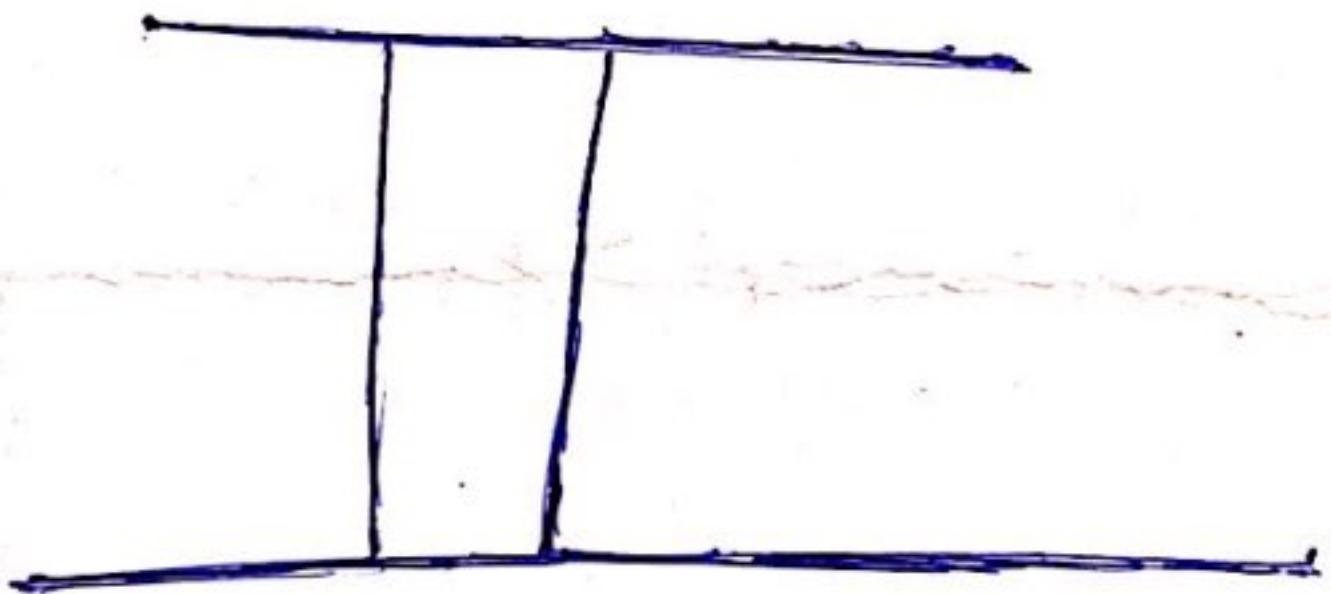


UNIT



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VOICE ACTIVE AND PASSIVE

Voice is that branch of grammar which studies the form that the verb ^{takes} in a sentence to determine the status of the subject and the object.

ACTIVE VOICE - A verb is said to be active voice when its subject acts or when the emphasis is on the subject.

e.g. Mohan sang a song.

PASSIVE VOICE - A verb is said to be in passive voice when the subject is being acted upon or when the emphasis is on the object.

e.g. A song was sung by Mohan.

NOTE - (i) voice changes occur only in transitive verbs.

(ii) The Perfect continuous form of all the three tenses and the future continuous cannot be changed into Passive voice.

e.g. (i) He has been doing the work.

(ii) He had been doing the work.

(iii) He will have been doing the work.

(iv) He will be doing the work.

1 \Rightarrow The arrangement of words in a sentence in active and Passive voice -

A.V. - Mohan read a book.
Subject + verb + object

P.V. - A book was read by Mohan.
~~Object + helping verb~~

Object + helping verb + main verb + by + subject.

2 \Rightarrow Change of Pronoun -

- (a) He — Him
- (b) She — Her
- (c) We — Us
- (d) They — Them
- (e) I — me

3 \Rightarrow Changes Required Under Each Tense -

(i) Present Tense -

(a) Present Indefinite : Assertive Sentence

A.V. - S + V, (s, es) + O

P.V. - O + is/am/are + V₃ + by + S

e.g. She annoys him.

He is annoyed by her.

Interrogative Sentence -

A.V. - Do/Does + S + V, + O

P.V. - Is/am/Are + O + V₃ + by + S

e.g. Does she want a book?

Is a book wanted by her?

NOTE - For interrogative sentences of the active beginning with WHO, the passive voice will be formed by changing who in to BY WHO/IN

A.V. = Who + S + V₁(s, es) + O + ?

P.V. = By whom + is/am/are + V₃ + ?

e.g. Who teaches you English?

By whom are you taught English?

(b) Present Continuous: Assertive sentence

A.V. = S + is/am/are + V₁ ing + O

P.V. = O + is/am/are + being + V₃ + by + S

e.g. I am eating an egg.

An egg is being eaten by me.

Interrogative Sentence -

A.V. = is/am/are + S + V₁ ing + O + ?

P.V. = is/am/are + O + being + V₃ + by + S + ?

e.g. Am I eating an egg?

Is an egg being eaten by me?

(C) Present Perfect; Assertive Sentence -

A.V.- S + has/have + V₃ + O.

P.V.- O + has/have + been + V₃ + by + S

e.g. He has eaten the fruit.

The fruit has been eaten by him.

Interrogative Sentence -

A.V.- Has/have + S + V₃ + O

P.V.- Has/have + O + been + V₃ + by + S

A.V.- Who + has/have + V₃ + O?

P.V.- By whom + has/have + O + been + V₃ ?

e.g. Have you seen the play?

Has the play been seen by you?

Who has written this letter?

By whom has this letter been written?

(ii) PAST TENSE -

(a) Past Indefinite -

A.V.- S + V₂ + O

P.V.- O + was/were + V₃ + by + S

Interrogative Sentence -

A.V.- Did + S + V₁ + O

P.V.- Was/Were + O + V₃ + by + S

e.g. I read the book.

The book was read by me.

Did you write a letter?

Was a letter written by you?

(B) Past Continuous -

A.V. - S + was/were + V₁, imp + O

P.V. - O + was/were + being + V₃ + by + S

Interrogative Sentence -

A.V. - Was/Were + S + V₁, imp + O ?

P.V. - Was/Were + O + being + V₃ + by + S ?

e.g. They were playing football.

Football was being played by them.

Was he reading the newspaper?

Was the newspaper being read by him?

(C) Past Perfect -

A.V. - S + had + V₃ + O

P.V. - O + had + been + V₃ + by + S

Interrogative Sentence -

A.V. - Had + S + V₃ + O ?

P.V. - Had + O + been + V₃ + by + S ?

e.g. I had read the book.

The book had been read by me.

Had she bought new book?

Had new book been bought by her?

(iii) FUTURE TENSE -

(a) Future Indefinite: Assertive Sentence

A.V. - S + will / shall + V₁ + O

P.V. - O + will / shall + be + V₃ + by + S

Interrogative Sentence -

A.V. - Will / Shall + S + V₁ + O ?

P.V. - Will / Shall + O + be + V₃ + by + S ?

e.g. He will write a book.

A book will be written by him.

Will they wash clothes in the evening?

Will clothes be washed by them in the evening?

(b) Future Perfect -

A.V. - S + will / shall + have + V₃ + O

P.V. - O + will / shall + have + been + V₃ + by + S

Interrogative Sentence -

A.V. - Will / shall + S + have + V₃ + O ?

P.V. - Will / shall + O + have + been + V₃ + by + S ?

e.g. I will have written a book.

A book will have been written by me.

4 → OTHER CONDITIONS -

(a) MODAL AUXILIARIES -

Can, Could, May, Might, Should, Must, ought to, etc.
do not change when transformed from active to
passive.

A.V. - S + modal auxiliary + V₁ + O

P.V. - O + modal auxiliary + be + V₃ + by + S

e.g. They should help the child.

The child should be helped by them.

You ought to follow the instructions carefully.
The instructions ought to be followed carefully
by you.

You might help him.

He might be helped by you.

(b) IMPERATIVE SENTENCES -

A.V. - V₁ + O

P.V. - you are requested/ordered/advised/prayed +
to + V₁ + other.

OR

Let + O + be + V₃

switch off the fan.

Let the fan be switched off.

Work hard.

You are advised to work hard.

e.g. open the gate.

let the gate be opened.

NOTE - (i) All imperatives except "Request", use let in passive construction. "Please" becomes "You are requested to" in passive.

(ii) We must try to use "let" in case of non-living things.

LESSON-9

REPORTED SPEECH

We often have to report about what people say or think. In order to do so we either use Direct or Quoted speech, or Indirect or Reported speech.

e.g. She said to her mother, "I am going to my college."

— Direct Speech

She said to her mother that she was going to her college;

— Indirect Speech.

To understand the rules for changing Direct speech into Indirect we have to break the sentence into two parts - Reporting Verb and Reported speech.

e.g. She said to her mother → Reporting Verb
She was going to her college → Reported speech

RULES FOR CHANGING -

⇒ The conjunction "that" is used before the reported speech.

⇒ The quotation marks are omitted in the reported speech.

⇒ If the Reporting Verb is in present or Future Tense, the tense of the verb in the Reported speech does not change.

e.g. He says, "I am doing my homework."

He says that he is doing his homework.

My mother will say, "I am not feeling well."

My mother will say that she is not feeling well.

⇒ If the reporting verb is in the past tense, the tense of the verb in the reported speech is changed in to the suitable past tense. The change in to past tense may be done as following -

1 - [Simple Present → Simple Past]

e.g. He said, "I go to college everyday".

He said that he ~~went~~ went to college everyday.

2 - [Present Continuous → Past Continuous]

e.g. My mother said, "I am cooking the food".

My mother said that she was cooking the food.

3 - [Present Perfect → Past Perfect]

e.g. He said, "I have completed my work".

He said that he had completed his work.

4 - [Present Perfect Continuous → Past Perfect Continuous]

e.g. My mother said, "I have been cooking the food".

My mother said that she had been cooking the food.

5 - [Simple Past → Past Perfect]

e.g. He said, "I went to college yesterday".

He said that he had gone to college the previous day.

6 - [Past Continuous → Past Perfect continuous]

e.g. My mother said, "I was cooking the food".

My mother said that she had been cooking the food.

7 - [Can/May/Shall/Will → Could/Might/Should/Would]

NOTE - The Past perfect Tense does not change in the Reported speech as there is no verb form.

e.g. He said, "I had never smoked".

He said that he had never smoked.

⇒ The tense in the Reported Speech may not change if the statement is still relevant or if it is a universal truth.

e.g. The teacher said, "The earth is round."

The teacher said that the earth is round.

⇒ There is no change in could, would, should, might and ought to.

⇒ Personal pronouns need to be changed according to the situation. Pronouns and Possessive adjective of the first and second person in Direct Speech are changed into third person in Indirect Speech.

Direct

Indirect

I, You, We, They

His, Her

My, Your (singular)

our, Your (Plural)

NOTE - We should keep in mind the relation between reported and his listener.

⇒ When a yes/no question is being asked in direct speech, then the conjunction "If" or "whether" is used. If the question begins with an interrogative Pronoun or an Interrogative Adverb, such as - What

which, when, whose, who, where, how, why, the same word is used in the Indirect speech to introduce the words spoken by the speaker. The Reporting Verb is changed into asked, demanded, enquired etc.

e.g. He said to me, "Are you joining the party?"

He asked me if I was joining the party.

The teacher said to John, "Why are you talking?"

The teacher asked John why he was talking.

→ In changing an imperative sentence from Direct to Indirect, the Reporting verb is changed into a verb expressing a command, advice or request. The Imperative mood is changed into the Infinitive. "To" is placed before the imperative. In case of expressing proposals or suggestions, we may use "should" and change the Reporting verb to propose or suggest.

e.g. The mother told the child, "Don't do that again".

The mother ordered the child not to do that again.

He said to me, "Let us go to picnic".

He proposed that we should go to the picnic.

→ In Exclamatory sentences, the Reporting verb 'say' or 'tell' is changed into the verbs expressing exclamation or wish like exclaim, cry out, wish, pray etc. The note of Exclamation is replaced by a full stop.

e.g. Kapil Dev shouted, "Hurrah! We have won the

Kapil Dev shouted with joy that they have won the match.

→ The expression of time and place in a reported sentence must fit in with the time and place of reporting, so the following changes may take place.

Direct

Now

Today

Here

This

These

This week

Tomorrow

Next week

Yesterday

Last week

Ago

Two weeks ago

Tonight

Today

Indirect

Then

That day

There

That

Those

That week

→ The following day

→ The next day

→ The day after

→ The following week

→ The week after

The previous day

The previous week

Previously

Two weeks before

That night

That day

LESSON - 4

MODAL VERBS

The term auxiliary verb is applied to those verbs that are used in the formation of Tenses. They are divided into two groups -

- Primary Auxiliaries (is, am, are, was, were etc.)
- Modal Auxiliaries (can, could, may, might, dare etc.)

NOTE - Modal auxiliaries are always followed by main verbs. Together with them, they express the real mode and manner of an action or event.

FEATURES OF MODALS -

- The modal auxiliaries do not change according to the number or person of the subject.
- Never use "ing" with the verb (main) followed by modal.
e.g. He is writing a novel.
He must write a novel.
- Always use Ist form of verb after modal. Keep remember that (to + mainverb) is wrong. But always use to with "ought and used".
- If we put 'not' after the modal, it changes into negative.
- Never use is/es in the verb followed by modal.

(A) USE OF CAN

- | | |
|----------------------------|------------------------|
| ⇒ Ability/Capability | ⇒ To show chance |
| ⇒ Permission | ⇒ Reporting permission |
| ⇒ Request | ⇒ Offers and orders |
| ⇒ Possibility | ⇒ Prohibition |
| ⇒ Use with verbs of senses | ⇒ To show freedom |

e.g. For Ability-

I can do it now.

He can do this exercise next week.

She can make her coffee.

Radha can speak French.

For Permission-

NOTE: Can is generally used as a less formal.
you can use my bike for this purpose.

Can I use your phone?

Can I read your news paper.

For Request-

Can you feed the dog.

Can you help me with this box.

For Possibility-

In future sentences, possibility can be expressed by "It will be possible" or you can/will be able.

e.g. If you leave now, you can/will be able to catch train.

If you come to Jaipur, we can show you Birla Mandir.

For Senses-

I can see sweets over there.

I can hear music.

For Freedom-

she can lift me up with one hand.

For Prohibitions-

You can't drink in public places.

You can not pluck flowers in this garden.

I (B) USE OF COULD

⇒ Could is the past equivalent of Can

⇒ Ability or Potential in past

⇒ Possibility

⇒ Permission

⇒ Indication/request

⇒ Indication/result

⇒ Indication/suggestion

⇒ Present/Future conditions

For Ability or Potential in Past - e.g. My father could walk Ten kilometers in a walk.
She could cook food.

Note - In present Tense, could is used for polite request.

e.g. Could you please help me?

For Possibility - To indicate present or future possibility could is used. It implies that the speaker is not sure.

e.g. He could have caught the bus if he had hurried.
He could be there.

For Permission - could is rather more hesitant than 'can' and is used when you are not sure that you will get permission.

e.g. Could I have a cup of coffee?

For Request - e.g. Could you post this letter for me?

For Result - e.g. I could eat a crab.

For Suggestions - e.g. We could write a letter to the director.

(C) USE OF MAY

→ May is used in the following senses -

To express permission -

e.g. - May I come in, sir?

May I use this pen.

You may go there.

→ Low Possibility -

e.g. It may rain today.

You may get a prize.

The road may be blocked.

→ Purpose, for fear -

e.g. Work hard so that you may perform better.

We eat so that we may live.

→ Prohibition (Negation of permission.)

e.g. You may not go for swimming.

→ Wish or Prayer or hopes -

e.g. May you live long.

May you all be prosperous.

May her soul rest in peace.

(D) USE OF MIGHT

Past tense of past form of may.

Might is used to express the following -

→ The Past Tense of May -

e.g. - The teacher said that he might ^{go} home.

I asked him if I might see his watch.

→ Purpose for past tense -

e.g. - He ran fast so that he might catch the train.

She wore new clothes so that she might look beautiful.

⇒ Remote Possibility -

e.g. - she is working hard, she might win a scholarship.

⇒ For Possibility -

e.g. The doctor said that the patient might recover soon.
The teacher said that I might win a scholarship.

⇒ For Permission -

Might is used to ask permission but it is rather formal, it conveys the idea of tentative or hesitant.

e.g. Might I make a suggestion?

• I wonder if I might ask you a favour?

⇒ For future Condition -

e.g. If he gets money, he might go to England.

If she works hard, she might top the class.

⇒ For Good Wishes in the past -

e.g. The teacher wished that I might live long.

We wished that India might win the match.

(E) USE OF SHALL AND WILL

⇒ "Shall" with I and we, shows simple future and intention of any sentence. It does not show "certainty" of the sentence.

e.g. I shall give you a book.

We shall go to cinema the next week.

⇒ Whenever "will" is used with I and we it shows certainty, threat, order, and promise.

e.g. I will give you a book.

⇒ Apart from these two (I and we) always use "shall" to show certainty, threat, order, and promise.

e.g. Boys shall be punished.

e.g. He shall help me. (15)

⇒ "will" with (you, we, she, it, they) shows simple future or intention.

e.g. They will sell the car.
She will go to cinema.

⇒ Whenever shall is used with I and we it also shows orders, advice, offers, suggestions and request.

e.g. - For Request-

How shall I cook it?

Where shall we put this?

For Offers-

Shall I wait for you?

Shall I help you to wash the clothes?

For Suggestions-

Shall we meet at the theatre?

Let's meet at the theatre, Shall we?

⇒ If a sentence or statement shows prediction, always use "will"

e.g. It will rain today.

⇒ "will + infinitive" is used to express Invitation.

e.g. Will you come to tea?

Will you come with me?

⇒ Whenever will is used in affirmative sentence it can express command.

e.g. She will work according to you.

You will attend the class at 10 o'clock tomorrow.

(F) USE OF SHOULD

⇒ For Duty, Softent Command, Advice and Probability-

e.g. One should try to do one's best (duty)

you should go at once. (command)

you should call for the doctor. (advice)

you should find the book on the top ~~of self~~ shelf.

⇒ For Obligation - (showing an assumption)

e.g. They should be more careful now.
You should be in bed by now.

⇒ For Hypothetical Situations -

e.g. Work hard lest you should fail.

⇒ To Express desire and preference with Ist person

e.g. I should like to leave early.
I should like to taste milk.

⇒ To Express probability or expectation.

e.g. You are B.Tech and should know this
They should be there by now.

(G) USE OF WOULD

⇒ For Polite request (less authoritative)

e.g. Would you open the window, please?
Will you bring me a glass of water? (To wife)
Would you bring me a glass of water? (To mother)

⇒ For Past habit -

e.g. He would blame Raman for everything.
He would sit for hours watching the planes.

⇒ For Preference - "Rather" and "sooner" can be placed after "would" to show preference.

e.g. He would rather die than beg.
It would better to reign hell rather to serve heaven.

⇒ To Express Determination -

e.g. He would do it whether you like it or not.
It would stand by him in any trouble.

⇒ To Express Wish or Desire -

e.g. I would that I were a child again

(H) USE OF MUST

Whenever we use "must" in any sentence it shows compulsion, Necessity, Duty, certainty, Firm determination, Prohibition, Strong probability, Emphatic advice etc.

e.g. You must save something for our future. (Necessity)
He must follow the rules of the road. (Compulsion)
We must pay our taxes in time (Duty and Duty)
They must respect their parents (Duty)
He must be the principal of the school (certainty or belief)
I must leave for Mumbai today (Firm determination)
You must not drive when you are drunk. (Prohibition)
There must be someone in the room. (Strong probability)
You must read this. It is marvellous. (Emphatic advice)

(I) USE OF OUGHT TO

Always remember that -

(a) ⇒ In present time we use present infinitive i.e. "to" after "ought" and then use first form of the verb.

Ought + to + V_i

(b) ⇒ In past time, we use perfect infinitive i.e. "to have" after "ought" and then use third form of the verb.

ought + to have + V₃

OUGHT TO is used to express the following -

⇒ Moral duty or obligation in present tense-

e.g. you ought to obey your teachers.
you ought to serve your country.

⇒ Moral duty or obligation in past tense-

e.g. you ought to have worked hard.
you ought to have returned the books
in time.

⇒ For Advice -

e.g. you ought to consult a good doctor
He ought to go to Jaipur.

⇒ For strong Possibility -

e.g. The film ought to be a great success.
He ought to be a good player.

(J) USE OF NEED NOT

The meaning of "need not" is not necessary, or absence of obligation.

When there is no need to work for SUBJECT OR AGENT in any sentence and there is no relevance if the work is to be done, Always use NEED NOT.

e.g. It is bright sunshine, so you need not light a lamp.

She has reached home so you needn't go to station to take her.

You needn't go to school today because it is holiday.

You need not have written to him.

NOTE - Whenever an unnecessary work was done whenever indication of possibility of action in the past which is unnecessary is shown. Always use NEED HAVE.

(K) USE OF DARE

⇒ Expressing Indignation -

e.g. How dare you say such words about me?

⇒ Expressing Challenge -

e.g. I dare say he is not student of this college.

⇒ As an auxiliary, means "to be brave enough"

e.g. How dare you talk to me like this?

How dare he complained against you?

(L) USE OF USED TO

⇒ Express a habit in the past

Used to + verb expresses a habit in the past.

e.g. They used to send me a card on my birthday every year.

⇒ Express existence of something in the past

e.g "Used to be" expresses the existence of something

There used to be some trees in the field.

LESSON -

CONDITIONALS

Conditional sentences are those sentence which put some condition for the fulfillment of the work/task. A conditional sentence consist of two clauses.

(i) conditional IF clause

(ii) Main clause

The "IF" is also known as the Subordinate clause, which put a condition. And the statement described in the Main clause depends on the condition in the IF clause.

e.g. If you come to me, I will teach you.
If the work is over, I shall leave for home.

TYPES OF CONDITIONAL SENTENCE -

⇒ PROBABLE CONDITION (Possible/open)

In this type 'the if clause' is in general present tense and the verb in the main clause is in future. In this type the sentences express the condition which is likely to be fulfilled.

Rule - If + Present tense → Future Simple

e.g. If he works hard, he will pass the exam.

If he runs fast, we will win the race.

NOTE - We can use present simple tense in both the clauses if we want to speak of an action or event that habitually or automatically occurs as a result of the condition.

e.g. If you freeze water, it turns into ice.

→ UNLIKELY OR HYPOTHETICAL

The second conditional refers to an event or action in the future that is unlikely or hypothetical.

In the second conditional sentences "WERE" is used with I/HE/SHE in conditional clause to indicate future improbability.

e.g. If I were you, I would go home before it gets even if you feel scary, I ^{dark.} would not forgive you.

FORMATION -

If/Unless/Even if/If only + past + --- would ---

⇒ THIRD CONDITIONAL CLAUSE -

Type III refer to the situations in the past. We just imagine what would have happened if the situation had been fulfilled.

e.g. If you had been there, you would have seen it.

Formation -

If + past perfect + would have + past participle

e.g. If ^{had} I found her address, I would have sent her an invitation.



LESSON - 2

"CONJUNCTION"

A word that is used to join words or phrases or sentences is called a Conjunction.

e.g. God made the country and man made the town.

e.g. She must work hard, or she will fail.

e.g. Three and three make six.

e.g. Mohan and Ram are friends.

NOTE :- (i) A conjunction is never connected with an object.

(ii) A conjunction never qualifies a word.

CONJUNCTION

CO-ORDINATING

"Join two words, phrases, or clauses of equal rank."

e.g. He is guilty as well as you.

SUBORDINATING

"Join a subordinate or dependent clause to a principal clause."

e.g. I will read that book if you recommend it.

CO-ORDINATING CONJUNCTION -

It may join simple word, or group of words but they must join similar elements such as 'subject + subject', 'verb phrase + verb phrase', 'sentence + sentence'.

e.g. My friend and I will attend the meeting.

There are SEVEN coordinating conjunctions -

FOR -: It is to introduce the reason for the preceding clause. He will save money for he does not

AND -: It joins two similar ideas together. ^{spend much}

NOR -: It is used with neither.

BUT -: It joins two contrast ideas together.

OR -: It joins two alternative ideas.

YET -: It is very similar to 'but'.

SO -: It shows, the second idea is the result of

SUBORDINATING CONJUNCTION -

It can be classified according to their meaning -

(i) OF TIME - When, whenever, While, As, Before, After, Since, till etc.

e.g. Ram has not phoned since he went to Jaipur.

(ii) OF PLACE - Where, wherever, whence etc.

e.g. You can go wherever you like.

e.g. She found her frock where she had left it. (Q)

(iii) OF CAUSE OR REASON -

Because, since, As, That.

e.g. I am glad that you like it.

e.g. He will pass the exam because he has worked hard.

(iv) OF PURPOSE - That (in order that), Lest.

e.g. We eat that we may live.

e.g. He worked hard lest he should fail in the ex.

(v) OF RESULT - That

e.g. Mohan behaved in such a manner that all dislike him.

e.g. He was so tired that he could scarcely sleep.

(vi) OF COMPARISON - As, Than

e.g. Hari is as tired as Sohan.

e.g. Madan is more intelligent than Manoj.

(vii) OF CONDITION - If, Unless, Whether

e.g. You cannot succeed unless you work hard.

(viii) OF MANNER - As

e.g. You may do as you please.

e.g. Men will creep as they now.

USE OF SOME IMPORTANT CONJUNCTIONS -

(i) AS SOON AS -

As soon as + S₁ + first action + S₂ + Second action.

- e.g. As soon as he sees his father he stops smoking.
e.g. As soon as he saw his father he stopped smoking.
e.g. As soon as he will see his father he will stop smoking.

(ii) NO SOONER ... THAN -

No sooner + do/does/did + S₁ + first action + than + S₂ + Second action.

- e.g. No sooner does he see his father than he stops smoking. (Present)
e.g. No sooner did I step out than it started raining. (Past)
e.g. No sooner had he arrived than he had to leave again. (Past.)

(iii) NOT ONLY ... BUT ALSO -

S + HV + not only + Q₁A₁ + but also + Q₂A₂



Branch : Sem. : Subject :

Topic : Unit Lecture No.

HV - Helping Verb

Q₁A₁ - First quality first action

Q₂A₂ - Second quality second action

e.g. Harsh is not only handsome but also intelligent.

(b) [Not only + S₁ + but also + S₂ + HV + Q.A.]

e.g. Not only Pakistan but also Bhutan is poor.

(iv) LEST ... SHOULD -

Warning + lest + person + should + consequences

e.g. Work hard lest you should fail.



LESSON - 3

"RELATIVE CLAUSES"

A clause is a group of words that gives complete meaning or used in a sentence to add some meaning.

When a clause begins with question words like who, which, where, are used to tell more about nouns and pronouns. Such clauses are known as Relative Clauses.

e.g. Did you meet Prof. Soni who came yesterday?

e.g. She is the woman who is a great painter.

e.g. Ujjain is the place that I want to visit.

RELATIVE PRONOUN -

Words like who, whom, what, that etc. are known as relative pronoun, as they are used at the beginning of a relative clause. We use who for person, that for things and persons, which for animals and things and what for things.

e.g. Those who work more get more money.

e.g. She is the women who is a great dancer.

e.g. Amar is the place that I want to visit.

e.g. This is the boy who irritates me.

e.g. This is the dog which bites people.

e.g. What has been done can be undone.

USE OF RELATIVE PRONOUN

→ Who is used for persons only -

e.g. The man who is honest succeeds in life.

e.g. Blessed is he who has a true life partner.

e.g. They never fail who die in a great cause.

→ Which is used for animals and for

things without life -

e.g. The horse which Ali bought last year is white.

e.g. The moment which is lost is lost for ever.

e.g. These are the pens which we lost yesterday.

→ That is used for persons, animals and things

e.g. Happy is the man that avoids bad company.

e.g. The crowd that gathered there cheered him
loudly.

e.g. I have lost the watch that you gave me.

→ That refers to things only. Its
Antecedent is always hidden.

that = that which (or ^{the} thing which).



e.g. What is what (=that which) I want.
e.g. It found what (=the thing which) I was looking for.

e.g. What one man has done another man can do.

→ The word "As" is used as a relative pronoun after such and sometimes after the same -

e.g. He is not such a clever student as you are.

e.g. This is not such a good book as I expected.

→ The word "But" after a negative is equivalent to "who not" or "which not".

e.g. There is no man but loves (= who does not love) his country.

e.g. There is no country but has (= which has not) some great men in it.

→ The relative pronoun must be of the same Number, Gender and Person as its Antecedent -

"The noun to which a Relative Pronoun refers or relates is called its Antecedent."

e.g. This is the boy who was late.

Here "boy" is the Antecedent of "who".

- e.g. I am the person that has done this.
- e.g. I, who am your friend, will help you.
- e.g. You who are rich, should help the poor.



LESSON - 4

"COMMON ERRORS"

SYNTAX CONCORD -

The word 'syntax' refers to the grammatical arrangement of words. 'Concord' means agreement. A sentence must have concord i.e., agreement between its parts in order to be accurate. Most of the errors in sentence occur due to disagreement of the verb with its subject.

RULE-1 When two or more singular nouns or pronouns are joined by 'and' it takes the plural verb.

e.g. - Ram and Mohan are playing.

RULE-2, Some nouns appear plural, but are treated as singular.

e.g. - Physics is my favourite subject.

- No news is good news.

RULE-3 Some plural nouns takes the singular verb when treated as single unit. But a plural verb is used when the units are

considered separately.

e.g. — Fifty rupees is not a big amount.

— Fifty rupees have been spent on bus fare.

RULE - 4 A collective noun takes a singular verb. It takes plural verbs when the individuals are considered.

e.g. — The jury has given its decision.

— The jury were divided in their opinion.

RULE - 5 When the proper name of a single object is in the plural form, the verb is singular.

e.g. — Arabian Nights is a famous book.

— The United States is a developed country.

RULE - 6 When two singular nouns joined by and are preceded by 'each' or 'every' the verb is singular.

e.g. — Every boy and every girl was given a pack of sweets.

RULE - 7 A singular subject followed by 'as well as', 'in addition to', 'with' and 'together' takes a singular verb.

e.g. — A coach together with his players was praised.



RULE - 8 Certain nouns are used in singular form and take the singular verb.

e.g. — The scenery of Kashmir is beautiful.
— All the luggage was shifted.

RULE - 9 When 'a pair of' is used with the subject, the verb is singular, if 'a pair of' is not used it takes plural verb.

e.g. — A pair of socks is lying on the table.
— Socks are kept in the bag.

RULE - 10 The verb should agree with its proper subject.

e.g. — The quality of mangoes is very good.
— The prices of goods are rising.

LIST OF COMMON ERRORS

IN THE USE OF NOUN-

Wrong The Honesty is the best policy.

Right Honesty is the best policy.

Wrong No news are true.

Right No news is true.

Wrong She read pages after pages.

Right She read page after page.

Wrong All my furniture are old fashioned.

Right All my furniture is old fashioned.

IN THE USE OF PRONOUNS -

- Wrong One must not boast of his success.
Right One must not boast of one's success.
- Wrong Each of the students have done well.
Right Each of the students has done well.
- Wrong Neither of them were invited to the function.
Right Neither of them was invited to the function.
- Wrong Neither John nor his friends has stolen my money.
Right Neither John nor his friends have stolen my money.

IN THE USE OF ADJECTIVE -

- Wrong Rita is junior than Sita.
Right Rita is junior to Sita.
- Wrong The flowers small sweetly.
Right The flowers smell sweet.
- Wrong It is the most unique place.
Right It is a unique place.
- Wrong She is my older sister.
Right She is my elder sister.
- Wrong Tea is more preferable than coffee.
Right Tea is preferable to coffee.
- Wrong Neeta is older to Sita.
Right Neeta is older than Sita.
- Wrong She is the clever girl in the class.
Right She is the cleverest girl in the class.
- Wrong Some is the taller boy in the class.
Right Some is the tallest boy in the class.



UNIT - IV

LESSON - 1

"SUBJECT VERB AGREEMENT"

A verb is a word used to tell or assert something about some person or thing.
A verb may tell —

1- What a person or thing does;

e.g. Savita swims.

The bulb lights.

2- What is done to a person or thing;

e.g. Mohan is punished.

3- What a person or thing is;

e.g. The dog is dead.

VERB

TRANSITIVE

"Sentences which passess the action from subject to the object."

e.g. The boy picked up the stone. from subject to the object.

The child hugged the mother. e.g. The baby sleeps

The student wrote a letter. Sunil ran a long distance

INTRANSITIVE

"Intransitive verbs are those, denating the action that does not pass action

Name of Lecturer : ①
virtue and emotion. honesty etc.

Subject verb agreement plays a very important role in English Grammar.

The rules are as follows -

RULE-1 If two or more singular nouns are joined by 'and', the verb used will be plural.

e.g. He and I were going to the market.

e.g. Ram and Shyam are friends.

RULE-2. If two singular nouns joined by 'and' point out the same thing or person, the verb used must be singular.

e.g. Rice and curry is the favourite food of Punjabis.

e.g. The collector and district magistrate is away.

Note :- If the article is used with both nouns, the reference will be to two persons or things and the verb used in such a case must be plural.

e.g. The philosopher and the teacher are dead.

RULE-3 In case two subjects are joined by 'as well as' the verb agrees with the first subject.

e.g. Kanta as well as her children is playing.

e.g. The children as well as Kanta are playing.

RULE - 4

Neither, either, every, each, everyone and many a are followed by a singular verb.

- e.g. Either of the plans is to be adopted.
e.g. Neither of the two brothers is sure to pass.
e.g. Every student is expected to be obedient.
e.g. Each of them is capacitated to do the work.
e.g. Every one of them desires this.
Q. Many a person was drowned in the sea.

RULE - 5

If subjects are joined by either-or, neither---nor, the verb agrees with the subject near to it.

Note - : you need not waste your time in understanding the meaning 'near to it', in such cases the verb will always agree with the second subject.

- Q. Either my brother or I am to do this work.
e.g. Neither he nor they are prepared to do this work.

RULE - 6

A noun singular in form and collective in sense takes a singular verb.

- e.g. The Council has chosen its president.
e.g. Parliament has elected its speaker.

Note - : When there is oneness in action, the verb is singular, but where there is plurality and every member of collective noun is mentioned, the verb used is plural.

e.g. The jury were divided in their opinion.

e.g. The committee are divided on one minor point.

RULE - 7 'A great many' is always followed by a plural noun and a plural verb.

e.g. A great many men have come.

e.g. A great many students have been declared successful.

RULE - 8 If two subjects are joined by with, together with, no less than, in addition to, and so etc. verb agrees with the first subject

e.g. The boy with his parents has arrived.

e.g. The officer together with his subordinate was present in the function.

e.g. He has no less than 2 is to blame.

e.g. Hard work in addition to intelligence is needed for success in life.

RULE - 9 Nouns plural in form but singular in meaning, take a singular verb.

e.g. These news were broadcast from All India Radio yesterday. (INCORRECT)

e.g. This news was broadcast from All India Radio yesterday. (CORRECT)

RULE - 10 When two subjects are joined by not only --- but also; the verb must agree with the second subject.



- e.g. Not only Pakistan but also Bhutan is poor.
e.g. Not only the principal but also the students were laughing.
e.g. Not only the children but also their mother was playing.

RULE - 11 When two subjects are joined by or, the verb must agree with the second subject.

- e.g. Ram or John is responsible for all this.
e.g. Krishna or her sisters were there.

RULE - 12 When two subjects of different numbers and persons or both are joined together by 'and' the verb used must be plural.

- e.g. Sachin and his parents have gone to kota.
e.g. He and I are friends.

RULE - 13 Some nouns which are singular in form but are plural in number take a plural verb.

- e.g. People were laughing.
e.g. Cattle are grazing.

RULE - 14 When a plural noun denote some particular quantity or amount considered as a whole, it takes a singular verb.

- e.g. Five hundred rupees is a big amount.
e.g. Hundred miles is a long distance.

RULE - 15 The title of books, name of countries or subjects which look like plural but are singular, followed by singular verb.

e.g. Mathematics is a difficult subject.

e.g. The United States of America is the richest country in the world.

e.g. The Arabian Nights is an interesting book.

RULE - 16 When the subject is a relative pronoun, the verb agrees in number and person with the noun or pronoun to which the relative pronoun refers.

e.g. Harsh, who is my friend, has a thirst for knowledge.

e.g. I, who am at your service, should not be ignored.

PARTS OF SPEECH

Words are used and classified into different kinds called Parts of Speech which functions in a sentence. They are eight (8) in numbers.
Noun, Pronoun, Adjective, Verb, Adverb, Preposition, Conjunction and Interjection.

NOUN \Rightarrow Noun is a word used as the name of person place or thing.

\Rightarrow The word "THING" includes -

- (a) All objects that we can see, touch, hear, smell or taste.
- (b) Something we can see, think of but cannot perceive through our senses.

\Rightarrow There are five kinds of noun.

- 1- Proper Noun 2- Common Noun 3- Collective Noun
- 4- Material Noun 5- Abstract Noun.

NOUN	NATURE OF NOUN	EXAMPLE
PROPER	It denotes a particular person, place or thing	Chander, Kalidas India, Ganga etc.
COMMON	It is the name given to any and every person or thing of the same class or kind.	Table, Glass, town King, book, river etc.
COLLECTIVE	It denotes a group or collection of similar individuals or things considered as one complete	Army, Class, host, Crowd, team parliament, family
Material	It denotes the matter or substance of which a thing is made	Wood, clay, rubber iron, gold etc.
Abstract	It expresses quality, state, action virtue and emotion.	Truth, soul honesty etc.

BEHAVIOUR OF NOUNS

GROUP-1 This group comprises nouns which are generally used in the plural.

e.g. Riches, Premises, spectacles, Bowels, Thumbs, Trousers, Goods, Scissors, Arms (weapons)
Drawers.

e.g. Will you please give me a scissor. (X)
" " " " scissors. (V)

GROUP-2 This group comprises nouns that look like plural but are used in singular.

e.g. Mathematics, Innings, Billiards, Politics, Physics, News, Economics.

e.g. These news were broadcast from All India Radio (X)

GROUP-3 This group of is a family of collective nouns. They are singular in form but, are used in plural.

e.g. Gentry, people, Police, public, cattle, flock, Army,

GROUP-4 This group is a family of those nouns which are used in singular.

e.g. Poetry, Abuse, Machinery, Alphabet, Hair, Gram, Stationary, Issue

GROUP-5 Some nouns are used in both forms i.e. singular and plural

e.g. Sheep, fish, carps, Series, Deer etc.

GROUP-6 These nouns expresses length, measure, money, weight and number.

e.g. Foot, Thousand, Metre, Pair, Score, Year, Dozen.

e.g. The boys caught a six feet cobra. (X)
(3) foot

GROUP-7 Nouns with two meanings in singular
and only one in plural are members of
this group.

e.g. Abuse → wronguse

wronguse

Rude and offensive remark

Force  Strength

Strength

Body of armed men.

Wood ← Timber

Forest

Light \rightarrow Lamp

Brilliance

~~Powder~~ Dust

A close
of medicine
industry form.

Name

in Singular

e.g. Abuses → wrong practice (enrols)

Forces → Troops

Woods → Forests

lights → lamps

Powders → Doses of medicine

Nainam

Plural form.

GROUP-B This family of nouns comprises words often confused.

Nouns (In Pairs)

Their Proper Use

Example

- 1- (a) Habit → It belongs to the individual → Mohan is a victim of many bad habits.
(b) Custom → It belongs to a society or country → The Americans have strange customs.

2- (a) House → It is a building to live in → The house is made of brick & stone.
(b) Home → The place where one lives especially with one's family → You should go home

3. (a) Air → Air is what we breathe → Water & air sustain life.
 (b) Wind → Wind is the current in the ^{air} that makes the leaves of the trees move. → A cold wind was blowing from the north.

POINTS TO REMEMBER -

- 1. Noun + al/en/ic/y/ly/fel/less/ish = Adjective
 e.g. Nation + al = National, Heaven + ly = Heavenly
 Wood + en = Wooden, BeatBeauty + ful = Beautyful
 Islam + ic = Islamic, Care + less = Careless
 Air + y = Airy, Child + ish = Childish
- 2. Noun + en/ify/ize = Verb
 e.g. Strength + en = Strengthen
 Class + ify = Classify
 Central + ize = Centralize
- 3. One of / The number of / A number of / A lot of / Plenty of / Most of /
 Each of / Either of / Neither of / Always use plural countable nouns.
 E.g. One of the boy was ill (X), Either of the boy is intelligent (X)
 A lot of boy were playing (X)

LESSON-11

PREPOSITION

A preposition denotes the position that one person or thing occupies in relation to the other.

e.g. The book is on the table.

"On" is preposition in the above sentence that shows the relation of the book to the table.

USE OF IMPORTANT PREPOSITION -

AMONG, BETWEEN -

→ Among is used for more than two persons or things.

→ Between is used only for two.

e.g. Distribute these sweets among the poor students of the class.

Distribute these books between Ram and John.

AT, IN, ON -

→ We use "at" before the name of small town, village or city.

→ Use "In" before the name of big cities, states and countries

→ Time of clock (5 o'clock, 6 o'clock ...) Part of day (sunrise, dawn, noon, sunset, night, dusk) and Age, use at. While we use "in" before morning, evening, year, month, week.

→ We use on before any specific day or date.

e.g.

I live at Lamper.

He lives in Mumbai.

I get up at 6 o'clock in the morning.

He will come in a week.

I will start on Monday.

IN, INTO, WITHIN -

→ We use "in" for (position at rest) while "into" for motion.

→ When the work is done after the definite or given time we use "in" while we use "within" when the work is done within the given time.

e.g. He is in the room.

The frog jumped into the well.

He will come in a week.

He will come within a week.

BY, IN, ON -

→ We use "By" before the name of ~~the~~ transportation.

→ If the transportation is one's own or in specific colour, we use in.

→ If the vehicle is two wheeler we use on.

Note - "By + Name of vehicle" we never use article (A/An) in between.

e.g. He goes to college by bus

I go to college by car

He came in his car

He comes in his car

WITH, BY -

→ When a work is done with the help of instrument we use "with", while we use "by" when the work is done by human.

e.g. She killed a tiger with the gun.
A letter is written by me.

OF, FROM -

→ These two are used to show reason of death. But if the reason is disease/disease we use "of" while for another reason we use "from".

e.g. She died of cholera or fever.
He died from explosion.

AT, ON, OVER -

→ "At" is used to show nearness or a distinct point.

→ "On" is used to show when an object is touching.

→ "Over" is used when an object is not touching.

e.g. Mohan is standing at the gate.
There is a book on the table.
The fan is moving over our head.

FROM, OFF -

→ "From" is used to show separation.

→ "Off" is used from a place or position.

e.g. Leaves are falling from the tree.
Switch off the fax.

ON, UPON -

- ⇒ On is used for things at rest.
⇒ Upon is for things in motion or things about to happen.

e.g. He is sitting on the floor.

The book is on the table.

The dog sprang upon the table.

Diwali is upon us again.

FOR, FROM, SINCE -

⇒ "For" is used before a noun denoting a period of time with all the tenses.

⇒ From is used before a noun or phrase denoting a point of time, it is used in all the tenses.

⇒ Since is used before a noun or phrase denoting some point of time.

e.g. We have been playing cards for two hours.

.. we play from 5 p.m. to 6 p.m. everyday.

OVER, ABOVE -

⇒ Over is used in the following senses -

(a) In the sense of above. e.g. At noon, the sun is over our head.

(b) In the sense of beyond. e.g. I cannot get over my disappointment.

(c) In the sense of superiority. e.g. God over all blessings forevermore.

(d) In the sense conclusion. e.g. It is all over with me.

⇒ Above is used in the following senses -

(a) In the sense of higher than.

(b) In the sense of more than.

(c) In the sense of greater importance or quality.

⇒ In the sense of too honorable or too important to engage in bad activity.

e.g. He flew above the clouds.

Applicants must be above the age of 18.

A soldier values honour than life.

He is above suspicion.

AT, TOWARDS-

⇒ At denotes the idea of aim.

⇒ Towards denotes the idea of destination/direction

e.g. He threw the stone at the cat.

He went towards the house.

BELOW, BE NEATH-

⇒ Below means of lower level in position, dignity and expectation, etc.

⇒ Beneath means under.

e.g. It is below my dignity to talk to her.

They found a body buried beneath a pile of leaves.

ACROSS, ALONG, THROUGH-

⇒ Across means from one side to the other side of something or to the other side of something.

⇒ Along means from one end towards the other. It also means close to or parallel with.

⇒ Through refers to movement in a three dimensional space, with all around. It often suggests movement from one side or end of the space to the other.

e.g. The ball rolled across the lawn.
They walked along the footpath.
They are planning to go for a picnic along the river bank.
She walked through the forest to get to her friend's house.

LESSON-7

NOUNS AND ARTICLES

ARTICLE

In modern English grammar Articles are a kind of determiners which are used before or for a noun.

Article

Indefinite

A, An

A and An are used to show the indefinite or uncertain position of a noun.

e.g. There was a king.

I saw an old man.

Definite

The

The is used to show the definite position of a noun.

e.g. This is the pen which I bought.

The water of this well is sweet.

DIFFERENCE BETWEEN 'A' AND 'AN'

→ A is used before the words start with consonant sound.

e.g. A table, A pen, A boy, A University, A uniform
A one-eyed man, A B.A.

→ An is used before the words start with vowel sound.

e.g. An orange, An elephant, An apple, An hour.
An honest boy, An M.A.

POSITION OF ARTICLE

⇒ Article is used before noun, if adjective is used before noun then article is used before adjective

A/An/The + Noun

A/An/The + Adjective + Noun

A/An/The + Adverb + Adjective + Noun

e.g. I have a cow.

She is a beautiful girl.

She is a very beautiful girl.

⇒ If noun is used after such, what, Many, Rather, Half then article is used after these words and before the noun. [Such/What/Many/Rather/Half+A/An/]

e.g. I have not seen a such girl. (X)

I have not seen such a girl. (V)

⇒ If Too, So or How are used before any adjective, then articles are used after the adjective.

How/So/Too of Adjective + A/An + Noun

e.g. How a beautiful girl is she? (X)

How beautiful a girl she is? (V)

USES OF A AND AN

⇒ A/An is used before Singular Countable Noun if that noun is used to show any uncertain person or animal.

e.g. She is a doctor. I have a car. You have an umbrella.

⇒ A/An is used with the following Idioms -

In a hurry, In a temper, In a moment, In a fix, A little learning, Have a pen, Have a headache, Make a noise,

● Make a mistake, Commit a crime, Have a meal, Take a rest, In a mood etc.

e.g. She replied in a moment. Don't make a noise in the class.

⇒ Whenever a verb is used as a noun A/An is used before it.

e.g. He gave me an answer to the question.

I go for a walk in the morning.

USES OF THE

⇒ The is used to show that noun is definite or certain.

e.g. A water is dirty. (X) The water is dirty. (V)

I bought a gold. (X) I bought the gold. (V)

⇒ The If a sentence is framed as Noun + Preposition + Noun, then "The" is used with the first Noun.

The + Noun + Preposition + Noun

e.g. The gold of India is famous.

The boys of my locality are laborious.

⇒ If a noun is used before Relative pronoun (who, which, that etc.) always use "The"

e.g. He is the boy who can do it.

⇒ "The" is used before superlative degree.

e.g. I am the best student of this class.

⇒ If comparative degree is used as a parallel construction "The" is used before both the comparative degree.

e.g. The more he reads the more he forgets.

The higher we go the cooler we feel.

⇒ Always use "The" before the name of -

River, Sea, Bay, Desert, Forest etc.

e.g. The Ganga, The Black sea, The Thar, The Bay of Bengal.

⇒ "The" is used before the names of epic.

e.g. The Bible, The Ramayan, The Kuran, The Vedas etc.

⇒ "The" is used before heavenly bodies, directions or whatever unique in the world.

e.g. The sun, The moon, The Earth, The sky, The north, The air.

⇒ "The" is used before the names of Range of mountain.

e.g. The Himalayas, The Alps,

⇒ "The" is used before names of aeroplanes, ships, train, newspaper.

e.g. The Rajdhani Express, The Vikrant, The Hindustan Times etc.

⇒ "The" is used before the names of Historical Buildings, Places, Events etc.

e.g. The Red fort, The Taj Mahal, The Battle of Panipat, The Kurukshetra etc.

⇒ "The" is used before the names of musical instruments.

e.g. I know how to play the Tabla.

OMISSION OF ARTICLES

⇒ Do not use articles before plural nouns and uncountable nouns.

e.g. I drink a water. (X) A dog barks. (X)

⇒ Do not use articles before the names of languages, Sports, Subjects, Festivals.

e.g. I know the french. (X) I celebrated the Diwali with my family. (X)

⇒ Do not use article with lunch, breakfast, dinner, supper.

e.g. I have had the breakfast in the morning. (X)

⇒ NOTE= Use article if an adjective or adverb is given before any special food or name of food.

e.g. That was a very delicious dinner.

⇒ Do not use article before the names of days, months, seasons or diseases.

e.g. He is suffering from the small pox. (X)

I will come on a Sunday. (X)