

# Short Cut Rules

Sentences	Reporting Verbs	Inverted Commas (دو دین)	Major Changes	Tenses
1. Assertive بیانیہ / خبریہ اس	says = says say = say said = said says to = says to / tells say to = say to / tell said to = told	that	Pronouns I ↔ S O ↔ O N ↔ N I ↔ I O ↔ O N ↔ N I ↔ I O ↔ O N ↔ N	Present Future Past Conditional
2. Optative مناویہ (دعا / ارادت) خواہش / تمنا (آرزو / چاہ)	said = prayed said to = prayed for said = cursed said to = cursed for said = wished said to = wished for	that	I ↔ I O ↔ O N ↔ N I ↔ I O ↔ O N ↔ N I ↔ I O ↔ O N ↔ N	1F → 2F 2F → had + 3F 3F → No change do / does not → did not did not → had not is, are → was, were was, were → had been has, have → had will, shall → would can → could may → might
3. Exclamatory استغیاب / حیرت خوشی / غم (خوش / غم) عجب / تعجب (عجب / تعجب)	said / to = exclaimed with joy / joyfully = exclaimed with sorrow / sorrowfully = exclaimed with wonder / wonderfully	that	I ↔ I O ↔ O N ↔ N I ↔ I O ↔ O N ↔ N I ↔ I O ↔ O N ↔ N	No Change
4. Interrogative OR Questions سوالیہ / استفساریہ	said / to = asked / inquired if / whether	that	I ↔ I O ↔ O N ↔ N I ↔ I O ↔ O N ↔ N I ↔ I O ↔ O N ↔ N	No Change
5. Imperative حکم / انہی / نصیحت / خبر / امر مانع / دروغ / استغیاب	said / to = ordered = commanded = advised = forbade = requested OR begged = proposed suggested / planned asked = requested	that	I ↔ I O ↔ O N ↔ N I ↔ I O ↔ O N ↔ N I ↔ I O ↔ O N ↔ N	No Change



Changes	خاص الفاظ (بڑی تبدیلیاں)	Minor/Other Changes	For notes
Tenses	Tenses	Minor/Other Changes	
<p>Present تہی حال</p> <p>Future مستقبل</p> <p>Past گزشتہ</p> <p>1F → 2F</p> <p>2F → had + 3F</p> <p>3F → No change</p> <p>do/does not → did not</p> <p>did not → had not</p> <p>is, am → was, were</p> <p>was, were → had been</p> <p>has, have → had</p> <p>will, shall → would</p> <p>can → could</p> <p>may → might</p>	<p>تہی حال میں</p> <p>مستقبل میں</p> <p>گزشتہ میں</p> <p>this → that</p> <p>these → those</p> <p>here → there</p> <p>now → then</p> <p>thus → so</p> <p>ago → before</p> <p>to day → that day</p> <p>tomorrow → the next day</p> <p>the next day → the following day</p> <p>to night → that night</p> <p>yesterday → the day before or the previous day</p> <p>last night → the night before or the previous night</p> <p>already → by that time</p> <p>sir, madam → respectfully</p> <p>good-bye → good bye</p> <p>hence → thence</p> <p>hither → thither</p> <p>farewell → farewell</p> <p>good morning, evening, night, noon, afternoon</p>	<p>ان کے انگریزی میں دوسرے الفاظ</p> <p>Proper Name</p> <p>کوتہ "کوٹہ" "کوٹہ" "کوٹہ"</p> <p>شان (1) شان (2) شان (3)</p> <p>ہاں اور آؤں کی جگہ پر</p> <p>Yes, well, all right, hello</p> <p>ok, hello</p> <p>do, does</p> <p>2F استعمال کریں</p> <p>kindly, please</p> <p>requested</p> <p>استعمال کریں</p> <p>Harrah! Aha! Alas!</p> <p>What/How</p> <p>agreed</p> <p>do not</p> <p>forbade</p> <p>do not + 1F</p> <p>advised</p> <p>should</p> <p>let</p> <p>4F استعمال کریں</p> <p>مستقبل میں</p> <p>مستقبل میں</p> <p>مستقبل میں</p>	<p>(13) کوٹہ کے اندر we</p> <p>پہلے سے he</p> <p>وہ he</p> <p>میں I</p> <p>ہم we</p> <p>انہیں they</p> <p>ہو how</p> <p>کی what</p> <p>پس ( )</p> <p>نہی اور was, were</p> <p>تھیں</p> <p>(15) کوٹہ کے اندر we</p> <p>پہلے سے he</p> <p>تو تبدیل نہ کریں</p> <p>(16) کوٹہ کے اندر I</p> <p>تو تبدیل نہ کریں</p> <p>(17) کوٹہ کے اندر I</p> <p>تو تبدیل نہ کریں</p> <p>(18) کوٹہ کے اندر I</p> <p>تو تبدیل نہ کریں</p>