present.
 (A) Learnt (B) Is Learning✓ (C) Will learn (D) Has been learning
4. They are _____ net ball.
 (A) Playing✓ (B) Play (C) Played (D) Plays
5. I am _____ for you.
 (A) Waiting✓ (B) Wait (C) Waited (D) shall wait
6. The baby _____ for milk now.
 (A) Cries (B) Is crying✓ (C) Cried (D) Was crying
7. He _____ to us next week.
 (A) Comes (B) Came (C) Is coming (D) Is coming✓
8. It _____ at present.
 (A) Is raining✓ (B) Rain (C) Rains (D) Was raining
9. Now the students _____ a noise in the class room.
 (A) Make (B) Had made (C) Have been making (D) Are making✓
10. The boys are _____ their home work.
 (A) Doing✓ (B) Did (C) Done (D) Does
11. She _____ English now.
 (A) Was speaking (B) Speak (C) Is speaking✓ (D) Spoke
12. Are they _____ idle?
 (A) Sit (B) Sits (C) Sitting✓ (D) Set
13. Rickshaw is not _____ this way.
 (A) Come (B) Comes (C) Coming✓ (D) Has come

PRESENT PERFECT TENSE

1. The summer season has _____ to an end.
(A) Coming (B) Comes (C) Came (D) Come ✓
2. The girl has _____ the story.
(A) Wrote (B) Write (C) Written ✓ (D) Writes
3. They already _____ their home task.
(A) Did (B) Have done ✓ (C) Do (D) Were doing
4. They have _____ in this house.
(A) Lived ✓ (B) Living (C) Are Living (D) Were living
5. I already _____ three cups of coffee.
(A) Took (B) Take (C) Has taken (D) Have taken ✓
6. I already _____ the letter.
(A) Post (B) Posted (C) Have posted ✓ (D) Am posting
7. We have _____ the football match.
(A) Win (B) Been won (C) Won ✓ (D) Had won
8. She has _____ him back.
(A) Send (B) Is sending (C) Sent ✓ (D) Will send

PRESENT PERFECT CONTINUOUS TENSE

1. She _____ him in this office for seven years.
(A) Is not seeing (B) Has not seen ✓
(C) Have no seen (D) Will not seen
2. They _____ fighting for two hours.
(A) Are (B) Has been (C) Have been ✓ (D) Did
3. They _____ exercise since morning.
(A) Take (B) Have been taking ✓ (C) Took (D) Have taken
4. I am tired, because I have been _____.
(A) Running ✓ (B) Run (C) runs (D) ran
5. I have been _____ for two years.
(A) Read (B) Reads (C) Readed (D) Reading ✓
6. The patient _____ with pain.
(A) Cried (B) Having been crying
(C) Has been crying ✓ (D) Cries
7. She _____ here since 1960.
(A) Has lived (B) Had living
(C) Had been living (D) Has been living ✓
8. Ali _____ this book since morning.
(A) Read (B) Has read (C) Has been reading ✓ (D) Will read
9. How long _____ you been learning English?
(A) Has (B) Are (C) Have ✓ (D) Am
10. I _____ here for two hours.
(A) Wait (B) Have been waiting ✓ (C) Waits (D) Waiting
11. I _____ you since Monday.
(A) Did not see (B) Has not seen
(C) Have not seen ✓ (D) Will not seen
12. We _____ cricket for an hour.
(A) Are playing (B) Will be playing
(C) Have been playing ✓ (D) Were playing

13. I _____ living in this house since 1970.
 (A) Has been (B) Have been ✓ (C) Was (D) Will be
14. I _____ watching T.V. since 7 P.M.
 (A) Has been (B) Have been ✓ (C) Am (D) Will be
15. You have been _____ since morning.
 (A) Rested (B) Rest (C) Rests (D) Resting ✓
16. She _____ since morning.
 (A) Playing (B) Played (C) has played (D) Has been playing ✓
17. How long you _____ here?
 (A) Wait (B) Waited (C) Waiting (D) have been waiting ✓
18. She _____ since morning.
 (A) Sleep (B) Sleeping (C) Has been sleeping ✓ (D) Have been sleeping
19. They _____ in this house for ten years.
 (A) Are living (B) Live (C) Will live (D) Have been living ✓
20. I _____ for three hours.
 (A) Am studing (B) Study (C) Will study (D) have been studying ✓

PAST INDEFINITE TENSE

1. It _____ to rain an hour ago.
 (A) Began ✓ (B) Begins (C) Begin (D) Begun
2. They _____ hockey at that time.
 (A) Will be playing (B) Have been played (C) Play (D) Played ✓
3. I _____ the letter yesterday.
 (A) Post (B) Posted ✓ (C) Posting (D) Was posting
4. I _____ him in the place yesterday.
 (A) Am meating (B) Was met (C) Met ✓ (D) Meet
5. He _____ from Lahore yesterday.
 (A) Came ✓ (B) Comes (C) Will come (D) Have come
6. I was _____ to see the match.
 (A) Delighted ✓ (B) Delighting (C) Delight (D) had been delighted
7. He _____ twenty minutes ago.
 (A) Leave (B) Left ✓ (C) Leaves (D) Leaving
8. The fire _____ at night.
 (A) Is burn (B) Burning (C) Burnt ✓ (D) Was burn
9. I _____ this bike a month ago.
 (A) Buy (B) Bought ✓ (C) Will buy (D) Buys
10. I _____ her in the plane.
 (A) Meets (B) Am meeting (C) Met ✓ (D) Have been meeting
11. He _____ a prize last year.
 (A) Win (B) Won ✓ (C) Wining (D) will win
12. He did not _____ to my letter.
 (A) Reply ✓ (B) Replied (C) Replying (D) Replies
13. Sumera _____ her lunch yesterday.
 (A) Eat (B) Eats (C) Ate ✓ (D) Eating

14. He _____ in the rain yesterday at 5 p.m.
(A) Stand (B) Stood✓ (C) Will stand (D) Has been standing
15. We _____ a match today.
(A) Played✓ (B) Had played (C) Will played (D) Play
16. She _____ to school an hour ago.
(A) Is going (B) Gone (C) Went✓ (D) Will go
17. Shahida _____ a sad song today.
(A) Sing (B) Sings (C) Sang✓ (D) Was singing
18. Tables were _____ by Najma.
(A) Break (B) Broke (C) Broken✓ (D) Breaks
19. They _____ hard all day.
(A) Worked✓ (B) Working (C) Work (D) Is working
20. Quaid-e-Azam _____ very hard.
(A) Had been worked (B) Works (C) Work (D) Worked✓
21. He _____ here yesterday.
(A) Came✓ (B) Has come (C) Will you (D) Comes
22. Quaid-e-Azam _____ to protect the values, culture and traditions of Muslims.
(A) Wants (B) Wanted✓ (C) Will want (D) Have wanted
23. Why did she _____ such a letter?
(A) Wrote (B) Write✓ (C) Has Written (D) Writing

PAST CONTINUOUS TENSE

1. I _____ the book when the bell rang.
(A) Read (B) Reads (C) Reading (D) Was reading✓
2. It was _____ in the morning.
(A) Rain (B) Rained (C) Rains (D) Raining✓
3. Girls were _____.
(A) Sing (B) Sings (C) Sung (D) Singing✓
4. She _____ a song when I entered the room.
(A) Sing (B) Sang (C) Will sing (D) Was Singing✓
5. She was _____ the students.
(A) Teaches (B) Teach (C) Taught (D) Teaching✓
6. He was riding a bike when he _____ an accident.
(A) Meet (B) Meets (C) Met✓ (D) Meeting
7. They _____ to school when the storm broke.
(A) Are going (B) Went (C) Gone (D) Were going✓

PAST PERFECT TENSE

1. I _____ the house before it started raining.
(A) Leave (B) Have left (C) Had left✓ (D) Will leave
2. She _____ since morning.
(A) Is sleeping (B) Sleeps (C) Slept (D) Had been sleeping✓
3. After you _____ I went to sleep.
(A) Had left✓ (B) Left (C) Leave (D) Was leaving
4. We had not _____ him before he came here.
(A) See (B) Sees (C) Saw (D) Seen✓
5. They _____ their meal before the guests arrived.
(A) Take (B) Took (C) Takes (D) Had taken✓

6. He had already _____ the letter.
 (A) Posts (B) Posted ✓ (C) Posting (D) Is Posting
7. The match started after I _____ the play ground.
 (A) Has left (B) Have left (C) Left (D) Had left ✓
8. She _____ before the party begun.
 (A) Is leaving (B) Has left (C) Has been leaving (D) Had left ✓
9. He went home after he _____ his work.
 (A) Finished (B) Will finish (C) Have finished (D) Had finished ✓

PAST PERFECT CONTINUOUS TENSE

1. He had been _____ here since 1970.
 (A) Come (B) Coming ✓ (C) Comes (D) Came
2. She _____ in this office for seven years.
 (A) Work (B) Works (C) Was working (D) Had been working ✓
3. It had been _____ since last night.
 (A) Rain (B) Raining ✓ (C) Rained (D) was rained
4. The book _____ on the table for weeks.
 (A) Lye (B) Lies (C) Was lying (D) Had been lying ✓

FUTURE INDEFINITE TENSE

1. I hope it will _____ raining by the evening.
 (A) Stop ✓ (B) Stopped (C) Stopping (D) Stops
2. He _____ to us tomorrow.
 (A) Comes (B) Will come ✓ (C) Came (D) Had come
3. I shall _____ you with your homework if I can.
 (A) Helped (B) Help ✓ (C) Help (D) Has helped
4. I shall _____ you next week.
 (A) Visit ✓ (B) Visited (C) Have visited (D) Has visited
5. He _____ take the examination next year.
 (A) Will have (B) Will ✓ (C) Will be (D) Shall be
6. I _____ him next Monday.
 (A) ✓ Shall see (B) Saw (C) Has seen (D) See
7. Will you _____ me, if you are going to be late?
 (A) Informs (B) Informed (C) Informing (D) Inform ✓
8. I _____ this exercise in an hour's time.
 (A) Finish (B) Shall finish ✓ (C) have finished (D) Had finished
9. They _____ for London tomorrow.
 (A) Leave (B) Shall leave (C) Will leave ✓ (D) Left
10. He _____ take the examination next year.
 (A) Will have (B) Will ✓ (C) Will be (D) Shall
11. The court _____ its verdict on Thursday next.
 (A) Give (B) Gave (C) Given (D) Will give ✓
12. Zahid _____ to Lahore tomorrow.
 (A) Will go ✓ (B) Went (C) Going (D) Gone
13. She _____ taking this medicine by March next.
 (A) Will stop ✓ (B) Will have stopped (C) Stopped (D) Would stop
14. They _____ all night.
 (A) Will travel ✓ (B) Shall travel (C) Travel (D) Have been travelling

15. I _____ this examination by August 2014.
 (A) Will pass (B) Shall pass ✓ (C) Have passed (D) Shall have
16. He _____ in the sun tomorrow.
 (A) Stands (B) Has stand (C) Has been standing (D) Will stand ✓
17. They _____ their work by tomorrow.
 (A) Will complete ✓ (B) Completed (C) Had completed (D) Completed
18. She _____ her work before the guest arrives.
 (A) Finish (B) Finished (C) Finishing (D) Will finish ✓
19. I _____ you tomorrow.
 (A) Shall meet ✓ (B) Meet (C) Meets (D) Would meet
20. They _____ to dinner on Sunday.
 (A) Will come ✓ (B) Came (C) Are coming (D) Come

FUTURE CONTINUOUS TENSE

1. She _____ her lesson in music in the morning.
 (A) Will be taking ✓ (B) Has been taking
 (C) Should be talking (D) Taking
2. I _____ the paper then.
 (A) Read (B) Shall be reading ✓
 (C) Am reading (D) Reads
3. He will be _____ his lesson.
 (A) Learn (B) Learning ✓ (C) Learns (D) Learnt

FUTURE PERFECT TENSE

1. Mangoes _____ the market by April.
 (A) Reached (B) Will have reached ✓
 (C) Reach (D) Are reaching
2. He _____ his work before the guests arrive.
 (A) Finish (B) Will have finished ✓
 (C) Finishing (D) Has finished
3. We shall have _____ the snake.
 (A) Bill (B) Billing (C) Killed ✓ (D) Kills

CONDITIONAL SENTENCES

1. If she had seen me, She _____ greeted me.
 (A) Will have (B) Would have ✓ (C) Would (D) Would has
2. If you _____ I shall be available.
 (A) Will come (B) Come ✓ (C) Have come (D) Came
3. If you had studied hard, you _____ succeeded.
 (A) Would (B) Will (C) Will have (D) Would have ✓
4. If you _____ to give up smoking, you would feel much better.
 (A) Try (B) Tries (C) Had tried (D) Tried ✓
5. If someone stole her car, she _____ the police immediately.
 (A) Did report (B) Would report ✓ (C) Had reported (D) Would have reported