



ENGLISH CHARTS

(अंग्रेज़ी के चार्ट्स)

by

Bikrant Rana

(Professional Name: Aditya Rana { www.SpokenEnglish.Guru })

&

Pooja Rana

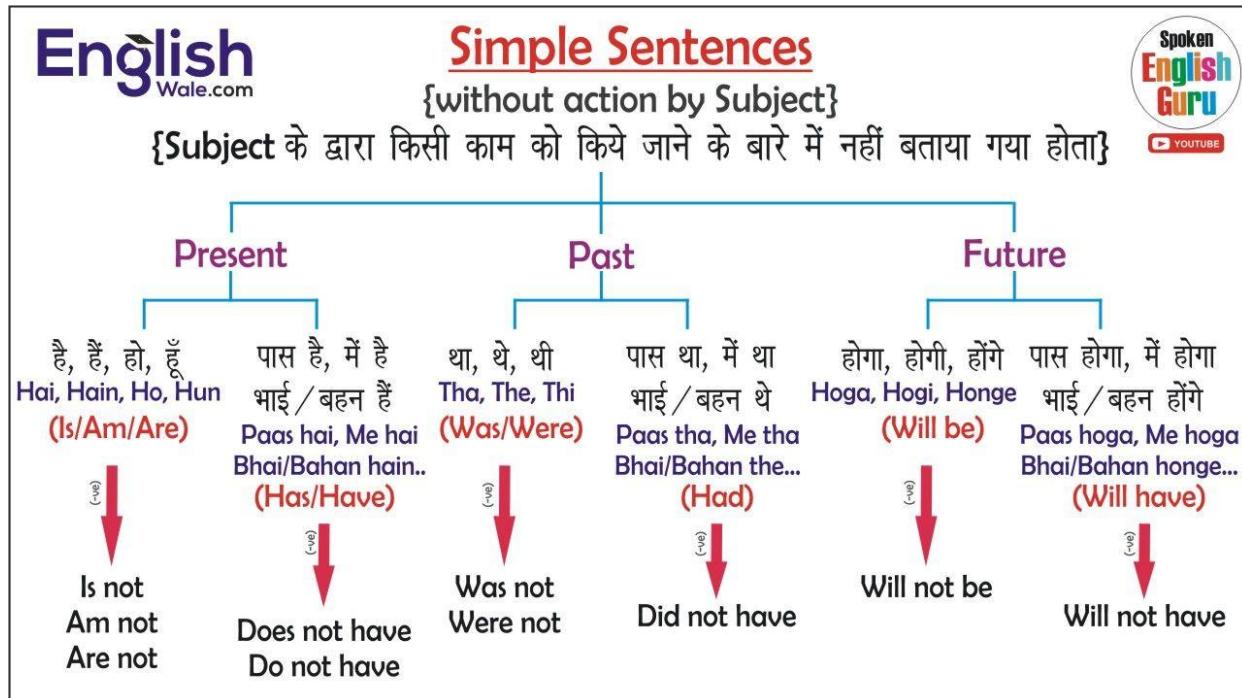
Publisher: **www.EnglishWale.com**

Book Copyright @2021. All rights reserved – www.EnglishWale.com

ISBN – 9788193074336

Printer: Glorious Printer, A-13, DSIDC, Jhilmil Industrial Area, Delhi – 110095

Simple Sentences



1st Person, 2nd Person & 3rd Person Subject

	<u>Singular</u>	<u>Plural</u>
1st Person	I (मैं)	We(हम)
2nd Person	X Thou (आप / तुम)	You (आप / तुम)
3rd Person	He/She(वह) This, That, It	They(वे) These, Those

“To Be, To Do, To Have”

 English Wale.com Forms	Be (होना)	Have (पास होना)	Do (करना)
Infinitive/Base Form	To be	To have	To do
Present (V1)	Is/ Am/ Are	Has/Have	Does/Do
Past (V2)	Was/Were	Had	Did
Past Participle (V3)	Been	Had	Done
Present Participle (V4)	Being	Having	Doing

Tenses

	TENSE (काल) – पहचान		www.SpokenEnglish.Guru
	PRESENT (है, हूँ, हो, हूँ)	PAST (था, थे, थी)	FUTURE (गा, गे, गी)
Indefinite	ता, ते, ती Does / Do	{आया} / {ता ते ती} Did (Non Action Verbs)	गा, गे, गी Will
Continuous	रहा, रही, रहे + है Is / Am / Are + V4	रहा, रही, रहे + था Was / Were + V4	रहा, रही, रहे + होगा Will be + V4
Perfect	चुका, लिया, ली + है Has / Have + V3	चुका, लिया, ली + था Had + V3	चुका, लिया, ली + होगा Will have + V3
Perfect Continuous	रहा, रही, रहे + है समय के साथ 'से' के लिए Since/For Has/Have+been+V4	रहा, रही, रहे + था समय के साथ 'से' के लिए Since/For Had been + V4	रहा, रही, रहे + होगा समय के साथ 'से' के लिए Since/For/From Will have been + V4



Present Indefinite Tense {ता, ते, ती}



Subscribe

Affirmative Sentence (सकारात्मक वाक्य)

Sub + V1 + {3rd person singular के साथ s, es} + Obj.

Negative Sentence (नकारात्मक वाक्य)

Sub + does/do + not + V1 + Obj.

Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + does/do + Sub + V1 + Obj ?

Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + does/do + Sub + not + V1 + Obj ?



Please Share, Forward & Comment - Aditya Sir



Present Continuous Tense {रहा है, रही है, रहे हैं}



Affirmative Sentence (सकारात्मक वाक्य)

Sub + is/am/are + V1 + ing + Obj.

Negative Sentence (नकारात्मक वाक्य)

Sub + is/am/are + not + V1 + ing + Obj.

Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + is/am/are + Sub + V1 + ing + Obj. ?

Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + is/am/are + Sub + not + V1 + ing + Obj. ?



Please Share, Forward & Comment - Aditya Sir



सक्षम भारत मिशन

Present Perfect Tense

{चुका है, चुकी है, चुके हैं}



[Subscribe](#)

Affirmative Sentence (सकारात्मक वाक्य)

Sub + has/have + V3 + Obj.

Negative Sentence (नकारात्मक वाक्य)

Sub + has/have + not + V3 + Obj.

Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + has/have + Sub + V3 + Obj ?



Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + has/have + Sub + not + V3 + Obj ?

Please Share, Forward & Comment - Aditya Sir



सक्षम भारत मिशन

Present Perfect Continuous Tense

{रहा है, रही है, रहे हैं}

{किसी समय से - “से” के लिए Since या For का प्रयोग}



[Subscribe](#)

Affirmative Sentence (सकारात्मक वाक्य)

Sub + has/have + been + V1 + ing + Obj. + since/for + {Time}.

Negative Sentence (नकारात्मक वाक्य)

Sub + has/have + not + been + V1 + ing + Obj. + since/for + {Time}.



Interrogative Sentence (प्रश्नवाचक वाक्य)

<WH> + has/have + Sub + been + V1 + ing + Obj. + since/for + {Time}?

Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

<WH> + has/have + Sub + not + been + V1 + ing + Obj. + since/for + {Time}?

Please Share, Forward & Comment - Aditya Sir



संक्षम भारत मिशन

Past Indefinite Tense

{आया, गया, सोया, गया, रोया.....}



Subscribe

Affirmative Sentence (सकारात्मक वाक्य)

Sub + V2 + Obj.

Negative Sentence (नकारात्मक वाक्य)

Sub + did + not + V1 + Obj.

Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + did + Sub + V1 + Obj ?



Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + did + Sub + not + V1 + Obj ?

Please Share, Forward & Comment - Aditya Sir



संक्षम भारत मिशन

Past Continuous Tense

{रहा था, रही थी, रहे थे}



Subscribe

Affirmative Sentence (सकारात्मक वाक्य)

Sub + was/were + V1 + ing + Obj.

Negative Sentence (नकारात्मक वाक्य)

Sub + was/were + not + V1 + ing + Obj.

Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + was/were + Sub + V1 + ing + Obj. ?



Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + was/were + Sub + not + V1 + ing + Obj. ?

Please Share, Forward & Comment - Aditya Sir



Past Perfect Tense [चुका था, चुकी थी, चुके थे]



Affirmative Sentence (सकारात्मक वाक्य)

Sub + had + V3 + Obj.

Negative Sentence (नकारात्मक वाक्य)

Sub + had + not + V3 + Obj.

Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + had + Sub + V3 + Obj ?

Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + had + Sub + not + V3 + Obj ?



Please Share, Forward & Comment - Aditya Sir



Past Perfect Continuous Tense

{रहा था, रही थी, रहे थे}

{किसी समय से - “से” के लिए Since या For का प्रयोग}



Affirmative Sentence (सकारात्मक वाक्य)

Sub + had been + V1 + ing + Obj. + since/for + {Time}.

Negative Sentence (नकारात्मक वाक्य)

Sub + had not been + V1 + ing + Obj. + since/for + {Time}.

Interrogative Sentence (प्रश्नवाचक वाक्य)

<WH> + had + Sub + been + V1 + ing + Obj. + since/for + {Time}?

Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

<WH> + had + Sub + not + been + V1 + ing + Obj. + since/for + {Time}?



Please Share, Forward & Comment - Aditya Sir



संक्षम भारत मिशन

Future Indefinite Tense {गा, गे, गी}



Subscribe

Affirmative Sentence (सकारात्मक वाक्य)

Sub + will + V1 + Obj.

Negative Sentence (नकारात्मक वाक्य)

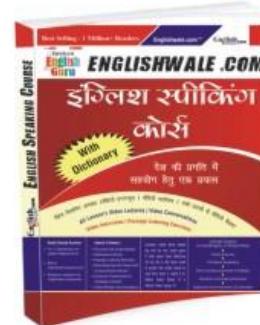
Sub + will + not + V1 + Obj.

Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + will + Sub + V1 + Obj ?

Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + will + Sub + not + V1 + Obj ?



Please Share, Forward & Comment - Aditya Sir



संक्षम भारत मिशन

Future Continuous Tense

{रहा होगा, रही होगी, रहे होंगे}



Subscribe

Affirmative Sentence (सकारात्मक वाक्य)

Sub + will be + V1 + ing + Obj.

Negative Sentence (नकारात्मक वाक्य)

Sub + will not be + V1 + ing + Obj.

Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + will + Sub + be + V1 + ing + Obj ?

Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + will + Sub + not + be + V1 + ing + Obj ?



Please Share, Forward & Comment - Aditya Sir



Future Perfect Tense {चुका होगा, चुकी होगी, चुके होंगे}



Subscribe

Affirmative Sentence (सकारात्मक वाक्य)

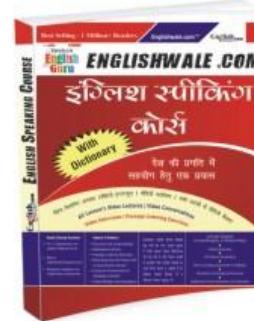
Sub + will have + V3 + Obj.

Negative Sentence (नकारात्मक वाक्य)

Sub + will not have + V3 + Obj.

Interrogative Sentence (प्रश्नवाचक वाक्य)

< WH > + will + Sub + have + V3 + Obj ?



Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

< WH > + will + Sub + not + have + V3 + Obj ?

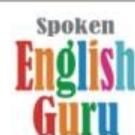
Please Share, Forward & Comment - Aditya Sir



Future Perfect Continuous Tense

{रहा होगा, रही होगी, रहे होंगे}

{किसी समय से - “से” के लिए Since या For का प्रयोग}



Subscribe

Affirmative Sentence (सकारात्मक वाक्य)

Sub + will have been + V1 + ing + Obj. + since/for + {Time}.

Negative Sentence (नकारात्मक वाक्य)

Sub + will not have been + V1 + ing + Obj. + since/for + {Time}.

Interrogative Sentence (प्रश्नवाचक वाक्य)

<WH> + will + Sub + have been + V1 + ing + Obj. + since/for + {Time}?



Negative Interrogative Sentence (नकारात्मक प्रश्नवाचक वाक्य)

<WH> + will + Sub + not + have been + V1 + ing + Obj. + since/for + {Time}?

Please Share, Forward & Comment - Aditya Sir

Active to Passive Voice Charts

TENSE	ACTIVE VOICE	PASSIVE VOICE
Present Indefinite (ता, ते, ती)	Does/ Do	Is/ Am/ Are
Present Continuous (रहा है)	Is/ Am/ Are	Is/ Am/ Are + being
Present Perfect (चुका है)	Has/ Have	Has been/ Have been
Present Perfect Cont. (रहा है)	Has / Have been	Has/Have been + being [RARE]
Past Indefinite (आया, गया)	Did	Was/ Were
Past Continuous (रहा था)	Was/ Were	Was/ Were + being
Past Perfect (चुका था)	Had	Had been
Past Perfect Cont. (रहा था)	Had been	Had been + being [RARE]
Future Indefinite (गा, गे, गी)	Will	Will be
Future Continuous (रहा होगा)	Will be	Will be + being [RARE]
Future Perfect (चुका होगा)	Will have	Will have been
Future Perfect Cont. (रहा होगा)	Will have been	Will have been + being [RARE]

PASSIVE VOICE OF MODAL VERBS

Can (सकता है), **Could** (सक्ता, पाया, सकता था),
Should (चाहिए), **Shall** (चाहिए/ऊँ),
Must (चाहिए / गा, गे, गी) {ज़रूर},
May/Might (सकता है) / (गा, गे, गी {शायद}),
Has to/Have to (करना है, करना पड़ता है),
Had to (करना था, करना पड़ता था, करना पड़ा),
Used to (किया करता था), **Would** (करता था, करता)
Would like to (करना चाहेगा),
Will have to (करना होगा, करना पड़ेगा)
May/Might have to (करना पड़ सकता है)

Be

Could have (सकता था), **Should have** (चाहिए था)
Must have (चाहिए था, चुका होगा){ज़रूर},
Would have (होता, चुका होता),
May have/Might have (सकता था) / (चुका होगा {शायद})

Been

Conditional Sentences Chart

CONDITIONAL SENTENCES

Type 0 Facts that are generally true

अगर ये हो/होता है, तो ये होता है

(Agar ye ho/hota hai, to ye hota hai)

If/When + Present Simple , Present Simple

If we **heat** water above 100 degrees, it **boils**.



Type 1 Real condition & its probable result

अगर ये हो/करें/करेंगे, तो वो होगा/हो सकता है

(Agar ye ho/kare/karenge, to vo hogya/ho sakta hai)

If + Present Simple , Will/May/Might/Could

If you **study** hard, you **will** pass the exam.

Type 2 Hypothetical condition but possible

अगर ये होता, तो वो हो जाता/पाता

(Agar ye hota, to vo ho jata/pata)

If + Past Simple, Would/Could

If I **won** a lottery, I **could** buy Mercedes S560.

Type 3 Hypothetical condition but impossible

अगर ये होता, तो वो हो चुका होता/कर पाता/सकता था

(Agar ye hota, to vo ho chuka hota/kar pata/sakta tha)

If + Past Perfect, Would have/Could have

If he **had studied** well, he **would've** become a doctor.

Is/Are + to

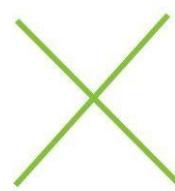
Formation		Sentence Type (किसी किया को)
PRESENT	Is/ Am/ Are + to	करना है
	Has/Have + to	करना है, करना पड़ता है (Compulsion)
	Was/Were + to	करना था
PAST	Had + to	करना था, करना पड़ता था, करना पड़ा (Compulsion)
	Will be + to	करना होगा, करना पड़ेगा
	Will have + to	करना होगा, करना पड़ेगा (Compulsion)

"Having to" - किसी किया को करना पड़ रहा है

Present	Is/Are + having to	करना पड़ रहा है
Past	Was/Were + having to	करना पड़ रहा था
Future	Would be + having to	करना पड़ रहा होगा

Will vs Would

WILL vs WOULD	Present/Past	Future
गा, गे, गी (Ga Ge Gi)	Would + V1st	Will + V1st
रहा होगा, रही होगी, रहे होंगे Raha hogा, Rahi hogi, Rahe honge	Would be + Ving	Will be + Ving
चुका होगा, चुकी होगी, चुके होंगे Chuka hogा, Chuki hogi, Chuke honge	Would have + V3	Will have + V3
ता, ते, ती (Ta Te Ti)	Would + V1st	
रहा होता, रही होती, रहे होते Raha hota, Rahi hoti, Rahe hote	Would be + Ving	
चुका होता, चुकी होती, चुके होती Chuka hota, Chuki hoti, Chuke hoti	Would have + V3	



Use of HAVING

Formation	Sentence Type
Having + V3	{कोई किया} करने के बाद
Having + V3	{कोई किया} किये हुए
Having to + V1	{कोई किया} करना पड़ रहा
Having said that	पर फिर भी, इसके बावजूद भी
Have - Having	1) पाकर 2) पास होना
Eat / Drink - Have	खाना, पीना
Having a + Disease/Pain	कोई बीमारी / दर्द होना
Should have - Should be having	पास होना चाहिए
Must have - Must be having	पास होना चाहिए {ज़रूर}
May have - May be having Might have - Might be having Could have - Could be having	पास हो सकता है {सम्भावना}

Indefinite Pronoun



Indefinite Pronoun

It does not refer to a specific person, place or thing.

English
Wale.com

3rd Person Singular

Someone/Somebody, Anyone/Anybody, No one/Nobody, One, Everyone/Everybody, Something, Anything, Each, Every, Other, Nothing, Everything, Little, Much, Either, Neither, Another } Is, Was, Does, Has

3rd Person Plural

Both, Few, Many, Several, Others } Are, Were, Do, Have

3rd Person Singular or Plural

All, Some, More, None, Any } Is/ Are, Was/Were, Does/Do, Has/Have

Gerund and Infinitive

Verbs followed only by a "Gerund"

Admit	Appreciate	Forgive	Recollect
Allow	Anticipate	Mind	Recommend
Advise	Avoid	Mention	Resist
Enjoy	Celebrate	Miss	Report
Escape	Detest	Permit	Shirk
Explain	Evade	Understand	Tolerate
Finish	Dispute	Resume	Be worth
Confess	Dread	Risk	Defend
Consider	Feel like	Postpone	Confess
Delay	Can't help	Recall	Urge

Verbs followed only by an "Infinitive"

Decide	Remain	Prove	Can't wait
Fail	Say	Strive	Can't afford
Hope	Struggle	Resolve	Swear
Arrange	Threaten	Agree	Tend
Care	Wait	Appear	Turn out
Choose	Learn	Pay	Demand
Deserve	Manage	Determine	Wish
Endeavor	Hesitate	Beg	Want
Expect	Pretend	Ask	Request
Plan	Prepare	Seek	Guarantee

Verbs followed by either "Gerund" or "Infinitive"

No change in meaning/sense:

Continue, Love, Like, Prefer, Hate, Propose

Change in meaning/sense:

Remember, Forget, Stop, Quit

Use of GET as a Main Verb

Use of “Get” - As a Main Verb

To receive/obtain	Prapt karna (प्राप्त करना)
To reach/arrive	Pahunchna (पहुँचना)
To buy/purchase	Khareedna (खरीदना)
To become	Hona (होना)
To understand	Samajhna (समझना)
To bring	Laana (लाना)
To give	Dena (देना)
To earn	Kamaana (कमाना)
To go	Jaana (जाना)

Use of GET as a Phrasal Verb

English
Wale.com

Phrasal Verbs - Get



Get up (उठना, उठाना)	To wake up / To stand up
Get in (किसी वाहन में चढ़ना)	To enter a vehicle
Get off (किसी वाहन से उतरना)	To leave a vehicle
Get through (पास करना / सफलता पाना) (खत्म करना / उपभोग करना)	To pass / To clear / To be successful To finish/ To use/ To consume
Get over (किसी बुरे अनुभव से उभरना)	To recover from a bad experience
Get out (किसी को निकलने के लिए कहना) (उजागर होना / ज्ञान में आना) (बाहर निकलना)	To Tell someone to leave To become known To go out to enjoy/relax
Get away from (किसी से बचना)	To escape from a person or thing
Get on with (संभालना)	To manage
Get rid of (पीछा छुड़ाना)	To throw / To give away
Get into (शामिल होना)	To become involved in something
Get at (बिना कहे बताने की कोशिश करना) (बार-2 आलोचना करना / पीछे पड़ना)	To try to say something indirectly To criticize repeatedly

WH + Ever

English	Wale.com	Formal	Emphasis	<u>Use of EVER with WH Family</u>	
Whatever / Whatsoever				{Jo kuchh bhi} Anything at all	
Whenever / Whensoever				{Jab kabhi bhi} Anytime at all	
Wherever / Wheresoever				{Jahaan kahin bhi} Anywhere at all	
Whomever / Whomsoever				{Jisko bhi} To anyone at all	
Whoever / Whosoever				{Jo koi bhi} Any "Living" at all {Jisko bhi} To anyone at all	
Whichever / Whichsoever				{Jo koi bhi} Anyone at all {Jaise bhi} In any way at all	
However / Howsoever				{Lekin fir bhi} Then also {Jitna bhi} To any extent at all	
Whosever / Whosesoever (Whoever's)				{Jis kisi ka bhi} of any "Living" at all	
Of whichever / Of whichsoever				{Jis kisi ka bhi} of any "Non-living" at all	

WH Questions

English	Wale.com	<u>WH Questions {Same WH Word twice}</u>	
क्या - क्या { Kya Kya }		→ What all	
कहाँ - कहाँ { Kahaan Kahaan }		→ Where all	
कब - कब { Kab Kab }		→ How often	
कैसे - कैसे { Kaise Kaise }			
	↳ { किस तरह के { Kis tarah ke } → What type/ kind/ sort of किस तरह से { Kis tarah se } → How }		
कौन - कौन { Kaun Kaun }		→ Who all	
किस - किस को { Kis Kis ko }		→ Who all / Whom all	
कौन - कौन से { Kaun Kaun se }		→ Which all	
किस - किस के साथ { Kis Kis ke sath }		→ With who all / With whom all	
किस - किस के लिए { Kis Kis ke liye }		→ For who all / For whom all	

Direct & Indirect Speech



Direct Indirect Speech

CHART 1 (Change in Pronoun)

Reporting Speech	Reported Speech
He said to me, "You are my best friend".	

If First Person (I, We) - according to the **SUBJECT** of the Reporting Speech
 If Second Person (You) - according to the **OBJECT** of the Reporting Speech
 If Third Person (He, She, They, Any name) - **NO CHANGE**



Pronoun Family

I	We	You	He	She	They
My	Our	Your	His	Her	Their
Mine	Ours	Yours	His	Hers	Theirs
Me	Us	You	Him	Her	Them
Myself	Ourselves	Yourself / Yourselves	Himself	Herself	Themselves



Direct Indirect Speech

CHART - 2 (Change in Tense & Modal)

Present Indefinite (Do / Does)	→ Past Indefinite (Did)
Present Continuous (Is/Am/Are)	→ Past Continuous (Was/Were)
Present Perfect (Has/Have)	→ Past Perfect (Had)
Present Perfect Cont. (Has been / Have been)	→ Past Perfect Cont. (Had been)
Past Indefinite (Did)	→ Past Perfect (Had)
Past Continuous (Was/Were)	→ Past Perfect Cont. (Had been)
Past Perfect (Had)	→ No Change
Past Perfect Cont. (Had been)	→ No Change
Future Tense (Will)	→ Conditional (Would)



MODAL VERBS

Shall → Should	Must → Must / Had to
Can → Could	Has to / Have to → Had to
May → Might	

EnglishWale.com

Direct Indirect Speech

CHART 3 (Change in Adjectives/Adverbs/Time)

Spoken English Guru

Reporting Speech	Reported Speech
He said to me, “I will come tomorrow”.	
This → That This day → That day These → Those These days → Those days Here → There Now → Then Today → That day Yesterday → The day before	Tomorrow → The following day At the moment → At that moment Last night → The night before Last year → The year before Next year → The following year Tonight → That night Ago → Before / Earlier

EnglishWale.com

Direct Indirect Speech

CHART 4

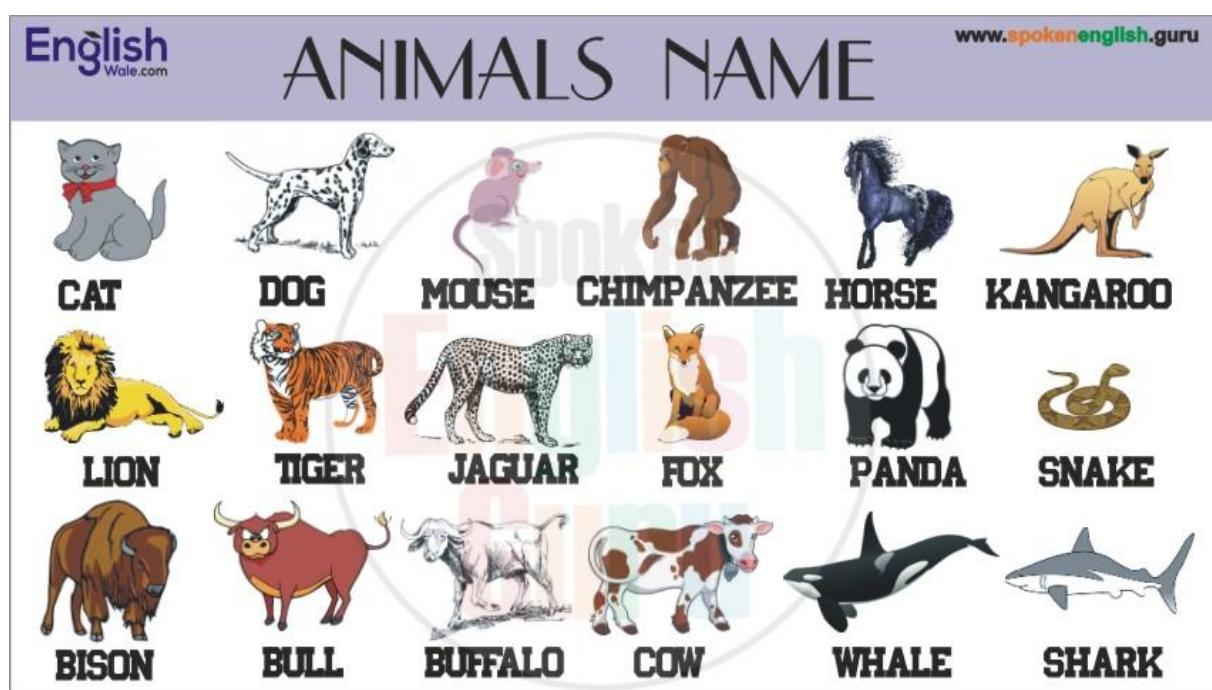
Spoken English Guru

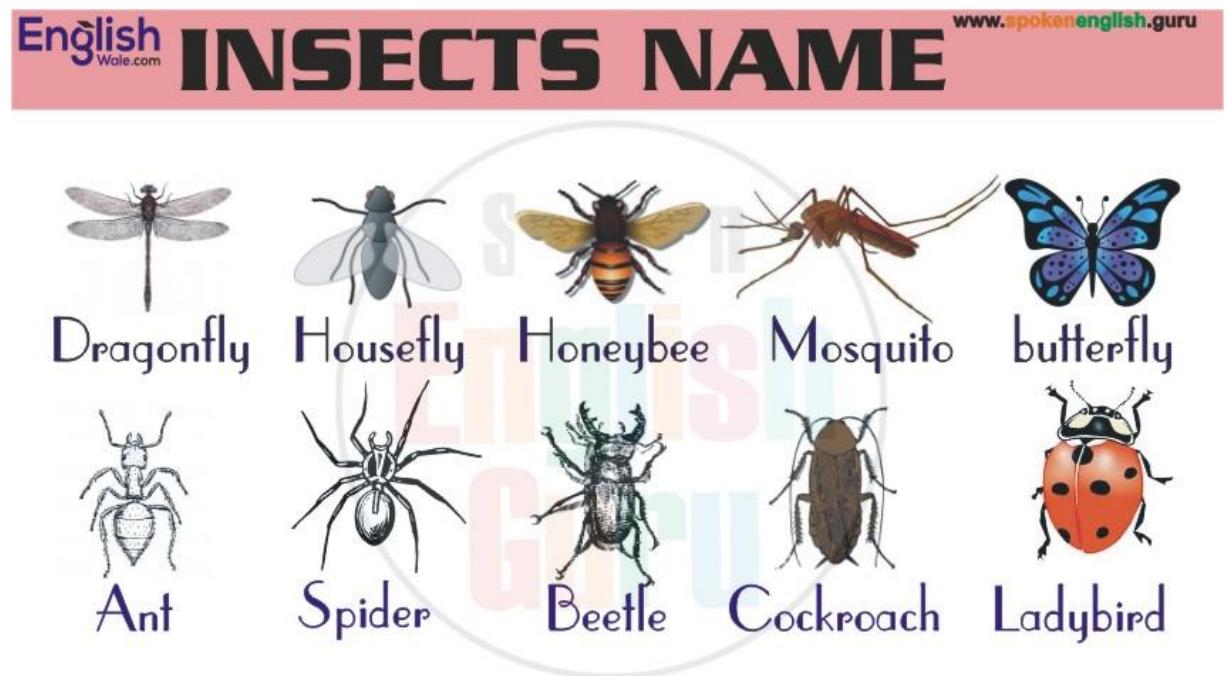
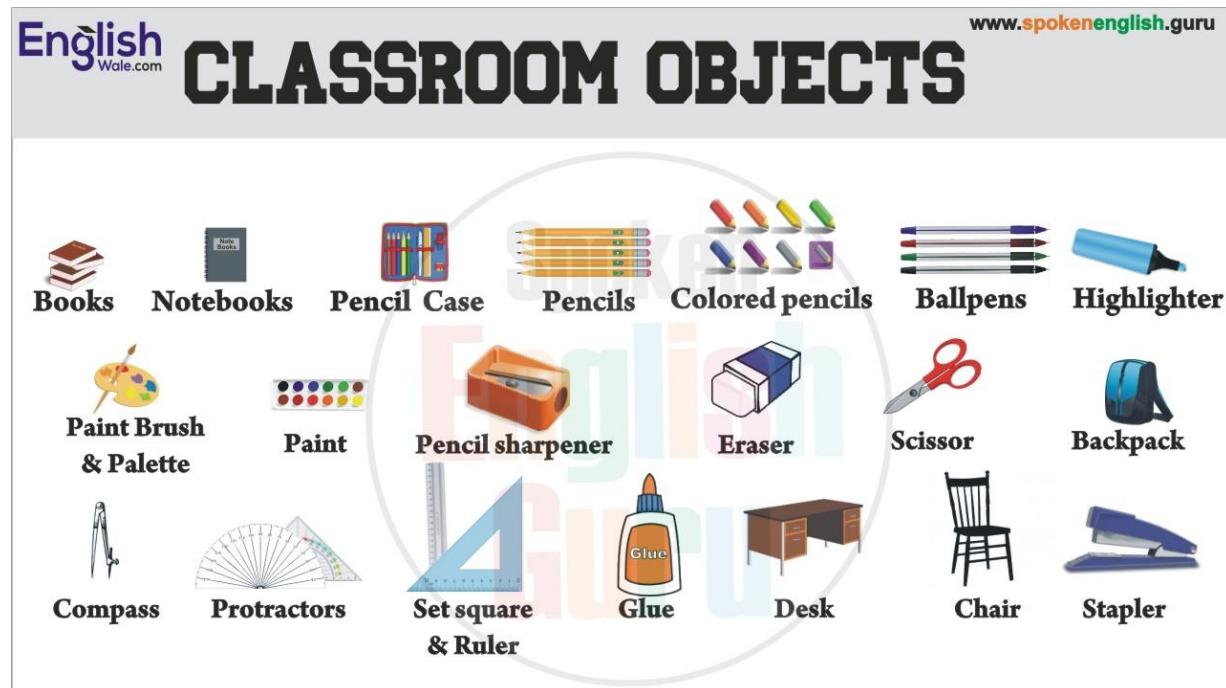
Reporting Speech	Reported Speech
He said to me, “Oh! I lost my pen.”	
Imperative Sentences - To order / To request / To advise Said (to) - ordered/instructed // requested/urged // advised/suggested	
Exclamatory Sentences - Expression of joy, sorrow, regret, applause or wonder/surprise Said (to) - Exclaimed with { joy, sorrow, regret, applause, wonder/surprise }	
Optative Sentences - To pray / To wish / To bid Said (to) - Prayed / Wished / Bade	

Punctuation Marks				
Full Stop ▪ पूर्ण विराम	Question Mark ?	Exclamation Mark / Point ! विस्मयादिबोधक चिन्ह	Comma ,	Quotation Mark "
Colon : अपूर्ण विराम	Semicolon ; अर्धविराम	Apostrophe ' अक्षर लोप चिन्ह		Dash — डैश चिन्ह
Hyphen - हायफन चिन्ह	Round Brackets () छोटा कोष्टक	Curly Brackets { } मझला कोष्टक	Square Brackets [] बड़ा कोष्टक	Ellipsis ... ऐलिप्सिस

CONTRACTIONS IN ENGLISH				
I	BE I am = I'm	HAVE I have = I've	HAD I had = I'd	WILL I will = I'll
She	She is = She's	She has = She's	She had = She'd	She will = She'll
He	He is = He's	He has = He's	He had = He'd	He will = He'll
You	You are = You're	You have = You've	You had = You'd	You will = You'll
It	It is = it's	It has = It's	It had = It'd	It will = It'll
That	That is = That's	That has = That's	That had = That'd	That will = That'll
They	They are = They're	They have = They've	They had = They'd	They will = They'll
We	We are = We're	We have = We've	We had = We'd	We will = We'll
These	These are = These're	These Have = These've	These had = These'd	These will = These'll
What	What are = What're	What have = What've	What had = What'd	What will = What'll
Who	Who is = Who's	Who has = Who's	Who had = Who'd	Who will = Who'll
There	There is = There's	There has = There's	There Had = There'd	There will = There'll
Why	Why is = Why's	Why has = Why's	Why had = Why'd	Why will = Why'll
When	When Is = When's	When has = When's	When had = When'd	When will = When'll
Where	Where is = Where's	Where has = Where's	Where had = Where'd	Where will = Where'll
How	How are = How're	How Have = How've	How had = How'd	How will = How'll

English		British vs American					
Wale.com							Spoken English Guru
Rubber	Eraser	Biscuit	Cookie	First Floor	Second Floor		
Film	Movie	Jug	Pitcher	Staff room	Teachers' lounge		
Holiday	Vacation	Reception	Front desk	Academic staff	Faculty		
Flat	Apartment	Pavement	Sidewalk	Sweet shop	Candy store		
Lift	Elevator	Marks	Grade	Primary school	Elementary school		
Tap	Faucet	Maize	Corn	Timetable/Schedule	Schedule		
Full stop	Period	Autumn	Fall	Fire brigade	Fire department		
Nappy	Diaper	Taxi	Taxi / Cab	Plaster	Band-aid		
Trousers	Pants	Tyre	Tire	Roundabout	Traffic circle		
Aeroplane	Airplane	Zip	Zipper	Headmaster	Principal		
Football	Soccer	Parcel	Package	Dungarees	Overall		
Torch	Flashlight	Break time	Recess	Post code	Zip code		
Trolley	Cart	Post	Mail	Postman	Mailman		
Dustbin	Trash can	Tin	Can	Motorbike	Motorcycle		
Mum	Mom	Queue	Line	Dustman	Garbage man		
Maths	Math	Cashier	Teller	Hoovers	Vacuum Cleaners		
Garden	Backyard	Dear	Expensive				







Business Abbreviations		
Dept. - Department	Acct. - Account	Max - Maxim
Lb. - Pound (weight)	Ad. - Advertisement	Yr. - Year
PO - Purchase order	Approx. - Approximately	Pkg - Package
BS - Bachelor of Science Degree	FWD - Forward	Jr. - Junior
B2B - Business to business	Govt. - Government	PR - Public relations
B2C - Business to consumer	HQ - Headquarters	Qty. - Quantity
CEO - Chief Executive Officer	Inc. - Incorporated	VP - Vice President
CFO - Chief Financial Officer	APR - Annual percentage rate	No. - Number
Co. - Company	MBA - Master of Business Administration	
Corp. - Corporation	FAQ - Frequently Asked Questions	

SLANG

I'm starving (I'm extremely hungry)

I'm stuffed (I've eaten a lot and I can't eat more)

I'm great (I'm very good & happy)

I'm wrecked (I'm extremely tired)

I'm pissed off (I'm angry about something)

8 WAYS TO ANSWER "HOW ARE YOU"

- | | |
|--------------------|-------------------|
| → Not bad | → Great |
| → Not so great | → Pretty good |
| → I have been busy | → Same as always |
| → Can't complain | → Could be better |

Five Alternatives to ‘WHY’

- **How is it that**
How is it that he got Rs 25,000/-
incentive?
- **Tell me the reason**
Tell me the reason you don’t study?
- **What’s the point of**
What’s the point of going there?
Nobody respects us.
- **How come**
How come you called me today?
- **What for**
He is calling me repeatedly! **what for?**

English Wale.com **COMMON SPELLING ERRORS** www.spokenenglish.guru

INCORRECT

Vaccum, Vacuum
Refridgerator
Arguement
Committment, Committment
Dissappoint, Dissapoint
Intrested
Seprate, Seperate
Fourty
Ketchup
Truely
Existance

CORRECT

Vacuum
Refrigerator
Argument
Commitment
Disappoint
Interested
Separate
Forty
Ketchup
Truly
Existence



English Wale.com WWW.SpokenEnglish.Guru

FORMAL

- ENQUIRE
- APOLOGIZE
- ASSIST
- PROVIDE
- VERIFY
- INFORM
- REQUIRE

INFORMAL

- ASK
- SORRY
- HELP
- GIVE
- CHECK
- TELL
- NEED



OTHER WAYS TO SAY AMAZING			
First-class	Supreme	Marvelous	Incredible
First-rate	Surprising	Wonderful	Dazzling
Fascinating	Thrilling	Tremendous	Delicate
Excellent	Ideal	Awesome	Striking
Exquisite	Impressive	Beautiful	Stunning
Fantastic	Luscious	Brilliant	Sublime
Unbelievable	Magnificent	Charming	Superb
Gorgeous	Adorable	Delightful	Radiant
Graceful	Alluring	Delicious	Sensual
Grand	Astonishing	Elegant	Splendid

Words to use instead of VERY	
Instead of...	Use...
Very Heavy	Wighty, Hefty, Massive
Very Clear	Apparent, Obvious, Crystal clear
Very Friendly	Affable, Amiable, Warmhearted
Very Dull	Tedious, Monotonous, Pedestrian
Very Dangerous	Perilous, Hazardous, Precarious
Very Afraid	Terrified, Petrified, Terror-Stricken
Very Light	Featherlight, Weightless, Airy

PREFIX

www.SpokenEnglish.Guru

Prefix	Meaning	Examples
non-	not	nonsense
un-	not	unseen
mis-	wrong, bad	misfortune
re-	again	reattempt
pre-	before	preschool
dis-	not, opposite of	disorder
im-	not, opposite of	impossible

Common 90 Abstract Noun

- | | | | | |
|-------------|---------------|---------------|---------------|---------------|
| 1 Fiction | 21 Calm | 41 Luxury | 61 Belief | 81 Wealth |
| 2 Horror | 22 Childhood | 42 Sleep | 62 Sorrow | 82 Slavery |
| 3 Crime | 23 Appetite | 43 Thought | 63 Infancy | 83 Divorce |
| 4 Comfort | 24 Loneliness | 44 Growth | 64 Failure | 84 Goal |
| 5 Movement | 25 Cleverness | 45 Pleasure | 65 Mercy | 85 Stupidity |
| 6 Right | 26 Anger | 46 Love | 66 Speed | 86 Friendship |
| 7 Patience | 27 Idea | 47 Beauty | 67 Fashion | 87 Goodness |
| 8 Omen | 28 Marriage | 48 Annoyance | 68 Envy | 88 Rhythm |
| 9 Deceit | 29 Delay | 49 Kindness | 69 Success | 89 Timing |
| 10 Elegance | 30 Lie | 50 Nap | 70 Fear | 90 Awareness |
| 11 Pain | 31 Truth | 51 Gain | 71 Union | |
| 12 Gossip | 32 Wisdom | 52 Talent | 72 Irritation | |
| 13 Dream | 33 Religion | 53 Dishonesty | 73 Freedom | |
| 14 Luck | 34 Philosophy | 54 Happiness | 74 Generosity | |
| 15 Frailty | 35 Generation | 55 Coldness | 75 Wit | |
| 16 Life | 36 Solitude | 56 Poverty | 76 Peace | |
| 17 Clarity | 37 Justice | 57 Brilliance | 77 Hatred | |
| 18 Joy | 38 Bravery | 58 Loss | 78 Thrill | |
| 19 Care | 39 Confusion | 59 Disregard | 79 Advantage | |
| 20 Trend | 40 Ability | 60 Riches | 80 Company | |



60 Most Important Collective Nouns

- | | | | |
|--------------------------|-----------------------------|------------------------------|--------------------------|
| 1 A pair of shoes | 16 A battery of Artillery | 31 A library of books | 46 An outfit of clothes |
| 2 A packet of letters | 17 A mob of deer | 32 A garland of Sonnets | 47 A quiver of arrows |
| 3 A pack of cards | 18 A herd of curlew | 33 A bowl of rice | 48 A tribe of natives |
| 4 A wad of notes | 19 A team of oxen | 34 A fight of Stairs | 49 A cluster of coconuts |
| 5 A string of pearls | 20 A swarm of bees | 35 A team of players | 50 A bouquet of flowers |
| 6 A stack of wood | 21 A stud of horses | 36 A staff of employees | 51 A book of notes |
| 7 A shower of rain | 22 A chatter of budgerigars | 37 A regiment of soldiers | 52 A bunch of crocks |
| 8 A sheaf of grain | 23 A pod of birds | 38 A posse of policemen | 53 A flight of Airplanes |
| 9 A set of clubs | 24 A erst of bees | 39 A patrol of policemen | 54 A fleet of Vehicles |
| 10 A reel of film | 25 A sloth of bears | 40 A party of friends | 55 A serving of Spoons |
| 11 A chest of drawers | 26 A colony of badgers | 41 A cloud of dust | 56 A round of Drinks |
| 12 A catalogue of prices | 27 A rope of Pearls | 42 A range of mountains | 57 A rouleau of Money |
| 13 A bundle of sticks | 28 A herd of horses | 43 An orchard of fruit trees | 58 A troop of scouts |
| 14 A bunch of keys | 29 A string of horses | 44 A heap of rubbish | 59 A class of students |
| 15 A belt of Asteroids | 30 A ream of paper | 45 A hedge of bushes | 60 A choir of singers |

MODAL VERBS

Type	Modal Verbs	Examples
ADVICE	Should	<ul style="list-style-type: none"> • You should visit the Doctor. • You should try to put on some weight.
POSSIBILITY	Might, May, Could	<ul style="list-style-type: none"> • It might be very expensive. • Aman may be going to market.
PERMISSION	Can, Could, May	<ul style="list-style-type: none"> • Can i sit here please? • Could I open the bottle? • May I come in?
ABILITY	Can, Could	<ul style="list-style-type: none"> • Rahul could dance well, when he was a kid. • He can speak fluent English.
OBLIGATION	Must, Have to, Has to	<ul style="list-style-type: none"> • I must go to hospital right now.. • He has to be loyal to his company

How to Ask Someone to Repeat Something

- Pardon?
- Sorry?
- Excuse me?
- Would you mind repeating that?
- Sorry, I didn't hear what you said?
- Do you mind repeating that?
- Sorry, I didn't catch that?
- Could you please repeat that?

Ways to Start a Sentence

To add to it...

In addition...

To make a long story short...

Small wonder that...

To crown it all...

It is important to note that...

To the best of our knowledge...

Luckily / Fortunately / Unfortunately

This plays a key / vital /
prominent / important role in...

As a matter of fact...

In regard to...

It comes as no surprise that...

So, to sum it up...

It seems to me...

We can safely assume that...

As far as I know...

To put it in a nutshell...

On the one hand,... On
the other hand,...

As far as I can see...

Summing it up...

My best guess is...

To my way of thinking...

I believe...

For all I know...

As I see it...

From my point of view /
viewpoint...

CONTRACTIONS

★ Gotta (got+to)	I've gotta go to market.
★ Kinda (kind+of)	He is a kinda person I like to talk to.
★ Dunno (don't+know)	I dunno where to go.
★ Lemme (let+me)	Lemme go home.
★ Hafta (have+to)	I hafta do it any how.
★ Gonna (going+to)	I'm gonna meet you tomorrow.
★ Wanna (want+to)	I wanna call you right now.
★ Outta (out+of)	Get outta my house!
★ Gimme (give+to)	Gimme some water, please!

Other Ways To Say

- ★ Sure.
★ That's right.
★ Agreed.
★ Me too.
★ Definitely.
★ I agree with you.
★ You got it.
★ That's exactly how I feel.
★ You've found.
★ You are so right.
★ You've hit the nail on the head.
★ Our thoughts are absolutely parallel.
★ That's exactly what I was thinking.
★ I think you are totally right about that.
★ I could not agree with you more.

I AGREE

- ★ I'd go along with that.
★ That's just what I was thinking.
★ Of course.
★ My thoughts exactly.
★ Affirmative.
★ No doubt about it .
★ Yup.
★ We are of one mind.
★ You can say that again.
★ Our thoughts are parallel.
★ I don't doubt you're right.
★ I see what you mean...
★ So do I.
★ I feel that way too.

PREPOSITIONAL PHRASE LIST				
Prepositional phrases consist of a preposition and a word(s)				
BY	IN	FOR	AT	ON
● By all means	● In difficulty	● For good	● At any rate	● On foot
● By accident	● In demand	● For certain	● At a distance	● On balance
● By the virtue of	● In a hurry	● For the sake of	● At night	● On account of
● By birth	● In sight of	● For life	● At least	● On a trip
● By definition	● In sense	● For a while	● At once	● On an average
● By heart	● In a mess	● For repairs	● At noon	● On an island
● By force	● In advance	● For god's sake	● At war	● On fire
● By mistake	● In action	● For experience	● At peace	● On edge
● By law	● In the Sun	● For a change	● At work	● On order
● By order of	● In a while	● For no reason	● At times	● On delivery
● By no means	● In time	● For reason	● At the cost of	● On schedule
● By chance	● In aid of	● For keeps	● At all	● On rent

Prepositions of Place in English				
ABOVE	ON	AT	IN	
Above the washbasin	On television	At a concert	In a boat	
Above the us	On the second floor	At dinner	In a helicopter	
Above the dog	On a horse	At home	In the world	
Above the car	On an elephant	At the door	In the kitchen	
Above the clouds	On the train	At school	In the bathroom	
BELOW & OVER		At work	In paris	
Below the surface	On a bicycle	At college	In park Street	
Below the ceiling	On a ship	At university	In a row	
Below the table	On a plane	At the bottom	In the sky	
Below 0°	On a motorbike	At the top	In the newspaper	
Over my head	On the left	At reception	In a car	
Over the floor	On the right	At the side	In a taxi	
Over 18 years old	On a bus		In a lift	
	On the way			