



# Compulsory English Spoken English

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# How to learn English

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- There are 26 letters in English Alphabet.
- There are 5 Vowels – a, e, i, o, u
- The remaining letters (21 letters) are consonants.
- These 26 letters have 44 sounds out of which 20 are vowel sounds.



# ENGLISH ALPHABET

3  
Next

## CAPITAL LETTERS

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

## SMALL LETTERS

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

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# Use of Capital Letters

★ A sentence starts with a Capital Letter.  
(एक वाक्य की शुरुआत 'Capital Letter' से होती है।)

E.g:- Once upon a time, there lived a king.

★ 'Proper Noun' starts with a Capital Letter.  
('Proper Noun' की शुरुआत 'Capital Letter' से होती है।)

E.g:- Ram, Delhi, Yamuna etc.

★ 'I' is always in Capital Letter.  
'I' (मैं) हमेशा Capital Letter में होता है।



# Use of Capital Letters

★ Acronyms are in 'Capital Letters'.  
**(Acronyms 'Capital Letters' में होते हैं।**

E.g:- PM, MLA

★ The first word of the sentence with double Inverted Commas start with Capital Letters.  
**(Double Inverted Comma के अन्दर के वाक्य के पहले शब्द की शुरुआत 'Capital Letter' से होती है।**

E.g:- He said, "He and I went to Delhi. There we met the SHO of Mukherjee Nagar."

PREPOSITION

22

**Words related to Position**

**Exercise**

- He is sitting \_\_\_\_\_ the chair/ stool/ bench.
- He is sitting \_\_\_\_\_ the bed/ arm chair.
- He is sitting \_\_\_\_\_ the tree.
- He is sitting \_\_\_\_\_ the shade of the tree.
- The tiger jumped \_\_\_\_\_ the deer.
- He fell \_\_\_\_\_ the well.
- He jumped \_\_\_\_\_ his horse and rode away.
- Trees are planted \_\_\_\_\_ the roads.

KD LIVE      348      Class Notes : PREPOSITION

**MODALS**

26

**VERB**

**\* See Verb (Basic)**

- Modals are helping verbs/ Auxiliary verbs. (Modals Helping verbs/ Auxiliary verbs ॥)
- Modals are such Helping Verbs that cannot work as Main Verb. (Modals के उपरी वर्ब होते हैं जिनका मान नहीं करते हैं।)
- Modals must be followed by a Main verb. (Modals के बाद Main Verb आया जाएगा।)
- Modals must be followed by Base form of verb. (Modals के पूर्ण काम V<sub>0</sub> के बारे मार्गिता।)

**\* See Verb (Basic)**

**TYPES OF MODALS**

**Complete Modals**  
can, could, should,  
must, ought to, will,  
shall, might

**Partial Modals**  
Used to  
Modal Adjective  
Need & Dare  
Main Verb

**Idiomatic Modals**  
have to/ have / will to  
would / had to/  
had better / had rather  
had sooner  
'be + to' + going + to  
etc. + about to

**PURE MODALS** (जैसे केवल pure मॉडल्स हैं।) मॉडल्स के अन्य सभी शब्द नहीं काम नहीं करते हैं।

They work only as Pure Modals. (जैसे केवल pure मॉडल्स के अन्य सभी शब्द नहीं काम नहीं करते हैं।)

**COMPLETE MODALS** (जैसे कोई अन्य काम करते हैं।)

They work only as Complete Modals and also as some other Part of Speech. (जैसे कोई अन्य काम करते हैं। Part of Speech का कोई काम करता है।)

**PARTIAL MODALS** (जैसे कोई अन्य काम करते हैं।)

They work only as Partial Modals and also as some other Part of Speech. (जैसे कोई अन्य काम करते हैं। Part of Speech का कोई काम करता है।)

**IDIOMATIC MODALS** (जैसे कोई अन्य काम करते हैं।)

They have a meaning different from the meaning of the words used in them. (जैसे कोई अन्य काम करते हैं।)

KD LIVE      476      Class Notes : MODALS



KD **LIVE**

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अब दसवीं फेल भी करेगा फर्टिटार अंग्रजी में बात,  
बस पढ़ लें एक बार पूरी ये किताब

1 लाख लोगों ने माना है,  
अब आप भी मानेंगे।

बोल-चाल संबंधित हर शब्द एवं वाक्य  
इस किताब में उपलब्ध है।

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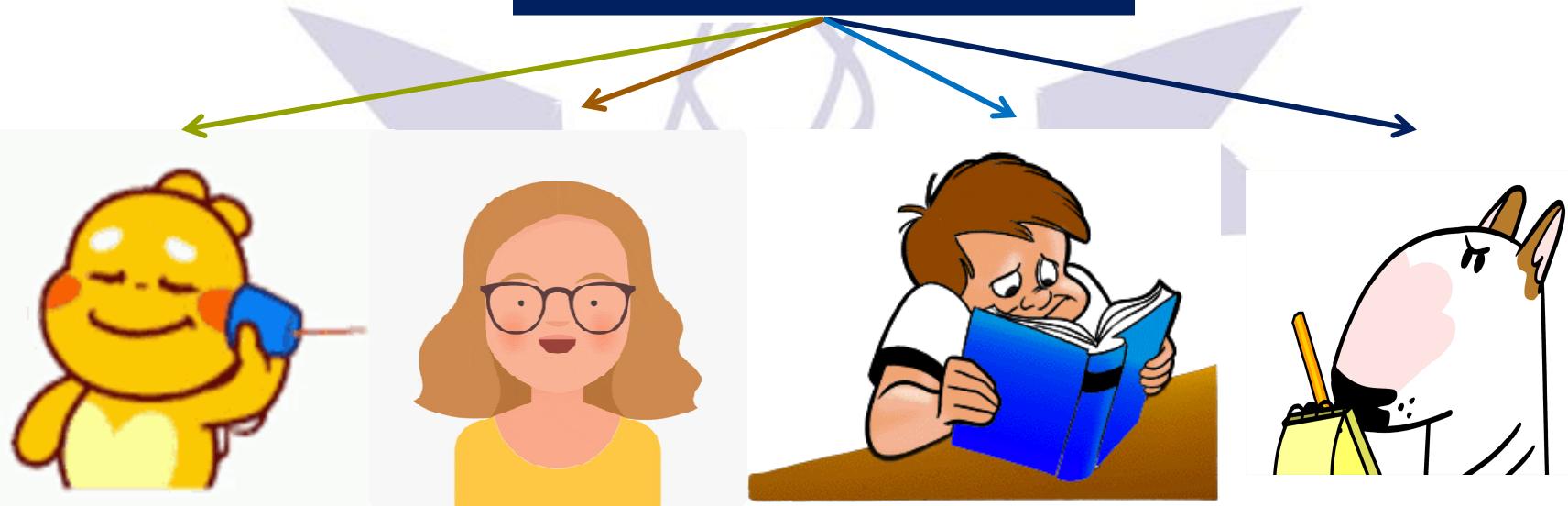
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# How to learn English

## Four Pillars



Listening

Speaking

Reading

Writing



## Structure of a sentence in English

### English में वाक्य की बनावट

#### Active Voice

जब कर्ता (Doer) सब से आगे हो,  
तो वाक्य Active Voice कहलाता है।



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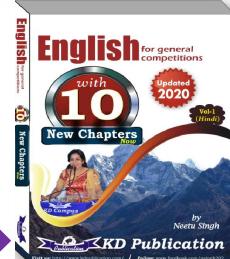
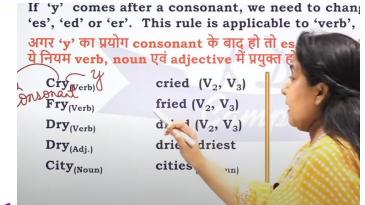
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करता है  
(Does)

verb  
क्रिया  
(Action)

पर (on)

लेने वाला या जिस  
पर काम हुआ (कर्म)  
(Recipient)

करने वाला  
(कर्ता)  
(Doer)

E.g:-

1. Boys
2. Students
3. Girls
4. I
5. They

- play
- read
- tell
- love
- told

- क्या
- क्या
- क्या
- किसको
- क्या

- football
- books
- stories
- him
- the truth

**Subject does Verb on Object.** (कर्ता क्रिया को कर्म पर करता है।)

After Verb two questions arise — 'who' and 'whom'. The answer to 'who' and 'whom' is the object. / (Object Verb के बाद उत्पन्न 'क्या' और 'किसको' का जवाब होता है।)



## Identify the Subject, Verb & Object

13

Next

	Subject	Verb	Object
1. रोहन ने आम खाया।	रोहन	खाया	आम
2. लोग रोज अखबार पढ़ते हैं।	लोग	पढ़ते हैं	अखबार
3. नानी कहानी सुना रही है।	नानी	सुना रही है	कहानी
4. मैं रोज रात को दूध पीता हूँ।	मैं	पीता हूँ	दूध
5. बच्चे किताबें पढ़ते हैं।	बच्चे	पढ़ते हैं	किताबें

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### Structure of the Sentence in Active Voice :-

**Subject + Verb + Object + बाकी जो वाक्य में दिया हो object के बाद लगाया जाता है।**

(शुरूआत में)

(Tense के अनुसार)

(Verb से दो सवाल उठते हैं 'क्या' और 'किसको'।  
'क्या' और 'किसकों' का जवाब Object होता है।)

**'Sh' Sound**

- 
- |                 |                   |
|-----------------|-------------------|
| 1. Sugar → शुगर | 6. Shop → शॉप     |
| 2. Shape → शेप  | 7. Shy → शाइ      |
| 3. Shirt → शर्ट | 8. Ship → शिप     |
| 4. Chef → शेफ   | 9. Shade → शेड    |
| 5. Shoe → शु    | 10. Shadow → शैडो |
|                 | 11. Sure → श्योर  |

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## PRONCIATION

### 'Z' Sound

- 
- |                         |                            |
|-------------------------|----------------------------|
| 1. Zoo → जू (चिड़ियाघर) | 6. Puzzle → पज़ल           |
| 2. Zebra → ज़िबरा       | 7. Poison → पौयज़न         |
| 3. Zero → ज़ीरों        | 8. Cousin → कज़िन          |
| 4. Zoom → जूम           | 9. Wizard → विज़ड (जादूगर) |
| 5. Quiz → क्विज़        | 10. Wednesday → वेंज़डे    |



## Things to remember when you speak

19  
Next

- 1. You must have optimum speed of speech.**
- 2. Adopt proper intonation.**
- 3. Speak to express, not to impress.**
- 4. Get rid of mother tongue influence.**
- 5. Have proper eye contact and body language.**
- 6. Learn the correct pronunciation.**



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## 7. Learn the correct use of words.

Examples

- 
- A large, light purple decorative banner with the word "Campus" written in a flowing, cursive script. The banner has a white outline and a slight shadow, and it is positioned behind the examples list.
- (1) See, Watch, Stare, Glance
  - (2) Hear, Listen, Sound
  - (3) Talk, Speak, Tell etc.



## 8. Start with short sentences, then go for longer ones.

STAGE -1 ➤ Examples

1. I read books.

2. I work.

3. I wanted.

4. I will try.

5. I avoid.



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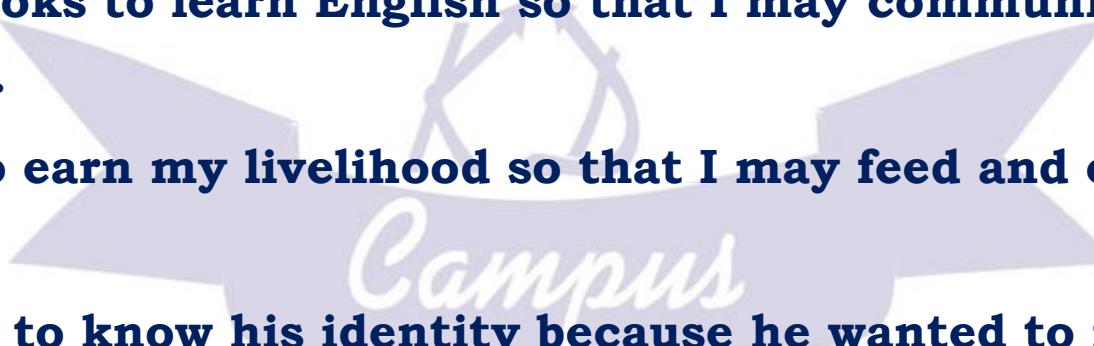


**STAGE -2 Examples**

- 1. I read books to learn English.**
- 2. I work to earn.**
- 3. I wanted to know his identity.**
- 4. I will try to meet the officer.**
- 5. I avoid cutting trees.**



**STAGE –3 Examples**

- 
- 1. I read books to learn English so that I may communicate properly.**
  - 2. I work to earn my livelihood so that I may feed and clothe my family.**
  - 3. I wanted to know his identity because he wanted to invest in my business.**
  - 4. I will try to meet the officer to lodge a formal complaint.**
  - 5. I avoid cutting trees because they give us oxygen.**

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# Parts of Speech

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**Noun (संज्ञा)**

→ Naming word. It comes in the place of Subject & Object.

**Pronoun (सर्वनाम)**

→ Replaces Noun. It comes in place of Subject & Object.

**Verb (क्रिया)**

→ Action/ state word

**Adjective (विशेषण)**

→ Qualifies Noun/ Pronoun

**Conjunction (संयोजक)**

→ Joining word

**Article (A, An, The)**

→ Precedes Noun

**Preposition (पूर्वसर्ग)**

→ Determines position

**Adverb (क्रियाविशेषण)**

→ Qualifies the nearest word

**Interjection (विस्मयादिबोधक)**

→ Expresses surprise, pain etc.



## Basic Concept of All Parts of Speech

# NOUN

1. Ram is a good boy.
2. Teachers teach students.
3. Reading is a good habit.
4. We prohibit smoking.
5. I went for a walk.
6. I am fond of music.



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# PRONOUN

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Replaces Noun (संज्ञा के स्थान पर आता है)

Preceded by

के पहले

Followed by

के बाद

Verb

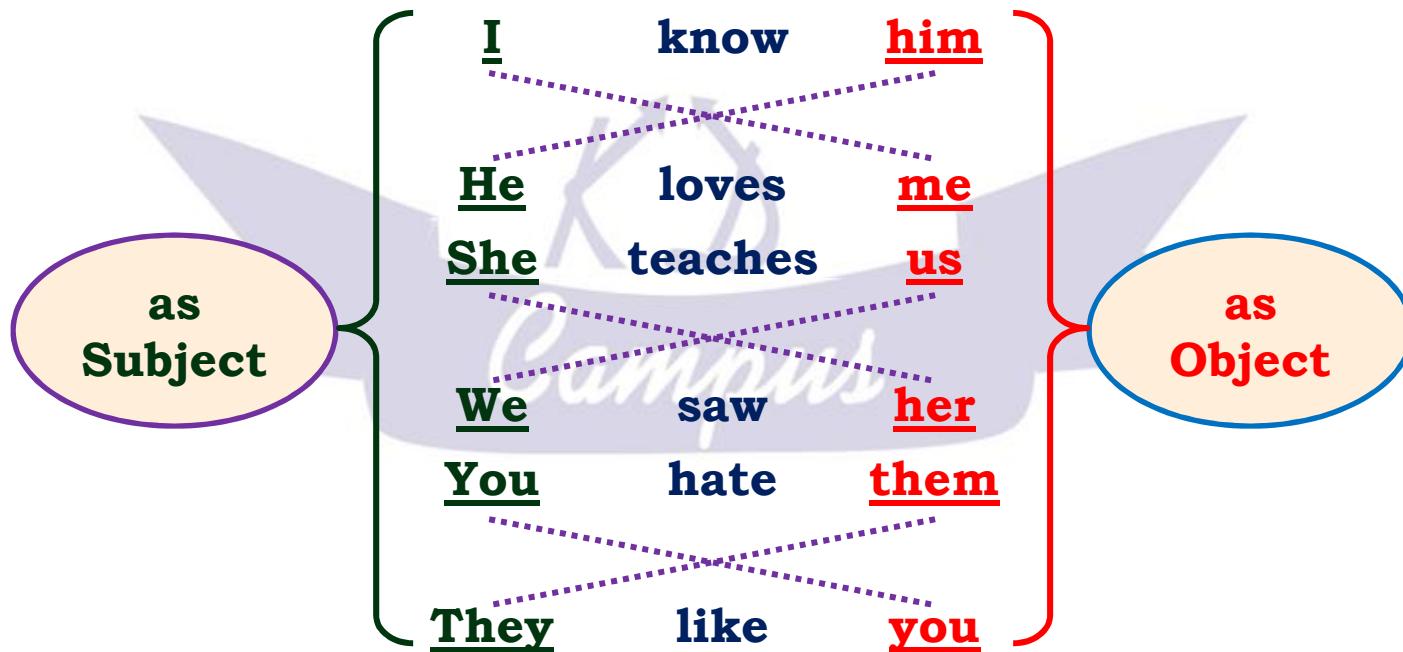
## Nominative Case

Singular	{	He	— वह (पुरुष के लिए)
		She	— वह (स्त्री के लिए)
		It	— यह (निर्जीव वस्तु एवं जानवर के लिए)
He, She, It का	I	— मैं	
Plural	We	— हम	
They होता है	They	— वे	
	You	— तुम/ तुम लोग / आप / आपलोग	

## Objective Case

Him  
Her  
It  
  
Me  
Us  
Them  
You

# PRONOUN





# VERB

32

Next

- Action/ state word ( क्रिया और अवस्था बताने वाला शब्द )

1. I run.

2. They teach.

3. You go.

4. I know you.

5. I am a teacher.

} Run, teach & go → action words  
} know & am → state words

We cannot make a sentence without a verb.  
( Verb के बिना वाक्य नहीं बन सकता )

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## ADJECTIVE

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Qualifies Noun or Pronoun.

( संज्ञा या सर्वनाम के बारे में कुछ बताता है )

1. He is a **good** boy.
2. She is suffering from **lung** cancer.
3. It is a **five-star** hotel.
4. India is a **developing** country.
5. This is the **revised** edition.



## CONJUNCTION

35  
Next

**Joining word ( जोड़ने वाला शब्द )**

1

**Sentence 1 → He is rich.**

**Sentence 2 → He is happy.**

**Sentence 1 + Sentence 2**

**He is rich and happy.**



## CONJUNCTION

36  
Next

**Joining word ( जोड़ने वाला शब्द )**

2

**Sentence 1 → He is intelligent.**

**Sentence 2 → He is lazy.**

**Sentence 1 + Sentence 2**

**He is intelligent but lazy.**



# ARTICLE

Comes before Noun (Noun के पहले आता है।)

Indefinite  
A/AN

Definite  
The

- Means 'One'
- Comes with Singular Countable Noun  
(S.C.N के साथ आता है)
- Can come with Countable as well as Uncountable Nouns.  
(C.N एवं U.N दोनों के साथ आता है।)



## ARTICLE

Comes before Noun (Noun के पहले आता है।)

Indefinite  
A/AN

Definite  
The

- Do not come with Plural Countable Noun and Uncountable Noun (P.C.N एवं U.N के साथ नहीं आता है।)
- Comes with Nouns that have already been introduced (जिन संज्ञा का परिचय दिया जा चुका है उसके साथ 'the' आता है।)



# ARTICLE

Comes before Noun (Noun के पहले आता है।)

Indefinite  
A/AN

Definite  
The

- Come with Nouns which are getting introduced (जिन संज्ञा का परिचय हो रहा है उसके साथ आता है।)
- Comes with Nouns that are definite, that can be visualised or pointed out (the का प्रयोग उन Nouns के साथ होता है, जिसके तरफ हम इंगित कर सकते हैं या जिसकी छवि दिमाग में बन चुकी है।)



## ARTICLE

40  
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### Examples:

1. He is a singer.
  2. They are a singers. [✗]
  3. She gave an advice. [✗]
  4. Once upon a time, there lived a king.
  5. He is a very good dancer.
- 



# ARTICLE

41  
Next

## Use of 'A/An'

**A**

With consonant sound

**An**

With vowel sound

**Vowels**

a, e, i, o u  
*Campus*

**Vowel Sound**

'अ' से 'औ' तक



### Fill in the blanks with A/An

1. An orange

2. An eagle

3. An umbrella

4. A European

5. A university

6. A one-rupee Coin

7. An honest man

8. An ear

9. A year

10. An MP

11. A DCP

12. A ewe

13. x honorable men

14. x honesty

15. x water.



## PREPOSITION

- ★ **Determines Position** ( स्थान बताता है )
- ★ **There are certain fixed Preposition too**  
( कुछ Preposition Fixed भी होते हैं।)

1. The book is on the table.
2. She is in the room.
3. They insisted on going home.
4. He is addicted to smoking.



## ADVERB

Qualifies the nearest word ( निकटतम शब्द के लिए प्रयुक्त होता है )

1. She work honestly.
2. She speaks politely.
3. He acted smartly.
4. He ran fast.
5. She touched the baby gently.



When course do you need? Spoken or Written. See the sentences given below and decide.

## Use of 'Be'

SPOKEN

1. I am fine.
2. We are happy.
3. She is my sister.

COMPULSORY

1. India is a developing country.
2. It is a strong democracy.
3. Our country is a sovereign, socialist, secular, democratic republic.



## Use of 'There'

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Next

### SPOKEN

1. There is no water.

2. There is a problem.

3. There are some issues.

### COMPULSORY

1. There is unity in diversity in India.

2. There are linguistic and cultural differences here.

3. There are varied flora and fauna in Indian subcontinent.

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