

KINDS OF ADVERBS

Adverbs are divided into the following three main kinds:

1. Simple Adverbs.
2. Interrogative Adverbs.
3. Relative Adverbs.

Simple Adverbs are divided into the following kinds:

(i) **Adverbs of Place:** They tell us of the place where some action is being done. For example:

یہ الفاظ where کا جواب ہوتے ہیں اور کسی فعل کے کسی مقام پر واقع ہونے کے بارے میں بتاتے ہیں۔

1. Please stand here.
2. He was sitting outside.

اس فقرے میں here ایک Adverb ہے جو کہ مقام کی طرف اشارہ کرتا ہے۔ جبکہ دوسرے جملے میں outside بھی مقام کو ظاہر کرتا ہے۔

List: Here, there, up, inside, outside, within, without, above, below, down, far, near, in, out, everywhere, away, hither, thither, elsewhere, backward, forward, aside, around, etc.

(ii) **Adverbs of Time:** Words or group of words which tell of the time of an action are called Adverbs or Adverbials of Time. For example:

یہ adverbs سوال when یعنی کب کا جواب دیتے ہیں۔

1. He went home a few hours ago.
2. Today the train arrived late.

3. Never shall I believe you.

List: Ago, before, already, early, immediately, late, now, then, soon, since, presently, today, tomorrow, yesterday, yet, after, recently, formerly, shortly, daily, never, again, lately, etc.

(iii) **Adverbs of Manner:** They tell us of the way or manner in which an action is done. For example:

یہ adverbs لفظ how کا یا کسی طرح کا جواب دیتے ہیں۔

1. This book is well written.
2. They talked loudly.
3. She reads clearly.

List: Nicely, badly, quickly, well, ill, gladly, fast, thus, soundly, clearly, fluently, sadly, slowly, agreeably, steadily, hard, certainly, lazily, carefully, etc.

(iv) **Adverbs of Degree:** They tell us how much, to what extent, or in what degree, an action is done. For example:

یہ adverbs سوال how much کا جواب دیتے ہیں۔

1. He was too careless to be mended.
2. He runs very fast.

3. The mangoes are nearly ripe.

List: Very, much, too, quite, almost, any, fully, rather, enough, so, partly, altogether, pretty, as-as, entirely, wholly, scarcely, exceedingly, hardly, more, most, less, secretly, barely, little, etc.

(v) **Adverbs of Number or Frequency:** They tell us how often or how many times or how

frequently an action is done. For example:

adverb = کسی فعل کے واقع ہونے اور اس کی استعداد کی طرف اشارہ کرتے ہیں۔
2. He never comes late

1. I have read this book thrice.
3. He always speaks the truth.

List: Never, often, seldom, always, once, twice, again, frequently, thrice, sometimes, firstly, secondly, thirdly, etc.

(vi) **Adverbs of Affirmation and Negation:** They tell us that some action is done or not done

For example:

1. It is not my book.

2. I will certainly help you.
3. Perhaps you are right.

List: Not, no, yes, indeed, perhaps, certainly, by all means, little, hardly, scarcely, never, ever.

(vii) **Adverbs of Reason, Purpose or Consequence:** They tell us why some action was done or not done. For example:

1. He is ill, so he cannot go to the college.

2. He did not work hard and, therefore, he failed.

List: Hence, therefore, consequently, accordingly, likewise, etc.

2- INTERROGATIVE ADVERBS (استفہائی متعلقہ کلمات)

The adverbs which are used for asking questions are called Interrogative Adverbs. Like simple adverbs these indicate time, place, number, manner, quality or state, quantity or degree, cause or reason etc.

List: When, where, why and how, whence, whither, how often, how many, how far, etc. For example:

1. Why is the child weeping? (cause or reason)
2. Where do you live? (place)
3. How do you go to your office? (Manner)
4. How long will you take to finish it? (Time)
5. When do you go to college? (time)
6. How high is the Minar-e-Pakistan? (Degree)
7. How many boys are there in the class? (Number)
8. How are you? (State)
9. How far can you help me? (Extent)

3- RELATIVE ADVERBS:

When the Interrogative Adverbs, "When, How, Why, Where, What, etc." are used to join two clauses or sentences, they are called Relative Adverbs. For example:

1. This is the place where I was born.
2. I don't know why he disobeyed me.
3. I do not know the time when the Kashmir Mail arrives.
4. I do not know how he earned so much money.
5. The doctor could not tell what the condition of the patient was.
6. I can tell you how much wheat he has hoarded.
7. At the interview he could not tell for how many years the Muslims ruled India.

FORMATION OF ADVERBS

Adverbs are formed in the following ways:

1. By adding 'ly' to adjectives: as,
Clearly, cleverly, strongly, wisely, foolishly, quickly, beautifully, slowly, happily, etc.
2. By adding 'ly' to nouns; as,
Daily, weekly, monthly, yearly, etc.
3. By adding 'ly' to participles; as,
Lovingly, surprisingly, accordingly, humbly, repeatedly, contentedly, assuredly, etc.
4. By adding a letter or preposition to

- (a) **Nouns:** (a=on) abroad, aside, away, asleep, abed, ahead, ashore, afoot, (be=by) betimes, today, tomorrow, beside, before, beneath, overboard.
- (b) **Adjectives:** Alone, aloud, abroad, anew, along, afresh, below, behind, beyond.
- (c) **Adverbs:** Herein, hereto, hereafter, herewith, hereby, henceforth, hither, hence-forward, wherein, within, without, whereas, whereon, etc.

COMPARISON OF ADVERBS

Like adjectives, Adverbs also have three degrees of comparison. The positive, the comparative and the superlative.

Rule No. 1: Adverbs of one syllable form their comparatives and superlatives by adding "er" and "est" respectively to the positive, as,

Fast	Faster	Fastest	Hard	Harder	Hardest
Loud	Louder	Loudest	Soon	Sooner	Soonest
Late	Later	Latest			

Rule No. 2: Adverbs ending in 'ly' form their comparative by adding 'more' and the superlative by adding 'most' to the positive, as,

Suddenly	More suddenly	Most suddenly	Swiftly	More swiftly	Most swiftly
Softly	More softly	Most softly	Slowly	More slowly	Most slowly

Exception: Early, earlier, earliest, Badly, worse, worst.

Rule No. 3: Some of the adverbs form their comparative and superlative degrees irregularly.

Good (well)	better	best	Badly	Ill (worse)	worst
Far	farther	farthest	Little	less	least
Much	more	most	Nigh (near)	nearer	nearest (next)
Often	more often	often-most			

POSITION OF ADVERBS

Rule No. 1: When an adverb qualifies an Intransitive verb (i.e. a verb that takes no object), it is placed after the verb, as,

جب adverb کسی فعل لازم کی وضاحت کرے تو verb کو فعل کے بعد لگائیں۔

1. He works well 2. I live there 3. She spoke fluently
4. He died peacefully 5. They arrived late.

Rule No. 2: When a verb is transitive, (i.e. it has an object), the adverb should be placed either before the verb or after the object. For example:

جب فعل متعدی ہو تو adverb کو فعل سے پہلے یا مفعول کے بعد لگائیں۔

Incorrect: I felt keenly this insult. **Correct:** I keenly felt this insult -OR- I felt this insult keenly.

Incorrect: He does carefully his work. **Correct:** He does his work carefully.

Rule No. 3: When a verb consists of a Helping Verb and a Principal Verb, the Adverb must be placed between the two and not before or after.

جب فقرے میں مددگار فعل بھی ہو تو Adverb کو مددگار فعل اور اصل فعل یعنی Action Verb کے درمیان لگائیں۔

Incorrect: I have told him often to write clearly. **Correct:** I have often told him to write clearly.

Incorrect: I did know not his address. **Correct:** I did not know his address.

Rule No. 4: When an adverb modifies an adjective or an adverb, it must be placed immediately 'before' the word it modifies. The adverbs must not be separated from it.

جب ایک Adverb کسی اسم صفت یعنی Adjective یا کسی دیگر Adverb کی وضاحت کر رہا ہو تو Adverb کو اس سے فوراً پہلے لگایا جائے۔

1. The dog was quite dead.
3. Do not walk so fast.

2. She sings very sweetly.

Rule No. 5: The word "Enough" is always, without exception, placed 'after' the word it modifies.

بیش اس لفظ کے بعد لکھا جائے جس کی وضاحت کر رہا ہو۔

1. You know well enough what I mean.
2. He speaks loud enough to be heard.
3. He is witty enough to amuse everybody.

Rule No. 6: Adverbs of Time, as, always, ever, often, seldom, never, sometimes, frequently, are placed before the word they modify, whether the verb is transitive or intransitive.

ت کا ہر کرنے والے Adverb کو فعل سے پہلے لگاتے ہیں۔ خواہ فعل متعدی ہو یا لازم۔

1. She always speaks the truth.
2. Nothing ever happens by chance.
3. I often meet her near the college.
4. He never went there.
5. She seldom sings.
6. I frequently go to Faisalabad.

Exception: If in a sentence, the Principal verb is one of the verb 'to be' (i.e. is, are, am, was, were, been etc.) these Adverbs of Time are always placed after the verb and not before it.

ت کا ہر کرنے والے Adverb فعل to be کے بعد لکھے جاتے ہیں۔

1. He is always happy.
2. He was never successful.
3. He is often unreasonable.

Rule No. 7: Special care must be taken with the use of 'only' and 'even'. As a general rule, these adverbs must be placed immediately 'before' the word they modify.

فعل only اور even کے استعمال میں خاص احتیاط کرنی چاہئے اور عام طور پر ان الفاظ کے فوراً پہلے لگانے چاہئیں جن کی وضاحت مقصود ہو۔

Incorrect: I only answered two questions.

Correct: I answered only two questions.

Incorrect: He has only slept two hours.

Correct: He has slept only two hours.

Incorrect: He cannot even speak correct Urdu.

Correct: He cannot speak even correct Urdu.

Rule No. 8: Adverbs 'merely' and 'never' must be placed 'before' the word they modify.

فعل merely اور never کو اس لفظ سے فوراً پہلے لگائیں جن کی وہ وضاحت کر رہے ہوں۔

1. He merely came to borrow a book.
2. He never tells a lie.

Rule No. 9: When an adverb qualifies the whole sentence or is used for the sake of emphasis, it should be placed at the beginning of the sentence.

بیک متعلق فعل پورے فقرے کی وضاحت کر رہا ہو یا اسے زور دینے کے لئے استعمال کیا جائے تو اسے فقرے کے شروع میں لگاتے ہیں۔

1. Unfortunately, we lost the match. (the whole sentence)
2. Probably, he is mistaken. (the whole sentence)
3. Slowly and steadily, we laid him down. (the whole sentence)
4. Luckily, he escaped unhurt. (the whole sentence)
5. Never will I tell a lie (emphasis)
6. Away fled the enemy (emphasis)

Note: Same is the case when an Adverb introduces an exclamatory sentences; as,

1. What a beautiful girl she is!
2. How funny the thing is!

Rule No. 10: The difference in the use of adverbs 'very' and 'much' must be carefully noted:

(a) 'Very' is used before Present Participles and 'Much' before past participles, as,

تمام عام Adjectives سے پہلے very استعمال کریں اور فعل کی تیسری فارم سے بنائے گئے Adjectives سے پہلے much استعمال کریں تاہم Very much

1. This is very interesting.
2. I am much pained at your behaviour.
3. She was very much delighted.
4. I am very pleased to hear this.
5. She is very tired.

(نوٹ): صرف Pleased اور tired سے پہلے very لگے گا۔

(b) 'Very' is used before adjectives and adverbs of the positive degree, 'much' before the comparatives. For example:

very کو ہم صفت یا صفت کی جملی ڈگری کے ساتھ لگاتے ہیں۔ much کو صفت یا صفت کی ڈگری کے ساتھ لگاتے ہیں۔

1. He was working very quickly.
2. He is much quicker than you.

(c) 'Very' is also used to modify the adverb 'much'. For example:

1. I very much like this book.
2. I very much wish to succeed.

Rule No. 11: 'Two negatives' mean an affirmation. Hence, they should not be used together, if the intention is negative. For example:

نہیں negative استعمال نہیں کرتے۔ اگر کسی کے پاس یا کسی جگہ پر نہ ہو تو اسے any لگاتے ہیں۔

Incorrect: I could not find the book no where. **Correct:** I could not find the book any where.

Incorrect: I have not got no ink. **Correct:** I have not got any ink.

Incorrect: No one scarcely wears turban these days.

Correct: Scarcely any one wears turban these days.

Incorrect: Unless you do not work hard, you cannot pass the examination.

Correct: Unless you work hard, you cannot pass the examination.

Rule No. 12: 'Else' is always followed by 'but' and never by 'than'. For example:

Else کے بعد but آتا ہے نہ کہ than.

1. It is nothing 'else' but your pride (not than your pride) which makes you say such a thing.

Rule No. 13: 'Too' means more than enough. Hence it should not be used in place of 'very' or 'much'. There should not be any confusion in this respect. For example:

Incorrect: Honey is too sweet. **Correct:** Honey is very sweet.

Incorrect: You are too good to me. **Correct:** You are very good to me.

نوٹ: too کا مطلب ہے ضرورت سے زیادہ یعنی اتنی مطلب میں جو قابلِ برداشت نہ ہو۔ وہاں اگر وہ ہے کہ بل نہیں سکتا (کڑوی کی آخری حالت)۔ بالی کا مطلب ہے کہ وہ سبھا سکتا (مٹھک کی آخری حالت)۔ جب کوئی شے درجِ حالت میں نہ ہو تو very لگاتے ہیں۔

Rule No. 14: It is generally supposed that 'rather' is used only for the sake of emphasis. This is wrong. Rather should be used only when some comparison is intended. For example:

Incorrect: You are rather very clever.

Correct: You are very clever (rather should not be used as there is no comparison).

Incorrect: The patient is rather better today.

Correct: The patient is better today. (Rather - somewhat)

Rule No. 15: Adverbs should not be used to modify a noun or a pronoun. For example:

adverb کو اسمِ نام یا اسمِ ضمیر کی وضاحت کے لئے لگانا صحیح ہے۔

Incorrect: Explain the above passage.

Correct: Explain the above-mentioned passage.

Incorrect: Quite a crowd had gathered at the station.

Correct: Quite a large crowd had gathered at the station.

Rule No. 16: Adverbs of Definite time are placed at the either end of the sentence; as,

1. Today he has joined his assignment.
2. He has gone to Karachi today.

Rule No. 17: When the adverbs of time and place come together, the latter (of place) should precede the former (of time); as,

1. Come here immediately.
2. He went there at once.

Some More Important Points About Adverbs

Adverbs with two different meanings

adverbs کے ساتھ ly آتا ہے لیکن بعض adverb کے ساتھ ly نہیں آتا اس لئے دونوں سے قی میں ہونی چاہئے۔

1. Close (near) قریب closely (carefully) احتیاط کے ساتھ
Incorrect: He sat closely to the Chairman. Correct: He sat close to the Chairman
2. Hard (تخت) Hardly (بیشکل)
Incorrect: The students usually work hardly near the examination.
Correct: The students usually work hard near the examination.
3. Late (دیر سے) Lately (حال ہی میں)
Incorrect: He arrived home lately. Correct: He arrived home late
4. High (بلند) Highly (بہت زیادہ) مرتبے کے لحاظ سے بلند، بہت زیادہ
Incorrect: The plane was flying highly over the mountains.
Correct: The plane was flying high over the mountains.
5. Dear (مہنگا) Dearly (پیارا)
Incorrect: This project will cost us dearly. Correct: This project will cost us dear.
6. Warm (گرم) Warmly (گرم جوشی سے)
Incorrect: I feel warmly at your unexpected arrival.
Correct: I feel warm at your unexpected arrival.
7. Sweet (میٹھا) Sweetly (پیارا)
Incorrect: The flowers smell sweetly. Correct: The flowers smell sweet
8. Free (مفت) Freely (آزادانہ طور پر)
Incorrect: Medicines are given freely to the deserving patients.
Correct: Medicines are given free to the deserving patients.
9. Direct (سیدھا) Directly (فورا)
Incorrect: The action against the defaulter was taken direct.
Correct: The action against the defaulter was taken directly.
10. An Adjective and not an adverb is generally used to complete the meanings of the following verbs and to describe their subjects.
to be (is, are am) become, seem, appear
 - 1 Your story is interesting. (adj)
 - 2 Suddenly he become silly. (adj)
 - 3 Their situation seems desperate. (adj)
 - 4 The plot increasingly appeared absurd. (adj)

Note: Sensory verbs are also followed by adjectives and not by adverbs.

حسیاتی فعلوں کے بعد اسم صفت (adjective) لگائیں۔

Feel, taste, smell, look, sound, and verbs like 'remain', 'prove', and 'grow'.

- 1 I feel happy.
- 2 His plan to defeat his enemy sounds good
- 3 She looks beautiful.
- 4 The food tastes bitter.
- 5 The flowers smell sweet.

However, if the manner of feeling, tasting or the like is required, an adverb should be used.

- 1 I feel bad (adj) means poor health
- 2 I feel badly (adv) means the sense of touch is impaired

Seldom کے بعد never لگائیں۔

12. Incorrect: He seldom or ever comes to college.
Correct: He seldom or never comes to college

Never کی جگہ پر عام طور پر negative لگایا جاتا ہے۔ مثلاً:

13. Incorrect: I never remember having met her.
Correct: I do not remember having met her.

He is ill, of course, he cannot come to college.

Q1 course نام کی سہولتیں نظر کرتے ہیں۔

یہ کہہ دیتا ہے اس نے بیماری کے تھے کے طور پر وہ کام نہیں آ سکتا کہ certainly کسی چیز کے نتیجے میں کو ظاہر کرتے ہیں۔

- 14 **Incorrect:** Abid will of course win the prize **Correct:** Abid will certainly win the prize
 15 **Incorrect:** Rizwan is of course a hardworking student
Correct: Rizwan is certainly a hardworking student
 16 **Incorrect:** Today the air is cold for me **Correct:** Today the air is cold enough for me.
 17 **Incorrect:** This bridge is quite dangerous. **Correct:** This bridge is very dangerous.
 18 **Incorrect:** I care a straw for it **Correct:** I do not care a straw for it.
 19 **Incorrect:** The loss hit him hardly **Correct:** The loss hit him hard
 20 **Incorrect:** You have been very kind enough to help us.
Correct: You have been kind enough to help us

درست "hard" adverb ہے نہ کہ "hardly"

حد درجہ adverbs کو جملوں میں غلطی سے خارج کر دیا جاتا ہے جو کہ غلط ہے۔

enough, more, not, how.

- 21 **Incorrect:** He knows driving **Correct:** He knows how to drive.
 22 **Incorrect:** He is not clever to do it. **Correct:** He is not clever enough to do it.
 23 **Incorrect:** He is waiting for a better and promising opportunity.
Correct: He is waiting for a better and more promising opportunity.
 24 "By and by" means, 'long before', 'soon' (جلدی). Therefore, it should not be used in the sense of 'little by little' or 'gradually' or 'one by one'.
 1 **Incorrect:** The visitors went away by and by **Correct:** The visitors went away one by one.
 2 **Incorrect:** The patient recovered his health by and by.
Correct: The patient gradually recovered his health.
 3 **Incorrect:** The water all flowed out by and by **Correct:** The water all flowed out little by little.
 25 'Ago' is used to denote the period of time measuring from now while 'before' is used to express some indefinite previous time.

Ago کو ماضی میں متعین وقت ظاہر کرنے کے لئے جبکہ before کو غیر متعین وقت کو ظاہر کرنے کے لئے لگاتے ہیں۔ مثلاً

Incorrect: He died ten years before **Correct:** He died ten years ago

EXERCISES

Exercise No. 1

Correct the following sentences:

- | | |
|----------------------------------|---|
| 1 I never talked to him today. | 2 My father was much angry with me. |
| 3 He was much pleased to see me. | 4 The book is too entertaining. |
| 5 This rose smells sweetly. | 6 I never remember to have seen such a sight. |
| 7 Seldom he makes a mistake. | 8 Never she had seen such a sight. |
| 9 It is bitter cold. | 10 He bravely faced the difficulties. |

Exercise No. 2

Correct the following sentences:

- | | |
|---|--|
| 1 One newspaper was only allowed to the prisoner. | 2 Only he plays football. |
| 3 Only cricket is the game, I like. | 4 It is nothing else than foolishness. |