

Question-Tags / Tail Questions

Question-tags or Tail Questions are often used in conversational or Colloquial language. Question-tags are often placed after some statement, request, proposal or command. They are always in Question form. **As :**

1. You love me, **don't you ?**
2. Let us now play, **shall we ?**
3. You don't love me, **do you ?**
4. Don't go there, **will you ?**

The following are the rules for framing Question-tags :

Rule 1. With Positive statement / request we add Negative Question-tag and with Negative statement or request we add Positive Question-tag.

Positive —————> **Negative**

Negative —————> **Positive**

As :

1. He is a good man, **isn't he ?**
2. He is not a good man, **is he ?**
3. He doesn't work hard, **does he ?**
4. He works hard, **doesn't he ?**

Note—Semi-negative words **As :** few, little, hardly, scarcely, rarely, seldom, etc. are also believed to be Negative and therefore we use **Positive Question-tags** after them. **As :**

1. He **rarely** comes here, **does he ?**
2. **Few** people are interested in this scheme, **are they ?**

Rule 2. The **subject** of a Question-tag is always a **Pronoun** (not a Noun).

The rules for this are :

- (a) When the subject of the statement is **None / anyone / someone / every one / everybody / anybody / nobody**, the subject of the Question-tag would be '**he / they**.' **As :**
 1. No one will come, will he / will they ?
 2. Any one can come, can't he / can't they?
- (b) When the subject of the Statement is **All of us / some of us / none of us / one of us / most of us**, the subject of the question-tag would be '**we**.' **As :**
 1. All of us will go, shall we not ?
 2. None of us has done it, have we ?

- (c) When the subject of the statement is **All of you / some of you / none of you / one of you / most of you**, the subject of the Question-tag would be '**you**.' **As :**

1. All of you can do it, can't you ?
2. None of you can do it, can you ?

- (d) When the subject of the statement is **All of them / some of them / none of them / one of them / most of them**, the subject of the question-tag would be, '**they**'. **As :**

1. All of them were present, weren't they ?
2. None of them were present, were they ?

- (e) When the subject of the statement is **Nothing / something / everything / anything**, the subject of the Question-tag would be '**It**'. **As :**

1. Everything is lost, isn't it ?
2. Nothing is lost, is it ?

- (f) If the subject of the statement is **I am**, and the statement is **affirmative**, the subject of the Question-tag would be **aren't I** (not, '**am not I**'), but if the statement is **Negative**, we use '**am I ?**' **As :**

1. I am only a student, aren't I ?
2. I am not a student, am I ?

- (g) When the statement has this pattern : **There + Auxiliary Verb + Subject**, the Question-tag would have '**Verb + there**' (not **Verb + Pronoun**). **As :**

1. There is no good college, is there ?
(Not, **Is it there ?**)
2. There is a good college, is not there ?
(Not, **Is it not there ?**)

- (h) When the statement has **need / needs**, the Question-tag would have **don't / doesn't**, and with **used to**, we use **didn't**. **As :**

1. I need a book, don't I ?
2. He needs a book, doesn't he ?
3. He used to live here, didn't he ?

- (i) For **positive** request / command, we use **will you / won't you ?** in the Question-tag, but for **negative** request / command, we use only **will you ?** **As :**

1. Ring the bell, **will you ?** Or **won't you ?**
2. Don't ring the bell, will you ?

- (j) If the statement begins with **Let**, it may have **two** meanings, and with them **two different types** of Question-tags are added :

- (i) If the statement suggests **Proposal** or **Suggestion**, the Question-tag will have **Shall we** ?

1. Let us now go for dinner, shall we ?
2. Let us form a society, shall we ?

- (ii) If the statement suggests **Permission**, the Question-tag will have **will you** ? As :

1. Let them read here, will you ?
2. Let her take the book, will you ?

Exercise

Add Question-tags to the following statements :

1. They love and admire you.
2. I have not seen Calcutta.
3. He does not know English.
4. He can speak French.
5. Few people know him.
6. No one will like your attitude.
7. Every one is most welcome here.
8. All of us should play a game.
9. Nothing could be saved.
10. I am a soldier.
11. There is no Railway station here.
12. Call the peon.

Revision Exercise –1

Correct the following sentences :

1. I think it shall rain tonight.
2. Will I buy a television ?
3. Shall you be able to visit us tomorrow ?
4. I shouldn't have done this if I was you ?
5. If I was the President of India, I would make English a compulsory subject.
6. He needs not have shouted at me.
7. He dares not go against the wishes of his master.
8. He needs not to pay the next instalment.
9. The earth moves round the sun, isn't it ?
10. You will be going home in the summer, will you ?
11. Why you are so sad ?
12. Take your old shoes off ?

13. Does he dare offend you ?
14. He never smiles nor ever will.
15. He has never been true nor will ever be true to me.
16. He has not and never can dismiss my case.
17. He will often talk of his school days.
18. I wish he will come for my rescue.
19. He said that he will not wait any longer.
20. Little did I know that he will deceive me.

Revision Exercise –2

Choose the correct alternative :

1. I believe I (should, can, may) be able to go.
2. He (shall, will, dare) not return your book until he is compelled.
3. You (should, would, ought) to be punctual.
4. I wish you (will, would, should) be successful.
5. (Shall, will, would) you please help me ?
6. (Shall, will, may) I help you ?
7. You (should, ought, must) return my book at once.
8. He (need, dare, would) not ask for any promotion.
9. (Shall, might, could) you show me the way to the station ?
10. I (would, used, ought) to be a teacher but now I have taken to business.
11. I (will, shall, am) to address a meeting in the afternoon.
12. I wish he (should, would, may) not betray me.
13. He (is, was, has) to carry out my orders.
14. (Doesn't, oughtn't, hasn't) he served you so faithfully ?
15. I am your true follower, (amn't, aren't, isn't) I ?
16. There is no news, but he (may, would, should) come.
17. (Should, would, may) you have one more cup ?
18. He said that he (is, was, will) in great trouble.
19. (May, might, would) I borrow your pen for a minute ?
20. You (needn't, couldn't, haven't) wait for her any longer.

Kind of Non-Finite Verbs

Non-Finite Verbs are of three kinds :

1. The Infinitive
2. The Gerund
3. The Participle

All these Non-Finite Verbs are **Independent** verbs. They are called independent because they are **not governed** by the **Number and Person of the Subject** like other verbs. They are independent of the subject.

Let us consider the rules governing the Non-Finite Verbs one by one.

(1) The Infinitive

Kinds of Infinitive—Infinitives are of two kinds :

1. The Noun-Infinitive—Noun-Infinitive is also called Simple Infinitive. It is used **like a Noun**. Therefore it is also called Verb-Noun. It performs all the **Functions of a Noun**.

2. The Gerundial Infinitive—Gerundial Infinitive is also called **Qualifying Infinitive**. It performs the **Functions of an Adjective or an Adverb**.

Tense-Forms of the Infinitive—The Infinitive has the following **Forms** according to Tense or Time :

Tense/Time	Form	Active Voice	Passive Voice
Present	Simple	To do	To be done
	Continuous	To be doing	
Past	Perfect	To have done	To have been done
	Perfect Continuous	To have been doing	

There is no Future form of the Infinitive.

Infinitive with or without 'to'

Most of the Infinitives have **'to'** before them. This is the sign to recognize them, as—**to go, to eat, to drink, to be loved, to have been com-**

pleted. But there are some Verbs after which Infinitives are used **without 'to'**.

Infinitive without 'to' : The following are the rules of the use of **Infinitives without 'to'** :

Rule 1—The Infinitive is used without **'to'** after these Verbs—**hear, see, feel, make, let, bid, watch, behold, know, notice, observe, need not, dare not**. As—

1. He bade me **go**.
2. We shall watch him **dance**.
3. Let him **sing**.
4. Make him **work**.
5. Behold / see / observe him **play**.

Note—

- (i) If **'dare'** and **'need'** sentences have **do/does/did** used within them, the Infinitive is used **with 'to'**. Also **affirmative** sentences with **'need'** and **'dare'** take the Infinitive **with 'to'**. As—

1. **Does** he **dare to challenge** you ?
2. **Does** he **need to challenge** you ?
3. He **dares me to cross** the river.
4. He **needs to go** at once.

- (ii) If the verbs listed above under Rule 1 are used **Passively**, they will take the Infinitive **with 'to'**. As—

1. He was made **to do** it.
2. He was known **to have hidden** the treasure.
3. He was bidden **to go**.
4. He was seen **to be crossing** the river.

Rule 2—The Infinitives coming after these verbs also do not take ‘to’ before them—**shall, will, should, would, do, did, may, might, must, can, could.** As—

1. He **could do** it.
2. We **shall try**.
3. You **would laugh**.
4. He **can play**.

Rule 3—Infinitives do not take ‘to’ after these expressions also—**had better, had rather, would sooner, would rather, sooner than, rather than, had sooner.** As—

1. He **had better resign**.
2. He **would rather withdraw**.
3. I **would sooner resign** than **serve** in these conditions.
4. I would study **rather than waste** my time.

Rule 4—‘To’ is not used with the Infinitive after the conjunction ‘than’. As—

He is better able to write **than speak**.

Rule 5—‘To’ is not used with the Infinitive after the Preposition ‘but’, provided that **but** has ‘do’ Verb before it. As—

1. She can **do nothing but weep**.
2. We **did nothing but play**.

Rule 6—If **Have / has / had** have a **Noun** or a **Pronoun** after them, the Infinitive coming thereafter will not have ‘to’ with it. As—

1. I will **have you remember** me.
2. He **had him know** his fault.
3. He will **have me forget** my insult.

Exercise

Correct the following sentences :

1. You need not to pity him.
2. Behold him to dance on the stage.
3. Do you dare refuse me ?
4. He dares me swim against the flow of the river.
5. I watched him to cross the road.
6. He was bidden keep quiet.

7. I would sooner to yield before my father than to oppose him.
8. He would rather to give up his claim.
9. He can do nothing but to abuse shamelessly.
10. She is better able to sing than to dance.
11. I would have you to keep your promise.
12. You had better to apologize to your master.

Hints—(1) drop “to”; (2) drop “to”; (3) to refuse; (4) to swim; (5) drop “to”; (6) to keep; (7) drop “to” before “yield” and “oppose”; (8) drop “to”; (9) drop “to”; (10) drop “to” before dance; (11) drop “to”; (12) drop “to” before “apologize.”

Uses of Noun-Infinitives

Noun-Infinitives have the following **uses** :

1. As the Subject of a Verb

To err is human.

To find fault is easy.

To earn is not so difficult as **to spend** (is difficult)

To live honourably is not easy.

2. As the Object of a Verb.

He loves **to read** novels.

I want **to go**.

He likes **to play** chess.

He desires **to settle** down here.

3. As the Object of a Preposition

He has no choice but **to go**.

The show is about **to start**.

The enemy is about **to surrender**.

I want nothing but **to be** free.

4. As the Complement of a Verb

My only ambition is **to be** a doctor.

His habit is **to sleep** in the afternoon.

The old custom was **to sacrifice** a goat.

His dream is **to have** a huge factory.

5. As an Objective Complement

I saw him **dance**.

I bid you **go**.

I will have you **accept** your fault.

Functions of the Gerundial Infinitive

Gerundial Infinitives have the following functions—

1. To qualify a Noun

There is no book **to read**.

I have no time **to waste**.

He is not a man **to be respected**.

I have a horse **to sell**.

2. To qualify an Adjective

This book is good **to read**.

Mangoes are sweet **to eat**.

I am eager **to go**.

The weather is pleasant **to enjoy**.

3. To qualify a Verb (to express a purpose)

He came **to seek** my permission.

We earn **to live** comfortably.

We work **to make** a living.

He went **to meet** his friend.

4. To qualify a sentence

To tell the truth, I am very tired.

He was, so **to speak**, pierced to the heart.

Exercise

(A) Use the following Infinitives as directed :

1. "To write" as the subject and object of a verb
2. "To love" as the subject and object of a verb.
3. "To fight" as the object of a preposition.
4. "To obey" as the object of a preposition.
5. "To walk" as the complement of a verb.
6. "To preach" as the complement of a verb.

(B) Use the following Verbs as Gerundial Infinitives—

Serve, conquer, bathe, taste, work, study, admit, tell, travel, arrive.

Other Uses of Infinitives

Rule 1—How + Infinitive

If an Infinitive is used as the object of the following verbs, **how** is used before the Infinitive. These verbs are :

know, see, learn, observe, forget, discover, decide, teach, show, wonder, ask, enquire, explain, tell. As —

1. Please **tell** me **how to reach** there.
2. I **wonder how to account** for it.
3. Please **show** me **how to close** it.
4. I can't **decide how to get** out of the fray.

Rule 2—Verb + Infinitive

Some **Verbs** when joined with an **Infinitive** show the **occurrence** of an action. They also carry the sense of **sudden occurrence** of the action concerned. These Verbs are : **happen, seem, chance, appear.** As—

1. I **happened to see** a snake.
2. He **seemed to have forgotten** me.
3. I **chanced to meet** him in the market.
4. He **appeared to recognize** me.

Rule 3—Noun / Adjective + Infinitive

In some sentences an **Infinitive** is used after a **Noun** or an **Adjective**. This Infinitive qualifies the **Noun** or the **Adjective** concerned. As—

1. The problem is **easy to solve**.
2. He has a **horse to sell**.
3. I have a **house to furnish**.
4. He is **hard to please**.
5. These mangoes are **sweet to eat**.

Note—In such sentences the Infinitive is used only in **Active Voice, not in Passive Voice**. Therefore we **cannot write** the following sentences:

1. The problem is easy **to be solved**.
2. He has a horse **to be sold**.
3. I have a house **to be furnished**.
4. He is hard **to be pleased**.
5. These mangoes are sweet **to be eaten**.

Rule 4—Noun / Infinitive + Preposition

In some sentences an **Infinitive** comes **after the Noun** and at the end of the sentence comes a **Preposition**. In such sentences the **Noun** functions as the agent or instrument to a **purpose**. As—

1. I have no **pen to write with**.
2. There is a **chair to sit on**.
3. I have a **house to live in**.
4. There is no **friend to talk to**.

Rule 5—Verb + Object + Infinitive

There are some **Transitive Verbs** which take an **Object** after them, and after the object an **Infinitive**. These verbs are :

Allow, permit, order, advise, tell, request, force, invite, remind. As—

1. He **allowed me to go**.
2. He **forced me to resign**.
3. I **advise you to go**.
4. You **remind him to come**.

Rule 6—There are some **Verbs** and some **Adjectives** after which **only an Infinitive** is used, **not a Gerund** (verb + 'ing'). These Verbs are—**Agree, desire, hope, expect, want, wish, promise, refuse, dare, decide, fail, glad, happy, eager, anxious, easy, hard, able, ready.** As—

1. I am **ready to go**. (Not, 'ready to going' or 'ready for going')
2. He **expects to pass**. (Not, 'to passing')
3. He **promised / refused to come**. (Not, 'to coming')
4. I shall be **glad to allow** your request. (Not, 'to allowing')

Rule 7—Subject + Verb + Infinitive / Gerund

There are some **Verbs** after which either **Infinitive** or **Gerund** (verb + 'ing') can be used. But then their meanings change.

'**Verb + Gerund**' show that an action is being done in the normal course, while **Verb + Infinitive** show that an action is being done under some **special situation** or on a **particular occasion**. These Verbs are : **like, dislike, stop, begin.** As—

1. I like **dancing**.
2. I like **to dance** on such occasions.
3. He began **writing**.
4. He began **to write**.
5. He has stopped **going** there.
6. He has stopped **to go** there.

Rule 8—Infinitive of Purpose / Result

Some **Infinitives** come **after the Verb** and they carry the sense of some **special purpose or result**. As—

1. He went to Agra **to see** the Taj.
2. He came **to return** my books.
3. He failed **to win** the prize.
4. He came **to repent** sincerely.

Exercise

Correct the following sentences :

1. Could you tell me to explain the point ?
2. I really wonder to express my gratitude to you.
3. Do you know to drive a car ?
4. This exercise is not easy to be done.
5. I have an essay to be written.
6. He has a growing family to be maintained.
7. I have no debt to be paid.
8. The river is very deep to be crossed.
9. She has no colours to paint.
10. There is no blackboard to write.
11. She has no friend to go.
12. I invite to come this evening.
13. He ordered to make the payment at once.
14. I request to help me.
15. Don't fail in reaching in time.
16. He is eager for meeting you.
17. I am really glad to be meeting you.
18. He hopes of passing in the first division.
19. You cannot force to accept your terms.
20. I again advise to be serious about your studies.

Hints—(1) how to explain; (2) how to express; (3) how to drive; (4) easy to do; (5) to write; (6) to maintain; (7) to pay; (8) to cross; (9) to paint with; (10) to write on; (11) to go to; (12) invite you to come; (13) ordered me to make; (14) request you to help; (15) to reach; (16) to meet; (17) to meet; (18) to pass; (19) force me to accept; (20) advise you to be serious.

(2) The Gerund**Its Form**

"A Gerund is that form of the verb which ends in **"ing"** and has the force of a Noun and a Verb."
(Wren and Martin)

It would appear from the above definition that a **Gerund** is formed by adding **'ing'** to a Verb, and it performs the functions of both **Noun** and **Verb**. The sign of recognizing a Gerund is that it is always a **'Verb + ing'**, as—**running, walking, driving, reading, writing**, etc.

Note—It may be remembered in this connection that in form the **Present Participle** is also **Verb + ing**. But the functions of Gerund and Present Participle are quite different. The function of Gerund is **Verb + Noun**, while that of Present Participle is **Verb + Adjective**.

Gerund = Verb + Noun (Verbal Noun)

Participle = Verb + Adjective (Verbal Adjective)

Its Different Forms

Tense	Active Voice	Passive Voice
Present or Continuous	Loving	Being loved
Perfect	Having loved	Having been loved

Gerund and Noun-Infinitive

As we have said above the function of Gerund is **Verb + Noun**. The function of Noun Infinitive is also **Verb + Noun**. Therefore in most sentences either Gerund or Noun Infinitive can be used without any change in meaning.

Teaching is easy. (Gerund)

To teach is easy. (Infinitive)

To see is to believe. (Infinitive)

Seeing is believing. (Gerund)

Functions of Gerund

Like Infinitive, **Gerund** also performs the following functions of the **Noun** :

1. As the Subject of a Verb

1. **Walking** is good for health.
2. **Seeing** is believing.
3. **Fishing** is popular in coastal areas.

2. As the object of a Verb

1. Stop **shouting**.
2. I hate **telling** lies.
3. He loves **hunting**.
4. He likes **sitting** idle.

3. As the object of a Preposition

1. He is fond **of reading** novels.
2. I was tired **of waiting**.
3. I believe **in working** hard.
4. I am **against fighting**.

4. As the Complement of a Verb

1. What I hate **is telling** lies
2. His habit **was reading** till late in the night.
3. What I detest most **is sitting** idle.
4. His weakness **is drinking**.

5. As case in Apposition

1. It is no use **running** after shadows.
2. It is useless **talking** to him.
3. It was foolish of him **weeping** alone.
4. It was so sweet of her **trusting** me.

6. Absolute use

Hunting being hateful to him, we did not carry our guns.

Drinking being his weakness, we did not take him with us.

Rules of the Use of Gerund

The following are the Rules of the use of **Gerund** :

Rule 1—Gerund and Possessive Case

The Noun or Pronoun coming before Gerund must be used in **Possessive case**. **As**—

1. I am sorry for **my being** late.
(not “for me / I being late”)
2. I am glad at **your reaching** here in time.
(not “at you reaching”)
3. Please excuse me for **my coming** late.
(not “me / I coming late”)
4. Nobody can prevent **my going** there. (not “me going there”)

Note—(i) If the Noun coming before Gerund is a **lifeless thing**, it should **not be** used in the **Possessive case**. **As**—

1. There is a chance of the **milk turning** sour. (not “milk’s turning”)
2. There is danger of the **roof falling** in rains. (not “roof’s falling”)

(ii) In the same way, Possessive case should **not** be made of Plural Nouns ending in **-s**, or of Demonstrative Pronouns (**this / that / these / those**).

Rule 2—There are some Verbs after which only **Gerund** should be used (**not Infinitive**). These **Verbs** are :

Feel, mind, avoid, consider, enjoy, excuse, finish, miss, can't help, look forward, to give up, go on, it is no good, it is no use. As—

1. I avoid **going** there. (not “avoid to go”)
2. I can't help **rejecting** your application. (not “can't help to reject”)
3. We just missed **catching** the train. (not “missed to catch”)
4. Would you mind **leaving** me alone. (not “mind to leave”)

Rule 3—Compound Nouns as Gerunds

The following compound Nouns have **Verb + ing** as one part of their form. This **Verb + ing** part is called its Gerund. **As—**

Walking-stick, writing-table, frying-pan, hunting-whip, sitting-room, inking-pad, etc.

This is because the ‘**ing**’ part is not separable from the complete word, and therefore it cannot be a qualifying Adjective.

Rule 4—Compound Gerunds

Sometimes Gerunds can be formed by using Past Participle form of the Verb after **Having** or **Being**. They are called **Compound Gerunds**. **As—**

1. He is fond of **being praised**.
2. He is afraid of **being punished**.
3. We hear of his **having won** a reward.
4. He is guilty of **having deceived** a friend.

Rule 5—Gerunds as Ordinary Nouns

Sometimes Gerunds can be used as pure **ordinary Nouns**. They have ‘**The**’ before them and ‘**of**’ after them.

1. Now there remains only **the signing** of the treaty.
2. From here we can watch **the setting** of the sun.
3. Let us now begin **the singing** of the hymns.
4. This is no time for **the playing** of cards.

Exercise

Correct the following sentences :

1. I am sorry for me failing in my duty.
2. I can never pardon you for you deceiving me.

3. You cannot force me withdrawing my claim.
4. There is risk of the train's being late.
5. There is likelihood of a storm's coming in the evening.
6. We look forward to meet you again soon.
7. It is no use to cry over your loss now.
8. Don't give up to try again.
9. The writing this book was not easy.
10. Coming of the storm was forecast.

Hints—(1) my failing; (2) your deceiving; (3) my withdrawing; (4) train being; (5) storm coming; (6) to meeting; (7) crying; (8) trying; (9) the writing of ; (10) the coming of.

(3) The Participle

Definition—“A participle is that form of the verb which partakes of the nature both of a verb and of an adjective.” **(Wren and Martin)**

Thus a **Participle** performs the functions both of the Verb and the Adjective. Therefore it is also called **Verbal Adjective**.

Kinds of Participle—

Participles are of **three** kinds—

1. **Present Participle (Verb × ‘ing’)**
e.g. running, dancing, singing, crying, etc.
2. **Past Participle (third form of the verb usually ending in—ed, -d, -t, -en, -n)**
e.g. tired, learned, burnt, broken, hurt, etc.
3. **Perfect Participle (having + Past Participle)**
e.g. having done, having completed, having seen, etc.

Forms of Participles—Participles have the following forms—

Active Voice	Passive Voice
Present : loving	Present : being loved
Perfect : having loved	Past : loved
	Perfect : having been loved

Uses of the Participle

Since the **Participle** performs the same functions as the **Adjective**, it can be used in **three** ways like the **Adjective—**

1. Attributive Use :

1. He jumped off a **running** train.
2. The river has **flowing** water.
3. The **tired** horse could run no farther.
4. The **wounded** soldier was carried to the camp.

2. Predicative Use :

1. I had to keep **waiting**.
2. He felt completely **exhausted**.
3. He came **running**.
4. He seems much **worried**.

3. Absolute Use (with a noun or pronoun going before)

1. The day **being hot**, we did not go out.
2. Time **permitting**, I will surely come.
3. God **willing**, we shall win the match.
4. The sun **having set**, nothing could be seen.

Note—Under the Absolute use, the part containing the Participle is quite independent of the main part.

Rules of correct use of Participles

Rule 1—Unattached Participle

Since the Participle performs the same function as the Adjective, it must have a **Noun** or a **Pronoun** before it, which it must qualify. Without this Noun or Pronoun the Participle will have no function to perform. Such a participle is called **unattached Participle**, which is a serious error in Grammar. Look at the following sentences—

1. **Being** a rainy day, the college remained closed.
2. **Being** a cold morning, I did not go for a walk.

The use of the Participle '**Being**' in both the sentences above is wrong because there is no Noun or Pronoun used before it, which it may qualify. This error can be corrected by using a Noun or a Pronoun (real or imaginary) before '**Being**'. Thus the above sentences can be corrected as below :

1. **It being** a rainy day, the college remained closed. ('being' has 'It' before it.)

or

The **day being** rainy, the college remained closed. ('being' has 'day' before it.)

2. **It being** a cold morning, I did not go for a walk. ('being' has 'It' before it.)

or

The **morning being** cold, I did not go for a walk. ('being' has 'morning' before it.)

Rule 2—Wrongly Attached Participle

There is another serious error generally committed in the use of Participle. The sentence containing a Participle has two parts—one **part containing the Participle**, and the second **main** part. In such a case, if the part containing the Participle has no **Subject**, the **Subject of the main part** will be considered to be the subject of the Participle part / phrase also.

From this point begins the problem. If the subject of the Participle phrase and that of the main part is the same common person or thing, no difficulty arises, because that would be the **common subject** of both the parts. The difficulty arises when the subjects of the two parts are different, and the subject of the Participle part has not been given.

In such a case, a little slip or carelessness can entirely change the sense of the whole sentence and make it absurd and ridiculous. For example, look at the following sentence—
'Going to school, a dog bit Ram.'

Now this sentence has two parts—one, Participle part ('Going to school'), and the other, main part ('a dog bit Ram'). Now since the Participle part has no subject, the subject of the main part (i.e. **dog**) will be considered the subject of the Participle part also. This would mean **as if the 'dog' was going to school** and it bit Ram. This becomes ridiculous. This error can be corrected by changing the construction of the main part in such a way that its **Subject** may become a common **Subject** with the Participle part. This can be done by changing the **Voice** (from Active to Passive) of the main part. The sentence would then become—

Going to school, Ram was bitten by a dog.

Now **Ram** becomes the common subject of both the parts, and the sentence is correct.

If you don't want to change the sentence like this, the second way is to convert the Participle phrase into a whole clause thus :

While Ram was going to school, a dog bit him.

Take another sentence :

Jumping from behind the bush, Ram was attacked by a tiger.

In this sentence, Ram (the subject of the main part) becomes the common subject of the Participle part also. That would mean as if Ram jumped from behind the bush and was attacked by a tiger. This error can be corrected by changing the main part from Passive to Active Voice. The sentence would then be :

Jumping from behind the bush, a tiger attacked Ram.

The sentence is now correct.

Similarly see the following sentences which are all correct—

1. Walking along the footpath, he was hit with a stone.
2. Being tired of night-long journey, he could do no work.
3. Insulted by his demotion, he resigned from service.
4. Having finished my work, I returned home early.
5. Having been injured, he stopped fighting.

Both the parts of the above noted sentences have a common subject.

Exercise

Correct the following sentences :

1. Being a fine day, we went on a picnic party.
2. Being Sunday, I am not going to office today.
3. Having failed in the first attempt, no further attempt was made by him.
4. Having no guide with us, the history of the Taj could not be known.
5. Sleeping in his room, a thief hit him on the head.
6. Reading in my room, a snake was seen under my table.
7. Ploughing his field, some old coins were found.
8. Returning from the market, my cycle was lost.

9. Tired of the day-long labour, no more work could be done.

10. Driving my car, the way was lost.

Hints—(1) It being a fine day; (2) It being Sunday; (3) he made no further attempt; (4) we could not know the history of the Taj; (5) he was hit by a thief on the head; (6) I saw a snake under my table; (7) he found some old coins; (8) I lost my cycle; (9) I could do no more work; (10) I lost my way.

Rule 3—Past Participles used as pure Adjectives

There are some Past Participles which are used as **pure Adjectives**, not as the Past Participle form of Verbs. They are—**Drunken, molten, bounden, cloven, graven, stricken, shrunk, sunken, shorn.**

They can qualify only a Noun, as—a drunken driver, molten lava, bounden duty, cloven foot, graven image, stricken heart, shrunk face, sunken ship, shorn sheep.

The normal Past Participle forms of the above noted Past Participles are these :

Drunk, melted, bound, clove, graved, struck, shrunk, sunk, sheared.

Rule 4—Past Participle and Passive Voice

Most Past Participles are used in **Passive Voice**. Therefore they are used after the Noun. As—

1. Remember the **lessons taught** by him.
2. I live in the **house built** by you.
3. Where is the **book written** by you ?
4. I shall never forget the **favour shown** to me.

Note—But there are some Past Participles which can be used **both as Verbs and Adjectives**. They are—**Torn, written, born, broken, fallen, given, spoken, stolen.** As—

1. Here is the **broken window**.
2. Where is the **window broken** by the thief.
3. I want a **written statement**.
4. This is the **letter written** by me.

Rule 5—Present Participle and Active Voice

Present Participles are mostly used in **Active Voice** before the Noun. As—

1. This is our **reading** room.
2. There is no **drinking** water.
3. Hawk is a **hunting** bird.
4. Don't get down a **running** bus.

Rule 6—Participles used as Prepositions

Some Participles are used as **Prepositions** and they depend on the main part of the sentence.

As—

1. **Referring to your letter**, I have to say that.....
2. **Regarding my qualifications**, I would submit that.....

Rule 7—Participles of Time

Some Participles suggest **time**. The sense of time becomes more clear when the Participle phrase is converted into a clause. **As—**

1. **Going to school**, I dropped my pen somewhere. (*i.e.* while I was going to school.)
2. **Having finished my work**, I returned from my office. (*i.e.* After I had finished my work.)

Rule 8—Participles of Reason / Cause

1. **Being tired**, I could not go any farther. (*i.e.* Because I was tired.)
2. **Having been satisfied**, I did not take any further action. (*i.e.* Because I had been satisfied.)

Rule 9—Participles of Condition.

1. **Turning to the left**, you will see the Railway station. (*i.e.* If you turn to the left.)
2. **Conditions remaining the same**, there will be no problem in organizing the function. (*i.e.* If conditions remain the same.)

Rule 10—Participles of Concession / Contrast

1. **Believing what you say**, I will still look into the matter myself. (*i.e.* Even though I believe what you say.)
2. **Living from hand to mouth**, he yet maintains his self-respect. (*i.e.* Though he lives from hand to mouth.)

Exercise

Correct the following sentences :

1. I am not duty bounden to go.
2. He was stricken on the head.
3. A goat has clove feet.
4. He was picked up dead drunken.
5. Here is a spun wheel.
6. This is my written book.
7. We live in your built house.
8. This is our ground playing.

Hints—(1) duty bound; (2) was struck; (3) cloven feet; (4) dead drunk; (5) spinning wheel; (6) the book written by me; (7) in the house built by you; (8) playing ground.

Distinction Between Time and Tense

In order to understand this chapter, it is necessary first to understand the meanings of **Time** and **Tense** and the distinction between the two. **Time** is used in the ordinary sense as we know it in life. **Time** has **three dimensions**—the Present Time, the Past Time, and the Future Time. But **Tense** is a grammatical term, showing the grammatical forms of the **Verb**. Thus **Time** points to the **meaning** of the Verb, and **Tense** to the form of the Verb. There are **three** broad divisions of Tense—the Present Tense, the Past Tense, and the Future Tense. Each Tense is further divided into **four** sub-divisions—1. Simple, 2. Continuous (Progressive), 3. Perfect, 4. Perfect Continuous. In this way **Time** has **three divisions**, while **Tense** has twelve divisions.

It may further be pointed out that **One Tense** may show **more than one dimension of Time**. For example, Simple Present Tense may show Present Time, Past Time and Future Time. Likewise, Simple Past Tense can also show Present Time, Past Time and Future Time.

For example, see the following Question and its Answer :

Q. How does Ram earn his living ?

Ans. He runs a shop.

The above Answer is in Simple Present Tense, but in its sense it shows Past, Present and Future Time, because he had the shop in the past; he has it in the present, and he will keep it in future too. In other words this sentence is in Simple Present Tense but in Past, Present, and Future Time.

Now see this sentence —

“I go to Bombay tomorrow morning.”

This sentence is in Simple Present Tense, but in sense it shows Future Time.

Now see the following sentences written in Simple Past Tense. All these sentences are in **Past**

Tense, but in sense the first sentence is in **Past Time**, the second in **Present Time**, the third in **Future Time**. As—

1. I **sent** a message to my brother **yesterday**. (**Past Tense and Past time**)
2. If I **sent** a message to my brother **just now**, he would receive it tomorrow. (**Past Tense and Present time**)
3. If I **sent** a message to my brother **tomorrow**, he would receive it on Sunday morning. (**Past Tense and Future time**)

Therefore a student must clearly understand the distinction between Present Tense and Present Time, Past Tense and Past Time, and Future Tense and Future Time.

Let us now study in detail the **Tenses** and **Time Sense**.

Three Forms of Verbs

Present, Past and Past Participle Forms of Some Difficult Verbs

Each Verb has Three Forms :

- I Form or Present Tense.
- II Form or Past Tense.
- III Form or Past Participle.

Since no sentence can be formed without using a Verb in a certain form, we give below a list of the I, II, and III Forms of some typical Verbs in the use of which an error is often committed :

Group I

I Form <i>Present Tense</i>	II Form <i>Past Tense</i>	III Form <i>Past Participle</i>
Arise	arose	arisen
Bear	bore	born
Bear	bore	borne
Beat	beat	beaten
Beget	begot	begot

I Form	II Form	III Form	I Form	II Form	III Form
<i>Present Tense</i>	<i>Past Tense</i>	<i>Past Participle</i>	<i>Present Tense</i>	<i>Past Tense</i>	<i>Past Participle</i>
Bid	bade	bidden	Slide	slid	slid
Bite	bit	bitten	Smell	smelt	smelt
Bind	bound	bound	Smite	smote	smitten
Blow	blew	blown	Speak	spoke	spoken
Break	broke	broken	Spoil	spoilt	spoilt
Burn	burnt	burnt	Steal	stole	stolen
Chide	chid	chid	Stride	strode	stridden
Choose	chose	chosen	Strike	struck	struck
Creep	crept	crept	Strive	strove	striven
Deal	dealt	dealt	Swear	swore	sworn
Dwell	dwelt	dwelt	Sweep	swept	swept
Draw	drew	drawn	Take	took	taken
Drink	drank	drunk	Teach	taught	taught
Drive	drove	driven	Tear	tore	torn
Eat	ate	eaten	Throw	threw	thrown
Fall	fell	fallen	Tread	trod	trodden
Feel	felt	felt	Wear	wore	worn
Fly	flew	flown	Weave	wove	woven
Forbear	for bore	forborne	Weep	wept	wept
Forget	forgot	forgotten	Write	wrote	written
Forsake	forsook	forsaken			
Freeze	froze	frozen		Group II	
Get	got	got	Abide	abode	abode
Give	gave	given	Awake	awoke	awoke
Go	went	gone	Build	built	built
Grow	grew	grown	Become	became	become
Hang	hanged	hanged	Begin	began	begun
Hide	hid	hidden	Behold	beheld	beheld
Kneel	knelt	knelt	Bend	bent	bent
Know	knew	known	Cling	clung	clung
Laugh	laughed	laughed	Come	came	come
Lie	lay	lain	Dig	dug	dug
Mean	meant	meant	Feed	fed	fed
Ride	rode	ridden	Fight	fought	fought
Rise	rose	risen	Find	found	found
See	saw	seen	Fling	flung	flung
Shake	shook	shaken	Grind	ground	ground
Show	showed	shown	Hold	held	held
Shrink	shrank	shrunk	Lend	lent	lent
Sink	sank	sunk	Lead	led	led
Sow	sowed	sown	Ring	rang	rung
Slay	slew	slain	Run	ran	run
Sleep	slept	slept	Read	read	read

I Form <i>Present Tense</i>	II Form <i>Past Tense</i>	III Form <i>Past Participle</i>
Shine	shone	shone
Sing	sang	sung
Spin	spun	spun
Spring	sprang	sprung
Stand	stood	stood
Stick	stuck	stuck
Sting	stung	stung
String	strung	strung
Swim	swam	swam
Win	won	won
Wind	wound	wound
Wring	wrung	wrung

Group III

The following Verbs remain **the same** in all the **three forms** :

Bet	bet	bet
Burst	burst	burst
Cast	cast	cast
Cut	cut	cut
Cost	cost	cost
Hit	hit	hit
Hurt	hurt	hurt
Let	let	let
Put	put	put
Read	Read	Read
Rid	rid	rid
Set	set	set
Shed	shed	shed
shut	shut	shut
Split	split	split
Spread	spread	spread
Thrust	thrust	thrust

Structure of Sentences According to Tenses

As we have said above, there are **Three** Tenses, and each tense is further divisible into **four** sub-divisions. Thus there are in all **twelve** divisions, and each division has its own grammatical structure. We are giving below examples of all these **twelve structures** along with their **Rules**.

Note—In the **Rules** given below, **V₁** stands for the First Form (Present Tense) of the Verb, **V₂** for the Second Form (Past Tense) and **V₃** for the Third Form (Past Participle) of the Verb.

1. PRESENT TENSE

Read the following sentences carefully—

1. PRESENT INDEFINITE TENSE

(i) Affirmative Sentences—

I read my book.
He loves his school.
You help the poor.
They love their country.

(ii) Negative Sentences—

I do not read my book.
He does not love his school.
You do not help the poor.
They do not love their country.

(iii) Interrogative Sentences : Affirmative—

Do I read my book ?
Does he love his school ?
Do you help the poor ?
Where does he go ?

(iv) Interrogative Sentences : Negative—

Do I not read my book ?
Does he not love his school ?
Do you not help the poor ?
Where does he not go ?

Rules

Rule 1—In **Affirmative** sentences **I, We, You, They** and **Plural Nouns** take the verb in the **First Form**. But **He, She, It** and **Singular Nouns** take the Verb in the **First Form** with **s / es**. [See (i)]

Structure :

I / We / You / They / Plural Nouns + V ₁ He / She / It / Singular Nouns + V ₁ + s / es

Rule 2—In **Negative** sentences **I, We, You, They,** and **Plural Nouns** take **do not + Verb** in the **First Form**. But **He, She, It** and **Singular Nouns** take **does not + Verb** in the **First Form**. [See (ii)]

Structure :

I / We / You / They / Plural Nouns + do not + V ₁ He / She / It / Singular Nouns + does not + V ₁
--

Rule 3—Interrogative Sentences have two structures :

- (i) Those that begin with **Do Verb (do, does, did)**. After the **Do Verb** comes the subject and thereafter **Verb** in the **First Form**.
- (ii) Those that begin with **Interrogative Adverb (What, Where, Why, When, Who, etc.)**. After the Adverb there follows the same structure as given above. [See (iii)]

Structure :

- (i) **Do Verb + Subject + V₁**
- (ii) **Adverb + Do Verb + Subject + V₁**

Rule 4—In the **Interrogative Negative Sentences** both the structures are the same as under **Rule 3** above except that in them **not** is added after the subject. [See (iv)]

2. PRESENT CONTINUOUS TENSE

- (i) **Affirmative Sentences—**
I am reading my book.
He is going to school.
They are playing football.
You are going.
- (ii) **Negative Sentences—**
I am not reading my book.
He is not going to school.
You are not going.
- (iii) **Interrogative Sentences : Affirmative—**
Am I reading my book ?
Is he going to school ?
Are you going ?
Where are you going ?
- (iv) **Interrogative Sentences : Negative—**
Am I not reading my book ?
Is he not going to school ?
Are you not going ?
Where are you not going ?

Rules

Rule 1—In **Affirmative Sentences I** takes **am + V₁x 'ing'**, **You, We, They** and **Plural Nouns** take **are + V₁x 'ing'**, and **He, She, It** and **Singular Nouns** take **is + V₁x 'ing'**. [See (i)]

Structure :

I + am + V₁x 'ing'
We/You/They/Plural Nouns + are + V₁x 'ing'
He / She / It / Singular Nouns + is + V₁x 'ing'

Rule 2—In **Negative Sentences not** is added after **is, am, are** in the above noted structures. [See (ii)]

Structure :

I + am + not + V₁x 'ing'
We / You / They / Plural Nouns + are + not + V₁x 'ing'
He / She / It / Singular Nouns + is + not + V₁x 'ing'

Rule 3—**Interrogative sentences** begin with the Auxiliary Verb **Is / Am / Are**. **Adverbial Interrogatives** are used even before the Auxiliaries. [See (iii)]

Structure :

Am + I + V₁x 'ing'
Are + We / You / They + V₁x 'ing'
Is + he / she / it + V₁x 'ing'

Rule 4—**Interrogative Negative Sentences** follow the same structures as given under **Rule 3** above except that **not** is used before the Principal Verb. [See iv]

Structure :

Am + I + not + V₁x 'ing'
Are + We / You / They + not + V₁x 'ing'
Is + he / she / it + not + V₁x 'ing'

3. PRESENT PERFECT TENSE

- (i) **Affirmative Sentences—**
I have read my book.
You have finished your work.
He has gone to Calcutta.
They have left Agra.
- (ii) **Negative Sentences—**
I have not read my book.
You have not finished your work.
He has not gone to Calcutta.
They have not left Agra.

(iii) Interrogative Sentences : Affirmative—

Have I read my book ?
 Have you finished your work ?
 Has he gone to Calcutta ?
 Have they left Agra ?
 Where have they gone ?

(iv) Interrogative Sentences : Negative—

Have I not read my book ?
 Have you not finished your work ?
 Has he not gone to Calcutta ?
 Have they not left Agra ?
 What have they not done ?

Rules

Rule 1—In **Affirmative** sentences **I, We, You, They**, and **Plural Nouns** take **have + third form** of the Verb. **He, She, It** and **Singular Nouns** take **has + third form** of the Verb. [See (i)]

Structure :

I / We / You / They + have + V₃
 He / She / it + has + V₃

Rule 2—In **Negative** sentences we use **not** after **has** or **have** in the above structures.

[See (ii)]

Structure :

I / We / You / They + have + not + V₃
 He / She / it + has + not + V₃

Rule 3—**Interrogative** sentences begin with the Auxiliary **Have** or **Has**, after which comes the **Subject** and then **Verb in the Third Form**. **Interrogative Adverbs**, if any, are used even before **Have** or **Has**.

[See (iii)]

Structure :

Have / Has + Subject + V₃
 Interrogative Adverb + have/has+Subject + V₃

Rule 4—In **Interrogative Negative** sentences **not** is used before the Verb. [See (iv)]

Structure :

Have / Has + Subject + not + V₃
 Interrogative Adverb + have / has + Subject + not + V₃

4. PRESENT PERFECT CONTINUOUS TENSE**(i) Affirmative Sentences—**

I have been working for four hours.
 He has been sleeping since 6 O'clock.
 You have been living here since July.

(ii) Negative Sentences—

I have not been working for four hours.
 He has not been sleeping since 6 O'clock.
 You have not been living here since July.

(iii) Interrogative Sentences : Affirmative—

Have I been working for four hours ?
 Has he been sleeping since 6 O'clock ?
 Why has the child been weeping for two hours ?

(iv) Interrogative Sentences : Negative—

Have I not been working for four hours ?
 Has he not been sleeping since 6 O'clock ?
 Why have you not been reading since the morning ?

Rules

Rule 1—Perfect Continuous Tense expresses period of time. If the period of time is definite (i.e. the starting point of time is known), we use **since**, as **since July**, **since 4 O'clock**, **since Monday**, **since 1964**, etc. But if the period of time is not definite (i.e. the starting point of time is not known), we use **for**, as **for some time**, **for five hours**, **for fifteen years**, etc.

Rule 2—In **Affirmative** Sentences **I, We, You, They**, and **Plural Nouns** take **have been** followed by the **Verb in the First Form X 'ing'**. **He, She, It** and **Singular Nouns** take **has been** followed by the Verb in the **First Form X 'ing'**. [See (i)]

Structure :

Subject + have/has been + V₁x 'ing' + Time

Rule 3—In **Negative** Sentences we use **not** after **have** or **has** in the above structure.

[See (ii)]

Structure :

Subject + have not been / has not been + V₁x
'ing' + Time

Rule 4—In Interrogative Sentences we use **Have** / **Has** at the beginning of the Sentence, followed by the **Subject** and then comes **been** and then **Verb in the First Form X 'ing'**, and then **Time**. [See (iii)]

Structure :

Have / Has + Subject + been + V₁x 'ing' + Time

Rule 5—In Interrogative Negative sentences we use **not** before **been**. [See (iv)]

Structure :

Have / Has + Subject + not + been + V₁x 'ing' + Time.

2. PAST TENSE

Read the following sentences carefully—

5. PAST INDEFINITE TENSE**(i) Affirmative Sentences—**

I helped my friend.
You loved your school.
He wrote a book.

(ii) Negative Sentences—

I did not help my friend.
You did not love your school.
He did not write a book.

(iii) Interrogative Sentences : Affirmative—

Did I help my friend ?
Did you love your school ?
Did you write a book ?
Where did you go ?

(iv) Interrogative Sentences : Negative—

Did I not help my friend ?
Did you not love your school ?
Where did you not go ?

Rules

Rule 1—In **Affirmative** Sentences we use the **Second Form** of the Verb with every Subject of any Person or any Number.

[See (i)]

Structure : Subject + V₂

Rule 2—In **Negative** sentences we use **did not** followed by the Verb in the **First Form** with every Subject. [See (ii)]

Structure : Subject + did not + V₁

Rule 3—In **Interrogative** Sentences we begin the sentence with **Did**, and then use the **Subject** and after that Verb in the **First Form**. [See (iii)]

Structure : Did + Subject + V₁

Rule 4—In Interrogative **Negative** sentences **not** is used before the main verb. [See (iv)]

Structure : Did + Subject + not + V₁

6. PAST CONTINUOUS TENSE**(i) Affirmative Sentences—**

I was reading my book.
He was going to school.
They were playing football.
You were going.

(ii) Negative Sentences—

I was not reading my book.
He was not going to school.
You were not going.

(iii) Interrogative Sentences : Affirmative—

Was I reading my book ?
Was he going to school ?
Were you going ?
Where were you going ?

(iv) Interrogative Sentences : Negative—

Was I not reading my book ?
Was he not going to school ?
Were you not going ?
Where were you not going ?

Rules

Rule 1—In **Affirmative** sentences **I, He, She, It** and **Singular Nouns** take **was + V₁x 'ing'**. **You, We, They** and **Plural Nouns** take **were + V₁x 'ing'**. [See (i)]

Structure :

I/He/She/It/Singular Noun + was + V ₁ x 'ing' You/We/They/Plural Nouns+were + V ₁ x 'ing'
--

Rule 2—In Negative Sentences **not** is used after **was** or **were**. [See (ii)]

Structure :

Subject + was / were + not + V ₁ x 'ing'

Rule 3—In **Interrogative** sentences the Auxiliary Verb **was** or **Were** is used at the beginning of the sentence. Interrogative Adverb, if required, is used even before **was** or **were**. [See (iii)]

Structure :

Was / Were + Subject + V ₁ x 'ing'. Interrogative Adverb + was / were + Subject + V ₁ x 'ing'.

Rule 4—In Interrogative **Negative** Sentences **not** is used before the main verb. [See (iv)]

Structure :

Was / Were + Subject + not + V ₁ x 'ing'

7. PAST PERFECT TENSE**(i) Affirmative Sentences—**

He had left India before independence.
 He had already gone.
 I had taken my dinner before sunset.
 He had gone before you reached there.
 The patient had died before the doctor reached.
 Mohan came after Ram had left.

(ii) Negative Sentences—

I did not take my dinner after the sun had set.
 He had not gone before you reached there.
 The patient had not died before the doctor reached.

(iii) Interrogative Sentences : Affirmative—

Did I take my dinner after the sun had set ?
 Had he gone before you reached there ?
 Had the patient died before the doctor reached ?
 Why had you gone before he came ?

(iv) Interrogative Sentences : Negative—

Had I not taken my dinner before the sun set ?
 Had he not gone before you reached there ?
 Had the patient not died before the doctor reached ?
 Why had you not gone before he came ?

Rules

Rule 1—In sentences of Past Perfect Tense there is usually an expression of **Time**, a **s before, after, already, long ago**, etc. The verb used is in the form of **had + verb in the Third Form** with every subject of any Person or Number. [See (i)]

Structure :

Subject + had + V ₃

Rule 2—Past Perfect Tense is usually used in Complex sentences. The Subordinate clause is connected with the Principal clause with **before** or **after**.

Rule 3—In sentences in which **before** is used, the Principal clause requires the verb as **had + V₃** (Past Perfect) and the Subordinate clause requires only **V₂** (Past Indefinite Tense). [See (i & ii)]

Structure :

Subject + had + V ₃	+ before +	Subject + V ₂
(Principal Clause)		(Sub. ord. Clause)

Rule 4—In sentences in which **after** is used, the **Principal** clause requires only **Past Indefinite Verb (V₂)** and **Subordinate Clause Past Perfect Verb (had + V₃)**. [See (ii)]

Structure :

Subject + V ₂	+ after +	Subject + had + V ₃
(Principal Clause)		(Subordinate Clause)

Rule 5—In **Negative** sentences formed under **Rule 1** above **not** is used after **had**; in sentences formed under **Rule 3** above **not** is used in the **Principal Clause** after **had** ; and in sentences formed under **Rule 4** above, the **Past Indefinite Verb (V₂)** in the **Principal** Clause is converted into **did not + V₁**. [See (ii)]

Structure :

- | |
|---|
| (1) Subject + had + not + V ₃
(3) Subject + had + not + V ₃ + before + Subject + V ₂
(4) Subject + did not + V ₁ + after + Subject + had + V ₃ |
|---|

Rule 6—In **Interrogative** sentences formed under Rules (1) and (3) above, **had** is shifted to the beginning of the sentence (keeping the remaining structure unchanged). In sentences formed under Rule (4) above, **Sub-ject + V₂** are converted into **Did + Subject + V₁**. [See (iii)]

Structure :

- | |
|---|
| (1) Had + Subject + V ₃
(3) Had + Subject + V ₃ + before + Subject + V ₂
(4) Did + Subject + V ₁ + after + Subject + had + V ₃ |
|---|

Rule 7—In Interrogative **Negative** sentences **not** is used **before the main Verb** in each form. [See (iv)]

Structure :

- | |
|---|
| (1) Had + Subject + not + V ₃
(3) Had + Subject + not + V ₃ + before + Subject + V ₂
(4) Did + Subject + not + V ₁ + after + Subject + had + V ₃ |
|---|

8. PAST PERFECT CONTINUOUS TENSE**(i) Affirmative Sentences—**

I had been working for four hours.
 He had been sleeping since 6 O'clock.
 We had been living in Delhi since 1950.

(ii) Negative Sentences—

I had not been working for four hours.
 He had not been sleeping since 6 O'clock.
 We had not been living in Delhi since 1960.

(iii) Interrogative Sentences : Affirmative—

Had he been working for four hours ?

Had he been sleeping since 6 O'clock ?

Had we been living in Delhi since 1980?

Why had the child been weeping for two hours ?

(iv) Interrogative Sentences : Negative—

Had I not been working for four hours ?

Had he not been sleeping since 6 O'clock ?

Had we not been living in Delhi since 1980 ?

Why had you not been reading since the morning ?

Rules

Rule 1—Sentences of Past Perfect Continuous Tense also carry the sense of **Time**. For definite starting point of time we use **since**, and for indefinite point of time we use **for** (as under Past Perfect Tense above).

Rule 2—In Affirmative Sentences we use the Verb in the form of **had been + Verb in the First Form x 'ing'** with every subject of any Person or any number. [See (i)]

Structure :

Subject + had been + V ₁ x 'ing' + Time phrase

Rule 3—In Negative Sentences we use **not** between **had** and **been**. [See (ii)]

Structure :

Subject + had not been + V ₁ x 'ing' + Time
--

Rule 4—In Interrogative sentences we begin the sentence with **Had**, or with **Interrogative Adverb** used even before **Had**. [See (iii)]

Structure :

Had + Subject + been + V ₁ x 'ing' + Time phrase Interrogative Adverb + Had + Subject + been x 'ing' + Time

Rule 5—In Interrogative **Negative** sentences we use **not** before **been** in the structure under Rule 4 above. [See (iv)]

Structure :

Had + Subject + not + been + V ₁ x 'ing' + Time
--

3. FUTURE TENSE

Read the following sentences carefully—

9. FUTURE INDEFINITE TENSE

(i) Affirmative Sentences—

I shall help you.
He will come today.
You will do your work.
They will go to Kanpur.

(ii) Negative Sentences—

I shall not help you.
He will not come today.
You will not do your work.
They will not go to Kanpur.

(iii) Interrogative Sentences : Affirmative—

Shall I help you ?
Will he come today ?
Will you do your work ?
Will they go to Kanpur ?
Where will they go ?

(iv) Interrogative Sentences : Negative—

Shall I not help you ?
Will he not come today ?
Will you not do your work ?
Will they not go to Kanpur ?
Where will they not go ?

Rules

Rule 1—In **Affirmative** sentences **I** and **We** take **shall** followed by **Verb** in the **First Form**, and **He, You, They** and every **Noun** take **will** followed by **Verb** in the first Form.

[See (i)]

Structure :

I / We + Shall + V ₁ He / You / They / any Noun + will + V ₁

Rule 2—In **Negative** sentences we use **not** after **shall** or **will** in the structure under **Rule 1** above.

[See (ii)]

Structure :

I / We + shall + not + V ₁ He / You / They / any Noun + will + not + V ₁

Rule 3—In **Interrogative** sentences we begin the sentence with **shall** or **will**, or with **Interrogative Adverb** used even before **Shall / Will**. [See (iii)]

Structure :

Shall / will + Subject + V ₁ Interrogative Adverb+shall/will + Subject+V ₁

Rule 4—In Interrogative **Negative** sentences we use **not** before the main verb in the structure under **Rule 3** above. [See (iv)]

Structure :

Interrogative Adverb / shall / will + Subject + not + V ₁
--

Rule 5—Sometimes for the sake of **emphasis** we use **will** with **I / We**, and **shall** with **He / You / They / any Noun**.

10. FUTURE CONTINUOUS TENSE

(i) Affirmative Sentences—

I shall be helping you.
You will be going to Kanpur.
He will be coming today.

(ii) Negative Sentences—

I shall not be helping you.
You will not be going to Kanpur.
He will not be coming today.

(iii) Interrogative Sentences : Affirmative—

Shall I be helping you ?
Will you be going to Kanpur ?
Will he be coming today ?
Where will you be going ?

(iv) Interrogative Sentences : Negative

Shall I not be helping you ?
Will you not be going to Kanpur ?
Will he not be coming today ?
Where will you not be going ?

Rules

Rule 1—In **Affirmative** sentences **I / We** take **shall be** followed by **Verb** in the **First Form X 'ing'**, and **You / He / They / any Noun** take **will be** followed by **Verb** in the **First Form X 'ing'**. [See (i)]

Structure :

I / We + shall be + V₁x 'ing'.
 You/He/They/any Noun + will be + V₁x 'ing'.

Rule 2—In **Negative** sentences we use **not** after **shall / will**. [See (ii)]

Structure :

I / We + shall + not + be + V₁ x 'ing'.
 You / He / They / any Noun + will + not + be + V₁ x 'ing'.

Rule 3—In **Interrogative** sentences we use **Shall / Will** at the beginning of the sentence or **Interrogative Adverb** even before **shall / will**. [See (iii)]

Structure :

Interrogative Adverb / Shall / Will + subject + be + V₁x 'ing'.

Rule 4—In **Interrogative Negative** sentences we use **not** before **be** in the structure under Rule 3 above. [See (iv)]

Structure :

Shall / Will + Subject + not + be + V₁x 'ing'

Rule 5—For emphasis we use **will** with **I / We** and **shall** with **You / He / They / every Noun**.

11. FUTURE PERFECT TENSE

- (i) **Affirmative Sentences**—
 I shall have finished my work.
 You will have gone before he comes.
 He will have reached the station before the train leaves.
- (ii) **Negative Sentences**—
 I shall not have finished my work.
 You will not have gone before he comes.
 He will not have reached the station before the train leaves.
- (iii) **Interrogative Sentences : Affirmative**—
 Shall I have finished my work ?
 Will you have gone before he comes ?
 Will he have reached the station before the train leaves ?
 Why will he have gone before you reach?

(iv) Interrogative Sentences : Negative—

Shall I not have finished my work ?
 Will you not have gone before he comes?
 Will he not have reached the station before the train leaves ?
 Why will he not have gone before you reach ?

Rules

Rule 1—In **Affirmative** sentences **I / We** take **shall have**, and **You / He / They / every Noun** take **will have**, followed by the verb in the **Third Form**.

[See (i)]

Structure :

I / We + shall have + V₃
 You / He / They / Noun + will have + V₃

Rule 2—In **Negative** sentences we use **not** after **shall / will**. [See (ii)]

Structure :

Subject + shall not have / will not have + V₃

Rule 3—The **Interrogative** sentence begins with **Will** or **Shall**. **Interrogative Adverb**, if any, is used even before **will / shall**.

[See (iii)]

Structure :

Shall / Will + Subject + have + V₃

Rule 4—**Interrogative Negative** sentences take **not** before **have**. [See (iv)]

Structure :

Shall / Will + Subject + not have + V₃

12. FUTURE PERFECT CONTINUOUS TENSE**(i) Affirmative Sentences—**

I shall have been reading for four hours.
 He will have been living in Delhi since 1980.
 You will have been waiting for him for two hours.

(ii) Negative Sentences—

I shall not have been reading for four hours.

He will not have been living in Delhi since 1980.

You will not have been waiting for him for two hours.

(iii) Interrogative Sentences : Affirmative—

Shall I have been reading for four hours?

Will he have been living in Delhi since 1980 ?

Why will he have been waking for four hours ?

(iv) Interrogative Sentences : Negative—

Shall I not have been reading for four hours ?

Will he not have been living in Delhi since 1980 ?

Why will he not have been waiting for us since morning ?

Rules

Rule 1—These sentences always use some phrase of **Time**. For a definite starting point of time we use **since**, and for an indefinite starting point we use **for**.

Rule 2—In **Affirmative** sentences **I / We** take **shall have been**, and **You / He / They / any Noun** take **will have been**, followed by **Verb** in the **First Form** x 'ing'.

[See (i)]

Structure :

I / We + shall have been + V₁x 'ing'

You / He / They / any Noun + will have been + V₁x 'ing'.

Rule 3—In **Negative** sentences **not** is used after **shall / will**. [See (ii)]

Structure :

Subject + shall not have been / will not have been + V₁ + 'ing'

Rule 4—**Interrogative** sentences begin with **shall / will**, or with **Interrogative Adverb**, if required, even before **shall / will**.

[See (iii)]

Structure :

Shall / Will + Subject + have been + V₁x 'ing'

Interrogative Adverb + shall / will + Subject + have been + V₁x 'ing'

Rule 5—In Interrogative **Negative** sentences we use **not** before **have** in the structure under Rule 4 above. [See (iv)]

Structure :

Shall / Will + Subject + not + have been + V₁x 'ing'.

Uses of the Tenses

(i) Simple Present Tense

The **Simple Present Tense** is used in the following situations—

1. To express some **universal Truth** or **Principle**. These sentences carry the sense of **Past, Present** and **Future Time**. As—

1. The sun **rises** in the east.
2. The earth **moves** round the sun.
3. The moon **appears** in the night.
4. The rose **smells** sweet.
5. Water **freezes** at – 4°C.

2. To express some **Permanent Activity** or **Nature**. They indicate **Past, Present** and **Future Time**. As—

1. Birds **lay** their eggs in their nests.
2. Fish **live** in water.
3. She **is** always cheerful.
4. I regularly **go** for a walk.

3. To express some **habitual action** or some **repeated action**. As—

1. I **love** children.
2. She **uses** heavy cosmetics.
3. He **reads** till late in the night.
4. He **does not talk** much.

4. To express some **Programme, Function** or **Decision** fixed for **Future**. It indicates **Future Time**. As—

1. Our examinations **begin** tomorrow.
2. We **play** a friendly match next Sunday.
3. I **go** to Bombay tomorrow morning.
4. Deepawali **falls** next month.
5. To express some **historical truth, vivid description, live commentary** or **broadcasting**. As—

1. Now Shivaji **escapes** from the Fort of Agra.

2. India **gets** Independence on the 15th of August, 1947.
3. In the course of the exciting car rally a car **falls** into the valley.
4. Now Kapil Deo **strikes** a sixer.
5. The Prime Minister **hoists** the national flag.
6. Clauses of time or condition are also expressed in Simple Present Tense. **As—**
 1. If you **work** hard, you will pass.
 2. You will be appointed if you **apply**.
 3. Please wait until I **come**.
 4. The train will leave before you **reach**.
7. The following Verbs are mostly used in the **Simple Present Tense**. They should not be used in Present Continuous Tense. These Verbs are :
 1. Verbs of perception
see, hear, smell, notice, recognize.
 2. Verbs of appearing
appear, look, seem.
 3. Verbs of emotion
want, wish, desire, feel, like, love, hate, hope, refuse, prefer.
 4. Verbs of thinking
think, suppose, believe, agree, consider, trust, remember, forget, know, understand, imagine, mean, mind.
 5. Verbs of "having"
have, own, possess, belong to, contain, consist of, be (in the active voice)

(ii) Present Continuous Tense

Present Continuous Tense is used in the following situations—

1. To express an action **going on** at the time of speaking. **As—**
 1. He **is reading** his book.
 2. The baby **is sleeping**.
 3. The teacher **is teaching**.
 4. The birds **are flying**.
2. To indicate a certain programme or a decision scheduled to take place in **near future**. It carries the sense of **Future Time**. **As—**

1. We **are playing** a match tomorrow.
2. I **am leaving** for Calcutta this evening.
3. My father **is coming** today.
4. I **am going** to the cinema tonight.
3. To express some **possibility** or **determination**. **As—**
 1. I **am going to buy** a car.
 2. She **is going to give** a performance.
 3. He **is going to boat** in the lake.
 4. You **are going to lose** in this bargain.

(iii) Present Perfect Tense

Present Perfect Tense is used in the following situations—

1. To indicate an action that has just been completed and has, therefore, ceased to have its connection with the **present time**. **As—**
 1. He **has just closed** the shop.
 2. I **have just come** from Delhi.
 3. You **have finished** your work.
 4. She **has gone** with her father.
2. It is also used to indicate an action that started some time in the past and continuing up to the present moment. **As—**
 1. I **have lived** in Bombay for five years.
 2. She **has been ill** since last week.
 3. I **have not met** him for a long time.
 4. They **have not come** here for many months.
3. To indicate past actions of which time is not given and not definite. **As—**
 1. He **has never** come here.
 2. He **has been** a famous actor.
 3. I **have read** Shakespeare.
 4. He **has been** to America.
4. The following **Adverbs** or **Adverbial phrases** can be used with the Present Perfect Tense—**just, ever, never, often, so far, till now, already, for, since, today, this morning, this week**, etc. **As—**
 1. He has never come **till now**.
 2. I have **just** arrived.
 3. He has not seen me **so far**.
5. Adverbs or Adverbial phrases of **Past time** (**yesterday, last year, some time ago**, etc.) cannot be used with the Present Perfect Tense. The following sentences are **wrong** :

1. He **has come** yesterday.
2. He **has passed** M. A. last year.

Such sentences should be written in **Simple Past Tense**. As—

1. He **came** yesterday.
2. He **passed** M. A. last year.

(iv) Present Perfect Continuous Tense

The **Present Perfect Continuous Tense** is used to express the actions that began some time in the past and are still continuing. As—

1. He **has been studying** since 6 O'clock.
2. It **has been raining** since morning.
3. He **has been working** in this factory for many years.
4. I **have been living** in this house since 1990.

(v) Simple Past Tense

Simple Past Tense is used in the following cases—

1. To express actions that **ended in the past**, and carry the sense of Past Time. As—

1. I **wrote** a letter yesterday
2. She **came** to me this morning.
3. I **studied** in this college.
4. I **met** him in the market.

2. This tense also expresses **past habits or style of working**. As—

1. He **used to wear** white trousers.
2. He never **went** to bed before midnight.
3. He never **told** a lie.
4. He often **came** on foot.

Note—In such sentences **Adverbs of Frequency** are often used.

(vi) Past Continuous Tense

Past Continuous Tense is used in the following cases—

1. The Past Continuous Tense indicates an action going on till some time in the past. These sentences **may** or **may not** use some **phrase of time**. As—

1. We **were watching** the T.V. this evening.
2. They **were playing** football.
3. I **was teaching** them Shakespeare.
4. I **was sleeping** at that time.

2. This Tense also expresses some **persistent habits** in the past. **Adverbs of Frequency** (**always, often, continually**, etc.) are often used with this Tense. As—

1. He **was often grumbling**.
2. He **was always complaining**.
3. She **was continually harassing** her husband.

(vii) Past Perfect Tense

Past Perfect Tense is used in the following situations—

1. To express an action already completed before a certain point of time in the past. As—

1. He **had built** his house before 1980.
2. He **had resigned** from his post before joining here.
3. Cholera **had broken** out in Africa fifteen years earlier also.
4. He **had already decided** to settle down in America.

2. If reference is to **two activities** completed in the past, one activity having been completed earlier than the other, the one completed earlier will require **Past Perfect Tense**, and the later one **Simple Past Tense**. As—

1. The doctor **arrived** after the patient **had died**.
2. The patient **had died** before the doctor **arrived**.
3. He **reached** the station after the train **had left**.
4. He **had gone** to bed before you **reached** there.

Note—(i) The **Conjunctions** used to connect the Principal and Sub-ordinate clauses in such sentences are **before** or **after**.

(ii) If **two actions** are completed almost at the same time in the past, the **Simple Past Tense** is used for both. As—

1. He **closed** the door and **went** to bed.
2. The servant **came** and **gave** me a glass of water.

(viii) Past Perfect Continuous Tense

The **Past Perfect Continuous Tense** is used to express an action started before a certain point of time in the past and continuing to the present moment. As—

1. It **had been raining** for two hours.
2. He **had been teaching** at this school for ten years.
3. He **had been playing** cricket in England for five years.
4. I **had been practising** law for a number of years.

(ix) Simple Future Tense

Simple Future Tense is used to convey the following sense—

1. To indicate an action scheduled to take place in future. **As—**
 1. I **shall go** to office tomorrow.
 2. We **shall have** holiday tomorrow.
 3. He **will come** on Monday.
 4. You **will get** your chance next time.

Note—To express **strong will, determination, warning or order / command, I / We** take **will + Verb**, and **You / He / They** take **shall + Verb**. **As—**

1. I **will** not act against my conscience.
2. We **will** not accept our defeat.
3. You **shall** not be late.
4. He **shall** not be allowed to go.

2. Some Interrogative sentences begin with **Shall I / Shall we**, which convey the sense of advice / suggestion / request / proposal, and they express **Present time**. **As—**

1. **Shall I** draw the curtain ?
2. **Shall we** now go ?
3. **Shall I** prepare tea for you ?
4. **Shall we** start the match now ?

3. Sometimes Simple Future Tense is used to convey **universal truth or habit**. These sentences express all the **three times—Past, Present** and **Future**. **As—**

1. Sin **will be** sin.
2. Roses **will bloom** in spring.
3. A drunkard **will drink**.

(x) Future Continuous Tense

Future Continuous Tense is used to convey the following ideas :

1. To convey the sense that a certain activity will continue for some time in future. **As—**

1. We **shall be playing** the match at this time.
 2. I **shall be staying** with my brother.
 3. We **shall be travelling** by train.
2. These sentences also convey the sense of **future planning or intention**. **As—**
1. I **shall be meeting** the Prime Minister on Tuesday.
 2. We **shall be attending** a conference at Delhi next week.

(xi) Future Perfect Tense

Future Perfect Tense is used to convey the sense of completion of an action by a certain point of time in future. **As—**

1. I **shall have reached** Calcutta by this time tomorrow.
2. We **shall have completed** our project by the end of the next month.

The Future Perfect Tense also conveys the sense of **likelihood or probability**. It refers to an action in the past. **As—**

1. You **will have met** my brother at Calcutta.
2. You **will have seen** the Taj.
3. He **will have been** at your residence.

(xii) Future Perfect Continuous Tense

The **Future Perfect Continuous Tense** indicates the continuance of some action for a long time in future. **As—**

1. He **will have been building** his house.
2. I **shall have been preparing** for my examination.

Exercise 1

Correct the following sentences :

1. I had been married in 1990.
2. She finished her work when I met her.
3. They had gone to Calcutta last night.
4. Who had invented the gramophone ?
5. The fair had been over ten days ago.
6. He had come to my room while I was reading.
7. I saw her when I had been passing yesterday.
8. He was ill for a week when the doctor was sent for.

9. The rain had ceased yesterday.
10. I have written my application yesterday.
11. The lion had been caged last night.
12. I understood what you say.
13. I lived for twenty years in Bombay.
14. He had come only yesterday.
15. Examinations have been held next month.

Hints—(1) was married; (2) had finished; (3) went to Calcutta; (4) invented; (5) was over; (6) came into my room; (7) was passing; (8) had been ill; (9) ceased yesterday; (10) wrote my application; (11) was caged; (12) understand; (13) have lived; (14) came; (15) will be held/are going to be held.

Exercise 2

Choose the correct verb form from those given in brackets :

1. He (has, is having) a house in Bombay.
3. The earth (moves, moved) round the sun.
3. We (saw, have seen) the Prime Minister yesterday.
4. I shall meet you when he (comes, will come) back.
5. It started raining while we (played, were playing) football.
6. Can I have some milk before I (go, am going) to bed ?
7. He (fell, had fallen) asleep while he was driving.
8. I am sure I (met, had met) him at the station yesterday.
9. He (is living, has been living) in this house for ten years.
10. He thanked me for what I (have done, had done) for him.
11. She (is, will be) twenty next birthday.
12. We (have been working, are working) in this factory for five years.
13. She (is wanting, wants) to be a doctor.
14. If you (start, started) at once, you will reach there by this evening.
15. He (went, had gone) out five minutes ago.

Hints—(1) has; (2) moves; (3) saw; (4) comes; (5) were playing; (6) go; (7) had fallen; (8) met; (9) has been living; (10) had done; (11) will be; (12) have been working; (13) wants; (14) start; (15) went.

Exercise 3

Choose the correct alternative form of the verb given in brackets :

1. He (wants, is wanting) to talk to you.
2. You (bought, had bought) a new scooter last week.
3. I (have just cleaned, just cleaned) my shoes.
4. She (has done, did) a lot of work today.
5. I shall return your book when I (will come, come) next time.
6. She (has been, is) ill for over a week.
7. I know all about this book because I (read, have read) it twice.
8. I (didn't see, have not seen) him since we met a year ago.
9. I (smell, am smelling) something burning.
10. My father (arrives, will have arrived) tomorrow morning.
11. We (finished, have finished) our lunch half an hour ago.
12. Did you think you (have seen, had seen) him sometime earlier also ?
13. The train (has left, will have left) before we reach the station.
14. He jumped off the train while it (ran, was running, had been running).
15. He rarely (comes, is coming) these days.

Hints—(1) wants; (2) bought; (3) have just cleaned; (4) has done; (5) come; (6) has been; (7) have read; (8) have not seen; (9) smell; (10) arrives; (11) finished; (12) had seen; (13) will have left; (14) was running; (15) comes.

Exercise 4

Fill in the blanks with the correct form of the verb given against each sentence :

1. It is years since I him. (see)
2. Of late he me. (not meet)
3. In a fit of rage she up the letters. (tear)
4. The old man by a mad dog. (bite)
5. A better day for this function could not (choose)
6. The cart in the mud. (stick)

7. She had all through the winter. (work)
8. I wish I him. (know)
9. If only I her. (know)
10. I him a week ago. (see)
11. He here for more than five years. (work)
12. Take your raincoat in case it (rain)
13. I to my office tomorrow. (go)
14. He often late. (reach)
15. My sister twenty on the Deepawali day. (will be)

Hints—(1) saw; (2) has not met; (3) tore up; (4) was bitten; (5) have been chosen; (6) was stuck; (7) had been working; (8) knew; (9) knew; (10) saw; (11) has worked; (12) rains; (13) go; (14) reaches; (15) would be.

Exercise 5

Correct the following sentences :

1. It is high time you resolve your differences.
2. He retired to bed before we reached there.
3. I know him for many years.
4. I am having a car.
5. He left for America next week.
6. I will return as soon as he came.
7. She is reading since the morning.
8. I wish I know him.
9. I met him before he came to the town.
10. You won't pass until you will work hard.
11. I write an essay this time.
12. It is time we will begin the work.
13. Don't get down the bus until it will stop.
14. He lives in Calcutta now.
15. I am going to office every day by bus.
16. He is teaching at this school since 1985.
17. He is having his breakfast at 8 a. m.
18. He has passed M. A. last year.
19. He already does his work.
20. Who has discovered the force of gravitation?

Hints—(1) resolved; (2) had retired; (3) have known; (4) have; (5) leaves; (6) he comes;

(7) has been reading; (8) knew; (9) had met; (10) work hard; (11) am writing; (12) began the work; (13) stops; (14) is living; (15) go; (16) has been teaching; (17) has his breakfast; (18) passed; (19) has already done; (20) discovered.

Tenses and Time

Normally Present Tense, Past Tense and Future Tense indicate Present Time Past Time, and Future Time. But in some typical sentences and their implied sense some Tenses express more dimensions of Time than the main time for which they stand. We have already discussed in detail the relationship between Time and Tense in the earlier part of this chapter. Now we give hereunder a brief chart of the relationship between Time and Tense.

1. Simple Present Tense

Simple Present Tense expresses the following dimensions of Time—

(i) All Inclusive Time—Past, Present and Future Time. As—

(a) Sentences of Eternal Truth

1. The sun shines during the day.
2. Birds fly.
3. Cows are animals.
4. A week has seven days.

(b) Sentences of Permanent Nature

1. Men wear clothes.
2. She never comes late.
3. Sugar is sweet.
4. Trees are useful.

(c) Sentences Showing Long Habits

1. He knows swimming.
2. She loves her children.
3. I read in the morning.
4. He is always merciful.

(ii) Future Time

(a) Sentences of Programme and Planning

1. I go to Calcutta tomorrow.
2. My brother returns from America next week.
3. The marriage takes place on Monday next.
4. So we meet tomorrow.

(b) Sentences of Time and Condition

1. I shall help you if you come.
2. He will miss the train if he doesn't start at once.
3. He will wait for you until you reach.
4. He will not awake until the sun rises.

(iii) Past Time**Sentences of Historical Truth**

1. Now Napoleon advances towards England.
2. Octavius Caesar succeeds Julius Caesar.
3. Now America drops atom bombs on Japan.
4. Finally Hitler commits suicide.

2. Present Continuous Tense

Present continuous Tense expresses Future time also. **As—**

(a) Sentences of Programme and Planning

1. We are leaving for U. K. next month.
2. They are playing a friendly match this Sunday.
3. They are shortly opening a new branch.
4. They are returning tomorrow morning.

(b) Sentences of Probability and Intention

1. We are soon building a new house.
2. It is going to rain.
3. They are not going to buy a car so soon.
4. He is unnecessarily inviting trouble for himself.

3. Simple Past Tense

Simple Past Tense expresses the following dimensions of Time—

(i) Present Time**(a) Sentences of Request**

1. Could you lend me your pen for a minute?
2. Would you do it for me ?
3. Might I expect some help from you ?

(b) Sentences of Advice or Suggestion

1. You had better leave me alone.
2. I would rather go alone.
3. I would sooner resign than work under these conditions.

(c) Sentences of “It is time + Verb in the Past Tense”

1. It is time we returned home.
2. It is high time you had given up this habit.

(ii) Future Time**Sentences having would/could in Indirect Narration**

1. He said that he would not stay.
2. He said that he could not reach there.

Present/Future Time**(a) If-clause for Simple Past Tense**

1. If he worked regularly, he would be successful.
2. If he applied in time, he would be called for interview.

(b) Sentences of “wish” (Impossible wish)

1. I wish I were a Prince. (Present Time)
2. I wish I were there. (Present Time)
3. If I were a King. (Present Time)

4. Simple Future Tense**(i) Present Time****Interrogative Sentences of request/advice/suggestion**

1. Shall I bring a cup of tea for you ?
2. Shall I lock the front gate ?
3. Shall we now go ?

(ii) All-inclusive Time—Past, Present and Future

1. Servants will be servants.
2. Kings will be kings.
3. The poor will always be there.
4. If I were a King !

5. Future Perfect Tense**(i) Past Time**

1. You will have met him there.
2. She will have reached home.

13

Active and Passive Voice

Some sentences can be written in two forms—in **Active Voice** or in **Passive Voice**. These sentences can be converted from the Active Voice to the Passive Voice and from the Passive Voice to the Active Voice. **As—**

Active : I read a book.

Passive : A book is read by me.

There are definite **Rules** for conversion from the **Active Voice to the Passive Voice**. But before discussing these Rules, it is essential to know some basic concepts.

Conditions under which Conversion into the Passive Voice is not possible

1. The sentences in which the main verb is **Intransitive** cannot be converted into the Passive Voice. Only those sentences which have a Transitive Verb can be converted into the Passive Voice. For example, look at the following sentences—

1. I read.
2. We go.
3. They laugh.

These sentences **cannot be converted** into the Passive Voice because the Verbs used in them are Intransitive.

2. The sentences of **Future continuous Tense** cannot be converted into the Passive Voice.

3. No **Perfect Continuous Tense** of any Tense can be converted into the Passive Voice.

Rules for Conversion from the Active to the Passive Voice

Rule 1—Interchange of Subject and Object

While changing from the Active to the Passive Voice, the Subject is made the Object, and the object becomes the Subject in the Passive Voice. Also, **by** is used before the Subject when it is made

the Object in the Passive form. Sometimes **by** is kept **understood** or **implied** also. **As—**

Active : Ram loves Shyam.

Passive : Shyam is loved by Ram.

Rule 2—While interchanging the **Subject** and **Object** in the Passive Voice, the **Articles**, **Adjectives** and **Adjective Phrases** connected with each are also carried over with them. They are not separated either from the Subject or the Object. **As—**

Active : All the children heard an interesting story.

Passive : An interesting story was heard by all the children.

Rule 3—When the **Pronouns** are transferred from the place of **Object** in the Active Voice to the place of **Subject** in the Passive Voice, their form is changed as follows—

I in place of **Me**

We in place of **Us**

He in place of **Him**

She in place of **Her**

They in place of **Them**

Note—No change is made in the use of **You** or **It** or any **Noun**.

Active : Ram loves **her**.

Passive : **She** is loved by Ram.

Active : Mohan hates **them**.

Passive : **They** are hated by Mohan.

Rule 4—When the **Pronouns** are transferred from the place of **Subject** in the Active Voice to the place of **Object** in the Passive Voice, their form is changed as follows—

By me in place of **I**

By us in place of **We**

By him in place of **He**

By her in place of She

By them in place of They

Note—There is no change in **You, It** or any **Noun**, but **by** is added before them.

Active : We love the child.

Passive : The child is loved by us.

Active : I see a bird.

Passive : A bird is seen by me.

Active : You write a letter.

Passive : A letter is written by you.

Rules for Change in Verbs

Rule 5—The following changes are made in the **Verb**—

(i) The main Verb is used in the **Third (Past Participle) Form**.

(ii) An appropriate Verb 'to be' (**is, are, am, was, were, be, been, being**) is used before the Third Form of the main Verb according to the **Number** and **Person** of the Subject and **Tense** of the Verb.

The different forms of the Verb '**to be**' used with the Verb **Love**, for illustration, are given in the following **Table**—

Verb 'to be' + Love in Passive Voice

Tense	Indefinite	Continuous	Perfect	Perfect
Present	am loved	am being loved	have been loved	No Passive Voice
	is loved	is being loved	has been loved	No Passive Voice
	are loved	are being loved	have been loved	No Passive Voice
Past	was loved	was being loved	had been loved	No Passive Voice
	were loved	were being loved	had been loved	No Passive Voice
				No Passive Voice
Future	will be loved	×	will have been loved	No Passive Voice
	shall be loved	×	shall have been loved	No Passive Voice

Examples

A. Present Tense

(i) **Indefinite :**

Active : He reads a book.

Passive : A book is read by him.

Active : Ram writes letters.

Passive : Letters are written by Ram.

Active : Ram follows me.

Passive : I am followed by Ram.

You will see from the Table above that **am, is, or are** have been used before the Third Form of the main Verb according to the Number and Person of the Subject.

Structure of the Verb :

Am / Is / Are + V₃ (Third Form of the Verb)

(ii) **Continuous :**

Active : He is writing a letter.

Passive : A letter is being written by him.

Active : They are reading books.

Passive : Books are being read by them.

Active : Ram is helping me.

Passive : I am being helped by Ram.

The **Structure** of the Verb in this Tense is :

is/ am/ are + being + III form of the Verb.

(iii) **Perfect :**

Active : Ram has written a letter.

Passive : A letter has been written by Ram.

Active : Mohan has read many books.

Passive : Many books have been read by Mohan.

Active : He has helped me.

Passive : I have been helped by him.

The **Structure** of the Verb in this Tense is :

Has/ have + been + III form of the Verb.

B. Past Tense

(i) **Simple Past Tense / Indefinite Past Tense :**

Active : Ram wrote a letter.

Passive : A letter was written by Ram.

Active : Ram read many books.

Passive : Many books were read by Ram.

Active : He helped me.

Passive : I was helped by him.

The **Structure** of the Verb in this Tense is :

Was/ were + III form of the Verb.

(ii) **Past Continuous :**

Active : Ram was writing a letter.

Passive : A letter was being written by Ram.

Active : Hari was reading a book.

Passive : A book was being read by Hari.

Active : Ram was helping me.

Passive : I was being helped by Ram.

The **Structure** of the Verb in this Tense is :

Was/ were + being + III form of the Verb.

(iii) Past Perfect :

Active : Ram had written a letter.

Passive : A letter had been written by Ram.

Active : Ram had read many books.

Passive : Many books had been read by Ram.

Active : Ram had helped me.

Passive : I had been helped by Ram.

The **Structure** of the Verb in this Tense is :

Had + been + III form of the Verb.

C. Future Tense

(i) Future Indefinite :

Active : Ram will write a letter.

Passive : A letter will be written by Ram.

Active : Ram will read books.

Passive : Books will be read by Ram.

Active : Ram will help me.

Passive : I shall be helped by Ram.

The **Structure** of the Verb in this Tense is :

Will/ shall + be + III form of the Verb.

(ii) Future Perfect Tense :

Active : Ram will have written a letter.

Passive : A letter will have been written by Ram.

Active : Ram will have read many books.

Passive : Many books will have been read by Ram.

Active : Ram will have helped me.

Passive : I shall have been helped by Ram.

The **Structure** of the Verb in this Tense is :

Will/ shall + have been + III form of the Verb.

Note—In Present Perfect Continuous, Past Perfect Continuous and Future Continuous and Future Perfect Continuous Tense there can be no conversion from the Active to the Passive Voice.

Rule 6—In sentences in which auxiliary Verbs **can / could / may / might / should / would** are used with Finite Verbs, the auxiliaries are retained as they are, and they are followed by **be + Third Form** of the Verb. **Structure** of the Verb in the Passive Voice is :

Auxiliary Verb (unchanged) + be + V₃ **As**—

Active : They can help you.

Passive : You can be helped by them.

Active : She should help Sita.

Passive : Sita should be helped by her.

Rule 7—In some sentences Verb ‘to be’ (**am, is, are, was, were**) is followed by **has / have / had**, which are followed by an **Infinitive (to + Verb)**. While converting, such sentences into the Passive Voice, Verb ‘to be’ and **has / have / had** are retained in the form appropriate to the **subject**, after which are used **to be + Verb** in the **Third Form**.

The **Structure** of the Verb would be :

Verb ‘to be + to be + V₃

Has / have or had + to be + V₃ As—

Active : I am to help him.

Passive : He is to be helped by me.

Active : She has to help me.

Passive : I have to be helped by her.

Active : He was to bring you here.

Passive : You were to be brought here by him.

Rule 8—Sometimes an **Intransitive Verb** joined with a **Preposition** does the work of a Transitive Verb. Sentences using this type of Verb are converted into the Passive Voice according to the normals Rules, keeping in mind that the Preposition must be retained with the Verb. **As**—

Active : She looks after him.

Passive : He is looked after by her.

Active : They laughed at him.

Passive : He was laughed at by them.

Rule 9—Some sentences have **two** objects—

(i) Direct (or Inanimate) object, (ii) Indirect (or Animate) object. **As**—

‘She teaches **me** **grammar**.’

Here ‘grammar’ is Direct Object and ‘me’ is Indirect Object.

While converting such sentences into the Passive Voice, the Indirect (or animate) object should be used as the Subject.

As—

Active : She teaches me Hindi.

Passive : I am taught Hindi by her.

Active : They gave you a prize.

Passive : You were given a prize by them.

Active : I shall give you necessary help.

Passive : You will be given necessary help by me.

Note—Sometimes, however, **Direct** (or Inanimate) Object can also be used as the Subject in the Passive Voice. **As**—

Active : He teaches me Hindi.

Passive : I am taught Hindi by him.

Or

Hindi is taught to me by him.

Rule 10—Some sentences containing **double objects** begin with **Let** in the Active Voice. In Passive Voice also these sentences begin with **Let**, and the **Direct** (Inanimate) object is used as the Subject. Also, **be** should be used before the Third Form of the Verb. **As**—

Active : Let him bring a glass of water.

Passive : Let a glass of water be brought by him.

Conversion of Imperative Sentences into Passive Voice

Rule 11—If the Imperative sentence carries the sense of **order** or **command**, its Passive Voice should begin with **Let**, and **be** should be used **before the Third Form** of the Verb. **As**—

Active : Bring the pen.

Passive : Let the pen be brought.

Active : Shut the door.

Passive : Let the door be shut.

Active : Show the papers.

Passive : Let the papers be shown.

Rule 12—If the Imperative sentence carries the sense of **request** or **advice**, **should be** must be used before the **Third Form** of the Verb. These sentences do not begin with **Let**. **As**—

Active : Help the poor.

Passive : The poor should be helped.

Active : Feed the child.

Passive : The child should be fed.

Active : Love your country.

Passive : Your country should be loved.

Note—In Passive Voice expressions such as **Please**, **Kindly**, etc. are left out.

Rule 13—If the Imperative sentence is **Negative**, the Passive Voice should have **Let not** in place of **Do not**. Also, after the Subject **be + Third Form** of the Verb should be used. **As**—

Active : Do not read a bad novel.

Passive : Let not a bad novel be read by you.

Active : Do not beat the child.

Passive : Let not the child be beaten.

Active : Do not defend the thief.

Passive : Let not the thief be defended.

Rule 14—Conversion of Negative Sentences into Passive Voice

Negative Sentences are converted into the Passive Voice just like the **Affirmative sentences**. **Not** is retained at its normal position, i.e. after the first auxiliary Verb. **As**—

Active : The boy did not kill the cat.

Passive : The cat was not killed by the boy.

Active : The baby was not hitting a toy.

Passive : A toy was not being hit by the baby.

Active : This boy cannot lift the box.

Passive : The box cannot be lifted by this boy.

Rule 15—Conversion of Interrogative Sentences into Passive Voice

If the Interrogative sentence begins with a Helping Verb (**do**, **does**, **did**, **is**, **was**, **were**,

are, am, has, have, had), the Passive Voice also begins with the Helping Verb, but the form of the helping Verb changes according to the new Subject in the Passive Voice.

Note—(i) **Has, have, had** take **been** before the **Third Form** of the Verb.

(ii) Interrogative sentences beginning with an **Interrogative Pronoun / Adverb** (**Who, What, Whom**, etc.) begin in the Passive Voice with **by whom** or **By / with what**. **As**—

Active : Does he help Ram ?

Passive : Is Ram helped by him ?

Active : Has he killed the dog ?

Passive : Has the dog been killed by him ?

Active : Who has deceived you ?

Passive : By whom have you been deceived ?

Active : What pleased you so much ?

Passive : With what were you pleased so much ?

Some Other Structures

Rule 16—Usually **by** is used before the Object in the Passive Voice. But there are some Verbs on account of which some **other Prepositions** are used before the Object in place of **by**. **As**—

(i) **'at'** is used after : Surprised, astonished, shocked, alarmed, disappointed, displeased, distressed

(ii) **'to'** is used after : Known and obliged

(iii) **'With'** is used after : Pleased, satisfied, disgusted, impressed

(iv) **'in'** is used after : Interested, consisted, contained

Active : Her behaviour disappointed me.

Passive : I was disappointed at her behaviour.

Active : His condition alarmed me.

Passive : I was alarmed at his condition.

Active : I know his sister.

Passive : His sister is known to me.

Active : Your honesty has pleased me.

Passive : I have been pleased with your honesty.

Active : This job interests me.

Passive : I am interested in this job.

Active : Your talk displeases me.

Passive : I am displeased at your talk.

Rule 17—Some sentences begin with **'There'**, followed by **Verb + Subject + Infinitive**. **No change** is made in such sentences in the Passive voice except that the Simple Present Infinitive is changed into the **Past Infinitive (to be + Past Participle)**. The rest of the sentence remains unchanged. **As**—

Active : **There** is no milk **to waste**.

Passive : There is no milk **to be wasted**.

Active : There is no time **to waste**.

Passive : There is no time **to be wasted**.

Rule 18—In some sentences **Infinitive without 'to'** is used. **As**—

Active : I made him run away.

Passive : He was made to run away.

In sentences of this pattern **normal Rules** are applied for conversion into the Passive Voice, with one more provision that **Infinitive with 'to'** is used in place of **Infinitive without 'to'**. The structure of the main Verb would be—

to 'be' + Past Participle

Here are some more sentences of this pattern—

Active : We saw him jump the ditch.

Passive : He was seen to jump the ditch.

Active : He let me go.

Passive : I was let go.

Note—It may be noted here that **'to'** is not used after **'let'** even in the Passive Voice.

Rule 19—In some sentences **that + a Noun clause** is used after the Principal clause, and this Noun clause is the Object of the Transitive Verb in the Principal clause. Some special care has to be taken in converting such sentences into the Passive Voice. In such sentences no Passive Voice is made of the Principal clause, only its sense is expressed in some way. Then the **Noun clause** is changed into the Passive Voice according to normal Rules. In such sentences we don't usually use **by + object**. **As**—

Active : We know that he is a great scholar.

Passive : He is known to be a great scholar.

Active : It is believed that he is absolutely honest.

Passive : He is believed to be absolutely honest.

Note—The Verbs after which a Noun clause can be used as the object are these—

Know, say, believe, think, consider, find, claim, report, hold, etc.

Rule 20—Sometimes in the sentences of the above pattern, the Noun clause is already in the Passive Voice. **As**—

‘He wants that he should be recognized as a great scholar.’

In converting such sentences into the Passive Voice, the Principal clause is retained unchanged. The **that + Subject + Verb** of the Noun clause are removed. After the Verb of the Principal clause we should use **to be + Third Form** of the Verb of the Noun clause. **As**—

Active : He wants that he should be recognized as a great scholar.

Passive : He wants to be recognized as a great scholar.

Active : He desires that he should be respected by all.

Passive : He desires to be respected by all.

Exercise 1

Change the following sentences into Passive Voice :

1. He killed a serpent.
2. I can pardon you this time.
3. He does not like music.
4. A dog was chasing a cat.
5. She was writing a letter.
6. She will forgive him.
7. I know my friend very well.
8. He has given up all his bad habits.
9. The President will give him a medal.
10. We should love our country.
11. He can never discover the fact.
12. He may appoint you.
13. You have done your duty.
14. Bring a glass of water.
15. Never tell a lie.

Exercise 2

Change the following sentences from Active into Passive Voice :

1. They are singing a song.
2. He will have written a poem.
3. Does she love flowers ?
4. Do you know him ?
5. Does he ever read a book ?
6. Fear God.
7. Forgive the innocent.
8. I am to help him.
9. They are to support me.
10. Has he written a play ?
11. Have they closed the factory ?
12. I am going to build a house.
13. Open the main gate.
14. I shall have finished my book.
15. He has given up smoking.

Exercise 3

Change the following sentences into Passive Voice :

1. He kept me waiting.
2. The man is crossing the river.
3. He told me to leave the room.
4. The Principal is watching you very carefully.
5. You promised me a present.
6. We saw the storm approaching.
7. The nurse looks after the patients.
8. Don't look down upon the poor.
9. She brought up the orphan child.
10. He gave me a new book.
11. I showed him the best house.
12. Do you know him ?
13. There is no money to spare.
14. We saw him fight with a sword.
15. They let the prisoner go.
16. People know that he is a cheat.
17. They believe that he is dead.
18. He claims that he is the real successor.
19. The old man wants that he should be loved and respected.
20. Every poor man wants that he should be helped.

14

Direct and Indirect Narration

SOME GENERAL TERMS

We can report the words of a speaker in **two** ways—(i) Direct Reporting or Direct Narration, (ii) Indirect Reporting or Indirect Narration.

Direct Narration—It is the method in which the actual words of the speaker are reported within inverted commas. **As**—

Ram said, “I am going.”

Mohan says, “He is my friend.”

Indirect Narration—It is the method in which the substance or idea of the speaker’s words is reported without using his actual words.

The sentences given above in Direct Narration would be converted into **Indirect Narration**, thus—

Ram said that he was going.

Mohan says that he is his friend.

Reporting Speech—The part of the whole sentence outside the Inverted Commas in Direct Narration is called the **Reporting Speech**, and the Verb used in this part is called the **Reporting Verb**.

Reported Speech—The part of the whole sentence in which the actual words of the speaker are written within the Inverted Commas is called the **Reported Speech**, and the Verb used in this part is called the **Reported Verb**.

Rules for Changing Direct Narration into Indirect Narration

The Rules for changing the Direct Narration into Indirect Narration may be divided into **four** groups—

1. Rules for Connectives
2. Rules for Change of Tenses
3. Rules for Change of Persons
4. Other Rules for Miscellaneous Changes.

Rules for Connectives

The whole sentence in the Direct Narration form consists of **two parts**. The first part is outside the Inverted commas which is called **Reporting Speech**, and the second part is within the Inverted commas which is called **Reported Speech**. When the whole sentence is required to be changed from **Direct into Indirect** narration, the two parts of the sentence are joined by some connectives. There are some Rules for using the correct connectives. The following are these Rules—

(1) Assertive Sentences—If the Reported speech is in the form of an assertive sentence, the connective used to join it with the Reporting speech is **‘that’**—

As—

Direct : He said, “He is going home.”

Indirect : He said **that** he was going home.

(2) Interrogative Sentences—If the Reported speech is in the form of an **Interrogative** sentence, it can be connected in **two** ways according to the structure of the Interrogative sentence.

(a) If the Interrogative sentence begins with an **Interrogative Adverb** (**Where, What, When, How, Why**, etc.) or with an **Interrogative Adjective / Pronoun** (**Who, Whose, Whom, Which, What**, etc.), **no connective** is required to join it. It is a **serious mistake** to use **that** to connect such a sentence. **As**—

Direct : He said, “Where are you going?”

Indirect : He asked (me) where I was going.

(Not, **that** where I was going)

Direct : He said, “Who is your friend?”

Indirect : He asked me who my friend was.

(Not, **that** who my friend was)

- (b) If the Interrogative sentence begins with an **Auxiliary Verb**, the connective **whether** or **if** is used to join it (not, **that whether** or **that if**).

Direct : He said, "Is he a doctor?"

Indirect : He asked whether (or if) he was a doctor.

(Not, **that whether** (or if) he was a doctor)

Direct : I said, "Do you smoke?"

Indirect : I asked whether (or if) you smoked.

(Not, **that whether** (or if) you smoked)

(3) Imperative Sentences—If the Reported speech is in the form of an **Imperative** sentence (indicating **command** or **request**), **no connective** is needed but the main Verb of the Imperative sentence is converted into an Infinitive. **As—**

Direct : He said, "Please give me a glass of water."

Indirect : He requested **to give** him a glass of water.

Direct : He said to the servant, "Close the door."

Indirect : He asked the servant **to close** the door.

(4) Exclamatory Sentences—If the Reported sentence is in the form of an **Exclamatory** sentence (indicating **surprise**, **fear**, **contempt** or **wish**), it is changed into an **Assertive** sentence in the Indirect Narration form, and connective '**that**' is used to join it with the Reporting sentence. **As—**

Direct : He said, "May you live long!"

Indirect : He wished **that** you may live long.

Direct : He said, "What a horrible scene!"

Indirect : He observed **that** it was a horrible scene.

Rules for Change of Tenses

Rule 1—It should first be remembered that **no change** is ever made in the **Tense of the Reporting Verb**. But, of course, without changing the Tense, the verb can be changed according to the sense of the

Reported speech. For example, in place of **say** or **said**, we can use **tell** or **told**, or we can use **replied**, **remarked**, **asked**, **observed**, **declared**, etc. according to the sense. But in no case there should be a change in the Tense of the **Reporting Verb**.

Rule 2—If the **Reporting Verb** is in the **Present** or **Future Tense**, no change is made in the Tense of the **Reported Verb**. But, of course, the form of the Auxiliary Verb will change according to the change in Person of the Subject in the Indirect Narration form. For example, **am** can be changed into **is** or **are**; or **do** and **have** can be changed into **does** or **has**, but no change can be made in the **Tense** in the process of this change. **As—**

Direct : He says, "I **am** not feeling well today."

Indirect : He says that he **is** not feeling well today.

Direct : He will say to me, "You **are** not kind to me."

Indirect : He will tell me that I **am** not kind to him.

Solved Examples

Direct : I often say to my friends, "You are all very dear to me."

Indirect : I often tell my friends that they are all very dear to me.

Direct : You say to your father, "My teacher is very kind and sympathetic."

Indirect : You tell your father that your teacher is very kind and sympathetic.

Direct : I will go and say to my father, "I am not satisfied with the job that you have found for me."

Indirect : I will go and tell my father that I am not satisfied with the job that he has found for me.

Direct : Mohan will go to Delhi to tell his uncle, "Are you not finding some job for me?"

Indirect : Mohan will go to Delhi to ask his uncle whether he is not finding some job for him.

Direct : I shall say to my father, "Please let me participate in the marriage of my friend."

Indirect : I shall request my father to let me participate in the marriage of my friend.

Direct : I say to my father whenever I meet him, "I do not want to marry at such an early age."

Indirect : I tell my father whenever I meet him that I do not want to marry at such an early age.

Direct : Mohan will say to his servant, "You are the greatest dunce that I have ever seen in my life."

Indirect : Mohan will tell his servant that he is the greatest dunce that he has ever seen in his life.

Rule 3—If the **Reporting Verb** is in the **Past Tense**, the Tense of the **Reported Verb** is changed according to the following Rules—

(I) (a) **Present Indefinite** is changed into Past Indefinite Tense. **As—**

Direct : He said, "I am unwell."

Indirect : He said that he was unwell.

(b) **Present Continuous** is changed into Past Continuous Tense. **As—**

Direct : He said, "My father is reading his book."

Indirect : He said that his father was reading his book.

(c) **Present Perfect** is changed into Past Perfect Tense. **As—**

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

Indirect : He said that he had passed the examination.

(d) **Present Perfect Continuous** is changed into Past Perfect Continuous Tense. **As—**

Direct : Mohan said, "I have been working hard since July."

Indirect : Mohan said that he had been working hard since July.

(II) (a) Ordinarily no change is made in the **Past Indefinite Tense**, but sometimes it is changed into **Past Perfect Tense**. **As—**

Direct : Ram said, "He visited Delhi last year."

Indirect : Ram said that he visited Delhi last year.

Direct : He said, "The horse died last night."

Indirect : He said that the horse had died last night.

(b) **Past Continuous** is changed into Past Perfect Continuous Tense.

As—

Direct : He said, "My brother was working in this factory."

Indirect : He said that his brother had been working in that factory.

(c) No change is made in **Past Perfect** and **Past Perfect Continuous** Tense.

As—

Direct : He said, "I had finished my work long ago."

Indirect : He said that he had finished his work long ago.

Direct : Ram said, "I had been doing that work for several years."

Indirect : Ram said that he had been doing that work for several years.

Rule 4—**Will** and **shall** of the Future Tense are changed into **Would** and **Should**. **As—**

Direct : He said, "I shall definitely do this work."

Indirect : He said that he would definitely do that work.

Direct : He said, "Ram will go to the market."

Indirect : He said that Ram would go to the market.

Rule 5—**May** is changed into **might** and **can** into **could**. **As—**

Direct : He said, "I can do this work."

Indirect : He said that he could do that work.

Direct : The teacher said, "He may be allowed to go."

Indirect : The teacher said that he might be allowed to go.

Rule 6—There is no change in **Must. As**—

Direct : He said, “I must go at once.”

Indirect : He said that he must go at once.

Rule 7—If the Reported speech refers to some **universal truth** or **habitual action**, no change is made in the Tense of the Reported Verb, even if the Reporting Verb is in the Past Tense. **As**—

Direct : The teacher said in the class, “The sun rises in the east.”

Indirect : The teacher said in the class that the sun rises in the east.

Direct : He said, “Man lives by bread.”

Indirect : He said that man lives by bread.

Direct : My friend said, “I am going to write a letter to my father.”

Indirect : My friend said that he was going to write a letter to his father.

Direct : He said, “I have been successful in my work.”

Indirect : He said that he had been successful in his work.

Direct : He said, “Ram’s dog has killed my hen.”

Indirect : He said that Ram’s dog had killed his hen.

Direct : He said, “I do not believe in the orthodox principles of Hinduism.”

Chart of Changes in Tenses

Tense of the Reporting Verb	Original Tense of the Reported Verb	Changed Tense of the Reported Verb
Present Tense or Future Tense	No Change	No Change
Past Tense	Present Indefinite	Past Indefinite
	Present Continuous	Past Continuous
	Present Perfect	Past Perfect
	Present Perfect Continuous	Past Perfect Continuous
	Past Indefinite	{ Generally no change, but sometimes changed into Past Perfect Tense
Past Tense	Past Continuous	Past Perfect Continuous
	{ Past Perfect Or Past Perfect Continuous	No Change
Past Tense	Will or shall	Would or should
	Can or may	Could or might
	Must	No Change
	Universal Truth	No Change

Solved Examples

Note the changes made in the Tense of the Reported Verb in the following examples—

Direct : The Station Master said, “This train is going to Punjab.”

Indirect : The Station Master said that that train was going to Punjab.

Direct : “I cannot believe you ?” said the merchant in anger.

Indirect : The merchant said in anger that he could not believe him.

Indirect : He said that he did not believe in the orthodox principles of Hinduism.

Direct : Ganesh said, “I have been suffering from this disease for six months.”

Indirect : Ganesh said that he had been suffering from that disease for six months.

Direct : He said, “My servant has been working in the field since this morning.”

- Indirect** : He said that his servant had been working in the field since that morning.
- Direct** : Mohan said, "I reached the station before the arrival of the train."
- Indirect** : Mohan said that he had reached the station before the arrival of the train.
- Direct** : She said in the court, "My husband had been leading an immoral life for several years before I was married to him."
- Indirect** : She said in the court that her husband had been leading an immoral life for several years before she was married to him.
- Direct** : He said, "The students were learning their lessons in the class."
- Indirect** : He said that the students had been learning their lessons in the class.
- Direct** : "One of the servants had stolen my watch," said Sohan.
- Indirect** : Sohan said that one of the servants had stolen his watch.
- Direct** : He said, "I had made all arrangements for the reception of the President before his arrival at Agra."
- Indirect** : He said that he had made all arrangements for the reception of the President before his arrival at Agra.
- Direct** : Mohan said, "I was doing my work when Ram came to me."
- Indirect** : Mohan said that he had been doing his work when Ram came to him.

Rules for Change in Persons

All Pronouns (**I, we, you, he, she, they**) used in the Reported speech are changed according to the following Rules—

Rule 1—Every **First Person Pronoun** used in the Reported speech is changed according to the Person of the **Subject** of the Reporting speech.

- Direct** : **He** said, "**I** am doing my work."
- Indirect** : **He** said that **he** was doing **his** work.
- Direct** : **You** said, "**I** am going to Delhi to meet **my** uncle."
- Indirect** : **You** said that **You** were going to Delhi to meet **your** uncle.
- Direct** : **I** said, "**I** am reading **my** book."
- Indirect** : **I** said that **I** was reading **my** book.

Rule 2—Every **Second Person Pronoun** in the Reported speech is changed according to the **Object / Predicate** of the Reporting Verb.

- Direct** : Ramesh said to **him**, "**You** are not doing **your** work seriously."
- Indirect** : Ramesh told **him** that **he** was not doing **his** work seriously.
- Direct** : Mohan said to **you**, "**You** are not doing **your** work seriously."
- Indirect** : Mohan told **you** that **you** were not doing **your** work seriously.
- Direct** : Ramesh said to **me**, "**You** are not doing **your** work seriously."
- Indirect** : Ramesh told **me** that **I** was not doing **my** work seriously.

Rule 3—**Third Person Pronoun** remains **unchanged**.

Formula

All First Persons	Changed according to the Subject of the Reporting Verb
All Second Persons	Changed according to the Object or Predicate of the Reporting Verb
Third Persons	No Change

Solved Examples

- Direct** : He said, "I have completed my work with my own hard labour."
- Indirect** : He said that he had completed his work with his own hard labour.
- Direct** : You said to your friend, "I am going to Delhi today."
- Indirect** : You told your friend that you were going to Delhi that day.

Direct : My teacher said to me, "You will fail if you do not work hard."

Indirect : My teacher warned me that I would fail if I did not work hard.

Direct : The watchman said to you, "You cannot pass through this lane at this time of the night."

Indirect : The watchman told you that you could not pass through that lane at that time of the night.

Direct : My father said to him, "You seem to be proud of your strength."

Indirect : My father told him that he seemed to be proud of his strength.

Direct : "I cannot give you a single pice," said my father to the street-beggar, "because you are strong enough to earn your livelihood."

Indirect : My father told the street-beggar that he could not give him a single pice, because he was strong enough to earn his own livelihood.

Direct : I said to my father, "I cannot go to school today because I am not feeling well."

Indirect : I told my father that I could not go to school that day because I was not feeling well.

Direct : Mohan said to him, "Your brother is a good sportsman."

Indirect : Mohan told him that his brother was a good sportsman.

Direct : Mahesh said to Ram, "I have lost your purse on account of my carelessness."

Indirect : Mahesh told Ram that he had lost his (Ram's) purse on account of his (Mahesh's) carelessness.

Miscellaneous Changes

(i) Some typical words used in the Reported speech are changed as listed below—

Words	Changed Form
Now	Then
This or these	That or those

Hither

Thither

Here

There

Hence

Thence

Thus

So

Come

Go

Today

That day

Tomorrow

Next day

Yesterday

The previous day

Last night

The previous night

Ago

Before

Direct : He said, "I will do this work now."

Indirect : He said that he would do that work then.

Direct : He said, "I came to this village long ago."

Indirect : He said that he had gone to that village long before.

Exercise

Change the following sentences from Direct into Indirect Narration :

1. He said, "I cannot help you at present because I am myself in difficulty."
2. Mohan said, "We shall go to see the Taj in the moonlit night."
3. My father said to us, "We should study together and get a good division in the examination."
4. The servant said, "He met Ramesh when he was coming from the market after delivering the letter."
5. Ram said, "He met his father last Sunday."
6. The watchman cried, "The thieves have broken into the house and stolen away all the property."
7. Ramesh said, "I was having my dinner when the peon called upon me."
8. Mohan said, "I have been studying very regularly since July."
9. My friend said, "He had been running a shop in Bombay before coming to U.P."
10. My mother will say, "You cannot go anywhere at this hour of the night."
11. My father says, "A good student should not waste his time in idleness."

12. Ramesh said, "I am not taking the examination because I am not very confident about my studies."
13. My friend will say to you, "I have never seen a more intelligent person than Ramesh."
14. The teacher said, "The earth moves round the sun."
15. Lord Christ said, "Man is mortal."
16. He said, "I am so confident of myself that I can take the work independently."
17. Ram said, "The matter shall be decided here and now."
18. Mohan says, "I shall go tomorrow."
19. My friend says, "My father is not at home and therefore I cannot go out."
20. His letter says, "I herewith offer you the appointment."

(2) Interrogative Sentences

Interrogative Sentences can begin in two ways—

(i) With Auxiliary or Helping Verb such as—
Is, are, am, was, were, has, have, had, will, shall, do, did, does, can, could.

(ii) With Interrogative Adjective/Pronoun or Interrogative Adverb such as—

Who, whom, whose, which, what, when, where, why, how.

Rules

Rule 1—We can make a change in the Reporting Verb according to the sense, but without making any change in its Tense. For example, in place of **said**, we can use **asked, enquired, demanded**, etc.

Rule 2—Connective '**that**' is not used to join any kind of Interrogative sentence.

Rule 3—If the Interrogative sentence begins with an **Auxiliary or Helping Verb** in the Direct Narration, it begins with **If** or **Whether** in the Indirect Narration.

Rule 4—If the Interrogative sentence begins with an **Interrogative Adverb / Adjective / Pronoun** in the Direct Narration, it will begin with the same **Interrogative Adverb / Adjective Pronoun** in the Indirect Narration also. **No connective** is

needed to join it with the Reporting speech. This is a very important Rule and must be very carefully observed.

Rule 5—The Interrogative sentence is changed into an **Assertive sentence** in the Indirect Narration. In order to change an Interrogative sentence into an Assertive one, the **Subject** is used before the **Verb**, and the Mark of Interrogation should be removed.

Rule 6—The Auxiliary **do** or **does** of the Reported speech is removed, and in their place the **Past Indefinite Tense** of the main Verb is used. **As—**

Direct : He said to Ram, "Do you know his name ?"

Indirect : He asked Ram whether he knew his name.

Direct : Ram said to him, "Does Suresh go to school ?"

Indirect : Ram asked him whether Suresh went to school.

Rule 7—The Auxiliary **did** of the Reported speech is removed and the **Past Perfect** form of the main Verb is used. **As—**

Direct : I said to him, "Did you go to school yesterday ?"

Indirect : I asked him whether he had gone to school the previous day.

Rule 8—If the Reported speech has **do not** or **does not**, in the Indirect Narration, it will have **did not + First Form** of the Verb. **As—**

Direct : He said to Ram, "Do you not know me ?"

Indirect : He asked Ram whether he did not know him.

Direct : Mohan said, "Does not Ramesh tell a lie ?"

Indirect : Mohan asked whether Ramesh did not tell a lie.

Rule 9—If the Reported speech has **did not**, in the **Direct Narration**, it will have **had not + Past Perfect Form** of the Verb in the Indirect Narration. **As—**

Direct : I said to him, "Did you not promise to come ?"

Indirect : I asked him whether he had not promised to come.

Rule 10—The Rules for change in **Pronouns** are the same as applicable in Assertive sentences.

Solved Examples

- Direct** : He said, “What is your name ?”
- Indirect** : He asked (him) what his name was.
- Direct** : Ram said to Mohan, “Where do you live ?”
- Indirect** : Ram asked Mohan where he lived.
- Direct** : Keshav said to his wife, “Which of these sarees do you like most?”
- Indirect** : Keshav asked his wife which of those sarees she liked most.
- Direct** : The teacher said, “Who is the author of this book ?”
- Indirect** : The teacher asked (the boys) who the author of that book was.
- Direct** : He said, “Are you going to Delhi?”
- Indirect** : He asked (him) whether (if) he was going to Delhi.
- Direct** : Mohan said to his friend, “Can you help me in unloading my cart ?”
- Indirect** : Mohan asked his friend if he could help him in unloading his cart.
- Direct** : Ramesh said to the Station Master, “Has the train left ?”
- Indirect** : Ramesh asked the Station Master whether (if) the train had left.
- Direct** : Mohan said to his friend, “Are you in a position to help me now?”
- Indirect** : Mohan asked his friend whether he was in a position to help him then.
- Direct** : My father said to me, “Why are you so eager to go to picture today ?”
- Indirect** : My father asked me why I was so eager to go to picture that day.

Direct : The teacher said to the student, “How can you prove that the earth is round ?”

Indirect : The teacher asked the student how he could prove that the earth is round.

Exercise

Change the following sentences from Direct into Indirect Narration :

1. Ram said, “Are these mangoes sweet ?”
2. He said, “Were you present at the scene of accident ?”
3. He said to me, “Why do you want to go home ?”
4. Ramesh said to him, “How do you do ?”
5. He said, “Am I responsible for your failure?”
6. Ram said, “Who does not know that he is a thief ?”
7. He said, “How can I help you in these circumstances ?”
8. My father said to me, “What have you done with all the money I gave you ?”
9. The teacher said, “Who has prepared this chapter thoroughly ?”
10. My friend said to the Station Master, “When does the Punjab Mail reach Agra ?”
11. He said, “Why did you enter my house without taking my permission ?”
12. He said, “Can I be of any service to you ?”
13. Ram said, “Could I get another chance to try my luck ?”
14. Ram said, “Had I not warned you long ago that the work is difficult ?”
15. Mohan said, “What have you been searching for all these hours ?”

(3) Imperative Sentences

The sentences which carry the sense of **order**, **request**, **wish**, **advice**, etc. are called Imperative sentences. These sentences often begin with **Finite Verb. As**—

Go away; Work hard; Bring a glass of water, etc.

Sometimes these sentences also begin with—**Let, Please, Kindly** and such other polite expressions. As—

Please help me; Kindly leave the seat; Let him come.

Rules

Rule 1—The **Reporting Verb** can appropriately be changed according to the sense, but without making any change in its Tense. For example, in place of ‘**said**’, we can use **requested, asked, ordered, advised, suggested, proposed, forbade**, etc.

Rule 2—The **Reported Verb** is changed into an **Infinitive (to + Verb)**. No other change is made in the Verb. **As**—

Direct : The teacher said to the students, “Work very hard.”

Indirect : The teacher advised the students to work very hard.

Direct : Ram said to his servant, “Bring a glass of water.”

Indirect : Ram ordered his servant to bring a glass of water.

Rule 3—If the Reported speech begins with **Do not**, we remove **Do**, and the main Verb is changed into an **Infinitive**. **As**—

Direct : My father said to me, “Don’t go there.”

Indirect : My father advised me not to go there.

Rule 4—The Rules for change in **Tense** and **Pronouns** are the same as discussed under Assertive sentences.

Rule 5—Some Imperative sentences carry the sense of **prohibition**. In such sentences **forbid** or **forbade** can be used. **As**—

Direct : My father said, “Don’t play in the sun.”

Indirect : My father forbade me to play in the sun.

Solved Examples

Direct : Ram’s father said to him, “Do not be impatient about the result of your examination.”

Indirect : Ram’s father advised him not to be impatient about the result of his examination.

Direct : He said, “Please do not enter my room without my permission.”

Indirect : He requested (them) not to enter his room without his permission.

Direct : The captain said to the soldier, “Go to the batallion office and come back within half an hour.”

Indirect : The captain ordered the soldier to go to the batallion office and (to) come back within half an hour.

Direct : The doctor said to the patient, “Do not smoke so long as you are under my treatment.”

Indirect : The doctor instructed the patient not to smoke so long as he was under his treatment.

Direct : The teacher said to Mohan, “Improve your handwriting if you want to pass.”

Indirect : The teacher advised Mohan to improve his handwriting if he wanted to pass.

Direct : He said, “Save me from this calamity.”

Indirect : He appealed (to them) to save him from that calamity.

Direct : Ram said, “Please come with me.”

Indirect : Ram requested (him) to go with him.

Direct : The teacher said, “Always speak the truth.”

Indirect : The teacher advised (the students) always to speak the truth.

Direct : He said to his friends, “Let us go on a picnic.”

Indirect : He proposed to his friends to go on a picnic.

Direct : I said to my father, “Please let me go to Delhi.”

Indirect : I requested my father to let me go to Delhi.

Exercise

Change the following sentences from Direct into Indirect Narration :

1. Ram said to him, “Please be quiet.”
2. The teacher said to the student, “Do not talk nonsense.”
3. My father said to me, “Work very hard lest you should lose your division.”

4. Mohan said to the servant, "Bring a hot cup of tea."
5. Ram said to me, "Welcome home."
6. He said, "Let the sweets be distributed among the children."
7. He said to me, "Please lend me your fountain-pen."
8. My father said to me, "Speak the truth and be noble."
9. He said, "Let us go for the morning walk."
10. He said, "Please do not disturb me in my studies."

(4) Exclamatory Sentences

The sentences which carry the sense of sudden **joy, sorrow, wonder, disappointment** are called Exclamatory sentences. These sentences generally begin with such exclamatory words as—**Alas, Oh, Hurrah, Bravo, How, What a**, etc.

Rules

- Rule 1**—In place of the Reporting Verb '**said**' some other Verbs as **exclaimed, wished, prayed** are used according to the sense.
- Rule 2**—Connective '**that**' is used.
- Rule 3**—After the Reporting Verb, we use such expressions as **joyfully, sorrowfully, with sorrow, with joy, in astonishment**, etc. according to the sense.
- Rule 4**—Exclamatory sentence is changed into Assertive sentence.
- Rule 5**—The Rules for change of **Tense** and **Pronoun** are the same as used in Assertive sentences.
- Rule 6**—If the Exclamatory sentence in the Direct Narration is **incomplete**, it is made a **complete sentence** in the Indirect Narration by adding appropriate **Subject** and **Verb**.

Solved Examples

- Direct** : He said, "Alas ! I am ruined."
- Indirect** : He cried with grief that he was ruined.
- Direct** : The Captain said, "Bravo ! We have won the match."
- Indirect** : The Captain exclaimed with joy that they had won the match.

- Direct** : He said, "O, what a chance !"
- Indirect** : He exclaimed that it was a fine chance.
- Direct** : His mother said, "May you live long !"
- Indirect** : His mother wished (prayed) that he might live long.
- Direct** : He said, "What a piece of work is man !"
- Indirect** : He exclaimed that man is a strange piece of work.

Exercise

Change the following sentences from **Direct into Indirect Narration** :

1. Ram said, "Alas ! I am ruined."
2. Mohan said, "Alas ! My friend has drowned."
3. Mohan said, "Bravo! We have got the shield."
4. He said, "How happy I am !"
5. My mother said, "May Heaven bless you !"
6. The poor man said, "May Heaven hear my prayers !"
7. Ram said, "Good Heavens ! What a sight it was !"
8. Mohan said, "O ! You have come !"
9. He said, "Could I see my mother at this hour !"
10. Ram said, "O, could I help him !"

(5) Question-Tags

Question-Tags can be added to **two** types of sentences—Interrogative sentences and Imperative sentences. We shall consider them separately.

(I) Interrogative Question-Tags

The following Rules apply in changing the Question-Tags connected with the Reported speech from Direct into Indirect Narration—

- Rule 1**—While changing into Indirect Narration, the Assertive sentence is left out.
- Rule 2**—The Question-Tag is changed into Indirect Narration under normal Rules, but the Question-Tag (which is generally an incomplete sentence) is made a complete sentence. **As**—

Direct : He said, “You are a good sportsman, aren’t you ?”

Indirect : He asked whether I was a good sportsman.

Direct : I said, “Ram has secured first division, hasn’t he ?”

Indirect : I asked whether Ram had secured first division.

(II) Imperative Question-Tag

The Imperative Question-Tags are changed into Indirect Narration under the following Rules—

Rule 1—In the Indirect Narration the Question-Tag is left out.

Rule 2—Only the Imperative sentence is converted into Indirect form under normal Rules discussed earlier in this chapter. The Reporting Verb is changed into **told, asked, requested**, etc., and the main Verb is changed into an **Infinitive**. **As**—

Direct : He said to me, “Bring me a cup of tea, will you ?”

Indirect : He requested me to bring him a cup of tea.

Direct : He said, “Go away from here, will you ?”

Indirect : He asked me to go away from there.

(6) Sentences beginning with ‘Let’

Sentences beginning with ‘**Let**’ express the sense of **order, wish, proposal, imagining, condition**, etc. They are converted into Indirect Narration according to their sense. The Reporting Verb is changed into **ordered, requested, proposed, wished, supposed**, etc. according to the sense. In all such sentences ‘**Let**’ is removed and connective ‘**that**’ is used. Other changes are made according to normal Rules. Some typical points are given below—

Let : Order

Sometimes **Let** suggests **order**. In such sentences **orderd, asked**, or **directed** are used for the Reporting Verb. In place of **Let** we use **should**. **As**—

Direct : The Principal said, “Let no student stand here.”

Indirect : The Principal **ordered that** no student **should** stand there.

Let : Proposal

Sometimes **Let** suggests **Proposal**. In these sentences the following Rules apply—

(i) **Proposed** or **suggested** is used for Reporting Verb.

(ii) Connective **that** is used.

(iii) **Let** is removed, and ‘**should**’ is used in its place.

(iv) The **Objective case** coming after ‘**Let**’ is changed into **Nominative case**. **As**—

Direct : The Captain said, “Let us play a friendly match.”

Indirect : The Captain **proposed that** we **should** play a friendly match.

Let : Wish

Sometimes ‘**Let**’ suggests **wish** or **desire**. In these sentences the following Rules apply—

(i) **Requested, wished** or **desired** are used for Reporting Verb.

(ii) Connective **that** is used.

(iii) **Should** is used in place of **Let**.

(iv) The **Objective case** coming after **Let** is changed into **Nominative Case**. **As**—

Direct : The boy said, “Let me go out to play.”

Indirect : The boy wished that he should go out to play.

Direct : The man said, “Let me have the first choice.”

Indirect : The man wished that he should have the first choice.

Some General Observations

(1) In order to maintain continuity of thought, different sentences in a paragraph are connected with such expressions as the following—

He continued, He further said, He also said, Continuing he said, etc.

(2) As we have stated above, the **Interrogative** and **Imperative** sentences in the Reported speech are changed into **Assertive** sentences. For doing so, the subject is used before the Verb. **As**—

Direct : He asked, “Where are you going?”

Indirect : He asked where he was going.

Direct : He said, "Hurrah ! We have won the match."

Indirect : He exclaimed joyfully that they had won the match.

Direct : He said, "Alas ! he is dead."

Indirect : He mournfully exclaimed that he was dead.

(3) The sense of **Oh, Alas, Hurrah, Bravo**, etc. used in Exclamatory sentences is expressed by such expressions as the following—

He said **sorrowfully** or **joyfully** or **cheerfully** or **surprisingly** or **mournfully** etc.

(4) When words like **Sir, your Honour, your Majesty, Please, Kindly**, etc. are used in the Reported speech, their sense is expressed by using the following expressions with the Reporting Verb, and these words are dropped—

He said **respectfully** or **politely** or **humbly** or **gently** or **reverently** etc. **As**—

Direct : The student said to the teacher, "Sir, mark me present."

Indirect : The student respectfully requested the teacher to mark him present.

(5) In the same way, the sense of **Good Morning, Good Evening**, etc. is expressed by such expressions as 'He greeted him'.

(6) When words like **Yes, No, Certainly, Not at all, Never**, etc. are used in the Reported speech, their sense is expressed by such expressions as—

"He replied in the affirmative or negative."

Direct : Ram asked him, "Will you go to Delhi ?" He replied, "No".

Indirect : Ram asked him whether he would go to Delhi. He replied in the negative.

(7) When some person or thing is addressed to in the Reported speech, or when some special Adjective is used for a thing or person, those words of address or admiration are shifted from there and expressed with the Reporting Verb. **As**—

Direct : The speaker said, "Ladies and Gentlemen, it is my proud privilege to talk to you this afternoon."

Indirect : Addressing the audience he said that it was his proud privilege to talk to them that afternoon.

Direct : The teacher said, "Where are you going, Ramesh ?"

Indirect : Calling Ramesh the teacher asked him where he was going.

Direct : The policeman said, "I will put you behind the bars, you wicked."

Indirect : Calling him wicked the policeman said to him that he would put him behind the bars.

Direct : He said, "Give unto me the light of truth, Reverend Father."

Indirect : Calling him Reverend Father he implored him to give unto him the light of truth.

(8) When '**May**' is used in the sense of **request** or **prayer** in the Reported speech, it is shifted from there and its sense is expressed by such words as 'He prayed' along with the Reporting Verb. **As**—

Direct : He said, "May you live long !"

Indirect : He prayed for a long life to him.

(9) The student can exercise his own discretion too and use certain words from his own side in order to make the sense clear in the Indirect Narration.

Solved Examples

(I) **Direct** : A fawn one day said to his mother, "Mother, you are bigger than a dog and swifter and better-minded, and you have horns to defend yourself: how is it that you are so afraid of the hounds ?" She smiled and said, "All this, my child, I know fully well. But no sooner do I hear a dog bark than somehow or other my heels take me off as fast as they can carry me."

Indirect : A fawn one day said to her mother that she was bigger than a dog, and swifter and better-minded, and she had horns to defend herself : how was it, then, he asked, that she was so afraid of the hounds. At that she smiled and answered to her child that she

- knew all that fully well; but no sooner did she hear a dog bark than somehow or other, her heels took her off as fast as they could carry her.
- (II) **Direct** : But the sea-god cried, "Do not be afraid, noble prince; I have taken pity on you and will help you."
- Indirect** : But the sea-god told the noble prince not to be afraid, and assured him that he had taken pity on him (the prince) and would help him.
- (III) **Direct** : "Curse it !" exclaimed the driver, "Who could have foreseen such ill-luck ? But for the accident we should have caught the train easily."
- Indirect** : The driver exclaimed with a curse that nobody could have foreseen such ill-luck, and said that but for that accident they would have caught the train easily.
- (IV) **Direct** : Once a rich man said to his poor brother, "Why do you not enter the service of the king, so that you may relieve yourself from the baseness of labour ?"
- Indirect** : Once a rich man asked his poor brother why he did not enter the service of the king, so that he might relieve himself from the baseness of labour.
- (V) **Direct** : Finding no remedy she said to herself, "It is better to die than to live in such misery as I am compelled to suffer from a husband who treats me and has always treated me so unkindly."
- Indirect** : Finding no remedy she said to herself that it was better to die than to live in such misery as she was compelled to suffer from a husband who treated her and had always treated her so unkindly.
- (VI) **Direct** : Pt. Nehru said, "Ladies and gentlemen, the whole society is responsible for the prevalence of corruption in the country."
- Indirect** : Addressing the audience Pt. Nehru said that the whole society was responsible for the prevalence of corruption in the country.
- (VII) **Direct** : He said, "Please daddy, let me attend the marriage party of my friend."
- Indirect** : He requested his daddy to permit him to attend the marriage party of his friend.
- (VIII) **Direct** : He said to me, "Are you not going to school today?" I said, "No."
- Indirect** : He asked me whether (if) I was not going to school that day. I answered that I was not.
- (IX) **Direct** : He said, "I am not going to help you, you fool."
- Indirect** : Calling him a fool he said that he was not going to help him.
- (X) **Direct** : "Let us see him today", said Ram.
- Indirect** : Ram suggested (proposed) that they should see him that day.

Revision Exercise 1

Change the following sentences into Indirect Narration :

- Ram said to Mohan, "I can tell you what strikes me as the most useful medicine in the world." "Can you, Ram ? I should like to hear of it ? What is it used for ?" asked Mohan.
- "This beautiful girl," said he, "is one whom I have decided to marry."
- "Can you tell me the address of Mr. Somprakash ?" said the stranger to me, "I have to see him in connection with some important business."
- He said to me, "Is it the suit you put on last night ?" "No", I said, "that was a different one."

5. "Can you tell me the name of your father ?" said the teacher to the boy, "I want to see him before Sunday."
6. Mohan said, "It is a pleasant time when the sun is setting and the birds are returning to their nests. I want to go for a walk."
7. He said, "Father ! take pity. The purse has been stolen by the servant and not by me."
8. The lawyer said, "My profession is one that needs strenuous work and serious study."
9. "And you are the most naughty boy of the class," said the teacher, "I shall turn you out of the class."
10. The doctor said, "Do not take butter while you are under my treatment, otherwise the disease is likely to be aggravated."
11. Churchill said, "Believe in conciliatory politics but keep the powder dry."
12. The violent man said, "What violence have I done ? What anger have I been guilty of ?" Then the other laughed and to said to him, "Why should we speak ? You have given us sufficient proof of your violent temper."
13. "Your drawing room is excellently decorated," said the visitor : "Where did you find the artist who painted these pictures ?"
14. The sailor said, "We were all frightened when the ship started tilting towards the right. After a few seconds the engine-chamber was flooded and the ship ultimately sank to the bottom."
15. The old woman said, "I have surprised many people by saying that I am seventy-five years old, because I do not look so old on account of my good health."
16. "I shall persuade my friend to give up smoking," said Ramesh to the doctor. "He should recover otherwise his family will starve."
17. He cried to them in agony, "Row back at any risk ! I cannot bear to leave her behind to be drowned."
18. And he said, "I will arise and go to my father, and will say unto him : Father, I have sinned against heaven and before thee and am no more worthy to be called thy son. Make me as one of thy hired servants."
19. All her maidens watching said, "She must weep, or she will die."
20. "I am sorry indeed", replied the king, "that my vessel is already chosen; and I cannot therefore sail with the son of the man who served my father."
21. "The person who caused me this injury was wearing a black suit," said the injured person returning to consciousness, "I can recognise him if he is brought before me."
22. He said, "Let him do whatever he can; I am not afraid of him."
23. Mohan said to his brother, "Do not go to the river today. It is in flood and you may drown."
24. "And the game was excellently played by them," said Sohan : "they lost only 4 wickets for 150 runs."
25. The lawyer said, "What could I do if the Magistrate himself was a fool ? But why should you worry about his judgment. Let us prefer an appeal to the High Court."
26. My friend said, "M/s Pannalal Manikchand are a very honest firm. You can safely deal with them."
27. The teacher said entering the classroom, "Why? What is the matter ? The attendance is so thin." The boys replied, "Sir, most of our friends have gone to visit the exhibition."
28. The money-lender said, "Why should I wait for a week ? Didn't you promise to pay me today ? I cannot budge an inch without realising the whole amount from you."
29. He said, "I will help you whenever you need my help but you will have to work at the same time."
30. The holyman said, "Do not be impatient about the result. Leave it to God. You have done your duty, that's all."
31. He said, "My father was groaning with pain when the doctor came. But his medicine was so effective that pain disappeared in five minutes."
32. He said to me, "Your brother has secured first class in B.A. What have you thought about his further studies ?"

33. My neighbour said, "Last night the dacoits raided my house. They searched the entire house and took away the ornaments with them. Didn't you hear the gun-shots?"
34. The servant said, "Sir, somebody has come to meet you. He is waiting outside."
35. He said, "It was raining heavily when I left my house. But I was saved by my overcoat."
36. When the water started boiling, the lid of the kettle was flung aside by the force of steam, and James Watt said, "Oh ! Steam is very powerful. I can work wonders with its help."
3. Kali, the youngest of them began to sob and moan. "What shall I do?" she cried, "So young to die ! I have not yet seen life." "Peace, child," said Sita, the eldest among them. "wailing will not help us. Let us seek aid from the gods, they will surely hear us."
4. The teacher said to Hari, "Bring your book and stand near me." Hari was a little nervous and replied. "Sir, I bring my book to school everyday but I have forgotten to bring it today." At this the teacher was angry and said, "Why are you not looking into the book of your friend, then ? Are you not ashamed of yourself?"
5. "I saw your father and he was looking very ill," I said. "Yes", Sita replied, "that is just what worries me." "But why worry", I said, "why not consult a physician?" She kept quiet for a while and then said, "Alas ! We are too poor for that."

Revision Exercise (Advanced) 2

Change the following sentences from Direct into Indirect Nar-ration :

1. "Why did you not come to school yesterday?" asked the teacher. "My mother is very ill, sir, and my father has gone to Calcutta", replied Govind. "Is there no one else to look after your mother", enquired the teacher. Govind said there was none and prayed, "Please excuse me for being absent yesterday and grant me leave for today and tomorrow."
2. The master said to the servant, "What have you done with the money I gave you yesterday?" "I have spent it all, sir, but I will not ask for any today," replied the servant. "Is that the way to talk to your boss?" enquired the master. The servant was sorry and said with folded hands, "Please, forgive my rudeness."
6. Ram : "Please come and tell me something."
Shyam : "What do you want me to tell you?"
Ram : "There is not anything special, for I only want to know how many children were born in Calcutta yesterday?"
7. "What are you doing here?" said the Tiger to the Hare. "I am looking at my grandfather's going," replied the Hare. "Where is it?" asked the Tiger. The Hare said, "It is there under the tree. Have a good look at it, but please don't kill me."
8. "Pardon me, dear master," said Ariel, "I will obey your commands." "Do so," said his master, "and I will set you free."

Some General Observation

Some Basic Concepts

Clause —

“A group of words that forms part of a sentence, and has a Subject and a Predicate of its own, is called a Clause.” (Wren)

Clauses are of **Three** kinds :

1. Principal Clause
2. Subordinate Clause
3. Co-ordinate Clause

Principal Clause—Principal Clause is the main clause of the whole sentence.

Subordinate Clause—“A Subordinate Clause is a component part of some other clause, in which it does the work (without possessing the form) of a Noun, Adjective or Adverb”. (Nesfield)

Co-ordinate Clause—“A Co-ordinate clause is not a component part of any other clause but forms a complete grammatical whole by itself.” (Nesfield)

Simple Sentence—A simple sentence is one which has only one Finite Verb, and may have a Subject and a Predicate.

Or

“A Simple Sentence is one which has only one Finite verb.” (Wren)

Complex Sentence—A complex sentence is one that contains one Main Clause (Principal clause) and one or more Subordinate clauses.” (Wren)

Compound Sentence—“A Compound Sentence is one made up of two or more Co-ordinate clauses.”

It may or may not have a subordinate clause.

Clause Analysis

Clause Analysis means analysing or breaking up of a complex or compound sentence into its

Principal, Co-ordinate and Subordinate clauses and pointing out their mutual grammatical relationships.

How to break up a sentence into its Clauses —

While breaking up a complex / compound sentence into its clauses, it should be remembered that it will have as many clauses as it has **Finite Verbs**. It should be kept in mind that only the Finite Verbs, and not Gerunds, Infinitives, or Participles make the clauses.

How to find the Principal Clause —

The **first step** in clause Analysis is to find out the **Principal Clause**. The question is how to distinguish a Principal clause from its co-ordinate or Subordinate clauses. In this connection it should be remembered that a sub-ordinate clause always begins with a subordinating conjunction. Likewise, a Co-ordinate clause begins with a co-ordinating conjunction. Therefore a clause which begins neither with a subordinating nor a co-ordinating conjunction is the **Principal Clause**. The following are the Subordinating conjunctions with which a subordinate clause may begin —

When, where, which, what, how, who, whom, whose, whether, if, provided, provided that, notwithstanding, as, as if, as though, as much as, as far as, as soon as, as long as, so long as, according as, after, before, because, since, until, unless, for, in that, than that, now that, though, so that, in order that, so much so that.

A Principal clause will not begin with any of the above listed conjunctions —

For example —

I met the man who came yesterday.

In this sentence there are **two** clauses :

One, ‘I met the man’, and the second, ‘**who** came yesterday’. Now, this second clause begins

with the Subordinating conjunction **who**; therefore this is the **Subordinate Clause**. The first clause does not begin with any Subordinating conjunction and is, therefore, the **Principal Clause**.

Analysis of Complex Sentences

As we have stated above, a complex sentence has a Principal clause and one or more Subordinate clauses.

Subordinate Clauses are of **three** kinds—

1. Subordinate Noun Clause
2. Subordinate Adjective Clause
3. Subordinate Adverb Clause

(I) Subordinate Noun Clause

Subordinate Noun Clause does the work of a **Noun**—

A Noun Clause has the following **Five** functions—

- (i) The Subject of a verb
- (ii) The Object of a Transitive verb
- (iii) The Object of a Preposition
- (iv) The Complement to a verb of incomplete predication.
- (v) Case in apposition to a noun.

(I) Noun Clause as the Subject of a verb—

- (a) **Where he lives** is not known to me.
“Where he lives” is the subject of the Verb ‘**is**’.
- (b) **That you should tell a lie** surprises me.
“That you should tell a lie” is the subject of the Verb ‘**surprises**’.
In the same way :
- (c) **How he reached there** is a mystery.
- (d) **When I shall return** is uncertain.
- (e) **Whether he will help you** is not sure.

(II) Noun Clause as the Object of a Transitive verb—

- (a) He told me that he was going to Calcutta.
“that he was going to Calcutta” is the **object** of the Verb ‘**told**’.
- (b) I do not know where he lives.
“where he lives” is the **object** of the Verb ‘**know**’.
- (c) I spend **what I earn**.
- (d) I do not know **which book you want**.
- (e) He replied **that he did not go there**.

(III) Noun Clause as the Object of a Preposition—

- (a) Give full attention to **what I say**.
“what I say” is the **object** of the Preposition ‘**to**’.
- (b) My success in future depends upon **how you help me in this case**.
“**how you help me in this case**” is the **object** of the Preposition ‘**upon**’.
- (c) This book will sell for **what it is worth**.
- (d) I can find no meaning in **what you have said**.
- (e) I have no complaint except **that I have a headache**.

(IV) Noun Clause as a Complement to a Verb—

- (a) This is what I told you.
“**what I told you**” is the **complement** to the Verb ‘**is**’.
- (b) My great fear is **that he may drown**.
“**that he may drown**” is the **complement** to the Verb ‘**is**’.
- (c) Life is **how we live it**.
- (d) My question was **whether you could do this work**.
- (e) This is **where I lived last year**.

(V) Noun Clause as Case in Apposition to a Noun—

- (a) The rumour **that he committed the murder** has come true.
“that he committed the murder” is case in apposition to the noun ‘**rumour**’.
- (b) The report **that the enemy is coming** is wrong.
“that the enemy is coming” is case in apposition to the noun ‘**report**’.
- (c) Your suspicion **that the servant has stolen the watch** is baseless.
- (d) His hope **that he would be selected for the post** has been belied.
- (e) His ambition **that he may become the President of India** is illfounded.

How to recognize a Noun Clause—

Noun Clause often begins with the following **three** connectives—

(I) Conjunction “That”

A clause beginning with **that** and coming immediately after a Transitive Verb is a Noun clause. **As—**

He said **that he was not guilty**.

(II) A clause beginning with any **Relative** or **Interrogative** Adverb is a **Noun clause**, provided that the Adverb so used **does not have its antecedent**. **As—**

I want to know **where he lives**.

Or

I do not know **why he came last night**.

(III) A clause beginning with any **Relative** or **Interrogative** Pronoun is a **Noun clause**, provided that the Pronoun so used **does not have its antecedent**. **As—**

I want to know **who has done this**.

Exercise

Pick out the Noun Clauses in the following sentences and point out their functions—

1. It is not known whether the school is closed today.
2. How the horse received such a grievous injury is difficult to tell.
3. What you have done today will bring disgrace to you.
4. I know that my son is innocent.
5. Mohan can tell you where your friend has gone.
6. That the sun is hot is known to everybody.
7. It is evident from his conduct that he is not prepared to compromise.
8. I believe that you are the only successful student in the whole class.
9. I knew that the thief had escaped.
10. Even a fool can tell that an elephant is bigger than a bull.
11. I am prepared to face whatever calamity falls on me.
12. Perceiving what an error he had committed, he yielded.
13. A man's salary depends upon what post he holds.
14. My ring is made of what we call gold.

15. Except that he is annoyed very soon, he is an excellent man.
16. Your version of the case that Ram committed the theft is wrong.
17. His argument that an absconder is always a thief, is untenable.
18. The news that I have passed in the first division has given great pleasure to my mother.
19. This is what I never expected.
20. I wanted to know whether you can help me in this work.
21. Tell me how you found out the solution of this problem.
22. Which is the biggest city in the world is not known to many people.
23. ‘That Christ is the embodiment of God on earth’ is the belief of an orthodox Christian.
24. Whatever you learn is forgotten without practice.
25. I cannot rely on what you say.

(II) Subordinate Adjective Clause

“An Adjective Clause is one which does the work of an Adjective in relation to some other clause.” (Nesfield)

An Adjective Clause is the clause which **qualifies a Noun** or a **Pronoun** in some other clause in the sentence.

(1) An **Adjective** clause begins with a **Relative Pronoun** or a **Relative Adverb**, provided the **Pronoun** or **Adverb** has its Antecedent immediately before it. **As—**

- (a) This is the boy **who stole my fountainpen**.

“**who stole my fountainpen**” is an Adjective Clause because it begins with the Relative Pronoun ‘**who**’ and its Antecedent ‘**boy**’ has been used immediately before it.

- (b) I want to know the time **when the train arrives here**.

“**when the train arrives here**” is an Adjective Clause because it begins with the Relative Adverb ‘**when**’ and its Antecedent ‘**time**’ comes immediately before it.

- (c) Do you know the place **where he lives** ?
- (d) Tell me the reason **why you have dismissed me**.
- (e) He is the man **whom I admire most**.
- (f) This is the serpent **that is most poisonous**.
- (g) He is the man **whose house caught fire last night**.

(2) Sometimes the **Relative Pronoun** or the **Relative Adverb** with which the Adjective clause begins, remains **understood**. In such a case, the Relative Pronoun / Adverb should be mentally added from your side before attempting the analysis. **As—**

- (a) He is the man λ I know very well.
In this sentence 'whom' is understood at the point marked thus λ . Therefore 'I know very well' is an Adjective clause.
- (b) Return the book λ I gave you.
'that' is understood.
- (c) Here is the servant λ I engaged yesterday.
In this sentence 'whom' is understood.
- (d) He is the man λ I called here yesterday.
'whom' is understood.

(3) Sometimes '**but**' is used as a Relative Pronoun, which is negative in meaning. In such a case the clause beginning with '**but**' is an Adjective clause. **As—**

- (a) There was not a soldier **but fought bravely to the end**.
In this sentence '**but**' means 'who did not', and therefore but 'fought bravely' is an Adjective clause.
- (b) There is no man **but loves his country**.
Here 'but' means "who does not."
- (c) There is no crime **but can be detected**.
Here '**but**' means 'that cannot be'.

(4) Sometimes '**than**' is used as a **Preposition** before a Relative Pronoun. In such a case, the clause beginning with 'than' is a Relative Pronoun. **As—**

- (a) We are all followers of the principles of Mahatma Gandhi **than whom India has produced no nobler saint**.
In this sentence 'than whom' means 'in whose comparison', therefore the clause

beginning with 'than' is an Adjective clause.

- (b) It was a blow **than which no crueller could be struck**.

In this sentence 'than which' means 'in comparison to which', therefore the clause beginning with 'than' is an Adjective clause.

Exercise

Pick out the Adjective clauses in the following sentences and point out the Noun or Pronoun which they qualify—

1. The ring I lost was very costly.
2. Tell me the time when you want me to go there.
3. Do you know the spot where gold is hidden ?
4. He who reads without understanding is sure to fail.
5. He does best who begins best.
6. All that glitters is not gold.
7. He that is poor need fear no theft.
8. We are such stuff as dreams are made of.
9. There was not a soldier in the squad but could hit the target.
10. All the milk we use comes from villages.
11. God helps those who help themselves.
12. The hour I chose to meet my friend was odd.
13. The time when the sun sets is very pleasant.
14. He is the boy who stole my pen.
15. There is not a man in India but adores Mahatma Gandhi.
16. The woman I married turned unfaithful.
17. The gods we adore write their names on our faces.
18. I have seen the place where Mahatma Gandhi was born.
19. Those whom God loves die young.
20. Those who live in glass houses should not throw stones at others.

(III) Subordinate Adverb Clause

"An Adverb Clause is one which does the work of an adverb to some Verb, Adjective, or Adverb in some other clause." (Nesfield)

Like an Adverb it qualifies some verb, Adjective or Adverb in another clause. The following are its **Adverbial functions**—

- (i) Adverb Clause of Time
- (ii) Adverb Clause of Place
- (iii) Adverb Clause of Purpose
- (iv) Adverb Clause of Cause or Reason
- (v) Adverb Clause of Condition
- (vi) Adverb Clause of Result
- (vii) Adverb Clause of Comparison
- (viii) Adverb Clause of Supposition.

(I) Adverb Clause of Time—Adverb Clause of Time shows **time** and begins with Adverbs of time like ‘**When**’, ‘**Whenever**’, ‘**While**’, ‘**After**’, ‘**Before**’, ‘**Since**’, ‘**As**’, etc.

- (a) I shall go with you **when you return from Kanpur**.
“when you return from Kanpur” is Adverb Clause of Time because it shows time.
- (b) I shall come **whenever you need my help**.
- (c) Do not disturb **while the patient is sleeping**.
- (d) He reached here **after the clock had struck ten**.
- (e) Take rest **before you are tired**.
- (f) I have not been well **since I returned from America**.
- (g) Apply the brakes **as I give you the signal**.
- (h) No sooner did I enter the room **than the thief bolted away**.

(II) Adverb Clause of Place—Adverb Clause of Place points to **place** and begins with Adverbs of place like ‘**Where**’, ‘**Wherever**’, ‘**Whence**’, ‘**Whither**’, etc.

- (a) You should stand **where you are**.
“where you are” is Adverb Clause of Place because it points to place.
- (b) I shall purchase the book **wherever it may be found**.
- (c) Return at once **whence you came**.
- (d) The wind bloweth **whither it listeth**.

(III) Adverb Clause of Purpose—points to some **purpose** and begins with **that**, **so that**, **lest**, etc.

- (a) He worked very hard **that he may pass**.
“that he may pass” is Adverb Clause of Purpose because it shows purpose.
- (b) Go quickly **lest you should miss the train**.
- (c) Forgive **so that you may be forgiven**.

(IV) Adverb Clause of Cause or Reason—points to **cause** or **reason** and begins with **because**, **since**, **as**, **for**, **that**, etc.

- (a) I must take rest **because I am tired**.
“because I am tired” is Adverb Clause of Reason.
- (b) **Since you are so clever**, I cannot trust you.
- (c) **As I am indisposed**, I cannot attend the college today.
- (d) I am glad **that you have come in time**.

(V) Adverb Clause of Condition—shows condition and begins with **If**, **Whether**, **Unless**, **Provided**, **On condition**, etc. **As**—

- (i) (a) I shall go **if you come in time**.
“if you come in time” is Adverb Clause of Condition.
- (b) I shall not help you **unless you promise to work very hard**.
- (c) You must go **whether you receive my reply or not**.
- (d) I can forgive you **on condition that you do not repeat the crime**.
- (ii) Sometimes Adverb Clause of condition has the connective ‘**If**’ understood. **As**—
 - (a) **Had I not seen it with my own eyes**, I would not have believed it.
Here “**Had I not**” means “**If I had not**”
 - (b) **Were he more honest**, he would have been happier.
Here “**Were he**” means “**If he were**”.
- (iii) If the **Relative Pronoun** or the **Relative Adverb** does not have its **Antecedent** before it, the clause beginning with it can be an **Adverb Clause of Condition**. **As**—
 - (a) I shall go **whatever happens**.
 - (b) We cannot reach before sunset **whichever train we catch**.
 - (c) **However you try**, you cannot deceive me.

(VI) Adverb Clause of Result points to some **result** and often begins with **‘that’**, preceded by **‘so’** or **‘such’**. It can also begin with **‘therefore’**. **As—**

- (a) He worked so hard **that he secured first division**.
“that he secured first division” is Adverb Clause of Result.
- (b) He is so saintly **that everybody respects him**.
- (c) He worked hard **so he passed**.
- (d) He worked in such a defective manner **that he failed to get success**.
- (e) I worked hard, **therefore I passed**.
- (ii) Sometimes the connective **‘that’** may be understood also.

He is so tired, λ he cannot stand. In this sentence **‘that’** is understood.

(VII) Adverb Clause of Comparison—There are **two** kinds of Adverb Clause of comparison.

- (i) Adverb Clause of Comparison of Degree.
- (ii) Adverb Clause of Comparison of Manner.

(1) Adverb Clause of Comparison of Degree—It shows comparison of **state** or **situation** and often begins with the Subordinating conjunction **‘than’** or Relative Adverb **‘as’**. **As—**

- (a) He is not so foolish **as his father thinks**.
“as his father thinks” is Adverb Clause of Comparison of degree.
- (b) Her heart is as pure **as her face is beautiful**.
- (c) Your health is better **than it was before**.
- (ii) In Adverb Clause of Comparison the Verb often remains understood.

As—

- (a) I am a better swimmer **than you** (are).
Here Verb ‘are’ is understood.
- (b) You have visited a larger number of foreign countries **than I** (have).

(2) Adverb Clause of Comparison of Manner—It shows comparison of **manner**, and often begins with the Relative Adverb **‘as’**.

- (a) **As you earn** so you must spend.
“as you earn” is Adverb Clause of Comparison of manner.
- (b) He did **as he pleased**.

(VIII) Adverb Clause of Supposition—It points to some **supposition** and often begins with the Subordinating conjunction **‘Though’**, **‘Although’** or **‘Even if’**. **As—**

- (a) **Although he was tired**, he finished the work before sunset.
“Although he was tired” is Adverb Clause of Supposition.
- (b) **Though he is poor**, he is honest.
- (c) Do not be depressed, **even if you fail**.

Exercise

Pick out the Adverb clause in each of the following sentences and tell which kind of Adverb clause it is and which word in the Principal it modifies—

1. He is honest, though he is poor.
2. Do in Rome as the Romans do.
3. The doctor was as kind as I thought.
4. Your handwriting is so beautiful that everyone should admire it.
5. A glutton lives that he may eat.
6. The thief was caught on the road as he was running away with the purse.
7. I reached the station after the train had steamed off.
8. I will keep awake while you sleep.
9. Wash your hands before you take your meals.
10. I have been ill since I left Simla.
11. He failed as I could not help him.
12. I will give you money whenever you need.
13. I must meet my friend wherever I may find him.
14. The wind bloweth whither it listeth.
15. It is better to reign in hell than to serve in heaven.
16. If you do not strike while the iron is hot, you cannot mould it.
17. He promised to pay Rs. 100/- in cash, lest he should lose the bargain.
18. He ran very fast that he might catch the train.
19. Women are more sentimental than they are wise.
20. Since the man was very cruel, his wife refused to go with him.
21. I am glad that you have come in time.

22. Some people talk as though they were very honest.
23. Enmity with a wise man is better than friendship with a fool.
24. He is stronger than he looks.
25. Have you gone mad that you stare at me in such a manner ?
26. The thief, while he was passing through the gallery, was seen by the servant of the house.
27. Strike the iron while it is hot.
28. The cuckoo comes when the winter is over.
29. I love you as much as your father.
30. The moon is cool though it shines.
31. The farmer works all day that he may earn his bread.
32. He looks quite healthy considering that he is above seventy.
33. Men fear death as children fear to go in the dark.
34. Had there been no sun, it would have been dark all over the world.
35. As soon as you get the clue, give the signal to me.
36. If my uncle comes today, I shall leave for Calcutta with him.
37. He is so weak, he can hardly speak.
38. I know more about my brother than you know about him.
39. The souls of holy men go to heaven whence they do not return.
40. I do it because I cannot help doing so.

Analysis of Compound Sentences

A Compound Sentence is one which has one Principal Clause and one or more Co-ordinate Clauses to the Principal Clause. It may or may not have Subordinate Clauses.

(I) Co-ordinate Clause often begins with Conjunction 'And' or 'But' **As—**

- (a) I went to the market **and purchased a book.**

“and purchased a book” is Co-ordinate Clause.

- (b) He went to Delhi yesterday **and met the President there.**

- (c) I offered to help him **but he declined.**

- (d) I put several questions to him **but he failed to answer any of them.**

(II) Sometimes co-ordinating connective remains understood. In that case the **comma (,)** or **Semi-Colon (;)** does the work of connective conjunction. Sometimes even the **Verb** also remains understood. **As—**

- (a) His life is simple; **his thoughts sublime.**
 (b) Action is life, **idleness death.**
 (c) Beauty is truth, **truth beauty.**
 (d) Prosperity finds friends, **adversity tries them.**

(III) Sometimes a co-ordinate clause may begin with a subordinating connective. **As—**

- (a) I shall meet you tomorrow, **when we shall finalise the plan.**

In this sentence ‘**when**’ means ‘**and then**’. Therefore the clause beginn-ing with **when** is a co-ordinate clause.

- (b) We went to the aerodrome, **where we bade him adieu.**

Here “where” means “and there”.

- (c) I found a purse, which I brought home.

Here “**which**” means “and which”.

(IV) Sometimes **Compound sentences** are written in their contracted form, and only **one Verb** is used for both the Verbs. **As—**

- (a) He is rich but unhappy.

In the above sentence ‘but unhappy’ is the contracted form of “but he is unhappy”. Therefore this is a co-ordinate clause.

- (b) Either you must pay **or your father.**

Here “**or your father**” means “or your father must pay”.

- (c) **Neither my father** nor I can help you.

This sentence would mean “Neither my father can help you nor can I help you”.

- (d) All the soldiers **as well as the commander** were killed on the battle-field.

This sentence means “All the soldiers were killed on the battle-field as well as the commander was killed on the battle-field”.

(V) Sometimes a co-ordinate clause may begin with some Subordinating conjunctions like **either.....or; neither.....nor; else, otherwise,** etc. **As—**

- (a) Either work hard **or give up your studies.**

- (b) Neither you **nor your father will get any help.**
- (c) Act according to my advice **otherwise you will repent.**
- (d) Behave properly, **else I shall report against you.**

Solved Examples

Analyse the following sentences :

1. I have a generous friend, who gave me more monetary help than his financial condition would have allowed.

- (a) I have a generous friend (Principal Clause)
- (b) Who gave me more monetary help (Subordinate Adjective Clause, qualifying "friend" in Clause A.)
- (c) Than his financial condition would have allowed (Subordinate Adverb Clause of Comparison)

The whole sentence is complex.

2. We, who are fortunate enough to live in this enlightened century, hardly realise how our ancestors suffered from their belief in the existence of mysterious and malevolent beings.

- (a) We ... hardly realise. (Principal Clause)
- (b) Who are fortunate enough to live in this enlightened century, (Subordinate Adjective Clause, qualifying "We" in Clause A.)
- (c) How our ancestors suffered from their belief in the existence of mysterious and malevolent beings (Noun Clause, Object to the Verb 'realise' in Clause A.)

The whole sentence is complex.

- 3A mere scholar who knows nothing but books, must be ignorant even of them.

- (a) A mere scholar must be ignorant even of them. (Principal Clause)
- (b) Who knows nothing but books (Adjective Clause, Subordinate to Clause A, qualifying "scholar" in Clause A.)

The whole sentence is complex.

4. Breathes there the man with soul so dead who never to himself hath said, "This is my own, my native land !"

- (a) Breathes there the man with soul so dead (Principal Clause)
- (b) Who never to himself hath said (Adjective Clause, Subordinate to Clause A, qualifying 'man' in Clause A.)
- (c) "This is my own my native land" (Noun Clause, Subordinate to Clause B, Object to the Verb 'hath said'.)

The whole sentence is complex.

5. He that holds fast the golden mean,
And lives contentedly between
The little and the great,
Feels not the wants that pinch the poor,
Nor plagues that haunt the rich man's door,
Embittering all his state.

- (a) He feels not the wants. (Principal Clause)
- (b) that holds fast the golden mean (Adjective Clause, qualifying 'he' in Clause A.)
- (c) and lives contentedly between the little and the great. (Co-ordinate to Clause B.)
- (d) that pinch the poor (Adjective Clause, qualifying 'wants' in Clause A.)
- (e) Nor (feels) plagues (Co-ordinate Clause to A.)
- (f) that haunts the rich man's doors, embittering all his state..... (Adjective Clause, Subordinate to Clause E, qualifying "Plagues" in Clause E.)

The whole sentence is compound.

Exercise (General)

Analyse the following sentences :

1. My heart leaps up when I behold the rainbow in the sky.
2. He is the greatest literary artist the world has ever produced.
3. It is a common plea of the coward that success depends mainly upon luck.
4. If the human arteries do not work properly, the body gets sick and a doctor has to be called in.
5. When the old man had gone, God called Abraham and asked him where the stranger was.

6. That Ahimsa is the highest duty of man is the teaching of Jainism.
7. A man who wants to control his animal passions can easily do so if he controls his palate.
8. Milton said that he did not educate his daughters because one tongue was enough for a woman.
9. If we could only get a detached view of the continued efforts of mankind, we would be amazed and profoundly moved.
10. Indian culture has lived and flourished and will continue to do so because of the mighty creation of Vyas.
11. When I am ill, I am far more interested in what the doctor hears through the stethoscope in the flutterings of my heart.
12. I hope it will give comfort to great numbers who are passing through the world of obscurity, when I inform them how easily distinction may be obtained.
13. All who have meant good work with their whole heart, have done good work, although they may die before they have the time to sign it.
14. Whatever luxuries a bachelor may be surrounded with, he will always find his happiness incomplete unless he has a wife and children who may share and enhance his pleasure.
15. History says that Socrates, when he was given the cup of hemlock, continued to talk to the friends who were standing around him, as he drank it.
16. If you put the end of an iron in the fire and hold it there, you do something more than heat that end, for you heat the whole of it up to the end that you hold in your hand.
17. The valley, which is called the Vale of Kashmir, is so charming that it has a world-wide fame.
18. The rich man was much pleased that on account of the honesty of the owner of the hut, he got back his bag which contained a hundred coins of gold.
19. In olden times the cruel custom was in vogue that men, women and even children were sold as sheep and goats and they were called the slaves of the person who bought them.
20. The history of mankind is a long story of bloody wars and its most prominent figures are those who conquered other countries or defended their own against foreign invasions.
21. It is this line of argument that was extended to us when we were called upon to maim and kill, to wound and destroy people against whom we have no ill-will.
22. Those who want to perform national service or to have gleam of real religious life must lead a celibate life renouncing all the pleasures of the world.
23. The man who can play most heartily when he has the chance of playing, is generally the man who can work most heartily when he must work.
24. Should you be so unfortunate as to suppose that you are a genius and that things will come to you, it would be well to undeceive yourself as soon as it is possible.
25. We have seen how the government is taking care of our railways, roads and ships so that they can act as better carriers for the nation and add to the economic prosperity of the people.
26. We cannot have peace until all the nations deal with each other in a spirit of equality and friendliness until we develop a new conception of integrated social life.
27. Even in ordinary affairs we know that people do not know who rules or why and how he rules; and yet they know that there is a power that certainly rules.
28. A gentleman who was fashionably dressed was strolling, with a goldheaded cane in his hand, when he was hailed by a miserable looking lame man who was apparently in needy circumstances.
29. If we recollect that we live among men who are imperfect by nature, we should not be in such a fear when we find our friend's failings.
30. Each generation is inclined to think that it is wiser than all those that have gone before, and in some respects the claim can be made good.

Synthesis of Sentences—

“Synthesis is the opposite of Analysis and means the combination of a number of simple sentences into one new sentence—Simple, Compound or Complex.” (Wren)

Synthesis has mainly three forms—

1. Combining of two or more Simple sentences into a single **Simple Sentence**.
2. Combining of two or more simple sentences into a single **Complex Sentence**.
3. Combining of two or more simple sentences into a single **Compound Sentence**.

Combining of Two or More Simple Sentences into a Single Simple Sentence

The following are the **six ways** of combining two or more Simple sentences into a single Simple Sentence—

1. By using a Participle.
 2. By using a Noun or a Phrase in Apposition
 3. By using a Preposition with a Noun or Gerund
 4. By using a Nominative Absolute
 5. By using an Infinitive
 6. By using an Adverb or Adverbial Phrase.
- We give below the details of each way—

(1) By using a Participle—

- Separate** : He saw a lion. He fled away.
Combined : Seeing a lion he fled away.
Separate : He jumped up. He ran away.
Combined : Jumping up he ran away.
Separate : He was tired of reading. He retired to bed.
Combined : Tired (Being tired) of reading he retired to bed.

Separate : Turn to the left. You will reach the hospital.

Combined : Turning to the left you will reach the hospital.

Separate : He sat on the sofa. He took his pen. He wrote a letter.

Combined : Sitting on the sofa and taking his pen, he wrote a letter.

Exercise

Combine the following groups of sentences into a new Simple Sentence by using Participles :

1. He drew his sword. He wounded his enemy.
2. He took off his clothes. He plunged into the river.
3. He opened his purse. He produced a five rupee-note. He purchased the ticket.
4. He drew his revolver. He loaded it quickly. He fired at the dacoit.
5. I saw two pretty girls. They were playing with a ball.
6. I was returning home. I saw a milk-man. He was milking his cow.
7. The thief saw the policeman. He made good his escape.
8. He decided to pass the examination. He studied day and night.

(2) By using a Noun or a Phrase in Apposition—

- Separate** : Shakespeare died in 1616. He was the greatest English poet and dramatist.
Combined : Shakespeare, the greatest English poet and dramatist, died in 1616.

Separate : Agra was once the capital of the Mughal Empire. It is now a very backward city.

Combined : Agra, once the capital of the Mughal Empire, is now a very backward city.

Separate : Subhashchandra Bose was killed in a plane-crash. He was one of the greatest fighters for India's freedom.

Combined : Subhashchandra Bose, one of the greatest fighters for India's freedom, was killed in a plane-crash.

Separate : I love Mohan very much. He is my friend.

Combined : I love my friend Mohan very much.

Separate : I saw the famous wrestler. His name was Dara Singh.

Combined : I saw the famous wrestler, Dara Singh.

Exercise

Combine the following sentences into a Simple Sentence by using a Noun or a Noun phrase—

1. His father died. He was a man of eighty.
2. Columbus discovered America. He was a famous sailor.
3. Everyone knows Dr. Radhakrishnan. He was a great philosopher.
4. Gama died at Lahore at the age of eighty. He was a world champion.
5. London is one of the biggest cities in the world. It is the capital of Great Britain. Great Britain is a great country.
6. Nalanda was once the biggest centre of learning. It is now a heap of ruins.
7. Twice I have been to Delhi. It is the capital of India.
8. Sir Tej Bahadur Sapru was a famous lawyer. He studied at Agra College. Agra College is the oldest institution.

(3) By using a Noun or a Gerund with a Preposition—

Separate : We reached the station. The train had left by that time.

Combined : The train had left before our reaching the station.

Or

Before our reaching the station, the train had left.

Separate : The Magistrate examined the statement. He found it full of gross errors.

Combined : On examining the statement, the Magistrate found it full of gross errors.

Separate : The servant swept the room. He found a rupee. The rupee was lying in the corner.

Combined : While sweeping the room, the servant found a rupee lying in the corner.

Separate : He saw an advertisement in the paper. He applied for the post. It was the post of an Accountant.

Combined : On seeing an advertisement for the post of an Accountant, he applied for it.

Separate : He has failed many times. He still hopes to get success at last.

Combined : In spite of many failures he still hopes to get success at last.

Separate : He failed at the examination. He heard the news. He disappeared.

Combined : On hearing the news of his failure at the examination, he disappeared.

Exercise

Combine the following sentences into a Simple Sentence by using a Noun or a Gerund with a Preposition—

1. I made a thorough enquiry. I found him guilty.
2. I reached the house of my friend. He had gone to the market before that time.
3. He ran very fast. He could not catch the thief.
4. I requested the teacher. He pardoned the boy.

5. My brother was beaten with canes. I was present.
6. His behaviour was strange. I was taken aback.
7. He has died. I am sure.
8. Your behaviour is very good. I am highly pleased.

(4) By using a Nominative Absolute —

- Separate** : The house caught fire. All the furniture was burnt to ashes.
- Combined** : The house having caught fire, all the furniture was burnt to ashes.
- Separate** : The deer was caught in the net. He struggled hard for escape.
- Combined** : Having been caught in the net, the deer struggled hard for escape.
- Separate** : The thieves were caught by the police. They surrendered the stolen property.
- Combined** : Having been caught by the police, the thieves surrendered the stolen property.
- Separate** : Rains have been plentiful this year. The crop of sugarcane has been rich.
- Combined** : Rains having been plentiful this year, the crop of sugarcane has been rich.

Exercise

Combine the following sentences into a Simple Sentence by using Nominative Absolute—

1. The day was very hot. I did not go to the office.
2. My father was angry. He did not give me a single rupee.
3. The sun set. The birds started flying towards their nests.
4. My sister has run into debt. I have to support her.
5. The arrow pierced the deer's neck. It fell down.
6. The train left before my arrival. I looked for a bus.

7. My brother received a serious injury. I took him to the hospital.
8. The level of water had gone low. The crow started dropping pebbles in the jar.
9. The king was killed. His army ran away.
10. My friend had lost his way. He was looted by a robber.

(5) By using Infinitives —

- Separate** : I am going to Delhi. I have to purchase a car.
- Combined** : I am going to Delhi to purchase a car.
- Separate** : He is very much tired. He cannot work.
- Combined** : He is too tired to work.
- Separate** : He is very weak. He cannot pass this year.
- Combined** : He is too weak to pass this year.
- Separate** : There are still three questions left. I have to solve them.
- Combined** : I have still three more questions to solve.
- Separate** : There are three prisoners in the jail. They are to be tried.
- Combined** : There are three prisoners in the jail to be tried.
- Separate** : I have only one servant. He cooks my food. He washes the utensils.
- Combined** : I have only one servant to cook my food and wash the utensils.

Exercise

Combine the following sentences into a Simple Sentence by using Infinitives—

1. My father has gone to market. He has to purchase a watch.
2. I am writing a book. It will be published.
3. He is a great liar. He cannot be believed.
4. I cannot leave him behind. He will lose his way.
5. He went to the library. He wanted to read the newspaper.
6. He went to his teacher's house. He wanted to study Milton.

7. I am very busy. I cannot talk to you.
8. I have sent my son to England. He will be educated there.
9. He has painted a beautiful picture. It will be presented to the President.
10. He keeps a pair of dogs. They will guard his house. They will keep away burglars.

(6) (a) By using an Adverb or an Adverbial Phrase—

Separate : He has been punished. The punishment was unjust.

Combined : He has been unjustly punished.

Separate : The thief was flogged by the police. The flogging was very severe.

Combined : The thief was very severely flogged by the police.

Separate : It was morning. The train had not reached by that time.

Combined : The train had not reached by morning.

Separate : He was dismissed from service. His dismissal was undeserved.

Combined : He was undeservedly dismissed from service.

Separate : He has passed in the first division. It was very creditable.

Combined : He has very creditably passed in the first division.

(b) By using Too + Adjective/Adverb—

Separate : He is tired. He cannot run.

Combined : He is **too** tired to run.

Separate : He is weak. He cannot stand.

Combined : He is **too** weak to stand.

Separate : She is poor. She cannot have a new dress.

Combined : She is **too** poor to have a new dress.

Separate : I am old. I cannot drive a car.

Combined : I am **too** old to drive a car.

Such sentences always express a **negative** sense.

(c) Adjective / Adverb + Enough—

Separate : He is rich. He can buy a car.

Combined : He is rich **enough** to buy a car.

Separate : He is intelligent. He can solve this problem.

Combined : He is intelligent **enough** to solve this problem.

Separate : This hall is large. Two hundred persons can sit in it.

Combined : This hall is large **enough** for two hundred persons to sit.

Separate : He has much time. He can complete the book.

Combined : He has time **enough** to complete the book.

Exercise

Combine the following sentences into a Simple Sentence by using an Adverb or an Adverbial phrase—

1. He admitted his fault. He apologised.
2. He declined to answer the question. He regretted his inability to answer.
3. He was absent from the meeting. His absence was unavoidable.
4. He was in the fault. There is no doubt about it.
5. He did this work. He did not do it carefully.
6. The programme was amended. It was made suitable to me.
7. Mohan put on his clothes. He was in a great hurry.
8. I shall return by the morning. I am definite about it.
9. The river was flowing. Its flow was rapid.
10. Everyone listened to his lecture. There was perfect silence.
11. He is weak. He cannot lift this heavy box.
12. He is frank. He will tell you the whole truth.

Exercise (General)

Combine the following sets of sentences into Simple Sentences :

1. The accused was innocent. He was let off.
2. I arrived at the station. I found the train ready to steam off.

3. He has completed the work. He is worthy of admiration for it.
4. He has sent his daughters to Bombay. He wants them to be trained in dancing.
5. The sun set. My father had not returned.
6. My brother fell seriously ill. I could not go to the school yesterday.
7. I received my father's letter. I left for Bombay. I had to see a gentleman. The gentleman was the friend of my father.
8. He looked round him. He found no place of shelter. He climbed up the tree. He decided to pass the night there.
9. My watch was late. I reached the station. The train had left before my reaching there.
10. The camel saw the signs of storm. He sat down with his neck between the legs. He wanted to save his eyes from dust.
11. The sun rose. The fog disappeared. The General determined to delay no longer. He gave the order to advance.
12. The sun set. The thief started from his house. He wanted to commit theft in the house of an old man. The old man was a wealthy merchant.
13. The train received the signal. It started moving. Its movement was slow.
14. The sun rose. Govind started to his sister's house. He did not reach there before sunset.
15. The day is very hot. We should go very early. We have to do a little marketing.

Combining two or more Simple Sentences into a single Complex Sentence

(1) By using a Noun Clause —

It has been discussed in the chapter on Clause Analysis that a Noun clause performs **five** functions—(i) Subject of a verb, (ii) Object of a Transitive Verb, (iii) Object of a Preposition, (iv) Complement of a verb of Incomplete Predication (**is, was, are, am, were**), and (v) case in Apposition to a Noun. We can do synthesis by using a **Noun Clause** in any one of these five forms. We give below examples of each form—

Separate : You are telling a lie. It is known to all.

Combined : **That you are telling a lie** is known to all. (**Subject**)

Separate : He is a thief. Everybody knows it.

Combined : Everybody knows **that he is a thief. (Object)**

Separate : I told you that yesterday. You must rely on it.

Combined : You must rely on **what I told you yesterday. (Object to a preposition)**

Separate : He has failed. The reason is his negligence.

Combined : The reason of his failure is **that he is negligent. (Complement)**

Separate : He was innocent. This was his statement. It was wrong.

Combined : His statement **that he was innocent was wrong. (Case in apposition)**

Exercise

Combine the following sentences into a single Complex Sentence —

1. Mohan is the best boy of the class. It is true.
2. He is doing something. I do not know what it is.
3. You wish me to do something. I cannot do that.
4. The accused is guilty. It has been proved beyond doubt.
5. You should go to the Principal immediately. This is my advice to you.
6. He is dishonest. I cannot, however, prove it.
7. I came late. It is true.
8. The function will be held somewhere. Do you know where ?
9. He hid something in his pocket. I could not see it.
10. You threatened him with a knife. That was his complaint.
11. Where have you been so long ? Tell me.
12. I gave you something yesterday. You can play with it.
13. His father had died. This news was true.

14. He is a fool. This was my apprehension. It is wrong.
15. The new dam has cracked. I want to know the cause of the same.

(2) By using an Adjective Clause

We can make an Adjective Clause beginning with a **Relative Pronoun** or a **Relative Adverb**—

Separate : I met an old man. He was very poor.

Combined : I met an old man **who** was very poor.

Separate : I saw a fountain-pen. It was black in colour.

Combined : I saw a fountain-pen **which** was black in colour.

Separate : I met your friend. His box was stolen in the train.

Combined : I met your friend **whose** box was stolen in the train.

Separate : I have seen the park. The murder was committed there.

Combined : I have seen the park **where** the murder was committed.

Separate : You went there yesterday. Tell me the hour.

Combined : Tell me the hour **when** you went there yesterday.

Separate : I have purchased a house. It has a big hall. The hall is well furnished.

Combined : The house **that** I have purchased has a big hall **which** is well furnished.

Exercise

Combine the following sentences into a Complex Sentence by using an Adjective Clause—

1. I met the father of my friend. I had never seen him before.
2. This is a chest. I have kept my valuables in it.
3. My father will come from Bombay. Do you know the time ?
4. Somebody has stolen my watch. Do you know him ?
5. I gave you a book last week. Please return it.

6. My brother has gone somewhere. I do not know the place.
7. Here is a book. I purchased it yesterday.
8. The murder was committed last night. The murderer has been caught.
9. You seem to be very happy these days. Can you tell me the reason ?
10. The sailor helped me cross the river. He should be rewarded.
11. I went there yesterday. The time was odd.
12. I met him yesterday. I do not remember the place.
13. London is one of the largest cities of the world. It is the capital of Great Britain.
14. I met a man in the street. I could not recognise him.
15. I heard the charming music. A girl was singing it.

(3) By using an Adverb Clause—

We have explained above in the chapter on Clause Analysis that an Adverb Clause may point to **Time, Place, Reason, Condition, Comparison, Contrast, Manner, or Result**. A complex sentence can be made by using an Adverbial clause showing any one of these functions. **As**—

Separate : I could not come. I was tired.

Combined : I could not come **because** I was tired.

Separate : He committed the theft. He has been caught by the police.

Combined : He committed the theft, **so** he has been caught by the police.

Separate : He is poor. He is honest at the same time.

Combined : **Though** he is poor, he is honest.

Separate : Tell me the truth. I shall pardon you.

Combined : I shall pardon you **if** you tell me the truth.

Separate : America is a powerful country. Russia is not so powerful.

Combined : Russia is not **so** powerful **as** America (is).

Separate : He is intelligent. His brother is equally intelligent.

Combined : His brother is **as** intelligent **as** he (is).

Separate : My examination is about to be over. Thereafter I shall go to the hills.

Combined : I shall go to the hills **after** my examination is over.

Separate : He fled somewhere. The police could not pursue him.

Combined : He fled **where** the police could not pursue him.

Separate : The thief saw the police. He took to his heels.

Combined : **As soon as** the thief saw the police, he took to his heels.

Exercise

Combine the following sentences into a single Complex Sentence by using an Adverb Clause—

1. Last night it was very hot. I could not have a sound sleep.
2. I entered the room. I heard a sound.
3. The orphan went in. The hermit was performing his worship there.
4. She loves me. A mother loves her son in the same way.
5. Go on working. You will succeed.
6. The problem was intricate. It could not be solved.
7. His behaviour was unnatural. One could not bear it easily.
8. The lake is very deep. You cannot cross it.
9. She is beautiful. Her elder sister is more beautiful.
10. He is strong. He is timid at the same time.
11. You are not a chance offender. I cannot excuse you.
12. The show was delightful. Still many people did not like it.
13. He sent his daughter to Bombay. He wanted her to be trained in dancing.
14. You told me to do it. I have done it in the same manner.
15. The bride is not beautiful. Her complexion is nevertheless fair.

Combining two or more Simple Sentences into a Compound Sentence

By using Co-ordinating Conjunctions—As we have explained in the chapter on Clause Analysis, Co-ordinate clauses can be made by using co-ordinating conjunctions such as **and, but, either, or, neither, nor, too, also, so, therefore, likewise, either.....or, neither.....nor**. Sometimes only a **comma (,)** or a **Semicolon (;)** can be used as a co-ordinating conjunction. A compound sentence can be made by using any one of these co-ordinating conjunctions. **As—**

Separate : I went to the market. I saw a beautiful watch. I could not, however, purchase it.

Combined : I went to the market **and** saw a beautiful watch **but** could not purchase it.

Separate : He is slow. He is regular.

Combined : He is slow **but** (he is) regular.

Separate : Do not be a borrower. Do not be a lender either.

Combined : **Neither** a lender (be) **nor** a borrower be.

Separate : Get in. You may catch cold.

Combined : Get in **or** you may catch cold.

Separate : Do not run so fast. You may fall.

Combined : Do not run so fast; you may fall.

Separate : I shall try to solve your problem. I cannot guarantee.

Combined : I shall try to solve your problem; I cannot, however, guarantee.

Separate : He is industrious. He is intelligent.

Combined : He is not only industrious **but** also intelligent.

Separate : It was very hot last night. I could not have a sound sleep.

Combined : It was very hot last night **and** therefore I could not have a sound sleep.

Separate : He was annoyed. Still he kept quiet.

Combined : He was annoyed, still he kept quiet.

Exercise

Combine the following sentences into a single Compound Sentence—

1. Her hair was long. Her feet were light.
2. He is strong. He is timid.
3. He is rich. He leads a simple life.
4. The sky was cloudy. The night was dark. The way was lonely.
5. He was angry. I did not say anything.
6. She is beautiful. She is also good-natured.
7. We can go by the train. We can also go by the bus.
8. He lifted his eye to the door. He saw a man coming towards his room.
9. You may take Aspro. You may take Anacin. You must take either of the two.
10. Your pants are clean. Your shirt is dirty.
11. The Indian cows have hump. They have horns.
12. The tail of a peacock is beautiful. Its legs are ugly.
13. He is guilty. He is the object of compassion.
14. The woman was pregnant. She was not punished with death.
15. He is weak. He can walk.
16. He is a hermit. He can also be a beggar.
17. The food was tasty. I had no appetite.
18. My father is poor. My uncle is rich.
19. Mohan is afraid of the tiger. He does not go to the forest.
20. She loves me. I do not like her.

Solved Examples

Separate : He should not leave the court without completing his statement. He would be punished. The witness was warned.

Combined : The witness was warned, on pain of punishment, not to leave the court without completing his statement. **(Simple)**

Or

The witness was warned that he should not leave the court before completing his state-

ment, otherwise he would be punished.

(Complex Sentence)

Separate : The girl was beautiful. She was well educated. He did not marry her. Her parents were poor.

Combined : Though the girl was beautiful and well educated, he did not marry her because her parents were poor. **(Complex)**

Or

The girl was beautiful and well educated but he did not marry her because her parents were poor. **(Compound)**

Separate : I offered him help. He needed help. He persisted in refusing help. I left him to his fate.

Combined : I offered him help, as he needed it, but he persisted in refusing it, and therefore I left him to his fate. **(Compound)**

Separate : Ravindranath Tagore was a great poet. He was born in Bengal. He was the author of **Gitanjali**. He was awarded the Nobel Prize.

Combined : Ravindranath Tagore, born in Bengal, a great poet and author of **Gitanjali**, was awarded the Nobel Prize.

(Simple)

Or

Ravindranath Tagore, who was born in Bengal, was a great poet and author of **Gitanjali**, and was awarded the Nobel Prize.

(Compound)

Or

Ravindranath Tagore who was born in Bengal and who was a great poet and author of **Gitanjali** was awarded the Nobel Prize. **(Complex)**

Separate : There was a crow. It was very clever. It started dropping pebbles into the jar. It wanted

to bring up the level of the water.

Combined : A clever crow started dropping pebbles into the jar in order to bring up the level of the water. **(Simple)**

Or

There was a clever crow which started dropping pebbles into the jar, for it wanted to bring up the level of the water. **(Complex)**

Exercise

Combine the following sets of sentences into Simple Sentences :

1. I cannot tell him. What should he do ?
2. He heard the noise. He came out of the door.
3. He is sad and disappointed. I found him so.
4. He came to me. He wanted money. He wanted to purchase some books.
5. His wife encouraged him. She is a highly refined lady. He persevered.
6. The thief had been in prison before. He was severely punished.
7. He felt tired. He retired to bed.
8. He could not eat hard food. He was very old. He had lost his teeth.
9. Maharana Pratap was the ruler of Mewar. He was a great patriot. He fought with the Mughals.
10. I have told you the facts. I have nothing more to say. I will sit down.
11. I was returning home. I saw a man. He looked very old. He was groaning with pain.
12. He will reach Mathura soon. He will go by bus. He may go by his scooter also.
13. The storm ceased. The sun came out.
14. He solved the problem. It took him no time.

Exercise

Combine the following sets of sentences into Complex Sentences :

1. He is a very noble person. This is known to all.
2. What is my duty ? Who will tell me ?

3. He is quite rich. He lives a miserly life.
4. He is the same gentleman. He came last year too. He is a famous doctor.
5. The problem is very easy. I can solve it in no time.
6. We drove very fast. We could not reach in time. We missed a golden chance.
7. I returned late in the night. It was raining at that time.
8. She wrote a letter. She wrote the letter to her father. She described her miserable condition in the letter. Her father was much pained at it.
9. He laboured very hard. He fell ill. He had to go under a long treatment.
10. I saw his garden. It is a very large garden. All kinds of fruits grow there.
11. He is a good and loyal servant. This is the report about him. I believe it.
12. The king walked into the hut. He saw an old woman there. The old woman welcomed him. She offered him fruits.
13. You have failed. I am sorry to hear this. You have failed a second time.
14. He has come. I do not know the reason of his coming a second time. He has no business with me. This is as far as I think.
15. We have seen the Himalayas. The Himalayas guard our northern border. They are spread from east to west of the country.

Exercise

Combine the following sets of sentences into Compound Sentences :

1. The sun set. Darkness prevailed over the landscape. We could see nothing.
2. He is foolish. He is obstinate also. He cannot adjust himself.
3. His father was not at home. He had no money to pay his fee. His name was struck off.
4. I had a message for you. You were not available. I left the message with your friend.
5. You have to follow the school discipline. You will be expelled.
6. Make haste. You will be late. There is no other train available. You will miss your interview.

7. He was my class-fellow. He has become a great man. He refuses to recognize me.
8. He is dumb. He is deaf too. He is very laborious. He weaves beautiful carpets.
9. I do not refuse your offer. I do not like it. I have no use of it.
10. The clouds gathered. The wind blew. There were sharp showers.
11. He is all right. He is only tired. He needs rest.
12. It is raining heavily. I must take my umbrella. I shall spoil my suit.
13. The monsoon failed. The tanks became dry. There was no drinking water available.
14. You can travel by train. You can travel by bus. You cannot reach before morning.
15. Mohan is ill. He cannot work. He still goes to office.
7. A hermit is born in the world. He lives in the world. He has nothing to do with the world.
8. Some people help others. They are respected. Some people help others without a selfish motive. They are still more respected.
9. I was highly confused in the examination. I could not answer a single question correctly. I knew their answers very well.
10. India has produced several saints. Gandhiji was the noblest of them. His contribution to the cause of freedom was great. We can never forget him.
11. He lifted the cradle. He found the child unhurt. He found an enormous snake lying dead on the floor. The snake had been killed by his faithful dog.
12. The other day I met a man. He wore a long beard. He had painted his beard red. He liked this colour more than any other.
13. The bell rang for the third time. The old man came out of his room into the courtyard. There he met the young stranger. The stranger recognized him at once.
14. There were five hundred persons on board the ship. All of them drowned. Only one escaped. His name was Krishna.
15. I met my friend yesterday. He lives at Allahabad. Allahabad is a holy city. It is on the banks of Ganga and Yamuna. Many pilgrims bathe in these rivers.
16. Agra is an old city. Every foreigner visits it on account of the Taj. The Taj is famous all over the world.

Exercise (General)

Combine the following sets of sentences into Simple, Complex or Compound Sentences :

1. Fire is hot. You cannot touch it.
2. He is an honest man. That is my opinion.
3. My enemies are many. My friends are few. Courage is my greatest friend. It is always with me. I am safe.
4. Our milkman is very regular. We open the door in the morning. We find him standing before the door.
5. The train whistled. It steamed off. All the passengers bolted the doors.
6. It is no good having a foolish friend. It is better to have a wise enemy. The wise enemy may do some harm. The foolish friend may do a still greater harm.
7. A hermit is born in the world. He lives in the world. He has nothing to do with the world.
8. Some people help others. They are respected. Some people help others without a selfish motive. They are still more respected.
9. I was highly confused in the examination. I could not answer a single question correctly. I knew their answers very well.
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16. Agra is an old city. Every foreigner visits it on account of the Taj. The Taj is famous all over the world.

TRANSFORMATION OF SENTENCES

“To transform a sentence is to change it from one grammatical form to another without altering its sense.” (Nesfield)

Thus in Transformation we change the construction of a sentence from one grammatical form to another without changing its meaning.

There are a number of ways in which a given sentence can be transformed from one form to another. The following are the main ways in which the Transformation of Sentences can be carried out—

1. Interchange between “**too**” and “**so**”.
2. Interchange between different forms of **Conditional Sentences**.
3. Interchange between different forms of sentences expressing **Concession or Contrast**.
4. Interchange of **Degrees of Adjectives**.
5. Interchange between two “Voices”—from **Active to Passive** and **Passive to Active**.
6. Interchange between **Affirmative and Negative sentences**.
7. Interchange between **different Parts of Speech**.
8. Interchange between **Exclamatory and Assertive sentences**.
9. Interchange between **Simple and Complex sentences—Noun, Adjective and Adverb clauses**.
10. Interchange between **Simple and Compound sentences**.
11. Interchange between **Complex and Compound sentences**.
12. Interchange between **Principal and Subordinate Clauses**.

Let us consider all these methods one by one in detail.

1. Transformation of Sentences Containing “too” or “so”

- (i) He is too tired to walk.

‘Too’ in such sentences has a **negative** meaning, or ‘beyond necessary or desirable limits.’

The above noted sentence can, therefore, be transformed as below—

“He is so tired that he cannot walk.”

In the same way—

- (ii) He is too clever to be deceived.

He is so clever that he cannot be deceived.

- (iii) This news is too good to be true.

This news is so good that it cannot be true.

- (iv) He is too lazy to keep pace with you.

He is so lazy that he cannot keep pace with you.

Exercise

Transform the following sentences by changing “too” into “so...that”, or “so...that” into “too” :

1. He is so foolish that he cannot understand you.
2. He is so small that he cannot go alone.
3. The light is so dim that I cannot read in it.
4. He speaks too fast to be followed.
5. It is never too late to mend.
6. Your writing is too illegible for me to read.
7. That spectacle was too horrible to be described.
8. This boat is too heavy to be steered by one rudder.

9. The pan is too hot to be touched.
10. She is too beautiful to be appreciated in words.
11. The girl was too timid to go alone.
12. He is too idle to work hard.

2. Conditional Sentences —

Conditional Sentences have several forms. A given sentence can be transformed into any one of those forms. **As**—

If you speak the truth, I shall pardon you.

The above sentence can be transformed into any one of the following forms—

Rule 1—By adding—**Conjunction ‘Unless’**

Unless you speak the truth, I shall not pardon you.

Rule 2—By keeping ‘If’ understood or concealed—

- (i) Should you speak the truth, I shall pardon you.
- (ii) Had you spoken the truth, I should have pardoned you.
- (iii) Were you to speak the truth, I should have pardoned you.

In the last two examples the **Tense** changes.

Rule 3—By using a **Conjunctive Phrase**

In case you speak the truth, I shall pardon you.

Rule 4—By using a **Participle Phrase**

- (i) I shall pardon you **provided** you speak the truth.
- (ii) **Supposing** you speak the truth, I shall pardon you.

Rule 5—By using the **Imperative Mood**

Speak the truth, and I shall pardon you.

Rule 6—By using a **Prepositional Phrase**

But for your speaking the truth, I shall not pardon you.

Exercise

Transform the following sentences in as many forms as possible :

1. If you control your palate, you can control your other animal passions easily.
2. Had you been wise, you would not have done it.

3. In case we are divided in opinion, we will refer the matter to a third person.
4. Had you started your business, you would have made enormous profit by this time.
5. Provided the weather is good, the school will open tomorrow.
6. I will not buy the machine unless you give guarantee for its durability.
7. I cannot part with the horse except on payment of the price in advance.
8. Had you been more careful, you would have done the work better.
9. Take care of your digestion and you will remain healthy.
10. But for my help, he would not have passed.
11. Supposing he does not turn up in time, we shall make Mohan our opening batsman.
12. If you are poor, you need not have fear of thieves.
13. Were you more frank in telling me the true story, I would have given you a better advice.
14. You cannot succeed in business unless you are honest.
15. You can accomplish this task provided you are persistent and firm.

3. Sentences showing Concession or Contrast—

These sentences also can have many forms, and they can be transformed into any of them.

Though he is poor, he is honest.

Rule 1—By using “**Notwithstanding**”

He is honest **notwithstanding** that he is poor.

Rule 2—By using “**However**”

However poor he is, he is honest.

Rule 3—By using the **Conjunction “As”**

Poor **as** he is, he is honest.

Rule 4—By using the **Phrase “all the same”**

He is poor; **all the same** he is honest.

Rule 5—By using a “**Participle**”

Admitting that he is poor, he is honest.

Rule 6—By using the **Phrase “At the same time”**

He is poor; **at the same time** he is honest.

Rule 7—By using the **Phrase “for all that”**

He is poor; **for all that** he is honest.

Rule 8—By using the Adverb ‘**indeed**’ followed by the conjunction ‘**but**’.

He is poor **indeed but** he is honest.

Exercise

Transform the following sentences in as many forms as possible :

1. He is wrong; all the same he is bold.
2. He is uneducated indeed but he is a man of high eminence.
3. Admitting that he is not poor, he yet wears tattered clothes.
4. You should not doubt his competence notwithstanding that he is weak in Grammar.
5. Though he is obedient, his father does not love him.
6. Admitting that you were hungry, you might yet have waited till my arrival.
7. There is hardly any hope of compromise; all the same I will do my best to effect one.
8. Poor as I am, I will not serve a villain.
9. He still loves you, though you were insincere to him.
10. Though he was put to great physical torture, he did not confess his crime.
11. Howsoever good you may be in swimming, you cannot cross the Atlantic.
12. Though he is poor, he is a man of character.
13. Cow’s milk is better than other kinds of milk, though it has a lower percentage of fat.
14. Ugly though she is, her husband loves her deeply.
15. Honesty makes a man admirable though it does not make him rich.

4. By changing Degrees of Adjectives—

1. No other king in the history of India is as great as Ashok. (**Positive degree of Adjective**)

In the above sentence the Adjective ‘great’ is in **Positive** Degree. This can be changed into **Comparative** or **Superlative** Degree. **As—**

- (i) No other king in the history of India is **greater** than Ashok.
- (ii) Ashok is the **greatest** king in the history of India.

2. Some metals are at least as **heavy** as iron.

(**Positive degree**)

- (i) Iron is not **heavier** than some other metals. (**Comparative degree**)
- (ii) Some metals are not **less heavy** than iron. (**Comparative degree**)
- (iii) Iron is not the **heaviest** of all metals. (**Superlative degree**)

Exercise

Transform the following sentences by changing the Degree of Adjective :

1. The son is wiser than his father.
2. Running is the best exercise.
3. Kapil Deo is the best of cricket players.
4. Few countries are as cold as England.
5. Gold is not heavier than Platinum.
6. A deer can run faster than a dog.
7. Malt is the best of foods.
8. I know his character better than you.
9. Honesty is the best policy.
10. The Americans are the richest people in the world.

5. By interchanging Active and Passive Voices—

1. **Active** : The policeman has caught the thief.
Passive : The thief has been caught by the policeman.
2. **Passive** : My pen has been stolen by this boy.
Active : This boy has stolen my pen.
3. **Active** : Your honesty has impressed me much.
Passive : I have been much impressed with your honesty.
4. **Active** : It is now time to test your knowledge.
Passive : It is now time for your knowledge to be tested.
5. **Active** : Observe the rules of the road while you walk.
Passive : The rules of the road must be observed while you walk.
6. **Active** : Some people rely on medicine for keeping their health.

- Passive** : Medicine is relied upon by some people for keeping their health.
7. **Passive** : It is too much to be expected by you.
Active : It is too much for you to expect.
8. **Active** : Summer follows winter.
Passive : Winter is followed by summer.
9. **Passive** : Let the room be lighted before you enter.
Active : Light the room before you enter.
10. **Active** : Your behaviour has astonished me much.
Passive : I have been much astonished at your behaviour.
11. **Active** : They are building the house very quickly.
Passive : The house is being built very quickly by them.
12. **Passive** : He begged his father that he might be forgiven.
Active : He begged his father to forgive him.
13. **Passive** : Our army has been defeated by the enemy.
Active : The enemy has defeated our army.
14. **Passive** : I shall be obliged to stay.
Active : Circumstances will oblige me to stay.
15. **Passive** : What cannot be cured must be endured.
Active : We must endure what we cannot cure.
16. **Passive** : Better behaviour can be expected from the students of a university.
Active : One can expect better behaviour from the students of a university.
17. **Active** : The crowd laughed at him.
Passive : He was laughed at by the crowd.
3. He will be defeated by me.
4. You are requested to stay here.
5. Instruct him not to move an inch from his place.
6. These travellers have been robbed by the thieves.
7. Always obey your elders.
8. Can you permit me to see this book ?
9. The watch has been stolen.
10. You cannot gain anything without efforts.
11. His sudden visit surprised me.
12. Who has broken the glass ?
13. Why do you suspect me ?
14. The ship was set on fire and abandoned by the crew.
15. He has broken the university record.
16. It is not necessary to consult a doctor.
17. I am worried about your health.
18. Let your ideas be known to me.
19. Never trust those who have deceived you once.
20. The wise are always admired.

6. By interchanging Negative and Affirmative sentences —

1. **Affirmative** : America is more powerful than Russia.
Negative : Russia is not as powerful as America.
2. **Affirmative** : Ramesh is more clever than Ram.
Negative : Ram is not so clever as Ramesh.
3. **Negative** : There is none who does not love his country.
Affirmative : Everybody loves his country.
4. **Negative** : He did not find him honest.
Affirmative : He found him dishonest.
5. **Negative** : His services cannot be forgotten.
Affirmative : His services have been too great to be forgotten.
6. **Negative** : A wise man will not tell a lie.
Affirmative : A wise man will abstain himself from telling a lie.

Exercise

Transform the following sentences by changing them from Active to Passive Voice or Vice Versa :

- He gave me some money.
- The thief was caught by me.

7. Negative : None but a lawyer can answer this question.

Affirmative : A lawyer alone can answer this question.

8. Negative : No sooner did I enter the room than he started rebuking me.

Affirmative : As soon as I entered the room, he started rebuking me.

Exercise

(a) Transform the following sentences by changing them from Negative to Affirmative :

1. Learned men are not always wise.
2. No one can doubt that your son did his best.
3. It is not difficult to run half a mile at a time.
4. Great men belong to no one nation, nor to one particular class.
5. Never again will I see my friend.
6. As long as the teacher was in the class, not a boy broke silence.
7. The tragedies of Shakespeare are not likely to be forgotten.
8. His wishes cannot be disregarded.
9. It was not long after his departure that I came to know of the disappearance of the ring.
10. He left no scheme untried.

(b) Transform the following sentences from Affirmative to Negative :

1. You are as foolish as your brother.
2. We all expect him to succeed in the long run.
3. Your son is a boy of uncommon intelligence.
4. This book can only be understood by one who knows English.
5. Your daughter is beautiful.
6. The happening of such an event is possible in future.
7. He is greater than I.
8. As soon as the lion came out of the cave, I ran away.
9. She is too beautiful to be admired in ordinary words.
10. My father was doubtful whether I would pass.

7. By interchanging Exclamatory and Assertive sentences —

1. Exclamatory : Oh, what a horrible sight it was !

Simple : It was a very horrible sight.

2. Exclamatory : O, for a beaker of vintage !

Simple : I wish I had a beaker of vintage.

3. Exclamatory : May you live long !

Simple : I wish you a long life.

Or

I wish you may live long.

4. Exclamatory : O, that I had the wings of a dove !

Simple : I wish I had the wings of a dove.

5. Exclamatory : What sweet delights a quiet life gives !

Simple : A quiet life gives very sweet delights.

Exercise

Change the following sentences from Exclamatory to Simple sentences :

1. O, what a fall was there, my countrymen !
2. What a delicious flavour these mangoes have !
3. O, for a glass of cool water !
4. That you should dare to abuse me !
5. What would I not do to see you happy !
6. How nicely he handles the bat !
7. O, that I were young again !
8. Alas, that fortune should be so short-lived !
9. That we should meet here !
10. Shame on you to kick the poor beggar !

8. Interchange of One Part of Speech for another —

(i) Your work does not **satisfy** me.

In this sentence the Verb '**satisfy**' can be changed into a **Noun**. **As—**

Your work does not give me **satisfaction**.

(ii) Do your work **carefully**.

In this sentence the Adverb '**Carefully**' can be changed into a Noun. **As—**

Do your work with **care**.

(iii) He has **successfully finished** the work.

In this sentence the Adverb 'successfully' can be changed into a Verb. **As—**

He has **succeeded in finishing** the work.

(iv) He is a **disgrace** to the family.

In this sentence the Noun 'disgrace' can be changed into a Verb. **As—**

He has **disgraced** the family.

(v) Mohan is more **intelligent** than his elder brother.

In this sentence the Adjective 'intelligent' can be changed into a Noun. **As—**

Mohan has more **intelligence** than his elder brother.

(vi) He was dismissed on the charge of **negligence**.

In this sentence the Noun 'negligence' can be changed into an Adjective. **As—**

He was dismissed because he was **negligent**.

(vii) The two events occurred **differently** in point of time.

In this sentence the Adverb 'differently' can be changed into an Adjective. **As—**

The time of the occurrence of the two events was **different**.

Or

The two events occurred at **different** times.

(viii) His dress was **poor** and **shabby**.

In this sentence the Adjectives 'poor' and 'shabby' can be changed into Adverbs. **As—**

He was **poorly** and **shabbily** dressed.

(ix) He broke the rule without any intention of doing so.

In this sentence the Noun 'intention' can be changed into a Gerund. **As—**

He broke the rule without **intending** to do so.

Exercise

Rewrite the following sentences, changing the **Nouns** in bold letters into **Verbs**—

1. He did not fulfil his **promise**.
2. Gold gains **stiffness** if copper is mixed with it.
3. He made a **compromise** of his claims with the other party.

4. The **meaning** of the word 'useful' is not the same as that of 'valuable'.
5. No one can gain **admission** without prior permission.
6. He has no **intention** of leaving the town in near future.
7. I have a **disinclination** for work today.
8. He refused to give his **consent** to my going.

Exercise

Rewrite the following sentences, changing the **Adverbs** in bold letters into **Verbs**—

1. I have completed my work **successfully**.
2. London is **admittedly** the largest city in the world.
3. The scene was **surprisingly** beautiful.
4. They welcomed the news most **joyfully**.
5. The silver dishes should be used **sparingly**.

Exercise

Rewrite the following sentences, changing the **Verbs** and **Adjectives** in bold letters into **Nouns**—

1. The younger brother is more **diligent** than the elder one.
2. He is active and **industrious** and is **admired** by everybody.
3. You must sign a receipt before I pay you what **is due** to you.
4. The best way to be **healthy** is to **abstain** from the use of harmful things.
5. The fact that you **admit** your fault will not impair your prestige.

Exercise

Rewrite the following sentences, changing **Nouns** and **Adverbs** in bold letters into **Adjectives**—

1. In all **certainty** he will get success.
2. He was dismissed for **negligence** rather than **incompetence**.
3. Her **beauty** was remarkable.
4. He was **certainly** clever but **evidently** he lacked diligence.
5. There can be no **dispute** on this point.

Exercise

Rewrite the following sentences, changing the **Nouns** and **Adjectives** in bold letters into **Adverbs**—

1. Your dress is **shabby**.
2. I have come to you on **purpose**.
3. A **careful** inspection of the letter by you may disclose a number of relevant facts.
4. His mistake was **evident**, but his sincerity was also **obvious**.
5. He hurt you without any **intention** of doing.

9. (A) By converting Simple sentences into Compound sentences—

1. **Simple** : He died a brave death leaving an example in the world.
Compound : He died a brave death and left an example in the world.
2. **Simple** : To his own disadvantage he broke off with his brother.
Compound : He broke off with his brother and it was to his own disadvantage.
3. **Simple** : Besides robbing the traveller, they also murdered him.
Compound : They not only robbed the traveller but also murdered him.
4. **Simple** : He must work hard to pass this year.
Compound : He must work hard or he will not pass this year.

Exercise

Change the following sentences from Simple into Compound Sentences :

1. He was turned out on account of his arrogance.
2. Coming forward, he pushed the door open.
3. Taking off his clothes, he plunged into the swelling river.
4. The toy being beautiful, we decided to purchase it at any cost.
5. In his tower sat the poet gazing at the sea.
6. Despite the stupendity of his learning he is not an original thinker.
7. To my extreme horror the engine of the train was derailed.
8. Besides educating his nephew, he also set him up in business.

9. He must attend the court on pain of prosecution.
10. The train having stopped at the platform, all the passengers alighted.
11. With all his strength he is far from being proud.
12. Entering the Darwar Hall Akbar sat down on the golden throne.
13. Notwithstanding several efforts, he failed.
14. Taking pity on the cat, the holy sage turned it into a dog.
15. Being desirous to win his favour, he agreed to serve the holy man for six months.
16. Possessing all the advantages of money and guidance, he could not make a good career as a student.

9. (B) By converting Compound sentences into Simple sentences—

1. **Compound** : He took a piece of paper and started writing on it.
Simple : Taking a piece of paper he started writing on it.
2. **Compound** : He was poor but he was respected by all the people of his village.
Simple : In spite of his poverty, he was respected by all the people of his village.
3. **Compound** : Do not steal or you will be punished.
Simple : Do not steal on pain of punishment.
4. **Compound** : You must either pay the bill at once or return the goods.
Compound : Failing prompt payment the goods must be returned.

Exercise

Change the following sentences from Compound into Simple Sentences :

1. Somebody pulled the chain and the train stopped.
2. He opened the casement and cast a glance at the dark forest.
3. He is rich, yet he is not contented.
4. He was a dull boy and therefore he was often rebuked by his teachers.

5. Make haste or else you will miss the train.
 6. He worked hard, but he failed.
 7. He must have killed the lion for he is a good marksman.
 8. His wife died and it added to his misfortunes.
 9. He practised daily and so he became an expert player.
 10. The peasants had not completed their work and the sun set.
 11. He was found guilty of murder and hanged.
 12. He is a good and regular worker; only he is rather slow.
 13. Your mother is very old and you must take care of her.
 14. He is a learned man but in matters of business he is a fool.
 15. Though he is poor, he is honest.
- 10. (A) By converting Simple sentences into Complex sentences —**
1. **Simple** : He admitted his fault.
Complex : He admitted **that he was at fault.** (Noun Clause)
 2. **Simple** : The king took shelter in the hermit's hut.
Complex : The king took shelter in the hut **which belonged to the hermit.** (Adjective Clause)
 3. **Simple** : This bill is likely to be introduced in the parliament at the commencement of the winter session.
Complex : This bill is likely to be introduced in the Parliament **when the winter session commences.** (Adverb Clause)
 4. **Simple** : Non-vegetarians are not admitted.
Complex : **If you are not a vegetarian,** you cannot be admitted.
(Adverb Clause)
 5. **Simple** : It was the cruelest blow.
Complex : It was a blow **than which no crueler could have been.**
(Adjective Clause)
 6. **Simple** : His silence proves his guilt.
Complex : The fact **that he is silent** proves his guilt.
(Noun Clause)
 7. **Simple** : He owed his success to my help.
Complex : It was owing to my help **that he succeeded.**
(Noun Clause)
 8. **Simple** : The house was thoroughly searched.
Complex : The house was searched **as completely as it was possible.** (Adverb Clause)
 9. **Simple** : A man's smartness is in inverse proportion to his bulk.
Complex : The more bulky a man is **the less smart he is.**
(Adverb Clause)
 10. **Simple** : Wise men do not talk too much.
Complex : The men **who are wise** do not talk too much.
(Adjective Clause)
 11. **Simple** : His ambition is to become a doctor.
Complex : His ambition is **that he may become a doctor.**
(Noun Clause)
 12. **Simple** : My son worked on my advice.
Complex : My son worked **as I advised him.** (Adverb Clause)
 13. **Simple** : He is strong for a child of ten.
Complex : He is very strong **although he is a child of ten.**
(Adverb Clause)
 14. **Simple** : Intelligent boys never fail.
Complex : The boys **who are intelligent** never fail.
(Adjective Clause)
 15. **Simple** : We are sure of winning the match.
Complex : We are sure **that we shall win the match.** (Noun Clause)

16. **Simple** : He had to leave for want of efficiency.

Complex : He had to leave **because he was not efficient.**

(Adverb Clause)

17. **Simple** : Men's evils live after them.

Complex : Evils **which men do** live after them. (Adjective Clause)

18. **Simple** : He cannot succeed without your help.

Complex : He cannot succeed **unless you help him.** (Adverb Clause)

19. **Simple** : Ayodhya is the place of Ram's birth.

Complex : Ayodhya is the place **where Ram was born.**

(Adjective Clause)

20. **Simple** : Listen to the teacher.

Complex : Listen to **what the teacher says.** (Noun Clause)

Exercise

Convert the following Simple sentences into Complex sentences, using Noun clauses—

1. I cannot disclose the grounds of my conclusion.
2. He confessed his guilt.
3. The secret of his success is not known.
4. I wish you happiness.
5. His father is sure of his success at the examination.
6. He is said to be a good orator.
7. Her husband is likely to divorce her.
8. I cannot believe his report.
9. I am glad at your arrival in time.
10. He pleaded ignorance of the law.
11. I hope to pass this year.
12. We believed the information to be true.
13. Do you want me to accompany you to Delhi ?
14. I do not think it proper to disturb him in his sleep.
15. His rudeness has surprised me.

Exercise

Convert the following Simple sentences into Complex sentences, using Adjective clauses—

1. Rabindranath Tagore was the first Indian to receive the Nobel Prize.
2. He is spending his father's earnings.
3. Have you seen the blind musician ?
4. The advantages of study are innumerable.
5. The watch is not a toy for you to play.
6. Brutus was a man of grand character.
7. Shakespeare, the greatest of English dramatists, died in 1616.
8. It is the work of the government.
9. That is not the way of addressing the court.
10. This is not the method of becoming rich.

Exercise

Convert the following Simple sentences into Complex sentences, using Adverb clauses—

1. He absconded to avoid arrest.
2. Since the time of our last meeting, I have hardly entertained any other guest.
3. Between the two brothers the elder is stronger.
4. Do not enter the hall without ticket.
5. He married in the days of prosperity.
6. He is honest notwithstanding his poverty.
7. With all his riches, he is not contented.
8. I shall do according to the wishes of my father.
9. He replied to the best of his ability.

10. (B) By converting Complex sentences into Simple sentences—

1. **Complex** : It is popularly believed among orthodox Hindus **that the earth rests on the hood of a big snake.** (Noun Clause)

Simple : According to the popular orthodox Hindu belief, the earth rests on the hood of a big snake.

2. **Complex** : The men **who have risen by their own efforts** are always respected. (Adjective Clause)

Simple : Self-made men are always respected.

3. **Complex** : Success comes automatically to a man **who is diligent and patient.**
(Adjective Clause)
Simple : Success comes automatically to a diligent and patient man.
4. **Complex** : Everyone admires a man **if the man is honest.**
(Adverb Clause)
Simple : Everyone admires an honest man.
5. **Complex** : As you sow **so you will reap.**
(Adverb Clause)
Simple : You will reap the fruits of your own sowing.
6. **Complex** : Youth is the time **when seeds of character are sown.**
(Adverb Clause)
Simple : Youth is the time for the formation of character.
7. **Complex** : He said **that he was not guilty.**
(Noun Clause)
Simple : He pleaded innocence.
8. **Complex** : He was so weak **that he could not walk.**
(Adverb Clause)
Simple : He was too weak to walk.
9. **Complex** : Ashoka **who was one of the greatest of Indian Kings**, embraced Buddhism.
(Adjective Clause)
Simple : Ashoka, one of the greatest of Indian Kings, embraced Buddhism.
10. **Complex** : I want to know **where your father lives.** (Noun Clause)
Simple : I want to know the address of your father.
11. **Complex** : No one knows **whence the oil comes.** (Noun Clause)
Simple : No one knows the origin of oil.
12. **Complex** : He died at the village **where he was born.**
(Adjective Clause)
Simple : He died at his native village.
13. **Complex** : You can eat **as much as you like.** (Adverb Clause)
Simple : You can eat to your full satisfaction.
14. **Complex** : I want a locality **where I may be away from the noise and bustle of the town.**
(Adjective Clause)
Simple : I want a locality away from the noise and bustle of the town.
15. **Complex** : **When the cat is away**, the mice will play.
(Adverb Clause)
Simple : The mice will play in the absence of the cat.
16. **Complex** : **What he wrote** was illegible.
(Noun Clause)
Simple : His writing was illegible.
17. **Complex** : We get up **when it is six O'clock.**
(Adverb Clause)
Simple : We get up at six O'clock.
18. **Complex** : He speaks **as if he were a boy of ten.**
(Adverb Clause)
Simple : He speaks like a boy of ten.

Exercise

Convert the following Complex sentences into Simple sentences by removing the Noun Clauses—

1. I doubt that you are honest.
2. I was astonished to know how old the saint was.
3. I want to know how much you earn every month.
4. We hope that you will pass.
5. The king ordered that the traitors should be punished.
6. The news that the enemy had landed spread like wild fire.
7. It cannot be said when he will return.
8. I am not sure whether I shall succeed this time.
9. Whoever is honest is respected.
10. Do not ask why I love you.

Exercise

Convert the following Complex sentences into Simple sentences by removing Adjective Clauses—

1. The solidiers who are brave are respected.
2. Rivers which are deep flow in silent majesty.
3. People who live in glass houses should not throw stones at others.
4. All that glitters is not gold.
5. Yesterday I saw a man who was very tall.
6. He who is poor is served by God.
7. Uneasy lies the head that wears the crown.
8. The men who rise by their own efforts are always respected.
9. The services he has rendered to the country cannot be forgotten.
10. The boy who stood first got the prize.

Exercise

Convert the following Complex sentences into Simple sentences by removing Adverb Clauses—

1. I returned home after the sun had set.
2. He was so weak that he could not speak.
3. He gave me the signal as soon as he heard the news.
4. A businessman grows rich in the long run if he is honest.
5. Nobody talked to him because he was poor.
6. He worked hard that he may succeed.
7. I have done it as you advised me.
8. I admire her because she is beautiful.
9. I could not come to you because I had no time.
10. He cannot go until I permit him.

11. (A) By converting Compound sentences into Complex sentences—

1. **Compound :** Be honest **and** you will be respected by all.
Complex : **If you are honest**, you will be respected by all.
2. **Compound :** Do not go ahead **or** you may be drowned.
Complex : **If you go ahead**, you may be drowned.

3. **Compound :** Send the money within fifteen days **or** you will not get the books.

Complex : You will not get the books **unless you send the money within fifteen days.**

4. **Compound :** Waste not, want not.

Complex : **If you do not waste**, you will not want.

5. **Compound :** Kalidas was sitting on the branch of a tree **and** was cutting it with his axe.

Complex : Kalidas was sitting on the branch of a tree, **which he was cutting with his axe.**

Exercise

Convert the following Compound sentences into Complex sentences—

1. Be careful in your studies or you will fail this year.
2. The enemy aeroplane was shot down by our fighters but its pilot was not killed.
3. Speak the truth and you will be pardoned.
4. He failed in his first attempt and never tried again.
5. Spare the rod and spoil the child.
6. He was all right; only he was fatigued.
7. I shall not oppose your design; I cannot however approve it.
8. He was obstinate, therefore he was punished.
9. I was ill yesterday and could not attend the function.
10. Only do the right and you will have no reason to feel ashamed.
11. My brother may not be industrious but he is certainly intelligent.
12. He grew very weak but he did not break the fast.
13. Do not take your supper in the rainy season and you will not need medicine.
14. Give him an inch and he will demand a yard.
15. Take care of the pence and the pounds will take care of themselves.

16. Her complexion was fair but her face was ugly.
17. The thief ran away or he would have been caught.
18. It seems too good to be true; nevertheless it is a fact.
19. The Rajputs were few, but they were brave.
20. His starting was good and so he won the race.

11. (B) By converting Complex sentences into Compound sentences —

1. **Complex** : I know **that you are a swindler**.
Compound : You are a swindler **and** I know this.
2. **Complex** : **If you search his pocket**, you will find the watch.
Compound : Search his pocket **and** you will find the watch.
3. **Complex** : He ate more than ten cakes **which he could not digest**.
Compound : He ate more than ten cakes, **and** he could not digest them.
4. **Complex** : **If I get some help from my father**, I shall succeed in setting up my business.
Compound : I may get some help from my father **and** in that case I shall succeed in setting up my business.
5. **Complex** : A glutton lives **that he may eat**.
Compound : A glutton wants to eat **and** therefore he lives.

Exercise

Convert the following Complex sentences into Compound sentences—

1. As the man was absent from his house, I could not meet him.
2. I loved a beautiful girl, though I could not marry her.
3. Unless you tell your name and address correctly, you will be put behind the bars.
4. Had you not reached there in time, he would have put an end to his life.
5. We eat that we may live.
6. The evil that men do, lives after them.

7. I shall not cross the river because the flood has not yet receded.
8. I do not think he will come.
9. If you do not quit the room, you will be thrown out.
10. I should go there as it is my duty.
11. Though they were few, they were brave.
12. His bark is worse than his bite.
13. If you wrap yourself in a blanket, you will be safe from cold.
14. Because he committed theft, he was punished.
15. I would have come, had I not fallen ill.
16. Take down his words, lest you should forget them.
17. However clever you may be, you cannot succeed without hard labour.
18. If I put a civil question, I expect a civil reply.
19. As the question was difficult, no one could answer it.
20. They bear witness to the fact that Bhagat Singh was a great patriot.

12. By interchanging Principal and Subordinate Clauses —

- (i) I suggested for you a bride who was very beautiful.
The bride I suggested for you was very beautiful.
- (ii) I did not reach the station until the train had left.
The train had left before I reached the station.
- (iii) No sooner did I threaten him than he confessed the guilt.
He confessed the guilt as soon as I threatened him.
- (iv) I met your father when he was going to the office.
Your father was going to the office when I met him.

Exercise

Transform the following sentences by converting the Principal Clause into Subordinate Clause and vice versa :

1. He screamed as soon as he saw the lion.
2. Many days shall pass before I return.

3. No sooner did he appear than all were silent.
4. The sun did not set until the farmers finished their work.
5. I never make a promise which I cannot fulfil.
6. Abhimanyu learnt all the tactics of the battle before he was fourteen.
7. That is the most hazardous step that you have taken.
8. No sooner did he earn fifty pounds than he squandered them.
9. As soon as he saw the policeman, he took to his heels.
10. You are wiser than I thought.
11. I cannot give my opinion until I see the pros and cons of the case.
12. He is more kind and courteous than he appeared to be.
11. The day-before-yesterday I was able to play. (Negative and Interrogative)
12. Rich people have four meals a day. (Negative and Interrogative)
13. I have had some tea. (Negative)
14. Tell everybody that I shall go to Delhi. (Negative)
15. I know something about it. (Negative)
16. They both must go. (Negative)
17. The man in the corner is my friend. (Complex Sentence)
18. They thought him to be a clever man and called him master magician. (Passive form)
19. When the sun set the birds stopped singing. (Simple Sentence)
20. Govind is brighter than any other boy in the class. (Superlative form)
21. The man ate some fruits and the woman drank a little water. (Into Negative form)
22. Mohan did not work hard and so he did not pass. (Into positive conditional form using 'If')

Revision Exercise

Change the following sentences according to the instructions given in brackets :

1. The old lady who is standing on the river-bank is Sita's grandmother. (Change into Simple Sentence)
2. Satish did not come to my house yesterday, and Harish did not come either. (Simple Sentence)
3. I met a man this morning. He had a long beard. (Simple Sentence)
4. Last year Mr. Sharma went to England. His brother went with him. (Simple Sentence)
5. He works hard from morning till night. (Present perfect continuous)
6. The man ate and drank as much as he could. (Interrogative)
7. You did not ask him where he lived. (Interrogative)
8. The boy meets his friend and gives him all he has. (Plural)
9. Nobody would like to be called a fool. (Interrogative)
10. Who is fitter than he for the job ? (Negative)

23. Each of the books his father gave him costs a lot. (Into Interrogative form)
24. They say that another world war will destroy all life on earth. (Into Passive form)

Revision Exercise

Transform the following sentences according to the instructions given in brackets—

1. She is too beautiful to be admired. (Remove "too")
2. My father is so weak that he cannot walk. (Use "too")
3. His brother is too foolish to become a lawyer. (Remove "too")
4. That merchant is so dishonest that we cannot trust him. (Use "too")
5. Can the sun ever set in the east ? (Assertive)
6. This picture is beautiful. (Negative)
7. He is not courageous. (Assertive)
8. Happiness is not abiding. (Assertive)
9. When can their glory fade ? (Negative)

10. Everest is the highest peak in the world.
(Interrogative)
11. Brahmaputra is longer than any other river in India. (Positive degree Adjective)
12. Steel is not the heaviest metal.
(Positive degree Adjective)
13. My house is not as big as yours.
(Comparative degree Adjective)
14. He has broken the rule unintentionally.
(‘unintentionally’ to be changed into Noun)
15. The company has gone into liquidation.
(‘liquidation’ to be changed into Verb)
16. It is beyond my expectation.
(‘expectation’ into Verb)
17. His lecture was very scholarly.
(Complex sentence)
18. He opened the chest and pulled out a bundle of bank notes. (Simple)
19. Though heavy, your ring is not made of pure gold. (Complex and Compound)
20. How can I believe a man who has deceived me thrice ? (Assertive)
21. The management of the company is likely to change. (Complex)
22. Do not cross the railway line, or you may be killed by the running train. (Complex)
23. He has committed the crime, but he is an object of compassion. (Complex)
24. O, How can I discharge your obligation !
(Assertive)
25. Deep rivers flow in silent majesty.
(Complex)
26. He has been released without any condition.
(‘condition’ to be change into Adverb)
27. Rice is not the most nutritious of grains.
(Positive and Comparative degree Adjective)
28. A burnt child dreads the fire. (Complex)
29. Barking dogs seldom bite. (Complex)
30. Peacock is the most beautiful of birds.
(Comparative and Positive degree Adjective)
31. We hope for the betterment of our financial conditon. (Complex)
32. It is unjust to discriminate among people on racial grounds. (Complex)
33. He is more intelligent than his elder brother. (Positive degree)
34. Provided you work hard, your success is sure. (Use ‘If’)
35. His wife is beautiful, but her health is poor. (Complex)
36. Loading his gun he fired at the lion.
(Compound)
37. Your adversary is too strong to be defeated by you. (Active voice)
38. European history has been thoroughly studied by me. (Active voice)
39. He is so brave that no one can defeat him.
(Passive voice)
40. Do not miss the golden opportunity.
(Passive voice)
41. As a rule, the English Parliament should be called at least once a year. (Complex)
42. It is abundantly clear from his behaviour that he is not inclined to help us. (Simple)
43. When the cat is away, the mice must play.
(Simple)
44. Their friendship is not permanent.
(Assertive)
45. He admitted his fault. (Complex)
46. The name of the American President is not known to me. (Active voice)
47. The broth is spoilt by too many cooks.
(Active voice)
48. We are confident of our success.
(Complex)
49. We must work, otherwise we cannot live.
(Simple)
50. Your work does not satisfy me.
(‘Satisfy’ change into Adjective)
51. Sita is the eldest member of the family and of her four daughters Urmila is the prettiest. (Comparative degree Adjective)
52. The difficulty was solved by means of special service devised for the occasion
(‘Service’ be made Subject)

53. You are already as well acquainted with my friends as I am. (Use 'Known')
54. There was hardly a man who did not respond to his call. (Simple Assertive)
55. When the commander informed the king that his troops had won a great victory, he ordered national rejoicing. (Passive voice)
56. Our expenditure goes up with our income. (Complex)
57. When the war broke out, prices went up rapidly. (Simple)
58. You can imagine my horror at the news of dacoity in my house. (Complex)
59. It is most probable that he will come back today.
('Probable' to be changed into Adverb)
60. I am very desirous to meet you once more. (Exclamatory)
61. He is so clever that I cannot keep pace with him. ('too' to be used)
62. He was more worthy of praise than any one else. (Negative)
63. Every man within India can claim the protection of law. (Negative and Interrogative)
64. Work hard and you will succeed at last. (Complex)
65. But for prompt medical help, he would have succumbed to his injuries. (Complex)

Every Language of the world is a kind of well-knit and progressive huge family. Every word of that language is a member of that family. Therefore the development of the whole language depends upon the development of each word in it. Further, each word has its own family too, and its family also grows and develops by slow degrees. Every word has its origin in some **Primary** or **Base Word**. Many words are formed from each Primary word through a number of linguistic processes. Many new words are formed by the addition of **Prefixes** and **Suffixes** to the Primary words and their **Derivatives**, and these new words belong to different **Parts of Speech** and are of different **Numbers** and **Genders**. Thus, for example, Verbs, Adjectives, Adverbs, etc. can be formed from Nouns, and so on. The Vocabulary of a student can develop immensely by understanding and making use of these linguistic processes. Therefore, we give below a comprehensive list of **Suffixes** and **Prefixes** and the words formed by them.

Prefixes are used before and **Suffixes** after the Primary words or their Derivatives to form new words.

Let us first take the **Suffixes**. These Suffixes are called **Conversion Suffixes** because they convert the Primary words into different **Parts of Speech** and their **kinds**—

Suffixes

(1) Noun Suffixes

(i) Noun to Noun

- **an** : Republican, Indian, Russian.
- **ese** : Chinese, Japanese.
- **ist** : Florist, socialist, royalist.
- **ism** : idealism, absenteeism, Buddhism.
- **eer** : engineer, profiteer.

– **ery, – ry** : slavery, drudgery, machinery.

– **ful** : mouthful, handful, spoonful.

(ii) Common Noun to Abstract Noun

– **hood** : womanhood, boyhood, priesthood, knighthood.

– **dom** : officialdom, martyrdom, wisdom.

– **ship** : kingship, friendship, membership, fellowship.

(iii) Adjective to Noun (Abstract)

– **ness** : Happiness, kindness, gentleness, greatness.

– **ity** : seniority, diversity, activity, superiority.

(iv) Other words to Noun (Abstract)

– **t, th (With frequent changes in Vowels)** : high-height, thief-theft, dead-death, hot-heat.

(v) Verb to Noun

– **er, or** : driver, waiter, writer, actor, dictator.

– **ant** : consultant, informant, inhabitant, determinant.

– **ee** : payee, employee, nominee.

– **action** : dictation, citation, starvation, exploitation.

– **ment** : judgement, postponement, payment, government.

– **al** : arrival, dismissal, disposal, proposal.

– **ing** : painting, drawing, gardening, drinking.

– **age** : cartage, postage, usage, carriage.

(vi) Nouns made by change of Vowel or Consonant in the Verb

breathe-breath; lose-loss; lend-loan; feed-food; think-thought.

(2) Verb Suffixes**Noun / Adjective to Verb**

- (i) – **ify** : beautify, classify, modify, simplify, terrify.
 – **ize** : sympathize, humanize, memorize, idealize.
 – **en** : quicken, widen, heighten, strengthen.
- (ii) **Prefixes be–, en–, em–** : embitter, empower, enrage, encourage, bemoan, belittle.

(3) Adjective Suffixes**(i) Noun to Adjective**

- **ful** : beautiful, useful, helpful, bountiful.
 – **less** : harmless, useless, childless, meaningless.
 – **y, ly** : hairy, glassy, rosy, lovely, manly, brotherly.
 – **like** : childlike, teacherlike.
 – **ish** : selfish, girlish, foolish.
 – **some** : handsome, troublesome.
 – **worthy** : praiseworthy, trustworthy, air-worthy.
 – **al** : cultural, natural, agricultural.
 – **ive** : attractive, expensive, responsive.
 – **ous, eous, ious** : ambitious, injurious, pious, virtuous, famous, beauteous.
 – **ie** : heroic, scientific, emphatic.
 – **esque** : picturesque, statuesque.
 – **arian, ean** : authoritarian, Shakespearean.

(ii) Verb / Adjective to Adjective

- **able, ible** : dependable, readable, memorable, comprehensible, divisible.
 – **ish** : longish, bluish, greenish, smallish.
 – **ing** : running, rising, sinking, boiling.
 – **ed** : tired, walled, spotted, adopted.

(iii) Compound Adjectives**Present Participle**

- (– **ing**) : fast-moving train, long-suffering man, grass-cutting, high-flying.

Past Participle

- (– **ed, – t**) : long-haired, well-fed, thin-covered, wind-swept, well-kept.

Nume-

- als** : five-rupee note, three-storied, fifty-year old, fourteenth-century poet.

(4) Adverb Suffixes

- **ily, ly** : heavily, largely, painfully, greatly, easily.
 – **ward(s)** : downward(s), upward(s), heavenward(s), homeward(s).
 – **wise** : lengthwise, clockwise, money-wise.

A list of popular words converted into different parts of speech is given below :

(i) NOUNS INTO VERBS

Authority –	Authorize	Class –	classify
Apology –	apologize	Colony –	colonize
Allusion –	allude	Collision –	collide
Blood –	bleed	Company –	accompany
Beauty –	beautify	Custom –	accustom
Body –	embody	Camp –	encamp
Circle –	encircle	Character –	characterize
Excellence –	Excel	Origin –	originate
Economy –	economize	Office –	officiate
Food –	feed	Perception –	perceive
Fool –	befool	Patron –	patronize
Force –	enforce	Peace –	pacify
Friend –	befriend	Person –	personify
Grass –	graze	Prison –	imprison
Glory –	glorify	Peril –	imperil
Gold –	gild	Power –	empower
Habit –	habituate	Right –	rectify
Harmony –	harmonize	Relief –	relieve
Haste –	hasten	Sermon –	sermonize
Height –	heighten	Shrine –	enshrine
Idol –	idolize	Slave –	enslave
Justice –	justify	Substance –	substantiate
Knee –	kneel	Throne –	enthroned/ dethrone
Loss –	lose	Title –	entitle
List –	enlist	Tomb –	entomb
Monopoly –	monopolize	Utility –	utilize
Magnet –	magnetize	Verse –	versify
Memory –	memorise	Vigour –	invigorate
Nature –	naturalize	Vacancy –	vacate
Notice –	notify	Victim –	victimize
Necessity –	necessitate	Vice –	vitiolate

(ii) VERBS INTO NOUNS

Accomplish –	accomplish-ment	Respond –	response
Accompany –	accompaniment	Heal –	health
Acquit –	acquittal	Know –	knowledge
Bathe –	bath	Lend –	loan
Betray –	betrayal	Move –	motion
Conceive –	conception	Narrate –	narration
Commit –	commitment	Oblige –	obligation
Deceive –	deception	Persuade –	persuasion
Defy –	defiance	Please –	pleasure
Deny –	denial	Precise –	precision
Do –	deed	Pursue –	pursuit
Rely –	reliance	Redeem –	redemption
		Urge –	urgency
		Vary –	variety

(iii) OTHER WORDS INTO ABSTRACT NOUNS

Apt –	aptness	Long –	length
Beautiful –	beauty	Machine –	mechanism
Bond –	bondage	Regent –	regency
Beggar –	beggary	Servant –	service
Coward –	cowardice	Sad –	sadness
Courageous –	courage	Smooth –	smoothness
Dead –	death	Short –	shortness
Difficult –	difficulty	True –	truth
Deep –	depth	Weak –	weakness
Generous –	generosity	Wise –	wisdom
Hero –	heroism	Witch –	witchery
Infant –	infancy	Warm –	warmth
Jealous –	jealousy	Young –	youth

(iv) ADJECTIVES INTO NOUNS

Able –	ability	Local –	locality
Acid –	acidity	Merry –	merriment
Brief –	brevity	Magnificent –	magnificence
Busy –	business	Notorious –	notoriety
Chaste –	chastity	Obedient –	obedience
Civil –	civility	Pious –	piety
False –	falsehood	Public –	publicity
Ferocious –	ferocity	Rival –	rivalry
Gay –	gaiety	Secret –	secrecy
Grand –	grandeur	Splendid –	splendour
Generous –	generosity	Vain –	vanity
Humble –	humility	Wide –	width
Just –	justice	Worthy –	worth
Liberal –	liberality		

(v) NOUNS INTO ADJECTIVES

Advice –	advisable	Angel –	angelic
Air –	aerial	Authority –	authoritative
Angle –	angular	Autumn –	autumnal
Bounty –	bounteous	Merchant –	mercantile
Brass –	brazen	Metal –	metallic
Beast –	bestial	Medicine –	medicinal
Contempt –	contemptuous/ contemptible	Merit –	meritorious
		Minister –	ministerial
Calamity –	calamitous	Muscle –	muscular
Circle –	circular	Myth –	mythical
College –	collegiate	Money –	monetary
Conscience –	conscientious	Night –	nocturnal
Circumstance –	circumstantial		
Emperor –	imperial	Nose –	nasal
Expectation –	expectant	Offence –	offensive
Example –	exemplary	Omen –	ominous
Enemy –	inimical	Population –	populous
Essence –	essential	Professor –	professorial
Explanation –	explanatory	Pathos –	pathetic
Fraud –	fraudulent	Picture –	picturesque/ pictorial
Flower –	floral	Prejudice –	prejudicial
Fable –	fabulous	Problem –	problematic
Fever –	feverish	Palace –	palatial
Fate –	fatal	Ruin –	ruinous
Grief –	grievous	Superstition –	superstitious
Grass –	grassy	Sun –	solar
Hand –	handy	Star –	starry
Hypocrite –	hypocritical	Sedition –	seditious
Industry –	industrious	Service –	serviceable
Joy –	joyous	Secretary –	secretarial
Joke –	jocular	Study –	studious
Judge –	judicial	Tribe –	tribal
Licence –	licentious	Vice –	vicious
Lustre –	lustrous	Voice –	vocal

(vi) FORMATION OF SOME TYPICAL ADJECTIVES

Age –	senile	Church –	ecclesiastical
Brother –	fraternal	Dog –	canine
Blood –	sanguinary	Egg –	oval
Cat –	feline	Eye –	optical
City –	urban	Flesh –	carnal
Flock –	gregarious	Sun –	solar
Hair –	capillary		

Life –	vital	Tooth –	dental
Love –	amorous	Town –	urban
Moon –	lunar	Taste –	palatable
Punishment –	penal	Village –	rural
Salt –	saline	War –	martial
Sea –	marine	Woman –	effeminate
Ship –	naval	Watch –	vigilant
Sky –	etherial	Youth –	juvenile
Spring –	vernal	Year –	annual

(vii) ADJECTIVES INTO VERBS

Able –	enable	Large –	enlarge
Abundant –	abound	Little –	belittle
Bitter –	embitter	Long –	prolong
Base –	debase	Mad –	madden
Clear –	clarify	Moist –	moisten
Civil –	civilize	Noble –	ennoble
Clean –	cleanse	Public –	publish
Different –	differentiate	popular –	popularise
Double –	duplicate	Poor –	impoverish
Dramatic –	dramatize	Perpetual –	perpetuate
Equal –	equalize	Pure –	purify
Fat –	fatten	Real –	realize
Fertile –	fertilize	Rich –	enrich
Firm –	confirm	Safe –	save
Fresh –	refresh	Sweet –	sweeten
Feeble –	enfeeble	Solid –	solidify
Fond –	fondle	Sure –	ensure
General –	generalize	Vile –	vilify
		Venerable –	venerate

(viii) VERBS INTO ADJECTIVES

Agree –	agreeable	Change –	changeful
Accept –	acceptable	Divide –	divisible
Bear –	bearable	Defend –	defensive
Break –	breakable	Desire –	desirable
Consider –	considerable	Deceive –	deceitful
Encourage –	courageous	Resist –	resistible
Fear –	fearful	Read –	readable
Gain –	gainful	Regret –	regrettable
Govern –	governable	Respect –	respectable
Harm –	harmful	Respond –	responsive
Hate –	hateful	Receive –	receptive
Imagine –	imaginative	Spend –	spendthrift
Injure –	injurious	Succeed –	successful
Loathe –	loathsome	Slip –	slippery
Marry –	marriageable	Solicit –	solicitous
Manage –	manageable	Taste –	tasteful
Meddle –	meddlesome	Tire –	tiresome

Negotiate –	negotiable	Terrify –	terrific
Perish –	perishable	Transfer –	transferable
Punish –	punishable	Vary –	various
Permit –	permissible	Work –	workable

Negative Prefixes and Suffixes

Antonyms are formed by adding the following **Prefixes** or **Suffixes** before or after some words—

(a) Prefixes

il—before words beginning with **l** (as **illegal**)

im—before **b, m, or p**, (as **imbalance, immature** or **impure**)

ir—before **r** (as **irreligious**)

in—before other letters (as **inability, independent**)

un—(as **untrue**)

dis—(as **disadvantage**)

non—(as **nonviolence, nonvegetarian, nonsense**)

(b) Suffix-less (as **graceless, meaningless, powerless)****(c) Verb Prefixes**

em—(as **empower, embody, embitter**)

en—(as **enable, ensure, encourage**)

re—(as **recall, remind, reopen**)

de—(as **devalue, decompose, decontrol**)

mis—(as **misunderstand, miscalculate**)

pre—(as **prepaid, prejudge**)

A list of popular Antonyms formed by Negative Prefixes is given below :

(i) il —

Legal	illegal	Legible	illegible
Legitimate	illegitimate	Liberal	illiberal
Literate	illiterate	Logical	illogical

(ii) im —

Balance	imbalance	Material	immaterial
Mature	immature	Measurable	immeasurable
Mobile	immobile	Modest	immodest
Moral	immoral	Mortal	immortal
Movable	immovable	Perfect	imperfect
Pertinent	impertinent	Pious	impious
Partial	impartial	Possible	impossible
Patient	impatient	Penitent	impenitent
Proper	improper	Prudent	imprudent
Pure	impure		

(iii) in—

Ability	inability	Accessible	inaccessible
Accurate	inaccurate	Action	inaction
Adequate	inadequate	Animate	inanimate
Applicable	inapplicable	Artistic	inartistic
Coherent	incoherent	Competent	incompetent
Complete	incomplete	Consistent	inconsistent
Convenience	Correct	inconvenience	incorrect
Credible	incredible	Capable	incapable
Decent	indecent	Dependent	independent
Direct	indirect	Domitable	indomitable
Efficient	inefficient	Elegant	inelegant
Fallible	infallible	Formal	informal
Human	inhuman	Organic	inorganic
Secure	insecure	Sincere	insincere
Sufficient	insufficient	Tolerant	intolerant
Valid	invalid	Variable	invariable
Vulnerable	invulnerable		

(iv) ir—

Rational	irrational	Recoverable	irrecoverable
Regular	irregular	Religious	irreligious
Reconcilable	irreconcilable	Removable	irremovable
Resolute	irresolute	Reparable	irreparable
Redeemable	irredeemable	Repressible	irrepressible

(v) un—

Able	unable	Answerable	unanswerable
Bearable	unbearable	Called-for	uncalled-for
Certain	uncertain	Comfortable	uncomfortable
Fit	unfit	Foreseen	unforeseen
Fortunate	unfortunate	Happy	unhappy
Known	unknown	Natural	unnatural
Pleasant	unpleasant	Seen	unseen
Social	unsocial	Thinkable	unthinkable
Timely	untimely	Usual	unusual
Well	unwell		

(vi) dis—

Advantage	disadvantage	Agree	disagree
Agreeable	disagreeable	Appear	disappear
Appoint	disappoint	Close	disclose
Comfort	discomfort	Connect	disconnect
Credit	discredit	Encourage	discourage
Grace	disgrace	Honest	dishonest
Honour	dishonour	Like	dislike
Order	disorder	Qualification	disqualification
Regard	disregard	Respect	disrespect
Satisfaction	dissatisfaction	Service	disservice
Union	disunion	Unity	disunity

(vii) less—

Artful	artless	Careful	careless
Cheerful	cheerless	Colourful	colourless
Fruitful	fruitless	Graceful	graceless
Hopeful	hopeless	Harmful	harmless
Merciful	merciless	Powerful	powerless
Painful	painless	Remorseful	remorseless
Tasteful	tasteless	Thoughtful	thoughtless

“**Antonyms** are words of the same grammatical class (Nouns, Verbs, Adjectives, etc.) that have opposite meanings.” **David Green**

Antonyms are of **two** kinds —

- (i) The first kind of Antonyms are those that are formed by the addition of **Prefixes** or **Suffixes** before or after some words.
- (ii) The second kind of Antonyms are those words that have opposite meanings to the given words without having any etymological relationship with them —

The Antonyms that are formed by the addition of some Prefixes or Suffixes have been discussed in detail above in **chapter 18 (Formation of Words)**. In that chapter a **Complete list** of Antonyms so formed has also been given. Therefore, the student should study this part of **chapter 18** carefully before studying the present chapter.

The Antonyms of the second category are independent words, which are not bound by any rules. Therefore, a long list of such Antonyms has been given below for the student's ready reference. Meanings of difficult words have also been given.

Above :	below or beneath.
Abstract :	
(unreal, conceptual only)	concrete (real)
Accept :	reject
Acquit : (to set free)	condemn (to punish)
Advance :	retreat
Affirm : (accept, admit)	deny (refuse)
Affluence : (prosperity)	poverty (being poor)
Aggravate : (increase)	alleviate or lessen (reduce)
Agree :	differ
Allow :	forbid

Analysis : (breaking up) (combination)	synthesis
Ancestor : (forefathers)	descendant (coming down from ancestors)
Ancient : (old)	modern (of the present time)
Aristocrat :	commoner
Arrive :	depart
Ascent : (rising)	descent (declining)
Assent : (agree)	dissent (disagree)
Asset : (capital)	liability (debit side)
Attract :	repel
Awake :	asleep
Barren : (unproductive)	fertile (productive)
Base :	noble
Beautiful :	ugly
Belief :	doubt
Benediction : (blessing)	malediction (curse)
Benevolence : (generosity)	malevolence (lack of generosity)
Bold :	timid
Bonafides : (Trustworthiness)	malafides (not trustworthy)
Boom : (rise)	slump (fall)
Bravery :	cowardice
Bright :	dim or dull
Carnal : (of the senses)	spiritual (of the spirit or soul)
Centrifugal : (moving away from the centre)	centripetal (drawn towards the centre)
Cheap :	dear or costly
Cheerful :	gloomy
Clean :	dirty

Clergy : (priest)	laity (common men)	Exclude : (leaving out)	include (counting in)
Clever :	stupid	Exit : (gate to go out)	entrance (gate to come in)
Common :	rare	Exotic : (foreign / strange)	indigenous (local / native)
Compulsory :	optional	Expand :	contract
Concord : (agreement)	discord (disagreement)	Explicit : (clear)	implicit (implied)
Confident :	diffident	Exterior : (outside)	interior (inside)
(having confidence)	(lacking confidence)	External :	internal
Convex :	concave	Extravagant : (wasteful)	frugal or thrifty
Covert : (concealed)	overt (open)		(careful in spending)
Create :	destroy	Famous :	obscure
Dark :	light	Fast :	loose or slow
Dawn :	dusk	Fat :	lean or thin
Debit :	credit	Fictitious : (imaginary)	real
Debtor : (one in debt)	creditor (one who gives loans)	Flattery :	detraction
Deduction : (from general to particular)	induction (from particular to general)	Float :	sink
Deep :	shallow	Forget :	remember
Defendant : (defending side)	plaintiff (complainant)	Foreign : (of other countries)	native (of one's own country)
Defensive : (on the defense)	offensive (one who offends)	Frequent :	rare
Deficit : (short balance)	surplus (saving, extra)	Fresh :	stale
Deflate :	inflate	Friendly :	hostile
Deliberate :	unintentional or accidental.	Full :	empty
Democracy :	autocracy	Gain :	loss
Diligent :	lazy	Gather :	scatter
Dilute :	concentrated	General :	particular or special
Dwarf :	giant	Generous : (large-hearted)	mean (narrow-minded)
Ebb :	flow	Gentle :	rough
Efflux : (flow out)	influx (flow in)	Genuine : (real / pure)	spurious (impure / imitation)
Egoism : (of the self)	altruism (of the others beyond self)	Glut : (too much supply)	scarcity (short supply)
Elevation : (rise)	depression (fall)	Gradual :	abrupt or sudden
Emigrant : (citizens of our country settled in other countries)	immigrant (Foreigners settled in our country)	Grave :	gay
Exaggeration : (high estimation)	understatement (low estimation)	Guilty :	innocent
		Harsh :	gentle
		Hasty :	leisurely
		Hate :	love
		Haughty :	meek

Heavy :	light	Landlord :	tenant
Help :	hinder	Lascivious : (sensual)	chaste (pure / holy)
Hero :	villain	Licentious :	moral (of noble
High :	low	(given to immoral habits)	character)
Hit :	miss	Lewd : (immoral, of low	virtuous
Hollow :	solid	values)	(possessing good
Homogenous :	heterogeneous		qualities)
(of the same kind)	(of a different	Later :	earlier
	kind)	Latter :	former
Honour :	shame	Lead :	follow
Hope :	despair	Lend :	borrow
Host :	guest	Let :	hire
Hurt :	heal	Liberate :	enslave
Ideal :	actual	Literal : (actual)	figurative
Idle :	busy	(decorative)	
Imagination :	reality	Loose :	tight
Immanent : (indwelling)	transcendent	Loquacious : (too talkative)	taciturn (gentle
	(beyond the		and soft-spoken)
	material world)	Lose :	find
Import :	export	Major :	minor
Increase :	decrease	Many :	few
Individual :	general	Marriage :	celibacy
Industrious : (hard working)	indolent or lazy	Masculine :	feminine
	(slow in working)	Material :	spiritual
Inferior :	superior	Maximum : (highest)	minimum (lowest)
Inhale : (to breathe in)	exhale (to breathe	Memory : (in remembrance)	oblivion
	out)		(forgotten)
Input :	output	Microcosm :	macrocosm
Insert :	extract	(in small measure)	(in large measure)
Jolly, Jovial :	morose or gloomy	Mild :	stern or severe
Joy :	sorrow	Miser :	spendthrift
Junior :	senior	Monogamy : (system of one	polygamy
Justify : (to hold right)	condemn	marriage only)	(system of many
	(to blame)		marriages)
Keen :	blunt or dull	Monotheism : (worshipping	polytheism
Kernel :	shell	of one God only)	(worshipping of
Kill :	resurrect		many gods)
	(to revive)	Monotony :	variety or diversity
Kind :	cruel	Motion :	rest
Kindle :	extinguish	Naive : (simple)	sophisticated
King :	subject		(highly cultivated)
Knowledge :	ignorance	Narrow :	broad
Lament : (to weep in sorrow)	rejoice	Native :	foreign
	(to feel delighted)	Natural :	artificial

Nebulous : (hidden in mist)	distinct (clear)	Promote :	demote
Negative :	positive	Prow : (front part of the ship)	stern (back part of the ship)
Neutral :	partial	Public :	private
Niggard : (very greedy)	spendthrift (wasteful)	Quiet :	noisy
Noxious : (harmful)	wholesome (useful)	Queer :	normal
Observe :	reverse	Rash : (hasty)	cautious (careful)
Odd :	even	Rapid :	slow or leisurely
Offer :	refuse	Recede : (going backward)	advance (going forward)
Often :	seldom	Relative :	absolute
Omission : (leaving out)	commission (devoted to action)	Reluctant : (hesitant)	ready or willing
Optimistic : (hopeful)	pessimistic (hopeless / sad)	Remember :	forget
Oral :	written	Remitter : (he who sends)	receiver or recipient (he who receives)
Oriental : (of the East)	occidental (of the West)	Reserved :	sociable
Original : (real / first copy)	duplicate (false copy, not real)	Resist : (to stand against)	submit (to yield)
Orthodox : (believer in religion)	heterodox (non-believer in religion)	Retail :	wholesale
Ostensible : (showy)	actual (real)	Reward :	punish
Partly :	wholly	Ripe :	raw
Permanent :	temporary	Rise :	fall or set
Permit :	prohibit	Rough :	smooth
Philanthropist : (given to public good)	misanthropist (against public good)	Rude :	polite
Pleasure :	pain.	Sacred : (holy)	profane (unholy)
Practice :	theory	Safe :	risky or dangerous
Pragmatic : (practical)	idealistic (in ideal state only)	Saint :	sinner
Praise :	blame	Servant :	master
Precede : (coming before)	succeed (coming after)	Sharp :	blunt
Pride :	humility	Simple :	complex or complicated
Profit :	loss	Sink :	swim or float
Progress :	regress or retrogression	Smile :	frown
Progressive : (forward going)	reactionary or retrograde (backward going)	Sober :	drunk or rash
		Solid :	liquid
		Starboard : (right side of the ship)	port or larbord (left side of the ship)
		Straight :	crooked or curved
		Strait :	broad
		Strange :	familiar
		Subjective :	objective
		Succeed :	fail
		Sure :	doubtful

Sweet :	bitter or sour	Urban : (of the city)	rural (of the village)
Sympathy : (kind attitude)	antipathy (unkind attitude)	Urbane :	rude or uncultured
Tall :	short	Vacant :	occupied
Temporal : (physical)	spiritual or eternal (of the spirit / soul)	Vague :	clear or definite
Tense :	relaxed	Variable : (changing)	constant (fixed)
Terrestrial : (of the earth)	celestial (of heaven)	Vanguard : (front portion)	rearguard (back portion)
Thesis :	antithesis	Vertical : (standing, perpendicular)	horizontal (flat)
Thick :	thin	Victory :	defeat
Tight :	loose or slack	Virtue :	vice
Top :	bottom	Voluntary : (optional, free)	compulsory (obligatory)
Tranquil : (quiet)	Disturbed or agitated (unquiet)	Wake :	sleep
Transparent :	opaque	Wax : (grow)	wane (reduce)
Triumph :	defeat	Wealth :	poverty
Trivial :	important	Wide :	narrow
True :	false	Win :	lose
Unite :	separate	Wise :	foolish
Upper :	lower	Zenith : (highest point)	nadir (lowest point)
Upright :	dishonest		

Synonyms are the words which have the **same meaning**. They are the opposite of Antonyms. Antonyms are the words which are opposite to each other in meaning, while Synonyms are the words which are **similar to each other in meaning**. But a close study would reveal that though the synonyms are similar in meaning, there is always a shade of difference in their intention and application. Therefore, a student must understand the minute distinction between their meanings to be able to use them correctly. We give below a list of popular Synonyms explaining the delicate difference in their meanings and their use in sentences.

1. **Home**—(dwelling place with all its happy associations such as furnishings, family, love, etc.)
 - He is returning home after many years.**House**—(dwelling place, building only)
 - He has built a big house.
2. **Hear**—(in the ordinary sense)
 - We could hear them talking.**Listen**—(implies careful attention)
 - The whole class will listen to you.
3. **Infectious**—(refers to a disease that spreads through air or water)
 - Cholera is an infectious disease.**Contagious**—(a disease that spreads by physical contact)
 - Small-pox is a contagious disease.
4. **Idle**—(inactive or without work through circumstances)
 - He has been sitting idle for several months now.**Lazy**—(inactive by habit or temperament)
 - He is too lazy to finish his work in time.
5. **Ill**—(not in health)
 - He is ill these days.**Sick**—(under the effect of some disease)
 - A sick man must take his medicine regularly.
6. **Mistake**—(misunderstanding or miscalculation)
 - They mistake him for a gentleman.
 - Don't commit such a mistake again.**Blunder**—(serious or gross mistake)
 - You would be committing a blunder if you don't report the matter to the police.**Error**—(departure from established rules or practice).
 - Avoid grammatical errors.
7. **Oral**—(in the spoken form)
 - The teacher took an oral test.**Verbal**—(in words only as against in writing)
 - Let me have your statement in writing; I shall not accept your verbal assurance.
8. **Presume**—(to believe what we think to be true)
 - I presume he is an honest man.**Assume**—(in matters that ought to be true)
 - I assume my father will send me money in time.
9. **Possible**—(not contrary to natural conditions or reason)
 - If we drive a little faster, it is possible we may reach before sunset.**Probable**—(what may happen)
 - It is probable that the examination may be postponed.

- 10. Praise**—(refers to one's actions)
 ● We must praise his efforts.
Admire—(refers to one's qualities or possessions)
 ● We must admire his courage.
- 11. Prohibit**—(legal or official restriction)
 ● Drinking is prohibited here.
Forbid—(in personal or private matters)
 ● My father forbids me to leave today.
- 12. Recollect**—(call to mind through some efforts)
 ● Can you recollect what he said?
Remember—(call to mind with very little or no efforts)
 ● I remember we met last month.
- 13. Regret**—(unhappiness over what one has done or left undone)
 ● To my great regret, I have suspended him.
Sorrow—(refers to some loss or evil)
 ● His wife's death has plunged him into deep sorrow.
- 14. Say**—(to assert; to declare)
 ● I say I have not done it.
Speak—(to express in the ordinary way)
 ● He speaks very fast.
Tell—(to inform; to narrate)
 ● He will tell you the whole story.
- 15. See**—(without any effort)
 ● We see greenery all around us.
Look—(with effort or intention)
 ● Please look at me.
Watch—(to observe closely)
 ● You must watch his movements carefully.
- 16. Scenery**—(landscape)
 ● Every visitor admires the scenery of Kashmir.
Scene—(Place or spot of some action or occurrence)
 ● He was present at the scene of accident.
- 17. Vacant**—(refers to a thing or situation which is at present free or unoccupied but which was previously filled)
 ● The post of the accountant has fallen vacant.
Empty—(where there is nothing)
 ● The room is empty.
- 18. Assent**—(relates to matters of judgment)
 ● The President has given his assent to the bill.
Consent—(relates to matters of conduct)
 ● My father has given his consent to my proposal.
- 19. Allow**—(denotes a negative action and means abstain from refusal)
 ● I can't allow you to go there
Permit—(denotes a positive action and means to give a decided assent)
 ● My parents have permitted me to join the Navy.
- 20. Abstain**—(from a thing)
 ● You must abstain from hard drinks.
Refrain—(from an action)
 ● You are refrained from taking any further action.
- 21. Avenge**—(just punishment on evil-doers)
 ● I shall avenge my father's death upon the murderer.
Revenge—(to inflict pain or injury out of resentment or grudge)
 ● I will certainly revenge myself on him for this insult.
- 22. Admit**—(to acknowledge or accept)
 ● I admit my fault.
Confess—(to acknowledge responsibility or guilt)
 ● He confessed his involvement in the crime.
- 23. Anger**—(sudden feeling of displeasure)
 ● He showed much anger at his irresponsible behaviour.
Resentment—(a lasting feeling of displeasure)
 ● He bears resentment against me for a cause not known to me.
- 24. Answer**—(a question is answered)
 ● Answer any five questions.

- Reply**—(a letter or a charge is replied)
 ● You have to reply these charges within a week.
- 25. Attain**—(to get by exertion or labour)
 ● He has attained proficiency in English.
Acquire—(to have some hold permanently)
 ● He has acquired one more house.
- 26. Ancient**—(opposed to modern)
 ● This is an ancient fort.
Old—(opposed to young or new)
 ● He deals in old books.
- 27. Ability**—(power to do something physical or intellectual)
 ● He has remarkable ability to guide you in this field.
Capacity—(power to achieve, hold or contain)
 1. He has the capacity to consume one full bottle of whisky.
 2. This hall has a seating capacity for two hundred people.
- 28. Astonishment**—(extreme surprise)
 ● I was astonished to see a crowd of people standing before my gate.
Surprise—(due to something new or unexpected)
 ● I was surprised to find my father waiting for me in my room.
Wonder—(surprise mixed with admiration)
 ● I wondered at her great skill in dancing.
- 29. Bravery**—(physical)
 ● He showed much bravery in challenging the dacoits.
Courage—(born of reason and reflection)
 ● He showed much courage in refusing to pay any hush money.
Valour—(highest quality of courage)
 ● Maharana Pratap was the very model of bravery.
Boldness—(short-lived courage for an occasion)
 ● He exhibited much boldness in facing the critical situation.
- Daring**—(courage with rashness)
 ● He showed much daring in jumping into the flooded river.
- 30. Battle**—(a single contest between two opposing armies)
 ● The battle of Haldighati was fought between Maharana Pratap and the Mughals.
War—(a series of contests between two opposing armies)
 ● The First World War started in 1914.
Fight—(a combat between a small number of persons)
 ● There was a fierce fight between the police and the dacoits.
- 31. Begin**—(used on all occasions)
 ● Let us begin the match.
Commence—(used only in official and formal language)
 ● The University examinations commence on April 15.
Start—(implies an idea of an actual physical motion)
 ● Now the match starts.
- 32. Beautiful**—(implies certain degree of delicacy, not applicable to men)
 ● She is a very beautiful girl.
Hadsome—(is used for men)
 ● He is a handsome young man.
- 33. Custom**—(generally refers to the repeated action of many persons, a community, a society, a race, etc.)
 ● Community feast after death is a bad custom in India.
Habit—(is applicable when we are speaking of just one person)
 ● He is in the habit of reading late in the night.
- 34. Cite**—(is used for things or persons)
 ● I can cite the authority of Tagore on this point.
Quote—(is used for things only)
 ● I quote a passage from Milton.
- 35. Compulsion**—(is physical)
 ● I have to work here under compulsion.

- Obligation**—(is moral)
 ● I am under obligation to vote for him.
36. **Confer**—(conferring is an act of authority)
 ● The Chancellor will confer the Degrees.
Bestow—(bestowing is an act of generosity or charity)
 ● I bestow an old-age pension on you.
37. **Crime**—(an offence against the law)
 ● Smuggling is a crime.
Vice—(an offence against morals)
 ● Smoking is a vice.
Sin—(an offence against the law of God or religious law)
 ● Illicit love is a sin.
38. **Ceiling**—(the inner side of a roof)
 ● The colour of our ceiling is white.
Roof—(the entire covering of a room or house)
 ● The roof is leaking.
39. **Character**—(mental or moral nature)
 ● He is a man of high character.
Conduct—(one's actions)
 ● His conduct is praiseworthy.
40. **Contentment**—(a state of mind in which one does not wish for more)
 ● Contentment is the basis of happiness.
Satisfaction—(fulfilment of one's expectations)
 ● The achievement of my son has given me full satisfaction.
41. **Cool**—(denotes a pleasant sensation)
 ● A cool breeze is blowing.
Cold—(denotes an unpleasant sensation)
 ● The weather is very cold.
42. **Defend**—(refers to present danger)
 ● I can well defend myself against this charge.
Protect—(refers to approaching danger)
 ● We should have a strong army to protect our country against any attack.
43. **Deny**—(refers to matters of fact or knowledge)
 ● I forcefully deny my participation in this criminal act.
- Refuse**—(refers to matters of wish or request)
 ● I refuse to accept your request.
44. **Doubt**—(to doubt a fact or a statement)
 ● I doubt his version of the incident.
Suspect—(to suspect is to be inclined to think a thing untrue)
 ● I suspect his honesty.
45. **Discover**—(to find out a thing or country that existed before)
 ● Columbus discovered America.
Invent—(to create what did not exist before)
 ● Wright Brothers invented the aeroplane.
46. **Drown**—(refers to persons)
 ● A man drowned in the river.
Sink—(refers to things)
 ● A boat sank in the river.
47. **Desire**—(is used of that which is near at hand or in thought)
 ● I have a keen desire to attend my friend's marriage.
Wish—(is used of that which is remote)
 ● I wish I could set up a large factory.
Want—(is used of that which is lacking or absent)
 ● The crops have dried up for want of rains.
Need—(is used of that which is both lacking and necessary)
 ● I urgently need a good dictionary.
Require—(demand or ask for in words)
 ● I require your personal help.
48. **Envy**—(feeling uneasy at others' good fortune)
 ● It is a common weakness to envy the good fortune of others.
Jealousy—(Suspicious of rivalry, lack of trust)
 ● He languishes under jealousy against all his friends.
49. **Enough**—(relates to the quantity which one wishes to have)
 ● This amount is enough for your purpose.

Sufficient—(relates to the use that is to be made of anything)

- There is sufficient milk for four cups of tea.

50. Event—(an important happening)

- Marriage is an important event in the life of every person.

Incident—(an ordinary happening)

- We forget many small incidents of life.

Accident—(an unexpected serious occurrence)

- Several persons were killed in the accident.

51. Excuse—(is used with reference to trifling matters)

- His illness is just an excuse for doing no work.

Forgive—(is used with reference to offences)

- Please forgive me for this mistake.

Pardon—(is used with reference to simpler offences)

- I beg your pardon for not bringing your book today.

52. Famous—(is used in a good sense)

- The Taj is a famous monument.

Notorious—(is used in a bad sense)

- A notorious dacoit has been killed.

Renowned—(is used for a high and dignified kind of reputation)

- Dr. Tagore was a renowned poet.

53. Freedom—(implies absence of restraint at the present moment)

- Everybody wants freedom.

Liberty—(implies freedom from previous restraint; undue freedom)

1. The convict was set at liberty.
2. Too much liberty is bad.

54. Falsehood—(something said or done with or without the idea of deceiving a man)

- He was guilty of falsehood when he said that he had completed all his work.

Lie—(speaking untrue words with the intention of deceiving others)

- He was certainly telling a lie when he said that he was the owner of the factory.

55. Grateful—(one who remains indebted for the kindness of a benefactor)

- I am grateful to my uncle for many favours.

Thankful—(one who cherishes the memory of the favours shown by one's benefactor)

- I shall always remain thankful to all my friends for their encouragement.

56. Hope—(is used when what we anticipate is very likely to happen)

- He has every hope of passing in the first division.

Expect—(is used when what we anticipate is good but not very certain. It refers to future)

- He expects to get some timely help from his uncle.

57. Watch—(to observe closely)

- You must watch his conduct very closely.

Witness—(is used of persons or events as evidences)

- My friend is an eye-witness of the whole incident.

58. Sight—(faculty of vision ; anything seen)

- It was indeed a horrible sight.

Scenery—(the view of landscape)

- The scenery of Kashmir is highly colourful.

Scene—(landscape, a place where an event or accident takes place)

- That is the scene where the battle was fought.

59. Trade—(it is business on either small or large scale)

- The trade of cotton cloth is on the decline.

Commerce—(it is always on a large scale, specially between countries)

- India's commerce with African countries is steadily increasing.

60. Libel—(unfavourable or dishonourable observations or defamation in written or printed form)

- I am suing this newspaper for libel against me.

Slander—(spreading defamation orally)

- He has been slandering me for no reason or rhyme.

61. Place—(to put a thing somewhere)

- Please place this chair in the lawn.

Keep—(to put something for a long time)

- I keep my books in my study room.

62. Redress—(relief or compensation as a matter of right or justice)

- The injured worker must get due redress from the factory.

Relief—(implies kindness or generosity)

- Immediate relief should be provided to the people in flood-affected areas.

63. Rob—(to take away by force)

- The dacoits robbed the whole family on the point of gun.

Steal—(to take away secretly)

- Here thieves may steal away even in day time.

64. Reverence—(deep respect, religious devotion)

- The Archbishop was held in high reverence.

Respect—(honour, high opinion)

- We all give him due respect for his scholarship.

65. Illegal—(deliberately against law)

- Smuggling of contraband articles is an illegal act.

Unlawful—(not in conformity with law)

- Don't do anything unlawful.

Homonyms and Paronyms

Some words are so alike to each other in their **spellings, Pronunciation or meanings** that it becomes difficult to understand and use them correctly. There is very little difference in their spellings and pronunciation (though their meanings are very different) so that one feels confused in understanding and using them correctly. Such words are called **Homonyms** or **Paronyms**.

The words which are **similar in pronunciation**, but **different in spellings and meanings** are called **Homonyms**, as **Site, cite, Sight**. All these three words have the same pronunciation, but their spellings and meanings are different. **Site** means the ‘**situation**’ of some building, **Cite** means ‘**to quote**’, and ‘**Sight means ‘a view**’. Errors are often committed in the correct use of such words. These words are called **Homonyms**.

Paronyms are those words which are derived from the same **root word**, and therefore they look alike, but in course of time their meanings have become very different. For example, a root word is ‘**art**’. From this **root word** have been derived three words—**artistic, artificial, and artful**. **Artistic** means ‘**full of beautiful art**’; **Artificial** means ‘**unnatural**’; and **Artful** means ‘**cunning**’. The correct use of such words is also very difficult.

We give below the lists of popular **Homonyms** and **Paronyms** with their meanings and use.

Homonyms

1. **Accede**—(agree)
 - He did not accede to my request.
- Exceed**—(surpass ; to be greater than)
 - The precis should not exceed 150 words.
2. **Access**—(approach ; reach ; admittance)
 - I have no approach to the Managing Director.

Excess—(superabundance; more than due)

- Excess of everything is bad.

3. **Accept**—(take)

- Please accept my application.

Except—(leaving out)

- Every student except Ram was present.

4. **Adapt**—(suit ; accustomed to)

- He has now learnt to adapt himself to the local conditions.

Adept—(expert ; skilful)

- She is adept in painting.

Adopt—(take up)

- I have adopted my brother’s son.

5. **Affect**—(to pretend, to act upon)

- This does not affect me.

Effect—(as verb it means accomplish, or carry into practice; as noun it means result)

- What is the effect of this medicine ?

6. **Addition**—(putting more adding)

- This is in addition to your share.

Edition—(a number of books printed at one time)

- This is the first edition of my book.

7. **Alter**—(change)

- I can’t alter my programme.

Altar—(place of offering in a temple or church)

- Put your offerings on the altar.

8. **Allusion**—(indirect reference)

- Make the allusion clear.

Illusion—(a deceptive appearance)

- The world is an illusion.

- 9. Apposite**—(proper ; suitable)
 ● He made some very apposite observations on our system of education in his speech.
Opposite—(standing in front of or contrary to)
 ● Our school is opposite the church.
- 10. Assent**—(agreement ; concurrence)
 ● I have already given my assent to your proposal.
Ascent—(going up)
 ● The hill has a sharp ascent.
- 11. Antic**—(odd ; strange)
 ● This is an antic piece of art.
Antique—(ancient; old-fashioned)
 ● The church has an antique magnificence.
- 12. Ail**—(to be ill)
 ● He has been ailing for over a week.
Ale—(a drink)
 ● He drinks country ale.
- 13. All together**—(in a body)
 ● They came all together.
Altogether—(completely)
 ● This is altogether a lie.
- 14. All ready**—(all things or persons are ready)
 ● We are now all ready to go.
Already—(before this time)
 ● I have already returned his book.
- 15. Ark**—(covered floating vessel)
 ● Noah saved himself and his tribe in an ark.
Arc—(a part of a circle)
 ● The moon is in the shape of an arc.
- 16. Amiable**—(lovable)
 ● She is a girl of amiable nature.
Amicable—(friendly)
 ● Let us come to an amicable settlement.
- 17. Bale**—(package of goods)
 ● I have taken delivery of a bale of clothes.
Bail—(security)
 ● The suspect has been released on bail.
- 18. Berth**—(sleeping place in a train)
 ● I have booked two berths.
Birth—(coming to life)
 ● Today is my son's birth-day.
- 19. Bare**—(uncovered)
 ● Don't go bare-footed.
Bear—(as verb, to carry or to tolerate)
 ● I cannot bear this humiliation any longer.
Beer—(a kind of drink)
 ● He drank a glass of beer.
- 20. Beach**—(shore)
 ● Let us go for a walk on the beach.
Beech—(a kind of tree)
 ● Beech tree grows on the Himalayas.
- 21. Brake**—(lever; an instrument to stop a wheel)
 ● The brakes of my scooter are loose.
Break—(to make apart)
 ● Don't break the stick.
- 22. Bough**—(a branch of a tree)
 ● The monkey sits on the bough of a tree.
Bow—(bend a contrivance to shoot arrows)
 ● He came with a bow and arrows.
- 23. Baron**—(a Norman noble ; a landlord)
 ● His father was a baron.
Barren—(not fertile ; unfruitful.)
 ● This is a barren tract of land.
- 24. Bridal**—(pertaining to marriage; adjective from bride)
 ● There is the bridal chamber.
Bridle—(reins used to drive a horse)
 ● Hold the bridle tight in your hand.
- 25. Calendar**—(chart showing the months and days of the year)
 ● This is a beautiful calendar.
Calender—(as verb, to press or give finish to a piece of cloth)
 ● Please calender my shirt.
- 26. Cannon**—(a big gun)
 ● Cannon-balls were fired.
Canon—(principles)
 ● These are the canons of taxation.

- 27. Canvas**—(a kind of rough cloth)
 ● The tent is made of white canvas.
Canvass—(to solicit votes)
 ● I shall not canvass for any political party.
- 28. Casual**—(accidental or occasional)
 ● I had a casual meeting with him.
Causal—(relating to cause)
 ● There is no causal connection between one's poverty and level of intelligence.
- 29. Cast**—(as a verbs to throw)
 ● I shall cast away my old pair of shoes.
Caste—(community)
 ● Character does not depend upon caste.
- 30. Censer**—(a vessel in which incense is burnt in a temple)
 ● A censer was placed on the altar.
Censor—(an official examiner of plays, films etc)
 ● Every film has to be passed by the censor.
Censure—(disapprove ; criticise adversely)
 ● The court censured him for his bad character.
- 31. Cite**—(quote)
 ● I can cite a parallel stanza.
Site—(local position)
 ● This is an ideal site for building a house.
Sight—(view ; scene)
 ● It was a horrible sight.
- 32. Cession**—(noun from the verb 'cede' which means 'to yield')
 ● India cannot make cession of even an inch of land of Kashmir to Pakistan.
Session—(the time when a court or a public body sits)
 ● Hearing of the case will continue in the evening session.
- 33. Check**—(prevent, test)
 ● Please check my bill.
Cheque—(a written order for money to a bank)
 ● I shall pay you by cheque.
- 34. Chord**—(a string of a musical instrument)
 ● Tight the chords of your guitar.
Cord—(a thin rope)
 ● Hang the shirt on the cord.
- 35. Career**—(profession)
 ● He has made remarkable progress in his career.
Carrier—(one that carries)
 ● Place the bedding on the carrier.
- 36. Course**—(way, line of action)
 ● I shall follow this course of action.
Coarse—(rough)
 ● Poor men wear coarse clothes.
- 37. Collision**—(clashing; dashing together, accident)
 ● There was a serious collision between a car and a scooter.
Collusion—(secret agreement for an evil purpose)
 ● He is working in collusion with the smugglers.
- 38. Corpse**—(dead body)
 ● The corpse has been sent for postmortem.
Corps—(pronounced as 'kore', a body of troops)
 ● He belongs to the Gorkha corps.
- 39. Coma**—(state of senselessness)
 ● He is lying in coma.
Comma—(a mark of punctuation)
 ● Put a comma after the first clause.
- 40. Complacent**—(pleased, self-satisfied)
 ● He is complacent by nature.
Complaisant—(polite ; obliging)
 ● She is a gentle girl of complaisant nature.
- 41. Complement**—(that which completes)
 ● This verb must take a complement after it.
Compliment—(salute ; regards)
 ● I offer my sincere compliments to you.
- 42. Conscious**—(aware)
 ● I am fully conscious of my responsibility.

- Conscientious**—(honest; careful; scrupulous)
 ● He is a very conscientious person.
- Consensus**—(agreement of opinion)
 ● Public consensus should be invited on this issue.
- 43. Council**—(an assembly)
 ● He was a member of the Legislative Council.
- Counsel**—(advice)
 ● He gave me a very sane counsel.
- 44. Credible**—(believable)
 ● His story is not credible.
- Creditable**—(worthy of praise)
 ● He did a creditable service.
- 45. Cease**—(stop, discontinue)
 ● He ceases to be a Government counsel.
- Seize**—(catch ; hold tightly)
 ● He seized the first opportunity.
- Siege**—(state of being surrounded)
 ● The fort lay in siege for many days.
- 46. Current**—(a stream)
 ● The current in the river was very swift.
- Currant**—(dried grapes)
 ● Currants are very nutritious.
- 47. Capital**—(centre of administration, money invested in a business)
 ● New Delhi is the Capital of India.
- Capitol**—(Roman temple of Jupiter)
 ● Caesar was murdered in the Capitol.
- 48. Defy**—(challenge)
 You can't defy my orders.
- Deify**—(to worship as a God)
 ● The sage stands deified in our countryside.
- 49. Desert**—(as noun, a waste tract of sandy land)
 ● There is little rain in a desert.
- Deserts**—(what one deserves)
 ● Do whatever you like; you will get just your deserts.
- Dessert**—(fruit served after dinner)
 ● There must be a course desserts after dinner.
- 50. Deference**—(respect)
 ● I say this in due deference to his scholarship.
- Difference**—(dissimilarity)
 ● There is no difference between man to man.
- 51. Descent**—(coming down, slope)
 ● Go slow on the descent.
- Dissent**—(as verb, to 'differ'; as noun, 'disagreement')
 ● I have given my note of dissent.
- 52. Disease**—(malady or illness)
 ● He suffers from a simple disease.
- Decease**—(death)
 ● His sons quarrelled over his property after his decease.
- 53. Dye**—(as verb, 'to colour' ; as noun, 'colour')
 ● Dye my turban in deep green.
- Die**—(expire)
 ● He is going to die soon.
- 54. Duel**—(a fight between two)
 ● There was a duel between the two combatants.
- Dual**—(double)
 ● This machine serves a dual purpose.
- 55. Dose**—(the quantity of medicine taken at a time)
 ● Don't take a very heavy dose of this medicine.
- Doze**—(sleep)
 ● He dozed in the class.
- 56. Draught**—(the quantity of liquid drunk at a time)
 ● There is not even a draught of water in the jug.
- Drought**—(want of rain)
 ● There is fear of famine on account of drought.
- 57. Eminent**—(distinguished)
 ● Many eminent personalities were there.
- Imminent**—(impending ; approaching)
 ● There is imminent danger of war.

58. Eligible—(fit to be chosen)

- He is fully eligible for the post.

Illegible—(indistinct ; that which cannot be read)

- His handwriting is illegible.

59. Elusive—(baffling, escaping from grasp)

- He gave some elusive replies.

Illusive—(deceptive)

- The glamour of wealth is only illusive.

60. Fain—(gladly)

- I would fain go to the valley of flowers.

Feign—(pretend)

- He is in the habit of feigning.

61. Fair—(a show, temporary market)

- This fair is held every week.

Fare—(food, passage money)

- I have already paid the fare.

62. Feat—(an exploit, skill)

- It was a feat of real physical skill.

Feet—(the plural of foot)

- Her feet are so soft.

63. Forego—(go before)

- This is a foregone conclusion.

Forgo—(abstain from)

- I shall forgo my claim in your favour.

64. Felicity—(happiness)

- Real felicity comes from contentment.

Facility—(ease, opportunity)

- We shall give you every facility.

65. Foul—(dirty ; unfair)

- He was playing a foul game.

Fowl—(a bird)

- Many people eat the meat of fowls.

66. Gage—(security ; pledge)

- I throw my ring as a gage.

Gaze—(to look attentively)

- His gaze was offensive.

67. Gait—(manner of walking)

- Her gait is so graceful.

Gate—(large door)

- Please lock the gate.

68. Goal—(aim)

- I have come to achieve my goal.

Gaol—(prison ; jail)

- The convict has been sent to the gaol.

69. Gild—(to apply a thin covering of gold)

- Ornaments are gilded here.

Guild—(society of men belonging to a particular profession)

- I have joined the guild of artisans.

70. Hail—(frozen rain)

- There was a hail storm.

Hale—(healthy)

- I am hale and hearty.

71. Hoard—(a store)

- He has a hoard of rice.

Horde—(a gang)

- A horde of robbers was seen in the valley.

72. Hart—(a male deer)

- Don't shoot the hart.

Heart—(an organ of the body)

- His heart beat is normal.

73. Ingenious—(clever)

- He is a very ingenious statesman.

Ingenuous—(frank and simple)

- I like her for her ingenuous nature.

74. Incite—(to provoke to anger)

- Don't incite him, please.

Insight—(a clear perception)

- He is a man of deep insight.

75. Jealous—(envious of another's advantages)

- I am not jealous of you.

Zealous—(enthusiastic)

- He is so zealous about the Olympic games.

76. Lightning—(making lighter, reducing)

- He has appealed to the High Court for lightening the sentence.

Lightning—(electric discharge or flash in clouds)

- There was fierce lightning and thundur.

- 77. Loath**—(unwilling)
 ● I would loath do it.
Loathe—(to dislike greatly)
 ● I loathe him for his untidy habits.
- 78. Loose**—(adjective, slack or relaxed)
 ● My shirt is very loose.
Lose—(to have no more, miss)
 ● I don't want to lose this chance.
- 79. Mead**—(meadow)
 ● Goats were grazing in the mead.
Meed—(reward)
 ● Contentment is the meed of honesty.
- 80. Metal**—(iron, brass, copper, etc.)
 ● No metal is used in making this chain.
Mettle—(spirit, courage)
 ● This is the test of your mettle.
- 81. Monetary**—(relating to money)
 ● We cannot go against our monetary system.
Monitary—(warning)
 ● I resent his monitary advice.
- 82. Moat**—(ditch around a castle)
 ● It is not easy to cross the moat.
Mote—(a dust particle)
 ● A mote fell into my eyes.
- 83. Maize**—(a rough grain)
 ● The bread is made of maize.
Maze—(labyrinth)
 ● We passed through a maze of rooms.
- 84. Minor**—(underage, lesser)
 ● He is still a minor.
Miner—(One who works in a mine)
 ● The life of a miner is very hard.
- 85. Meter**—(measuring instrument)
 ● Your meter is defective.
Metre—(of the verse)
 ● The metre of this poem is difficult.
- 86. Main**—(chief)
 ● Speak on the main point.
Mane—(long hair on an animal's neck)
 ● My horse's mane are long and golden.
- 87. Marshal**—(a military officer)
 ● The Marshal will inspect the parade today.
Martial—(warlike)
 ● He is skilled in all martial exercises.
- 88. Oar**—(is used for rowing a boat)
 ● Move both the oars together.
Ore—(the mineral from which metal can be extracted)
 ● Here is a stock of iron ore.
- 89. Ordinance**—(a rule made by the Government)
 ● The Governor has issued an ordinance.
Ordnance—(a gun factory)
 ● There is a famous ordnance depot.
- 90. Persecute**—(to harass or oppress)
 ● You cannot persecute any poor or weak man now.
Prosecute—(to bring before a court, to pursue)
 ● The police prosecuted the suspects.
- 91. Physic**—(medicine)
 ● No physic can cure a spiritual malady.
Physique—(body health)
 ● He enjoys good physique.
- 92. Prescribe**—(to give directions, to fix a course of studies)
 ● The doctor will prescribe some tonic for you.
Proscribe—(to prohibit)
 ● The Government is going to proscribe the publication of this book.
- 93. Practice**—(noun, use)
 ● I am out of practice these days.
Practise—(verb, to put in use)
 ● I practise law.
- 94. Precede**—(go before)
 ● One precedes two.
Proceed—(to go on)
 ● You can proceed further with your arguments.
- 95. Pray**—(offer prayer to God, entreat)
 ● Let us pray to God.

- Prey**—(hunt and kill ; game)
 ● One should not prey upon animals.
- 96. Principal**—(chief)
 ● He is the principal Secretary.
- Principle**—(a rule)
 ● I cannot go against my principles.
- 97. Prophecy**—(noun, something foretold)
 ● No prophecy can be wholly true.
- Prophecy**—(verb, to foretell)
 ● I prophesy that he will lose the case.
- 98. Proffer**—(offer)
 ● I have no proposal to proffer at the moment.
- Prefer**—(like more)
 ● I prefer loose trousers to the tight ones.
- 99. Pair**—(two of a thing)
 ● I have a pair of dogs.
- Pare**—(to trim ; to part)
 ● Pare your finger nails.
- 100. Plane**—(level, to smoothen)
 ● He would plane the ground for you.
- Plain**—(simple ; easy)
 ● It is a plain story.
- 101. Quite**—(altogether)
 ● This is quite wrong.
- Quiet**—(silent)
 ● Keep quiet in the class.
- 102. Rein**—(bridle, to drive and control the horse)
 ● Pull the reins of the horse.
- Reign**—(rule)
 ● The king reigns in Nepal.
- 103. Rite**—(ceremony)
 ● This is a very old religious rite.
- Write**—(compose)
 ● We write an essay.
- 104. Rest**—(peace ; respite)
 ● We can have full rest here.
- Wrest**—(snatch by force)
 ● Who can wrest my sword from my hand ?
- 105. Route**—(course)
 ● There is no direct route from here to Kanpur.
- Rout**—(put to flight)
 ● The robbers were soon put to rout.
- 106. Spacious**—(having enough room or space)
 ● We have a spacious building.
- Specious**—(outwardly pleasing or attractive)
 ● They have made specious decorations.
- 107. Stationary**—(fixed)
 ● The sun is stationary.
- Stationery**—(writing material)
 ● He deals in stationery.
- 108. Straight**—(opposed to curved)
 ● Draw a straight line.
- Strait**—(narrow)
 ● The ship has to pass through a strait.
- 109. Sore**—(painful)
 ● I have a sore wound.
- Soar**—(to fly high)
 ● The eagle soars very high.
- 110. Story**—(a tale)
 ● Tell me a story.
- Storey**—(floor of a building)
 ● We live on the second storey of the building.
- 111. Suit**—(set of clothes, an action in a law court)
 ● He has filed a suit against me.
- Suite**—(retinue, a set of rooms)
 ● There are four suites in this Guest House.
- 112. Serge**—(a kind of cloth)
 ● The suit is made of blue serge.
- Surge**—(move as in waves)
 ● The sea is rising in high surge.
- 113. Shear**—(to clip the wool of sheep)
 ● We shear the sheep in summer.
- Sheer**—(downright)
 ● This is sheer madness.
- 114. Team**—(a party of players)
 ● We have a good football team.
- Teem**—(to abound in ; to be full of)
 ● The locality teems with mosquitos.

115. Umpire—(a referee)

- The umpire is absolutely impartial.

Empire—(dominion)

- The British Empire has still a Queen.

116. Vain—(useless ; proud)

- All your efforts are going vain.

Vein—(a blood vessel)

- The injection was given in the vein.

117. Vane—(weather-cock)

- Fix the vane on the front wall.

Wane—(to decrease)

- The moon is on the wane.

118. Veracity—(truthfulness)

- I cannot testify the veracity of his statement.

Voracity—(greediness)

- He has insatiable voracity for gold.

119. Vale—(valley)

- There is a cottage in the vale.

Wail—(to weep)

- The child is wailing.

120. Waive—(forgo)

- I cannot waive any condition.

Wave—(water currents in seas or rivers)

- High waves are rising in the sea.

121. Yolk—(the yellow portion of the egg)

- The yolk of the egg is nutritious.

Yoke—(bondage ; wooden structure put on a bullock's neck)

- They work under the yoke of slavery.

1. **Alternate**—(being or coming by turns)
 - I go to the hospital every alternate day.**Alternative**—(one of the two courses or things between which there is a choice)
 - There is alternative choice between Hindi and English in the course.
2. **Acceptance**—(the act of accepting a thing)
 - I have already given my acceptance of the terms.**Acceptation**—(the interpretation put on something)
 - This is the correct acceptation of the term 'Renaissance'.
3. **Accession**—(means actual coming to; so accession to the throne *i.e.*, becoming sovereign)
 - Richard II's accession to the throne was splendidly celebrated.**Access**—(means the possibility of coming to)
 - I have no access to the President.
4. **Admission**—(being admitted)
 - All admissions are closed.**Admittance**—(letting in)
 - Admittance is restricted here.
5. **Artist**—(one who deals with a fine art)
 - She is a great artist.**Artiste**—(a performer in singing, dancing, etc.)
 - She is a stage artiste.**Artisan**—(one who practises some handicraft)
 - This is a locality of artisans.
6. **Artistic**—(beautiful or having aesthetic appeal)
 - He has built a very artistic house.
- Artful**—(cunning, clever)
 - He is too artful to be trusted.
- Artificial**—(is opposed to natural)
 - Her behaviour is very artificial.
7. **Appropriateness**—(suitability)
 - The appropriateness of this building for school purposes is excellent.**Appropriation**—(making one's own)
 - His appropriation of this building is illegal.
8. **Affecting**—(moving, touching, pathetic)
 - The scene of departure of the bride was very affecting.**Affectation**—(false display, forced imitation)
 - Her affectation of the Western culture was so ridiculous.
9. **Beside**—(by the side of, close to)
 - My house is beside the church.**Besides**—(moreover, in addition to)
 - He has much cash besides gold.
10. **Barbarian**—(of the primitives)
 - This ritual is barbarian.**Barbaric**—(is used in a favourable sense and means simple or rough)
 - Akbar's court had barbaric splendour.**Barbarous**—(is used in an unfavourable sense and means cruel, inhuman)
 - Tamburlaine was a barbarous conqueror.
11. **Barbarism**—(rude or uncivilized condition)
 - There was barbarism in most countries upto the 10th century.**Barbarity**—(cruelty)
 - This kind of murder is an act of pure barbarity.

- 12. Beneficial**—(useful, advantageous)
 ● Regular exercise is beneficial to health.
Beneficent—(kind, generous)
 ● The owner of our factory is very beneficent.
- 13. Confident**—(to be sure, certain)
 ● I am confident of my success.
Confidant—(one who is entrusted with a secret)
 ● My confidant will never betray me.
- 14. Completeness**—(perfection)
 ● No completeness is possible in a work of art.
Completion—(ending)
 ● My educational career is coming to a completion.
- 15. Ceremonious**—(particular in observing forms; implies formalities over-done)
 ● He was more ceremonious than sincere.
Ceremonial—(relating to ceremony and rites)
 ● A ceremonial parade was held in his honour.
- 16. Contemptible**—(deserving contempt)
 ● His habits are contemptible.
Contemptuous—(hateful, disdainful, expressing contempt)
 ● He is contemptuous of the poor.
- 17. Comprehensive**—(extensive, including all the aspects)
 ● He has given a very comprehensive account of the case.
Comprehensible—(capable of being understood)
 ● His poetry is not comprehensible to the common reader.
- 18. Considerable**—(much, moderately large)
 ● He has given you considerable help.
Considerate—(thoughtful, regardful of others' interests)
 ● Our employer is very considerate to the needs of all workers.
- 19. Continuous**—(implies that continuity is absolute and uninterrupted)
 ● There has been continuous rain since the morning.
- Continual**—(implies that there are occasional breaks in continuity)
 ● There is continual rain through July and August every year.
- 20. Continuance**—(duration, or time of remaining in action)
 ● I shall complete all formalities during the continuance of my service.
Continuation—(prolongation or resumption)
 ● I am writing this in continuation of my former report.
- 21. Corporal**—(of human body, physical)
 ● Corporal punishment should not be given to young children.
Corporeal—(of the nature of body, material)
 ● Saints do not seek any corporeal pleasures.
- 22. Childish**—(used in a bad sense and means silly, trifling)
 ● His actions were childish.
Child-like—(used in a good sense and means as simple and innocent as a child)
 ● I love him for his child-like innocence.
- 23. Complacent**—(pleased ; well-satisfied)
 ● The poor workers are generally complacent by nature.
Complaisant—(polite; obliging)
 ● She is a complaisant lady.
- 24. Dependent**—(is an adjective meaning relying on)
 ● I am still dependent upon my father.
Dependant—(is a noun meaning one who depends on others)
 ● My servant is my dependant.
- 25. Dependence**—(reliance; living at another's cost)
 ● Your dependence on your father at this age is not good.
Dependency—(subject country)
 ● India was once a dependency of Britain.
- 26. Disinterested**—(unselfish; free from prejudice and personal motive)
 ● I have assessed this case in a most disinterested way.

Uninterested—(indifferent; lacking in interest)

- I am absolutely uninterested in his affairs.

27. Distinctness—(clearness)

- There is remarkable distinctness in his arguments.

Distinction—(honour)

- He has completed his tenure of service with distinction.

28. Divers—(several or sundry)

- Divers suggestions were given by different speakers.

Diverse—(markedly different or unlike)

- The views of the opposition parties were markedly diverse from our views.

29. Deliverance—(rescue, freedom)

- Religion leads to man's deliverance from the bondage of sin.

Delivery—(style of speech, handing over of letters or goods)

- The delivery of his speech was remarkable.

30. Device—(noun, a plan)

- The latest device has been used in the manufacture of this machine.

Devise—(verb, to plan)

- Let us devise some other way to get out of this muddle.

31. Decided—(definite)

- This is my decided answer to you.

Decisive—(that which ends a discussion or controversy)

- We have now taken a decisive step to solve this problem.

32. Envable—(means arousing envy)

- His achievement is really enviable.

Envious—(means feeling envy)

- Don't be envious of the progress of others.

33. Effective—(means having a high degree of 'effect')

- The medicine was very effective.

Effectual—(applies to action, and means not falling short of the desired effect)

- The step taken by him proved quite effectual.

Efficacious—(means sure to have the desired effect)

- This medicine is quite efficacious in this disease.)

34. Envelope—(a noun meaning a letter-cover)

- Put the letter in the envelope.

Envelop—(a verb meaning to cover, surround or warp)

- The hills were enveloped in a thick veil of mist.

35. Egotist—(one who has the habit of talking a lot about oneself, selfconceited)

- An egotist is always a conceited fellow.

Egoist—(one who believes that self-interest is the foundation of morality, who believes in systematic selfishness)

- I shall have no dealings with an egoist like him.

36. Especial—(means to an exceptional degree)

- Mahatma Gandhi had an especial sense of honesty and integrity.

Special—(means for one purpose and no other)

- He is coming for this special purpose only.

37. Elemental—(pertaining to the elements)

- One cannot fight with elemental forces.

Elementary—(rudimentary ; introductory)

- His knowledge of Physics is still elementary.

38. Estimate—(approximate valuation of a thing)

- Let us first make an estimate of investment.

Estimation—(opinion ; judgment)

- I hold him in high estimation.

39. Exposure—(being exposed to air, cold, etc.)

- He has developed cold and fever on account of exposure.

Exposition—(explanation)

- Give a full exposition of the problem.

40. Economic—(associated with economy)

- This is our Government's Economic Policy.

Economical—(careful in expenditure)

- He is very economical in his habits.

- 41. Funeral**—(a burial procession or ceremony)
 ● His funeral was held at Shanti Ghat.
Funereal—(solemn or sad, dismal, gloomy)
 ● Why do you keep a funereal face ?
- 42. Fatal**—(deadly)
 ● Cancer is a fatal disease.
Fatalist—(one who believes in fate)
 ● A fatalist depends upon God's will.
Fateful—(important ; producing important results)
 ● It was the most fateful day of my life.
- 43. Fastal**—(pertaining to a feast or a holiday)
 ● Let us enjoy in fastal mood today.
Festive—(joyous, gay, mirthful)
 ● He is festive by nature.
- 44. Forceful**—(possessing force)
 ● This was his most forceful argument.
Forcible—(done by force or compulsion)
 ● Good work cannot be done under forcible circumstances.
- 45. Godly**—(pious)
 ● My grandmother is a very godly lady.
God-like—(resembling God)
 ● Many sages have God-like lustre in their eyes.
- 46. Graceful**—(handsome, refined)
 ● Her manners are very graceful.
Gracious—(merciful)
 ● He is a very gracious old gentleman.
- 47. Human**—(belonging to mankind)
 ● It is only a human weakness.
Humane—(kind ; merciful)
 ● He is always humane in his dealings with his workers.
- 48. Healthy**—(means enjoying good health)
 ● He is quite healthy at this age.
Healthful—(means preserving or promoting health)
 ● Regularity is a very healthful habit.
- 49. Honorary**—(holding office without any remuneration or pay)
 ● He is working in an honorary capacity.
Honourable—(worthy of honour)
 ● Many saints are really honourable persons.
- 50. Historic**—(Famous or likely to become famous in history)
 ● January 26 is a historic day.
Historical—(pertaining to history)
 ● Red Fort is a historical building.
- 51. Imaginary**—(fancied, unreal)
 ● He lives in an imaginary world.
Imaginative—(given to imagining, contemplative)
 ● A poet is an imaginative person.
- 52. Industrious**—(diligent, laborious)
 ● An industrious person must get success.
Industrial—(relating to industry or commerce)
 ● Kanpur is an industrial city.
- 53. Intelligent**—(wise, sensible)
 ● She is quite intelligent.
Intelligible—(clear and understandable)
 ● His lecture was not intelligible to an average student.
- 54. Judicial**—(pertaining to legal justice, or to a judge)
 ● We should not interfere with judicial proceedings.
Judicious—(prudent; wise)
 ● His advice is very judicious.
- 55. Luxuriant**—(used to express richness in growth)
 ● She has a luxuriant growth of hair.
Luxurious—(implies luxury or fashion)
 ● He lives in a very luxurious way.
- 56. Lovable**—(worthy of love)
 ● All her habits and manners are lovable.
Lovely—(exciting love, charming)
 ● She is a lovely girl.
- 57. Limit**—(boundary, last degree)
 ● Don't try me to the limit of my patience.
Limitation—(restriction or inability)
 ● I have my own limitations.
- 58. Momentous**—(very important)
 ● I have taken a momentous decision.
Momentary—(lasting only for a moment, short-lived)
 ● His anger is only momentary.

59. Memorable—(worth remembering)

- This is a memorable quotation.

Memorial—(statue, festival, etc. serving to commemorate)

- A memorial statue has been installed in his honour.

60. Negligent—(one who is careless in particular things)

- Don't be negligent about your dress.

Neglectful—(one who is careless in general)

- You should not be so neglectful.

Negligible—(something so small or unimportant that it may be disregarded)

- His income is still so negligible.

61. Observance—(strict and attentive performance)

- I am very particular in the observance of my regular habits.

Observation—(notice ; remark)

- His observation was neither just nor balanced.

62. Official—(as a noun means an officer, as an adjective means pertaining to an office)

- He has come on official duty.

Officious—(too forward in offering unwanted service)

- He was very officious to me.

63. Prudent—(wise, intelligent)

- He is a very prudent person.

Prudential—(those ideas or motives which lead a man to prudent action)

- All his actions are prudential.

64. Provident—(thrifty ; showing foresight)

- One should be provident in both thought and action.

Providential—(divine, strikingly opportune)

- He had a providential escape.

65. Practical—(opposed to theoretical)

- He was put to practical test.

Practicable—(capable of being performed)

- This is not a practicable solution.

66. Pitiable—(arousing pity)

- Her condition is pitiable.

Pitiful—(feeling pity)

- My grandfather is very pitiful.

Piteous—(means either exciting pity or showing it)

- Her cries were piteous.

67. Politic—(wise, prudent, sagacious)

- The measures taken by our Prime Minister are really politic.

Political—(pertaining to politics)

- It is a serious political problem.

68. Proportional—(in due proportion)

- Let us come to a proportional distribution of the property.

Proportionate—(equal, corresponding in degree or amount)

- Your wages are proportionate to your labour.

69. Prophecy—(noun, a forecast or prediction)

- His prophecy came out true.

Prophecy—(verb, to foretell)

- I cannot prophesy what may happen.

70. Reverend—(means deserving reverence and is applied to persons only)

- The Archbishop is a reverend scholar.

Reverent—(means showing reverence and is applied to both persons and things)

We should be reverent to every religion.

71. Respectable—(deserving respect)

- He is a respectable teacher.

Respectful—(showing respect)

- One should be respectful to one's teachers.

Respective—(relating to particular persons or things)

- They did their respective duties faithfully.

72. Righteous—(just)

- A judge ought to be a righteous person.

Rightful—(having a just and legal claim)

- This is my rightful property.

73. Regretful—(full of regret or sorrow)

- He is regretful for his hasty action.

Regrettable—(causing regret)

- He acted in a regrettable way.

74. Servitude—(state of slavery)

- One cannot act freely in servitude.

Servility—(means spirit of servitude)

- His attitude is one of servility.

75. Social—(relating to society)

- This is a social obligation.

Sociable—(fond of mixing in society)

- He is a sociable person.

- 76. Sensible**—(having sense or consistent with reason)
 ● He is a sensible person.
Sensitive—(one who is easily affected, touchy)
 ● One should not be too sensitive.
Sensual—(used in a bad sense and means voluptuous, carnal)
 ● A sensual person is a person of weak character.
Sensuous—(used in a good sense for one who has a keen appreciation of the beautiful relating to all senses)
 ● Keats was a sensuous poet.
- 77. Speciality**—(the state or quality of being special)
 ● What is the speciality in your machine ?
Specialty—(special pursuit or skill)
 ● His specialty is landscape painting.
- 78. Signification**—(meaning)
 ● What is the signification of the term 'Renaissance' ?
Significance—(importance, value)
 ● This is not a matter of any significance to me.
- 79. Spiritual**—(pertaining to soul or spirit)
 ● I believe in high spiritual values.
Spirituous—(alcoholic)
 ● One should avoid spirituuous drinks.
- 80. Tolerable**—(applied to things and conditions that are bearable)
 ● His behaviour is not tolerable.
Tolerant—(usually applied to a person who is liberal and who will tolerate any opinion different from his own)
 ● My father is very tolerant.
- 81. Temperance**—(moderation, sobriety)
 ● One should exercise temperance in everything.
Temperament—(disposition, mental character of an individual)
 ● She is a lady of sweet temperament.
- 82. Temporary**—(lasting for a short time)
 ● This is a temporary post.
- Temporal**—(as opposed to spiritual)
 ● One should value spiritual gains more than temporal gains.
- 83. Transient**—(of short duration)
 ● Man's life is transient.
Transitory—(speedily vanishing)
 ● Material possessions are transitory.
- 84. Unmoral**—(applied to a person who is non-moral ; one who has no idea of morals)
 ● A child is an unmoral being.
Immoral—(applied to a person or thing which is depraved and evil.)
 ● Don't do anything immoral.
- 85. Union**—(act of uniting, an organization)
 ● He is a member of the Indian Trade Union.
Unison—(agreement of sounds)
 ● The hymns were sung by all in unison.
Unity—(oneness)
 ● There is strength in unity.
- 86. Vocation**—(chief occupation or calling)
 ● Tailoring is his vocation.
Avocation—(diversion from usual occupation, hobby)
 ● Painting is my avocation.
- 87. Virtual**—(real ; in effect, though not in form)
 ● He is in a state of virtual madness.
Virtuous—(blameless, possessing moral goodness)
 ● My mother is a very virtuous lady.
- 88. Willing**—(ready, having no reluctance)
 ● I am willing to go.
Wilful—(deliberate, conscious)
 ● His negligence is wilful.
- 89. Wait**—(often intransitive in use)
 ● I shall wait for you.
Await—(always transitive in use)
 ● He was eagerly awaited.
- 90. Womanly**—(used in a good sense and means affectionate and modest)
 ● She has womanly gentleness.
Womanish—(used in a bad sense and means weak and cowardly)
 ● He is womanish in his behaviour.

23

The Same Word Used as Different Parts of Speech

There are many words in the English Language which, in the same form, can be used as different Parts of Speech. For example, take the word **Look**. When 'Look' is used in the sense of **View** or **appearance**, it is a **Noun**. When it is used in the sense of **seeing**, it is a **Verb**. We give below some popular words that can be used as different Parts of Speech.

Air —

Noun — Let us walk in fresh air.

Verb — All woollen clothes should be timely aired.

Age —

Noun — What is your age ?

Verb — My father is aging very fast.

Arm —

Noun — He was wounded in his arm.

Verb — We should arm our forces with the latest weapons.

Break —

Noun — There is no break in his service.

Verb — Don't break the law.

Better —

Noun — I always respect my betters.

Adjective — This is certainly a better suggestion.

Verb — We must first try to better our economic condition.

Boil —

Noun — The boil in his arm is bleeding.

Verb — Please boil the soup.

Back —

Noun — He can carry heavy load on his back.

Verb — I will never back a wrong cause.

Bare —

Adjective — He came with bare head.

Verb — Bare your arm before me.

Adverb — He came bareheaded.

Bottle —

Noun — He has broken the bottle.

Verb — They do not bottle the drinks with proper care.

Bell —

Noun — The bell is ringing.

Verb — Who can bell the cat ?

Brave —

Noun — We all respect the brave.

Adjective — Indian soldiers are brave.

Book —

Noun — I am reading a book.

Verb — Please book my luggage by the passenger train.

Bite —

Noun — I haven't had a bite since the morning.

Verb — The dog may bite you.

Close —

Noun — The meeting is soon coming to a close.

Adjective — We should discuss it only among close friends.

Verb — Please close the gate.

Calm —

Noun — You should maintain your calm of mind.

Adjective — The atmosphere is calm and quiet.

Verb — Please try to calm down the mob.

Count —

Noun—Please keep count of the runs.

Verb—He is counting the runs.

Cold —

Noun—I am suffering from cold.

Adjective—The morning is very cold.

Court —

Noun—The courts are closed today.

Verb—They are courting arrest.

Call —

Noun—There is a call for you.

Verb—He will call upon you.

Cut —

Noun—He received a deep cut in the arm.

Verb—Don't cut your programme.

Catch —

Noun—It was a beautiful catch.

Verb—You cannot catch me.

Cane —

Noun—Here is a beautiful cane.

Verb—He was caned publicly.

Chair —

Noun—Please bring a chair.

Verb—The speaker chaired the session.

Cover —

Noun—Please put the cover upon the jar.

Verb—Please cover your head properly in this cold weather.

Deep —

Noun—They are fishing in the deep.

Adjective—It is a very deep river.

Adverb—They have gone deep into the water.

Drive —

Noun—I am going out for a drive.

Verb—He drives the car very fast.

Date —

Noun—What is the date of your birth ?

Verb—The Christian era dates with the birth of Christ.

Desire —

Noun—He has a great desire to be a doctor.

Verb—He desires to pass in the first division.

Doubt —

Noun—I have no doubt about his honesty.

Verb—He doubts my sincerity.

Daily —

Noun—‘The Hindustan Times’ is an important daily.

Adjective—This is a part of his daily programme.

Empty —

Adjective—The box is empty.

Verb—Please empty the drum.

Earth —

Noun—The earth moves round the sun.

Verb—Let us earth our hostility for ever.

Elder —

Noun—You must respect your elders.

Adjective—He is my elder brother.

Fast —

Noun—I am observing a fast today.

Adjective—He is my fast friend.

Verb—He has been fasting for a week.

Adverb—He ran very fast.

Final —

Noun—Our team is playing in the finals.

Adjective—This chance is final.

Free —

Adjective—We are citizens of a free country.

Verb—Let us free ourselves from the age-old customs.

Fill —

Noun—We have eaten to our fill.

Verb—Please fill the jar with water.

Fix —

Noun—He is in a fix.

Verb—Please fix up your programme at an early date.

Face —

Noun—Turn your face to the left.

Verb—He faced the situation boldly.

Fool —

Noun—He is a great fool.

Verb—You cannot fool me like this.

Floor —

Noun—They sat on the floor before my office.

Verb—Dara Singh floored down his opponent in two minutes.

Fish—

Noun—They have caught a large fish.

Verb—You cannot fish in this part of the river.

Fell—

Adjective—Cancer is really a fell disease.

Verb—He fell into the well.

Gun—

Noun—This is my gun.

Verb—The police gunned down the absconder.

Help—

Noun—He gave me a very timely help.

Verb—Will you not help me out ?

Hand—

Noun—He raised his hand.

Verb—Please hand over the book to the teacher.

Humble—

Noun—We should help the humble and poor.

Adjective—He is a very humble pupil.

Verb—He is out to humble me in public.

Head—

Noun—He wears a white cap on his head.

Verb—He heads the list of the successful candidates.

Ill—

Noun—I have done you no ill.

Adjective—She is ill.

Idle—

Adjective—He is an idle fellow.

Verb—Don't idle away your time like this.

Know—

Noun—I am in the know of everything.

Verb—Do you know him ?

Kind—

Adjective—He is a kind man.

Noun—Here is another kind of the rose.

Less—

Noun—He cannot be satisfied with less.

Adjective—He pays less attention to his studies than to games.

Adverb—This plot of land is less fertile than the next one.

Little—

Noun—I shall be satisfied with a little.

Adjective—Here is a little gift for you.

Adverb—The river is a little deeper here.

Like—

Noun—I shall never find the like of him again.

Adjective—They are all men of like interests.

Verb—I would like to have a cup of tea.

Light—

Noun—There is sufficient light in the room.

Adjective—I don't appreciate his light talks.

Verb—Please light the candle.

Love—

Noun—I have great love for my country.

Adjective—This is a love poem.

Verb—Every mother loves her child.

Laugh—

Noun—We had a hearty laugh at him.

Verb—Don't laugh at the poor.

Mud—

Noun—There is so much of mud here in the rains.

Adjective—He lives in a mud house.

More—

Noun—I don't want any more.

Adjective—They will have many more chances.

Adverb—He is more intelligent.

Man—

Noun—He is a brave man.

Verb—The ship is manned by trained sailors.

Master—

Noun—He is the master of the ship.

Adjective—We are drawing a master plan.

Verb—I have mastered the whole lesson.

Move—

Noun—The army is on the move.

Verb—Let us now move to the next room.

Make—

Noun—What is the make of your watch ?

Verb—Don't make a noise here.

Need—

Noun—Your need is greater than mine.

Verb—He needs a pen immediately.

Nurse —

Noun — She is a trained nurse.

Verb — Please nurse the baby carefully.

Number —

Noun — Please mark the number on the parcel.

Verb — Please number the articles serially.

Open —

Adjective — I have received an open letter.

Verb — Please open the door.

Poor —

Noun — We must help the poor.

Adjective — She is a poor woman.

Past —

Noun — We know very little of his past.

Adjective — He is a past master in all these matters.

Adverb — He is now past working age.

Pocket —

Noun — My pocket is empty.

Verb — He cannot pocket this insult.

Right —

Noun — This is my own right.

Adjective — He is the right man.

Verb — Can you now right the wrong done to me ?

Adverb — He drove the car right against me.

Round —

Noun — The Principal is on a round.

Adjective — He dug a round hole.

Verb — The police has rounded up all the pick-pockets.

Adverb — I could not bring him round to agree with me.

Preposition — The train goes round the city.

Reach —

Noun — This is beyond my reach.

Verb — I will reach home before sunset.

Run —

Noun — He made fifty runs.

Verb — He will run the 5000 meter race.

Slow —

Adjective — He is a slow writer.

Verb — The train slowed down at the outer signal.

Adverb — He works very slow.

Sound —

Noun — I hear a sound outside.

Adjective — He gave very sound arguments in his defence.

Verb — Please sound the horn.

Spring —

Noun — Flowers grow in abundance in spring.

Adjective — They are bathing in the spring water.

Verb — The monkey springs from roof to roof.

Stone —

Noun — Don't roll down the heavy stone.

Adjective — He broke through the stone walls.

Verb — The witch was stoned to death.

Stand —

Noun — I cannot change my stand.

Verb — Stand in a line, please.

Stay —

Noun — I shall have a long stay in the country now.

Verb — Will you stay here tonight ?

Adjective — The court has passed stay orders.

Second —

Adjective — He is my second son.

Verb — Will anyone second my proposal ?

Adverb — He came second in the race.

School —

Noun — This is a public school.

Verb — He has been very properly schooled.

Adjective — We are school fellows.

Set —

Adjective — I shall follow my set programme.

Verb — The sun sets in the west.

Spear —

Noun — I have a long spear.

Verb — The hunter speared down the boar.

Spoil —

Noun — The thieves have divided up the spoils.

Verb — Don't spoil your child like this.

Skin —

Noun — Her skin is oily.

Verb — The child could not skin the banana.

Silence—

Noun—There was perfect silence in the class.

Verb—Nobody can silence me.

Table—

Noun—This is our dining table.

Verb—The draft resolution has been tabled for discussion.

Touch—

Noun—Even a touch has a memory.

Verb—You cannot touch me.

Turn—

Noun—Take a turn to the left at the next crossing.

Verb—I hope he will turn up in time.

Well—

Noun—There is no water in the well.

Adjective—He is quite well now.

Adverb—It was well done.

Wrong—

Noun—I have done you no wrong.

Adjective—He is following a wrong policy.

Verb—He has certainly wronged me.

Watch—

Noun—I always keep a watch in my pocket. Keep a watch on the children.

Adjective—Where is the watch-dog ?

Verb—He is watching for an opportunity.

Water—

Noun—Please bring me a glass of water.

Verb—The gardner is watering the plants.

Adjective—Lotus is a water plant.

Work—

Noun—I have no work today.

Verb—He doesn't work here.

Wait—

Noun—They lay in wait for the victim.

Verb—I waited for you yesterday.

Walk—

Noun—I go to the park every morning for a walk.

Verb—Let us walk down to the station.

Want—

Noun—There is no want of water in the town.

Verb—I want to purchase a car.

Weekly—

Noun—"Sunday Times" is a good weekly.

Adjective—They are working on weekly wages.

Wear—

Noun—We have a large stock of winter wears.

Verb—He wears a blue coat.

There are many words in English which have a very comprehensive meaning. A single word can convey the sense of many words. The use of such words is considered to be good from the stylistic point of view. These words add to the depth, brevity, clarity, aptness and effectiveness of the language. For example, if we say, “This is a book published after the death of its author”, or “This is a child born after the death of his father”, we can express this complete idea by the word “Posthumous”. We give below a list of popular words of this kind.

- | | |
|---|-------------|
| 1. A person who believes in the total abolition of war. | Pacifist |
| 2. A person who is fond of fighting. | Bellicose |
| 3. A person who believes in the existence of God. | Theist |
| 4. A person who does not believe in the existence of God. | Atheist |
| 5. A person who renounces the world and devotes himself to a strictly devout life, torturing the body for the good of the soul. | Ascetic |
| 6. A person with whom money or gain is the most important consideration. | Materialist |
| 7. A person who is very fond of sensuous enjoyments. | Epicure |
| 8. A person who is indifferent to pleasure and pain. | Stoic |
| 9. A man who is womanish in his habits. | Effeminate |
| 10. A man who amuses himself by love-making. | Philanderer |
| 11. One who is very selective in one's taste and choice. | Fastidious |
| 12. One who does not know reading and writing. | Illiterate |
| 13. One who is very simple and who easily believes whatever is told. | Credulous |
| 14. One with long experience in any field. | Veteran |
| 15. Consent of all. | Unanimous |
| 16. A book or a work of art whose author is not known. | Anonymous |
| 17. One who entirely depends on another. | Parasite |
| 18. One who takes up arms against the government. | Rebel |
| 19. Goods sent from one country to another for trade. | Export |
| 20. Goods received by one country from another for trade. | Import |
| 21. To import goods illegally without payment of customs duty. | Smuggle |
| 22. Murder of one's own self. | Suicide |
| 23. Murder or murderer of man. | Homicide |
| 24. Murder or murderer of a king. | Regicide |
| 25. Murder or murderer of an infant. | Infanticide |
| 26. Murder or murderer of one's own mother. | Matricide |
| 27. Murder or murderer of one's own father. | Patricide |

28. Murder or murderer of one's own brother.	Fratricide
29. A disease which spreads through air and water.	Infectious
30. A disease which spreads by physical touch or contact.	Contagious
31. A person who is unable to pay his debts or honour his commitments.	Insolvent
32. Persons living at the same time.	Contemporaries
33. One who does not care for art and literature, and whose interests are only material.	Philistine
34. Items of business for consideration at a meeting.	Agenda
35. A diplomatic representative of one country in another.	Ambassador
36. Nations engaged in war.	Belligerent
37. The period of gradual recovery of health after illness.	Convalescence
38. The worship of idols or images.	Idolatry
39. To turn out of society.	Ostracize
40. A remedy for all kinds of diseases or troubles.	Panacea
41. A scene of wild noise and disorder.	Pandemonium
42. Two countries or states whose frontiers touch.	Contiguous
43. A thing which can be easily broken.	Brittle
44. A plane figure with eight sides and angles.	Octagon
45. A plane figure with five sides and angles.	Pentagon
46. A plane figure with six sides and angles.	Hexagon
47. Succession of rulers belonging to one family.	Dynasty
48. A person, plant or animal who is below the usual size.	Dwarf
49. An elderly unmarried woman.	Spinster
50. Undue favour shown to one's own relatives.	Nepotism
51. A person who compiles a dictionary.	Lexicographer
52. One who does a thing for pleasure and not as a profession.	Amateur
53. One who is very particular or overscrupulous about small details.	Meticulous
54. One who is a breaker of things of art and literature, or who opposes established institutions.	Iconoclast
55. One who assumes a character or title not his own to deceive others.	Impostor
56. Speaking irreverently about God or sacred things.	Blaspheme
57. The act of violating the sanctity of the church or any religious institution.	Sacrilege
58. One who depends on and believes in fate.	Fatalist
59. One who is filled with excessive and mistaken enthusiasm in religious matters.	Fanatic or Bigot
60. One who wishes to destroy all established governments, law and order.	Anarchist
61. A lady's umbrella.	Parasol
62. A lady's purse.	Reticule
63. The passage of soul after death from one body to the other.	Transmigration
64. Medical examination of the dead body.	Post-mortem
65. Deviation or departure from common rule or standard or what is normal.	Anomaly
66. A person chosen by quarrelling parties to settle their differences.	Arbitrator, arbiter

67. A soldier who fights for the sake of money.	Mercenary
68. One who loves one's country.	Patriot
69. A person who looks to the bright side of things.	Optimist
70. A person who looks to the dark side of things.	Pessimist
71. A child whose parents are dead.	Orphan
72. Science of the influence of the stars on human affairs.	Astrology
73. Science of heavenly bodies such as the sun, moon, stars and planets.	Astronomy
74. The study of coins.	Numismatics
75. Collector of stamps.	Philatelist
76. A place where dead bodies are kept before post-mortem.	Mortuary
77. Animals which feed on herbs.	Herbivorous
78. The man who does not eat meat.	Vegetarian
79. The man who can eat meat preparations.	Non-vegetarian
80. The man who can eat human flesh.	Cannibal
81. One who eats too much.	Glutton
82. A speech delivered without any preparation.	Extempore
83. Something said or done at once without preparation.	Impromptu
84. A speech or a poem recited at the beginning of a play.	Prologue
85. A speech or a poem recited at the end of a play.	Epilogue
86. Speaking aloud while alone.	Soliloquy
87. A play or a dramatic performance in verse, with music, dance and fine costumes.	Masque
88. Morning prayer in the church.	Matin
89. Evening prayer in the church.	Vesper
90. Bells rung in the church in the evening.	Curfew
91. A person who believes only in spiritual things.	Spiritualist
92. An office for which no salary is paid.	Honorary
93. An office for which high salary is paid for little or no work or responsibility.	Sinecure
94. Persons working in the same department.	Colleagues
95. A government by one person.	Autocracy
96. A government by a small group of powerful persons.	Oligarchy
97. A government by a rich and powerful class.	Plutocracy
98. A government by the nobles.	Aristocracy
99. A government by the officials.	Bureaucracy
100. A government by the churchmen.	Theocracy
101. A government by the people, of the people, and for the people.	Democracy
102. Rule by mob.	Mobocracy
103. The skill and policy of a country's statesmen and politicians.	Diplomacy
104. A game or battle in which no party gains victory.	Drawn
105. Voluntary renouncement of the throne by a king.	Abdication
106. Animals which live in water.	Aquatic

107. Animals which live both on land and in sea.	Amphibian
108. Animals which live in flocks.	Gregarious
109. One who can use either hand with ease in writing or working.	Ambidextrous
110. Things which contain elements of the same nature.	Homogeneous
111. Things which contain elements of opposite nature.	Heterogeneous
112. One who is well-versed in any subject, a critical judge of any art, particularly fine arts.	Connoisseur
113. One who knows many languages.	Linguist
114. Science of the nature and growth of words and language.	Philology
115. A style in which a writer makes a display of his knowledge and learning.	Pedantic
116. An imaginary name assumed by an author.	Pseudonym
117. A child born after the death of its father, or a book published after the death of its author.	Posthumous
118. A style full of superfluous words containing a small thought.	Verbose
119. Repetition of a writing, word for word.	Verbatim
120. A roundabout way of expression.	Circumlocution
121. A word or custom which is no longer in use.	Obsolete
122. That which can be interpreted in any way.	Ambiguous
123. Matter written by hand.	Manuscript
124. The practice of borrowing words and ideas from other authors and using them as one's own ; literary theft.	Plagiarism
125. The science which deals with derivation of words.	Etymology
126. Dramatic performance with dumb show.	Pantomime
127. The life-history of a man written by himself.	Autobiography
128. The life-history of a man written by someone else.	Biography
129. The science of animal life.	Zoology
130. The science of vegetable life.	Botany
131. The science of earth's history and rocks.	Geology
132. The state of being unmarried (of a man).	Bachelorhood
133. The state of being unmarried (of a girl).	Maidenhood
134. The state of being married.	Matrimony
135. The practice of marrying only one at a time.	Monogamy
136. The custom of having two wives or two husbands at a time.	Bigamy
137. The custom of having more than two wives at the same time.	Polygamy
138. The custom of having more than two husbands at the same time.	Polyandry
139. Allowance due to a wife on legal separation from her husband.	Alimony
140. A woman whose husband is dead.	Widow
141. A man whose wife is dead.	Widower
142. Yearly return of the date of an event.	Anniversary
143. That which happens once in a year.	Annual
144. That which happens once in two years.	Biennial
145. Present every where (God).	Omnipresent

146. All-powerful, without end or limit (God).	Omnipotent
147. All-knowing; knowing everything (God).	Omniscient
148. That which can be seen through.	Transparent
149. That which cannot be seen through.	Opaque
150. A lover of mankind.	Philanthropist
151. A hater of mankind.	Misanthrope
152. A lover of womankind.	Philogynist
153. A hater of womankind.	Misogynist
154. He who works for the welfare of women.	Feminist
155. A lover of one's ownself.	Egoist
156. A lover of others.	Altruist
157. A person who regards the whole world as his country.	Cosmopolitan
158. One who dies for a noble cause.	Martyr
159. One who acts only for money.	Mercenary
160. Words which are inscribed on the grave.	Epitaph
161. A truth which is often repeated.	Truism
162. Fit to be chosen ; qualified.	Eligible
163. A sound that cannot be heard.	Inaudible
164. A person who cannot be easily approached.	Inaccessible
165. Incapable of being corrected.	Incorrigible
166. Incapable of being understood.	Unintelligible
167. Incapable of being wounded.	Invulnerable
168. Incapable of being imitated.	Inimitable
169. Incapable of being avoided.	Inevitable
170. Incapable of being read.	Illegible
171. Incapable of being practised.	Impracticable
172. Incapable of being repaired.	Irreparable
173. A decision upon which one cannot go back.	Irrevocable
174. An effect which has a reference to the past.	Retrospective
175. A person who leaves his own country and goes to live in another.	Emigrant
176. A person who comes to one country from another in order to settle there.	Immigrant
177. Movement from one country to another.	Migration
178. One who lives in a country without citizenship.	Alien
179. One who commits the first act of attack, offence or hostility.	Aggressor
180. An established principle of practical wisdom.	Maxim
181. One who travels from place to place, particularly a preacher.	Itinerant
182. One who can speak two languages.	Bilingual
183. One who leads others in any field.	Pioneer
184. One who does not take any intoxicating drinks.	Teetotaler
185. One who suffers from nervous disorder.	Neurotic
186. The place for luggage at a railway station.	Cloakroom

187. The place for corpses to be buried.	Cemetery
188. The place for corpses to be burnt.	Crematory
189. The place for books.	Library
190. The place for monks.	Monastery
191. The place for keeping historical curios and relics.	Museum
192. The place where young plants are grown.	Nursery
193. A garden of fruits.	Orchard
194. The place where artists work.	Studio
195. The place for clothes and garments to be kept.	Wardrobe
196. The place where animals, reptiles, and birds, etc. are kept.	Zoo
197. A medicine to cure the effect of poison.	Antidote
198. A person unable to pay his debts.	Bankrupt
199. List of books and other articles.	Catalogue
200. Persons living at the same time.	Contemporary
201. That which is fit to be eaten.	Edible
202. A trade or act prohibited by law.	Illicit
203. One who walks in sleep.	Somnambulist
204. One who talks in sleep.	Somniloquist
205. That which cannot be explained.	Inexplicable
206. That without which one can't do.	Indispensable
207. That which cannot be cured.	Incurable
208. That which can't be believed.	Incredible
209. That which never fails.	Infallible
210. That which catches fire easily.	Inflammable
211. The medicine that kills insects.	Insecticide
212. A medicine that induces sleep.	Narcotic
213. Property inherited from father and ancestors.	Patrimony
214. That which cannot be compared.	Incomparable
215. That which cannot be defeated.	Invincible
216. That which cannot be seen.	Invisible

We give below a list of Popular Idioms

1. **An apple of discord**—Cause of quarrel
 - The Himalayan range is an apple of discord between India and China.
2. **An apple of one's eye**—Very dear
 - Her only son is the apple of her eye.
3. **To add fuel to the fire**—To aggravate some situation or matter
 - His abusive language added fuel to the fire.
4. **A bed of roses**—An easy and comfortable situation
 - The post of the Prime Minister is not a bed of roses.
5. **Adam's ale**—Pure water
 - In the dry districts people have to content themselves with Adam's ale.
6. **To add insult to injury**—To harm as well as humiliate
 - He has added insult to injury by writing this letter.
7. **At daggers drawn**—On inimical terms
 - At one time Russia and America were at daggers drawn.
8. **Against the rainy day**—Precaution for emergency
 - You must save something every month against the rainy day.
9. **At a loss**—To be confused
 - He was at a loss to understand what to do against so much of opposition.
10. **At logger heads**—Terms of hostility
 - He is at logger heads with his own brother.
11. **At an arm's length**—To keep danger or evil at a distance
 - Keep such rascals at an arm's length.
12. **At one's fingers' ends**—To have full and ready knowledge
 - A lawyer should have all the sections of the Act at his fingers' ends.
13. **An axe to grind**—Some personal motive
 - He flatters you so much ; perhaps he has some axe to grind.
14. **To beat about the bush**—To stray from the main point
 - A good student never beats about the bush in answering his questions.
15. **To bear the brunt of**—To endure the calamity or difficult situation
 - Maharana Pratap bore the brunt of the Mughal invasions bravely.
16. **To bring to light**—To disclose
 - The Enquiry Commission has brought many startling facts to light.
17. **At sixes and sevens**—In disorder
 - My young son has thrown my books at sixes and sevens.
18. **At the eleventh hour**—At the last moment
 - He reached the examination hall at the eleventh hour.
19. **At one's beck and call**—At one's command
 - I want my servants to be at my beck and call.
20. **At one's wits' end**—To be confused
 - At the sudden appearance of the police the suspect was at his wits' end.
21. **To bear the palm**—To be victorious
 - Our team bore the palm in the final match.
22. **Bosom friend**—Intimate friend
 - Mohan is my bosom friend.
23. **Bag and baggage**—With full luggage
 - He has left Agra bag and baggage.

24. **To bury the hatchet**—To end old enmity
 - Let us now bury the hatchet for ever and live like friends.
25. **By leaps and bounds**—Very rapidly
 - India is progressing by leaps and bounds.
26. **To be in bad books of**—Out of favour
 - He is in bad books of his teachers.
27. **To be in good books of**—To be in kind favour
 - He is in good books of his teachers.
28. **To be in bad odour of**—To be out of favour
 - A dishonest servant is always in bad odour of his master.
29. **To be in good odour of**—To be in good favour
 - An honest servant is always in good odour of his master.
30. **Bolt from the blue**—A sudden calamity
 - The news of his father's death came as a bolt from the blue.
31. **Bad blood**—Enmity
 - These two brothers have bad blood between them.
32. **Blue blood**—To belong to an aristocratic family
 - Lord Byron, the famous poet, was very proud of his blue blood.
33. **To be born with a silver spoon in one's mouth**—To be born in a rich family
 - Jawaharlal Nehru was born with a silver spoon in his mouth.
34. **To burn the candle at both ends**—To waste one's money or energy recklessly
 - If you go on burning the candle at both ends, you will soon come to repentance.
35. **Birds of the same feather**—Persons of the same nature and taste
 - All the employees of this office are birds of the same feather.
36. **Between Scylla and Charybdis**—Between two great dangers
 - I am between Scylla and Charybdis; if I tell the truth my friend goes to the jail; if I do not, I betray my employer.
37. **Between the devil and the deep sea**—To fall between two great difficulties
 - I have fallen between the devil and the deep sea; if I go to office, I lose the examination; if I don't, my employer feels annoyed.
38. **To blow one's own trumpet**—To praise one's ownself
 - I hate those persons who blow their own trumpet.
39. **Bone of contention**—The cause of quarrel
 - Kashmir is the bone of contention between India and Pakistan.
40. **By fits and starts**—Something done irregularly
 - You can never finish the work in time if you proceed by fits and starts.
41. **Black sheep**—An undesirable person
 - Many police officers proved black sheep in the Movement of 1942.
42. **By hook or by crook**—By any means fair or foul
 - Some people are very clever in achieving their goal by hook or by crook.
43. **To be hand and glove with**—Intimate friends
 - Ramesh and Mohan are hand and glove with each other.
44. **Child's play**—A very easy task
 - It is not a child's play to get first division.
45. **To count chickens before they are hatched**—To anticipate profit before hand
 - Do not make your plans so ambitious because it is no use counting chickens before they are hatched.
46. **To cut the Gordian knot**—To solve a very difficult problem
 - The national leaders cut the Gordian knot by abolishing the native states.
47. **Cock and bull story**—A fantastic story
 - The tale of his adventures is nothing but a cock and bull story.
48. **Cat and dog life**—Quarrelsome life
 - Mohan and his wife live a cat and dog life.

49. **To call a spade a spade**—To talk bluntly
 - Dr. Johnson never hesitated in calling a spade a spade.
50. **Cry for the moon**—An unattainable ambition
 - His hope of getting the Nobel Prize is a cry for the moon.
51. **Cry over spilt milk**—To repent in vain after loss
 - Be comforted, my friend, it is no use crying over spilt milk.
52. **A close shave**—A narrow escape
 - I had a close shave in a car accident.
53. **Crocodile tears**—False show of grief
 - He shed crocodile tears on the death of his step-mother.
54. **Cold reception**—No hearty welcome
 - The English cricket team was given a cold reception in India.
55. **To be caught red-handed**—To be caught while committing a crime
 - The thief was caught red-handed.
56. **Capital punishment**—Death penalty
 - Capital punishment has been revived in many countries.
57. **Corporal punishment**—Bodily punishment
 - Corporal punishment should not be given to young children.
58. **To carry coals to New Castle**—Unnecessary and useless work
 - To export silk to China is like carrying coals to New Castle.
59. **To call names**—To abuse
Calling names is a bad habit.
60. **To cut one's coat according to one's cloth**—To live within one's own means
 - It is always wise to cut one's coat according to one's cloth.
61. **Chip of the old block**—The son resembling the father
 - Ram is a drunkard like his father. He is a chip of the old block.
62. **To cut a sorry figure**—To make a poor impression
 - When Gandhiji appeared in his first case, he cut a sorry figure in the court.
63. **To curry favour**—To win favour by flattery
 - He has risen so high by currying favour of the Chairman of the factory.
64. **To cast a slur**—To bring disgrace
 - Your actions will cast a slur on the good name of your family.
65. **A bull in a china shop**—Heedless destroyer
Nadir Shah proved a bull in a china shop.
66. **To put the cart before the horse**—To do something in a wrong way
 - Instead of calling the mechanic to the work-shop, he took the whole machine to him. It was like putting the cart before the horse.
67. **To die in harness**—To die while on duty
 - Slaves die in harness.
68. **Drop in the ocean**—Very insignificant amount
 - All your knowledge of science is only a drop in the ocean.
69. **A dark horse**—A person suddenly coming into prominence
 - Mohan came out as a dark horse after the election.
70. **Drawn battle or Drawn match**—A battle or match in which no party wins
 - The drawn cricket match was replayed in Calcutta yesterday.
71. **Double dealing**—Deceitful actions
 - His double dealings are now exposed to the public.
72. **To give the devil his due**—Even the wicked should be given the praise due to him
 - In spite of all his wickedness, he has helped you; the devil should be given his due.
73. **Dog in the manger**—A selfish person
 - He would rather keep his books locked than give them to you, because he is more or less a dog in the manger.
74. **Sword of Damocles**—An imminent danger
 - The aggressive policy of China is a sword of Damocles hanging over India.

75. **To dance attendance upon**—To flatter
 - Officers in the present day want their subordinates to dance attendance upon them.
76. **On the horns of a dilemma**—To face a difficult situation between two problems.
 - The new import policy has put many industries on the horns of a dilemma; they can neither run these industries nor close them down.
77. **To play ducks and drakes**—To waste money
 - He is a rackless fellow playing ducks and drakes with his ancestral property.
78. **A double-edged sword**—Capable of causing harm to the other as to one's ownself
 - He has cheated many people by the help of his son, but this may prove a double-edged sword one day.
79. **A dog's life**—Very miserable life
 - People dwelling in the slums of great cities live a dog's life.
80. **A blessing in disguise**—Something intrinsically good but having a bad appearance
 - His last year's failure was a blessing in disguise, because this year he has secured first division.
81. **To end in smoke**—To end in nothing
 - The Summit Conference has ended in smoke.
82. **Eye wash**—Ineffective remedy
 - The revised pay-scale of the teachers is a mere eye wash.
83. **Every inch**—Completely
 - Mohan is every inch a gentleman.
84. **Over head and ears**—Beyond one's capacity
 - He is over head and ears in debt.
85. **Easy money**—Bribe
 - No officer who accepts easy money can sleep in peace.
86. **Hush-money**—Bribe given for concealing secrets
 - He has given hush-money to the publisher of the daily newspaper for withholding the publication of this scandal.
87. **To eat one's word**—To break one's promise
 - Whatever may happen, I shall not eat my word.
88. **To see eye to eye**—To agree
 - I do not see eye to eye with him on this issue.
89. **To take an exception to**—To object to something
 - I take serious exception to this type of remark.
90. **Enough and to spare**—Plentiful
 - Even the poorest man in America has enough and to spare.
91. **To make both ends meet**—To live within one's income with difficulty
 - A school teacher hardly makes both ends meet.
92. **Elixir of life**—Nectar of life
 - Contentment is the elixir of life.
93. **Foul play**—Treachery
 - I suspect foul play in the dealings of this clever man.
94. **Fool's paradise**—Foolish ambition
 - I pity the man; he is living in a fool's paradise.
95. **Fair weather friend**—Selfish friends of prosperous days
 - As he was a fair-weather friend, he deserted me in my hard days.
96. **From hand to mouth**—Bare existence
 - The labouring class people in India live from hand to mouth.
97. **Fair play**—Just dealing
 - I expect nothing but fair play from you.
98. **Fall flat**—To produce no effect
 - The repeated warnings of the Government have fallen flat on the militants.
99. **Follow suit**—To follow the example
 - Gandhiji laid his life in the service of the poor; let us also follow suit.
100. **To fish in troubled waters**—To take advantage of the difficulties of others
 - During epidemics many doctors fish in troubled waters.

101. **To fan the flame**—To aggravate
 - By writing this letter you will only be fanning the flame.
102. **To show white feather**—To betray cowardice
 - Maharana Pratap never showed the white feather.
103. **To fight to the finish**—To fight to the end
 - The Rajputs were pledged to fight to the finish.
104. **To fly into a passion**—To be enraged
 - Weak men easily fly into a passion.
105. **To make a fortune**—To grow rich
 - He made a fortune in America.
106. **To wear a long face**—To look gloomy
 - Do not wear a long face on this happy occasion.
107. **Fair and square**—Honest
 - One must be fair and square in one's dealings.
108. **To kill the fatted calf for**—To arrange a lavish reception for some body
 - Queen Elizabeth killed the fatted calf for the Commonwealth Prime Ministers' meet.
109. **To play the fool**—To act foolishly
 - He played the fool in the hands of his clever friends.
110. **From pillar to post**—From one extreme to another
 - Every young man has to run from pillar to post in search of a job.
111. **From the bottom of one's heart**—Very sincerely
 - The beggar thanked me from the bottom of his heart.
112. **To throw down the gauntlet**—To give challenge
 - Mohan has thrown down the gauntlet to Ramesh.
113. **Gift of the gab**—The skill of oratory
 - Dr. Radhakrishnan possessed a divine gift of the gab.
114. **To give a piece of one's mind**—To scold a person
 - The teacher gave a piece of his mind to the mischievous boy.
115. **To face the music**—To face opposition
 - Every new teacher has to face the music on the first day in the class.
116. **To give up the ghost**—To die
 - The poor beggar gave up the ghost last night.
117. **To get rid of**—To escape from
 - I am trying my best to get rid of my quarrel some neighbour at the earliest.
118. **To get the better of**—To overcome
 - At last he got the better of his adversary.
119. **To go to the dogs**—To be ruined
 - This factory is gradually going to the dogs under the new management.
120. **To gird up the loins**—To be well prepared for some trying task
 - Let us all gird up the loins to eradicate the evil of untouchability from India.
121. **To grease the palm**—To tip or bribe a person
 - You will find easy access to the Governor if you grease the palm of his peon.
122. **A snake in the grass**—Some hidden enemy
 - I could never expect that he would prove a snake in the grass.
123. **For good**—For ever
 - He has left Calcutta for good.
124. **To hold one's ground**—To stand firm
 - The Rajputs held their ground to the end.
125. **A golden opportunity**—Very favourable opportunity or chance
 - You should not miss this golden opportunity.
126. **To give vent to**—To express one's thoughts or feelings
 - Every individual is freely allowed to give vent to his feelings.
127. **An hair-breadth escape**—Very narrow escape
 - I had an hair-breadth escape last evening from a car accident.

128. **Harp on the same string**—To keep on talking on the same topic
 - Why do you unnecessarily harp on the same string ?
129. **Hang over one's head**—Under danger
 - Ever since the death of her husband, troubles have been hanging over her head.
130. **To hang in balance**—To remain undecided
 - I am hanging in balance whether I should accept this offer or not.
131. **To hang by a thread**—Critical condition
 - The life of a cancer patient hangs by a thread.
132. **Heart and soul**—In all sincerity
 - He is devoted to his studies heart and soul.
133. **Hard and fast**—Definite
 - There is no hard and fast rule for getting happiness in life.
134. **To hit below the belt**—To take advantage by unfair means
 - A Rajput warrior never hits below the belt.
135. **To hit the nail on the head**—To act in the right way
 - A good lawyer always hits the nail on the head in his arguments.
136. **Hard nut to crack**—A difficult problem to solve
 - The problem of unemployment is a hard nut to crack.
137. **Hold water**—To prove sound
 - Your argument does not hold water in this case.
138. **Hold good**—Valid ; applicable
 - The rule no longer holds good.
139. **A Himalayan blunder**—A serious mistake
 - We committed a Himalayan blunder in trusting the assurances of America.
140. **To make head or tail of**—To understand
 - The audience could make no head or tail of his learned lecture on mysticism.
141. **Heart to heart**—Very frankly
 - Let us have a heart to heart talk on this complicated issue.
142. **To take to one's heels**—To run away
 - As soon as the thief saw the police, he took to his heels.
143. **To pick holes in**—To find fault with
 - It is a bad habit always to try to pick holes in others.
144. **To bring home**—To explain
 - Gandhiji brought home the fact that the heart of India lay in her villages.
145. **Hot water**—Troubles
 - You will fall in hot water if you displease him.
146. **Hue and cry**—Noise and confusion
 - When fire broke out in the village, there was much hue and cry.
147. **To break the ice**—To break silence by speaking first
 - The President broke the ice in the condolence meeting with a short speech.
148. **Ill blood**—Enmity
 - There is no ill blood between Ram and Mohan.
149. **A man of iron**—A strong man
 - Sardar Ballabh Bhai Patel was a man of iron.
150. **In cold blood**—Very cruelly
 - The dacoits killed the old man in cold blood.
151. **In black and white**—In writing
 - The agreement must be made in black and white.
152. **In the teeth of**—Against strong opposition
 - The Finance Bill was passed in the teeth of strong opposition.
153. **In full swing**—In full glory
 - The Kumbh Fair is in full swing these days.
154. **In the twinkling of an eye**—In a moment, in no time
 - The flash of lightning disappears in the twinkling of an eye.
155. **In a nut shell**—In brief
 - Please report the whole case in a nut shell.

156. **In one's teens**—Before attaining the age of twenty
 - My eldest son is still in his teens.
157. **In a fix**—In a difficult mental state
 - I am in a fix; I do not know what to do in this situation.
158. **In the nick of time**—Just in time
 - I reached the station in the nick of time.
159. **In embryo**—Immature, in the making
 - My scheme of setting up a silk factory is still in embryo.
160. **Intent and purposes**—For all practical purposes
 - He is the manging Director for all intents and purposes.
161. **Inns and outs**—All details and secrets
 - I know all the inns and outs of this business.
162. **In vogue**—Popular
 - Animal sacrifice is no longer in vogue in India.
163. **In the same boat**—In the same condition
 - Both these friends are sailing in the same boat.
164. **In no time**—In a very short time
 - I can solve his question in no time.
165. **Jack of all trades**—A person knowing a little of many things
 - Ramesh is a Jack of all trades.
166. **Juda's kiss**—False show of love
 - Who knows that his love is merely Juda's kiss ?
167. **To hold one's jaw**—To stop talking
 - Kindly hold your jaw; it is enough.
168. **In the jaws of**—In the grip of
 - The patient is in the jaws of death.
169. **To kill two birds with one stone**—To serve two purposes at one time
 - If you hold the meeting at Nainital in summer, you will be killing two birds with one stone.
170. **To kiss the dust**—To be humiliated
 - In the wrestling bouts the boastful wrestler had to kiss the dust.
171. **Kith and kin**—Close relations
 - Who will not help his kith and kin ?
172. **To knock against**—To collide with
 - The truck knocked against the running train.
173. **To keep up appearances**—To keep one's prestige
 - He is somehow keeping up appearances in his old age.
174. **To keep an eye**—To watch
 - The police keeps an eye on the vagabonds.
175. **To keep at bay**—To keep the enemy at a distance
 - It is not easy to keep the rebels at bay.
176. **To keep the wolf from the door**—To avoid starvation
 - He has to work day and night to keep the wolf from the door.
177. **To keep an open table**—To entertain all comers
 - He is very generous and always keeps an open table.
178. **The knock down price**—Auction-price
 - You will have to pay one fourth of the knock down price just now.
179. **To laugh in one's sleeves**—To laugh secretly
 - The lawyers laughed in their sleeves at the ignorance of the judge.
180. **To win laurels**—To win honours
 - Our athletes won laurels in the Olympic games.
181. **To lose the day**—To be defeated
 - Our team lost the day.
182. **To lick the dust**—To accept defeat
 - Be sure, you will have to lick the dust in the end.
183. **Leap in the dark**—Uncertainty about outcome
 - Marriage is a leap in the dark.
184. **To lay hands on**—To seize
 - How can the government lay hands on my private property ?

185. **Lapped in luxury**—Brought up in luxury
 - The princes are lapped in luxury.
186. **To lead by the nose**—To wield undue influence
 - She leads her husband by the nose.
187. **To lie in wait**—To keep waiting for the victim
 - The robbers were lying in wait for the belated travellers.
188. **To turn over a new leaf**—To start a new way of life
 - He has turned a new leaf at sixty.
189. **To throw light on**—To explain
 - The President threw light on the terms of agreement.
190. **To wash dirty linen in public**—To expose private affairs in public
 - There is no wisdom in washing dirty linen in public.
191. **A man of letters**—A learned man
 - Dr. Radhakrishnan was a man of letters.
192. **A red letter day**—A historic day
 - The 15th of August 1947 is a red letter day in the history of India.
193. **A white lie**—Clear falsehood
 - He is telling a white lie.
194. **To look down upon**—To hate a person
 - The rich should not look down upon the poor.
195. **On one's last legs**—At the last stage of life
 - The patient is on his last legs.
196. **To lead to the altar**—To marry
 - I took the vow of life-long sincerity when I led her to the altar.
197. **Loaves and fishes**—Material gains
 - Do not fall from your ideals for loaves and fishes.
198. **To pull one's leg**—To befool a person
 - Prevent them from pulling the leg of the old man.
199. **Lion's share**—The biggest share
 - The leader of the gang got the lion's share of the booty.
200. **To leave one in the lurch**—To leave one in difficulties
 - My faithful friend, Mohan, will never leave me in the lurch.
201. **Long and short**—Brief substance
 - Let me know the long and short of his speech.
202. **To leave no stone unturned**—To make all possible efforts
 - I shall leave no stone unturned to help you.
203. **To let by-gones be by-gones**—To forget old things
 - Let us start anew and let by-gones be by-gones.
204. **Man of parts**—Talented man
 - I can certify that he is a man of parts.
205. **Mare's nest**—Illusory discovery
 - The report of the discovery of gold-mines proved to be a mare's nest.
206. **Move heaven and earth**—To make every possible effort
 - He moved heaven and earth to find a job but it was all in vain.
207. **To make a clean breast of**—To confess
 - The dacoits made a clean breast of their crimes before Vinoba Bhave.
208. **To make a mountain of a mole-hill**—To exaggerate small things
 - You are unnecessarily making a mountain of a mole-hill and quarrelling.
209. **To make after**—To pursue or chase
 - The police made after the thief and caught him.
210. **By fair or foul means**—By any means possible right or wrong
 - He is very tactful and will succeed by fair or foul means.
211. **To make up one's mind**—To determine
 - He has made up his mind to appear at the examination this year.
212. **To make much ado about nothing**—To make much of little things
 - You will only complicate the matter if you make much ado about nothing.

213. **To throw mud at**—To scandalise
 - Why do you throw mud at your colleagues ?
214. **Upto the mark**—Upto standard
 - Your answers are not upto the mark.
215. **To make one's mark**—To achieve distinction
 - India made its mark at the SAARC Summit meet.
216. **Milk of human kindness**—Human compassion
 - The heart of Gandhiji overflowed with the milk of human kindness.
217. **To make amends**—To compensate
 - You will have to make amends for causing so much harm to me.
218. **To meet half-way**—To be prepared for compromise
 - Gandhiji was always prepared to meet his adversaries half-way.
219. **To join the majority**—To die
 - The poor beggar has joined the majority.
220. **To make out**—To understand
 - I can hardly make out any meaning in your speech.
221. **Man in the street**—Common man
 - The life of the man in the street is very hard.
222. **To nip in the bud**—To destroy in the very beginning
 - All his hopes have been nipped in the bud.
223. **Null and void**—Rendered invalid
 - The court has declared these laws null and void.
224. **Nook and corner**—At every place
 - The police searched for the thief in every nook and corner.
225. **To set at naught**—To ruin
 - All my plans have been set at naught on the death of my father.
226. **Narrow circumstances**—Hard days, poverty
 - He is living in narrow circumstances these days.
227. **No love lost**—Having no love
 - There is no love lost between them.
228. **Neither chick nor child**—No child
 - The unfortunate old man has neither chick nor child.
229. **To strain every nerve**—To make every possible effort
 - He will surely strain every nerve to get his work done.
230. **To feather one's own nest**—To serve one's own purpose
 - Many a so-called social worker merely feathers his own nest.
231. **Open secret**—Known to all
 - This is now an open secret.
232. **Order of the day**—Some popular thing of the age
 - Armament race is the order of the day.
233. **On the wrong side of**—One's age being more than
 - He is on the wrong side of fifty.
234. **Out of sorts**—Indisposed
 - I am out of sorts today.
235. **Old head on young shoulders**—One over-intelligent and experienced for one's age
 - My young son reads books of philosophy with interest; he has an old head on young shoulders.
236. **To oil someone's hands**—To bribe
 - Oiling the hands of officials is an offence.
237. **To pay one back in one's own coin**—Tit for tat
 - You have deceived Mohan and, therefore, take care that you may have to pay back in your own coin.
238. **To put the saddle on the right horse**—To blame the really guilty person
 - By arresting Mohan the police have put the saddle on the right horse.
239. **To put one's shoulder to the wheel**—To do one's work with one's own efforts
 - God helps those who put their shoulders to the wheel.

240. **Pros and cons**—Points for and against/good or bad
 ● Let us consider all the pros and cons of the whole affair before we advance further.
241. **To poke one's nose into**—To interfere with the affairs of others
 ● It is not wise to poke one's nose into the affairs of others.
242. **To pour oil on troubled waters**—To pacify the anger of others
 ● He poured oil on troubled waters by his gentle and honest replies.
243. **Pandora's Box**—A source of evil powers
 ● Greed opens Pandora's box.
244. **To play one's cards well**—To play an intelligent role
 ● A good statesman always plays his cards well.
245. **To poison one's ears against**—To set a person against another
 ● He has poisoned the ears of my employer against me.
246. **To set price on one's head**—To offer reward for killing or helping in the arrest of a criminal
 ● The government have set a price of ₹ 50,000/- on the head of the rebel leader.
247. **Part and parcel**—An essential part
 ● A good laboratory is the part and parcel of the equipment of a scientist.
248. **To pester with**—To be troubled with
 ● We are pestered with mosquitoes here.
249. **To take pains**—To work hard
 ● Nothing can be gained without taking pains.
250. **To put up with**—To tolerate
 ● I cannot put up with this insult.
251. **To pull to pieces**—To criticise adversely
 ● He has pulled my proposal to pieces.
252. **To put pen to paper**—To begin writing
 ● I put my pen to paper at the first stroke of the bell.
253. **Pin prick**—Small troubles
 ● You should not lose your patience at such pin pricks.
254. **To play a second fiddle**—To take a subordinate position
 ● It is strange that your Principal plays the second fiddle to the Manager.
255. **To play a double game**—To act dubiously
 ● Take care, he is playing a double game with you.
256. **To play fast and loose**—To be unfaithful
 ● You can never prosper if you play fast and loose with your own men.
257. **To play truant**—To run away from the class
 ● He is in the habit of playing truant from the class.
258. **To play one false**—To deceive
 ● You should not have played me false.
259. **Past master**—An expert
 ● He is past master in acting on the stage.
260. **To put a spoke in one's wheel**—To stand in the way of one's progress
 ● My own brother is putting a spoke in my wheel.
261. **Pell mell**—In confusion
 ● People ran pell mell at the first tremor of the earthquake.
262. **To pull the wire**—To exercise secret influence
 ● America is pulling the wire behind Pakistan's activities.
263. **Point blank**—Clearly
 ● He has refused point blank to help me.
264. **Petticoat-Government**—The undue influence of women
 ● There is petticoat government in most social organizations in France.
265. **To put to the sword**—To kill
 ● Nadirshah put even children to the sword.
266. **Rank and file**—Lower middle class people
 ● The learned speeches of the great orator cannot be appreciated by the rank and file.

267. **To rain cats and dogs**—To rain heavily
 - It is raining cats and dogs.
268. **To rise to the occasion**—To come to help at the hour of need
 - My brother is there to rise to the occasion to help me.
269. **To run short**—Not proving sufficient, shortage of something
 - I am running short of money these days.
270. **A rolling stone**—A man not sticking to his job
 - He will not prosper because he is a rolling stone.
271. **Right-hand man**—A very helpful person
 - My manager is my right-hand man.
272. **To read between the lines**—To discover secret meaning
 - It is a simple statement; why do you read between the lines ?
273. **A broken reed**—An unreliable person
 - Every body knows that he is a broken reed; don't depend on him.
274. **Without rhyme or reason**—Without any justification
 - He has been criticising me without rhyme or reason.
275. **To go to rack and ruin**—To be completely ruined
 - His business has gone to rack and ruin.
276. **To rub shoulders with**—To come in close contact with
 - I have rubbed shoulders with great scholars.
277. **To hold the scales even**—To be impartial
 - A judge must hold the scales even.
278. **To scratch one's head**—To be perplexed
 - When I saw the Mathematics paper, I just scratched my head.
279. **Storm in a tea-cup**—Much hue and cry over a little matter
 - You have unnecessarily raised storm in a tea-cup over this little matter.
280. **Stand in good-stead**—To be of great service
 - Your upright character will always stand in good stead.
281. **Slip of the pen**—A small unintentional mistake in writing
 - Please excuse me for this slip of the pen.
282. **Slip of the tongue**—A slight mistake in speaking
 - Do not give so much importance to his slip of the tongue.
283. **Square meal**—Full meal
 - Many people can hardly arrange even a square meal.
284. **To save one's skin**—To escape safely
 - I have somehow saved my skin from the scandal.
285. **To roll up one's sleeves**—To be prepared for contest
 - When Mohan gave him the challenge, he rolled up his sleeves.
286. **To give the cold shoulder**—To discourage a person
 - I went to him for help, but he gave me the cold shoulder.
287. **At a stone's throw**—At a little distance
 - My house is at a stone's throw from here.
288. **To stand on one's own legs**—To become independent
 - Now you are old enough to stand on your own legs.
289. **Summer friends**—Friends of prosperity
 - All my summer friends have deserted me in my adverse days.
290. **To screw up one's courage**—To gather courage
 - Do not be so disheartened; screw up your courage.
291. **To see the light**—To be born
 - His father died before he saw the light.
292. **Seal of love**—Kiss
 - The mother bade him farewell by imprinting a seal of love on his forehead.
293. **The sheet of anchor**—The place of protection or shelter
 - Her employer proved to be the sheet of anchor to her.
294. **A thick-skinned person**—Insensitive person
 - He is a very thick-skinned person.

295. **Through thick and thin**—Through all difficulties
 ● She faithfully stood with her husband through thick and thin.
296. **To take into one's head**—To think or to believe
 ● Somehow he has taken into his head that he is the most intelligent boy.
297. **A tool in the hands of**—Under the authority of another
 ● Pakistan is merely a tool in the hands of America.
298. **To take the bull by the horns**—To face danger with courage
 ● Be bold and take the bull by the horns.
299. **To take time by the forelock**—To do one's work in time
 ● You will never fail if you take time by the forelock.
300. **True to one's salt**—To be faithful to one's blood or character
 ● The Rajputs were always true to their salt.
301. **To turn the tables**—To change the situation completely
 ● In the last few minutes our captain turned the tables in our favour.
302. **Tooth and nail**—Contending with all force
 ● We shall oppose this move tooth and nail.
303. **To turn a deaf ear**—To pay no attention
 ● My friend turned a deaf ear to my advice.
304. **Tall talk**—Boasting
 ● He always indulges in tall talks.
305. **To turn one's coat**—To change one's party
 ● He is an opportunist and has so often turned his coat.
306. **Under a cloud**—Under suspicious condition
 ● He is working under a cloud.
307. **Under the rose**—Secretly
 ● He is making love with her under the rose.
308. **Under one's nose**—In the presence of
 ● He accepted bribe under the nose of his senior officer.
309. **Wild goose chase**—Useless efforts
 ● His efforts to marry the princess have proved a wild goose chase.
310. **White elephant**—A very expensive thing
 ● A European wife is a white elephant for an Indian.
311. **Wolf in sheep's clothing**—A deceitful man
 ● I don't trust him; he is a wolf in sheep's clothing.
312. **Wash one's hands of**—To be free from
 ● I have washed my hands of her affairs.
313. **Much cry and little wool**—Disappointing result
 ● After five years of studies abroad, he got a small post. It was much cry and little wool.
314. **To bring to book**—To punish
 ● The offender should be brought to book.
315. **To show a clean pair of heels**—To run away
 ● The thief showed a clean pair of heels to the police.
316. **To add a new feather in one's cap**—To acquire a new honour or distinction
 ● His election to the Parliament has added a new feather in his cap.
317. **To take a leaf out of another man's book**—To imitate another person
 ● He has no originality of thought; he is only taking a leaf out of another man's book.
318. **Maiden speech**—First speech
 ● His maiden speech was quite a success.
319. **Nine days' wonder**—A short-lived glory
 ● The glory of Hitler was a nine days' wonder.
320. **To sow wild oats**—Indulgence in youthful follies
 ● It is the duty of the warden to see that his students do not sow wild oats.
321. **To pocket an insult**—To bear insult
 ● The nationalists had to pocket much insult during their fight for independence.
322. **A red rag to a bull**—Something that irritates
 ● The fiery slogans against the police proved to be a red rag to a bull.
323. **Under the thumb of**—Under the authority of someone
 ● The manager is under the thumb of the proprietor.

324. **To get wind of**—To know the secret
 ● Somehow the police got the wind of the conspiracy.
325. **To go a wool gathering**—To grow lunatic
 ● His wits have gone a wool gathering.
326. **Over head and ears**—Very deeply
 ● He is in debt over head and ears.
327. **In the air**—Spread as a rumour
 ● This news is very much in the air.
328. **Out of the wood**—Out of difficulties
 ● At last he came out of the wood.
329. **A royal road**—An easy and popular way
 ● There is no royal road to success.
330. **To think lightly**—Not to be serious about a thing
 ● Please don't think lightly of my scheme.
331. **To fight shy of**—To be hesitant
 ● Face the problem boldly and don't fight shy of the situation.
332. **In the melting pot**—In a confused state
 ● The whole affair is in the melting pot.
333. **By and large**—On the whole
 ● He is by and large a gentleman.
334. **Come across**—Meet by chance
 ● Please give him my message if you come across him.
335. **To make up**—To make up the loss
 ● I shall make up your loss.
336. **Run down**—Reduced in health
 ● He is very much run down these days.
337. **A tower of strength**—Chief support
 ● Pt. Nehru was the tower of strength of the Congress Party.
338. **Hold the fort**—To stand firm on one's position
 ● He held the fort against all odds.
339. **To go back on**—To withdraw
 ● You should not go back on your word.
340. **Behind the scene**—Secretly
 ● He is the governing power behind the scene.
341. **Once for all**—Finally
 ● My reply is final once for all.
342. **On and on**—To continue
 ● He went on and on with his scheme.
343. **Come true**—To prove true
 ● His warning has come true.
344. **Put an end to**—To finish
 ● He has put an end to his foolish schemes.

Idiomatic Phrases

(Noun Phrases)

1. **Cold war**—(Intense ideological or tactical struggle)
 - There should be no cold war between neighbouring countries.
2. **Dutch courage**—(Temporary boldness roused under the effect of liquor)
 - His dutch courage will soon pass off.
3. **Fair play**—(Honest dealings)
 - There is no fraud; it is a fair play.
4. **A fancy price**—(Very high price)
 - His painting will fetch a fancy price.
5. **A gala day**—(A day of rejoicings)
 - His birthday is a gala day for him.
6. **The ins and outs**—(Complete knowledge)
 - Nobody can know the ins and outs of their secret service.
7. **Red tapism**—(Official formalities)
 - Many projects are long held up on account of red tapism.
8. **Sharp practice**—(Cunning practice at law)
 - No lawyer can get success by resorting to sharp practice.
9. **A wet blanket**—(A discouraging person or thing)
 - Too much seriousness acts as a wet blanket to cheerfulness.
10. **Hand and glove**—(Very intimate)
 - I am hand and glove with my friend.
11. **Forty winks**—(A short nap in day-time)
 - I have forty winks every day after lunch.
12. **A free lance**—(An independent journalist or politician)
 - He writes articles for the newspapers as a free lance.

13. **Iron will**—(A man of strong will)

- A good statesman should be a man of iron will.

14. **Fair sex**—(Woman)

- This is the privilege of the fair sex.

15. **A big gun**—(An important person)

- He is a big gun.

Adjective Phrases

16. **With open arms**—(Warm welcome)

- My friend received me with open arms.

17. **Without reserve**—(Freely)

- We accept your terms without reserve.

18. **Beside himself**—(Highly disturbed)

- His heavy loss in business has thrown him beside himself.

19. **On the alert**—(Cautious)

- The border areas should always be kept on the alert.

20. **Out of date**—(Out of use or fashion)

- Tight trousers have now become out of date.

21. **Up-to-date**—(Latest; to the present day)

- He is up-to-date in his knowledge of political developments.

22. **In high spirits**—(Very happy)

- He is in high spirits today because of his grand success.

23. **Out of spirits**—(Sad and dejected)

- He is out of spirits today because of his failure in the examination.

24. **Like wild fire**—(Rapidly)

- The news of his murder spread like wild fire.

25. **Out of gear**—(In bad condition)
 ● His business has gone out of gear these days.
26. **At sea**—(Confused)
 ● I am at sea these days on account of all these problems coming together.
27. **To the letter**—(Fully and exactly)
 ● I have carried out his orders to the letter.
28. **In the dark**—(Ignorant, out of knowledge)
 ● Don't keep your father in the dark.
29. **At the first flush**—(At the first sight)
 ● You cannot appreciate this painting at the first flush.
30. **In the ascendant**—(Rising state)
 ● His stars are in the ascendant these days.
31. **In hand**—(under control)
 ● Now the law and order situation is in hand.
32. **In the air**—(Spread all around)
 ● The fear of an attack is in the air.
33. **Out of the question**—(Impossible)
 ● His success in business is out of the question.
34. **At a pinch**—(In a hard situation)
 ● No friend of yours will come to your help at a pinch.
35. **Ill at ease**—(Worried)
 ● He is ill at ease on account of his father's illness.
36. **On his last legs**—(At the last stage)
 ● His grandfather is on his last legs.
37. **Head or tail**—(Any meaning or Sense)
 ● We could make no head or tail of his long speech.
38. **With one voice**—(Unanimously)
 ● His proposal was accepted with one voice.
39. **For good**—(For ever)
 ● He has left Delhi for good.
40. **On the cards**—(Going to occur very soon)
 ● Now the elections are on the cards.
41. **All the rage**—(Very popular)
 ● Pop music is all the rage these days.

42. **Under the wing**—(Under someone's protection)
 ● This port is under the wing of America.
43. **In hot water**—(In a difficult situation)
 ● The journalist has fallen in hot water due to his wrong reporting of Parliamentary proceedings.

Adverb Phrases

44. **By degrees**—(Slowly)
 ● He is recovering from his heavy debts by degrees.
45. **At times**—(Sometimes)
 ● At times he behaves like a fool.
46. **Once for all**—(Finally)
 ● You must take a decision once for all.
47. **At random**—(Without any system)
 ● He gave me some suggestions at random which I could not accept.
48. **Of late**—(Recently)
 ● Of late he has not seen me.
49. **At best**—(At the most)
 ● At best I can introduce you to him.
50. **Out and out**—(Fully)
 ● He is out and out a gentleman.
51. **Off and on**—(Occasionally)
 ● Off and on he comes and stays with me.
52. **Now and then**—(Sometimes)
 ● Now and then he comes here.
53. **Far and wide**—(Over a large area)
 ● His fame has spread far and wide.
54. **Before long**—(Very soon)
 ● We are shifting to our new house before long.
55. **At a stretch**—(Continuously)
 ● I can drive my car for six hours at a stretch.
56. **At the outset**—(In the beginning)
 ● You must work very hard at the outset of your career.
57. **At large**—(Run away)
 ● The convict is still at large.

58. At length—(in full detail)

- You should discuss your plan with me at length.

59. Of course—(Certainly)

- Of course he will never betray you.

60. Time and again—(Repeatedly)

- Please don't come to me for help time and again.

61. By and by—(By slow degrees)

- By and by he will adjust himself to the climatic conditions of this country.

62. Few and far between—(Few and at long distances)

- In the desert the villages are few and far between.

63. First and foremost—(First and most important)

- Our first and foremost duty is to serve our country.

64. For long—(For a long time)

- War cannot go for long.

65. Over and above—(In addition to)

- Over and above he is very hard-working.

66. To and fro—(Backwards and forwards)

- He was pacing in the room to and fro.

67. Through and through—(Completely)

- He is through and through a rogue.

68. By all means—(In all possible ways)

- I will certainly help you by all means.

Prepositional Phrases

69. For the sake of—(In favour of)

- A patriot would die for the sake of his country.

70. In response to—(In compliance to)

- The public contributed liberally in response to an appeal by the Prime Minister.

71. In regard to—(Relating to)

- The students met the Principal in regard to many of their problems.

72. In addition to—(over and above)

- We get gratuity in addition to our pension.

73. In accordance with—(In keeping with)

- I have enclosed all the documents in accordance with the advertisement.

74. In proportion to—(According to)

- The workers are not paid in proportion to their work.

75. For want of—(For shortage of)

- I could not start my business for want of money.

76. In lieu of—(In place of)

- You can write an essay in lieu of translation.

77. At the instance of—(At someone's suggestion)

- I applied for this post at the instance of my father.

78. In spite of—(Even after something)

- He failed in spite of hard labour.

79. On account of—(Due to)

- I could not go to office on account of heavy rains.

80. In view of—(Owing to)

- In view of some disturbances in the city, the market was kept closed.

81. With a view to—(With the purpose of)

- He has moved to Bombay with a view to setting up a factory there.

82. In the wake of—(Immediately after)

- The market has been closed in the wake of some disturbances.

83. In a state of—(In a condition of)

- He is lying in a state of coma.

84. By virtue of—(Owing to)

- He secured first position by virtue of hard labour.

85. In search of—(Looking for)

- He has come here in search of some job.

86. On the point of—(At the brink of)

- His factory is on the point of closure.

87. In order to—(With the purpose of)

- He has appealed to the court in order to get some relief.

88. In the act of—(While engaged in)

- He was caught in the act of cutting the road.

89. In the midst of—(Amidst)

- He works in the midst of great difficulties.

90. At the top of—(At the highest point)

- He shouted at the top of his voice.

91. In consideration of—(In view of)

- I pardon you in consideration of your long service.

92. By the way—(Incidentally, by any chance)

- By the way, are you Ram Mohan Roy ?

Verbal Phrases

93. Account for—(Being the cause of)

- His cunningness accounts for his fall.

94. Bear out—(Support, to be a witness)

- You will bear me out that I wanted to help her.

95. Bear with—(Tolerate)

- Please bear with me for some time more.

96. Break off—(Stop)

- He suddenly broke off in the middle of his speech.

97. Break into—(Enter by force)

- The thieves broke into my shop last night.

98. Bring about—(Produce/cause)

- These measures will bring about prosperity in the country.

99. Bring in—(Earn)

- He brings in five thousand rupees a month.

100. Bring out—(Reveal)

- The enquiry will bring out many startling facts.

101. Bring up—(To rear up)

- He has a large family to bring up.

102. Call on—(To meet a person)

- I shall call on you tomorrow morning.

103. Call in—(Ask to come)

- Please call in my Secretary.

104. Carry out—(To act according to)

- I cannot carry out your orders.

105. Cast down—(Disappointed)

- He feels much cast down owing to his failure.

106. Cast away—(Throw away)

- He has cast away his old shoes.

107. Come across—(Meet by chance)

- I came across my former boss yesterday.

108. Come about—(Happen/Take place)

- The change came about suddenly.

109. Cry down—(To denounce)

- Many people are in the habit of crying down their friends.

110. Call names—(Abuse)

- He is in the habit of calling names.

111. Deal in—(Engaged in business)

- He deals in silk.

112. Deal with—(Act with)

- How will you deal with the rogues ?

113. Do away with—(Finish/End)

- He has done away with all bad habits.

114. Fall out—(Quarrel)

- These two brothers have fallen out.

115. Get out of—(To be free from)

- Try to get out of all your debts.

116. Get through—(To Pass)

- He will easily get through the examination.

117. Get up—(Rise)

- He gets up very early in the morning.

118. Give away—(Distribute)

- The Principal gave away the prizes.

119. Give up—(Leave out)

- I shall give up my claim.

120. Go through—(Check up)

- Please go through my essay.

121. Go in for—(In favour of/Purchase)

- I shall go in for a new car.

122. Hold up—(Stop/close down)

- The traffic has been held up by the agitators.

- 123. Hold over**—(Postpone)
 ● Let us hold over this matter for the next meeting.
- 124. Knock down**—(Thrown down/Run over)
 ● He was knocked down by a car.
- 125. Keep up**—(Maintain)
 ● He is creditably keeping up his reputation.
- 126. Lay down**—(Sacrifice)
 ● Many patriots would willingly lay down their life for their country.
- 127. Lay by**—(To save for future)
 ● One should always lay by something for the rainy day.
- 128. Look after**—(Take care of)
 ● A mother looks after her children with selfless devotion.
- 129. Look forward to**—(Hope/Eagerly wait for)
 ● We look forward to meeting you very soon.
- 130. Look into**—(Examine)
 ● We shall look into your case very carefully.
- 131. Make out**—(To understand / Infer)
 ● I could not make out anything from his letter.
- 132. Pass through**—(Facing/Going through)
 ● India is passing through a difficult stage.
- 133. Pull up**—(Scold)
 ● The teacher pulled up the naughty boy.
- 134. Put out**—(Extinguish)
 ● Don't put out the lamp, please.
- 135. Put off**—(Postpone)
 ● The meeting has been put off for tomorrow.
- 136. Put up with**—(Bear/Tolerate)
 ● It is very difficult to put up with a foolish friend.
- 137. Run down**—(To be weak)
 ● He is very much run down owing to his long illness.
- 138. See through**—(Discover the secret)
 ● I can see through all his designs.
- 139. See off**—(Bid Farewell)
 ● We shall see him off at the airport.
- 140. Set aside**—(Turn down)
 ● The court has set aside the orders of the Chairman.
- 141. Set up**—(Establish)
 ● He has set up a cement factory.
- 142. Set off (out)**—(Go on a journey)
 ● He set off for America last night.
- 143. Strike off**—(Reject)
 ● The teacher can strike off your name.
- 144. Take after**—(To look like/Resemble)
 ● The girl strikingly takes after her mother.
- 145. Tell upon**—(To cast had effect)
 ● Smoking tells upon everyone's health.
- 146. Turn up**—(Arrive/Appear)
 ● He turned up at the last stroke of the bell.
- 147. Work out**—(Calculate)
 ● We should first work out the total expenditure on this project.
- 148. Wear out**—(Tired/Become old)
 ● The shoes of my young son wear out very soon.
- 149. To see eye to eye**—(To agree)
 ● I cannot see eye to eye with you on this issue.
- 150. To give way**—(To yield/To break down)
 ● The roof suddenly gave way under the heavy rains.
- 151. To bring home**—(To explain/Clarify)
 ● The central idea of the poem was brought home to the students by the teacher.
- 152. To take to heart**—(To feel deeply)
 ● She has taken her insult to heart.
- 153. To beggar description**—(Beyond description)
 ● Cleopatra's beauty beggard description.
- 154. To lose ground**—(To be weak)
 ● Small political parties soon come to lose ground.
- 155. To gain ground**—(To become strong/Gaining strength)
 ● The Republic Party is slowly gaining ground.

- 156. To play false**—(To cheat)
 ● One should not play false with friends.
- 157. To hold good**—(To be applicable)
 ● This rule does not hold good any longer.
- 158. To come to grief**—(To suffer/To be sad)
 ● If you don't mend yourself, you will come to grief.
- 159. To make a mark**—(To get recognition)
 ● He has made a mark in the field of painting.

Idiomatic Phrases in Pairs

- 160. Fits and starts**—(Irregularly)
 ● He does his work by fits and starts.
- 161. Heart and soul**—(Very sincerely)
 ● I am devoted to my work heart and soul.
- 162. Intent and purposes**—(In every sense / In reality)
 ● He is to all intents and purposes my real boss.
- 163. Kith and kin**—(Close relations)
 ● I am really grateful to my kith and kin.
- 164. Leaps and bounds**—(Very rapidly)
 ● His business is developing by leaps and bounds.
- 165. Odds and ends**—(All kinds of trivial things)
 ● He filled his bag with odds and ends and ran away.
- 166. Part and parcel**—(Inseparable part)
 ● Kashmir is part and parcel of India.
- 167. Rack and ruin**—(Complete destruction)
 ● His family has gone to rack and ruin owing to his reckless habits.
- 168. Time and tide**—(Time and opportunity)
 ● Don't miss this chance, for time and tide wait for nobody.
- 169. Tooth and nail**—(With full force)
 ● Let us fight casteism tooth and nail.
- 170. Wear and tear**—(Depreciation)

- There should be a separate fund for the wear and tear of machinery.
- 171. All in all**—(Most important)
 ● My uncle is all in all in my family.
- 172. Black and white**—(In writing)
 ● Let us make an agreement in black and white.
- 173. Hard and fast**—(Definite)
 ● There can be no hard and fast rule for good conduct.
- 174. Slow and steady**—(Slow but regular)
 ● The slow and steady wins the race.
- 175. Null and void**—(out of force)
 ● This provision has been declared null and void by the court.
- 176. Head and shoulders**—(To a high degree/ much above)
 ● He is head and shoulders above his friends in intelligence.
- 177. Bread and butter**—(Daily food)
 ● There is no provision even for bread and butter in his family.
- 178. Fair and square**—(Fair and honest)
 ● I believe in fair and square dealings.
- 179. Rhyme and reason**—(Some reason/ground)
 ● He is hostile to me without any rhyme or reason.
- 180. Cats and dogs**—(Heavy rain)
 ● It is raining cats and dogs.
- 181. Rank and file**—(Common people)
 ● You can never win against the wishes of rank and file.
- 182. Root and branch**—(Completely)
 ● Let us do away with this evil custom root and branch.
- 183. Long and short**—(Substance)
 ● Let me know the long and short of the whole episode.
- 184. Then and there**—(Promptly)
 ● He made the payment then and there.

Distinction between Similar Expressions

Distinction between Similar Expressions

Some **Idiomatic Expressions** look alike, but they are actually not so. There is a great difference in their meanings. We give below a list of such similar expressions that are in common use :

1. **At no time**—(never)
In no time—(promptly)
2. **In an hour**—(by the end of one hour)
Within an hour—(before the end of one hour)
3. **Work in hand**—(the work in which one is engaged)
Work on hand—(the remaining part of the work)
4. **Go to sea**—(to go to sea in search of a job)
Go to the sea—(to go on a [sea] voyage)
5. **Go to school**—(to go to school for study)
Go to the school—(to go to a school for some work—not for study)
6. **Go to market**—(to go to market to purchase something)
Go to the market—(to go to market for pleasure or some other work)
7. **Go to office**—(to go to office to work there)
Go to the office—(to go to office for some other work)
8. **Work hard**—(to work industriously)
Work hardly—(to work very little)
9. **Come late**—(late in reaching)
Come lately—(come only a little while ago)
10. **Go direct**—(go straight)
Go directly—(go just now)
11. **Shoot a man**—(to kill a man by a gun-shot)
Shoot at a man—(to fire a gun-shot towards someone)
12. **To search somebody**—(to take search of someone)
To search for somebody—(to be in search of some person)
13. **Believe a man**—(to have faith in what one says)
Believe in a man—(to have faith in the honesty of some person)
14. **Meet a man**—(to meet someones in the normal course)
Meet with a man—(to meet someone by chance)
15. **The Chairman and Director**—(Only one man who is both the Chairman and Director)
The Chairman and the Director—(Two men—One Chairman, the other Director)
16. **English**—(English Language)
The English—(English People)
17. **Who is he ?**—(Who is that man ?, *i.e.* What is his name ?)
What is he ?—(What is he by profession)
Which is he ?—(Which one is he amongst them ?)
18. **The eldest son**—(the first born)
The oldest son—(the eldest of the living sons)
19. **Well**—(in good health)
Well off—(financially sound)
20. **Reach by Sunday**—(reach upto Sunday)
Reach before Sunday—(reach before Sunday comes)

21. **Live on grass**—(live by eating grass)
Live in grass—(live under grass)
22. **Take heart**—(to collect courage)
Take to heart—(to feel in the depth of heart)
23. **At a loss**—(unable to decide what to do)
In a loss—(to go in loss)
24. **Look sick**—(to appear ill)
Look sickly—(to look weak as if sick)
25. **Find easy**—(easy to do)
Find easily—(to discover easily)
26. **Tell briefly**—(to tell in brief)
Tell shortly—(to tell soon)
27. **Come soon**—(come early)
Come quickly—(come by fast means)
28. **In respect of**—(in view of some quality)
With respect to—(in reference to something)
29. **To have business**—(regarding some work)
To have a business—(regarding some business matter)
30. **Hand in hand**—(together)
Hand to hand—(face to face)
31. **To call**—(to summon somebody)
To give a call—(to give a general call to people for something)

We give below a list of Popular Proverbs with their meanings within brackets.

IMPORTANT PROVERBS

1. A bad man is better than a bad name.
● (Ill-reputation is worse than ill-deeds.)
2. A bird in the hand is worth two in the bush.
● (A small but sure gain is better than a doubtful double gain.)
3. A burnt child dreads the fire.
● (A person who has had a shock once acts very cautiously.)
4. A bad workman quarrels with his tools.
● (An inefficient man blames others for his inefficiency.)
5. A drowning man will catch at a straw.
● (Even a small help is good enough in a critical position.)
6. A figure among cyphers.
● (A man of little acquisitions is held high in a company of fools.)
7. A guilty conscience needs no accuser.
● (A guilty soul accuses itself.)
8. A prophet is not honoured in his own country.
● (The talents of a man are not often recognized by his own people.)
9. A little knowledge is a dangerous thing.
● (Incomplete knowledge of anything may cause harm.)
10. Penny wise and pound foolish.
● (It is foolish to save small things and waste huge ones.)
11. Save life save all.
● (Life is more important than anything else.)
12. Might is right.
● (Physical force wins.)
13. Rome was not built in a day.
● (Great projects cannot be completed in a hurry.)
14. Distance lends enchantment to the view.
● (Things appear more beautiful from a distance.)
15. An old dog learns no new tricks.
● (Old men cannot learn anything new.)
16. Where there is a will there is a way.
● (A man of strong will is bound to find a way out.)
17. Strike while the iron is hot.
● (Don't miss a favourable chance.)
18. If the sky falls we shall catch larks.
● (One should not put impossible conditions for acting.)
19. As you sow, so shall you reap.
● (One gets returns according to one's deeds.)
20. To kill two birds with one stone.
● (To gain two things by one act.)
21. Self-praise is no recommendation.
● (Self-praise has no value.)
22. While in Rome, do as the Romans do.
● (One should adjust oneself to local conditions.)
23. It is hard to live in Rome and fight with the Pope.
● (One should not quarrel with one's own fellow-workers or with the boss.)
24. He who digs a pit for others falls into it himself.
● (One falls into one's own trap laid for others.)

25. It is no use crying over spilt milk.
● (There is no gain weeping over a lost opportunity.)
26. Many hands make the burden light.
● (Collective efforts make a task easy.)
27. All that glitters is not gold.
● (All things that are good in appearance are not always really good.)
28. Coming events cast their shadows before.
● (Present conditions point to future events.)
29. A good face needs no paint.
● (Good things/deeds cannot be concealed.)
30. Care kills the cat.
● (Worry and tension are highly injurious.)
31. At length the fox turns monk.
● (One trying to look innocent after a long career of crimes.)
32. Cut your coat according to your cloth.
● (Limit your expenditure within your income.)
33. Do good and forget.
● (Forget the favour you have done to others.)
34. Everybody's business is nobody's business.
● (Collective responsibility is nobody's responsibility.)
35. An empty mind is a devil's workshop.
● (Evil thoughts dwell in a vacant mind.)
36. Everything looks pale to the jaundiced eye.
● (To see everything with a prejudiced mind.)
37. Barking dogs seldom bite.
● (A boastful person rarely acts.)
38. A rolling stone gathers no mass.
● (An unsettled life gains nothing.)
39. "Errors like straws over the surface flow,
One who is in search of truth must dive below."
● (Errors are easy to detect, while truth is difficult to find.)
40. An empty vessel makes much noise.
● (A shallow man is usually very boastful.)
41. Christmas comes once a year.
● (Every day is not a festival.)
42. Half a loaf is better than no bread.
● (A little gain is better than no gain.)
43. All covet, all lose.
● (Too much greed gains nothing.)
44. All's well that ends well.
● (Final result is the most important thing.)
45. God's mill grinds slow but sure.
● (Moral justice prevails in the end.)
46. From a bad paymaster get what you can.
● (Accept whatever is offered in a bad bargain.)
47. Birds of the same feather flock together.
● (Men of like nature come together.)
48. Better a tooth out than always aching.
● (Do away with a painful thing, however precious.)
49. Even walls have ears.
● (There are listeners all around.)
50. Death's day is doom's day.
● (Nothing remains after death.)
51. Diamond cuts diamond.
● (A conflict between two equal opponents.)
52. Every sable cloud has a silver lining.
● (There is a ray of hope amidst all despondency.)
53. Deep rivers move in silent majesty, shallow brooks are noisy.
● (Shallow men are boastful ; men of depth are sober.)
54. Haste makes waste.
● (Haste spoils a good thing.)
55. Act in haste, repent at leisure.
● (A hasty action leads to long repentance.)
56. Kindness is lost upon an ungrateful man.
● (An ungrateful man does not respond to goodness.)
57. Pride goes before a fall.
● (A proud man always falls.)
58. Prevention is better than cure.
● (It is better to take preventive measures than to seek remedy when the disease has come.)

59. Little grief is loud, great griefs are silent.
● (Shallow grief is vocal ; deeper grief is silent.)
60. To have an old head on young shoulders.
● (One more precocious than one's age.)
61. Those who live in glass houses should not throw stones.
● (Those who have their own weakness should not blame others.)
62. To swallow the whole ox and be choked with the tail.
● (A great sinner pretending to be afraid of small sins.)
63. He gives thrice who gives in a trice.
● (Immediate action is the best action.)
64. Money makes the mare go.
● (Money dictates all terms.)
65. Necessity knows no law.
● (All values break down in critical moments.)
66. The nearer the church the farther from God.
● (Just being near the church does not make one holy.)
67. It takes two to make a quarrel.
● (One-sided action serves no purpose.)
68. There is no rose without a thorn.
● (Every good thing has some kind of drawback in it.)
69. Out of the frying pan into the fire.
● (Going from a smaller danger to a bigger one.)
70. A lie has no legs.
● (Falsehood cannot stand long.)
71. Hunger is the best sauce.
● (A hungry man finds everything delicious.)
72. All your geese are swans.
● (One likes one's own things better than those of others.)
73. Charity begins at home.
● (Service must begin from home, and then extended to others.)
74. See which way the wind blows.
● (Let us wait and watch what turn the events take.)
75. A nod to the wise and a rod to the foolish.
● (A little suggestion is enough for an intelligent person, but a fool takes no hint.)
76. A low-born man feels proud of his honours.
● (A man of low-breeding would go off his head if he is placed in high position.)
77. Prosperity finds friends; adversity tries them.
● (Many friends come in days of prosperity, but the sincerity of friendship is tested only in days of adversity.)
78. An unhappy man's cart is sure to tumble.
● (Problems multiply in days of adversity.)
79. Adversity is the touchstone of friendship.
● (Sincerity of friendship can be tested only in days of adversity.)
80. Fortune favours the brave.
● (He who acts with courage gets success.)
81. The wearer knows where the shoe pinches.
● (Only the sufferer knows how painful is the suffering.)
82. Give an inch and he will take an ell.
● (If you give one a little, he would demand more.)
83. A good name is better than riches.
● (Reputation is more precious than riches/wealth.)
84. Too many cooks spoil the broth.
● (Too many advisers harm the cause.)
85. Welcome or not, I am still your guest.
● (One cannot be a forced guest.)
86. You cannot sell the cow and have the milk too.
● (One can not take double advantage.)
87. Heads I win, tails you lose.
● (A clever man would like to gain from both sides.)
88. Time is a great healer.
● (All griefs heal up in course of time.)
89. It is no use casting pearls before swine.
● (An underserving man cannot appreciate good things.)
90. A blind man is no judge of colours.
● (A fool cannot appreciate anything, however good it may be.)

91. An open door will tempt a saint.
● (It is difficult to resist an easy temptation.)
92. Hope lasts with life.
● (Man lives by hope to the last moment.)
93. I talk of chaff; he hears of cheese.
● (A confused man has no understanding.)
94. Practice makes a man perfect.
● (Practice adds to the efficiency of man.)
95. First deserve, then desire.
● (An undeserving man should not expect much.)
96. There are men and men.
● (All men are not equal.)
97. Handsome is that handsome does.
● (A man is good if his work is good.)
98. Blood is thicker than water.
● (Family bonds are very strong.)
99. Ill got ill spent.
● (Money earned by unfair means goes waste.)
100. A wise foe is better than a foolish friend.
● (A foolish man is more dangerous even if he is a friend.)
101. An ass is an ass though laden with gold.
● (A fool remains a fool, however you may favour him.)
102. As the crow is, so the eggs shall be.
● (As the father, so the children.)
103. Close sits my shirt, but closer my skin.
● (One's own men are always more helpful than strangers.)
104. The cowl does not make a monk.
● (Outer appearance is no test of a man's real character.)
105. His bread is buttered on both sides.
● (He has all the advantages.)
106. Necessity is the mother of invention.
● (Necessity finds a way out.)
107. A friend in need is a friend indeed.
● (A sincere friend is one that comes to help in times of need.)
108. Face is not the index of the heart.
● (Faces are deceptive.)
109. Excess of everything is bad.
● (Nothing should be carried to an excess.)
110. Time and tide wait for nobody.
● (Favourable times do not wait long.)

There are many **Maxims, Sayings, Proverbs, and Quotations** in the English language, which appear to be very small but are really packed full of meaning. They carry very deep meaning. Each one of them can be expanded into a full essay or a long paragraph. They are highly epigrammatic and aphoristic. They can be explained and expanded to the length of a paragraph. This type of exercise is called **Expansion or Paragraph writing**. This type of exercise gives a very useful training towards the art of composition.

We give below a few examples of **Expansion or Paragraph writing**.

(1) Honesty Is The Best Policy

Honesty is indeed the best policy, provided we understand and interpret the terms 'policy' and 'honesty' correctly. Policy here does not mean a certain kind of tact or strategy : it here means conduct of life. Similarly, honesty here does not mean merely honest dealings in money matters or business. Honesty is to be interpreted in its widest sense, honesty in word, thought and action. Here honesty is equivalent to truth in its widest and fullest sense. Therefore, the proverb prescribes truthful, noble and conscientious conduct of life in all spheres, private and public. One must follow the path of truth, virtue and nobility in all situations of life. One should conduct oneself in life in such a way that one may not fight shy in facing God in the other world. A noble and virtuous man is God's best creation, God's own image.

(2) Example is better than Precept

Even a devil can quote scriptures, but only an angel can follow them. It is easy to preach but difficult to practise. Theoretical preaching is very

easy but their practical application in the conduct of life is very difficult. Anybody can preach, but very few can practise what they preach. A mere theoretical preaching makes no real impact on the people. This is why great saints and sages first practised in their own life and conduct what they sought to preach. Their life and conduct were practical lessons in the highest values of life. Lord Christ was a living example of human love and compassion. Mahatma Gandhi was an apostle of truth and non-violence. Thus one practical example is better than a hundred theoretical precepts.

(3) Virtue is its own Reward

Virtue is not a commercial commodity which can be sold or purchased. Virtue is complete in itself; it has no ulterior or external object to gain; it is its own reward. The practitioner of virtue feels a sense of gratification, a kind of happiness and bliss which far transcends the pleasure that one can derive from material possessions or practical success in life. The practitioner of virtue does not enjoy prosperity; he may even fail to achieve much success in life, but for all that he does not feel depressed or frustrated. He follows the principle of selfless and detached 'Karma' as preached by Lord Krishna in the **Gita**. He would constantly keep in his mind the doctrine of disinterested doing of duty : Do thy duty, reward is not thy concern. Virtue is its own reward.

(4) Handsome is that Handsome Does

Ordinarily a person is considered to be handsome if he has physical beauty and grace. But this is a very superficial and deceptive concept of beauty. Physical beauty is a very short-lived and transitory phenomenon. No physical thing can