

## Voices

Active voice:

Subject performs the action.

$$S \rightarrow V \rightarrow O$$

passive voice:

Subject receives the action.

$$O + H + V + V_3 + \text{by } S$$

Ex:

1. I eat cadbury

Cadbury is eaten by me.

Transitive Verb:

The verb is carry forward to object.

Intransitive Verb: verb is not carry forward to object.

Eg:

1. I'm eating cadbury. (transitive) [I'm = I am]

• Subject      V      O

2. They are laughing.

uses of passive voice:

\* When you don't know the object.

Eg: \* Raju's wallet was stolen.

\* All the cookies have been eaten.

\* when you want to given more importance to the action rather than subject who perform the action.

Eg: Solar plant will be built in Gujarat.

The road is been repaired.

Magic 5 steps to Convert active voice to passive voice.

- \* Identify subject, verb, object.
- \* Swap subjects to object and vice versa.
- \* Convert V<sub>1</sub> to V<sub>3</sub>.
- \* Add helping verbs before main verbs.  
[HV : is, am, are, was, were, been, being]
- \* Add preposition 'by' before subject.

Note:

while changing subject, which is a pronoun, to objects,

- \* I → me      \* They - Them
- \* He → Him    \* you - you
- \* She → Her    \* I - I
- \* We → us

Add a proper helping Verb to be before main verb.

Tense	Active voice	Passive voice
1. Simple present	Write / writes	is/am/are written
2. present Continuous	is/am/are writing	is/am/are being written
3. Present perfect	have written	have been written
4. Simple past	wrote	was/were written
5. Past Continuous	Was/were writing	was/were being written
6. Past perfect	had written	had been written
7. Simple future	will write	will be written
8. Future perfect	will have written	will have been written

We don't use these 4 tenses while converting from A.V to P.V

1. present perfect Continuous tense
2. past perfect Continuous tense.
3. Future Continuous tense.
4. Future Perfect Continuous tense.

Examples:

1. He writes a letter. [Simple present] A letter is written by him.
2. I eat cadbury. [Simple present] Cadbury is eaten by me.
3. Javid is making a cake. (A.V) [Present Continuous] A cake is being made by Javid. (P.V)
4. I am eating a Cadbury. (A.V) [Present Continuous] A Cadbury is being eaten by me. (P.V)
5. I have eaten a burger. (A.V) [Present perfect] A burger has been eaten by me. (P.V)
6. I have eaten a Cadbury. (A.V) [Present perfect] A Cadbury has been eaten by me. (P.V)
7. He bought a car. (A.V) [Simple past] A car was bought by him. (P.V)
8. I ate a five-star. (A.V) [Simple past] A five-star chocolate was eaten by me. (P.V)

9. Sara was singing a song (A.V) [Past Continuous]  
A Song was being sung by Sara (P.V) at that time
10. I was eating dairy milk. (A.V) [Past Continuous]  
Dairy milk was being eaten by me. (P.V)
11. Raju had finished homework. (A.V) [Past perfect]  
Homework had been finished by Raju. (P.V)
12. I had eaten a peck (A.V) [Past perfect]  
A peck had been eaten by me.
13. She will accept the offer. (A.V) [Simple future]  
The offer will be accepted by her. (P.V)
14. I will eat ice-cream. (A.V) [Simple future]  
Ice-cream will be eaten by me. (P.V)
15. I will have charged the battery. (A.V) [Future perfect]  
The battery will have been charged by me. (P.V)
16. I will have eaten pav bhaji. (A.V) [Future perfect]  
Pav bhaji will have been eaten by me. (P.V)

Direct Speech : Exact words of the Speaker.

Indirect Speech : Reported by someone.

Rules :

Direct speech

Today

Now

Yesterday

The next day

Tomorrow

Here

This

ago

Can

may

will

Shall

Thus

Said

Indirect speech

That day

then

the previous day, the day before

the following day

the next day

There

That

before

could

might

would

Should

so

Say, told.

23/11/23

Examples :

1. Radha said, "I work as a teacher".

Radha said that she worked as a teacher.

2. Rani said, "I am working as a teacher".

Rani said that she was working as a teacher.

3. Majnu said, "I have gone to Hyderabad"

Majnu said that he has gone to hyderabad.

4. seetha said , " I have been learning since June".

Seetha said that she has been learning since June.

5. Arun said , " I drank coffee".

Arun said that he had drunk coffee.

6. Vaishu said , " I was learning T.P".

Vaishu said that she had been learning T.P.

7. Ravi said " I will go to movie today".

Ravi said that he would go to movie that day.

8. Raju said , " I will be reading a book".

Raju said that he would be reading a book.

9. Rishi Said , " I will have gone to college".

Rishi Said that he would have gone to college.

10. Akshu said , " I will have been reading a novel".

Akshu said that she would have been reading a novel.

11. Abhi said , " I will have to go to meet Akshu".

Abhi said that he would have gone to meet Akshu.

### Simple Sentence :

A Simple Sentence consists of only one independent clause. It gives complete thought (or) an idea.

\* Sometimes it consists of phrase and independent clause

Ex :

I ran out.

Phrase

Main / Independent clause.

### Compound Sentence :

A Compound Sentence consists of two independent clauses with co-ordinating conjunction.

\* Co-ordinating conjunctions as follows

FanBoys , neither-nor, either-or, not only... But also,  
Both.

Ex : I heard the cry and I ran out.

↓  
Co-ordinating  
conjunction

### Complex Sentence:

A complex sentence consists of independent clause and dependent clause with subordinating conjunctions.

\* Subordinating conjunction: on a white bus,

O only if, once

N Now that

A After, Although, AS, As long AS, As Much

AS, AS soon AS

W Where, Where Ever, When, When Ever,

wheather, While, Which, who ever, whereas,

why.

H How

I In case, If, In order that

T Though, than, that

E Even though, Even if,

B Before, Because

U until, Unless

S So that, since

Eg:

When I heard the cry, I ran out.

Complex Sentence.

21/11/2023

**Subject:** The part of the sentence that tells about who or what the sentence is about.

**Predicate:** The part of the sentence that tells us more about the subject is.

Ex: The Dolphins are very intelligent aquatic animals.

Subject

Predicating

Elephant is a friendly animal.

Subject

Predicating

Simple to Complex:

- \* Identify the main idea & other ideas.
- \* Add subordinating Conjunction to make it clear for dependent clause.
- \* Convert second idea to independent clause, word or phrase to dependent clause.

Ex: 1. He Confessed his Crime.

Main idea

other idea.

He Confessed that he is a Criminal. (Complex)

Main idea

Subordinating Conjunction.

2. I will tell you about his birth place

I will tell you where he was born.

3. This is my house/home.

This is the home where I live.

4. I hoped to reach the target. [simple]

I hoped that I would reach the target. [complex]

I hoped and I would reach the target. [compound]

5. I was the first to hear the news.

I was the first who heard the news.

4. with your permission, I will go away.

If you permit, I will go away.

5. Inspite of the heat, they marched quickly.

Though it was hot, they marched quickly.

6. I saw a bird and it was wounded.

I saw a wounded bird.

I saw a bird, which was wounded.

7. I washed my dirty hair.

I washed my hair, as it was dirty.

As my hair was dirty <sup>so</sup>, I washed it.

8. Though he is poor, he is honest.

He is poor but honest.

Inspite of his poverty, he is honest.

9. Seeing a snake, he ran away.

Seeing a Snake and he ran away.

When he saw a Snake, he ran away.

5) Be flexible: Make judgements, combine the ideas, form opinions based on what you are reading. Judgements and interpretations should be supported by evidence from the text.

## Tenses.

Tenses	Structures	Example.
1) Simple present	S+V <sub>1</sub>	I watch movies
2) Present progressive	am/is/ are + V <sub>1</sub> +ing	I am watching a movie.
3) Present perfect	has / have + V <sub>3</sub>	I have watched a movie.
4) Present perfect progressive	has / have been + V <sub>1</sub> +ing	I have been watching a movie.
5) Simple past	S+V <sub>2</sub>	I watched a movie
6) Past progressive	was / were + V <sub>1</sub> +ing	I was watching a movie
7) Past perfect	had + V <sub>3</sub>	I had watched a movie
8) Past perfect progressive	had been + V <sub>1</sub> +ing	I had been watching a movie
9) Simple future	will / shall + V <sub>1</sub>	I will watch a movie
10) Future progressive	will / shall be + V <sub>1</sub> +ing	I will be watching a movie.
future perfect	will / shall + have + V <sub>3</sub>	I will have watched a movie
future perfect progressive	will / shall + have been + V <sub>1</sub> +ing	I will have been watching a movie.

Verbs: words that show action are called verbs.

example: The audience laughed at the joke cracked by the speaker.  
The new born baby smiles frequently.

The verbs am, is, are, was, were, has, have, had, do, did, does are called helping verbs because they help the main verbs to show their tenses.

example: I am learning English grammar  
 $\frac{\text{HV}}{\text{am}}$   $\frac{\text{MV}}{\text{learning}}$

2) The players have practiced for the match.  
 $\frac{\text{HV}}{\text{have}}$   $\frac{\text{MV}}{\text{practiced}}$  pre-verb

3) The children were playing in the garden.  
 $\frac{\text{HV}}{\text{were}}$   $\frac{\text{MV}}{\text{playing}}$  past prog.

Verbs such as can, could, may, might, shall, should, will, would, ought to are called modal auxiliaries. These modal auxiliaries are used to express necessity, ability, permission, uncertainty or possibility.

example: 1) I will be in Chennai next month. (p018)

2) It might rain tomorrow. (p018)

3) I can play guitar (abi)

Verbs that change according to the subject in the sentence. They are called finite verbs.

Verbs that do not change according to the subject in the sentence are called non-finite verbs.

finite example: I read novels.

2) Sheela reads comics.

3) My friends read magazines.

4) My father reads the newspaper.

Nonfinite example: 1) I was reading a novel when Pragati arrived.

2) Reading is a good habit.

3) My father likes to read the newspaper every morning.

Verbs that have object is called transitive verbs.

example: 1) Reena is reading a book.

2) The boy kicked a football.

Verbs that do not have objects are called intransitive verbs.

example: 1) I cried.

2) She danced.

3) She played.

1) Simple present tense: S+V<sub>i</sub>

→ when an action is continuing since long.

example: She sings songs.

I play guitar.

→ Say something that is an eternal truth in the present

example: The sun rises in the east.

The sun sets in the west.

→ Used in story writing.

example: The hero arrives and kicks the villain.

→ To express habits repeated or regular actions.

example: I play football on Sundays.

we eat rice everyday.

→ To give instructions or directions

example: when you reach Trunk road turn left.

→ Speak about something that will happen in the future.

example: The train arrives at 6 pm.

example: The meeting starts at 10am.

→ When noun is singular add 's' or 'es' to the verb.

example: Baby cries.

I cry

Babies cry

→ To express state of being.

example: I am a teacher

You are a student.

2) present progressive :- am/is/are + Ving.

→ Describe an action that is happening now at this very moment.

example:- We are writing Communicative English.

They are watching movies.

→ Indicate that something will happen in the future which has already been planned or prepared.

example:- We are meeting at the mall.

                  I am meeting with my friend.

→ Describe a temporary event or situation.

example:- He usually takes the train, but he is taking his car today.

My sister is living in Hyderabad.

→ Emphasize a continuing series of repeated actions.

example:- You are always talking.

                  She is always crying in the class.

→ Show longer actions that are in progress now.

example:- Ria is learning to play the guitar.

→ Show an action that is temporary.

example:- I am working on a project

                  She is working on an assignment.

→ Show that something is changing or developing.

example:- The puppies are going growing quickly.

3) present perfect :- S+has/have + V3.

→ When an action started in the past and continues till now.

example:- I have lived in Delhi since 1991.

                  She has cleaned her room.

→ Describe an experience.

example:- I have been to Delhi.

→ Used to the actions that happened recently.

example:- I have cleaned the table.

→ Describe a change overtime.

example:- Your English has improved since you moved to England.

- Used to describe a repeated activity.  
example: She has read this book three times.
  - Describe achievements of humanity.  
example: Doctors have discovered cure for many deadly diseases.
  - To express the present result or situation.  
example: I have lost my keys  
I have hurt myself
  - Speak about an action that has not been completed.  
example: The train has not arrived yet
  - Used to express the idea that never happened.  
example: I have never met him.
- 4) present perfect progressive: It is used to express that something had started in the past and still continuing in the present.
- example: I have been chatting with my friend since 2pm.  
I have been chatting with my friend for 1/2 an hr.  
She has been learning English for 14 years.  
She has been learning English since 2009.
- Since: Since point of time.  
→ Monday, morning, January

for: for period of time  
→ 5 minutes, 2 hours, 4 days, 2 weeks, 3 months, 5 years

example: I haven't been visiting for 4 years.

2) She hasn't been dancing since 2002.

Simple present negative: I don't eat chocolate.

He doesn't eat chocolates.

I/You/We/They - don't

He/She/It - doesn't.

→ Simple past: S+V<sub>2</sub>

The sentences that show actions that have been completed are said to be simple past

example: Vinay took my pen.

Divya ate a banana for breakfast.

Vasco da Gama reached India in 1498.

→ Talk about an indefinite time in the past

example: He played the guitar when he was a child.

2) I went to a movie last week.

3) He wrote an exam yesterday.

→ An activity that happened regularly or repeatedly in the past

example: I walked to school every morning.

Negative: Do / Did / Done - V<sub>1</sub>

example: He didn't finish his work.

I didn't go to college yesterday.

2) Past progressive: S + was / were + V<sub>ing</sub>.

An action that was in progress at some time in the past, but is not in progress at present.

example: I was watching a movie last night.

→ Indicate two actions which happened at the same time in the past.

example: 1) I was washing clothes and my mother was washing dishes.

2) Last week, this time they were travelling to Delhi.

3) Last year, this time I was enjoying in fun park.

→ Indicate that an unfinished action was interrupted by another action.

example: 1) I was taking a bath when the bell rang.

2) While I was writing notes for my friend, my mother called me.

3) They were talking about her when she walked in.

4) They were discussing the matter when I joined them.

→ Describe a mood or an atmosphere

example: 1) When I reached the restaurant, they ~~were~~ were arguing.

→ Talk about an annoying and repeated action in the past, usually with "always".

example: 1) He was always fighting with his friend over small issues.

3) past perfect: S+had+V<sub>2</sub>

It indicates that the action was completed at some point in the past before another action occurred.

example: 1) We had owned the car for 15 years till we decided to sell it.

→ Describe an action that occurred before another action in the past.

example: [When she reached home] her husband had cooked food.

2) The doctor had left the hospital by the time we arrived.

3) When we arrived at the meeting, the meeting had started.

4) Before she moved to USA, she had learnt English for 2 years.

→ Show that an action started in the past and continued until another action in the past.

example: By the time I woke up, mother had completed all the work.

past perfect continuous: S+had been+V+ing.

It is used to describe on going continuous action that started in the past and continued upto another action in the past.

example: 1) Sheela had been working in Delhi before she moved to LA.

2) I had been waiting for him all morning before he finally arrived.

3) I hadn't been living with my parents for very long time before I married.

1) Simple future: S+ will / shall + V<sub>i</sub>

The sentences that show actions that will happen in the future are said to be Simple future tense.

example: 1) I will come tomorrow.

2) It will rain tomorrow.

→ It predicts the future event or plans

example: 1) I will start a business next week. (future plan)

2) I will get a new dress day after tomorrow.

→ It expresses willingness or to express a promise or request.

example: 1) I will clean this room

2) I will help you in your homework. (promise)

2) Future progressive: will / shall be + V<sub>ing</sub>

An action in progress in the future.

example: I will be leaving at that time.

→ Indicate that a longer action in the future will be interrupted by a shorter action in the future.

example: I will be studying for my exams when Michael's typhoon arrives.

→ Project ourselves into the future.

example: 1) This time next year, I will be flying to Dubai

→ Predict or guess about future events.

example: He will be coming to the party I think.

She will be travelling to Hyderabad I guess.

I will be waiting for you at the gate I think

→ Politely ask for information about the future.

example: Will you be joining us for the Christmas party?

3) Future perfect: will / shall + have + V<sub>g</sub>

The future perfect tense indicates that the action will be completed at some point in the future.

example: i) You will have arrived in New York by the time you receive this letter.

→ Express that an action will occur before another action.

example: ii) By next April, I will have gone to Semester 2.

→ Show that an action will continue until another action in future.

example: iii) By the time I leave, I will have been in London for 6 months

2) By the time I reach the station, you will have waited for the train.

3) By the time you reach home, we will have eaten and the children will have gone to bed.

4) future perfect progressive: S + will / shall + have been + v+ing

It is used to express a continuing action that continues until a specific point in the future.

example: i) By next week, I will have been living in this house for 2 years.

2) By the time you reach home, we will have been eating dinner.

3) By the time you reach home, I will have been cleaning dishes.

Biography short notes include in the essay:

Biography is an account of someone's life written by someone else. Biography is considered as a literary genre.

Collocation: A collocation is a group of two or more words that are placed together.

example: When we say heavy rain instead of big or strong rain, it conveys the same meaning that it is raining heavily.

In the above example strong rain or the big rain conveys the same meaning. In fact, both of them are also grammatically correct. But the use of big or strong rain will sound strange.

Thus, we use heavy rain to sound natural and a lot better.

English.

Types of collocations: There are several different types of collocations made from combinations of verb, noun, adjective, adverb and preposition. They are.

1) Adverb + Adjective.

→ Raju and Rani are happily married.

→ You are fully aware that there are serious problems.

→ She always looks absolutely beautiful.

→ I am deeply worried about her health.

→ The plan was highly successful.

2) Adjective + Noun.

→ The doctor ordered him to take regular medicine.

→ This is a new generation electronic device.

→ He had nasty habit of biting nails.

→ Most of the parents have high expectations from their children.

→ The main idea is to protect human health and environment.

### 3) Noun + Noun.

- Four percent of service charge will be collected on  
N N
- Mr. John joined a health club to improve his fitness.  
N N
- I always get nervous when I see the report card.  
N N
- School days are the best days of everyone's life.  
N N
- The police stopped him for exceeding the speed limit.  
N N

### 4) Verb+Noun.

- Wear woolen clothes otherwise you will catch cold.  
Y N
- The teacher told the students to keep quiet in the library.  
N
- Give a chance to explain the situation.  
V N
- I refuse to pay the bill as I am not satisfied with the service.  
V N
- The teacher told the students to pay attention in the class.  
V N

### 5) Verb+preposition

- I like to listen to music.  
V pre
- Priya is working on a new project  
V pre
- He is waiting for the taxi.  
V pre
- I cannot deal with this situation right now.  
V pre
- I want to talk to you regarding tomorrow's meeting.  
V pre V pre  
(on)

### 6) Adverb+verb.

- He was seriously injured in an accident.  
adv V
- My mother strongly support me in my career.  
adv V
- He was fully recovered from the injuries.  
adv V

→ I completely forgot what teacher said.  
adv

→ The restraint is shortly closed for renovation  
adv

### Drawing Inferences:

Compound Words: Compound words are formed by combining two or more words to create a new word. These are of 3 types.

1) Open compound words: They are written with spaces between the individual words. Many open compound words function as nouns and are formed by combining a noun with another noun or with an adjective.

- example: 1) High school      7) first aid.  
          2) House party      8) Ice cream  
          3) Black eye      9) Artificial Intelligence  
          4) Common sense      10) full moon  
          5) Theme park  
          6) Disney land

### 2) Closed Compound words:

These are formed by combining two words but do not contain any space between them. They can play a wide variety of functions as nouns, pronouns, verbs, adverb, preposition, conjunction.

- example: 1) weekend      7) Into  
          2) barefoot      8) Blackberry  
          3) watermelons      9) Onto  
          4) herself      10) within  
          5) However      11) where as  
          6) Babysit      12) Breakfast

Hyphenated Compound Words: They are formed by combining two or more words with a hyphen placed between them.

example: sister-in-law

Daughter-in-law.

Drawing Inferences: It is the process of using evidence or clues to make guess or conclusion. It enhances critical writing skills and also helps for comprehension and deeper understanding of a given text.

Types of Drawing Inference:

- 1) Textual Inference: Drawing conclusion based on clear information in written or spoken text.
- 2) Visual Inference: Making assumptions based on visual elements such as images, graphs or charts.
- 3) Social Inference: Understanding people's ideas or thoughts or intentions through their behavior or their body language

Steps for making Inference:

- 1) Look for clues, when trying to make an inference, it is most important to look for clues that will help you to figure out what is given in the text
- 2) Connect the dots: It would be best to look for patterns and connections between different pieces of information to help you understand what is happening.
- 3) Use your own experience: Some times the best way to make an inference is to use your own experience.

example: If you are reading a story about a character going through a tough time, you can think about a time when you are someone you know went through a similar situation

4) Consider different perspectives: Inferences requires you to think about different perspectives. This means trying to see things from the point of view of other characters and thinking about how their experiences and beliefs make decisions.

5) Be flexible: Make judgements, combine the ideas, form  
opinions based on what you are reading. Judgements and  
interpretations should be supported by evidence from the  
text.