

SPEAKERS' CLUB

COMMUNICATION SKILLS



Online
&
Offline
Mode

English Speakers' Practising Group

- Presentation
- Interview
- Group Discussion
- Story Telling
- Public speaking
- Anchoring
- Role Plays
- Extempore

Joining

Anyone Can Join from any date

No Age Limit

Key Features:

- No Academic Grammar Learning
- No Writing Assignments
- Only English Speaking Practice

- Keen Observation & Correction
- Audio Visual Aids
- Recording & Display on Large screen

Anyone can join anytime

आपका ATTITUDE आपके जीवन की ऊंचाई तय करता है



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The Right Attitude



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- Corporate Training
- Communication skills
- Behavior Change
- Soft skills Training
- Interview Workshop
- Employability skills
- Business Professionalism

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GOOD MANNERS

Greetings:

Hello. (Name) eg. Hello, Sam.

Good morning !

Good afternoon !

Good evening !

How are you?

How do you do ?

I am well , I am good, I am excellent, I am ok.

Thank you ! what about you

Thank you very much, Thanks a lot, Thank you so much.

While Leaving:

Bye ! , Have a nice day !, have a great day !, Have a wonder full Day

Good bye! see you again !, see you tomorrow !, See you on Monday! Good night !

Thank you! it's ok ., It's my pleasure!, Pleasure is mine! DEVELOPMENT ACADEMY

It has been fun talking to you, I am sorry but I have to leave now, I am off now, thanks.

Apology:

Sorry, I am sorry, I am very sorry , I am so sorry, Excuse me, I am sorry to say.

Sorry I am late,

That's OK, That's Alright, All right, Never mind, Mention not,

COMPLIMENTS:

Congrats, Congratulations

Good, Well, Very good, Excellent, Wonderful, Great, Outstanding, good job.

Very nice !, How sweet !, how cute !, How beautiful!, Well done!

Good luck!, Best of luck, Hard luck , All the best.

Wishing:

Wish you happy new year / Birthday / Journey.

Nice to Meet you, Glade to meet you, It was pleasure meeting you, it was nice to see you.

Introducing someone

This is my friend, Sam. I would like you to meet my friend Jack.

I would like you to meet Sam my brother, Friend, Teacher, Uncle, Sister, ACADEMY

Cell : 9765007345

Ask to Repeat:

Sorry ?, Pardon ?, Pardon me ?, Beg me your pardon, What , I didn't get it, What did you say ?

Acceptance:

Yes, Sur, Why not, yes, of course, Okay fine, Absolutely, Okay, Okay fine, You are Right.

Dissagreement:

No, Not at all, No chance, Certainly not, You are wrong, No way, I am not Agreed.

Other ways

I am not sure, Perhaps, May be, Would be, ENGLISH LANGUAGE & SKILL DEVELOPMENT ACADEMY

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Some Small Sentences:

Q: Who is calling ?

A: It's me, Sameer.

Q: Have you Completed ?

A: Not yet

A: Yes, of course.

Q: Are you coming ?

A: Just a second.

A: Just a moment.

A: Just a minute.

Make it fast, Make it quickly.

Quick, Hurry , Hurry Up, Come on.

SPEAK UP

ENGLISH LANGUAGE & SKILL DEVELOPMENT ACADEMY

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Wait a Second

Wait a moment

Wait a minute.

PRONOUN

Pronoun is a word which is used instead of noun.
For Example: - I, you, we, They, She etc.

Read the following Passages.

- 1) Raju is a servant, Raju lives in Aurangabad, Raju is an honest Boy Raju goes to school with Friends, Raju's Teacher likes Raju, Raju has a bike, Raju washes clothes.
- 2) Raju is a servant, He lives in Aurangabad, He is an honest Boy, He goes to school with his Friends, his Teacher likes Him, He has a bike, and He washes clothes himself.

PRONOUNS

	1 Subjective	2 Objective	3 Possessive	4 Reflexive
1st Person				
Singular	I	ME	MY, MINE	MYSELF
Plural	WE	US	OUR, OURS	OURSELVES
2nd Person				
Singular	YOU	YOU	YOUR, YOURS	YOURSELF
Plural	YOU	YOU	YOUR, YOURS	YOURSELF
3rd Person				
Singular	HE	HIM	HIS	HIMSELF
	SHE	HER	HER, HERS	HERSELF
	IT	IT	ITS, OF IT	ITSELF
	NAME (Raju)	HIM	HIS	HIMSELF
	(Puja)	HER	HER, HERS	HERSELF
Plural	They (more than one)	THEM	THEIR, THEIRS	THEMSELVES

Exercise:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

PROFESSIONS

Sr.No.	Word	Sound	Marathi Meaning	Hindi Meaning
1	Actor	अॅक्टर	अभिनेता	अभिनेता
2	Actress	अक्ट्रेस	अभिनेत्री	अभिनेत्री
3	Pilot	पाइल	वैमानिक	विमान चालक
4	Air Hostess	एअर होस्टीस	हवाई सुंदरी	हवाई सुंदरी
5	Barber	बार्बर	न्हावी	नाई, हजास़
6	Baker	बैकर	बैकर, ब्रेड करणारा	बास्त्राई, ब्रेड बनाने वाला
7	Blacksmith	ब्लॉक्स्मिथ	सोहारी	लोहारी
8	Butcher	ब्यूचर	यांत्रीक	कांवाई
9	Carpenter	कार्पेंटर	कार्पेंटर	बांडी
10	Clown	क्लॉउन	जाकर, किंजक	विळक्का
11	Cobbler	कोबलर	चांभार	सोचारी
12	Conductor	कॉन्डक्यूटर	कॉन्डक्यूटर	कॉन्डक्यूटर
13	Cook	कुक	कूपरा	कूपरा
14	Dancer	डांसर	तरंग	तरंग, भृत्याणा
15	Dentist	डेंटिस्ट	दतवैद्य	दंत-चिकित्सक
16	Doctor	डॉक्टर	वैद्य	डॉक्टर, चिकित्सक
17	Driver	ड्रायवर	चालक	चालक
18	Detective	डिटेक्टिव	जासूस	जासूस
19	Engineer	इंजिनिअर	अभियंता	अभियंता
20	Electrician	इलेक्ट्रिशन	विजतंत्री	विद्युत विशेषज्ञ
21	Farmer	फार्मर	शेतकरी	किसान
22	Fireman	फायरमन	अग्निशामक दलातील माणुस	आग बुझानेवाला व्यक्ति
23	Fisherman	फिशरमन	कोळी	मछुआरा
24	Florist	फ्लोरिस्ट	फुलवाला	फुल बेचनेवाला
25	Gardener	गार्डनर	माळी	माली
26	Goldsmith	गोल्डस्मिथ	सोनार	सोनार
27	Green Grocer	ग्रीन ग्रोसर	सांजवाला	सांजवाला
28	Hawker	हॉकर	हातगाडीवाला, फेरीवाला	फेरीवाला
29	House Painter	हाउस पेंटर	पार्टिशन चिकित्सक	पार्टिशन रंग करनेवाला
30	Judge	जूज	ज्याधार्धीश	न्यायाधीश
31	Lawyer	लॉयर	वकील	वकील
32	Launderer	लाउन्डर	धोबी	धोबी
33	Mechanic	मेकेनिक	यांत्रिक	इमिस्टरी
34	Mason	मेसन	गवंडी	राजामस्तरी
35	Magician	मॅजिशन	जादुगार	जादूगर
36	Milkman	मिल्कमन	गवळी, दुधवाला	गवाला, दुधवाला
37	Mountaineer	माउण्टेनिअर	गियरिहक	पर्वतारोही
38	Miner	माइनर	खाणकामगार	खान में काम करनेवाला मजदूर
39	Poet	पोइट	कवी	कवि
40	Photographer	फोटोग्राफर	छायाचित्रकार	छायाचित्रकार
41	Plumber	प्लम्बर	नळ दुरुस्त करणारा	नल आदि लगाने वाला कारागीर

RELATIONS

Sr.No.	Word	Sound	Marathi Meaning	Hindi Meaning
1	Maternal	मटरनल	आईकडचे नातेवाईक	माता से संबंधित
2	Paternal	पटरनल	वडिलांकडचे नातेवाईक	पिता से संबंधित
3	Grand Mother	ग्रॅंडमदर	आजी	दादीजी, नानीजी
4	Grand Father	ग्रॅंडफादर	आजोबा	दादाजी, नानाजी
5	Grand Parents	ग्रॅंड पेरेंट्स	आजी-आजोबा	दादी-दादाजी
6	Great Grand Father	ग्रॅंड-ग्रॅंड फादर	पंजोन	परदादा
7	Great Grand Mother	ग्रॅंड-ग्रॅंडमदर	पंजोना	परदादी
8	Parents	पेरेंट्स	आईवडीस	माता-पिता
9	Guardian	गुर्डियन	ग्रालक	अभिभावक
10	Father	फॅथर	पाडील	पिता
11	Mother	मॉथर	आई	दादीजी
12	Brother	ब्रॉथर	भाऊ	भाई
13	Sister	सिस्टर	बहीण	बहन
14	Uncle	अंकल	काका/माता	बाप/माता
15	Aunt	आन्ट	काकी / मामी	चाची / मामी
16	Cousin	कूझीन	चुलत, मावस, आते भाऊ / बहीण	चाचा, मामा, मौसी, बुआ का लड़का / लड़की
17	Nephew	नेफयु	पुतण्या / भाचा	भतिजा / भांजा
18	Niece	नीस	पुतणी / भाची	भतिजी / भांजी
19	Beloved	बीलवड	प्रेयसी, जास्त प्रेमळ	बहुत ज्यादा प्यारा
20	Lover	लवर	प्रियकर	प्रेमी
21	Fiance	फिअॉनसे	वागदत वर	मंगेतर (लड़का)
22	Fiancee	पिअॉनसे	वागदत वधू	मंगेतर (लड़की)
23	Bride	ब्राइड	वधू	दुल्हन
24	Bridegroom	ब्राइड ग्रुम	वर	दुल्हा
25	Husband	हजबंड	नवरा	पती
26	Wife	वाईफ	नवरी	पत्नी
27	Spouse	स्पॉज	जीवनसाथी	जीवनसाथी
28	In-laws	इन-लॉज	संरक्षकडचे घंडळी	संसुखल वाले
29	Parent-in-law	पेरेंट-इन-लॉ	सासु-सासुगी	सास-सासुर
30	Son	सॉन	स्वतःसासुरगा	लड़का
31	Daughter	डॉन्हर	स्वतःसासुरगी	लड़की
32	Mother-in-law	मॉथर-इन-लॉ	सासु	सासुमा
33	Father-in-law	फॅथर-इन-लॉ	सासरा	सासुजी
34	Brother-in-law	ब्रॉथर-इन-लॉ	टिटे-मेहुणा	साला/ देवर
35	Sister-in-law	सिस्टर-इन-लॉ	मेहुणी, नणंद, वाहिनी	साला, ननंद, भाभी
36	Son-in-law	सन-इन-लॉ	जावई	जमाई, दामाद
37	Daughter-in-law	डॉटर-इन-लॉ	सुन	बहू
38	Step Father	स्टेप-फादर	सावत्र वडोल	सौतेला पिता
39	Step Mother	स्टेप-मदर	सावत्र आई	सौतेली माँ
40	Step Brother	स्टेप-ब्रॉथर	सावत्र भाऊ	सौतेला भाई
41	Step Sister	स्टेप सिस्टर	सावत्र बहीण	सौतेली बहन

ADJECTIVES

Sr.No.	Word	Sound	Marathi Meaning	Hindi Meaning
1	Happy	हॅपी	आनंदी	खुश
2	Sad	सॅड	दुःखी	दुखी
3	Fat	फॅट	लष्ट	मोटा
4	Thin	थिन	सडपातळ	पतला
5	Tall	टॉल	उंच	उंचा
6	Short	शॉर्ट	टेला	बुटकाम
7	Fair	फेरि	वेगळा	गोरा
8	Blackish	ब्लॅकिश	काळा	काला
9	Wheatish	व्हिटीश	काळा	सोवला
10	Soft	सॉफ्ट	डॉ	सूखा
11	Hard	हार्ड	कठीण	डॉडम
12	Dirty	डर्टी	वाणेर	ज़िद्दी
13	Clean	क्लीन	प्रदूषित	खाली
14	Cold	कॉल्ड	प्रदूषित	खाली
15	Hot	हॉट	गरम	गर्म
16	Heavy	हेवी	जंड	बोजा
17	Light	लाइट	हलका	हल्का
18	Humble	हम्बल	नम्र	विनम्र
19	Polite	पलाईट	नम्र	विनम्र
20	Rude	रूड	उधट	बत्तमिज
21	Arrogant	ऐरांग्ट, ऐरोग्न्ट	उधट	बत्तमिज, अकडू
22	Proud	प्राउड	गर्विष्ठ	गर्ववाला
23	Cruel	क्रुअल	क्रु	दुष्ट, जलिय
24	Kind	कॉइंड	दयालू	यालू
25	Faithful	फेयफुल	विश्वासु	भरोसेमंद
26	Honest	ऑनेस्ट	इमानदार	इमानदार
27	Loyal	लॉयल	इमानदार	इमानदार
28	Dishonest	डिसेनेस्ट	विश्वासन	विश्वासन
29	Rich	रिच	श्रीमत	अमीर
30	Poor	पूअर	परीव	अमीर
31	Difficult	डिफिल्ट	कठीण	असंभव
32	Easy	ईज़ी	सोपा	असान
33	Big	बीग	मोठा	बड़ा
34	Small	स्माल	लहान	छोटा
35	Asleep	अस्लीप	झोपलेला	सोया हुआ
36	Awake	अवेक	जागा असलेला	जगा हुआ
37	Dead	डेड	मेलेला	मरा हुआ
38	Alive	अलाइव	जिवंत	जिंदा
39	Dangerous	डॅंजरस	धोकादायक	धोकादायक
40	Safe	सेफ	सुरक्षित	सुरक्षित, सही-सलामत

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1	Happy	हॅपी	आनंदी	खुश
2	Sad	सॅड	दुःखी	दुखी
3	Fat	फॅट	लड्डु	मोटा
4	Thin	थिन	सडपातळ	पतला
5	Tall	टॉल	उंच	उंचा
6	Short	शॉर्ट	ठेंगना	बुटका
7	Fair	फेरर	गोपा	गोरा
8	Blackish	ब्लॅकीश	काळा	काला
9	Wheatish	व्हिटीश	काळासावळा	सौंवला
10	Soft	सॉफ्ट	मुज	मुलायम
11	Hard	हार्ड	कठीण	कडक
12	Dirty	डर्टी	घाणेरस्ता	धूंपा
13	Clean	क्लीन	प्रस्तु	साफ-सुखा
14	Cold	कॉल्ड	शड	शडा
15	Hot	हॉट	गरम	गर्म
16	Heavy	हेवी	जंड	बोजा
17	Light	लाइट	हलका	हल्का
18	Humble	हम्बल	नम्र	विनम्र
19	Polite	पलाईट	नम्र	विनम्र
20	Rude	रुड	उद्धट	बत्तमिज
21	Arrogant	ऐरेगन्ट, ऐरोगन्ट	उद्धट	बत्तमिज, अकडू
22	Proud	प्राउड	गर्विष्ठ	गर्ववाला
23	Cruel	क्रुअल	क्रुर	दुष्ट, ज़ालिम
24	Kind	काइड	दयाळू	यालू
25	Faithful	फेथफुल	विश्वास	भरोसेमंद
26	Honest	ऑनेस्ट	इमानदार	इमानदार
27	Loyal	लोयल	इमानदार	इमानदार
28	Dishonest	डिसऑनेस्ट	बेहमान	बेहमान
29	Rich	रिच	श्रीमत	अमीर
30	Poor	पुअर	गरीब	गरीब
31	Difficult	डिफीक्यूट	कठीण	मुश्किल
32	Easy	ईझी	सोपा	आसान
33	Big	बीग	मोठा	बडा
34	Small	स्मॉल	लहान	छोटा
35	Asleep	अस्लीप	झोपलेला	सोया हुआ
36	Awake	अवेक	जागा असलेला	जगा हुआ
37	Dead	डेड	मेलेला	मरा हुआ
38	Alive	अलाइव	जिवंत	जिंदा
39	Dangerous	डेंजरस	धोकादायक	धोकादायक
40	Safe	सेफ	सुरक्षित	सुरक्षित, सही-सलामत

ADJECTIVES

Sr.No.	Word	Sound	Marathi Meaning	Hindi Meaning
41	Domestic	डोमेस्टिक	पालीव	पालतू, घरेलू
42	Wild	वाईल्ड	जंगली	जंगली
43	Innocent	इनोसेंट	निरागस	मासुम
44	Cuilty	गिल्टी	अपराधी	अपराधी, दोषी
45	Cunning	कनिंग	धूर्त	कपटी
46	Strong	स्ट्रॉंग	सशक्त	मजबूत
47	Weak	विक	अशक्त	कमज़ोर
48	Deep	डिप	खोल	गहरा
49	Shallow	शॉलो	उधळ	छिछला
50	Old	ओल्ड	वयस्कर, जुना	बुढा, पुराना
51	Young	यूंग	तरुण	जवान
52	Handsome	हॅन्ड्सम	देखना	सुंदर (मेल)
53	Beautiful	ब्यूटीफुल	सुंदर	बूबसुरत (फिमेल)
54	Gorgeous	गोरजस	आत्मसुदृश	आत्मसुदृश
55	Ugly	अंगली	कृप	बदसुरत
56	Wise	वाईज	शाहाणा	होशीयार
57	Sensible	सेन्सीबल	शाहाणा	समझदार, विवेकी
58	Foolish	फुलीश	मुर्ख	मुर्ख
59	Silly	सिली	मुर्ख	मुर्ख
60	Talkative	टॉकेटीव्ह	बोलका	बातूनी
61	Bold	बोल्ड	धीट	हिम्मतवाला
62	Brave	ब्रेव्ह	शुर	बहादुर
63	Timid	टिमीड	भित्रा	डरपोक
64	Coward	काउर्वर्ड	भित्रा	डरपोक
65	Cool	कूल	थंड	थंड
66	Warm	वॉर्म	उबदार	गरम
67	Noisy	नोइजी	गोष्ठिका	आवाजवाला
68	Silent	साइलेंट	ज्ञात	खामोश
69	Pure	प्युअर	शुद्ध	शुद्ध
70	Impure	इंप्युअर	अशुद्ध	अशुद्ध
71	Public	पब्लीक	सार्वजनिक	सार्वजनिक
72	Private	प्राइवेट	खाजगी	निजी
73	Fresh	फ्रेश	ताजे	ताजा
74	Stale	स्टेल	शिळ्य	बांसी
75	Bitter	बिटर	कडू	कडवा
76	Sweet	स्विट	गोड	मिठा
77	Dear	डिअर	प्रिय / महागडे	प्यारा / महँगा
78	Expensive	एक्सस्पेन्सिव्ह	महाग	महँगा
79	Cheap	चिप	स्वस्त	सस्ता
80	Affordable	अफोर्डेबल	परवडणारे	खर्च कर सकनेवाला

ADJECTIVES

Sr.No.	Word	Sound	Marathi Meaning	Hindi Meaning
81	EMPTY	एम्पी	खाली, रिकामा	खाली
82	FULL	फुल	भरलेला	भरा हुआ
83	NATURAL	नॅचरल	नैसर्गिक	कुदरती
84	ARTIFICIAL	आर्टिफिशल	कृत्रीम	बनावटी
85	GRADUAL	ग्रॅड्युअल	सावकाश	धीरे-धीरे
86	FAST	फास्ट	जोरात	जल्दी
87	SLOW	स्लो	हल्हल्च	धीरे-धीरे
88	CROOKED	क्रूकिड	वेडावाकडा	टेढा
89	STRAIGHT	स्ट्रेट	सरळ	सिधा
90	BLUNT	ब्लंट	बोथट	कुठित, भोथरा
91	SHARP	शार्प	धारदार	तेज, नाकदार
92	WIDE	वाइड	रुंद	चौडा
93	NARROW	नॉरो	अरुंद	संकीर्ण, समित
94	SPECIOUS	स्पेशियस	हवशार	प्रथम्या खाली
95	CONGESTED	कॅंजेस्टेड	अडचणीचे, गर्दीचे	बेहद भरा हुआ स्थान
96	COMFORTABLE	कंफरटेबल	आरामदायक	आरामदायक
97	CLOSED	क्लोज्ड	बंद	बंद
98	OPEN	ओपन	उघडे	खुला
99	COMPLICATED	कॉम्प्लिकेटेड	गुंतागुंतीचे	उलझा हुआ
100	SIMPLE	सिंपल	साधा	सरल
101	POPULAR	पॉपुलर	प्रसिध्द	मशहुर
102	FAMOUS	फेमस	प्रसिध्द	मशहुर
103	NOTORIOUS	नटोरिअस	कुप्रसिध्द	बदनाम
104	GENEROUS	जनरस	मोठ्या मनाचा	बडे दिलवाला
105	CLOSE FISTED	क्लोज फिस्टीड	कंजुष	कंजुष
106	MISER	माईझर	कंजुष	कंजुष
107	OPEN MINDED	ओपन माईझीड	दिलखुलास	खुली सोचवाला इन्सान
108	NARROW MINDED	नॉरो माईझीड	संकृचित वृत्तीचा	संकीर्ण मानसिकता वाला
109	SINCERE	सिन्सिर	खरा	सच्चा, समजदार
110	CONFIDENT	कॉन्फिडेन्ट	आत्मविश्वास	आत्मविश्वासी
111	CO-OPERATIVE	को-ऑपेरेटोर्स	सहकार्य करणारा	सहकारी
112	INDUSTRIOUS	इंडस्ट्रीयल	उदयोगी	मेहनती
113	ACTIVE	ॲक्टीव	चपळ / सक्रिय	क्रियाशील
114	PASSIVE	पॅसिव	निष्क्रीय	निष्क्रिय
115	SMART	स्मार्ट	चुणचुणीत	चतुर
116	DULL	डल	मंद	मंद, सुरत
117	BLIND	ब्लाईंड	आंधळा	अंधा
118	DEAF	डीफ	बहिरा	बहरा, बधिर
119	DUMB	डम	मुका	गुंगा
120	HANDI CAPPED	हॅण्डीकॅप्ट	अपंग	अपाहिज

ADJECTIVES

Sr.No.	Word	Sound	Marathi Meaning	Hindi Meaning
121	Crossed eyed	क्रॉस्ड आईड	तिरळा	भैंगा
122	Suspicious	सस्पीशिअस	संशयी	शक्की, संदेह करनेवाला
123	Humpy	हम्पी	कुबडा	कुबडा
124	Useful	युजफुल	वापरण्याजोगी	उपयोगी, लाभदायक
125	Useless	युजलेस	निरुपयोगी	बेकार
126	Right	राईट	बरोबर	उचित
127	Wrong	रॉन्ग	चुक	गलत
128	Responsible	रिस्पॉन्सीबल	जबाबदार	जिम्मेदार
129	Irresponsible	इररिस्पॉन्सीबल	अजबाबदार	गैर, जिम्मेदार
130	Patient	पेशन्ट	संयमी	सहनशील
131	Impatient	इम्पेशन्ट	असंयमी	अधीर
132	Temporary	टेम्पररी	तात्पुरता	अस्थायी
133	Permanent	प्रार्टनेंट	कांसम	स्थायी
134	Possible	पोसीबल	शक्य	मुमकीन
135	Impossible	इप्पोसीबल	अशक्य	नामुमकीन
136	Perfect	परफेक्ट	पूर्ण	परिपुर्ण
137	Powerful	पावरफुल	सामर्थ्यवान	शक्तिशाली
138	Peaceful	पिसफुल	शांततामय	शांत
139	Ideal	आयडिअल	आदर्श	आदर्श
140	Idle	आयडल	रिकाम टेकडा	बेकार
141	Blank	ब्लॅक	रिकामा	कोरा, खाली
142	Greedy	ग्रीडी	लालची	लोभी, लालची
143	Mischiefous	मिस्चीवस	खोडकर	शरारती
144	Insincere	इनसिन्सीअर	लबाड, ढोंगी	झुठा, पाखंडी, बचकाना

PARTS OF SPEECH

How the Language is formed?

Sounds come together, which create words. Words come together, which creates sentences. Proper word order Creates proper sense. So it Becomes Necessary to understand the role of words in a sentence.

Words are considered as a treasury of any Language. A person, who has abundant vocabulary, has Great command over the language.

Let's learn the role of words in English language with the help of parts of speech.

As per the role of words in sentence, we can describe words in following parts of speech.

Noun	Pronoun	Adjective	Verb	Adverb	Preposition	Conjunction	Interjection
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NOUN

Noun: A noun is the name of person, place, thing, animal or Quality.

eg : Rahul, Pune, car, Animal, Bird and honesty.

There are five kinds of nouns.

- 1) Common noun : common noun is used for all people, Place, things and animals.
Eg.: Boy, city, house etc.
- 2) Proper noun : Proper noun is a name given to particular person, place, thing or Animal.
Eg: Raju, Pune, swarg villa.etc.
- 3) Collective noun : Collective noun is a name given to group of people, animal or things.
Eg.: Army, Class, Family, People, pair, set, herd etc.
- 4) Abstract noun: Abstract noun is a name given to Idea, emotions, Qualities, state etc.
Eg.: Hunger, anger, kindness, charity, Happiness etc.
- 5) Material noun: Material noun is a name given to thing which refers to material (Which is singularly uncountable but countable in Units).
Eg: Milk, sugar, water, gold, silver, Air, fire etc.

Exercise : Categorize the following words in the column below.

Jeep, girl, flower

COMMON NOUN	PROPER NOUN	COLLECTIVE NOUN	ABSTRACT NOUN	MATERIAL NOUN

NUMBER NOUNS

Number nouns can be classified in two categories.

- 1) Singular noun: The noun that refers one person or thing is to be in the singular Number.
Eg. Girl, child, house, pen, man etc.
- 2) Plural noun : the noun that refers more than one person or thing is said to be in plural number.
Eg. Girls, children, houses, pens, men etc.

SINGULAR	PLURAL	PLURAL	SINGULAR
WOMAN			
OX			
CHILD			

POSSESSIVE CASE OF NOUN

To show the possession of noun we add apostrophe 's'. It is known as possessive case of noun.

Eg. Raju's bag (This means bag belongs to Raju)

- 1) Raju's ball is lost.
- 2) Sachin's behavior is praised by all.

While forming possessive case of plural noun which ends with 's' we simply add apostrophe (') to the noun.

Eg. Boys' hostel, girls' Reading room, students' books.

But

Children's Park.

Men's wear.

To show the possessive case of things we use 'OF' instead of adding apostrophe 's'.

Eg. Color of wall (not wall's color)

Design of car (not car's design)

ARTICLES

There are three articles in English. These are **a, an & The.**

Articles can be classified as

- 1) indefinite Articles ('A' and 'An')
- 2) Definite Article ('The')

Indefinite articles 'a' & 'an' are used before a countable singular noun.

Article 'a' is used before noun that begins with consonant sound and 'an' before vowel sound.

A	AN
a book, a chair,	an apple, an elephant, an ice-cream, an orange
a university, a union	an honest man, an MBA, an hour

Usage : a, an, The

Check out the following Examples.

- There was a poor girl who was living in a town (any girl, any town)
- The poor girl begged in the big town (the particular girl and the particular town)

Using article 'the':

- 1) To show specific reference.

Example: I want the pen which you used in the Exam hall. (Not any pen, it was which you used)

- 2) with Superlative forms.

Example : He is the best boy in the school.

- 3) With the things which are unique in the world.

Example: The earth, the sun, the moon, the stars etc.

- 4) With the names of Rivers, seas, mountains ranges, holly books, ships Etc.

Example: The Arabian sea, The Godavari River, the Quran, The Bible etc.

- 5) When one noun is used to show entire species or class.

Example: The Lion is the king of jungle (all lions)

The man is mortal (all human being)

Note: We do not use article 'the' with proper nouns and abstract nouns.

EXERCISE :

Use correct articles for the following words.

Egg		Book			
Sun		Ink-pot			
University		Oven			
orange		horse			

PRONOUN

Pronoun is a word which is used instead of noun.
for Example :- I, you, we, They, He, She, it etc.

Read the following Passages.

- 1) Raju is a servant, Raju lives in Aurangabad, Raju is an honest Boy Raju goes to school with Friends,
Raju's Teacher likes Raju, Raju has a bike, Raju washes clothes.
- 2) Raju is a servant, He lives in Aurangabad, He is an honest Boy, and He goes to school with his Friends,
His Teacher likes Him, He has a bike, and He washes clothes himself

PRONOUNS	1	2	3	4
	Subjective	Objective	Possessive	Reflexive
1st Person				
<i>Singular</i>	I	ME	MY, MINE	MYSELF
<i>Plural</i>	WE	US	OUR, OURS	OURSELVES
2nd Person				
<i>Singular</i>	YOU	YOU	YOUR, YOURS	YOURSELF
<i>Plural</i>	YOU	YOU	YOUR, YOURS	YOURSELF
3rd Person				
<i>Singular</i>	HE	HIM	HIS	HIMSELF
	SHE	HER	HER, HERS	HERSELF
	IT	IT	ITS, OF IT	ITSELF
	NAME (Raju)	HIM	HIS	HIMSELF
	(Pooja)	HER	HER, HERS	HERSELF
<i>Plural</i>				
	They	THEM	THEIR, THEIRS	THEMSELVES
	(more than one)			

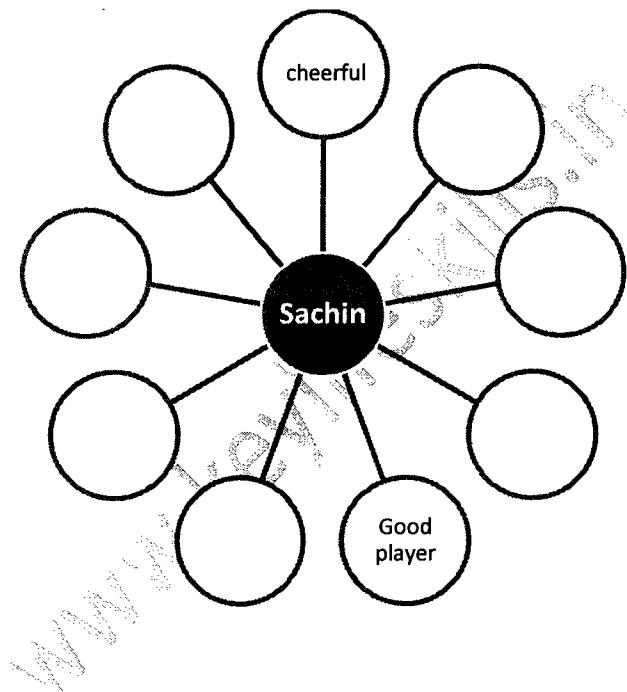
ADJECTIVE

Definition : Adjective is a word which gives more information about noun & pronoun is called an adjective.

Example : Raju is a Driver
Raju is a confident Driver

Some adjectives.

Advanced, aggressive, annoying, crazy, comfortable etc.



PREPOSITION

Preposition is a word which comes before a noun or pronoun to show relationship of noun or pronoun to some other words of sentence.

Try some important Prepositions below.

- On :** a) she same on Sunday (day or date)
b) he put the key on the bench (upper surface of the thing)

- In :** a) They met in the morning (part of the day, month, year, season)
(in 2009, in summer, in Italy)

He is in the office (place, position)

- Into :** a) I jumped in to the water (shows movement direction)

Raju was going in to the room.

- Out of :** I am going out of the room.

- At :** a) The bus departs at 10,pm.(time)
b) she is at home (Place)
c) I purchased this book at Rs.200 (Proximity with actual or intended context)
d) I am looking at you (idea of aim)

About : I know everything about computer.

- Over :** a) The bike slipped over the speed breaker
b) the birds are flying over the tree (Less distance)

- Above :** a) The Helicopter is flying above the city.
b) He is above 40 (age)
c) Shop is above the garage.(Place)

- Below :** a) Storehouse is below the shop (lower than)
b) He is below 40. (Figurative)

- Under :** a) The cat is sleeping under the bed. (Vertically below)

- Between :** a) Rocky is sitting between Sachin & Amer (in the middle of two)

- Among :** a) I will distribute these papers among the students.(more than two)

Exercise:

- 1) Raju jumped.....water.
- 2) Raju jumped.....the hurdle.
- 3) The show will start.....9:00 O'clock.
- 4) The bridge isa river.

PREPOSITIONS

Sr.No.	Word	Marathi Meaning	Hindi Meaning
1	About	च्याबद्दल, च्या जवळ	से बारे, से, आसपास
2	Above	वर	से ऊंचा
3	According	च्या नुसार	के अनुसार
4	Across	च्या पलीकडे	अपार
5	After	च्या नंतर	के बाद मे
6	Against	च्या विरोधांतर	विरोधमें
7	Along	च्या सोबत	के साथ
8	Among	च्या मध्ये	बीच मे
9	Apart	दूर	दूर, अलग
10	Around	सभोवताली	आसपास
11	Before	च्या अगोदर	समय से पहले
12	Behind	च्या पाठीमागे	के पिछे
13	Below	च्या खाली	कि निचे
14	Beside	च्या बाजूला	के बगल मे
15	Besides	च्या व्यतिरिक्त	के अतिरिक्त
16	Between	च्या मध्ये	के बीच मे
17	Beyond	च्या पलीकडे	कि दूसरी ओर
18	By	च्या क्षात्रां	के द्वारा, के जरूर से
19	Down	च्या खाली	उच्चस्तर से निचले स्तर पर
20	During	च्या दरम्यान	प्रिधिरित कालावधी मे
21	For	कराता	के लिए
22	From	च्या पासून	स्थान से
23	In	च्या मध्ये	के अंदर
24	In front of	च्या समोर	के सामने
25	Inside	आतल्या बाजूला	भीतरी भाग मे
26	Instead of	च्या ऐवजी	के अलावा
27	Into	च्या मध्ये	के भीतर
28	Near	च्या जवळ	के नजदिक
29	Next	च्या पुढे	के बाद मे
30	Off	च्या पासून अलग	से अलग, कुछ दुरी पर
31	On	वर	उपर
32	Of	चा	का
33	Opposite	च्या समोर, समोर-समोर	आमने-सामने के सामने
34	Out of	च्या बाहेर	जगह से दूर
35	Outside	च्या बाहेर	के बाहर
36	Over	च्यावर	से ऊपर
37	Since	च्यापासून	के बाद से
38	Than	च्या पेक्षा जास्त	तुलना दिखाने के लिए
39	Through	च्या मधून	उस से
40	To	च्या कडे	कि तरफ
41	AT		

VERB

A word which makes a sentence and expresses action about the subject of a sentence is called verb.

VERBS can be classified as below.

- 1) Main Verb : I play Cricket.
- 2) Helping Verb: I am playing Cricket. (Helping Verb, Auxiliary Verb, tense indicator are same)

Helping Verbs / Tense Indicators / Auxiliary Verbs. (All are same)

Helping Verbs have three Forms.

To be

To do

To have

	PRESENT TENSE	PAST TENSE	FUTURE TENSE
To be			
I	AM	WAS	WILL BE
YOU	ARE	WERE	WILL BE
WE / THEY/BOYS	ARE	WERE	WILL BE
HE/SHE/IT/RAJU	IS	WAS	WILL BE
To do			
I	DO	DID	WILL DO (VERB)
YOU	DO	DID	WILL DO (VERB)
WE / THEY/BOYS	DO	DID	WILL DO (VERB)
HE/SHE/IT/RAJU	DOES	DID	WILL DO (VERB)
To have			
I	HAVE	HAD	WILL HAVE
YOU	HAVE	HAD	WILL HAVE
WE / THEY/BOYS	HAVE	HAD	WILL HAVE
HE/SHE/IT/RAJU	HAS	HAD	WILL HAVE

REGULAR VERBS

Sr.No.	Word (V1)	Sound	(V2)	(V3)	Marathi Meaning	Hindi Meaning
1	Want	वॉट	Wanted	Wanted	पाहिजे	चाहिए
2	Laugh	लाफ	Laughed	Laughed	हसणे	हसना
3	Cry	क्राय	Cried	Cried	रुदणे	रोना
4	Jump	जम्प	Jumped	Jumped	उडी मारणे	छलांग लगाना
5	Walk	वॉक	Walked	Walked	चालणे	चलना
6	Play	प्ले	Played	Played	खेळणे	खेलना
7	Work	वर्क	Worked	Worked	काम करणे	काम करना
8	Live	लिव्ह	Lived	Lived	राहणे	रहना
9	Die	डाइ	Died	Died	मरने	मरना
10	Like	लाईक	Liked	Liked	आवडणे	प्रसंद होना
11	Study	स्टडी	Studied	Studied	अभ्यास करणे	पढाई करना
12	Ask	एस्क	Asked	Asked	विचारणे	पूछना
13	Reply	रिप्लाई	Replied	Replied	प्रतिवाच करणे	उत्तर देना
14	Answer	आन्सर	Answered	Answered	उत्तर देणे	जवाब देना
15	Pass	पास	Passed	Passed	पूढे जाणे	आगे जाना
16	Fail	फेल	Failed	Failed	नापास होणे	नाकामयाब होना
17	Fill	फिल	Filled	Filled	भरणे	भरना
18	Pour	पॉर	Poured	Poured	ओतणे	उंडेलना
19	Pull	पुल	Pulled	Pulled	ओढणे	खिचना
20	Push	पुश	Pushed	Pushed	लोटणे	धकेलना, ठेलना
21	Kill	किल	Killed	Killed	मारणे	मारना
22	Stab	स्टॅब	Stabbed	Stabbed	भोसकणे	घोपना
23	Attack	अटॅक	Attacked	Attacked	हल्ला करणे	हमला करना
24	Call	कॉल	Called	Called	बोलविणे	बुलाना
25	Help	हेल्प	Helped	Helped	मदत करणे	मदद करना
26	Thank	थॅंक	Thanked	Thanked	आभार मानने	धन्यवाद देना
27	Start	स्टार्ट	Started	Started	सुरुवात करणे	शुरू करना
28	Use	यूज	Used	Used	वापरणे	इस्तेमाल करना
29	End	एण्ड	Ended	Ended	संपणे	खत्म होना
30	Complete	कॉम्प्लीट	Completed	Completed	पूर्ण करणे	पूरा करना
31	Finish	फिनीश	Finished	Finished	संपविणे	खत्म करना
32	Try	ट्राय	Tried	Tried	प्रयत्न करणे	कोशिश करना
33	Watch	वॉच	Watched	Watched	निरिखण करणे	निरिखण करना
34	Cook	कुक	Cooked	Cooked	संयोगपाक करणे	संयोगपाक करना
35	Boil	बॉइल	Boiled	Boiled	उकळणे	उबालना
36	Add	अॅड	Added	Added	मिसळणे	मिलाना, मात्रा बढाना
37	Deduct	डिडक्ट	Deducted	Deducted	वजा करणे	कम करना
38	Divide	डिव्हाइड	Divided	Divided	विभाजन करणे	विभाजन करना
39	Love	लव्ह	Loved	Loved	प्रेम करणे	प्यार करना
40	Hate	हेट	Hated	Hated	द्वेष करणे	नफरत करना

REGULAR VERBS

Sr.No.	Word (V1)	Sound	(V2)	(V3)	Marathi Meaning	Hindi Meaning
41	Turn	टर्न	Turned	Turned	वळणे	घुमना
42	Stop	स्टॉप	Stopped	Stopped	थांबणे	स्थना
43	Borrow	बॉरो	Borrowed	Borrowed	उसने घेणे	उधार लेना
44	Remind	रिमाइण्ड	Reminded	Reminded	आठवण करून देणे	याद दिलाना
45	Float	फ्लोट	Floated	Floated	तरंगणे	तैरना
46	Waste	वेइस्ट	Wasted	Wasted	वाया घालविणे	खराब करना
47	Repair	रिपेअर	Repaired	Repaired	दुरुस्त करणे	ठिक करना
48	Tease	टीझ	Teased	Teased	चिडविणे	छेडना, चिढाना
49	Talk	टॉक	Talked	Talked	बोलणे	बोलना
50	Pinch	पिंच	Pinched	Pinched	चिमटा घेणे	चिकोटी काटना
51	Stap	स्लॅप	Slapped	Slapped	चापट मारणे	थप्पड मारना
52	Earn	अर्न	Earned	Earned	पैसे कमविणे	पैसे कमाना
53	Request	रिक्वेस्ट	Requested	Requested	विनंती करणे	अनुरोध, निवेदन करना
54	Order	ऑर्डर	Ordered	Ordered	आज्ञा देणे	हुक्म देना
55	Receive	रिसिव्ह	Received	Received	स्विकारणे	स्वीकार करना
56	Save	सेव्ह	Saved	Saved	वाचविणे	बचाना
57	Swallow	स्वॉलो	Swallowed	Swallowed	गिळणे	निगलना
58	Solve	सॉल्व्ह	Solved	Solved	सोडविणे	छोडना
59	Close	क्लोझ	Closed	Closed	बंद करणे	बंद करना
60	Open	ओपन	Opened	Opened	उघडे करणे	खोलना
61	Mix	मिक्स	Mixed	Mixed	मिळविणे	मिलाना
62	Cover	कवर	Covered	Covered	आच्छादने	ढकना
63	Bark	बार्क	Barked	Barked	भुँकने	भौंकना
64	Chirp	चर्प	Chirped	Chirped	चिवचिव करणे	चह-चहाना
65	Heat	हीट	Heated	Heated	उष्णता देणे	गरम करना
66	Press	प्रेस	Pressed	Pressed	दाबणे	दबाना
67	Dance	डान्स	Danced	Danced	नाच करणे	नाचना, नृत्य करना
68	Correct	केरेक्ट	Corrected	Corrected	चुक दुरुस्त करणे	गलती सुधारना
69	Roast	रोस्ट	Roasted	Roasted	भाजणे	शेंकना
70	Check	चेक	Checked	Checked	तपासणे	छानबिन करना
71	Scold	स्कॉल्ड	Scolded	Scolded	रागावणे	डॉटना, शिंडकना
72	Cough	कफ	Coughed	Coughed	खोकणे	खासना
73	Sneeze	स्नीझ	Sneezed	Sneezed	शिंकणे	छिंकना
74	Belch	बेल्च	Bitched	Bitched	देकर देणे	डकार देना
75	Snore	स्नोर	Snored	Snored	घोरणे	खर्हटे देना
76	Yawn	यॉन	Yawned	Yawned	जांभाई देणे	जँभाई देना
77	Hiccup	हिक्प	Hicciced	Hicciced	उचकी देणे	हिचकी लेना
78	Treat	ट्रीट	Treated	Treated	वागविणे	बर्ताव करना
79	Chat	चॅट	Chatted	Chatted	गप्पा मारणे	गपशप करना
80	Insult	इन्सल्ट	Insulted	Insulted	अपमान करणे	अपमानित करना

REGULAR VERBS

Sr.No.	Word (V1)	Sound	(V2)	(V3)	Marathi Meaning	Hindi Meaning
81	Decide	डिसाइड	Decided	Decided	ठरवणे	निश्चय करना
82	Challenge	चॅलेंज	Challenged	Challenged	आवाहन देणे	चुनौती देना
83	Look	लुक	Looked	Looked	पाहणे	देखना
84	Allow	अलाऊ	Allowed	Allowed	प्रवानगी देणे	अनुमती देना
85	Permit	परमिट	Permitted	Permitted	प्रवानगी देणे	अनुमती देना
86	Dry	ड्राई	Dried	Dried	कोरडे करणे	सुखना
87	Wet	वेट	Wetted	Wetted	ओले होणे	गिला होना
88	Refuse	रिफ्युज	Refused	Refused	नकार देणे	ना करना
89	Deny	डिनाई	Denied	Denied	नकार देणे	इनकार करना
90	Wish	विश	Wished	Wished	सांदर्भ व्यक्त करणे, इच्छाने	शुभकामना करना, चाहना
91	Brush	ब्रश	Brushed	Brushed	घाणे	धिसना
92	Fry	फ्राई	Fried	Fried	तळणे	तलना, भूनना
93	Suggest	सुझाव	Suggested	Suggested	सुझावे	सुझाव चुनके देना
94	Elect	इलेक्शन	Elected	Elected	निवडून दिया	चुनकर देना
95	Select	सिलेक्ट	Selected	Selected	निवडणे	चुनना
96	Carry	कॅरि	Carried	Carried	वाहून नेणे	ले जाना, बहन करना
97	Fold	फोल्ड	Folded	Folded	घडी घालणे	मोडना, लपेटना
98	Climb	क्लाइम	Climbed	Climbed	चढणे	चढना
99	Remove	रिमूव	Removed	Removed	काढणे	हटाना, ले जाना
100	Enjoy	इन्जॉइ	Enjoyed	Enjoyed	मौज करणे	मजा करना
101	Praise	प्रेज	Praised	Praised	सत्त्वती करणे	प्रशंसा करना, साराहना
102	Blame	ब्लेम	Blamed	Blamed	दोष देणे	दोष देना
103	Wait	वेट	Waited	Waited	वाट पाहणे	इंतजार करना
104	Lock	लॉक	Locked	Locked	कुलूप लावणे	ताला लगाना
105	Visit	विजीट	Visited	Visited	भेट देणे	भेट देना
106	Return	रिटर्न	Returned	Returned	वापस येणे	वापस आना, लौटना
107	Rest	रेस्ट	Rested	Rested	आराम करणे	आराम करना
108	Believe	बिलिव	Believed	Believed	विश्वास करणे	भरोसा रखना, विश्वास रखना
109	Vomit	वॉमिट	Vomitted	Vomitted	उलटी करणे	उलटी करना, वमन करना
110	Clean	क्लीन	Cleaned	Cleaned	स्वच्छ करणे	साफ करना
111	Wash	वॉश	Washed	Washed	धुणे	धोना
112	Join	जॉइन	Joined	Joined	मिसळणे, जोडणे	शामिल होना, जोडना
113	Inform	इनफॉर्म	Informed	Informed	माहिती देणे	खबर देना
114	Listen	लिस्टन	Listened	Listened	धृक्कर्णा	सुनाना
115	Pray	प्रे	Prayed	Prayed	प्रार्थना करणे	प्रार्थना करना
116	Worship	वरशिप	Worshipped	Worshipped	पुजा करणे	पुजा करना
117	Accept	अक्सेप्ट	Accepted	Accepted	स्विकार करणे	स्विकार करना
118	Reject	रिजेक्ट	Rejected	Rejected	नाकारणे	मना करना, स्वीकार करना
119	Marry	मॅरि	Married	Married	लग्न करणे	शादी करना
120	Pamper	पॅम्पर	Pampared	Pampared	लाड करणे	लाड-प्यार करना

REGULAR VERBS

Sr.No.	Word (V1)	Sound	(V2)	(V3)	Marathi Meaning	Hindi Meaning
121	Enter	एन्टर	Entered	Entered	प्रवेश करणे	प्रवेश करना
122	Reach	रीच	Reached	Reached	पोहोचणे	पहुंचना
12	Abuse	अब्युस	Abused	Abused	शिव्या देणे	गाली देना
124	Comb	कॉम	Combed	Combed	केस विचरणे	बाल बनाना
125	Attend	अटेण्ड	Attended	Attended	उपस्थित रहणे	हाजिर होना
126	Avoid	अवॉय्ड	Avoided	Avoided	टाळणे	का परिहार करना
127	Connect	कॉनेक्ट	Connected	Connected	जोडणे	जोडना
128	Collect	कॉलेक्ट	Collected	Collected	गोळा करणे	इकठ्ठा करना, जमा करना
129	Rain	रेन	Rained	Rained	ग्राउंस पडाणा	बरसात होना
130	Depend	डिपेंड	Depended	Depended	अवलबन राखणे	निर्भय रहना
131	Drop	ड्रॉप	Dropped	Dropped	सोडणे	छोडना, गिरना
132	Dip	डाप	Dipped	Dipped	बुडवणे	डुबेना
133	Clap	क्लॅप	Clapped	Clapped	तप्पी करणे	तप्पी बजाना
134	Include	इन्क्लूड	Included	Included	समावृत्त करणे	समावृत्त करना, अंतर्विष्ट करना
135	Exclude	इक्स्क्लूड	Excluded	Excluded	अतिभाव न करणे	समिलित न करना
136	Face	फेस	Faced	Faced	तोंड देणे	मुकाबला करना
137	Cancel	कॉन्सल	Cancelled	Cancelled	रद्द करणे	रद्द करना
138	Touch	टच	Touched	Touched	स्पर्श करणे	छुना, स्पर्श करना
139	Lift	लिफ्ट	Lifted	Lifted	वर उचलणे	उपर उठाना
140	Smile	स्माइल	Smiled	Smiled	स्मित हास्य करणे	मुस्कुराना
141	Smoke	स्मोक	Smoked	Smoked	धुम्रपान करणे	धुम्रपान करना
142	Improve	इम्प्रूव	Improved	Improved	सुधारणा करणे	सुधार ना, बेहतर करना
143	Stay	स्टे	Stayed	Stayed	राहणे	रहना, ठहरना
144	Neglect	निग्लेक्ट	Neglected	Neglected	दुर्लक्ष करणे	नजांदेज करा, ध्यान न देना
145	Demand	डिमाइड	Demanded	Demanded	मागणी करणे	मांगना
146	Disturb	डिस्टर्ब	Disturbed	Disturbed	अडथळा करणे	रुकावत लाना, शांत न रखना
147	Damage	डॉमेज	Damaged	Damaged	नुकसान होणे	नुकसान होना
148	Guess	गेस	Guessed	Guessed	अंदाज वर्तवणे	अंदाज लगाना
149	Quarrel	क्वारल	Quarreled	Quarreled	भांडणे	झांडा करना
150	Inquire	इन्वेस्टिगेशन	Inquired	Inquired	वाचकी करणे	पुछतांत्र करना
151	Guide	गाइड	Guided	Guided	मार्गदर्शन करणे	मार्गदर्शन करना
152	Describe	डिस्क्राइब	Described	Described	वर्णन करणे	वर्णन करना
153	Bless	ब्लेस	Blessed	Blessed	आशीर्वाद देणे	दवा देना
154	Curse	कर्स	Cursed	Cursed	बदूजा करणे	बदूजा देना
155	Purchase	परचेस	Purchased	Purchased	खरेदी करणे	खरिदना
156	Spoil	स्पॉइल	Spoiled	Spoiled	खराब होणे / करणे	खराब होना / करना
157	Admire	अडमायर	Admired	Admired	कौतुक करणे	प्रशंसा करणे
158	Boast	बोस्ट	Boasted	Boasted	बढाया मारणे	बढायाँ मारना
159	Complain	कॉम्प्लेन	Complained	Complained	तक्रार करणे	तक्रार करना
160.	Arrest	अरेस्ट	Arrested	Arrested	कैद करणे	गिरफ्तार करना

IRREGULAR VERBS

S.N.	Verb 1	Verb 2	Verb 3	Marathi Meaning	Hindi Meaning
1	Awake	Awoke	Awoken	जागे होणे	विंद से जाग जाना
2	Be	Was, Were	Been	असणे / होणे	होना
3	Bear	Bore	Borne, born	सहन करणे	सहन
4	Beat	Beat	Beaten	मारणे	मारना
5	Become	Became	Become	बनणे, होणे	होना
6	Begin	Began	Begun	सुरु करणा	सुरु करना
7	Bend	Bent	Bent	झाकूडण ९८७६५००७३	झाकूडण
8	Bet	Bet	Bet	पैंज लावणे	दाँव लगाना
9	Bind	Bound	Bound	बांधणे	बांधना
10	Bite	Bit	Bitten	चावणे	चबाना, कॉटना
11	Bleed	Bled	Bled	रक्त नाहणे	खून बहना
12	Blow	Blew	Blown	फुँकने	फुँकना
13	Break	Broke	Broken	तोडणे	तोडना
14	Breed	Bred	Bred	प्रजोत्पादन करणे	प्रजनन करना
15	Bring	Brought	Brought	आणने	लाना, ले आना
16	Broadcast	Broadcast	Broadcast	प्रश्नेपत करणे	प्रसारित करना
17	Build	Built	Built	बांधणे	बांधना
18	Burn	Burnt	Burnt	जळणे	जलना
19	Burst	Burst	Burst	फुटणे	फुटना
20	Buy	Bought	Brought	विक्री करणे	खरीदना
21	Cast	Cast	Cast	वितरून आवृत्त करणे	फेकना
22	Catch	Caught	Caught	शिळंधणे	पकडना
23	Choose	Chose	Chosen	निवडणे	पसंद करना
24	Come	Came	Come	येणे	आना
25	Cost	Cost	Cost	किंमत असणे	किंमत होना
26	Creep	Crept	Crept	सरपटणे	रेगना
27	Cut	Cut	Cut	कापणे	काटना
28	Deal	Dealt	Dealt	व्यवहार करणे	व्यापार करना
29	Dig	Dug	Dug	खणणे	खोदना
30	Do	Did	Done	करणे	करना
31	Draw	Drew	Drawn	रेखाचार्टने	रेखा खिचकर चित्र बनाऊ
32	Dream	Dreamed	Dreamed	स्वप्न पाहणे	सपना देखना
33	Drink	Drank	Drunk	पिणे	पीना
34	Drive	Drove	Drove	चालविते	चलावना
35	Eat	Ate	Eaten	खाने	खाना
36	Fall	Fell	Fallen	पडणे	पड़ना
37	Feed	Fed	Felt	खाला सावला	खेड़ना
38	Feel	Felt	Felt	वाटने	महसुस करना
39	Fight	Fought	Fought	विरोध करणे, झंजणे	विरोध करना, लडना
40	Find	Found	Found	शोधणे	दृढ़ निकालना

IRREGULAR VERBS

S.N.	Verb 1	Verb 2	Verb 3	Marathi Meaning	Hindi Meaning
41	Flee	Fled	Fled	पलून जाणे	आगा जाना
42	Fling	Flung	Flung	जोराने फेकने, भिरकावने	फेकना, दे मारना
43	Fly	Flew	Flown	उड्ठो	उड़ाना
44	Forbid	Forbade	Forbidden	मनाई करने	मनाउंकरना
45	Forecast	Forecast	Forecast	अंदाज घर्तव्यन	पुरानुमान लगाना
46	Foretell	Foretold	Foretold	आगामी घर्तव्यापेक्षा बताना	आगामी घर्तव्यापेक्षा बताना
47	Forget	Forgot	Forgotten	विस्मय ०५००७३४५	जूला
48	Forgive	Forgave	Forgiven	क्षमा करणे	क्षमा करना
49	Freeze	Froze	Frozen	गोठणे	ठंडा करना, थंडी से जम जाना
50	Get	Got	Gotten, Got	मिळणे	प्राप्त करना, पाना
51	Give	Gave	Given	देणे	देना
52	Go	Went	Gone	जाने	जाना
53	Grind	Ground	Ground	दलणे	पिसना
54	Grow	Grew	Grown	वाढणे	बढ़ना, उगना
55	Hang	Hung	Hung	लटकणे	लटकना
56	Have	Had	Had	जवळ असणे	पास होना
57	Hear	Heard	Heard	ऐकणे	सुनाना
58	Hide	Hidden	Hidden	खालेवणे	छुपाना
59	Hit	Hit	Hit	टोकणा, सारणे	मारना
60	Held	Held	Held	पकडणे	पकड़ना
61	Hurt	Hurt	Hurt	इजा करणे, मन दुखावणे	चाट पहुंचाना
62	Keep	Kept	Kept	ठेवणे	रखना
63	Kneel	Knelt	Knelt	गुडघे टेकणे	घुटने टेकना
64	Know	Knew	Known	माहित असणे	पता होना
65	Lay	Laid	Lain	ठेवणे, मांडणे	बिछाना, रखना
66	Lead	Led	Led	नेतृत्व करणे	नेतृत्व करना
67	Lean	Leaned	Leaned	झुकणे, वाकणे	झुकना, टेकना
68	Leap	Leaped, Leapt	Leaped, Leapt	उडी मारणे	कुदना, छलांग लगाना
69	Learn	Learned, Learnt	Learned, Learnt	शिकणे	सीखना, जान लेना
70	Leave	Left	Left	सोडून जाणे	चले जाना, छोड देना
71	Lend	Lent	Lent	उसपे देणे	उधर देना
72	Let	Let	Let	परवानगी देणे	अनुमति देना
73	Lie	Lay	Lay	खोटे बोलणे	झुठांबोलना
74	Light	Lit	Lit	प्रकाशायुक्त करणे	प्रकाशामान करना
75	lose	Lost	Lost	हरवणे, मुकणे	खोना, गुम होना
76	Make	Made	Made	बनवणे, विकास करणे	बनाना, आवास करना
77	Mean	Meant	Meant	अर्थ दिलेना	निकालना
78	Meet	Met	Met	भटणे	मिलना
79	Overtake	Overtook	Overtaken	मात करणे, मागे टाकणे	पिछे छोडना
80	Pay	Paid	Paid	पैसे देणे	पैसे देना

IRREGULAR VERBS

S.N.	Verb 1	Verb 2	Verb 3	Marathi Meaning	Hindi Meaning
81	Prove	Proved	Proven	सिद्ध करणे	साक्षित करना
82	Put	Put	Put	ठेवणे	रखना
83	Quit	Quit	Quit	सूटून देणे	त्याग करना
84	Read	Read	Read	वाचवणे	पढ़ना
85	Ride	Rode	Ridden	स्वार करने	सवार करना
86	Ring	Rang	Rung	उड्यावणे	चालना होना
87	Rise	Rose	Risen	धावणे	भागना
88	Run	Ran	Run	धावणे	भागना
89	Say	Said	Said	म्हणणे	बोलना, कहना
90	See	Saw	Seen	पाहणे	देखना
91	Seek	Sought	Sought	शोधणे	ढूळना
92	Sell	Sold	Sold	विकणे	बेचना
93	Send	Sent	Sent	पाठवणे	भेजना
94	Set	Set	Set	व्यवस्थित	स्थापित करना
95	Sew	Sewed	Sewn, Sewed	शिवणे	सीना, सिलाई करना
96	Shake	Shook	Shaken	जोराने हलणे, हलवणे	हिलना, हिलाना, कॉपना
97	Shine	Shone	Shone	चमकणे	चमकना
98	Shoot	Shot	Shot	गोली झाडणे	गोली मारना
99	Show	Showed	Showed	दाखवणे	दिखाना, प्रदर्शित करना
100	Shrank	Shrank	Shrank	लहान हाणे, आट्यारे	सिकड़ जाना
101	Shut	Shut	Shut	बंद करणे	बंद करना
102	Sing	Sang	Sung	गाणेणाऱ्या	गाना गाना
103	Sink	Sank	Sunk	बुडणे	डुबना
104	Sit	Sat	Sat	बसणे	बैठना
105	Slay	Slew	Slain	वध करने, ठार मारने	मार डालना, हत्या करना
106	Sleep	Slept	Slept	झोपणे	सोना, निंद लेना
107	Slide	Slid	Slid	घसरत जाणे	फिसलना, खिसकना
108	Smell	Smelled, Smelt	Smelled, Smelt	सुवास घेणे	सुঁঘনা
109	Speak	Spoke	Spoken	बोलणे	बोलना, बात करना
110	Spell	Spelled	Spelled	स्पेलिंग घेणे	शब्द आना
111	Spend	Spent	Spent	खर्च करणे	खर्च करना
112	Spill	Spilled, Spilt	Spilled, Spilt	पडून जाणे, उतु जाणे	द्रव छलककर घिरना
113	Spin	Spun	Spun	फिणणे, फिटणे	घुमाव, बुनाना, काढणा
114	Spat	Spat	Spat	शुक्रणे	थुक्रना
115	Split	Split	Split	खांगणे	विभाजित करना
116	Spoil	Spoiled, Spoilt	Spoiled, Spoilt	प्रकाळाना, कुराना	प्रकाळाना, कुराना
117	Spread	Spread	Spread	पसरावणा	छलांग लगाना
118	Spring	Sprang	Sprung	उडी मारने	खडा रहना
119	Stand	Stood	Stood	उभे राहणे	खडा रहना
120	Steal	Stole	Stolen	चोरणे	चुराना

ADVERB

Definition : The word which gives more information about **verb** is called an 'adverb'.
Adverbs tell us HOW, WHERE, & WHEN an action is performed.

Examples: Raju rides carefully.
He rides slowly

Q. How does Raju ride ?

Ans. Carefully, slowly.
He met me yesterday.
He kept pen there.

Some Examples: Exactly, happily, already, certainly, away, hard etc.

Manner : emotionally
Place : there
Time : yesterday

ADVERBS

Sr.No.	Word	Marathi Meaning	Hindi Meaning
1	Accidentally	अचानकपणे	संयोग से, अचानक
2	Accurately	अचूकपणे	ठीक-ठीक
3	Across	पलीकडे	उस पार, आसपार
4	Actually	खासेखार	वास्तवमें, सचमुच में
5	Afterwards	नंतर	बाद में
6	Alone	एकटा	अकेला
7	Aloud	मोरुऱ्याने	जोरसे
8	Already	आधीच	पहले से ही
9	Always	नेहमी	हमेशा
10	Angrily	रागाने	गुस्से से
11	Anywhere	कोठेही	कही भी
12	Approximately	अंदाजे, सुमारे	लगभग, करिब - करिब
13	Artificially	कृत्रीमतेने	दिखावटी तौर पर, नकली
14	Automatically	आपोआप	यंत्रवत, अपने आप से
15	Away	दुर	दुर
16	Calmly	शांतपणे	शांतता से, शांती से
17	Carefully	काळजीपरवक	सावधानी से
18	Carelessly	निक्षाळजीपणारे	लापरवाहि से
19	Certainly	निश्चितपणे	निसंदेह, निश्चित रूप से
20	Cheaply	मुक्तपणे	मस्ते दाम से
21	Completely	पूर्णपणे	पूर्ण तरह से, पूर्णता से
22	Confidently	आत्मविश्वासाने	विश्वास से, निश्चय दिखाते हुए
23	Continuously	सततपणे	लगातार
24	Correctly	अचूकपणे	सही तरह, ठीक तरह से
25	Deeply	तीव्रतेने	गहराई तक
26	Definitely	निश्चितपणे	निश्चितता से
27	Deliberately	मुद्दामहून	जान बुझकर
28	Differently	वेगळेपणा ने	भिन्नता से
29	Directly	सरक, थेट	सीधी दिश में, सीधे तरीके से
30	Dishonestly	बेर्इमान ने	बेर्इमानी से
31	Easily	सोऱ्या, पद्धतीने	आसानी से
32	Effectively	परिणामकारकपणे	परिणामकारीता से
33	Emotionally	भावनिकतेने	भावुकता से
34	Everywhere	सर्वत्र	सर्वत्र, सब जगह
35	Exactly	तंतीतंत पणे	पुरी तरह से
36	Extremely	अतिशय, फार	अत्यत, उत्तमतरीय
37	Fairly	न्याय रितीने, प्राप्तिग्राहण	न्याय से, उचित रूप से
38	Financially	आर्थिकदृष्ट्या	आर्थिकदृष्ट्या से
39	Frequently	वांवार	प्रायः अक्सर, बार-बार
40	Generally	सामान्यतः	सामान्यतया, व्यापक रूप से

ADVERBS

Sr.No.	Word	Marathi Meaning	Hindi Meaning
41	Generously	उदात्पणे	उदारता से
42	Gradually	क्रमा क्रमाने, हलूहलू	क्रमशः, धीरे-धीरे
43	Happily	आनंदाने	खुशी से, प्रसन्नता से
44	Hard	खुप महनतीने	परिश्रम से, कठीन प्रयास से
45	Harshly	निष्ठुतेने	कठोरता से
46	Heavily	फार जोराने	जोर से
47	Here	येथे	यहाँ
48	Honestly	प्रामाणिकपणे	ईमानदारी से
49	Immediately	ताबडतोब, विना विलंब	तुरंत, तत्काल
50	Indirectly	अप्रत्यक्षपणे	अप्रत्यक्ष रूप से
51	Kindly	दयाळूपणे	दयापूर्वक
52	Legally	कायदेशीर पणे	कानूनन
53	Lightly	सावधपणे, अगदी मंद गतीने	हलके से
54	Mentally	मानसिक दृष्ट्या	मानसिक दृष्टी से
55	Mostly	मुख्यतः	मुख्यतः
56	Naturally	नैसर्गिकपणे, स्वाभाविपणे	स्वाभाविक रीती से
57	Nearly	जवळ-जवळ, अगदी जवळून	लगभग
58	Never	कधीही नाही	कभी नहीं, कदाचिपि नहीं
59	Occasionally	सध्यन-मध्यन, कधी-कधी	कभी - कभी
60	Officially	अधिकारितपणे	सरकारी तौर पर
61	Often	अनेकदा, वारंवार	अक्सर, बहुधा
62	Once	एकदा	एक बार
63	Openly	उघडपणे	खुली तरह
64	Originally	मुलतः मुलात	प्रारंभ से, मौलीक ढंग से
65	Particularly	विशेषतः करून, मुख्यतः :	विशेष रूप से
66	Perfectly	पूर्णपणे	पूर्णतः उचित ढंग से
67	Permanently	कायमचा	स्थायीरूप से
68	Physically	शारिरीकदृष्ट्या	शरीर या शरिरीक गुणों से संबंधीत
69	Previously	अगोदर	पहले, पुर्व
70	Probably	बहुत करून	संभवतया, संभवतः
71	Proudly	अभिभानाने	गर्व से
72	Publicly	उघडपणे	खुलेआम
73	Quickly	वेगाने, जलद	शीघ्रता से
74	Quietly	शांतपणे	शांतता से, शांती से
75	Rapidly	वेगाने	तेज गतीसे
76	Rarely	क्वचितदा	विरलेही
77	Really	खरोखर	वस्तुतः सचमुच
78	Recently	अलीकडे, नुकताच	हाल ही में
79	Regularly	नियमितपणे	नियमित रूप से
80	Repeatedly	वारंवार	बार-बार,

ADVERBS

Sr.No.	Word	Marathi Meaning	Hindi Meaning
81	Rudely	उद्धटपणे	कठोरता पूर्वी
82	Safely	सुरक्षित पणे	सुरक्षितता से
83	Secretly	गुप्तपणे	चुपचाप, गुप्त रितीसे
84	Sexually	लैंगिकदृष्ट्या	लैंगिकदृष्टी से
85	Simply	साधेपणाने	आसान रिती से, साधारण ढंग से
86	Skillfully	कौशलत्यपूर्वक	कौशलतासे
87	Slightly	अल्पसा, थोडासा	थोडासे
88	Slowly	मद गतीने	धीरे - धोरे
89	Socially	सामाजिक दृष्ट्या	सामाजिक दृष्टी से
90	Specially	खास करून	किसी विशेष उद्देश्य के लिए
91	Steadily	स्थिरपणे, निश्चयाने	स्थिरता से, नियमित रूप से
92	Still	आतापावेतो	अब तक
93	Strictly	असंदिग्धपणे	सख्ती से
94	Strongly	भक्कम पणे	मजबूती से
95	Successfully	यशस्वीरित्या	सफलता से
96	Suddenly	अवानकपणे	अचानक से
97	Thoroughly	पूर्णपणे	सभी तरह से, पूरी तरह से
98	Tightly	घटटपणे	कस के
99	Together	एकत्रितपणे	साथ मे, साथ-साथ
100	Tomorrow	उदया	आजबाला कल
101	Traditionally	पारपारिक रितीने	प्राप्ति के नुसार
102	Twice	दोनदा	दोलार
103	Unexpectedly	अनपेक्षित पणे	अप्रत्याशित रिती से
104	Unfortunately	दुर्देवाने	दूर्भाग्यपूर्ण
105	Unwillingly	अनिछ्णे, नाखुशीने	अनिच्छासे, नाखुशीसे
106	Upside-down	उलटा	उलटा-पुलटा
107	Wrongly	चुकीच्या पध्दतीने	गलत रूप से, रिती से
108	Yesterday	काल	कल

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CONJUNCTION

Conjunction is a word which combines two words, phrases or sentences is called **conjunction** commonly used conjunctions are 'and, but, or.

For Example: a) I like reading the newspaper and playing cricket.

b) Raju is a poor boy but he is honest.

Exercise:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

INTERJECTION

Interjection is a word which shows sudden feelings or expressions.

For example. Oh ! what a sad news !

Hurray ! we won the match.

Wow ! what a beautiful house !

Try some important interjections:

Alas, Ah, Bravo, Ouch, Hurray etc.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

CONJUNCTIONS

Sr.No.	Word	Marathi Meaning	Hindi Meaning
1	After	च्या नंतर	बाद मे, के बाद
2	Although	जरी, यद्यपी	यद्यपी, हालों की
3	And	आणि	और
4	As	जेव्हा, जसांसा	के जैसे
5	Because	कारण	क्योंकि
6	But	परंतु	कीतू परंतु
7	Either.. Or	हे किंवा ते	ये या वो
8	If	जर.. तर	यदी, मगर
9	Neither Nor	दाहो पैकी कोणताही नाही	यह भी नहीं, वो भी नहीं
10	Not Only ... But Also	हेच नाही तर ते सुधा	यह भी नहीं, वह भी
11	Or	किंवा	अन्यथा
12	So	म्हणून, त्यामुळे	इसलीये, इस कारण
13	So That	म्हणून	इसलीये
14	Than	च्या पेक्षा	तुलना दिखाने के लिए
15	That	की	की
16	Unless	जर नाही... तर	जब तक नहीं
17	Until	पर्यंत, पूर्वी	तक
18	When	जेव्हा	जब, कब, कीस समय
19	Whenever	जेव्हा-जेव्हा	कभी भी, जब-जब
20	Where	जेथे	जहां
21	Whether	ज्याचे उत्तर होय किंवा नाही असे येते असे	की

WORD ORDER

As we have learnt all the parts of speech it is necessary to understand the making of sentence in English language because the Word order in English language is different from the Urdu, Hindi and Marathi languages.

Compare the following sentences.

- a) Raju a letter writing is.
- b) Raju is writing a letter.

In above two sentences words are same but sentence 'B' is correct because of its proper word order.

Exercise: Rewrite the following sentences in proper word order.

- 1) He a cat saw yesterday.
-

- 2) His is Raju brother.
-

- 3) Have pens two we.
-

- 4) Intelligent he boy is a.
-

- 5) Eating a I mango am.
-

To learn proper word order in English we have to understand four types of sentences. These are the following.

- 1) Assertive,
- 2) Interrogative,
- 3) Imperative,
- 4) Exclamatory Sentences.

The word order can be different as per the type of sentences.

Types of Sentences

1) Assertive Sentences (Statement or Declarative sentence)

This type of sentence begins with subject (doer) followed by verb.

a) Raju makes a house B) Amer is working.

2) Interrogative Sentences (Questions)

While forming a question the word order will be as given below.

Are you a cricket player ? are you playing cricket ?

There are Two types of question we generally make.

Yes/No Type & WH Type.

A) Yes/No Type Questions : Yes/No type Questions always begins with helping verbs.

Are you a doctor ? is she a teacher ?

Do we live in India ? Does she learn English ?

Is he doing any work ? are you reading books ?

B) "WH" Type Questions : The Question which starts with 'WH' word is called WH Type Question:

Who Are you ?

How is he ?

Where do we live in India ?

Why Does she learn English ?

What Is he doing ?

When are you reading books ?

3) Imperative Sentence (Order or Request)

This type of sentence is used to give command, request, order etc. such type of sentence always begins with verb of the sentence.

Give me a pen take a note Bring me a glass of water please.

Note : The Imperative sentence begins with main verb.

4) Exclamatory Sentence. (Showing sudden feelings or Expressions)

This type of sentence is used to show sudden feelings.

a) What a beautiful house it is !

b) How difficult task it is !

c) How nice picture it was !

TENSES

PRESENT TENSE : Simple Present Tense

Verb structure = verb 1st form

She makes food.

I speak English language.

When the subject is **third person singular** number in simple present tense, we add suffix 's' or 'es' to the verb.

Usage:

- 1) Simple present tense is used to describe the things or actions which take place on regular basis.
 - a) He goes to school every day.
 - b) I read the story books in the morning.
- 2) To express General truth that exist now and will exist in the future also.
 - a) Sun rises the east.
 - b) Earth moves around the sun.
- 3) News Headlines.
Sometimes the news headlines are written in simple present tense to keep liveliness in the news.
 - a) **FLOOD KILLS 50 PEOPLE**
Simple present tense is also used to express future event, which is a part of Pre-decided time table.

a) The match starts at 10 a.m.

Rules for Third Singular Person:

- 1) If a subject is **Third singular person (He, She, It)** then we have to add 'S' or 'es' to Verb.
- 1) **es** : If a verb ends with sh, ch, s, z, o, x, then we have to add 'es' to verb.
Push=Pushes, watch=watches, Pass=Passes, Amaze=Amazes, Go=Goes, Fix=Fixes.
- 3) If a verb ends with 'Y' and before Y there is a consonant Letter then Y becomes ' i ' and we have to add 'e' to verb. **(Y = ies)**
Eg. Try = Tries, Study = Studies, Carry = carries, Fly = Flies.

Negatives & Questions.

Negatives : While forming negative sentence we use auxiliary (**Helping**) verbs.

Helping(Auxiliary) Verbs for Simple present tense : DO & DOES

I do not play chess.

He does not smoke cigarette.

Questions : We can form questions in two types, Yes/No type question and WH type Question.

Yes/No type Question:

Do you sing song ?

Does she speak English language ?

'WH' type question:

'WH' type question begins with WH words like What, when, where, which, How etc.

What does he read?

When do you study?

Some 'WH' words:

What, when, where, why, which, who, whom, whose, how, how many, how much, with whom.

EXERCISE :

Make the sentences in Simple present tense in all types.

PRESENT CONTINUOUS TENSE

Verb structure (S + AM / IS /ARE + VERB(ing)).

Find the following sentences.

I am writing a letter.

They are coming to home.

He is reading books.

Usage:

- 1) Present continuous tense is used to talk about an action which is happening at the time of speaking.
e.g. He is studying, don't call him. (*work is going on*)

But sometimes action is not necessarily happening at the time speaking.

e.g. He is learning English now a days.

- 2) To talk about an action which will take place in the future but has been arranged already?
e.g. Relatives are arriving in the morning.

EXERCISE:

PRESENT PERFECT TENSE

Verb structure (S + HAVE / HAS + VERB (3v)

I have finished my task.

Japan has controlled the situation.

Usage:

- 1) When we talk about something that happened in the past, but effect can be felt at the moment of speaking.
 - a) I have already met him.
 - b) He has agreed.

- 2) When we talk about an action recently completed.
She has approved the plan.
I have just taken my food.
We have arrived at station.

Negatives & Questions: Helping Verbs , Have & Has.

I have not completed my work.

He has not come yet.

Questions: Yes / No Type:

Have they given any amount?

Has she prepared food?

WH type Questions:

Where have you learnt English Language?

Why has he resigned?

EXERCISE :

PRESENT PERFECT CONTINUOUS TENSE

Sentence Structure: (S + HAVE / HAS + BEEN + BEEN + VERB(ing).

He has been living in the city since 1980.

Usage :

- 1) When we talk about an action which started in the past and still going on .(may continue in future or may not)
 - a) we have been working on this project for 1 year.
 - b) He has been attending seminars since Dec-2013.

Use of Word: Since = for Exact time, For = for Period.(Number of hours, days, months etc.

Negative: Helping verbs for this tense. Have / Has , been.

We have not been going to village for 2 years.

1) Questions: Yes/No type.

Have you been reading this book since morning ?

2) 'WH' type Question.

Why have they been beating us ?

How long has she been preparing for competitive exams?

Since when have we been driving?

EXERCISE :

PAST TENSE

Simple past tense.

Sentence Structure : (S + VERB (V2) + O)

The doctor cured the patients.

I went to Bangalore yesterday.

Usage:

When we talk about something that happened at a specific time in the past
(some time is understood by context)

a) Raju decided to start business.

b) Team reached at airport at 11:30 pm.

Negative: Helping verb, 'DID'

I did not meet him in party.

Questions: Yes/No type.

Did you read that book?

'WH' Type question.

When did she join this company?

EXERCISE :

PAST CONTINUOUS TENSE

Sentence Structure : S + WAS/WERE + VERB (ing) + O.

They **were cleaning** house.

I **was solving** problems.

Usage:

When we talk about an action which was going on at a particular time in the past.

e.g He **was challenging** his opponents.

Our soldiers **were fighting** on Border.

Helping verb : was, were

Negative: They **were not paying** attention.

You **were not attending** classes regularly.

I **was not making** mistakes.

Questions :

Yes/No Type

Was he **helping** you ?

Were you **meeting** him?

'WH' Type Question.

How **was she learning** car driving ?

Why **were they crying** ?

EXERCISE :

PAST PERFECT TENSE

Sentence Structure: (S + HAD + VERB (V3) + O)

I **had sent** him the packages.

He **had received** the parcel

Usage:

When we talk about a past situation or activity that took place before another past situation or activity or before a particular time in the past.

eg. Train **had departed**, when I reached at station.

She **had completed** her work before it started raining.

Helping verb : 'Had'

Negative : I had not hurt anybody.

He had not opened the shop when I went there.

Questions:

Yes/ No Type Questions.

Had you complained about it ?

Had he convinced them ?

'WH' Type Questions.

Why had you gone there ?

When had she informed us ?

EXERCISE :

PAST PERFECT CONTINUOUS TENSE

Sentence Structure : (S + HAD + BEEN + VERB (ing) + O)

Eg. I had been working in corporate sector for 8 years.

Usage:

When we talk about an action which started in the past, it was going on for a period of time and completed in the past itself.

Eg. He had been suffering from cancer for 3 years.

I had been chasing him since morning.

Helping Verbs: Had + been

Negative :

I had not been waiting for opportunity.

Questions:

Yes/No Type

Had you been traveling through Asia continent ?

'WH' Type Questions.

Why had she been wasting her time ?

How had he been celebrating his independence ?

EXERCISE :

FUTURE TENSE

Simple future tense

Sentence Structure: (S + WILL (V1) +O)

Usage:

We use simple future tense to predict that something will happen in future.

Eg. I **will succeed** in my aim.

He **will invite** us for Reception.

'Going to' & 'About to' are used to express that something will take place in near future which has been already planned.

Helping Verb: 'WILL'

Negative:

I will not go there. (will not = won't)

Questions:

Yes/No Type

Will you bring me a pair of shoes ?

Will he stand affirm before trouble ?

'WH' Type Questions

How will she prove him wrong ?

When will you hold position in the company ?

EXCERSICE :

FUTURE CONTINUOUS TENSE

Sentence Structure : (S + WILL BE + VERB (ing) + O)

Eg. He **will be practicing** in his leisure time.

I **will be playing** with friends at the same time tomorrow.

Usage : When we talk about an activity or event which will be going on at a particular time in the future.

Eg. She **will be working** on computer tomorrow in the office.

I **will be arranging** books in the Reading room.

Helping Verb : 'will be'

Negative: I will not be criticizing any one.

He will not be cultivating crops this season.

Question:

Yes/No Type Questions.

Will Raju be making his house ?

Will they be co-operating with us ?

'WH' Type Questions.

How will you be developing your personality?

Where will she be conducting her seminars?

EXERCISE

FUTURE PERFECT TENSE

Sentence structure : (S + WILL HAVE + VERB (V3) + O)

Eg. I will have completed my course by the end of this month.

Usage:

We use future perfect tense to say that something will be completed by a particular point of time in the future.

- a) I will have reached at home as soon as you finish your work.
- b) She will have fired you by the evening tomorrow.

Helping Verb : 'will + have'

Negative : Doctor will not have cured patient by the evening.

Questions:

Yes/No Type Questions.

Will you have compiled all books before 6. o'clock.

'WH' Type Questions.

How will she have completed her work ?

Where will they have spent their time ?

EXERCISE:

	Present Tense	Past Tense	Future Tense
Simple			
Continuous			
Perfect			
Perfect Continuous			

	Present Tense	Past Tense	Future Tense
Simple			
Continuous			
Perfect			
Perfect Continuous			

Positive: _____

Negative: _____

Q.Y/N. _____

Q.WH. _____

Positive: _____

Negative: _____

Q.Y/N. _____

Q.WH. _____

Positive: _____

Negative: _____

Q.Y/N. _____

Q.WH. _____

Positive: _____

Call : 9765007345

Negative: _____

Q.Y/N. _____

Q.WH. _____

Positive: _____

Negative: _____

Q.Y/N. _____

Q.WH. _____

Positive: _____

Negative: _____

Q.Y/N. _____

Q.WH. _____

Positive: _____

Call : 9765007345

Negative: _____

Q.Y/N. _____

Q.WH. _____

Positive: _____

Negative: _____

Q.Y/N. _____

Q.WH. _____

Positive: _____

Negative: _____

Q.Y/N. _____

Q.WH. _____

Positive: _____

Negative: _____

Q.Y/N. _____

Q.WH. _____

	Present Tense	Past Tense	Future Tense
Simple			
Continuous			
Perfect			
Perfect Continuous			

Positive: _____

Negative: _____

Q.Y/N. _____

Q.WH. _____

MODAL AUXILIARIES

Modal auxiliaries are 'verbs' used to express the mood or attitude of the speaker. Modals are used to seek or give permission, to make suggestion, to make request to give advice & invitation etc.

Structure of the Sentence:

Subject + Modal Auxiliary + Verb(V1) + Object.

Study the commonly used Modal Auxiliaries.

2) CAN:

- a) To express possibility : '*We can see the Garden from our terrace*'.
- b) To express Ability : '*he can drive any car*'
- c) For Permission : '*Can I use your computer*' & '*you can go now*'.

2) COULD:

- a) Could is used as part of Can: '*when I was young I could run very fast*'.
- b) To make polite request: '*Could you please bring me a glass of water?*'
- c) To express present or future possibility: '*Someone is calling. It could be my friend*'

3) MAY:

- a) To take permission: '*may I come in sir?*'
- b) For possibility: '*It may rain today*' & '*he may be in class.*'
- c) To express a wish: '*May god bless you*', '*May you live long*', *may you have safe journey*'.

4) MIGHT:

- a) It is used to express less possibility : '*we might go to play in the ground*', '*they might understand*'.

5) MUST:

- a) To express necessity or obligation: '*you must visit the museum*', '*you must to the doctor*'

6) SHOULD:

- a) It is used to give suggestions or advice: '*you should buy new pair of shoes*' '*You should take care of your health*'.

7) OUGHT TO:

- It is used for moral obligation : '*you ought to speak truth*', '*you ought to obey your parents*'

8) WILL:

- a) 'Will' is used for present or future situation is certain/request: '*you will meet me in the meeting* , & '*will you please come to my office?*'.

9) WOULD:

- a) As a past of 'will' : '*I thought it would rain*'.
- b) To make request : '*would you post this letter for me?*'
- c) When we want to talk about things that happened repeatedly in the past we use 'would' : '*we would go to play football every Sunday.*'

10) SHALL:

- a) Shall is used in questions that request confirmation or advice: 1) '*shall I wait for you?*' 2) '*Shall I come tomorrow?*'

11) NEED TO:

- a) To express necessity : 1) '*You need to be responsible towards your duties*'
2) '*You need good communication skill*'. 3) '*I needn't give him amount*.'

12) USED TO:

- a) When we want to say that something happened regularly in the past we use 'used to'.
'We used to play in garden'. (now we don't play)

Exercise:

1) _____

2) _____

3) _____

4) _____

5) _____

VOICES

The sentences which have transitive verb can be expressed in two voices:

- b) **Active Voice**
- c) **Passive voice**

Note: Transitive verb needs an object (what, whom) to complete the sense of the sentence.

Compare the following sentences.

- Sameer made **the house**.
- **The house** was made by Sameer.

In above sentences the first sentence is in Active voice and the second in passive voice.

We use an Active to say what the subject does, and Passive voice to say what happens to the subject.

In the first sentence 'sameer' is the doer of the action and given importance (who is the doer of action ?)

In the second sentence the importance is given to what was done by 'sameer'. Than the doer of the action hence 'sameer' is the subject of the sentence.

While changing active voice into passive voice, the object of the active voice becomes the subject of passive voice. And the changes in the verb structure (pattern) also take place.

Observe the following examples.

- A. Sachin played cricket.
- B. Cricket was played by sachin.

Rules for changing from active to passive.

- 1) Identify the tense.
- 2) No object no Passive.
- 3) Subject becomes object.
- 4) Use 'To be' form of **HELPING VERB** according to the subject.
- 5) Always use Third form of Verb (V3).
- 6) Use 'by' form followed by objective Pronoun.

I eat mango - mango is eaten by me

Passive to Active: Rules for changing from Passive voice to Active voice.

- 1) Translate in your own language.
- 2) Identify the tense indicator (**HELPING VERB**) and use tense accordingly.
- 3) Add a subjective pronoun in absence of 'by form' according to tense indicator.

e.g The Parents should be respected.

We should respect the parents.

Compare the verb structure in active voice and passive voice.

Tense	Active voice	Passive voice
Simple Present	Punish / Punishes	Am / is / are pushed
Present continuous	Am / is / are pushing	Am / is / are being pushed
Present Perfect	Have / has pushed	Have / has been pushed
Simple Past	Pushed	Was / were pushed
Past Continuous	Was / were pushing	Was / were being pushed
Past Perfect	Had pushed	Had been pushed
Simple Future	Shall / will push	Shall / will be pushed
Future Perfect	Shall / will have pushed	Shall / will have been pushed
Modal Auxiliaries	May/might/can/could/shall Should/ must push	May/might/can/could/shall Should/ must be pushed

India must control the corruption.

The corruption must be controlled by India.

The sentence which has two objects can be said in two ways in passive voice.

- A. He gave me a book.
- P.1 I was given a book by him.
P.2 A book was given to me by him.

Note: voices will not be changed in the following types of sentences.

- 1) Present Perfect continuous tense
- 2) Past Perfect continuous tense
- 3) Future continuous tense & future perfect continuous tense
- 4) A sentence where Preposition comes in Main structure

EXERCISE

Change the voice

1. The manager arranged the meeting.
2. He has gained the knowledge.
3. They had moved the stone.
4. She asks questions.
5. She purchased the fruits from market.

Conditional Sentences



Zero

Structure: If + present simple, present simple.

When it rains, the grass gets wet.

First

Structure: If + Present Simple and will + Infinitive

She'll miss the bus if she doesn't leave soon.

Second

Structure: If + Past Simple and Would + Infinitives

If she saw a snake, she'd be terrified.

Third

if + past perfect and would + have + past participle

If it had rained, you would have gotten wet.

Conditional Sentences

Zero

Structure: If + present simple, present simple.

- You get water(H₂O) if you mix hydrogen and oxygen.
- When you heat ice, it melts.
- When it rains, the grass gets wet.
- The grass gets wet when it rains.
- The grass gets wet if it rains.
- Snakes bite if they are scared
- Plants die if they don't get enough water.
- People die if they don't eat.
- Meet me here if we get separated.
- If you touch a fire, you get burned.
- If you eat a lot, you put on weight.
- If you want to come, call me before 5:00.
- If you touch a fire, you get burned.



Conditional Sentences

First

Structure: If + Present Simple and will + Infinitive

- If tom leaves, Paula will be sad.**
- If it rains, I will not go to the park.**
- If it rains, I will stay at home.**
- If I wake up late, I will miss the bus.**
- If I study today, I'll go to the party tonight.**
- If I see her, I'll tell her.**
- If I visit my grandma, I will go to the park.**
- If I study today, I'll go to the party tonight.**
- If I see her, I'll tell**
- If I remain in Denver, I will purchase a dog.**
- I will stay home if it rains tomorrow.**
- I will be famous if I get a role in the film.**
- He'll call if he needs help.**



Conditional Sentences

Second

Structure: If+Past Simple and Would+Infinitives

- If Juan left, Paula would be sad.**
- If it rained, I would go to the park.**
- If it did not rain, I would stay at home.**
- If I woke up late, I would miss the bus.**
- If I studied today, I would go to the party tonight.**
- If I saw her, I would inform you.**
- If I visited my grandma, I would gift her a chocklate.**
- If I made a cake today, I would share with you.**
- If I met her, I would tell her truth.**
- If I remained in agra, I would visit Taj mahal.**
- I would stay at home if it rained today.**
- I would be famous if I got a role in the film.**
- He would call me if he needed help.**



Conditional Sentences

Third



Structure: if + past perfect and would + have + past participle

- If we had left earlier, we would have arrived on time.**
- If we had taken a taxi, we wouldn't have missed the plane**
- If they had booked earlier, they could have found better seats.**
- If it had rained, you would have gotten wet.**
- If I hadn't learnt English, I wouldn't have got this job.**
- If I had more time, I would have finished it.**
- I would have gone if you had told me.**
- You would have gotten wet if it had rained.**

Conditionals

Conditionals
with examples

CONDITION

RESULT

ZERO
conditional

If you stand in the rain, you get wet.
If you heat ice, it melts.

PRESENT SIMPLE

PRESENT SIMPLE

USES: Facts which are generally true or scientific facts
The condition always has the same result

FIRST
conditional

If it rains, we will cancel the trip.
If you study, you will pass the exam.

PRESENT SIMPLE

WILL / WON'T + VERB

USES: A possible situation in the future
Predicting a likely result in the future (if the condition happens)

SECOND
conditional

If I won the lottery, I would travel a lot.
If they sold their house, they would be rich.

PAST SIMPLE

WOULD + VERB

USES: Hypothetical or unlikely situations
Unreal or improbable situation now or in the future

THIRD
conditional

If you had studied, you would have passed the exam.
If I hadn't been sick, I would have gone to your party.

PAST PERFECT

WOULD HAVE + PAST PARTICIPLE

USES: The person is imagining a different past
Imaginary situation that did not happen

Prefix and Suffix

Prefix

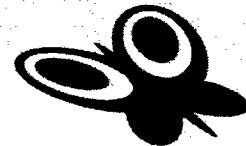
PREFIX	MEANING	EXAMPLES
ante-	before	antenatal, anteroom, antedate
anti-	against, opposing	antibiotic, antidepressant, antidote
circum-	around	circumstance, circumvent, circumnavigate
co-	with	co-worker, co-pilot, co-operation
de-	off, down, away from	devalue, defrost, derail, demotivate
dis-	opposite of, not	disagree, disappear, disintegrate, disapprove
em-, en-	cause to, put into	embrace, encode, embed, enclose, engulf
epi-	upon, close to, after	epicentre, eposcope, epidermis
ex-	former, out of	ex-president, ex-boyfriend, exterminate
extra-	beyond, more than	extracurricular, extraordinary, extra-terrestrial
fore-	before	forecast, forehead, foresee, foreword, foremost
homo-	same	homosexual, homonuclear, homoplastic
hyper-	over, above	hyperactive, hyperventilate
il-, im-, in-, ir-	not	impossible, illegal, irresponsible, indefinite
im-, in-	into	insert, import, inside
infra-	beneath, below	infrastructure, infrared, infrasonic, infraspecific
inter-, intra-	between	interact, intermediate, intergalactic, intranet
macro-	large	macroeconomics, macromolecule
micro-	small	microscope, microbiology, microfilm, microwave
mid-	middle	midfielder, midway, midsummer
mis-	wrongly	misinterpret, misfire, mistake, misunderstand
mono-	one, singular	monotone, monobrow, monolithic
non-	not, without	nonsense, nonentity, nondescript
omni-	all, every	omnibus, omnivore, omnipotent
para-	beside	parachute, paramedic, paradox
post-	after	post-mortem, postpone, post-natal
pre-	before	prefix, predetermine, pre-intermediate
re-	again	return, rediscover, reiterate, reunite
semi-	half	semicircle, semi-final, semiconscious
sub-	under	submerge, submarine, sub-category, subtitle
super-	above, over	superfood, superstar, supernatural, superimpose
therm-	heat	thermometer, thermostat, thermodynamic
trans-	across, beyond	transport, transnational, transatlantic
tri-	three	triangle, tripod, tricycle
un-	not	unfinished, unfriendly, undone, unknown
uni-	one	unicycle, universal, unilateral, unanimous

Suffix

SUFFIX	MEANING	EXAMPLE
NOUN SUFFIXES		
-acy	state or quality	democracy, accuracy, lunacy
-al	the action or process of	remedial, denial, trial, criminal
-ance, -ence	state or quality of	nuisance, ambience, tolerance
-dom	place or state of being	freedom, stardom, boredom
-er, -or	person or object that does a specified action	reader, creator, interpreter, inventor, collaborator, teacher
-ism	doctrine, belief	Judaism, scepticism, escapism
-ist	person or object that does a specified action	Geologist, protagonist, sexist, scientist, theorist, communist
-ity, -ty	quality of	extremity, validity, enormity
-ment	condition	enchantment, argument
-ness	state of being	heaviness, highness, sickness
-ship	position held	friendship, hardship, internship
-sion, -tion	state of being	position, promotion, cohesion
VERB SUFFIXES		
-ate	become	mediate, collaborate, create
-en	become	sharpen, strengthen, loosen
-ify, -fy	make or become	justify, simplify, magnify, satisfy
-ise, -ize	become	publicise, synthesise, hypnotise
ADJECTIVE SUFFIXES		
-able, -ible	capable of being	edible, fallible, incredible, audible
-al	having the form or character of	fiscal, thermal, herbal, colonial
-esque	in a manner of or resembling	picturesque, burlesque, grotesque
-ful	notable for	handful, playful, hopeful, skilful
-ic, -ical	having the form or character of	psychological, hypocritical, methodical, nonsensical, musical
-ious, -ous	characterised by	pious, jealous, religious, ridiculous
-ish	having the quality of	squeamish, sheepish, childish
-ive	having the nature of	inquisitive, informative, attentive
-less	without	meaningless, hopeless, homeless
-y	characterised by	dainty, airy, jealousy
ADVERB SUFFIXES		
-ly	related to or quality	softly, slowly, happily, crazily, madly
-ward, -wards	direction	towards, afterwards, backwards, inward
-wise	in relation to	otherwise, likewise, clockwise

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Moral Stories in English



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1. The Lion and the Mouse

A lion was once sleeping in the jungle when a mouse started running up and down his body just for fun. This disturbed the lion's sleep, and he woke up quite angry. He was about to eat the mouse when the mouse desperately requested the lion to set him free. "I promise you, I will be of great help to you someday if you save me." The lion laughed at the mouse's confidence and let him go.

One day, a few hunters came into the forest and took the lion with them. They tied him up against a tree. The lion was struggling to get out and started to whimper. Soon, the mouse walked past and noticed the lion in trouble. Quickly, he ran and gnawed on the ropes to set the lion free. Both of them sped off into the jungle.

Moral of the Story: A small act of kindness can go a long way.

2. Count Wisely

One day, King Akbar asked a question in his court that left everyone in the courtroom puzzled. As they all tried to figure out the answer, Birbal walked in and asked what the matter was. They repeated the question to him.

The question was, "How many crows are there in the city?" Birbal immediately smiled and went up to Akbar. He announced the answer; he said there were twenty-one thousand, five hundred and twenty-three crows in the city. When asked how he knew the answer, Birbal replied, "Ask your men to count the number of crows. If there are more, then the relatives of the crows must be visiting them from nearby cities. If there are fewer, then the crows from our city must be visiting their relatives who live outside the city." Pleased with the answer, Akbar presented Birbal with a ruby and pearl chain.

Moral of the Story: Having an explanation for your answer is just as important as having an answer.

3. The Boy Who Cried Wolf

In a village, lived a carefree boy with his father. The boy's father told him that he was old enough to watch over the sheep while they graze in the fields. Every day, he had to take the sheep to the grassy fields and watch them as they graze. However, the boy was unhappy and didn't want to take the sheep to the fields. He wanted to run and play, not watch the boring sheep graze in the field. So, he decided to have some fun. He cried, "Wolf! Wolf!" until the entire village came running with stones to chase away the wolf before it could eat any of the sheep. When the villagers saw that there was no wolf, they left muttering under their breath about how the boy had wasted their time. The next day, the boy cried once more, "Wolf! Wolf!" and, again, the villagers rushed there to chase the wolf away.

The boy laughed at the fright he had caused. This time, the villagers left angrily. The third day, as the boy went up the small hill, he suddenly saw a wolf attacking his sheep. He cried as hard as he could, "Wolf! Wolf! Wolf!", but not a single villager came to help him. The villagers thought that he was trying to fool them again and did not come to rescue him or his sheep. The little boy lost many sheep that day, all because of his foolishness.

Moral of the Story: It is difficult to trust people who lie, so it's important to always be truthful.

4. The Fox and the Stork

One day, a selfish fox invited a stork for dinner. Stork was very happy with the invitation – she reached the fox's home on time and knocked at the door with her long beak. The fox took her to the dinner table and served some soup in shallow bowls for both of them. As the bowl was too shallow for the stork, she couldn't have soup at all. But, the fox licked up his soup quickly.

The stork was angry and upset, but she didn't show her anger and behaved politely. To teach a lesson to the fox, she then invited him for dinner the next day. She too served soup, but this time the soup was served in two tall narrow vases. The stork devoured the soup from her vase, but the fox couldn't drink any of it because of his narrow neck. The fox realized his mistake and went home famished.

Moral of the Story: A selfish act backfires sooner or later!

5. The Golden Touch

Once there lived a greedy man in a small town. He was very rich, and he loved gold and all things fancy. But he loved his daughter more than anything. One day, he chanced upon a fairy. The fairy's hair was caught in a few tree branches. He helped her out, but as his greediness took over, he realized that he had an opportunity to become richer by asking for a wish in return (by helping her out). The fairy granted him a wish. He said, "All that I touch should turn to gold." And his wish was granted by the grateful fairy.

The greedy man rushed home to tell his wife and daughter about his wish, all the while touching stones and pebbles and watching them convert into gold. Once he got home, his daughter rushed to greet him. As soon as he bent down to scoop her up in his arms, she turned into a gold statue. He was devastated and started crying and trying to bring his daughter back to life. He realized his folly and spent the rest of his days searching for the fairy to take away his wish.

Moral of the Story: Greed will always lead to downfall.

6. The Milkmaid and Her Pail

Patty, a milkmaid milked her cow and had two full pails of fresh, creamy milk. She put both pails of milk on a stick and set off to the market to sell the milk. As she took steps towards the market, her thoughts took steps towards wealth. On her way, she kept thinking about the money she would make from selling the milk. Then she thought about what she would do with that money.

She was talking to herself and said, "Once I get the money, I'll buy a chicken. The chicken will lay eggs and I will get more chickens. They'll all lay eggs, and I will sell them for more money. Then, I'll buy the house on the hill and everyone will envy me." She was very happy that soon she would be very rich. With these happy thoughts, she marched ahead. But suddenly, she tripped and fell. Both the pails of the milk fell and all her dreams were shattered. The milk spilt onto the ground, and all Patty could do was cry. "No more dream," she cried foolishly!

Moral of the Story: Do not count your chickens before they are hatched.

7. When Adversity Knocks

This is a story that explains how adversity is met differently by different people. There was a girl named Asha who lived with her mother and father in a village. One day, her father assigned her a simple task. He took three vessels filled with boiling water. He placed an egg in one vessel, a potato in the second vessel, and some tea leaves in the third vessel. He asked Asha to keep an eye on the vessels for about ten to fifteen minutes while the three ingredients in three separate vessels boiled. After the said time, he asked Asha to peel the potato and egg, and strain the tea leaves. Asha was left puzzled – she understood her father was trying to explain her something, but she didn't know what it was.

Her father explained, "All three items were put in the same circumstances. See how they've responded differently." He said that the potato turned soft, the egg turned hard, and the tea leaves changed the color and taste of the water. He further said, "We are all like one of these items. When adversity calls, we respond exactly the way they do. Now, are you a potato, an egg, or tea leaves?"

Moral of the Story: We can choose how to respond to a difficult situation.

8. The Proud Rose

Once upon a time, there was a beautiful rose plant in a garden. One rose flower on the plant was proud of its beauty. However, it was disappointed that it was growing next to an ugly cactus. Every day, the rose would insult the cactus about its looks, but the cactus stayed quiet. All the other plants in the garden tried to stop the rose from bullying the cactus, but the rose was too swayed by its own beauty to listen to anyone.

One summer, a well in the garden dried up and there was no water for the plants. The rose slowly began to wilt. The rose saw a sparrow dip its beak into the cactus for some water. The rose then felt ashamed for having made fun of the cactus all this time. But because it was in need of water, it went to ask the cactus if it could have some water. The kind cactus agreed, and they both got through summer as friends.

Moral of the Story: Never judge someone by the way they look.

9. The Tale of the Pencil

A boy named Raj was upset because he had done poorly in his English test. He was sitting in his room when his grandmother came and comforted him. His grandmother sat beside him and gave him a pencil. Raj looked at his grandma puzzled, and said he didn't deserve a pencil after his performance in the test.

His grandma explained, "You can learn many things from this pencil because it is just like you. It experiences a painful sharpening, just the way you have experienced the pain of not doing well on your test. However, it will help you be a better student. Just as all the good that comes from the pencil is from within itself, you will also find the strength to overcome this hurdle. And finally, just as this pencil will make its mark on any surface, you too shall leave your mark on anything you choose to." Raj was immediately consoled and promised himself that he would do better.

Moral of the Story: We all have the strength to be who we wish to be.

10. The Crystal Ball

Nasir, a small boy, found a crystal ball behind the banyan tree of his garden. The tree told him that it would grant him a wish. He was very happy and he thought hard, but unfortunately, he could not come up with anything he wanted. So, he kept the crystal ball in his bag and waited until he could decide on his wish.

Days went by without him making a wish but his best friend saw him looking at the crystal ball. He stole it from Nasir and showed it to everyone in the village. They all asked for palaces and riches and lots of gold, but could not make more than one wish. In the end, everyone was angry because no one could have everything they wanted. They became very unhappy and decided to ask Nasir for help. Nasir wished that everything would go back to how it was once – before the villagers had tried to satisfy their greed. The palaces and gold vanished and the villagers once again became happy and content.

Moral of the Story: Money and wealth do not always bring happiness.

11. A Bundle of Sticks

Once upon a time, three neighbors living in a village were having trouble with their crops. Each of the neighbors had one field, but the crops on their fields were infested with pests and were wilting. Every day, they would come up with different ideas to help their crops. The first one tried using a scarecrow in his field, the second used pesticides, and the third built a fence on his field, all to no avail.

One day, the village head came by and called the three farmers. He gave them each a stick and asked them to break it. The farmers could break them easily. He then gave them a bundle of three sticks, and again, asked them to break it. This time, the farmers struggled to break the sticks. The village head said, "Together, you are stronger and work better than you do it alone." The farmers understood what the village head was saying. They pooled in their resources and got rid of the pests from their fields.

Moral of the Story: *There is strength in unity.*

12. The Ant and the Dove

On a hot scorching day of summer, an ant was walking around in search of water. After walking around for some time, she saw a river and was delighted to see it. She climbed up on a small rock to drink the water, but she slipped and fell into the river. She was drowning but a dove who was sitting on a nearby tree helped her. Seeing the ant in trouble, the dove quickly dropped a leaf into the water. The ant moved towards the leaf and climbed up on it. The dove then carefully pulled the leaf out and placed it on the land. This way, the ant's life was saved and she was forever indebted to the dove.

The ant and the dove became the best of friends and days passed happily. However, one day, a hunter arrived at the forest. He saw the beautiful dove sitting on the tree and aimed his gun at the dove. The ant, who was saved the dove saw this and bit on the heel of the hunter. He shouted from the pain and dropped the gun. The dove was alarmed by the voice of the hunter and realized what could have happened with him. He flew away!

Moral of the Story: *A good deed never goes unrewarded.*

13. The Fox and the Grapes

On a hot summer day, a fox wandered across the jungle in order to get some food. He was very hungry and desperately in search of food. He searched everywhere, but couldn't find anything that he could eat. His stomach was rumbling and his search continued. Soon he reached a vineyard which was laden with juicy grapes. The fox looked around to check if he was safe from the hunters. No one was around, so he decided to steal some grapes. He jumped high and high, but he couldn't reach the grapes. The grapes were too high but he refused to give up. The fox jumped high in the air to catch the grapes in his mouth, but he missed. He tried once more but missed again. He tried a few more times, but couldn't reach. It was getting dark and the fox was getting angry. His legs hurt, so he gave up in the end. Walking away, he said, "I'm sure the grapes were sour anyway."

Moral of the Story: We pretend to hate something when we can't have it.

14. The Ant and the Grasshopper

Once upon a time, there were two best friends – an ant and a grasshopper. The grasshopper liked to relax the whole day and play his guitar. The ant, however, would work hard all day. He would collect food from all corners of the garden, while the grasshopper relaxed, played his guitar, or slept. The grasshopper would tell the ant to take a break every day, but the ant would refuse and continue his work. Soon, winter came; days and nights became cold and very few creatures went out.

On a cold day of winter, a colony of ants was busy drying out some grains of corn. The half-dead grasshopper, cold and hungry, came up to the ant who was his friend and asked for a piece of corn. The ant replied, "We work day and night to collect and save up the corn so that we don't die hungry on cold winter days. Why should we give it to you?" The ant further asked, "What were you doing last summer? You should have collected and stored some food. I told you as much before."

The grasshopper said, "I was far too busying singing and sleeping." The ant replied, "You can sing all winter as far as I am concerned. You will not get anything from us." The ant had enough food to last through the winter, without any worries at all, but the grasshopper didn't and he realized his mistake. **Moral of the Story:** Make hay while the sun shines.

15. The Bear and Two Friends

One day, two best friends were walking on a lonely and dangerous path through a jungle. As the sun began to set, they grew afraid but held on to each other. Suddenly, they saw a bear in their path. One of the boys ran to the nearest tree and climbed it in a jiffy. The other boy did not know how to climb the tree by himself, so he lay on the ground, pretending to be dead. The bear approached the boy on the ground and sniffed around his head. After appearing to whisper something in the boy's ear, the bear went on its way. The boy on the tree climbed down and asked his friend what the bear had whispered in his ear. He replied, "Do not trust friends who do not care for you."

Moral of the Story: *A friend in need is a friend indeed.*

16. Friends Forever

Once upon a time, there lived a mouse and a frog, who were the best of friends. Every morning, the frog would hop out of the pond to visit the mouse, who lived inside the hole of the tree. He would spend time with the mouse and go back home. One day, the frog realized that he was making too much of an effort to visit the mouse while the mouse never came to meet him at the pond. This made him angry, and he decided to make things right by forcefully taking him to his house.

When the mouse wasn't looking, the frog tied a string to the mouse's tail and tied the other end to his own leg, and hopped away. The mouse started getting dragged with him. Then, the frog jumped into the pond to swim. However, when he looked back, he saw that the mouse had started to drown and was struggling to breathe! The frog quickly untied the string from his tail and took him to the shore. Seeing the mouse with his eyes barely open made the frog very sad, and he immediately regretted pulling him into the pond.

Moral of the Story: *Don't take revenge because it can be harmful to you.*

17. The Elephant and Her Friends

Once upon a time, a lone elephant made her way into a strange forest. It was new to her, and she was looking to make friends. She approached a monkey and said, "Hello, monkey! Would you like to be my friend?" The monkey said, "You are too big to swing like me, so I can't be your friend." The elephant then went to a rabbit and asked the same question. The rabbit said, "You are too big to fit in my burrow, so I can't be your friend." The elephant also went to the frog in the pond and asked the same question. The frog replied, "You are too heavy to jump as high as me, so I can't be your friend."

The elephant was really sad because she couldn't make friends. Then, one day, she saw all the animals running deeper into the forest, and she asked a bear what the fuss was about. The bear said, "The lion is on the loose – they are running from him to save themselves." The elephant went up to the lion and said, "Please don't hurt these innocent people. Please leave them alone." The lion scoffed and asked the elephant to move aside. Then, the elephant got angry and pushed the lion with all her might, injuring him. All the other animals came out slowly and started to rejoice about the lion's defeat. They went to the elephant and said to her, "You are just the right size to be our friend!"

Moral of the Story: A person's size does not determine their worth.

18. The Woodcutter and the Golden Axe

There was once a woodcutter, working hard in the forest, getting wood to sell for some food. As he was cutting a tree, his axe accidentally fell into the river. The river was deep and was flowing really fast – he lost his axe and could not find it again. He sat at the bank of the river and wept.

While he wept, the God of the river arose and asked him what happened. The woodcutter told him the story. The God of the river offered to help him by looking for his axe. He disappeared into the river and retrieved a golden axe, but the woodcutter said it was not his. He disappeared again and came back with a silver axe, but the woodcutter said that was not his either. The God disappeared into the water again and came back with an iron axe – the woodcutter smiled and said it was his. The God was impressed with the woodcutter's honesty and gifted him both the golden and silver axes.

Moral of the Story: Honesty is the best policy.

19. The Needle Tree

There lived two brothers near a forest. The elder one was very mean to the younger brother – he would finish all the food and wear all the new clothes of his younger brother. One day, the elder brother decided to go into the forest to get some firewood and sell it in the market. As he went around, chopping tree after tree, he stumbled upon a magical tree. The tree said, “Oh kind sir, please do not cut my branches. If you spare me, I will give you golden apples.” He agreed, but was left disappointed with the number of apples the tree gave him. As greed overcame him, he threatened the tree that he will cut the entire trunk if it didn’t give him more apples. The magical tree, instead, showered upon the elder brother, hundreds and hundreds of tiny needles. The elder brother lay on the ground, crying in pain, as the sun set.

The younger brother was worried and so he went in search of his elder brother. He found him lying in pain near the tree, with hundreds of needles on his body. He rushed to his brother and removed each needle, lovingly and gently. After he finished, the elder brother apologized for treating him badly and promised to be better. The tree saw the change in the elder brother’s heart and gave them all the golden apples they would ever need.

Moral of the Story: *It is important to be kind and gracious, as it will always be rewarded.*

20. The Greedy Lion

On a hot day, a lion in the forest started feeling hungry. He was starting to hunt for his food when he found a hare roaming around alone. Instead of catching the hare, the lion let it go – “A small hare such as this can’t satisfy my hunger”, he said and scoffed. Then, a beautiful deer passed by and he decided to take his chances – he ran and ran behind the deer but since he was weak because of the hunger, he struggled to keep up with the deer’s speed. Tired and defeated, the lion went back to look for the hare to fill up his stomach for the time being, but it was gone. The lion was sad and remained hungry for a long time.

Moral of the Story: *Greed is a curse.*

POLITENESS PRINCIPLES

1) Greetings and farewells.

Good morning / morning

Hello / Hi guys!

- How do you do?

- Goodbye

Bye, have a nice day

Enjoy your day

See you tomorrow

Take care

2) Spontaneous reactions

Thank you

Thank you / you're welcome

Bless you!

Congratulations

Do you feel well?

Do you have the hiccups?

a headache, stomachache, a cold, the flu,...

Sorry (apologize)

Sorry? (say it again)

3) Getting their attention

Listen... Look...

Pay attention...

So now, listen to...

Excuse me...

Watch out!

I have a question for you

What's up?

4) Asking for permission

Can I go to drink water?

Can I sharpen, please?

Can I use a dictionary?

Can I borrow a pen/eraser/paper?

Can you lend me your pen/eraser/paper?

5) Asking for help

I need help / more time...

Sorry?

Say it again..

I don't get it, can you repeat, please?

What do you mean with.....?

What does (word) mean?

What's the meaning of... ?

Is this right? / Is this ok?

May I ask... ?

How do you say.... in English?

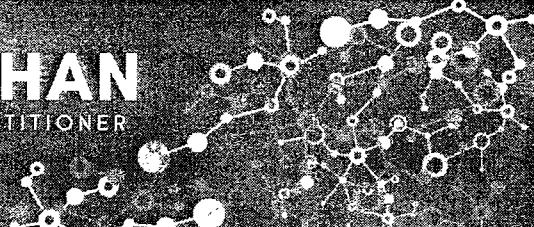
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- Certified as a Behavior trainer
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- Master of Arts in English
- Bachelor of Education

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- AMDOCS International (Israel Based)
- ProEdge training consultancy Bangalore
- Global Talent Track skills training consultant Pune
- IL&FS New Delhi
- NSDC (Indian government)
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