

# THEORY NOTES

## GRAMMAR

### Brief idea of the parts of speech:

**Noun:** A Noun is the name of person / thing / place / tree / bird / animal / river / sea / ocean / mountain / day / month/ metal material etc..

Eg: Mohan, sheela, fether, son, king, teachers, uncle, police man, Prime minister etc.

- pen, fan, table, chair and everything are ethics.
- Nalgonda, Hyderabad, India, Asia, etc.
- Coconut tree, palm tree, banyan tree.....
- Sparrow, parrot, crow etc..
- Tiger, lion, deer, hours, donkey, etc....
- The Arabian Sea, the Bay of Bengal ...
- Everest, the Himalayas, the Kanchana Ganga
- Monday, Sunday, Saturday...
- January, February, March...
- Gold, Silver, Iron...
- Wool, Wood, Silk...

**Pronoun:** A pronoun is a word instead of a Noun Eg:

- 1) Mohan worked hard. **He** passed the test
- 2) Sheela did not work hard. **She** failed the test
- 3) The dog is very active. **It** is barking very loudly
- 4) The boys are playing in the hat sun. **They** are my pupils

Note: In the above examples the words He, She, It, they, are standing for the nouns Mohan , Sheela, the dog, the boys, respectively such words used instead of the Nouns are called pronouns.

## **Personal Pronoun:**

There are three personal pronouns in the English language.

Ist Person – The person who speaks

IInd Person – The person spoken to

IIIrd person – The person spoken about

**Ist Person Singular- I, ME, MY**

**Ist Person Plural- WE, US**

**2<sup>nd</sup> Person Singular- YOU**

**2<sup>nd</sup> Person Plural- YOU**

**3<sup>rd</sup> Person Singular- HE, SHE, IT**

**3<sup>rd</sup> Person Plural- THEY, THEM**

**Adjective:** An adjective is a word which qualities or describes a noun.

Example:

1) Gopal is a **clever** boy.

2) Sheela is a **tall** girl

3) Mumbai is a **big** city

4) The Ganges is a **holy** city

Note: In the above examples we find that the words clever, tall, big and holy are describing words are called adjectives.

**Verbs:** A verb is a word which tells us what the subject is doing.

Verbs: All the actions we do

All the actions the animals do All the actions the things do

Example:

1) Mohan is repairing his watch.

2) Sheela is writing a letter

- 3) The lion is roaring terribly
- 4) The train is running very fast
- 5) The river is flowing boisterously

Kind of verbs:

Broadly we speak there are two kinds of verbs

- 1) **Helping verb**
- 2) **Non-helping Verb**

**Helping Verb:** The verb which helps the main verb. Am, is, are, was, were, (**be forms**) Have, has, had

Do, does, did Shall, should

Will, would, can, could May, might, must

**Main Verbs:** All the action we do / animals/ Machines / things

**Adverb:** An adverb is a word which modifies or adds to the meaning of a verb an adjective and another adverb.

Eg: 1) Mohan ran fast Mohan ran \_\_\_\_how?

Fast – adverb

Here the word ‘fast’ tells us how Mohan ran

- 2) The cat is almost black

How much black? Almost – adverb

Here the word ‘almost’ is adding to the meaning of the adjective ‘black’ 3) He answered very quickly.

He answered .... How? - quickly

He answered quickly .. how much quickly ? = very – adverb

**Prepositions:** Pre – before Position – place

**Definition:** A preposition is a word which being placed before a noun or a pronoun, joining. It to the rest of the sentence. – that is to say a preposition is placed before a noun / pronoun

Eg: 1) There is a book **on** the table

- 2) Mohan went home **by** bus

3) Sheela angry **with** me

Note: In the above examples the words on, by, & with, are placed before tables, bus, & me respectively and are joining them to the rest of sentences. Such forming words are called the preposition.

### **Prepositions of time**

These prepositions are often used to express when something happens at a specific point in time, near a point in time, or over an extended period of time.

Prepositions of time	
Preposition	Example
after	You can go after you've done your homework.
at	I met my friend at 4pm.
before	It'll be done before lunch.
during	I'll be there sometime during the afternoon.
for	He'll be in New York for two weeks.
in	They have dinner in the evening.
on	I'm going there on Friday.
since	I've been up since dawn.

until

I'll wait until tomorrow.

### **Prepositions of place**

These prepositions can be used to refer to a place where something or someone is located.

#### **Prepositions of place**

<b>Preposition</b>	<b>Examples</b>
above	The cereal is on the shelf above the bread.
against	We have to row against the current.
along	There are many stores along the main street.
around	We all sat around the dinner table.
at	He's at the cafe.
behind	The little dog followed behind me.
below	We could see the city below us.
beside	He sat beside her during the play.
between	They put up a fence between the two houses.
by	I'm by the lake.

in	I'm in the house.
in front of	There were two cars in front of me.
near	The cat won't go near the dog.
next to	I left the box next to the door.
on	She's on the platform.
over	The bird flew over the pond.
under	I checked under the bed.

### **Prepositions of movement**

These prepositions are often used to show the movement of an object from one place to another.

<b>Prepositions of movement</b>	
<b>Preposition</b>	<b>Examples</b>
across	I swam across the lake.
along	We walked along the shore.
from	He just flew in from California.

into	I dove into the pool.
onto	She jumped onto the bed.
over	The fox jumped over the dog.
through	I pushed through the crowd.
to	He walked to the supermarket
toward	He's walking toward us.

### Prepositions with verbs

Sometimes, prepositions follow verbs to create phrases with different meanings. To learn these, it may be easier to memorize the phrase and learn the prepositions.

Prepositions with verbs		
Preposition	Verb(s)	Examples
about	complain	He <b>complained about</b> the delay.
	read	They <b>read about</b> the concert.
at	arrive	They <b>arrived at</b> the venue.
	look	He <b>looked at</b> me.

from	differ suffer	Her opinions might <b>differ from</b> his. She's been <b>suffering from</b> a bad cold.
for	account search	That doesn't <b>account for</b> the differences in the numbers. I'm <b>searching for</b> my lost dog.
in	result succeed	Her efforts <b>resulted in</b> a big success for the company. She <b>succeeded in</b> winning the argument.
of	approve smell	I don't <b>approve of</b> that choice. The air <b>smells of</b> lilacs.
on	concentrate depend	It's hard to <b>concentrate on</b> my homework when there's so much noise. I have to <b>depend on</b> him for rides while my car is in the shop.
to	contribute lead	I'm looking for a way to <b>contribute to</b> my community. He <b>led</b> the team <b>to</b> victory.
with	disagree argue	I <b>disagree with</b> your opinion on that. I don't want to <b>argue with</b> you.

### Prepositions with adjectives



Similarly, prepositions sometimes follow adjectives to create phrases with different meanings. Again, to learn these, it may be easier to memorize the phrases in addition to learning the prepositions themselves.

Prepositions with adjectives		
Preposition	Adjective	Examples
about	sorry	They're so <b>sorry about</b> that.
from	different	I'm a little <b>different from</b> them.
for	grateful	She's really <b>grateful for</b> your help.
in	disappointed	He's so <b>disappointed in</b> him.
in	interested	I'm <b>interested in</b> learning more.
of	aware	I just became <b>aware of</b> that.
of	capable	I don't think I'm <b>capable of</b> lifting something. heavy.
of	proud	I'm so <b>proud of</b> you.
to	accustomed	He was <b>accustomed to</b> the temperature.
with	familiar	I'm <b>familiar with</b> that author.

## Common preposition mistakes

Because prepositions are a complex part of speech, non-native English speakers sometimes misuse them. Here are some common preposition mistakes to look out for.

## **At**

### **At vs. on vs. in:**

- “The event starts **at** 9pm.”
- “The event is **on** Tuesday.”
- “The event is **in** May.”

### **At vs. to:**

- **Correct:** “I was **at** the movie theater last night.”
- **Incorrect:** “I was **to** the movie theater last night.”

### **At vs. in:**

- **Correct:** “My brother is good **at** playing board games.”
- **Incorrect:** “My brother is good **in** playing board games.”

## **In**

### **In vs. on:**

- **Correct:** “I read about it **in** a magazine.”
- **Incorrect:** “I read about it **on** a magazine.”

### **In vs. at:**

- **Correct:** “My brother does well **in** school.”
- **Incorrect:** “My brother does well **at** school.”

### **In vs. at night:**

- **Correct:** “I like to go for walks **at** night.”

- **Incorrect:** “I like to go for walks **in** night.”

#### **In vs. into:**

- **Correct:** “She went for a walk **in** the park.”
- **Incorrect:** “She walked **into** the park.”

On

#### **On vs. onto:**

- **Correct:** “The dog is **on** the bed.”
- **Incorrect:** “The dog jumped **onto** the bed.”

To

#### **To vs. in:**

- **Correct:** “I went **to** France last May.”
- **Incorrect:** “I went **in** France last May.”

For

#### **For vs. since:**

- **Correct:** “She’s been waiting **for** six hours.”
- **Incorrect:** “She’s been waiting **since** six hours.”

**Conjunctions:** A conjunction is a word which joins two sentences or words together. [Conjunctions are also called linkers / connections]

Eg:

- 1) Gopal is rich. He is very unhappy-Gopal is rich **yet** he is very unhappy
- 2) Sheela worked hard. She failed- Sheela worked hard **but** she failed
- 3) Raju went to Chennai. Sheela went to Mumbai- Raju went to Chennai **and** Sheela went to Mumbai

Note: In the above example we find that the words ‘yet’, ‘but’ and ‘and’ are joining the two separate sentences into one single sentence. Such joining words are called ‘conjunctions’

**Interjections:** A word which expresses some sudden feeling of joy, delight, surprise, pains fear, etc. is called an interjection

Eg: **Hello Alas! Bravo! Hurrah! Hush! Ah! Oh! Eh!**

## **ARTICLES**

- 1) Articles are (3) three in numbers They are A, an, the
- 2) They are grammatically called Demonstrative Adjectives
- 3) They are divided into two groups or kinds
  - 1) Indefinite Articles (A, An) 2) Definite Articles (The)

**Indefinite Articles:** A, An are called indefinite Articles because they do not show a person or a thing or a place / definitely / specifically

Eg: There is a boy in the ground I saw a film last night

I have an uncle in USA

### **USE OF 'A'**

A is used:

- 1) Before the words beginning with a consonantal sound.

Example: a bat, a dog, a fan, a jar, a king, a zebra, a pen, a van, a year any

- 2) Before the words beginning with certain vowels which give a consonantal sound. A, e, I, o, u

Example: O – consonantal sound.

- a) A one rupee note
- b) A one man commission

Example: U – consonantal sound.

- a) A University,
- b) a union,
- c) a uniform, a unity

### **USE OF 'AN'**

1) Before the words beginning with a vowel sound a, e, i, o, u  
an axe, an egg, an Indian, an orphan, an uncle, an ape, an engineer, an igloo, an orange, an ulcer, an oak tree, an umpire

2) Before the silent 'h' words:

Eg: an (h) our      an (h)onest man

**An** (h)onour **An** (h)onorary President

An (h)eir      an (h)eir ess Special words:

A (E)uropean, a (E)ucalyptus tree

(only sounds which as vowel) An MCA student      an Nec cadet

An MCA      a BCA Student

An RTC bus a HEC student

**An** MP doctor      a BPC student

## USE OF 'THE'

The is used:

**1) Before the things which are only once their kind**

Eg: The sun, The moon, The sky, the fire the water, the east, (all the directories) the earth, (all planets) the world

**3) Before the names of the rivers**

The Godavari, The Krishna The Ganga, The Amazon, The Nile etc...

**3) Before the names of seas:**

Eg: The Arabian Sea, the boy of Bengal, the red sea, the black sea etc...

**4) Before the names of Oceans:**

Eg: The pacific the atlantic, the Indian quar

**5) Before the names of canals**

Eg: the suer canal, the Panama Canal, the K.C. canal, the SLBC 6) Before the names of mountain Ranges:

Eg: The Himalayas, the Aravalli the alps the Rocky Mountains Note: No article is used before the names of single mountains Eg: The Everest, the kanchana ganga etc.

**7) Before the names of groups of island:**

Eg: The Andamans, the Lakshadweep The Maldives

**Note: No articles is used before a single island.**

**8) Before the names of newspapers / magazines**

Eg: The Hindu, The Indian Express etc...

**9) Before the names of countries**

Eg: the USA, The UK, The UAE

**10) Before the popular & religious books**

Eg: The Gitanjali, The paradise lost, etc... The Maheprsthi, the Gita The quran

**11) Before the ordinals:**

Eg: the first, the second, the third, the fourth

**12) Before the superlatives:**

Eg: The strongest, the cleverest, the tallest, the best etc..

**13) Before the names of musical instruments after the verbs like and play** Eg: I like the guitar very much

She plays the violin very sweet

**14) Before the names of parts of the body and one's clothing**

Eg: The nose, the mouth, the hands, the face etc..

**15) Before the words indicating times**

Eg: in the moring in the day

In the afternoon in the night In the evening in the month of  
june In the year 2001

**16) before the important offices and places in a town /city**

Eg: The Court The MRO's office

The collectorate The social welfare office

The clock tower    The railway / police station

**17) Before the historical events**

Eg: The quit India Movement    The Industrial Revolution The Seproy  
Meeting    The Green Revolution The Dandy march  
The first world war

**18) Before an Adjective to make it plural nouns:**

Rich, the rich, the rich people  
Poor, the poor, the poor people Needy, the needy, the needy people  
Suffering, the suffering, the suffering people Blind, the blind, the blind  
people  
Educated, the educated, the educated people

**19) As an adverb to indicate a proportionate increase**

Eg: The older we grow, the wiser become  
The higher, we climb, the closer it gets  
The earlier we start, the sooner we reach

**20) Before the plurals:**

Eg: The boys, the books, the pens

**21) Before the already mentioned persons / places/things**

Eg: Once there a king. The king had no children there is a fan in the class.  
The fan is out of order 2

**2) Before the particular persons / places / things**

Eg: I saw the film last night Please come & sit on the chair We bought the  
book yesterday

The collection visited the place of murder

**23) Before the proper Nouns when we compare them Proper Noun:**

All particular names of persons / place Eg: He is a sri sri

He is a Hitler

He is an Amitabh He is a birla

Bombay is the Manchester of India Kalidasa was the shake spare of India  
Kashmir is the Switzerland of India

### **Omission of Articles:**

No Articles is used:

#### **1) Before the proper noun**

Tagore was a great poet

I spoke to Srinivas

Delhi is the capital of India They came here from Mumbai

#### **2) Before the names of days, months, seasons, diseases, games, metals, materials, languages, meals, single, mountains etc...**

Eg: on Sunday, in April On Friday, in July

In the summer (but in the summer season) In the winter (but in the winter season) The cancer, the hockey, the gold

The malaria, the cricket, the silver (but the gold chain & silver plate) The cotton (but a cotton shirt)

The English (but the English language) The wool (but the wool trainers)

The wood (but the wood furniture) The Tamil (but, the Tamil language) The breakfast, the Everest

#### **3) Before the Nouns:**

Schools, colleges, church, hospital, prison, market, etc.. when they are visited in their own purpose

Eg: I am going to the college. (but) my father is going to the college to pay the fee

David goes to the church every Sunday (but) I, went to the church to meet the priest

The injured were rushed to the Hospital (but) he went to the hospital to see the injured



The criminal was sent to the prison. The minister went to the prison to see the condition of it

**4) No. 'a' or 'an' is used after "kind of "sort of "**

(W) What kind of a pen is it?

(R) what kind of pen is it?

(W) what sort of a girl is she?

(R) what sort of girl is she?

**5) No articles are used before "man" when used in broad sense**

Eg: (W) The man is mortal (W) The man is a social animal

(R) man is mortal (R) Man is a social animal.

<u>Present tense or base form</u>	<u>Present participle of ing form</u>	<u>Past tense form</u>	<u>Past participle form</u>
Go	Going	Went	Gone
Do	Doing	Did	Done
Drink	Drinking	Drank	Drunk
Arise	Arising	Arose	Arisen
Bear	Bearing	Bore	Borne
Bite	biting	bit	Bitten
Blow	Blowing	Blew	Blown
Break	Breaking	Broke	Broken
Choose	Choosing	Chose	Chosen
Draw	Drawing	Draw	Drawn
Eat	Eating	Ate	Eaten
Fly	Flying	Flew	Flown
Forget	Forgetting	Forgot	Forgotten
Freeze	Freezing	Froze	Frozen
Grow	Growing	Grow	Grown
Hide	Hiding	Hid	Hidden
Know	Knowing	Knew	Known
Ring	Ring	Rang	Rung
Rise	Rising	Rose	Risen
<b><u>II. verbs in which the two parts are identical</u></b>			
Become	Becoming	Became	Became
Beat	Beating	Beat	Beaten
Buy	Buying	Bought	Bought

Burn	Burning	Brought	Brought
Catch	Catching	Caught	Caught
Did	Digging	Dug	Dug
Dream	Dreaming	Dreamt	Dreamt
Fight	Fighting	Fought	Fought
Flee	Fleeing	Fled	Fled
Hold	Holding	Held	Held
Have	Having	Had	Had
Kneel	Kneeling	Knelt	Knelt
Lead	Leading	Led	Led
Leave	Leaving	Left	Left
Learn	Learning	Learnt	Learnt
Lend	Lending	Lend	Lend
Mak	Making	Made	Made
Meet	Meeting	Met	Met
Pay	Paying	Paid	Paid
Send	Sending	Sent	Sent
Sweep	Sweeping	Swept	Swept
Wind	Winding	Wound	Wound
Grind	Grinding	Grind	Grind

### **III. Verbs in which all the three forms are identical**

Broadcast	Broad casting	Broad cast	Broad cast
Telecast	Telecasting	Telecast	Telecast
Hit	Hitting	Hit	Hit
Hurt	Hurting	Hurt	Hurt
Cut	Cutting	Cut	Cut
Cost	Costing	Cost	Cost
Cast	Casting	Cast	Cast
Knit	Knitting	Knit	Knit
Quite	Quitting	Quite	Quite
Set	Setting	Set	Set
Spread	Spreading	Spread	Spread
Split	Splitting	Split	Split
Thrust	Thrusting	Thrust	Thrust
Read	Reading	Read	Read
Put	Putting	Put	Put

### **IV –ed verbs**

Walk	Walking	Walked	Walked
Ask	Asking	Asked	Asked
Fail	Failing	Failed	Failed
Order	Ordering	Ordered	ordered

## **DEGREES OF COMPARISON**

### **Adjectives:**

Hari is a strong boy (N)

Latha is a weak girl (N) The Ganga is a holy river (N) It is a poisonous snake (N)

Notes: 1) In the above example, the words - strong, weak, long, and poisonous are describing the nouns. – boy, girl, river, and snake respectively.

Such nouns: - describing words are known as Adjectives

2) Each & every descriptive adjective has three forms known as degrees.

I(a) Small Adjectives – having, one or two syllables (units) follow the ‘-er’ and ‘-est’ rule

<b>Positive Degree (P.D)</b>	<b>Comparative Degree (C.D)</b>	<b>Superlative Degree (S.D)</b>
Tall	Taller	Tallest
Weak	Weaker	Weakest
Cool	Cooler	Coolest
Strong	Stronger	Strongest
High	Higher	Highest
Clever	Cleverer	Cleverest
Common	Commoner	Commonest

Now we should add only ‘-r’ or ‘-st’ because in the end of the word has –e, end with ‘e’

Large    Larger    Largest

d) t,d, g, m,n, get double (when proceeded by a vowel). Before adding ‘-er’ and ‘-est’ Eg:

Fat	Fatter	Fattest
Sad	Sadder	Saddest
Big	Bigger	Biggest
Slim	Slimmer	Slimmest
Thin	Thinner	Thinnest

**The big adjectives having two or more syllables follow the more & most.**

Eg:

Beautiful	More beautiful	Most beautiful
Wonderful	More wonderful	Most wonderful
Remarkable	More remarkable	Most remarkable
Surprising	More surprising	Most surprising
Splendid	More splendid	Most splendid

c) The last y should be turned in the y before adding ‘-er’ and ‘-est’ Eg:

Happy	Happier	Happiest
Dirty	Dirtier	Dirtiest
Lazy	Lazier	Laziest
Lovely	Lovelier	Loveliest
Dry	Drier	Driest
Mighty	Mightier	Mightiest

Common	More common	Most common
Handsome	More handsome	Most handsome

### **III) Irregular Adjectives:**

Good/ well	better	best	} not follow my above rule
Bad / ill	worse	worst	
Little	less	least	
Much	more	most	
Many			

## **METHOD – I**

Type – A

- 1) CD – Rajesh is stronger than Mohan  
PD – Mohan is not so strong as Rajesh
- 2) CD – India is larger than Italy  
PD – Italy is not so larger as India
- 3) PD – Ooty is not cool as Kodaikanal  
CD – Kodaikanal is cooler than Ooty

### **Type: - B**

- 1) CD- Mumbai is not bigger than Calcutta  
PD – Calcutta is as bigger as Mumbai
- 2) CD – Iron is not more useful than copper  
PD – Copper is as useful as Iron
- 3) PD: Harish is as clever as Ravi  
CD – Ravi is not cleverer than Harish

## **METHOD----II**

- 1) S.D. – Mohan is the cleverest boy in the class  
     CD – Mohan is cleverer than any other boy in the class  
     PD – No other boy in the class is so clever as Mohan
- 2) SD – The Hindu is the most popular newspaper in India  
     CD – The Hindu is more popular newspaper in India  
     PD – No, other newspaper in India is so popular as the Hindu
- 3) SD- Kashmir is the most beautiful place in India  
     CD- Kashmir is more beautiful than any other place.  
     PD – No other place in India is as beautiful as Kashmir

### **METHOD – III**

- 1) SD – Rakesh is one of the strongest boys in the class  
     CD – Rakesh is stronger than most / many other boys in the class  
     PD – Very few boys in the class are as strong as Rakesh
- 2) SD- London is one of the biggest cities in the world  
     CD – London is bigger than many other cities in the world  
     PD – Very few cities in the world are as big as London
- 3) SD – Ooty is one of the coolest places in the south Asia  
     CD – Ooty is cooler than many other places  
     PD – very few places in the south Asia are as cool as Ooty.

### **SPEECH/ CHANGE OF NARRATION/DIRECT-INDIRECT SPEECH**

(The way of reporting a statement) Speech of two types:

Direct speech- Mohan said, “I am going to college.”

Indirect speech- Mohan said that he was going to college.

Note: 1) In the direct speech, we report the actual words of a speaker using the inverted commas.

2) In the indirect speech, we report only the meaning of the words of a person without using the inverted commas

Note: when the reporting verb is in the past time (said) the following two rules, should be reported very carefully.

1) All the present tense of the direct speech, shall be changed into their corresponding past time in the indirect speech

<u>Simple present</u>	<u>simple past</u>
<u>Present continuous</u>	<u>past continuous</u>
<u>Present perfect</u>	<u>past perfect</u>
<u>Present perfect continuous</u>	<u>past perfect continuous</u>
<u>Simple past</u>	<u>Past perfect</u>
<u>Past continuous</u>	<u>Past perfect continuous</u>

Am is	was
Are	were
Has, have	had
Was, were	had been
Shall	should
Will	would
Can	could
May	might
Must	must

2) All the words indicating nearness in the direct speech, should be changed into the words indicating distance in the indirect speech

This- that

These- those

Here- there

Now- then

Ago- before

Today- that day

Tonight- that night

Yesterday- the previous day

Tomorrow- the next day

Last night- the previous night

### **Rule No 2.**

1<sup>st</sup> Person pronoun of Reported speech is changed according to the Subject of Reporting verb.

Direct: She says, “I am in tenth class.”

Indirect: She says that she is in tenth class.

### **Rule No 3.**

2<sup>nd</sup> Person pronoun of Reported speech is changed according to Object of Reporting verb.

Direct: She says to me, “you have done your work”

Indirect: She tells me that I have done my work.

Direct: She says to her, “You have done your work”

Indirect: She tells her that she has done her work.

Direct: I say to them, “you have done your work.”

Indirect: I tell them that they have done their work.

Rule No 3.

3<sup>rd</sup> Person Pronoun of Reported speech is not changed.

Direct: He says, “He does not work hard”

Indirect: He says that he does not work hard.



#### **Rule No 4.**

3<sup>rd</sup> Person Pronoun of Reported speech is not changed.

Direct: He says, “He does not work hard”

Indirect: He says that he does not work hard.

#### **Rules of change of verb or Tense**

##### **Rule No.1**

If reporting verb is given in **Present** or **Future** tense then there will be no change in the verb or tense of Reported speech.

Direct: The teacher says, “Gayatri performs on the stage”

Indirect: The teacher says that Gayatri performs on the stage.

Direct: The teacher is saying, “Gayatri performs on the stage”

Indirect: The teacher is saying that Gayatri performs on the stage.

Direct: The teacher will say, “Gayatri is performing on the stage”

Indirect: The teacher will say that Gayatri is performing on the stage.

##### **Rule No.2**

If reporting verb is given in **Past tense** then the tense of the verb of Reported Speech will change into corresponding Past tense.

Direct: The teacher said, “I am suffering from fever.”

Indirect: The teacher said that she was suffering from fever.

Direct: She said to me, “I took the breakfast in the morning”.

Indirect: She told me that she had taken the breakfast in the morning.

Corresponding Changes to past form in an indirect speech from the verb in Reported speech.

1. **Simple present** changes to **Simple Past**
2. **Present Continuous** changes to **Past Continuous**

3. **Present Perfect** changes to **Past Perfect**
4. **Present Perfect Continuous** changes to **Past Perfect Continuous**
5. **Simple Past** changes to **Past Perfect**
6. **Past Continuous** changes to **Past Perfect Continuous**
7. **In Future Tense will/Shall** changes to **would**
8. **Can** changes to **Could**
9. **May** changes to **Might**

**If Reporting speech has Universal Truth or Habitual fact then there is no change in the Tense.**

**Direct: Our teacher said, “The earth is round”**

**Indirect: Our teacher said that the earth is round. (Universal Truth)**

## **Type No 2. Interrogative Sentences**

### **Rule 1**

- An interrogative sentence is meant to ask questions, therefore, Reporting verb said/said to is changed to asked.
- Said to can also be changed into enquired or demanded

### **Rule 2**

- If question is formed with the help of any of the helping verbs like is/are/am, was/were, has/have, do/does, will/would etc then “\_\_\_” are to be replaced by if or whether
- If the question is formed with the help of words starting with “Wh” like who, whose, what, whom, when etc (also known as W family) or How then to replace “\_\_\_” no conjunction is used.

### **Rule 3**

- In these sentences question form of the sentence is removed and full-stop is put at the end of the sentence.
- Helping verb is /are/am, was/were etc should be put after the subject.
- If the interrogative sentence is expressing positive feeling then do/does of the Direct speech is removed while converting it into Indirect speech.
- If the interrogative sentence is expressing negative feeling then do/does of the Direct speech is changed into did while converting it into Indirect speech.
- Did or has/have the interrogative sentence is changed to had.

### **VOICE CHANGE-**

What is voice?

- Voice is a grammatical category that applies to the verb in a sentence. It shows the relationship between the doer of an action (subject) and the receiver of that action (object).
- The action remains the same, but the focus changes depending upon the context. For example: Do not cross the line. (direct, crisp and to the point) You must not cross the line. (indirect & polite with firmness)
- There are two types of voices in English- active voice and passive voice.

### **Active Voice**

- Focuses on the subject
- Direct
- Unambiguous

- Easy to understand
- Useful in delegating responsibilities, giving orders to an individual or to a small group.

Using active voice makes meaning clear for the readers/listeners and keeps the sentence from being complicated and wordy.

### **Passive Voice:**

- Subject is unknown
- Indirect
- Ambiguous
- Unclear Usage:
- When the subject is unknown, unimportant and obvious
- To make polite statement and is used for general announcements. For example, in airports, railway station etc.
- Risk of sounding boastful
- When the action is more important than the “Agent” [Agent = one who does the action].

### **RULES:**

- Only sentences containing transitive verbs [verbs that takes one or more than one object(s). For example, paint, write, eat, clean, etc.] can be changed from active voice to passive voice. A subject—that is, a ‘doer’ of the action—is required to change a sentence from the passive to the active voice.

Agatha Christie wrote the book. - ACTIVE (A)

The book was written by Agatha Christie. - PASSIVE(P)

- For the Simple Present Tense use am, is or are with a Past Participle to form the Passive Voice.

Once a week, Tom cleans the house. (A)

Once a week, the house is cleaned by Tom. (P)

The waiter carries the trays. (A)

The trays are carried by the waiter. (P)

- For the Simple Past Tense, use was or were with a Past Participle to form the Passive Voice.

Dad drove us home.

We were driven home by Dad.

- For the Present Continuous Tense, use **am, is or are** with '**being**' followed by a Past Participle, to form the Passive Voice.

The waves are washing away the sandcastle.

The Sandcastle is being washed away by the waves.

- For the Past Continuous Tense, use **was or were** with '**being**', followed by a Past Participle, to form the passive voice.

Jimmy was making our costumes.

Our costumes were being made by Jimmy.

- For the Future Tense, use **shall or will with be**, followed by a Past Participle, to form the Passive Voice.

The choir will sing the next hymn.

The next hymn will be sung by the choir.

- For the Present Perfect Tense, use **have or has** with '**been**', followed by a Past Participle, to form the Passive Voice.

Ali has scored two goals.

Two goals have been scored by Ali.

- For the Past Perfect Tense, use **had** with **been**, followed by a Participle, to form the passive voice.

The hunter had caught a fox.

A fox had been caught by the hunter.

- “Do” verbs: The do-verb is used for interrogative and negative sentences. To change an interrogative sentence with ‘do’ from active voice form into passive voice form, use – Is/are/am +object of the active verb + past participle form of the verb + by + subject of the passive verb

Do you speak French? (A)

Is French spoken by you? (P)

Does she speak French? (A)

Is French spoken by her? (P)

Does she do her duties? (A)

Are her duties done by her? (P)

- Interrogatives: Wh- questions and how In wh- questions and how, do not change their beginning position when the sentence is changed from the active to the passive. Except for, who changes to by whom in the passive; (by) whom changes to who in the passive.

Whom did you laugh at?

Who was laughed at by you?

Who took the book?

By whom was the book taken?

Why did he punish you?

Why were you punished by him?

Can- Active Voice Passive Voice

Can you play a violin?

Can a violin be played by you?

Can anyone cure it?

Can it be cured?

### **Imperatives: request, order, advice, suggestion, prohibition**

The imperative sentence in the passive voice has the following structure:

#### **Let + object + be + past participle**

Pick up the box.

Let the box be picked up.

Bring it home.

Let it be brought home.

- c) When the emphasis is on the person addressed to, the sentence can begin with you.

Be patient, please!

You are requested to be patient.

Be in the queue.

You are requested to be in the queue.

When the active voice begins with do not, the passive voice has the following structure:

#### **Let not + object + be + past participle**

Don't let the door open.

Let not the door be opened.

Do not beat the dog.

Let the dog not be beaten.

- d) The passive form has to begin with you, when the object of the verb in the active voice is not given.

Work hard.

You are advised to work hard

- e) In sentences where God is invoked the passive voice will be as follows:

Active: May God bless you!

Passive: May you be blessed by God!

<b>Active Voice</b>	<b>Different Verbs and tenses</b>	<b>Passive Voice</b>	<b>Structural Patterns when changed into Passive Voice</b>
He writes the letters	<i>Present Simple</i>	<i>The letters are written by him</i>	S+ am /is/are+ ptcp
He wrote the letters	<i>Past simple</i>	<i>The letters were written by him</i>	S+ was/were+ ptcp
He is writing the letters	<i>Present Continuous</i>	<i>The letters are being written by him</i>	S+ is/are + being+ ptcp
He was writing the letter	<i>Past Continuous</i>	<i>The letters were being written by him.</i>	S+ were + being+ Ptcp
He will write the letters	<i>Future Simple</i>	<i>The letters will be written by him</i>	S+ will be + ptcp
He has written the letters	<i>Present Perfect Tense</i>	<i>The letters have been written by him.</i>	S+ have/has +been+ ptcp



He had written the letters.	<i>Past Perfect Tense</i>	<i>The letters had been written by him</i>	S+ had +been +ptcp
He must write the letters	<i>Modal</i>	<i>The letters must be written by him</i>	S+ must+ be +ptcp

## **IDIOMS**

English idioms, proverbs, and expressions are an important part of everyday English. They come up all the time in both written and spoken English. Because idioms don't always make sense literally, you'll need to familiarize yourself with the meaning and usage of each idiom.

<b>Idiom</b>	<b>Meaning</b>	<b>Usage</b>
A blessing in disguise	a good thing that seemed bad at first	as part of a sentence
A dime a dozen	Something common	as part of a sentence
Beat around the bush	Avoid saying what you mean, usually because it is uncomfortable	as part of a sentence
Better late than never	Better to arrive late than not to come at all	by itself
Bite the bullet	To get something over with	as part of a

<b>Idiom</b>	<b>Meaning</b>	<b>Usage</b>
	because it is inevitable	sentence
Break a leg	Good luck	by itself
Call it a day	Stop working on something	as part of a sentence
Cut somebody some slack	Don't be so critical	as part of a sentence
Cutting corners	Doing something poorly in order to save time or money	as part of a sentence
Easy does it	Slow down	by itself
Get out of hand	Get out of control	as part of a sentence
Get something out of your system	Do the thing you've been wanting to do so you can move on	as part of a sentence
Get your act together	Work better or leave	by itself
Give someone the benefit of the doubt	Trust what someone says	as part of a sentence

<b>Idiom</b>	<b>Meaning</b>	<b>Usage</b>
Go back to the drawing board	Start over	as part of a sentence
Hang in there	Don't give up	by itself
Hit the sack	Go to sleep	as part of a sentence
It's not rocket science	It's not complicated	by itself
Let someone off the hook	To not hold someone responsible for something	as part of a sentence
Make a long story short	Tell something briefly	as part of a sentence
Miss the boat	It's too late	as part of a sentence
No pain, no gain	You have to work for what you want	by itself
On the ball	Doing a good job	as part of a sentence

<b>Idiom</b>	<b>Meaning</b>	<b>Usage</b>
Pull someone's leg	To joke with someone	as part of a sentence
Pull yourself together	Calm down	by itself
So far so good	Things are going well so far	by itself
Speak of the devil	The person we were just talking about showed up!	by itself
That's the last straw	My patience has run out	by itself
The best of both worlds	An ideal situation	as part of a sentence
Time flies when you're having fun	You don't notice how long something lasts when it's fun	by itself
To get bent out of shape	To get upset	as part of a sentence
To make matters worse	Make a problem worse	as part of a sentence

<b>Idiom</b>	<b>Meaning</b>	<b>Usage</b>
Under the weather	Sick	as part of a sentence
We'll cross that bridge when we come to it	Let's not talk about that problem right now	by itself
Wrap your head around something	Understand something complicated	as part of a sentence
You can say that again	That's true, I agree	by itself
Your guess is as good as mine	I have no idea	by itself

<b>Idiom</b>	<b>Meaning</b>	<b>Usage</b>
A bird in the hand is worth two in the bush	What you have is worth more than what you might have later	by itself
A penny for your thoughts	Tell me what you're thinking	by itself

Idiom	Meaning	Usage
A penny saved is a penny earned	Money you save today you can spend later	by itself
A perfect storm	the worst possible situation	as part of a sentence
A picture is worth 1000 words	Better to show than tell	by itself
Actions speak louder than words	Believe what people do and not what they say	by itself
Add insult to injury	To make a bad situation worse	as part of a sentence
Barking up the wrong tree	To be mistaken, to be looking for solutions in the wrong place	as part of a sentence
Birds of a feather flock together	People who are alike are often friends (usually used negatively)	by itself
Bite off more than you can chew	Take on a project that you cannot finish	as part of a sentence
Break the ice	Make people feel more comfortable	as part of a sentence

Idiom	Meaning	Usage
By the skin of your teeth	Just barely	as part of a sentence
Comparing apples to oranges	Comparing two things that cannot be compared	as part of a sentence
Costs an arm and a leg	Very expensive	as part of a sentence
Do something at the drop of a hat	Do something without having planned beforehand	as part of a sentence
Do unto others as you would have them do unto you	Treat people fairly. Also known as "The Golden Rule"	by itself
Don't count your chickens before they hatch	Don't count on something good happening until it's happened.	by itself
Don't cry over spilt milk	There's no reason to complain about something that can't be fixed	by itself
Don't give up your	You're not very good at	by itself

Idiom	Meaning	Usage
day job	this	
Don't put all your eggs in one basket	What you're doing is too risky	by itself
Every cloud has a silver lining	Good things come after bad things	by itself
Get a taste of your own medicine	Get treated the way you've been treating others (negative)	as part of a sentence
Give someone the cold shoulder	Ignore someone	as part of a sentence
Go on a wild goose chase	To do something pointless	as part of a sentence
Good things come to those who wait	Be patient	by itself
He has bigger fish to fry	He has bigger things to take care of than what we are talking about now	by itself
He's a chip off the old block	The son is like the father	by itself
Hit the nail on the	Get something exactly	by itself



Idiom	Meaning	Usage
head	right	
Ignorance is bliss	You're better off not knowing	by itself
It ain't over till the fat lady sings	This isn't over yet	by itself
It takes one to know one	You're just as bad as I am	by itself
It's a piece of cake	It's easy	by itself
It's raining cats and dogs	It's raining hard	by itself
Kill two birds with one stone	Get two things done with a single action	by itself
Let the cat out of the bag	Give away a secret	as part of a sentence
Live and learn	I made a mistake	by itself
Look before you leap	Take only calculated risks	by itself
On thin ice	On probation. If you make another mistake, there will be trouble.	as part of a sentence

<b>Idiom</b>	<b>Meaning</b>	<b>Usage</b>
Once in a blue moon	Rarely	as part of a sentence
Play devil's advocate	To argue the opposite, just for the sake of argument	as part of a sentence
Put something on ice	Put a projet on hold	as part of a sentence
Rain on someone's parade	To spoil something	as part of a sentence
Saving for a rainy day	Saving money for later	as part of a sentence
Slow and steady wins the race	Reliability is more important than speed	by itself
Spill the beans	Give away a secret	as part of a sentence
Take a rain check	Postpone a plan	as part of a sentence
Take it with a grain of salt	Don't take it too seriously	as part of a sentence

Idiom	Meaning	Usage
The ball is in your court	It's your decision	by itself
The best thing since sliced bread	A really good invention	as part of a sentence
The devil is in the details	It looks good from a distance, but when you look closer, there are problems	by itself
The early bird gets the worm	The first people who arrive will get the best stuff	by itself
The elephant in the room	The big issue, the problem people are avoiding	as part of a sentence
The whole nine yards	Everything, all the way.	as part of a sentence
There are other fish in the sea	It's ok to miss this opportunity. Others will arise.	by itself
There's a method to his madness	He seems crazy but actually he's clever	by itself

Idiom	Meaning	Usage
There's no such thing as a free lunch	Nothing is entirely free	by itself
Throw caution to the wind	Take a risk	as part of a sentence
You can't have your cake and eat it too	You can't have everything	by itself
You can't judge a book by its cover	This person or thing may look bad, but it's good inside	by itself

Idiom	Meaning	Usage
A little learning is a dangerous thing	People who don't understand something fully are dangerous	by itself
A snowball effect	Events have momentum and build upon each other	as part of a sentence
A snowball's chance in hell	No chance at all	as part of a sentence

Idiom	Meaning	Usage
A stitch in time saves nine	Fix the problem now because it will get worse later	by itself
A storm in a teacup	A big fuss about a small problem	as part of a sentence
An apple a day keeps the doctor away	Apples are good for you	by itself
An ounce of prevention is worth a pound of cure	You can prevent a problem with little effort. Fixing it later is harder.	by itself
As right as rain	Perfect	as part of a sentence
Bolt from the blue	Something that happened without warning	as part of a sentence
Burn bridges	Destroy relationships	as part of a sentence
Calm before the storm	Something bad is coming, but right now it's calm	as part of a sentence

<b>Idiom</b>	<b>Meaning</b>	<b>Usage</b>
Come rain or shine	No matter what	as part of a sentence
Curiosity killed the cat	Stop asking questions	by itself
Cut the mustard	Do a good job	as part of a sentence
Don't beat a dead horse	Move on, this subject is over	by itself
Every dog has his day	Everyone gets a chance at least once	by itself
Familiarity breeds contempt	The better you know someone the less you like him	by itself
Fit as a fiddle	In good health	as part of a sentence
Fortune favours the bold	Take risks	by itself
Get a second wind	Have more energy after having been tired	as part of a sentence
Get wind of	Hear news of	as part of

Idiom	Meaning	Usage
something	something secret	a sentence
Go down in flames	Fail spectacularly	as part of a sentence
Haste makes waste	You'll make mistakes if you rush through something	by itself
Have your head in the clouds	Not be concentrating	as part of a sentence
He who laughs last laughs loudest	I'll get you back for what you did	by itself
Hear something straight from the horse's mouth	Hear something from the person involved	as part of a sentence
He's not playing with a full deck	He's dumb	by itself
He's off his rocker	He's crazy	by itself
He's sitting on the fence	He can't make up his mind	by itself
It is a poor workman who blames his tools	If you can't do the job, don't blame it on others	by itself

Idiom	Meaning	Usage
It is always darkest before the dawn	Things are going to get better	by itself
It takes two to tango	One person alone isn't responsible. Both people are involved.	by itself
Jump on the bandwagon	Follow a trend, do what everyone else is doing	as part of a sentence
Know which way the wind is blowing	Understand the situation (usually negative)	as part of a sentence
Leave no stone unturned	Look everywhere	as part of a sentence
Let sleeping dogs lie	Stop discussing an issue	as part of a sentence
Like riding a bicycle	Something you never forget how to do	as part of a sentence
Like two peas in a pod	They're always together	as part of a sentence
Make hay while the sun shines	Take advantage of a good situation	as part of a sentence



Idiom	Meaning	Usage
On cloud nine	Very happy	as part of a sentence
Once bitten, twice shy	You're more cautious when you've been hurt before	by itself
Out of the frying pan and into the fire	Things are going from bad to worse	by itself
Run like the wind	Run fast	as part of a sentence
Shape up or ship out	Work better or leave	by itself
Snowed under	Busy	as part of a sentence
That ship has sailed	It's too late	by itself
The pot calling the kettle black	Someone criticizing someone else he is just as bad	as part of a sentence
There are clouds on the horizon	Trouble is coming	by itself
Those who live in glass houses	People who are morally questionable shouldn't	by itself

Idiom	Meaning	Usage
shouldn't throw stones	criticize others	
Through thick and thin	In good times and in bad times	as part of a sentence
Time is money	Work quickly	by itself
Waste not, want not	Don't waste things and you'll always have enough	by itself
We see eye to eye	We agree	by itself
Weather the storm	Go through something difficult	as part of a sentence
Well begun is half done	Getting a good start is important	by itself
When it rains it pours	Everything is going wrong at once	by itself
You can catch more flies with honey than you can with vinegar	You'll get what you want by being nice	by itself
You can lead a horse to water, but you	You can't force someone to make the	by itself

Idiom	Meaning	Usage
can't make him drink	right decision	
You can't make an omelet without breaking some eggs	There's always a cost to doing something	by itself

### **PHRASAL VERB**

Phrasal verb is the name given to an English verb which is composed of two or three words. One verb is combined with a preposition (like on, in, under) or an adverb (like up, down, away). Sometimes a phrasal verb can have a meaning that is very different to the meaning of at least one of those two or three words separately.

Phrasal Verb	Meaning	Examples
<b>Abide by</b>	respect or obey. (the law, a decision, a rule)	If you want to stay at this school, you must abide by the rules.

<b>Account for</b>	explain, give a reason	I hope you can account for the money you spent!
<b>Add up</b>	make sense, seem reasonable	Her story just doesn't add up.
<b>Advise against</b>	recommend not doing something	The doctor advised him against carrying heavy loads.
<b>Agree with</b>	have the same opinion as somebody else.	I agree with you. I think she deserves the award too.
<b>Aim at</b>	point something in the direction of a target	The policeman aimed his gun at the hijacker.

<b>Allow for</b>	take into consideration, include in a calculation	You'd better leave early to allow for traffic jams.
<b>Appeal to</b>	1. plead or make an earnest request 2. be attractive or interesting	1. The organizers appealed to the crowd to stay calm. 2. A trekking holiday doesn't appeal to me.
<b>Apply for</b>	make a formal request for something, (job, permit, loan etc.)	He applied for the job he saw advertised in the newspaper.

<b>Avail (oneself ) of</b>	take advantage of something (an opportunity)	When the company is privatized, you should avail yourself of the opportunity and buy some shares.
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## List of Phrasal Verbs – 2

*Phrasal verbs starting with letter B*

<b>Phrasal Verb</b>	<b>Meaning</b>	<b>Examples</b>
<b>Back away</b>	move backwards, in fear or dislike	When he saw the dog, he backed away.
<b>Back down</b>	withdraw, concede defeat	Local authorities backed down on their plans to demolish the building.

<b>Back up</b>	<ol style="list-style-type: none"> <li>1. give support or encouragement</li> <li>2. make a copy of (file, program, etc.)</li> </ol>	<ol style="list-style-type: none"> <li>1. If I tell the boss we've got too much work, will you back me up?</li> <li>2. It is recommended to back up all files in a secure location.</li> </ol>
<b>Bail out</b>	<ol style="list-style-type: none"> <li>1. pay money to secure someone's release</li> <li>2. rescue from financial difficulties</li> </ol>	<ol style="list-style-type: none"> <li>1. When he was arrested, his family refused to bail him out.</li> <li>2. The government bailed out the bank.</li> </ol>
<b>Bank on</b>	base your hopes on someone/something	Don't forget the date. I'm banking on your help.
<b>Boil down to</b>	be summarized as	The problem boils down to a lack of money.
<b>Boot up</b>	start a computer by loading an operating system or program.	Just give me a few minutes to boot up the computer.
<b>Break away</b>	escape from captivity	A few horses broke away from the paddock.
<b>Break</b>	1. go out of order, cease to	1. Nitish's car broke

<b>down</b>	function 2. lose control of one's emotions	down so he had to take the bus. 2. The parents broke down when they heard the bad news.
<b>Break into</b>	enter by force	Burglars broke into the house around midnight.
<b>Break out</b>	start suddenly	Rioting broke out as a result of the strike.
<b>Break out of</b>	escape from a place by force	Three prisoners broke out of jail.
<b>Break up</b>	come to an end (marriage, relationship)	After her marriage broke up, Seema went to live in London.
<b>Bring up</b>	raise (a child)	She stopped working in order to bring up her children.
<b>Brush up on</b>	improve, refresh one's knowledge of something	Meena had to brush up on her English before going to America.
<b>Bump into</b>	meet by accident or unexpectedly	Padma bumped into her English teacher at the supermarket.



<b>Burn out</b>	1. stop (something) working 2. become exhausted from over-working	1. The fuse has burnt out. 2. Tom will burn himself out if he doesn't slow down.
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### List of Phrasal Verbs – 3

*Phrasal verbs starting with letter C*

<b>Phrasal Verb</b>	<b>Meaning</b>	<b>Examples</b>
<b>Call back</b>	return a phone call	I'll call you back as soon as possible.
<b>Call off</b>	cancel	The meeting was called off because of the strike.
<b>Call on/upon</b>	formally invite or request	I now call upon the President to address the assembly.
<b>Calm down</b>	become more relaxed, less angry or upset	He was angry at first but he eventually calmed down.
<b>Carry on</b>	continue	He carried on gardening in spite of the rain.
<b>Carry out</b>	1. do something as specified (a plan, an order, a threat) 2. perform or conduct	1. The plan was carried out to perfection. 2. Tests are carried out to determine the efficiency of

	(test, experiment)	a new drug.
<b>Carry over</b>	postpone until later	As regards holidays, can you carry over any days from one year to the next?
<b>Check in</b>	register at a hotel or airport	For security reasons you have to check in two hours before your flight.
<b>Check out</b>	1. pay one's bill and leave (a hotel) 2. investigate	1. Is Mr. Kumar still at the hotel? No, he checked out this morning. 2. I don't know if the address is still valid. I'll check it out.
<b>Clam up</b>	refuse to speak	When the teacher arrived she clammed up.
<b>Clamp down on</b>	act strictly to prevent something	The government has decided to clamp down on smoking in public places.

<b>Come across</b>	1. find by chance 2. appear, seem, make an impression	1. Veena came across some photographs of her grandparents in the store room. 2. The candidate came across as a dynamic person during the interview.
<b>Come forward</b>	present oneself	The police have asked any witnesses to come forward.
<b>Come up against</b>	be faced with or opposed by	The project came up against a lot of criticism.
<b>Count on</b>	rely or depend on (for help)	I'm counting on the taxi driver to find the theatre.
<b>Cross out</b>	remove by drawing a line through	In some exercises, you are asked to cross out the incorrect word.
<b>Cut down on</b>	reduce in number or size	The doctor told him to cut down on cigarettes.
<b>Cut out</b>	1. remove using scissors 2. stop doing something	1. She cut out a picture in a magazine. 2. I'm going to cut out eating between meals.

#### **List of Phrasal Verbs – 4**

*Phrasal verbs starting with letters D-F*

Phrasal Verb	Meaning	Examples
<b>Deal with</b>	handle, take care of (problem, situation)	The manager is good at dealing with difficult customers.
<b>Die down</b>	calm down, become less strong	When the applause died down, she started to sing.
<b>Do without</b>	manage without	The shops are closed so we'll have to do without sugar.
<b>Drag on</b>	last longer than expected	We expected a short speech but it dragged on and on!
<b>Draw up</b>	write (contract, agreement, document)	An agreement was drawn up and signed by the two parties.
<b>Dress up</b>	1. wear elegant clothes 2. disguise oneself	1. Do people dress up to go to the opera in your country? 2. Children love to dress up at Halloween.
<b>Drop in</b>	visit, usually on the way somewhere	I sometimes drop in to see my grandparents on my way home from school.

<b>Drop off</b>	1. deliver someone or something 2. fall asleep	1. I'll drop you off at the bus stop if you like. 2. Granddad often drops off in front of the TV.
<b>Drop out</b>	leave school without finishing	She decided to go to art school then dropped out after the first term.
<b>End in</b>	finish in a certain way; result in	Their marriage ended in divorce.
<b>Ease off</b>	reduce, become less severe or slow down (pain, traffic, work)	After Christmas the workload generally eases off.
<b>End up</b>	finally reach a state, place or action	If he continues his misconduct he'll end up in prison.
<b>Even out</b>	1. eliminate differences of opinion. 2. become level or regular	1. After a long discussion they managed to even out their differences. 2. The road was evened out to make it safer.
<b>Fall through</b>	fail; doesn't happen	Our planned boat trip fell through because of the storm.

<b>Figure out</b>	understand, find the answer	I'm trying to figure out how to assemble the bookshelves.
<b>Fill out</b>	complete (a form/an application)	Please fill out the enclosed form and return it as soon as possible.
<b>Find out</b>	discover or obtain information	I'm going to call the cinema to find out what time the film starts.
<b>Focus on</b>	concentrate on something	The advertising campaign will focus on the quality of the product.

### List of Phrasal Verbs – 5

*Phrasal verbs starting with letter G*

Phrasal Verb	Meaning	Examples
<b>Get along (with)</b>	be on good terms; work well with	I get along (well) with my mother-in-law.
<b>Get at</b>	imply	What exactly are you trying to get at?
<b>Get away</b>	escape	The robbers got away in a black car.

<b>Get by</b>	manage to cope or to survive	It's difficult to get by on a low salary.
<b>Get in</b>	enter	How did the thief get in?
<b>Get into (+noun)</b>	enter	How did the thief get into the house?
<b>Get off</b>	1. leave (bus, train, plane) 2. remove	1. You should get off the bus at the main market of the town. 2. She can't get the stain off her sweater.
<b>Get on</b>	board (bus, train, plane)	You can pay when you get on the bus.
<b>Get on with (something)</b>	continue to do; make progress	Be quiet and get on with your homework.
<b>Get on (well) with (somebody)</b>	have a good relationship with	I get on very well with my colleagues.
<b>Get out</b>	leave	How did he get out?
<b>Get out of (+noun)</b>	leave	How did he get out of the house?

<b>Get out of</b>	avoid doing something	Some husbands manage to get out of doing any housework.
<b>Get over</b>	recover from (illness, disappointment)	My grandmother had pneumonia but she got over it.
<b>Get rid of</b>	eliminate	It's difficult to get rid of old habits.
<b>Get together</b>	meet each other	Let's get together for lunch on day.
<b>Get up</b>	rise, leave bed	I usually get up at 7 o'clock.
<b>Give up</b>	stop doing something	Rajesh gave up smoking 5 years ago.
<b>Go through</b>	experience	Priya went through a lot of pain after the accident.
<b>Grow up</b>	spend one's childhood; develop; become an adult	He grew up in a small village in the mountains.

### **List of Phrasal Verbs – 6**

*Phrasal verbs starting with letters H-L*



Phrasal Verb	Meaning	Examples
<b>Hand in</b>	submit (report, homework)	All application forms must be handed in before the end of the month.
<b>Hand out</b>	distribute	Samples will be handed out at the end of the demonstration.
<b>Hang up</b>	end a phone conversation	"Don't hang up. I haven't finished yet."
<b>Hit at</b>	aim a blow at	He hit at the wasp with the newspaper.
<b>Hit back</b>	retaliate; reply to an attack	When he was attacked by the others, the boy hit back.
<b>Hit on/upon</b>	find unexpectedly or by inspiration	She hit upon an idea for her new collection.
<b>Hold on</b>	1. wait 2. grip tightly	1. "Hold on please. I'll put you through to Mr. Khanna" 2. She held on to the railing as she crossed the bridge.

<b>Hurry up</b>	be quick, act speedily	Hurry up! We'll miss the bus.
<b>Iron out</b>	resolve by discussion, eliminate differences	The meeting tomorrow will be an opportunity to iron out difficulties.
<b>Join in</b>	participate	She was too shy to join in the game.
<b>Join up</b>	1. engage in, become a member of 2. meet and unite with	1. Deven was in the Army and Shekher joined up as soon as he left school. 2. The two groups of tourists joined up at the hotel.
<b>Jot down</b>	take quick notes	I jotted down the address while watching the programme on TV.
<b>Keep on</b>	continue doing something	It told him to be quiet but he kept on making noise.
<b>Keep up with</b>	stay at the same level as someone or something	Karan walks so fast it's difficult to keep up with him.
<b>Kick off</b>	begin, start	The football match kicked

		off at 3 o'clock.
<b>Leave out</b>	omit, not mention	The child's name was left out of the report.
<b>Let down</b>	disappoint	You promised to come to the party, so don't let me down!
<b>Look after</b>	take care of	A babysitter looks after the children when their parents go out.
<b>Look ahead</b>	think of the future	It's time to forget the past and look ahead.
<b>Look down on</b>	consider as inferior	He tends to look down on anyone who is not successful.
<b>Look on</b>	be a spectator at an event	Billu didn't take part in the fight. He just looked on.
<b>Look for</b>	try to find something	Seema went to the shops to look for a pair of shoes.
<b>Look forward to</b>	await or anticipate with pleasure	I look forward to seeing you soon.

<b>Look up to</b>	admire	He was a wonderful teacher and many students looked up to him.
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## List of Phrasal Verbs – 7

### *Phrasal verbs starting with letters M-P*

<b>Phrasal Verb</b>	<b>Meaning</b>	<b>Examples</b>
<b>Make fun of</b>	laugh at/ make jokes about	The old lady dresses so strangely that the kids make fun of her.
<b>Make up</b>	invent (excuse, story)	Some employees make up excuses when they arrive late for work.
<b>Mix up</b>	mistake one thing or person for another	I don't know my neighbours' names yet. I keep mixing them up.
<b>Move in</b>	arrive in a new home or office	You've bought a new house? When are you moving in?
<b>Move out</b>	leave your home/office for another one.	My neighbour is leaving. He's moving out next Saturday.

<b>Nod off</b>	fall asleep	My grandfather often nods off in front of the television.
<b>Note down</b>	write something	I'll call the station and note down the departure times.
<b>Opt out</b>	leave a system or decide not to participate	I enjoy tennis but I'm so busy I had to opt out of the tournament.
<b>Own up</b>	admit or confess something	The boy owned up. He said he kicked the ball through the window.
<b>Pass away</b>	die	The old lady passed away peacefully.
<b>Pass out</b>	faint	She passed out when she heard the bad news.
<b>Pay back</b>	reimburse	I'll lend you Rs. 20 provided you pay me back before the end of the week.
<b>Put off</b>	postpone, arrange a later date	The meeting was put off because of the strike.
<b>Put on</b>	turn on, switch on	Could you put on the light please?

<b>Put out</b>	extinguish	It took a long time to put out the fire.
<b>Put up</b>	accommodate, give somebody a bed	We can put you up if you'd like to come for a week-end.
<b>Pick up</b>	collect somebody	I'll pick you up at the station when you arrive.
<b>Point out</b>	indicate/direct attention to something	She pointed out the mistake.

### List of Phrasal Verbs – 8

*Phrasal verbs starting with letters R-T*

<b>Phrasal Verb</b>	<b>Meaning</b>	<b>Examples</b>
<b>Rely on</b>	count on, depend on, trust	Don't worry. You can rely on me. I can keep a secret.
<b>Rule out</b>	eliminate	The police ruled out political motives.
<b>Run away</b>	escape from a place or suddenly leave	He ran away from home at the age of fourteen.

<b>Run into</b>	meet by accident or unexpectedly (also: bump into)	Sheetal ran into Meera at the shopping centre.
<b>Shop around</b>	compare prices	It's always wise to shop around before buying anything.
<b>Show off</b>	brag or want to be admired	There's Devesh showing off in his new sports car!
<b>Show up</b>	appear/arrive	We expected Deepak to come but he didn't show up.
<b>Shut up (impolite)</b>	be silent, stop talking	Oh shut up, you idiot!
<b>Sit down</b>	take a seat	Please come in and sit down.
<b>Stand up</b>	rise from a sitting position	The pupils stood up when the headmaster arrived.
<b>Stick up for</b>	defend	It's important to stick up for one's principles.
<b>Take after</b>	resemble, in	Jagat really takes

	appearance or character	after his dad.
<b>Take care of</b>	look after	I'll take care of your plants while you're away.
<b>Take off</b>	leave the ground	The plane took off at 6 a.m.
<b>Take on</b>	hire or engage staff	Business is good so the company is taking on extra staff.
<b>Take out</b>	remove; extract	She took out a pen to note the address.



**TRANSFORMATION TECHNIQUE FOR SIMPLE-COMPLEX-  
COMPOUND SENTENCES**

## Transformation of sentences

S. No	Simple	Complex	Compound
1	Inspite+verb+ing Despite+noun	Though/Although Even though	But/yet/still
2	In the event of In case of On+Verb+ing	If... can/will/could/would Unless..cannot when/As soon as	Or...not and /at once
3	Being	As/since/because	And/and so/therefore
4	As a result of/ On account of/ Because of/ due to/ Owing to	Since/ As/ because	And/and so/ therefore
5	Too...to	So..that.. Can/could not	Very.. And so
6	In order...to	So that	And so
7	Besides..+v+ing	Not only.. But also	And/as well as
8	Without..+v+ing	After	Must..otherwise

## EMAIL WRITING FORMAT-

From: Sender's email id
To: Recipient's email id
Cc: Other individuals receiving the same mail with visible ids
Bcc: Other individuals receiving the same mail with invisible ids
Subject: Title or the reason of writing mail
Salutation: Words like Dear, Respected, Hi etc.
Main body: the main content of the email <ol style="list-style-type: none"><li>1. Introduction</li><li>2. Matter in detail</li><li>3. Conclusion</li></ol>
Closing: Ending Statement
Attachments: Attached Files with emails
Signature Line: Sender's name, signature, and other details of contact

## **CURRICULUM VITAE FORMAT**

NAME

ADDRESS

CONTACT

EMAIL-ID

- CAREER OBJECTIVE/PERSONAL PROFILE:
- ACADEMIC QUALIFICATIONS (**MANDATORILY IN TABLE, HIGHEST TO LOWEST QUALIFICATION**)
- SKILLS
- ACHIEVEMENTS
- PROJECTS
- INTERESTS
- PERSONAL PROFILE (Father's name, Mother's name, DOB, Nationality, Languages known)
- DECLARATION (**MANDATORY**)- The details furnished above are true to the best of my knowledge.

SIGNATURE- (**MANDATORY**)

DATE-(**MANDATORY**)

PLACE

## CURRICULUM VITAE

Manisha Yadav  
RZ-110, G – Block,  
Prem Nagar, Najafgarh  
New Delhi-110043  
Contact No. -9718365651,9250516740  
E Mail ID:- manisha\_yadav2@yahoo.co.in

Height: 162

Weight: 50Kg

Eyesight: Normal

### Objective

- ❖ To make a mark in services industry by putting best of efforts.

### Professional Qualification

- ❖ 2006-2007 Diploma in Global Aviation and Hospitality Management.
- ❖ 2006-2007 Certificate in Galileo, Fidelio, Red cross Training.

### Working Experience

- ❖ 2006-2007 working with Tajsats Air Catering Ltd.
- ❖ 2007-2008 working with escl Global Sai Craft Ltd. ( International BPO)

### Education Qualification

- ❖ 2006-2007 Pursuing Graduation from Delhi University.
- ❖ 2006 Passed XIIth from CBSE with 1<sup>st</sup> Division.
- ❖ 2004 Passed Xth from CBSE with 1<sup>st</sup> Division.

### Achievements

- ❖ Awarded Certificate from Hindi Academy.
- ❖ Awarded Certificate from Dance Academy.
- ❖ Awarded Certificate from Sports Academy.

### Hobbies

- ❖ Singing & playing.

### Personal Profile

Father's Name	:	S. C. Yadav
Date of Birth	:	26.11.1988
Sex	:	Female
Marital Status	:	Unmarried
Nationality	:	Indian
Languages Known	:	German Hindi & English.
Passport No	:	H0972526

## **COVER LETTER SAMPLE:**

### **Formal Letter of Job Application for the Position of Cryptographer**

589/22, Srilakshmi Nagar Block 3

Subbanna Palya Extension

Banaswadi, Bangalore North

560023

January 7, 2022

The HR Manager

Anton Technologies

Electronic City

Bangalore – 560012

Subject: Job Application Letter for the Position of Cryptographer

Respected Sir,

This is with reference to the job posting on LinkedIn for the position of Cryptographer in your esteemed organisation. I have carefully read the job description. I have also browsed through your official website to understand the kind of work you do, and I am interested in working with you.

I am an MSc Electronics graduate, and I have completed multiple diploma courses in Cyber Security. I have hands-on experience of working in the field of Cyber Security for five years. Planning and executing various security means, analysing and documenting security systems, rebuilding and making arrangements for the safety of the security system, writing and developing security codes are some of the areas I have good experience with. I believe that I will be a good fit for the role of Cryptographer in your company and that I can do justice to the responsibilities I will have to take up.

I have enclosed my resume and work samples for your kind review.

Thank you for your time and consideration. Hoping to hear from you.

Yours sincerely,

Signature

**NOTE- A CV SHOULD ALWAYS BE ACCOMPANIED BY A COVER LETTER.**

**PRECIS WRITING**

Precis Writing is a part of the descriptive paper conducted for various competitive and Government exams under the English Language section.

In this article we shall discuss at length about what is precis writing, the important points that need to be kept in mind while writing a precis, the Dos and Don'ts, followed by some sample precis writing examples and questions.

Candidates can also check the General English for competitive exams page to know more about the English language descriptive and objective type paper.

Before moving to other attributes related to the topic, let us first discuss what precis writing is and what the candidates are supposed to do in a question based on this topic.

**Rules of Precis Writing**

To avoid making any errors in writing a precis, follow a set of rules as mentioned below:

1. Read the comprehension carefully
2. Note down the important points
3. Make a rough draft of the precise
4. Make use of simple and precise language, as much as possible
5. Draft the final precis once all the points have been included

The topic of precis writing is not included in all exams, but the most common exams where this topic is included in the syllabus are SSC exams, RRB exams, etc.

**Important Features of a Good Precis**

There are various components that make a good précis. For candidates who have just started their preparation for the upcoming Government exams, knowing the features of a good précis is extremely vital.

Discussed below are a few of the features which shall help you writing a good précis:

- **Length of the Précis:** Do not write a lengthy précis. In most cases, the number of words must be almost one-third of the word count of the passage or comprehension.
- **It should be convenient to read:** Make sure that the précis you write does not have too complex a vocabulary or is too complicated to understand.
- **Cover all the essential points:** While reading the passage, make a note of the important points and ensure that no point is skipped.
- **Must be coherent:** The important terms with respect to the passage must be included in the précis as well.
- **Use an appropriate Title:** The précis needs to have a title. So, the candidates must ensure that the title is in sync with the comprehension.
- **Details in précis must match the details in the passage:** No other information apart from the one given in the passage must be included in the précis and all the important information mentioned in the passage must certainly be included.

### **SAMPLE REPORT WRITING**

**Write a Report for the newspaper describing a traffic jam in which you, along with many, were trapped for many hours.**

#### **TRAFFIC JAM: A NUISANCE ON ROADS**

24 October 2014,

Yesterday on 23/10/2014, the main highway connecting the two major suburbs of our city witnessed a real chaos in the form of a traffic jam in which thousands of people were caught for several hours,

It was around 5 pm in the evening and the office goers, the school buses of various schools and traders along with many others were returning from the busy route. The traffic was running smoothly but suddenly the vehicles came to an abrupt halt. There was utter confusion among all. The traffic was not moving even an inch. Soon anger erupted among many. Patience slowly melted and there was argument, heated talks, and even several came out from their vehicles in anger. Fuming, everyone was vexed to know the cause of that traffic jam. People were in hurry to reach their destination but not even one traffic police officer could be seen in the vicinity. Then some excited youngsters jumped into the scene and began clearing the scene. They reached at the place where the halt had begun. A badly wounded person was seen unconscious in damaged car. Situation was understood and immediately an ambulance was called by onlookers. Within no time, the ambulance arrived followed by the police too. It took two hours to clear the traffic. But finally, the injured person was taken in the ambulance, the damaged car was picked by the police and the traffic moved.

**SAMPLE MEMO**



### **Memorandum**

**TO:** GTS Sales Staff

**FROM:** Karen Moore

**CC:** Mr. John Sakazaki

**DATE:** April 18, 2008

**SUBJECT:** Customer Presentation

The JSKL Marketing presentation you prepared last week to showcase our new product line was exceptional!

Your enthusiasm, sales strategy, and product knowledge were impressive and certainly sealed the deal with Mr. Lockhart!

Thank you for your outstanding work and dedication. Bonus checks will be distributed next week.

My sincere congratulations to all of you!

### **SAMPLE BUSINESS LETTER**

Business letters should be terse, clear and to the point. There is no room for any kind of stories in a business letter. Before you start to write a business letter, there are a few things you should keep in mind.

- ☐ Use simple, everyday language to convey the message clearly instead of using flamboyant and overemphatic vocabulary.

- Never use jargon that is commonly used in business when you write a business letter.
- Avoid using abbreviations as much as possible.
- The modes of address vary according to the type of letter and the receiver.
- Clear and exact descriptions of the articles necessary with the expected quality and quantity should be listed with utmost care when you write a letter to order goods.
- When replying to a business letter, always quote the date of the letter you are responding to and the number of references (if any).

Formal/Business letters include letters from an employer to the employees and vice versa, letters to order and replace goods, letters of serious concern to an officer of higher rank, letters of complaint, etc.

***Formal Letter Sample 1 – Letter to the publisher ordering books for your store***

Javed

Read More Book Store

24, Crosby Lane

Bangalore 600045

20th August 2019

The Manager

Zack Publishing House

Mumbai 400012

Subject: Requirement of new books for the store – reg.

Dear Sir,

I have received the books that you had sent last week. The books are in perfect condition, and they were delivered on time. Owing to the great service rendered, I would like to order more books that would be a great addition to the wide range of books available at my store. Given below is a list of books that I would like to purchase:

Title of the Book	Author	No. of Copies
Wuthering Heights	Emily Bronte	3
Treasure Island	R L Stevenson	2
A Brief History of Time	Stephen Hawking	4
Surely, You're Joking, Mr. Feynman!	Richard Feynman	2

I shall be grateful if you could send me copies of these books as mentioned by VPP as early as possible to the address given.

Thank you in advance.

Yours faithfully,

Signature

JAVED

Manager – Read More Book Store

**REDUNDANT EXPRESSIONS**

A redundant expression is when at least one word is unnecessary because it just repeats meaning through another term. It drags out a message that you could have conveyed in simpler, fewer terms.

### **SOME EXAMPLES OF REDUNDANT EXPRESSIONS-**

- **“Unexpected surprise”**

All surprises are unexpected. That is the very nature of a surprise. Hence, it is a redundant expression.

- **“End result”**

The result of anything always comes out at the end. It refers to the outcome or result of anything. Thus, the result is the end itself. You may use either end or result but refrain from using both in the same sentence.

- **“Advance warning / reservation / plan”**

Context is king. A warning, reservation, or plan only takes place before a specific event occurs. Thus, the use of “advance” is unnecessary. Your readers or listeners will already be able to understand that the action is meant to take place prior to an event.

- **“Ask a question”**

Both ask and question refer to an inquiry. To ask something means to pose a question.

- **“Collaborate / join / merge / combine together”**

Collaborate, merge, or combine all means that they will come together. The phrase above is redundant because it implies that there is another way to merge or collaborate.

- **“Compete with one another/each other”**

To compete means to strive to win against an opponent. It already indicates that one is competing against another or establishing superiority.

- **“Current trend”**

A trend refers to a present course or tendency. The term automatically refers to the current general trend, so the use of “current” is not needed.

- **“Exact same”**

You may want to use this phrase for emphasis, but it is a redundant expression. The two words mean the same thing. However, if it isn’t exactly the same, then you may use “similar” instead.

- **“Free gift”**

This one is common in malls or other selling platforms. However, a gift is already free by definition, so calling it “free” is unnecessary.

- **“Different kinds”**

Similar to the preceding examples, these two words mean the same thing. “Kinds” refers to types or variety, which means that they are different from each other.

## **CLICHES**

A cliché is an expression, idea, or action that has been overused to the point of seeming worn out, stale, ineffective, or meaningless. It especially refers to common phrases and elements of art, such as a movie plot.

### **Common Cliché Sayings**

- All that glitters isn't gold
- Don't get your knickers in a twist
- All for one, and one for all
- Kiss and make up
- He has his tail between his legs
- And they all lived happily ever after
- Cat got your tongue?
- Read between the lines

- Someone woke up on the wrong side of the bed
- We're not laughing at you we're laughing with you

### **Clichés that Describe Time**

- Only time will tell
- In the nick of time
- Lost track of time
- Lasted an eternity
- Just a matter of time
- A waste of time
- Time flies
- In a jiffy
- The time of my life
- At the speed of light

### **Clichés that Describe People**

- As old as the hills
- Fit as a fiddle
- Without a care in the world
- A diamond in the rough
- Brave as a lion
- Weak as a kitten
- Had nerves of steel
- Ugly as sin

### **Clichés that Describe Life, Love, and Emotions**

- Opposites attract
- Every cloud has a silver lining
- Don't cry over spilled milk
- The calm before the storm
- Laughter is the best medicine
- Love you more than life itself

- Scared out of my wits
- Frightened to death
- All is fair in love and war
- All's well that ends well
- Haste makes waste
- The writing's on the wall
- Time heals all wounds
- What goes around comes around
- When life gives you lemons, make lemonade
- Head over heels in love
- Gut-wrenching pain
- Heart-stopping fear

### **MISPLACED MODIFIER**

A misplaced modifier is a word, phrase, or clause that is improperly separated from the word it modifies / describes.

Because of the separation, sentences with this error often sound awkward, ridiculous, or confusing. Furthermore, they can be downright illogical.

On her way home, Jan found a **gold man's** watch.

↑  
misplaced modifier

Misplaced modifiers can usually be **corrected** by *moving* the modifier to a more sensible place in the sentence, generally next to the word it modifies.

On her way home, Jan found a man's **gold watch**.

↑  
correctly placed modifier