

PART III
General English
(Theoretical Grammar)
OR
(Formal Grammar)
OR
(Functional Grammar)

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1. Voice OR Active and Passive

1. Active Voice क्या है ? : जिस किसी वाक्य में कर्ता कार्य करता है तो उस वाक्य के क्रिया को Active Voice कहते हैं । जैसे—

1. He reads a book.

2. Passive Voice क्या है ? : जब किसी वाक्य में कर्ता कार्य नहीं करता अपितु उस पर कार्य किया जाता है तो उस वाक्य का क्रिया Passive Voice कहलाता है । जैसे—

2. A book is read by me.

इस प्रकार हम देखते हैं कि क्रियात्मक रूप में दोनों वाक्यों के अर्थ में कोई अंतर नहीं । परन्तु वाक्य नं. 1 में कर्ता स्वयं कार्य करता है । इसलिये यह Active Voice है और वाक्य नं. 2 में कर्ता की क्रिया के अनुसार कार्य किया गया है । इसलिए यह Passive Voice है । अतः Voice दो प्रकार के होते हैं ।

1. Active Voice (कही गई बात का विषय कर्ता हो)

2. Passive Voice (कही गई बात का विषय कर्म हो)

Various kinds of Voices

I. Voices of Tenses

Note : Always use 3rd Form of Verb in Passive Voice.

Present Tense

1. Present Indefinite Tense

Rule – Object + is/am/are + Verb की 3rd form + complement.

As—

Active— He kills a snake.

Passive— A snake is killed by him.

Note – What, Active Voice में object का कार्य करता है और Passive Voice में subject का कार्य करता है । अतः helping verb what के बाद ही लगाया जाता है । इसी प्रकार which के पश्चात् जो noun आता है । उसके बाद ही helping verb का प्रयोग होता है । जैसे—

1. What do you see?

What is seen by you?

2. Which pen do you like?

Which pen is liked by you?

2. Present Continuous Tense

Rule – Object + is/am/are+ being+V3+by+complement. As–

He is killing a snake.

A snake is killed by him.

3. Present Perfect Tense

Rule – Object+has been/have been+V3+by+complement.

As–

He has killed a snake.

A snake has been killed by him.

4. Present Perfect Continuous Tense

No change

Past Tense

1. Past Indefinite Tense

Rule – Object+was/were+V3+by+complement. As–

He killed a snake.

A snake was killed by him.

2. Past Continuous Tense

Rule – Object+was/were+being+V3+by+complement. As–

He was killing a snake.

A snake was being killed by him.

3. Past Perfect Tense

Rule – Object+had been+V3+by+complement. As–

He had killed a snake.

A snake had been killed by him.

4. Past Perfect Continuous Tense

No change

Future Tense

1. Future Indefinite Tense

Rule – Object+shall be/will be+V3+by+complement. As–

He will kill a snake.

A snake will be killed by him.

I shall go to see picture with my friends.

The picture will be seen by me with my friends.

2. Future Continuous Tense

No change

3. Future Perfect Tense

Rule – Object + shall have been/will have been+V3+by+complement. As–

He will have killed a snake.

A snake will have been killed by him.

4. Future Perfect Continuous Tense

No change

Practice Exercise No. 1

1. He expects good news.
2. Children like toys and dolls.
3. He is plucking flowers.
4. He has confessed his fault.
5. Mohan flew a kite all day along.
6. She was ironing her cloths.
7. They were playing a game.
8. My friend had posted the letter.
9. He had already heard the news.
10. My uncle will pay my tuition fee.

II. Voice of helping verb (Models)

Rule – Subject+helping verb (can, could, may, might, would, should ought to, must etc.) +be+V3+by+complement. As–

1. I must teach him a lesson.
He must be taught a lesson by me.
2. We ought to serve our country.
Our country ought to be served by us.

नोट – जिन वाक्यों में have हो वहाँ पर have been का प्रयोग होता है ।

1. He may have broken the slate.
The slate may have been broken by him.
2. You ought to have obeyed the order.
The order might have been obeyed by you.

Practice Exercise No. II

1. He can do this work.
2. He could not help us.
3. You should obey your parents.
4. Would you take a cup of tea?
5. We should respect our teacher.
6. Mohan can solve this sum.
7. You may use this pen.
8. May I use your umbrella?
9. Where can we find such a leader?
10. He cannot commit such a mistake.

III. Voice of Interrogative Sentences

"Who" is changed into "By whom". As—

1. Who is knocking at the door?
By whom the door is being knocked?
2. Who is laughed at you?
Whom do you laugh at?
3. Why do you like this book?
Why is this book liked by you?
4. How much milk does your cow give?
How much milk is given by your cow?
5. Can we reach the moon?
Can the moon be reached by us?
6. Is he doing his duty.
Is his duty being done by you?
7. Do you take exercise in the morning?
Is exercise taken by you in the morning?

Practice Exercise No. III

1. Who will help me now?
2. Do you love flower?
3. Must you obey him?
4. Where do you keep the key?
5. Shall I ever forget these happy days?
6. When will you pay a visit?

7. Was his mother watering the flowers?
8. Who will pay your school fee?
9. Why do you deceive you?
10. How can I improve my English?

IV. Voice of Imperative Sentence

Rule –

1. Let+object+be/not be+V3+by+complement OR
Object + should be+V3+by+complement
2. प्रार्थना, शिक्षा और आदेश वाले वाक्यों के साथ आवश्यकतानुसार
you are requested to/advised to/order का प्रयोग किया
जाता है ।

नोट – Please/Kindly को हटा दिया जाता है । not का प्रयोग subject
से पूर्व should के मध्य में किया जाता है । जैसे –

1. Write a letter?
Let a letter be written. OR
A letter should be written.
2. Please do it.
It is requested to be done.
3. Do not tell me a lie.
Let a lie not be told.
4. Sit down.
Be sitted OR
You are ordered to sit down.
5. Stand up
You are ordered to stand up.
6. Do not make a noise.
You are forbidden to make a noise.
7. Let us go out to attend the meeting.
It is suggested that we should go out to attend the
meeting.

Practice Exercise No. IV

1. Always help the weak and the needy.
2. Open the door.

3. Kindly grant me leave.
4. Bring a cup of tea for me.
5. Love your country.
6. Post this letter at once.
7. Kindly do not lose you patience.
8. Get out of my sight.
(You are ordered to get out of my sight).
9. Do not starve the cow.
10. Always speak the truth.

V. Voice of Prepositional Sentences

निम्नलिखित Verb के साथ Passive voice में का प्रयोग नहीं होता—

1. Satisfied with, 2. disgusted with, 3. lined with, 4. annoyed at, 5. alarmed at, 6. surprised at, 7. known to, 8. continued in, 9. married with a girl to a boy, 10. displaced with a person at his behaviour, 11. pleased with person at his behaviour, 12. offended with a person at his behaviour. As—

1. This box contains many books.
Many books are contained in this box.
2. Do you know him?
Is he known to you?
3. The teacher was satisfied the students.
The students were satisfied with the teacher.
4. He has displeased his father.
His father has been displeased at him.
5. This news will alarm us.
We shall be alarmed at this news.

Practice Exercise No. V

1. He did not agree to my proposal.
2. A bus ran over the dog.
3. I wonder at his ignorance.
4. A police officer is enquiring into the matter.
5. I did not know him.
6. The hunter aimed at the bird.

7. My friend did not speak to me.
8. He acted upon my advice.
9. He agreed to my request.
10. He is knocking at the door.

VI. Voice of Typical Sentences

1. The thief was caught.
(Police) caught the thief.
Note – The object has to be used by you in such intransitive sentences which are without object.
2. I say
It is said by me.
3. Every one should do one's duty.
Duty should be done by every one.
Avoid the use of by when the following words are used as subject –
 - (i) People
 - (ii) We
 - (iii) They
 - (iv) Somebody etc.
4. People speak English all over the world.
English is spoken all over the world.
5. Students should respect the teachers.
The teacher should be respected.
6. The road was lined with people.
People lined the road.
7. He will be greety surprised if he is chosen.
It will be greety surprised him if they get choosed him.
8. My watch was lost.
I lost my watch.
9. He was refused admission.
They refused him admission.
10. The see that honesty is the best policy.
It is said that honesty is the best policy.

11. I want to buy a book.
I want a book to be bought.
12. Women want men to flatter them.
Women want to be flattered by men.
13. Let me go there.
Let me be gone there.
14. I had to bear her.
She had to be beaten by me.
15. They expected me to stand first.
It was expected me that I would stand first.
16. God helps those who help themselves.
Those who are helped by themselves are helped by God.
17. Those who live in glass houses should not throw stones at others.
Stones should not be thrown at others by those who live in glass houses.
18. I have a book.
A book is had by me. OR
A book is with me.
19. I had a beautiful car.
A beautiful car was owned by me. OR
A beautiful car was had by me.
20. He is to do it.
It is to be done by him.
21. What do you mean?
What is it meant by you?
22. We did more work in a week than our rivals did in two.
Moreover work done by us in a week than was done by our rivals in two.
23. He could not find out who stole the watch.
By whom the watch stolen could not be found by him.
24. My friend likes to take tea.
My friend likes tea to be taken.
Tea is liked by my friend.

25. What cannot be cured must be endured.
One must endure that cannot cure.
26. Was Mohan going to get the book from the library?
Was the book being gone to get from library by Mohan.
27. We arrived at the decision.
The decision was arrived at.
28. I made him run.
He was made to run.

Note – Intransitive verbs as a rule cannot admit of passive voice, but when they are used Transitivity they have the passive form.

29. Circumstances will compel me to go.
I shall be compelled to go by circumstances.
30. He expects his pupils to obey.
He expects to be obeyed by his pupils.
31. Be patient.
You are ordered to be quite.
32. Be quite.
You are ordered to be quite.
33. A pen is to write with.
A pen is to be written with.
34. May you pass!
It is prayed that you may pass.
35. Thank God.
God be thanked.
36. She saw him and me.
He and I were seen by her.
37. Flower smell sweet.
Flowers are sweet when they are smelt.
38. Kindly help him.
You are requested to help him.
39. It is now time to call over the names.
It is now time for the name to be called over.

40. Many persons went to see the launching at the ship.
Many persons went to see the ship launched.
41. It was called the gaiety land.
They called the gaiety land.
42. They declared that I had become the owner of the road again.
It was declared that I had become the owner of the road again.
43. Gaiety land provided us with all sorts of fun.
We are provided with all sorts of fun by gaiety land.
44. They gazed at me as if I were a curious animal.
I was gazed at as if I were a curious animal.
45. They had to make an exception in my case.
An exception had to be made in my case.
46. Cannot I sell it to some municipality?
Cannot it be sold to some municipality?
47. The engine should at once be removed from the ground.
You should at once remove the engine from the ground.
48. See the Municipal Chairman.
The Municipal Chairman should be seen.
49. It was to be hold on the grounds.
They were to hold it one the grounds.
50. I thought it over.
It was thought over by me.
51. He offered me the service of the temple elephant.
The service of the temple elephant was offered to me by him.
52. I was pleased with the recognition I was received from all quaters.
The recognition I now received from quarters pleased me.

53. What kind of India are we looking for?
What kind of India is being looked for?
54. Are hatred and violence to mould our future?
Is our future to be moulded by the hatred and violence?
55. The right end can never be fully achieved through wrong means.
We can never fully achieve the right end through wrong means.
56. I see something very similar to the flourishing in India today.
Something very similar to that is seen flourishing in India today.
57. What do you mean?
What is meant by you?
58. I know will have a lot in common.
It is known to me that you will have lot is common.
59. Nothing could not be deprived of that by any thing.
Anything could not deprived of.
60. He said no more.
Nothing more was said by him.
61. He was deeply shocked.
It is shocked him deeply.
62. Ram and Sham were sent to work and change their dirty shirts.
He sent Ram and Sham to work and change their dirty shirts.
63. I was somewhat surprise by the question.
The question somewhat surprised me.
64. I have always felt that the British never wanted to rule us.
It has always felt that the British never wanted to rule us.
65. She never missed any thing.
Nothing was ever missed by her.

66. As you sow so, shall you reap.
As is sown, so shall be reaped.
67. I know the reason why he came.
The reason why he came is known to me.
68. The headmaster saw that the boys were copying.
That the boys were copying was seen by the headmaster.
69. Seven days make a week.
A week is made of seven days.
70. Help me.
I should be helped.
71. Nobody will listen to me.
I shall be listened to by any body.
72. Tell me to leave the work.
Let him to told to leave the work.
73. You have to do it.
It has to be done by you.
74. Who made you laugh?
By whom were you made to laugh?
75. We saw a great snake, which had just swallowed a frog.
A great snake by which had just been swallowed a frog was seen by us.

Practice Exercise No. VI

1. He kept me waiting.
2. Manners reveal character.
3. Why does you father write such a letter?
4. The enemy have defeated our ermy.
5. The box contains many coins.
6. One must keep one's promise.
7. People will soon forget it.
8. They opened the cinema only last year.
9. Who teaches you English?
10. Fetch the consignment of papers from the railway station.

2. Narration

OR

Direct and Indirect Narrations

We may reproduce/quote the words of a speech in two ways:

1. We may quote his actual words. This is called direct speech.
2. We may report what he said without quoting his exact words. This is called indirect speech.

Direct Speech के विषय में कुछ आवश्यक निर्देश—

1. Reported speech को सदा Inverted Comma (" ") के मध्य लिखा जाता है ।
2. Reported speech के पहले शब्द का पहला अक्षर सदा capital letter में लिखा जाता है ।
3. वाक्य को Indirect speech में बदलते समय reported speech से पहले वाक्य की भावना के अनुसार conjunction का प्रयोग होता है ।
4. Indirect speech में Reporting verb को Reported speech के भावों के अनुसार परिवर्तन कर दिया जाता है । परन्तु Reporting verb के Tense को नहीं बदला जाता ।
5. यदि Reporting verb Past Tense में हो तो Reported speech के verb को बदल दिया जाता है ।
6. Reported speech को पूर्व Capital letter के small letter में लिखा जाता है ।
7. निकटता प्रकट करने वाले शब्दों जैसे how, today आदि को भी दूरी में बदल दिया जाता है ।
8. Reported speech के I, We, You आदि को भी बदल दिया जाता है । जैसे—

Direct He said, "I am very busy now."

Indirect He said that he was very busy then.

Note – यदि Reporting verb, Present Tense या Future Tense में हो तो Reported speech के text में कोई परिवर्तन नहीं होता है—

Direct	He says, "He plays cricket."
Indirect	He says that he plays cricket.
Direct	The teacher will say, "He was never late."
	The teacher will say that he was never late.

Change of Pronouns

Nominative pronouns	Possessive pronouns	Objective pronouns	Reflexive pronouns
I	My	Me	Myself
We	Our	Us	Ourselves
You	Your	You	Yourselves
He	His	Him	Himself
She	Her	Her	Herself
They	Their	Them	Themselves

नोट – यदि हम प्रत्येक column के pronoun के एक परिवार के सदस्य मान लें तो प्रथम परिवार के सदस्य ही एक दूसरे का स्थान ग्रहण कर सकते हैं, किसी दूसरे परिवार के सदस्य का नहीं ।

pronoun को S, O, N, के नियमानुसार बदला जाता है ।

Subject (S)	Object (O)	No Change (N)
S	O	No
1	2	3
First person	Second person	Third person

Note : First person (I, my, me, we, our, us)

Rule No. 1 – Reported speech में आये First person के pronouns के Reporting verb के subject के अनुसार बदला जाता है । जैसे—

Direct	He says, "I am right."
Indirect	He says that he is right.

2. Second person (you, your, you)

Rule 2. – Reported speech में आये Second person के pronouns के Reporting verb के object के अनुसार बदला जाता है । जैसे—

Direct You say to him, "You have done your duty ."

Indirect You tell him that he has done his duty.

Rule No. 3 – Reported speech में आये third person के pronouns को नहीं बदला जाता है । जैसे—

Direct He says, "He does not take tea ."

Indirect He says that he does not take tea.

Direct Everybody says, "They have told a lie."

Indirect Everybody says that they have told a lie.

Change of Tense

Rule No. 4 –

1. Present Tense into corresponding Past Tense.
2. Past Indefinite Tense into Past Perfect Tense.
3. Past Continuous Tense into Past Perfect Continuous Tense.

As—

1. He said, "He goes to school daily."

He said that he went to school daily.

2. He said, "He went to school daily."

He said that he had gone to school daily.

3. He said, "He was going to school daily."

He said that he had been going to school daily.

Exception (अपवाद)—There are exceptions. These are as under.

Rule No. 5 – यदि Reported speech में Universal Truth या Habitual Fact और Historical Truth हो तो उस अवस्था में Truth में कोई परिवर्तन नहीं होता । जैसे—

1. He said, "Man is mortal."

He said that man is mortal. (Universal Truth)

2. He said to me, "I write with my left hand."

He told me that he writes with his left hand.

(Habitual Truth)

3. The teacher said, " The first battle of Panipat was fought in 1526 A.D.

The teacher said that the first battle of Panipat was fought in 1526 A.D.

(Historical Truth)

3. यदि Reporting speech में एक ही समय विभिन्न दो Actions का उल्लेख हो तो उनके Tense में कोई परिवर्तन नहीं होता है। जैसे—

He said, "My brother was reading a novel while I was writing a letter."

He said that his brother was reading a novel while he was writing a letter."

5. यदि Reported speech में had or V3 हो, To infinitive, would, must, should, could, ought, might आदि हो तो इन को बदला नहीं जाता। जैसे—

He said to me, "You should obey your parents."

He told me that I should obey my parents.

Miscellaneous Changes

हम देखते हैं कि हम Indirect speech में उन घटनाओं का वर्णन करते हैं जो Time of Reporting से पूर्व और Place of Reporting से कहीं दूर हुई थी, अतः Time और place में समीपता प्राप्त करने वाले शब्दों को दूरी प्रकट करने वाले शब्दों में बदल दिया जाता है। जैसे—

Here	There
How	Then
This	That
These	Those
Today	That day
To night	That night
Yesterday	The previous day
Tomorrow	The next day
Last Night	The previous night
Last week	The previous week
Next week	The following week
Hence	Thence
Hither	Thither
Time	So
Come	Go
Ago	Before

- नोट— 1. Come को go में उस समय बदला जाता है जब इसके बाद समीपता प्रकट करने वाला कोई शब्द हो ।
2. यदि This, here और now किसी ऐसी वस्तु, स्थान और समय की ओर संकेत करे जो कहते समय कहने वाले के सामने हो तो Indirect narration में उनसे कोई परिवर्तन नहीं किया जाता है । जैसे—

He said, "Sheela come here."

He said that Sheela had gone there.

The stranger said, "Here I spent for two hours."

The stranger said that here he had spent for two hours.

Direct Speech का indirect speech बनाते समय सामान्यतः ऊपर दिये गये बाई ओर के शब्दों को दाहिनी ओर के शब्दों में रूपांतरित किया जाता है, फिर भी उक्त शब्द बदलते समय समग्र अर्थ की ओर ध्यान देना जरूरी है, रटे हुए तरीके से उक्त शब्द को बदला गया तो कभी गलत अर्थ भी व्यक्ति हो सकता है, उदाहरण देखें—

He said to me yesterday, "I will return your book tomorrow."

He told me (yesterday) that he would return my book today.

Tomorrow का रूपांतरण सामान्यतः the next day में होता है, लेकिन यहाँ जो परिस्थिति है, उसके अनुसार tomorrow का रूपांतरण today में हुआ है ।

He says, "I am busy now."

He says that he is busy now.

यहाँ बोलने वाले ने वाक्य का वर्तमान काल में ही कथन किया है, इसलिए now का then नहीं हुआ ।

1. Simple Sentences

Rule No. 1—

1. यदि Reporting verb के पश्चात् कोई object न हो तो इसमें कोई भी परिवर्तन नहीं होता ।
2. यदि Reporting verb के स्थान कोई object हो तो say को tell, says, said को told में बदल देते हैं ।

आवश्यकतानुसार said to के स्थान पर replied, informed, added, stated, assorted, assured, remarked, reminded, pleaded, reported, complained आदि का प्रयोग भी कर सकते हैं ।

Rule No. 2-

Inverted commas को हटाकर conjunction that का प्रयोग होता है ।

नोट- Reported speech के pronouns और verbs के Tense पूर्ववर्णित किया जाता है । जैसे-

1. He said to me, "I cannot help you in this matter."
He told me that he could not help me in that matter.
2. He said, "I am the master in my house."
He assured that he was the master in his house.
3. The culprit said, "I am innocent."
The culprit pleaded that he was innocent.
4. He said, "My brother's marriage comes off next month."
He said that his brother's marriage would come off the following month.

Practice Exercise No. 1

1. The student said to the teacher, "I am late because my brother is ill."
2. He said to me, "If you don't take the medicine, you will not get well."
3. She said, "I did this work yesterday."
4. He said to me, "I shall leave this house as soon as I can."
5. Mohan said to me, "I have heard of your distress and am ready to help you."
6. The teacher said to the student, "We should remain quite happy in life."
7. My brother said to me, "The second battle of Panipat was fought in 1556 A.D."
8. He said to me, "My mother arrived here yesterday but will go back tomorrow."
9. She said to me, "I shall be thankful if you help me now."

10. He said to his mother, "I am ill and I, therefore, cannot go to school today."

2. Interrogative Sentences

1. Reported verb said to, asked, inquired of and demanded of में बदले जाते हैं ।

2. इन वाक्यों में conjunction that का प्रयोग नहीं होता है ।

3. यदि वाक्य किसी is, am, are, was, were, do, does, did, has, have, had, will, would, shall, should, can, could, may, might, must आदि से आरम्भ हो तो (" " inverted commas) को हटाने के लिए if or whether का प्रयोग किया जाता है ।

4. परन्तु इसके विपरीत यदि प्रश्न वाचक वाक्य या question mark—who, whose, what, why, how, whom, when, where, when आदि से आरम्भ हो तो किसी भी conjunction को नहीं लगाते हैं ।

5. Sir or Madam को respectfully में बदल दिया जाता है और interrogative sentence को simple sentence में बदल दिया जाता है । इसके अतिरिक्त सभी साधारण नियमों के अनुसार आवश्यक परिवर्तन कर दिया जाता है । जैसे—

1. He said to her, "Do you like my idea?"

He asked her if she liked his idea.

2. I said to Ram, Did you meet my brother on your way to school?"

I asked Ram if he had met my brother on his way to school.

3. The teacher said to Sheela, "Did you break the window pane? No, Sir, said Sheela."

The teacher asked Sheela if she had broken the window pane, Sheela replied respectfully that she had not.

4. He said to me, "Who teaches you English."

He asked me who taught me English."

5. Krishna said to her sister, "How did you fare in the interview?"

Krishna asked her sister how she had fared in the interview.

Practice Exercise No. II

1. My father said to me, "Do you know him?"
2. "Who are you and what do you want?" said to man to the stranger.
3. My father said to me, "How do you do?"
4. The teacher said to the students, "Have you ever been to Delhi?"
5. My father said to me, "Who taught you English last year?"
6. My friend said to me, "Did you go to the movie yesterday?"
7. The teacher said to the student. "Did you wish to become a Doctor or Engineer?"
8. I said to him, "Which place did you visit yesterday?"
9. He said to me, "What brings you here?"
10. Krishna said to her father, "What is wrong with you? Shall I bring you some medicine?"

III. Imperative Sentences

Use of some common verbs.

1. For command – Use order, tell, bid, request etc.
2. For Request – Use ask, desire etc.
3. For Entreaty (Earnest request) – Use beseech etc.
4. For Prohibition – Use forbid etc.
5. For Precept (Advice) – Use Advise, Urge, Exhort etc.

Remember the following–

1. To is used after Reported verbs.
2. Tense is not changed.
3. The imperative mood is changed into infinitive.
4. Negative imperative की अवस्था में do को हटाकर not प्रयोग किया जाता है ।
5. Negative sentences में जहाँ पर Asked का प्रयोग हो तो Do not को not to और never को never to में बदल दिया जाता है जैसे–

1. The teacher said to the student, "Stand up on the bench."
The teacher ordered the student to stand up on the bench.
2. My father said to me, "Do not tell a lie."
My father advised me not to tell a lie.
3. Sunita said to her teacher, "Please grant me leave for today only."
Sunita requested her teacher to grant her leave for that day only.
4. The mali said to the children, "Do not pluck the flowers."
The mali forbade the children not to pluck the flowers.

यदि let सुझाव (proposal) को व्यक्त करें तो Reporting verb - said to को proposed to या suggested to में बदल दिया जाता है । Let के स्थान पर should का प्रयोग होता है जैसे—

1. He said to me, "Let us go to there for a picnic."
He proposed to me that we should go there for a picnic.
2. I said, "Let the worst come to worst."
I expressed my determination that I was not afraid even the worst come to worst.
3. My father said to me, "What a naughty boy you are?"
My father expressed his views that I was a naughty boy.

यदि let allow या (persuade) के भाव को व्यक्त करें तो said to को ordered या requested में बदल देते हैं और inverted commas के स्थान पर to का प्रयोग किया जाता है । जैसे—

The officer said to the peon, " Let the boys come in."
The officer ordered the peon to let the boys come in.

यदि let condition या supposition के भाव को व्यक्त करता है तो said to को told में बदलकर might का प्रयोग होता है और inverted commas के स्थान पर that लगा देते हैं । जैसे—

He said to me, "Let him work hard even then he cannot win a scholarship."
He told me that I might work hard even then I could not win a scholarship.

Practice Exercise No. IV

1. He said to his servants, "Go away at once." (Ordered)
2. He said to his friend, "Please send me your book." (Requested)
3. He said to his master, "Pardon me, Sir," (Begged)
4. He said to the student, "Do not sit here." (Forbade)
5. He said to her friend, "Word steadily." (Advised)
6. he said to me, "Please lend me a rupee." (Requested)
7. He said to me, "Let us revise the lesson." (Proposed)
8. He said to her friend, " Let me go home now."
(Might be allowed)
9. He said to them, "Let us call lops and decide to issue."
(Suggested/Proposed)
10. The general said to the soldiers, "March forward and attack the toe."
(Commanded)

VI. Exclamatory Sentences

इन वाक्यों में Reporting Verb को निम्नलिखित विधि से बदलें ।

1. said = exclaimed with sorrow (Alas! Ah की अवस्था में)
2. said = exclaimed with joy (Hurrah, Asho! Ha! की अवस्था में)
3. said = exclaimed with request (Sorry! की अवस्था में)
4. said = exclaimed with surprise (Oh! What! की अवस्था में)
5. said = exclaimed with contempt (Pooh! Prhaw की अवस्था में)
6. said = exclaimed with applaud saying (Bravo! hear की अवस्था में)

What और How को हटाकर very या great लगायें ।

Inverted commas के स्थान पर that लगाया जाता है ।

Tense of verb, Pronouns आदि के नियमानुसार बदले ।

Exclamatory sentence को simple sentence में बदल दिया जाता है ।

V. Optative Sentences (इच्छासूचक वाक्य)

Optative sentences में Reporting verbs को निम्नलिखित विधि से बदला जाता है—

Note –

1. said or said to = wished (Good morning, good noon, good afternoon, good evening की अवस्था में)
2. Inverted Commas को हटाने के लिए conjunction नहीं लगाया जाता है ।

said or said to = bade (good night, good day, far well की अवस्था में)

wished or bade के आगे अभिवादन वाला शब्द लगता है ।

Examples –

1. He said to me, "Good morning, Sir!"
He respectfully wished me good morning.
2. He said, "Good bye, friends!"
He bade his friends goodbye.
3. Note – Would that or O that or O for की अवस्था में reporting verb said to को wished में बदला जाता है । जैसे –
He said to me, "Would that you were here at that time."
He wished that I had been there at that time.
4. Note – May or May God की अवस्था में reporting verbs said to = prayed में बदला जाता है और conjunction that on का प्रयोग भी होता है ।
He said to me, "May you live long."
He prayed that I might live long.
5. Note – I..... were! की अवस्था में said को wished में, were को would में बदलकर wished conjunction that का प्रयोग करो । जैसे –
He said, "If I were a king."
He wished that he would be a king.

Practice Exercise No. V

1. He said to me, "May! You live long." (wishes)
2. He said to me, "Good morning! How are you?" (wished)
3. He said, "May God pardon this sinner!" (Prayed)

4. He said, "Good night dad!"
5. She said to her husband, "Goodbye! How painful is to part from you!"
6. People said, "Long live Sh. Rajiv Gandhi."
7. The poor man said, "O that I were rich!"
8. He said to me, "May you live as long as there is fragrance in the flowers."
9. The boy said, "If I were magistrate."
10. The blind man said, "If I had eyesight to enjoy the charm of sight!"

VI. Typical Sentences of Narration

1. She said to us, "Let us have some music."
She proposed to us that she should had some music.
2. He said, "let me have some tea."
He asked that he might have some tea.
3. He said to the teacher, "Let me go home."
He requested the teacher to let him go home.
4. Mohan said to his friend, "If you cannot come today, you may come tomorrow."
Mohan told his friend that if he could not come that day, he might come next day.
5. He said, "My marriage comes off next Monday."
He said that his marriage would come off next Monday.
6. Prime Minister said, "Ladies and gentleman, let us all do our duty for welfare of our motherland."
Addressing the audience, the Prime Minister said that they should do their duty for the welfare of the motherland.
7. "Rama, Forgive me, sir, "All right" said I."
Rama requested me to forgive him and I agreed to his request.
8. He said, "Look out! There is a snake behind you."
He warned him that there was a snake behind him.
9. He said to me, "Thank you, for this useful advice."
He thanked me for that useful advice.

10. My friend said to me, "Beware of Pickpockets."
My friend warned me against Pickpockets.
 11. He said, "Wonderful."
He exclaimed that it was a wonderful.
 12. He said, "What luck."
He exclaimed with sorrow that he was unfortunate.
- or
- He said remorsefully what his luck was.
 13. He said, "Goodbye! What a calamity?"
He cried out with sorrow it was a great calamity.
 14. He said, "Could I but win the prize?"
He expressed wish that it he could but win that prize.
 15. He said, "God knows that I am an honest."
He called sworly God to witness that he was honest.
 16. He said, "Oh! that I could see my mother."
He wished that he could see this mother.
 17. The stranger said to me, "Time please."
The stranger requested me to tell him time.
 18. The villagers said, "A thief! a thief, capture the thief."
The villagers loudly called out to the people to capture the thief.
 19. He said, "By Heaven, I am innocent."
He swore his God that he was innocent.
 20. The teacher said to the boy, "Look this is your fault."
The teacher invited the attention of the boy and told him what was his mistake.
 21. "Cursed the cruel villain", said she.
She cursed him for a cruel villain.
 22. The superintendent said to the clerk, "I shall dismiss you if you are late again."
The superintendent warned the clerk that he would dismiss him if he was late again.
 23. My father said to me, "Beware of Pickpockets."
My father warned me against pickpockets.

24. My friend said to me, "Do not put off till tomorrow, what you can do today."
My friend told me not to put off till the day what I could do that day.
25. My friend said to my father, "let me do this work."
My friend proposed my father that he might be allowed to do that work.
26. She said to her friend, "Our examination comes off next month."
She told her friend that their examination would come off the following month.
27. My uncle said to me, "If you go to Delhi, I shall bring a book for you."
My uncle told me that if I went to Delhi, he would bring a book for me.
28. He said, "My Lord! I swear before heaven that I have not committed crime."
Addressing the owner, he swore by God that he had not committed crime.
29. He said, "By Heaven! I had not stolen your book."
He swore that he had not stolen his book.
30. He said, "No I shall not help him."
He did not agree to help him.
- or
- He refused to help him.
31. The teacher said to me, "I hope you get through the examination?"
The teacher hoped me that he gets through the examination.
32. Mohan said to me, "Cheer up friend ! Do not loose heart, every dark cloud has a silver lining."
Mohan encouraged and advised me not to loose heart and reminding that every black cloud has a silver lining.
33. He said, "Hello! Are you here?"
He was surprised to see him there.

34. He said, "Can you help me, friend? The friend said, "No."
He asked his friend if he could help him. The friend replied that he could not.
35. I said to him, "How do you do? Do you want money?"
I asked him how he did and whether he wanted money.
36. "So help me Heaven!" He cried, "I will never steal again."
By God he resolved that he would never steal again.
37. He examined, "Let things will be done, O God."
He expressed a wish that the will of God will be prevailed.
38. The teacher said, "Look here boys, only diligent persons succeed in life."
The teacher invited the attention of the boys to the fact that only diligent persons succeed in life.
39. The accused said, "Sir, I am innocent."
The accused pleaded that he is innocent.
40. "Please do not go on a hunger strike, Sir", She said, "against airline."
She respectfully said that I should not go on a hunger strike against their airline.
41. He said, "I did not call him names."
He denied that he has called him names.
42. "Are you on a diet?" The hostess asked me "No", I said, I am just trying to follow Gandhiji."
The hostess asked me if I was on a diet. I replied that I had no such intention and that I was just trying to follow Gandhiji.
43. He said to himself, "Children have no manners but at least they are honest, they never pretend."
He told himself that children had no manners but consoled himself with the thought that they were at least honest and never pretended.
44. She screamed, "Let us go to your poor father."
Worried about our poor father, she uttered that we should go to him.
45. "They have the cards", he continued "but know nothing of the play."

He continued saying that they had the cards but know nothing of the play.

46. "Do not you see wretch. I am in the middle of my fan"?
Delinquent Chacha scolded.

Delinquent Chacha scolded him by calling him a wretch. He asked him if he did not see he was in the middle of his fan.

47. My father said to me, "I am afraid, you will miss the bus."
My father was afraid lest I would miss the bus.

48. The teacher said to the boy, "If you make such a mistake again I will punish you."

The teacher continued to punish the boy if he made such a mistake again.

49. He said to his friend, "Welcome."
He welcomed his friend.

Practice Exercise No. VI

1. He said to the old man, "Can you tell me the way to the nearest temple?"
2. The old man said to the children, "Do not insult me?"
3. "Why did you not leave the books with the monitor?" said the teacher to the boys.
4. He said to his friend, "Please, lend me your book."
5. He said to me, "Where did you go for your holidays?"
6. The teacher said to the students, "keep quiet and do not disturb me."
7. Shopkeeper said to me, "Sir, Can I help you now?"
8. The policeman said to me, "You have crossed the red light and I will challan you for this violation."
9. The master said to the servant, "Why are you bent upon spoiling my clothes today?"
10. He said to me, "Where do you live?"

3. Models OR Helping Verbs

Models, Helping Verbs, Auxiliary Verbs वे होते हैं जो Verb के साथ मिलकर वाक्य बनाने में सहायता करते हैं। Models दो प्रकार के होते हैं—

1. Primary Models—

- (i) Be = be, is, are, am, was, were, been, being etc.
- (ii) Do = Do, does, doing, done, did etc.
- (iii) Have = have, has, having, had etc.

2. Auxiliaries Models—

Will, shall, would, can, could, might, may, must, should, ought, dare, does not, used to, need, need not etc.

Main features of Models

1. ये काल्पनिक action जैसे ability, power, permission, request, possibility, willingness आदि में व्यक्त करते हैं। जैसे—
 1. May I come in sir? (Permission)
 2. It may rain in the evening. (Possibility)
2. ये सदा main verb के साथ प्रयोग होते हैं न कि अकेले में।
3. इन पर subject के number, gender, person का कोई प्रभाव नहीं पड़ता है। परन्तु primary helping verb कर्त्ता के वचन और प्रभाव के अनुसार रूप बदल लेते हैं।
4. इनके साथ verb की first form का ही प्रयोग होता है परन्तु used और ought के साथ to infinitive का प्रयोग होता है।

Uses of Models

1. Shall—

- (1) यह first person के subjects (I और we) के साथ future indefinite tense को व्यक्त करता है जैसे—

I shall see him tomorrow.
We shall serve you tea tomorrow.
- (2) First person के साथ question में दूसरे की इच्छा जानने के लिए इसका प्रयोग किया जाता है। जैसे—

Shall I fetch a doctor?

- (3) Second और third person के subjects (you, he, she, it, they) के साथ command, promise और threat को व्यक्त करता है। जैसे—

I say you shall do it. (Command)

You shall get a car if you stand first. (Promise)

He shall be punished for his misbehavior. (Threat)

2. Will—

- (1) Second person and third person के subjects (you, he, she, it, they) के साथ simple future tense व्यक्त करता है जैसे—

He will leave for Delhi tomorrow.

- (2) First person के subject के साथ certainty, promise और willingness व्यक्त करता है जैसे—

I will see the picture next week. (Certainty)

I will give him a warm reception. (Promise)

I will help you in this matter. (Willingness)

- (3) First person के subjects के साथ threat या determination दर्शाता है जैसे—

I will teach you a lesson. (Threat)

I will find out the truth all costs. (Determination)

3. Should—

- (1) Past में Future को प्रकट करता है जैसे—

He said that you should report for duty on Friday.

- (2) Duty या obligation दर्शाता है जैसे—

You should help the poor. (Duty)

You should keep your promise. (Obligation)

- (3) Advice or suggestion को व्यक्त करता है जैसे—

We should obey our elders. (Advice)

You should work hard to pass the examination.

- (4) Lest के आगे उद्देश्य प्रकट करता है जैसे—

Walk slowly lest you should fall. (Caution)

You should work hard to pass the examination.

(Suggestion)

- (5) Supposition कल्पना को व्यक्त करने के लिए जैसे—
Should you go to the market to bring a pen for me.

4. Would—

- (1) Indirect speech में future tense को past में व्यक्त करता है जैसे—
The teacher said that he would punish the naughty students.
- (2) Past habit को व्यक्त करता है जैसे—
He would go out for a walk after dinner.
- (3) Polite, request को व्यक्त करता है जैसे—
Would you take a cup of tea?
- (4) Unreal condition को व्यक्त करता है जैसे—
Would that I were rich!

Practice Exercise No. I

1. Insert shall or will whichever is correct—
- (1) Nobody.....touch it without my permission. (shall)
- (2) I learn English and nobody stop me. (will, shall)
- (3) None of you leave the house till it is tidy. (shall)
- (4) I help you as for as possible. (will)
- (5) We fight to the last. (will)
2. Insert should or would whichever is correct—
- (1) you come across him bring. him home? (should)
- (2) If I were you, Inot behave like that. (would)
- (3) He asked me what I do than. (should)
- (4) You..... run fast, you will catch the train. (should)
- (5) No one knew whether he come or not (would)
- 5. Can—** Preable to या know how to को प्रकट करता है
- (1) Power और ability को व्यक्त करता है जैसे—
He can helpyou if he likes.
I can speak English fluently.

- (2) Possibility व्यक्त करता है जैसे –
Anyone can learn English.
- (3) Permission देने के लिए इसका प्रयोग होता है जैसे –
You can sit here.
- (4) Nature (स्वभाव) को भी दर्शाता है जैसे –
He can tell lies.

6. Could–

- (1) Past tense में power को व्यक्त करता है जैसे –
The teacher asked me if I could prepare a chart.
- (2) Past tense में ability को व्यक्त करता है जैसे –
He could sing well when he was child.
- (3) Past tense में possibility को व्यक्त करता है जैसे –
If he had money, he could buy a car.

7. May–

- (1) Permission लेने या देने की अवस्था में जैसे –
May I come in, sir?
- (2) Possibility व्यक्त करने के लिए जैसे –
The news may be false.
- (3) Purpose को व्यक्त करने के लिए जैसे –
We eat so that we may live.
- (4) Wish or prayer को प्रकट करने के लिए जैसे –
May you live long!
May God bless you with a son!

5. Might का प्रयोग किया जाता है –

- (1) Past Tense में purpose को व्यक्त करने के लिए जैसे –
He worked hard so that he might pass.
- (2) Remote possibility (भविष्य की संदेहात्मक सम्भावना) को व्यक्त करने के लिए जैसे –
He has not promised but he might come.
- (3) Past Tense में possibility अथवा permission को व्यक्त करने के लिए जैसे –
The captain said that we might play a match.

(Permission)

The tortoise said that he might win the race.

(Possibility)

Note : – Might is used in a sentence when more politeness is shown. As–

Might I use your pen?

Might I make a suggestion?

Practice Exercise No. II

1. Insert can or may whichever is correct.
 - (1) He help you if he likes. (can)
 - (2) Death come any time (can)
 - (3) He works hard so that he get good marks. (can)
 - (4) I not help you in this matter. (can)
 - (5) The teacher not grant me leave. (may)
2. Insert could or might whichever is correct.
 - (1) I thought he be at home. (might)
 - (2) My sister not go yesterday since she was too busy. (could)
 - (3) The father hoped that his son improve (might)
 - (4) He tried to cross the river but he not. (could)
 - (5) The doctor said that I take rice. (could)
9. **Must** का प्रयोग किया जाता है—
 - (1) Necessary or obligation को व्यक्त करने के लिए जैसे—
You must run fast to catch the train. (necessity)
We must pay our debts. (obligation)
 - (2) Completion को व्यक्त करने के लिए जैसे—
You must follow the rules of the road.
 - (3) Emphatic Advice (जोरदार शिक्षा) को व्यक्त करने के लिए जैसे—
You must tell the truth.
10. **Ought to** का प्रयोग किया जाता है—
Moral duty or Social binding को व्यक्त करने के लिए जैसे—
You ought to serve with a smile.

11. **Need** का प्रयोग necessity के अभाव को व्यक्त करने के लिए negative and interrogative वाक्यों में किया जाता है जैसे—

You need not stay here.

Need he go there?

12. **Dare** का अर्थ होता है to venture (साहस करना) इसका प्रयोग negative and interrogative वाक्यों में किया जाता है जैसे—

He dare not oppose me.

How dare you say so?

13. **Used to** भूतकाल की आदत को व्यक्त करता है जैसे—

He used to go to library daily.

Practice Exercise No. III

1.they like your proposal. (what, did, had)
2. Youwasting your precious time. (are, do, have)
3. Why you broken my slate. (are, do, have)
4. The boys not make mischief. (did, were, had)
5. The parientdied before the doctor came.
(was, have, had)
6. you go to school daily? (is, do, did)
7. she always help you? (is, does, have)
8. he not take the test yesterday? (was, had, did)
9. Hewriting a novel these days. (is, was, were)
10. If heworked hard, he would have passed.
(had, was, were)

4. Determiners or Fixing Words

Determiners वे शब्द होते हैं जोकि संज्ञा की व्याख्या करते हैं और उससे पहले आते हैं। जैसे—

1. He wants to be a professor.
2. This apple is rotten.

उपरोक्त वाक्यों में he, a, this ऐसे शब्द हैं जो यह संकेत करते हैं कि किसी noun का प्रयोग हुआ है। क्योंकि ये noun की स्थिति को स्थिर करते हैं। अतः इन्हें Determiners या Fixing Words के नाम से पुकारा जाता है।

1. Article Determiners—

1. Indefinite Article—A, an
2. Definite Article—The

A का प्रयोग उस single or noun (चाहे वह vowel से या consonant से हो) से पूर्व किया जाता है जिसका आरम्भ किसी consonant की ध्वनि से किया जाता है जैसे—

1. A book, a cow, a girl, a B.A.
2. A useful book, a European girl, a unique Building
3. A one eyed man, a one rupee note.

An का प्रयोग उस singular noun से पूर्व किया जाता है जिसका आरम्भ vowel i.e. a, e, i, o, u की ध्वनि से होता है जैसे—

1. An apple, an ox, an umbrella, an inkpot, an egg.
2. An honest man, an hour, an hair, an historical building
3. An S.D.O., an M.P., an M.A.

The का प्रयोग किसी व्यक्ति या विशेषता देने के लिए किया जाता है जैसे—

1. The man who came here yesterday is my elder brother.
2. He lost the book I gave him yesterday.
3. The mangoes in our garden are very sweet.
4. Bring me the pen lying on the table.
5. I like the apples of Kashmir.

This is used before common noun in plural. But it is used in particular sense. As—

1. Students should work hard.

2. The students of his class are hardworking.

But The is omitted before the name of meals when they are asked as part of daily routine. As—

1. I take breakfast at 5 o'clock.

2. Demonstrative Determiners—

This, that, these, those

ये determiners adjectives हैं और noun से पूर्व प्रयुक्त होकर उनके द्वारा निर्दिष्ट objects की ओर संकेत करते हैं ।

This or that का प्रयोग Singular noun के साथ जबकि these और those का प्रयोग plural noun के साथ होता है ।

This or these निकटवर्ती वस्तुओं परन्तु that और those दूरवर्ती वस्तुओं को प्रकट करते हैं जैसे—

1. This purse is mine.

That purse is here.

2. These books are ours.

Those books are yours.

3. Possessive Determiners—

My, our, your, his, he, its, their, one's

ये possessive case के pronoun हैं । ये singular और plural से पूर्व प्रयुक्त होकर उनके संबंध का बोध कराते हैं जैसे—

My father, our school, your brother, his books, her purse, its tail, their houses, one's duty.

4. Numeral Determiners—

ये Numeral adjectives हैं जोकि तीन प्रकार के होते हैं ।

1. Definite Numeral—

One, two, three, first, second, third both etc. इनसे निश्चित संख्या का ज्ञान होता है जैसे—

He has two sons.

Both Mohan and Sohan are absent today.

2. Indefinite Numeral—

Some, many, few, all, several आदि । ये अनिश्चित संख्या का बोध प्रदान करते हैं जैसे—

Some – हिन्दी में इसका भाव है—कुछ या कोई । some के बाद singular noun या plural noun का प्रयोग होता है ।

countable noun के साथ इसका भाव a few या a small number होता है। इसका प्रयोग simple and interrogative sentences में होता है। जैसे—

There are some books on table.

Many – हिन्दी में many का अर्थ है –बहुत। Many के साथ common noun plural number का प्रयोग होता है। Countable noun के साथ इसका भाव great number होता है जैसे—

Many boys are absent today.

Many a – हिन्दी में इसका भाव है बहुत से। परन्तु यह countable noun singular number के साथ लगाया जाता है। जैसे—

Many a student has failed.

Few – (Negative adjective) Not many इसका भाव है एक छोटी संख्या जैसे –

I have read few books (मैंने बहुत कम पुस्तकें पढ़ी हैं)

A Few – (Simple adjective, some, some at least) – इसका भाव है कुछ जैसे—

I have read a few books. (मैंने कुछ पुस्तकें पढ़ी हैं)

The Few – इसका भाव सभी संख्या से है चाहे वह संख्या छोटी ही हो जैसे—

I have read the few books I have. अर्थात् जितनी पुस्तकें मेरे पास हैं सबको मैंने पढ़ा है। यद्यपि इनकी संख्या कम है। इसका प्रयोग simple और negative sentences में किया जाता है।

All – का भाव है सब। इसके आगे plural noun का प्रयोग होता है जैसे—

He gave me all the mangoes.

Several – कुछ एक। जिसका भाव है एक छोटी संख्या। जैसे—
This matter will take several months.

(3) **Distributive Numerals—**

ये distributive adjectives हैं। इनसे किसी वर्ग की वस्तु या व्यक्ति का बोध होता है।

Each – इसका प्रयोग निश्चित संख्या में से प्रत्येक के लिए किया जाता है जैसे—

Each boy plays a game.

Every – इसका भाव है सभी जैसे—

Every man dies.

Either – दोनों में से कोई भी जैसे—

Either book will do.

Neither – दोनों में से कोई भी नहीं जैसे—

Neither of the two statements is true.

5. **Quantitative measurable Determiners—**

Any, no, much, more, little आदि adjective of quantity हैं। इनसे वस्तु की मात्रा का बोध होता है।

Any – इसका भाव है –कुछ या कोई। इसका प्रयोग negative और interrogative sentences में किया जाता है। जैसे—

He has not solved any question (Negative sentence)

Have you any problem? (Interrogative sentence)

Note –

Not any – no

Never use no with any.

It is wrong to say that I bought no any apple.

We should, therefore, say that I have bought no apple.

Much – इसका भाव है –बहुत अर्थात् यह मात्रा को व्यक्त करता है जैसे—

There is much milk in the bottle.

More – इसका भाव है – और अधिक of greater quantity. As—

You have to put in more labour.

Less – इसका अर्थ है –अल्प मात्रा में in a small degree. As—

He devotes less time to his studies.

Little – इसका अर्थ है – not much = negative adjective. As–

There is little hope of his success.

A little – इसका भाव है – A small quantity = affirmative adjective. As–

A little knowledge is a dangerous thing.

The little – इसका अर्थ है – Not much but all that. It implies two statements one negative and other affirmative. As.

I have spent the little money I had.

Note : It means that I did not have much money and I spent all of it.

Practice Exercise

Fill in the blanks with suitable determiners–

1. People gazed at me as if I were cunning animal. (some, any, much)
2. They had to make expectation in my case. (a, an)
3. I left it alone for days. (little, a little, a few)
4. Not person should was going to know what my plans were. (a, an)
5. My assistant has been trained to handle kind of road engine. (any, some little)
6. The universities have to teach in the modern world. (many, more, much)
7. Let us be clear about natural objects. (our, ours, we)
8. Was these substance in these dreams? (some, any, little)
9. She took both hands in hand. (my, mine, me)
10. It is centre of universe. (as, an, the)

5. Subject –Verb Concord

or

Subject – Verb Agreement

1. **Definition** – A verb must agree with its subject in number and person. But it is often seen that the verb is made to agree in number with a noun near it instead of with its proper subject on account of "Error of Proximity". As–

The quality of the mangoes was not good.

Two or more singular noun or pronouns joined by and require a plural verb. As–

Gold and silver are precious metals.

Note : But if the nouns suggest one idea to the mind or refer to the some person or thing, the verb is singular. As–

The novelist and poet is dead.

2. Words joined to a singular subject by as well as with, together, addition to and not etc. are parenthetical. (प्रासंगिक, अप्रधान) The verb should, therefore, be used in the singular. As–

Hindi as well as Sanskrit was taught in this school.

Scooter in addition to some ornaments was stolen.

3. Two or more singular subjects connected by or nor require a singular verb. As–

Our happiness or our sorrow is largely due to our own actions. But when one of the subjects joined by or nor is plural. the verb must be plural and the plural subject should be placed nearest to the verb. As–

Neither the Chairman nor the Directors are present.

But what the subjects joined by or nor are different persons the verb agrees with the nearer as either he or I am mistake mistaken. As–

He is mistaken or else I am.

4. Either, neither, each, everyone, many, must be, followed by singular verb. As–

He aksed me whether either of the applicants was suitable.

5. Two noun qualified by each or every, even though connected by and require a singular verb. As–

Every boy and every girl was given a packet of sweets.

6. Some nouns which are plural in form, but singular in meaning, take a singular verb. As—

Mathematics is a difficult subject.

7. Means and pains take either in singular or plural verb but construction must be consistent. (अनुकूल) As—

All possible means have been tried.

The means employed by you is sufficient.

Note – In the sense of income, his word means always takes a plural verb; As—

His means are ample.

8. Some nouns which are singular in form but plural in meaning take a plural verb; As—

According to the present market rate twelve dozen cost one hundred rupees.

9. None though properly through singular generally takes a plural verb; As—

None are so deaf as those who will not hear.

10. A collective noun takes a singular when the collection is thought of as one whole, plural verb when the individuals of which it is composed are thought of; As—

The committee has issued its report.

The committee are divided on this issue.

11. When the plural noun is a proper name for some simple object or some collective unit it must be followed by a singular verb; As—

The U.S.A. has a big army.

12. When a plural noun shows some specific quantity or amount considered as a whole, the verb is generally singular: As—

One hundred paise is equal to one rupee.

13. When plural noun comes between a singular subject and its verb, the verb is often wrongly made to agree with the nearest plural noun instead of with the nearest singular noun with the real subject we should guard against the error and say; As—

Each of the boys was given a prize.

Practice Exercise No. I

In each of the following sentence supply a verb in agreement with its subject—

1. The boy _____ divided in the opinion. (is)
2. No news _____ good news. (is)
3. The cost of all these articles _____ risen. (has)
4. To take pay and then not to do work _____ dishonest. (is)
5. The accountant and the cashier _____ absconded. (have)
6. A good man and useful citizen _____ passed away. (has)
7. The famous juggler and conjurer (magician) _____ too unwell to perform. (is/was)
8. Each of suspected man _____ arrested. (is/was)
9. Bread and butter _____ whole some food. (is)
10. There _____ many objections to such a plan. (are)

Practice Exercise No. II

Fill in the blanks with the correct verb forms choosing these forms the alternative given in the brackets.

1. One of them _____ not known to him. (his, have)
2. Mathematics _____ my favourite subject. (is, are)
3. The U.S.A. _____ a rich country. (is, are)
4. The committee _____ decided to raise the subscription. (has, have)
5. The cost of all articles _____ risen. (has, have)
6. Not only he but also his children _____ gone to Delhi. (has, have)
7. A number of books _____ missing from the library. (is, are)
8. A variety of subjects _____ taught in this school. (was, were)
9. The teacher with his students _____ present there. (was, were)
10. The box with all its contents _____ missing. (is, are)

6. Non-Finites
OR
Infinite, Gerund and Participle

Definition–

The infinite gerund and participle are called non-finites which have no subject, no tense and accept no model.

Non-finite निम्नलिखित तीन प्रकार के होते हैं–

- (1) Infinite
- (2) Gerund
- (3) Participle

I- Infinite

Infinite वाक्य में noun adjective या adverb का कार्य करता है और verb की first form से पूर्व लगाने से बनता है। जैसे–

To play, to paint, to run, to go, to say etc.

Infinite निम्नलिखित दो प्रकार के होते हैं–

1. Simple infinite or noun infinite
2. Gerundial infinite

1. Simple Infinite

जिस infinite का प्रयोग noun की भाँति होता है। उसे simple Infinite या Noun Infinite कहते हैं। इसमें निम्नलिखित रूप में प्रयोग हो सकता है।

1. As a subject of a verb
To err is human.
2. An object of a verb
The brave do not fear to die.
3. As complement of a verb.
This house is to let.
4. An object of a preposition.
I had no choice but to obey him.
5. Case in opposition to a noun or a pronoun.
It is my habit to sing daily.

I. Gerundial Infinite

जिस infinite का प्रयोग adjective या verb की भाँति होता है उसे Gerundial Infinite कहते हैं। इसका निम्नलिखित रूप से प्रयोग होता है।

1. Modified a verb as
 - (i) He came to see me. (Purpose)
 - (ii) We eat to live. (Cause)

इन वाक्यों में infinite का प्रयोग purpose या cause प्रकट करता है ।

2. Qualifies a noun i.e. noun+infinite.
Please, give me some water to drink.
इसमें infinite द्वारा noun की विशेषता प्रकट होती है ।
3. Qualifies an objective i.e. adjective + infinite.
I am glad to hear of your success.
इसमें infinite द्वारा adjective की विशेषता प्रकट होती है ।
4. Qualifies a sentence; as
To be frank, I hate idlers.
इसमें infinite द्वारा वाक्यों की विशेषता प्रकट होती है । यह I have idles को qualify करता है । इसका मुख्य वाक्य से कोई संबंध नहीं होता ।

To infinite without 'to'

यद्यपि infinite का विशेष लक्षण to है तथापि निम्नलिखित अवस्थाओं में infinite बिना to के प्रयोग होता है जैसे—

1. After modal auxiliaries, as—
I can lift this box.
2. After the word like—near, feel, see, watch, let, make, please, help etc. I heard her song.
3. After 'but' जबकि but का अर्थ अतिरिक्त हो ।
He did nothing but talk.
4. After some expressions जैसे had better, rather than, had soon, would rather etc.
He has better stay at home.

Some other uses of the infinites

1. With 'Too' and 'Enough'
He is too honest to accept bribe.
He is old enough to choose his career.
2. To replace a Relative Clause
He gave me a book which I could read.

- He gave me a book to read.
3. यदि infinitive only के बाद आये तो यह निराशा (disappointment) व्यक्त करता है जैसे—
He went to the library to find it closed.
4. To combine sentences into one.
He is very old. He will not get this job.
He is too old to get this job.

Practice Exercise No. I

Complete the following sentences by using a suitable infinitive with the help of the verbs given in brackets.'

1. The patient is too weak _____ about. (walk)
2. _____ fault with other is not good. (find)
3. My habit is _____ daily. (ride)
4. He came to my house _____ me. (congratulate)
5. You need not _____ there. (go)
6. This water is not good _____. (drink)
7. He had no choice but me _____. (obey)
8. She refused _____ her mistress. (obey)
9. I heard her _____. (cry)
10. He saw me _____. (go)

Answers—

1. to walk, 2. to find, 3. to find, 4. to congratulate 5. to come,
6. to drink, 7. to obey, 8. to obey, 9. to cry, 10. to go.

II. Gerund

Gerund को verbal noun कहते हैं क्योंकि यह वाक्य में noun का कार्य करता है और verb की first form + ing लगाने से बनता है। जैसे—

going, reading, walking, smoking, drinking आदि।

Use of Gerund

1. As a subject
Walking is a good exercise.
2. As an object
He likes reading poetry.
3. As the object of preposition.
I am tired of waiting.

Note :

1. कुछ अवस्थाओं में Gerund को simple infinitive में और simple infinitive के Gerund में बदल सकते हैं । जैसे—
Smoking is not good for health. (Gerund)
To smoke is not good for health. (Simple Infinitive)
2. Possessive Pronoun (My, our, your, his, her, their Mohan's) के साथ केवल Gerund का प्रयोग होता है । जैसे—
I do not mind your leaving early.
3. Proposition के बाद केवल Gerund का प्रयोग होता है । जैसे—
He was punished for coming late.
4. As complement of a verb.
His deep pleasure is writing letters.
5. As case in opposition to the pronoun 'it'
It is no use weeping for the dead.

Practice Exercise No. II

Supply a Gerund or an infinite whichever is suitable using the verbs in brackets.

1. He does not want _____ with me. (stay)
2. I could not help _____. (laugh)
3. Do you want me _____ the work today? (finish)
4. She burst into tears on _____ the news. (hear)
5. She practices _____ daily. (dance)
6. He prefers _____ tea. (take)
7. I went _____ him at the station. (receive)
8. I hope _____ good marks this year. (get)
9. He avoids _____ girls. (meet)
10. I like my children _____ nice cloths. (get)

III. Participle

Participle को verbal adjective भी कहते हैं । क्योंकि यह verb से बनता है और वाक्य में adjective का काम करता है । यह तीन प्रकार का होता है ।

1. Present Participle

इससे कार्य का जारी रहना प्रकट होता है ।

- (i) Form – 1st form of verb+ing As reading, going etc.
- (ii) Use – इसका प्रयोग निम्नलिखित रूप से होता है ।

As a adjective— Barking dogs seldom bite.

As a subject complement — As- This book is interesting.

As an object complement— As- He left the tap running.

To combine sentences—As

The thief saw the policeman. He run away.

Seeing the poicemail, the thief ran away.

As a absolute phrase—As

It being a rainy day, we did not go out.

Note –

1. इसके प्रयोग से ऐसे noun या pronoun की विशेषता प्रकट की जाती है जिसका वाक्य के अन्य शब्दों से कोई संबंध नहीं होता । इस दशा में अपने से पहले प्रयुक्त noun or pronoun के साथ मिलकर यह एक phase बनाता है जिसको absolute or adjective phrase के नाम से पुकारा जाता है ।
2. Present participle द्वारा ऐसे दो वाक्यों को combine किया जाता है जिसके action में तीव्रता का आभास हो ।

2. Past Participle—

जो participle काम का समाप्त होना प्रकट करे उसे past participle कहते हैं । verb की first form + d, ed, t, en, n, ne आदि जैसे—

The tired traveller by under a tree. (Adjective)

3. Perfect Participle—

जो participle एक कार्य के बाद दूसरे कार्य शुरू होने का बोध कराये उसे perfect participle कहते हैं ।

Form Having + 3rd form of verb As—

Having finished, having been failed

Perfect participle द्वारा ऐसे दो वाक्यों को combine किया जाता है जिनके actions में तीव्रता न पाई जाये ।

I finished my work, I went out to play. As—

Having finished my work, I went out to play.

Practice Exercise No. III

Combine together the following pairs of sentences by using infinites—

1. He had not even a ten paise left with him. He could not buy a loaf of bread.

2. Every cricket team has a captain. He directs the other players.
3. You must part with your purse. On this condition only you can save your life.
4. The robber took out a knife. He intended to frighten the old man.
5. I speak the truth. I am not afraid of it.

Answer—

1. He had not even a ten paise left with him to buy a loaf of bread.
2. Every cricket team has a captain to direct the other players.
3. You must part with your purse to save your life.
4. The robber took out a knife to frighten the old man.
5. I am not afraid to speak the truth.

Practice Exercise No. IV

Combine together the following pairs of sentences by making use of participle.

1. We met a man. He was carrying a load of wood.
2. The stable door was open. The horse was stolen.
3. A passenger alighted from the train. He fell over a bag on the platform.
4. He had resolved on a certain course. He acted with vigour.
5. The letter was badly written. I had great difficulty in making out its contents.

Answer—

1. We met a man carrying a load of wood.
2. The stable door being open the horse was stolen.
3. Alighting or Having alighted from the train he fell over a bag on the platform.
4. Having resolved on a certain course, he acted with vigour.
5. The letter being badly written, I had great difficulty making out its contents.

7. Preposition

A preposition is word placed before a noun or pronoun to show its relation to some other word in a sentence. As–

I place my hand on the table.

Here if the word "on" is omitted there is no sense. The hand must be placed on the table or under the table or above the table. Until some preposition has been inserted the relation between the hand and the table is not known. As–

1. **In and Into** – In shows rest and into motion. As–
 - (1) The frog is in the well.
 - (2) The frog fell into the well.
2. **At and To** – At also shows rest and to motion. As–
 - (1) Students are at the roof.
 - (2) Students are going to the school.
3. **On and Upon** – On also shows rest and upon shows motion. As–
 - (1) The book is on the table.
 - (2) Rat is upon the table.
4. **On and Over** – On shows touching and over un-touching
 - (1) The turban is on my head.
 - (2) The sun is over my head.
5. **At and In** – At is used before a word that denotes as small place or a point of time, where as 'In' denotes larger places over a period of time. As–
 - (1) He lives at a village.
 - (2) He lives in Delhi.
6. **In and Within** – In shows at the end of given period and within denotes before the end of a given period. As–
 - (1) He will return in a week. (at the end of)
 - (2) He will return within a week. (before the end of)
7. **After and In** – After is used for past tense and in for future tense. As–
 - (1) He came after a week. (Past Tense)
 - (2) He will come in a week. (Future Tense)

8. **By and With** – By relates agent or doer and with instrument. As–
- (1) This book is written by me with a pen.
 - (2) This book is written with a pen.
9. **Since and for** – Since relates point of time and for period of time. As–
- (1) He has been working here since 2 P.M.
 - (2) He has been working here for many years.
10. **By and From** – They relates to point of time. As–
- (1) He must be back by four o'clock.
 - (2) He worked from sunrise to sunset.
11. **Before and For** – Before is used in negative and affirmative sentences alike to denote a point of future time. For is used in negative sentences to denote a period of future time. As–
- (1) I shall be there before six o'clock.
 - (2) I shall not be there before six o'clock.
 - (2) I shall not be there for an hour.
12. **Beside and Besides** – Beside means by the side of and besides means in addition to. As–
- (1) He is sitting beside the tree.
 - (2) He was present there besides me.
13. **At, in, on** – At denotes point of time whereas in denotes period of time and on a specific day.
- (1) He sang at 5 P.M.
 - (2) He stayed in Kashmir in March last.
 - (3) I saw him on Monday last.
14. **Till, To** – Till is used for time, To for place. As–
- (1) He slept till 10 o'clock.
 - (2) He walked to the end of the street.

Note –

- (1) रोकने और हटाने के अर्थों में सभी क्रियाओं (forbid को छोड़कर) के साथ from का प्रयोग होता है। जैसे–
Prevent from, chide from, hidden from, obstruct from, prohibit from etc.

- इसके अतिरिक्त बाज़ रहना या बाज़ रखना के अर्थों में भी । जैसे—
Abstain from, refrain from, desist from, discourage from etc.
2. प्रसिद्धि के अर्थों वाले शब्दों के बाद for आता है । जैसे—
Famous for, notorious for, renowned for, remarkable for.
 3. अभिमान एवं निश्चय के शब्दों के बाद प्रायः of आता है जैसे—
Proud of, vain of, ambitious of, sure of, certain of, boast of, envious of, confident of, greedy of etc.
 4. अभ्यास के अर्थों वाले शब्दों के पश्चात् to का प्रयोग होता है ।
जैसे—
Addicted to, accustomed to, used to, given to etc.
 5. हैरानी के अर्थों वाले शब्दों के पश्चात् प्रायः at का प्रयोग आता है
जैसे—
Astonished at, surprised at, amazed at, startled at, perplexed at, alarmed at, wondered at etc.
 6. वंचित होने के अर्थ वाले शब्दों के पश्चात् प्रायः of आता है । जैसे—
Deprived of, devoid of, destitute of etc.
 7. Generally prepositions are not used against the following words. As—
1. Resemble, 2. Resign, 3. Love, 4. Fear, 5. Investigate, 6. Pass, 7. Order, 8. Obey, 9. Inform, 10. Sign, 11. Combat (to fight, to struggle), 12. Bonefitted, 13. Perbades, 14. Reach, 15. Enter. As—

Practice Exercise No. I

1. He passed his B.A. _____ the age of twenty. (at)
2. The students are sitting _____ the benches. (on)
3. My brother is _____ the U.S.A. these days. (in)
4. I shall see him _____ the 10th of January. (on)

5. He came back India _____ 1980. (in)
6. He will be admitted to school _____ Monday. (on)
7. He is firm _____ his opinion. (in)
8. The car jumped _____ the table. (upon)
9. Come and sit _____ me. (besides or by)
10. I have three other coats _____ this. (besides)

Practice Exercise No. I

1. He caught me _____ the car. (by)
2. Krishna has been playing _____ morning. (since)
3. I paid the money _____ instalments. (by)
4. It has been raining _____ midnight. (since)
5. He reached there _____ train. (by)
6. Mohan will start work _____ the 15th June. (from)
7. He writes a letter _____ pen. (with)
8. Distribute these sweets _____ two brothers. (between)
9. He want to see the picture _____ his sister. (with)
10. The moon and the stars are shining _____ the earth. (over)

8. Sentence Connectors

OR

Sentence Linkers

OR

Synthesis

दो या दो से अधिक simple sentences को जोड़कर एक ही simple, compound or complex sentence बनाना synthesis कहलाता है। अतः synthesis is the opposite of analysis in new sentence – Simple, compound and complex.

I. Simple Sentences

And के प्रयोग द्वारा

Type I

Rule 1

यदि दो वाक्यों के subjects अलग-अलग हों परन्तु predicates समान हो तो subject को and जोड़कर predicate केवल एक ही बार प्रयोग किया जाता है जैसे—

Mohan cannot read English. Sohan cannot read English.

Mohan and Sohan cannot read English.

Rule 2

यदि दो वाक्यों के objects अलग-अलग हों तो दोनों objects को and से जोड़ दिया जाता है। जैसे—

He reads Hindi. He reads Sanskrit.

He reads Hindi and Sanskrit.

Rule 3

यदि दूसरे वाक्य में पहले वाक्य के किसी noun की विशेषता बताने वाला adjective आया हो तो adjective + noun द्वारा वाक्यों को मिला दो। जैसे—

I drink water. The water was cold.

I drink cold water.

Type II

Infinitive के प्रयोग द्वारा

यदि वाक्यों में infinitive के साथ उद्देश्य अनुमान, तर्क, निर्णय देखा हो। जैसे—

1. I shall meet you. I shall discuss the matter.
I shall meet you to discuss the matter.
2. He had no money. He could not pay up his debt.
He had no money to pay up his debt.
3. He has two daughters. He must get them married.
He has two daughters to get married.
4. I have some duties. I must perform them.
I have some duties to perform.

Gerund or preposition with noun के प्रयोग द्वारा

Rule – Also के स्थान पर besides, still के स्थान पर inspite of और otherwise के स्थान पर But for लगता है । जैसे—

1. He made a promise. He kept it also.
Besides making a promise, he kept it.
2. He is very rich. Still he is not happy.
Inspite of his being rich, he is not happy.

Participle के प्रयोग द्वारा

Rule 1. – यदि पहले वाक्य में is, am, are, was, were दे रखा हो तो उस स्थान पर being का प्रयोग किया जाता है । जैसे—

1. He is poor. He cannot pay his fees.
Being poor he cannot pay his fees.
2. It was a fine day. We went out for a picnic.
It being a fine day we went for a picnic.

Rule 2. – यदि दूसरे वाक्य में तीव्रता पाई जाए तो पहले वाक्य के subject को हटाकर उसके verb की 1st form+ing में बदल देते हैं । जैसे—

He saw a snake. He raised a hue and cry.
Seeing a snake he raised a hue and cry.

Rule 3. – यदि दूसरे action में तीव्रता न पाई जाए तो पहले वाक्य के subject को हटाकर Having+verb की 3rd form का प्रयोग होता है । जैसे—

He finished his work, he went to the market.
Having finished his work, he went to the market.

Rule 4. – यदि दोनों वाक्यों में subjects अलग-अलग हों और दूसरे action में तीव्रता भी न पाई जाये तो Active voice में Having+been+Verb की 3rd Form का प्रयोग होता है। जैसे—

1. The sun rose. The fog disappeared.
The sun having risen, the fog disappeared.
2. The letter was written. I went to bed.
The letter having been written, I went to bed.

Noun or phrase in apposition द्वारा

Rule 5. – यदि दूसरे वाक्य में पहले वाक्य के किसी noun की detail दे रखी हो तो एक वाक्य में subject और verb – is, are, am, was were को हटाकर noun की detail को एकत्रित कर दिया जाता है। जैसे—

Chandigarh is a flourishing city. It is the capital of both Punjab & Haryana.

Chandigarh the capital of Punjab & Haryana is a flourishing city.

Adverb or Adverb phrase के प्रयोग द्वारा

He can speak English. He is very fluent in his speech.

He can speak English fluently.

Practice Exercise I

1. Combine by using And

1. Ram attended the marriage. Sham attended the marriage.
Ram and Sham attended the marriage.
2. Mohan is helpful. He is generous.
Mohan is helpful and generous.

2. Combine by using Infinitives

1. He cannot afford a motorcar. He is too poor.
He is too poor to afford a motorcar.
Ram and Sham attended the marriage.
2. I speak the truth. I am not afraid of it.
I am not afraid to speak the truth.

3. Combine by using Gerunds or Preposition with Nouns

1. I have examined the statement. I find many errors in it.
On examining the statement I find many errors in it.

2. He was rude. I took no notice of it.
I took no notice of his rudeness.
- 4. Combine by using Participles**
1. I was walking along the street one day. I saw a dead snake.
Walking along the street one day, I saw a dead snake.
2. He was overpowered. He surrendered.
Being overpowered, he surrendered.
- 5. Combine by using Absolute Phrase**
1. It was a very hot day. I could not do my work satisfactorily.
It being a very hot day, I could not do my work satisfactorily.
2. His house has been burned down. He lives in hotel.
His house having been burned down, he lives in hotel.
- 6. Combine by using Noun or Phrase in apposition**
1. The cow provides milk. Milk is valuable food.
The cow provides milk, a valuable food.
2. Geoffrey Chaucer was born in 1340 A.D. He is the first great English poet.
Geoffrey Chaucer, the first great English poet, was born in 1340 A.D.
- 7. Combine by using Adverbs or Adverbial Phrase**
1. He answered me. His answer was correct.
He answered me correctly.
2. He admitted his error. He expressed his regret.
He admitted his error regretfully.

Practice Exercise II

Combine the following miscellaneous sentences

1. Homer was a great poet. He was born somewhere.
Nobody knows where.
2. He goes to school. He wishes to learn. He wants to grow up honest, healthy and clever.
3. Lord Ripon was a famous Viceroy. He was a man of broad and liberal views. He was a benefactor of India.
He is affectionately remembered in this country.

4. The water had boiled. The tea was made. The food was ready. The table was spread. They sat down to eat and drink.
5. He deserves my thanks. He found my purse. He returned it to me. He took nothing out of it.
6. His hopes are high. His superiors are pleased with him. He is justified in hoping.
7. He rode for hours. He did not strike his horse. He did not spur it.
8. I have some advice. I must give it to you. I must impress it strongly upon you.
9. He told a story. It was about a man. The man had great strength. He was a famous warrior.
10. He came to Bombay. He wished to see his father. He had some business to settle.

Answers

1. Nobody knows the birth place of the great poet Homer.
2. He goes to school to learn and grow up honest, healthy and clever.
3. Lord Ripon, a famous Viceroy, a man of broad and liberal views and a benefactor of India, is affectionately remembered in this country.
4. The water being boiling, the tea being made, the food being ready and the table being spread, they sat down to eat and drink.
5. He deserves my thanks for having found my purse and returned it to me without taking anything from it.
6. His superiors being pleased with him, he is justified in having high hopes.
7. He rode for hours without striking his horse or spurring it.
8. I have some advice to give you and impress strongly upon you.
9. He told a story about a famous warrior of great strength.

10. He came to Bombay to see his father and settled some business.

II. Compound Sentences

Co-ordinate conjunction की सहायता से simple sentence को जोड़कर compound sentence बन जाता है। इसके अतिरिक्त co-ordinating conjunction चार प्रकार के होते हैं जिनके द्वारा compound sentence बनाने की विभिन्न विधियाँ निम्नलिखित हैं।

1. Cumulative Conjunctions

1. **And** द्वारा

I came in. He went out.

I came in and he went out.

2. **Both - and** द्वारा

He is intelligent. He is hardworking.

He is both intelligent and hardworking.

3. **As well as** द्वारा

He is foolish. You are foolish.

He as well as you is foolish.

Note – जब as well as से दो subject जुड़ते हैं तो verb प्रथम subject के अनुसार आता है।

4. **Not only - but also**

Games are good for the bodies. Games are good for the mind.

Games are good not only for the body but also for the mind.

Note – Not only - but also के प्रयोग में verb दूसरे subject के अनुसार लगाया जाता है।

5. **No less than**

He is guilty. You are equally guilty.

You no less than he are guilty.

Note – No less than के प्रयोग में verb प्रथम subject के अनुसार लगाया जाता है।

2. Alternative Conjunctions

Either - or, neither-not, otherwise, else के प्रयोग द्वारा

1. **Either - or** द्वारा

Sir here. Go away.

Either sit here or go away.

He may be a fool. He may be a shrewd man.

He is either a fool or a shrewd man.

2. **Neither - not** द्वारा

1. He must weep. He will die.

He must weep or he will die.

2. He must work hard, he will fail.

He must work hard otherwise he will fail.

3. Run fast. You will miss the train.

Run fast else you will miss the train.

Note - or, else, otherwise के अर्थों और प्रयोग में कोई भी अंतर नहीं होता ।

3. Adversative Conjunctions

But, still, yet, however, never, only, while, whereas के प्रयोग द्वारा

He is intelligent, he is not hardworking.

He is intelligent but he is not hardworking.

2. **Still** या **yet** द्वारा

He is rich. He is not contented.

He is rich, yet (still) he is not contented.

3. **However** द्वारा

He did not work hard. He passed.

He did not work hard, however, he passed.

4. **Never the less** द्वारा

He is rich. He leads an unhappy life.

He is rich, never the less, he leads an unhappy life.

5. **Only** द्वारा

Go where you like. Do not stay here.

Go where you like, only do not stay here.

6. **While** या **whereas** द्वारा

Good boys work hard. Bad boys waste their time.
Good boys work hard while (whereas) bad boys waste their time.

4. **Illustrative Conjunctions**

Therefore, so, far than, hence के प्रयोग द्वारा

1. **Therefore** द्वारा

You are honest. You are respected.
You are honest, therefore, you are respected.

2. **So** द्वारा

He did not work hard. He failed.
He did not work hard, so he failed.

3. **For** द्वारा

I will die someday. All men are mortal.
I will die someday, for all men are mortal.

4. **Then** द्वारा

It is time to go. Let us start.
It is time to go, then let us start.

5. **Hence** द्वारा

It is getting late, we must rush to school.
It is getting late hence we must rush to school.

5. **Continuative Sense**

who=and he, which=and it, when = and then, where=and here के प्रयोग द्वारा

1. He killed the poor dog. It was a cruel act.

He killed the poor dog, which (and it) was a cruel act.

2. They will go to Ambala. They will attend a marriage there.

They will go to Ambala, where (and there) they will attend a marriage.

Practice Exercise III

Combine the following simple sentences into compared sentences.

1. He does well. He is nervous at the start.
2. The way was long. The wind was cold.
3. He is foolish. He is also obstinate.
4. I am in the right. You are in the wrong.
5. The paper is good. The binding is very bad.
6. He was fined. He was sent to prison.
7. You may be wrong. Ram may be wrong. You cannot both be right.
8. It is raining heavily. I will take an umbrella with me.
9. A is equal to B. B is equal to C. A is equal to C.
10. Make haste you will be late. There is no other train till midnight. That train is a slow one.

Answer

1. He does well, only he is nervous at the start.
2. The way was long and the wind was cold.
3. He is foolish and is also obstinate.
4. I am in the right but you are in the wrong.
5. The paper is good but the binding is very bad.
6. He was not only fined but also sent to prison.
7. Either you or Ram is wrong and you cannot both be right.
8. It is raining heavily, so I will take an umbrella with me.
9. A is equal to B and B is equal to C and, therefore, A is equal to C.
10. Make haste or you will be late for there is no other train till midnight and that train is a slow one.

III. Complex Sentence

Subordinate conjunctions की सहायता से दो या दो से अधिक simple sentences को जोड़कर एक complex sentence बनाया जाता है। simple sentence में से एक principle clause बनाओ और दूसरे वाक्य को उचित subordinate conjunction द्वारा noun clause, adjective clause या adverb में बदल डालो।

1. Noun Clause

1. **That** द्वारा

Honesty is the best policy. Everybody knows that.
Everybody knows that honesty is the best policy.

2. **Who** द्वारा

Someone has stolen my book. I want to know his name.
I want to the name know who has stolen my book.

3. **When** द्वारा

The train is arriving. Do you know the time of its arrival?
Do you know when the train is arriving?

4. **Where** द्वारा

He went away somewhere. I don't know this.
I don't know where he went away.

5. **What** द्वारा

He is doing something. No one knows it.
No one knows what he is doing.

6. **If** द्वारा

Could I depend upon my friend? I did not know this.
I did not know if I could depend upon my friend.

II. Adjective Clause

1. **Pronoun I, we, you, he, she, they** द्वारा

I know the boy, He stole your pen.
I know the boy who stole your pen.

2. **Pronoun my, our, yours, his, her, their** द्वारा

I met a man. His leg was broken.
I met a man whose leg was broken.

3. **Pronoun-it, they** और वस्तुओं के स्थान पर

I want a watch. It must show the time.
I want a watch, which shows the time.

4. **Here, there** के स्थान पर
This is the place, we met yesterday.
This is the place where we met yesterday.
5. **Then** के स्थान पर
Youth is the time. The seeds of character can be sown then.
Youth is the time when the seeds of character can be sown.
6. **Whom** द्वारा
My brother has gone to Patiala. You met him yesterday.
My brother whom you met yesterday has gone to Patiala.

III. Adverb Clause

1. शर्तसूचक **unless** द्वारा
You should work hard, otherwise you will fail.
Unless you work hard, you will fail.
2. कारणसूचक **since, because, for, as** द्वारा
She is trouble. I must help her.
Since (as) she is in trouble. I must help her.
3. उद्देश्यसूचक **so that or lest** द्वारा
He worked hard. He did not want to fail.
He worked hard lest he should fail.
4. परिणाम या प्रभावसूचक **so-that, such-that** द्वारा
He is rouge. Nobody likes him.
He is such a rouge that nobody like him.
5. समयसूचक **as soon as, no soon-than, Hardly-when** द्वारा
The thief saw the policeman. He ran away at once.
As soon as the thief saw the policeman, he ran away.
- OR
- No sooner did the thief see the policeman than he ran away.

I reached the station. The train left immediately.
As soon as I reached the station the train left.

OR

No sooner did I reach the station than the train left.

OR

Hardly had I reached the station when the train left.

Note – इन तीनों वाक्यों के अर्थों में कोई अन्तर नहीं है परन्तु प्रयोग को नोट करें । As soon as के आगे comma, no sooner + did और verb की 1st Form के आगे than एवं Hardly+had Verb की 3rd Form के आगे when का प्रयोग होता है

2. **As long as, so long as** द्वारा

1. He is here. I shall look after him during that time.
I shall look after him as long as he is here.
2. You are in Delhi. You may stay at mine place during that time.
So long as you are in Delhi, you may stay at mine place.

Note – इन दोनों के अर्थ में कोई अन्तर नहीं है ।

3. **Till, until** द्वारा

He played and played. It was dark that time.
He played till (until) it was dark.

4. **Before or After** द्वारा

I reached the hall. The examination had started.
The examination had started before he reached the hall.

5. **While** द्वारा

Sita was singing. At that time her sister was dancing.
Sita was singing while her sister was dancing.

6. स्थानसूचक **wherever** द्वारा

You may go anywhere. You are bound to remember me.
Wherever you go, you are bound to remember me.

7. रीतिसूचक **as if or though** द्वारा
 It might rain. It looks like that.
 It looks as if (as though) it might rain.
 He screamed in great fright. One might think he had seen a ghost.
 He screamed in great fright as though (as if) he has seen a ghost.
8. तुलनासूचक **so-as, as-as, then** द्वारा
 She is not intelligent. You think her to be.
 She is not intelligent as you think.
 Sita is wise. Gita is equally wise.
 Sita is as wise as Gita.
 Mohan is clever. Sohan is cleverer.
 Sohan is cleverer than Mohan
9. चाहे कितना भी के अर्थ में **However** द्वारा
 He may run very fast. He cannot win the race.
 However fast he may run, he cannot win the race.
10. भिन्नतासूचक **Although, though, even if** द्वारा
1. He is poor. He is honest.
 Though he is poor, he is honest.
 2. I began late. I finished first.
 Although I began late, yet I finished first.
 3. You may hire a taxi. You cannot reach the station in time.
 Even if you hire a taxi, you cannot reach the station in time.

Note – इन तीनों के अर्थों में कोई अन्तर नहीं है although और though के आगे yet लगाया जा सकता है परन्तु even if के आगे कुछ नहीं लगाया जाता ।

11. शर्तसूचक **Whether-or द्वारा**

You may like. You may not like. I must help her.
I must help her whether you like or not.

12. समयसूचक **since द्वारा**

He left home two years ago. He has not written
to his father after that.
He has not written to his father since he left
home two years ago.

Practice Exercise IV

1. Combine the following simple sentences into complex sentences containing noun clause –
 1. He is wrong. I am sure of it.
 2. You have deceived him. That was this complaint.
 3. He will waste his time. Time is certain.
 4. He is a sincere worker. No one can doubt this fact.
2. Combine the following simple sentences into complex sentences containing an adjective clause—
 5. The time was 6 o'clock. The accident happened.
 6. You are not keeping good health lately, Can you tell me the reason?
 7. You put it somewhere show me the place.
3. Combine the following simple sentences into complex sentences containing an adverb clause.
 8. Success attends hard work. Failure attends hard work.
 9. He is very old. He enjoys good health.
 10. He is rich man. No other man in our community is equally rich.

Answers—

1. I am sure that he is wrong.
2. His complaint was that you deceived him.
3. It is certain that he will waste his time.
4. No one can doubt that he is a sincere worker.

5. The time when the accident happened was six o'clock.
6. Can you tell me the reason why you are not keeping good health lately?
7. Show me the place where you put it.
8. Success follows hard work, while failure follows bad work.
9. Though he is very old, he enjoys good health.
10. No other man in our community is as rich as he is.

Practice Exercise V

Combine the following simple sentences into complex sentences—

1. That is the man. He gave me a dog. It went mad.
2. I wrote the letter. It contained the truth. He praised me for it.
3. He took the medicine. He then felt better. It cured his headache.
4. He wrote a letter. He wrote it for a certain reason. He wrote it to his superior. He told me about this.
5. He stole a book. He had the owner's name written in it. I was told this. The name was well known to him.
6. You may like it. You may not like it. In either case I shall send you this. It is my duty to do so.
7. You have failed. I am sorry to hear it. You deserved to pass.
8. You will be allowed to sit for the examination. Your working hard is condition. The orders are to that effect. They were issued by the principal.
9. I heard the news. I went to the hospital. I wished to discover the extent of his injuries. The hospital is not far from my house.
10. You sow in a certain way. You will reap in the someway. The proverb says this.

Answers—

1. That is the man who gave me a dog that went mad.
2. He praised me for writing the letter which contained the truth.
3. When he took the medicine, he felt better as It cured his headache.
4. He told my that he had written a letter to his superior for a certain reason.
5. I was told that he stole a book, in which was written the owner's name which was well known to him.
6. It is my duty to send you these, whether you like it or not.
7. I am sorry to hear that you have failed, as I think that you deserved to pass.
8. The principal has issued orders to the effect that you will be allowed to sit for the examination if you work hard.
9. It is generally true that where there is a will, there is a way.
10. The proverb says that as you sow, so will you reap.

9. Clauses
OR
Cause Analysis
OR
General Analysis

There are three kinds of sentences –

1. Simple Sentences – It is that sentence which has one subject and one predicate. As – He goes to school daily.

2. Compound Sentence (Double sentence or Multiple sentence) – It is that sentence which is made up of two or more principal or main clauses.

As : Listen carefully and take notes.

3. Complex Sentence – It consists of one principal clause and other subordinate clause.

As : Everything comes, if a man only works and wait.

Principal Clause Subordinate Clause

Analysis (Definition) –

Breaking up of a sentence into its component parts in order to show their mutual relationship is called analysis.

अर्थ – वाक्य का उपयोग स्वाभाविक टुकड़ों में तोड़कर उनका आपस में संबंध बतलाना Analysis कहलाता है ।

Clause – वाक्य का वह भाग जिसमें एक subject और एक finite verb हो clause कहलाता है । जैसे –

He told me that he would help me.

इस वाक्य में that he would help me में clause है ।

General Analysis of Complex Sentences

There are two types of clauses

1. Principal clause or Main clause or Independent clause.
2. Subordinate clause or Co-ordinate clause or Dependent clause.

There are three types of subordinate clauses –

1. **Noun Clause** – It is group of words which contains a subject and a predicate of its own and does the work of a noun.
2. **Adjective Clause** – It is a group of words which contains a subject and a predicate of its own and does the work of an adjective.
3. **Adverb Clause** – it is a group of words which contains and predicate of its own and does the work of an adverb.

1. Noun Clause

How to find out a Noun Clause–

1. अनुवाद द्वारा – यदि आप दिये गये वाक्य का हिन्दी अनुवाद करें तो link word (that आदि) का अर्थ ‘कि’ निकलता हो तो वे noun clause होगी। जैसे–

I know that Ram is a good boy.

2. **Something** लगाकर – यदि subordinate clause के स्थान पर something लगाकर वाक्य का अर्थ ठीक निकलता हो तो वह noun clause होगी। जैसे –

I know something.

आप देखिए कि something लगाकर वाक्य का अर्थ स्पष्ट है। मैं कुछ जानता हूँ। अतः Ram is a good boy noun clause है।

3. **Noun Clause** – What शब्द के उत्तर में लिखी होती है। जैसे–
I know

हमारे मन में जब यह प्रश्न उठे क्या जानता हूँ, तो बाद में आने वाली noun clause होगी।

Noun clause के connectives – Who, whose, whom, when, where, which, what, why, how, that, if whether आदि।

1. Subject to a verb –

यदि कोई clause किसी verb के subject के स्थान पर आती है तो वह noun clause subject to a verb होती है। जैसे – When he will return is uncertain.

- (a) (It) is uncertain – Principal Clause
- (b) When he will return – Sub-noun clause subject to the noun verb 'is'

2. Object to a verb –

यदि कोई clause वाक्य में finite verb के object का स्थान लेते हैं तो वह noun clause object to the verb कहलाती है । जैसे –

I cannot say what he wants.

- (a) I cannot say – Principal Clause
- (b) What he wants – Sub-noun clause object to the verb 'say'

3. Object to an infinitive –

यदि कोई clause वाक्य में infinite के बाद शुरू हो और object का काम करे तो वह noun clause object to an infinitive होती है । जैसे –

I want to know how far he is right.

- (a) I want to know – Principal Clause
- (b) How far he is right – Sub noun clause object to the noun 'to know'

4. Object to a preposition –

यदि कोई clause किसी preposition के पश्चात् object के रूप में आये तो वह noun clause object to preposition होती है । जैसे –

Please, attend to what I say.

- (a) Please attend to – Principal Clause
- (b) What I say – Sub noun clause object to the infinitive 'to'

5. Object to a participle –

यदि कोई clause किसी भी participle के बाद आये और object का कार्य करे तो वह noun clause object to the participle होती है । जैसे –

Hoping that he would be in the park, I went there.

- (a) I went there – Principal Clause
- (b) hoping That he would be in the park –Sub-noun object to the participle 'hoping'

6. Complement to an incomplete verb –

यदि participle clause के अन्त में कोई helping verb हो तो उसके बाद होने वाली clause को noun clause complement to an incomplete verb कहते हैं क्योंकि इस clause का प्रयोग अर्थ को पूरा करने के लिए किया जाता है। जैसे—

Life is what we make it.

(a) Life is – Principal Clause

(b) What we make it – Sub-noun clause

Complement to the incomplete verb 'make'

7. In Apposition to a noun or pronoun –

यदि किसी clause का प्रयोग किसी noun या pronoun का आशय स्पष्ट करने के लिए किया गया हो तो वह noun clause in apposition to the noun or pronoun कहलाती है। जैसे –

The rumour that he has been murdered is false.

(a) The rumour is false – Principal Clause

That he has been murdered – Sub-noun clause in apposition to the noun clause the rumour.

PRACTICE EXERCISE NO. 1

Separate & describe the clauses in the following sentences –

1. Whom the Gods love, die young.

(a) (They) die young – Principal Clause

(b) Whom the gods love – Sub. noun clause. Subject to the verb 'die'

2. Do you know when the train will arrive ?

(a) Do you know – Principal Clause

(b) When the train will arrive – Sub. noun clause. Object to the verb 'know'

3. He wants to say that he is not to blame.

(a) He wants to say – Principal Clause

(b) That he is not to blame – Sub. noun clause. Object to the infinitive 'to say'

4. You success depends on how you work.
 - (a) Your success depends – Principal clause
 - (b) On how you work Sub. noun clause object to preposition 'on'
5. The principal went away saying that he would not talk to any student.
 - (a) The principal went away saying – Principal Clause
 - (b) That he would not talk to any student – Sub. noun clause object to the participle 'saying'
6. It seems that she will not come today.
 - (a) It seems – Principal Clause
 - (b) That she will not come today – Sub. noun clause complement to the incomplete verb 'seems'
7. It is strange that you should say so.
 - (a) It is strange – Principal
 - (b) That you should say so – Sub. noun clause in apposition the pronoun 'it'.

II- Adjective Clause

How to find out an adjective clause.

1. अनुवाद द्वारा – यदि अनुवाद करते समय link word (who, which when) आदि का अर्थ जो या जिस निकले तो वह adjective clause होती है । जैसे –

I met the man who stole your pen.

2. कौन शब्द का उत्तर – यदि principal clause के बोलने से मन में कौन या किस शब्द आये तो पीछे वाली adjective clause होगी । I know the man. यह प्रश्न मन में उठता है कि मैं कौन से या किस व्यक्ति को जानता हूँ । Who stole your pen वाली adjective clause है ।

3. यदि principal clause का अन्तिम शब्द noun/pronoun है तो इसके बाद आने वाली clause adjective clause होगी ।

4. Connectives (1) ये हैं Relative pronouns – who, were, whome, that, which और as से आरम्भ होती है । पहचान –

- | | | |
|----|--|-------|
| 1. | Noun or pronoun से पूर्व – Who, whose, whom, that, which | |
| 2. | Time | When |
| 3. | Place | Where |
| 4. | Reason or clause | Why |
| 5. | Manner or way | How |
| | Such noun | As |

जैसे –

1. He is the boy who had made a noise.
 - (a) He is the boy – Principal Clause
 - (b) Who had made a noise – Sub. Adjective Clause qualifying the noun 'boy'
2. This is the place where I was born.
 - (a) This is the place – Principal Clause
 - (b) Where I was born – Sub. Adjective clause qualifying the noun 'place'
3. No one knows the reason why he has left the house.
 - (a) No one knows the reason – Principal Clause
 - (b) Why he has left the house – Sub. Adjective clause qualifying the noun 'reason'.
4. God helps those who help themselves.
 - (a) God helps those – Principal Clause
 - (b) Who help themselves – Sub. Adjective clause qualifying the noun 'those'

PRACTICE EXERCISE NO. - II

Separate and describe the clauses in the following sentences –

1. This is the house where my friend lives.
 - (a) This is the house – Principal Clause
 - (b) Where my friend lives – Sub. Adjective clause qualifying the noun 'house'
2. This is the place where lions live.
 - (a) This is the place – Principal Clause
 - (b) Where lions live – Sub. Adjective clause qualifying the noun 'place'

3. I know the reason why he failed.
 - (a) I know the reason – Principal Clause
 - (b) Why he failed – Sub. Adjective clause qualifying the pronoun 'reason'
4. Blessed is he whose cares are few.
 - (a) Blessed is he – Principal Clause
 - (b) Whose cares are few – Sub. Adjective clause qualifying the pronoun 'he'.

III-Adverb Clause

How to find our an Adverb clause –

1. अनुवाद द्वारा – यदि Adverb Clause का अनुवाद करते हुये when, why का अर्थ जोड़ो (इसलिए – क्योंकि जब-जब, वहाँ-जहाँ, जितना-उतना आदि) में निकले तो link word वाली adverb clause होगी। जैसे –

1. I came when he came.
2. I went when he went.

2. क्योंकि कब आदि का उत्तर – यदि Subordinate clause क्यों, कब, कहाँ, किसलिए शब्दों का उत्तर हो तो वह Adverb Clause होगी। जैसे –

I went where he went.

मन में आ रहा है कि वह कहाँ गया अतः यह Adverb clause है।

Adverb clause का उल्लेख इस प्रकार किया जाता है –

1. Adverb clause of time – यह समय की ओर संकेत करती है और when, whenever, as, as soon as, as long as, so long as आदि में से किसी subordinate conjunctions से आरम्भ होती है। जैसे –

When the cat is away, the mice will play.

- (a) The mice will play – Principal Clause
- (b) When the cat is away – Sub-adverb clause showing 'time'

2. Adverb clause of place – यह स्थान की ओर संकेत करती है और साधारणतः where, whenever, whether, when आदि में से किसी subordinate conjunctions से आरम्भ होती है। जैसे –

I shall go where he goes.

- (a) I shall go – Principal Clause

(b) Where he goes – Sub-Adverb clause showing 'place'

3. Adverb clause of purpose – यह उद्देश्य प्रकट करती है। यह अधिकतर that, so that, in order that, lest आदि में से किसी subordinate conjunctions से आरम्भ होती है। जैसे—

We eat so that we may live.

(a) We eat – Principal Clause

(b) So that we may live – Sub-Adverb clause showing 'purpose'

4. Adverb clause of reason – यह सदा किसी घटना का कारण बताती है। यह अधिकतर since, because, for, as, that, now that आदि किसी subordinating conjunction से आरम्भ होती है। जैसे –

He cannot understand it because he is dull.

(a) He cannot understand it – Principal Clause

(b) Because he is dull – Sub-Adverb clause showing 'reason'

5. Adverb clause of manner – यह किसी ढंग का उल्लेख करती है। यह अधिकतर as, as - so, as if, as though according as आदि में से किसी subordinating conjunction से आरम्भ होती है। जैसे –

As you sow, so shall you reap.

(a) So shall you reap – Principal Clause

(b) As you sow – Sub-Adverb clause showing 'manner'

6. Adverb clause of extent – यह बात के विस्तार को प्रकट करती है और यह अधिकतर as for as, so far as में से subordinating conjunction से आरम्भ होती है। जैसे –

As far as I think, he will not betray you.

(a) He will not betray you – Principal Clause

(b) As far as I think – Sub-Adverb clause showing 'extent'

7. Adverb clause of extent – यह किसी शर्त की ओर संकेत करती है। इस प्रकार की clause, if unless, provided in case, whether or आदि किसी भी subordinating conjunction से आरम्भ होती है। जैसे –

If you work hard, you will pass.

- (a) You will pass – Principal Clause
- (b) If you work hard – Sub Adverb clause showing 'condition'

8. Adverb clause of result – इसमें किसी बात का संकेत मिलता है ।
ऐसी clause अधिकतर that से आरम्भ होती है परन्तु उससे पहले principal clause में so या such का प्रयोग होता है । जैसे—

He is so poor that he cannot pay his fees.

- (a) He is so poor – Principal Clause
- (b) That he cannot pay his fees – Sub-Adverb clause showing 'result'

9. Adverb clause of comparison – यह दो गुणों की तुलना बताती है । यह अधिकतर subordinating conjunction या relative adverb as से आरम्भ होती है । जैसे—

She is not so intelligent as you think.

- (a) She is not so intelligent – Principal Clause
- (b) As you think – Sub Adverb clause showing 'comparison'

10. Adverb clause of contrast – यह किसी बात के उत्तर को स्पष्ट करती है । यह अधिकतर though, although, even if, however, all the same आदि किसी भी subordinating conjunction से आरम्भ होती है । जैसे—

Although it was raining. I went to school.

- (a) I went to school – Principal Clause
- (b) Although it was raining – Sub Adverb clause showing 'contrast'

PRACTICE EXERCISE - III

Practice the clauses in the following sentences.

1. As soon as he saw me, he began to weep.

- (a) He began to weep – Principal Clause
- (b) As soon as he saw me – Sub. adverb clause showing 'time'

2. He will follow you, wherever you go.
- (a) He will follow you – Principal Clause
 - (b) Wherever you go – Sub. adverb clause showing 'time'
3. Walk carefully lest you should slip.
- (a) Walk carefully – Principal Clause
 - (b) Lest you should slip – Sub. adverb clause showing 'purpose'
4. I am glad that you have passed.
- (a) I am glad – Principal Clause
 - (b) That you have passed – Sub. adverb clause showing 'time'
5. He spoke as if he had gone mad.
- (a) He spoke – Principal Clause
 - (b) As if he had gone mad – Sub. adverb clause showing 'manner'
6. As for as I remember, she will be sixteen next month.
- (a) She will be sixteen next month – Principal Clause
 - (b) As for as I remember – Sub. adverb clause showing 'extent'
7. I shall be let you go provided you speak the truth.
- (a) I shall be let you go – Principal clause
 - (b) Provided you speak the truth – Sub. adverb clause showing 'condition'
8. I am so tired that I cannot work any more.
- (a) I am so tired.– Principal clause
 - (b) That I cannot work any more – Sub. adverb clause showing 'result'
9. He is stronger than I am.
- (a) He is a stronger – Principal clause
 - (b) Than I am – Sub. adverb clause showing 'comparison'
10. However hard he may work, he cannot pull.
- (a) He cannot pull – Principal clause
 - (b) However hard he may work – Sub. adverb clause showing 'contrast'

PRACTICE EXERCISE – IV

Mention the clauses in the following sentences and check with the given answers –

1. There is no fooling with life, when it once turned beyond forty.
2. I hope to convince you that you complaints have not real case.
3. The chief thing that Wycliff and his friends achieved was a translation of the Bible into English.
4. Men fears death as children fear to go to in the dark.
5. It is common plea of the faint hearted that success depends mainly on luck.
6. Tell me where is fancy land.
7. O! never say that I was false of heart!
8. Few and short were the prayers we said.
9. I am content with what I have.
10. I am monarch of all I survey.

Answers –

1. There is no fooling with life – Principal Clause
When it is once turned beyond forty – Sub. adverb clause showing 'time'.
2. I hope to convince you – Principal Clause
That your complaints have not real case – Sub. adverb clause showing 'convince'
3. The chief thing was the translation of the bible into English – Principal Clause
That Wycliff and his friends achieve – Sub. adjective clause qualifying 'thing'
4. Men fear death – Principal Clause
As a children fear to go in the dark – Sub-Adverb clause of manner modifying 'fear'
5. It is common plea of the faint hearted – Principal Clause
That success depends mainly on luck – Sub-noun clause of apposition to it

6. Tell me – Principal Clause
Where is fancy land – Sub noun clause object of 'tell'
7. O! never say – Principal Clause
That I was false at heart – Sub-noun clause object of 'say'
8. Few and short were the prayers – Principal Clause
(Which) we said – Sub. adjective clause qualifying 'prayer'
9. I am content with – Principal Clause
What I have – Sub-noun clause object of 'with'
10. I am monarch of all – Principal Clause
(That) I survey – Sub. adjective clause qualifying 'all'

10. Articles (उपपद)

'The', 'A', 'An' are adjectives which are also called Articles. 'The' is a definite article (निश्चितादर्शक उपपद) because it points to a particular person or thing. 'A' and 'An' are indefinite articles (अनिश्चितादर्शक उपपद) because as these do not point to a particular person or thing.

A, An and The ये शब्द आपके लिए नये नहीं हैं। अंग्रेज़ी सीखते समय जिनकी हम अपेक्षा नहीं कर सकते ऐसे ये शब्द हैं। विचारों का लेन देन करते समय इनकी कई बार महत्त्वपूर्ण भूमिका होती है। किसी उपपद के स्थान पर दूसरे उपपद का प्रयोग करने पर कभी अपेक्षित अर्थ के बजाय दूसरा अर्थ भी व्यक्त हो सकता है। जैसे –

I like French – मुझे फ्रेंच भाषा अच्छी लगती है।

I like the French – मुझे फ्रेंच लोग अच्छे लगते हैं।

I. Use of 'A'

1. Before adjective when it occurs before noun
As – Rama is a good boy.
2. In the sense of one.
As – He has a (one) book.
3. In the sense of certain.
As – I live in a certain village.
4. In the sense of any, when a person or an animal represents a class.
As – A dog (the whole class) is a faithful animal.
5. To make a common noun of a proper noun.
As – Rama came to save us.
6. Words beginning with the sound of consonants.
As – A book, A pen, A box.
7. Before words which begin with a consonant sound.
As – A University, A European, A useful thing, A one rupee, A one eyed man etc.
8. A and An are to be used nouns that are singular but 'The' is used with both singular and plural nouns.
As – I saw a straw in an inkpot.

9. Remember that 'A' is used with all those words that start with consonants with them and 'An' is used with those that start with vowels a, e, i, o, u and words starting with but something like a etc.

As – a pen, a fly, an elephant, an owl, an eye etc.

अर्थात् उस singular noun से पूर्व जो silent H से आरम्भ हो ।

As – An honest man, an hour, an hotel, an historic building etc.

Note – a/an का प्रयोग एकवचन गणनीय संज्ञा के साथ होता है ।

उदाहरण – a book, an apple, an egg, a car

(स्वर से शुरू होने वाले नहीं बल्कि) स्वर जैसे उच्चारण से शुरू होने वाले शब्दों के साथ an का प्रयोग किया जाता है, उसी तरह (व्यंजन के शुरू होने वाले नहीं बल्कि) व्यंजन सरीखे उच्चारण से आरम्भ होने वाले शब्द के साथ a का प्रयोग किया जाता है । देखें –

egg और European ये दोनों e से (यानी स्वर से) आरम्भ हुए हैं । लेकिन इन दोनों में फर्क है, जैसे egg यह शब्द छोटी e से शुरू हुआ । European बड़ी e से शुरू हुआ । लेकिन a/an के फर्क का इस छोटी बड़ी e से कोई संबंध नहीं है ।

egg और European इन दोनों शब्दों के उच्चारण की शुरुआत देखें । इन दोनों के उच्चारण की शुरुआत अलग है ।

egg के उच्चारण की शुरुआत 'ए' से यानी स्वर से होती है ।

European के उच्चारण की शुरुआत 'यू' (यानी य, अर्थात् व्यंजन) से होती है । इसलिए egg के साथ an और European के साथ a आएगा ।

फिर से देखें – orange and one-way-road

इन दोनों की शुरुआत O इस स्वर से हुई हो तो फिर भी इन दोनों के उच्चारण की शुरुआत अलग अलग है । orange की शुरुआत 'ऑ' (यानी 'अ') से – अर्थात् स्वर से हुई है । one-way-road के उच्चारण की शुरुआत 'व' से अर्थात् व्यंजन से हुई है । इसलिए orange के साथ an तथा one-way-road के साथ a आएगा ।

और एक ऐसी ही जोड़ी देखिये – hour and horse

इन दोनों की शुरुआत दिखने में h इस व्यंजन से हुई है। लेकिन उच्चारण की शुरुआत अलग अलग है। hour का उच्चारण 'अ' तथा horse का उच्चारण 'ह' से शुरू होता है। इसलिए hour के साथ an तथा horse के साथ a आएगा।

और एक अंतिम जोड़ी देखें – M.A. and Man.

इन दोनों का आरम्भ देखने में m इस व्यंजन से हुआ है। लेकिन M.A के उच्चारण का आरम्भ 'ए' यानी स्वर से होता है और Man के उच्चारण का प्रारम्भ 'म' यानी व्यंजन से होता है। इसलिए M.A. के साथ an और Man के साथ a आएगा।

II. Use of An

Before a word beginning with a vowel sound or silent.

As – An inkpot, An apple, An eye, An image, An orange, An M.P., An M.L.A., An S.D.O., An M.A., An hour etc.

As – He is an M.P.

He is an M.A.

III. Use of The

1. Before referring a particular thing or person.

As – The man whom I met was very honest.

2. Before singular number of common noun to show a whole class.

As – The dog is a faithful animal.

3. Before comparative degrees.

As – This boy is the taller of the two.

4. Before superlative degree.

As – She is the cleverest girl in the class.

5. Before rivers, group of islands and mountains, oceans, gulfs, name of ship, aeroplanes.

As – The Red Sea, The India Ocean, The Bay of Bengal.

Exception – एक पर्वत एवं टापू से पूर्व The का प्रयोग नहीं किया जाता। जैसे –

Mount Everest, Sri Lanka

6. Before countries or states which are given any title.

As – The U.K., The U.S.A., The Punjab etc.

7. Before the religious books.

As – The Gita, The Ramayana, The Bible etc.

ग्रंथ के नाम के साथ the का प्रयोग किया जाता है । परन्तु यदि ग्रंथ के नाम के साथ लेखक का नाम भी हो तो the का प्रयोग नहीं होता ।

8. Before the adjective when it comes before proper noun etc.
As – The mortal Shashtri, the enternal Nehru etc.
9. Before common noun when it is used in the sense of an abstract noun.
As– He felt the patriotism.
10. Before the name of newspapers and magazines.
As – The Tribune, The Reader Digest etc.
11. Before adjectives used as noun
As – The rich should help the poor.
12. Before the names of a community or a nation.
As – The Hindus, The English etc.
13. Before the important building and historical events.
As – The Taj Mahal, The Independence Day,
14. Before a proper noun which is used as common noun.
As – He is the lion of the city.
15. 'The' is used as an Adverb with comparative degree.
As – The more you work, the better it is.
16. Before the names of communities or nation.
As – The English ruled over India.
17. Before words having historical significance.
As – The French Revolution shook or (shocked) the whole of Europe.
18. 'The' is used before the parts of the body which are used in the place of possessive adjectives.
As – He caught me by the hand.
19. 'The' is used for the sake of specific emphasis. It is placed before a noun for this purpose.
As – This is the only alternative before me.
20. 'The' is used before words that show number measuring and weights or rates etc.
As – Mangos are sold by the Kilogram.
21. 'The' is used before same and after both and all.
As – All the people were present.

22. This is the used with certain phrases.
As – It is out of the question.
23. It is used before date.
As – India became free on the 15th of August, 1947.
24. This is used with names of people, but has a very limited use. The plural surname can be used to mean the family.
As – The guptas = Mr. and Mrs. Gupta and children.
25. The + singular noun + clause + phrase can be used to distingush one person from another of the same person.
As – We have Dattas which do you want ?
I want the Datta who signed this letter.
26. Letters written to two n more unmarried sisters jointly may be addressed in the following way –
As – The Misses + surname
The misses Beaneries
27. Before the names of a nation, race, community etc. –
north, south, east, west etc.
He went to the north
He went to the south etc.

Omission of Articles

1. Before common noun based in the wider sense.
As – Man is mortal.
2. Before proper, material and abstract nouns that are used in a general way –
 - (1) I live in Panchkula.
 - (2) Gold is a precious metal.
 - (3) Honesty is best policy.
 Note : 'The' is used when proper, material and abstract nouns are used in particular sense.
3. Before the titles that come before proper nouns.
As – Lord Ripon, Lord Canning etc.
4. Before common noun when it is used in plural sense.
As – (1) Boys are playing.
(2) Cows are gazing.

5. Before arts, sciences, subjects, languages, single islands, diseases, seasons, days of week etc.
As – Malaria, English, Painting, Physics, Tuberculosis Ceylon etc.
6. Before idiomatic phrases.
As – At home, At fault, To give ear, To lose heart etc.
7. Before Mother, Father and other relations.
As – His mother is residing with him.
8. Before collective nouns
As – Mankind is really supreme.
(1) Use 'The' before those proper nouns, which are preceded by the adjectives.
As – The present Mohan fell down.
(2) Use 'The' with plural nouns if they express in general sense.
As – The cows of Haryana are very famous.
9. Before predicative nouns denoting a unique position, a position that is normally held at one time by one person only.
As – He is elected Chairman of the board.

उपपद का प्रयोग कब न करें

1. व्यक्ति, भाषा, देश, गाँव, शहर, खेल, दिन, महीना, खंड, राज्य, सड़क, चौक और त्योहारों के नामों के साथ सामान्यतः उपपद का प्रयोग नहीं किया जाता । उदाहरण –
Ramesh, Marathi, English, India, Nagpur, Mumbai, Monday, May, June, Cricket, Football, Asia, Africa, Maharashtra, M.G. Road, Lamington Road (But the main Road), Gandhi Chowk, Diwali.
लेकिन कुछ देशों के नामों के साथ the का प्रयोग किया जाता है ।
the United States, the United Kingdom, Union of Soviet Socialist Republics, the United Arab Emirates.
इनके संक्षिप्त रूपों के साथ भी the का प्रयोग किया जाता है ।
the US, the UK, the USSR, the UAE.
2. व्यक्ति और गांव के नाम के साथ सामान्यतः उपपद नहीं आता । लेकिन कभी आवश्यकतानुसार उपपद का प्रयोग सम्भव है । जैसे –

- (1) I am sorry, I am not the Rahul Patil.
क्षमा करें, मैं वह राहुल पाटिल नहीं हूँ। (जिसे आप खोज रहे हैं अथवा जिसके बारे में आपने सुना है आदि)
- (2) This isn't the Mumbai where I used to live 20 years ago.
यह अब वह मुम्बई नहीं है जहाँ मैं 20 साल पहले रहता था। (यानी अब की मुम्बई में बहुत परिवर्तन हो गया है अथवा यहाँ की परिस्थिति अब बहुत बदल गई है)।
- (3) व्यवसाय के नाम के साथ सामान्यतः उपपद का प्रयोग नहीं किया जाता। उदाहरण –
teaching, law medicine, engineering, tailoring (लेकिन देखें a teacher, a lawyer, a doctor, an engineer, a tailor)
- (4) king, queen, lord, president आदि शब्दों के साथ आवश्यकतानुसार उपपद का प्रयोग किया जा सकता है। लेकिन ऐसे शब्द व्यक्ति के नाम के साथ प्रयोग किये गये हों तो उनके साथ उपपद नहीं आता। देखिये –
the President of America.
लेकिन President Saddam (The President Saddam नहीं)
the King of Saudi Arabia लेकिन King Fahd. नहीं)
the Prince of Wales लेकिन Prince Charles नहीं)
the Queen of Belgium लेकिन Queen Elizabeth नहीं)
- (5) man यह शब्द विस्तृत अर्थ में (यानी सम्पूर्ण मानव जाति इस अर्थ में) प्रयोग किया जाये तो man के साथ किसी भी उपपद का प्रयोग नहीं किया जाता। उदाहरण –
Man is helpless. मानव असहाय है।
Man needs God. मनुष्य को परमात्मा की आवश्यकता है।
(अन्य परिस्थितियों में man के साथ आवश्यकतानुसार a अथवा the आएगा।
- (6) विशेषण और संज्ञा के बीच में आमतौर पर उपपद नहीं आता। यानी wise a king, good a book, ऐसा कहना संभव नहीं है)।

संज्ञा के साथ विशेषण हो तो उपपद विशेषण के पहले लगाएं ।
जैसे—

the simple method, a wise king, an honest person.

7. Such, many, half, rather, quite और (विस्मयादिबोधक वाक्य में) what के उपरान्त a/an का प्रयोग किया जा सकता है ।

उदाहरण—

Such a useful book ! What an experience!
I have spent many a day there (=many days)
many a time = many times = कई बार
half a kilo; half an hour; rather a shame ;
quite a lot of traffic.

8. So, too, how, as और that ये शब्द जब विशेषण के साथ प्रयोग किये जाते हैं तब (a/an का प्रयोग किये जाने की जरूरत हो तो) a/an का प्रयोग नीचे की तरह विशेषण के बाद होता है । उदाहरण—

As great a man as Mahatma Gandhi.
It was too long a journey.
I now realize how important a matter it was.
I know how useful a book this is.
I have never seen so lazy a man.
It was not that profitable an investment.

9. स्वामित्व दर्शाने वाले विशेषण (my, your, her, his आदि) और संकेतवाचक विशेषण (this, these, that और those) के पहले अथवा बाद में कहीं भी उपपद नहीं आता । इसलिए this is a book, a this book, a my car, my a car ऐसा कहना सम्भव नहीं है ।

10. A kind of, a type of, a sort of, a variety of, a breed of इन वाक्यांशों के बाद आने वाली संज्ञाओं के साथ उपपद नहीं आता ।

उदाहरण—

a kind of rose; a type of dance ; a variety of dance, a variety of flower; a strange sort of person; a breed of dog.

इनके बहुवचन रूप के साथ (जैसे types of, kinds of) के बाद एकवचन अथवा बहुवचन किसी भी प्रकार की संज्ञाएं आ सकती हैं। जैसे—

Many kinds of flower/flowers.
different types of example/examples.

11. Television/TV और radio के साथ the का प्रयोग करना अथवा कुछ भी प्रयोग न करना दोनों ठीक हैं। उदाहरण—
I was watching (the) TV.
I heard this on (the) radio.
12. Church, court, school, college, university, prison, jail, hospital इन शब्दों का प्रयोग इनका प्राथमिक उद्देश्य व्यक्त करता हो तो इनके साथ उपपद का प्रयोग नहीं किया जाता। लेकिन ये शब्द इमारत के/स्थान के नाम के रूप में प्रयोग किये गये हों तो इनके साथ आवश्यकतानुसार उपपद आता है। (प्राथमिक उद्देश्य यानी जिनके लिए वह स्थान अथवा वह वस्तु है वह उद्देश्य —जैसे—चर्च में प्रार्थना के लिए, अस्पताल में मरीज की सेवा के लिए आदि)।
उदाहरण—
He left school at 15.
The injured were rushed to hospital.
13. सामान्यतः ऋतु के नाम के साथ the का प्रयोग किया जाता है अथवा कुछ भी प्रयोग नहीं किया जाता। उदाहरण—
We go swimming everyday in (the) summer.
लेकिन it is और it was के उपरांत ऋतु के नाम के साथ सामान्यतः उपपद का प्रयोग नहीं किया जाता। उदाहरण—
Now that it is winter, people are see wearing sweaters.
किसी विशेष ऋतु के बारे में बात करते समय a/an का प्रयोग किया जा सकता है। उदाहरण —
It was a very hot summer.
14. सामान्यतः कई बीमारियों के नामों के साथ उपपद का प्रयोग नहीं किया जाता। जैसे — AIDS, diarrhoea, malaria, tuberculosis, cancer, diabetes, influenza,

rheumatism, smallpox, tonsillitis, pneumonia, typhoid.
लेकिन कुछ अन्य सामान्य बीमारियों (जैसे fever, cold, cough, chill) के साथ a का प्रयोग किया जाता है जैसे—

I have got (an) earache.

इसी प्रकार

(a) toothache, (a) stomachache, (a) backache.

लेकिन headache के साथ a का प्रयोग होता है । उदाहरण—

I have got a headache (सिर्फ headache नहीं)

15. भोजन के नामों के साथ सामान्यतः उपपद का प्रयोग नहीं किया जाता । उदाहरण—

We were having dinner.

Breakfast is waiting for you.

लेकिन भोजन के नाम के साथ विशेषण हो अथवा किसी विशेष भोजन के बारे में बात हो रही हो तो आवश्यकतानुसार उपपद का प्रयोग करें । उदाहरण—

It was a wonderful dinner.

कोई भोजन किसी विशेष अवसर पर या किसी के सम्मानार्थ दिया गया हो तो उस भोजन के नाम के साथ a का प्रयोग किया जाता है ।

उदाहरण—

Afterwards the Prime Minister will attend a dinner at the Taj Hotel.

16. सर्वोच्च परमेश्वर के बारे में बात करते समय God के साथ उपपद का प्रयोग नहीं किया जाता । उदाहरण —

I believe in God.

God is one.

Complete the following sentences by filling in 'a' or 'an' or 'the' or may be suitable.

1. _____ cow is _____ useful animal.
2. _____ rose is _____ beautiful flower.
3. He is _____ poor man.
4. He is _____ honest man.
5. Honest man speak _____ truth.
6. Rustom is _____ young parsee.

7. Do you see _____ blue sky?
8. Banaras is _____ holy city.
9. Aladdin had _____ wonderful lamp.
10. The world is _____ happy place.

Answer –

- (1) The, (2) The, (3) a, (4) an. (The), (6) a, (7) the, (8) a, (9) a, (10) a.

PRACTICE EXERCISE NO. ii

Insert articles where necessary.

1. While there is life there is hope.
2. Her knowledge of medicine had been acquired under aged jewels.
3. Sun rises in east.
4. The brave soldier lost arm in battle.
5. The doctor says it is hopeless case.
6. I like to live in open air.
7. Get pound of sugar from nearest grocer.
8. Set back clock, it is hour too fast.
9. The poor woman has not rupee.
10. Sun melts snow.

Answer

1. While there is life there is the hope.
2. Her knowledge of medicine had been acquired under the aged jewels.
3. The sun rises in the east.
4. The brave soldier lost an arm in the battle.
5. The doctor says it is a hopeless case.
6. I like to live in the open air.
7. Get a kg. of sugar from nearest grocer.
8. Set back the clock, it is an hour too fast.
9. The poor woman has not the rupee.
10. The sun melts snow.

XI. Punctuation and Capital Letters

The word punctuation has been derived from the Latin word 'Punctum' which means a point. It means the right use of putting in points or stops in writing. Thus the correct use of various marks such as the full stop, comma etc. is called punctuation. We see in common parlance, (conversation) punctuational pitfalls are a recurring phenomenon. (occurrence) It is necessary to avoid the same, that some times cause much change the very meaning of the sentence.

हिन्दी भाषा का उदाहरण देखिये—

(1) रोको मत, जाने दो । (2) रोको, मत जाने दो ।

इसी प्रकार अंग्रेज़ी भाषा का उदाहरण देखिये ।

(1) He says, "Mohan is intelligent."

(2) He, "says Mohan, is intelligent."

Thus reverse meanings occur in the above sentences though the words are the same. It is thus evident that the punctuational variegation (Diversity of colours) only has resulted in this paradox (self condition statement).

1. Full stop (Period) (.)—

It is the longest pause and is used at the end of simple and imperative sentences. As—

(1) Mohan is a good boy.

(2) Go where ever you like.

It is also used at the end of initials and abbreviations. As—

B.A., M.A., Mr., Dr., M.L.A., etc.

(1) He is an M.A.

(2) She was wedded to Dr. Ramesh.

Note – Mr. and Mrs. occur without a full stop or these have come to the regular as full spllings.

2. Comma (,)—

It is the shortest pause and the same is used—

Between three or more words of the same part of speech when only last two are connected by the word and as—

(1) Mohan, Sohan, Ramu and Harish are here.

(2) Early to bed and early to rise, makes a man healthy, wealthy and wise. —Franklien

After the end of address. As–

Friends, listen to me.

Between noun or pronoun in apposition to portion out. As–

Kalidas, the Shakespare of India was a great poet. As–

After words of the same class or rank. As–

Rich and poor, high and low etc.

After an adverbial phrase at the beginning of sentences. As–

At least, he reached the station.

Before certain co-ordinative conjunctions. As–

He is not a mad man but a knave.

After explanatory phrases. As–

This room was oblong 20 feet long, 2 feet broad.

To separate the reporting verb and the reported speech. As–

He said, "He is a good boy."

In a compound sentence to separate its coordinate clauses.

As–

His vanity is greater than his ignorance and what he lacks in knowledge is supplied by impudence. (quality of being insolent)

After adverb clause comma is used. As–

I will gladly do this, if I am allowed.

To separate date from the year. As–

March 5, 1996

To frame a word or phrase replaced for the sake of emphasis. As–

Try, try, again.

Before and after the following words. As–

(1) Therefore (2) Otherwise (3) Moreover (4) However (5) Of course etc.

Note :

- (1) When such words occur in the beginning in a sentence or at the end of sentence no comma is used.
- (2) In a complex sentences noun and adjective clauses are not separated by comma from the principle clause. As–

- (1) No one knows what may happen tomorrow.
- (2) The man whom I met yesterday was a thief.

3. **Semicolon (;)**

To separate coordinate clauses and also loosely connected clauses. As—

- (1) Reading maketh a full man ; conference a ready man ; writing an exact man.
- (2) He is honest; therefore, he is respected.

To give emphasis to the various clauses. As—

- (1) We want a book to read ; cinema for recreation; houses to live ; servants to serve us.

To divide clauses which are connected by. As—

- (1) He is kind; therefore, he is loved by all.

To separate pair of words. As—

- (1) Week; Weak. (2) Loose; Lose. (3) Their; There.

To mark off the coordinate clause when conjunction are missing. As—

It was evening ; the sun was setting; a cool breeze was blowing; the birds were returning to their nests.

4. **Colon (:)**

Between statements grammatically independent but closely connected in sense. As—

Speech is silver: silence is golden.

To introduce quotation/proverb. As—

- (1) Tennyson said : "Death closes all."
- (2) We know the proverb : "Necessity is the mother of invention."
- (3) To separate the contrasts. As—
Man proposes : God disposes.
- (4) Before the list of names. As—
Shakespeare best known dramas are : "Hamlet", "As you like it" etc.
- (5) To introduce a speech or a statement that does not directly depend upon a verb. As—
We hold these truths to be self-evident : that all man are created equal.

5. Appostrophe (')

To form the possessive case of names. As–

(1) Ram's book.

(2) Child's toy.

To show some letter that has been omitted. As–

(1) Won't = Will not

(2) They've = They have

To form plural of figures. As–

(1) Two MLA's

(2) For BA's etc.

6. Inverted comma or Quotation marks (" ")

It is used after and before direct speeches or shows the reported speech. As–

He said, "I like you very much."

After saying and quotation. As–

"Honesty is the best policy."

7. Sign of interrogation (Question Mark) (?)

(1) What are you doing?

(2) Will you help me?

8. Hyphen (-)

Between prefix and the root words.

(1) Resign Re-sign

(2) Reform Re-form etc.

In compound words, As–

(1) Brother-in-law

(2) Mother-in-law etc.

After a compound adjective

(1) A blood-red (2) Nineteenth- century etc.

To separate fractional parts, As–

(1) One-third (1/3)

(2) Three-fourth (3/4)

(3) Two-fifth (2/5)

For representing any single number under one hundred. As–

(1) Fifty-one (2) Sixty-four etc.

As the last word has been carried over to the line omission of hyphen

Note –Omission of Hyphen. As–

To join an adverb to the adjective

(1) Well-calculated-scheme (2) Now-a-day

(3) Good-will (4) Every-day

In such words. As–

(1) Any-one (2) Post-office etc.

9. **Sign of exclamation (!)**

To express surprise, joy, sorrow, anger, fear, admission or address passionately. As–

How beautiful she is!

After an emphatic nominative of address. As–

O King! Pardon me this time.

10. **Dash**

It is used–

To indicate a sudden stop or break in a sentence.

To make parentheses (double dashes)

They are used to separate from this main part of the sentence a phrase, which does not grammatically belong to it. As–

He gained from heaven it was all he wished – a friend

At least –to cut the long story short – they reached their destination.

After the colon when a statement is quoted. As–

Tagore says– "Truth is evergreen."

To resume a scatted subject. As–

Jewels, Gold, Silver all were useless to the undersired man

11. **Capital Letters**

Capital letters are used

(1) The first word of a sentence and the proper nouns and adjectives derived from them start with capital letters.

As–

The Himalayas, the Gangas, Delhi, Monday, Mohan etc. are some of the proper nouns.

- (2) To begin each verse of poetry and after every line of poetry.
- (3) The first word of the direct speech or quotation. As–
He said, "Truth is evergreen."
- (4) For all names and pronouns referring to God. As–
(1) The Almighty (2) The All painful
- (5) For names of months, days, titles, papers, essays, journals, important words of headings, persons, official designation, department of Govt. public bodies, places, streets, roads, rivers etc.
- (6) To personified common noun or things.
(1) The Press-Talk (2) The Money-Rules etc.
- (7) For abbreviations as M.A., M.L.A. etc.
- (8) For the pronoun I and the interjection. As–
Pardon me O King!
- (9) Names of subjects, languages and communities
- (10) Names of important historical events and the secret books. As–
(1) The Taj Mahal (2) The Gita etc.
- (11) All the names of parties, countries, Hindu, Muslim etc.

PRACTICE EXERCISE NO. I

Punctuate the following–

1. the shepherd finding his flock destroyed exclaimed i have been rightly served why did i trust my sheep to a wolf.
The shepherd, finding his flock destroyed, exclaimed, "I have been rightly served. Why did I trust my sheep to a wolf."
2. i am sorry madam he replied for having disturbed you but i hope you remember the promise you gave me yesterday promise of apples asked the woman.
"I am sorry madam," he replied, "for having disturbed

you but I hope, you remember the promise you gave me yesterday." "Promise of apples." asked the woman.

3. the door was opened the things scattered the boxes broken nalini cried may god save us what has happened her husband asked.

The door was opened, the things, scattered; the boxes broken, Nalini cried, "May God save us!" "What has happened?" her husband asked.

4. the traveller said can you tell me the way to the nearest inn yes said the peasant do you want one in which you can spend the night no replied the traveller i only want a meal

The traveller said, "Can you tell me the way to the nearest inn?" "Yes," said the peasant, "Do you want one in which you can spend the night?" "No", replied the traveller, "I only want a meal."

5. one evening as the sun was setting a wolf watched his own shadow growing longer and longer what a great animal i am said the wolf to himself how foolish i am to be afraid of the lion

One evening, as the sun was setting, a wolf watched his own shadow growing longer and longer. "What a great animal I am!" said the wolf to himself, "How foolish I am to be afraid of the lion!"

6. five rupees for this one please said the salesman what you charge three for it said veena do not you know that our prices are fixed we do not bargain like others mamsahib added the shop assistant after a pause.

"Five rupees for this one, please," said the salesman. "Would you charge three for it," said Veena. "Do not you know that our prices are fixed?" We do not bargain like others mamsahib," added the shop assistant after a pause.

7. one day emperor akbar asked birbal which river contained the purest water birbal replied that the water of jamuna was the purest the emperor said oh how ignorant you are.

One day, Emperor Akbar asked Birbal, which river contained the purest water. Birbal replied that the water of Jamuna was purest. The Emperor said, "Oh! How ignorant you are."

8. no smoking in this compartment said the ticket inspector to the traveler i am not smoking was the traveler reply but you have got your pipe in your mouth answered the inspector was the sharp reply i have got my feet in my boots but i am not walking.

"No smoking in this compartment," said the ticket inspector to the traveler, "I am not smoking," was the traveler's reply. "But you have got your pipe in your mouth," answered the inspector. "Yes," was the sharp reply, "I have got my feet in my boots, but I am not walking."

9. the princes threw off her veil and said o my father my love is like salt my love may be homely but it is true real and lasting and i beg your forgiveness.

The Princess threw off her veil and said, "O my father! My love is like salt. My love may be homely, but it is true, real and lasting and I beg your forgiveness."

10. o no this is not mr. toil the school master said the stranger it is another brother of his who follows the trade of a carpenter.

O, No, This is not Mr. Toil, the school master said to the stranger, "It is another brother of his who follows the trade of a carpenter."

PRACTICE EXERCISE NO. II

1. Perhaps cried he there may be such monsters as you describe.

"Perhaps" cried he, "There may be such monsters as you describe!"

2. when i look upon the tombs of the great every emotion in me dies when i read the epitaphs of the beautiful every inordinate desire goes out when I meet with the grief of parents upon a tombstone my heart melts with compassion when I see the tombs of the parents themselves consider the vanity of grieving for those

whom we must quickly follow.

When I look upon the tombs of the great every emotion in me dies; when I read the epitaphs (tombstones) of the beautiful, every inordinate desire goes out; when I meet with the grief of parents upon a tombstone, my heart melts with compassion, when I see the tombs of the parents themselves. I consider the vanity of grieving for those whom we must quickly follow.

3. when a great office is vacant either by death or disgrace which often happens five or six of these candidates petition the emperor to entertain his majesty and the court with a dance on the rope and whosoever jumps the highest without falling succeeds to the office.

When a great office is vacant either by death or disgrace, which often happens, five or six of these candidates petition the emperor to entertain His majesty and the court with a dance on the rope; and whosoever jumps the highest without falling, succeeds to the office.

4. Androcles who had no arms of any kind now gave himself up for last what shall I do said he I have no spear or sword no not so much as a stick to defend myself with.

Androcles who had no arms of any kind, now gave himself up for last. "What shall I do?" said he, I have no spear or sword, no not so much as a stick to defend myself with."

5. Wretch said the king what harm did I do to thee that thou shouldst seek to take my life with your own hand you killed my father and my two brothers was the reply.

"Wretch!" said the king. "What harm did I do thee that thou shouldst seek to take my life with your own hand?" "You killed my father and my two brothers" was the reply.

6. nothing is so easy and inviting as retort (purity) of abuse and sarcasm but it is a paltry and unprofitable contest. (An ironical remark)

Nothing is so easy and inviting as of retort of abuse and sarcasm but it is a paltry and unprofitable contest.

7. think how mysterious and often unaccountable it is that lottery of life which gives to this man the purple (A kind of colour) and five live and sends to the other rags for garments and dogs for comforters.

Think how mysterious and often unaccountable it is that lottery of life, which gives his man the purple and five live and sends to the other rags for garments and dogs for comforters!

8. the human mind is never stationary it advances or it retreats.

The human mind is never stationary, it advances or it retrogrades. (retreats)

9. there is only one cure for the evils which newly acquired freedom produces and that cure is freedom

There is only one cure for the evils which newly acquired freedom produces and that cure is freedom.

10. if you read ten pages of a good book letter by letter that is to say with real accuracy you are forevermore in someone measure an educated person.

If you read ten pages of a good book letter by letter that is to say, with real accuracy, you are forevermore, in someone measure, an educated man.

XII. Transformation of Sentences

The transformation of a sentence means to change its grammatical form without changing its sense. Thus the conversion or transformation of sentence is an excellent exercise as it touches variety of expression in writing English—

1. Transformation of voice
2. Transformation of narration
3. Sentences containing the adverb "Too".

"Too" is changed into so and 'To' is changed into that, as—

1. He is too honest to accept a bribe.
He is so honest that he will not accept a bribe.
2. It is never too late to mend.
It is never so late that thing be mended.
3. The drinking water cannot be too pure.
The drinking water cannot be more pure.
4. Too many cooks spoil the broth.
More than one cook spoil the broth.
5. You are too fond of singing.
You are fond of singing beyond limit.

After change of simple and negative sentence—

1. As soon as the bell rang, he came into the room.
No soon did the bell ring then he came into the room.
2. Your son only could pass.
None else but your son could pass.
3. He is a good boy.
He is not a bad boy.
4. He is greater than I
I am not so great as he is.
5. Interchange of simple sentence interrogative sentence :
 - (1) Every one loves one's country.
Who does not love one's country?
 - (2) It does not matter if you fail.
What matters if you fail?

- (3) It is a foolish idea.
Is it a foolish idea?
- (4) Who does not wish to be happy?
Every one wishes to be happy.
- (5) Were we sent into the world simply to make money?
We were not sent into the world simply to make money.
6. Interchange of simple sentence to exclamatory sentence.
- (1) I wish that I were a rich.
Would that I were a rich!
- (2) You have done well.
Well done!
- (3) It is astonished that a soldier is afraid of fighting.
A soldier is afraid of fighting!
- (4) This table is very good.
How good this table is !
7. Interchange of degrees of comparison.
- (1) He is the cleverest boy in the class.
(Superlative)
He is cleverest than any other boy in the class.
(Comparative)
- (2) Ram is as strong as Hari. (Positive)
Hari is not stronger than Rama. (Comparative)
- (3) The Punjab is not so hot as the Deccan.
(Positive)
Deccan is hotter than the Punjab. (Comparative)
- (4) The story is as least interesting as that.
(Positive)
This story is not less interesting than that.
(Comparative)
- (5) I am as strong as he. (Positive)
He is not stronger than I. (Comparative)
- (6) No other metal is as useful as iron. (Positive)
Iron is more useful than any other metal.
(Comparative)
Iron is most useful of all metals. (Superlative)

(7) Calcutta is the largest town in India.
(Superlative)

Calcutta is larger than any other town in India.
(Comparative)

(8) Mumbai is the richest town in India.
(Superlative)

Mumbai is richer than most other towns in India.
(Comparative)

Very few towns in India are as rich as Mumbai.
(Positive)

8. The substitution of one part of speech for another—
A sentence may be transformed in such a way that one of its leading words is changed from one part of speech to another.

Nouns, verbs, adjectives and adverbs are thus liable to be interchanged, as—

Verb – Lead and tin differ very greatly in weight.

Noun – Between lead and tin there is much difference in weight.

Adjective – The weight of lead is very different from that on tin.

Adverb – Lead and tin are very differently constituted in point of weight.

9. Conversion of simple sentences to compound/doubly multiple ones –

Compound/Double simple sentences can be converted into multiple ones by expanding words or phrases into coordinate clauses, as—

(A) Cumulative Conjunctions

Simple – Besides making a promise, he kept it.

Double – He not only made a promise, but also kept it.

(B) Alternative Conjunctions

Simple – He must confess his fault to escape being fined.

Double – He must confess his fault or he will be fined.

(C) Adversative Conjunctions

Simple – Notwithstanding his sorrow, he is hopeful.

Double – He is sorrowful, but get hopeful.

(D) Illative Conjunction

Simple – Owing to bad health, he could not work.

Double – He was in bad health, and so he could not work.

10. Conversion of simple sentences to complex

Simple sentences can be converted to complex ones, by expanding words or phrases into subordinate clause, as–

(A) Noun clause

Simple – I am certain of giving you satisfaction.

Complex – I am certain that I shall give you satisfaction.

(B) Adjective clause

Simple – He paid off his father's debts.

Complex – He paid off the debts which his father had contracted. (took)

(C) Adverb clause

Simple – On reaching manhood, you will have to work for your living.

Complex – As soon as you have reached manhood, you will have to work for your living.

(D) Misc. Clause

Simple – He bought his uncle's library.

Complex – He bought the library which belongs to his uncle.

Simple – He owed his success to his father.

Complex – It was owing to his father that he succeeded.

Simple – He worked hard to pass the examination.

Complex – He worked hard that he might pass the examination.

Simple – He succeeded unexpectedly.

Complex – He succeeded although his success was not expected.

Simple – The management is thoroughly bad.

Complex – The management is as bad as it could be.

11. Conversion of complex sentences to simple.

Noun Clause

- (1) Substituting a noun for the noun clause introduced by the conjunction "that".

Complex – It is sad that he died so young.

Simple – His death at so young an age is sad.

- (2) Substituting a noun for the noun clause introduced by a relative adverb.

Complex – Tell me when and where you were born.

Simple – Tell me the time and place of your birth.

- (3) Substituting a noun for the noun clause introduced by a relative pronoun.

Complex – We need not disbelieve what he said.

Simple – We need not disbelieve his word.

Adjective Clause

- (1) By using some adjective or participle.

Complex – Such pupils who work hard may win a prize.

Simple – Hard working pupils may win a prize.

- (2) By using a noun on the genitive case or a possessive adjective.

Complex – They soon forgot the labours they had endured.

Simple – They soon forgot those past labours.

- (3) By using a noun in opposition

Complex – This rule, from which troubles have come, is much disliked.

Simple – This rule, the source of all our troubles, is much disliked.

- (4) By using a preposition with its object.

Complex – The benefits that he derived from his early training were soon lost.

Simple – The benefits of his early training were soon lost.

- (5) By using a gerundial infinite.

Complex – I have no money that I can spare.

Simple – I have no money to spare.

- (6) By using a compound noun –

Complex – That is the place where my father was buried.

Simple – That was my father's burial place.

Adverb Clause

- (1) By using a preposition or prepositional phrase–

Complex – The boy was pleased that he had won a prize.

Simple – The boy was pleased at having won a prize.

- (2) By using a participle

Complex – As the main point has been gained success is certain.

Simple – The point having been gained success is certain.

- (3) By using a gerundial infinite.

Complex – They were surprised, when they heard him confess.

Simple – They were surprised to hear him confess.

Misc. Clause

- (1) Complex – While there is life there is hope.

Simple – Life and hope are inseparable.

- (2) As you sow, so you will reap.

You will reap the fruits what you sown.

12. Conversion of compound sentences to complex.

Compound – Search his pockets and you will find the watch.

Complex – If you search his pockets, you will find the watch.

Compound – He saw the danger and paused. (stopped)

Complex – When he saw the danger he paused.

Compound – He aimed at winning the prize and worked hard.

Complex – He worked hard so that he might win the prize.

Compound – He is buried near Rome and myrtles grow round his grave.

Complex – He is buried near Rome in a place where myrtles (evergreen shrub) grow.

Compound – He wishes to become learned, therefore, he is studying hard.

Complex – He is studying hard so that he may become learned.

13. Conversion of complex sentences to compound.

Complex – He worked hard so that he might win the prize.

Compound – He aimed at winning the prize and worked hard.

Complex – He is more a philosopher than a poet.

Compound – He is something of a poet but rather more of a philosopher.

Complex – If you do not hurry you will miss the train.

Compound – You must hurry or you will miss the train.

Complex – Unless we do our work well our master will be angry with us.

Compound – We must do our work well or our master will be angry with us.

Complex – We sow that we may reap.

Compound – We desire to reap, therefore, we sow.

**XIII — COMMON ERRORS
OR
CORRECT INCORRECT
I—NOUNS**

1. Some nouns are always used as singular ; as :—

Mathematics, news, summons, innings, physics, optics, hair, scenery, poetry, information, machinery

1. I Mathematics are a difficult subject.
C Mathematics is a difficult subject.
2. I The news of his demise were received calmly.
C The news of his demise was received calmly.

Note : But 'politics' is used both as a singular and as a plural such as —

1. Politics is a game of the scoundrels.
2. Politics have degenerated these days.

2. Some nouns are always used as plural, as —

Sheep, folk, meals, cattle, people, gentry, public, spectacles, touses, thanks ashes, aims, riches, circumstances, remains, annual, credentials, scissors, drawers, proceeds, assets, contents, bellows, (roars) trappings, measles, draughts, infantry, mankind, cavalries, vermin, such as :—

1. I The village folk was present.
C The village folk were present.
2. I The people was looking at the leader.
C The people were looking at the leader.
3. I The infantry was on the march.
C The infantry were on the march.
4. I The mankind was grateful to him.
C The mankind were grateful to him.

3. There are certain nouns which can be used both as singular and plural, it depends upon their ultimate sense, as :—

Jury, police, committee, audience, Govt. etc.

1. I The jury has pronounced a unanimous verdict.
C The jury has pronounced a unanimous verdict. it shows that the jury has acted as one man. If

there is a division amongst the members of jury,
we would say :—

2. I The jury stands divided.
C The jury stand divided.

4. Appostrophe (') is never used with lifeless objects though sometimes we use it with abstract nouns such as :

1. I The chair's leg is broken.
C The leg of the chair is broken.
2. I We give you back money for honesty sake.
C We give you back money for honesty's as sake.

Use (s) with certain dignitied objects such as :—

The duty's call; the sun's ray; the soul's delight; the river's bank; the earth's beauty; nature's beauty; the court's judgement.

Use (s) with leaving creatures, such as —

A bird's feathers ; an elephant's tail; a parrot's beak.

1. I The feathers of a peacock are bluish green.
C The peacock's feathers are bluish green.
2. I It is book of Mohan.
C It is a book of Mohan's

Note : It denotes ownership of Mohan.

5. Miscellaneous sentences —

1. I He gave me many good advices.
C He gave me many pieces of good advice.
2. I My family members are out of station.
C The members of my family are out of the station.
3. I There was no place on the branch.
C There was no room on the branch.
4. I He spent his summer vocations at Shimla.
C He spent his summer vocation at Shimla.
5. I I bought many fruits and vegetables.
C I bought many fruit and vegetables.
6. I Write this word in your copy.
C Write this word in your note-book.
7. I I am quite well up in my study.
C I am quite well up in my studies.

8. I I want to have a blotting.
C I want to have a blotting paper.
9. I Always try to be true to your words.
C Always try to be true to your word.
10. I Please convey my respects to my elder.
C Please convey my respects to my elders.
11. I He has learnt the alphabets.
C He has learnt the letters of the alphabet.
12. I He wants four breads.
C He wants four pieces of bread. Or
He wants four loaves.
13. I Hindus and Muslims are brothers.
C Hindus and Muslims are brethren.
14. I Go to the back side of the House.
C Go to the back of the House.
15. I We are answerable to God for our works.
C We are answerable to God for our actions.
16. I He did many noble works for mankind.
C He did many noble deeds for mankind.
17. I He must now take your leave.
C He must now take leave of you.
18. I He cannot bear your separation.
C He cannot bear separation from you.
19. I I am suffering from eye-sore.
C I am suffering from sore-eyes.
20. I She is a bachelor.
C She is a spinster.

Note — A woman who remains single after the conventional age for marrying is a spinster.

IMPORTANT RULES

It goes without saying that the rules named below are of paramount importance. You will indisputably derive tremendous benefit from a thorough studies of these rules.

1. There are some nouns in the English language having the singular and the plural alike. This denotes that there is no change of form in the plural. These words are usually used in the singular form. These nouns are bream, brace,

cannon, cod, corps, deer, fist, hertz, fracas, means, mackerel, mathematics, offspring, politics, pike, sheep, salmon, series, species, swine, trout, yoke etc.

Note 1. Fishes, the plural form of fish, can be used in the sense of different kinds of fishes.

Example : There are many fishes in the river.

2. The word means has two totally different meanings given below.

(i) Money resources, wealth, etc.

When means is used to mean income, it must always be treated as plural.

Examples : (1) You must not live beyond your means. (2) His means are ample to enable him to defray his monthly expenses.

(ii) a method or process by which a result may be achieved or brought about.

Means can be used in the singular or in the plural number in this sense.

Examples : (1) He cannot frighten me by this means. (2) He adopted several means to deceive me.

In the first sentence, means has been used in the singular number. In the second sentence, means is in the plural number.

(3) The word politics, when used in the plural number mean political principles or views.

Example : What are your politics?

2. There are some nouns which denote number, measure, etc. These nouns do not change form in the plural, when they are used after numerals. The following are the relevant nouns dozen, gross, score, hundred, thousand, million, hundred weight etc.

Examples : (1) He has bought two dozen pencils. (2) I need four hundred rupees.

It is to be noted with due care that when these nouns are not preceded by numerals, we can use their plural forms.

Examples : (1) Dozens of books were stolen. (2) Hundreds of people were present in the meeting. (3) Thousands of rupees were spent by him.

It is also worth noting that in this case the preposition of is placed after dozens, hundreds and thousands.

3. Some nouns are used in the singular only. They are fruit, advice, corn, grain, information, poetry, scenery, offspring, machinery, hair, heyday, furniture etc.

A few words of this kind may be sometimes used in the plural but only in an altogether different sense.

Note : 1. When advices, the plural form of advice, is used, it means commercial news from some other place.

Example : We are awaiting advices from our Dehli branch.

2. Hair, when used in the plural number, means a number of hairs.

Example : Sheela has ten grey hairs.

4. Some nouns are plural in form but singular in use. Nouns of this kind are : news innings, alms, gallows, economics, physics, summons, measles, mumps, mechanics, billiards, shingles, draughts, shambles etc.

5. There are some nouns which are singular in form but plural in use. They are cattle, cavalry, clergy, folk, gentry, vermin, people, police, public, poultry, peasantry, etc.

Note : The word people can be used in the singular and in the plural. In such an event, people means a nation.

Example : (1) The Indians are a brave people. (2) There are many people in Asia.

6. There are some nouns which are used in the plural only. They are generally the names of instruments or tools, articles of dress, parts of the human body, and other miscellaneous words. The following are the nouns of this category :

(1) Instruments or Tools : bellows, pincers, scissors, shears, spectacles, tongs, fetters, shackles, etc.

(2) Articles of Dress : trousers, pentaloons, socks, shorts, slacks, breeches, bloomers, fleshings, etc.

(3) Parts of Human Body : bowels, intestines, genitals, etc.

(4) Miscellaneous Words : annals, auspices, contents, premises, proceeds, remains, riches, thanks, amends, odds, nuptials, lodgings, savings, earnings,

belongings, hangings (curtains), ideas, furnishings, viands, eats, eaves, greaves, pickings, pyjamas, outskirts, dregs, doldrums, etc.

7. The names of books etc. with plural endings are used in the singular form and the word vegetable is usually used in the plural form.
8. The word issue can be used both in the singular and in the plural. Issue, when used in the sense of child, must always be in the singular form.
Example : He died without issue. (=He died childless.)
9. You should not use o'clock when the minutes are also mentioned.
Examples : (1) They will go by the 10.30 train. (2) He left by the 11 o'clock train.
10. The expression many a always takes a singular number.
Examples : (1) He met me many a time. (2) He has read many a book.
11. Works, the plural form of work, usually means a factory or the writings of an author.
Examples : (1) Mohan visited the iron works. (2) He has read the works of Rabindra Nath Tagore.
12. When a noun serve the purpose of an adjective in a compound word, it is not changed into plural form.
Examples : (1) Give me a ten-rupee note. (2) He ran a five mile race.
13. Material nouns are not changed into plurals when they denote a mass of matter.
Example : This building is made of brick and stone, marble etc.

II—PRONOUNS

Pronoun is a word which is used in the place of noun as —

He, your, they etc.

Kinds of Pronouns

1. Personal pronoun—
eg. : I, We, He, She, You, It etc.
2. Reflexive pronoun—
eg. : Himself, Ourselves etc.
3. Relative pronoun—
eg. : Which, Whose, Whom, That, What etc.
4. Interrogative pronoun—
eg. : Who, Whom, Which, What, Where.
5. Indefinite pronoun—
eg.: Any, Some, All, Few, many, Another etc.
6. Distributive pronouns —
eg. : Each, Every, Either, Neither etc.
7. Demonstrative Pronoun—
eg. : This, That, These, Those, None, Each, So, Someone etc.

1. Personal Pronouns in a given sentences are used in the following way :—

- (1) Second person comes first and then comes the third person and at the end comes the first person = 231
 - (2) But in the plural form the order of the above is always First, Second and Third = 123
1. I He, you and I were present in the hall.
C You, he and I were present in the hall.
 2. I You, we and they will visit the show.
C We, you and they will visit the show.

2. All the pronouns agree with their nouns and specifically their number, person and gender.

1. I Each of the girls had their prizes.
C Each of the girls had her prizes.
2. I You are better than him.
C You are better than he is.
3. I None but the brave deserves the fair.
C None but the brave deserve the fair.

Note : Use plural with the brave which means the brave people.

4. Use of it—

It is used for animals, young children, in animals such as :

(1) The cats pounced upon the rats and caught it.

(2) It is very hot today (show weather).

(3) It is he who is to blame (emphasis on pronoun).

It is used in all sorts of introductory sentences :— as.

4. How nice a story it is !

(1) It is our duty to provide help to the sufferers.

**(2) Use of reflexive pronouns (Himself, Ourselves)
Always use reflexive pronouns with overeat, absent, avail, enjoy, oversleep etc; as,**

1. I He overeates.

C He overeates himself.

2. I Why did you absent yesterday?

C Why did you absent yourself yesterday?

3. Use of Relative Pronoun (As, that, which, whose etc.)

1. Use of 'AS'—Use the words the same with 'As' etc.—

I Her name is as mine.

C Her name is the same as that of mine.

OR

Her name is the same of mine.

2. Use of that, after thought, all, nothing, the only etc.

1. I This is the best thing which we liked.

C This is the best thing that we liked.

2. I Your handwriting is like Mohan.

C Your handwriting is like that of Mohan.

3. Use of who, where, when etc.

Whose reflects upon possession, whom reflects upon the function of an object and who reflects upon the function of a subject :—

1. I Who the gods love, die young.

C Whom the gods love, die young.

Note : We have already discussed the use of that but some further amplifications (enlargements) are needed which are given hereunder :—

- (1) After the numeral adjectives such as :—
She is the first woman that has been chosen as Mrs. Universe.
- (2) After the superlative degree :—
Here is the most intelligent boy that I have ever seen.
- (3) That is also used as a word that defines :—Take away the broom (a sweeping implement) that caught fire earlier.

Note : Remember that whenever that is used after the word 'such' it cannot be termed as a Relative Pronoun. In that case, it becomes a conjunction ; as,
She is not such a woman that she should commit thefts.

4. Misc. Sentences :—

1. I Myself is K.L. Malhotra, IAS
C I am K.L. Malhotra IAS
2. I It is me.
C It is I.
3. I I, he and you will ran a race.
C You, he and I will run a race.
4. I You, he and I break the Chair.
C I, you and he break the Chair.
5. I I am for more satisfied than him.
C I am for more satisfied than he is.
6. I You are taller than me.
C You are taller than I.
7. I Let I and he do this.
C Let him and me do this.
8. I It was him who took my book.
C It was he who took my book.
9. I He went to the hills and enjoyed.
C He went to the hills and enjoyed himself.
10. I Everyone has their faults.
C Everyone has own faults.
11. I This is mine watch.
C This is my watch.

12. I None of you were present.
C Neither of you were present.
13. I Which is wiser Lila or Shila?
C Who is wiser Lila or Shila?
14. I I have not received your reply.
C I have not received a reply from you.
15. I Give me any of these two books.
C Give me either of these two books.
16. I The climate of Shimla is cooler than Chandigarh.
C The climate of Shimla is cooler than that of Chandigarh.
17. I If I were him I would change nothing.
C If I were he I would change nothing.
18. I This is the same book which I gave you.
C This is the same book that I gave you.
19. I Such boys who work hard pass.
C Such boys as work hard pass.
20. I This is the table whose legs was broken by me.
C This is the table the legs of which was broken by me.
21. I The women of India are more beautiful and intelligent than of Europe.
C The women of India are more beautiful and intelligent than those of Europe.
22. I You should avail of this golden opportunity.
C You should avail yourself of this golden opportunity.
23. I Both of them didnot go.
C Neither of than went.
24. I We all didnot go.
C None of us went.
25. I Here is my cup, please fill.
C Here is my cup, please fill it.

Note : All transitive verbs as for example. fill, must have an expressed object.

26. I He with some friends went for a walk.
C He went for a walk with some of friends.

Note : A pronoun used as subject should not be separated from its verb. if possible.

27. I The teacher tested the boy if he could read English.
C The teacher tested the boy to see if he could read English.

Note : The object of tested is not boy but the whole noun clause.

28. I I asked for my pencil, but he did not give me.
C I asked for my pencil, but he did not give it to me.

IMPORTANT RULES

1. When pronouns of different persons occur together in a sentence, they must be used in the following order :
Second person, third person and first person.
Example : You, he and I went to Calcutta.
2. While confessing a fault, the sequence of the personal pronouns must be as follows :—
First person, second person and third person.
Example : I, you and she came late.
3. A personal pronoun must always be of the same number gender and person as the noun for which it is used.
Example : Sheela is a good girl. She is obedient to her parents.
4. When a pronoun is used instead of a collective noun taken as whole, it (the pronoun) must be singular in number and neuter in gender.
Example : The committee has submitted its report.
If the individual members of the committee are considered separately, the pronoun must be in the plural number. But the collective noun committee remains singular in form.
Example : The committee were divided in their opinion.
5. When two or more singular nouns are joined by and, the pronoun used for them must be in the plural form.
Example : Sheela and Leela are hard-working students. They never tittle-tattle.

6. When two singular nouns joined by and, are preceded by each or every, the pronoun must be in the singular form.
Example : Every teacher and every student took his seat.
7. When two or more singular nouns are joined by or, or either..... or, or neither.....not, the pronoun must be singular.
Example : (1) Either Bimla or Kamla must help her mother.
(2) Madhu or Ranju lost her books.
8. When a singular noun and a plural noun are joined by or, or nor, the pronoun must be in the plural number.
Example : The officer or his clerks neglected their duty.
9. When a pronoun refers to more than one noun or pronoun of different persons, it (the pronoun) must be of the first person plural in preference to the second, and of the second person plural in preference to the third.
Example : (1) You and I have done our duty. (2) You and Kanta have wasted your time.
10. When a personal pronoun is connected by a conjunction with some other word in the objective case, it must be in the objective case.
Example : These books are for you and me.
11. When nouns of different genders are combined by a conjunction, the pronoun must agree with the gender of the noun which is next to it (conjunction).
12. **The personal pronouns**—my, our, your, his, her, their and its—are used with and followed by nouns. They do the work of adjectives. They are treated as adjectives, and are called possessive adjectives.
Example : (a) This is my book. (b) Sheela is her sister.
13. **The personal pronouns**—mine, ours, yours, hers, and theirs—are also called possessive pronouns. It must be borne in mind that they are not followed by nouns. They are used in the following ways :
- (a) When a verb comes between the noun and the possessive pronoun.
Example : This book is mine.

(b) When the noun is not expressed.

Example : My wife and yours are close friends.

(c) When of is used before such a pronoun.

Example : The son of yours is very intelligent.

Notes : The pronoun his is used both as a possessive adjective and as a possessive pronoun.

Example : (a) This is his pen. (b) This pen is his.

In the first sentence, his is a possessive adjective, and in the second sentence, his is a possessive pronoun.

14. It amply deserves to be noted with utmost care that the personal pronouns—yours, ours, hers, theirs and its—are written without the apostrophe (').

Example : (a) Yours sincerely, (b) Yours affectionately.

15. When a personal pronoun is used as a complement to the verb to be, it (the pronoun) must be in the nominative case.

Example : (a) It was she who created the problem. (b) Who is there ? It is I (not me).

16. A pronoun should be used in the objective case in a sentence beginning with let.

Example : (a) Let her do the work. (b) Let me go there. (c) Let them go home. (d) Let you and me finish the work.

17. The word they is sometimes used to denote people in general.

Example : They (people) say that might is right.

18. It is worth noting with great care that the word one is an indefinite pronoun. It must never be used with personal pronouns—he, she, him, his or her, himself or herself—in the same sentence.

Example : One must do one's duty.

Note : The possessive form of the word one, is one's. You must never use his or her in place of one's in such a sentence. The word one must be followed by one's or oneself.

19. The pronoun, following the conjunctions than or as, must be in the same case as the noun or pronoun preceding it (than or as).

Example : (a) Sheela runs faster than I. (b) You are as good as she. (c) I write better than he.

20. The words either, neither, each other are used for two persons or things.
21. The expression one another is used for more than two.
22. The pronouns everyone and everybody should be followed by his or her.
23. The word such and some are followed by as.
24. The relative pronoun that should be used in preference to who after superlatives, only, all, any, same, and it is or it was, none, nothing.

Example : (1) Mahatama Gandhi was one of the greatest men that ever lived. (2) Kamla is the cleverest girl that I ever met. (3) You are the only person that can help him. (4) Anyone that wants to succeed must work hard. (5) It is you that I want to speak to, not Bimla. (6) All the people that I invited have agreed to come. (7) She is the same girl that opposed me in the election. (8) There was none that did not enjoy the show. (9) There is nothing that should frighten her. (10) Any man that refuses to do the job will be beaten black and blue.

25. The word none means not even one or not any. It is used both in the singular and in the plural, depending upon the sense.

Example : (1) He has a car, but I have none. (2) None have gone there.

In the first sentence, none is singular and in the second sentence, none is in the plural form.

26. (1) That or those is used to avoid the repetition of a noun already mentioned.

Example : The climate of Shimla is cooler than that of Delhi.

Note : In this sentence, that has been used in place of the climate.

(2) The houses of the rich are larger than those of the poor.

Notes : Here those has been used instead of the houses.

27. There are some verbs which are followed by reflexive pronouns :

Examples : (1) He availed himself of the opportunity. (2) He enjoyed himself during the vacation. (3) Why did you absent yourself from college yesterday? (4) You should exert yourself to arrive early. (5) She distinguished herself by her courage. (6) if he is appointed to the post of a teacher, he will acquit himself well. (7) he has resigned himself to my guidance. (8) He has set himself as a bookseller. (9) He tried to hide himself/behind that building.

28. The word but is used as a relative pronoun when it means thatnot ,whonot, which not. It is used after negative such as no, not, or none.

Example : (1) There is not one of us but wishes (= not one of us who does not wish) to help you. (2) There are few of us but (= few of us who do not) admire your determination. (3) There was no one but wept.

Note : Here the expression but wept is equivalent to that did not weep.

(4) There is no rose but has many thorns.

Note : In this sentences, the expression but has means that does not have.

29. A pronoun which is governed by a preposition must be in the objective case.

Example : Whom were you speaking to?

30. A pronoun should not be omitted when it takes the place of noun in the objective case after a transitive verb.

III—ADJECTIVES

An adjective as a word used with a noun to add something for its meaning. Thus it means added to :—

1. Later, latest, latter and last :

Later (Antonym of earlier) and latest refer to time, but later (Antonym of former) and last refer to position / order as :—

1. I He is latter than I expected.
C He is later than I expected.
2. I He has not heard the later news.
C He has not heard the latest news.
3. I The last chapters are lacking in interest.
C The latter chapters are lacking in interest.
4. I His name is the latter in this category.
C His name is the last in this category.

2. Elder, Eldest, Older, Oldest :

Elder and eldest are used only of persons not of animals or things for the members of the same family and the word than is not used at all. But elder and oldest are used of both persons and things and the word than is used with older, as :—

1. I He is my older brother.
C He is my elder brother.
2. I He is oldest son.
C He is elder or eldest son.
3. I Neelam is elder than her sister.
C Neelam is older than her sister.
4. I He is the eldest man in this City.
C He is the oldest man in this City.

3. Some, Any :

Some is used to express quantity or degree in simple sentences whereas Any is used for negative or interrogative sentences for the same, as :—

1. I He bought any mangoes.
C He bought some mangoes.
2. I He did not buy some mangoes.
C He did not buy any mangoes.

4. Each and Every :

'Each' is used indicating two persons and 'Every' is used for showing more than two persons, as :—

1. I Everyone of the two minors came out alive.
C Each of one of the two minors came out alive.
2. I Each one of the three girls stayed behind.
C Everyone of the three girls stayed behind.

5. Remembers that the factual position of the adjective is before the noun that it qualifies and not after that but there are exceptions to this rule as well as :—

1. I Look at the boy handsome.
C Look at the handsome boy.
2. I This practice has been in vogue since immemorial times.
C This practice has been in vogue since time immemorial.

6. Whenever a number of adjective qualify the same person or thing, then these may be placed after the noun as :—

1. I She was a hale and hearty women.
C She was a woman hale and hearty.

7. Adjectives are used as nouns sometimes when the added to them. But all these convey plural sense as :—

1. I Great are always humble.
C The great are always humble.

8. Use 'to' instead of 'with' or 'than' with junior, superior inferior, prior, anterior, posterior etc. as :—

1. I This cloth is inferior with that.
C This cloth is inferior to that.

9. Use Major, minor, ulterior, exterior, interior, former, latter, inner, outer, upper etc. as positive adjectives and not comparative or superlative adjectives as :—

- I The most exterior construction looked beautiful.
C The exterior construction looked beautiful.

10. The comparative adjectives are followed by 'than' but whenever selection is meant of is used such as :—

- I She is more beautiful than the two.
C She is the more beautiful than the two.

Note : Remember that comparative degree for the bigger words always have more with them such as more handsome, more intelligent, more beautiful, more lucrative etc.

11. Use 'other' if any exists after a comparative degree such as :—

- I Maharshi Ved Vyasa was more famous than any saint of ancient India.
- C Maharshi Ved Vyasa was more famous than any other saint of ancient India.

Note : We may also use the superlative degree in the above sentence such as :—

Maharshi Ved Vyasa was the most famous Saint of ancient India.

12. Never use comparative degrees with the following words :—

Unique, perpetual, round, golden, preferable, circular, square, free, universal etc.

- 1. I He is a more unique lecturer.
- C He is a unique lecturer.
- 2. I It is more perpetual phenomenon.
- C It is perpetual phenomenon.

13. Whole, The Whole :—

Remember that before a proper noun the whole is followed by 'of' with plural common nouns we use 'whole'. But with the singular common noun we use 'the' whole such as :—

- 1. I The whole states were submerged with flood waters.
- C Whose states were submerged with flood waters.
- 2. I Whole nation was stunned to hear election results.
- C The whole nation was stunned to hear election results.

14. Few, A few, The few :—

- 1. Few : It is a negative adjective.
It is in the sense of 'not many'.

2. A few : It is an affirmative adjective.
It is used in the sense of some at least.
3. The few : It implies two statements one negative and the other affirmative.
It indicates the whole of any particular number
Examples :—
 - I He makes a few mistakes.
 - C He does not make many mistakes.
 - I He makes a few mistakes.
 - C He does not make mistakes at least.
 - I I corrected the few mistakes he had made.
 - C He did not make many mistakes and corrected all of them.
4. Thus sentence 3 implies two statements :—
 - I Out of one thousand a few men were selected only one or two.
 - C Out of one thousand few men were selected or two.
 - I The few women helped me.
 - C A few women helped me.
 - I A few men that were present raised hue and cry.
 - C The few men that were present raised hue and cry.

15. Little, A little, The little.

1. I Little—It is negative adjective.
C It is used in the sense of not much.
2. I A little—It is an affirmative adjective.
C It is used in the sense of some at least.
3. The little—it implies two statements one negative and other affirmative.

Example :

1. I He had little milk.
C He did not have much milk.
2. I He had a little milk.
C He had some milk at least.

3. I He drank the little milk I had.
C He did not have much milk and he drank all of it.
4. I There is little milk in the cup, which is sufficient for tea.
C There is a little milk in the cup, which is sufficient for tea.
5. I A little milk that was in the cup, evaporated.
C The little milk that was in the cup, evaporated.

16. Misc. sentences :—

1. I She is coward lady.
C She is a coward lady.
2. I This mango tasted sweet.
C This mango tasted sweetly.
3. I He is wiser for his age.
C He is wise for his age.
4. I Open your book at seven page.
C Open your book at page seven.
5. I You only are responsible for it.
C You are alone responsible for it.
6. I Do not go out with your open head.
C Do not go out with your bare head.
7. I He is hundred percent correct.
C He is cent percent correct.
8. I He got nearly cent percent marks.
C He got nearly full marks.
9. I He left for Delhi by 2.30 O' clock train.
C He left for Delhi by 2.30 PM train.
10. I This teapot is costlier than useful.
C This teapot is more costlier than useful.
11. I I shall spend my future life at Panchkula.
C I shall spend my remaining life at Panchkula.
12. I He told me the fresh news.
C He told me the latest news.
13. I She is a true girl.
C She is a true ful girl.

IMPORTANT RULES

1. It must be borne in mind that this and that are the only adjectives which are changed in form to show number. This and that are used with singular nouns, these and those with plural nouns.
2. It is also worth noting with utmost care that adjectives in the English language have the same form for singular and plural, and masculine and feminine nouns. The only exceptions are the demonstrative adjectives this and that and their plural forms—these and those respectively.
3. You must remember that only adjectives of quality and adjectives of quantity have degrees of comparison.
4. The following are the three degrees of comparison.

(a) Positive Degree

The positive degree of an adjective is the Adjective in its simple form. It is used to denote the mere existence of some quality of what speak about. It is used when no comparison is made.

Example : She is a good girl.

(b) Comparative Degree

(1) The comparative degree of an adnective denotes a higher or lower degree of the quality than the positive. This degree used when two persons or things, or sets of persons or thin of the same kind are compared. The comparative degree followed by than.

Example : Sheela is stronger than Leela.

(2) When selection of one out of two persons or things, or some of persons or things, of the same kind, is meant, the comperative degree is preceded by the and followed by of.

Example : Ram is the taller of the two boys.

(3) When two qualities in the same person or thing compared, the comparative degree is formed by using more instead of—or with the adjective in the positive degree.

Example : She is more wise than honest.

This sentence denotes that She has both wisdom and honesty. But her wisdom is greater than her honesty.

(c) Superlative Degree

- (1) The superlative degree of an adjective denotes the high degree of the quality spoken about. It is used when more than two persons or things, or sets of persons or things, of the same kind, are compared. It is preceded by the and generally followed by of, or in certain cases.

Examples : (1) He is the boldest of all the boys. (2) He is the most intelligent of all the boys in the class.

- (2) There are occasions when most is used before an adjective in a sentence where there is no comparison. It merely shows the possession of a quality in a very high degree. In such a sentence, the word most is neither preceded by the nor followed by of. Sometimes the indefinite article a or an is used before the word most.

Examples : (1) We had a most enjoyable time during the vacation. (2) This is the most unfortunate. (3) He made a most impressive speech. (4) He is my best friend.

5. The following are used as comparative adjectives. Each of these seven adjectives ends in _____or, and is followed by to instead of than. These are not preceded by more.

Senior, junior, superior, inferior, prior, anterior and posterior (later in time).

Examples : (1) He is senior to me in service. (2) All his colleagues are junior to him. (3) This clock is superior to that. (4) The cloth is inferior to that.

6. Certain comparatives have lost their comparative meaning. They are used as positives. They are not followed by than. They are also not preceded by more. These are : former, latter, elder, upper, hinder, inner, outer, utter and nether.

Examples : (1) He is an utter fool. (2) His elder brother is a lawyer. (3) The inner meaning of this letter is not clear. (4) They rain to defend the outer well.

7. Interior, exterior, ulterior, major and minor are positive adjectives. They cannot be used in the comparative or in the superlative degree.

Examples : (1) He has no ulterior motive in offering me help. (2) His age is a matter of minor importance. (3) The exterior wall of the house is made of stone.

8. The following adjectives can be used only in the positive and in the superlative degrees :

	Positive	Superlative
1.	Top	Topmost
2.	Northern	Northernmost
3.	Southern	Southernmost
4.	Eastern	Easternmost
5.	Western	Westernmost

9. The adjective preferable is used as a comparative. It is generally followed by to. More does not precede it.

Example : Gradual change is preferable to sudden, large-scale change.

Note : Sometimes it is used without the preposition to after it.

Example : Sheela and Leela find this method immensely preferable.

10. The comparative should be used before a noun qualified by other, or before a pronoun qualified by others. The superlative must not be used in such a sense.

Example : (1) Srinagar is more beautiful than any other place in India. (2) He is stronger than all others in the college.

11. When two comparative or superlative degrees are used together, the one formed by using more or most should follow the other degree.

Examples : (1) Sheela is the eldest and most reasonable girl in the family. (2) He is wiser and more insustrious than his father.

12. Two adjectives which refer to the same noun or pronoun joined by conjunction must be in the same degree.

Example : He is the wisest and noblest man of this town.

13. Two persons or things can be compared without using comparative degree.

Instead of saying.

Sohan is stronger than Mohan.

We can say : Mohan is less strong than Sohan.

or

Mohan is not so strong as Sohan.

14. There are two different ways in which an adjective can be used. An adjective is used either attributively or predicatively.

Examples : (1) Attributive use : He is good boy.

(2) Predicative use : My eyesight is still good.

When the adjective is used before the noun as an attribute or epithet, (An Adjective expressing some quality) it is called an attributive adjective. When the adjective is used after the verb, it is called a predicative adjective.

Note : Every adjective cannot be used in both ways. Some adjectives are used either attributively or predicatively. There are some adjectives which can be used in the said two different ways.

15. Certain adjectives preceded by the are used as nouns in the plural number only. These are : rich, poor, wicked, cautious, needy, meek, aged, blind, dead, and so on.

Examples : (1) The rich are proud. The rich = rich people, (2) The poor should be helped. The poor = poor people. (3) The wicked must be avoided. The wicked = wicked (bad) people. (4) The cautious are not always cowards. The cautious = cautious people. (5) The brave are respected by all. The brave = brave persons. (6) The dead are not feared by anybody. The dead = all those who have died or been killed.

16. There are adjectives used as singular nouns denoting some abstract quality.

Examples : (1) He is a great lover of the beautiful. The beautiful = beauty in general. (2) The future is unknown to us. The future = future events, futurity.

Note : The word future is also used as a noun.

Example : I hope you have a happy future before you.

17. Some adjectives are used as nouns in the plural only.

Examples : eatables, valuables, secrets, bitters, movebles sweets.

IV — VERBS

Definition : A verb is a word used to tell something about some person or thing. It indicates feeling or action. Every sentence needs a verb.

Verbs are of four types—

1. Principal verbs (Chief verb)

2. Helping verbs (Auxiliary verb)

(Anomalous, special, defective verbs) as —

1. He has a pencil. (Has is the principal verb)
2. He has bought a pencil.

3. Transitive verb :—

A verb that denotes an action which passes over from subject to an object, as —

He has killed a snake.

4. Intransitive verb :—

A verb that denotes an action which does not pass over to an object, as —

He goes.

Thus the intransitive verbs do not take any object after them but the transitive verbs do take words to make the sense complete. Moreover, intransitive verbs do not give complete sense.

1. Participle :— It is that form of the verb which has the characteristics of a verb and adjective. In fact, a participle is a double part of speech—a verb and an adjective combined. Participles are of three kinds.—

1. Present participle (Form 1st of Verb + ing) as :—

Seeing the police, the thief ran away.

2. Past participle (2nd Form of Verb) as :—

Her spoken English is much better than yours.

3. Perfect participle (Having+3rd Form of Verb)

Having won a prize. He felt happy.

It means that participle is partly a verb and partly an adjective —

Example :—

1. I We cannot play a lost game.
C We cannot play a losing game.

2. I Permitting time, we will go to Delhi.
 C Time permitting, we will go to Delhi.

2. Gerund :—

The 'ing' form of an English verb when used as a noun is known as Gerund. It is partly a noun and verb.

It is used in the following cases :—

1. Subject to a verb : Swimming improves your health.
2. Object to a verb : I dislike smoking.
3. Object to preposition ; He is fond of playing.
4. Complement to a verb ; His only aim is cheating.
5. In apposition to a pronoun = It is no use crying.

Important points in respect the use of gerunds —

The following verbs can be used either gerund or to infinitive.

Advise, allow, attempt, begin, continue, hate, intend, learn, like, love, proposed, regret, remember, start etc.

Example —

	Gerund	To Infinitive
1.	He intends living here.	He intends to live here.
2.	I propose leaving soon.	I propose to leave soon.
3.	I love hearing song.	I love to hear song.
4.	I remembered seeing him.	I remebered to see him.
5.	He perfers travelling by air.	He prefers to travel by air.
6.	He conitnued writing a letters.	He continued to write letters

Gerund— It is that form of the verb which ends in 'ing' and has the force of a noun and a verb as :—

1. I Read is a good habit.
 C Reading is a good habit.
2. I Ride is an exercise.
 C Riding is an exercise.

3. Infinitive — The word 'to' is frequently used with the infinitive, but it is not an essential part of it. Moreover, infinite should be used when the antecedent word in combination with the word in question conveys the sense of a single action as —

1. I He hopes to succeeding.
 C He hopes to succeed.

2. I He wants go.
C He wants to go.
3. I I like meeting him in the morning today.
C I like to meet him in the morning today.

Note — The following verbs are used without the infinitive to—

1. Bid, (2) Let, (3) Make, (4) See, (5) Hear, (6) Need (7) Dare (except when they are conjugated with do) only in case of Need and Dare as,

1. I Bid him to go there.
C Bid him go there.
2. I Let him to sit there.
C Let him sit there.

4. Lest is followed by 'should be' and 'so that' may by as —

1. I He reached in time lest he may become absent.
C He reached in time lest he should become absent.
2. I He worked hard so that he should pass.
C He worked hard so that he may pass.

5. If the subordinate clause is introduced by "as if" then we use past tense and past perfect. It means that as if it is followed by "were" or "had" been as :—

1. I He talks as if he is a magistrate.
C He talks as if he were a magistrate.
2. I He weeps as if he has lost someone.
C He weeps as if he had lost someone.

6. Each or every is considered separately, another words each or every is singular, therefore, the verb and pronoun should be singular as—

1. I Each of these boys have paid their fees.
C Each of these boys has paid their fees.
2. I Every one of these boys know their duty.
C Every one of these boys knows his duty.

7. Neither means that the girls are being considered one at a time, therefore, the verb used is singular. Similarly,

either stands for one or the other. Hence the verb should be singular as :—

1. I Neither of these girls are beautiful.
C Neither of these girls is beautiful.
2. I Either Ram or Shyam are in the wrong.
C Either Ram or Shyam is in the wrong.

8. When a verb has two subjects differing in number and person, the rule is that the verb should be made to agree with the nearest as :—

1. I Either Mohan or his firends is guilty.
C Either Mohan or his firends are guilty.

OR

Either his firends or Mohan is guilty.

9. The use of 'with' after a singular subject does not make plural. The real subject is singular in the following sentence. Hence singular verb should be used.

1. I The teacher with all the boys were there.
C The teacher with all the boys was there.

10. If 'as well as' and or separates two singular subjects, a singular verb should be used as :—

1. I Ram as well as his brother were drowned.
C Ram as well as his brother was drowned.
2. I History or politics are his strong point.
C History or politics is his strong point.

11. 'As' follows is always used in singular verb as :—

- I The requirements are as follows.
C The requirements is as follows.

12. When there are two past events, one of which happens before the other the verb deserbing the first event should be the past perfect tense as :—

- I I gave him the book for which he came.
C I gave him the book for which he had come.

13. Nouns and pronouns used before gerunds should be in the possessive case as :—

1. I You need not be jealous of Mohan winning this prize.
C You need not be jealous of Mohan's as winning this prize.

2. I I remember him throwing a stone at the dog.
C I remember his throwing stone at the dog.
- 14. If the verb in the principal clause is in the past tense the verb in the subordinate clause must be in the past tense except universal truth as :—**
1. I He hoped that I will help him.
C He hoped that I would help him.
2. I He said that he possessed two houses.
C He said that he possesses two houses.
- 15. When two clauses are joined by 'And' 'Not' But the verb in all clauses must be in the same tense or mood if they refer to acts done at the same time as :—**
1. I He reads nothing and he was wasting the whole of his vocation.
C He reads nothing and he wasted the whole of his vocation.
2. I Neither he came nor he has sent a letter.
C Neither he came nor he sent a letter.
- 16. Typical sentences—**
1. I His kindness and generosity are well known.
C His kindness and generosity is well known.
2. I Five minutes are a heap of time.
C Five minutes is a heap of time.
3. I He aims to please everyone.
C He aims at pleasing everyone.
4. I I have a great pleasure to accept your invitation.
C I have a great pleasure to accepting your invitation.
5. I He is afraid to lose his job.
C He is afraid of losing his job.
6. I He has given the examination.
C He has taken the examination.
7. I You had better consult a doctor.
C You had better to consult a doctor.
8. I The hen had lain to eggs.
C The hen laid eggs.

9. I He is one of those men who is never satisfied.
C He is one of those men who are never satisfied.
10. I He talks as if he was mad.
C He talks as if he were or had been mad.
11. I He fell from the roof and was killed.
C He fell of the roof and died.
12. I Leave my hand.
C Let go my hand.
13. I I hope that he will fail.
C I fear that he will fail.
14. I The leader gave a good speech.
C The leader delivered or made a good speech.
15. I But to speak of milk, he did not ask even water.
C Not to speak of milk, he did not ask even water.
16. I He has come here half an hour ago.
C He came here half an hour ago.
17. I Three and Three are six.
C Three and Three is or makes six.
18. I He qualified himself as a teacher.
C He qualified as a teacher.
19. I Either you or I are wrong.
C Either you or I am wrong.
20. I He has bought a colour television last month.
C He bought a colour television last month.
21. I He cut his pencil.
C He sharpened his pencil.
22. I He will cut this wood.
C He will scratch out this wood.
or
He will erase this wood.
23. I He gave a speech.
C He made a speech.
24. I He made a lecture.
C He gave a lecture.
25. I I hope he must come.
C I hope he will come.

or
I am sure he will come

or
He must come.

26. I See these words in the dictionary.
C Look up these words in the dictionary.
27. I He dares go there again.
C He dare go there again.
28. I We go to college with a view to study.
C We go to college with a view to studing.

Note — The phrase with a view to is always followed by a gerund and not by an infinitive.

29. I Never in all my life I have heard such nonsense.
C Never in all my life have I heard such nonsense.

Note — When never is placed at the beginning of complete clause the verb must come before the subject.

30. I The brave deserves praise.
C The brave deserve praise.

Note — Here is the expression the brave has been used in the sense of the brave people. This is the reason that the brave has been used with a plural verbs (deserve).

31. I Go and take your dinner.
C Go and have your dinner.
32. I He will not the considered as a saint.
C He will not be considered a saint.
33. I He is regarded a hero in this city.
C He is regarded as a hero in this city.

Noe — The verb consider, when used in such a sense is not followed by of and the verb regard when used in such a sense, in usually followed by as.

IMPORTANT RULES

1. If two subjects are different from each other in number or persons, or both the verb takes the number and person of the subject which comes last.

Example : Not only he but all his servants were arrested by the police.

2. A collective noun takes a singular verb when the collection is thought of as our undivided whole.
Example : The committee has five members.
3. A collective noun takes a plural verb when the individuals of which is composed are thought of.
Example : The committee were divided on this point.
4. There are some nouns plural in form but singular in meaning. Such a noun takes singular verb.
Examples : (1) This news is true. (2) History is an interesting subject.
5. Some nouns, which are singular in form but plural in meaning take a plural verb.
Example : Cattle are allowed to graze on this field.
6. When a plural noun comes between a singular subject and its verb, the verb is often wrongly made to agree with the nearest plural noun, instead of with the real subject. We must guard against this error.
Example : (1) The quality of these mangoes is good. (2) A variety of pleasing objects charms the eye.
In the first sentence, quality is the subject, and in the other sentence, variety is the subject. This is why a singular verb has been used in each of the two sentences.
7. When the subject of the verb is a relative pronoun, great care should be taken to see that the verb agrees in number and person with the antecedent of the relative pronoun.
Examples : (1) These are the boys who work hard. (2) This is the man who works hard.
The word who, a relative pronoun, is the subject in the first sentence. The word boys is the antecedent of the relative pronoun (who). The antecedent (boys) is in the plural number. Consequently, the verb work has been used in the plural form. In the second example, the word man, a singular noun, is the antecedent of the relative pronoun who. As the antecedent is in the singular number, the verb works has been used in the singular form.
8. If a plural noun denotes a certain amount or quantity considered as a single whole, it (the plural noun) takes a singular verb.

- Examples :** (1) One lakh rupees is a big amount for a poor man. (2) Five kilometres is not a long distance.
9. If two subjects are joined by not only but also, the verb must agree with the second subject.
Examples : (1) Not only he but also his brothers are honest. (2) Not only his brothers but also he is honest.
10. When a sentence begins with the introductory there, the verb must agree with the real subject.
Examples : (1) There is a woman at the door. (2) There are thirty boys in the class.
 In the first sentence, a woman, the real subject, is in the singular number. So the verb is has been used in the singular form.
 Thirty boys, the real subject in the second sentence, is in the plural number. This is why a plural verb are has been used therein.
11. Plural words and phrases used as proper names for books, countries, newspapers, and so on, are treated as singular. Such a proper name takes a singular verb.
Examples : (1) Pram Chand's Talal is an interesting book. (2) The Shakespearers dramas was written long ago. (3) The United States is a powerful country. (4) The United Nations deserves support.
12. Some adjectives with the definite article the are treated as common nouns representing a class of persons. These are plural in meaning. Such an expression takes a plural verb.
Examples : (1) The rich are proud of their wealth. (the rich = the rich people) (2) The poor are in terrible distress. (the poor = the poor people).
13. The expression no one takes a singular verb.
Example : No one likes a liar.
14. The word none can take a singular or a plural verb according to the sense.
Examples : (1) He wanted some string (Rope) but there was none in the house. (2) None of this money is mine. (3) None of them have come back yet. (4) There are faults from which none of us is free.

15. When the subject—word is qualified by the expression more than, the verb takes the number of the subject....word.
Examples : (1) More than one boys was present in the class. (2) More than five boys were present in the class.
16. The noun means (= method or process) usually takes a singular verb, but a plural verb is also correct according to the context./ In other words, means can be used either in the singular number or in the plural number.
Examples : (1) Every means has been tried. (2) This is a means to an end. (3) There are no means of learning what is happening (4) Many means were adopted to kill him.
Notes : 1. A singular verb has been used in each of the three sentences of (1), (2) above.
 2. Plural verbs have been used in the sentences at (3) and (4) above.
17. The noun means, when used in the sense of income or wealth, always takes a plural verb.
Examples : (1) My means are ample. (2) His means have increased to a great extent.
18. When we use either without or and neither without nor, the verb is singular.
Examples : (1) He has two sons; either is fit for this job. (2) You have two girls; neither is beautiful.
19. Shall in the first person and will both in the second and in the third persons denote simple futurity. Will in the first person and shall both in the second and in the third persons express command, determination, threat or promise.
20. It is of paramount importance to note that the verb should always agree with the subject even if the subject is separated from it (the verb) by some words coming in between.

V — ADVERBS

An adverb is a word used to qualify any part of speech except a noun or pronoun as—

1. This is very sweet mango. (Adjective)
2. He runs quickly. (Verb)
3. He reads quite clearly. (Adverb)
4. This mistake was made entirely through your fault. (preposition)
5. A man is truly happy only when he is in sound health. (Conjunction)

Note : Adverb standing at the beginning of sentence sometimes modify the whole sentence, rather than any particular word as —

1. Probably he is mistaken (It is probable that he is mistaken).
2. Luckily he escaped unhurt.

1. **Very is used before the present participles and the adverbs and adjectives of the positive degree and much is used before the adjectives and adverbs of the comparative degree as —**

1. I This novel is much interesting.
C This novel is very interesting.
2. I She is very taller than her sister.
C She is much taller than her sister.

2. **Never use ‘than’ with else ‘use’ but with it; as,**

- I It is nothing else than naughtiness.
C It is nothing else but naughtiness.

3. **‘Too’ indicates excess. It should not be used in the following sense. It is advisable to use ‘very’ as—**

- I She is too glad to meet you.
C She is very glad to meet you.

4. **At present and presently :—**

At present means at the present time and presently means shortly or immediately after as:

1. I Presently he is out of work.
C At present he is out of work.

2. I He will be back here at present.
C He will be back here presently.

5. Still & Yet :—

'Still' lays emphasis on continuance of a condition while 'yet' as expected event as—

1. I He is yet in the office.
C He is still in the office.
2. I The rain has not still stopped.
C The rain has not yet stopped.

6. Dear & Dearly :—

After verbs like cost sell and pay the form dear is used and not dearly as—

1. I They paid dearly for their tally.
C They paid dear for their tally. (label)
2. I He loved his father dear.
C He loved his father dearly.

7. Perhaps and probably :

Perhaps means 'possibly' and probably' means likely as—

1. I Probably I may not see you again.
C Perhaps I may not see you again.
2. I Perhaps he has lost his way.
C Probably he has lost his way.

8. Misc. Sentences :

1. I She is enough benevolent towards me.
C She is benevolent enough to me.
2. I Firstly, you should be humble and secondly truthful.
C First, you should be humble and secondly truthful.
3. I Your answer is very wrong.
C Your answer is quite wrong.
4. I You are quite dangerous.
C You are very dangerous.
5. I She wrote carefully her letter.
C She wrote her letter carefully.

6. I It is bitter cold.
C It is bitterly cold.
7. I Do not work cowardly.
C Do not work in a cowardly manner.
8. I I am very tired.
C I am much tired.
9. I It is nothing else than stupidly.
C It is nothing else but stupidly.
10. I This tests well.
C This tests good.
11. I He goes to shoot daily to the forest.
C He daily goes to the forest for shooting.
12. I Please, kindly help me.
C Please help me.
13. I He plays well.
C He plays good.
14. I He did not give me nothing.
C He gave me nothing.
15. I The boys came in by and by.
C The boys came one by one.
16. I If you go in a car, you will reach soon.
C If you go in a car, you will reach quickly.
17. I Wise parents marry away their daughters at an early age.
C Wise parents marry off their daughters at an early age.
18. I He was so angry that he tore away the application.
C He was so angry that he tore up the application.
19. I He sings very sweet.
C He sings very sweetly.
20. I He is very well.
C He is quite well.

IMPORTANT RULES

1. An adverb should be placed as near as possible to the word which it qualifies. This is very important, because the position of the adverb often changes the meaning of the whole sentence.

Examples : (1) His only son died. (2) Only his son died.

The first sentence denotes that he had one son and he (son) died. The second sentence shows that the son(s) of any other person did not die.

2. An adverb is usually used before an adjective or adverb.
3. The word enough, as an adverb, is usually placed after the word it qualifies.

Example : He was kind enough to help you.

4. An adverb is used after an intransitive verb.

Examples : (1) I laughed heartily. (2) I wept bitterly.

5. An adverb is placed after the object of a transitive verb.

Example : He loves his children dearly.

6. An adverb is used between the auxiliary and the principal verbs.

Examples : You have really missed a golden opportunity.

7. Adverbs of manner—carefully, calmly, quickly, foolishly, slowly, badly, well, just, fast, surely, thus, so, etc. — are generally placed after the verb, or after the object, if there is one.

Example : You should do your duty carefully.

8. Adverbs or adverb phrases of place—here, there, every where, above, below, up, within, in, away, backward, without, far, near, etc.—are usually placed after the verb, or after the object, if there is one.

Example : He looked everywhere.

9. Adverb or adverb phrases of time — today, tomorrow, yesterday, now, then, yet, before, soon, early, then, late, shortly, immediately, at once, since, till, etc.—are usually placed after the verb, or after the object, if there is one.

Example : He met me yesterday.

10. When there are two or more adverbs after a verb, the normal order is : (a) adverb of manner ; (b) adverb of place; (c) adverb of time.
Examples : (1) He spoke earnestly at the meeting last evening. (2) They should go there tomorrow morning.
11. **Adverbs of frequency**—usually, generally, rarely, always, never, often, frequently, etc., and certain other adverbs—already, almost, hardly,nearly, quit,etc., —are normally placed between the subject and the verb if the verb consists of only one word. In case, the verb consists of more than one word, they (these adverbs) are placed after the first word.
Examples : (1) Your wife never cooks. (b) he has never seen a lion.
12. If the verb is am, are, is, was, the adverbs named at serial number 11 above are placed after the verb.
Example : He is always at home on Sundays.
13. An adverb is placed before have to or used to.
Examples : (1) He often has to go to school on foot. (2) He always used to agree with You.
14. As a general rule, the adverb only should be put immediately before the word it qualifies.
Example : He gave me only five rupees.
15. An adverb is placed at the beginning of a sentence when it qualifies the whole sentence.
Example : Unfortunately, He fell ill and couldnot meet you.
16. An adverb is placed at the head of a sentence when it is used for the sake of emphasis.
Examples : (1) Here comes the bride. (2) There goes the bell.
17. An adverb is placed at the head of a sentence when it is used for the sake of emphasis.
Example : How nicely he acted!
18. The adverbs merely, never and not are placed before the words they qualify.
Examples : (1) He is not poor. (2) He merely abuses the rich.

19. The definite article the is not generally used with the superlative degree of adverbs.

20. There are some adverbs, the comparison of which cannot be made.

Examples : Now, then, where, there, once, when, just, here, perfectly, equally, thence, whither, whence, thither and etc.

The words cheap, clean, clear, close, dead, deep, direct, easy, fair, false, firm, flat, fast, high, hard, just, large, loud, low, late, most, pretty, quick, right, round, sharp, short, slow, soft, sound, strong, sure, tight, wide and wrong are used as adjective besides it they are also used as adverbs, sometimes with and sometimes without the suffix—ly the use of these words without—ly is a matter of usage and cannot be explained by giving rules.

21. The word from must never be used with thence or whence. The reason is that the word thence means from there and the word whence means from where. This is why the addition of from to either of these two words (thence and whence) is absolutely incorrect.

22. In the following three sentences, the word the is not the definite article. Here, the has been used as an adverb.

(a) The more, the merrier.

(b) The fewer, the better

(c) The sooner, the better.

23. Each of the following words can be used both as adjective and adverb—

Direct, deep, fear, long, near, low right, pretty, straight, wrong, late, lift, short, well etc.

VI — PREPOSITION

1. I He wrote me.
C He wrote to me.
2. I He sat on a tree.
C He sat in a tree.
3. I This is the road to go.
C This is the road to go by.
4. I He tore a sheet of paper in pieces.
C He tore a sheet of paper to pieces.
5. I He is hand up of money.
C He is hand up for money.
6. I The enemy attacked in night.
C The enemy attacked by night.
7. I She married with her station.
C She married about her station.

Note : This sentence denotes that she married some body from a higher social status.

8. I He is busy after his work.
C He is busy at his work.
or
He is busy with his work.
or
He is busy over his work.
9. I He is sitting at a tree.
C He is sitting under a tree.
10. I The noise died of.
C The noise died away.
11. I The key is with the lock.
C The key is in the lock.
12. I We shall have lunch in the train.
C We shall have lunch on the train.
13. I He is determined in doing the work.
C He is determined on doing the work.
14. I He retired with a pension at 58.
C He retired on a pension at 58.

15. I Cut it by a knife.
C Cut it with a knife.
16. I He wants a piece of paper to write.
C He wants a piece of paper to write on.
17. I He died from fever.
C He died of fever.
18. I He died of a bomb explosion.
C He died from a bomb explosion.
19. I The train is running in time.
C The train is running on time.

IMPORTANT RULES

1. A preposition is usually placed before a noun or pronoun it governs.
Example : Many people die of drinking alchohal every year.
2. The following are the exceptions to the general rule mentioned above. A preposition is placed at the end of a sentence in the following cases.
 - (1) When the relative pronoun is that.
Example : He tore the paper that I was writing on.
 - (2) When a preposition governs a relative pronouns.
Example : This is the men (whom) I spoke about.
 - (3) When the relative pronoun is understood.
Example : This is the boy (whom) he spoke to (whom) is understood)
 - (4) When the relative pronoun is understood.
Examples : (1) What is he looking of ? (interrogative pronoun) (2) When is her going to? (interrogative adverb)
 - (5) When the preposition is used with the infinitive placed at the end of a sentence.
Examples : (1) Does he has a chair to sit on? (b) He has no money to help you with.
3. A preposition can also be placed at the beginning of a sentence.

Examples : (1) To whom did he give my pen? (2) In which book did he read this story?

4. There are occasions when the prepositions for, from, in, on, are omitted before nouns of place or time.

Examples : (1) Wait a minute. (=Wait for a minute.) (2) He did it last month. (= He did it in last month.) (3) Take this medicine thrice a day. (= Take this medicine thrice in a day).

5. Sometimes the object governed by the preposition is placed first for the sake of emphasis.

Examples : (1) Shakespeare is known all the world over.

Note : In the normal course, the sentence will be : Shakespeare is known all over the world. Here the object world is placed at the end of the sentence, and the preposition over, before the noun world. World is governed by over.

(2) This you insist on.

Note : In the normal course, the sentence will be : You insist on this. Here the object this, governed by the preposition on, is placed at the end of the sentence.

6. Disguised preposition.

Example : He will call on you at 11 o'clock.

Note : The said sentence is equivalent to. He will call on you at 11 of clock. Now it is clear that o'clock is equivalent to of clock.

7. There are many words which can be used both as a preposition and as an adverb.

Examples : (1) He was here before ten. (2) I have done this sort of work before.

Note : In the first sentence before has been used as a preposition. In the second sentence, before has been used as an adverb. Each of the words above, about, across, along, behind, below, down, near, in, on, over, round, under, etc., can be used either as a preposition or as an adverb.

8. A noun or pronoun is usually used as an object to a preposition. But a gerund, infinitive, adverb, adverbial

phrase, clause, etc. can also be used as an object to a preposition. A few examples are given below.

- (1) The book is in the box. (noun)
- (2) Do not depend on him (pronoun)
- (3) He must be dead by now (adverb)
- (4) He is fond of singing. (gerund)
- (5) The boat is about to sink (infinitive)
- (6) I was well till a few days ago (adverbial phrase)
- (7) There is no meaning in what he says (clause)

The italicised noun and noun equivalents are objects to the prepositions in, on, by, from, of, about, till, and for in the sentences mentioned above.

9. No. preposition is placed between any one of the following transitive verbs and its object. Each of them always takes an infinitive after it.

advise, allow, ask, beg, bribe, command, compel, encourage, enable, entitle, forbid, force, implore, invite, induce, instruct, oblige, order, permit, persuade, recommend, remind, request, tell, tempt, train, urge, warn, etc.

Examples : (1) He advised me to wait. (2) He encouraged me to try again. (3) You induced him to do business with you. (4) Train these dogs to sniff out drugs. (5) He has ordered my private secretary to sniff out a suitable job for you.

10. There are certain words which always take the infinitive after them.

Examples : (1) He refused to refuse my earnest request. (2) He agrees to disagree with you on this issue. (3) I hope to succeed in the examination. (4) He declined to say anything further. (5) I intend to visit England next month.

11. Each of the following verbs needs the preposition to before the person who is addressed in a sentence.

complain, describe, explain, murmur, say, shout, speak, suggest, talk, whisper, etc.

Examples : (1) He complained to me against you. (2) He said nothing to my wife. (3) I spoke English to him.

12. There are some words with prepositions which require gerunds after them. As :—
- (1) aim at doing
 - (2) addicted to gambling
 - (3) found of playing
 - (4) insist on going
 - (5) capable of teaching
13. Some words, which differ slightly in form and meaning, and are formed from the same word, take different prepositions after them as :—
- | | | |
|--------------------|-----|---------------------|
| (1) according to | but | in accordance with. |
| (2) confidence in | but | confident of |
| (3) affection for | but | affectionate to |
| (4) negligent in | but | neglected of |
| (5) ambition for | but | ambitious of |
| (6) found of | but | foundness for |
| (7) dislike to | but | liking for |
| (8) alternate with | but | alternative to |
| (9) derogate from | but | derogatory to |
| (10) equal to | but | equally with |
14. The verbs, which are placed immediately after prepositions, must be in the gerund form.
- Examples :** (1) You left without paying your bill. (2) he insisted on buying a dictionary.
15. But, when used as a preposition and except are the only exceptions to the said gerund rule. They take bare infinitives after them. But, as a preposition, means except or with the exception of. These two prepositions have the same meaning, and are interchangeable.
- Examples :** (1) He did nothing but complain. (2) What could I do but accept his terms and conditions? (3) He gets up early everyday except Sunday. (4) Nobody was late except him.
16. Some intransitive verbs become transitive by placing prepositions after them.
- Examples :** (1) Do not depend on me for help. (2) Children

depend on their parents for food and clothing. (3) Good health depends upon good food and clothing. (4) Truth will prevail over falsehood. (5) He is laughing at a funny story.

Note : The verb laugh can also, in rare cases, be used as a transitive verb in the sense to express with, or by means of a laugh.

Example : He laughed his denial.

17. The word often causes confusion. The reason is that it can be either a preposition, or a part of an infinitive. This aspect must be noted with utmost care.

(a) To, when placed after the auxiliary verbs be, have, need, ought, used, and with be able to, used to, and the be going to form is a part of the infinitive of the following verb. The preceding verb takes the full infinitive, that is, the infinitive with to.

To is often placed after such verbs as hate, hope, intend, would like, love, mean, plan, try, want, etc. in order to avoid repetition of an infinitive already mentioned in a sentence.

Examples : (1) Would you like to come with me? Yes I would like to. (2) Do you ride? Not now but I used to. (3) Have you fed the children? No, but I am just going to. (4) He wanted to go but he was not able to.

(b) Otherwise to placed after a verb will probably be a preposition and will be followed by a noun or pronoun or gerund.

Examples : (1) He is looking forward to seeing you next week. (2) He is used to standing in queues.

A good way of finding out whether a to is a preposition or a part of an infinitive is to see if it is possible to put a noun or pronoun after to.

Example : He is accustomed to heat.

Note : Here in the said sentence, heat is a noun. So to in this sentence is a preposition and verbs used after to must be gerunds.

18. (a) At is used in the following ways :—
(i) Before villages and small towns.

(ii) In speaking of things at rest.

Examples : At home; at school.

(iii) Before big towns when one stays there for a short time on way to some other place.

Example : While going to Delhi, I shall stay at Sonapat for a day.

(iv) Before nouns that show a relation of time, age, stage, or condition.

Example : At my disposal; at the age of five; at ten.

(v) To show the rates of things, etc.

Example : At ten rupees per kilogram.

(b) In is used in the ways mentioned below.

(i) Before countries, provinces, districts and large towns.

(ii) With the names of year and month.

Examples : In 2012, in March, etc.

(iii) Before the nouns denoting time, state, or point of reference.

Examples : In his opinion, in an hour, in distress.

(iv) To denote position or rest within a space.

Examples : In the examination hall; in bed.

19. (1) On is used,

(i) For things at rest.

Examples : (1) Book is on the table. (2) I sat on a big stone.

(ii) To denote concern and support.

Examples : (1) He lives on his uncle. (2) He wrote a book on history.

(iii) Before the names of days and dates.

Examples : On Monday, on the Fifth April.

(iv) To express a condition or situation.

Example : That poor man is on the verge of starvation.

(2) Upon is used in speaking of things in motion.

Example : The rat is upon the table.

20. (1) In is used to denote rest or motion inside a thing.
Examples : (1) He is in the garden. (rest inside) (2) He is walking in the garden, (motion inside).
- (2) into is used;
 (i) To denote movement from outside to inside.
Examples : (1) A fox fell into the well. (b) He broke into his house.
 (ii) To (indicate change from one state to another).
Example : He will translate it into English.
21. (1) In, when, used before a noun denoting a period of time. means at the end of.
Example : He will return in an hour. (at the end of one hour).
- (2) Within means before the end of a period of time.
Example : He will return within an hour. (before the end of one hour).
22. (1) Between is used for two persons or things.
Example : Distribute these mangoes between Sheela and Leela.
- (2) Among is used for more than two persons or things.
Example : Mangoes were distributed among the students of this school.
23. (1) Above means.
 (i) More than
Example : The price of this book is above fifty rupees.
 (ii) Higher in place.
Examples : (1) God, the Greatest, is above us all. (2) He is above you in the office.
 (iii) Too good or great for.
Example : He is above meanness.
Note : This sentence denotes that he does not show meanness.
- (2) Over is used to mean beyond.
Example : He worked for over ten hours.
24. (1) By is used.

(i) In the sense according to.

Example : It is ten by my watch.

(ii) To show measure.

Example : Cloth is sold by the metre.

(iii) To show the manner of an action.

Examples : (1) He seized me by the hair. (2) That Temple was designed by me.

(iv) To show nearness of place or time.

Examples : (1) He asked me to sit by him. (2) I should reach there by noon.

(v) To denote the agent or doer of an action in the passive voice.

Examples : (a) A snake was killed by him. (b) Thief was arrested by the police.

(2) With is used.

(i) To denote the instrument with which an action is performed.

Example : I was badly beaten with a big stick.

(ii) In the sense despite, in spite of.

Example : With all his faults, she loves him.

(iii) To denote company

Example : He went there with me.

25. (1) Beside means :

(i) At the side of, close to, near.

Examples : (1) He asked me to sit beside him. (b) He likes to live beside the lake.

(ii) Compared with

Example : He is quite tall beside his elder brother.

(iii) At the end of one's self-control.

Examples : (1) I was beside myself with joy. (2) He was beside himself with anger.

(ii) Besides means in addition to, as well as.

Examples : (1) What languages do you know besides English?

(2) I have four other books besides this.

26. (1) Tall means up to ; as late as.

- Examples :** (1) He works from morning till night daily.
(2) Goodbye till tomorrow.
- (2) By, as a preposition, has several meanings, Here it is used of time. It means not later than.
- Example :** (1) His application must reach this office by the 10th Martch. (2) He will finish his work by 5 p.m.
27. (1) Since, as a preposition, is used for time, never for place. It is used with a point in time. It is often used with a perfect tense. Since means from that time to the time of speaking.
- Examples :** (1) He has been here since Monday. (from Monday till now). (2) I have been here since five o'clock. (and is still here).
- (2) From is used to denote the shorting of a period of time. It is normally used with to or till or until. From can also be used of place, person, object, etc.
- Examples :** (a) He shall trave from Patiala to Chandigarh. (2) Things are going from bad to worse.
- (3) For is used.
- (i) In the sense for the purpose of
- Examples :** (1) The injured boy was gasping for breath. (2) He rented a house for his son.
- (ii) In the sense in spite of; despite; notwithstanding.
- Example :** For all his riches, he is a miser.
- (iii) In the sense in favor.
- Example :** He will vote for Kamla Devi.
- (iv) In the sense in exchange for.
- Example :** He bought this book for hundred rupees.
- (v) In the sense in place of
- Example :** He attended the meeting his friend.
- (vi) In the sense period of time.
- Examples :** (1) He has been absent for five days. (2) I have worked here for a year.
- Note :** The sentence at (2) above, denotes that I began working here a year ago and still works here. The said sentence is equivalent to :

- I have worked here since this time last year.
28. (1) Off, as a preposition means down from, away from, extending or branching from (a road or street, at some distance from not taking or indulging in, feeling averse to;
Examples : (1) I fell off a tree. (2) He is off drugs.
Note : The sentence at (2) above, denotes that she does not take drugs any more.
- (2) Of is used to mean indicating separation in space or time ; indicating origin or authorship; indicating cause.
Examples : (1) He is a man of humble origin. (2) He died of hunger.
29. (1) On time = at the time arranged, not before, not after
Example : The 9.30 train started on time. (it started at 9.30)
- (2) In time = not late.
Example : Passengers should be in time for their train.
- (3) In good time = with a comfortable margin.
Example : He arrived at the hall to attend the meeting in good time.
Note : The sentence at (3) above, denotes; Perhaps the meeting began at 2.30 p.m. and he arrived at 2.15 p.m.
30. (1) At the beginning = literally at the beginning.
Example : At the beginning of a book, there is often a table of contents.
- (2) In the beginning = in the early stages. It implies that later on there was a change.
Example : In the beginning, we had hand tools. Later we had machines.
- (3) At the end = literally at the end.
Example : At the end of a book., there may be an index.
- (4) In the end = eventually, after some time.
Example : At first he opposed the marriage, but in the end he gave his consent.

VII — CONJUNCTIONS

A conjunction is a word which joins words phrases and sentences as :—

1. The man is poor, but honest.

2. Two and two make four.

That is used as under :—

(1) To express a reason or cause, and is equivalent to because ; as—

He was annoyed that he was contradicted.

(2) To express a purpose and is equivalent to in order that : as.

We sow that we may reap.

(3) To express a consequence, result or affect ; as
I am so tired that I cannot go on.

1. **Neither — Nor**

Neither is always followed by nor ; as

I Neither did I dance nor he danced.

C Neither did I dance not did he.

2. **No other — than**

No other is followed by than ; as

I He has no other book but this.

C He has no other book than this.

3. **No sooner—than**

I No sooner did he leave his home, but he was aggrieved.

C No sooner did he leave his home, than he was aggrieved.

4. **Though—yet**

Though or although is followed by yet ; as

I Although she is beautiful, however, her health is week.

C Although she is beautiful, yet her health is week.

5. **Not only — but also**

Remember that 'but also' with more important clause in such a sentence as in No. 2. Not only always followed by also, as—

1. I Not only, she, but virtually everyone is ready to help him.
C Not only, she, but also virtually everyone is ready to help him.
2. I Not only all the men raised hue and cry but also I did so.
C Not only I raised hue and cry, but also all other men did so.

6. Both—and

1. I He is both a writer as well as a singer.
C He is both a writer and singer.
2. I They were both reprimanded and punished.
C They were both punished and reprimanded

7. Secretely — Before Hardly — when

Scarcely and before are pairs and also hardly and when indicate this relation ; as,

1. I He had scarcely left the place than he was taken to task.
C He had scarcely left the place before he was taken to task.
2. I He had hardly started beating, than the boy fell down.
C Hardly he had started beating, when the boy fell down.

8. Lest-should — Lest is followed by should ; as

1. I Work hard lest you may fail.
C Work hard lest you should fail.
2. I He will arrive as you have left.
C He will arrive after you have left.
3. I This book contains five hundred fifty pages.
C This book contains five hundred and fifty pages.
4. I He was appointed as a manger.
C He was appointed a manger.

VIII — TYPICAL ERRORS

1. I On hearing this he became very happy.
C On hearing this, he felt very happy.
2. I She was weeping, because she had lost the way.
C She was crying, because she had lost the way.
3. I I hope that you will do the needful.
C I hope that you will do what is necessary.
4. I The men members of my family were opposite to do this idea.
C The men in family were opposite to do this idea.
5. I He cut the word.
C He omitted the word.
6. I He is good in health.
C He is in good health.
7. I These all men are guilty.
C All these men are guilty.
8. I Only a few members of students went to witness the match.
C Only a smaller members of students went to witness the match.
9. I Be true to your word.
C Be true to your words.
10. I He has no off springs.
C He has no off spring.
11. I He is very interested in outdoor games.
C He is much interested in outdoor games.
12. I He took my leave and departed.
C He took leave of me and departed.
13. I Do not interfere me in my study.
C Do not interfere with me when I am studying.
14. I They are discussing on the matter.
C They are discussing the matter.
15. I I pledge words to you.
C I give you my word.
16. I Let each of us drink in their turn.
C Let each of us drink in turn.

17. I It is quite useless for you.
C It is of no use to you.
18. I I am moving on the footpath.
C I am moving on the pavement.
19. I Look on the front side.
C Look front.
20. I We were enthralled to see the theatre.
C We were enthralled to see the play.
21. I He is vomiting and is ill.
C He is vomiting and is sick.
22. I He has temperature and is sick.
C He has temperature and is ill.
23. I What have you laid by for your future life?
C What have you laid by for the rest of your life?

Note : Future life means life after death and rest of your life means life after retirement.

24. I I am sure to get an employment in the factory.
C I am sure to get an employed in the factory.
25. I Cut off this line written wrongly on the page.
C Scratch out this line written wrongly on the page.
26. I He lived at Delhi for a week.
C He stayed at Delhi for a week.

Note : For temporary stay the word stay occurs and for permanent stay the word live is used.

27. I I did a mistake.
C I made a mistake.
28. I I am very satisfied with my life.
C I am very much satisfied with my life.
29. I This is a house to live.
C This is a house to live in.
30. I This pen is to write.
C The pen is to write with.
31. I He feels some better.
C He feels some what better.
32. I He is a family man.
C He is a man with a family.

33. I Pen is mightier than sword.
C The Pen is mightier than the sword.
34. I There is a vast scope for a intelligent man in this department.
C There is a vast scope for an intelligent man in this department.
35. I A very few books are available on the subject.
C Very few books are available on the subject.
36. I The old man had lost the peace of his mind.
C The old man had lost the peace of mind.
37. I You should use a right word in a right place.
C You should use the right word in the right place.
38. I You are in wrong.
C You are in the wrong.
39. I These both cases were tried by the same Magistrate.
C Both these cases were tried by the same Magistrate.
40. I Only a few number of students went to witness the match.
C Only a small number of students went to witness the match.
41. I The larger the number of patients the more the necessary of doctors.
C The larger the number of patients, the greater the necessary of doctors.
42. I He is a best player of cricket.
C He is a very good player of cricket.
43. I This is the most unkindest cut of all.
C This is the unkindest cut of all.
44. I He pointed defects in teaching of English in India.
C He pointed out defects in teaching of English in India.
45. I He is the only best boy in this class.
C He is the best boy in this class.
46. I Until he does not work hard, he must be fined.
C He must be fined until he works hard.

OR

He must be fined so long as he does not work hard.

47. I Nothing is more shocking as the sudden death of a near relation.
C Nothing is more shocking than the sudden death of a near relation.

OR

- Nothing is so shocking as the sudden death of a near relation.
48. I Forbidden fruits are sweet.
C Forbidden fruit are sweet.
49. I Do not find faults with every body.
C Do not find fault with every body.
50. I Villages after villages were converted to Christianity.
C Villages after villages was converted to Christianity.
51. I He had a private business with the manager.
C He had a piece of private business with the manager.
52. I His choice of books are praiseworthy.
C His choice of books is praiseworthy.
53. I We will never grow rich if we do not take risks.
C We shall never grow rich if we do not take risk.
54. I We regret at the error in the accounts.
C We regret the error in the accounts.
55. I He emphasized on the necessity of opening more factories.
C He emphasized the necessity of opening more factories.
56. I He does not put on a coat in summer.
C He does not wear on a coat in summer.
57. I Standing at the gate, mad dog bit him.
C While he was standing at the gate, he was bitten by a mad dog.
58. I We cannot endure your separation.
C We cannot endure separation from you.
59. I Success in life is difficult for attainment.
C Success in life is difficult of attainment.
60. I His solution to the problem was simply ludicrous.
(Absund)
C His solution of the problem was simply ludicrous.

61. I The College was affiliated with the Calcutta University.
C The College was affiliated to the Calcutta University.
62. I He has a genius in Mathematics.
C He has a genius for mathematics.
63. I The downfall of the king is to be attributed to nothing else than pride.
C The downfall of the king is to be attributed to nothing else but pride.
64. I Our parents may be resembled to a tree which give us cool shade.
C Our parents may be likened to a tree which give us cool shade.
65. I Have you heard of your sons robbery?
C Have you heard of your son having been robbed?
66. I You may reply on us doing our utmost.
C You may reply on our doing our utmost.
67. I I will arrange it accordingly to your need.
C I will arrange it according to your need.
68. I Will you keep this book on the table?
C Will you put (place) this book on the table?
69. I The Calcutta mail has arrived immediately.
C The Calcutta mail has just arrived.
70. I The student is very obliged to his teacher.
C The student is much obliged to his teacher.
71. I Ram Lal has a too high opinion of his knowledge.
C Ram Lal has too high an opinion of his knowledge.
72. I It is a worth seeing place.
C It is a place worth seeing.
73. I He is suffering from headache.
C He is suffering from a headache.
74. I Write with ink.
C Write in ink.
75. I Go and fetch a pail of water.
C Fetch a pail of water.
76. I We have absolutely annihilated our enemies.
C We have annihilated our enemies.

77. I They combined together and inflicted on him a crushing defeat.
C They combined and inflicted on him a crushing defeat.
78. I This pond abounds in a large number of frogs.
C This pond abounds in frogs.
79. I At the age of twenty, my family moved to Lahore.
C When I was twenty, my family moved to Lahore.
80. I It is an admitted fact that Rama does not take pain about his work.
C It is an admitted fact that Ram does not take pains in his work.
81. I The murderer was hung at the jail this evening.
C The murderer was hunged at the jail this evening.
82. I I should have liked to have been present at your party.
C I should have liked to be present at your party.
83. I The number of the boys is very few today.
C The number of the boys is very small today.
84. I He came late due to an accident.
C He came late owing to an accident.
85. I The reason why he is angry is because he is hungry.
C The reason why he is angry is that he is hungry.
86. I His assistants have and are still doing excellent work.
C His assistants have done and are still doing excellent work.
87. I Man is unable either to fly like a bird nor swim like a fish.
C Man is unable either to fly like a bird or to swim like a fish.
88. I The proverb teaches to omit no opportunity in doing what is wrong.
C The proverb teaches to omit no opportunity of doing what is wrong.
89. I I could not help but think so.
C I could not help thinking so.
90. I I know him since childhood.
C I have known him since childhood.
91. I He is devoted to drinking.
C He is addicted to drinking.

92. I He has no money with him.
C He has no money on him.
93. I He wrote a best book.
C He wrote a very good book.
94. I He hid himself in the bush.
C He hid himself behind a bush.
95. I It was for the first time that Krishan entered head and heart into business.
C It was for the first time that Krishan put heart and soul into business.
96. I He has a mind to visit Shimla.
C He intends visiting Shimla.
97. I He draws a less salary.
C He draws a small salary.
98. I He got cent percent marks in Mathematics.
C He got full marks in Mathematics.
99. I He has done a blunder.
C He has committed a blunder.
100. I This is the point to start.
C This is the point to start from.
101. I She married with a rich man.
C She married a rich man.
102. I He met me second time.
C He met me a second time.
103. I What was the reason of the fire.
C What was the cause of the fire.
104. I He has adequate cause for doing the work.
C He has adequate reason for doing the work.
105. I He is my legal heir.
C He is my lawful heir.
- Note** : Legal means in accordance with connected with authorised or required by the law.
106. I Mangoes are rare this year.
C Mangoes are scarce this year.
107. I Death waits all men.
C Death awaits all men.

108. I She is a good administrator.
C She is a good Administratrix.
109. I He visited all his son-in-laws.
C He visited all his sons-in-laws.
110. I Three of my nephews are lords justice.
C Three of my nephews are lords justices.
- Note**—The plural of lord justice is formed by changing both the part of the word into plural.
111. I There are ten forgets-me-not in my garden.
C There are ten forget-me-nots in my garden.
- Note**—Forget-me-not = small plant with very small blue flowers.
112. I There are two merries-go-rounds in the play ground.
C There are two merry-go-rounds in the play ground.
- Note**—Merry-go-round = revolving plot form with model horses. Cars etc for children to ride on the play ground etc.
113. I There are a few touch-me-not in this garden.
C There are a few touch-me-nots in this garden.
- Note**—Touch-me-not = a kind of plant with ripe seed capsules junking open when touched.
114. I Her head is full of louses.
C Her head is full of lice.
115. I He is useless in English.
C He is useless at English.
116. I His essay is a hotchpotch with other people ideas.
C His essay is a hotchpotch of other peoples ideas.
117. I He said to let the boy go home.
C He said that the boy might be allowed to go home.
118. I He said to me to take my book.
C He requested me to take my book.
119. I The master said to the servant the he will punish the servant if he is late again.
C The master threatened to punish the servant if he will late again.
120. I The lawyer said to the witness to speak as he tells him.
C The lawyer directed the witness to speak as he told him.