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A Handbook on English Grammar and Writing

(Compiled by Department of English- Middle Wing)

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INTRODUCTION TO BASIC ENGLISH

1) LETTERS AND WORDS

The word “alphabet” is formed from the first two Greek letters ‘alpha’ and ‘beta’. In English or Roman alphabet there are 26 letters.

Letters which do not cause any or little friction when pronounced are called ‘VOWELS’.

Letters which cause friction of speech are called ‘CONSONANTS’.

Alphabet is divided into two parts- vowels (a,e,i,o,u) and consonants (21 letters).

Y and W can act both as vowel and consonants and are called SEMI-VOWELS.

VOWELS

The 5 vowels produce 20 vowel sounds:

Pure vowels -11 short sounds

Diphthongs – 9 long sounds

CONSONANTS

Consonant sounds can be divided into 5 types:

- | | |
|-------------|-----------------------------------|
| 1. VELAR | /k/ , /kh/, /g/, /gh/, /ng/ |
| 2. PALATAL | /ch/ ,/sh/, /j/ |
| 3. ALVEOLAR | /t/, /d/, /s/, /z/, /n /,/l/, /r/ |
| 4. DENTAL | /th/, /dh/ |
| 5. LABIAL | /p/, /b/, /f/, /v/, /m/, /w/ |

In HINDI “varnmala” the alphabetical sounds are scientifically arranged with the vowel sounds occurring at the beginning as ‘SWAR’ followed by the different types of consonant sounds occurring in clusters ‘VYANJAN’.

The Sounds of English and Their Representation

In English, there is no one-to-one relation between the system of writing and the system of pronunciation. The alphabet which we use to write English has 26 letters but in (Standard British) English there are approximately 44 speech sounds. The number of speech sounds in English varies from dialect to dialect, and any actual tally depends greatly on the interpretation of the researcher doing the counting. To represent the basic sound of spoken languages linguists use a set of phonetic symbols called the International Phonetic Alphabet (IPA). The chart below contains all of the IPA symbols used to represent the sounds of the English language. This is the standard set of phonemic symbols for English (RP and similar accents).

i:	ɪ	ʊ	u:	ɪə	eɪ		
ɛ	ə	ɜ:	ɔ:	ʊə	ɔɪ	əʊ	
æ	ʌ	ɑ:	ɒ	eə	aɪ	aʊ	

p	b	t	d	tʃ	dʒ	k	g
f	v	θ	ð	s	z	ʃ	ʒ
m	n	ŋ	h	l	r	w	j

Classifying the Consonants Sounds of English According to the Manner and Place of Articulation

Stops /Plosives/	During production of these sounds, the airflow from the lungs is completely blocked at some point, and then released. In English, they are /p/, /b/, /t/, /d/, /k/, and /g/.
Fricatives	The flow of air is constricted, but not totally stopped or blocked. In English, these include /f/, /v/, /θ/, /ð/, /s/, /z/, /ʃ/, /ʒ/, and /h/.
Affricates	These sounds begin like stops, with a complete blockage of air/closure of the vocal tract, and end with a restricted flow of air like fricatives. English has two affricates - the /tʃ/ sounds of "church" and the /dʒ/ of "judge".
Nasals	Nasals are sounds made with air passing through the nose. In English, these are /m/, /n/, and /ŋ/.
Laterals	Lateral consonants allow the air to escape at the sides of the tongue. In English there is only one such sound - /l/
Approximants	In the production of an approximant, one articulator is close to another, but the vocal tract is not narrowed to such an extent that a turbulent airstream is produced. In English, these are /j/, /w/ and /r/. Approximants /j/ and /w/ are also referred to as semi-vowels .

According to the **place of articulation** (where in the mouth or throat the sound is produced) the consonants are:

Bilabial: with both lips	/p/, /b/, /m/
Labiodental: between lower lip and upper teeth	/f/, /v/
Dental/Interdental: between the teeth	/θ/, /ð/
Alveolar: the ridge behind the upper front teeth	/t/, /d/, /s/, /z/, /n/, /l/, /r/
Alveo-palatal (or post-alveolar): it is the area between the alveolar ridge and the hard palate	/ʃ/, /ʒ/, /tʃ/, /dʒ/
Palatal: hard palate, or 'roof' of the mouth'	/j/
Velar: the soft palate or velum	/k/, /g/, /ŋ/
Glottal (laryngeal): space between the vocal cords	/h/

WORD

A word is a sound or a group of sounds formed by one or more letters that expresses meanings and forms an independent unit of the language.

A syllable is the smallest unit of speech and consists of a vowel sound often with a consonant before and/or after it.

- (i) A word with one syllable is called a monosyllabic word – man, pen
- (ii) A word with two syllables is called a disyllabic word – big/ger, pho/to
- (iii) A word with three syllables is called a tri-syllabic word – beau/ti/ful , pho/to/graph
- (iv) A word with more than three syllables is called a polysyllabic word –e/du /ca/tion
pho/to/gra/phi/cal.

PARTS OF SPEECH

Dionysius Thorax divided the words into eight categories:

NOUN	PRONOUN	VERB	ADVERB	ADJECTIVE
PREPOSITION	CONJUNCTION	INTERJECTION		

NOUN

Definition

A noun is a naming word : It refers to people, place, animal, thing, substances events, states, activities, processes, times, occasions, feelings etc.

Function

In a sentence a noun can work as:

- The subject –Harry Potter is a magician.
- The object of a verb – I like Harry.
- The object of a preposition – This is a book of English.
- Complement - I am Harry.
- Appositive to another noun – My brother, Harry, is a good student.

Form

Though nouns have no common forms, there are some features by which we can identify nouns.

- Most nouns can change their forms from singular to plural by adding –s or – es. Boy- boys, potato- potatoes. (exceptions- man- men, sheep- sheep etc. Follow rules for words ending with ‘f’ or ‘y’.)

b) There are some suffixes which can build up nouns.

-er – singer ist- scientist -tion- addition -ness – kindness
-ence – preference -ism – Buddhism

KINDS OF NOUNS

There are 5 kinds of nouns;

- 1) *Proper noun* – Sanjay, Kanpur.
- 2) *Common noun* – boy, village, pen
- 3) *Collective noun* – army, class, mob
- 4) *Material noun* – iron, wood, paper
- 5) *Abstract noun* – childhood, honesty, sincerity

(Always begin a proper noun with a capital letter)

Countable and uncountable nouns

Countable nouns are the names of separate objects, people, ideas which can be counted. Articles a/ an /the can be used with countable nouns. They have plural forms.

(boy, car, house, planet, leaf etc.)

Uncountable nouns are names of materials, liquids, abstract qualities which we see as masses without clear boundaries. Most of these nouns are singular, generally 'a', 'an' are not used before these nouns.

(eg. Furniture, knowledge, money, advice, work etc.)

Exercise:

Underline and label the Common nouns , Proper nouns , Abstract nouns, Material nouns and Collective nouns in the following sentences :-

1. The Indus flows through Punjab.
2. Mohan is a man of honesty.
3. The police could not control the mob.
4. Delhi is a big city.
5. Iron is a very useful metal.
6. Many boys have joined our school.
7. Good children love cleanliness.
8. Subbu, the carpenter, makes good furniture.
9. The committee met in this room.
10. Wood is in short supply.

PRONOUN

A pronoun may be defined as a word used instead of a noun. It enables us to avoid the noun again and again. In Latin 'pro' means 'for' so it means for noun. Therefore nouns refer to persons, objects, things in a general or unspecified way.

Function

Pronouns can be used as:

- | | |
|--------------------------------|---------------------------------|
| a) the subject | He is a student. |
| b) the object of the verb | I like him. |
| c) the object of a preposition | He is a friend of mine . |

Form:

First person

I , we etc.

Second person

you etc.

Third person

he, she, it, they etc.

I, me, my, myself, we , us, ourselves, our, ours, you, yourself, yourselves

Your, yours, he, him, himself , his, her, herself, hers, it, itself, its, they,

Them, themselves, their, theirs, this, that, these, those, all, some, each ,
either, neither, every, who, whose, what, which etc.

Underline the Pronouns in the following sentences :

i) I am your brother.

ii) It is not my fault.

iii) A friend of mine came here.

iv) This book is mine.

v) I'll understand if you explain.

vi) Do you feel better today?

vii) What did you say?

viii) His brother is our friend.

ix) You must come here.

x) Do you think it to be difficult?

VERBS

Definition: A verb is a doing word. Verbs are words which describe the action or condition of the subject, i.e. what the subject does or what happens to it, or what it is.

Function : In a sentence a verb builds up the main element of the predicate. Verbs are the heart of the sentence.

Form : i) Most main verbs have 5 different forms.

V1	V2	V3	V4	V5
Present	Past	Past Participle	Present Participle	Simple Present
Write	Wrote	Written	Writing	Writes
Go	Went	Gone	Going	Goes
Come	Came	Come	Coming	Comes

ii) There are some suffixes for making verbs.

-en ~> red ~> redden , -ise ~> real ~> realize, -ify ~> beauty ~> beautify

Verbs can express actions, events, processes, activities, states etc. it may be

Physical - eat, walk, run

Mental- think, imagine, reflect

Perceptual - see, hear, smell

Social - buy, sell , give

Exercise

Underline the Verbs in the following sentences:

i) I met them long ago.

ii) He likes to eat oranges.

- iii) Do you speak any foreign language?
- iv) I never drink coffee.
- v) I enjoy movies.
- vi) I arrived at 9:30 p.m.
- vii) He turned off the light.
- viii) You look very tired.
- ix) Do you make many mistakes?
- x) My brother bought a newspaper.

Operator or auxiliary verbs

Auxiliary or operator verbs are of two types:

i) MODAL VERBS – (used with main verbs) shall, will, should, would, can, could, may, might, must ought to.

ii) PRIMARY VERBS – Be , have , do (can be used as auxiliaries or as main verbs)

Vo	Vs	Ved	Ving	Ven
Present+Infi	Prest+3 rd p sing	Past	Prest parti	Past parti
Be, am, are	is	was/were	being	been
Have	has	had	having	had
Do	does	did	doing	done

Exercise

Underline the auxiliary verbs; (identify primary or modal)

1. It is a beautiful day.
2. Can you drive a car?
3. Where are you going?
4. May I come in?
5. Will you take the risk?

ADJECTIVES

Definition : An adjective is a word which qualifies a noun and adds something to its meaning by acting as a pre modifier or post modifier.

e.g.

It is a red book.

The book is red.

Some adjectives can act as noun and are used with 'The'

The rich, The poor etc.

Form : Adjectives can be simple or derivative. Derivative adjectives can be formed by adding adjective suffixes like , -ible, -able, -ful, -ic, -ish, ive, -ous, -y etc.

Most common adjectives have three forms in three degrees:

POSITIVE	COMPARATIVE	SUPERLATIVE
Good	Better	Best
Bad	Worse	Worst

Come	Came	Come
Eat	ate	eaten
Sing	sang	sung
Cut	cut	cut
Put	put	put
Drive	drove	driven
Choose	chose	chosen

There are different kinds of adjectives :

Adjectives of Quality : red, big, heavy, tall, sad, good

Adjectives of Quantity: some, much, enough, all

Adjectives of Number: eight, many, all, first, last

Demonstrative Adjectives: This, That, These, Those, Such

Interrogative Adjectives: Which, What, Whose (followed by noun)

Possessive Adjectives : my, your, her, his

EXCERCISE

Underline the adjectives in the following sentences :

- i) He is better than his brother.
- ii) The end result is indeed satisfactory.
- iii) We walked for three hours.
- iv) She has got a new life.

- v) We heard a loud noise.
- vi) Which house is yours?
- vii) The next train will arrive at 2 p.m.
- viii) She has a small boat.
- xi) She has got a new life.
- x) This book is mine.

ADVERB

Definition : An adverb adds meaning to a verb , an adjective or another adverb.

Verb -> **Write** this **carefully**.

Adjective -> The shirt is **too big** for me.

Adverb -> He runs **very fast**.

Form :

i) Most adverbs are formed by the addition of ‘-ly’ to an adjective.

Slow - slowly

Quick - quickly

ii) Some are formed by adding –wise and –wards

clock - clockwise

north – northwards

There are different types of adverbs

Adverbs of manner – bravely, fast, sweetly, badly

Adverbs of place - here , there, upstairs, inside

Adverbs of time - soon , late, early, now

Adverbs of frequency - daily, seldom, weekly, regularly

Adverbs of degree - nearly, almost, very, wholly

EXERCISE

Underline the adverbs in the following sentences:

- i) The train is moving slowly.
- ii) He lives alone.
- iii) Do you feel well?
- iv) Light moves very fast.
- v) The radio is too loud.
- vi) He often came to my house.
- vii) He works hard.
- viii) I have nearly finished my work.
- ix) The army moved southward.
- x) She seldom loses temper.

PREPOSITION

Definiton : A preposition is a word which is usually placed before a noun or a pronoun to show its relation with other words in the sentence.

Function : Preposition cannot stand alone and need complements to complete its action.

Forms : Prepositions are of three types;

Simple -> at, in, on, to, for, from, by, of, about, above, between, with, over, under, against, along, across, behind, through, towards, during, since, amid, among, around, beyond, below, before, down, off, past, till, until up.

Compound -> into, upto, within, inside, outside, without, throughout.

Complex Preposition -> because of, in front of, according to, due to etc.

EXERCISE

Tick the correct prepositions in the following sentences:

1. They walked to/up to school.
2. The cat jumped on/upon me.
3. The goat fell in/ into the river.
4. He beat him with/by a stick.
5. I shall wait here by/till 5 o'clock.
6. She walked beside/besides me.
7. It is dark in/into the room.
8. It has been raining since/at 5 o'clock.
9. He is in/on his office.
10. The cat is under/ beneath the table.

CONJUNCTION

A conjunction is a word which is used to join together words, phrases or clauses.

Conjunctions are of two types.

- i) Subordinating – which connects sub-ordinate clause in a sentence.

(after, although, as, because, before, if, since, like, that, till, when, so, that, as soon as, as if, as though etc.)

e.g. He fell down because he walked carelessly.

He came out when the rain stopped.

ii) Co-ordinating- which connects units of equal status and function.

(and, or, but, neither, nor, yet etc.)

e.g. He is rich but his friend is poor.

The police came and the mob dispersed.

EXERCISE

Point out the correct Conjunctions in the following sentences:-

1. Work regularly (and/or) you will not pass.
2. Water (and/ but) oil will not pass.
3. Get me some water (but/ otherwise) I shall die.
4. You will miss the bus (but/if) you do not hurry.
5. The man is poor (and/but) he is honest.
6. Wait here (till/ as soon as) I come back.
7. It is hoped (because/ that) all goes well.
8. It shall be done since/ therefore) you wish it.
9. I ran fast (so that/ because) I might not miss the bus.
10. It is a long time (when/since) I last saw him.

INTERJECTION

Definition : An interjection is a word of exclamation expressing a sudden feeling or emotion. They are not grammatically connected with any word in the sentence.

Function : It expresses a strong feeling.

Disgust	Ugh!	Phew!	Tut-tut!	Damn!
Greetings/calling	Goodbye!	Hello!	Hi!	Ho!
Pain	Wow!	Ouch!		
Hatred	Fie!	Pooh!		
Surprised	Oh!	Oops!	Wow!	Gee!
Delight + gaiety	Hurrah!	Cheers!	Yippie!	
Appreciation	Bravo!	Encore!		
Sorrow	Alas!	Ah!	Oh!	
Silence	Hush!			

DETERMINERS

Determiners are words which determine or limit a noun phrase.

The most common determiner is :

a) ARTICLES - A, an (indefinite) The (Definite)

The others are:

b) Possessive Adjectives - my, our, your, our , his.

- c) Demonstrative Pronouns - this ,that, these, those.
- d) Distributive Pronouns - each, every, some, both, any.
- e) Quantifiers - many, much, some, few.

Determiners are modifiers and are placed before an adjective:

e.g. The tall man. Or This red ball.

A POEM TO REMEMBER

PARTS OF SPEECH

By J. Neal

Three little words we often see.

The **Articles** *a, an* and *the*.

A **Noun** is name of anything.

As school or garden, hoop or swing.

Adjectives tell the kind of noun.

As great, small , pretty, white or brown.

Instead of Nouns **Pronouns** stand,

Her head, his face, my arm, your hand.

Verbs tell of something being done.

To read, write, count, sing, jump or run.

How things are done **Adverbs** tell,

As slowly, quickly, ill or well.

A **Preposition** stands before.

A noun as *in* or *through* a door.

Conjunctions join the nouns together,

As man *and* children, wind *or* weather.

The **Interjection** shows surprise,

As *Oh* how pretty! *Ah* how wise!

THE SENTENCE

A sentence is a group of words that make complete sense.

A sentence begins with a capital letter and ends with a full stop(.), question mark(?) or exclamation mark(!).

It generally contains a subject and a verb.

It consists of one or more clauses.

A sentence is divided into two parts – subject and predicate.

The part of the sentence which names what the sentence is about is the subject.

The part of the sentence which says something about the subject is the predicate.

Shally /dances well.

Sub Predicate

A big apple tree /fell in the storm.

Sub

Predicate

In imperative sentence . The subject is implied.

e.g. Stand up.

Exercise:

- 1) Sachin hit the ball.
- 2) Always speak the truth.
- 3) I like cold drinks.
- 4) The picture is on the wall.
- 5) On the floor were all his toys.

Kinds of sentences.

1) **Assertive/or /Declarative** sentences– sentences which state something.

2) **Interrogative sentences or Questions.** – sentences which ask questions.

3) **Imperative sentence** – sentences that expresses a command, a request or an advice.

4) **Exclamatory sentence** – sentence that expresses a strong feeling.

Exercise

1) Tick the following group of words which make complete sense and cross out the others.

a) Where do you live?

()

- b) What a wonderful performance! ()
- c) Always eat healthy food. ()
- d) Lotus is our flower national ()

Now, correct the wrong sentences.

2) Fill in the blanks with the words given below.

declarative request interrogative express
subject question exclamatory imperative

- a) Interrogative sentences always end with a _____ mark.
- b) Sentences that express strong feelings are called _____ sentences.
- c) We give a command or advice, or make a _____ in an _____ sentence.
- d) Sentences that make a statement are called _____ sentences.

3) Identify the sentences given below.

- a) Who won the trophy?
 - b) The earth revolves around the sun.
 - c) What a pretty baby!
 - d) Please, give me some water.
-

4) With the same word 'school' make one sentence each of all types of sentences.

a)Declarative sentence-

b)Interrogative sentence-

c)Imperative sentence-

d)Exclamatory sentence-

FORMAT FOR FORMAL LETTER:

Sender's address

Date

Receiver's address

Subject:

Salutation

Body of letter-3 paragraphs (introduction, body, conclusion)

Signatory

Designation

EXERCISE:

1)Write a letter to the editor of a newspaper complaining about acute water shortage in your colony. Sign yourself as Savitri Sharma, a resident of the colony.

FORMAT FOR INFORMAL LETTER:

Sender's address

Date

Salutation

Body of letter-3 paragraphs (introduction, body, conclusion)

Signatory

EXERCISE:

1) You are Amrita Thakur .Write a letter to your friend Richa about how you plan to spend the summer vacations in about 120 words.

FORMAT FOR NOTICE:

NAME OF INSTITUTION/ORGANISATION	
NOTICE	
Date of Issue	
HEADING	
.....	
.....Content (what, where, when, which and whom	
to contact).....	
.....	
Signatory	
Designation	

EXERCISE:

1) You are Kanak Mahajan, President of Cultural Society of your school. You have been asked to inform students about an Inter-school Dance Competition. Draft a notice in about 50 words.Put the notice in a box.

FORMAT FOR MESSAGE:

MESSAGE	
Date	Time
Salutation	

.....Content.....

Signatory

EXERCISE:

1) Read the following telephone conversation between Deepali and Shivani. Deepali is about to leave for tuition and won't be able to meet Riya, who has gone for tennis classes. Write the message she leaves for Riya in about 50 words.

Shivani: Hello! Can I speak to Riya?

Deepali: She has gone out for her tennis class. Can I help you?

Shivani: I am Shivani. Please tell her to inform the dance teacher that I will not be able to attend the dance class today.

Deepali: I'll inform her. Thank you.

Kinds of sentences

The five main types of sentences

Assertive

Interrogative

Imperative

Exclamatory

Optative

A quick revision with definition and examples

Tenses

Revision of three main kinds of tenses and their four different forms with the help of some tense charts like a consolidated tense chart and some detailed

tense charts.

Subject - verb agreement

Revision- use of singular form of verb with a singular subject and the plural form of the verb with a plural subject - use of am , was, have with I and are , we're, have with you.

Example: I am/ was angry with him.

You are / were always late. Etc.

Consolidated Tense Chart

Indefinite		Continuous	Perfect	Perfect Continuous
Present	Write	Is / am / are writing	Has / have written	Has / have been writing
Past	Wrote	Was / were writing	Had written	Had been writing
Future	Will / shall write	Will / shall be writing	Will / shall have written	Will / shall have been writing

Detailed Tense Charts

1. Present Tense

Form of Tense	Affirmative	Negative	Interrogative
		First Person	
Present Indefinite	I see	I do not see	Do I see?
Present Continuous	I am Seeing	I am not seeing	Am I seeing?
Present Perfect	I have seen	I have not seen	Have I seen?
Present Perfect Continuous	I have been seeing	I have not been seeing	Have I been seeing?
		Second Person	
Present Indefinite	You see	You do not see	Do you see
Present Continuous	You are seeing	You are not seeing	Are you seeing
Present Perfect	You have seen	You have not seen	Have you seen
Present Perfect Continuous	You have been seeing	You have not been seeing	Have you been seeing
		Third Person	
Present Indefinite	He sees	He does not see	Does he see?
Present Continuous	He is seeing	He is not seeing	Is he seeing?
Present Perfect	He has seen	He has not seen	Has he seen?
Present Perfect Continuous	He has been seeing	He has not been seeing	Has he been seeing?

2. Past Tense

Form of Tense	Affirmative	Negative	Interrogative
		First Person	
Past Indefinite	I saw	I do not see	Do I see?
Past Continuous	I was Seeing	I am not seeing	Am I seeing?
Past Perfect	I have seen	I have not seen	Have I seen?
Past Perfect Continuous	I have been seeing	I have not been seeing	Have I been seeing?
		Second Person	
Past Indefinite	You saw	You did not see	Did you see
Past Continuous	You were seeing	You were not seeing	Were you seeing
Past Perfect	You had seen	You had not seen	Had you seen
Past Perfect Continuous	You had been seeing	You had not been seeing	Had you been seeing
		Third Person	
Past Indefinite	He saw	He did not see	Did he see?
Past Continuous	He was seeing	He was not seeing	Was he seeing?
Past Perfect	He had seen	He had not seen	Had he seen?
Past Perfect Continuous	He had been seeing	He had not been seeing	Had he been seeing?

3. Future Tense

Form of Tense	Affirmative	Negative	Interrogative
		First Person	
Future Indefinite	I shall see	I will not see	Shall I see?
Future Continuous	I was be seeing	I will not be seeing	Shall I be seeing?
Future Perfect	I shall have seen	I will not have seen	Shall I have seen?
Future Perfect Continuous	I shall have been seeing	I will not have been seeing	Shall I have been seeing?
		Second Person	
Future Indefinite	You will see	You did not see	Did you see
Future Continuous	You will be seeing	You were not seeing	Were you seeing
Future Perfect	You will have seen	You had not seen	Had you seen
Future Perfect Continuous	You will have been seeing	You had not been seeing	Had you been seeing
		Third Person	
Future Indefinite	He will see	He will not see	Will he see?
Future Continuous	He will be seeing	He will not be seeing	Will he be seeing?
Future Perfect	He will have seen	He will not have seen	Will he have seen?
Future Perfect Continuous	He will have been seeing	He will not have been seeing	Will he have been seeing?

Exercise on Tense

Rewrite the story using simple past tense:

Moti ____ (be) a greedy dog. One day it ____ (see) a piece of chicken lying in the dustbin. It ____ (grab) it and ____ (run) out. On the way it ____ (come) across a bridge. It ____ (look) down and saw another dog holding a piece of chicken. Now it ____ (want) that piece too. So, it ____ (bark). In doing so, it ____ (lose) its piece too.

Change the verbs into past continuous tense:

Argue,	knit,	watch,	feed,	dust
--------	-------	--------	-------	------

- a) Stephen _____ television.
- b) Juliet _____ the baby.
- c) The servant _____ the furniture.
- d) Elizabeth _____ a sweater.
- e) Jack and Joe _____ with the shopkeeper.

SUBJECT VERB AGREEMENT

Singular Subject, Singular Verb	Plural Subject, Plural Verb
1. This child is very clever	1. These children are very clever.
2. That book was interesting	2. Those books were interesting.
3. He has many storybooks	3. They have many storybooks.
4. He does not work regularly	4. They do not work regularly.

Object to active verb	Subject to passive verb
<ol style="list-style-type: none"> 1. Sita loves Savitri. 2. The mason is building the wall. 3. The peon opened the gate. 4. Some boys were helping the wounded man. 5. He will finish the work in a fortnight. 6. Who did this? 7. Why did your brother write such a letter? 	<ol style="list-style-type: none"> 1. Savitri is loved by Sita 2. The wall is being built by the mason. 3. The gate was opened by the peon. 4. The wounded man was being helped by the boys. 5. The work will be finished by him in a fortnight. 6. By whom was this done? 7. Why was such a letter written by your brother?

Active	Passive
<ol style="list-style-type: none"> 1. The gatekeeper refused him admittance. 2. Mr. Robert teaches us grammar. 3. The manager will give you a ticket. 4. Who taught you French? 5. He handed her a chair. 	<ol style="list-style-type: none"> 1. Admittance was refused him (to him) by the gatekeeper. He was refused admittance by the gatekeeper 2. Grammar is taught us (to us) by Mr. Robert. We were taught grammar by Mr. Robert. 3. A ticket will be given you (to you) by the manager. You will be given a ticket by the manager. 4. By whom was French taught you (to you)? By whom were you taught French? 5. A chair was handed her (to her). She was handed a chair.

Interchange of Voice

Revision of active and passive voice with examples

Tom helps John - in this sentence, form of the verb shows that the person denoted by the Subject does something.

John is helped by Tom - in this sentence, the form of the Verb shows that something is done to the person denoted by the subject.

When a sentence is changed from the Active form to the Passive, the object to the Active Verb becomes the Subject o the Passive Verb. The following changes are to be noted:

		Simple	Continuous	Perfect	Perfect Continuous
Present	Active	I love	I am loving	I have loved.	I have been loving.

	Passive	I am loved	I am being loved	I have been loved.	X
Past	Active	I loved.	I was loving.	I had loved.	I had been loving.
	Passive	I was loved.	I was being loved.	I had been loved.	X
Future	Active	I shall love.	I shall be loving.	I shall have loved.	I shall have been loving
	Passive	I shall be loved.	X	I shall have been loved.	X

Examples of Present Indefinite Tense

Active Voice	Passive Voice
1. She helps the poor.	1. The poor are helped by her.
2. We expect good news.	2. Good news is expected by us.
3. I know him.	3. He is known to me.
4. Radha does not sing a song	4. A song is not sung by Radha.
5. Who teaches you English?	5. By whom are you taught English?
6. What do you want?	6. What is wanted by you?

Change the voice of the following sentences:-

1. The mother manages the house.
2. He grows wheat in his field.
3. This pot contains milk.
4. The rich hate the poor.
5. I do not know the reason of his coming.
6. He does not make any noise.
7. I don't know anything at all.
8. Why do you not help him?
9. What does he say?
10. My father sends me money every month.
11. Our grocer sells a special kind of tea.
12. Do careless drivers cause accident?

Change the voice of the following sentences:-

1. We refused them admission.
2. I forgave him his fault.
3. He watched the sports.

4. Sohrab gave Rustam a brave fight.
5. They took no notice of me.
6. Did Sita paint this picture?
7. Who taught you French?
8. Where did you find this book?
9. Why did the teacher punish him?
10. The dentist pulled out one of my teeth.
11. The policeman caught the thief.
12. The postman gave me two letters.

Change the voice of the following sentences:-

1. The police will look into the matter.
2. The teacher will teach us a lesson.
3. The boys will catch birds.
4. Will you look after her?
5. Will your uncle pay your school fees?
6. How will you settle the matter?
7. Who will advise him?
8. When shall I see you again?
9. What will you do after passing the examination?
10. Mohan will meet you at the station.
11. My uncle will visit us at the station.
12. I shall mail this packet to her.

Examples of Present Continuous Tense

Active Voice	Passive Voice
1. The gardener is plucking flowers.	1. Flowers are being plucked by the gardener.
2. He is driving a motor car.	2. A motor car is being driven by him.
3. Boys are flying kites.	3. Kites are being flown by boys.
4. Is she reading a book?	4. Is a book being read by her?
5. Why are you wasting your time?	5. Why is your time being wasted by you?
6. Who is laughing at the beggar?	6. By whom is the beggar being laughed at?

Change the voice of the following sentences:-

1. The boys are learning their lessons.
2. The washerman is washing the clothes.
3. The teacher is not calling the roll.

4. The boys are making much noise.
5. He is speaking the truth.
6. Is the peon ringing the bell?
7. Why are you teasing the beggar?
8. Who is sending you these letters?
9. What are you looking for?
10. The laborers are cutting down the trees.
11. That man is repairing our computer.
12. The boys are beating the donkey.

Examples of Past Continuous Tense

Active Voice	Passive Voice
<ol style="list-style-type: none"> 1. The hunter was shooting the lion. 2. She was milking the cow. 3. The peon was ringing the bell. 4. The farmer was not ploughing the field. 5. Were they learning their lesson? 6. What was Sohan doing? 	<ol style="list-style-type: none"> 1. The lion was being shot by the hunter. 2. The cow was being milked by her. 3. The bell was being rung by the peon. 4. The field was not being ploughed by the farmer. 5. Was their lesson being learnt by them? 6. What was being done by Sohan?

Change the voice of the following sentences:-

1. Boys were playing cricket.
2. The president was giving away the prizes.
3. We were revising our lessons.
4. He was drawing a picture.
5. He was not solving the sums.
6. Were you throwing stones at the beggar?
7. Who was beating my brother?
8. Why were you not teaching the class?
9. Why was his father beating him?
10. I was writing a letter to my friend.
11. The driver was driving the car too fast.
12. They were doing up the parcels.

Examples of Present Perfect Tense

Active Voice	Passive Voice
<ol style="list-style-type: none"> 1. I have done my duty 2. She has sold the cow. 3. I have not broken the windowpane. 4. Have you ever seen a lion? 5. Why has Sohan not finished his work? 6. Who has stolen my pencil? 	<ol style="list-style-type: none"> 1. My duty has been done by me. 2. Her cow has been sold by her. 3. The windowpane has not been broken by me. 4. Has a lion ever been seen by you? 5. Why has his work not finished by Sohan? 6. By whom has my pencil been stolen?

Change the voice of the following sentences:-

1. The servant has posted the letter.
2. He has lent me a hundred rupees.
3. The farmers have reaped the harvest.
4. We have spent all the money.
5. I have not beaten my dog.
6. Has she taken her meals?
7. Have you finished your work?
8. How have you done it?
9. Why have you sent for the doctor?
10. I have received a parcel just now.
11. We have not yet finished the lesson.
12. Hari has invited me to tea.

Examples of Past Perfect Tense

Active Voice	Passive Voice
<ol style="list-style-type: none">1. They had already opened the gate.2. We had never visited Amritsar before.3. Had you never seen this place before?4. Who had invited you to the feast?5. Had he finished his works by 4 pm?	<ol style="list-style-type: none">1. The gate had already been opened by them.2. Amritsar had never been visited by us before.3. Had this place never been seen by you before?4. By whom had you been invited to the feast?5. Had his work been finished by him by 4pm?

Change the voice of the following sentences:-

1. We had already missed the train.
2. He had received your letter when I met him.
3. Our team had played two matches by 6pm.
4. Ram had met my brother earlier also.
5. Who had swept the room?
6. Why had you not prepared your lesson?
7. They had sent for the doctor when I reached.
8. They had already completed the work.
9. I stood up after I had done my paper.
10. I had written the letter before you came.
11. They had never visited Nepal before.
12. The shopkeeper had already opened the bottle.

Examples of Future Perfect Tense

Active Voice	Passive Voice
<ol style="list-style-type: none"> 1. I shall have planted a tree. 2. He will have read this book. 3. He will have sold his house. 4. She will have taken the test. 5. Will he have written the letter? 	<ol style="list-style-type: none"> 1. A tree will have been planted by me. 2. This book will have been read by him. 3. His house will have been sold by him. 4. The test will have been taken by her. 5. Will a letter be have been written by him?

Change the voice of the following sentences:-

1. They will have bought some fruit.
2. The enemy will have attacked the city.
3. He will have cleared his account.
4. I shall have finished this work by evening.
5. The magistrate will have sent him to jail.
6. The army will have captured the city.
7. They will have mown all the grass.
8. I will have watered the plants before sunset.
9. We will have destroyed the bridge.
10. She will have plucked all the flowers.
11. The farmers will have sown the entire paddy.
12. The enemy will have sunk the ship.

Examples of Imperative Sentence:-

Active Voice	Passive Voice
<ol style="list-style-type: none"> 1. Shut the door. 2. Obey your parents. 3. Carry it home. 4. Never tell a lie. 5. Let him play the match. 6. Please bring me a glass of water. 	<ol style="list-style-type: none"> 1. The door should be shut. 2. Let your parents be obeyed. 3. Let it be carried home. 4. A lie should never be told. 5. He should be allowed to play the match. 6. You are requested to bring a glass of water.

Change the voice of the following sentences:-

1. Post this letter at once.
2. Please help me in my hour of need.
3. Lower the boats.
4. Send him to school.
5. Tell him to leave the room.
6. Carry out my orders.
7. Kindly do this much for me.
8. Do not starve the cow.
9. Do not hate the poor.
10. Let me try this question.
11. Do not laugh at others.
12. Don't disturb me.

Rules for changing Direct Speech into Indirect

When the reporting verb is in the past tense, the following rules are observed in changing direct speech to indirect:

Rule 1: All present tenses of the direct speech are changed into the corresponding past tenses. Thus

(a) A simple present becomes a simple past.

Direct: He said, "I am unwell"

Indirect: He said (that) he was unwell.

(b) A present continuous becomes a past continuous.

Direct: He said, "My master is writing letters."

Indirect: He said (that) his master as writing letters.

(c) A present perfect becomes a past perfect.

Direct: He said, "I have passed the examination"

Indirect: He said (that) he had passed the examination.

(d) The will of the Future tense is changes into would. The shall of the future tense is changed into should or would. The may is changed into might and the can into could.

Direct: He said, "The man shall come."

Indirect: He said that the man should come.

Direct: He said, "The man will come."

Indirect: He said that the man would come.

Direct: He said, "The man may come."

Indirect: He said that the man might come.

Direct: He said, "The man can come."

Indirect: He said that the man could come.

Tense of Reported Speech:-

Direct	Indirect
1. Sita says, "I shall come to see the picture."	1. Sita says that she will come to see the pictures.
2. He says, "The train will be late."	2. He says that the train will be late.
3. He says. "She lives in Amritsar."	3. He says that she lives in Amritsar.
4. Ram will say, "I saw my teacher in the park."	4. Ram will say that he saw his teacher in the park.
5. My sister will say, "I have seen the Taj."	5. My sister will say that he saw his teacher in the park.

If the Reporting verb is in the past tense, the tense of the Reported speech is also changed in past form of the verb. The following general rule is observed:-

(i) V1 is changed to V2

(ii) V2 is changed to had +V3

Direct	Indirect
1. I said to the teacher, "I am sorry"	1. I told the teacher I was sorry.
2. I said to the teacher, "I am working	2. I told the teacher I was working hard.

<p>hard.”</p> <ol style="list-style-type: none"> The teacher said to me, “You have not done your homework. I said, “I have been ill since Monday.” He said to me, “You played very well yesterday.” 	<ol style="list-style-type: none"> The teacher told me that I had not done my homework. I said that I had been ill since Monday. He told me that I had played very well the previous day.
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If the Reported Speech expresses some Universal Truth, Habit, Historical truth or Permanent Fact, its reporting tense remains unchanged even if the reporting verb is past tense
If the reported speech consists of two actions taking place at the same time, its tense remains unchanged whatever the tense of the reporting verb may be.

Direct	Indirect
<ol style="list-style-type: none"> He said, “God is great.” The boy said, “I take exercise daily.” The teacher said, “The first battle of Panipat was fought in 1526.” “Mahatma Gandhi believed in Non-Violence,” said the teacher. Mohan said, “While I was singing, Radha was dancing.” 	<ol style="list-style-type: none"> He said that God is Great. The boy said that he takes his exercise daily. The teacher said that the first battle of Panipat was fought in 1526. The teacher said that Mahatma Gandhi believed in Non-Violence. Mohan said while he was singing Radha was dancing.

When changing a question into Indirect Speech, change the reporting verb into ask, inquire, or demand. The preposition of is used with inquire or demand.

She demanded of me where I was going.

The question form of reported speech is changed into Statement form, and the question mark is removed. The question if or whether is used to introduce the reported speech if the question begins with Auxiliaries like is, are, am, was, were, do, does, did, had, have shall, can may etc.

No conjunction is used before the question words – who, whom, whose, what etc.

Direct	Indirect
<ol style="list-style-type: none"> The teacher said to me, “Are you well today?” The traveller said to me, “Can you tell me the way to the nearest inn?” Hari said to the father, “May I go to the pictures tonight?” Prem said to Pran, “Were you present at the meeting?” I said to her, “Do you want my help?” Vimla said to me, “Did you attend the office yesterday?” She said, “Kamla do you like this book?” He said to the old man, “What do you want?” The teacher said to Hari, “Why have you 	<ol style="list-style-type: none"> The teacher asked me if I was feeling well that day. The traveller asked me if I could tell him the way to the nearest inn. Hari asked his father if he could go to the pictures that night. Prem asked Pran if he had been present at the meeting. I asked her if she wanted my help. Vimla asked me if I had attended the office the previous day. She asked Kamla if she liked that book. He asked the old man what he wanted. The teacher asked Hari why he had not done his homework.

not done your homework?" 10. Sohan said to her, "What will you do if you fail?"	10. Sohan asked her what she would do if she failed.
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When the reported speech consists of an exclamatory sentence, the reporting verb must be changed to some appropriate verb as exclaim, cry out, pray, etc.

The conjunction *that* is used to introduce the reported speech.

The exclamatory form is changed into the statement form.

Direct	Indirect
1. She said, "May you succeed, my son!"	1. She wished that her son might succeed.
2. He said, "What a great misery!"	2. He exclaimed that it was a great misery.
3. The merchant said, "Alas, I am ruined?"	3. The merchant exclaimed with sorrow that he was ruined.
4. The captain said, "Hurrah, we have won!"	4. The captain exclaimed with joy that they had won.
5. Sita said, "Goodbye, my friend?"	5. Sita bade her friend goodbye.
6. The spectators said, "Bravo well played, Mohan!"	6. The spectators applauded Mohan saying that he had played well.

When the reported speech is an imperative sentence, the reporting verb must be changed to some such verb as signifies a command, advise, request, prohibition, etc.

The imperative mood is changed into infinitive.

Direct	Indirect
1. The teacher said to the boy, "Shut the door."	1. The teacher asked the boy to shut the door.
2. Mohan said to Rajan, "Please go to the station with me."	2. Mohan requested Rajan to go to the station with him.
3. He said to me, "Trust in God and do the right."	3. He advised me to trust in God and do the right.
4. The boy said, "Papa! Forgive me this time."	4. The boy requested his papa to forgive him that time.
5. I said to my teacher, "Pardon me, sir".	5. I respectfully begged my teacher to pardon me.
6. The teacher said to the boys, "Do not waste your time."	6. The teacher advised the boys not to waste their time.
7. He said to me, "Let me study."	7. He requested him to let him study.
8. I said to my friend, "Let us go to the pictures tonight."	8. I proposed to my friend that we should go to the pictures that night.