

# GENERAL ENGLISH

## (For All Classes)



*Writer and Publisher*  
**Dharam Pal Kapoor**  
*B.A. (Hons.) M.A.*



**Kothi No. 1135, Sector 11**  
**Panchkula-134112 (Hry.)**  
**Phone : 0172-2567845**  
**Mobile : 9356301618**

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Phone : 0172-2567845

Mobile : 9356301618



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# Preface

I feel great pleasure in presenting this book of General English (For All Classes) i.e. from Pre-nursery to B.A. and various competitive examinations. Let me tell you freely and frankly at the very outset that there is no dearth of books on General English. But I can say without fear of contradiction that it is really a unique book. It has wholly stupendous superiority in every aspect over any other book on the subject. It has been divided in five parts for convenience of the students.

It is a self study approach to English, reading, writing and speaking. It presented a new and systematic treatments the subject. The entire matter is correlated for a better and easier understanding of the students. Main rules of Grammar have been given with copious examples. Rules have been explained in Hindi and pronunciations of different words have also been given in Hindi for the facility of the students. It caters to the needs of all types of students. Moreover, it aims at clarity, accuracy, simplicity of style and lucidity of language so that an average student may be able to understand easily. A thorough and diligent study of the book will surely stand you in good stead at every stage till the last moment of your active life.

I am very thankful to Sharvshri Bikram Tirath Ji, Jai Kishan ji, Naresh Bansal ji, Satya Paul Modi ji, who have helped me in publishing the book. I have carefully read this book time and again to avoid mistakes. Any how no one is perfect in this world except God. Actually man is a mannequin of mistakes to error is human. I, therefore, am not an exception. If there remains any mistake pardon me for the same. Hence the suggestions for the improvement of the book will be gratefully received thankfully acknowledged and carefully considered.

In the end, I am very grateful to all those authors whose books have inspired me to write this book and whose thoughts have quoted in this book.



**(D.P. Kapoor)**

B.A. Hons, M.A.

Dated : 24-9-2018

1135/11, Panchkula-134112

Ph. No. 0172-2567845

Mob. : 9356301618

# General English

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**PART I**  
**(BASIC ENGLISH)**

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2.	Capital, Small Letters etc. (बड़ी और छोटी वर्णमाला)	11
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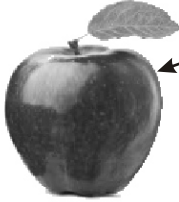
## 1. Alphabates in pictures

(चित्रों में वर्णमाला)

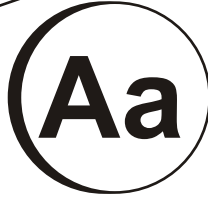
Look at the following pictures and name the objects as in the example below.

**Example : Teacher** : What is this ?

**Pupli** : This is an apple.



Apple (ऐप्पल) सेब



Axe (ऐक्स) कुल्हाड़ी



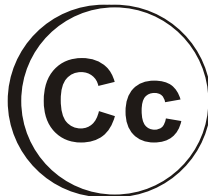
Ball (बॉल) गेंद



Bat (बैट) बल्ला



Cat (कैट) बिल्ली



Cow (काऊ) गाय

**Example : Teacher** : What is this ?

**Pupli** : This is a dog.



Dog (डॉग) कुत्ता

**Dd**



Doll (डॉल) गुड़िया



Elephant (ऐलिफैंट) हाथी

**Ee**



Egg (ऐग) अण्डा



Fish (फिश) मछली

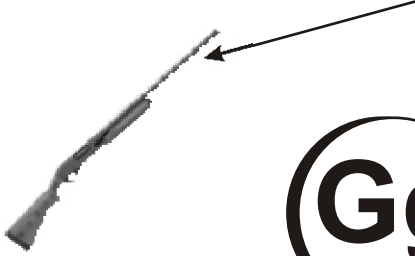
**Ff**



Fan (फैन) पंखा

**Example : Teacher** : What is this ?

**Pupli** : This is a gun.



Gun (गन) बंदूक

**Gg**



Got (गोट) बकरी



Hen (हन) मुर्गी

**Hh**



Horse (हॉर्स) घोड़ा



Inkpot (इंकपोट) स्याही की दवात

**li**



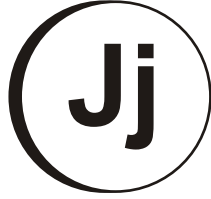
Iron (आयरन) प्रैस (इस्त्री)

**Example : Teacher** : What is this ?

**Pupli** : This is a jug.



Jug (जग) जग



Joker (जोकर) जोकर



Kite (काइट) पतंग



Kettle (केटल) केतली

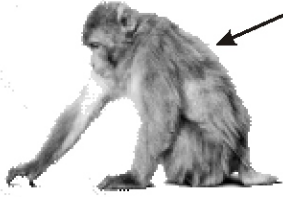


Lion (लॉयन) शेर



Leaf (लीफ) पत्ता

**Example : Teacher** : What is this ?  
**Pupli** : This is a monkey.



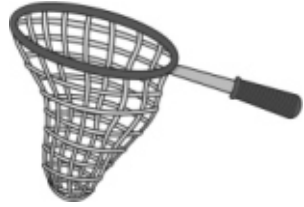
Monkey (मंकी) बंदर



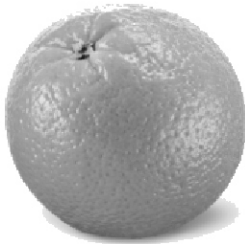
Man (मैन) आदमी



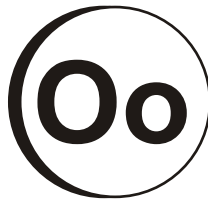
Nest (नैस्ट) घोंसला



Net (नैट) जाली

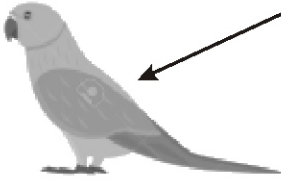


Orange (आरेंज) संतरा



Ox (ऑक्स) बैल

**Example : Teacher** : What is this ?  
**Pupli** : This is a parrot.



Parrot (पैरट) तोता

**Pp**



Postman (पोस्टमैन) डाकिया



Queen (क्वीन) रानी

**Qq**



Quill (क्विल) पंख



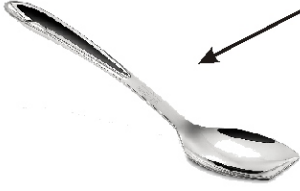
Rat (रैट) चूहा

**Rr**

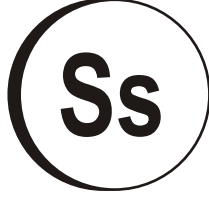


Rabbit (रैबिट) खरगोश

**Example : Teacher** : What is this ?  
**Pupli** : This is a Spoon.



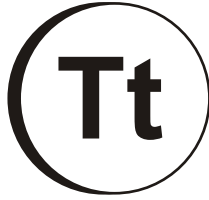
Spoon (स्पून) चम्मच



Swan (स्वॉन) राजहंस



Tree (ट्री) पेड़



Telephone (टेलीफोन) टेलीफोन



Umbrella (अम्ब्रेला) छाता



Urn (अर्न) बर्तन

**Example : Teacher** : What is this ?  
**Pupli** : This is a Van.



Van (वैन) गाड़ी



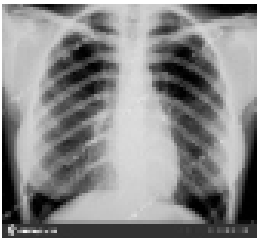
Vase (वेश) फूलदान



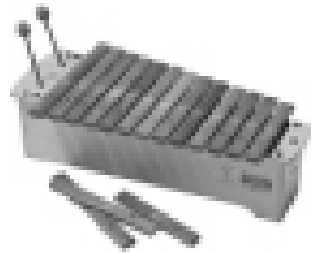
Woman (वूमैन) औरत



Watch (वॉच) घड़ी



X-Ray (एक्स-रे)



Xylophone (जाइलोफोन) जल तरंग

**Example : Teacher** : What is this ?  
**Pupli** : This is a Yak.



Yak (याक) याक



Yok (योक) जुआ



Zebra (जैबरा) धारीदार गधा



Zip (जिप) चेन

## 2. Capital, Small Letters etc.

(बड़ी और छोटी वर्णमाला)

### CAPITAL LETTERS

**A B C D E F G H I**  
**J K L M N O P Q R**  
**S T U V W X Y Z**

### SMALL LETTERS

**a b c d e f g h i**  
**j k l m n o p q r**  
**s t u v w x y z**

### MATCH THE ALPHABETS

<b>C</b>	<b>A</b>	<b>L</b>	<b>J</b>
<b>A</b>	<b>C</b>	<b>P</b>	<b>L</b>
<b>D</b>	<b>E</b>	<b>K</b>	<b>P</b>
<b>E</b>	<b>D</b>	<b>J</b>	<b>K</b>
<b>X</b>	<b>W</b>	<b>R</b>	<b>D</b>
<b>U</b>	<b>Q</b>	<b>D</b>	<b>Y</b>
<b>W</b>	<b>X</b>	<b>Y</b>	<b>Z</b>
<b>Q</b>	<b>U</b>	<b>Z</b>	<b>R</b>

### 3. Birds

(पक्षी)

Look at the pictures and speak aloud



\_\_\_\_\_ pogeon



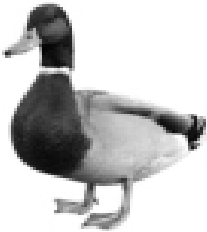
\_\_\_\_\_ peacock



\_\_\_\_\_ parrot



\_\_\_\_\_ crow



\_\_\_\_\_ duck



\_\_\_\_\_ hen



\_\_\_\_\_ sparrow



\_\_\_\_\_ owl

# Animals

(पशु)

Look at the pictures and speak aloud



\_\_\_\_\_ cow.



\_\_\_\_\_ camel.



\_\_\_\_\_ goat.



\_\_\_\_\_ dog.



\_\_\_\_\_ cat.



\_\_\_\_\_ horse.



\_\_\_\_\_ sheep



\_\_\_\_\_ rabbit

# Vehicles

(वाहन)

Look at the pictures and speak aloud



\_\_\_\_\_ car.



\_\_\_\_\_ bus.



\_\_\_\_\_ jeep.



\_\_\_\_\_ truck.



\_\_\_\_\_ scooter.



\_\_\_\_\_ train.



\_\_\_\_\_ bicycle.



\_\_\_\_\_ ship

# Fruits and Vegetables

(फल एवं सब्जियाँ)

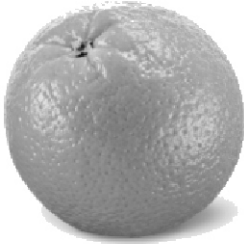
Look at the pictures and speak aloud



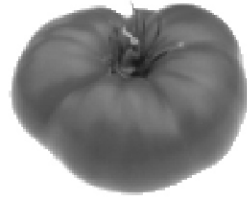
\_\_\_\_\_ mango.



\_\_\_\_\_ potato.



\_\_\_\_\_ orange.



\_\_\_\_\_ tomato



\_\_\_\_\_ catrot.



\_\_\_\_\_ radish.



\_\_\_\_\_ onion.



\_\_\_\_\_ papaya.

#### 4. Thank you, God

(हे ईश्वर आप का धन्यवाद)

**Thank you, God, for the world so sweet.  
Thank you, God, for the food we eat.  
Thank you, God, for the birds that sing.  
Thank you, God, for each and everything.**



हे भगवान् आपने यह सुन्दर संसार बनाया, भोजन बनाया, जिसे खाकर हम जीवित रहते हैं। चिड़ियाँ बनाई, जो चहचहाती है। हे प्रभु! इस सब के लिए तथा हर बात के लिए आपका बहुत-बहुत धन्यवाद।

## Rhyme (कविता)



**Here is my father,  
Gentle and strong.  
There is my mother,  
Sweet as her song.**

ये (यहाँ) मेरे पिता जी हैं,  
जो नम्र और बलवान् हैं।  
वो (वहाँ) मेरी माता जी हैं,  
उतनी ही मधुर जितने उनके गीत हैं।



**Here is my sister,  
Naughty and gay.  
There is my brother,  
Who loves to play.**

यह (यहाँ) मेरी बहिन है,  
जो शरारती और प्रसन्नचित है।  
वह (वहाँ) मेरा भाई है,  
जिसे खेलना अच्छा लगता है।

# 5. Numbers 1–10

(संख्या 1–10)

**1**  
**One**



**One**  
**bus**

**2**  
**Two**



**Two**  
**goats**

**3**  
**Three**



**Three**  
**cats**

**4**  
**Four**



**Four**  
**oranges**

**5**  
**Five**



**Five**  
**kites**

**6**  
**Six**



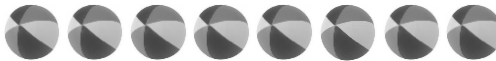
**Six**  
**cars**

**7**  
**Seven**



**Seven**  
**camels**

**8**  
**Eight**



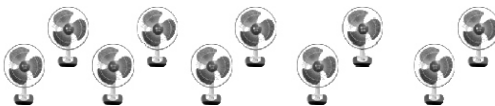
**Eight**  
**balls**

**9**  
**Nine**



**Nine**  
**fishes**

**10**  
**Ten**



**Ten**  
**fans**

## 6. Pronunciation

### (उच्चारण)

Correct Reading भी एक कला है परन्तु प्रायः लोग English के pronunciation में बड़ी अशुद्धियां करते हैं क्योंकि उन्हें वर्णों के उच्चारण का पूरा ज्ञान नहीं होता। अंग्रेज़ी में 5 स्वर (vowels) और 21 व्यंजन (consonants) हैं। कुछ vowels और consonants का अकेले अक्षर के रूप में उच्चारण और होता है तो शब्दों के बीच में प्रयुक्त होने पर उनका उच्चारण कुछ और हो जाता है। अंग्रेज़ी भाषा के वर्णों के उच्चारण के विशेष नियम हैं जिनका जानना अत्यावश्यक है।

आओ पहले स्वरों (vowels) के उच्चारण पर विचार करें।

Vowels: A E I O U

### अंग्रेज़ी स्वरों का उच्चारण

1. A के उच्चारण के नियम--

के प्रमुख उच्चारण ये होते हैं -- आ, ऐ, एअ, ए।

All	आल	सब	Car	कार	गाड़ी
Fan	फेन	पंखा	Cat	कैट	बिल्ली
Care	केअर	परवाह	Fare	फेअर	किराया

परन्तु यदि A के आगे y या I का प्रयोग हो तो A का उच्चारण 'ए' के समान हो जाता है परन्तु यह 'ए' कुछ लम्बा उच्चारण देता है। जैसे--

Say	से	कहना	Stay	स्टे	ठहरना
-----	----	------	------	------	-------

यदि A के आगे कोई consonant और फिर e दे रखा हो तो

A का उच्चारण एऽ के समान होता है। जैसे--

Race	रेस	दौड़	Trade	ट्रेड	व्यापार
------	-----	------	-------	-------	---------

2. E के उच्चारण के नियम--

E के प्रमुख उच्चारण ये होते हैं -- ए ( ^ ) इ, ई। जैसे--

Beg	बेग्	भीख मांगना	Less	लेस्	कम
Be	बी	होना	He	ही	वह

She सीऽ देखना Weep वीऽप रोना  
 Meat मीट मांस Cheat चीट धोखा देना  
 नोट : यदि e के आगे w हो, तो ew का उच्चारण इय होता है ।

परन्तु e से पूर्व का consonant ह्रस्व हो जाता है । जैसे--

Dow ड्यू ओस New न्यू नया

1. यदि किसी शब्द के अंत में e आये तो उसका अपना कोई उच्चारण नहीं होता परन्तु उससे पहले आये एक या एक से अधिक व्यंजनों (consonants) को छोड़ कर जो अन्य स्वर (vowel) होता है, उसका उच्चारण लम्बा हो जाता है ।

Name नेऽम नाम Same सेऽम वही

2. यदि पूर्ववर्ती स्वर i हो तो i का उच्चारण आइ होता है और अंतिम e का अपना कोई उच्चारण नहीं होता । जैसे--

Line लाइन रेखा File फाइल रेती

Hope होप आशा Nose नोज नाक

Rule रूल नियम Tube ट्यूब नली

Due ड्यू ओस New न्यू नया

3. I के उच्चारण के नियम--

I के प्रमुख उच्चारण ये होते हैं -- इ, आइ । परन्तु कभी-कभी 'अ' जैसा उच्चारण भी होता है ।

Pin पिन सूई Ship शिप जहाज

Blind ब्लाइंड अन्धा Child चाइल्ड बच्चा

Birth बर्थ जन्म First फर्स्ट पहला

Admire एडमायर प्रशंसा Hire हायर किराये  
 करना पर लेना

Receive रिसीव लेना Deceive डिसीव धोखा देना

4. O के उच्चारण के नियम--

O के प्रमुख उच्चारण ये होते हैं -- अ, आ, ओ, उ, ऊ, वाय,  
 आव

Son	सन	पुत्र	Come	कम	आना
Hot	हॉट	गर्म	God	गॉड	ईश्वर
Gold	गोल्ड	सोना	Ghost	घोस्ट	प्रेत
Row	रो	पंक्ति	Now	नाउ	अब
Moon	मून	चांद	Room	रूम	कमरा
<b>Boy</b>	ब्वाय	लड़का	Toy	ट्वाय	खिलौना
Hour	आवर	घंटा	Sour	सावर	खट्टा

नोट -- यदि पूर्ववर्ती स्वर o हो तो o का उच्चारण ओ होता है और अंतिम e का अपना कोई उच्चारण नहीं होता जैसे--

Hope होप आशा Nose नोज़ नाक

5. U के उच्चारण के नियम--

U के प्रमुख उच्चारण ये होते हैं -- अ, उ, यू, यो

Cup कप प्याला Bus बस बस

Put पुट रखना Pull पुल खींचना

Duty ड्यूटी कर्तव्य Cure क्योर आराम होना

नोट -- यदि पूर्ववर्ती स्वर v हो तो इसका उच्चारण ऊ अथवा यू होता है और अंतिम e का अपना कोई उच्चारण नहीं होता जैसे--

Rule रूल नियम Tube ट्यूब नली

6. Y के उच्चारण के नियम (Y is both a consonant and a semi-vowel)

Y एक व्यंजन है परन्तु कहीं-कहीं यह स्वर का काम करता है, y के उच्चारण हैं--ई, आय, आई आदि । जैसे --

Policy पालिसी नीति Greedy ग्रीडी लालची

Tyre टायर टायर Tyrant टायरैंट क्रूर

Dyke डाइक खाड़ी Dynasty डाइनेस्टी वंश

### अंग्रेज़ी व्यंजनों के उच्चारण

Consonants (व्यंजन) :

B	C	D	F	G	H	J	K	L
ब	स	ड	फ	ग	ह	ज	क	ल

M	N	P	Q	R	S	T	V	W
म	न	प	क	र	स	ट	व	व
X	Y	Z						
क्स	य	ज़						

अंग्रेज़ी के इन वर्णों का उच्चारण प्रायः उनके नीचे दिये गए हिन्दी के वर्णों के लगभग उच्चारण जैसा ही होता है। परन्तु C, G, S, T, के उच्चारणों में कुछ विविधता भी पाई जाती है जिसका स्पष्टीकरण हम नीचे किये देते हैं।

यदि c के आगे e, i, y आदि कोई वर्ण हो तो c का उच्चारण स होता है। जैसे--

C के प्रमुख उच्चारण

Rice	राइस	चावल
Cycle	साइकिल	साइकिल
Pice	पाइस	पैसा
Cease	सीज	रुकना

यदि c के आगे a, o, u, k, r, l आदि कोई वर्ण हो तो c का उच्चारण क होता है। जैसे--

Cat	कैट	बिल्ली
Cot	काट	चारपाई
Cut	कट	काटना
Lock	लाक	ताला
Clerk	क्लर्क	लिपिक
Clean	क्लीन	स्वच्छ

यदि c के आगे h हो तो c का प्रायः उच्चारण च, श होता है।  
जैसे--

Cheat	चीट	धोखा देना
Machine	मशीन	मशीन

G के प्रमुख उच्चारण-- ग और ज

Gate	गेट	बड़ा दरवाजा
------	-----	-------------

Gun	गन	बंदूक
General	जनरल	साधारण
Germ	जर्म	कीटाणु

S के प्रमुख उच्चारण-- ज़, स, श

Tribes	ट्राइब्ज़	जातियां
Eggs	ऐग्ज़	अंडा

यदि किसी शब्द के अंत में be, g, gg, ge, oe, ie, ee, y आदि वर्ण हो तो s का उच्चारण ज़ हो जाता है। जैसे--

Eggs	ऐग्ज़	अण्डे
Rupees	रूपीज़	रुपये
Bags	बैग्ज़	थैले
Ages	एजिज़	युग
Armies	आरमीज़	सेनायें
Boys	ब्वाज़	लड़के

यदि किसी शब्द के अंत में p, pe आदि वर्ण हो तो s का उच्चारण स होता है। जैसे--

Roofs	रूफस	छत
Ropes	रोप्स	रस्से
Caps	कैप्स	टोपियां
Kites	काइट्स	पतंगें

यदि किसी शब्द में s या as के आगे ia, ion आदि वर्ण हो तो s का उच्चारण श हो जाता है। जैसे--

Asia	एशिया	महाद्वीप का नाम
Mension	मशन	महल

T के प्रमुख उच्चारण--

Tea	टी	चाय
Cat	कैट	बिल्ली
Teat	टीट	थन
Dirty	डर्टी	गन्दा

यदि किसी में T के पश्चात् ia, ie, io आदि वर्ण आए तो T का उच्चारण श हो जाता है । जैसे--

initials	इनिशियल्ज	लघु हस्ताक्षर
Patient	पेशंट	रोगी
Portion	पोर्शन	भाग
Promotion	प्रमोशन	पदोन्नति आदि

यदि किसी शब्द में s के आगे tion या t के आगे ure आए तो T का उच्चारण च हो जाता है । जैसे--

Question	क्वेश्चन	प्रश्न
Nature	नेचर	प्रकृति

यदि किसी शब्द में T के पश्चात् H आवे तो उसका उच्चारण द थ हो जाता है । जैसे--

This	दिस	यह
Thick	थिक	घना आदि

### Silent Letters in words

#### (अनुच्चरित अक्षर)

अंग्रेजी भाषा में कुछ वर्ण अनुच्चरित अर्थात् मूक (silent) होते हैं । परन्तु विदेशी भाषा होने के कारण ये विद्यार्थियों के लिए एक समस्या बन जाते हैं । यहां उनमें से शब्दों को ऐसे रोचक ढंग से प्रस्तुत किया गया है कि आप अध्ययन और अभ्यास के द्वारा ऐसे शब्दों पर Mastery प्राप्त कर सकेंगे ।

#### 1. B Silent

Bomb	बाम	बम
Comb	काम	कंधा

#### 2. P Silent

Pneumonia	न्यूमोनिया	निमोनिया
Psalm	साम	भजन

#### 3. L Silent

Palm	पाम	हथेली	Half	आफ	आधा
------	-----	-------	------	----	-----

#### 4. K Silent

Knife	नाईफ	चाकू	Know	नो	जानना
-------	------	------	------	----	-------

### 5. C Silent

Scent सेंट इत्र Scene सीन दृश्य

### 6. U Silent

Guest गेस्ट अतिथि Guess गैस अनुमान  
लगाना

### 7. GH Silent

High हाई ऊंचा Thigh थाई जांघ

### 8. M Silent

Automn आटम पतझड़ Column कालम पृष्ठ का  
भाग

### 9. G Silent

Gnat नेट मच्छर Sign साइन चिह्न

### 10. H Silent

Hour आवर घंटा Honour आनर इज़्जत

### 11. W Silent

Wrap रैप लपेटना Wrong रांग गलत

### 12. D Silent

Edge ऐज किनारा Hedge हैज झाड़ी

### 13. T Silent

Hasten हेसन जल्दी करना Often आफन प्रायः

### How to write A Name

दैनिक जीवन में विभिन्न उद्देश्यों के लिए हमें किसी न किसी व्यक्ति का नाम ही लिखना पड़ता है। यदि आप भी यह कला सीखना चाहते हैं तो निम्नलिखित equivalents याद कीजिये।

अ	आ	इ	ई	उ	ऊ	ऋ	ए	ऐ
a	a	i	i(ee)	u	oo	ri	e	ai
ओ	औ	क्	ख्	ग्	घ्	ङ्	च्	छ्
o	au	k	kh	g	gh	n	ch	chh
जू	झू	ञू	ट्	ठ्	ड्	ढ्	ण्	त्
j	jh	n	t	th	d	dh	n	t

थू	द्	धू	न्	प्	फू	बू	भू	मू
th	d	dh	n	p	ph	b	bh	m
यू	रू	लू	वू	शू	षू	सू	हू	क्षू
y	r	l	v	sh	sh	s	h	ksh
त्रू	ज़ू	फू	वू	श्रू	प्रू	स्कू	स्मू	
tr	z	ph	w	shr	pr	sk	sm	

आओ अब नाम लिखने का अभ्यास कीजिए :

राम = रा + म = Ram

रानी = रा + नी = Rani

रजनी = रज + नी = Rajni

पूनम = पू + नम = Poonam

प्रदीप = प्र + दीप = Pradip

### Pronunciation got easy

#### उच्चारण हुआ आसान

हिन्दी के किस अक्षर के लिये अंग्रेजी में सामान्यतः कौन सा अक्षर आता है यह देखकर हम इस अध्याय का अध्ययन आरम्भ करेंगे ।

#### Vowels / स्वर

अ	आ	इ	ई	उ	ऊ
a	a	i	ee	u	oo
ए	ऐ	ओ	औ	अं	अः
e	ai	o	au	am/an	ah

अनुस्वार का उच्चारण 'अम्' अथवा 'अन्' कुछ भी हो सकता है । उस उच्चारण के अनुसार हम अंग्रेजी में am अथवा an का प्रयोग करते हैं । अनुस्वार का उच्चारण 'अम्' हो तो am और अन् हो तो an आएगा ।

#### Consonants / व्यंजन

क्	खू	गू	घू	ङू
k	kh	g	gh	an
च्	छू	जू	झू	ञू
ch	chh	j	jh	an
टू	ठू	डू	ढू	णू
t	th	d	dh	n

त्	थ्	द्	ध्	न्
t	th	d	dh	n
प्	फ्	ब्	भ्	म्
p	ph	b	bh	m
य्	र्	ल्	व्	श्
y	r	l	w/v	sh
ष्	स्	ह्	क्ष्	ज्ञ्
sh	s	h	ksh	gy

ऊपर सभी अक्षरों में हलन्त लगाया गया है। ये आधे अक्षर हैं। इन्हें पूर्ण करने के लिये जैसे हिन्दी में स्वर मिलाने की आवश्यकता है, वैसे ही अंग्रेजी में भी है।

जैसे हिन्दी में आधा 'क' में 'अ' मिलाने पर पूर्ण 'क' तैयार होता है। वैसे ही अंग्रेजी में भी 'क' के लिये केवल k नहीं आएगा। क्योंकि ऊपर हमने देखा k अर्थात् आधा 'क'। फिर पूर्ण 'क' के लिये आधे क् (k) में अ (a) मिलाना पड़ेगा। अर्थात् 'क' = ka

क् (k) + अ (a) = क (ka)

नोट : 'क' के लिये सामान्यतः ka ही आता है, लेकिन कभी-कभी केवल k भी आ सकता है। इसके विषय में आगे जानकारी आएगी।

उक्त तालिका की जानकारी के आधार पर अब हम 'क, का, कि, की, कु, कू ..... आदि का अंग्रेजी स्पेलिंग लिख सकते हैं। जैसे--

क = ka, का = ka, कि = ki, की = kee, कु = ku,

कू = koo, के = ke, कै = kai, को = ko, कौ = kau,

कं = kam/kan, कः = kah.

निम्न कुछ शब्दों की स्पेलिंग की तुलना करें।

रमेश Ramesh समीर Sameer

शरद Sharad महेश Mahesh

सचिन Sachin विकास Vikas

ऊपर आपने देखा कि 'रमेश' के 'र' के लिये ra आया, लेकिन

समीर के 'र' के लिये सिर्फ r आया । 'शरद' के 'श' के लिये sha आया और 'महेश' के 'श' के लिये सिर्फ sh । 'सचिन' के 'स' के लिए sa और 'विकास' के 'स' के लिये केवल s आया ।

इससे पता लगता है कि शब्द के आरंभ में 'क, ख, ग, घ आदि .....  
..... हो तो अंग्रेज़ी में ka, kha, ga, gha..... आएगा । लेकिन 'क, ख, ग,  
घ ..... ' शब्द के अंत में हो तो तब अंग्रेज़ी में साधारणतः केवल k,  
kh, g, gh..... आएगा । जैसे पुनः देखें --

घनश्याम = Ghanshyam यहाँ 'घ' के लिये gha आया ।

लेकिन अमोघ = यहाँ 'घ' के लिये gh आया ।

यहाँ 'घनश्याम' शब्द से हमें एक और बात समझ में आती है कि जैसे 'नरेश, नर्मदा, नकुल.....' लिखते समय हम अंग्रेज़ी में 'न' के लिये na लिखते हैं, वैसे हमने 'घनश्याम' लिखते समय 'न' के लिये na नहीं लिखा । केवल n लिखा है । 'घनश्याम' में दो स्वतंत्र भाग स्पष्ट हैं--घन और श्याम और 'घनश्याम' में 'न' पहले भाग के 'अंत में' आया है । ऐसे समय में 'न' के लिये साधारणतः केवल n आएगा । परन्तु प्रसंगानुसार ऐसे 'न' के लिये na भी आ सकता है । यदि इस 'न' का उच्चारण लंबा रहा हो तो na आएगा । देखिये -- घनश्याम = Ghanashyam.

अब अगले उदाहरणों का अध्ययन कर उनके स्पेलिंग पुनः स्वयं लिखकर जांचें ।

नारायणराव

Narayanarao

कन्याकुमारी

Kanyakumari

नोट : हमने सीखी हुई जानकारी के अनुसार 'नारायणराव' के 'राव' का स्पेलिंग rav भी लिखा जा सकता है-- और देखा जाए तो 'राव' का स्पेलिंग rav लिखने में कुछ गलत नहीं है । क्योंकि rav का उच्चारण भी 'राव' ही होगा । लेकिन 'राव' का स्पेलिंग rao इसी प्रकार लिखा जाता है । इसलिये क्या प्रचलित है, इस ओर भी ध्यान रखना चाहिए ।

यहाँ तक हमने किस हिन्दी अक्षर के लिये अंग्रेज़ी में सामान्यतः कौन सा अक्षर आता है इसके विषय में जाना । अब यहाँ से आरंभ हो रहा है इस अध्याय का सर्वाधिक महत्त्वपूर्ण अध्ययन.....

## अंग्रेजी में स्वरों का उच्चारण

अंग्रेजी में पाँच स्वर हैं (a, e, i, o, u) इनमें से सभी स्वरों का एक से अधिक प्रकार से उच्चारण तो होता ही है। इसके अतिरिक्त कुछ और उच्चारण व्यक्त करने के लिये दो स्वर इकट्ठे भी प्रयोग किये जाते हैं। (जैसे ea, ee, ou, ai, ie आदि) इन इकट्ठे आने वाले स्वरों के तथा स्वतंत्र स्वरों के उच्चारण अब हम एक-एक कर देखेंगे।

### A

a इस स्वर का उच्चारण 'अ, आ, एऽ, एअ, अँ, आँ, ऑऽ' इस प्रकार होता है। अब इनमें से कौन सा उच्चारण कब करना चाहिये। यह एकदम स्पष्ट रूप में बताना अगर संभव न भी हो, फिर भी इस विषय में कुछ न कुछ सहायक जानकारी बताई जा सकती है। जैसे a के उपरांत एक अक्षर छोड़कर e हो तो a का उच्चारण सामान्यतः 'एऽ' होता है। जैसे gate गेट late लेट आदि।

a के उपरांत एक अक्षर छोड़कर e हो तो a का उच्चारण सामान्यतः 'एऽ' होता है यह हमने देखा। लेकिन वह अक्षर r हो तो a का उच्चारण सामान्यतः 'एअ' इस प्रकार होगा। जैसे care केअर, dare डेअर आदि।

दो व्यंजनों के बीच में जब a यह स्वर आता है और दूसरे व्यंजन के उपरांत e नहीं होता। जैसे ran रँन, man मँन। तब a का उच्चारण कई बार 'अँ' होता हुआ दिखाई देता है। आप स्वयं देखिये।

bad sad lad mad

एक से अधिक शब्द खण्ड वाले शब्दों के अंत में -an, -al, -ar, -ant, -ance आए तो इसके a का उच्चारण अक्सर 'अ' होता है। जैसे--

normal turban tolerance assistant

a का दूसरा एक महत्त्वपूर्ण उच्चारण 'आ' है। उसके उदाहरण देखिये।

ask mask car star

a से आरम्भ होने वाले अधिकतर शब्दों में a का उच्चारण 'अँ' अथवा 'अ' होता है। फिर भी शब्दों के आरंभिक a का दूसरे तरीकों से भी उच्चारण किया जाता है। जैसे 'आ, आँ, और एऽ' और इनमें से कौनसा उच्चारण कब करना है, यह बताने वाला कोई नियम नहीं है। लेकिन नियम

नहीं भी हो फिर भी सही उच्चारण तो याद रखना ही होगा । ऐसे समय में शब्दों का सही उच्चारण बार-बार पढ़ने से लाभ होगा । बार-बार पढ़ने से वह उच्चारण याद रखने में आसानी होगी । इसलिये इस समूचे अध्याय में दिये गए शब्दों का उच्चारण बार-बार पढ़ने पर जोर दें ।

admission                      halt                      all                      bald

### E

1. e इस स्वर का उच्चारण 'इ, ई, इअ, अ, अऽ, ए' इस प्रकार होता है ।

2. e के उपरांत एक अक्षर छोड़कर जब फिर e आता है तब e का उच्चारण सामान्यतः 'ई' होता है । जैसे cede सीड, mete मीट आदि । जैसे--

concede    complete

2. शब्द के अंत में ere आए तो पहले e का उच्चारण सामान्यतः 'इअ' हो जाता है । जैसे--

sphere    atmosphere

4. शब्दों के अक्षरों की रचना +e+r+ व्यंजन हो तब तो पहले er का उच्चारण सामान्यतः 'अऽ' हो जाता है । जैसे--

herd    verb

5. एक से अधिक शब्द खण्ड वाले शब्दों के अंत में el, en, ent, er हों तो e का उच्चारण प्रायः 'अ' हो जाता है । जैसे--

barrel    tunnel  
river    current

6. दोनों व्यंजनों में आने वाले e का उच्चारण कई बार 'ए' हो जाता है जैसे--

Bed                      red                      pen                      Hen

7. शब्द के अंत में आने वाले e का तो अक्सर उच्चारण नहीं होता । जैसे-- file, time, take. लेकिन कुछ गिने-चुने शब्दों में इस e का उच्चारण 'इ' होता है । जैसे--

Finile                      Vcipe                      Simile

### I

। इस स्वर का उच्चारण 'इ, ई, आइ, आइअ होता है । इनमें से 'इ' यहीं i का सबसे प्रमुख उच्चारण है ।

1. | से आरम्भ होने वाले शब्दों में तथा दो व्यंजनों के बीच में आने वाले | का उच्चारण अक्सर 'इ' होता है जैसे--

in if is ill

लेकिन | के पश्चात् आने वाले व्यंजन के उपरांत तुरंत अगर e हो तो | का उच्चारण अक्सर 'आइ' होता है | जैसे

bike like fine nine

2. -ive का उच्चारण इस नियम का प्रमुख अपवाद कहा जा सकता है | विशेषतः एक से अधिक शब्दखण्ड वाले शब्दों के अंत में -ive का उच्चारण 'आइव' की अपेक्षा प्रायः 'इव' होता है | जैसे, assertive असर्टिव, digestive डाइजेस्टिव आदि |

शब्द के अंत में ire हो तो इसके | का उच्चारण प्रायः आइअ होता है, जैसे, fire फाइअर, hire हाइअर आदि |

3. शब्द के अक्षरों की रचना 'व्यंजन + ir + व्यंजन' इस तरीके की हो तो इसमें | का उच्चारण कई बार 'अड' होता है | (जैसे -- bird = बर्ड, dirt = डर्ट)

| का उच्चारण 'ई' बहुत कम शब्दों में होता है | जैसे-- casino, regime

4. | का उच्चारण 'आइ' प्रमुखता से तब होता है जब i के पश्चात् एक अक्षर छोड़कर e आता है, जैसा कि हमने ऊपर देखा | लेकिन निम्न शब्दों में ऐसी बात न होने पर भी i का उच्चारण 'आइ' ही है | जैसे--

Hind Behind Blind Child

○

1. ○ इस स्वर का उच्चारण 'ओ, ऑ, ऑड, अ, ऊ' होता है |

2. दो व्यंजनों के बीच में आने वाले ○ का उच्चारण 'ऑ' होता है | जैसे song, long, box, fox आदि |

3. लेकिन ○ के पश्चात् के व्यंजन के उपरांत तुरंत e हो तो ○ का उच्चारण सामान्यतः 'ओ' होता है, जैसे phone, hope, pope, rope आदि |

4. शब्द के अंत में आने वाले o का उच्चारण भी प्रायः 'ओ' होता है, जैसे, go, so, hero, zero आदि

5. शब्द के अंत में -ore हो तो इसके o का उच्चारण अधिकतर 'ऑ' होता है। जैसे lore, shore, Bore, Cone आदि।

6. एक से अधिक शब्द खण्ड वाले शब्द के अंत में -or अथवा -on हो तो इसके o का उच्चारण अक्सर 'अ' होता है। जैसे inspector, lesson, Tutor, Union आदि।

7. निम्न शब्दों में o के पश्चात् एक अक्षर छोड़कर e है। ऐसे समय o का उच्चारण अक्सर 'ओ' होता है। लेकिन निम्न शब्द इसके अपवाद हैं। निम्न शब्दों में से कुछ शब्दों में o का उच्चारण 'अ' तथा कुछ शब्दों में o का उच्चारण 'ऊ' होता है। जैसे--

come                      some                      move                      prove

### U

1. 'अ, उ, ऊ, यू, युअ' ये u के उच्चारण हैं। इनमें से 'अ' u का सर्वाधिक शब्दों में पाया जाने वाला उच्चारण है।

दो व्यंजनों के मध्य में आने वाले u का उच्चारण 'अ' होता है।

जैसे--

bus                      butter                      curse                      purse

2. u का उच्चारण 'उ' बहुत कम शब्दों में किया जाता है। जैसे--

bull                      full                      push                      put

3. u के पश्चात् एक अक्षर छोड़कर e हो तो u का उच्चारण साधारणतः कुछ शब्दों में 'यू' तथा कुछ शब्दों में 'ऊ' होता है। जैसे--

tube                      assume                      rude                      brate

4. अंत में ure वाले कुछ शब्दों में u का उच्चारण 'उअ' अथवा 'युअ' होता है। जैसे--

sure                      cure                      pure                      lure

### Y

1. y व्यंजन और स्वर दोनों हैं। y व्यंजन हो तो उसका उच्चारण 'य' होता है। जैसे year यिअर, yes येस आदि।

2. y स्वर हो तो उसके दो उच्चारण होते हैं 'इ' तथा 'आइ'। जैसे--

baby                      belly                      carry                      lady

## संयुक्त स्वरों के उच्चारण

इस शीर्षक के अंतर्गत हमें ai, ae, au, aw, ay, ea, ee, eu, ew, ey, ei, ie, oa, oe, oi, oo, ou, ow, oy, ui और ue आदि स्वरों व स्वरजोड़ियों का वर्णन निम्नलिखित है ।

### 1. AI

1. ai का उच्चारण प्रमुखता से 'ए' होता है । जैसे--  
wait                      jail                      fail                      rail
2. air के ai का उच्चारण 'एअ' होता है । जैसे--  
air                      fair                      hair                      chair
3. इसके अतिरिक्त कुछ थोड़े से शब्दों में ai का उच्चारण 'अ' भी होता है । जैसे--  
fountain      mountain                      certain                      curtain

### 2. AE

- ae का उच्चारण सामान्यतः 'ई' होता है । परन्तु aer- से आरंभ होने वाले शब्दों में ae का उच्चारण 'एअ' होता है । जैसे--
- aeon                      aegis                      aerial                      aeroplane

### 3. AU

- au का उच्चारण सामान्यतः 'ऑऽ' होता है । जैसे--
- caution      sauce                      cause                      pause

### 4. AW

- aw का उच्चारण सामान्यतः 'ऑऽ' होता है । जैसे--
- awe                      awkward                      saw                      law

### 5. AY

- ay का उच्चारण सामान्यतः 'एऽ' होता है । जैसे--
- bay                      day                      gay                      ray

### 6. EA

1. ea 'ई और ए' के प्रमुख उच्चारण हैं । जैसे--  
beach      reach                      cream                      dream
2. निम्न शब्दों में ea का उच्चारण 'दीर्घ ए' यानी एऽ है । जैसे  
bread      Heaven                      Health                      Ready  
ea का उच्चारण दीर्घ ए अर्थात् एऽ होता है जैसे break (टूटना),  
steak (मांस का टुकड़ा)
3. इसके अतिरिक्त कुछ शब्दों में ea का उच्चारण 'इअ', 'एअ' और

‘अ’ भी होता है। ea का उच्चारण जब इअ, एअ अथवा अ होता है तब कई बार ae के उपरांत r यह अक्षर होता है। जैसे--

appear clear wear tear  
नोट--heart में ea का उच्चारण ‘आ’ है -- हार्ट

### 7. EE

ee का उच्चारण साधारणतः ‘ई’ होता है। जैसे--

bee fee knee cheek  
ee के उपरांत r हो तो ee का उच्चारण ‘इअ’ होता है।

जैसे--

beer deer cheer career

### 8. EU

eu का उच्चारण साधारणतः ‘यू’ होता है। जैसे--

euphony eucalyptus euphonious feud  
(सुरीली आवाज) (निलगिरी वृक्ष) (मीठा) (पुश्तैनी दुश्मनी)

### 9. EW

ew का उच्चारण ‘यू’ अथवा ‘ऊ’ होता है, ch, sh और r के पश्चात् आने वाले ew का उच्चारण सामान्यतः ‘ऊ’ होता है। जैसे--

few new crew drew

### 10. EY

ey का उच्चारण साधारणतः ‘इ’ अथवा ‘एड’ होता है।

donkey monkey convey survey

### 11. EI

‘इ, ई, ए, एड, आइ’ ये के अलग-अलग उच्चारण हैं। जैसे--

ceiling conceit heifer leisure  
forfeit surfeit height neither

ei के दोनों स्वरों e और i का उच्चारण कुछ शब्दों में निम्नानुसार स्वतंत्र रूप से भी होता है। जैसे--

deity reinforce weird weir  
(अद्भुत) (गंध)

### 12. IE

ie का उच्चारण अधिकतर शब्दों में ‘ई’ होता है। इसके अलावा ‘ई’ और ‘आइ’ ie के दूसरे दो उच्चारण हैं, शब्दों के अंत में आने वाले ie का उच्चारण अक्सर ‘इ’ अथवा ‘आइ’ होता है। जैसे--

belief believe brief cheif  
cookie rookie Talkie Movie

इसके अतिरिक्त ie के दोनों स्वरोँ i और e का उच्चारण कुछ शब्दों में निम्नानुसार स्वतंत्र रूप से भी होता है । जैसे-- उच्चारण साधारणतः 'ऑइ' होता है ।

client                  diet                  frontier                  salient

### 13. OA

साधारणतः oa का उच्चारण 'ओ' होता है । और oa का उच्चारण प्रायः 'आऽ' होता है । जैसे--

oa = ओ    coal                  coach    goat    goal  
oa = ऑऽ    boar                  board    roar    hoard

### 14. OE

साधारणतः oe बहुत कम दिखाई देने वाला स्वर युगल है । इसका उच्चारण भी 'ओ आ ऊ' होता है । जैसे--

hoe (कुदाली)toe (पैर की अंगुली)

### 15. OI

oi का उच्चारण साधारणतः 'ऑइ' होता है ।

avoid                  devoid                  boil                  coil  
oi का उच्चारण निम्नानुसार कुछ शब्दों में 'वा' भी होता है । जैसे--  
memoirs    repertoire    reservoir

### 16. OO

oo का उच्चारण 'दीर्घ ऊ' है ऐसा कहा जा सकता है, जैसे boot बूट, boost बूस्ट आदि । इसके अतिरिक्त कुछ शब्दों में oo का उच्चारण उ, अ, ऑ अथवा उऊ भी होता है । जैसे--

oo = ऊ                  loom                  boon                  room                  moon  
oo = उ                  book                  cook                  look                  hook

### 17. OU

ou का उच्चारण अधिकांश शब्दों में 'आउ' होता है । जैसे--  
house                  found                  count                  mount  
इसके अतिरिक्त अन्य शब्दों में ou के अलग-अलग उच्चारण होते हैं । जैसे 'आउअ, उअ, ऑऽ, अ, ऊ और ओ' । ou का उच्चारण 'आउअ, उअ अथवा ऑऽ' प्रायः तब होता है जब ou के उपरांत r यह अक्षर होता है ।  
जैसे--

our                  sour                  tour                  tourist

एक से अधिक शब्दखण्ड वाले शब्दों के अंत में -ous अथवा -our हो तो उसके ou का उच्चारण कई बार 'अ' होता है । जैसे--

armour	ardour	arbour	barbour
couth	youth	group	soup
boulder	shoulder	moult	soul

Note — Courier (कोरियर) इसमें ou का उच्चारण उ होता है ।

### 18. OW

ow के दो उच्चारण होते हैं-- 'आउ' और 'ओ' । जैसे--

ow = आ ऊ	brow	brown	clown	crown
ow = ओ	arrow	borrow	below	glow

### 19. OY

oy का उच्चारण अक्सर 'आइ' होता है । जैसे--

alloy	toy	boy	ploy
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### 20. UE

ue के सामान्यतः दो प्रमुख उच्चारण होते हैं : ऊ और यू । जैसे--

blue	clue	glue	sue
cue	retinue	revenue	due

### 21. UI

ui के उच्चारण ऊ, यू, ऊइ, यूइ हैं । जैसे--

fruit	bruise	fluid	tuition
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### अंग्रेजी व्यंजनों के उच्चारण

अंग्रेजी व्यंजनों के उच्चारण स्वरों की तुलना में निश्चित ही सरल हैं । आपने देखा कि a के कितने ही उच्चारण हैं । जैसे अ, आ, इ, एऽ आदि । परन्तु b के उच्चारण कई नहीं हैं । b का उच्चारण सामान्यतः एक ही होता है 'ब' । ऐसा ही अधिकांश व्यंजनों का है । परन्तु फिर भी कुछ व्यंजनों के एक से अधिक उच्चारण हैं ही । ऐसे ही व्यंजनों का और कुछ व्यंजनों की जोड़ियों (जैसे ch, th, gh आदि) का वर्णन निम्नलिखित है ।

#### 1. C

c के प्रमुख उच्चारण हैं-- 'स' और 'क'

c के उपरांत e, i अथवा y आये हो तो c का उच्चारण अधिकतर 'स' होता है । जैसे -- cell, centre, city, cycle

c के उपरांत a, o, u अथवा व्यंजन हो तो c का उच्चारण प्रायः 'क' होता है । जैसे cat, cot, cut, crab, club

इसके अतिरिक्त कुछ शब्दों में c का उच्चारण 'श' भी होता है । प्रमुखता से शब्द के अंत में आने वाले cian, cial, cious, cient आदि में c का उच्चारण 'श' होता है ।

c = स balance glance certain citizen

एक अपवाद : facade (फसाड) इमारत का सामनेवाला भाग

c = क cable crystal clean

c = श ancient sufficient special precious

## 2. CH

ch के साधारणतः तीन उच्चारण होते हैं :-- 'च, क और श' । इनमें से 'च' सर्वाधिक सामान्य उच्चारण हैं । शेष शब्द यूनानी अथवा इटालियन भाषा से आए हैं । उनमें ch का उच्चारण प्रायः 'क' होता है । इसके अतिरिक्त जो शब्द फ्रांसीसी भाषा से आए हैं । उनका उच्चारण प्रायः 'श' से होता है । जैसे--

ch = च chair march bench speech

ch = क school scheme chaos character

ch = श brochure chivalry charlaton chandelise

नोट -- परन्तु yacht (नौका) में ch का उच्चारण नहीं होता है ।

## 3. CK

ck का उच्चारण साधारणतः 'क' होता है । जैसे

back attack black sick

## 3. D

d का उच्चारण साधारणतः 'ड' होता है । जैसे dog, day, duty, bad, dad आदि । परन्तु कुछ थोड़े से शब्दों में d का उच्चारण 'ज' होता है ।

procedure grandeur solidier graduate

## 4. ED

-ed इस प्रत्यय के साधारणतः तीन उच्चारण होते हैं 'ट, ड और इड' इन तीनों उच्चारणों में साधारणतः अंतर इस प्रकार है ।

(1) जिस शब्द को d/ed यह प्रत्यय जोड़ा जाता है, उस शब्द के अंत में 'प, क, फ, स, श, च' ऐसा उच्चारण हो तो -ed का उच्चारण 'ट'

होता है । जैसे--Advanced, Finished, cursed, shaped

(2) d/ed जोड़े जाने वाले मूल शब्द के अंत में 'ट' अथवा 'ड' यह उच्चारण हो तो -ed का उच्चारण 'इड' होता है । जैसे--crowded, dedicated, cooked, fixed

(3) जिन शब्दों में d/ed जोड़ा जा रहा है उन शब्दों के अंत में 'ल, न, र, व, म, ज, ज़, ब' इनमें से कोई उच्चारण हो तो -ed का उच्चारण 'ड' होता है । जैसे--

advanced	cooked	cursed	finished
compared	detailed	famed	timmed

### 5. G

g के प्रमुख दो उच्चारण हैं-- 'जू और गू' । g के उपरांत e, i, y हो तो g का उच्चारण अक्सर 'जू' होता है (जैसे gage, energy, engine) और g के बाद a, o, u अथवा व्यंजन हो तो g का उच्चारण अक्सर 'गू' होता है । (जैसे go, gap, gun, glass) आदि ।

g के उपरांत e, i, y हो तो g का उच्चारण 'ज' होता है यह हमने देखा और उसके उदाहरण भी देखे, लेकिन इस नियम के कई अपवाद भी हैं । जैसे--

begin	geyser	get	girl
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### 6. QU

नोट - gg के पश्चात् कोई भी अक्षर हो तो gg का उच्चारण गू होता है ।

qu का उच्चारण मुख्यतः से 'क्व' होता है । कुछ थोड़े से शब्दों में qu का उच्चारण 'क्' भी होता है ।

qu = कत्	sequence	consequence
	quarrel	queen

निम्न शब्दों में qu का उच्चारण 'क्' होता है ।

qu = क	mosquito	conquer
	exchequer	liquor

नोट --शब्द के अंत में आने वाले que का उच्चारण 'क्' होता है ।

mosque	oblique
physique	unique

## 7. S

जब हम किसी शब्द को -s/es प्रत्यय जोड़ते हैं तो इस s/es का उच्चारण 'स, ज़ अथवा इज़' होता है। इनमें से कौन सा उच्चारण कब करना चाहिये इस विषय में सामान्य विवरण इस प्रकार है।

मूल शब्द के अंत में 'स, श, च, ज़' ऐसा उच्चारण आता हो तो उस शब्द को s/es जोड़े जाने पर इस s/es का उच्चारण 'इज़' होता है। मूल शब्द के अंत में 'ब, ड, ग, व, द, ल, र, म, न' ऐसा उच्चारण आता हो तो उस शब्द को जोड़े गए s का उच्चारण 'ज़' होता है और मूल शब्द के अंत में 'प, ट, क, फ, थ' ऐसा उच्चारण आता हो तो उस शब्द को जोड़े जाने वाले S का उच्चारण 'स' होता है।

यह हुआ s का प्रत्यय के रूप में उच्चारण, इसके अतिरिक्त जब शब्द में s यह अक्षर शब्द के भाग के रूप में आता है तब भी s का उच्चारण प्रमुखता से 'स अथवा ज़' होता है, कुछ थोड़े से शब्दों में s का उच्चारण 'श' भी होता है। s के (स, ज़ और श) इन तीनों उच्चारणों के नीचे तीन समूहों में उदाहरण दिए गए हैं। प्रत्यय s प्रत्यय वाले शब्द जैसे pipes, bags, books इ और जिनमें s मूल शब्द का हिस्सा है ऐसे शब्द (जैसे busy, choose, cheese इ) एक साथ ही दिये गए हैं।

s = स	abusive	curse	grease	likes
s = ज़	accuse	advise	criticism	feelings
s = श	compulsion	excursion		
	tension		mansion	

ss का उच्चारण साधारणतः 'स्' होता है, लेकिन ss के उपरांत ion हो तो इस ss का उच्चारण अक्सर 'शन' होता है। जैसे--

mission	passion	session	omission
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## 8. SC

sc के उपरांत e, i अथवा y हो तो sc का उच्चारण सामान्यतः 'स्' होता है। जैसे--

scene	science
seythe	sceptic

sc के उपरांत a,o,ui अथवा व्यंजन हो तो sc का उच्चारण सामान्यत् 'स्क' होता है । जैसे--

rescue	score
script	screen
sc का उच्चारण कभी -कभी निम्नानुसार 'श' होता है । जैसे	
conscious	luscious
conscience	conscientious

### 9. T

T का मुख्य उच्चारण 'ट्' है । जैसे test, toast, time, tire, true, tell, fast, rest, fat, matter परन्तु कुछ शब्दों में T का उच्चारण 'श' और 'च' भी होता है । शब्द के अंत में आने वाले tion, -tious, tial आदि के T का उच्चारण प्रमुखता से 'श्' होता है । और T का उच्चारण 'चू' मुख्यतः से ture के t का होता है । इसके अतिरिक्त भी कुछ शब्दों में t का उच्चारण 'च' होता है । जैसे--

T=च	actual	mutual	capture	culture
नोट :	s के उपरांत tion का उच्चारण अक्सर 'चन' होता है ।			

जैसे--

T=श	Nation	caution	partial	martial
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### 10. TH

th के दो उच्चारण होते हैं । 'थू' और 'द' । इन दोनों उच्चारणों में सामान्य अंतर इस प्रकार है-- th के उपरांत e हो तो th का उच्चारण आम तौर पर 'दू' होता है । और अन्य स्थानों पर th का उच्चारण प्रमुखता से 'थू' होता है ।

th = थ	author	cloth	earth	both
th = दू	another	brother	father	further

### 11. X

x के दो मुख्य उच्चारण हैं । 'क्स' और 'ग्ज़' । इनमें से तुलना में अधिक शब्दों में दिखाई देने वाले x के 'क्स' इस उच्चारण के उदाहरण हम पहले देखेंगे । जैसे--

axe	relax	boxer	tax
x = ग्ज़	examination	exertion	
	exert	example	
x = कश	anxious	noxious	
	complexion	obnoxious	

## उच्चारण संबंधी छिटपुट जानकारी

1. 'gu + स्वर' से प्रारम्भ होने वाले शब्द में gu का उच्चारण 'ग' होता है ।

guard            guess            guest            guilty  
अपवाद Guava ग्वावऽ अमरूद

2. h से आरंभ होने वाले कुछ शब्दों का उच्चारण नहीं होता है ।  
जैसे--

heir            honest            honour            hour

3. i/ei के उपरांत gh आए अथवा gh के उपरांत t हो तो gh का उच्चारण प्रायः नहीं होता । इसी तरह au/ou के उपरांत आने वाले gh का भी कई बार उच्चारण नहीं होता । जैसे though दो, although ऑऽल्दो, dough डो आदि । जैसे--

bough            plough            bought            nought

4. gh का उच्चारण कुछ थोड़े से शब्दों में 'फ्' होता है । जैसे--

cough            enough            tough            rough

5. शब्दों में d के पश्चात् तुरंत g हो तो इस d का उच्चारण नहीं किया जाता । जैसे--

budget            pledge            bridge            edge

6. शब्दों में t के तुरंत बाद ch हो तो इस t का उच्चारण नहीं होता ।

scratch            kitch            switch            latch

7. शब्द के अंत में stle अथवा sten हो तो इसमें t का उच्चारण नहीं किया जाता । जैसे--

bustle            hustle            listen            castle

8. Christmas क्रिस्मस, soften सॉफन और mortgage मॉऽर्गिज इन शब्दों में भी t का उच्चारण नहीं होता ।

9. शब्द के आरंभ अथवा अंत में gn हो तो इसके g का उच्चारण नहीं होता । जैसे--

resign            gral            resign            foreign

10. शब्द के अंत में gm हो तो इसके g का उच्चारण नहीं होता ।  
जैसे--

paradigm    (नमूना)            phlegm (कम)



21. शब्द के अंत में gue हो जो उसके gue का उच्चारण साधारणतः 'ग' होता है ।

catalogue      dialogue      tongue      fatigue

22. gui ये तीन अक्षर शब्द के मध्य में हो तो इस gui का उच्चारण कई बार 'ग्वि' होता है । जैसे--

anguish      distinguish      extinguish      languid

इसके अतिरिक्त gue के दूसरे उच्चारण के कुछ शब्द

beguile      disguise      contiguity      roguish

23. -geon/-gion और geous/gious का उच्चारण क्रमशः 'जन और जस' होता है ।

religion      region      surgeon      legion

24. शब्द के अंत में आने वाले 'बर, गर, टर' के लिये सामान्यतः ber, ger, ter आदि स्पेलिंग आते हैं । (जैसे barber, finger, barter) । परन्तु कुछ शब्दों में 'बर, गर, टर' के स्पेलिंग -bre, gre और tre भी लिखे जाते हैं । जैसे--

theatre      sombre      meagre      centre

कठिन उच्चारण वाले अथवा जिनका उच्चारण प्रायः लोग गलत कर सकते हैं ऐसे कुछ शब्द निम्नलिखित हैं--

- |               |            |  |
|---------------|------------|--|
| 1. alcohol    | अॅल्कहॉल   | शराब, मद्य                                   |
| 2. asthma     | अॅस्मा     | दमा, श्वास रोग                               |
| 3. bamboo     | बॅम्बू     | बांस   |
| 4. bosom      | बुजुम      | छाती, सीना, दिल                              |
| 5. camouflage | कॅमफ्लाज़  | छद्मावरण                                     |
| 6. canal      | कनॅल       | नहर  |
| 7. cantonment | कॅन्टूमन्ट | छावनी  |
| 8. cereal     | सिअरिअल    | अनाज, धान्य                                  |
| 9. choir      | क्वाइअर    | गायक वृंद<br>(विशेषतः चर्च में<br>गाने वाला) |
| 10. cupboard  | कबर्ड      | अलमारी                                       |

11. debut	डेडब्यू	प्रथम प्रदर्शन, प्रथम प्रयत्न, श्री गणेश
12. denouement	डेडनूमाङ्	(नाटक आदि का) उपसंहार
13. elite	एडलीट	चुनिंदा लोग
14. ennui	ऑन्वी	ऊब, उचाटपन
15. entourage	ऑन्टुराज	परिचारकगण
16. entrepreneur	ऑन्ट्रप्रनर	उद्यमी, उद्यमकर्ता
17. exhibition	एक्सबिशन	प्रदर्शनी
18. feminine	फेमिनिन	स्त्री जैसा, स्त्रीवाचक
19. genre	ज़ॉनर	जाति, प्रकार, भेद
20. impasse	इम्पॅस	बंद गली
21. indict	इन्डाइट	अभ्यारोपण करना
22. intelligent/ quotient	इन्टालिजेंट कोशियंट	बुद्धि लब्धि
23. poignant	पॉइनन्ट	हृदयविदारक, मर्मस्पर्शी
24. rapport	रॅपॉऽर	संपर्क, घनिष्ठता
25. rendezvous	रॉन्डेऽवू	संकेत स्थल, मिलने का स्थान
26. suite	स्वीट	कमरों का सेट
27. duvet	डूवेऽ	रोओं से बनी रजाई
28. ricochet	रिकशेऽ	टप्पा खाना
29. valet	वॅलेऽ	खिदमतगार, नौकर
30. sachet	सॅशेऽ	थैली

## 7. Forms of Sentences

### (वाक्यों के प्रकार)

People use words to express their thoughts to others. A single word cannot make the meaning clear. So words in a group are used by the people give a complete sense. A sentence therefore is group of words which gives a complete sense.

There are five kinds of sentences :

**(1) Simple sentence** : simply makes statement. It always ends with a full stop. It may be affirmative or negative. As —

- (1) He is reading a book.
- (2) Ram has not reached school so far.

**(2) Interrogative sentence** : These sentences ask a question and it ends with a mark of interrogation. As —

- (1) Is he going to school?
- (2) Will you go there?

**(3) Imperative sentence** : It express commands, request, advice or prohibition. As —

- (1) Donot tell a lie.
- (2) Go there at once.

**(4) Exclamatory sentence** : It express the strong feelings of joy, surprise, wonder, sorrow and pity. As—

- (1) What a beautiful girl she is!
- (2) Hurrah! We have won the match.

**(5) Optative sentence** : It express prayer, wish or desire. As —

- (1) Would that I were a Prime Minister!
- (2) May you live long, my daughter!

Note :—

- (1) Every sentence begins with a Capital letter.
- (2) Every simple sentence and imperative sentence ends with a full stop (.)
- (3) Every interrogative sentence ends with the sign of interrogation (?)
- (4) Every exclamatory word or sentence and generally every optative sentence ends with the exclamation mark. (!)

- (5) The subject is generally omitted understood in imperative sentences.

### **Formation of Negative Sentences**

The Negative Form is used in denying.

- (1) When any form of the verb 'be' is used as the Principal verb, the negative is formed by placing not after it.

Positive	Negative
----------	----------

(1) He is my cousin.	He is not my cousin.
----------------------	----------------------

(2) He is a reliable man.	He is not a reliable man.
---------------------------	---------------------------

- (2) An imperative sentence is changed into negative by placing do not at the beginning of the sentence.

Positive	Negative
----------	----------

(1) Open the window.	Do not open the window.
----------------------	-------------------------

(2) Come again.	Do not come again.
-----------------	--------------------

- (3) Miscellaneous sentences :—

Positive	Negative
----------	----------

(1) He has a doll.	He has no doll.
--------------------	-----------------

(2) Somebody has picked his purse.	Nobody has picked his purse.
------------------------------------	------------------------------

(3) I always help the poor.	I never help the poor.
-----------------------------	------------------------

(4) He is fit for this post.	He is unfit for this post.
------------------------------	----------------------------

(5) He is both a singer and a lyricist.	He is neither a singer nor a lyricist.
---	--

(6) He has to say something.	He has to say nothing.
------------------------------	------------------------

(7) Anybody can lift this box.	Nobody can lift this box.
--------------------------------	---------------------------

### **Formation of Interrogative Sentences**

The Interrogative Form is used in asking questions.

- (1) It is formed by Interchanging the position of the subject and the verb in the Present and Past Indefinite tense of the verb 'be'

Positive	Interrogative
----------	---------------

(1) He is a teacher.	Is he a teacher?
----------------------	------------------

(2) His watch is expensive.	Is his watch expensive?
-----------------------------	-------------------------

- (2) When the sentence contains 1st form of the verb, interrogative is formed by placing do before the subject.

Positive

Interrogative

(1) I know you very well. Do I know you very well?

(2) You keep your word. Do you keep your word?

- (3) When the sentence contains 1st form of verb (with s or es), interrogative is formed by placing does before the subject and s or es added to 1st form of verb is omitted.

Positive

Negative

He gathers flowers.

Does he gather flowers?

He lights the candle.

Does he light the candle?

### Exercise 1

Change the following simple sentences into negative sentences—

1. I know him well.
2. He writes fast.
3. Switch off the light.
4. He did his duty.
5. It can be wrong.

### Exercise 2

Change the following simple sentences into interrogative sentences—

1. The thief stole my cycle.
2. He agreed with you.
3. Everyone should pray to God.
4. He has told me a secret.
5. Everyone should pray to God.

## 8. Parts of Speech

(शब्दभेद)

### 1. NOUN (संज्ञा)

A noun is a word which is used as the name of a person, place or thing etc. As—

Ram is my best friend.

Shyam is going to school etc.

#### (1) Proper noun—

The name of some particular person, place or thing is called “Proper noun”. As—

(i) Panchkula is a good city.

(ii) The Ganga is a sacred river.

Note—A Proper noun always begins with a Capital letter.

#### (2) Common noun—

A common noun denotes no one person, place or thing in particular but it is common to any person, place or thing of the same kind. As— book, pen, school, teacher, actor etc.

Note—A ‘Proper noun’ becomes a ‘Common noun’ when it denotes a class of persons or things and is used in a descriptive sense.

(i) Kalidas is the Shakespeare of India.

(Kalidas is the greatest dramatist of India.)

(ii) Kashmir is the Switzerland of India.

(Kashmir is as beautiful as Switzerland).

Here Shakespeare, Switzerland have been as common nouns.

#### (3) Collective noun—

A collective noun is a collection of persons or things of the same kind taken together and spoken of as one whole. As—

(i) A crowd of people followed leader.

(ii) He is in the army.

Army, class, crowd, family, committee, party, group, team, jury, holi, bunch, regiment etc. are collective nouns.

Note—A collective noun is different from a noun of multitude. A collective noun denotes ‘undivided whole’ so it is followed by a singular verb. A noun of multitude denotes ‘the individuals of the group’ so plural verb is used. As—

- (i) The committee has agreed to sanction the loan.  
(Collective noun)
- (ii) The committee were divided on the issue of house allotment.  
(Noun of multitude)

**(4) Material noun—**

The name of the matter or substance of which things are made is called 'Material Noun'.

- (i) He likes shirts made of cotton.
- (ii) Your chair is made of wood.  
Gold, silver, rubber, wood, iron, cloth, clay, paper, milk, honey, rice, wheat, ink, sugar etc. are material noun.

**(5) Abstract Noun—**

The name of some feeling, quality, action or state is called 'Abstract Noun'

**Quality :** Hardness, softness, beauty, honesty, darkness, bravery.

**Feeling :** Joy, fear, grief, sorrow.

**Action :** Sleep, death, Hatred, Laughter, judgement, Theft.

**State :** Poverty, Childhood, Sadness, Illness, Manhood, Slavery.

**Rules :—**

- (1) An abstract noun can only be felt or thought of, while other nouns can be seen or heard or touched.
- (2) Names of Arts and Sciences (e.g. Grammar, Physics, Chemistry, Music etc.) are also Abstract Noun.

Only Common Nouns have plural number. Usually we cannot make plural of Proper Noun, Material Noun, Collective Noun and Abstract Noun. In case the plural of Proper Noun, Material Noun, Collective Noun and Abstract Noun is formed, it will be used as a Common Noun. As—

- (1) Every year many Shakespeares die unhonoured.
- (2) There are ten classes in my college.  
'Whole India deplored the death of Smt. Indira Gandhi (Incorrect)  
The whole of Indian deplored the death of Smt. Indira Gandhi (Correct)

An Abstract Noun generally ends with 'ty, ity, ance, ence, ency, ness, hood, ment, age, ship, sion, tion etc. As—Urgency, Cruelty, Attendance, Childhood, Selection, Poverty, Friendship,

Courage, Admission, Invitation, Kindness, etc.

Sometimes an Adjective preceded by 'the' is used as a Noun.

\* The rich should help the poor.

In this sentence 'the rich' means 'the rich people' and 'the poor' mean 'the poor people'.

\* There is a school for the deaf (deaf people) and the dumb (dumb people).

### NUMBER

There are two numbers in English.

(1) Singular Number

(2) Plural Number

A noun or a pronoun that denotes one person, one thing or one place is said to be in the singular number. As — Boy, Girl etc.

A noun or a pronoun that denotes more than one person, place thing is said to be in the plural number. As—Boys, Girls, etc.

### Formation of Plurals

The plural of nouns is generally formed by adding 's' to the singular form.

(i) By adding 's' to the singular form.

Singular	Plural	Singular	Plural
Eye	Eyes	Writer	Writers

(ii) Nouns ending in s, sh, ss, ch, x or z become plural by adding 'es' to them.

Singular	Plural	Singular	Plural
Tax	Taxes	Glass	Glasses

### Exception :

If 'ch' has a hard sound i.e. if 'ch' has the sound of 'k' then only 's' will be added to the singular form to make it plural.

Singular	Plural	Singular	Plural
Monarch	Monarchs	Stomach	Stomachs

(iii) Nouns ending in 'y' and preceded by a vowel (a, e, i, o, u) become plural by adding 's' to them.

Singular	Plural	Singular	Plural
Boy	Boys	Day	Days

(iv) Nouns ending in 'o' and preceded by a vowel (a, e, i, o, u) become plural by adding 's' to them.

Singular	Plural	Singular	Plural
Portfolio	Portfolios	Studio	Studios

- (v) Nouns ending in 'o' and preceded by a consonant become plural by adding 'es' to them.

Singular	Plural	Singular	Plural
Tomato	Tomatoes	Motto	Mottoes

**Exception to above rule**

Singular	Plural	Singular	Plural
Photo	Photos	Dynamo	Dynamos
Piano	Pianos	Mosquito	Mosquitos
Solo	Solos	(Mosquitoes is also correct)	
Zero	Zeros	Canto	Cantos

- (vi) Nouns ending in 'f' or 'fe' become plural by changing 'f' or 'fe' into 'ves'.

Singular	Plural	Singular	Plural
Wife	Wives	Wolf	Wolves

**Exception to above rule**

Singular	Plural	Singular	Plural
Proof	Proofs	Chief	Chiefs
Handkerchief	Handkerchiefs	Roof	Roofs
Mischief	Mischiefs	Hoof	Hoofs
Safe	Safes	Belief	Beliefs
Relief	Reliefs	Serf	Serfs
Strife	Strifes	Dwarf	Dwarfs
Brief	Briefs	Gulf	Gulfs

- (vii) Nouns ending in 'y' become plural by changing 'y' into 'ies'

Singular	Plural	Singular	Plural
Army	Armies	Family	Families

- (viii) The following nouns form plurals by changing vowels of noun.

**Exception to above rule**

Singular	Plural	Singular	Plural
Man	Men	Gentleman	Gentlemen
Tooth	Teeth	Goose	Geese
Louse	Lice	Basis	Bases
Analysis	Analyses	Woman	Women
Watchman	Watchmen	Mouse	Mice
Foot	Feet	Dormouse	Dormice
Crisis	Crises	Hypothesis	Hypotheses

- (ix) Some nouns form their plural by adding 'en' to their singular.

	Singular	Plural	Singular	Plural
	Ox	Oxen	Child	Children
(x)	The following compound nouns take double plurals.			
	Singular	Plural		
	Man-servant	Men-servants		
	Lord-justice	Lords-justices		
	Woman-servant	Women-servants		
	Man-peon	Men-peons		
(xi)	Some compound nouns form their plural by adding 's' to the chief word in the compound noun.			
	Singular	Plural		
	Father-in-law	Fathers-in-laws		
	Brother-in-law	Brothers-in-laws		
	Passer-by	Passers-by		
	Step-mother	Step-mothers		
	Looker-on	Lookers-on		
	Court-martial	Courts-martial		
	Maid-servant	Maid-servants		
	Step-son	Step-sons		
(xii)	Abbreviations and numbers form their plural by adding apostrophe and 's'			
	Singular	Plural	Singular	Plural
	M.P.	M.P.'s	M.L.A.	M.L.A.'s
(xiii)	Some compound nouns written without a hyphen form plural by adding 's'.			
	Singular	Plural	Singular	Plural
	Mouthful	Mouthfuls	Spoonful	Spoonfuls
	Handful	Handfuls	Basketful	Basketfuls
(xiv)	Plurals of the words of other foreign languages.			
	Singular	Plural	Singular	Plural
	Agendum	Agenda	Appendix	Appendices
	Datum	Data	Index	Indices
	Radius	Radii	Maximum	Maxima
	Formula	Formulae (Formulas)	Medium	Media
	Focus	Foci	Locus	Loci
	Memorandum	Memoranda	Erratum	Errata

(xv) Miscellaneous Plurals.

Mr.	Messrs
Miss	Misses
Mrs.	Mesdames
Mr. Chopra	The Messrs Chopra

(xvi) Missed Examples

Singular	Plural	Singular	Plural
Advice	Advices	Air	Airs
Alga	Algae	Apex	Apexes
Appendix	Appendixes	Area	Areas
Arm	Arms	Army	Armies
Ash	Ashes	Axis	axes
Baby	Babies	Bamboo	Bamboos
Basis	Bases	Book	Books
Box	Boxes	Boy	Boys
Boy friend	Boy friends	Branch	Branches
Break down	Break downs	Brother	Brothers
Brush	Brushes	Buffalo	Buffaloes
Campus	Campuses	Canto	Cantos
Chief	Chiefs	Child	Children
Circus	Circuses	City	Cities
Class	Classes	Chiff	Chiffs
Coat or mail	Coats-of-mail	Cloth	Clothes
Codex	Codices	Colour	Colours
Compass	Compasses	Copper	Coppers
Cow	Cows	Crops	Cropsa
Cuckoo	Cuckoos	Custom	Customs
Daughter	Daughters	Day	Days
Deer	Deers	Desk	Desks
Dilemma	Dilemmas	Diploma	Diplomas
Dish	Dishes	Dormouse	Dormice
Dozen	Dozen	Drama	Dramas
Duty	Duties	Dwarf	Dwarfs
Echo	Echoes	Effect	Effects
Elf	Elves	Embryo	Embroyes
Father-in-law	Fathers-in-law	Fish	Fishes
Fly	Flies	Foot	Feets
Farmer	Farmers	Glass	Glasses
Good	Goods	Goose	Geese
Grant-in-aid	Grants-in-aid	Grief	Griefs

Singular	Plural	Singular	Plural
Ground	Grounds	Half	Halves
Halo	Halos	Hero	Heroes
Hindu	Hindus	Holiday	Holidays
Hoof	Hoofs	Hypothesis	Hypotheses
Index	Indexes	Iron	Irons
Journey	Journeys	Key	Keys
Kiss	Kisses	Knife	Knives
Lady	ladies	Leaf	Leaves
Larva	Larvae	Letter	Letters
Life	Lives	Light	Lights
Locker-on	Lookers-on	Louse	Lice
Man servant	Men servants	Man	Men
Man-of-war	Men-of-war	Mango	Mangoes
Manner	Manners	Match	Matches
Matrix	Matrixes	Medium	Media
Memento	Mementos	Monkey	Monkeys
Mosquito	Mosquitoes	Motto	Mottoes
Mouse	Mice	Mouthful	Mouthsful
Museum	Museums	Myself	Ourselves
Notary Public	Notaries Public	Negro	Negroes
Number	Numbers	Oasis	Oases
Ox	Oxen	Pain	Pains
Part	Parts	Passer-by	Passers-by
Potato	Potatoes	Pen	Pens
People	Peoples	Play	Plays
Pony	Ponies	Proton	Protons
Practice	Practices	Proof	Proofs
Quarter	Quarters	Reef	Reefs
Respect	Respects	Roof	Roofs
Sheep	Sheep	Solo	Soles
Son	Sons	Son-in-law	Sons-in-law
Stand-by	Stand-bys	Step son	Step sons
Story	Stories	Stratum	Strata
Swine	Swine	Syllabus	Syllabuses
Take-off	Take-offs	Thief	Thieves
Tin	Tins	Tocus	Touses

Singular	Plural	Singular	Plural
Tooth	Teeth	Tornado	Tornadoes
Toy	Toys	Turf	Turfs
Vortex	Vortices	Wife	wives
Washerman	Washermen		

### **Important Rules Regarding Numbers**

- Some nouns are plural in appearance but they are used in singular. Physics, Politics, Mechanics, News, Innings, Summons, Athletics, Gallows, Mathematics, Economics, Gymnastics, Classics, Billiards, Measles, Mumps, Rickets, Electronics, Civics, Series, United Nations, Genius etc.  
As—
  - Civics is an interesting subject.
  - Genius is rare etc.

### **Exception :**

When 'mathematics' means 'mathematical calculations and 'economics' means 'economic facts', these nouns are considered plural. As —

- The area of this plot is fifty square feet, if my mathematical are correct.
  - The economics of the situation were discussed in the meeting.
- Some nouns have the same form for both the singular and plural. Sheep, deer, swine, pice, fish, fruit, cannon, wheat, series etc.
  - He is a black sheep in our class.
  - The sheep are grazing in the ground.
  - He saw a deer.
  - There are four deer in this zoo.
- Some nouns have no plural form and take a singular verb.e.g., abuse, furniture, information, scenery, off-spring, alphabet, wood, advice, luggage, bedding, clothing, poetry, hair, machinery, water, business, bread, ground, mischief, lightning, counsel, chalk, petrol, fuel, tea, magic, music, knowledge, stationery, fruit, issue, vacation etc.
  - The scenery of Kashmir is very beautiful.
  - He has no issue.

## Exception

Some of the above nouns may be used in plurals in the following way—pieces of poetry, articles of furniture, rolls of bedding, articles of clothing, pieces of advice, pieces of information, acts of mischief, cups of tea, logs of wood, drops of water, pieces of chalk, loaves of bread, flashes of lightning.

Besides this, some of the aforesaid nouns are sometimes used in a special sense in plural form. e.g., advices in the sense of 'notification', hairs when the number of hairs has been given, fruits when different kinds of fruits are available, works in the sense of 'books' of an author, abuses in the sense of 'evil practices', issues in the sense of 'result', peoples in the sense of 'nations' and characters in the sense of 'persons' in a play. As—

- (1) Sheela has several grey hairs on her head.
  - (2) He purchased grapes, oranges, bananas and other fruits.
  - (3) There are only women characters in his play.
  - (4) I have read all the works of Swami Vivekananda.
  - (5) The people of world should live in peace and avoid wars.
  - (6) Maharishi Dayananda tried his best to remove the abuses in our society.
4. Some nouns are singular in appearance but they are used in plural sense e.g., cattle, poultry, folk, vermin, gentry, people, public, police, company, government.
- (1) The cattle are grazing in the garden.
  - (2) The people of India are hardworking.
5. The following nouns have the same form for both the singular and plural when used after numerals.e.g., hundred, thousand, million, dozen, score, gross, pair, brace, head, kind, stone etc.
- (1) The two hundred students study in our school.
  - (2) The price of this Fridge is twenty thousand rupees.

## Exception

However, if the number has not been given, 's' may be added to aforesaid nouns.

- (1) Hundreds of students study in our school.
  - (2) Thousands of people gathered there to listen to Chief Minister.
6. The following nouns are used in plural only. e.g., scissors, shoes, gloves, goods, odds, spectacles, thanks, vegetables, wages, orders, riches, aims, premises, stockings, means, ashes, assets, circumstances, earnings. trousers, drawers, jeans, shorts, tights, m binoculars, glasses, scales etc.
- (1) His scissors are lying on the table.
  - (2) All his goods were destroyed in fire etc.
- Note : However, some of the above said nouns can be used in singular also with the phrase 'a pair of' e.g.,
- (1) This pair of scissors is blunt.
  - (2) A pair of gloves has been found in the box.

### **CASE**

The case of a Noun or a Pronoun shows its relation with some other word in a sentence. There are three cases in English.

1. **The Nominative** : When a noun or a pronoun is used as the Subject of the verb. It is said to be in the Nominative Case.
  - (1) He writes a letter.
  - (2) The thief is caught etc.
2. **The Objective** : When a noun is used as an object of the verb, it is in the objective case.
  - (1) He killed a snake.
  - (2) Mohan is sleeping in the class etc.
3. **The Possessive Case** : The noun showing ownership or possession is said to be in the Possessive Case.
  - (1) Rama's horse is running.
  - (2) This is Sheela's umbrella etc.

### **FORMATION OF THE POSSESSIVE CASE**

- The possessive case can be formed in the following ways—
1. By using 'of' with lifeless things/objects e.g., the roof of the house, the leg of the table, etc.
  2. By using apostrophe and s('s) to the Singular Nouns and Plural Nouns (not ending in s) having life. e.g., the boy's shirt, Sham's book, etc.

3. By using simple apostrophe (') to the plural nouns ending in s  
As— Boy's College, Girl's School etc.  
Note : —An apostrophe is also used with Nouns denoting :  
Period, space and weight.  
Two months 'leave seven days' week, . two kilo's weight, etc.  
Personified objects.  
Death's call, Nature's law etc.  
A few phrases.  
At any arm's length, at his finger's ends, etc.

### **Exercise 1**

Change the number of the nouns in the following sentences along with other necessary changes :

- (1) He tied a knot in his handkerchief.
- (2) The baby is sucking its thumb.
- (3) The horses are neighing.
- (4) The book is lying on the shelf.
- (5) The thief hid himself behind a bush.

### **Gender**

Gender can tell us whether a noun is of male sex, female sex or neither of two. Genders are of four kinds :

1. **Masculine gender** —

Men, boys and male animals fall under this category. Objects known for their strength, greatness and courage are also regarded as males e.g., The Sun, Time, Death, Summer, Winter, etc.

2. **Femine Gender**—

Women, Girls, and female animals fall under this category. Things known for their beauty, grace, weakness etc. are also regarded as females. e.g., The moon, truth, the earth, mercy, charity. A ship, a train and a country are also regarded as females.

3. **Common Gender**—

The nouns having same form for masculine and feminine fall under this category such as : student, baby, child, doctor, cousin, friend

4. **Neuter Gender** —

Lifeless objects such as chair, book, ball etc. fall under this category. Material noun, Abstract noun and Collective noun (even if they refer to living beings) are treated as neuter gender.

## Formation fo Feminine Gender

- (i) By adding 'ess' to the Masculine.
- |           |          |           |                |
|-----------|----------|-----------|----------------|
| Masculine | Faminine | Masculine | Faminine       |
| Poet      | Poetess  | Author    | Authoress etc. |
- (ii) By deleting the last vowel of the Masculine and adding 'ess'
- |           |          |           |               |
|-----------|----------|-----------|---------------|
| Masculine | Faminine | Masculine | Faminine      |
| Actor     | Actoress | Editor    | Editress etc. |
- (iii) By changing prefix.
- |           |          |           |              |
|-----------|----------|-----------|--------------|
| Masculine | Faminine | Masculine | Faminine     |
| Bull-calf | Cow-calf | He-bear   | She-bear     |
| He-goat   | She-goat | Tom-cat   | She-cat etc. |
- (iv) By changing suffix.
- |             |             |           |                |
|-------------|-------------|-----------|----------------|
| Masculine   | Faminine    | Masculine | Faminine       |
| Grandfather | Grandmother | Milk man  | Milk maid      |
| Chairman    | Chairwoman  | Bar man   | Bar maid       |
| Washerman   | Washerwoman | Landlord  | Landlady, etc. |
- (v) By adding 'ess' to the Masculine in an irregular way.
- |           |          |           |               |
|-----------|----------|-----------|---------------|
| Masculine | Faminine | Masculine | Faminine      |
| Master    | Mistress | Governor  | Governess     |
| God       | Goddess  | Emperor   | Empress, etc. |
- (vi) By using a different word.
- |           |          |           |            |
|-----------|----------|-----------|------------|
| Masculine | Faminine | Masculine | Faminine   |
| Uncle     | Aunt     | Sir       | Madam      |
| Horse     | mare     | King      | Queen      |
| Wizard    | Witch    | Hero      | Heroine    |
| Bull      | Cow      | Nephew    | Niece      |
| Dog       | Bitch    | Bachelor  | Maid       |
| Fox       | Vixen    | Husband   | Wife       |
| Widower   | Widow    | Lad       | Lass, etc. |

### Exercise 2

Masculine	Faminine	Masculine	Faminine
Abhot	Abbess	Author	Authoress
Administrator	Administratrix	Baron	Baroness
Beau	Belle	Benefactor	Benefactress
Billy-goat	Nanny-goat	Boar	Sow
Boy	Girl	Boy friend	Girl friend
Brother	Sister	Buck	Doe
Bull	Cow	Clerk	Clerk
Bullock	Heifer	Cock-sparrow	Hen-sparrow
Cock	Hen	Count	Countess

Masculine	Faminine	Masculine	Faminine
Conductor	Conductress	Director	Directoress
Czar	Czarina	Don	Donna
Dog	Bitch	Duke	Duchess
Drone	Bee		
Earl	Countess	Enchanter	Enchantress
Executor	Executrix	Father	Mother
Colt	Filly	Founder	Foundress
Fox	Vixen	Gander	Goose
Gentleman	Lady	Giant	Giantess
God	Goddess	Governor	Governess
Grandson	Grand daughter	Grandfather	Grandmother
Hart	Roe	He goat	She goat
Headmaster	Headmistress	Heir	Heiress
Hero	Heroine	Host	Hostess
House	Mare	Hunter	Huntress
Husband	Wife	Inspector	Instructress
Jack-ass	Jenny-ass	Jew	Jewess
King	Queen	Lad	Lass
Landlord	Landlady	Lion	Lioness
Lord	Lady	Male frog	Farmale frog
Male nurse	Female nurse	Man	Woman
Man servant	Maid servant	Manager	Manageress
Marquis	Marchioness	Master	Mistress
Mayor	Mayoress	Milkman	Milkmaid
Mitter	Spawner	Monk	Nun
Mr.	Mrs.	Murderer	Murderess
Negro	Negress	Nephew	Niece
Patron	Patroness	Pea-cock	Pea-hen
Peer	Peeress	Poet	Poetess
Policeman	Policewoman	Porter	Portress
Preceptor	Preceptress	Priest	Priestess
Prince	Princess	Prophet	Prophetess
Ram	Ewe	Shepherd	Shapherdess
Signor	Signora	Sir	Madam
Sloven	Slut	Son	Daughter
Songster	Songstress	Sorcerer	Sorceress
Spaceman	Spacewoman	Stag	Hind
Steward	Stewardess	Sultan	Sultana

Masculine	Feminine	Masculine	Feminine
Swain	Nymph	Tempter	Tempress
Testator	Testatrix	Tiger	Tigeress
Traitor	Traitress	Viceroy	Vicereine
Usher	Usheress	Votary	Votaress
Viscount	Viscountess	Wizard	Witch
Waiter	Waitress	Widower	Widow

### Correct use of Nouns

1. A proper noun must always be written with a capital letter at the beginning. As—
  - (1) Persons—Mohan, Sohan etc.
  - (2) Places—Chandigarh, Patiala etc.
  - (3) Rivers—The Krishna, Godavari etc.
  - (4) Days—Friday, Saturday etc.
  - (5) Months—November, December etc.
2. A proper noun becomes a common noun when it is used in the plural form, or an article is placed before it.  
Examples : (1) There are five Sheelas in our class.  
(2) He is the Shakespeare of India. etc.
3. A collective noun takes a singular verb. As—  
The committee consists of ten members.  
Note—If we refer to the members of the committee separately, the collective noun takes a plural verb, but it (the collective noun) remains singular in form. As—  
The committee were divided on this point.
4. A material noun becomes a common noun with a changed meaning when it is used in the plural form. As—  
Examples : Coppers = copper coins  
Iron = fetters etc.
5. An abstract noun can be used as a common noun by making it plural. As—  
Kindnesses = acts of kindness.  
Provocations = instances of provocation
6. An abstract noun can be used as a common noun by placing an article before it. As—  
Sheela is a beauty. (beauty = girl or woman)
7. An abstract noun can also be used in the sense of a collective noun. As—

- The youth must serve the nation. (the youth=the young people)
8. When a material noun denotes a mass of matter, it is not used in the plural form. As—  
 Incorrect : Rama's house is built of bricks and stones.  
 Correct : Rama's house is built of brick and stone.  
 Incorrect : There are several kinds of Iron.  
 Correct : There are several kinds of Irons.
9. If a noun is to be used with two different adjectives, the noun must be used twice.  
 Incorrect : Tell me something about our country and foreign policy.  
 Correct : Tell me something about our country policy and foreign policy.  
 Incorrect : Take care of your physical and mental health.  
 Correct : Take care of your physical growth and mental health.
10. Some compound nouns carry double plurals. It means that each part of the compound word is made plural. As—  
 (1) Lord justice                      Lord justices  
 (2) Man peon                          Men peon
11. Some nouns have the same form for the plural as well as for the singular. As—  
 Sheep, series, species, swine, solomen, trout, deer, fishfood, corps, cannon, brace, bream, means, mathematics, politics, pike, offspring, yoke, etc. As—  
 (1) I saw a deer in the zoo.  
 (2) I saw many deer in the zoo,  
 Note : The word means has two totally different meanings as named below :
- (1) money resources, wealth etc.  
 When means is used in the sense of income, it must always be treated as plural. As—  
 Her means are not ample.
- (2) A method or process by which a result may be achieved or brought about.
- Means can be used as singular or plural in this sense. As—  
 (1) He adopted several means to deceive his father.  
 Politics, if treated as plural means political principles. As—

- (2) He does not understand my politics.
12. Nouns denoting number, money, weight, measure or length do not change form in the plural, when these are used after a numeral. dozen, hundred, thousand, metre, gross, score, pair, etc. are nouns of this type. As—
- Number : Five thousand rupees.  
Two dozen pens
- Money : A hundred rupee note  
A five-rupee note
- Weight : Five kilogram of Mangos
- Length : Five metre length of ground.
- Measure : Five metre piece of cloth.
- Note : It must be noted with due care that when these nouns are not preceded by numerals, we can use their plural forms. As—
- Dozens of books.  
Hundreds of rupees. etc.
- The following expressions are, in this connection, worth noting with utmost care :
- (1) A Ten man delegation.  
(2) A five kilometre race. etc.
13. Some nouns are used in the singular only. The following nouns fall under this category.  
advice, corn, grain, information, poetry, scenery, machinery, hair, furniture, justice, clothing etc. As :—
- (1) There is old furniture in this house.  
(2) The scenery of mountain is very charming. etc.
- Note : Advice, as a noun of the verb advise, is never used in the plural form.
14. Some nouns are used in the plural only. They are generally the names of instruments or tools, articles of dress, parts of the body and other miscellaneous words.
- (1) Instruments or tools :  
fettors, scissors, tongs, shears, bellows, pincers, spectacle, shackles, etc.
- (2) Articles of dress :  
trousers, slacks, pantaloons, bloomers, breeches, socks, fleshings, stockings.
- (3) Parts of body :  
bowels, intestines, biceps, triceps, genitals, etc.

- (4) Names of games :  
billiards, gymnastics, etc.
- (5) Miscellaneous nouns :  
annels, auspices, contents, amends, premises, toils,  
process, remains, riches, thanks, odds, nuptials,  
lodgings, savings, earnings, tyiands, belongings,  
hangings (curtains), ides, greaves, eats, furnishings,  
pickings, dregs, doldrums, gallows, environs, aims,  
credentials, arms, tidings, blinkers, assets, embers,  
ashes, spirits, indentures, innards, innings, etc.
15. Some nouns are plural in form but singular in use. As—  
news, summons, economics, physics, measles, mumps,  
shingle, shambles, draughts etc.
16. There are some nouns which are singular in form but plural  
in use.  
cattle, cavalry, clergy, gentry, folk, progeny, police, swine,  
poultry, people, public, vermin, etc.
17. The names of books with plural endings are used in the  
singular form. As—  
Tagore's Travels is an interesting book.
18. When a plural noun denotes a specific amount, length,  
weight quantity, etc., considered as a whole, the verb must  
be in the singular form. As—  
(1) Five thousand rupees is a large amount.  
(2) Five kilometres is a long distance.
19. Collective nouns, even when they refer to living beings, are  
considered to be of the neuter gender. As—  
The committee has given its verdict.
20. Young children and lower animals are also referred to as the  
neuter gender. As—  
(1) The baby began to suck its thumb.  
(2) The dog raised its tail and began to bark.
21. The lifeless objects which are remarkable for beauty,  
gentleness, gracefulness, tenderness, weakness, etc. on,  
are treated as females. As—  
the moon, the earth, spring, virtue, peace, charity, fame,  
pride, Nature, hope, justice, autumn, mercy, pity, fortune,  
truth, victory, defeat, modesty, liberty, trains, ships,  
aeroplanes, countries etc. are also treated as females.
22. The lifeless things which are known for strength, courage,

- violence, superiority, etc. are treated as males. As—  
the sun, death, summer, winter, anger, fear, thunder, war etc.
23. Use of the possessive case is restricted to nouns denoting the following. As—
- (1) Living beings.
  - (2) Personified objects
  - (3) Time, space, weight or value.
  - (4) Certain idiomatic phrases.
24. Possessive case of a noun is formed by adding (s) or only (') to a noun and when the noun is singular, the possessive case is formed by adding an apostrophe (') and -s to the noun. As—  
Ram's book, Shyam's pen etc.
25. If a plural noun does not have -s at the end its possessive case will be formed by adding (s) to the word. As—  
Women's Hospital, Children's Room.
26. If the name of a person consists of two or more words, the possessive case will be formed by putting (s) after the last word. As—  
Krishan's house, Brother's car etc.  
When two or more nouns are joined by and, and a joint possession is meant, the possessive case will be formed by adding (s) to the last word. As—  
Ram and Shyam's house  
Note :—This sentence denotes that one house belongs to both Ram and Shyam's.  
Similarly when two or more nouns joined by and indicates separate possession (s) will be added to each noun. As—  
Ram's and Shyam's house.  
Note—This sentence denotes two separate houses, one belonging Ram and the other to Shyam.
27. The possessive case of a proper noun ending in -s is formed the adding (s). As—
- (1) Mohan & Lal house.
  - (2) Sohan Lal's Car etc.
28. When there are two nouns in apposition, the possessive case will formed by adding (s) to the second noun. As—
- (1) Kundan Lal the engineer's cousin.
  - (2) Sita, the professor's daughter, etc.
- The possessive case of a compound noun will be formed by

- adding ('s) to the last word. As—
- (1) Son-in-law's house.
  - (2) Father-in-law's office etc.
29. When a name consists of several words, its possessive case will be formed by adding ('s) to the last word of the name. As—
- (1) Malhotra Publishing House's publications.
30. The possessive case of nouns denoting personified objects is formed by adding ('s) to a noun. As—  
Duty's call, Nature's laws, the sun's rays, etc.
31. The possessive case of a proper noun or of a noun indicating trade, profession or relationship may be used to denote a house, school, college, etc. To say it in another way, words such as school, college, house, shop, etc. may be omitted after nouns in the possessive case. As—  
Tonight Mohan shall dine at his father-in-law's.  
This sentence is equivalent to :  
Tonight Mohan shall dine at his father-in-law's house.  
Such words are not omitted after pronouns.  
Incorrect : He went to your's.  
Correct : He went to your house.
32. The possessive case of certain idiomatic phrases is formed by adding ('s). As—  
At wit's end, At arm's length. etc.
33. The possessive case of a noun denoting time, space, weight or value is formed by adding ('s) or (') depending upon the number of the noun. As—  
Times : two hour's journey, five minutes, interval  
Space : a stone's throw, a hand's width.  
Weight : a kilogram's weight.  
Value : a rupee's worth.
34. The possessive of a plural noun ending in -s is formed by adding (') only. As—  
Boys' school, girls' college etc.
35. If the last syllable of a noun begins and ends in -s the possessive case of the noun will be formed by adding (') only. As—  
Moses' law, Jesus' stories.
36. If the last syllable of a singular noun ends in s or ce and the

noun is followed by the word, sake the possessive case of the noun will be formed by adding (') only. As—

For goodness' sake for justice' sake etc.

(1) Nouns denoting lifeless objects should not be used in the possessive case. In such cases, the preposition of should be issued to serve the purpose. As :—

Door of the school.

(2) Sometimes a noun in the possessive case has a totally different meaning from a noun used with the preposition of.

The Prime Minister's reception.

The reception of the President.

This refers to the manner in which the people welcomed the president.

(3) Use of double possessives relating to one person only.

A picture of Champa's

(This denotes one of the pictures owned by Champa.)

Let us observe the following sentence

A picture of Champa.

(This sentence means a likeness of Champa.)

A book of Geeta's.

(This sentence denotes one of many books possessed by Geeta)

(a book of Geeta = a book written by or about Geeta)

(This news of Krishna's = news brought by Krishna)

Use of double possessive should always be avoided.

As—

Incorrect : My father's brother's son has gone abroad.

Correct : The son of my father's brother has gone abroad.

Incorrect : My mother's father-in-law's car has been stolen.

Correct : The car of my mother's father-in-law has been stolen.

## 2. Pronouns (सर्वनाम)

A pronoun is a word which is used in place of a noun to avoid repetition of the noun. As—

- (1) Ram is my younger brother and he is very intelligent.
- (2) Shyam is my class fellow and he is very naughty.

### Kinds of pronoun and the correct use

#### 1. Personal Pronoun—

Personal pronouns are used for persons. Persons are of three types—

- (1) The first person denotes the person who is speaking. I and we are first persons. The personal pronoun I must always be written with a capital letter.
- (2) The second person denotes the person spoken to. You is called second person.
- (3) The third person denotes the person spoken of. He, She, it. They are called third person.

### Different Forms of Personal Pronouns

Personal pronoun	Nominative	Objective	Possessive
I	I	me	my, mine
We	we	us	our, ours
You	you	you	yours, yours
He	he	him	his
She	she	her	her, hers
It	it	it	its
They	they	them	their, theirs

Note—

- (1) You is used both in the singular and in the plural.
- (2) Appostrophe (') must not be used with ours, yours, hers, its and theirs.
- (3) When pronouns of different persons are used in a sentence, the order should be : Second person + third person + first person. (231) As—  
You, he and I are friends.
- (4) In confessing a fault or mentioning something painful, the order of pronouns should be : First person + second person + third person.  
I, you and he told a lie. (123)
- (5) If a collective noun denotes “undivided whole”, it will take a singular number, neuter gender and a singular verb.

- (i) The committee is not going to revise its decision.
- (ii) The army was admired for its victory in the battle.
- (6) If the collective noun gives the idea of separate individuals, plural pronoun and plural verb shall be used.
  - (i) The committee were divided in their opinion.
  - (ii) The jury were divided in their decision.
- (7) When used as the object of verb, the pronoun should be in the objective case.
  - (i) Let us go to the market.
  - (ii) Let you and me complete the homework.
- (8) When two singular nouns joined by and are preceded by each or every the pronoun must be singular.
  - (i) Every leaf and every flower proclaims the glory of God.
  - (ii) Each officer and each clerk is sincere in his work.
- (9) (1) It is used to refer to lifeless objects, animals, young children and birds.
  - (i) It is my book.
  - (ii) The baby is sucking its thumb.
- (2) It is used to express weather conditions, time and distance.
  - (i) It is sunny today.
  - (ii) It is five o'clock by my watch.
  - (iii) It is five kilometres to the office.
  - (iv) It is morning now.
- (3) It is used as subject for impersonal verbs.
  - (i) It is said.
  - (ii) It is thought.

## 2. **Demonstrative pronoun :**

Demonstrative pronoun is used to point out the object to which it refers.

- (1) This is a book.
- (2) That is my school.

Note : This, that, these, those etc. can be used as demonstrative adjectives also when they are followed by the noun which they qualify.

Demonstrative Pronoun	Demonstrative Adjective
This is our country.	This country is ours.
These are your toys.	These toys are yours.
That is a beautiful picture.	That picture is beautiful.
Those are red kites.	Those kites are red.

That and those can be used for a noun that has been mentioned before. Plural takes those and singular takes that.

- (1) The road of Chandigarh are wider than those of Patiala.
- (2) The teaching of English is more difficult than that of Mathematics.

### 3. **Interrogative pronoun :**

This pronoun is used for asking questions e.g., who, whose, whom, what, which etc.

- (1) Who has written this book?
- (2) Whom do you want to meet?

Note : (1) Who, whose and whom are used for persons only.

- (i) Who is he? (What her name?)
- (ii) Whose is this book?
- (2) What is used when referring to things, profession, words etc.
  - (i) What is he? (What is his profession?)
  - (ii) What is the meaning of this word?
- (3) Which is used for things. We can use it for persons also when some selection is to be made out of a limited number or a group of persons.
  - (i) Which is your car?
  - (ii) Which is more intelligent, Mohan and Sohan?
- (4) What, which, whose can be used as interrogative Adjectives also when they are followed by the noun which they qualify.
  - (i) Whose watch is this?
  - (ii) Which movie is running in this theatre?

### 4. **Relative Pronoun :**

Relative pronouns are used in place of nouns to which they are related and also act as joining words.

- (i) I know the man who has written this book.

- (ii) The car that I bought last year has been stolen.
- (iii) The boy who got distinction is my son.
- (iv) God helps those who help themselves.

In the above sentences man, car, boy, those are Antecedents and who that are relative pronouns.

Note :

- (1) The Relative pronoun should be of the same number and person as its Antecedents. The verb that follows the Relative pronoun must agree with the antecedent in number and person.
  - (i) The teacher punished the students who were making a noise.
  - (ii) The teacher punished the student who was making a noise.
  - (iii) It is I who am at fault.
  - (iv) You, who are mischievous, will be punished.
- (2) Who, whose and whom are used for persons and which is used for lifeless objects and for animals.
  - (i) This is the girl whose pocket was picked yesterday.
  - (ii) The last man who boarded the train is our brother.
  - (iii) The man whom you saw helped me.
  - (iv) The knife which is lying on the table has been stolen.
- (3)(a) That can be used for persons, animals and things. When one is doubtful about the use of who or which, the best choice is that.
  - (i) The flowers that he picked in the morning are still fresh.
  - (ii) This is the boy that won the first prize in the competition.
  - (iii) This is the house that he built 10 years ago.
- (b) That is used after the superlative degree of adjectives.
  - (i) Sita is the most beautiful girl that I have ever seen.
  - (ii) Ram is the most intelligent student that has won scholarship.
- (c) That is used after numeral adjectives.

- (i) Rabindranath Tagore was the first Indian that received the Noble Prize in literature on Githanjali in 1913AD.
- (ii) Neil Armstrong was the first man in the world that landed on the moon.
- (d) That is used where the gender is not known.
  - (i) The girl that was kidnapped last month has been traced.
  - (ii) The child who was lost in the fair has been restored to its parents.
- (e) That is used after the words all, same, none, only, nothing etc.
  - (i) All that glitters is not gold.
  - (ii) This is the same pen that my friend lost yesterday.
- (4) But is used after no, not, none etc. But means who not or which not.
  - (1) There is none but will help you.  
(But will help you = who will not help you)
  - (2) There is no country but possesses nuclear arms.  
(But possesses nuclear arms = which does not possess nuclear arms)

## 5. Distributive pronoun

Distributive pronouns refer to persons or things one at a time. Hence they are singular and are followed by singular verbs. Each, either and neither are Distributive Pronouns.

- (1) Either of the two tables will suffice.
- (2) Neither of them is my brother in this office.
- (3) Each officer and official is sincere in his work.

- Note :
- (1) Either, neither should be used in speaking of two persons or things. Each should be used in speaking of more than two persons or things.
  - (2) Either has two meanings (a) one of the two (b) each of the two.
    - (i) Either of you is at fault.
    - (ii) Ram planted trees on either side of the road.
  - (3) Neither means not the one nor the other of the two.
    - (i) Neither of them has passed the examination.
    - (ii) He belongs to neither party.

## 6. Indefinite pronoun

Indefinite pronouns refer to persons or things in a general way.

- (1) One must do one's duty.
- (2) All were called for an interview.
- (3) None of your son is naughty.
- (4) Everybody can express his views.
- (5) Anyone can make a speech if he likes.

Note : (1) Everybody, everyone, nobody, anybody, anyone, someone are used in the singular.

(2) None is used in the singular when referring to material noun and it is used in singular or plural when referring to persons or common nouns.

(i) He wants some water, but there is none in the jug.

(ii) None but the brave deserve the award.

(3) To avoid the repetition of a noun, we often use the word one to replace a singular noun and a plural noun is replaced by the word ones.

(i) This is a white shirt ; that is a black one.

(ii) He sold his old car and bought a new one.

Note : (1) One or ones cannot be used for non-countable nouns.

(i) Do you prefer white coffee or black one?  
(Incorrect)

Do you prefer white coffee or black ? (Correct)

(ii) Sohan likes white wine but Mohan likes red one.  
(Incorrect)

Sohan likes white wine but Mohan likes red.  
(Correct)

(2) Though furniture, cutlery, luggage, clothing etc. are countable nouns yet these are not replaced by one or ones because these are generalising terms and express an idea which is itself non-countable.

The old cutlery has been replaced by new one.  
(Incorrect)

The old cutlery has been replaced by new, (Correct)

## 7. Reflexive Pronoun

Reflexive Pronoun points out that the effect of the action done by the subject turns back upon the subject and not on anybody else. Reflexive pronoun can be formed by adding

'self' to my, your, him, her, it and 'selves' to our, your, them.

(1) Ram hurt himself when he was cutting apple.

(2) Sham has deceived himself.

Note : Certain verbs such as enjoy, hide, resign, avail, amuse are often followed by Reflexive pronoun.

### 8. **Emphatic pronoun**

This pronoun is used for the sake of emphasis.

(1) I myself will go to the market.

(2) They themselves solved the question.

Note : Emphatic pronoun cannot take the place of subject.

(1) Myself went to school (Wrong)

I went to school. (Correct)

(2) Krishan and myself will play. (Wrong)

Krishan and I will play. (Correct)

### 9. **Reciprocal pronoun**

Reciprocal pronouns express mutual or reciprocal relationship. Each other and one another are Reciprocal pronouns.

(1) The two friend love each other.

(2) We helped one another. etc.

Note : Each other is used while speaking of two persons and one another is used while speaking of more than two.

### 10. **Exclamatory pronoun**

Exclamatory pronouns express an exclamation. Only what falls under this category of pronoun.

(1) What ! Mohan has deceived Sohan.

(2) What ! He went in the jungle.

### 3. Adjective (विशेषण)

An Adjective is a word which qualifies the noun or pronoun.

As—

(1) He delivered a fine speech.

(2) He is a brilliant boy. etc.

#### 1. Proper Adjective

Adjectives formed from Proper nouns are called Proper Adjectives. As—

(1) Indian farmers are hardworking.

(2) I like to read Hindi. etc.

#### 2. Descriptive Adjective

Descriptive Adjective denotes the quality of a person or a thing.

(1) He was a noble king.

(2) Ram is an honest boy. etc.

#### 3. Quantitative Adjective

Quantitative Adjectives tell us about the quantity of a thing.

(1) Krishan has a little knowledge of English.

(2) He has enough food. etc.

Note : Quantitative Adjective is always followed by singular noun.

#### 4. Demonstrative Adjective

Demonstrative Adjectives point out person, place or things which they refer to.

(1) This pen is better than that.

(2) These kites are blue.

#### 5. Distributive Adjective

Distributive Adjectives refer to each one of a group of persons or thing.

(1) Neither statement is true.

(2) Every student must work hard. etc.

#### 6. Numerical Adjective

Numerical Adjectives point out how many persons or things are meant and in what order they stand.

(1) There are twenty apples in this basket.

(2) He got first position in the class. etc.

#### 7. Interrogative Adjective

Interrogative Adjectives are used to ask questions.

(1) What is your name?

(2) What does your father? etc.

## 8. **Emphasizing Adjective**

Emphasizing Adjective is used to emphasize a possessive adjective own and very are emphasizing adjectives.

- (1) That is the very book He wanted.
- (2) He saw the thief with his own eyes.

## 9. **Possessive Adjective**

- (1) Please lend me your book.
- (2) This is our house. etc.

## 10. **Exclamatory Adjective**

Exclamatory Adjectives are used to express surprise or exclamation.

- (1) What beautiful flowers he has bought!
- (2) What folly he has done!

### **Comparison of Adjectives**

An adjective has three degrees of comparison :

- (1) Positive
- (2) Comparative
- (3) Superlative

- (1) By adding 'r' and 'st' to the positive

Positive	Comparative	Superlative
Wise	Wiser	Wisest
Able	Abler	Ablest

- (2) By adding 'er' and 'est' to the positive.

Tall	Taller	Tallest
Great	Greater	Greatest

- (3) By changing 'y' into 'i' and adding 'er' and 'est' to the positive.

Healthy	Healthier	Healthiest
Holy	Holier	Holiest

- (4) By adding 'er' and 'est' to the positive when it ends in 'y' preceded by a vowel.

Gay	Gayer	Gayest
Grey	Greyer	Greyest

- (5) By doubling the last consonant and adding 'er' and 'est' to the positive where there is a vowel before the last consonant.

Sad	Sadder	Saddest
Hot	Hotter	Hottest

- (6) By using 'more' and 'most' or 'less' and 'least' before the positive.

Beautiful	More beautiful	Most beautiful
	Less difficult	Least difficult

Difficult

More difficult

Most difficult

Less difficult

Least difficult

### **Important rules regarding degrees**

1. The comparative degree is used when comparison is made between two persons or two things. It is generally followed by 'than'. Superlative degree is used when comparison is made between more than two persons or things.  
Sheela is more beautiful than Leela. (Comparative)  
Sheela is the most beautiful girl in the class. (Superlative)
  2. Double comparative and double superlative should not be used.
    - (1) He is more happier than you. (Incorrect)  
He is happier than you. (Correct)
    - (2) Ram is the most tallest boy in the class. (Incorrect)  
Ram is the tallest boy in the class. (Correct)
  3. When we compare two qualities of the same person or thing, comparative degree is not used. We use more + positive degree.  
She is more wise than honest.
  4. When we compare two persons for the same quality, we use comparative degree.
    - (1) The fox is cleverer than the dog.
    - (2) Sheela is prettier than Leela. etc.
  5. When comparatively word is used before an adjective, we use positive degree.
    - (1) He is comparatively weak is English.
    - (2) This question is comparatively easy. etc.
  6. Preferable is followed by to instead of than and has the force of comparative. It is not preceded by 'more'.
    - (1) Health is more preferable than riches. (Incorrect)
    - (2) Health is preferable to riches. (Correct)
  7. Sometimes while comparing two nouns, we compare an object with a person and the sentence becomes grammatical incorrect.  
My house is better than Ram. (Incorrect)  
My house is better than Ram's. (Correct)  
My house is better than of Ram. (Correct)
- Note : After than that of or than those of, objective case of Pronoun shall be used. If than that of or than those of are not used, then possessive case of Pronoun shall be used.
8. When two adjectives refer to the same noun or pronoun and are joined by a conjunction, they should be in the same degree.

- She is the best and sincere professor of our college.  
(Incorrect)  
She is the best and most sincere professor of our college.  
(Correct)
9. The superlative adjective is generally preceded by the definite article 'the'
- (1) He is the most industrious boy in the class.
  - (2) Ram is the laziest boy in the class. etc.
- Note : When the superlative degree is preceded by Possessive Pronoun or a Noun in the possessive case. 'the' shall not be used ; as  
Shyam is my best friend.  
This is Shyam's finest shirt.
10. The following comparative adjectives are followed by 'to' instead of 'than', e.g. Senior, junior, superior, inferior, prior, anterior, posterior.  
His pen is superior to yours.  
He is junior to all his colleagues. etc.
11. Some comparatives (English and Latin) are used as positives. They are not followed by than. Those are inner, outer, utter, elder, former, upper, latter, major, minor, ulterior, interior, exterior etc.
- (1) The interior wall of the temple is made of marble but the exterior wall is of stone.
  - (2) My elder brother is a doctor. etc.
12. There are a number of adjectives which do not have any degrees and comparison e.g., full, infinite, perpetual, round, perfect, unique, empty, golden, square, ideal, chief, entire, complete, universal, impossible, preferable, extreme, unanimous, excellent, lunar, milky, whole, parallel etc. We cannot use more or most with them.
- (1) He has written the most perfect book. (Incorrect)  
He has written a perfect book. (Correct)
  - (2) She is the most unique singer of our college.  
(Incorrect)  
She is a unique singer of our college. (Correct)
13. While comparing more than two persons or things, the superlative degree is used and it is generally followed by 'of'. We should not use the word other in the sentence.

- (1) Gold is the most precious of all other metals.  
(Incorrect)  
Gold is the most precious of all metals. (Correct)
- (2) Delhi is the most polluted of all other cities in India.  
(Wrong)  
Delhi is the most polluted of all the cities in India.  
(Correct)

Note : Of may be used in comparing two persons or things also.

Ram and Shyam are two brothers. Ram is the elder of the Shyam two, but is the stronger. (of the two)

14. If there is a gradual increase, it is expressed by applying the comparative degree of adjective twice, but if there is a parallel increase. It will be expressed by comparative degree + comparative degree.

(1) The higher we go, the colder it is. (Parallel increase)

(2) He is becoming richer and richer. (Gradual increase)

15. When we say something in the superlative by using comparative degree, we shall use the words than any other.

(1) Tulsi Dass is greater than any other poet.

(2) Iron is more useful than any other metal. etc.

16. When 'than' or 'as' is followed by first person and second person, the verb can be omitted. But if than or as is followed by third person, the verb is to be repeated.

(1) He is richer than you.

(2) He is not so clever as his neighbour is etc.

17. In order to make comparative degree emphatic, we can use much, very much, far, by far, still etc. before comparative degree of adjective. Use of very is absolutely wrong.

(1) This hall is much larger than that.

(2) His sister is very much better today.

Note : With positive degree of adjective, very can be used.

He is feeling very well today.

18. Some adjectives can be used as nouns. They are preceded by the definite article 'the' and are used as common nouns.

(1) The rich should help the poor.

(2) The young should respect the old. etc.

19. After superlative degree, sentence starts with the word that instead of who or which.

(1) Krishan is the most brilliant student that stands first every year.

- (2) 'It' is regarded as one of best pictures that have been produced so far. etc.
20. When more than one qualitative adjectives are used for a noun, generally they are arranged in the following order —
- (1) Adjectives of size (big, small, long, short etc.)
  - (2) Adjectives of genral description (good, bad, sharp, blunt etc.)
  - (3) Adjectives of age (old, young etc.)
  - (4) Adjectives of shape (round, spherical, rectangular etc.)
  - (5) Adjectives of colour (black, red, green etc.)
  - (6) Adjectives of origin (Indian, Italian, Fench etc.)
  - (7) Adjectives of material (golden, iron, plastic etc.)
  - (8) Adjectives of purpose (a walking stick etc.)
    - (i) A long blunt knife is lying in the garden.
    - (ii) He presented me a long red American car. etc.

### **Degrees of Adjectives**

	Positive	Comparative	Superlative
1.	Able	Abler	Ablest
2.	Active	More active	Most active
3.	Adventurous	More adventurous	Most adventurous
4.	Agreeable	More agreeable	Most agreeable
5.	Applicable	More applicable	Most applicable
6.	Backward	More backward	Most backward
7.	Bad, evil, ill	Worse	Worst
8.	Beneath	Nethermore	Nethermost
9.	Beautiful	More beautiful	Most beautiful
10.	Big	Bigger	Biggest
11.	Bitter	Bitterer	Bitterest
12.	Black	Blacker	Blackest
13.	Black	Blacker	Blackest
14.	Bold	Bolder	Boldest
15.	Bountiful	More bountiful	Most bountiful
16.	Brave	Braver	Bravest
17.	Brief	Briefer	Briefest
18.	Bright	Brighter	Brightest
19.	Broad	Broader	Broadest
20.	Busy	Busier	Busiest
21.	Calm	Calmer	Caldest
22.	Canny	Cannier	Canniest

	Positive	Comparative	Superlative
23.	Capable	More capable	Most Capable
24.	Carefree	More carefree	Most carefree
25.	Careful	More careful	Most careful
26.	Cheap	Cheaper	Cheapest
27.	Cheerful	More cheerful	Most cheerful
28.	Clean	Cleaner	Cleanest
29.	Clear	Clearer	Clearlest
30.	Clever	Cleverer	Cleverest
31.	Close	Closer	Closest
32.	Cold	Colder	Coldest
33.	Colourful	More colourful	Most colourful
34.	Courageous	More courageous	Most courageous
35.	Cowardly	More cowardly	Most cowardly
36.	Dangerous	More Dangerous	Most Dangerous
37.	Dear	Dearer	Dearest
38.	Deep	Deeper	Deepest
39.	Deficient	More deficient	Most deficient
40.	Delectable	More delectable	Most delectable
41.	Deleterious	More deleterious	Most deleterious
42.	Dependable	More dependable	Most dependable
43.	Desirable	More desirable	Most desirable
44.	Destructive	Most destructive	Most destructive
45.	Diabolical	More diabolical	Most diabolical
46.	Difficult	More difficult	Most difficult
47.	Diligent	More diligent	Most diligent
48.	Dim	Dimmer	Dimmest
49.	Dirty	Dirtier	Dirtiest
50.	Doubtful	More doubtful	Most doubtful
51.	Dry	Drier	Driest
52.	Dutiful	More dutiful	Most dutiful
53.	Eager	More Eager	Most Eager
54.	Early	Earlier	Earliest
55.	Easy	Easier	Easiest
56.	Enthusiastic	More enthusastic	Much enthusiastic
57.	Faithful	More faithful	Most faithful
58.	Famous	More famous	Most famous
59.	Far	Farther, Further	Farthest (Furthest)
60.	Fast	Faster	Fastest
61.	Fat	Fatter	Fattest

	Positive	Comparative	Superlative
62.	Fine	Finer	Finest
63.	Fit	Fitter	Fittest
64.	Flexible	More flexible	Most flexible
65.	Foolish	More foolish	Most foolish
66.	Fore	Former	Foremost, First
67.	Fore	Further	Furthest
68.	Free	Freer	Freest
69.	Friendly	More friendly	Most friendly
70.	Gay	Gayer	Gayest
71.	Gloomy	Gloomier	Gloomiest
72.	Good, Well	Better	Best
73.	Grateful	More grateful	Most grateful
74.	Great	Grater	Greatest
75.	Grey	Greyer	Greyest
76.	Happy	Happier	Happiest
77.	Hard	Harder	Hardest
78.	Harmful	More Harmful	Most Harmful
79.	Harsh	Harsher	Harshest
80.	Hateful	More hateful	Most hateful
81.	Healthy	Healthier	Healthiest
82.	Heavy	Heavier	Heaviest
83.	High	Higher	Highest
84.	Holy	Holier	Holiest
85.	Honest	More honest	Most honest
86.	Hot	Hotter	Hottest
87.	Humble	Humbler	Humblest
88.	Important	More important	Most important
89.	In	Inner	Innermost
90.	Industrious	More Industrious	Most Industrious
91.	Insecure	More insecure	Most insecure
92.	Intelligent	More intelligent	Most intelligent
93.	Interesting	More interesting	Most interesting
94.	Jocular	More jocular	Most jocular
95.	Jolly	Jollier	Jolliest
96.	Jubilant	More jubilant	Most jubilant
97.	Judicious	More judicious	Most judicious
98.	Keen	Keener	Keenest
99.	Kind	Kinder	Kindest
100.	Knotty	Knottier	Knottiest

	Positive	Comparative	Superlative
101.	Large	Larger	Largest
102.	Late	Latter, later	Last, Latest
103.	Lazy	Lazier	Laziest
104.	Learned	More learned	Most learned
105.	Light	Lighter	Lightest
106.	Little	Less, lesser	Least
107.	Long	Longer	Longest
108.	Magnificent	More magnificent	Most magnificent
109.	Many	More	Most (Numbers)
110.	Mean	Meaner	Meanest
111.	Merciful	More merciful	Most merciful
112.	Merry	Merrier	Merriest
113.	Minute	Minuter	Minutest
114.	Much	More	Most (Quantity)
115.	Narrow	Narrower	Narrowest
116.	Near	Nearer	Nearest
117.	Neat	Neater	Neatest
118.	Nice	Nicer	Nicest
119.	Nigh	Nigher	Nighest, Next
120.	Noble	Nobler	Noblest
121.	Notable	More Notable	Most Notable
122.	Obedient	More obedient	Most obedient
123.	Obnoxious	More obnoxious	Most obnoxious
124.	Obscure	Obscurer	Obscurest
125.	Obscure	More obscure	Most obscure
126.	Old	Older, elder	Oldest, eldest
127.	Out	Outer, utter	Outermost, Utmost, Uttermost
128.	Polite	More polite	Most polite
129.	Poor	Poorer	Poorest
130.	Popular	More popular	Most popular
131.	Positive	More positive	Most positive
132.	Powerful	More powerful	Most powerful
133.	Pretty	Prettier	Prettiest
134.	Profound	More profound	Most profound
135.	Proper	More proper	Most proper
136.	Proud	Prouder	Proudest
137.	Pure	Purer	Purest

	Positive	Comparative	Superlative
138.	Red	Redder	Reddest
139.	Reliable	More reliable	Most reliable
140.	Rich	Richer	Richest
141.	Rightful	More rightful	Most rightful
142.	Rigid	More rigid	Most rigid
143.	Rigorous	More rigorous	Most erigorous
144.	Sad	Saddar	Saddest
145.	Safe	Safer	Safest
146.	Sagacious	More sagacious	Most sagacious
147.	Sane	Saner	Sanest
148.	Severe	Severer	Severest
149.	Splendid	More splendid	Most splendid
150.	Short	Shorter	Shortest
151.	Simple	Simpler	Simplest
152.	Small	Smaller	Smallest
153.	Smooth	Smother	Smoothest
154.	Sociable	More sociable	Most sociable
155.	Soft	Softer	Softest
156.	Sorrowful	More sorrowful	Most sorrowful
157.	Sticky	Stickier	Stickiest
158.	Strong	Stronger	Strongest
159.	Sweet	Sweeter	Sweetest
160.	Tall	Taller	Tallest
161.	Thick	Thicker	Thickest
162.	Thin	Thinner	Thinnest
163.	Tiny	Tinier	Tiniest
164.	Tricky	Trickier	Trickiest
165.	Ugly	Uglier	Ugliest
166.	Up	Uppper	Uppetst
167.	Urgent	More urgent	Most urgent
168.	Useful	More useful	Most useful
169.	Wealthy	Wealthier	Wealthiest
170.	Wet	Wetter	Wettest
171.	White	Whiter	Whitest
172.	Wild	Wilder	Wildest
173.	Wise	Wiser	Wisest
174.	Witty	Wittier	Wittest
175.	Young	Younger	Youngest

## Correct use of Adjectives

1. There are two different ways in which an adjective can be used. It is used either attributively or predicatively. When the adjective is used before the noun it qualifies, it is called an attributive adjective. Similarly when the adjective is used after the verb. It is called predicative adjective. As—  
He is an intelligent boy.  
He is intelligent.

Note: Most of the adjectives in the English language are used attributively. The number of adjectives used predicatively is very limited.

2. This and that are demonstrative adjectives. These are the only adjectives in the English language which can be changed in form to show number. It is worth noting with utmost care that adjectives in the English language have the same form for both singular and plural and masculine and feminine nouns. This and that and their plural forms—these and those are the only exception in this respect—This and that are used with singular and these and those with plural nouns.

Note: Demonstrative adjectives should have the nouns they point out immediately after them. Otherwise they will be called demonstrative pronouns.

3. A single adjective used attributively is generally placed immediately before noun. As—  
He is good singer.
4. When several adjectives qualify a noun. They are generally placed after it. As—
  - (1) God is the maker of all things visible and invisible and living and non living.
  - (2) Ram is a man good to look at.
  - (3) The doctor young strong and stout vanished from the scene.
5. When a word or phrase is joined to the adjective to explain its meaning, the adjective can be placed after the noun. As—

- (1) The total failure of the scheme, past and present is worth considering.
6. In poetry, the adjective is off and on placed after the noun.  
As—  
children dear, come here.  
Similarly in certain phrases the adjectives come after the noun. As—
7. When an adjective is used as appellative in order to specify someone it is used after noun. As—  
Ashoka the Great.

### 1. Some, Any

Some is used in the Affirmative sentences.

- (1) There is some milk in the glass.  
(2) Some students are standing on the road.

Any is used in the Negative sentences.

- (1) There is not any milk in the glass.  
(2) There is not any picture in this book.

However, both of them can be used in interrogative sentences :

- (1) Will he please give you some money?  
(2) Is there any student in the class?

### 2. Each, Every

Each is used for one of the two or more things taken one by one. It is used for a definite number of persons or things.

- (1) Each one of the two sisters is lazy.  
(2) Mohan went to Agra for a week and saw the Taj each day.

Every is used for more than two taken in a group. It is used for an indefinite number of persons or things.

- (1) Every student in this class is absent.  
(2) Sohan visits me everyday.

Note : Each and Every both take a singular noun after them and singular verb.

### 3. All, Whole

All denotes both quantity and number.

- (1) He drank all milk. (Quantity)  
(2) All the shops have closed on Monday. (Number)

Whole denotes quantity. It means entire.

- (1) The whole city was beautifully decorated.
- (2) The whole of India remembers Swami Vivekanand.

Note : (1) The whole is used before common nouns in singular number. Whole is used before common nouns in plural number. The whole of is used before proper nouns.

- (2) Definite article the is used after all but before whole.

#### **4. Less, Fewer**

Less denotes quantity, amount or value.

He wants no less than one kilo of milk.

He bought no less than five kilo apples.

Fewer denotes number of persons or things.

- (1) No fewer than ten boys were absent.
- (2) There are no fewer than two thousand students in this school.

#### **5. Few, A few, The few**

Few means hardly any, It has negative sense.

- (1) Mohan a man of few words.
- (2) Few people cross the age of a hundred years.

A few means a small number. It has positive meaning.

- (1) He is going to Delhi for a few days.
- (2) The chief guest was requested to say a few words.

The few means the small number, but all of them.

- (1) Mohan has read the few books he had.
- (2) The few men who tried to create nuisance were arrested by the police.

#### **6. Many, Much**

Many is used to indicate number.

- (1) Many persons were hurt in the road accident.
- (2) Many students were fined for coming late.

Much denotes quantity.

- (1) Much work is yet to be completed.
- (2) Do not disturb him. He has much work to do.

#### **7. Many, Many a**

Both these adjectives denote number, Many takes plural noun and plural verb whereas many a takes singular noun and singular verb.

- (1) Many people came to witness the circus.
- (2) Many a soldier has sacrificed his life for his country.

### **8. Either, Neither**

Either means (a) one of the two, (b) Both

- (1) You may take either of the two books.
- (2) Trees are being planted on either side of the road.

Neither means no one of the two persons or things.

- (1) Neither Mohan nor Sohan is good at studies.
- (2) Neither tea nor water was served.

### **9. Little, A little, The little**

Little means hardly anything. It has negative meaning

- (1) There is little milk in the glass.
- (2) There is little hope of his success in the examination.

A little means some.

- (1) Ram took a little rest and felt better
- (2) Kindly give Shyam a little sugar for tea.

The little means not much but all of that much.

- (1) He gave the beggar the little money he had.
- (2) The thirsty crow drank the little water in the pot and flew away.

### **10. Each other, One another**

Each other is used for two persons.

- (1) The two brother are quarrelling with each other.
- (2) Husband and wife loved each other.

One another is used for more than two persons.

- (1) The five sister love one another.
- (2) The four brother help one another in work.

### **11. Farther, Further**

Farther means more distant.

- (1) The nearer the church, the farther from God.
- (2) His house is farther from the school than yours.

Further mean additional

- (1) I am not entitled to further promotion.
- (2) I am allowed to continue till further orders.

### **12. Older, elder, oldest, eldest**

Older and oldest are used for both human beings and things.

- (1) He is older than your brother.
- (2) This is the oldest temple of the city.  
Elder and eldest are used for the members of the same family. Elder is not followed by than.
- (1) He is the elder of the two brothers.
- (2) His elder sister lives in Delhi.  
Elder can be used as a noun in the plural.
- (1) He does not respect his elder.

### **13. Later, latest, latter, last**

Later and latest denote time.

- (1) This is the latest edition of the book.
- (2) I refused to wait later than Sunday.

Latter and last denote position or order.

- (1) Anju and Manju are two sisters. The latter is a professor.
- (2) The last train of the day is late by one hour.

### **14. First, Foremost**

First shows position or order while foremost means the most important, most eminent.

- (1) Sh. Jawahar Lal Nehru was the first Prime Minister of India.
- (2) The first story of this book is very interesting.

Foremost means the most important, the most eminent.

- (1) It is our foremost duty to serve our country.
- (2) Jai Shankar Parshad was the foremost dramatist of Hindi literature.

#### 4. Verb (क्रिया)

A word that expresses action, feeling, existence, state or change is called the verb. A verb tells us what the subject does, what happened to the subject, what will happen to the subject, what the subject is and what the subject has etc. As—

- (1) Ram reads the book.
- (2) He jumped into the river. etc.

There are two classes of verbs in English.

Principal or Ordinary verbs as—

Read, write, go, play, sleep, etc.

Helping or Auxiliaries verbs as—

do, does, did, has, have etc.

Principal verbs are also of two kinds.

**(1) Finite verb** : A finite verb changes its form according to the person and number of the subject and tense. As—He reads, He writes. etc.

**(2) Non finite verb** : A non-finite verb does not change its form according to the person and number of the subject and tense. The infinitive, the gerund and the participle are non-finites. He reads a book. He writes a letter. etc.

Finite verbs can be classified into the following forms —

##### 1. Transitive Verb :

A verb that denotes an action which passes over from the subject to an object is called Transitive Verb. A Transitive Verb always requires an object.

- (1) He likes milk.
- (2) He has made table. etc.

In the above sentences, football, table, grapes, truth, letter are objects. Some transitive verbs take two objects after them, a person and a thing. The thing is called Direct object and the person is called indirect object.

- (1) Mohan teaches us (Indirect object) English. (Direct object)
- (2) Sohan gave me (Indirect object) watch. (Direct object)

The indirect object generally comes first. In case, the indirect object is placed after the direct object, it must be preceded by the preposition 'for' or 'to'. As—

- (1) Mohan teaches English to us.
- (2) Sohan gave a watch to me. etc.

Note : However, there are some verbs which take the Indirect object only with the preposition 'for' or 'to'. They are explain say, describe, suggest and put etc.

- (1) Ram suggested me this. (Incorrect)  
Ram suggested this to me (Correct)
- (2) Shyam put him a question (Incorrect)  
Shyam put a question to him (Correct)

## 2. Intransitive Verb :

A verb is called intransitive verb when the action expressed by it stops with the doer and is not passed over to an object. Intransitive verbs do not require objects.

- (1) He reads
- (2) He writes. etc.

In the above sentences, read, write are Intransitive verbs. An intransitive verb cannot be used in the passive voice because the action is confined to the subject and does not pass on to the object.

Most verbs can be used both as Transitive and as Intransitive. It is, therefore, better to say that a verb is used Transitivity or Intransitivity rather than that it is Transitive or Intransitive.

Used Intransitively

He cannot read.

The bell rang.

Used Transitivity

He is reading a book

The peon has rung the bell.

### **Transitive Verbs or Incomplete Predication**

Some transitive verbs take some word or words in addition to the object to make the predication complete. Such verbs are called Transitive verbs of complete Predication. As—

- (1) The doctor declared him unfit.
- (2) He left the work incomplete. etc.

### **Intransitive Verbs of incomplete Predication**

Some intransitive verbs also take some additional word or words to complete the sense. Such verbs are called Intransitive verbs of Incomplete Predication such as :

- (1) He remained a bachelor.
- (2) Quinine tastes bitter. etc.

### **Transitive verbs used intransitively**

Transitive verbs can be used intransitively in the following ways :

- (1) When the verb is used in a general sense and no object is thought of :
  - (i) The glass broke
  - (ii) We live to eat.
- (2) When the verb is used reflexively and the reflexive pronoun is omitted.
  - (i) Always keep (yourself) to the left.
  - (ii) Please keep (yourself) quiet.

### **Intransitive verbs used transitively**

Intransitive verbs can be used transitively in the following ways :

- (1) When an intransitive verb takes after it an object (Cognate object) in meaning to the verb.
  - (i) He sang a fine song.
  - (ii) He died a natural death. etc.
- (2) When an Intransitive verb is used in a causative sense.

Intransitive

Transitive

The kites are flying in the sky.      They are flying kites in the sky.

The horse is running                      I am running the horse.

- (3) When a preposition is added to Intransitive verb.
  - (i) The police are looking into the matter.
  - (ii) Please listen to him carefully. etc.

### **Phrasal verbs**

Study the following sentences

- (1) Summer has set in.
- (2) His health has run down, etc.

Each of the verbs (set and run) in the sentences above has an 'adverb particle' (down) attached to it. The verb and the adverb particle together form a Phrasal verb. Phrasal verbs can both Intransitive and Transitive.

### **Intransitive Phrasal verbs**

Intransitive Phrasal verbs are those verbs which do not require any object.

- (1) She takes after her mother. (resembles)
- (2) His brother passed away yesterday. (died)

### **Transitive Phrasal Verbs**

Transitive Phrasal verbs are those verbs which require objects.

- (1) Please, *lookup* this word in the dictionary.
- (2) He *rang* up the police.

The words in italics are Adverb Particle and the words in bold are objects of Phrasal verbs.

### **Position of objects of Phrasal Verbs**

When we use nouns or noun phrases as the objects of the Transitive Phrasal Verbs, they can be placed either after the adverb particle or between the verb and the particle. Both of the construction are correct.

Object placed after the Adverb	Object placed before the Adverb
It took me a long time to make up my mind.	It took me a long time to make my mind up.
The wind blew out the candle.	The wind blew the candle out. etc.

### **Exception :**

- (1) This alternative construction of sentence is not suitable for some phrasal verbs.
  - (i) He carried out the orders. (Correct)  
He carried the orders out. (Incorrect)
  - (ii) He could not find out the solution. (Correct)  
He could not find the solution out. (Incorrect)
- (2) When the noun phrase is not short, it cannot be placed between the verb and the particle.
  - (i) Look up the meaning of this word in the dictionary. (Correct)
  - (ii) Look the meaning of this word up in the dictionary. (Incorrect)
- (3) When the noun phrase is not short, it cannot be placed between the verb and the particle.
 

Correct	Incorrect
(i) He gave it up.	He gave up it.
(ii) He found this out.	He found out this.

### **Correct use of verbs**

- (1) Some Intransitive verbs take after them an object which is akin or similar in meaning to the verb. Such an object is called the cognate object. As—
  - (i) Mohan sang a sweet song.

- (ii) Sohan dreamed a strange dream.
- (2) Some transitive verbs require, besides an object, a complement to complete the sense. The complement describes the object. It is called an objective complement.
  - (i) We elected him M.P.
  - (ii) His parents named him Krishan.
- (3) The verb must agree with its subject in number and person. In other words, the verb must be of the same number and person as the subject.
- (4) When two singular nouns joined by and refer to the same person or thing, the verb is singular. As—
  - (i) The secretary and treasurer is leave.
  - (ii) A great patriot and statesman has come to preside over the meeting.

- Note :
- (i) The article is used only once when the two nouns refer to the same person or thing.
  - (ii) If the two nouns refer to different persons or things, the article is used before each noun. In such an event, the verb will be in the plural form.
  - (5) If two different singular nouns express one idea, the verb will be in the singular form. As—
    - (i) Bread and milk is his only food.
    - (ii) Rice and curry is his favourite dish.
  - (6) When two singular subjects are practically synonymous, the verb will be in the singular. As—
    - (i) The law and order situation in the capital is alarming.
    - (ii) Power and position holds no charm him.
  - (7) Two or more singular subjects connected by and usually take a verb in the plural. As—  
Ram and Shyam are good boys.
  - (8) If two singular subjects are preceded by each or every, the verb will be in the singular. As—  
Every boy and girl was present in the class.
  - (9) Two or more singular subjects joined by or, nor, either or neither take a verb in the singular.  
Either Ram or Shyam has broken my pen.

Neither Sita nor Geeta was present in the class.

- (10) When the subjects joined by or, or nor, are of different numbers, the verb must be in plural number, and the plural subject must be placed nearest to the verb. As—  
Sheela or her sisters have done this.
- (11) When the subjects joined by or nor are of different persons, verb will agree in person with the one nearest to it. As—  
(i) Either you or he is to blame.  
(ii) Neither he nor I am mistaken.
- (12) When two subjects are different from each other in number person, or both, the verb takes the number and person of subject which comes last. As—  
(i) Not only he but all his friends also were arrested.  
(ii) Not only I but all my friends also are to blame.
- (13) When a collective noun is thought of as a whole acting together one unit, the verb will be in the singular. As—  
(i) The committee has elected its president.  
(ii) The army is strong.
- (14) A collective noun takes a plural verb when the individuals of which it is composed are thought of. As—  
(i) The committee have agreed on this point.  
(ii) The jury were divided in their opinion and expressed divergent views on this question.
- (15) Nouns, which are plural in form but singular in meaning, take a verb in the singular. As—  
(i) Mathematics is a difficult subject.  
(ii) Politics is in his blood.

Note : The noun politics can also be used in the plural number in the sense of political views or beliefs. As—

- (i) What are your politics?  
(ii) His politics are not liked by the people.
- (16) Nouns, which are singular in form but plural in meaning, take a verb in the plural.  
(i) The cattle are grazing in the field.  
(ii) Many people live in slums in Chandigarh.
- (17) If two subjects are joined by as well as, together with, in addition to, with, and so on, the verb must agree

with the first subject. As—

- (i) Sohan as well as Mohan deserves much praise.
  - (ii) You as well as he are honest.
- (18) When a sentence begins with there, the verb must agree with the subject that follows it. It means that the verb may be the singular or plural numbers. As—
- (i) There is no hope of his success.
  - (ii) There are ten books on the table.
- (19) When the expression the number of is used with a subject, the verb is the singular. As—
- (i) The number of absentees is large.
- (20) When the term a number of is used with a subject, the verb is in the plural number. As—
- (i) A number of students were absent.
- (21) When the adjectives much, more, little and less are used as nouns. they take a singular verb. As—
- (i) Much of her wealth has been wasted.
  - (ii) Little is known about her whereabouts.
- (22) When a lot of, a great deal of, plenty of, most of, and some of refer to amount, the verb is in the singular number.
- (i) A lot of work has been completed.
  - (ii) A great deal of work has remained undone.

Note : When a lot of, a great deal of, plenty of, most of, and some of refer to number, a plural verb is used. As—

- (i) A lot of people were present at the meeting.
  - (ii) Most of the people have been arrested.
- (23) To term the majority of is used only for number. It takes a verb in the plural number. As—
- (i) The majority of the people were present.
- (24) The noun means, when used in the sense of wealth, income of resources, always takes a plural verb. As—
- (i) His means are not known to my friend.

Note : Means can also be used in the singular or plural in the sense of a method or process by which a result is brought about.

As—

- (i) Sheela adopted several means to deceive her sister.

- (ii) He cannot frighten me by this means.
- (25) When the subject of the verb is a relative pronoun, the verb must agree in number and person with the antecedent of the relative pronoun. As—
- (i) These are the boys who work hard.
- (ii) This is the girl who works hard.
- (26) When a plural noun denotes a certain measure, quantity, amount etc. considered as a whole, it takes a singular verb. As—
- (i) Two thousand rupees is not a big amount.
- (ii) Twenty kilometres is a long distance.
- (27) If two subjects are joined by not only ..... but also, the verb must agree with the second subject. As—
- (i) Not only he but also his friends were guilty.
- (ii) Not only his friends but also he was guilty.
- (28) A singular verb is used with the names of countries, towns, cities, books, newspapers, magazines etc. with plural endings. As—
- (i) International Travels and Tours is an interesting book.
- (ii) Do you know where Delhi is?

### **Different Forms of verb**

Tense की रचना करने में Verb की विभिन्न Forms का प्रयोग करना पड़ता है। Tense के ज्ञान से पूर्व Verb की विभिन्न Form का ज्ञान होना अत्याधिक आवश्यक है। Verb की विभिन्न Forms निम्नलिखित है --

1. Present (1st Form)
2. Past (2nd Form)
3. Past Participle (3rd Form)

कुछ महत्त्वपूर्ण Verb की विभिन्न Forms नीचे दी जा रही हैं। विद्यार्थी इन्हें ध्यानपूर्वक पढ़ें और याद करें--

### **Group I**

Sr. No.	Present (1st Form)	अर्थ	Past (2nd Form)	Past participle (3rd Form)
1.	Arise	उठना	arose	arisen
2.	Awake	जागना	awoke	Awoke

Sr. No.	Present (1st Form)	अर्थ	Past (2nd Form)	Past participle (3rd Form)
3.	Be	होना	was, were	been
4.	Bear	जन्म देना	bore	borne
5.	Bear	सहन करना	bore	borne
6.	Become	होना	became	become
7.	Begin	आरम्भ करना	began	begun
8.	Behold	देखना	beheld	beheld
9.	Bend	झुकना, झुकाना	bent	bent
10.	Bite	काटना	bit	bitten
11.	Blow	हवा का चलना	blew	blown
12.	Bind	बांधना	bound	bound
13.	Bid	आज्ञा देना	bade	bidden
14.	Break	तोड़ना	broke	broken
15.	Choose	चुनना	chose	chosen
16.	Cling	चिमटना	clung	clung
17.	Come	आना	came	come
18.	Dig	खोदना	dug	dug
19.	Do	करना	did	done
20.	Draw	खींचना	drew	drawn
21.	Drink	पीना	drank	drunk
22.	Drive	चलाना	drove	driven
23.	Eat	खाना	ate	eaten
24.	Fall	गिरना	fell	fallen
25.	Feed	खिलाना	fed	fed
26.	Find	पाना	found	found
27.	Fly	उड़ना, उड़ाना	flew	flown
28.	Forbid	मना करना	forbade	forbidden
29.	Forget	भूल जाना	forgot	forgotten
30.	Freeze	जम जाना	froze	frozen
31.	Get	पाना	got	got
32.	Give	देना	gave	given
33.	Grind	पीसना	ground	ground
34.	Grow	उगना, उगाना	grew	grown
35.	Hang	लटकाना	hung	hung

Sr. No.	Present (1st Form)	अर्थ	Past (2nd Form)	Past participle (3rd Form)
36.	Hide	छिपना	hid	hidden
37.	Hold	पकड़ना	held	held
38.	Know	जानना	knew	known
39.	Lie	लेटना	lay	lain
40.	Ride	सवारी करना	rode	ridden
41.	Ring	बजाना, बजाना	rang	rung
42.	Rise	उठना	rose	risen
43.	See	देखना	saw	seen
44.	Shake	हिलाना	shook	shaken
45.	Shine	चमकना	shone	shone
46.	Shoot	गोली मारना	shot	shot
47.	Shrink	सिकुड़ना	shrank	shrunk
48.	Sing	गाना	sang	sung
49.	Sink	डूबना	sank	sunk
50.	Sit	बैठना	sat	sat
51.	Slay	वध करना	slew	slew
52.	Speak	बोलना	spoke	spoken
53.	Spit	थूकना	spat	spat
54.	Stand	खड़ा होना	stood	stood
55.	Steel	चुराना	stole	stolen
56.	Stick	चिपकाना	stuck	stuck
57.	Sting	डंक मारना	stung	stung
58.	Strike	चोट मारना, हड़ताल करना	struck	struck
59.	Swear	शपथ लेना	swore	sworn
60.	Swim	तैरना	swam	swum
61.	Swing	झूलना	swung	swung
62.	Take	लेना	took	taken
63.	Tear	फाड़ना	tore	torn
64.	Throw	फेंकना	threw	thrown
65.	Wear	पहनना	wore	worn
66.	Weave	बुनना	wove	woven
67.	Win	जीतना	won	won

Sr. No.	Present (1st Form)	अर्थ	Past (2nd Form)	Past participle (3rd Form)
68.	Wind	चाबी देना	wound	wound
69.	Write	लिखना	wrote	written
70.	Wring	निचोड़ना	wrung	wrung

### Group II

नीचे ऐसे Verbs दिये गये हैं जिनकी 2nd और 3rd Form बनाने में d, ed

या t लगता है।

71.	Abuse	गाली देना	abused	abused
72.	Act	काम करना	acted	acted
73.	Add	जोड़ना	added	added
74.	Admire	प्रशंसा करना	admired	admired
75.	Advise	शिक्षा देना	advised	advised
76.	Allow	आज्ञा देना	allowed	allowed
77.	Answer	उत्तर देना	answered	answered
78.	Appoint	नियुक्त करना	appointed	appointed
79.	Appear	प्रकट करना	appeared	appeared
80.	Arrive	पहुंचना	arrived	arrived
81.	Arrest	पकड़ना	arrested	arrested
82.	Ask	पूछना	asked	asked
83.	Attack	आक्रमण करना	attacked	attacked
84.	Bark	भौंकना	barked	barked
85.	Bake	पकाना	baked	baked
86.	Bathe	स्नान करना	bathed	bathed
87.	Beg	भीख मांगना	begged	begged
88.	Believe	विश्वास करना	believed	believed
89.	Behave	व्यवहार करना	behaved	behaved
90.	Bleed	खून बहना	bled	bled
91.	Bless	आशीर्वाद देना	blessed	blessed
92.	Break	तोड़ना	breaked	breaked
93.	Bring	लाना	brought	brought
94.	Boil	उबालना	boiled	boiled
95.	Boast	डींग मारना	boasted	boasted
96.	Borrow	उधार लेना	borrowed	borrowed
97.	Build	बनाना	built	built
98.	Burnt	जलना, जलाना	burnt	burnt

Sr. No.	Present (1st Form)	अर्थ	Past (2nd Form)	Past participle (3rd Form)
99.	Buy	खरीदना	bought	bought
100.	Call	पुकारना	called	called
101.	Carry	ले जाना	carried	carried
102.	Catch	पकड़ना	caught	caught
103.	Clean	साफ करना	cleaned	cleaned
104.	Close	बंद करना	closed	closed
105.	Change	बदलना	changed	changed
106.	Check	रोकना	checked	checked
107.	Climb	चढ़ना	climbed	climbed
108.	Clap	ताली बजाना	clapped	clapped
109.	Copy	नकल करना	copied	copied
110.	Collect	इकट्ठा करना	collected	collected
111.	Complain	शिकायत करना	complained	complained
112.	Complete	पूरा करना	completed	completed
113.	Cook	पकाना	cooked	cooked
114.	Count	गिनना	counted	counted
115.	Confuse	घबड़ाना	confused	confused
116.	Consult	सलाह देना	consulted	consulted
117.	Cover	ढकना	covered	covered
118.	Crow	बांग देना	crowed	crowed
119.	Cross	पार करना	crossed	crossed
120.	Crep	रेंगना	crept	crept
121.	Cry	चिल्लाना	cried	cried
122.	Decorate	सजाना	decorated	decorated
123.	Dance	नाचना	danced	danced
124.	Deceive	धोखा देना	deceived	deceived
125.	Defeat	हराना	defeated	defeated
126.	Decide	निर्णय करना	decided	decided
127.	Desire	इच्छा करना	desired	desired
128.	Discover	खोज करना	discovered	discovered
129.	Dip	गोता लगाना	dipped	dipped
130.	Die	मरना	died	died
131.	Devide	बांटना	divided	divided
132.	Dream	स्वप्न देखना	dreamt	dreamt

Sr. No.	Present (1st Form)	अर्थ	Past (2nd Form)	Past participle (3rd Form)
133.	Dry	सुखाना	dried	dried
134.	Drown	डूबना	drowned	drowned
135.	Dye	रंगना	dyed	dyed
136.	Earn	कमाना	earned	earned
137.	Enter	प्रवेश करना	entered	entered
138.	Employ	नौकर रखना	employed	employed
139.	Explain	समझाना	explained	explained
140.	Examine	जांचना	examined	examined
141.	Face	सामना करना	faced	faced
142.	Fail	असफल होना	failed	failed
143.	Fear	डरना	feared	feared
144.	Feed	खिलाना	fed	fed
145.	Feel	अनुभव करना	felt	felt
146.	Fell	गिराना	felled	felled
147.	Flee	भागना	fled	fled
148.	Fight	लड़ना	fight	fight
149.	Finish	समाप्त करना	finished	finished
150.	Fine	जुर्माना करना	fined	fined
151.	Float	तैरना	floated	floated
152.	Graze	चरना	grazed	grazed
153.	Gather	इकट्ठा करना	gathered	gathered
154.	Have	रखना	had	had
155.	Hate	घृणा करना	hated	hated
156.	Hang	फांसी देना	hanged	hanged
157.	Hear	सुनना	heard	heard
158.	Help	सहायता करना	helped	helped
159.	Improve	सुधारना	improved	improved
160.	Invite	निमंत्रण देना	invited	invited
161.	Join	मिलाना	joined	joined
162.	Jump	कूदना	jumped	jumped
163.	Keep	रखना	kept	kept
164.	Kill	मारना	killed	killed
165.	Knit	बुनना	knitted	knitted
166.	Kneel	घुटनों के बल झुकना	knelt	knelt

Sr. No.	Present (1st Form)	अर्थ	Past (2nd Form)	Past participle (3rd Form)
167.	Lay	रखना, अण्डा देना	laid	laid
168.	Lie	झूठ बोलना	lied	lied
169.	Laugh	हँसना	laughed	laughed
170.	Learn	याद करना, सीखना	learned	learned
171.	Leave	छोड़ना	left	left
172.	Lend	उधार देना	lent	lent
173.	Lose	खोना	lost	lost
174.	Like	चाहना	liked	liked
175.	Listen	सुनना, ध्यान देना	listened	listened
176.	Look	देखना	looked	looked
177.	Live	रहना	lived	lived
178.	Love	प्रेम करना	loved	loved
179.	Lead	मार्ग दिखाना	led	led
180.	Marry	विवाह करना	married	married
181.	Make	बनाना	made	made
182.	Mean	अर्थ लगाना	meant	meant
183.	Meet	मिलना	met	met
184.	Move	हिलना	moved	moved
185.	Melt	पिघलना	melted	melted
186.	Mend	सुधारना	mended	mended
187.	Mix	मिलना, मिलाना	mixed	mixed
188.	Name	नाम रखना	named	named
189.	Need	आवश्यकता होना	needed	needed
190.	Nip	काटना	nipped	nipped
191.	Obey	आज्ञा मानना	obeyed	obeyed
192.	Open	खोलना	opened	opened
193.	Order	आदेश देना	ordered	ordered
194.	Oppose	विरोध करना	opposed	opposed
195.	Pay	चुकाना	payed	payed
196.	Play	खेलना	played	played
197.	Pray	प्रार्थना करना	prayed	prayed
198.	Praise	प्रशंसा करना	praised	praised
199.	Preach	शिक्षा देना	preached	preached
200.	Peep	झांकना	peeped	peeped

Sr. No.	Present (1st Form)	अर्थ	Past (2nd Form)	Past participle (3rd Form)
201.	Plant	पौधा लगाना	planted	planted
202.	Pluck	तोड़ना	plucked	plucked
203.	Prepare	तैयार करना	prepared	prepared
204.	Pull	खींचना	pulled	pulled
205.	Prevent	रोकना	prevented	prevented
206.	Punish	दण्ड देना	punished	punished
207.	Prove	सिद्ध करना	proved	proved
208.	Promise	वचन देना	promised	promised
209.	Push	धक्का देना	pushed	pushed
210.	Plough	खेत जोतना	ploughed	ploughed
211.	Quarrel	झगड़ना	quarrelled	quarrelled
212.	Rain	वर्षा होना	rained	rained
213.	Reply	उत्तर देना	replied	replied
214.	Reach	पहुँचना	reached	reached
215.	Receive	पाना	received	received
216.	Refuse	इन्कार करना	refused	refused
217.	Rest	आराम करना	rested	rested
218.	Resign	त्यागपत्र देना	resigned	resigned
219.	Repair	मरम्मत करना	repaired	repaired
220.	Remember	याद करना	remembered	remembered
221.	Return	लौटाना, लौटना	returned	returned
222.	Roar	गरजना	roared	roared
223.	Say	कहना	said	said
224.	Seek	ढूँढना	sought	sought
225.	Sell	बेचना	sold	sold
226.	Save	बचाना	saved	saved
227.	Saw	आरे से चीरना	sawed	sawed
228.	Send	भेजना	sent	sent
229.	Select	छांटना	selected	selected
230.	Sleep	सोना	slept	slept
231.	Stand	खड़ा होना	stood	stood
232.	Stay	ठहरना	stayed	stayed
233.	Spend	खर्च करना	spent	spent
234.	Stop	रोकना	stopped	stopped

Sr. No.	Present (1st Form)	अर्थ	Past (2nd Form)	Past participle (3rd Form)
235.	Sweep	झाड़ू देना	swept	swept
236.	Study	पढ़ना	studied	studied
237.	Slip	फिसलना	slipped	slipped
238.	Talk	बात करना	talked	talked
239.	Tell	कहना	told	told
240.	Teach	पढ़ाना	taught	taught
241.	Think	विचार करना	thought	thought
242.	Tie	बांधना	tied	tied
243.	Touch	छूना	touched	touched
244.	Try	प्रयत्न करना	tried	tried
245.	Trust	विश्वास करना	trusted	trusted
246.	Use	प्रयोग करना	used	used
247.	Understand	समझना	understood	understood
248.	Walk	टहलना	walked	walked
249.	Wash	धोना	washed	washed
250.	Wait	प्रतीक्षा करना	waited	waited
251.	Weep	रोना	wept	wept
252.	Work	काम करना	worked	worked
253.	Watch	निगरानी करना	watched	watched
254.	Wish	चाहना	wished	wished
255.	Wander	घूमना	wandered	wandered
256.	Waste	नष्ट करना	wasted	wasted
257.	Wed	विवाह करना	wedded	wedded
258.	Wind	चाबी देना	wound	wound
259.	Wound	घायल होना	wounded	wounded
260.	Worship	पूजा करना	worshipped	worshipped
261.	Wonder	हैरान होना	wondered	wondered
262.	Wrap	लपेटना	wrapped	wrapped
263.	Yield	झुकना	yielded	yielded

### Group III

निम्नलिखित Verbs की तीनों Forms एक सी ही रहती हैं :-

264.	Bid	बोली देना	bid	bid
265.	Bet	शर्त लगाना	bet	bet
266.	Burst	फटना	burst	burst

Sr. No.	Present (1st Form)	अर्थ	Past (2nd Form)	Past participle (3rd Form)
267.	Cast	फेंकना	cast	cast
268.	Cost	मूल्य लगाना	cost	cost
269.	Cut	काटना	cut	cut
270.	Hurt	पीड़ा देना	hurt	hurt
271.	Let	देना	let	let
272.	Put	रखना	put	put
273.	Read	पढ़ना	read	read
274.	Set	अस्त होना	set	set
275.	Shed	बहाना	shed	shed
276.	Shut	बंद करना	shut	shut
277.	Spread	फैलाना	spread	spread
278.	Thrust	ठूसना	thrust	thrust
279.	Quit	छोड़ना	quit	quit

## 5. Adverb (क्रिया विशेषण)

An adverb is word that modifies or qualifies the meaning of a Verb, an Adjective and Adverb. As—

- (1) He ran very fast to catch the train. (very modifies the adjective fast)
- (2) He speaks quite clearly. (quite modifies the adverb clearly) etc.

### KINDS OF ADVERB

#### 1. Adverbs of time

Adverbs of Time show when something was done or when the action was done. These adverbs answer the question “When?”. The words after, ago, already, before, daily, early, formerly, first, instantly, just, immediately, lately, late, presently, recently, still, shortly, soon, since, then, today, tomorrow, now, yet, yesterday are Adverbs of Time. As—

- (1) He get up early in the morning.
- (2) He came very late in the class.

#### 2. Adverbs of place

Adverbs of Place show where the action or event was done. These adverbs answer the question “Where?”. The words away, here, there, everywhere, anywhere, nowhere, in, out, up, down, far, near, inside, outside, above, below, within, without, backward, aside are Adverbs of Place. As—

- (1) Mohan returned home at twelve.
- (2) Sohan comes here

#### 3. Adverbs of Manner

Adverbs of Manner show how the action was performed. These adverbs answer the question “How?”. The words fast, slowly, bravely, hard, frankly, beautifully, attractively, neatly, clearly, well, so, agreeably, thus, ill, badly, soundly, certainly, conveniently, probably are Adverbs of Manner.

Note : All those adverbs which are derived from adjectives and end in 'ly' fall under this class of adverbs. As—

He worked hard.

This book is well written.

#### 4. **Adverbs of frequency or number**

Adverbs of Frequency show how often an action is performed or an event happens. These adverbs answer the question "How often?". The words often, always, sometimes, ever, rarely, seldom, once, twice, thrice, never, again, frequently, usually, generally, occasionally are Adverbs of Frequency. As—

- (1) He has visited the zoo only once.
- (2) Barking dogs seldom bite.

#### 5. **Adverbs of Quantity or Degree**

Adverbs of Quantity show how much or in what degree or to what extent. These adverbs answer the question "How much?". The words very, quite, fully, almost, so, rather, enough, most, more, less, too, partly, wholly, hardly, pretty, somewhat, altogether, fairly, too, any, as, little are Adverbs of Quantity. As—

- (1) Tea is too hot.
- (2) He is fully agree with me.

#### 6. **Adverbs of Affirmation and Negation**

The adverbs which give the answers in the affirmative are called the Adverbs of Affirmation and which give the answers in the negative are called the Adverbs of Negation. The words yes, surely, truly, certainly, decidedly are the Adverbs of Affirmation and the words no, not, not at all, nay, never, no more, no longer are the Adverbs of Negation. The words hardly, scarcely, seldom are called semi-negative adverbs. etc.

##### **Adverbs of Affirmation**

- (1) He certainly attended the meeting.
- (2) He will complete my work.

##### **Adverbs of negation**

- It is not my book.  
He never told a lie.

#### 7. **Adverbs of reason, cause, purpose**

Adverbs of Reason express reason, purpose or consequence. The words so, as, in order to, on account of, hence, therefore consequently are the Adverbs of Reason. As—

- (1) Mohan is below eighteen so he cannot apply for the post.
- (2) Sohan is ill. Hence he is unable to go to school.

#### 8. **Adverbs of Duration**

Adverbs of duration are used most in phrases. As—

- (1) From morning to till evening
- (2) For many days etc.

## 9. Interrogative Adverbs

Interrogative Adverbs are used in asking questions. The words why, where, when, which, how, how, far, how much, how many, how long, how often are Interrogative Adverbs.

- (1) Why are you laughing?
- (2) Where do you live?

## 10. Relative Adverbs

Relative Adverbs are the same in form as Interrogative Adverbs but instead of asking questions, they function as connectives that join or relate two clauses. Relative Adverbs modify the words with which they are used and relate or refer back to their antecedents. (nouns preceding them).

- (1) This is the reason why Mohan was later?
- (2) Do you remember where Sohan used to study?

### Forms of Adverbs

Some words are used sometimes as Adjective and sometimes as Adverbs. Only by noticing how a word is used, we can tell whether it is used as Adjective or as Adverb.

- |     | <b>Used as Adjective</b>        | <b>Used as Adverbs</b>                              |
|-----|---------------------------------|---|
| (1) | There is much water in the jug. | He is much better now.                              |
| (2) | He is a fast bowler.            | He runs fast.                                       |
| (3) | He lives in the next house.     | When I next meet him. I shall invite him to dinner. |
| (4) | He speaks in a loud voice.      | Do not talk so loud.                                |
| (5) | It is a long journey.           | Will you stay here long?                            |

### Formation of Adverbs

(1) Adverbs of Manner are mostly formed by adding 'ly' to nouns, Adjectives and participles.

Word	Adverb	Word	Adverb
Week	Weekly	Quick	Quickly
Year	Yearly	Happy	Happily
Heavy	Heavily	Slow	Slowly
Kind	Kindly	Loving	Lovingly

(2) Some adverbs are formed by adding preposition. Aloud, afoot, ashore, asleep, aboard, ahead, below, behind.

Note : a is the weakened form of preposition on and be is an old form of preposition by.

(3) By combining a noun and an adjective. Sometimes, yesterday, midday, meanwhile, otherwise, midnight.

(4) By adding a preposition to words. Hereby, thereby, wherein, whereon, herewith, thereof, hereafter.

## Position of Adverbs

As a rule an Adverb should be placed as near as possible to the word which it qualifies because the position of an adverb sometimes changes the meaning of the whole sentence. The following are the rules regarding the position of adverbs.

(1) Adverbs of frequency (often, always, sometimes, ever, rarely, seldom, once, never, again, frequently, generally, usually, occasionally etc.) and certain other adverbs like almost, already, hardly, quiet, just, nearly, scarcely, hardly are placed between the subject and the verb if the verb consists of only one word.

- (i) He never drinks milk.
- (ii) The sun always rises in the east.

Note : (1) If the verb is to be (is, am, are, was, were) these adverbs are placed after the verb.

(2) If the verb form is a compound one, the adverb is placed after the auxiliary and if the auxiliary is itself a compound form, after the first word of the auxiliary.

- (i) Even the most careful person can sometimes make a mistake.
- (ii) You should always show respect to your elders.
- (iii) One ought always to be sincere. etc.

(3) The auxiliary have to and used to prefer the adverb in front of them.

- (i) My friend always used to agree with me.
- (ii) In negative sentences, the adverb of frequency is placed after the word not.
- (i) It is not usually as cold as this in August.
- (ii) We don't generally celebrate Holi festival.

(2) In interrogative sentences, the adverb of frequency is placed after the subject.

- (i) How did you solve this question?
- (ii) Who taught you English last year?

(3) Adverbs of manner (quickly, carefully, gently, quietly, foolishly, slow hand, fast, calmly, well etc.) are placed after the object. If there is one or after the verb.

- (i) He entered the room quietly.
- (ii) He speaks English well. etc.

(4) Adverbs of place (here, there, nowhere, everywhere, somewhere, anywhere) and Adverbs of time (now, then, today,

tomorrow, yesterday, next, sunday, already) are also usually placed after the object if there is one or after the verb.

- (i) I looked everywhere.
- (ii) Please, wait for me there.

(5) As a general rule, the word only should be placed immediately before the word it qualifies. The position of the adverb only can change the meaning of a sentence.

- (i) Only you borrowed hundred rupees from me.  
(Nobody else borrowed except you).
- (ii) You only borrowed hundred rupees from me.  
(Only borrowed did nothing else).
- (iii) You borrowed only hundred rupees from me.  
(The sum was only fifty rupees)
- (iv) You borrowed hundred rupees only from me.  
(The sum was not borrowed from any other person).

(6) In case an Adverb modifies the whole sentence rather than any particular word, it is placed in the beginning of the sentence.

- (i) Surely, He will get through the examination.
- (ii) Certainly, he is wrong.

(7) The adverb enough comes after adverb/adjective.

- (i) Mohan wise enough to solve the problem.
- (ii) Sohan is kind enough to help his brother.

### **Correct use of some Adverbs**

#### **1. Fairly, Rather**

Fairly is used when we wish to affirm some positive or pleasant idea. It is used with pleasant and positive adjectives and adverbs like well, good, interesting, beautiful, brave etc. It is not used of things which are undesirable or are viewed with disapproval.

- (i) She is fairly pretty.
- (ii) The lecture was fairly well attended.

Rather is used when idea is negative or unpleasant. It is used for adjectives and adverbs like ill, boring, ugly, cowardly, badly etc.

- (i) The film was rather boring.
- (ii) She is rather ugly. etc.

Thus Krishna is fairly tall for her age.' means that she is as tall as a girl of her age should be. It is pleasant idea. But 'Krishna is



(2) As an Adjective, it is placed before the Noun it qualifies.

- (i) He has enough food for a month.
- (ii) He has not enough money to live on.

### 3. **Since**

Since is used as an adverb of time, a conjunction of time and as a preposition of time. As an adverb since means from now or from then.

- (1) He met me a week since. (Adverb)
- (2) Ten years have passed since his father died.  
(Conjunction)
- (3) It has been raining since morning. (Preposition)

Note : Since and ago as adverbs are interchangeable.

He received his letter a few days since.

OR

He received his letter a few days ago.

### 4. **Ago**

Ago is used only as an adverb of time and its use is exactly like that of since. When we use ago, we count from the time of speaking to a point in the past and the verb is always in the past tense.

- (1) Our school closed a month ago.
- (2) My father came back five days ago. etc.

### 5. **Before**

Before is used as an adverb of time and it means formerly or on a former occasion.

- (1) He has been to Delhi before.
- (2) He came here before. etc.

Before should not be used in the sense of ago.

- (1) My brother went to Delhi before two months.  
(Incorrect)  
My brother went to Delhi two months ago. (Correct)
- (2) I wrote to her before two weeks. (Incorrect)  
I wrote to her four weeks ago. (Correct) etc.

Note : In Direct speech, we use ago and in Indirect speech before is used.

He said to me, "I met your younger brother five years ago."

(Direct speech)

He told me that he had met my younger brother five years before.  
(Indirect speech)

## 6. Very, Much

(1) Very is used before adjectives and adverbs in the Positive degree.

- (i) She is very beautiful.
- (ii) She writes very slowly. etc.

(2) Much is used with comparative degree of adjectives and adverbs.

- (i) The patient is much better today.
- (ii) This room is much larger than that. etc.

(3) Very is used before Present Participles and much is used before past participles.

- (i) It is very charming scenery.
- (ii) He was much interested in the talk. etc.

Note : Very is sometimes used before Past Participles.

- (i) He is very contented with his lot.
- (ii) He is very tired today. etc.

(4) Very in the sense of actual is used before the Superlative degree of an adjective for the sake of emphasis only.

- (i) My friend did his very best for his younger brother.
- (ii) This is the very cheapest book on the subject. etc.

(5) Much is also used before the Superlative degree of adjectives for the sake of emphasis only.

- (i) He is much the worst student in our class.
- (ii) Krishna is much the tallest girl in the school.

Note : In such type of constructions. We should always write : Much+the + superlative degree. The use of the + much + superlative degree is absolutely wrong.

- (i) Sh. Sohan Lal is much the ablest lecturer in our college.

(Correct)

- (ii) Sh. Sohan Lal is the much ablest lecturer in our college.

(Incorrect)

(6) Very is sometimes used before noun as an adjective in the sense of true actual or for the sake of emphasis.

- (i) The doctor arrived at the very moment.
- (ii) This is the very man I wanted to meet. etc.

- (7) Very is used to modify the adverb much.
- (i) Your handwriting is very much better than mine.
  - (ii) I am very much sorry that I did not attend the party.etc.
- (8) Much is used to modify the adverb too.
- (i) The question is much too difficult for me.
  - (ii) He eats too much.etc.

**7. Somewhere, Everywhere, Anywhere, Nowhere**

Somewhere and Everywhere are used in the affirmative sentences while Nowhere is used in the negative sentences. Anywhere is used in negative and interrogative sentences.

- (1) He went everywhere in the city in search of his child.
- (2) Are you going anywhere? etc.

**8. Already**

Already indicates that something has happened prior to the time mentioned or thought of.

- (1) My sister had already cooked the food.
- (2) He has already begun doing the work.

**9. Immediately, Ere long, Just now**

Immediately and ere long refer to future time whereas just now refers past time.

- (1) The teacher will arrive immediately.
- (2) The teacher will arrive ere long.
- (3) The manager has arrived just now.

**10. Very, Quite**

Very means to a great degree while quite means completely or entirely.

- (1) Rohit is very handsome.
- (2) He is quite well today.
- (3) This is costly saree, but not quite beyond my means.

Quite is sometimes used with Past Participles in the sense of very.

- (1) He was quite tired at the end of the journey.
- (2) His parents are quite delighted with my achievements.

**11.** In order to make our meaning perfectly clear, an adverb should be placed as near as possible to the word which it modifies.

It goes without saying that this is of utmost importance, because the position of the adverb often changes the meaning of the entire sentence. Let us observe the following two sentences.

- (1) His only son died. (=he had one son and he died).
- (2) Only his son died (=the sons of others did not die).
- (3) An adverb is normally used before an adjective or an

adverb modifies. As—

- (i) Sheela is a very good girl.
- (ii) Leela reads very slowly.

12. Enough, as an adverb, is placed after the word it modifies.

As—

- (i) He was kind enough to help me.
- (ii) He is wise enough to understand this problem.

13. An adverb is placed after an intransitive verb. As—

- (i) He laughed heartily.
- (ii) He wept bitterly.

14. An adverb is used after the object of a transitive verb. As—

- (i) Mohan loves his children dearly
- (ii) He has really missed a golden opportunity.

15. Between the auxiliary and the principal verb. As—

He has really missed a golden opportunity.

16. An adverb is placed before have to or used to. As—

- (i) Mohan often has to go to office on foot.
- (ii) He always used to agree with me.

17. An adverb is placed at the beginning of a sentence when it :

- (1) Qualifies the whole sentence ; As—  
Unfortunately, I fell ill, and could not attend the meeting.
- (2) is used for the sake of emphasis. As—  
Here comes the bride.  
There goes the bell.
- (3) introduces an exclamatory sentence.  
How nicely he acted.

18. The adverbs merely, never and not are placed before the words they modify. As—

- (i) He is never rude.
- (ii) He is not poor.

19. The word kindly, when used as an adverb, is normally placed after the verb or the object. As—  
 Ram spoke kindly to me.  
 Geeta treated me kindly.
- Note : (1) The adverb kindly can also be placed at the beginning of sentence, or before the verb it modifies. As—  
 (i) Kindly hold this for a moment.  
 (ii) Sita kindly helped me.
- (2) Kindly can also be used as an adjective.  
 Ritu is a kindly lady.
20. Sometimes two adverbs joined by the conjunction and go together.  
 Again and again : repeatedly.
21. There are many adverbs, the comparison of which cannot be made. As—  
 now, then, where, there, here, once, when, just, perfectly, equally, thence, whither, thither, etc.
22. Each of the following words can be used as an adjective or as an adverb.  
 deep, direct, far, long, low, near, pretty, right, last, straight, late, wrong, well, short, just, cheap, clean, clear, close, dear, dead, deadly, early, easy, fair, false, fast, firm, first, foremost, flat, high, hard, light, little, loud, much, quick, rough, round, short, sharp, slow, sound, sure, tight, wide, next, back, best, ill, better, enough, only, most, etc.
23. Sometimes, the two forms of the adverb hard, have totally different meanings. As—  
 (1) He works hard (=with great effort, energy of concentration).  
 (2) He hardly (-scarcely) works.  
 (3) Medicines were given free (=without payment).  
 (4) Medicines were given freely (=liberally).
24. The word from must not be used with thence or whence. The reason is that thence means from there, and whence means from where.
25. Some adverbs are used as nouns after a preposition.  
 (1) Mohan live far from here (=this place).  
 (2) Sohan comes from there (=that place).

## 6. Preposition (संबंधवाचक अव्यय)

Preposition is a word placed before a Noun or pronoun to show its relationship to some other words in the sentence. As—

- (1) Book is on the table.
- (2) He was going to school.

### Forms of Preposition

#### (1) Simple Prepositions—

In, at, by, from, of, off, with, though, out, till, for, on, to, up etc.

#### (2) Compound Prepositions —

Against, among, before, inside, outside, about, above, below, between, across, beside, within, without etc.

#### (3) Phrase Prepositions—

According to, in accordance with, in spite of, in regard to, in favour of, in front of, in order to, in lieu of, by virtue of, by way of, by means of, with a view to, on account of, owing to, in comparison with, because of etc.

#### (4) Participle Prepositions—

Regarding, notwithstanding, respecting, pending, concerning, during, considering, barring etc.

#### (5) Double preposition —

From below, out of, from out, from beneath, from above, outside of etc.

### Correct use of prepositions

1. Preposition generally is used before object. As—
  - (i) Never laugh at the poor.
  - (ii) He agreed with me.
2. But sometimes preposition is used after object. As—
  - (i) What is the place where he wants to go to?
  - (ii) Which was the book he was looking for?
3. An relative pronoun preposition is used in the following ways—
  - (i) This is the pen that he desires to write with.
  - (ii) Sheela is the girl (whom) he wanted to make friend with.
4. **Omission of preposition**
  - (i) Mohan walked for a long distance.
  - (ii) Sohan told me (about) the new happening.
5. The noun or noun equivalent (Pronoun, Adverb, Gerund, infinitive, adverbial phrase or adverbial clause before the preposition is placed is called its object. As—

- (i) The book is on the table.
  - (ii) He depends on me (pronoun)
  - (iii) Go away from here (Adverb)
  - (iv) I am fond of walking (Gerund)
  - (v) The boat is about to sink. (Infinitive)
- 6.** Sometimes the object governed by the preposition is placed first before the preposition for the sake of emphasis. As—  
This I insist on.  
He is known all the world over.
- 7.** A preposition can also be used at the beginning of an interrogative sentence. As—  
In which house does he live?  
To whom are you referring?
- 8.** There are occasions when the preposition for, in, etc, are omitted before nouns of place or time. As—  
Wait five minutes (= Wait for minutes)  
Ram cannot walk a kilometre (-he cannot walk for a kilometre).
- 9.** There are many words which can be used as prepositions or as adverbs. The most important of these are about, above, across, along, before, below, behind, besides, by, down, in, near, on, off, over, past, round, through, under, up, etc.
- | Preposition                 | Adverb                                 |
|-----------------------------|--|
| Ram was here before twelve. | Ram has done this sort of work before. |
| Shyam is behind us          | Shyam is long way behind.<br>etc.      |
- 10.** There are some words with prepositions which require gerunds after them. As—
- (1) abstains from drinking
  - (2) aim at doing
  - (3) capable of teaching
  - (4) desirous of going
  - (5) fond of playing.
- 11.** some words, which differ slightly in form and meaning and formed from the same origin, take different prepositions after them. As—

- |     |               |     |                 |
|-----|---------------|-----|-----------------|
| (1) | desire for    | but | desirous of     |
| (2) | affection for | but | affectionate to |
| (3) | negligent in  | but | neglectful of   |
| (4) | ambition for  | but | ambitious of    |
| (5) | fond of       | but | fondness for    |
- 12.** The verbs, which are placed immediately after prepositions, usually in the gerund form. As—
- (1) He insisted on buying a dictionary.  
(2) You left without paying his bill.
- 13.** Some words with prepositions can take the gerund as well as the infinitive.
- (1) Geeta is afraid of going out alone at night.  
(2) Sita not afraid to go out alone at night.
- 14.** Certain verbs usually take the infinitive after them. As—
- (1) He refused to refuse my earnest request.  
(2) He hopes to succeed in the examination.
- 15.** Some intransitive verbs become transitive by placing preposition after them. As—  
laugh at, listen to, depend on/upon, prevail on/upon, etc.
- 16.** Sometimes prepositions are prefixed to verbs in order to form new verbs. As—  
outbid, outnumber, overcome, overflow, overlook, undergo, undertake, uphold, upgrade, withdraw, withhold, withstand, etc.
- 17. In and within**
- (a) In refers to the end of a period of time usually in the future. As—  
He will return in a month. (at the end of one month)
- (b) Within means before the end of a period of time. As—  
He will return within a month. (before the end of the month)
- 18. In and Into**
- (1) In indicates rest or motion inside anything. As—
- (i) He is in the school. (rest inside)  
(ii) He is walking in the school, (motion, inside)
- (2) Into means motion towards the inside of anything.  
As—
- (i) He walked into the garden.  
(ii) Thieves broke into his house.

### 19. On and Upon

- (1) in speaking of things at rest. As—
  - (i) He sat on a table.
  - (ii) The book is on the table.
- (2) Before the names of days and dates. As—  
Monday, on the 15th of August, etc.
- (3) To denote support and concern. As—
  - (i) He lives on his uncle.
  - (ii) I write books on History.
- (4) To express a condition or situation. As—
  - (i) He is on the verge of starvation.
- (5) Upon is used :  
In speaking of things in motion. As—  
The rat is upon the table.

### 20. Beside and Besides

- (1) Beside means : as—  
by the side of
  - (i) He sat beside his father.
- (2) Out of after
  - (i) Mohan is beside himself with joy.
  - (ii) He was beside herself with anger.
- (3) Besides means in addition to or moreover.
  - (i) Besides being fined, he was imprisoned by the judge.
  - (ii) There will be four of us for dinner, besides Sheela.

### 21. Between and Among

- (1) Between is used for two persons or things.  
Distribute these mangoes between two brothers.
- (2) Among is used for more than two persons or things.  
He distributed hundred rupees among ten poor children.

### 22. Above means—

- (1) Higher than somethings. As—  
The water came above our knees.
- (2) higher in rank, position or importance than sb/sth.  
As—  
A captian in the Navy ranks above a captain in the Army.
- (3) Greater in number, price, wieght, etc., than sth. As—  
Yesterday, the temperature was above the average.

- (4) more than sb/sth. As—  
He is above suspicion.
- (5) too good, etc., for sth. As—  
He is above deceit, i.e. not deceitful.
- 23. Over** is used to mean :
- (1) resting on the surface of and partly or completely covering sb/sth. as—  
(i) Spread a cloth over the table.  
(ii) Put your hand over his mouth.
- (2) in or to a position higher than but not touching sb/sth. As—  
(i) They held a large umbrella over her.  
(ii) The sky is over our heads.
- (3) Across. As—  
(i) There is a bridge over the river.  
(ii) He looked over the hedge.
- (4) on the far or opposite side of sth.  
(i) She lives over the road.
- (5) So as to cross sth, and be on the other side. As—  
(i) He climbed over the wall.  
(ii) I jumped over the stream.
- (6) in or across every part or most parts of sth/a place. As—  
Lata is famous all over the world.
- (7) more than. As—  
(i) Kamla is over two metres tall.  
(ii) He is over twenty.
- (8) indicating control, authority, command, etc. As—  
(i) Akbar, the Great, ruled over a great empire.  
(ii) He has only the director over him.
- (9) during, while eating, doing, etc. As—  
(i) I shall discuss it over lunch.  
(ii) He had a pleasant chat with her over a cup of tea.
- (10) throughout a period; during. As—  
He stayed in Delhi over Diwali.
- (11) because of sth. As—  
There was an argument over money between those two boys.

- (12) transmitted by sth. As—
  - (i) We heard it over the Television.
  - (ii) He told me everything over the phone.

Note : Over and above is an idiom. It means besides; in addition to.  
As—

The waiters get good tips over and above their wages.

**24.** With is used to mean :

- (1) despite; In spite of.  
With all her faults, I love her very dearly.
- (2) considering one fact in relation to another. As—  
With no hope of a holiday, life is very depressing.
- (3) indicating separation from sb/stn. As—
  - (i) We cannot dispense with the formalities.
  - (ii) She can never part with this ring.
- (4) As a client or an employee. As—
  - (i) They are with the same bank.
  - (ii) I hear he is with Malhotra Publishing House.
- (5) including sth. As—  
The meal with pudding came to hundred rupees each.
- (6) in the company of sb. As—  
He lives with his parents.
- (7) In the charge, care or possession of sb. As—
  - (i) He left a message for me with my secretary.
  - (ii) The keys are with reception.
- (8) Having or carrying sth. As—
  - (i) I saw a girl with blue hair.
  - (ii) He looked at her with a hurt expression.
- (9) Indicating the tool or instrument used. As—
  - (i) He cut it with a knife.
  - (ii) I shall feed her with a spoon.
- (10) Indicating the material or item used.  
Fill the bucket with water.
- (11) because of sth; on account of  
He trumbled with fear.
- (12) Indicating the manner, etc. in which sth is done, or takes place
  - (i) I shall do it with pleasure.
  - (ii) I welcomed her with open arms.
- (13) In the same direction as sth. As—
  - (i) The shadow moves with the sun.
  - (ii) Swim with the tide.

- (14) because of. As—  
Skill comes with experience.
- (15) In regard to, concerning or towards sb/stn.  
He is angry with his eldest son.
- (16) As regards sb./stn. As—  
It is a very busy time with us at the moment.
- (17) Agreeing with or supporting sb/stn. As—  
(i) I am with you all the way.  
(ii) She had a row with him.
- 25.** By is used to mean :—
- (1) According to; from the evidence of. As—  
(i) By my watch, it is four o'clock.  
(ii) Judging by appearances can be misleading.
- (2) to denote the doer of an action in the passive voice.  
The thief was caught by the policeman.
- (3) at the side of; near; beside. As—  
(i) He came and sat by me.  
(ii) His house is by the Geeta Temple.
- (4) Across, along, passing through. As—  
(i) Mohan entered by the back door.  
(ii) Sohan travelled to Calcutta by Patna.
- (5) Past sb/sth.  
(i) He walked by her without speaking.  
(ii) He goes by the temple every morning on my way to work.
- (6) Not later than, before. As—  
You should finish the work by tomorrow.
- (7) During or in sth. As—  
(i) Saroj sleeps by night.  
(ii) The view is best seen by moonlight.
- (8) Through the actions power or work of sb/sth.  
This is a play by Shakespeare.
- (9) Through the actions power or work of sb/sth.  
(i) May I pay this amount by cheque?  
(ii) I shall contact him by telephone.
- (10) Because of, as a result of, through. As—  
(i) Sita met me by chance.  
(ii) Rita did it by mistake.
- (11) With the action of doing sth. As—  
(i) Let me begin by saying.....

- (ii) Sohan shocked the whole department by resigning.
- (12) Indicating a means of transport or a route taken. As—  
He traveled by air.
- (13) To show the manner of an action. As—  
Mohan grabbed him by the scruff of the neck.
- (14) Using as a standard or unit. As—
  - (i) We sell eggs by the dozen.
  - (ii) I pay him by the hour.
- (15) In successive units, groups or degrees. As—  
I am improving day by day.
- (16) To the extent of. As—  
The bullet missed me by one inches.

**26. Off, as a preposition, means :**

- (1) down or away from a position on sth. As—
  - (i) The girl fell off the tree.
  - (ii) Keep off the grass.
- (2) accessible from sth. As—
  - (i) There is a narrow lane off the main road.
  - (ii) There is another bathroom off the main bedroom.
- (3) at some distance from sth.
  - (i) There is a big house off the street.
- (4) Not wishing or needing to take sth.
  - (i) He was off his food for four days.
  - (ii) He is off drugs.

Note : The expression the off means start of a race. As—  
They are ready for the off.

**27. Of means the following :**

- (1) Belonging to sb/sth.
  - (i) He is a fast friend of mine.
  - (ii) The handle of the umbrella is broken.
- (2) Originating from a background or living in a place.  
As—  
He is a man of humble origin.
- (3) Created by. As—  
The works of Shakespeare are highly lauded by all.
- (4) Concerning sb/stn. As—  
Does he like stories of crime and adventure?

- (5) About sb/sth. As—  
I have never heard of him.
- (6) Showing distance in time or space.
  - (i) There is a school within fifty metres of the station.
  - (ii) Within a month of their divorce, he had remarried.
- (7) Indicating a cause.
  - (i) He died of Malaria.

## 28. Until/Till

Until and till, as prepositions, mean one and the same thing, and are used to denote the following.

- (1) Up to the specified time. As—  
It may last till Sunday.  
Nothing happened until (i.e. before) 4 o'clock.
- (2) Up to the time of a specified event. As—  
Don't open it till your birthday.

## 29. For

The preposition for is used to mean the following.

- (1) Indicating the person intended to receive sth. As—
  - (i) Here is a letter for you.
  - (ii) All these presents are for you.
- (2) Indicating purpose or function.  
He has gone for a walk.
- (3) Indicating aim, reason or destination. As—
  - (i) It is book for students.
  - (ii) He has left for home.
- (4) In order to help sb/sth. As—
  - (i) What can I do for you?
  - (ii) Please translate this letter for him.
- (5) As the price, reward or penalty of sth. As—
  - (i) I bought this book for hundred rupees.
  - (ii) I got a medal for bravery.
- (6) As the replacement of sth else. As—
  - (i) He exchanged his car for a new one.
  - (ii) Don't translate word for word.
- (7) In defence or support of sb/sth. As—
  - (i) Are you for or against my proposal?
  - (ii) I am all for banks being open all day.

- (8) As a representative of sb/sth. As—  
 (i) He is speaking for all the workers in this office.  
 (ii) Who is the M.P. for Chandigarh?
- (9) Meaning sth. As—  
 (i) What is the A for in A. Hashem?  
 (ii) Shaking your head for No is not universal.
- (10) In order to obtain sth. As—  
 (i) I solemnly pray for peace all over the world.  
 (ii) There were hundred applicants for the post.
- (11) Considering what can be expected from sb/sth.  
 (i) She is tall for her age.  
 (ii) He is not bad for a beginner.
- (12) Following sth. As—  
 He will feel all the better for a good nights sleep.
- (13) As the equivalent of sth, in return for sth. As—  
 There is one bad apple for every two good ones.
- (14) Concerning sb/sth, with regard to. As—  
 (i) He is anxious for her safety.  
 (ii) He is eager for them to start.
- (15) On account of because of sth. As—  
 (i) Agra is famous for the Taj Mahal.  
 (ii) He gave me roses for my birthday.
- (16) Indicating a length of time.  
 He is on leave for twenty days.
- (17) Indicating the occasion when sth happens. As—  
 He is meeting her for the first time today.
- (18) Indicating a distance. As—  
 The road goes on for five miles.
- (19) To show purpose or design. As—  
 (i) These letters are for the Chief Engineer to sign.  
 (ii) It is not for me to say anything on this topic.
- 30.** At the used to denote the following—
- (1) Indicating a point in space. As—  
 (i) He will be at home all evening.  
 (ii) He works at the hospital.
- (2) Indicating a person's home or place or work. As —  
 He was at his father's.
- (3) Indicating place of employment or study. As—  
 He is at the head office.

- (4) Indicating a point in time. As—  
He left home at 8 a.m.
- (5) Indicating a period of time.  
(i) He left school at the age of 10  
(ii) He got married at 35.
- (6) In the direction of or towards sb/sth. As—  
(i) He shouted at me.  
(ii) The cat rushed at me.
- (7) To show that sb.tries to do sth but does not succed or complete it. As—  
(i) I guessed at the meaning of this word.  
(ii) He nibbled at a sandwich.
- (8) Indicating distance away from sth.  
(i) Ram can read a car number plate at forty metres.  
(ii) Hold it at arm's length.
- (9) To show a price, rate, speed, etc.  
(i) He bought sugar at forty rupees per kg.  
(ii) He was driving at 50 miles per hour.
- (10) Before town and villages.  
He lives at Panchkula.
- (11) To indicate order or frequency. As—  
(i) Sita succeeded at the first attempt.  
(ii) Geeta rests at two-hour intervales, i.e. once every two hours.
- (12) In response to sth. As—  
He attended the dinner at my invitation.
- 31.** In is used to mean the following.
- (1) To indicate places. As—  
(i) Boys are playing in the street.  
(ii) He read about it in the newspaper.
- (2) Within the shape of, enclosed by. As—  
(i) He is lying in bed.  
(ii) There is a cigarette in his mouth.
- (3) To indicate movement into sth. As—  
(i) He dipped his pen in ink.  
(ii) Throw it in the firs.
- (4) During a period of time. As—  
In 2013, in April, in summer, in the morning, etc.

- (5) Before the names of countries and cities. As—  
in India, in Delhi, etc.
- (6) After.  
(i) I shall return in a few minutes.
- (7) For during. As—  
I have not seen him in years.
- (8) Wearing clothes etc.  
I know the boy in white. (in white=in white clothes)
- (9) To indicate physical surroundings, circumstances, and so on. As—  
He went out in the rain.
- (10) To indicate state or condition of sb/sth. As—  
(i) He is in good health.  
(ii) He is in hurry.
- (11) To indicate shape, form, arrangement or quantities.  
As—  
(i) They stood in groups.  
(ii) This book is in five parts.
- (12) To indicate medium, means, material, etc. As—  
(i) Please, speak in Hindi.  
(ii) Write it in ink.
- (13) To introduce the name of a particular person. As—  
(i) We have lost a first rate teacher in Krishan Kumar.  
(ii) You have got a real trouble maker in Kewal Krishan.
32. From is used to mean the following—
- (1) To indicate the place or direction from which sb/stn. start.  
(i) The train from Delhi has arrived.  
(ii) He comes home from work at 10 a.m.
- (2) To indicate the time at which sth starts.  
(i) He is on holidays from 5th May.  
(ii) He lived in Delhi from 2013.
- (3) To indicate who gave, sent or communicated sth.  
As—  
(i) A letter from my sister.  
(ii) A present from a brother.

- (4) To indicate where sb/sth originates or is stored. As—  
(i) He is from America.  
(ii) He drew water from a well.
- (5) To show distance between two places.  
Ten miles from the university.
- (6) To show the lower limit of a range of numbers, prices, etc.  
(i) I write from 2 to 3 letters daily.  
(ii) Tickets cost from fifty rupees to sixty rupees.
- (7) To indicate the state or form of sth/sb before a change.  
(i) Things have gone from bad to worse.  
(ii) He translated the article from Hindi to English.
- (8) To indicate the material from which sth is made. As—  
Steel is made from iron.
- (9) To indicate separation, removal, etc.  
(i) Take the money from his purse.  
(ii) Borrow a book from the library.
- (10) To indicate protection or prevention. As—  
(i) He saved a girl from drowning.  
(ii) He prevented me from sleeping.
- (11) To indicate the reason, cause or motive. As—  
(i) He felt sick from tiredness.  
(ii) He suffers from fever.
- (12) Consider sth. As—  
I can tell quite a lot from the handwriting.
- (13) to make distinction between two persons, places or things. As—  
Is English very difficult from Hindi?
- (14) To indicate a stand point. As—  
From his point of view, this dictionary will be very useful.
33. Since is used to denote from a specified time in the past till a later past time, or till now. As—  
(i) I have been not eaten since breakfast.  
(ii) I have been wearing glasses since I was twenty.

## 7. Conjunction (समुच्चयबोधक)

A conjunction is a word that joins words, phrases, clauses and sentences and at the same time brings about relationships between the elements thus connected. As—

- (1) Mohan and Sohan are brothers.
- (2) He delivered the speech loudly and clearly.

And, but, or, for, nor, either ..... or, neither, ..... nor, both, as well as, still, yet, unless, therefore, otherwise, when, while, whether, however, since, because, though, so, till, as, if, too, no less than, well, only, before.

### Kinds of conjunctions

Conjunctions are divided into two classes :

**(1) Co-ordinate conjunctions** : Co-ordinate conjunctions are those conjunctions which join two grammatical units of the same kind i.e. noun and noun, adverb and adverb, adjective and adjective etc. And, but, for, or, nor, also, otherwise, yet, both, as well as, either .....or, neither ..... nor, only are called Co-ordinate conjunctions.

**(2) Sub-ordinate conjunctions** : Sub-ordinate conjunctions are those conjunctions which join a sub-ordinate clause to a principal clause. Because, since, after, though, although, till, unless, as, when, if, where, while, than are called sub-ordinate conjunctions.

### Details of Co-Ordinate conjunctions

Co-ordinating conjunctions are of four types :

**(1) Cumulative conjunctions** add one statement or a fact to another. Both ..... and, not only..... but also, as well as, also, now, too, no less than, and, well are called Cumulative conjunctions.

- (i) She is both beautiful and intelligent.
- (ii) He was not only marked absent but also fined.

**(2) Alternative conjunctions** express a choice between two alternatives. Either .....or, neither .....nor, otherwise,else are called Alternative conjunctions.

- (i) He neither came nor sent any message.
- (ii) Either he is mad or he feigns madness.

**(3) Adversative conjunctions** show contrast between two statements. but, still, only, however, whereas, while, nevertheless are called Adversative conjunctions.

- (i) He is rich yet he is miser.
- (ii) My elder brother is rich while younger brother is very poor.

**(4) Illative conjunctions** show that one statement is proved from another. Then, for, so, therefore, are called Illative conjunctions.

- (i) All of us shall die, for man is mortal.
- (ii) He was innocent, so he was released.

**Details of sub-ordinate conjunctions**

Sub-ordinate conjunctions may be classified according to their meaning. Sub-ordinate conjunctions denote :

- |              |                |
|--------------|----------------|
| (1) Time     | (2) Condition  |
| (3) Purpose  | (4) Reason     |
| (5) Place    | (6) Manner     |
| (7) Result   | (8) Comparison |
| (9) Contrast |                |

(1) Conjunctions denoting time are before, after, as soon as, as long as, so long as, till, until, while etc.

- (i) As soon as the peon rang the bell, students got into the class room.
- (ii) Please, wait here till he returns.

(2) Conjunctions denoting condition are if, provided, provided that whether, unless etc.

- (i) If yes don't follow my advice, you will not succeed.
- (ii) He can't recover from illness unless he acts upon doctor's advice.

(3) Conjunctions denoting purpose are that, so that, in order that, lest etc.

- (i) He stands regularly so that he may get thorough the examination.
- (ii) I held his hand lest he should fall.

(4) Conjunctions denoting reason are since, because, as etc.

- (i) The cricket match was postponed because the ground was wet,
- (2) As he is sick, he will not attend the office.

(5) Conjunctions denoting place are where, wherever, whence etc.

- (i) I know where he lives.
- (ii) He may go wherever he likes.
- (6) Conjunctions denoting manner are as, as far as, as ..... so, as though, as if, according etc.
  - (i) As you sow, so shall you reap.
  - (ii) Sohan is an honest officer as far as I know.
- (7) Conjunctions denoting result are so ..... that, such ..... that etc.
  - (i) Mohan Lal is such a teacher that every student praises him.
  - (ii) Sohan Lal is so poor that he cannot pay his fee.
- (8) Conjunctions denoting comparison are as .....as, so.....as, at much as, than etc.
  - (i) She was cleverer than the my sister.
  - (ii) His brother is not so intelligent as he is.
- (9) Conjunctions denoting contrast are though, although, however, yet, notwithstanding etc.
  - (i) He finished first though the began late.
  - (ii) Although he was tired yet he kept working.

### **Correct use of some conjunctions**

#### **1. Still, Yet**

Still express the continuance of some activity that began in the past and continuing in the present.

- (i) Is your brother still in Delhi.
- (ii) He is still studying in the school.

Yet express the present situation to the future.

- (i) My brother is rich yet he is unhappy.
- (ii) The payment is not due yet.

#### **2. Lest, So that**

Lest has a negative sense and should not be followed by not. Its meaning is so that no and is followed by the Auxiliary verb should.

- (i) Workhard lest you should fail.
- (ii) Run fast lest you should miss the train.

#### **3. Hardly, Scarcely**

Hardly and Scarcely both have the same meaning. Hardly is followed by when and Scarcely is followed by when or before.

- (i) Hardly had he stepped out when it began to rain.
- (ii) She was scarcely one year old when (before) her father died.

**4. Before**

If the verb in the other clause of the sentence is in the future tense, the verb following it is always in the present tense. If the verb in the other clause is in the past perfect tense, the verb following it is always in past indefinite tense.

- (i) The patient will die before the doctor comes.
- (ii) We had reached the station before the train steamed in.

**5. While**

While has three different meanings :

(a) At the same time, (b) As long as, (c) Whereas

- (i) While I live, I shall be obliged to you.
- (ii) Some books are interesting while many others are boring.

**6. Only**

Only means except that or but. It should always be placed before or after the word it wants to qualify.

- (i) He has only two cows. (not more than two)
- (ii) He lent his book to me only. (not to anyone else)

**7. As well as**

When two nominatives are joined by as well as, the verb agrees with the first nominative. Both and as well as cannot be used together.

- (i) He as well as I is going to Chandigarh today.
- (ii) My brother as well as my sister speaks Hindi.

**8. Though or Although**

Although (though) is followed by yet. It is never followed by but.

- (i) Although He is rich yet He is not contented.
- (ii) Although he worked hard, He failed.

Note : Yet may be omitted if we insert a comma after the first clause.

**9. As soon as**

As soon as is never followed by than, when or before.

- (i) He took off his coat as soon as he entered the house.

- (ii) The teacher was garlanded as soon as he stood up to speak.

**10. Until or Till**

Untill or till is used to denote time before (point of time). It is a negative conjunction and it cannot be followed by not.

- (i) Until you attain the age of eighteen years, you cannot cost your vote.
- (ii) No candidate is allowed to leave the hall until the peon rings the bell.

**11. As long as**

As long as expresses period of time.

- (i) You can stay in my house as long as you are in this city.
- (ii) As long as there is hope, there is life.

**12. Unless**

Unless means if not and denotes condition.

- (i) You cannot pass unless your workhard.
- (ii) He will not return your money unless he is compelled.

**13. However**

However is used both as a sub-ordinate and as a co-ordinate conjunction. As a sub-ordinate conjunction, it is placed at the beginning of a sentence and comes before some adjective or adverb. As a co-ordinate conjunction, it does not form a part of the sentence pattern.

- (i) He did not study regularly, however he passed. (co-ordinate con-junction)
- (ii) He ran very fast, he however, could not catch the train. (co-ordinate conjunction)

**14. Since**

Since denotes a point of time. It is preceded by a verb in the Present Indefinite or Present Perfect Tense. It is followed by a verb in the Past Indefinite and has a noun or phrase denoting period of time before it.

- (i) He has been here since evening.
  - (ii) It is a month since he came here.
- Since means because also.
- (i) Since he was suffering from fever, he could not appear in the examination.

- (ii) Since you wish, it shall be completed.
- 15. Or**  
Or is used as an alternative.
- (i) You may study medicine or engineering or you may enter into trade.
- (ii) He will meet you tomorrow or the day after.  
Or means otherwise also.
- (i) We must hire a taxi or we shall miss the train.
- (ii) He must study regularly or he will fail in the examination.
- 16. Like, As**  
Like is placed before noun or pronoun. When noun or pronoun is followed immediately by a verb, we use as.
- (i) Ram behaves like a good boy.
- (ii) Can you drive the car as I do?
- 17. If**  
If has three different meanings.
- (1) It is used for asking a question in the Indirect narration.  
I asked him if he would go to market with me.
- (2) It is used for expressing a condition  
If he drops the plate, it will break.
- (3) It is used for making an admission.  
If he is poor, he is honest.
- 18. Either..... or, Neither ..... not**  
When there are two subjects, care must be taken that the verb agrees with the second subject.
- (i) Either you or your friend has stolen my pen.
- (ii) She is neither beautiful nor intelligent.
- 19. So..... that, Such..... that**  
So..... that and such..... that are used to express result.  
So is followed by an adjective and such is followed by a noun.
- (i) The wound bled so profusely that he fainted.
- (ii) He is so rich that he can buy an aeroplane.
- (iii) Shaker is such a boy that everyone praise him.
- (iv) He will eat so that we may live.
- 20 So.....as, As.....as, As.....so**  
So..... as is used in negative sentences whereas As ..... as is used in affirmative sentences.

- (i) She is not so beautiful as her sister.
- (ii) Krishan is tall as his brother.
- (iii) You are as brilliant as your brother.
- (iv) As you sow, so shall you reap.

**21. Not only..... but also, Both .....and**

The same parts of speech should be used after not only and but also, both and and.

- (i) Ram was not only marked absent but also punished.
- (ii) Shyam is both dull and lazy.

Note : We can use not only ..... but also instead of both .....and.

**22. Rather - than**

The infinitive without to is used after rather.

- (i) He would rather fail in the examination than copy.
- (ii) He would rather starve than beg.

## 8. Interjection (विस्मयादिबोधक)

An interjection is a word which expresses some sudden feeling joy or sorrow. It is not grammatically related to other words in sentence. It stands independently.

(1) Hurrah! we have won the match.

(2) Alas! We have lost a great leader.

The following words and phrases are also used as interjections : Ha! O! Ah! Fool! Well done! Cheer up! Good bye! Good gracious! Good heavens! For shame! My foot! My son! My God! Thank God! Good! My Lord! Shame! Look! Hip! hip, hurrah! etc.

## 9. Spelling Rules (अक्षरी नियम)

अभी समाप्त हुए उच्चारण संबंधी अध्याय में आपने जो जानकारी प्राप्त की है, उस जानकारी का आपको स्पेलिंग के विषय में भी लाभ होने वाला है, वास्तव में, केवल लाभ ही नहीं अपितु उस जानकारी के आधार पर आप बहुत सारे अंग्रेजी शब्दों के स्पेलिंग बना सकते हैं।

इसके अतिरिक्त स्पेलिंग के कुछ उपयोगी नियम इस अध्याय में हम सीखेंगे, परन्तु अंग्रेजी में प्रत्येक शब्द की स्पेलिंग निश्चित नियमानुसार नहीं होती। अंग्रेजी के कुछ कुछ शब्दों के स्पेलिंग तो विस्मयकारी हैं। इसलिये हम उच्चारण और स्पेलिंग संबंधी कितने ही नियम सीखें फिर भी स्पेलिंग के विषय में हम संपूर्ण जानकारी प्राप्त नहीं कर सकते हैं। इस कमी को पूरा करने का एकमात्र प्रभावशाली उपाय है 'पठन'। अंग्रेजी का अधिकाधिक पठन करने से अंग्रेजी शब्दों के स्पेलिंग संबंधी गलतियां कम करने में निश्चित ही सहायत मिलेगी। यहां पर हम मुख्यतः से तीन बातों पर ध्यान देंगे, उसमें आरम्भ में स्पेलिंग के कुछ नियम आएंगे। उसके उपरांत कठिन स्पेलिंग वाले कुछ शब्द और अंत में आपके लिये ऐसे कुछ शब्द संकलित किये गए हैं जिनकी स्पेलिंग आप दो में से किसी भी प्रकार से लिख सकते हैं।

### शब्द का अंतिम अक्षर व्यंजन हो तब अंतिम अक्षर की पुनरावृत्ति करने संबंधी नियम

1. एक syllable वाले शब्द के अंतिम अक्षर के पूर्व एक स्वर हो तो स्वर से आरम्भ होने वाला प्रत्यय जोड़ते समय अंतिम अक्षर की पुनरावृत्ति की जाती है जैसे—

cut + ing = cutting                      stop + er = stopper

परन्तु व्यंजन से आरम्भ होने वाले प्रत्यय जोड़ते समय अंतिम अक्षर की पुनरावृत्ति नहीं होती। जैसे--

fat + ness = fatness                      thin + ly = thinly

2. शब्द के अंतिम अक्षर के पूर्व दो स्वर होने पर प्रत्यय जोड़ते समय अंतिम अक्षर की पुनरावृत्ति नहीं होती। जैसे--

fear + ed = feared

cook + ing = cooking

अपवाद : wool + en = woollen

quit + er = quitter

ऊपर एक नियम में syllable इस शब्द का वर्णन हुआ है। इस syllable का अर्थ देखें। syllable को हिन्दी में एक शब्द में कह सकते हैं शब्दखण्ड और शब्दखंड का अर्थ आप निम्न उदाहरणों से समझ सकते हैं। जैसे--

great, rich, tall और fat इन शब्दों में एक-एक खण्ड है। क्योंकि उच्चारण की दृष्टि से इन शब्दों के एक से अधिक टुकड़े नहीं किये जा सकते। परन्तु fatness और joyful के रेखांकित किये अनुसार दो-दो टुकड़े हैं। इसलिए fatness और joyful में दो-दो syllable हैं। और im-portant और joy-ful-ness में रेखांकन के अनुसार तीन-तीन syllable हैं।

3. एक से अधिक शब्दखण्ड (= syllable) वाले शब्द में अंतिम अक्षर के पूर्व एक स्वर हो और शब्द के अंतिम अवयव पर जोर पड़ रहा हो तो स्वर से आरम्भ होने वाला प्रत्यय जोड़ते समय अंतिम अक्षर की पुनरावृत्ति की जाती है। जैसे --

begin + er = beginner

admit + ance = admittance

अब अगले शब्दों को प्रत्यय जोड़ते समय अंतिम अक्षर की पुनरावृत्ति नहीं होती क्योंकि अगले शब्दों के अंतिम भाग पर जोर नहीं पड़ता। जैसे--

open + ing = opening

offer + ed = offered

proffer + ed = proffered

happen + ing = happening

अपवाद : handicap, kidnap और worship इस नियम के अपवाद हैं, उच्चारण के समय इन शब्दों के अंतिम भाग पर जोर नहीं पड़ता, फिर भी प्रत्यय जोड़ते समय अंतिम अक्षर की पुनरावृत्ति की जाती है। जैसे--

worship + er = worshipper

kidnap + ed = kidnapped

focus और bias में ed जोड़ते समय ss अथवा एक ही s कुछ भी लिखा जा सकता है। जैसे--

focus + ed = focused/  
focussed

bias + ed = biassed/biased

4. शब्द के अंत में। और। से पहले एक स्वर हो तो स्वर से प्रारंभ होने वाला प्रत्यय जोड़ते समय। की पुनरावृत्ति की जाती है। जैसे--

cancel + ed = cancelled  
travel + er = traveller

model + ing = modelling  
parallel + ed = paralleled

5. शब्द के अंत में l हो और l से पहले दो स्वर हों और दोनों स्वरों का स्वतंत्र उच्चारण किया जाता हो तो सामान्यतः l की पुनरावृत्ति की जाती है। जैसे--

duel + ist = duellist

fuel + ing = fuelling

अपवाद feel + ing = feeling

fail + ed = failed

6. परन्तु यदि शब्द के अंत में w अथवा y हो तब इनके पहले एक स्वर होने पर भी प्रत्यय जोड़ते समय w/y की पुनरावृत्ति नहीं की जाती। जैसे--

play + er = player

slow + est = slowest

**शब्द के अंत में e हो तो e हटाने अथवा न हटाने संबंधी नियम**

1. शब्द के अंत में e हो तो स्वर से आरम्भ होने वाला प्रत्यय जोड़ते समय e को हटा दिया जाता है। जैसे--

believe + er = believer

sincere + ity = sincerity

अपवाद dye + ing = dyeing

sing + ing = singeing

2. अंत में e वाले शब्दों को व्यंजन से आरंभ होने वाले प्रत्यय जोड़ते समय अंतिम e को नहीं हटाया जाता।

sincere + ly = sincerely

hope + less = hopeless

care + full = careful

polite + ness = politeness

अपवाद argue + ment = argument nine + th = ninth

due/undue/true/whole + ly = duly/unduly/truely/wholly

judge, abridge और acknowledge इन शब्दों को ment जोड़ते समय e हटाकर अथवा बगैर हटाए दोनों तरीकों से स्पेलिंग सही होते हैं। जैसे--

judge + ment = judgement/judgment

3. शब्द के अंत में ce अथवा ge हो तो o, a अथवा व्यंजन से आरम्भ होने वाले प्रत्यय जोड़ते समय e को हटाया नहीं जाता। जैसे--

notice + able = noticeable

replace + able = replaceable

courage + ous = courageous

change + able = changeable

4. शब्द के अंत में ee हो तो प्रत्यय जोड़ते समय e को नहीं हटाया जाता। जैसे--

see + ing = seeing                      agree + able = agreeable

अंत में y वाले शब्दों को प्रत्यय जोड़ते समय होने वाले स्पेलिंग में

### परिवर्तन संबंधी और मुख्य नियम

1. शब्द के अंत में -y हो तो प्रत्यय जोड़ते समय y को i में बदल दें ।  
जैसे--

happy + ly = happily

lazy + ness = laziness

hurry + ed = hurried

study + es = studies

परन्तु अंतिम y से पहले स्वर हो तो कोई भी प्रत्यय जोड़ते समय y का i

नहीं किया जाता । जैसे--

obey + ed = obeyed

play + er = player

buy + ing = buying

delay + ed = delayed

2. अंत में y वाले शब्द में ing जोड़ते समय y का कभी भी i नहीं किया  
जाता अथवा y को हटाया भी नहीं जाता । जैसे--

study + ing = studying

worry + ing = worrying

try + ing = trying

hurry + ing = hurrying

3. twenty, thirty, forty, fifty आदि संख्यावाचक शब्दों में th जोड़ते  
समय अंतिम y का ie होता है । जैसे--

twenty + th = twentieth

thirty + th = thirtieth

4. क्रिया के अंत में ic हो तो उस शब्द में ed/ing जोड़ते समय c के  
पश्चात् k लगाकर फिर ed/ing जोड़ते हैं । जैसे--

frolic + ing = frolicking

panic + ed = panicked

5. क्रिया के अंत में ie हो तो उसे ing लगाते समय ie को y में बदलते हैं ।  
जैसे--

lie + ing = lying

die + ing = dying

tie + ing = tying

vie + ing = vying

6. full यह प्रत्यय किसी शब्द को जोड़ते समय full का एक । हटा देते हैं ।  
जैसे--

use + full = useful

care + full = careful

joy + full = joyful

fear + full = fearful

7. जिस शब्द में full जोड़ा जा रहा है, उस शब्द के अंत में भी ll हो तो  
उसके भी एक । को हटा देते हैं । जैसे--

skill + full = skilful

full + fill = fulfil

## 1. ei/ie

ei और ie में सामान्य रूप से पाया जाने वाला अंतर निम्नलिखित है ।

-c के अतिरिक्त अन्य किसी भी अक्षर के उपरांत सामान्यतः ie आता है ।

जैसे, believe, friend, field, yield, grief, hygiene इत्यादि ।

और c इस अक्षर के साथ ei आता है, जैसे conceive, receive, deceit, ceiling, इत्यादि । परन्तु c का उच्चारण 'श' हो अथवा c के पूर्व s हो तो c के पश्चात् ie आता है, जैसे ancient, sufficient, science आदि ।

-gh, -gn, ght के पहले ei आता है । जैसे, foreign, sovereign, reign, feign, eight, weight, height, weigh, sleigh आदि ।

नोट -- हमने ऊपर देखा कि c के अतिरिक्त अन्य अक्षरों में सामान्यतः ie आता है । यह तो हुआ नियम, और सामान्यतः किसी भी नियम के अपवाद होते हैं । उसी तरह इस नियम के भी अपवाद हैं । जैसे--

protein	weit	weird	heifer
seismic	leisure	forfeit	surfeit
seize	seizure	vein	veil

## 2. ise/ize

अंग्रेज़ी में कई ऐसे शब्द हैं, जिनके अंत में ise अथवा ize

कुछ भी लिखें, दोनों तरीकों से स्पेलिंग सही होते हैं ।

criticize/ise	क्रिटिसाइज	आलोचना करना
emphasize/ise	एम्फासाइज	जोर देना
regularize/ise	रेग्युलराइज	नियमित करना
materialize/ise	मटिअरिअलाइज	साकार होना
minimize/ise	मिनिमाइज	न्यूनतम करना

उपर्युक्त प्रकार के शब्दों के अंत में ize का प्रयोग अमरीकन अंग्रेज़ी में अधिक प्रचलित है, और ब्रिटिश अंग्रेज़ी में ise का प्रयोग अधिक प्रचलित है ।

लेकिन कुछ शब्द हैं, जिनके अंत में (अमरीकन अंग्रेज़ी हो या ब्रिटिश) ise का ही प्रयोग किया जाता है । जैसे--

advise	अडवाइज़	सलाह देना
revise	रिवाइज़	दोहराना, सुधार करना

supervise	सुपरवाइज़	देखरेख करना
televise	टेलिवाइज़	दूरदर्शन पर प्रसारण करना
advertise	अडवर्टाइज़	विज्ञापन करना
comprise	कम्प्राइज़	समाविष्ट होना
enterprise	एन्टर्प्राइज़	उद्योग, उद्यम
surprise	सर्प्राइज़	आश्चर्य
compromise	काम्प्रमाइज़	समझौता करना
demise	डिमाइज़	मृत्यु
despise	डिस्पाइज़	घृणा करना
devise	डिवाइज़	विचार करके खोज निकालना
disguise	डिस्माइज़	छद्मवेश
excise	एक्साइज़	उत्पाद शुल्क
exercise	एक्सर्साइज़	व्यायाम
merchandise	मर्चन्डाइज़	माल
otherwise	अदर्वाइज़	वरना

अगले दो शब्दों की स्पेलिंग पर ध्यान दें ।

analyse	अॅनलाइज़	विश्लेषण करना
paralyse	पॅरलाइज़	पक्षाघात होना

### 3. efy/ify

शब्द के अंत में ify है अथवा efy इस विषय में उलझन हो रही हो तो यह ध्यान में रखना लाभदायक होगा कि अधिकतर शब्दों के अंत में 'इफाइ' इस उच्चारण के लिए ify यही स्पेलिंग आते हैं । अंत में efy वाले शब्द सर्वथा गिने चुने हैं । अंत में efy वाले प्रमुख अंग्रेजी शब्द निम्नलिखित हैं--

defy	डिफाई	खुला विरोध करना
liquefy	लिक्विफाई	द्रव में बदलना
putrefy	प्यूट्रिफाई	सड़ना/सड़ाना
rarefy	रेअरिफाई	विरल करना, होना
stupefy	स्ट्यूपिफाई	सुन्न कर देना

अंत में ify वाले कुछ शब्दों के उदाहरण

nullify	नलिफाइ	रद्द करना
rectify	रेक्टिफाइ	सुधारना
testify	टेस्टिफाइ	गवाही देना
pacify	पॅसिफाइ	शांत करना
signify	सिग्निफाइ	अर्थ रखना
purify	प्युरिफाइ	शुद्ध करना

#### 4. ceed/cede/sede

अगले तीन शब्दों के स्पेलिंग देखें ।

proceed	प्रोसीड	आगे बढ़ना
recede	रिसीड	पीछे हटना
supersede	सुपर्सीड	की जगह लेना

उपर्युक्त शब्दों के स्पेलिंग देखने पर यदि कोई यह प्रश्न पूछे कि 'सीड' इस एक ही उच्चारण के लिये हर जगह अलग-अलग स्पेलिंग की क्या आवश्यकता थी तो यह प्रश्न ठीक ही है--परन्तु फिलहाल यह प्रश्न पैदा होने अथवा किसी को यह प्रश्न पूछने से कोई लाभ नहीं होगा । इसलिए निम्न जानकारी पर ध्यान दें--

अंग्रेज़ी भाषा के अंत में sede वाला एक ही शब्द है, और वह है supersede. आपको यह ज्ञात हो जाने के कारण अब आप 'सीड' इस उच्चारण के लिए ( supersede के अतिरिक्त) दूसरे किसी भी शब्द के अन्त में sede यह स्पेलिंग तो लिखेंगे ही नहीं ।

इसी प्रकार अंत में ceed वाले शब्द अंग्रेज़ी भाषा में तीन हैं- (1) proceed, (2) exceed (3) succeed.

अब शेष रहा cede, अंत में cede वाले शब्द वैसे भी अंग्रेज़ी भाषा में अधिक नहीं हैं । केवल आठ शब्द हैं । जैसे--

recede	रिसीड	आगे बढ़ना
accede	अक्सीड	स्वीकार करना
concede	कन्सीड	मान लेना
antecede	अन्टिसीड	पहले होना

cede	सीड	दे देना
precede	प्रिसीड	पहले आना
accede	अक्सीड	स्वीकार करना
secede	सिसीड	अलग होना (दल आदि से)
intercede	इन्टरसीड	मध्यस्थता करना

### 5. ous/us

किसी शब्द के स्पेलिंग के अंत में ous है अथवा us है इसके विषय में संदेह हो तो इस जानकारी से आपको सहायता मिल सकती है कि सामान्यतः विशेषण के अंत में ous आता है और संज्ञा के अंत में us. जैसे--

apparatus	अॅपरेऽटस	उपकरण
cactus	कॅक्टस	नागफनी
campus	कैम्पस	कालेज या विश्वविद्यालय का परिसर
hippopotamus	हिपपॉटमस	दरियाई घोड़ा
stimulus	स्टिम्यूलस	प्रेरणा
status	स्टेऽटस	समाज में स्थान
Adjectives		
dangerous	डेऽन्जरस	भयानक
generous	जेनरस	उदार
humorous	ह्यूमरस	हास्यस्पद
marvellous	मार्वलस	आश्चर्यजनक
monstrous	मान्ऽट्रस	राक्षसी
ridiculous	रिडिक्युलस	हास्यास्पद

### 6. cy/sy

‘-सि’ यह उच्चारण अंत में हो तो ऐसे किसी शब्द का स्पेलिंग लिखते समय ‘सि’ के लिए cy लिखें या sy यह प्रश्न उपस्थित हो जाए तो अगली जानकारी आपके पास होना लाभदायक हो सकता है। ‘सि’ उच्चारण के लिये अधिकतर शब्दों में cy यही स्पेलिंग आते हैं। अंग्रेजी में बहुत कम शब्दों के अंत में sy का प्रयोग होता है। जैसे--

apostasy	अपॉस्टिसि	स्वधर्म, पक्ष आदि का त्याग
fantasy	फॅन्टिसि	कल्पना
ecstasy	एक्स्टिसि	परम हर्ष की भावना
hypocrisy	हिपाक्रिसि	ढोंग
idiosyncrasy	इडिअसिडक्रसि	अजीब स्वभाव विशिष्टताएं सनक
heresy	हेरसि	पाखंड
bankruptcy	democracy	fallacy
apostasy	privacy	literacy

### Important Spelling Rules

Rule 1 : Q के साथ सवैद u आता है । जैसे :-- queen, quarrel, quite, quiet, quick, quality, quench, question.

Rule 2 : (1) यदि किसी शब्द के अन्त में 'full' जोड़ा जाए तो full का एक 'l' कम हो जाता है । जैसे :--

Faith + full = Faithful	Harm + full = Harmful
Cheer + full = Cheerful	Truth + full = Truthful

(2) यदि किसी शब्द के अन्त में -y हो, तो शब्द के अन्त में 'full' जोड़ते समय -y को -i में बदल देते हैं । जैसे--

Duty + full = Dutiful	Beauth + full = Beautiful
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(3) यदि किसी शब्द के बाद, जिसके अन्त में 'il' हो, कुछ जोड़ा जाए तो केवल एक 'l' रह जाता है । जैसे--

Well + come = Welcome	Skill + full = Skilful
All + most = Almost	All + ready = Already

अपवाद -- Well + being = Well-being

(4) यदि किसी शब्द के बाद, जिसके अन्त में 'l' हो और 'l' से पूर्व 'vowel' हो, तो suffix लगाते समय 'l' को double कर दिया जाता है । जैसे--

General + ly = Generally	Physical + ly = Physically
Travel + ed = Travelled	Level + ed = Levelled

अपवाद Parallel + ed = Paralleld

Rule 3 : यदि किसी शब्द के अन्त में 'well' या 'will' जोड़ा जाए तो एक कम नहीं होगा । जैसे--

Fare + well = Farewell	Un + well = Unwell
Good + will = Goodwill	

Rule 4 : (1) यदि किसी शब्द के अन्त में 'i' और -e मिलकर -ee (ई) की ध्वनि हो तो -i पहले आएगा तथा -e बाद में जैसे -- believe, relieve, niece, yield, siege.

अपवाद : 'seize.

(2) यदि 'ई' की ध्वनि से पूर्व -c हो तो -e पहले आयेगा और i बाद में । जैसे-- deceive, receive, conceive, perceive, ceiling.

अपवाद : Heir, neither etc.

Rule 5 : (1) यदि किसी verb के अन्त में 'e' हो तो उसमें 'ing' जोड़ते समय -e हटा दिया जाता है जैसे--

Come + ing = Coming

Bite + ing = Biting

Write + ing = Writing

Abuse + ing = Abusing

अपवाद : Be + ing = Being

(2) यदि किसी verb के अन्त में 'ee', 'oe', 'ye' हो तो उसमें 'ing' जोड़ते समय कोई परिवर्तन नहीं होता । जैसे--

agree + ing = agreeing

see + ing = seeing

shoe + ing = shoeing

eye + ing = eyeing

(3) यदि verb के अन्त में '-ie' हो तो 'ing' लगाते समय '-ie' का '-y' हो जाता है । जैसे--

die + ing = dying

lie + ing = lying

(4) यदि verb के अन्तिम अक्षर (w, r, y, को छोड़कर) के पहले single vowel हो, तो 'ing' बढ़ाते समय अन्तिम अक्षर दो बार लिखा जाता है । जैसे--

sit + ing = sitting

bid + ing = bidding

run + ing = running

swim + ing = swimming

skip + ing = skipping

beg + ing = begging

अपवाद : Pardoning, ironing, opening, burning.

(5) जिन verbs के अन्त में w, r या y हो तथा उनसे पूर्व vowel हो, तो 'ing' जोड़ते समय अन्तिम अक्षर को दो बार नहीं लिखा जाता है । जैसे--

blow + ing = blowing

answer + ing = answering

play + ing = playing

water + ing = watering

Rule 6 : जिन verbs के अन्त में c हो तथा उनके साथ 'ed' अथवा 'ing' जोड़ते समय -k बढ़ा दिया जाता है । जैसे--

frolic+ ed = frolicked                      mimic+ ed= mimicked  
frolic + ing = frolicking                      mimic + ing = mimicking

Rule 7 : यदि किसी शब्द के अन्त में y हो और y से पूर्व कोई Consonant हो तो suffix 'ous' को छोड़कर कोई भी suffix लगाते समय y को i में बदल दिया जाता है । जैसे--

Dry+ ed = Dried                      Deny+ al = Denial  
Lady+ es = Ladies                      Merry + er = Merrier  
Merry + ly = Merrily                      Merry + ment = Merriment  
Busy + ness = Business                      Busy + est = Busiest

Rule 8 : यदि किसी शब्द के अन्त में e हो तो उसके साथ suffix 'able', 'ous', 'age' अथवा 'ish' लगाते समय e को हटा दिया जाता है । जैसे--

Move + able = Movable                      Like+ able = Likable  
Virtue + ous = Virtuous                      Mile + age = Milage  
Blue + ish = Bluish                      परन्तु courage + ous = Courageous

अपवाद : परन्तु ge अथवा ce पर समाप्त होने वाले शब्दों के साथ able लगाते समय e नहीं हटाया जाता है । जैसे :

Change + able = Changeable                      Peace + able = Peaceable

Rule 9: -sy और -se पर समाप्त होने वाले शब्द verb होते हैं तथा -cy और se पर समाप्त होने वाले शब्द Nouns होते हैं । जैसे --

Prophecy = Verb                      Prophecy = Nouns  
Advise = Verb                      Advice = Nouns

अपवाद : Promise

Rule 10 : 'us' पर समाप्त होने वाले शब्द Nouns होते हैं परन्तु 'ous' पर समाप्त होने वाले शब्द Adjectives होते हैं । जैसे --

Census                      Jealous  
Genius = Nouns                      Tremendous = Adjectives  
Phosphorus                      Unanimous

अपवाद : chief = chiefs ; gulf = gulfs ; safe = safes;

Rule 11. जिन Nouns के अन्त में -o हो और इनसे पूर्व कोई consonant हो तो plural बनाते समय -es बढ़ाया जाता है । जैसे--

Mango = mangoes ; Hero = Heroes ; Buffalo = Buffaloes

अपवाद : Photo, Piano, Canto.

### कठिन स्पेलिंग वाले शब्द

1. balloon	बलून	गुब्बारा
2. buffoon	बफून	विदूषक
3. battalion	बटॅलिअन	पलटन, सेनादल
4. bouquet	बुकेट	गुलदस्ता
5. cassette	कसेट	कॅसट
6. cigarette	सिगरेट	सिगरेट
7. etiquette	एटिकेट	शिष्टाचार
8. bungalow	बङ्गलो	बंगला
9. bureau	ब्युअरो	कार्यालय
10. calorie	कॅलरि	ऊष्मांक
11. campaign	कॅम्पेअन	अभियान
12. chauffeur	शोफर	निजी, ड्राइवर
13. colleague	कॉलीग	सहकर्मी
14. colonel	कर्नल	एक बड़ा फौजी अफसर
15. commission	कमिशन	दलाली, आयोग
16. committee	कमिटि	समिति
17. guarantee	गॅरन्टी	आश्वासन
18. polytechnic	पॉलिटैक्निक	बहुशिल्प
19. connoisseur	कॉनसर	पारखी
20. coupon	कूपॉन	कूपन
21. depot	डेपो	गोदाम
22. desiccated	डेसिकेडेटिड	सूखा

23. despair	डिस्पेअर	निराशा
24. diesel	डीज़ल	डीज़ल तेल
25. gauge	गेडज	माप
26. grammar	ग्रॅमर	व्याकरण
27. kerosene	केरसीन	मिट्टी का तेल
28. lieutenant	लेफ्टनंट	सेना का एक पद
29. moustache	मस्टाश	मूँछ
30. omelette	ऑम्लिट	ऑमलेट
31. parachute	परडशूट	हवाई छतरी
32. queue	क्यू	पंक्ति
33. rhythm	रिदम	लय, ताल
34. soccer	सॉकर	एक खेल
35. vacuum	वैक्यूम	खाली जगह
36. woollen	वुलन	ऊनी
37. diarrhoea	डाइअरिआ	दस्त
38. limousine	लिमजीन	एक बड़ी आरामदेह गाड़ी
39. miscellaneous	मिस्लेडनिअस	विविध, मिश्रित
40. accommodate	अकॉमडेट	आवास-स्थान देना
41. enterpreneur	ऑन्ट्रप्रनर	नया उद्यम शुरू करने वाला व्यक्ति
42. boutique	बूटीक	फॅशनेबल कपड़े आदि की छोटी दुकान

जिन शब्दों के स्पेलिंग दो में से किसी भी तरीके से लिखे जा सकते हैं

1. crape/crepe	क्रेडप/क्रेप	बारीक कपड़ा
2. czqr/tzar/tsar	झार	रूस का सम्राट
3. despatch/dispatch	डिस्पेच	भेजना
4. dextrous/dexterous	डेक्स्ट्रस	कौशलपूर्ण
5. fledgling/fledgeling	फ्लेज्लिंग	अनुभवहीन व्यक्ति

6. flier/flyer	फ्लाइअर	विमानचालक
7. inquire/enquire	इन्क्वाइअर	पूछताछ करना
8. fulness/fullness	फुल्लस	पूर्णता
9. gram/gramme	ग्रॅम	ग्रॅम
10. hiccup/hiccough	हिकप	हिचकी लेना
11. impostor/imposter	इम्पोस्टर	ढोंगी, पाखंडी
12. judgement/judgement	जज्मन्ट	न्यायालय का निर्णय
13. likeable/likable	लाइकबल	पसन्द किये जाने योग्य
14. liveable/livable	लिवबल	जिन्दा रहने योग्य
15. loveable/lovable	लवबल	प्यारा
16. medieval/mediaeval	मेडीवल	मध्यकालीन
17. miniscule/minuscule	मिनिस्क्यूल	बहुत छोटा
18. movable/moveable	मूवबल	हिलनेवाला
19. sizable/sizeable	साइज़बल	काफी बड़ा