

# Simple Future

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S + will/shall + v' + ow - AV.

S + will/shall + be + v<sup>3</sup> + by to - PV

1) why will he teach me?

why I shall be taught by him.

2) The postman will not deliver the letter.

The letter will not be delivered by postman

3) She will write a letter.

A letter will be written by her.

possibility S + will/shall + be + v<sup>4</sup>  $\leftarrow$  AV future continuous

v<sup>3</sup>  $\leftarrow$  PV simple future

S + will/shall + be + v<sup>3</sup> + ow  $\leftarrow$  spoken & written exams direct future.

(i) she will be written (X)

(ii) I letter will be writing (X)

(iii) she will be writing (✓)

(iv) A letter will be written (✓)

(v) आज अंग्रेजी नहीं पढ़ाई जाएगी

(vi) हम लोगों को मिठाईयाँ क्यों नहीं दी जाएगी,

$\Rightarrow$  English will not be taught today

$\Rightarrow$  ~~Sweets will not be distributed~~  
why will not we be given sweets

# Future Perfect

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S + will/shall + have + V<sup>3</sup> + O/W — A.V

S + will/shall + have + been + V<sup>3</sup> + by + O — P.V

1) He will have written a letter

A letter will have been written by him.

2) The Police will have caught the terrorist

The terrorist will have <sup>been</sup> caught by the police.

3) अगले हफ्ते तक इस मामले की छान-बिन कि जा चुकी होगी.

The case will have been investigated by next week.

## Special Rule

Modals - will, shall, would, should, can, could, may, might, must and ought to

Modals are used in different ways if the sentence is of promise, possibility, duty, suggestion, and necessity. (power)

$$\left\{ \begin{array}{l} \text{Modals} + V' \rightarrow \text{A.V} \\ \text{Modals} + \text{be} + V^3 \rightarrow \text{P.V} \end{array} \right\}$$

① S + modals + V' + O/W — A.V

S + modals + be + V<sup>3</sup> + by + O → P.V } Present sense

② S + modals + have + V<sup>3</sup> + O → A.V

S + modals + have + been + V<sup>3</sup> + by + O — P.V } Past sense

1) My father can foretell the future.

The future can be foretold by my father.

2) Her company may give Riya a new office.  
Riya may be given a new office by her company.

3) The students should have learned the words.  
The words should have been learnt by the students.

4) The children couldn't have broken the window.  
The window couldn't have been broken by the children.

5) उसके हत्यारों को अवश्य दंडित किया जाना था (must)  
His murderers must have been punished.

6) उसका घर शायद गिरा दिया गया होगा (might)  
His house might have been demolished.

7) उसे ठगा जा सकता है। (may)  
He may be cheated.

To + v' → (active voice)

To + be + v<sup>3</sup> - (passive voice)

going to + v'

going to + be + v<sup>3</sup>

① S + is / am / are / was / were + to + v' + O

S + is / am / are / was / were + to + be + v<sup>3</sup> + by + O

② S + has / have / had / will have + to + v' + O - (AV)

S + has / have / had / will have to + be + v<sup>3</sup> / by + O - (PV)

③ There + is + N + to + v' - (AV)

There + is + N + to + be + v<sup>3</sup> - (PV)

④ My wife was to buy a necklace

A necklace was to be bought by my wife.

⑤ I have to do it

It has to be done by me

⑥ I am to do it

It is to be done by me

⑦ Ram had to play cricket

Cricket had to be played by Ram

⑧ I am to write a letter

A letter is to be written by me

⑨ There was a lot of work to do.

There was a lot of work to be done

⑦ There is nothing to say  
There is nothing to be said.

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⑧ उसका घर बिकने वाला था।  
His house was to be sold.

⑨ देश को  
The country will have to be saved from disintegration.

## Double Object

(1)  $\frac{S}{S}$  gave  $\frac{O^1}{O^1}$  a  $\frac{O^2}{O^2}$  (take the living object as subject)

⇒ I was given a book by him (≡)

⇒ A book was given to me by him (✓)

example 1) He told me a story

2) The principal has given me a prize

3) The teacher taught her English

1) — I was told a story by him

— A story told me by him

2 — I was given a prize by the principal

3 She was taught English by the teacher.

## Imperative Sentence

⇒ Order, Command

$V^1 + O - (A.V)$

let + O + be +  $V^3 - (P.V)$

ex- 1) open the door

let the door be open

2) Post this letter

Advice, more advice.

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$$\begin{array}{c} V' + O \quad \text{---} \quad A.V \\ \text{S} + \text{should} + \text{be} + V^3 \quad \text{---} \quad P.V \end{array}$$

- 1) Respect your teacher  
Your teacher should be respected
- 2) Love your country  
Your country should be loved
- 3) Help the poor  
The poor should be helped.

## Imperative Negative

Don't +  $V' + O$  --- (A.V)

Let +  $O + \text{not} + \text{be} + V^3$  --- (P.V)  
S + shouldn't + be +  $V^3$  --- (P.V)

example:

- (1) Don't insult the poor  
Let the poor not be insulted / The poor shouldn't be insulted
- (2) Don't pluck the flowers  
The flowers should not be plucked /  
Let the flowers not be plucked

\*  $V' + O$  --- (A.V)  $\rightarrow$  order / request / suggestion

You + are +  $V^3$  + to +  $V' + O$   $\rightarrow$  (P.V)

example:

(1) Please help me.

You are requested to help me

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(2) Kindly send me 10,000 rupees

You are requested to send me 10,000 ₹

(3) Come here.

You are ordered to come here.

(4) Stand up

You are ordered to stand up.

(5) Work hard

You are suggested to work hard.

30/September

'Let'

Let + O + V' + O → A.V

~~Let~~ do not take subject.

Let + O + be + V<sup>3</sup> + by + O → P.V

(1) Let her sing a song.

Let + a song be sang by her

(2) Let him complete the work

Let the work be completed by him

(3) Let me do this work

Let this work be done by me.

Let + us + v' + ow — A.V

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It is suggested that + we + should + v' + ~~and~~ ow

① let us play together.

It is suggested that we should play together

let us dance together.

② It is suggested that we should dance together

'WHO'

who + v' / 5/2 + 0? — A.V

⇒ By whom + is/am/are/was/were + s + v<sup>3</sup>? — P.V  
OR  
who + is/am/are - - - - - + by + ? — P.V

① who teaches Annu?

⇒ By whom is Annu taught?

⇒ who is Annu taught by?

② ⇒ who + is/am/are/was/were + v<sup>4</sup> + 9 — P.V

By whom + is/am/are/was/were + <sup>st</sup> being + v<sup>3</sup>? — P.V  
OR  
who ' ' ' ' ' + by? P.V

① who was teaching him

⇒ By whom was he being taught?

⇒ who was he being taught by?

⇒ who + has/have/had + v<sup>3</sup> + ow — A.V

By whom + has/have/had + s + been + v<sup>3</sup> + ? — P.V  
OR  
who - - - - - by + ? — P.V



⑦ who has stolen her book?

⇒ By whom has her book been stolen?

⇒ who has her book been stolen by?

⑧ The judge enquired into the case?

~~The~~ The case was enquired into by the judge

(don't ~~use~~ do anything with phrasal verb)

If active voice is used with phrasal verb (verb + preposition), the passive voice will be used as general rule

⑨ Her father is looking after her

She is being looked after by her father

### List of Phrasal Verb

- 1) Ask for (मांगना)
- 2) break down (खराब होना)
- 3) break out (फैलना)
- 4) break up (समाप्त होना)
- 5) bring up (पालना पौसन)
- 6) come across (संयोग मिलना)
- 7) fit into (नष्ट करना)
- 8) live up (छोड़ना)
- 9) look after (देखभाल)
- 10) look into (जांच करना)
- 11) look for (खोजना/खोजना)
- 12) laugh at (दूसरों पे हसना)
- 13) Arrive at (निष्कर्ष पे पहुँचना)

- ① His behaviour shocked me.  
 I was shocked at his behaviour  
 (here at used in place of by)

Following is the list of verbs which don't take 'by'

- 1) Know
  - 2) invited (party) invited to party
  - 3) listen
  - 4) preferred
  - 5) Addicted
- } use 'to'

- 1) Please
  - 2) Quarrelled
  - 3) Satisfied
  - 4) displeased
  - 5) dissatisfied
  - 6) disgusted
- } use 'with'

- 1) Amazed
  - 2) Annoyed
  - 3) Knocked
  - 4) A Wonder
  - 5) Shocked
  - 6) Surprised
- } use 'at'

- 1) Interested
  - 2) disinterested
- } used 'in'

Note - इससे आगे और words जानने के लिए Magic book +  
Amazing English book देखें :D

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① I know you  
You are known to me.

3/10 October

② we know that the C.M is corrupt.

Note यदि किसी sentence का subject "People, we, they, everyone, everybody, someone, somebody, no one, nobody, anyone, everybody", आमतौर पर कोई अनिश्चित हो

उत्तर उसका Verb "Say, know, think, hope, believe, expect" हो तो उसका passive

It is / was + v<sup>3</sup> + that . . . . .  
O + is / was + v<sup>3</sup> + to + be + N / adj

⇒ It is known that the CM is corrupt.

OR

⇒ The CM is known to be corrupt.

② People say that the earth is round.

It is said that the earth is round

The earth is said to be round

→ examples related to this Rule:

1. Someone catches a fish.
2. One should not hate the poor

⇒ A fish is caught

⇒ The poor should not be hated.

Rule:

Someone - none

Somebody - All

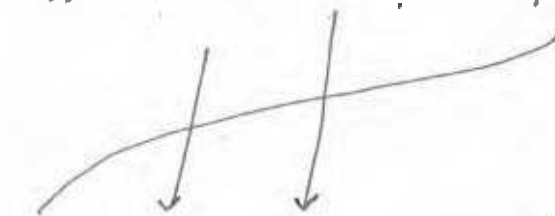
Nobody, one + 'Av' + v<sup>1/2/3/4/5</sup> + O → A.V

Anyone

Anybody

Everyone

everybody



by someone ✓

S + AV + V<sup>3</sup> - P.V [by + O] X  
 ↳ (appropriate according to sentence)

- ① No one can predict future.

Future cannot be predicted

- ② Somebody has stolen my purse.

My purse has been stolen

- ③ All should help the poor.

The poor should be helped.

Some Important points at last.

- ① I want to eat a mango

S + want/wants + to + v<sup>1</sup> + O → A.V

S + want/wants + S + to + be + v<sup>3</sup> P.V

I want a mango to be eaten

② she wants to write a letter.

⇒ she wants a letter to be written

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Rule 2

① It is time to teach you.

It is time + to + V' + O — A.V

It is time + for + O + to + be + V<sup>3</sup> — P.V

⇒ It is time for you to be taught

⇒ Some words which are used more in Passive instead of Active, though they look active but are passive.

1) Drown

2) Defeat

3) Frighten

4) Disappointed

5) Surprised

6) Tired

7) Delighted

8) वह युद्ध में मारा गया

He was killed in the battle. (P.V)

24 October.

# Narration

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Narration - statement - speech

direct

indirect

⇒ Narration is a topic that deals with the study of expressing the idea of the speaker.

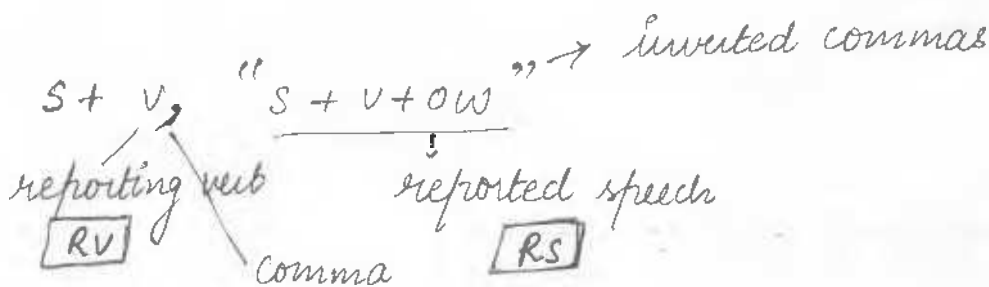
⇒ the narration can be studied under two groups.

(i) Direct speech, and

(ii) Indirect speech

• Direct speech - In this case we take the exact words of the speaker.

• Indirect speech - In this case we don't express the exact words of the speaker but we take the sense of the statement of the speaker, and we express that statement in our own words.



There are 3 types of Rules for changing direct into indirect

## 1) Master Rule

$S + V$  →  $"S + V + OW"$  → removing all commas is master Rule

(i) assertive — that → begins with AV < if whether

(ii) Interrogative — whether

(iii) Imperative — to → begins with 'WH' → same 'WH' if used

(iv) optative — that

## 2) Generic Rule

There are 3 types of generic rule.

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- (i) change of person
- (ii) change of tense
- (iii) change of other word.

### change of person

Rule 1.  $S + V, "S + V + OW"$   
change.

person 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> - RS  
↓ ↓ ↓  
Subject Object NO change  
RV

(i) He says, "I am honest"  
He.

Note: RS का 1<sup>st</sup> person RV के Subject अनुसार change हो जाता है।

He says that he . . . .

(ii) Ramesh says, "I am happy"

Ramesh says that Ramesh . . . . (Repetition of noun makes error)

Ramesh says that he . . . .

Note: RS का II<sup>nd</sup> person RV के Object के अनुसार change हो जाता है।

### Rule 2.

$S + V + O, "S + V + OW"$

say says said + to  
| | |  
Tell tell told + to

(1) Ram says to me, "You are my friend"  
Ram tells me that I am his friend

$S + V + O, "S + V + OW"$   
You

$S + V, "S + V + OW"$  (if there is no object)

He - I me - I  
Him - he  
you - you  
Then change into. if me, him, you  
↓ ↓ ↓  
I he you

note: RS का III person RV से प्रभावित नहीं आता इसलिए  
No change

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He says, "Ram is honest"

He says that Ram is honest.

5/October/2016.

## (ii) Change of tense

Rule 1

S + V, "S + V + OW"

Present	{	Present
future		Past
		future
		of tense.

if the first clause is in present or future then there will be no change in coming clause.

example.

1. He says, "I was in the Army"

He says that he was in the Army

2. Dinesh says to Suresh, "I shall help you if you help me"

Dinesh tells Suresh that he will help him if he helps him

3. Ram and Raju will say, "we shall have been playing cricket."

Ram and Raju will say that they will have been playing cricket.

4. Ram says to Bharat, "I had been living in forest for 14 years."

Ram tells Bharat that he had been living in forest for 14 years.



5. Sangeeta says to Sadrin, "You were playing well."  
Sangeeta tells Sadrin that he was playing well.

6. Radha will say, "I shall have passed the exam."  
Radha will say that she will <sup>have</sup> passed the exam.

### Rule 2

<u>S + V, "S + V + to W"</u>	
if in <u>past</u>	if in <u>present / future</u>
Corresponding part	
(i) simple present	(i) simple present — simple past
(ii) is/am/are	(ii) was/were
(iii) Present Cont	(iii) Past Cont
(iv) has/have	(iv) had
(v) Present Perfect	(v) Past Perfect
(vi) has/have + been	(vi) had + been
(vii) Present Perfect Cont	(vii) Past Perfect Cont
(viii) will	(viii) would
(ix) shall	(ix) should

### Examples:

1- He said, "I am listening to the radio"

He said that he was listening to the radio.

2- He said to Neha, "I am doing my work"

He told Neha that he was doing his work.

3- He said to me, "They have never helped me."

He told me that they ~~had~~ never helped him.

4- The girl said to her mother, "I have been reading since morning" The girl told her mother that she ~~had~~ been reading since morning.

5- She said to me, "Suresh has to go"

she told me that Suresh ~~had~~ to go

6- He said, "I take care of my student."

He said that he took care of his student

7. He said to me, "I will be writing a letter"  
He told me that he would be writing a letter.

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6/10/2020

Rule 3

$\frac{S + V}{\text{past}}$        $\frac{S + V + OW}{\text{past}}$  — (i) simple Past<sup>v2</sup> → past perfect<sup>had + v2</sup>  
(ii) past Continuous → past perfect Cont<sup>was/were + v4</sup>      <sup>had + been + v4</sup>  
(iii) past perfect  
(iv) Past perfect cont } No change

(iii) Change of other words

Direct — Indirect

- (i) This — That
- (ii) These — Those
- (iii) Now — then
- (iv) Here — there
- (v) Yesterday — the previous day / the day before
- (vi) Today — That day
- (vii) Tonight — that night
- (viii) Tomorrow — the next day / the following day ✓
- (ix) The day after tomorrow — Two days later
- (x) The day before yesterday — Two days before
- (xi) Last night/day... — The previous night/day...
- (xii) Next day / month / night... — The following day/night...
- (xiii) Is / am / are — was / were
- (xiv) was / were — had been
- (xv) might — might

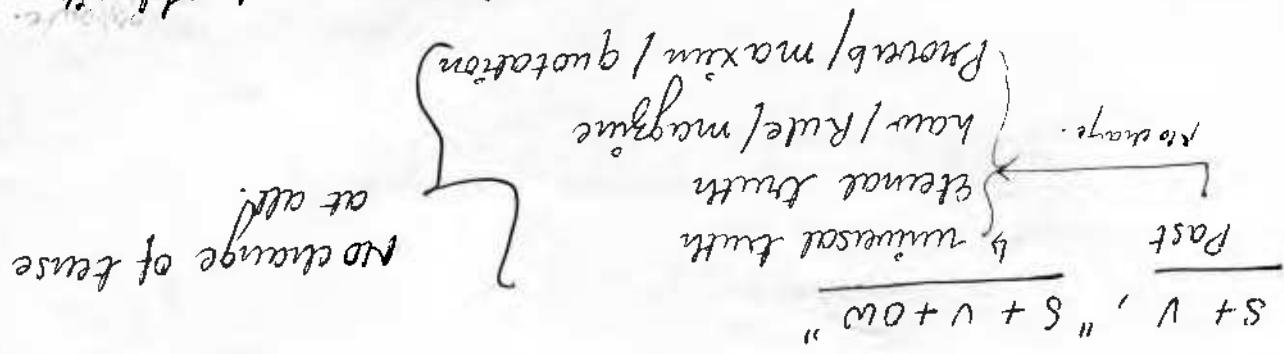
(will) shall - should  
(will) will - would  
(will) should / could / would / might - no change

Note: This / here / now are subject & that / there / then are object  
change main & object that & !  
that & words General English & !

examples

- ① Rohan said, "this is my book"
- ② Rohan said that this was my book.
- ③ He said, "I finished my work yesterday"
- ④ He said that he had finished his work the previous day.
- ⑤ He said, "I am glad to be here this evening."
- ⑥ He said that he was glad to be there that evening.
- ⑦ Rupesh said to Dinesh, "I was going to you"
- ⑧ Rupesh said that Dinesh that he had been going to him.
- ⑨ She said to me, "I had to do it last night"
- ⑩ She told me that she had had to do it the previous night.

Special Rule



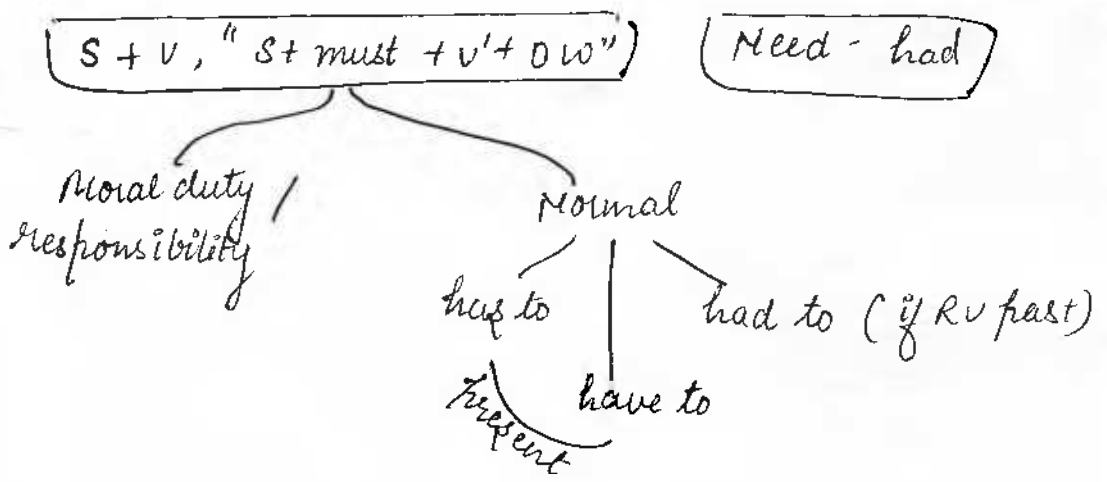
① Newton said, "for every action there is equal and opposite reaction".  
Newton said that for every action there is equal and opposite reaction.

② The teacher said, "The earth moves around the sun"  
The teacher said that the earth moves around the sun.

③ The Guru said, "The work is worship"  
The Guru said that the work is worship

④ Ramesh said, "A bad carpenter quarrels with his tools"  
Ramesh said that a bad carpenter quarrels with his tools.

7/October/2016  
Rule



examples.

① He said, "we must love our country"  
He said that we must love our country

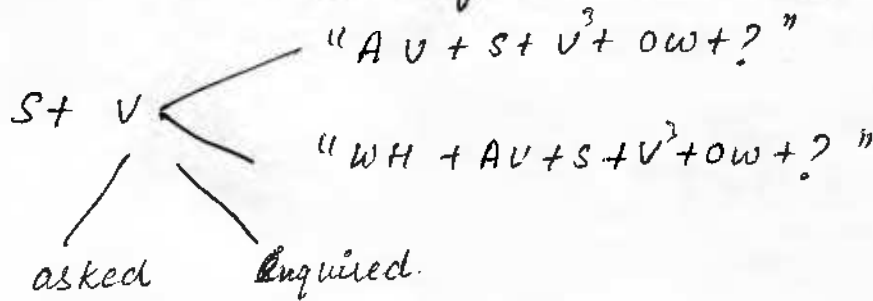
② They said, "students must respect their teachers"  
They said that students must respect their teachers

③ My wife says to me, "I must buy a car"  
My wife tells me that she has to buy a car.

# Interrogative

90% if / whether 10%

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Ex. 1. Kanika reads (assertive)

Does Kanika read?

When does Kanika read?

② The teacher said to me, "where do you live"?

The teacher asked me where I lived (✓)

③ The man said to his son, "Do you want to go?"

The man asked his son if he wanted to go?

④ I said to my wife, "What are you doing today?"

I asked to my wife if what she was doing that day?

⑤ Soniya said to me, "Can you meet me tomorrow at Patna junction"?

Soniya asked me if I could meet her at Patna junction the next day?

⑥ He said to me, "Are you a student"?

He asked me if / whether I was a student.

⑦ He asked me, "What is your name?"

He asked me what my name was?

⑧ Sophia said to Harry, "Do you love me?"

Sophia asked Harry if he loved her?



# Negative Imperative.

S + V, "Don't + V' + O"

(i) change + O + not to + V' + O

(ii) Forbade + O + to + V' + O

(iii) forbade/prevented + O + from + V' + O

in place of conjunction  
in place of V'

- (1) My father said to me, "Don't go outside at night."
- (2) My father ordered me ~~that~~ not to go outside at night
- (3) My father forbade me to go outside at night.
- (4) My father prohibited/prevented me from going outside at night.
- (5) The teacher said to the children, "Don't make a noise in the class."
- (6) The teacher ordered the children not to make a noise in the class.

# Optative Sentence

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S + V, "May + S + V' + OW"  
↓ change.

{ Blessed } + that + S + might + V' + OW.  
{ cursed  
{ wished  
{ prayed }

1. Mother said to me, "May you live long"  
Mother blessed me that I might live long.
2. They said to him, "May you died"  
They cursed him that he might die.
3. He said to me, "You be happy".  
He wished me that I might be happy
4. My grandfather said to me, "You live in peace"  
My grandfather prayed me that ~~you~~ I might live in peace

## Exclamatory Sentence.

S + V, "S + V + OW"

Rule 1 (1) R.V को R.S के sense के आधार पर exclaimed with joy / sorrow / surprised / anger / contempt / applause / great / regret / etc में बदल दे

(2) Conjunction - 'that' is used.

(3) Oh! / aah! / Oouch! ... इन शब्दों को हटा दे ,



① The captain said, "Hip! hip! Hurrah!,, I have won the match"

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The captain exclaimed with joy that he had won the match.

\* S + V, " what / such / how + a / an + N! "

change

↓  
that + It / Subject + is / was + a / an + Adj + N

- if already there is adj in question with noun  
their structure = ... + a / an + Adverb + Adj + N

① He said, " Aah! My dog is died "

He exclaimed with sorry that his dog was dead.

② Ajeet said, " what a beautiful sight "

Ajeet exclaimed, <sup>with surprise</sup> that it <sup>very</sup> was a beautiful sight

③ He said, " how beautiful she is "

He exclaimed with surprise that she was very beautiful

④ He said, " Oh my God! I have done a mistake "

He exclaimed with ~~to~~ regret that he had done a mistake

13/10 October

Extra

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① यदि RS के अंदर a term of address हो तो उस term of address को RV का object बनाकर direct से indirect बनाया जाता है।

(i) The teacher said, "Sonia ~~as~~ I am pleased with you".  
The teacher told Sonia that He was pleased with her.

② यदि RS के अंदर Ohh!, well!, OK!, I see etc प्रकार के समबोधन वाले शब्द प्रयोग किये जाय तो सबसे आसान तरीका यह है कि उसे हटा दें।

(i) The teacher said, "Well Mohan I will punish you".  
The teacher told Mohan that he would punish him.

(3)

यदि RS में एक से ज्यादा Appertive sentence का use हो तो indirect speech बनाने समय उसे and से या further added से जोड़ कर लिखा जाना चाहिए,

(1) The King said, "My wife is beautiful and laborious I will give her a beautiful gift."

The King said that his wife was beautiful and laborious, and he would give her a beautiful gift.

Rule कभी कभी RS के अंदर अलग अलग प्रकार के दो या दो से अधिक sentence रहते हैं इसे मैं जो जिस sentence में उसी का नियम लगा दूँ।

जरूरत पड़ते पर further added, asked, and etc का प्रयोग कर सकते हैं,

(2) The principal said to him, "Why are you disturbing the whole class? I can't tolerate it. Get out at once."

⇒ The principal asked him why <sup>he was</sup> ~~are you~~ disturbing the whole class. He told him that he could not tolerate it and ordered him to get out at once.

• LET

• S + V, "let + us + V' + OW"

change  
proposed that  $\begin{cases} \text{me} \\ \text{they} \end{cases} + \text{should} + V' + OW.$

• S + V, "let + O + V' + OW"

change  
To + let + O + V' + OW  
That + S + should + V' + OW

(1) Lata said, "let us visit the zoo today"

Lata proposed that they should visit the zoo <sup>let + us = let's</sup> that day.

(ii) He said, "let's go home"

He proposed that we should go home.

(iii) The boy said to his father, "let me choose the career of my choice"

I The boy requested his father to let him choose the career of his choice.

II The boy requested his father, <sup>that</sup> he should choose the career of his choice.

Rule 2 यदि किसी sentence में yes या no का use हो तो yes के लिए in the affirmative और no के लिए in the negative का use करते हैं और said की जगह replied का use करते हैं।

(1) He said, "yes I can do it"

He replied in the affirmative & told that he could do it.

(2) They said, "No we can't do this"

They replied in the negative and told that they could not do that.

Rule 3 यदि RS में Goodmorning, Goodnight का use हो तो goodmorning (meeting) के लिए wished का use करते हैं और goodnight (parting) के लिए bade का use करते हैं।

- ① He said to me, "Good morning"  
He wished me goodmorning
- ② I said to her, "Goodnight"  
I ~~the~~ wished her goodnight.
- ③ My friend said to me, "Goodmorning you have finished your homework"  
My friend wished me goodmorning and said that I had finished my homework.