

STEPS TO MASTERY OF ENGLISH GRAMMAR

FOR STUDENTS LEARNING ENGLISH AS A
SECOND LANGUAGE

by

BERTRAM CHINNAIYAH

Third Edition (Revised)

with Keys to Exercises in Parts I & II

A COMPREHENSIVE COURSE IN ENGLISH GRAMMAR (RANGING FROM THE SIMPLEST TO THE MORE ADVANCED ITEMS), LIKELY TO BE USEFUL TO 'O' LEVEL AND 'A' LEVEL PUPILS, ADULT STUDENTS AT TRAINING COLLEGES, TECHNICAL COLLEGES, UNIVERSITIES, TUTORIES, ETC. AND TO ALL THOSE WHO WISH TO STUDY ENGLISH ON THEIR OWN.

STEPS TO MASTERY
OF
ENGLISH GRAMMAR
(for students learning English
as a Second Language)

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in Parts I & II

BERTRAM CHINNAIYAH
B.A. Hons. (Lond.), Dip. Ed.,
Retired Principal.



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PARTS I & II

CONTENTS

PART I—SENTENCE STRUCTURES

PAGES

	Section	PAGES
	Foreword to the first Edition	xiv
	Foreword to the Second Edition	xv
	Introduction	xvii
1.	(a) This is That is Countables and Uncountables. Ex. 1	1
	(b) This is That is The use of the definite article. Ex. 2	2
	(c) Singular and Plural This is That is These are Those are. Ex. 3-5	3
	(d) Statements about persons and things (with am/is/are). Ex. 6	4-5
	(e) Answers to simple questions. Ex. 6 A	5
2.	Verbs (1)—Present Continuous Tense Exs. 7-11	6
3.	(a) There is There are Revision of: This is That is There are Those are Exs. 12-14	7
	(b) There is There are some, any and no Ex. 15	10
4.	Personal Pronouns Ex. 16	12
5.	(a) Possessive Adjectives and Pronouns Ex. 17	13
	(b) Possessive forms—use of the apostrophe Ex. 18	14
6.	(a) Possessive Adjectives and Pronouns Ex. 17	15
	(b) Possessive forms—use of the apostrophe Ex. 18	15-16
	(b) Possessive forms—use of the apostrophe Ex. 18	16
	(b) Possessive forms—use of the apostrophe Ex. 18	17
6.	Verbs (2)—The Simple Present Tense Exs. 19-23 A	17
	Verbs not normally used in the continuous tenses	18-21
	Other uses of the Simple Present	21
	Ex. 23 B	22
		23

Section	PAGES	Section	PAGES
7. Verbs (3)—The Future	24	12. Determiners	60
Use of shall/will to express the future		the, a/an, some, someone, somebody, something, any, anyone, anybody, anything, no, no one, none, nobody, nothing, much, many, little, a little, few, a few, both, all, several, each, every, everything, everyone, everybody, this, that, these, those, either, neither, one, another, other, others, Exs. 53–54 A	
Use of going to to express the future			
Use of the Present Continuous to express the future			
Use of the Future Continuous to express the future			
Ex. 24–33 A	24–29		
8. (a) Verbs (4)—A. The Simple Past Tense.	29	13. Reflexive and Emphasizing Pronouns	70
Exs. 34–36	30–38	Ex. 55	71
(b) Verbs (4)—B. The Past Continuous Tense	38	14. Auxiliary Verbs (1)	
Exs. 37–39 A	35–38	(a) Be	71
9. Verbs (5)—The Perfect Tenses	39	Exs. 56–57	74–75
(a) The Present Perfect Tense	39	(b) Have	75
Exs. 40–41	40–42	Exs. 58–59	77
(b) The Present Perfect Continuous Tense	43	(c) Do	78
Ex. 42	43–44	Exs. 60	79–80
(c) The Past Perfect Tense: Simple and Continuous	44–45	15. Auxiliary Verbs (2)	80
Ex. 43	45–46	Can, Could, Able to, May, Might	80
(d) Revision of the Simple Past, Present Perfect (Simple and Continuous), Past Perfect (Simple and Continuous)	46	Exs. 61–63	81–83
Ex. 44	46–47	16. Auxiliary Verbs (3)	83
(e) The Future Perfect Tense	47	Must, Have to, Ought to, Should	83
Ex. 45	48	Exs. 64–66	84–86
10. Revision of—All Tenses	49	17. Auxiliary Verbs (4)	87
Exs. 46–47	49–50	Dare, Used to, Need, Need not (Needn't)	
11. Prepositions	50	Didn't need to, Heedn't have	
(indicating time, position, direction etc.)		Exs. 67–70	88–90
Exs. 48–52	57–60	18. Some Special Uses of Will, Would, Shall, Should	91
		Ex. 71	93
		19. The Passive Voice	94
		All Tenses	
		Exs. 72–74A	96–99

Section	PAGES
20. Questions	99
(a) expecting the answer "yes" or "no"	99
(b) introduced by interrogative adjectives, pronouns and adverbs	100
Exs. 75-76	102-104
21. Question Tags (All Tenses)	104
Exs. 77	105-106
22. Conditional Sentences	106
All three types—Probable or Open, Improbable, Impossible	
Exs. 78-82	108-111
23. The Subjunctive	112
In Conditionals, after wish , as if , as though , it is time , recommend , suggest and in exclamations	
Ex. 83	113
24. Direct and Indirect Speech	113
Statements, Questions and Commands	
Exs. 84-88	118-124
25. The Infinitive and the Gerund	124
(a) The Infinitive as subject and object of verbs; to indicate purpose; used after certain verbs; verbs followed either by the infinitive or the gerund and those followed only by the infinitive	
(b) The Gerund as subject and object of verbs; used after prepositions and after certain verbs	127
Ex. 89-90	129-130

Section	PAGES
26. Participles	130
used as adjectives; used after verbs of sensation; after go and come ; to replace a sentence or clause; used instead of as / since/because ; with catch , find + object; after spend and waste ; used to join sentences	
Exs. 91-92	132-134
27. Relative Clauses—Defining and Non-Defining	134
who, whom, whose, which, that; Relative Adverbs—when, where, why; The "-ever forms"—whoever, whichever, whatever, whenever, wherever, however	
Exs. 93-94	137-139
28. Combining Sentences	140
use of the participle use of both and , as well as , not only but also use of either or , neither nor use of relative pronouns use of clauses to express time, reason, purpose, contrast, result, manner (as as , as much as) Exs. 95-96	
29. Punctuation	143-146
full stop, comma, semi-colon, hyphen, apostrophe, dash, question mark, quotation marks, exclamation mark, colon The use of the capital letter Ex. 97	
Ex. 97	151-152
Appendix I—Principal Parts of Irregular Verbs	152
Appendix II—Illustration of some grammatical terms used in this book—A Summary	158
Key to Exercises in Part I	163

PART II—WORDS AND PHRASES, AND THEIR USE IN SENTENCES

Section	PAGES
30. Parts of Speech—Introduction	187
(a) Nouns—different kinds	188
Ex. 98	189
(b) Nouns—formation	190
Ex. 99	192–193
(c) Adjectives—formation	193
Exs. 100–101	195–196
(d) Adverbs—formation and spelling	196
Ex. 102–103	198–199
31. Comparison of Adjectives	200
Formation of the Comparative and Superlative and ways of expressing comparison	202
Ex. 104	
32. Comparison of Adverbs—formation and use of adverbs in comparison	203
Ex. 105	204
33. Order of Words	205
(a) Position of adverbs and adjectives, Con- fusion in meaning caused by wrong order of words	
Ex. 106	208
(b) Inversion of the verb after certain adverbs and adverbial phrases	209
Ex. 107	210
34. Words followed by Prepositions	210
Ex. 108–109	214–216
35. Phrasal Verbs—Use of prepositions or adverbs after certain verbs	216
Ex. 110–111	235–236
36. Words often confused	235
Ex. 112	239–241
37. Idioms	241

Section	PAGES
38. (a) Spelling Rules	243
Ex. 113	246
(b) Words commonly misspelt	247
39. Plurals	249
Exs. 114–115	253
40. Gender	254
Ex. 116	255
41. Formation of Words	255
Exs. 117–120	261
Words derived from Latin and Greek	262
42. Synonyms and Antonyms	264
Key to Exercises in Part II	267

FOREWORD TO THE FIRST EDITION

Mr Bertram Chinnaiyah and I were colleagues in the University College in Colombo. We followed the Classics Honours course together, and got our degrees in 1941 as external students of the London University. The war then intervened with all its intensity, and we went our different ways. I joined the Civil Service, and Mr Chinnaiyah selected teaching, a vocation to which he has dedicated himself single-mindedly these last forty years and more.

Mr Chinnaiyah won a scholarship to the University College; so his reputation did in a sense precede him. All those who were in touch with him at the time realised that the qualities which marked him most were clear thinking and an unflagging ability to concentrate on the job in hand. We were taught in those years that certain virtues derived from classical training—a sense of balance and proportion, and an ability to sift the grain from the chaff. (The history of men and matters has shown that the claim has not been exaggerated). Mr Chinnaiyah himself has undoubtedly been able to bring all these qualities to bear on his specialised work—the educating and training of young minds.

Mr Chinnaiyah learned his appreciation of English and the Classics at a time when the sun was still shining brightly on the British Empire. Ironically, it was not till the British Empire was almost decimated that English became a lingua franca. (What part the almighty American dollar had to do with this phenomenon rather than Shakespeare is a moot point). However, by another quirk of Fate, it was at this time that the standards of written and spoken English began to deteriorate rapidly. Scholars of Mr Chinnaiyah's vintage have viewed this downward trend with concern, and some of them have tried to do what they could to arrest it. It is for this reason that Mr Chinnaiyah has written this book. He has drawn from the experience and knowledge he has gathered over forty years, and what he has now written is going to be of immense value to students of English in Sri Lanka as well as in other parts of Asia.

I hope the book will have all the success it deserves and will help Mr Chinnaiyah to achieve his highest wishes.

Melbourne.
12.09.85

VERNON ABEYSEKERA
(Retd. Postmaster General, Sri Lanka)

FOREWORD TO THE SECOND EDITION

It is an honour to have been invited to write a foreword to another edition of Mr Bertram Chinnaiyah's book on English Grammar, intended as it is for the generality of students in this country who learn English as a second language.

Mr Chinnaiyah belongs to a generation which learnt English at a time when it had arrogated to itself the status of the principal language in this land. During his long and distinguished career as a teacher and then a principal in government schools, Mr Chinnaiyah had, however, to see English relegated to a relatively inconsequential role as representing merely the divisiveness of privilege.

Now, however, times seem happily to have changed in that English is no longer associated with insensitive authority, but is recognized rather as merely a tool that should be made available to all. Mr Chinnaiyah is to be congratulated, therefore, for trying, instead of simply resting on his laurels, to help a younger generation to benefit from what he himself had enjoyed.

With his characteristic modesty, Mr Chinnaiyah has called his book 'Steps to Mastery of English Grammar'. I am myself not qualified to comment on the effectiveness of diverse teaching methods. However, while one accepts the existence of various methodologies with regard to the teaching of English, the helpfulness of Mr Chinnaiyah's efforts may be gauged from the fact that the first edition of the book sold out, and a second much larger edition is now being planned. One would assume, therefore, that Mr Chinnaiyah's recent experiences in lecturing at Teacher Training Courses had enabled him to identify and produce material that is of special interest to students today.

I trust, therefore, that the efforts represented by this book will bear further fruit and that students at all levels will continue to make use of this valuable guide.

RAJIVA WIJESINHA
(Former President of the English Association of Sri Lanka)

INTRODUCTION

It is sought, through this introduction, to make clear the purpose and design of this book, its special features and the categories of students for whom it is intended.

It has to be explained that the writer's aim has been to adopt a practical approach to grammar. The grammatical devices for expressing meaning are explained as clearly as possible with the help of examples. These are followed by exercises which are relatively simple and relevant to common situations in life. Wherever possible, sentences have been built around topics or situations so as to make them more meaningful.

Grammatical terms have been used for the purpose of explaining sentence structures and it is hoped that the average student will be able to understand them with the aid of the examples that are provided. However, even if a student finds it difficult, at first, to understand the explanations, he should still be able to do the exercises with the examples as a guide. It is expected that the student will gradually attain a mastery of English grammar that will enable him to check the accuracy of what he writes, without having to depend exclusively on pattern practice and habit formation.

The exercises provided in this book are obviously not intended to be the sole means of gaining fluency and accuracy of expression in English. They are meant to supplement the other activities a student has to engage in, in order to improve his English.

It has to be emphasized that reading is the most important factor in improving the use of language. When a learner of English is exposed, in the course of his reading, to structures he can handle, he can abstract the grammar and build on its foundations. In this way he acquires what has been described as 'internalized grammar'.

There are different recognized approaches to the teaching of grammar and it is considered advisable to adopt as many of these approaches as possible. In this book, grammar is treated merely as a description of sentence formation. The explanations of grammatical rules that are provided in this book are based on the view that the student's power of reasoning must be utilized.

Some linguists have expressed the view that pattern drill is still the core of all good language teaching. The exercises in this book have been prepared with a view to giving the student the necessary practice to master the sentence structures.

It must also be mentioned that grammar should not be taught in isolation from written composition. The value of grammar is that it can be used as an aid to achieve correctness in expression.

Faulty construction of sentences which one finds in the compositions of many students is due to the ignorance of the functions of words in sentences. Among the errors that one comes across is the use of a singular subject with a verb in its plural form and vice versa. It has also been found that many students are unable to distinguish one part of speech from another. Certain sections in Part II of this book have been prepared with a view to helping the student to understand the use of the various parts of speech.

The final section of this book contains material that should help a student to expand his vocabulary. The common ways in which adjectives and nouns are formed are explained and lists of such words are given under different endings. The use of prefixes and suffixes to form words is explained and lists of words derived from Latin and Greek are also included. Some synonyms and antonyms have been given and the student is encouraged to check the meanings of words with the help of a dictionary so as to make sure that he uses them with discrimination.

Though the book deals primarily with grammar it has been found necessary to include a section on vocabulary as words form the substance of grammar and their study is equally important.

The language material provided in this book consists of items which students should find useful. The list of principal parts of irregular verbs, if studied, will help them to ensure accuracy in the use of the verb forms. Since English spelling poses problems for students, some rules have been given as a guide to correct spelling and a list of commonly misspelt words has also been included.

Since phrasal verbs are being increasingly used in modern English, a fairly long list of such verbs has been given with examples. Sections on the feminine and plural forms of nouns will be useful for reference when a student has doubts about their use. Punctuation rules followed by exercises have been included. These, together with a section on the order of words in sentences, are intended to help students to write comprehensibly and avoid confusion in meaning.

The book is fairly comprehensive in its scope and ranges from the most elementary to the more advanced items. The entire 'O' Level syllabus has been covered and there are sections that will be of use to 'A' Level students.

It is expected that the book will satisfy the requirements of certain categories of students—'O' Level and 'A' Level students, adult students including Training College, Technical College and University students who wish to improve their grammar or like to study English on their own, and all those for whom accuracy of expression is as important as fluency.

A key is provided at the end of each Part for those exercises for which it is considered necessary. This will be of help to those who are studying English by themselves.

BERTRAM CHINNAIYAH

34, Glen Aber Place,
Colombo 4.

SECTION 1

This is That is

(A) COUNTABLES AND UNCOUNTABLES

The sentences in the following exercise, when completed, will be answers to questions such as "What is this?" or "What is that?"

Note: Things we can count (countables) are used with the indefinite article (**a** or **an**) in the singular. Things we cannot count (uncountables) have no plural and cannot be used with the indefinite article.

Examples : Countables

This is a camera.

That is a radio.

This is an envelope.

That is an umbrella.

Uncountables

This is wood.

That is steel.

Exercise 1

- (i) Fill in each blank with **a** or **an** where necessary
- (ii) Turn each sentence into (a) the negative (b) the interrogative.

Examples : This is a box.

This is not a box. (negative)

Is this a box? (interrogative)

This is rice.

This is not rice. (negative)

Is this rice? (interrogative)

1. This is.....cricket ball.
2. This is.....football.
3. This is.....cup of.....tea.
4. That is.....glass of.....water.

5. This is milk.
6. That is butter.
7. This is bottle of jam
8. This is pen.
9. That is pencil.
10. That is bag of whear.
11. This is bird.
12. That is fish.
13. This is flower.
14. That is leaf.
15. This is flour.
16. This is sugar.
17. This is piece of chalk.
18. This is desk.
19. This is cotton.
20. This is wool.
21. This is spoon.
22. That is knife.
23. This is fork.
24. This is apple.
25. That is orange.
26. This is pineapple.
27. This is egg.
28. That is loaf of bread.
29. This is field.
30. That is estate.

(B) THE USE OF THE DEFINITE ARTICLE

Note: The definite article "the" is used with a word referring to a person or thing which is the only one of its kind or different from the others in the group to which it belongs, or a person or thing already mentioned, and known to the reader or listener.

Examples : Illustrating the difference between the definite and the indefinite article.

A house

This is the roof.
That is a window.
This is a room.
That is the dining room.

The sentences in the following exercise are grouped under various topics. The use of the definite or indefinite article, therefore, depends on the context in which the noun in each sentence occurs.

Exercise 2

Fill in the blanks with **a**, **an** or **the**.

A Class Room

1. That is blackboard.
3. This is window.
3. That is desk.
4. That is monitor.
5. This is piece of chalk.

A Country (pointing to a map)

6. This is river.
7. That is capital.
8. That is mountain.
9. This is town.
10. That is harbour.

A Railway Station

11. This is platform.
12. That is Station Master.
13. This is porter.
14. That is train.
15. That is entrance.

A Town

16. That is post office.
17. That is shop.
18. This is railway station.
19. This is market.
20. That is road.

A Bus

21. That is driver.
22. This is conductor.
23. This is seat.
24. That is passenger.
25. That is exit.

The human body (pointing to a diagram or picture)

26. This is heart.
27. That is throat.
28. This is finger.
29. That is ear.
30. This is nose.

A School

31. That is Principal.
32. This is class room.
33. That is teacher.
34. That is Science laboratory.
35. This is playground.

N.B. If, in any sentence, either the definite or the indefinite article can be used, the student should know in what sense either would be suitable.

The student may practise writing similar sentences identifying some of the parts of the following :

A radio set, a TV set, a motor car, a motor cycle, an aeroplane, a ship, a train, a plant or a tree, an animal, a bird etc.

(C) SINGULAR AND PLURAL

Exercise 3

Turn each of the following sentences into the plural.

Examples : This is a table.

These are tables.

That is a chair.

Those are chairs.

1. This is a cup.
2. That is a spoon.
3. This is a saucer.
4. That is a plate.
5. This is a knife.
6. This is a fruit.
7. That is a cake.
8. This is a book.
9. That is a pen.
10. This is an eraser.

11. That is a pencil.

12. This is a dog.

13. That is a cat.

14. This is a squirrel.

15. That is a parrot.

16. That is a town.

17. This is a bridge.

18. That is a hill.

19. That is a river.

20. This is an envelope.

21. That is a stamp.

22. This is a post card.

23. That is a coat.

24. This is a shirt.

25. This is a shoe.

Exercise 4

Turn each of the sentences in Exercise No. 3, into the interrogative.

Example : This is an umbrella.

Is this an umbrella ?

Exercise 5

Turn each of the sentences in Exercise No. 3, into the negative.

Example : This is an egg.

This is not an egg.

(D) STATEMENTS ABOUT PERSONS OR THINGS WITH AM/IS/ARE

Exercise 6

Fill in the blanks with **a**, **an**, **the**, where necessary.

1. He is teacher.
2. I am pupil.
3. Mr Fernando is Principal of this school.
4. John is monitor of this class.
5. They are students.
6. He is senior prefect.
7. He is captain of the cricket team.
8. Miss Perera is class teacher of Grade 5.
9. Kamala is good netball player.

10. Leela is old girl of this school.
 11. That is mango tree.
 12. This is school playground.
 13. Simon is carpenter.
 14. Martin is electrician.
 15. That is kitchen.
 16. This is dormitory.
 17. She is matron.
 18. This is office.
 19. That is typewriter.
 20. Those are files.
 21. This is map.
 22. That is library.
 23. She is librarian.
 24. That is cupboard.
 25. This is shelf.
13. Where apples ? They in this bag.
 14. What these ? These plates.
 15. Where your bag ? It on table.
 16. Who they ? They tourists.
 17. Who is captain of your cricket team ? Nihal captain.
 18. What she ? She typist.
 19. Who he ? He my brother.
 20. Who that ? He Manager of this shop.
 21. Who he ? He labourer.
 22. Where he ? He in garden.
 23. What that ? That Post Office.
 24. Who secretary of this society ? I secretary.
 25. What these ? These medicines.

(E) SIMPLE QUESTIONS (Beginning with Who, What or Where) and Answers

Exercise 6A

Fill in the blanks with **am, is, are, a, an** or **the** where necessary.

Examples : What **is** he ? He **is** a doctor.

What **is** that ? It **is** a pen.

Who **are** they ? They **are** fishermen.

Where **is** the headmaster ? He **is** in his office.

1. What that ? It cup.
2. Who he ? He monitor of our class.
3. What he ? He carpenter.
4. Where he ? He in Galle.
5. What she ? She teacher.
6. What you ? I farmer.
7. Who they ? They traders.
8. Who Principal of this school ? Mr Silva Principal.
9. Who that man ? He beggar.
10. Where Tom ? He at home.
11. What that ? It umbrella.
12. Who she ? She headmistress of our school.

SECTION 2

Verbs (1) The Present Continuous Tense

The sentences in the following exercise describe actions that are taking place **now**.

Examples :

1. I **am writing** a letter.
2. You **are smiling**.
3. He **is having** lunch.
4. She **is studying** English.
5. We **are washing** our hands.
6. They **are going** home.

Exercise 7

Put the verbs within brackets into the present continuous tense.

1. He the door. (**open**)
2. She the floor. (**sweep**)
3. The servant the plates. (**wash**)
4. Mr Perera a newspaper. (**read**)
5. Mary her homework. (**do**)
6. The baby with a doll. (**play**)
7. Mrs Perera a frock. (**sew**)
8. Jane a cup of tea. (**make**)

9. Alice fish. (buy)
10. The gardener the plants. (water)
11. The birds (fly).
12. Two servants (talk).
13. John a bicycle. (ride)
14. Two boys (fight).
15. The small girl a lovely dress. (wear)
16. Some boys ice-cream. (eat)
17. The old man a bag. (carry)
18. He to the market. (go)
19. The women vegetables. (sell)
20. He the bell. (ring)
21. The boys (run).
22. She fast (walk).
23. The girls (shout).
24. A boy a tree. (climb)
25. A small child (cry).

Exercise 8

Turn each of the sentences in Exercise 7 into (a) the negative
(b) the interrogative.

Example : He is closing the gate.

- (a) He is not closing the gate. (negative)
- (b) Is he closing the gate? (interrogative)

Exercise 9

Fill in each blank with the present continuous tense of the verb within brackets.

1. The child with a toy. (play)
2. you a letter? (write)
3. They a house. (build)
4. She her child. (feed)
5. He to swim. (learn)
6. He not French now. (study)
7. My mother to church. (go)
8. They some songs. (sing)
9. My sister the floor. (sweep)
10. The postman our letters. (bring)
11. They their tickets. (buy)
12. He a sandwich. (eat)

13. Someone the table. (shake)
14. He the bell. (ring)
15. My father a newspaper. (read)
16. They to school. (walk)
17. He a bicycle. (ride)
18. he ? (sleep)
19. I this book on the table. (leave)
20. She a red frock. (wear)
21. My grandfather on a bed. (lie)
22. My brother home today. (come)
23. The child something on a piece of paper. (draw)
24. He not a bag. (carry)
25. he the small boy? (teach)

The Present Continuous Tense

Exercise 10

Fill in the blanks with the present continuous tense of the verbs in brackets. The sentences, when completed, will give a description of what is happening at a school during the morning interval.

1. The bell (ring)
2. The children out of their classes. (go)
3. Some (run).
4. Some fast. (walk)
5. Some teachers the newspapers. (read)
6. Tom a cake. (eat)
7. John a cool drink. (have)
8. A servant tea. (prepare)
9. A boy the cups. (wash)
10. Two boys with a ball. (play)

Exercise 11

Fill in the blanks with the present continuous tense of the verbs within brackets. The sentences, when completed, will describe what is happening at a railway station.

1. The guard a whistle. (blow)
2. The train the platform. (leave)
3. The porters the passengers' things. (carry)
4. A ticket collector tickets. (collect)
5. A boy newspapers. (sell)

6. Some children sweets. (buy)
7. Some into cars. (get)
8. Many people out of the railway station.
(walk)
9. Some their friends. (meet)
10. Some people to the bus-stop. (go)

Exercise 11A

Write 10 sentences describing what is happening around you now.

SECTION 3

(A) THERE IS THERE ARE

The sentences in the following exercise are descriptions of what a place or thing contains. The sentences may also be answers to questions such as "How many books are there in the library ?" "How many pupils are there at this school ?" or "What are the facilities (or activities) in this school ?"

Exercise 12: Fill in each blank with **is** or **are**, adding **a** or **an** where necessary. The sentences are grouped under different topics.

A School

1. There two thousand pupils at this school.
2. There playground.
3. There library.
4. There ten thousand books in the library.
5. There fifty class rooms.
6. There eighty teachers.

A house

7. There two bed rooms in this house.
8. There dining room.
9. There kitchen.
10. There bathroom.
11. There garden.
12. There garage.

A bus

13. There driver.
14. There conductor.
15. There fifty seats.
16. There two doors.
17. There bell.

A town

18. There market.
19. There co-operative store.
20. There post office.
21. There urban council.
22. There shops.
23. There schools.
24. There hospital.
25. There banks.

Exercise 13

Complete the following sentences, beginning each with the words **There is** or **There are** and choosing a word or words from those given in the following list: a table, a car, some people, some money, a book, some rice, some milk, nurses, an engineer, some fruits, elephants, a lot of fish, some snakes, **some water**, a TV set.

Examples : There is a pen in my pocket.

There are some books in the cupboard.

1. in the well.
2. at the factory.
3. in my purse.
4. on the tree.
5. on the plate.
6. in the jug.
7. in the jungle.
8. at the hospital.
9. in the garage.
10. in my room.
11. at my home.
12. in the sea.
13. in the bushes.
14. on the road.
15. on the table.

Exercise 14. (Revision)

Make sentences with the words given below, beginning each with the words **This is** or **That is** or **These are** or **Those are**. The sentences, when completed, will be answers to the questions **What is this?** or **What is that?**, or **What are these?** or **What are those?** Insert **a** or **an** where necessary.

1. cup.
2. saucer.
3. spoons
4. knife.
5. fork.
6. plate.
7. pen.
8. pencil.
9. books.
10. eraser.
11. pins.
12. ink.
13. ruler.
14. files.
15. pair of scissors.

Exercise 15

(B) SOME, ANY AND NO

Examples :

There are **some** sweets in the bag.

There aren't **any** sweets in the bag.

There are **no** sweets in the bag.

Are there **any** sweets in the bag?

There is **no** sugar in the bottle.

There is **some** sugar in the bottle.

There isn't **any** sugar in the bottle.

Is there **any** sugar in the bottle?

Fill in each blank with **some** or **any** or **no**.

1. There are boys on the road.
2. Is there water in the jug?
3. There are umbrellas at this shop.
4. There aren't girls at school today.
5. There is ink in the bottle.
6. Have you money with you?
7. There isn't butter in the dish.
8. There are policemen at the junction.
9. There are tourists at the post office.
10. There are ships in the harbour.
11. Are there chairs in that room?
12. Are there servants here?
13. There are plantains at that stall.
14. There aren't onions at the market.

15. Is there chalk in the box?
16. There are cars near the gate.
17. There are workmen at the factory.
18. There is money in my purse.
19. There are flowers in the vase.
20. Are there newspapers on the table?
21. There are pears on that tree.
22. Are there teachers in the library?
23. Are there people in the hall?
24. Is there rice in the pot?
25. There is bread in the basket.

SECTION 4

PERSONAL PRONOUNS

Form		Subject	Object
Singular	1st person	I	me
	2nd person	you	you
	3rd person	he/she/it	him/her/it
Plural	1st person	we	us
	2nd person	you	you
	3rd person	they	them

A pronoun is used instead of a noun. In the third person it is chiefly used when we have already mentioned the name of a person or thing and wish to refer to that person or thing without having to repeat the name.

Examples :

John is a clever student. **He** is the first boy in his class.

Mary is a good netball player. **She** is a prefect.

Nihal and I are friends. **We** are in the same class.

Tom and Dick are resting. **They** are tired.

I am studying French. Mr Martin teaches **me**.

Jane is my neighbour. I am going with **her** to the market.

We are going for a walk. John is coming with **us**.

Henry and Jack are going to the pictures. We are accompanying **them**.

This is a new book. **It** is very costly.

Gopal is in my class. I like **him**.

Exercise 16

Fill in the blanks with the correct pronouns.

Note: It is normally used with a thing or animal whose sex we don't know or of a baby or a small child.

1. Leela is going home. is ill.
2. James is buying a book. is studying for an examination.
3. Mohan and Gamini are singing. are happy.
4. We are studying German. Mr. Silva is teaching
5. Tom and Dick are playing. We are watching
6. I am reading a book. is very interesting.
7. I am making a kite. My brother is helping
8. Mary and I are at the same school. are friends.
9. Cassim is in the garden. His mother is talking to.....
10. Kamala is the monitor. The class teacher likes
11. That dog's name is Jim. is a fierce dog.
12. Tom is sleeping. is very lazy.
13. The baby is crying. is hungry.
14. The kittens are playing. are very interesting.
15. Kamala is drawing a map. Her mother is watching
16. My aunt is closing the gate. is going out.
17. David is going to school. His mother is going with.....
18. My father is in his office. A clerk is talking to
19. They are cleaning the class room. The class teacher is watching
20. They are building a house. is near a church.
21. Mrs Wilson is busy. is writing a letter.
22. He teaches us English. We like
23. My mother is at the shop. is buying eggs.
24. Jane is a prefect. The girls like
25. Mr Fernando is our Principal. is very strict.

SECTION 5

(A) POSSESSIVE ADJECTIVES AND PRONOUNS

Form

Possessive Adjectives	Possessive Pronouns
my	mine
your	yours*
his/her/its*	his/hers*
our	ours*
your	yours*
their	theirs*

Note:

*The apostrophe is not used here. It should be avoided particularly in the possessive "its" as "it's" means "it is".

The possessive adjective refers to the possessor and not to the thing possessed.

Possessive pronouns are used to replace possessive adjectives + nouns when the noun has already been mentioned or is understood.

Examples :

The pronoun, from which the possessive adjective/pronoun is formed, is given within brackets.

This is my book. (I)	That is her saree. (she)
This book is mine . (I)	That saree is hers . (she)
That is your pen. (you)	That is our house. (we)
That pen is yours . (you)	That house is ours . (we)
He is riding his bicycle. (he)	That is their car. (they)
That bicycle is his . (he)	That car is theirs . (they)

When the possessive pronoun is used in expressions such as "a friend of mine", or "an uncle of hers", it means "one of my friends", "one of her uncles".

Exercise 17

Fill in each blank with the right part of the pronoun in brackets.

1. Some men are working in that field. That field is (they)
2. We are leaving these books on the table. These books are (we)
3. I am writing (I) name on this book. It is (I)
4. This is Mr Perera. He is an uncle of (I)

5. (You) house is new. (we) is old.
6. This is a new car. It is (he).
7. Mary is coming today. She is a cousin of (I).
8. (I) radio is cheap. (you) is expensive.
9. This is (she) pen. That is (I).
10. The dog is wagging (it) tail. It is not (we) dog.
11. There is a book on (I) table. Is it (you)?
12. Where is (you) ticket? This is (I).
13. That is (he) wife. She is a friend of (we).
14. Jane is (I) sister. She is a friend of (she).
15. He is (we) English teacher. That is (he) wife.
16. It is not (I) mistake. The fault is (you).
17. I am giving (she) a present. Today is (she) birthday.
18. This is (she) photograph. That is (I).
19. This is not (I) umbrella. It is (he).
20. This is (we) house. Their house is in front of (we).

(B) POSSESSIVE FORMS AND THE USE OF THE APOSTROPHE

An apostrophe and s is used with a noun to express ownership.

Examples :

This book belongs to John.

This is John's book.

These are the books of Mr Martin.

These are Mr Martin's books.

She is the wife of Mr Jones.

She is Mr Jones's wife.

With plural nouns ending in s, only the apostrophe is placed after s.

Example :

These are the desks of the boys.

These are the boys' desks.

When a Proper Noun ends in s, it is followed by an apostrophe and s.

With well known classical names, only the apostrophe is used after s.

Examples :

Archimedes' Law.

Sophocles' Plays.

This practice is followed even with less famous names.

Example : Keats' Poems.

Exercise 18

Rewrite the following sentences, using the apostrophe (with or without—s). Omit the article (a/an/the) when rewriting the sentence

Example : This is the bag of my friend.

This is my friend's bag.

1. She is washing the clothes of her children.
2. That house belongs to Mr Brown.
3. These are the sayings of Socrates.
4. The claws of the tiger are sharp.
5. We are admiring the dresses of the girls.
6. That book belongs to Douglas.
7. He is a brother of Mr Smith.
8. That is the car of my uncle.
9. I am using the pen of my friend.
10. This is a wrist-watch of a lady.
11. These are the wrist-watches of ladies.
12. She is the secretary of Mr Brown.
13. They steal the hens of their neighbours.
14. This is the club of the women.
15. I know the sister of James.

SECTION 6

Verbs (2)

THE SIMPLE PRESENT TENSE

Form

Affirmative	Negative	Interrogative
I write	I do not write	Do I write?
You write (singular)	You do not write	Do you write?
He/she writes	He/she does not write	Does he/she write?
We write	We do not write	Do we write?
You write (plural)	You do not write	Do you write?
They write	They do not write	Do they write?

Shortened forms:

In the negative, the verb "do" is shortened as follows:

I don't write, He doesn't write, Don't I write? and Doesn't he write?

Spelling Rules:

Verbs ending in **ss, sh, ch, x** and **o**, add **es**, instead of **s** alone to form the third person singular:

He/she kisses, pushes, teaches, mixes, goes.

Verbs ending in **y**, following a consonant, change the **y** into **i** and add **es**:

He/she tries, marries.

Verbs ending in **y** after a vowel follow the usual rule:

He/she stays, obeys.

THE SIMPLE PRESENT TENSE

The Simple Present Tense is used to express habitual action. It is generally used with adverbs or adverbial phrases such as **often, usually, sometimes, never, always, occasionally, on Mondays, on Tuesdays, twice a week, once a year etc.** When such expressions of time are not used, they are understood.

Examples :

He **borrow**s books from the library once a fortnight.

They **speak** English well.

He **play**s tennis well.

She never **come**s late to school.

I usually **read** the newspapers before breakfast.

We **have** football practice on Wednesdays.

Exercise 19

Fill in each blank with the simple present form of the verb within brackets. The sentences, when completed, will describe what often happens in a home or what members of a family do.

1. I up at six a.m. (get)
2. My father the newspapers in the morning. (read)
3. My mother our food. (cook)
4. My elder sister the dishes. (wash)
5. My younger sister the house. (sweep)

6. We our chickens daily. (feed)
7. The postman our letters at about nine a.m. (deliver)
8. My father to his office at eight o'clock. (go)
9. My mother provisions at the co-operative store. (buy)
10. The gardener the plants in the evening. (water)
11. Many friends us. (visit)
12. Our hen an egg every other day. (lay)
13. In the evening we often TV. (watch)
14. My mother letters to her sister once a month. (write)
15. My younger sister well. (sing)
16. My elder brother cricket well. (play)
17. We our parents. (obey)
18. We usually our homework before dinner. (do)
19. My younger brother sweets. (like)
20. We dinner at eight o'clock. (have)
21. We at the temple on Fridays. (worship)
22. My father a haircut once a month. (have)
23. My brother me in my studies. (help)
24. Our dog in the night. (bark)
25. We to bed at ten o'clock. (go)

Exercise 20

Turn each of the sentences in Exercise 19 into the interrogative.

Examples :

The headmaster teaches us English.

Does the headmaster teach you English?

The boys sweep the compound.

Do the boys sweep the compound?

Exercise 21

Fill in each blank with the simple present tense of the verb within brackets. The sentences are about various activities that take place at school.

1. The Principal in his office. (work)
2. He the assembly. (address)
3. He the work of the teachers. (supervise)
4. Our class teacher the attendance register. (mark)

5. We our class room daily. (sweep)
6. Our monitor the class teacher. (help)
7. Mrs Perera us English. (teach)
8. She our exercises. (correct)
9. We literary meetings once a week. (have)
10. Simon the school bell. (ring)
11. The labourers the bathroom. (wash)
12. The students games in the evening. (play)
13. A servant the staff room. (clean)
14. The matron after sick children. (look)
15. Parents often the Principal. (meet)
16. The hostellers in the evenings. (bathe)
17. We to the pictures once a month. (go)
18. School at eight a.m. (begin)
19. We books from the school bookshop. (buy)
20. We tea during the interval. (drink)
21. We books during our leisure. (read)
22. The students books from the library. (borrow)
23. The Principal sometimes lazy students. (punish)
24. They out the lights at ten p.m. (put)
25. We up at five a.m. (get)

Exercise 22

Turn each of the following sentences into (a) the interrogative
(b) the negative.

1. We get up before 5 a.m.
2. School begins at 7 a.m.
3. I often go late to school.
4. The class teacher punishes us for getting late.
5. The monitor marks the attendance register.
6. We have literary meetings on Saturdays.
7. They make a noise in the library.
8. They go to school by car.
9. We play cricket on Sundays.
10. I borrow money from my friends.
11. The Principal teaches us science.
12. We go to the pictures once a week.
13. My brother helps me in my homework.
14. We wash our clothes daily.
15. We drink coffee after dinner.

Exercise 23

Fill in each blank with the simple present or the present continuous tense of the verb within brackets.

1. He to the market every day. (go)
2. He now. (sleep)
3. She often to the pictures. (go)
4. She a book now. (read)
5. The doctor is busy. He a patient. (examine)
6. He usually late to school. (come)
7. The child He is hungry. (cry)
8. We usually cricket on Saturdays. (play)
9. We our clothes today. (wash)
10. We usually our clothes on Sundays. (wash)
11. We to school by bus. (travel)
12. The earth round the sun. (move)
13. The sun us light. (give)
14. Our cat fish. (like)
15. His purse is missing. He for it. (look)
16. Wood on water. (float)
17. I my homework now. (do)
18. We in Kandy. (live)
19. He his uncle once a week. (visit)
20. We our literary meetings every Friday. (have)
21. He a letter. (write)
22. He very fast. He is late for the meeting. (walk)
23. He never coffee. (drink)
24. I for the bus. It is late. (wait)
25. He not cigarettes. (smoke)

Exercise 23A

Write ten sentences describing what you usually do during your free time.

VERBS NOT NORMALLY USED IN THE CONTINUOUS TENSES

The following verbs are not normally used in the continuous tenses:

- (1) Verbs of the senses and verbs expressing feelings and emotions: feel, hear, see, smell, notice, appreciate, hate, like, love, want, wish.

Exceptions:

I am feeling cold.
He is feeling better.

Note: When **feel**, expresses a mental activity, it cannot be used in the continuous senses.

Example: I feel that she will do well.

(2) Verbs of mental activity:

agree, know, realize, remember, understand

(3) Verbs expressing possession:

belong, owe, own, possess

(4) appear, seem, consist, matter, mean, signify.

OTHER USES OF THE SIMPLE PRESENT TENSE

(a) It is used in dramatic narrative, particularly in describing the actions or movements of the characters in a play.

Example: He **opens** the refrigerator, **searches** in there, and **takes** out a bottle of milk. (from Death of a Salesman)

(b) It is used by radio commentators at sports events etc.

Example: Botham **bowls** to Lloyd. Lloyd **plays** the ball defensively. Gower **picks** it up. (from a cricket commentary)

(c) It is often used in newspaper headlines with reference to future events.

Example: The Prime Minister **leaves** for Japan tomorrow.

(d) It can be used for a future action that has already been planned, particularly with reference to journeys. It is used commonly by travel agents.

Example: We **take** off from London Airport at 2 p.m. We **arrive** in Rome at 4.30. We **stop** at Khartoum and Nairobi....

(e) It is often used, especially in newspaper headlines, to refer to past events or actions.

Examples:

Fire **breaks** out in the city.

Match **ends** in a draw.

Exercise 23B

PROVERBS

The following sentences are well known proverbs. The verb in each sentence is in the simple present tense. Fill in each blank with the right part of the verb within brackets. (The verb will end in **s** if the subject is in the third person singular. Otherwise, it remains unchanged).

1. Absence (make) the heart grow fonder.
2. An apple a day (keep) the doctor away.
3. Birds of a feather (flock) together.
4. A burnt child (dread) the fire.
5. Dead men (tell) no tales.
6. Nothing (succeed) like success.
7. A barking dog never (bite).
8. A bad workman (blame) his tools.
9. Conscience (make) cowards of us all.
10. Cowards (die) many times before their death.
11. Every dog (have) his day.
12. The end (justify) the means.
13. Fortune (favour) fools.
14. God (help) them that (help) themselves.
15. The good (die) young.
16. History (repeat) itself.
17. Homer sometimes (nod).
18. It's an ill wind that (blow) nobody any good.
19. The leopard (do) not change its spots.
20. Misfortunes never (come) singly.
21. Old habits (die) hard.
22. Opportunity never (knock) twice at any man's door.
23. Practice (make) perfect.
24. A rolling stone (gather) no moss.
25. Travel (broaden) the mind.
26. All roads (lead) to Rome.
27. It never (rain) but it (pour).
28. Pride (go) before a fall.
29. Politics (make) strange bedfellows.
30. New brooms (sweep) clean.

SECTION 7

Verbs (3)

THE FUTURE

The future is expressed in the following ways:

(a) with **shall/will**

Example: I/We shall/will work.

You will work. (Singular)

He/she will work.

You will work. (Plural)

They will work.

Note: I/We **shall** is the grammatically correct form. However, **will** is now generally used even with **I** or **We**. Students are advised to use **will** when in doubt.

shall/will expresses pure futurity or an intention.

(b) With **going to** which denotes the future as well as an intention.

Example: He is going to build a house.

(c) By the use of the **present continuous** to express a definite arrangement in the near future, or a plan or programme.

Note: The time of action must always be mentioned, to avoid confusion between present and future meanings.

Example: I'm going to the theatre tonight.

(d) By the use of the **future continuous** formed with **shall/will be + the—ing form** (present participle).

It refers to the future as a matter of course.

Example: I'll be seeing him tomorrow.

Exercise 24

Rewrite the following sentences in the future with **shall/will**, replacing the words in bold type, with those given in brackets.

Example: They are playing a match **now**. (tomorrow)

They will play a match tomorrow.

1. They are coming here **now**. (next week)
2. We go home **on Fridays**. (tomorrow)
3. They are having cricket practice **now**. (next Monday)
4. She goes for a walk **in the evenings**. (later)
5. We go to church **on Sundays**. (tomorrow)
6. He **sometimes** goes to the pictures. (tonight)
7. I write to my father **once a week**. (tomorrow)
8. They are having a meeting **now**. (next Friday)
9. She **often** sings at concerts. (tomorrow). (Change "concerts" into "a concert.")
10. He goes on a holiday **once a year**. (next month)
11. We **sometimes** invite our friends to tea. (tomorrow)
12. They buy meat **on Saturdays**. (tomorrow)
13. The servant is sweeping the floor **now**. (a few minutes later)
14. They sell their old newspapers **once in three months**. (next week)
15. Mother washes our clothes **daily**. (tomorrow)

Exercise 25

Change the following sentences, using **going to** instead of **shall/will**, to form the future.

Example: They **will** play a match tomorrow.

They **are going to** play a match tomorrow.

1. They will build a house next year.
2. We shall stay at a hotel.
3. I shall write a letter to my father tomorrow.
4. She will buy a saree.
5. The farmers will plough the fields next week.
6. Mr Fernando will sell his house.
7. She will sing at a concert this evening.
8. I shall learn French next year.
9. My mother will prepare lunch for us.
10. They will polish the furniture before Christmas.
11. He will consult a doctor.
12. We shall visit our friends.
13. He will spend his holidays in Kandy.
14. The servant will clean my room.
15. I shall settle my bills tomorrow.

Exercise 26

Rewrite the following sentences, using the **present continuous**, instead of **shall/will**, to form the future.

Example: We shall start at six o'clock tomorrow.

We are starting at six o'clock tomorrow.

1. I shall invite him to dinner tomorrow.
2. He will stay with us tonight.
3. We shall play a match tomorrow.
4. My father will buy a bicycle for me next week.
5. The Prime Minister will leave for Japan next week.
6. She will travel to Delhi tomorrow.
7. He will come with us to the pictures this evening.
8. We shall go to the zoo tomorrow.
9. I shall meet him this evening.
10. She will attend the meeting tomorrow.
11. We shall move into another house next month.
12. The train will leave at eight o'clock tonight.
13. They will come home tonight.
14. They will celebrate their wedding anniversary next Saturday.
15. We shall buy a new car tomorrow.

Exercise 27

Rewrite the following sentences, using the **future continuous** instead of **shall/will**.

Example: I shall meet him tomorrow.

I shall be meeting him tomorrow.

1. He will leave for the U.K. in a few days' time.
2. She will wash the clothes tomorrow.
3. I shall write to him later.
4. My father will return home this evening.
5. We shall have dinner in half an hour.
6. The train will leave in five minutes' time.
7. The Principal will address the assembly tomorrow.
8. I shall meet him at the airport.
9. You will have a new teacher tomorrow.
10. He will celebrate his birthday tomorrow.
11. She will stay with us during the week-end.

12. We shall visit our relations tomorrow.
13. He will get back to his village next month.
14. They will stage a play next week.
15. They will have their prize-giving next month.

Exercise 28

Turn each of the sentences in Exercise 24, which you have re-written with **shall/will**, into (a) the negative (b) interrogative.

Example: They will come tomorrow.

They will not come tomorrow. (negative)

Will they come tomorrow? (interrogative)

Exercise 29

Turn each of the sentences in Exercise 25 which you have re-written with **going to**, into (a) the negative (b) the interrogative.

Example: They are going to hold a meeting.

They are not going to hold a meeting. (negative)

Are they going to hold a meeting? (interrogative)

Exercise 30

Turn each of the sentences in Exercise 26 which you have re-written in the **present continuous**, into (a) the negative (b) the interrogative.

Example: He is going home tomorrow.

He is not going home tomorrow. (negative)

Is he going home tomorrow? (interrogative)

Exercise 31

Turn each of the sentences in Exercise 27 which you have re-written in the **future continuous** into (a) the negative (b) the interrogative.

Example: She will be meeting her friends tomorrow.

She will not be meeting her friends tomorrow. (negative)

Will she be meeting her friends tomorrow? (interrogative)

Exercise 32

Fill in each blank with the future tense of the verb within brackets using any one of the four forms (**shall/will**, **going to**, **present continuous** or **future continuous**) that appears suitable in each sentence.

1. My uncle me to get a job soon. (help)
2. The Prime Minister this building open this evening. (declare)
3. My brother home next week. (come)
4. I you some money tomorrow. (give)
5. Professor Jones a lecture tonight. (deliver)
6. I my friends tomorrow. (meet)
7. I lunch with my aunt next Sunday. (have)
8. They next month. (marry)
9. My father his car next week. (sell)
10. They a match tomorrow. (play)
11. I the floor. (sweep)
12. School next week. (begin)
13. The President on TV tonight. (speak)
14. He in Colombo tomorrow. (arrive)
15. I him this evening. (see)
16. I you the money tomorrow. (pay)
17. The plane off at six a.m. (take)
18. Be careful. The bottle (break)
19. Don't play with the cat. It you. (scratch)
20. We to another house next week. (move)
21. He my letter tomorrow. (get)
22. They the examination results tomorrow. (announce)
23. I the books tomorrow. (return)
24. He school next year. (leave)
25. He for a job after passing the examination. (apply)

Exercise 33

Fill in each blank with the future tense of the verb within brackets. The sentences, when completed, will be in the form of statements made by a pupil about what is likely to happen during a school vacation and what he or she would like to do. You can use the future form that you like, but **going to** or **the present continuous tense** will not be suitable in most of the sentences in this exercise.

1. School on April 6th. (close)
2. We home by train on the 6th afternoon. (go)
3. My father us at the station. (meet)
4. He us home by car. (take)

5. My mother a special dinner for us. (prepare)
6. We about our experiences at school. (talk)
7. I a lot of games with my brothers and sisters. (play)
8. I plenty of story books. (read)
9. I letters to my pen friends. (write)
10. My mother nice things for us to eat. (make)
11. We our friends. (visit)
12. My father me a camera. (buy)
13. We places of interest. (see)
14. School on April 26th. (re-open)
15. We back to the school hostel on April 25th. (get)

Exercise 33A

Write 10 sentences describing what you will do during the next week-end or vacation.

SECTION 8

Verbs (4)

(A) THE SIMPLE PAST TENSE

The Simple Past Tense expresses an action in the past without indicating any connection with the present. An adverbial of past time, indicating a point of time or a period of time, is often used in the sentence. The time may also be implied or indicated by the context or situation.

Examples:

1. He was born **in 1960**.
2. The Second World War began **in 1939**.
3. John came to see me **yesterday**.
4. We heard about it **an hour ago**.
5. He studied French **while he was in Paris**.
6. Many people died **during the last war**.
7. I bought this pen in Singapore. (The situation indicates past time).
8. Our school was built **fifty years ago**.

Formation of the Simple Past Tense

The simple past tense of regular verbs is formed by adding **-ed** to the infinitive.

Examples: Infinitive: (to) work. Simple past: worked.

Verbs ending in **e**, add **d** only.

Examples: Infinitive: (to) love. Simple past: loved.

The negative is formed with **did not** and the infinitive (without **to**).

Examples: I did not work. (Contracted form: I didn't work)

The interrogative is formed with did + subject + infinitive (without **to**).

Examples: Did you work? (Negative, contracted: Didn't you work?)

Spelling

A verb in one syllable, ending in a consonant, forms the past tense by doubling the final consonant.

Examples: stop—stopped.

Verbs ending in **y**, preceded by a consonant, change the **y** into **i** before adding **-ed**.

Examples: carry—carried.

Irregular verbs vary in their simple past form.

Examples: Infinitive: to speak, to eat, to sing, to drink.

Simple past: spoke, ate, sang, drank.

The student has to learn the simple past forms of all irregular verbs. The principal parts of irregular verbs are given in the appendix.

Examples of adverbials of time:

a short (long) time ago; an hour, a week, a month ago,
a few weeks, days, hours, minutes ago.

In 1950, last Monday, last week, last month.

Exercise 34

Rewrite the following sentences in the past tense, using the adverbials of time given within brackets, instead of the words in bold type, wherever they occur.

Examples: He will come home **tomorrow**. (yesterday)

He came home yesterday.

She is going to England **next month**. (last month)

She went to England last month.

1. They are going to play a match **tomorrow**. (yesterday)
2. He is writing a letter to his father **now**. (last night)
3. I shall return the book to the library **next week**. (yesterday)
4. Our school will re-open **next month**. (last month)
5. He is going to build a house **next year**. (last year)
6. He feeds his chickens **daily**. (yesterday)
7. She is leaving for India **tomorrow**. (last month)
8. He is learning French **now**. (when he was in France)
9. He will sell his car **next week**. (last week)
10. They will go home **tomorrow**. (yesterday)
11. I shall show my certificates to the Manager **next week**. (yesterday)
12. She sings well. (last night)
13. The servant sweeps the floor **daily**. (a few minutes ago)
14. He is taking my book. (two weeks ago)
15. The ship is sinking. (last month)
16. The postman brings our letters **twice a day**. (an hour ago)
17. I shall buy a saree **next week**. (yesterday)
18. Those boys are fighting. (last week)
19. He will lend me his pen. (yesterday)
20. I **always** see a lot of people passing our house. (last night)
21. They will lose the match. (last week)
22. He eats an orange **daily**. (yesterday)
23. The water is freezing. (yesterday)
24. They are having a meeting **now**. (last month)
25. He is hitting a small boy. (yesterday)
26. He is shaking the table. (when I was writing a letter)
27. He rings the bell at 7.45 a.m. **daily**. (yesterday)
28. She is lying on the bed. (for a long time yesterday)
29. I am reading an interesting book. (yesterday)
30. I know him well (when I was at school).
31. She walks to school. (yesterday)
32. I shall be meeting him **tomorrow**. (two days ago)
33. He is carrying his suitcase to the station. (last night)
34. He is riding a bicycle. (yesterday)
35. They are seeking shelter in a house. (when it rained)
36. Thieves **often** steal our flower pots. (last night)

37. My brother will come home **today**. (yesterday)
38. He is driving his car to his office. (yesterday)
39. My younger brother is drawing an elephant. (yesterday)
40. They will pay me £ 100 **tomorrow**. (last month)
41. She is wearing a new saree. (last night)
42. He is bringing his things **now**. (yesterday)
43. He behaves well. (at school yesterday)
44. She is enjoying herself. (at the party last night)
45. He will reply to my letter **soon**. (last week)
46. The bus will stop at that junction. (yesterday)
47. She is washing the clothes. (this morning)
48. A plane is flying over our house. (yesterday)
49. He is dying. (last Thursday)
50. It is raining heavily. (last night)
51. He will wake up at six o'clock. (yesterday)
52. She drinks coffee **frequently**. (after dinner last night)
53. They will win the match. (yesterday)
54. He will catch a lot of fish **today**. (yesterday)
55. A fire is starting in a nearby shop. (last night)
56. They are playing football. (yesterday)
57. He is repairing our radio. (last week)
58. They are waiting for you. (yesterday)
59. We are wasting our time. (this morning)
60. They are beginning a new lesson **now**. (yesterday)
61. They are binding the old books. (last month)
62. They will burn all the rubbish. (yesterday)
63. He will buy a new car. (last month)
64. She will pass the degree examination. (last year)
65. He is falling off his bicycle. (yesterday)
66. They will hang the murderer. (yesterday)
67. They are holding a meeting **now**. (last week)
68. I keep my money in my suitcase. (last night)
69. I see the children going to school. (yesterday)
70. This pair of trousers will shrink. (when I washed it yesterday)
71. He is sleeping soundly. (last night)
72. I shall speak to your brother **tomorrow**. (yesterday)
73. He is standing under a tree. (when it rained)
74. He will rise to a high position. (at a very young age)
75. I will leave my books on this table. (yesterday)

Exercise 35

Turn each of the sentences in Exercise 34, which you have re-written in the simple past, into (a) the negative (b) the interrogative.

Examples: I went home yesterday.

I didn't go home yesterday. (negative)

Did you go home yesterday? (interrogative)

She stayed in Paris for three months.

She didn't stay in Paris for three months. (negative)

Did she stay in Paris for three months? (interrogative)

Exercise 36

Fill in the blanks with the simple past of the verbs within brackets. The sentences, when completed, will be statements about a journey made by members of a family and a short holiday that they had.

1. On the fifth of last month we to go on a trip to Kandy. (decide)
2. During the next few days we the necessary arrangements. (make)
3. At six a.m., on a bright Saturday morning, we off to the railway station. (set)
4. We in a queue at the station to buy the tickets. (stand)
5. My father the tickets for us. (buy)
6. The train to the platform at 6.45 a.m. (come)
7. A porter our things. (carry)
8. We into a second class compartment. (get)
9. We comfortably in our seats. (sit)
10. The train at seven a.m. (start)
11. We the journey. (enjoy)
12. Some of our fellow passengers to us. (talk)
13. We some light refreshments in the train. (eat)
14. The train Kandy at twelve o'clock. (reach)
15. My uncle us at the station. (receive)
16. He us to his home in his car. (take)
17. My aunt and my cousins us on our arrival. (greet)

18. We five days at my uncle's house. (stay)
19. We many places of interest in Kandy. (see)
20. We the Botanical Gardens and the Museum. (visit)
21. We many of our friends. (meet)
22. We interesting games with our friends. (play)
23. My uncle us some presents. (give)
24. We snapshots of interesting scenes. (take)
25. We Kandy a few days ago after an interesting holiday. (leave)

(B) THE PAST CONTINUOUS TENSE

This tense is formed by the past tense of the verb **to be** + the present participle.

Form

Affirmative	Negative	Interrogative
I was working.	I was not working.	Was I working?
You were working (singular)	You were not working	Were you working?
He/she was working.	He/she was not working	Was he/she working?
We were working	We were not working.	Were we working?
You were working. (plural)	You were not working.	Were you working?
They were working.	They were not working.	Were they working?

Contracted negative forms: wasn't and weren't.

The Past Continuous Tense is used

- (a) to indicate that an activity was continuing when another activity occurred.

Examples: (i) When I went home, my brother was talking to a friend.
(ii) I was having a bath when you telephoned.
(iii) The sun was setting as we reached the town.
(iv) I was writing a letter when I heard a loud explosion.

- (b) when the interest is not so much in the point or period of past time but in the activity itself and its continuity.

Examples: (i) What were you doing the whole of yesterday?
(ii) They were cleaning the house this morning.
(iii) They were keeping awake all night.
(iv) She was washing the clothes this morning.

- (c) to indicate gradual development.

Examples: (i) It was getting darker.
(ii) It was beginning to get warm.
(iii) They were coming closer to me.
(iv) His work was improving.

- (d) in descriptions, along with the simple past, in a narrative.

Examples: She was sewing a frock. Her daughter was reading a book. The dog was sleeping. Suddenly somebody knocked at the door. The girl stopped reading. The dog woke up.

- (e) to indicate that two or more activities or states were continuing at the same time and to emphasize the continuous nature of the activities or states.

Examples: (i) While Jane was sewing, her sister was reading.
(ii) Some boys were sweeping the floor while others were arranging the desks and chairs.

Exercise 37

Give the right part of the verb within brackets to form the past continuous tense.

1. He (sit) in the garden when the tree fell.
2. The lights went out while we (have) dinner.
3. It (rain) when we started our journey.
4. He (work) in the garden the whole of yesterday.
5. He (cross) the road when a bus knocked him down.
6. They (repair) the road yesterday.
7. The noise (become) louder as we approached the hall.

8. While you (read) the newspaper, I wrote a letter.
9. You (wear) an attractive saree when I met you yesterday.
10. The boat (begin) to sink.
11. My friends (sing) when I entered the room.
12. The boy jumped off the bus while it (move).
13. I (travel) in the bus when I lost my purse.
14. They ran out of petrol when they (go) to Lusaka.
15. She saw them fighting while she (look) through the window.
16. While we were (listen) to the radio, they (talk).
17. While mother (cook), we (play) table tennis.
18. While some (dive), others (swim).
19. They (sing) while they (travel) in the train.
20. While the teacher (explain) the sum, the students (listen) carefully.
21. While he (go) to the market, he saw an accident.
22. The Police Inspector (inquire) into the incident this morning.
23. The train (leave) the platform. The passengers (walk) out of the station. Suddenly they heard a loud noise. All the passengers got excited.
24. I (arrange) my books this morning.
25. While the man (drown), nobody tried to save him.

Exercise 38

Fill in each blank with either the simple past or the past continuous tense of the verb within brackets. Decide which of the tenses has to be used in the blank space to be filled.

Examples: I (see) your uncle while I (go) to the market.

I saw your uncle while I was going to the market.

When I (go) to the railway station, I (see) a large crowd.

When I went to the railway station, I saw a large crowd.

1. It (begin) raining when we (get) out of the house.
2. While he (speak), a few people (leave) the hall.
3. They (shoot) him while he (run).
4. I (read) a book when the lights (go) out.
5. The bus (meet) with an accident when they (go) to Colombo.
6. He (drop) the plate when he (wash) it.
7. While I (write) a letter, I (hear) a knock on the door.
8. He (fall) down while he (get) into the bus.
9. The roof (collapse) while they (have) a meeting.
10. When I (go) to the station, people (get) out of the train.
11. I (talk) to a friend when the telephone (ring).
12. The postman (come) while I (have) a bath.
13. The dog (bark) when a man (enter) the house.
14. He (sleep) while the others (work).
15. The thief (run) away when the dog (bark).
16. While they (wait) outside, the servants (arrange) the hall.
17. The girls (stand) up when the Principal (come) to their class.
18. I (do) my homework while my sister (play) the piano.
19. We (close) our doors when we (hear) the sound of a car.
20. I (ride) a bicycle when the policeman (stop) me.
21. We (see) some beautiful scenery when the train (approach) Nuwara Eliya.

22. I (talk) to my cousin when my mother (call) me.
23. While he (sleep), a thief (steal) his purse.
24. They (give) a warm welcome to the Minister when he (arrive) at the school.
25. They (play) netball while we (have) swimming practice.

Note: In a few sentences both blank spaces can be filled with the simple past while, in a few others, the past continuous has to be used in both the blanks.

Exercise 39

Turn each of the following sentences into (a) the negative (b) the interrogative.

Example: He was working.

He was not (or wasn't) working. (negative)

Was he working? (interrogative)

1. They were playing football.
2. You were sleeping.
3. They were laughing at us.
4. You were eating a sandwich.
5. They were having dinner.
6. It was raining.
7. A friend of mine was talking to me.
8. They were fighting with each other.
9. He was polishing the doors.
10. The police were searching for the thief.
11. My father was writing a letter.
12. She was sweeping the floor.
13. I was looking for my purse.
14. She was dusting the furniture.
15. I was reading a newspaper.
16. The child was crying.
17. He was staring at her.
18. The teacher was looking after the children.
19. They were dancing.
20. We were decorating the house.

Exercise 39A

Write 10 sentences describing what you did during the last week-end or vacation.

SECTION 9

Verbs (5)

THE PERFECT TENSES

The perfect Tenses are formed by the use of the verb **to have** + the past participle. The past participles of all irregular verbs are given in the list of principal parts of such verbs (in the Appendix) which the student is advised to study.

The form of the past participle of a regular verb is the same as its simple past.

Examples: love, loved, (simple past), loved (past participle)
stop, stopped (simple past), stopped (past participle).

(A) THE PRESENT PERFECT TENSE

The present perfect tense is formed with the present tense of **to have** + the past participle.

Form

Affirmative	Negative	Interrogative
I have eaten	I have not eaten	Have I eaten?
You have eaten (singular)	You have not eaten	Have you eaten?
He/she has eaten	He/she has not eaten	Has he/she eaten?
We have eaten	We have not eaten	Have we eaten?
You have eaten (plural)	You have not eaten	Have you eaten?
They have eaten	They have not eaten	Have they eaten?

Contracted negative forms: haven't and hasn't.

The present perfect tense is used

(a) to describe an activity that took place in the past and extends to the present.

Example: He has been ill for a long time.

(b) to refer to an experience for which no definite date or time need be given or for which no definite date or time is known.

Examples: Have you read this book?

She has written a number of books.

(c) with **just** to describe a recently completed action.

Example: He has just gone out.

(d) with **lately, recently, yet, already**

Examples: A lot of buildings have come up here recently.
He has lately begun to neglect his work.
She has gone already.
The train has not yet come.

(e) with a word or phrase denoting an incomplete period of time, such as: today, this week, month, year.

Examples: Have you seen him today?
We have had a lot of rain this year.

(f) with **for** and **since**, to indicate a period of time extending to the present.

Examples: We have lived here for the last ten years.
We have had no rain since last November.

Exercise 40

Fill in each blank with the present perfect tense of the verb within brackets.

Note: **for** is used with a period of time (..... days, weeks, months, years.)

since is used with a point of time (a particular time, date, day, month or year).

The words **not** and **just** are always placed between **have/has** and the past participle. The words **already, lately, recently,** and **yet** (in a negative sentence) can be also be placed between **have/has** and the past participle or at the end of a clause or sentence. The latter is usually preferred.

1. I (be) at this school for five years.
2. I not (see) him since last Monday.
3. There recently (be) an increase in crime in this country.
4. The children not (coincide) yet.
5. I not (see) him today.
6. We (play) a lot of matches this year.
7. There not (be) any rain here this year.
8. He (have) nothing to eat today.
9. The train just (arrive).
10. There (be) a lot of trouble recently.

11. I not (receive) a reply from him yet.
12. She (teach) in this school for the last ten years.
13. They (build) a big house.
14. He (buy) a new car.
15. They (dig) a well in their compound.
16. We not (get) our letters yet.
17. I (hear) about your son.
18. We (do) a lot of work this year.
19. They not (lose) a single match.
20. I just (write) a letter to your father.
21. The ship (sink).
22. I not (spend) any money yet.
23. Somebody (tear) my book.
24. He just (get) up.
25. We (win) the match.

THE PRESENT PERFECT AND THE SIMPLE PAST

Exercise 41

In each of the following pairs of sentences there are two blanks to be filled. Fill in the blanks with either the present perfect or the simple past of the verbs within brackets, using each in the right place.

Examples: I (post) the letter last week. My friend not (receive) it yet.

I posted the letter last week. My friend hasn't received it yet.

1. She (leave) for the U.K. in 1975. I not (hear) from her since.
2. I (write) to him a month ago. I not (get) a reply from him yet.
3. you (have) dinner? Yes, I (have) it an hour ago.
4. He (fall) ill last week. He not (recover) yet.
5. I (get) my salary two weeks ago. I (spend) it already.
6. He (go) to bed at ten o'clock. He not (get) up yet.

7. He (leave) for Colombo this morning. He (arrive) there already.
8. I (meet) him a few days ago. I (forget) his name.
9. I (get) his letter yesterday. I (reply) to it already.
10. I (lose) my pen. I (buy) it only yesterday.
11. I (start) reading this book last Sunday. I just (finish) it.
12. I (see) Tom two weeks ago. I not (meet) him since
13. We (start) our journey two hours ago. We (travel) fifty miles already.
14. The clock (stop). I (forget) to wind it yesterday.
15. you (do) your homework? Yes, I (finish) it an hour ago.
16. he (speak) to you? Yes, he (speak) to me yesterday.
17. you (see) his new house? Yes, I (see) it a few days ago.
18. He (go) out an hour ago. He just (return).
19. Mary (feed) the chickens? Yes, she (feed) them a few minutes ago.
20. you (meet) my brother? Yes, I (meet) him yesterday.
21. you (see) that play? Yes, I (see) it last night.
22. He (promise) to come today. He not (come) yet.
23. I (get) the bill yesterday. I not (pay) it yet.
24. He (leave) two hours ago. He not (return) still.
25. He (go) to the bus-stop at seven o'clock. He (wait) there for half an hour already.

(B) THE PRESENT PERFECT CONTINUOUS TENSE

Form

This tense is formed by the present perfect of the verb **to be** + the present participle:

Affirmative	Negative	Interrogative
I have been waiting	I have not been waiting	Have I been waiting?
You have been waiting (singular)	You have not been waiting	Have you been waiting?
He/she has been waiting	He/she has not been waiting	Has he/she been waiting?
We have been waiting	We have not been waiting	Have we been waiting?
You have been waiting (plural)	You have not been waiting	Have you been waiting?
They have been waiting	They have not been waiting	Have they been waiting?

Contracted negative forms: haven't and hasn't.

This tense is used for an action that began in the past, includes the present and may extend into the future.

Example: I have been waiting more than half an hour for the bus.

Exercise 42

Give the present perfect continuous form of the verb within brackets.

1. They (study) English for the last five years.
2. It (rain) since morning.
3. They (live) in England since 1975.
4. He (work) in the garden all day.
5. She (wait) for you for the last fifteen minutes.
6. He (sleep) for a long time.
7. She (write) regularly to me since she went to Washington.
8. He (work) since seven o'clock this morning.
9. They (walk) for nearly an hour.
10. I (search) for my purse since morning.
11. He (visit) his friends.

12. We (live) in this house for the last ten years.
13. I not (eat) meat for the last two years.
14. I not (drive) my car since the accident.
15. I not (see) him for a long time.
16. He (write) a lot of books.
17. Nobody (come) to see us since we moved to our new house.
18. You (waste) your time.
19. I (write) letters since nine o'clock.
20. He (wear) that shirt for a long time.
21. She (clean) the kitchen all morning.
22. They (repair) the furniture since last Saturday.
23. They (talk) since dinner.
24. The postman (deliver) letters since eight o'clock.
25. She not (speak) to me for the last two weeks.

Exercise 42A

Write 10 sentences describing what you have done this year up to now.

(C) THE PAST PERFECT TENSE

Form

This tense is formed with **had** and the past participle.

The form is, therefore, the same for the first, second and third persons.

Use

- (a) It describes an action completed in the past before another past action that is either mentioned or implied.

Examples: We had got everything ready before we started the journey.

When we entered the class room, the bell had rung.

When we arrived on the field, the match had started.

By ten o'clock he had answered only half the letters he had received.

He had been to several places during the last holidays.

- (b) It replaces the simple past tense and the present perfect tense in reported speech after a reporting verb in the past tense.

Examples: She told me that she had already read that book. She asked me where I had been.

Jane told her teacher that her mother had helped her with her homework.

- (c) It is used with such verbs as **hope, expect, think, intend, mean, suppose, want**, to indicate that a past hope, expectation, idea, intention or wish was not realised.

Examples: We had hoped that he would come. We were disappointed.

I had intended to call on you but couldn't find the time.

They had wanted to help but were not able to get there in time.

THE PAST PERFECT CONTINUOUS TENSE

Form

This tense is formed with **had been + the present participle**.

Use

To indicate that the activity was continuous or was going on at a particular point or period of past time, the past perfect continuous may be used.

Examples: Mr Brown asked him what he had been doing for such a long time.

When we started in the morning, the streets were wet. It had been raining during the night.

Exercise 43

Fill in each blank with the past perfect tense, simple or continuous, of the verb within brackets. The continuous form can be used in some sentences.

1. When I went to the shop, they (sell) the blue shirts. So I bought a green one.
2. I (study) French before I went to Paris.
3. I went to bed after I (brush) my teeth.
4. He told me that he already (write) to his father.
5. He (live) in England before he went to Canada.
6. I (want) to write to him but I forgot about it.
7. I asked him why he (take) my book without my permission.
8. She (hear) about it before I told her.
9. The thieves (escape) before the police arrived.

10. Your father asked me where you (go).
11. When the bell rang, we (finish) our work.
12. I just (go) to bed when the phone rang.
13. He said that he (be) in England for ten years.
14. He was tired because he (work) since dawn.
15. After you (go) I went to sleep.
16. When we arrived, the meeting (begin).
17. The sun (rise) before they started their journey.
18. We asked him what countries he (visit).
19. He just (arrive) from Delhi when we met him.
20. He wondered why you not (reply) to his letter.
21. They rescued the elephant that (fall) into a pit.
22. He returned the book. He not (read) it as he was busy.
23. We (hope) to go on a holiday but we cancelled the trip as my sister fell ill.
24. The police arrested the thief who (steal) the money.
25. She said that she (forget) to post the letter.

(D) REVISION OF THE SIMPLE PAST, PRESENT PERFECT (SIMPLE OR CONTINUOUS) AND THE PAST PERFECT (SIMPLE OR CONTINUOUS)

Exercise 44

Fill in each blank with the simple past, or present perfect (simple or continuous) or past perfect (simple or continuous), using each in its right place.

1. John (go) to school yesterday.
2. He said that he (sell) his house.
3. She (return) from India a few days ago.
4. He (wait) for you for a long time.
5. He (be) to England several times.
6. He (leave) the University before his father died.
7. We not (have) rain since last March.
8. The boys (play) since school closed.
9. The servant (clean) the garden yesterday.
10. They just (arrive) from Australia.

11. He not (go) home for a long time.
12. His father (give) him a new bicycle.
13. We (want) to play cricket but it started raining.
14. He has forgotten all that he (study).
15. They (win) the match yesterday.
16. These children (fight). Their shirts are torn.
17. They (go) to church this morning.
18. He (grow) very tall.
19. We (play) for a long time yesterday. So I was too tired to do my homework.
20. I (hear) about it last week.
21. I not (know) about it till you told me.
22. I never (see) a rhinoceros.
23. He (spend) a lot of money since he went to London.
24. There recently (be) an increase in the consumption of electricity in this country.
25. He never (see) a wild lion before he went to Kenya.

(E) THE FUTURE PERFECT TENSE

Form

This tense is formed with shall/will + the perfect infinitive.

Affirmative	Negative	Interrogative
I shall/will have gone	I shall/will not have gone	Shall/will I have gone?
You will have gone (singular)	You will not have gone	Will you have gone?
He will have gone	He will not have gone	Will he have gone?
We shall/will have gone	We shall/will not have gone	Shall/will we have gone?
You will have gone (plural)	You will not have gone	Will you have gone?
They will have gone	They will not have gone	Will they have gone?

Use

This tense is used for an action which, at a given future time, will be in the past.

Examples: The plane will have reached Cairo by tonight.

Exercise 45

Fill each blank with the future perfect tense of the verb within brackets.

1. In another two weeks' time their wedding (take) place.
2. By the end of this month we (move) to our new house.
3. By tomorrow evening they (reach) London.
4. He (take) his examination by the thirtieth of this month.
5. The dinner (start) before we go there.
6. Before you see them again they (get) married.
7. Before he retires he (complete) thirty-five years of service.
8. The patient (die) before the doctor sees him.
9. I (finish) the work before you return.
10. They (sell) all the shirts before we go to the shop.
11. When you come next time, we (buy) our new furniture.
12. By next month he (sell) his house.
13. In two years' time he (learn) to speak English.
14. In a year's time he (go) abroad.
15. She (grow) up by the time you see her again.
16. In ten years' time they (send) a manned space-craft to Mars.
17. In a few years' time they (find) a cure for cancer.
18. In fifty years' time the world's population (double).
19. By the end of this month we (complete) the syllabus.
20. By 1990 she (leave) school.

Note: The future perfect continuous may be used to stress the continuity of the action.

Examples: By the end of this year he will have been teaching here for 25 years.

By twelve o'clock he will have been walking for six hours.

SECTION 10

REVISION—ALL TENSES

Exercise 46

Fill in each blank with the right part of the verb within brackets.

1. We (go) to the pictures when we met them.
2. She (leave) for Canada tomorrow.
3. He is a clerk. He (work) in a firm.
4. We (see) an interesting film yesterday.
5. We (expect) some friends for dinner tonight.
6. I (want) to see you yesterday but you didn't turn up.
7. He (work) in a firm for the last five years.
8. The house is closed. They (go) out.
9. I (have) a bath when I heard a loud noise.
10. They were playing hockey when it (start) raining.
11. They are not here. They (come) in a few minutes.
12. The Principal is busy. He (write) a letter.
13. She (teach) at this school for the last twenty years.
14. I (leave) school next year.
15. The servant (sweep) the room daily.
16. We (come) to school before the bell rang.
17. My mother just (finish) cooking.
18. I (do) my homework before I went to bed.
19. She said that she (lose) her pen.
20. He buys and (sell) cars.
21. I (wait) half an hour for the bus. It hasn't come yet.
22. I (pay) you the money before the end of this month.
23. The child (cry). She is hungry.
24. By next year I (pass) my examination.
25. He (visit) his aunt once a month.
26. By the end of this year we (finish) our syllabus.
27. He said that he (sell) his house a year ago.
28. He (buy) a TV set next week.
29. The thief (escape) before the police arrived.
30. It (rain) for the last two hours.

Exercise 47

Fill in the blanks in the following passage with the right parts of the verbs within brackets.

We (come) to this village last Sunday. We (stay) here for six days already. The village (be) quiet and peaceful.

We (go) for walks in the morning and (see) interesting places. Yesterday we (bathe) in a river. We (meet) many people and (talk) with them. Most of the people here (be) farmers. They (grow) paddy and also (rear) cattle. They (plough) their fields now. In a few weeks they (start) sowing.

We (hear) about this village long ago. Some journalists (write) articles in the newspapers about this village and many tourists (visit) it.

We thoroughly (enjoy) our stay here. We (pack) our things now and (leave) in a few hours. By six o'clock this evening we (reach) home.

SECTION 11

PREPOSITIONS

A preposition is a short word usually placed before a noun or pronoun to show place or position or time or means.

The common ways in which the various prepositions are used are given below.

At

(a) at a time

Examples: at noon, at six o'clock

(b) at an age

Example: at the age of forty

(c) at a place

Examples: At home, at the office, at a hotel, at school, at the university, at the bus-stop.

(d) used of price or amount

Example: It was bought at a high price.

(e) used as a preposition of travel and movement

Example: arrive at a hotel/shop

On

(a) on a day/date

Examples: on Wednesday, on April 15th

(b) To indicate mode of transport:

Examples: on a bicycle, on horseback, on board a ship

(c) To indicate position:

Examples: on the ground, on the table

(d) on time

This means "exactly at the time arranged, not before or after".

Example: The meeting, which was to start at five o'clock, began on time.

(e) used with the meaning of "about" or "concerning":

Example: He gave a talk on Health and Pollution.

(f) for the purpose of:

Example: She spends a lot of money on clothes.

By

(a) by a time/date/period (not later than)

Examples: be at the station by five o'clock, finish the work by Wednesday

(b) To indicate method of transport:

Examples: travel by car/bus/train/plane, by sea/air

(c) used with passive verbs, followed by the agent:

Examples: cheered by the crowd, helped by his aunt

(d) meaning "near" or "by the side of":

Example: He stood by me.

In

- (a) In a country, a town, a street, a room. (to indicate place where)

Note the difference between **in** and **at**.

In is used with a place or area which is enclosed or has boundaries.

In a building means **inside** and **not outside**.

At a building could mean **inside** or **very near** it.

- (b) in time (not late)

Example: We arrived in time for dinner.

Note the difference between **in time** and **on time**.

- (c) with expressions of time meaning "within".

Examples: in a few minutes, in six months

- (d) to describe a state or condition

Example: He is in good health.

From

- (a) used in expressions of time with **to/till**

Example: from five o'clock to/till eight o'clock

- (b) used in expressions of travel and movement, with **to**

Example: He flew from London to Paris.

- (c) to indicate source or separation:

Examples: He took water from the well.

I got the money from him.

Since

Used for time, meaning "from a certain time till the time of speaking or writing".

Example: He has been ill since last Sunday.

For

- (a) used with a period of time

Examples: for five years, for six months, for two hours, for the Christmas holidays.

- (b) for a purpose

Example: He went for a walk.

- (c) in exchange for

Example: It was sold for Rs. 1,000.

- (d) in defence of or to help

Examples: We must fight for our rights.

I bought these books for my daughter.

- (e) to describe extent or duration

Examples: I walked for two miles.

The war will last for many years.

During

Used with periods of time

Examples: During Christmas, during 1975, during the holidays.

To

- (a) Used with **from**, meaning "as far as"

Examples: From May to October.
He travelled from Madras to Delhi.

- (b) Used with people and places

Examples: Send letters to friends, to France

- (c) used with the meaning "in the direction of"

Examples: He went to the station.
She ran to the gate.

Till/Until

Used of time and place, meaning "up to"

Examples: She worked till dark.
He worked till midnight.
Wait till Monday.

After

Used with a noun, pronoun or gerund

Examples: After dinner, after you, after going home

Before

Used in the same way as **after**

Examples: Before lunch, before her, before paying him the money

Into

Used to express travel or movement or entrance

Examples: The mouse crept into a hole.

We can't get into our house. It is surrounded by water.

It is difficult to get into a good school.

They climbed into the jeep.

Pour the milk into the jug.

Thieves have broken into their house.

Off

The meaning is "away from".

Examples: He got off the bus.

He fell off the ladder.

Above and Over

The meaning is "in a higher position". "Over" also expresses movement from one side to the other.

Examples: Their flat is above ours.

The plane flew above their house.

The boys are jumping over the fence.

Hold the umbrella over your head.

Out Of

Used with the meaning "away from", "from within" or "among"

Examples: We must get out of this house.

He is taking his pen out of his pocket

She is the best out of the girls.

Under and Below

The meaning is "in a lower position than" or "less than". Under also means "covered" or "hidden by"

Examples: He is working under the Manager.

She is under the age of eighteen.

I hid the key under the pillow.

Their flat is below ours.

He is below the rank of a Superintendent or Police.

Beside, Behind, In front of, Opposite, Between

These prepositions describe positions. Their use can be illustrated with the help of this diagram.

The teacher

Row 1. . Mary . Jane . Daisy

Row 2. . Tom . Henry . John

Mary is beside Jane.

Tom is behind Mary.

Jane is in front of Henry.

The teacher is standing opposite Jane.

Jane is between Mary and Daisy.

Among and Between

Among (or amongst) describes position when there are more than two.

Between describes position when there are only two.

Examples: There was a quarrel among the prisoners.

There was a discussion between the Manager and his assistant.

Besides

This means "in addition to".

Examples: Besides helping in the kitchen she also sweeps the house.

(Note the difference between **beside** and **besides**)

With

Used with the meaning "in the company of" or "by means" of

Examples: He came with some of his friends.

She cut the thread with a pair of scissors.

Of

Meaning : "concerning" or "about" or "made from" or "containing" or "born from" or "separated from".

Examples: He told us of his travels.

Of

It is made of brick.

The labourer was carrying a bag of rice.

He is a man of high birth.

The doctors cured him of cancer.

Across

Meaning: "to the other side of"

Example: They swam across the river.

Along

Meaning: "through a part of" or "the whole length of"

Example: We drove along High Street.

Through

Meanings: "from end to end", "by means of"

Examples: The train ran through the tunnel.

He lost his money through carelessness.

He succeeded in his efforts through perseverance.

Beyond

Meaning: "to the further side of" or "outside the range of"

Examples: The church is beyond the bridge.

The car is beyond repair.

Near

Near is used as an adjective, adverb and also as a preposition.

Example: Our house is near a park.

Up and Down

Up: "from a lower to a higher position"

Down: "from a higher to a lower position"

Examples: He went up a ladder to repair the roof.

He came down the ladder after repairing the roof.

Against

Meaning: "opposite", or "in contact with"

Examples: They are playing against us tomorrow.

Lean the ladder against the wall.

Note: The prepositions, listed in this Section, have special uses with certain verbs. They are given in Section 34 in Part II.

Exercise 48

Fill in each blank with one of the following prepositions:

AT, ON, BY, IN, FROM, SINCE, FOR, TO

1. You must finish this work tomorrow.
2. There is a crowd the park.
3. He has not been to school last Friday.
4. We walked the church the school.
5. The nine o'clock train left time.
6. He will be back ten minutes.
7. The meeting will start five o'clock.
8. I shall meet him Wednesday.
9. She goes to school car.
10. I got the book her.
11. He bought a pen his son.
12. We are going to stay a hotel.
13. He goes to his office a bicycle.
14. He became the Manager of a firm the age of forty-five.
15. They were London last year.
16. There was a cat the roof.
17. We go for walks the evenings.
18. She was in Paris six months.
19. The meeting had not started when we arrived. We were time.
20. He was drawing water a well.

Exercise 49

Fill in each blank with one of the following prepositions:

DURING, TILL/UNTIL, AFTER, BEFORE, INTO, OFF

1. I waited 9 a.m. but he did not turn up.
2. Schools usually have their vacation April.
3. The old man fell the bus.
4. He usually brushes his teeth dinner.
5. A thief was trying to put his hand my pocket.
6. I read the newspapers going to school.
7. The dying man was conscious the end.
8. I shall be going to India the next holidays.
9. They practised hard the match.
10. the match the chief guest congratulated the winning team.

11. He put all the apples a box.
12. He took the cover the dish.
13. He won many commendations his career as a police officer.
14. A small child fell a well yesterday.
15. We have to finish the syllabus the end of this year.
16. I saw Mrs Smith going the house.
17. He received a big pension his retirement.
18. He was supporting his wife his death.
19. I had to buy some things going home.
20. You must wait evening if you want to see him.

Exercise 50

Fill in each blank with one of the following prepositions:

ABOVE, OVER, OUT OF, UNDER, BELOW,
BESIDE, BEHIND

1. It is a mile from here.
2. I heard the news the radio.
3. Her husband was her when she lay dying.
4. Some countries are others in development.
5. He threw his coat the chair.
6. She is twenty-one. She can't apply for the post.
7. The sun appeared the hill.
8. He was running very fast. The others were several yards him.
9. Ten the forty girls in the class got distinctions in English.
10. I have to respect him as he is me at my office.
11. I saw him coming the room.
12. We stood a tree when it rained.
13. He was hiding the wall.
14. Flags were flying the buildings.
15. The water was not deep. It was my knees.
16. The water rose the normal level.
17. His work looks poor yours.
18. We shouldn't hit the belt.
19. There were many clerks working him at the office.
20. He took the apples the box.

Exercise 51

Fill in each blank with one of the following prepositions:

IN FRONT OF, OPPOSITE, BETWEEN, AMONG,
BESIDES, WITH, OF, ABOUT

1. He lives in the house ours.
2. That window is made glass.
3. The village is the river and the hills.
4. They quarrelled themselves.
5. The lecturer stood the audience.
6. He has no income his pension.
7. He hit the nail a hammer.
8. The estate was divided his three sons.
9. They fought one another.
10. Our school is the Church and the Post Office.
11. There was a dispute the two of them.
12. They sat each other at the table.
13. She is a lady high birth.
14. his parents he had to support an unmarried sister.
15. He was paid a sum ten thousand rupees.
16. He visited us his wife.
17. The leader walked the procession.
18. War broke out the two countries.
19. He spoke his experiences during the war.
20. There were some innocent people those arrested by the police.

Exercise 52

Fill in each blank with one of the following prepositions:

ACROSS, ALONG, THROUGH, BEYOND, NEAR,
UP, DOWN, AGAINST

1. He was leaning the door.
2. The bullet went his chest.
3. His victory was my expectation.
4. Our house is the sea.
5. The thieves entered the house a window.
6. They were walking the beach.
7. I saw him going the stairs from the ground floor.

8. The boy was coming a tree after plucking some apples.
9. He was knocked down by a bus while he was walking the street.
10. They fought each other.
11. He lives his income.
12. Don't go the lion's cage.
13. I saw him half-way the hill.
14. They dug a tunnel the hill.
15. The acrobat walked a thin rope.
16. They lost the match over-confidence.
17. The water flowed the hill.
18. They let a rope the well to rescue the boy.
19. The cat was climbing a tree to catch a squirrel.
20. He was peeping the window.

SECTION 12

DETERMINERS

These are classified as definite and indefinite articles, demonstrative adjectives, adjectives of indefinite number and quantity. Many of them are also used as pronouns. A full list of them is given below:

a/an, the, some, someone, somebody, something, any, anyone, anybody, anything, no, no one, none, nobody, nothing, much, many, little, a little, few, a few, both, all, several, each, every, everything, everyone, everybody, this, that, these, those, either, neither, one, another, other, others, a lot of,

Some, Any

Some and **Any** mean "a certain quantity" and are used before plural as well as uncountable nouns.

- (a) **Some** is used in affirmative sentences. **Any** is used in negative sentences.

Examples: I have got some money.
I haven't got any money.
There are some apples in the box.
There aren't any apples in the box.

- (b) **Any** is also used after **hardly** and **scarcely**.

Examples: I have hardly any money.
There is scarcely any food here.
There are hardly any eggs in the basket.

- (c) **Any** is used in questions.

Examples: Have you any money?
Did you see any girls there?
But **some** is used when the answer expected is "yes".
Examples: I heard a noise. Are there some boys at the gate?
Won't you have some more rice?

- (d) **Any** is used after **if** and in expressions of doubt.

Examples: If I get any information, I shall let you know.
I doubt if anyone will help us.

- (e) **Any/Anything/Anyone** is used with the meaning "nearly everything" or "nearly everyone".

Examples: These are available in any shop.
Anyone will show you the way to the station.
You can buy anything at that shop.

Many, Much

Many is used before plural countable nouns, **much** before uncountable nouns.

Many and **Much** are not often used as objects of verbs in affirmative sentences. ("A lot of" is used instead). They are mainly used in the negative and interrogative.

Examples: I didn't see many cars on the road today.
I haven't much money.
Did you see many people there?
Did he suffer much pain?

In formal English, **many** can be used in affirmative sentences.

Example: We spoke to many people when we visited the village.

Each, Every, All

Each and **Every** mean **All**.

Each, **Every** imply a number of persons/things considered individually. **All** implies a number of persons/things considered as a group.

Each is used of small numbers. **Every** is normally not used of very small numbers.

Examples: We saw two men at the station. Each was carrying a suitcase.

He gave each boy an apple.

The shop was burnt to the ground. Every article in the shop was destroyed.

Every passenger in the bus was searched.

Everyone clapped when the actor appeared on the stage.

Note: **everyone, everybody** mean "all the people".
everything means "all things".

Either, Neither

Either means any one of two persons or things.

Examples: I like to buy either of these shirts.
Either of them will be suitable.

Neither means **not either**.

Neither + affirmative verb has the meaning of **either negative verb**.

Examples: I like neither.
I don't like either.

One

a/an cannot be used as pronouns. **One** is used instead.

Example: Did you buy a shirt yesterday? Yes, I bought one.

When there is an idea of comparison or selection, **one** is used after **this/that/these/those**.

Examples: I like this one better.
I prefer that one to this.

One is used before **day, week, month** etc. to denote a particular time when something happened.

One day there was a fight between the two men.

One night there was a severe storm.

One is also used in contrast with "the other/s".

Examples: One man agreed to help us. The others refused.
One is an Italian. The other is a German.

Both

Both means "the two".

Examples: He has two sons. Both of them are married.
I like both the shirts.

a little/a few and little/few

a little/little are used before uncountable nouns.

Example: He ate a little rice.

little means "not much".

Example: There is little chance of their escaping.

a few/few are used before countable nouns.

Example: I saw a few people at the shop.

Few means "not many".

Examples: Few people can afford to buy such expensive cars.

No, None, No one, Nobody, Nothing

No (adjective) and **None** (pronoun) can be used with affirmative verbs to express a negative.

A negative verb + **any** expresses the same idea and is more often used than an affirmative verb + **no/none**.

Examples: There are no chairs in that room. (There aren't any chairs in that room).

He has no children. (He hasn't any children).

I wanted to buy some electric bulbs but there were none. (there weren't any).

The compounds **no one, nobody, nothing** are used in the same way as **no, none**.

Exercise 53

Fill in each blank with one of the following:

some, somebody/someone, something, any, anybody/anyone, anything, no, no one/nobody, none, nothing, each, every, everybody/everyone, everything.

1. My uncle gave me money yesterday.
2. It is raining very hard. There are hardly boys at school today.
3. I saw of the new books at the library yesterday.

4. I didn't see of your friends at the party last night.
5. We couldn't buy fish yesterday.
6. Would you like to have more sugar in your tea?
7. has come to see you.
8. Is there I can do for you?
9. students are talking at the back of the class.
10. I didn't give him money.
11. can do the puzzle. It is very easy.
12. I saw tourists at that hotel.
13. Were there Japanese among the tourists?
14. I heard a noise. Is there in that room?
15. He has money. We must help him.
16. I didn't see at the gate.
17. There is we can do for him. He has ruined himself.
18. He is very lonely. comes to see him.
19. When they announced the good news, was happy.
20. It is a secret. knows what happened.
21. They felt sorry and gave him to eat.
22. The poor children have to eat.
23. of the girls study French.
24. Hardly knows Greek.
25. He is idling. There is for him to do.
26. He gave of the boys a gift.
27. His business failed and he lost he had.
28. laughed when the fat man slipped and fell.
29. There are two boys on the playground. of them is wearing a cap.
30. must have his identity card.

Exercise 54

Fill in each blank with one of the following words.

much, many, either, neither, both, all, one, ones, little, a little, few, a few, several, a lot of, other, others.

1. the teams played well.
2. day, he fell seriously ill.
3. He didn't make mistakes.
4. There are thirty five boys in the class. are present today.
5. "Which do you like?" "I like the blue "

6. I saw two men. were wearing raincoats.
7. There were about fifty boys near the gate. of them were clapping and shouting.
8. They didn't make noise.
9. I don't like the blue handkerchiefs. I prefer the pink
10. I like of the two boys. They are very mischievous.
11. Large bananas are sometimes tasteless. The small are better.
12. There has been rain this year.
13. I bought only eggs yesterday.
14. There are people at the park. Have they come for a meeting?
15. He ate rice today. He was not well yesterday.
16. He has two sons. One is short. The is tall.
17. Jane and Mary are sisters. are good in music.
18. He hasn't money.
19. I didn't see boys at school today.
20. Some of the girls were playing netball. The were watching them.
21. He has two houses. He can live in of them.
22. people study Greek nowadays.
23. I would like of these carpets.
24. were happy when they heard the good news.
25. He has two children. are girls.
26. I saw two tourists. I couldn't speak to them as of them knew English.
27. He is an Italian. He can speak English.
28. I bought apples yesterday. They were cheap.
29. I like of these pens. They are unsatisfactory.
30. It was a difficult sum. Only students were able to do it.

The definite article, THE,—its use and omission in sentences

The is used

1. before nouns of which there is only one or which is considered as one.

Examples: The earth, the sky, the sun, the moon.

The President, the Prime Minister.

2. before a noun which has already been mentioned and becomes definite.

Example: A bus knocked down an old man yesterday.
The old man was crossing the road.

3. before a noun which represents a particular person or thing.

Examples: They were seated in the drawing room.
The children were playing in the garden.
We must send for the doctor.

4. before superlatives and **first**, **second** etc.

Examples: The cleverest, the first, the second etc.

5. with a noun to represent a class of animals or things or a small group of people.

Examples: The tiger is a fierce animal.
The new proposals will benefit the tax-payer.
The radio is one of the most useful inventions.

6. with an adjective to represent a class of persons:

Examples: The rich, the poor, the lame etc.

7. before names of seas, rivers, groups of islands, ranges of mountains and plural names of countries.

Examples: The Atlantic, The Ganges, The Maldives, The Himalayas,
The U.S.A., The U.S.S.R.

8. before musical instruments.

Examples: She plays the piano well.
He is learning to play the organ.

The is not used

1. with **man** to represent the human race.

Example: Man is a political animal.

2. with North, South etc + a noun.

Examples: North America, South Africa.

But the is used when **North**, **South** etc. are followed by **of** or used alone as nouns.

Examples: The South of France.

There are more farmers in the South than in the North.

3. with names of people or countries:

Examples: Ronald Reagan, Indira Gandhi, America, India
But the is used with the plural of a name to refer to a family.
Examples: Do you know the Smiths?

4. before an abstract noun (expressing a quality or state)

Examples: He showed great courage.
Honesty is the best policy.

But the is used to refer to a particular instance of a quality or state.

Examples: The courage that he showed was remarkable.
I admired the honesty of the bus conductor.

5. before words referring to meals or games.

Examples: We have dinner at eight o'clock.
He invited me to lunch yesterday.
He plays cricket.

6. before Nature and God.

Examples: Nature is the best physician.
God created the world.

7. before **home**, **church**, **school**, **hospital**, **prison** etc. when the reference is to the inmates of such places or those whose normal activities are closely associated with them:

Examples: She is at home.
They go to church on Sundays.
The children are going to school now.
The injured man is in hospital.
He was sent to prison for committing a robbery.

But the is used when the reference is to an outsider going to such places, or making a statement about them.

Examples: We went to the girl's home yesterday.
This was the home of my aunt before she went abroad.
The Minister visited the hospital yesterday.
They are repairing the church.
She went to the school to see her daughter.

'The indefinite article, A or An,—its use and omission in sentences.

The form of the indefinite article depends on the initial sound of the following word. It is the pronunciation, not the spelling, of the following word that determines its form.

A is used before a word beginning with a consonant, or a vowel sounded like a consonant. An example of a vowel sounded like a consonant is **u** which has the added sound of the consonant **y** in certain words. (The phonetic symbol for this sound is **j**).

Examples: a university, a used car, a European.

An is used before a word beginning with a vowel or a word beginning with a silent **h**.

Examples: an hour, an honest man, an heir.

Note: **an** can also be used before an abbreviation beginning with a vowel sound, as in "M.P.".

The following are the ways in which **a** or **an** is used.

(1) before a single countable noun when it is mentioned for the first time and does not refer to a particular person or thing.

Examples: I bought an umbrella yesterday.
He is writing a letter.

(2) before a singular countable noun which is an example of the class to which it belongs.

Examples: A book must be used with care.
A wild elephant can be tamed.
An old man can't work very hard.

(3) with **few** and **little** *

Examples: I bought a few eggs.
He ate a little rice.

(4) to refer to a person's profession.

Examples: He is a lawyer.
She is a doctor.
He is an engineer.

(5) before the name of a person who is not known.

Example: A Mr Perera wanted to speak to you.

* **Few** and **Little**, without, **a**, have different meanings. This is explained on page 62.

The indefinite article is not used before

(1) uncountable nouns.

Examples: advice, news, scenery

These can be preceded by **some/any, a little, a lot of or a piece of**.

Examples: Have you heard any news?

I gave him a piece of advice.

I saw some beautiful scenery.

(2) abstract nouns.

Examples: bravery, cleanliness, sincerity.

Exercise 54A

Fill in the blanks with **a**, **an** or **the** where necessary.

1. earth revolves round sun.
2. Nile is longest river in world.
3. cobra is venomous snake.
4. U.S.A. is powerful nation.
5. He plays violin well.
6. He plays tennis well.
7. I listened to interesting lecture yesterday.
..... lecture was delivered by American professor.
8. China has largest population in world.
9. Himalayas are in North India.
10. Benazir Bhutto was Prime Minister of Pakistan.
11. We have to look after sick.
12. rose is beautiful flower.
13. President of Maldives visited Sri Lanka recently.
14. He lives in village in south of Spain.
15. Delhi is capital of India.
16. fresh air is essential for health.
17. I was admiring beauty of scenery.

18. We had dinner at Grand Oriental Hotel yesterday.
19. discovery of printing press is landmark in history of world.
20. They go regularly to church.
21. men fear death.
22. man has discovered many of nature's secrets.
23. They eat rice and curry.
24. We do not know how life came into world.
25. We must have faith in God.
26. I waited for hour to see him.
27. I ate ice-cream after lunch.
28. He is going to build house.
29. She is heiress.
30. He is a lecturer at university

SECTION 13

Reflexive and Emphasizing Pronouns

These are: myself (first person singular)
 yourself (second person singular)
 himself, herself, itself (third person singular)
 ourselves (first person plural)
 yourselves (second person plural)
 themselves (third person plural)

The indefinite reflexive/emphasizing pronoun is **oneself**.

Reflexive

Examples: I cut myself while shaving.
 You must examine yourself.
 She made herself unpopular.
 We must protect ourselves.
 You must look after yourselves.
 They have to blame themselves.
 One must look after oneself.

Emphasizing

Examples: I myself posted the letter.
 You must do the work yourself.
 The Manager himself supervised the work.
 We ourselves cleaned the garden.
 You yourselves should see about it.
 They themselves repaired the building.
 One must do it oneself.

Exercise 55

Fill in each blank with the right reflexive or emphasizing pronoun.

1. We shall go there
2. He has hurt
3. They are responsible for the accident.
4. Make at home.
5. She baked the cake
6. We saw in the photograph.
7. Can't you do it ?
8. I saw in the mirror.
9. He was not able to protect
10. Help
11. The people wanted him to be the President.
12. We must dig the well
13. They ruined
14. The Queen will give away the awards.
15. He is going there
16. We must satisfy
17. She was speaking to
18. I saw the accident
19. The Prime Minister welcomed us.
20. The land , without the house, is worth a lakh.

SECTION 14

AUXILIARY VERBS (1)

Be, Have and Do as (1) Auxiliaries (2) Ordinary verbs
(A) Be

Form

The principal parts are:

Present Infinitive: **be**; Simple Past Tense: **was/were**; Past Participle: **been**.

Present Tense

Affirmative

I am (I'm)

You are (You're)—

Singular He/She/It is (He's,

She's, It's)

You are (You're)—

Plural We are (We're)

They are (They're)

The negative interrogative forms are: Am I not? Are you not (Aren't you?) Is he/she/it not (Isn't he/she it?) Are we not? (Aren't we?), Are they not? (Aren't they?).

Past Tense

Affirmative

I was

You were—Singular

He/She/It was

We were

You were—Plural

They were

The negative interrogative forms are: Was I not? (Wasn't I?), Were you not? (Weren't you?), Was he/she/it not? (Wasn't he/she/it?), Were they not (Weren't they?).

Future

Affirmative

I shall/will be

We shall/will be

You/He/She/It/They
will be

Negative Interrogative Forms: Shall/Will not I/you/he/she/it/they
be?
(Shan't/Won't I/you/he/she/it/they
be?)

Negative

I am (I'm) not

You are not (You aren't) Are you?

He/She/It is not (isn't) Is he/she/it?

You are not (aren't) Are you?

We are not (aren't) Are we?

They are not (aren't) Are they?

Interrogative

Am I?

Are you?

Are we?

Are they?

Present Perfect

Affirmative

I have been

He/She/It has been

You/We/They/have

Negative

I have not (haven't)

been

He/She/It has not

(hasn't) been

You/We/They have not

(haven't) been

Interrogative

Have I been?

Has he/she/it

been?

Have you/we/

they been?

The negative interrogative forms are: Have I not been? (Haven't I been?), Has he/she/it not been? (Hasn't he/she/it been?) etc.

Past Perfect

had been for all persons. The negative and the interrogative are formed in the same way as for the Present Perfect.

The Present Continuous and the Past Continuous of **be** are used as auxiliaries to form the present passive continuous and the past passive continuous.

Examples of the use of "Be" as an Auxiliary Verb

Active

Present: I am working, He is working, They are working.

Past: I was working, He was working, You were working, They were working.

Future

Continuous: I shall/will be working, They will be working.

Present Perfect: I have been working, He has been working, You have been working.

Past Perfect: I had been working, They had been working.

Passive

Present Simple: I am helped, He is helped.

Present Continuous: I am being helped, He is being helped.

Past Simple: I was helped, You were helped, They were helped.

Past Continuous: I was being helped, You were being helped, They were being helped.

Present Perfect: I have been helped, He has been helped, They have been helped.

Past Perfect: I had been helped, They had been helped.

Future: I shall/will be helped, You will be helped, They will be helped.

Examples of the use of "Be" as an Ordinary Verb

Present: I am a teacher, He is a pupil.

Past: I was a teacher, She was a pupil.

Future: I shall/will be a teacher, He will be a doctor.

Present Perfect: I have been a teacher, He has been a doctor.

Past Perfect: I had been a teacher, She had been a doctor.

have/had been is also used with the meaning "have/had visited."

Example: She has been to Rome.

Exercise 56

Fill in each blank with the right part of **be** as an ordinary verb.

1. I am not a teacher. I a clerk.
2. Mr and Mrs Brown good friends of ours.
3. He a pupil of mine a few years ago.
4. He a doctor soon.
5. She a teacher for the last ten years.
6. She at several schools before she came to our school.
7. He to America before he went to England.
8. There some improvement at our school recently.
9. She a graduate next year.
10. Where you all this time?

Am to, Is to, Are to, Was to, Were to

These are used to express an arrangement, plan or an order.

Examples: At what time am I to come?

You are to wait here till we return.

No one is to go out without my permission.

She is to be married next month.

He was to leave for Paris yesterday.

She was to have started working yesterday.

They are just about to board the plane.

Exercise 57

Fill in each blank with **am to, is to, are to, was to or were to,**

1. We meet at six o'clock this evening.
2. How I do this?
3. The Prime Minister make a statement in Parliament tomorrow.
4. The expedition start next week.
5. He leave for England next month.

6. You not smoke.
7. You not make a noise.
8. He assume duties tomorrow.
9. You help him in his work.
10. We go there last week.
11. Where I go now?
12. We meet yesterday.
13. He be our new class teacher.
14. The President speak on TV tonight.
15. How I know your plan?

(B) Have

Form

Principal parts: Present Infinitive: **have**, Simple Past Tense: **had**, Past Participle: **had**.

Present Tense

Affirmative	Negative	Interrogative
I have (I've)	I have not (haven't)	Have I?
You have (You've) —	Sing. You have not (haven't)	Have you?
He/She/It has (He's/She's/It's)	He/She/It has not (hasn't)	Has he/she/it?
We have (We've)	We have not (haven't)	Have we?
They have (they've)	They have not (haven't)	Have they?
You have (You've) —	You have not (haven't)	Have you?
	Plural	

The negative interrogative forms are: have I not? (haven't I?), have you not? (haven't you?), has he not? (hasn't he?), etc.

Past Tense

Affirmative	Negative	Interrogative
I had (I'd)	I had not (hadn't)	Had I?
You had (You'd) —	Singular You had not (hadn't)	Had you?
He/She/It had (He'd/She'd)	He/She/It had not (hadn't)	Had/She/It he?
We had (We'd)	We had not, (hadn't)	Had we?
You had (You'd) —	Plural You had not (hadn't)	Had you?
They had (They'd)	They had not (hadn't)	Had they?

The negative interrogative forms are: Had I not? (Hadn't I?)
Had you not? (Hadn't you?) etc. **Other tenses of "have"**
as an ordinary verb are:

Present Continuous: I am having, he is having etc.

Future: I shall/will have, you will have, etc.

Past Continuous: I was having, He was having etc.

Present Perfect: I have had, She has had, etc.

Past Perfect: I had had, We had had, etc. (Note: In "I had had", the first "had" is auxiliary and the second "had" is the past participle of "have" as an ordinary verb.)

Future Perfect: I shall/will have had, You will have had, etc.

"Have" as an Auxiliary

(1) **Have** is used with the past participle to form:

The Present Perfect: I have gone, He has gone, etc.

The Past Perfect: I had gone, we had gone, etc.

The Future Perfect: I shall/will have gone, They will have gone, etc.

(2) It is used with **to**, to express obligation.

Examples: I have to go, He has to go.

(3) **Have** + Object + Past Participle is used to express the idea in sentences such as "I got the help of someone to clean my car" or "I got someone to post the letter". These sentences, when rewritten with "have" + object + past participle, will be:

I had my car cleaned.

I had the letter posted.

Note: "get" can be used instead of "have".

Example: We got the room washed.

"Have" as an Ordinary Verb

(1) **Have** means "own" or "possess".

Examples: He has a beautiful house.

They have a car.

(2) **Have** is used with the following meanings:

(a) "take" a meal, drink, bath, etc.

(b) "give" a party, dinner, etc.

(c) "meet" difficulties, trouble, etc.

(d) "experience" joy, pleasure, etc.

Examples: We had dinner with some friends last night.

They had a party to celebrate the twenty-fifth anniversary of their wedding.

I had trouble in starting the car.

I have pleasure in meeting all of you.

Exercise 58

Fill in each blank with the right part of "have".

1. She gone.
2. We breakfast at seven o'clock.
3. They often trouble with their neighbours.
4. We a good time at the party last night.
5. My mother to go to the market now.
6. I hope you a good journey.
7. He a bath now.
8. We a good holiday last month.
9. We ten English lessons a week.
10. I a haircut yesterday.

Exercise 59

Rewrite the following sentences, using **have/had** + the past participle instead of the words in bold type.

Examples: We must get **someone to repair** our radio.

We must **have** our radio **repaired**.

1. I **asked someone to paint** my gate.
2. We **asked someone to whitewash** the walls.
3. You must **ask someone to sharpen** the knives.
4. He **asked the tailor to alter** his trousers.
5. You must **ask the barber to cut** your hair.
6. We **asked the labourers to arrange** the hall.
7. We **asked the gardener to cut** the grass.
8. We must **get someone to water** the plants.
9. The Minister **asked someone to repair** the bridge.
10. I **asked someone to bring** the things.

(C) Do

Form

Principal Parts: Present Infinitive: **do**, Simple Past Tense: **did**
Past Participle: **done**.

Present Tense

Affirmative	Negative	Interrogative
I do	I do not (don't)	Do I?
You do (singular)	You do not (don't)	Do you?
He/She/It does	He/She/It does not (doesn't)	Does he/she/it?
We do	We do not (don't)	Do we?
You do (plural)	You do not (don't)	Do you?
They do	They do not (don't)	Do they?

The negative interrogative forms are: Do I not? (Don't I?), Does he not? (Doesn't he?) etc.

Past Tense: did for all persons

Negative: did not (didn't)
Interrogative: did I? etc.
Negative Interrogative: did I not (didn't I?) etc.

The other tenses of do as an ordinary verb follow the usual rules.

Examples:

Future: I shall/will do, He will do, etc.

Present Continuous: I am doing, He/She/It is doing, etc.

Past Continuous: I was doing, You were doing, etc.

Present Perfect: I have done, He/She/It has done, etc.

Past Perfect: I had done, They had done, etc.

Future Perfect: I shall/will have done, you will have done, etc.

"Do" as an Auxiliary

- (1) **Do** as an auxiliary verb is used to form the negative and interrogative of the present simple and simple past of ordinary verbs.

Examples:

Negative: I do not (don't) work.

He does not (doesn't) work.

She did not (didn't) work.

- (2) **Interrogative:** Do you work?

Does he work?

Did she work?

- (3) It is used to lay emphasis.

Examples: "You didn't see him". "But I did see him".

- (4) It is used to avoid repetition of a previous ordinary verb.

Examples: "He works hard". "Yes, he does". or "No, he doesn't".

"He played well". "Yes, he did". or "No, he didn't".

- (5) It is used in short answers.

Examples: "Do you eat meat"? "Yes, I do". or "No, I don't".

- (6) It is used in additions.

Examples: She likes music and so do I.
He eats at the office but I don't.

- (7) It is used to make a request or an invitation more emphatic.

Examples: "Do come with us".
"Do have some tea".

Examples of the use of "Do" as an ordinary verb

What are you doing now?

What do you do in the evenings?

He doesn't do any work.

Exercise 60

Fill in each blank with the right part of **do**, including "not" where necessary.

1. He is any work.
2. How you so much work yesterday?
3. " you meet her yesterday?" "Yes, I "
4. " you get any money?" "No, I ".
5. " have dinner with us".
6. She a lot of work yesterday.
7. What are they at school now?
8. He works hard and so I.
9. " you smoke ?". "No, I ".

10. "..... have some more cake".
11. "She sang well". "Yes, she".
12. He a lot of work.
13. At what time he come yesterday?
14. What he want now?
15. He has well at the examination.

SECTION 15

AUXILIARY VERBS—2

Can, Could, Was/Were able to, May, Might

These auxiliary verbs express permission, possibility or ability.

- Can** expresses (1) permission. *Example:* You can go now.
 (2) possibility. *Example:* You can walk that distance in half an hour.
 (3) ability. *Example:* I can swim.

- May** expresses (1) permission. *Example:* You may sit here.
 (2) possibility. *Example:* It may rain today.

- (1) **Could** is used with a present meaning (i) when there is an idea of condition.

Examples: You could park your car here. (if you wish)
 I could lend you this book. (if you want it)
 (ii) to introduce a request.

Examples: Could you show me the way?
 Could you lend me your umbrella?

- (2) **Could** is used to express past ability.

Example: I could do this earlier. Now, I can't.

Was/Were able to is used instead of **could** to show that something was done with difficulty.

- Examples:* The mountain was very high but we were able to climb it.
 We started late. Yet, we were able to reach the station in time.

Might (i) expresses possibility that is less likely than **may**.

Example: Their team is not very strong, but they might win.

(ii) is used after verbs in the past tense.

Example: He said we might use his car.

May/Might + perfect infinitive is used to express past possibility which may be a guess or speculation.

Example: My money is missing. A thief might have taken it.

Could + perfect infinitive is used to express past possibility.

Example: They could have won the match, but they didn't play well.

Exercise 61

Fill in each blank with **can, could, could have** or **was/were able to**.

1. you show me the way to the post office?
2. She cook well.
3. My work is over. I go home now.
4. I drive a car earlier. Now, I can't after the accident.
5. The sea is not rough today. You go for a swim.
6. I lend you some money.
7. I helped you but you didn't ask me.
8. When he was young he run very fast.
9. He was sick but he do some work.
10. He was good in mathematics at school. He do any sum.
11. He passed the examination but he didn't study hard.
12. He was very strong when he was young. He bend even an iron bar.
13. He was weak but he run.
14. She play tennis well a few years ago.
15. We speak French when we were in France.
16. I give you a lift in my car.
17. I not speak Tamil earlier. Now, I can.
18. It was dark but we see the house.
19. She dance well before she married.
20. you please help me?

Exercise 62

Fill in each blank with **may, might or may/might have**.

1. Be careful. You meet with an accident.
2. Don't eat too much. You get fat.
3. The sky is cloudy, but it not rain.
4. He is not doing well now, but he improve.
5. He is a clever student. He do well at the examination.
6. They find a cure for cancer soon.
7. Don't get wet. You fall ill.
8. Walk fast. You miss the train.
9. You go as soon as you finish your work.
10. He asked if he see her.
11. He said he get late.
12. I didn't see him. He gone home.
13. I come in?
14. You leave your bicycle here.
15. He didn't get my letter. It gone astray.

Exercise 63

Fill in each blank with one of the following:

Can, cannot (can't), could, could not (couldn't), was able to, were able to, was not able to, were not able to (wasn't able to, weren't able to), may, may not (mayn't), might, might not (mighn't), could have, could not have, (couldn't have), may/might have, may not/might not have (mayn't have, mighn't have).

Could have, may/might have should be followed by the past participle of the verb with which it is used.

Examples: could have gone, may have seen, might have died.

1. I tried hard to open the door but I
2. The baby (walk) now.
3. You (buy) an aerogramme at the post office yesterday.
4. He (climb) trees when he was young.
5. She was ill but she (finish) the work.
6. The man is missing. He (escape).
7. Such a big child (fall) into this narrow hole.
8. This garage is not meant for visitors. You park your car here.

9. We tried hard but we finish the work yesterday.
10. I saw Mr Brown at the restaurant this morning. He (see) us.
11. The thief (enter) the house through the window last night.
12. Mr Jones didn't smile at us. He (see) us.
13. I (use) your pen, please?
14. I didn't get his letter. He (forget) to post it.
15. It is an old building. It (collapse) any moment.
16. We were delayed on the way, but we (reach) home in time.
17. He is not an intelligent student. He (do) this sum by himself.
18. We searched everywhere but we (find) him.
19. The teacher worked very hard and (finish) the syllabus before the end of the year.
20. The door was locked. He (enter) the room.
21. It is very dark. I (see) anything.
22. It has been raining hard here. There (be) a flood.
23. He was very busy. I (speak) to him.
24. I didn't see anyone coming here. Who (take) my camera?
25. He is ill. He (come) for the meeting this evening.

SECTION 16

AUXILIARY VERBS—3

Must, Have to, Ought to, Should

All these verbs express obligation but each of them is used in a slightly different way from that of the others.

Must expresses obligation imposed by the speaker.

Examples: You must obey my orders.
I must see her tomorrow.

Have to expresses an obligation imposed by an external authority or circumstances.

Examples: I have to be at the office at eight o'clock.
I have to settle my bills today.

Ought to is used when someone advises another or reminds him of his duty.

(It is said with less emphasis than **must**.)

Examples: You ought to obey your parents.

You ought not to waste your money.

Should is also used like **ought to**.

Examples: You should cut down your diet.

You should save some money.

Must + the present infinitive expresses a deduction or inference relating to the present.

Must + the perfect infinitive expresses a deduction or inference about a past action.

Examples: He has two cars. He must be rich.

There were no buses yesterday. She must have gone home by train.

Ought to and **Should** + the perfect infinitive express an unfulfilled duty or a neglected action.

Examples: You ought to have helped your brother.

You should have settled your bills in time.

Exercise 64

Fill in each blank with one of the following.

must, have to, has to, had to, ought to, should, must have, ought to have, should have.

When **must have**, **should have** or **ought to have**, is used, it should be followed by the past participle of the verb with which it is used.

Examples: **must have gone**, **should have told me**, **ought to have come**.

1. You (remove) your shoes when you enter a temple
2. You (get) up early.
3. We (go) now. It is getting late.
4. You (consult) me before you wrote the letter.
5. He (get) a licence to buy a gun.
6. You (polish) your shoes.
7. She (finish) cooking before twelve o'clock today.
8. You (attend) to this matter yesterday.

9. We (return) these books to the library tomorrow
10. We (pay) our bills before the end of this month.
11. You (come) early to office.
12. She (sing) at a concert tomorrow.
13. He went late to office yesterday. He (miss) the bus.
14. You (be) more careful about your health.
15. I (write) this letter yesterday.
16. We (help) our neighbours.
17. We (be) grateful to our parents.
18. He hasn't come today. He (be) ill.
19. They were not talking to each other. They (quarrel).
20. You not (go) home yesterday without the Manager's permission.
21. I (go) to the hospital yesterday to see a patient.
22. She (study) hard for the examination.
23. We have not seen him for a long time. He (go) abroad.
24. You (do) your homework before you go to bed.
25. He has no car. He (travel) daily by bus.

Exercise 65

Fill in each blank with one of the following:

Must, have/has to, should, ought to.

1. You write your name more clearly.
2. I buy some eggs today.
3. You respect your elders.
4. I see the dentist today.
5. You take care of your health.
6. You bathe daily.
7. She look after her sick mother.
8. We play a match tomorrow.
9. I write some letters tonight.
10. We clean our garden.
11. You be regular in your attendance.
12. We increase our exports.
13. She spend less on clothes.
14. You brush your teeth daily.
15. She preside at the meeting today.

16. You be careful when you travel.
17. They pay their income tax.
18. You help your mother in the kitchen.
19. We buy a new car.
20. We walk fast. It is late.

Exercise 66

Rewrite the following sentences in the past tense, replacing **words** in bold type wherever they occur, with those given in brackets.

Note: The past tense of **have to** as well as **must** is **had to**. **Should have**, **ought to have** should be followed by the past participle of the verb with which it is used.

Examples: should have **written**, ought to have **worked**.

1. I **must** be at the office in time.
2. You **ought** to help your neighbour.
3. You **should** be kind to your sister.
4. I **have to** be in London for my sister's wedding (last week).
5. You **ought** to dress more neatly for the party (last night).
6. You **should** take your medicines regularly.
7. I **must** make a complaint to the Manager **today**. (yesterday)
8. She **has to** play the piano **tonight**. (last night)
9. You **ought** to reply to the letter promptly.
10. We **must** visit our friends **today**. (yesterday)
11. I **have to** send him a parcel **tomorrow**. (last week)
12. You **should** carry out my orders.
13. We **have to** stay there for some time.
14. She **should** take an umbrella.
15. I **must** consult a doctor **tomorrow**. (last week)
16. I **must** get up early **tomorrow morning**. (yesterday morning)
17. You **should** come for soccer practice **today**. (yesterday)
18. They **have to** repair their car **this week**. (last month)
19. We **must** do our homework **now**. (last night)
20. You **should** write to your mother **regularly**. (last week)

SECTION 17

AUXILIARY VERBS—4

Dare, Used to, Need

Dare, in the affirmative, is used like any ordinary verb. **Dare/dares** is used in the present and **dared** in the past. In the negative and interrogative, it functions either as an ordinary verb or as an auxiliary.

Present (Negative) :	do/does not dare	dare not
Past " :	did not dare	dared not
Present (Interrogative) :	do you/does he dare?	dare you/he?
Past " :	did you/does he dare?	dare you/he?

In the negative and interrogative forms, **dare** is usually followed by the infinitive with or without **to**.

Examples: He doesn't dare (to) speak to me.

Did he dare (to) oppose you?

Negative and Interrogative forms without **do/did**, are followed by the infinitive without **to**.

Examples: Dare he do such a thing?
We dare not move.

Used to expresses a state or habit that existed in the past but has ceased.

Examples: I used to travel to school by bus. Now, I don't.

When I was studying for my examination I used to get up early.

Negative: usedn't to, or, never used to

Interrogative: Did you/he/she use to? or, Used you/he/she to?

Need is used chiefly in the interrogative and negative. In the negative it expresses absence of obligation.

Examples: You need not come tomorrow.

Need we come tomorrow.?

Need not should not be confused with **Must not** which is a prohibition.

Needn't + the perfect infinitive is used when referring to something we have done unnecessarily.

Didn't need to is used to refer to something we didn't do because there was no need for it.

Examples: I needn't have gone to the library. It was closed.

I didn't need to buy a pen because I had one.

Exercise 67

Rewrite the following sentences with **used to** instead of the simple past.

Example: He studied hard.

He **used to study** hard.

1. Our class teacher **punished** us when we got late to school.
2. In the past I **spent** a lot of money on clothes. Now, I don't.
3. Before my father bought a car, he **travelled** to his office by bus.
4. When we lived near the sea, I **enjoyed** walking on the beach.
5. When we were small, we **invited** our friends to our birthday parties.
6. We **travelled** by taxis frequently when the fares were not high.
7. He **smoked** a lot of cigarettes before the doctor advised him against it.
8. When I was small, my grandfather **told** me interesting stories.
9. Before my sister married, she **helped** my mother in the kitchen.
10. He **ate** a lot of meat before he became a vegetarian.
11. They **laughed** at us when we made mistakes in English.
12. I **went** for long walks in the morning before I fell ill.
13. They **visited** each other before they quarrelled.
14. She **sang** well when she was young.
15. We **called** him by his nickname when we were at school.

Exercise 68

Fill in each blank with one of the following.

dare, dares, dared, used to.

1. I visit my uncle once a week. Now, I don't find the time.
2. We go on trips when we were at school.
3. He not come near me!
4. you call me a liar?
5. Did he accuse you of theft?
6. We chat with our friends after dinner when we were at the hostel.
7. I go to school with my aunt when I was small.
8. He to laugh at a strict teacher like Mr Smith
9. They not take my books.
10. My grandfather give me sweets whenever he came to see us.
11. He is very strong. We not fight with him.
12. We eat a lot of chocolates when they were cheap.
13. We are fully armed. They not attack us.
14. When he was young he cycle.
15. We didn't to ask him questions when he was angry.
16. Before he married he go to the pictures frequently. Now, he doesn't.
17. He not ask me for money.
18. I have asked him not to come here. Yet, he to come.
19. The streets are dangerous at night. I not go out alone.
20. We play table tennis at home whenever it rained.

Exercise 69

Fill in each blank with **must not, need not or need**.

1. we come to school on Saturday?
2. You pay for the bag. It is free.
3. You disturb the class.
4. Those who earn less than Rs. 1,500 a month pay income tax.
5. You dirty the floor.
6. you give him so much money?
7. You wear a tie at the party.

8. You smoke here.
9. He take my books without my permission.
10. You come personally. You can send someone for the things.
11. You talk loud in the library.
12. You ask me for permission. You can go when you like.
13. you worry about this?
14. We pay him any money. He gets a good salary.
15. You water the garden today. It is sure to rain tonight.

Exercise 70

Fill in each blank with **didn't need to**, or **needn't have** + the past participle.

Examples: I **didn't need to tell** him about it. He knew what to do.
You **needn't have paid** for it. It was free.

1. I (buy) a new pen. I found my old one later.
2. I (go) to the library. It was closed.
3. We (polish) the furniture. It was polished only last month.
4. They (waste) money on a new car. Their old one was quite good.
5. You (give) him money. He is paid well.
6. You (buy) such an expensive fan. A cheaper one is available.
7. We (borrow) any money. We had enough.
8. I (get) a driving licence. I had one already.
9. He (go) to England to study accountancy. He could have done it here.
10. I (attend) the lecture. I had heard it earlier.
11. They (quarrel) with each other over such a trivial matter.
12. You (bring) any eggs. There are plenty available here.
13. I (inform) her. She knew about it.
14. I (change) my shirt. It wasn't dirty.
15. I (go) to his home. I knew he would come to see me.

SECTION 18

SOME SPECIAL USES OF WILL, WOULD, SHALL, SHOULD

Will

1. Used in invitations:
Example: Will you have some tea?
2. Used in requests:
Example: Will you convey this message to him, please?
3. Used in commands:
Example: The students will assemble in the hall at eight o'clock.
4. To express habits:
Example: I keep on asking him to be punctual, but he will always come late.

Would

1. Used in invitations:
Example: Would you have a drink?
(reply: "I'd like to".)
2. Used in requests:
Example: Would you ask him to see me?
("Would you" is more polite than "Will you".)
3. To express habits:
Example: In the evenings he would go to the library and read the newspapers.
4. Used with "like" with the meaning of "want".
Example: I would like a cup of tea.

Shall

1. Used in requests for instructions or approval, suggestions and proposals.
Examples: Where shall we put the chairs?
Shall we have dinner?
2. Used in regulations:
Example: All candidates shall wear their uniforms.

Should

- 1.** Used after **suggest, propose, insist, recommend, advise, was/were determined, agreed, arrange, be anxious, order** and verbs with similar meanings.

Examples: My mother suggested that we should sell our old furniture.

The students proposed that they should go on a tour.

The committee recommended that the teachers' salaries should be increased.

He was determined that he should be included in the team.

My father arranged that I should stay with my aunt.

He ordered that the gates should be closed.

Mr Fernando was anxious that his son should be admitted to a good school.

We agreed that Tom should be our leader.

- 2.** Used after **it is/was necessary, advisable, important, essential, better, right, fair, natural, strange, surprising, absurd** and similar adjectives.

Examples: It is essential that we should raise the standard of English in our school.

It is important that you should be punctual in your attendance.

It is natural that they should be displeased.

It is fair that he should be allowed to rest after his illness.

It is strange that she should refuse a promotion.

It is absurd that I should consult him on a private matter.

- 3. Used after lest:**

We closed the gates lest cattle should enter the garden.

- 4. Used in clauses to express purpose:**

Example: He closed the doors so that no one should disturb him.

- 5. To express an assumption:**

Example: He should be in Paris now.

- 6. Used in mild or hesitant expressions:**

Examples: I should like to disagree.

I should prefer a lighter colour.

Exercise 71

Fill in each blank with **will, would, shall or should**.

1. you like to meet Mr Thomas ?
2. They usually support their friends.
3. When we meet again ?
4. you wait for me till I return ?
5. I like to make another suggestion.
6. you post this letter, please ?
7. It is absurd that she marry such an old man.
8. I like a glass of orange juice, please.
9. we have the meeting next Saturday ?
10. It is important that all be punctual.
11. you ask him to come at some other time ?
12. The committee consist of not more than six persons.
13. you come to tea this evening ?
14. we arrange a match between the past and the present pupils ?
15. I like to have the meeting on another date.
16. It is fair that he be paid compensation for the loss he has suffered.
17. He made an announcement so that all know about it.
18. He disguised himself lest somebody recognize him.
19. It is better that we discuss the matter.
20. you stop making that noise ?

SECTION 19

THE PASSIVE VOICE

The Passive Voice is used when we are not interested in, or do not know, the doer of the action. Our main interest is in the action itself and the agent often remains unexpressed.

Examples: Rubber is produced in Sri Lanka.

An Exhibition will be held at our school next month.

When converting Active into Passive Voice, we must see that the tense is not changed.

The passive of a verb in the active voice, in the following tenses, is formed by the use of the verb **to be** in the same tense as the active verb, with the past participle of the active verb.

Examples: Present Simple. They sell cars. (Active).

Cars are sold by them. (Passive).

Present Continuous: My brother is helping me.
(Active)

I am being helped by my brother. (Passive)

Note: The continuous form of **be** (**being**) has to be used in the present and past continuous tenses.

Future: They will give him a high post. (Active)

He will be given a high post. (Passive)

Past Continuous: They were helping us. (Active)

We were being helped by them.
(Passive)

Simple Past: She helped us. (Active)

We were helped by her. (Passive)

The auxiliary verb **have** is used with the past participle in the perfect tenses.

Examples: Present Perfect: They have selected him for the post. (Active)

He has been selected for the post.
(Passive)

Past Perfect: They had informed me about his death. (Active)

I had been informed about his death.
(Passive)

Future Perfect: By January 1st they will have elected him President.

By January 1st he will have been elected President.

Note the difference between **being** and **been**. **Being** is used in the present and past continuous tenses (after **am**, **is**, **are**, **was**, **were**). **Been** is used in the **perfect** tenses (present perfect, past perfect and future perfect) after **have**, **has** and **had**.

When in doubt about past participles of irregular verbs, refer to the appendix.

In the exercises that follow, the subject in the **active voice** may be vaguely expressed as "someone", "somebody", "people", "they", etc. Such agents need not be expressed in the **passive voice**.

The agent is expressed only when it is necessary to complete the sense.

Examples: The telephone was invented by Graham Bell.
"Hard Times" was written by Charles Dickens.
The child was bitten by a snake.

Note: The passive of the auxiliaries **may**, **might**, **can**, **could**, **must**, **have** (to), **need**, **ought** (to), **used** (to) is formed by adding **be** and the past participle of the ordinary verb.

Examples: We can help them. (Active)

They can be helped by us. (Passive)

Someone must sweep the floor. (Active)

The floor must be swept. (Passive)

When the active verb is used with a preposition or adverb, the preposition or adverb must be retained in the passive.

Examples: Someone will have to look after the child. (Active)

The child will have to be looked after. (Passive)

We must send for him. (Active)

He must be sent for. (Passive)

Exercise 72

Turn the following sentences into the Passive Voice.

A. The Present Continuous

Note: The passive is formed by using **am/is/are** with **being** and the past participle.

1. They are repairing the bridge.
2. Dr Perera is treating me.
3. They are arranging the hall.
4. We are helping her.
5. They are holding the meeting today.

B. The Present Simple

Note: The passive is formed by adding **am/is/are** and the past participle.

6. The Principal supervises their work.
7. They see me daily.
8. Someone sweeps the room daily.
9. They manufacture cars in Japan.
10. His uncle supports him.

C. The Future

Note: The passive is formed by using **shall/will be** and the past participle.

11. The President will give away the awards.
12. They will promote him to a higher post.
13. They will repair the building soon.
14. The police will arrest him.
15. They will open the gates at six o'clock.

D. The Past Continuous

Note: The passive is formed by using **was/were** with **being** and the past participle.

16. The police were watching him.
17. They were feeding the poor.
18. Her aunt was helping her.
19. An old lady was driving the car.
20. They were polishing the doors.

E. The Simple Past

Note: The passive is formed by **was/were** and the past participle.

21. They elected him President.
22. The villagers repaired the road.
23. The police arrested him.
24. They built this bridge in 1975.
25. Dr James operated on me.

F. The Present Perfect

Note: The passive is formed by using **have/has been** and the past participle.

26. They have swept the room.
27. Some one has translated the book into English.
28. They have closed the doors.
29. They have sold all the cakes.
30. They have completed the repairs.

G. The Past Perfect

Note: The passive is formed by using **had been** and the past participle.

31. They had sold the tickets before I went there.
32. The Manager had warned him.
33. They had swept the hall before the meeting began.
34. They had seen this house earlier.
35. They had filled the vacancies already.

H. The Future Perfect

Note: The passive is formed by using **shall/will have been** and the past participle.

36. They will have completed the work by the end of this year.
37. They will have announced the results by ten o'clock tonight.
38. They will have sold all the furniture by tomorrow evening.
39. They will have ploughed the fields within the next two months.
40. By eight a.m. tomorrow, they will have hanged the murderer.

Exercise 73 (All Tenses)

Change the following sentences from the Active into the Passive Voice.

1. They will complete the building next year.
2. People all over the world admire his paintings.
3. Someone has stolen my pen.
4. He had posted the letter immediately.
5. The manager is signing the letters.
6. They forbid smoking here.
7. They are calling me for the interview.
8. My neighbour's dog bit me yesterday.
9. The police have arrested the thief.
10. Somebody has found the missing boy.
11. They passed the bill in Parliament yesterday.
12. They will have finished the work by six o'clock today.
13. Someone is ringing the bell.
14. Someone broke a plate yesterday.
15. They sold all the old newspapers last week.
16. They will sell the articles by auction tomorrow.
17. They staged the play last night.
18. The Prime Minister will unveil the portrait today.
19. They are showing the film in Bombay.
20. They were decorating the hall yesterday.

Exercise 74

Change the following sentences from the Passive into the Active Voice. When the agent is not expressed in the passive, the subject of an active verb will be "they", "someone", "people", etc.

1. The letters have been delivered by the postman.
2. The election results were broadcast last night.
3. A well was dug in their garden.
4. The chickens are being fed.
5. The money was hidden by the thieves in a pit.
6. The room will be dusted tomorrow morning.
7. The goods were being despatched yesterday.
8. All the articles had been damaged.
9. Her handbag was snatched by a thief yesterday.
10. The new shirts are being sold very fast.

11. The cricketers were being cheered by the boys.
12. The names of the prize winners will be published tomorrow.
13. Rubber is produced in Malaysia.
14. The teachers will be paid their salaries tomorrow.
15. Dick was punished by the Principal for breaking a window.
16. The bell was rung late this morning.
17. The accused has been discharged by the judge.
18. We had been warned about this earlier.
19. The shops will be closed tomorrow.
20. The children are being examined by a doctor.

Exercise 74A

The following passage contains verbs in the active as well as passive forms. Fill in each blank with the right part of the verb given within brackets.

Man drowns as boat capsizes

One man (drown) when a boat (capsize) in the Kelani River at Navagama on Saturday afternoon.

The victim (identify) as H. William, a father of two children and a resident of Navagama, police (say).

Five others who (be) in the boat (rescue) by villagers. The two boatmen (swim) to safety. The police (look) for them.

Navy divers, police and villagers (compel) to give up the search for the body owing to a strong current.

Police (recover) three bicycles belonging to passengers who (ferry) across when the accident (occur).

The investigations (conduct) by Inspector G. Thomas and Sergeant Fernando.

SECTION 20

QUESTIONS

A. Questions expecting the answer "yes" or "no".

The order of words in these questions is as follows:

In all tenses except the present simple and the simple past, the order of words is:

1. the auxiliary.
2. subject (noun or pronoun)
3. ordinary verb.

Examples: Present Continuous:

He is working. (affirmative)
Is he working? (interrogative)

Future:

He will work. (affirmative)
Will he work.? (interrogative)

Past Continuous:

He was working. (affirmative)
Was he working? (interrogative)

Present Perfect:

He has worked. (affirmative)
Has he worked? (interrogative)

Past Perfect:

He had worked. (affirmative)
Had he worked? (interrogative)

Future Perfect:

He will have worked. (affirmative)
Will he have worked?
(interrogative)

In the Present Simple and the Simple Past, **do/does** and **did** are used with the the infinitive (without **to**) of the ordinary verb.

Examples: Present Simple:

He works. (affirmative)
Does he work? (interrogative)
They work. (affirmative)
Do they work.? (interrogative)

Simple Past:

He worked. (affirmative)
Did he work? (interrogative)

B. Questions introduced by Interrogative adjectives, pronouns and adverbs.

The order of words is the same as for questions expecting the answer "yes" or "no", with the following exception.

Who, whose + noun, what and which, when used as subjects, are usually followed by the affirmative and not the interrogative form.

Examples: Who teaches you English?

Whose father died yesterday?
Which of his sons is getting married?

**The Interrogatives and examples of their use:
Interrogative pronouns and adjectives**

Who

As subject : Who took my pen?
Who brings the letters?

As object : Who/Whom did he see?

Note: Who/Whom did you give the book to?

Whom is the grammatically correct form and is used in formal written and spoken English but **who** is now generally used in ordinary conversation.

Whose

As adjective qualifying the subject:

Whose car was damaged in the accident?
Whose dog bit you yesterday?

As adjective qualifying the object:

Whose car are you using?
Whose son did she marry?

Which

As subject: Which of the girls won the prize?
Which of them is the older?

As object: Which do you like to buy?
Which did she choose?

What

As subject: What happened yesterday?
What brings you here?

As object: What books do you like?
What did you buy at the shop?

Note: **What** is used when we inquire about somebody's profession.

Example: "What is his father?" "He is a doctor".

Which is used instead of **who/what** when the choice is limited.

Example: What plays do you like?

Which do you prefer, chocolates or biscuits?

Interrogative adverbs

Why? ("for what reason?" or "with what purpose?")
Why didn't you come yesterday? Because I was ill.
Why are you going to London? To continue my studies.

When? ("at what time?")
When did he come?
When will the train arrive?

Where? ("in what place or position?" or "To what place?")
Where did you go yesterday?
Where is your father?

How? ("in what way?")
How did you go there?
How do you operate this machine?

Note: How is used with

- (1) adjectives such as **high, old, long, broad, etc.**
How long is the river?
How old is he?
- (2) **much and many**
How much did you pay for this?
How many shirts did you buy?
- (3) adverbs such as **fast, often, far, etc.**
How fast did he drive?
How often do you go to the pictures?
How far is it from here?

Exercise 75

Write the questions to which the words in bold type in the following sentences provide the answers. Choose the right question word from the list given below:

What, which, who/whom, whose, when, where, why; how.

1. I live **in** Kandy.
2. That is **my uncle's** car.
3. She will return **tomorrow**.
4. I go to school **by bus**.
5. **Mr Thomson** teaches me English.

6. I gave the book **to** Henry.
7. He is eating **a** chocolate.
8. I left my pen **on** the table.
9. The train arrived **at** eight o'clock.
10. I want to speak **to** Mr Smith.
11. **Everest** is the highest mountain in the world.
12. The doctor has advised him **to** rest.
13. I went to the post office **to** register a letter.
14. He earns £200 a month.
15. They will complete the building **next year**.
16. They are laughing **at** the old man.
17. I spend my leisure **reading** books.
18. I drink **coffee** after dinner.
19. I bought **six** handkerchiefs.
20. Our house is **two miles** from the railway station.
21. I go to the pictures **once a month**.
22. They will play their next match **on Friday**.
23. We are staying **with** some friends.
24. She has gone **home**.
25. My father is **a** doctor.
26. I entered the garden **by** creeping through the fence.
27. **The red** pen is mine.
28. I met **Mrs Silva** at the market.
29. Great Expectations was written by **Charles Dickens**.
30. He is studying **at** Cambridge University.
31. My room is **twelve feet** wide.
32. He came late **because** he had missed the bus.
33. He is **six feet** tall.
34. It takes **two and a half hours** to fly from London to Rome.
35. The time is **five o'clock** now.

Exercise 76

The following are statements made by an applicant for a post, in answer to questions asked by an employer during an interview. Write the questions which the employer had asked.

1. ?
My name is Anton Joseph.
2. ?
I live in Galle.

3. ?
I am twenty six years old.
4. ?
No, I am not married.
5. ?
I obtained my degree in 1980.
6. ?
I have been teaching at a school since 1980.
7. ?
My hobbies are reading and stamp collecting.
8. ?
I usually read novels during my leisure.
9. ?
I like Dickens' and Tolstoy's novels best.
10. ?
I am applying for this post as it will suit my abilities and interests.

SECTION 21

QUESTION TAGS

These are short interrogative additions to sentences expecting agreement or confirmation. When the sentence is affirmative, the question tag is made by repeating the auxiliary in the negative, interrogative form. The auxiliaries **am**, **is**, **are**, **will**, **was**, **were**, **are** repeated in the present continuous, future and the past continuous; **have**, **had** in the present perfect and past perfect; **do**, **does**, and **did** are used in the present simple and simple past. **Can**, **could**, **must**, **ought**, **should** are also repeated in the tag.

Examples: He is working, isn't he?

They are working, aren't they?

He will work, won't he?

She was working, wasn't she?

They were working, weren't they?

Mary has worked, hasn't she?

He had worked, hadn't he?
John works, doesn't he?
They work, don't they?
She worked, didn't she?
He can run, can't he?

To all the questions given above, the expected answer is "yes", confirming the sentence to which the question tag is added.

When the sentence is negative, the question tag is made by repeating the auxiliary in the ordinary interrogative form.

Examples: He is not working, is he?
They are not working, are they?
He won't work, will he?
She wasn't working, was she?
They weren't working, were they?
She hasn't worked, has she?
John hadn't worked, had he?
Mary doesn't work, does she?
The glass didn't break, did it?
Mary and Anne don't work, do they?

Note: Statements, containing words such as **scarcely**, **barely**, **hardly**, **seldom**, are treated as negative statements and followed by an ordinary interrogative tag.

Exercise 77

Add the necessary question tags to the following sentences.

1. Harry and Jack have come,..... ?
2. You will help us..... ?
3. The dog won't bite,..... ?
4. Henry is sleeping,..... ?
5. He hasn't fallen sick,..... ?
6. Sita had passed the examination,..... ?
7. You are not going now,..... ?
8. He can't run,..... ?
9. They were sweeping the floor,..... ?
10. They didn't go home,..... ?
11. They meet you often,..... ?
12. I am not disturbing you,..... ?
13. Miss Williams teaches English,..... ?
14. They don't smoke,..... ?
15. She must study,..... ?

16. You saw Peter,.....?
17. James was riding a bicycle,.....?
18. He does hardly any work,.....?
19. Kamala had come before you phoned,.....?
20. They couldn't recognize you,.....?
21. There wasn't any time,.....?
22. None of the chairs are new,.....?
23. They don't play hockey,.....?
24. They ought not to disturb us,.....?
25. You got your salary,.....?

SECTION 22

CONDITIONAL SENTENCES

Conditional sentences have two parts: the **if-clause** and the **main clause**. In the sentence, "If it rains, they will not play the match", "if it rains" is the **if-clause** and "they will not play the match" is the **main clause**.

There are three kinds of conditional sentences.

Type 1. Probable or Open Condition

Example: If he studies hard, he will pass the examination.

Note: The verb in the **if-clause** is in the **present simple tense** and the verb in the **main clause** is in the **future tense**. The auxiliaries **can**, **may**, and **must** are used for the present as well as for the future.

This sentence implies that it is likely that what is stated in the **if-clause** will happen and that the action in the **main clause** is the result that is likely to follow.

This sentence can also be called "an open condition" as the speaker does not state definitely that the condition will be realized or that it will not be realized. He leaves the question open.

Type 2. Improbable Condition

Example: If I dropped this plate, it would break.

The verb in the **if-clause** is in the **simple past tense** and, in the **main clause**, the auxiliary verbs **would**, **should**, **could** and **might** are used.

The **if-clause** may also contain "were", "were to" or "should."

Examples: If I were you, I would/should be happy.

If she were to go, we would/should be disappointed.

Should he fail, it would be very unfortunate. (Here, "if" is omitted)

The conditions in these sentences are contrary to fact or impossible or unlikely to be fulfilled.

The **if-clauses** in these sentences refer to the present or the future. The simple past tense that is used in the **if-clause** does not refer to past time. The past tense form is used as a subjunctive which indicates improbability or unreality.

Type 3. Impossible Condition

Example: If I had gone to Paris, I would/should have learnt French.

The verb in the **if-clause** is in the past perfect tense and the **main clause** contains one of the verbs **would**, **should**, **could** or **might** with **have + the past participle**.

We know that the conditions in these sentences cannot be fulfilled as they refer to past events which did not happen or possibilities that never materialized.

Note: There are other possible combinations of tenses in the **if-clause** and **main clause**, depending on the situation or the meaning the writer or speaker has in mind. The combinations, given here, are those that are normally in use.

More examples of conditional sentences

Type 1. If war breaks out, there will be a scarcity of goods.

If Sita does well at the Advanced Level Examination, she will enter the University.

If it rains tomorrow, I shall stay at home.

Type 2. If there were an earthquake, we should all perish.

If the price of oil were to be reduced, all would be happy.

If the cost of living came down, life would be easier.

Type 3. If he had run faster, he would have won the race.

If you had applied for the post, you would have been selected.

If they had taken him to the hospital immediately he would not have died.

Type 1.

Exercise 78

Fill in each blank with the right part of the verb within brackets.

Note: "Unless" can be used instead of "if not".

Example: Unless he studies hard, he will not pass the examination.

1. If she (go) home, she will be happy.
2. If you eat too much, you (fall) ill.
3. If they (disturb) the teacher, he will punish them.
4. If you get wet, you (catch) a cold.
5. Unless they (pay) him well, he will go abroad.
6. Unless he (apologize), the Principal will not excuse him.
7. If you post the letter today, he (get) it tomorrow.
8. You will be able to buy the book if you (go) to the shop in time.
9. If they (play) well, they will win the match.
10. They (lose) the match unless they play well.
11. If you (pay) more, you can get a better camera.
12. If I find your purse, I (give) you a ring.
13. Unless the alarm (ring), I will not wake up.
14. If it does not rain, we (go) for a walk.
15. If I (see) an elephant, I will climb a tree.
16. If you don't water the plants, they (die).
17. If he (meet) me tomorrow, I shall discuss the matter with him.
18. Unless you try hard, you not (succeed).
19. If you don't walk fast, you (miss) the train.
20. If you need money, I (give) you a loan.

Type 2.

Exercise 79

Fill in each blank with the right part of the verb within brackets.

1. If he (be) younger, he would be more active.
2. If one drank poison, one (die).
3. If you (drop) the bulb, it would break.
4. If I were a millionaire, I (go) round the world.
5. I would help him, if I (have) money.
6. The birds (escape) if she opened the cage.
7. If I (have) enough money, I would buy a TV set.
8. You would meet with an accident, if you (drive) the car too fast.
9. If I sold my house, I (get) a lot of money.
10. If I (know) French, I could work in France.
11. If you went on a diet, you (lose) weight.
12. If she (work) too hard, she would fall ill.
13. If I saw a man robbing another, I (call) the police.
14. If I (ask) him for a loan, would he agree?
15. If you (keep) a cat, you wouldn't see so many rats in your house.
16. If he worked overtime, he (earn) more.
17. If I (have) time, I would read more.
18. If I knew his address, I (write) to him.
19. If I (live) closer to my office, I wouldn't have to travel by bus.
20. If I were not fat, I (creep) through the fence.

Type 3.

Exercise 80

Fill in each blank with the right part of the verb within brackets

1. If I had learnt French, I (go) to France.
2. If they (play) well, they would have won the match.
3. If they had not tied the dog, I (bite).*
4. I (bring) the book if you had asked for it.
5. If I (meet) him, I would have spoken to him.
6. If he had done well, he (win) a prize.

* Use the Passive

7. If he (fall) from the tree, he would have died.
8. If he (obey) his parents, he would not have ruined himself.
9. They (escape) if the police had not seen them.
10. I (come) if you had invited me.
11. He would have been sent to prison if he not (pay) the fine.
12. If I had known you wanted money, I (give) you some.
13. I (attend) the meeting if I had known about it.
14. If you had been there, what you (do)?
15. If he not (insult) me, I would not have got angry.
16. If there (be) a telephone at home, I would have informed you about it.
17. If the driver had seen the signal, he (stop).
18. If a bus had been available, we not (travel) by taxi.
19. If we had had time, we (visit) the zoo.
20. If she had put her hand up, the bus (stop).

All three types

Exercise 81

Fill in each blank with the right part of the verb within brackets.

1. If there is a famine, many (die).
2. If he (get) a job, he will marry.
3. If I qualify as an accountant, I (go) abroad.
4. Unless you (qualify), you will not get the post.
5. If you had seen a doctor early, you (cure) of this disease.*
6. If they (invite) me, I would have attended the wedding.
7. If the building caught fire, many valuable documents (destroy).*
8. If you (be) careful, your money would not have been stolen.
9. If somebody (steal) my purse, I would be penniless.
10. If you (apologize), you will be excused.

* Use the Passive

11. If I went abroad, I (earn) a lot of money.
12. He will get a promotion, if he (work) hard.
13. If he had disobeyed the Headmaster, he (punish).
14. They would have escaped if they (speak) the truth.
15. If I (build) a house, I could live happily.
16. If you (speak) to my uncle, he would have helped you.
17. If they (pay) me well, I shall not resign my post.
18. If he had fallen into the well, he (drown).
19. Unless you (walk) fast, you will not get there in time.
20. I would have shown you how to do it, if you (ask) me.

Exercise 82

Complete the following conditional sentences.

1. They would have increased your salary.....
2. If you followed a course in accountancy,.....
3. You could have passed the examination,.....
4. If the bus arrives in time,.....
5. I would have taken a photograph of the scene,.....
6. We would not have lost the match.....
7. If we had not run fast,.....
8. If you catch an early train tomorrow morning, you.....
9. If she marries him,.....
10. If I had a car,.....
11. If I lived in a village,.....
12. If he had spoken louder,.....
13. If the gates had been closed,.....
14. Unless he pays his fees,.....
15. If the rain continues,.....
16. If he had driven the car carefully,.....
17. They will attend the meeting,.....
18. I would be happy,.....
19. I will buy a car,.....
20. She will give a performance at the concert tonight,.....

* Use the Passive

SECTION 23

THE SUBJUNCTIVE

The subjunctive is the mood of verbs used especially to denote what is imagined or wished or possible (as distinguished from the indicative which states a thing as a fact.)

Form

(a) The **present subjunctive** has exactly the same form as the present infinitive. The present subjunctive of **to be** is **be**. The present subjunctive of other verbs is the same as the present infinitive without **to**.

Example: Long live the queen!

(b) The **past subjunctive** takes the form of the past tense.

Example: I wish I knew Russian.

The uses of the subjunctive

1. As explained earlier, the subjunctive, taking the past tense form, indicates improbability or unreality, in a **conditional sentence**.

Example: If I **were** you, I would not do it.

2. After **wish**, or **if only**, to indicate an unreal situation in the present or future.

Examples: I wish I **owned** a farm.

I wish I **had** time to write a book.

If only I **had** the money!

For a wish that was or could not be realized in the past, the past perfect tense is used.

Example: I wish I **had studied** German.

3. After **as if** or **as though**, to express unreality or improbability or doubt.

He behaves as if he **owned** the house.

He talks as though he **knew** everything

4. After "it is time".

Example: It is time we went.

5. In exclamations.

Examples: God forbid!
Heaven help us!

6. After **recommend**, **suggest** and similar verbs.

Examples: They suggested that the meeting **be postponed**.
They recommended that each candidate **pay** a fee of ten rupees.

Exercise 83

Fill in each blank with the subjunctive form of the verb within brackets.

1. I wish I (know) how to operate this machine.
2. I wish I (be) a business magnate.
3. If only I that he was a thief. (know).
4. It is time they (start) working.
5. God you. (bless)
6. I wish I not (promise) him a loan.
7. He talked as though he (understand) everything.
8. We proposed that the meeting (adjourn).*
9. I wish you (tell) me about it last week.
10. She wishes she (can) swim.

SECTION 24

DIRECT AND INDIRECT (OR REPORTED) SPEECH

What a person says can be related either directly or indirectly. In direct speech we repeat the speaker's exact words.

Example: He said, "I have lost my pen".

The exact words of the speaker are placed within inverted commas.

In indirect speech we report what the speaker said, giving the meaning but not necessarily the exact words of what he said.

Example: He said that he had lost his pen.

Ways of turning direct into indirect speech can be studied under
(1) Statements (2) Questions (3) Commands or Orders.

* Passive

(1) Statements in Indirect Speech

(i) When the introductory or reporting verb (say, tell, remark, declare etc) is in the **present, present perfect or future** tense, the statement can be reported without changing the tense.

Examples: She **says**, "I am happy." (Present)

She **says** that she **is** happy.

He **has said**, "It is my fault." (Present Perfect)

He **has said** that it **is** his fault.

He **will say**, "I like it". (Future)

He **will say** that he **likes** it.

(ii) When the introductory or reporting verb is in the past tense, the verbs in the direct speech have to be changed into a corresponding past tense.

CHANGES IN TENSE

Direct Speech	Indirect Speech
Future: shall/will	should/would
Simple Present	Simple Past
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Present Perfect Continuous	Past Perfect Continuous
Simple Past (This tense can remain unchanged if there will be no confusion about the relative times of the actions)	Past Perfect
Past Continuous	Past Perfect Continuous (when referring to a completed action; otherwise, the past continuous remains unchanged.)

Examples: He said, "I **shall speak** to him". (Future)

He said that he **would** speak to him.

She said, "I **like** this book". (Simple Present)

She said that she **liked** that book. (Simple Past)

John said, "I **am writing** a letter". (Present Continuous)

John said that he **was writing** a letter. (Past Continuous)

She said "I **have finished** the work" (Present Perfect)

She said that she **had finished** the work. (Past Perfect)

Mary said, "I **have been doing** my homework" (Present Perfect Continuous)

Mary said that she **had been doing** her homework. (Past Perfect Continuous)

He said, "I **visited** my aunt yesterday". (Simple Past)

He said he **had visited** his aunt the previous day. (Past Perfect)

He said, "Mr. Black **died** on the 20th of June". (Simple Past)

He said that Mr Black **died** on the 20th of June. (unchanged)

She said, "We were planning to go on a holiday, but changed our minds later". (Past Continuous)

She said that they had been planning to go on a holiday but had changed their minds later. (Past Perfect Continuous)

He said, "When I saw Tom, he was going to post a letter". (Past Continuous)

He said that when he saw Tom, he was going to post a letter. (Past Continuous—unchanged)

Note: (a) There is no change when the reference is to something that always happens.

Example: He said, "Light travels faster than sound".
He said that light travels faster than sound.

(b) A past tense, describing a situation that still exists at the time of reporting the speech, remains unchanged.

Example: She said, "We did not want to go there as it was a dangerous area".

She said that they had not wanted to go there as it was a dangerous area.

(iii) **Would, should, ought, might, used to, could** and **must** do not change.

Example: He said, "I used to play soccer at school".
He said that he used to play soccer at school.

(iv) Conditional sentences (type 2) remain unchanged.

Example : The teacher said, "If Dick worked hard, he would succeed"

The teacher said that, if Dick worked hard, he would succeed.

(v) The conjunction **that** is placed after the reporting verb or omitted.

Example : Tom said, "I will come".

Tom said (that) he would come.

(vi) Pronouns and Possessive Adjectives are normally changed from the first or second person to the third except when the speaker is reporting his own words or when the reference is to the person reporting or the person addressed.

Examples: I said, "I want a pencil".

I said I wanted a pencil.

He told me, "You must be careful".

He told me that I must be careful.

I told you, "You are careless".

I told you that you were careless.

(vii) The following changes are made in indirect speech:^{*}

now then

this that

these those

here there

today that day

yesterday the day before or the previous day

tomorrow the next day or the following day

day before yesterday two days before

the day after tomorrow in two days' time

next week/month/year etc the following week/
month/year etc.

last week/month/year the previous week, etc.

a year ago a year before.

* These may vary according to the situation, depending
on the time when or the place where the speaker's
words are being reported.

Examples: "I am busy now," he said.

He said he was busy then.

Tom said, "I saw her here".

Tom said that he had seen her there.

He said, "You can sit here till I come".

He said that I could sit on the bench till he came.

(In this sentence, **here** is replaced by a phrase to make the meaning clear.)

She said, "I want this book".

She said that she wanted that book.

The policeman said, "I found these cheques in the man's pockets."

The policeman said that he had found the cheques in the man's pockets. (Here, **these** is replaced by **the**.)

She said, "We are having a meeting today".

She said they were having a meeting that day.

He said, "I saw the boy yesterday".

He said that he had seen the boy the day before.

She said, "I went to the market the day before yesterday".

She said that she had gone to the market two days before.

"I shall meet her tomorrow", he said.

He said he would meet her the next day.

He said, "She went to London last year".

He said that she had gone to London the previous year.

(viii) Exclamations

Exclamations are changed from direct into indirect speech in the same way as ordinary statements.

Examples: He said, "How pretty she looks!"

He exclaimed (or remarked) that she looked (very) pretty.

"What a lovely house!" she said.

She remarked that it was a lovely house.

Exercise 84

Turn the following statements from direct to indirect speech.

Note: When the person addressed is mentioned, the verb **say** must be replaced by **tell** or **inform**, **advise**, **promise** etc. The person addressed is given within brackets.

Example : "I am happy to meet you", he **said** (to me).
He **told** me that he was happy to meet me.

1. He said, "My father is ill".
2. She says, "I shall bring the book tomorrow."
3. Mary said, "I shall pay the money next week."
4. Tom said, "I read this book last year".
5. He said, "I can do the work".
6. She said (to me), "You are wrong".
7. They have said, "We will not do the work".
8. You said (to her), "I will help you."
9. She said, "I have returned the book".
10. He said, "I posted the letter yesterday".
11. She said, "I am going to church now".
12. She said (to me), "Your work is good".
13. "I shall not accept any payment". he declared.
14. Jane said, "My mother has gone to the market".
15. William said, "My brother works in a firm".
16. He said (to Tom), "You ought to work harder".
17. He remarked, "It is very warm today".
18. He said (to her), "You have done well".
19. She said (to me), "I got married last year".
20. He said (to her), "You will be surprised to hear about this".
21. She said, "When I went to the market, it was raining".
22. She said, "I didn't ask him for help as he was not a trustworthy person."
23. He said (to me), "It might rain today".
24. Thomas said, "If I had money, I would buy a house".
25. He said, "Life becomes difficult when the cost of living goes up".

QUESTIONS IN INDIRECT SPEECH

Example of a direct question:

"Where is your father?", he asked me.

Example of an indirect question:

He asked me where my father was.

Rules

1. Tenses, pronouns, possessive adjectives, adverbs of time and place change in the same way as in statements. (**present to past, I, you, to he, she, etc.**)

2. The interrogative form of the verb changes to the affirmative form. The question mark is omitted.

Examples: She asked him, "What are you doing?" (interrogative)
She asked him what he was doing. (affirmative)
She asked him, "What will you do?" (interrogative)
She asked him what he would do. (affirmative)
She asked him, "What have you done?" (interrogative)
She asked him what he had done. (affirmative)
She asked him, "What do you do?" (interrogative)
She asked him what he did. (affirmative)
She asked him, "What did you do?" (interrogative)
She asked him what he had done. (affirmative)

3. If the introductory verb is **say**, it must be changed to **ask**, **inquire**, **want to know**, **wonder**, etc.

4. If the direct question begins with a question word (**who/whose/whom/which, why, when, where, how**), the question word must be repeated in the indirect question.

Example: He said (to her), "Why did you come late?"
He asked her **why** she had come late.

5. When there is no question word, **if** or **whether** is placed after the introductory verb.

Example: "Is your mother at home?", she asked me.
She asked **whether** my mother was at home.

6. When there is a request for instructions or advice. e.g. "What shall I do?", it is expressed in indirect speech with **should** or **be + the infinitive**.

Example: He asked what he should do, or what he was to do.

Exercise 85

Turn the following direct questions into indirect questions.

1. He said (to Jane), "Where are you going?"
2. Henry said (to me), "When will the train arrive?"
3. The teacher said (to him), "Who helped you with your homework?"
4. He said, "Shall I come?"
5. He said (to her), "Were you hurt?"
6. She said (to Mary), "Where were you going yesterday?"
7. He said (to me), "Where does your father work?"
8. He said (to her), "How do you travel to school?"
9. She said to me, "What did you do yesterday?"
10. He said, "Where am I to go?"
11. I said (to her), "Are you happy?"
12. He said (to me), "Can you play tennis?"
13. She asks, "Can I go home?"
14. He said (to me), "Who presided at the meeting yesterday?"
15. She said (to me), "Do you eat meat?"
16. The teacher said (to us), "Why are you talking?"
17. Her mother said (to her), "Did you get late to school this morning?"
18. I said to him, "Will there be a meeting today?"
19. They said (to him), "Where did the accident take place?"
20. She said (to me), "What do you want?"
21. He said (to me), "Why have you come here?"
22. He said (to Sita), "Where did you meet Kamala?"
23. He said (to us), "Who has taken my pen?"
24. He said (to me), "Which picture do you like better?"
25. She said (to them), "Why are you staring at me?"

COMMANDS (ORDERS, REQUESTS, ADVICE) IN INDIRECT SPEECH

Example of a direct command: "Take this book away", he said.

Example of an indirect command: He asked me to take that book away.

Rules for turning direct commands into indirect commands

1. Instead of the introductory verb, **say**, etc., use a word of command or request such as **tell**, **order**, **ask**, **request**, **command**, **urge**, **warn**, **advise**, **beg**, etc.

Example: He said, "Tom, pay more attention to your work"

He **advised** Tom to pay more attention to his work.

2. The introductory verb of the indirect command must be followed immediately by the person addressed and the infinitive.

Examples: He said, "John, give me a pencil".

He asked John to give him a pencil.

3. Negative commands are expressed by **not** + the infinitive.

Examples: He said, "Boys, don't make a noise".

He asked the boys **not to make** a noise.

She said, "Mary, don't get off the bus while it is moving."

She warned Mary **not to get off** the bus while it was moving.

4. "Will you come here?" or "Would you please help me?"

are also commands and are expressed in indirect speech by **ask**, **tell**, etc + the object + the infinitive.

Example: He said, "Will/Would/Could you buy me a stamp?"

He **asked me to buy** him a stamp.

Exercise 86

Turn the following direct commands into indirect commands. In these sentences, the object is indicated within brackets, or is shown as the person addressed.

1. She said, "Sweep the room". (the servant)
2. The teacher said, "Mary, don't disturb me".
3. Mr Smith said, "Tom, will you listen to me?".
4. The judge said, "Speak the truth". (the witness)
5. The President said, "Co-operate with the government". (the people)
6. The dentist said, "Open your mouth". (the patient)
7. The policeman said, "Make a statement". (me)
8. The bus conductor said, "Go forward". (the passengers)
9. The Manager said, "Please stand in a queue". (the customers)
10. My friend said, "Please help me". (me)
11. The doctor said, "Don't work too hard". (the patient)
12. The Principal said, "Be regular in your attendance". (the students)
13. My mother said, "Do your homework". (me)
14. The teacher said, "Will you stop that noise?" (the boys)

15. My father said, "Get up early". (my brother)
16. The teacher said, "Tom, don't waste your time".
17. I said, "Don't come near me". (him)
18. My uncle said, "Please post this letter". (me)
19. John said, "Please lend me your pen". (me)
20. I said, "Please show me the way to the railway station". (a gentleman)
21. Don't leave your money on the table", said my father. (me)
22. "Could you give me a pencil?", I said. (Harry)
23. "Fasten your belts", said the air hostess. (the passengers)
24. "Show me your driving licence", said the policeman. (my brother)
25. "Could you pass me the rice, please?" said the boy. (his mother)

Indirect Speech—Statements, Questions and Commands

Exercise 87

Change the following sentences from direct into indirect speech. Where an object is required, it is indicated within brackets or the person addressed is mentioned in the sentence.

Note: In indirect statements, "say" is used without an object but "tell" requires an object, e.g. **told** me, him, Mary, etc.

1. She said, "I am not feeling well".
2. "The boy's conduct is not satisfactory", the Headmaster remarked.
3. He said, "Where did you meet my uncle?" (me)
4. The teacher said, "Write neatly". (him)
5. My mother said, "Don't stand in the sun". (my brother)
6. He said, "I am drawing a high salary".
7. Mary said, "I have forgotten to bring my book".
8. I said, "Don't boast". (him)
9. My mother said, "Comb your hair". (me)
10. "How well she dances!" he said.
11. My father said, "Take an umbrella with you". (my sister)
12. He said, "Will you return my pen?" (John)
13. Tom said, "Can you give me some money?" (me)
14. She said, "Why are you crying?" (the child)
15. She said, "When is your wedding?" (my sister)
16. He said, "I like science fiction".

17. She says, "I am not happy".
18. The Prime Minister said, "Avoid waste". (the people)
19. My father said, "Don't be afraid of the bull". (me)
20. The teacher said, "Write an essay about an accident". (us)
21. My aunt said, "How did you get wet?" (me)
22. "You have made a lot of mistakes", Mr Smith said. (Tom)
23. "Who has been meddling with my typewriter?", my father said.
24. "Shall I help you?", I said. (John)
25. "Will you keep quiet?", he said. (us)

Exercise 88

Change the following from indirect into direct speech. The speaker's exact words should be given within inverted commas.

Example: He said he would meet me the following day. (indirect speech)

He said, "I shall meet you tomorrow." (direct speech)

1. Jane said she hadn't finished her homework.
2. He asked me not to worry about it.
3. My mother asked me why I hadn't got up early.
4. The policeman told me that my driving licence had to be renewed.
5. Tom asked me to lend him my pen.
6. He said he had seen her the day before.
7. She said they were moving to another house.
8. He asked me if I was ill.
9. My sister asked my brother to drive the car slowly.
10. He told me that I could go when I liked.
11. My father asked me when Sita would come.
12. Mr Jones asked where Dick had gone.
13. The doctor asked me whether I had slept well the previous night.
14. The Principal asked us not to waste our time.
15. Jane said her mother would come the following day.
16. The security guard asked the visitor not to smoke there.
17. Harry asked me to use the camera carefully.
18. He told Bill that if he worked hard, he would succeed.
19. She said she used to play the piano before she married.
20. The teacher asked us not to dirty the room.
21. Mr Smith asked who had taken his pen.

22. The Manager told Charles that he must work harder.
23. They asked him how he had got into the house.
24. Jack said he had spent all his money.
25. The boy begged me not to tell his mother about it.

SECTION 25

THE INFINITIVE AND THE GERUND (A) THE INFINITIVE

Form

The infinitive is the form of a verb that does not indicate number or person.

Examples: to go, to come, to eat, to drink, etc.

It can be used with or without **to**.

Examples: We let him **go**.

We allowed him **to go**.

Common uses of the infinitive

1. It can be used as the subject of the verbs **be**, **seem**, **appear**.

Examples: **To err** is human, **to forgive**, divine.

To save money now seems almost impossible.

2. It can be used as the object of verbs.

Examples: Learn **to obey**.

I like **to play** volley-ball.

3. It is used to indicate purpose.

Examples: He went to the Post Office **to buy** stamps.

He is going to England **to qualify** as an engineer.

4. It is used after certain verbs to complete the sense.

Examples of such verbs are:

attempt	bear	begin
continue	dislike	fear
hate	like	intend
love	start	omit
prefer	cease	

These verbs can also be used with the gerund (verb ending in -ing.)

5. The following verbs, when used with the infinitive, have a particular meaning and another meaning when used with the gerund.

forget	regret
remember	learn
need	try

Examples: Don't forget **to post** this letter.
I forgot your **telling** me about this.
Remember **to post** this letter.
I remember **posting** the letter.

6. The following verbs are used only with the infinitive:

afford	fail	pretend
appear	determine	promise
arrange	happen	prove
care	hope	refuse
chance	manage	undertake
dare	mean	wish
decide	offer	

Examples: I can't afford **to buy** a car.
We happened **to meet** her yesterday.

7. The following verbs can take only the infinitive or an object + the infinitive.

ask	like	want	mean	hate
beg	love	expect	wish	

Examples: I want **to meet** him

Do you want **me to do** this?

8. These verbs are followed by the object + the infinitive (by only the infinitive when they are used in the passive).

allow	instruct	press
advise	invite	request
cause	oblige	teach
compel	tell	order
encourage	permit	tempt
force	persuade	warn
urge	remind	

Examples: They didn't allow **him to come**.
He was not allowed **to come**.

9. These verbs are followed by an object + the infinitive **to be**.
consider, believe (mostly in the passive), find,
suppose (mostly in the passive), understand (mostly in the passive).
They consider him **to be** efficient.
He is believed **to be** dishonest.

10. **Make** and **let** are used with the infinitive without **to**.
I made him **walk**.

Let me **come**.

The following verbs can also be used with the infinitive without **to**: see, hear, observe, watch, notice, feel.

Examples: I heard him **sing**.
We watched him **go**.

11. The infinitive is used with the following adjectives expressing emotion:
delighted, sorry, ashamed, happy, glad, anxious, shocked, proud, pleased, overjoyed.

I am sorry **to trouble** you,
We were shocked **to hear** about his death.

12. The infinitive is used with the following words:

no one (**to help** us)
anything (**to eat**)
a lot (**to do**)
no money (**to buy** food)
(I have) a train (**to catch**)
a book (**to read**)
something (**to tell** you)

13. The infinitive is used after **the first**, **the second**, **the last**, **the only**, etc.

Examples: She was **the first to arrive**.
He was **the last to come**.

14. The infinitive is used after **too** and **enough**.

Examples: **Too + adjective/adverb + infinitive:**
He is **too young to understand**.
He is **too fat to run**.
The old man walked **too slowly to reach** the station in time.

Adjective/adverb + enough + infinitive:

She was **clever enough to work** the sum.

The policeman didn't run **fast enough to catch** the thief.

15. The infinitive is used.

(a) After **it is/was + adjective + of you/him, etc.**

Examples: It was **good of you to help us**.

It is **kind of her to think of us**.

(b) After **it is/was/would be + adjective + noun.**

Examples: It was a **rude remark to make**.

It would be a **good thing to do**.

16. The infinitive is used after the following adjectives: apt, anxious, bound, due, inclined, liable, prepared, ready, willing, unwilling, reluctant.

Examples: Our plan is **bound to succeed**.
We are **prepared to help you**.

(B) THE GERUND

Form

The gerund is a verbal noun having the same form as the present participle. It ends in -ing.

Examples: running, walking, singing, etc.

Uses

1. It can be used as the subject or object of a verb.

Examples: Getting up early is a good habit. (Subject)
They prohibit **smoking** here. (Object)

2. It is used after prepositions.

Examples:

Clever at....., believe in....., congratulate.....
on , ashamed of, apologize for,
charged with, used to, accuse of,
think of, afraid of, surprised at

depend on , insist on , object to ,
tired of , responsible for , difficulty in ,
good at , fined for in spite of ,
prefer to

Examples: I must apologize for coming late.

He insisted on being present at the meeting.

He is clever at giving excuses.

3. It is used after the verbs mentioned in sub-section 4 under the Infinitive.

4. These verbs are used with the gerund and not the infinitive.

Confess, imagine, finish, practise, hinder, not help, excuse, not mind, forgive, pardon, not stand, drop, fancy, prevent, stop, feel like, admit, appreciate, avoid, deny, enjoy, escape, miss, postpone, resist, suggest.

Examples: He denied stealing the money.

I enjoy reading detective stories.

I couldn't help laughing at their suggestions.

I am used to being spoken to rudely.

Note: Appreciate must be followed by a possessive adjective.

Example: I appreciate your coming to see me.

Excuse, forgive, pardon are followed by either (a) the possessive adjective + gerund or (b) object + for + gerund.

Examples: Please excuse my coming late.

Please excuse me for coming late.

Prevent takes either (a) possessive adjective + gerund or (b) object (+ from) + gerund.

Examples: They prevented my applying for the post.

They prevented me from applying for the post.

The verb mind is used mainly in the interrogative and negative.

Examples: Do you mind my smoking?

I don't mind your using my telephone.

Exercise 89

Fill in the blanks in the following sentences with the infinitive or the gerund of the verbs within brackets.

1. He continued (work) even after the bell had rung.
2. He pretends (be) honest.
3. I happened (meet) him yesterday.
4. He was accused of (steal) the watch.
5. He has stopped (smoke).
6. I congratulated him on his (win) the championship.
7. I hate (get) up late.
8. We intend (go) on a picnic tomorrow.
9. I could not help (laugh) at his folly.
10. She has finished (cook).
11. I don't care (see) that picture.
12. He managed (finish) the work.
13. He confessed (steal) the watch.
14. We can't allow him (enter) the room.
15. Let him (do) what he likes.
16. I am sorry (disturb) you.
17. Have you anything (say) ?
18. I have an interesting book (read).
19. Can you imagine (walk) that distance?
20. I don't mind (lend) you my pen.
21. The parents are clever at (hide) their children's faults.
22. She practises (dance).
23. Remember (see) me tomorrow.
24. I remember (see) this house some years ago.
25. She appears (be) efficient in her work.

Exercise 90

Fill in the blanks with the infinitive or the gerund of the verb within brackets.

1. He promised (help) me.
2. It has started (rain).
3. You must apologize for (behave) rudely.
4. He earns his living by (sell) vegetables.
5. I am tired of (write) letters.
6. I hope (meet) him tomorrow.

7. The thief attempted (steal) my purse.
8. He was the only person (help) us.
9. It was kind of you (send) me a gift.
10. She loves (swim).
11. (Eat) between meals is bad for your health.
12. I am used to (stand) in queues.
13. He is believed (be) honest.
14. I saw him (hide) the box.
15. I expect her (be) there.
16. You must learn (respect) your elders.
17. You need (improve) in your work.
18. I enjoy (walk) in the morning.
19. Your hair needs (cut).
20. She is learning (drive) a car.
21. We consider him (be) a suitable person for the job.
22. He insisted on (see) the letter.
23. That bag is too heavy for you (carry).
24. I heard the child (cry).
25. He is clever enough (pass) the examinations.

SECTION 26

PARTICIPLES

The Present Participle

Form

The present participle of a verb ends in -ing, like the gerund.

Examples: working, standing, sleeping.

Uses

1. It is used as an adjective, unlike the gerund which does the work of a noun.

Examples: running water, sinking ship, smiling face.

2. It is used after verbs of sensation such as see, hear, feel.

Examples: I saw him falling.

I heard them talking.

I felt somebody touching my arm.

3. It is used after go and come as well as with other verbs when two actions, performed by the same person, happen at the same time.

Examples: They went boating.

He came laughing.

He walked away whistling.

4. When one action is immediately followed by another, by the same subject, it is possible to express one of them by the present participle. This replaces a sentence or a clause.

Examples: He closed the door and walked out of the house.

Closing the door, he walked out of the house.

He saw the policeman. He fled.

Seeing the policeman, he fled.

5. The present participle can be used instead of as/since/because + subject + verb.

Examples: Since he knew he could not succeed, he gave up the attempt.

Knowing that he could not succeed, he gave up the attempt.

As he was ill, he decided not to travel.

Being ill, he decided not to travel.

6. It is used after catch/find + the object.

Examples: They caught him trying to cash a forged cheque.

I found him peeping through the window.

7. It is used with spend/waste + an object (e.g. time or money).

Examples: I spend a lot of time waiting for the bus.

I wasted my money trying to repair the old car.

8. It is used with the phrase be busy.

Example: They are busy making arrangements for the wedding.

The Perfect Participle (Active)

Form: having + the past participle.

Examples: having seen, having done.

It can be used, like the present participle, when one action is followed immediately by another, with the same subject.

Examples: Having locked the door, he went to sleep.
Having finished his work, he rested.

The Past Participle (Passive)

Form

The Past Participle (passive) of regular verbs is formed by adding **-ed** or **d** to the infinitive.

Examples: pushed, pulled, closed.

The past participles (passive) of irregular verbs are given in the list of principal parts of such verbs in the Appendix.

1. It is used as an adjective:

Examples: **hidden** money, **used** car, **stolen** jewellery.

2. It can replace a subject + passive verb.

Example: He arrived at the airport. He was accompanied by his wife.

He arrived at the airport, **accompanied** by his wife.

The Perfect Participle (Passive)

Form: having been + past participle.

It is used to show that the action expressed by the participle happened before the action expressed by the verb which follows.

Examples: Having been warned that there were criminals there, we decided to go elsewhere.

Having been caught stealing, he was dismissed from his job.

Exercise 91

1. Fill in the blanks with the present participle, the perfect participle active, the past participle passive or the perfect participle passive of the verbs within brackets.

Examples: writing (present participle), having written (perfect participle active), written (past participle passive), having been written (perfect participle passive).

1. I found him (sleep).
2. Keep the ball (roll).
3. Wash the clothes in (run) water.

4. (fail) twice, he became disappointed.
5. He was accused of buying a (steal) article.
6. There was a (write) agreement between the two parties.
7. The lecture was (bore).
8. The audience was (bore).
9. The work was (exhaust).
10. I was (exhaust) at the end of the day.
11. (know) that the man was dishonest, the Manager did not employ him.
12. We heard them (talk).
13. She came (accompany) by her mother.
14. (believe) that the man was honest, we trusted him.
15. (become) suspicious of the man, we watched him carefully.
16. He looked well (feed).
17. It is better to entrust the job to a (know) person.
18. I saw him (lie) on the bed.
19. (pay) the money, he removed the things.
20. They went (hunt).
21. (spend) all his money, he did not know what to do.
22. (jump) into the river, he saved the child.
23. The proposals, (approve) by the committee, were promptly carried out.
24. They went sight (see).
25. Many workers are poorly (pay).

Exercise 92

Join the following pairs of sentences, using the present participle, the perfect participle active, the past participle passive or the perfect participle passive.

1. I spent a lot of time. I looked for my purse.
2. I knew he was poor. I offered him some money.
3. He escaped from prison. He was looking for a place to hide.
4. The Headmaster entered the dormitory suddenly. He found the boys playing cards.
5. The letters were signed by the Manager. They were posted immediately.
6. She finished reading the book. She went to bed.
7. The thief found the door open. He entered the room.

8. I saw the man. He was jumping over the wall.
9. He locked the door. He went out.
10. She felt unwell. She did not go to school.
11. Mary came home. She looked very happy.
12. He is very busy. He is making arrangements to go abroad.
13. He went home. He rested.
14. The articles were damaged. They were destroyed.
15. I saw them. They were fighting with each other.
16. They are very busy. They are repairing their house.
17. I spent a lot of time. I was trying to cash a cheque at the Bank.
18. I knew he was a reliable person. I entrusted the money to him.
19. I finished my business. I returned home.
20. We killed the snake. We burnt it.

SECTION 27

RELATIVE CLAUSES

Relative pronouns introduce relative clauses.

The forms of the relative pronouns are:

Subject: for persons, **who, that**
for things, **which, that**

Object: for persons, **whom/who, that**
for things, **which, that**

Possessive: for persons, **whose**
for things, **whose/of which**

Examples of the use of relative pronouns:

Who

The man **who** stole the money has been arrested.

Note: **who** helps to join two sentences:
A man stole money. He has been arrested.

That

That is not often used of persons except after the superlative.

He was the greatest man **that** ever lived.

That is used of things and also of animals.

This is the dog **that** bit a small child. (subject)

This is the book **that** I bought yesterday. (object)

Whom

The man **whom** I saw at the bus-stop looked ill.

The person **to whom** I spoke this morning is a farmer.

Note: In informal speech, one may say:

The man **who** I saw or the person **who** I spoke to

The relative pronoun, when it is the object, can be omitted.

The man I saw at the bus-stop looked ill.

This is the book I bought yesterday.

Whose

This is the boy **whose** mother met us yesterday.

The man **whose** house was damaged complained to the police.

Which

Which can be used in the same way as **that**, of things and animals.

As subject, it is more formal than **that**.

This is the book **which** was advertised in the papers yesterday.

As the object of a verb, it can be used or omitted.

The car **which** I bought recently is giving me trouble. (or The car I bought recently

it can be used as the object of a preposition.

The chair **on which** I sat was not very comfortable.

We can also say:

The chair **which/that** I sat on was not very comfortable, or,
we can omit the relative pronoun altogether.

The chair I sat on was not very comfortable.

What is also used as a relative pronoun.

What means "the thing/s that"

The things that I bought at that shop were useless.

What I bought at that shop was useless.

A relative clause can be used after **it is/was + noun/pronoun**,
for the purpose of emphasis.

It was Mr Fernando **who** helped me to get a passport.

It was in Delhi **that** we heard about the news.

both/some/most/all/several/a few etc. can be followed by
of whom/which.

Example: I bought some eggs, **all of which** are bad.

She has two daughters, **both of whom** are at the University.

The relative clauses, given in the previous examples, are **defining relative clauses**. They limit the preceding noun or pronoun to a particular type or example. They answer the question Which? or What? or Whose? and refer us to a particular person or thing.

NON-DEFINING RELATIVE CLAUSES

1. These are relative clauses which tell us more about the nouns to which they refer, but are not essential.

Example: My brother, who went to Australia last year, is a doctor.

It is possible to say this in two sentences:

My brother went to Australia last year. He is a doctor.

Note: Commas are placed before and after the non-defining relative clause.

2. In a non-defining relative clause, the relative pronoun cannot be omitted.

Example: Mr. Smith, **whom** we discussed yesterday, is a neighbour of mine.

3. When a preposition is used, it is placed before the relative pronoun.

Example: That is Mr Brown, **about whom** I spoke to you last night.

RELATIVE ADVERBS

The relative adverbs **when**, **where** and **why** are used to replace a preposition + the relative pronoun **which**.

Example: It was the 25th of June **when** she arrived. (instead of **on which**)

This is the house **where** she lives. (instead of **in which**)

The reason **why** he committed suicide is not known. (instead of **for which**)

THE USE OF RELATIVE CLAUSES TO JOIN SENTENCES

Example: A man was arrested yesterday. He has escaped.

The man **who** was arrested yesterday has escaped.

Note: The indefinite article **a** is replaced by the definite article **the**.

That is a beggar. I gave him some money.

That is the beggar **to whom** I gave some money.

Note: The preposition **to** has to be used with **whom**.

This is a story book. I bought it yesterday.

This is the story book **that** I bought yesterday.

Have you posted the letter? I gave it to you this morning.

Have you posted the letter **which** I gave you this morning?

Mr Jackson is an engineer. His children are studying at our school.

Mr Jackson, **whose** children are studying at our school, is an engineer.

A lady's handbag was stolen. She has complained to the police.

The lady **whose** handbag was stolen has complained to the police.

Note: The relative pronouns **who**, **whom**, **which/that**, **whose** replace the pronouns **he**, **him**, **it**, **his**, **her** or a noun with apostrophe and **s**.

Exercise 93

Fill in the blanks with **who**, **whom**, **whose**, **which**, **that**, **when**, **where** or **why**. You may omit the relative pronoun when it is the object of a verb in a defining relative clause. Note that commas are placed before and after non-defining relative clauses.

1. Motorists drive recklessly will be prosecuted.
2. The books we borrow from the library must be used with care.
3. The train in we travelled arrived late.
4. Where is the person about you were talking?
5. The house in we are living has been built well.

6. The author book I am reading has died.
7. They rescued the boy fell into the well.
8. Mary, mother is a teacher, studies hard.
9. The boy books were lost complained to the Headmaster.
10. The car we bought last month is fairly new.
11. My uncle, leg was injured in an accident, is now better.
12. He found the money he had lost.
13. Mr Silva, teaches us mathematics, is retiring this year.
14. This is the place the accident took place.
15. We do not know the time the train will come.
16. They caught the man stole the jewels.
17. You must be careful about the food you eat.
18. He was a man all liked.
19. This is the house was burnt last week.
20. Those work hard will be rewarded.
21. The reason the meeting was postponed is not known.
22. The bed on I slept was not comfortable.
23. The houses I saw are unsuitable.
24. He introduced me to his students, most of are girls.
25. This story was told to me by a man I met on a train.

Exercise 94

Join the following pairs of sentences by using relative pronouns or adverbs—**who, whom, whose, which, that, when, why or where.**

1. Mr Anderson gave a donation to the school. He was thanked by the Principal.
2. Mrs Smith was very happy. Her son won a prize.
3. A thief had stolen a bicycle. The police recovered it.
4. That is the house. I spoke about it.
5. Jim is a good athlete. We all admire him.
6. We saw the bridge. The accident took place there.
7. He left suddenly. We don't know the reason.
8. Mary sings beautifully. She is a pupil of Mrs Black.
9. This is a new car. We bought it in Japan.

10. The policeman arrested the criminal. He was rewarded.
11. Dr Jones cured my father. He is a good physician.
12. Mr Mendis is an accountant. His daughter is in my school.
13. The clerk is very happy. The Manager has promoted him.
14. The old man was very angry. The boys were laughing at him.
15. The man committed a robbery. He was jailed.
16. I had lost a book. I found it yesterday.
17. He has not returned the money. He borrowed it from me last month.
18. I saw some people. Many of them were foreigners.
19. Mr Thomas is a fat man. He is our Supervisor.
20. He took his money in a bag. He lost it.
21. Mr Dias is an uncle of ours. We travelled in his car.
22. We shall meet on the 20th of October. We can then discuss this matter.
23. The bus was damaged in an accident. I travelled in it.
24. He was not selected for the post. We do not know the reason.
25. I bought some things at the new shop. They were very good.
26. Mrs David was very tired. She had been working all day.
27. They gave us some rice. Most of it was bad.
28. Mr Smith said he was very busy. I had come to see him.
29. This is a story about a man and his wife. Their plane crashed on a deserted island.
30. The boys did well at the examination. Mr James had taught them.

THE—"EVER" FORMS

whoever, whichever, whatever, whenever, wherever, however:
These can also introduce relative clauses.

whoever means **anyone who**.

Example: **Whoever** comes first will be given a prize.

whichever means **any one of which**.

Example: Choose **whichever** you like.

whatever means **anything or no matter what**.

Example: **Whatever** happens, we mustn't despair.

whenever means **every time that**.

Example: Whenever he meets me, he inquires about you.

wherever means **anywhere**.

Example: He was given a warm welcome wherever he went.

however means **in whatever way**.

Example: However hard he tried he could never succeed.

SECTION 28

COMBINING SENTENCES

1. Two sentences, each with a finite verb, can be combined into one sentence with only one finite verb:

(a) by using a participle.

Examples: He saw an elephant. He climbed a tree.

Seeing an elephant, he climbed a tree.

Note: seeing is a participle and not a finite verb.

(b) by using an infinitive.

Examples: He went to the market. He wanted to buy vegetables.

He went to the market to buy vegetables.

Note: to buy is an infinitive and not a finite verb.

2. Two sentences, each with a finite verb, can be combined into one sentence with two finite verbs:

(a) by using **and** to express addition.

Examples: He worked hard. He got a prize.

He worked hard and got a prize.

(b) by using **both** **and**, **as well as** or **not only** **but also**.

Examples: He is a scholar. He is an athlete.

He is both a scholar and an athlete.

He is a scholar as well as an athlete.

He is not only a scholar but also an athlete.

Note: In these sentences **is** is understood in the second part of the sentence.

(c) by using **but** to express contrast.

He tried hard. He did not succeed.

He tried hard but did not succeed.

(d) by using **either** **or**, **neither** **nor**.
either, **nor** and **so** can be used to add a remark.

Examples: You can take it. You can leave it.

You can take it or leave it.

He doesn't smoke. He doesn't drink.

He neither smokes nor drinks.

He didn't come for the meeting. I too didn't.

He didn't come for the meeting and I didn't either.

He didn't come. She too didn't.

He didn't come and neither did she.

She was happy. I too was happy.

She was happy and so was I.

Reason can be also be expressed by means of two clauses joined by **so** and **therefore**.

Examples: It was raining. We didn't get out.

It was raining, so we didn't get out.

Many of the delegates were absent. The meeting was postponed.

Many of the delegates were absent; the meeting was, therefore, postponed.

Note: **therefore** is used in formal English.

3. Two or more simple sentences, each with a finite verb, can be combined into one complex sentence with a main clause containing a finite verb and dependent clauses, each containing a finite verb.

(a) by using relative pronouns or adverbs—**who**, **whom**, **which**, **that**, **when**, **where**; **why**.

Examples: I bought a book yesterday. I have lost it.

I have lost the book that I bought yesterday.

Note: it is omitted and that becomes the object of bought.

A boy was missing. He has been found.

The boy who was missing has been found.

That is the building. There was a fire.

That is the building where there was a fire.

(b) by using because, since or as to express reason.

Example : He did not go to school yesterday. He was ill.

He did not go to school yesterday because he was ill. (or since or as)

(c) by using that, in order that or so that may/might/will/would or can/could and infinitive to express purpose.

Example : He is working hard. He wants to pass the examination. He is working hard so that he may pass the examination.

(d) by using though or although to express contrast or concession.

Example : He is poor. He is happy.

He is happy though he is poor.

(e) by using as as or as much as to express comparison.

Examples : John is tall. Jack is equally tall.

John is as tall as Jack.

He spends a lot of money on travelling. He spends an equal amount of money on his food.

He spends as much money on travelling as on his food.

Note: In the previous two sentences one of the verbs is omitted but is understood in the second part of the sentence.

(f) by using as to express manner.

Example : Men will sow much. They will reap accordingly. Men will reap as they sow.

(g) by using when, before, after, till, until, as, while to express time.

Examples: The girls heard the bell. They went into the class room.

When the girls heard the bell, they went into the class room.

He brushes his teeth. He then goes to bed.

He brushes his teeth before he goes to bed.

He waited. The bus arrived.

He waited till the bus arrived.

He was getting into his car. Somebody attacked him.

Somebody attacked him as he was getting into his car.

He was going to school. He saw an accident.

While he was going to school he saw an accident.

(h) by using so that or such that to express result.

Examples: He was very clever. He could solve any problem. He was so clever that he could solve any problem. He made a very big noise. We were all disturbed. He made such a big noise that we were all disturbed.

Exercise 95

Combine each of the following pairs of sentences into one sentence, using the conjunction or method indicated within brackets.

1. He went by taxi. It was raining. (because/as/since)
2. It grew darker. It became colder. (as)
3. He is rich. He is not happy. (though/although)
4. I reached the station. The train had already left. (when)
5. My uncle is an engineer. He is in Canada. (who)
6. They finished their work. They went home. (after)
7. He doesn't drink coffee. He doesn't drink tea. (neither nor, if the verb is affirmative, either or, if the verb is negative)
8. I have come here. I want to attend to an important matter. (infinitive)
9. He was very quick. I couldn't catch him. (so that.)

10. We believed him to be sincere. We trusted him. (participle)
11. He had breakfast. He went to school. (before/after)
12. Dick is fat. Jim is also fat. (as.....as)
13. I waited. My father returned from office. (till/until)
14. He was playing football. He injured his foot. (while)
15. She heard the sound of music. She was passing the church. (as)
16. He consulted a doctor. He was staying next door. (who)
17. She has hurt her knee. She can't walk. (as/because/since)
18. We visited the village. I was born there. (where)
19. He was tired. He continued to play. (though/although)
20. I was travelling in a bus. It went very fast. (which/that)
21. He prepares his lessons. He goes to school. (before)
22. He drove the car recklessly. He met with an accident. (so that)
23. He applied for the post. He was not selected. (but)
24. There was a very large crowd. I couldn't get into the hall. (such that)
25. We are renovating our house. We want to be more comfortable. (so that)

Exercise 96

Combine each of the following groups of sentences into one sentence. You may use the methods indicated in brackets.

1. The man was charged with theft. He was acquitted. There was insufficient evidence against him. (who, because/as/since)
2. He bought a car. It had been used by a doctor. He was leaving for England. (that, who)
3. He heard the news. He was very happy. He bought gifts for all his children. (when, so that)
4. She was not well. She worked very hard. She passed the examination with distinctions. (although/though, so that)
5. The weather was bad. It threatened to become worse. We stayed at home. We did not want to get wet in the rain. We had been anxious to go on the journey. (when, which, participle or as/because/since, although/though)

6. He kept on trying. He succeeded. He achieved his ambition. He had to overcome many obstacles. (till/until, in + gerund, though/although)

7. The government wanted to celebrate the occasion. They set free many prisoners. They were serving long sentences. Their conduct had been good. (participle or as/because/since, who, as/because, since)

8. He was going to school. He saw a lot of people. They were looking at a car. It had been damaged in an accident. (while, who, that)

9. It was very calm. They started their journey. Suddenly a severe storm arose. Their boat nearly capsized. (although/though, when, such that)

10. The old gentleman got very angry. The boys laughed at him. He slipped on the road. He was walking. (who, while), when)

11. Some letters were lying on his table. He went through them. He saw a letter. He had not replied to it. (while, that, which)

12. The boys were playing cricket. One of the boys hurt himself very badly. He was one of the best players in the team. He had to be taken to hospital. (while, who, so, that)

13. We were going to the market. We saw an old beggar. He was lying on the pavement. The pavement was crowded with people. They were walking in great hurry. They did not look at him. (while, participle, which/that, who, such that)

14. He had his breakfast. He went to his office. He saw a man. He had come to see him. (after, where, who)

15. There were telephone boxes at regular intervals. People's cars had broken down. They could summon help. (so that , whose)

16. I applied for the post. I did not accept it. The salary was very poor. I would not be able to live comfortably. (though/although, as/because/since, so that)

17. I saw him. He was going to church. He was accompanied by his wife. She was carrying a baby. (participles, who)

18. I went to the airport. I saw a lot of people. They had come there. They wanted to see their friends off. (when, who, infinitive)

19. They are very rich. They are not happy. They want to earn still more money. They could live in greater luxury. (though, although, as, because, since, so that

20. Mr Smith had been working very hard. He went on a holiday to a seaside village. He could rest peacefully there. He felt well (who, where, till/until)

SECTION 29

PUNCTUATION

Correct punctuation helps the reader to grasp quickly the meaning of what he is reading.

The following stops are used to mark the natural pauses in a sentence.

- (i) full stop (.)
- (ii) comma (,)
- (iii) semi-colon (;)
- (iv) hyphen (-)
- (v) apostrophe (')
- (vi) dash (—)
- (vii) question mark (?)
- (viii) inverted commas or quotation marks (".....")
- (ix) exclamation mark (!)
- (x) colon (:)

(i) The **full stop** is used

- (a) at the end of every complete sentence.
- (b) after abbreviations and initials.*

Examples: Mr J. L. Brown, B.A., M.P. etc.
F.R.C.S. L.R.C.P.

* When the abbreviation includes the final letter of the word abbreviated, the full stop is generally not used.

E.g. Mr Pieris, Dr Alwis

(ii) The **comma** marks the shortest pause and is used

- (a) to mark off words in apposition.

Example: Mr. Allen, the Manager, was present at the meeting.

- (b) to mark off the person addressed.

Example: I can assure you, Sir, this is not true.

- (c) to mark off one item from another in a list. The comma is not placed before **and**.

Example: We bought a table, a chair, a bed and a bookcase

The comma can also be used to separate the same parts of speech (e.g. adjectives and verbs) when there is a series of them.

Examples: He was a modest, intelligent and capable young man.

She sang; danced and acted well.

Note: If the second of the two adjectives is closely connected with the noun, no comma is needed.

Examples: A pretty little girl.

A handsome young man.

- (d) to mark off phrases beginning with **have** or **after**.

Examples: Having closed the door, he went out.

Prema, after bidding good-bye to her friends, entered the plane.

- (e) to separate an adverbial clause from the rest of the sentence.

Example: When the President goes to London, he will meet the Queen.

Note: When the adverbial clause comes at the end of a short sentence, the comma is often omitted.

Examples: I shall see you when I return.

- (f) A subordinate adjectival clause does not require a comma unless it is a very long one.

Example: The boy who won the prize is my nephew.

- (g) A non-defining relative clause has a comma before and after it.

Example: Mrs Brown, who is a friend of Mrs Allen, is our neighbour.

- (h) A clause that is the subject or object of a sentence does not require a comma.

Examples: That he is innocent is quite clear.
He told the judge that he was not guilty.

- (i) Sentences joined by **but** or **and** need a comma.

Examples: I offered him money, but he refused.
The Chairman explained the matter clearly, and the audience was convinced.

If the subject is the same, a comma is not necessary.

Example: I went home and had a bath.

- (iii) **The semi-colon**, which marks a longer pause than the comma, is used in place of the full-stop when two sentences are clearly linked in meaning. Words like **so**, **therefore**, **for**, **otherwise**, **still**, **indeed**, can follow a semi-colon.

Example: He is a naughty boy; indeed he is never out of trouble.

The semi-colon is also used to separate coordinate sentences that express marked contrast of meaning or a break in the sense.

Example: We cannot all take pleasure in Paradise Lost; but there are certain common sentiments and touches of nature in it.....
(R. L. Stevenson)

- (iv) **The hyphen** is used

- (a) to join compound words.

Examples: a put-up-affair, a matter-of-fact style, walking-stick, writing-table, brother-in-law.

- (h) to carry a word from one line to another.

Example: dis-
cuss

The manner of using the hyphen appears to vary with writers. A safe rule is to use the hyphen in cases where the accent is on the first part of the expression.

Examples: oft-repeated, still-born child.

An expression consisting of a noun and adjective might have one meaning when used with a hyphen and another, when written separately.

Examples: black-birds, black birds.

The following rules may be of help:

- (1) When compound words, through long usage, have become familiar, the hyphen is dropped.

Examples: football, housemaid, headmaster.

- (2) A hyphen is not necessary between two words that do their work quite well when written separately.

Examples: fellow men, rogue elephant.

- (v) **The apostrophe** is used to show ownership or the omission of a letter, or letters.

Examples: Tom's book
It's getting cold.
We'll come.
They've gone.

- (vi) **The dash** is used

- (a) to mark a sudden break in a sentence.

Example: He said—I don't know whether I can repeat it.

- (b) to sum up a list of things.

Example: His money, his house, his family—everything was lost.

(vii) The **question mark** is used to mark direct questions or to show that a word is being used in an unusual way.

Example: Where has he gone?
They maintained a deafening (?) silence.

(viii) **Inverted commas or quotation marks** are used to mark quotations or direct speech.

Example: "Neither a borrower nor a lender be"
says Shakespeare.

A quotation within a quotation can be enclosed in single inverted commas.

Example: He said, "I heard a cry of 'Help! Help!' as I was passing the house."

(ix) The **exclamation mark** is used to express surprise, wonder or admiration. It should be sparingly used.

Example: Oh, how I long to meet him!
What! You are here again!

(x) The **colon** is used to introduce a list of items or an example or to expand an idea.

Example: The places he visited were: London, Paris, Rome etc.
Our main goal is this: we must develop our country.

THE USE OF THE CAPITAL LETTER

1. The first word of every sentence begins with a capital letter.
2. Surnames or Christian names begin with a capital letter.

Example: Mr John Brown.

3. It is used for a person's initials.

Example: Mr F. A. Benjamin.

4. It is used to begin geographical names (countries, towns, rivers, oceans, lakes, mountains).

Example: India, Bombay, Thames, Mediterranean, Alps etc.

5. The names of streets, roads and buildings begin with capital letters: Wall Street, Buckingham Palace etc.

6. It is used in titles of books, magazines and newspapers: Daily Telegraph, Readers' Digest etc.

7. It is used for names of ships: Queen Elizabeth, Hermes etc.

8. The days of the week, months of the year and special holidays begin with a capital letter:
Monday, January, Christmas, Wesak, Ramazan etc.

9. It is used in the first word of direct speech:
He said, "Shall we go".?

10. It is used to begin a line in a poem:
Fair daffodils, we weep to see
 You haste away so soon:
As yet the early rising sun
 Has not attain'd his noon.

11. It is used for the first person singular (I).

12. It is used for titles of people, and also for God:
King, Queen, Lord, Sir.

Exercise 97

Punctuate the following sentences, inserting capital letters where necessary, and all the required stops.

1. as i told you i was unable to do it therefore i decided to do something else
2. he will i have no doubt be successful in the b a examination
3. come here sir said mr pickwick trying to look stern with four large tears running down his waistcoat take that sir
4. the chief ports of india are bombay and karachi in the west calcutta in the east and madras in the south
5. well said adrian ive heard of some odd things at the bottom of the garden but never a waterfall

6. that night we slept in one of the smaller huts our hammocks hung from the pole in the centre all round us we could hear the sounds of the night insects buzzing and parakeets chattering
7. i invited john to my lodgings for dinner he looked as if he hadn't had a square meal since he was born and he turned up promptly with three other small children as skinny as himself
8. some of the arab countries particularly in north africa have rich mineral resources including phosphate manganese copper lead tin iron zinc coal mercury and gold
9. almost as they did so there came running round the corner of the street at a quick pace and with a frightened look a girl whom mr gradgrind recognized halloo said he stop where are you going stop
10. that i have done this deliberately is not true that i might have done it unwittingly is possible

Appendix I

PRINCIPAL PARTS OF IRREGULAR VERBS

Verbs which form the past tense by adding **d** or **ed** are described as **regular verbs**.

<i>Examples:</i>	Present	Past
	stop	stopped
	love	loved

Verbs which form the past tense by means of a vowel change are described as **irregular verbs**. The principal parts of these verbs (past tense and past participle) have to be learnt by the student as a knowledge of these is essential when the following have to be used:

Past Tense
 Present Perfect
 Future Perfect
 Past Perfect
 Passive

A list of the principal parts of irregular verbs is given below for the convenience of students.

Verb (stem)	Simple Past	Past Participle
arise	arose	arisen
awake	awoke/awaked	awoken/awaked
be	was	been
bear	bore	borne (born - with reference to birth)
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bereave	bereaved	bereaved/bereft (N.B. bereaved is used of death etc.)
bet	betted/bet	betted/bet
bid (offer)	bid	bid
bid (command)	bade (pr. bad)	bid/bidden*
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burn	burned/burnt	burned/burnt
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost

* Found mainly in literature

Verb (stem)	Simple Past	Past Participle	Verb (stem)	Simple Past	Past Participle
creep	crept	crept	keep	kept	kept
cut	cut	cut	kneel	knelt	knelt
deal	dealt	dealt (pr: delt)	knit (unite)	knit	knit
dig	dug	dug	know	knew	known
do	did	done	lay	laid	laid
draw	drew	drawn	lean	leaned/leant (pr: lent)	leaned/leant (pr. lent)
dream	dreamed/dreamt	dreamed/dreamt (pr: dremt)	learn	learned/learnt	learned/learnt
drink	drank	drunk	leave	left	left
drive	drove	driven	lend	lent	lent
eat	ate	eaten	let	let	let
fall	fell	fallen	lie	lay	lain
feed	fed	fed	light	lighted/lit	lighted/lit
feel	felt	felt	lose	lost	lost
fight	fought	fought	make	made	made
find	found	found	mean	meant	meant
flee	fled	fled	meet	met	met
fling	flung	flung	mow	mowed/mown	mowed/mown
fly	flew	flown	pay	paid	paid
forbid	forbade	forbidden	put	put	put
forget	forgot	forgotten	read	read(pr. red)	read (pr. red)
forsake	forsook	forsaken	rid	rid	rid
freeze	froze	frozen	ride	rode	ridden
get	got	got	ring	rang	rung
gild	gilded/gilt	gilded/gilt	rise	rose	risen
give	gave	given	run	ran	run
go	went	gone	saw	sawed	sawed/sawn
grind	ground	ground	say	said	said
grow	grew	grown	see	saw	seen
hang (execute)	hanged	hanged	seek	sought	sought
hang (suspend)	hung	hung	sell	sold	sold
hew	hewed	hewed/hewn	send	sent	sent
hide	hid	hidden	set	set	set
hit	hit	hit	sew	sewed	sewed/sewn
hold	held	held	shake	shook	shaken
hurt	hurt	hurt	shear	sheared	sheared/shorn

Verb (<i>Stem</i>)	Simple Past	Past Participle	Verb (<i>stem</i>)	Simple Past	Past Participle
shed	shed	shed	sweep	swept	swept
shine	shone	shone	swell	swelled	swelled/swollen
shoot	shot	shot	swim	swam	swum
show	Showed	Showed/Shown	swing	swung	swung
shrink	shrank	shrunk	take	took	taken
shut	shut	shut	teach	taught	taught
sing	sang	sung	tear	tore	torn
sink	sank	sunk	tell	told	told
sit	sat	sat	think	thought	thought
sleep	slept	slept	thrive	throve/thrived	thriven/thrived
slide	slid	slid	throw	threw	thrown
slink	slunk	slunk	thrust	thrust	thrust
slit	slit	slit	tread	trod	trodden/trod
smell	smelt/smelled	smelt/smelled	understand	understood	understood
sow	sowed	sowed/sown	undertake	undertook	undertaken
speak	spoke	spoken	wake	woke/waked	woken/waked
speed	speeded/sped	speeded/sped	wear	wore	worn
spell	spelt/spelled	spelt/spelled	weave	wove	woven
spend	spent	spent	weep	wept	wept
spill	spilled/spilt	spilled/spilt	wet	wetted/wet	wetted/wet
spin	spun	spun	win	won	won
spit	spat	spat	wind	wound	wound
split	split	split	wring	wrung	wrung
spread	spread	spread	write	wrote	written
spring	sprang	sprung			
stand	stood	stood			
steal	stole	stolen			
stick	stuck	stuck			
sting	stung	stung			
stink	stank	stunk			
strew	strewed	strewed/strewn			
stride	strode	stridden			
strike	struck	struck			
string	strung	strung			
strive	strove	striven			
swear	swore	sworn			

N.B. The following verbs, which do not form their simple past and past participle by means of a vowel change, are included here because they do not add **d** or **ed** to form the simple past and past participle:

build, burst, cost, cut, hit, put, let, beat, bend, bid (offer), cast, shed, shut, thrust.

It will be seen that these verbs have the same form for the simple past and the past participle.

The abbreviation **pr** stands for **pronounced**.

Appendix II

ILLUSTRATION OF SOME GRAMMATICAL TERMS USED IN THIS BOOK—A SUMMARY

Section	Pages	Grammatical Terms—Explanations and Examples
5	15	<p>(I) Possessive Adjectives This is my book. That is her pencil.</p> <p>Possessive Pronouns This book is mine. That pencil is hers.</p>
14-16	69-88	<p>(II) Auxiliary (helping) Verbs These help ordinary verbs to form tenses.</p> <p>In the following sentences (1) indicates the auxiliary verb and (2) indicates the ordinary verb.</p> <p>I am (1) going (2) home. He is (1) running (2) fast I was (1) working (2) yesterday. He will (1) go (2) home tomorrow. She has (1) gone (2) home. They had (1) escaped. (2) He does (1) not work. (2). He did (1) not study. (2). Do (1) they work (2) ? He can (1) run (2). I could (1) help (2) you. She may (1) come (2). It might (1) rain (2). You must (1) come (2). They should (1) go (2). Need (1) I come (2) ? Dare (1) he say (2) that?</p>

Section	Pages	Grammatical Terms—Explanations and Examples
2,7,8,9,26, 7,23,28,38,	19	(III) Participles
	128,92	Present Participle (ends in ing) used in
		(a) the present continuous tense. He is writing a letter. They are going home now.
		(b) the future continuous tense. I shall be going home tomorrow. He will be meeting us next week.
		(c) the past continuous tense. He was reading a book this morning. They were playing a match yesterday.
		(d) the present perfect and past perfect continuous tenses. It has been raining since morning. They had been working hard.
		(e) as an adjective Wash it in running water.
		(f) after see, hear, feel I saw him coming . We heard them talking .

Section	Pages	Grammatical Terms—Explanations and Examples	Section	Pages	Grammatical Terms—Explanations and Examples
		(g) to join two sentences to describe one action followed by another. He saw the elephant. He ran away. Seeing the elephant, he ran away.			Perfect Participles used to describe one action followed by another: Active Having locked the door he went out. Having finished their work they went home. Passive The articles, having been condemned , were destroyed.
		The Past Participle Used in (a) the Present, Past Perfect and Future Perfect Tenses. I have finished my work. He has eaten a cake. He had heard about it. She will have seen him by now.	25	122-128	(IV). The Infinitive Present Infinitive Without "to" We let him go . They need not come . They made him work . As subject: To err is human. As object: Learn to obey . After certain verbs: He tried to escape .
		(b) the Passive Voice. Rubber is produced in Sri Lanka. The room will be swept soon. He was arrested by the police. The tickets have been sold . The building had been destroyed .	16	82	 Perfect Infinitive You needn't have gone . He shouldn't have said that. You ought to have finished your work. You could have helped her.
		(c) used as an adjective: He was accused of retaining stolen property. They recovered the lost article.			(V) The Gerund (ends in ing) It is used as a noun. (a) as subject Smoking is prohibited.

Section	Pages	Grammatical Terms—Explanations and Examples
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(b) **as object:**

I hate **walking** in the rain.

(c) **after prepositions:**

He insisted on **coming**.

(d) **after certain verbs**

I enjoy **cycling**.

He started **running**.

23 110–111

(VI) Subjunctive

The subjunctive denotes what is imagined or wished or is possible, as distinguished from the **indicative** which states a thing as a fact. (examples of indicative: She **lives** in Colombo. He **lived** in France for some time.)

The Present Subjunctive has the same form as the Present Infinitive (without **to**).

Long live the Queen!

God **bless** you!

The past tense form is used as a subjunctive after **wish**, **as if** and in **conditional sentences**.

I wish I **owned** an aeroplane.
He talks as if he **knew** everything.

If I **dropped** the plate it would break.

KEY TO EXERCISES IN PART I

(Answers are not provided for exercises for which they are not considered necessary.)

Some, any and no

Exercise 15

1. some/no 2. any 3. some/no 4. any 5. some/no 6. any
7. any 8. some/no 9. some/no 10. some/no 11. any 12. any
13. some/no 14. any 15. any 16. some/no 17. some/no
18. some/no 19. some/no 20. any 21. some/no 22. any
23. any 24. any 25. some/no.

Personal Pronouns

Exercise 16

1. She 2. He 3. They 4. us 5. them 6. It 7. me 8. We
9. him 10. her 11. It 12. He 13. He/She 14. They 15. her
16. She 17. him 18. him 19. them 20. It 21. She 22. him
23. She 24. her 25. He

Possessive Adjectives and Pronouns

Exercise 17

1. theirs 2. ours 3. my mine 4. mine 5. Your
- ours 6. his 7. mine 8. My Yours 9. her mine
10. its our 11. my yours 12. your mine
13. his ours 14. my hers 15. our his
16. my yours 17. her her 18. her mine
19. my his 20. our ours.

Possessive Forms and the use of the Apostrophe

Exercise 18

1. her children's clothes 2. That is Mr. Brown's house./That house is Mr Brown's 3. Socrates' sayings 4. The tiger's claws
5. the girls' dresses 6. That is Douglas's book/That book is Douglas's 7. Mr Smith's brother 8. my uncle's car 9. my friend's pen 10. a lady's wrist-watch 11. ladies' wrist-watches 12. Mr Brown's secretary 13. their neighbours' hens 14. the women's club 15. James's sister

The Simple Present Tense

Exercise 19

1. get 2. reads 3. cooks 4. washes 5. sweeps 6. feed 7. delivers 8. goes 9. buys 10. waters 11. visit 12. lays 13. watch 14. writes 15. spends 16. plays 17. obey 18. do 19. likes 20. have 21. worship 22. has 23. helps 24. barks 25. go

Exercise 21

1. works 2. addresses 3. supervises 4. marks 5. sweep 6. helps 7. teaches 8. corrects 9. have 10. rings 11. wash 12. play 13. cleans 14. looks 15. meet 16. bathe 17. go 18. begins 19. buy 20. drink 21. read 22. borrow 23. punishes 24. put 25. get

Exercise 23

1. goes 2. is sleeping 3. goes 4. is reading 5. is examining 6. comes 7. is crying 8. play 9. are washing 10. wash 11. travel 12. moves 13. gives 14. likes 15. is looking 16. floats 17. am doing 18. live 19. visits 20. have 21. is writing 22. is walking 23. drinks 24. am waiting 25. does not smoke

Exercise 23B

1. makes 2. keeps 3. flock 4. dreads 5. tell 6. succeeds 7. bites 8. blames 9. makes 10. die 11. has 12. justifies 13. favours 14. helps help 15. die 16. repeats 17. nods 18. blows 19. does 20. come 21. die 22. knocks 23. makes 24. gathers 25. broadens 26. lead 27. rains pours 28. goes 29. makes 30. sweep

The Future

Exercise 32

1. will help 2. will declare / will be declaring 3. will come/will be coming/is coming 4. shall/will give 5. will deliver/will be delivering/is delivering 6. shall/will be meeting 7. shall/will have/shall/will be having/am having 8. will marry/will be marrying /are marrying/are going to marry 9. will sell/will be selling/ is going to sell/is selling 10. will play/will be playing/are playing/ are going to play 11. shall/will sweep/shall/will be sweeping/ am going to sweep 12. will.... begin/is beginning 13. will speak/ will be speaking/is speaking 14. will arrive/will be arriving/is arriving 15. shall/will see/shall/will be seeing/am seeing/am going

to see 16. shall/will pay/shall/will be paying 17. will take off/will be taking off/is taking off 18. will break 19. will scratch 20. shall/will move/shall/will be moving/are moving/are going to move 21. will get/will be getting 22. will announce/will be announcing/are announcing/are going to announce 23. shall/will return/shall/will be returning/am returning/am going to return 25. will apply/will be applying/

(what are given above are the more suitable forms).

Exercise 33

1. will close/will be closing/is closing 2. shall/will go/shall/will be going /are going 3. will meet/will be meeting 4. will take/will be taking 5. will prepare/will be preparing 6. shall/will talk/shall/will be talking 7. shall/will play/shall/will be playing 8. shall/will read/shall/will be reading 9. shall/will write/shall/will be writing 10. will make/will be making 11. shall/will visit/shall/will be visiting 12. will buy/will be buying 13. shall/will see/shall/will be seeing 14. will reopen/will be reopening 15. shall/will get/shall/will be getting.

The Simple Past Tense

Exercise 34

1. played 2. wrote 3. returned 4. re-opened 5. built 6. fed 7. left 8. learnt/learned 9. sold 10. went 11. showed 12. sang 13. swept 14. took 15. sank 16. brought 17. bought 18. fought 19. lent 20. saw 21. lost 22. ate 23. froze 24. had 25. hit 26. shook 27. rang 28. lay 29. read 30. knew 31. walked 32. met 33. carried 34. rode 35. sought 36. stole 37. came 38. drove 39. drew 40. paid 41. wore 42. brought 43. behaved 44. enjoyed 45. replied 46. stopped 47. washed 48. flew 49. died 50. rained 51. woke 52. drank 53. won 54. caught 55. started 56. played 57. repaired 58. waited 59. wasted 60. began 61. bound 62. burnt/burned 63. bought 64. passed 65. fell 66. hanged 67. held 68. kept 69. saw 70. shrank 71. slept 72. spoke 73. stood 74. rose 75. left

The Past Continuous Tense and the Simple Past

Exercise 38

1. began were getting/got 2. was speaking left
3. shot was running 4. was reading went 5. met were going 6. dropped was washing 7. was writing heard 8. fell was getting 9. collapsed were having 10. was going/went were getting 11. was talking rang 12. came was having 13. barked entered/was entering 14. was sleeping were working 15. ran barked 16. were waiting were arranging/arranged 17. stood came 18. was doing/did was playing 19. were closing/closed heard 20. was riding stopped 21. saw was approaching 22. was talking called 23. was sleeping stole 24. gave arrived 25. were playing were having

The Present Perfect and the Simple Past

Exercise 41

1. left have not heard 2. wrote have not got
3. Have you had had 4. fell has not recovered
5. got have spent 6. went has not got up 7. left has arrived 8. met have forgotten 9. got have replied 10. have lost bought 11. started have just finished 12. saw have not met 13. started have travelled 14. has stopped forgot 15. Have you done finished 16. Has he spoken/Did he speak spoke
17. Have you seen/Did you see saw 18. went has just returned 19. Has Mary fed fed 20. Have you met/Did you meet met 21. Have you seen/Did you see saw 22. promised/has promised has not come 23. got have not paid 24. left has not returned 25. went has waited

The Past Perfect Tense

Exercise 43

1. had sold 2. had studied 3. had brushed 4. had already written 5. had lived/had been living 6. had wanted 7. had taken 8. had heard 9. had escaped 10. had gone 11. had finished 12. had just gone 13. had been 14. had been working/had worked 15. had gone 16. had begun 17. had risen 18. had visited/had been visiting 19. had just arrived 20. had not replied 21. had fallen 22. had not read 23. had hoped 24. had stolen 25. had forgotten

Revision of Tenses

Exercise 44

1. went 2. had sold 3. returned 4. has waited/has been waiting/waited 5. has been 6. had left 7. have not had 8. have been playing 9. cleaned 10. have just arrived 11. has not gone/has not been going/did not go 12. has given 13. had wanted 14. had studied 15. won 16. have been fighting 17. went 18. has grown 19. had played/had been playing 20. heard 21. had not known 22. have never seen 23. has spent/has been spending 24. has recently been 25. had never seen

Exercise 46

1. were going 2. will leave/will be leaving/is leaving 3. works/is working 4. saw 5. are expecting 6. had wanted 7. has worked/has been working 8. have gone 9. was having 10. started 11. will come/will be coming 12. is writing 13. has taught/has been teaching 14. shall/will leave/shall/will be leaving/am leaving 15. sweeps 16. had come 17. has just finished 18. had done 19. had lost 20. sells 21. have been waiting 22. shall/will pay/shall/will be paying 23. is crying 24. shall/will have passed 25. visits 26. shall/will have finished 27. had sold 28. will buy/is going to buy 29. had escaped 30. has been raining/has rained

Exercise 47

We came We have stayed The village is
 We have gone/have been going and seen/seen/become seeing
 bathed met and talked people
 are They grow and rear They are
 ploughing they will start We heard
 journalists have written tourists have visited
 We thoroughly enjoyed/have thoroughly enjoyed We are
 packing are leaving we shall/will have reached

Prepositions

Exercise 48

1. by 2. at 3. since 4. from to/to from 5. on
6. in 7. at 8. on 9. by 10. from/for 11. for 12. at 13. on
14. at 15. in 16. on 17. in 18. for 19. in 20. from.

Exercise 49

1. till/until 2. during 3. off 4. after 5. into 6. before 7. till/until
8. during 9. before 10. After 11. into 12. off 13. during
14. into 15. before 16. into 17. during/after 18. till/until
19. before 20. till/until.

Exercise 50

1. above/over 2. over 3. beside 4. behind 5. over 6. under
7. above 8. behind 9. out of 10. over 11. out of 12. under
13. behind 14. over 15. below 16. above 17. beside 18. below
19. under 20. out of

Exercise 51

1. opposite/in front of 2. of 3. between 4. among 5. in front of
6. besides 7. with 8. among 9. with 10. between 11. between
12. opposite 13. of 14. Besides 15. of 16. with 17. in front of
18. between 19. of/about 20. among

Exercise 52

1. against 2. through 3. beyond 4. near 5. through 6. along
7. up 8. down 9. across/along 10. against 11. beyond 12. near

13. up/down 14. through 15. along 16. through 17. down
18. down 19. up 20. through

Exercise 53

1. some 2. any 3. some 4. any 5. any 6. some 7. somebody/someone 8. anything 9. Some 10. any 11. Anyone/Anybody
12. some 13. any 14. someone/anyone/somebody/anybody
15. no 16. anyone/anybody 17. nothing 18. No one/Nobody
19. everyone/everybody 20. No one 21. something 22. nothing
23. None/Some 24. anyone/anybody 25. nothing 26. each
27. everything 28. Everyone/Everybody 29. Each 30. Everyone/Everybody

Exercise 54

1. Both/All 2. One 3. many 4. All/A few 5. one 6. Both
7. All-8. much 9. ones 10. neither 11. ones 12. a lot of/a little
13. a few 14. many/a lot of/a few 15. a little 16. other 17. Both
18. much 19. many 20. others 21. either 22. Few 23. either
24. All 25. Both 26. neither 27. a little 28. a lot of 29. neither
30. a few

Exercise 54A

1. The, the, the 2. The, the, the 3. The, a 4. The, a 5. the
6. — 7. an The, an 8. —, the, the 9. The, — 10. —
- the, — 11. the 12. The, a 13. The, the, — 14. a, the
15. —, the, — 16. —, — 17. the, the 18. —, the
19. The, the, a, the, the 20. — 21. —, — 22. —, —
23. —, — 24. —, the 25. —, — 26. an 27. an
28. a 29. an 30. a/the

Note: The blank (—) indicates that no article is required.

Reflexive and Emphasizing Pronouns

Exercise 55

1. ourselves 2. himself 3. themselves 4. yourself/yourselves
5. herself 6. ourselves 7. yourself/yourselves 8. myself 9. himself
10. yourself/yourselves 11. themselves 12. ourselves 13. themselves
14. herself 15. himself 16. ourselves 17. herself 18. myself
19. himself 20. itself.

Be

Exercise 56

1. am
2. are
3. was
4. will be
5. has been
6. had been
7. had been
8. has been
9. will be
10. have you been

Exercise 57

1. are to
2. am.....to
3. is to
4. is to
5. is to
6. are not to
7. are not to
8. is to
9. are to
10. were to
11. am.....to
12. were to
13. is to
14. is to
15. am to

Have

Exercise 58

1. has
2. have/had
3. have
4. had
5. has
6. had/will have
7. is having
8. had
9. have
10. had

Exercise 59

1. had my gate painted
2. had the walls whitewashed
3. have the knives sharpened
4. had his trousers altered
5. have your hair cut
6. had the hall arranged
7. had the grass cut
8. have the plants watered
9. had the bridge repaired
10. had the things brought

Do

Exercise 60

1. not doing
2. did you do
3. Did did
4. Did..... didn't
5. Do
6. did
7. doing
8. do
9. do don't
10. Do
11. did
12. has done/is doing
13. did
14. does
15. done

Can, Could, Was/Were able to

Exercise 61

1. Can/could
2. can
3. can
4. could
5. can
6. can/could
7. could have
8. could
9. was able to
10. could
11. could have
12. could
13. was able to
14. could
15. could
16. can/could
17. could
18. were able to
19. could
20. Could/Can

May/Might

Exercise 62

1. may/might
2. may/might
3. might
4. might
5. may
6. may/might
7. may/might
8. may/might
9. may
10. might
11. might
12. may/might have
13. May
14. may
15. may/might have

Exercise 63

1. couldn't
2. can/is able to
3. could have bought
4. could
5. was able to
6. may/might/could have escaped
7. could not have fallen
8. can't
9. couldn't/were not able to
10. may/might not have seen/may/might have seen
11. could/may/might have entered
12. may/might not have seen
13. can/could/may
14. may/might have forgotten
15. may/might/can
16. were able to
17. could not have done
18. couldn't/were not able to
19. was able to
20. could not enter/could not have entered
21. can't
22. may/might
23. couldn't
24. could have taken
25. may/might not/can't

Must, Have to, Ought to, Should

Exercise 64

1. must/should/ought to
2. must/should/ought to
3. must
4. should/ought to have consulted
5. must/has to
6. must
7. has to/must
8. should/ought to have attended
9. have to/must
10. have to/must
11. must/should/ought to/have to
12. has to
13. must have missed
14. must/should/ought to
15. had to
16. must/should/ought to
17. should/ought to
18. must
19. must have quarrelled
20. should not have/ought not to have gone
21. had to
22. has to/must
23. must have gone
24. must
25. has to

Exercise 65

1. must
2. have to
3. must/should/ought to
4. have to
5. must/should/ought to
6. must
7. has to
8. have to
9. have to
10. must/ have to
11. must/should/ought to
12. must
13. should/ought to/must
14. must
15. has to
16. must/should/ought to
17. have to/must
18. must/should/ought to
19. have to
20. must

Note: Only the more suitable forms are given, though other forms are possible in certain sentences.

Exercise 66

1. had to
2. ought to have helped
3. should have been
4. had to
5. ought to have dressed
6. should have taken
7. had to
8. had to
9. ought to have replied
10. had to
11. had to
12. should have carried out
13. had to
14. should have taken
15. had to
16. had to
17. should have come
18. had to
19. had to
20. should have written

Dare, Used to, Need

Exercise 68

1. used to 2. used to 3. dare 4. Dare 5. dare 6. used to 7. used to 8. dared 9. dare 10. used to 11. dare 12. used to 13. dare 14. used to 15. dare 16. used to 17. dare 18. dares 19. dare 20. used to

Must not, Need not, Used to

Exercise 69

1. Need 2. need not 3. must not 4. need not 5. must not 6. Need 7. need not 8. must not 9. must not 10. need not 11. must not 12. need not 13. Need 14. need not 15. need not

Didn't need to, Needn't have

Exercise 70

1. needn't have bought 2. needn't have gone 3. didn't need to 4. needn't have wasted 5. needn't have given/didn't need to 6. needn't have bought 7. didn't need to 8. didn't need to 9. needn't have gone 10. didn't need to/needn't have attended 11. needn't have quarrelled 12. didn't need to/needn't have brought 13. didn't need to 14. didn't need to 15. didn't need to

Note: The more suitable form is given here, though the other form is possible in some sentences.

The past participle of the verb is given after **needn't have**. When **didn't need to** is used, there is no change in the verb.

Will, Would, Shall or Should

Exercise 71

1. Would/Will 2. will/would 3. shall 4. Will/Would 5. should/would 6. Would 7. should 8. should/would 9. Shall 10. should 11. Will/would 12. shall 13. Would/Will 14. Shall 15. should/would 16. should 17. should 18. should 19. should 20. Will

The Passive Voice

Exercise 72

A

1. The bridge is being repaired 2. I am being treated by Dr Perera. 3. The hall is being arranged. 4. She is being helped by us. 5. The meeting is being held today.

B

6. Their work is supervised by the Principal 7. I am seen by them daily. 8. The room is swept daily. 9. Cars are manufactured in Japan. 10. He is supported by his uncle.

C

11. The awards will be given away by the President. 12. He will be promoted to a higher post. 13. The building will be repaired soon. 14. He will be arrested by the police. 15. The gates will be opened at six o'clock.

D

16. He was being watched by the police. 17. The poor were being fed. 18. She was being helped by her aunt. 19. The car was being driven by an old lady. 20. The doors were being polished.

E

21. He was elected President. 22. The road was repaired by the villagers. 23. He was arrested by the police. 24. This bridge was built in 1975. 25. I was operated on by Dr James.

F

26. The room has been swept. 27. The book has been translated into English. 28. The doors have been closed. 29. The cakes have been sold. 30. The repairs have been completed.

G

31. The tickets had been sold before I went there. 32. He had been warned by the Manager. 33. The hall had been swept before the meeting began. 34. This house had been seen by them earlier. 35. The vacancies had been filled already.

H

36. The work will have been completed by the end of the year. 37. The results will have been announced by ten o'clock tonight. 38. All the furniture will have been sold by tomorrow evening. 39. The fields will have been ploughed within the next two months. 40. The murderer will have been hanged by eight a.m. tomorrow.

Exercise 73

1. The building will be completed next year.
2. His paintings are admired all over the world.
3. My pen has been stolen.
4. The letter had been posted by him immediately.
5. The letters were being signed by the Manager.
6. Smoking is forbidden here.
7. I am being called for the interview.
8. I was bitten by my neighbour's dog yesterday.
9. The thief has been arrested by the police.
10. The missing boy has been found.
11. The bill was passed in Parliament yesterday.
12. The work will have been finished by six o'clock today.
13. The bell is being rung.
14. A plate was broken yesterday.
15. All the old newspapers were sold yesterday.
16. The articles will be sold by auction tomorrow.
17. The play was staged last night.
18. The portrait will be unveiled by the Prime Minister today.
19. The film is being shown in Bombay.
20. The hall was being decorated yesterday.

Exercise 74

1. The postman has delivered the letters.
2. They broadcast the election results last night.
3. They dug a well in their garden.
4. They are feeding the chickens.
5. The thieves hid the money in a pit.
6. They will dust the rooms tomorrow.
7. They were despatching the goods yesterday.
8. They had damaged all the articles.
9. A thief snatched her handbag yesterday.
10. They are selling the new shirts very fast.
11. The boys were cheering the cricketers.
12. They will publish the names of the prize winners tomorrow.
13. They produce rubber in Malaysia.
14. They will pay the teachers their salaries tomorrow.
15. The Principal punished Dick for breaking a window.
16. Someone rang the bell late this morning.
17. The judge has discharged the accused.
18. They had warned us about this earlier.
19. They will close the shops tomorrow.
20. A doctor is examining the children.

Exercise 74A

..... was drowned capsized was identified said were were rescued swam are looking for/were looking for were compelled recovered were being ferried across occurred are being conducted/were conducted.

Questions

Exercise 75

1. Where do you live?
2. Whose car is that?/Whose is that car?
3. When will she return?
4. How do you go to school?
5. Who teaches you English?
6. To whom did you give the book/Who did you give the book to?
7. What is he eating?
8. Where did you leave your pen?
9. When did the train arrive?
10. To whom do you want to speak?/Who do you want to speak to?
11. What is the highest mountain in the world?
12. What has the doctor advised him to do?
13. Why did you go to the post office?
14. How much does he earn?
15. When will they complete the building?
16. At whom are they laughing?/Who are they laughing at?
17. How do you spend your leisure?
18. What do you drink after dinner?
19. How many handkerchiefs did you buy?
20. How far is your house from the railway station?
21. How often do you go to the pictures?
22. When will they play their next match?
23. With whom are you staying?/Who are you staying with?
24. Where has she gone?
25. What is your father?
26. How did you enter the garden?
27. Which pen is yours?
28. Whom/Who did you meet at the market?
29. By whom was Great Expectations written?/Who was Great Expectations written by?
30. Where is he studying?/At which University is he studying?
31. How wide is your room?
32. Why did he come late?
33. How tall is he?
34. How long does it take to fly from London to Rome?
35. What is the time now?

Exercise 76

1. What is your name?
2. Where do you live?
3. How old are you?
4. Are you married?
5. When did you obtain your degree?
6. What have you been doing since 1980?
7. What are your hobbies?
8. What/What books do you read during your leisure?
9. Whose novels do you like best?
10. Why are you applying for this post?

Question Tags

Exercise 77

1. haven't they?
2. won't you?
3. will it?
4. isn't he?
5. has he?
6. hadn't she?
7. are you?
8. can he?
9. weren't they?
10. did they?
11. don't they?
12. am I?
13. doesn't she?
14. do

they? 15. mustn't she? 16. didn't you? 17. wasn't he?
18. does he? 19. hadn't she? 20. could they? 21. was there?
22. are they? 23. do they? 24. should/ought they? 25. didn't you?

Conditional Sentences

Exercise 78

1. goes 2. will fall 3. disturb 4. will catch 5. pay 6. apologizes 7. will get 8. go 9. play 10. will lose 11. pay 12. shall/will give 13. rings 14. shall/will go 15. see 16. will die 17. meets 18. will not succeed 19. will miss 20. shall/will give

Exercise 79.

1. were 2. would die 3. dropped 4. would go 5. had 6. would escape 7. had 8. drove 9. would get 10. knew 11. would lose 12. worked 13. would call 14. asked 15. kept 16. would earn 17. had 18. would write 19. lived 20. would creep

Exercise 80

1. would have gone 2. had played 3. would have been bitten 4. would have brought 5. had met 6. would have won 7. had fallen 8. had obeyed 9. would have escaped 10. would have come 11. had not paid 12. would have given 13. would have attended 14. would you have done? 15. had not insulted 16. had been 17. would have stopped 18. would not have travelled 19. would have visited 20. would have stopped

Exercise 81

1. will die 2. gets 3. shall/will go 4. qualify 5. would have been cured 6. had invited 7. would be destroyed 8. had been 9. had stolen 10. apologize 11. would earn 12. works 13. would have been punished 14. had spoken 15. built 16. had spoken 17. pay 18. would have been drowned/would have drowned 19. walk 20. had asked

A key is not provided for Exercise 82 as a variety of responses are possible here.

The Subjunctive

Exercise 83

1. knew 2. were 3. had known 4. started 5. bless 6. had not promised 7. understood 8. be adjourned 9. had told 10. could swim.

Reported Speech

Exercise 84

1. He said that his father was ill. 2. She says that she will bring the book the next day (or, tomorrow) 3. Mary said that she would pay the money the following week. 4. Tom said that he had read that book the previous year. 5. He said that he would do the work. 6. She told me that I was wrong. 7. They have said that they will not do the work. 8. You told her that you would help her. 9. She said that she had returned the book. 10. He said that he had posted the letter the previous day. 11. She said that she was going to church then. 12. She told me that my work was good. 13. He declared that he would not accept any payment. 14. Jane said that her mother had gone to the market. 15. William said that his brother worked in a firm. 16. He told Tom that he ought to work harder. 17. He remarked that it was very warm that day. 18. He told her that she had done well. 19. She told me that she had got married the previous year. 20. He told her that she would be surprised to hear about that. 21. She said that when she went to the market, it was raining. 22. She said that she hadn't asked him for help as he was not a trustworthy person. 23. He told me that it might rain that day. 24. Thomas said that if he had money, he would buy a house. 25. He said that life becomes difficult when the cost of living goes up.

Exercise 85

1. He asked Jane where she was going. 2. Henry asked me when the train would arrive. 3. The teacher asked him who had helped him with his homework 4. He asked whether he should come 5. He asked her whether she had been hurt. 6. She asked Mary where she was going the day before. 7. He asked me where my father worked/works. 8. He asked her how she travelled to school. 9. She asked me what I had done the previous day. 10. He asked where he was to go. 11. I asked her if she was happy. 12. He asked me if I could play tennis. 13. She asks if she can go home. 14. He asked me who had presided at the meeting the previous day. 15. She asked me whether I eat/ate meat. 16. The teacher asked us why we were talking. 17. Her mother asked her whether she had got late to school that morning. 18. I inquired from him whether there would be a meeting that day. 19. They asked him where the accident had taken place.

20. She asked me what I wanted. 21. He asked me why I had come there. 22. He asked Sita where she had met Kamala. 23. He asked us who had taken his pen. 24. He asked me which picture I liked better. 25. She asked them why they were staring at her.

Exercise 86

1. She asked the servant to sweep the room. 2. The teacher asked Mary not to disturb her. 3. Mr Smith asked Tom to listen to him. 4. The judge told the witness to speak the truth. 5. The President asked the people to co-operate with the government. 6. The dentist asked the patient to open his mouth. 7. The policeman asked me to make a statement. 8. The bus conductor asked the passengers to go forward. 9. The Manager asked the customers to stand in a queue. 10. My friend asked me to help him. 11. The doctor told the patient not to work too hard. 12. The Principal asked the students to be regular in their attendance. 13. My mother told me to do my homework. 14. The teacher asked the boys to stop that noise. 15. My father told my brother to get up early. 16. The teacher asked Tom not to waste his time. 17. I asked him not to come near me. 18. My uncle asked me to post that letter. 19. John asked me to lend him my pen. 20. I asked a gentleman to show me the way to the railway station. 21. My father told me not to leave my money on the table. 22. I asked Harry to give me a pencil. 23. The air hostess asked the passengers to fasten their belts. 24. The policeman told my brother to show him his driving licence. 25. The boy asked his mother to pass him the rice.

Exercise 87

1. She said that she was not feeling well. 2. The Headmaster remarked that the boy's conduct was not satisfactory. 3. He asked me where I had met his uncle. 4. The teacher asked him to write neatly. 5. My mother told my brother not to stand in the sun. 6. He said that he was drawing a high salary. 7. Mary said that she had forgotten to bring her book. 8. I asked him not to boast. 9. My mother asked me to comb my hair. 10. He remarked that she danced well. 11. My father told my sister to take an umbrella with her. 12. He asked John to return his pen. 13. Tom asked me to give him some money. 14. She asked the child why he/she was crying. 15. She asked my sister when her

wedding was. 16. He said that he liked/likes science fiction. 17. She says that she is not happy. 18. The Prime Minister advised the people to avoid waste. 19. My father asked me not to be afraid of the bull. 20. The teacher asked us to write an essay about an accident. 21. My aunt asked me how I had got wet. 22. Mr Smith told Tom that he had made a lot of mistakes. 23. My father asked who had been meddling with his typewriter. 24. I asked John whether I should help him. 25. He asked us to keep quiet.

Exercise 88

1. Jane said, "I haven't finished my homework." 2. "Don't worry about it", he told me. 3. "Why didn't you get up early?", my mother asked me. 4. "Your driving licence has to be renewed", the policeman told me. 5. "Please lend me your pen", Tom told me. 6. He said, "I saw her yesterday". 7. She said, "We are moving to another house." 8. "Are you ill?", he asked me. 9. "Please drive the car slowly", my sister told my brother. 10. "You can go when you like", he told me. 11. "When will Sita come?", my father asked me. 12. "Where has Dick gone?", Mr. Jones asked. 13. "Did you sleep well last night?", the doctor asked me. 14. "Don't waste your time", the Principal told us. 15. Jane said, "My mother will come tomorrow". 16. "Please don't smoke here", the security guard told the visitor. 17. "Please use the camera carefully", Harry told me. 18. "If you work hard, you will succeed", he told Bill. 19. She said, "I used to play the piano before I married". 20. "Don't dirty the room", the teacher told us. 21. "Who has taken my pen?" Mr Smith asked. 22. "You must work harder", the Manager told Charles. 23. "How did you get into the house?", they asked him. 24. Jack said, "I have spent all my money". 25. "Please don't tell my mother", the boy begged me.

The Infinitive and the Gerund

Exercise 89

1. to work/working
2. to be
3. to meet
4. stealing
5. smoking
6. winning
7. to get up/getting up
8. to go-going
9. laughing
10. cooking
11. to see
12. to finish
13. stealing
14. to enter
15. do
16. to disturb
17. to say
18. to read
19. walking
20. lending
21. hiding
22. dancing
23. to see
24. seeing
25. to be

Exercise 90

1. to help 2. raining/to rain 3. behaving 4. selling 5. writing
6. to meet 7. to steal 8. to help 9. to send 10. to swim/swimming
11. Eating 12. standing 13. to be 14. hide 15. to be 16. to respect
17. to improve 18. walking 19. cutting 20. to drive
21. to be 22. seeing 23. to carry 24. cry 25. to pass

Participles

Exercise 91

1. sleeping 2. rolling 3. running 4. Having failed/Failing
5. stolen 6. written 7. boring 8. bored 9. exhausting
10. exhausted 11. Knowing 12. talking 13. accompanied
14. Believing 15. Becoming 16. fed 17. known 18. lying
19. Having paid/Paying 20. hunting 21. Having spent 22. Jumping
23. approved 24. seeing 25. paid

Exercise 92

1. I spent a lot of time looking for my purse. 2. Knowing he was poor, I offered him some money. 3. Having escaped from prison, he was looking for a place to hide. 4. Entering the dormitory suddenly, the Headmaster found the boys playing cards. 5. The letters, having been signed by the Manager, were posted immediately. 6. Having finished reading the book, she went to bed. 7. Finding the door open, the thief entered the room. 8. I saw the man jumping over the wall. 9. Having locked/Locking the door, he went out, 10. Feeling unwell, she did not go to school. 11. Mary came home looking very happy. 12. He is very busy making arrangements to go abroad. 13. Having gone/Going home, he rested. 14. The articles having been damaged/being damaged, were destroyed. 15. I saw them fighting with each other. 16. They are very busy repairing their house. 17. I spent a lot of time trying to cash a cheque at the Bank. 18. Knowing he was a reliable person, I entrusted the money to him. 19. Having finished/ Finishing my business, I returned home. 20. Having killed/Killing the snake, we burnt it.

Relative Clauses

Exercise 93

1. who 2. that/which* 3. which 4. whom 5. which 6. whose
7. who 8. whose 9. whose 10. that/which* 11. whose 12. that/which
13. who 14. where 15. when 16. who 17. that/which*
18. whom 19. that/which 20. who 21. why 22. which 23. that/which
24. whom 25. whom/who

* The relative pronoun may also be omitted.

Exercise 94

1. Mr Anderson who gave a donation to the school was thanked by the Principal. 2. Mrs Smith, whose son won a prize, was very happy. 3. The police recovered the bicycle that/which* a thief had stolen. 4. That is the house I spoke about/about which I spoke. 5. Jim is a good athlete whom we all admire. 6. We saw the bridge where the accident took place. 7. We don't know why he left suddenly. 8. Mary, who is a pupil of Mrs Black, sings beautifully. 9. This is the new car which/that* we bought in Japan. 10. The policeman who arrested the criminal was rewarded. 11. Dr Jones who cured my father is a good physician/Dr Jones, who is a good physician, cured my father. 12. Mr Mendis, whose daughter is in my school, is an accountant 13. The clerk whom the Manager has promoted is very happy. 14. The old man at whom the boys were laughing was very angry. 15. The man who committed a robbery was jailed. 16. Yesterday I found the book that/which I had lost. 17. He has not returned the money that/which* he borrowed from me last month. 18. I saw some people, many of whom were foreigners. 19. Mr Thomas, who is a fat man, is our Supervisor/Mr Thomas, who is our Supervisor, is a fat man. 20. He lost his money which he took in a bag. 21. Mr Dias, in whose car we travelled, is an uncle of ours. 22. We shall meet on the 20th of October when we can discuss this matter. 23. The bus in which we travelled was damaged in an accident. 24. We do not know why he was not selected for the post. 25. Some of the things that/which* I bought at the new shop were very good. 26. Mrs David, who had been working all day, was very tired. 27. They gave us some rice, most of which was bad. 28. Mr Smith, whom I had come to see, said he was very busy. 29. This is a story about a man and his wife whose plane crashed on a deserted island. 30. The boys whom Mr James had taught did well at the examination.

* The relative pronoun may also be omitted.

Combining Sentences

Exercise 95

1. He went by taxi because/as/since it was raining. 2. It grew colder as it became darker. 3. He is not happy though he is rich. 4. When I reached the station, the train had already left. 5. My uncle, who is an engineer, is in Canada. (or, My uncle, who is in Canada, is an engineer.) 6. They went home after they had finished their work. 7. He drinks neither coffee nor tea (or, He doesn't drink either coffee or tea.) 8. I have come here to attend to an important matter. 9. He was so quick that I couldn't catch him. 10. Believing him to be sincere, we trusted him. 11. He had breakfast before he went to school. (or, He went to school after he had breakfast.). 12. Dick is as fat as Jim. 13. I waited till my father returned from office. 14. He injured his foot while he was playing football. 15. She heard the sound of music as she was passing the church. 16. He consulted a doctor who was staying next door. 17. She can't walk as/because she has hurt her knee. 18. We visited the village where I was born. 19. He continued to play though he was tired. 20. I was travelling in a bus that/which went very fast. 21. He prepares his lessons before he goes to school. 22. He drove his car so recklessly that he met with an accident. 23. He applied for the post but he was not selected. 24. There was such a large crowd that I couldn't get into the hall. 25. We are renovating our house so that we may be more comfortable.

Exercise 96

1. The man who was charged with theft was acquitted because there was insufficient evidence against him. 2. He bought a car that had been used by a doctor who was leaving for England. 3. When he heard the news, he was so happy that he bought gifts for all his children. 4. Although she was not well, she worked so hard that she passed the examination with distinctions. 5. When the weather, which was bad, threatened to become worse, we stayed at home as we did not want to get wet in the rain, though we had been anxious to go on the journey. 6. He kept on trying till he succeeded in achieving his ambition though he had to overcome many obstacles. 7. The government, wanting to celebrate the occasion (or, as it wanted to celebrate the occasion),

set free many prisoners who were serving long sentences, as their conduct had been good. 8. While he was going to school, he saw a lot of people who were looking at a car that had been damaged in an accident. 9. Although it was very calm when they started their journey, such a severe storm arose that their boat nearly capsized. 10. The old gentleman, who slipped on the road while he was walking, got very angry when the boys laughed at him. 11. While he was going through some letters that were lying on his table, he saw a letter that/which he hadn't replied to. (or, to which he hadn't replied). 12. While the boys were playing cricket, one of the boys, who was one of the best players in the team, hurt himself so badly that he had to be taken to hospital. 13. While we were going to the market, we saw an old beggar lying on the pavement that was crowded with people who were walking in such great hurry that they did not look at him. 14. After he had had his breakfast, he went to his office where he saw a man who had come to see him. 15. There were telephone boxes at regular intervals so that people whose cars had broken down could summon help. 16. Though I applied for the post, I did not accept it as the salary was so poor that I would not be able to live comfortably. 17. I saw him going to church accompanied by his wife who was carrying a baby. 18. When I went to the airport, I saw a lot of people who had come there to see their friends off. 19. Though they are very rich, they are not happy as they want to earn still more money so that they could live in greater luxury. 20. Mr Smith, who had been working very hard, went on a holiday to a seaside village where he could rest peacefully until he felt well.

Punctuation

Exercise 97

1. As I told you, I was unable to do it. Therefore, I decided to do something else. 2. He will, I have no doubt, be successful in the B.A. examination. 3. "Come here, sir," said Mr Pickwick, trying to look stern, with four large tears running down his waist-coat. Take that, sir". 4. The chief ports of India are Bombay and Karachi in the west, Calcutta in the east and Madras in the south. 5. "Well", said Adrian, "I've heard of some odd things at the bottom of the garden, but never a waterfall". 6. That

night we slept in one of the smaller huts, our hammocks slung from the pole in the centre. All round us, we could hear the sounds of the night insects buzzing and parakeets chattering.

7. I invited John to my lodgings for dinner. He looked as if he hadn't had a square meal since he was born, and he turned up promptly with three other small children as skinny as himself.

8. Some of the Arab countries, particularly in North Africa, have rich mineral resources including phosphate, manganese, copper, lead, tin, iron, zinc, coal, mercury and gold. 9. Almost as they did so, there came running round the corner of the street, at a quick pace and with a frightened look, a girl whom Mr Gradgrind recognised. "Halloa", said he. "Stop! Where are you going? Stop!" 10. That I have done this deliberately is not true. That I might have done it unwittingly is possible.

PART II

SECTION 30
INTRODUCTION
Parts of Speech

It will be useful to know what function each of the words in a sentence performs.

The following examples will make this clear.

- (1) An old man was walking slowly along the road.
- (2) A small child is eating a chocolate.

In the first sentence, if we ask the question "Who was walking?", the answer will be "an old man". This is the subject. Here, the subject consists of "man" which is a **noun**, "an" (indefinite article) and "old" which is an **adjective** telling us something about the man. The **adjective** can thus be defined as a "describing word". "Was walking" tells us what the old man did. It is called a **verb**. A **verb** tells us that something exists or is done. A simple definition would be "a doing word". If we ask the question "How did the old man walk?", the answer is "slowly". This is called an **adverb** which, as its name implies, goes along with a verb and tells us how or when somebody acted or something happened.

In the same sentence, "along" is a **preposition** which indicates position and is placed before a noun. In this instance, the noun is "road" ("the" being a definite article). It will be seen, therefore, that a noun can be the object of not only a verb but also of a preposition.

Similarly, in the second sentence, we will find that "child" is the subject when we ask the question "Who is eating?". "Small" is the adjective describing "child". "A" is an indefinite article. "Is eating" is the verb. "A chocolate" is the object as we can see when we ask the question "Is eating what?".

We may study one more example:

"We saw a young man walking fast".

Here, "we" is the subject as this is the answer we get when we ask the question "Who saw?". "Man" is the object as this is the answer to the question "saw whom?". "Young" is an adjective. "A" is an indefinite article. "Walking" is a **participle** which functions as an adjective telling us more about the young man. "Fast" is an adverb telling us how the young man walked.

It will be seen that the subject of a sentence can be a **noun** or a **pronoun** (used instead of a noun). It can also be an **infinitive** (as in the sentence: **To err** is human) or a **Gerund** (or **Verbal Noun**) as in the sentence: **Smoking** is bad for one's health.

When a noun comes after any of the forms of "be" (am, is, are, was, were, will be, has/have/had been) it is called a **complement** since it completes the sentence, as in the sentences: **He is a teacher**, **She will be a doctor** etc.

(a) Nouns

There are various kinds of nouns.

Here are some examples:

(1) A noun may express a state or quality.

Examples: Silence is golden.

Honesty is the best policy.

(2) A noun may be the name of a particular person, place or thing.

Examples: Napoleon was a great ruler.

The Pacific is the largest of the oceans.

(3) A noun may stand for a number of persons or things taken as a whole:

Examples: Our team played well.

The Council discussed the matter.

(4) An adjective can be used as a noun in the plural, or it can represent a plural noun.

Example: The rich must help the poor.

(5) Some nouns are formed from verbs:

Examples: Prevention is better than cure.
Seeing is believing.

(6) A clause can represent a noun and be the subject or object of a sentence:

Examples: What he said was wrong. (Subject)
I don't believe what he said. (Object)

(7) The infinitive can be used as a noun.

Example: To work is to pray.

Exercise 98

Point out the nouns in the following sentences.

Note: The noun can be in the possessive case. e.g. John's friend.
The man's hat.

1. There was heavy rain in London yesterday.
2. We saw a large crowd outside the hall.
3. China has the largest population in the world.
4. This window is made of wood.
5. The bees gathered a lot of honey from the flowers.
6. Smoking is injurious to health.
7. Truth is Beauty, according to Keats.
8. Trees shed their leaves in autumn.
9. A hungry fox was prowling in search of food.
10. The weary traveller enjoyed sound sleep.
11. The news made the girls happy.
12. We must not speak ill about the dead.
13. Swimming is a good exercise.
14. It is always best to speak the truth.
15. The Queen enjoys great popularity.
16. Platinum is as heavy as gold.
17. The man was armed with a knife.
18. A lady's umbrella was lost.
19. The man was driven to despair by the failure of his sons.
20. My father expressed great delight at my success.

(b) Formation of Nouns

Nouns are formed in various ways. They may be formed from adjectives, verbs or other nouns. Some of the common endings of nouns, formed in this way, are given below, with words grouped under them. The student should refer to a dictionary to check the spelling and meaning of these words.

-ness	-tion	-tion	-tion	-sion
bright	introduce	admire	inform	convert
dark	exhaust	invite	recognize	explode
great	create	apply	solve	confuse
bitter	attend	civilize	occupy	expel
manly	imitate	expect	satisfy	compel
ready	act	explain	proclaim	conclude
lazy	adopt	reveal	repeat	persuade
weary	attract	oppose		profess
sick	collect			
holy	imagine			
-ment	-hood	-ance	-ery	
judge	boy	enter	brave	
advertise	child	acquaint	sorcerer	
amuse	false	allow	trick	
content	like	appear	treacherous	
develop	live	assist		
encourage	knight	contrive	Other formations	
enjoy	bachelor	fragrant	famous....fame	
enlist		remember	angry....anger	
move	-ice	repent	laugh....laughter	
merry	just	continue	beautiful....beauty	
punish	serve		think....thought	
resent	coward	abundant	grand....grandeur	
	choose	reluctant	fly....flight	
		brilliant	hate....hatred	

-ty, ity,	-ief	
able	believe	-ence
fierce	relieve	confident
moral	grieve	silent
punctual		innocent
cruel	-iety, eity	interfere
loyal	various	negligent
vain	anxious	convenient
prosper	gay	obedient
curious	spontaneous	excellent
superior	-ure	absent
legal	fail	defend
serene	depart	different
secure	please	violent
brute	moist	patient
stupid		
clear	-age	-ency
simple	marry	decent
fertile	carry	pungent
audacious	-ism	urgent
credulous	hero	fluent
sincere	criticize	-th -ship
	atheist	warm
-al	communist	captain
approve	Hindu	mayor
arrive	socialist	Chairman
renew		king
revive		president
disperse	-dom	deep
remove	free	
	wise	-edge
	martyr	know
	official	

Exercise 99

Fill in the blanks with nouns formed from the words in brackets.

1. He was a man of great (able).
2. The papers were submitted to the Minister for his (approve).
3. He achieved (famous) as a writer.
4. She is an (acquaint) of mine.
5. They were accused of (brutal) in the treatment of prisoners.
6. There was great (merry) at the party.
7. There should be no (interfere) by one country in the internal affairs of another.
8. He has made a good (choose).
9. He did not pay any (attend) to the remarks of his critics.
10. We have not received any (inform) about the missing boy.
11. Some are born great, some achieve (great).
12. The boy's bad conduct led to his (expel) from the school.
13. There was no (oppose) to the measures taken by the government.
14. He said he owed his success to the (encourage) given by his teachers.
15. I have to apply for a (renew) of my licence.
16. There is a (like) of civil war in that country.
17. The Principal stressed the importance of (punctual).
18. His (grow) was stunted.
19. On his (arrive) at the airport he was given a big welcome.

20. He agreed to do the work with some (reluctant).
21. He appreciated the (warm) of their welcome.
22. I did the work with her (assist).
23. We are interested in the (develop) of our country.
24. There is a cultural (revive) in our country.
25. He was blamed for his (coward).
26. The President congratulated them on the (excellent) of their arrangements.
27. He showed great (brave) when he was attacked.
28. A (various) of goods are available at that shop.
29. We heard the sound of (laugh) in their house.
30. He displayed great (hero) in the defence of his country.

(C) ADJECTIVES

Formation of Adjectives

Adjectives are formed from nouns, verbs or other adjectives. Some of the common endings of adjectives are given below, with words grouped under them. The student should refer to a dictionary to check their spelling and meaning.

-ful	-ous	-ly	-al	-ern
sin	mystery	god	occasion	north
harm	peril	day	ornament	south
duty	pity	coward	parent	west
beauty	-y	poison	father	east
care	cloud	study	mother	person
faith	wind	variety	brother	spirit
force	star	err	sister	type
forget	choose	malice	friend	voice
grace	craft	moment	love	event
hate	fault		man	war
				history

-ful	-y	-ly	-al
event	noise	-some	year
joy	shadow	trouble	month
law	silk	burden	week
mercy	storm	meddle	
mourn	sun	quarrel	ic
peace	thirst	tire	excite
pity	water	weary	-fold
skill	wave		amaze
sorrow	worth	-able	many
success	winter	admire	two
thought	wood	change	three, etc.
truth	word	charity	
youth		comfort	deafen
		-ous	energy
-less	glory	fashion	blind
hat	fury	excite	gallop
penny	sense	favour	-ent
breath	adventure	move	hero
fault	caution	notice	lead
harm	danger	pity	move
rest	grief	teach	decay
sight	disaster	work	fervour
use	fame	reason	science
worth	industry	value	-ive
spot	luxury	credit	fraud
law	marvel	depend	-en
father	melody		gold
mother	mischief		volcano
	mountain		collect
			history
			conclude
			deceive
			-al
			decide
			-ish
			destroy
			ape
			comic
			colony
			exceed
			child
			continent
			express
			boy
			crime
			talk
			fool
			crisis
			defect
			red
			music
			permit
			big
			nation
			success
			girl
			-ed
			nature
			money
			talent
		-ate	
		-esque	-ite
			-ar
fortune	picture	oppose	circle
consider	statue	favour	globule
affection			

Exercise 100

Point out the adjectives in the following sentences.

- Two black cows were grazing in the field.
- A huge elephant suddenly emerged from the thick jungle.
- He killed a large poisonous snake.
- They are happy and contented.
- He is a crafty old man.
- He was rash and impulsive.
- The young lady was breathless with excitement.
- The old lady adopts a motherly attitude towards us.
- The rich man lives in a luxurious mansion.
- The young man has an adventurous spirit.
- He wrote an interesting essay on an imaginary journey to Mars.
- She is an attractive young woman.
- There was deafening applause when the actor appeared on the stage.
- Some think we are living in a permissive, decadent society.
- The poor man is in a pitiable condition.
- The boys are noisy and disorderly.
- He is an industrious, enterprising young man.
- It was an amazing performance for such a small boy.
- The injured man is in a critical condition.
- He adopted a malicious and hostile attitude towards me.

Exercise 101

Supply the adjectives formed from the words in brackets.

- The weather is (cloud) today.
- He is a (success) businessman.
- Some boys are very (mischief).
- He is the (law) owner of the house.
- She is very (quarrel) and has trouble with her neighbours.
- He is very (skill) in the use of his hands.
- The results of his rash action were (disaster).
- His death was a (grief) loss to us.
- We had a (marvel) escape.
- His action was (reason).
- It was a (storm) night when he arrived.

12. He was (fury) when his son disobeyed him.
13. He is rather (forget) and misplaces things.
14. She is innocent and (harm).
15. He indulges in (sense) pleasures.
16. He found himself in a (danger) situation.
17. It was an (excite) soccer match.
18. Her movements were very (grace).
19. He is a (fame) writer.
20. He is (excite) and gets easily upset.
21. They are puzzled over the boy's (mystery) disappearance.
22. His speech was (force) and effective.
23. He undertook a (peril) journey.
24. In his poems Wordsworth gives expression to a (sense) love of Nature.
25. They showed a (friend) attitude towards us.
26. He looked (thought) when he heard the news.
27. He regretted his (error) decision.
28. She found the task (burden).
29. It was a warm (sun) day.
30. We are living in a very (comfort) house.

(D) ADVERBS

An adverb is a word or phrase that modifies or qualifies another word (an adjective, verb or another adverb).

Adverbs are of different kinds.:

1. **Time:** now, then, before, since, ago, already, soon, presently, immediately, early, late, yesterday, today, tomorrow, afterwards, etc.
2. **Place:** here, there, everywhere, above, below, under, in, out, hence, thence, far, near, etc.
3. **Degree** (to what extent): much, very, quite, almost, scarcely, rather, somewhat, exactly, half, wholly, partly, hardly, about, exceedingly, pretty, utterly, etc.
4. **Frequency:** once, twice, often, frequently, seldom, rarely, never, etc.
5. **Manner:** well, badly, quickly, slowly, wisely, etc.

6. **Interrogative:** when? where? how? why? how much? how often?
7. **Relative:** when, where, why, how.
8. **Affirmative or Negative:** certainly, surely, undoubtedly, indeed, not at all, by no means.

Formation

Adverbs are formed mainly from adjectives by adding **ly**.

Examples quickly, slowly.

Spelling

- (i) A final **y** changes to **i**. *Example*: happily.
- (ii) A final **e** is retained. *Examples*: extremely, sincerely.
Exceptions: truly, duly, wholly.

Adjectives ending in **-ible/able**, drop the **e** and add **y**.

Examples: sensibly (from **sensible**), comfortably (from **comfortable**)

- (ii) Adjectives, ending in a vowel+**l**, follow the usual rule and add **ly**.

Examples: locally, orally.

Exceptions

- (i) The adverb of **good** is **well**.
- (ii) Adjectives ending in **ly** have no adverb form. A similar adverb or adverbial phrase has to be used.

Examples: likely—probably.

friendly—in a friendly way.

Note: **leisurely** and **kindly** are both adjectives and adverbs.

- (iii) The following can be used as adjectives or adverbs:
high, low, deep, near, fast, hard, early late, much, little

Examples: We climbed a **high** mountain. (**adjective**)

The bird flew **high**. (**adverb**)

It was a **fast** train. (**adjective**)

The train went **fast**. (**adverb**)

The following adverbial forms differ in meaning from their corresponding adjectives.

highly, lowly, deeply, nearly, hardly, lately.

Examples: We were **deeply** moved.

He **hardly** works.

In the same way, **warmly**, **hotly**, **coolly**, **coldly**, **presently**, **shortly**, **scarcely**, **barely** have meanings different from those of their corresponding adjectives.

Examples: The award was **hotly** disputed.

He **coolly** walked into the room without an invitation.

They received him **coldly**.

He will be arriving **shortly**.

We shall be discussing the matter **presently**.

Exercise 102

Point out the adverbs in the following sentences.

1. He slept soundly.
2. The boys entered the class room noisily.
3. She sang well.
4. He rarely works hard.
5. We can discuss the matter tomorrow.
6. We were quite exhausted.
7. They searched for him everywhere.
8. He acted sensibly.
9. She walked fast.
10. It was a sumptuous banquet and we ate heartily.
11. Kindly lend me your pen.
12. He scarcely eats.
13. Don't get late. Travel by an early train.
14. It was a fast train. It arrived early.
15. He was a kindly old man. He listened to us patiently.
16. It was a hard fight but they fought bravely and won.
17. Though his house was near the station we nearly missed it.
18. All have a high regard for him and speak of him very highly.
19. He did pretty well at the examination.
20. The plane flew very high.

Exercise 103

Study the adjectives given below and fill each blank in the following sentences with an adverb formed from one of them, using each in the right place.

grateful, equal, casual, deliberate, graceful, comfortable, glad, able, critical, angry, greedy, clear, immediate, profuse, heavy, stealthy, joyful, visible, sweet, attentive, bitter, reckless, broad, desperate, patient, willing, warm, dangerous, mysterious, attractive.

1. He spoke when he was disturbed.
2. The counsel defended his client
3. The teacher explained the sum
4. The dog ate the meat
5. She examined the article
6. He told us a lie.
7. I accepted the gift.
8. The injured man bled
9. The thief crept into the room.
10. You must listen to what I say.
11. He spends his money.....
12. She sings
13. He lost in his business.
14. The boys shouted when they won the match.
15. He trembled when he was threatened.
16. She wept when she heard the news.
17. He smiles whenever he sees me.
18. We divided the sweets among the children.
19. He waited till the train arrived.
20. She danced
21. He is ill.
22. They live in a spacious house.
23. He undertook the task
24. She was dressed
25. I met her on my way to the market.
26. He was in need of money.
27. They welcomed us very
28. The couple who were staying at the hotel disappeared.....
29. He accepted our invitation.
30. When she heard about her father's illness, she decided to go home

SECTION 31

COMPARISON OF ADJECTIVES

There are three degrees of comparison:

Positive	Comparative	Superlative
fat, strong, tall	fatter, stronger, taller	fattest, strongest, tallest

The **positive** is the simple form of the adjective: new, old, brave.

The **comparative** is used when we compare two things or persons.

John is **taller** than James.

The **superlative** is used when we compare more than two things or persons.

John is the **tallest** boy in the class.

Formation of the Comparative and the Superlative.

1. One-syllable adjectives form their comparative and superlative by adding **er** and **est** to the positive form.

Example: strong, stronger, strongest

2. Adjectives of three or more syllables form their comparative and superlative by putting **more** and **most** before the positive:

Examples: interesting, more interesting, most interesting
brilliant, more brilliant, most brilliant

3. Adjectives of two syllables follow the first or the second of the above rules. Those ending in **ful**, **ing** or **re** usually take **more** and **most**.

Examples: graceful, more graceful, most graceful
faithful, more faithful, most faithful
cunning, more cunning, most cunning
mature, more mature, most mature

Those ending in **er**, **y** or **ly** usually add **er**, **est**

Examples: pretty, prettier, prettiest
clever, cleverer, cleverest
lovely, lovelier, loveliest

Irregular comparisons

good, better, best

bad, worse, worst

little, less, least

many/much, more, most

far, further, furthest (of distance and time)

farther, farthest (of distance only)

old, older, oldest (regular)

elder, eldest*

***elder** and **eldest** are used for comparisons within a family.

Examples: His elder son, my eldest brother

Superlatives, preceded by **the**, can be used like pronouns (with the nouns they qualify, being left understood)

Examples: Jack is the tallest. (boy in the family)

Mary is the prettiest. (girl among them).

Comparatives can also be used without a noun.

Example: Tom is the brighter of the two.

Ways of expressing comparisons

(a) The positive is used with **as** **as** when we compare two similar persons or things.

Examples: An orange is as good as an apple.
He is as tall as his elder brother.

(b) The comparative degree is used with **than**.

Examples: Iron is heavier than wood.
John is stronger than Jack.

(c) Comparison of three or more persons or things is expressed by the superlative preceded by **the** and followed by **in/of**.

Examples: He is the best athlete in the school.
She is the prettiest of them all.

(d) A parallel increase or growth is expressed by a double comparative.

Examples: The more money he earned the more he spent.
The bigger the house, the higher the rent.

(e) A gradual increase is expressed by a comparative with **and**.

Examples: It is getting darker and darker.
They are getting richer and richer.
He is becoming fatter and fatter.

Note: In a comparison, the word that follows **than** is considered to be the subject, even though the verb is not expressed. This can be observed when the word following **than** is a pronoun. In formal English we say:

"He knows more than I (do)". "He is taller than she (is)".
"You did better than he (did)".

In normal English one would say:

"He knows more than me." "He is taller than her." "You did better than him."

Exercise 104

Supply the positive, comparative or superlative of the adjective in brackets.

1. Jane is the (tall) of the two sisters.
2. Tom is the (strong) boy in the class.
3. The higher the post, the (great) one's responsibilities.
4. The fox is (cunning) than any other animal.
5. We must eat (little) starch as we get older.
6. This book is (interesting) than that.
7. The mango is (sweet) than the orange.
8. The tiger is (ferocious) than the bear.
9. Mount Everest is the (high) mountain in the world.
10. English is the (useful) language in the world.
11. Henry is (industrious) than Charles.
12. Milk is (nourishing) than orange juice.
13. Shakespeare is the (great) of dramatists.
14. Gold is the (precious) of metals.
15. He is the (intelligent) boy in the class.
16. Dickens is (popular) than any other novelist.
17. Dickens is the (popular) of novelists.
18. The (strong) men are not always the bravest.
19. Gold is (precious) than any other metal.
20. As a result of neglect his illness got (bad).
21. He is the (strong) man I have ever seen.
22. She is as (tall) as her mother.
23. The weather is getting hotter and (hot).
24. I bought the (cheap) of the two pens.
25. My watch is not as (good) as yours.

SECTION 32

COMPARISON OF ADVERBS

1. With adverbs of two or more syllables the comparative is formed by putting **more** before the adverb, and the superlative, by putting **most** before the adverb.

Positive	Comparative	Superlative
swiftly	more swiftly	most swiftly
earnestly	more earnestly	most earnestly

2. Single-syllable adverbs, and the adverb **early**, add **er** and **est**.

Examples: hard, harder, hardest
low, lower, lowest

3. The comparative and superlative of certain adverbs are the same as their corresponding adjectives.

well	better	best
badly	worse	worst
late	later	latest
little	less	least
far	further	furthest (of distance and time)
	farther	farthest (of distance only)

The use of adverbs in comparisons

(a) The positive is used with **as** **as** when there is a comparison between two similar actions.

Example: He did as well as his brother.

(b) With the comparative, **than** is used.

Example: Joan arrived earlier than Daisy.

(c) A superlative adverb + **of all** is commonly used.

Example: He worked hardest of them all.

(d) **the** + a comparative adverb **the** + a comparative adverb is used to express a corresponding growth or increase.

Example: The harder you work the more they will like you.

Exercise 105

Give the positive, comparative or superlative of the adverbs in brackets.

1. He worked (hard) than the others.
2. I got up (early) than usual today.
3. I like cricket (well) of all the games.
4. He ran (fast) than his friends.
5. The boy who writes (neatly) in our class is John.
6. The train arrived (soon) than we expected.
7. He hurt us (much) by his words than by his actions.
8. The eagle flies (high) than the other birds.
9. I was the (little) successful among the candidates.
10. He eats (quickly) than the others.
11. She entertains her guests (generously) than her sisters.
12. The (early) you start, the better.
13. She listened to us (patiently) than her husband.
14. She danced (gracefully) than her sisters.
15. He travelled the (far) of the explorers.
16. Harry fared the (much) successfully of Mr Anderson's sons.
17. He paints (skilfully) than anyone I know.
18. She dressed the (attractively) of all the guests.
19. He answered the questions (intelligently) than the other candidates.
20. I walked (far) than I had intended.
21. He works as (hard) as the others.
22. He spoke (loud) than ever before.
23. He ran as (fast) as he could.
24. They welcomed us (warmly) than we expected.
25. He drives the car (carefully) than his brother.

SECTION 33

(A) ORDER OF WORDS

(1) Adverbs

In order to make our meaning clear, we should keep the adverbs, as far as possible, near the words they modify. The meaning of a sentence can be altered by changing the position of the adverb. This can be seen in the following sentences where the word "only" is used.

John passed **only** in English. (not in any other subject)

***Only** John passed in English. (Nobody else passed in English)

John **only** passed in English (He didn't do anything else, or didn't get a credit pass or a distinction).

* In this sentence, **only** is an adjective.

Position of Adverbs

1. **Adverbs of Manner** are placed after the verb. If the verb contains a past participle, the adverb of manner is placed before it.

Example: He spoke well.

The house has been badly damaged.

2. When there are **several adverbs or adverbial phrases** in a sentence, the usual order in which they follow the verbs is:

(i) Manner (ii) Place (iii) Time

Example: I saw him walking fast to the railway station yesterday.

3. Adverbs of Time

(a) afterwards, recently, now, soon, then, today, tomorrow etc.

These are normally placed at the beginning or at the end of a clause or sentence, the latter position being usually preferred.

Example: Tomorrow there will be a meeting at the Town Hall.
I hope to see him today.

(b) late, immediately, yet, still, just

late and immediately are usually placed at the end of a clause or sentence.

Example: He went home late.
She came immediately.

yet is usually placed at the end of a sentence. **still** is usually placed before the verb but after **to be**.

Examples: He hasn't returned home **yet**.

He **still** hopes to marry her.

She is **still** ill.

just is used with perfect tenses and is placed after the auxiliary.

Example: The train has **just** arrived.

4. Adverbs of frequency

(a) always, frequently, sometimes, often, once, twice, usually, ever, never, rarely, seldom, hardly ever.

They are placed

(i) after the simple tenses of **to be**

Example: He is **always** late for meetings.

(ii) before the simple tenses of other verbs:

Example: She **sometimes** has her lunch at the office.

(b) **With tenses consisting of more than one verb** adverbs of time and frequency are placed after the first auxiliary.

Examples: I have **rarely** seen him running.

He has **seldom** been abroad.

He can **never** understand my difficulty.

She **would never** have done this.

5. If there is a **verb of movement**, we often put the adverb or adverbial phrase of place just after the verb.

Example: He walked **to the station** in a hurry.

6. When we have **more than one adverb of time**, the more exact is placed before the more general.

Example: The wedding will be held at 4 p.m. on August 10th 1987.

7. **When there is an object**, adverbs or adverbial phrases of manner and place come after the object.

Examples: He paid the money **unwillingly**.

He shifted the furniture **to his new house**.

8. When there is a **verb + preposition + object**, the adverb comes either before the preposition or after the object.

Examples: He looked **angrily** at me.

He looked at me **angrily**.

9. **If the object is short**, we have verb + object + adverb but if it is **long**, the adverb comes before the verb.

Examples: He arranged the books **carefully**.

They **hurriedly** decided to move to another house.

10. **Kindly, generously, foolishly** are placed before the verb.

Examples: Could you **kindly** help us?

He **foolishly** decided to resign his post.

He **generously** provided a car for the use of the visitors.

11. Adjectives

1. If two or more adjectives are used, the one with the general (or subjective) meaning is placed first and the more specific (or objective) last.

Example: a **nice old** man, a **pretty blue** saree

2. If the adjectives are equally exact, the shorter word is placed first.

Example: a **quiet intelligent** boy, a **short interesting** lecture.

3. An adjective describing nationality or colour is placed just before the noun.

Examples: a clever **Italian** girl, a beautiful **red** rose.

Examples illustrating changes or confusion in meaning caused by the wrong order of words:

(1) A lady's old piano.

An old lady's piano.

(The word "old" should be placed before the noun it is intended to qualify).

(2) Happily he did not die.

He did not die happily.

(If the writer means that it was fortunate that he didn't die, "happily" should be placed first. Placed after "die" it would mean that he was unhappy when he died.)

(3) Do you take the pills that I send you regularly?

("take the pills regularly" or "send the pills regularly"?)

- 4) Here the bus made a halt to take in passengers which lasted only a few minutes.

(If the halt lasted only a few minutes, the clause "which a few minutes" should come after "halt".)

Exercise 106

Insert the words given in brackets, in the right places.

1. He gives money to beggars (rarely).
2. The train has arrived (just).
3. Cows were grazing in the field (black, three).
4. I would like to speak to you (tomorrow, at my b
privately).
5. We have begun (hardly).
6. They are about to begin (just).
7. He is a man (handsome, tall).
8. He was born (in 1965, on June 20th at 2 a.m.).
9. She is a girl (intelligent, young).
10. She was wearing a saree (lovely, red).
11. I was resting (at home, yesterday, quietly).
12. He has returned (not yet).
13. He comes late to school. (always).
14. We saw a house (upstair, beautiful).
15. He was assaulted (brutally).
16. I have five rupees with me (only).
17. He bought a carpet (Persian, beautiful).
18. I saw a man coming from the hospital (with a bandaged leg).
19. They go to bed (late, sometimes).
20. He went home (last night, happily).
21. I have seen him (seldom, wearing a coat).
22. The policeman looked at me (suspiciously).
23. The children were fed (well).
24. Have you been to Canada (ever)?
25. She arranged the glasses (on the table, carefully).
26. Our team played (at Madras, yesterday, very well).
27. He lent us his car (kindly).
28. It was a house (beautiful, small).
29. You should carry your identity card (always).
30. I offered to lend him money (foolishly).

(B) INVERSION OF THE VERB AFTER CERTAIN ADVERBS AND ADVERBIAL PHRASES

Certain adverbs and adverbial phrases, beginning with a negative or used in a limiting sense or introducing an addition to a remark, are often placed first for emphasis in a sentence and then followed by the inverted or interrogative form of the verb. The most common of these are:

never, seldom, scarcely, when, hardly when, no sooner than, nowhere, in no circumstances, on no account, only by, only then, only when, only in this way, not till, not only, so, neither, nor.

Examples: Never have I seen a man like him.

Seldom do we hear about such things in our country.

Scarcely had he entered the room when he heard a loud explosion.

Hardly had I told her the news when she collapsed.

No sooner had they heard the bell than they all entered the class room.

Nowhere else can you get a watch like this.

In no circumstances will he be allowed to leave the country.

On no account must you spend this money.

Only by studying hard can you pass this examination.

Only then did he realize his mistake.

Only when I reached the office did I remember that it was a holiday.

Only in this way can we defeat the enemy.

Not till I explained the matter was he convinced that he had been wrong.

He likes tennis and so do I.

She didn't attend the meeting and neither did her sister.

Not only did I hear about it but I also saw it.

Exercise 107

Rewrite each of the following sentences using the word or words in bold type, first, and making any necessary changes

Examples: I have **never** had such an experience.

Never have I had such an experience.

1. They had **never** had such an enjoyable time.
2. They **seldom** visit their neighbours.
3. The teacher had **no sooner** gone than they started talking.
4. It is **only in this way** that we can survive.
5. It was **only then** that he agreed to do the work.
6. Such things don't happen **anywhere else** in the world.
(change **anywhere** to **nowhere**.)
7. You shouldn't speak to him **in any circumstances**.
(change **any** to **no**.)
8. It is **only by** increasing production that we can develop our country.
9. I had **no sooner** entered the room than I heard a knock at the door.
10. He is **not only** a statesman but he is also a writer.
11. He was present at the meeting. His brother too was present.
(use **and so**)
12. Mary doesn't like coffee. John too doesn't. (use **and neither**)
13. I have **never** seen such a beautiful woman.
14. You must not borrow money **on any account**. (change **any** to **no**)
15. He didn't change his mind **till** his mother advised him.
(Start with **not till**.)

SECTION 34

WORDS FOLLOWED BY PREPOSITIONS

Certain words are followed by prepositions. The use of these prepositions is a matter of idiom. A few examples of such words are given below and grouped under the prepositions that follow them.

TO

(a) nouns

alternative
antipathy
aversion
contrast
menace
sequel
heir

(b) adjectives

accustomed
adequate
callous
blind
alien
averse
alive
deaf
essential
impervious
liable
sensitive
foreign
obnoxious
opposite
prone
similar
conducive

(c) verbs

agree (to a thing)
accede
adapt

WITH

(a) nouns

agreement (with a person)
contrast

TO (ctd.)

verbs
allude
assent
bequeath
adhere
compare
conduce
conform
correspond
defer (to an opinion)
jump (to a conclusion)

IN

(a) nouns

complicity
interest
involvement

(b) adjectives

deficient
fertile
immersed
inherent
involved
steeped

(c) verbs

acquiesce
confide
revel
interfere (in a matter)
invest
consist (defines subject referred to)
engage

AT

(a) adjectives

angry (at an event or circumstance)

WITH (ctd.).

collusion

connection

sympathy

(b) **adjectives**

imbued

satisfied

fraught

infested

replete

synonymous

angry (with a person)

compatible

consistent

endowed

identical

impatient (with a person)

(c) **verbs**

agree (with a person)

associate

coincide

compare

comply

condole

confer (converse)

contrast

correspond

differ (with a person in opinion)

endow

interfere (with a person)

sympathize

cope

part (with money etc.)

tamper

vie

AT (ctd.)

impatient (at an event or circumstance)

(b) **verbs**

connive

jump (at a bargain)

aim

INTO

enter

BETWEEN

divide (between two)

mediate

distinguish (intransitive)

AMONG

divide (among more than two)

FROM(a) **nouns**

aversion

freedom

respite

separation

(b) **adjectives**

averse

free

different

estranged

protected

From (ctd.)(c) **verbs**

abstain

absolve

debar

differ

exonerate

refrain

part (from a friend)

distinguish (transitive)

protect

OF (ctd.)**adjectives**

void

guilty

(c) **verbs**

accuse

acquit

apprise

approve

inform

consist (composed of)

suspect

ON(a) **nouns**

avoidance

knowledge

ignorance

evasion

(b) **adjectives**

aware

conscious

certain

dubious

ignorant

oblivious

dull (of hearing)

envious

impatient

tenacious

(b) **adjectives**

bent

dependent

(c) **verbs**

encroach

depend

insist

ON (ctd.)

verbs

confer (something on a person)

prevail

comment

expatriate

FOR

(a) nouns

compensation

substitute

sympathy

(b) verbs

adapt

compensate

substitute

Exercise 108

Fill in the blanks in the following sentences with the right prepositions.

1. You must abstain liquor.
2. The prince is the heir the throne.
3. He had no sympathy the poor.
4. His action is not compatible honesty.
5. We are conscious our obligations.
6. You should not encroach your neighbour's property.
7. He was acquitted murder.
8. She insisted her right to express an opinion.
9. This house is infested rats.
10. He is one whom we can confide.
11. She was apprised the situation.
12. The workers are tenacious their privileges.

13. He was immersed his work.
14. Ignorance the law is no excuse.
15. He has no bias even his critics.
16. They compensated him the loss.
17. He made no comments the incident.
18. Margarine can be used as a substitute butter.
19. She was angry her friend's betrayal.
20. Somebody had tampered the lock.
21. His action was fraught dangerous consequences.
22. The President in his speech alluded certain recent happenings.
23. This book consists essays on a variety of topics.
24. He has an aversion gambling.
25. He was absolved all blame.

Exercise 109

Fill in each blank with a suitable word, choosing one from the list given below.

estranged, sensitive, sympathy, collusion, impatient, involved, menace, approve, endow, connive, oblivious, acquiesce, blind, conducive, cope, consist, interfere, knowledge, prevail, accuse, refrain, jump, mediate, adapt, depend.

1. We on him to co-operate with us.
2. Environmental pollution is a to our health.
3. Some parents are to their children's faults.
4. I from hurting his feelings.
5. He became in the conspiracy.
6. She was so busy that she was of what was going on around her.
7. With some hesitation he in his daughter's engagement.
8. The group of three women and two men.
9. The guard must have at the prisoner's escape.
10. He was of bribery.

11. I don't of his views.
12. The novel has been for television.
13. He at the opportunity offered to him.
14. He on his uncle for financial help.
15. He agreed to between the two parties.
16. She has a good of music.
17. He was of criticism.
18. Smoking is not to physical fitness.
19. He and his wife are from each other.
20. She is very to criticism.
21. The factory went on strike in with the dismissed worker.
22. Nature had him with a brilliant intellect.
23. The security guard was in with the thieves.
24. He could not with the heavy work assigned to him.
25. We must not in other people's affairs.

SECTION 35

PHRASAL VERBS

In modern English, prepositions or adverbs are commonly used after certain verbs to obtain different meanings.

A preposition is closely connected with the noun or pronoun it precedes.

Examples: He looked **into** the matter.

A bus ran **over** a child.

An adverb is closely connected with a verb.

Examples: Look **up** the word in the dictionary.

They **put off** the meeting.

An adverb can be placed either at the end of the phrase or immediately after the verb.

Examples: I could not **make out** the man.

I could not make the man **out**.

If the object is a pronoun, the adverb is always placed after it.

Examples: Look **it up** in the dictionary.

I could not make **him out**.

A LIST OF COMMONLY USED PHRASAL VERBS, WITH EXAMPLES

break

break down

- (i) analyse a total:
Can you break down the figures so as to give the cost of each item?
- (ii) collapse, fail or cease to function:
He broke down when he heard about his son's death.
Our car broke down on the way.

break into

- enter forcibly:
Thieves broke into their house and stole their jewellery.

break in

- interrupt:
I was relating what happened, when he broke in with an unnecessary remark

break off

- bring to an end:
They broke off relations with each other.

break away

- separate:
Some members broke away from their Union.

break up

- disperse:
The meeting broke up in disorder.

break out

- begin (of evils like wars, troubles, diseases, etc.):
An epidemic of influenza broke out in the city last December.

bear

bear out

- confirm:
His conduct bears out my opinion of him.

bear up

- not despair; remain cheerful:
Whatever happens, we must bear up and not complain.

bear with

- tolerate patiently:
I have taken much of your time but please bear with me for a few more minutes till I complete my story.

blow**blow out**

- :- extinguish:
The wind blew out the candle.

blow up

- :- destroy by explosion:
The insurgents blew up the bridge.

blow over

- :- pass off:
The incident has caused an uproar but I think it will blow over soon.

bring**bring about**

- :- cause to happen:
The new Principal brought about an improvement in the school.

bring round

- :- win over to one's opinion or restore to consciousness:
After a lot of argument I brought him round to my point of view.
She had fainted but a little coffee brought her round.

bring up

- :- educate, rear:
They brought up their children well.

call**call for**

- :- demand:
The situation calls for tact and courage.

call off

- :- cancel:
The meeting has been called off owing to the bad weather.

call upon

- :- request:
The Chairman called upon the chief guest to say a few words.

call out

- :- summon armed forces, etc.:
The government called out the troops to restore law and order.

call at

- :- pay a brief visit at a place:
I called at the bank yesterday to attend to an urgent matter.

call on

- :- visit:
We called on our neighbours last night.

carry**carry out**

- :- put into practice:
I have to carry out the Manager's order.

carry on

- :- continue:
The son carried on the business after his father's death.

carry through

- :- bring safely out of difficulties:
They carried their plans through in spite of obstacles.

come**come across**

- :- find by chance:
While I was going through some old magazines I came across an interesting article.

come off

- :- (i) succeed (of a plan or scheme) used in the negative:
He was trying to make a big profit out of the transaction but his scheme did not come off.
- :- (ii) happen according to arrangement:
Is the wedding coming off?

come out

- :- be published:
Her new book will come out soon.

come round

- :- (i) agree to a proposal refused earlier:
Her father was at first opposed to the marriage but he came round later.
- :- (ii) recover consciousness:
The blow made him unconscious but he came round later.

come out with

- :- utter:
When questioned by the police he came out with the truth.

come about

- :- happen:
How did this come about?

come by

- :- obtain:
I don't know how he came by this valuable article.

cut

cut down

- :- reduce (expenses):
You must cut down your expenses if you want to avoid getting into debt.

cut off

- :- disconnect or discontinue supply:
Their electricity was cut off as they had not paid their bills.

cut out

- :- omit or leave out:
In my report on the incident I have cut out unnecessary details.

be cut out for

- :- be fitted or suited for (usually in the negative):
He does not appear to be cut out for this job. He should apply for another post.

cut back

- :- reduce (expenditure):
The government has decided to cut back expenditure on inessential items.

cut up

- :- be distressed:
He was cut up when he failed to get a promotion.

do

do away with

- :- abolish:
The government has done away with restrictions on imports of certain items.

do up

- :- redecorate:
They are going to do up their house before their daughter's wedding.

do without

- :- manage in the absence of:
We can't do without a telephone.

drop

drop in

- :- pay a casual or unexpected call (on someone):
We'll drop in and see you on our way home.

fall

fall back on

- :- use in the absence of something better.:
We had to fall back on margarine as butter was not available.

fall behind

- :- (i) go into the rear through inability to keep up with the others:
He was doing fairly well but now he seems to be falling behind in his studies.
(ii) fail to make payments regularly:
He has fallen behind with his rent and is finding it difficult to pay the arrears.

fall in with

- :- to accept (plans, views), agree (with a person):
The members of the gang fell in with their leader's plans to burgle the house.

fall off

- :- decrease (of numbers, attendance, etc).
The attendance at schools has begun to fall off recently as a result of an epidemic of influenza.

fall out

- :- quarrel:
They were good friends earlier but have fallen out as a result of a disagreement.

fall through

- :- miscarry or fail:
Our plans to renovate our house fell through owing to lack of funds.

get

get about

- :- (i) circulate:
The news got about that he is heavily in debt.

- (ii) move or travel:
He is a sick man and is unable to get about now.

get away

- :- escape:
The thieves got away before the police arrived.

get away with

- :- commit an offence and escape punishment:
He committed a murder and got away with it as his guilt could not be proved.

get on

- :- make progress:
He is getting on well at school.

get out of	:- free oneself from an obligation or habit: He has got into the habit of drinking and can't get out of it.	give away	:- (i) transfer by gift: He gave away his property to charitable institutions. (ii) betray or expose to ridicule or detection: He pretended to be a Frenchman but his accent gave the show away. (iii) distribute: The chief guest gave the prizes away.
get over	:- recover from illness, shock, etc.: She could not get over the shock of her husband's sudden death.	go back on	:- retreat or withdraw: He went back on his promise to co-operate with us.
get round	:- coax: She was able to get round her father and make him agree to her plans.	go down (with)	:- find acceptance, be approved: Her story went down well with them.
get through	:- finish successfully: He has got through all his examinations.	go down	:- be remembered or written down: His triumph will go down in history.
get through to	:- make contact by radio or telephone: We were trying to contact you but couldn't get through to you.	go in for	:- be especially interested in, practise: They went in for music at an early age.
get up	:- organize: They got up a play in aid of handicapped children.	go into	:- investigate thoroughly: The Superintendent of Police promised to go into the matter.
give		go off	:- (i) explode: His gun went off accidentally. (ii) be successful (of social occasions): The wedding went off well.
give in	:- yield, stop resisting: Though he refused to help us at first, he later gave in.	go on	:- continue: They went on talking long after dinner.
give out	:- (i) distribute, announce: The strikers were giving out handbills. (ii) run short, be used up: They had to endure hardships when their supplies gave out.	go out	:- (i) cease to be fashionable: That fashion went out in my grandfather's day. (ii) be extinguished: The lights went out suddenly last night.
give up	:- (i) abandon, stop trying to do something: They wanted to climb Mount Everest but gave up after making two attempts. (ii) discontinue a bad habit: He has given up drinking and he is a changed man now.	go over	:- examine or study: He went over the report carefully before submitting it to the committee.
give (oneself) up	:- surrender: After trying to escape, the criminal gave himself up to the police.		

- go round** :- be sufficient:
Are there enough sandwiches to go round?
- go through** :- (i) examine carefully (usually a number of things):
We'll have to go through the accounts and see where we have made a mistake.
(ii) suffer:
She had to go through a lot of trials after her husband's death.
- go up** :- rise (of prices):
The price of petrol has gone up again.
- go without** :- do without (of things):
He had to go without a meal as he had no money.
- hand**
- hand in** :- give by hand to someone:
He has handed in his resignation.
- hand down** :- (i) bequeath or pass on:
We are following the traditions handed down by our predecessors.
(ii) transmit (decision):
The decision of the Supreme Court was handed down to the lower Court.
- hand out** :- distribute:
They were handing out leaflets to the passers-by.
- hand over** :- give up or deliver authority or responsibility to another:
He handed over his duties to his successor.
- hand round** :- give or show to those present:
The hosts handed round refreshments to those who attended the function.

- hold**
- hold on** :- wait (especially on the telephone):
Please hold on. I'll call Mr Smith.
- hold out** :- (i) maintain resistance:
The town was being besieged and it was feared that the inhabitants would not be able to hold out any longer.
(ii) offer inducement:
The management has held out hopes of an increase in the employees' salaries.
- hold up** :- stop by threats or violence:
The bus in which we travelled was held up by armed robbers.
- hold back** :- restrain or impede progress:
We were trying to improve the building but were held back by lack of funds.
- keep**
- keep down** :- check, control:
You must try to keep down your expenses.
- keep off** :- not to come close or touch:
The notice said, "Keep off the railway track".
- keep up** :- maintain (pace, standard, etc.):
You must keep up your present rate of progress.
- keep up with** :- keep pace with:
He ran so fast that I couldn't keep up with him.
- keep away** :- avoid or prevent from coming:
He used to visit us frequently but is now keeping away for some reason or other.
- let**
- let down** :- disappoint or fail to carry out a promise:
He promised to help us but let us down at the last moment.

let off	:- refrain from punishing: The judge let him off with a warning.	look up	:- look for, search for (especially, word in a dictionary, telephone number in a directory or facts in a book of reference.) It was an unfamiliar word and I had to look it up in the dictionary.
let out	:- allow (person or secret, etc.) to go or escape: We asked him to keep it confidential but he let it out.	look up to	:- respect: They looked up to him as one of their trusted leaders.
look		look down on	:- despise: They looked down on him as he was from a poor family.
look after	:- take care of: She looks after the children well.	make	
look for	:- search: He has lost his purse and is looking for it.	make off	:- run away: The thieves made off when they saw the policemen.
look out	:- be careful (for example, to someone who is crossing the railway track): Look out! The train is approaching.	make out	:- (i) understand the meaning of, see or hear clearly, etc.: His writing was illegible. I couldn't make out what he had written. (ii) give the impression or state falsely: His position was not so bad as he made it out to be. (iii) write (cheque): The cheque may be made out in favour of Harrison & Co.
look forward to	:- expect with pleasure: We are looking forward to meeting you.	make up	:- (i) (one's mind): come to a decision: He had not made up his mind to apply for the post. (ii) invent story, excuse, etc.: His excuse was false. He had obviously made it up. (iii) use cosmetics for facial adornment: Some women will look prettier if they don't make up their faces. (iv) compose: The audience was made up mostly of young people.
look in	:- make a short visit or call: Don't forget to look in when you are passing by.		
look into	:- investigate: The police are looking into the complaint.		
look on	:- be a spectator: When a man was being attacked by another, the others were merely looking on.		
look over	:- read again, revise quickly or examine critically: I looked over what I had written, before posting the letter.		
look through	:- examine a number of things with a view to making a selection, turn over pages of a book or newspaper in search of information: I looked through the papers but found no mention of the incident you are referring to.		

make up for

- compensate:
We have to work hard to make up for the time we have lost.

make over

- transfer possession (of a thing) to a person:
He made over his property to his brother.

pick**pick out**

- choose, select:
Out of the sixty applicants he was picked out as the most suitable for the post.

pick up

- (i) take (in a vehicle):
I can pick you up tomorrow on my way to office.
- (ii) receive wireless signals:
An amateur radio operator picked up the signals sent by the distressed ship.
- (iii) acquire cheaply:
I picked up this book at a small shop yesterday.
- (iv) acquire (language):
He picked up French during his stay in Paris.

pull**pull down**

- demolish:
They are going to pull down the old building and erect a new one.

pull off

- succeed in winning or achieving:
He was able to pull off the deal in spite of some obstacles.

pull through

- recover from illness:
He is very ill but the doctors expect him to pull through.

pull up

- (i) stop (of vehicles):
The car pulled up as it approached the hospital.
- (ii) reprimand:
He was pulled up by the Manager for neglecting his work.

put**put aside/by**

- save (usually money):
You must put aside a little money every month.

put away

- (i) tidy up and put out of sight:
We must put away all the unwanted things before the visitors come.
- (ii) keep (money, etc.) for future use:
We are putting away this money for a future need.

put on

- cause (electric light) to burn:
He put on the light when he entered the room.

put out

- extinguish (light or fire):
They put the fire out before it spread to the adjoining buildings.

be put out

- be annoyed:
She was put out by the unkind remarks they made about her.

put up

- erect (building, monument, etc.):
They are putting up a new building near the school.

put(someone) up

- accommodate or give temporary hospitality:
My cousin put me up during my stay in London.

put up with

- submit to, tolerate (annoyance, insult etc.):
The people are putting up with a lot of hardships.

put across

- convey (ideas, etc.):
He succeeded in putting across his suggestions to the Board of Directors.

put back

- (i) replace:
When you have finished reading, please put the book back on the shelf.
- (ii) move back (the hands of the clock):
If we revive this old custom, we will be putting the clock back.

put down	<ul style="list-style-type: none"> - crush (rebellions, etc.): There was an uprising against the dictator but he was able to put it down. 	run into	<ul style="list-style-type: none"> - (i) collide: The bus skidded and ran into a tree. (ii) meet accidentally: I ran into him on my way to the market.
put something down to:-	attribute to:		
	The Corporation was running at a loss. The President put it down to waste and mismanagement.		
put forward	<ul style="list-style-type: none"> - offer (suggestion or proposal): The proposals put forward by some members were discussed by the committee. 	run out of	<ul style="list-style-type: none"> - exhaust, have none left: We have run out of our stock of sugar.
put in	<ul style="list-style-type: none"> - call (of ships): Many ships put in at Colombo on their way to Singapore. 	run over	<ul style="list-style-type: none"> - knock down, drive over accidentally (used of a vehicle): He was run over by a car while he was crossing the road.
put off	<ul style="list-style-type: none"> - (i) repel or deter: I wanted to attend the meeting but I was put off by the unruly behaviour of the crowd. (ii) postpone: They put off the meeting for another date. 	run through	<ul style="list-style-type: none"> - (i) rehearse, check or revise quickly: I ran through my notes before entering the examination hall. (ii) waste (supplies or money) or consume recklessly: He ran through all the money that his father had left him.
put on	<ul style="list-style-type: none"> - (i) assume (an expression): He put on a look of innocence. (ii) develop (additional flesh, weight): You must check your diet and see that you don't put on more weight. (iii) produce (a play): The Dramatic Society puts on a Shakespearean play every year. 	run up	<ul style="list-style-type: none"> - incur (bills): His wife was very extravagant and ran up huge bills which he couldn't settle.
run		run up against:-	meet with (difficulty, etc): If the government raises taxes, it will run up against a lot of opposition.
run down	<ul style="list-style-type: none"> - (i) disparage or speak ill of: She has a habit of running down her rivals. (ii) become weak, or fail: The battery has run down. (ii) be in poor health: He is run down after his recent illness. 	run away with:-	easily accept (a notion): Don't run away with the idea that this is an easy job.
		see	
		see about	<ul style="list-style-type: none"> - make inquiries or arrangements: He has to see about the education of his children.
		see (somebody) off:-	accompany a traveller to his place of departure: We saw her off at the airport.
		see through	<ul style="list-style-type: none"> - discover a trick: He pretended to be very interested in us but we saw through his real intentions.
		see to	<ul style="list-style-type: none"> - make arrangements, put right: We must see to their accommodation while they are here.

stand**stand by**

- (i) support:
He stood by me even when all the others let me down.
- (ii) be a bystander, not interfere:
I shall not stand by and see her being ill-treated.

stand for

- represent:
The letters c.o.d. stand for "cash on delivery".

stand up for

- side with, maintain, support:
He was the only one to stand up for me when I was being subjected to unfair criticism.

stand out

- be conspicuous:
He stood out from the rest as a man of integrity and courage.

stand on

- insist on:
Don't stand on ceremony.

stand down

- cease to be a candidate:
He stood down in favour of his friend.

stand in

- deputize:
He stood in for the Manager during the letter's absence.

stand up to

- (i) meet, face (opponent) courageously:
However powerful he may be, we must stand up to him.
- (ii) (of a thing) to remain unimpaired despite effects of bad weather, etc.:
Their house was so strongly built that it was able to stand up to the cyclone.

take**be taken aback**

- be surprised and disappointed:
I was taken aback when he spoke to me rudely.

take after

- resemble one's parents, etc.:
He takes after his father in many ways

take down

- write down spoken words:
His secretary took down his instructions to the staff.

take for

- mistake:
I took her for her sister whom she resembles very closely.

take in

- (i) deceive:
He tried to cheat us but we were not taken in.
- (ii) understand:
What he said wasn't clear and I was not able to take in anything.
- (iii) receive as guests:
They take in paying guests.

take off

- (i) remove (especially clothing):
You must take off your shoes before you enter the temple.
- (ii) become airborne from ground (of planes, pilots):
We saw the planes taking off.

take on

- (i) undertake work:
She was prepared to take on any work we assigned to her.
- (ii) accept as an opponent:
He was an expert wrestler and was ready to take on any opponent.

take out

- remove:
The dentist took out one of my teeth.

take (somebody) out

- entertain:
He was very friendly with her and often took her out.

take over

- assume responsibility:
He took over the management of the hotel from his predecessor.

take to

- (i) begin a habit, start doing something:
He has taken to gambling.
- (ii) find pleasant or agreeable:
The children didn't seem to take to their new class teacher.

- take up** :- (i) adopt a pursuit, begin a hobby, sport or work:
He has taken up stamp-collecting as a hobby.
- (ii) occupy (time, space, attention, etc.):
A large table takes up most of the space in my room.
- take it out of** :- have revenge on:
He was angry with me for reporting him to the Manager. He is taking it out of me now.
- take it out on** :- work off one's frustration, irritation etc. by attacking someone:
Whenever he has a quarrel with his wife, he takes it out on us.
- take it into one's head** :- get the idea that, decide to do:
He took it into his head to give us extra work.
- turn**
- turn away** :- send away or reject:
The security guard turned him away as he didn't have his identity card.
- turn down** :- reject:
They turned down his request for an increase in his salary.
- turn out** :- (i) produce (tr.):
The factory turns out all kinds of footwear.
- (ii) come out or appear (intr.):
A large crowd turned out to watch the match.
- (iii) prove to be (intr.):
We don't know how things will turn out.
- turn up** :- make one's appearance:
No one has turned up yet.

Exercise 110

Fill in the blanks with the right prepositions or adverbs.

1. He took his shirt before he started working.
2. The letters U.N.O. stand United Nations Organisation.
3. We must see the comforts of our visitors.
4. Look your answers before you leave the examination hall.
5. The management is looking the demands of the strikers.
6. He didn't tell anyone about his love affair but one of his friends had let the secret.
7. She is getting well at her new place of work.
8. I don't know how this affair came
9. There is no electricity now as the generator has broken
10. The trouble will soon blow
11. All the recommendations of the committee were carried
12. He is not cut for an administrative post.
13. I dropped at my friend's house on my way to work.
14. Their plans fell owing to lack of co-operation.
15. The Manager was earlier opposed to our demands but he finally gave
16. He went on his promise to marry her.
17. People are undergoing great hardships as the cost of living is going
18. The committee handed their report to the President.
19. There was a demonstration on the road and our car was held for some time.
20. You should not let your friends.
21. Look ! There is a snake.
22. I looked their telephone numbers in the directory and noted their addresses.
23. Things are so expensive that I am unable to put any money from my salary.
24. I can't put with their harassment any more.
25. She was put by his curt refusal of her request.

Exercise 111

Substitute phrasal verbs for the words in bold type. Use the verb within brackets with the right preposition or adverb.*

1. They **educated and trained** their children well. (bring)
2. They **readily accepted** his suggestions. (fall)
3. He **has stopped** smoking. (give)
4. They **are suffering** a lot of hardships. (put)
5. She **disappointed** her friends. (let)
6. They **are searching for** their missing child. (look)
7. He is **respected** as an upright man. (look)
8. I couldn't **recognize** him in the dark. (make)
9. The Municipal Council has decided to **demolish** the old market and build a new one. (pull)
10. The cricket match **has been postponed** owing to bad weather. (put)
11. The two cars **collided with** each other. (run)
12. We must **support** our friends. (stand)
13. He has **wasted** all his savings. (run)
14. He **assumed** a look of superiority. (put)
15. She **was annoyed at** their remarks. (put)
16. He was not able to **maintain** the high standard set up by his predecessor. (keep)
17. She **continued** working even though she was ill. (go)
18. She **has passed** her degree examination. (get)
19. He **was distressed** when they criticized his work. (cut)
20. I **accidentally discovered** an interesting book in the library (come)
21. Their plans to escape from jail did not **succeed**. (come)
22. A rumour **is circulating** that he is seriously ill. (get)
23. He **has recovered from** his illness. (get)
24. The price of cigarettes **has risen**. (go)
25. Some of the executives **despise** their subordinates. (look)
26. War **began** between the two neighbouring countries. (break)
27. Some of our friends **visited** us yesterday. (call)
28. The attendance at churches seems to be **decreasing** now. (fall)
29. We **were deceived** by his pleasant manner. (take)
30. He is eating a lot and seems to be **gaining** weight. (put)

*The verb should be in the right tense.

SECTION 36

WORDS OFTEN CONFUSED

Words that look alike are often confused. Some examples of such words are given here. These should be looked up in a dictionary and their meanings carefully studied.

access, accession
advance, advancement
affection, affectation
ardent, arduous
assent, ascent
beside, besides
childlike, childish
compliment, complement
construe, construct
continual, continuous
corporal, corporeal
council, counsel
ceremonial, ceremonious
credible, credulous, creditable
deduce, deduct
defer, differ
deficient, defective
delusion, illusion
deprecate, depreciate
destiny, destination
disburse, disperse
economic, economical
effective, effectual, efficient, efficacious
effect, affect
elicit, illicit
eligible, illegible
emigrant, immigrant
eminent, imminent
ensure, insure
equable, equitable
exceptional, exceptionable
exciting, excitable
expropriate, appropriate
exterior, external

flair, flare
forceful, forcible
formally, formerly
historic, historical
honourable, honorary
human, humane
humility, humiliation
imperial, imperious
impressive, impressionable
industrial, industrious
ingenious, ingenuous
insolvent, insoluble
inventory, invention
judicial, judicious
luxuriant, luxurious
masterful, masterly
malignant, malicious
memoir, memorandum
momentary, momentous
necessary, necessitous
negligent, negligible
notable, notorious
observation, observance
official, officious
ostensible, ostentatious
popular, populous
practical, practicable
practise, practice
precede, proceed
president, precedent
principal, principle
punctual, punctilious
receipt, recipe (pron. resipē)
relation relationship
requisite, requisition
respectable, respectful
resume, resumè
reverent, reverend
sanguine, sanguinary
sensuous, sensual

social, sociable
stationary, stationery
stimulant, stimulating, stimulus
superficial, superfluous
temporal, temporary
venal, venial
virtuous, virtual

Exercise 112

Fill in the blanks, choosing the right word from each of the given pairs. When a verb is used, it should be in the right tense.

1. defer, differ
 - (a) I to your superior knowledge.
 - (b) They from each other in various ways.
2. credible, credulous
 - (a) Some people are very and believe even the wildest of rumours.
 - (b) The judge said that the witness's evidence was not
3. deficient, defective
 - (a) Their health is poor because their diet is in proteins.
 - (b) The car met with an accident because its brakes were
4. elicit, illicit
 - (a) He was accused of sale of liquor.
 - (b) The police useful information from the arrested man.
5. eligible, illegible
 - (a) I could not read what he had written as his handwriting was
 - (b) He is for the post as he has the required qualifications.
6. forceful, forcible
 - (a) He made a very speech that convinced the audience.
 - (b) He made a entry into the room.

7. judicious, judicial
 (a) He was in his handling of the situation.
 (b) A inquiry was held into the complaints made against the official.
8. affect, effect
 (a) His health by excessive work.
 (b) The new Manager many improvements in the administration of the firm.
9. momentary, momentous
 (a) The party's victory was hailed as a event in the history of the country.
 (b) They were not daunted by their defeat.
10. luxuriant, luxurious
 (a) We were admiring the vegetation of the country.
 (b) Some rich people live in mansions.
11. impressive, impressionable
 (a) The captain's performance was most
 (b) Being, small children can be taught good habits at home.
12. assent, ascent
 (a) The to the peak of Mount Everest is extremely perilous.
 (b) The Queen gave her to the Bill.
13. industrious, industrial
 (a) development is essential if our country is to be prosperous.
 (b) The Chinese have achieved success because they are very
14. negligent, negligible
 (a) He was slovenly and in his dress.
 (b) I was not worried because the loss I incurred was
15. popular, populous
 (a) He is a actor and has many admirers.
 (b) Bombay is one of the busiest and most cities in the world.
16. principal, principle
 (a) He adheres strictly to certain
 (b) Mr Green is the new of our school.
17. superficial, superfluous
 (a) Since everybody knows about the incident, any comments on it would be
 (b) He had only a knowledge of the subject.
18. sociable, social
 (a) He is a very cheerful and type of person.
 (b) He was commended for the useful service he had done.
19. stationery, stationary
 (a) The vehicle was and there was no one in it.
 (b) He is a businessman who deals in
20. historic, historical
 (a) The decisions made at the meeting of the Commonwealth Prime Ministers' Conference were of importance.
 (b) We visited the cities that were of interest.

SECTION 37

IDIOMS

An idiom is a form of expression peculiar to a language. Here is a selection of idioms that are in common use in English.

above board = fair, not hidden

give a good account of oneself = do well

acid test = decisive or crucial test

give oneself airs = show off

all but = nearly

at arm's length = at a safe distance

axe to grind = private ends to serve

a bad egg or a bad hat = a person of bad character

in one's good or bad books = in or out of favour with

let the cat out of the bag = betray a secret
 into the bargain = in addition
 beat about the bush = hesitate, approach subject indirectly
 a bed of roses = very comfortable
 a bee in his bonnet = a crazy idea in his head
 make a bee line for = go straight to
 hit below the belt = fight unfairly
 give a wide berth = avoid
 beside oneself = out of one's mind
 kill two birds with one stone = achieve two objects at the same time
 birds of a feather = persons of similar character
 a bird of passage = one who frequently changes one's residence
 give a bit of one's mind = scold someone
 black sheep = scoundrel, unsatisfactory member of (family etc.)
 blind alley = a road with no exit or a plan that leads to nothing
 once in a blue moon = very rarely
 a bolt from the blue = an unexpected disaster, complete surprise
 blow one's own trumpet = praise oneself
 a bone of contention = cause of quarrel
 a bone to pick = cause for quarrel
 take a leaf out of one's book = imitate someone
 make a clean breast of = make a full confession
 hold a brief for = champion or plead for
 nip in the bud = cut short
 take the bull by the horns = boldly meet a danger
 burn one's boats = commit oneself irrevocably
 a bull in a china shop = reckless or clumsy destroyer
 bury the hatchet = make peace
 make no bones = not hesitate or scruple
 mean business = be in earnest
 hold a candle to = be compared with
 on the cards = likely
 a card up one's sleeve = a plan in reserve
 put all one's cards on the table = openly show all plans
 carry the day = prevail
 carry weight = have influence
 put the cart before the horse = reverse the natural order of things
 castles in the air = day-dreams, visionary projects
 make a cat's paw of = use for one's own ends
 catch on = become popular

SECTION 38

SPELLING RULES

1. Doubling the consonant

Words, ending in a vowel + consonant, double the final consonant when the stress falls on the last syllable.

- (a) Words of one syllable, having a vowel and ending in a consonant, double the consonant before a suffix (an ending such as er, ed, ing etc.) Here, the stress falls on the only syllable in the word.

Examples: rob robber, robbed, robbing
 beg, beggar, begged, begging
 sin, sinner, sinned, sinning

- (b) Two or three-syllable words, ending in a single consonant double the final consonant when the stress falls on the last syllable, as shown below in bold type:

Examples: begin, beginner, beginning
 transfer, transferred, transferring
 recur, recurred, recurring

- (c) The final consonant in the following words is also doubled though the stress does not fall on the last syllable.
 kidnap, kidnapper, kidnapped, kidnapping
 worship, worshipper, worshipped, worshipping
 handicap, handicapped
 dial, dialled, dialling
 bias, biassed

- (d) Words ending in l, preceded by a single vowel, usually double the l.

Examples: quarrel, quarrelled, quarrelling
 control, controller, controlled, controlling
 appal, appalled, appalling
 travel, traveller, travelled, travelling

2. Omission or retention of final e

- (a) Words ending in e, preceded by a consonant, drop the e before a suffix beginning with a vowel.

Examples: love, lover loved, loving

move, moved, moving

take, taking

mate, mated, mating

likable can also be spelt likeable

(b) A final e is retained before a suffix beginning with a consonant.

Examples: careful, forceful, peaceful, amusement, engagement, movement, sincerely bravely.

But the e in able/ible is dropped in the adverb forms.

Examples: comfortably, admirably, fashionably, creditably, forcibly.

The final e is also dropped in the following words:

due—duly, whole—wholly, argue—argument, judge—judgment (or judgement)

(c) Words ending in ce and ge retain the e before a suffix beginning with a, o or u.

Examples: courage—courageous, peace—peaceable, manage—manageable, change—changeable, outrage—outrageous
But, before ous, words ending in ce change the e to i.

Examples: malice—malicious, grace—gracious, space—spacious, vice—vicious

3. The suffix ful

When full is added to a word, the second l is dropped.

Examples: beauty—beautiful, skill—skilful (or skillful), care—careful, peace—peaceful

4. Words ending in y, following a consonant, change the y to i before any suffix except ing.

study—studied (but studying)

carry—carried (but carrying)

happy—happily

Y, following a vowel, does not change.

Examples: obey, obeyed, obeying

play, played, playing

stray, strayed, straying

5. ie and ei

The normal rule is that i comes before e, except after e.

Examples: believe, sieve, relieve, reprieve

After e we have ei.

Examples: deceive, conceive, receive, perceive

The following are exceptions:

counterfeit, deign, feign, foreign, forfeit, freight, height, heinous, heir, leisure, neighbour, neither, reign, rein, veil, vein weight, weird.

6. Words, beginning or ending in all, full, till and fill or beginning with well, drop one l when combined with another word.

Examples: almost, already, fulfil, until, welcome

Examples of full as a suffix have already been given in paragraph 3.

Note: The expression "all right" consists of two separate words and should not be spelt "alright".

7. The spelling of words, ending in ance, ence, ant, ent, should be carefully studied.

Examples: perseverance, appearance, repentance, contrivance, acquaintance, confidence, convenience, excellence, violence, interference, attendant, dependant (noun), dependent, (adjective), obedient, decadent, fraudulent, solvent.

8. Some nouns have the ending le while certain adjectives and also nouns end in al.

Examples: Nouns—article, receptacle, obstacle, principle (code of conduct or rule).

approval, arrival, renewal, revival, dispersal, criminal, principal (head or superior)

Adjectives—typical, mechanical, critical, criminal, musical, principal.

9. Certain verbs end in se or sy while corresponding nouns end in ce, or cy.

Examples: Verbs: devise, practise, prophesy, license

Nouns: device, practice, prophecy, licence

10. Certain verbs end in ced while others end in cede.

Examples: proceed, exceed, succeed
precede, accede, concede.

Exercise 113

Supply the missing letters in the words, in bold type, in the following sentences by inserting the right group of letters chosen from those in brackets.

1. He is **run**.....fast. (ning, ing)
2. They are **worship**.....at the shrine. (ing, ping)
3. The two men have **quarrel**.....with each other. (ed, led)
4. They have stop.....work. (ed, ped)
5. He was **bias**.....against me. (sed, ed)
6. We are **hop**.....to go there tomorrow. (ing, ping)
7. He made a **conrag**.....attempt to defend himself. (ous, eous)
8. We are living in a **spac**.....house. (eous, ious)
9. They are **stud**.....very hard for the examination. (ing, ying)
10. They have spread some **malic**.....rumours about her. (eous, ious)
11. I don't **bel**.....ve. him. (ie, ei)
12. The train has a.....**ready** arrived. (l, ll)
13. They watched the match from the **pavil**.....(ion, lion).
14. She was rewarded for her **persever**.....(ence, ance).
15. He has to look after his **depend**.....(ents, ants).
16. The injured man's condition is **criti**.....(cle, cal).
17. He **acc**.....ed to our request. (eed, ed).
18. You must come for cricket **practi**.....tomorrow. (ce, se)
19. They are **begin**.....work tomorrow. (ing, ning)
20. A child has been **kidnap**.....by some unknown people. (ed, ped)
21. I was **appal**.....at the state of their house. (led, ed)
22. His nervousness was **notic**.....(able, eable).
23. All his **mov**.....property was sold. (eable, able)
24. He has **dec**.....ved me. (ie, ei)
25. He has **travel**.....a lot. (ed, led)
26. They are not able to **ful**.....their promises. (fill, fil)
27. They **signal**.....to the driver to stop the bus. (ed, led)
28. They were an **obstac**.....to his progress. (al, le)
29. We are **doubt**.....about the success of our plans. (ful, full)
30. He has a lot of **l**.....**sure**. (ei, ie)

(B) WORDS COMMONLY MISSPELT

The words given in the following list may cause difficulties in spelling. The student is advised to study their spellings as well as meanings. Some of them have been already dealt with, in the section on Spelling Rules.

accommodate	canvas (cloth)
accede	canvass (solicit votes etc.)
achieve	catalogue
acquaint	catarrh
acquiesce	ceiling
acquire	centenary
adjourn	century
adolescent	ceremony
advantageous	colleague
advisable	concede
adviser	connaisseur
advisor (person habitually consulted)	
aerial	conscientious
alien	conspicuous
allege	convalescent
alleviate	corroborate
alter (verb—change)	criticism
altar (noun—raised table)	customary
amateur	dearth
anaemic	debris
annihilation	deceit
anonymous	deign
appetite	demurrage
appreciate	develop
ascertain	diaphragm
assassinate	dilatory
attorney	discipline
balloon	dissuade
believe	divulge
bicycle	dungeon
biscuit	dynamic
bizarre	eccentric
breadth	ecclesiastical
brusque	encyclopaedia

brochure	exhaustion
burgeon	expedite
bureau	effervescent
calendar	elucidate
calibre	endeavour
campaign	enigma
erroneous	marvellous
etiquette	manoeuvre
exempt	mathematics
fallacy	meteorology
fascinate	metre
fatigue	miniature
feasible	miscellaneous
foreign	mischievous
forfeit	mnemonic
freight	mortgage
garrulous	necessitate
gauge	necessitous
gesture	neighbourhood
grammar	nuisance
grandeur	obsequious
grotesque	occasion
gruesome	occurrence
guarantee	opaque
guest	oscillate
guillotine	outrageous
guilty	parallel
haemorrhage	parliament
harangue	pavilion
honorary	perceive
heinous	persevere
hierarchy	persuade
honourable	phlegmatic
hygiene	physician
hypocrisy	pique
idiosyncracy	plateau
ignominious	plebiscite
infinite	precede
installation	precocious
intellectual	predecessor
	queue
	quite
	receive
	receipt
	reconnaissance
	referee
	rescind
	resources
	restaurant
	rhythm
	saccharin
	satellite
	sceptic, sceptical
	segregate
	seize
	series
	shriek
	sinecure
	skilful
	soliloquy
	spontaneity
	stupefy
	subtle, subtlety
	successful
	surgeon
	susceptible
	supersede
	surreptitious
	symmetry
	synonymous
	technique
	thoroughly
	tobacco

interpret	preference
irrelevant	preferring
jeopardize (ise)	privilege
laboratory	procession
lascivious	programme
leisure	pseudonym
lieutenant	psychology
liaison	psychiatry
literate	paediatrician
literature	pursue
ludicrous	quiet

SECTION 39

PLURALS

1. Most nouns form their plurals by adding **s** to the singular:
pencils, horses, girls

2. The following nouns form their plurals by adding **es**.

- (a) nouns ending in **x, z, ch, sh, ss:**
boxes, topazes, churches, bushes, kisses.
- (b) most nouns ending in **o:**
potatoes, mosquitoes, heroes.

Exceptions: pianos, dynamos, photos, manifestos

3. Nouns ending in **y**, preceded by a consonant, change **y** into **i** before adding **es:** lady-ladies, pony-ponies, baby-babies, city-cities.

If the **y** is preceded by a vowel, the normal rule is followed and **s** is added: boy-boys, day-days, key-keys, monkey-monkeys, play-plays.

4. Nouns ending in **f** or **fe** change **f** into **v** before adding **es:**
knife-knives, wife-wives, leaf-leaves, wolf-wolves.

Exceptions: chiefs, roofs, dwarfs, beliefs, reefs, proofs, cliffs, safes

Some have both forms:

Scarfs or scarves, hoofs or hooves, wharfs or wharves, handkerchiefs or handkerchieves.

5. Some nouns form their plurals by a vowel change:
man-men, woman-women, foot-feet, tooth-teeth, mouse-mice, louse-lice, goose-geese.
6. Three nouns add **en**:
ox-oxen, child-children, brother-brethren (fellow members of religious society, etc.)
7. A few nouns remain unchanged in the plural.
sheep, deer, salmon, trout, snipe, fish (**fishes** is found but is rare.)

Such words as **dozen**, **brace**, **score**, **gross**, **hundred**, **thousand**, **stone**, **hundredweight**, remain unchanged when used after numerals:

five dozen handkerchiefs, ten thousand rupees, three score and ten, weighing 12 stone.

8. Some nouns taken from foreign languages keep their foreign plural forms: **addendum-addenda**, **erratum-errata**, **memorandum-memoranda**, **medium-media**, **stratum-strata**, **axis-axes**.

Some take both forms:

focus-foci or **focuses**, **fungus-fungi** or **funguses**, **radius-radii** or **radiuses**, **formula-formulae** or **formulas**, **terminus-termini** or **terminuses**, **index-indices** or **indexes**, **syllabuses** or **syllabi** (rare), **antenna-antennae** (sensory organs in insects), **antennas** (aerials)

The following do not change:

series, **species**, **apparatus**

9. Compound words usually have the plural forms of the most important words:

son-in-law	sons-in-law
father-in-law	fathers-in-law
step-daughter	step-daughters
man-of-war	men-of-war
court-martial	courts-martial
commander-in-chief	commanders-in-chief
lieutenant-governor	lieutenant-governors
maid-servant	maid-servants

10. Some nouns are used in the plural only:
 - (i) **articles of dress**
trousers, knickers, pyjamas, pants
 - (ii) **tools consisting of two parts**
scissors, shears, pincers, tongs, pliers, bellows, spectacles
 - (iii) **parts of the body**
bowels, intestines
 - (iv) **diseases**
measles, mumps
 - (v) **various other words:**
environs, nuptials, antics, doings, blues, creeps, annals, obsequies, shambles, victuals, proceeds, tidings, auspices, etc.

11. Some nouns have a different meaning in the plural:

compass (extent)	compasses (instrument for drawing circles)
air (atmosphere)	airs (proud manners)
force (strength)	forces (troops)
draught (current of air)	draughts (a game)
ban (prohibition)	banns (announcement of approaching marriage)
bearing (demeanour)	bearings (parts of a machine, or direction)
manner (mode or way)	manners (behaviour, habits)
return (coming back)	returns (reports)
work (labour)	works (operations of buildings, etc. Give someone the works-tell him everything)
good (benefit)	goods (property or luggage)
respect (good opinion)	respects (compliments)

12. Some nouns have two or more different meanings in the plural:

customs	(i) habits
	(ii) duty levied on imports, government department dealing with this

colours	(i) hues (ii) coloured ribbon, dress, etc. worn as symbol of party, membership of club etc. Show one's true colours—show party or character
effects	(i) results (ii) property
pains	(i) sufferings (ii) trouble (e.g. he took pains)
premises	(i) hypotheses (ii) house or building with grounds
quarters	(i) fourth parts (ii) lodgings
spectacles	(i) things seen (ii) glasses
grounds	(i) lands (ii) reasons
spirits	(i) souls (ii) alcohol (iii) state of mind (e.g. in high spirits)

13. Some nouns, with plural form, are used with a singular verb: mathematics, physics, mechanics, news, innings, means, gallows, statistics, politics
14. Some collective nouns, singular in form, are followed by a verb in the plural:
cattle, vermin
15. Some names of materials, when used in the plural, have a different meaning:

tin (material)	tins (cases)
stone (material)	stones (pieces of stone)
salt (substance used to flavour food)	salts (purgative medicine)

Exercise 114

Change the words in bold type in the following sentences into the plural.

Examples: There **is** a potato in the bag.

There are potatoes in the bags.

1. I **was** bitten by a mosquito.
2. A woman **is** selling vegetables.
3. A tiger hunts a deer.
4. He likes his son-in-law.
5. There **is** a snake in the bush.
6. I saw his photo in the album.
7. He **is** sharpening the knife.
8. He **was** laughing at the dwarf.
9. She **was** selling a scarf and a handkerchief.
10. The cat **is** catching a mouse.

Exercise 115

Fill in the blank in each sentence, choosing the right word from those within brackets.

1. He has good (manner, manners)
2. They do a lot of (work, works)
3. The place was unfamiliar to me and I lost my (bearing, bearings)
4. Please give him my (respect, respects)
5. He took (pains, pain) to do the job well.
6. Put some more (salt, salts) into the curry.
7. They were not allowed to enter the (premise, premises).
8. They are in high (spirits, spirit)
9. He won his cricket (colour, colours) at school.
10. He puts on (air, airs)

SECTION 40

GENDER

The feminines of nouns are formed in the following ways:

(i) by adding **ess**:

lion—lioness
priest—priestess
prophet—prophetess

(b) When the masculine ends in **er** or **or**, the **e** or **o** is dropped before adding **ess**:

actor—actress
tiger—tigress
waiter—waitress

(c) Slight changes are made in these words before adding **ess**:

duke—duchess
master—mistress
negro—negress

2. A few feminines are formed by means of other endings such as **ine**, **trix**, **en**, **a**:

hero—heroine
fox—vixen
testator—testatrix
executor—executrix
czar—czarina

3. by placing a word before or after, to indicate the gender:

manservant
maidservant
peahen

4. by using different words:

bachelor—spinster	son—daughter	boar—sow
gentleman—lady	uncle—aunt	horse, stallion—mare
husband—wife	wizard—witch	buck—doe
lord—lady	father—mother	bull—cow
king—queen	monk—nun	colt—filly
man—woman	earl—countess	dog—bitch
nephew—niece	brother—sister	drake—duck
sir—madam		stag—hind
		cock—hen

Special uses of the masculine and feminine gender:

(a) A ship, an engine or a motor car is often referred to as "she".

(b) Personified things are masculine or feminine:

Time, Death and Sun are considered as masculine while Spring, Liberty, Freedom and Peace are considered feminine.

(c) Some nouns are not provided with feminines:

clerk, cook, lecturer, president, pupil, teacher, typist, lawyer

(d) The following feminines are rarely used and don't appear to be popular:

authoress, poetess, editress, conductress, manageress.

Chairperson is now used instead of **chairwoman** which is unpopular.

Exercise 116

Change the words in bold type into those of the opposite gender.

Example: I saw a **lion**.

I saw a **lioness**.

1. The **actor** was cheered by the crowd.
2. The servants liked their **mistress**.
3. **He** is a **negro**.
4. **She** is my **niece**.
5. The **tigress** killed a **stag**.
6. The **waitress** brought us the food.
7. The **duke** was very popular.
8. **He** was the **hero** in the film.
9. Please excuse me, **madam**.
10. **She** owns a **mare**.

SECTION 41

FORMATION OF WORDS PREFIXES AND SUFFIXES

A prefix is a group of letters placed at the beginning of a word.

A suffix is a group of letters added to the end of a word.

ENGLISH PREFIXES

a-(on, in) :	aboard, afloat, ashore, afoot, astir
be-(by) :	befriend, befit, beguile, besmear
by-(on the side) :	bystander, bypath, byword
fore-(before) :	forecast, foretell, forestall
mis-(wrongly) :	mistake, mislay, misjudge, mislead, misdeed
out-(beyond) :	outlook, outcast, outcome, outbreak, outcry, outweigh
over-(in excess, besides, above) :	overflow, overhear, overdue, overcharge, overlook, overeat
un-(not) :	untruth, unwise, unripe, unreal, untrustworthy, undo, untie
well-(in good state) :	welcome, welfare, well-being

LATIN PREFIXES

a, ab, abs-(from) :	avert, abuse, abstain
amb, ambi, am-(on both sides) :	ambidextrous, ambient, amputate, ambivalent
ante-(before) :	antedate, anticipate, ancestor, antecedent
bene-(well) :	benevolent, benefit
bi, bis-(twice) :	bicycle, bisect, biennial, binoculars
circum-(around) :	circumnavigate, circumference, circumspect, circuit
con-(with)-its forms:	
co, col, com, cor, coun) :	condense, cohere, collect, compose, correct, council, co-exist
contra-(against) :	contradict, contraband, controvert
counter-(against) :	counteract, countersign
de-(down, away) :	dethrone, detach, deter, deject
(dis, di, diff)	dishonour, disgrace, displease, dislocate, disappear, discontinue, divert, diffuse, differ
(asunder, away)	expel, examine, educate, ex-President
ex-(from, out of) :	extraordinary, extravagant
extra-(beyond) :	ineligible, incapable, illegal, irrational
in-(not) :	

inter-(between) :

intra-(within) :
intro-(into, within) :
male, mal-(evil) :
ne-(not) :
non-(not) :

ob, oc, o, of, op, os
(against, in front of) :

omni-(all) :

pene-(almost) :
post-(after) :
pre-(before) :

pro-(forth) :
re, red, ren-(back, again) :

retro-(backwards) :
semi-(half) :
sub-(under) :

super, sur-(over, above) :

trans, tran, tra, tres, tre-
(beyond, over, through) :

tri, tre-(three) :

un, uni-(one) :

vice-(instead of) :

intercourse, intervene, international, interval, interpose, intercept

intramural, intrinsic

introduce, introspection

malignant, malnutrition

nefarious, negligent

nonsense, non-committal, non-conformist, non-combatant

obvious, obstruct, object, obstacle, occasion omit, offer, oppose, ostensible

omniscient, omnipresent, omnivorous

peninsula, penultimate

postscript, postpone, post-date

premonition, precaution, predict, precede, prevail, prepay, prepare

proceed, produce, provoke, pronounce

revalue, re-examine, redeem, render

retrospect, retrograde

semicircle, semicolon

submerge, subway, subcontinent, subdue

superficial, superintend, surpass, survive

transgress, transpose, translate, trespass

triangle, triennial, treble

uniform, unanimous, unilateral unicellular

viceroy, vice-chancellor

GREEK PREFIXES

- a, an-(without): apathy, anarchy
anti-(against): antidote, antipathy
arch-(chief): archbishop, arch-enemy
auto-(self): automobile, autograph,
 automation, automatic
cata-(down): cataract, catastrophe, catapult
dys-(ill): dyspepsia, dysentry
eu, ev-(well,good): euphony, euphemism, evangelist,
 euphoria, eulogy
hetero-(different): heterodox, heterogenous
hex-(six): hexagon, hexameter
hiero-(sacred): hierarchy, hieroglyph
homo-(like): homogenous, homonym
hyper-(beyond): hyperbole, hypercritical
meta, met-(after, change): metaphor, metonymy, metamorphose, metaphysics
miso-(hate): misanthrope, misogynist
mono-(alone): monopoly, monarch, monoplane,
 monotony
ortho-(right): orthodox, orthography
pan-(all): pantheist, panoply, panorama,
 pantomime
pente-(five): pentameter, pentagon
peri-(round): perimeter, period
phil-(love): philanthropist, philosophy,
 philology
poly-(many): polygon, polygamy, polysyllable,
 polytheism
proto-(first): prototype, protoplasm
pseudo-(false): pseudonym
syn,syl, sym-(with): synonym, syntax, syllable
 sympathy
tele-(far): telegram, telephone, television,
 telepathy

ENGLISH SUFFIXES

- Forming nouns**
(a) **doers or agents**
er, ar:
monger:
wright:
(b) state or condition
dom:
hood:
ness:
ship, scape:
(c) diminutives
el:
ling:
en, kin:
ock:
forming adjectives
ed:
en:
ful:
ish:
less:
ly, like:
some:
ward:
y:
forming verbs:
en:

GREEK AND LATIN SUFFIXES
- speaker, lawyer, liar
fishmonger, ironmonger,
playwright, wheelwright

freedom, wisdom, martyrdom
manhood, boyhood, neighbourhood
kindness, darkness
hardship, friendship, landscape

cockerel, mongrel
darling, duckling, seedling
chicken, kitten, napkin, lambkin
hillock, bullock

wretched, ragged, moneyed
wooden, earthen
hopeful, awful, beautiful
slavish, foolish
hopeless, fearless, tasteless
manly, godly, childlike, kindly
meddlesome, tiresome, awesome
homeward, westward
greedy, sorry

lengthen, frighten, straighten,
brighten

(b) abstract nouns

age:	bondage, leakage
ance, ence:	abundance, temperance, innocence
ate:	episcopate, electorate
cy, sy:	fancy, phantasy
ion:	opinion, oration
ment, :	punishment, imprisonment
mony:	matrimony, parsimony
tude:	fortitude, gratitude
ty:	cruelty, felicity
ure:	censure, furniture
y:	misery, envy

(c) places of action

ary, ery, ory, ry:	dispensary, nunnery, dormitory, pantry
ter, tre, chre:	cloister, theatre, sepulchre

(d) diminutives

ule, cle, sel:	globule, particle, damsel
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forming adjectives

al:	legal, regal, general
ane, an	humane, human
ant, ent:	petulant, constant, dependent, innocent
ar:	familiar, regular
ary, arious:	contrary, nefarious
ate, ete, ite, ute:	temperate, complete, infinite, absolute
ble, bile:	honourable, mobile
esque:	grotesque, picturesque
ic, ique:	public, antique
id:	humid, pallid, torpid
ile, eel, le:	fragile, genteel, gentle
ine:	feminine, feline
ive:	active, attentive
lent:	somnolent, indolent, virulent
ory:	migratory, illusory, sensory
ose, ous:	bellicose, glorious, dangerous

forming verbs

ate, ite, se:	isolate, activate, incite, incense
esce:	effervesce, coalesce, acquiesce
fy:	edify, fortify
ise, ize:	capsize, civilize
ish:	finish, banish, flourish

Exercise 117

Make the following sentences meaningful by adding prefixes to the words in bold type.

Example: You must not **lead** the children.

You must not mislead the children.

1. Somebody must **friend** the poor boy.
2. He was accused of certain **deeds**.
3. They have **dated** the cheque as they have no funds now.
4. He is weak and **capable** of doing the work.
5. God is **present**.
6. According to the weather cast there will be rain today.
7. The river may **flow** if the rain continues.
8. It is **wise** to trust a stranger.
9. We must not **honour** the dead.
10. Some children suffer from **nutrition**.

Exercise 118

Add suffixes to the following words to form nouns expressing **an act of** or **a state of** or **a quality of**:

holy, civilize, oppose, judge, develop, prosper, like, fail, wise, abundant, silent, brave, various, enjoy, statesman

Exercise 119

Form adjectives from the following words by adding suffixes:

force, forget, cloud, noise, industry, luxury, quarrel, value, peril, terror, music, occasion, decide, obey, wool

Exercise 120

Form verbs from the following words by adding suffixes:

bright, active, black, captive, idol, modern, victim, fertile, perpetual, soft, type, sympathy, hard, beauty, moral

WORDS DERIVED FROM LATIN

Numerous words in the English language are derived from Latin and Greek. A few of them are given below.

ago (do) :	act, active, action
alius (other) :	alien, alienate
aqua (water) :	aquatic, aqueduct
audio (hear) :	audience, audible, audit
capio (take) :	captive, capture, caption
centum (a hundred) :	century, centenary
certus (sure) :	certain, certify, certificate
clamo (shout) :	clamour, proclaim, exclaim, acclaim
creo (create) :	creature, creation, creative
curro (run) :	current, curriculum
decem (ten) :	December, decimal
dico (say) :	edict, verdict, contradict, diction
duco (lead) :	educate, conduct, produce, reduce
facio (make) :	fact, factory, factual
fames (hunger) :	famine, famish
finis (end) :	final, finite, infinite
fortis (brave, strong) :	fortitude, fort, fortify
grex (flock) :	congregate, segregate, gregarious
homo (man) :	homicide, human
impedio (prevent) :	impede, impediment
impero (command) :	empire, emperor, imperial
intellego (understand) :	intelligent, intellectual
liber, (free) :	liberal, liberate
loquor (talk) :	loquacious, colloquial
ludo (play) :	elude, interlude, collusion
malus (bad) :	malady, malice, malicious
manus (hand) :	manual, manufacture
mitto (send) :	emit, commit, transmit, remit, mission
moveo (move) :	motion, motive, movement
navis (ship) :	navy, navigate, naval
nomen (name) :	nominal, nominate
octo (eight) :	octagon, octave, October
pello (drive) :	compel, expel, impel, propel

PENDEO (HANG)

pes (foot) :

plus (more) :

pono (place) :

porto (carry) :

primus (first) :

rego (rule) :

relinquo (leave) :

rota (wheel) :

rumpo (break) :

scribo (write) :

sequor (follow) :

specio (see) :

surgo (rise) :

teneo (hold) :

terreo (frighten) :

unus (one) :

venio (come) :

verus (true) :

voco (call) :

volvo (roll) :

solvo (loosen) :

vivo (live) :

volo (wish) :

suspend, depend, pendant (or
pendent)

pedestrian, pedal, centipede,
millipede

plural, surplus

position, deposit

export, import, deport, transport,
porter

primer, Prime Minister, primitive
regal, regulate, regent

relinquish, relict

rotate, rotund

erupt, interrupt, rupture

describe, proscribe, subscribe

sequel, sequence, consequent

aspect, circumspect, spectacles,
spectacular

resurrection, insurrection

contain, retain, tenant

terrible, terrify

unit, unity, union

prevent, invent, advent, circumvent

verify, veritable

convoke, evoke, vocation, revoke

evolve, revolve, volume

dissolve, solution, solve

vivacious, vivid, virtual, vivify

voluntary, volition, benevolent

WORDS DERIVED FROM GREEK

archein (rule) :

archaios (ancient) :

bios (life) :

gamos (marriage) :

graphein (write) :

gune (woman) :

haima (blood) :

monarchy, oligarchy, plutarchy

archaeology, archaic

biology, biography, antibiotic

monogamy, bigamy, polygamy

graph, graphic, telegraph, demography

gynaecology, misogynist

haemorrhage, haemorrhoid,

haemophilia

hydro (water):	hydrology, hydrophobia, hydraulic, hydrant
krattein (rule):	democracy, plutocracy, aristocracy
logos (speech):	logic, dialogue, monologue, philosophy, theology
megas (great):	megalomania, megaphone
micros (small):	microbe, microcosm, microphone
pais (child):	pedagogue, paediatrician (pediatrician)
polis (city), polites (citizen):	police, politics
phone (voice):	dictaphone, telephone, saxophone
psyche (soul):	psychiatry, psychic, psychology
trauma (wound):	trauma, traumatic

SECTION 42

SYNOMYMS AND ANTONYMS

A list of synonyms and antonyms is given below. A synonym is a word that has the same meaning as that of a given word or a meaning similar to it. An antonym is a word that has an opposite meaning.

In order to achieve clarity and accuracy in writing it is important to make a study of synonyms and appreciate the nicer shades of meaning. The words in the following list have been selected at random. They will also show the need for vocabulary expansion for the purpose of effective communication.

Words	Synonyms	Antonyms
abandon	desert, forsake, give up	retain, adhere to
accept	take, receive, admit	refuse, repudiate, reject
accuse	charge, indict	acquit, discharge
actual	real, genuine, true	imaginary, false
advantage	benefit, gain, profit	disadvantage, harm, loss
aggravate	make worse, provoke, intensify	allay, alleviate, soothe, placate
alien	foreign, strange, unnatural	native, familiar, natural
ambiguous	doubtful, equivocal, uncertain	certain, clear, positive

Words	Synonyms	Antonyms
ardent	fervent, eager, zealous	cool, lethargic, indifferent
avarice	greed, miserliness, covetousness	generosity, liberty, lavishness
brief	short, concise, temporary, transitory	long, verbose, lasting, permanent
conceal	hide, withhold, secrete	disclose, exhibit, divulge
danger	peril, risk, hazard	safety, security
desist	cease, stop, discontinue, abstain	continue, persist, maintain
dexterous	adroit, skilful, adept, expert, clever	clumsy, awkward, unskilful
disgrace(vb)	degrade, shame, abase, humble	exalt, honour
economical	frugal, thrifty, saving	extravagant, lavish, wasteful, prodigal
energetic	strenuous, active, vigorous,	indolent, sluggish, feeble
erroneous	wrong, inaccurate, incorrect, false, mistaken	correct, accurate, true, precise
exorbitant	expensive, extravagant, excessive	moderate, cheap, inexpensive
facetious	humorous, witty, jocular	serious, grave
ferocious	fierce, savage, cruel, inhuman	gentle, tame, kind, humane
forbid	prohibit, debar, prevent, inhibit, prescribe	allow, permit
furtive	secret, stealthy	open, frank
geniality	cheerfulness, joviality, cordiality, friendliness	surliness, moroseness, stiffness, unfriendliness
hesitate	doubt, falter, vacillate	determine, decide
impetuous	hasty, rash, precipitate	cool, collected, calm, placid, tranquil
improve	amend, better, correct, ameliorate, rectify	spoil, mar, deteriorate
incentive	motive, inducement, encouragement	discouragement, check
increase	enlarge, expand, augment, amplify	decrease, diminish, contract
intimidate	terrorize, frighten, overawe	hearten, encourage, embolden

Words	Synonyms	Antonyms
languid	listless, tired, weary, feeble, faint	energetic, active, lively
manifest	evident, obvious, apparent	hidden, obscure, doubtful
modesty	shyness, bashfulness, decency	boldness, boastfulness, impudence, immodesty
monotonous	unvarying, uniform, tiresome	variable, changing, interesting
notice (vb)	note, mark, observe, perceive	ignore, miss, overlook, neglect
obsequious	subservient, servile, fawning	independent, self-assertive, self-reliant
obsolete	antiquated, disused, forgotten	current, used, modern, recent
obstinate	stubborn, dogged, obdurate	submissive, yielding
patient	passive, calm, long-suffering, submissive	impatient, intolerant, hasty, restless, impulsive
precarious	uncertain, unstable, doubtful, hazardous	certain, secure, safe
querulous	peevish, complaining, petulant	placid, content, uncomplaining
rebellious	mutinous, seditious, refractory	obedient, submissive, loyal
relevant	pertinent, appropriate, apposite	irrelevant, inappropriate, inapposite
sceptical	incredulous, doubtful, unbelieving, suspicious	credulous, trusting, confiding
sensational	startling, exciting, melodramatic	unexciting, ordinary, humdrum, everyday
sublime	elevated, lofty, exalted, majestic, glorious	lowly, abject, ignominious
tumult	disorder, riot, disturbance	order, peace, quiet, tranquillity
venial	pardonable, excusable, trifling	unpardonable, inexcusable, serious
violent	fierce, wild, severe, boisterous	calm, mild, gentle

KEY TO EXERCISES IN PART II

Nouns

Exercise 98

1. rain, London
2. crowd, hall
3. China, population, world
4. window, wood
5. bees, honey, flowers
6. Smoking, health
7. Truth, Beauty, Keats
8. trees, leaves, autumn
9. fox, food
10. traveller, sleep
11. news, girls
12. the dead
13. Swimming, exercise
14. truth
15. Queen, popularity
16. Platinum, gold
17. man, knife
18. lady, umbrella
19. man, despair, failure, sons
20. father, delight, success

Exercise 99

1. ability
2. approval
3. fame
4. acquaintance
5. brutality
6. merriment
7. interference
8. choice
9. attention
10. information
11. greatness
12. expulsion
13. opposition
14. encouragement
15. renewal
16. likelihood
17. punctuality
18. growth
19. arrival
20. reluctance
21. warmth
22. assistance
23. development
24. revival
25. eowardice
26. excellence
27. bravery
28. variety
29. laughter
30. heroism

Adjectives

Exercise 100

1. black
2. huge, thick
3. large, poisonous
4. happy, contented
5. crafty, old
6. rash, impulsive
7. young, breathless
8. old, motherly
9. rich, luxurious
10. young, adventurous
11. interesting, imaginary
12. attractive, young
13. deafening
14. permissive, decadent
15. poor, pitiable
16. noisy, disorderly
17. industrious, enterprising, young
18. amazing, small
19. injured, critical
20. malicious, hostile

Exercise 101

1. cloudy
2. successful
3. mischievous
4. lawful
5. quarrelsome
6. skilful
7. disastrous
8. grievous
9. marvellous
10. reasonable
11. stormy
12. furious
13. forgetful
14. harmless
15. sensual
16. dangerous
17. exciting
18. graceful
19. famous
20. excitable
21. mysterious
22. forceful
23. perilous
24. sensuous
25. friendly
26. thoughtful
27. erroneous
28. burdensome
29. sunny
30. comfortable

Adverbs

Exercise 102

1. soundly 2. noisily 3. well 4. rarely, hard 5. tomorrow
6. quite 7. everywhere 8. sensibly 9. fast 10. heartily 11. kindly
12. scarcely 13. late 14. early 15. patiently 16. bravely.
17. nearly 18. very highly 19. pretty, well 20. very high

Exercise 103

1. angrily 2. ably 3. clearly 4. greedily 5. critically 6. deliberately
7. gratefully 8. profusely 9. stealthily 10. attentively
11. recklessly 12. sweetly 13. heavily 14. joyfully 15. visibly
16. bitterly 17. broadly 18. equally 19. patiently 20. gracefully
21. dangerously 22. comfortably 23. willingly 24. attractively
25. casually 26. desperately 27. warmly 28. mysteriously
29. gladly 30. immediately

Comparison of Adjectives

Exercise 104

1. taller 2. strongest 3. greater 4. more cunning 5. less
6. more interesting 7. sweeter 8. more ferocious 9. highest
10. most useful 11. more industrious 12. more nourishing
13. greatest 14. most precious 15. most intelligent 16. more popular
17. most popular 18. strongest 19. more precious
20. worse 21. strongest 22. tall 23. hotter 24. cheaper 25. good

Comparison of Adverbs

Exercise 105

1. harder 2. earlier 3. best 4. faster 5. most neatly 6. sooner
7. more 8. higher 9. least 10. more quickly 11. more generously
12. earlier 13. more patiently 14. more gracefully 15. farthest/furthest
16. most successfully 17. more skilfully 18. most attractively
19. more intelligently 20. farther/further 21. hard
22. louder 23. fast 24. more warmly 25. more carefully

Order of Words

Exercise 106

1. He rarely gives money to beggars. 2. The train has just arrived. 3. Three black cows were grazing in the field. 4. I would like to speak to you privately at my home tomorrow. 5. We have hardly begun. 6. They are just about to begin. 7. He is a tall handsome man. 8. He was born at 2 a.m. on June 20th in 1965. 9. She is a young intelligent girl. 10. She was wearing a lovely red saree.. 11. I was resting quietly at home yesterday. 12. He has not returned yet. (or, He has not yet returned.) 13. He always comes to school late. 14. We saw a beautiful upstair house. 15. He was brutally assaulted. 16 I have only five rupees with me. 17. He bought a beautiful Persian carpet. 18. I saw a man with a bandaged leg coming from the hospital. 19. They sometimes go to bed late. 20. He went home happily last night. 21. I have seldom seen him wearing a coat. 22. The policeman looked at me suspiciously 23. The children were well fed. 24. Have you ever been to Canada? 25. She arranged the glasses carefully on the table. 26. Our team played very well at Madras yesterday. 27. He kindly lent us his car. 28. It was a beautiful small house. 29. You should always carry your identity card. 30. I foolishly offered to lend him money.

Inversion of the Verb after certain adverbs and adverbial phrases

Exercise 107

1. Never had they had such an enjoyable time 2. Seldom do they visit their neighbours. 3. No sooner had the teacher gone than they started talking. 4. Only in this way can we survive.
5. Only then did he agree to do the work. 6. Nowhere else in the world do such things happen. 7. In no circumstances should you speak to him. 8. Only by increasing production can we develop our country. 9. No sooner had I entered the room than I heard a knock at the door. 10. Not only is he a statesman but he is also a writer. 11. He was present at the meeting and so was his brother.

12. Mary doesn't like coffee and neither does John. 13. Never have I seen such a beautiful woman. 14. On no account must you borrow money. 15. Not till his mother advised him did he change his mind.

Words followed by Prepositions

Exercise 108

1. from 2. to 3. with 4. with 5. of 6. on 7. of 8. on 9. with 10. in 11. of 12. of 13. in 14. of 15. against 16. for 17. on 18. for 19. at 20. with 21. with 22. to 23. of 24. to 25. from

Exercise 109

1. prevailed 2. menace 3. blind 4. refrained 5. involved 6. oblivious 7. acquiesced 8. consists/consisted 9. connived 10. accused 11. approve 12. adapted 13. jumped 14. depends/depended 15. mediate 16. knowledge 17. impatient 18. conducive 19. estranged 20. sensitive 21. sympathy 22. endowed 23. collusion 24. cope 25. interfere

Phrasal Verbs

Exercise 110

1. off 2. for 3. to 4. over 5. into 6. out 7. on 8. about 9. down 10. over 11. out 12. out 13. in 14. through 15. in 16. back 17. up 18. in 19. up 20. down 21. out 22. through 23. by 24. up 25. off

Exercise 111

1. brought up 2. fell in with 3. given up 4. putting up with 5. let down 6. looking for 7. looked up to 8. make him out 9. pull down 10. put off 11. ran into 12. stand by 13. run through 14. put on 15. put out by 16. keep up 17. went on 18. got through 19. cut up 20. came across 21. come off 22. getting about 23. got over 24. gone up 25. look down upon 26. broke out 27. called on 28. falling off 29. taken in 30. putting on

Words often Confused

Exercise 112

1. (a) defer (b) differ 2. (a) credulous (b) credible 3. (a) deficient (b) defective 4. (a) illicit (b) elicited 5. (a) illegible (b) eligible 6. (a) forceful (b) forcible 7. (a) judicious (b) judicial 8. (a) was affected (b) effected 9. (a) momentous (b) momentary 10. (a) luxuriant (b) luxurious 11. (a) impressive (b) impressionable 12. (a) ascent (b) assent 13. (a) industrial (b) industrious 14. (a) negligent (b) negligible 15. (a) popular (b) populous 16. (a) principles (b) principal 17. (a) superfluous (b) superficial 18. (a) sociable (b) social 19. (a) stationary (b) stationery 20. (a) historic (b) historical

Spelling

Exercise 113

1. running 2. worshipping 3. quarrelled 4. stopped 5. biassed/biased 6. hoping 7. courageous 8. spacious 9. studying 10. malicious 11. believe 12. already 13. pavilion 14. perseverance 15. dependants 16. critical 17. acceded 18. practice 19. beginning 20. kidanpped 21. appalled 22. noticeable 23. movable 24. deceived 25. travelled 26. fulfil 27. signalled 28. obstacle 29. doubtful 30. leisure

Plurals

Exercise 114

1. We were mosquitoes 2. women are 3. Tigers hunt deer. 4. They like their sons-in-law. 5. There are snakes bushes. 6. We their photos albums. 7. They are knives. 8. They were dwarfs. 9. They were scarfs/scarves and handkerchiefs/handkerchieves.

Exercise 115

1. manners 2. work 3. bearings 4. respects 5. pains 6. salt 7. premises 8. spirits 9. colours 10. airs

Gender

Exercise 116

1. actress 2. master 3. She negress 4. He nephew
5. tiger hind 6. waiter 7. duchess 8. She heroine 9. sir 10. He horse.

Prefixes

Exercise 117

- 1.—befriend 2. misdeeds 3. postdated 4. incapable 5. omnipresent 6. forecast 7. overflow 8. unwise 9. dishonour 10. malnutrition

Suffixes

Exercise 118

holiness, civilization, opposition, judgement, development, prosperity, likelihood, failure, wisdom, abundance, silence, bravery, variety, enjoyment, statesmanship

Exercise 119

forceful, forcible, forgetful, cloudy, noisy, industrious, luxurious, luxuriant, quarrelsome, valuable, valueless, perilous, terrible, terrific, musical, occasional, decisive, obedient, woollen

Exercise 120

brighten, activate, blacken, captivate, idolize, modernize, victimize, fertilize, perpetuate, typify, sympathize, harden, beautify, moralize

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