

Gani's English Academy, Lalmonirhat.

(HSC Academic and University Admission Care)

Mobile: 01737030979

Hand Notes on Completing Sentences

Rules of Completing Sentences:

1. So that/ in order that...S+can/could+Vb	We go to college so that we can acquire knowledge.
2. In spite of/ Despite...(V+ing+Adj.)	In spite of being ill, she went to college.
3. On account of/ Because of	I could not go there on account of my illness.
4. Instead of/ In lieu of	She took biology instead of Mathematics.
5. In case of	In case of load shedding, we will use IPS.
6. By + (V+ing)	You can get GPA 5 by reading attentively.
7. Without + (V+ing)	Without working hard, you can't shine in life.
8. Since (Present...past Ind./P.I...P.P)	It is long time since I saw her last.
9. Would you mind (V+ing)	Would you mind closing the window?
10. Would you like (to+Vb)	Would you like to do the work?
11. Would rather + Vb...than	I would rather die than beg.
12. Too + adj...(for+obj.)...To+Vb	The work is too difficult for me to do.
13. Enough to + Vb	It is enough to read 8 hours daily.
14. So + adj ...that+ S+ can/could+Vb	She is so brilliant that she can solve any problem.
15. Such + adj ...that+ S+can/could+Vb	She is such brave that she can do anything.
16. Until/till	Wait here till I come back.
17. As long as	Read attentively as long as you can.
18. As/since/because	Since I was ill, I did not go to college.
19. Though/Although (opposite)	Though she worked hard, she failed in the exam.
20. If (P..shall/will+Vb, P. Ind..would/could/might+Vb, P.P..would have+V3)	If you come, I will go. If you came, I would go.
21. Unless	Unless you work hard, you cannot shine in life.
22. In case/ Provided that/ Providing that	We will not go there in case we miss the train.
23. Let alone	She cannot eat a mango, let alone 10 mangoes.
24. As if/ As though (Pre..past Ind., P.I-P.P)	She speaks as if she were a mad. (spoke...had been)
25. Had better/ Would better + Vb	You had better do the work quickly.
26. It is time +to+Vb, it is high time+S+V2	It is high time we changed our bad habit.
27. I wish/ Would that(S+v2,(were) /could+Vb)	I wish I were a bird. Would that I could do the work.
28. When/after/before (P.P+before+P.I)	I had completed the work before she came.
29. The place where	This is the place where I was born.
30. The time when	1971 is the time when we became independent.
31. So much/so many+N..that+S+can/could+Vb	There are so many students that I cannot count them.
32. No sooner had +S+V3..than+S+V2	No sooner had I reached the station than the train left.
33. Hardly had S+V3..when + S+V2	Hardly had I completed the work when she came.
34. Scarcely had +S+V3..when/before+S+V2	Scarcely had we reached the college when the bell rang.
35. Not only....but also	She is not only a singer but also a dancer.
36. Eitheror	Either she or her sisters are beautiful.
37. Lest + should/might+ Vb	Read attentively lest you should fail in the exam.
38. Neithernor	Neither he nor his friends are playing in the field.
39. as...as/ so...as/ such...as/ same...as	She is as beautiful as her mother. (not—so...as)
40. The + Comparative...the+Comparative	The more you read, the more you learn.

The sooner, the better.

Proverbs:

1. All that glitters is not gold.	39. Fortune favours the bold.
2. Beggars can't be choosers.	40. God helps those who help themselves.
3. A bird in the hand is worth two in the bush.	41. Easy come, easy go.
4. An apple a day keeps the doctor away.	42. Good things come to those who waits.
5. Better safe than sorry.	43. Honesty is the best policy.
6. When in Rome, do as the Romans do.	44. Hope for the best, prepare for the worst.
7. Don't count your chickens before they hatch.	45. If it isn't broke, don't fix it.
8. Every cloud has a silver lining.	46. If you can't beat them, join them.
9. A journey of a thousand miles begins with a single step.	47. Knowledge is power.
10. Necessity is the mother of invention.	48. Keep your friends close, and your enemies closer.
11. The pen is mightier than the sword.	49. Laughter is the best medicine.
12. Birds of a feather flock together.	50. Like father, like son.
13. Rome wasn't built in a day.	51. Practice makes a man perfect.
14. Time waits for no one.	52. The early bird gets the worm.
15. Too many cooks spoil the broth.	53. The enemy of my enemy is friend.
16. When there's smoke, there's fire.	54. The grass is always greener on the other side.
17. You can't have your cake and eat it too.	55. Actions speak louder than words.
18. A picture is worth a thousand words.	56. There is no place like home.
19. A watched pot never boils.	57. Two heads are better than one.
20. Beggars can't be choosers.	58. Two wrongs don't make a right.
21. Beauty is in the eye of the beholder.	59. When the going gets tough, the tough get going.
22. Better late than never.	60. Where there is smoke, there is fire.
23. Cleanliness is next to godliness.	61. You can lead a horse to water, but you can't make him drink it.
24. Don't bite the hand that feeds you.	62. You can't always get what you want.
25. Don't judge a book by its cover.	63. An idle brain is devil's workshop.
26. Don't put all of your eggs in one basket.	64. A bad workman always blames his tools.
27. A drowning man will clutch a straw.	65. Absence makes heart grow fonder.
28. An hour in the morning is worth two in the evening.	66. A good listener is a silent flatterer.
29. A happy heart is better than a full purse.	67. A jack of all trades is master of none.
30. A leopard doesn't change its spots.	68. All is fair in love and war.
31. All is well that ends well.	69. All lay loads on a willing horse.
32. Among the blind, one-eyed man is king.	70. An empty vessel makes much noise.
33. An ounce of protection is worth a pound of cure.	71. A rolling stone gathers no moss.
34. A ship in the harbour is safe, but that's not what a ship is for.	72. A stitch in time saves nine.
35. As you sow, so you shall reap.	73. A thing begun is half done.
36. A tree is known by its fruit.	74. Barking dogs seldom bite.
37. Beauty is only skin deep.	75. Begin to weave and God will give the thread.
38. Be slow in choosing, but slower in changing.	76. Best things in life are free.

Prepared By:

Md. Osman Gani, Lecturer in English, Majida Khatun Govt. Women's College, Lalmonirhat.
Mobile/WhatsApp: 01737030979, Email: osmangani276@gmail.com

77. Blood is thicker than water.	106. Clothes do not make a man.
78. Cowards die many times before their death.	107. Cross the stream where it is shallowest.
79. Curiosity killed the cat.	108. Different strokes for different folks.
80. Do as you would be done by.	109. Doctors make the worst patients.
81. Don't carry coals to Newcastle.	110. Don't cast pearls before swine.
82. Don't cross the bridge till you come to it.	111. Don't empty the water jar until the rain falls.
83. Don't kill the goose that lays golden eggs.	112. Don't open a shop unless you know how to smile.
84. Don't put all your eggs in one basket.	113. Don't think there are no crocodiles because the water is calm.
85. Every dog has his day.	114. Empty bags can't stand upright.
86. Eagles don't catch flies.	115. Every horse thinks its own pack is heaviest.
87. Fall seven times; stand up eight.	116. Familiarity breeds contempt.
88. Faults are thick where love is thin.	117. Fine feathers make fine birds.
89. Flattery, like perfume, should be smelled but not swallowed.	118. Fools rush in where angels fear to tread.
90. Fortune favours the brave.	119. God helps those who help themselves.
91. Good bargains empty the purse.	120. Good swimmers are often drowned.
92. Good wine needs no bush.	121. Grief divided is made lighter.
93. Half a loaf is better than none.	122. Home is where the heart is.
94. If wishes were horses, beggars would ride.	123. If you are patient in a moment of anger, you will escape hundred days of sorrow.
95. If you buy cheaply, you pay dearly.	124. If you want peace, prepare for war.
96. If you want to go quickly, go alone. If you want to go far, go together.	125. Ignorance is bliss.
97. Imitation is the sincerest form of flattery.	126. It's better to lose the battle and win the war.
98. It is easy to find a thousand soldiers, but hard to find a good general.	127. It's never too late to mend.
99. It takes a village to raise a child.	128. It takes two to make a quarrel.
100. Justice delayed is justice denied.	129. Kind words will unlock an iron door.
101. Kings have long arms.	130. Learn to walk before you run.
102. Least said, soonest mended.	131. Lend your money and lose your friend.
103. Let sleeping dogs lie.	132. Lightning never strikes twice in the same place.
104. Like people, like priest.	133. Long absent, soon forgotten.
105. Look before you leap.	134. Make hay while the sun shines.

Prepared By:

Md. Osman Gani, Lecturer in English, Majida Khatun Govt. Women's College, Lalmonirhat.
Mobile/WhatsApp: 01737030979, Email: osmangani276@gmail.com

135. Make yourself all honey and the flies will devour you.	160. Money talks.
136. Money doesn't grow on trees.	161. More die of food than famine.
137. Murder will out.	162. Necessity is the mother of invention.
138. Never put off until tomorrow what you can do today.	163. Never test the depth of water with both feet.
139. No gain without pain.	164. No news is good news.
140. Oaks may fall when reeds stand the storm.	165. Once bitten twice shy.
141. People who live in glass houses shouldn't throw stones at others.	166. Persuasion is better than force.
142. Politeness costs little but yields much.	167. Practice what you preach.
143. Rich man's joke is always funny.	168. Shrouds have no pockets.
144. Silence is half consent.	169. Slow and steady wins the race.
145. Smooth seas do not make skilful sailors.	170. Still water runs deep.
146. Strike while the iron is hot.	171. The family that (eats) prays together stays together.
147. The harder you work, the luckier you get.	172. The higher the monkey climbs the more he shows his tail.
148. The highest branch is not the safest roost.	173. The longest way around is the shortest way home.
149. The nail that sticks out gets hammered down.	174. There are many paths to the top of the mountain, but the view is always the same.
150. There is no time like the present.	175. The squeaky wheel gets the grease.
151. The tongue is but three inches long, yet it can kill a man six feet tall.	176. To know the road ahead, ask those coming back.
152. Too many cooks spoil the broth.	177. When a twig grows hard, it is difficult to twist it.
153. While the cat is away, the mice will play.	178. Words must be weighed, not counted.
154. You can't make an omelette without breaking eggs.	179. You can't teach an old dog new tricks.
155. You do not fatten a pig by weighing it.	180. You show me the man, and I'll show you the rule.
156. Hunger drives the wolf out of the wood.	181. A house divided cannot stand.
157. Until the lions produce their own historian, the story of the hunt will glorify only the hunter.	182. The fish always stinks from the head downwards.
158. Give a man a fish and you feed him for a day; teach a man to fish and you feed him for a lifetime.	183. Corporations have neither bodies to be punished nor souls to be damned.
159. When the last tree is cut down, the last fish eaten, and the last stream poisoned, you will realize that you cannot eat money.	184. One law for the rich and another for the poor. 185. New lords, new laws.

Prepared By:

Md. Osman Gani, Lecturer in English, Majida Khatun Govt. Women's College, Lalmonirhat.
Mobile/WhatsApp: 01737030979, Email: osmangani276@gmail.com

Suggestion for HSC Examination:

1	I don't have enough money. Had I been a rich man...	I would have helped the poor.
2	My final examination is going on. I studied hard lest .	I should fail in the exam.
3	Man proposes...	God disposes.
4	I am waiting for the chairman. Can you tell me when _____ ?	The chairman will come?
5	Give me your address. I will send you the documents _____ .	To your address.
6	_____ is lost forever. So, we should utilize time properly.	Time once lost
7	All around us are not friends. In fact, Friends _____ are real friends.	Who help us in our need
8	For higher education, we should learn English. So, it is high time _____ .	We learned English.
9	Birds fly in the sky. I wish _____ .	I were a bird.
10	I can't recall his name. It is long since _____ .	I saw him last.
11	We are late . The class will start soon. Walk fast lest _____ .	We should miss the class.
12	There goes a proverb that _____. So we must make a proper use of time .	Time and tide wait for none.
13	The condition of Mitu's father was not well. If I knew his mobile number _____ .	I would call him.
14	Though Bangladesh is a small country, _____. we are proud of our World Heritage sites.	It has many world heritage sites.
15	We are a free nation now. 1971 is the year when _____ .	We became independent.
16	English is an international language. _____, you cannot get a good job.	Without learning English
17	I found a box in the room. The box was too heavy for _____ .	Me to carry.
18	I was really in a great danger. He came here with a view to _____ .	Helping me.
19	Time will decide everything. Do your best _____ .	And wait for the result.
20	A good student must possess _____ .	good qualities.
21	The student _____ is a good student.	Who reads regularly
22	He, who _____ makes a glorious result in the examination.	Reads attentively
23	Though he was brilliant, _____. He was very irregular in his college.	He could not pass in the exam.
24	Jamil had an accident yesterday while he _____ .	Was driving his car.
25	I am not a rich man. The car is too expensive _____ .	For me to buy.
26	Samudra Haque is a great journalist . Do you know where _____ ?	He was born.
27	Unity is power. Unless you are united, you _____ .	Cannot be successful in life.
28	Work carefully lest _____ .	You should fail in life.
29	Sabbir Khan is a quack . He behaves as though _____ .	He were an MBBS doctor.
30	It is very cold . I have to put on warm clothes so that _____ .	I can protect myself.
31	I could not recognize you at first. It was many years since we _____ .	Had met last.
32	Water is polluted in many ways. It is high time we _____ .	Stopped water pollution.
33	I think you are not regular in studies. Be attentive lest _____ .	You should fail in the exam.
34	Birds fly in the sky freely. Had I the wings of a bird _____ .	I would fly in the sky.
35	There are many obstacles in our way to success. We must work hard so that _____ .	We can be successful in life.
36	Could you avoid _____ ?	Smoking?
37	A proverb goes that morning _____ .	Shows the day.
38	Democratic government will provide _____ .	All kinds of facilities to its citizens.

39	Let us play in the field , _____ ?	Shall we?
40	The bee is one of the busiest insects. We should follow the _____.	Lifestyle of bee.
41	He is a liar. Do not rely _____.	On his words.
42	Mobile phone is a wonder of modern science. But _____.	It has some demerits too.
43	Patriotism is a noble virtue. It is high time _____.	We became patriot.
44	Early rising gives a man enough time to work. Since I am an early riser _____.	I get enough time to work.
45	Trees are essential for our existence. So, we should plant _____.	Trees more and more.
46	Florence Nightingale wanted to be a nurse with a view to _____.	Nursing the ill people.
47	She was thirty years old when _____.	She started nursing career.
48	If a man sows good seeds, _____.	He will harvest good crops.
49	I got up late today. Let's take a taxi so that _____.	We can reach there timely.
50	A village doctor is a person who _____. He is the best friend to the villagers.	Serves the villagers.
51	I cannot carry the box on my back. Would you mind _____ ?	Carrying my box?
52	Though he is a wealthy man _____. He is really a closefisted man.	He doesn't help poor people.
53	I went to my village with my father. I had finished my exam before _____.	I went to my village.
54	If you did the work, I _____.	Would give you some money.
55	It is raining heavily. Would you mind _____ an umbrella?	Giving me
56	She goes to market so that _____. She likes fuchka very much.	She can eat fuchka.
57	If you take regular physical exercise _____.	You will remain fit.
58	I was not hungry at all. If I had been hungry, _____.	I would have eaten my meal.
59	A proverb goes that _____. So, we must try to lead an honest life.	Honesty is the best policy.
60	Bangladesh is our motherland. Though Bangladesh is a small country _____.	It has a large population.
61	Hardly had he seen his friend _____.	When he met him.
62	It is a long time since _____.	I visited my village.
63	All of us have to work hard with a view to _____.	Passing in the exam.
64	I was too young to _____.	Say no to a woman.
65	A student has to study regularly lest _____.	He should fail in the exam.
66	She said, "It is high time we _____."	Changed our bad habit.
67	I wish I could fly in the sky . If I had the wings of a bird, I _____.	Could fly in the sky.
68	I don't know why you go there, most probably _____.	You like the place.
69	But all sorts of attempts to solve food problems will fail unless _____.	We become aware of it.
70	He who follows two hares _____.	Catches neither.
71	English is an international language. So, to keep pace with the process of globalization _____.	We must learn English.
72	I am an early riser . I am used to _____.	walking in the morning.
73	You are getting fat. If you want to lose weight , _____.	You must exercise regularly.
74	Many people of our country are illiterate. They do not know _____.	How to read and write.

75	Women constitute half of the total population of our country. No progress is possible .	Without the participation of women in our economy.
76	Honesty is the best policy. If you maintain honesty .	You will be happy in life.
77	Patriotism is a noble virtue. It is high time .	We became patriot.
78	English is an international language. I wish...	I could speak English fluently.
79	If I had much money .	I would help the poor.
80	There goes a proverb that _____. So, you have to make friendship with a gentleman.	A friend in need is a friend indeed.
81	A railway station is the place where _____.	Trains stop and start from.
82	No sooner had he reached the station....	Than the train left.
83	He is satisfied with what...	He has.
84	The car made in Japan...	Runs very smoothly.
85	He behaved as if...	He had known everything.
86	An unhealthy man cannot enjoy life. A proverb goes that...	Health is wealth.
87	She loves reading. She will be reading while we _____.	will be playing.
88	Habit of eating is also important for good health. We should eat a balanced diet _____.	To lead a healthy life.
89	Environment pollution is a serious problem nowadays. We should plant trees....	To protect our environment.
90	Environment is polluted in many ways. It is high time...	We stopped environment pollution.
91	What is lotted....	Cannot be blotted.
92	My purse has been lost where _____.	I took a rickshaw.
93	My friend, Ripon, appeared before the interview board. As he was smart _____.	He got the job.
94	You are a liar . You cannot eat a mango let alone _____.	Ten mangoes.
95	I am very hungry today . I had better _____.	Eat my meal.
96	Industry is the key to success. If you work hard _____.	You will succeed in life.
97	It is very cold outside. You had better _____.	Put on warm cloth.
98	My childhood was full of happiness. Would that _____.	I could be child again.
99	No sooner had we reached the college _____.	Than the class started.
100	The poem is too difficult for the students _____.	To memorize.
101	She loves reading. She will be reading while...	We will be playing.
102	Industry is the...	Key to success.
103	A man cannot succeed in life	Without industry.
104	I always	Try to be industrious.
105	He studies medicine so that...	He can become a doctor.
106	Jui is studying medicine. She wants...	To be a doctor.
107	He came to my room while...	I was reading.
108	Though the pen writes well..... I can't afford to use it.	It is very costly.
109	You cannot buy a car unless... It costs a lot.	You are a very rich man.
110	There are many helpless people. I wish...	I could help them.
111	Despite the rain... He was in a hurry.	He went out.
112	It is high time you.... It is detrimental to health.	Gave up smoking.
113	I went to market yesterday. Had you requested me...	I would have bought a mobile for you.
114	He runs fast as though...	He were in a great danger.
115	United we stand...	Divided we fall.
116	We saw a snake while we...	Were passing through a forest.
117	I went to India with a view to...	Visiting Taj Mahal.

118	A man who....brings misery for him. He becomes a burden to all.		Is idle
119	Happiness lies in contentment. In spite of... he is not happy.		Being rich
120	No sooner had the teacher entered the classroom...		Than the students stood up.
121	I am looking for her address. If I		I will send her an invitation.
122	Our life is very short. We must utilize... to make it successful.		Our time properly
123	I bought a lottery. I wish		I won the first prize.
124	I was in deep sleep. Though she called loudly...		I didn't wake up.
125	Many poor students cannot afford higher education because of...		Their poverty.
126	What is lotted...		Cannot be blotted.
127	I would rather resign my job...		Than tolerate injustice.
128	John is fond of reading. Whenever he goes to bookfair...		He buys a lot of books.
129	I ... after I had finished my study.		Went there
130	It is not good.... A man is known by the company he keeps.		To keep bad company.
131	I have lost my mobile. Would you mind...so that I can call my father.		Giving me your phone.
132	You are now sick. Call me in case...		You need any help.
133	He is so short that...		He can't touch the roof.
134	Jerry was an orphan boy. He was only four when...		He came to the orphanage.
135	The poem is too easy...		To memorize.
136	Religious people believe that...		Allah is Almighty.
137	I have to meet Raihan. Do you know....		Where he lives.
138	Spring is the time when....		Flowers bloom in every tree.
139	A stitch in time...		Saves nine.
140	Do you know the proverb, "All's well...."?		That ends well.
141	If she had invited me....		I would have visited her.
142	Mobile phone is a wonder of modern science. But...		It has some demerits too.
143	Health is the root of all happiness. If we want good health...		We have to exercise regularly.
144	I've missed the 8.00 o'clock train. Do you know when...		The next train will come?
145	Life should not be considered.... It is full of sorrows and sufferings.		As a bed of roses.
146	We read with a view to....		Knowing about the world.
147	One cannot do well in the exam unless....		She reads regularly.
148	Anger is a human vice. He who is taken by anger...		Causes a lot of troubles.
149	Cowards die many times....		before their death
150	You can't make an omelette without...		breaking eggs.

Prepared By:

Md. Osman Gani, Lecturer in English, Majida Khatun Govt. Women's College, Lalmonirhat.

Mobile/WhatsApp: 01737030979, Email: osmangani276@gmail.com