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PARTS OF SPEECH

Definition: Classes in which words are categorized (according to their function in a sentence) are called parts of Speech.

PART	DEFINITION	EXAMPLE
Noun	It names a person, a place or a thing. It is a naming word.	ASADKARACHI PEN (Person) (Place) (Thing)
Pronoun	It is used instead of a noun	He is a teacher. (He – person)
Adjective	It adds extra meaning to a noun.	He is a tall boy. (Tall – Adjective)
Verb	It indicates an action. It is an action word.	Write, Work, Go.
Adverb	a verb. It adds extra an adjective meaning to an adverb.	He runs (verb) slowly (adverb) The ball is very (Adverb) big (Adjective). He runs very (Adverb) slowly (adverb).
Preposition	It is placed before a noun or a pronoun with Time. the indication of Place, etc	Come before (Preposition) 5 o'clock (time) The cat is on (Preposition) the wall. (Place)
Conjunction	Words It connects two Sentences.	ASAD and ZAIN go to school. (Words) ASAD goes to school and he learns. (Sentence)
Interjection	Sudden feelings It expresses Surprise.	Alas! He is dead. Hurrah! He won the game.

PREPOSITION

Definition: It comes before a noun or a pronoun with the indication of time, place, etc

	RULE	USAGE
1	A preposition is usually placed before a noun or pro noun it governs.	Many people die of malaria every year.
2	A preposition can be placed at the beginning of a sentence.	a) To whom did you give his book? b) In which shop did you buy this pen?
3	Sometimes the preposition is placed last for the sake of emphasis.	a) Our president is known all our the world over b) This they insist on
4	There are many word which can used both as a preposition and as an adverb	a) Ayesha was here before eight. b) Umair has not done this sort of work before.
5	There are certain words which always take the infinitive after them	a) They refused to refuse his earnest request. b) We agree to disagree with you on these points.

Simple	In, on, at, from, to, of, up, for, with, till, out, through, etc.
Compound	Between, beside, below, before, above, among, around, without, etc.
Phrase	Because of, in order to, in place of, in addition to, etc.

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It is placed before a noun or a pronoun with the indication of

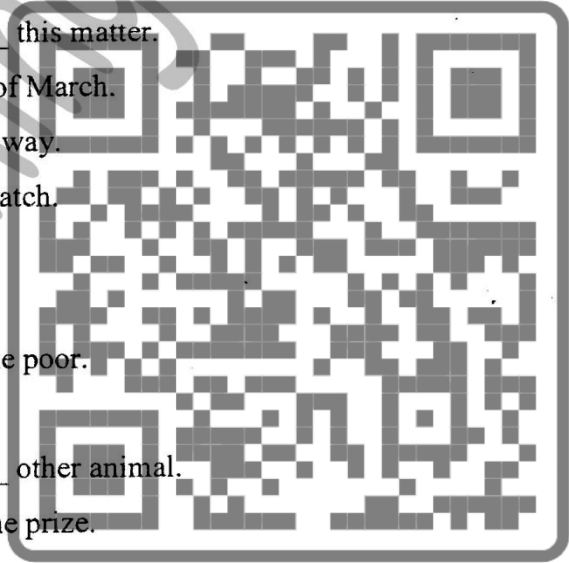
Time	He stayed her for many years.
Place	They ran across the road.
Manner	He fought with courage.
Reason	He is suffering from fever.
Purpose	He sacrificed everything for his children
Possession	This is a building of Kamran.
Contrast	For all his fortune, he is not
Concessio	With all his faults, she adores
Reasoning	From what he knew of them. he avoids them.



Practice Exercises 1

Fill in the appropriate prepositions:

1. Shah Abdul Latief's Urs is held _____ his shrine.
2. Wait _____ me till I come.
3. She is very fond _____ eating sweets.
4. The king asked the saint _____ bring a glass _____ water.
5. He had great love _____ Pakistan.
6. He is looking _____ the job.
7. Switch _____ the radio and T.V.
8. Switch _____ all the lights.
9. He did not act _____ my advice.
10. She put _____ a new dress.
11. We promised to look _____ this matter.
12. He has been ill _____ the 1st of March.
13. I met him yesterday _____ the way.
14. It is quarter to nine _____ my watch.
15. He begged him _____ mercy.
16. He is senior _____ me.
17. You should not laugh _____ the poor.
18. She is sure _____ her success.
19. Man is a quite different _____ other animal.
20. I succeeded _____ winning the prize.
21. He has not written _____ me _____ many months.
22. He got this _____ the book shop.
23. They walked _____ the post office.
24. He is interested _____ stamp collecting.
25. The ship will sail _____ Pakistan _____ Tuesday.
26. They learn _____ cook _____ their mother.
27. You must be alert _____ the examination.
28. John took care _____ my dog while I was away.
29. My parents did not approve _____ my plan _____ live _____ my uncle.
30. My book is different _____ yours.
31. My brother was _____ sitting with me.
32. Ali jumped _____ the sea.



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33. The soldiers do not care _____ their lives.
34. The servant was punished _____ his master.
35. Trust _____ God.
36. I have applied _____ one day's leave.
37. The boy followed the footsteps _____ his father.
38. Several persons died _____ cholera last week.
39. The injured were admitted _____ the hospital.
40. I was invited _____ see a magic show.
41. You are answerable _____ Allah _____ your actions.
42. Beg forgiveness _____ this gentlemen _____ your misdeeds.
43. Later _____ he served as a minister and gained a great deal _____ experience.
44. King Faisal was devoted _____ Islam and lived according _____ its teaching.
45. Tired _____ city life. Build left the city.
46. Women _____ all over India participated _____ the struggle _____ independence.
47. Their dress was embroidered _____ silk thread.
48. They thanked him _____ performing the job.
49. Mother is grateful _____ you _____ your concern about her health.
50. I agreed _____ his proposed.
51. She came here _____ train.
52. I am getting late _____ school.
53. The examination begins _____ Saturday.
54. I jumped _____ the other side.
55. He is like a brother _____ me.
56. He is blind _____ one eye.
57. He swore _____ God.
58. I said it _____ his face.
59. I prefer death _____ dishonor.
60. Arshad is sitting _____ the tree.
61. He came to see me _____ 5 A.M yesterday.
62. Mr Hamid is not _____ the room.
63. Bashir walked _____ the room.
64. He distributed money _____ the two.
65. He refused _____ distributed the property _____ his four sons.



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SENTENCES

	DEFINITION	EXAMPLE
Declarative	A sentence that makes a statement is called a Declarative sentence.	He is going to school.
Interrogative	A sentence that makes a question is called an Interrogative sentence.	What is your name?
Imperative	A sentence that expresses a command or a request is called an Imperative sentence.	Don't move.
Exclamatory	A sentence that expresses a sudden feeling is called an Exclamatory sentence.	What a beautiful flower this is!
Simple	A sentence that has one main clause is called a Simple sentence	In spite of his poverty, he helps others.
Compound	A sentence that has two or more main clauses is called a Compound sentence.	She is slow, but she is sure.
Complex	A sentence that has one main clause and one or more subordinate clauses is called a Complex sentence.	Though he is poor, he helps others.
Negative	A sentence that makes a sense of negation is called Negative sentence.	He is not going to school.

Simple sentence: A sentence that has one main clause is called Simple Sentence.

Eg: In spite of his poverty he helps others. (He helps others - one main clause)

Compound Sentence: A sentence that has two or more main clauses is called Compound Sentence.

Eg: He is poor but he helps others. (He is poor; he helps others - two main clauses)

Complex Sentence: A sentence that has one main clause and one or more subordinate clauses are called Complex Sentence.

Eg: Though he is poor; he helps others. (He helps others - one main clause) (Though he is poor - one subordinate clause)

SIMPLE SENTENCE	COMPOUND SENTENCE	COMPLEX SENTENCE
She punished her son for disobedience.	Her son was disobedient and so she has punished him.	As her son was disobedient, she punished him.
Besides writing the letter, he posted it.	He not only the letter but also posted it.	After he had written the letter he posted it.
In the event of your being late, you will be punished.	You must both be late or you will be punished.	If your are late, you will be punished.
The box is too heavy to lift it.	The box is very heavy so he cannot life it.	The box is so heavy that he cannot lift it.



Practice Exercises 2

Change the following sentences into Negative.

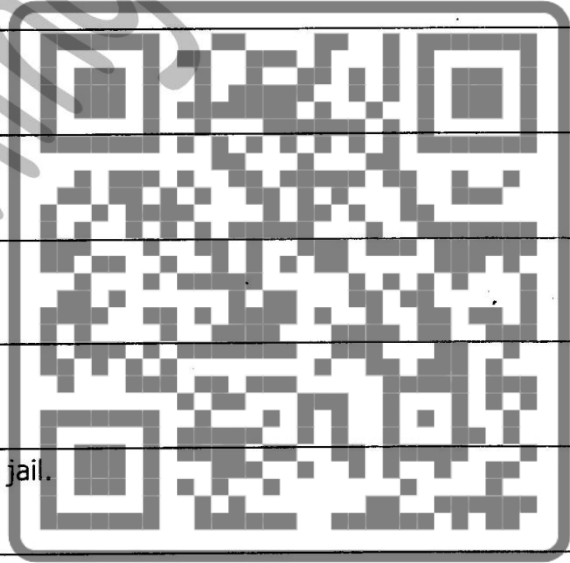
1. His parents live in Dubai.
2. I like them for being far.
3. A bicycle costs much.
4. This shopkeeper gives short measure.
5. The boy flies a kite.
6. We play all the time.
7. He forgets his previous lesson.
8. Your mother teaches in a college.
9. Ali takes it to heart.
10. Waqas eats rice daily.
11. They shut the door quickly.
12. She abused your mother.
13. They think in the right way.
14. The girl broke the glass.
15. We won the final match.
16. She lost her wrist watch.



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17. The hunter shot at the bird.
18. Your friends swam very well.
19. He left his bag in the class.
20. We wore best of our dress.
21. I saw the new moon.
22. She loves her children.
23. I told him a new story.
24. You took two books from the shop.
25. He returned my camera.
26. I slept well last night.
27. They paid the utility bill.
28. The police carried the criminals to the jail.
29. His father bought a new flat.
30. They built a grand building in the market.
31. We shall send him a message.
32. He will apply for a new job.
33. You will see this program tomorrow.
34. She will dance in the party.



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35. It will cost you much.

36. Karim will sit near the window.

37. These circumstances will bring a change in him.

38. I shall allow you to sit in my class.

39. They will treat us gently.

40. This bus will go to Murree.

41. We shall set them free.

42. You will obey them.

43. She will drive the car alone.

44. They will call on him in the evening.

45. Zain will solve this problem.

46. I have sent them too early.

47. She has done it herself.

48. We have got our books.

49. The tailor has sewn my cloths.

50. The fire has caught the nearby shops.

51. They have seen it before.

52. The thieves have stolen all the valuables of the house.



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53. You have written a good essay.

54. We have wasted our time.

55. She has taken a final decision.

56. The judge has ordered the police to pursue the thieves.

57. The gardener had watered the plants.

58. We had crossed the border line.

59. They had demanded a heavy amount.

60. She had pleased all the guests.

Practice Exercises 3

Change the following sentences into Interrogative.

1. Your friend will betray you.

2. Alia will come to Pakistan the next year.

3. I shall remind you after a week.

4. He has taken a risk in this matter.

5. You will have closed this chapter.

6. We had exchanged our seats.

7. You have not mentioned it.

8. It has happened to them two times.



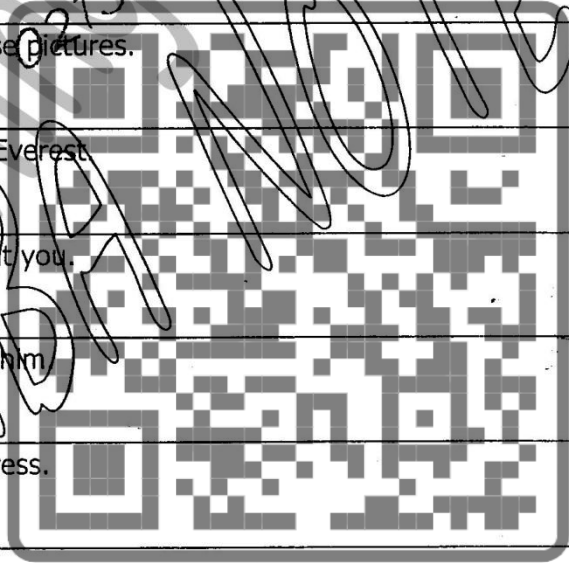
9. The Principal will praise her work.
10. The boys will be making a noise in the class.
11. All the girls had done very well.
12. The cat will have killed the mouse.
13. The men cut down the tree.
14. The hunter had shot the tiger.
15. The mischievous boys have blocked the road.
16. My cousin will have drawn these pictures.
17. They will conquer the peak of Everest.
18. I shall not tell the mother about you.
19. They will not make a room for him.
20. We have not worn the clean dress.
21. I am working hard these days.
22. He is not telling a lie.
23. They are being informed.
24. She is not applying for a new job.
25. You were swimming in the river.
26. They will be calling you.



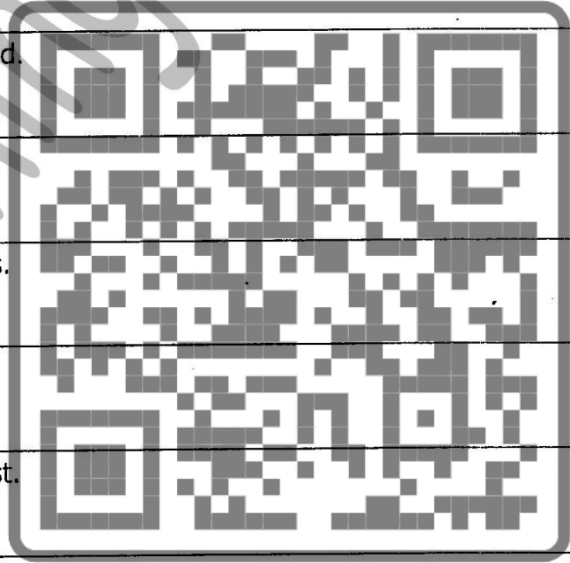
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22. He is not telling a lie.
23. They are being informed.
24. She is not applying for a new job.
25. You were swimming in the river.
26. They will be calling you.



27. The nurse has injected him.
28. The acrobat was walking on the rope carefully.
29. She was not building castles in the air.
30. He has carried out the orders of his master.
31. I have not refused him to come back.
32. They had sold out their old house.
33. Birds were flying in the air.
34. Parents were looking for their lost child.
35. He is not sleeping in your room.
36. The gardener was watering the plants.
37. Salim will be waiting for you.
38. The driver was not driving the bus fast.
39. The girls were cleaning the room.
40. I was not being informed.
41. We were watching the cricket match.
42. His mother will have been calling him.
43. The boys were not following the rules.
44. She is not leaving the country for good.



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45. The old man had seen many ups and downs of life.

46. The patient was growing worse.

47. Tables were turned on us at the last pinch.

48. They were winding up their business due to loss.

49. We are not making a fun of them.

50. They cannot dare to jump so high.

51. He learns his lesson daily.

52. She keeps her promise.

53. They live beside your house.

54. Ali sleeps early.

55. We abide by the rules.

56. Your friend drives the car very fast.

57. His father gets up early.

58. It rains in summer.

59. He spends all his money in useless things.

60. The sun shines brightly.

61. That lady sings a melodious song.

62. The baby cries for her mother.



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63. They play cricket in the evening.

64. Your parents love you.

65. Nasir runs a shop in Saddar.

66. She teaches English well.

67. Mice fear cats.

68. We respect our teachers.

69. Noman flies a kite.

70. She bakes nice cakes.

71. Owls sleep in the day time.

72. I say my prayers regularly.

73. This train goes to Sadiqabad.

74. You know Arabic language.

75. She takes exercise every morning.

76. Most boys waste their valuable time.

77. The goods train carries goods only.

78. He always speaks the truth.

79. Najma and Fouzia go to college regularly.

80. We saw him in the playground.



81. I took a cup of hot coffee.

82. The plane took off.

83. You broke the old record.

84. They met him in his office.

85. The rain brought down the temperature.

86. He made several mistakes.

87. The police caught the dacoits red handed.

88. The minister issued the order of his transfer.

89. She sang thrilling songs.

90. We bought a new house.

91. He found his lost book.

92. The dog ran after a cat.

93. You drew your first salary.

94. We wrote a letter to the Editor of the Dawn.

95. The soldiers fought bravely.

96. The farmers grew wheat in great quantity.

97. Their brothers left India forever.

98. The boys stood up at his arrival.

99. You hurt your knee yesterday.

100. The child slept for two hours.

101. She does not quarrel with me.

102. I do not wear a black shirt.

103. You cannot enter the class.

104. They did not win the match.

105. We did not try again and again.

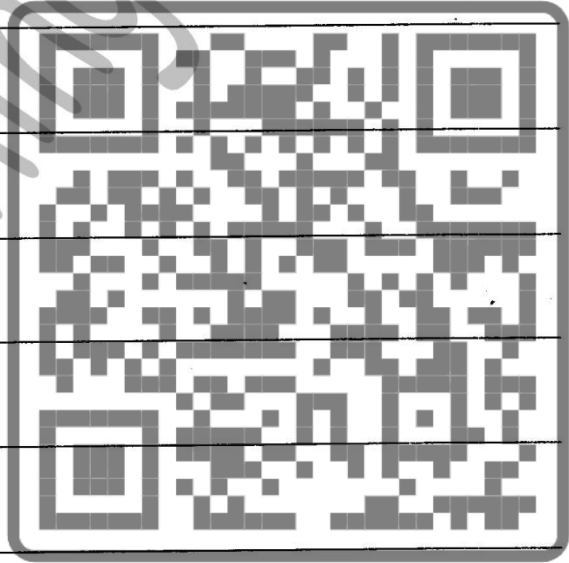
106. He does not work hard.

107. Karim does not look handsome.

108. Najma does not wake up early.

109. The manager did not call you.

110. Your friends do not fulfill the promise.



Practice Exercises 4

Change the following sentences into Assertive form.

1. Did they do according to my instruction?

2. Does she obey her parents?

3. Are we happier than our forefathers?

4. Did the boy jump into the pond?



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5. Does she take interest in her studies?

6. Do we not do our duty properly?

7. Did Maryam get first prize?

8. Does her mother teach her at home?

9. Do they get better crop in this way?

10. Did Nadia go with her father?

11. Do your friends work hard like you?

12. Did the teacher punish the naughty boys?

13. Do I not go there alone?

14. Is he flying a kite?

15. Are they swimming delightfully?

16. Am I helping them?

17. Was your brother present yesterday?

18. Were those students obeying you?

19. Was she taking rest?

20. Will they take refuge in these circumstances?

21. Has she brought your book?

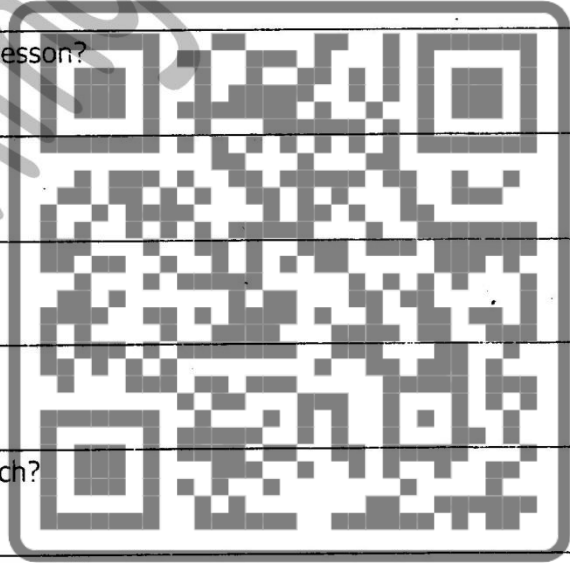
22. Had the hunter killed the fierce lion?



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23. Have the guests taken food?
24. Has the peon rung the bell?
25. Have you found the book?
26. Has the rain stopped now?
27. Have you found the book?
28. Will this criminal turn over a new leaf?
29. Will they have finished their work?
30. Will the teacher have begun the new lesson?
31. Will they not enjoy the party?
32. Shall we not disobey him?
33. Will the stranger not trust you?
34. Will their friends leave them in the lurch?
35. Will those policies be not applied?



Practice Exercises 5 (Transformation)

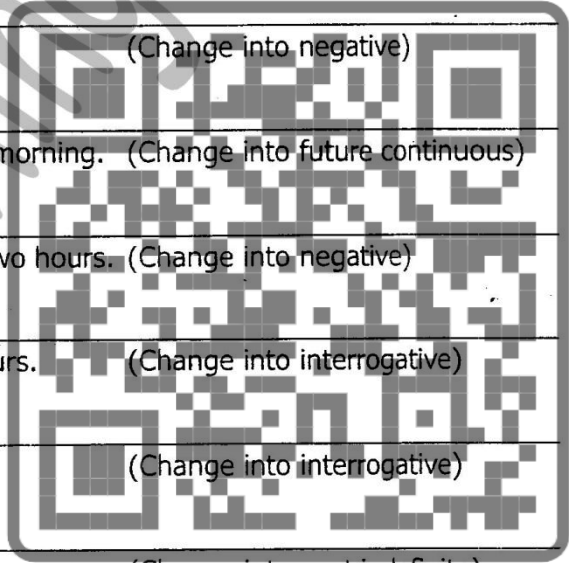
Change the given sentences as directed.

1. She sleeps. (Change into negative)
2. They are washing their cloths. (Change into interrogative)



3. They were sitting in the park. (Change into interrogative)
4. I will go with you to the market. (Change into Past indefinite)
5. You will be going to attend the class. (Change into interrogative)
6. He has performed his duty well. (Change into negative)
7. They have visited Lahore last year. (Change into interrogative)
8. She will have given her gift. (Change into Present Indefinite)
9. They had been studying in this school since 1992. (Change into Negative)
10. They had been walking for two hours. (Change into Negative)
11. We shall have been working with him for two days. (Change into interrogative)
12. We sold the car. (Change the interrogative)
13. You were going to market. (Change into Present indefinite)
14. They will join college this year. (Change into interrogative)
15. The doctor will be checking the patient. (Change into past perfect)
16. They have been preparing for the examination since morning. (Change into interrogative)
17. They had been listening to music for two hours. (Change into negative)
18. We shall have been waiting for him for two hours. (Change into interrogative)
19. The teacher will be coming in the class. (change into past perfect)

20. We have seen a movie tonight. (Change into negative)
21. They had gone to Islamabad last week. (Change into interrogative)
22. He will have done this work. (Change into negative)
23. We have been listening to her lecture for two hours. (Change into negative)
24. They had been watching the movie for three hours. (Change into negative)
25. He will have been cooking for two hours. (Change into interrogative)
26. I had delivered a message. (Change into past indefinite)
27. She will have met him. (Change into negative)
28. They have been playing cricket since morning. (Change into future continuous)
29. He had been learning the lesson for two hours. (Change into negative)
30. She will have been writing for two hours. (Change into interrogative)
31. They play in the ground. (Change into interrogative)
32. We are talking to them. (Change into past indefinite)
33. He broke a cup. (Change into Negative)
34. She was reading a book. (Change into future continuous)
35. I will go to Lahore. (Change into interrogative)
36. You will be eating an apple. (Change into negative)
37. He has completed his work. (Change into past indefinite)



38. They had beaten him. (Change into present indefinite)
39. I shall have given him the message. (Change into negative)
40. They have beaten him. (Change into interrogative)
41. You had been cooking for two hours. (Change into negative)
42. We shall have been living with him for two days. (Change into interrogative)

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VERB

Definition: A verb is a word which shows action or state of being. Every sentence must have a verb. Recognizing the verb is the most important step to understand the meaning of a sentence.

- In the sentence, 'The cat killed the rat', **Killed** is the verb and the word which shows the action of the sentence.
- In the sentence 'the girl is sitting on a chair', though the action doesn't show much activity, **Sitting** is the verb of the sentence.
- In the sentence 'He is a good boy' there is no action but a state of being expressed by the verb is.

Though the word is different from other verbs in many ways, it can still be thought of a verb.

Unlike most of the other parts of speech, verbs change their forms. Sometimes endings are added (look – looked) and sometimes the word itself becomes different (write – wrote). The different forms of verbs show different meanings according to their uses, like **tense** (Past, Present, future), **person** (First person, Second person, Third person), **number** (Singular, Plural) and **voice** (Active, Passive).

Verbs are sometimes accompanied by verb like words called **modal** (may, could, should, etc) and **auxiliaries** (do, have, will, etc.) to give them different meanings.

	PRESENT	PAST	PAST PARTICIPLE	FOR THIRD PERSON - SINGULAR	ING FORM
1	Arise	Arose	Arisen	Arises	Arising
2	Awake	Awoke	Awoken	Awakes	Awaking
3	Be	Was/were	Been	Is	Being
4	Bear	Bore	Born/Borne	Bears	Bearing
5	Beat	Beat	Beaten	Beats	Beating
6	Become	Became	Become	Becomes	Becoming
7	Begin	Began	Begun	Begins	Beginning
8	Behold	Beheld	Beheld	Beholds	Beholding
9	Bend	Bent	Bent	Bends	Bending
10	Bet	Bet	Bet	Bets	Betting
11	Bid	Bade	Bidden	Bids	Bidding
12	Bid	Bid	Bid	Bids	Bidding
13	Bind	Bound	Bound	Binds	Binding
14	Bite	Bit	Bitten	Bites	Biting
15	Bleed	Bled	Bled	Bleeds	Bleeding
16	Blow	Blew	Blown	Blows	Blowing
17	Break	Broke	Broken	Breaks	Breaking
18	Breed	Bred	Bred	Breeds	Breeding
19	Bring	Brought	Brought	Brings	Bringing
20	Build	Built	Built	Builds	Building
21	Burn	Burnt	Burnt	Burns	Burning
22	Burst	Burst	Burst	Bursts	Bursting
23	Bust	Bust	Bust	Busts	Busting
24	Buy	Bought	Bought	Buys	Buying
25	Cast	Cast	Cast	Casts	Casting
26	Catch	Caught	Caught	Catches	Catching

27	Choose	Chose	Chosen	Chooses	Choosing
28	Clap	Clapped	Clapped	Claps	Clapping
29	Cling	Clung	Clung	Clings	Clinging
30	Clothe	Clothed	Clothed	Clothes	Clothing
31	Come	Came	Come	Comes	Coming
32	Cost	Cost	Cost	Costs	Costing
33	Creep	Crept	Crept	Creeps	Creeping
34	Cut	Cut	Cut	Cuts	Cutting
35	Dare	Dared/Drust	Dared	Dares	Daring
36	Deal	Dealt	Dealt	Deals	Dealing
37	Dig	Dug	Dug	Digs	Digging
38	Dive	Dived	Dived	Dives	Diving
39	Do	Did	Done	Does	Doing
40	Draw	Drew	Drawn	Draws	Drawing
41	Dream	Dreamt	Dreamt	Dreams	Dreaming
42	Drink	Drank	Drunk	Drinks	Drinking
43	Drive	Drove	Driven	Drives	Driving
44	Dwell	Dwelt	Dwelt	Dwells	Dwelling
45	Eat	Ate	Eaten	Eats	Eating
46	Fall	Fell	Fallen	Falls	Falling
47	Feed	Fed	Fed	Feeds	Feeding
48	Feel	Felt	Felt	Feels	Feeling
49	Fight	Fought	Fought	Fights	Fighting
50	Find	Found	Found	Finds	Finding
51	Fit	Fit/Fitted	Fit/Fitted	Fits	Fitting
52	Flee	Fled	Fled	Flees	Fleeing
53	Fly	Flew	Flown	Flies	Flying
54	Foresee	Foresaw	Foreseen	Foresees	Foreseeing
56	Foretell	Foretold	Forgotten	Foretells	Foretelling
57	Forget	Forgot	Forgotten	Forgets	Forgetting
58	Forsake	Forsook	Forsaken	Forsakes	Forsaking
59	Freeze	Froze	Frozen	Freezes	Freezing
60	Frostbite	Frostbit	Frostbitten	Frostbites	Frostbiting
61	Get	got	Got/gotten	Gets	Getting
62	Give	Gave	Given	Gives	Giving
63	Go	Went	Gone	Goes	Going
64	Grind	Ground	Ground	Grinds	Gridding
65	Grow	Grew	Grown	Grows	Growing
66	Handwrite	Handwrote	Handwritten	Handwrites	Handwriting
67	Have	Had	Had	Has	Having
68	Hear	Heard	Heard	Hears	hearing
69	Hide	Hide	Hidden	Hides	Hiding
70	Hit	Hit	Hit	Hits	Hitting
71	Hold	Held	Held	Holds	Holding
72	Hurt	Hurt	Hurt	Hurts	Hurting
73	Inlay	Inlaid	Inlaid	Inlays	Inlaying
74	Interlay	Interlaid	Interlaid	Interlays	Interlaying
75	Keep	Kept	Kept	Keeps	Keeping
76	Know	Knew	Known	Knows	Knowing
77	Lay	Laid	Laid	Lays	Laying

78	Lead	Led	Led	Leads	Leading
79	Leave	Left	Left	Leaves	Leaving
80	Lend	Lent	Lent	Lends	Leading
81	Lie	Lay	Lain	Lies	Laying
82	Light	Lit	Lit	Light	Lighting
83	Lose	Lost	Lost	Loses	Losing
84	Make	Made	Made	Makes	Making
85	Mean	Meant	Meant	Means	Meaning
86	Meet	Met	Met	Meets	Meeting
87	Melt	Melted	Molten	Melts	Melting
88	Mislead	Misled	Misled	Misleads	Mistaking
89	Mistake	Mistook	Mistaken	Mistake	Mistaking
90	Mow	Mowed	Mown	Mows	Mowing
91	Overdraw	Overdrew	Overdrawn	Overdraws	Overdrawing
92	Overhear	Overheard	Overheard	Overhears	Overhearing
93	Overtake	Overtook	Overtaken	Overtakes	Overtaking
94	Pay	Paid	Paid	Pays	Paying
95	Preset	Preset	Preset	Preset	Presetting
96	Prove	Proved	Proven	Proves	Proving
97	Put	Put	Put	Puts	Putting
98	Quit	Quit	Quit	Quits	Quitting
99	Read	Read	Read	Reads	Reading
100	Ride	Rode	Ridden	Rides	Riding
101	Ring	Rang	Rung	Rings	Ringling
102	Rise	Rose	Risen	Rises	Rising
103	Rive	Rived	Riven/Rived	Rives	Riving
104	Run	Ran	Run	Runs	Running
105	Saw	Sawed	Sawn/Sawed	Saws	Sawing
106	Say	Said	Said	Says	Saying
107	See	Saw	Seen	Sees	Seeing
108	Seek	Sought	Sought	Seeks	Seeking
109	Sell	Sold	Sold	Sells	Selling
110	Send	Sent	Sent	Sends	Sending
111	Set	Set	Set	Sets	Setting
112	Sew	Sewed	Sewn	Sews	Sewing
113	Shake	Shook	Shaken	Shakes	Shaking
114	Shave	Shaved	Shaven	Shaves	Shaving
115	Shed	Shed	Shed	Sheds	Shedding
116	Shine	Shone	Shone	Shines	Shinning
117	Shoe	Shoed	Shoed	Shoes	Shoeing
118	Shoot	Shot	Shot	Shoots	Shooting
119	Show	Showed	Shown	Shows	Showing
120	Shrink	Shrank	Shrunk	Shrinks	Shrinking
121	Shut	shut	Shut	Shuts	Shutting
122	Sing	Sang	Sung	Sings	Singing
123	Sink	Sank	Sunk	Sinks	Sinking
124	Sit	Sat	Sat	Sits	Sitting
125	Slay	Slew	Slain	Slays	Slaying
126	Sleep	Slept	Slept	Sleeps	Sleeping
127	Sling	Slung	Slung	Slings	Slinging



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128	Slink	Slunk	Slunk	Slinks	Slinking
129	Slit	Slit	Slit	Slits	Slitting
130	Smell	Smelt	Smelt	Smells	Smelling
131	Sow	Sowed	Sown	Sows	Sowing
132	Speak	Spoke	Spoken	Speaks	Speaking
133	Speed	Speeded	Sped	Speeds	Speeding
134	Spend	Spent	Spent	Spends	Spending
135	Spin	Span/Spun	Spun	Spins	Spinning
136	Spit	Spat/Spit	Spat/Spit	Spits	Spoiling
137	Split	Split/Spilled	Split/Spilled	Splits	Splitting
138	Spoil	Spoilt/Spoiled	Spoiled	Spoils	Spoiling
139	Spread	Spread	Spread	Spreads	Spreading
140	Spring	Sprang	Sprung	Springs	Springing
141	Stand	Stood	Stood	Stands	Standing
142	Steal	Stole	Stolen	Steals	Stealing
143	Stick	Stuck	Stuck	Sticks	Sticking
144	Stride	Strode	Stridden	Strides	Striding
145	Strike	Struck	Struck	Strikes	Stringing
146	String	Strang	Strung	Strings	Stringing
147	Strive	Strove	Striven	Strives	Striving
148	Sublet	Sublet	Sublet	Sublets	Subletting
149	Swear	Swore	Sworn	Swears	Swearing
150	Swell	Swelled	Swollen	Swells	Swelling
151	Swim	Swam	Swum	Swims	Swimming
152	Swing	Swung	Swung	Swings	Swinging
153	Take	Took	Taken	Takes	Taking
154	Teach	Taught	Taught	Thinks	Thinking
155	Tear	Tore	Torn	Tears	Tearing
156	Tell	Told	Told	Tells	Telling
157	Think	Thought	Thought	Thinks	Thinking
158	Thrive	Throve	Thriven	Thrives	Thriving
159	Throw	Threw	Thrown	Throws	Throwing
160	Thrust	Thrust	Thrust	Thrusts	Thrusting
161	Tread	Trod	Trodden	Treads	Treading
162	Undergo	Underwent	Undergone	Undergoes	Undergoing
163	Understand	Understood	Understood	Understands	Understanding
164	Undertake	Undertook	Undertaken	Undertakes	Undertaking
165	Upset	Upset	Upset	Upsets	Upsetting
166	Vex	Vext/Vexed	Vext/Vexed	Vaxes	Vexing
167	Wake	Woke	Woken	Wakes	Waking



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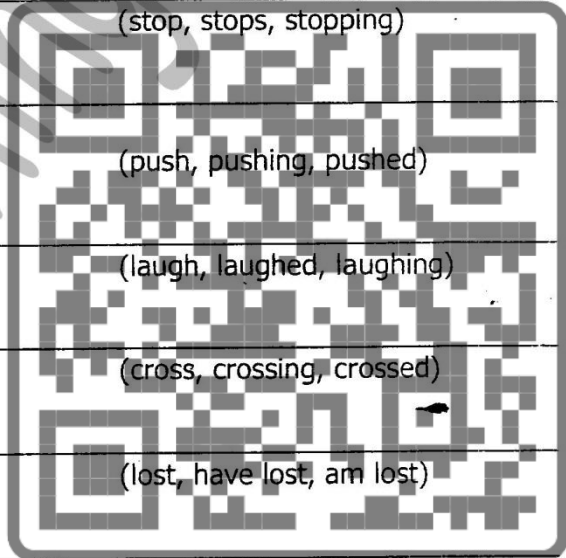
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Practice Exercises 6

(Correct form of Verb)

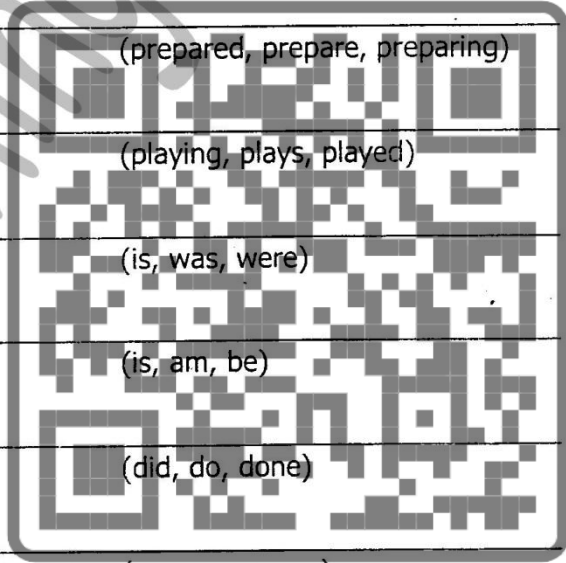
Select the correct form of verb:

1. She _____ a letter to her cousin. (post, posting, posts)
2. They are _____ eggs. (sells, sold, selling)
3. I have _____ the balls. (count, counting, counted)
4. They _____ the rest. (took, taking, is taking)
5. We were _____ the train. (stop, stops, stopping)
6. She has _____ the door. (push, pushing, pushed)
7. He will _____ at them. (laugh, laughed, laughing)
8. We will be _____ the road. (cross, crossing, crossed)
9. I will have _____ my purse. (lost, have lost, am lost)
10. We _____ the truth. (speaks, is speak, are speaking)
11. He is _____ singing a song. (sung, sings, singing)
12. They have _____ a snake. (kills, killed, kill)
13. She _____ the toys. (break, have break, broke)
14. I was _____ them English. (teach, taught, teaching)



15. We had ____ this poem by heart. (learn, learns, learnt)
16. I shall ____ the egg. (boiled, boiling, boil)
17. He will ____ a map of Pakistan. (be drawing, are drawing, draws)
18. They have ____ the tickets. (buying, buys, bought)
19. He ____ the truth. (tells, tell, telling)
20. He ____ an apple. (ate, eating, are eating)
21. I shall ____ respect to my elders. (paid, paying, pay)
22. You are not ____ effort for success. (make, makes, making)
23. They were ____ very hard. (works, working, worked)
24. They will be ____ . (swimming, swim, swims)
25. She ____ all the dishes. (is washed, has washed, wash)
26. He had ____ a good name. (earn, earns, earned)
27. I will have ____ him his copies. (return, returning, returned)
28. They ____ fruit. (busy, buying, buy)
29. We ____ him last Friday. (met, meet, meets)
30. You ____ go to school. (will, is, are)
31. He ____ the plants. (is watering, are watering, am watering)

32. She _____ decorating her house. (am, are, was)
33. I will be _____ to the doctor. (goes, go, going)
34. They have _____ the match. (wins, win, won)
35. You had _____ him. (beat, beats, beaten)
36. We will have _____ them the papers. (shows, shown, showing)
37. I _____ in the ground. (play, plays, playing)
38. They _____ to market. (going, goes, went)
39. She will _____ the dinner. (prepared, prepare, preparing)
40. We are _____ cricket. (playing, plays, played)
41. You _____ sleeping. (is, was, were)
42. He will _____ eating an apple. (is, am, be)
43. I have _____ my work. (did, do, done)
44. She had _____ a snake. (saw, see, seen)
45. They will have _____ the task. (complete, completing, completed)



TENSE

Definition: A tense is a form of a verb and it indicates the time of an action.

	RULE	USAGE
1	If the verb in the principal clause is in the present or future tense, the verb in the subordinate clause can be in any tense, present, past or future – according to the sense to be conveyed.	a) We know what they tell. b) We know what they told. c) We know what they will tell.
2	If the verb in the principal clause is in the past tense, the verb in the subordinate clause must be in the past tense.	a) We knew that Sana was a clever girl. b) They promised that they would help us. c) Nobody told what had happened
3	If the two actions happened in the past, the simple past is used in one clause and the past perfect in the other	a) We had seen many cities before we returned from America b) When we reached the station the train had already left.
4	When the two actions took place in the past at the same time, simple past tense is used for both the actions.	When the cat came, the rat left.
5	We should use past continuous tense for the action that was in progress, and simple past tense for the action which took place in between.	We were reading when he came.
6	If the verb in the principal clause is in the present or future tense, the verb in the subordinate clause can be in any tense present, past or future – according to the sense to be conveyed.	a) My teacher told me the earth moves round the sun. b) She told me the sun rises in the east. c) He told us that honesty is the best policy.
7	When the subordinate clause is introduced by the word 'then', the verb in the subordinate clause may be in any tense, even if the verb in the principal clause is in the past tense.	a) Mother liked SANA more than she likes SAJID. b) She helped us more than she helps her own children.
8	If the subordinate clause is an adverb clause expressing a place or person, the verb used therein may be in any tense, even if there is past tense in the principal clause.	a) A river flowed where there is a village now. b) A palace stood where we find a garden now.
9	If the subordinate clause is an adjective clause, the verb used therein may be in any tense, even if the verb in the principal clause is in the past tense.	a) We met a boy who works hard. b) They met a girl who worked hard. c) She met a boy who will work hard.
10	If the subordinate clause is introduced by the conjunction 'lest', the word should always follow lest, irrespective of the tense of the verb in the principle clause.	a) Work hard, lest you should fail. b) The thief ran away lest he should be caught. c) They walked carefully lest they should fall.

TENSE - TABLE				
	SIMPLE	CONTINUOUS	PERFECT	PERFECT CONTIN
P R E S E N T	He [] works She [] It [] I [] work We [] You [] They []	He [] is working She [] It [] am working I [] We [] are working You [] They []	He [] has worked She [] It [] I [] have worked We [] You [] They []	He [] has been working She [] It [] I [] have been working We [] You [] They []
P A S T	He [] worked She [] It [] I [] We [] You [] They []	He [] was working She [] It [] I [] We [] were working You [] They []	He [] had worked She [] It [] I [] We [] You [] They []	He [] had been working She [] It [] I [] We [] You [] They []
F U T U R E	I [] shall / will work We [] He [] will work She [] We [] It [] You [] They []	I [] shall / will be working We [] He [] will be working She [] We [] It [] You [] They []	I [] shall / will have worked We [] He [] will have worked She [] We [] It [] You [] They []	I [] shall / will have been working We [] He [] will have been working She [] We [] It [] You [] They []



		RULE	USAGE
P R E S E N T	Simple	It expresses the universal truths.	Each planet moves round the sun.
	Continuous	It indicates an action which is continuing at the time of speaking.	They are writing now.
	Perfect	It indicates an action which has been completed just now.	She has just come.
	Perfect continuous	It indicates an action which started in the past time and is still continuing.	She has been working here since 1995.
P A S T	Simple	It indicates an action which was started and completed in the past.	He met his friends yesterday.
	Continuous	It indicates an action which was continuing in the past.	She was reading the book.
	Perfect	It indicates an action which had been completed before another action was completed.	When I reached the station, the train had already arrived.
	Perfect continuous	It indicates an action which started, continued and completed in the past.	They had been working in the school for five months.
F U T U R E	Simple	It indicates an action which will happen in the future.	He will come tomorrow.
	Continuous	It indicates an action which will be continuing in the future.	She will be staying there for one week.
	Perfect	It indicates an action which will be completed before another action will be completed.	Before I reach the office tomorrow, they will have finished their work.
	Perfect continuous	It indicates an action which will start, continue and end in the future.	He will have been staying there for two years when he will go to Canada.

Practice Exercises 7

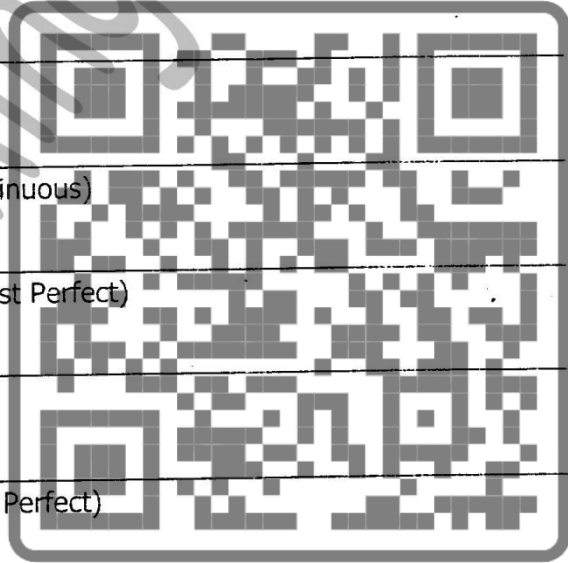
(Do as Directed)

- The wind blows furiously. (Change into Future Continuous)
- The boy stood on the burning deck. (Change into Past-Continuous)
- They all will tell the same story. (Present Perfect)
- He sowed the seeds of dissension. (Present Perfect)
- She belonged to a noble family. (Present)



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6. My mother bids me work hard. (Past)
7. He throws cold water on my plan. (Present Perfect)
8. The old woman sat in the sun. (Present Continuous)
9. Rosy swims very well indeed. (Future)
10. His voice shâkes with emotion. (Past Continuous)
11. He spends his time in idleness. (Present Perfect)
12. She feels sorry for her faults. (Past)
13. Did your friend sing any song?
14. Kite is flown by the boy. (Present Continuous)
15. He wears away his youth in trifles. (Past Perfect)
16. What will make you laugh? (Present)
17. Who taught you all these tricks? (Past Perfect)
18. I decided the case with in no time. (Future)
19. We do it of our own accord. (Present Perfect)
20. They chose him to be their chairman. (Future)
21. The dog ran after the cat. (Present Continuous)
22. I shall show him my progress. (Present Perfect)



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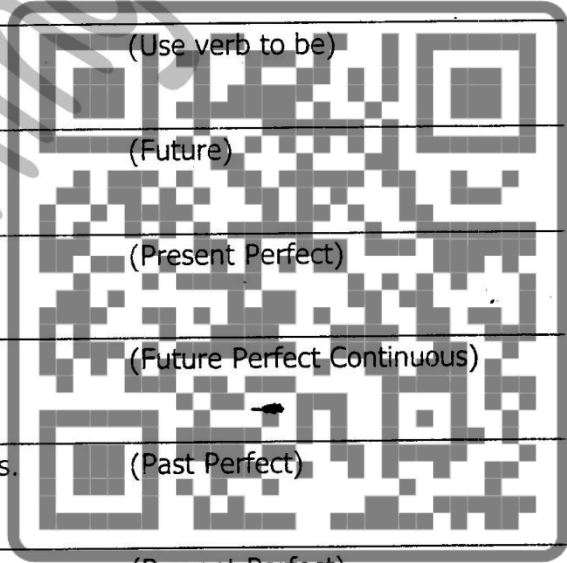
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23. Is he beaten by them? (Future)
24. The boy spoke kind words to her. (Present)
25. Will she attend the meeting? (Present Perfect)
26. We have advised him to work hard. (Future Indefinite)
27. He was declared as successful candidate. (Future)
28. His friends forbade him to tell a lie. (Present Perfect)
29. They are leaving for Islamabad. (Future)
30. You will set an example of hard work. (Present Perfect)

Practice Exercises 8
(Do as Directed)

1. They will waste their time. (Present Perfect Continuous)
2. He does not perform his duty. (Future)
3. Sana had made the arrangements. (Present Continuous)
4. Akbar _____ not present yesterday. (Verb to be)
5. He will not do it as per your demand. (Present)
6. She takes some rest after hard work. (Past)
7. We (take) party they (allow) us. (Use correct form of verb)

8. Maryam longed for a long life. (Present)
9. They will handle the case themselves. (Present Perfect)
10. You buy a very nice bungalow. (Past Perfect)
11. Zain drives a new car. (Future Continuous)
12. They do not violate the law. (Past)
13. The rain stopped us from going out. (Present)
14. He will stand first in his class. (Past)
15. It ____ very hot today. (Use verb to be)
16. They do not make mischief. (Future)
17. Anum eats fish with rice. (Present Perfect)
18. Girls make beautiful dolls. (Future Perfect Continuous)
19. The Captain takes some bold decisions. (Past Perfect)
20. We shall defeat our enemy. (Present Perfect)
21. This message has been sent. (Future)
22. He will try once more. (Present Perfect)
23. They setup their business a new. (Present Continuous)
24. Maira prepares for the examination. (Past Perfect)
25. Ali recited the Holy Quran. (Future Perfect Continuous)



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26. They (go) when we (reach) there. (Use correct form of verb)
27. Sobia wears her best dress. (Past Continuous)
28. Life (verb to be) not a bed of roses.
29. This old building is demolished. (Future Perfect)
30. I was not informed by them. (Present)
31. They will be looked after by her. (Past)
32. Have you paid the bill? (Past Indefinite)
33. The train (leave) before they reached. (Use correct form of verb)
34. Did they carry out their orders? (Present Perfect)
35. We were taught this lesson every day. (Future)
36. The boys will not follow the rules. (Present)
37. The party chooses him as their leader. (Present Perfect)
38. A worm was creeping on the leaf. (Past Indefinite)
39. We shall study all their books. (Present Perfect)
40. She learnt some verses. (Present Perfect)
41. Moin wrote a good article. (Past Perfect Continuous)
42. The tailor sews our cloths. (Present Perfect)
43. His uncle brings nice gifts. (Future Perfect)



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44. She has been watching T.V. (Past Continuous)
45. They will bring their bags. (Present Perfect)
46. She has broken the plate. (Past Indefinite)
47. The baby was crying. (Present Perfect Continuous)

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VOICE

Definition: Voice is the form of the verb which indicates whether a person or a thing does something or something has been done to a person or a thing.

- **Active Voice:** When a verb form shows that the subject has done something, it is known as Active Voice.
- **Passive Voice:** When a verb form shows that something has been done to the subject. It is known as Passive Voice.

	RULE	USAGE
1	A sentence can be separated into subject, verb and object.	Nabeel writes a letter. S V O
2	The object of the sentence must be turned into subject.	A letter is written by Nabeel S V O
3	The 'be' form must be used according to the tense of the verb and according to person and number of the noun in the subject position.	A letter 'is'
4	Past participle of the verb must be used.	A letter is written.
5	Preposition 'by' must be added.	A letter is written by
6	The subject must be made the object.	A letter is written by Nabeel.
7	A transitive verb is sometimes followed by two objects. In such cases, the sentence may have two passive forms.	The principal granted him the permission. (A) The permission was granted to him by the principal. (P) He was granted the permission by the principal. (P)
8	Certain verbs are always followed by prepositions. So a preposition after the verb must be retained in Passive Voice.	He laughed at her. (A) She was laughed at by him. (P)
9	Some ideas like commands/orders/requests may be expressed in Passive Voice.	1. Please post these letters. (A) You are requested to post these letters. (P) 2. Close the door. (A) You are ordered to close the door. (P)
10	Imperative sentences can be turned into Passive Voice by using 'let'. Formula: Let + Object + Be + Past Participle.	1. Post this letter. (A) Let the letter be posted. (P) 2. Close the door. (A) Let the door be closed. (P)
11	A few verbs in Passive Voice are followed by a number of prepositions. In such cases, 'by' is not used.	<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> 1. Astonished at 2. Annoyed at 3. Agitated at 4. Amazed at 5. Alarmed at 6. Contained in 7. Covered with 8. Crowded with 9. Disgusted with 10. Disappointed at 11. Displeased at </div> <div style="flex: 50%;"> 12. Ground in 13. Interested at 14. Killed with 15. Lined with 16. Overgrown with 17. Pleased with 18. Rejoiced at 19. Satisfied with 20. Thronged with 21. Surprised at 22. Vexed at. </div> </div>

ACTIVE VOICE AND PASSIVE VOICE CONVERSION STEP BY STEP

ACTIVE VOICE			PASSIVE VOICE			STEPS: Change according to...
S	V	O	1	4	3	
			Simple	Continuous	Perfect	1: Object become subject
PRESE	Singular	is am - I	is being am being - I	has been have been - I		2: Nabeel by Nabeel I by me
	Plural	are	are being	have been		We by us You by you He by him She by her It by it They by them X by X
PAST	Singular	was	was being	had been		
	Plural	were	were being			
FUTU	I person	shall be	There is no passive voice form for future continuous tense	Shall have been		3: Verb's past participle
	II & III Persons	will be		will have been		4: Find a) the tense b) the number c) the person

TABLE FOR SIMPLE TENSE									
	SINGULAR				PLURAL				
	Active Voice		Passive Voice		Active Voice		Passive Voice		
P R E S E N T	He	writes a letter.	A letter is written	him.	He	writesthe letters.	The letters are written by	him.	
	She			her.	She			her.	
	It			it.	It			it.	
	I	writes a letter.		us.	I	writesthe letters.		me.	
	me.				We				us.
We	You		you.						
You	them.	They	them.						
They									
P A S T	He	wrote a letter.	A letter was	him.	He	wrote the letters.	The letters were written	him.	
	She			her.	She			her.	
	It			it.	It			it.	
	I	wrote a letter.		us.	I	wrote the letters.		me.	
	me.				We				us.
We	You		you.						
You	them.	They	them.						
They									
F U T U R E	He	shall write a letter	A letter will be written by	him.	He	shall write a letter	A letter will be written by	him.	
	She			her.	She			her.	
	It			it.	It			it.	
	I	will write a letter		me.	I	will write a letter		me.	
	We				We				us.
You	You		you.						
They	them.		them.						

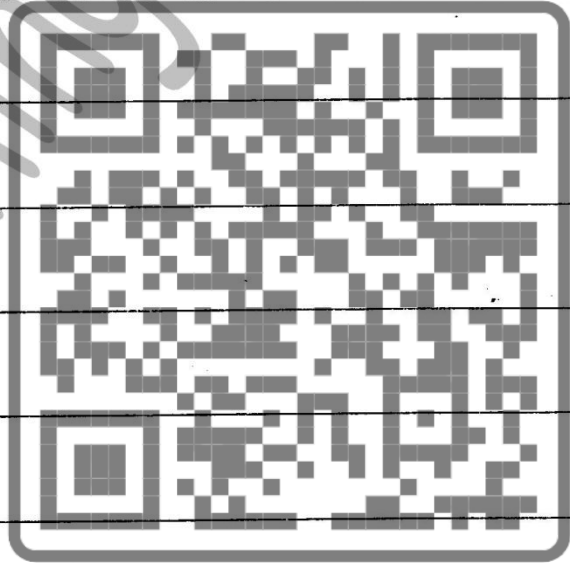
TABLE FOR CONTINUOUS TENSE									
	SINGULAR					PLURAL			
	Active Voice		Passive Voice			Active Voice		Passive Voice	
P R E S E N T	He	is writing a letter	The letter is being written by	him.	He	is writing letters	The letters are being written by	him.	
	She			her.	She			her.	
	It			it.	It			it.	
	I	am writing a letter		me. us.	I	am writing letters		me. us.	
	We				We				
	You	are writing a letter		you. them.	You	am writing letters		you. them.	
They	They								
P A S T	He	was writing a letter	A letter was being written by	her. it.	He	was writing letters	The letters were being written by	him. her. it.	
	She			me. us.	She			me. us.	
	It			you. them.	It			you. them.	
	I	were writing a letter		me. us.	I	were writing letters		me. us.	
	We				We				
	You				You				
They	They								
N O T E	There is no passive form for the following tense:					Verb's Past Participle form is used to the following cases:			
	<div>1. Future Continuous</div> <div>2. Present Perfect Continuous</div> <div>3. Past Perfect Continuous</div> <div>4. Future Perfect Continuous</div>					<div>1. Active Voice</div> <div>2. Present Perfect Tense</div> <div>3. Past Perfect Tense</div> <div>4. Future Perfect Tense</div>			

TABLE FOR PERFECT TENSE									
SINGULAR					PLURAL				
	Active Voice			Passive Voice		Active Voice			Passive Voice
P R E S E N T	He	Writes a letter		A letter has been written by	him	He	Writes a letter		him
	She				her	She			her
	It				it	It			it
	I	Writes a letter			me	I	Writes a letter		me
	We				us	We			us
	You				you	You			you
	They	them	They	them					
P A S T	He	had written a letter	A letter had been written by	him	He	had written the letters	The letters had been written by	him	
	She			her	She			her	
	It			it	It			it	
	I			me	I			me	
	We				us			We	us
	You				you			You	you
	They	them	They	them					
F U T U R E	He	Shall have written a letter	A letter will a have been written by	him	He	Shall have written a letters	The letters will have been written by	him	
	She			her	She			her	
	It			it	It			it	
	I	Will have written a letter		me	I	Will have written the letters		me	
	We				us			We	us
	You				you			You	you
	They	them	They	them					

Practice Exercises 9

(Change the Voice)

1. The boys are doing work.
2. Ali takes an apple daily.
3. She doesn't waste the time.
4. We did not see him there.
5. They found him guilty of theft.
6. I don't like coffee.
7. He didn't steal the silver box.
8. He cares me much.
9. We painted the house red.
10. Nomi lent us a chance.
11. He hates the dirty boys.
12. They made him king.
13. Kiran does not eat apples.
14. I shall send this letter tomorrow.
15. We must listen to his words.
16. We shall not miss the chance again.



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17. You did not keep your promise

18. Miss Sullivan taught her lovingly.

19. He examined the place at once.

20. They did not carry the prisoner alone.

21. My mother bakes nice cakes.

22. We shall treat them politely.

23. You can't pump the ocean dry.

24. They kept me waiting.

25. He did not tell the old story.

26. Almas did not inform me.

27. The cat killed the mice.

28. He grew some new plants.

29. The hunter will shoot the lion.

30. Manners reveal character.

31. Your behavior vexes me.

32. Little strokes felt great

33. Everyone loves him

34. They defeated the enemy.

35. The officer interrogated my name.

36. You cannot win my heart.

37. The peon rings the bell.

38. She helps me in every matter.

39. We must leave this place soon.

40. I brought some papers yesterday.

41. The manager called them.

42. Faiza showed me her new flat.

43. They did not need your help.

44. He drives the car very fast.

45. He cut the crop alone.

46. The court fined him Rs one core.

47. My teacher praised me.

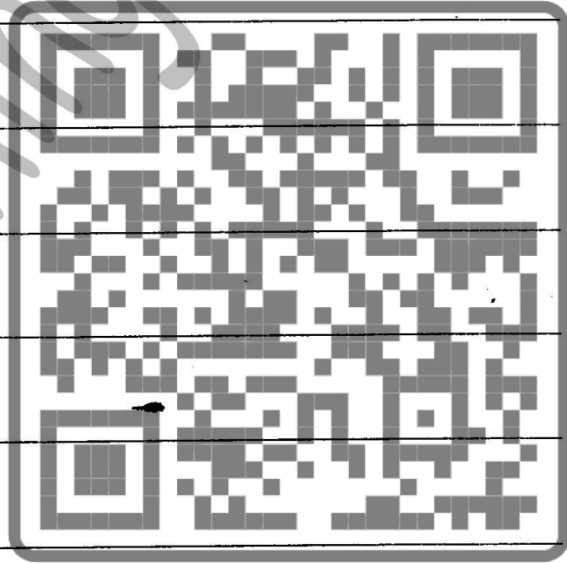
48. The monkey played some tricks.

49. We did not watch that match.

50. She does not know me.

51. He taught us English well.

52. Our friends do not cheat them.



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53. We shall start a new project soon.
54. Every one respects the doctors.
55. They keep their area clean.
56. He put the books on the table.
57. My sister speaks English fluently.
58. Ahmed did not attend the class.
59. The children did their work at night.
60. He takes bath early in the morning.
61. Somebody has put out the light.
62. My cousin has drawn this picture.
63. The judge will have given the decision.
64. The scientists have not discovered the vaccine of swine flu.
65. The police have arrested the culprits.
66. The boys were making a noise in the class.
67. She was not doing her work properly.
68. The young man was making a disturbance at that meeting.
69. The cobbler was mending my shoes.
70. The bank was not charging interest for that money.

71. She was wearing her best dress.
72. I am not giving time to him these days.
73. He had found out the real owner of the flat.
74. They have not refused my request.
75. We had broken the old record.
76. The coast guards have arrested the pirates.
77. The doctor has advised him to take rest.
78. We have made him captain.
79. They have lost the final match.
80. You had not helped me in this matter.
81. All the passengers have bought their tickets.
82. They were not singing good songs.
83. The naughty boys were laughing at the old man.
84. We were praising him for his bravery.
85. A stranger was knocking at the door.
86. She was not fulfilling her duty with responsibility.
87. The speaker was delivering the speech excitingly.
88. He is telling an interesting story.



89. You are not learning the poem by heart.

90. I was expecting him for a reward.

Practice Exercises 10

(Change the Voice)

1. Sing a happy song for me.

2. Look into the matter please.

3. Complete your home work by tomorrow.

4. Recite a few verses from the Holy Quran.

5. One should do one's duty.

6. Make a room for me.

7. Please be aware of the facts.

8. Switch the light off.

9. Write this sentence again.

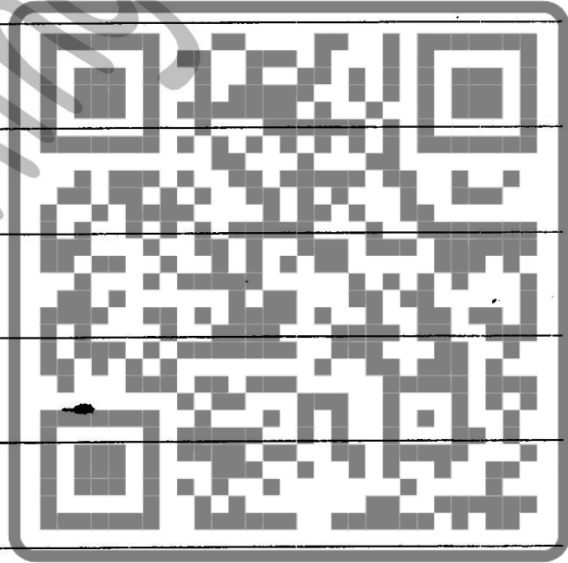
10. Do not tease the bird.

11. Cross the road carefully.

12. Do not pluck these flowers.

13. Do not touch the glass.

14. Keep your city clean.
15. Bring your book with you.
16. Please avoid such a mistake in future.
17. Do not waste the time.
18. Strike the ball.
19. Try your luck again.
20. Kindly pay the bill before the tenth of this month.
21. Give me a chance once again.
22. Do not tell a lie.
23. Do your work properly.
24. Revise all those exercises.
25. Do not pay heed to him.
26. Let these files be taken to another room.
27. You are requested to tell the truth.
28. Let the book be opened at page sixty.
29. Let this problem be solved.
30. You are requested to help this poor boy.
31. Let a noise not be made.



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32. Let your work be completed.
33. Let the room be decorated beautifully.
34. Let the food be prepared by 8 O' clock.
35. Let this juice be not drunk.
36. You are requested to return my book.
37. You are requested not to repeat such a mistake.
38. You are requested not to disturb me.
39. You are requested not to cross the limits.
40. You are requested to leave me alone.



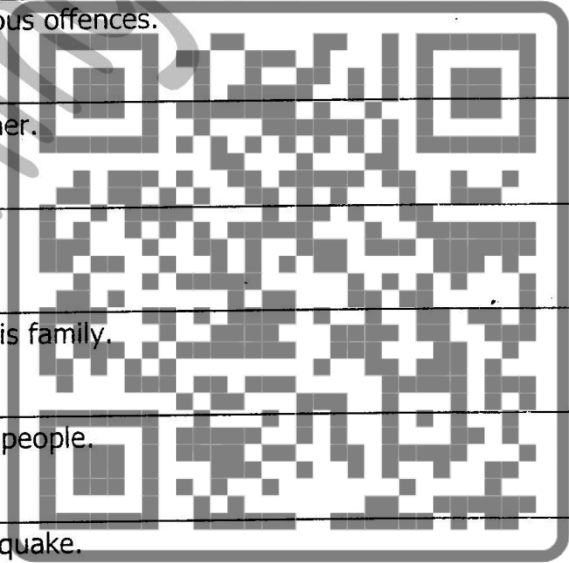
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Practice Exercises 11

(Change the Voice)

1. All those books have been sent by them.
2. He was laughed at by some of his friends.
3. The child was knocked down by a fast running car.
4. I was praised by my father for brilliant success.
5. Those happy days will never be forgotten by me.
6. He has been accused by them of various offences.
7. All those papers have been burnt by her.
8. Those cars were built by robots.
9. This idea is opposed by everyone in his family.
10. They are taken to the hospital by the people.
11. The town was destroyed by the earthquake.
12. The robbers will be arrested by the police.
13. We shall be blamed by everyone.
14. Those trees will be planted by the Gardner.
15. The crop will be harvested in the coming week.
16. The teacher will be pleased with the boy's work.



17. He is not being treated by you gently.

18. I am not being informed by them.

19. The cattle are being looked after by the shepherd.

20. The mouse was being chased by the cat.

21. That old building was being demolished by them.

22. Delicious food was being served by the host.

23. We are not being given a response by the clients.

24. Is a brand new car being driven by her?

25. Are you being supported by your elder brother?

26. Was the match not being watched by a large crowd?

27. Were the kites not being flown by the boys?

28. Am I not being taught this lesson by you?

29. Who gave you this report?

30. Which person does she like most?

31. What did they tell about it?

32. When will he return my book?

33. How has she made this design?

34. Where did they spend all the money?

35. Who was making the arrangements of the party?

36. Which girl got the first prize?

37. How did he break the lock?

38. How will he earn his daily bread?

39. Why are you teasing the animals?

40. When does he recite the Holy Quran?

41. Who teaches you English?

42. What will he earn tomorrow?

43. Where does he bake the food?

44. Which book did she select from the library?

45. How did the police discover the facts?

46. Whose child broke the window pan?

47. Whom do you love?

48. Why does she waste the precious time?

49. How was that venomous snake caught by them?

50. What did he say in his speech?

51. Who will win the final match of cricket?

52. Which team gave the best performance?



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53. When will he decide this case?

54. How is she feeling now?

55. Who was plucking the flowers?

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DIRECT (D) SPEECH AND INDIRECT (I) SPEECH

Definition: Direct Speech(**D**) indicates the actual expression (words) of a speaker. Indirect Speech(**I**) indicates the reported expression (words) of a speaker.

	RULE	USAGE
1	Reporting verb in the present or future tense remains unchanged.	(D) Kamran says, "I shall go to MOSAMIYAT CAMPUS" tomorrow". (I) Kamran says that he shall go to MOSAMIYAT CAMPUS.
2	Reported speech expressing a universal truth or habitual fact is not changed.	(D) My teacher said, "Slow and steady wins the race." (I) My teacher said that slow and steady wins the race.
3	The simple past Tense and the Past Continuous Tense are not changed in the following cases a) A past historical event. b) An improbable condition. c) A Past habit or custom. d) Time clauses.	<ul style="list-style-type: none"> • A past historical event: (D) My teacher said, "Liaquat Ali Khar" was killed in 1952." (I) My teacher said that Liaquat Ali Khan was killed in 1952. • An improbable Condition: (D) "If Kamran were a Chief Minister, I would ask him help," I said to my brother. (I) I told my brother that if Kamran were a Chief Minister, I would ask him help. • A Past habit or custom: (D) "People in China worshipped nature as God in the past," my teacher said to me. (I) My teacher told me that People in China worshipped nature as God in the past. • Time Clauses: (D) "When I went there, Nouman was reading a novel," Kamran said to his brother. (I) Kamran told his brother that when he went there, Nouman was reading a novel.
4	Reporting verb 'said' + to + noun/pronoun is changed into 'told' in statements.	(D) Kamran said to Nouman, "I went to your school." (I) Kamran told Nouman that he had gone to his school.
5	Other verbs like 'reply/ answer/ inform/ state' may be used instead of 'said' or told in statement.	(D) "My name is Ayesha. I teach Math at school," she said. (I) She replied that her name was Ayesha and she taught Math at school.
6	'That' is used as a connecting word in reported speech in statements.	(D) Nouman said to Bilal, "I am writing the letter." (I) Nouman told Bilal that he was writing the letter.
7	The Interrogative form of the sentence must be turned into statement in reported speech.	"Where are you going?" Kamran said to Bilal. (I) Kamran asked Bilal where he was going.
8	'That' is not used with 'who/whom/whose/what/ which/when/why/where/how' interrogative sentences.	(D) "What do you want?" Kamran said to his friend. (I) Kamran asked his friend what he wanted.

1. The conjunction 'that' is used before the indirect statement and exclamation.
2. 'If' is used before the Indirect question (starting with verb)
3. 'Wh' word is used before the indirect question.
4. 'To' or 'not to' is used before the indirect command.
5. If the reporting verb is in the Past Tense. The following changes will take place.

Direct Speech	Indirect Speech	Direct Speech	Indirect Speech	Direct Speech	Indirect Speech
Now	Then	Today	That day	Simple Present	Simple Past
Here	There	Yesterday	The day before	Present Continuous	Past Continuous
This	That	Tomorrow	The next day	Present perfect	Past Perfect
These	Those	Last night	The night before	Simple Past	Past Perfect
Thus	So	Ago	Before	Present Perfect Continuous	Past Perfect Continuous
		Said to	Connecting word	Direct Speech	Indirect Speech
1. Statement	Told		That	Kamran said to Ayesha, 'I am going to school.'	Kamran told Ayesha that he was going to School.
2. Interrogative	Asked		What, who, where, how, how many, etc.	Kamran said to Ayesha, "where are you going now?"	Kamran asked Ayesha where she was going then.
3. Interrogative 'verb' questions	Asked		If	Kamran said to Ayesha, "Are you going to school?"	Kamran asked Ayesha if she was going to school.
4. Imperative	Ordered/requested, advised, asked		To, not to	The doctor said to him, "Don't smoke."	The doctor advised him not to smoke.
5. Exclamatory	Exclaimed		That	Kamran said, 'What a beautiful building this is!'	Kamran exclaimed that the building was very beautiful.

1	Whether or if must be used as connecting word in reported speech while changing interrogative sentence starting with verb.	(D) "Have you finished your work?" my teacher said to me. (I) My teacher asked me if I had finished my work.
2	Reporting verb is changed into a verb indicating a command/request/advice while changing imperative Sentences into reported speech.	(D) Kamran said to Ayesha, "Bring me a cup of milk." (I) Kamran requested Ayesha to bring him a cup of milk.
3	The verb in the reported speech is changed into infinitive while changing Imperative Sentence.	(D) "Can you give me your book?" Rani said to Nouman. (I) Rani requested Nouman to give his book to her.

4	Negative commands and advice are expressed in reported.	(D) "Don't go out," his mother said to him. (I) His mother advised him not to go out.
5	Imperative sentences with 'let' can be changed into reported speech in three methods (a) Suggest/Propose + Gerund; (b) Suggest/Propose + Infinitive; and (c) Suggest/Propose + That Clause	(D) "Let us establish an organization to serve the poor." I said to my friends. (I) a) I suggested establishing an organization to serve the poor. b) I proposed to establish an organization to serve the poor. c) I suggested that we should establish an organization to serve the poor.
6	While changing exclamatory sentences the reporting verb is changed into the following manner:	(D) Kamran said "What a beautiful building it is!" (I) Kamran exclaimed with joy that the building was very beautiful.
7	'That' is used as connecting verb in reported speech while changing exclamatory sentences.	(D) Nouman said, "What a wonderful flower this is!" (I) Nouman exclaimed that the flower was very wonderful.

	SENTENCE	REPORTING VERB (SAYS)	CONNECTING WORDS	DIRECT SPEECH	INDIRECT SPEECH
1	Statement	Says/tells	That	Ramsha says, "Sitara, I am going to school."	Ramsha tells Sitara that she is going to school.
2	Yes/No	Asks	If	Ramsha says, "Kashif, have you finished your work?"	Ramsha asks Kashif if he has finished his work.
	'Wh'	Asks	'Wh' word	Ramsha says, "Kashif, where are you going?"	Ramsha asks Kashif where he is going.
3	Imperative	1. Requests 2. Orders 3. Advises 4. Enquires	To/not to	The doctor says, "Kashif don't smoke."	The doctor advises Kashif not to smoke.
4	Exclamatory	Exclaims	That	Ramsha says, "What a beautiful building it is!"	Ramsha exclaims that it is a very beautiful building.



DIRECT SPEECH AND INDIRECT SPEECH

	STATEMENT (Connecting Word – That)	REPORTING VERB	DIRECT SPEECH	INDIRECT SPEECH
P R E S E N T	Present	Says⇒ tells/says	Ramsha says, "I am going to school."	Ramsha says that she is going to school.
	Past	Says⇒ tells/says	Ramsha says, "I went to school yesterday"	Ramsha says that she went to school yesterday.
	Future	Says⇒ tells/says	Ramsha says, "Kashif, I shall go to Islamabad tomorrow"	Ramsha tells Kashif that he will go to Islamabad tomorrow.
P A S T	Present	Said⇒ told/said	Ramsha said, "I am going to school."	Ramsha said that she was going to school.
	Past	Said⇒ told/said	Ramsha said, "I went to school yesterday"	Ramsha said that she had gone to school.
	Future	Said⇒ told/said	Ramsha said, "Kashif, I shall go to Islamabad tomorrow"	Ramsha told Kashif that she would go to Islamabad the next day.
F U T U R E	Present	Will say⇒ will say/will tell	Ramsha will say "I am going to school."	Ramsha will say that she will be going to school.
	Past	Will say⇒ will tell/will say	Ramsha will say "I went to school yesterday"	Ramsha will say that she will have gone to school the day before.
	Future	Will say⇒ will tell/will say	Ramsha will say "I shall go to Islamabad tomorrow."	Ramsha will say that she will go to Islamabad the next day.

Practice Exercises 12

(Change the Narration)

1. She says to me, "I recite the Holy Quran daily".
2. He says to us, "He loves his parents very much."
3. I say to him, "you do not come late."
4. He says to his father, "I am working hard."
5. We shall say to them, "you are not responsible for it."
6. I shall say to them, "He has done well."



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7. You say to me, "I was not telling a lie."

8. The boy will say, "He is not going to market."

9. Mother says to me, "I shall bring your book."

10. He will say to us, "You have turned over a new leaf."

11. She says to me, "I was also present there."

12. I say to him, "you are my good friend."

13. She will say to him, "You are my good friend."

14. He says to us, "I am sending you a gift."

15. We say to him, "They are hungry."

16. He said, "I am in great hurry."

17. I said, "They are going to market."

18. He said to Ali, "You do not waste the time."

19. She said to me, "I am taking lunch."

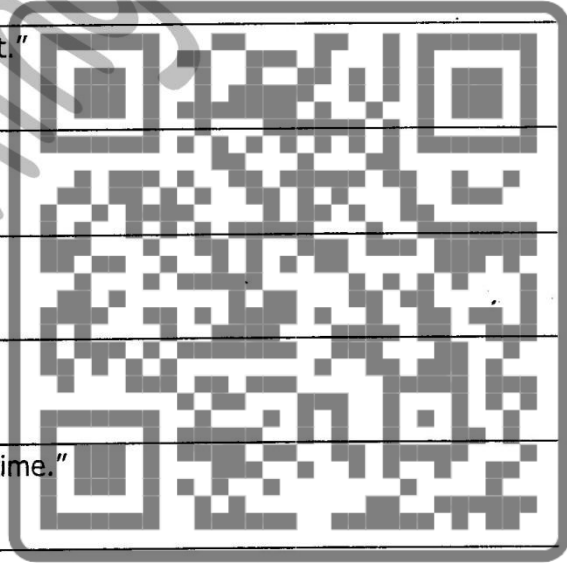
20. He said, "I am coming soon."

21. The teacher said, "I have taught this lesson."

22. We said to him. "You wrote a new letter."

23. She said to me, "I need your help."

24. I said to them, "You are teaching very well."



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25. The teacher said, "Fish cannot live without water."
26. They said to me, "You did not mend your ways."
27. The old man said to us, "Diamond cuts diamond."
28. She said to him, "Sir, I shall not forget it tomorrow."
29. The boy said to her, "Madam, I acted upon your advice."
30. He said to them, "Oxygen is very necessary for all living things."
31. I said to him, "Where do you live?"
32. She said to me, "Who are you?"
33. We said to them, "What are you doing now?"
34. The boy said to his mother, "When will you take me for shopping?"
35. The girl said to me, "Who will guide you in this matter?"
36. You said to me, "Which pen did you buy yesterday?"
37. Father said, "Where are you coming from my boy?"
38. "Are you feeling cold?" She said to me.
39. "Do you play in the evening?" said the teacher to me.
40. "What did she say in her speech?" I said to my friend.
41. "Will they finish this work within a week?" said he to us.
42. "Who wrote this poem?" Said the teacher to the students.

43. I said to my friend, "Why are you sad?"

44. Mahmood said to Ali, "Have you left that school?"

45. We said to her, "How did you find out the correct answer?"

46. She said to me, "Will you show me your new house?"

47. He said to Aliza, "Do you know my mother?"

48. I said to him, "Who has painted this picture?"

49. She said to me, "Am I not with you?"

50. They said to us, "Who broke this glass?"

51. She said, "Open all the doors and windows."

52. HE said to the teacher, "Please forgive me this time."

53. "Work very hard from today", she said to her brother.

54. "Never tell a lie", said my father to me.

55. "Let us go for a walk", said he to me.

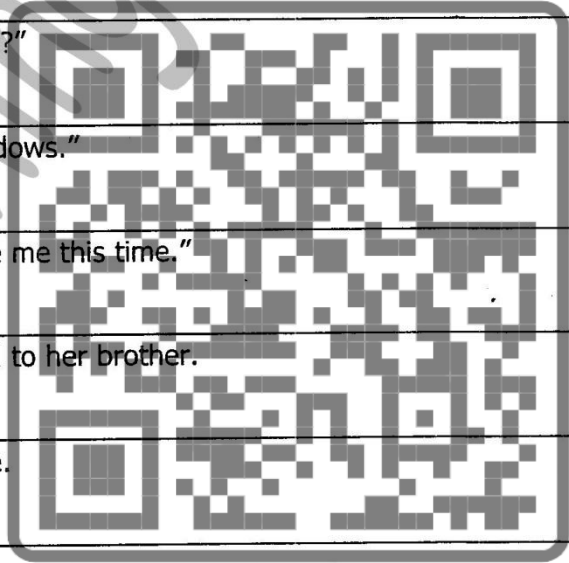
56. "Try your luck again", I said to the boy.

57. "Keep your city clean", said they to us.

58. "Do not touch the glass", I said to him.

59. "Go on doing your duty", He said to us.

60. "Obey your parents", said she to the children.



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Practice Exercises 13

(Change the Narration)

1. "Brave! You have done well," we said to our player.
2. "Alas! I am ruined," said he to us.
3. "Hurrah!" They said, "We have won the match"
4. He said to them, "Alas! My only son died in the battle"
5. The captain said to the soldier, "Bravo! You have performed a marvelous job".
6. She said, "Alas! How foolish I have been"
7. "Good heavens! What a disaster"
8. "Hurrah! We have been declared successful," they said.
9. "What a stupid fellow you are!" He said.
10. "Alas! He is already dead," cried he.
11. "Oh! What a beautiful flowers are these," she said.
12. "Hurrah! We shall have an outing the next week," cried the students.
13. Zain said to me, " Let us go for a walk"
14. "Let us have a cup of tea at a hotel," I said to my friends.
15. "May you live long," said he to me.
16. "I wish you all success," she said to her friend.

17. "May God bless our home," they said.
18. He said, "May they return victories."
19. She told her father that he was very kind to her.
20. The science teacher told the students that the each revolutions round the sun.
21. We told them that things are not what they seem.
22. He told his father that he would go with him the next day.
23. He told me that his brother wanted to see me.
24. They told that they would construct a grand plaza on that land.
25. The teacher told me that I was weak in English Grammar.
26. The old man advised me to obey my parents.
27. The manager ordered the peon to carry all those files.
28. Mother forbade the child to go near water.
29. Nazish requested her father to bring her gift in the evening.
30. We ordered them to stay at home.
31. Ali proposed his friend that we should go for a walk.
32. He encouraged me to try my luck once again.
33. She asked me if I was ready to leave them.
34. I interrogated my friend if he would come next day.



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35. She inquired of me whether I had been present in the class the previous day.
36. He interrogated me what I would do after my B. S. C. Examination.
37. The policeman enquired of me who I was and where I was coming from.
38. He enquired of his friend when he would return his book?
39. She implored her husband to forgive the boy for his first mistake.
40. They proposed that we should visit the tomb of Quid-e-Azam Muhammad Ali Jinnah.
41. She forbade her brother to play with bad boys.
42. I requested him to wait for his turn.
43. His father forbade him to go anywhere without his prior permission.
44. The teacher warned us to be careful and not to make so many mistakes in future.
45. He requested his teacher with respect to excuse him then.
46. I directed him to take that safety road.
47. She directed us to keep quite over there.
48. We warned them to go away from that horrible site.
49. I suggested her to consult a physician.
50. She advised her brother to work very hard from that day.
51. My father forbade me to tell a lie.
52. He urged them to complete the project within a week.

53. I urged them to go on doing their duty.

54. The lady insisted me to pay the bill in cash.

55. The shopkeeper instructed us to be aware of the dogs.

56. She encouraged me to try my luck again.

57. Faizan proposed his friend that we should go in the park.

58. The chief of the army commanded his soldiers to march on.

59. She wished her son success.

60. We prayed that we might win the final match.

61. He wished that he had been a pilot.

62. I wished that I had been faithful to my friend.

63. We prayed that Kashmir might become a part of Pakistan

64. My brother wished that he might return successful

65. He exclaimed that that was a very nice horse.

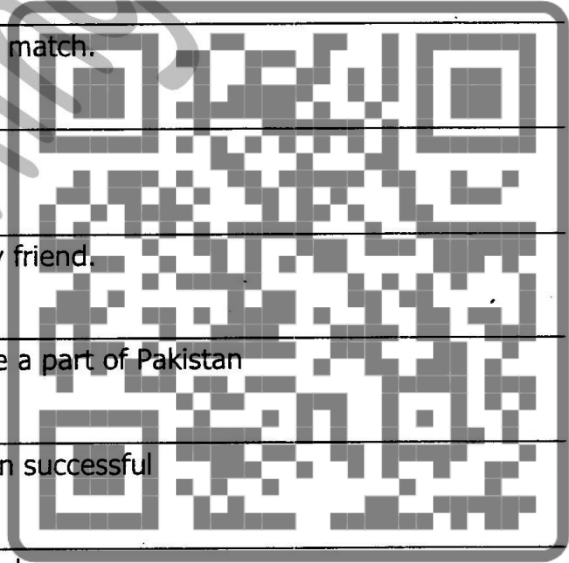
66. The old man exclaimed with grief that those happy days were gone.

67. He disapproved of it and said that he could not believe it.

68. They confessed with regret that they had been very foolish

69. She exclaimed with grief that she had nobody to support her.

70. The children exclaimed with joy that their favorite uncle has come to amuse them.



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71. He exclaimed with sorrow that his dear cousin had drowned.

72. The lady cried out with grief that all her property had burnt.

73. She exclaimed delightfully that the moonlight was bewitching.

74. He cried out what a disaster it was.

75. Tom exclaimed that he was very intelligent.

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Practice Exercises 14
(PUNCTUATION)

Punctuate the following:

1. sir you look tired let me dig the ground for you.

2. where do you propose to go

3. he said what a beautiful bird it is

4. he bought a pencil an inkpot and a rubber

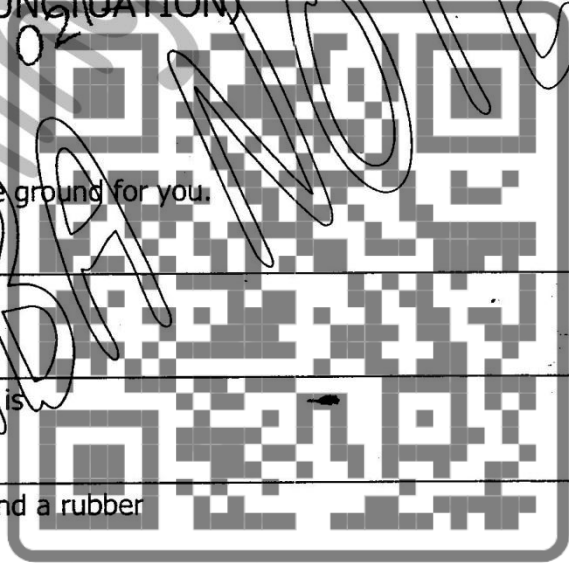
5. amjad said to her when will you go to peshawar

6. the king said to him How do you feel now

7. what a nice school she exclaimed

8. he lost money reputation and friends

9. he wrote his exercise neatly quickly and correctly



10. he did not however gain his object
11. the style was popular in the 60s
12. these are what you need flour butter eggs
13. my country imports many kinds of fruit namely apples oranges pears and plums
14. i am very tired i cannot walk another step
15. mr kamran our geography teacher occasionally takes us out on the trip
16. they went many countries namely india england australia and switzerland
17. this team there is no doubt is likely to win.

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ARTICLES

Definition: The demonstrative adjectives 'a', 'an' and 'the' are called articles, the articles are of two kinds. They are.

1) Definite Article: The

'The' comes before countable nouns – singular, countable nouns – plural and uncountable nouns.

2) Indefinite Articles: 'a' and 'an'. The Indefinite Articles (a and an) come before only countable noun – singular.

The Indefinite Article 'a' comes before a countable noun starting with a consonant sound.

The Indefinite Article 'an' comes before a countable noun starting with a vowel sound.

	ARTICLES	USAGE
1	The Indefinite Article 'a' or 'an' is used in the sense of 'One of 'a'.	met a soldier (one of the soldiers)
2	The Indefinite Article 'a' or 'an' is used to represent a whole class or in the sense of all or any	A son should be obedient.
3	The Indefinite Article 'a' or 'an' is used to convert a proper noun into a common noun.	He is a warrior. (a great fighter) She is a Mother Teresa. (a great social worker)
4	The Indefinite Article 'a' or 'an' is used in certain expression.	a thousand, a great number of, a dozen, a million, a good deal of, half a dozen
5	The Indefinite Article 'a' or 'an' is used in the sense of One	a bus, a pen, a man, a girl, a table

THE	Countable Noun	Singular	I bought the book.	Book-Countable Noun Singular
		Plural	He bought the chairs.	Chairs-Countable Noun Plural
	Un-Countable Noun		She brought rice	Rice-Uncountable Noun
A	Countable Noun Singular	Consonant sound	She has a stick	Stick-Countable Noun Singular (Starting with Consonant sound)
AN	Countable Noun Singular	Vowel sound	He has an umbrella.	Umbrella-Countable Noun Singular (Starting with vowel sound)

	RULE	USAGE
1	The Indefinite Article 'a' or 'an' is used with word 'little' and 'few'.	I little water, a few student.
2	The Indefinite Article 'a' or 'an' is used in the sense of 'every'.	1.3.000 a month 2. twenty rupees a dozen 3. Ten rupees a kilo. 4. Three times a year.
3	The Indefinite Article 'a' or 'an' is used in exclamatory sentences.	What a foolish boy! What a nice kid! What a clever girl!
4	The definite Article 'the' is used with unique things in nature.	The sun, the sea, the sky, the moon, the earth.

A			AN		
A book	A bird	A European	An enemy	An elephant	An employee
A stick	A ball	A unicorn	An apple	An aero plane	An honorable man
A pen	A bus	A useful things	An orange	An engineer	An Englishman
A table	A car	A university	An ink bottle	An actor	An Indian
A chair	A train	A union	An eye	An honest man	An ugly person
A computer	A ship	A one rupee coin	An animal	An hour	An orphan
The above words start with consonant sound.			The above words start with vowel sound.		

The Definite articles (The) is used	
1) Before Superlatives	Adeel is the tallest boy in the class.
2) Before Adjectives	The rich will serve the wise.
3) Before Adverbs	The better you think, the wiser you will become.
4) Before some Proper Names	The West Indies, The Mosque, The United Kingdom
5) Before the names of Holy Books.	The Quran, The Bible, The Ramayana etc.
6) Before the name of Unique things	The earth, The sun, The moon, The air etc.

	RULE	USAGE
1	'The' is used to denote unique things.	The sky, the earth, the sun, the moon.
2	'The' is used to denote particular person or things.	The boy, you met yesterday is my friend
3	'The' is used to denote person or things mentioned again.	I met a boy. The boy is intelligent.
4	'The' is used to denote person or things understood from the context.	We sat in the garden. (in our house)
5	'The' is used to denote Singular nouns denoting the whole class.	The rose is beautiful flower. (all roses)
6	'The' is used to denote name of the rivers and sea	The Nile, The Pacific Ocean.
7	'The' is used to denote Proper noun used as common noun.	Arfa Karim was the Shakespeare of Pakistan.
8	'The' is used to denote Superlative adjectives.	The best, the tallest



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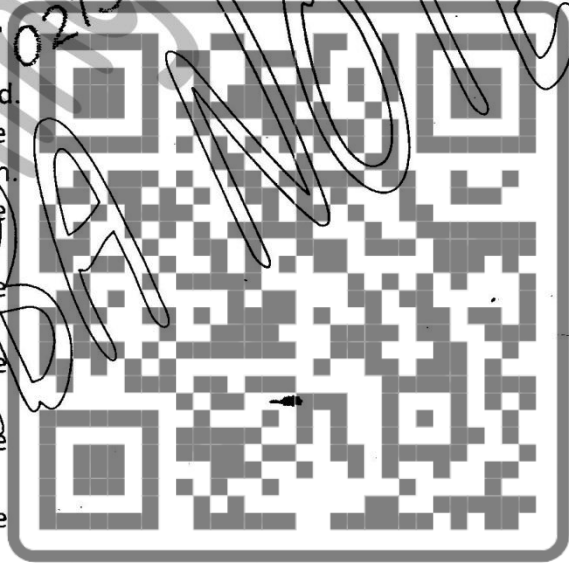


9	'The' is used to denote adjectives used as nouns.	The rich, the needy, the poor
10	'The' is used to denote Double comparatives.	The more they speak, the less they do.
11	'The' is used to denote Directions.	The east, the west, the north, the south
12	'The' is used to denote Newspaper.	The Dawn, The Newspaper
13	'The' is used to denote name of the countries.	The United states. The United Kingdom
14	'The' is used to denote historical building.	The Red Fort, The Taj Mahal
15	'The' is used to denote historical events.	The Eid, The industrial Revolution
16	'The' is used to denote well known books.	The Bible, The Quran, The Vedas
17	'The' is used to denote trains, ships and airplanes.	The Victoria, The Qaraqaram Express.
18	'The' is used to denote nationalities, sects and communities.	The Pakistani, The Muslims, The Sikhs

Practice Exercises 15

Supply the missing articles.

- Wisdom is _____ gift of God.
* A * An * The
- I recite _____ Holy Quran.
* A * An * The
- He is _____ old man.
* A * An * The
- She had _____ apple.
* A * An * The
- He is _____ best.
* A * An * The
- Iron is _____ metal.
* A * An * The
- I see _____ bird.
* A * An * The
- _____ president of Pakistan.
* A * An * The
- French is _____ easy language.
* A * An * The
- French defeated _____ Germans.
* A * An * The
- It is _____ easy job.
* A * An * The
- He looks as stupid as _____ owl.
* A * An * The
- He is _____ boy who stole my pen.
* A * An * The
- _____ poor lead a happy life.
* A * An * The



15. ___ book you want is out of print.
* A * An * The
16. He is writing _____ essay.
* A * An * The
17. Manora is _____ island.
* A * An * The
18. Karachi is _____ industrial city.
* A * An * The
19. There is no peace in _____ world.
* A * An * The
20. The cow is _____ useful animal.
* A * An * The
21. _____ bird flies in the air.
* A * An * The
22. You are _____ Rustam of your age.
* A * An * The
23. He is _____ Galib of his time.
* A * An * The
24. The rich should help _____ poor.
* A * An * The
25. Every ant needs _____ food.
* A * An * The
26. _____ owl can see in the dark.
* A * An * The
27. Pakistan is _____ Islamic country.
* A * An * The
28. Can you lend me _____ rupee?
* A * An * The
29. He stayed at _____ hotel.
* A * An * The
30. _____ rich are not always happy.
* A * An * The
31. _____ poor are with me.
* A * An * The
32. I read _____ daily Dawn.
* A * An * The
33. Always keep to _____ left.
* A * An * The
34. Don't make _____ noise.
* A * An * The
35. Gold is _____ expansive metal.
* A * An * The
36. He was _____ hour late.
* A * An * The
37. I have never been to _____ hospital.
* A * An * The
38. Zahid is _____ intelligent boy.
* A * An * The
39. He is _____ M.A. in English.



- * A *An * The
40. He comes after _____ hour.
* A *An * The
41. He is _____ best teacher in our school.
* A *An * The
42. Kashmir is _____ Switzerland of Asia.
* A *An * The
43. Pakistan is _____ developing country.
* A *An * The
44. How great _____ mistake I have made.
* A *An * The
45. My teacher is _____ honest person.
* A *An * The
46. He is _____ best boy in the class.
* A *An * The
47. Copper is _____ useful metal.
* A *An * The
48. _____ Taj Mahal is a worth-seeing place.
* A *An * The
49. He gave me _____ round note.
* A *An * The
50. _____ Himalayas are mostly covered with snow.
* A *An * The
51. The Arabian seas is to _____ south of Pakistan.
* A *An * The
52. He was forced to ask _____ believers to migrate.
* A *An * The
53. He is _____ clerk in _____ office.
* A *An * The
54. Is there _____ ox cart on _____ road?
* A *An * The
55. I have _____ umbrella and _____ stick.
* A *An * The
56. There is _____ little milk in _____ pot.
* A *An * The
57. _____ rose is _____ beautiful flower.
* A *An * The
58. There is _____ fly on _____ meat.
* A *An * The
59. I like _____ orange you _____ apple.
* A *An * The
60. English is _____ language of _____ British.
* A *An * The
61. _____ honest man always speaks _____ truth.
* A *An * The
62. _____ Baluchis lead _____ simple life.
* A *An * The
63. _____ earth moves round _____ sun.
* A *An * The

64. _____ elephant is _____ huge animals.
 * A * An * The
65. _____ man whom you know is _____ nice person.
 * A * An * The
66. I saw _____ eagle catching _____ bird.
 * A * An * The
67. _____ higher you climb, _____ cooler it will be.
 * A * An * The
68. _____ hundred paisa makes _____ a rupee.
 * A * An * The
69. Both _____ brothers are present in _____ school.
 * A * An * The
70. _____ apple _____ day keeps _____ doctor away.
 * A * An * The
71. _____ bird in _____ hand is worth two in _____ bush.
 * A * An * The
72. It was such _____ fine day that many people went to _____ river.
 * A * An * The
73. _____ horse and _____ ass were in _____ field.
 * A * An * The

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Choose the correct meaning

1. **To nip in the bud**

- (a) To expand an evil
- (b) To stop an evil in the early stage
- (c) To find the evil in the early stage
- (d) To grow the bud

2. **To make the most of**

- (a) To take advantage of circumstances
- (b) To handle with care
- (c) To take the fullest advantage of the circumstances
- (d) To take most

3. **To back out of Something**

- (a) To withdraw from an agreement
- (b) To keep something at the back
- (c) To look back at something
- (d) To get back any lost thing

4. **To see eye to eye with someone**

- (a) To impose the views to others
- (b) To speak frankly with someone
- (c) To talk with someone face to face
- (d) To have the same opinion or to agree

5. **At a loss**

- (a) To sell any article on no loss no gain
- (b) Puzzled not knowing what to do
- (c) To discard material with a loss
- (d) To annoy others for no benefit

6. **A wild goose chase**

- (a) To chase a goose which is not wild
- (b) An enterprise which will not succeed
- (c) To follow someone in a hurry
- (d) To get busy in a mission impossible

7. **To make both ends meet**

- (a) To try to reach from one end to another
- (b) To join both ends with one another
- (c) To be able to live within one's income
- (d) To put to an end of a thing

8. **To beat about the bush**

- (a) To go near the bush and beat the enemy
- (b) To clear the bush area
- (c) To overcome the difficulty
- (d) To go around the topic in order to avoid the point

9. To have a bone to pick with someone

- (a) To quarrel with someone for a bone
- (b) To have a grievance about something
- (c) To settle the matter
- (d) To create a dispute against a person

10. To break the ice

- (a) To encourage the situation of formalities
- (b) To do one's best to know how to crack the ice
- (c) To compel the mass to be cool
- (d) To put people at ease with one another by overcoming shyness

11. To make one's mouth water

- (a) To wash face with fresh water
- (b) To clean the mouth with water
- (c) To cause someone to desire something intensely
- (d) To throw water on one's efforts

12. By Fits and Starts

- (a) Irregularly
- (b) By taking a good start
- (c) Suitable time to start
- (d) To think quite fits to start a job

13. Day in and day out

- (a) Two times a day
- (b) Once in a day
- (c) All the time
- (d) Alternate day

14. With heart and soul

- (a) With all one's energy
- (b) Do one's job reluctantly
- (c) One's showy work
- (d) Physical performance

15. With a high hand

- (a) With a high level
- (b) With one's utmost energy and interest
- (c) Disregarding the feelings of others
- (d) With high spirits

6. To take to task

- (a) To call to account
- (b) To do a great job
- (c) To carry out something which is very difficult
- (d) To make things in order

17. To save something for the rainy day

- (a) To enjoy to rainy season
- (b) To keep off the things when it rains
- (c) To get into troubles
- (d) To keep for future necessity which may arise



18. To cry over spilt milk

- (a) To shout for milk
- (b) To make a noise
- (c) To grieve over something uselessly
- (d) To cry wildly

19. It's high time

- (a) A right time to do a work
- (b) The moment has already come
- (c) The time which is beyond our reach
- (d) The busiest time

20. To kick up a row

- (a) To hit the ball powerfully
- (b) To set the things in arranged order
- (c) To make disturbance
- (d) To throw a thing very far

21. To turn over a new leaf

- (a) To reject the appeal of
- (b) To reform oneself
- (c) To turn the pages of a book
- (d) To see a new leaf beyond

22. With flying colours

- (a) To emerge successfully from some difficult task
- (b) To paint a picture with fast colours
- (c) To decorate a site with colourful buntings
- (d) To serve the guest happily

23. Under one's nose

- (a) Beneath a shady tree
- (b) To keep valuables under lock and key
- (c) Immediately within reach
- (d) To hit one's nose vigorously

24. To wind up

- (a) To set up a business
- (b) To bring to an end
- (c) To roll on wildly
- (d) To repeat a thing again and again

25. At large

- (a) On a large scale
- (b) To measure things
- (c) At liberty
- (d) To set up a signal system at a large building



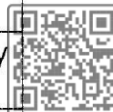
IDIOMS

1.	To Break Up	The meeting broke up late at night.
2.	To Break Up	Cholera has broken out in the village.
3.	To Break Off	They broke off their relation with me over a minor issue.
4.	To Break Down	His health has broken down
5.	To Break Into	Last night some thieves broke into his house and take away all the valuable things.
6.	To Call At	I called at you last evening but you were not there
7.	To Call On	Mr. Aslam called on the President and filled a complaint against me
8.	To Call For	This situation calls for great courage.
9.	To Come By	Mr. Rashid, how did you come by this watch?
10.	To Come Of	Mr. A comes of a rich family.
11.	To Come After	The parents look after the children.
12.	To Look About	He looked about his friend in the hall but could not find him.
13.	To Look Into	The principle has looked into the matter personally.
14.	To Make Off	The thief made off with the jewels in the darkness of the night.
15.	To Make Out	I read his letter twice but could not make out any thing.
16.	To Make For	He made for the road and was away.
17.	To Put In	He has put in an application for this job.
18.	To Put Out	The fire was put out very soon
19.	To Put Off	Do not pull off till tomorrow you should do today is a good rule.
20.	To Put Up With	I am putting up with a friend in Lahore.
21.	Above Board	As he was quite above board in his conduct, the nation had full faith in Quaid-e-Azam.
22.	The Lion's Share	Being the eldest son, he got the lion's share of his father's property.
23.	At The Eleventh Hour	His friend left him at the eleventh hour and he had to bear a great loss.
24.	A Bird's Eye-View	We had a bird's eye-view of the city from the aeroplane.
25.	An Axe' To Grind	I think that Mr. 'A' has an axe grind or he would not be so kind to you.
26.	A Black Sheep	Amjad proved himself a black sheep and left his party at the eleventh hour.
27.	A Burning Question	The Palestine problems is still the burning question of the day.
28.	The Apple Of One's Eye	Every child is the apple of his mother's eye.
29.	A Rainy Day	Every wise man save something for the rainy day.
30.	A Wild Goose Chase	A search for peace in this world is simply a wild goose chase.
31.	Bed For Roses	Life is not a bed of roses.
32.	By Leaps And Bounds	Our newspapers tell us that Pakistan is making progress by leaps and bounds.
33.	By Hook Or By Crook	By hook or by crook, he shall achieve his goals.
34.	Building Castles In The Air	He is in the habit of building castles in the air.
35.	By Fits And Starts	He works and fits and starts, so it is in the air.



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36.	Bread And Butter	Only a few can sacrifice their bread and butter for sake of other.
37.	To Call A Spade A Spade	He is a sincere man and always calls a spade a spade.
38.	Few And Far Between	As he lives at a good distance from here, my visits to him are few and far between
39.	Far and Wide	His reputation has spread far and wide.
40.	For Good	My friend went to England and settled there for good.
41.	Fast Living	As his fast living could not last long, so he becomes poor very soon.
42.	Hard And Fast	There are no hard and fast rules for moral judgments.
43.	Head And Heart	He is with us head and heart.
44.	In Cold Blood	He was killed in cold blood.
45.	In Black And White	He gave his explanation to his officer in black and white.
46.	In Camera	The meeting was held in camera and even the press could not get any information.
47.	Kith And Kin	He was accused of favouring his kith and kin with the government money.
48.	Off An On	Off and on there was a quarrel between them.
49.	To Lay By	Every body should lay by some money for bad times.
50.	An Oily Tongue	These days a man with an oily tongue is more successful in life than a blunt fellow.
51.	Pros And Cons	First we should weigh the pros and cons of this matter and then decide it.
52.	Poke One's Nose	He is a fool and always pokes his nose in the affair of others.
53.	Pull One's Legs	His own friends pulled his leg and defeated his purpose.
54.	A Snake In The Grass	He is a snake in the grass, and therefore, you should never trust him.
55.	To Talk Tall	He is in the habit of talking tall.
56.	Tit For Tat	His pocketed the insult for the time being, but the next day he gave a tit for tat.
57.	A White Elephant	These days educated daughter have becomes white elephants for their parents.
58.	To Be Taken Aback	He was taken aback to see his long-lost friend in his house.
59.	To Gain Ground	A belief in the Islamic way of life has not yet gained full ground among our people.
60.	To Turn The Tables	Tables were turned on the Indians on the very first day of their attack on Pakistan.
61.	To Play With Fire	If you play with fire you are sure to get your fingers burnt.
62.	To Leave One In The Lurch	Being left in the lurch, he felt much broken-hearted.
63.	To Be In The Good Books Of	Professor A. A. Khan is in the good books of our principle these days.
64.	To Bring To Book	In this case the police brought all the thieves of the city to book.

65.	To Add Fuel To The Fire	My advice simply added. Fuel to the fire and he grew still more angry.
66.	To Burn One's Boats	As I have burnt my boats, I will not change my decision.
67.	Bad Blood	He is a mischief monger and has always tried to create bad blood between the two friends.
68.	To Hit The Nail On The Head	By referring the corruption of the people the speaker hit the nail on the head.
69.	To Read Between The Lines	We should always read between the lines of the statements of politicians.
70.	To Turn Over A New Leaf	He seems to have turned over a new leaf of his life after his father's death.
71.	To Break A News To A Person	They broke the news of his son's death to the old man.
72.	To Cry For The Moon	As a poet, he is always crying for the moon.
73.	To Beat about The Bush	He will never express himself directly because he is in the habit of beating about the bush.
74.	To Keep Body And Soul Together	With a small income he can hardly keep his body and soul together.
75.	To Live Hand To Mouth	He lives from hand to mouth, and therefore, is often obliged to borrow.
76.	To Hit Below The Belt	A true soldier, like a true sportsman, never hits below the belt.
77.	To Speak Volumes	In spite of silence his noble act spoke volumes in his favour.
78.	To Nip The Evil In The Bud	It is always good to nip the evil in the bud.
79.	All In All	Our principal is all in all in the college affairs.
80.	Over Head And Ears	He is over head and ears in debt.
81.	Heart And Soul	Rashid has put his heart and soul in this work.
82.	Part And Parcel	Books should be a part and parcel of every student's life.
83.	Times And Tide	It is true that 'time and tide wait for none'
84.	Tooth And Nail	Pakistani soldiers faced the enemy tooth and nail and defeated them.
85.	Wind And Weather	They had to pass through wind and weather to achieve their goal.
86.	Ups And Downs	A wise man always thinks over the ups and downs of the matter before taking a decision.
87.	To Stain One's Nerves	He strained his nerves to pass the examination but could not.
88.	To Cut A Sorry Figure	As he was not prepared the teacher cut a sorry figure in the class.
89.	To Come Off	Pakistan came on the map of the world on 14 th . August 1947.

90.	To Make Up For	You should make up for the loss of your friend.
91.	Life And Soul	Mr. X is the life and soul of our party.
92.	To Get Through	I am sure I will get through my annual examination with flying colors.
93.	To Call Off	The workers of the factory called off strike after assurance of facilities to them.
94.	To Look Into	The government should look into the problems of the people and try to solve them sincerely.
95.	A Red Letter Day	14 th August 1947 is a red letter day in the history of Pakistan.
96.	To Break The Ice	There was an enmity between the two friends. Now, they have broken the ice and living as good friends.
97.	Hue And Cry	There was a hue and cry of the people in the function. When the singer started singing, all the people kept silence.
98.	To Cut Down	Many companies sell their goods at cut down prices in sale.
99.	To Bring Up	Mother bring up their children with love and affection.
100.	To Take Off	The P.I.A. plane took off for England at 7 A.M. sharp.
101.	Over And Above	Over and above his poverty, he also has some family worries.
102.	Pros And Cons	We should see pros and cons of every matter before deciding it through thick and thin.
103.	To Be In The Good Book	We are in the good book of our teachers.
104.	To Go Back Upon One's Words	I promise to help you and I will not go back upon my words.
105.	High And Mighty	His family is regarded as the most high and mighty in the locality.
106.	Null And Void	These days this law has become null and void.
107.	Far And Near	People come from far and near, to visit our country.
108.	Few And far Between	His visits to me are very few and far between.
109.	To Fall Flat	The advice of the old parents falls flat on the younger generation.
110.	To End In Smoke	There was great enthusiasm about the gut. Opening the khokhrapar. Bolder, but now it seems to have ended in smoke.
111.	To Turn A New Leaf	After the death of his wife, his life turned over a new leaf.
112.	In Black & White	Students in need of free ships have to apply in black and white.
113.	At Great Length	The delegation discussed the problems of their area with the Mayor at great length.
114.	In High Spirit	Young men were shouting through the streets in high spirit on Pakistan's victory in the Sharjah Cup.
115.	In Nutshell	Please, tell the story in nutshell as there is no time for details.
116.	In Camera	The meeting was held in camera, so nobody could know the proceeding in details.
117.	At Sixes And Sevens	When the dacoits left, all the things of the almira were lying on the floor are sixes and sevens.

118.	At the Eleventh Hour	There is always a great rush on the last dates, we Pakistanies are much to use to doing things at the eleventh hour.
119.	Through Thick And Thin	China has stood by Pakistan through every thick and thin.
120.	Day After Day	Day after the law and order situation in the country is growing bad to worse.
121.	My Hook Or My Crook	Certain political parties are working hard to come into power by hook or by crook.
122.	By Fits And Starts	Those who are not regular and steady but work only by fits and starts seldom achieve distinction.
123.	Storm In The Tea Cup	The opposition created a storm in the tea cup when Mr. Zardari was not allowed to attend the session of the Parliament.
124.	Speak Volume	The ever increasing rate of crimes in our society speak volume of the ineffective of our laws.
125.	After All	After all there is no difference between stealing for necessity and stealing for luxury.
126.	All In All	After the death of this father, he has become all in all of the entire family business.
127.	Crocodiles Tears	The American public shed only crocodiles tears at the destruction of Iraq in the Gulf War.
128.	Fair Play	We lost the match because there was no justice and fair play in the game.
129.	From Hand To Mouth	Sudden death of the father, the sole bread earner, has forced the family to live from hand to mouth.
130.	Null And Void	After the expiry of the contract, the items of the agreement will become null and void.
131.	Through Thick And Thin	The Chinese are our best friends as they have stood by Pakistan through every thick and thin.
132.	In Camera	The meeting was held in camera, so nobody could know the proceedings.
133.	Good For Nothing	Your new governors is good for nothing because she is totally ignorant of the art of housekeeping.
134.	Out And Out	This is out and out the best car I have ever had, minimum trouble and maximum comfort and economy.
135.	At Sixes And Sevens	He is very lazy and careless; his things are always at sixes and sevens in his room.
136.	Day After Day	Day after day, the law and order situation in the country from is growing from bad to worse.
137.	A Open Secret	That America wants further political crises in Pakistan is an open secret.
138.	Draggers Drawn	India and Pakistan could make little progress because they have been at draggers drawn against each other.
139.	Red Letter Day	The 23 rd of March will always be looks upon as a red-letter day in the history of Pakistan.
140.	Bed Of Roses	Those who take life as a bed of roses are never able to stand the rainy days of their life

