

ARROW



# TEACHER'S HANDBOOK

**6 to 8**

**PADMINI SAMEERAN**

M.A., B.Ed., M.Phil. (English)



ARROW PUBLICATIONS PVT. LTD.<sup>®</sup>

HYDERABAD - 500 040

## ABOUT THE TEACHER'S HANDBOOK

Dear Teacher,

The teacher's manual for the **Grammar Treasure** series has been made with a view to guide you through each lesson, from preparation to instruction and explanation of exercises.

The manual consists of the following :

- **Teacher's Notes** at the beginning of each lesson to help teachers plan and prepare for the class.
- **Key** to exercises in every lesson.
- **Explanatory Notes** for questions that need to be explained or need to be clarified.

### TEACHING TIPS

Here are some tips you may consider before you begin teaching the lessons in the Perfect Grammar series.

- Teach the lessons in the order in which they have been presented in the book.
- Read up the notes in the manual and all the grammar points in the book to make yourself sufficiently prepared to teach the lesson.
- Study the exercises and make sure you know all the answers (with the help of the key) before you start doing them in class.

Avoid taking the keybook with you to class.

- Initiate a discussion on the grammar topic to be presented.  
Elicit examples orally before you get them to write.
- Explain the grammar points one at a time so that students grasp them little by little.
- Get students to do the exercises one by one. Guide them through the first few sentences in each exercise and allow them to do a few on their own (in class or at home).
- Do not rush through the book or give away answers to students. Plan the time available well in advance to ensure that every concept receives due attention.
- Discuss the points given in boxes. They are very important bits of information on grammar.
- Allot sufficient time for the lessons on tenses as they are a very important part of English grammar.
- Last but not the least, help students to use and apply the grammar learnt in class in their everyday conversation. Only then, the objective of teaching and learning grammar is fulfilled.

Publishers

## SYLLABUS

### GRAMMAR TREASURE BOOK - 6

FA-1 .....	Lessons 1-3
FA-2 .....	Lessons 4-6
Quarterly / Term-1 .....	Lessons 1-8
FA-3 .....	Lessons 9-11
Half yearly / Term-2 .....	Lessons 1-13
FA-4 .....	Lessons 14
Annual / Term-3 .....	Lessons 1-17

### GRAMMAR TREASURE BOOK - 7

FA-1 .....	Lessons 1-2
FA-2 .....	Lessons 3-5
Quarterly / Term-1 .....	Lessons 1-8
FA-3 .....	Lessons 9-11
Half yearly / Term-2 .....	Lessons 1-14
FA-4 .....	Lessons 15-16
Annual / Term-3 .....	Lessons 1-19

### GRAMMAR TREASURE BOOK - 8

FA-1 .....	Lessons 1-3
FA-2 .....	Lessons 4-6
Quarterly / Term-1 .....	Lessons 1-9
FA-3 .....	Lessons 10-12
Half yearly / Term-2 .....	Lessons 1-15
FA-4 .....	Lessons 16-17
Annual / Term-3 .....	Lessons 1-20

## CONTENTS

### GRAMMAR NOTES

1. Vowels and Consonants	5
2. A, An, The (Articles)	6
3. Sentence	8
4. Nouns	10
5. Pronouns	16
6. Adjectives	18
7. Verbs - Simple Present Tense	22
- Present Continuous	
- Present Perfect	
- Present Perfect Continuous	
- Simple Past Tense	
- Past Continuous	
- Past Perfect	
- Past Perfect Continuous	
- Simple Future	
- Future Continuous	
- Future Perfect	
- Future Perfect Continuous	

8. Adverbs	31
9. Prepositions	33
10. Conjunctions	36
11. Interjections	38
12. Modal Verbs	38
13. Active and Passive Voice	41
14. Direct and Indirect Speech	45
15. Finite and Infinite Verbs	48
16. Conditional Sentences	49
17. Gerunds and Infinitives	50
18. Types of Questions	50
19. Phrases and Clauses	53
20. Subject - Verb Agreement	54
21. Transmutation of Sentences	55
22. Special Uses of Articles	56

### GRAMMAR TREASURE KEY

Book - VI	59
Book - VII	76
Book - VIII	95

# 1. VOWELS AND CONSONANTS

## TEACHER'S NOTES

### The English Alphabet

The English word 'alphabet' comes to us from a Latin word 'alphabetum'. There are 26 letters in the English alphabet but there are more than 40 distinct sounds in English. Most letters stand for more than one sound. The English alphabet can be written as capital letters and small letters. (also known as upper case and lower case.)

### Vowels and Consonants

We know that vowels in the English alphabet are a, e, i, o, u. Sometimes, the letter 'y' is also considered as a vowel. The remaining letters are called consonants.

Do you know why the letters are divided into two separate groups?

Basically, a vowel is a sound that is made with the mouth and throat not closing at any point. In contrast, a consonant is a sound that is made with the air stopping once or more during the vocalisation. It means that at some point, the sound is stopped by your teeth, tongue, lips or the constriction of the vocal cords. The letter 'y' can represent different sounds.

For example in the word 'myth' it makes the sound of 'e'.

In the word 'sky' it makes the sound of 'i' and in 'pay' the sound of 'a'.

In the word 'beyond' it makes a consonant sound the letter 'w' is almost always a consonant but it is considered a vowel in some words like 'how', 'saw' etc.

So, basically, the difference between vowels and consonants is the way your mouth moves when you are saying them, and not the letters themselves.

The word 'vowel' comes from the Latin word 'vox' which means 'voice'. The word 'consonant' comes from a Latin root, 'con sonare,' which means 'with sound.'

### Long and short vowel sounds

When a vowel sounds like its name, it is a long vowel sound.

**Examples :** cake, me, ice, rose, u-turn

When a vowel does not sound like its name, it is a short vowel sound.

**Examples :** lamb, egg, pin, pot, urn

Whether a vowel has a long sound, a short sound, or remains silent, depends on its position in a word and the letters around it.

When a single vowel letter is in the end of a word, it usually says its long sound.

**Examples :** go, be

When two vowels go hand in hand in the same word, the first vowel is long and the second vowel is silent.

**Examples :** bake, goal

When there two vowels adjacent to each other, the first one is long and the second one is silent.

**Examples :** coat, ride, read

## 2. A, AN, THE

### TEACHER'S NOTES

The words a, an, and, the are called articles. The words a and an are called indefinite articles (means 'not specific'). We use them when we are talking about a thing in general.

They are used before singular countable nouns. The word 'the' is called the definite article.

#### We use the articles 'a' and 'an' :

- When we talk about a thing which is new, unknown or introduced to the listener for the first time.

**Examples :** I have a car. (introducing)

She is a teacher. (introducing)

I am an engineer. (introducing)

This is an aeroplane. (introducing)

- When we talk about what type of thing something is.

**Examples :** This is an excellent book. (kind of book)

I ate a juicy mango.(kind of mango)

I live in a big house. (kind of house)

#### We do not use the articles 'a' and 'an' with the following :

- plural nouns e.g. They are boys.
- abstract nouns. e.g. She has knowledge.
- material nouns. e.g. This is made of gold.

'The' is a definite article which means specific. We use '**the**':

- when we talk about something already known to the listener.

**Example :** I have a dog. **The** dog is white.

- when we refer to a particular or specific noun known to the listener.

**Example :** **The** book you gave me was good.

- when we refer to something that is only one of its kind.

**Examples :** The sun is a star. We go to the church next to Wesley School.

- with the superlative adjective.

**Example :** This is the oldest building in this town.

- when we want to talk about the things referred to by a noun.

**Examples :** The heart pumps blood to all the body parts.

The kangaroo is found in Australia.

The lion is the king of the jungle.

- when we refer to a system or service.

**Examples :** I heard it on the radio. You should complain to the police.

He works in the army.

- when we refer to groups of people.

**Example :** The rich should help the poor.

- with the names of water bodies (rivers, seas / oceans, canals)

**Example :** The Nile is the longest river in the world.

- **Example :** He reads the Gita.
- with the names of geographical features such as mountain ranges, groups of islands.  
**Example :** The Himalayas are to the north of india.
- with names of newspapers.  
**Example :** I read the Hindu.
- with musical instruments.  
**Example :** He plays the guitar.
- with countries which have plural nouns as their names.  
**Example :** Have you visited the Phillipines?
- with countries whose names include words like kingdom, states, or republic.  
**Examples :** The United Kingdom.      The Kingdom of Nepal.  
                         The United States.      The Peoples Republic of China.
- with names of organizations.  
**Example :** The United Nations.
- with well known buildings, monuments.  
**Examples :** the Eiffel Tower, the Statue of Liberty, The Taj Mahal.
- with hotels, and restaurants.  
**Examples :** the Ritz Hotel, the Taj Hotel.
- with families.  
**Examples :** the Guptas, the Vermas, the Khans.
- With names of directions.  
**Examples :** Turn to the left.      It is to the south.
- With designations.  
**Examples :** He is the manager.      He is the prime minister of India.
- With ordinal numbers (first, second)  
**Example :** He sits in the first row.

- Proper names of people.
- Proper names of cities, countries.
- The names of hotels that begin with the owner's name. (Mc Donald's Food Joint )
- General words.

**Examples :** I like flowers.              Life is beautiful.

- Public buildings, institutions, means of transport.

**Example :** We go to school by bus.

- Single islands.

**Example :** Bermuda

- Parks  
**Example :** Indira park is in Hyderabad.
- Languages.  
**Example :** She speaks Hindi.
- Games.  
**Example :** I play cricket.
- Months, days.  
**Examples :** Our school reopens in June.  
Sunday is a holiday.
- Seasons.  
**Example :** Summer is hot.

### 3. SENTENCE

#### TEACHER'S NOTES

In order to communicate, we have to take into account the intent, purpose or feelings associated with it. In our daily communication, we need to ask questions, deliver information, make exclamations or make a request or an order. For this reason, the sentence is divided into four types.

- Declarative Sentences (Assertive Sentences)
- Imperative Sentences
- Exclamatory Sentences
- Interrogative Sentences

#### 1. Declarative Sentences

Declarative sentences make a statement to convey information or ideas. They are punctuated with a period (full stop).

**Examples :** Blue is my favourite colour.

You are a good man.

Declarative sentences are the most common sentence type in the English language. The sole purpose of a declarative sentence is to give information.

#### Structure of a Declarative Sentence

Subject + predicate.

**Example :** Your dress is beautiful.

#### 2. Imperative Sentences

Imperative sentences issue commands or requests or they can express a desire or wish. They can be punctuated with a period (.) or they can be exclamations requiring an exclamation mark (!).

**Examples :** Respond quickly. Please lower your voice. Meet me at the street corner.

Halt ! Watch out !



Imperative Sentences are short and simple but sometimes can be long.

**Examples :** Stop !, Hurry !, Go ! (short )

Walk through this door and turn left at the next hallway. (long)

Come over here, look at this and tell me what you think.

In imperative sentences, the subject is not clearly mentioned but it is always 'you'.

**Examples :** (You) Give me a glass of water.

(You) Come with me.

(You) Look at this.

### 3. Exclamatory Sentences

Exclamatory sentences express strong emotions such as anger, frustration, happiness, love, surprise, sorrow. They always end in an exclamation mark (!).

**Examples :** Oh, My goodness !      What talented children these are!

It's fantastic!      Wow, that was a thrilling ride!

Ouch, that really hurts!

There are some exclamatory words that can stand alone as a sentence. They are called interjections.

**Examples :** Ouch!    Awesome!    Wow!    Brilliant!    Gosh!

### 4. Interrogative Sentences

Interrogative sentences always ask a question and end in a question mark.

There are 4 types of interrogative sentences:

- Yes / No interrogatives      • Alternative interrogatives
- W/H interrogatives      • Tag questions

- Yes / No interrogatives begin with auxiliary verbs. They can be answered with a yes or a no response.

**Examples :** Are you ready to go?      Did you see the doctor?      Can you spare some time?

Will you come with me?      Do you have a car?

- Alternative interrogatives are questions that provide for two or more alternative answers. You provide a choice.

**Examples :** Do you want coffee or tea?    Should I call or send you an email?

- W/H interrogatives begin with a WH words. They call for an open-ended answer. The answer can be a simple response or a complex explanation.
- W/H words include : what, when, why, who, whose, whom, where, which, how, how much, how many, how often, how far, how long, how old.

**Examples :** What are you doing?    Where do you live?

How often do you go to movies?    How far is your house?

- Tag questions are questions that are attached to the end of a declarative statement.

They change a declarative sentence into an interrogative sentence.

**Examples :** You live here, don't you?      The meeting is at 6, isn't it?

                 The bus has left, hasn't it?      She is not a doctor, is she?

                 They don't play, do they?

A positive statement has a negative tag.

A negative statement has a positive tag.

## 4. NOUNS

### TEACHER'S NOTES

Nouns are words that refer to people, places, things, animals or abstract ideas.

### CLASSIFICATION OF NOUNS

- **Proper Nouns**

They are nouns that refer to proper or specific names. They include names of people, cities, states, countries, brands, pets, days, months, banks, schools, colleges, universities, parks, rivers, oceans, monuments, books, shops, hotels, etc.

**Examples :** Atlantic Ocean      Raghu      Bata      Golden Temple      India  
                 Harry potter      Tommy      Himalayas      Hyderabad      Archies  
                 Monday      State Bank      Ganga      Taj Hotel      March  
                 Indira park      Osmania University

Proper nouns always begin with a capital letter.

- **Common Nouns**

They are nouns that refer to general, unspecific categories.

**Examples :** river   park   bird   day   school shop  
                 city   bank   dog   month college   person  
                 state   boy   hotel   house building   teacher  
                 country   girl   book   university   monument   student

Common nouns do not begin with capital letters.

- **Material Nouns**

They refer to materials or substances from which things are made.

**Examples :** cotton, silk, gold, steel, plastic, cement.

- **Collective Nouns**

They are nouns that refer to a group of something spoken of as a whole. Collective nouns are used to refer to a group of people, animals or things.

**Examples :** a team of players      a flock of sheep      a bunch of keys      a colony of ants

- \* **Abstract Nouns**

They are nouns that refer to concepts like freedom, love, power, knowledge, etc.

### Abstract Nouns refer to :

Qualities : kindness, honesty, goodness, cruelty, intelligence.

Feelings : love, hatred, anger, hunger, tiredness, joy, sorrow, happiness.

Stages : childhood, infancy, adolescence, adulthood, womanhood, manhood.

Subjects : English, grammar, civics, arts, science.

Others : knowledge, power, freedom, courage, strength.

Abstract nouns are formed from nouns, verbs, or adjectives.

From nouns : kingdom, childhood etc.

From verbs : agreement, knowledge, death, life, belief etc.

From adjectives : strength, weakness, intelligence, kindness etc.

Nouns are also classified into compound nouns. A compound noun contains two or more words which join together to make a single noun.

Compound nouns can be written in the following ways :

- |                             |                            |                            |
|-----------------------------|----------------------------|----------------------------|
| 1. toothpaste (closed form) | 2. son-in-law (hyphenated) | 3. post office (open form) |
| blackboard                  | daughter-in-law            | bus stop                   |
| lipstick                    |                            | upper berth.               |

## COUNTABLE AND UNCOUNTABLE NOUNS

### TEACHER'S NOTES

Nouns can also be classified as countable and uncountable nouns. It is important to know about countable and uncountable nouns because their usage is different with regards to both determiners and verbs.

- **Countable Nouns**

Countable nouns are for things we can count using numbers. They have a singular and plural form.

Before singular countable nouns we use the determiners 'a' and 'an'.

When we want to ask about the quantity of a countable noun, we ask "How many?" + plural countable noun.

**Examples :** How many ?

One book - Three books                  I own a house - I own two houses.

She has a book - She has three books.

We use the determiners 'some', 'many', 'lots of', 'a few', or the definite number with plural countable nouns.

**Examples :** some books    a few friends    many friends    five apples    lots of books    six eggs

- **Uncountable Nouns**

Uncountable nouns are for things we cannot count with numbers. They may be material nouns (brick, rice, sugar, cement, gold) abstract nouns (knowledge, information, advice, courage, beauty,

anger, fear, love )and other objects like furniture, luggage, money, baggage, cutlery, crockery, etc., gases, words like weather, traffic, research, etc.,

1. With uncountable nouns, we cannot use a/an.
2. We cannot change them to plural forms by adding 's'. ( most of them remain singular ).

**Examples :** advice cannot become advices

information cannot become informations.

3. Some uncountable nouns are plural. But they cannot be changed to singular forms.

**Examples :** scissors (not scissor)

pants (not pant) 'pant' means breathing heavily

4. We can add determiners like a piece of, some, a kilo of, a slice of, a lot of, a pinch of, a little, a bit of, a cup of, before uncountable nouns.

5. Uncountable nouns that are singular are followed by singular verbs.

**Examples :** Knowledge is power.

The weather is hot.

Uncountable nouns that are plural are followed by plural verbs.

**Examples :** The pants are new.

The scissors are sharp.

6. Uncountable nouns answer the question " how much."

**Example :** How much water do you drink?

## UNCOUNTABLE NOUNS

### Singular Uncountable Nouns - Followed by Singular Verbs.

advice	traffic	tea	soap	jam	health
health	weather	milk	hair	wheat	currency
baggage	work	rice	oil	air	electricity
luggage	music	money	petrol	strength	art
furniture	poetry	food	time	power	love
scenery	bread	butter	knowledge	water	information
coffee	paper	cheese	accommodation		

### Plural Uncountable Nouns - Followed by Plural Verbs.

groceries	clothes	trousers	shorts	glasses (reading)
arms	thanks	pyjamas	binoculars	alms
valuables	jeans	tongs	remains	surroundings
pants	pliers	goods	wages	scissors
customs	savings	spectacles	earnings	

**Some nouns appear singular but are plural and take a plural verb.**

police	cattle	people	public
--------	--------	--------	--------

**Some nouns appear to be plural but take a singular verb.**

news	measles	physics	economics
politics	mumps	mathematics	ethics
gymnastics	rickets	civics	aeronautics
aerobics	cross roads	electronics	billiards.

**Some expressions used with uncountable nouns to show singular quantity**

a piece of advice	a cup of coffee / tea	a piece of information
a grain / a bowl of rice	a bar or cake of soap	a glass of water / milk / juice
a strand of hair	a bottle of jam	a piece / an item of news
a drop of blood	a slice of bread / cake	a loaf of bread
a piece of music	a scoop of ice cream	a piece of poetry
a bar of chocolate	a litre of / a can of oil	a piece of cloth
a litre of petrol	a pair of jeans	a pair of spectacles
a pair of pants / trousers	a pair of binocular	a pair of clothes (one dress)
a pair of pyjamas / shorts	a pair of scissors	a morsel of food
a jar / a spoon of honey	a piece of furniture	a spoon of sugar
a piece of land	a heap of sand	a pinch of salt
a sheet / a piece of paper	a cube / a block of ice	a cloud of smoke
a slice of meat	a pile of rubbish.	a piece of /an item of baggage / luggage

## POSSESSIVE FORMS

### TEACHER'S NOTES

We use the apostrophe and an 's' to show possession, ownership or relationship. To form the possessive, add apostrophe +s to the noun. If the noun is plural and already ends in 's', just add an apostrophe after the s.

**Examples :** the car of Raghu - Raghu's car. (Singular noun + 's)  
the clothes for men - men's clothes. (Plural noun + 's)  
the room for girls - girls' room. (Plural noun ending with s + ')

We normally do not use the apostrophe with 's' for non-living things.

**Examples :** the school's name. (X)      the name of the school. (✓)  
the country's name. (X)      the name of the country. (✓)  
the car's keys. (X)      the keys of the car. (✓)  
the house's roof. (X)      the roof of the house. (✓)

For some things, however, we use the apostrophe with 's'.

**Examples :** The government's policy, today's newspaper / news.

## NOUNS - GENDER

### TEACHER'S NOTES

Gender is a system of classification of nouns. Masculine nouns are words for men, boys and male animals. Feminine nouns are words for women, girls and female animals. A common gender noun includes both male and female categories. Neuter gender nouns include nouns that are neither male or female. Non-living things come under this category.

With animals, there is one general word for the animal. There are however many species of animals, particularly those domesticated, which have been given specific names for the male and the female.

animal	masculine	feminine
rabbit	buck	doe
horse	stallion	mare
sheep	ram	ewe
pig	boar	sow
chicken	rooster	hen
duck	drake	duck
cattle	bull	cow
fox	fox	vixen
tiger	tiger	tigress
lion	lion	lioness

animal	masculine	feminine
goose	gander	goose
ant	drone	queen
bee	drone	queen
cat	tomcat	queen
cow	bull	cow
deer	stag	doe
elephant	bull	cow
ass/donkey	jack	jenny
goat	billy	nanny
peacock	peacock	peahen

### MASCULINE AND FEMININE GENDER (PEOPLE)

actor - actress

bridegroom - bride

god - goddess

sir - madam

lad - lass

headmaster - headmistress

milkman - milkmaid

widow - widower

boy - girl

fiance - fiancée

governor - matron

wizard - witch

king - queen

man servant - maid servant

nephew - niece

washerman - washerwoman

bachelor - spinster

emperor - empress

heir - heiress

priest - priestess

lord - lady

monk - nun

poet - poetess

gentleman - lady

## NOUNS - NUMBER

### TEACHER'S NOTES

All countable nouns can be counted in numbers. They can be one or more than one.

They have singular and plural forms.

Nouns that name one thing are called **singular nouns**.

Nouns that name more than one thing are called **plural nouns**.

## Rules for Forming the Singular and Plural Forms

Most singular nouns form the plural by adding -s.

boy - boys

girl - girls

dog - dogs

If the word ends in a consonant, plus 'y', add 's'.

ray - rays

key - keys

Singular nouns ending in s, x, z, ch, sh make the plural by adding -es.

box - boxes

bus - buses

glass - glasses

watch - watches

brush - brushes

For some nouns ending in o, add -es.

potato - potatoes

tomato - tomatoes

hero - heroes

However, for some nouns ending in o, we add only -s.

radio - radios

photo - photos

For some words that end in f, change the f to a v and add es.

half - halves

leaf - leaves

shelf - shelves

wolf - wolves

loaf - loaves

thief - thieves

However, for some words ending in f, just add -s.

roof - roofs

chief - chiefs

For some nouns ending in -ife, change the f to a v and then add -s.

wife - wives

life - lives

knife - knives

For nouns that end with consonant +y, change the y to an i and then add -es.

fly - flies

country - countries

cherry - cherries

baby - babies

city - cities

fairy - fairies

Some nouns are the same in both singular and plural form.

fish - fish

sheep - sheep

deer - deer

aircraft - aircraft

Some nouns change letters or change the word completely to make plural forms.

person - people

tooth - teeth

child - children

goose - geese

ox - oxen

mouse - mice

foot - feet

louse - lice

man - men

woman - women

### Remember!

A singular noun takes a singular verb.

**Examples :** • A bird flies.

SN SV

• The boy has a kite.

SN SV

A plural noun takes a plural verb.

**Examples :** • Birds fly.

PN PV

• Elephants are big.

PN PV

• The boys have kites.

PN PV

## TEACHER'S NOTES

A pronoun is a word that replaces a noun in a sentence. Pronouns are used so that the same nouns are not repeated over and over in a paragraph.

There are many types of pronouns. They are :

- Personal pronouns
- Relative pronouns
- Indefinite pronouns
- Possessive pronoun
- Demonstrative pronouns
- Distributive pronouns
- Reflexive / Emphatic pronouns
- Interrogative pronouns
- Reciprocal pronouns.

The most common types of pronouns are explained below.

## Personal pronouns

They stand for a person, animal or thing or group. Personal pronouns describe the person speaking ( I, me, we, us ),the person spoken to (you) and the person or thing spoken about (he, she, it, they, him, her, them).

There are two types of personal pronouns :

- **Subject Pronouns** : They do the action. I, we, you, they, he, she, it.
- **Object Pronouns** : They receive the action. me, us, you, them, him, her, it.

**Examples :** She is giving him a book.      They gave me a present.

SP                      OP                      SP                      OP

We saw them at the theatre.

SP                      OP

## Possessive pronouns

They indicate possession, ownership or relationship of a thing / person to another thing / person.

They are : mine, ours, yours, its, theirs, his, hers.

**Examples :** That book is mine. The voice is hers.

This car is ours not theirs. Is this yours?

This pen is his.

## Reflexive pronouns

They are used when the subject's action affects the subject itself. Reflexive pronouns require an interaction between the subject and the object.

**Examples :** I looked at myself in the mirror.

You should think about yourself.

They prepared themselves for the show.

He looked at himself in the mirror.

She introduced herself.

## Emphatic pronouns

The pronouns myself, yourself, herself, himself, itself, ourselves, yourselves, themselves and oneself can function both as reflexive and emphatic pronouns.

An emphatic pronoun refers back to another noun or pronoun in the sentence to emphasise it.



An emphatic pronoun emphasises the fact that the subject will do the action and no one else will do it.

**Examples :** She will do it herself.

[She will do it is meaningful, but adding the emphatic pronoun 'herself' says that she will do it and nobody else will].

They made the arrangements themselves. (No one else made)

You must wash your clothes yourself. (only you should do it)

He learnt driving himself. (nobody taught him)

**Indefinite Pronouns :** Indefinite pronouns are words which replace nouns without specifying which noun they replace.

**Indefinite Pronouns (Singular) :** another, anybody, anyone, anything, each, either, everybody, everyone, everything, little, much, neither, nobody, no one, nothing, one, another, somebody, someone, something.

**Indefinite Pronouns (Plural) :** both, few, many, others, several.

We use indefinite pronouns to refer to people or things without saying exactly who or what they are.

**Examples :**

Everyone went out.

The sky was clear.

Somebody is at the door.

There was no one at home.

We could see everything.

Is there anyone in the room?

We use a singular verb after an indefinite pronoun.

Everybody loves his / her parents.

Everything is alright.

Everyone wants to make money.

No one was present at the meeting.

**Distributive Pronouns :**

A distributive pronoun considers members of a group separately, rather than collectively.

The words each, any, either, neither, are distributive pronouns.

**Every :** It refers to all members of a group.

It is followed by a singular noun and verb.

**Example :** Every citizen has some rights.

**Each :** It refers to every thing, person in a group of two or more, considered separately.

**Example :** Each of the boys has an ID card.

'Each' is singular and is followed by a singular verb.

**Either :** Means one or the other of the two.

**Examples :** Either of these courses is useful.

Either of these methods is correct.

[This means, both are good or correct].

'Either' is singular and is followed by a singular verb.

- Neither : Means not one nor the other of the two.  
 Example : Neither of these mangoes is ripe.  
                     Neither of them has a book.  
                     [This means, both the mangoes are not ripe].  
                     'Neither' is singular and is followed by a singular verb.
- Both : Two people or things.  
                     Both of them are coming.  
                     'Both' is plural and is followed by a plural verb.
- All : To speak of more than two persons or things.
- None any : You can take all of these.  
                     I like none of these. [I don't like any of them]  
                     I don't want any of these.

### Relative Pronouns

A relative pronoun is used to connect a clause or phrase to a noun or pronoun.

The most common relative pronouns are: who, whom, which, whoever, whomever, whichever, and that.

We use who and whom for people, which for things or we can use that for people or things.

We use relative pronouns:

- After a noun to make it clear which person or thing we are talking about.

**Example** : Madam Curie is the person who discovered radium.

- To tell us more about a person or thing.

**Example** : Raju, who is my best friend, has been selected to play in the match.

- We use whom as the object of a verb or preposition.

**Example** : This is Ravi, whom you met at the swimming club.

But nowadays, we use 'who' instead of 'whom'.

This is Ravi who you met at the swimming club.

**Some more examples** : Fast food which many of us enjoy, is bad for health.

This is the book that everyone is talking about.

## 6. ADJECTIVES

### TEACHER'S NOTES

Adjectives are words that describe or modify the noun or pronoun. They are usually placed before nouns.

**Example** : Ramesh is a rich man.

                    |      |  
                     adj  noun

Sometimes, the adjective is placed after an auxiliary verb or a stative verb.

**Examples :** She is beautiful.

v      adj

She looks nice.

v      adj

## TYPES OF ADJECTIVES

### 1. Descriptive adjectives or adjectives of quality (what kind?)

They show the following :

- size : big, small, tiny, little, enormous, huge.
- age : young, old, new, ancient, modern.
- shape : round, flat, straight, crooked, curved, square.
- colour : red, white, black, bright.
- origin : Italian, Indian, Persian, Chinese.
- material : metal, wooden, woollen, plastic, golden.
- texture : smooth, rough, silky, slimy, hard, soft.
- feelings : happy, sad, angry, hungry, thirsty.
- qualities : good, bad, kind, cruel, honest, intelligent, dull, clever.
- appearance : nice, beautiful, ugly, handsome, lovely.

### 2. Adjectives of quantity and adjectives of number

Adjectives of quantity show 'how much' of a thing there is. Adjectives of number show 'how many' are there.

#### Adjectives of quantity (How much?)

Some, much, sufficient, a little, a few, all, many, no, any, several,, most, enough.

**Examples :** She has got some knowledge about computers.

You can take all the toffees.

This book has a little information.

I don't have many friends.

I don't have much time.

Most people use cell phones.

#### Adjectives of number (How many are there / In what order)

**Examples :** I have ten fingers and ten toes.

He has got the first rank.

Seven days make a week.

### 3. Possessive adjectives

Possessive adjectives are used to indicate who or (what) owns something.

The possessive adjectives are : my, your, his, her, its, our, their, whose.

They are followed by nouns :

**Examples :** Take his book.

Write your notes.

The dog wags its tail.

She looks like her father.

## ADJECTIVES - DEGREES OF COMPARISON

### TEACHER'S NOTES

There are three degrees of adjectives.

#### Positive degree

- When we talk about the quality of one adjective, we use the positive degree of adjective.

**Examples :** Honey is sweet.      The house is clean.

#### Comparative degree

- When we are comparing two nouns and need to show which noun possesses the quality in greater or lesser amount, when compared with the other, we use the comparative degree of adjective.

**Examples :** Our house is bigger than theirs.

She is cleverer than her brother.

This colour is more beautiful than that colour. (We use 'than' after the comparative form)

#### Superlative degree

- When we compare three or more nouns and we need to show that one or more of the nouns possess the quality in the highest or greatest amount possible, we use the superlative degree of adjective.

**Examples :** He is the tallest boy in the class.      This is the most difficult chapter.

Jupiter is the biggest of all planets.

[We use 'the' before the superlative form]

#### Making Comparatives and Superlatives

Single syllable words Double syllable words ending with y, er, ow, le	add er and est	e.g. : clever - cleverer - cleverest
When there is a silent 'e' at the end of positive form	Remove the 'e' add -er and est	e.g. : nice - nicer - nicest
When adjective ends with a 'y'	Change 'y' into 'i' and add er and est	e.g. : heavy - heavier - heaviest
If adjective is small with stress on vowel	Double the last consonant	e.g. : hot - hotter - hottest
Double syllable words that do not end with y, er, ow, le, and adjectives with more than two syllables.	add more and most	e.g. : careful - more careful - most careful

#### Exceptions

There are some adjectives which have two comparative and superlative forms.

common - commoner / more common - commonest / most common.

quiet - quieter / more quiet - quietest / most quiet.

brave - braver / more brave - bravest / most brave.

sure - surer / more sure - surest / most sure.

### Irregular Comparisons

bad - worse - worst

good - better - best

far - farther - farthest

little - less - least

### Changing One Degree to Another

Comparison can be done using the three forms of the adjective. They can be interchanged without changing the meaning.

1. Positive	Comparative	Superlative
No other book is as interesting as Harry Potter.	Harry Potter is more interesting than any other book.	Harry Potter is the most interesting of all books.
No other peak in the world is as high as Mount Everest.	Mount Everest is higher than any other peak in the world.	Mount Everest is the highest peak in the world.
2. Positive	Comparative	Superlative
Very few cities in India are as big as Mumbai.	Mumbai is bigger than most other cities in India.	Mumbai is one of the biggest cities in India.
Very few people are as honest as he is.	He is more honest than many other people.	He is one of the most honest people.

Sometimes we use as .... as or so .... as to compare two things.

We use as .... as when the comparison is positive.

**Example :** Raghu is clever. His brother is also very clever.

Raghu is as clever as his brother is

We use so .... as when the comparison is negative.

**Example :** Mohan is fat. His brother is fatter.

Mohan is not so fat as his brother is.

### Order of Adjectives

Sometimes we use more than one adjective in front of a noun.

**Examples :** He was a good, honest, young man.

She had a small, round, black, wooden box.

### Order

General opinion, Specific opinion, Size, Shape, Age, Colour, Nationality Origin / Material.

**Some more examples :** a big, black, American car.      a nice tasty soul.      a silly old man.  
a nice red dress.      a clever, friendly dog.

## 7. VERBS - SIMPLE PRESENT TENSE

### SIMPLE PRESENT TENSE

#### TEACHER'S NOTES

The word 'verb' comes from a latin word 'verbum' meaning word.

Verb conveys the following : • an action (bring, read, walk, run, learn)

• an occurrence (happen, become)

• a state of being (be, stand, exist).

Verbs change form according to the time of the action. They are called tenses.

Present tense indicates the actions in the present time.

Present tense is divided into four types : • Simple Present

• Present Perfect

• Present Continuous

• Present Perfect Continuous

### SIMPLE PRESENT TENSE

The simple present tense talks about the following :

1. State of being present / situation in the : am, is, are (verb to be forms).

**Examples :** I am a doctor.

She is not here.

They are not in India.

We are in the classroom.

He is 12 years old.

Are they from America?

We are not teachers.

2. Repeated actions / regular actions  
habits / facts / generalisations /  
a daily event / likes / dislikes / wishes /  
hopes / appearance

For : I, we, you, they, and plural nouns

For : he, she, it and singular nouns

verb or verb + s

sub + verb / verb + s (affirmative)

sub + don't / doesn't + s (negative)

do / does + sub + verb(interrogative)

sub + verb

sub + don't + verb

do + sub + verb

sub + verb + s

sub + doesn't + verb

does + sub + verb.

#### Examples :

I go for a walk every morning. (habit)

We pay the rent every month. (repeated )

Father reads the newspaper. (regular)

It rains in rainy season. (generalisation )

Seasons change once in three months. (fact)

The sun rises in the east. (fact)

We wake up and brush our teeth. (daily event).

Do you drink tea or coffee?

Does the sun rise in the west ?

I don't drink tea or coffee.

No, the sun doesn't rise in the west.

He runs fast.

He doesn't run fast.

Does he run fast?

It rains here every day.

It doesn't rain here every day.

Does it rain here every day?

These flowers smell nice.

These flowers don't smell nice.

Do these flowers smell nice?

3. Possession - in the present - verbs 'to have': have and has.

**Examples :** He has many friends.

I have a car.

He doesn't have many friends.

I don't have a car.

Does he have many friends?

Do you have a car?

The words always, sometimes, usually, often, rarely, every day, regularly, occasionally, never, etc. are used with the simple present tense.

There are some stative verbs which do not express action. They express a state or condition and are used only in the simple present. They are not used in -ing forms.

Some Common Stative Verbs are :

**Attitudes and Emotions :** • love, like, hate, dislike, fear

• want, need, appreciate, prefer

• doubt, wish, promise

**Belief and Knowledge :** • believe, know, think, feel, hope

• mean, understand, realise, suppose, guess

• remember, forget, agree, disagree

**Descriptions and Measurements :** • look, like, seen, resemble, sound

• weigh, measure, cost, fit

**Possessions :** • have, own, possess, belong, contain, consist of

**Senses :** see, hear, smell, taste, hurt, itch, feel

Some verbs can be used both stative and active with a difference in meaning.

Stative (simple present)	Active (present continuous)
I think it is good.	I am thinking about buying a car.
It weighs 10 kgs.	I am weighing the luggage.
She has 2 dogs.	She is having her lunch.
The soup tastes good.	He is tasting the soup.
I smell with my nose.	I am smelling these flowers.
I see with my eyes.	The doctor is seeing a patient.

## PRESENT CONTINUOUS TENSE

### TEACHER'S NOTES

The present continuous tense is used:

- to express a continued or ongoing action at present time or to talk about what is happening at

the moment of speaking.

**Example :** I am doing this exercise now.

- to express something which we think is temporary.

**Example :** He is staying in Delhi.      She is working at DEL.

- for something which is new and contrasts with a previous state or condition.

**Examples :** These days people are sending emails.

Now a days everyone is using cell phones.

- to show that something is changing, growing or developing.

**Examples :** The climate is changing.

Your English is improving.

- for something which happens again and again.

**Examples :** He is always arguing with his parents.

You are always complaining about something or the other.

- to talk about the future for something which has been arranged or already planned.

**Examples :** We are playing a match next week.

They are leaving for the USA tomorrow.

- to say that we are in the process of doing a longer action which is in progress; however we might not be doing it at this exact second.

**Examples :** I am reading the book 'Tom Sawyer'.

She is doing MBBS.

They are constructing a house.

The structure of present continuous tense is as follows :

Sub+am (is/are + present participle (verb + ing) - affirmative sentence.

**Example :** She is watching TV now.

Sub + am not/is not/are not + present participle - negative sentence.

**Example :** He is not watching TV now.

Am/is/are + sub + present participle - interrogative sentence.

**Example :** Is she watching TV now?

The words now, at the moment, these days, now a days, presently are used with the present continuous tense.

## PRESENT PERFECT TENSE

The present perfect tense is used:

- \* for something that started in the past and continues in the present.

**Examples :** He has been sick for a week.

She has been married for ten years.

We have lived here for many years.

We have known each other for three years.

I have had the same car for ten years.



- for a just completed or recently completed action.

**Examples :** She has just come home from school.

I have visited the Taj Mahal recently.

- for something you have done several times and still continue to do.

**Examples :** I have visited Singapore three times.      She has written ten novels so far.

- for experiences

**Examples :** This is the best film I have ever seen.      I have read all the books of Harry Potter.

We have seen all the episodes of this serial.

- for something that happened just before speaking.

**Examples :** I have lost my pen.      I have forgotten to get my book.

- with 'been' to show we went to a place and returned.

**Examples :** Where have you been?      I have just been to the supermarket.

- for arrangements

**Examples :** We have booked tickets.      We have given invitation cards.

We have done all the shopping.

- for changes or developments

**Examples :** The prices have gone up.      The pollution in cities has increased.

You have grown very fat/tall.      Your English has improved a lot.

- for a possession (of a thing) from past to present.

**Examples :** I have had the same bag for a year.

She has had the same hairstyle for many years.

The present perfect tense is formed in the following way :

- subject + have / has + participle of verb (affirmative)

He has done the home work.      I have done the home work.

- \* subject + haven't/hasn't + past participle of verb (negative)

He hasn't done the home work.      I haven't done the home work.

- \* have/has + subject + past participle of verb (interrogative)

Has he done the home work?      Have you done the home work?

We use the words just, recently, so far, before, yet, since, for, once, twice, three times, four times....., ever, never, already with present perfect tense.

## PRESENT PERFECT CONTINUOUS TENSE

1. The present perfect continuous tense is used to talk about an action that started in the past and continues in the present.

**Example :** We have been learning English for 5 years.

**Structure :** Subject + have been/has been + verb + ing (affirmative)

We have been living in this house for ten years.  
He has been working here since last year.

Subject + haven't been/hasn't been + verb ing (negative)  
We haven't been living in this house for six months.  
He hasn't been working here since last year.

Have / Has + subject + been+ verb + ing (interrogative)  
How long have you been living in this house?  
How long has he been working here?

The words 'since' and 'for' are used with the present perfect continuous tense.

2. Present Perfect Continuous tense is also used to refer to a series of actions.

**Example :** We have been writing letters to each other for many years.

## PAST TENSE

### TEACHER'S NOTES

The past tense is a tense whose function is to place an action or situation in past time.

It expresses activity, action, state, or being, possession in the past.

The past tense has 4 forms.

- Simple Past • Past Continuous • Past Perfect • Past Perfect Continuous

### SIMPLE PAST

- The simple past talks about the following :
- an action in the past that happened / finished at a specific time :

We **went** to Goa last year.

We **visited** our grandparents last week.

I **lived** in Delhi for 3 years.

The words yesterday, last evening/night/week/month/Sunday/year, in May/June, in summer/winter, in 2015/2016, this morning, today, a few days ago, a couple of days ago, long ago, at 8 o'clock, 9 o'clock, for 3 years, for 5 years etc. are used with the simple past tense.

The simple past expresses the following :

1. Finished action : I ate breakfast at 8 o'clock.
2. State of being in the past :

Yesterday was a holiday.	I was at home yesterday.
He was sick yesterday.	We were happy yesterday.
I was 10 years old last year.	The summer was very hot last year.
The food was good at the party.	
3. Possession in the past :

We had a car last year. (Now we don't)	
I had long hair before. (Now I have short)	
She had a Nokia phone before. (Now she has Samsung)	

The simple past is formed in this way :

1. Subject + past form of verb (affirmative)

She did homework yesterday.

Subject + was / were + state / situation / age / feeling / condition

She was busy yesterday.

Subject + had + possession

She had a fever yesterday.

2. Subject + didn't + verb (negative)

She didn't come yesterday.

Subject + didn't have + possession

I didn't have holiday yesterday.

3. Did + subject + verb (interrogative)

Did you see the match yesterday?

Did + subject + have (interrogative)

Did you have a holiday yesterday?

Did you have a fever yesterday?

Subject + wasn't/weren't + state

We weren't at home yesterday.

Was / were + subject + state (interrogative)

Were you at home yesterday?

Was it a holiday yesterday?

## PAST CONTINUOUS TENSE

### TEACHER'S NOTES

The past continuous tense is formed from the past tense of verb 'to be' with - ing form of the verb.

It is formed in this way :

Subject + was/were + verb + ing (affirmative)

The children were sleeping at 10 pm.

Subject + wasn't/weren't + verb + ing ( negative )

The children weren't sleeping at 10 pm.

Was/were + subject + verb + ing ( interrogative )

Were the children sleeping at 10 pm?

We use the past continuous tense with the words when, as, while etc.

### The tense is used :

- For something that continued for some time.

**Examples :** Yesterday, my head was aching.

Everyone was shouting.

Yesterday, it was raining all day.

Yesterday, we were shopping.

- For something that was happening at a particular time in the past.

**Examples :** At 7 am this morning, he was having breakfast.

At 6pm last evening, he was doing homework.

- For something that was going on, when another action interrupted it.

**Examples :** When father came home, the children were sleeping.

The boy fell down when he was climbing the ladder.

- For two continuous actions happening at the same time in the past.

**Examples :** I was singing and he was dancing.

While we were having dinner, we were watching TV.

## PAST PERFECT TENSE

The past perfect tense is used to make it clear that one event happened before another in the past. It does not matter which event is mentioned first. The tense makes it clear which one happened first.

Let's look at an example : Event A : The bus had left.

Event B : I reached the bus stop.

The bus had left before.

I reached the bus stop.

(or)

When I reached the bus stop, the bus had already left.

Therefore, the past perfect tense is used when there are two actions that happened one followed by the other.

The earlier (1st) action is expressed as sub + had + past participle form of verb.

The latter action is expressed as sub + past form of verb.

**Example :** When we went out, it had stopped raining.

②

①

The negative is formed thus : sub + hadn't + V3.

**Example :** When we went out, it hadn't stopped raining.

Question is formed thus : had + sub + V3.

**Example :** Had the rain stopped when you went out?

We use the words when, before, after, with the past perfect tense.

## PAST PERFECT CONTINUOUS TENSE

The past perfect continuous tense refers to a time earlier than before now.

**Examples :** • We had been trying to open the door for five minutes when we finally found the key.

• She hadn't been sleeping well for three days before she went to see a doctor.

• Had you been waiting long before the taxi arrived?

The past perfect continuous tense is used to express a continued or ongoing action that started in the past and continued until sometime in the past. There will be a time reference such as, since 2000, for three days etc, from which the action had started.

**Example :** He had been working in Infosys for three years before he got a job in Microsoft.

**Structure :** Sub + had been + verb + obj + time reference  
Sub + had not been + verbs + obj + time reference  
Had + sub + been + verb + obj + time reference

## SIMPLE FUTURE TENSE

### TEACHER'S NOTES

A future tense is a verb form that refers to an action that has not happened yet, but expected to happen in the future.

The future tense has 4 forms:

- Simple Future
- Future Continuous
- Future Perfect
- Future Perfect Continuous

### SIMPLE FUTURE TENSE

The simple future refers to a time later than now. It is used:

- To predict a future event

**Example :** I think it will rain today.

- To express a spontaneous decision

**Example :** I will take an auto.

- To express willingness

**Example :** I will drop you.

- To give orders

**Example :** You will do as I say.

- To make an invitation

**Example :** Will you join me for lunch?

- To make a plan for future / to express an intention to do something

**Example :** I will meet him tomorrow.

We form the simple future in the following way :

Sub + will + verb (aff )

**Example :** She will do it.

Sub + will not + verb (neg )

**Example :** She will not do it.

Will + sub + verb ( int )

**Example :** Will she do it?

We can also use am/is /are + going to + verb

**Example :** We are going to visit our grandparents this Sunday.

It means we have decided or planned to do something.

### FUTURE CONTINUOUS TENSE

We use the future continuous tense to indicate that a longer action in the future will be interrupted by a shorter action in the future.

**Examples :** I will be having dinner when you arrive tonight.

I will be waiting for you when your train arrives.

We also use the future continuous tense to show a longer action that will be going on at a specific time in the future.

**Examples :** We will be flying to the USA at this time tomorrow.

At this time, tomorrow, I will be writing an exam.

**Structure :** subject + will be + verb + ing (affirmative)

subject + will not be + verb + ing (negative)

will + subject + be + verb + ing (interrogative)

### **FUTURE PERFECT TENSE**

The future perfect tense is used to say that something will happen in the future, but before a given time.

In other words, it indicates that an action will have been completed at some point in the future.

**Examples :** By this time next week, I will have finished my project work.

I will have finished studying this chapter by 10 o' clock.

You will have reached Delhi by 7 am tomorrow morning.

**Structure :** subject + will have + past participle form of verb. [use the word 'by' with the time].

subject + will not have + past participle form of verb.

will + subject + have + past participle form of verb.

**Some more examples :** I will have gone to bed by 10 pm.

I will not have gone to bed by 10 pm.

Will you have gone to bed by 10 pm?

The future perfect tense expresses a sense of completion of an action which will occur in future.

### **FUTURE PERFECT CONTINUOUS TENSE**

The future perfect continuous tense is used to express a continued or ongoing action that will start in future and is thought to be continued till sometime in future.

There will be a time reference, from which the action will start in future and will continue. A sense of time reference is found which gives an idea that action will start at some time in future and will continue for some time.

**Examples :** He will have been studying in this school for 3 years by the end of this year.

I will have been teaching in this school more 35 years when I retire.

**Structure :** subject + will have been + verb + ing

subject + will not have been + verb + ing

will + subject + have been + verb + ing

### **VERBS-FINITE AND NON-FINITE**

#### **TEACHER'S NOTES**

Finite verbs: Finite verbs are those verbs that have a definite relation with the subject or nouns.

They usually act as the main verb and are used only in present and past tense. They can indicate

passive or active voice and also singular or plural.

**Examples :** I **go** for a walk. (present)      He **goes** for a walk. (present)

She **went** for a walk. (past)

Finite verbs change according to number and tense.

### NON - FINITE VERBS

Non-Finite Verb cannot function as the main verb. They do not indicate mood, tense, gender or number. They are used as gerunds, infinitives and participles.

**Solving** puzzles is an interesting hobby. (Gerund)

**Jogging** is a good way to keep fit. (Gerund)

I like **to solve** puzzles. (Infinitive)

I went **to jog** in the morning. (Infinitive)

I saw the sun **setting**. (Participle)

I don't waste time **playing** video games. (Participle)

## 8. Adverbs

### TEACHER'S NOTES

An adverb is a word that modifies a verb, adjective or another adverb.

Adverbs typically express manner, place, time, frequency, degree, duration, level of certainty etc.

They answer the questions how? where? when? in what way? how often? how long?

to what extent?

Adverbs modify verbs.

→ He drove slowly.  
          V      adv

Adverbs modify adjectives.

→ He is a very fast runner.  
          adv  adj

Adverbs modify other adverbs.

→ She sings quite well.  
                  adv  adv

#### 1. Adverbs of manner

Adverbs of manner tell us how something happens. They are usually placed either after the main verb or after the object.

**Examples :** He plays the flute **well**.

She spoke **softly**.

He runs **fast**.

The children sat **quietly**.

He works **hard**.

Most adverbs of manner end in -ly.

#### 2. Adverbs of time

Adverbs that tell us when an action takes place are called adverbs of time.

Some of them are : yesterday, tomorrow, today, now, soon, then, immediately, still, yet, already, before, so far, early, late.

**Examples :** Is it raining **now**?      Were you sick **then**?      He has **already** left.  
 He came **yesterday**.      She will come **tomorrow**.      He hasn't come **yet**.

### 3. Adverbs of frequency

We use adverbs of frequency to show how often or how frequently or how regularly something happens.

Adverbs of frequency are :

- annually, hourly, mornings, evenings, Sundays, weekly, daily every day, yearly (definite frequency)
- sometimes, often, rarely, often, usually, never, ever, seldom (indefinite frequency)

**Examples :** I **usually** wake up at 6 am.      We **sometimes** go to movies on **Sundays**.  
 I **never** go to bed late.      We **rarely** go out on weekdays.  
 She listens to music in the **mornings**.

### 4. Adverbs of place

An adverb of place talks about the location where the action is carried out. It is placed after main verb or the object of the sentence.

In simple words, an adverb of place tells us where something happens.

**They are :** here, there, up, down, upstairs, downstairs, outside, inside, outdoors, indoors, forward, backwards, back, nearby, everywhere, somewhere, anywhere, away, abroad.

**Examples :** Put it there.      Come in.      Come here.      He went abroad.  
 I searched for my pen everywhere.

### 5. Adverbs of duration

Adverbs of duration tell us how long something happened.

They include: briefly, forever, long, shortly, permanently, temporarily.

**Examples :** The phone was temporarily disconnected.  
 I will take care of you forever.

### 6. Adverbs of degree / intensity

Adverbs of degree tell us about the intensity or degree of an action, an adjective or another adverb.

**Examples :** The water was **extremely** cold.      The movie is **quite** good.  
 The weather is **rather** hot.      We have **almost** finished the work.  
 It is **really** good.      It is **very** cold here.  
 She walked **too** slowly.      You are big **enough**.  
 We reached their **nearly** after 5 hours.

**Other words :** thoroughly, barely, hardly, absolutely, completely, highly, deeply, fairly, greatly, just, totally.

There are some other adverbs which modify the entire sentence.

Here is a list.



actually, apparently, clearly, certainly, hopefully, incidentally, interestingly, naturally, fortunately, unfortunately, thankfully, honestly, seriously, evidently, frankly, ideally, ironically.

## 9. Prepositions

### TEACHER'S NOTES

Prepositions show the relationship between a noun or pronoun and other words in a sentence. It can show the following : position, place or location, movement, direction, time, duration, agent, instrument, origin, possession, age

#### Prepositions of position, place or location, movement and direction

1. at - to show a specific place, location or position
  - Someone is **at** the door.      • They are **at** the bus stop.      • We live **at** 51, Park Street.
  - at → locality / area, small town / village, airport, station  
at traffic lights, at the dining table, at the desk, at a hotel / restaurant / park / shop / theatre, at home, at the street corner, at the top of / bottom of, at the taxi stand
2. on - to show position on a horizontal or vertical surface
  - The cat sat **on** the mat.      • The picture is **on** the wall.      • The man is **on** the roof.
  - on → on the earth / moon / floor / ground / ceiling, on the wall, on the way, on a bus / train / ship / plane, on a bike / horse / bicycle, on the way, on Nehru street, on the road, on the radio, on television
3. in - to show that something is enclosed or surrounded
  - The dog is **in** the garden.      • She is **in** the car / taxi.      • They live **in** an apartment.
  - in → in the sky, in the universe, in the book, in cities / countries, in school / college / hospital, in the middle of / centre of, in a car / taxi, in a garden / park / house, in the seas / oceans / rivers, in a mirror
4. between - in the middle of two people / things
  - The thief sat **between** the two policemen.      • I held the pen **between** my thumb and fingers.
5. among - in the midst of more than two people / things
  - I like being **among** my friends.      • I found some photographs **among** my things.
6. behind - at the back of
  - The car park is **behind** the building.      • He is always **behind** the others in a race.
7. in front of - in a position with the back visible in front.
  - The garden is **in front of** the house.      • The boy sat **in front of** the girl.
8. beside / by - next to
  - I always sit **beside** my friend.      • The hotel is **by** the sea.
9. over / above - in a higher position
  - The aeroplane flew **over** the hills.      • The aeroplane is **above** the cloud.

10. under / below - in a lower position
  - The temperature was **below** 10 OC.
  - The man stood **under** a tree.
11. against - next to something touching the surface / or supported by it
  - The ladder is **against** the wall.
  - The desk is **against** the wall.
12. before / after - closer or farther
  - The railway station is **before** the bank.
  - The library is **after** the bank.
13. across - to point to something on the other side.
  - She lives **across** the road.
  - The dog ran **across** the street.
14. opposite - something directly facing someone or something
  - Kala sat **opposite** Mala at the hotel.
  - The shop is **opposite** a bakery.
15. along - at the same side
  - She walked **along** the shore.
  - I walked **along** the street.
16. beneath - under something
  - The pen was **beneath** the books.
  - He wears a shirt **beneath** the coat.
17. around - in a circle
  - He walked **around** the table.
  - The earth moves **around** the sun.
18. off - down or away from
  - The man fell **off** the horse.
19. into - enter a closed space
  - The students went **into** the classroom.
  - The boy jumped **into** the pool.
20. onto - move to a position on a surface
  - The monkey jumped **onto** the roof of the car.
21. from - where something starts / origin of something
  - The wind blows **from** the north.
  - She is **from** the USA.
22. through - from one side to the other
  - The river flows **through** the city.
  - The thief jumped in **through** the window.
23. past - pass by something
  - The man went **past** the window.
24. to - the end point
  - She went **to** school.
25. towards - in the direction of
  - The child ran **towards** her father.

#### **Prepositions of time and duration**

1. in - month, year, particular time of day like morning, evening, seasons, in the first week / last week, in 21st century, in the present / past / future
2. on - day, date, particular day like on independence day, on Christmas Day, on my birthday, on the occasion
3. at - time of clock, at noon, at sunset / sunrise, at lunch time / at bed time, at the moment, at the same time, at Christmas, at New Year

- |                  |                                     |   |
|------------------|-------------------------------------|---|
| 4. about         | - approximate duration (not exact)  | • The trip will last <b>about</b> ten days.                   |
| 5. from          | - starting time                     | • The new rule will come into force <b>from</b> 10th January. |
| 6. between       | - from one specific time to another | • I go for a break <b>between</b> my classes.                 |
| 7. for           | - a given length of time            | • He taught English <b>for</b> 25 years.                      |
| 8. since         | - the starting time of an action    | • I have been sick <b>since</b> Monday.                       |
| 9. in            | - after some time                   | • I will be back <b>in</b> a few minutes.                     |
| 10. till / until | - duration to a given point         | • She waited here <b>till</b> 10 o'clock.                     |
| 11. within       | - specified duration                | • The train will arrive <b>within</b> the next few minutes.   |
| 12. by           | - before a given time               | • I will be here <b>by</b> 4 o'clock.                         |

### Prepositions of agent / doer / instrument

- |         |   |   |
|---------|---|---|
| 1. with | - used to indicate being together<br>- used to indicate 'having'<br>- used to indicate 'using'<br>- used to indicate feeling      | • I had bread with jam.<br>• I met a girl with green eyes.<br>• He cut my hair with scissors.<br>• He speaks with confidence.   |
| 2. by   | - used to indicate closeness (near)<br><br>- used to indicate purpose<br>- used to indicate method<br><br>- used in passive voice | • The post office is by the bank.<br>• She stood by the window.<br>• You can pass by your efforts.<br>• I came here by car.<br>• I will send the package by airmail.<br>• She was killed by a snake.<br>• He was hit by his father. |

### Examples for prepositions

1. I stayed there **for** a month. (duration)
2. She has been here **since** Friday. (duration)
3. She didn't come **until** 10 am. (duration)
4. He slept **at** 9 pm. (exact time)
5. The museum is open **from** 10 am to 5 pm. (time)
6. He wears a shirt **beneath** the jacket. (place)
7. She ran **across** the road. (place - on the other side of)
8. She walked **along** the beach. (place- on the same side)
9. The ball went **over** the net. (movement 'on')
10. It is hot **in** summer. (time)
11. We go out **on** Sundays. (time)
12. We sat **opposite** him. (place - facing each other)

13. He sat **infront of** me in the class. (place - not facing)
14. He sat **between** me and Raju. (place - middle)
15. There was a deer **among** the bushes. (place - in the middle of)
16. We went **by** bus **to** the airport. (by - agent to - direction)
17. The cat came in **through** the window. (direction)
18. He walked **past** my house. (movement - passed infront of)
19. It is half **past** two. (time - after)
20. The cat jumped **into** the well. (movement - inside)
21. The cat jumped **onto** the bed. (movement on)
22. There was a bus **behind** the car. (place - at the back)

Certain verbs, nouns and adjectives are followed by particular prepositions.

**Examples :** She agreed to come with me. [verb + preposition]

He is good at English. (adjective + preposition)

I don't know the reason for this. (noun + preposition)

## 10. CONJUNCTIONS

### TEACHER'S NOTES

A conjunction is a word that connects words, sentences, phrases or clauses.

The most common conjunctions are :

and	to join similar ideas add to something sequence show a result continuation show increase or decrease show contrast	She is clever and hard working. Two and two is four. He got into the car and drove away. Do exercise and be healthy. He came here and gave me the key. My English is getting better and better. There are original and fake pearls.
but	show contrast show that something happened inspite of something done show disagreement	She is tall but very thin. He went early but missed the bus.  You like brinjal but he doesn't.
although / though	to say that what happened was unexpected or unusual in the given situation	Though he was poor, he was happy.
or	to show a choice or an alternative	You can wait here or go home.

or and otherwise (if not)	to show negative condition	Becareful or /otherwise you will lose the purse.
because	to show reason for an action	She didn't come because she was unwell.
so	to give result or response to an action	As I was unwell, I didn't go to school.
as	to show cause or reason	I was unwell, I didn't go to school.
unless	to say that a particular action or situation will occur only if another specified action happen earlier	I won't come unless he invites me.
whether	to express doubts	I don't know whether he will come.
if	to say something is true to say something will happen only after something else happens	If you drop a cup , it will break. You will lose weight if you exercise.

### TEACHER'S NOTES

Conjunctions are words that connect words, phrases clauses or sentences. In the English language, conjunctions come in three basic types :

1. Coordinating conjunctions
2. Subordinating conjunctions
3. Correlative conjunctions

#### 1. Coordinating conjunctions

and, but, or, so, for, yet, nor

and : in addition to / joins similar ideas.

but : connects two different things that are not similar or not in agreement.

or : indicates a choice between two things.

so : illustrates a result of the first thing.

for : means 'because', to show reason.

yet : indicates contrast with something.

nor : not both.

#### 2. Subordinating Conjunctions

although / though, after, before, because, if, whether, since, so that, unless, when, while, even, if, once, now that, as long as, as soon as, even though.

#### 3. Correlative Conjunctions

either .... or

no sooner .... than

neither .... nor

so .... as

not only .... but also

so .... that

both .... and

such .... that

whether .... or

## 11. INTERJECTIONS

### TEACHER'S NOTES

In grammar, an interjection or exclamation is a word used to express a particular emotion or feeling or sentiment. Interjections are often placed at the beginning of a sentence. They stand alone or with a sentence. They usually express feelings such as surprise, disgust, joy, excitement or enthusiasm.

Let's look at this table of some common interjections.

Interjection	Meaning	Examples
Ouch !	expressing pain	Ouch, It hurts !
Wow !	expressing wonder / surprise	Wow, It's beautiful !
Yummy !	tasting delicious	Yummy, I like this !
Oh !	realisation	Oh, I didn't know that !
Alas !	pain or sorrow	Alas, He's dead !
Hello !	greetings	Hello ! How are you.
Hurrah !	expressing happiness or joy	Hurrah, we have won !
Shh !	asking to be quiet	Shh, the baby is sleeping!
Hey !	calling attention	Hey, Where are you !
Bravo !	expressing approval	Bravo ! You have done it.
Oops !	making a mistake	Oops, I forgot your book !
Ugh !	expressing disgust	Ugh, this room is dirty !
Yuck !	expressing displeasure, disgust over taste or appearance	Yuck ! It smells awful.

## 12. MODAL VERBS

### TEACHER'S NOTES

Modal verbs are special auxiliary verbs. They are different from normal verbs. They are used with a main verb in a sentence.

They have a great variety of communicative functions. The modal verbs are: can, could, will, would, shall, should, may, might, must, need to, ought to and used to

### MODAL VERB - CAN

#### Use

- To express ability or inability (present)
- To express possibility or impossibility

#### Examples

- I can solve this sum.
- She can't lift this box.
- You can win.

- To ask permission or give permission (informal)

- To make requests (informal)

Modal Verb - Could

#### Use

- To express ability or inability (past)

- To ask or give permission (formal)

- To make requests (very polite)

- To express possibility

- To express a wish or desire

- To give suggestions

#### MODAL VERB - WILL

#### Use

- To express determination or make a promise

- To indicate future action

- To express a prediction

- To express a request (informal)

- To express invitation (informal)

#### MODAL VERB - WOULD

#### Use

- To make a request (very polite)

- To express a wish or desire

- To express a choice or preference

- To make invitations

- To express a past habit

- To offer something to someone or ask what you want

- It can't be true.

- Can I leave now?

- Yes, you can.

- Can you lend me a pen?

#### Examples

- She could speak four languages at the age of four.

- I couldn't go because it was raining.

- Could I talk to the principal?

\* You could go.

- Could you please show me the way?

- He could be at home.

- I wish I could fly like a bird.

- You could learn dance or music.

#### Examples

- We will not give up.

- I will certainly help you.

- He will come tomorrow.

\* I will not attend the party.

- I think it will rain.

- Will you please turn off the fan?

- Will you join us for lunch?

#### Examples

- Would you please give me a glass of water?

- Would you mind closing the door?

- I would like to become a doctor.

- Would you prefer coffee or tea?

- I would prefer coffee to tea.

- Would you like to join us for lunch?

- I would eat a lot of chocolate when I was very young.

- Would you like some coffee?

- I would like a glass of water.

- To express a certainty  
**MODAL VERB - SHALL**  
**Use**
- To express future plans (with I and we)
- To express a promise
- To express a command

- To make a threat
- To make a suggestion
- To offer help

#### **MODAL VERB - SHOULD**

##### **Use**

- To denote duty or obligation
- To give and take suggestions
- To express a possibility or expectation

#### **MODAL VERB - MAY**

##### **Use**

- To denote possibility or chance in the present or future
- To take or give permission (formal)

- To offer help
- To express wish or hope

#### **MODAL VERB - MIGHT**

##### **Use**

- To denote very less possibility or very little chance

#### **MODAL VERB - MUST**

##### **Use**

- To express strong compulsion or obligation
- To express determination

- He would be at home now.

##### **Examples**

- I shall be there by 5 o'clock.
- We shall talk to the principal.
- He shall be honoured.
- She shall get her money back.
- You shall do as I say.
- Students shall not leave before the bell rings.
- He shall be fined.
- I shall report the matter to the principal.
- Shall we go for a movie?
- Shall I get you some water?

##### **Examples**

- We should help the poor.
- You should n't tell lies.
- What should I do now?  
\* I think you should learn English.
- He should be back in an hour.

##### **Examples**

- He may get the job.
- It may not be true.
- May I leave now?
- Yes, you may.
- May I help you?
- May God bless you!

##### **Examples**

- They might come.
- We might not go out.

##### **Examples**

- You must come in full uniform.
- You mustn't play in the classroom.
- We must win the match.



- To express a moral duty
- To express an inference
- To make a strong recommendation

#### MODAL VERB - OUGHT TO

##### Use

- To express necessity or moral obligation

#### MODAL VERB - NEED TO

##### Use

- To express necessity or to say something is required to be done

#### MODAL VERB - USED TO

##### Use

- To express past habit
- To express a present habit

- One must keep one's promise.
- She must be very intelligent.
- This book is interesting.
- You must read it.

##### Examples

- You ought to improve your handwriting.

##### Examples

- You need to improve your English.

##### Examples

- He used to go to school on foot.
- Now he goes on a bicycle.
- He is used to walking long distances.

## 13. ACTIVE AND PASSIVE VOICE

### TEACHER'S NOTES

Active voice describes a sentences where the subject performs the action stated by the verb.

**Example** : I cleaned the room.

Passive voice describes a sentence where the subject is acted upon by the verb.

**Example** : The room was cleaned by me.

### RULES FOR CHANGING ACTIVE VOICE TO PASSIVE VOICE

#### I. SIMPLE PRESENT TENSE

##### 1. Affirmative Sentence :

Subject + base form of verb + object (active)

- A postman delivers letters.

Object + am/is/are + past participle form of verb + by + subject. (passive)

- Letters are delivered by a postman.

##### 2. Negative Sentence :

- The owners don't allow pets here. (active)
- Pets are not allowed by the owners. (passive)

##### 3. Interrogative Sentence (questions) :

- Do your owners allow pets? (active)

- Are pets allowed by your owners? (passive)

## **II. PRESENT CONTINUOUS TENSE**

### **1. Affirmative Sentence :**

Subject + am/is/are + verb + ing. (active)

- They are repairing the roads.

Object + am/ is/ are + being + past participle form of verb + by + subject (passive)

- The roads are being repaired by them.

**Negative Sentences :**

- They are not repairing the roads. (active)
- The roads are not being repaired by them. (passive)

**Interrogative Sentences (Q) :**

- Are they repairing the roads? (active)
- Are the roads being repaired by them? (passive)

## **III. PRESENT PERFECT TENSE**

### **1. Affirmative Sentences :**

Subject + have/has + past participle form of verb + object (active)

- They have done the project (active)

Object + have been/has been + past participle form of verb + object (passive)

- The project has been done by them. (passive)

### **2. Negative Sentences :**

- They have not done the project. (active)
- The project has not been done by them. (passive)

### **3. Interrogative Sentences :**

- Have they done the project? (active)
- Has the project been done by them? (passive)

## **IV. SIMPLE PAST TENSE**

### **1. Affirmative Sentences :**

Subject + past participle form of verb + object.

- The farmer killed the snake.

Object + was/were + past participle form of verb + by + subject (passive)

- The snake was killed by the farmer.

### **2. Negative Sentences :**

- The farmer did not kill the snake. (active)
- The snake was not killed by the farmer. (passive)

### **3. Interrogative Sentences : (Q)**

- Did the farmer kill the snake? (active)

- Was the snake killed by the farmer? (passive)

## **V. PAST CONTINUOUS TENSE**

### **1. Affirmative Sentences :**

Subject + was/were + verb +ing + object. (active)

- He was driving the car. (active)

Object + was/were + being + past participle form of verb + by + object (Passive)

- The car was being driven by him. (passive)

### **2. Negative Sentences :**

- He was not driving the car. (active)

- The car was not driven by him. (passive)

### **3. Interrogative Sentences :**

- Was he driving the car? (active)

- Was the car driven by him? (passive)

## **VI. PAST PERFECT TENSE**

### **1. Affirmative Sentences :**

Subject + had + past participle form of verb + object (active)

- He had written the book.

Object + had been + past participle form of verb + by + subject (passive)

- The book had been written by him.

### **2. Negative Sentences :**

- He had not written the book (active)

- The book had not been written by him. (passive)

### **3. Interrogative Sentences :**

- Had he written the book? (active)

- Had the book been written by him? (passive)

## **VII. SIMPLE FUTURE TENSE**

### **1. Affirmative Sentences :**

Subject + will + verb + object (active)

- Mother will cook dinner. (active)

Object + will be + past participle form of verb + by + object (passive)

- Dinner will be cooked by mother. (passive)

### **2. Negative Sentences :**

- Mother will not cook dinner. (active)

- Dinner will not be cooked by mother. (passive)

### **3. Interrogative Sentences :**

- Will mother cook dinner? (active)

- Will dinner be cooked by mother? (passive)

## VIII. FUTURE PERFECT TENSE

### 1. Affirmative Sentences :

Subject + will have + past participle form of verb + object (active)

- They will have started the work by tomorrow.

Object + will have been + past participle form of verb + by + subject (passive)

- The work will have been started by them by tomorrow.

### 2. Negative Sentences :

- They will not have started the work by tomorrow. (active)

- The work will not have been started by them by tomorrow. (passive)

### 3. Interrogative Sentences :

- Will they have started the work by tomorrow? (active)

- Will the work have been started by them by tomorrow? (passive)

## THE FOLLOWING TENSES CANNOT BE CHANGED TO PASSIVE VOICE

- Present perfect continuous tense
- Past perfect continuous tense
- Future continuous tense
- Future perfect continuous tense
- Sentences having intransitive verbs

### Passive voice for modal verbs

Can - can be + past participle form of verb

Will - will be + past participle form of verb

Could - could be + past participle form of verb

Should - should be + past participle form of verb

Might - might be + past participle form of verb

Would - would be + past participle form of verb

Shall - shall be + past participle form of verb

May - may be + past participle form of verb

Must - must be + past participle form of verb

Can have - can have been + past participle form of verb

May have - may have been + past participle form of verb

Might have - might have been + past participle form of verb

Could have - could have been + past participle form of verb

Would have - would have been + past participle form of verb

Must have - must have been + past participle form of verb

Should have - should have been + past participle form of verb

### Passive voice for commands and requests

For changing commands and requests to passive voice, auxiliary verb 'be' is used. 'Let' is added at the beginning. The main verb is changed to past participle form.

**Examples :** Open the door – Let the door be opened.

Speak the truth – Let the truth be spoken.

Sentences with intransitive verbs cannot be changed into passive voice because there is no object in such sentences.

**Examples :** I sleep. (No object)

He died. (No object)

Sentences with transitive verbs can be changed to passive voice.

**Examples :** He sent a letter. (letter is object)

A letter was sent by him.

We make sugar from sugarcane. (Sugar is object)

Sugar is made by us from sugarcane.

## 14. DIRECT AND INDIRECT SPEECH

### TEACHER'S NOTES

When someone says something, we can answer the question "What did he say?" in two ways:

- by repeating the words spoken(direct speech)
- by reporting the words spoken(indirect or reported speech)

**Direct speech** repeats or quotes the exact words spoken. In direct speech, we place the words of the speaker between quotation marks (".....") and we make no changes in the words.

**Examples :** What did the teacher say?

The teacher said "You must bring your text books every day"

What did Ashok say?

Ashok said, "I am not well".

What did Anita say?

Anita said, "There is a snake in the garden."

**Indirect speech** is used to talk about the speech. We change the tense of the words. We use reporting words like said, told, asked with 'that' to introduce the reported words. Inverted commas are not used.

**Examples :** What did the man say?

The man said that he was busy.

What did Mita tell Gita?

Mita told Gita that she was going home.

What did the teacher ask you?

The teacher asked me what my name was.

1. When we change direct to indirect speech we make some changes.

can - could

is - was

here - there

will - would

are - were

now - then

have / has - had                      today - that day                      yesterday - the previous day  
 tomorrow - the next day                      don't / doesn't - didn't.

- Examples :**
- She said, "I can dance."  
     She said that she could dance.
  - He said, "I will do it."  
     He said that he would do it.
  - "She is tired," he said.  
     He said that she was tired.
  - "I have a pen," he said.  
     He said that he had a pen.
  - "We were in the park," they said.  
     They said that they were in the park.
  - "I don't like cats," she said.  
     She said that she didn't like cats.

Pronouns also change in indirect speech.

2. When we want to change instructions from direct to indirect speech, we use to + verb or not to + verb.

**Examples :** "Come today," he said to me.  
 He told me to come that day.

"Don't talk here," the librarian said to the boys.  
 The librarian told the boys not to talk there.

We change direct speech to indirect speech according to the tense of the sentence.

1. Present simple changes to past simple.  
    He said, "I love my country."      -      He said that he loved his country.
2. Present continuous changes to past continuous.  
    She said, "I am cooking."              -      She said that she was cooking.
3. Present perfect changes to past perfect.  
    He said, "I have done the work." -      He said that he had done the work.
4. Present perfect continuous changes to past perfect continuous.  
    He said, "I have been watching TV since 4 o'clock."      -      He said that he had been watching TV since 4 o'clock.
5. Past simple changes to past perfect.  
    He said, "You answered correctly."      -      He said that I had answered correctly.
6. Past continuous changes to past perfect continuous.  
    They said, "We were playing cricket."      -      They said that they had been playing cricket.
7. Past perfect doesn't change. It remains as it is.  
    He said, "I had visited a doctor."      -      He said that he had visited a doctor.
8. In simple future, will changes to would.  
    He said, "I will work hard."              -      He said that he would work hard.

9. In future continuous, will be changes to would be  
He said, "I will be visiting the US." - He said that he would be visiting the US.
10. In future perfect, will have changes to would have  
He said, "I will have left for the US by next year." - He said that he would have left for the US by next year.

The tense of reported speech does not change if reported speech is a universal truth.

**Examples :** He said, "The sun is a star."

He said that the sun is a star.

The teacher said, "The earth has gravity."

The teacher said that the earth has gravity.

**In indirect speech, modal verbs change thus :**

can – could	may – might
must – had to	will – would

To change yes / no questions into indirect speech we make some changes.

**Examples :** "Do you like music?" he asked me.

He asked me if/whether I liked music.

"Is he your friend?" She asked me.

She asked me whether/if he was my friend.

"Will you participate in the competition?" he asked me.

He asked me whether I would participate in the competition.

"Have you taken breakfast?" she asked me.

She asked me if I had taken breakfast?

To change W/H questions into indirect speech, we make some changes in the structure.

**Examples :** He said to me, "How are you?"

He asked me how I was. (not how was I)

He said to me, "What is your name?"

He asked me what my name was. (not what was my name)

He said to me, "When will they come?"

He asked me when they would come.

### **Indirect speech of Imperative Sentences**

A sentence which expresses command, request, advice or suggestion is called imperative sentence.

**Examples :** He said to me, "Please help me".

He requested me to help him.

She said to me, "You should do exercise".

She advised me to do exercise.

He said, "Open the door".

He ordered me to open the door.

### Indirect speech of Exclamatory Sentences

A sentence which expresses a state of joy or sorrow or wonder is called an exclamatory sentence.

**Examples :** He said, "Hurrah! I won a prize!"

He exclaimed with joy that he had won a prize.

She said, "Alas! I failed in the exam".

She exclaimed with sorrow that she had failed in the exam.

John said, "Wow! What a nice shirt it is".

John exclaimed with wonder that it was a nice shirt.

### Other Changes in Indirect Speech

today - that day

tomorrow - the next day

yesterday - the previous day

next week/month - the following week/month

now/just - then

ago - before

here - there

this - that

## 15. Finite and Infinite Verbs

### TEACHER'S NOTES

Verbs can be finite or non-finite. A finite verb in a sentence indicates the tense. It also has to agree with its subject in person and number. The form of the verb changes according to the tense. A finite verb forms an essential part of a sentence and is closely connected to the subject of the sentence.

### FINITE VERBS

- A finite verb is limited by tense. It can be past, present or future. The different forms of verbs are used with or without helping verbs.

**Example :** She goes to school everyday. (present)

She went to school yesterday. (past)

She was going to school yesterday morning. (past continuous)

- A finite verb is limited by number. It can be singular or plural.

**Example :** The girl sings well. (singular subject)

The girls sing well. (plural subject)

- A finite verb is limited by person. It changes according to the person.

**Example :** I speak English. (I - first person)

She speaks English. (she - third person)

### NON-FINITE VERBS

A sentence cannot make complete sense without a finite verb. A non-finite verb is not limited by



tense, number or person. It does not change its form. It cannot be the main verb in a sentence. It is usually an extension of a sentence and can be left out.

Non-finite verbs are of three kinds : 1. participles 2. gerunds 3. infinitives

A **participle** is a verb that ends in '-ing' or 'ed' or 'en' and is used both as a verb and adjective.

**Example** : He fell off a moving bus.

A **gerund** is a verb, which is also used as a noun.

**Example** : Walking is the best form of exercise.

An **infinitive** consists of the words 'to + verb'.

**Example** : The teacher asked us to write the answers.

## 16. Conditional Sentences

### TEACHER'S NOTES

There are four main types of 'if' sentences in English called conditional sentences. There are two parts in conditional clauses - if clause and main clause. The four types of conditional sentences with 'if' are :

- zero conditional
- 1st conditional
- 2nd conditional
- 3rd conditional

### ZERO CONDITIONAL

**Read these examples of zero conditionals.**

- If we eat a lot of sweets, we get fat.
- If I eat ice cream, I get a cold.
- If I don't do homework, my teacher gets angry.
- Dogs bite if you tease them.
- If you heat ice, it melts.
- If you freeze water, it turns to ice.

Zero conditional is a structure used to talk about general truths - things which always happen under certain conditions. Zero conditional is used to talk about things that are always true.

if clause - main clause

if + simple present + simple present

**Example** : If you heat water, it evaporates

### FIRST CONDITIONAL

The first conditional is a structure used to talk about possibilities in the present or in the future.

If + clause - main clause

If + simple present - subject + will/can/may + verb

**Example** : If it rains, I will stay home.

### SECOND CONDITIONAL

The second conditional is used to talk about impossible, imaginary or unreal situations.

To form the second conditional we use : If + past simple and would + infinitive

**Example** : If you woke up early, you would reach school on time.

**Read these examples.**

- If I had a lot of money, I would buy a car.

- (It means, I don't have a lot of money, so it's impossible for me to buy a car)
- If I were a bird, I would fly.  
(It means I am not a bird, so, it's impossible for me to fly)
  - If you did exercise, you would lose weight.  
(It means you don't do any exercise so it's impossible for you to lose weight)
  - If you studied hard, you would get good marks.  
(It means you don't study hard, so it's impossible to get good marks)

### THIRD CONDITIONAL

We make the third conditional, by using the past perfect after 'if' and then 'would have' and the past participle in the second part of the sentence. It talks about the past to describe a situation that didn't happen. It is something that is unfulfilled.

**Read these sentences.**

- If you had studied hard, you would have passed the exam.  
(But really, she didn't study and so she didn't pass)
- If I had taken medicine, I would have got well.  
(But really, I didn't take medicine so I didn't get well)
- If she had asked me, I would have helped her.  
(But really, she didn't ask me, so I didn't help her)

## 17. Gerunds and Infinitives

### TEACHER'S NOTES

A gerund is a noun made from a verb by adding -ing. A gerund looks like a verb and acts like a noun. An infinitive is the 'to' form of the verb.

### GERUNDS

**Read these sentences.**

- Singing is one of my hobbies.
- Swimming is a good exercise.
- Reading is a good habit.
- My favourite pastime is gardening.
- Nursing is a noble profession.
- Cycling is good for health.

### INFINITIVES

**Read the following sentences.**

- Sunil likes to play cricket.
- The plumber came home to fix the tap.
- Arjun went to the shop to buy an ice-cream.
- The teacher told the students to sit quietly.

## 18. Types of Questions

### TEACHER'S NOTES

There are 3 main question types in English :

- Yes - No Questions
- Wh - Questions
- Tag Questions

## YES - NO QUESTIONS

Yes - No questions are questions that expect 'yes' or 'no' as answer. They are used to check information or ask for confirmation. They begin with auxiliary verbs.

**Read these examples.**

- Are you coming with us? Yes, I am.
- Has he finished the work? No, he hasn't.
- Do you know the way? Yes, I do.
- Does it rain here every day? No, it doesn't.
- Did the train arrive on time? Yes, it did.
- Have you watched the movie? No, I haven't.
- Is this your pen? Yes, it is.
- Were they absent yesterday? Yes, they were.
- Was it a holiday? Yes, it was.
- Will you go out? Yes, I will.

We can also make Yes - No questions beginning with modal verbs - can, could, will, would, shall, should, may, might, and must.

## WH QUESTIONS

Wh - questions are questions that begin with Wh - words including : what, when, where, who, whom, which, whose, why, how, how much, how old, how many, how far, how long and how often. Question words are used to ask about people, places, time, qualities and so on.

**Read the examples.**

What	Used to ask about day, date, qualities, age, qualifications, names and things	What is this? What are you doing?
When	Used to ask about time	When will the meeting begin? When is your birthday?
Where	Used to ask about places	Where do you live? Where is my bag?
Who	Used to ask about people (subject)	Who told you? Who is he?
Whom	Used to ask about people (object)	Whom were you talking to? Whom do you want?
Which	Used to ask about choices	Which one would you prefer? Which is your favourite colour-blue or green?

Whose	Used to ask about possession	Whose books are these? Whose car is this?
Why	Used to ask about reasons or causes	Why is he upset? Why did he go away?
How	Used to ask about manner, process, place or person	How is the movie? How do you operate this? How can you get there?
How much	Used to ask about quantity or price of something	How much sugar do you add in your tea? How much is this shirt?
How many	Used to ask about number	How many states and union territories are there in India? How many people attended the meeting?
How far	Used to ask about distance or extent	How far is your house? How far have you come?
How often	Used to ask about frequency of an action	How often do you watch movies? How often does he go to restaurants?
How long	Used to ask about duration	How long have you been living here? How long has he been sick?
How old	Used to ask about age	How old is he? How old is this building?

## TAG QUESTIONS

A question tag is a short question at the end of a statement. Question tags are mainly used in speech when we want to :

- confirm whether something is true or not
- know someone's opinion
- ask for agreement

A positive statement is followed by a negative question tag.

A negative statement is followed by a positive question tag.

**Read these examples.**

Positive Statements	Negative Tag	Positive Statements	Negative Tag
• You are a doctor,	aren't you?	• He is busy,	isn't he?
• She was absent,	wasn't she?	• They were happy,	weren't they?
• You speak English,	don't you?	• She speaks French,	doesn't she?
• He spoke well,	didn't he?	• You have done the work,	haven't you?
• She has done the work,	hasn't she?	• You had done it before I came,	hadn't you?

- He will pass, won't you?
- She should leave, shouldn't she?
- You would like some rest, wouldn't you?
- You can do it, can't you?
- We must have ID cards, mustn't we?
- You could find the place, couldn't you?

Negative auxiliaries and verbs in tags are usually in contracted forms. (n't)

Negative Statement	Positive Tag	Negative Statement	Positive Tag
• You aren't a doctor,	are you?	• He isn't lazy,	is he?
• He wasn't angry,	was he?	• They weren't late,	were they?
• You don't speak English,	do you?	• He doesn't speak English,	does he?
• You didn't study well,	did you?	• You haven't seen the movie,	have you?
• She hasn't come,	has she?	• You hadn't done it before,	had you?
• He can't drive,	can he?	• We mustn't say anything,	must we?
• You won't go,	will you?	• You shouldn't be so rude,	should you?
• You wouldn't stop me,	would you?	• She couldn't do it,	could she?

Statements using nobody, none, nothing are treated as negative statements.

**Nobody** went to the class, **did** they?

**Nothing** is ready, is it?

## 19. Phrases and Clauses

### TEACHER'S NOTES

A **phrase** is a group of words that can act as an adjective, an adverb or a noun in a sentence. A phrase does not contain a finite verb, but may contain a non-finite verb, a participle, an infinitive or a gerund. It does not make complete sense but can have meaning through its relation to some part of the sentence in which it stands.

### NOUN PHRASE

A group of words that does the function of a noun in a sentence is called a **noun phrase**.

**Example** : His sudden disappearance is a mystery.

### ADJECTIVE PHRASE

A group of words that does the function of an adjective in a sentence is called an **adjective phrase**.

**Example** : My neighbour is a **man of bad temper**.

### ADVERB PHRASE

A group of words that does the function of an adverb in a sentence is called an **adverb phrase**.

**Example** : He behaved **in a foolish manner**.

### VERB PHRASE

A verb phrase contains one of the three non-finites: participle, gerund or infinitive and its objects or modifiers.

**Example** : You must work hard **to get good marks** in the exam. (infinitive)

He enjoys **watching movies** at weekends. (gerund)

**Having done the work**, he decided to rest. (participle)

## PREPOSITIONAL PHRASE

A **prepositional phrase** contains a preposition, its objects and modifiers of the object if any.

**Example :** The book is **on the table**.

A clause is a group of words with a finite verb. It forms part of a longer sentence. A clause that does the work of a noun is called a **noun clause**. A clause that does the work of an adjective is called an **adjective clause**. A clause that does the work of an adverb is called an **adverb clause**.

## 20. Subject - Verb Agreement

### TEACHER'S NOTES

Subject verb agreement simply means the subject and verb must agree in number. Number here means singular or plural. Both subject and verb need to be singular or both need to be plural.

Let's learn the rules of subject-verb agreement one by one.

### BASIC RULE

A singular subject (he, she, boy, girl) takes a singular verb (is, goes, sings, has) whereas a plural subject (they, we, children) takes a plural verb (are, were, go, have)

**Examples :**

- The **list** of books is on the table. (list is the subject, not books)
- These **clothes** are nice. (clothes is plural)
- The **police** are on duty. (police is plural)
- Aerobics **is** a good exercise. (Aerobics is singular)
- The **team** is playing well. (team is singular-refers to full team as one)
- The **team** are discussing the match. (team is plural here, refers to individual members)
- The **number** of girls is 30. (number is the subject, not girls)

**RULE 1** : A subject will come before a phrase beginning with 'of'.

**Examples :**

- A **bouquet** of roses **lends** beauty to a room. (bouquet is a singular subject)
- A **box** of sweets is the right gift for any occasion. (box is a singular subject)

**RULE 2** : Two singular subjects connected by or, either .... or, neither .... nor take a singular verb.

**Examples :**

- **Neither** Karan **nor** Prem **is** coming to the party.
- **Either** Jessie **or** Joe **is** to be blamed for the mistake.
- Smoking **or** drinking **is** prohibited here.

**RULE 3** : Most indefinite pronouns take singular verbs.

**Examples :**

- **Everybody** wants to be rich. (everybody is a singular subject)
- **No one** is in the room. (no one is a singular subject)

**RULE 4** : When gerunds are used as the subject of a sentence, they take the singular form of the verb.

**Examples :**

- **Swimming** is the best exercise.
- **Reading** improves your vocabulary.

**RULE 5** : A number of + noun is a plural subject, and it takes a plural verb.

The number of + noun is a singular subject, and it takes a singular verb.

**Examples :** • **A number of** people **are** attending the meeting.

• **The number of** days in February **is** 28.

**RULE 6 :** Collective nouns are considered as singular subjects, and are followed by singular verbs.

**Examples :** • A **flock** of sheep always **moves** together.

• A **pack** of wolves is moving in the forest.

**RULE 7 :** In sentences that begin with here or there, the structure is different. In this case, the subject comes after the verb.

**Examples :** • Here **are** the **keys**.

• There is a **playground** in the school.

**RULE 8 :** If **with / along with / as well as / accompanied by** join two subjects, the verb is singular. If the first subject is plural then the verb is plural.

**Examples :** • **Tom**, along with his friends **is** going to the beach.

• The **boys**, accompanied by their teacher **are** going on a tour.

**RULE 9 :** In sentences that include sums of money, periods of time or distances etc. (as a single unit) use singular verbs.

**Examples :** • 500 rupees **is** too high for a hat.

• 60 years **is** the age to retire.

**RULE 10 :** When two singular nouns joined by 'and' refer to the same person or thing, the verb is singular.

**Examples :** • The captain and coach **is** on the ground.

• The singer and dancer **is** on stage.

**RULE 11 :** When two singular nouns joined by 'and' refer to a single unit, the verb is singular.

**Examples :** • Bread and jam **is** my favourite food.

• The lock and key **is** on the table.

• Slow and steady **wins** the race.

**RULE 12 :** Some subjects with a plural, but with a singular meaning, take a singular verb. (mumps, physics, news, statistics)

**Examples :** • The **news** **is** shocking.

• **Mathematics** **is** interesting.

**RULE 13 :** When we use an article only with the first subject it means there is only one subject, hence the verb is singular.

**Examples :** • Churchill **was** a great orator and politician.

• A black and white dress **was** worn by the actress.

## 21. Transmutation of Sentences

### TEACHER'S NOTES

Transformation of a sentence is about changing its form without altering its meaning.

- Sentences can be classified into assertive, imperative, interrogative and exclamatory sentences. These sentences can be changed into different forms.

- An assertive sentence makes a statement.

**Example :** He goes to school.                      We speak English.                      It is hot.

- An imperative sentence expresses a request, command or advice.

**Example :** Open the door. (command)    Please help me. (request)    Do some exercise. (advice)

- An interrogative sentence asks a question.

**Example :** Where are you going?                      Do you have a laptop?                      Are you from Delhi?

- An exclamatory sentence expresses strong feelings or emotions.

**Example :** What a lovely weather!                      How sweet her voice is!                      What a great victory!

- Sentences can also be classified as :

- Simple   • Compound   • Complex

- A simple sentence has only one clause.

**Example :** He worked hard to pass the exam.

- A complex sentence has one main clause and one or more subordinate clauses.

**Example :** He worked hard because he wanted pass the exam.

- A compound sentence has more than one main clause.

**Example :** He worked hard so, he passed the exam.

Adjectives change in form to show comparison. The different forms of the adjective are called the **degrees of comparison**. Study the examples below.

- Anup is **tall**.

The adjective '**tall**' tells us about Anup's height. It doesn't state how tall he is in comparison to others. The adjective 'tall' is said to be in the **positive degree**. It is the adjective in its simplest form.

- Deep is **taller** than Anup.

The adjective '**taller**' is used to compare Anup's height with Deep's height. The adjective 'taller' is said to be in the **comparative degree**. It shows a higher degree of the quality than that is present in the positive degree. It is used when two things or people are compared.

- Pramod is the **tallest** of the three.

The adjective '**tallest**' is used to compare Pramod's height with the height of Anup and Deep.

The adjective 'tallest' is said to be in the superlative degree.

The **superlative degree** of an adjective denotes the highest degree of the quality. It is used when more than two things are compared.

## 22. Special Uses of Articles

### TEACHER'S NOTES

The words **a**, **an** and **the** are called **articles**. We use **a** before words that begin with a consonant sound.

We use **an** before words that begin with a vowel sound. The words **a** and **an** are called **indefinite articles**. **The** is called the **definite article**.



## INDEFINITE ARTICLES 'A' AND 'AN'

- The indefinite article 'a' is used before a word beginning with a consonant sound. The indefinite article 'an' is used before a word beginning with a vowel sound.

an umbrella	an hour ('h' is silent)
an emperor	a university ('u' is pronounced as 'yoo')
a briefcase	a European ('Eu' is pronounced as you)
an organization	a one-room ('o' is pronounced as 'va')
an inn	apartment
a newspaper	an honour ('h' is silent)
a unicorn	a unique experience (u is pronounced as 'yoo')

- In acronyms, if you pronounce a letter as a letter and it begins with a vowel sound, we use 'an' before it. The consonants with vowel sounds include f, h, l, m, n, r, s and x. If a vowel letter, with a consonant sound is pronounced as a letter, we use 'a'.

### Examples :

an MLA ('M' is pronounced 'em')	an HB pencil ('H' is pronounced 'aich')
a U-turn ('U' is pronounced 'yoo')	a USB ('U' is pronounced 'yoo')
an FBI Agent ('F' is 'eff')	an LPG cylinder ('L' is pronounced 'el')
an NCC camp ('N' is pronounced 'en')	an x-ray ('x' is pronounced 'ex')
an SOS medicine ('S' is pronounced 'ess')	

- If there is an adjective or an adverb-adjective combination before the noun, use of a and an depends on the first sound of the adjective or adverb.

<b>Examples :</b> an excellent dancer	a very beautiful peacock
a very hot day	an international airport

- We do not use 'a' and 'an' with uncountable nouns.

**Examples :** I want some information. (not 'an' information)  
She gave me some advice. (not 'an' advice)  
I need some paper. (not 'a' paper)

- We do not use 'a' and 'an' with plural countable nouns.

**Examples :** I saw bears in the zoo. (not a bears)  
He bought eggs from the shop. (not an eggs)

- We use 'a' and 'an' only once when we refer to a pair.

**Examples :** a knife and fork                      a king and queen                      a cup and saucer

- We use 'a' and 'an' before the names of some ailments.

**Examples :** I have a cold / a headache / a fever

## DEFINITE ARTICLE 'THE'

- We generally use the definite article 'the' with the names of mountains, hills, rivers, group of islands, seas, oceans, names of newspapers, holy books, epics, historical monuments, directions, designations, position, superlatives, ordinal numbers, with words like sun, moon, sky, earth, uni-

verse and world and with countries like UK, USA, and UAE.

- We use 'the' with adjectives to talk about general groups of people having that quality. The noun is not required.

The young (refers to all the young people)

The rich (refers to all the rich people)

The old (refers to all the old people)

**Other examples :** the poor, the homeless, the sick, the injured, the disabled, the dead etc.

- We also use 'the' with some nationality adjectives.

**The British**

**The English**

**The French**

**The Chinese**

- We use 'the' with some systems and devices.

I went on **the bus** to school.

I always listen to the news on **the radio**.

**The police** arrived soon.

He works in **the army**.

- We use 'the' when we mention a noun again and again.

I saw **a man**.

**The man** had a dog.

- We use 'the' with names of decades, centuries and historical periods.

**the 1960s**

**the 21st century**

- We use 'the' with countries which have plural nouns as their names.

**the Netherlands**

**the Philippines**

- With works of art : **the** Mona Lisa

- With musical instruments : He plays **the** violin.

- With organisations : **the** United Nations

- With names of hotels / restaurants : **the** Ritz Hotel

(But not if the name of the hotel is the name of the owner.)

- With organisations : **the** United Nations.

- With families : **the** Vermas / **the** Smiths / **the** Obamas

- We use 'the' only once when the same person is referred to. We use 'the' twice when two people are referred to.

- **The singer and dancer** is on stage.

(only one person who is both a singer and dancer)

- **The singer and the dancer** are on stage.

(There are two people, the singer and the dancer)

- We do not use the definite article 'the' with the names of people, cities, countries, subjects and abstract nouns and uncountable nouns, names of days, months and seasons.

I like to study history.

She is Vani.

Kindness is a great virtue.

Time is money.

## GRAMMAR TREASURE BOOK - 6

### 1. Articles a, an and the

PAGE - 6

I. Insert the articles a and an in these sentences.

1. an    2. an    3. a    4. a    5. a  
6. an    7. an    8. An, a    9. an, a    10. a

II. Complete the following with a or an.

1. an    2. A, a    3. an, a    4. a, an    5. a, a, an  
6. an    7. an, a    8. an    9. a    10. an

PAGE - 8

III. Insert the article 'the' wherever necessary.

- Neil Armstrong was the first person who set foot on the moon.
- The Atlantic Ocean is the largest ocean.
- We went to the Andaman and Nicobar Islands for a holiday last year.
- I want to meet the manager, please.
- The Pyramids were built by the Egyptians in 2500 BC.
- Manoj can play the piano very well.
- We must grow trees to save the Earth.
- He was awarded the Bharat Ratna.
- What's the name of the principal?
- Please turn on the television.

IV. Underline the right answer.

1. Ø    2. Ø    3. Ø    4. Ø    5. Ø  
6. Ø    7. Ø    8. The    9. The    10. Ø

PAGE - 9

V. Complete the following with articles a, an or the.

1. an, the    2. a, the    3. a, the    4. The, the  
5. an, the    6. the, an    7. The, an    8. The, an  
9. the    10. an, the

VI. Complete the following with suitable articles.

1. a, an, an, a, the    2. an, A, a, The, the, the  
3. a, a, The, a, an    4. the, an, a, a, a

PAGE - 10

SKILL FOCUS - READING

Answer the following questions.

- Suraj asked his mother why the moon was awake at night.
- The owl replied that it was to catch his prey for dinner.
- The cat said that it was to help him see in the dark so that he could play with his friends.
- The moon said that it was awake so that he can sleep safely tucked in bed.
- Suraj got into bed and was soon fast asleep.

PAGE - 11

SKILL FOCUS - WRITING

The boy in the story wondered why the moon shone all night. Do you also wonder why some things happen. Write a few things that puzzle you.

To be done by the student.

PAGE - 12

GRAMMAR CHALLENGE

Tick (✓) the right sentence.

- Mount Everest is the highest peak.
- She gave me some advice.
- The shop sells furniture.
- The man is in jail for a theft.
- The children went to bed early.
- We went to the airport.
- Let's go to the movies.
- My grandfather is in hospital for a heart ailment.
- They live in the village.
- The cheetah is the fastest animal.

11. Do you sell eggs by the dozen?
12. Cloth is sold by the metre.

## 2. Nouns

### PAGE - 13

#### I. What kind of nouns are the words in bold?

1. abstract      2. proper      3. material
4. abstract      5. proper      6. collective
7. collective      8. common      9. common
10. common

### PAGE - 14

#### II. Fill in the blanks with the plural forms of the nouns given in brackets.

1. dishes      2. lives      3. dictionaries
4. leaves      5. parties      6. sheep
7. taxes      8. fish/fishes      9. companies
10. injections

#### III. Underline the correct answer.

day, beach, flip flops, people, shells, bag,  
tree, boats, fishermen, house

### PAGE - 15

#### IV. Fill in the blanks with the right words.

1. is      2. is      3. are      4. have      5. are
6. is      7. has      8. is      9. have      10. are

### PAGE - 16

#### V. Use the right phrase for these uncountable nouns.

2. a slice of      3. a piece of      4. a piece of
5. a plate of      6. a bowl of      7. a piece of
8. a piece of      9. a piece of      10. a cube of

#### VI. Fill in the blanks with some / a lot of / a little / a / an / a few / many / much.

1. much      2. many      3. some      4. a lot of
5. a few      6. a little      7. some      8. a
9. any      10. little

#### VII. Correct the following sentences.

1. The news is good.

2. The surroundings are clean.
3. My father has kept his savings in the bank.
4. My pants are new.
5. The doctor gave me some advice.
6. My grandmother has grey hair.
7. The porter carried our luggage.
8. The people are at the bus stop.
9. The furniture in the shop is elegant.
10. The police are in the station.

### PAGE - 17

#### VIII. Write the other gender form of the nouns given below:

1. authoress      2. spinster      3. priestess
4. nun      5. princess      6. duck
7. peahen      8. niece      9. bride
10. mare      11. landlady      12. bee
13. gander      14. she-goat      15. cow
16. hen      17. bitch      18. vixen
19. widow      20. daughter

### PAGE - 18

#### IX. Group the following in the proper columns.

Masculine gender	Feminine gender	Common gender	Neuter gender
uncle	queen	neighbour	house
dog	madam	bird	pen
boy	sister	baby	chair
father	heroine	servant	book
husband	goddess	player	school
boy	cow	child	lamp

#### X. Change the following to the possessive form with an apostrophe.

2. the girl's book      3. the birds nests
4. the baby's toys      5. Paul's sister
6. a children's film

**PAGE - 19**

**XI. Rewrite with apostrophe and 's'.**

1. What is your friend's name?
2. I am going to my grandmother's house.
3. Do you know Prakash's phone number?
4. When is your sister's birthday?

**SKILL FOCUS - READING**

Study the titles of these books and answer the questions that follow.

1. Panchatantra Tales
2. The Pocket Joke Book
3. George Orwell
4. Lost in the Woods
5. Space
6. The Pocket Joke Book
7. How to play the Guitar

**PAGE - 20**

**SKILL FOCUS - WRITING**

Write a few sentences about a book you have read.

To be done by the student.

**3. Pronouns**

**PAGE - 21**

**I. Fill in the blanks with the pronouns given.**

1. us    2. She    3. her    4. It    5. me
6. him    7. I    8. They    9. We    10. them

**PAGE - 22**

**II. Rewrite the following with possessive pronouns.**

2. The necklace is hers?
3. Is this book yours?
4. Is this dog yours?
5. That coat is mine.
6. He is a friend of mine.
7. That comb is hers.
8. Our house is bigger than theirs.

9. The watch is his.
10. I will do my work and you do yours.

**III. Choose the right word.**

1. her    2. your    3. Ours    4. mine
5. his    6. our    7. their    8. its
9. yours    10. hers

**PAGE - 23**

**IV. Fill in the blanks with the right pronoun.**

1. oneself    2. yourself    3. himself
4. myself    5. himself    6. itself

**V. Choose an indefinite pronoun from the box.**

1. someone    2. Everyone    3. No one
4. anyone    5. everywhere    6. something
7. One    8. Nothing    9. Someone
10. No one

**PAGE - 24**

**VI. Complete the sentences with the given pronouns.**

1. Either    2. neither    3. Either    4. Each
5. Neither    6. Neither

**SKILL FOCUS - READING**

Answer these questions.

1. They visited the Birla Planetarium.
2. They watched a sky show.
3. It was a spectacular show.
4. The solar system is made up of planets, satellites, asteroids and much more.
5. The next day, they made a report and presented it in class.

**PAGE - 25**

**SKILL FOCUS - WRITING**

Write a few sentences about a place you visited with your class.

To be done by the student.

**4. Adjectives**

**PAGE - 26**

**I. Complete the following with suitable adjectives of your own.**

2. comfortable, loose fitting
3. humorous / sincere / honest ; pessimistic / dishonest
4. melodious / fast ; loud
5. funny ; sad      6. spicy ; bland

**II. Choose a word from box A and a word from box B to complete the following.**

1. Loud music                      2. high altitude
3. foreign languages      4. fresh air
5. black clouds                      6. silly jokes

**PAGE - 27**

**III. Complete the blanks with compound adjectives given in the box.**

1. well-behaved                      2. heart-broken
3. good-looking                      4. well-known
5. brightly-lit                      6. well-mannered
7. old-fashioned                      8. short-tempered
9. open-minded                      10. red-handed

**PAGE - 28**

**IV. Fill in the blanks with adjective forms of the words in brackets.**

1. hungry      2. national      3. successful
4. famous      5. poisonous      6. juicy
7. Woollen      8. enjoyable
9. harmful      10. energetic

**V. Change these words to adjectives.**

1. wooden      2. funny      3. historical
4. adventurous      5. peaceful      6. natural
7. powerful      8. scientific      9. talkative
10. charming      11. interesting      12. shocking
13. angry      14. proud
15. comfortable      16. valuable      17. sensible
18. creative      19. troublesome
20. shameful

**PAGE - 29**

**VI. Form opposites using suitable prefixes.**

1. unfortunate      2. inconvenient
3. dishonest      4. illegal
5. irregular      6. impolite
7. abnormal      8. anti social
9. atheist      10. non-poisonous

**VII. Fill in the blanks with opposites of the adjectives by adding prefixes.**

1. uncomfortable      2. indecent
3. impossible      4. illegible
5. disobedient      6. unclear
7. inhuman      8. irresponsible
9. illiterate      10. inadequate

**VIII. Complete the sentences with an adjective and an infinite after it.**

2. happy to see                      3. wrong to jump
4. pleased to meet                      5. shocked to hear
6. unable to sit                      7. glad to join
8. interested in going                      9. ready to go
10. free to stay

**PAGE - 30**

**IX. Fill in the blanks with adjectives of number or quantity.**

1. enough      2. many      3. little      4. much
5. little      6. Many      7. three      8. whole

**PAGE - 31**

**X. Complete the following with the adjectives given.**

1. their      2. your      3. his      4. her      5. my      6. our

**XI. Fill in the blanks with suitable forms of adjectives given.**

1. highest      2. better      3. lighter
4. hottest      5. greatest      6. largest
7. most useful      8. oldest      9. easier
10. more comfortable

**XII. Rewrite the sentences in the positive de-**

gree using 'not, as....as'.

2. Sugar is not as sweet as honey.
3. A hill is not higher than a mountain.
4. Apples are not cheaper than oranges.
5. Silver is not costlier than gold.

#### PAGE - 32

**XIII. Rewrite the following sentences in the comparative degree without changing the meaning. The first one is done for you.**

2. Mumbai is bigger than Delhi.
3. A computer is more expensive than a TV.
4. A peacock is more beautiful than a hen.
5. An aeroplane is faster than a train.

#### SKILL FOCUS - READING

**Read the following passage and answer the questions that follow.**

1. huge, intelligent, strong, her bivorous
2. Plant-eating
3. The trunk is the most sensitive organ in the elephant.
4. Elephant cover themselves with dust, bathe in water and take mud baths to protect their skin.
5. Elephants carry heavy logs or transport travellers.

#### PAGE - 33

#### SKILL FOCUS - WRITING

**Read the information below and write sentences about each of them. The first one is done for you.**

2. Mona is 12 years old. She is short and slim. She has an oval face with black eyes, short nose and a wide mouth. Her hair is wavy. She has a dark complexion. She is friendly, attractive and honest.
3. Chetan is 13 years old. He is tall and fat. He has a long face, blue eyes, a hooked nose

and thin lips. He has short hair. He has a wheatish complexion. He is shy decent, active and hardworking.

### 5. Verbs - Present Tense

#### PAGE - 36

**I. Fill in the blanks with the right form of verb.**

1. drives
2. has
3. freezes
4. weighs
5. agree
6. smell
7. flies
8. washes
9. sow
10. enjoys

#### PAGE - 37

**II. Expand the clues using don't or doesn't as shown.**

2. She doesn't remember my name.
3. I don't have any free time.
4. A peacock doesnot fly high.
5. We don't need your help.

**III. Fill in the blanks with don't or doesn't + a suitable verb.**

2. don't attend
3. don't watch
4. don't cost
5. doesn't sell
6. don't have
7. doesn't have
8. doesn't take
9. don't take
10. doesn't look

**IV. Complete the sentences with don't or doesn't.**

2. doesn't taste
3. doesn't like
4. doesn't cost
5. doesn't consume/need
6. doesn't have
7. don't like
8. don't give

#### PAGE - 38

**V. Make questions with do or does.**

2. When does your father come home from work?
3. How many hours does it take to reach the station?



4. How many copies do you have now?
5. How much does a DVD player cost?
6. Which do you prefer, vegetarian.
7. What do you like to play?
8. Whom do you want to meet?
9. Where does this bus go?
10. Why does your grandfather take medicines?

#### PAGE - 39

##### I. Complete the sentences with present continuous form of the verb in brackets.

2. is feeding                      3. are renovating
4. is knitting                    5. are expecting
6. am looking for                7. are having
8. is snowing                    9. is packing
10. are decorating

##### II. Fill in the blanks with am not, isn't or aren't + -ing forms.

2. is not going                  3. are not talking
4. am not doing                5. are not eating
6. is not raining                7. am not enjoying
8. is not coming                9. are not working
10. is not leaving

#### PAGE - 40

##### III. Make questions using am, is or are to get the following answers.

2. are the girls doing?
3. is he going to the hospital?
4. are you waiting for?
5. is Hari searching for?
6. dress is Bina wearing?
7. book are you reading?
8. are your cousins coming?
9. are you going?
10. are the men arguing about.

##### I. Tick (✓) the right answer.

1. is practising                  2. is washing
3. is raining                    4. is looking

5. spends                        6. are baking
7. is hiding                    8. am coming
9. melts                         10. loves

#### PAGE - 41

##### SKILL FOCUS - READING

##### Choose the correct answer.

1. late on Sundays              2. watering the plants
3. wash the clothes
4. has breakfast and tidies up her room
5. helping dad

##### SKILL FOCUS - WRITING

##### I. Write a few sentences about how you spend your Sundays or holidays.

To be done by the student.

#### PAGE - 42

##### II. Describe the picture in present continuous tense.

To be done by the student.

#### PAGE - 44

##### I. Fill in the blanks with have / has + past participle forms of verbs in brackets.

2. has written                    3. have changed
4. has acted                    5. has lost
6. have lived                    7. have known
8. have arrested

##### II. Complete the sentences with haven't / hasn't + past participle form of the verb in brackets.

2. hasn't started                3. haven't visited
4. haven't seen                5. haven't decided
6. haven't read                7. hasn't found
8. haven't booked              9. haven't eaten
10. hasn't come

#### PAGE - 45

##### III. Make questions with have or has to get these answers.

2. Have you read Harry Potter?



3. Have they gone out?
4. Have you finished your exams?
5. Has she been to the USA?
6. Have you received the letter?
7. Has your teacher given you homework?
8. Have all the students written the test?
9. Has the weather improved?
10. Has the syllabus changed?

#### **PAGE - 46**

#### **IV. Write your own answers to these questions.**

To be done by the student.

#### **I. Look at the pictures below and write what has been happening.**

- The man has been waiting at the bus stop for more than an hour.
- The boy has been playing cricket since morning.
- Gagan is wet because he has been swimming for an hour.
- The artist has been painting this picture for more than a week.

#### **PAGE - 47**

#### **II. What have these people been doing since morning?**

2. Joe and Jane have been doing housework since morning.
3. Sindhu had been reading a book since morning.
4. The players have been practising for the match since morning.
5. Vishal has been working on his science project.

#### **III. Respond to these situations. Use the present perfect continuous tense.**

2. have been fishing      3. have been doing
4. has been learning      5. have been living

#### **PAGE - 48**

#### **IV. Complete the sentences with negative forms as shown.**

2. haven't been sleeping
3. hasn't been feeling
4. hasn't been eating
5. haven't been drinking

#### **V. Make questions in present perfect continuous.**

2. What have you been doing since yesterday?
3. How long have they been painting the house?
4. How long has he been working here?
5. How long has your mother.

#### **PAGE - 49**

#### **SKILL FOCUS - READING**

**Answer these questions.**

1. Sarkar does magic.
2. He has been doing magic shows for over 25 years.
3. He has performed both in India and abroad.
4. His father has taught him magic.
5. He has started a Magic School for kids.

#### **PAGE - 50**

#### **SKILL FOCUS - WRITING**

**Write about the changes or developments that have taken place recently in your city or town or school.**

To be done by the student.

## **6. Verbs - Past Tense**

#### **PAGE - 51**

#### **I. Fill in the blanks with the past forms of verbs given in brackets.**

1. hung      2. fell, hurt      3. fed      4. fixed
5. lay      6. rode      7. wilted      8. weighed
9. fought      10. spread

**PAGE - 52**

**II. Fill in the blanks with didn't + verb.**

1. didn't pay      2. didn't make
3. didn't buy      4. didn't drive
5. didn't catch      6. didn't swim
7. didn't find      8. didn't like

**III. Complete the questions in simple past tense using 'did'.**

2. How much did the dress cost?
3. Who asked Jeevan for the book?
4. What did the girls do all evening?
5. How did the children behave?
6. Why did you lose the match?

**PAGE - 53**

**I. Fill in the blanks with past continuous tense. Use was / were + verb + ing.**

2. was playing      3. was running
4. were swimming      5. was hanging
6. were having      7. was watching
8. was rising      9. was dancing
10. was cleaning

**PAGE - 54**

**II. Fill in the blanks with the negative form of past continuous tense.**

**Use wasn't or weren't + verb + ing.**

2. wasn't driving      3. wasn't raining
4. weren't listening      5. wasn't looking

**III. Make questions to get these answers.**

2. Where was he hiding?
3. What were you doing all day?
4. How was he feeling after the treatment?
5. Whom were you talking to?

**PAGE - 55**

**SKILL FOCUS - READING**

**Answer the questions below.**

1. Danny was going home.
2. He was listening to music on his headphone.

3. The police officer asked Danny to stop because he was riding the bike very fast without a helmet.
4. The police officer booked a cash of rash driving and fined him.
5. Danny rode his bike slowly after that.

**PAGE - 56**

**SKILL FOCUS - WRITING**

**Where did you go yesterday? What did you see? Write all about it.**

To be done by the student.

**PAGE - 57**

**Fill in the blanks with the past perfect tense form of the verb given. Use had + past participle form of verb.**

2. had learnt      3. had fallen      4. had broken
5. had taken      6. had sold      7. had seen
8. had eaten      9. had brushed      10. had swept

**PAGE - 58**

**SKILL FOCUS - READING**

**Answer the questions.**

1. Elvis Presley was an American singer.
2. He went to a recording studio to make a record for his mother.
3. The owner of Sun Records, Sam's secretary heard his singing.
4. He sang in the choir.
5. People called him "The King of Rock and Roll Music."

**PAGE - 59**

**SKILL FOCUS - WRITING**

**Now write a paragraph with the clues given.**

Enid Blyton was an English writer of children's books. She was born on August 11, 1897 in London, UK. As a child, she was bright and very active in school events. She

wrote 800 books for children on adventure, mystery, fantasy. She was the seventh best selling author with 600 million copies sold. Her famous books are 'Famous Five', 'The Secret Seven', 'The Noddy Books'. She died on November, 28, 1968 at the age of 71.

## 7. Verbs - Future Tense

### PAGE - 64

#### I. Fill in the blanks with will + verb.

1. will win      2. will take      3. will break down
4. will forget      5. will stop      6. will move
7. will help      8. will turn      9. will get
10. will feel

#### II. These people are about to do something.

Write what they have planned to do.

2. I am going to visit her.
3. I am going to write.
4. We are going to buy a laptop.
5. She is going to take rest.
6. I am going to sleep.

### PAGE - 65

#### III. Fill in the blanks with will not + verb.

2. will not speak      3. will not take part
4. will not work      5. will not deliver

#### IV. Answer the questions.

Write true sentences in affirmative (will) or negative form (will not).

To be done by the student.

#### V. Make questions with 'will'. Begin with Wh words.

2. What will she do next month?
3. Where will you go this summer?
4. How long will the doctor be at the clinic?
5. Who will receive you at the airport?
6. How long will they stay with you?

### PAGE - 66

#### I. Complete the sentences with future continuous tense. (will be + verb + ing)

2. will be watching      3. will be giving
4. will be practising      5. will be celebrating
6. will be landing      7. will be seeing
8. will be opening      9. will be visiting
10. will be staying

### PAGE - 67

#### II. Make negative forms. Use will not be + verb + ing.

2. will not be coming      3. will not be going
4. will not be celebrating
5. will not be attending

#### III. Make questions in future continuous tense using suitable Wh words.

2. How will she be travelling?
3. Whom will they be meeting?
4. Where will you be trekking?
5. Where will mother be visiting the new Mall?
6. Who will be inaugurating the Shopping Mall?

### PAGE - 68

#### IV. Answer the following in future continuous tense. Write true sentences about yourself. To be done by the student.

#### I. Complete the sentences with future perfect tense of the verb.

2. will have got      3. will have increased
4. will have become      5. will have found
6. will have arrived      7. will have built
8. will have reached      9. will have painted
10. will have started

### PAGE - 69

#### SKILL FOCUS - READING

Answer the following questions.

1. The study says that in the next century, schools will no longer exist.

2. We will learn through computers.
3. Teachers will check students' mails and clear their doubts.
4. Some say this is not a good system.
5. Students will miss out on social interaction.

**PAGE - 70**

### **SKILL FOCUS - WRITING**

**Write a few sentences about a world without schools.**

A world without schools would be an amazing place for children because they needn't wake up early, do homework or write exams. They will however not learn discipline. They will miss out on fun with friends. They will not learn good manners, and team work without schools. Further, all parents will not be able to teach children so, many will not be able to study. A world without schools will create a world without education.

**PAGE - 71**

### **GRAMMAR CHALLENGE**

**Tick (✓) the right verb.**

1. tastes      2. depends      3. hate
4. is ringing      5. were making      6. revolves
7. will be taking      8. wrote
9. have learnt      10. gained      11. had taken
12. were doing      13. speaks      14. comes
15. has been suffering      16. will have written
17. follows      18. spent      19. had phoned
20. has been

### **8. Finite and Non-Finite Verbs**

**PAGE - 73**

**I. Underline the finite verbs in the given sentences.**

1. bought      2. demanded      3. complete

4. wakes up      5. demolished      6. refused

**II. Fill in the blanks with infinitives.**

2. to attend      3. to walk      4. to come
5. to borrow      6. to sing      7. to use
8. to play      9. to open      10. to play

**III. Complete the following using participles. (present or past)**

2. Making      3. Hearing      4. Seeing
5. bruning      6. Encouraged      7. rolling
8. Defeated

**PAGE - 74**

**IV. Fill in the blanks with gerunds.**

2. collecting      3. Reading      4. Sleeping
5. watching      6. Smoking

**V. Correct these sentences and rewrite them.**

1. We went to the mall to buy a music player.
2. I always enjoy watching a rainbow.
3. She avoids meeting strangers.
4. He is thinking of selling his car.
5. She was confident of winning the prize.

### **9. Modal Verbs**

**PAGE - 78**

**I. Fill in the blanks with the given modals.**

1. Would      2. should / ought to
3. May      4. will      5. can      6. must
7. should      8. should, shouldn't      9. should
10. used to / would

**II. What would you say in the following situations? Use the modals given in brackets.**

1. Could I use your dictionary, please?
2. Would you please lend me your camera?
3. You should wake up early.
4. I can dance.
5. I am used to drinking tea.
6. I used to read many books.

7. Would you like to have some chocolate?
8. I would like to fly like a bird.
9. I will be a doctor when I grow up.
10. The weather will be dry this week.

#### PAGE - 79

##### III. Underline the correct answer.

1. must      2. shouldn't      3. needn't
4. Shall      5. couldn't      6. Would
7. can't      8. should      9. used to
10. ought to

#### PAGE - 80

##### SKILL FOCUS - READING

Answer these questions.

1. He would sit by the window to have a view of the sea.
2. He ordered cheese pizza.
3. He ordered some orange juice.
4. He realised he hadn't brought his wallet.
5. The manager said the man he could pay when he came the next time.

#### PAGE - 81

##### SKILL FOCUS - WRITING

Have you been in a situation where you realised that you forgot something very important? Write a few sentences about it.

To be done by the student.

#### PAGE - 82

##### FUN WITH GRAMMAR!

Look at the pictures below.

Write sentences from the clue box.

- You must see a doctor.
- You must drop the litter in the dustbin.
- You must wear a helmet.
- It might rain today.
- Could you please help me?
- You should behave well.
- Would you like some coffee.

- May I come in, teacher?
- Shall we go to the park?

## 10. Adverbs

#### PAGE - 83

##### I. Fill in the blanks with adverb form of words given in brackets.

1. seriously    2. angrily    3. well    4. urgently
5. obediently    6. secretly    7. suspiciously
8. eagerly    9. anxiously    10. nervously

#### PAGE - 84

##### II. Choose an adverb from the box.

1. soon      2. later      3. early      4. late
5. yesterday    6. recently    7. tomorrow
8. today      9. lately      10. now

##### III. Choose an adverb from the box.

1. indoors    2. there    3. above    4. away
5. around    6. inside    7. down    8. outside
9. backwards    10. abroad

#### PAGE - 85

##### IV. Answer the following questions about you. Use adverbs of frequency (in bold) in your answers.

To be done by the student.

#### PAGE - 86

##### V. Choose an adverb of degree.

1. much      2. thoroughly      3. almost
4. enough    5. very    6. too    7. deeply
8. highly    9. quite    10. rather
11. extremely    12. completely

#### PAGE - 87

##### SKILL FOCUS - READING

Read the passage below and answer the questions that follow.

1. Tenali Rama was a minister at the court of Krishna devaraya,
2. Tenali Rama told his wife that there were

many thieves, so they must keep all the money and jewels safe.

3. They filled the box with heavy stones.
4. The thieves wanted to take out the box by draining out all the water from the well.
5. No, they didn't.
6. Tenali Rama was happy because the plants in his garden were watered well.

**PAGE - 88**

### **SKILL FOCUS - WRITING**

**Read up a story of Tenali Rama and write it in your own words.**

To be done by student.

## **11. Prepositions**

**PAGE - 89**

### **I. Complete the sentences with prepositions in, on, at.**

1. on    2. on    3. in    4. on    5. at
6. in    7. on    8. on    9. at, in    10. on

### **II. Choose the right preposition.**

1. against    2. in front of    3. by    4. behind
5. between

**PAGE - 90**

### **III. Fill in the blanks.**

1. over    2. to    3. across    4. to
5. along    6. off    7. into    8. onto
9. through    10. towards

### **IV. Fill in the blanks with prepositions of time.**

1. at    2. on    3. during    4. in
5. since    6. at, in    7. in, at    8. at
9. for    10. while

**PAGE - 91**

### **V. Tick (✓) the right preposition of time.**

1. in    2. at    3. on    4. on    5. in

### **VI. Use a preposition to fill in the blanks. You can use for, with, of.**

1. for    2. for    3. of    4. with    5. of

### **VII. By or with?**

1. by    2. with    3. by    4. with    5. with

**PAGE - 92**

### **VIII. For or at?**

1. at    2. at    3. for    4. for    5. at

### **IX. Add suitable prepositions to complete the following questions.**

1. at    2. for    3. of    4. about    5. to
6. with    7. for    8. to    9. in    10. of

### **X. Fill in the blanks with suitable phrases from those given.**

1. admission into    2. care of
3. interest in    4. faith in
5. attention to    6. demand for
7. expert in    8. knowledge of
9. complaint against    10. love for

**PAGE - 93**

### **XI. Fill in the blanks with suitable phrases from those given.**

1. grateful to    2. famous for
3. proud of    4. anxious about
5. tired of    6. contented with
7. familiar with    8. sorry for
9. impressed with    10. faithful to

### **XII. Fill in the blanks with suitable phrases.**

1. begged for    2. agree with
3. hope for    4. cured of
5. boast of    6. escaped from
7. applied for    8. died of
9. apologise to    10. wait for

**PAGE - 94**

### **XIII. Varsha is back from Delhi after a holiday at her friend's place.**

**Read Varsha's letter to her cousin and fill in the missing prepositions.**

for, with, in, to, of, to, in, of, to, during



at, in, for, to, of

**PAGE - 95**

**SKILL FOCUS - READING**

**Read the passage below and answer the questions that follow.**

1. The man asked his sons to fill up three rooms completely with something.
2. The first son had filled the room with hay.
3. The second room was filled with bricks.
4. The man saw a small lamp that filled the room with bright light.
5. Yes, because it was a smart idea. The other sons did hardwork, the third son did smart work.

**PAGE - 96**

**SKILL FOCUS - WRITING**

**Did you get a great idea anytime? Did anyone appreciate you for the idea? Write about it.**

To be done by the student.

**PAGE - 97**

**GRAMMAR CHALLENGE**

**What's wrong with the use of prepositions?**

1. The application forms will be given from 4 pm to 6 pm.
2. The First World War was fought during 1914 - 1918.
3. We went on a holiday to Goa last summer.
4. He joined the music class.
5. I am going home.
6. She has been busy for two weeks.
7. He is speaking on the phone.
8. Keep on the left, please.
9. We go to school on foot walk.
10. He visited many foreign countries.
11. He will come next summer.

12. We reached the airport at 6 pm.
13. We pay all our bills in time.
14. I don't agree with you.
15. The government agreed to the workers' demands.
16. Open to page 35 of your books.
17. My birthday is in October.
18. You must attend to your duties.
19. She is different from her brother.
20. She is married to a doctor.

## **12. Conjunctions**

**PAGE - 99**

**I. Choose a conjunction from the box.**

1. or
2. nor
3. and
4. so
5. for
6. but
7. yet

**II. Match the two parts of the sentence.**

1. for he had a meeting
2. although she was full
3. because he was tired
4. and went to bed
5. but he doesn't like brinjal

**PAGE - 100**

**III. Fill in the blanks with subordinating conjunctions given.**

1. while
2. Unless
3. though
4. after
5. because
6. If
7. whereas
8. whether
9. whenever
10. when

**PAGE - 102**

**IV. Rewrite the sentences with suitable correlative conjunctions.**

1. Raghu is not only a great sports man but also a bright student.
2. I can't whether to study French or Spanish.
3. The clinic provides pet care services both for cats and dogs.

4. Neither size 7 nor size 8 are available.
5. You can exercise either in the morning or in the evening.
6. No sooner had the game started than it began to rain.

#### PAGE - 103

#### V. Make your own sentences with these correlative conjunctions.

To be done by the student.

#### SKILL FOCUS - READING

Answer these questions.

1. Sports and games are important because they keep us fit and healthy.
2. Playing sports improves breathing, strength and helps building muscles.
3. We should practise a few movements and postures before we begin to play.
4. We should do stretches to help muscles relax.
5. To be written by the student.

#### PAGE - 104

#### SKILL FOCUS - WRITING

Write a few sentences about a sport you like.

To be done by the student.

#### PAGE - 105

#### FUN WITH GRAMMAR!

Match the two parts adding the conjunctions given.

- It was getting dark so we went home.
- He ate an apple because he was hungry.
- We went to the museum but it was closed.
- You can do it today or tomorrow.
- He is rich yet he is unhappy.
- I can't wear this as it is too tight.
- Sam went out to play although his mom told him not to.

- I will do my homework and go to bed.

#### PAGE - 106

#### GRAMMAR CHALLENGE

Choose the correct conjunction.

1. untill      2. as soon as      3. evenif
4. although      5. though      6. no sooner
7. so that      8. nor      9. not only ... but also
10. even though      11. lest      12. whereas

### 13. Direct and Indirect Speech

#### PAGE - 110

#### I. Change the following sentences to indirect speech.

1. He said that he was learning French.
2. Mohan said that he wanted a glass of water.
3. Rohit said that he could dance.
4. Arun said that he would phone me.
5. Bina said that she was hungry.
6. Banu said that he didn't like watching films.
7. Bunty said that he had done his homework.
8. The cook said that he would make fish curry.

#### PAGE - 111

#### II. Do the exercise below with the help of the example given for each.

1. Arun told Anil that he played football.
2. Mother said that she had written the letter.
3. The teacher told Rahul that he was improving.
4. The principal told the boy that he might get the 1st rank if he tried hard.
5. Mother told me that she had spoken to my class teacher.

#### III. You met Amar, a friend of yours after six months.

2. changed his job.      3. was n't very well.



4. bought a car.
5. know what Rohit was doing.
6. write to me.    7. come and stay with him.

**PAGE - 112**

**IV. Change the following sentences into indirect speech or reported speech.**

Indirect : to shout.

Indirect : to tell anybody about it.

Indirect : not to worry.

Indirect : I could use his telephone.

Indirect : what his name was.

Indirect : why she was late.

Indirect : I played cricket.

Indirect : where the bus stop was.

## **14. Active and Passive Voice**

**PAGE - 113**

**I. Do the exercise with the help of the example given for each.**

1. Letters are delivered by a postman.
2. The car is being repaired by the mechanic.
3. The trees have been cut down by them.
4. The kites were being flown by the boys.
5. The sweets had been eaten by the children.
6. The report will be sent by us.
7. All the questions must be answered.
8. The house was built by them 100 years ago.
9. A pen can be used.
10. Butter is made from milk.

**PAGE - 114**

**II. Complete the sentences using passive forms of verbs given.**

2. has been painted.    3. have been blown.
4. has been washed.    5. have been invited.

**III. Complete the following suitably. Use was or were + past participle.**

2. was woken up    3. was caught
4. was bitten    5. have been delivered

## **15. Descriptive Writing**

**PAGE - 116**

**Now write about any local event or celebration in your state.**

To be done by the student.

**PAGE - 117**

**Now write a description of any national event or international event.**

To be done by the student.

**PAGE - 118**

**Now write about your favourite place like home, restaurant or movie theatre.**

To be done by the student.

**PAGE - 119**

**Now write a paragraph about "A City".**

A city is a place where many people live together. A city has many buildings and streets. It has apartments, houses, big shopping centers, school, restaurants and cinema theatres. People like to live in the city because it has many facilities and services. People living in cities lead a modern lifestyle. They do business, work in government offices or in private companies. Life in the city is full of activity. There is noise and pollution. The population is high. The people are always in a rush. Many people from villages are migrating to cities for better education, medical facilities and jobs.

## **16. Editing and Proofreading**

**PAGE - 120**

**I. Spot the mistakes!**

On Sunday, Preetham went to Ankit's house to play. They played chess. After the game, both the boys went inside to have some snacks and watch television.

**II. Spot the mistakes in the paragraph.**

Do you know what Ranjit did last weekend? He went to the beach with his family. First Ranjit built a sand castle. Then he collected seashells. After that he went swimming with his brother. Ranjit had a wonderful time at the beach.

**III. Spot the mistakes in the paragraph.**

I am Mina. Today is Saturday. I am going for shopping with my mom. We are going to buy clothes for Diwali. I want new black shoes too. I also need a sweater. We are also going to buy a birthday present for my friend. Tomorrow is her birthday.

**PAGE - 121**

**IV. Spot the mistakes in the paragraph.**

The library in our school opens every day. The students go to the library every morning and read there all day.  
There is a canteen near the library. Some students take lunch in the canteen.  
The library is always busy!

**V. Spot the mistakes in the paragraph.**

Some days are good and some are bad. Today is a bad day. I woke up very late. My alarm clock did not ring. I took a shower and got dressed. I couldn't find my socks. I searched and finally found them. Then I ran to the bus stop. The bus had left. So I went home. When I was removing my shoes, I saw that my socks were of two different colours. I felt very sad and went to bed.

**VI. Spot the mistakes in the paragraph.**

Kite flying is a great family activity. My dad and I enjoy flying kites. We make our own kites. We decide the colour, shape and size of the kites. I look forward to this weekend. We are going to take the kites to the terrace and fly them there. You will enjoy it too so, make your own kites and have fun.

**PAGE - 122**

**VII. Spot the mistakes in the paragraph.**

My uncle and aunt live in the country side. They always say that the clean, fresh air there has a good effect on their health. They have a farm with many animals. They spend all the time looking after them. Life in the country side they say, is quiet and peaceful.

**VIII. Spot the mistakes in the paragraph.**

Abraham Lincoln always persevered in the face of defeat. After losing the race for the US Senate in 1859, Lincoln tried again and contested for the president's post. This time, he was elected. Lincoln fought the civil war in order to keep the United States together. In 1863, Lincoln issued the Emancipation proclamation which frees enslaved people in the south. His legacy will continue for years to come.

## **17. Letter Writing**

**PAGE - 123**

**1. Write a letter to your friend inviting him to your city or town during the holidays.**

1-202 / B, Park street  
Hyderabad  
20th February 2020  
Dear Sohan,

Hope you are doing well. How did you write your exams ? I have finished my exams. I did them quite well. I will receive my progress card in the first week of May. What are you planning to do ? Why don't you come here for your holidays ? There are lots of interesting places to visit here. We can have a lot of fun together. Please do write to me about your plans. Convey my best wishes to your family

Sincerely yours,

Mohan

**PAGE - 124**

**2. Invite a friend to your birthday party.**

1-20 / B, Park street

Hyderabad

20th March 2020

Dear Sabitha,

You are invited to attend my birthday party on the 6th of May at my house at 6 pm. Do bring your little brother along. Looking forward to seeing you.

sincerely yours,

Kavitha

**PAGE - 125**

**Write a leave letter to the class teacher asking him / her to grant you three days leave to attend a cousin's wedding.**

1-20 / B, Park street

Hyderabad

1st Feb 2020

The class teacher

Class VI

Little Hearts School

Hyderabad

Sir / Madam,

As my cousin's wedding is fixed for the 10th of this month I will not be able to attend school for 3 days (from 9th to 11th). Hence I request you to grant me leave for three days.

Thanking you,

yours obediently,

Mohan

VI B

## GRAMMAR TREASURE BOOK - 7

### 1. Use of Articles

PAGE - 6

**I. Fill in the following with a or an.**

1. a    2. a    3. an    4. a    5. an  
6. an    7. an    8. an    9. an    10. a

**II. Write sentences using articles. The first one is done for you.**

2. It's a bird.                      3. It's a mountain range.  
4. It's a river.                    5. It's a butterfly.  
6. It is a city.                    7. It's a vehicle.  
8. He's an actor                9. He is a leader.  
10. It is an island.

PAGE - 7

**III. Answer the following using articles.**

2. an editor                              3. a helmet  
4. an outdoor game                    5. an axe  
6. an express train  
7. an interview / an exam            8. a harbour  
9. an artist                              10. an atlas

**IV. Supply the missing articles and rewrite the sentences.**

2. My brother is in the army.  
3. I have a one-rupee coin.  
4. I have got a headache.  
5. Can you count the stars in the sky?  
6. Cricket is an indoor game.  
7. Add a teaspoon of salt to the fish curry.  
8. He is an honourable man.  
9. An apple a day keeps the doctor away.  
10. Balram is an honest shopkeeper.

PAGE - 8

**V. Complete the sentences with 'the' or zero article (Ø).**

1. Ø    2. the    3. Ø    4. the, the    5. the

6. Ø    7. the, the    8. Ø    9. the    10. the

**VI. Fill in the blanks with 'a', 'an' or the.**

1. The, the    2. The    3. the    4. a    5. the  
6. a    7. The, a, the    8. an    9. an  
10. The, the

PAGE - 9

**VII. Complete these short passages with a, an or the.**

1. a, a, The, the                              2. a, a, The, the  
3. the, the, the, a, the                      4. an, the, the

PAGE - 10

**SKILL FOCUS - READING**

Read the passage and answer the questions that follow.

1. A good breakfast is an important part of staying healthy and active.  
2. We feel energetic during the day.  
3. We can have a toast a glass of milk, an egg and a fruit or idlis and dosas.  
4. We feel hungry all the time.  
5. Breakfast helps us focus better, learn more and perform well during the day.

PAGE - 11

**SKILL FOCUS - WRITING**

Do you have breakfast? What do you usually have? How do you feel when you eat / don't eat breakfast? Do you skip breakfast sometimes? Why? Write a few sentences about it.

To be done by the student.

### 2. Simple, Complex and Compound Sentences

PAGE - 13

**I. Change these simple sentences to com-**

### **pound sentences.**

2. He worked hard but he didn't pass.
3. The boy did good work so, the teacher praised the boy.
4. The men finished the work and went home.
5. He was lazy so he didn't do any work.
6. We must eat or we cannot live.
7. He is rich yet he is not happy.
8. She is a good singer and she is a good dancer.
9. You must study hard otherwise you cannot score well in the exam.
10. She is popular for she gives brilliant speeches.

### **PAGE - 14**

#### **II. Change the compound sentences to simple sentences.**

2. The rain having stopped, we continued the game.
3. You must hurry to catch the train.
4. Having eaten breakfast he left for office.
5. You must do exercise to lose weight.
6. Besides being beautiful, she is intelligent.
7. Despite being long the story was interesting.
8. You must practise to win the game.
9. The sun having risen, the sky became clear.
10. They did not have funds to finish the project.

### **PAGE - 15**

#### **III. Change the compound sentences to complex sentences.**

2. When the clown entered the circus ring all the people started laughing.
3. He is a famous magician who has done magic shows all over the world.

4. Though she is very young she is responsible.
5. He fed the dogs before he went out.
6. As I had a headache I went to bed early.
7. If you invite them they will come.
8. I took the next bus at 9 because I missed the bus at 8 o'clock.
9. I will talk to you if you improve your behaviour.
10. If you attend all the classes, you can write your exams.

### **PAGE - 16**

#### **SKILL FOCUS - READING**

**Answer the questions below.**

1. Colours show different moods.
2. An artist uses colours.
3. We feel happy and energetic when we see bright colours.
4. Secondary colours are formed by mixing two primary colours.
5. Black, white and grey are the neutral colours.

### **PAGE - 17**

#### **SKILL FOCUS - WRITING**

**What are your favourite colours? Where do you see them? Why do you like them? What colours make you feel happy?**

To be done by the students.

## **3. Nouns**

### **PAGE - 18**

**I. Underline the nouns in the sentences below. Then write them under the right columns.**

1. crowd      2. class      3. Ashoka, king
4. People, Mandarin, China
5. Clothes, cotton, wool, silk

6. team, match      7. health, happiness  
8. India, match      9. truth  
10. fleet, harbour

Proper	Common	Collective	Material	Abstract
Ashoka	king	crowd	cotton	health
India	match	class	wool	happiness
China	harbour	team	silk	truth

#### PAGE - 19

#### II. Change these sentences from singular to plural form. Remember to change the verbs also into plural form.

- How old are these children?
- The diagrams are neat.
- How much are these shirts?
- Look at those paintings. They are beautiful.
- Keep the glasses on the shelf.

#### III. Change these sentences from plural to singular form.

- My brother lives in the USA.
- The school was closed for summer vacation.
- The class begins at 8 a.m.
- There are books on the shelf.
- The thief committed a robbery.

#### PAGE - 20

#### IV. Tick (✓) the right answer.

- a few    2. some    3. some    4. a little
- many    6. some    7. many    8. a
- some    10. much

#### PAGE - 21

#### V. Fill in the blanks with suitable words.

- some    2. any    3. much    4. an
- some    6. a lot of    7. many    8. some
- many    10. a lot of

#### VI. SHOPPING TIME!

Fill in the blanks with suitable words.

a, a pair of, some, some, some, some, a pair of, a, a, an

#### VII. Choose the right word.

- is    2. are    3. have    4. are    5. is
- are    7. are    8. has    9. is    10. is

#### PAGE - 22

#### VIII. Tick (✓) the right answer.

- scenery    2. bread    3. luggage
- information    5. a pair of pants
- groceries    7. furniture
- a piece of advice    9. surroundings
- paper

#### IX. Change the gender of the following.

- man-servant    2. mare    3. waitress
- widower    5. grand daughter
- spinster    7. peahen    8. emperoreess
- doe    10. bitch    11. bridegroom
- madam

#### PAGE - 23

#### X. Put the following gender nouns in proper columns.

masculine gender	feminine gender	common gender	neuter gender
hero	niece	scientist	frock
author	landlady	cousin	book
monk	hen	student	radio
god	actress	lawyer	brick
poet	nun	player	paper

#### XI. Change the following to the possessive form with an apostrophe.

- the girl's eyes    3. Lata's songs
- driver's seat    5. girls' school
- baby's face    7. my mother's name
- students' hostel

**PAGE - 24**

**XII. Say whether the following are right or wrong, and correct them if necessary.**

1. **X** name of the school
2. ✓ 3. ✓ 4. ✓ 5. ✓
6. **X** Balu's house

**SKILL FOCUS - READING**

**Read the passage and answer the questions that follow.**

1. The dog is considered the most faithful of man's friends because he stands by his master in prosperity, in poverty, health and sickness.
2. The grey hound and the fox hound are used for hunting.
3. Blood hounds are used to track criminals.
4. St. Bernard dogs saved the lives of travellers who lost their way in the snow of the Alps.
5. Faithfulness, intelligence.

**PAGE - 25**

**SKILL FOCUS - WRITING**

**Write a few sentences about how having pets can make us better humans.**

To be done by the student.

**4. Pronouns**

**PAGE - 26**

**I. Fill in the blanks with suitable personal pronouns given.**

1. him 2. us, We 3. it 4. it 5. them
6. They 7. you 8. me 9. him 10. We

**PAGE - 27**

**II. Choose the right answer.**

1. yours 2. mine 3. hers 4. his 5. ours

**III. Fill in the blanks with the pronouns given.**

1. yourself 2. himself 3. herself
4. ourselves 5. itself 6. myself

7. themselves 8. yourself 9. myself

10. yourselves

**PAGE - 28**

**IV. Add an indefinite or distributive pronoun to complete each sentence.**

1. no one 2. Everyone 3. anyone
4. Someone, no one 5. some
6. Each 7. All 8. One 9. neither
10. other

**V. Join each pair of sentences using the relative pronouns given in brackets.**

1. This is the book which I lost yesterday.
2. Show me the watch that your father bought for you.
3. The book which has a brown cover belongs to me.
4. We met a man yesterday who is a famous singer.
5. He was a great leader whom all the people respected.
6. Give me the letters that the postman gave you.
7. This is the road that leads to the station.
8. The girl who is sitting there is my sister.
9. The teacher punished the boys who did not do the homework.
10. This is the man whose car has been stolen.

**PAGE - 29**

**VI. Match the two parts of the sentence with a suitable relative pronoun.**

1. A park is a place where we can play.
2. She is the girl who sang the song.
3. Did you see the dress which I bought yesterday?
4. He is a person whom I respect the most.
5. She is the student whose handwriting in the best.



6. This is the cake that Mary made.
7. January is the month when I was born.

#### PAGE - 30

#### VII. Add interrogative pronouns to the following.

1. whom 2. Who 3. What 4. Which 5. Where

#### VIII. Tick (✓) the right pronoun.

1. these 2. this 3. those 4. that 5. those

#### PAGE - 31

#### SKILL FOCUS - READING

Read these passage and answer the questions that follow.

1. A simple way to protect the environment is to remind yourself to 'Turn it off'.
2. We can save power by turning off lights and TV.
3. We can save water by not keeping the tap open.
4. We can recycle and reuse it.
5. The Earth is the only home we have.

#### PAGE - 32

#### SKILL FOCUS - WRITING

Think of ways in which you can protect the environment.

To be done by the student.

## 5. Adjectives

#### PAGE - 33

#### I. Complete the following with suitable adjectives.

1. healthy, strong, sparkling
2. elegant, sharp, clear
3. cool, cheap, durable

#### PAGE - 34

#### II. Add a suitable adjective to complete the following.

1. violent 2. populous 3. crowded

4. barren 5. eloquent 6. responsible
7. awful 8. spacious 9. spicy
10. terrible

#### III. Put the adjectives in the right order.

2. big, fat, black cat
3. an old Belgium oval mirror
4. hot, delicious vegetable shop
5. an expensive, new white car.
6. a stylish white cotton dress.
7. a lovely new blue leather jacket.
8. a nice long summer holiday.

#### PAGE - 35

#### IV. Fill in the blanks with the given words.

1. each 2. A few 3. a 4. many
5. any 6. Every 7. All 8. a few / some
9. twelve 10. A little

#### V. Choose the right possessive adjective.

1. his 2. your, My 3. her 4. Their
5. our 6. my 7. Its 8. her
9. its 10. their

#### PAGE - 36

#### VI. Tick (✓) the right answer.

1. that 2. these 3. this 4. that 5. these

#### VII. Underline the distributive adjectives in the following.

1. Every 2. Each 3. either 4. Neither
5. either 6. Every

#### PAGE - 37

#### VIII. Form adjectives by using suitable suffixes.

2. friendly 3. foolish 4. greedy
5. famous 6. woollen 7. mischievous
8. seasonal 9. loving 10. dangerous
11. easy 12. wonderful

#### IX. Fill in the blanks with suitable forms of words given.

2. virtuous 3. comfortable 4. friendly
5. cloudy 6. hasty 7. funny
8. beautiful



**X. Form opposites of the following adjectives using suitable prefixes.**

2. uncomfortable   3. disloyal   4. unfortunate
5. unfaithful   6. dishonest   7. illegible
8. uncultured   9. disobedient   10. unclean
11. illiterate   12. inexpensive   13. unimportant
14. impure

**PAGE - 38**

**XI. Fill in the blanks with the opposites of the adjectives in bold.**

1. untidy      2. unmarried      3. impatient
4. irregular      5. unsafe      6. barren
7. inattentive      8. careless / reckless

**XII. Underline the right adjective.**

1. interested      2. excited      3. disappointed
4. exhausted      5. shocking      6. furnished
7. irritating      8. satisfying

**PAGE - 39**

**XIII. Fill in the blanks with the adjectives given.**

1. tiring      2. exciting      3. shocking
4. boring      5. confusing      6. terrifying
7. embarrassing      8. surprising
9. amusing      10. interesting

**XIV. Fill in the blanks with a suitable adjective + infinitive.**

1. shocked to hear      2. shy to speak
3. soft to touch      4. healthy to eat
5. happy to know

**PAGE - 40**

**XV. Fill in the blanks with suitable forms of adjectives given.**

1. cheaper      2. faster      3. more difficult
4. hottest      5. longest      6. most interesting
7. most intelligent      8. most enjoyable

**SKILL FOCUS - READING**

**Read the passage below and answer the questions that follow.**

1. When the world was created it was a very happy place with no sorrow.
2. Pandora was a beautiful and graceful girl created by the Gods.
3. The gods told Pandora not to open the box.
4. Pandora became curious and she opened the box a little bit.
5. When Pandora opened the box, out came the devils the God has locked inside-anger, sorrow, jealousy, misery, greed and hatred.

**PAGE - 41**

**SKILL FOCUS - WRITING**

**Imagine how the world would be if Pandora didn't open the box. Write a few sentences.**

To be done by the student.

**6. Verbs - Present Tense**

**PAGE - 42**

**I. Choose the correct answer.**

1. am writing      2. does      3. is playing
4. am studying      5. visit      6. walks
7. is riding      8. are watching      9. drives
10. is rising

**PAGE - 43**

**II. Complete the paragraphs with simple present or present continuous tense of the verb.**

1. lives, goes, likes, eats, is going, is wearing, is carrying
2. meet, play, go, are playing, are practising
3. likes, likes, is listening, reads, likes, is reading

**PAGE - 44**

**III. Choose the right negative forms.**

1. don't follow                      2. are not watching
3. are not sleeping                4. doesn't eat
5. is not raining

**IV. Read the sentences. Make questions in simple present or present continuous.**

1. When do your parents leave for work?
2. What are you doing now?
3. What type of colours do you prefer?
4. What are you thinking about?
5. How long does it take for you to get home?

**V. Change these simple present questions to present continuous tense.**

2. Is Gita coming to school?
3. Is the sun shining?
4. Are you listening to the radio?
5. Is the teacher explaining the lesson?

**PAGE - 45**

**VI. Choose the right answer.**

1. have visited                      2. has taught
3. have been playing              4. have finished
5. have known                      6. has started
7. has taken                         8. has washed
9. have been waiting              10. has lived

**PAGE - 46**

**VII. Make negative sentences in present perfect tense.**

2. The stock hasn't arrived yet.
3. She hasn't had her breakfast yet.
4. We haven't been to foreign countries.
5. He hasn't got selected for the job.

**VIII. Make questions in present perfect tense.**

2. Has the boy woken up?
3. Have they won any matches?
4. Have you been to the Taj Mahal?
5. Have you travelled on a plane?

**IX. Look at the pictures below and write what these people have been doing or what has**

**been happening. Use the present perfect continuous tense. (have been or has been + verb + -ing)**

2. has been playing                3. has been writing
4. has been watching

**PAGE - 47**

**X. Read the situations and write sentences as shown.**

2. has been teaching since the age of 20.
3. have been living in Hyderabad for 20 years.
4. have been playing since morning.
5. has been acting in films for ten years.

**XI. For each situation, ask a question.**

**The first one is done for you.**

2. have you been suffering from cough?
3. have you been waiting for me?
4. have you been writing?

**PAGE - 48**

**SKILL FOCUS - READING**

**Read the passage below and answer the questions that follow.**

1. The Agarwals have been making preparations for a wedding in the family.
2. They have planned the menu.
3. They have booked rooms in a hotel for the guests.
4. They have been distributing cards for a week.
5. They haven't yet finished making all the arrangements.

**PAGE - 49**

**SKILL FOCUS - WRITING**

**What arrangements have you made for a trip or for a wedding or for a festival or celebration?**

**Write a paragraph in present perfect or present perfect continuous tense.**

**To be done by the student.**

## 7. Verbs - Past Tense

### PAGE - 50

I. Fill in the blanks with the verbs in the past tense. Put them in the positive and negative forms as shown.

2. a. won      b. didn't win
3. a. came      b. didn't come
4. a. had      b. didn't have
5. a. wore      b. didn't wear

II. Rewrite the sentences using the right forms of verbs given. The first one is done for you.

2. didn't wake up, woke up
3. didn't eat, ate
4. didn't drink, drank
5. didn't begin, began

### PAGE - 51

III. Make questions to get the following answers. Use did.

2. did you buy?      3. did you meet?
4. did you spend?
5. days did you stay at Ooty?
6. did you come late?
7. did you lose your umbrella?
8. dress did you chose?
9. did you meet?      10. did she do all day?

### PAGE - 52

IV. Fill in the blanks with the past continuous form of verbs given.

2. was boarding      3. was singing
4. was raining      5. was dancing
6. was paining      7. was studying
8. was shining, were singing
9. was doing      10. were talking

V. Fill in the blanks with the negative form of past continuous tense.

2. wasn't sleeping      3. weren't listening
4. wasn't wearing      5. wasn't working

### PAGE - 53

VI. Make questions using the past continuous tense. The first one is done for you.

2. Why were you sleeping?
3. What were you wearing?
4. Where were you sitting last evening?
5. Who was driving the car?

VII. Choose the right answer.

1. rang      2. was crossing      3. happened
4. spread      5. were practising      6. entered
7. was sleeping      8. were having
9. were listening      10. were clenaing

### PAGE - 54

VIII. Complete the sentences with past perfect tense of the verb given.

2. had stolen      3. had watched
4. had cut      5. had hidden      6. had gone
7. had forgotten      8. had taken
9. it had rained      10. had drunk

### PAGE - 55

IX. Fill in the blanks with negative form of past perfect tense.

2. hadn't slept      3. hadn't read
4. hadn't eaten      5. hadn't cooked
6. hadn't seen      7. hand't done
8. hadn't visited      9. hadn't corrected
10. hadn't begun

X. Give short answers.

To be done by the student.

### PAGE - 56

#### SKILL FOCUS - READING

Answer the questions.

1. The man was having a walk after his dinner.
2. He heard someone screaming help! help!
3. The police knocked the door of the house.

4. They asked her why she was crying.
5. The woman was actually singing a song, while having a shower.

**PAGE - 57**

### **SKILL FOCUS - WRITING**

**Write about a funny incident that happened with you.**

To be done by the student.

## **8. Verbs - Future Tense**

**PAGE - 58**

### **I. Complete the sentences using simple future tense (will + verb).**

1. will visit      2. will be      3. will have
4. will get      5. will understand
6. will undergo      7. will find      8. will discover
9. will become      10. will improve

**PAGE - 59**

### **II. Fill in the blanks with negative form of simple future tense. (won't + verb)**

1. won't be      2. won't reach
3. won't change      4. won't suit
5. won't join      6. won't carry
7. won't wait      8. won't progress
9. won't use      10. won't play

### **III. Make questions to get these answers. (use will)**

2. What will you study when you grow up?
3. How will she learn drawing?
4. How many students will be there at the Meet?
5. Where will you have dinner?

**PAGE - 60**

### **IV. Read the following situations and complete the sentences using 'going to'.**

2. I am going to clean it.
3. It is going to rain.

4. I am going to attend the party.
5. I am going to eat something.
6. I am going to buy a new pair.

### **V. Now complete these sentences in future tense with am / is / are + verb + ing.**

2. is joining      3. is getting      4. are flying
5. are going

**PAGE - 61**

### **VI. Fill in the blanks with 'will be + -ing' forms of verbs given.**

2. will be leaving      3. will be staying
4. will be selling      5. will be writing
6. will be meeting      7. will be spending
8. will be phoning

### **VII. The Prime Minister is visiting Hyderabad. His programme is given below. Write sentences using will be + -ing form of the verbs.**

2. At 9 am, he will be meeting the Chief Minister.
3. At 10 am, he will be taking part in Children's Day Celebrations.
4. At 12 noon, he will be visiting the flood-hit areas and talking to flood victims.
5. At 6 pm, he will be attending a seminar at DRDL.
6. At 8 pm, he will be having dinner hosted by the Chief Minister.
7. At 9 pm, he will be leaving for Delhi.

**PAGE - 62**

### **VIII. Complete the sentences using the negative form of future continuous tense. (will not be + verb + ing)**

2. will not be going      3. will not be attending
4. will not be sleeping

**PAGE - 63**

### **IX. Make questions in future continuous tense**

using 'Wh' words.

2. Who will be taking our class tomorrow?
3. Where will Vikram be studying next year?
4. How many children will be visiting the science fair?
5. When will they be leaving?

**X. Complete the sentences with the future perfect tense. Use will have + past participle form of verb.**

- |                         |                     |
|-------------------------|---------------------|
| 2. will have developed  | 3. will have landed |
| 4. will have received   | 5. will have risen  |
| 6. will have taken over | 7. will have read   |
| 8. will have changed    | 9. will have gone   |
| 10. will have ripened   |                     |

**PAGE - 64**

#### **SKILL FOCUS - READING**

Read the passage and answer the questions that follow.

1. The person wants to go to Switzerland.
2. He wants to go in winter.
3. He wants to learn skiing.
4. He will see all the snow-capped mountains there.
5. He will spend ten days there.

**PAGE - 65**

#### **SKILL FOCUS - WRITING**

What will you do if you win a lottery of one-crore rupees? Write a few sentences about it.

To be done by the student

### **9. Conditional Sentences**

**PAGE - 69**

- I. Make zero conditional sentences using the words.**
2. Ice floats if you drop it in water.
3. You gain weight if you eat fast food.

4. If you study hard you get good grades.
5. If you eat well, you look healthy.
6. Water evaporates if you boil it.

**PAGE - 70**

**II. Fill in the blanks with zero conditional.**

- |              |           |           |          |
|--------------|-----------|-----------|----------|
| 1. scratches | 2. tastes | 3. scolds | 4. get   |
| 5. buys      | 6. takes  | 7. carry  | 8. drops |
| 9. cry       | 10. grow  |           |          |

**PAGE - 71**

**III. Complete these sentences with will and your own ideas.**

- |                               |                              |
|-------------------------------|------------------------------|
| 2. will have lots of fun      | 3. will buy a car            |
| 4. will win a prize           | 5. will miss the bus         |
| 6. will be healthy            | 7. will see the Eiffel Tower |
| 8. will visit my grandparents |                              |
| 9. will lose weight           | 10. will ask my teacher      |

**IV. What will happen? Answer these questions in first conditional.**

2. If I go out in the sun, I will get a skin tan.
3. If I drive a vehicle rashly, I will have an accident.
4. If I am sick, I will see a doctor.
5. If I have a holiday, I will go to my home town.
6. If it is very cold, I will wear warm clothes.
7. If my neighbour plays loud music, I will tell him politely to turn down the volume.
8. If I visit New York, I will visit the Statue of Liberty.
9. If I find a hundred rupee note in the street, I will give it to someone needy.
10. If I fail an exam, I will feel sad.

**PAGE - 72**

**V. Complete these sentences with the second conditional.**

2. would go on a world tour.
3. would feel disappointed.

4. would fall sick.
5. would reach on time.
6. would perform on stage.
7. would learn music / dance.
8. would see all the places there.
9. would do exercise
10. would look good

#### **PAGE - 73**

#### **VI. Match the beginnings to the correct endings.**

1. If Sara had money, she would buy a big house.
2. If he performed well, he would win a prize.
3. If you paid attention, you would learn better.
4. If you were regular to class, you would understand.
5. If people were kinder, the world would be a better place.

#### **VII. Complete these sentences with the third conditional.**

2. would not have lost your call phone.
3. would have bought the play station.
4. would have stayed at home.
5. she would have finished MBBS.
6. would have paid the fees.

#### **PAGE - 74**

#### **VIII. Match the two parts of the sentence.**

1. If you had driven carefully, you wouldn't have met with an accident.
2. If they had come earlier, they wouldn't have missed the flight.
3. If we had played better, we would have won.
4. If you had locked the car, it wouldn't have been stolen.
5. If you had had experience, you would have

got the job.

#### **IX. Write sentences in third conditional for these situations.**

1. If we had gone to the movie theatre early, we would have got tickets.
2. If we had had enough money, we would have gone on a holiday.
3. If my father had given me permission, I would have gone for the picnic.
4. If the house had been within the city limits, we would have bought the house.
5. If I had understood the sum, I would have done it.

#### **PAGE - 75**

#### **X. Tick (✓) the right answer.**

1. you will pass the examination.
2. they would have won the match.
3. I would fly around the world.
4. if he had been careful.
5. find out the details.
6. she would have recovered fast.
7. it causes indigestion.
8. if I were you.

### **10. Finite and Non-Finite Verbs**

#### **PAGE - 77**

#### **I. Finite or Non-Finite? Say whether the highlighted words are finite or non-finite verbs.**

1. non-finite    2. finite    3. non-finite
4. non-finite    5. finite

#### **PAGE - 78**

#### **II. Complete the following non-finite sentences with the right words.**

1. collecting    2. crossing    3. to have
4. travelling    5. Hunting    6. Learning

7. to go      8. to come      9. listening
10. to take

**III. Tick (✓) the right answer.**

1. having done      2. walking      3. being
4. hearing      5. taking      6. eating
7. to see      8. hum

**IV. Combine the sentences using -ing form, bare infinitive or infinitive.**

1. The woman cleaning the floor is our new maid.
2. Robert worked hard to get scholarship for higher studies.
3. The couple decided not to go to that restaurant again.
4. I heard the children crying.
5. The doctor advised her to take more rest.
6. Can you smell the toast burning?
7. It is better to keep your savings in the bank.
8. It is not easy to wake up early.
9. I saw her going to college.
10. We watched the cat climbing the tree.

## 11. Direct and Indirect Speech

### PAGE - 80

**I. Change the following sentences to indirect speech.**

1. He said that he was feeling bored.
2. The boy said that he didn't like homework.
3. He said that he couldn't swim.
4. She said that she was fond of sweets.
5. Grandfather said that he couldn't find his glasses.
6. Our neighbours said that they were going on a holiday.
7. My friend said that he would visit me on Sunday.

### PAGE - 81

**II. Do the exercise below with the help of the example given for each of the following.**

1. Arun told Anil that he went to the library.
2. Mother told her son that he was watching television for too long.
3. Chintu said that he had written the homework.
4. The teacher told the boy that he might pass if he worked hard.
5. My friend said that he had met Hari.
6. Sam said that it had been snowing there all winter.
7. Sheela said that it would rain that day.
8. The man said that he could do magic.

### PAGE - 82

**III. Change the following sentences into indirect speech.**

Indirect : stay in bed for a few days.

Indirect : wait for him.

Indirect : she wanted to go to the Taj Mahal.

Indirect : I could lend him some money.

Indirect : I would help her.

Indirect : how old I was.

Indirect : what I was doing.

Indirect : he knew English.

Indirect : my mother worked.

### PAGE - 83

**IV. Complete the following suitably.**

2. to slow down      3. to help
4. to see the doctor      5. to repeat it

## 12. Active and Passive Voice

### PAGE - 84

**I. Change the following to passive voice.**

1. taught by a teacher.



2. being watered by him.
3. has been broken by the children.
4. were being fed by them.
5. had been sold by them.
6. will be conducted by us.
7. must be followed.
8. can be used.
9. was invented by Edison.
10. is made from sugarcane.

#### PAGE - 86

#### II. Complete the following in the passive form.

1. employed by them in the factory.
2. covered by water.
3. owned by them.
4. closed in December.
5. followed by us.
6. spoken by people all over the world.
7. been approved by us.
8. arrested by the police.
9. inaugurated by the President.
10. rushed by them to the hospital.

#### III. Underline the correct answer.

1. was questioned      2. examined
3. need      4. received      5. was checked
6. were looked after      7. were injured
8. will sell      9. encouraged      10. were cancelled

#### PAGE - 87

#### SKILL FOCUS - READING

Read the passage and answer the questions that follow.

1. Wood is crushed by machines.
2. The pieces of wood are mixed with water and chemicals.
3. Pulp is produced from the pieces of wood.
4. The sheets of paper are spinned by other machines.
5. No, all the grades of paper are not made by the same chemical process.

#### PAGE - 88

#### SKILL FOCUS - WRITING

Read the flow chart and write a short paragraph in passive voice.

It is sent to the decantation tank. From there, it is sent for filtration. After filtration the water is sent big pipes to storage tank. From the storage tank, water is distributed to houses through pipes.

### 13. Modal Verbs

#### PAGE - 89

#### I. Fill in the blanks with can or could.

1. can      2. Could      3. could      4. could
5. Can      6. can      7. could      8. could
9. can      10. could

#### PAGE - 90

#### II. Fill in the blanks with can't or couldn't.

1. couldn't      2. can't      3. couldn't
4. can't      5. can't

#### III. Arun had a fracture. He was in bed for a month. Guess what he could do / could not do.

Could do	Could not do
He could eat.	He could not walk.
He could sit.	He could not go to school.
He could watch TV.	He could not play.
He could talk.	He could not meet his friends.

#### IV. You are now 12 years old. What are the things you can do now? What are the things you can do at 18?

To be done by the student.

#### V. Finish these sentences with will or won't.

1. will      2. won't      3. will      4. will
5. won't      6. won't      7. will      8. will
9. won't      10. won't



**PAGE - 91**

**VI. Rewrite these sentences with would or wouldn't as shown.**

2. she wouldn't be home before 6 o'clock.
3. she would explain the sum again.
4. he would call me after I event home.
5. it would rain for the next 24 hours.
6. he would her cross the road.
7. he would speak to his parents.
8. the operation would take 2 hours.
9. India would not win the World Cup.
10. she would not buy me a cell phone.

**PAGE - 92**

**VII. Shall or Shall not?**

1. shall    2. shall not    3. shall not    4. Shall
5. shall    6. shall    7. Shall    8. shall not

**PAGE - 93**

**VIII. Should or Shouldn't?**

1. should    2. should    3. should
4. shouldn't    5. shouldn't    6. shouldn't
7. shouldn't    8. should

**IX. What should / shouldn't they do?**

1. She should take rest.
2. He should pay attention in class.
3. He shouldn't use the cell phone while driving.
4. He shouldn't eat snacks between meals.
5. You should learn English.
6. People should take permission before entering.
7. You should eat more.
8. They shouldn't play music this loud at this hour.

**PAGE - 94**

**X. Write sentences for each as shown.**

- May I use your phone?
- May I sit here?

May I come in?

- I may go out this evening.  
I may change my school.  
I may watch a movie this weekend.
- May God bless you!  
May all your dreams come true!  
May God give you courage and strength!
- You may do it tomorrow.  
You may take the book.  
You may sit here.

**XI. Fill in the blanks with must or mustn't + a suitable verb.**

2. mustn't tell    3. must stop
4. must throw    5. must see
6. mustn't eat    7. must
8. mustn't disturb    9. mustn't play
10. must lose

**PAGE - 95**

**XII. Write some rules made by your parents.**

To be done by the student.

**XIII. Expand the clues using ought to / ought not to.**

2. You ought not to waste time.
3. He ought to save money.
4. She ought to take medicine.
5. You ought to wake up early.

**XIV. Give advice by using 'ought to'.**

- B : We ought to fasten our seat belts.  
B : He ought to work hard.  
B : You ought to join an English course.  
B : He ought not to waste his time.

**PAGE - 96**

**XV. Write sentences with 'need to'.**

2. I need to buy a new pair.
3. You need to have an Aadhar Card.
4. He needs to be careful.
5. I need to take anti-rabies vaccine.

**PAGE - 97**

**XVI. Write sentences with 'used to' in place of those given.**

- Children used to read a lot of books in the past.
- Meena used to have long hair before.
- My grandmother used to tell me stories at bed time when I was younger.
- People used to travel by rickshaws in the 70s.

**PAGE - 98**

**XVII. Write the sentences using be + used to as shown.**

- Kiran is used to cold weather.
- Mother is used to drinking coffee in the morning.
- People are used to noise in the city.
- Ms Ann is used to working with children.

**XVIII. Fill in the blanks with suitable modals.**

- can, can't      2. can      3. could
- Will / Can      5. Could      6. should
- Would      8. can      9. can
- should / must

**14. Adverbs**

**PAGE - 100**

**I. Fill in the blanks with suitable adverbs.**

- decently      2. lazily      3. dangerously
- wisely      5. patiently      6. comfortably
- terribly      8. busily      9. respectfully
- politely, rudely

**PAGE - 101**

**II. Change the adjectives (in bold) to adverbs and rewrite the sentences.**

- greedily      3. politely      4. seriously
- warmly      6. fluently      7. regularly

- carefully      9. easily      10. well

**III. Look at the picture and answer the questions.**

- Yes the boy is talking loudly.
- Yes, the man is driving carefully.
- Yes, the girl is dressed neatly.
- No, the children are not sitting quietly.
- Yes, the boy has done the sum correctly.

**PAGE - 102**

**IV. Fill in the blanks with suitable adverbs of place.**

- anywhere      2. there      3. outside
- upstairs      5. indoors      6. here
- down      8. abroad

**V. Choose the right adverb of time.**

- today      2. early      3. already      4. later
- yet

**PAGE - 103**

**VI. Add the adverb given and write a sentence of your own.**

To be done by the student.

**VII. Choose an adverb of degree from the box.**

- enough      2. very      3. really      4. almost
- quite      6. rather      7. barely      8. hardly
- extremely      10. too

**PAGE - 104**

**SKILL FOCUS - READING**

**Read the passage below and answer the questions that follow.**

- Amit went to a fair with his parents.
- He got lost in the fair.
- A young girl helped him.
- The girl took him to the announcement counter.
- His father came to the announcement counter to take him.

## SKILL FOCUS - WRITING

Use your own ideas to complete the following story. (Give it a happy ending)

Preetham was walking to school one day. Suddenly, a car stopped and two men got out. They quickly lifted Preetham and pushed him into the car. Preetam was terrified but soon he gathered courage. He got an idea. He said he wanted to go to the toilet by the roadside. When the car stopped, he ran as fast as he could and shouted out for help. Soon, some people came and rescued him from the kidnappers.

## 15. Prepositions

## I. Choose the right preposition.

1. on    2. into    3. since    4. for    5. on
6. from    7. beneath    8. by    9. at    10. with

## II. Fill in the blanks with a suitable preposition.

1. from    2. for    3. of    4. from    5. into
6. for    7. for    8. with    9. of    10. in

## III. Complete the blanks with a suitable preposition.

1. of a    2. for    3. for    4. of    5. to
6. for    7. on    8. about    9. over    10. in

## IV. Fill in the blanks with the right preposition.

1. for    2. for    3. about    4. in    5. of
6. to    7. of    8. to    9. with    10. about

## V. Select the right phrasal verb to fill in the blanks.

1. run after    2. stand by    3. cut out for
4. pulled up    5. got over

6. look down upon    7. ran over
8. fell through    9. well off    10. put up with

## VI. Read the following sentences. Choose the meanings of the underlined phrases and write them in the brackets.

1. deaf    2. visited    3. came    4. search
5. understand    6. extinguish    7. postpone
8. followed    9. pass    10. save

## VII. Spot the errors and correct them.

1. He is angry with me.
2. They go to school on foot.
3. He is a student in Oxford University.
4. Open to page 45 in your books.
5. Gita has been absent since Friday.
6. We have been attending music classes for three months.
7. Sophie is married to a doctor.
8. I want to go home.
9. Vani is so different from her brother.
10. He doesn't listen to me.
11. She entered the classroom.
12. I am not good at maths.

## VIII. Complete the passage with suitable prepositions.

in, on, at, in, on, onto, from, off, to, in, at, of, for, to, at, to, at, for

## SKILL FOCUS - READING

## Answer the questions.

1. Charan woke up at 7 a.m.
2. He was worried because he would not be able to arrive at school on time.
3. He was terrified of having to face the principal.
4. The principal allowed him to go to class.
5. He decided that he would never be late to school.

PAGE - 114

**SKILL FOCUS - WRITING**

Did you ever have a bad day?

Write about all the things that happened that day.

To be done by the student.

**16. Conjunctions**

PAGE - 115

**I. Choose the right conjunction.**

1. so    2. lest    3. as    4. yet    5. but
6. and    7. though    8. or    9. if    10. unless
11. nor    12. because

PAGE - 116

**II. Combine the sentences with the conjunctions given in brackets.**

1. We will not have practice today since it is raining.
2. You will not get better at basketball unless you practise.
3. When the doorbell rang, our pet dog barked loudly.
4. I will call you as soon as I reach home.
5. He injured himself while he was playing football.

**III. Rewrite the sentences with the conjunctions given. Do not change the meaning of the sentences.**

1. In spite of the salary being low, she accepted the job.
2. Though he had the necessary qualifications, he didn't get the job.
3. I could not sleep because there was a lot of noise.
4. Although it was raining heavily, we enjoyed the trip.
5. You must not trust a stranger even if he looks like a nice person.

PAGE - 117

**IV. Write conclusions to the following sentences.**

1. I like fish.                      2. it is tasty.
3. he feels lonely.              4. you must take rest.
5. they finish the work.    6. to the beach.
7. joined the company.    8. I get good grades.
9. it didn't fit me              10. there was no holiday.

PAGE - 118

**V. Combine the sentences with the conjunctions given.**

1. Harini neither did her homework nor prepared for the test.
2. Cholera is spread either through water or through flies and waste.
3. I have joined an English course in order to improve my English.
4. I took a camera with me so that I could take some photos during my trip.
5. In spite of being busy, she cooked a nice meal for us.
6. He can not only play the piano but also compose music.
7. Work hard lest you should fail.
8. He is both rude and selfish.
9. I am going for trekking whether it rains or shines.
10. Iron is well as coal is found in India.

PAGE - 119

**SKILL FOCUS - READING**

Read the passage below and answer the questions that follow.

1. Chess is an indoor game.
2. A good player is alert, patient and persevering.
3. The player should have a great power of concentration because he must be able to

look ahead and calculate the result of every move he makes.

4. Chess is a fine form of mind exercise.
5. To be done by the student.

**PAGE - 120**

### **SKILL FOCUS - WRITING**

**Complete these sentences with your own ideas.**

To be done by the student.

## **17. Letter Writing**

**PAGE - 121**

- II. Write a letter complaining to the authorities concerned about insufficient water supply in your locality.**

T-302 Amulya Apartments,  
Gandhi marg,  
Ram Nagar.

The mayor  
Ram Nagar Municipal Corporation  
Municipal office  
Ram Nagar  
March 10, 2020

Dear sir,  
Sub : Insufficient water supply. This is to bring to your kind notice that the residents of Ram Nagar have been facing severe water shortage in the last 3 months. The bore wells too have gone dry and it is becoming increasingly difficult to manage. We hope the concerned authorities will take steps to ensure regular water supply to our area before onset of summer.

Yours faith fully  
Verma

**PAGE - 123**

- IV. Write a letter to the editor of a newspaper about the beggar menace in your area.**

The Editor,  
The National Herald,  
New Delhi.  
Sir,

The residents of Azad Nagar Delhi have been facing the beggar menace for the last six months. The beggars are mostly women who come at all odd hours and demand alms. There have been reports of thefts in the locality of late, particularly in the after noons. The women beggars steal clothes hung in the backyards or on the balcony, when the inmates are resting I hope the concerned authorities take steps to curb this menace.

Dr. K. Ravichandran  
16. Azad Nagar, New Delhi

## **18. Essay Writing**

**PAGE - 125**

**Now write a narrative essay on any such experience in your life.**

To be done by the student.

**Now write a descriptive essay that describes a person you know or like.**

**PAGE - 127**

**Now write a descriptive essay about any historical place.**

To be done by the student.

**Now write a paragraph describing an object in your home.**

To be done by the student.

**PAGE - 128**

**Now write an essay describing a process.**  
(at a bank, in the kitchen, in the factory, etc.)

To be done by the student.

**PAGE - 129**

**Now describe a procedure using the imperative.**

To be done by the student.

## **19. Information Transfer**

**PAGE - 131**

**Write a paragraph based on the information given above.**

The pie chart shows the annual expenses of Raman's family. It includes clothing, food, EMIs, medical expenses, entertainment, house rent, savings and miscellaneous expenses. From the chart it is clear that food expenses and EMIs are the highest, while house rent comes next. Entertainment, clothing, and miscellaneous expenses are 10%. Medical expenses are 5%, the least in the family. Savings are 10% which is reasonably good. It also appears the family is healthy because it spends medical expenses are less. The only thing that seems to be worrying are the EMIs. The family seems to be buying too many things on instalments. This 20% can be turned into savings.

**PAGE - 133**

**Now write a paragraph based on the information given in the web chart.**

The given web chart represent the advantages of watching television. There are some people who may call television an 'idiot box'. But with so many channels telecasting

a variety of programmes, television cannot be termed so. It has become a source for developing language skills with debates, talks and discussions. There are channels that telecast food recipes, health and fitness tips, by doctors, yoga and other forms of exercise. News Channels, the Discovery Channel, National Geographic etc are great sources of information. Sports movies, serials, game shows, music shows are forms of entertainment on television. Education related programmes, awareness programmes reach out to the illiterate masses and impart basic information to live a better life.

## GRAMMAR TREASURE BOOK - 8

### 1. Special Uses of Articles

PAGE - 7

I. Fill in the blanks with 'a' or 'an'.

1. a, a    2. a    3. an    4. a    5. a
6. an    7. an    8. an    9. a    10. an

PAGE - 8

II. Complete the passages with a or an. Put Ø if no article is required.

1. A, an, a, An, Ø    2. an, a, an, a, an, a
3. a, a, an, a    4. a, a, a
5. a, a, a, a, Ø, an

PAGE - 10

III. Fill in the blanks with the definite article 'the'. Put Ø if the article is not required.

1. the    2. Ø    3. the    4. The    5. Ø
6. the, the    7. the, Ø    8. the    9. the
10. the

IV. Read the sentences. Write ✓ for correct use of article 'the' and ✗ for incorrect use of article 'the'.

1. ✗    2. ✓    3. ✗    4. ✓    5. ✓    6. ✓
7. ✗    8. ✓    9. ✗    10. ✓

V. Complete the following passages with a, an or the. Put Ø no article is required.

1. the, an, Ø, the, Ø, the, a
2. the, the, an, a, The, the the the
3. a, A, a, the, a, the
4. a, the, the, The, a, the, the
5. a, a, the, The, an, the, a, an, the, an, the

PAGE - 11

#### SKILL FOCUS - READING

Read the passage below and answer the questions that follow.

1. The octopus is an amazing creature because it is intelligent and can learn new things just like a human.

2. An octopus defends itself by hiding itself in the sand or changing the colour of its skin.
3. It shoots ink into the water to hide itself.
4. An octopus is compared to a human being.
5. The predators of an octopus are sharks and birds.

PAGE - 12

#### SKILL FOCUS - WRITING

Expand the clues to make a paragraph on the 'Giant Panda'.

The giant Panda is an animal that is native of China. It has a black and white coat. It eats about 10 kg of bamboo a day. It has a black and white coat. It has a lifespan of 20 years. Pandas are good climbers.

PAGE - 13

#### FUN WITH GRAMMAR!

Fill in the right word from the box to make a simile.

- |                        |                      |
|------------------------|----------------------|
| as light as a feather. | as cute as a kitten. |
| as cool as a cucumber. | as fierce as a lion. |
| as sweet as honey.     | as free as a bird.   |
| as clever as a fox.    |                      |
| as proud as a peacock. |                      |
| as tall as a giraffe.  | as easy as ABC.      |
| as cold as ice.        | as hard as a nail.   |

### 2. Phrases and Clauses

PAGE - 15

I. Rearrange the words in the brackets to form noun phrases and rewrite the sentences.

1. Mili was given the task of cooking for the entire family.
2. She began taking piano lessons last month.
3. Every day he practises shooting the ball into the net.



4. He does his work without wasting any time.
5. Their favourite pastime was hanging around shopping malls.
6. Vasu is skilled at repairing electrical appliances.

**II. Underline the correct words.**

1. making      2. doing      3. to help
4. making      5. started      6. to accept

**PAGE - 16**

**III. Join the pairs of sentences by changing the second sentence into an adjectival phrase.**

2. We saw a magnificent horse with a splendid mane.
3. These are delicious mangoes from Hyderabad.
4. Pranavi is a singer trying to make a name for herself.
5. Mother Teresa took care of old people, abandoned by their families.
6. The principal spoke to the students in the hall.
7. We rode in carts drawn by horses.
8. We eat vegetables from our garden grown by my mother.
9. John passed the exam with flying colours.
10. I bought a dress with geometric designs.

**IV. Underline the adverb phrase in the following sentences.**

2. once a month      3. whole week
4. once upon a time      5. in a short time

**PAGE - 17**

**V. Rearrange the words in the brackets and complete the sentences.**

1. A minor accident occurred causing a major traffic jam.
2. A tree crashed down in last night's storm damaging one of the houses.

3. She always speaks in a polite manner.
4. She succeeded because of her hard work.
5. He appeared calm inspite of his anger.
6. He is active inspite of his health problems.
7. You look fresh despite the heat.
8. He gave her many gifts so as to please her.

**I. Change the phrases into clauses using the words given in brackets.**

2. He hopes that he will win the first prize.
3. The shepherd found the sheep which he had lost.
4. Gopal lives in a house which has marble flooring.
5. He is ashamed because he cannot read and write.
6. When I reached home, I found the house locked.

**PAGE - 18**

**II. Rearrange the words in brackets and complete the sentences.**

1. They liked the film because it was true to life.
2. He worked long hours because he was ambitious.
3. The moon was still in the sky even though the sun had risen.
4. He was climbing a hill when his foot slipped.
5. We bought her a mobile phone so that we could easily contact her.
6. She ran so fast that she became breathless.
7. The children danced while the piper played.
8. She takes medicine so that she may become well.
9. I would buy a car if I had a lot of money.
10. We reached late because the car broke down.



### 3. Transformation of Sentences

#### PAGE - 19

##### I. Change these exclamatory sentences to assertive sentences.

2. It is a pleasant surprise.
3. It is very nice of you.
4. He is very careless.
5. It is a wonderful idea.

#### PAGE - 20

##### II. Change these assertive sentences to interrogative sentences.

2. Who can forget that experience?
3. Isn't he a bright student?
4. Aren't dogs faithful?
5. Didn't she attend the party?

##### III. Change these imperative sentences to assertive sentences.

2. You should never run fast.
3. You should not tell lies.
4. You should come on time.

#### PAGE - 21

##### IV. Change these simple sentences to complex sentences.

2. When Lincoln was a child, he did not go to school.
3. When the hunter saw a lion, he climbed up a tree.
4. The girl who is sitting to Raghu is his sister.
5. He proved that he was innocent.

##### V. Change these complex sentences to compound sentences.

2. He must work hard or he cannot pass the exam.
3. She was unwell so she did not attend classes.
4. The boy could not find his mother so he started.
5. Eat less junk food and you will be healthy.

##### VI. Change compound to complex sentences.

2. Although he is very rich, he is a miser.
3. The children wore new clothes before they went to the temple.
4. When the thief saw the policeman he ran away.
5. If you study well, I will take you out.

#### PAGE - 22

##### VII. Change to the other degrees of comparison as shown.

2. Delhi is more crowded than any other city.  
Delhi is the most crowded city.
3. Crocin is more effective than any other medicine.  
Crocin is the most effective medicine.
4. China is larger than any other country.  
China is the largest country.
5. Tea is more popular than any other beverage.  
Tea is the most popular beverage.

#### PAGE - 23

##### VIII. Change the comparative degree to positive degree as shown.

2. Rohan is not as intelligent as Mohan.
3. The roads in Kolkata are not as crowded as those in Mumbai.
4. Steel is not as heavy as lead.
5. No, other river is as long as the Nile.

##### IX. Change the sentences to other degrees as shown.

2. Asoka was greater than many other Kings of India very few kings were as great as Asoka.
3. The cow is more useful than many other animals. Very few animals are as useful as the cow.
4. J.K. Rowling is more successful than many other author of the world. Very few authors in the world are as successful as J.K. Rowling.

5. Mumbai is bigger than many other Cities of India very few cities of India are as big as Mumbai.

**PAGE - 24**

- X. In each of these, sentence A is complete but sentence B is not.

Complete sentence B, making it similar in meaning to sentence A.

1. Having completed the work, he asked for the payment.
2. In spite of suffering from a serious illness, he had a positive attitude.
3. Can anything be gained without effort?
4. He must have forgotten the mobile phone at home.
5. If you take the train instead of the bus, you can reach early.
6. No sooner had the plane left the airport than the mishap took place.
7. If we had a map, we would not have got lost in the jungle.
8. The sea was very rough so we could not go swimming.
9. Though we invited the pop star for the show, he didn't turn up.
10. Had you slept well last night, you wouldn't feel tired now.

**PAGE - 25**

**SKILL FOCUS - READING**

Answer these questions.

1. New Year's Day is on January 1st.
2. People have New Year Parties, light fire-works and cut a cake and also have a feast.
3. We wish them 'A very happy New Year'.
4. It brings hope for new beginnings and anticipation of new experiences.
5. It inspires people to set goals they wish to achieve in the new year.

**PAGE - 26**

**SKILL FOCUS - WRITING**

Write a paragraph about your resolutions for the New Year.

To be done by the student.

**4. Nouns**

**PAGE - 28**

- I. Find the proper nouns in the word search and write them in the blanks given.

Make use of the hints given.

- |           |            |            |           |
|-----------|------------|------------|-----------|
| 1. BIRBAL | 2. HOLI    | 3. MAY     | 4. EDISON |
| 5. MONDAY | 6. REDFORT | 7. SACHIN  |           |
| 8. DELHI  | 9. ASIA    | 10. AMAZON |           |

**PAGE - 29**

- II. Fill in the blanks with the common nouns given.

- |                 |                  |
|-----------------|------------------|
| 1. philatelist  | 2. lexicographer |
| 3. cartographer | 4. florist       |
| 5. astronomer   | 6. geologist     |
| 7. stenographer | 8. architect     |
| 9. curator      | 10. sculptor     |

- III. Match the following.

- |          |                  |             |          |
|----------|------------------|-------------|----------|
| 1. crew  | 2. pack          | 3. suite    | 4. pride |
| 5. troop | 6. anthology     | 7. regiment |          |
| 8. team  | 9. constellation | 10. band    |          |

- IV. Form abstract nouns from the words given.

- |                |               |              |
|----------------|---------------|--------------|
| 2. invention   | 3. failure    | 4. innocence |
| 5. laughter    | 6. relaxation | 7. poverty   |
| 8. instruction |               |              |

**PAGE - 30**

- V. Fill in the blanks with the correct forms of words given.

- |                  |                 |              |
|------------------|-----------------|--------------|
| 1. pilgrimage    | 2. laughter     | 3. knowledge |
| 4. advertisement | 5. decision     | 6. loss      |
| 7. wisdom        | 8. announcement |              |
| 9. information   | 10. success     |              |

**VI. Underline the correct answer.**

- |                        |                 |                     |
|------------------------|-----------------|---------------------|
| 1. luggage             | 2. brick        | 3. scenery          |
| 4. advice              | 5. hair         | 6. people           |
| 7. spectacles          | 8. work         | 9. trousers         |
| 10. fish               | 11. glass       | 12. five-star hotel |
| 13. three-month course | 14. sons-in-law |                     |

**PAGE - 31**

**VII. Tick (✓) the right answer.**

- |             |          |          |          |
|-------------|----------|----------|----------|
| 1. many     | 2. much  | 3. a few | 4. a few |
| 5. a little | 6. many  | 7. much  | 8. some  |
| 9. some     | 10. many |          |          |

**PAGE - 32**

**VIII. Write the other gender form of these nouns.**

- |               |                |              |
|---------------|----------------|--------------|
| 1. fiancée    | 2. bride groom | 3. witch     |
| 4. duchess    | 5. sheep       | 6. landlady  |
| 7. peahen     | 8. fox         | 9. priestess |
| 10. authoress | 11. mistress   | 12. heiress  |
| 13. waitress  | 14. ox         | 15. duck     |
| 16. nun       |                |              |

**IX. Add the possessive apostrophes wherever necessary.**

3. the top of the page.
4. the name of this street
5. the children's toys.
6. yesterday's newspaper.
7. the manager of the company
8. our neighbour's garden
9. Priya's wedding,
10. the girl's eyes
11. the beginning of the month
12. the name of the book,

**PAGE - 33**

**SKILL FOCUS - READING**

**Read the following passage and answer the questions that follow.**

1. John Roebling wanted to build a spectacular bridge connecting New York with the long Island.

2. A tragic accident on the site took the life of John Roebling.
3. Every one had a negative comment to make.
4. His wife and some engineers helped Washington.
5. This passage tells us that we should have a never-say-die attitude.

**PAGE - 34**

**SKILL FOCUS - WRITING**

**You have just read how Washington succeeded in spite of his handicap. Write a short paragraph about any brave person you know or have read about.**

To be done by the student.

**5. Pronouns**

**PAGE - 35**

**I. Fill in the blanks with the correct pronouns.**

- |         |        |         |         |            |
|---------|--------|---------|---------|------------|
| 1. I    | 2. you | 3. they | 4. them | 5. you, it |
| 6. her  | 7. me  | 8. she  | 9. us   | 10. it     |
| 11. him | 12. he |         |         |            |

**PAGE - 36**

**II. Complete the letter with suitable pronouns.**

it, they, them, you, me, him, me

**III. Fill in the blanks with the given pronouns.**

- |              |            |               |
|--------------|------------|---------------|
| 1. ourselves | 2. myself  | 3. yourselves |
| 4. himself   | 5. herself | 6. themselves |

**PAGE - 37**

**IV. Fill in the blanks with the given pronouns.**

- |                       |              |            |
|-----------------------|--------------|------------|
| 1. nothing            | 2. something | 3. anybody |
| 4. everything         | 5. somebody  |            |
| 6. nobody, every body |              |            |
| 7. anything           | 8. everybody |            |

**V. Combine the sentences using the relative pronouns given.**

1. This is the gift that my mother bought for me on my birthday.

2. I met the writer who won an award for his novel.
3. Analgesics are medicines which help to reduce pain.
4. This is the lady whom we met on the plane.
5. I have a new scarf which is made of silk.
6. Did you see the new car which runs on battery?
7. This is my friend Geetha whose father is an IAS officer.
8. This is an orchard where we find many fruit trees.
9. The man who is driving the car is its owner.
10. He is the painter whose paintings are on display in the gallery.

#### PAGE - 38

#### SKILL FOCUS - READING

Read the passage and answer the questions that follow.

1. The young man was cynical by nature.
2. The young man told the poet that the book was priced a little too high.
3. The price of the shoes was Rs 200.
4. The poet told the young man he had gladly parted with Rs 200 for the shoes but was not prepared to pay for something worthy of being carried in this head.
5. Master piece means a marvellous piece.

#### PAGE - 39

#### SKILL FOCUS - WRITING

Television has become a part and parcel of our lives. It is no doubt a source of entertainment and information, but, at times, it can be a nuisance. No wonder people call it an idiot-box.

To be done by the student.

## 6. Adjectives

#### PAGE - 40

#### I. Rewrite the sentences using the adjectives given in brackets.

2. The thirsty horse drank some water.
3. The fearless man saved the child.
4. There was a long queue in front of the cinema.
5. The kind man gave the old lady his seat on the bus.
6. Wash your dirty clothes and dry them in the hot sun.
7. We bought a Persian carpet for our home.
8. The film was a run away success.
9. The heavy box is in the car.
10. The lucky man won the lottery prize.

#### PAGE - 41

#### II. Choose the right word to complete the following.

- |                 |               |               |
|-----------------|---------------|---------------|
| 1. flippant     | 2. cowardly   | 3. congested  |
| 4. eloquent     | 5. barren     | 6. optimistic |
| 7. peaceful     | 8. incredible |               |
| 9. disappointed | 10. studious  |               |

#### III. Form adjectives from the words given to complete the blanks.

- |               |                |              |
|---------------|----------------|--------------|
| 1. attractive | 2. adventurous | 3. confusing |
| 4. experience | 5. hopeful     | 6. talkative |
| 7. anxious    | 8. stormy      | 9. talented  |
| 10. exciting  |                |              |

#### PAGE - 42

#### IV. Underline the correct adjective.

- |             |          |         |          |
|-------------|----------|---------|----------|
| 1. a lot of | 2. many  | 3. some | 4. a few |
| 5. a little | 6. a few | 7. much | 8. some  |

#### V. Fill in the blanks with the possessive adjectives given.

- |          |         |         |        |
|----------|---------|---------|--------|
| 1. My    | 2. your | 3. your | 4. her |
| 5. their | 6. its  | 7. his  |        |

#### PAGE - 43

**VI. Underline the right demonstrative adjective.**

1. These    2. That    3. this    4. Those
5. That

**VII. Use the right demonstrative adjective.**

1. What    2. Which    3. Whose    4. Which
5. Whose

**PAGE - 44**

**VIII. Fill in the blanks with the right forms of adjectives given in brackets.**

1. more difficult    2. stronger    3. better
4. worst    5. louder    6. cheaper
7. faster    8. bigger    9. older
10. higher

**IX. Change the degrees of comparison without changing the meaning.**

2. Raghu is more intelligent than any other boy.  
Raghu is the most intelligent boy.
3. Kolkata is larger than any other city.  
Kolkata is the largest city.
4. Platinum is more expensive than any other metal.  
Platinum is the most expensive metal.
5. The Pacific is deeper than any other ocean.  
The Pacific is the deepest ocean.

**PAGE - 45**

**X. Change the degrees of comparison without changing the meaning.**

2. The peacock is more beautiful than many other birds.  
The peacock is one of the most beautiful birds.
3. M.F. Hussain is more famous than many other painters.  
M.F. Hussain is one of the most famous painters.
4. Rabindranath Tagore is greater than many other poets.

Rabindranath Tagore is one of the most famous poets.

5. Mumbai is bigger than many other cities.  
Mumbai is one of the biggest cities.

**XI. Rewrite the sentences as shown.**

2. Ali is stronger than Bali.
3. English is easier than maths.
4. Lead is heavier than iron.
5. Karun is cleverer than Arun.

**XII. Rewrite the sentences as shown.**

2. Sita is not richer than Gita.
3. Rahim is not fatter than Karun.
4. Tina's hair is not longer than that of Bina.
5. Dr Verma is not more experienced than Dr Rao.

**PAGE - 46**

**SKILL FOCUS - READING**

**Read the passage and answer the questions that follow.**

1. Edison conducted his research work in his workshop.
2. His son, Charles Edison helped him to manage the workshop.
3. A big fire broke out in the workshop.
4. Edison told his wife that there was an opportunity to start anew.
5. Edison was an optimistic man.

**PAGE - 47**

**SKILL FOCUS - WRITING**

**Have you ever faced any disappointment?**

**How did you handle it?**

**Write a short paragraph about it.**

To be done by the student.

**PAGE - 48**

**FUN WITH GRAMMAR!**

**Some adjectives are given below. Choose a synonym from the box for each adjective.**

drowsy    happy    good    bad

angry	peaceful	gigantic	interesting
boring	lazy	famous	important
brave	bright	weak	dangerous
delicious	great	funny	serious
new	true	brave	delicate

## 7. Verbs - Present Tense

### PAGE - 49

**I. Complete the sentences with the simple present forms or the present continuous forms of the verbs given.**

2. translates    3. resembles    4. take place
5. am learning    6. believes    7. smells
8. am using    9. are staying    10. are holding

### PAGE - 50

**II. Correct the errors in the following sentences.**

1. has                      2. tastes                      3. watches
4. understand    5. love                      6. think
7. likes                      8. contains                      9. hear
10. prefers

**III. Underline the correct verbs to complete the conversation.**

Jay : are leaving, is coming

Neha : are sleeping, am trying, wakeup

Jay : am feeling, takes off

Neha : wish

Neha : are changing

### PAGE - 51

**IV. What questions would you ask in the given situations? (Use the simple present or the present continuous)**

2. do you spell this word?
3. are they talking about
4. are you going?
5. games do you play?
6. do you wake up?
7. are you making?
8. do you come to school?

9. are you wearing a coat and a scarf?

10. do you want?

### PAGE - 52

#### SKILL FOCUS - READING

**Read the passage below and answer the questions that follow.**

1. 'Have a sweet tooth' means a love for sweets.
2. An Indian eats over 68 kg of sugar a year.
3. Milk, fruits and vegetables have sugar in them.
4. It changes to glucose.
5. It is stored as fat and results in health problems.

### PAGE - 53

#### SKILL FOCUS - WRITING

**Describe what's happening in the picture in about 5 or 6 sentences.**

The picture shows a zoo. There are some animals in enclosures. A nice thing about the zoo is that all the animals are free, not caged. Some visitors are at the zoo. Some children are taking a ride on the elephant. The rhinos are swimming in the pond. There is a lot of greenery in the zoo. Some people are going around the zoo.

### PAGE - 54

**I. Fill in the blanks with the present perfect and present perfect continuous forms of verbs given.**

2. have been doing, haven't finished
3. has been collecting, has collected
4. have been waiting, haven't got
5. has gone, has been working
6. has been building, have been watching
7. have been trying, haven't got
8. has been attending, has put on
9. have been standing, hasn't moved, has shut, has gone



10. have forgotten, has happened

**PAGE - 55**

**II. Complete the conversation with the present perfect tense forms of the verbs given.**

B : have joined

A : have you done

B : have made

A : have you learnt

B : have taught, have decorated

**III. What questions would you ask in the following situations? Use the present perfect continuous tense.**

2. How long has it been raining?
3. How long has the pipe been leaking?
4. How long have you suffering from cold?
5. How long have you been working?
6. How long have you been dieting?
7. How long have they been arguing?
8. How long have you been waiting?

**SKILL FOCUS - READING**

Read the passage below and answer the questions that follow.

1. India got its independence in 1947.
2. We have been growing food that is enough for our huge population.
3. India has improved in areas like health care education, industrial sector and lately the IT sector.
4. The main cause of concern for India is the increase in its population.
5. The prices of essential commodities have gone up beyond control.

**PAGE - 56**

**SKILL FOCUS - WRITING**

There's a wedding in the Smith family.

Look at the chart and write what arrangements have been made / not made.

1. They have sent the invitations.
2. They haven't bought clothes.

3. They have arranged accommodation for guests.
4. They have got the white washing and painting done.
5. They have printed the cards.
6. They haven't planned the menu.
7. They haven't bought the jewellery.
8. They haven't done the decoration.

**8. Verbs - Past Tense**

**PAGE - 58**

Complete the passage with the past forms of verbs given.

1. began, woke, got, put, snapped, cut, tripped
2. woke, found, got, ran, saw, knew, grabbed, sprayed, managed, returned
3. told, ignored, warned, saw, tried, flew, landed, crawled

**PAGE - 59**

**I. Put the verbs in brackets into the past continuous tense.**

2. was dieting, was trying
3. were fighting, was trying
4. were carrying      5. was cooking
6. was doing      7. were doing, were cutting
8. was clapping      9. was getting
10. was paining

**PAGE - 60**

**II. Complete the passage with the simple past or the past continuous tense forms of verbs given in brackets.**

1. entered, were sleeping, opened, woke, went, called, heard, crawled, bolted, came, took
2. was crossing, stepped, fell, was lying, noticed, saw, stopped, lifted, led, thanked

Supply the past perfect forms of the verbs given.

2. left, had confirmed      3. had gone, returned

4. had worked      5. came, had swallowed
6. had lived, moved      7. had repaired, arrived
8. had ploughed, sowed

#### PAGE - 61

**Fill in the blanks with the past perfect continuous tense form.**

2. had been investigating
3. had been running      4. had been raining
5. had been preparing
6. had been managing      7. had been using
8. had been travelling
9. had been looking      10. had been working

#### PAGE - 62

#### SKILL FOCUS - READING

**Read the passage below and answer the questions that follow.**

1. Galileo was born in 1564 in the town of Pisa.
2. Galileo's father wanted him to be a doctor.
3. Galileo began to experiment because he needed to earn money.
4. Galileo's greatest invention was the telescope.
5. Galileo discovered that the moon was covered in bumps and craters.

#### PAGE - 63

#### SKILL FOCUS - WRITING

**Write about any famous scientist and his / her famous invention.**

To be done by the student.

## 9. Verbs - Future Tense

#### PAGE - 64

**I. Fill in the blanks with the simple future forms of the verbs given. Use positive, negative or question forms.**

2. will not lend      3. will, buy, will buy
4. will start      5. will meet
6. will, go, will take      7. will not have

8. will move      9. will look after
10. will, do

#### PAGE - 65

**II. Put the verbs in brackets as shown. (Use be + going to + verb)**

2. is going to rain      3. am going to plant
4. are, going to pay      5. am going to play
6. is going to make      7. am going to renovate
8. are, going to eat, am going to throw
9. are, going to do, am going to sell
10. is going to undergo

**Fill in the blanks with the future continuous tense forms of the verbs given.**

2. will be attending      3. will be meeting
4. will be moving      5. will be enjoying
6. will be celebrating      7. will be performing
8. will be taking off      9. will be going
10. will be taking part

#### PAGE - 66

**Put the verbs in brackets into the future perfect tense.**

2. will have finished      3. will have written
4. will have lost      5. will have gone
6. will have read      7. will have repaired
8. will have worked      9. will have done
10. will have planted

#### SKILL FOCUS - READING

**Read the passage below and answer the questions that follow.**

1. We will have more robots in the future.
2. We will have robots in cars, hospitals, factories, banks, homes and restaurants.
3. Robots help us get rid of monotonous, difficult, dangerous or dirty jobs we do every day.
4. They might take away all our jobs.
5. No, because robots cannot think or take decisions.



PAGE - 67

**SKILL FOCUS - WRITING**

**Write a paragraph about how robots can be used to help people in daily life.**

To be done by the student.

**10. Adverbs**

PAGE - 71

**I. Fill in the blanks with the adverbs given.**

1. bitterly      2. promptly      3. smoothly
4. clearly      5. brightly      6. badly
7. proudly      8. generously      9. safely
10. anxiously

**II. Select the right adverb from those given.**

1. Periodically
2. occasionally / often / daily / rarely
3. usually      4. daily      5. often
6. normally      7. usually      8. rarely
9. occasionally      10. never

PAGE - 72

**III. Underline the correct adverb.**

1. yesterday      2. now      3. yet      4. late
5. already      6. tomorrow      7. abroad
8. there      9. everywhere      10. away

**IV. Choose the right adverb to complete the blanks.**

1. extremely      2. very
3. rather/ too / extremely / very
4. almost / very      5. quite / very
6. really      7. barely      8. quite      9. entirely
10. to      11. enough      12. almost

PAGE - 73

**V. Write sentences for the following situations using the adverbs given.**

2. went nervously to his room.
3. does exercise regularly.
4. enjoyed it thoroughly.

5. mustn't behave childishly.
6. answered them correctly.
7. are speaking softly.
8. must write clearly.
9. stepped on it accidentally.
10. fought courageously to put it out.

PAGE - 74

**SKILL FOCUS - READING**

**Read the passage and answer the questions that follow.**

1. They went for a botanical tour.
2. They went to the hilly area together specimens for their projects.
3. They got lost.
4. Some local people helped them.
5. The local people offered them some food.

PAGE - 75

**SKILL FOCUS - WRITING**

**Write a short paragraph about an adventure you had with your friends.**

**(Use as many adverbs as you can.)**

To be done by the student.

PAGE - 76

**FUN WITH GRAMMAR!**

**Match the verbs with suitable adverbs given.**

drop 26	fight 3	work 23/24
talk 32	wait 12	celebrate 9
write 22/15	tremble 16	examine 14
behave 4	eat 17	pray 5
fold 15	speak 6	dress 31
laugh 2	sleep 19	leave 22
listen 8	move 27	sing 29
sweep 22	perform 18	follow 28
drive 25	touch 1	think 30
shake 7	learn 20	agree 10

## 11. Subject - Verb Agreement

PAGE - 77

### I. Choose the right answer.

1. was    2. is    3. is    4. is    5. is
6. was    7. is    8. is    9. were    10. eat

PAGE - 80

### II. Tick (✓) the correct form of verb.

1. is    2. is    3. helps    4. is    5. is
6. is    7. is    8. are    9. meets    10. was

### III. Say right (R) or wrong (W).

1. W    2. W    3. W    4. R    5. R
6. W    7. W    8. R    9. R    10. W

### IV. Fill in the blanks with a suitable verb.

1. is    2. are    3. was    4. have    5. makes
6. waits    7. is    8. is    9. is    10. have

PAGE - 81

### SKILL FOCUS - READING

Answer these questions.

1. The statue of Liberty is a famous statue in America.
2. It is 305 feet tall.
3. It is made of copper.
4. We see it on coins and postage stamps of USA.
5. France gifted it to the US.

PAGE - 82

### SKILL FOCUS - WRITING

Expand the clues and write a short passage about the 'Charminar'.

Charminar is a famous monument in Hyderabad. It is infact a mosque built in 1591 AD by Mahammad Quli Qutb Shahi. It is on the banks of the river, Musi 'Char' means four and 'minar' means tower. When people of Hyderabad suffered the deadly plague, Qutb Shahi vowed to build a mosque if it ended. That's why it was built. The structure is Indo-Islamic architecture with Persian touch.

## 12. Types of Questions

PAGE - 85

### I. Fill in the blanks with the right word.

1. Do    2. Does    3. Does    4. Was
5. Is    6. Am    7. Have    8. Has
9. Are    10. Were

PAGE - 86

### II. Complete the questions with suitable modal verbs.

1. Would    2. Can    3. Could    4. May
5. Shall    6. Could    7. Shall    8. Will
9. May    10. Will

### III. Make Yes or No questions for the given answers.

1. Does she like potatoes?
2. Can she cook well?
3. Did she lose her handbag?
4. Was she happy with the results?
5. Were you watching a film?
6. Have they renovated the house?
7. Has she passed the driving test?
8. Should I bring the textbook?
9. Do you have any property?
10. Does she have any health issues?

### IV. Order the following to make Yes / No questions.

1. Do they listen to the radio?
2. Shall I carry your luggage?
3. Does he work in a software company?
4. Would you like to join us for dinner?
5. Did she make a cake?
6. Have they called the firemen?
7. Has she got a headache?
8. Were you tired after the journey?
9. Is the doctor experienced?
10. Can parrots imitate human voices?

**PAGE - 89**

**V. Complete the questions with the correct question word.**

1. What    2. How much    3. How many times
4. What    5. Why    6. Who/Whom
7. How    8. Where    9. Which
10. How old    11. How many    12. Why

**PAGE - 90**

**VI. Ask Wh-Questions for the underlined part.**

1. Where does Pratap work.
2. How long have they been your neighbours?
3. Why are you going to Egypt?
4. How many dance classes does Sumita have in a week?
5. Whom did you play tennis with?
6. How much butter do you need for the cake.
7. Who is the girl sitting next to the man?
8. How far is it from here?
9. How do we reach there?
10. When did you come to this city?

**PAGE - 92**

**VII. Add a question tag to these sentences.**

1. wasn't it    2. didn't you    3. aren't you
4. doesn't he    5. don't they    6. did she
7. don't you    8. doesn't he    9. haven't you
10. will she

### **13. Modal Verbs**

**PAGE - 95**

**I. Put in 'can' 'can't', 'could' or 'couldn't'.**

1. Can    2. can    3. couldn't    4. could
5. can't    6. can't    7. couldn't    8. couldn't
9. could    10. can

**PAGE - 96**

**II. Choose the right modal verb.**

1. mustn't    2. needn't    3. need not
4. must    5. may    6. might not
7. could    8. could    9. should
10. will

**PAGE - 97**

**III. Read the situations given. Then tick (✓) the right answer.**

1. Deepa must have eaten them.
2. He must have gone to the bank.
3. He might have kept awake all night.
4. You could have done better.
5. He should have worn a helmet.
6. You could have reached on time.
7. I would have helped you if you had asked me.
8. I should not have said that.
9. Then we could have finished on time.
10. I would have come if you had invited me.

**PAGE - 98**

**SKILL FOCUS - READING**

**Read the passage and answer the questions that follow.**

1. Tara had the habit of dropping off to sleep any time and anywhere.
2. Tara dropped off to sleep at the party.
3. They play the music loud so that she doesn't fall asleep.
4. She wants to overcome the problem of dropping off to sleep everywhere.
5. She is going to consult a doctor.

**PAGE - 99**

**SKILL FOCUS - WRITING**

**Do you also have some strange habits like Tara?**

**Write a few sentences about it.**

To be done by the student.

### **14. Active and Passive Voice**

**PAGE - 101**

**I. Change the sentences to passive voice.**

1. The passport was checked by the officials.
2. The harvest festival is celebrated with music

and dance by farmers in some parts of India.

3. The car is being repaired by the mechanic.
4. The injured have been taken to the hospital.
5. The school will be visited by the inspector tomorrow.
6. The plants were being watered by the gardener in the morning.
7. The letter is being typed.
8. Accidents are caused by bad driving.
9. A fly over will be constructed by them here.
10. The thieves have been arrested by the police.

#### PAGE - 102

##### II. Underline the correct answer.

1. poured    2. examined    3. was invented
4. received    5. are caused    6. chased
7. are being trained    8. will distribute
9. has won    10. were being interviewed

##### III. Change the following to passive voice.

1. Vehicles can be parked here.
2. The work must be finished by tomorrow.
3. Nothing can be done about this.
4. Bicycles should be left by the students in the stand.
5. The results may be announced today.

#### PAGE - 103

##### IV. Change the following to passive voice.

1. Let the windows be used.
2. You are requested to meet the principal.
3. Can the work be done by evening?
4. Were the plants watered by Kamal?
5. Is the house cleaned by the servant every-day?
6. Let the meals be eaten at regular times.
7. When was this done?
8. Why was this done by you?
9. You are requested to sign this report.
10. By whom was this broken?

#### PAGE - 104

##### V. Complete the blanks with passive form of suitable verbs.

1. is taken, is poured, is added, is filtered, served
2. is made, is obtained, it taken, is ground, is heated, is cooled
3. was celebrated, were conducted, were held, were given,
4. will be celebrated, will be hoisted, will be sung, will be held, will be distributed, will be given

#### PAGE - 105

##### SKILL FOCUS - READING

Read the passage below and answer the questions that follow.

1. Used bottles are put in the plastic recycling bin.
2. They are taken to the factory.
3. The bottles are heated and melted.
4. They are distributed to companies.
5. Recycling plastic helps reducing the plastic.

#### PAGE - 106

##### SKILL FOCUS - WRITING

Write a paragraph about a process. (Use the passive voice)

To be done by the student.

## 15. Direct and Indirect Speech

#### PAGE - 109

##### I. Complete the following sentences in indirect speech.

1. she had finished the report.
2. she had bought that painting the day before.
3. he was suffering from fever.
4. that he wanted two kilos of sugar.
5. she would try to sew the dress by Friday.

6. she had a lost her purse.
7. he went to the gym every morning.
8. they has approved my housing loan.
9. the earth goes round the sun.
10. he would take up a job the year after.

#### PAGE - 110

#### II. Change the following direct questions to indirect questions.

1. I needed any help.
2. I was busy the next day.
3. he was taking part in the programme.
4. he had found the car keys.
5. she was crying.
6. dress I wanted to see.
7. the car would be ready.
8. she had finished her essay.
9. that road led to the bank.
10. he could drop him home.
11. he was feeling that day.

#### PAGE - 111

#### III. Change the following statements to indirect speech.

1. to open the box.
2. not to touch that switch.
3. not to make a noise.
4. to work harder next time.
5. the guests to take their seats.

## 16. Prepositions

#### PAGE - 112

#### I. Fill in the blanks with time prepositions.

1. in    2. in    3. on    4. at    5. for
6. at    7. at    8. during    9. since    10. to

#### PAGE - 113

#### II. Insert the right preposition.

1. behind    2. towards    3. over    4. through
5. off    6. from    7. across    8. along
9. by    10. over

#### III. Fill in the blanks with suitable prepositions.

1. with    2. by    3. by    4. with    5. by

#### PAGE - 114

#### IV. Fill in the blanks with suitable prepositions.

1. for    2. to    3. for    4. for    5. through

#### V. Fill in the blanks with suitable prepositions.

1. at    2. by    3. at    4. by    5. of

#### VI. Fill in the blanks with the given prepositions. (of with to)

1. to    2. with    3. of    4. of    5. of

#### VII. What do the bold words mean? Choose the best option.

1. 10.45 a.m.
2. before the play ended
3. fifteen minutes before four
4. not touching the shelf
5. at 11.45 p.m.
6. next to the window
7. on the roof
8. on the other side
9. on the same side
10. facing Dinesh

#### PAGE - 115

#### VIII. Complete the conversation with suitable prepositions.

- B : since    A : to    A : in    A : at  
A : on    A : by    A : on, by, on

#### PAGE - 116

#### IX. Fill in the blanks.

1. threat to    2. addiction to    3. ban on
4. protection from    5. rise in
6. fear of    7. demand for    8. solution to
9. contact with    10. difference between

#### X. Which is right?

1. knocking at    2. agree to
3. suffering from    4. about
5. rescued from    6. recovered from
7. apologize for    8. concentrate on
9. listen to    10. care for

**PAGE - 117**

**XI. Circle the right preposition.**

1. by    2. for    3. to    4. for    5. of  
6. of    7. for    8. of    9. for    10. to

**SKILL FOCUS - READING**

**Read the passage below and answer the questions that follow.**

1. The boy's father was worried because the boy had a bad temper.
2. The boy's father asked him to hammer a nail into the fence every time he lost his temper.
3. The boy lost his temper thirty seven times.
4. The boy realised that it was easier to hold his temper than remove the nails from the fence.
5. When we say things in anger, they leave behind scars.

**PAGE - 118**

**SKILL FOCUS - WRITING**

**Do you get angry with people at times? Why do you get angry? How do you feel when you get angry? What do you say when you are angry? Do you try to control your anger? Write a few sentences about an incident when you got angry.**

To be done by the student.

**17. Conjunctions**

**PAGE - 119**

**I. Fill in the blanks with suitable conjunctions.**

1. because    2. or    3. but    4. if  
5. because    6. though    7. but    8. and  
9. or    10. so    11. unless    12. so

**PAGE - 120**

**II. Complete the letter with the missing conjunctions.**

as, but, or, or, if, so

**III Combine the sentences with suitable conjunctions.**

1. We lost our way because it was dark.
2. It took ten hours to reach the place though we drove very fast.
3. The driver was negligent therefore the accident took place.
4. I want to work here though I don't get a good pay.
5. I didn't have any money otherwise I would have helped you.
6. This place is quiet and beautiful.
7. There was a fire so the fire engine was here.
8. The baby is crying because he is frightened by the noise.

**PAGE - 121**

**IV. Join the pairs of sentences using the conjunctions given in brackets.**

1. He was so weak that he could not stand.
2. You must not only exercise but also go on a diet.
3. He is both a singer and a dancer.
4. Either write properly or don't write at all.
5. He is neither healthy nor wealthy.
6. Scarcely had he reached the station when it began to rain.

**SKILL FOCUS - READING**

**Read the passage and answer the questions that follow.**

1. National Nurses Week is celebrated from May 6 to May 12.
2. She grew up in England.
3. She decided to become a nurse because she wanted to help others.
4. She went to help British soldiers, injured in the Crimean War.
5. The hospitals were in a very bad condition.

**PAGE - 122**

## SKILL FOCUS - WRITING

You have read about Florence Nightingale.  
Now write a short paragraph about any social reformer or social worker who brought change in the lives of people.

To be done by the student.

### 18. Note Making

#### PAGE - 129

##### Notes for the passage.

- Cosmetics
  - Health hazards
  - Unsafe
- Common cosmetics
  - Talcum powder
  - Shampoo
  - Hair Dye
  - Nail polish
  - Lipstick
- Effects of cosmetics
  - Talcum powder causes cancer
  - Shampoos damage hair
  - Hair dye cataract
  - Nail polish/Remover-discolour and break nails
- Alternatives to cosmetics
  - Turmeric
  - Oil
  - Henna
  - Ghee
  - Rita
  - Shikakai
  - Green gram powder

#### PAGE - 130

##### Notes on the passage.

- Types of pollution
  - air
  - water
  - soil
  - food
  - noise

- Causes of pollution
  - Wastes of industries
  - Chemical fertilizers and pesticides
  - Washing of cattle and clothes in water sources
  - Sewage and garbage
  - Oil and radio active wastes from ships
  - Buring of doemestic waste
  - Sound of vehicles, ACs, loud speakers, bull-dozer
- Control of pollution
  - breathing problems
  - skin allergies
  - high sleep disorders, stress, memory loss
  - cancer
  - cholera, diarrhoea
- Effects of pollution
  - planting trees
  - using publis transport
  - minimising use of gadgets
  - organic farming

### 19. Precis Writing

#### PAGE - 133

##### Precis of the passage

Industrialisation has led to a lot of pollution in cities and towns. The air we breathe, the food we eat and the water we drink have all become unfit for use. Pollution can cause diseases and deotroy the ozone layer.

We must protect the environment from pollution by minimising vehicles, gadgets and sprays. A healthy environment is possible only with our efforts.

#### PAGE - 134

##### Precis of the passage

Examinations cause a lot of anxiety, turmoil and panic in students. During examination



time, students are busy all day preparing for the exam. But examinations are not big monsters. Infact they instill responsibility and seriousness, discepline in students. Examinations help students prepare for their future.

## **20. Essay Writing**

**PAGE - 136**

**Now write an essay about 'Discipline'.**

Discipline is the training of the mind to obey rules or a code of behaviour in daily life. It simply means 'order'. Nature is the best example for discipline. The sun, moon and other heavenly bodies follow discipline. Seasons follow a pattern. In our life too, we need to follow discipline in order to be successful. It helps us become organised. It helps us do our work on time. Discipline helps a person achieve his or her goals. A life without discipline can be disorganised.

**PAGE - 137**

**Now write a narrative essay about an adventurous trip you have had.**

To be done by the student.

**PAGE - 138**

**Now write an essay on "Influence of movies on young people".**

Watching movies still remains a great form of entertainment for young people. Movies influence them in different ways. Young people imitate the dress, hairstyle and mannerisms of actors. Some people are influenced by violence, sex and crime shown in movies. This can be dangerous. Romance in movies can also have an impact on young people. They take them into a world of fantasy. Young people must understand that

movie is reel-world not the real world. Movies should be treated only as entertainment, nothing more than that.

**PAGE - 139**

**Now write an essay on any monument in India or in the world. (Gather some information before you begin)**

To be done by the student.

**PAGE - 140**

**Now write a persuasive essay on "Why we should do exercise".**

Exercise is one of the most important activities in one's daily life. It keeps us healthy, both physically and mentally. People who do not exercise can be prone to heart diseases, diabetes, cholestrol and obesity problem in later life. Exercise also improves one's appearance and physique, hence it improves one's confidence. It improves one's appetite and immunity also. All the parts of the body are fit. The person who does exercise is cheerful and energetic all day.

**PAGE - 141**

**Now write an analytical essay on an interesting movie you saw or a book you read.**

To be done by the student.