SOME BASIC TERMS OF ENGLISH

इस Book में प्रयुक्त विभिन्न Terms की जानकारी संक्षिप्त रूप में इस अध्याय में दी जा रही है।

(1) Alphabet : अंग्रेजी भाषा के Alphabet में 26 letters होते हैं जिन्हें Capital letters एवं Small letters में निम्न दो प्रकार से लिखा जाता है। Small letters एवं Capital letters का उच्चारण समान रहता है, लेकिन आकृति भिन्न होती है। Capital letters का प्रयोग कब किया जाएगा, यह जानना शुद्ध अंग्रेजी लिखने हेतु आवश्यक है, इसकी सम्पूर्ण जानकारी सम्बन्धित अध्याय में दी गई है।

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z   *Capital Letters*

a b c d e f g h i j k l m n o p q r s t u v w x y z   *Small Letters*

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(2) Word (शब्द) : Letters को आपस में मिलाकर लिखने से उनका कोई अर्थ निकलता है तो उसे Word (शब्द) कहा जाता है। एक Word बनाने के लिए कम से कम एक स्वर एवं एक व्यंजन का होना आवश्यक है। स्वर न होने पर स्वर की ध्वनि वाला व्यंजन होना आवश्यक है। लेकिन एक ही letters वाले शब्द जैसे : A, I, O इत्यादि इसके अपवाद हैं।

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(A = एक, I = मैं, O = ओ)

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(3) Sentence (वाक्य) : दो या अधिक Words को पास–पास लिखने से बनने वाले शब्द समूह का कोई अर्थ निकलता है, तो इस शब्द समूह को वाक्य Sentence कहा जाता है।

Sentence के मुख्य रूप से दो भाग होते हैं :

(i) Subject एवं   (ii) Predicate

(i) **Subject :** कार्य को करने वाला Subject (कर्ता) कहलाता हैं।

(ii) **Predicate :** Subject जो कार्य करता है, उसे Predicate कहते हैं।

Sentence मुख्यतया चार प्रकार के होते हैं :

(a) Simple Sentence में एक ही Finite Verb होता है।

(b) Compound Sentence में दो या अधिक Principal Clauses होते हैं, जो एक-दूसरे से Co-ordinating Conjunction द्वारा जुड़े होते हैं।

(c) Complex Sentence में कम से कम एक Principal Clause तथा एक या अधिक Sub-ordinate Clause होता है।

(d) Mixed Sentence ऐसे Sentences हैं जो Simple, Compound या Complex Sentence से अलग हैं, Mixed Sentence कहलाते हैं।

(4) Clause : शब्दों का ऐसा समूह जो एक Sentence का ही एक भाग है जिसमें एक Finite verb एवं एक Subject होता है, Clause कहलाता है।

Clause is such a group of words that forms part of a sentence, and contains a subject and a finite verb.

Clause तीन प्रकार की होती हैं :

(i) Principal Clause : ऐसे Clause होती है, जो स्वयं में स्वतन्त्र होती है एवं जिसका स्वयं का पूर्ण अर्थ निकलता है।

(ii) Co-ordinate Clause : यह Clause भी एक स्वतन्त्र Clause है, जिसका स्वयं का अर्थ निकलता है। यह Simple Sentence की तरह होती है जो अन्य clause से Coordinating Conjunction *जैसे* and, but, for, or etc. से संयुक्त होती है।

(iii) Sub-ordinate Clause : यह Clause एक स्वतन्त्र Clause नहीं है जिसका स्वयं का पूर्ण अर्थ नहीं निकलता है। यह अपने पूर्ण अर्थ के लिए अन्य Clause पर निर्भर होती है। यह Clause अन्य Clause से Sub-ordinating Conjunction जैसे : as, why, because, since, before, unless, though, although, lest, as soon as, provided, etc. से संयुक्त होती है। Sub-ordinate Clause का, इस Clause द्वारा किये जाने वाले कार्य के अनुसार तीन भागों में वर्गीकरण किया जाता है :

(i) Noun Clause   (ii) Adjective Clause   (iii) Adverb Clause

(5) Phrase : शब्दों का एक ऐसा समूह जिसका कुछ अर्थ तो निकलता है, लेकिन पूर्ण अर्थ नहीं निकलता, Phrase कहलाता है।

'A group of words which make sense, but not complete sense, is called a Phrase' जैसे :

Red Tapism, Ins and outs , Hand in gloves etc.

(6) Parts of Speech : वाक्य (Sentence) में प्रयुक्त विभिन्न प्रकार के शब्दों को आठ भागों में विभाजित किया गया है

(i) Noun   (ii) Pronoun   (iii) Adjective   (iv) Adverb
(v) Preposition   (vi) Verb   (vii) Conjunction   (viii) Interjection.

(7) Affirmative Sentence : ऐसे वाक्य जो negative नहीं हैं, Affirmative Sentence कहलाते हैं।

(8) Assertive Sentence : ऐसे वाक्य जिनमें कुछ कथन किया गया हो, Assertive sentence कहलाते हैं।

I was not present there.   I have taken a decision.

(9) Imperative Sentence : ऐसे वाक्य जिनमें आदेश (order) निर्देश (direction, command), प्रार्थना (request), सुझाव (suggestion), सलाह (advice) का भाव निहित रहता है। जैसे :

(a) Shut the door.   (b) Consult a good physician.

(10) Optative Sentence : ऐसे वाक्य जिनसे Good wishes प्रार्थना, अभिवादन या इच्छा व्यक्त की जाती है, Optative Sentence कहलाते हैं। जैसे :

(a) God bless you!   (b) Long live the queen!

(11) Exclamatory Sentence : ऐसे वाक्य जो अफसोस, घृणा, दु:ख, आश्चर्य, प्रसन्नता, शाबाशी देने का भाव व्यक्त करते हैं, Exclamatory Sentence कहलाते हैं। जैसे :

(a) Hurrah! we have won the match.   (b) Oh! she died so young.

(12) Colloquial : इसका अर्थ होता है, conversational , informal जो बातचीत में प्रयोग होता है।

(13) Complement : इसका अर्थ होता है, पूरक। Complement वाक्य का वह भाग है जो वाक्य में Subject या Object को स्पष्ट करता है। जो Subject की पूर्ति करता है, या Subject को स्पष्ट करता है, उसे Subjective Complement तथा जो Object की पूर्ति करता है, या Object को स्पष्ट करता है, उसे Objective Complement कहते हैं। *जैसे:*

(i) Gopesh became a *teacher*.   (ii) Nisha is a *girl*.

वाक्य (i) teacher एवं (ii) में girl, subject को स्पष्ट करते हैं। ये Subjective Complements हैं।

(iii) We elected Ram our *monitor*.   (iv) Her father named her *Sheela*.

वाक्य (iii) monitor, एवं (iv) में Sheela, Objective Complements हैं।

(14) Cognate Object : जब वाक्य में verb के meaning की similarity में object का प्रयोग होता है तो ऐसा object, Cognate Object कहलाता है। जैसे :

(i) He fought a fierce fight.   (ii) Rahim sang a sad song.

उपरोक्त वाक्यों में song, fight, क्रमश: verb; sang एवं fought के cognate objects हैं।

(15) Syllable : Word (शब्द) का वह भाग जो एक बार में बोला जाता है Syllable कहलाता है। एक Word (शब्द) एक या अधिक Syllable का हो सकता है।

A syllable is a part of a word that contains a single vowel sound and that is pronounced as a unit.

So, For example 'book' has one syllable, and 'reading' has two syllables.

(i) **One Syllable** : Word Run, sit, come, go, my, he etc.

(ii) **Two Syllable** : Words Mon-day, four- teen, fa - ther, sun -day etc.

(iii) **Words with more than two syllable :** Won-der-ful, beau-ti-ful , de-mo-cra-cy, im-po-ssi-ble.

(16) Vowels : अंग्रेजी भाषा में A, E, I, O, U को Vowels (स्वर) माना गया है। इनके अतिरिक्त कई व्यंजन (consonants) भी स्वर की ध्वनि हेतु प्रयुक्त होते हैं।

(17) Consonants : A, E, I, O, U के अतिरिक्त शेष सभी Alphabets व्यंजन (Consonants) कहलाते हैं। अंग्रेजी भाषा में 21 व्यंजन एवं 5 स्वर होते हैं।

(18) Prefix : मूल शब्द के साथ पहले जुड़े कुछ अक्षर; जैसे Im, in, un, en, dis, em इत्यादि, Prefix कहलाते हैं। Prefix द्वारा नए शब्द का निर्माण किया जाता है। जैसे : Impossible, impure, incompetent, enroute, encourage, dislike, embark, empower, defame.

(19) Suffix : मूल शब्द के बाद लगे हुए अक्षर जैसे age, ed, ist, ing, em, ish, en, ship इत्यादि Suffix कहलाते हैं। Suffix द्वारा भी नए शब्द का निर्माण किया जाता है। जैसे leakage, breakage, gifted, talented, rightist, socialist, friendship, hardship etc.

(20) Premodifier : वह शब्द जो noun से पहले आता है एवं उसके अर्थ में वृद्धि करता है, Premodifier कहलाता है। जैसे :

(i) He misbehaved with an *invited* friend.   (ii) They sold the *cursed* house.

उपरोक्त वाक्यों में Invited एवं Cursed, Premodifier हैं।

(21) Slang : Slang consists of words, expressions and meanings that are informal and are used by the people who know each other very well and quite familiar with one-another. (Generally abusive language) पूर्ण परिचित व्यक्तियों द्वारा प्रयुक्त अनौपचारिक विशेष शब्द, expressions, सामान्य रूप से गाली जैसे शब्द इत्यादि।

(22) Tense : Tense is that form of a verb which shows not only the time of an action, but also the state of an action or event.

(23) Sequence of Tense (काल क्रम) : वे नियम जो यह निर्धारित करते हैं कि किसी वाक्य में Subordinate Clause कि क्रिया (Verb) का Tense क्या होगा अर्थात् यदि Principal Clause में verb का Tense Present, Past या Future है Subordinate Clause में कौन–सा Tense प्रयुक्त होना चाहिए जिससे वाक्य संरचना सही हो। इसका निर्धारण जिन सिद्धान्तों, नियमों के अन्तर्गत किया जाता है उन्हें Sequence of Tense के अन्तर्गत सम्मिलित किया गया है।

(24) Noun : किसी व्यक्ति, वस्तु, स्थान, गुण, कार्य या अवस्था के नाम को Noun (संज्ञा) कहा जाता है।

A noun is a word used as name of a person, place or thing.

'Thing' शब्द बहुत विस्तृत है, इसमें सभी चीजों का समावेश हो जाता है।

Types of Noun

Noun पाँच प्रकार के होते हैं :

(i) Proper Noun : (व्यक्तिवाचक) A Proper Noun refers the name of a person, place or thing. जैसे : Ram, Alwar, Table etc.

(ii) Common Noun : (जातिवाचक) A Common Noun refers the name given to persons, things or places of the same kind or class. जैसे King, boy, girl, city etc.

(iii) Collective Noun : (समूहवाचक) A Collective Noun is the name of a group of persons or things taken together and spoken of as a whole, as unit. जैसे : Team, Committee, Army etc. सामान्यतया Collective noun का प्रयोग singular में होता है यदि इसका प्रयोग Plural में किया जाता है तो वह Common noun बन जाता है।

(iv) Material Noun : (पदार्थवाचक) A Material Noun is the name of metal or substance of which things are made of. जैसे Silver, Iron, Wood etc. Material Nouns, Countable नहीं होते हैं अर्थात् इनकी गिनती नहीं की जा सकती है। इन्हें मापा या तौला जा सकता है। इनके साथ सामान्यतया singular verb का प्रयोग किया जाता है एवं इनके पहले Article का प्रयोग नहीं किया जाता है।

(v) Abstract Noun : (भाववाचक) Abstract noun in general refers the name of quality, action or state. जैसे : Honesty, Bravery (quality), Hatred, Laughter (action), Poverty, Young (state). Art एवं science जैसे : Physics, Chemistry, Music, Grammar इत्यादि भी Noun में शामिल किए जाते हैं।

NOTE
(a) Abstract Noun, ऐसे गुण, भाव, क्रिया एवं अवस्था को व्यक्त करता है जिन्हें न तो Physically Touch किया जा सकता है, न ही देखा नहीं जा सकता है, केवल महसूस किया जा सकता है।
(b) Abstract Noun का प्रयोग सामान्यतया Singular में किया जाता है।

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(25) The Noun Case : वाक्य में Noun का अन्य शब्दों के साथ सम्बन्ध Noun case द्वारा व्यक्त होता है।

(i) **Nominative Case :** जब noun का प्रयोग वाक्य में subject की तरह होता है तो वह noun-nominative Case में होता है अर्थात् वाक्य में noun जब verb के साथ subject का कार्य करता है तो वह noun-nominative case में प्रयुक्त होता है। When a noun is used as subject of the verb in a sentence it is in nominative case.

(ii) **Possessive Case :** एक वाक्य में एक noun को दूसरे noun पर हक या Relation स्थापित करने के लिए प्रयोग होता है तो noun के साथ apostrophe का प्रयोग किया जाता है। जिस noun के साथ apostrophe के प्रयोग होता है वह noun, possessive case में प्रयुक्त होती है।

(iii) **Objective Case :** जब noun का प्रयोग वाक्य में verb के object की तरह होता है तो वह noun, objective case में प्रयुक्त होता है।
When a noun is used as an object of the verb in a sentence, it is in objective case.

(iv) **Nominative of Address :** जो noun किसी व्यक्ति या वस्तु को सम्बोधित करने के लिए प्रयुक्त हो वह nominative of address की तरह प्रयुक्त होता है।
Read the following sentences
(1) Boys, don't make a noise.   (2) Harish, wait for me.
उपरोक्त वाक्यों में Boys, Harish को सम्बोधित (Addressed) किया गया है, Nouns के इस प्रकार के प्रयोग को Nominative of address कहा जाता है।

(v) **Case in Apposition** If two nouns referring to the same person or thing are in apposition, one is placed immediately after the other, with no conjunction joining them, as 'Her father, Naresh Chandra, left home three months ago.'
जब दो nouns एक ही व्यक्ति या वस्तु को बताते हैं अर्थात् दोनों Noun एक ही व्यक्ति के बारे में स्पष्ट करते हैं तो बाद वाला Noun पहले वाले Noun का Case in apposition कहलाता है।

(26) Object and Complement : किसी वाक्य में Verb के बाद आने वाला Noun या Pronoun यदि उसी वाक्य में आये अन्य Noun या Pronoun से कोई समरूपता (Sameness) रखता है, तो वह Verb का complement कहलाता है। जैसे : Ramesh plays football. यहाँ football—Object है क्योंकि इसकी Ramesh से कोई समरूपता नहीं है।

Active voice से *Passive voice* बनाते समय *object,* को ही *subject* बनाया जा सकता है, *complement* को नहीं। इसका अर्थ यह हुआ कि जिस वाक्य में object नहीं है उसका Passive नहीं बन सकता है।
Ramesh writes a letter. यहाँ *letter* एक *object* है इसका *Passive* बन सकता है।
A letter is written by Ramesh.
लेकिन *Ramesh is my friend.* यहाँ *my friend, Complement* है। अत: इसका *Passive* नहीं बन सकता है क्योंकि इस वाक्य में कोई *object* नहीं है।

(27) Determiners & Adjectives : Traditional Grammar में Determiners को Adjective से अलग नहीं किया गया है। Determiners, Adjectives का ही भाग है। Determiners के रूप में परिवर्तन नहीं होता है; जैसे; A, an, the, some, all, much, both, few, whole, etc. इनमें कोई Suffix या Prefix जोड़कर, कोई परिवर्तन नहीं किया जा सकता है जबकि Adjectives के रूप में परिवर्तन सम्भव है; जैसे : Black से Blackish, Blackness; Good से Goodness, Fast को Faster, Fastest बनाया जा सकता है।

(28) Synthesis : यह एक ऐसी प्रक्रिया है जिसके द्वारा बहुत से वाक्यों को जोड़कर एक वाक्य बनाया जाता है अर्थात् दो या अधिक वाक्यों को संयुक्त कर, एक Simple, Compound, Complex या Mixed Sentence बनाने की प्रक्रिया को Synthesis of Sentence कहा जाता है।

(29) Analysis : इसका अर्थ है, वाक्य में विद्यमान clauses की पहचान करना एवं वाक्य किस प्रकार का है, इसकी जाँच करना अर्थात् वाक्य में यह जानना कि कौन-सी clause; principal , coordinate, subordinate clause है? फिर यह जानना कि वाक्य simple/compound/complex /mixed किस प्रकार का है?

(30) Conjunction : यह ऐसा शब्द है जो शब्दों या वाक्यों को आपस में जोड़ता है। इसे Sentence Linker भी कहा जाता है।

　　Definition A Conjunction is a word that joins words or sentences together.

　　　　A conjunction is a joiner, a word that connects (conjoins) parts of a sentence.

(A) **Coordinating Conjunctions :** ये Conjunctions दो समान Rank के Sentences या Words को जोड़ते हैं। इस तरह के मुख्य Conjunctions हैं: For, And , Nor, But, Or, Yet, So.

(B) **Subordinating Conjunctions :** इन Conjunctions द्वारा एक Subordinating Clause को अन्य Clause से जोड़ा जाता है। (Subordinating Clause वह Clause है जो अपने पूर्ण अर्थ के लिए अन्य Clause पर निर्भर होता है।) इस तरह के मुख्य Conjunctions हैं : after, although, as, as if, as long as, as though, because, before, even if, even though, if, if only, in order that, now that, once, rather than, since, so that, than, that, though, till, unless, until, when, whenever, where, whereas, wherever, while, once, rather than.

(C) **Correlative Conjunctions :** जो Conjunctions pairs में प्रयोग किए जाते हैं उन्हें Correlative Conjunctions कहते हैं। जैसे : Either......or, Neither......nor, Both......and, Whether......or, Not only......but also.

Remember Correlative conjunctions are always used in pairs. They join similar elements. When joining singular and plural subjects, the subject closest to the verb determines whether the verb is singular or plural.

(31) Adverb : यह वाक्य में ऐसा शब्द है जो Verb या Adjective या अन्य Adverb या Adverbial phrase को विशेषता प्रदान करता है/संशोधित करता है/उसके अर्थ में कुछ वृद्धि/परिवर्तन करता है।

An adverb is that word in a sentence which modifies the meaning of verb or adjective or another adverb or adverbial phrase.

(32) Pronoun : जो शब्द Noun की जगह प्रयुक्त होता है, उसे Pronoun कहते हैं।

Generally (but not always) pronouns stand for (pro + noun) or refer to a noun, an individual or individuals or thing or things (the pronoun's antecedent) whose identity is made clear earlier in the text.

(33) Preposition : वाक्य में ऐसा शब्द है, जो सामान्यतया noun /pronoun के पूर्व प्रयुक्त होता है एवं noun/pronoun का सम्बन्ध, वाक्य में प्रयुक्त अन्य शब्दों से व्यक्त करता है।

Preposition is a word placed before a Noun or Pronoun, denotes the relation, the person or thing referred by it, has with something else.

A preposition is followed by a noun. It is never followed by a verb.

(34) Subject-Verb Agreement : एक वाक्य में Verb एवं Subject के मध्य एक Agreement होता है। जब Subject singular है तो verb भी singular लगेगी। *'The verb must agree with its subject in number and person'.*

—Nesfield

(35) Weak Verbs : Verbs which require - ed, - d or - t to be added to the Present Tense to form the Past indefinite, are called Weak Verbs; as :

Present	*Past*	*Past Participle*
Sell	Sold	Sold
Burn	Burnt	Burnt
Think	Thought	Thought
Lend	Lent	Lent

(36) Strong Verbs : Verbs that form their Past Tense by merely changing the vowel in their Present form, without adding an ending are called Strong Verbs; as :

Present	*Past*	*Past Participle*
Abide	Abode	Abode
Bear	Bore	Borne
Become	Became	Become
Find	Found	Found

NOTE Now-a-days, Verbs are being classified as Regular and Irregular Verbs.

(37) Regular Verbs : वे Verbs जिनके मूल रूप में t, d या ed लगाने पर उसका Past Tense बनता है। जैसे

Present	*Past*	*Past Participle*
Talk	Talked	Talked
Live	Lived	Lived

(38) Irregular Verbs : जिन Verbs की Past Form, Verb के मूल रूप में d, ed, t, लगाने से नहीं बनती उन्हें Irregular verbs कहा जाता है। ऐसी Verbs की Past Form बनाने हेतु कोई नियम निर्धारित नहीं है। जैसे:

Present	*Past*	*Past Participle*
See	Saw	Seen
Go	Went	Gone
Come	Came	Come

(39) Stative Verbs : कुछ Verbs का प्रयोग सामान्य स्थिति में Continuous form में नहीं किया जाता है। इस तरह की Verbs को Stative Verbs कहा जाता है। Stative का अर्थ है fixed, अर्थात् स्थायी। इस तरह की Verb एक Permanent कार्य को बिना प्रयास के स्थायी रूप से होने वाले कार्य को व्यक्त करती है। इस तरह की verbs का प्रयोग Continuous form में नहीं किया जाता है। इन verbs को Non-Conclusive Verbs भी कहते हैं जैसे:

See, hear, smell, taste, feel, look, know, have, understand etc.

(40) Dynamic Verbs : Dynamic का अर्थ होता है क्रियाशील, गतिशील। यह Stative का विपरीतार्थक शब्द है। जब कोई Verb; Temporary, Momentary या Dynamic कार्य हेतु प्रयुक्त होती है तो वह Dynamic Verb कहलाती है। जैसे:

(a) He is swimming;   (b) She is going;

(c) Ram is coming.

(41) Inchoative Verbs : Verbs जो किसी कार्य से प्रारम्भ होने को व्यक्त करती हैं, Inchoative verbs कहलाती हैं। The term, Inchoative verb is used for a verb that denotes the beginning ,development or final stage, of a change of condition.   —*Guide to patterns and usage in English by AS Hornby*

इस तरह की मुख्य verbs हैं Get, Become, Grow etc.

(a) My father is getting weaker.   (b) It is getting dark.

(42) Transitive Verbs (सकर्मक क्रियाएँ) : ऐसी verbs जिनके साथ object प्रयुक्त हो Transitive Verbs कहलाती हैं। Transitive का अर्थ है passing over अर्थात् जिन verbs में action, कर्ता तक ही सीमित नहीं रहकर, Object (किसी अन्य वस्तु) पर pass over होता है।

जैसे: Ramesh hits a ball.

यहाँ hits एक transitive verb की तरह प्रयुक्त हुआ है, जिनमें action, कर्ता तक ही सीमित नहीं रहा है बल्कि Object; ball पर pass over हुआ है।

सामान्यतया verb यदि **'क्या'** *या* **'किसको'** *प्रश्न करने पर यदि हमें उत्तर प्राप्त होता है तो वह verb, Transitive है। जैसे उपरोक्त वाक्य में verb से 'क्या' प्रश्न करने पर हमें 'a ball' उत्तर मिला। अत: hits एक Transitive Verb है।*

(43) Intransitive Verbs : Intransitive verbs में action object कर्ता तक ही सीमित रहता है, object पर pass over नहीं होता है। *जैसे*

(a) He sleeps in the bed.   (b) Shyam speaks loudly.

इन वाक्यों में verb; sleeps एवं speaks, Intransitive Verbs हैं, इनमें action कर्ता तक ही सीमित रह गया है। किसी object पर pass over नहीं हुआ है। इन verbs से 'क्या' 'किसको' प्रश्न करने पर कोई उत्तर प्राप्त नहीं होता है।

Important

अधिकांश verbs का प्रयोग, Transitively एवं Intransitively, दोनों प्रकार हो सकता है।

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(44) Auxiliary Verbs : इन्हें सहायक क्रियाएँ (Helping Verbs) भी कहा जाता है। Do, does, did, is, am, are, was, were, have, has, had, इत्यादि Primary Auxiliary Verbs तथा will, shall, may, can, should, would, could, might, must, ought, dare, need, used to; Modal Verbs कहलाती हैं।

(45) Linking Verbs or Notional Verbs : जब Auxiliary (helping) Verbs किसी वाक्य में मुख्य verb को support नहीं करती हैं बल्कि मुख्य verb की तरह प्रयुक्त होती हैं तो उस स्थिति में इन्हें Linking Verbs या Notional Verbs कहा जाता है। जैसे:

(a) I have a book and a pencil.   (b) She is a beautiful girl.

उपरोक्त वाक्यों में underlined verbs; have तथा is—Linking verbs या Notional Verbs हैं।

(46) Modals : ये भी Auxiliary verbs होते हैं, ये verbs के mood (अवस्था/भाव) को व्यक्त करते हैं। Mood या Modes एक ही बात है। चूँकि ये verbs के भाव, क्रियाविधि को व्यक्त करते हैं। अत: इन्हें Modals कहा जाता है।

(47) Finite Verbs : जिन verbs में subject के Number, Person, एवं Tense के अनुसार परिवर्तन होता है, Finite Verbs कहलाती हैं।

(48) Non-Finites Verbs : ये ऐसी verbs होती हैं, जिन पर वाक्य के tense एवं subject के person एवं number कोई प्रभाव नहीं पड़ता है।

(49) Infinitive : इन्हें सामान्यता 'to + verb' के रूप में जाना एवं पहचाना जाता है। जैसे : to play, to go, to walk etc. लेकिन कभी–कभी 'to' नहीं भी आता है। इस प्रकार की Infinitive को Bare Infinitive (Infinitive without to) कहा जाता है। जैसे: I saw him go, I bade him go etc. यहाँ go, bare infinitive है।

(50) Split Infinitives : Infinitive के बीच में (to एवं infinitive) कोई भी adverb या शब्द लिखना traditional grammar में गलत माना जाता है, लेकिन आजकल बहुत से लेखक Split of Infinitives को सही मानने लगे हैं।

Split of Infinitives को avoid करना ही उचित है।
As per modern grammarians one adverb may be inserted between the infinitive.
I ask you to kindly grant me one day leave only.
Here insertion of adverb 'kindly' is well accepted now-a-days.

(51) Gerund : Verb की एक ऐसी form है, जो verb में 'ing' (Verb + ing) लगाने से बनती है एवं noun का कार्य करती है। Gerund को Verbal Noun भी कहते हैं।
"Gerund is such a form of verb that ends in 'ing' and has the force of a noun and a verb."

(52) Participle : Verb का ऐसा रूप है, जिसमें verb के साथ–साथ Adjective के गुण पाए जाते हैं। Participle को इसीलिए Verbal Adjective भी कहा जाता है।

(53) Unattached or Dangling Participle : Participle वाक्यों में Adjective का कार्य करते हैं। अत: Participle के साथ एक noun या pronoun का सम्बन्धित (related) होना आवश्यक है। यदि Participle के साथ कोई noun या pronoun सम्बन्धित नहीं है तो वह Participle, Unattached or Dangling Participle है। जैसे:

(a) Being a cold morning, I didn't go to office.
(b) Being a rainy day, the school remained closed.

उपरोक्त दोनों वाक्यों में प्रयुक्त Participle 'Being' Unattached Participle है, यहाँ Being के साथ कोई Noun या Pronoun लगाना आवश्यक है। अत: इन वाक्यों को निम्न प्रकार लिखा जाना चाहिए :

(1) It, being a cold morning, I didn't go to office. Or The morning being cold, I didn't go to office.
(2) It, being a rainy day, the school remained closed. Or The day being rainy, the school remained closed.

(54) Inversion : Affirmative वाक्यों का structure सामान्यतया निम्न प्रकार का होता है।

Subject + Verb + ...

Verb का प्रयोग Subject के बाद किया जाता है।
Interrogative वाक्यों में सामान्यता Verb का प्रयोग Subject से पूर्व निम्न प्रकार का होता है
Verb + Subject + ...
Interrogative वाक्यों के अतिरिक्त बहुत से Adverbs एवं Adverbial expressions का प्रयोग जब clause के प्रारम्भ में होता है तो Verb, Subject के पहले आती है। वाक्यों में Verb का Subject के पहले आना Inversion कहलाता है।

Inversion of the Verb : *"Certain adverbs and adverb phrases, most with a restrictive or negative sense, can for emphasis be placed first in a sentence or clause and are then followed by the inverted (i.e. Interrogative) form of the verb."*   **–Thomson and Martinet**

(55) Synonym : It is a word or expression which means the same as another word or expression. The term 'industrial democracy' is often used as a synonym for worker participation.

(56) Antonym : The antonym of a word is a word which means the opposite.
Day and Night are antonyms.

(57) Heteronym : It is a word that has the same spelling as another word but with a different pronunciation and meaning. These words are sometimes also called homographs.

(58) Autogram : A self-referencing sentence is a sentence that describes itself. For example, "This sentence has five words." An autogram is a self-referencing sentence that describes its letter content.

(59) Contronym : The word contronym (also the synonym antagonym) is used to refer to words thatby, some freak of language evolution, are their own antonyms. Both contronym and antagonym are relatively recent neologisms; however, there is no alternative term that is more established in the English language. As :
(a) **fast**—quick, unmoving   (b) **fix**—restore, castrate

(60) Malapropism : It is the use of an incorrect word in place of a similarly sounding correct word. As :
(a) Parents try to 'install' these virtues in their children.
(b) He became 'affluent' in French, Italian, Latin and Greek.

(61) Palindrome : It is a word or sentence that reads the same forward as it does backward. The words a and I are perhaps the simplest and least interesting palindromes; the word 'racecar' and the name 'Hannah' are more interesting and illustrative.

(62) Palingram : It is a sentence in which the letters, syllables, or words read the same backward as they do forward. The sentence, 'He was, was he?' is a word palingram, because the words can be placed in reverse order and still read the same. The sentence, ''I did, did I?'' is not only a word palingram but a letter palingram (palindrome) as well.

(63) Pangram : It is a sentence that contains all letters of the alphabet. Less frequently, such sentences are called holalphabetic sentences. As :
The quick brown fox jumps over a little lazy dog.
In this sentence there are all 26 English alphabets.

(64) Eponym : It is someone or something whose name is or is thought to be the source of something's name (such as a city, country, era, or product); Xerox is a brand of photocopy machine; that word, too, has been since adopted to refer to any brand of photocopy machine and, moreover, also employed as a verb to describe the act of photocopying.

(65) Adjunct : It is a word or group of words which indicates the circumstances of an action, event or situation. An adjunct is usually a prepositional phrase or an adverb group.

(66) Contraction : It is a shortened form of a word or words.
(i) 'It's' (with an apostrophe) should be used only as a contraction for 'it is'.
(ii) can't is the contraction form of cannot.

(67) Positive Degree : The Positive Degree of an Adjective is the Adjective in its general form. It denotes the mere existence of some quality.

(68) Comparative Degree : It denotes a higher degree of the quality than the positive. The comparative is used when two things are compared.

(69) Superlative Degree : It denotes the highest degree of the quality. It is used when more than two things are compared.

Positive	Comparative	Superlative
Good	Better	Best
Strong	Stronger	Strongest
Tall	Taller	Tallest

(70) Mood : It is the mode or manner in which the action denoted by the verb is presented. There are three types of mood

(a) **Indicative Mood** *"A verb which makes a statement or asks a question or expresses a supposition which is assumed as a fact, is in the Indicative Mood."*   **—Wren and Martin**

(i) He goes to college daily.	*Statement*
(ii) She writes legibly.	*Statement*
(iii) Are you fine?	*Question*
(iv) Have you found your pen?	*Question*
(v) If it rains, we shall go for a picnic.	*Supposition*
(vi) If she wants it, I shall give it to her.	*Supposition*

(b) **Imperative Mood** A verb which expresses a command, an exhortation, an entreaty or a prayer, is in Imperative mood.

(i) Open the door.	*Command*
(ii) Wait here.	*Command*
(iii) Take care of your health.	*Exhortation*
(iv) Don't worry, try again.	*Exhortation*
(v) Please help me.	*Entreaty*
(vi) Have mercy upon the poor.	*Entreaty*

(c) **Subjunctive Mood**

(I) **Present Subjunctive :** Where a wish or hope is expressed by the verb, it is in Present subjunctive mood. As :

(i) God bless you.

(ii) May God grant you success

(iii) If the verb expresses desire, intention, resolution etc it is in subjunctive mood. As :

(iv) We recommended that the monthly rent be increased to two thousand rupees.

(v) It is suggested that a subway be built to relieve the congestion.

(vi) I move that Mr Sharma be appointed Executive Director.

(II) **Past Subjunctive :** Past subjunctive is used : (I) After the verb 'wish', to denote an unreal situation or a situation contrary to fact.

KNOW
THE ENGLISH FUNDAMENTALS

1. **How many words are there in the English language?**

   Ans About a million, may be more.

   It is difficult to calculate the exact number of words. If we calculate all of scientific nomenclature, this could easily double the figure. For example there are apparently some one million insects already described, with several million more awaiting description. The two largest dictionaries—the Oxford English Dictionary and M. Webster's Third New International Dictionary—each includes around half a million words.

2. **What is the longest word in the dictionary?**

   Ans It might be **supercalifragilisticexpialidocious** (which appears in the Oxford English Dictionary), unless we want to count names of diseases (Such as **'pneumonoultramicrosco-picsilicovolcanoconiosis',** defined by the Oxford English Dictionary as '**a fictitious word alleged to mean'** a lung disease caused by the inhalation of very fine silica dust' but occurring chiefly as an instance of a very long word"), places such as air pwllgwyngyll go gery chwyrnd robwlll lantysiliogogogoch', a village in Wales, chemical compounds apparently there is one that is 1,913 letters long, and also a few words found only in Joyce's Finnegans Wake.

   Other words famous for being sesquipedalian: antidisestablishmentarianism ("opposition to the disestablishment of the Church of England").

   Floccinaucinihilipilificationhonorificabilitudinitatibus (which appears in Shakespeare's Love's Labour's Lost, and which has been cited as [dubious] evidence that Francis Bacon wrote Shakespeare's plays).

3. **What does 'floccinaucinihilipilification' mean?**

   Ans It means 'the estimation of something as worthless.

   But it is usually used only as an example of a very long word, sometimes held to be the longest. The Oxford English Dictionary labels it "humorous" and gives the following citations for it: I loved him for nothing so much as his floccinaucinihilipilification of money. ***—William Shenstone, Letters***
   They must be taken with an air of contempt, a floccinaucinihilipilification of all that can gratify the outward man.   ***—Sir Walter Scott, Journal***

4. **What does pneumonoultramicroscopicsil-icovolcanoconiosis mean?**

   Ans It is defined by the Oxford English Dictionary as "a factitious word alleged to mean 'a lung disease caused by the inhalation of very fine silica dust' but occurring chiefly as an instance of a very long word."

5. How can I figure out what does a Roman numeral stand for?

Ans.

Conversion Table	1	2	3	4	5	6	7	8	9	10	20	30	40	50	60	70
	I	II	III	IV	V	VI	VII	VIII	IX	X	XX	XXX	XL	L	LX	LXX

Conversion Table	80	90	100	500	1000
	LXXX	XC	C	D	M

You should add the numbers together if numbers of the same size are placed next to each other or if a smaller number is placed to the right of a larger number. For example

II = 2, III = 3, VI = 6, VIII = 8, XX = 20, XXI = 21, CC = 200

You should subtract the smaller number from the larger if a smaller number is placed to the left of a larger number. For example

IV = 4, IX = 9, XL = 40, CD = 400, CM = 900

Sometimes you are to perform both operations: For example

XIV = 14, XIX = 19, XXIV = 24, XCI = 91, XCIX = 99, MCM = 1900,

MCMXLVII = 1947, MCML = 1950, MCMLXVIII = 1968

6. Does bimonthly mean twice a month or every two months?

Ans Every "two" months (usually). Bi-means 'two', so bimonthly means "happening every two months"—but it also means "happening twice a month". Another word for the latter is 'semimonthly'.

7. What is a thesis statement?

Ans A thesis statement is a one-or two-sentence condensation of the argument or analysis that is to follow in an essay. After you've chosen the question your essay will answer, compose one or two complete sentences answering that question.

8. What is a simile and give some examples of it?

Ans A simile is a word or phrase by which anything is likened to something else. A simile is often introduced by like or as. See the following examples of simile :

 (a) Happy as a clam,   (b) As easy as piem,   (c) Soft as sifted flour.

It differs from a metaphor in that the comparison in a metaphor is a implicit: "Achilles is a lion; "She's a tigress," "He seems gruff but he's really just an old pussy cat." The statement "that man is a fox" is a metaphor; but "that man is like a fox" is a simile.

9. What is a run-on sentence?

Ans Run-on sentence is an ungrammatical construction in which two or more independent clauses are improperly joined without a conjunction or appropriate punctuation. The effect is that the reader loses the main idea of the sentence. As:

Example:

 (a) He doesn't need me he just calls to make himself feel better.

   Here you could use a semicolon. :

 (b) He doesn't need me; he just calls to make himself feel better.

Another example

 (b) I went to the store I was out of beer. Here you could either use a semicolon or a conjunction, such as because :

   I went to the store because I was out of beer.

10. What is a *linking verb?*

Ans A linking verb is usually a form of be or seem that identifies the predicate of a sentence with the subject. ***Example :*** "Achilles is a lion." 'Is' links Achilles lion, identifies Achilles with a lion. 'Achilles' is the subject of the sentence and 'is a lion' is the predicate. A linking verb is also called a copulas.

11. **What is *ambiguity in writing?***

   Ans **Ambiguity in writing** : whose meaning cannot be understood by its context.
   Ambiguity may be introduced accidentally, confusing the readers and disrupting the flow of reading. If a sentence or paragraph jars upon reading, there is lurking ambiguity. It is particularly difficult to spot one's own ambiguities. It is strongly recommended that one should let another person read one's writing before submission for publication.

12. **What is an *annotated bibliography?***

   Ans An annotated bibliography is a list of citations to books, etc with notes for each citation.
   An annotated bibliography is a list of citations to books, articles, and documents. Each citation is followed by a brief (usually 100-150 words) descriptive and evaluative paragraph, the annotation. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited.

13. **What is *MLA style?***

   Ans It is the style recommended by the **Modern Language Association** for preparing scholarly manuscripts and student research papers. It concerns itself with the mechanics of writing, such as punctuation, quotation, and documentation of sources.

14. **What is *redundancy in writing?***

   Ans The use of language that can be eliminated without incurring a loss of meaning, is called redundancy in writing.
   Redundancy in writing usually comes from these sources: Wordy phrases. **Example** : 'In view of the fact that' instead of "since" or "because." Employing obvious qualifiers when a word is implicit in the word it is modifying. **Example** : "Completely finish." If you have incompletely finished something, you haven't finished it at all.
   Using two or more synonyms together. **Example** : 'Thoughts and ideas.'

15. **What is the difference between *its* and *it's*?**

   Ans Its is the possessive form of it. It's is a contraction of it is or it has.
   Example
   It's a common mistake.
   The boat has a hole in its hull.
   The confusion arises from the dual function of the 's' ending, which can indicate either possession or contraction, as in : John's Pizzas are the best (="The Pizzas which are John's — that is, in that he makes them — are the best"); John's going to have to buy some more files soon (="John is going to have to buy some more files soon"). However, 's' is never used to indicate possession in pronouns. We do not write hi's (instead of his).

16. **What is the difference between *i.e.* and *e.g.*?**

   Ans i.e. means "that is" (to say), e.g. means "for example.
   " i.e. is an abbreviation for Latin id est, "that is." e.g. is for exempli gratia, "for the sake of example." So you can say, "I like citrus fruits, e.g., oranges and lemons"; or, "I like citrus fruits, i.e. the juicy, edible fruits with leathery, aromatic rinds of any of numerous tropical, usually thorny shrubs or trees of the genus Citrus."

17. **What is the difference in usage for like vs. as?**

   Ans The rule is: "As, comes before a clause."
   If the word is followed by a clause, a group of words with both a subject and a verb, use as: He liked the restaurant, as any gourmet would. If no verb follows, choose like: He walks like a platypus. However, in casual usage, like is gaining steadily as in "He tells it like it is," or "She eats ice-cream like it's going out of style." The informal use of like to introduce a clause is fine in conversation or casual writing, but to be grammatically correct, remember the **"as comes before a clause"** rule.

18. **What is the difference between *there* and *their*? *Your* and *you're*? How can I remember these?**

    Ans 'Their' and 'your' are possessive forms used as modifiers before nouns. They basically mean: 'belonging to them' and 'belonging to you,' respectively: You're is a contraction of 'you are': 'You're doing fine.'

19. **What is the difference between *dinner* and *supper*?**

    Ans Supper is a light evening meal; served in early evening if dinner is at midday or served late in the evening at bedtime. Dinner is the main meal of the day served in the evening or at midday.

20. **What is the only word in the English language that has three consecutive sets of double letters?**

    Ans **Bookkeeper**. Also **bookkeeping** If you are willing to accept a hyphenated word, **sweet-toothed** is another.

21. **What is the origin of the word *fuck*?**

    Ans It is remotely derived from the Latin futuere and Old German ficken/fucken. Originally, this was a quite acceptable word! It was recorded in a dictionary in 1598 (John Florio's A World of Words). It is remotely derived from the Latin future and Old German ficken/fucken meaning 'to strike or penetrate', which had the slang meaning 'to copulate'. Eric Partridge, a famous etymologist, said that the German word was related to the Latin words for pugilist, puncture, and prick. The word, which entered English in the late 15th century, became more rare in print in the 18th century when it came to be regarded as vulgar. It was even banned from the Oxford English Dictionary. In 1960, Grove Press (in the US) won a court case permitting it to print the word legally for the first time in centuries—in D H Lawrence's Lady Chatterley's Lover (Written in 1928). One folk etymology, which is incorrect, is that it derives from "[booked] for unlawful carnal knowledge."

22. **What is the rule for determining whether or not to write out a number as a word?**

    Ans In general, write out the first nine cardinal (1-9) numbers; use figures for 10 and above. In general, write out the first nine cardinal (1-9) numbers (except for address numbers 2-9, dates, decimals, game scores, highways, latitude/longitude, mathematical expressions, measurement/weight, money/financial data, percentages, proportion, scientific expressions, statistics, technical expressions, temperature, time, unit modifiers, votes, and numbers not written out in a proper noun) and any number that begins a sentence; use figures for 10 and above. The first nine ordinal (1st-9th) numbers are usually written out, especially when describing order in time or location.

23. **What is the word meaning *'to throw out of a window'*?**

    Ans Defenestrate : Its roots are Latin de-, 'out of' and fenestra, "window." Defenestration is the noun form of the word. It is also a computing jargon term for "the act of exiting a window system in order to get better response time from a full-screen program" or "the act of discarding something under the assumption that it will improve matters" or "the act of dragging something out of a window (onto the screen)" [source: Jargon File].

24. **What is the plural of *virus*?**

    Ans Viruses.
    It is not viri, or (Which is worse) virii. True, the word comes directly from Latin, but not all Latin words ending in -us have -I as their plural. Besides, viri is the Latin word for 'men' (Plural of vir, man, the root the English virile). There is in fact no written attestation of a Latin plural of virus.

25. **What is one English word ends in-*mt*?**

    Ans Dreamt.
    Dreamt is the expected answer to this question, but there is at least one other word: amt.

26. Can I use '*and*' (or '*but*', etc.) at the start of a sentence?

Ans Yes.

The old 'rule' that we should not begin a sentence with a conjunction (and or but) has actually gone by the wayside these days. Occasionally, especially in casual writing, you can begin a sentence with and or but. These words are mainly used to join elements within a sentence, but they have begun sentences since long.

27. What two words make the contraction '*ain't*'? Is it proper?

Ans 'Ain't' is a contraction of 'am not.' It is not considered proper.

'Ain't' is not accepted by many as it suggests illiteracy and the inability to speak properly. It can be used jokingly. The widely used aren't I ?, though illogical (No-one says I are), is used in speech, but in writing there is no acceptable substitute for the stilted am I not?

28. What word *rhymes* with *orange*?

Ans No word rhymes with orange.

In an episode of the old children's TV show H R Pufnstuf, the character Witchiepoo sang a song that went :

Oranges poranges, who says, oranges poranges,

who says, oranges poranges,

who says– there ain't no rhyme for oranges!

29. What's the difference between *main and helping verbs*?

Ans A helping verb accompanies the main verb in a clause and helps to make distinctions in mood, voice, aspect and tense.

A helping or auxiliary verb such as have, can, or will accompanies the main verb in a clause and helps to make distinctions in mood, voice, aspect, and tense. The main verb represents the chief action in the sentence.

30. When do you use *lie* and *lay*?

Ans To **lay** is to place something; to **lie** is to recline. To **lay** is to place something. It is always followed by an object, the thing being placed. To **lie** is to recline, **For example** : He lays the book down to eat. She lies quietly on the chaise.

Part of the source of the confusion is the past tense of lie, which is lays: She lays on the chaise all day. The past participle of lie is lain, as in - She has lain there since yesterday, as a matter of fact. The past tense of lay is laid, as is the past participle.

31. What should be the spacing between sentences?

Ans Traditionally, students in typing classes have been taught to put two spaces between sentences. In typewritten texts, one space between words was fine, but two spaces seemed necessary to make the break apparent. To be strictly accurate, only one standard word space should be inserted between the end of one sentence and the start of the next. However, strict application of this rule in the world of automated composing systems can cause readability problems, because several factors affect how the spaces appear in the composed text.

The issue of spacing between sentences should be decided for individual typing jobs, not applied across all projects as a standard. If readability won't suffer, only one space should appear between sentences; if readability is an issue, two spaces can be used. Whichever choice you make, ensure that it is implemented uniformly throughout the text.

32. When do you *capitalize* words like mother, father, grandmother and grandfather when writing about them?

Ans When they are used as proper nouns .You should capitalise these when referring to your own relatives: "Hello, Mother." A good rule to follow is to capitalise them if they are used as proper nouns. If used as common nouns, don't capitalise: 'We honour all mothers in May.'

33. When do you use *well or good*?

Ans In general, use well to describe an activity, **good** to describe a thing. When it is an activity being described, use well, as in 'He did well in the spelling bee.' Well is an adverb here, describing the verb. When it is a condition or a passive state being described, use good, as in 'You're looking good tonight!'. Good is an adjective here, describing the noun.

With feel good/ feel well, it is more complicated. In this case, the word well is being used an adjective meaning 'healthy' — so it is OK to say, 'I feel well.' You can say 'I feel good' also, but it is more informal.

34. Where does the phrase "*The whole nine yards*" originate?

Ans It is said to have originated among construction workers.The 'nine yards' is said to refer to the maximum capacity a cement-mixer truck can carry—nine cubic yards of cement. This is disputed, however.

35. When was the first dictionary made?

Ans The western tradition of dictionary-making began with the Greeks when changes in the language made many words in the literature unintelligible to readers. During the Middle Ages, when Latin was the language of learning, dictionaries of Latin words were compiled.

The first dictionary of English appeared in 1604—Robert Cawdry's 'A Table Alphabetical'. This work contained about 3,000 words, but was so dependent upon three sources that it can rightly be called a plagiarism. Early dictionaries were generally small and defined "hard" words and were made by men in their leisure time as a hobby. John Kersey the Younger is regarded as the first professional Lexicographer whose introductory work, A New English Dictionary, appeared in 1702. Kersey's accomplishments were superseded in the 1720s by Nathan Bailey's innovative work, An Universal Etymological English Dictionary. For the rest of that century, it was actually more popular than Dr Samuel Johnson's Dictionary!

36. When do you use '*whom*' instead of '*who*' ?

Ans Use **who** when a nominative pronoun is appropriate, and whom when an objective pronoun is appropriate.Who is a nominative pronoun (meaning it acts as a subject) and is used :

As the subject of a verb, as in— It was Raj who rescued the cat. As the complement of a linking verb, as in—They know who you are.

Whom is an objective pronoun (meaning it serves as an object) and is used:

As the object of a verb, as in—Whom did you see there?

As the object of a preposition, as in—That is the group to whom the credit belongs.

Who and whom seem to cause more difficulty than other pronouns. Thus, when in doubt, substitute him and see if that sounds right. If him is OK, then whom is OK. **For example** : "You talked to whom? You talked to him." It would be incorrect to say 'You talked to he'.

37. Which is right: "*I wish it were...*" or "*I wish it was...*" ?

Ans 'I wish it were...'

There is often confusion about were (a past subjunctive) and was (a past indicative). In conditional sentences where the condition is unreal or not yet real and in that clauses after to wish, use were : "I wish it were true that he loved me" or "If anyone were to ask me to stay, I would refuse." Were is also used following 'as if' and 'as though': "The toddler wore the towel proudly, as though it were a Superman cape." Were is also part of these fixed expressions: as it were, if I were you.

38. When do we use *that* and *which*?

Ans Generally, use **that** for persons or things, **which** only for things.

In current usage, **that** refers to persons or things and **which** is used mainly for things. The standard rule says **that** one uses that only to introduce a restrictive or defining relative clause — one that identifies the person or thing being talked about. An example is—The fort that Akbar built

has to be taken down, and the clause that Akbar built describes which fort has to be taken down, *i.e.* it is restrictive. In contrast, which is used only with non-restrictive or non-defining clauses. This type of clause gives additional information about something that has already been identified in the context. An example —The students have been complaining about the assigned book, which is hard to understand. The clause which is hard to understand is nonrestrictive as it does not indicate the specific book being complained about. In a sentence including a nonrestrictive clause, the sentence would still be clear even if the clause were omitted. One will find that **which** sounds more natural than **that** in such a sentence, which is a great double-check of the grammar.

Some people very strictly use **that** only in restrictive clauses and **which** is nonrestrictive clauses. However, even in good prose one will find the use of which in restrictive clauses is very common and considered grammatically acceptable.

39. What are William Safire's *Rules for writers*?

Ans

- Remember to never split an infinitive.
- The passive voice should never be used.
- Do not put statements in the negative form.
- Verbs have to agree with their subjects.
- Proofread carefully to see if you words out.
- If you reread your work, you can find on rereading a great deal of repetition can be by rereading and editing.
- A writer must not shift your point of view.
- And don't start a sentence with a conjunction. (Remember, too, a preposition is a terrible word to end a sentence with.)
- Don't overuse exclamation marks(!).
- Place pronouns as close as possible, especially in long sentences, as of 10 or more words, to their antecedents.
- Writing carefully, dangling participles must be avoided.
- If any word is improper at the end of a sentence, a linking verb is.
- Take the bull by the hand and avoid mixing metaphors.
- Avoid trendy locutions that sound flaky.
- Everyone should be careful to use a singular pronoun with singular nouns in their writing. Always pick on the correct idiom.
- The adverb always follows the verb.
- Last but not least, avoid cliches like the plague; seek viable alternatives.

40. Do adverbs always end with-*ly*?

Ans No.

Though many adverbs are formed by the addition of -ly to an adjective (sad/sadly), there are many other formations, like : apart, downstairs, underfoot, always, backwards — and also ever, now, often, once, soon etc.

41. How do I use the words *might* and *may*?

Ans **May** expresses likelihood while **might** expresses a stronger sense of doubt or a contrary to fact hypothetical.

The difference in degree between "You may be right" and "You might be right" is slight, but not insignificant: If I say you may be right about something, there is a higher degree of probability that you are right about it than if I say you might be right about something. "You think Einstein is the most brilliant physicist, who ever lived? "You may be right." versus "You think it's going to rain this afternoon even though the sun is shining this morning? Well, you might be right." May expresses likelihood while might expresses a stronger sense of doubt or a contrary to fact hypothetical: "We might have been able to go if Kyle hadn't been so slow."

42. A misogynist hates women. What do you call *a person who hates men*?

Ans A misandrist.

The word misandrist comes from Greek, mis-, a prefix meaning 'hate' + andr-, 'man' + -ist.

43. Does any word use the vowels a, e, i, o and u in it?

Ans Yes.

Here are some, with their distinctions : Longest word with each vowel used once: subcontinental, countermanding.

Longest word with each vowel used once, including 'y' : uncomplimentary.

Shortest word with each vowel used once: sequoia.

Shortest word with each vowel used once, including 'y ' : eukaryotic.

Word with each vowel used once in order: facetious.

Word with each vowel used once in order, including 'y' : facetiously.

Word with each vowel used once in reverse order : subcontinental.

44. Does a comma go after *i.e.* or *e.g.*?

Ans By nature, they are preceded by a mark of punctuation, usually a comma. Generally both are followed by a comma in American English, though not in British English, *e.g.,* may also be followed by a colon, depending on the construction. In British English, it is often written as *eg* with the periods omitted.

45. Do you hyphenate numbers?

Ans "Sometimes. Whole numbers twenty-one through ninety-nine are hyphenated, whether used alone or as part of a larger number. A whole number followed by hundred, thousand etc, would be written as, For example "one hundred," and not hyphenated. In a phrase like "one hundred and ten years," no hyphenation should be added.

46. Are philharmonic and symphony the same?

Ans Yes.

A **philharmonic** is a **symphony** orchestra or the group that supports it. A **symphony** is a large orchestra. An orchestra is a large group of musicians who play together on various instruments, usually including strings, woodwinds, brass instruments, and percussion instruments. So, the answer is 'yes' that philharmonic and symphony orchestra are synonymous.

47. Do I put a comma before and?

Ans Sometimes … "The use of a "serial comma" (in a series such as "bread, butter and beer") is a matter of taste. You can either leave it in or take it out ("bread, butter and beer" works just as well). But its absence can sometimes change the meaning, so read your sentence carefully. The Alt. Usage. English FAQ cites the example of an author who dedicated his novel thus: "To my parents, Ayn Rand and God." Clearly the author should not have omitted the serial comma in this case. Use commas in a compound sentence to clarify meaning or add emphasis. You do want to use a comma to separate clauses of a sentence which have and between them. If there's no and, use a semicolon instead: She hadn't left the computer all week; by Friday she was climbing the walls.

48. Are there any English words that do not have vowels?

Ans It depends what you mean by "vowel" and "word." There are two things we mean by the word "vowel" : a speech sound made with the vocal tract open a letter of the alphabet standing for a spoken vowel (Look up vowel for a more detailed definition.) Cwm and crwth do not contain the letters a, e, i, o, u, or y the usual vowels (that is, the usual symbols that stand for vowel sounds) in English. But in those words the letter 'w' simply serves instead, standing for the same sound that 'oo' stands for in the words boom and booth. Dr, nth (as in 'to the nth degree'), and TV also do not contain any vowel symbols, but they, like cwm and crwth, do contain vowel sounds.

Shh, psst, and mm-hmm do not have vowels, either vowel symbols or vowel sounds. There is some controversy whether they are in fact "words", however. But if a word is "the smallest unit of grammar that can stand alone as a complete utterance, separated by spaces in written language and potentially by pauses in speech" (as it is according to The Cambridge Encyclopaedia of Language), then those do qualify. Psst, though, is the only one that appears in the Oxford English Dictionary.

49. **What is the difference between *idiom* and *slang*?**

   Ans **Idiom** is yesterday's slang and **slang** is tomorrow's idiom.

   In other words, idiom is slang that has, through use and over time, become acceptable to use in informal language.

   English has countless interesting and amusing examples of idiom and slang.

   From time to time, we will look at some so that you can add the ones that appeal to you to your repertoire.

50. **What are *sentence fragments*?**

   Ans Sentence fragments are incomplete sentences. They can be phrases or clauses that have been punctuated as if they were sentences. Sentence fragments can also be called English minor sentences. Sometimes it is quite acceptable to use them, but the secret is to know when.

51. **When can you use sentence fragments?**

   Ans When you write conversations, because you are writing how people speak, and people very seldom speak in complete sentences.

    (a) What's going to happen to Boyde, now that Bill is dead?

    (b) Don't know.

    (c) Do you care?

    (d) Nope. Don't know and don't care!

   Sometimes when you write stories or personal accounts, you might intentionally use sentence fragments for special effect:

     It stopped, turning its head this way, that way.

     Listening.

     Listening to the silence.

     Listening and waiting.

52. **What is the difference, if any, between using '*once in a while*' and '*once and a while*'?**

   Ans These two idioms mean the same thing—occasionally. The latter, might well have grown up as a misunderstanding of "once in a while" or a confusion of that phrase and "once and for all". Use "once in a while."

53. **What is the difference between the word "*into*" and the words "*in to*?" Which is most appropriate when?**

   Ans Whenever the 'to' is a particle of the infinitive, be sure to keep them separate:

   See the following sentences :

    (a) We dropped in to visit my friend.

    (b) He just stepped in to pay the bill.

    (c) You wouldn't want people walking into your dinner.

   We use **"into"** to express motion or direction as per following :

    (a) He stared into her eyes.

    (b) She walked into the store to say hello.

    (c) She drove into the side of the garage.

ARTICLES

'A', 'An', 'The', Articles कहलाते हैं। Modern Grammar के अनुसार Articles एक प्रकार के Determiners हैं। A/An को Indefinite तथा The को Definite Articles कहते हैं।

Articles

(A)   **(B)**
1. **Indefinite–A/An**   2. **Definite–The**

क्या आप जानते हैं कि हम हिन्दी के निम्न प्रकार के वाक्यों का अंग्रेजी अनुवाद करते समय A/An का प्रयोग क्यों करते हैं?

(a) यह कुर्सी है।   This is <u>a</u> chair.
(b) सीता ने गाना गाया।   Sita sang <u>a</u> song.
(c) यह छतरी है।   This is <u>an</u> umbrella.

इन हिन्दी वाक्यों में 'एक' नहीं होते हुए भी, इनका अंग्रेजी अनुवाद करते समय हमने A/An का प्रयोग किया है।

वाक्यों में Singular Countable Noun से पूर्व, यदि वह अनिश्चित है, तो Article, A/An का प्रयोग अवश्य किया जाता है। इन वाक्यों का यह अनुवाद गलत है :
  (a) This is chair.   *(Incorrect)*
  (b) Sita sang song.   *(Incorrect)*
  (c) This is umbrella.   *(Incorrect)*

'A'/'An'—Indefinite Article- कहाँ A, कहाँ An लगेगा?

(1) **A/An का प्रयोग अनिश्चित (Indefinite) Singular Noun से पूर्व किया जाता है। (निश्चित होने पर Noun के पूर्व 'The' का प्रयोग किया जाता है) इसी कारण से A/An को Indefinite articles कहा जाता है। जैसे:**
   (a) I have a purse.   (b) He sang a song.
   (c) This is an inkpot.   (d) Ram is a boy.

(2) **जिस शब्द से पूर्व A/An का प्रयोग करना है, यदि उस शब्द के उच्चारण की प्रथम ध्वनि (First sound of pronunciation) स्वर है तो An का प्रयोग होगा, अन्यथा A का प्रयोग होगा।**

(a) अंग्रेजी भाषा में A, E, I, O, U, का स्वर (Vowels) माना गया है। कई शब्द इन Vowels से शुरू तो हो सकते हैं, लेकिन मुख्य बात है, उस शब्द के उच्चारण की। यदि यह ध्वनि व्यंजन है, तो A का प्रयोग होगा। यदि यह ध्वनि स्वर है तो an का प्रयोग करना होता है। जिस शब्द के पूर्व हमें a या an लगाना है, यदि उसके उच्चारण की प्रथम ध्वनि, हिन्दी वर्णमाला के स्वर से उच्चारित है तो, an लगाएँ अन्यथा a का प्रयोग करें।

हिन्दी वर्णमाला में अ, आ, इ, ई, उ, ऊ, ए, ऐ .... स्वर माने जाते हैं। हिन्दी भाषा में 16 स्वर होते हैं जबकि अंग्रेजी में मात्र 5 स्वर माने गए हैं।

An umbrella	*अम्ब्रेला*	*A union*	*यूनियन*
A one rupee note	*वन*	*A universtiy*	*यूनिवर्सिटी*
A ewe	*यू*	*An honest*	*ऑनेस्ट*

शब्द का प्रथम letter क्या है? यह महत्त्वपूर्ण नहीं है, महत्त्वपूर्ण है, उसके उच्चारण की प्रथम ध्वनि (First sound of pronunciation) |

(b) अंग्रेजी भाषा में एक अक्षर, कई प्रकार की ध्वनि हेतु प्रयुक्त होता है। जिन अक्षरों को **स्वर (A, E, I, O, U)** माना गया है, उनका प्रयोग बहुत बार व्यंजनों (Consonants) की तरह होता है। बहुत से व्यंजन स्वर का कार्य करते हैं। **हो सकता है शब्द का प्रथम अक्षर M, F, N, X, S, L, H हो, लेकिन उच्चारण की प्रथम ध्वनि (First sound of pronunciation) स्वर हो तो ऐसे शब्दों के पूर्व an का प्रयोग होगा।** जैसे:

(a) He is an **MLA** / **M**	(एमएलए/एमपी)
(b) He lodged an **FIR**.	(एफ आई आर)
(c) Shashi is an **NCC** officer.	(एनसीसी)
(d) He is an **SDO**.	(एसडीओ)
(e) I have an **x-ray** machine.	(एक्स-रे)
(f) She in an **LLB**.	(एलएलबी)
(g) I have been waiting for an **hour**.	(ऑवर)
(h) He is an **heir** to the throne.	(ऐअर)
(i) Ram is an **honest** person.	(ऑनेस्ट)

Correct use of A/An

(1) A house
(2) A heinous crime
(3) A unity
(4) A one eyed man
(5) A unique decision
(6) A USA ally
(7) An hour
(8) An honorary post
(9) An honorarium
(10) An SP/SDO

(11) A historical fair
(12) A young man
(13) A union
(14) A uniform
(15) A united front
(16) A forest officer
(17) An hourly meeting
(18) An honourable person
(19) An F.O.
(20) An M.A/M.Sc/M Com

(21) A humble person
(22) A ewe
(23) A eulogy
(24) A useful book
(25) A unified plan
(26) A Member of Parliament
(27) An hour's daybreak
(28) An honest man
(29) An MP/MLC
(30) An RTS/RTC/RO

(31) A husband
(32) A university
(33) A one rupee note
(34) A useful feature
(35) A year
(36) A UK ship/European
(37) An honour
(38) An heir
(39) An IAS/IPS/ILO
(40) An RC worker

Specific use of A/An

(1) **Singular Countable noun** से पूर्व **A/An** का प्रयोग किया जाता है। **Countable** का अर्थ है, जिसकी गिनती की जा सकती है। जैसे:
    (a) I have a pen.   (b) She has a car.
    (c) Ram has an umbrella.   (d) She is a girl.

NOTE यदि noun से पूर्व कोई Adjective आता है तो A/An को उस Adjective के पहले लगाते हैं। यदि कोई Adverb पूर्व में आया हो तो a/an को उस Adverb से पूर्व लगाते हैं।

(a) Sita is a <u>beautiful</u> girl.	(Adjective)
(b) She is an <u>intelligent</u> lady.	(Adjective)
(c) Sakshi is an <u>extremely</u> beautiful girl.	(Adverb)

(2) **सामान्य रूप से Proper Noun** से पूर्व **A/ An** का प्रयोग नहीं होता है। लेकिन निम्न स्थिति में **Proper Noun** से पूर्व **A/ An** का प्रयोग किया जा सकता है। जैसे:
    (a) This novel is written by a Maneesh.   (b) This book is written by a Suresh.

Maneesh एवं Suresh, proper noun हैं, जब ये वक्ता के लिए अनजान हैं तो इनसे पूर्व 'a' के प्रयोग का अर्थ किसी (कोई) मनीष या सुरेश हो जाता है। यह किताब किसी सुरेश, मनीश नाम के व्यक्ति ने लिखी है जो वक्ता के लिए अनजान है।

(3) **Exclamatory वाक्यों में What के बाद Singular, Countable nouns से पूर्व A/An का प्रयोग किया जाता है। जैसे:**
    (a) What a grand building!   (b) What a pretty girl !

(4) **'प्रति माह' या 'प्रति वस्तु कीमत' के सन्दर्भ में प्रयोग करने पर A/An का प्रयोग किया जाता है। जैसे :**
    (a) She can run twelve kilometres an hour.   (b) Rice sells fifty rupees a kilo.
    (c) I earn ₹ twenty thousands a month.   (d) This train runs seventy kms an hour.

(5) **कुछ गिनती बताने वाले शब्द जैसे** A hundred, A thousand, A million, A dozen, A couple से पूर्व 'a' लगता है। Half से पूर्व a का प्रयोग निम्न प्रकार किया जाता है; जैसे : 3½ kilo—Three and a half kilo. 2¼ metre—Two and a quarter metre.
    (a) I have a hundred pens.   (b) He has a thousand rupees.
    (c) She has to walk two and a quarter kilometres daily.
    (d) I have purchased a dozen eggs.

(6) **Profession (व्यवसाय) से पूर्व, A /An का प्रयोग किया जाता है। जैसे:**
    (a) He is an MP/ MLA/ MLC/ SDO/ FO.   (b) She is a nurse/ teacher/ dentist.
    (c) He is a manager/carpenter/cobbler.   (d) Mr. Sharma is an engineer/architect.

(7) **किसी विशिष्ट व्यक्ति की विशेषताओं के सम्बन्ध में किसी अन्य व्यक्ति को पहचान दी जाए तो A/An का प्रयोग किया जाता है। जैसे:**
    (a) He is a Hitler.   (A despot like Hitler)
    (b) He is a Gandhi.   (As great as Gandhi)
    (c) He is a second Dara Singh.   (A wrestler as great as Dara Singh)

(8) **किसी जाति विशेष को व्यक्त करने के लिए Singular countable noun से पूर्व A /An का प्रयोग किया जाता है। जैसे:**
    (a) A dog is an animal.   (b) A peacock is a bird.

(9) **जब वाक्य में Verb (क्रिया) का प्रयोग Noun की तरह किया जाता है, उससे पहले A/An लगाया जाता है। जैसे:**
    (a) He goes for a <u>walk</u> daily.   (Walk (verb) used as noun)
    (b) He has gone for a <u>ride</u>.   (Ride is a verb used as noun)
    (c) Last Sunday, I had a long <u>talk</u> with them.   (Talk is a verb used here as noun)
    (d) I want to have a <u>rest</u> /a <u>drink</u> / a <u>bath</u>.   (Rest/drink/bath are verbs used as noun)

(10) **Many/rather/quite/such के बाद यदि singular noun आता है तो उससे पूर्व A/An का प्रयोग किया जाता है। जैसे:**
    (a) Many a woman would welcome such a chance. (b) It is rather a pity, I say.
    (c) It was quite an impossible task.   (d) It was a foolish argument.

(11) **यदि Adjective से पहले so, as, too, how, quite का प्रयोग होता है तो उसके बाद A/An (Indefinite Article) का प्रयोग किया जाता है। जैसे:**
    (a) It is too heavy a parcel for me to carry.
    (b) She is as beautiful a girl as you are ever likely to meet.
    (c) Ram is not so big a fool as you think.
    (d) How serious a crime had been committed was not realised by him.

(12) **कुछ विशेष Phrases में A/An का प्रयोग होता है। जैसे:**

In a fix, in a hurry, in a nutshell, make a noise, make a foot, keep a secret, as a rule, at a discount, at a stone's throw, a short while ago, at a loss, take a fancy to, take an interest in, to have a drink, go for a walk, have a good education, make a foot, tell a lie, take a bath, half a kilo, a matter of chance.

(a) He has a good knowledge of Sanskrit.   (b) It is a pity.

(c) Never tell a lie.   (d) Do not make a noise.

(e) I am going to take a bath.   (f) Twelve inches make a foot.

A/An का प्रयोग निम्न स्थिति में नहीं करना चाहिए

(a) किसी भी Plural noun से पूर्व A/An का प्रयोग नहीं किया जाता है।

(b) Proper noun से पूर्व A/An का प्रयोग नहीं किया जाता है। किसी देश, राज्य, शहर, दिन, माह, व्यक्ति, वस्तु के नाम को Proper noun कहा जाता है।

Note *(अपवाद-वक्ता के लिए व्यक्ति अनजान है या किसी विशिष्ट व्यक्ति की विशेषता के सन्दर्भ में प्रयोग किया जा सकता है)*

(c) Uncountable nouns से पूर्व A/An का प्रयोग सामान्यतया नहीं किया जाता है। *जैसे :*

Advice, Accommodation, Bagg-age, Luck, Luggage, News, Permission, Progress, Scenery, Weather, Traffic, Knowledge, Music, Milk, Homework, Stone, Brick, Wine, Beauty etc.

(a) She has gone to purchase some bread.

(b) Enjoy your vacations! I hope you have good weather.

(c) No news is good news.   (d) India has made good progress in the field of IT.

(e) He brought his furniture by train.   (f) The wall is made of stone and brick.

(d) Uncountable nouns के पूर्व जब A/An का प्रयोग किया जाता है तो इन्हें कुछ शब्दों का प्रयोग करके, Countable बनाया जाता है या इनके प्रयोग से ही Noun के Countable होने का पता चलता है। *जैसे :*

(a) I have a good news for you.   (b) I have a piece of bread.

(c) I have a milk bar.   (d) He gave me a piece of information.

(e) She is a beauty. (a beautiful girl)   (f) He threw a stone. (a piece of stone)

(e) Inchoate Verb, turn का प्रयोग जब noun के साथ किया जाता है तो noun से पूर्व Indefinite Article A/An का प्रयोग नहीं किया जाएगा। *जैसे:*

(a) I hope you will never turn traitor.   (b) Is it wise for a great general to turn politician?

(c) When her husband left she had to turn cook.

यहाँ nouns; traitor, politician, cook के पूर्व A/An नहीं लगाया गया है।

Articles : A/An and One–Difference

(1) A/An Articles हैं, जबकि One एक Adjective है।

(2) Hundred, Thousand, Million, Billion etc के पूर्व 'a' का प्रयोग 'one' से ज्यादा उचित माना गया है।

100 = a hundred, 1000 = a thousand ,100000 = A hundred thousand.

हम A hundred one से a hundred and ninety nine तथा A thousand one से a thousand and ninety nine तक में 'a' का प्रयोग कर सकते हैं लेकिन 1160 = One thousand one hundred sixty में 'one' का प्रयोग ही किया जाएगा।

(3) प्रतिदिन, प्रति सप्ताह, प्रति किलो कीमत या दर के लिए 'a' का प्रयोग ही किया जाएगा 'one' का नहीं।

Sixty rupees a kilo, ₹ five thousands a week, four times a day, Sixty kilometres an hour, Ten rupees a dozen. **उक्त में A/An की जगह one का प्रयोग नहीं किया जा सकता है।**

(4) 'A' एवं 'one' का noun के साथ प्रयोग करने पर भिन्न-भिन्न अर्थ निकलता है। A/an का अर्थ any या every से भी होता है। जैसे:

(a) One screw driver is not enough.   *(We need two or more screw drivers.)*

(b) A screw driver is a useful tool.   *(Screw drivers are useful tools.)*

(5) 'One' का प्रयोग another/other के साथ किया जा सकता है, 'a' का प्रयोग नहीं। जैसे:
   (a) One student wants to read, another wants to play.
   (b) One day he came early, another day he was very late.

(6) 'One' का प्रयोग day/week/month/year/summer/winter etc या महीनों/दिनों के नाम के पूर्व किया जा सकता है, जो उस दिन/समय होने वाली घटना के सन्दर्भ में प्रयुक्त होता है। जैसे:
   (a) One night there was a terrible storm.   (b) One day a tiger entered our house.
   (c) One winter the snow fell early.

(7) One day का प्रयोग किसी दिन के अर्थ में किया जाता है। जैसे:
   (a) One day you'll realise your mistake.   (b) One day you will be sorry, you treated her so badly.

(8) 'One' का प्रयोग a/an के pronoun के समरूप भी किया जाता है। जैसे:
   (a) Did you get a ticket? Yes, I managed to get one.
       'One' का बहुवचन (plural)उक्त प्रयोग में some होगा। जैसे:
       Did you get tickets? Yes, I managed to get some.

'The'-Definite Article

'The', definite article है। इसका प्रयोग छात्रों द्वारा बिना सोचे–समझे बहुतायत में किया जाता है। 'The' का उचित प्रयोग English grammar का महत्त्वपूर्ण अंग है। छात्रों को 'The' के प्रयोग को सावधानीपूर्वक समझना चाहिए।

Use of 'The': इसका प्रयोग उस noun से पूर्व किया जाता है, जो निश्चित है, विशेष है या जिसकी चर्चा पूर्व में की जा चुकी है। 'The' को इसीलिए Definite article कहा जाता है।

Rules :

Rule 1 जब किसी पूर्व निर्धारित वस्तु के बारे में कहा जाता है। जैसे
   (a) I found a bag. The bag contained a coin.   The coin was made of gold.
   (b) She brought a silk saree.   The saree is very costly.

वाक्य (a) में bag से पूर्व सर्वप्रथम 'a' का प्रयोग किया गया है, बाद में 'the' का प्रयोग किया गया है, क्योंकि यह bag पूर्व निर्धारित, निश्चित हो गया है। इसी तरह coin से पहले 'a' का प्रयोग किया गया है, बाद में 'the' का, क्योंकि अब coin पूर्व निर्धारित, निश्चित हो चुका है। इसी तरह वाक्य (b) में पहले saree से पूर्व 'a' तथा बाद में 'the' का प्रयोग किया गया है।
अन्य उदाहरण देखें
   (a) This is the hotel where she lives.   (b) The man in blue dress is my brother.
   (c) The tall man standing near your father is a minister.

यहाँ The का प्रयोग, एक निश्चित, निर्धारित Noun को व्यक्त करता है।

Exception: IMPORTANT

First and subsequent reference When we first refer to something in written text, we often use an indefinite article to modify it. Read the following example :

(a) "I'd like a glass of orange juice, please", John said.

(b) "I put the glass of juice on the counter already", Shilpa replied.

Exception:

When a modifier (Adjective) appears between the article and the noun, the subsequent article will continue to be indefinite.

(a) "I'd like a big glass of orange juice, please", John said.

(b) "I put a big glass of juice on the counter already", Sheila replied.

Rule 2 Comparative degree से पूर्व, जब इसका प्रयोग Adverb की तरह किया जाए। जैसे:
  (a) The more she gets, the more she demands.
  (b) The sooner he completes, the better it is.
  (c) The more you work, the more you get.

Rule 3 जब Comparative degree से पूर्व कोई Selection करना व्यक्त हो या Comparison व्यक्त हो तो 'The' का प्रयोग होता है। जैसे:
  (a) He is the stronger of the two. (b) This is the better of the two novels.

Rule 4 शरीर के अंगों (Parts of the body) के पूर्व 'The' का प्रयोग होता है। जैसे:
  (a) He was wounded in the arm. (b) Ram hit him in the head.

Rule 5 Superlative degree से पूर्व 'The' का प्रयोग किया जाता है। जैसे:
  (a) He is the best student of our class. (b) She is the most beautiful girl in this school.

  लेकिन यदि Superlative degree 'most' का प्रयोग very के अर्थ में हो तो उससे पहले 'The' नहीं लगता है। *जैसे :*
  (a) She is a most beautiful girl. (b) This is a most useful reference book.

Rule 6 Singular noun के पूर्व जब 'The' का प्रयोग किया जाता है तो वह उस जाति विशेष की विशेषता बताता है। जैसे
  (a) The tiger is a fierce animal. (b) The dog is a faithful animal.

Rule 7 धार्मिक समुदायों के नाम, साम्राज्यों के नाम, इतिहास की घटनाओं, वंशजों के नाम, राजनैतिक दलों के नाम, ट्रेन, जहाज, अखबार के नाम, महत्त्वपूर्ण भवनों के नाम, नदियों के नाम, नहरों के नाम, समुद्र के नाम आदि के पूर्व 'The' का प्रयोग किया जाता है। जैसे:
  (a) The Ganga,The Godawari,The Sutlej. (b)The Pacific, The Red Sea, The Indian Ocean.
  (c) The Hindus, The Muslims, The Sikhs (d) The Intercity, The Rajdhani Express.
  (e) The B J P, The Congress, The Communist Party.
  (f) The Boeing, The Vikrant. (g) The bay of Bengal, The gulf of Mexico.
  (h) The Taj Mahal, The Char Minar. (i) The French Revolution, The Quit India Movement.
  (j) The Hindustan Times, The Indian Express.

Rule 8 जो वस्तुएँ unique हैं, उससे पूर्व 'The' का प्रयोग होता है। जैसे:
  The sun, The earth, The world, The universe etc लेकिन Heaven, Hell, God, Parliament के पूर्व 'The' का प्रयोग नहीं होता है। जैसे:
  (a) The sun sets in the west. (b) The earth revolves round the sun.
  (c) Go to hell. (No 'the') (d) Gods reside in heaven. (No 'the')
  (e) He will raise this issue in Parliament. (No 'the')

Rule 9 धार्मिक ग्रन्थों के नाम के पूर्व 'The' का प्रयोग किया जाता है। जैसे :
  The Ramayan, The Quran, The Bible etc.
  (a) The Ramayan is a sacred book. (b) The Quran is also a sacred book.
  लेकिन Valmiki's Ramayan, Banabhatta's Kadambari, जैसी स्थिति में, इनके पूर्व 'The' नहीं लगता है।

Rule 10 व्यक्ति के पद के पूर्व 'The' का प्रयोग किया जाता है। जैसे:
  (a) The Chairman will decide the matter.
  (b) The meeting was presided over by the Executive Director.
  (c) This decision is taken by the Prime Minister.

Rule **11** Nationality (राष्ट्रीयता) व्यक्त करने वाले शब्दों से पूर्व 'The' का प्रयोग किया जाता है। जैसे:

(a) The English defeated the French.   (b) The Indian Cricket team has won the match.

Rule **12** जब Adjective का प्रयोग Noun की तरह किया जाता है, उससे पहले 'The' लगाने पर वह पूरे समुदाय को दर्शाता है। जैसे:

(a) The young and the old, the poor and the rich, the male and the female all supported Gandhi ji.
(b) Three per cent posts are reserved for the disabled.
(c) The poor are generally trustworthy.
(d) The rich should help the poor.

Rule **13** जब कोई वस्तु Understood होती है, तो उससे पूर्व 'The' का प्रयोग किया जाता है। जैसे:

(a) Kindly return the book.   (That I gave you)
(b) Can you turn off the light?   (The light in the room.)
(c) He has gone to the railway station. (The railway station of the town)
(d) I want to meet the manager.   (The manager of the Bank)
(e) Did you like the story?   (That I told you yesterday)

Rule **14** Job एवं Profession से पूर्व The का प्रयोग होता है। जैसे:

(a) He likes the banking profession.   (b) Do you like the teaching job?

Rule **15** किसी Proper noun के बाद जब कोई Adjective उसी Noun को qualify करते हुए लगाया जाता है। जैसे:

Ashoka, the great : Napoleon, the warrior.

Rule **16** Ordinals से पूर्व 'The' का प्रयोग किया जाता है। first, second, third .....ordinals तथा one, two, three... cardinals कहलाते हैं। जैसे:

(a) The second lesson of this book is very difficult.
(b) He is the first to arrive in the meeting.

Rule **17** Musical instrument, किसी आविष्कार (Invention) के नाम के पूर्व, 'The' का प्रयोग किया जाता है। जैसे:

(a) She can play the Tabla / Violin / Trumpet. (b) Who invented the Telephone / Telescope?

Rule **18** Go to the cinema, Go to the theatre में Cinema एवं ऊर्पा से पूर्व 'The' लगता है। जैसेः

(a) He went to the cinema yesterday.   (b) She is going to the theatre.

Rule **19** Committee, club, foundation तथा Trust के नाम के पूर्व 'The' लगता है। जैसे:

The Lions Club, The Rotary Club, The United Nation, The WHO, The Ford Foundation, The Rajiv Gandhi Trust etc.

Rule **20** कुछ Phrases में 'The' का प्रयोग स्वतः ही होता है। जैसे:

(a) What is the matter?   (b) Come to the point.
(c) She came to the rescue.   (d) Keep to the left.
(e) The market is hot with the rumour.   (f) He is in the wrong.

Rule **21** Plural nouns से पहले 'The' का प्रयोग किया जाता है, यदि वाक्य के reference के अनुसार Plural noun, particular/definite हो गया हो। जैसे:

(a) The boys of this college are very intelligent.
(b) The girls of this hostel are very beautiful.
(c) The books, we saw in the market, were duplicate.

Rule **22**   जब कोई Noun, किसी गुण या भाव को व्यक्त करे, तो उससे पूर्व भी 'The' का प्रयोग होता है। जैसे:

(a) The judge (moral of judge) in him, prevailed upon the husband
(Love of husband) and he sentenced his wife to death.
(b) The moralist (spirit of moralist) in Gandhi ji revolted against the tyranny of the British.

Rule **23** Same से पूर्व 'The' का प्रयोग comparison हेतु होता है। जैसे:

(a) These books are the same as we saw in that shop.   (b) Your pen is the same as mine.

Rule **24** यदि दो या अधिक noun एक ही व्यक्ति या वस्तु के लिए प्रयुक्त हुए हों तो 'The' का प्रयोग पहले Noun के पूर्व किया जाता है। जैसे:

(a) The secretary and treasurer was present there.
(b) The counsellor and faculty was working in the office.

यहाँ secretary and treasurer तथा counsellor and faculty एक ही व्यक्ति है।

Rule **25** 'The' का प्रयोग Country के नाम से पूर्व नहीं होता है लेकिन यदि Country के नाम के साथ Republic, Kingdom, States जुड़े हुए हों तो 'The' का प्रयोग इनसे पूर्व किया जाता है। जैसे; **The Republic of Ireland, The Dominion Republic, The United States, The United Kingdom etc.**

(a) He visited India and the United States.   (b) They went to Canara and the United Kingdom.

Rule **26** 'The' का प्रयोग Plural names of Countries/ Islands/ Mountains/ Person के साथ होता है। जैसे:

The Netherlands, The Lakshadweep islands, The Philippines, The Andes, The Alps, The Himalayas, The Johnsons, The Raymonds, The Ambanis etc.

Sicily island, Bermuda island, Java island; Everest, Etna, Abu (Name of Mountain) इत्यादि के साथ 'The' का प्रयोग नहीं होगा।

Rule **27** East, West, North, South के साथ 'The' का प्रयोग होता है लेकिन यदि इनके साथ किसी Place का नाम जोड़ा गया हो तो 'The' का प्रयोग नहीं होगा। इसी तरह Northern, Southern , Eastern, Western से पूर्व 'The' का प्रयोग नहीं होगा।

(a) The sun rises in the east.   (b) He is going to North America.
(c) Rajasthan is in Western India.   (d) Sweden is in Northern Europe.

Rule **28** बहुत सी महत्त्वपूर्ण Buildings एवं Institutions के नाम शब्दों से मिलकर बने होते हैं। जिनमें से एक शब्द किसी व्यक्ति या स्थान का नाम होता है, ऐसे नाम के साथ 'The' कर प्रयोग नहीं किया जाता है।

जैसे : Delhi Airport, Victoria Station, London Zoo, Jaisingh Palace, Indira Gandhi Airport, Edinburgh Castle, Jaipur Place इत्यादि, लेकिन अन्य नामों जैसे–The Royal Palace, The Char Minar, The White House, The Red Square, The Taj Mahal इनके साथ 'The का प्रयोग होता है।

This is a generally accepted rule, there are several exceptions.

Rule **29** Sky, Moon, World, Sea, Country, Environment से पूर्व 'The' का प्रयोग किया जाता है। जैसे:

(a)The sky is dark and the Moon is shinning. (b) The   sea seems calm today.
(c) Do you live in a town or in the country?   (d) We must do something to protect the environment.

Space से पूर्व 'The' नहीं लगता है, जब space का अर्थ 'अन्तरिक्ष' से होता है, लेकिन यदि space जगह के अर्थ में प्रयुक्त हुआ हो तो 'The' प्रयोग होता है। जैसे:

(a) There are lacs of stars in space.   (b) He tried to park his car there, but the space was too small.

'Sea' के साथ 'The' का प्रयोग नहीं होगा। जैसे:

(a) We go to sea as sailors.   (b) He is at sea now-a-days (on a voyage).

Rule **30** इस प्रकार के Sentence Structure : The + Name + of +.... में 'The' का प्रयोग किया जाता है। जैसे:

      (a) The Bank of America is a big bank.

      (b) The tower of London is a great tower.

      (c) The Great Wall of China is a historical monument.

Rule **31** यदि दो या अधिक Unmarried Sister को संयुक्त रूप से पत्र लिखा जाए तो 'The' का प्रयोग होगा। जैसे:

    The Misses + Surname   The misses Smith.

Rule **32** 'Office' का प्रयोग जब place of work के सनदर्भ में हो तो The का प्रयोग होगा। जैसे:

      (a) He is at the office.   (b) He is in the office.

He is in office means to hold an official (usually political) position. To be out of office to be no longer in power.   ***A Practical English Grammar—Thomson and Martinet.***

CAUTION

Even after you learn all the principles behind the use of these articles, you will find an abundance of situations where choosing the correct article or choosing whether to use one or not will prove chancy.

Icy highways are dangerous.

The icy highways are dangerous.

And both are correct.

No Article–Zero Article

Articles का प्रयोग छात्रों को बहुत सावधानी से करना चाहिए। नीचे दी गई स्थितियों में Articles का प्रयोग नहीं किया जाता है।

(1) **School, College, University, Bed, Church, Court, Hospital, Prison, Market से पूर्व Article 'The' का प्रयोग उस स्थिति में नहीं किया जाता जब वहाँ जाने का उद्देश्य, वही हो, जिस हेतु इनका निर्माण किया गया है। जैसे:**

    (a) I go to college at 10 am.   (For the purpose of study)

    (b) He went to Church on Sunday.   (For making prayer)

    (c) He went to market to purchase a TV. (To purchase)

    (d) We went to bed at 10 pm yesterday.   (To sleep)

  लेकिन यदि इन स्थानों पर जाने का उद्देश्य अन्यथा हो तो इनसे पहले 'The' लगता है। जैसे

    (a) The school is near to Ram's house.   (b) I will meet you near the court.

    (c) I found her near the church.   (d) I will take tram from the church.

    (e) I sat on the bed.

    (f) We went to the prison to meet the superintendent.

    (g) He went to the college to meet the class teacher.

(2) **Appoint, made, nominate, elect, declare के बाद यदि कोई Noun आता है तो उससे पूर्व Articles का प्रयोग नहीं होता है। जैसे:**

    (a) He was elected MLA.   (b) He was appointed supervisor.

    (c) He was nominated secretary.   (d) We made him monitor.

    (e) He was declared captain of our team.

(3) खाने के नाम (**Lunch, dinner, supper, breakfast**) के पूर्व **Articles** का प्रयोग सामान्य स्थिति में नहीं किया जाता है। जैसे:

(a) I couldn't have breakfast this morning.   (b) He was invited to dinner.

(c) I had lunch at 1 pm.

लेकिन यदि खाने के नाम के साथ कोई **adjective** लगा हो या खाना **particular** हो गया हो तो **Articles** का प्रयोग किया जाता है। जैसे:

(a) He arranged a nice dinner.   (b) The dinner hosted by the queen was superb.

(4) बीमारियों **(Disease)** के नाम से पूर्व सामान्यतया कोई **Article** नहीं लगता है। जैसे:

(a) She is suffering from fever.   (b) He died of Cholera.

लेकिन यदि diseases का नाम Plural में हो जैसे: Mumps, Measles तो इनके पूर्व The का प्रयोग किया जाता है। *जैसे:*
The measles is a contagious disease.

(5) भाषा में नाम, रंग के नाम के पहले **Article** का प्रयोग नहीं होता है। जैसे:

(a) I can speak Hindi, but I can't speak English (b) He likes blue and white colour.

लेकिन यदि **colour** का नाम एक **adjective** की तरह किसी **Countable noun** के साथ प्रयुक्त हुआ है तो **Article** का प्रयोग किया जाता है। जैसे:

(a) She has a blue saree.   (b) I have a red pen.

(6) कुछ Titles जैसे : **Emperor Ashoka, President Kalam, Queen Victoria, Captain Cook** के साथ भी **Article 'The'** का प्रयोग नहीं होता है। **The Emperor Ashoka** गलत है। लेकिन **'The'** का प्रयोग Title **'The Duke of York'** के साथ होता है। जैसे :

(7) यदि दो अलग-अलग **adjective** एक ही **Countable Noun** के लिए प्रयुक्त हों तो **Article** का प्रयोग पहले वाले **adjective** के साथ ही होगा। जैसे:

(a) This is a Hindi and English learning book. (b) This is an English and Hindi dictionary.

(8) **Plural noun** से पूर्व **Article** को प्रयोग तब नहीं किया जाता, जब **Plural noun** किसी वर्ग को व्यक्त करता है। जैसे:

(a) Lawyers are generally witty.   (b) Bankers are generally honest.

(c) Doctor are paid more than teachers.   (d) Teachers are generally hard workers.

(9) **'The'** का प्रयोग **noun + number** के साथ नहीं होता है। *जैसे:*

(a) Our train arrives at platform 6.   (b) I need shoes in size 18.

(10) सामान्यतया **watch television** में television से पूर्व **'The'** का प्रयोग नहीं होता है। लेकिन **listen to the radio** में radio से पूर्व **'The'** लगता है। जैसे:

(a) I often listen to the radio.   (b) I heard the news on the radio.

(c) I watched the news on television.   (d) I don't watch television at night.

(11) कई **Shops, Restaurants, Hotels, Banks** के साथ उन व्यक्तियों के नाम जुड़े रहते हैं जिन्होंने इन्हें शुरू किया है। इनके साथ **'The'** का प्रयोग नहीं किया जाता है। जैसे:

Lloyds Bank, Mcdonalds, Jack's Guest House, Harrods (Shop), Raymonds (Shop).

(12) **Church** के नाम के साथ Saints के नाम जुड़े रहते हैं, इसके साथ भी **'The'** का प्रयोग नहीं किया जाता है। जैसे:

St John's Church, St Paul's Cathedral.

(13) कम्पनियों के नाम, **Airlines** के नाम के साथ भी **'The'** का प्रयोग नहीं होता है। जैसे:

Fiat (not the fiat), Sony, Kodak, British, Airways, IBM, Reliance etc.

(14) विषयों (Subjects) के नाम के पूर्व सामान्यतया Articles का प्रयोग नहीं करते हैं। जैसे:
    (a) I am student of Political Science.   (b) He is learning French.
    (c) I secured 88% marks in English.   (d) He is good at Physics.

(15) 'Kind of' के बाद 'The' का प्रयोग नहीं किया जाता है। जैसे:
    (a) What kind of bird it was!   (b) What kind of girl she is!

(16) कुछ ऐसे Phrases जिनमें Preposition के बाद object आता है इनमें Articles का प्रयोग नहीं होता है। जैसे:
at hand, by name, by bus, by train, by plane, in jail, at dinner, underground, in jest, by water, on horseback, at sunset, in debt, in hand, all day, all night, at noon, at night, by post etc.

(17) कुछ ऐसे Phrases जिनमें Transitive verb के बाद object आता है इनमें Articles का प्रयोग नहीं होता है। जैसे:
to catch fire, to leave school / college, to give ear, to bring word, to lay size, to lose heart, to set sail, to send word, to cast anchor etc.

(18) जब किसी abstract noun द्वारा feelings या emotions को कथन की तरह व्यक्ति किया जाए तो Articles का प्रयोग नहीं किया जाता है। जैसे:
    (a) Honesty is the best policy.   (b) Virtue has its own reward.

लेकिन यदि Abstract noun द्वारा किसी व्यक्ति/जीव या वस्तु की qualities से सम्बन्ध स्थापित किया जाए तो उसके पूर्व article, the, लगता है। जैसे:
    (a) He possesses the swiftness of a tiger.   (b) He has the cunningness of crow.

(19) जब Common Noun का प्रयोग विस्तृत अर्थ में किया जाता है तो उससे पूर्व Articles नहीं लगता है। जैसे:
    (a) Man is an intelligent animal.   (b) Birds fly.
    (c) Fish live in water.   (d) Cows eat grass.

(20) सामान्यतया Proper noun से पूर्व Articles का प्रयोग नहीं किया जाता है, लेकिन यदि Proper noun का प्रयोग एक Common noun की तरह होता है तो उससे पहले Articles का प्रयोग किया जाता है। जैसे:
    (a) Akbar was a great king.   (b) Agra is a beautiful city.

यहाँ Akbar, Agra, proper noun है
    (a) Jaipur is the Paris of India.   (b) Kashmir is the Switzerland of Asia.
    (c) Ramesh is the Sachin of our college.   (d) Mumbai is the Manchester of India.

यहाँ Paris, Switzerland, एवं Sachin का प्रयोग common noun की तरह हुआ है।

(21) यदि Superlative degree से पूर्व My, His, Her जैसे Possessive Pronoun का प्रयोग हो तो 'The' नहीं लगता है। जैसे:
    (a) He is my best friend.   (b) Ram is his best friend.

(22) बहुत सी महत्त्वपूर्ण Buildings एवं Institutions के नाम दो शब्दों से मिलकर बने होते हैं। जिनमें से एक शब्द किसी व्यक्ति या स्थान का नाम होता है, ऐसे नाम के साथ 'The' का प्रयोग नहीं किया जाता है। जैसे:
Delhi Airport, Victoria Station, London Zoo, Jaisingh Palace, Indira Gandhi Airport, Edinburgh Castle, Jaipur Place इत्यादि इनके साथ 'The' का प्रयोग नहीं किया जाता हैं

(23) 'The' का प्रयोग Country के नाम के पूर्व नहीं होता है लेकिन यदि Country के नाम के साथ Republic, Kingdom, States जुड़े हुए हों तो 'The' का प्रयोग इनसे पूर्व किया जाता है। जैसे The Republic of Ireland, the Dominioan Republic, the United States, the United Kingdom etc. जैसे:
    (a) He visited Mexico and the United States.   (b) They went to Canara and then the United Kingdom.

(24) Work के साथ सामान्यतया 'The' का प्रयोग नहीं किया जाता है। जैसे:
    (a) He is on his way to work   (b) She is at work.
    (c) They haven't back from work yet.

(25) **'Office'** का प्रयोग जब **position** के सन्दर्भ में हो तो The का प्रयोग नहीं किया जाता है। जैसे:

He is in office—means to hold an official usually political) position.

To be out of office—to be no longer in power.

A Practical English Grammar—Thomson and Martinet.

(26) **Town** का प्रयोग जब **subject** के **Town** या **speaker** के **Town** के अर्थ में हो तो **Town** से पहले ' **The** ' नहीं लगता है। जैसे:

(a) We go to town sometimes to meet our mother.

(b) We went to town last year and remained there for a week.

(27) **'Nature'** का प्रयोग जब प्रकृति के अर्थ में हो तो इसके पूर्व **'The'** का प्रयोग नहीं होगा। जैसे:

If you interfere with nature you will suffer for it.

(28) **'Games'** के नाम के पूर्व **'The'** का प्रयोग नहीं होता। जैसे:

(a) I play golf.   (b) He plays cricket.

(29) ' **Seasons** ' के नाम के पूर्व **'The'** का प्रयोग नहीं होता है। जैसे:

(a) In Spring we like to clean the house.   (b) She is planning to visit her parents in winter.

(30) ' **Time of day** ' के नाम के पूर्व **'The'** का प्रयोग नहीं होता है। जैसे:

(a) We travelled mostly by night.   (b) We'll be there around midnight.

TEST YOURSELF *Exercises*

01

(A) *Put appropriate articles in the blanks:*   **[RAS 1991]**

...... businessman of ..... colony was shot dead by...... armed intruder on Sunday night . ... dead man's wife also received .... gunshot, but she is said to be progressing in ..... Civil Hospital . ..... murder is said to be ...... result of .... old dispute over some agricultural land between ...... killer and his victim.

(B) *Put appropriate articles in the blanks:*   **[RAS 1992]**

India is one of .... very big countries in the world. If a man takes ..... quickest train, he will take nearly.......week to go from one end of India to the other. One who leaves Ramnad in ...... South on .... first day of .... month will perhaps get to Srinagar in .... North only about .... sixth of .... same month.

(C) *In the following sentences, fill in the blanks with appropriate articles:*   **[RAS 1994]**

Number..... hundred and two .... house next door to us, is for sale, It's quite .... nice house with .... big rooms........ back windows look out on ....park. I don't know what........ price .... owners are asking . You could give them .... and make them .... offer.

02

Rewrite the sentences after filling the blanks with articles wherever necessary.

(1) (A) Who are .... men that are standing there in .... lane?

(B) ....tallest gentlemen is .... teacher, ...man who has .... stick in his hand is .... teacher's uncle. He lives in Chennai. He has come here to attend .... wedding. I don't know who .... third man is. I know ...... person sitting beside .... teacher.

(C) I'm sorry to have detained you. Are you going to ....bank ?

(2) Once .... man had.......... strange goose. It laid......... golden egg every day .... man was very lucky to possess such .... precious creature. One day he thought, "One golden egg .... day is not sufficient. I shall kill ....goose and get hold of all ....gold contained in it." He then killed .... goose, but find not ...... single egg.

03

Rewrite the following sentences after filling up the blanks with suitable articles, wherever necessary :

I know Ram's brother. He is ....officer in................ Ministry of Foreign Affairs. He is posted in .... States. He is .... youngest officer there. He enjoys .... work and plays .... game of tennis in evenings. For his breakfast he takes .... apple, ... egg and ....cup of coffee only. He is .... good fellow.

04

Rewrite the following sentences after filling up the blanks with suitable articles wherever necessary:

Once ....old saint saw .... kite catch......... little mouse. He felt sorry for .... mouse. He took .... orange and aimed at ....kite, which dropped ....mouse and by his holy power turned it into ....young maiden.

05

Insert suitable articles wherever necessary:

(1) Shyam plays .... Piano.

(2) ....Iron is .... hard metal.

(3) Who invented .... Microscope?

(4) .... Delhi is .... beautiful city.

(5) This man is .... second Hitler.

(6) I met him at .... church.

(7) He is .... student of mathematics.

(8) I went to .... hospital to meet my friend.

(9) .... bed is broken.

(10) Please give me .... five-rupee note.

(11) .... Sun rises in .... East.

(12) He wrote his name at .... top of .... page.

(13) I'll go there in .... morning.

(14) It is .... very useful book.

(15) Do not make .... noise.

06

Fill in the blanks with articles wherever necessary:

(1) He went to .... college to meet .... class teacher.

(2) I will take .... tram from ....Church.

(3) He came and sat on .... bed.

(4) He has already gone to .... bed.

(5) Ram was appointed .... clerk.

(6) Suresh was declared .... captain of our team.

(7) Ramesh invited Sarla for .... dinner yesterday.

(8) He organised .... nice lunch in honour of .... President.

(9) .... dinner hosted by Ram was superb.

(10) .... measles is .... contagious disease.

(11) He died of .... cholera.

(12) She has been suffering from .... fever for three days.

(13) He can speak .... Hindi, but I can't speak .... English.

(14) I like .... blue colour.

(15) When I went to .... home, Raja was watching .... TV.

(16) I heard .... news on .... radio.

(17) He is .... rich man, he always go by .... car.

(18) Three per cent posts are reserved for .... disabled and two per cent for............ex-servicemen.

(19) He went first to .... Mexico and then to .... USA.

(20) Ram took .... action with ....swiftness of .... tiger.

07

Rewrite the following sentences after filling up the blanks with suitable articles wherever necessary:

During .... first two years .... village project had .... awful time. .... Mission had accepted .... use of .... farm from .... affluent landowner and ....natives believed .... story that this land would be returned to ....owner after ten years. .... project never started.

08

Insert suitable articles wherever they are missing:

(1) Pt Jawahar Lal Nehru was......... first Prime Minister of free India.

(2) Indian Government wants to build........ strong India.

(3) She has never touched.......... onion.

(4) After discussing this matter for..........hour or two we are sure to arrive at ....decision.

(5) Pt Nehru was...............great man. He struggled hard to attain ....freedom from..... Britishers.

09

Insert suitable articles wherever necessary:

(1) Ram is .... good boy.

(2) .... European woman came to America.

(3) Mohan is .... NDA Officer.

(4) I want to buy .... book.

(5) Sita is .... teacher.

(6) He comes here once .... week.

(7) He is .... honourable leader.

(8) He is ....honest person.

(9) Twelve inches makes .... foot.

(10) He has .... good knowledge of Mathematics.

(11) This is .... house I live in .

(12) .... bag I found yesterday contained .... key chain.

(13) It is .... matter of chance.

(14) .... poor can be trusted.

(15) Have you found .... purse you lost yesterday?

10

Insert suitable articles wherever necessary:

(1) The teacher asked .... easy question.

(2) Give me .... book to read please.

(3) Ram secured .... second position in .... school.

(4) He is .... MLA.

(5) Cat is not .... faithful animal.

(6) I am looking for .... remunerative job.

(7) .... honesty is .... best policy.

(8) I found .... purse last night.

(9) I'll go there in .... evening.

(10) Always speak .... truth.

(11) Never tell .... lie.

(12) He likes .... black pent.

(13) Did Mohan get .... job he applied for?

(14) Will you close .... windows, please?

(15) He was invited for .... dinner.

11

Rewrite the following sentences after filling up the blanks with suitable articles wherever necessary:

Once there were elections . ... entire polling station seemed to be .... huge mass of humanity. Men and women all seemed to be quite conscious of their votes. I had seen .... old man insisting on the polling officer and he would not even return .... identity slip. Women had come in groups and were putting on colourful clothes. .... polling stations assumed .... shape of .... fair and .... crowd also behaved likewise. It was really .... pleasure to see them in such .... jolly mood. It was ..... nice scene.

12

Insert suitable articles wherever necessary:

(1) Will you like to have .... cup of tea?

(2) .... room is airy.

(3) .... dog is a faithful animal.

(4) Will you go to .... hospital to see your friend?

(5) There are sixty seconds in .... minute.

(6) Take ....umbrella with you.

(7) I have made.................. mistake.

(8) I saw .... old man yesterday.

(9) This poem is written by .... foreign writer.

(10) I found .... book last night........book is very useful.

(11) He is .... able man.

(12) He has applied for .... post of an officer.

(13) .... camel is ....ship of ... desert.

(14) ....Earth revolves round ....Sun.

(15) Kalidas is .... Shakespeare of .... India.

13

Rewrite the following sentences after filling up the blanks with suitable articles wherever necessary:

Once .... businessman of ....colony was shot dead by ....armed intruder on Sunday night. .... dead man's wife also received .... gunshot, but she is said to be progressing in .... Civil Hospital . ... murder is said to be .... result of .... old dispute over financial matters between killer and his victim.After three days .... killer surrendered before ....police.

14

Fill in the blanks with a, an or the:

(1) Ram gave me .... one-rupee note.

(2) She bought .... ink-pot,............. bag and..........umbrella yesterday.

(3) Has .... postman brought any letter for me today?

(4) .... camel can go .... long distance without water.

(5) This is one of .... most interesting books I have ever read.

(6) ......Kashmir is .... Switzerland of India.

(7) .... teachers of this school are very liberal and intelligent.

(8) Let us discuss .... matter seriously.

(9) He is .... honour to his profession.

(10) .... scheme failed for want of sufficient funds.

(11) I ordered .... servant to leave .... room.

(12) Italy is .... European country.

(13) There is .... hourly tram service on this route.

(14) God made .... country and man made................. town.

(15) Kalidas is .... Shakespeare of India.

(16) Do you know ....way to .... railway station ?

(17) You cannot doubt .... honesty of these men.

(18) .... friend in need is .... friend indeed.

(19) May we have .... pleasure of your company for lunch?

(20) We should always follow .... good and love................... beautiful.

Spotting Errors (Articles)

15

Find the errors in the following sentences:

(1) Of the two (a)/ solutions the second was (b)/ definitely better. (c)/ No error (d)

(2) I have been (a)/ informed that (b)/ Mr Clinton visits Rajasthan (c)/ following month. (d)/ No error (e)

(3) In the field of invention (a)/ the credit goes to a man (b)/ who convinces the world (c)/ with his arguments (d)/ not to the man who simply thinks. (e)/ No error (F)

(4) He claims to be a scientist (a)/ but in reality he (b)/ does not know even (c)/ A B C of science. (d)/ No error (e)

(5) Her father (a)/forbade her to go (b)/to cinema (c)/with Mohan. (d)/ No error (e)

(6) It is an impossible-task (a)/to calculate number (b) / of creatures living (c)/ on Earth. (d)/ No error (e)

(7) The man (a)/ is the only living creature (b)/ that can speak (c)/ and smile. (d)/ No error (e)

(8) He is an atheist (a)/ but today he is going (b)/ to the church (c)/ for offering prayer. (d)/ No error (e)

(9) You should not spend (a)/ good part of the day (b)/ in marketing only. (c)/ No error (d)

(10) Whatever little (a)/ milk left in the bottle (b)/ was drunk by your cat. (c)/ No error (d)

16

Find the errors in the following sentences:

(1) She leads (a)/ a luxurious life (b)/ so she visits everywhere (c)/ by a car. (d)/ No error (e)

(2) The principal instructed (a)/ the girls to return (b)/ to the college (c)/ before the sunset. (d)/ No error (e)

(3) You must (a)/ be true to your words (b)/ in order to enjoy (c)/the real reputation in the life. (d)/ No error (e)

(4) She is the (a)/most beautiful girl. (b)/ No error (c)

(5) It was an insight (a)/ and perseverance of the lady doctor (b)/ that many women were (c)/ able to lead normal life. (d)/ No error (e)

(6) It is a pity (a)/ that the daughter of millionaire (b)/ is involved in (c)/ the bank robbery. (d)/ No error (e)

(7) He was in a trouble (a)/ when he saw (b)/ a truck running (c)/ towards his car. (d)/ No error (e)

(8) The fruits of (a)/all the modern luxuries (b)/ lie in the science. (c)/ No error (d)

(9) I advised him (a)/ to take the heart (b)/ in all odd circumstances. (c)/ No error (d)

(10) Little knowledge (a)/ of computers that she possessed (b)/ proved a boon for her (c)/ in getting job. (d)/ No error (e)

17

Find the errors in the following sentences:

(1) We (a)/ saw (b)/ a elephant (c)/ in the zoo. (d)/ No error (e)

(2) It is (a)/ a most (b)/ beautiful (c)/ painting of the gallery. (d)/ No error (e)

(3) Mr Gaurav Sharma (a)/ is (b)/ coming to (c)/ dinner. (d)/ No error (e)

(4) I (a)/ go (b)/ to cinema (c)/ every sunday. (d)/ No error (e)

(5) He (a)/ went there (b)/ a hour (c)/ ago. (d)/ No error (e)

(6) He (a)/ always speaks (b)/ truth. (c)/ No error (d)

(7) Kashmiri (a)/shawls (b)/ are made of (c)/ the hair of sheep. (d)/ No error (e)

(8) The Taj mahal (a)/is (b)/ situated (c)/ at the Agra. (d)/ No error (e)

(9) Bible (a)/ said that (b)/ the sun (c)/ goes round the Earth. (d)/ No error (e)

(10) An horse (a)/ is (b)/ running (c)/ in the ground. (d)/ No error (e)

18

Find the errors in the following sentences:

(1) An European (a)/ dish (b)/ is (c)/ very famous. (d)/ No error (e)

(2) Rome (a)/ was (b)/ not built (c)/ in a day. (d)/ No error (e)

(3) Ritika (a)/ helps (b)/ poor and (c)/ the sick people. (d)/ No error (e)

(4) The Sapna (a)/ is a very (b)/ beautiful (c)/ girl. (d)/ No error (e)

(5) I (a)/ saw (b)/ an one rupee note (c)/ on the road. (d)/ No error (e)

(6) The boy (a)/is (b)/ swimming (c)/ in the pool. (d)/ No error (e)

(7) Here is a red (a)/ shirt (b)/ which Sapna gave me (c)/yesterday. (d)/ No error (e)

(8) Shatabdi Express (a)/ runs (b)/ very (c)/ fast. (d)/ No error (e)

(9) Parul (a)/ was also invited (b)/ to the lunch hosted by the queen, (c)/ at her cottage yesterday. (d)/No error (e).

(10) My uncle (a)/is (b)/ a (c)/ SP. (d)/ No error (e)

19

Find the errors in the following sentences:

(1) Gold (a)/ is (b)/ an useful (c)/ metal. (d)/ No error (e)

(2) This is (a)/ a good dress (b)/ but (c)/ that's a better one. (d)/ No error (e)

(3) Rupam (a)/ presented me (b)/ a ring (c)/. The ring is lost. (d)/ No error (e)

(4) The Punjabi (a)/ is (b)/a sweet language (c)/ of Punjab. (d)/ No error (e)

(5) Adnan Sami (a)/ is the (b)/ most popular (c)/ singer in Indian film industry. (d)/ No error (e)

(6) The Sun (a)/ rises (b)/ in (c)/ East. (d)/ No error (e)

(7) The teaching (a)/ profession (b)/ is (c)/ good for women. (d)/No error (e)

(8) The milk (a)/ is (b)/ good (c)/for health. (d)/ No error (e)

(9) I (a)/ think (b)/ a baby (c)/ is crying. (d)/ No error (e)

(10) Kunal (a)/ was (b)/ sent to (c)/ a prison. (d)/ No error (e)

20

Find the errors in the following sentences:

(1) I (a)/ will go (b)/ there (c)/ by train or bus. (d)/ No error (e)

(2) My parents (a)/ sometimes (b)/ come to school (c)/ to see the principal. (d)/No error (e)

(3) Riya (a)/ went home (b)/ very late (c)/ last Monday. (d)/ No error (e)

(4) The winters (a)/ are (b)/ generally very (c)/ cold here. (d)/ No error (e)

(5) The monkeys (a)/ jumps (b)/ on (c)/ the trees. (d)/ No error (e)

(6) The dog (a)/ is (b)/ a (c)/ faithful animal. (d)/ No error (e)

(7) Chief Minister (a)/ will (b)/ decide (c)/ the matter. (d)/ No error (e)

(8) Kshitiz (a)/ is (b)/ a (c)/ honest boy. (d)/ No error (e)

(9) The Sun (a)/ rises in (b)/ the East (c)/ is an universal truth. (d)/ No error (e)

(10) Times of India (a)/ is a most popular (b)/ newspaper (c)/of these days. (d)/No error (e)

21

Find the errors in the following sentences:

(1) Three children (a)/ died (b)/ in a (c)/ bus accident yesterday. (d) /No error (e)

(2) The Mahatma Gandhi (a)/ was (b)/ also called (c)/ 'Bapu'. (d)/ No error (e)

(3) Chinese (a)/ are (b)/ fond of (c)/ chowmin. (d)/ No error (e)

(4) Taj Mahal (a)/ is a (b)/ beautiful (c)/ building in Agra. (d)/ No error (e)

(5) The capital (a)/ of (b)/ UK is (c)/ London. (d)/ No error (e)

(6) My mother (a)/ is cooking (b)/ in a (c)/ kitchen. (d)/ No error (e)

(7) The teacher (a)/ called a (b)/ last boy (c)/ standing in the queue. (d)/ No error (e)

(8) The apple (a)/ a day (b)/ keeps (c)/ the doctors away. (d)/ No error (e)

(9) The more (a)/ I learn history (b)/ the more (c)/ I get bored. (d)/ No error (e).

(10) The intelligent (a)/ should (b)/ help (c)/ the duffer. (d)/ No error (e)

(11) Shreya (a)/ gave (b)/ me (c)/ the watch. (d)/ No error (e)

22

Find the errors in the following sentences:

(1) In the conclusion it (a)/may be said (b)/ that the writer has surpassed/(c) the ethical norms. (d)/ No error (e)

(2) It is the most/(a) important point that (b)/ you have to/(c) understand well.(d)/ No error (e)

(3) He said to me, (a)/ "I think you (b)/ will never/ (c)turn a traitor." (d)/ No error (e)

(4) Ramesh told me (a)/ that he first went (b)/ to the Mexico and/(c) then to the Netherlands. (d)/ No error (e)

(5) My mother forbade/(a) my sister to/(b) go to theatre at night. (c)/ No error (d)

(6) One should be true/(a) to one's words in/(b)order to earn good name/(c) and fame in the life. (d)/ No error (e)

(7) I have been waiting/(a) for her/(b) for more than/(c) half a hour. (d)/ No error (e)

(8) You should not spend (a)/ good port of the day (b)/ in gossiping ans wandering (c)/ here and there. (d) /No error (e)

(9) Will you please (a)/ give me (b)/ Little milk (c)/ for my cat. (d)/ No error (e)

(10) He informed me (a)/ that he had gone (b)/ to the church (c)/ to offer prayers. (d)/ No error (e)

SOLUTIONS TEST YOURSELF *Exercises*

Solution TYE : 01

(A) A, the, an, The, a, The, the, the, an, the.   **(B)** the, the, a, the, the, a, the, the, the.

(C) ×, the, a, ×, the, the/a, ×, the, a, an.

Solution TYE : 02

(1) (A) Who are the men that are standing there in the lane?

(B) The tallest gentlemen is a teacher, the man who has a stick in his hand is the teacher's uncle. He lives in Chennai. He has come here to attend a wedding . I don't know who the third man is. I know the person sitting beside the teacher.

(C) I'm sorry to have detained you. Are you going to the bank ?

(2) Once a man had a strange goose. It laid a golden egg every day. The man was very lucky to possess such a precious creature. One day he thought, "One golden egg a day is not sufficient. I shall kill the goose and get hold of all the gold contained in it." He then killed the goose, but find not a single egg.

Solution TYE : 03

I know Ram's brother. He is an officer in the Ministry of Foreign Affairs. He is posted in the states. He is the youngest officer there. He enjoys the work and plays the game of tennis in evenings. For his breakfast he takes an apple, an egg and a cup of coffee only. He is a good fellow.

Solution TYE : 04

Once an old saint saw a kite catch a little mouse. He felt sorry for the mouse. He took àn orange and aimed at the kite which dropped the mouse and by his holy power turned it into a young maiden.

Solution TYE : 05

(1) the,	(2) x, a,	(3) the,	(4) ×, a,	(5) a,	(6) the,
(7) a,	(9) The,	(10) a,	(11) The, the,	(12) the, a,	(13) the,
(14) a,	(15) a.				

Solution TYE : 06

(1) the, the,	(2) a, the,	(3) the,	(4) ×,	(5) ×,	(6) ×,
(7) ×,	(8) a, the,	(9) The,	(10) The, a,	(11) ×,	(12) ×,
(13) ×, ×,	(14) ×,	(15) ×, ×,	(16) the, the,	(17) a, ×,	(18) the, the,
(19) ×, the,	(20) the, the, a.				

Solution TYE : 07

During the first two years the village project had an awful time.The Mission had accepted the use of a farm from an affluent landowner and the natives believed the story that this land would be returned to the owner after ten years.The project never started.

Solution TYE : 08

(1) Pt Jawaharlal Nehru was the first Prime Minister of free India.

(2) Indian Government wants to build a strong India.

(3) She has never touched an onion.

(4) After discussing this matter for an hour or two we are sure to arrive at a decision.

(5) Pt Nehru was a great man. He struggled hard to attain freedom from the Britishers.

Solution TYE : 09

(1) a,	(2) A,	(3) an,	(4) a,	(5) a,	(6) a,
(7) an,	(8) an,	(9) a,	(10) a,	(11) the,	
(12) The, a,	(13) a,	(14) The,	(15) the.		

Solution TYE : 10

(1) an,	(2) a,	(3) the, the,	(4) an,	(5) a,	(6) a,
(7) ×, the,	(8) a,	(9) the,	(10) the,	(11) a,	(12) the,
(13) the,	(14) the,	(15) ×.			

Solution TYE : 11

Once there were elections. The entire polling station seemed to be a huge mass of humanity. Men and women all seemed to be quite conscious of their votes. I had seen an old man insisting on the polling officer and he would not even return the identity slip. Women had come in groups and were putting on colourful clothes. The polling stations assumed the shape of a fair and the crowd also behaved likewise. It was really a pleasure to see them in such a jolly mood. It was a nice scene.

Solution TYE : 12

(1) a,	(2) The,	(3) The,	4. the,	5. a,	6. an,
(7) a,	(8) an,	(9) a,	10. a, the,	11. an,	12. the,
(13) The, the, the,	(14)The, the,	(15) the, x.			

Solution TYE : 13

Once a businessman of the colony was shot dead by an armed intruder on Sunday night . The dead man's wife also received a gunshot, but she is said to be progressing in the Civil Hospital. The murder is said to be the result of an old dispute over financial matters between the killer and his victim. After three days the killer surrendered before the police.

Solution TYE : 14

(1) a,	(2) an, a, an,	(3) the,	(4) A, a	(5) the,	(6) ×, the
(7) The,	(8) the,	(9) an,	(10) The,	(11) the, the,	(12) a,
(13) an,	(14) the, the,	(15) the,	(16) the, the,	(17) the,	(18) A, a,
(19) the,	(20) the, the.				

Solution TYE : 15

(1) (c) better से पहले 'the' का प्रयोग करें। Comparative degree के adjective द्वारा जब किसी choice का निर्धारण होता है तो उससे पहले 'the' का प्रयोग किया जाता है। जैसे: He is the stronger of the two wrestlers.

(2) (d) following से पूर्व 'the' लगाएँ। यहाँ following month, particular हो गया है।

(3) (b) a man, की जगह the man का प्रयोग करें। यहाँ man, particular हो गया है।

(4) (d) ABC के पूर्व 'the' लगाएँ। to emphasise, 'the' is necessary.

(5) (c) cinema से पूर्व 'the' लगता है। go to the cinema, go to the theatre जैसी pharases में 'the' का प्रयोग होता है।

(6) (b) number से पहले 'the' लगाएँ। the number का अर्थ निश्चित संख्या होता है। the number of वैसे भी phrase की तरह प्रयुक्त होता है।

(7) (a) man से पहले 'the' को Delete करें। man का प्रयोग जब मानव–जाति (in broader sense) के लिये होता है तो उससे पहले 'the' का प्रयोग नहीं किया जाता है।
Man is a social animal.
Man is mortal.

(8) (c) Church के पहले 'the' का प्रयोग उस स्थिति में गलत है जबकि वहाँ जाने का उद्देश्य, prayer हेतु है। यदि church जाने का उद्देश्य अन्य कोई कार्य हो तो 'the' लगेगा।

(9) (b) good part से पहले 'a' लगाएँ। a good part of the day, phrase की तरह प्रयुक्त होता है।

(10) (a) Little से पहले 'the' लगेगा। यहाँ the little का अर्थ–जो भी थोड़ा–सा से है।

Solution TYE : 16

(1) (d) by a car, नहीं होगा, by car होगा by car, by bus, by train के बीच में article नहीं लगता है।

(2) (d) Before sunset होगा ('the' को delete करें।) before sunset, before noon, after day break में 'the' का प्रयोग नहीं होता है। निम्न वाक्यों में अन्तर समझने का प्रयास करें:
He returned home after sunset.
He returned home after the sun had set.

(3) (d) life से पहले the नहीं लगेगा। जब life का प्रयोग व्यापक अर्थ में हो तो the का प्रयोग नहीं होता है, लेकिन life का प्रयोग यदि particular अर्थ में है तो article का प्रयोग करना होता है।
He is leading a happy life.
The life of this patient has spoiled by the doctor.

(4) (a) 'the' की जगह 'a' का प्रयोग करें। यहाँ a most का अर्थ a very beautiful से है। जब most का अर्थ comparison के लिए न होकर, 'very' के अर्थ में होता है तो 'a' का प्रयोग किया जाता है।

(5) (a) 'an' की जगह 'the' का प्रयोग होगा। किसी भी चीज को महत्त्व देने हेतु 'the' का प्रयोग किया जाता है।

(6) (b) Millionaire से पहले 'a' लगेगा। यह एक countable noun है अत: article लगाना होगा।

(7) (a) trouble से पहले 'a' नहीं लगेगा। in danger, in trouble, in detail, in debt, in comparison, in fact जैसे: phrases में बीच में article   का प्रयोग नहीं होता है।

(8) (c) Science से पहले 'the' का प्रयोग नहीं होगा। science, life, का प्रयोग जब व्यापक अर्थ में होता है, तो इनसे पहले 'the' का प्रयोग नहीं होता है।

(9) (b) take heart होगा। take heart, take care जैसे: phrases में बीच में Article का प्रयोग नहीं होता है।

(10) (a) Little से पहले 'the' का प्रयोग होगा। 'the little' का अर्थ–जो भी थोड़ा से है।

Solution TYE : 17

(1) (c) Here ''a'' is used with elephant instead of ''an''. An elephant is correct.

(2) (b) It is a most beautiful painting. Use the before most , being Superlative.

(3) (e) No error

(4) (c) I go to the cinema every Sunday. When ''club'', ''cinema'', ''pictures'', ''theatres'', are used for their primary purpose of entertainment. ''The'' is used before them.

(5) (c) Replace 'a' by 'an'. Here ''an'' will be used instead of ''a'' because ''h'' is silent .

(6) (c) He always speaks the truth.

(7) (a) The Kashmiri shawls, 'The' is used before nouns which name the inhabitants of a country or city collectively.

(8) (d) Delete 'The' before Agra, being proper noun.

(9) (a) The Bible said . 'The' is used before the names of renowned books of religion or literature.

(10) (a) A horse is running in the ground. 'A' is used with the singular countable nouns which is pronounced with the consonant sound.

Solution TYE : 18

(1) (a) ''A'' European dish is very famous. Here 'European' begins with vowel ''E'' even then its sounds ''yoo'' or ''u''.

(2) (e) ''A'' is used with certain numerical terms to give the sense of ''one''.

(3) (c) Ritika helps the poor and the sick people.

(4) (a) Sapna is a very beautiful girl. " The" is not used before proper noun.

 (5) (c) I saw a one rupee note on the road. ''A'' is used with nouns pronounced with consonant sound.

 (6) (a) A boy is swimming in the pool. ''A'' is used with the singular countable nouns.

 (7) (a) Here is the red shirt which Sapna gave me yesterday. Red shirt has become particularised.

 (8) (a) The Shatabdi Express . ''The'' is used before the names of well-known trains.

 (9) (e) No error. 'The' is used before particular meals.

 (10) (c) My uncle is an SP Here, 'An' is used before a consonant which sounds like a vowel.

Solution TYE : 19

 (1) (c) Gold is a useful metal. Before useful we should put 'a' instead of 'an'.

 (2) (e) 'A' is used with positive and comparatives but not with superlatives.

 (3) (e) 'The' is used before a noun which is repeated after it has been introduced once.

 (4) (a) Punjabi 'The' is not used before name of the language.

 (5) (e) No error. 'The' is used with the superlative degree of adjective.

 (6) (d) in the east. 'The' is used with the name of 'directions' like east, west, north, wouth.

 (7) (e) 'The' is used with the professions like the nursing, the medical profession.

 (8) (a) Milk is good for health. 'The' article are omitted before proper nouns, material nouns, uncountables etc in general.

 (9) (c) the baby.

 (10) (d) Kunal was sent to prison. The article is omitted before church, prison, hospital, college , school and bed, when the visit to these place is for the purpose they are primarily built.

Solution TYE : 20

 (1) (e) The Article is omitted before modes of transportation or travel. Always use by bus,by car, by train, etc.

 (2) (c) Insert 'the' before school .When the visit to places : school, Church, hospital , prison are for the purpose other than they are primarily built , always use 'the' before these nouns.

 (3) (e) No error ''The'' is not used before name.

 (4) (a) Remove the before 'Winters'. Do not use article before name of the seasons.

 (5) (a) Monkeys jumps on the trees. The article is omitted before plural countable nouns when they tell about class or cast etc.

 (6) (e) ''The'' is used before a singular countable noun meant to represent a whole class or kind.

 (7) (a) Insert 'The' before Chief Minister . Use the before designation.

 (8) (c) Kshitiz is an honest boy. Here 'an' is used before a word beginning with silent ''H''. (Honest)

 (9) (d) The sun rises in the east is a universal truth. 'A' is used before a word beginning with the sound 'u' pronounced as 'yoo'or 'u').

 (10) (a) The 'Times of India' .... 'The' is used before the name of the newspapers and magazines.

Solution TYE : 21

 (1) (e) No Error

 (2) (a) Delete ''the'' before Mahatma Gandhi. Article is not used before a name proper noun).

 (3) (a) The chinese............ ''The'' is used before nationality.

 (4) (a) The Taj Mahal .... 'The' is used such name of Monuments.

 (5) (c) 'The' is used before name of country like UK , USA etc.

 (6) (c) My mother is working in the kitchen . Here 'The' is used before the noun which can be understood easily.

 (7) (b) The teacher called the last boy........... 'The' is used before the ordinals.

 (8) (a) An apple...... ''An'' is used here before a word beginning with a vowel a,e,i,o,u,) sound.

(9) (e) ''The'' is here used twice, with comparative to show that two things increase or decrease in the same proportion.

(10) (e) Here ''the intelligent'' means intelligent person and the ''duffers'' means duffer persons.

(11) (d) Shreya gave me a watch. "A" is used before a word beginning with a consonant.

Solution TYE : 22

(1) (a) Conclusion के पहले 'the' नहीं लगेगा। कुछ Phrases जैसे: In detail, in fear, in hope, in problem, in condusion का ध्यान दें, इनमें बीच में 'the' का प्रयोग नहीं होगा।

(2) (a) most के पहले 'the' की जगह 'a' लिखना होगा।। जब Superlative degree, most का प्रयोग Comparison हेतु किया जाता है तो 'the' लगाना होगा। यहाँ most का प्रयोग 'very' के अर्थ में हुआ है अत: 'a' लगेगा।

जैसे:

Sarla is the most beautiful girl in the college.

Sarla is a most beautiful girl.

(3) (d) Inchoative Verb, Turn के साथ noun के पूर्व 'a' का प्रयोग किया जाएगा।

(4) (c) Mexico से पूर्व 'the' का प्रयोग नहीं होगा। Plural name of countries या जिन Countries के नाम के साथ States or Republic जुड़ा हो, उनके पूर्व ही 'the' का प्रयोग किया जाता है।

(5) (c) theatre से पूर्व the लगायें। go to the cinema/go to the theatre आदि phrases का इसी तरह प्रयोग किया जाता है।

(6) (d) life से पहले 'the' नहीं लगेगा। Life का प्रयोग जब विस्तृत अर्थ में हो तो life से पूर्व 'the' नहीं लगता है। विशेष अर्थ में life से पूर्व article लगता है। जैसे:

She leads a happy life.

The life of villagers is paralysed due to earthquake.

(7) (d) hour से पूर्व 'a' की जगह 'an' लगेगा।

(8) (b) a good part of the day. good part से पहले 'a' लगेगा।

(9) (c) little से पूर्व 'a' लगेगा। a little का अर्थ होता है 'थोड़ा-सा'।

(10) (c) Church से पूर्व Church, Hospital, School, Prison इत्यादि जाने का उद्देश्य इसलिए हो जिसके लिए इनका निर्माण हुआ है तो इनसे पूर्व 'the' नहीं लगेगा।

TRANSLATION AND TENSE

Translation अर्थात् अनुवाद करना एक कला (Art) है। एक भाषा के वाक्य का दूसरी भाषा में रूपान्तरण करना, **Translation** (अनुवाद) कहलाता है। अधिकांश हिन्दी भाषी छात्रों को हिन्दी वाक्यों का अंग्रेजी में अनुवाद करना बहुत कठिन कार्य प्रतीत होता है। **अंग्रेजी भाषा एक विदेशी भाषा है।** अधिकांश छात्रों द्वारा अंग्रेजी का अध्ययन मात्र परीक्षा पास करने हेतु किया जाता है। रटकर अंग्रेजी की परीक्षा पास तो कर ली, लेकिन अंग्रेजी से हमेशा भय बना रहा।

आइए हम आपको हिन्दी वाक्यों का अंग्रेजी में अनुवाद करने के कुछ सरल तरीकों से अवगत कराते हैं।

(A) अनुवाद हेतु सर्वप्रथम आवश्यकता है कि आपको वाक्य में प्रयुक्त विभिन्न भागों (Parts of speech) जैसे : Subject, Verb, Object, Adverb, Preposition etc. की पहचान करना आना चाहिए।

(B) वाक्य जिस Tense का है, उस Tense में अंग्रेजी वाक्य का विन्यास (Structure of sentence) क्या है? इसके लिए Tenses का ज्ञान आवश्यक है। बिना Tenses की पूर्ण जानकारी हुए, शुद्ध अंग्रेजी लिखना सम्भव नहीं है।

(C) **विभिन्न नियमों का ज्ञान :** सही अनुवाद हेतु, हमें Tenses के ज्ञान के बाद, विभिन्न नियमों का ज्ञान होना चाहिए। जैसे:

    (a) Subject Verb agreement का ज्ञान।   (b) Sequence of Tenses का ज्ञान।

    (c) Rules regarding, Determiners, Articles, Adverbs, Adjectives, Prepositions, Noun, Pronoun, Conjunctions, Interjections, Modals इत्यादि का ज्ञान।

    (d) Reported Speech एवं Voices के नियमों का ज्ञान।

(D) विभिन्न प्रकार के Sentences; Simple, Compound, Complex etc. का ज्ञान।

Translation Made Easy

सर्वप्रथम आपको यह जानना आवश्यक है कि वाक्य (sentence) में प्रयुक्त विभिन्न भागों (यथा Subject, Verb, Object, Preposition, etc.) की पहचान कैसे की जाए? इन भागों की अंग्रेजी बनाकर इन्हें किस प्रकार वाक्यों में सुव्यवस्थित रखा जाए?

(1) Subject (कर्ता) की पहचान एवं स्थिति

किसी भी वाक्य में Subject कर्म को करने वाला होता है। वाक्य में जो भी कार्य करने वाला है, वह **Subject (कर्त्ता)** है। साधारण हिन्दी वाक्य में अन्तिम शब्द (यदि वाक्य के अन्त में है, हूँ, हो इत्यादि आता है तो इससे पहले वाला शब्द) जो वास्तव में वाक्य की क्रिया (Verb) है, से कौन, किसने अथवा **किन्होंने** जैसे प्रश्न करने पर जो उत्तर आता है, वह ही उस वाक्य का **Subject (कर्त्ता)** है।

निम्न वाक्य को देखें:

(i) राम फुटबॉल खेलता है।

    इस वाक्य के अन्तिम शब्द 'है' से पूर्व वाले शब्द '**खेलता**' (जो वास्तव में verb है) से **कौन** प्रश्न करने पर उत्तर मिलता है—**राम**। अत: **राम** इस वाक्य का **Subject** है। उपरोक्त वाक्य में खेलता verb है।

अन्य वाक्य देखें :

(ii) राजेश शाम को पाँच बजे गोमती नदी में तैरता है।

यहाँ वाक्य के अन्तिम शब्द 'है' से; पूर्व वाले शब्द '**तैरता**' से प्रश्न किया गया, **कौन तैरता है?** उत्तर मिला, **राजेश**-तो इस वाक्य का Subject हुआ **राजेश।**

(2) Verb (क्रिया) की पहचान एवं स्थिति

Verb एक वाक्य का विशेष महत्त्वपूर्ण भाग है।

हिन्दी वाक्य के अन्तिम शब्द (यदि वाक्य के अन्त में हैं, हूँ, इत्यादि हैं तो उससे पहले का शब्द) को **Verb (क्रिया)** कहते हैं। उपरोक्त वाक्य (i) में '**खेलता**' verb है, वाक्य (ii) में '**तैरता**' Verb है।

(3) Object (कर्म) की पहचान एवं स्थिति

(A) हिन्दी वाक्य में Subject एवं Verb की पहचान करने के बाद आपको Verb से **कहाँ, किसको, किनको** जैसे : प्रश्न करने पर जो उत्तर मिलता है, वह वाक्य का कर्म **(Object)** है।

उपरोक्त वाक्य में, वाक्य (i) की verb-**खेलता** से **क्या** प्रश्न करने पर उत्तर मिलता है—**फुटबॉल।** अत: वाक्य का object **फुटबॉल** है।

वाक्य (ii) में Verb '**तैरता**' से '**कहाँ**' प्रश्न करने पर, उत्तर मिलता है '**गोमती नदी में**'। अत: वाक्य का Object **गोमती नदी** है।

(B) **Tense की पहचान एवं Structure of Sentence:** हिन्दी वाक्य को अंग्रेजी में translate करने हेतु हमें वाक्य के Tense को पहचान कर, उसके वाक्य विन्यास के अनुसार वाक्य के विभिन्न भागों (Parts of Sentence) के अंग्रेजी शब्दों को लिखना चाहिए। जैसे :

राम फुटबॉल खेल रहा है।

यह Present continuous का वाक्य है। इसका Sentence Structure निम्न होता है; (आगे Present continuous के अध्याय में स्पष्ट किया गया है)

Subject + is/am/are + V-IV + object.   **[V-IV=V + I + ing]**

इस structure के अनुसार part of speech लिखने पर ;   Ram + is + playing + football

Ram is playing football. इस वाक्य का अनुवाद हो गया।

इसी प्रकार-**रमेश ने एक किताब लिखी।**

यह Past Indefinite का वाक्य है। Past Indefinite के वाक्यों का Sentence Structure निम्न होता है :

Subject + V-II + object. इस तरह से इस वाक्य का अनुवाद निम्न होगा :

Ramesh wrote a book.

इस तरह से सरल वाक्यों का अंग्रेजी में अनुवाद उक्त प्रकार से किया जा सकता है। अन्य प्रकार के वाक्यों का अनुवाद करने हेतु हमें अंग्रेजी भाषा के सभी Aspects, Rules का ज्ञान होना चाहिए।

पुन: लेख है कि अंग्रेजी भाषा में प्रवीणता हेतु **अंग्रेजी रटें नहीं, बल्कि अभ्यास करें।**

(a) यदि हिन्दी वाक्य में 'हमेशा, कभी नहीं, अक्सर' जैसे शब्द, आएँ तो इनका अनुवाद Verb से पहले लिखना होता है। जैसे
वह हमेशा सच बोलता है।   *He always speaks the truth.*
राम अक्सर यहाँ आता है।   *Ram often comes here.*

(b) *__Prepositions__ (विभक्तियाँ) एवं __स्थिति__ :* वाक्य में आने वाली विभक्तियाँ (जैसे; से, में, को, पर, के, etc. prepositions हैं। सामान्यतया prepositions को हिन्दी वाक्य में जिस शब्द के बाद इनका प्रयोग हुआ है। अंग्रेजी अनुवाद करते समय, उस शब्द के अनुवाद के पहले लगाया जाता है।

उपरोक्त तरीके, आपको अनुवाद करने में सरलता एवं सुविधा हेतु सुझाए गए हैं। अंग्रेजी अनुवाद हेतु बार-बार *practice* की आवश्यकता है। पूर्णतया नियमों में कैद होकर, अनुवाद के तरीके बताना सम्भव नहीं है। आपको छोटे वाक्यों के अनुवाद करने की *practice* करनी है। फिर बड़े वाक्यों का अनुवाद करना है।

निम्न वाक्यों से *practice* करें :

ये *Present Indefinite Tense* के वाक्य हैं। इनका *Sentence Structure* निम्न होता है

Subject + Verb I form ('s' or 'es' with singular number third person) + Object

(1) मैं *(Subject)* <u>खेलता</u> *(Verb)* हूँ।	*I play.*
(2) मैं फुटबॉल *(Object)* खेलता हूँ।	*I play football.*
(3) मैं प्रतिदिन फुटबॉल खेलता हूँ।	*I play football daily.*
(4) मैं प्रतिदिन शाम को फुटबॉल खेलता हूँ।	*I play football in the evening daily.*
(5) मैं प्रतिदिन शाम को 5 बजे फुटबॉल खेलता हूँ।	*I play football at 5 O'clock in the evening daily.*
(6) मैं प्रतिदिन कॉलेज के मैदान पर शाम को 5 बजे फुटबॉल खेलता हूँ।	
I play football at the college ground at 5 o'clock in the evening daily.	

इस तरह से छोटे-छोटे वाक्यों से अनुवाद करने की *practice* करके, बड़े वाक्यों का अनुवाद सरलता से किया जा सकता है। इसी तरह अन्य वाक्य देखें :

(1) वह लिखता है।	*He writes.*
(2) वह एक पत्र लिखता है।	*He writes a letter.*
(3) वह प्रतिदिन एक पत्र लिखता है।	*He writes a letter daily.*
(4) वह अपने पिता को प्रतिदिन एक पत्र लिखता है।	*He writes a letter to his father daily.*

शुद्ध अनुवाद हेतु आपको अंग्रेजी भाषा से सम्बन्धित सभी Rules एवं Exceptions का ज्ञान होना आवश्यक है।

Tense

Tense शब्द का उद्भव Latin शब्द tempus means, time से हुआ है।

Concept of Tense and Time

Tense एवं Time : Tense एवं Time अलग-अलग Concept हैं। Time एक Natural Concept है, जबकि Tense अंग्रेजी अध्ययन हेतु Grammatical Concept है। Tense का सम्बन्ध English Grammar से है। Tense एवं Time समान Concept नहीं है। ऐसे बहुत से वाक्य हो सकते हैं जो Future Time में कार्य के सम्पन्न होने को प्रदर्शित करते हैं, लेकिन English Grammar के नियमानुसार, उन पर Present Tense के नियम लागू होते हैं। उनका अनुवाद Present Tense के नियमानुसार किया जाएगा। जैसे :

(1) She is coming tomorrow.   (2) Sita is going to Delhi tomorrow.

(3) Mr. Sharma retires in the month of December.

ये वाक्य future time/action को बताते हैं, लेकिन उनका अनुवाद Present Tense के नियमानुसार किया जाता है। अत: Tense एवं Time दो अलग-अलग Concept हैं। अब आपको tense एवं time का concept भली-भाँति समझ में आ गया होगा।

Tense तीन प्रकार के होते हैं :

(1) Present Tense   (2) Past Tense   (3) Future Tense

What is Tense?

Tense is that form of a verb which shows not only the time of an actions, but also the state of an action or event.

Forms of Verbs

Modern Grammar में Verbs को Regular एवं Irregular Verbs में वर्गीकृत किया गया है। Regular Verb वे Verbs हैं जिनके मूल रूप में t, d या ed लगाने पर उसका Past Tense बनता है। जैसे :

Talk	Talked	Talked
Live	Lived	Lived

जिन verbs की Past Forms, Verb के मूल रूप में d, ed, t लगाने से नहीं बनती, उन्हें Irregular verbs कहा जाता है। ऐसी Verbs की Past Forms बनाने हेतु कोई नियम निर्धारित नहीं है। जैसे :

See	Saw	Seen
Go	Went	Gone
Come	Came	Come

Verbs : Singular या Plural, Present Tense में ही होती हैं। सभी Verbs को Plural एवं Present Tense में माना जाता है। Verbs के साथ Present Tense में s या es लगाने से वह Singular बनती है।

Five Forms of Verbs

I Present	II Past	III Past Participle	IV Present Participle	V Infinitive
Arise	arose	arisen	arising	to arise
Arrive	arrived	arrived	arriving	to arrive
Abide	abode	abode	abiding	to abide
Abuse	abused	abused	abusing	to abuse
Awake	awoke	awaken	awaking	to awake
Be	was/were	been	being	to be
Bear	bore	borne	bearing	to bear
Bear	bore	born	bearing	to bear
Become	became	become	becoming	to become
Blow	blew	blown	blowing	to blow
Break	broke	broken	breaking	to break
Bring	brought	brought	bringing	to bring
Behold	beheld	beheld	beholding	to behold
Buy	bought	bought	buying	to buy
Catch	caught	caught	catching	to catch
Climb	climbed	climbed	climbing	to climb
Come	came	come	coming	to come
Choose	chose	chosen	choosing	to choose
Dig	dug	dug	digging	to dig
Do	did	done	doing	to do
Draw	drew	drawn	drawing	to draw
Drink	drank	drunk	drinking	to drink
Deal	dealt	dealt	dealing	to deal

I Present	II Past	III Past Participle	IV Present Participle	V Infinitive
Dream	dreamt	dreamt	dreaming	to dream
Dwell	dwelt	dwelt	dwelling	to dwell
Eat	ate	eaten	eating	to eat
Earn	earned	earned	earning	to earn
Elect	elected	elected	electing	to elect
Electrify	electrified	electrified	electrifying	to electrify
Enjoy	enjoyed	enjoyed	enjoying	to enjoy
Enrol	enrolled	enrolled	enrolling	to enrol
Enter	entered	entered	entering	to enter
Err	erred	erred	erring	to err
Excite	excited	excited	exciting	to excite
Excuse	excused	excused	excusing	to excuse
Feel	fed	fed	feeding	to feed
Fall	fell	fallen	falling	to fall
Fight	fought	fought	fighting	to fight
Find	found	found	finding	to find
Flow	flowed	flowed	flowing	to flow
Fly	flew	flown	flying	to fly
Forget	forgot	forgotten	forgetting	to forget
Forbid	forbade	forbidden	forbidding	to forbid
Freeze	froze	frozen	freezing	to freeze
Forsake	forsook	forsaken	forsaking	to forsake
Get	got	got	getting	to get
Give	gave	given	giving	to give
Grow	grew	grown	growing	to grow
Gain	gained	gained	gaining	to gain
Gamble	gambled	gambled	gambling	to gamble
Govern	governed	governed	governing	to govern
Graze	grazed	grazed	grazing	to graze
Greet	greeted	greeted	greeting	to greet
Guide	guided	guided	guiding	to guide
Hide	hid	hidden	hiding	to hide
Hang	hung	hung	hanging	to hang
Hold	held	held	holding	to hold
Have	had	had	having	to have
Hurt	hurt	hurt	hurting	to hurting
Ignore	ignored	ignored	ignoring	to ignore
Imagine	imagined	imagined	imagining	to imagine
Injure	injured	injured	injuring	to injure
Insult	insulted	insulted	insulting	to insult
Intend	intended	intended	intending	to intend
Invade	invaded	invaded	invading	to invade

I Present	II Past	III Past Participle	IV Present Participle	V Infinitive
Invent	invented	invented	inventing	to invent
Join	joined	joined	joining	to join
Joke	joked	joked	joking	to joke
Judge	judged	judged	judging	to judge
Jump	jumped	jumped	jumping	to jump
Kneel	knelt	knelt	kneeling	to kneel
Kill	killed	killed	killing	to kill
Kick	kicked	kicked	kicking	to kick
Lie	lay	lain	lying	to lie
Lend	lent	lent	lending	to lend
Borrow	borrowed	borrowed	borrowing	to borrow
Light	lighted	lighted	lighting	to light
Lose	lost	lost	losing	to lose
Let	let	let	letting	to let
Leak	leaked	leaked	leaking	to leak
Lead	led	led	leading	to lead
Lick	licked	licked	licking	to lick
Like	liked	liked	liking	to like
Listen	listened	listened	listening	to listen
Look	looked	looked	looking	to look
Love	loved	loved	loving	to love
Make	made	made	making	to make
Mean	meant	meant	meaning	to mean
Mar	marred	marred	marring	to mar
March	marched	marched	marching	to march
Marry	married	married	marrying	to marry
Mind	minded	minded	minding	to mind
Miss	missed	missed	missing	to miss
Mix	mixed	mixed	mixing	to mix
Mortgage	mortgaged	mortgaged	mortgaging	to mortgage
Nap	napped	napped	napping	to nap
Neglect	neglected	neglected	neglecting	to neglect
Nurse	nursed	nursed	nursing	to nurse
Obey	obeyed	obeyed	obeying	to obey
Object	objected	objected	objecting	to object
Offend	offended	offended	offending	to offend
Open	opened	opened	opening	to open
Oppose	opposed	opposed	opposing	to oppose
Oppress	oppressed	oppressed	oppressing	to oppress
Order	ordered	ordered	ordering	to order
Prove	proved	proved	proving	to prove
Purchase	purchased	purchased	purchasing	to purchase
Pay	paid	paid	paying	to pay

I Present	II Past	III Past Participle	IV Present Participle	V Infinitive
Pardon	pardoned	pardoned	pardoning	to pardon
Persist	persisted	persisted	persisting	to persist
Polish	polished	polished	polishing	to polish
Ponder	pondered	pondered	pondering	to ponder
Post	posted	posted	posting	to post
Practise	practised	practised	practising	to practise
Pray	prayed	prayed	praying	to pray
Prepare	prepared	prepared	preparing	to prepare
Press	pressed	pressed	pressing	to press
Pretend	pretended	pretended	pretending	to pretend
Progress	progressed	progressed	progressing	to progress
Quit	quit	quit	quitting	to quit
Quarrel	quarrelled	quarrelled	quarrelling	to quarrel
Question	questioned	questioned	questioning	to question
Quench	quenched	quenched	quenching	to quenched
Ride	rode	ridden	riding	to ride
Read	read	read	reading	to read
Ring	rang	rung	ringing	to ring
Sell	sold	sold	selling	to sell
Send	sent	sent	sending	to send
Sow	sowed	sown	sowing	to sow
Spend	spent	spent	spending	to spend
Sit	sat	sat	sitting	to sit
Speak	spoke	spoken	speaking	to speak
Spell	spelt	spelt	spelling	to spell
Sweep	swept	swept	sweeping	to sweep
See	saw	seen	seeing	to see
Shake	shook	shaken	shaking	to shake
Shine	shone	shone	shining	to shine
Sink	sank	sunk	sinking	to shine
Swear	swore	sworn	swearing	to swear
Swim	swam	swum	swimming	to swim
Shoot	shot	shot	shooting	to shoot
Sling	slung	slung	slinging	to sling
Saw	sawed	sawn	sawing	to saw
Shear	sheared	sheared	shearing	to shear
Spoil	spoiled	spoilt	spoiling	to spoil
Strive	strove	striven	striving	to strive
Swell	swelled	swelled	swelling	to swell
Set	set	set	setting	to set
Shut	shut	shut	shutting	to shut
Take	took	taken	taking	to take
Teach	taught	taught	teaching	to teach

I Present	II Past	III Past Participle	IV Present Participle	V Infinitive
Think	thought	thought	thinking	to think
Thrust	thrust	thrust	thrusting	to thrust
Tread	trod	trodden	treading	to tread
Undergo	underwent	undergone	undergoing	to undergo
Undo	undid	undone	undoing	to undo
Unify	unified	unified	unifying	to unify
Vacate	vacated	vacated	vacating	to vacate
Value	valued	valued	valuing	to value
Vanish	vanished	vanished	vanishing	to vanish
Violate	violated	violated	violating	to violate
Vomit	vomited	vomited	vomiting	to vomit
Win	won	won	winning	to win
Weep	wept	wept	weeping	to weep
Wake	woke	waked	waking	to wake
Wear	wore	worn	wearing	to wear
Weave	wove	woven	weaving	to weave
Wash	washed	washed	washing	to wash
Wed	wedded	wedded	wedding	to wed
Wound	wounded	wounded	wounding	to wound
Water	watered	watered	watering	to water
Want	wanted	wanted	wanting	to want
Waste	wasted	wasted	wasting	to waste
Wave	waved	waved	waving	to wave
Weaken	weakened	weakened	wakening	to weaken
Weigh	weighed	weighed	weighing	to weigh
Wink	winked	winked	winking	to wink
Wipe	wiped	wiped	wiping	to wipe
Wire	wired	wired	wiring	to wire
Yawn	yawned	yawned	yawning	to yawn
Yield	yielded	yielded	yielding	to yield

(A) *Verb* की I, II, III form के बारे में हम पूर्ण परिचित हैं। *Verb* की IV form *(Present Participle Form)* I form में *ing* लगाने से बनती है। *Verb* की V form *(Infinitive)* I form से पहले *to* लगाने से बनती है।

(B) यदि *Verb* के अन्त में *ie* आता है तो *ie, y* में बदल जाता है तथा फिर *ing* लगाने से उसकी IV Form बन जाती है। जैसे *Die-Dying, Lie-Lying,* और यदि *Verb* के अन्त में *e* आता है तो *ing* लगाते समय *e* हट जाता है जैसे *Wire-Wiring, Shine-Shining.*

(C) यदि *Verb* के अन्त में कोई व्यंजन *(consonant)* आए और उस *consonant* से पूर्व कोई *short vowel* भी हो तो ऐसी *Verb* की IV form बनाते समय वह *consonant* दो बार आता है; जैसे :

Quarrel	*Quarrelling*	*Quit*	*Quitting*
Swim	*Swimming*	*Begin*	*Beginning*
Stop	*Stopping*	*Run*	*Running*
Occur	*Occurring*	*Vomit*	*Vomitting*

Present Tense

कार्य सम्पन्न होने की स्थिति; State of an action के अनुसार Present Tense को चार भागों में विभाजित किया गया है :

(1) Present Indefinite   (2) Present Continuous
(3) Present Perfect   (4) Present Perfect Continuous

Read the following sentences :

(1) वह खेलता है।   He plays.
(2) वह खेल रहा है।   He is playing.
(3) वह खेल चुका है।   He has played.
(4) वह तीन घण्टे से खेल रहा है।   He has been playing for three hours.

Sentence (1) Simple Present or Present Indefinite का वाक्य है।
Sentence (2) Present Continuous का वाक्य है।
Sentence (3) Present Perfect का वाक्य है।
Sentence (4) Present Perfect Continuous का वाक्य है।

Note : उपरोक्त वाक्यों में प्रयुक्त verbs: plays, playing, has played, has been playing कार्य की स्थिति (state of an action) को स्पष्ट करती हैं।

Present Indefinite Tense

Read the following sentences

(1) मैं खेलता हूँ।   I play.
(2) वह लिखता है।   He writes.
(3) सूरज पूरब में उगता है।   The Sun rises in the East.
(4) ट्रेन यहाँ आती है।   Here comes the train.
(5) वह सदा सच बोलता है।   He always speaks the truth.
(6) मैं रोता हूँ।   I weep.
(7) रमेश सुबह 6 बजे घूमने जाता है।   Ramesh goes for a walk at 6 A.M
(8) मेरे पिताजी सायं 7 बजे घर आते हैं।   My father comes home at 7 P.M
(9) हमारा कॉलेज जुलाई के महीनें में खुलता है। Our college opens in the month of July.
(10) हम हर वर्ष शिमला जाते हैं।   We go to Shimla every year.

उपरोक्त सभी वाक्य Present Indefinite Tense के हैं। Present Indefinite Tense के वाक्यों का अंग्रेजी अनुवाद करते समय निम्न Sentence Structure प्रयुक्त होता है

Subject + V-I (s or es) + Object

वाक्य संख्या 2, 3, 4, 5, 7, 8, एवं 9 में verb के साथ s या es का प्रयोग हुआ है, क्योंकि इन वाक्यों में कर्ता (subject)
Singular number, third person है।
Singular number का अर्थ है एकवचन अर्थात् जो एक से अधिक नहीं है। (जो plural नहीं है)
Third person का अर्थ है जिसके बारे में हम बात करते हैं। (I, we, you के अतिरिक्त)

Persons

I Person	II Person	III Person
I	You	He, She, It, Name
We		They, My friends etc.

Numbers

Singular Number	Plural Number	Singular Number	Plural Number
I	We	It	It
You	You	Brother	Brothers
She, He	They	Applicant	Applicants

I, Singular number है, लेकिन Third person नहीं है। इसी तरह They, Third person है लेकिन Singular number नहीं है। अत: इनके साथ verb में 's' या 'es' नहीं लगाया जाएगा।

Singular number, third person:

He, She, It, Name, My friend, My brother, His sister, his brother, My father etc.

कुछ महत्त्वपूर्ण बिन्दू

(1) **Simple Present** में सबसे महत्त्वपूर्ण बिन्दु है, जब **Subject, singular number, third person** है तो **verb** के साथ **s** या **es** जोड़ दिया जाता है।

Verb के साथ 'es' का प्रयोग कब किया जाएगा?

यदि **Verb** का अन्तिम अक्षर **ss,o, z, x, ch, sh** है तो **Subject, singular number, third person** के साथ **'es'** जोड़ा जाता है। अन्य स्थिति में **verb** के साथ **'s'** जोड़ा जाता है:

(1) I go.   — He goes.   (2) I kiss.   — She kisses.
(3) We search.— He searches.   (4) They fetch. — She fetches.
(5) We clash. — He clashes.   (6) I quiz.   — He quizzes.

अन्य सभी verb के साथ केवल 's' लगता है; जैसे:

(1) We play.— He plays.   (2) I pray.— He prays.
(3) You say.— He says.   (4) I pay.— He pays.

(2) जब **Verb** का अन्तिम अक्षर **y** है एवं इससे पूर्व का अक्षर व्यंजन (**Consonant**) है तो **subject, singular number, third person** के साथ **Simple Present** में **y** को **ies** में बदला जाता है। जैसे:

(1) They fly kites. — He flies kites.   (2) I try.   — Sita tries.
(3) Girls cry.   — Suman cries.   (4) I verify.— She verifies.

Negative and Interrogative Sentences

Present Indefinite के Negative एवं Interrogative Sentences का Structure निम्न होता है:

Negative   **Subject + do/does not + V-I + Object**

Interrogative   **Do/Does + Subject + V-I + Object ?**

1. Negative व Interrogative वाक्यों में V-I के साथ 's' या 'es' नहीं लगाना चाहिए।
2. Does का प्रयोग Singular Number, third person, subject के साथ होता है।

Affirmative		Negative		Interrogative
(1) I play chess.	—	I do not play chess.	—	Do I play chess?
(2) He goes to office.	—	He does not go to office.	—	Does he go to office?
(3) They write a lesson.	—	They do not write a lesson.	—	Do they write a lesson?
(4) It rains.	—	It does not rain.	—	Does it rain?
(5) We sing a song.	—	We do not sing a song.	—	Do we sing a song?

Interrogative-Negative Sentences

इस तरह के वाक्य, जिनमें प्रश्न के साथ–साथ नकारात्मकता भी हो, Interrogative Negative वाक्य कहलाते हैं। इस प्रकार के वाक्यों का Structure निम्न होता है :

<div align="center">

Do/Does + Subject + Not + V-I + Object?   **... (I)**

Or   **Don't/Doesn't + Subject + V-I + Object?**   **... (II)**

</div>

I-Structure लिखते समय उपयुक्त होता है एवं II-Structure बोलते समय उपयुक्त होता है, दोनों ही सही हैं।

Changing Affirmative to Interrogative Negative :

  (a) He goes to market.   *Affirmative*
   Does he not go to market?   *Interrogative Negative*
   Doesn't he go to market?   *Interrogative Negative*
  (b) I play football.   *Affirmative*
   Do I not play football ?   *Interrogative Negative*
   Don't I play football?   *Interrogative Negative*

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(1) *इस तरह के वाक्यों में भी V-I के साथ 's' या 'es' नहीं लगाना चाहिए।*
(2) *Doesn't or Does का प्रयोग जैसा पूर्व में भी बताया गया है, Singular number, third person- Subject के साथ किया जाता है।*
  Do not use 's' or 'es' with the verb in Negative and Interrogative sentences in Present Indefinite.

Use of Present Indefinite in Various Situations

(1) सर्वकालिक सत्य (Eternal Truths) एवं घटनाओं हेतु :
  (a) The Sun rises in the East.   (b) Birds fly.
  (c) The Earth revolves round the Sun.   (d) The Sun sets in the West.

(2) प्रतिदिन सामान्य रूप से किए जाने वाले कार्यों के लिए :
  (a) I get up early in the morning.   (b) My mother goes to temple everyday.
  (c) My father goes to office at 10 A.M.   (d) He plays football daily.

(3) Direct Narration में जब Reporting Verb, Simple Present Tense में हो तो, Reported Speech में कोई भी Tense होने पर, उसमें कोई परिवर्तन नहीं होता है। जैसे :
  (a) Ram tells that Shyam was playing cricket.   (b) He says that it will rain tomorrow.

(4) कुछ Verb का प्रयोग सामान्यतः Present Indefinite में ही करना उचित रहता है। इस सम्बन्ध में Present Continuous में विस्तृत रूप से बताया गया है। इस तरह की Verb हैं : see, hear, think, have, look, appear, seem, belong etc.
  (a) I hear, they are going to USA next year.   (b) I see her enjoying the picnic.

(5) TV एवं Radio पर Commentaries में Simple Present Tense का प्रयोग किया जाता है। जैसे :
  Raju passes the ball to Saluja, Saluja passes it to Sonu, who heads it passes the goalkeeper and scores!

(6) Here एवं There से शुरू होने वाले exclamatory वाक्यों में भी Simple Present Tense का प्रयोग किया जाता है। जैसे :
  (a) There she lives!   (b) There goes the bell!
  (c) Here comes the train!   (d) Here she comes!

(7) Newspapers की Headlines में भी Simple Present का ही प्रयोग, सामान्यतया किया जाता है। जैसे :
  Thief Escapes, Cricket Match Draws, Peace Talks Fail.

(8) किसी **Planned Future Action** हेतु भी **Present Indefinite** का प्रयोग किया जाता है। जैसे :
- (a) Our college opens in the month of July.
- (b) He reaches here tomorrow.
- (c) We leave America at 10:30 next Monday.
- (d) Mr. Sharma retires on 31st December.

(9) **Simple Present Tense** का प्रयोग **always, never, occasionally, sometimes, often, usually, every week, on Sundays, twice a year, every year etc.** के साथ किया जाता है। जैसे :
- (a) She always speaks the truth.
- (b) He sometimes goes for a walk.
- (c) He never tells a lie.
- (d) Rahim often comes late.
- (e) He occasionally visits church.
- (f) They go to church on Sundays.

(10) **Whenever** एवं **When** के साथ **Simple Present Tense** का प्रयोग किया जाता है। जैसे :
- (a) Whenever it rains, the roof leaks.
- (b) When you open the window, a light goes on.
- (c) Whenever he comes, he stays here for a day.
- (d) When he comes here, he brings fruits.

(11) जब **main verb, future** में हो तो **Conditional sentences** में **if, till, as soon as, when, unless, before, until, even if, in case, as** के बाद **Present Indefinite** का प्रयोग किया जाता है। जैसे *:*
- (a) We shall wait till she arrives.
- (b) I shall not go there even if it rains.
- (c) I shall go to market, if it rains.
- (d) I shall go to Jaipur in case she asks me.
- (e) We shall move as soon as the taxi arrives.
- (f) I shall start my work as he comes.
- (g) Unless he works hard, he will not pass.
- (h) I shall wait until it strikes seven.
- (i) When he comes, I shall give him a gift.
- (j) Before he comes, I shall finish my work.

This is very important point. Students should learn it properly.

(12) **Quotations** एवं किसी के कथन को **Simple Present** में लिखा जाता है। जैसे :
- (a) Our teacher says, "The sun rises in the east."
- (b) Shakespeare says, "Neither a borrower nor a lender be."
- (c) Ram says, "Birds fly and fish swim."

Present Continuous Tense

Present Continuous को Present Progressive or Present Imperfect भी कहा जाता है।

Read the following sentences :

(1) मैं पढ़ा रहा हूँ।	I am teaching.
(2) वह पढ़ रहा है।	He is reading.
(3) हम बाजार जा रहे हैं।	We are going to market.
(4) राम खेल रहा है।	Ram is playing.
(5) सरला गा रही है।	Sarla is singing.
(6) तुम लिख रहे हो।	You are writing.
(7) हम गा रहे हैं।	We are singing.
(8) वर्षा हो रही है।	It is raining.
(9) छात्र लड़ रहे हैं।	The students are fighting.
(10) बच्चे शोर मचा रहे हैं।	The children are making a noise.

इस तरह के वाक्य Present Continuous के अन्तर्गत आते हैं। सामान्यतया इस तरह के वाक्यों के अन्त में रहा, रहे, रही है, जैसे शब्द आते हैं। जब कोई कार्य वर्तमान में जारी या लगातार Regular process में सम्पन्न हो रहा होता है, तो ऐसे वाक्य Present Continuous Tense के वाक्य माने जाते हैं। इस तरह के वाक्यों का अंग्रेजी अनुवाद करने हेतु निम्न Sentence Structure प्रयुक्त होता है।

Subject + is / am / are + V-I + ing + object

सामान्य नियम : Present Continuous के वाक्यों में Subject के साथ helping verb, is/am/are का प्रयोग करते हैं तथा verb की I form के साथ ing (IV form/V-4) लगाते हैं।

He, She, It, Name, (Singular number, third person) के साथ 'is' तथा I के साथ 'am' एवं We, You, They, (plural) के साथ 'are' helping verb का प्रयोग किया जाता है।

Negative and Interrogative Sentences

Present Continuous एवं Negative एवं Interrogative Sentences का Structure निम्न होता है :

Negative	**Subject + is/are/am + not + V-IV + Object.**
Interrogative	**Is/are/am + Subject + V-IV + Object?**

Affirmative	Negative	Interrogative
(1) I am writing.	I am not writing.	Am I writing?
(2) They are playing.	They are not playing.	Are they playing?
(3) He is watching T.V.	He is not watching T.V.	Is he watching T.V?
(4) She is singing a song.	She is not singing a song.	Is she singing a song?
(5) I am reading.	I am not reading.	Am I reading?

Interrogative-Negative Sentences

Interrogative-Negative Sentences का structure निम्न होता है :

$$\text{Is/are/am + Subject + not + V-IV + Object ?}$$
Or   **Isn't/Aren't + Subject + V-IV + Object ?**

Note : Am I not की जगह Interrogative Negative में Aren't I लिखा जाता है।

Changing Affirmative to Interrogative Negative :

Affirmative	Interrogative Negative
(1) I am going to hospital.	Am I not going to hospital?
	Aren't I going to hospital?
(2) It is raining.	Is it not raining?
	Isn't it raining?

Use of Present Continuous Tense in various situations

(1) ऐसे कार्य जो वर्तमान में जारी हैं (at the time of speaking) के लिए :
   (a) He is writing a letter.   (b) He is playing football.
   (c) Ramesh is teaching in the class.   (d) Kuku is reading a book.

(2) ऐसे कार्यों हेतु भी Present Continuous का प्रयोग किया जाता है जो at the time of speaking नहीं हो रहे होते हैं, लेकिन Regular Process में लगातार हो रहे हैं। जैसे :
   (a) He is writing a novel now-a-days.   (b) Sita is learning English Grammar now-a-days.
   (c) I am serving in this office.   (d) Harish is reading in class XII.

(3) Near future में सम्पन्न होने वाले planned or arranged action हेतु भी Present Continuous का प्रयोग किया जाता है। जैसे :
   (a) They are going to Delhi tomorrow.   (b) He is coming tomorrow.
   (c) We are meeting today in the evening.   (d) She is coming by 7 A.M. train on Monday.

ये सभी वाक्य, कार्य का होना *future time* में व्यक्त करते हैं, लेकिन *English Grammar* के नियमानुसार, इनको *Present Continuous* में माना जाता है।

(4) Always, continually, constantly, forever के साथ **Present Continuous** का प्रयोग ऐसे कार्य हेतु किया जाता है जो व्यक्ति आदतन, दूसरों की इच्छा के विपरीत **frequently** करता है। जैसे :

(a) She is always complaining.   (b) You are forever finding faults with others.

(c) His wife is continually crying these days.   (d) They are constantly disturbing us.

(5) Stative and Dynamic Verbs—कुछ verbs का प्रयोग सामान्य स्थिति में Continuous form में नहीं किया जाता है। इस तरह की Verbs को Stative Verbs कहा जाता है। Stative का अर्थ है fixed, अर्थात् स्थायी। इस तरह की Verb एक Permanent कार्य को, लगातार बिना प्रयास, के स्थायी रूप में होने वाले कार्य को व्यक्त करती है। इस तरह की Verbs का प्रयोग Continuous form में नहीं किया जाता है। इन Verbs को Non-Conclusive Verbs भी कहते हैं।

Stative या Nonconclusive Verbs को पाँच भागों में वर्गीकृत किया जा सकता है :

(a) **Verbs of Perception :** See, hear, smell, taste, feel etc. जब इन Verbs का प्रयोग, बिना किसी विशेष प्रयास के, सामान्य स्थिति में होता है तो इन्हें Present Simple में ही प्रयोग किया जाना उचित है। खुली आँख से स्वत: ही देखने (see) का कार्य होता है, उसी तरह नाक, कान, जीभ (smell, hear, taste हेतु) का उपयोग व्यक्ति स्वत: ही करता है। स्पर्श (feel) भी एक स्वत: होने वाला कार्य है। लेकिन अगर इन verbs का प्रयोग किसी विशेष उद्देश्य हेतु किया जाता है तो इनको continuous में प्रयोग किया जा सकता है। इन verbs में notice, recognise भी शामिल कर लिए गए हैं।

(b) **Verbs of Appearance :** Look, resemble, seem, appear etc.

(c) **Verbs of Emotions :** Want, desire, wish, hate, hope, like, refuse, believe, doubt, loathe, mind, care, detest, adore, appreciate, admire, fear, expect etc.

(d) **Verbs of Thinking :** Think, suppose, agree, consider, trust, remember, forget, know, understand, perceive, realise, recollect etc.

(e) **Verbs of Possession :** Belong, owe, own, possess, contain, have etc.

ये verbs, stative verbs या Non-conclusive verbs भी कहलाती हैं। इनका प्रयोग सामान्य अर्थ में Present Continuous में करना गलत है। इनका प्रयोग सामान्यतया Simple Present में किया जाता है। *निम्न वाक्यों को देखें :*

Incorrect	Correct
(1) We are seeing with our eyes.	(1) We see with our eyes.
(2) Are you hearing a strange noise?	(2) Do you hear a strange noise?
(3) We are smelling with our nose.	(3) We smell with our nose.
(4) I am feeling you are wrong.	(4) I feel you are wrong.
(5) The water is feeling cold.	(5) The water feels cold.
(6) The coffee is tasting bitter.	(6) The coffee tastes bitter.
(7) How much am I owing you?	(7) How much do I owe you?
(8) I am hating it.	(8) I hate it.
(9) I am having a car.	(9) I have a car.
(10) I am thinking.	(10) I think.
(11) I am understanding.	(11) I understand.
(12) The book belonging to me.	(12) The book belongs to me.
(13) He is resembling his brother.	(13) He resembles his brother.
(14) I am believing in God.	(14) I believe in God.
(15) I am loving her.	(15) I love her.
(16) I am remembering him.	(16) I remember him.
(17) Are you smelling some thing burning?	(17) Do you smell something burning?

(18) The milk is tasting sour.	(18) The milk taste sour.
(19) This is feeling like silk.	(19) This feels like silk.
(20) I am differing from you on this point.	(20) I differ from you on this point.

लेकिन निम्न स्थितियों में इन Verb का प्रयोग Continuous में करना सही है :

(1) The Session Judge is hearing our case.   (2) We are thinking of going to USA next year.
(3) He is minding (looking after) the children, while his wife is away.
(4) I am seeing my lawyer today.
(5) I am having some difficulties with this puzzle.
(6) Are you forgetting your manners? (A reminder)
(7) The dog is smelling the packet of food.
(8) She is tasting the sauce to find out whether it is tasteful or not.
(9) The doctor is feeling the pulse of the patient.
(10) He is looking for his glasses.

   Dynamic Verbs : Dynamic का अर्थ होता है क्रियाशील, गतिशील। यह Stative का विपरीतार्थक शब्द है। जब कोई Verb; Temporary, Momentary या Dynamic कार्य हेतु प्रयुक्त होती है तो वह Dynamic Verb कहलाती है। जैसे: He is swimming., She is going., Ram is coming.

Important

Stative Verbs का प्रयोग, किन्हीं अवस्था में जब Continuous form में होता है, तो ये Dynamic Verb बन जाती है। जब इनका प्रयोग Temporary / Dynamic कार्य हेतु होता है। जैसे :

(1) We see with our eyes.	(Permanent-Stative verb see)
(2) I am seeing the teacher tomorrow.	(Temporary-Dynamic verb)
(3) I have a maruti car.	(Permanent-Stative verb have)
(4) I am having a nice time.	(Temporary-Dynamic verb)
(5) This apple tastes sweet.	(Permanent-Stative verb taste)
(6) She is tasting an apple.	(Temporary-Dynamic verb)
(7) We smell with our nose.	(Permanent-Stative verb smell)
(8) He is smelling flower.	(Temporary-Dynamic verb)
(9) I forget what she said.	(Permanent-Stative verb forget)
(10) I am forgetting her name.	(Temporary-Dynamic verb)

Present Perfect Tense

   सामान्यतया ऐसे वाक्य, जो वर्तमान में कार्य का पूर्ण रूप होना व्यक्त करते हैं, में **Present Perfect** का प्रयोग किया जाता है ।

Read the following sentences :

(1) वह जा चुका है।	He has gone.
(2) ट्रेन आ चुकी है।	The train has arrived.
(3) मैं नहा चुका हूँ	I have taken bath.
(4) वह सो चुकी है।	She has slept.
(5) सुरेश अभी–अभी आया है।	Suresh has just arrived.
(6) अभी–अभी 7 बजे हैं।	It has just struck seven.
(7) मैंने अपना प्रोजेक्ट पूर्ण कर लिया है।	I have completed my project.
(8) महेश ने अपना कार्य पूर्ण कर लिया है।	Mahesh has completed his work.
(9) अध्यापक ने खाना खा लिया है।	The teacher has taken food.
(10) महेश अभी–अभी आया है।	Mahesh has just arrived.

इस तरह के वाक्य, जिनमें कार्य का पूर्ण होना वर्तमान समय में व्यक्त होता है, में Present Perfect का प्रयोग किया जाता है।

Present Perfect : वर्तमान + पूर्ण अर्थात् कार्य का वर्तमान में पूर्ण होना।

इस तरह के वाक्यों का अंग्रेजी अनुवाद करने के लिए निम्न Structure का प्रयोग किया जाता है :

Subject + has / have + V-III + Object.

Helping Verb, 'has' का प्रयोग, Singular number third person के साथ होता है, जैसे : He, she, it, name, my brother, my mother etc. जबकि 'have' का प्रयोग सभी जैसे I, You, We, They, or any plural subject के साथ किया जाता है। इसमें Verb की III form का प्रयोग किया जाता है।

Negative and Interrogative Sentences

Present Perfect के Negative एवं Interrogative Sentences का Structure निम्न होता है :

| Negative | — | **Subject + has/have + not + V-III + Object.** |
| Interrogative | — | **Has/have + Subject + V-III + Object ?** |

Affirmative	Negative	Interrogative
(1) I have taken lunch.	I have not taken lunch.	Have I taken lunch?
(2) They have gone.	They have not gone.	Have they gone?
(3) Sita has arrived.	Sita has not arrived.	Has Sita arrived?
(4) We have played.	We have not played.	Have we played?
(5) He has gone.	He has not gone.	Has he gone?

सामान्य नियमः

(i) Negative वाक्यों में Helping verb, has/have के बाद not लगाया जाता है। शेष वाक्य के structure में कोई अन्तर नहीं आता है।

(ii) Interrogative वाक्यों में Helping verb, have/has का प्रयोग subject से पहले किया जाता है। शेष वाक्य के structure में कोई परिवर्तन नहीं होता है।

Interrogative-Negative Sentences

Interrogative-Negative sentences का Structure निम्न होता है:

Has/have + Subject + not + V-III + Object ? *Or*

Hasn't/haven't + Subject + V-III + Object ?

Interrogative-Negative वाक्यों में have/has को Subject से पूर्व रखकर, not को Subject के बाद रखकर वाक्य बनाए जाते हैं या दूसरे Structure के अनुसार Haven't/hasn't को Subject से पहले रखकर संकुचित किया जा सकता है। जैसे:

Affirmative	Interrogative Negative
(1) He has taken food.	Has he not taken food?
	Hasn't he taken food?
(2) I have done my work.	Have I not done my work?
	Haven't I done my work?

Important

Present Perfect Tense की विशेषता यह है कि इसमें कार्य तो पूर्ण हो चुका होता है लेकिन हम कार्य का प्रभाव वर्तमान में महसूस करते हैं। यह एक तरह से Past एवं Present tense का मिश्रित रूप है। इस Tense से ऐसे कार्य का बोध होता है जो भूतकाल में सम्पन्न हो चुका है, लेकिन वर्तमान परिस्थितियों में भूतकाल में पूर्ण हुए कार्य के सम्बन्ध में कुछ कहते है।

निम्न वाक्यों को ध्यानपूर्वक देखें:

(1) I have completed my work.	(now I am ready to accompany you.)
(2) He has lost his pen.	(so he is sad.)
(3) He has eaten all the apples.	(so no more is available for you.)

Use of Present Perfect Tense in various situations

(1) जब कोई कार्य भूतकाल में शुरू हुआ हो एवं अब भी जारी हो तो **Present Perfect** का प्रयोग किया जा सकता है। ऐसी स्थिति में **Present Perfect** के साथ since/for का प्रयोग किया जाता है। जैसे :

    (a) He has lived in this house for five years.   (He is still living.)

    (b) He has taught in this college for three years.   (He is still teaching.)

    (c) I have known him for three years.   (I know him today also.)

    (d) She has been ill since Monday.   (She is still ill.)

उपरोक्त सभी वाक्य यह प्रदर्शित करते हैं कि कार्य भूतकाल में शुरू हुआ एवं अभी भी जारी है।

Important

जो कार्य Past में शुरू हुआ एवं अभी भी चल रहा है, उसके लिए दो Tenses प्रयोग किए जा सकते हैं।

Present Perfect Continuous एवं (B) Present Perfect कुछ Verb जिनका प्रयोग Continuous form में नहीं किया जा सकता है, उनके लिए Present Perfect का प्रयोग करना उचित रहता है। ऐसी Verb के बारे में पूर्व में Present Continuous के अन्तर्गत बताया गया है।

    I have been knowing her for three years.   *Incorrect*

    I have known her for three years.   *Correct*

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(2) **Present Perfect** का प्रयोग ऐसी स्थिति में भी किया जाता है जिनमें कार्य के पूर्ण होने का समय नहीं दिया गया हो एवं कार्य पूर्ण हुआ है या नहीं, इसका पता नहीं चलता है। जैसे :

    (a) Have you read 'Hamlet'?   (b) Have you ever been to America?

    (c) He has been to America.   (d) He has gone to America.

    (e) Have you ever been up in a balloon ?   (f) I've never known him to accept bribe.

    (See the difference between sentence (c) and (d) : He has been to America, indicates that he once visited America, but he is not in America now. He has gone to America, means that he is in America at the moment or on his way to America.)

(3) **Present Perfect** का प्रयोग ऐसी स्थिति हेतु भी किया जाता है जिनमें कार्य अभी-अभी (वर्तमान में) पूर्ण होता है। जैसे :

    (a) It has just struck seven.   (b) The bus has just arrived.

    (c) He has just gone out.   (d) She has just completed her work.

    (e) Tom has just rung up.   (f) The cat has just had kittens.

(4) **Present Perfect** का प्रयोग ऐसे कार्यों हेतु भी किया जाता है जो Past में पूर्ण हो चुके हैं लेकिन हमें उन कार्यों का प्रभाव वर्तमान में महसूस हो रहा है। जैसे :

    (a) The lift has broken down.   (So we have to use the stairs.)

    (b) I have completed my work.   (Now I am free.)

    (c) He hasn't arrived yet.   (So we are still waiting for him.)

    (d) He has eaten all the fruits.   (Now no more available for you.)

(5) **Yet, always, never, already, upto now, today, often, several times, lately, recently, so far, ever** का प्रयोग **Present Perfect** में किया जाता है। जैसे :

    (a) Have the children gone to school yet?   (b) Has Ramesh left yet?

    (c) I have already visited Agra.   (d) I have already seen this film.

    (e) Have you ever been to Russia?   (f) I have never been down a mine.

(g) I have often been there.   (h) I have read this novel several times.
 (i) Have you done much work this week?   (j) I haven't seen her today.
(k) Hari hasn't come to college this morning   (l) She hasn't been well lately.
(m) He has been here recently. (lately/recently means at any time during the last week/month etc.
       When recently used with Past tense it means a short time ago.)
(n) Upto the present every thing has been straight forward.
(o) We have no trouble so far.   (p) Have you ever fallen off horse?
(q) They have always answered my letters.   (r) I have never been late for work.

(6) निम्न प्रकार के Sentences Structure में भी Present Perfect का प्रयोग किया जाता है। जैसे :

This/It/That is the first/second/third/only/best/worst etc.

(a) This is the best whisky, I have ever drunk.   (b) This is the easiest job, I have ever had.
(c) This is the worst novel, I have ever read.   (d) This is the only book he has written.
(e) This is the first time that I have heard her song.
(f) This is the third time you have asked me the same question.
(g) That is the fifth banana you have eaten so far.

(7) 'It is' के साथ Present Perfect का प्रयोग Sentences Structure में किया जा सकता है। जैसे :

(a) It is three years since I have seen her.
(b) It is two months since I have smoked a cigarette.

(8) Present Perfect का प्रयोग सामान्यतया पत्र-लेखन में किया जाता है। जैसे :

(a) We have carefully considered your request and have decided to take the action as per following.
(b) I am sorry I haven't written you before as I have been very busy lately as my father has been
       away.

(9) किसी Past Action हेतु वार्तालाप, सामान्यतया Present Perfect में शुरू किया जाता है। जैसे :

(a) Where have you been?   — I've been to the cinema.
(b) What have you bought?   — I have bought one saree only.

**(10) वाक्य में Conditional Clause के साथ Present Perfect Tense का प्रयोग Future Time को व्यक्त करता है।
जैसे:**

(a) I can't decide until I've discussed the matter with my wife.
(b) I will come as soon as I've finished writing this letter.
       *The Present and Present Perfect Tenses may indicate future time in temporal and conditional
       clauses.*   **Guide to patterns and usage in English page 98 - A. S. Hornby.**

Important

यद्यपि Present Perfect Tense, Past एवं Present का मिश्रण है, तथापि यह ध्यान रखें कि Present Perfect Tense में Past time के adverbs जैसे last night/ last year/month/week, ago, short while ago, yesterday, day before yesterday इत्यादि का प्रयोग नहीं किया जाता है।

(a) He has gone to Jaipur last night.   *Incorrect*
     He went to Jaipur last night.   *Correct*
(b) Ram has arrived shortwhile ago.   *Incorrect*
     Ram arrived shortwhile ago.   *Correct*
     Past time के adverbs के साथ Simple Past का प्रयोग किया जाता है।

Present Perfect Continuous Tense

ऐसे कार्यों हेतु जो कुछ समय पूर्व से लगातार जारी हैं एवं अभी तक पूर्ण नहीं हुए हैं, के लिए **Present Perfect Continuous** का प्रयोग किया जाता है।

Read the following sentences :

(1) वह दो घण्टे से खेल रहा है।	He has been playing for two hours.
(2) वह दो बजे से खेल रहा है।	He has been playing since 2 O'clock.
(3) सीता सुबह से तुम्हारा इन्तजार कर रही है।	Sita has been waiting for you since morning.
(4) राम एक माह से किताब लिख रहा है।	Ram has been writing a book for a month.
(5) रमेश 1997 से यहाँ रह रहा है।	Ramesh has been living here since 1997.
(6) सरला जून से इस कॉलेज में पढ़ा रही है।	Sarla has been teaching in this college since June.
(7) वर्षा बहुत देर से हो रही है।	It has been raining for a long time.
(8) वे सुबह से टीवी देख रहे हैं।	They have been watching TV since morning.
(9) मैं दो घण्टे से पढ़ रहा हूँ।	I have been studying for two hours.
(10) हेमा 3 घण्टे से नाच रही है।	Hema has been dancing for three hours.

इस तरह के वाक्यों का अंग्रेजी में अनुवाद करने के लिए निम्न Sentence Structure का प्रयोग किया जाता है :

Subject + has/have been + V-IV + Object + since/for + ...

इस Structure के अनुसार उपरोक्त वाक्यों का अंग्रेजी में अनुवाद करने से पूर्व निम्न बिन्दुओं पर ध्यान दें :

(A) **For/Since :** Present Perfect Continuous में समय हेतु for, since का प्रयोग किया जाता है। for का प्रयोग Period of time जैसे : for two hours, for 15 days, for 10 days, for a long time, for a long period, for some time, हेतु किया जाता है, for अवधि को बताता है। जबकि Since का प्रयोग Point of time जैसे since 2 O' clock, since morning, since Monday, since January, since 1997, since last night etc. हेतु किया जाता है।

(B) Has been का प्रयोग singular number, third person, (He, She, It, Name, My brother, My friend etc.) के साथ तथा Have been का प्रयोग I एवं II person तथा Plural Subject के साथ किया जाता है।

Negative and Interrogative Sentences

Present Perfect Continuous के Negative एवं Interrogative Sentences का Structure निम्न होता है–

Negative —Subject + has/have + not + been + V-IV + Object + since/for + ...
Interrogative — Has/have + subject + been + V-IV + Object + since/for + ... ?

Read the following sentences :

(1) I have been swimming for two hours.	*Affirmative*
I have not been swimming for two hours.	*Negative*
Have I been swimming for two hours?	*Interrogative*
(2) He has been playing since morning.	*Affirmative*
He has not been playing since morning.	*Negative*
Has he been playing since morning ?	*Interrogative*
(3) It has been raining since morning.	*Affirmative*
It has not been raining since morning.	*Negative*
Has it been raining since morning?	*Interrogative*
(4) They have been singing since 2 O'clock.	*Affirmative*
They have not been singing since two O'clock.	*Negative*
Have they been singing since 2 O'clock?	*Interrogative*

(5) She has been cooking for two hours.   *Affirmative*
     She has not been cooking for two hours.   *Negative*
     Has she been cooking for two hours?   *Interrogative*

Interrogative-Negative Sentences

Interrogative Negative Sentences का Structure निम्न होता है :

Has/have + Subject + not + been + V-IV + Object + since/for + ...?

Or

Hasn't/haven't + Subject + been +V-IV + Object + since/for + ...?

Affirmative Sentences	**Interrogative-Negative**
(1) He has been playing for two hours.	Has he not been playing for two hours?
	Hasn't he been playing for two hours?
(2) They have been making a noise since morning.	Have they not been making a noise since morning?
	Haven't they been making a noise since morning?

Use of Present Perfect Continuous Tense in various situations

(1) जब कोई कार्य भूतकाल से लगातार होता रहा है एवं अभी भी जारी है तो ऐसी स्थिति में **Present perfect Continuous** का प्रयोग किया जाता है। जैसे :

(a) वह दो घण्टे से पढ़ाई कर रहा है।   He has been studying for two hours.
(b) वह दो माह से राम के साथ रहता है/रह रहा है।   He has been living with Ram for two months.
(c) वह दो दिन से सो रहा है।   He has been sleeping for two days.
(d) सीता सोमवार से उसका इन्तजार कर रही है।   Sita has been waiting for him since Monday.

Difference between Present Continuous and Present Perfect Continuous

Read the following sentences :

Present Continuous	**Present Perfect Continuous**
(a) वह खेल रहा है।	वह दो बजे से खेल रहा है।
(b) रमेश पढ़ रहा है।	रमेश दो घण्टे से पढ़ रहा है।
(c) वर्षा हो रही है।	वर्षा सुबह से हो रही है।

Present Continuous में कार्य लगातार जारी है लेकिन वाक्य से यह पता नहीं चलता कि कार्य कब से जारी है या कितनी अवधि से जारी है। जबकि Present Perfect Continuous में यह स्पष्ट हो जाता है कि कार्य कब से जारी है या कुछ अवधि से जारी है। छात्रों को इस अन्तर को स्पष्ट रूप से समझ लेना चाहिए। अधिकांश छात्र Present Perfect Continuous के वाक्यों की अंग्रेजी निम्न प्रकार से बनाते हैं :

He is playing for two hours.   *Incorrect*
He has been playing for two hours.   *Correct*

Comparison of the Present Perfect and Present Perfect Continuous

यदि कोई कार्य Past में शुरू हुआ एवं अभी भी जारी है (पूर्ण नहीं हुआ है) तो उसके लिए Present Perfect या Present Perfect Continuous का प्रयोग किया जा सकता है। जैसे :

(a) How long have you learnt Hindi?   How long have you been learning Hindi?
(b) She has slept for three hours.   She has been sleeping for three hours.
(c) It has rained for a long time.   It has been raining for a long time.

लेकिन कुछ Verbs (जैसा Present Continuous के अध्याय में स्पष्ट किया गया है) का प्रयोग Continuous form में नहीं किया जा सकता है , ऐसी Verbs के साथ Present Perfect का ही प्रयोग किया जा सकता है। जैसे :

(a) How long have you known her?

(b) He has been in hospital since Monday.

(2) Present Perfect Tense द्वारा व्यक्त किए गए repeated actions को Present Perfect Continuous form में भी बताया जा सकता है। जैसे :

(a) I have written ten letters since morning.
   I have been writing letters since morning.

(b) I have knocked several times. I don't think anyone's in.
   I have been knocking, I don't think anyone's in.

(In general, Present Perfect Continuous expresses an action which is apparently uninterrupted.)

See the difference :

(a) I have polished the car.   (Means that this job has been completed)

(b) I have been polishing the car.   (Means this is how I have spent the last hour. It does not necessarily means that the job is completed.

See more sentences :

(1) She has been taking tuitions this year.
   (इसका अर्थ है कि वह लगातार वर्ष के शुरू से tuitions कर रही है, वर्तमान में भी जारी है।)

(2) I have been reading this novel all the day.
   (इसका अर्थ हुआ कि मैं सारे दिन इस novel को पढ़ता रहा हूँ, कार्य पूर्ण नहीं हुआ है।)

(3) He has been working late every evening this week.
   (It implies that he has been working late this week and will perhaps do so for the rest of the week.)

(4) Please excuse my dirty clothes. I have been cleaning the car.
   (I have cleaned the car. Now it is fit to use.)

There is no clear line of division between the use of the Present Perfect and the Present Perfect Progressive, but the examples and the notes to them may give some guidelines.

Past Tense

कार्य की अवस्था के अनुसार Past Tense को चार भागों में वर्गीकृत किया गया है :

(1) **Past Indefinite**   सीता ने गाना गाया।   (Sita sang a song)
(2) **Past Continuous**   सीता गाना गा रही थी।   (Sita was singing a song.)
(3) **Past Perfect**   सीता गाना गा चुकी थी।   (Sita had sung a song.)
(4) **Past Perfect Continuous**   सीता 9 बजे से गाना गा रही थी। (Sita had been singing a song since 9 O'clock.)

उपरोक्त चारों वाक्य Past Tense के हैं, लेकिन कार्य की अवस्था के अनुसार ये Past Tense की अलग-अलग श्रेणियों को स्पष्ट करते हैं।

Past Indefinite Tense

Past Indefinite or Past Simple का प्रयोग ऐसे वाक्यों में होता है, जिनमें भूतकाल में कार्य का पूर्ण होना अथवा सम्पन्न होना बताया गया हो।

Read the following sentences :

(1) सीता ने राम को पत्र लिखा	Sita wrote a letter to Ram.
(2) वे फुटबॉल खेले।	They played football.
(3) रविशंकर ने एक T.V. खरीदा।	Ravi Shankar purchased a T.V.
(4) कल वर्षा हुई थी।	It rained yesterday.
(5) कल वह जयपुर गया।	He went to Jaipur yesterday.
(6) साक्षी ने अपने कपड़े धोए।	Sakshi washed her clothes.
(7) मैंने एक किताब लिखी।	I wrote a book.
(8) वह कल यहाँ आया।	He came here yesterday.
(9) रहीम ने ₹100 दान दिए।	Rahim donated one hundred rupees.
(10) मैंने उसकी सहायता की।	I helped her.

इस तरह के वाक्यों का अंग्रेजी में अनुवाद करने के लिए निम्न Sentence Structure का प्रयोग किया जाता है :

Subject + V-II + Object

Negative and Interrogative Sentences

Past Indefinite के Negative एवं Interrogative Sentences का Structure निम्न होता है:

Negative	—	**Subject + did not + V-I + Object.**
Interrogative	—	**Did + Subject + V-I + Object?**

Affirmative	**Negative**	**Interrogative**
(1) He wrote.	He did not write.	Did he write?
(2) She went.	She did not go.	Did she go?
(3) They played.	They did not play.	Did they play?
(4) Ram abused.	Ram did not abuse.	Did Ram abuse?
(5) Radha made a mistake.	Radha did not make a mistake.	Did Radha make a mistake?

Interrogative-Negative Sentences

Interrogative-Negative Sentences का Structure निम्न होता है

Did + Subject + not + V-I + Object ? *Or*

Didn't + Subject + V-I + Object ?

Affirmative	**Interrogative-Negative**
(1) He watched T.V.	Did he not watch T.V.?
	Didn't he watch T.V.?
(2) He went to market.	Did he not go to market?
	Didn't he go to market?

Past Indefinite के वाक्यों को जब Negative या Interrogative या Interrogative Negative में बदलते हैं तो Verb की first form का प्रयोग होता है।

Use of Past Indefinite Tense in various situations

(1) ऐसे कार्य जो भूतकाल (Past time) में पूर्ण हो गए हों, उनमें सामान्यतया कार्य पूर्ण होने का एक **definite time (yesterday, last year etc.)** का पता चलता है। जैसे :

    (a) An accident took place yesterday.
    (b) I wrote a letter day before yesterday.
    (c) He came last night.
    (d) She telephoned me last night.

(2) ऐसे कार्य (जिनमें कार्य पूर्ण होने का समय नहीं दिया गया हो) जो भूतकाल में सम्पन्न/पूर्ण हो गए। जैसे :

    (a) He went to market.
    (b) I donated five thousand rupees.
    (c) She washed her clothes.
    (d) Ramesh bought a pen.

(3) भूतकाल की आदत को व्यक्त करने हेतु भी **Simple Past** का प्रयोग किया जाता है। जैसे :

    (a) He always carried this bag.
    (b) She never went to church.
    (c) She always asked for a cup of tea.
    (d) He never missed the train.

NOTE   *Past की आदत बताने के लिए 'used to' का भी प्रयोग किया जाता है। इसको विस्तृत रूप से, 'Modals' के अध्याय में स्पष्ट किया गया है।*

    (a) He used to smoke ten cigarettes daily.   (He does not smoke now.)
    (b) He used to walk in the morning.   (He does not walk now.)

(4) **Direct Narration** में यदि **Reporting Verb, Past Tense** में हो तथा **Reported Speech** में **Present Indefinite** हो तो ऐसे वाक्यों को **Indirect** में परिवर्तित करते समय , **Present Indefinite** को **Past Indefinite** में बदला जाता है। जैसे:

    (a) He said, ''I go to market.''   He said that he went to market.
    (b) Ram said to Sita, ''Laxman goes into the forest''.

                      Ram told Sita that Laxman went into the forest.

(5) **Conditional sentences** में भी **if** के साथ **Past Indefinite** का प्रयोग किया जाता है। जैसे :

    (a) If I had a map I would give it to her.   (But I haven't a map. The meaning is 'Present.')
    (b) If he tried to blackmail me, I would inform you.
        (But I don't expect that he will try to blackmail me. The meaning here is 'Future'.)

Grammar के अनुसार उपरोक्त वाक्यों में **Verb** की **Second Form** का प्रयोग किया जाता है। अतः ये **Past** के वाक्य दिखाई देते हैं। वास्तविकता में पहला वाक्य वर्तमान (Present) को तथा दूसरा वाक्य भविष्य (Future) को व्यक्त करता है।

(6) जब दो कार्य **sequence** में एक के बाद दूसरा तुरन्त समाप्त हो जाता है तो **Past Indefinite** का प्रयोग किया जाता है। ऐसे वाक्यों में सामान्यतया **before, conjunction** का प्रयोग होता है। जैसे :

    (a) He switched on the light before he opened the door.
    (b) The train started just before I reached the station.
    (c) He changed his dress before he went to bed.
    (d) She switched off the light before he locked the door.

(7) जब दो घटना साथ-साथ घटित होती हैं तब भी **Past Indefinite** का प्रयोग किया जाता है। जैसे :

    (a) When the queen entered the hall, the orchestra played the National Anthem.
    (b) When the P.M. entered the meeting room, all congratulated him.

(8) Wish एवं **If only** के साथ **Simple Past** का प्रयोग एक **Unreal past** को व्यक्त करता है एवं **Present** स्थिति को स्पष्ट करता है। जैसे :

    (a) I wish I were a millionaire.   (I am not a millionaire.)
    (b) I wish I knew her.   (I don't know her.)
    (c) If only I knew her.   (I don't know her.)
    (d) If only he allowed me to deliver a lecture.   (He doesn't allow me.)

(9) निम्न **Structure** में भी **Simple Past** का प्रयोग एक **Unreal Past** को व्यक्त करता है तथा **Present** स्थिति **(Present Time Situation)** को स्पष्ट करता है। जैसे :

    (a) It is time we went home.   (It is time for us to go home.)
    (b) It is time you finished.   (It is time for you to finish.)
    (c) It is high time we left.   (It is proper time for us to leave.)
    (d) 11 O'clock ! it is time you went home.   (It is time for you to go home.)

(10) **Would rather** का प्रयोग निम्न **Structure** में **Past Tense** के साथ **Preference** व्यक्त करता है

Subject + would rather+Subject + Past Tense

We can use 'would rather' to say that one person would prefer another or others to do something.
"Practical English Usage - page 484 Michael Swan'

अर्थात् would rather का इस **Sentence Structure** में प्रयोग अन्य व्यक्ति/व्यक्तियों द्वारा कोई कार्य कराने के लिए Preference को व्यक्त करता है। जैसे :

    (a) I'd rather you went office now.
    (b) Tomorrow's is difficult I'd rather you came next Sunday.
    (c) Shall I open the door? I'd rather you didn't.
    (d) Would you like him to paint it ? I'd rather he didn't (paint it.)

Had rather का प्रयोग भी *Would rather* के समान ही किया जा सकता है।
Would rather का प्रयोग अधिक किया जाता है।

Past Continuous Tense

ऐसे कार्य हेतु जो भूतकाल (Past) में जारी (Continue) थे, **Past Continuous** का प्रयोग किया जाता है। जैसे :

Read the following sentences :

(1) वह बाजार जा रहा था।	He was going to market.
(2) रमेश पत्र लिख रहा था।	Ramesh was writing a letter.
(3) वह गाना गा रही थी।	She was singing a song.
(4) वह सो रही थी	She was sleeping.
(5) वे फुटबॉल खेल रहे थे।	They were playing football.
(6) रहीम पढ़ रहा था।	Rahim was studying.
(7) वर्षा हो रही थी।	It was raining.
(8) मैं खेल रहा था।	I was playing.
(9) तुम कपड़े धो रही थीं।	You were washing clothes.
(10) हम ऑफिस जा रहे थे।	We were going to office.

    Past Continuous के वाक्यों में कार्य का जारी रहना भूतकाल में व्यक्त होता है। इस तरह के वाक्यों का अंग्रेजी अनुवाद करने हेतु निम्न Sentence Structure प्रयुक्त होता है।

Subject + was/were + V-IV + Object

Verb की *IV form, Verb* की *first form* में *ing* लगाने से बनती है। *'Was'* का प्रयोग *Singular Subject* के साथ किया जाता है जबकि *'were'* का प्रयोग *Plural Subject* के साथ किया जाता है। *You* को *Plural* माना गया है।

Negative and Interrogative Sentences

Past Continuous के Negative एवं Interrogative Sentences का Structure निम्न होता है :

Negative — **Subject + was/were + not + V-IV + Object**

Interrogative — **Was/were + Subject + V-IV + Object ?**

	Affirmative	**Negative**	**Interrogative**
(1)	He was playing.	He was not playing.	was he playing ?
(2)	They were smoking.	They were not smoking.	Were they smoking ?
(3)	I was reading.	I was not reading.	Was I reading ?
(4)	Sita was cooking.	Sita was not cooking.	Was Sita cooking ?
(5)	We were dancing.	We were not dancing.	Were we dancing ?

Interrogative-Negative Sentences

Interrogative negative Sentences का Structure निम्न होता है :

Was/Were + Subject + not + V-IV + Object ?

Or   **Wasn't/weren't + Subject + V-IV + Object ?**

	Affirmative	**Interrogative-Negative**
(1)	He was going to market.	Was he not going to market?
		Wasn't he going to market?
(2)	They were playing cards.	Were they not playing cards?
		Weren't they playing cards?

Use of Past Continuous Tense in various situations

(1) ऐसे कार्य जो भूतकाल **(Past time)** में लगातार जारी रहे थे। जैसे :

    (a) He was playing cricket.   (b) They were watching T.V

    (c) She was swimming in the river.   (d) Rahim was repairing the car.

(2) ऐसे कार्य जो व्यक्ति **past** में आदतन एवं **frequently** करता रहा था। ऐसे वाक्यों में **always, continually, constantly** जैसे **adverbs** का प्रयोग किया जाता है। जैसे :

    (a) He was always abusing others.   (b) She was constantly crying those days.

    (c) They were continually threatening us.   (d) She was always grumbling.

(3) ऐसी स्थिति में भी **Past Continuous** का प्रयोग किया जाता है, जब कोई दूसरी घटना घटित हुई हो, एवं अन्य कोई कार्य भी जारी रहा हो। जैसे :

    (a) When he arrived, his wife was washing her clothes.

    (b) The boy was knocked down by a car, while he was crossing the road.

    (c) Where were you living, when the war broke out?

    (d) The sun was just setting as they reached the hill.

(4) **एक साथ दो कार्य होते रहने की स्थिति में भी Past Continuous का प्रयोग दोनों कार्यों हेतु किया जाता है। जैसे :**

    (a) While she was cooking, I was washing the clothes.
    (b) While I was singing, Ramesh was reading.
    (c) While they were playing, I was watching T.V
    (d) While he was reading, Sita was playing.

Past Perfect Tense

     Past Perfect Tense का प्रयोग ऐसे कार्यों हेतु किया जाता है जो भूतकाल में पूर्ण हो गए थे। सामान्यतया भूतकाल में जब दो कार्य एक के बाद दूसरा पूर्ण हो गया था, तो पहले पूर्ण हुए कार्य हेतु, Past Perfect तथा दूसरे पूर्ण हुए कार्य हेतु Past Indefinite का प्रयोग किया जाता है। जैसे :

Read the following sentences :

(1) मेरे स्टेशन पहुँचने से पूर्व ट्रेन जा चुकी थी।   The train had departed before I reached the station.
(2) तुम्हारे सो जाने के बाद सीता यहाँ आई थी।   Sita came here after you had slept.
(3) गाड़ी आने के बाद, वह स्टेशन पहुँचा था।   He reached the station, after the train had arrived.
(4) डॉक्टर के आने से पूर्व मरीज मर चुका था।   The patient had died before the doctor came.
(5) उसके कॉलेज पहुँचने से पूर्व छात्र कक्षा से   The students had left the class before
    जा चुके थे।   he reached college.

इस तरह के वाक्यों का अंग्रेजी अनुवाद करने हेतु निम्न Sentence Structure प्रयुक्त होता है :

        Subject + had + V-III + (before/after)+.... (Past Indefinite) +....

     Past Perfect Tense का प्रयोग दो भूतकाल की घटनाओं में ही हो, ऐसा नहीं है। यह Past Perfect का सामान्य प्रयोग है। Past Perfect का use अन्य स्थितियों में आगे बताया गया है।

---

(1) *Past perfect में had के साथ V-III (Verb की III form) लगाई जाती है।*

(2) *यह दो भूतकाल की घटनाओं के सन्दर्भ में वाक्य है तो पहले पूर्ण होने वाले कार्य हेतु Past Perfect Tense का प्रयोग तथा बाद में पूर्ण होने वाले कार्य हेतु Past Indefinite का प्रयोग किया जाता है।*

(3) *After/before/when इत्यादि conjunctions का प्रयोग वाक्य के सन्दर्भ को देखकर किया जाता है।*

Negative and Interrogative Sentences

Past Perfect के Negative एवं Interrogative Sentences का Structure निम्न होता है :

      Negative   —   **Subject + had + not + V-III+ Object.**
      Interrogative   —   **Had + Subject + V-III + Object ?**

Affirmative	**Negative**	**Interrogative**
(1) She had written a novel.	She had not written a novel.	Had she written a novel?
(2) Ram had gone to Agra.	Ram had not gone to Agra.	Had Ram gone to Agra?
(3) I had played a match.	I had not played a match.	Had I played a match?
(4) She had advised Sita.	She had not advised Sita.	Had she advised Sita?
(5) She had warned you.	She had not warned you.	Had she warned you?

Interrogative-Negative Sentences

Interrogative-Negative Sentences का structure निम्न होता है :

Had + Subject + not + V-III + Object ?

Or   **Hadn't + Subject + V-III + Object ?**

Affirmative	Interrogative-Negative
(1) I had already visited Agra.	Had I not already visited Agra?
	Hadn't I already visited Agra?
(2) The train had departed before I reached there.	Had the train not departed before I reached there?
	Hadn't the train departed before I reached there?

Use of Past Perfect Tense in Various Situations

(1) **Past Perfect का प्रयोग निम्न प्रकार के वाक्यों में भी किया जाता है। ऐसे वाक्यों के दो भाग नहीं होते, लेकिन वाक्यों को देखने से स्पष्ट होता है कि कार्य, वर्तमान से पूर्व ही पूर्ण हो चुका है। जैसे :**

(a) उसने मुझे पहले ही सूचित कर दिया था।   He had already informed me.

(b) मैंने उसे पहले ही चेतावनी दे दी थी।   I had already warned him.

(c) वह बहुत पहले ही वहाँ पहुँच चुकी थी।   She had reached there much earlier.

(d) मैं इससे पूर्व जयपुर नहीं गया था।   I had never been to Jaipur before.

(2) **जैसा पूर्व में बताया गया है, दो ऐसी घटनाओं या कार्यों हेतु जो एक निश्चित समय या घटना के बाद, दूसरी घटना या कार्य पूर्ण हुआ है। जैसे :**

(a) I had reached college before the Principal came.

(b) She had completed her work before I reached there.

(c) The chief guest had arrived before we reached there.

(d) Ram had slept before it struck seven.

(e) When I reached the station, the train had already left.

(f) They ran out to play after they had completed their class work.

(g) As soon as they had finished their class work they ran out to play.

(a) *Conjunction; when, before, after, as soon as इत्यादि का प्रयोग वाक्य के सन्दर्भ के अनुसार किया जाता है।*

(b) *यदि दो कार्य एक के बाद दूसरा एक sequence में पूर्ण हुए हों तो दोनों वाक्यों में Past indefinite का प्रयोग किया जाता है। Past Indefinite की विवेचना में इसे समझाया गया है।*

(3) **Past Perfect का प्रयोग Verbs; hope, expect, think, intend, want, suppose के साथ ऐसी Past आशाओं, इच्छाओं, कल्पनाओं के सन्दर्भ में किया जाता है जो पूर्ण नहीं हुईं। जैसे :**

(a) We had hoped that you would cooperate us. (but you didn't cooperate.)

(b) I had intended to go to USA last year. (but I couldn't go.)

(c) She had thought of paying us a visit. (but due to some reasons she couldn't visit.)

(d) We had expected that she would attend the party. (but she didn't attend.)

(e) They had wanted to donate some money, but none was present there. (so they couldn't donate any money.)

(4) Direct से Indirect Narration में परिवर्तित करते समय Past Indefinite एवं Present Perfect को Past Perfect में बदला जाता है। (When Reporting verb is in the Past) जैसे :

   (a) She said to me, "I have already read that novel."
       She told me that she had already read that novel.
   (b) He said to me, "Tony died two days ago."
       He told me that Tony had died two days before.

(5) Past Perfect का प्रयोग ऐसे action हेतु since/for/always के साथ किया जा सकता है जो at the time of speaking (वक्ता के बोलते समय) से पूर्व भूतकाल में शुरू हो चुके थे। जैसे :

   (a) Ram had been a soldier for ten years.
   (b) Ram had been a soldier since he was seventeen.
   (c) Jackob had waited for an hour, was very angry with his wife, when she eventually turned up.
   (d) Jackob had waited since five O'clock, was very angry with his wife, when he eventually turned up.

(6) Conditional Sentences में भी Past Perfect का प्रयोग किया जाता है। जैसे :

   (a) यदि वह मुझसे मिलता तो मैं उसकी मदद करता। If he had met me, I would have helped him.
   (b) यदि वह मुझे सूचित करता तो मैं वहाँ अवश्य जाता।   If he had informed me, I would have gone there positively.
   (c) यदि वह मेरे पास आती तो मैं उसे एक उपहार देता। If she had come to me, I would have given her a gift.

   इस तरह के वाक्य यह स्पष्ट करते हैं कि कार्य नहीं हुआ। यह एक महत्त्वपूर्ण Structure है, छात्रों को ध्यान से समझना चाहिए।

If + Subject + had + V-III +....+ would have +V-III +...

   इस तरह के वाक्यों के पहले भाग में had + V-III दूसरे भाग में would have के साथ Verb की III form का प्रयोग किया जाता है।

If he had come to me, I would have helped him.   *Or*
Had he come to me, I would have helped him.
इन दोनों वाक्यों का अर्थ समान है, कोई अन्तर नहीं है।

Important

The Past Perfect is also the past equivalent of the Simple Past Tense, and is used when the narrator or subject looks back on earlier action from a certain time in the past.

–A Practical English Grammar Thomson and Martinet page 176

Tom was 23 when our story begins. His father had died five years before and since then Tom had lived alone. His father had advised him not to get married till he was 35 and Tom intended to follow this.

Note the Difference of Meaning in the Following Sentences

   (1) She heard voices and realised that there were three people in the next room.
       (They were still there.)
   (2) She saw empty glasses and cups and realised that three people had been in the room.
       (They were no longer there.)
   (3) He arrived at 2.30 and was told to wait in the VIP lounge.
       (He received instructions after his arrival.)
   (4) He arrived at 2.30. He had been told to wait in the VIP lounge.
       (He received instructions before arrival or possibly before the journey started.)

Past Perfect Continuous Tense

Past Perfect Continuous Tense का प्रयोग ऐसे कार्य हेतु किया जाता है जो **at the time of speaking** से पूर्व भूतकाल से लगातार जारी थे।

Read the following sentences :

(1) राम दो घण्टे से टी०वी० देख रहा था। Ram had been watching T.V. for two hours.
(2) राम दो बजे से टी०वी० देख रहा था। Ram had been watching T.V. since 2 O' clock.
(3) जैकब वर्ष 1997 से इस कॉटेज में रह रहा था। Jackab had been living in this cottage since 1997.
(4) वर्षा सुबह से हो रही थी। It had been raining since morning.
(5) निशा प्रात: 11 बजे से मेरा इन्तजार कर रही थी। Nisha had been waiting for me since 11 O'clock in the morning.

इस तरह के वाक्यों का अंग्रेजी अनुवाद करने हेतु निम्न Sentence Structure प्रयुक्त होता है

Subject + had been + V-IV +.......+since/for + ...

Subject के साथ had been तथा Verb की IV form लगती है। Since का प्रयोग Point of time *जैसे* 2 O'clock, Monday, January, 2001, Morning, Evening के साथ तथा for का प्रयोग Period of time (अवधि) *जैसे* long time, some time, two hours, fifteen years इत्यादि हेतु किया जाता है।

Negative and Interrogative Sentences

Past Perfect Continuous के Negative एवं Interrogative Sentences का Structure निम्न होता है :

 Negative Subject + had + not + been + V-IV + Object ?
 Interrogative Had + Subject + been + V-IV + Object ?

(1) He had been waiting for her since morning. *Affirmative*
  He had not been waiting for her since morning. *Negative*
  Had he been waiting for her since morning? *Interrogative*

(2) She had been writing letters for two hours. *Affirmative*
  She had not been writing letters for two hours. *Negative*
  Had she been writing letters for two hours? *Interrogative*

(3) Ram had been playing since 2 O'clock. *Affirmative*
  Ram had not been playing since 2 O'clock. *Negative*
  Had Ram been playing since 2 O'clock? *Interrogative*

(4) I had been trying to contact her for two hours. *Affirmative*
  I had not been trying to contact her for two hours. *Negative*
  Had I been trying to contact her for two hours? *Interrogative*

(5) Sita had been crying since morning. *Affirmative*
  Sita had not been crying since morning. *Negative*
  Had Sita been crying since morning? *Interrogative*

Interrogative-Negative Sentences

Interrogative Negative Sentences का Structure निम्न होता है :

   Had + Subject + not + been + V-IV+ Object + since/ for + time ?
 Or **Hadn't + subject + been + V-IV + Object + since / for + time ?**

Affirmative	Interrogative-Negative
(1) I had been flying kites since morning.	Had I not been flying kites since morning?
	Hadn't I been flying kites since morning?
(2) She had been waiting for me for an hour.	Had she not been waiting for me for an hour?
	Hadn't she been waiting for me for an hour?

Use of Past Perfect Continuous Tense in Various Situations

(1) **Past Perfect Continuous का प्रयोग ऐसे action हेतु किया जाता है जो Past में किसी समय बिन्दु (Point of time) या अवधि (Period of time) से लगातार जारी थे। जैसे :**

   (a) He had been working since dawn.   (b) She had been waiting for him for two hours.
   (c) I had been flying kites since morning   (d) We had been playing cricket for three hours.

(2) **Past Perfect के repeated action को भी Past Perfect Continuous में व्यक्त किया जा सकता है। जैसे :**

   (a) He had tried five times to contact her.   *Past Perfect*
       He had been trying to contact her.   *Past Perfect Continuous*
   (b) He had tried many times to get the job there.   *Past Perfect*
       He had been trying to get the job there.   *Past Perfect Continuous*

An action in the Past Perfect can sometimes be expressed as a continuous action in the Past Perfect Continuous.   **- A Practical English Grammar : A.J. Thomson, A.V. Martin**

Future Tense

कार्य की अवस्था के अनुसार Future Tense को चार भागों में वर्गीकृत किया गया है :

(1) Future Indefinite :	वह एक पत्र लिखेगा।	
	He will write a letter.	
(2) Future Continuous :	वह एक पत्र लिख रहा होगा।	
	He will be writing a letter.	
(3) Future Perfect :	वह एक पत्र लिख चुका होगा।	
	He will have written a letter.	
(4) Future Perfect Continuous :	वह एक घण्टे से पत्र लिख रहा होगा।	
	He will have been writing a letter for an hour.	

उपरोक्त चारों वाक्य Future Tense के हैं, लेकिन कार्य की अवस्था के अनुसार ये Future Tense की अलग-अलग श्रेणियों को स्पष्ट करते हैं।

Future Indefinite Tense

भविष्य में सामान्यतया सम्पन्न होने वाले कार्यों हेतु Future Indefinite का प्रयोग होता है।

Read the following sentences :

   (1) वह जयपुर जाएगा।   He will go to Jaipur.
   (2) सीता गाना गाएगी।   Sita will sing a song.
   (3) वे फुटबॉल खेलेंगे।   They will play football.

(4)	हम घर की सफाई करेंगे।	We shall clean the house.
(5)	मैं पढ़ाई करूँगा।	I shall study.
(6)	वह कार्य कर सकता है।	He can do this work.
(7)	शायद आज वर्षा होगी।	It may rain today.
(8)	वर्षा अवश्य होगी।	It must rain.
(9)	उसे जाने दो।	Let him go.
(10)	आओ हम बाजार चलें।	Let us go to market.

उक्त सभी वाक्य Future Indefinite के हैं। इनसे कार्य का भविष्य में सम्पन्न होना व्यक्त होता है।

याद रखें जो Present अथवा Past नहीं है, वह Future है। उक्त वाक्यों में **may, can, must** के प्रयोग को समझने का प्रयास करें। इन **Verbs** के प्रयोग से यह पता चलता है कि जो भी कार्य होगा, वह भविष्य में होगा। **Let** का प्रयोग भी यह स्पष्ट करता है कि कार्य भविष्य में ही होगा। अतः ये सभी वाक्य **Future Indefinite** के हैं। इस प्रकार के वाक्यों का अंग्रेजी अनुवाद करने के लिए निम्न **Sentence Structure** प्रयुक्त होता है

<div align="center">

Subject + will / shall /can /may etc. + V-I

</div>

(1) *Shall का प्रयोग I एवं We (I Person) के साथ, will का प्रयोग अन्य सभी जैसे He, She, They, It, You etc. (Second and Third Person) के साथ होता है।*

(2) *जब Shall का प्रयोग II एवं III person के साथ किया जाता है तो यह Promise, Threat या कार्य करने की determination को व्यक्त करता है। Modals का प्रयोग, कर्ता की Intention जाहिर करता है।*

(3) *Can, May के प्रयोग के सम्बन्ध में Modals का अध्याय देखें।*

(4) *Let वाक्य के प्रारम्भ में आता है एवं इसके साथ Objective Case में Pronoun का प्रयोग किया जाता है। जैसे Let him, Let us, Let them, Let her, (him, us, them, her, objective case pronouns हैं) कभी भी Let I, Let he, Let she नहीं लिखा जाता है।*

(5) *I shall, को I'll एवं He will को He'll लिखा जा सकता है। जब कभी भी shall/Will के प्रयोग की उलझन से बचना हो तो Abbreviated form : I'll, He'll का प्रयोग कर लेना चाहिए।*

Negative and Interrogative Sentences

Future Indefinite के Negative एवं Interrogative Sentences का Structure निम्न होता है :

Negative	—	**Subject + Will / shall + not + V-I + Object**
Interrogative	—	**Will / shall + Subject + V-I + Object ?**

Affirmative	**Negative**	**Interrogative**
(1) He will write.	He will not write.	Will he write?
(2) I shall buy a T.V.	I shall not buy a T.V.	Shall I buy a T.V.?
(3) He will go to Agra.	He will not go to Agra.	Will he go to Agra?
(4) They will come tomorrow.	They will not come tomorrow.	Will they come tomorrow?
(5) Ram will play.	Ram will not play.	Will Ram play?
(6) We will attend the party.	We will not attend the party.	Will we attend the party?

Will not को Won't तथा Shall not को Shan't के रूप में भी लिखा जा सकता है।

Interrogative-Negative Sentences

Interrogative-Negative Sentences का Structure निम्न होता है :

<div align="center">

Will / Shall + Subject + not + V-I + Object ?

Or   **Won't / Shan't + Subject + V-I + Object ?**

</div>

  (a) I shall buy a T.V.   *Affirmative*
       Shall I not buy a T.V.?   or   Shan't I buy a T.V.?   *Interrogative-Negative*
  (b) He will go to market.   *Affirmative*
       Will he not go to market? or Won't he go to market?   *Interrogative-Negative*

Use of Future Indefinite Tense in Various Situations

(1) सामान्यतया भविष्य में सम्पन्न होने वाले कार्यों के लिए **Simple Future** का प्रयोग किया जाता है। **First person के साथ Shall** तथा **Second person and Third person के साथ will** का प्रयोग करते हैं। जैसे :

  (a) I shall write a letter.   (b) He will go to Delhi on next Monday.
  (c) We may play a match.   (d) She will buy a pen.

(2) **Clause of condition** एवं **clause of time** वाले वाक्यों में **Future Indefinite** का प्रयोग किया जाता है। इस सम्बन्ध में विस्तार से **Present Indefinite** के अध्याय में बताया गया है। जैसे :

  (a) I shall go to market, if it rains.   (b) I shall go to Jaipur in case she asks me.
  (c) We shall move as soon as the taxi arrives.   (d) I shall start my work as he comes.

(3) **Will be/Shall be** का प्रयोग निम्न प्रकार किया जाता है

  (a) Tomorrow will be Monday.   (b) He will be twenty five in January.
  (c) I shall be fifty on next birthday.   (d) He will be happy to meet you.

(4) **Simple Future** का प्रयोग ऐसी भविष्य की घटनाओं हेतु भी किया जाता है जो हम समझते हैं कि सामान्य रूप से घटित होंगी। जैसे :

  (a) Winter will come again.   (b) Birds will build their nests.
  (c) People will make plans.   (d) We shall eat and enjoy.

Some Important Structures to Denote Future Actions

(5) **Use of going to form : for future actions : Verb** की **'going to' form** का प्रयोग सामान्यतया ऐसी स्थिति में किया जाता है जब वक्ता की **intention** (इरादा) भविष्य में होने वाले किसी कार्य के शीघ्र सम्पन्न होने के सन्दर्भ में जाहिर करना होता है। जैसे :

Future Indefinite	**Use of 'going to' form**
(a) I shall buy a T.V.	I am going to buy a T.V.
(b) He will write a letter.	He is going to write a letter.
(c) She will inform him.	She is going to inform him.
(d) We shall do this work.	We are going to do this work.

'going to' का प्रयोग, कार्य के शीघ्र सम्पन्न होने को व्यक्त करता है जबकि Simple Future कार्य के भविष्य में सम्पन्न होने को व्यक्त करता है।

(6) **Future actions** हेतु **'about to'** का प्रयोग निम्न प्रकार से किया जा सकता है :

    (a) The train is about to start.   ट्रेन जाने वाली है।
    (b) The shop is about to close.   दुकान बन्द होने वाली है।
    (c) The Chief Guest is about to arrive.   मुख्य अतिथि आने वाले हैं।

      इस तरह के वाक्यों में is/am/are + about to का प्रयोग किया जाता है।

(7) **Present Indefinite** के वाक्यों द्वारा भी **Future action** को बताया जा सकता है। जैसे :

    (a) Mr. Sharma retires on 31st December.   (b) The President visits Gujarat tomorrow.

(8) **Present Continuous** के वाक्यों द्वारा भी **Future actions** को बताया जा सकता है। जैसे :

    (a) We are meeting today in the evening.   (b) The wedding is on Sunday next.

(9) **Is/am/are + to + V-I** द्वारा भी **Future actions** को व्यक्त किया जा सकता है। जैसे :

    (a) I am to go there.   मुझे वहाँ जाना है।
    (b) He is to complete his work.   उसे अपना कार्य पूर्ण करना है।
    (c) They are to come here tomorrow.   उन्हें यहाँ आना है।
    (d) She is to sing a song.   उसे एक गाना गाना है।

जिन वाक्यों में जाना, करना इत्यादि आएँ उनके लिए is/am/are + to + V-I का प्रयोग किया जाता है। It is very important structure.

Future Continuous Tense

Future Continuous का प्रयोग सामान्यतया ऐसे कार्यों हेतु किया जाता है जो भविष्य में जारी रहेंगे।

Read the following sentences :

(1) मैं शाम को थीसिस लिख रहा हूँगा।   I shall be writing the thesis in the evening.
(2) वे शाम को क्रिकेट खेल रहे होंगे।   They will be playing cricket in the evening.
(3) कुकु कॉलेज में पढ़ रही होगी।   Kuku will be reading in the college.
(4) हम रात को टीवी देख रहे होंगे।   We shall be watching T.V. in the night.
(5) वह कपड़े धो रही होगी।   She will be washing the clothes.
(6) वह आज आ रहा होगा।   He will be coming today in the evening.
(7) वह सोमवार को सविता के साथ शादी कर रहा होगा। He will be marrying with Savita on Monday.
(8) मैं कल जयपुर जा रहा हूँगा।   I shall be going to Jaipur tomorrow.
(9) राम कल इस समय खेल रहा होगा।   Ram will be playing at this time tomorrow.
(10) अगले माह मोहन यहाँ रुक रहा होगा।   Mohan will be staying here next month.

इस तरह के वाक्य में future continuous का प्रयोग भविष्य में जारी रहने वाले कार्य को व्यक्त करता है। इस तरह के वाक्यों का अंग्रेजी अनुवाद करने हेतु निम्न Sentence Structure प्रयुक्त होता है :

Subject + will/shall be + V-IV + Object

इस तरह के वाक्यों में will/shall be के बाद Verb की IV form (Verb की first from + ing) लगाई जाती है।

Difference between Present Continuous and Future Continuous

(showing some future time event)

    (a) I am seeing the Principal tomorrow.   *Present Continuous*
    (b) I'll be seeing the Principal tomorrow.   *Future Continuous*

वाक्य (a) एक Planned action या arrangement (पहले से तय) को बताता है जबकि दूसरा वाक्य normal course में कार्य होने को बताता है, हो सकता है वह उसी office में कार्य करता हो।

Negative and Interrogative Sentences

Future Continuous के Negative एवं Interrogative Sentences का Structure निम्न होता है :

    Negative   —   **Subject + will/shall + not + be + V-IV + Object.**

    Interrogative   —   **Will/Shall + Subject + be + V-IV + Object ?**

Affirmative	**Negative**	**Interrogative**
(1) I shall be going to market.	I shall not be going to market.	Shall I be going to market?
(2) She will be washing the car.	She will not be washing the car.	Will she be washing the car?
(3) Ram will be playing chess.	Ram will not be playing chess.	Will Ram be playing chess?
(4) We shall be watching T.V.	We shall not be watching T.V.	Shall we be watching T.V.?
(5) They will be playing.	They will not be playing.	Will they be playing?

NOTE (1) *Negative sentences, not को Will/Shall के बाद 'be' से पूर्व लगाते हैं।*
(2) *Interrogative sentences में Will/Shall को Subject से पूर्व लगाया जाता है, शेष Structure वही रहता है। अन्त में (?) लगाया जाता है।*

Interrogative-Negative Sentences

Interrogative Negative Sentences का Structure निम्न होता है

Will / Shall + Subject +not + be + V-IV + Object ?

Or **Won't /Shan't + Subject + be + V-IV + Object ?**

Affirmative	**Interrogative-Negative**
(1) I shall be playing cricket tomorrow.	Shall I not be playing cricket tomorrow? Shan't I be playing cricket tomorrow?
(2) They will be washing their clothes.	Will they not be washing their clothes? Won't they be washing their clothes?

Future Perfect Tense

Future Perfect का प्रयोग ऐसे कार्यों को व्यक्त करने हेतु किया जाता है जो भविष्य में किसी निश्चित समय या किसी अन्य कार्य के होने तक पूर्ण हो जायेंगे।

Read the following sentences :

(1) वह अगले वर्ष तक इस योजना को पूर्ण कर चुकेगा।
He will have completed this project by next year.

(2) सरिता अगले माह घर वापस आ चुकेगी। (आ जाएगी)।
Sarita will have returned home by next month.

(3) डॉक्टर के यहाँ पहुँचने से पूर्व मरीज मर चुकेगा।
The patient will have died before the doctor reaches here.

(4) घण्टी बजने से पूर्व मैं स्कूल पहुँच जाऊँगा (चुकूँगा)।
I shall have reached school before the bell rings.

(5) वर्ष 2005 तक वह अपनी पढ़ाई पूरी कर लेगा (चुकेगा)।
He will have completed his studies by the year 2005.

इस तरह के वाक्यों का अंग्रेजी अनुवाद करने हेतु निम्न Structure प्रयुक्त होता है :

Subject + will / shall + have + V-III + Object.

(1) यदि वाक्य में एक अन्य वाक्य जुड़ा है, जो कार्य पहले पूर्ण होगा, उसमें *Future Perfect* का प्रयोग होता है एवं जो कार्य बाद में पूर्ण होगा उसमें *Present Indefinite* का प्रयोग होता है। यह एक महत्त्वपूर्ण बिन्दु है। जैसे:
मेरे स्टेशन पहुँचने से पूर्व गाड़ी जा चुकेगी। इस वाक्य में 'गाड़ी जा चुकेगी' पहले पूर्ण होने वाला कार्य है। अत: इसके लिए *Future Perfect* का प्रयोग किया जाता है, जबकि 'मेरे स्टेशन पहुँचने' यह बाद में पूर्ण होने वाला कार्य है, इसके लिए *Present Indefinite* का प्रयोग किया जाता है।
The train will have departed before I reach the station.
(2) *Future Perfect* में has का प्रयोग नहीं होता है केवल have का ही प्रयोग होता है।
(3) *Use 'by', instead of 'in' in Future Perfect tense for time reference.*

Negative and Interrogative Sentences

Future Perfect के Negative एवं Interrogative Sentences का Structure निम्नलिखित होता है :

Negative	—	**Subject + shall/will + not + have + V-III + Object.**
Interrogative	—	**Shall/Will + Subject + have + V-III + Object ?**

(1) He will have completed his work by tomorrow.   *Affirmative*
He will not have completed his work by tomorrow.   *Negative*
Will he have completed his work by tomorrow?   *Interrogative*

(2) They will have reached here by 7 P.M.   *Affirmative*
They will not have reached here by 7 P.M.   *Negative*
Will they have reached here by 7 P.M. ?   *Interrogative*

(3) She will have washed her clothes by 3 P.M.   *Affirmative*
She will not have washed her clothes by 3 P.M.   *Negative*
Will she have washed her clothes by 3 P.M.?   *Interrogative*

(4) I shall have written a book by next month.   *Affirmative*
I shall not have written a book by next month.   *Negative*
Shall I have written a book by next month?   *Interrogative*

(5) Ram will have completed that work by 2005.   *Affirmative*
Ram will not have completed that work by 2005.   *Negative*
Will Ram have completed that work by 2005 ?   *Interrogative*

(1) Negative sentences में not का प्रयोग *Shall/Will* के बाद एवं *Have* से पूर्व होता है।
(2) Interrogative sentences में *Shall/Will* को *Subject* से पूर्व लगाते हैं तथा *(?)* वाक्य के अन्त में लगाते हैं।

Interrogative-Negative Sentences

Interrogative, Negative वाक्यों का Structure निम्न होता है:

Shall/Will + subject + have + not + V-III + object?

Or   **Won't /Shan't + Subject + have + V-III + Object?**

Affirmative	Interrogative-Negative
(1) He will have repaired the car by 5 P.M..	Will he not have repaired the car by 5 P.M.?
	Won't he have repaired the car by 5 P.M.?
(2) I shall have informed her by tomorrow.	Shall I not have informed her by tomorrow?
	Shan't I have informed her by tomorrow?

Use of Future Perfect Tense in Various Situations

(1) भविष्य में किसी समय पर पूर्ण हो चुकने वाले कार्यों हेतु **Future Perfect** का प्रयोग किया जाता है। जैसे :

    (a) I shall have passed my graduation by next year.
    (b) He will have completed his work by tomorrow.
    (c) The mechanic will have repaired the car by 7 P.M.
    (d) By the end of this year I shall have saved ₹ 1 lac.

(2) जब कोई एक कार्य दूसरे कार्य के पूर्ण होने के बाद पूर्ण हो तो इस तरह के वाक्यों में पहले पूर्ण होने वाले कार्य के लिए **Future Perfect** एवं जो कार्य बाद में पूर्ण होगा उसमें **Present Indefinite** का प्रयोग होता है। जैसे :

    (a) The student will have left the class before the teacher comes.
    (b) The Principal will have started before I reach there.
    (c) The function will have started before we reach there.
    (d) The mechanic will have repaired the TV before it strikes eight.

(3) ऐसे कार्यों हेतु जिनके बारे में हम यह समझते हैं कि उसका ज्ञान उसे पहले से ही होगा। जैसे :

    (a) You will have heard about Mother Teressa.
    (b) You will have heard about our plans of investment.
    (c) He will have read the newspaper so far.
    (d) They will have heard about the accident by this time.

इस तरह के वाक्य, जो वस्तुत: किसी future action को व्यक्त नहीं करते हैं, बल्कि वक्त की assumptions के अनुसार, अन्य की जानकारी हो चुकने की सम्भावना बताते हैं।

Future Perfect Continuous

Future Perfect Continuous का प्रयोग ऐसे वाक्यों हेतु होता है जो भविष्य में किसी समय तक जारी रहेंगे। ऐसे वाक्यों में समय का सन्दर्भ आवश्यक है। जैसे :

    (1) सात बजे वे दो घण्टे से खेल रहे होंगे।
        They will have been playing for two hours by 7 O'clock.
    (2) वह अगले माह में इस कार्यालय में चार वर्ष से कार्य कर रही होगी।
        She will have been working in this office for four years by the next month.
    (3) वर्ष 25 में रमेश इस मकान में 5 वर्ष से रह रहा होगा।
        Ramesh will have been living in this house for five years by the year 2005.
    (4) अगले सोमवार को हम सुबह से पतंग उड़ा रहे होंगे।
        We shall have been flying kites since morning on next Monday.
    (5) 15 अगस्त, 2006 को राहुल इस कॉलेज में तीन वर्ष से पढ़ा रहा होगा।
        Rahul will have been teaching in this college for three years on 15th August, 2006.

इस तरह के वाक्यों का अंग्रेजी अनुवाद करने हेतु निम्न Sentence Structure प्रयुक्त होता है

Subject + will / shall + have been + V-IV + Object + Since/For + ...

(1) इस तरह के वाक्यों में Will / Shall के साथ have been (has been का नहीं) का प्रयोग होता है।

(2) Since का प्रयोग Point of time के लिए (जैसे : since January, since 2 O'clock, since morning, since 2005 इत्यादि) तथा For का प्रयोग Period of time (जैसे : for two hours, for 15 years, for sometime etc) के लिए होता है।

(3) समय हेतु सामान्यतया by का प्रयोग किया जाता है, लेकिन on का भी प्रयोग वाक्य के सन्दर्भ को ध्यान में रखकर किया जा सकता है।

Negative and Interrogative Sentences

Future Perfect Continuous के Negative एवं Interrogative Sentences का Structure निम्न होता है

Negative — **Subject + shall /will +not + have been + V-IV + ...**

Interrogative — **Shall / Will + Subject + have been + V-IV...?**

Changing Affirmative to Negative and Interrogative :

(1)	I shall have been playing football.	*Affirmative*
	I shall not have been playing football.	*Negative*
	Shall I have been playing football?	*Interrogative*
(2)	They will have been working ...	*Affirmative*
	They will not have been working ..	*Negative*
	Will they have been working...?	*Interrogative*
(3)	Ram will have been writing a book...	*Affirmative*
	Ram will not have been writing a book....	*Negative*
	Will Ram have been writing a book...?	*Interrogative*
(4)	She will have been washing her clothes...	*Affirmative*
	She will not have been washing her clothes...	*Negative*
	Will she have been washing her clothes...?	*Interrogative*
(5)	Ganesh will have been watching T.V	*Affirmative*
	Ganesh will not have been watching T.V ...	*Negative*
	Will Ganesh have been watching T.V ..?	*Interrogative*

Interrogative-Negative Sentences

Interrogative Negative Sentences का Structure निम्न होता है :

Will/Shall + Subject + not + have been + V-IV + Object?

Or **Won't/Shan't + Subject + have been + V-IV + Object?**

(1) I shall have been playing match since morning.   *Affirmative*
Shall I not have been playing match since morning? *Or Interrogative-Negative*
Shan't I have been playing match since morning?   *Interrogative-Negative*

(2) He will have been watching T.V for two hours.   *Affirmative*
Will he not have been watching T.V for two hours? *Or Interrogative-Negative*
Won't he have been watching T.V for two hours?   *Interrogative-Negative*

Future Perfect Continuous में Will/Shall के साथ have been का प्रयोग होता है, has been का प्रयोग नहीं होगा।

TEST YOURSELF *Exercises*

01

Translate the following sentences into English :

(1) मैं आम खाता हूँ।

(2) हम रोज पढ़ते हैं।

(3) वर्षा होती है।

(4) वह यहाँ काम करती है।

(5) वह राम से मिलना चाहती है।

(6) तुम बाजार जाते हो।

(7) वह चाय नहीं पीता है।

(8) मैं बहुत तेज भागता हूँ।

(9) वह गाना गाती है।

(10) राम अपना पाठ याद करता है।

(11) वह प्रतिदिन सुबह कॉलेज जाता है।

(12) वे सुबह 5 बजे मैदान में खेलने जाते हैं।

(13) सीता हमेशा गरीबों की सहायता करती है।

(14) रमेश कभी भी झूठ नहीं बोलता है।

(15) सूरज पूरब में उगता है एवं पश्चिम में छिपता है।

(16) क्या आप मेरा नाम जानते हैं।

(17) पृथ्वी चन्द्रमा के चारों ओर नहीं घूमती है।

(18) सीता प्रतिदिन एक पाठ याद करती है।

(19) रमेश पतंग उड़ाता है।

(20) वह कपड़े नहीं धोती है।

02

Correct the following sentences.

(1) I writes a letter.

(2) He go to temple daily

(3) Sita crys.

(4) He fly kites.

(5) He do not play.

(6) Does I write a letter?

(7) Do she swims?

(8) Does she goes to school?

(9) Ram does not tells a lie.

(10) He never verifys the bills.

(1) जब Subject, Singular Number, Third Person है तो verb के साथ s या es लगता है।

(2) जब Verb का अन्तिम अक्षर o, z, ss, x., ch, sh है es लगता है।

(3) यदि Verb का अन्तिम अक्षर y एवं उससे पूर्व कोई व्यंजन (Consonant) आया है, तो Subject, Singular Number, Third Person की स्थिति में y -ies में बदल जाता है।

03

Translate the following sentences into English :

(1) मैं आम खा रहा हूँ।

(2) वह सच बोल रही है।

(3) रमेश फुटबॉल खेल रहा है।

(4) राम झूठ बोल रहा है।

(5) वह पढ़ रही है।

(6) वह अपना काम कर रही है।

(7) वह जयपुर जा रहा है।

(8) पक्षी उड़ रहे हैं।

(9) क्या तुम खेल रहे हो?

(10) ठण्डी हवा बह रही है।

(11) बूँदा-बाँदी हो रही है।

(12) वह अपने मित्र को पत्र लिख रहा है।

(13) सीता गाय का दूध निकाल रही है।

(14) राम मेरा इन्तजार नहीं कर रहा है।

(15) क्या वह बाजार नहीं जा रही है?

(16) वह आजकल एक किताब लिख रहा है।

(17) वह तुम्हें गाली दे रहा है।

(18) मैं सुन रहा हूँ।

(19) मैं देख रहा हूँ।

(20) वह कॉलेज में पढ़ा रहा है।

04

Correct the following sentences :

(1) You is playing.
(3) They are read.
(5) Is it rains?
(7) Am he playing?
(9) I is going to play.
(11) I am seeing.
(13) I am understanding.
(15) He is resembling his brother.

(2) I is reading.
(4) She does not swimming.
(6) Are she cooking?
(8) Is you coming?
(10) She are speaking.
(12) I am having a car.
(14) He is knowing me.

(1) *Present Continuous* में *helping verb* का प्रयोग निम्न प्रकार से किया जाता है :
I के साथ am, you, we, they, any plural के साथ are तथा He, she, it, name, any singular के साथ is लगता है तथा verb की IV form (1st form + ing) लगती है।

(2) कुछ *verb* जैसे *see, hear, have, own, understand;* इत्यादि का प्रयोग सामान्य स्थिति में *continuous form* में नहीं किया जाता है।

05

Translate the following sentences into English :

(1) मैं आम खा चुका हूँ।
(3) वर्षा हो चुकी है।
(5) अभी सात बजे हैं।
(7) हम अपना काम समाप्त कर चुके हैं।
(9) वह बहुत खेल चुका है।
(11) वह पिछले रविवार से बीमार है।
(13) वे यहाँ पाँच साल रह चुके हैं।
(15) उसने अपना पाठ याद नहीं किया है।
(17) क्या वह देहली जा चुका है?
(19) मैंने अपना पाठ याद कर लिया है।

(2) वे जा चुके हैं।
(4) ट्रेन अभी आई है।
(6) मैं पत्र लिख चुका हूँ।
(8) बच्चे सो चुके हैं।
(10) उन्होंने यह प्रश्न हल कर लिया है।
(12) वह मुझे पाँच वर्ष से जानता है।
(14) क्या वह अभी आया है?
(16) वह अमेरिका में रह चुका है।
(18) क्या सीता कपड़े नहीं धो चुकी है?
(20) ट्रेन अभी–अभी आयी है।

06

Translate the following sentences into English :

(1) हम सुबह से खेल रहे हैं।
(3) वह चार बजे से पढ़ रहा है।
(5) मैं चार वर्षों से प्रथम आ रहा हूँ
(7) वह कई घण्टों से हँस रहा है।
(9) वह दो घण्टे से वही प्रश्न हल कर रहा है।
(11) मैं सुबह से तुम्हारा इन्तजार कर रहा हूँ।
(13) वर्षा चार दिन से हो रही है।
(15) वह दो दिन से नहीं पढ़ रहा है।
(17) रमेश दो बजे से फुटबॉल खेल रहा है।
(19) पापा सुबह 7 बजे से अखबार पढ़ रहे हैं।

(2) मैं दो वर्षों से यहाँ रह रहा हूँ।
(4) वह सुबह से सो रहा है।
(6) मैं कई दिनों से खाना नहीं खा रही हूँ।
(8) वह सन् 2000 से यहाँ पढ़ रहा है।
(10) वह सुबह से भाग रहा है।
(12) वर्षा कल शाम से लगातार हो रही है।
(14) क्या आप सीता का कल से इन्तजार नहीं कर रहे हैं?
(16) क्या वह चार वर्षों से इस परीक्षा की तैयारी नहीं कर रहा है?
(18) माताजी एक घण्टे से कपड़े धो रही हैं।
(20) मैं सायं से टीवी देख रहा हूँ।

7.

Correct the following sentences :

(1) He have gone to Jaipur.
(2) I has played.
(3) They have arrived yesterday.
(4) Have he played a match?
(5) Ram has gone two minutes ago.
(6) He not has taken food.
(7) He was ill since Monday.
(8) I have been playing since two hours.
(9) He has been swimming for 2'O clock.
(10) Has she cooking for two hours?
(11) Have I been not playing for one hour?
(12) She have just arrive.
(13) Raju is playing for three hours.
(14) I known him.
(15) They have been not reading since an hour.

(1) Present Perfect में I, You, We, They एवं any plural subject के साथ have तथा He, She, It, Name, any singular के साथ has का प्रयोग किया जाता है।

(2) Verb की III form का प्रयोग किया जाता है।

(3) Present Perfect में, Past time के adverbs जैसे : yesterday, ago इत्यादि का प्रयोग कभी नहीं होता है।

(4) Present Perfect Continuous में since का प्रयोग, Point of time जैसे : morning, evening, 2 O'clock, January, February etc, के साथ होता है। For का प्रयोग अवधि जैसे : 2 hours, 15 days etc के साथ होता है। Verb की IV form लगती है।

08

Translate the following sentences into English :

(1) मैंने एक पत्र लिखा।
(2) मैं बाजार गया।
(3) अध्यापक ने मुझे कल पढ़ाया था।
(4) राम ने एक कविता लिखी थी।
(5) सीता ने गाना नहीं गाया।
(6) क्या वह कल जयपुर गया?
(7) क्या अध्यापक ने तुम्हें सजा दी थी?
(8) वह तुम पर हँसा था।
(9) वह जयपुर में एक सप्ताह ठहरा।
(10) क्या तुम कल वहाँ गए थे?
(11) मैंने कल एक पत्र लिखा।
(12) सीता ने कपड़े धोए।
(13) उसने कल ऑफिस को साफ किया।
(14) वह कल 5 बजे उठा एवं दो घण्टे तक पढ़ा।
(15) उसने मुझे टेलीफोन किया।
(16) राम ने श्याम को गाली दी।
(17) क्या उसने टी.वी. सीरियल देखा?
(18) क्या राम कल यहाँ नहीं आया था?
(19) राम ने कल सुबह 7 बजे से 8 बजे तक टी.वी. देखा।
(20) हमने कल एक फिल्म देखी।

09

Translate the following sentences into English :

(1) राम सुबह फुटबॉल खेल रहा था।
(2) तुम कल बाजार जा रहे थे।
(3) रमा आज सुबह गाना गा रही थी।
(4) माँ हमारा खाना तैयार कर रही थी।
(5) वह किताब पढ़ रहा था।
(6) वह झूठ बोल रहा था।
(7) पक्षी आकाश में उड़ रहे थे।
(8) वर्षा हो रही थी।
(9) राम और मोहन लड़ रहे थे।
(10) माँ दोपहर को सो रही थी।
(11) जब मैं घर पहुँचा तो वह कपड़े धो रही थी।
(12) जब मैं पढ़ रहा था तो मेरा भाई टी.वी. देख रहा था।
(13) जब वर्षा हो रही थी तो मैं सो रही थी।
(14) सुरेश मेरा इन्तजार कर रहा था।
(15) रमेश झूठ नहीं बोल रहा था।
(16) क्या सीता नदी में तैर नहीं रही थी?
(17) क्या कल 5 बजे वर्षा नहीं हो रही थी?
(18) क्या गीता सुबह गाना नहीं गा रही थी?
(19) रमेश फुटबॉल खेल रहा था जबकि मैं काम कर रहा था।
(20) मेरे पिताजी कल 5 बजे ऑफिस में काम कर रहे थे।

10

Correct the following sentences :

(1) He gone to Jaipur.   (2) He just went to Jaipur.
(3) He did not went to Jaipur.   (4) Did he came yesterday?
(5) He did not opened the door.   (6) He were not going.
(7) I were not doing that.   (8) You was making a noise.
(9) She did not asked me.   (10) Did he not reminded you?
(11) Was you not playing?   (12) Were not you writing?
(13) Was not I watching movie?   (14) Were she not cooking?
(15) Were they playing not football?

11

Translate the following sentences into English :

(1) मेरे स्टेशन पहुँचने से पहले गाड़ी रवाना हो चुकी थी।   (2) डॉक्टर के आने से पहले मरीज मर चुका था।
(3) मेरे वहाँ पहुँचने से पहले वह जा चुका था।   (4) घण्टी बजने से पहले मैं स्कूल पहुँच गया था।
(5) जब मैं उसके घर पहुँचा तो वह भोजन कर चुका था।   (6) मैच पहले ही आरम्भ हो चुका था।
(7) वह इन खिलौनों से पहले ही खेल चुका था।   (8) पुलिस के आने से पहले ही चोर भाग चुके थे।
(9) मैं इस खेल को पहले ही देख चुका था।   (10) वह तीन दिन से बीमार था।
(11) सीता ने उसे पहले ही चेतावनी दी थी।   (12) मेरे ऑफिस पहुँचने से पूर्व, चपरासी घर जा चुका था।
(13) राम के बस स्टैण्ड पर पहुँचने के पूर्व बस जा चुकी थी।
(14) सात बजने से पूर्व मैं अपनी पढ़ाई पूरी कर चुका था।
(15) राम के घर पहुँचने से पूर्व सीता खाना बना चुकी थी।
(16) उसने मुझे पहले से सूचित नहीं किया था।
(17) क्या उसने तुम्हें पहले चेतावनी नहीं दी थी?
(18) क्या वह पाँच दिन से बीमार था?
(19) मेरे घर पहुँचने से पूर्व कुकु खाना नहीं बना चुकी थी।
(20) क्या वह तुम्हारे यहाँ पहुँचने से पूर्व मर चुका था?

12

Translate the following sentences into English :

(1) मोहन सुबह से पढ़ रहा था।   (2) वह सुबह से भोजन बना रही थी।
(3) क्या राम काफी लम्बे समय से खेल रहा था?   (4) वह दो महीने से कविता लिख रहा था।
(5) विमला दो घण्टे से पढ़ रही थी।   (6) कमला मई से इस काम को कर रही थी।
(7) तुम्हारी माँ सुबह से कपड़े धो रही थी।   (8) लड़के दो घण्टे से शोर कर रहे थे।
(9) तुम सन् 2001 से जयपुर में रह रहे थे।   (10) वह सुबह से रो रहा था।

13

Correct the following sentences :

(1) I had knew her for five years.   (2) If he has come to me, I would have helped him.
(3) If I had a pen, I will give you   (4) She had not play.
(5) Ram told Sita that I have seen your photos.   (6) The train had departed before I reach the station.
(7) Had she warn you before?   (8) Ram had been waiting for me since two hours.
(9) Had Sita been not cooking since morning?
(10) Suresh had been writing a book since three months.

(11) It had been raining for last evening.

(12) He told that he has been writing a letter for the last one hour.

(13) Had not he waiting for you for two hours?

(14) Maya had already inform me.

(15) Gita not had been waiting for you since January.

(1) Past Perfect में had के साथ verb की III form लगती है।

(2) Conditional Sentences में had + V-III के साथ would have + V-III का प्रयोग होता है।

(3) Conditional Sentences में had + noun के साथ will का प्रयोग नहीं होगा, would का प्रयोग होगा।

(4) Past Perfect Continuous में had been के साथ Verb की IV form का प्रयोग होता है।

(5) Since का प्रयोग, Point of time के साथ होता है तथा For का प्रयोग अवधि Period of time के साथ होता है।

(6) Indirect narration में यदि reporting verb past में है तो, reporting speech में have been की जगह had been का प्रयोग होगा।

14

Translate the following sentences into English :

(1) मैं कल बाजार जाऊँगा।

(2) विमला भोजन पकाएगी।

(3) वह यह काम आज नहीं करेगा।

(4) हम आज आम खाएँगे।

(5) वह जयपुर जाएगा।

(6) वह पत्र लिखेगा।

(7) तुम कल स्कूल जाओगे।

(8) मैं फुटबॉल खेलूँगा।

(9) हम रात को सोएँगे।

(10) वह आज शाम को घूमने जाएगा।

(11) वह कल आ सकता है।

(12) वर्षा हो सकती है।

(13) राम कल अवश्य आएगा।

(14) मैं बाजार नहीं जाऊँगा।

(15) क्या वह चाय नहीं लेगा?

(16) क्या सीता तुम्हें पत्र नहीं लिखेगी?

(17) वह कल मैच नहीं खेलेगा।

(18) क्या हर्ष पढ़ाई नहीं करेगा?

(19) क्या तुम यह कार ठीक नहीं करोगे?

(20) क्या सीता खाना नहीं बनाएगी?

15

Translate the following sentences into English :

(1) मैं कल इस समय पत्र लिख रहा हूँगा।

(2) मेरा भाई पढ़ रहा होगा।

(3) हम गाना गा रहे होंगे।

(4) वह अपना पाठ याद कर रहा होगा।

(5) राम फुटबॉल खेल रहा होगा।

(6) माँ खाना बना रही होगी।

(7) सीता रो रही होगी।

(8) क्या विमला नाच रही होगी?

(9) हम रात को सो रहे होंगे।

(10) क्या अध्यापक इस समय पढ़ा रहा होगा ?

(11) राम ऑफिस जा रहा होगा।

(12) इस समय वर्षा हो रही होगी।

(13) क्या सीता खाना बना रही होगी?

(14) क्या कल इस समय वर्षा नहीं हो रही होगी?

(15) हर्ष अखबार पढ़ रहा होगा।

(16) मनीष देहली जा रहा होगा।

(17) क्या मनीष इस समय टीवी देख रहा होगा?

(18) क्या सीता मेरा इन्तजार कर रही होगी?

(19) कल हम इस समय जयपुर में क्रिकेट मैच देख रहे होंगे।

(20) क्या वह खेल रहा होगा?

16

Correct the following sentences :

(1) Let I go there.

(2) We will play a match.

(3) Will he not played?

(4) If he will come, I shall go.

(5) He will be play tomorrow.

(6) He will be staying here yesterday.

(7) Ram shall not be playing football.

(8) Will not he be going to market?

(9) Suchi will about to come.

(10) Will not you play?

(1) Future Indefinite में I, We के साथ Shall एवं II तथा III Person के साथ Will का प्रयोग होता है।

(2) Let के साथ I, we, he, she नहीं लगाते हैं बल्कि us, him, her लगाते हैं।

(3) Will not से प्रश्न शुरू करने पर Won't लिखा जाएगा।

17

Translate the following sentences into English :

(1) मैं मंगलवार तक यह काम समाप्त कर चुकूँगा।

(2) राम सन् 2001 तक अपनी पढ़ाई कर चुकेगा।

(3) सूरज ढलने से पहले पक्षी सो चुकेंगे।

(4) मेरे वहाँ पहुँचने से पहले वह जा चुकेगा।

(5) तुम्हारे जाने से पहले माँ खाना बना चुकी होगी।

(6) पुलिस के आने से पहले चोर भाग चुके होंगे।

(7) तुम आठ बजे तक अपने घर पहुँच चुके होंगे।

(8) मेरे पहुँचने से पहले गाड़ी जा चुकी होगी।

(9) तुम्हारे वहाँ पहुँचने से पहले लड़के अपना मैच समाप्त कर चुके होंगे।

(10) मैं 7 बजे तक स्कूल पहुँच चुका हूँगा।

(11) राम कल इस समय तक दो घण्टे पढ़ चुका होगा।

(12) रमेश कल 5 बजे तक अपना प्रोजेक्ट पूरा नहीं कर चुकेगा।

(13) क्या वह 5 बजे तक टी.वी. ठीक कर चुकेगा?

(14) रमेश तीन बजे तक अपनी पढ़ाई पूरी कर चुकेगा।

(15) मेरे घर पहुँचने से पूर्व वर्षा रुक चुकेगी।

(16) उसके अस्पताल पहुँचने से पूर्व डॉक्टर जा चुकेंगे।

(17) वह सायं तक अपना कार्य पूरा नहीं कर चुकेगा।

(18) क्या वह सायं तक अपना कार्य पूरा नहीं कर चुकेगा?

(19) क्या रमेश तीन बजे तक अपनी पढ़ाई पूरी नहीं कर चुकेगा?

(20) मैं 7 बजे तक ऑफिस नहीं पहुँच चुकूँगा।

18

Translate the following sentences into English :

(1) वे सुबह से खेल रहे होंगे।

(2) लड़के चार बजे से मैदान में खेल रहे होंगे।

(3) माली सुबह से पौधों को सींच रहा होगा।

(4) राम दो घण्टे से अपना पाठ याद कर रहा होगा।

(5) मोहन कल शाम से सो रहा होगा।

(6) लड़के दोपहर से शोर मचाते रहे होंगे।

(7) तुम चार दिन से पढ़ते रहे होंगे।

(8) वे चार बजे से अपना समय नष्ट कर रहे होंगे।

(9) लड़के दो बजे से क्रिकेट खेल रहे होंगे।

(10) लड़कियाँ चार घण्टे से भोजन पका रही होंगी।

(11) क्या वह सुबह से पतंग उड़ा रहा होगा?

(12) वह दो घण्टे से घर की सफाई कर रहा होगा।

(13) सीता कल इस समय से मेरा दो घण्टे से इन्तजार कर रही होगी।

(14) क्या वह दो घण्टे से प्रार्थना नहीं कर रही होगी?

(15) रमेश कम-से-कम दो घण्टे से कार साफ कर रहा होगा।

(16) वह दो बजे से टीवी नहीं देख रही होगी।

(17) राजेश वर्ष 2009 में 15 वर्ष से इस मकान में रह रहा होगा।

(18) सुरेश वर्ष 2008 में चार वर्ष से इस कॉलेज में पढ़ा रहा होगा।

(19) सीता वर्ष 2007 में तीन वर्ष से इस स्कूल में पढ़ रही होगी।

(20) रमेश कल 5 बजे दो घण्टे से पढ़ रहा होगा।

19

Correct the following sentences :

(1) The students will have left the school before the Principal came.
(2) The train will have arrived before I reaches the station.
(3) He would have reached here before the sunset.
(4) Will he has completed his work by tomorrow?
(5) Will he have not repaired the car by 7 P.M.?
(6) He will has been waiting for you for three days.
(7) Will not he have been waiting for you since morning?
(8) Ram will have not been playing at this time tomorrow.
(9) Will the girls have played the game at 7 P.M.?
(10) He will have finish the work by 8 P.M.

(1) जब दो कार्य के सन्दर्भ में *Future Perfect* का प्रयोग किया जाता है तब एक भाग में *will/shall have + V-III* का प्रयोग होता है तथा दूसरे भाग में *Present Indefinite Tense* प्रयुक्त होता है।

(2) *Future Tense* के वाक्यों में *Will/Shall* के साथ *has* का प्रयोग नहीं किया जाता है। हमेशा *have* का ही प्रयोग किया जाता है।

(3) *Will not/Shall not* से यदि प्रश्न शुरू किया जाता है तो *Won't/Shan't* से शुरू किया जाएगा।

(4) *Negative* वाक्यों में *not* का प्रयोग *Will* के बाद होगा। *Will have* के बाद *not* लिखना गलत है।

(5) *Future* में समय के सन्दर्भ हेतु सामान्यतया *by* का प्रयोग किया जाता है।

(1) *If you want to inquire about a person's actions in the future, avoid the Simple Future, as it will make it sound like a request.*
   Compare : (X) *and* **(Y)**
   (X) Will you be visiting him tomorrow ? (= I just wonder.)
   (Y) Will you visit him tomorrow ? (= a request or an inquiry about his intentions).

(2) *If you want to make it clear that the subject won't be doing something in the future, not because he does not want to, but due to circumstances, avoid the Simple Future.*
   Compare : (X) *and* **(Y)**
   (X) He won't come to my party. (= he refuses to come.)
   (Y) He won't be coming to my party. (= he can't.)

(3) *If you want to use a future activity as an excuse, avoid to be going to, as that would make it sound like a personal preference at the moment. Use the Present Continuous instead, to make it clear that it is something you had already arranged, that you are engaged elsewhere.*
   I'm sorry, I'd love to have a game of chess with you, but I'm taking Mary out for dinner tonight. (I'm going to take ...would make it sound as if you prefer Mary's company to your friend's.)

(4) *It is safe to use **WILL** for the three persons, except in questions asking for instructions or advice, where we use **SHALL**:*
   Shall I take your luggage upstairs? / What shall I do if John is late (= what do you want /expect me to do?)

More Exercises (Tense)

20

*Write the letter **a, b, c,** or **d** of the correct answer in the brackets :*

(1) When the Principal entered the class, a student .... on the blackboard.
    (a) wrote   (b) was writing   (c) writes   (d) is writing   ( )

(2) She .... TV when her husband came.
    (a) watch   (b) was watching   (c) is watching   (d) watched   ( )

(3) He always........ to prove that the earth revolves round the sun.
    (a) tried   (b) tries   (c) was trying   (d) is trying   ( )

(4) He saw me by chance and .... the car.
    (a) stop   (b) stopped   (c) stops   (d) was stopping   ( )

(5) How many pegs of wine .... yesterday?
    (a) you have drank   (b) were you drinking
    (c) did you drink   (d) do you drink   ( )

(6) I was watching TV when she .... in.
    (a) comes   (a) came   (c) come   (d) was coming   ( )

(7) She cut her finger while she .... vegetables.
    (a) cutting   (b) was cutting   (c) cut   (d) had cut   ( )

(8) She still remembers the day when she first .... to church.
    (a) went   (b) was going   (c) gone   (d) going   ( )

(9) The train had left before I .... the station.
    (a) reach   (b) was reaching
    (c) reached   (d) reaches   ( )

(10) Had you worked hard, you ....passed?
    (a) would   (b) will   (c) would have   (d) will have   ( )

21

*Write the letter **a, b, c,** or **d** of the correct answer in brackets :*

(1) We hope that Papa .... soon.
    (a) come   (b) is coming
    (c) will come   (d) shall come   ( )

(2) Neelam is learning how ....
    (a) to type   (b) to typing
    (c) typing   (d) type   ( )

(3) Someone .... away my bike within an hour.
    (a) takes   (b) took
    (c) has taken   (d) had taken   ( )

(4) There are no taxies available because taxi drivers .... on strike.
    (a) went   (b) go
    (c) have gone   (d) will go   ( )

(5) He .... suffering from fever since the last week.
    (a) is   (b) was
    (c) has been   (d) has   ( )

(6) She has been suffering from malaria since she .... her job.
    (a) leaves   (b) had left
    (c) left   (d) has been leaving   ( )

(7) They .... the students on educational tour on next Monday.
   (a) were taking   (b) have taken
   (c) are taking   (d) have been taking   ( )

(8) I have just hired a typewriter and I .... type now-a-days.
   (a) am learning   (b) have learnt
   (c) learnt   (d) will learn   ( )

(9) By July 2005, she .... in this firm for eleven years.
   (a) will work   (b) will have been working
   (c) will be working   (d) has been working   ( )

(10) The train .... before we reach the station.
   (a) will have departed   (b) has departed
   (c) is departing   (d) was departing   ( )

22

Write the letter **a, b, c,** *or* **d** *of the correct answer in brackets :*

(1) India .... freedom in 1947.
   (a) attains   (b) attained
   (c) has attained   (d) was attained   ( )

(2) He .... out for an evening walk after he had taken my dinner.
   (a) go   (b) went
   (c) have gone   (d) will go   ( )

(3) My sister was in the bathroom when she ...... the call-bell.
   (a) rang   (b) have rung
   (c) ring   (d) am ringing   ( )

(4) She .... a better job next month.
   (a) will get   (b) have got
   (c) got   (d) get   ( )

(5) He .... when the phone rang.
   (a) cook   (b) is cooking
   (c) was cooking   (d) has cooked   ( )

(6) I went into the hostel to see what students ....
   (a) are doing   (b) did
   (c) were doing   (d) doing   ( )

(7) While she .... in the garden it began to drizzle.
   (a) watered   (b) has watered
   (c) was watering   (d) had watered   ( )

(8) When I reached the station, I found Shashi .... for me.
   (a) was waiting   (b) waits
   (c) waited   (d) waiting   ( )

(9) I opened the door and saw that it ....
   (a) rained   (b) has rained
   (c) was raining   (d) were raining   ( )

(10) .... you like milk or tea?
   (a) Are   (b) Have
   (c) Does   (d) Do   ( )

(11) Columbus .... America.
   (a) discovers   (b) discovered
   (c) has discovered   (d) had discovered   ( )

(12) He .... born in 1984.
    (a) is   (b) has
    (c) was   (d) had   ( )

(13) No, she is not here,she .... just .... out.
    (a) has, gone   (b) is, going
    (c) was, going   (d) will have, gone   ( )

(14) We .... a friendly cricket match in the evening.
    (a) were playing   (b) have played
    (c) played   (d) are playing   ( )

(15) What .... you going to do with this briefcase ?
    (a) will   (b) shall
    (c) are   (d) were   ( )

(16) An honest man always .... the truth.
    (a) speak   (b) speaks
    (c) spoke   (d) speaking   ( )

23

Translate the following sentences into English :

(1) मनीष चार बजे से खेल रहा है।

(2) वह रोजाना सुबह 6 बजे घूमने जाता है।

(3) मेरे पिताजी सायं 5 बजे ऑफिस से घर वापस आते हैं।

(4) मैं सुबह 5 बजे उठकर एक घण्टे अवश्य पढ़ता हूँ।

(5) वह रोजाना छः बजे स्टेशन जाता है।   (6) वह एक घण्टे से अखबार पढ़ रहा है।

(7) राजेश कॉलेज से आ चुका है।   (8) मोहन जयपुर जा चुका है।

(9) रमेश बाजार जा चुका है।   (10) पूजा ट्रेन से कोलकाता जा रही है।

(11) मैं आधा घण्टे घूमने जाता हूँ।   (12) वह दो घण्टे से पढ़ रहा है।

(13) मैं पढ़ रहा हूँ।   (14) मैं खाना खा रहा हूँ।

(15) मैं स्कूल जा रहा हूँ।   (16) मैं खेल रहा हूँ।

(17) मैं सोने जा रहा हूँ।   (18) मैं पढ़ चुका हूँ।

(19) वह स्कूल से आ चुका है।   (20) वह सो चुका है।

(21) वह 10 बजे रात को सोता है।   (22) वर्षा सुबह से हो रही है।

(23) वर्षा 2 घण्टे से हो रही है।   (24) पूजा खाना बना रही है।

(25) रमेश गाना गा रहा है।   (26) सीता कॉलेज जा रही है।

24

Correct the following sentences :

(1) Sarita go to office at 10 A.M. daily.   (2) She has been cooking meal from 7 A.M.

(3) Nisha is playing Tabla for two hours.   (4) Rani have just come from college.

(5) They have been residing here since four years.   (6) They goes to field at five A.M.

(7) Ram do his work in time.   (8) He drink coffee in the morning.

(9) Mr Sharma teachs us English grammar.   (10) Sakshi catchs the train at 8 O'clock.

(11) He flys kite on Sunday.   (12) We takes bath together in the river .

(13) We have been playing for 12 O'clock.   (14) Raheja has been singing since one hour.

(15) He pass all the tests without fail.

25

Translate the following sentences into English :

(1) वह कल दुर्घटनाग्रस्त हो गया।

(2) हमने अपना काम शुरू किया।

(3) मैं पिछले महीने मुम्बई गयी थी।

(4) हमने कई फल खाए।

(5) डाकिया ने कॉलोनी में पत्र बाँटे।

(6) रानी ने मधुर गीत गाया।

(7) वह जयपुर में पढ़ती थी।

(8) वह मुझे गाली देती थी।

(9) हम वहाँ जाया करते थे।

(10) तुम उस बगीचे में खेलते थे।

(11) वे मेरे घर में आया करते थे।

(12) हम क्रिकेट खेला करते थे।

(13) तुम हमेशा मुझे डाँटते थे।

(14) उसने कुएँ से पानी खींचा।

(15) वह मेरा नाम भूल गया।

(16) हम स्कूल में जाया करते थे।

(17) चूहा शेर पर उछला।

(18) हम नदी में स्नान किया करते थे।

(19) पत्ता पेड़ से गिरा।

(20) मैं रात में बहुत देर से सोता था।

(21) राहुल रोता था।

(22) तुम घूमने जाया करते थे।

(23) तुम कसरत किया करते थे।

(24) वह मुझसे लड़ाई किया करता था।

(25) मैंने झाड़ियों में एक चूहा देखा।

(26) तुमने तेज गति से गाड़ी चलाई थी।

(27) उसने अपना गृह कार्य किया।

(28) बकरी भाग सकी।

(29) तुम यहाँ आ सके।

(30) उसने मुझे एक गिफ़्ट दिया।

(31) सियाराम ने सुन्दर पुष्प तोड़े।

(32) मैंने उसे एक पेन दिया।

(33) तुमने अपने सेवक को बुलाया।

(34) सीमा ने कल एक परीक्षा दी।

(35) राम ने कल एक कविता लिखी।

(36) निशा कल अपने घर गयी।

(37) मैंने बालकों को ईनाम बाँटे।

(38) तुमने भरपेट भोजन किया।

26

Translate the following sentences into English :

(1) विद्यार्थी कठिन परिश्रम कर रहे थे।

(2) वह भोजन पका रही थी।

(3) माली पेड़ों को पानी दे रहा था।

(4) सीता कल एक बहुत अच्छा गाना गा रही थी।

(5) वह बर्तन साफ कर रही थी।

(6) हम शोर मचा रहे थे।

(7) मेरे पापा पत्र लिख रहे थे।

(8) हम स्टेडियम में दौड़ रहे थे।

(9) लड़कियाँ निबन्ध लिख रही थीं।

(10) पक्षी आकाश में उड़ रहे थे।

(11) गाय खेत में चर रही थी।

(12) तुम मेज साफ कर रहे थे।

(13) तुम चोर को पकड़ रहे थे।

(14) लड़के चाय पी रहे थे।

(15) डाकिया पत्र ला रहा था।

(16) वे दरवाजा बन्द कर रहे थे।

(17) मैं स्कूल जा रहा था।

(18) मैं तुम्हें गालियाँ दे रहा था।

(19) वे फूल तोड़ रहे थे।

(20) हम आइस-क्रीम खा रहे थे।

27

Translate the following sentences into English :

(1) अध्यापक के आने से पहले विद्यार्थी चले गए थे।

(2) तुम्हारे आने से पहले मैंने अपना कार्य समाप्त कर लिया था।

(3) पुलिस के आने से पहले चोर घर से भाग चुका था।

(4) चोर के जाने के पश्चात् पुलिस वहाँ पहुँची थी।

(5) सोने से पहले तुमने दरवाजा क्यों नहीं बन्द किया था?

(6) बच्चे के रोने के बाद माँ ने उसे दूध कब दिया था?

(7) मेरे सोने से पहले तुम यहाँ क्यों नहीं आए थे?

(8) मेरे सोने के पश्चात् तुम यहाँ से क्यों चले गए थे?

(9) क्या डॉक्टर के आने से पहले रोगी मर गया था?

(10) क्या डॉक्टर के जाने के बाद रोगी मर गया था?

28

Correct the following sentences :

(1) Tejpal and his friends were playing chess for two hours.

(2) Sita had been cooking for 2 O'clock.

(3) Rahim gone to market.

(4) The teacher was taught us Hindi at that time.

(5) Ramesh had took your purse.　　　　　　(6) The girl had been crying since an hour.

(7) We had been playing chess since two hours.　　(8) The train arrived before we reached there.

(9) The patient had fainted than the doctor came.　(10) My friends was coming by bus.

29

Translate the following sentences into English :

(1) मनीष कल कानपुर आएगा।　　　　　　(2) मनीष शायद कल कॉलेज आएगा।

(3) शायद वह ट्रेन से या बस से आ रहा होगा।　　(4) मैं आज यह पुस्तक पढ़ूँगा।

(5) मैं कल यहाँ आऊँगा।　　　　　　　　(6) हम तुम्हारे साथ आगरा चलेंगे।

(7) हम तुम्हारी सहायता करेंगे।　　　　　(8) वह कल कॉलेज अवश्य जाएगा।

(9) वे कल तुम्हारी सहायता करेंगे।　　　　(10) चपरासी घण्टी बजाएगा।

(11) आज बारिश होगी।　　　　　　　　(12) मैं अंग्रेजी लिख, पढ़ सकता हूँ।

(13) वह इस समय अपने मित्रों के साथ क्रिकेट खेल रहा होगा।

(14) मेरा मित्र दोपहर दो बजे तक कानपुर से वापस आ जाएगा।

(15) राम इस समय अवश्य पढ़ रहा होगा।

30

Translate the following sentences into English :

(1) वह सुबह से खेल रही होगी।　　　　　(2) वह एक वर्ष से कम्प्यूटर सीख रहा होगा।

(3) वह इस समय नहीं पढ़ रहा होगा।　　　(4) वह इस समय खाना बना रही होगी।

(5) वे घर पर तुम्हारी प्रतीक्षा कर रहे होंगे।　(6) हमारे मित्र शाम की गाड़ी से आ रहे होंगे।

(7) शायद वह इस समय खाना बना रही होगी।　(8) वह ट्रेन से अवश्य आ रहा होगा।

(9) वह इस समय खेल रहा होगा।　　　　(10) शायद वह अस्पताल गया होगा।

(11) मैं 7 बजे से पहले अलवर पहुँच जाऊँगा।　(12) चपरासी घण्टी बजा रहा होगा।

(13) वे लड़कियाँ नदी में स्नान कर रही होंगी।　(14) मोर छत पर नाच रहे होंगे।

(15) बच्ची फिर से रो रही होगी।　　　　(16) मेरे अस्पताल पहुँचने से पूर्व डॉक्टर जा चुका होगा।

(17) डॉक्टर के आने से पूर्व मरीज मर चुका होगा।　(18) मैं सन् 2011 में रिटायर्ड हो चुकूँगा।

(19) मेरे पिताजी के आने से पूर्व ट्रेन चल चुकेगी।　(20) मुझे इस काम को तुरन्त पूर्ण करना चाहिए।

31

Correct the following sentences (Future Tense) :

(1) They will be playing cricket for two hours.　(2) Let I play tabla.

(3) We should obeyed our elders.　　　　(4) She will be gone to market at this time .

(5) The patient will die before the doctor reaches here.

(6) I shall be living in Alwar for 8 years by the year 2010.

(7) He will waiting for you.　　　　　　(8) Let the students played.

(9) He must be coming by Rajdhani Express.

(10) He should be completed his work by next Monday.

32

Fill in the blanks with correct form of the verbs (Present and Past) given in brackets in the space given :

(1) It is already 4 P.M. They..........(not arrive) yet.

(2) Rashmi is not in the hostel. She.....(go) out.

(3) Sita........(hurt) her leg. She can't walk fast.

(4) Suresh has no more books to sell. He .... (sell) all the books.

(5) They ....(play) the second match in the morning.

(6) Shilpa.......(reach) home last evening.

(7) They ....(complete) their project just now.

(8) Ramesh........(finish) his work before Rakhi came.

(9) The girl ....(fall) from the roof while......(fly) a kite.

(10) It..........(rain) heavily since Monday.

(11) Raksha ....(fall) down while she..........(walk) in the gallery.

(12) Ranu........(slip) while she........(climb) up the roof.

(13) The light........(go) out while we..........(have) drinks in the hotel.

(14) Swami ......(ring) the bell at 4 P.M. daily.

(15) We ....(live) in this country since India attained freedom.

(16) We.........(wait) for the train for last three hours.

(17) Ankita........(read) the 'Ramayana'daily in the morning.

(18) A dog...........(bite) him, while she.......(pass) through the forest last week.

(19) Smrita..........(write) an story when Rahul........ (enter) the room.

(20) They...........(climb) up the ladder when they ....(hear) a loud sound.

(21) When Seema arrived, they ....(take) them lunch.

(22) They ....(play) football for half an hours when it started to rain.

(23) We............(try) hard for ten weeks when we succeeded in solving the puzzle.

(24) He...........(put) hard to secure first Rank for three years. He finally achieved the success.

(25) She...........(suffer) from fever for more than five days when she received the appointment letter.

33

Fill in the blanks with the future continuous /perfect/perfect continuous form of the verbs given in the brackets :

(1) ....she..........(go) home after Holi ?

(2) The students ....(work) on their project next year.

(3) The gardener ....(water) the plants at 7 P.M. in the evening tomorrow.

(4) Ramesh ....(repair) his bicycle all the day tomorrow.

(5) Her brother..........(study) in this college next year positively.

(6) You........(complete) your work by the end of this month.

(7) By the end of next year I..........(finish) my project positively.

(8) The farmers...........(plough) all their fields before the monsoon reaches.

(9) We............(manufacture) remote controlled planes by the end of the next year.

(10) By next month, you...........(visit) all the famous lake of Udaipur.

(11) Rahul ....(practise) it for two months by January next.

(12) Sangita.......(teach) English for two years by March, 2006.

(13) Mr Prassana.....(work) in this hospital for three years by December 2006.

(14) We.........(serve) in this firm for three years by January 2007.

(15) I........(live) here for twenty years by November 2003.

34

Write the letter a, b, c, or d of the correct answer in brackets :

(1) My wife always .... in the evening.

    (a) cooks   (b) cook

    (c) has cooked   (d) is cooking   ( )

(2) I .... a coat because it is very cold today.

    (a) wears   (b) wear

    (c) am wearing   (d) have worn   ( )

(3) The sun rises in the east and......in the west.

    (a) is setting   (b) sets

    (c) set   (d) setting   ( )

(4) Look there, he .... after the thief.

    (a) running   (b) runs

    (c) run   (d) is running   ( )

(5) An iron ball .... on water.

    (a) not float   (b) does not float

    (c) not floats   (d) do not float   ( )

(6) Misha .... in class X.

    (a) is studying   (b) studies

    (c) study   (d) studying   ( )

(7) Where are you? I .... in the drawing room.

    (a) work   (b) working

    (c) am working   (d) works   ( )

(8) I .... depressed when I go for the interview.

    (a) felt   (b) am feeling

    (c) feels   (d) feel

                                                    ( )

(9) The wind .... very speedily tonight.

    (a) is blowing   (b) blowing

    (c) are blowing   (d) blow   ( )

(10) Are you .... an exercise on Present Tense now?

    (a) do   (b) does

    (c) doing   (d) did   ( )

(11) She will go out only when the rain ....

    (a) stops   (b) stop

    (c) is stopping   (d) stopped   ( )

35

Read the following sentences to find whether there is any error in any part :

(1) <u>I have come to</u> <u>know that</u> <u>his father has died</u> <u>three days ago</u>.
            a   b   c   d

(2) <u>When you will find</u> <u>out a solution</u> <u>to this problem</u> <u>you will be awarded a prize</u>.
            a   b   c   d

(3) <u>Before the alarm had stopped</u> <u>ringing</u> <u>Nisha had telephoned</u> <u>the police</u>.
                     a   b   c   d

(4) <u>This is</u> <u>the first time</u> <u>that I see such</u>   <u>an interesting movie.</u>
     a   b   c   d

(5) <u>Whenever he is coming</u> <u>here, he brings</u> <u>many</u>   <u>gifts for me.</u>
                 a   b   c   d

(6) <u>Now-a-days</u> <u>he teaches English</u> <u>because the teacher of English</u> <u>has gone for a month's leave.</u>
        a   b   c   d

(7) <u>"It is high time</u> <u>you are starting</u> <u>this business"</u> <u>said Ram to Mahesh.</u>
           a   b   c   d

(8) <u>I will let you know</u> <u>as soon as I</u>   <u>will get</u>   <u>any news in this regard.</u>
          a   b   c   d

(9) <u>When I will</u> <u>cross fifty, my</u> <u>wife will cross</u> <u>forty five.</u>
         a   b   c   d

(10) <u>The secret of his good health</u> <u>lies in the fact</u> <u>that he is getting up early</u> <u>and goes to bed early.</u>
                  a   b   c   d

36

Read the following sentences to find whether there is any error in any part :

(1) <u>The students sitting on the dais</u> <u>studied here</u> <u>for three years but</u> <u>they have never created any problem.</u>
                  a   b   c   d

(2) <u>A philogynist is a person</u> <u>who loves woman</u> <u>but a misogynist is a person</u> <u>who is hating woman.</u>
                a   b   c   d

(3) <u>It is appearing to me</u> <u>that you are</u> <u>trying to destabilise</u> <u>the present committee.</u>
              a   b   c   d

(4) <u>I have been knowing her</u> <u>for many years</u> <u>but I don't know</u> <u>where she works.</u>
               a   b   c   d

(5) <u>If he would have done this</u> <u>he would have done wrong</u> <u>and would have deceived</u> <u>many of his relatives.</u>
                 a   b   c   d

(6) <u>The victim tried to tell us</u> <u>what has happened</u> <u>but his words</u>   <u>were not audible.</u>
                a   b   c   d

(7) <u>I want you to</u> <u>pick up the box of eggs gently</u> <u>and kept it in</u> <u>the corner carefully.</u>
          a   b   c   d

(8) <u>She came to</u> <u>the party much</u>   <u>later than</u> <u>I expect.</u>   **[Bank Baroda PO]**
        a   b   c   d

(9) <u>I lived here</u> <u>for five years</u>   <u>so I know about the</u> <u>problems of this colony.</u>
          a   b   c   d

(10) <u>The chairman had not taken</u> <u>any decision until</u> <u>he had studied</u> <u>the case thoroughly.</u>
                  a   b   c   d

(11) <u>They got everything</u> <u>ready for the visitors</u> <u>long before</u> <u>they reached there.</u>
               a   b   c   d

(12) <u>He switched on</u> <u>the light before</u> <u>he entered</u> <u>the room.</u> <u>No error</u>
             a   b   c   d   e

(13) <u>I have been admiring</u> <u>her for the</u> <u>voice with which</u> <u>she is gifted.</u>
              a   b   c   d

(14) <u>He was with me</u> <u>till now</u> <u>so don't</u> <u>punish him for the delay</u>.
           a   b   c   d

(15) <u>Several survey reports</u> <u>indicate that</u> <u>the number of</u> <u>drug addicts is grown gradually</u>.
              a   b   c   d

(16) <u>"Here is coming up Bachchan!"</u>, <u>said he</u> <u>when he was</u> <u>waiting for him</u>.
                a   b   c   d

(17) <u>I could not recall</u> <u>when she has told me</u> <u>about her</u> <u>affair with Gopal</u>.
              a   b   c   d

(18) <u>Four and four</u> <u>always made eight</u> <u>cannot</u> <u>be questioned by anyone</u>.
              a   b   c   d

(19) <u>She hopes to</u> <u>become an engineer</u> <u>after she will complete</u> <u>her education</u>.
              a   b   c   d

37

Read the following sentences to find whether there is any error in any part :

(1) When you will find (a)/ a solution to this problem (b)/ you will be able (c)/ to get this project. (d)

(2) The teacher told us (a)/ that we should remain (b)/ in the hostel (c)/ if it rains. (d)

(3) I could not recall (a)/ what she has advised me (b)/ in this matter. (c)

(4) By this time tomorrow (a)/ she has had reached (b)/ there positively. (c)

(5) I will inform (a)/ you as soon as (b)/ I will get any news (c)/ about his health. (d)

(6) A recent survey (a)/ indicates (b)/ that the number of drug addicts (c)/ grew day by day. (d)

(7) Before the alarm (a)/ had stopped ringing (b)/ Reena had pulled up the shade. (c)

(8) If I was you (a)/ I would have told (b)/ the principal (c)/ to keep his mouth shut. (d)

(9) I want you (a)/ to pick up the box (b)/ of glasses gently (c)/ and kept it on the table carefully. (d)

(10) The victim tried (a)/ to tell us what has happened (b)/ but his words (c)/ were not audible. (d)

38

Read the following sentences to find whether there is any error in any part :

(1) It is appearing to me (a)/ that you are working against (b)/ your friends. (c)

(2) A misogynist is (a)/ a person who is hating woman (b)/ but a philogynist is a person (c)/ who loves woman. (d)

(3) The secret of his (a)/ good health lies (b)/ in the fact (c)/ that he is getting up before sunrise. (d)

(4) He said to me, (a)/ "It is high time (b)/ you are starting (c)/ this new business." (d)

(5) I came to know (a)/ that your father (b)/ has died (c)/ last month. (d)

(6) If we had Ramesh (a)/ in our team, we (b)/ would have won the match. (c)

(7) My friend said to me, (a)/"When have (b)/ you come here?" (c)

(8) I have been knowing (a)/ him for the last five years (b)/ but now I don't know (c)/ where he lives. (d)

(9) He lived here (a)/ since 1998, (b)/ so he knows everything (c)/ about this town. (d)

(10) I have been working (a)/ in this firm (b)/ for the last twenty years. (c)/No error (d)

39

(A) *Supply the correct tense forms of the verbs given in the brackets :*   **[RAS 1998]**

(i) When we (take) our exams, we'll have a holiday.

(ii) I (leave) these flowers at the hospital for you. I (go) there anyway to visit my cousin.

(iii) When I reached the school, the first bell (already go).

(iv) Only the wearer (know) where the shoe (pinch).

(v) He (play) the guitar outside her house when someone opened the window and (throw) out a bucket of water.

(vi) I wish you (tell) me you already (buy) the book.

(B) *Supply the correct tense forms of the verbs given in the brackets.*   **[RAS 1997]**

(i) I (not like) the dance last night.

(ii) Please sit here until my husband (come).

(iii) She (play) tennis since 4 O'clock.

(iv) My friend (not see) me for many years when I met him last week.

(C) *Supply the correct tense forms of the verbs given in the brackets :*   **[RAS 1994]**

(i) They (build) that bridge when I (be) here last year. They (not finish) it yet.

(ii) Lend me your rubber. I (make) a mistake and (wish) to rub it out.

(iii) I wish I (know) his name.

(iv) When the aeroplane landed, the pilot (find) that one of the wings (be damaged) by a shell.

(v) Look, a man (run) after the bus. He (want) to catch it.

(D) *Supply the correct tense forms of the verbs given in the brackets :*   **[RAS 1992]**

(i) If (be) a ghost. I (try) to frighten all the people I dislike.

(ii) He (know) her a long time before he finally (get) married to her.

(iii) What you (do) just now while I (wash) the dishes ?

(iv) I always (tell) you to comb your hair, but you never (do) what I say.

(v) I hope it (not rain) when the bride (leave) the church.

40

Fill in the blanks:

(A) *Supply the correct tense form of the verbs given in the brackets :*   **[RAS 1996]**

The city of Katagum .... (build) in the form of an oblong with the chief's house in the centre .... (look) like an old English castle. There .... (be) a high clay tower, with a wall around it about twenty feet high; inside the courtyard ....(be) small houses for women and servants. The chief himself and his soldiers .... (occupy) the upper part of the three storied tower in times of alarm and danger. All round the tower walls small holes .... (cut), through which archers could fire their arrows at an attacking enemy.

(B) *Supply the correct tense form of the verbs given in the brackets :*   **[RAS 1989]**

"The fire..... (look) very serious",....... (say) a young soldier, "But I wonder why they .... (not order) everyone to leave the building till the fire .... (to be extinguished)." Suddenly a great tongue of flame .... (shoot) out of a window on the fourth floor and the broken glass......(begin) to fall. I ....(look) at the soldier and he (look) at me. "Come on", he said "We......(go) to see what ....(happen) there".

(C) *Fill in the blanks :*   **[RAS 1989]**

When I .... home yesterday, I .... the noise of a fire engine and when I .... up, I .... that smoke was .... out of the fourth floor of a high rise building. I .... over to the place and .... a small group of people who all were ...... at the smoke and .... together in serious tones as if something really serious .... happened.

SOLUTIONS TEST YOURSELF *Exercises*

Solution TYE 01

(1) I eat a mango.
(2) We read daily.
(3) It rains.
(4) She works here.
(5) She wants to meet Ram.
(6) You go to the market.
(7) He does not take tea.
(8) I run very fast.
(9) She sings a song.
(10) Ram learns his lesson.
(11) He goes to college at 10 A.M. daily.
(12) They go to play at the field at 5 A.M. daily.
(13) Sita always helps the poor.
(14) Ramesh never tells a lie.
(15) The sun rises in the east and sets in the west.
(16) Do you know my name?
(17) The earth does not revolve round the moon.
(18) Sita learns a lesson daily.
(19) Ramesh flies kites.
(20) She does not wash clothes.

Solution TYE 02

(1) I write a letter.
(2) He goes to temple daily.
(3) Sita cries.
(4) He flies kites.
(5) He does not play.
(6) Do I write a letter?
(7) Does she swim?
(8) Does she go to school?
(9) Ram does not tell a lie.
(10) He never verifies the bills.

Solution TYE 03

(1) I am eating a mango.
(2) She is speaking the truth.
(3) Ramesh is playing football.
(4) Ram is telling a lie.
(5) She is reading.
(6) She is doing her work.
(7) He is going to Jaipur.
(8) Birds are flying.
(9) Are you playing ?
(10) The cool wind is blowing.
(11) It is drizzling.
(12) He is writing a letter to his friend .
(13) Sita is milking the cow.
(14) Ram is not waiting for me.
(15) Is she not going to market?
(16) He is writing a book now-a-days.
(17) He is abusing you.
(18) I am hearing.
(19) I see.
(20) He is teaching in the college.

Solution TYE 04

(1) You are playing.
(2) I am reading.
(3) They are reading.
(4) She is not swimming.
(5) Is it raining?
(6) Is she cooking?
(7) Is he playing?
(8) Are you coming?
(9) I am going to play.
(10) She is speaking.
(11) I see.
(12) I have a car.
(13) I understand.
(14) He knows me.
(15) He resembles his brother.

Solution TYE 05

(1) I have eaten a mango.
(2) They have gone.
(3) It has rained.
(4) The train has just arrived.
(5) It has just struck seven.
(6) I have written a letter.
(7) We have finished our work.
(8) The children have slept.
(9) He has played a lot.
(10) They have solved this problem.
(11) He has been ill since last Sunday.
(12) He has known me for five years.
(13) They have lived here for five years.
(14) Has he just come?
(15) He has not learnt his lesson.
(16) He has been to America.
(17) Has he gone to Delhi?
(18) Has Sita not washed clothes?
(19) I have learnt my lesson.
(20) The train has just arrived.

Solution TYE 06

(1) We have been playing since morning.
(2) I have been residing here for two years.
(3) He has been studying since 4 O'clock.
(4) He has been sleeping since morning.
(5) I have been securing first position for four years.
(6) I have not been taking food for many days.
(7) He has been laughing for many hours.
(8) He has been studying here since the year 2000.
(9) He has been solving the same question for two hours.
(10) He has been running since morning.
(11) I have been waiting for you since morning.
(12) It has been raining regularly since yesterday evening.
(13) It has been raining for four days.
(14) Have you not been waiting for Sita since yesterday?
(15) He has not been studying for two days.
(16) Has he not been preparing for this examination for four years?
(17) Ramesh has been playing football since 2 O'clock.
(18) My mother has been washing clothes for an hour.
(19) My father has been reading newspaper since 7 O'clock in the morning.
(20) I have been watching T.V. since evening.

Solution TYE 07

(1) He has gone to Jaipur.
(2) I have played.
(3) They arrived yesterday.
(4) Has he played a match?
(5) Ram has just gone.
(6) He has not taken food.
(7) He has been ill since Monday.
(8) I have been playing for two hours.
(9) He has been swimming since 2 O'clock.
(10) Has she been cooking for two hours?
(11) Have I not been playing for an hour?
(12) She has just arrived.
(13) Raju has been playing for three hours.
(14) I know him.
(15) They have not been reading for an hour.

Solution TYE 08

(1) I wrote a letter.
(2) I went to market.
(3) The teacher taught me yesterday.
(4) Ram wrote a poem.
(5) Sita did not sing a song.
(6) Did he go to Jaipur yesterday?
(7) Did the teacher punish you?
(8) He laughed at you.
(9) He stayed at Jaipur for a week.
(10) Did you go there yesterday?
(11) I wrote a letter yesterday.
(12) Sita washed the clothes.

(13) He cleaned the office yesterday.

(14) He woke up at 5 A.M. yesterday and studied for two hours.

(15) He telephoned me.

(16) Ram abused Shyam.

(17) Did he watch TV serial?

(18) Did Ram not come here yesterday? or Didn't Ram come here yesterday?

(19) Ram watched TV from 7 to 8 A.M. yesterday.

(20) We saw a movie yesterday.

Solution TYE 09

(1) Ram was playing football in the morning.   (2) You were going to the market yesterday.

(3) Rama was singing a song in the morning.   (4) Mummy was preparing our food.

(5) He was reading a book.   (6) He was telling a lie.

(7) The birds were flying in the sky.   (8) It was raining.

(9) Ram and Mohan were fighting.   (10) Mummy was sleeping at noon.

(11) When I reached there she was washing the clothes.

(12) While I was reading, my brother was watching TV.

(13) While it was raining, I was sleeping.   (14) Suresh was waiting for me.

(15) Ramesh was not telling a lie.   (16) Was Sita not swimming in the river?

(17) Was it not raining at 5 O'clock yesterday?

(18) Was Geeta not singing in the morning? or Wasn't Geeta singing in the morning?

(19) Ramesh was playing football, while I was working.

(20) My father was working in office at 5 O'clock yesterday.

Solution TYE 10

(1) He went to Jaipur.   (2) He went to Jaipur a short while ago.

(3) He did not go to Jaipur.   (4) Did he come yesterday?

(5) He did not open the door.   (6) He was not going.

(7) I was not doing that.   (8) You were making a noise.

(9) She did not ask me.   (10) Did he not remind you?

(11) Were you not playing?   (12) Weren't you writing?

(13) Wasn't I watching movie?   (14) Was she not cooking?

(15) Were they not playing football?

Solution TYE 11

(1) The train had departed before I reached the station.

(2) The patient had died before the doctor came.   (3) He had left before I reached there.

(4) I had reached the school before the bell rang.   (5) When I reached his house he had taken his food.

(6) The match had already started.   (7) He had already played with these toys.

(8) The thieves had fled before the police came.   (9) I had already seen this game.

(10) He had been ill for three days.   (11) Sita had already warned him.

(12) The peon had gone to his house before I reached the office.

(13) The bus had departed before Ram reached the bus stand.

(14) I had completed my studies before it struck seven.

(15) Sita had cooked before Ram reached home.

(16) He had not informed me before.   (17) Had he not warned you before?

(18) Had he been ill for five days?   (19) Kuku had not cooked food before I reached home.

(20) Had he died before you reached here?

Solution TYE 12

(1) Mohan had been studying since morning.   (2) She had been cooking the food since morning.

(3) Had Ram been playing for a long time?   (4) He had been writing a poem for two months.

(5) Vimla had been studying for two hours.   (6) Kamla had been doing this work since May.

(7) Your mother had been washing the clothes since morning.

(8) The boys had been making noise for two hours.

(9) You had been living in Jaipur since 2001.   (10) He had been weeping since morning.

Solution TYE 13

(1) I had known her for five years.   (2) If he had come to me, I would have helped him.

(3) If I had a pen, I would give you.   (4) She had not played.

(5) Ram told Sita that he had seen her photos.   (6) The train had departed before I reached the station.

(7) Had she warned you before?   (8) Ram had been waiting for me for two hours.

(9) Had Sita not been cooking since morning?   (10) Suresh had been writing a book for three months.

(11) It had been raining since last evening.

(12) He told that he had been writing a letter for the last one hour.

(13) Hadn't he been waiting for you for two hours?

(14) Maya had already informed me.

(15) Gita had not been waiting for you since January.

Solution TYE 14

(1) I shall go to market tomorrow.   (2) Vimla will cook the food.

(3) He will not do this work today.   (4) We shall eat mangoes today.

(5) He will go to Jaipur.   (6) He will write a letter.

(7) You will go to school tomorrow.   (8) I shall play football.

(9) We shall sleep at night.   (10) He will go for a walk today in the evening.

(11) He may come tomorrow.   (12) It may rain.

(13) Ram must come tomorrow.   (14) I shall not go to the market.

(15) Will he not take tea?   (16) Will Sita not write you letters?

(17) He will not play the match tomorrow.   (18) Will Harsh not study?

(19) Will you not repair this car?   (20) Will Sita not cook food?

Solution TYE 15

(1) I shall be writing a letter tomorrow at this time.

(2) My brother will be studying.   (3) We will be singing a song.

(4) He will be learning his lesson.   (5) Ram will be playing football.

(6) Mother will be cooking the food.   (7) Sita will be weeping.

(8) Will Vimla be dancing?   (9) We will be sleeping at night.

(10) Will the teacher be teaching at this time?   (11) Ram will be going to office.

(12) It will be raining at this time.

(13) We will be watching cricket match at Jaipur at this time tomorrow.

(14) Will he be playing?   (15) Will Sita be cooking the food?

(16) Will it not be raining at this time tomorrow?   (17) Harsh will be reading the newspaper.

(18) Maneesh will be going to Delhi.   (19) Will Maneesh be watching TV at this time?

(20) Will Sita be waiting for me?

Solution TYE 16

(1) Let me go there.   (2) We shall play a match.

(3) Will he not play?   (4)   If he comes, I shall go.

(5) He will be playing tomorrow.   (6) He will be staying here tomorrow.

(7) Ram will not be playing football.   (8) Won't he be going to market?

(9) Suchi is about to come.   (10) Won't you play?

Solution TYE 17

(1) I shall have finished this work by Tuesday.

(2) Ram will have finished his studies by 2006.

(3) The birds will have slept before the sun sets.

(4) He will have gone before I reach there.

(5) Mother will have cooked food before you go.

(6) The thieves will have fled before the police come.

(7) You will have reached your home by 8 O'clock.

(8) The train will have departed before I reach.

(9) The boys will have finished their match before you reach there.

(10) I shall have reached school by 7 O'clock.

(11) Ram will have studied for two hours by this time tomorrow.

(12) Ramesh will not have completed his project by 5 O' clock tomorrow.

(13) Will he have repaired TV by 5 O'clock?

(14) Ramesh will have completed his studies by 3 O'clock.

(15) The rain will have stopped before I reach home.

(16) The doctors will have gone before he reaches the hospital.

(17) He will not have completed his work by evening.

(18) Will he not have completed his work by evening?

(19) Will Ramesh not have completed his studies by 3 O'clock?

(20) I shall not have reached the office by 7 O'clock.

Solution TYE 18

(1) They will have been playing since morning.

(2) The boys will have been playing at the ground since 4 O'clock.

(3) The gardener will have been watering the plants since morning.

(4) Ram will have been learning his lesson for two hours.

(5) Mohan will have been sleeping since yesterday evening.

(6) The boys will have been making a noise since noon.

(7) You will have been studying for four days.

(8) They will have been wasting their time since 4 O'clock.

(9) The boys will have been playing cricket since 1 O'clock.

(10) The girls will have been cooking food for four hours.

(11) Will he have been flying kites since morning?

(12) He will have been cleaning the house for two hours.

(13) Sita will have been waiting for me for two hours by this time.

(14) Will she not have been praying for two hours?

(15) Ramesh will have been cleaning the car at least for two hours.

(16) She will not have been watching TV since 2 O'clock.

(17) Rajesh will have been living in this house for 15 years by the year 2009.

(18) Suresh will have been teaching in this college for four years by the year 2008.

(19) Sita will have been reading in this school for three years by the year 2007.

(20) Ramesh will have been studying for two hours at 5 O'clock tomorrow.

Solution TYE 19

(1) The students will have left the school before the Principal comes.

(2) The train will have arrived before I reach the station.

(3) He will have reached here before the sunsets.

(4) Will he have completed his work by tomorrow?

(5) Will he not have repaired the car by 7 P.M.?

(6) He will have been waiting for you for three days.

(7) Won't he have been waiting for you since morning?

(8) Ram will not have been playing at this time tomorrow.

(9) Will the girls have played the game by 7 P.M.?

(10) He will have finished the work by 8 P.M.

Solution TYE 20

(1) (b)	(2) (b)	(3) (a)	(4) (b)	(5) (c)	(6) (b)
(7) (a)	(8) (a)	(9) (c)	(10) (c)		

Solution TYE 21

(1) (c)	(2) (a)	(3) (c)	(4) (c)	(5) (c)	(6) (c)
(7) (c)	(8) (a)	(9) (b)	(10) (a)		

Solution TYE 22

(1) (b)	(2) (b)	(3) (a)	(4) (a)	(5) (c)	(6) (c)
(7) (c)	(8) (d)	(9) (c)	(10) (d)	(11) (b)	(12) (c)
(13) (a)	(14) (c)	(15) (c)	(16) (b)		

Solution TYE 23 (Present Tense)

(1) Manish has been playing since 4 O'clock.

(2) He goes for a walk at 6 O'clock daily in the morning.

(3) My father returns home from his office at 5 P.M.

(4) I study for an hour after getting up at 5 A.M.

(5) He goes to station daily at 6 O'clock.

(6) He has been reading the newspaper for an hour.

(7) Rajesh has returned from college.

(8) Mohan has gone to Jaipur.

  (9) Ramesh has gone to market.

(10) Pooja is going to Kolkata by train.

(11) I go for a walk for half an hour.

(12) He has been reading for two hours.

(13) I am reading.

(14) I am taking food.

(15) I am going to school.

(16) I am playing.

(17) I am going to bed.

(18) I have read.

(19) He has returned from school.

(20) He has slept.

(21) He goes to bed at 10 P.M.

(22) It has been raining since morning.

(23) It has been raining for two hours.

(24) Pooja is cooking.

(25) Ramesh is singing a song.

(26) Sita is going to college.

Solution TYE 24 (Present Tense)

  (1) change 'go' to 'goes'

  (2) change 'from' to 'since'

  (3) change 'is' to 'has been'

  (4) change 'have' to 'has'

  (5) change 'since' to 'for'

  (6) change 'goes' to 'go'

  (7) change 'do' to 'does'

  (8) change 'drink' to 'drinks'

  (9) change 'teachs' to 'teaches'

(10) change 'catchs' to 'catches'

(11) change 'flys' to 'flies'

(12) change 'takes' to 'take'

(13) change 'for' to 'since'

(14) change 'since' to 'for'

(15) change 'pass' to 'passes'

Solution TYE 25

  (1) He met with an accident yesterday.

  (2) We began our work.

  (3) I went to Mumbai last month.

  (4) We ate many fruits.

  (5) The postman delivered letters in the colony.

  (6) Rani sang a sweet song.

  (7) She read in Jaipur.

  (8) She abused me.

  (9) We used to go there.

(10) You played in that garden.

(11) They used to come to my home.

(12) We used to play cricket.

(13) You always scolded me.

(14) He drew water from the well.

(15) He forgot my name.

(16) We used to go to school.

(17) The mouse jumped on the lion.

(18) We used to bath in the river.

(19) The leaf fell from the tree.

(20) I slept very late at night.

(21) Rahul wept.

(22) You used to walk.

(23) You used to take exercise.

(24) He used to fight with me.

(25) I saw a mouse in the bushes.

(26) You drove the car very fast.

(27) He did his homework.

(28) The goat could run.

(29) You could come here.

(30) He gave me a gift.

(31) Siyaram plucked beautiful flowers.

(32) I gave him a pen.

(33) You called your servant.

(34) Seema took a test yesterday.

(35) Ram wrote a poem yesterday.

(36) Nisha went her home yesterday.

(37) I gave away prizes to the children.

(38) You ate to your hearts content.

Solution TYE 26

 (1) The students were working hard.   (2) She was cooking.

 (3) The gardener was watering the plants. (4) Sita was singing a very good song yesterday.

 (5) She was cleaning the utensils.   (6) We were making a noise.

 (7) My father was writing a letter.   (8) We were running in stadium.

 (9) The girls were writing the essay.   (10) The birds were flying in the sky.

(11) The cow was grazing in the field.   (12) You were cleaning the table.

(13) You were catching the thief.   (14) Boys were taking tea.

(15) The postman was bringing the letters. (16) They were closing the gate.

(17) I was going to school.   (18) I was abusing you.

(19) They were plucking flowers.   (20) We were eating ice-cream.

Solution TYE 27

 (1) The students had gone before the teacher came.

 (2) I had finished my work before you came.

 (3) The thief had gone out of the house before the police came.

 (4) The police reached there after the thief had gone.

 (5) Why had you not closed the door before you slept?

 (6) When did the mother give milk to the baby after it had wept ?

 (7) Why did you not come here before I had slept?

 (8) Why had you not gone from here after I slept?

 (9) Had the patient died before the doctor came ?

(10) Did the patient die after the doctor had gone?

Solution TYE 28 (Past Tense)

 (1) change 'were' to 'have been'   (2) change 'for' to 'since'

 (3) change 'gone' to 'went'   (4) change 'taught' to 'teaching'

 (5) change 'took' to 'taken'   (6) change 'since' to 'for'

 (7) change 'since' to 'for'   (8) insert 'had' after 'train'

 (9) change 'than' to 'before'   (10) change 'was' to 'were'

Solution TYE 29

 (1) Maneesh will come to Kanpur tomorrow. (2) Maneesh may come to college tomorrow.

 (3) He may be coming by train or by bus. (4) I shall read this book today.

 (5) I shall come here tomorrow.   (6) We shall go to Agra with you.

 (7) We shall help you.   (8) He must go to college tomorrow.

 (9) They will help you tomorrow.   (10) The peon will ring the bell.

(11) It will rain today.   (12) I can read and write English.

(13) He will be playing cricket with his friends at this time.

(14) My friend will have returned from Kanpur by 2 O'clock in the noon.

(15) Ram must be studying at this time.

Solution TYE 30

(1) She will have been playing since morning.   (2) He will have been learning computer for an year.

(3) He will not be reading at this time.   (4) She will be cooking at this time.

(5) They will be waiting for you at home.   (6) Our friends will be coming by evening train.

(7) She may be cooking at this time.   (8) He must be coming by train.

(9) He must be playing at this time.   (10) He may have gone to hospital.

(11) I shall have reached Alwar before seven.   (12) The peon will be ringing the bell.

(13) Those girls will be bathing in the river.   (14) Peacocks will be dancing on the roof.

(15) The baby will be crying again.

(16) The doctor will have left before I reach the hospital.

(17) The patient will have died before the doctor comes.

(18) I shall have retired in the year 2011.   (19) The train will have started before my father comes.

(20) I should complete this work immediately.

Solution TYE 31

(1) change 'will be' to 'will have been'   (2) change 'I' to 'us'

(3) change 'obeyed' to 'obey'   (4) change 'gone' to 'going'

(5) change 'will die' to 'will have died'   (6) change 'shall be' to 'shall have been'

(7) insert 'be' to after 'will'   (8) change 'played' to 'play'

(9) no change   (10) change 'should be' to 'will have'

Solution TYE 32

(1) have not arrived   (2) has gone

(3) has hurt   (4) has sold

(5) have played   (6) reached

(7) have completed   (8) have finished

(9) fell, flying   (10) has been raining

(11) fell, was walking   (12) slipped, was climbing

(13) went, were having   (14) rings

(15) have been living   (16) have been waiting

(17) reads   (18) bit, was passing

(19) was writing, entered   (20) climbed, heard

(21) had been taking   (22) had been playing

(23) had been trying   (24) had been putting

(25) had been suffering

Solution TYE 33

(1) will be going   (2) will be working

(3) will be watering   (4) will be repairing

(5) will be studying   (6) will have completed

(7) will have finished   (8) will have ploughed

(9) will have manufactured   (10) shall have visited

(11) will have been practising   (12) will have been teaching

(13) will have been working   (14) shall have been serving

(15) shall have been living

Solution TYE 34

(1) a,   (2) c,   (3) b,   (4) d,   (5) b,   (6) a,

(7) c,   (8) d,   (9) a,   (10) c,   (11) a.

Solution TYE 35

(1) (c) has died की जगह केवल died लिखा जाएगा। Present Perfect के साथ Past time के Adverb (यहाँ three days ago) का प्रयोग नहीं किया जाता है।

(2) (a) When के बाद will का प्रयोग नहीं किया जाएगा, जब main clause में भी will का प्रयोग किया गया हो। When you find out a solution .... लिखें।

(3) (a) Had stopped की अपेक्षा stopped ही लिखा जाएगा। Past Perfect में जो कार्य पहले होता है, उसके लिए Past Perfect एवं बाद में पूर्ण होने वाले कार्य के लिए Past Indefinite का प्रयोग किया जाता है।

(4) (c) I see की जगह I have seen लिखा जाएगा। ध्यान रखें निम्न expressions के साथ Present Perfect Tense प्रयोग किया जाता है।

 (a) This/that/ it is the first/second/third .... time/chance.

 (b) That/this/ it is the only ....

 (c) This/that/it is the best/worst/ finest/most interesting. जैसे :

      This is the first time that I have   heard her song/singing in public.

(5) (a) Whenever he comes here लिखा जाएगा। यह आदतन किया जाने वाला act है, जिसके लिए Present Indefinite का प्रयोग होगा।

(6) (b) he teaches की जगह he is teaching लिखा जाएगा। Temporary कार्य हेतु Present Continuous का प्रयोग होता है।

(7) (b) You started लिखा जाएगा। ध्यान रखें It is high time / It is time / I wish / If /As if इत्यादि के साथ सामान्यतया Past Indefinite का प्रयोग किया जाता है।

(8) (c) Will get की जगह 'get' ही आएगा। जब main clause में will का प्रयोग किया गया हो तो if/as soon as/when/before/as/in case etc के साथ Present Indefinite का प्रयोग होता है।

(9) (a) I will cross की जगह I cross ही आएगा। प्रश्न (8) का explanation देखें।

(10) (c) he is getting up की जगह he gets up होगा। आदतन किए जाने वाले कार्यों हेतु Present Indefinite का प्रयोग होता है।

Solution TYE 36

(1) (b) studied की जगह have studied होगा। sitting on the dais एवं have never created का प्रयोग यह व्यक्त करता है कि वाक्य को Present Tense में माना गया है।

(2) (d) Who is hating की जगह who hates लिखा जाएगा। Universal truth/eternal truth के लिए Present Indefinite का प्रयोग होता है।

(3) (a) It is appearing की जगह It appears लिखा जाएगा। यहाँ appear का प्रयोग seem के अर्थ में हुआ है अत: Present Continuous का प्रयोग नहीं किया जाएगा। Present Indefinite का प्रयोग किया जाएगा। Appear का प्रयोग यदि 'जनता' के सामने आने या प्रकाशित होने के सन्दर्भ में हो तो Continuous में इसका प्रयोग किया जा सकता है; जैसे:

 (a) His next novel is appearing this month.

 (b) Now an eminent author is appearing on the stage.

(4) (a) I have been knowing की जगह I have known लिखा जाएगा। know, verb का प्रयोग Continuous में नहीं किया जाता है!

(5) (a) If he had done this लिखा जाएगा। इस तरह के conditional वाक्यों का Structure निम्न होगा :

 It + subject + had + V-III ....would have + V-III

(6) (b) has happened की जगह had happened लिखा जाएगा। जब वाक्य में सब जगह Past Tense है, तो Present Perfect का प्रयोग गलत है।

(7) (c) Kept it की जगह keep it होगा। वाक्य में Past Tense का प्रयोग अनावश्यक किया गया है।

(8) (d) I expect की जगह I had expected आएगा। कार्य Past में हुआ है, अत: expect के साथ had expected (past to past) का प्रयोग होगा।

(9) (a) I lived की जगह I have lived होगा। सारा वाक्य Present Tense में है। एवं वाक्य का सन्दर्भ बताता है कि वह आज भी वहाँ रहता है।

(10) (a) The chairman did not take लिखा जाना चाहिए। जब वाक्य में एक clause had + V-3 का प्रयोग होता है तो दूसरे clause में Past Indefinite का प्रयोग होता है।

(11) (a) They got की जगह They had got लिखा जाएगा जब वाक्य में दो कार्य एक के बाद दूसरा पूर्ण होता है तो पहले पूर्ण होने वाले कार्य के लिए Past Perfect का प्रयोग किया जाता है।

(12) (e) No Error

(13) (a) I have been admiring की जगह I admire लिखा जाना चाहिए, क्योंकि know, admire, adore, trust, believe, rely, hope etc. का प्रयोग सामान्यतया Continuous में नहीं किया जाता है।

(14) (a) He was की जगह He has been लिखा जाएगा, क्योंकि till now, के साथ past का प्रयोग नहीं होता है।

(15) (d) Is grown की जगह is growing आएगा।

(16) (a) Here is coming की जगह Here comes लिखा जाएगा। Exclamatory वाक्यों में Present Indefinite का निम्न प्रकार से प्रयोग होता है :

Here comes the tram!   There works Sita!

(17) (b) She has told की जगह she had told लिखा जाना चाहिए। जब वाक्य में Past tense का प्रयोग हो तो Present Perfect का प्रयोग नहीं होगा।

(18) (b) made की जगह makes लिखें। Universal truth / mathematical calculations/historical facts हेतु Present Indefinite का प्रयोग किया जाता है।

(19) (C) She will complete की जगह she has completed लिखा जाना चाहिए। She hopes का प्रयोग Future अर्थ के लिए किया गया है चूँकि engineer बनने से पूर्व education पूर्ण करनी है अत: Present Perfect का प्रयोग होगा।
निम्न वाक्यों को देखें :
I'll come as soon as I have finished writing this letter.
I can't decide until I have discussed the matter with my wife.
I'll buy it for you when I have the money.

The Present and Present Perfect tense may indicate future time in temporal and conditional clause.

A.S Hornby (*Guide to Pattern and Usage in English page 98.*)

Solution TYE 37

(1) (a) 'will' को delete करें। When के बाद वाक्य में will का प्रयोग नहीं करते हैं। When, it, before, after, until के बाद will का प्रयोग नहीं किया जाता है।

(2) (d) if it rains की जगह if it rained होना चाहिए। जब Reporting verb, Past Tense में है, तो reported speech भी Past Tense में होगा।

(3) (b) she has की जगह she had होना चाहिए। Principal clause में Past की घटना है, तो subordinate clause में भी Past Tense ही आएगा।

(4) (b) has had reached की जगह will have reached होगा। यह Future Perfect का वाक्य है।

(5) (c) 'will' को delete करें। Conditional clauses में as soon as, when, after, before if, के बाद Future Tense का प्रयोग नहीं होता है।

(6) (d) grew की जगह is growing होगा। The sentence is in Present tense.

(7) (b) had stopped की जगह केवल stopped होगा; जैसे:
He had died before the doctor came. Conditional sentences में जो कार्य बाद में होता है, उसमें Past Indefinite Tense का प्रयोग होता है।

(8) (a) If I was की जगह If I were होगा इस तरह के conditional वाक्यों में 'were' का प्रयोग किया जाता है।

(9) (d) kept की keep होगा। जब सारा वाक्य Present Tense में है तो 'kept' लगाना गलत है।

(10) (b) What has happened की जगह What had happened होगा। जब वाक्य Past में है तो यहाँ Present Perfect का use करना गलत है।

Solution TYE 38

(1) (a) It is appearing की जगह It appears होना चाहिए। Appear एक verb of perception है, इसका प्रयोग Present Indefinite में होता है। अन्य verb of perceptions है; smell, see, hate etc.

(2) (b) is hating की जगह hates होगा। hate भी verb of emotion है, जिसका Continuous में प्रयोग नहीं किया जाता है।

(3) (d) he is getting up की जगह he gets up होगा। Present habit को बताने हेतु Present Indefinite का प्रयोग किया जाता है।

(4) (c) You are starting की जगह You started होना चाहिए।
It is high time, It is time, I wish, if , As if के साथ Past Indefinite का प्रयोग किया जाता है।

(5) (c) has died की जगह died आएगा। Past time के Adverbs (यहाँ last month, ago, last year) Present Perfect का प्रयोग नहीं होता है।

(6) (a) We had की जगह we had had होना चाहिए; जैसे
If he had come to me, I would have helped him.
If he had had in our group, we would have won the shield.

(7) (b) When have की जगह when did लिखा जाएगा। Past में किसी question हेतु when did का प्रयोग होता है।

(8) (a) I have been knowing की जगह I have known होगा। Know ,see, appear, believe आदि verbs का प्रयोग Continuous Tense में करना अनुचित है।

(9) (a) lived की जगह has been living होगा। वाक्य की संरचना से अभी भी उसका रहना जाहिर होता है।

(10) (d) वाक्य सही है।

Solution TYE : 39

(a) (i) have taken (ii) left, had gone (iii) had already gone (iv) knows, pinches (v) was playing, threw (vi) told, had already bought

(b) (i) did not like (ii) comes (iii) has been playing (iv) had not seen.

(c) (i) were building, was have not finished (ii) have made, wish (iii) knew (iv) found, had been damaged (v) is running, wants.

(d) (i) were, would try (ii) had known, got (iii) were you doing, was washing (iv) tell, do (v) won't rain, leaves.

Solution TYE 40

(a) was built, looking, was, were, occupied, (would occupy), were cut.

(b) is looking, said, are not ordering, is extinguished, shot, began, looked, looked, shall go, has happened (is happening).

(c) reached, heard, went, saw, coming, went, saw, grazing, talking, had.

SEQUENCE OF TENSE

वह नियम जो यह निर्धारित करते हैं कि किसी वाक्य में subordinate Clause की क्रिया (Verb) का Tense क्या होगा? अर्थात् यदि Principal Clause में verb का Tense : Present, Past या Future है, तो Subordinate Clause में कौन-सा Tense प्रयुक्त होना चाहिए, जिससे वाक्य संरचना सही हो। इसका निर्धारण, जिन सिद्धान्तों, नियमों के तहत किया जाता है, उन्हें Sequence of Tense के अन्तर्गत सम्मिलित किया गया है।

Rules

(1) यदि Principal Clause में क्रिया Past Tense में है, तो Subordinate Clause में भी क्रिया साधारणतया Past Tense में होती है।

Read the following sentences :

(a) My father assured me that he would buy a bike for me.
(b) He failed because he didn't work hard.
(c) He asked me what she was reading.
(d) I thought that I could win the race.
(e) Ram said that he would come on Monday.

Exceptions

(i) यदि Subordinate Clause में कोई Universal Truth, Mathematical Calculation, Historical Facts, Moral Guidelines हो, तो Subordinate Clause सामान्यतया Present Tense में आती है। जैसे :

(a) He said that the earth revolves round the sun.
(b) We learnt at school that the truth always triumphs.
(c) He said that two and two is four.
(d) Krishna told in 'Geeta' that life is not victory but battle.
(e) Ram said that man is mortal.
(f) I was happy to note that India is progressing.
(g) Newton discovered that the apple falls because of gravitational force of earth.

(ii) यदि Subordinate Clause किसी तुलना करने वाले Conjunction यथा than से शुरू हो, तो Subordinate Clause में verb किसी भी tense में हो सकती है। जैसे :

(a) He loved me more than he loved you.
(b) He loved me more than he loves you.
(c) He loved me more than he will love you.

(iii) लेकिन यदि Subordinate Clause एक adjective clause है, तो भी Subordinate Clause में verb किसी भी tense में हो सकती है। जैसे:

(a) I visited the place where accident took place.
(b) I visited the village where he lives.
(c) I visited the hotel where she will stay.

(2) यदि Principal Clause में verb, Present या Future Tense में है, तो Subordinate Clause में verb किसी भी Tense में हो सकती है। जैसे:

(a) He says that she passed the examination.
(b) He says that she will come tomorrow.
(c) Ram says that he likes that girl.
(d) Ram will say that Sita is a beautiful girl.
(e) Ram will say that he didn't like that girl.
(f) He will say that he will pass the examination positively.

Exceptions

(i) यदि Subordinate Clause if, till, as soon as, when, unless, before, until, even if, as इत्यादि से शुरू हो एवं Principal Clause में verb, Future में हो, तो Subordinate Clause में verb; Present Indefinite में आती है। जैसे:

(a) We shall not go to market if it rains.
(b) He will wait till she comes.
(c) We will start as soon as the taxi arrives.
(d) I shall ask him, when he meets me.
(e) I shall not go before he comes.
(f) I shall not help him unless he asks me.
(g) I shall help him even if he doesn't ask me.
(h) He will start as the taxi arrives.

(ii) यदि वाक्य if, when, unless, till, as etc. से शुरू हो, तो इनके साथ Present Indefinite का प्रयोग होगा तथा Principal Clause में Future का प्रयोग होगा। जैसे :

(a) If he comes, I shall accompany him.
(b) When he comes, I shall start.
(c) As the taxi arrives, we will start.
(d) Till he comes, we will wait here.
(e) Unless he requests me, I shall not help him.
(f) Until he comes, you should wait here.
(g) As he telephones, you should/must inform the police.

NOUN

किसी व्यक्ति, वस्तु, स्थान, गुण, कार्य या अवस्था के नाम को **Noun (संज्ञा)** कहा जाता है।
A noun is a word used as name of a person, place or thing. 'Thing' शब्द बहुत विस्तृत है, इसमें सभी चीजों का समावेश हो जाता है।

Types of Noun

Noun पाँच प्रकार के होते हैं :

1. **Proper Noun** (व्यक्तिवाचक): A proper noun refers to the name of a person, place or thing.
   जैसे: Ram, Alwar, Tom etc.
   In each of the following sentences, the proper nouns are highlighted:
   (a) Ram is my friend.   (b) I live at Alwar.
   (c) He is Tom.

2. **Common Noun** (जातिवाचक): A common noun is a noun referring to a person, place or thing in a general sense–usually, you should write it with a capital letter only when it begins a sentence.

   जैसे: King, boy, girl, city etc.
   In each of the following sentences, the common nouns are highlighted:
   (a) According to the **sign,** the nearest **town** is 80 km away from here.
   (b) All the **gardens** in the **neighbourhood** were invaded by **beetles** this **summer.**
   (c) The road **crew** was startled by the **sight** of three large **cats** crossing the **road.**

3. **Collective Noun** (समूहवाचक): A collective noun is the name of a group of persons or things taken together and spoken of as a whole, as unit. जैसे: Team, Committee, Army etc. सामान्यतया Collective Noun का प्रयोग Singular में होता है यदि इसका प्रयोग Plural में किया जाता है तो वह Common Noun बन जाता है।

   In each of the following sentences, the highlighted word is a collective noun:
   (a) The **flock** of geese spends most of its time in the pasture.
      The collective noun ''geese'' takes the singular verb ''spends.''
   (b) The **jury** is dining on take-out chicken tonight.
      In this example the collective noun ''jury'' is the subject of the singular compound verb ''is dining.''
   (c) The steering **committee** meets every Wednesday afternoon.
      Here the collective noun ''committee'' takes a singular verb, ''meets.''

4. Material Noun (पदार्थवाचक): A material noun is the name of metal or substance, of which thing are made of. जैसे: Silver, Iron, Wood etc.

The highlighted words in the following sentences are all material nouns

(a) The necklace is made of **gold.**

(b) She has purchased a tea set of **silver.**

(c) He got his furniture made of teak **wood.**

> **NOTE** *Material Nouns, Countable* नहीं होते हैं अर्थात् इनकी गिनती नहीं की जा सकती है। इन्हें मापा या तौला जा सकता है इनके साथ सामान्यतया *singular verb* का प्रयोग किया जाता है एवं इनके पहले *Article* का प्रयोग नहीं किया जाता है।

5. Abstract Noun (भाववाचक): Abstract noun in general refers, the name of quality, action or state. जैसे: Honesty, Bravery (quality), Hatred, Laughter (action), Poverty, Young (state). Art एवं Science जैसे: Physics, Chemistry, Music, Grammar इत्यादि भी Noun में शामिल किए जाते हैं।

> **NOTE** (a) *Abstract Noun*, ऐसे गुण, भाव, क्रिया एवं अवस्था को व्यक्त करता है जिन्हें *Physically Touch* नहीं किया जा सकता है, देखा नहीं जा सकता है, केवल महसूस किया जा सकता है।
> (b) *Abstract Noun* का प्रयोग सामान्यतया *Singular* में किया जाता है।

The highlighted words in the following sentences are all abstract nouns

(a) Buying the emergency lights was an **afterthought.**

(b) **Justice** often seems to slip out of our grasp.

(c) It is believed that **schizophrenia** is transmitted genetically.

Other Kinds of Noun

1. *Countable Nouns :* A countable noun is a noun with both a singular and a plural form, and it names anything (or anyone) that one can count.

In each of the following sentences, the highlighted words are countable nouns:

(a) We painted the **tables** red and the **chairs** blue.

(b) She found six silver **dollars** in the **toe** of a **sock.**

(c) The oak **tree** lost three **branches** in the **hurricane**.

2. *Non-Countable Nouns :* A non-countable noun is a noun which does not have a plural form, and which refers to something that one cannot usually count. A non-countable noun always takes a singular verb in a sentence. Non-countable nouns are similar to collective nouns, and are the opposite of countable nouns.

The highlighted words in the following sentences are non-countable nouns:

(a) J Priestly discovered **oxygen.**

The word ''oxygen'' cannot normally be made plural.

Since ''oxygen'' is a non-countable noun, it takes the singular verb ''is'' rather than the plural verb ''are.''

(b) They decided to sell the **furniture.**

We cannot make the noun''furniture'' plural.

(c) The **furniture** is heaped in the middle of the room.
   Since ''furniture'' is a non-countable noun, it takes a singular verb, ''is heaped.''

Some nouns are both non-countable and countable.

Sometimes a word that means one thing as a noncountable noun has a slightly different meaning as a countable noun. Remember, then, that the classifications count and noncount are not absolute.

Time is a good example.

1. Time is money.   2. One should not waste the time on trifles.
                                               Here use of **Time** is non-countable.

See the following examples:
(a) On his last visit to Disney world , he climbed Space mountain seven times.
(b) I have called her five times.   (c) Here time is used as countables.

Important Rules of Nouns

Rule 1

कुछ Nouns का प्रयोग हमेशा Plural form में ही रहता है। इन Nouns के अन्त में लगे 's' को हटाकर, इन्हें Singular नहीं बनाया जा सकता है। ये दिखनें में भी Plural लगते हैं, एवं इनका प्रयोग भी Plural की तरह होता है। ऐसे Nouns निम्न हैं:

Alms, amends, annals, archives, ashes, arrears, athletics, auspices, caves, species, scissors, trousers, pants, clippers, bellows, gallows, fangs, eyeglasses, goggles, belongings, breeches, bowels, braces, binoculars, customs, congratulations, dregs, earnings, entrails, embers, fetters, fireworks, lodgings, lees, odds, outskirts, particulars, proceeds, proceedings, regards, riches, remains, savings, shambles, shears, spectacles, surroundings, tidings, troops, tactics, thanks, tongs, vegetables, valuables, wages etc.

(a) Where are my pants?   (b) Where are the tongs?
(c) The proceeds were deposited in the court.   (d) All his assets were seised.
(e) He sees dissidents as the dregs of society.   (f) Alms were given to the beggars.
(g) The embers of the fire were still burning.
(h) He hated always to be the bearer of bad tidings.

'Means'-Singular यदि इसके साथ a या every का प्रयोग हो, या इसका प्रयोग 'way to an end' तरीका/रास्ता के अर्थ में किया जाए।

'Means'-Plural यदि इसका प्रयोग Income के अर्थ में किया जाए। जैसे :
   (a) My means were reduced substantially.
   (b) Every means is good if the end is good.

Rule 2

कुछ Nouns दिखने में Plural लगतें हैं लेकिन अर्थ में Singular होते हैं। इनका प्रयोग हमेशा Singular में ही होता है।
जैसे: News, Innings, Politics, Summons, Physics, Economics, Ethics, Mechanics, Mathematics, Mumps, Rickets, Billiards, Draughts, etc.

(a) No news is good news.   (c) Draughts is a good game.
(b) Economics is a good subject.   (d) Ethics demands honesty in working.

Rule 3

कुछ Nouns दिखने में Singular लगते हैं। लेकिन इनका प्रयोग हमेशा Plural में होता है। जैसे: cattle clergy, cavalry, infantry, poultry, peasantry, children, gentry, police etc. इनके साथ कभी भी 's' नहीं लगाया जाता, जैसे: cattles, childrens लिखना गलत है। क्योंकि ये Noun स्वयं में ही Plural हैं।

(a) Cattle are grazing in the field.   (b) Our infantry have marched forward.
(c) There are no gentry in the colony.   (d) Police have arrested the thieves.

Rule 4

कुछ Nouns का प्रयोग, केवल Singular form में ही किया जाता है। ये Uncountable Nouns हैं। इनके साथ Article A/An का प्रयोग भी नहीं किया जाता है। जैसे: Scenery, Poetry, Furniture, Advice, Information, Hair, Language, Business, Mischief, Bread, Stationery, Crockery, Luggage, Baggage, Postage, Knowledge, Wastage, Money, Jewellery, Breakage.

(a) The scenery of Darzeeling is very charming. (b) I have no information about her residence.
(c) He transported his furniture by train.   (d) The mischief committed by him is unpardonable.
(e) His hair is black.   (f) He has no knowledge of grammar.

(i) उक्त nouns को कभी भी s लगाकर pluralise नहीं किया जाता है। जैसे: Sceneries, informations, furnitures, hairs इत्यादि लिखना गलत है।

(ii) यदि उक्त Noun को Singular या Plural forms में बनाना आवश्यक हो तो, इनके साथ कुछ शब्द जोड़कर किया जा सकता है। जैसे:

   (a) He gave me a piece of information.
   (b) All pieces of information given by her were reliable.
   (c) Many kinds of furniture are available in that shop.
   (d) I want a few articles of jewellery.
   (e) He purchased some packets of bread.
   (f) Please show me some items of office stationery.

(iii) यदि Hair का प्रयोग Countable की तरह हो तो Hairs हो सकता है। जैसे: one hair, two hairs. I need your two grey hairs.

Rule 5

कुछ Nouns, Plural एवं Singular दोनों में एक ही रूप में रहते हैं। जैसे: deer, fish, crew, family, team, jury, carp, pike, trout, aircraft, counsel etc.

(a) Our team is the best.   (b) Our team are wearing their new uniform.
(c) The jury is considering its judgement. (d) The jury are considering their verdict.
(e) One fish is there in the pond.   (f) There are many fish in the pond.

Rule 6

कुछ Nouns जो अर्थ में तो Plural होते हैं, लेकिन यदि इनके पूर्व कोई निश्चित संख्यात्मक विशेषण (Definite numeral adjective) का प्रयोग किया जाता है, तो इन Nouns को Pluralise नहीं किया जाता है। जैसे: Pair, score, gross, stone, hundred, dozen, thousand, million, Billion etc.

(a) I have two pair of shoes.   (b) I have two hundred rupees only.
(c) She purchased three dozen pencils.   (d) He has already donated five thousand rupees.
(e) It is a three feet wall.   (f) It is five feet in width.

लेकिन यदि इनके साथ Indefinite countable का प्रयोग हो तो इन्हें Pluralise किया जाता है। जैसे: dozens of women, hundreds of people, millions of dollars, scores of shops, many pairs of shoes, thousands millions etc.

Rule 7

यदि किसी Noun के बाद Preposition आता है एवं फिर वही Noun आता है तो वह Noun Singular रहता है। जैसे:

(a) Town after town was devastated.   (b) Row upon row of pick marble looks beautiful.

(c) He enquired from door to door.   (d) Ship after ship is arriving.

इस तरह के वाक्यों में Towns after Towns, Rows upon Rows, doors to doors या ships after ships लिखना गलत है।

Rule 8

किसी वाक्य में Numeral Adjective के बाद a half, या a quarter आता है तो Noun को Numeral Adjective के बाद रखा जाता है। एवं फिर a half या a quarter लिखा जाता है। *जैसे:*

(a) He gave me one rupee and a half.

(b) She gave me two rupees and a quarter.

इन वाक्यों को निम्न प्रकार लिखा जाना गलत होगा। ध्यान दें

(a) He gave me one and a half rupees.   *(Incorrect)*

(b) She gave me two and a quarter rupees.   *(Incorrect)*

NOTE यदि *numeral adjective* एवं *fraction* को and से जोड़ा गया हो एवं वाक्य में *multiply* के अर्थ में प्रयुक्त हो तो noun का प्रयोग *Plural number* में *a half/ a quarter* के बाद होगा। जैसे :

(a) Two and a quarter times.   *(b)* One and a half times.

यहाँ वाक्य में multiply *किया गया है। अत: Noun 'times' Plural में a quarter / a half के बाद प्रयुक्त हुआ है।*

Rule 9

Common Gender Nouns जैसे: Teacher, student, child, clerk, advocate, worker, writer, author, leader, musician etc. ऐसे Nouns हैं जिनका प्रयोग male एवं female दोनों के लिए किया जाता है। इन्हें Dual Gender भी कहा जाता है। जब इस तरह के Noun का प्रयोग Singular में किया जाता है तो Third person, Singular Pronoun का एवं Masculine Gender (he/his/him) का प्रयोग सामान्य रूप से किया जाता है। जैसे:

(1) Every candidate should write his (her) name.

(2) Every person should perform his (her) duty.

(3) No one should abuse h1is (her) neighbour.

यहाँ विवाद का विषय यह है कि हम 'his' Masculine Gender का प्रयोग करें? 'her' का भी प्रयोग किया जाता है। इस सम्बंध में यदि legal matter हो तो his या her जो भी आवश्यक हो उसे स्पष्ट कर देना चाहिये। कुछ विद्वान यहाँ their का प्रयोग करके, इस विवाद का समाधान करना चाहते हैं जो कि उचित नहीं लगता है। अधिकांश विद्वानों ने यहाँ 'his' Masculine Gender का प्रयोग सही माना है।, अत: हमें Masculine Gender का प्रयोग करना चाहिए।

Rule 10

Common Gender के Nouns के पूर्व Lady का प्रयोग किया जाए या Woman का, यह भी एक रोचक बिन्दु है। सामान्य बोल–चाल में हम Lady Teacher, Lady Doctor कहते हैं। हिन्दी में महिला शिक्षक, महिला डॉक्टर शब्दों का ही प्रयोग किया जाता है न कि औरत शिक्षक,औरत डॉक्टर। भारत में हमने हिन्दी से अंग्रेजी बनाना सीखा है। अत: हम Woman की जगह Lady का प्रयोग करते हैं। विद्वानों के अनुसार Woman Teacher या Woman Doctor कहना Lady Teacher/ Lady Doctor से ज्यादा उपयुक्त एवं उचित है।

Rule 11

कुछ Nouns हमेशा Feminine Gender हेतु ही उपर्युक्त होते हैं। जैसे: blonde, maid, mid wife, coquette, virgin etc.

सामान्यतया Virgin का प्रयोग feminine gender में तथा bachelor का प्रयोग masculine gender में किया जाता है, लेकिन आजकल इनका प्रयोग दोनों genders में किया जा रहा है। जैसे:

(a) Ram is a bachelor.   (b) Sita is a bachelor.
(c) Rahim is a virgin.   (d) Rehana is a virgin.

Noun–Gender

Gender को चार भागों में विभाजित किया गया है:

1. **Masculine Gender** (पुल्लिंग): ऐसे Noun जो male sex को व्यक्त करते हैं, Masculine gender कहलाते हैं। जैसे: Tiger, Power, Violence, Father, Sun, Summer, Time, Thunder etc.

2. **Feminine Gender** (स्त्रीलिंग): ऐसे Noun जो Female sex को व्यक्त करते हैं, Feminine Gender कहलाते हैं। जैसे: Tigress, Woman, Lioness, Mother, Sister, Peace, Nature, arth, Goddess etc.

3. **Common Gender** (उभयलिंग): ऐसे Noun जो स्त्री एवं पुरुष दोनों के लिए प्रयुक्त होते हैं, Common Gender कहलाते हैं। जैसे: Child, Baby, Teacher, Servant, Student, Cousin, Infant, Thief, Neighbour etc.

4. **Neuter Gender** (नपुंसकलिंग): ऐसे Noun जो उन निर्जीव वस्तु को व्यक्त करते हैं, जो न male हैं और न ही female हैं, Neuter Gender कहलाते हैं, जैसे: Copy, Book, Room, Paper, TV, Box, etc.

Rules for Changing Masculine Noun to Feminine Noun

Rule 1

कुछ cases में Masculine Noun के बाद 'ess' लगाने से Feminine Noun बनाया जा सकता है। जैसे:

Masculine	Feminine	Masculine	Feminine
Author	Authoress	Baron	Baroness
Count	Countess	Giant	Giantess
Host	Hostess	Heir	Heiress
Jew	Jewess	Lion	Lioness
Mayor	Mayoress	Manager	Manageress
Peer	Peeress	Patron	Patroness
Poet	Poetess	Priest	Priestess
Prophet	Prophetess	Tailor	Tailoress
Tutor	Tutoress	Steward	Stewardess
Shepherd	Shepherdess	Postmaster	Postmistress

Rule 2

कुछ cases में Masculine Noun के अन्तिम vowel एवं उसके पहले आने वाले consonant को हटाकर 'ess' जोड़ने में भी Feminine Noun बन जाता है। जैसे:

Masculine	Feminine	Masculine	Feminine
Actor	Actress	Ambassador	Ambassadress
Benefactor	Benefactress	Director	Directress
Hunter	Huntress	Negro	Negress
Prince	Princess	Tiger	Tigress
Waiter	Waitress	Viscount	Viscountess

Rule 3

कुछ cases में Masculine Noun के शब्दों में कुछ change किया जाता है एवं अन्त में 'ess' लगाने पर भी Feminine Noun बन जाता है। जैसे:

Masculine	Feminine	Masculine	Feminine
Abbot	Abbess	Duke	Duchess
Emperor	Empress	God	Goddess
Governor	Governess	Master	Mistress
Marquis	Marchioness	Sorcer	Sorceress

Rule 4

कुछ cases में Compound Masculine Noun के first or second शब्द में कुछ change किया जाता है। जैसे:

Masculine	Feminine	Masculine	Feminine
Man-servant	Maid-servant	Milkman	Milkmaid
Doctor	Lady-Doctor	Peacock	Peahen
Washerman	Washerwoman	Landlord	Landlady
Buck-Rabbit	Doe-Rabbit	Father-in-law	Mother-in-law
Brother-in-law	Sister-in-law	Step-Father	Step-Mother
He-bear	She-bear	He-goat	She-goat
Bull-calf	Cow-calf	Cock-sparrow	Hen-sparrow
Jack-ass	Jenny-ass	Dog-wolf	Bitch-wolf
Tomcat	She-cat	Stepbrother	Stepsister
Headmaster	Headmistress	Grandson	Granddaughter

Rule 5

Foreign words एवं अन्य विविध शब्दों के Masculine एवं Feminine Gender नीचे दिए गए हैं। There is no rule for such words. As:

Masculine	Feminine	Masculine	Feminine
Administrator	Administratrix	Shepherd	Shepherdess
Beau	Belle	Czar	Czarina
Executor	Executrix	Hero	Heroine
Lad	Lass	Monsieur	Madam
Prosecutor	Prosecutrix	Signor	Signora
Sultan	Sultana	Testator	Testatrix
Viceroy	Vicereine	Bachelor	Maid
Boar	Sow	Boy	Girl
Brother	Sister	Cock	Hen
Colt	Filly	Drake	Duck
Dog	Bitch	Drone	Bee
Buck	Doe	Bull	Cow
Earl	Countess	Father	Mother
Friar	Nun	Bridegroom	Bride
Gander	Goose	Gentleman	Lady
Hart	Roe	He	She
Horse	Mare	Husband	Wife
King	Queen	Lord	Lady
Man	Woman	Male	Female

Mr	Miss	Nephew	Niece
Sheep	Ewe	Sir	Madam
Son	Daughter	Sire	Dame
Uncle	Aunt	Widower	Widow
Fox	Vixen	Wizard	Witch
Ox	Cow		

Noun–Number (Singular-Plural)

Singular Noun: इससे एक व्यक्ति, एक स्थान या एक वस्तु का बोध होता है, जैसे: Boy, Girl, Table.

Plural Noun: इससे एक से अधिक व्यक्ति, स्थान या वस्तुओं का बोध होता है, जैसे: Cities, Boys, Girls.

Changing Singular to Plural : Some Rules

Rule 1

कुछ Noun के अन्त में s लगाने से वह Plural बन जाता हैं, जैसे: Boy, Girl, Kite, Telephone etc.

Rule 2

जिन Noun के अन्त में s, ss, ch, sh, z या x आता है उनका plural बनाने के लिए अन्त में es जोड़ दिया जाता है। जैसे:

Singular	Plural	Singular	Plural
Bus	Buses	Class	Classes
Fox	Foxes	Church	Churches
Watch	Watches	Quiz	Quizzes
Switch	Switches	Tax	Taxes
Ass	Asses	Dish	Dishes
Canvas	Canvases	Box	Boxes
Fix	Fixes	Coach	Coaches

इसके कुछ Exceptions भी हैं। जैसे:

Singular	Plural	Singular	Plural
Stomach	Stomachs	Locus	Loci
Radius	Radii	Ox	Oxen

Rule 3

कुछ Noun के अन्त में 'o' आता है एवं उससे पूर्व कोई व्यंजन (consonant) हो तो, उसका Plural बनाने के लिए Noun के अन्त में es लगाते हैं। जैसे:

Singular	Plural	Singular	Plural
Hero	Heroes	Mango	Mangoes
Potato	Potatoes	Cargo	Cargoes
Mosquito	Mosquitoes	Echo	Echoes

इसके कुछ Exceptions भी हैं। जैसे:

Singular	Plural	Singular	Plural
Canto	Cantos	Piano	Pianos
Dynamo	Dynamos	Solo	Solos
Memento	Mememtos	Photo	Photos
Ratio	Ratios	Quarto	Quartos

Rule 4

यदि किसी Noun के अन्त में double vowel लगे हुए हों तो उसका Plural बनाने के लिए उसके अन्त में s लगा दिया जाता है। जैसे:

Singular	Plural	Singular	Plural
Bee	Bees	Radio	Radios
Tree	Trees	Woe	Woes
Zoo	Zoos	Portfolio	Portfolios

Rule 5

यदि Noun के अन्त में y आए एवं y से पूर्व कोई व्यंजन आता है, तो y की जगह ies लगाने से उसका Plural बन जाता है। जैसे:

Singular	Plural	Singular	Plural
Cry	Cries	City	Cities
Doll	Dolls	Bomb	Bombs
Country	Countries	Dictionary	Dictionaries
Family	Families	Lorry	Lorries
Pony	Ponies	Reply	Replies

Rule 6

यदि Noun के अन्त में y आए एवं y से पूर्व कोई Vowel आता है, तो s लगाने से उसका Plural बन जाता है। जैसे:

Singular	Plural	Singular	Plural
Key	Keys	Way	Ways
Donkey	Donkeys	Valley	Valleys
Ray	Rays	Toy	Toys
Monkey	Monkeys	Storey	Storeys

Rule 7

यदि Noun के अन्त में f या fe आए तो Plural बनाने के लिए f या fe को हटाकर ves लगाते हैं। जैसे:

Singular	Plural	Singular	Plural
Calf	Calves	Life	Lives
Half	Halves	Leaf	Leaves
Wife	Wives	Elf	Elves
Thief	Thieves	Knife	Knives
Wolf	Wolves	Shelf	Shelves

इसमें कुछ Exceptions भी हैं। जैसे:

Singular	Plural	Singular	Plural
Belief	Beliefs	Proof	Proofs
Chief	Chiefs	Roof	Roofs
Cliff	Cliffs	Safe	Safes
Dwarf	Dwarfs	Scarf	Scarfs
Grief	Griefs	Strife	Strifes
Gulf	Gulfs	Turf	Turfs

Rule 8

Compound Noun में मुख्य शब्द के साथ 's' लगाने पर उसका Plural बन जाता है। जैसे:

Singular	Plural	Singular	Plural
Brother-in-law	Brothers-in-law	Bed-room	Bed-rooms
Commander-in-chief	Commanders-in-chief	Step-daughter	Step-daughters
Maid-servant	Maid-servants	Pea-hen	Pea-hens
Peacock	Peacocks	Mother-in-law	Mothers-in-law
Sister-in-law	Sisters-in-law	Member of Parliament	Members of Parliament
**Man servant	Men servants	**Woman conductor	Women conductors
**Man nurse	Men nurses	**Woman engineer	Women engineers
*Man hater	Man haters	*Woman lover	Woman lovers
*Man lover	Man lovers		

Note the difference among the plurals of nouns with single star (*) and with double star (**)

Rule 9

निम्न आठ Nouns ऐसे हैं जिनका Plural बनाने के लिए Inside Vowels में परिवर्तन करते हैं। जैसे:

Singular	Plural	Singular	Plural
Man	Men	Mouse	Mice
Woman	Women	Louse	Lice
Foot	Feet	Goose	Geese
Tooth	Teeth	Dormouse	Dormice

Rule 10.

निम्नलिखित चार Nouns ऐसे हैं जिनका Plural बनाने के लिए en या ne जोड़ते हैं। जैसे:

Singular	Plural	Singular	Plural
Child	Children	Cow	Kine (Cows)
Ox	Oxen	Brother	Brethren

Rule 11.

कुछ Nouns के दो तरह के Plural बनते हैं जिनका अर्थ भी अलग होता है। जैसे:

(1) Brother   Brothers—Sons of the same parent.
                    Brethren—Members of a society or community.

(2) Cloth   Cloths—Unstitched cloth.
                    Clothes—Stitched clothes (Garments)

(3) Die   Dies—Stamps used for printing and coining.
                    Dice—Small cubes used in games.

(4) Index   Indexes—Tables of contents in a book.
                    Indices—Signs used in algebra.

Some Typical Plural Nouns (Number)

(A) **Latin words:** Latin के कुछ शब्द, जिनके अन्त में um आता है, एकवचन होते हैं। इनको Plural बनाने के लिए um हटाकर 'a' लगाया जाता है। जैसे:

Singular	Plural	Singular	Plural
Addendum	Addenda	Agendum	Agenda
Datum	Data	Dictum	Dicta
Ovum	Ova	Memorandum	Memoranda
Erratum	Errata	Stratum	Strata

आजकल *Agenda* एवं *Data* का प्रयोग *Singular* एवं *Plural* दोनों में किया जाने लगा है। जैसे:
(a) The agenda has been finalised.
(b) The agenda of the meeting are drawn today.
(c) The data is incomplete.
(d) More data are required.

Important

Latin के निम्न शब्दों पर ध्यान दें: इन शब्दों के पीछे भी 'um' आता है, लेकिन इनके Plural बनाने हेतु पीछे 's' लगाया जाता है। जैसे:

Singular	Plural	Singular	Plural
Asylum	Asylums	Forum	Forums
Museum	Museums	Pendulum	Pendulums
Premium	Permiums	Quorum	Quorums
Petroleum	Petroleums	Formula	Formulae/Formulas

Medium का प्रयोग जब means या agency के रूप में किया जाता है, तो इसका Plural-media होता है, लेकिन जब medium का प्रयोग Spiritual sense में किया गया हो तो इसका Plural, mediums होगा।

(B) कुछ Latin words के अन्त में us आता है। इनका plural 'us' को 'i' में बदलकर बनाया जाता है। जैसे:

Singular	Plural	Singular	Plural
Radius	Radii	Locus	Loci
Syllabus	Syllabi	Genius	Genii

(C) कुछ Greek शब्दों के अन्त में 'is' आता है। इनका Plural, 'is' को es में बदलकर बनाया जाता है। जैसे:

Singular	Plural	Singular	Plural
Analysis	Analyses	Basis	Bases
Crisis	Crises	Thesis	Theses
Hypothesis	Hypotheses	Parenthesis	Parentheses

(D) कुछ Greek शब्दों के अन्त में 'on' आता है। इनका Plural 'on' को 'a' में बदलने से बनता है। जैसे:

Singular	Plural	Singular	Plural
Phenomenon	Phenomena	Criterion	Criteria

(E) अन्य कई प्रकार के Nouns के Plural निम्न प्रकार बनते हैं:

Singular	Plural	Singular	Plural
If	Ifs	But	Buts
I	I's	T	T's
5	5s	10	10s
P	P's	MP	MPs
BA	BAs	MA	MAs
ATM	ATMs	UPC	UPCs

(F) कुछ Nouns का Singular में अर्थ, Plural form के साथ पूर्णतया अलग होता है, अत: इनका प्रयोग सावधानीपूर्वक करना चाहिए। जैसे:

Singular	Plural	Singular	Plural
Air (हवा)	Airs (दिखावटी)	Alphabet (वर्णमाला)	Alphabets (भाषाएँ)
Compass (सीमा)	Compasses (एक यन्त्र)	Manner (तरीका)	Manners (व्यवहार)
Number (संख्या)	Numbers (मात्राएँ)	Pain (तकलीफ)	Pains (प्रयत्न)
Physic (दवा)	Physics (भौतिकी)	Premise (प्रस्तावना)	Premises (भवन)
Quarter (चौथाई भाग)	Quarters (छोटे मकान)	Iron (लोहा)	Irons (जंजीरें)
Return (वापसी)	Returns (हिसाब, आय)	Effect (प्रभाव)	Effects (सामान)
Force (शक्ति)	Forces (सेना)	Good (अच्छा)	Goods (सामान)
Sand (बालू)	Sands (रेगिस्तान)	Water (पानी)	Waters (समुद्र)
Wood (लकड़ी)	Woods (जंगल)	Ground (जमीन)	Grounds (कारण)
Abuse (दुरुपयोग)	Abuses (कुरीतियाँ)	Advice (सलाह)	Advices (सूचनाएँ)

Use of Apostrophe with's

(A) Apostrophe का उपयोग Possessive case के लिए निम्न स्थिति में करना ही उचित है। जैसे:

(1) Living things

    (a) Mohan's book
    (b) a cow's horn
    (c) a woman's purse

(2) Thing personified as

    (a) week's holiday
    (b) earth's surface

(3) Space time or weight as

    (a) a day's leave
    (b) well's water
    (c) a pound's weight

(4) Certain dignified objects as

    (a) the court's orders
    (b) at duty's call
    (c) a razor's edge
    (d) a needle's point

(5) Familiar phrases as

    (a) at his wit's end
    (b) at a stone's throw

अन्य cases में apostrophe को avoid करना उचित होगा।

(B) यदि Plural शब्द का अन्तिम शब्द 's' है तो apostrophe का प्रयोग करते समय 's' नहीं लगाते हैं, केवल (') apostrophe का ही प्रयोग करते हैं। जैसे:

(1) Horses' tail.

(2) Boys' college.

(3) Girls' school.

(4) Working girls' hostel.

Words with hissing sound of s में भी s नहीं लगता है।

for peace' sake, for conscience' sake, for goodness' sake, for Jesus' sake

(C) कुछ शब्द his, hers, yours, mine, ours, its, theirs के साथ apostrophe नहीं लगाते हैं, जैसे : Yours faithfully, Yours truly, Ours garden , his pen, hers purse, theirs room.

(D) निम्न titles के साथ apostrophe अन्तिम शब्द के साथ ही लगाते हैं। जैसे:

(a) Governor-general's instructions.   (b) Commander-in-chief's orders.

(c) My son-in-law's sister.   (d) Ram and Sons's shop.

(E)   Do not use 'Double apostrophe': We should try to avoid double apostrophe in a sentence:

(a) My wife's secretary's mother has expired.

इसकी जगह हमें लिखना चाहिए।

The mother of my wife's secretary has expired.

(b) Mrs Kuwrani's now chairperson of society's proposal was rejected .   *Incorrect*

The proposal of Mrs Kuwrani, now chairperson of society was rejected.   *Correct*

(F) Anybody/Nobody/Everybody/Somebody/Anyone/Someone/No one/Everyone के साथ   Apostrophe 's' का प्रयोग किया जाता है। जैसे:

(a) Everyone's concern is no one's concern.

(b) Everybody's business is nobody's business.

यदि इनके बाद else प्रयोग हो तो apostrophe को else के साथ लगाते हैं। जैसे:

(a) I can rely on your words, not somebody else's.

(b) I obey your orders and nobody else's.

(यहाँ Somebody's else या Nodody's else लिखना गलत होगा।)

Functions of Noun - Case

Noun द्वारा वाक्य में किए गए कार्यों को हम छ: भागों में विभाजित कर सकते हैं:

(1) Subject of the verb   (2) Object of the verb

(3) Complement of the verb   (4) Possessivity

(5) Apposition to a noun   (6) Nominative of address

Noun द्वारा वाक्य में किए गए कार्यों के आधार पर noun के cases को define किया गया है। ये cases हैं:

1. Nominative case   2. Objective case

3. Possessive case   4. Complement of the verb

5. Case in apposition   6. Nominative of address

7. Nominative absolute

(1) Nominative Case: जब noun का प्रयोग वाक्य में subject की तरह होता है, तो वह noun, nominative case में होता है अर्थात् वाक्य में noun जब verb के साथ subject का कार्य करता है, तो वह noun, nominative case में प्रयुक्त होता है।

When a noun is used as subject of the verb in a sentence, it is in nominative case.

Read the following sentences:

(a) Ram writes an essay.   (b) Sarla reads a novel.

(c) Rahim is playing chess.   (d) The thief has ran away.

वाक्य 1, 2, 3, 4 में Ram, Sarla, Rahim, एवं Thief (Nouns) क्रमश: verbs; writes, reads, playing, ran के subject की तरह प्रयुक्त हुए हैं। अत: यह सभी nominative case में हैं।

(2) Objective Case: जब noun का प्रयोग वाक्य में verb के object की तरह होता है, तो वह noun, objective case में प्रयुक्त हुए है।

When a noun is used as an object of the verb in a sentence it is in objective case.

Read the following sentences:

(a) He eats an <u>apple.</u>   (b) She plays <u>football</u>.

(c) I write a <u>letter.</u>   (d) Shyam cooks <u>food.</u>

उपरोक्त वाक्यों में सभी underlined words (noun), verbs के object की तरह प्रयुक्त हुए हैं अत: इन्हें (nouns) objective case में प्रयुक्त होना कहा जाता है।

Two objects in a sentence (Direct and Indirect objects)

कई वाक्यों में दो object होते हैं:

(a) He gave me an umbrella.   (b) She gave you a pen.   (c) Rahim brought a cream for her.

उपरोक्त वाक्यों में दो object हैं। Living noun, indirect object तथा non-living noun, direct object कहलाते हैं। In above sentences; me, you, her are indirect objects and umbrella, pen and cream are direct (non-living) objects.

Direct Object की जानकारी के लिए verb से what प्रश्न करने पर जो उत्तर प्राप्त होता है वह direct object तथा Indirect object की जानकारी के लिए verb से whom प्रश्न करने पर जो उत्तर आता है वह indirect object है।

(3) Possessive Case : एक वाक्य में एक noun का दूसरे noun पर हक या Relation स्थापित करने के लिए प्रयोग होता है, तो noun के साथ apostrophe का प्रयोग किया जाता है। जिस noun, के साथ apostrophe का प्रयोग होता है, वह noun, possessive case में प्रयुक्त होती है। *जैसे:*

(a) Ramesh's wife.   (b) Rahim's seat.

(c) Sarla's mother.   (d) Mira's saree.

उपरोक्त वाक्यों में nouns का प्रयोग अन्य सम्बन्धित nouns के साथ possessive case में हुआ है।

यदि उक्त वाक्यों में से underlined words (nouns) teachers, engineer, sad doctor को हटा दिया जाए तो सभी वाक्य, 'अर्थहीन' (meaningless) हो जाएँगे। शेष वाक्य का कोई अर्थ ही नहीं निकलेगा। चूँकि teacher, engineer, sad, doctor से वाक्य पूर्ण (complete) होगा, इन वाक्यों को पूर्णता मिलेगी अत: इन noun को complement of the verb कहा जाता है। complements साधारणतया is, am, are, was, were, appear, look, seem, become, choose, grow, make, taste आदि क्रियाओं के बाद प्रयुक्त होते हैं।

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(4) Complement of the Verb : निम्न वाक्यों पर ध्यान दें:

(a) She is a <u>teacher.</u>   (b) You are an <u>engineer</u>.

(c) He is <u>sad.</u>   (d) She became a <u>doctor</u>.

Subjective Complements and Objective Complements

Subjective Complements

Read the following sentences:

(a) Shyam became a doctor.   (b) Ram became an engineer.

(c) Jairam appears happy.   (d) She seems sad.

उपरोक्त वाक्यों में doctor, engineer, happy, sad सभी complements हैं, जो वाक्य के कर्ता (subject) को पूर्णता प्रदान करते हैं अत: ये subjective complements कहलाते हैं।

Objective Complements:

Read the following sentences:

(a) We made Ramesh monitor.   (b) I consider him trustworthy.

(c) Her parents called her 'Chinkoo'.   (d) He was elected M. P.

उपरोक्त वाक्यों में monitor, trustworthy, Chinkoo, M.P. सभी complements हैं, जो कि सम्बन्धित verbs के Object की तरह प्रयुक्त हुए हैं। इन्हें objective complements कहा जाता है।

(5) Case in Apposition: Apposition का अर्थ होता है having near अर्थात् पास-पास रखना।

Read the following sentences:

(a) Ram, his brother, is an honest man.

(b) Harish, his son, is a naughty boy.

(c) Sita, her daughter, is a beautiful girl.

जब दो nouns एक ही व्यक्ति या वस्तु को बताते हैं अर्थात् दोनों noun एक ही व्यक्ति के बारे में स्पष्ट करते हैं। बाद वाला noun पहले वाले noun का case in apposition कहलाता है। उक्त वाक्यों में his brother, his son, her daughter सभी मुख्य कर्ता [Ram, Harish, Sita (main subject)]   को स्पष्ट करते हैं।

अत: ये सम्बन्धित noun (Ram, Harish, Sita) के case in apposition हैं।

Apposition: If two nouns referring to the same person or thing are in apposition, one is placed immediately after the other, with no conjunction joining them, as in 'Her father, Naresh Chandra, left home three months ago.'

(6) Nominative of address:

Read the following sentences:

(a) Boys, don't make a noise.   (b) Harish, wait for me.

(c) Suresh, go to Jaipur.   (d) Rahul, come here.

उपरोक्त वाक्यों में Boys, Harish, Suresh, Rahul को सम्बोधित (Addressed) किया गया है। Nouns के इस प्रकार के प्रयोग को nominative of address कहा जाता है अर्थात् जो noun किसी व्यक्ति या वस्तु को सम्बोधित करने के लिए प्रयुक्त हो वह nominative of address की तरह प्रयुक्त होता है।

(7) Nominative Absolute:

Read the following sentences:

(a) God willing, we shall have good harvest this time.

(b) The sea being smooth, we went for a sail.

(c) Weather premitting, we shall go to Simla.

उक्त वाक्यों में God, weather; Nouns का प्रयोग nominative case में हुआ है। ये शब्द मुख्य वाक्य से present participle द्वारा जोड़े गए हैं। Nouns के इस तरह के कार्य को nominative absolute कहा जाता है।

TEST YOURSELF *Exercises*

01.

Correct the following sentences :

   1. Her hairs are curly.   **2.** Our elders gave us many advices.
   3. I have many work to do.   **4.** Sita has sold all her furnitures.
   5. She gave me informations about this bank.
   6. The sceneries of Himachal Pradesh are very charming.
   7. The peoples are hard working.
   8. The cattles are grazing in the field.
   9. I want a paper.
  10. I bring fruits and vegetables from the market.
  11. You must continue your study.
  12. These news are false.
  13. They go to Agra during the summer vacations.
  14. Her spectacle is very nice.
  15. She has a twenty rupees note.

02.

Correct the following sentences :

   1. He got only passing marks.   **2.** Ram was true to his words
   3. Ten miles are a long distance.   **4.** They want two dozens apple
   5. I want two pairs of white shoes.   **6.** Rahul has finished two third of his work.
   7. The chair's legs are broken.   **8.** Good night, I am so glad to meet you.
   9. There is no space in the car.   **10.** We should help the poors.
  11. She left for Delhi by 8:30 O'clock bus.   **12.** One of his son is a teacher.
  13. Amazing stories are an interesting book.   **14.** This is my son's in law house.

03.

Correct the following sentences :

   1. I brought my furnitures by goods train.   **2.** I saw two beautiful fishes in the pond.
   3. Thomson's poetries are very charming.   **4.** Is your scissors dull?
   5. Light travel faster than sound.   **6.** All the furnitures of my house have been stolen.
   7. A poet and writer are dead.   **8.** The committee was divided on this issue.
   9. Mathematics are not a difficult subject.   **10.** My sympathies are always with the poor.
  11. The mother both carried her son and daughter from the burning house .
  12. My sister serves in boy's school.
  13. Rohan's and Mohan's house is very far from here.
  14. There are many news published in local paper.
  15. The teacher has taught the alphabets.

04.

Correct the following sentences :

1. Please reply your's faithfully.
2. I go for a two miles walk daily.
3. She loves either you or I.
4. There are four breads in the kitchen.
5. One should not hate the poors.
6. The magistrate passed order of his release.
7. She has committed not one but many mischiefs.
8. The first inning is going to over now.
9. There is no place in this compartment.
10. He bought some stationeries.
11. My mother's brother's son has come.
12. There are a few peoples who are really honest.
13. Give me ten pices.
14. There were no gentries in that function.

05.

Correct the following sentences :

1. He is a sixty years old man.
2. A five men committee had a three hours meeting yesterday.
3. An all parties meeting was called to consider the drought situation in the country.
4. There is two ways traffic here, so no problem of traffic blockage.
5. How can our country accept the two nations theory?
6. He has gone to market to purchase vegetable.
7. He said, "Riches has wings".
8. I asked him where was his spectacles.
9. She said that she was suffering from measle.
10. She said, "Please give him an alm".

06.

Correct the following sentences :

1. Shelly's poetries are great.
2. I saw beautiful sceneries in Kashmir last year.
3. He has purchased new machineries.
4. He said, "He has purchased very costly crockeries".
5. There were very heavy traffics on the road.
6. She has bought very beautiful furnitures.
7. He gave me many informations.
8. I am going to purchase some stationeries.
9. Ram said, "The hair of Sita are black".
10. This house is made of bricks and stones.

07.

Correct the following sentences :

1. Cities after cities were destroyed by the army.
2. Hours after hours were passed, but she didn't turn up.
3. Ram said, "I beg from doors to doors daily."
4. Ships after ships were sailing by those days.
5. Rows upon rows of pink marble are soothing to the eyes.
6. I gave her three and a half apples.
7. The meeting was held for three and a quarter hours.
8. The length of this hall is three times and a half to that hall.
9. His salary is two times and a half to that of mine.
10. I have two and a half rupees only.

08.

Correct the following sentences :

1. What the peoples think, I can't say?
2. Who owns these poultries?
3. He is my cousin brother.
4. How many 3s are there in 31313?
5. How many cattles you have?
6. I have only ten five rupees's notes.
7. He has written a nice poetry.
8. Today I have received two month's wages.
9. What is this book's price?
10. There are only two females in the garden.

Spotting Errors (Noun)

09.

Read the following sentences to find whether there is any error in any part :

1. He acted not (a)/ as per my advice (b)/ but somebody else. (c)
2. Pakistan's problems (a)/are also as (b)/serious as (c)/that of India. (d)
3. When I reached (a)/at the gate of his (b)/house I found his (c)/locking up the gate. (d)
4. Many of the question (a)/appeared in this question paper (b)/are too difficult (c)/to solve. (d)
5. I visited (a)/Ram's and Sita's house (b)/and found the couple missing. (c)
6. All the girls students (a)/are advised to (b)/ attend the meeting positively. (c)
7. She gave me (a)/two important informations (b)/I had been waiting for (c)/the last two months. (d)
8. The English teacher (a)/gave him a home work (b)/to complete that (c)/by night positively. (d)
9. She could not complete (a)/even the two third (b)/of the book (c)/owing to her busy schedule. (d)
10. All the woman teachers (a)/are agitating (b)/against the haughty attitude (c)/of the Principal. (d)
11. He informed that (a)/he had lost a packet (b)/of the hundred (c)/rupees notes. (d)
12. He has ordered (a)/bricks for the proposed (b)/shopping complex. (c)
13. She has ordered (a)/two dozens of copies (b)/of English Book by Mr Gupta. (c)
14. She uses a good (a)/quality of shampoo (b)/so her hairs are (c)/black. (d)
15. I known nothing (a)/about her (b)/ whereabout. (c)

SOLUTIONS **TEST YOURSELF** *Exercises*

Solution TYE 01

1. Her hair is curly.
2. Our elders gave us many pieces of advice.
3. I have much work to do.
4. Sita has sold all her furniture.
5. She gave me information about this bank.
6. The scenery of Himachal Pradesh is very charming.
7. The people are hard working.
8. The cattle are grazing in the field.
9. I want a piece of paper.
10. I bring fruit and vegetables from the market.
11. You must continue your studies.
12. This news is false.
13. They go to Agra during the summer vacation.
14. Her spectacles are very nice.
15. She has a twenty rupee note.

Solution TYE 02

1. He got only pass marks .
2. Ram was true to his word.
3. Ten miles is long distance.
4. They want two dozen apples.
5. I want two pair of white shoes.
6. Rahul has finished two thirds of his work.
7. The legs of the chair are broken.
8. Good evening, I am so glad to meet you.
9. There is no room in the car.
10. We should help the poor.
11. She left for Delhi by 8 : 30 bus.
12. One of his sons is a teacher.
13. Amazing stories is an interesting book.
14. This is my son -in-law's house.

Solution TYE 03

1. I brought my furniture by goods train.
2. I saw two beautiful fish in the pond.
3. Thomson's poetry is very charming.
4. Are your scissors dull?
5. Light travels faster than sound.
6. All the furniture of my house have been stolen.
7. A poet and writer is dead.
8. The committee were divided on this issue.
9. Mathematics is not a difficult subject.
10. My sympathy is always with the poor.
11. The mother carried both her son and daughter from the burning house.
12. My sister serves in boys' school.
13. Rohan and Mohan's house is very far from here.
14. There are many items of news published in the local paper.
15. The teacher has taught the letters of alphabet.

Solution TYE 04

1. Please reply, yours faithfully.
2. I go for a two mile walk daily.
3. She loves either you or me.
4. There are four pieces of bread in the kitchen.
5. One should not hate the poor.
6. The magistrate passed orders of his release.
7. She has committed not one but many acts of mischief.
8. The first inning is going to be over now.
9. There is no room in this compartment.
10. He bought some stationery.
11. The son of my mother's brother has come.
12. There are few people, who are really honest.
13. Give me ten pice.
14. There were no gentry in that function.

Solution TYE 05

1. He is a sixty year old man.
2. A five man committee had a three hour meeting yesterday.
3. An all party meeting was called to consider the drought situation in the country.
4. There is two way traffic here so no problem of traffic blockage.
5. How can our country accept the two nation theory.
6. He has gone to market to purchase vegetables.
7. He said, "Riches have wings."
8. I asked him where were his spectacles.
9. She said that she was suffering from measles.
10. She said, "Please give him alms."

(A) वाक्य संख्या (1) से (5) तक में compound word मे noun, adjective की तरह कार्य कर रहा है। अत: noun, singular ही रहेगा noun का pluralise करना गलत है।

(B) वाक्य संख्या (6) से (10) में प्रयुक्त noun हमेशा plural में ही प्रयुक्त होते हैं एवं इनके साथ plural verb का ही प्रयोग होता है। इनके साथ लगा 's' हटाना गलत है।

Such nouns are: annals, ashes, arrears, athletics, auspices, bellows, breeches, belongings bowels, braces, binoculars, billiards,brains, customs, scissors, stairs, surrounding, trousers, tongs, tactics, thanks, cards, congratulations, caves, earnings, mumps, measles, proceeds, proceedings, glasses, greens, lodgings, wages, valuables etc.

Solution TYE 06

1. Shelly's poetry is great.
2. I saw beautiful scenery in Kashmir last year.
3. He has purchased new machinery.
4. He said, "He has purchased very costly crockery."
5. There was very heavy traffic on the road.
6. She has bought very beautiful furniture.
7. He gave me a lot of information.
8. I am going to purchase some stationery.
9. Ram said, "The hair of Sita is black."
10. This house is made of brick and stone.

 उक्त वाक्यों में प्रयुक्त noun हमेशा singular ही रहते हैं। इनको pluralise नहीं किया जाता है। इस तरह के nouns हैं: Peotry, scenery, machinery, drapery, stationery, jewellery, sultery, crockery, luggage, baggage, knowledge, postatge, breakage, haltage, wastage, percentage, polish, foolish, dust, furniture, traffic, coffee, money, music rabbish, dirt, information etc.

Solution TYE 07

1. City after city was destroyed by the army.
2. Hour after hour was passed but she didn't turn up.
3. Ram said , "I beg from door to door daily."
4. Ship after ship was sailing by those days.
5. Row upon row of pink marble is soothing to the eyes.
6. I gave her three apples and a half.
7. The meeting was held for a three hours and a quarter.
8. The length of this hall is three and a half times to that hall.
9. His salary is two and a half times to that of mine.
10. I have two rupees and a half only.

 (A) वाक्य 1 से 5 तक में upon/after के पहले एवं बाद में आने वाले noun को pluralise करने की गलती की गई है। ध्यान रखें upon/after के पहले एवं बाद में repeated noun सदा singular में आते हैं।

(B) जब Numeral adjective के साथ fraction को जोड़कर, गुणा (Multiply) करने के सन्दर्भ में प्रयोग होता है तो वह noun, plural number में a half या a quarter के बाद लगता है। जैसा वाक्य 8 एवं 9 से स्पष्ट है। लेकिन अन्य स्थिति में noun, numeral adjective के साथ लगाया जाता है न कि half एवं a quarter के साथ जैसा अन्य वाक्य 6, 7, 10 से स्पष्ट है।

Solution TYE 08

1. What the people think I can't say?
2. Who owns these poultry?
3. He is my cousin.
4. How many 3's are there in 31313?
5. How many cattle you have?
6. I have only ten five rupee notes.
7. He has written a nice poem. or He has written nice poetry.
8. Today I have received two months wages.
9. What is the price of this book?
10. There are only two women in the garden.

Solution TYE 09

1. (c) else की जगह else's लिखना होगा । यहाँ somebody else's का अर्थ किसी अन्य की advice से है न कि किसी अन्य व्यक्ति से। अत: apostrophe का use करना होगा।

2. (d) India की जगह India's होगा। यहाँ Pakistan की problems की तुलना India की problem से की जा रही है न कि India से।

3. (c) 'his' की जगह 'him' का प्रयोग होगा। यहाँ locking एक participle की जगह प्रयुक्त हुआ है। अत: इससे पहले objective case (him) का प्रयोग होगा न कि possessive case (his) का। जैसे :
Swimming is a good exercise.
I found him swimming in the pool.
Swimming/walking का प्रयोग जब gerund के रूप में होता है तो इसका अर्थ है, तैरना, टहलना। लेकिन जब इनका प्रयोग participle के रूप में होता है, तो इसका अर्थ होता है, तैरते हुए, टहलते हुए।

4. (a) question की जगह questions आएगा। After phrases : 'of the' like 'one of the', 'many of the', plural noun is used .

5. (b) Ram's and Sita's की जगह Ram and Sita's होना चाहिए। जब दो noun एक ही वस्तु के possession को बता रहे हों तो एक ही apostrophe का प्रयोग होगा।

6. (a) girls students की जगह girl students होना चाहिए। एक compound noun में मुख्य शब्द को ही plural किया जाता है। जैसे:

   1. boy friend   —   boy friends
   2. maid servant   —   maid servants

7. (b) two important informations की जगह two important pieces of information होगा। Information एक uncountable noun है। अत: इसके साथ a, two, three etc नहीं लगता है।

8. (b) gave him a home work की जगह gave him home work होगा। Home work, uncountable noun है, इससे पहले article (a/an) का प्रयोग गलत है। ध्यान रखें कि home work, class work, urgent work से पहले a या an का प्रयोग नहीं होता है। यदि work का प्रयोग किसी author की किसी रचना के सन्दर्भ में हुआ हो तो article का प्रयोग कर सकते हैं। जैसे:

   (1) Hamlet is a popular work by Shakespeare.
   (2) All the works of Bernard Shaw are worth reading.
   (3) 'An easy approach to English' is a good work by Mr S.C. Gupta.

9. (b) two-third की जगह two-thirds होगा। यहाँ Book के एक part के बारे में बात हो रही है। अत: thirds लिखा जाएगा।

10. (a) Woman teachers की जगह women teachers होगा। man, woman के साथ plural noun आता है, तो men, women हो जाता है। जैसे:

    Man supervisor   —   Men supervisors
    Woman cleaner   —   Women cleaners

11. (d) rupees की जगह rupee लिखें। साधारणतया हम one hundred rupees कहते हैं। यहाँ one hundred rupees केवल adjective की तरह कार्य कर रहा है, अत: rupee singular ही रहेगा।

12. (b) Bricks की जगह pieces of brick होगा क्योंकि brick, stone, iron chalk, uncountable, material noun हैं।

13. (b) two dozen copies होगा। Q. No. 11 का Explanation देखें।

14. (c) hairs are की जगह 'hair is' होगा।

15. (c) Whereabout की जगह Whereabouts (पता) होगा।

PRONOUN

Pronoun : जो शब्द Noun की जगह प्रयुक्त होता है, उसे Pronoun कहते हैं।

Generally (but not always) pronouns stand for (pro + noun) or refer to a noun, an Indiividual or individuals or thing or things (the pronoun's antecedent) whose identity is made clear earlier in the text. For example

(A) Ramesh found a purse. He picked it up and gave it to Sarla. She threw it into a river.

इस वाक्य में He, Ramesh (noun) के लिए it, purse (noun) के लिए तथा she, Sarla (noun) के लिए प्रयुक्त हुए हैं। अत: He, it एवं She, Pronouns हैं।

Sloppy use of pronouns is unfair

(1) They say that eating beef is bad for you.

(2) They is a pronoun referring to someone, but who are they? Caws? Whom do they represent?

NOTE

It is not necessary that all pronouns will refer to an antecedent.
Everyone here earns over a thousand dollars a day.
The word 'everyone' (Pronoun) has no antecedent.

Kinds of Pronoun

Pronoun को निम्न प्रकार से वर्गीकृत किया गया है:

(1) Personal Pronoun (पुरुषवाचक)

(2) Reflexive Pronoun (निजवाचक)

(3) Emphatic Pronoun (दृढतावाचक)

(4) Reciprocal Pronoun (परस्परतावाचक)

(5) Demonstrative Pronoun (संकेतवाचक)

(6) Indefinite Pronoun (अनिश्चितवाचक)

(7) Interrogative Pronoun (प्रश्नवाचक)

(8) Distributive Pronoun (विभाजकवाचक)

(9) Relative Pronoun (सम्बन्धवाचक)

(10) Exclamatory Pronoun (विस्मयवाचक)

1. Personal Pronoun

निम्न वाक्यों पर ध्यान दें:

(a) **I** am a boy.　　　　**We** are boys.

(b) **You** are a girl.　　　**You** are girls.

(c) **He** is a man.　　　　**They** are men.

(d) **It** is a child.　　　　**They** are children.

इन वाक्यों में I, We, जो first person को You, Second Persons को He, She, It, They, third person को व्यक्त करते हैं। ये सभी Personal Pronouns हैं।

वे Pronoun जो वाक्य में व्यक्ति का बोध कराते हैं, Personal Pronouns कहलाते हैं। उक्त वाक्यों में I, We—First Person, You—Second Person Pronoun तथा He, She, It, They—Third Person Pronoun कहलाते हैं।

इन वाक्यों में Pronoun का प्रयोग Nominative Case (कर्ता कारक), Objective Case (कर्म कारक) एवं Possessive Case (सम्बन्ध) (सम्बन्ध कारक) की तरह किया जा सकता है। Pronoun का सही प्रयोग, शुद्ध अंग्रेजी लिखने के लिए आवश्यक है।

Forms of Personal Pronoun

Look at the following table:

Pronoun	Nominative Case	Objective Case	Possessive Case
I	I	Me	My, Mine
We	We	Us	Our, Ours
You	You	You	Your, Yours
He	He	Him	His
She	She	Her	Her, Hers
It	It	It	Its
They	They	Them	Their, Theirs

उक्त तालिका से यह स्पष्ट है कि I के साथ Objective Case में me तथा Possessive Case में my, mine का प्रयोग होता है एवं She के साथ Objective Case में her तथा Possessive Case में her, hers का प्रयोग किया जाता है। Its का प्रयोग जब Pronoun की तरह Possessive Case में किया जाता है तो apostrophe का प्रयोग नहीं किया जाता है। (It's का अर्थ It is जबकि Its का अर्थ है, इसका या उसका)।

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(1) अधिकांश Personal pronoun के Possessive case में दो रूप हैं। My, our, your, her, their, Possessive adjective कहलाते हैं, क्योंकि ये वाक्य में एक Adjective की तरह Noun को विशेषता प्रदान करते हैं। जैसे:
   (a) He is my friend.   (b) This is your pen.
   (c) That is our house.   (d) That is her book.

(2) His का प्रयोग adjective की तरह भी होता है। एवं Pronoun की तरह भी होता है:
   (a) This is his pen.   (Adjective—Possessive)
   (b) This pen is his.   (Pronoun—Possessive)

(3) निम्न वाक्य Possessive case में Pronoun के प्रयोग को व्यक्त करते हैं:
   (a) That house is ours.   (b) This pen is mine.
   (c) Those books are yours.   (d) That book is hers.
   (e) These shoes are theirs.   (f) Every country has its peculiar traditions.

Singular-Plural

निम्न Table में Personal Pronoun के Singular एवं Plural दिये गये हैं:

I Person		II Person		III Person	
Singular	Plural	Singular	Plural	Singular	Plural
I	We	You	You	He, She, It	They
My	Our	Your	Your	His, Her	Their
Mine	Ours	Yours	Yours	Hers, Its	Theirs
Me	Us	You	You	Him, Her, It	Them

Personal Pronoun: Use and Rules

(1) यदि एक वाक्य में भिन्न-भिन्न Persons के Pronoun एक ही Verb के साथ प्रयुक्त होते हैं तो उनको लिखने का क्रम (Order) निम्न प्रकार होता है:

(A) **Singular** सबसे पहले You (Second Person), उसके बाद He (Third Person) एवं उसके बाद I (First Person), Good Manners की दृष्टि से लिखा जाता है। इसको याद रखने का तरीका है 2 + 3 + 1 (Second + Third + First + Person Pronoun) जैसे:

  (a) You, he and I are partners.   (b) He and I are good friends.
  (c) You and he are working in the same office.   (d) You and I can do this work.

(B) **Plural** में यह क्रम 1 + 2 + 3 होता है। जैसे:

  (a) We and you cannot live together.
  (b) We, you and they can purchase that complex.

(C) यदि वाक्य में कोई गलती का सन्दर्भ आए या कोई भूल या अपराध का जिक्र हो या वाक्य का भाव सकारात्मक नहीं हो तो Pronouns का क्रम 1 + 2 + 3 की तरह होना चाहिए। जैसे:

  (a) I and you are responsible for the loss.   (b) You and he spoiled the party.
  (c) I and he will beg sorry for the misconduct.

(2) यदि वाक्य में एक से अधिक भिन्न-भिन्न Persons के Pronoun का प्रयोग होता है एवं उनके लिए एक ही Plural Pronoun का प्रयोग किया जाए तो Third एवं First Person के साथ First Person Plural; Second एवं Third Person के साथ Second Person Plural एवं Second एवं First के लिए First Person Plural Pronoun का प्रयोग होगा। यदि तीनों Persons का प्रयोग हुआ है तो Pronoun—First Person Plural होगा।

$$
\begin{array}{lll}
\text{III} + \text{I} & - & \text{I Person Plural} \\
\text{II} + \text{III} & - & \text{II Person Plural} \\
\text{II} + \text{I} & - & \text{I Person Plural}
\end{array}
$$

जैसे: (a) You and I have done <u>our</u> job.   (b) You and he have completed <u>your</u> job.
  (c) He and I have done <u>our</u> duty.   (d) You he and I have completed <u>our</u> duty.

(3) Collective Noun के साथ, Pronoun का प्रयोग उस स्थिति में Singular (and Neuter Gender) में होता है जब Collective Noun का प्रयोग एक Unit के रूप में हो, यदि Collective Noun का प्रयोग Unit की तरह न होकर, बिखरा (Divided or Separate) हुआ होता हैं तो Plural Pronoun का प्रयोग किया जाता है। जैसे:

(a) The crew revolted and murdered <u>its</u> captain.
(b) After three days the jury gave <u>its</u> verdict.
(c) The fleet will reach <u>its</u> destination in a month.

NOTE

& *Collective noun, एक unit की तरह प्रयुक्त है एवं Pronoun, its, Singular एवं Neuter Gender में प्रयुक्त है।*
  Look at the following sentences :
  (a) *The jury were divided in their opinions.*
  (b) *The society took the decision without leaving their seats.*
  (c) *The government decided to revise their plans outlays.*

& *यहाँ Collective Noun; Jury, Society, Government के साथ pronoun का प्रयोग एक Unit नहीं व्यक्त करके, separateness, division, individuality व्यक्त करता है।*

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(4) जब दो या अधिक Nouns and, से संयुक्त होते हैं तो Pronoun, Plural होगा। जैसे:

(a) Ram and Mohan went to their school.
(b) Suresh and his family members have completed their work.

(5) जब दो Singular Nouns, and से संयुक्त हों एवं दोनों के पूर्व Each या Every का प्रयोग हुआ हो तो Pronoun भी Singular होगा। जैसे:

  (a) Every soldier and every sailor was in <u>his</u> place.
  (b) Each officer and each clerk has joined <u>his</u> duty.

(6) Each, Either एवं Neither के साथ हमेशा Singular Pronoun एवं Singular Verb का प्रयोग किया जाता है। जैसे:

  (a) Each of the students is ready to do <u>his</u> duty.
  (b) Either of the two students gets <u>his</u> gift.
  (c) Neither of them gets <u>his</u> turn.

(7) जब दो या अधिक Singular Nouns 'or', 'Either.....or', 'Neither.....nor' से संयुक्त किए जाते हैं तो Pronoun, Singular प्रयोग किया जाता है। जैसे:

  (a) Ram or Shyam should deposit <u>his</u> dues.
  (b) Either Ramesh or Ganesh lost <u>his</u> purse.
  (c) Neither Ram nor Shyam has completed <u>his</u> work.

(8) जब एक Plural एवं एक Singular Noun, 'or' या 'nor' से संयुक्त किए जाते हैं तो Pronoun-Plural लगता है। जैसे:

  (a) Either the Principal or the teachers failed in <u>their</u> duty.
  (b) Neither the teacher nor the students have done <u>their</u> work.

(9) तुलनात्मक (Comparative) वाक्यों में than या as के बाद Pronoun की Nominative Form का प्रयोग होगा या Objective Form का। यह इस पर निर्भर है कि वाक्य का अर्थ क्या है। जैसे:

  (a) I love you more than he (loves you).
  (b) I love you more than (I love) him.
  (c) I shall give you as many pens as (I shall give) him.
  (d) I am as intelligent as he (is).

इस तरह के वाक्यों में वाक्य को अर्थ के अनुसार पूरा करके देख लेने पर यह समझ में आ जाता है कि वाक्य में Pronoun की Nominative Form का प्रयोग होगा या Objective Form का।

आजकल कुछ Verb (Verbs of incomplete predication जिनका अर्थ being or becoming के सन्दर्भ में होता है) के साथ than/as के बाद Nominative Form की जगह Objective Form में भी Pronoun का प्रयोग किया जाने लगा है। परीक्षा के दृष्टिकोण से आप पूर्व में बताये नियम का ही ध्यान रखें। जैसे: He is taller than me. इसे भी सही माना जाता है।

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(10) 'to be' Form Verb के बाद आने वाला Pronoun उसी Case में होना चाहिए, जिस Case में Verb 'to be' के पहले आने वाला Noun या Pronoun प्रयुक्त हुआ है। जैसे:

  (A) (a) It is I.   (b) It is he.   (c) This is she.

  उपरोक्त वाक्यों में It एवं This का प्रयोग Nominative Case में हुआ है। अत: Pronoun, I, He एवं She, Nominative Case में प्रयुक्त हुआ है। लेकिन कई विद्वान आजकल

  (B) (a) It is me.   (b) This is me.   (c) This is her.   (d) This is him.

  इन वाक्यों को सही मानते हैं। अत: (A) एवं (B) दोनों ही सही हैं। दोनों ही प्रकार के वाक्य प्रचलन में हैं।

यदि इस तरह के वाक्यों में who/which के साथ जब Clause का प्रयोग होता है। Verb 'to be' के बाद आने वाला Pronoun हमेशा Nominative case में प्रयोग किया जाता है। जैसे :
  (a) It is he who is responsible.   (b) It is she who refused the offer.
  (c) It is I who saw her yesterday.   (d) It is he who will pay you.

(C) यहाँ Who के साथ Clause का प्रयोग हुआ है। अत: Verb to be 'is' के साथ आने वाला Pronoun, Nominative Case में (he, she) लगाना उचित है।

Verb 'to be' के पहले आने वाला Noun/Pronoun यदि Objective Case में है तो इसके बाद आने वाला Noun या Pronoun भी Objective Case में ही आता है।

  (a) I know the girl to be her.   (b) I recognised the student to be him.

यहाँ to be में पहले में girl एवं student, Verb; know एवं recognised के Object हैं। अत: यहाँ Pronoun her एवं him, Objective Case में हैं।

Pronoun 'It'

'It' का प्रयोग निम्न के लिये होता है :

(1) For thing without life (निर्जीव वस्तुओं के लिए) :
  (a) Here is your pen. Please take it.

(2) For Animals (पशुओं के लिए) :
  (a) He has a cat. It is very beautiful.   (b) I have a dog. It is very faithful.

(3) For young child (यदि उनमें male-female का अन्तर न करना हो) :
  (a) When he saw the child, it was playing.   (b) The baby has spoiled its dress.

(4) किसी Noun या Pronoun को महत्त्व देने हेतु 'It' का प्रयोग निम्न प्रकार किया जाता है :
  (a) It is you, who can solve this problem.
  (b) It was I, who called you.
  (c) It was at Simla where the agreement was signed.
  (d) It is the place where he was murdered.

(5) एक अनिश्चित कर्त्ता (Indefinite Nominative) के रूप में 'It' का प्रयोग निम्न प्रकार होता है :
  (a) It rains.   (b) It snows.
  (c) It thunders.   (d) It blows.

(6) समय, मौसम के सन्दर्भ में 'It' का प्रयोग निम्न प्रकार होता है:
  (a) It is 7 O'clock.   (b) It is fine.
  (c) It is winter.   (d) It is summer.

(7) Exclamatory वाक्य में It का प्रयोग निम्न प्रकार किया जाता है:
  (a) What a beautiful bird it is!   (b) What a large building it is!

(8) It का प्रयोग निम्न प्रकार के वाक्यों में भी किया जाता है:
  (a) It is easy to find faults with others.   (b) It is confirm that he is wrong.
  (c) It is doubtful whether she will join here. (d) It is uncertain that she will come.
  (e) He is telling what is not true : as he knows it.
  (f) He deserved the award, as we knew it.
  (g) I think it is wrong to travel without proper ticket.
  (h) I consider that it is pity to waste time.

  It को Impersonal Pronoun भी कहा जाता है।

'It' and 'This'

'**This**' वाक्य के कर्त्ता के रूप में कार्य करता है। इसका प्रयोग किसी वस्तु/व्यक्ति के नाम बताने, पहचान कराने एवं प्रगाढ़ता प्रकट करने हेतु किया जाता है। जैसे:

(a) This is my friend.   (b) This is a cat.
(c) This is All India Radio.   (d) This is my brother.
(e) This is 2345714.   (f) This is BBC/Voice of America.

जबकि **It** का प्रयोग समय, मौसम आदि हेतु किया जाता है या विशेष **structures** में जैसा ऊपर बताया गया है वहाँ किया जाता है। जैसे :

(a) It is 7 o'clock.   (b) It is very cold today.
(c) It is morning.   (d) It is winter.
(e) It is raining.   (f) It is 7:30 by my watch.

2. Reflexive Pronoun

My, your, him, her, it में self जोड़ने पर एवं our, your, them में selves जोड़ने पर Reflexive Pronoun बनाए जाते हैं। ये वाक्य में Object की तरह प्रयुक्त होते हैं एवं वाक्य के Subject को ही व्यक्त करते हैं।

"These are called Reflexive because the action done by the subject turns back (reflects) upon the subject."
                                                                          —**Wren & Martin**

Look at the following sentences:

(a) He hurt himself.   (b) We ruined ourselves.
(c) You ruined yourself.   (d) I hurt myself.
(e) She ruined herself.   (f) They ruined themselves.

Rules

Rule 1

कुछ Transitive Verbs के साथ Reflexive Pronoun का प्रयोग किया जाता है। Transitive Verb के साथ Object का आना आवश्यक है, जब इन verb के साथ कोई Object नहीं होता है, तो Reflexive Pronoun लगाकर object की पूर्ति करनी होती है। ऐसी verbs हैं : avail, absent, enjoy, resign, apply, revenge, exert etc. जैसे:

(a) I absented myself from the office.   (b) I revenged myself upon her.
(c) He availed himself the opportunity.
(d) They enjoyed themselves the pleasure of weather.

Rule 2

कुछ Verbs जब इनका प्रयोग intransitively किया जाता है तो इनके साथ Reflexive Pronoun का प्रयोग नहीं किया जाता है। ऐसी Verbs हैं : Keep, break, set, bathe, make, stop, steal, qualify, move, open, draw, rest, roll, burst, hide, feed, gather etc. सामान्यतया इन verbs का प्रयोग intransitively ही होता है। जैसे:

(a) He kept away from the function.   *Correct*
    He kept himself away from the function.   *Incorrect*
(b) Let us rest at the bed.   *Correct*
    Let us ourselves rest at the bed.   *Incorrect*
(c) She hid in the room.   *Correct*
    She hid herself in the room.   *Incorrect*

Rule 3

Reflexive Pronoun का निम्न प्रकार से प्रयोग किया जाना गलत है:

(a) Myself is R.C. Gupta.   (b)   Himself will do it.

(c) Myself will go there.   (d) Herself can solve it.

3. Emphatic Pronoun

Reflexive Pronoun एवं Emphatic Pronoun बनावट व देखने में एक समान होते हैं। **Emphatic Pronoun का प्रयोग किसी Noun/Pronoun का emphasis (महत्व बढ़ाने) करने हेतु किया जाता है। जैसे:**

(a) I myself solved this question.   (b) She herself found the solution.

(c) He himself came to see the patient.   (d) You yourself admitted your fault.

Emphatic Pronoun का प्रयोग subject के तुरन्त बाद किया जाता है।

4. Reciprocal Pronoun

ये (**each other, one another**) ऐसे **Pronouns** हैं जो दो **Pronouns** से मिलकर बनते हैं एवं परस्पर सम्बन्ध को व्यक्त करते हैं। जैसे:

(a) The two friends quarrelled with <u>each other</u>.

(b) They all gave gifts to <u>one another</u>.

(c) These two students love <u>each other</u>.

(d) They saved themselves by helping <u>one another</u>.

सामान्यतया (पुरानी धारणा के अनुसार) each other का प्रयोग दो के लिए एवं one another का प्रयोग दो से अधिक के लिए किया जाता है। आजकल, विभिन्न विद्वान लेखकों द्वारा यह अन्तर समाप्त-सा कर दिया है एवं each other का प्रयोग भी दो से अधिक के लिए तथा one another का प्रयोग दो के लिए किया जाने लगा है।

For you and I are foreigners to one another.   **—Aldous Huxley**

The artistic result of Volpone is not due to any effect that Volpone, Mosca, Corvino, Corbaccio, and Voltore have upon each other.   **—T.S. Eliot**

'Each other' and 'One another are only two Reciprocal Pronouns. These are always used objectively.'

5. Demonstrative Pronoun

This, That, These, Demonstrative Pronouns हैं। इनके तुरन्त बाद verb का प्रयोग किया जाता है।

Demonstrative Pronoun is used to point out the object to which it refers. As:

(a) This is the gift from my mother.   (b) That is the Tajmahal.

(c) These are the books, I found in the bag. (d) That is my house.

यदि किसी वाक्य में Demonstrative Pronoun के बाद verb का प्रयोग न करके Noun का प्रयोग किया गया हो तो ये Adjective की तरह प्रयुक्त होते हैं न कि Pronoun की तरह। जैसे:

(a) This pen is mine.   (b) That book is hers.   (c) These books are his.

इन वाक्यों में This, That, These का प्रयोग Adjective की तरह हुआ है।

6. Indefinite Pronoun

ये **Pronouns** किसी निश्चित वस्तु या व्यक्ति को प्रकट नहीं करते हैं। ऐसे **Pronouns हैं—Some, One, Someone, All, A few, Others, No one, Nobody, Anyone etc.**

A pronoun that refers to person or thing in a general way (not in a definite way) is called Indefinite Pronoun.

(a) <u>Some</u> have joined the party.   (b) <u>All</u> went to Jaipur.

(c) <u>A strict</u> diet is appropriate for only a few.   (d) Do good to <u>others</u>.

(e) <u>Someone</u> has stolen my watch.   (f) <u>One</u> should mind one's own business.

(g) <u>One</u> must avail oneself of every good opportunity.

(h) <u>Some</u> passengers were injured.

One का प्रयोग Nominative, Reflexive एवं Possessive तीनों cases में अपने रूप one, oneself, one's में ही प्रयुक्त होता है। One के साथ his का प्रयोग करना या अन्य किसी Pronoun का प्रयोग करना गलत है।

One should do his duty.   *Incorrect*
One should do one's duty.   *Correct*

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7. Interrogative Pronoun

Who, Whom, Whose, Which, What; Interrogative Pronouns हैं। इनका प्रयोग प्रश्न पूछने हेतु किया जाता है। Interrogative pronouns are used for making querries or asking questions.

Look at the following sentences :

(a) <u>What</u> is that?   (b) <u>Who</u> is he?

(c) <u>Which</u> is your pen?   (d) <u>Whose</u> bag is this?

(e) <u>Whom</u> do you want to talk?   (f) <u>What</u> is your name?

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(1) उपरोक्त वाक्यों में प्रयोग किए गए सभी underlined words, Interrogative Pronouns हैं।

(2) What का प्रयोग सामान्यतया वस्तुओं या कार्यों के लिए होता है। जैसे :

   (a) What is your father?   (Father का क्या व्यवसाय है?)

   (b) What is your name?

   (c) What is this?

(3) Who, Whose, Whom का प्रयोग व्यक्तियों के लिए किया जाता है। Who का प्रयोग Nominative Case में, Whose का प्रयोग Possessive Case में एवं Whom का प्रयोग Objective Case में किया जाता है। जैसे :

   (a) Who is he?   (b) Whom did you see today?

   (c) Whose bag is this?

आजकल कई विद्वान Whom की जगह Who का ही प्रयोग करने लगे हैं। जैसे:

   (a) Who have you called?   (b) Who do you want to meet?

   (c) Who are you talking to?

(4) Which का प्रयोग व्यक्तियों एवं वस्तु के लिए selection/choice के लिए सामान्यतया किया जाता है जैसे:

   (a) Which is your umbrella?   (b) Which book is yours?

   (c) Which school do you like most?

(5) कभी-कभी What एवं Which के साथ Preposition का प्रयोग निम्न प्रकार से होता है :

   (a) What is this table made of?   (b) What train will you go by?

   (c) Which year were you born in?   (d) Which colony do you live in?

   (e) Which magazine are you searching for?

   (f) Which class do you read in?

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8. Distributive Pronoun

Each, Everyone, Either एवं **Neither; Distributive Pronouns** हैं। ये **Pronouns** एक व्यक्ति ⁄ वस्तु **(one at a time)** को व्यक्त करते हैं, अतः ये **singular** होते हैं एवं इनके साथ हमेशा **Singular verb** का प्रयोग होता है।

Look at the following sentences :

(a) Each of the students gets a prize.

(b) Each got his turn.

(c) Either of the two will win the race.

(d) Neither of those two students can secure first position.

(e) Everyone of the students was happy.

(f) Each of the two students received a medal.

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(1) *Everyone* का प्रयोग हमेशा दो से अधिक के सन्दर्भ में होता है, जबकि *Each* का प्रयोग दो या दो से अधिक के लिए, हो सकता है। दो के लिए *everyone* का प्रयोग कभी नहीं किया जाता है।

(2) *Either* एवं *Neither* का प्रयोग सामान्यतया दो के सन्दर्भ में किया जाता है। दो से अधिक के लिए *Any, No one, None* का प्रयोग करना चाहिए।

(3) *Distributive pronouns* के साथ *Third person, Singular pronoun, Masculine Gender (he, his, him)* का प्रयोग किया जाता है। जैसे:

   (a) *Everyone should obey <u>his</u> parents.*   (b) *Neither of these two students has received <u>his</u> prize.*

(4) यदि वाक्य में *Distributive pronouns* के बाद *Feminine Gender* के *Noun* का प्रयोग हुआ है तो '*her*' *pronoun* का प्रयोग करना आवश्यक है। ध्यान रखें इस *Case* में *he, him, his* का प्रयोग गलत होगा। जैसे:

   (a) *Neither of these two girls has deposited her fees.*

   (b) *Either of the two girls has received her gift.*

   (c) *Each of the girls has donated her pocket money.*

   (d) *Everyone of the women has a choice of her own.*

यदि *Feminine noun* की जगह *Plural pronouns (us/them/you)* का प्रयोग हुआ हो तो *Singular Masculine Gender Pronoun* का प्रयोग किया जाएगा। जैसे :

   (a) *Neither of them has done <u>his</u> duty.*   (b) *Each of them has forgot <u>his</u> purse.*

Position of Pronoun 'Each'

एक वाक्य में Pronoun 'Each' को कहाँ लिखा जाना चाहिए, यह एक महत्त्वपूर्ण बिन्दु है। इन वाक्यों पर *ध्यान दें* :

(a) I bought each of these books for rupees fifty.   *Incorrect*

I bought these books each for rupees fifty.   *Incorrect*

I bought these books for rupees fifty each.   *Correct*

Each का प्रयोग numeral के बाद में किया जाना ही उचित है।

अन्य वाक्यों को देखें :

(b) These tables cost each two hundred rupees.   *Incorrect*

These tables cost two hundred rupees each.   *Correct*

जब वाक्य में numeral नहीं हो तो देखें :

These men received each a prize.   *Incorrect*

These men received a prize each.   *Incorrect*

Each of the men received a prize.   *Correct*

वाक्य के शुरू में ऐसे Case में Each का प्रयोग ही सही प्रयोग होगा।

9. Relative Pronoun

Relative Pronoun refers to some noun going before, which is called its antecedent.

Relative Pronouns (who/which/that/what/whose/whom) ऐसे Pronouns हैं जो इससे पूर्व आए Nouns को इंगित करते हैं एवं इस Noun को उस Relative Pronoun का antecedent (which comes before) कहा जाता है। जैसे:

(a) I know Sarla who has just gone out.

(b) I have found the bag which I lost yesterday.

(c) This is the magazine that she gave me.

उक्त वाक्यों में who, which, that, Relative Pronouns एवं Sarla, bag, magazine इनके antecedents हैं।

Rules

Rule 1

Relative Pronouns का वाक्य में subject या object की तरह प्रयोग किया जाता है। ये Conjunction का भी कार्य करते हैं। जैसे:

(a) The bag that is there is yours.   *Subject*

(b) The bag that I found yesterday is hers.   *Object*

Rule 2

Relative Pronouns, who एवं whom का प्रयोग निर्जीव वस्तु के लिए नहीं किया जाता है। इनका प्रयोग व्यक्ति एवं living nouns हेतु किया जाता है। Who का प्रयोग Nominative case में तथा whom का प्रयोग Objective Case में किया जाता है। people एवं those के साथ who का ही प्रयोग किया जाता है। जैसे:

(a) I like the boy who helps the poor.   *Nominative case*

(b) This is the girl whom all admire.   *Objective case*

(c) I know all those who were involved in the case.

(d) All the people who took the membership are happy.

Rule 3

Whose का Possessive Case में प्रयोग सामान्यतया व्यक्ति एवं जानवर के लिए किया जाता है। कई स्थितियों में whose का प्रयोग non- living nouns हेतु भी किया जाता है। जैसे:

(a) This is the boy whose parents have died.

(b) A girl whose hair is curly looks beautiful.

(c) The sun whose rays give us light is adored like God.

(d) The dog whose colour is white has become mad.

Rule 4

Which का प्रयोग non-living nouns एवं animals हेतु किया जाता है। जैसे:

(a) The book which I purchased yesterday is useless.

(b) The dog which was caught by the municipality has died.

(c) The house which has green gate is hers.

(1) Relative Pronoun की तरह *which* का प्रयोग करते समय *Preposition* हमेशा उससे पहले लगाई जाती है। जैसे:
  (a) This is the magazine about which Ramesh told you.
  (b) I don't remember the date on which you were married.
  (c) The post for which you want to apply is on adhoc basis.
  (d) The brief case of which clock was damaged has been stolen.

(2) कई वाक्यों में *which* पूरे *clause* के लिए ही प्रयुक्त होता है। इस तरह *'that'* का प्रयोग नहीं होता है। जैसे:
  (a) He killed all the animals which was a cruel act.
  (b) She says that she is honest which is not true.

Rule 5

What का प्रयोग वस्तुओं के लिए किया जाता है एवं इससे पूर्व कोई antecedent नहीं आता है। वाक्यों में Antecedent का प्रयोग होने पर what की जगह that का प्रयोग होगा। जैसे:

(a) What can't be cured must be endured.   (b) What he told you is not correct.

(c) I know what you want to say.   (d) What I told you yesterday, is a secret.

Rule 6

'But' का प्रयोग कई वाक्यों में Relative Pronoun की तरह भी होता है। जैसे:

  (a) There is none but abuses him. (but means who does not abuse him.)

  (b) There is no problem but has a solution. (but has = which does not have.)

  इस तरह के वाक्यों में but clause एक objective clause की तरह प्रयुक्त होता है।

Rule 7

(A) That का प्रयोग living एवं non-living, nouns के लिए, singular एवं plural दोनों nouns के साथ होता है। जैसे:

  (a) I have lost the book that you gave me.

  (b) I haven't read the magazine that the teacher suggested to me.

  (c) He that is content is happy.

  (d) Uneasy lies the head that wears a crown.

(B) That से पूर्व कोई preposition नहीं लगाया जाता है। यदि preposition लगाने की आवश्यकता हो तो वह वाक्य के अन्त में लगता है। जैसे:

  (a) We know the hotel that she lives in.

  (b) This is the lady that I told you about.

  (c) I understand the point that you are hinting at.

  (d) This is the house that I told you about.

  Superlative degree के बाद that का प्रयोग who या which की अपेक्षा अधिक उचित माना जाता है। जैसे:

  (a) He is the most eloquent speaker that I have ever heard.

  (b) Patel was the greatest man that India produced.

(C) निम्न शब्दों के साथ 'that' का प्रयोग किया जाता है:

  All, any, anybody, anything, much, nothing, little, somebody, no one, none,

  the same + noun, the only + noun etc.

  (a) All that glitters is not gold.

  (b) There was none that didn't support the cause.

  (c) It is for nothing that I have been trying to find.

  (d) There is much that he needs.