PREFACE

English has been recognized as the language of modern knowledge, technology and international communication in the National Education Policy of 1979. It has, therefore, been given the status of a compulsory subject from class I to B.A.

An analysis of the educational needs of our students shows that they require functional knowledge of the English language as a living entity and not as a subject to be learnt and eventually forgotten.

It was with this end in view that the Textbook Board charged us with the responsibility of writing a new book of English Grammar and Composition for Classes IX-X.

We have done our best to produce a book, which will discourage the abominable habit of rote learning and help the students to express themselves in simple and correct English. We hope the students and the teachers would find it useful.

We would welcome further suggestions from teachers and students.

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A paragraph on a theme or a subject is a short piece of meaningful composition. It avoids elaborate details of the subject. A paragraph is a complete unit in itself. It is not split up into different paras. In its brief, precise and to the point treatment of the subject, it has a shape, format and a style of its own.

A paragraph like an essay, shows your command of vocabulary, grammar and idiomatic expression. It also indicates your degree of knowledge of the theme or subject under discussion. You are supposed to have adequate knowledge and information relevant to the subject. Your choice of vocabulary should be appropriate. You can draw on the textbook vocabulary to express your ideas. You may have come across many more words in magazines, fiction, newspapers, commercials and advertisements. All this fund of vocabulary will surely make your paragraphs interesting as well as original.

i. My School

My school is a place of great charm for me. Although its building is pretty old, it seems to cast a spell on us. Some of the walls are massive and ceilings are very high. Even the cruel summer fails to make our classrooms hot and humid. The location of my school is just by the side of the historic fort. The high walls of the fort, scarred with signs of wind and weather, look wonderful. They have a mystery of their own. We understand our history lesson very well because of the nearness to the famous fort. The teaching staff at my school is kind and devoted. A large playground with a row of evergreen tall trees faces the school building. What is more, it is away from all the hustle and bustle of the main road. I am glad that my school is far ahead of others in good results, sports, debates, library and scouting.

ii. Girl Guides

Girl Guides is a British organization of girls. It was founded by Baden Powell and his sister Lady Agnes in 1910. The main objective of this movement is to make teenage girls conscious of their responsibilities. A member, a girl guide, is given a variety of programmes that shape her character. She learns, in association with other girl guides, how to keep herself clean and healthy. She is instructed how to build her moral and social character. She learns the basic facts about courtesy and etiquette. Furthermore, a girl guide is taught how to develop home making abilities. She learns household skills like cooking, knitting, stitching, planning and maintenance.
iii. **A Visit to a Museum**

The Lahore Museum is an important place where works of art and other objects of historical value are kept and displayed. It is an old imposing building with a high ceiling. The incharge of the museum is called the curator. Our well-informed teacher took us to different sections of the beautiful museum. There were neatly arranged glass-cases which displayed ancient swords, daggers, garments, ornaments, coins, bows and arrows. The items on display had tags with brief descriptions. Paintings, pictures and clay models were exhibiting ancient craftsmanship. The huge statue of Queen Victoria was laid in one room of the museum. There were old manuscripts of the Holy Quran in another room. Full-size doors and frames with primitive fittings were specimens of rare woodwork craftsmanship. The impressive display in the museum gave us a wealth of information and insight into our past. It was a rewarding visit indeed.

iv. **A Visit to a Hospital**

Last summer, I went to the hospital with my father to enquire after the health of his injured friend. I saw the pitiable condition of patients in the ward. There were about 30 beds with patients either lying or reclining. About half a dozen of patients were moaning miserably and their condition was critical. One of them stopped moaning after about half an hour and I was shocked to learn that he had expired. After a couple of hospital formalities, the dead body was handed over to his relatives. In the nearby outdoor department of the hospital, there were pathetic scenes. Ailing children were wailing; a few women suffering from some disease were lying outside under a tree. They looked more like skeletons. An unconscious patient was being carried on a stretcher. Some boys were brought on cots with fractured bones. A profusely bleeding woman, injured in an accident, was being taken to the casualty ward. There were some bandaged patients who winced with pain. The courtyard and the corridors were crowded and the sight of suffering was unbearable. Before leaving the hospital, I muttered sincere prayers for the recovery of patients.

v. **Fashion**

No doubt, it is the age of fashion. The fascination with fashion is particularly very strong in our cities. Adults as well as teenagers know fully well the social importance of fashion. The craze to look smart and up-to-date is becoming even stronger. The garment industry, attractive advertising and films are mainly responsible for this craze. The T.V. commercials and the press have also affected and captured the imagination of the people. Pakistanis working abroad have poured in a lot of money in recent years. Shopping plazas and markets have sprung up everywhere. Foreign designs and elegant dressmaking are very much in demand. Every week, there are full-page colour pictures of fashion-wears, powders,
perfumes and cosmetics. Fabrics, footwear, furniture, fast food and video films have become the fashions of the day. People in cities seem to have given themselves away to shifting fashions, which move like windstorms. The glitter of advertisements makes everything look like gold. However, we should be on our guard because all that glitters may not be gold in some cases.

vi. A River in Flood

Last summer, I was in my village, about 20 miles south of Jhang. For over a week, the wet spell had been a delightful experience. The rain was driven in sharp bursts by the rushing wind. One morning, in the early hours there went up a cry “water, water”. The Chenab was in flood. There was water in our big courtyard. The low-lying part of the village was under three feet of water. Panic gripped the whole village. There were bushels on almost every head. Most of the folks started moving through the flooded fields towards the nearby high mound. It was a scene of great misery. From the corner of the high mound, I had the first glimpse of the river in flood. The entire area up to the far-off road bridge and even beyond was just one sheet of muddy water. Logs were seen floating fast. The trees all around, with half of their trunks in water, stood firm like unfolded umbrellas. Far below, we saw the floating bodies of horses and cows. The water all around and the floating objects in it filled our heart with dread.

vii. A Dream

A couple of nights ago, I had a terrible dream. Strangely enough, I found myself right on the roof-top of a three-storey building. It was probably our ancestral house at Sankhatra. The view from the top was magnificent. The far and wide green fields, the winding road and the far-off misty hills had a perfect setting. Suddenly, I felt a jolt and the building began to move sideways, like a swing. It was an earthquake jerk. A terrific jerk made the building lean dangerously, and then the top storey along with me, went down to the ground like a fallen tree. I saw it fall so vividly as if I were awake. Luckily, I was not hurt at all. Then I saw a tall, mighty tree. Its leaves and branches disappeared suddenly as if by magic. Its huge trunk began to shake and then it crashed with a tearing sound. I woke up and felt horrified. I began to recite verses of the Holy Quran, due to which I felt a bit relaxed in about half an hour.

viii. How to Keep Our Town Clean?

Cleanliness is next to godliness. We must give a serious thought to this golden truth. Neat and clean environment has a cheerful effect. It is a sure sign of civilization. Knowledge is a great blessing of Allah. We are fortunate to have the opportunity to receive education. As school going boys and girls, it is our responsibility to keep our town clean. We ought to develop civic sense. We should not throw fruit and vegetable peels all over the street. A banana or melon peel thrown carelessly on the road may cause a fracture or even death.
Plastic, polythene and wooden items should not be thrown into manholes. A choked gutter spreads filth and stench all over the street. Life becomes miserable. Spitting is another problem as it causes disease and insanitation. We can politely prevent one another from spitting on floors. We should not throw hard things or stones into toilets. We should not be shy of taking a broom and sweeping the littered portion of the street in front of our door. We should take care of trees, plants and flower-beds in parks. If we happen to pass by an unattended running water tap, we should stop and close it. As citizens, we should be vigilant and should report to the municipality if its staff neglects its duty. We can also add to cleanliness if we sprinkle water on our portion of the road. Dust and pollution can be effectively controlled if everyone lends a helping hand. Allah loves people who practise purity and cleanliness.

ix. An Industrial Exhibition

An industrial exhibition was arranged in Islamabad in March last year. The intention of the organizers was to exhibit industrial products at one place. The trading community and the general public showed keen interest in the products. Accompanied by my elder brother and sisters, I went around the elegant and brightly lit stalls. Exhibits included textiles and garments, electrical goods, household items, handicrafts, glass wares, furniture, sewing machines and stainless steel. The Pakistan Railways and WAPDA had put up infromatory stalls. Heavy industrial goods, rollers, water pumps, tube-well equipment, motors, fertilizers and machinery were also on display. Prices of consumer goods were quite reasonable. Manufacturers were selling their products at reduced rates. Besides, there were food and entertainment stalls which attracted the cheerful crowd.

x. My Neighbour

Mr. Ashraf Minhas is my next door neighbour. He is a handsome, middle aged scholar with a vigorous zest for life. He is a real gentleman with a lot of goodwill. You could not wish to meet a better natured and hospitable man. He likes gardening. His garden is full of flowers in spring. He invites his neighbours and entertains them warmly. He delights everybody with fond details of lovely flowers and their blooming patterns. Mr. Minhas is an optimist by nature, that is why he never worries himself over trifles. He has a remarkable sense of humour, which helps him in getting along well with his neighbours. He has a son and a daughter. They are known for their fine tastes and good manners.

xi. A Meena Bazaar

At our school a meena bazaar was held in the first week of February. There was quite a big crowd of chattering girls in the front lawn. They were radiant and relaxed because there was no teaching that day. There were different stalls set up by teachers and senior students.
There were potfuls of different food items with tasty sauces neatly arranged on big tables. Girl shopkeepers were quite alert and efficient. The girl customers tried little tricks with the stall-holders and laughed heartily. Sizzling pakoras, fruit-chat, shami kababs and chicken sticks were in great demand. Senior students had assistants with them. They kept an eye on the light spirited and naughty customers. There was a very entertaining variety show in the afternoon. Our principal donated the sale money to a charitable organization.

xii. A Road Accident

I witnessed an accident on the Lahore - Narowal road. It was a very sad spectacle. The road on the spot was littered with broken glass and bits of iron bars. The luggage of the passengers of the bus was in a muddy sidewalk nullah. There were little pools of blood with bricks around them. A head-on collision between a bus and a truck had taken place. Two persons were killed on the spot and five others sustained serious injuries. The bus was lying on one side with its heavy wheels raised high in the air. The police arrived, took necessary measures and recorded statements.

xiii. Pakistani Women

Women in Pakistan have begun to take an active part in different spheres of life. Job opportunities for them in the past were few. By and large, women worked as lady doctors, nurses, health visitors and teachers during the first ten years of Pakistan. But spheres for women now are greater than ever before. They seem well on the way to become even more active in the near future. They compete successfully in the Central Superior Services examinations. They are holding responsible positions in administration, customs, income tax, railways, foreign services, police and postal departments. Some of them are in the assemblies as M.N.A.s. Quite a number of educated women are in banks and businesses. Pakistan had its first-ever woman Prime Minister in 1988 - 90 and again in 1994 - 1996. The women of Pakistan are now more conscious of their social and political status in the twenty-first century.

EXERCISES

Develop paragraphs from the following outlines:

1. A Fortune-teller

A footpath fortune-teller, books and cards in a basket and a pencil tucked on his ear … a parrot in a cage. In fact, the parrot is the real fortuneteller. The fortune-teller is a big fraud, who cleverly manipulates simple folk - village men and women, who are his clients. He poses to be a serious, knowledgeable man, pretends to know the movement of stars-astrologer. The illiterate poor folks feel satisfied when he tells them that they will have a
job, a wife, a son, a cart, a seven marla house, a 12 acre farm or a tractor.

2. **A Picnic**

   The rainy season had set in .... All around it was lush green ... out for picnic at the Jallo Park .... It was a family affair ... we cooked meals out there ... a sprawling park ... trees and bushes all around ... lakes - fascinating Canal Bank drive ... flowering trees all along the canal ... unpolluted air ... played badminton ... ran around ... inhaled fresh air... had sizzling pakoras with tea in the afternoon ... enjoyed the return drive along the clean and green Canal Bank.

3. **A Street Quarrel**

   Main street Gowalmandi ... I was having my evening meal ... heard a terrible noise out in the street ... got up and looked out ... about 50 persons in front of a big shop ... four or five persons ran out of the shop ... exchanged violent blows .... There was a pool of blood on the road .... The cause was an old enmity ... a sad spectacle ...

4. **A Visit to a Historical Place**

   The Shalimar Garden ... main entrance closed to traffic ... entry tickets .... First terrace ... vast and lush green .... Brief description of the garden at the entry door ... small brick paths with a long row of fountains in the middle ... ornamental lights in flower beds. Old mango trees on both sides .... The massive boundary wall ... the royal enclosure and the marble throne on the second terrace .... A big pool of water with sidewalks and a middle path connecting the two royal enclosures .... A rare specimen of the Moghul Architecture ... the third terrace ... bushes and trees all around ....

5. **A Visit to a Zoo**

   Visited the Lahore Zoo .... huge models of an elephant and three other animals mounted at the main entry on Shahrah-e-Quaid-e-Azam. A beautiful waterfall at the side of animals’ cage ... renovated booking office with rock walls. Monkey cages with swings ... visitors feeding them grams .... The elephant ride .... The monster like hippopotamus in a dirty pond ... it raised its large head and mugze ... children ran helter-skelter .... The fearful rhinoceros with two upright horns on the mouth .... The lion and the lioness .... The king of the zoo as well .... Big and strong cages .... Peacocks ... graceful zebra with black and white stripes. Parrots, ducks and flamingos ... wonderful giraffe with a long neck.

6. **Allama Iqbal**

   An eminent philosopher and poet ... born in 1877 at ... school and early college education at Murray College ... Sayyed Mir Hassan ... inspiring teacher of Persian and Urdu ... Master's degree from Government College Lahore .... For higher studies to England and
Germany .... On return gave new direction to the Muslim thought ... wrote poems in the praise of the Muslim culture .... Re-awakening of the Muslims ... idea of a separate Muslim state in the sub-continent. Books like Bang-e-Dra, Bal-e-Jibril, Asrar-e-Khudi, Pyam-e-Mashriq ... inspired the Muslims' imagination .... The nation pays glorious tribute to him every year ... buried beside the Badshahi Masjid in Lahore.

7. The Teacher I Like the Best

It is but natural to have a strong liking for somebody ... respect and reverence for all teachers ... but Mr. Mazhar-ul-Haq ... the teacher I like the best ... charming personality ... elegantly dressed ... M.A. B.Ed ... punctual and diligent ... teaches English ... confidence and correct pronunciation ... well-read ... patriot ... public spirited ... maintains perfect discipline during lessons ... encourages students to ask questions ... does not lose temper ... never abuses ... makes lessons interesting with anecdotes ... broad-minded ... and dignified ... a beloved teacher indeed.

8. A House on Fire

It was a perfectly peaceful night ... winter had set in ... occasional bark of a street dog .... Abrupt commotion out in the street ... echoing steps ... cries of fire, fire. I leapt out ... about a hundred steps ahead, the upper storey of a house was on fire. Some women wailing outside ... billows of smoke ... dense and choking ... pails of water ... neighbours eager to lend a helping hand ... inmates safely brought down ... Fire brigade arrived ... ladder and waterhose ... leaping flames subsided ... curtains, furniture, carpets, wooden almirahs completely burnt ... loss of property but no loss of life.
**Introduction**

The young and the old, all enjoy hearing and reading stories. Interesting stories particularly appeal to everyone. Here are some important points which will go a long way in making a story interesting and impressive:

a. it should have a clear and well planned plot.
b. the events should follow in natural order.
c. it should be in simple English.
d. dialogues should be impressive and worded as naturally as possible.
e. it should always be in the past tense.
f. there should be no grammatical mistakes.
g. it should have some suspense for the readers, to capture and maintain their interest.
h. “Practice makes a man perfect” holds good in the case of story writing too.

Developing a story from a given outline is easier than writing one on a heading or a moral. Whatever the case, the conclusion or the end should be handsomely drawn and moral (if any) should follow in a natural and clear way.

**Specimen**

Develop the following outline into a readable story:

A farmer has three sons --- they keep on quarrelling --- father advises again and again but to no effect --- falls seriously ill --- sends for the sons --- asks them to bring a handful of sticks --- ties them into a bundle --- asks them to break it turn by turn --- all the three fail --- unties the bundle --- asks them to break sticks one by one --- they easily break --- lesson --- united we stand, divided we fall.

**Complete the Story**

i. **A Farmer and His Sons**

Once a farmer had three grown-up sons. They always quarrelled among themselves. Their father advised them to live in peace but it had no effect on them. He was worried about their future. One day the farmer fell seriously ill. He sent for his sons. He asked them to
collect a handful of sticks which they did at once. He tied the sticks into a bundle.

Now, he asked them to break the bundle one by one. They tried hard to break it but none could. At last, the farmer untied the bundle and asked each of them to break each stick. They did so quite easily. Their father said, “My dear sons, you could not break the sticks as long as they remained tied together but you broke each single stick quite easily. They were strong in bundle but became weak when separated from one another. Never forget that united we stand and divided we fall.”

This had a deep effect on the farmer's sons. They gave up quarrelling and began to live in peace.

ii. The Kindness of Rasool (ﷺ)

Once the Rasool (ﷺ) went out on a journey along with some of his companions. Birds were singing and chirping joyfully. One of the companions of the Rasool (ﷺ) saw a nest in a bush. It was the nest of sparrows and there were two sparrow chicks in it. He picked up the young sparrow. All at once the sparrows came crying and began to fly over his head. The Rasool (ﷺ) asked his companion why the sparrows were circling over his head. He told Rasool (ﷺ) that he had removed their young ones from their nest.

The Rasool (ﷺ) was greatly moved. He (ﷺ) felt sorry for the poor little birds and advised his companion to put back the baby sparrow in its nest at once, which he did. The sparrows felt happy and cried no more.

The Rasool (ﷺ) was kind and affectionate not only to human beings but also to all creatures of the universe. For this very reason Allah Almighty was pleased to bestow upon him (ﷺ) the title of 'Benefactor of all the worlds.'

The Rasool (ﷺ) also said, “Allah will not be kind to him who is not kind to others.”

iii. Robbers Turn into Good Citizens

Hazrat Sheikh Abdul Qadir Gillani (رحمند) had to undertake a journey, when he was yet a young boy. His pious mother stitched up forty gold coins in his shirt. She advised her son to speak the truth always. He joined a caravan and set off on his journey. When the caravan entered a forest, a gang of robbers fell on the travellers and deprived them of all their valuables.

While they were busy robbing everyone, a robber happened to pass by the young boy. He said, “Boy, do you have anything on you?” “Yes,” came the prompt reply, “I have forty gold coins.”
The robber asked the young boy to show the money, which he readily did. The robber took the boy to the leader of the gang.

Like all other robbers, the leader was also surprised. He said, “Why did you not deny having money?” Hazrat Sheikh Abdul Qadir Gillani (رضي الله عنه) told the robbers’ Chief that his mother had advised him to speak the truth always. This had a deep effect on the Chief. He said, “Alas! I do not obey the commands of Allah while this little boy so faithfully follows the advice of his mother.”

Remorse became a guideline to show him the right path. He made up his mind to give up his bad ways of earning livelihood. He disbanded the gang and advised all the members to live an honest life. Thus, the example set by Hazrat Sheikh Abdul Qadir Gillani (رضي الله عنه) reformed all the robbers. He grew up to be a great religious leader and a pious saint. He is held in great esteem by millions of his followers and devotees. He is popularly known as Ghaus-ul-Azam Gillani.

iv. The Donkey Trapped in His Own Trick

A villager had a donkey. He earned his living by transporting goods from place to place on that donkey. One early morning, he loaded the donkey with salt and set off to the town. A stream ran across his way to the market. As the donkey walked through the stream it slipped and fell down. A good deal of salt was washed away and the donkey felt light. The donkey thought it was quite a good trick to make the load light.

Next morning, the man again loaded it with salt. The donkey played the same trick and got light. The master saw through the game and made up his mind to teach the donkey a good lesson. Now, on the third day he put a bale of cotton on the donkey. The silly animal tried the same trick once more. Soaked with water, the cotton load became much heavier than when it was dry.

Moral: The foolish donkey was punished for his bad intention.

v. A Foolish Stag

One hot summer day, a stag went to a pool to drink water. The pool water was clear. It could see its reflection in the water. It felt proud of its beautiful horns. But when it saw the shadow of its thin legs, it felt sad and hated them. While it was still thinking of its ugly legs, it heard the sound of the horse’s hoofs of a huntsman and the barking of hounds. It ran for its life as fast as its legs could carry it. In no time it left the hounds far behind. Now it happened to pass through a thick forest. As it rushed through, its horns got caught in the branches of a tree. It struggled hard to free itself but all in vain. Meanwhile, the hunter and his hounds came chasing it. The hounds fell upon it and killed it. The legs it hated had carried it away from the
hounds while the beautiful horns brought about its death.

**Moral:** All that glitters is not gold.

**vi. A Friend in Need is a Friend Indeed**

Once upon a time two very close friends lived in a village. As time passed their friendship grew thicker and thicker. Now they were grown up men. One day they decided to go and find work. They set off. Before leaving their village, they promised to stand by each other through thick and thin. They took oath of sincerity and assured each other of help in the hour of need. They had to pass through a jungle. They had not gone far into the thick forest when they found themselves face to face with a big bear. The beast began to move towards them. They felt helpless and terrified. One of them knew how to climb a tree. He at once caught hold of a strong branch and swung up the tree. The other could not climb. He had heard that the bear does not eat the dead. So he lay down on the ground and held his breath pretending to be dead. Meanwhile, the bear came to him and sniffed him. The beast left him. When the bear had gone out of sight, the friend on the tree came down. He asked his friend, “Dear friend, what did the bear whisper in your ear?” The other replied quickly, “The bear advised me not to trust a selfish friend.” Saying this he left him and went away.

**vii. Haste Makes Waste**

A hunter had a beautiful hound that always went hunting with him. The faithful dog was a fast friend of the hunter's only son who loved to play with the dog. The master also loved the hound for its friendship with his young son who was only ten years old. The master of the house had no one else in the house.

One day, the hunter went out hunting but forgot to take the hound with him. His son was still asleep in his bed. As he reached the edge of the forest he found that he had forgotten to bring the hound with him. He decided to go back and bring the hound. He came home but was afraid to see his hound all bloodstained standing at the gate. The hunter thought that the hound had killed his son. He whipped out his sword and killed the dog.

He quickly walked into the house and saw blood pools here and there. Just then, he saw his son coming out of his room. The boy told his father that a wolf had come into the house and was about to kill him when the hound pounced upon it and tore it to pieces. The hunter began to cry at his haste in killing the faithful creature.

**viii. A Big Reward**

Once a hungry wolf was devouring his prey. In a bid to finish it quickly, he swallowed a big bite of the flesh but a bone also went in and got stuck in his throat. It hurt him very much. So he decided to go to a crane to get help from him. He said, “Well dear friend, I
am in a great trouble. Please pick out the bone in my throat.” The crane was afraid lest the wolf should bite off his head. But the wolf assured him of safety and a big reward besides, for the service.

At last, the crane agreed to do the needful. It put its long beak into the throat of the wolf and pulled out the bone. The wolf was very happy now. The crane demanded the promised reward for his service. The wolf, at once, said, “Isn't it a big reward that I have not bitten off your head when it could not have escaped my teeth.”

The crane hopped away disappointedly.

ix. The Tailor and the Elephant

A tailor ran a shop in a town. He was a good natured jolly fellow. A man in the town had a pet elephant. The elephant went drinking at a pool out of the town daily. It passed by the tailor's shop. The tailor gave him a bun every day. In course of time, they became good friends and were well pleased to meet each other. The tailor always waited for the elephant to come to him and the elephant was also there at the usual time.

One day, the tailor had a dispute with one of his customers. He was feeling unhappy and cross. Meanwhile, the elephant arrived and put his trunk into his shop through the window to receive the friendly bun as usual. The tailor instead of giving a bun, pricked its trunk with a needle. The elephant felt hurt at this but silently went his way to drink.

The elephant quenched his thirst and then filled his trunk with dirty, muddy water. It came back quickly, put its trunk in, and emptied it. The whole shop looked as if it was plastered with mud. All the fancy dresses and rich wedding robes were mud-stained and badly spoiled. The tailor was sad but it was too late.

Moral: It is well said, “Look before you leap.”

x. The Clever Cat and the Vain Fox

One day a cat and a fox happened to meet in a forest. The fox said to the cat, “Good morning, where are you off to? Let's have a chat. It's all safe here.” The cat stopped and greeted the fox and said, “Mr. Fox, I think it is not safe to stop here for long. I usually see hunters about here.”

The fox replied, “Oh, never mind the hunters. I know some of the tricks to dodge the hunters. Do you also know any such a trick?” The cat said, “I only know how to climb a tree in time of danger.” The fox was vain and looked at the cat with contempt. He said, “Ah! Poor soul, is that all? How can you escape death if your single trick fails? Shall I teach you some sure tricks?”

Just then the cat saw a huntsman approaching with a pack of hounds. It said, “Look!
There come the hounds. Goodbye.” It climbed up the nearest tree and cleverly saved her life. The hounds came upon the vain fox very soon. The fox ran for his life but the hounds overtook him before long and tore him to pieces.

**Moral:** Pride hath a fall.

**xi. The Muslim Brotherhood**

Hazrat Muhammad (صلى الله عليه وسلم) united the Muslims into a wonderful brotherhood. They were sincerely devoted to one another and made every sacrifice for other Muslims whoever and wherever they might be. They laid down their lives for their Muslim brethren.

Abu Jahan Bin Huzefa (رضي الله عنه) told us a wonderful story. It was a true story, related to the battle of Yarmook, which showed their great love and sense of sacrifice for one another. He said, “I set out in search of my cousin who was fighting on the battle front. I carried a water-skin to offer water to the thirsty soldiers. I found him lying seriously injured. He was about to die. I asked him if he wanted water. My cousin nodded. I offered him a cup of water. Just then there came a cry for water from Hashim Bin Abil Aas (رضي الله عنه) who was about to die. My cousin asked me to give the cup to him. When I came to Hisham (رضي الله عنه), another cry was heard from a mujahid, not far from the former two. Hisham (رضي الله عنه) asked me to take the cup to him. I, therefore, went to the third one but he had breathed his last before he could drink. I hurried back to Hashim (رضي الله عنه). He (رضي الله عنه) had also died. Then I rushed back to my cousin but he too had left for his heavenly home.” How great those good Muslims were indeed!

**xii. The Boy Who Cried “Wolf”**

There lived a shepherd boy in a village near a pasture. He collected sheep and goats belonging to the villagers and took them to the pasture to graze. This went on for quite a long time. All the villagers were well satisfied with the boy as he tended the flock carefully. Now everyone trusted the boy. By now he had grown up into a fine lad.

One fine morning, when he was busy looking after the animals, it came to his mind to make fun of the villagers. So he climbed up the top of a mound nearby and cried aloud, “Wolf! Wolf!” The villagers rushed to the pasture to save the boy and the flock. They came armed with sticks. When they saw the boy, they asked him where the wolf was. The boy began to laugh. Everyone was angry with the silly boy and went back grumbling.

One day the boy again did the same mischief and the people of the village were highly displeased with him. They went back to the village but this time they were so unhappy that they decided not to trust him in future. After sometime a wolf did come. The boy cried,
“Wolf” many times at the top of his voice. The villagers did hear his cries but they thought he was again joking. No one came to his help. The wolf not only killed some sheep and goats but also the boy.

**Moral:** Once a liar, always a liar.

### xiii. The Jester and the King

Once upon a time a king had a jester in his court. The king was so fond of him that the jester enjoyed every kind of liberty of speech. He did not even spare the lords and ministers. So much so that he began to ridicule even the king but no one could dare to complain against him. This made the jester bold and proud. He cared for none.

One day while the king was holding a court and was busy in serious state affairs, the jester made fun of the king. Dead silence fell on the court. The king got highly offended and sentenced the jester to death. The jester bent down over his knees and begged for mercy but the king was so angry that he turned down his request.

At last, when the jester pleaded for mercy again and again, the king said, “Die you must but I grant you the freedom to choose the kind of death you like.”

The clever jester at once used his ready wit and took good advantage of the concession saying, “Your Majesty! I choose to die of old age.” The king was impressed and forgave the jester with a warning for future.

**Moral:** It never pays to overreach yourself.

### EXERCISES

**Develop stories from the given outlines.**

1. A dog steals a piece of meat ... runs away ... comes to a bridge ... calm and clear water under the bridge ... sees his reflection. Thinks another dog with a bigger piece of meat ... barks at it ... loses his own piece as well.

2. A hungry fox goes about in search of food ... reaches a garden ... bunches of ripe grapes hanging down a high wall ... tries to reach again and again but cannot get at them ... goes away disappointed.

3. A merchant earns a large sum of money by selling his goods ... has to go a long way ... already getting dark ... a nail falls from his horse’s shoe, the inn boy warns him ... does not care ... hurries away ... horse becomes lame ... robbers appear ... kill him and make away with the money.

4. A tiger kills a woman with a gold bangle ... keeps it ... one day a man comes there ... stands on the bank of stream ... gets ready to cross ... the tiger appears ... man afraid
tiger tells him that it has become pious and keeps praying ... offers the bangle ... the greedy man falls prey to the tiger.

5. A flock of pigeons comes flying to vast green fields ... look down ... see plenty of food grain ... ask their chief to alight ... does not agree ... fears lest hunter should have set net ... pigeons say fear imaginary only ... they land and are caught in the net ... they cry, “O chief, what shall we do now?” he says “Well dear friends, now exert together; pull the net up and fly away with it.” They follow the advice and are saved.

6. A kind hearted man passes through a forest ... finds a tiger caught in a trap. The tiger begs for his help to get out ... the man afraid of the beast ... at last sets him free ... the tiger knocks him down - the man calls tiger ungrateful ... both go to papal tree for opinion ... the tree says man ungrateful ... they go to bullock ... it upholds the decision of papal tree ... next they ask a jackal. It says how that big beast could be contained in that small cage. The tiger jumps into the cage to prove. The jackal shuts ... the man goes away thanking the jackal.

7. A farmer has four lazy sons ... do nothing ... he advises them to work ... they do not follow ... the farmer falls seriously ill ... calls all the sons ... tells them of a treasure lying buried somewhere in the fields and passes away ... his sons dig deep the field ... bumper crop ... realize the wisdom of their father ... become rich.

8. A young cricket sings on merrily throughout spring and summer ... winter comes ... snow covers everything ... no food for winter ... begins to starve ... goes to ant living close by ... begs for food ... ant says, “We ants neither lend nor borrow.” The ant asks why it did not store food for winter in summer, cricket replies, “I sang away the summer.” The ant says, “Now dance away the winter. No work, no food.”

9. A rich man riding in a four horse carriage ... has his family and a servant with him ... passes through a forest ... hungry wolves attack ... let's loose two horses one by one but the wolves come up again ... the faithful servant draws his sword and jumps down ... fights with the wolves. The rich man and his family gain time and escape.

10. A lion kills many animals ... all animals terrified ... a hare offers to save them ... reaches the den of the lion late ... lion asks in rage why so late? The hare tells the lion of another lion who stopped him ... lion asks the hare to take him to the other lion ... the hare takes him to a well ... lion sees his reflection jumps down and is drowned.
• **Letter Writing**

Writing letters is very common with people who can read and write. They may be personal, official or business letters, but in each case they are written in accordance with some set rules.

Every letter has several parts and all parts taken together make the whole. Any omission is liable to mar the quality of the letter. The parts of a letter are given below:

- a. address of the writer along with the date of writing
- b. salutation or greeting
- c. body of the letter
- d. subscription or the close of the letter
- e. signature
- f. address on the envelope or postcard.

A chart which shows proper salutations and subscriptions is given here for guidance:

<table>
<thead>
<tr>
<th>ADDRESSEES</th>
<th>SALUTATIONS</th>
<th>SUBSCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Informal letters</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relatives</td>
<td>My dear ..... (relation),</td>
<td>Yours affectionately,</td>
</tr>
<tr>
<td>Friends</td>
<td>My dear ..... (name),</td>
<td>Yours sincerely,</td>
</tr>
<tr>
<td>Acquaintances</td>
<td>Dear / Mr. / Mrs. / Miss,</td>
<td>Yours truly,</td>
</tr>
<tr>
<td><strong>Formal letters</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strangers</td>
<td>Sir / Madam, Dear Sir / Madam,</td>
<td>Yours truly,</td>
</tr>
<tr>
<td>Officers</td>
<td>Sir / Madam,</td>
<td>Yours obediently,</td>
</tr>
<tr>
<td>Editors of Newspapers</td>
<td>Sir / Madam,</td>
<td>Yours truly,</td>
</tr>
<tr>
<td>Business concerns</td>
<td>Dear Sir,</td>
<td>Yours faithfully,</td>
</tr>
</tbody>
</table>

Letters are usually of two types:

1. **Informal letters**: Informal letters are written to relations and intimate friends in an easy and conversational style.

2. **Formal letters**: Formal letters are official letters, written for different purposes
like; to make a complaint, to request something, to make an inquiry, to apply for a job, etc.

**Parts of a Letter**

a. **Writer's address and date**: Writer’s address is normally written at the top of the letter as heading which informs the readers from where the letter has been written. Just below the writer’s address comes the date when the letter is written. The date must be written in either of the following ways:

January 1, 2017  
1st January, 2017

Students should always remember to put a comma before the year. Omission of punctuation marks shows the carelessness of the writer.

b. **Salutation**: In this part of the letter we greet the person whom we address. The words should be used according to the status of the addressee and the degree of friendship or intimacy that the writer enjoys with him. Students should refer to the given chart.

c. **Body of the letter**: It is the main part of the letter and may contain a number of paragraphs. The opening sentence should be of general nature and may indicate the continuity of correspondence with the addressee. Some suitable opening sentences which may be used according to the occasion are:

i. It is quite a long time since I heard from you.

ii. I was very glad to receive your letter.

iii. My joy knew no bounds when I learnt of your success…

iv. I am much pained to hear that …

v. You will be sorry to know that …

vi. You will be pleased to know that …

vii. Thank you very much for your letter …

The letter should be closed with a proper phrase. One of the following phrases may be used according to the occasion:

i. With best regards,

ii. With love and best wishes to all at home,

iii. With best wishes,

iv. Hoping to see you soon,

v. Hoping for an early reply,

vi. Hoping to hear from you soon,
vii. Thanking you,
d. **Subscription:** After closing the body of the letter, we put subscription or close of the letter at the bottom of the left hand corner of the page. Students should refer to the given chart for using appropriate subscription.
e. **Signature:** This must come below the subscription as:
Yours truly,
Ahmad Ali
f. **Address on the envelope or postcard:** It is written on the envelope or the back of the postcard. We write:
i. the name of the person in the first line
ii. the name of the house and the street or the name of the village in the second line
iii. the name of the city/district in the last line

**Examples**

1. Mr. Nisar Ahmad Khan,
   House No. 5, Peoples Colony,
   Faisalabad.
2. Syed Mujahid Hussain Shah,
   Foodgrain Market,
   Sheikhupura.

• **Informal Letters**

i. **Write a letter to your mother who is worried about your health.**

2, Old Hostel,
Lahore.
March 23, 2017

Dear Mother,

I received your letter yesterday. I am glad to know that you are fine. I was running a fever due to bad throat. But it was a temporary ailment. I have recovered now.

You need not worry about my health. I am perfectly all right. I am taking good care of my diet and exercise regularly. I hope that after these assurances you will stop worrying about me.

Pay my regards to all at home.

Yours affectionately,

Naveed Ahmad
ii. **Write a letter to your father asking him about the health of your mother.**

2, Old Hostel,
Lahore.
January 25, 2017

Dear Father,

From Ali’s letter I have come to know that mother is suffering from high blood pressure. I am really worried about her. I hope that she is taking precautionary measures to bring it to normal. Please ask her to take her medicine regularly and also inform me about her present condition as early as possible.

Anxiously waiting for your reply,

Yours affectionately,
Nadeem

iii. **Write a letter to your sister congratulating her on her success in the exams.**

15 – C Wahdat Colony,
Lahore.
March 28, 2017

Dear Najma,

Your letter brought the happy news of your excellent result in the final examination of class 9. I am very happy to learn that you have stood first in your class and maintained your position. I am very proud of you. You have always been a hard working student and I hope you will work even harder next year as the competition will be quite hard.

Accept my heartiest congratulations on your success. Pay my compliments to Naila and other friends.

Yours affectionately,
Afshan

iv. **Write a letter to your mother about the test you have just taken.**

92, Boys’ Hostel,
Gulberg, Lahore.
February 06, 2017

Dear Mother,

I am sorry, I did not write you earlier as I was busy preparing for my test of physics. It
was held yesterday. My performance in the test is satisfactory. I hope to get full marks in it. I attempted eleven questions. The answer to one question was wrong. But it was an extra question. I hope that you are satisfied with my explanation now.

Pay my regards to everyone at home.

Yours affectionately,

Khalid Ahmad

v. Write a letter to your father requesting him to send you some extra funds for the payment of hostel dues.

16, Crescent Hostel,
Gulberg, Lahore.
March 15, 2017
Dear Father,

I have been planning to write you for many days but could not find time to do so. My exams are drawing near and I am busy preparing for them. I have already revised my course. You need not worry about my studies.

The only problem that I face these days is that I have run short of money as I bought some books which has upset my budget. I shall be very grateful if you send me at least ten thousand rupees to pay my hostel dues and to meet my other needs.

Yours affectionately,

Anas Ali

vi. Write a letter to your brother about the importance of the study of science subjects.

10 - Jail Road,
Lahore.
March 01, 2017
Dear Asif,

I hope this letter finds you in the best of health and spirits. You have now been promoted to class nine. It is time for you to decide whether you would like to study humanities or science subjects. The world has progressed very much in the field of science. If we want to keep pace with it, we must keep our knowledge of science up-to-date. Everyone should know the basics of science so I would advise you to study science at least up to matriculation level.
Convey my salaam to your friends.
Yours affectionately,
Adnan Bashir

vii. Write a letter to your friend congratulating her on her birthday.
18 - Tariq Block,
Garden Town,
Lahore.
January 29, 2017
Dear Iram,

I am specially writing this letter to congratulate you on your birthday. I owe you a gift and you will get it when you come to Lahore. I was going to send it to you by post but then I was informed that you plan to come to Lahore. So I decided to give it to you personally. I am waiting for you.

Convey my respects to aunt and uncle.
Wishing you the best,
Yours sincerely,
Samina

viii. Write a letter to your friend requesting her to spend her spring holidays with you.
13 - C, GOR-III,
Lahore.
February 6, 2017
Dear Sadia,

You know that our spring holidays are approaching. I would like you to spend these holidays with me. In your last letter you promised to come to me during these holidays. Now it is time to fulfill your promise.

We shall visit our common friends and do some shopping. Inform me as early as possible about the exact date of your arrival so that I may make further arrangements accordingly.

With love,
Yours sincerely,
Shazia

ix. Write a letter to your friend congratulating him on the marriage of his sister.
24 - Usman Block,
Garden Town,
Lahore.
March 06, 2017
Dear Rizwan,

I am very pleased to learn about the marriage ceremony of your sister. Accept my heartiest congratulation on this occasion.

I have received your invitation card but I do not think I will be able to attend the ceremony as I will be busy in my exams. I really feel sorry for that.

Convey my congratulations and best wishes to all the members of your family.

Yours sincerely,
Adnan

x. Write a letter to your friend requesting him to lend you some books.

4, Sanda Road,
Lahore.
April 2, 2017
Dear Tahir,

My examination is over and I haven't much to do these days. I am thinking of improving my English. You talked once about your fine collection of English novels and plays. I want to borrow a few novels from you. I hope that you will not refuse. I assure you that I shall take care of your books. I shall try to return these books as early as possible.

Pay my compliments to your parents.

Yours sincerely,
Arif Munir

xi. Write a letter to your friend thanking her for the hospitality during your visit to her house.

793, Raza Block,
Iqbal Town,
Lahore.
April 15, 2017
Dear Saba,

I reached home last Sunday. I had a comfortable journey and reached home safe. I spent very good time with you. I enjoyed your company. I shall never forget the taste of Biryani and Quorma you cooked one day. I must thank you for the trip to Murree that you
specially arranged for me. I will miss you very much.

Convey my thanks to aunt and uncle for their kindness and love. They really made me feel at home.

With love,

Yours sincerely,
Afshan

xii. Write a letter to your friend condoling the death of his mother.

4/5 - II - E, Nazimabad,
Karachi.
March 21, 2017

Dear Aamer,

I have just received the news of your mother's death. I am really shocked to hear it. She was a very noble lady. I had special attachment to her. She loved me as her own son. But the laws of nature are absolute. We have to bow before them.

All my sympathies are with you. I hope that you will bear this loss with patience and courage. May her soul rest in heaven!

Yours truly,
Toor

xiii. Write a letter to your brother advising him to take steps to improve his health.

B - 22, GOR - I,
Lahore.
March 20, 2017

Dear Hamid,

I met Munir last night and he informed me that you were over worked in your studies. You stay awake till late night and have become very weak. I appreciate your love for knowledge but it must not be allowed to damage your health. First, take care of your health, then of your studies. Try to sleep early and develop a habit of taking morning walk. I suggest you have a light exercise in the morning also.

I hope that you will give attention to my advice.

Yours affectionately,
Umar
xiv. **Write a letter to your sister thanking her for a gift.**

Shaheen Academy,
Lahore.
January 2, 2017
Dear Rukhsana,

I hope that you are in good health. I received your gift of a wrist watch on my birthday two days ago. It is a beautiful watch. I needed it badly too as I happened to lose my watch in a mishap a few days ago. I promise that I shall take care of it. It will also help to make me punctual.

I thank you again for this precious gift.

Yours affectionately,
Nazir Ahmad

xv. **Write a letter to your friend thanking him for the books he lent to you.**

4 - Sanda Road,
Lahore.
March 27, 2017
Dear Tahir,

I received the books you lent me the day before yesterday. I am really grateful to you for this. I have already started reading these and hope to return them very soon.

Thanking you again,

Yours truly,
Arif Munir

**• Formal Letter**

xvi. **Write a letter to a book seller requesting him to send you some books per V.P.P.**

85 - Qasim Street
Gujranwala.
November 26, 2017

The Manager,
United Publishers,
The Mall, Lahore.
Dear Sir,

I shall be glad if you may provide me with the following books as early as possible:

Civics for class - X 1 copy
Economics for class - X 1 copy
Zindan Nama by Faiz Ahmad Faiz 1 copy

I hope you will allow me the special concession for students. Please send these books to me by V.P.P.

Yours faithfully,

Atif Hafeez

- **Formal Invitations / Replies**

  1. Mr. and Mrs. S. Sukhera request the pleasure of the company of Mr. and Mrs. B.A. Chaudhry to dinner / lunch / tea on Sunday, the 2nd October, 2017 at 8.00 p.m. / 1.00 p.m. / 5.00 p.m.

     Venue: 4-Sanda Road, Lahore.

     R.S.V.P

     Tel: 38412352

    i. **Reply (accepting)**

        Mr. and Mrs. B.A. Chaudhry thank Mr. and Mrs. S. Sukhera for their kind invitation to dinner / lunch / tea on October 2, 2017 and accept it with pleasure.

        7 – B, GOR-II,
        Lahore.

    ii. **Reply (declining)**

        Mr. and Mrs. B. A. Chaudhry thank Mr. and Mrs. S. Sukhera for their kind invitation to dinner / lunch / tea on October 2, 2017, but regret that they would not be able to attend it, owing to a previous engagement.

        7 - B, GOR - II,
        Lahore.

  2. Mr. and Mrs. R. A. Khan request the pleasure of the company of Mr. and Mrs. F. A. Awan at a reception on the occasion of the wedding of their beloved son / daughter at
Cosmopolitan Club
on Sunday, the 2\textsuperscript{nd} October, 2017 at 8.00 p.m.
R.S.V.P
Tel.-38272227

i. \textbf{Reply (accepting)}

Mr. and Mrs. F. A. Awan thank Mr. and Mrs. R. A. Khan for their kind invitation to the reception on October 2, 2017, and accept it with great pleasure.
19-E, Model Town,
Lahore.

ii. \textbf{Reply (declining)}

Mr. and Mrs. F. A. Awan thank Mr. and Mrs. R.A. Khan for their kind invitation to the reception on October 2, 2017, but regret that they would not be able to attend it owing to a previous engagement.
19 - E, Model Town,
Lahore.

\textbf{Applications}

A formal request to be considered for a position or to be allowed to do or have something, submitted to an authority, institution or organization.

i. \textbf{Application for leave}

The Headmaster / Principal,
Government High School,
Narang.
Sir,

I had a sudden attack of nausea after eating a burger with coca-cola, last evening. The doctor has diagnosed it as a case of food poisoning. I could not sleep the whole night because of vomiting. I feel very sick.

Kindly grant me leave for four days with effect from December 2\textsuperscript{nd} to 5\textsuperscript{th}, 2017.

Thanking you,
Yours obediently,
Arsalan Bashir
Roll No. 212
Class - X
December 02, 2017
ii.  Application for fee-concession/stipend

The Headmistress/Principal,
Government Girls’ High School,
Mian Chanuu.

Madam,

Respectfully, it is submitted that my father is working as a Restorer in the Municipal Committee library. He draws a meager salary of Rs.15000/- per month. Naturally he has to borrow money every month to make both ends meet. He supports a large family consisting of five daughters and three sons. In fact, the household worries have caused a breakdown in his health, and has been on medical leave for over two months.

In the light of the facts stated above, it is requested that I may kindly be granted full fee concession and a stipend of Rs.1500/- per month. I am badly in need of this financial relief, otherwise I will have to discontinue my studies. My father’s income certificate is attached for your kind perusal.

Thanking you,

Yours obediently,
Haseena Moeen
Roll No. 112
Class - IX
September 7, 2017

iii. Application for a character certificate

The Headmaster,
Garrison High School,
Rawalpindi.

Sir,

Respectfully, it is submitted that I have been a bonafide student of the Garrison High School during the session 2016-17. I secured second position in the school in the examination conducted by the Lahore Board of Secondary Education.

I am at Salalah (OMAN) these days and plan to study further at the Intermediate College being run by our embassy here.

I am enclosing a reply-paid envelope, and it is requested that a character certificate
may kindly be issued to enable me to seek admission for further studies.

Thanking you,

Yours obediently,
Ammar Aslam Moghul
P.O. Box No. 18026
SALALAH (Sultanate of Oman).
December 9, 2017

iv. Application for a job

The Manager,
Sunshine Biscuit Factory,
G. T. Road, Lahore.

Sir,

Respectfully I beg to submit that through the advertisement columns of the Daily “JANG” Lahore I have come to know about a vacancy of a clerk available in your factory. I offer myself as a candidate for this position.

My particulars are:

**Age:** 18 years

**Qualification:** Matriculate 1st Division, Diploma holder in type and short-hand

**Marital Status:** Unmarried

I reside at Baghbanpura and the factory is not far from my house. I assure you that I will serve the organization devotedly and diligently.

Attested photocopies of my matriculation certificate and of the diploma in type and short hand are attached.

Thanking you,

Yours obediently,
Farooq Abdullah
310 - Shalimar Road,
Baghbanpura, Lahore.
March 10, 2017
i. Dialogue between a teacher and a student

Teacher: Hello Fauzia! You are a bit late today.
Fauzia: Yes, Madam, I am sorry.
Teacher: Well. What happened?
Fauzia: The school bus was right on schedule. It was about to cross the canal bridge when it came to a halt with a jerk. The tyre had gone flat.
Teacher: I see. It's none of your fault then!
Fauzia: One thing more, Madam. The driver had no jack with him. He waved to other vehicles but they would not stop. Nobody seemed willing to obligate at this rush hour.
Teacher: Well. What did you do then? You came by another bus. Didn't you?
Fauzia: No, Madam, we left the bus where it was and walked up to school all the way.
Teacher: Well done! You are a brave girl indeed. Now, girls let us get going with our lesson.

ii. Dialogue between two students regarding Salat

Osama: Well, now I'd like to take rest for a while. I've had my meal, you know.
Salman: Ok. You take rest while I fix this picture of a landscape on the wall. Where is the sticky tape?
Osama: Out there in the drawer.
Salman: Well, I think this picture needs to be a bit higher up. How do you like it Osama?
Osama: Lovely! Good, well done. It looks nice up there. Now let us go for namaz to the masjid.
Salman: I am going to the market. I shall not be long.
Osama: No, namaz first. Have you heard the moezzin's call for salat? Haven't you?
Salman: Sure, I have but I am going out. It's very urgent. My motor bike is out at the gate.
Osama: There is nothing in the world that ought to be more urgent than a namaz.
Salman: I don't really understand it. Art is long and life is short. There is so much to do in the world. There is so much fun-games, sports, T. V., cricket, world cups, videos,
feature films, fun-fairs, shopping, loitering and break and break and break. Sorry, I am going.

Osama: Dear me! Who am I to hold you back? Dear as you are to me, I sincerely wish that you offer namaz. Namaz gives us peace, freshness, balance, courage, hope, goodness in our short life here on the earth, and eternal goodness in the life hereafter.

Salman: Oh, I am sick of your sermons, Osama!

Osama: See, Allah has given us eyes, ears, heart, hands, legs and brain. Salman, you see such a lovely world is there around us. Great gifts are they! Aren't they? We must thank Allah - the Merciful, the Sustainer. As Muslims we offer namaz and this is how we thank Allah.

Salman: All right. I fear Allah. I love Him, too. I'll go with you.

iii. Dialogue asking one's way

A: Excuse me for troubling you sir, but can you tell me the way to the museum?

B: Certainly. Keep straight on along this road, take the first turn to the right, and that will take you to a green square with flagpoles. That is Istanbul Square; cross it, and you'll see a corner of a red-brick building with a couple of domes. That is the museum.

A: Thanks very much indeed.

B: My pleasure.

(A goes on walking and takes the wrong turn. He wanders around a good deal. Tired and upset, he talks to a passer-by.)

A: Pardon me, sir, does this road lead to the museum?

B: I am sorry, sir. I don't know. I am a complete stranger here myself.

(Another gentleman C on hearing this, stops.)

C: Yes. Keep straight this way for over a mile and a half until you come to Chowk Azadi, then turn to the left. But it is a good way.

A: How far, do you think?

C: Over two miles, I should say. I'd take a bus, if I were you.

A: What number or route please?

C: Take number 117 when you come to Chowk Azadi. That will take you to the museum.

A: Thanks.
iv. **Dialogue between a brother and a sister concerning time**

**Ali:** What is the time?

**Fatimah:** It is nearly five minutes to eight by my watch.

**Ali:** Upon my word, we must hurry up, if you are to catch that train to Rawalpindi.

**Fatimah:** Why, when is it due out?

**Ali:** At quarter past nine exactly.

**Fatimah:** Oh, never mind. We have plenty of time.

**Ali:** I am not so sure of that. What on earth have you been doing? What time did you get up?

**Fatimah:** I woke up before half-past five. Then I performed ablution and offered my morning salat. Now breakfast is ready. Don't look at me like that.

**Ali:** For Heaven's sake, get ready! We have not a minute to lose. Time flies, you know.

v. **Dialogue between a tailor and a customer**

(Father is about to set up the tape-recorder, he calls aloud Yasser, Anne). Come over here. Hurry up! (They show up in a minute.)

**Father:** You are going to hear a dialogue on the tape now.

**Yasser:** Father! What is it about?

**Father:** Well, see this picture. (There is a picture of a tailor and a customer. Father switches on the tape-recorder. They listen with attention.)

**Tailor:** Good morning, Sir, what can I do for you?

**Customer:** I should like to be measured for a suit.

**Tailor:** With pleasure, Sir, kindly step this way. What style and shade would you prefer?

**Customer:** I want an ordinary lounge suit made of brown tweed. How much would the stitching cost?

**Tailor:** I could make you a suit for Rs. 2000/-.

**Customer:** That's right.

**Tailor:** Could you manage to call in sometime next week for the try?

**Customer:** Yes, just give me a ring. Here is my card.

**Tailor:** Very good, sir. Good morning. (Father takes out the plug and talks to his kids.)

**Father:** What do you say to that, kids?

**Yasser:** Very interesting, Dad.

**Anne:** Father I'll hear it again and then we will practise it. Yasser will act out as the tailor, and I shall be the customer.
Comprehension of a given passage means a complete understanding of it. We are required to answer certain questions at the end of the passage to show that we understand it. To answer these questions correctly, we should:

i. read the passage carefully till we understand it well
ii. understand the given questions clearly
iii. answer the questions in the same tense and person as used in the passage

Here are some solved examples
Read the following passage and answer the questions at the end:

One day a wolf felt hungry. He wandered here and there in search of food but could not find anything to eat. At last, he saw a flock of sheep grazing in a pasture. He wanted to eat one but they were guarded by a hound. The shepherd's son was also tending the flock vigilantly. The wolf found himself helpless. At last he hit upon a plan. He hid himself in the skin of a sheep and safely went into the flock. The hound could not find out the wolf in disguise. He killed a sheep and ate it without being caught. In this way, he ate up many sheep and their number began to fall everyday. The shepherd was greatly worried but could not find out the thief.

QUESTIONS
1. Why did the wolf wander about?
2. Did he find anything to eat?
3. Why was the wolf helpless?
4. How did he get into the flock?
5. Why was the shepherd worried?
6. Did he find out the thief?

ANSWERS
1. The wolf wandered about in search of food.
2. No, he did not find anything to eat.
3. The wolf was helpless as the flock was guarded by the hound and the vigilant shepherd’s son.
4. He put on the skin of a sheep and went into the flock unchecked.
5. The shepherd was worried as the number of sheep began to fall everyday.
6. No, he did not find out the thief.

On a hot summer day, a fox felt very thirsty. He went about in search of water but could not find water. At last, he reached a well and peeped into it. Unfortunately, he slipped and fell into the well. A goat happened to pass by the well and looked into it. “What are you doing here, uncle?” The cunning fox replied, “Dear niece! I am enjoying a swim down here. It is very pleasant; come down and enjoy yourself too.” The goat was also thirsty; she jumped into the well.

QUESTIONS
1. What happened to the thirsty fox?
2. Who passed by the well just then?
3. What did the goat do?
4. What did the goat say to the fox?
5. What did the fox say in reply?
6. Why did the goat jump into the well?

ANSWERS
1. The thirsty fox slipped and fell into the well.
2. A goat passed by the well just then.
3. The goat looked into the well.
4. The goat said to the fox, “What are you doing here, uncle?”
5. The fox said in reply, “I am enjoying a swim as it is very pleasant down here.”
6. The goat jumped into the well as she was taken in by the cunning fox.

Once a stag was drinking at a stream. He happened to see his reflection in the water. He was pleased to see his beautiful horns, but when he saw his thin legs, he felt sad as he thought they were ugly. Suddenly, he saw a pack of hounds at a distance. He ran as fast as his legs could help him. Soon he left the hounds far behind. He had to pass through a thick forest of bushes. His horns got caught in a bush. He tried hard to pull his horns out of it but all in vain. By now the hounds had come up. They fell upon him and tore him to pieces.

QUESTIONS
1. What was the stag doing?
2. What did he see in the water?
3. Why was he pleased?
4. What made him sad?
5. Why did he run?
6. How did his legs help him?

ANSWERS
1. The stag was drinking water.
2. He saw his reflection.
3. He was pleased to see his beautiful horns.
4. His thin legs made him sad.
5. He ran for his life.
6. His legs helped him to run fast.

iv

King Robert Bruce ruled over Scotland. He had been defeated many times by the English. He ran for his life and hid himself in a cave. He had lost all hope to win. As he lay there thinking if he should give up his struggle or not, he saw a spider trying to reach its cobweb in the ceiling of the cave. It fell down again and again but did not give up its effort. At last the little creature reached its home in its ninth attempt. This gave courage to King Bruce. He made up his mind to fight and this time he won the battle.

QUESTIONS
1. By whom had Robert Bruce been defeated many times?
2. Where did he hide himself?
3. What did he see in the cave?
4. After how many attempts did the spider succeed?
5. What lesson did King Bruce learn from the spider?

ANSWERS
1. King Robert Bruce had been defeated by the English army many times.
2. He hid himself in a cave.
3. He saw a spider trying to reach its cobweb up in the ceiling of the cave.
4. The spider succeeded in its ninth attempt.
5. King Bruce learnt the lesson, “Try, try again till you succeed.”

v

For three years, the master and all his relatives lived in this valley. Many of the Muslims also joined them. All supplies to the valley were cut off. The Makkans saw to it that
no food or drink reached the Banu Hashim. The poor Banu Hashim had to live on the leaves and roots of trees and bushes. The condition of the children was particularly pitiable. At last, some kind-hearted Makkans took pity on the Banu Hashim. They tore to pieces the agreement hanging in the Kaaba. The hunger stricken Banu Hashim were thus able to come back to their homes.

QUESTIONS
1. Who lived for three years in the valley?
2. Who joined the master and his relatives?
3. What did the Makkans do?
4. How did the Banu Hashim live?
5. What was the condition of the children?
6. Who took pity on the Banu Hashim?

ANSWERS
1. The master and all his relatives lived in the valley.
2. Many of the Muslims joined them.
3. The Makkans cut off the supplies of food and drink to the Banu Hashim.
4. They lived on the leaves and roots of trees.
5. The condition of the children was pitiable.
6. Some kind-hearted Makkans took pity on them.

vi

We see a kind of milk in tins. It is powdered milk. All the water in this milk is evaporated. When fresh milk stays in a dish for a little time, the thick part of the milk comes to the top. It is the cream of the milk. From this cream people make butter. If milk with the cream on it is made into powder, it is called ‘Full Cream Milk Powder’. When something floating is taken off from the top of a liquid, we say, it is skimmed. When the cream is skimmed from the milk, the thin milk that stays is called ‘Skim Milk’. Skim milk is good milk but it has no fat in it. It is not good for very young babies.

QUESTIONS
1. Is the milk in tins powdered or liquid?
2. What becomes of the water in the milk?
3. What comes to the top of the fresh milk when it stays for a little time in a dish?
4. What does the thick part of the milk have in it?
5. What is cream?
6. What do people make from cream?

ANSWERS
1. The milk in the tins is powdered.
2. The water in the milk evaporates.
3. The thick part of the milk comes to the top.
4. The thick part of the milk has fat in it.
5. Cream is the fat of the milk which comes to the top of it.
6. People make butter from cream.

vii

Hazrat Khalid Bin Waleed (روی) was extremely kind-hearted and just to the people. His army had strict orders not to do any harm to the farmers, aged persons, women, children and other civilians. “They are the real strength of the society,” he said, “They should always be treated with kindness and respect.” This was something new for the conquered people, who felt very happy now. The Iranian and Byzantine officers were very hard on them. Hazrat Khalid Bin Waleed's (روی) treatment won their hearts so much that they began to hate their cruel old masters.

QUESTIONS
1. How did Hazrat Khalid Bin Waleed (روی) treat the people?
2. What were the orders given to the army?
3. What did he say about the farmers and civilians?
4. How had their former masters treated them?
5. How did Hazrat Khalid Bin Waleed (روی) win the hearts of the conquered people?
6. Why did the people hate their old masters?

ANSWERS
1. Hazrat Khalid Bin Waleed (روی) was kind and just to them.
2. The orders were not to harm the farmers, aged persons, women, children and other civilians.
3. He said, “They are the real strength of the society.”
4. Their former masters had been hard on them.
5. He won their hearts with kindness.
6. The people hated their former masters for their unkind treatment.

viii

The age of steam has yielded place to the age of electricity. We have harnessed and
introduced it into the service of man. The electric telegraph bears our message to and brings us news from all quarters of the world.

Who is not familiar with the electric bell? Who has not used telephone? Who is not enjoying electric light? Electric motors, wireless telegraphy, electric railways, electric modes of construction and destruction, all attest to the great power of electricity. Electricity has developed and created many industries. It has enabled man to conquer land, sea and air.

QUESTIONS
1. Why do we call the present age the age of electricity?
2. Which age has yielded place to the age of electricity?
3. How do we send and receive messages?
4. State some important uses of electricity.
5. What do you think is the future of electricity?

ANSWERS
1. We call the present age the age of electricity, as a lot of things are done with the help of electricity.
2. The steam age has yielded place to the age of electricity.
3. We use telegraph, telephone and wireless to send and receive messages.
4. Railways, factories and mills work with the help of electricity.
5. Electricity promises a bright future for mankind.

A man is known by the company he keeps. A good student should avoid the company of those who keep playing all the time. Many students miss their classes and seldom do their homework because some other fellow students do the same. There are hardworking students also, who work while others play. They know when to study and when to play. They play when it is time to play. They enjoy the games of their choice because they know that playing games is essential for health. A sick student is not so quick in learning his lesson as is a healthy one.

QUESTIONS
1. What kind of company should a good student keep?
2. Why do some students miss their classes?
3. Why do good students enjoy good health?
4. Why are games necessary for students?
5. What factors may bring success to a student?
ANSWERS
1. A good student should keep good company.
2. They miss their lessons because some other fellow students do the same.
3. Good students enjoy good health because they work and play at proper times.
4. Games are necessary for students because games keep them healthy.
5. The success of a student lies in following a timetable of work and play.

X

Newspapers keep us constantly in touch with the whole of mankind. In old days, a man's world was limited to his own village and one or two neighbouring villages. It was difficult for him to know what was going on in other parts of the country. But today the press, assisted by rapid means of communication, brings us news from the farthest corners of the globe. The press is also responsible for educating the public opinion. The laws of a nation are really shaped by its press. In fact, the public receives guidance from the newspapers. Thus, their power in modern times is undeniable.

QUESTIONS
1. What good do the newspapers do to us?
2. Why in older days could a man not know what was going on in far off places?
3. What is the responsibility of the press today?
4. How are the laws of a country shaped nowadays?
5. How are newspapers a source of public guidance?
6. What is your opinion about the power of the press?

ANSWERS
1. Newspapers keep us in touch with the latest world affairs and happenings.
2. In older days, man could not know what was taking place at distant places due to lack of means of communications.
3. Today the press is responsible for educating the public opinion.
4. Newspapers play a great part in shaping the laws of a country.
5. Newspapers bring us full information relating to all aspects of the society.
6. The press has great power.

EXERCISE – 1

About sixty years ago, the question of choosing a profession was not taken up seriously. A son generally followed the trade of his father. But nowadays one can take up a trade that one likes. The students who make the right choice of profession are always
successful. For the right choice of a profession there should be some definite aim.

The students who do not have any definite aim suffer a lot in the end as they have a difficulty in finding employment. In choosing a profession the teacher and the parents play a very important part. The teacher keeps an eye on his pupils. He studies their habits. So he can guide his pupils to the right path of life.

QUESTIONS
1. What were the conditions about the choice of a profession sixty years ago?
2. Why did the people not choose the profession seriously?
3. Can a student of the present times choose his profession freely?
4. What is the advantage of a right choice of a profession?
5. How can a student choose his profession rightly?
6. What will be the difficulty of a student who is reading without a definite aim?
7. How can a teacher help his pupils in making a choice of profession?

EXERCISE – 2

Making pottery on the potter's wheel is called 'throwing'. The thrower is a very skillful workman. But there is another method of shaping articles out of clay, 'moulding'. A plaster mould is made and the clay is pressed into it. This is a quicker and less difficult way to make things like handles, but all the most beautiful pottery is thrown. When a piece of pottery is taken off the wheel, it is put aside to dry, after which a design may be painted on it with special colours that will stand great heat; it is then ready to be fired. This is done in a large oven or kiln. The pieces of pottery are placed in earthenware tubs called 'saggers' so that the flames cannot touch the pots.

QUESTIONS
1. What is 'throwing'?
2. What is the other method of shaping articles?
3. What is the advantage of 'moulding'?
4. How does the potter make designs on the pieces of pottery?
5. How are the pieces of pottery baked in fire?

EXERCISE – 3

The Sultan sent agents to all parts of the East to buy rare manuscripts and to bring them back to Cordova. His men were constantly searching the booksellers' shops at Cairo, Damascus and Baghdad for rare volumes for his library. When the book could not be bought at any price, he would have it copied; and some times when he heard of a book which was only in the author's brain, he would send him a handsome present, and begged him to send the
first copy to Cordova. By such means, he gathered no fewer than four hundred thousand books and this at a time when printing was unknown, and every copy had to be painfully copied, in the fine clear hand of the professional copyist.

**QUESTIONS**

1. Why did the Sultan send his agents to all parts of the East?
2. Where and why did they search the booksellers' shops?
3. What would he do when any book could not be bought at any price?
4. What would he do when the author had not yet written the book?
5. How many books had he gathered?
6. Why was it difficult to collect so many books in those days?

**EXERCISE – 4**

Musa was commander-in-chief, and the gates were in his charge. They had been barred when the Christians came in view, but Musa threw them open. “Our bodies,” he said, “will bar the gates.” The young men were kindled by such words, and when he told them, “We have nothing to fight for but the ground we stand on; and without that we are without a home or a country,” they were ready to die with him. With such a leader, the Moorish cavaliers performed feats of bravery in the plain which went down in the annals of history in golden words.

**QUESTIONS**

1. Who was the chief commander and what was in his charge?
2. When were the gates barred?
3. Who threw them open?
4. What did Musa say?
5. What effect had his words on the young men?

**EXERCISE – 5**

Early rising is a good habit as it gives us an early start of our day's work. We gain time while the late risers are asleep. The early risers have another advantage, that is, they enjoy good and sound health. Those who are out of bed early have plenty of time to do their work carefully, steadily and completely. They do not have to put off anything to the next day. The early riser is always happy, fresh and smart. He enjoys his work while those who get up late, find their duty dull and dry and do it unwillingly. Early rising is therefore, a key to success in life.
QUESTIONS

1. What kind of habit is early rising?
2. Why can an early riser do more work than the late riser?
3. What kind of health do early risers have?
4. Why does a late riser find his work dull and dry?
5. What is the key to success in life?

EXERCISE – 6

Some ants are social insects. It means that they live in societies, cooperate with one another and do only the work assigned to them. They go out in search of food in an orderly fashion, marching in lines and columns like soldiers. Different groups of social ants have different jobs to do. They manage their affairs through division of labour. Some ants guard and protect their community. They fight with the other insects who attack them or raid their colony. They are called soldier ants. Another group gathers food for the whole community. The social ants have not learnt this division of labour. They have inherited it.

QUESTIONS

1. What do we mean by social insects?
2. Why are some ants called social insects?
3. How do the ants cooperate with one another?
4. What principle do they follow while doing their work?
5. Why are the members of a certain group called soldier ants?
6. How have the ants learnt the principle of division of labour?

EXERCISE – 7

Iqbal is not only the greatest poet of our age, but also one of the greatest poets of all times. There are not many poets who wrote as many great poems as he did. He did not write poetry for poetry’s sake. He was in fact much more than a mere poet. He was a learned man. He was a great scholar and philosopher. He was a political leader of great importance. But more than anything he was a Muslim who had a great love for Allah and His Rasool ( nhân mây). He wrote poetry to express the great and ever lasting truths of philosophy, history and Islam. He wrote poetry to awake the Muslims of the whole world from the deep sleep and asked them to unite.

QUESTIONS

1. Why is Iqbal considered to be one of the greatest poets of all times?
2. Did he write poetry for poetry’s sake?
3. How can you say that Iqbal was much more than a mere poet?
4. What kind of Muslim was Iqbal?
5. With what aim did he write poetry?
6. What was Iqbal’s call to the Muslims of the whole world?

**EXERCISE – 8**

One day a girl found a coin. It rolled away before her broom when she was sweeping the yard, and fell with a little clatter against the wall. She ran and picked it up. Some one had dropped it while crossing the yard and perhaps had not even troubled to look for it. It was worth little. But it seemed a whole fortune to her, who never had anything of her own before. She rubbed it clean on the sleeve of her blue cotton jacket and put it into her pocket.

**QUESTIONS**

1. What did the girl find?
2. When did she find it?
3. How had the coin been dropped there?
4. What was the worth of the coin?
5. Why was it a whole fortune for her?
6. How did she clean it?
7. What did she do after cleaning it?

**EXERCISE – 9**

In December, 1930 Dr. Muhammad Iqbal was invited to preside over the annual meeting of All India Muslim League at Allahabad. In his address, he openly opposed the idea of power-sharing between Hindus and Muslims as one nation. He declared that the movement to apply one constitution to both the Hindus and Muslims would result in a civil war. He wanted to see the Punjab, Sindh, Baluchistan and Khyber Pakhtunkhwa as a single state for the Muslims, so that they should live according to the teachings of Islam. We can say that Allama Iqbal was the first thinker to give us the idea of a separate homeland for the Muslims of India i.e. partition of the subcontinent into two sovereign states. The Muslims soon realized the importance of the demand for two separate states. It was then, the Pakistan Resolution was adopted in 1940.

**QUESTIONS**

1. Where was the annual meeting of All India Muslim League held in 1930?
2. Who was invited to preside over the session?
3. What idea did Allama Iqbal oppose?
4. Which provinces did he want to be included in the Muslim state?
5. On what grounds, did he demand a separate state for the Muslims of India?
6. When was the Pakistan Resolution adopted?

**EXERCISE – 10**

The Indian National Congress was founded in 1885 by a liberal English man Mr. A.O. Hume. He had joined the Indian Civil Service in 1849 and retired from service after shouldering different responsibilities. He had been watching the ugly law and order situation in the country. He was of the opinion that the high-handed rule of the Britishers was paving way for any unexpected outburst of violence. His plan was to put a safety valve to minimize the mounting sentiments against the British rule. It was meant to provide an outlet which could ventilate the revolutionary spirit. Mr. Hume had put his plan before Lord Duffrin.

**QUESTIONS**
1. Who founded the Indian National Congress?
2. Who was Mr. A.O. Hume?
3. When was the Indian National Congress founded?
4. Why did Hume think of founding this political organization?
5. With whom did he discuss his plan?

**EXERCISE – 11**

There was once a man whose doctor gave him medicine, which was quite black. His servant who was illiterate made a mistake and poured out a dose of ink in place of the drug. He gave it to his master who drank it. After the patient had taken the dose of ink the servant somehow realized his mistake. He ran back to his master and said, “Sir, I have given you a dose of ink instead of the medicine as both were equally black. What should be done now?” The master replied softly, “Now give me a piece of blotting paper to swallow.”

**QUESTIONS**
1. What was the colour of the medicine?
2. What did the servant give his master?
3. When did the servant come to know of his mistake?
4. What did the servant do?
5. What did the master say to his servant?

**EXERCISE – 12**

There lived a monkey in a forest. One day he was going about in search of food as he was very hungry. At last he entered the house of a farmer. There was nobody in the house. The monkey found a hard vessel with a narrow opening. He put his hand into it. It had grains in it. He took a handful of these and tried to pull his hand out but he could not do so with his closed
fist. After some time the owner of the house came up. His dog was also with him. The dog fell
upon the monkey and tore him to pieces. Thus, the monkey met his fate due to his greed.

QUESTIONS
1. Where did the monkey live?
2. Why did he enter the house of a farmer?
3. What did he find there?
4. What was in the vessel?
5. What did the monkey do?
6. Why could he not pull his hand out of the vessel?
7. How did the monkey meet his fate?

EXERCISE – 13

A tailor ran a shop in a bazaar. An elephant used to go to the river through that bazaar.
The tailor gave him a bun everyday. One day the tailor pricked a needle into the trunk of the
elephant. The elephant became angry but went away. On return, he filled his trunk with
muddy water. On reaching the shop of the tailor, he put his trunk into it and squirted the dirty
water into the shop of the tailor. All the fine and new dresses of his customers were spoiled.
He was very sorry for annoying the elephant but it was no use crying over spilt milk.

QUESTIONS
1. Where did the elephant go everyday?
2. What did the tailor give him?
3. What mistake did the tailor make one day?
4. What did the elephant do after drinking water?
5. How did the elephant punish the tailor for his mistake?
6. What is the moral of the story?

EXERCISE – 14

A professional player is quite different from an amateur. His main aim is to make
money. He plays the game to earn money or win a name. On the other hand, the amateur
player has no such aim. He plays because he gets pleasure in playing. Games not only give
him recreation but also physical exercise. He enjoys good health and a sound physique. He
plays the game as he should. He observes all the rules and regulations of games. The amateur
player plays honestly. He becomes a disciplined gentleman and a responsible citizen. He
accepts defeat but does not resort to cheating or other unfair means to win. If he wins a game
he feels happy but he is not sad at losing one.

QUESTIONS
1. What is meant by professional player?
2. With what aim does he play games?
3. What makes an amateur player a responsible citizen?
4. What qualities of true sportsmanship does a professional player lack?
5. How does an amateur player differ from a professional player?
6. How does an amateur player take his defeat?
7. Who plays a game for the sake of the game?

**EXERCISE – 15**

The camel is rightly called the “ship of the desert”. It is the best means of transport in deserts. Camels go slow. But they go on walking for hours on the burning sand and in the blazing sun. Camels carry heavy loads, much heavier in weight than any other beast of burden can. While the other animals’ feet sink into the sand, nature has made the feet of the camel such that it is not at all difficult for it to walk on the sand. The camel is superior to all other animals because it can go without food and water for days and weeks. It can store food and water. Its hump is also a store of food, which the camel uses when it gets nothing to eat and drink for many days. In deserts, only bushes grow here and there and the camel can live on these.

**QUESTIONS**

1. Why is the camel called the ‘ship of the desert’?
2. Is it for its speed that it is called the ship of the desert?
3. What difficulty do the other beasts of burden have to face while walking on the sand?
4. Why does a camel walk easily on the loose sand of the desert?
5. What special quality makes the camel superior to other animals used for transport?
6. How does the camel go without food and water for days and weeks?
7. What does the camel generally live on?
An essay is an attempt to write meaningful sentences on a certain theme or subject. A composition shows your range of vocabulary, its correct use in simple, idiomatic sentences, and some knowledge of the subject.

You may be asked to write on an object like a house, a tree, an animal or a garden. You begin to describe them as they are in their appearance, size, place, history and purpose.

On the other hand, themes or subjects like an incident, an accident, a journey, a fair, a biography, a favourite book or a visit require you to write about them step by step. You know, every situation has a beginning, a middle and an end. You have to develop each stage of the essay in a paragraph of suitable length, containing relative details.

An essay is a reflection of your personal feelings and opinions. You should have the courage to express your personal opinion in your essay. It should have the touch of originality. It should not be a mere repetition of what others say. Come on, add something of your own to the great beauty of the world. Write an essay. Why to hesitate?

i. My Last Day at School

The first and the last day at school are of unique significance for students. While the first day at school may cause anxiety, fear and nervousness, the last day is surely a day of hope, confidence and preparedness.

My last day at school is still fresh in my memory. I felt much relaxed because there was no teaching work that day. My heavy satchel was off my back at last. It was a big relief. I took the bus quite leisurely and got off at the school bus stop. I made my way through small groups of school fellows, talking noisily and a good many embracing one another. Our juniors of the ninth class hosted a farewell party and entertained us with a variety of sweetmeat and tea.

Our worthy headmaster and kind teachers also participated. Formal farewell speeches were made on the occasion. A boy sang a ghazal and delighted the audience with his melodious voice. Finally, the headmaster addressed the gathering and advised the students to work with devotion and be well-mannered to get success and prosperity in life. Before dispersing, we thanked our juniors for their nice farewell.

ii. Sports and Games

Sports and games play an important role in the development of human personality.
They are no less important than food and fresh water. The developed countries like England, Germany, France and the USA have made games an essential part of education at the school level. It is interesting to note that there are many nurseries and training centers for games in these countries. They admit boys and girls for necessary training to become future athletes, gymnasts and sportsmen.

No doubt, games and sports are becoming popular in Pakistani schools as well. The facilities, of course, are not adequate at present. This situation is expected to improve in the near future.

The Pakistani schoolboys and schoolgirls know fully well the meaning of the proverb: “All work and no play makes Jack a dull boy.” They know that their growing bodies need regular physical exercise to keep themselves healthy and fit.

General sports include hunting, fishing (angling), riding, cycling, mountaineering (mountain climbing), etc. Mountaineering is becoming a favourite sport of Pakistani schoolboys in summer time among the mountains of Murree, Nathiagalli, Swat, Chitral, Kaghan and the Karakoram Highway.

A number of school clubs and societies hold athletic contests. These contests include walking, jogging, jumping, swimming, rowing, wrestling, boxing, hammer / disc-throwing, lightweight lifting and gymnastics. An athlete is trained to be perfectly fit to engage in such contests.

Moreover, football, hockey, cricket, tennis, badminton and table tennis are among the favourite organized games in schools. All such sports and games certainly benefit both mind and body. They create cheerfulness, discipline, fellowship, confidence and physical fitness.

iii. My House

A house, you know, is an important necessity. The quality of life improves when you have a house of your own. It gives you an opportunity to turn some of your dreams into reality. You decorate your rooms according to your own taste. You look after your plants and flowers with a loving care.

I live in a small house not far from my school. The house is almost new. It is a little way back from the road, and in front of it there is a small garden. A path leads from the gate to the porch. A corner of the porch is evergreen with a lovely creeper that remains in brilliant bloom round the year.

Downstairs there is a lounge, which is a general living room with television. This room is used as a reception room for guests. There is a dining room and a kitchen. The
drawing room with a large window faces the front lawn. Upstairs are the bedrooms and the children’s rooms. The rooms of my house are not large. The largest room is the lounge. It has windows on both ends for proper light and ventilation.

My father and I love to work in the garden. We prune the bushes once a year and in summer we get our fruit-trees sprayed every month. My mother loves roses and spring flowers and looks after flower beds herself from time to time. I take care to keep the front lawn tidy enough by using a lawnmower. One’s own house is a blessing indeed.

iv. Courtesy

Courtesy means excellence of manners or polite behaviour. It, of course, springs from good breeding and kindness of heart. A courteous man is pleasant and polite to everybody. He observes good manner on all occasions and always respects the feelings of others.

When people meet, they greet one another saying ‘Good morning’ or ‘Good evening’ according to the time of the day. Muslims greet one another, saying ‘Asslam-o-Alaikum’, and they often ask about one another’s health and well being. A Muslim greeting is a kind of wish, a prayer for mutual happiness, peace and security. The Holy Quran lays much stress on this form of greeting in sura Al-Noor verse 61:

If you know two persons who happen to be strangers, it is your duty to introduce them to each other. If both are men, you introduce the younger to the older: “Please meet my elder brother ....” If both are women, but one married and the other single. You introduce the latter to the former. If one is a man and the other a woman, it goes without saying that you introduce the man to the woman, and not the other way round. You pronounce both names clearly if they are males and the two persons shake hands, saying “How do you do?”

Good manners demand that you make no attempt to jump the queue. In a crowded bus, if you are physically fit, you give up your seat to an elderly person or to someone who is blind, disabled or sick. You have to say ‘Thank you’ to those who are good to you. Courtesy really makes everyday life more pleasant, more friendly and more meaningful.

v. Libraries

With the spread of literacy, libraries have become essential tools for learning. Public instruction is making rapid progress everywhere in Pakistan. It is no more the privilege of the well-to-do only to acquire knowledge as it was not so very long ago. There are schools and colleges in almost every part of the country. The twenty-first century dawns with a sure promise to be a century of peace and educational explosion.

Naturally, when there is thirst for knowledge, there is also an ever increasing demand
for books and magazines. Everybody does not have the means to buy books of all sorts. Mass education programme is bound to suffer adversely if there are no free libraries for students.

Our school libraries are not functioning properly. There are practically no reading or borrowing facilities. There is no whole time staff for libraries. Above all, there is no incentive to read general books or fiction. The few books that may be there in the dusty old almirahs stink awfully. This is mainly so for want of fresh air in the stuffy, locked cupboards. More often the books are just old titles, moth-eaten and worn out.

Libraries obviously play an important role in creating a genuine love of books and interest in current affairs. Their reading rooms promote a spirit of discipline, research, enquiry and fellowship. Libraries with a variety of attractive titles have a healthy and beneficial effect on the eager minds of students.

vi. Health

“Health is Wealth” is a well known proverb often quoted by our parents and teachers. When people meet, they usually ask one another “How are you?” “How are you getting along?”

Health is precious and certainly a great blessing of Allah Almighty. Hygienic environment, personal cleanliness, wholesome food and a regular way of life are conducive to health. Early to bed and early to rise, meals at regular times, recreation and rest are sure to make a man healthy, wealthy and wise. Young people, who have plenty of energy, need to take vigorous athletic exercises in the fresh open air.

In case we are run down, overworked or dreadfully sick we consult a good doctor. He gives us a tonic or prescribes a special diet. “You are working too hard,” he may say, “that’s what the trouble is. You cannot go on burning the candle at both ends.”

Sometimes staying at one place, year in and year out, tends to make us weary and stale. It is a signal that what we need is a complete change in our environment. If we go to some other place on the hills or in the countryside, it does us a world of good. Change and fresh air are better than all the tonics in the world. Eating out is generally avoided by health conscious men and women. Home-made meals are the safest and the best in the world.

vii. The Monsoon / A Rainy Day

In the first week of July, the sky was heavily overcast and rain clouds swept across the sky. Strong south-westerly winds that blew over the Indian Ocean, brought the monsoon clouds which caused a lot of rain.

South-westerly monsoon is refreshingly cool and it brings relief to the gasping, heat stricken people. So it did in July when the temperature rose alarmingly high. Newspapers carried reports of deaths by heatstroke or exhaustion and the death toll was mounting
everyday. A night before, it had been oppressively hot and humid.

It was a dazzling sunrise and the moist dew on the grass glittered in the sunshine. Surprisingly, the wind rustled through the swaying tops of trees that was splendid. The humid heat was gone in no time. We saw the rolling mass of black clouds across the sky. There was a flash of lightning, quickly followed by a clap of thunder. Large rain drops began to fall. The moment they fell, the dry earth sucked them. It was followed by a heavy shower. In the soothing shadows of dark clouds the streets were turned into streams. The high walls were drenched, the leaves of trees sparkled in glee. Low-lying areas were flooded. The young and the old alike ran up and down the flooded streets. There were scenes of jubilation all around.

It rained for about an hour. Light vehicles broke down on the flooded roads. Motorcyclists slipped and fell in pools of water. Nobody felt sorry. You know, it does not rain everyday. Does it?

viii. A Scene at a Railway Station

The British invented the railway and the locomotive. The rail-track was laid for the trains to connect different towns and villages on the route. The train, drawn by heavy engine, would stop briefly for the passengers at places called railway stations.

There are obviously typical scenes at a railway station. The smart, uniformed stationmaster and his staff hurriedly move about when some train arrives or is about to leave. The platform is thronged with passengers: men, women and children. Some stay close to their piles of luggage; others just walk about looking at colourful ads. The vendors do a roaring trade. Their brightly lit stalls or carts at different points attract passengers. There is noise and glamour all around. Meals, fruits, books and magazines sell like hot cakes. The prospect of long, arduous and tiring journey ahead worries the passengers. In summer, pitchers and fans are in great demand. Water coolers and taps are the busiest spots.

Such a bustle follows when the train pulls in at the platform. Some people pick their way politely along the crowded platform, while others bump into one another as they go hurriedly from one compartment to another.

The porters in their red shirts are seen bustling about. A hawker hurries from door to door, crying, “The Jang”, “The News”, “The Nation” and “The Nawa-i-Waqt.”

Such are some of the scenes at the railway station.

ix. A Hockey Match

I was delighted to witness a hockey match between Pakistan and Germany at Pakistan stadium recently. The players of both the teams showed qualities of strength, speed, stamina, agility and mobility until the final whistle. The Germans dominated in the beginning but the
Pakistani players fought back and coordinated remarkably. The Germans made strong attempts but our goalkeeper made spectacular saves. The match was suspended briefly when the home crowd fired crackers which caused a dense smoke all around.

The Pakistani forwards kept the ball in their possession and played like a team. The only weakness, however, was in the striking of penalty corners. The team played with full devotion. Pakistan opened its attack mostly from the flanks but speed and timely interception of the Germans saved them.

Our left half took the ball from the German attackers and after running up a few paces, sent in a through pass to the inside left. He dispatched the ball towards the goal with a flick. Another Pakistani player who was closely following him, tapped the ball to score the goal.

The crowd went wild with joy at the victory of Pakistan.

x. A Cricket Match

A cricket match between the two leading teams is an event of great charm. It was quite interesting to watch a match between two teams in the President's Gold Cup cricket tournament. The Rawalpindi Greens took a brilliant start after winning the toss. Openers Masood and Tariq together laid a solid foundation of 121 before being parted. Masood was in top form and he hammered the D.I. Khan bowlers all around the vast field. He scored a dashing 75 in only 81 deliveries which included eight sizzling fours and two towering sixes. He was finally caught by Jahandad at long mid on off Sahir when attempting another big hit. The D.I Khan fielders were not active enough and they dropped even easy catches quite often.

The Greens scored magnificent 381 runs and Javed impressed the spectators with his strokes. He shattered the rival bowlers and hit his first century in the tournament.

D. I. Khan in reply were dismissed for 195. Some of their players cut a sorry figure. Only Jamshed and Shakir played brilliantly and delighted the people with their strokes and a couple of towering sixes.

xi. A True Muslim

To be a Muslim is a great blessing of Allah. It is indeed His mercy to make us believe in Allah and His Ambiya (رَسُولِ اللَّهِ ﷺ); the final one being the Rasool Hazrat Muhammad ﷺ. The hallmark of a true Muslim is the magnanimity of heart.

A true Muslim believes that Allah is the Light of the heavens and the earth. He remains conscious that Allah knows all the facts - even the innermost secrets of hearts. He believes that man can grasp only that part of His knowledge which Allah wills. He spends good, worthy things in the name of Allah. He knows that if he gives alms to the poor secretly, it will be hopefully enough atonement for some of his sins.
A good Muslim is ever eager to seek knowledge. He is clean, brave and pure. He does his duty well. He tries to attain excellence in every field of life. He offers namaz punctually five times a day. A true Muslim believes that good deeds bear rich rewards in the hereafter. It is indeed a great privilege to be a Muslim.

xii. Life in a Big City

Daily life in a big city like Lahore is ever so busy and exciting. The busiest parts of the day are called peak hours. The rush of traffic in the morning, at midday and in the early evening is at its peak. The big urban transport, buses, wagons, cars, coaches, private transport vehicles, taxi cabs, motorcycles, tongas and carts pass up and down from morning till late at night. At peak hours, the noise of the passing traffic is so high that two persons cannot hear each other. The busiest and terribly noisy spots in Lahore are the Minar-e-Pakistan, Badamibagh, Bhati Gate, Mochi Gate, Railway Station, Regal Crossing, Laxmi Chowk, Ichra and Multan Road.

Important buildings of Lahore like Lahore High Court, G.P.O, Museum, Jinnah Hall, Punjab University (old campus), Masjid Shuhada, the Assembly Chambers, WAPDA House, Zoo, Al-Hamra, Quaid-e-Azam Library, Governor House, Aitchison College, shopping centers and foreign banks are situated on the Shahrah-e-Quaid-e-Azam (The Mall). This main avenue is remarkably clean and green. There is practically no dust and its pavements are crowded with people hurrying to and fro. Traffic policemen are always on duty here and they regulate the heavy traffic efficiently. Well over a hundred thousand vehicles and half a million people pass up and down this busy thorough-fare in a single day.

Local and foreign tourists traffic to ancient sites like Badshahi Masjid, Lahore Fort, the Jehangir and Noor Jehan Mausoleums and the Shalimar Garden is also quite heavy.

Life in a big city like Lahore is a whirl of activities. On the other hand, broken streets, stray dogs, ill-smelling slums, stagnation, sloppy administration, soaring crimes and sickening pollution are the sore signs of city life as well.

xiii. Village Life

Village life is most of the time remarkably quiet. A village is made up of farmhouses, mud houses, uneven dirt lanes and ponds. There are dunghills, heaps of rubbish and rows of dung-cakes.

Inside the village there is practically no vehicular traffic. Occasionally, there is a whirring tractor or squeaking bullock cart in some of the outer lanes. In some of the big courtyards there are clusters of shady trees. Outside the village, there is usually a big Bunyan tree along the pond. Village folks and some of their cattle take rest in its ample shade in summer. The minarets of the village masjid rise high above the low skyline of a village.
There are cattle and cart-sheds, dark and ill-smelling, where cows and buffaloes are kept. There are a couple of stables for horses and a few poultry houses. The chickens, ducks and geese are free to run about in the open spaces as they please. When all the birds and animals make their cries, the village becomes a noisy place for a while. The donkeys bray, the cocks crow, the hens cackle and cluck. The ducks in dirty drains quack, the horses neigh, the bulls bellow, the cows moo. The dogs bark and growl, the cats mew and the owls screech at night.

The farmer ploughs his fields in the morning. The harvest time is very busy. Men, women and children work together at this time. A hard life indeed!

The village folks are really the backbone of our country. They are stout of hearts and strong of limbs. They face harsh conditions in villages and around, but they seldom complain. As compared to big cities, they seem to have stepped back into another century.

xiv. Television

Television is one of the marvelous inventions of science. Indeed it is a magic box; pictures and images flick across the screen and delight the viewers. The world of news and entertainment is moving very fast. Television and radio have come to stay in our lives.

Television programmes in general and drama in particular have always fascinated me a lot. I should frankly admit that upto class VIII, I spent much of my time watching different programmes. But now I am selective and see only what suits my taste.

I know that watching television for long is harmful for the eyesight. Too much exposure to the flickering light damages the sight. Sitting before the set in an awkward position also causes pain in limbs. Neck-bone and shoulders are also badly affected.

What I like most on TV is “The World of Nature”. No other programme can be that wonderful. Each programme on nature, animals and landscape gives me a glimpse of the beautiful world. I feel like discovering the world in which I live. I feel I know very little of the vast and wonderful world of wonderful forms. “The World of Nature” programme gives me a lot of information and understanding. Creation of so many moving creatures is one of the sure signs of Allah Almighty. One of the divine names of Allah is “Al-Musawwir”. He is the Creator, the Painter, the Originator of so many forms of beauty and their perfect proportions.

“The National Geographic” programmes on TV always bring to me a new glimpse of natural beauty. I love it. It is amazing indeed.

xv. A Visit to a Hill Station

My love of adventure comes naturally to me. The degree of love varies from person to person. My adventuresome spirit prompted me, and a friend of mine suggested to visit Naran
in Kaghan Valley. One July morning, we left for Abbotabad by bus and reached there in the afternoon. The journey was tiring and we slept soundly for the night. Next morning, we left for Balakot. On the way, we passed by Jangal Mangal and Jabba, over 20 kilometers from Mansehra. Around Jabba, there was a thick forest and the beauty of the landscape was simply breathtaking. There were very sharp, hairpin turns on the road near Batrasi.

We saw the conjunction point where the river Kunhar meets two other streams near Garhi Habibullah. The hills around looked beautiful with clouds clung round their tops. There was a rope bridge over the Kunhar near Shohan.

It was a strange experience to hear the noise of the rushing river water at Balakot. The noise was all around. Everywhere, inside shops, houses, masajid and out on the roads, open spaces and slopes, the noise dominated. At night when I woke up, I could hear this noise in the hotel room also. In the evening, we visited Shah Ismail Shaheed's grave in the outskirts of Balakot. Balakot was devastated by the severe earthquake on October 8, 2005. The site-plan will give a new look to Balakot.

The road to Kaghan was in a bad shape. It was high in upper half of the high mountain slope and the River Kunhar looked like a ribbon far below. There were many dangerous turns. Our jeep crossed about eight glaciers from Kaghan to Naran.

Naran is 7890 feet above the sea level. It was very still in the woods around Naran. There were logs in the river. There was a fast flowing ice-cold stream from Saiful-Maluk Lake to the Kunhar at Naran. The sight was really breathtaking.

All around, there were summits and slopes and the noise of the rushing stream. The Saiful-Maluk Lake is 10537 feet above sea level and over 12 km from Naran. There was a huge glacier on the way up from Naran.

It was an extremely enjoyable and unforgettable trip. We were thoroughly refreshed when we came back from Naran.

xvi. Quaid-e-Azam Muhammad Ali Jinnah

The bright star of the history of Pakistan is Muhammad Ali Jinnah. It was the will of Allah that the physically weakling son of Poonjah Jinnah would one day be the founder of Pakistan. He was born in Karachi on December 25, 1876.

After his matriculation, he was sent to England for higher studies. He distinguished himself over there as a keen and upright student. He qualified from the Lincoln's Inn as a brilliant Barrister. On his return to India he joined the Indian National Congress. He was an ardent supporter of the Hindu-Muslim unity. But the narrow vision of certain communal leaders disappointed him. He decided to join the Muslim League.
He inspired the Muslims of India with his glorious vision. He worked hard for a separate homeland for the Muslims. The odds were against him. The Hindus, the British and a section of the Muslims were hostile to him. But he grappled with every problem. His aim was high. He soared like an eagle. He organized Muslim League as a political party. The Muslims rallied round him; the hostile forces had to retreat.

August 14, 1947 was the day of his triumph. Pakistan appeared on the map of the world. He took an oath of office as the first Governor General of the new country.

Muhammad Ali Jinnah was the Quaid-e-Azam in the true sense of the word. His health had been breaking down under a heavy pressure of work. He died in Karachi on September 11, 1948. But founders and heroes like him never die. Do they?

xvii. Boy Scouts

The Scouts Association was founded by Badan Powell, a Britisher, in 1910. The movement spread very fast because its objectives were simple and noble.

A boy, wishing to become a scout is required to take an oath. He holds fast to his noble promise under all circumstances. He fulfills his duty to Allah Almighty, to his country and to the people in distress. Besides, he has a keen sense of loyalty to human and moral values.

A boy scout is expected to be a well-balanced person. His morals are without a blemish. He enjoys a very sound physical and mental health. He is eager to help the injured, the needy and the handicapped. He refrains from hurting the feelings of others.

Moreover, a boy scout has the qualities of leadership. He is firm and noble in command. He is humble and willing in obedience. He learns useful crafts and skills. He is efficient in using a knife and an axe, in trying to tie up various knots, in cooking food and in pitching a tent.

In peace and emergencies, a boy scout shows courage, responsibility and self-confidence.

ESSAYS IN OUTLINE

1. My Favourite Book

Books are so many and so very charming…. I like to read again and again “Tales of the Punjab” edited by Flora Annie … a collection of about 40 stories …very absorbing indeed …. Even in English translation the tales retain their rough, ready wit …. There is drama and humanity in all of them … the tales are old yet ever new ... “Raja Risalu”, “The Wrestlers”, “The Barber’s Clever Wife”, I like best … There are tales of wizards, princes, serpents and talking beasts .... In these tales we recognize the universal evils and timeless
golden values of mankind…. Beauty, truth and honour conquer evil in the long run.

2. **My Ambition**

   Progress, peace and prosperity are the outcomes of human ambitions …. My ambition is to compete for a superior post in the C.S.S examination … not for vanity but for setting a new trend of serving fellow citizens … we hear a lot about corruption … misuse of powers… foul play … rudeness … red tapism … I pray to Allah Almighty for moral courage … to serve in the best interest of my country … to create a personal example of fair play and efficiency … to refrain himself from evil temptations … to live within my fair means … to hate ostentation … to decide cases on merit … to implement schemes for general uplift …

3. **My Hobby**

   A hobby is an activity pursued for pleasure or relaxation but not as a main occupation …. Kitchen work is my hobby where I make tea, wash up cups, saucers and the kettle …. If the sink is greasy or dirty with bits of bones or crumbs … I clean it, wash it with soap or surf … begins to sparkle … I prepare potato chips in the frying pan … I share them with others over a cup of tea … *shami kabab, pakora, pulao* and steamed rice, I cook better than anybody else in the house … the gas flame, the boiling oil, the sizzling *pakora* or chips relieve me of my strain of study … at leisure to do anything in the kitchen … feel well and fit again.

4. **Our School Canteen**

   Canteen … a place of rest and refreshments. Our canteen manager is a retired clerk of the school … tea, biscuits, bun and butter-some times *Nan* and *Kababs* also … utensils are substandard … edges of cups and saucers broken … quality of tea-leaves inferior … flies everywhere … wooden chairs and benches … kerosene oil stove … it affects the taste of tea … canteen crowded during the recess…

5. **My Best Friend**

   Devotion and sincerity are the true marks of lasting friendship.

   … Adeel is my bosom friend … soft spoken, energetic, studious … a good player of badminton and table tennis… has a gentlemanly disposition…. His English vocabulary is astonishing … reads fiction and magazines … polite and well mannered, fairly tall … his hand-writing is superb …. There is dignity about him … coming events cast their shadows before … his teachers expect him to bring distinction to his school …. His ambition … to go abroad for higher studies.
## EXERCISE

Write an essay on each of the following topics:

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Table of Question Words

We use the following words for making questions:

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CONJUGATION OF VERBS

Three Forms of Verbs

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All the three forms of the following verbs are alike:
bet, burst, cast, cost, cut, hit, hurt, let, put, set, shed, shut, spread, sweat, thrust

**Some More Weak Verbs**

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Use of introductory 'it' and 'there'

Read these sentences:
1. It is seven o’clock.
2. It rained yesterday.
3. There are ten boys in the classroom.
4. There were no flowers in the garden.

Let us translate these sentences into Urdu:

We see that in translating each of them into Urdu, we have left the words ‘it’ and ‘there’ untranslated as it is quite funny to say:

We can say that ‘it’ and ‘there’ have been used as introductory words and they simply act as subject.

Exercise


1. frog 2. passenger 3. hailstorm 4. cage

Exercise


1. candidates 2. peon 3. cloudy 4. blowing hard 5. pleasant 6. take
7. It is useless to cry over spilt milk. 8. white lie 9. prize
LESSON – 2

Use of 'is / am / are' and 'was / were'. Study the model sentences.

1. Pakistan is my dear homeland.
2. I am a Pakistani boy.
3. They are all good students.
4. This is a costly watch.
5. These are red flowers.
6. I am fifteen years old.
7. He was a very cunning man.
8. The novel was on the table.
9. Tea was hot.
10. The top of the hill was high.
11. We were all happy.
12. These books were interesting.
13. Our soldiers were brave.
14. They were my intimate friends.
15. Hamid's sons were intelligent.

In negative sentences we use 'not' after the verbs:

1. Books are not on the table.
2. He is not an unlucky man.
3. I am not an old man.
4. All the mangoes were not sour.
5. These children were not dirty.
6. The beggar was not lame.
7. There was no light in the street.
8. This book was not interesting.
In interrogative sentences or questions, we begin with a helping verb or a question word.

1. Is the sun hot?  
2. Is the water cold?  
3. Is apple a sweet fruit?  
4. Are the grapes green?  
5. Why are you sad?  
6. Where is he now?  
7. Who was in the garden?  
8. Am I not faithful?  
9. Where were your friends?  
10. How tall were those trees?

Exercise


Vocabulary:
1. brave 2. faithful 3. patriot 4. respectable 5. citizen 6. famous 7. kind
8. What is he to you? 9. rotten 10. just 11. ruler

Exercise


Vocabulary:
LESSON - 3

Use of 'has' and 'have'. Study the model sentences:

1. He has a knife.  
2. The girl has keys.  
3. They have many books.  
4. You have a dog in the house.  
5. I have a fine camera.  
6. We have a precious watch.  
7. His brother has many kites.  
8. The horse has four hoofs.  
9. The beggar has no stick.  
10. The fruit seller has no apples.  
11. The passengers have no luggage.  
12. Has the cow two horns?  
13. Has the soldier a sharp sword?  
14. How many cars has the richman?  
15. Has the poor man no bicycle?

You see both 'has' and 'have' point to be owner of something. We use 'has' for a third person singular subject and 'have' for 'I' and plural subjects.

Exercise

1. اس کے پاس پیک پوچھی ہے۔  
2. اس کے پاس کے پیک پوچھی ہے۔  
3. اس کے پاس کے پیک پوچھی ہے۔  
4. کیا دنیا کے پاس کے پیک پوچھی ہے۔  
5. کیا دنیا کے پاس کے پیک پوچھی ہے۔  
6. کیا دنیا کے پاس کے پیک پوچھی ہے۔  
7. اس کے پاس کے پاس کے پیک پوچھی ہے۔  
8. کیا دنیا کے پاس کے پاس کے پیک پوچھی ہے۔  
9. کیا دنیا کے پاس کے پاس کے پیک پوچھی ہے۔  
10. کیا دنیا کے پاس کے پاس کے پیک پوچھی ہے۔  
11. کیا دنیا کے پاس کے پاس کے پیک پوچھی ہے۔  
12. کیا دنیا کے پاس کے پاس کے پیک پوچھی ہے۔  
13. کیا دنیا کے پاس کے پاس کے پیک پوچھی ہے۔  
14. کیا دنیا کے پاس کے پاس کے پیک پوچھی ہے۔  
15. کیا دنیا کے پاس کے پاس کے پیک پوچھی ہے۔  
16. کیا دنیا کے پاس کے پاس کے پیک پوچھی ہے۔
Vocabulary:
1. a few       2. purse, wallet   3. collar  4. foreign  5. ornaments  6. license
7. carpenter  8. saw       9. luggage

Use of 'had'

Study the model sentences.

1. He had a stick in his hand.
2. Our garden had a hedge around it.
3. The beggar had a bowl.
4. They had no garlands.
5. I had no beautiful picture.
6. You had no dog in the house.
7. My brother had no land.
8. The servant had ten rupees.
9. The farmer had two oxen.
10. Had they any honey?
11. How long a piece of cloth had the girl?
12. Had this shopkeeper no sugar?
13. Had the king a crown on his head?
14. Had the fisherman a strong net?

We find that 'had' is used to show possession or ownership of something in the past.

Exercise
Vocabulary:
1. sickle 2. pistol 3. bridle 4. saddle 5. hound 6. clock tower 7. horns

LESSON - 4

PRESENT INDEFINITE TENSE
(ACTIVE VOICE)
AFFIRMATIVE SENTENCES

1. He reads good books.
2. Nasima always speaks the truth.
3. They come to school in time.
4. You take a bath daily.
5. I get up early in the morning.
6. We do our work ourselves.
7. The goat gives milk.
8. Parrots talk.
9. The shoemakers make shoes.
10. Karim cleans his teeth.
11. You deal in sugar.
12. I wear new clothes.
14. Hard working students get prizes.
15. Najma washes the clothes clean.

We see that the third person singular subject takes the first form of verb with 's' or 'es'
but the plural and 'I' take the first form without 's' or 'es'.

Exercise

1. جہنم میں بہت بہنگی ہے۔
2. میں اپنے بیٹے کو ہو رہا ہوں۔
3. تم روشنی کا پتھر ہو۔
4. اس کی طرف حالیہ ہے۔
5. غریب ہو میں شکستیں ہوں۔
6. ہماری چوہل کو دعائیں ہوں۔
7. مزاحیہ میں ایک بنتی ہے۔
8. آپ ہمیشہ اپنے پاس ہمہ اپنے ہمہ ہیں۔
9. میں تیار ہوں۔
10. یہ کی ہے جسے آپ ہمیشہ بھی تھا۔
11. امانت کے کا ہوڑا کر ہے۔
12. تم بھی بہت دوسرے کا ہوڑا ہیں۔
13. تم محمد ہو۔
Vocabulary:
1. howl  2. lives from hand to mouth  3. looks down upon

Exercise

Vocabulary:
1. now and then  2. enjoy  3. advice  4. butcher  5. substandard goods  6. greedy 7. black money  8. hardly makes both ends meet  9. to take aim  10. to suggest

NEGATIVE SENTENCES
While translating negative sentences we use 'does not' for the third person singular subject and 'do not' for plural subject and 'I' are followed by the first form of verb.

1. He does not take exercise regularly.
2. She does not always speak the truth.
3. They do not do their own work.
4. You do not go for a walk in the evening.
5. I do not wish to meet him.
6. We do not like boxing.
7. The goat does not eat meat.
8. He does not hate anyone.
9. The girl does not call her mother.
11. We do not boast of our ability.
12. We do not run this factory.
13. Your brother does not look after the cow.
15. Good friends do not cheat.

**Exercise**

1. We do not boast of our ability.
2. We do not run this factory.
3. Your brother does not look after the cow.
4. Good boys do not abuse anyone.
5. Good friends do not cheat.

**Vocabulary:**
1. sin  2. to repent  3. to admit  4. to recognise  5. appear  6. sink  7. float
8. to save  9. without reason  10. to tease

**INTERROGATIVE SENTENCES**

In the interrogative sentences, the question word with 'do' or 'does'
comes before the subject.

**Exercise**

1. Do you go to school by bus?
2. Do you guide your friends?
3. Do you come to the factory?
4. Do you go to the market?
5. Do you help your parents?
6. Do you have a dog?
7. Do you write letters?
8. Do you play with your friends?
9. Do you have a guitar?
10. Do you go to school by bus?
11. Do you guide your friends?
12. Do you come to the factory?
13. Do you have a dog?
14. Do you play with your friends?
15. Do you have a guitar?

**Vocabulary:**
1. hide and seek  2. stay  3. to object  4. to thunder  5. to hail  6. income
7. feel ashamed  8. till late night  9. to wander  10. to encamp  11. to prefer  12. important
PRESENT CONTINUOUS TENSE

(ACTIVE VOICE)

AFFIRMATIVE SENTENCES

1. People are going to Changa Manga for picnic.
2. The boy is preparing well for the examination.
3. The hen is laying eggs.
4. I am drawing the map of Pakistan.
5. The milk man is milking the cow.
6. The boys are throwing stones at the frogs.
7. My friends are encouraging me.
8. The fishermen are catching fish.
9. Amjad is winding the watch.
10. The police is running after the murderer.
11. We are printing a new book.
12. This cloth is selling cheap.
13. The rich man is giving alms.
14. The beggar is counting coins.
15. He is turning the tap on.
16. I am looking for my watch.

Vocabulary:
1. reasonable
2. demand
3. short measure
4. postage stamps
5. to collect
6. spend lavishly
7. insist
8. chirp
9. care for
10. mistake
11. to admit
12. snow
We see in translating sentences belonging to present continuous tense we use 'is', 'am' or 'are' with the first form of verb adding 'ing'.

Exercise

1. One hundred and thirty-five patients are here today.
2. The doctor is examining the patient.
3. The nurse is preparing the patient for surgery.
4. The patient is feeling very sick.
5. The doctor is giving the patient an injection.
6. The nurse is covering the patient with a blanket.
7. The patient is sleeping.
8. The nurse is making the bed.
9. The doctor is giving the patient instructions.
10. The patient is following the doctor's instructions.

Vocabulary:
1. drizzling 2. persian wheel 3. to work 4. to take rest 5. hearth 6. smoke 7. rise 8. to collect 9. to feel dizzy 10. to say goodbye 11. dive 12. to boil 13. to decorate 14. by leaps and bounds 15. to progress

NEGATIVE SENTENCES

In case of negative sentences we use 'not' after 'is', 'am' or 'are' with the first form of verb, followed by 'ing'.

1. The rickshaw is not coming this way.
2. People are not going to the airport.
3. Children are not making a noise.
4. I am not telling him the secret.
5. We are not waiting for anyone here.
6. She is not smiling.
7. The dogs are not fighting over the bone.
8. We are not dividing the property.
9. You are not co-operating with your companion.
10. The noble man is not looking down upon you.
11. He is not facing the danger bravely.
12. The driver is not driving the car fast.
13. I am not milking the goat.
14. Children are not catching butterflies.
15. I am not wasting time.
Exercise

1. Is the baby sleeping?
2. Are you listening to the news?
3. Are the players playing the match?
4. Is Salma going to her aunt's house?
5. Where are the people dancing?
6. Why are the students coming back early from school?
7. Why is the plane landing here?
8. Is your watch losing five minutes daily?
9. Who is ringing the bell?
10. When are the guests arriving here?
11. How many persons are considering this matter?
12. Am I not addressing you?
13. Whom is the nurse talking to?
14. How is the doctor injecting the patient?
15. How many lawyers are arguing?

Vocabulary:
1. address 2. procession 3. to lead 4. honestly 5. opinion 6. to criticise 7. duties
8. to neglect 9. to smell 10. to doze 11. sin 12. grinding stone 13. to work

INTERROGATIVE SENTENCES

When we translate interrogative sentences, 'is', 'am' or 'are' is used before the subject but after the question word as given in the following sentences:

1. Is the baby sleeping?
2. Are you listening to the news?
3. Are the players playing the match?
4. Is Salma going to her aunt's house?
5. Where are the people dancing?
6. Why are the students coming back early from school?
7. Why is the plane landing here?
8. Is your watch losing five minutes daily?
9. Who is ringing the bell?
10. When are the guests arriving here?
11. How many persons are considering this matter?
12. Am I not addressing you?
13. Whom is the nurse talking to?
14. How is the doctor injecting the patient?
15. How many lawyers are arguing?
### Exercise

1. کاکا میں بالا رہے؟
2. کاکا زمین سے نینا رہے؟
3. کاکا مdìں کیا ہے؟
4. کاکا کیا رہے؟
5. کاکا کیا پیکر رہے؟
6. کاکا کیا دیکھ رہے؟
7. کاکا کیا پھیل رہے؟
8. کاکا کیا نہیں رہے؟
9. کاکا کیا کوئی منے نہیں؟
10. کاکا کیا ہے؟
11. کاکا کیا بھی رہے؟
12. کاکا کیا کہ رہے؟
13. کاکا کیا نہیں رہے؟
14. کاکا کیا کوئی منے نہیں؟
15. کاکا کیا کہ رہے؟

### Vocabulary:
1. to dig 2. business 3. to join 4. withdraw 5. refugees 6. to over charge 7. magazine

### Present Perfect Tense (Active Voice) Affirmative Sentences

1. That boy has learnt the lesson.  
2. That girl has written the story.  
3. They have taught the poem.  
4. You have finished your work.  
5. I have taken my breakfast.  
6. We have heard the songs.  
7. The dog has caught the rabbit.  
8. The rats have made holes in the wall.  
9. The boys have stolen eggs from the nest.  
10. The rainy season has set in.  
11. The winter has come to an end.  
12. Plants have grown into trees.  
13. The poor man has grown rich.  
14. Amjad has won the prize.  
15. We have accepted the invitation.
We find that singular subject takes 'has' and the third form of verb, while the plural subject takes 'have' and the third form.

**Exercise**

1. काके पुस्तक पढ़ाये ।- 2. असली ये पुस्तक है। 3. हमें निर्देशित हुआ है । 4. यह ने तपस्या की। 5. तुम्हें नियम अनुयायी किया गया। 6. उद्योग बनाया गया। 7. यह ने काम किया। 8. तुम्हें नियम अनुयायी किया गया। 9. हमें बहुत ही मजबूत लगता है। 10. हमें नियम अनुयायी किया गया। 11. नहीं देखा। 12. तुम्हें नियम अनुयायी किया गया। 13. हमें बहुत ही मजबूत लगता है। 14. हमें नियम अनुयायी किया गया। 15. तुम्हें नियम अनुयायी किया गया।

**Vocabulary:**
1. to strike 2. candidates 3. to solve 4. guest of honour 5. certificates 6. in my favour 7. to declare 8. to break into 9. scholarship 10. to end in a draw 11. to capture

**NEGATIVE SENTENCES**

While translating negative sentences, we use 'not' between 'has' or 'have' and the third form of verb as the following sentences show:

1. He has not torn the book.
2. They have not waited for us.
3. The principal has not closed the school.
4. We have not taken tea.
5. The train has not started.
6. The mason has not left the work incomplete.
7. The king has not taken off the crown.
8. The hen has not laid the egg.
9. The peacock has not danced in the forest.
10. The sun has not set in.
11. The patient has not taken the medicine.
12. The labourers have not gone on strike.
13. The women have not made up the bride.
14. The bridegroom has not put on new clothes.
15. The roof has not given way.
Exercise

1. Have you finished your work?
2. Has this boy passed the examination?
3. Has the hunter caught the birds?
4. Where have you seen this man?
5. When has your friend married?
6. Has his son killed the man?
7. How have you saved the drowning child?
8. Have the robbers made good escape?
9. Has he not taken the revenge of his insult?
10. Has Akbar not neglected his duty?
11. Why have they not completed their work?
12. Why have you spent all your income?
13. Where has he made his maiden speech?
14. Have they displayed firework on the occasion of marriage?
15. Has your brother reached the top of the hill?

Vocabulary:
1. lost 2. to consider 3. to trust 4. cold drink 5. encourage 6. to consult
7. arms 8. to lay down 9. to retreat 10. to catch red handed

INTERROGATIVE SENTENCES

In translating the interrogative sentences, we use 'has', 'have' or question word in the beginning of the sentence, followed by the third form of verb, such as:

1. Have you finished your work?
2. Has this boy passed the examination?
3. Has the hunter caught the birds?
4. Where have you seen this man?
5. When has your friend married?
6. Has his son killed the man?
7. How have you saved the drowning child?
8. Have the robbers made good escape?
9. Has he not taken the revenge of his insult?
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11. Why have they not completed their work?
12. Why have you spent all your income?
13. Where has he made his maiden speech?
14. Have they displayed firework on the occasion of marriage?
15. Has your brother reached the top of the hill?
Exercise


Vocabulary:
1. games 2. companions 3. to spoil 4. money 5. lake 6. to freeze 7. to resign 8. to load 9. claim 10. to prove

PRESENT PERFECT CONTINUOUS TENSE
(ACTIVE VOICE)
AFFIRMATIVE SENTENCES

1. People have been coming to the park since morning.
2. The players have been playing football since 4 o’clock.
3. The child has been weeping for two hours.
4. The girl has been taking medicine for three days.
5. The student has been working hard for four months.
6. The girls have been coming to college for two years.
7. The teacher has been teaching since 8 o’clock.
8. Asghar has been taking a bath for fifteen minutes.
9. We have been waiting for you for several hours.
10. People have been gathering to welcome the President since evening.
11. He has been living in this house since 1982.
12. The miser has been saving every penny for five years.

13. Aslam has been flying the kite since noon.

14. All the friends have been travelling together since Tuesday.

15. We have been preparing to go back since yesterday.

**Exercise**


**Vocabulary:**

1. tables 2. to examine 3. to keep watch 4. to sharpen 5. draftsmen 6. exhibition 7. to embrace 8. garland 9. fast

**NEGATIVE SENTENCES**

In translating negative sentences, we use 'not' between 'has been' or 'have been' and the first form of verb with 'ing'.

1. The boatmen have not been leaving their boats for two hours.

2. He has not been taking exercise for two days.

3. The passengers have not been burning fire since evening.

4. The idle students have not been working for many days.
5. The tailor has not been sewing clothes since Tuesday.

6. The hunter has not been setting trap for several months.

7. These boys have not been making mischief for three days.

8. The police has not been patrolling the city since Monday.

9. They have not been advising us for fifteen days.

10. You have not been acting upon the advice of your parents for several years.

11. The doctors have not been treating the patients for three days.

12. I have not been receiving the letters from my brother since October.

13. He has not been giving anything to his mother for four months.

14. The two friends have not been meeting each other since March.

15. People have not been mourning the death of the robber since yesterday.

Exercise

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13.
Vocabulary:
1. to tell a lie  2. to lay eggs  3. to crow  4. fodder  5. to attack

INTERROGATIVE SENTENCES

While translating interrogative sentences, 'has' or 'have' comes before the subject. Question words are followed by 'has' or 'have' as in the examples:

1. Have the flies been buzzing over the rotten fruits for two hours?
2. Has the child been playing with toys since 2 o’clock?
3. Since when has the rich man been taking rest?
4. Where has the carpenter been repairing the chairs since Friday?
5. Why has Saeed not been taking medicine for three days?
6. Has the master been punishing his servant since 7 o’clock?
7. Where have they been sawing wood since noon?
8. Have the players been inflating the football for ten minutes?
9. Since when have the naughty boys been deflating the tube?
10. Have the guests been waiting for meal for an hour?
11. Have the cattle been drinking water at this pond for two months?
12. What have you been doing here for four hours?
13. Which story has Bashir been writing since 7 o’clock?
14. Whose shirt has Naz been sewing since Monday?
15. Have your friends been helping you since October?
Exercise
1. A crowd of people is always exciting.
2. We have to clean our rooms every day.
3. Everyone must be punctual.
4. A group of children is always noisy.
5. We have to complete our homework on time.
6. My friends and I are always busy.
7. A group of animals is always noisy.
8. We have to make our beds every morning.
9. A group of birds is always chirping.
10. We have to finish our chores.
11. A group of dogs is always running around.
12. We have to practice our instruments.
13. A group of cats is always sleeping.
14. We have to wash our hands before meals.
15. A group of fish is always swimming.

Vocabulary:
1. crowd 2. slogans 3. to raise 4. to spoil 5. to repair 6. musicians 7. to decorate 8. to advise 9. procession

PRESENT INDEFINITE TENSE (PASSIVE VOICE)

1. Matches are played at the Gaddafi Stadium every year.
2. Eid greetings are sent on Eid.
3. Oxen are yoked to Persian wheel.
4. The cow is milked in the evening.
5. Dams are built on rivers.
6. Luggage is auctioned here.
7. Meetings are held in schools on the 14th August.
8. Pitchers are filled with water.
9. Rest is taken at noon.
10. Separate colleges are opened for girls.
11. Wild beasts are driven away.
12. A gentleman is respected.
13. Teeth are cleaned in the morning.
14. A boat is rowed with oars.
15. I am given a prize.

We find that 'is', 'am' or 'are' is used, followed by the third form of verb in sentences belonging to this tense.

**Exercise**

1. یہ بچوں ہیں جنھوں نے آپ کو اپنے ہم بھی نہیں میں ہوا۔
2. ہوئے ہیں جا ہے جا ہے۔
3. ں میں ایک نے نہیں دیا۔
4. اس سے جا ہے جا ہے جا ہے۔
5. ہیں جا ہے جا ہے جا ہے۔
6. ہے جا ہے جا ہے جا ہے۔
7. ہیں جا ہے جا ہے جا ہے۔
8. ہیں جا ہے جا ہے جا ہے۔
9. ہیں جا ہے جا ہے جا ہے۔
10. ہیں جا ہے جا ہے جا ہے۔
11. ہیں جا ہے جا ہے جا ہے۔
12. ہیں جا ہے جا ہے جا ہے۔
13. ہیں جا ہے جا ہے جا ہے۔
14. ہیں جا ہے جا ہے جا ہے۔
15. ہیں جا ہے جا ہے جا ہے۔

**Vocabulary:**

1. licence 2. on hire 3. to cross 4. contract 5. telegraph office 6. telegram
7. ready-made 8. plastic 9. show case 10. cold storage 11. to look after
12. scholarships 13. to train 14. seeds 15. to press out

**NEGATIVE AND INTERROGATIVE SENTENCES**

In negative and interrogative sentences 'not' is used between 'is', 'am' or 'are' and the third form of verb. But in interrogative or question 'is', 'am' or 'are' is placed before the subject.

1. Novels are not taught in schools.
2. Vegetables are not loaded on horses.
3. A weak boy is not given a prize.
4. I am not fined.
5. Dogs are not chained in the evening.
6. Tea is not given on time.
7. This beggar is not given anything.
8. I am not given loan by the bank.
9. They are not helped.
10. Factories are not set up in the villages.
11. Is national anthem sung in the morning?
12. Where are fruits carried daily?

13. When is the school inspected?

14. Why am I teased?

15. Are the patients treated here free of charge?

16. Are elderly people not respected?

17. Why are the rooms not properly cleaned?

18. Why is the poor man pushed away?

19. How is this machine set right?

20. Is the hungry man fed?

21. Why are such rumours spread?

22. Are such persons kept in the jail?

23. Is the guest of honour invited on such occasions?

24. Are the sports goods exported from Pakistan?

25. From which country is machinery imported into Pakistan?

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**Exercise**

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**Vocabulary:**
PRESENT CONTINUOUS TENSE (PASSIVE VOICE) 
AFFIRMATIVE SENTENCES

1. Letters are being posted.
2. Kites are being flown.
3. Meat is being minced.
4. Many kinds of dishes are being prepared.
5. The statements of witnesses are being recorded.
6. The judgement of this case is being announced.
7. Mad dogs are being killed.
8. Oxen are being yoked to the plough.
9. Vegetables are being loaded in the camel-cart.
10. The story of the accident is being told.
11. Bashir's application is being rejected.
12. I am being granted a pistol licence.
13. He is being punished for his misdeeds.
15. Your application is being considered.

In translating such sentences 'is' or 'am' or 'are' is followed by 'being' and the third form of verb.

Exercise


Vocabulary:
1. hand loom 2. to darn 3. like hot cakes 4. stranger 5. useful 6. to level
7. abroad 8. to dye 9. to broadcast 10. to remind of
NEGATIVE AND INTERROGATIVE SENTENCES

In negative sentences 'not' comes in between 'is', 'am' or 'are' and 'being', but in interrogative sentences 'is', 'am' or 'are' is put before the subject; while the question word becomes the opening word of the sentences as shown in the examples given below:

1. He is not being given a certificate.
2. I am not being made the monitor of the class.
3. Fee is not being received here.
4. Books are not being donated to this school.
5. Flags are not being hoisted on the buildings.
6. Bricks are not being carried to the roof.
7. Cement is not being loaded on the donkeys.
8. Majeed is not being given a job.
9. The horse is not being bridled.
10. I am not being sent to Germany.
11. Is the worker being paid?
12. Why are fish being caught here?
13. Where is the boat bridge being built?
14. Who is being invited to tea?
15. Are eggs being boiled?
16. What is being discussed there?
17. What is being liked by the children?
18. Why is this tree being felled?
19. Why am I being bothered?
20. Why are we not being given scholarship?
21. Where are ready-made garments being sold?
22. Why are ornaments being taken out of the box?
23. Why is the common man being deceived?
24. Is your brother being informed of your marriage?

Exercise

1. A girl always keeps an eye on her... 2. What is your... 3. Has your sister married... 4. Your little brother is afraid of... 5. Put off your... 6. What is your... 7. Where is your... 8. My little brother is afraid of... 9. Where is my... 10. We are all happy... 11. Where is your... 12. Where is my...

25. Is this book being bound?

Vocabulary:

PRESENT PERFECT TENSE (PASSIVE VOICE) AFFIRMATIVE SENTENCES

1. Students’ answer books have been marked.

2. I have been shown a favour.

3. Steps have been taken to supply water to the village.

4. Arrangements have been made to open a separate college for girls.
5. The project has been given final shape.
6. A warrant has been issued against him.
7. I have been recalled for army service.
8. People have been befooled.
9. The accused have been brought into the court.
10. This news has been published in the newspapers.
11. The thief has been beaten severely.
12. Many books have been written on this topic.
13. The gun has been loaded.
14. A big amount has been saved this year.
15. Many presents have been sent to me.

NEGATIVE AND INTERROGATIVE SENTENCES

While translating negative sentences 'not' follows 'has' or 'have' but in questions 'has' or 'have' comes before the subject. Question word is also used as the opening word of the sentence as shown in the following examples:

1. Th rotten egg has not been thrown.
2. The dirty clothes have not been washed.
3. This matter has not been discussed.
4. The cows have not been tied to the pegs.
5. The meat has not been packed in tins.
6. The sheep have not been put into the pen.
7. The pegs have not been uprooted.
8. The players have not been awarded certificates.
9. The statement of the witness has not been recorded.
10. Has this letter been returned?
11. Why have you been punished?
12. Where has Eid namaz been offered?
13. Where have the guests been seated?
14. Why have the books been torn?
15. Has the pilgrim been seen off?
16. Where has the mango tree been planted?
17. Have bazaars been decorated?
18. How has the woman been defrauded?
19. Why has the innocent child been beaten?
20. Has the application of the boy not been considered?

Exercise

1. Why has the woman been defrauded?
2. Has the application of the boy not been considered?
3. Why has the innocent child been beaten?
4. Where have the guests been seated?
5. Where has Eid namaz been offered?
6. Has the pilgrim been seen off?
7. Where has the mango tree been planted?
8. Have bazaars been decorated?
9. How has the woman been defrauded?
10. Why has the innocent child been beaten?
11. Has the application of the boy not been considered?
12. Where have the guests been seated?
13. Where has Eid namaz been offered?
14. Has the pilgrim been seen off?
15. Where has the mango tree been planted?
16. Have bazaars been decorated?
17. How has the woman been defrauded?
18. Why has the innocent child been beaten?
19. Has the application of the boy not been considered?

Vocabulary:
1. to light 2. to announce 3. to take into custody, to arrest 4. to dismiss 5. to tear
6. whereabouts 7. to oil 8. to feed 9. rotten 10. to mend 11. to put to bed
12. donation 13. to enter 14. to agree upon 15. witnesses 16. to summon
17. to postpone 18. to clip 19. to remit 20. withdraw
1. He went to school.
2. You solved the question.
3. I bought a camera.
4. We crossed the river.
5. They stopped the car.

It is clear that all the actions mentioned in the given sentences took place sometimes in the past. But it is not clear whether they took place in the distant past or in the near past and that is why it is called indefinite. In other words, we are not definite of the exact time when the action actually took place. In short, this tense can be used for any action whether relating to long past or near past. For translating such sentences we use only the second form of verb. Here are some examples:

1. We boarded the train.
2. They gave us a gift.
3. Hamid won a prize.
4. The people caught the thief.
5. The dog chased the rabbit.
6. I posted the letter.
7. You invited me to tea.
8. Our team won the match.
9. The boys made a noise.
10. Majid made a beautiful picture.
11. The grandmother told us a strange story.
12. The students told the lesson.
13. The teacher taught the lesson well.
14. He ran for his life.
15. He refused to give his book.
Exercise


Vocabulary:
1. to hold meeting 2. procession 3. to take out 4. slogans 5. to raise 6. advice 7. to act upon 8. to call off 9. orphan 10. to bring up 11. to look after 12. to set fire

NEGATIVE AND INTERROGATIVE SENTENCES

1. He did not obey his parents. اس نے والدین کا طمر بھی نہیں کیا۔
2. They did not help us. ایکوں نے معاونت میں سید کیا۔
3. You did not fulfill your promise. تم نے اپنے پروزہ کا استعمال نہیں کیا۔
4. People did not protest against this law. لوگوں نے اس قانون کے خلاف احتجاج نہیں کیا۔
5. The police did not arrest the thief. ہیڈی نے جھیل میں ایک خطرناک تھا۔
6. The police did not disperse the crowd. ہیڈی نے اس کو اکھاڑی۔
7. He did not escape punishment. وہ نہیں جھوٹی سے نکل۔
8. You did not listen to me. تم نے میری ہمایا نہیں کیا۔
9. They did not push me aside. ایکوں نے مجھے طرف دوڑا۔
10. We did not care for him. ہم نہیں ان کے پر اردہ کیا۔
11. The principal did not distribute the prizes. پریسے نے اس کا دھوپ نہیں کیا۔
12. I did not make fun of him. منہ نے اس کا دھوپ نہیں کیا۔
13. The army did not capture the fort. فوج نے جنگریکا کی ہمایا نہیں کیا۔
14. The wrestler did not knock out his opponent. کھلاڑی نے خواہاں کو جھوٹی سے نکلتے کیا۔
15. She did not tell a lie. اس نے جھوٹی نہیں کی۔
16. Whom did you consult? تم کسے سے مشورہ کیا؟
17. Why did he insult you? 
18. When did the lion carry away the cow? 
19. Where did you find this book from? 
20. Why did he tear the paper? 

We find that in the sentences where 'did' comes, we use the first form of verb.

**Exercise**

1- أقسم نا مارابل دومنول 15 مو 6- كي مارا كور دومنول مارا مامالي پرواز پبدونست؟ 3- کرک 6 ماجماوک

2- کي مارا دومنول نو پاکې؟ 5- كي مارا دومنول 6- کي مارا دومنول 7- کي مارا دومنول 8- کي مارا دومنول 9- کي مارا دومنول 10- کي مارا دومنول 11- کي مارا دومنول 12- کي مارا دومنول 13- کي مارا دومنول 14- کي مارا دومنول 15- کي مارا دومنول

**Vocabulary:**

1. to accept 2. to congratulate 3. property 4. airmail 5. transfer 6. to burn the candle at both ends 7. to collide 8. inform

**Exercise**

1- اس نا مارا کور پرگونه 21 مو 6- کي مارا دومنول نو پاکې؟ 3- کي مارا دومنول 4- کي مارا دومنول 5- کي مارا دومنول 6- کي مارا دومنول 7- کي مارا دومنول 8- کي مارا دومنول 9- کي مارا دومنول 10- کي مارا دومنول 11- کي مارا دومنول 12- کي مارا دومنول 13- کي مارا دومنول 14- کي مارا دومنول 15- کي مارا دومنول

**Vocabulary:**

1. bitter words 2. mind 3. to stand by 4. to help 5. to bring up 6. safe
7. historical places
PAST CONTINUOUS TENSE
(ACTIVE VOICE)
AFFIRMATIVE SENTENCES

1. He was running fast.
2. You were telling a story.
3. They were selling their car.
4. She was weeping bitterly.
5. We were sleeping soundly.
6. Horses were grazing in a field.
7. The dog was barking at night.
8. Children were making a noise.
9. Some boys were collecting dry leaves.
10. His brother was working in a mill.
11. My father was waiting for his friends.
12. It was raining in the morning.
13. People were flying kites.
14. The old man was dozing in the room.
15. We were listening to the news at noon.

We use 'was' with the first form of verb accompanying 'ing' for singular subject and 'were' for plural subject.

NEGATIVE SENTENCES

In negative sentences, we use 'not' between 'was' or 'were' and the present participle i.e. verb with 'ing'.

1. The peon was not ringing the bell.
2. The rich man was not giving alms to the poor.
3. The boy was not solving the sum.
4. We were not travelling together.
5. The teacher was not teaching us English.
6. I was not going on foot.
7. They were not making false promises.
8. They were not swimming across the river.
9. The Government was not releasing him.
10. The merchant was not coming back home.

<table>
<thead>
<tr>
<th>Exercise</th>
</tr>
</thead>
</table>
| 1. Was he taking part in the games? | 1 - کیا وہ کھیل کے حصے میں لیا گیا?
2. Were you shivering with cold? | 2 - کیا آپ چھری سے ہیں?
3. Was the poor girl shouting? | 3 - کیا اس بچی کا گوشت بھہری ہے؟
4. Were the travellers riding the horses? | 4 - کیا گروپ کے ساڑھےہیں؟
5. Were they making the city beautiful? | 5 - کیا وہ شہر کو نازک کرارہے?
6. Why were they walking on foot? | 6 - یہ کیسا؟
7. Where were you roaming about? | 7 - تم کہاں بکھرا رہتا?
8. When was I looking at the sky? | 8 - میں آپ کے سر کے ترکب میں چھا رہا?
9. How was he making a picture? | 9 - آپ کا گوشت کے جھنڈوں کی چھوٹی ہے?
10. Were both the players running after the ball? | 10 - کہاں گروپ کے ساڑھے ؟
11. Who was asking about you? | 11 - آپ کے بارے میں ہونے کا پھر پہنچ گیا?

Vocabulary:
1. to copy 2. to dust 3. to rise 4. to row 5. waterman 6. to sprinkle 7. to cross 8. to recommend 9. to beat 10. excuse 11. debate 12. to take part

**INTERROGATIVE SENTENCES**

In interrogative sentences ‘was’ or ‘were’ are the opening words, but in the case of question word, it is followed by ‘was’ or ‘were’, as:

1. Was he taking part in the games? |
2. Were you shivering with cold? |
3. Was the poor girl shouting? |
4. Were the travellers riding the horses? |
5. Were they making the city beautiful? |
6. Why were they walking on foot? |
7. Where were you roaming about? |
8. When was I looking at the sky? |
9. How was he making a picture? |
10. Were both the players running after the ball? |
11. Who was asking about you? |
12. When were they passing through the forest? Wolong ne ke ghar re bhe the?
13. Where was the lion drinking water? Sherr jagah ni emphale bhe re?
14. Whom was your brother writing the letter to? Pehlu rang ni ke pata bhal bhe re?
15. Who was garlanding the honourable guests? Kya umme kaun ko parv karan chhi?

**Exercise**


**Vocabulary:**
1. comb 2. socks 3. to darn 4. to deposit 5. to roar 6. attentively 7. to disperse

**PAST PERFECT TENSE**

**(ACTIVE VOICE)**

**AFFIRMATIVE SENTENCES**

1. My son had gone to school before I came home.
2. The girls had already sung the songs.
3. The washerman had pressed the clothes before the customer came.
4. My brother had posted the letter of congratulation before I met him.
5. The teams had reached the playing-field before the referee whistled.
6. All the candidates had entered the examination hall before the paper began.
7. The boys had plucked the flowers before the sun rose.

8. We had already heard this news.

9. I had already considered your application.

10. The postman had delivered the letters before noon.

**NEGATIVE AND INTERROGATIVE SENTENCES**

In negative sentences we add 'not' between 'had' and the 'third form' of verb but in interrogative sentences or questions we begin with the question word or 'had' as the case may be.

1. I had not sold my property before 1986.

2. You had not informed me of the decision till today.

3. He had not applied for the job.

4. We had not seen him before.

5. Had the court not acquitted him till yesterday?

6. Why had the labourers called off the strike before they received wages?

7. Had the plane taken off before the passengers arrived at the airport?

8. Why had he not finished his work till sunset?
9. How had the lion carried away the cow before sunset?

10. Had Asghar scored a century before 4 o'clock?

11. Had the patient died before the treatment started?

12. Had you offered your namaz before the azan call?

13. Why had the police lathi charged the people before they raised slogans?

14. Had the student misbehaved with the teacher before the headmaster came?

15. Had the officer accepted bribe before the police arrived?

16. Had he not killed the snake before?

17. Who had built such a grand building before Shah Jehan built Taj Mehal?

18. Had the thief unlocked the door before the watchman came?

19. Since when had the shopkeeper decorated the shop?

20. Why had the people returned before the caravan reached?

21. Why had you not bought a ticket before boarding the train?
Exercise

1. He had been writing the letter for an hour.
2. The girl had been reading this book for ten days.
3. I had been making this picture for a month.

Vocabulary:
1. wounded
2. loan
3. to solve
4. flood
5. to break into
6. earthquake
7. dangerous
8. to save
9. amazing, wonderful
10. sight
11. attractive
12. to set
13. past
14. perfect
15. continuous
16. active
17. tense
18. affirmative
19. sentences
4. People had been waiting for your return home for four years.

5. We had been playing the match since 9 o'clock.

6. The boy had been suffering from fever since Monday.

7. You had been preparing for the examination since October.

8. They had been living in this house since 1983.

9. I had been planting trees since the 16th.

10. It had been raining since morning.

11. It had been raining for two days.

12. We had been swimming since 3 o'clock.

13. We had been swimming for three hours.

14. You had been preparing the speech since Tuesday.

15. You had been preparing the speech for five days.

We find that in translating sentences relating to past perfect tense we use 'had been' and the first form of verb with 'ing'. We also find that where the time of starting an action is given, word 'since' is used but when the duration or span of time is given, word 'for' is used.

The following table will make it more clear:

<table>
<thead>
<tr>
<th>since</th>
<th>for</th>
</tr>
</thead>
<tbody>
<tr>
<td>since 7 o'clock</td>
<td>for five hours</td>
</tr>
<tr>
<td>since Thursday</td>
<td>for four days</td>
</tr>
<tr>
<td>since June</td>
<td>for three months</td>
</tr>
<tr>
<td>since 1980</td>
<td>for two years</td>
</tr>
<tr>
<td>since the 20th</td>
<td>for six weeks</td>
</tr>
<tr>
<td>since morning</td>
<td>for ten minutes</td>
</tr>
<tr>
<td>since evening</td>
<td>for two nights</td>
</tr>
</tbody>
</table>
Exercise

1. The friends had not been talking for twenty minutes.
2. The boy had not been wasting time since 2 o’clock.
3. The girls had not been washing clothes since morning.
4. I had not been sleeping since noon.
5. Majid had not been doing his work for three days.
6. You had not been reading the newspaper since October.
7. People had not been raising slogans for two hours.
8. The lion had not been roaring in the zoo since evening.

Vocabulary:
1. essay
2. business
3. to plant
4. to howl
5. to crow
6. cobbler
7. alms
8. drizzling
9. paper boats
10. paper boats

NEGATIVE SENTENCES

In negative sentences 'not' is used between 'had' and 'been' followed by the first form of verb with 'ing' as:

1. The friends had not been talking for twenty minutes.
2. The boy had not been wasting time since 2 o’clock.
3. The girls had not been washing clothes since morning.
4. I had not been sleeping since noon.
5. Majid had not been doing his work for three days.
6. You had not been reading the newspaper since October.
7. People had not been raising slogans for two hours.
8. The lion had not been roaring in the zoo since evening.
9. The parrot had not been talking for four days.
10. The poor woodcutter had not been cutting trees for one month.
11. The hen had not been laying eggs since Friday.
12. My brother had not been taking the examination since the 11th.
13. The boatman had not been rowing the boat for three hours.
14. Salim had not been counting the books for fifteen minutes.
15. I had not been taking exercise since 1985.

**Exercise**

1. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
2. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
3. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
4. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
5. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
6. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
7. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
8. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
9. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
10. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
11. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
12. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
13. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
14. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?
15. اور ہے کہ کیا بچوں کا جمع نہیں کیا ہے?

**Vocabulary:**

1. homework 2. to dig 3. to insist 4. to graze 5. desert 6. consider

**INTERROGATIVE SENTENCES**

In interrogative sentences we simply begin the sentences with 'had' or the question word followed by 'had'.

1. Had the children been playing for an hour?
2. Why had the girl been weeping since one o'clock?
3. Had you been living in this house since July?
4. Since when had he been staying with you?
5. Had the players been playing for forty minutes?
6. Where had you been wandering for two hours?
7. Had he been smelling flowers for ten minutes?
8. Since when had the student been copying?
9. Why had the people been clapping for five minutes?
10. Had the mountaineers been climbing K-2 since May?
11. Why had your friend been cheating you for a week?
12. Had the hounds been chasing the rabbit since 6 o'clock?
13. Where had they been burying the treasure since 1981?
14. Had your friend been boasting of for many hours?
15. Had you been applying for this post since March?

**Exercise**

1. Had you been living in this house since July?
2. Since when had he been staying with you?
3. Had the players been playing for forty minutes?
4. Where had you been wandering for two hours?
5. Had he been smelling flowers for ten minutes?
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9. Why had your friend been cheating you for a week?
10. Had the hounds been chasing the rabbit since 6 o'clock?
11. Where had they been burying the treasure since 1981?
12. Had your friend been boasting of for many hours?
### Past Indefinite Tense (Passive Voice)
#### Affirmative Sentences

<table>
<thead>
<tr>
<th>Number</th>
<th>Sentence</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The letter was posted.</td>
<td>The letter was posted.</td>
</tr>
<tr>
<td>2</td>
<td>Grass was cut.</td>
<td>Grass was cut.</td>
</tr>
<tr>
<td>3</td>
<td>Birds were caught.</td>
<td>Birds were caught.</td>
</tr>
<tr>
<td>4</td>
<td>The thieves were arrested.</td>
<td>The thieves were arrested.</td>
</tr>
<tr>
<td>5</td>
<td>Saeed was fined.</td>
<td>Saeed was fined.</td>
</tr>
<tr>
<td>6</td>
<td>They were punished.</td>
<td>They were punished.</td>
</tr>
<tr>
<td>7</td>
<td>Pots were broken by Najma.</td>
<td>Pots were broken by Najma.</td>
</tr>
<tr>
<td>8</td>
<td>The watch was lost somewhere.</td>
<td>The watch was lost somewhere.</td>
</tr>
<tr>
<td>9</td>
<td>The match was played at the Gaddafi Stadium.</td>
<td>The match was played at the Gaddafi Stadium.</td>
</tr>
</tbody>
</table>

**In the given sentences we have used 'was' or 'were' with the third form of verb.**

### Exercise

<table>
<thead>
<tr>
<th>Number</th>
<th>Sentence</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>- Siraj sent a message to his friend.</td>
<td>Siraj sent a message to his friend.</td>
</tr>
<tr>
<td>2</td>
<td>- The President spoke to the students.</td>
<td>The President spoke to the students.</td>
</tr>
<tr>
<td>3</td>
<td>- The tickets were sold at a cheap rate.</td>
<td>The tickets were sold at a cheap rate.</td>
</tr>
<tr>
<td>4</td>
<td>- Her birthday was celebrated warmly.</td>
<td>Her birthday was celebrated warmly.</td>
</tr>
<tr>
<td>5</td>
<td>- The guests were served a delicious meal.</td>
<td>The guests were served a delicious meal.</td>
</tr>
<tr>
<td>6</td>
<td>- The money was borrowed from a friend.</td>
<td>The money was borrowed from a friend.</td>
</tr>
<tr>
<td>7</td>
<td>- The letter was received by him.</td>
<td>The letter was received by him.</td>
</tr>
<tr>
<td>8</td>
<td>- The book was bought from the library.</td>
<td>The book was bought from the library.</td>
</tr>
<tr>
<td>9</td>
<td>- The cake was baked by the baker.</td>
<td>The cake was baked by the baker.</td>
</tr>
<tr>
<td>10</td>
<td>- The match was played at the stadium.</td>
<td>The match was played at the stadium.</td>
</tr>
</tbody>
</table>

**Vocabulary:**

1. cheap rate  
2. to garland  
3. warmly  
4. to receive  
5. to load
NEGATIVE SENTENCES

In translating negative sentences 'not' is used between 'was' or 'were' and the third form of the verb as follows:

1. The result was not announced on time.
2. He was not turned out of the house.
3. Shops and houses were not decorated.
4. The accused was not released on bail.
5. The door was not painted.
6. Wheat was not sold cheap.
7. Full amount was not recovered.
8. The patient was not operated upon carefully.
9. The cow was not milked.
10. No tree was cut.

INTERROGATIVE SENTENCES

In interrogative sentences or questions we use 'was' or 'were' before the subject or the question words come before 'was' or 'were' as follows:

1. Were all books burnt?
2. Was this road repaired?
3. When was the room swept?
4. How was this difficult task done?
5. Where was the boy awarded prize for his bravery?
6. Where was the man fired?
7. Who was given the certificate?
8. When was the plot made?
9. Who was killed by the police?
10. How was this change brought about?
**Exercise**


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**Past Continuous Tense (Passive Voice)**

**Affirmative Sentences**

1. Mangoes were being loaded in the ox-cart.
2. Passengers' tickets were being checked.
3. The friend was being congratulated on his success.
4. All the plants were being uprooted.
5. All the political leaders were being set free.
6. Some eggs were being thrown away.
7. Invitation letters were being written.
8. The brave officer was being awarded a medal.
9. The news was being broadcast on the radio.
10. New canal was being dug there.
11. Bricks were being brought from the kiln.
12. The foundation of the new hospital was being laid.
13. Children were being inoculated against measles.
14. Clothes were being pressed carefully.
15. Naugthy children were being punished.
In translating sentences belonging to past continuous tense 'was' or 'were' is followed by 'being' and the third form of verb.

Exercise

1. The children were not being given toys.
2. The plants were not being watered.
3. The book was not being bound.
4. The flies were not being killed.
5. Dirty clothes were not being put aside.
6. The parrot was not being taken out of the cage.
7. When was the horse being shod?
8. Which bird was being aimed at?
9. They were not being helped by him.
10. The girl was not being taught by his teacher.
11. The dog was not being fed by its owner.
12. They were not being invited by the host.
13. He was not being punished by his father.
14. She was not being scolded by her mother.
15. The caterpillar was not being eaten by the butterfly.
16. The birds were not being watched by the children.
17. The flower was not being watered by the gardener.
18. The cat was not being fed by the owner.
19. The dog was not being walked by the owner.
20. The child was not being disciplined by the teacher.
21. The book was not being read by the student.
22. The picture was not being painted by the artist.
23. The room was not being cleaned by the cleaner.
24. The car was not being driven by the driver.
25. The window was not being washed by the maid.

Vocabulary:
1. to draw 2. to check 3. to tease 4. agreement 5. first aid 6. to wave
7. innocent 8. to select 9. to launch 10. to saddle 11. ticketless 12. to exhibit
13. to hold 14. to sympathise 15. disable

NEGATIVE AND INTERROGATIVE SENTENCES

While translating negative sentences we use 'not' between 'was' or 'were' and 'being'. In translating question or interrogative sentences 'was' or 'were' is followed by the subject but question comes before 'was' or 'were':

1. The children were not being given toys.
2. The plants were not being watered.
3. The book was not being bound.
4. The flies were not being killed.
5. Dirty clothes were not being put aside.
6. The parrot was not being taken out of the cage.
7. When was the horse being shod?
8. Which bird was being aimed at?
9. Was the horse being shoed?
10. Why was the volleyball being deflated?
11. Where was the car being repaired?
12. Was the bride being given presents?
13. Where were songs being heard?
14. How was the land being measured?
15. When were the students being photographed?
16. What was being bought from the market?
17. Was the crop not being harvested?
18. How were the grains and the chaff being separated?
19. Which machine was being used in the fields?
20. Which energy was being used in the factory?

Exercise

1. کاہن کی بیوی کا میں ہے?
2. اس ہے پرچم اور تلمود کا جاری ہے?
3. کاہن کی بیوی کا پنقا ہے?
4. مافیا کا کیرم ہے?
5. آج کا میں بچوں کا جاری ہے?
6. کاہن کی بیوی کا جاری ہے?
7. کاہن کی بیوی کا نشان ہے?
8. آج کا میں بچوں کا جاری ہے?
9. کاہن کی بیوی کا جاری ہے?
10. کاہن کی بیوی کا جاری ہے?
11. آج کا میں بچوں کا جاری ہے?
12. کاہن کی بیوی کا جاری ہے?
13. کاہن کی بیوی کا جاری ہے?
14. کاہن کی بیوی کا جاری ہے?
15. کاہن کی بیوی کا جاری ہے?
16. کاہن کی بیوی کا جاری ہے?
17. کاہن کی بیوی کا جاری ہے?
18. کاہن کی بیوی کا جاری ہے?
19. کاہن کی بیوی کا جاری ہے?
20. کاہن کی بیوی کا جاری ہے?

Vocabulary:
1. hedge 2. to drop 3. rotten 4. legislative assembly 5. to elect 6. stray dogs
7. to poison 8. wild animals 9. to hunt 10. to store 11. to sell in black
1. Luggage had been loaded in the truck before evening.

2. All the registers had been collected till yesterday.

3. He had been beaten before he was handcuffed.

4. People had been warned before the flood came.

5. The booking office had been opened before the train started.

6. The picture had been completed till 5 o’clock.

7. Food had been prepared before noon.

8. The President had been informed of his sore throat before he started his speech.

9. The trader had been looted before he made a noise.

10. Fire had been lit before it was night.

11. The murderer had been hanged before his relatives arrived.

12. Both the men had been arrested before fight took place.

13. All the fruit had been picked before March.

14. Fire had been put out before the people came to know of it.

15. The agreement had been signed before I came.
In the model sentences we have used 'had been' with the third form of verb.

**Exercise**


**Vocabulary:**
1. to drive  2. to stamp  3. to drive  4. to serve  5. dishes  6. to drive a nail  7. to take off  8. cold drink

**NEGATIVE AND INTERROGATIVE SENTENCES**

When translating negative sentences 'not' is added just after 'had'. In case of question, however, 'had' is placed before the subject while question word is used before 'had' as given below:

1. The traveller had not returned home before evening.
2. The hunter had not hidden himself before setting the net.
3. Bricks had not been fired before April.
4. Nothing had been known about this animal till today.
5. The battle had not been fought before 1943.
6. The exhibition had not been held before Monday.
7. The prisoners had not been brought from prison before 9 o'clock.

8. Property had not yet been divided among the brothers.

9. Some men had not been arrested.

10. Had the well been emptied before evening?

11. Had tickets been issued before you reached the railway station?

12. Why had the table been laid before the guests came?

13. Had the resolution been passed before you left?

14. Who had been turned out of the house before the sunrise?

15. Why had this girl not been allowed to take examination?

16. Had he been disabled before war broke out?

17. Why had the boy been expelled from college one month before the examination?

18. Which servant had been given the prize for honesty this morning?

19. Who had been robbed of his money before it was morning?
20. How had the locks been opened after you went away?

21. Why had the bomb not been discovered before the aeroplane took off?

22. Had the decision been announced before the crowd left away?

23. Had the pigeons not been caught in the net before eating grain?

**Exercise**


**Vocabulary:**

1. He will come to see me.
2. She will tell the lesson daily.
3. They will go for a walk in the morning.
4. You will accept the invitation of your friend.
5. I shall see off my friends.
6. We shall work hard to get through the examination.
7. Horses will graze in pastures.
8. The police will succeed in arresting the robber.
9. This hen will lay an egg daily.
10. The procession will start from here at ten.
11. Girls will sing songs on the occasion of wedding.
12. Boys will go to see the show.
13. The juggler will show his feats.
14. The wrestlers will land in the arena.
15. Flood will come in the rivers in the rainy season.
16. I will get a scholarship.
17. We will defeat the enemy.
18. He shall pay the fine.
19. They shall wait for the President.
20. You shall obey our order.
Exercise

1. Some students will not do their work regularly.
2. The clerk will not come to office in time.
3. The officer will not warn the peon.
4. Some servants will not work hard.
5. The principal will not grant you leave.

Vocabulary:
1. to take examination 2. brave 3. capture 4. to lose 5. to guide 6. to worry
7. fresh 8. to knit 9. loyal 10. to prove 11. to lay down one's life

NEGATIVE SENTENCES

In the case of negative sentences 'not' is used between 'will' or 'shall' and the first form of verb as following model sentences show:

1. Some students will not do their work regularly.
2. The clerk will not come to office in time.
3. The officer will not warn the peon.
4. Some servants will not work hard.
5. The principal will not grant you leave.
6. The servant will not post the letter.
7. Your school will not open tomorrow.
8. Girls will not dance today.
9. We shall not send for the doctor.
10. This child will not tell a lie.
11. Akram will not reach the station late.
12. He will not solve the whole paper.
13. You will not admit your mistake.
15. They will not forget this story.

Exercise
1. Pakistan se koi baat aati nahi?
2. Aamir ko charcha karega?
3. Milan ko kuchh karega?
4. Ajay ko visar jag na?
5. Vidyut ko main ek charcha karega?
6. Poonam ko main ek charcha karega?
7. Haroon ko kuchh karega?
8. Misaal ke bahut kuchh karega?
9. Naveen ko kuchh karega?
10. Anjali ko kuchh karega?
11. Hamid ko kuchh karega?
12. Shilpi ko kuchh karega?
13. Kajal ko kuchh karega?
14. Shubhrajit ko kuchh karega?
15. Apna daana jag aati?

Vocabulary:
1. to import 2. win 3. to destroy 4. storm 5. political party 6. to refuse 7. to obey 8. naughty 9. lame excuses 10. foul, dirty 11. to agree with 12. by air

INTERROGATIVE SENTENCES
We begin interrogative sentences or questions with 'will' or 'shall' or some question word followed by 'will' or 'shall'.

1. Who will face the danger for you?
2. Will the people run after the mad dog?
3. When will you vacate the house?
4. Will the passengers miss the train?
5. Why will the milkman mix water with milk?
   - گواہال دو ہوںگے ہیں پلی پیلی ماں سے گا?

6. Will you offer fruit to the guests?
   - ہیں چپ پنیا نا کوہی کھاں ہو کر گی?

7. Will the shopkeeper give short weight?
   - ہیں ہیں ہوںگے ہیں?

8. How will you pass a base coin?
   - تمہا چاند کیچے چلا گے?

9. Who will oppose you?
   - ہیں ہیں ہیں?

10. Where will the driver park the car?
    - ہیں ہیں ہوںگے ہیں?

11. When will Saleem pay back his loan?
    - ہیں ہیں ہوںگے ہیں?

12. Will they look after your luggage?
    - ہیں ہیں ہوںگے ہیں?

13. When will you publish your book?
    - ہیں ہیں ہوںگے ہیں?

14. Will you preach Islam?
    - ہیں ہیں ہوںگے ہیں?

15. When will the snow melt on the mountains?
    - ہیں ہیں ہوںگے ہیں?

Exercise

1. ہیں ہیں ہوںگے ہیں؟
2. ہیں ہیں ہوںگے ہیں?
3. ہیں ہیں ہوںگے ہیں?
4. ہیں ہیں ہوںگے ہیں?
5. ہیں ہیں ہوںگے ہیں?
6. ہیں ہیں ہوںگے ہیں?
7. ہیں ہیں ہوںگے ہیں?
8. ہیں ہیں ہوںگے ہیں?
9. ہیں ہیں ہوںگے ہیں?
10. ہیں ہیں ہوںگے ہیں?
11. ہیں ہیں ہوںگے ہیں?
12. ہیں ہیں ہوںگے ہیں?
13. ہیں ہیں ہوںگے ہیں?
14. ہیں ہیں ہوںگے ہیں?
15. ہیں ہیں ہوںگے ہیں?

Vocabulary:
1. to recognise 2. to refuse 3. to resign 4. to raid 5. kick 6. to inherit
7. offer 8. to import

FUTURE CONTINUOUS TENSE
(ACTIVE VOICE)
AFFIRMATIVE SENTENCES

1. It will be raining now.
   - اب پڑا پڑا ہو گرے?

2. The sun will be rising.
   - سور کر ہو گرے?

3. The moon will be setting.
   - چاند کر ہو گرے?

4. The players will be playing in the field.
   - کھلاڑی محیاں سے بیرہ بیرے گئے?
5. The farmer will be smoking his pipe.
6. The mother will be kissing her baby.
7. The passengers will be buying the tickets.
8. The children will be learning tables by heart.
9. The teacher will be teaching English to the class.
10. The gardener will be watering the plants.
11. The thief will be breaking into the house.
12. The people will be offering Eid namaz.
13. The birds will be chirping in the trees.
14. The dyer will be dyeing the clothes.
15. The dogs will be fighting over the bone.

**Exercise**

1. ظاہر ہوکر اپنے خیال سے بولے گے۔
2. صدقہ زمین کے متبرک رہے ہوں گے۔
3. متعارض انگریزی افعال کے لئے کیکر بہاؤگے۔
4. جیسے رنگ سے ملنے سے جڑے ہوں گے۔
5. چپڑا پھاٹکاں کے ساتھ ہوں گے۔
6. دوسرے بچوں کے لئے پڑھے ہوں گے۔
7. تم کسی میں سے خیالید کرے ہوں گے۔
8. فکر کا کچھ نہ ہو۔
9. نمایاں پر ہو۔
10. دوسرے کو کچھ نہ ہو۔

**Vocabulary:**
1. guest of honour 2. to look for 3. to beat drum 4. to bind

**NEGATIVE SENTENCES**

In translating negative sentence 'not' is used after 'will' that is before 'be' as under:

1. Children will not be weeping.
2. You will not be laughing.
3. They will not be joking.
4. Majid will not be teasing his brother.
5. The lame person will not be riding the horse.
6. The beggar will not be begging.
7. The rich man will not be giving alms.
8. The master will not be beating the slave.
9. The lion will not be tearing the goat.
10. The butcher will not be sharpening the knife.
11. You will not be slaughtering the hen.
12. Asghari will not be cutting the birthday cake.
13. The washerwoman will not be pressing the clothes.
14. The goldsmith will not be making the ornaments.
15. He will not be praying now.

Exercise

1. لہوہ آئے نے تیھی ہیں؟
2. داک ہر من کرا ہوگا؟
3. گورنر یہی میں ہے?
4. دو ہر کر ہے بوس?
5. مریٹس، دو ہر کرا ہوگا؟
6. سیل ہوگا?
7. کیا مین کر ہوگا?
8. دو ہر کر ہو۔?
9. دو ہر کر ہو۔?
10. دو ہر کر ہو۔?
11. دو ہر کر ہو۔?
12. دو ہر کر ہو۔?
13. دو ہر کر ہو۔?
14. دو ہر کر ہو۔?
15. دو ہر کر ہو۔?

Vocabulary:
1. to operate upon
2. to consider
3. to make peace
4. races
5. cheap
6. to hoard

INTERROGATIVE SENTENCES

In interrogative sentences, 'will' or 'shall' or question word followed by 'will' or 'shall' is used in the beginning of the sentences as in the following examples:

1. Will the boy be reading his lesson?
2. Will the girls be dusting the things?
3. Why will you be reading their letter?
4. When will the sun be rising?
5. How will he be flying the kite?
6. Where will the women be singing?
7. What will you be thinking of?
8. Where shall we be watching the match?
9. Where will the hunter be hiding himself?
10. Whom will he be telling the secret to?
11. How many men will be harvesting the crop?
12. Why will you be laughing at him?
13. Why will the children be weeping?
14. When will you be going on journey?
15. Will I be dismounting from the horse?

Exercise

1. ہم کہ کو سنا ہوگا؟
2. کسی نے کاٹ کے چلے ہوں گے؟
3. کیا زراعتی کرنا ہوگا؟
4. ہم کہ کو سنا ہوگا؟
5. کسی نے کاٹ کے چلے ہوں گے؟
6. کیا زراعتی کرنا ہوگا؟
7. ہم کہ کو سنا ہوگا?
8. کسی نے کاٹ کے چلے ہوں گے?
9. کیا زراعتی کرنا ہوگا?
10. ہم کہ کو سنا ہوگا?
11. کسی نے کاٹ کے چلے ہوں گے?
12. کیا زراعتی کرنا ہوگا?
13. ہم کہ کو سنا ہوگا?

Vocabulary:
1. to sow 2. to level 3. to gather 4. to receive 5. to defend 6. parties 7. to fight over 8. to push 9. vegetable 10. spinning wheel 11. to run

FUTURE PERFECT TENSE
ACTIVE VOICE
AFFIRMATIVE SENTENCES

1. The sun will have set in.
2. The guests will have come.
3. We shall have taken rest.
4. The watchman will have gone home.
5. You will have taken breakfast.
6. They will have offered the namaz.
7. Children will have eaten sweets.
8. The headmaster will have entered the office.
9. You will have received the money order.
10. We shall have changed the house.
11. The police will have dispersed the crowd.
12. Robbers will have hidden themselves in the forest.
13. Hounds will have fallen on the rabbit.
14. I shall have taken a walk by seven o'clock.
15. The servant will have shut the hens in the pen.

You see that we have used 'will have' or 'shall have' and the third form of verb in the model sentences. Now translate accordingly.

**Exercise**

Vocabulary:
1. to lock 2. to unlock 3. to take part 4. flower beds 5. to recommend 6. secret
NEGATIVE SENTENCES

While translating negative sentences 'not' is placed between 'will' or 'shall' and 'have' as:

1. They will not have eaten mangoes.
2. You will not have taken a bath.
3. They will not have sworn in the court.
4. The robber will not have tied his hands and feet.
5. The doctor will not have dressed the injured.
6. Haider will not have sent the servant to you.
7. The potter will not have fired the pots.
8. The bookbinder will not have bound the books.
9. The hunter will not have caught any bird.
10. The teacher will not have called the roll.
11. The headmaster will not have forgiven the boys.
12. The boys will not have begged for pardon.
13. This boy will not have pushed the blind man.
14. The enemy will not have surrendered.

Exercise


Vocabulary:
1. mistake 2. to make 3. to cane 4. painter 5. to graze 6. to milk 7. to make fun of
INTERROGATIVE SENTENCES

While translating interrogative sentences 'will' or 'shall' or question word followed by 'will' or 'shall' is used in the beginning of the sentences as:

1. Will all the birds have flown?

2. Will my companions have packed the luggage?

3. Will all the guests have taken their seats?

4. Why will they have left their work incomplete?

5. When shall we have discouraged them?

6. Will you have gone to office at the fixed time?

7. When will the officer have considered your application?

8. How will the people have put up their demands?

9. Will he have lost everything in gambling?

10. Will your son have won distinction in the competition?

11. Will the murderer have made good escape?

12. When will the government have brought down the prices?

13. Why shall I have forgiven him?

14. Will all the members have agreed to this proposal?

15. Why will the director have turned down the project?

Exercise

1. کیا انتظامیہ اس سے کونسترکشن کی پیشکش ہے?

2. گاؤں دلوان نے گاؤں کا کون ٹیکس ہے?

3. کیا بھیتے آئی?

4. گاؤں پر انتظامیہ نے پہچان کی؟

5. ہیں نے کسانوں کا انتظامیہ خبرہ ہے?

6. کیا انتظامیہ نے کسانوں کو جان اور کو؟

7. کیا ہمارے نے الگ الگ کیا?

8. گاؤں نے کام کیا?

9. کیا ہمارے نے کام کیا؟

10. ہیں نے کام کیا؟
Vocabulary:
1. to approve  2. to resign  3. to post  4. charge  5. to deny  6. advice
7. to act upon  8. accident  9. to meet

FUTURE PERFECT CONTINUOUS TENSE
(ACTIVE VOICE)
AFFIRMATIVE SENTENCES

1. Bashir will have been learning the lesson for two hours.
2. The farmer will have been ploughing for four days.
3. Birds will have been chirping since morning.
4. It will have been raining since Tuesday.
5. It will have been hailing for twenty minutes.
6. You will have been teasing the child for an hour.
7. He will have been making mischief for three days.
8. The boy will have been pulling the rope since 10 o’clock.
9. He will have been going to school regularly since September.
10. These men will have been diving since 2 o’clock.
11. Aslam and Anwar will have been working together since Monday.

12. Nasima will have been receiving Girl Guide training since 1980.

13. The fishermen will have been catching fish for three days.

14. The boys will have been doing homework since evening.

15. Flood will have been coming in the river for many years.

In sentences belonging to this tense we use 'will' or 'shall' with 'have been' before the first form of verb along with 'ing'.

**Exercise**

1. I will not have been drawing your picture by now.
2. She will not have been going out shopping by now.
3. We will not have been writing the letter by now.
4. He will not have been loving me by now.
5. They will not have been eating the cake by now.
6. You will not have been playing the music by now.
7. We will not have been going down the street by now.
8. You will not have been walking the dog by now.
9. They will not have been studying the book by now.
10. He will not have been thinking the problem by now.
11. They will not have been taking the exam by now.
12. We will not have been discussing the news by now.

**Vocabulary:**
1. to draw 2. depot 3. law 4. to oppose 5. examination 6. to fast 7. excuses
8. juggler 9. feats

**NEGATIVE SENTENCES**

In negative sentences 'not' is used after 'will' or 'shall' as under:

1. He will not have been reading the newspaper since 7 o'clock.
2. We shall not have been writing the essay since night.

3. They will not have been playing since evening.

4. The dyer will not have been dyeing clothes for three hours.

5. The dirty boy will not have been taking a bath for several days.

6. People will not have been mourning the death of old man for three days.

7. The gardener will not have been plucking flowers since morning.

8. This man will not have been living in this city for five months.

9. You will not have been paying rent of the house since July.

10. Nasima will not have been going to school since the day before yesterday.

**Exercise**

1. هي کیا دنیا کا باہر ہے؟
2. ماہانہ چھلک کیا کریں؟
3. میں ہمیں بچوں کیا کریں؟
4. کیا میں نے کیا جانے کا کریں؟
5. کیا میں نے کیا میری کا کریں؟
6. کیا میں نے کیا کھیل کے کریں؟
7. کیا میں نے کیا نظریہ کے کریں؟
8. کیا میں نے کیا تحریر کے کریں?
9. کیا میں نے کیا خاص کے کریں?
10. کیا میں نے کیا نقاب کے کریں؟
11. آپ ہمیں سے کیا کریں؟
12. آپ ہمیں سے کیا بات کریں؟
13. آپ ہمیں سے کیا کھٹا کا کریں؟
14. آپ ہمیں سے کیا بات کریں؟
15. آپ ہمیں سے کیا کھٹا کا کریں؟
**Vocabulary:**
1. spectators 2. to take interest 3. to swim 4. to count 5. serve 6. caravan 7. to move on 8. to look after 9. to flatter 10. to supply 11. to make a mistake

**INTERROGATIVE SENTENCES**

In interrogative sentences 'will' or 'shall' are used in the beginning of sentences or the question word is followed by 'will' or 'shall' before the subject.

1. Will you have been talking since morning?

2. Will the child have been sleeping since evening?

3. Whom will you have been waiting for two hours?

4. Where will the woodcutter have been looking for his axe for three days?

5. Since when will the child have been playing with the toys?

6. Why will the bookbinder not have been binding the books since 4 o'clock?

7. Will he have been reading a book for two hours?

8. Will your brother have been writing the poems for four years?

9. Will the unfortunate man have been thinking for several days?

10. Where will the nomads have been living since January?

11. Will the people have been mourning his death for ten days?
12. Why will they have been daring to attack the city since March?

13. Will the friends have been encouraging him since Monday?

14. Will your uncle have been remembering you for two years?

15. Why will you have been discouraging them since last Saturday?

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Exercise

Vocabulary:
1. against
2. to protest
3. to roast
4. essay
5. painter
6. bricks
7. to wag tail
8. bees
9. to sting
10. to mingle, to mix up with
11. scholar
12. to pat

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FUTURE INDEFINITE TENSE (PASSIVE VOICE) AFFIRMATIVE SENTENCES

1. This match will be played in Karachi.

2. The hospital will be inaugurated tomorrow.

3. This poem will be translated.
4. Cotton will be grown on larger area this year.
5. The dog will be chained during the day.
6. Steps will be taken to save the city.
7. They will be greeted at the railway station.
8. The guests will be received at the bus stand.
9. The patient will be injected today.
10. A film will be shown in the school hall.
11. The winning team will be awarded the shield.
12. We shall be informed of the result.
13. Every poor man will be given a plot of land.
14. Every disabled person will be helped.
15. The leaves of trees will be burnt.

We have used 'will' or 'shall' with 'be' and the third form of verb in the above given sentences.

Exercise

Vocabulary:
1. parcel 2. wheat crop 3. standard 4. interest free 5. to supply 6. to impose 7. facilities 8. agricultural 9. reforms 10. to implement 11. exhibition 12. to play
NEGATIVE SENTENCES

In negative sentences 'not' is placed after 'will' or 'shall'. Let us see the following examples:

1. The camera will not be borrowed. 
2. This order will not be obeyed. 
3. This book will not be banned. 
4. Majid will not be dismissed from service. 
5. People will not be informed of flood. 
6. We shall not be given this building free of rent. 
7. I shall not be allowed to go before time. 
8. He will not be brought up by his uncle. 
9. The electric pole will not be installed here. 
10. Motor vehicles will not be parked here. 
11. His wish will not be granted. 
12. Your brother will not be transferred to Lahore. 
13. A berth will not be reserved for me in this train. 
14. Knives will not be sharpened at this time. 
15. The bank will not be closed at 12 o'clock.

Exercise

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14. Knives will not be sharpened at this time. 
15. The bank will not be closed at 12 o'clock.
INTERROGATIVE SENTENCES

In translating interrogative sentences 'will' or 'shall' is used before the subject while question word is followed by 'will' or 'shall' as you will see in the given sentences:

1. Will he be turned out of the hostel?  
2. Will the students be allowed to wear arms?  
3. Will the passenger be robbed of their valuables?  
4. Will the posters be pasted on the walls?  
5. Why shall we be fined?  
6. How will this tax be recovered?  
7. When shall I be granted a gun licence?  
8. Will potatoes be put into the cold storage?  
9. Where will these pictures be exhibited?  
10. When will the prizes be distributed?  
11. When will the loan be repaid?  
12. Will the murderers be hanged tomorrow?  
13. Will I be dropped at the next stop?  
14. When will this story be told?  
15. When shall we be examined?

Exercise

1. Will you go in the morning?  
2. Will the student be sent to the prison?  
3. Will the bridge be built?  
4. Will the water be hard to drink?  
5. Will the elephant be big?  
6. Will the dog be the most savage?  
7. Will the student be the most intelligent?  
8. Will the water be the most bitter?  
9. Will the elephant be the most beautiful?  
10. Will the lion be the most fierce?  

Vocabulary:

1. strike  2. open market  3. to carpet  4. to entrust with  5. to disperse  6. to prove  7. to treat

1. power house  2. crop  3. to manure  4. message  5. registered  6. to lead the namaz  7. without  8. director  9. to appoint  10. to vacate
FUTURE PERFECT TENSE
(PASSIVE VOICE)
AFFIRMATIVE SENTENCES

1. He will have been promoted.
2. The wrestler will have been defeated.
3. Our team will have been awarded medals.
4. All eggs will have been broken.
5. The culprit will have been punished.
6. Corn will have been ground by now.
7. Prisoners will have been taken out of prison.
8. Animals will have been sent to the slaughter house.
9. The patient’s pulse will have been felt.
10. The address will have been written on the envelope.
11. He will have been employed.
12. My appointment as a junior clerk will have been made.
13. We shall have been given the house on rent.
14. The foundation of the college will have been laid.
15. The officer will have been transferred.

Exercise

1. کسی کا لباس 1 کیا چمپیون 2 کیا چمپیون 3 کیا چمپیون 4 سارر 5 کوئی کا لباس 6 کوئی کا لباس 7 کوئی کا لباس 8 کوئی کا لباس

Vocabulary:
1. dress 2. to change 3. to supply 4. to identify 5. danger 6. to warn 7. to declare 8. to crown
NEGATIVE AND INTERROGATIVE SENTENCES

When dealing with negative sentences we use 'not' after 'will' or 'shall' and in case of interrogative sentences 'will' or 'shall' are put before the subject.

1. Trees will not have been cut.
   درخت کا نہیں جھیل چاپ چوں گے - 1

2. He will not have been paid his wages.
   آس اس کی امتے اورکس کی پُر گئی - 2

3. Peace will not have been restored in the city.
   شہرِ میں امن نہیں لیا جا گیا - 3

4. The royal palace will not have been burnt.
   شاہی گھر نہیں لگا جوگی - 4

5. The old man will not have been paid his pension.
   ضیافہ آس کی کیسی اورکس کی جوگی - 5
   5. The old man will not have been paid his pension.

6. The soldier will not have been given the military uniform.
   سپریمان نہیں دیا گیا - 6

7. This patient will not have been kept in the mental hospital.
   اس مرضی کو بیجٹ خانے میں نہیں رکھا گیا - 7

8. Things will not have been sold on credit.
   نہیں چوں پیشے کے بیان چاپ چوں گئی - 8

9. Will you have been asked this question?
   کیا تم سے سوال پچھلنا چاہتا ہے؟ - 9

10. How many people will have been rescued?
   کتنے لوگوں کو نجات دیا گیا؟ - 10

11. Will he have been forgiven?
   کیا اس کو المان چاہتا ہے؟ - 11

12. Shall I have been identified?
   کیا میں کیسی ایک کہانی پڑھنی چاہتا ہے؟ - 12

13. Will the student have been sent to England?
   کیا اسکول سے انگریزی چاہتا ہے؟ - 13

14. Where will the girls have been trained in sewing?
   لاکھ جگ میں کم کیا مہارت سے بچی چاہتا ہے؟ - 14

15. Will some men have been told the secret?
   کہا آئے آیا رہی ہے کہ ان زیادہ چاہتا ہے؟ - 15

16. Where will the match have been played?
   کہا تھا ہے کہ اس کا چاہتا ہے؟ - 16

17. Will the airport have been decorated?
   کیا فرودگاہ سے چاہتا ہے؟ - 17

18. When will the procession have been stopped?
   جلوس گیری کا چاہتا ہے؟ - 18

19. Will the deer have been shot at?
   چاہتا ہے؟ - 19
20. How will the murderer have been caught alive?
21. Will the clothes have been dyed?
22. Will the hens' eggs have been collected?
23. Will the pious man have been rewarded for his virtue?
24. Will the passengers have been given tickets in time?
25. Will the fields have been ploughed?
26. Will the songs of joy have been sung?
27. Shall I have been forgotten?

Exercise

Vocabulary:
1. case 2. to advise 3. to release 4. to grant bail 5. to reject 6. neighbour
7. leader 8. to nominate 9. to land 10. to telecast 11. instructions
12. to appoint 13. to see off 14. to discharge 15. to measure 16. corn
17. to weigh 18. message 19. compound 20. to sprinkle 21. to count
1. plants  2. Spring  3. to bloom  4. fragrance  5. to spread  6. to enjoy
7. moment  8. corner  9. to look after

2. Lahore Board 1980
Vocabulary:
1. ups and down  2. moments  3. to lose hope  4. to face  5. power  6. dignity
7. progress  8. determination  9. perseverance  10. to lose heart  11. manly  12. failures

3. Lahore Board 1981
Vocabulary:
1. jackal  2. melons  3. deep  4. wide  5. to cross  6. thankful  7. to agree
8. to jump  9. to wade through
Lahore Board 1981 Group II

Vocabulary:

Vocabulary:
1. famous 2. teach 3. able 4. method of teaching 5. hundred percent

Vocabulary:
1. miser 2. to lose 3. announce 4. to find 5. reward 6. already

Vocabulary:
1. famous 2. teach 3. able 4. method of teaching 5. hundred percent

Vocabulary:
1. famous 2. teach 3. able 4. method of teaching 5. hundred percent
Vocabulary:
1. busiest  2. to crowd  3. to remain open till late at night  4. kind  5. recreation  
6. hawkers  7. laces  8. clips  9. pickpockets  10. beware of

Lahore Board 1982 Group II
Lahore Board 1981 Group II
Vocabulary:
1. to respect  2. moral  3. duty  4. to care  5. to feed  6. to provide  7. comfort

Lahore Board 1982 Group I
Vocabulary:
1. journey  2. set off  3. to promise  4. to help  5. bear  6. to climb  7. to hold breath

Lahore Board 1982 Group II
Vocabulary:
1. happy  2. get up  3. offer  4. shade  5. stream

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1. to respect  2. moral  3. duty  4. to care  5. to feed  6. to provide  7. comfort

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Lahore Board 1982 Group I
Vocabulary:
1. journey  2. set off  3. to promise  4. to help  5. bear  6. to climb  7. to hold breath
Lahore Board Group II

Vocabulary:
1. thirsty
2. reach
3. pitcher
4. wise
5. plan
6. hit upon

Lahore Board 1983 Group I

Vocabulary:
1. town
2. to earn name
3. dedicate or devote
4. musician

Lahore Board 1983 Group I

Vocabulary:
1. shore
2. climate
3. temperate
4. land breeze
5. sea breeze
6. to blow
7. seaport
8. through
9. beloved
10. mausoleum
11. to offer "Fateha"
Lahore Board 1984 Group II

Vocabulary:
1. best 2. pious 3. honest 4. near 5. together 6. stands first

Lahore Board 1984 Group I

Vocabulary:
1. delicious 2. to get 3. healthy 4. strong 5. curd 6. butter 7. cheese 8. patients 9. to boil

Lahore Board 1984 Group II

Vocabulary:
1. powerful 2. terrible 3. found 4. caves 5. worst 6. hunter 7. steal 8. to train 9. circus
Lahore Board 1984 Group II

Vocabulary:
1. worried 2. to enter 3. signs of anxiety 4. to disappear 5. to thank

19

Vocabulary:
1. historical 2. bank 3. tomb 4. idea 5. the Pakistan Resolution 6. to build

20

Vocabulary:
1. poverty 2. sluggish 3. physically 4. strong 5. powerful

21

Vocabulary:
1. zoo 2. beautiful 3. for sale

22
Multan Board 1980

Vocabulary:
1. fond of 2. to get educated 3. expert 4. fame of his learning 5. in consultation with

Quetta Board 1979

Vocabulary:
1. family 2. large 3. sell 4. leave

Lahore Board 1978

Vocabulary:
1. to die 2. orphan 3. job 4. to serve 5. son-in-law

Vocabulary:
1. intimate 2. simple 3. a lot
آپ کی ٹیکنیک ڈوکی ہے۔ کیوں کہ اس کے کام کا کام کرنا۔ اس کے لئے مضمون ہے۔ ان کی ساتھ آپ کا کام کرنا۔

Vocabulary:
1. branch 2. vixen 3. to herself 4. to enjoy

یہ خیال ہے کہ ہم کوئی کام کا کام کرنا۔ اس کے لئے مضمون ہے۔ ان کی ساتھ آپ کا کام کرنا۔

Vocabulary:
1. green 2. fields 3. hustle and bustle 4. crop 5. ripe 6. to harvest 7. worth seeing

بہترین ہے کہ ہم کوئی کام کا کام کرنا۔ اس کے لئے مضمون ہے۔ ان کی ساتھ آپ کا کام کرنا۔

Vocabulary:
1. to embrace Islam 2. non-believers 3. Caliph 4. scholar

آپ کی ٹیکنیک ڈوکی ہے۔ کیوں کہ اس کے کام کا کام کرنا۔ اس کے لئے مضمون ہے۔ ان کی ساتھ آپ کا کام کرنا۔
Vocabulary:
1. fate 2. architect 3. truth 4. falsified 5. great 6. study his life

Lahore Board 1975 Group II
Vocabulary:
1. holy / sacred 2. to cover 3. sacred shrine 4. old buildings

Multan Board 1975
Vocabulary:
1. bushes 2. to advance 3. yet 4. carefully

Azad Kashmir Board 1975
Vocabulary:
1. to feel 2. sad 3. let it be something general 4. restless 5. to agree with 6. lack of courage 7. despair
37

پر زبانی کی ایک دارائی ہے۔ اس میں سوچ بھی ہے۔ بیان کی ہر کوئی نے دوڑا و دوڑا کھالکا ہے۔ اس میں اور میں سے والد ہیں شہزادہ۔ تم نے سوچ کی ہوئی پہچاڑ ہوئی اس سے تھی۔ اس سے تھی پہچاڑ لی اوڑوں رہے ہیں۔ اس سے تھی پہچاڑ لی اوڑوں رہے ہیں۔

Lahore Board 1975

Vocabulary:
1. suddenly 2. to knock 3. hungry 4. to thank

38

اب دوبارہ تم میں سفر ہوگی۔ تم کی شریکی بھی ہے۔ اس غیرین کے پہلی جمعرات میں تمام کردار گے۔ تمکن پاکستان سے کوئی ویلیوں اور کردار میں لے لیا گی۔ تم میں سفر ہوگی۔ اس میں سفر ہوگی۔ اس میں سفر ہوگی۔

Sargodha Board 1973

Vocabulary:
1. rights 2. intelligent 3. scholarships 4. strong 5. progress

39

آمدا میرے کا کچھ ہے۔ تم نے اہمیت میں ہوگی۔ پڑھ کر ہوگی۔ اس میں اہمیت ہے اور اس میں اہمیت ہے۔ اس کے بعد ہوگی۔ پڑھ کر ہوگی۔ جب تم پاکستان میں ہوگی۔ پڑھ کر ہوگی۔ جب تم پاکستان میں ہوگی۔ پڑھ کر ہوگی۔

Vocabulary:
1. childhood 2. together 3. suddenly 4. impatiently 5. about 6. tears

40

صدر نے ایک پروپل یا فیلسوفی یا شاعری یا شاعری یا شاعری یا شاعری یا شاعری یا شاعری یا شاعری یا شاعری یا شاعری

Vocabulary:
1. writers 2. intellectuals 3. thinkers 4. scholars 5. to stress 6. literary work 7. welfare state 8. big gathering 9. addressing
CHAPTER 8

Grammar

Sentence and Parts of Speech

When we want to say something we use words. We generally use words in different combinations. A combination of words which makes complete sense is called a sentence.

Examples

1. She goes to school.
2. Please bring me a glass of water.
3. Where do you live?
4. Do not tell a lie.
5. How foolish I have been!
6. May you live long!
7. Isn't she pretty?

The words used in a sentence are divided into different kinds or classes according to the work they do in the sentence. These kinds or classes are called PARTS OF SPEECH. They are eight in number.

1. Noun
2. Pronoun
3. Adjective
4. Preposition
5. Verb
6. Adverb
7. Conjunction
8. Interjection

NOUN

Noun is a word we use to name a person, a place or a thing we can see, touch, smell, hear, taste or think of. For example:

Muhammad Ali Jinnah was a great leader.
The Indus is the longest river in Pakistan.
Please don't make a noise.
Naela is suffering from fever.
Children drink milk.
Always speak the truth.
Silence is a virtue.

The Noun: Number

There are two numbers in English, Singular and Plural. The Singular number denotes one person or thing and the Plural number more than one person or thing.
<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>boy</td>
<td>boys</td>
<td>girl</td>
<td>girls</td>
</tr>
<tr>
<td>toy</td>
<td>toys</td>
<td>book</td>
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<td>pens</td>
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<td>tables</td>
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<td>flower</td>
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<td>racket</td>
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<td>bangles</td>
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<td>room</td>
<td>rooms</td>
</tr>
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<td>roof</td>
<td>roofs</td>
<td>wall</td>
<td>walls</td>
</tr>
<tr>
<td>kitchen</td>
<td>kitchens</td>
<td>door</td>
<td>doors</td>
</tr>
<tr>
<td>window</td>
<td>windows</td>
<td>chief</td>
<td>chiefs</td>
</tr>
<tr>
<td>hoof</td>
<td>hoofs</td>
<td>dwarf</td>
<td>dwarfs</td>
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<td>proof</td>
<td>proofs</td>
<td>gulf</td>
<td>gulfs</td>
</tr>
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<td>thieves</td>
<td>wolf</td>
<td>wolves</td>
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<tr>
<td>leaf</td>
<td>leaves</td>
<td>knife</td>
<td>knives</td>
</tr>
<tr>
<td>life</td>
<td>lives</td>
<td>bench</td>
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<tr>
<td>class</td>
<td>classes</td>
<td>brush</td>
<td>brushes</td>
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<tr>
<td>watch</td>
<td>watches</td>
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<td>boxes</td>
<td>wife</td>
<td>wives</td>
</tr>
<tr>
<td>match</td>
<td>matches</td>
<td>mango</td>
<td>mangoes</td>
</tr>
<tr>
<td>kiss</td>
<td>kisses</td>
<td>volcano</td>
<td>volcanoes</td>
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<tr>
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<td>hero</td>
<td>heroes</td>
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<tr>
<td>potato</td>
<td>potatoes</td>
<td>dynamo</td>
<td>dynamos</td>
</tr>
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</table>
negro  negros  cuckoo  cuckoos
piano  pianos  duty  duties
bamboo  bamboos  baby  babies
city  cities  lady  ladies
army  armies  story  stories
fly  flies  pony  ponies
man  men  woman  women
foot  feet  tooth  teeth
goose  geese  mouse  mice
child  children  brother  brothers
ox  oxen  sister  sisters

<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
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<td>stepbrothers</td>
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<td>father-in-law</td>
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<td>courts martial</td>
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<td>looker-on</td>
<td>lookers-on</td>
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<td>passers-by</td>
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<td>Mr.</td>
<td>Messrs</td>
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<tr>
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<td>stepmothers</td>
<td>Miss</td>
<td>Misses</td>
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<td>Mrs.</td>
<td>Mesdames</td>
</tr>
<tr>
<td>stepdaughter</td>
<td>stepdaughters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Some nouns are used only in the plural:
- trousers
- riches
- spectacles
- tidings
- scissors

Some nouns are used only in the singular:
- jeans
- physics
- innings
- politics
- news
- mathematics
- mechanics

The Noun: Gender

Gender shows the difference of sex. It is of four kinds. A noun that denotes a male is said to be of Masculine Gender e.g. boy, lion, Adnan, etc.
A noun that denotes female is said to be of Feminine Gender e.g. girl, lioness, etc.

A noun that denotes either sex is said to be of Common Gender e.g. cousin, baby, friend, etc.

A noun that denotes lifeless thing is said to be of Neuter Gender e.g. apple, book, knife, etc.

**Some common nouns and their feminine genders:**

<table>
<thead>
<tr>
<th>Masculine</th>
<th>Feminine</th>
<th>Masculine</th>
<th>Feminine</th>
</tr>
</thead>
<tbody>
<tr>
<td>boy</td>
<td>girl</td>
<td>brother</td>
<td>sister</td>
</tr>
<tr>
<td>bull</td>
<td>cow</td>
<td>cock</td>
<td>hen</td>
</tr>
<tr>
<td>dog</td>
<td>bitch</td>
<td>father</td>
<td>mother</td>
</tr>
<tr>
<td>horse</td>
<td>mare</td>
<td>husband</td>
<td>wife</td>
</tr>
<tr>
<td>man</td>
<td>woman</td>
<td>nephew</td>
<td>niece</td>
</tr>
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<td>papa</td>
<td>mama</td>
<td>son</td>
<td>daughter</td>
</tr>
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<td>aunt</td>
<td>giant</td>
<td>giantess</td>
</tr>
<tr>
<td>author</td>
<td>authoress</td>
<td>host</td>
<td>hostess</td>
</tr>
<tr>
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<td>heiress</td>
<td>manager</td>
<td>manageress</td>
</tr>
<tr>
<td>lion</td>
<td>lioness</td>
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<td>shepherdess</td>
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<td>poetess</td>
<td>conductor</td>
<td>conductress</td>
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<tr>
<td>actor</td>
<td>actress</td>
<td>instructor</td>
<td>instructress</td>
</tr>
<tr>
<td>hunter</td>
<td>huntress</td>
<td>tiger</td>
<td>tigress</td>
</tr>
<tr>
<td>negro</td>
<td>negress</td>
<td>waiter</td>
<td>waitress</td>
</tr>
<tr>
<td>traitor</td>
<td>traitress</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Some common verbs and their nouns:**

<table>
<thead>
<tr>
<th>Verb</th>
<th>Noun</th>
<th>Verb</th>
<th>Noun</th>
</tr>
</thead>
<tbody>
<tr>
<td>achieve</td>
<td>achievement</td>
<td>drip</td>
<td>drop</td>
</tr>
<tr>
<td>add</td>
<td>addition</td>
<td>draw</td>
<td>drawer</td>
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<tr>
<td>admit</td>
<td>admission</td>
<td>drive</td>
<td>driver</td>
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<td>advise</td>
<td>advisor/advice</td>
<td>elect</td>
<td>election</td>
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<td>agree</td>
<td>agreement</td>
<td>employ</td>
<td>employment</td>
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<tr>
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<td>allotment</td>
<td>enjoy</td>
<td>enjoyment</td>
</tr>
<tr>
<td>appoint</td>
<td>appointment</td>
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<td>food</td>
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<td>approve</td>
<td>approval</td>
<td>float</td>
<td>fleet</td>
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<tr>
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<td>arrangement</td>
<td>flow</td>
<td>flood</td>
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<tr>
<td>arrive</td>
<td>arrival</td>
<td>give</td>
<td>gift</td>
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<tr>
<td>astonish</td>
<td>astonishment</td>
<td>go</td>
<td>gait</td>
</tr>
<tr>
<td>bathe</td>
<td>bath</td>
<td>grieve</td>
<td>grief</td>
</tr>
</tbody>
</table>
bear | birth | grow | growth  
begin | beginning | invite | invitation | 
behave | behaviour | laugh | laughter  
believe | belief | live | life  
bleed | blood | lose | loss  
bless | blessing | marry | marriage  
breathe | breath | meet | meeting  
bury | burrial | object | objection  
choose | choice | propose | proposal  
clothe | cloth | prove | proof  
collect | collection | punish | punishment  
congratulate | congratulation | remove | removal  
connect | connection | run | race  
deceive | decision | see | sight  
destroy | destruction | sing | song  
develop | development | sit | seat  
die | death | solve | solution  
dine | dinner | speak | speech  
divide | division | strengthen | strength  
strike | stroke | thieve | theft  
succeed | success | think | thought  
tell | tale | translate | translation

**PRONOUN**

A pronoun is a word, used instead of a noun. It is generally used to avoid repetition of the noun. For example:

Afshan was absent because she was ill. Razzaq did not play because he was injured. My parents arrived yesterday. They arrived a day too late.

You are a doctor.

I am a teacher.

It will be seen that a pronoun is of the same number, person and gender as the noun for which it stands.

There are seven kinds of pronouns:

1. Personal pronoun  
2. Relative pronoun  
3. Indefinite pronoun  
4. Reflexive pronoun
5. Demonstrative pronoun  
6. Interrogative pronoun  
7. Distributive pronoun

We shall discuss only the first two because they are more important and more widely used kinds of pronouns.

**PERSONAL PRONOUN**

Stands for three persons:
1. The person speaking, (i.e. First person)
2. The person spoken to, (i.e. The second person)
3. The person spoken of, (i.e. The third person)

Different forms of the personal pronouns are given below:

- **FIRST PERSON**

<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominative</td>
<td>I</td>
</tr>
<tr>
<td>Possessive</td>
<td>my, mine</td>
</tr>
<tr>
<td>Accusative</td>
<td>me</td>
</tr>
</tbody>
</table>

- **SECOND PERSON**

<table>
<thead>
<tr>
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<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominative</td>
<td>you</td>
</tr>
<tr>
<td>Possessive</td>
<td>your, yours</td>
</tr>
<tr>
<td>Accusative</td>
<td>you</td>
</tr>
</tbody>
</table>

- **THIRD PERSON**

<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominative</td>
<td>he, she, it</td>
</tr>
<tr>
<td>Possessive</td>
<td>his, her, hers, it, its</td>
</tr>
<tr>
<td>Accusative</td>
<td>him, her, its</td>
</tr>
</tbody>
</table>

**Examples**

**First Person**

I am young.  
This is my book.  
This book is mine.  
He was talking of me.

We are young.  
This is our book.  
This book is ours.  
He was talking of us.
Second Person

You are young.  
This is your book.  
This book is yours.  
He was talking of you.

You are young.  
This is your book.  
This book is yours.  
He was talking of you.

Third Person

He/She/It is young.  
This is his/her book.  
This book is his/hers.  
He was talking of him/her/it.

They are young.  
These are their books.  
These books are theirs.  
He was talking of them.

RELATIVE PRONOUN

A relative pronoun is a word that works as a conjunction as well as a pronoun.

These words are:
who, whose, whom, which, that

Examples

He is the young man who saved my life.
He is a boy whose father is a lawyer.
She is the girl whom I met in Lahore.
The story, which appeared in the daily Dawn, was written by Aslam.
This is the only thing that I can do for you.

EXERCISE

Write the correct form of personal pronoun in the following sentences.

1. Naureen and ______ were present.  
   (I, me)
2. It was Salma ______ called on you.  
   (who, whom)
3. It might have been ______.  
   (he, him)
4. You are taller than ______.  
   (he, him)
5. He is a better batsman than ______.  
   (we, us)
6. Is that Shilla? Yes, it is ______.  
   (she, her)
7. Nobody but ______ was absent.  
   (she, her)
8. She and ______ are good friends.  
   (I, me)
9. Your pen writes better than _______.  (her, hers)
10. These books are not _______.  (her, hers)
11. He lost his bat and we _______.  (our, ours)
12. The bike which has been stolen is not _______.  (his, him)

**ADJECTIVE**

An adjective is a word used to add to the meaning of a noun or a pronoun. It describes or points out a person, an animal, a place or a thing which the noun names or tells.

**Examples:**

She is a pretty girl.  He is a lazy boy.
I gave her two pencils.  The team has had enough practice.
They showed much patience.  He did not eat any bread.
Most Pakistanis like cricket.  This is a Pakistani cloth.

**EXERCISE**

**Supply suitable adjectives in the following sentences.**

1. The _______ man does not have a place to live.
2. He is a/an _______ child.
3. This is a/an _______ book.
4. Karachi is a/an _______ city.
5. A hand has _______ fingers.
6. _______ men must die.
7. I have not eaten _______ meat.
8. There are not _______ plates on the table.
9. _______ mangoes are sour.
10. I like _______ jersies.

**THE COMPARISON OF ADJECTIVE**

Some adjectives describe the quality of an object in three different ways:

1. The positive degree  2. The comparative degree
3. The superlative degree

**The Positive Degree**

The positive degree shows the quality of an object without reference to any other, e.g:

- He is a rich man.
- He is a bad man.
- He is an honest man.
The Comparative Degree

The comparative degree compares the degree of the quality of an object with the degree of the same quality of another, e.g:

- He is richer than his brother.  
- He is worse than his brother.
- He is more honest than his brother.

The Superlative Degree

The superlative degree shows the highest degree of the quality with reference to all other things of the same class, e.g:

- He is the richest man in the family.  
- He is the worst man in the family.
- He is the most honest man in the family.

EXERCISE

Use the correct form of the adjective in the following sentences.

1. She is ________ than I.  
   (pretty)
2. My father is ________ than Ali’s father.  
   (old)
3. My father is the ________ man in town.  
   (rich)
4. Your composition is the ________ of all.  
   (bad)
5. She is ________ than her sister.  
   (beautiful)
6. This is the ________ tree in the garden.  
   (tall)
7. He was carrying the ________ load of all.  
   (heavy)
8. The water of this well is ________.  
   (sweet)
9. She is a ________ woman.  
   (wise)
10. This is the ________ question of all.  
    (difficult)
11. Prevention is ________ than cure.  
    (good)
12. She is ________ than her elder sister.  
    (wise)
13. He is the ________ of all the brothers.  
    (tall)
14. She is the ________ girl I have ever seen.  
    (sweet)

There are some comparatives which are followed by to instead of than:

1. She is senior to me.  
2. I am junior to her.
3. This pen is superior to that.  
4. This painting is inferior to that.

The Correct Use of Some Adjectives

some, any: Some is used to express quantity or degree in affirmative sentences and any in negative or interrogative sentences.
1. You have bought some apples. 2. You have not bought any apples.
3. Have you bought any apples?

**each, every:** Each is used in speaking of two or more things when the number is limited and definite. Every is used only in speaking of more than two when the number is indefinite.

1. I stayed in Naran for three days, and it rained each day.
2. Each of the two sisters has pens.
3. This magazine is published every year.

**little, a little, the little:** Little means hardly any and, therefore, has a negative meaning. A little means some, though not much. It has a positive meaning. The little means not much, but all that is.

1. Naureen has little chance of recovery. (hardly any)
2. Her mother has a little chance of recovery.
3. The doctors must avail themselves of the little chance of recovery that he has.

**few, a few, the few:** Few means hardly any. It has a negative meaning. A few means some. It has a positive meaning. The few means not many, but all these are.

1. I am unlucky that I have few friends. (i.e. hardly any)
2. She is lucky as she has a few friends.
3. The few friends she has, are very influential.

**Articles**

*A, an and the* are called articles. Articles are of two kinds:

**The Indefinite Article**

*A* and *an* are the two indefinite articles. *A* is used before the word beginning with a consonant sound, and *an* with the word beginning with a vowel sound. The indefinite articles can be used only with the things that can be counted.

1. This is a table.
2. The boy is sitting on a chair.
3. She is eating an apple.
4. A cat eats meat.

**The Definite Article**

*The* is called definite article. It is used:

i) **When we speak of a particular person or a thing.**

1. He has gone to the canal for a walk.
2. She went to the club an hour ago.
3. The book, he wants, is out of print.

ii) **When a singular noun represents a whole class.**

1. The dog is a faithful animal.
2. The rose is a sweet flower.
iii) With the names of rivers, seas, oceans, groups of islands and mountain ranges.
   1. The Indus is the longest river in Pakistan.
   2. The West Indies is known for great crickets.
   3. The Indian Ocean lies to the south of India.
   4. Mount Everest is one of the peaks of the Himalayas.

iv) Before the names of books and newspapers.
   1. The Dawn is published from Karachi.
   2. The Muslims follow the teachings of the Holy Quran.

v) Before common names which are names of unique things.
   1. The moon shines in the sky.

Exercise

Use a, an or the where necessary:

1. _______ cat is a loving animal.  
2. _______ table is made of wood.
3. _______ child drinks milk.  
4. We eat rice with _______ spoon.
5. _______ mango has _______ sweet taste.  
6. I want _______ cup of coffee.
7. We write on _______ paper.  
8. Please give me _______ piece of paper.
9. _______ door of _______ room is broken.  
10. There is _______ chair in _______ corner.
11. We write with _______ pen.  
12. We write _______ letter.
13. I like _______ butter.  
15. I am eating _______ piece of bread.

PREPOSITION

A preposition is a word placed before a noun or a pronoun to show in what relation the person or thing indicated by it stands in regard to something else:

1. He is fond of tea.  
2. He is ashamed of his behaviour.
3. He was angry with me.  
4. She was absent from the class.
5. Let us hope for the best.

Words Followed by Appropriate Preposition

1. Players must abide by the rules of the game.
2. He was absent from the class.
3. He was accused of theft.
4. You must act upon the advice of your teacher.
5. I agree with you in this matter.
6. She was angry at my behaviour.
7. They were angry with me.
8. He will appear before the judge.
9. The train arrived at the Lahore station in time.
10. You should be ashamed of your behaviour.
11. She assured me of her help.
12. He was not aware of my difficulties.
13. The children were begging for alms.
15. These books belong to her.
16. A son was born to her.
17. He was born in a rich family.
18. He does not care for me.
19. He is very careful about his health.
20. The teacher made a complaint against his son.
21. He has no confidence in his parents.
22. She was confident of her success.
23. She congratulated me on my success.
24. He is not conscious of his weakness.
25. They have no control over their son.
26. Pakistan is very dear to us.
27. The whole family depends on her for its living.
28. This letter was delivered to me only yesterday.
29. He died of cancer.
30. We should always be prepared to die for our country.
31. I could not dream of these comforts.
32. He is eligible for this post.
33. She was engaged to a rich man.
34. He is entitled to these facilities.
35. This angle is equal to that.
36. Pinky failed in mathematics.
37. We must have faith in Allah.
38. They are faithful to her.
39. Lahore is famous for its historical buildings.
40. I feel for the poor.
41. We must fight for the basic human rights.
42. Fill in the blanks with the suitable prepositions.
43. The police opened fire at the demonstrators.
44. She is fond of reading novels.
45. Please forgive him for his misbehaviour.
46. The basket was full of flowers.
47. She was glad at her success.
48. I am grateful to you for your kindness.
49. I was grieved at his loss.
50. He was guilty of stealing.
51. What has happened to him?
52. I was sorry to hear about his sad death.
53. We must always hope for the best.
54. There is hardly any hope of her recovery from her illness.
55. She is not ignorant of her shortcomings.
56. She is incapable of doing any harm to anybody.
57. I am inclined to believe her.
58. Her name was not included in the list of prize winners.
59. She is indebted to Shabana for her guidance.
60. He is indifferent to all kinds of advice.
61. They were informed of my expected arrival.
62. Smoking is injurious to health.
63. She takes no interest in studies.
64. Her mother had an interview with the Principal.
65. You are very intimate with him.
66. She introduced me to her friends.
67. She invited her friends to her wedding.
68. Do not be jealous of others.
69. He is junior to me in age.
70. Hard work is the key to success.
71. We must be kind to children.
72. I knocked at the door several times.
73. Do not laugh at anybody.
74. This road leads to the Shalimar Garden.
75. She delivered a lecture on interior decoration.
76. She has a special liking for this dish.
77. Please listen to me.
78. He is loyal to the country.
79. This chair is made of wood.
80. She was married to her cousin.
81. He is negligent in his work.
82. He did not object to my proposal.
83. I am obliged to you for your help.
84. This is a good opportunity for him.
85. They are opposed to each other.
86. These lines are parallel to each other.
87. He will not part with his wealth.
88. Women are very particular about their dress.
89. You must be patient with the patient.
90. You must have pity for the poor.
91. He is polite in his behaviour to others.
92. She is very popular with her pupils.
93. We should pray to Allah for success.
94. I prefer to walk instead of going by bus.
95. We should be prepared for the worst.
96. The headmaster presented books to the Chief Guest.
97. She takes pride in her work.
98. He has made a lot of progress in his studies.
99. It is not proper for you to behave in this manner.
100. He is proud of his scholarship.
101. He was punished for stealing.
102. I hope he will recover from his illness rapidly.
103. The matter was referred to the headmaster.
104. I have great regard for your feelings.
105. I am related to her.
106. He always relies on his own efforts.
107. He sent a reply to my letter after a long time.
108. He got four seats reserved for us in the Tezgam.
109. He has no respect for his elders.
110. He will retire from service next year.
111. I am satisfied with her progress in the class.
112. Please send for the doctor immediately.
113. I was shocked at the news of the accident.
114. I am sorry for what I have done.
115. This building is not suitable for residence.
116. She is sure of her success.
117. I am surprised at your behaviour.
118. We sympathise with you in your bereavement.
119. I have no taste for music.
120. I am thankful to you for your kindness.
121. Trust in Allah and do the right.
122. He is unfit for this job.
123. She is weak in mathematics.
124. What do you wish for?
125. He works in this office.

VERB

A verb is a word that tells or says something about a person or thing. We cannot make a sentence without a verb. It is, therefore, the most important word in a sentence. For example:
Roshana takes her meals in the afternoon.
The sun rises in the east.
She has learnt her lesson.
Girls were singing.
He speaks the truth.

A verb may refer to:
1. Present time  2. Past time  3. Future time
   • A verb that refers to the present time is said to be in the Present tense.
   • A verb that refers to the past time is said to be in the Past tense.
   • A verb that refers to the future time is said to be in the Future tense.

PRESENT TENSE

Present tense has four forms:
a) **Present Indefinite:**

Present indefinite tense is used to express general statement and to describe acts that are habitual or usual.

**Examples:**
1. It *rains* in winter.  
2. They *work* hard all day.  
3. The sun *sets* in the west.  
4. I *do not take* my meals at night.  
5. *Do you go* to school everyday?

b) **Present Continuous:**

Present continuous tense describes an action that is taking place at the time of speaking.

**Examples:**
1. It is *raining*.  
2. The boys are *doing* their home task.  
3. The girls are *playing* net ball.  
4. Are they *sitting* idle?

**EXERCISE**

**Put the verbs in the correct form of the present tense (indefinite or continuous).**

1. She *love* her cat very much.  
2. He *go* to school everyday.  
3. It *rain* at present.  
4. They *take* tea every morning.  
5. Good students always *work* hard.  
6. The earth *revolve* around the sun.  
7. She *learn* French at present.  
8. They *not do* their work regularly.  
9. Shahida *sing* a sad song today.  
10. They always *come* back home late.  
11. She *speak* English now.  
12. She *speak* English quite well.  
13. The baby *cry* for milk now.  
14. They *go* to sleep at ten.  
15. He *not keep* me waiting.

Present continuous tense is also used to announce a future event which is already arranged:

1. She is *leaving* for London tomorrow.  
2. They are *coming* to dinner on Sunday.  
3. He is *coming* back next week.

**The following verbs are not generally used in the continuous form:**

see, hear, smell, taste, notice, recognize, remember, recollect, forget, know, understand, believe, feel (that), think (that), suppose, mean, gather (that), want, wish, desire, refuse, forgive, care, matter, own, love, hate, dislike, seem, appear, possess, consist of

c) **Present Perfect:**

Present perfect tense is used to indicate an action that has completed by a given time.
or to connect a completed action with the present.

**Examples:**
1. I have read the two books.  
2. She has not sent him back.  
3. They have lived in this house for ten years.  
4. I have known him for a long time.

d) **Present Perfect Continuous:**
Present perfect continuous tense is used to indicate an action that began in the past and is still continuing.

**Examples:**
1. She has been playing the piano since 2 o'clock.  
2. I have been waiting here for two hours.  
3. The packet has been lying there since morning.

The words *since* and *for* are commonly used with the present perfect and present perfect continuous tenses. *Since* is used to indicate the point of time when the action began and *for* to indicate the period of time lasted up now.

**EXERCISE**
Put the verbs in the correct form of the present perfect or present perfect continuous tense.

1. I already (take) three cups of coffee.  
2. I (not see) you since Monday.  
3. My brother (not write) to me for ten years.  
4. She (learn) French for over two years.  
5. The book (lie) on the table for weeks.  
6. He (not speak) to me since March.  
7. She (sleep) since morning.  
8. How long you (wait) here?  
9. He (stand) in the sun for an hour.  
10. She (work) in this office for seven years.  
11. They (not eat) anything since morning.  
12. They already (do) their home task.  
13. I already (post) the letter.  
14. The fire (burn) at night for two hours.  
15. You (rest) since morning.

**PAST TENSE**
Past tense has four forms:

a) **Past Indefinite:**
Past indefinite tense is used to indicate a single act or an action in the past.

1. I had a cup of tea in the morning.  
2. She went to school an hour ago.  
3. Quaid-e-Azam worked very hard.  
4. He sold newspapers for living.  
5. She shut the door softly.
b) **Past Continuous:**  
Past continuous tense represents an action which was going on at some point in the past.  
1. She **was doing** her home task when the guests arrived.  
2. I **was reading** a book when the bell rang.  
3. They **were going** to school when the storm broke.  

**EXERCISE**  
**Put the verbs in brackets in the correct form of the past tense (indefinite or continuous).**  
1. It (begin) to rain an hour ago.  
2. How long ago you (come) here?  
3. She (not hear) any noise.  
4. He (ride) a bike when he (meet) an accident.  
5. He (leave) twenty minutes ago.  
6. I (go) to airport when I (see) her.  
7. The light (go out) when we (have) dinner.  
8. She (sing) a song when I (enter) the room.  
9. I (meet) her in the plane.  
10. I (make) tea when the door bell (ring).  
11. He (not reply) to my letter.  
12. I (buy) this motor bike only a month ago.  
13. I (not listen) when you (talk).  
14. The farmer (plough) the field when it (start) raining.  
15. The bus (move) while I (board) it.  

c) **Past Perfect:**  
Past perfect tense is used to describe an action completed at some point in the past.  
1. I **had left** the house before it started raining.  
2. They **had taken** their meals before the guests arrived.  

d) **Past Perfect Continuous:**  
Past perfect continuous tense is used to describe an action which had been going on for some time and finished at some definite time in the past.  
1. She **had been working** since morning.  
2. It **had been raining** since last night.  
3. They **had been playing** cards for six hours.  
4. He **had been coming** here since 1970.
5. She had been visiting Europe since childhood.

**EXERCISE**

Put the verbs in brackets in the correct form either past perfect tense or past perfect continuous tense.

1. After you (leave) I went to sleep.
2. They (take) their breakfast after they had washed their hands.
3. I (work) on this assignment for a month.
4. Ali (prepare) for his examination since October.
5. She (ask) why we had wanted to leave early.
6. I asked her what places she (visit) in Europe.
7. The sun (not rise) before we were ready to leave.
8. I had never seen snow before I (go) to Murree.
9. Aslam (swim) for three hours.
10. The bus (stop) before we stepped out.

**FUTURE TENSE**

Future tense has four forms:

a) **Future Indefinite:**
   - Future indefinite tense is used to describe a single act that is yet to take place.
   1. They will leave for London tomorrow.
   2. The court will give its verdict on Thursday next.
   3. I shall see him next Monday.

b) **Future Continuous:**
   - Future continuous tense is used to describe an action as going on at some point in future time.
   1. She will be taking her lesson in music in the morning.
   2. I shall be reading the paper then.
   3. They shall be playing hockey at that time.

**EXERCISE**

Put the verbs in brackets in the correct form of the future tense (indefinite or continuous).

1. You (no understand) it.  
2. This watch (not cost) very much.
3. She (work) hard for the competition.  
4. I (finish) this exercise in an hour's time.
5. I (not have) much money.  
6. What you (do) at four?
7. They (travel) all night.  
8. I (wait) for you at the usual time.
9. She (learn) her lesson in French in the morning.
c) **Future Perfect:**
Future perfect tense is used to describe an action that will be finished by a certain future date.
1. I shall have finished writing this novel by June next year.
2. She will have stopped taking this medicine by March next.
3. They will have left Pakistan before the end of the year.

d) **Future Perfect Continuous:**
Future perfect continuous tense is used to describe an action which has been going on continuously and has yet to be completed in the future.
1. By the next March, I shall have been working on this project for ten years.
2. By October next, I shall have been teaching at this college for twenty years. (this tense however, is not often used)

**EXERCISE**
Put the verbs in brackets in the correct form either future perfect tense or future perfect continuous tense.
1. She (finish) her work before the guests arrive.
2. They (write) their exercise by the time the teacher arrives.
3. She (return) from the tour of Europe by the middle of December next.
4. The farmers (reap) the harvest before the rains.
5. These mangoes (reach) the market by April.
6. I (read) all the novels of Golding by the end of summer vacation.
7. The meeting (end) by the time we gather.
8. I hope it (stop) raining by the evening.
9. She (take) her examination by the next fall.
10. They (complete) their work by tomorrow.

**With Time Conjunction**
Present perfect tense is used instead of future perfect tense.
1. I shall wait here until you have finished your work.
2. I cannot do anything until I have taken my lunch.
3. I shall take you around the fields when you have taken some rest.

**ACTIVE AND PASSIVE VOICE**
Voice is that form of a verb which shows whether the subject does something or has something done to it. There are two voices in the English language: Active voice and Passive voice.
**Active Voice:**
A verb is in the active voice when its subject does something.
1. Khurshid (subject) helps Naushaba (object).
2. The driver (subject) opened the door of the car (object).
3. The boy (subject) makes the picture (object).

**Passive Voice:**
A verb is in the passive voice when something is done to its subject.
1. Naushaba is helped by Khurshid.
2. The door of the car was opened by the driver.
3. The picture is made by the boy.

We see that the following changes take place when a sentence is changed from the active into passive voice.

i) The subject becomes the object and the object becomes the subject.

ii) The principal verb is changed into the past participle (if it is not already in that form) and is preceded by some form of the verb be.

iii) The preposition by is placed before the object.

**Following is a list of the sentences (in various tenses) changed from the active into the passive voice:**
1. The mother loves the children.
   The children are loved by the mother.  \( \text{present indefinite tense} \)
2. They are buying this house.
   This house is being bought by them.  \( \text{present continuous} \)
3. She has not beaten the dog.
   The dog has not been beaten by her.  \( \text{present perfect} \)
4. She bought five video films.
   Five video films were bought by her.  \( \text{past indefinite} \)
5. She gave me five films.
   I was given five films by her.  \( \text{past continuous} \)
6. Why did she write such a letter?
   Why was such a letter written by her?  \( \text{past perfect} \)
7. She was teaching the students.
   The students were being taught by her.  \( \text{past continuous} \)
8. They had gained nothing.
   Nothing had been gained by them.  \( \text{past perfect} \)
9. He will write a letter.
   A letter will be written by him. (future indefinite)
10. We shall have killed the snake.
    The snake will have been killed by us. (future perfect)
    Sentences in the present perfect continuous, past perfect continuous and future
    perfect continuous are not changed into the Passive voice.

EXERCISE

Change the following sentences into passive voice.

1. She likes apples.
2. The boy is climbing the wall.
3. We did not hear a sound.
4. They have bought a horse.
5. The Board has given me a gold medal.
6. He praised the boy for his courage.
7. The teacher was helping the students.
8. Why were they beating the boy?
9. They have not done their job.
10. A car ran over an old man.
11. He will give you a box of chocolates.
12. He had told me to do it.
13. They had not done their home task.
14. We shall have finished our work by March next.
15. He took away my books.
16. The sudden noise frightened the child.
17. We use milk for making cheese.
18. Why is he mending the chair?
19. The doctor asked her to stay in bed.
20. They caught the thief.

ADVERB

An adverb is a word which qualifies (or adds to) the meaning of a verb, an adjective
or another adverb.

1. She was walking slowly.
2. You are a very clever boy.
3. She was walking quite slowly.

Adverbs are of three kinds:

Adverbs of Manner
1. She was walking slowly.
2. He was reading clearly.
3. They fought bravely.
4. Do not walk so fast.

Adverbs of Place
1. They followed her everywhere.
2. Where are you going?

Adverbs of Time
1. When will you learn to do it?
2. Sheila sang at the concert on Sunday.
3. The book was not available then.

The three adverbs in one sentence are placed in the following sequence:
Sheila sang **beautifully** *(adverb of manner)* at the **concert** *(adverb of place)* on **Sunday** *(adverb of time)*.

**CONJUNCTION**

A conjunction is a word which is used merely to join together sentences and sometime words.

1. She is a doctor **and** her brother is an engineer.
2. He is poor **but** honest.
3. Roshana **and** Naushaba are good singers.
4. He must get a good job **or** he will run away.
5. Two **and** two make four.

**Some conjunctions are used in pairs.**

6. **Neither** she **nor** her mother is present in the house.
7. **Either** he is a fool **or** a knave.
8. **Both** Aslam **and** Akram respect their teacher.
9. She does not care **whether** you eat **or** not.
10. He is **not only** a brother to me **but also** a friend.
11. No sooner did he leave the house **than** it started raining.
12. **As** you sow, **so** shall you reap.

**Some compound expressions are also used as conjunctions.**

1. He saved a lot of money **so that** his sons would lead a prosperous life.
2. Adnan **as well as** his friends was in the class.
3. He should be employed **provided that** he fulfills the basic qualifications.
4. He will be readmitted **on condition that** he submits a written apology.
5. She looks **as if** she was ill.

**INTERJECTION**

An interjection is a word which is used to express sudden feeling or emotion.

1. **Hurray!** We have won the match.
2. **Alas!** He is no more.
3. **Oh!** You gave me shivers.
4. **Hush!** Do not make a noise.
5. **Hello!** What are you doing there?

**Some groups of words are also used as interjections.**

- **Ah me!** For shame! **Good heavens!** Well done!
DIRECT AND INDIRECT SPEECH

We can report the words of a speaker in two ways:

1. She said, “I am doing my home task now.”
2. She said that she was doing her home task then.

The first way of reporting the speaker's words is called Direct Speech. While doing this we have reproduced the exact words of the speaker and put them in inverted commas.

The second way of reporting what the speaker has said is called the Indirect (Reported) Speech. While doing this we have made the following changes in the sentence.

1. Conjunction that has been placed before the reported speech. (Indirect statement)
2. Pronoun I has been changed into she.
3. Verb am has been changed into was.
4. Adverb now has been changed into then.

Rules for Changing Direct Speech into Indirect

1. **When the reporting verb is in the past tense.**
   a. A present indefinite becomes a past indefinite:
      
      He said, “I am not a thief.”                   (DIRECT)
      He said that he was not a thief.               (INDIRECT)

   b. A present continuous becomes a past continuous
      
      She said, “I am working hard.”               (DIRECT)
      She told that she was working hard.           (INDIRECT)

   c. A present perfect becomes a past perfect
      
      He said, “I have returned the books.”         (DIRECT)
      He said that he had returned the books.     (INDIRECT)

   d. A past indefinite changes into a past perfect
      
      She said, “The patient died in the hospital.”  (DIRECT)
      She said that the patient had died in the hospital. (INDIRECT)

   e. Will/Shall changes into would/should
      
      He said, “She will go there.”               (DIRECT)
      He said that she would go there.            (INDIRECT)

2. **Pronouns of the first and the second person change into third person pronouns.**
   However, if the person addressed reports the speech, second person change into first.

   She said, “I do not agree with you.”           (DIRECT)
   She said that she did not agree with him.    (INDIRECT)
   He said to the stranger, “I do not recognize you.” (DIRECT)
He told the stranger that he did not recognize him. (INDIRECT)
The teacher said to Mueen, “I have taught you and your sister.” (DIRECT)
The teacher told Mueen that he had taught him and his sister. (INDIRECT)
She said to me, “You are a lazy boy.” (DIRECT)
She told me that I was a lazy boy. (INDIRECT)

3. Words showing nearness change into words showing distance, as given below:

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<th>changes into</th>
<th>Word</th>
<th>changes into</th>
<th>Word</th>
</tr>
</thead>
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<td>that</td>
<td>now</td>
<td>then</td>
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<td>thus</td>
<td>so</td>
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</tr>
<tr>
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<td>tomorrow</td>
<td>the next day</td>
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<td>the day before</td>
<td>last night</td>
<td>the night before</td>
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<tr>
<td>ago</td>
<td>before</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EXERCISE

Change the following sentences into the indirect narration of speech.

1. She said, “I like clouds in the sky.”
2. He said, “I am unwell.”
3. He said to her, “I live in this building.”
4. They said, “Our teacher is on leave.”
5. Arif and Ayesha said to their mother, “We like mangoes.”
6. She said, “I am helping my mother in the kitchen.”
7. He said, “I am watering the plants in the garden.”
8. Afshan said, “I am sewing mother's shirt.”
9. He said, “They are not doing their duty well.”
10. He said to me, “You are not running very fast.”
11. They said, “We have done our duty.”
12. The teacher said to us, “You have not completed your drawing.”
13. She said, “They have not eaten their meals.”
14. The teacher said, “I have often told you to not play with fire.”
15. My brother said to me, “You have missed the point completely.”
16. He said, “I completed my drawing half an hour ago.”
17. She said, “I did not go to school yesterday.”
18. He said, “She sang a beautiful ghazal at the concert last night.”
19. She said, “He rang me up at twelve midnight.”
20. He said, “The boys did not put up a good show last night.”
21. She said, “I shall never do such a thing.”
22. Afshan said, “They will wait for us for an hour only.”
23. They said, “We shall never make a promise, we cannot fulfill.”
24. He said, “I shall explain this to you only if you listen to me with patience.”
25. He said, “I hope you will not repeat this mistake.”

4. **In reporting questions:**
   a. Beginning with a verb, we place whether or if after the object of the reporting verb; or if the answer to the question is 'Yes' or 'No', we use whether or if after the object of the reporting verb.
   b. Beginning with an interrogative word like what and why, we do not use any conjunction. However, the reporting verb is changed to asked, enquired, etc.

**Examples**

a. He said, “Will you listen to me?”
   He asked me whether I would listen to him.
   (Direct)                                 (Indirect)

b. She said, “Are you going to Lahore today?”
   She asked me whether I was going to Lahore that day.
   (Direct)                                 (Indirect)

c. He said, “Do you agree with me?”
   He asked me whether I agreed with him.
   (Direct)                                 (Indirect)

d. He said to me, “What are you looking for?”
   He asked me what I was looking for.
   (Direct)                                 (Indirect)

e. She said, “Where do you live?”
   She enquired of them where they lived.
   (Direct)                                 (Indirect)

f. He said, “How many chapters have you done already?”
   He enquired of him how many chapters he had done by that time.
   (Direct)                                 (Indirect)

**EXERCISE**

**Change the following sentences into indirect narration.**

1. She said, “Is this your book?”
2. He said, “Do you have any share in this firm?”
3. They said, “Have you ever visited Murree Hills?”
4. He said, “Aren't you ashamed of yourself?”
5. The teacher said, “Did you do your home task yesterday?”
6. The mother said, “Didn't I ask you not to go there?”
7. Rehana said, “Will you stop interfering in my work?”
8. The mother said, “Shall we invite the Qureshis also?”
9. Adnan said, “Had you left Karachi before writing this letter?”
10. The judge said, “Have you anything more to say?”
11. He said, “What do you want me to do?”
12. The mother said, “How did you fail in your examination?”
13. Raza said, “Where are you going?”
15. The teacher said, “Who is the author of this book?”
16. The stranger said, “Which is the way to the Shalimar Garden?”
17. The manager said, “How do you propose to solve this problem?”
18. The boy said, “What do you want me to do?”
19. The pupil said, “Where have I eased?”
20. The teacher said, “Who is next on the list?”

5. In Imperative sentences the mood of verb is changed into the infinitive and the reported speech is introduced by some verb expressing command or request i.e. tell, ask, order, request, beg, appeal, entreat, advise, etc.

   a. The referee said, “Quiet, please.” (Direct)
      The referee requested the spectators to be quiet. (Indirect)
   b. The teacher said, “Do not make a noise.” (Direct)
      The teacher asked the students not to make a noise. (Indirect)
   c. She said to me, “Tell the truth.” (Direct)
      She advised me to tell the truth. (Indirect)
   d. She said to me, “Please lend me your camera for a day.” (Direct)
      She requested me to lend her my camera for a day. (Indirect)
   e. Roshana said, “Let us finish our work first.” (Direct)
      Roshana proposed that they should finish their work first. (Indirect)

EXERCISE

Change the following into indirect narration.

1. He said to his sister, “Please say something.”
2. She said to her friends, “Please have dinner with me tomorrow at eight.”
3. The judge said, “Call the next witness.”
4. Farhan said to his uncle, “Please help me in getting some job.”
5. The doctor said to the patient, “Take complete rest and follow my directions.”
6. The teacher said to the pupil, “Read the paragraph and explain it in simple English.”
7. The mother said to her daughter, “Please tidy up your room.”
8. She said to me, “Do not waste your time in idle talk.”
9. The father said to his son, “Get up early in the morning and go for a walk.”
10. Afshan said, “Let us go for a picnic on Friday.”
11. He said to his friend, “Please lend me your bike for a day.”
12. He said to her, “Please fetch me a glass of water.”
13. The master said to the servant, “Go and fetch me a glass of milk.”
14. The father said to his son, “Do not leave this room without my permission.”
15. She said to them, “Let us not deceive ourselves.”
6. In sentences expressing sudden and strong feelings or emotions and wishes, the reported speech is introduced by some verb expressing exclamation or wish.
   a. He said, “Hurrah! We have won the match.”
      He exclaimed with joy that they had won the match.
   b. He said, “Alas! I am ruined.”
      He exclaimed sadly that he was ruined.
   c. He said, “May Allah help me do my duty.”
      He prayed that Allah might help him do his duty.
EXERCISE
   Change the following into the indirect form of narration.
   1. She said to her father, “May you live long!”
   2. She said, “May you prosper!”
   3. The mother said to her daughter, “May Allah bless you with a son!”
   4. She said, “Would that my father were alive!”
   5. The mother said to her son, “May you return successful!”
   6. She said, “What a beautiful piece of art!”
   7. He said, “How well she sings!”
   8. He said, “Alas! We cannot defeat our enemies.”
   9. She said, “What a pity you missed that function!”
   10. He said, “Hurrah! I have won the medal.”
7. If the reporting verb is in the Present indefinite, Present perfect or Future indefinite tense the reported speech retains the same tense as used by the speaker. The pronouns, however, change as usual.
   a. She says, “I hope I am not late.” (Direct)
      She says that she hopes she is not late. (Indirect)
   b. He says, “I want to speak to you.” (Direct)
      He says that he wants to speak to him. (Indirect)
   c. You have said, “They are waiting outside.” (Direct)
      You have said that they are waiting outside. (Indirect)
d. You will say, “She is cranky.” (Direct)  You will say that she is cranky. (Indirect)

EXERCISE

Change the following into the indirect form of narration.

1. They say, “We have done our duty.”
2. She says, “We have shifted to another house.”
3. The teacher will say, “You have done your work very well.”
4. He says, “She has written me a very encouraging letter.”
5. She says, “We love and respect our neighbours very much.”
6. She has said, “She is ready to accompany us to Karachi.”
7. He says, “I have not heard the latest news about her.”
8. The doctor says, “The patient is still in a state of coma.”
9. The teacher says, “She has always been a good student.”
10. She will say, “He did not come up to my expectations.”

PAIR OF WORDS

1. affect: This incident did not affect his health.
   effect: It did not have any effect on him.
2. advice: He gave me a good piece of advice.
   advise: He advised me not to miss my classes.
3. alter: We cannot force her to alter her mind.
   altar: People brought the animals to the altar for sacrifice.
4. altogether: It is altogether wrong to say that she came here yesterday.
   all together: They went to watch the movie all together.
5. angel: Allah sent His message through angels.
   angle: A triangle has three angles.
6. bale: There were a large number of bales of cotton in the room.
   bail: His application for bail was not accepted by the magistrate.
7. bare: Do not walk barefooted on the ground.
   bear: I saw a bear in the zoo.
8. berth: I reserved a berth in the Shalimar train.
   birth: What is your date of birth?
9. beside: Adnan is sitting beside Asif.
   besides: Besides writing, I have to learn it by heart.
10. brake: The brakes of the cycle failed on the way.
break: Handle it carefully otherwise it may break.
cold: It is cold outside.
cloth: Samina bought some cloth from the market.
clothes: Saira is wearing colourful clothes.
cell: The prisoner was brought out of the cell.
sell: They sell school books.
compare: Can he compare himself with Faiz?
contrast: There is a contrast in what he says and what he does.
device: Zakat is a good device to help the poor.
devise: We must devise ways and means to help the needy.
denied: He denied having told a lie.
refused: Naila refused to help Najma in the hour of need.
diary: What are you writing in your diary?
dairy: Hanif brought milk from the dairy.
dew: Dew drops fell at night.
due: He could not come to school due to illness.
die: Heroes never die.
dye: Please dye my shirt.
dose: Have you taken a dose of this medicine?
doze: It is not right to say that I doze in class.
droop: Branches of the plants droop in summer.
drop: Give me a drop of water.
elder: Arif is my elder brother.
older: Lahore is an older city than Islamabad.
eligible: He is eligible for the post of a clerk.
illegible: Farah's hand writing is illegible.
except: Everybody was present except Tahir.
accept: Accept my congratulations on your success.
expect: I expect to get good marks in the coming examination.
hope: We should never lose hope.
feet: A cat has four feet.
feat: We saw feats of animals in the circus.
27. flour: We make bread from flour.
   floor: The floor of this room is very dirty.
28. fair: Her complexion is fair. OR We must play fair.
   fare: Sometimes passengers do not pay fare to the conductor.
29. foul: We should not use foul language.
   fowl: Fowls are kept in cages.
30. gate: Children were standing at the gate of their school.
   gait: She walks with a different gait.
31. gaol: The prisoner was sent to the gaol.
   goal: He is advancing towards his goal steadily.
32. heel: The heel of this shoe is too high for me.
   heal: The wound will heal soon.
33. healthy: A healthy man can enjoy life.
   healthful: Milk is healthful for our body.
34. idle: Do not waste your time by sitting idle.
   idol: The Hindus worship idols.
35. invent: Marcony invented radio.
   discover: Columbus discovered America.
36. ice: People use ice in summer.
   snow: Snow is falling on the mountains.
37. loose: It is a fashion to wear loose shirts.
   lose: Do not lose courage.
38. lesson: The first lesson of our book is easy.
   lessen: Please lessen the speed of the car.
39. letter: I have written a letter to my friend.
   latter: Of wealth and health, the latter is the more important.
40. liar: Akbar is a liar. He always tells lies.
   lawyer: I want to become a lawyer.
41. lovely: The rose is a lovely flower.
   lovable: She is nice and lovable.
42. medal: Atif has won a silver medal.
   meddle: Do not meddle in other people's affairs.
43. meet: My friend came to meet me at the airport.
   meat: I like to eat meat.
44. **metal**: Gold is an expensive metal.
45. **mettle**: The Pakistanis have yet to show their mettle.
46. **marry**: Kamal is going to marry Najma.
47. **merry**: They are making merry.
48. **miner**: He is a miner.
49. **minor**: The problem is a minor one. We can solve it easily.
50. **necessity**: Bread is the basic necessity of our lives.
51. **necessary**: It is necessary for the students to do their homework.
52. **observation**: Uzma has quick observation.
53. **observance**: Observance of laws is necessary for every citizen.
54. **prophet**: Hazrat Muhammad (P.B.U.H) is the last Prophet.
55. **profit**: He made a huge profit in this business last year.
56. **populous**: China is a populous country.
57. **popular**: Yasmin is very popular among her friends.
58. **principal**: The principal of our college is very kind.
59. **principle**: Quaid-e-Azam was a man of principles.
60. **piece**: Give me a piece of chalk.
61. **peace**: Let me do my work in peace.
62. **prey**: The hunter ran after his prey.
63. **pray**: I shall pray to Allah for your success.
64. **people**: People of Pakistan love their country.
65. **peoples**: Representatives of different peoples were present in the meeting.
66. **pore**: There are many pores in our body.
67. **pour**: Pour some tea into this cup.
68. **quiet**: Can’t you keep quiet?
69. **quite**: Your answer is quite right.
70. **respectable**: Nayab belongs to a respectable family.
71. **respectful**: Ahmad is respectful to his elders.
72. **rein**: The horse man pulled the reins of the horse.
73. **rain**: It has been raining since morning.
74. **rob**: The robbers threatened the woman and robbed her money.
75. **steal**: Sajida’s jewellery was stolen by the thief.
76. **role**: His role in the play was quite difficult.
77. **roll**: His name was at the top in the roll call.
61. **root**: This plant has delicate roots.
62. **route**: This is the shortest route to our school.
63. **story**: It is not a true story.
64. **storey**: We live on the first storey of this house.
65. **sink**: The ship is sinking.
   **drown**: The man is being drowned.
66. **stationary**: The earth is not stationary.
   **stationery**: Farid brought some exercise books from the stationery shop.
67. **sole**: The sole of this shoe is very hard.
   **soul**: Fifty souls were lost in a road accident. OR May his soul rest in peace.
68. **scene**: She has painted beautiful scenes of rural life.
   **seen**: I have seen her after a long time.
69. **teach**: Mr. Junaid teaches us English.
   **learn**: We learn English from Mr. Junaid.
70. **team**: Our cricket team won the match.
   **teem**: This well teems with insects.
71. **urbane**: Her manners are fine and urbane.
   **urban**: They do not have any urban property.
72. **vain**: The thirsty crow searched for water everywhere but all in vain.
   **vein**: Our body has countless veins.
73. **vale**: The vale of Kashmir is famous for its beauty.
   **veil**: She covered her face with a veil.
74. **wine**: The Muslims are not allowed to drink wine.
   **vine**: They went to a vineyard to eat grapes.
75. **waste**: Do not waste your money on idle pursuits.
   **waist**: His waist disappeared in the water while crossing the stream.
76. **write**: Can you write a letter in English?
   **right**: It is not right to call others names.
77. **wave**: The waves of the sea followed one another silently.
   **waive**: The age limit was waived in favour of the candidates.
78. **way**: Can you tell me the way to the Allama Iqbal’s tomb?
   **weigh**: She weighs only a hundred pounds.
79. **weak**: He is very weak in mathematics.
   **week**: Seven days make a week.
### Vocabulary

*(Oblique lines (/) indicate syllables)*

#### A. Animals, Beasts, Birds and Reptiles, etc.

<table>
<thead>
<tr>
<th>ant</th>
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<td>ea/gle</td>
<td>pi/geon</td>
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<td>fire/fly</td>
<td>quail</td>
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<td>flea</td>
<td>scor/pion</td>
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<td>goose</td>
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<td>grass/hop/per</td>
<td>spi/der</td>
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#### B. Buildings

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<td>la/trine</td>
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### C. Kitchen Utensils and Household Articles

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### D. Tools, etc.

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### E. Fruits, Vegetables and Spices

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<td>المكسرات</td>
<td>Nuts/Monkeys</td>
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<tr>
<td>الخضروات</td>
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<td>الكبد</td>
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### F. Diseases

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### G. Parts of Human Body

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184
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### H. Geographical Terms

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### I. Geographical Names

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### J. Trades and Professions

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<td>cob/bler</td>
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<td>dy/cer</td>
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<td>وادی/طوس</td>
<td>ریت/سیر</td>
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<td>pick/pocket</td>
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K. Some Expressive Words and Phrases

a) Idiomatic Comparisons

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b) Words Denoting Collectivities

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<td>of</td>
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<td>directors</td>
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### c) Words Indicative of Sounds

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<td>yelp</td>
<td>for</td>
<td>dog, foxes, puppies</td>
</tr>
</tbody>
</table>
L. Words often Mis-spelled

A list of 64 words is given below. These words are often wrongly spelled by students. Teachers should frequently dictate these words and correct the exercises, so that the students can spell these words correctly.

<table>
<thead>
<tr>
<th>absence</th>
<th>fiery</th>
<th>occasion</th>
</tr>
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<tbody>
<tr>
<td>acknowledge</td>
<td>fifth</td>
<td>parallel</td>
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<td>foreign</td>
<td>privilege</td>
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<tr>
<td>address</td>
<td>forty</td>
<td>prove</td>
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<tr>
<td>already</td>
<td>fourth</td>
<td>quiet</td>
</tr>
<tr>
<td>altogether</td>
<td>goddess</td>
<td>quite</td>
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<tr>
<td>among</td>
<td>government</td>
<td>receive</td>
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<tr>
<td>article</td>
<td>grammar</td>
<td>seize</td>
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<td>guard</td>
<td>separate</td>
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<td>believe</td>
<td>height</td>
<td>success</td>
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<td>interest</td>
<td>surprise</td>
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<td>knowledge</td>
<td>thorough</td>
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<td>laboratory</td>
<td>trouble</td>
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<td>conquer</td>
<td>length</td>
<td>truly</td>
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<td>until</td>
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<td>marriage</td>
<td>usually</td>
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<td>coming</td>
<td>minute</td>
<td>Wednesday</td>
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<td>whether</td>
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<td>writing</td>
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<td>niece</td>
<td>written</td>
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<td>ninety</td>
<td></td>
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<td>February</td>
<td>ninth</td>
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