

2. SPELLING

Spelling plays a very important role in written English. For writing examinations, working in the office career and for getting through competitive examinations, apt and appropriate knowledge of spelling in English is most essential. In order to acquire perfection in speaking and writing the language, knowledge of correct spelling and punctuation is necessary. So, we must constantly practise reading, writing and observing difficult words. Because practice makes man perfect.

English has borrowed many words from French, Latin, Greek, German and other European languages. This makes it difficult for learners to remember spellings of words. So, we often make mistakes in spelling words in English.

Spelling in English has become more difficult, because 50% of English words have silent letters. Some of letters in English are not pronounced while speaking.

The English alphabet consists of 26 letters. They are divided into two parts - (1) Vowels and (2) Consonants.

1. Vowels - A, E, I, O, U - (5)

2. Consonants - B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z - (21)

Suffix: A suffix is a group of letters added to the end of a word such as '-ness' in sadness, '-ful' in beautiful.

Prefix: A prefix is a group of letters put before another word such as 'un-' in unhappy and 'Pre-' in pre-pu
pre-caution, pre-planned etc.

Syllable: Syllable is the smallest unit of speech. Vowel takes the central position in the syllable and consonants are placed on either side of it. Here, we should think in terms of sounds, not the letters, The Vowel Sound acts as a nucleus in a syllable.

There are some rules which will help us in having 90% accuracy in spelling. To improve spelling, first we need to develop interest in words. We should try to observe new words. Next, we need to use a dictionary to know the pronunciation, meaning and usage of the new words. We should read and write more in English as spelling is perfected through practice.

Rules:

- | | | |
|-----|---|------------|
| A. | Words of one syllable having one Vowel and ending in a single consonant double the final consonant t suffix beginning with a Vowel. | |
| 1. | Hit + ing | = Hitting |
| 2. | Knit + ing | = Knitting |
| 3. | Run + ing | = Running |
| 4. | Bed+ing | = Badding |
| 5. | Cut+ ing | = Cutting |
| 6. | Put + ing | = Putting |
| 7. | Set + ing | = Setting |
| 8. | Bat + ing | = Batting |
| 9. | Chat+ing | = Chatting |
| 10. | Run + er | = Runner |
| 11. | Quit + ing | = Quittin |
| 12. | Drop + ing | = Droppi |
| 13. | Fat + er | = Fatter |
| 14. | Spilt + ing | = Splittir |
| 15. | Rob + ed | = Robbe |
| 16. | Get + ing | = gettin |
| 17. | Sit + ing | = sitting |
| 18. | Win + ing | = winnir |
| 19. | Swim + ing | = swimr |

Exception:

1. Bus+es = buses
2. Gas+ es = gases

B. Words of one syllable having two Vowels and ending in a single consonant have only one consonant before a suffix beginning with a Vowel

- | | | | |
|----------------|-------------------------------|-----------------|------------|
| 1. Keep + ing | = Keeping <i>one syllable</i> | 6. Meet + ing | = meeting |
| 2. Weep + ing | = Weeping | 7. Read + ing | = reading |
| 3. Sleep + ing | = Sleeping | 8. Feed + ing | = feeding |
| 4. Sweep + ing | = Sweeping | 9. Feel + ing | = feeling |
| 5. Leap + ing | = Leaping <i>(jumpp)</i> | 10. Shoot + ing | = shooting |

C. We have to add 'ed' or 'ing' to the words having one syllable having one Vowel and ending in two consonants

- | | | | |
|---------------|--------------------------|----------------|-----------|
| 1. talk + ed | = talked | 7. tell + ing | = telling |
| Talk + ing | = talking | 8. sell + ing | = selling |
| 2. walk + ed | = walked | 9. kill + ing | = killing |
| 3. call + ed | = called | 10. jump + ing | = jumping |
| 4. pack + ed | = packed <i>surprise</i> | 11. work + ing | = working |
| 5. back + ed | = backed | 12. sing + ing | = singing |
| 6. check + ed | = checked | 13. ring + ing | = ringing |

D. Two syllable words ending in a single consonant following a single Vowel double the final consonant, when there is a stress on the last syllable.

- | | | | |
|----------------|------------------------------|------------------|--------------------------|
| 1. Acquit + ed | = Acquitted <i>stress</i> | 7. Kidnap + ed | = Kidnapped |
| 2. Begin + ing | = Beginning | 8. Handicap + ed | = Handicapped |
| 3. Deter + ed | = Deterred <i>pospone</i> | 9. Worship + ed | = Worshipped |
| 4. Recur + ing | = Recurring | 10. Permit + ed | = Permitted |
| 5. Regret + ed | = Regretted <i>say sorry</i> | 11. Occur + ed | = Occurred <i>happen</i> |
| 6. Admit + ed | = Admitted | 12. Allot + ed | = allotted |

Exceptions:

We must add 'ed' to the two syllable words ending in one consonant, where there is no stress on the last syllable.
There is no doubling of the consonant.

- | | | | |
|----------------|------------|-----------------|-------------------------------|
| 1. Suffer + ed | = Suffered | 5. Murmur + ed | = Murmured <i>(no stress)</i> |
| 2. Offer + ed | = Offered | 6. Differ + ed | = Differed |
| 3. Visit + ed | = Visited | 7. Benefit + ed | = Benefited |
| 4. Answer + ed | = Answered | | |

E. When words end in 'l' following a single Vowel or twoVowels, the consonant 'l' is generally doubled.

- | | | | |
|-----------------|----------------------------|------------------|-----------------------|
| 1. Cancel + ed | = Cancelled | 7. Dial + ed | = Dialled |
| Cancel + ing | = Cancelling | 8. Appal + ed | = Appalled <i>wow</i> |
| 2. Travel + ed | = Travelled | 9. Cruel + ly | = Cruelly |
| 3. Fulfil + ed | = Fulfilled <i>ful</i> | 10. Model + ed | = Modelled |
| 4. Quarrel + ed | = Quarrelled | 11. Duel + ed | = Duelled |
| 5. Signal + ed | = Signalled | 12. Distil + ed | = Distilled |
| 6. Repel + ed | = Repelled <i>opposite</i> | 13. Control + ed | = controlled |

Exceptions:

abstract

- | | | | |
|------------------|--------------|----------------|---------------------------|
| 1. Appeal + ed | =Appealed | 3. Repeal + ed | = Repealed <i>remover</i> |
| 2. Parallel + ad | = Paralleled | 4. Reveal + ed | = revealed |

5. Conceal + ed = concealed

F. Omission of a final 'e'

When words end in 'e' following a consonant, the final 'e' is dropped before suffix beginning with a vowel or consonant

1. Love + ing	= Loving;	Love + able	= lovable
2. Like + ing	= Liking;	like + able	= likable
3. Give + ing	= Giving		
4. Write + ing	= Writing		
5. Come + ing	= Coming		
6. Move + ing	= Moving;	move + able	= movable
7. Make + ing	= Making		
8. Take + ing	= Taking		
9. Like + able	= Likable		

Exceptions: But some words do not drop their final 'e' before 'ing'

1. Dye + ing = Dyeing
2. Age + ing = Ageing

G. The final 'e' is not dropped before a suffix beginning with a consonant.

1. Hope + ful	= Hopeful
2. Fate + ful	= Fatal
3. Use + ful	= Useful
4. Engage + ment	= Engagement; Manage + ment = Management
5. Fortunate + ly	= Fortunately
6. Immediate + ly	= Immediately
7. Sincere + ly	= Sincerely
8. Like + ly	= Likely
9. Care + ful	= careful

Exceptions:

- | | | | |
|---------------|----------|-----------------|------------|
| 1. True + ly | = Truly | 4. Argue + ment | = Argument |
| 2. Due + ly | = Duly | 5. Nine + th | = Ninth |
| 3. Whole + ly | = Wholly | 6. Awe + ful | = Awful |

H. Words ending in 'ee' do not drop any 'e' before a suffix.

1. Agree + ment = Agreement (agreeing, agreed)
2. See + ing = Seeing
3. Foresee + ing = Foreseeing

unpleasant
unhappy

I. Words ending in 'e' or 'ge' do not drop 'e' before a suffix beginning with 'a', 'o'.

- | | | | |
|------------------|--------------|---------------------|----------------|
| 1. Courage + ous | = Courageous | 6. Change + able | = Changeable |
| 2. Manage + able | = Manageable | 7. Trace + able | = Tranceable |
| 3. Outrage + ous | = Outrageous | 8. Replace + able | = Replaceable |
| 4. Peace + able | = Peaceable | 9. Marriage + able | = Marriageable |
| 5. Notice + able | = Noticeable | 10. Advantage + ous | = advantageous |

Exception:

1. Continue + ous = Continuous
- J. Words ending in 'ce' change the 'e' to 'i' before 'ous'
1. Grace + ous = Gracious
 2. Malice + ous = Malicious
 3. Space + ous = Spacious
 4. Vice + ous = Vicious
- K. Words ending in 'y':

Words ending in 'y' following a consonant changes to 'I' before any suffix except 'ing'

- | | | | |
|----------------|------------|-----------------|-------------|
| 1. Study + ed | = Studied | 6. Bury + ed | = Buried |
| 2. Carry + ed | = Carried | 7. Happy + ly | = Happily |
| 3. Deny + ed | = Denied | 8. Beauty + ful | = Beautiful |
| 4. Marry + ed | = Married | 9. Marry + age | = Marriage |
| 5. Supply + ed | = Supplied | | |

But:

- | | | | |
|----------------|------------|-----------------|-------------|
| 1. Marry + ing | = Marrying | 4. Study + ing | = Studying |
| 2. Carry + ing | = Carrying | 5. Supply + ing | = Supplying |
| 3. Hurry + ing | = Hurrying | | |

L. 'Y' following a Vowel does not change.

- | | | | |
|--------------|-----------|----------------|------------|
| 1. Play + ed | = Played | 4. Obey + ed | = Obeyed |
| Play + ing | = Playing | 5. Sung + ed | = surveyed |
| Play + er | = Player | 6. Convey + ed | = conveyed |
| 2. Pray + ed | = Prayed | 7. Delay + ed | = delayed |
| 3. Stay + ed | = Stayed | | |

Exceptions:

- | | |
|-------------|--------|
| 1. Pay + ed | = Paid |
| 2. Say + ed | = Said |
| 3. Lay + ed | = laid |

M. The Suffix 'Full':

When 'full' is added to a word, the second 'L' is dropped. If both the words end in 'L' each, the second 'L' is dropped in both the words.

- | | | | |
|----------------|---|------------------|-------------|
| 1. Beauty+full | = Beautiful | 5. Skill + full | = Skilful |
| 2. Use + full | = Useful | 6. Will + full | = Wilful |
| 3. Joy + full | = Joyful | 7. Full + fill | = Fulfil |
| 4. Faith full | = Faithful (But - faithfully, joyfully etc) | 8. Hope + ful | = Hopeful |
| | | 9. Colour + full | = Colourful |

N. 'le' and 'ei'

The general rule is that 'i' comes before 'e'. In some words 'e' comes before 'i' after 'c'

- | | | |
|------------|--------------------------|------------------------------------|
| 1. Believe | 2. Relieve | 3. Grieve <i>> I feel sorry</i> |
| 4. Achieve | 5. Yield <i>sell end</i> | 6. Field |

Exceptions:

- | | | | |
|------------|---------------|-------------|------------|
| 1. Height | 2. Weight | 3. Eight | 4. Neither |
| 5. Either | 6. Seize | 7. Reign | 8. Foreign |
| 9. Leisure | 10. Neighbour | 11. Protein | |

(unlike other)
'C' Coming before 'el'

- | | | |
|------------|------------|-------------|
| 1. Receive | 2. Deceive | 3. Conceive |
| 4. Receipt | 5. Concept | 6. Perceive |

O. Words ending in 'ie' change to 'y', when 'ing' is added.

- | | |
|--------------|----------------------------|
| 1. Die + ing | = Dying |
| 2. Tie + ing | = Tying |
| 3. Lie + ing | = Lying <i>longo cello</i> |

P. When the English words end 'o' preceded by a consonant, we must add 'es' to form the plural form

- | | | | |
|------------|-------------|---------------|--------------|
| 1. Hero | - Heroes | 7. Echo | - Echoes |
| 2. Cargo | - Cargoes | 8. Volcano | - Volcanoes |
| 3. Potato | - Potatoes | 9. Mango | - Mangoes |
| 4. Tomato | - Tomatoes | 10. Mosquito | - Mosquitoes |
| 5. Negro | - Negroas | 11. Manifesto | - Manifestos |
| 6. Buffalo | - Buffaloes | | |

Exceptions: Some scientific and technological words taken from Latin language have only 's' added to the singular number ending in 'o'.

- | | | | |
|-----------|-----------|-----------|-----------|
| 1. Photo | - Photos | 6. Zero | - zeros |
| 2. Piano | - Pianos | 7. Solo | - solos |
| 3. Dynamo | - Dynamos | 8. Auto | - autos |
| 4. Canto | - Cantos | 9. Eskimo | - eskimos |
| 5. Kilo | - Kilos | | |

Q. Nouns ending in 'o' preceded by a Vowel, form their plurals by adding only 's'.

- | | | | |
|----------|-----------|-----------|-----------|
| 1. Radio | - Radios | 4. Cuckoo | - Cuckoos |
| 2. Folio | - Foliros | 5. Studio | - Studios |
| 3 Bamboo | - Banboos | | |

R. Nouns ending in s, ss, sh, ch and x form their plural by adding 'es'.

- | | | | |
|-------|-----------|--------|------------|
| - Gas | - Gases | Touch | - Touches |
| Bus | - Buses | Branch | - Branches |
| Ass | - Asses | Watch | - Watches |
| Class | - Classes | Match | - Matches |
| Kiss | - Kisses | Switch | - Switches |
| Lass | - Lasses | Box | - Boxes |
| Bush | - Bushes | Fox | - Foxes |
| Brush | - Brushes | Tax | - Taxes |
| Wish | - Wishes | Loss | - Losses |
| Push | - Pushes | Sex | - Sexes |
| Bench | - Benches | Six | - Sixes |
| Witch | - Witches | | |

S. Nouns ending in 'y' preceded by a consonant form plurals by changing 'y' into 'ies'

- | | | | |
|-------|-----------|-------|-----------|
| Lady | - Ladies | Body | - Bodies |
| Story | - Stories | Study | - Studies |

Lorry	- Lorries
Worry	- Worries
Country	- Countries
Baby	- Babies
City	- Cities

Variety	- Varieties
Cry	- Cries
Lily	- Lilies
Fly	- Flies

Exceptions:

Boy	- Boys
Valley	- Valleys
Journey	- Journeys
Key	- Keys

Way	- Ways
Monkey	- Monkeys
Donkey	- Donkeys
Storey	- Storeys

T. Nouns ending in 'f' or 'fe' form their plurals by changing 'f' or 'fe' into 'ves'

Leaf	- Leaves
Calf	- Calves
Self	- Selves
Loaf	- Loaves
Half	- Halves
Wife	- Wives

Life	- Lives
Thief	- Thieves
Shelf	- Shelves
Wolf	- Wolves
Knife	- Knives
Elf	- Elves

Exceptions:-

Cliff	- Cliffs
Safe	- Safes
Café	- Cafes
Hoof	- Hoofs
Proof	- Proofs
Chief	- Chiefs
Strife	- Strifes

Fife	- Fifes
Gulf	- Gulfs
Roof	- Roofs
Grief	- Griefs
Dwarf	- Dwarfs
Kerchief	- Kerchiefs
Brief	- Briefs

U. Some nouns form their plurals by changing the internal vowel.

Man	- Men
Woman	- Women
Tooth	- Teeth
Goose	- Geese
Louse	- Lice

Ox	- Oxen
Child	- Children
Foot	- feet
Mouse	- mice

V. There are some nouns which are the same both in singular and plural.

Sheep	- Sheep
Swine	- Swine
Means	- Means
Gentry	- Gentry
Offspring	- Offspring

Deer	- Deer
Trout	- Trout
Innings	- Innings
Cattle	- Cattle
Cod	- Cod

1. These poultry are mine
2. Whose are these cattle?
3. The farmer has many deer, sheep, cattle and swine.
4. The first innings is still going on.
5. The two innings are over.
6. He succeeded by this means.
7. His means are small.

100,000
14 | 94

W. The nouns like dozen, score, hundred, thousand, million, lakh, crore and gross do not take the plural with 's' when they are used after numerals or when they are used as adjectives.

1. I bought three dozen oranges.
2. He has reached the age of three score and ten.
3. I deposited six hundred rupees in the bank.
4. I have seen two thousand men at the meeting.
5. There are many million people in India.

But:-

1. There are many millions of people in India.
2. Here are a few dozens of oranges.
3. Thousands of people have attended the meeting.

X. There are some nouns which must be always in the plural.

a. Pair (Followed by a plural verb)

Scissors, pants, tongs, bellows, trousers, breeches, pyjamas, binoculars, spectacles, glasses,

b. Diseases (followed by a singular Verb):-

Measles, mumps, rickets, jaundice, shingles etc.,

c. Games (followed by a singular Verb):-

Billiards, Darts, Draughts, Bowls, Carroms, Tennis.

d. Some other nouns (Generally followed by a plural Verb):-

Thanks, tidings, assets, nuptials annals, premises, wages, circumstances, clothes, police, arms (weapons), particulars, earnings, riches, goods, savings, stairs, out-skirts, surroundings, valuables, vegetables etc.,

Y. Some nouns appear to be singular. But they have plural sense and are followed by a singular verb.

Eg:- Machinery, scenery, stationery, imagery, poetry, statutory etc.

1. The imagery in this poem is very striking.
2. The machinery for this factory was imported from Germany.
3. The scenery in Kashmir is marvellous.
4. The poetry of Keats is sensuous.
5. I went to the shop to buy some stationery.

Z. Some nouns appear to be plural in form, but they are singular and are so followed by singular verb.

Eg:- Mathematics, Physics, Civics, Politics, Economics, statistics, Ethics, Gymnastics, News, Innings, Measles etc.,

1. What is the latest news?
2. Economics is a good subject.
3. Politics gives a number of theories about the state.
4. Measles is a dangerous disease.

AA. Compound nouns generally form plurals by using the plural of the main word.

1. Son-in-law	- sons-in-law	7. Hanger-on	- hangers-on
2. Brother-in-law	- brothers-in-law	8. Looker-on	- lookers-on
3. Daughter-in-law	- daughters-in-law	9. Step-son	- step-sons
4. Mother-in-law	- Mothers-in-law	10. Step-mother	- step-mothers
5. Commander-in-chief	- Commanders-in-chief	11. Maid-servant	- Maid-servants
6. Passer-by	- Passers-by	12. Boy-scout	- boy-scouts
		13. Girl-student	- girl-students

14. Man-of-war	- Men-of-war	17. Travel-agent	- travel-agents
15. Major-general	- major-generals	18. Runner-up	- runners-up
16. Boy-friend	- boy-friends	19. Man-of-action	- Men-of-action

(But, in some compound nouns where man (or) woman is prefixed, there must be changes in both the words)

1. Man-servant	- Men-servants	5. Man-driver	- Men-drivers
2. Man-teacher	- Men-teachers	6. Woman-driver	- Women-divers
3. Woman-teacher	- women-teachers	7. Woman-student	- Women-students
4. Woman-character	- women-characters		

BB. Foreign Plurals:-

1. Words ending in 'a' form their plurals by adding 'e'

Eg - Formula	- formulae (formulas)
Larva	- larvae
Vertebra	- Vertebrae (Vertebras)
Nebula	- Nebulae

2. Words ending in 'us' form their plurals by removing 'us' and adding 'i'

Eg:- Focus	- foci (focuses)	Radius	- Radii
Fungus	- fungi	Stimulus	- Stimuli
Nucleus	- Nuclei	Alumnus	- Alumni
Bacillus	- Bacilli	Syllabus	- Syllabi (syllabuses)

3. Words ending in 'um' form their plurale by removing 'um' and adding 'a'

Eg:- Bacterium	- Bacteria	Erratum	- Errata
Datum	- Data	Memorandum	- Memoranda (Memo-
Medium	- Media	randums)	
Stratum	- Strata	Stadium	- Stadia
Curriculum	- Curricula (Curricu- lums)		

4. Words ending in 'ex' or 'ix' form their plurals by adding 'es'

Apex	- Apexes
Index	- Indexes (indices)
Appendix	- Appendixes (appendices)

5. Words (Greek words) ending in 'is' form their plurals by removing 'is' and adding 'es'

Axis	- Axes	Analysis	- Analyses
Crisis	- Crises	Basis	- Bases
Synopsis	- Synopses	Oasis	- Oases
Hypothesis	- Hypotheses	Parenthesis	- Parentheses
Thesis	- Theses		

6. Words ending in 'on' form their plurals by removing 'on' and adding 'a'.

Criterion	- Criteria.
Automaton	- Automata
Phenomenon	- Phenomena

7. Some nouns must be used in the singular form with singular verb.

Furniture	Advice	Information	Luggage
Baggage	Shopping	Paper	Sand
Wood	Sugar	Milk	Soap
Marble	Glass	Bread, Coffee	Beer
Cloth	Gold	Iron	Tea

SILENT LETTERS

- a) When the letter 'k' comes before the letter 'n', the letter 'K' will become silent
- | | | | |
|--------------|-----------|---------|------------|
| 1. Knowledge | 2. Knife | 3. Knot | 4. Knuckle |
| 5. Knight | 6. Know | 7. Knee | 8. Knit |
| 9. Knot | 10. Knave | | |
- b) When the letter 'b' comes after 'm', the letter 'b' will become silent.
- | | | | |
|---------|----------|-------------|---------|
| 1. Bomb | 2. Dumb | 3. Thumb | 4. Lamb |
| 5. Tomb | 6. Climb | 7. Limb | 8. Comb |
| 9. Womb | 10. Numb | 11. Succumb | |
- c) When the letter 'i' comes before the letters 'm', 'd', 'k', 'f', the letter 'l' will become silent.
- | | | | |
|------------|----------|----------|-----------|
| 1. Calm | 2. Palm | 3. Balm | 4. Psalm |
| 5. Palmist | 6. Alms | 7. Could | 8. Should |
| 9. Would | 10. Talk | 11. Walk | 12. Folk |
| 13. Yolk | 14. Half | 15. Calf | 16. Wolf |
| 17. Chalk | | | |
- d) When the letter 'g' comes before the letter 'n' or 'm', the letter 'g' will become
- | | | | |
|---------------|--------------|-------------|------------|
| 1. Resign | 2. Design | 3. Sign | 4. Foreign |
| 5. Assignment | 6. Sovereign | 7. Campaign | 8. Malign |
| 9. Benign | 10. Reign | 11. Feign | 12. Gnat |
| 13. Align | 14. Impugn | 15. Phlegm | |
- e) When the letter 'w' comes before 'r', the letter 'w' will become silent.
- | | | | |
|----------|-----------|------------|-------------|
| 1. Write | 2. Wrong | 3. Wrist | 4. Wrinkle |
| 5. Wreck | 6. Writ | 7. Wring | 8. Wretched |
| 9. Wrote | 10. Wrath | 11. Wreath | |
- f) In some words, the letter 't' becomes silent.
- | | | | |
|-----------|--------------|------------|-------------|
| 1. Watch | 2. Whistle | 3. Castle | 4. Listen |
| 5. Catch | 6. Match | 7. Switch | 8. Stitch |
| 9. Batch | 10. Butcher | 11. Soften | 12. Clutch |
| 13. Fetch | 14. Ditch | 15. Hutch | 16. Kitchen |
| 17. pitch | 18. Wretched | 19. Westle | 20. Apostle |
- g) When the letters 'gh' come at the end of the word, the letter 'gh' will become silent.
- | | | | |
|-----------|------------|--------------|-----------|
| 1. Plough | 2. Through | 3. Though | 4. Thigh |
| 5. High | 6. Nigh | 7. Weigh | 8. Laugh |
| 9. Cough | 10. Enough | 11. Neghtour | 12. Rough |
| 13. Tough | | | |
- h) When the letters 'gh' come before the letter 't', those letters 'gh' will become silent.
- | | | | |
|-------------|------------|-------------|------------|
| 1. Bought | 2. Taught | 3. Daughter | 4. Tight |
| 5. Eight | 6. Might | 7. Sought | 8. Caught |
| 9. Fought | 10. Sight | 11. Right | 12. Knight |
| 13. Fright | 14. Height | 15. Aught | 16. Weight |
| 17. Light | 18. Ought | 19. Flight | 20. Night |
| 21. Thought | 22. Plight | 23. Fight | |
- i) In some words, the letter 's' becomes silent.
- | | | | |
|-----------|---------|-------------|--|
| 1. Island | 2. Isle | 3. Viscount | |
|-----------|---------|-------------|--|

- j) When the letter 'p' comes before the letter 's', the letter 'p' will become silent.
- | | | | |
|---------------|--------------|-----------|---------------|
| 1. Psychology | 2. Pseudonym | 3. Psalm | 4. Psychiatry |
| 5. Pseudo | 6. Psycho | 7. Bychic | |
- k) When the letter 'mn' come at the end of the word, the letter 'n' will become silent.
- | | | | |
|-----------|-----------|------------|-----------|
| 1. Hymn | 2. Damn | 3. Condemn | 4. Autumn |
| 5. Column | 6. Solemn | | |
- l) In some words, the letter 'h' becomes silent
- | | | | |
|----------------|--------------|--------------|-----------|
| 1. Honour | 2. Honesty | 3. John | 4. Hour |
| 5. Exhibition | 6. What | 7. Why | 8. Who |
| 9. When | 10. Where | 11. Which | 12. While |
| 13. Whom | 14. Whose | 15. Heir | 16. Rhyme |
| 17. Historical | 18. Rhetoric | 19. Shepherd | 20. Whip |
| 21. Whisper | 22. White | | |
- m) Generally the letter 'r' in the middle (or) at the end of the word becomes silent.
- | | | | |
|--------------|---------------------|-------------|---------------|
| 1. Word | 2. World | 3. Fair | 4. Enter |
| 5. Frontier | 6. University | 7. Circus | 8. Yard |
| 9. Larva | 10. Anarchy | 11. Burn | 12. Learn |
| 13. Flower | 14. Fear | 15. Girl | 16. Poor |
| 17. Journey | 18. Leopard | 19. For | 20. Peculiar |
| 21. Absorb | 22. Arm | 23. Bargain | 24. Before |
| 25. Berth | 26. Birth | 27. Burst | 28. Card |
| 29. Carpet | 30. Certain | 31. Charge | 32. Church |
| 33. Circle | 34. Clerk | 35. Court | 36. Coward |
| 37. Dark | 38. Form | 39. Early | 40. Farmer |
| 41. Firm | 42. First | 43. Garden | 44. Guard |
| 45. Hard | 46. Hear | 47. Heart | 48. Inward |
| 49. Inform | 50. Inward | 51. Import | 52. Journal |
| 53. Large | 54. Labour | 55. Lord | 56. Normal |
| 57. Matter | 58. Mark | 59. Master | 60. Mature |
| 61. Nature | 62. Metre | 63. Mirth | 64. Fortune |
| 65. Modern | 66. Mortal | 67. Monarch | 68. Our |
| 69. Over | 70. Pardon | 71. Park | 72. Paper |
| 73. Parlour | 74. Part | 75. Pattern | 76. Perfect |
| 77. Perform | 78. Monarch | 79. Poverty | 80. Powder |
| 81. Power | 82. Liberty | 83. Purple | 84. Search |
| 85. Record | 86. Reward | 87. Award | 88. Sharp |
| 89. Shirt | 90. Short | 91. Smart | 92. Source |
| 93. Sport | 94. Standard | 95. Storm | 96. Support |
| 97. Third | 98. Thirst — दूर्घट | 99. Turn | 100. Thirst |
| 101. Uniform | 102. Verb | 103. Virtue | 104. Warning |
| 105. Worm | 106. Warm | 107. Work | 108. Worth |
| 109. Worthy | 110. Carpet | 111. Retard | 112. Sergeant |
| 113. Card | 114. Bird | | |
- n) When the letter 'c' is followed by 'k', the letter 'c' will become silent.
- | | | | |
|----------|-----------|----------|----------|
| 1. Stock | 2. Sick | 3. Luck | 4. Wreck |
| 5. Kick | 6. Mock | 7. Block | 8. Quick |
| 9. Shock | 10. Knock | 11. Sack | 12. Lack |

Other Examples:-

- | | | | |
|-----------|---------|----------|-----------|
| 1. Cheque | 2. Saw | 3. Law | 4. Friday |
| 5. Love | 6. Debt | 7. Doubt | 8. Buffet |

9. Depot	10. Scissors	11. Layn	12. Friend
13. Desçend	14. Ascend	15. Preds	16. Cambridge
17. Judge	18. Bouquet	19. Couple	20. Country
21. Hurrah	22. Pneumonia	23. Receipt	24. Scene
25. Scenery	26. Sorrow	27. Subtle	28. Veranda
29. Commitment			

SPELLINGS WRONG AND RIGHT

	Wrong	Right	Wrong	Right
A	Achivement	Achievement	Cease	Cease
	Benefitted	Benefited	Niece	Niece
	Coincidense	Coincidence	Decieve	Deceive
	Deliteful	Delightful	Woolen	Woollen
	Truely	Truly	Hight	Height
	Recieve	Receive	Parallelled	Paralleled
	Nineth	Ninth	Releave	Relieve
	Beginning	Beginning	Occured	Occurred
	Forein	Foreign	Skillful	Skilfull
	Eccentric	Eccentric	Customery	Customary
	Beleive	Believe	Dareing	Daring
	Ilegal	Illegal	Excellant	Excellent
	Honor	Honour	Preceed	Precede
	Megestic	Majestic	Procede	Proceed
	Volcono	Volcano	Illusion	Illusion
	Earthqueak	Earthquake	Genious	Genius
	Accedent	Accident	Succde	Succeed
	Aukward	Awkward	Ninty	Ninety
	Avenew	Avenue	Tournament	Tournament
	Buroeacy	Bureaucacy	Privilage	Privilege
	Brillient	Brilliant	Seperate	Separate
	Cheas	Chaos	Negative	Negative
	Choras	Chorus	Favourate	Favourite

SPELLINGS ARRANGED ACCOUDING TO ALPHABETICAL ORDER

Wrong	Right	Acurate	Accurate
A			
Acadamy	Academy	Aeriel	Aerial
Acceed	Accede	Agreeable	Agreeable
Acceptible	Acceptable	Alcohol	Alcohol
Accomodate	Accommodate	Allways	Always
Adress	Address	Ammateur	Amateur
Accurasy	Accuracy	Apparrent	Apparent
Acelerate	Accelerate	Agruement	Argument
Acept	Accept	Assilum	Asylum
Acertain	Ascertain	Athoelst	Atheist
Acheive	Achieve	Attendance	Attendance
Aclaim	Acclaim	Averice	Avarice
Acknowlede	Acknowledge	Accidant	Accident
Acompany	Accompany	Altare	Altar
Acomplish	Accomplish	Analisis	Analysis
Acquited	Acquitted	Acetic	Ascetic
Acumulate	Accumulate	Affinity	Affinity
		Atroplan	Aeroplane

Allmost	-	Almost	Alege	-	Allege
Alright	-	All Right	Alloted	-	Allotted
Annuel	-	Annual	Allotle	-	Allot
Apparates	-	Apparatus	Allottment	-	Allotment
Assacinc	-	Assassin	Alusion	-	Allusion
Astrology	-	Astrology	Anonamous	-	Anonymous
Atheletinc	-	Athletic	Appearence	-	Appearance
Autum	-	Autumn	Aprove	-	Approve
Abiss	-	Abyss	Apreciate	-	Appreciate
Accquaintance	-	Acquaintance	Aquire	-	Acquire
Alluminium	-	Aluminium	Aquit	-	Acquit
Assertain	-	Ascertain	Arange	-	Arrange
Admissable	-	Admissible	Arrivel	-	Arrival
Adlolescent	-	Adolescent	Arize	-	Arise
Adversery	-	Adversary	Arrise	-	Arise
Advertize	-	Advertise	Asemble	-	Assemble
Advize	-	Advise	Asertive	-	Assertive
Affible	-	Affable	Asess	-	Assess
Affluance	-	Affluence	Assistant	-	Assistant
Aggree	-	Agree	Attendance	-	Attendance
Akward	-	Awkward			

B

Baloon	-	balloon	Cancell	-	cancel
Battallion	-	battalion	Cander	-	candour
Benefitted	-	benefited	Carryed	-	carried
Bisy	-	busy	Catelague	-	catalogue
Blisfull	-	blissful	Ceese	-	cease
Boyant	-	buoyant	Channal	-	channel
Brissle	-	bristle	Charactaristic	-	characteristic
Burgler	-	burglar	Chimny	-	chimney
Bescige	-	besiege	Collossel	-	colossal
Bachelor	-	bachelor	Committee	-	committee
Banquit	-	banquet	cafiteria	-	cafeteria
Begger	-	beggar	Campain	-	campaign
Benevolent	-	benevolent	Candel	-	candle
Biscut	-	biscuit	Carefull	-	careful
Bondery	-	boundary	Casheer	-	cashier
Bredth	-	breadth	Caterpiller	-	caterpillar
Bullitin	-	bulletin	Cemmetry	-	cemetery
Burred	-	buried	Challange	-	challenge
Barriar	-	barrier	Cheerfull	-	cheerful
Bairly	-	barely	Ciggarrette	-	cigarette
Bannana	-	banana	Clamor	-	clamour
Begining	-	beginning	Colum	-	column
Believeable	-	believable	Competant	-	competent
Benifit	-	benefit	Compleet	-	complete
Biassed	-	biased	Controled	-	controlled
Binaculars	-	binoculars	Correspondance	-	correspondence
Boquet	-	bouquet	Criticisom	-	criticism
Bucher	-	butcher	Capple	-	couple
Bufoon	-	buffoon	Curtesy	-	courtesy
Bureancrasy	-	bureaucracy	Conscions	-	conscience
			Comrad	-	comrade
			Consistant	-	consistent
			Corridoor	-	corridor
			Crocadile	-	crocodile
			Curiosuity	-	curiosity

C

Calendor	-	calendar
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Carrer	-	career	Descendent	-	descendant
Carcas	-	carcass	Disasterous	-	disastrous
Comission	-	commission	Divorse	-	divorce
Carriage	-	carriage	Darmotary	-	dormitory
Catagory	-	category	Desparate	-	desperate
Celabrate	-	celebrate	Dignosis	-	diagnosis
Center	-	centre	Damagible	-	damageable
Changible	-	changeable	Dayly	-	daily
Cheif	-	chief	Decend	-	descend
Clew	-	clue	Defendent	-	defendant
Colabborate	-	collaborate	Dependible	<i>dependable</i>	dependable
Color	-	colour	Desguise	<i>desguise</i>	disguise
Comentary	-	commentary	Desparate	-	desperate
Comit	-	commit	Despize	-	despise
Comitted	-	committed	Dessolate	-	desolate
Comodity	-	commodity	Developemant	-	development
Comparision	-	comparison	Devine	-	divine
Compatittion	-	competition	Dictater	-	dictator
Compeled	-	compelled	Dictionery	-	dictionary
Competant	-	competent	Differace	-	difference
Comming	-	coming	Disappear	<i>disappear</i>	disappear
Compell	-	compel	Disappearence	-	disapperance
Complection	-	complexion	Disciplane	-	discipline
Comprize	-	comprise	Discrbe	<i>describe</i>	describe
Compromize	-	compromise	Disent	-	dissent
Conciense	-	conscience	Disguize	-	disguise
Concieve	-	conceive	Disadvantagious	-	disadvantageous
Conferance	-	conference	Disapprove	-	disapprove
Confered	-	conferred	Discription	-	description
Confidance	-	confidence	Dispair	-	Despair
Conoisseur	-	connoisseur	Dispise	-	Despise
Conquerer	-	conqueror	Dissagree	-	Disagree
Controll	-	control	Dissobedent	-	Disobedient
Controled	-	Controlled	Dirssobey	-	disobey
Conveniance	-	convenience	Distilll	<i>distill</i>	distil
Cooly	-	Cooly	Distraction	<i>distraction</i>	destruction
Couragious	-	Courageous	Divise	-	devise
Courtecy	-	Courtesy	Dominent	-	dominant
Courtious	-	Courteous	Donkies	-	donkeys
Cushon	-	Cushion	Drily	-	dryly
	D		Duely	-	Duly
Debter	-	debtor	Dungen	-	Dungeon
Decieve	-	deceive	Dysentary	-	Dysentery
Dependont	-	dependant (Dependent)		E	
Devide	-	divide	Eccentric	-	eccentric
Disiplane	-	discipline	Eleminate	-	eliminate
Disatisfied	-	dissatisfied	Endurence	-	endurance
Daminent	-	dominant	Ennyous	-	envious
Dworf	-	dwarf	Errer	-	error
Develope	-	develop	Exercize	-	exercise
Dimond	-	diamond	Expence	-	expense
Dayry	-	dairy	Extrorddinary	-	extraordinary
Deceese	-	decease	Exdevour	-	endeavour
Dilema	-	dilemma	Efect	-	effect
			Eliment	-	element

	obey	అందువాది	
Embarress	embarrass	అందుబడి	Forsight
Envolop	envelope	పెట్టిన బిల్లు	Forteen
Equiped	equipped	ఉపయోగించి	Forword
Eserice	essence		Fourty
Exstance	existence		Franchise
Extreemly	extremely	అత్యంత	Frend
Elimentary	elementary		Furius
Echos	echoes		Furry
Ecstacy	ecstasy		G
Eficient	efficient	ప్రమాది	guard
Ellegant	elegant	స్థాయి	genius
Ellegible	eligible		guidance
Emrient	eminent		goddess
Encouragible	encourageable		grievance
Enterprize	enterprise		guarantee
Enterpreneur	entrepreneur		gardener
Enroll	enrol		genuine
Equiped	equipped		gorgeous
Especialy	especially	అంతర్జాతీయ	gaiety
Esthetic	aesthetic		galloped
Exacute	execute	ఎక్యూషన్ చేయి	galloping
Exagerate	exaggerate		garrulous
Exede	excelled		genealogy
Excelent	excellent		glamour
Excell	excel		glamorous
Exeraize	exercise		goodbye
Existance	existence		gorilla
Expence	expense		grammar
Experiance	experience		grief
Extention	extension	పొడిగీలు	grateful
			grievance

F		H	
Fasinate	fascinate	Hidious	hideous
Feeld	field	Hinderence	hindrance
Fronteer	frontier	Honor	honour
Furniture	furniture	Horyzen	horizon
Familiier	familiar	Humor	humour
Fatig	fatigue	Humourous	humorous
Financiar	financier	Hygenie	hygiene
Fullfill	Fulfil	Handfull	handful
Fiber	fibre	Harrass	harass
Fain	feign	Hight	height
Faught	fought	Hnonourary	honorary
Fearce	fierce	Hostiss	hostess
Feasable	feasible	Hyfen	hyphen
February	february	Heirarchy	hierarchy
Feand	fiend	Hereditory	hereditary
Firy	fiery	Heros	heroes
Flexible	flexible	Hipocracy	hypocrisy
Flurish	flourish	Holyday	holiday
Forgeve	forgive	Homogenious	homogeneous
Foreward	forward	Heterogenious	heterogeneous
For head	forehead		
Foriegn	foreign		
Formidible	formidable		
Formost	foremost		

I		K	
Imageneration	-	Imagination	Nack
Incidentaly	-	incidentally	Keeness
Incurable	-	Incurable	Knowlidge
Illegal	-	illegal	Knowledgable
Imposter	-	impostor	Kercheif
Independance	-	independence	Kidneys
Incompatable	-	incompatible	
Influencial	-	influentiel	L
Interprit	-	interpret <i>ବ୍ୟାଖ୍ୟାତ</i>	Laboratery
Irrisistable	-	irresistible	Languege
Illitrate	-	illiterate	Lefinent
Intelligense	-	intelligence	Libarty
Invinsible	-	invincible	Lilly
Indigenus	-	indigenous	Lisence
Illegible	-	illegible	Litary
Iliteracy	-	illiteracy	Landscape
Ilillerate	-	illillerate	Lavatry
Imaginery	-	imaginary	Leasure
Imediately	-	immediately	Linnen
Inacessable	-	inaccessible	Limitted
Inacurate	-	inaccurate	Livelyness
Incidentaly	-	incidentally	Livelyhood
Inconsistant	-	inconsistent	Luster
Incured	-	incurred	Losely
Indefinate	-	indefinite	Luxurient
Indellible	-	indelible	Loathesome
Indevisable	-	indivisible	Loange
Indomitable	-	indomitable	Lavendar
Inevitable	-	inevitable	Layed
Inexhaustible	-	inexhaustible	Lejible
Infallable	-	infallible	Legitamate
Innocense	-	innocence	Likelyhood
Instalation	-	installation <i>ନିର୍ମାଣ</i>	Lemmon
Intelectual	-	intellectual <i>ବିଦ୍ୟାଧରୀ</i>	Liquer
Inteligent	-	intelligent	Livaly
Interogative	-	interrogative <i>ପ୍ରଶ୍ନ</i>	Lonliness
Intollerable	-	intollerable <i>ଅନୁରୋଧ</i>	Loveable
Inumerable	-	innumerable	Lenicent
Invisible	-	invisible	Lepard
Irrelevent	-	irrelevant	Liberry
Irresponsable	-	irresponsible	
J		M	
Jawndice	-	jaundice	Magnificant
Jewler	-	jewller	Managable
Jugglary	-	jugglery	Mashinery
Jealousy	-	jealousy	Mathamatics
Jelous	-	jealous	Matress
Journy	-	journey	Malancoly
Jubilent	-	jubilant	Memoriel
Judgment	-	judgement	Minit
Jestor	-	jester	Mischevous
Jurneal	-	journal	Misterious
			Misary
			Momentry
			Mountanear

Mascular	-	muscular	Neumonia	-	pneumonia
Mistery	-	mystery	New-comer	-	new-comer
Maintenence	-	maintenance	Nickle	-	
Mantlepiece	-	mantelpiece	Nineth	-	ninth
Maskulin	-	masculine	Ninty	-	ninety
Massacar	-	massacre	Nutricious	-	nutritious
Medow	-	meadow		O	
Mellody	-	melody	Ocation	-	occasion
Millonair	-	millionaire	Ommission	-	omission
Mirrar	-	mirror	Oppertuinity	-	opportunity
Misellaneus	-	miscellaneous	Orchestra	-	orchestra
Missionery	-	missionary	Occured	-	occurred
Mistic	-	mystic	Offense	-	offence
Modeling	-	modelling	Occurance	-	occurrence
Moniter	-	monitor	Omitied	-	omitted
Mornful	-	mournful	Opineon	-	opinion
Moustake	-	moustache	Oxyjen	-	oxygen
Marvelous	-	marvellous	Odor	-	odour
Magestic	-	majestic	Organisation	-	organization
Malafactor	-	malefactor	Obediance	-	obedience
Manifacure	-	manufacture	Obedient	-	obedient
Manefest	-	manifest	Obseravence	-	observance
Managible	-	Manageable	Obstinasy	-	obstinacy
Mannipulate	-	manipulate	Ocillate	-	oscillate
Marriage	-	marriage	Ocupy	-	occupy
Marriagible	-	marriageable	Omnicient	-	omniscient
Measurment	-	measurement	Onely	-	only
Mearly	-	merely	Opress	-	Oppress
Meter	-	metre	Optamism	-	Optimism
Metalic	-	metallic	Orater	-	Orator
Metallurgy	-	metallurgy	Outragions	-	outrageous
Milienium	-	millennium		P	
Mischef	-	mischief	Pagent	-	pageant
Moderen	-	modern	Parlament	-	parliament
Monastary	-	monanstery	Permited	-	permitted
Mortigage	-	mortgage	Pigion	-	pigeon
Mosqiutos	-	mosquitoes	Persistant	-	persistent
Mottos	-	mottoes	Pesant	-	peasant
	N		Preceed	-	precede
Nesecity	-	necessity	Procedure	-	procedure
Noticible	-	noticeable	Pronounciation	-	pronunciation
Nuter	-	neuter	Parler	-	parlour
Nimph	-	nymph	Physic	-	physique
Nukle	-	knuckle	Salm	-	psalm
Nursary	-	nursery	Parallel	-	parallel
Nazal	-	nasal	Passinger	-	passenger
Nighbor	-	neighbour	Persevarence	-	perseverance
Neice	-	niece	Pitious	-	piteous
Nickname	-	nickname	Posses	-	possess
Novalty	-	novelty	Privilage	-	privilege
Nucliar	-	nuclear	Proffessor	-	professor
Nusance	-	nuisance	Phelosphy	-	philosophy
Necessary	-	necessary	Propriter	-	proprietor
Neglegible	-	negligble	Pamiked	-	panicked

Panalise	-	paralyze	Receit	-	receipt
Pardonible	-	pardonable	Rightius	-	righteous
Patiance	-	patience	Radiater	-	radiator
Patrocide	-	patricide	Rellieve	-	relieve
Peice	-	piece	Remidy	-	remedy
Percieve	-	perceive	Repellant	-	repellent
Percible	-	perceivable	Repitition	-	repetition
Performece	-	performance	Resistence	-	resistance
Permanant	-	permanent	Responsability	-	responsibility
Permision	-	permission	Reticule	-	ridicule
Persue	-	pursue	Rumatism	-	rheumatism
Persistant	-	persistent	Rhytham	-	rhythm
Persiut	-	pursuit	Regretable	-	regrettable
Preval	-	prevail	Ramoueable	-	removable
Phenomina	-	phenomena	Raddish	-	radish
Pleasur	-	pleasure	Radient	-	radiant
Plege	-	pledge	Rarety	-	rarity
Polition	-	politician	Rarly	-	rarely
Poltry	-	poultry	Rathful	-	wrathful
Polute	-	pollute	Realise	-	realize
Posess	-	possess	Realy	-	really
Posession	-	possession	Rebell	-	rebel
Possible	-	possible	Rebeled	-	rebelled
Predudice	-	prejudice	Rebelion	-	rebellion
Preference	-	preference	Rebelious	-	rebellious
Preferred	-	preferred	Recomend	-	recommend
Pregnant	-	pregnant	Reconsile	-	reconcile
Preliminary	-	preliminary	Recurr	-	recur
Prevelant	-	prevalent	Recurrant	-	recurrent
Proffession	-	profession	Recurring	-	recurring
Profitted	-	profited	Rediculous	-	ridiculous
Prohilitted	-	prohibitted	Reference	-	reference
Prominant	-	prominent	Referendum	-	referendum
Protector	-	protector	Reflexion	-	reflection
Psudo	-	pseudo	Refrigerates	-	refrigerator
Prûdant	-	prudent	Regrett	-	regret
Q					
Queu	-	queue	Regrettable	-	regrettable
Quarrelng	-	quarrelling	Releef	-	relief
Quotetion	-	quotation	Releive	-	relieve
Questionaire	-	questionnaire	Relenence	-	relevance
Quizz	-	quiz	Raligeon	-	religion
R					
Rabit	-	rabbit	Remited	-	remitted
Recive	-	receive	Repell	-	repel
Reharse	-	rehearse	Repeintence	-	repentance
Relm	-	realm	Repitition	-	repetition
Renounciation	-	renunciation	Replaceble	-	replaceable
Repentence	-	repentance	Resistable	-	resistible
Resceeu	-	rescue	Resistance	-	resistance
Respectiblity	-	respectability	Responsable	-	responsible
Restarant	-	restaurant	Retreive	-	retrieve
Routeen	-	routine	Relevent	-	relevant
Ryme	-	rhyme	Reverance	-	reverance
Reversable					

Revise	-	revise	Sarround	-	surround
Revolutionery	-	revolutionary	Surviver	-	survivor
Raptur	-	rapture	Suspision	-	suspicion
Rhime	-	rhyme	Suttle	-	subtle
Riegn	-	reign	Sycology	-	psychology
Riveted	-	riveted	Synanim	-	synonym
Roudy	-	rowdy	Savior	-	saviour
Rudament	-	rudiment	Shield	-	shield
Rumor	-	rumour	Summery	-	summary
Religius	-	religious	Sythe	-	scythe
Revange	-	revenge	Smokey	-	smoky
S					
Saraltry	-	sanitary	Superintant	-	superintendent
Scrupulus	-	scrupulous	Sacrelige	-	sacrilege
Sieze	-	seize	Saliant	-	salient
Sergent	-	sergeant	Salutory	-	salutary
Shepperd	-	shepherd	Satelite	-	satellite
Showlder	-	shoulder	Saught	-	sought
Sillyness	-	silliness	Secondary	-	secondary
Simpathy	-	sympathy	Sensable	-	sensible
Sissers	-	scissors	Sence	-	sense
Skeleton	-	skeleton	Sensative	-	sensitive
Sleave	-	sleeve	Servicable	-	serviceable
Solger	-	soldier	Setlement	-	settlement
sovereinty	-	sovereignty	Shiness	-	shyness
Soverein	-	sovereign	Similer	-	similar
Standerd	-	standard	Sincerly	-	sincerely
Storys	-	stories	Sindicate	-	syndicate
Summar	-	summer	Sinopsis	-	synopsis
Supersillious	-	supercilious	Solloquy	-	solloquy
Superviser	-	supervisor	Solitery	-	solitary
Surgen	-	surgeon	Sovareign	-	sovereign
Survayer	-	surveyor	Spectater	-	spectator
Suspence	-	suspense	Spitoon	-	spittoon
Susseptable	-	susceptible	Splendor	-	splendour
Swolen	-	swollen	Stanch	-	staunch
Sacrifice	-	sacrifice	Stimulaces	-	stimulus
Scolar	-	scholar	Strategy	-	strategy
Secretry	-	secretary	Stoney	-	stony
Seperate	-	separate	Submited	-	submitted
Servicable	-	serviceable	Submision	-	submission
Shily	-	shily	Subsistance	-	subsistence
Shreik	-	shriek	Succed	-	succeed
Similer	-	similar	Successer	-	successor
Simaltanious	-	simultaneous	Succomb	-	succumb
Sistem	-	system	Stubborness	-	stubbornness
Skillful	-	skilful	Superier	-	superior
Soceable	-	sociable	Supersticion	-	superstition
Soliciter	-	solicitor	Supersticious	-	superstitious
Spaceous	-	spacious	Supervize	-	supervise
Stewerd	-	steward	Superviser	-	supervisor
Suficient	-	sufficient	Suport	-	support
Superseed	-	supersede	Supose	-	suppose
Superstitus	-	superstitious	Suprise	-	surprise
Suplement	-	supplement	Supremacy	-	supremacy
			Supress	-	suppress

Suspence	-	suspense	Unnatural	-	unnatural
Suspition	-	suspicion	Unkle	-	uncle
Symetry	-	symmetry	Unusuel	-	unusual
Sytmom	-	syptom	Usefull	-	useful
Synonim	-	synonym	Unmistakeable	-	unmistakable
	T		Umbrela	-	umbrella
Technic	-	technique	Unecessary	-	unnecessary
Temporarly	-	temporarily	Unitill	-	until
Tendancy	-	tendency	Utilaize	-	utilize
Teras	-	terrace	Unanamous	-	unanimous
Thealogy	-	theology	Unavoidible	-	unavoidable
Thissel	-	thistle	Unconscious	-	unconscious
Threthen	-	threaten	Utterence	-	utterance
Tipical	-	typical	Uthanasia	-	euthanasia
Tornament	-	tournament	V		
Traffik	-	traffic	Vagu	-	vague
Transferred	-	transferred	Vally	-	valley
Traveler	-	traveller	Vapor	-	vapour
Tresure	-	treasure	Vegitables	-	vegetables
Tung	-	tongue	Vengence	-	vengeance
Tuter	-	tutor	Versetile	-	versatile
Tution	-	tuition	Villan	-	villain
Tributory	-	tributary	Vivied	-	vivid
Targit	-	target	Volantary	-	voluntary
Tellivision	-	television	Vigorus	-	vigorous
Tenis	-	tennis	Vacinate	-	vaccinate
Territory	-	territory	Valueable	-	valuable
Theater	-	theatre	Velvit	-	velvet
Thoroun	-	thorough	Venemous	-	venomous
Titel	-	title	Vicount	-	viscount
Tragidy	-	tragedy	Vississitude	-	vicissitudes
Tranquillity	-	tranquility	Vocabulary	-	vocabulary
Transperant	-	transparent	Vommit	-	vomit
Truely	-	truly	Vargin	-	virgin
Turbelent	-	turbulent	Varandah	-	verandah
Tyrany	-	tyranny	Visiter	-	visitor
Temperary	-	temporary	Vaccum	-	vacuum
Temperment	-	temperament	Valadictory	-	valedictory
Tetanous	-	tetanus	Valliant	-	valiant
Thaught	-	thought	Vallid	-	valid
Theif	-	thief	Vally	-	valley
Tolerence	-	tolerance	Valuble	-	valuable
Tommorrow	-	tomorrow	Varity	-	variety
Transcendant	-	transcendent	Vengence	-	vengeance
Transfered	-	transferred	Ventilater	-	ventilator
Translatte	-	translate	Violance	-	violence
Transiant	-	transient	Viaow	-	view
Transmited	-	transmited	Virtually	-	virtually
Transmition	-	transmission		W	
Traveler	-	traveller	Warrier	-	warrior
Tracherous	-	treacherous	Wirlwind	-	whirlwind
Trespas	-	trespass	Wellfare	-	welfare
	U		Wistle	-	whistle
Uglyness	-	ugliness	Wizard	-	wizard
			Woond	-	wound

written	-	written	-
Willful	-	wilful	-
Wattered	-	watered	-
Witnes	-	witness	-
Wonderous	-	wondrous	-
Wressle	-	wrestle	-
Weild	-	wield (use power)	-
Warant	-	warrant	-
Wellcome	-	welcome	-
Wellfare	-	welfare	-
Wight	-	weight	-
Worshiped	-	worshipped	-
Writting	-	writing	-
Woolen	-	woollen	-
Y			
Yoke	-	volk	-
Yiald	-	yield	-
Yerine	-	urine	-
Yurologist	-	urologist	-
Yel	-	yell	-
Yach	-	yacht	-
Yarly	-	yearly	-
Ellow	-	yellow	-
Yong	-	young	-
Z			
Zellous	-	zealous	-
Zown	-	zone	-
Zennith	-	zenith	-
Zerow	-	zero	-
Zology	-	zoology	-

Other Examples

Wrong	-	Right	-
1. Academic	-	Academic	-
2. Apparent	-	Apparent	-
3. Allways	-	Always	-
4. Anolysis	-	analysis	-
5. Claer	-	clear	-
6. Bulding	-	building	-
7. Comparitive	-	comparative	-
8. Superintendant	-	superintendent	-
9. Acquaintence	-	acquaintance	-
10. Benevolant	-	benevolent	-
11. Anual	-	annual	-
12. Agreeable	-	agreeable	-
13. Grammer	-	grammar	-
14. Begger	-	beggar	-
15. Athleik	-	athletic	-
16. Assertain	-	ascertain	-
17. Carefull	-	careful	-
18. Discipline	-	discipline	-
19. Barriar	-	barrier	-
20. Complet	-	complete	-
21. Garantee	-	guarantee	-
22. Elimentary	-	elementary	-
23. Dominent	-	dominant	-
24. Fatigu	-	fatigue	-
25. Handfull	-	handful	-
26. Honor	-	honour	-
27. Hight	-	height	-
28. Disatisfied	-	dissatisfied	-
29. Mornful	-	mournful	-
30. Mistic	-	mystic	-
31. Momentery	-	momentary	-
32. Novalty	-	novelty	-
33. Occured	-	occurred	-
34. Parallel	-	parallel	-
35. Releve	-	receive	-
36. Peasent	-	peasant	-
37. Preceed	-	precede	-
38. Suspence	-	suspense	-
39. Surgen	-	surgeon	-
40. Prinipel	-	principal	-
41. Principul	-	principle	-
42. Advertize	-	advertise	-
43. Exercize	-	exercise	-
44. Supervize	-	supervise	-
45. Revize	-	revise	-
46. Despize	-	despise	-
47. Advize	-	advise	-
48. Development	-	development	-
49. Cooly	-	coolly	-
50. Disappeir	-	disappear	-
51. Lonly	-	lonely	-
52. Especialy	-	especially	-
53. Realy	-	really	-
54. Incidentaly	-	incidentally	-
55. Embarasment	-	embarrassment	-
56. Sinceraly	-	sincerely	-
57. Coincidentaly	-	coincidentally	-
58. Accidentaly	-	accidentally	-
59. Incidentaly	-	incidentally	-
60. Cleiling	-	ceiling	-
61. Concited	-	conceited	-
62. Achive	-	achieve	-
63. Anciant	-	ancient	-
64. Eficient	-	efficient	-
65. Omnicient	-	omniscient	-
66. Financlar	-	financier	-
67. Profcliant	-	proficient	-
68. Grilevus	-	grievous	-
69. Gountrefeet	-	counterfeit	-
70. Foren	-	foreign	-
71. Sovereinty	-	sovereignty	-
72. Mischeef	-	mischief	-
73. Mischievos	-	mischievous	-
74. Conscience	-	conscience	-
75. Osillate	-	oscillate	-
76. Alotment	-	allotment	-

77. Collaberate	-	collaborate	133. Noticable	-	noticeable
78. missellaneous	-	miscellaneous	134. Replacable	-	replaceable
79. Satelite	-	satellite	135. Servicable	-	serviceable
80. Occured	-	occurred	136. Tracable	-	traceable
81. Occurence	-	occurrence	137. Changable	-	changeable
82. Alloted	-	allotted	138. Managable	-	manageable
83. Defered	-	deferred	139. Marriagable	-	marriageable
84. Expeled	-	expelled	140. Knowledgable	-	knowledgeable
85. Confered	-	conferred	141. Pleasur	-	pleasure
86. Refered	-	referred	142. Definately	-	definitely
87. Controled	-	controlled	143. Herbiverous	-	herbivorous
88. Acquited	-	acquitted	144. Temperment	-	temperament
89. Comited	-	committed	145. Gaint	-	giant
90. Omitied	-	omitted	146. Exchangable	-	exchangeable
91. Prefered	-	preferred	147. Pleasureable	-	pleasurable
92. Compeled	-	compelled	148. Desireable	-	desirable
93. Admited	-	admitted	149. Likeable	-	likable
94. Accelerat	-	accelerate	150. Loveable	-	lovable
95. Millionair	-	millionaire	151. Sizeable	-	sizable
96. Holyday	-	holiday	152. Moveable	-	movable
97. Profesor	-	professor	153. Valueable	-	valuable
98. Occassional	-	occasional	154. Adriseable	-	advisable
99. Recomend	-	recommend	155. Admireable	-	admirable
100. Colosal	-	colossal	156. Deploreable	-	deplorable
101. Assassin	-	assassin	157. Arriveal	-	arrival
102. Harras	-	harass	158. Believeable	-	believable
103. Questionair	-	questionnaire	159. Argueing	-	arguing
104. Tyrany	-	tyranny	160. Merly	-	merely
105. Necesary	-	necessary	161. Lonly	-	lonely
106. Batallion	-	battalion	162. Sincerly	-	sincerely
107. Micelaneous	-	miscellaneous	163. Immediatty	-	immediately
108. Alright	-	all right	164. Immensely	-	immensely
109. Equiped	-	equipped	165. Rarly	-	rarely
110. Vacum	-	vacuum	166. Loneliness	-	loneliness
111. Organise	-	organize	167. Measurment	-	measurement
112. Supervize	-	supervise	168. Truness	-	trueness
113. Superintendant	-	superintendent	169. Judgment	-	judgement
114. Dependance	-	dependence	170. Acknoledgment	-	acknowledgement
115. Existance	-	existence	171. Arguemnt	-	argument
116. Confidance	-	confidence	172. Advertisment	-	advertisement
117. Differance	-	difference	173. Development	-	development
118. Sentense	-	sentence	174. Onely	-	only
119. Occurrence	-	occurrence	175. Truely	-	truly
120. Appearence	-	appearance	176. Resistent	-	resistant
121. Maintenance	-	maintenance	177. Repentent	-	repentant
122. Attendence	-	attendance	178. Abundent	-	abundant
123. Resistence	-	resistance	179. Attendent	-	attendant
124. Pesseverence	-	perseverance	180. Irrelevence	-	irrelevance
125. Relevent	-	relevance	181. Appearance	-	appearance
126 Comparision	-	comparison	182. Superintendant	-	superintendent
127. Dcribe	-	describe	183. Dependant	-	dependent
128. Category	-	category	184. Confidant	-	confident
129. Definitely	-	definitely	185. Existance	-	existence
130. Dispair	-	despair	186. Occurrance	-	occurrence
131. Disperate	-	desperate	187. Maintenance	-	maintenance
132. Separete	-	separate	188. Knowledgable	-	knowledgeable

189. Adviseing	-	advising	236. Agressive	-	aggressive
190. Adviseable	-	advisable	237. Allott	-	allot
191. Excuseable	-	excusable	238. Alloted	-	allotted
192. Compareble	-	comparable	239. Welfare	-	welfare
193. Appliceable	-	applicable	240. February	-	February
194. Amiceable	-	amicable	241. Spectater	-	spectator
195. Reliabl	-	reliable	242. Ancester	-	ancestor
196. Inevitable	-	inevitable	243. Impostore	-	impostor
197. Indomitable	-	indomitable	244. Visiter	-	visitor
198. Negligable	-	negligible	245. Bacheler	-	bachelor
199. Invincible	-	invincible	246. Depositer	-	depositor
200. Comprepsensable	-	comprehensible	247. Superviser	-	supervisor
201. Indispensible	-	indispensable	248. Escalater	-	escalator
202. Accessable	-	accessible	249. Commentator	-	commentator
203. Predictible	-	predictable	250. Waitor	-	waiter
204. Resistable	-	resistible	251. Grammer	-	grammar
205. Flexable	-	flexible	252. Calender	-	calendar
206. Conquerible	-	conquered	253. Bagger	-	beggar
207. Appreceable	-	appreciable	254. Chalenge	-	challenge
208. Religian	-	religion	255. Dilema	-	dilemma
209. Religeous	-	religious	256. Akward	-	awkward
210. Occassional	-	occasional	257. Acompany	-	accompany
211. Aggresive	-	aggressive	258. Tomatos	-	tomatoes
212. Supress	-	suppress	259. Heros	-	heroes
213. Previlege	-	privilege	260. Potatos	-	potatoes
214. Forteen	-	fourteen	261. Echos	-	echoes
215. Fourty	-	forty	262. Mosquitos	-	mosquitoes
216. Greatful	-	grateful	263. Mottos	-	mottoes
217. Gratitud	-	gratitude	264. Negros	-	Negroes
218. Manufactur	-	manufacture	265. Manifesto	-	manifestoes
219. Repitition	-	repetition	266. Autoes	-	autos
220. Compitition	-	competition	267. Eskimoes	-	eskimos
221. Geneology	-	genealogy	268. Soloes	-	solos
222. Prescriptian	-	prescription	269. Zeroes	-	zeros
223. Hospitable	-	hospitable	270. Couragious	-	courageous
224. Succede	-	succeed	271. Advantagious	-	advantageous
225. Procede	-	proceed	272. Dictionery	-	dictionary
226. Excede	-	exceed	273. Secretery	-	secretary
227. Preceed	-	precede	274. Adversery	-	adversary
228. Ecstacy	-	ecstasy	275. Elementery	-	elementary
229. Hypocracy	-	hypocrisy	276. Commentary	-	commentary
230. Committe	-	committee	277. Temperorary	-	temporary
231. Accomodate	-	accommodate	278. Disentery	-	dysentery
232. Accummulate	-	accumulate	279. Courtesi	-	courtesy
233. Acomplish	-	accomplish	280. Nineth	-	ninth
234. Acclime	-	acclaim	281. Ninty	-	ninety
235. Aggregate	-	aggregate	282. Ninteen	-	nineteen



3. DEGREES OF COMPARISON

Adjectives and adverbs have degrees of comparison (as verbs have tenses). There are three kinds of Degrees of Comparison. They are:

1. Positive degree
2. Comparative degree and
3. Superlative degree

Generally we can form comparative degree by adding (er) to the positive and superlative by adding 'est' to the positive.

<u>Ex:</u>	Positive	Comparative	Superlative
	High	higher	highest
	Big	bigger	biggest
	Small	smaller	smallest
	Kind	kinder	kindest
	Great	greater	greatest
	Tall	taller	tallest
	Clever	cleverer	cleverest etc.,

Exceptions:

Good	better	best
Bad	worse	worst
Little	less	least
Beautiful	more beautiful	most beautiful
Active	more active	most active etc.,

A. Comparison between two persons or two things:

When there is a comparison between two things or two persons, there will be no superlative degree.

Ex:

1. Sita is taller than Gita. (Comparative)

Ans: Gita is not so tall as Sita (Positive)

2. Sita is not taller than Gita.

Ans: Gita is as tall as Sita.

3. I am not so strong as he.

Ans: He is stronger than I.

4. I am as strong as he.

Ans: He is not stronger than I.

5. Bombay is bigger than Hyderabad.

Ans: Hyderabad is not so big as Bombay.

6. My pen is not so good as yours.

Ans: Your pen is better than mine.

7. KapilDev bowls faster than Khan.

Ans: Khan does not bowl so fast as Kapil Dev.

8. It is more difficult to learn Sanskrit than to learn English.

Ans: To learn English is not so difficult as to learn Sanskrit. (or)

It is not so difficult to learn English as to learn Sanskrit.

9. It is not so easy to understand women as to understand men.

Ans: To understand men is easier than to understand women. (or)

It is easier to understand men than to understand women.

10. America is scientifically more advanced than Russia.

Ans: Russia is not scientifically so advanced as America.

B. Comparison among more than two persons or things:

When there is a comparison among more than two persons or things, we can also use superlative degree.

Ex:

Model-I: No other - than any other (than all other) - the (of all):

1. Rama is the cleverest boy in the class. (or)
Rama is the dearest of all boys in the class.
Ans: Rama is cleverer than any other boy in the class. (Comparative)
No other boy in the class is so clever as Rama. (Positive)
2. Everest is higher than all other peaks.
Ans: Everest is the highest peak.
No other peak is so high as Everest.
3. No other girl in our college is so beautiful as Sundari.
Ans: Sundari is the most beautiful girl in our college.
Sundari is more beautiful than any other girl in our college.

Model-II: Very few - than most other (than many other)- one of the:

1. The Hindu is one of the best news papers. (Superlative)
Ans: The Hindu is better than most other newspapers. (Comparative)
Very few news papers are as good as The Hindu. (Positive)
2. Akbar was greater than most other kings.
Ans: Akbar was one of the greatest kings.
Very few kings were as great as Akbar.
3. Very few girls in our college are as beautiful as Sita.
Ans: Sita is one of the most beautiful girls in our college.
Sita is more beautiful than most other girls in our college.

Model-III: Some other - atleast- not than some other - not the:

1. Bombay is not the biggest city in the world. (Superlative)
Ans: Bombay is not bigger than some other cities in the world. (Comparative)
Some other cities in the world are at least as big as Bombay. (Positive)
2. Some other boys are at least as industrious as Karim.
Ans: Karim is not the most industrious boy.
Karim is not more industrious than some other boys.
3. Radha is not more beautiful than some other girls in our School. (Comparative)
Ans: Radha is not the most beautiful girl in our School.
Some other girls in our school are at least as beautiful as Radha.

EXERCISES

I. Change the degree of comparison in the following sentences, without changing the meaning

1. w

1. He is the best man for the job.
Ans: ~~the job - he is the better man for the job~~
2. Kerala is more thickly populated than any other state.
Ans: ~~Kerala is most thickly populated state~~
3. The Indus Valley Civilization is one of the oldest civilizations in the world.
Ans:
4. This is the most interesting novel I have read.
Ans: ~~- this is the more interesting no~~
5. The Ganga is the longest river in India.
Ans:
6. No other place in India is considered so sacred as Banaras.
Ans: ~~Banaras~~

7. He is not so generous as his brother.
Ans: ~~He is more generous than his brother.~~
8. Appa Rao is the best of all my friends.
Ans: ~~Appa Rao is better than mine.~~
9. Bhanu is older than all other teachers in the school.
Ans: ~~Bhanu is older than all the other teachers in the school.~~
10. Beasent was one of the greatest orators in the world.
Ans: ~~Beasent was one of the greatest orators in the world.~~

- ~~July 2021~~
11. Gopi is the most handsome boy in the class.
Ans: ~~Gopi is the more handsome than any other boy in the class.~~
 12. Swamy is not cleverer than Vani.
Ans: ~~Swamy is not the cleverest than Vani.~~
 13. Krishna Murthy is the most famous thinker today.
Ans: ~~Krishna Murthy is more famous thinker today.~~
 14. Very few towns in India are as big as Madras.
Ans: ~~Madras is one of the biggest towns in India.~~
 15. No other bowler in India is so good as Kapil.
Ans: ~~Kapil is the best bowler in India.~~
 16. Helen of Troy was more beautiful than any other woman.
Ans: ~~Helen of Troy is better than any other woman.~~
 17. You know him better than I.
Ans: ~~I don't know him so good as~~
 18. Mohan is not cleverer than Kumar.
Ans: ~~Mohan is not the cleverest Kumar.~~
 19. Hema is not the most intelligent lady in our office.
Ans: ~~Hema is not the most intelligent lady in our office.~~
 20. No other story-book is so popular as The Arabian Nights.
Ans: ~~No other story-book is as popular as The Arabian Nights.~~

II. Correction of Sentences:

1. Shakespeare is the greatest of any poets.
Ans: Shakespeare is the greatest of all poets.
2. This watch is the best of the two.
Ans: This watch is the better of the two.
3. Sunil Gavaskar is better than any cricketer in India.
Ans: Sunil Gavaskar is better than any other cricketer in India.
4. Ravi is more taller than Gopi.
Ans: Ravi is taller than Gopi.
5. This is the most best book on the subject.
Ans: This is the best book on the subject.
6. Health is more preferable than wealth.
Ans: Health is preferable to wealth.
7. George is elder than Karim.
Ans: George is older than Karim.
8. The two first chapters are interesting.
Ans: The first two chapters are interesting.
9. The population of Bombay is greater than Madras.
Ans: The population of Bombay is greater than that of Madras.
10. Padma's clothes are not so good as Sudha's.
Ans: Padma's clothes are not so good as Sudha's.
11. The climate of Vijayawada is not like Hyderabad.
Ans: The climate of Vijayawada is not like that of Hyderabad.
12. I am cleverer than him.
Ans: I am cleverer than he.

13. He is poorer than herself.

Ans. He is poorer than she.

14. He is not so strong as me.

Ans. He is not as strong as I.

15. She is not as beautiful as my sisters.

Ans. She is not so beautiful as my sister.

oooooo

16. Helen of Troy was ^{the} most beautiful woman.

No other woman was so beautiful as Helen of Troy.

17.

18. Kumar is as clever as Mohan

19. Hema is not more intelligent than some other lady
in our office

some other lady in our office are at least as
intelligent as Hema.

20. The Arabian Nights is the most popular

story - book

The Arabian night is more popular than
any other story-book.

Ans: English is spoken all over the world.

5. We prohibit smoking.

Ans: Smoking is prohibited by us.

6. Bees make honey.

Ans: Honey is made by Bees.

7. Carpenters make chairs and tables.

Ans: Chairs and tables are made by Carpenters

8. She brings water from the Krishna river.

Ans: Water is brought from the Krishna River by her.

9. Farmers grow Crops.

Ans: Crops are grown by farmers.

10. People always admire this picture.

Ans: This picture is always admired.

11. We use milk for making butter and cheese.

Ans: Milk is used for making butter and cheese.

II. PAST TENSE:

In Past Tense, the 'be' forms are was and were

Ex:

1. Columbus discovered America.

Ans: America was discovered by Columbus.

2. Shaw wrote this play.

Ans: This play was written by Shaw.

3. They painted the house green.

Ans: The house was painted green

4. They offered me a Passport.

Ans: I was offered a Passport.

5. The Police arrested him on a charge of theft.

Ans: He was arrested on a charge of theft by the Police.

6. They told me to go away.

Ans: I was told to go away.

7. Somebody left the dog in the park.

Ans: The dog was left in the park.

8. They elected Mr. Jones President of the Board.

Ans: Mr. Jones was elected President of the Board.

9. They told me the truth.

Ans: I was told the truth by them.

10. Gandhiji taught us the doctrine of non-violence.

Ans: We were taught the doctrine of non-violence by Gandhiji

III. FUTURE TENSE:

In future tense, the 'be' form is 'be'. When the helping verbs like shall, should, can, could, may, might, will, would, must, ought to etc., are present, the 'be' is also be.

Ex:

1. He will do it tomorrow.

Ans: It will be done tomorrow by him

2. I will examine the proposal carefully

- Ans: The proposal will be examined carefully
 3. We should respect teachers.
 Ans: Teachers should be respected by us.
 4. Somebody must send for a doctor at once.
 Ans: A doctor must be sent for at once.
 5. We can gain nothing without effort.
 Ans: Nothing can be gained without effort.
 6. We should always keep promises.
 Ans: Promises should always be kept.
 7. You ought to do your duties.
 Ans: Our duties ought to be done.

IV. CONTINUOUS TENSE:

In the continuous tense, the 'be' form is 'being'

Ex:

1. He is selling rice.
 Ans: Rice is being sold by him.
 2. They were sending goods.
 Ans: Goods were being sent by them.
 3. A judge is inquiring into the incident at Nallakunta.
 Ans: The Incident is being inquired into at Nallakunta.
 4. The woman is milking the cow.
 Ans: The cow is being milked by the woman.
 5. They are repairing the road.
 Ans: The road is being repaired by them.
 6. They were repairing the road.
 Ans: The road was being repaired by them.
 7. She is laughing at them.
 Ans: They are being laughed at by her.

(Note: The verbs in 'Present perfect' continuous tense 'Past perfect continuous tense' 'Future continuous' 'Future perfect continuous tense' can't be changed into passive voice)

V. PERFECT TENSE

In the perfect tense, the 'be' form is 'been'

Ex:

1. Mary has written this essay.
 Ans: This essay has been written by Mary.
 2. The enemy have defeated our army.
 Ans: Our army have been defeated by enemy.
 3. Some one has stolen her watch.
 Ans: Her watch has been stolen.
 4. Some one has picked my pocket.
 Ans: My pocket has been picked.
 5. I have read the story.
 Ans: The story has been read by me.
 6. E.A.S. Prasanna has taken 187 wickets in Test Cricket.
 Ans: 187 wickets have been taken in Test Cricket by E.A.S. Prasanna.
 7. Prasad will have read the book by this evening.

- Ans: The book will have been read by this evening by Prasad.
8. Kalidasa had created many a work of art.
- Ans: Many a work of Art had been created by Kalidasa.
9. Some body has put off the light.
- Ans: The light has been put off.
10. Kumari had told him about the incident.
- Ans: He had been told about the incident by Kumari.

VI. QUESTIONS IN ACTIVE VOICE:

1. Are you singing a song?
- Ans: Is a song being sung by you?
- Are you singing a song? (Into statement)
You are singing a song (Into passive voice)
A song is being sung by you (Into question again)
Is a song being sung by you?)
2. Is the doctor examining the patients?
- Ans: Are the patients being examined by the doctor?
3. Have you seen the film?
- Ans: Has the film been seen by you?
4. Will they sing a song?
- Ans: Will a song be sung by them?
5. Must I do this work?
- Ans: Must this work be done by me?
6. Did you write the essay?
- Ans: Was the essay written by you?
- Did you write the essay? (Into statement.)
You wrote the essay. (Into passive)
The essay was written by you. (into question form)
Was the essay written by you?)
7. Do you speak English well?
- Ans: Is English spoken well by you?
8. Does she make chairs?
- Ans: Are chairs made by her?
9. Can you speak Sanskrit?
- Ans: Can Sanskrit be spoken by you?
10. Why have you done this work?
- Ans: Why has this work been done by you?
- (Why have you done this work?) Into statement.
Why you have done this work. Into passive voice.
Why this work has been done by you. Into question form again.
Why has this work been done by you?
11. How does he speak Telugu?
- Ans: How is Telugu spoken by him?
12. Where did you lose your purse?
- Ans: Where was your purse lost?
13. Why did you give him so much money?
- Ans: Why was he given so much money by you?

VII. 'WHO' IN ACTIVE VOICE:

1. Who wrote this poem?

- Ans: By whom was this poem written?
 2. Who is opening the doors?
 Ans: By whom are the doors being opened?
 3. Who has broken these toys?
 Ans: By whom have these toys been broken?
 4. Who can do this work?
 Ans: By whom can this work be done?
 5. Who drew this picture on the wall?
 Ans: By whom was this picture drawn on the wall?

VIII. THE QUESTION 'WHAT' IN THE ACTIVE VOICE:

1. What did you buy yesterday?
 Ans: What was bought yesterday by you?
 (Here the question 'what' is the object in the sentence. The same will become the subject in the passive)
 2. What has she seen in the market?
 Ans: What has been seen in the market by her?
 3. What will you eat in the food?
 Ans: What will be eaten in the food by you?

IX. IMPERATIVE SENTENCES IN ACTIVE VOICE (ORDERS AND REQUESTS)

When there is an imperative sentence, we must start the passive voice with 'let'. After 'let', the subject should be in the objective form. The 'be' form is 'be'.

1. Post this letter.
 Ans: Let this letter be posted.
 2. Kill them.
 Ans: Let them be killed.
 3. Give the order.
 Ans: Let the order be given.
 4. Open the door.
 Ans: Let the door be opened.
 5. Take away these books.
 Ans: Let these books be taken away.

(If the imperative sentences have orders without an object, the passive voice starts with 'you are ordered')

1. Sit down there.
 Ans: You are ordered to sit down there.
 2. Go away from the Class.
 Ans: You are ordered to go away from the class.
 3. Don't talk in the Class.
 Ans: You are ordered not to talk in the class.

(If the Imperative sentences have requests or advice, passive voice will start with 'You are requested' or 'you are advised')

1. Please come here.
 Ans: You are requested to come here.
 2. Read well.
 Ans: You are advised to read well.
 3. Please sing a song. (*let song kindly be sung*)
 Ans: You are requested to sing a song.
 4. Please don't come late.

Ans: You are requested not to come late.

5. Take proper medicine.

Ans: You are advised to take proper medicine.

X. 'Let' in the Active Voice:

When there is 'let' in the active voice, the 'be' form is 'be' In the passive voice.

1. Let him read the book.

Ans: Let the book be read by him.

2. Let her sing a song.

Ans: Let a song be sung by her.

3. Let them watch the T.V.

Ans: Let the T.V. be watched by them.

From Passive Voice into Active Voice:

When we change the Passive Voice into Active Voice, we must remove the 'be' form and write the proper Verb.

1. Chairs and tables are made by Carpenters. (Passive)

Ans: Carpenters make chairs and tables.

2. The telephone was invented by Alexander Graham Bell.

Ans: Alexander Graham Bell invented the telephone.

3. He was saved by his Dog.

Ans: His dog saved him,

4. The road has been repaired by them

Ans: They have repaired the road.

5. He will be delighted by the sight

Ans: The sight will delight him.

6. The telegram has been sent.

Ans: Someone has sent the telegram

(Here, in the passive voice, when the object is absent, we must take 'someone or somebody' or some other object relevant to the context)

7. He was taken to the Hospital.

Ans: Someone took him to the hospital.

8. My Car has been sold.

Ans: I have sold my car

9. Good news is expected.

Ans: We expect good news.

10. I was asked my name.

Ans: Somebody asked me my name.

11. Promises should be kept.

Ans: We should keep promises.

12. I was told the truth.

Ans: Some one told me the truth.

13. Nothing can be gained by hurry. speed

Ans: We can gain nothing by hurry.

14. My purse has been stolen.

Ans: Some one has stolen my purse.

15. He was elected representative of the Class.

Ans: Students elected him representative of the Class.

16. Let the door be opened.

- Ans: Open the door
 17. By whom was he killed?
 Ans: Who killed him?
 18. Why were you punished by the teacher?
 Ans: Why did the teacher punish you?
 19. You are ordered not to smoke in the hall.
 Ans: Don't smoke in the hall.
 20. The unfortunate should not be laughed at.
 Ans: We should not laugh at the unfortunate.
 21. By whom were you taught grammar?
 Ans: Who taught you grammar?

FROM THE PRESCRIBED GRAMMAR TEXT

Exercise No. 1:

1. Ramesh wrote a novel. (Active Voice)
 Ans: A novel was written by Ramesh. (Passive Voice)
2. Farmers grow crops.
 Ans: Crops are grown by farmers.
3. He explained the lesson.
 Ans: The lesson was explained by him.
4. Cats kill rats.
 Ans: Rats are killed by cats.
5. Shaw wrote this play.
 Ans: This play was written by SHAW.
6. The postman is collecting letters.
 Ans: Letters are being collected by the postman.
7. People always admire this picture.
 Ans: This picture is always admired.
8. Someone has stolen my books.
 Ans: My books have been stolen.
9. People Speak English all over the world.
 Ans: English is spoken all over the world.
10. Krishna gave me a book.
 Ans: I was given a book by Krishna. (or)
 A Book was given to me by Krishna.
11. Who taught you English?
 Ans: By whom were you taught English?
12. Tell him to go.
 Ans: Let him be told to go
13. Saddle the horse.
 Ans: Let the horse be saddled.
14. Dispatch the letter.
 Ans: Let the letter be dispatched
15. My purse has been stolen
 Ans: Someone has stolen my purse.
16. She was tempted to buy.
 Ans: Someone tempted her to buy.
17. The place was lost somewhere in the hills

- Ans: They lost the place somewhere in the hills
 18. He was sent to prison for three years.
 Ans: The Judge sent him to prison for three years.
 19. She was dismissed.
 Ans: Her mistress dismissed her.
 20. It is said that there will be a great crowd.
 Ans: Somebody says that there will be a great crowd.
 21. Mistakes are always committed.
 Ans: We always commit mistakes.
 22. It is believed that the prisoner is not guilty.
 Ans: People believe that the prisoner is not guilty.
 23. It is rumoured that the government proposes to introduce tax on agricultural income.
 Ans: Some people rumour that the government proposes to introduce tax on agricultural income.
 24. It is feared that there are no survivors.
 Ans: Some people fear that there are no survivors.
 25. Mary was punished by her father.
 Ans: Her father punished Mary.
 26. The ship was wrecked in a storm.
 Ans: A storm wrecked the ship in.

Exercise No.-2

1. A stone hit him in the right shoulder.
 Ans: He was hit by a stone in the right shoulder.
 2. No one has been beaten my brother at tennis.
 Ans: My brother has never been beaten at tennis.
 3. You must work for success.
 Ans: Success must be worked for.
 4. People must not take these books away.
 Ans: These books must not be taken away.
 5. One uses milk for making butter and cheese.
 Ans: Milk is used for making butter and cheese.
 6. Has anybody answered your question?
 Ans: Has your question been answered?
 7. Somebody recommended me another lawyer.
 Ans: I was recommended another lawyer.
 8. No body has made any mistakes.
 Ans: No mistakes have been made.
 9. Enter it in the register.
 Ans: Let it be entered in the register.
 10. I hate people looking at me.
 Ans: I hate being looked at.
 11. Please post this letter.
 Ans: You are requested to post this letter.

Exercise-3

Change the verbs in the following sentences into passive voice:

1. All the girls laughed at her.
 Ans: She was laughed at by all the girls.

2. We should always keep promises.
Ans: Promises should always be kept.
3. The woman is milking the cow.
Ans: The cow is being milked by the woman.
4. The jury found the prisoner guilty of murder.
Ans: The prisoner was found guilty of murder.
5. Did the noise frighten you?
Ans: Were you frightened by the noise?
6. No one can answer your question.
Ans: Your question can not be answered by any one.
7. People generally assume that money brings happiness.
Ans: It is generally assumed that happiness is brought by money. (or)
It is generally assumed that money brings happiness.
8. What questions did the examiner set?
Ans: What questions were set by the examiner?
9. They still deny women the right to vote in some countries.
Ans: Women are still denied the right to vote in some countries.
10. One praises a student when he works hard.
Ans: A student is praised whom he works hard.

Exercise-4

Change the verbs in the following sentences into Active Voice:

1. Nothing can be gained by hurry.
Ans: We can gain nothing by hurry.
2. It is said that he will be the next Prime Minister
Ans: People say that he will be the next Prime Minister.
3. My purse has been stolen.
Ans: Somebody has stolen my purse.
4. You will be told more about this tomorrow.
Ans: I will tell you more about this tomorrow.
5. By whom were you taught grammar?
Ans: Who taught you grammar?
6. The thief has been caught by the police.
Ans: The police have caught the thief.
7. He was elected representative of the class.
Ans: The students elected him representative of the class.
8. The unfortunate should not be laughed at.
Ans: He should not laugh at the unfortunate.
9. Let the door be opened.
Ans: Open the door.
10. No parcels will be accepted after five o' clock.
Ans: We shall not accept any parcels after five o' clock. (or)
We shall accept no parcels after five o' clock.



5. DIRECT AND INDIRECT SPEECH

There are two ways of relating the words of a speaker. They are

1. Direct Speech and
2. Indirect Speech (or) Reported Speech

1. DIRECT SPEECH:

Direct Speech is one in which the actual words of a person are quoted. Here, the exact words of the speaker are put within quotation marks or inverted commas. A comma is placed before the remark.

Ex: He said, "I am very busy now."

2. INDIRECT SPEECH (Reported Speech):

In Indirect Speech, the words of the speaker are not quoted but indirectly reported so as to convey the meaning. Here some conjunction is used before the Indirect statement. Pronoun is changed. Verb is changed. Quotation marks are removed.

Ex: He said that he was very busy then.

A. From Direct into Indirect:

The following are the changes to be noticed while changing Direct into Indirect Speech, if the reporting verb is in the past tense.

No.	Direct	Indirect
1	Simple Present tense	is, am, are
2	Present continuous have been	Past continuous was, were
3	Present perfect have, have	Past perfect had
4	Simple past tense	Past perfect had
5	Past continuous was/were	Past perfect continuous had been
6	Present perfect continuous have/have	Past perfect continuous had been
7	Shall	Would
8	Will	Would
9	Can	Could
10	May	Might
11	Must (have to)	Had to
12	Come	go or come

B. Other Changes:

Words expressing nearness are changed into words expressing distance.

No.	Direct	Indirect
1	This	That
2	These	Those
3	Here	there
4	Now	then
5	Ago	before
6	Today	that day
7	Tomorrow	the next day
8	Tomorrow night	the next night
9	Yesterday	the previous day
10	Last night	the previous night
11	Hence	thence
12	Hereby	thereby
13	Tonight	that night
14	Sir or Madam	respectfully

15	Hurrah	gaily
16	Sirrah	angrily
17	Alas	sadly
18	Oh, Aha, My Good	These expressions are not used in indirect
19	Yes	Positively
20	No	Negatively

When the reporting verb is in the present or present perfect or future tense, there will be no change in tense.

Ex:

1. He says, "I am coming".

Ans: He says that he is going.

2. He has said to her, "I am writing a letter".

Ans: He has told her that he is writing a letter.

3. He will say, "I am right".

Ans: He will say that he is right. (The simple present tense in the direct speech does not change when a general truth is mentioned).

4. The teacher said, "The earth moves round, the sun".

Ans: The teacher said that the earth moves round the sun.

a. Statement sentences:

Statements in indirect speech are generally introduced by the conjunction that, after reporting verb. "said to" will become 'told'. Pronouns change according to the context.

Ex:

1. He said, "My father is ill".

Ans: He said that his father was ill.

2. He said, "I am writing to my uncle".

Ans: He said that he was writing to his uncle.

3. "I have bought this pen", Sita said.

Ans: Sita said that she had bought that pen.

4. She said, "Hari took my pen yesterday".

Ans: She said that Hari had taken her pen the previous day.

5. She said, "My brother will do it tomorrow".

Ans: She said that her brother would do it the next day.

6. He said to me "I will meet you again".

Ans: He told me that he would meet me again.

7. She said to him, "I will meet you again".

Ans: She told him that she would meet him again.

8. I said to him, "I will meet you again".

Ans: I told him that I would meet him again.

9. On Sunday last he said, "My brother is coming today".

Ans: On Sunday last he said that his brother was going that day.

10. He said, "You are a gentle man".

Ans: He told me that I was a gentle man.

11. The teacher said, "If you come regularly, you will understand everything."

Ans: The teacher told the students that if they came regularly, they would understand everything.

12. "If you love me", said Krishna to Radha, "I shall marry you".

Ans: Krishna told Radha that if she loved him, he would marry her.

i. Questions in Direct Speech:

In indirect speech, the question form changes to the Statement form. If the question in direct speech begins with a question word (Ex: who, what, why, where, when, etc.), this question word serves as a conjunction. If the question has no question word, we can use the conjunction whether or if. As the indirect speech is in statement form, full stop is used at the end of the sentence. 'said' will become asked or enquired.

Ex:

1. He said to her, "Where are you going"?

Ans: He asked her where she was going.

(He said to her, "Where are you going"? into statement form.

He asked her, "Where you are going". into indirect speech

He asked her where she was going.)

2. He said, "How are you"?

Ans: He asked me how I was.

3. "When did she visit you"? Said Sarma.

Ans: Sarma asked me when she had visited me.

4. "Do you know Telugu"? She said.

Ans: She asked me whether I knew Telugu.

5. "Will you come if it rains"?

Ans: She asked him whether he would come if it rained.

6. He said to her, "Did you visit Golconda Fort when you were in Hyderabad last month?"

Ans: He asked her whether she had visited Golconda Fort when she had been in Hyderabad the previous month.

7. "Why are you talking"? said the teacher.

Ans: The teacher asked the student why he was talking.

c. Exclamatory sentences:

The conjunction is 'that'. 'said' will become 'exclaimed' 'said to' will become 'told'. The exclamatory sentences in Direct Speech must be changed into statement form.

Ex:

1. He said, "How clever I am!"

Ans: He exclaimed that he was very clever.

(He said, "How clever I am". into statement form.

He said, "I am very clever". into indirect speech.

He exclaimed that he was very clever.)

2. "What a lovely garden you have"! she said.

Ans: She exclaimed that I had a very lovely garden.

3. He said to her, "What a beautiful girl you are".

Ans: He told her that she was a very beautiful girl.

4. They said, "Alas! We are undone".

Ans: They exclaimed sadly that they were undone.

5. "What a nice boy you have!" said she.

Ans: She told me that I had a very nice boy.

d. Imperative Sentences (Orders and requests):

The conjunction is 'to', 'said to' will become ordered or requested or advised or asked or praved (in wishes)

Ex:

1. He said to his servant "Post these letters".

Ans: He ordered his servant to post those letters.

2. "Read this book", he said.

Ans: He advised me to read that book.

3. She said to her husband, "Don't touch my body".

Ans: She asked her husband not to touch her body.

4. "Wash your face", he said.

Ans: He asked me to wash my face.

5. "Please lend me your pen", he said to me.

Ans: He requested me to lend him my pen.

6. "Have a cup of Coffee", she said.

Ans: She asked me to have a cup of coffee.

7. He said to her, "Please wait till I return".

Ans: He requested her to wait till he returned.

8. He said, "May God pardon this sinner!"

Ans: He prayed that God might pardon that sinner

9. He said, "Long may you live"!

Ans: He prayed that I might live long.

(If imperative sentences start with "let", the reporting verb is changed to 'suggested'. Conjunction is that. 'Let' is removed in Indirect Speech.

1. The teacher said, "Let us read the poem first".

Ans: The teacher suggested that they should read the poem.

2. She said, "Let me read this book".

Ans: She suggested that she should read that book.

3. They said, "Let us develop our country".

Ans: They suggested that they should develop their country.

I. Other Examples:

1. "I am very busy now", the manager said. "Come in the afternoon".

Ans: The manager said that he was very busy then. He also asked me to go in the afternoon.

2. "Are you free tonight"? he said. "I would like you to come to the picture with me".

Ans: He asked me whether I was free that night. He told me that he would like me to go to the pictures with him.

3. The husband said to his wife, "Where did you go last night"? "I went to my mother's house", the wife said. "Why are you asking me these questions"?

Ans: The husband asked his wife where she had gone the previous night. The wife replied that she had gone to her mother's house. She also asked him why he was asking her those questions.

4. "Were you very busy yesterday"? he said. "Why didn't you come to the party"?

Ans: He asked me whether I had been very busy the previous day. He also asked why I had not gone to the party.

5. Mohini said, "Are you coming to my house"? 'No' said Gopal, "I am not coming to your house". "I am going to my uncle's house".

Ans: Mohini asked Gopal whether he was going to her house. Gopal replied negatively that he was not going to her house. He also said that he was going to his uncle's house.

II. Questions:

1. He said, "How many brothers have you?"

Ans: He asked me how many brothers I had.

2. He said to me, "How is your father?"

Ans: He asked me how my father was.

3. She said to him, "Where were you last night?"

Ans: She asked him where he had been the previous night.

4. He said to the boy, "What are you doing here?"

Ans: He asked the boy what he was doing there.

5. The ticket examiner said to the old lady, "Why have you not purchased a ticket for the child?"

Ans: The ticket examiner asked the old lady why she had not purchased a ticket of the child.

6. John said, "Will you play chess with him?"

Ans: John asked me whether I would play chess with him.

7. He said, "Shall I ever see her again?"

Ans: He wondered (asked) whether he would ever see her again

8. He said, "Would you mind shutting the door?"

Ans: He asked me whether I would mind shutting the door.

III. Imperatives:

1. The teacher said to the boy, "Get out of the room".

Ans: The teacher ordered the boy to get out of the room.

2. "Please take me to the officer," said the visitor.

Ans: The visitor requested me to take him to the officer.

3. He said to them, "Be calm and listen to my words."

Ans: He asked them to be calm and listen to his words.

4. The doctor said to the patient, "Don't smoke."

Ans: The doctor advised the patient not to smoke.

IV. Exclamations and Wishes:

1. He said, "What a fool I am!"

Ans: He exclaimed that he was a big fool.

2. He said, "Alas! I am ruined."

Ans: He exclaimed sadly that he was ruined.

3. She said, "Save me, Oh! Save me."

Ans: She begged them to save her.

4. The visitor said, "What a beautiful garden!"

Ans: The visitor exclaimed that it was a very beautiful garden.

5. He said, "May God bless you!"

Ans: He prayed that God might bless me.

V. Exercises:

Turn the following into Indirect Speech:

1. He said to his friend, "I shall go home during these holidays".

Ans: He told his friend that he would go home during those holidays

2. He said to me, "You can bring my watch tomorrow".

Ans: He told me that I could bring his watch the next day.

3. Ulysses said, "I have seen life to the lees."

Ans: Ulysses said that he had seen life to the lees.

4. He said to me, "I have often told you not to play with fire".

Ans: He told me that he had often told me not to play with fire.

5. The teacher said to the students, "Apples grow in Kashmir."

Ans: The teacher told the students that apples grow in Kashmir.

6. He said at the party, "We have not heard this song before."

Ans: He said at the party that they had not heard that song before.

7. He said to his old friend, 'We are not living in an old house now.'

- Ans: He told his old friend that they were not living in an old house then
8. The advertisement said, "Candidates for the job of the secretary must know shorthand."
- Ans: The advertisement said that Candidates for the job of the Secretary had to know shorthand.
9. The accused said to the Judge, "I am responsible for Bank robbery".
- Ans: The accused told the Judge that he was responsible for the Bank robbery.
10. The Head Master said to the girl, "I am glad to tell you that you have won the merit prize."
- Ans: The Head Master told the girl that he was glad to tell her that she had won the merit prize.
11. George said, "Thomas, your father has come to meet you.
- Ans: George told Thomas that his father had come to meet him.
12. The examiner's orders were, "No one is to bring books into the room nor ask me questions about what I have told you to do."
- Ans: The examiner's orders were that no one was to bring books into the room nor ask him questions about what he had told them to do.
13. The Travelling Examiner in the train said to me, "You may occupy this berth if this man leaves now."
- Ans: The Travelling Examiner in the train told me that I might occupy that berth, if that man left then
14. The teacher said to the boy, "You must be ashamed of your behaviour."
- Ans: The teacher told the boy that he had to be ashamed of his behaviour.
15. Drona said to his un-known pupil, "You have given me your right thumb. Your name will be remembered as long as humanity is there on earth."
- Ans: Drona told his unknown pupil that he had given him his right thumb. He also told the puipl that his name would be remembered as long as humanity lived there on earth

VI. Change into Indirect Speech:

- He said to his friend, "Come with me to the hospital".
Ans: He asked his friend to come with him to the hospital.
- I said to him, "Come again!"
Ans: I told him to come again.
- The Inspector said to the motorist, "Show me your driving licence".
Ans: The Inspector asked the motorist to show him his driving licence.
- "Please help me from starvetion", said the beggar.
Ans: The begger requested me to help him from starvation.
- The teacher said to the boys, "Do not read such novels".
Ans: The teacher advised the boys not to read such novels.
- The Baba said to the audience, "Serve mankind and get the grace of God".
Ans: The Baba advised the audience to serve mankind and get the grace of God.
- "Tell me about the murder," said the judge to the accused.
Ans: The judge asked the accused to tell him about the murder.
- Raju said, "Please let me do my work, friends".
Ans: Raju requested his friends to let him do his work.
- The Principal said "Boys understand clearly that late comers will not be allowed to enter the examination hall."
Ans: The Principal warned the boys to understand clearly that late-commers would not be allowed to enter the examination hall.
- I said, "students, write down what I dictate".
Ans: I asked the students to write down that I dictated.
- The captain said to the soldiers, "Don't shoot until I give you the signal".
Ans: The captain ordered the soldiers not to shoot until he gave them the signal.

12. The leader said, "My fellow-men, love your mother-country and be prepared to sacrifice your lives for her".

Ans: The leader advised his fellow-men to love their mother country and be prepared to sacrifice their lives for her.

13. Gandhi said, "Follow the principle of Ahimsa and make the British quit our country."

Ans: Gandhi advised the people to follow the principle of Ahimsa and make the British quit their country.

14. The President said to the people, "Grow more trees and get better life".

Ans: The President advised the people to grow more trees and get better life



SUDARSAN
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6. SIMPLE COMPLEX AND COMPOUND SENTENCES

1. Simple sentence:

A simple sentence is one which contains only a main clause and may have a phrase.

Ex: Inspite of my hard work, I failed.

2. Complex sentence:

A complex sentence is one which contains a main clause and one or more subordinate clauses.

Ex: Though I worked hard, I failed in the examinations.

3. Compound sentence:

A compound sentence is one which contains two or more main clauses and may have one or more subordinate clauses.

Ex: I worked hard, but I failed in the examinations

A) From Simple into Complex:

A simple sentence can be changed into a complex by turning a phrase into a subordinate clause.

1. He admitted his guilt. (Simple)

Ans: He admitted that he was guilty. (Complex)

2. I hoped to succeed.

Ans: I hoped that I would succeed.

3. I was sorry to hear the news.

Ans: I was sorry when I heard the news.

B) From Simple into Compound:

We can convert a simple sentence into a compound sentence by turning a phrase into a main clause.

1. On hearing the teacher's footsteps, the boys kept silence.

Ans: The boys heard the teacher's footsteps and kept silence.

2. Inspite of his hard work, he failed.

Ans: He worked hard, but he failed

3. Owing to illness, he could not attend the meeting.

Ans: He was ill so, he could not attend the meeting.

C) Compound into Complex:

We can convert a Compound sentence into a Complex by changing a main clause into a subordinate clause.

1. We must do our home work or the teacher will punish us.

Ans: Unless we do our home work, the teacher will punish us.

2. It is not raining, yet (but) he is wearing a rain coat.

Ans: Though it is not raining, he is wearing a rain coat.

3. We must eat or we can not live.

Ans: Unless we eat, we can not live (or)

If we do not eat, we can not live.

D) Compound into Simple:

We can convert a Compound sentence into a Simple one by turning a main clause into a phrase.

1. I went to college and met the Principal. (Compound)

Ans: Having gone to college, I met the Principal.

2. It was raining but they went out.

Ans: Inspite of the rain, they went out.

3. She was hungry, so she ate all cakes.

Ans: Owing to her hunger, she ate all cakes.

E) Complex into simple:

We can turn a Complex sentence into a simple one by changing a subordinate clause into a phrase.

1. I don't know when he will arrive. (Complex)
Ans: I don't know the time of his arrival.
2. He did it when I was absent.
Ans: He did it in my absence.
3. He failed to prove that he was innocent.
Ans: He failed to prove his innocence.
4. He is so poor that he cannot buy a pen.
Ans: He is too poor to buy a pen.
5. Though he is poor, he is honest.
Ans: Inspite of his poverty, he is honest

F) Complex sentence into Compound:

We can turn a Complex sentence into Compound one by changing a subordinate clause into a main clause.

1. Though he is poor, he is honest.
Ans: He is poor, but he is honest.
2. We can prove that the earth is flat.
Ans: The earth is flat and we can prove it.
3. If you do not work hard, you will fail.
Ans: You must work hard or you will fail.
4. He is more a statesman than a politician.
Ans: He is something of a politician, but he is rather more a statesman

IMPORTANT MODELS

No.	Simple	Complex	Compound
1.	Inspite of	Though (although)	But (yet)
2.	Ing	When	and
3.	Owing to	as (since or because)	so (therefore)
4.	In case of not	useless (if not)	or
5.	Besides	as well as	Not only, but also
6.	Immediately after	as soon as	and at once
7.	Soon after	no sooner than	and at once
8.	Too-to	so that not	very – and so

I. Model: Inspite of - Though - but (yet):

1. He worked hard, but he failed in the examination. (Compound)
Ans: Though he worked hard, he failed in the examination. (Complex)
Inspite of his hard work, he failed in the examination. (Simple) (or)
Inspite of his working hard, he failed in the examination.
2. Though he was hungry, he did not eat anything.
Ans: He was hungry, but he did not eat anything.
Inspite of his hunger, he did not eat anything. (or)
Inspite of his being hungry, he did not eat anything.
3. Inspite of her honesty, she was not recognised by the people.
Ans: She was honest, but she was not recognised by the people.
Though she was honest, she was not recognised by the people.

II. Model: Ing- When - and:

1. I went to college and met the Principal. (Compound)
 Ans: When I went to college, I met the Principal.
 Having gone to college, I met the Principal. (Complex)
 2. When the boys heard the teacher's footsteps, they kept silence. (Simple)
 Ans: On hearing the teacher's footsteps, the boys kept silence.
 3. On seeing the police, the thief ran away. (Simple)
 Ans: The thief saw the police and ran away.
 When the thief saw the police, he ran away

III. Model: Owing to - as (since or because) - so (therefore):

1. He was poor, so he could not afford to buy books. (Compound)
 Ans: As he was poor, he could not afford to buy books.
 Owing to his poverty, he could not afford to buy books. (or)
 Owing to his being poor, he could not afford to buy books.
 2. As she was ill, she could not attend the classes.
 Ans: She was ill, so she could not attend the classes.
 Owing to her illness, she could not attend the classes.
 3. Owing to their sincerity, they became rich.
 Ans: As they were sincere, they became rich.
 They were sincere, so they became rich

IV. Model: In case of not - unless (it not) - or:

1. You must work hard or you can't get more marks. (Compound)
 Ans: Unless you work hard, you can't get more marks. (or)
 If you do not work hard, you can't get more marks.
 In case of not your working hard, you can't get more marks. (Complex)
 2. Unless you run, you won't catch the train.
 Ans: You must run or you won't catch the train.
 In case of not your running, you won't catch the train.
 3. In case of not your coming regularly, you can't understand the lessons.
 Ans: You must come regularly or you can't understand the lesson.
 Unless you come regularly, you can't understand the lessons

V. Model: Besides - as well as - not only - but also:

1. He not only stole the jewels but also murdered her. (Compound)
 Ans: He stole the jewels as well as murdered her. (Complex)
 Besides his stealing the jewels, he also murdered her. (Simple)
 2. He scolded me as well as beat me.
 Ans: He not only scolded me but also beat me.
 Besides his scolding me, he also beat me,
 3. Besides his robbing the poor child, he also murdered her.
 Ans: He not only robbed the poor child, but also murdered her.
 He robbed the poor child as well as murdered her

VI. Model: Immediately after - as soon as - and at once:

1. The bell rang and at once the boys ran to the play-ground. (Compound)
 Ans: As soon as the bell rang, the boys ran to the play-ground. (Complex)
 Immediately after the ringing of the bell, the boys ran to the play-ground. (Simple)
 2. As soon as the teacher came, the students stood up.
 Ans: The teacher came and at once the students stood up.
 Immediately after the coming of the teacher, the students stood up.
 3. Immediately after the completion of his work, he left the office.
 Ans: He completed his work and at once he left the office.

As soon as he completed his work, he left his office.

VII. Model - Soon after - no sooner than - and at once:

1. The bell rang and at once the boys ran to the play-ground. (Compound)
Ans: No sooner had the bell rung than the boys ran to the play-ground. (Complex)
Soon after the ringing of the bell, the boys ran to the play-ground. (Simple)
2. No sooner had the teacher come than the students stood up.
Ans: The teacher came and at once the students stood up.
Soon after the coming of the teacher, the students stood up.
3. Soon after the completion of his work, he left, the office.
Ans: He completed his work and at once he left the office.
No sooner had he completed his work than he left the office.

Other Models:

A. As soon as - No sooner than: Scarcely... when (Hardly- when)

1. As soon as the teacher entered the class, the students went out. (Complex)
Ans: No Sooner had the teacher entered the class than the students went out.
Scarcely had the teacher entered the class when the students went out.
Hardly had the teacher entered the class when the students went out.
2. No sooner had she sung than the audience started shouting.
Ans: As soon as she sang, the audience started shouting.
3. As soon as the thief saw the police, he ran away.
Ans: Scarcely had the thief seen the police when he ran away.

B. Too..... To.....so that not: and very and so:

1. She is too weak to walk. (Complex)
Ans: She is so weak that she cannot walk.
She is very weak and so she can not walk.
2. I am too poor to buy a pen.
Ans: I am so poor that I cannot buy a pen.
3. He was too lazy to work.
Ans: He was so lazy that he could not work.
4. The river is too deep to swim.
Ans: The river is so deep that we can not swim.
5. The atom is too small to be seen.
Ans: The atom is so small that it cannot be seen.
6. She is so ugly that she cannot attract any body.
Ans: She is too ugly to attract any body.
7. The tree is so high that we cannot climb.
Ans: The tree is too high to climb

C. Unless..... If not:

1. Unless you work hard, you will fail.
Ans: If you do not work hard, you will fail.
2. Come tomorrow unless I phone.
Ans: Come tomorrow if I do not phone.
3. I will come back tomorrow unless there is a bus strike.
Ans: I will come back tomorrow if there is not a bus strike.
4. I will take the job, unless the pay is too low.
Ans: I will take the job, if the pay is not too low.
5. Unless she loves me, I shall not marry her.
Ans: If she does not love me, I shall not marry her.
6. Unless you run, you cannot catch the train.
Ans: If you do not run, you cannot catch the train.

7. If you read, you will pass the examination. (Use 'unless')
 Ans: Unless you read, you will not pass.
8. If you come regularly, you will understand the lessons. (Use 'Unless')
 Ans: Unless you come regularly, you will not understand the lessons.
9. If you do not work hard, you cannot pass the examination. (Use 'Unless')
 Ans: Unless you work hard, you cannot pass the examination.
10. If he does not give me money, I shall not help him. (Use 'Unless')
 Ans: Unless he gives me money, I shall not help him

A. Rewrite as directed.

1. No sooner did I enter the house, than the thief ran away. (Use as soon as)
 Ans: As soon as I entered the house, the thief ran away.
2. No sooner had the dog seen the master, than it jumped with joy.
 Ans: As soon as the dog saw the master, it jumped with joy.
3. As soon as my wife returned, I stooped going to the hotel.
 Ans: No sooner had my wife returned, than I stopped going to the hotel.
4. As soon as we went there, they served tea to all of us.
 Ans: No sooner had we gone there, than they served tea to all of us.
5. As soon as I had written the test, I went to the cinema.
 Ans: Scarcely had I written the test, when I went to the cinema.
6. Scarcely had the doctor come, when the patient collapsed (Use 'hardly - when')
 Ans: Hardly had the doctor come, when the patient collapsed
7. He is too poor to pay the rent.
 Ans: He is so poor that he cannot pay the rent.
8. The coffee is too cold for me to drink.
 Ans: The coffee is so cold that I cannot drink.
9. She was so shy that she did not lift her head and see the bride-groom.
 Ans: She was too shy to lift her head and see the bride-groom.
10. The germ is too small to be seen with the naked eye.
 Ans: The germ is so small that it cannot be seen with a naked eye.

Examples:

1. Malathi is a beautiful girl. Malathi is an intelligent girl. (As a Compound sentence using and - too)
 Ans: Malthi is a beautiful girl and she is an intelligent girl too.
2. Mr. Reddy was an excellent singer and he was a good dancer too.
 Ans: Besides being an excellent singer, Mr. Reddy was a good dancer.
3. She worked hard. She did not pass the exams. (Into a Compound sentence with 'but')
 Ans: She worked hard but she did not pass the exams.
4. Madhuri became a doctor. Pavitran became an engineer. (Use 'and' to combine the two Simple sentences)
 Ans: Madhuri became a doctor and Pavitran became an engineer.
5. He didn't like her behaviour. He left the hall. (Use 'so' and combine the two Simple sentences)
 Ans: He didn't like her behaviour, so he left the hall.
6. Prabhakar bought a gift. Prabhakar packed the gift. Prabhakar posted the gift. (Into a Compound sentence).
 Ans: Prabhakar bought a gift, packed it and posted it.
7. Mr. Varun gave Sandhya a book. Mr. Varun gave Jeevan a dictionary. (Into a Compound sentence)
 Ans: Mr. Varun gave Sandhya a book and Jeevan a dictionary. (or)
 Mr. Varun gave Sandhya a book and (he gave) Jeevan a dictionary.
8. He washed the car. She made it dry. (Into a Compound Sentence)
 Ans: He washed the car and she made it dry.

9. The door was closed and the windows were open. (Into a Simple sentence)

Ans: The door was closed. The windows were open.

10. Sandhya called him a liar. He left his temper.

(as a Compound sentence using therefore))

Ans: Sandhya called him a liar, therefore he lost his temper

Exercise No. 1:

1. She has bought a house in the city. He lives in her village.

Ans: Though she has bought a house in the city, she lives in her village

She has bought a house in the city, but she lives in her village.

2. He has several houses in the town. He lives in a rented house.

Ans: a. Though he has several houses in the town, he lives in a rented house.

b. He has several houses in the town, but he lives in a rented house.

3. I don't know. She may like to buy it. (use 'whether', 'or').

Ans: I don't know whether she may like to buy it or not.

4. They renovated the old building. They sold the old building.

(Use though and but)

(Complex)

(Compound)

(Use 'but' and 'though')

(Complex)

(Compound)

Ans: a. They renovated the old building and sold it.

(Use 'and' 'after and' 'before')

b. After they had renovated the old building, they sold it.

c. They had renovated the old building, before they sold it.

5. The dancers will not dance. The singers will not sing.

(Use 'neither.... Nor')

Ans: Neither the dancers will dance nor the singers will sing.

6. It must rain. She will take out her car. (Use 'if')

Ans: If it rains, she will take out her car.

7. Money is a source of trouble. We need it for our existence.

(use 'though' and 'never the less')

Ans: a. Though money is a source of trouble, we need it for our existence.

b. Money is a source of trouble, nevertheless we need it for our existence.

8. That mason charges rather too much. That mason is a good worker.

(Use 'though' and 'but')

Ans: a. Though that mason charged rather too much, he is a good worker.

b. That mason charges rather two much, but he is a good worker.

9. He is a good menace to the children. He is good at arranging parties. We have to depend on him.

(Use 'though' and 'because' and combine them into one sentence)

Ans: Though he is a big menace to the children we have to depend on him, because he is good at arranging parties.

10. She puts on very expensive clothe. She wanted to impress the prince.

(Use 'so that', 'could' and 'in order to' in the place of 'wanted')

Ans: a. She puts on very expensive clothes so that she could impress the prince

b. She puts on very expensive cloths in order to impress the prince.

11. She is not ready. They must go on.

(Use 'as' and 'so')

Ans: a. As she is not ready, they must go on.

b. She is not ready, so they must go on

II. Other Examples:

1. He had not lived longer. He did not expand his empire to cover all the regions.

(Into a Compound sentence)

Ans: He had not lived longer and so did not expand his empire to cover all the regions.

2. It did not rain. He did not get wet.

(Into a Complex sentence)

Ans: If it had rained, he would have got wet.

3. He was not a rich fellow. He gave donations to temples.

(Into a Complex sentence)

Ans: Though he was not a rich fellow, he gave donations to temples.

4. I heard of his success.

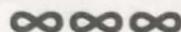
(Into a Complex sentence)

Ans: I heard that he had succeeded.

5. I can not understand your meaning. (Into a Complex sentence)
 Ans: I can not understand what you mean.
6. I shall tell you the cause of his failure. (Into a Complex sentence)
 Ans: I shall tell you why he failed
7. He is believed to be intelligent. (Into a Complex)
 Ans: It is believed that he is intelligent.
8. He is a courageous man. (Into Complex)
 Ans: He is a man who is courageous.
9. At sun rise, the birds begin to sing. (Into Complex)
 Ans: When the sun rises, the birds begin to sing.
10. After finishing his work, he asked for the payment. (Into Complex)
 Ans: After he had finished his work, he asked for the payment.
11. Being tired, he will not go out. (Into Complex)
 Ans: As he is tired, he will not go out.
12. Inspite of his riches, he is unhappy. (Into Complex)
 Ans: Though he is rich, he is unhappy.
13. For all his talents, he is ignored. (Into Complex)
 Ans: Though he is talented, he is ignored.
14. His character proclaims his innocence. (Into Complex)
 Ans: His character proclaims that he is innocent.
15. We have informed him of our victory. (Into Complex)
 Ans: We have informed him that we are victorious.
16. Let me wait till his arrival. (Into Complex)
 Ans: Let me wait till he arrives.
17. He said that he was innocent. (Into a Simple sentence)
 Ans: He said about his innocence.
18. I don't know when he will pay. (Into a Simple sentence)
 Ans: I don't know the time of his payment.
19. He is so tired that he can not stand. (Into a Simple sentence)
 Ans: a. He is too tired to stand.
 b. He is very tired and so he can not stand.
20. He died in the village where he was born. (Into a Simple sentence)
 Ans: He died in his native village.
21. Karna who was the chief hope of Duryodhana was killed. (Into a simple sentence)
 Ans: Karna, the chief hope of Durvodhana, was killed.
22. You must run to catch the train. (Into other sentences)
 Ans: (a) You must run or you won't catch the train.
 (b) Unless you run, you won't catch the train.
23. Owing to his illness, he could not attend the meeting. (Complex)
 Ans: (a) As he was ill, he could not attend the meeting.
 (b) He was ill, so he could not attend the meeting.
24. Besides robbing passengers, they injured. (Into other sentences)
 Ans: They not only robbed passengers, but also injured them.
25. He was dismissed for corruption. (Into a Complex sentence)
 Ans: He was corrupt, so he was dismissed.
26. Inspite of being ill, he continued to work. (Into other sentences)
 Ans: (a) He was ill, but he continued to work.
 (b) Though he was ill, he continued to work.
27. Hurry up or else you will miss the train. (Into other sentences)
 Ans: Unless you hurry up, you will miss the train.
28. If you do not hurry up, you will miss the train. (Simple)
 Ans: In case of not your hurrying up, you will miss the train.

III. Model Examples:

1. Seeing the tiger, he ran away.
 Ans: (a) He saw the tigher and ran away.
 (b) When he saw the tiger, he ran away.
2. Valmiki's Ramayana is very famous.
 Ans: The Ramayana which was written by Valmiki, is very famous.
3. Being ill-treated by his master, the servant ran away.
 Ans: (a) As he was ill-treated by his master, the servant ran away.
 (b) He was ill-treated by his master, so the servant ran away.
4. As it was dark, they stopped their work.
 Ans: It was dark, so they stopped their work
 It being dark, they stopped their work
5. He is very tired and so he can not walk.
 Ans: (a) He is too tired to walk.
 (b) He is so tired that he can not walk.
6. Since Motion does work, motion must be a kind of energy.
 Ans: Motion does work, so motion must be a kind of energy.
7. He was too tired to stand.
 Ans: (a) He was so tired that he could not stand.
 (b) He was very tired and so he could not stand.
8. He worked hard, but he failed in the examination.
 Ans: (a) Although he worked hard, he failed in the examination.
 (b) Inspite of his hard work, he failed in the examination.
9. I was so amazed that I could not prevent him.
 Ans: (a) I was too amazed to prevent him
 (b) I was very amazed and so I could not prevent him.
10. She is so small that she can not catch it.
 Ans: (a) She is too small to catch it.
 (b) She is very small and so she can not catch it.
11. The news is too good to be late.
 Ans: (a) The news is so good that itcan not be true.
 (b) The news is very good and so it can not be true.
12. He will be late. That is certain.
 Ans: That he will be late is certain. (or)
 It is certain that he will be late
13. Besides being short, he is fat.
 Ans: (a) He is not only, short but also fat.
 (b) He is short as well as fat.
14. He can play the piano. He can not play the flute.
 Ans: He can play the piano, but he can not play the flute.
15. He is too young to understand the problem.
 Ans: (a) He is so young that he can not understand the problem.
 (b) He is very young and so he can not understand the problem
16. You must work hard to get a first class.
 Ans: (a) Unless you work hard, you can not get a first class.
 (b) You must work hard, or you can not get a first class.



7. PARTS OF SPEECH

All the English words belong to eight parts of speech. They are:

1. Noun
2. Pronoun
3. Adjective
4. Verb
5. Adverb
6. Preposition
7. Conjunction and
8. Interjection.

1. Noun: A noun is a word which is the name of a person, a place, a thing, an animal, a bird, a quality etc.

- a) **Names of persons:** Boy, girl, mother, father, brother, sister, man, woman, king, queen, teacher, doctor, scientist, Post Master, servant, actor, collector, student, clerk, officer, wife, husband, uncle, Ramu, Tagore, Shakespeare, Shelley, John Keats, Wordsworth, Raju, Rani, Kumar etc.
- b) **Names of Places:** Village, Street, Lane, town, city, district, state, country (Nation), Continent, world, field, ground, room, class, school, college, university, Maruthi Nagar, Veeraghettam, Ramavarappadu, Guntur, Delhi, Bangalore, London, Andhra Pradesh, Amaravathi, India, England, America, Asia, sea, river, valley etc.
- c) **Names of Things:** Table, Chair, book, pen, pencil, tree, flower, plant, water, milk, gold, silver, iron, wood, stone, sand, hill, sky, sun, moon earth, river, door, window, cycle, car, bus, train, aeroplane etc.
- d) **Names of Animals:** Animal, cow, tiger, deer, lion, pig, dog, cat, bull etc.
- e) **Names of Birds:** Bird, sparrow, parrot, kokila, peacock, nightingale etc.
- f) **Names of qualities:** Honesty, beauty, sincerity, patience, strength, weakness, knowledge, power, cleverness, poverty, sympathy etc

Nouns are mainly of two types:

(A) Concrete Nouns and (B) Abstract nouns.

(a) **Concrete Nouns:** A concrete noun is one which can be seen and touched.

Examples: Chair, table, house, boy, girl, wall, door, water, milk, gold, silver, iron, money, road, village, city etc.

(b) **Abstract Nouns:** An abstract noun is one which can not be seen and touched, but that can be thought of.

Examples: God, death, air, honesty, sound, patience, wisdom, pain, pity, bravery, beauty, knowledge, power, cruelty, Joy, sorrow, liberty, freedom, youth, performance, fate, health, wealth, work etc

(a) **Concrete Nouns:** are of four types

- 1) Proper nouns
- 2) Common nouns

3) Collective nouns and 4) Material nouns

1) **Proper Nouns**: A Proper noun is the particular name of a person, a place or a thing. The names of days, months, rivers, seas and oceans, hill, mountains, languages, islands, valleys etc.

2) **Common Nouns**: A Common noun is the name of a person or a place or a thing in general

Example: Boy, girl, man, woman, teacher, student, doctor, engineer, scientist, poet, novelist, father, mother, brother, sister, wife, husband, village, town, city, state, country, world, hill, mountain, valley, river etc.

3) **Collective Nouns**: A Collective noun is a group of persons or things as a single unit.

Example: A crowd of people, a team of players or oxen, a bunch of flowers, or keys or grapes, an army of soldiers, a bench of judges, a Jury of lawyers, a panel of doctors or experts, a flock of sheep, a herd of cattle or cows, a gang of rowdies, criminals, thieves, a fleet of ships, a squardrun of aeroplanes, a bevy of girls, ladies and women, a crew of sailors on a ship, a board of directors in a company, scenery, machinery, poetry, stationery etc.

4) **Material Nouns**: A Material noun is the name of some matter or substance or a rawmaterial.

Examples: gold, silver, iron, steel, copper, aluminium lead, glass, wood, wool, cotton, clay, paper, stone, marble, plastic etc.

2) **Pronouns**: A pronoun is a word used instead of a noun.

Examples:

1) Gopal painted a picture. He gave it to Radha.

2) Radha bought a box yesterday. She gave it to Latha.

Pronouns are of Nine types:

1. Personal Pronouns
2. Reflexive Pronouns
3. Emphatic Pronouns
4. Demonstrative Pronouns
5. Indefinite Pronouns
6. Interrogative Pronouns
7. Distributive Pronouns
8. Reciprocal Pronouns and
9. Relative Pronouns.

1. **Personal pronouns**: Personal pronouns stand for three persons.

a. **I Person**: The first person stands for the speaker.

Ex: I, me, my, mine, we, us our, ours.

b. **II Person**: The second person stands for the person spoken to.

Ex: you, you, your, yours.

c. **III Person**: The third person stands for any one or any thing else-where.

Ex: he, him, his, his
 She, her, her, hers
 It, it, its
 They, them, their, theirs

The table showing the forms of personal pronouns:

Person	Nominative case (subject)	Objective case	Possessive case
I Person	I	Me	My, mine
	We	Us	Our, ours
II Person	You	You	Your, yours
	You	You	Your, yours
III Person	He	Him	His, his
	She	Her	Her, hers
	It	It	Its
	They	Them	Their, theirs

2. **Reflexive Pronouns:** Reflexive pronoun is one which is reflected from the same subject. In the Reflexive Pronoun, the subject and the object are the same person. The objects have self-forms. Reflexive pronouns are generally present after the verb.

Examples:

- I Person : Myself and our selves
- II Person : Yourself and your selves
- III Person : Himself, herself, itself and themselves.

3. **Emphatic Pronouns:** Emphatic person is one in which the reflexive pronoun is used for the sake of emphasis. Emphatic pronouns are immediately used after the subjects or after the objects.

Examples:

- 1) I myself have done it.
- 2) I have done it myself
- 3) You yourself can explain it.

4. **Demonstrative Pronouns:** Demonstrative pronoun is one which points out the particular persons or things. The demonstrative pronouns are - this, that, these, those, such and yonder.

Examples:

- 1) This is my book.
- 2) Those are my students.
- 3) Such is the position.
- 4) Yonder is the Taj.

5. **Indefinite Pronouns:** An indefinite pronoun is one which does not point out any person or any thing in particular. Indefinite pronouns are - one, none, somebody, some one, every body, some body, any body, any one, some thing, all, any, many, anything, other, another etc.

Examples:

- 1) One should love one's country.

- 2) Nobody has come to see me.
- 3) Some are born great.
- 4) Many were killed in the accident.
- 5) Please do good to others.
- 6) I can do anything.

6. Interrogative Pronouns: An Interrogative pronoun is one which is used for asking questions. Interrogative pronouns are - who, whose, whom, which and what are interrogative pronouns.

Examples:

- 1) Who are you?
- 2) What are you doing?
- 3) Whose is this pen?
- 4) Which is your book?
- 5) Whom do you love most?

7. Distributive Pronouns: A Distributive pronoun is one which refers to persons or things taken one at a time. Distributive pronouns are always singular and are so followed by singular verbs. Each, either and neither are distributive pronouns. Each refers to every one of a number of persons or things. Either and neither can be used only when speaking about two persons or things. Either means one or the other of the two. Neither means not one nor the other of the two.

Examples:

- 1) Each of us is looking at the cat.
- 2) Each of the boys was given ten rupees.
- 3) Either of these boys has got more marks.
- 4) Neither of these girls is beautiful

8. Reciprocal pronouns: Reciprocal pronoun is one which expresses a mutual relationship. Each other and one another are reciprocal pronouns. Each other is used for two persons. One another is used for more than two persons.

Examples:

- 1) They seemed to love each other.
- 2) The three sisters are quarrelling with one another.
- 3) All the Indians love one another.
- 4) The two rivals hate each other.

9. Relative Pronouns: A Relative pronoun is one which relates or refers to a noun that has gone before it. Here, interrogative pronouns - who, whose, whom, what and which are used as conjunctions, combining two clauses

Examples:

- 1) I have found the pen which I lost yesterday.
- 2) This is the girl who is good at sports.
- 3) This is the woman whose husband was killed in the accident.
- 4) This is the girl whom I love very much.
- 5) Note down what I am dictating.

3. Adjectives: An adjective is a word which qualifies a noun or which shows the quality or quantity or number of a noun.

Examples:

- 1) She is a clever student.

- 2) He is an intelligent student.
- 3) She is a black woman.
- 4) They have much money.
- 5) He always drinks a little water.
- 6) She has given me six apples.
- 7) Many students were absent yesterday.
- 8) India is our country.
- 9) I don't like that boy.

There are six types of adjectives:

- 1) Adjectives of quality (descriptive adjectives).
- 2) Adjectives of quantity
- 3) Adjectives of number (numeral adjectives)
- 4) Demonstrative adjectives.
- 5) Distributive adjectives and
- 6) Interrogative adjectives.

1) Adjectives of quality: They show the quality of a person or a thing.

- a) He is a good player.
- b) She is a young girl.
- c) He is an honest leader.
- d) The sky is blue.

(sometimes the present participle and past participle can be used as adjectives - They are called participle adjectives)

Examples:

- a) She has a smiling face.
- b) India is a developing country.
- c) He has a broken leg.
- d) America is a developed country
- e) It is a ruined city.
- f) It is an unexpected blow.

2) Adjectives of quantity: They show how much of a thing is meant.

- a) He drinks a little water.
- b) Don't waste much money.
- c) He does not have enough money.
- d) The boy does not have sufficient food.
- e) He has lost all his wealth

3) Adjectives of number (numeral): Adjectives of number show how many persons or things are meant. They are two types.

- a) Definitive numeral adjectives.
- b) Indefinite numeral adjectives.

Examples:

- a) There are fifty students.
- b) Mr. Kamal is the first man in the list.
- c) Many people were killed in the battle field
- d) There are a few students in the class.

4) Demonstrative adjectives: They point out a particular person or a thing - this, that, these, those, such and yonder which are followed by a noun.

Examples:

- a) This boy is really active.

- b) Those people are very cruel.
- c) I don't like such students.
- d) Let us climb yonder hill.

5) **Distributive pronouns:** Distributive pronouns refer to each one of a number of persons. Each, every, either, neither which are followed by a noun.

Examples:

- a) Each student should love his country.
- b) Neither girl is beautiful.
- c) Either boy comes late.

6) **Interrogative Adjectives:** An interrogative is one which is used to ask questions. The interrogative are who, where, whom, which and what are interrogative adjectives which are followed by a noun

Examples:

- 1) What type of a man is he?
- 2) What guarantee can you give?
- 3) Which way shall we go?
- 4) Whose book is it?
- 5) Whose daughter is she?

4) **Verbs:** A verb is a word which shows the action done by the subject. It also shows possession and existence.

Example:

- 1) Rama killed a tiger.
- 2) We saw a film last night.
- 3) The girl has beautiful eyes.
- 4) My friend owns a car.
- 5) The box contains much money.
- 6) He was in Delhi last week.
- 7) There are fifty students in the class.

Verbs are of two types:

- 1) Transitive verbs and
- 2) Intransitive verbs.

1) **Transitive verbs:** A Transitive verb is one which is immediately followed by an object. After transitive verbs we must not use any prepositions. Transitive verbs are order, discuss, describe, attend, meet, enter, marry, await, tell, accompany, contain, comprise, resemble, Obey, enjoy, avoid, avail, request, pity, reach, approach, ask, attack, shirk etc.

2) **Intransitive verbs:** An Intransitive verb is one which is not immediately followed by an object.

5) **Adverbs:** An adverb is one which qualifies a verb, or another adverb or an adjective.

Examples:

- 1) She sang sweetly.
- 2) Mohan run quickly.
- 3) They have played excellently.
- 4) She sang very sweetly.
- 5) They have played very excellently.
- 6) He reads quite clearly.
- 7) She is a very beautiful girl.
- 8) Ravana was a very cruel man.
- 9) It is a very interesting novel.

Adverbs are of three types:

- 1) Simple adverbs.
- 2) Interrogative adverbs
- 3) Relative adverbs

1) Simple adverbs:

- a. **Adverbs of time:** Late, now, tomorrow, today, yesterday, before, ago, already, recently
- b. **Adverbs of number:** Always, often, frequently, rarely, seldom, secondly, once, twice, again.
- c. **Adverbs of place:** Here, there, away, out, in, up, down, forward, ahead etc.
- d. **Adverbs of quality:** Sweetly, bravely, clearly, well, seriously, skilfully etc.
- e. **Adverbs of quantity:** too, very, fully, rather, enough, partly, entirely, quite, almost etc.
- f. **Adverbs of reason:** therefore, hence, consequently. 360
- g. **Adverbs of affirmation or negation:** certainly, surely, indeed, not, no etc.

2) Interrogative adverbs: When, how, why, where.**3) Relative adverbs:** Relative adverbs are the interrogative adverb which combine two clauses.

- 1) Tell me where he has gone.
- 2) This is the reason why I have married her.
- 3) These are the days when no one has security.
- 4) Tell me how you have written the examination.

6) Prepositions: A preposition is a word used before a noun or pronoun to show its relationship with another word in the sentence.

In, on, at, with, without, upon, from, about, before, after, into, like, of, off, up, within, above, across, against, along, round, around, below, behind, forward, inside, outside, out, over, through, under, beside, besides, since, for, about, between, among etc.

7) Conjunctions: A conjunction is a word which combines two words or clauses.

Examples: and, or, if, unless, as, so, as well as, but, though, because, till, until, before, after, as soon as, no sooner than, as far as, that, both-and, not only - but also, either-or, neither-nor, yet, for, since, who, whom, which, why, while, when, where as etc.

Conjunctions are of two types:

- 1) Coordinating conjunctions and
- 2) Subordinating conjunctions.

1) Coordinating conjunctions:

A Coordinating conjunction is one that joins together two clauses of equal rank - noun with noun, pronoun with pronoun, adjective with adjective, adverb with adverbs and mainly a main clause with main clause. The main coordinating conjunctions are - and, but, yet, or, both-and, whereas, nevertheless, so, therefore etc.

(Coordinating)

Gao3

Gao2 jie4

2) Subordinating conjunctions:

A subordinating conjunction is one which combines two clauses of different ranks i.e., a main clause with a subordinate clause. The subordinating conjunctions are - that, though, till, until, before, after, as, since, because, when, where, while, if, whether, how, why, who, whose, whom, as soon as, no sooner than, in order that, as long as, though, although.

(Subordinating)

Gao2

Gao2 jie4

8) Interjections: An interjection is a word which expresses a sudden feeling.
Examples:

Hurrah!, sirrah, Alas!, oho, hello, aha, oh, hush, good good!, good heavens! etc.



8. PUNCTUATION

Punctuation is of great importance in writing correct and clear English. Punctuation means the right use of the stops in a written sentence.

Now-a-days we can come across long sentences without any comma or other punctuation marks. Thus, modern usage has tended towards increasing economy in punctuation. But it is good to remember that punctuation should be governed by the grammatical construction of a sentence rather than its more length.

The following are the main Punctuation marks:-

1. Capital Letters.
2. Full stop or period (.)
3. Comma (,)
4. Question Mark (or) interrogation mark (?)
5. Exclamation Mark (!)
6. Inverted Commas (or) Quotation Marks (".....")
7. Apostrophe (')
8. Colon (:)
9. Semi Colon (;)
10. Dash (-----)
11. Hyphen (-)

1. Capital Letters:

Capital letters are used

- a. At the beginning of each line of poetry.
- b. At the beginning of each sentence.

Ex: 1. Prevention is better than cure.

2. Honesty is the best policy.
3. Necessity is the mother of invention.

- c. For all proper nouns (names of people, places, mountains, rivers, seas and oceans, languages, Islands, days and months, names of particular things etc.

Ex:

1. Shakespeare, Milton, Prasad, Sita, William Wordsworth etc.
2. India, America, Madras, Bombay, Vijayawada, Maruthinagar, Andhra University, Kennedy Convent, Ring Road, New Delhi etc.
3. Gandhi Hill, Everest, the Himalayas, the Alps etc.
4. The Ganges, the Krishna, the Thames etc.
5. The Arabian Sea, the Indian Ocean, the Bay of Bengal, the Pacific Ocean etc.
6. Telugu, Hindi, Tamil, French, English etc.
7. Sri Lanka, the Andamans, the Philippines, the Netherlands etc.
8. Sunday, Tuesday, Saturday, January, February, March, December, etc.
9. Brooke Bond (tea), Philips (radio), Dianora (TV), Colgate (paste) etc.

- d. To write the 1st personal pronoun 'I' and the interjection.

Ex:

1. I shall do it tomorrow.
2. You are taller than I.
3. You and I have been selected.
4. O Shakespeare, how great you are!

e. For nations and adjectives of nationality.

1. India, and Indian,
2. America, and American,
3. England, and Englishman,
4. Europe, a European,
5. Russia, a Russian etc.

f. For the names of festivals, historical documents, events, periods and eras etc,

Ex:

1. Diwali, Dasara, Christmas, Ramzan etc.
2. The Middle Ages, the Victorian Age, the Golden Age, the Mauryan Period, the Indian Constitution, the Romantic Period, the Quit India Movement.

g. For name of religious books.

Ex:

The Vedas, the Gita, the Upanishadetc.

h. For name of buildings, monuments, or works of art.

Ex:

The Charminar, Birla Mandir, KutubMinar, the TajMahal etc.

i. For names of plays, titles of novels and a Chapter-heading. We must not write capital letters for articles, prepositions, and coordinating conjunctions while writing the titles of plays, books and chapter-headings.

Ex:

1. War and Peace (a novel)
2. The Merchant of Venice (Play)
3. The Rise and the Fall of Everybody (a book)
4. Population Explosion and its Effects (chapter-heading)

j. For titles of people

Ex:

The Mayor, the Principal, the Secretary, the Manager, the Vice-Chancellor, the Vice President, the King of Nepal, the Queen of England, Prime Minister NarendraModi, President Abdul Kalam etc.

k. For all adjectives derived from proper Nouns

Ex:

Hindu, Himalayan, Egyptian, Biblical, Herculian etc.

l. For all nouns and pronouns which stand for Gods.

Ex:

1. Lord Venkateswara, Lord Shiva.
2. I always pray to God.
3. Goddess KanakaDurga has her mercy on all people.
4. O Lord, be Thou our help and strength.
5. Lord Krishna shows His mercy on all people.

m. For tiles of relatives used with their names and when the person is addressed directly but not for pronouns generally used.

Ex:

1. Grandfather Ramayya(used with their names)
2. Uncle Ramaswamy (used with their names)
3. Shall we go to the Zoo, Uncle? (address)
(But-1. My grandfather
2. His uncle.)

n. For names of specific courses of study at schools and colleges.

Ex:

Political Science, Ancient History, Public Administration, Modern Languages etc.

o. For names of government and other organizations, Modern Languages etc.

Ex:

Indian Air Force, Fine Arts Academy, Higher Secondary Board

p. For brand names but not the name of the product.

Ex:

Parker fountain-pen, Rolls Royce cars, Sun matches, Hero cycle.

Exceptions:

a. We must not use capital letters in the middle of a word

We must avoid writing as follows:

Ex: Shakespeare, Tagore, Public, Sarojini, Principal etc.

b. We must not use capital letters for names of foods, games, diseases, occupations, animals, musical instruments.

Ex: 1. coconut, potato, tomato etc.

2. tennis, cricket, chess etc.

3. typhoid, cancer, fever etc.

4. doctor, teacher, clerk, student, lawyer etc.

5. cow, dog, tiger, lion etc.

6. banyan, rose plant etc.

7. veena, guitar, sitar, piano etc.

2. Full Stop:

Full stop represents the longest pause or stop.

a. A full stop is used at the end of a statement sentence.

Ex:

1. He is a good fellow.

2. She is a beautiful lady.

3. He plays cricket very well.

b. It is used at the end of imperative sentences. (orders and requests)

Ex:

1. Put it down.

2. Go and sit there.

3. Please do your work.

c. It is used at the end of an indirect question.

Ex:

1. Please tell me where you are going

2. She asked him why he had failed in the exams.

3. They enquired where he was living.

d. It is used after abbreviations and initials.

Ex:

B.A., M.A., B.Sc., Ph.D., M.L.A., M.P., Dr. Ray, Mr. Appa Rao etc

3. Comma:

The comma marks the shortest pause or stop.

- a. The comma is used to separate three or more words of the same part of speech (nouns, verbs, adjectives and adverbs).

Ex:

1. I want to buy a pencil, a pen, a note book and some paper. (nouns)
2. She bathed, break-fasted, dressed and went out (verbs)
3. He is efficient, hard-working and honest. (adjectives)
4. She dresses herself neatly, excellently and skilfully. (adverbs)

- b. The comma is used to separate different clauses combined by conjunctions like if unless, though, as, so, but, for, or, when, while, and etc.

Ex:

1. When the bell rings, we shall go
2. If it rains, the match will be cancelled.
3. Unless you come regularly, you can not understand the lessons.
4. Though he worked hard, he failed in the examination.
5. He is poor, but he is honest.
6. As I am sick, I can not attend the classes.
7. He neither eats very well, nor does he sleep soundly.
8. Give me a firm spot on which to stand and I will move the earth
9. Go to bed with the lamb, and rise with the lark.
10. God helps the poor, for the rich can help them-selves.
11. While he was teaching the lessons, some students went out of the class
12. Before the teacher entered the class, the students had gone out.

Note: The comma is often omitted from a compound sentence if its clauses are short.

Ex:

1. I left and she came.
2. We won and they lost.

Note: After a short introductory prepositional phrases, the comma is omitted.

Ex:

1. In Bombay I felt more unhappy.
2. At his home he is happy.

- c. It is used to separate a series of short clauses of a compound sentence.

Ex:

1. He gasped, he panted, and collapsed on the floor.
2. They waved, they cheered, they shouted words of welcome.
3. Men may come, and men may go, but I go on for ever.
4. Caesar came, Saw and conquered
5. I tried, I played, I won.
6. Don't criticize other people's faults, criticize your own.

- d. It is used after a person addressed.

Ex:

1. O Lord, have mercy upon us.
2. O Shakespeare, how great you are!
3. Sir, may I come in?
4. Sita, come and sit here.
5. Mr. Chairman, sir, may I submit the accounts.

- e. It is used after 'Yes' or 'no' or Well at the begining and after interjection.

Ex:

1. Yes, he deserves an award.
 2. No, I can't do it.
 3. Well, you can go now.
 4. Oh, how could you do it?
 5. Alas, all are dead in the accident.
- f. It is used to mark off phrases in apposition
Ex:
 1. Gandhi, the Father of the Nation, lived a simple life.
 2. Prasad, my friend's son, is getting married soon
 3. Carl Sandburg the biographer of India, won the prize.
 4. English, a foreign language, is difficult to learn
- g. It is used before and after the words and phrases like ofcourse, As a matter of fact, for example, moreover, consequently, however, thus, whenever possible, therefore, after all, To my great surprise etc.
Ex:
 1. He is, after all, a poor boy.
 2. My brother, of course, was there to help them.
 3. We, therefore, fought with them.
 4. The police did not, however succeed in arresting him.
 5. She has, to my great surprise, married him.
 6. For example, you got a prize in the lottery.
 7. Thus, he got it done.
- h. Before and after the expressions like 'I think' and 'according to', when they are used in the middle of the sentences
Ex:
 1. The problem, I think, is very difficult to solve.
 2. Our life, according to the poet, is as short as a dream.

It is used before and after an adjectival phrase formed with a participle.

- Ex:**
 1. Ashoka, having conquered Kalinga, decided not to fight any more wars.
 2. The thief, having seen the police, ran away.

It is used after adverbial phrases.

- Ex:**
 1. It being a rainy day, they stayed in doors.
 2. Owing to illness, they could not attend the function.
 3. The weather, being fine, they decided to have a picnic.

It is used to avoid the repetition of a verb.

- Ex:**
 1. I gave him a book and her, a pen.
 2. Mohan is a merchant and Ashok, lawyer.

It is used to separate items in addresses.

- Ex:** 12, Ring Road, Vijayawada

It is used to separate the items in dates.

- Ex:**
 The Assembly Elections were held on 5th March, 1994.

It is used to separate non-restrictive phrases or clauses.
 (which give additional information about nouns)

- Ex:**
 1. Politicians, who have never been educated, can not be good administrators.

2. Rabindranath Tagore, the Nobel Prize Winner, was the founder of Viswa Bharati University in Shantiniketan.

- o. It is used after a reporting part in the direct speech.
Ex: He said, "I am busy".

- p. It is used before question tag.
Ex: They are playing, aren't they?

4. Question Mark (or) Interrogation Mark:

- a. The question Mark is used after a direct question.

Ex:

1. Where are you going?
2. Why are you late?
3. Have you finished the work?
4. He said, "Why are you late?"

(Note: The Question mark should not be used after an indirect question).

Ex:

1. Please tell me where you are going.
2. She asked him where he was going.

- b. It is used after a question tag.

Ex:

1. You are a good boy, aren't you?
2. They have done it, haven't they?
3. She sang sweetly, didn't she?

5. Exclamation Mark:

- a. The exclamation mark is used after exclamatory sentences.

Ex:

1. What a beautiful girl she is!
2. What a fool you are!
3. What a terrible storm!

- b. It is used after a forceful statement or an emotional outburst.

Ex:

1. Hurrah! I have won the match! I have won the match!
2. My daughter! O my ducat! O my daughter! Fled with a Christian! O my Christian ducat!

- c. It is used after interjection.

Ex:

1. Hello! How are you?
2. Alas! All are dead in the accident.
3. Hurrah!
4. Sirrah!
5. Good Heavens!
6. Oh dear!

- d. Sometimes it is used after a short order.

Ex:

1. Shut up! I don't want to hear a word.
2. Get out! I don't want to see you again.

- e. It is used after a wish.

Ex:

1. May God bless you!
2. May you live a thousand years!

6. Inverted Commas (or) Quotation Marks:

- a. Inverted commas are used to indicate direct speech i.e. to enclose the actual words of a speaker or a quotation.

Ex:

1. He said, "I won't allow it."
2. She said to him, "Are you going?"
3. They asked, "Where have you gone?"
4. He said, "Hands up!"
5. 'Hands up!' said he.

(No comma is used after 'Hands Up' because there is an exclamation mark.)

6. "Have you seen this man before?" he said.

(No comma is used after 'before' because there is Question Mark)

7. 'I am busy now,' said he.

8. 'Are you going to college?' he asked.

"Yes," she said, 'I am going'.

9. 'Did you hear a sound?' he asked.

'No', she said, 'I heard nothing'.

10. "If you come regularly," said the teacher, "you will understand the lessons."

11. "Where did you go last night?" asked the husband.

"I went to my mother's house", said the wife. "Why are you asking such questions?"

12. 'Do you hear any sound?' said he. 'Yes,' she said.

"I hear a sound now. Let us go and find out what it means."

- b. They are used to enclose the titles of novels, dramas and other works.

Ex: I read 'Hamlet' last night.

7. Apostrophe:

Apostrophe shows possession.

- a. Apostrophe with's is used after singular nouns without 's'.

Ex:

1. The king's death
2. Siva's dance
3. Dog's tail
4. Ramayya's daughter.
- 5 Cow's milk.

- b. We can add apostrophe + 's' (or) apostrophe to the singular nouns having one 's' sound (hissing sound)

Ex:

1. Keats's poetry (or) Keats' poetry.
2. Bates's business (or) Bates' business.
3. Keynes's theory (or) Keynes' theory.

- c. We must add only apostrophe to the singular nouns having two hissing sounds.

Ex:

1. Moses' laws.
2. For conscience' sake.
3. For justice' sake.
4. For goodness' sake.

- d. We must add only apostrophe to the plural nouns ending in 's'.
Ex:
 1. Teachers' association.
 2. Students' Union.
 3. Girls' School.
 4. Boys' Hostel.
 5. Horses' tails.
- e. We must add apostrophe + s to the plural nouns which do not end in 's'.
Ex:
 1. Women's college.
 2. Children's hospital.
 3. Men's hostel.
 4. Cattle's shed.
- f. Apostrophe with 's' is used with the names of living things. But in the case of inanimate things, possessive case is shown by the use of the preposition 'of'.
Ex:
 1. The leg of the table (not the table's leg)
 2. The cover of the book (not the book's cover)
 3. The cap of the pen (not the pen's cap)
- g. Apostrophe with 's' can be used in the phrases and idioms.
Ex:
 1. In a week's time.
 2. A hair's breadth.
 3. At arm's length.
 4. A foot's length.
 5. At his wit's end.
 6. To his heart's content
- h. Apostrophe with 's' can be used when the relationship is indicated.
Ex:
 1. Tonight I live at my uncle's (house)
 2. He was educated at Queen's (college)
- i. Apostrophe is used whenever one or more letters are omitted.
Ex:
- | | | |
|---------------|---|--|
| 1. He'll | = | he will |
| 2. Let's | = | let us |
| 3. O'er | = | over |
| 4. 'twas | = | it was |
| 5. I'm | = | I am |
| 6. She'll | = | She will |
| 7. Were n't | = | were not |
| 8. she'd | = | she had |
| 9. it's | = | it is (when we use it with possessive case, no apostrophe is used. Ex: its') |
| 10. '89 | = | 1989 |
| 11. You're | = | you are |
| 12. Don't | = | do not |
| 13. Can't | = | can not |
| 14. They're | = | they are |
| 15. 1940s(or) | = | 1940's |

- j. Apostrophe is not used in the following expressions:
 (Pronouns showing possessive case form should not have apostrophe)
 Ex: Yours, ours, its, his, hers, theirs etc., Except in one's
 Ex:
 1. Yours faithfully.
 2. Yours affectionately.
 3. Yours sincerely.
 4. Yours truly
- k. In the ordinary non-possessive plurals apostrophe should not be used.
 Ex:
 1. I don't like such students.
 2. Those boys are very good.
 3. These girls are my students

8. Hyphen:

- a. The hyphen is shorter than a dash. Two hyphens represent a dash
 Ex:
 1. twenty-five.
 2. sixty-three.
 3. one-third.
 4. three-fourths.
 5. fifty-fifty
- b. It is used whenever it adds to clarity
 Ex:
 1. close-up.
 2. Would-be
 3. Son-in-law
 4. Brother-in-law.
 5. mid-century.
 6. notice-board.
 7. foot-ball.
 8. link-up.
 9. happy-go-lucky
 10. under-grounding
 11. self-control etc.
- c. It is used to separate a prefix from the root
 Ex:
 1. Pre-public.
 2. re-cover.
 3. semi-finals.
 4. re-collect.
 5. re-create
 6. re-search.
 7. mid-october.
 8. pre-Gandhian

9. The Dash:

- a. The dash is used to make an abrupt break in a sentence.
 Ex:
 1. Mr. Kumar is a I would better not say that.
 2. I said to him but what is the use of telling you that?

- b. It is used to separate a parenthesis from the main body of the sentence.

Ex:

1. These two countries India and China have now become close friends.
2. All the people including Karna, Drona, Duryodhana ran away from the battle field.

- c. Dash is used to separate a construction which is added as no after-thought.

Ex:

1. You are welcome and have a meal with us if your director allows you to.
2. Where there's a will, there's a way-but who has the will?
3. After I had resided at college for seven years, my father died and left me his blessing.

- d. Dash is used to introduce an explanation or series of explanations.

Ex: Our trip to Delhi was an utter misery the temperature was freezing, there was a power-cut at night, there was the train accident and we were robbed of two suit-cases on the return journey.

- e. It is used to make hesitation in speaking

Ex: You-or-I-how I shall express it?

10. The Colon (:) :

- a. The colon is used to introduce a detailed list.

Ex:

1. This library contains books on various subjects.
History, politics, law, literature and engineering
2. Prasad has all qualities needed, honest, sincerity, patience, obedience and industry.

- b. It is used in the place of a comma in direct speech.

Ex: He said, "I am busy now."

11. The Semi Colon (;) :

- a. A semicolon is used to separate independent clauses that have no connective words between them.

Ex:

1. More than ten localities had to go without water for two days, the main water pipe was broken by some mischievous fellows.
2. There are a group of people who go round breaking street lights; it is a pity they don't have any civic sense.

- b. It is used to separate sentences that express some marked contrast of meaning, or a break in the sense.

Ex:

1. Reading maketh a full man; conference a ready man; writing an exact man.

- c. It is used to separate independent clauses joined by connectives like moreover, besides, for instance, nevertheless, otherwise, in any case, consequently, however, accordingly etc.

Ex:

1. He tried his best; nevertheless he failed in the examination.

