

# Chapter - 1 : Comprehension

## REVISION NOTES

### COMPREHENSION OF UNSEEN PASSAGES

➤ **Introduction**

- A passage of about 500 words will be provided.

**Questions based on the passage will be as follows :**

- Questions that test the Candidates' knowledge of vocabulary and ability to understand the content of and infer information and meanings from the Text.
- A question that elicits the main ideas of all or part of the Passage.

**This question will consist of two parts :**

- (i) In the First part, the Candidate will be required to list the main points as directed, in point form. In this part, marks will be awarded for content.
- (ii) In the Second part of the question, the Candidate will be required to frame these points in a summary, in a coherent manner. In this part, marks will be awarded for expression and the Candidate's ability to express the points clearly in complete sentences. Marks will be deducted for linguistic errors.
- Use of abbreviations will not be accepted.

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## Chapter - 2 : Grammar

## REVISION NOTES

### VERBS, TENSES & ASPECTS

- **Introduction:** It is observed that the word 'Tenses' makes people tense about it but if you ask any Native Speaker, only few of them will be able to name or identify a tense correctly. However, all Native Speakers speak fluently. Therefore, instead of worrying about names and form, learn to use the verb form correctly. Below are the sentence structures of each tense which are in tabulated form for better understanding.

#### Tenses and their usage

Tense	Usage	Identifier / Signal Words	Form	Examples
<b>Simple Present</b>	<ul style="list-style-type: none"><li>• Something that happens repeatedly</li><li>• How often something happens</li><li>• One action follows another</li><li>• Things in general</li><li>• With the following verbs (to love, to hate, to think, etc.)</li><li>• <b>Future meaning:</b> Programmes, Timetable</li></ul>	Every day Sometimes Always Often Usually Seldom Never First ... then	I-form + s/es	I go. She works. They make. I don't go. He doesn't work. Do you go? Does he work?
<b>Present Progressive</b>	<ul style="list-style-type: none"><li>• Something is happening at the same time of speaking or around it</li><li>• <b>Future meaning:</b> when you have already decided and arranged to do it (a Fixed Plan, Date)</li></ul>	Now At the moment Look! Listen!	to be (am/are/is) + I-form + ing	I'm working. He's going. I'm not working. He isn't working. Is he working? Am I going? Are you making?

Tense	Usage	Identifier / Signal Words	Form	Examples
<b>Simple Past</b>	<ul style="list-style-type: none"> <li>Action took place in the past, mostly connected with an expression of time (no connection to the present)</li> </ul>	Last ... ... Ago In 2000 Yesterday	II-form	He worked. I went. He didn't work. I didn't go. Did he work? Did I go?
<b>Past Progressive</b>	<ul style="list-style-type: none"> <li>An action happened in the middle of another action.</li> <li>Someone was doing something at a certain time (in the past) - you don't know whether it was finished or not</li> </ul>	While	was/were + I-form + ing	I was working. They were going. I wasn't going. He wasn't going. Was I working? Were you making?
<b>Simple Present Perfect</b>	<ul style="list-style-type: none"> <li>You say that something has happened or is finished in the past and it has a connection to the present</li> <li>Action started in the past and continues up to the present</li> </ul>	Just, yet, Never Ever Already So far, Up to now Since For Recently	have/has + past participle	I have worked. He has gone. They have made. I haven't worked. He hasn't gone. They haven't made. Have I worked? Has he worked? Have they made?
<b>Present Perfect Progressive</b>	<ul style="list-style-type: none"> <li>Action began in the past and has just stopped</li> <li>How long the action has been happening <b>Emphasis:</b> length of time of an action</li> </ul>	All day The whole day How long Since For	have/has + been + ing	I have been working. He has been going. I haven't been working. Has he been working? Have I been going?
<b>Simple Past Perfect</b>	<ul style="list-style-type: none"> <li>Mostly when two actions in a story are related to each other: the action which had already happened is put into past perfect, the other action into simple past</li> <li>The past of the Present Perfect</li> </ul>	Already Just Never	had + past participle	I had gone. He had worked. I hadn't gone. He hadn't worked. Had I gone? Had you worked? Had they made?
<b>Past Perfect Progressive</b>	<ul style="list-style-type: none"> <li>How long something had been happening before something else happened</li> </ul>	How long Since For	had + been + I-form + ing	I had been working. He had been working. They had been making. I hadn't been working. He hadn't been working. They hadn't been working. Had I been working? Had he been going? Had they been making?
<b>Will - future</b>	<ul style="list-style-type: none"> <li>Predictions about the future (you think that something will happen)</li> <li>You decide to do something spontaneously at the time of speaking, you haven't made a plan</li> <li>Main clause in type I of the if clauses</li> </ul>	Tomorrow Next..... In coming .....	will + I-form	I'll work. I / we shall/will I go. He'll work. I/we won't/shan't work. I/we shan't go. He won't work. Will/shall I work? Shall I /we go? Will he work?

Tense	Usage	Identifier / Signal Words	Form	Examples
<b>Going to - future</b>	<ul style="list-style-type: none"> <li>When you have already decided to do something in the future</li> <li>What you think what will happen</li> </ul>		be (am/are/is) + going to + I-form	I'm going to work. He is going to leave for the Airport. They are going to make. I'm not going to work. He's not going to go London. They aren't going to make. Am I going to work? Is he going to drive? Are they going to make?
<b>Future Progressive</b>	<ul style="list-style-type: none"> <li>An action will be in progress at a certain time in the future. This action has begun before the certain time.</li> <li>Something happens because it normally happens.</li> </ul>		shall/will + be + I-form + ing	I'll be working. I /we shall/will be going. He'll be going. They'll be making. I won't/shan't be working. He won't be working. They won't be making. Will /shall I be working? Will they be making?
<b>Future Perfect Simple</b>	<ul style="list-style-type: none"> <li>Something will already have happened before a certain time in the future</li> </ul>		shall/will + have + past participle	I'll have worked. I shall have gone. He'll have gone. They'll have made. I won't/shan't have worked. He won't have gone. They won't have made. Will/shall I have worked? Will he have gone? Will they have gone?
<b>Future Perfect Progressive</b>	<ul style="list-style-type: none"> <li>Something will already have happened before a certain time in the future  <b>Emphasis:</b> length of time of an action</li> </ul>		shall/will + have + been + I-form + ing	I'll have been working. I shall/will have been going. He'll have been going. They'll have been making. I won't/shan't have been working. He won't have been going. They won't be making. Will/shall I have been working? Will he have been working? Will they have been making?

**Note:** For every appropriate verb marks are given. The candidates are advised not to copy the sentence.

## CONDITIONAL CLAUSES

- **Introduction:** There are four basic types of conditional sentences in the English language. Each type has two parts—the 'main' clause and the 'if' clause.

**Types of conditional clauses:**

**Zero conditional:** I will take my umbrella if it rains.

**First conditional:** I'll call you if I work late.

**Second conditional:** If the Bus wouldn't arrive on time, I would drive you to the Airport.

**Third conditional:** She wouldn't have come if I hadn't invited her.

*Note: If means on (the) condition that, provided (that), providing (that), presuming (that), supposing (that), assuming (that), as long as...*

These are discussed below:

- 1. Zero conditional:** The Zero conditional describes situations that are always true. It has the same meaning as when or whenever. We use the Present simple tense in both the Main clause and the If clause.
  - If I go to School, I get up at seven. (Whenever I go to school, I get up at the same time.)
  - If you park your car on double yellow lines, you pay a fine. (Whenever you park illegally, you pay a fine.)
- 2. First conditional:** The First conditional refers to the present or future or events that may occur in near future. First conditional sentences are used to speculate about possible situations that can really happen. We use "if + Present tense" and "Main clause: will + bare infinitive" for first conditional.
  - If he studies hard, he'll pass the Exams.
  - If we catch the 10:15 train, we will arrive on time.
  - If you don't get the Ticket, what will you do?
  - If it rains, I shall carry an umbrella. (possibility/likeliness)
  - If he invites me, I'll go there.
  - I'll help you, if you request.
  - If you fulfill your promise, it pleases everyone. (Common occurrence-Simple present)
- 3. Second conditional:** The Second conditional also refers to the present or future. In Second conditional sentences we speculate about situations that will probably never happen. Things/events do not happen. We wish that they may happen.

**Form If clause:** If + Past tense Main clause: would + bare infinitive

- If I had more time, I would help you. (But I am not free at the moment. I can't help you.)
- If I won a Million Dollars, I would start a business of my own. (But I know that it is not realistic.)
- If I were rich, I wouldn't work.
- If he were younger, he would marry her.
- If I were you, I wouldn't do it. (In this expression, were is much more usual than was.)
- If I were a Millionaire, I would help the Needy.
- If I were the Boss, I would have punished him.

*Note: The verb 'to be' can have a specific form in the if clause. The main difference between the First and Second conditional is about probability: the First conditional is realistic; the Second conditional is unrealistic.*

- 4. Third conditional:** The Third conditional sentences always refer to the past. We speculate about situations that happened or did not happen in the past.

**Form If clause:** If + Past perfect Main clause: would + Perfect infinitive (have + past participle)

- If I had won a Million, I would have started a business of my own. (But I didn't win anything.)
- If he had met her, he would have told her. (Unfortunately, he didn't meet her.)
- If we hadn't practised, we wouldn't have won the Match. (But we practised and won.)
- If he had scored the goal, we would have won the Match.
- If you had worked hard, you might have passed.
- If I had a Car, I could have reached Office in less time.

- 5. Inverted conditionals:** We can also make conditional sentences by changing the word order in the If clause.

- Had he booked the Hotel room, he wouldn't have slept at the Camp. (If he had booked ... )
- Were I in your position, I would accept it. (If I were ... )

This form is less common, quite formal and is mostly used in writing.

- 6. Negative conditionals:** If and Unless can be used interchangeably to denote negative conditions. Unless means except if.

- If we don't hurry, we will be late for the Show.  
Unless we hurry, we will be late for the Show.

- If he had permission from his Parents, he would travel alone.  
Unless he had permission from his Parents, he wouldn't travel alone.
- If you hadn't suggested it, I wouldn't have phoned him.  
Unless you had suggested it, I wouldn't have phoned him.

## SENTENCE STRUCTURE & TYPES

- **Introduction:** A sentence is a group of words that gives enough information for a person to form a complete idea in his mind of the message that is being communicated to him.
- **Sentence Structure:** The Parts of a sentence are the subject, verb, object, complement and adverbial. A Statement begins with the Subject and the Verb. There are five main structures which we can use to make a simple statement.

1.	Subject	Verb
a.	My head	is aching.
b.	Something	happened.
c.	She	laughed.

2.	Subject	Verb	Object
a.	They	are moving	the Refrigerator.
b.	He	needs	a rest.
c.	I	went	home.

The subject and object can be a Pronoun (e.g. I) or a Noun phrase (e.g. the Refrigerator).

3.	Subject	Verb	Complement
a.	This piano	is	heavy.
b.	It	was	a big problem.
c.	This chapati	appears	stale.

The complement can be an Adjective (e.g. heavy) or a Noun phrase (e.g. a big problem). The Complement often comes after be. It can also come after appear, become, get, feel, look, seem, stay or sound.

4.	Subject	Verb	Adverbial
a.	Their house	is	nearby.
b.	The gift	is	in my pocket.

An Adverbial can be a Prepositional phrase (e.g. in my pocket) or an Adverb (e.g. nearby).

4.	Subject	Verb	Object	Object
a.	It	is giving	me	a headache.
b.	My father	bought	my sister	a watch.
c.	He	brought	us	a present.

We use two objects after verbs like give and send.

### ➤ Kinds of Sentences

There are five kinds of sentences as follows:

1. **Declarative/Assertive Sentences:** Sentences that make statements.

Examples:

- That isn't the way to do it.
- I have two brothers and one sister.
- India and Pakistan are neighbours.

Declarative sentences can be further classified into **Affirmative** and **Negative sentences**.

Examples:

- I don't like fruits. (Negative)
- I like fruits. (Affirmative)

**2. Interrogative Sentences:** Sentences that ask questions.*Examples:*

- What are you doing?
  - Where will you go tomorrow?
  - Can I see her?

**3. Imperative Sentences:** Sentences that give commands or make requests.*Examples:*

- Don't be lazy!
- Mind your business!
- Come and have a cup of tea.

**4. Exclamatory Sentences:** Sentences that are in the form of exclamations.*Examples:*

- What a lovely day it is!
- How marvelous!
- How pretty she is!

**5. Optative Sentence:** Optative sentences express wishes.*Examples:*

- May you live a long and happy life together.
- God save you!
- Peace be upon him.

Optative sentences formed with 'May' are found mainly in a very formal way. Optative sentences like 'God save you!' uses a special form of the verb in which there is no sending. Therefore, it is 'God save...' (not God saves...). Similarly, we have 'Peace be upon him' rather than 'Peace is upon him.'

➤ **Transformation of Sentences based on their types:****1. Assertive/Declarative sentence into Exclamatory sentence:***Examples:*

- (i) **Assertive:** He is truly noble.  
**Exclamatory:** How noble he is!
- (ii) **Assertive:** This is indeed a pleasant surprise.  
**Exclamatory:** What a pleasant surprise this is!
- (iii) **Assertive:** It was an extremely delightful party.  
**Exclamatory:** What a delightful party it was!
- (iv) **Assertive:** I wish I were young again.  
**Exclamatory:** O' that, I were young again!

**2. Exclamatory sentence into Assertive/Declarative sentence:***Examples:*

- (i) **Exclamatory:** What a beautiful flower!  
**Assertive:** It is a beautiful flower.
- (ii) **Exclamatory:** What a great victory!  
**Assertive:** It is a great victory.
- (iii) **Exclamatory:** How kind of you to help him like that!  
**Assertive:** It is very kind of you to help him like that.
- (iv) **Exclamatory:** What a glorious morning!  
**Assertive:** It is indeed a glorious morning.

**3. Assertive/Declarative sentence into Interrogative sentence and vice versa:** An Assertive sentence can be changed into an Interrogative sentence by putting the Auxiliary verb before the Subject.*Examples:*

- (i) **Assertive:** She is my friend.  
**Interrogative:** Is she my friend?



- (ii) **Assertive:** He has finished his work.  
**Interrogative:** Has he finished his work?
- (iii) **Assertive:** He is very intelligent.  
**Interrogative:** Is he very intelligent?
- (iv) **Assertive:** I never asked you to do it.  
**Interrogative:** Did I ever ask you to do it?
- (v) **Assertive:** There is no sense in doing that.  
**Interrogative:** Is there any sense in doing that?
4. **Imperative sentence into an Interrogative sentence and vice versa:** The Interrogative is a milder form of the Imperative. But the addition of 'or not' to the Interrogative form will add a touch of threat to it.

*Examples:*

- (i) **Imperative:** Stop it.  
**Interrogative:** Will you stop it?
- (ii) **Imperative:** Please, give me a glass of water.  
**Interrogative:** Will you, please give me a glass of water?
- (iii) **Imperative:** Come here.  
**Interrogative:** Come here, will you?
- (iv) **Imperative:** Shut up.  
**Interrogative:** Will you shut up or not?
- (v) **Imperative:** Get out of here.  
**Interrogative:** Will you get out of here or not?
- (vi) **Imperative:** Speak loudly.  
**Interrogative:** Will you speak loudly?
- (vii) **Imperative:** Please take me to the Director of the Institute.  
**Interrogative:** Will you, please take me to the Director of the Institute?
5. **Affirmative sentence into Negative sentence and vice versa:**

*Examples:*

- (i) **Affirmative:** The Poor fisherman agreed to his term.  
**Negative:** The Poor fisherman did not disagree to his term.
- (ii) **Affirmative:** The Children of today must continue this work.  
**Negative:** The Children of today must not discontinue this work.
- (iii) **Affirmative:** The Dancers are all male.  
**Negative:** The Dancers are not any female.
- (iv) **Negative:** I never saw so deep a clam.  
**Affirmative:** This is the deepest clam I have ever seen.
- (v) **Negative:** It is not wrong to love animals and plants.  
**Affirmative:** It is kind to love animals and plants.
- (vi) **Affirmative:** He tried all plans.  
**Negative:** He left no plan untried. /No plans were left untried by him.
- (vii) **Affirmative:** Clearly, the only way was to swim.  
**Negative:** There was no other way except swimming.

## DEGREES OF COMPARISON

➤ **Introduction:** We use adjectives to describe the Qualities of a Person, a Place or a Thing. When we compare qualities of two or more people, places or things, they are known as Degrees of Comparison. These Degrees are three different levels of Comparison. They are:

1. Positive Degree – (X)
2. Comparative Degree – (..er, more)
3. Superlative Degree – (...est, most)

1. **Positive Degree:** When we compare two persons, places or things at the same level, we use Positive degree. To show the equal or same level, “as.....as,” “the same as,” “not as...as” or “not so...as” are used with an Adjective placed in between.

*Examples:*

- (i) My Book is as interesting as yours.
  - (ii) His Car runs as fast as a Racing car.
  - (iii) Their house is as big as that one.
  - (iv) Aamir’s acting is the same as Shahrukh’s.
  - (v) My house is not as expensive as yours.
2. **Comparative Degree:** When we want to compare two things, people or places not at equal or same level, we use comparative degree. In order to show different levels of adjective, “adjective+er\_+than” or “more\_+adjective+than” is used.

*Examples:*

- (i) Today is hotter than yesterday.
  - (ii) Beena runs faster than Bob.
  - (iii) This exercise is easier than the last one.
  - (iv) Babul works harder than his brother.
  - (v) Cars are smaller than buses.
  - (vi) Michael is more handsome than John.
  - (vii) Irfan Pathan is more famous than Baichung Bhutia.
  - (viii) He visits his family more frequently than she does.
3. **Superlative Degree:** To compare one thing with two or more things, Superlative degree is used. We use “the + adjective + est” or “the + most + adjective” to denote superiority of a thing over others.

*Examples:*

- (i) John is the tallest boy in the family.
- (ii) He works the hardest of all the employees in this Office.
- (iii) That was the most Boring film I have ever seen.
- (iv) Kavya dances the most gracefully among all the Participants.
- (v) Jupiter is the Biggest planet.
- (vi) Anya is the Cleverest Student in the Class.
- (vii) Obama is the Most famous of all the American Presidents.
- (viii) Sara John is the most beautiful model.

➤ **Interchanging the Degrees – Rules:**

**Rule 1:** If the Superlative degree says about the best thing, then the rule is:

For Comparative, use:

subject + verb + adjective/adverb(comp. form) + than any other + rest part

For Positive, use:

No other + rest part + verb + so/as + positive form of adj/adv + as + subject

*Example:*

**Superlative:** Suman is the tallest girl in the class.

**Comparative:** Suman is taller than any other girl/all the girls in the class.

**Positive:** No other girl in the class is as tall as Suman.

**Rule 2:** If in Superlative degree ‘One of the’ is transformed in this way:

**Comparative:** Sub+verb + comp. form + than most other+ rest part.

**Positive:** Very few+ rest part after Superlative Degree + verb + so/as + positive form of adj/adv + as +subject

*Example:*

**Superlative:** Kalidas was one of the Greatest poets in India.

**Comparative:** Kalidas was greater than most other Poets in India.



**Positive:** Very few Poets in India were as great as Kalidas.

**Note:** *Superlative:* Of all/ of any

**Comparative:** Than all other/than any other.

**Positive:** (It does not exist.)

*Example:*

**Superlative:** Mr. Khan is the Oldest of all men in the Village.

**Comparative:** Mr. Khan is Older than all other men in the Village.

**Positive:** No other man in the Village is as Old as Mr. Khan.

**Rule 3:** Simple comparative is transformed into Positive by using (not so + adj/adv+as)/(so+adj/adv+as) if negative.

Second noun or Pronoun is used first.

*Examples:*

1. **Comparative:** Rina is wiser than Mina.

**Positive:** Mina is not so wise as Rina.

2. **Comparative:** Mina is not wiser than Rina.

**Positive:** Rina is as wise as Mina.

**Rule 4:** No/not less-than is transformed into Positive by using as +adj/adv+ as

*Examples:*

1. **Comparative:** Karina is not less meritorious than Suman.

2. **Positive:** Karina is as meritorious as Suman.

## REPORTED SPEECH

➤ **Introduction:** In Direct speech, we repeat the original words that were said word for word. In Reported Speech, they undergo some changes.

**Verb Tenses:**

*present → past*

*past → past perfect*

*past perfect → past perfect*

*future → conditional*

*conditional → conditional*

1. When reporting a statement (not a question), we generally use *that*:

In short sentences, we often drop *that*, but in writing it is a good idea to use it **all the time**, even for short sentences!

**Note:** In reported speech, we **repeat** *that* after *and*, *but* and *or*.

**Note:** There are **no** commas before or after *and*, *but* or *or* in Reported speech.

**Note:** There are **no** commas before or after *that*.

*Examples:*

(i) She said *that* he was hungry and *that* he wanted to eat soon.

(ii) He told me *that* he had never been to France but *that* he wanted to go.

(iii) They promised us *that* they would tell the truth.

2. When reporting a question, we use *if* for **yes/no** questions or the appropriate question words (*who*, *what*, *where*, *when*, *how*, *why*) for **information** questions:

**Note:** You **never** use *that* when reporting a question.

**Note:** You **never** use a question mark (?) when reporting a question.

*Examples:*

(i) He asked me *if* I was going to the office party. ("Are you going to the...")

(ii) He asked me *when* I would call him. ("When will you call me?")

(iii) He asked me *how much* my rent was. ("How much is your rent?")

**Note:** For more info. See 6a & 6b.

- 3a. The following verbs **must** be used with an Indirect object: (There is no *to* before these Indirect objects.)

Examples:

- (i) told                He *told* **me** that he was hungry.
- (ii) informed        We *informed* **her** that the store was closed.
- (iii) reminded       He *reminded* **the staff** that the meeting was at 8 PM.

- 3b. The following verbs **may** be used with an Indirect object, but the Indirect object is optional (up to you). (There is no *to* before these Indirect objects.)

Examples:

- (i) He *asked* **his wife** why she was so angry.

OR

He *asked* why she was so angry.

- (ii) *asked*            We *asked* [**her**] where her husband was.
- (iii) *answered*       He *answered* [**me**] that he couldn't help.
- (iv) *promised*        She *promised* [**him**] that she would stay.

- 3c. The following verbs **need** *to* before the indirect object. For any verb that needs *to* before the Indirect object, the **Indirect object is optional**:

Examples:

- (i) He said *to me* that he was the Chief of Police.

OR

He said that he was the Chief of Police.

- (ii) said                He *said* [**to his wife**] that he was hungry.
- (iii) explained        We *explained* [**to her**] why we had been late.
- (iv) exclaimed        She *exclaimed* [**to the boy**] that she was furious.
- (v) complained       They *complained* [**to us**] that the room was too cold.

- 4a. In English we **report commands, orders, requests and suggestions** to other people. The Verb of the Reported Speech is changed into an Infinitive. If the Reported Speech is negative, the word "not" is placed before the Infinitive.

Examples:

- (i) She told her daughter to eat.
- (ii) We asked them to help us.
- (iii) The Officer ordered me not to run.
- (iv) He advised the Student not to quit.
- (v) Mr. and Mrs. Jones wanted their son to study.

- 4b. "Let" is often used to make proposals in such cases, he said, "*Let us do it*" is changed to *they suggested / proposed doing it* or *he suggested / proposed that they should do it*.

Examples:

- (i) I suggested to My Brother that we should go to some Hill station for a change. ("Let us go to some Hill station for a change".)
- (ii) The Father proposed that they should invite some friends to their son's birthday. ("Let us invite some friends to our son's birthday".)
- (iii) The Teacher said that no child was to speak to Asif for the whole afternoon. ("Let no child speak to Asif for the whole afternoon".)
- (iv) He requested his friend that he might be allowed to go home. ("Let me go home now")

OR

He suggested to his friend that he might be allowed to go home.

- (v) The Beggar requested her respectfully to let him stay there for a while and refresh himself. ("Madam, let me stay here for a while and refresh myself")

## 5. Some Modal/Auxiliary-words change from Direct to Reported speech as follows:

Examples:

- (i) can/could I asked him, "Can I see your sister?"  
I asked him if I could see his sister.
- (ii) shall/should She asked, "Shall I call you later?"  
She asked if she should call me later.
- (iii) will/would He told them, "I'll help you tomorrow."  
He told them that he would help them the following day.
- (iv) may/might She said, "I may study tonight."  
She said that she might study that night.
- (v) must/had to He said, "I must see a Doctor soon."  
He said that he had to see a Doctor soon.

6a. In Reported speech, a question is reported with the order **W-word + S+[Aux.] + V.**

- (i) A question with *is* **changes to was**.
- (ii) A question with *are* **changes to was/were**.
- (iii) A question with *do* **changes to the Simple past**.
- (iv) A question with *does* **changes to the Simple past**.
- (v) A question with *did* **changes to the Past perfect** (*had + past participle*).
- (vi) The **Present perfect** also **changes to the Past perfect**.
- (vii) The connection word is *if/whether* for all yes/no questions.
- (viii) There are **no commas** and **no question marks** in Reported questions.

## 6b. Here are the Reported speech forms of the questions:

Examples:

- (i) He asked me where my father was working those days. ("Where is your father working these days?")
- (ii) He asked me if they were going to the Picnic. ("Are they going to the picnic?")
- (iii) He asked me why I talked so much. ("Why do you talk so much?")
- (iv) He asked me if my brother ate meat. ("Does your brother eat meat?")
- (v) He asked me how much that book had cost. ("How much did that book cost?")
- (vi) He asked me if I had seen his Textbook. ("Have you seen my Textbook?")

## 7a. In the case of Exclamatory sentences, the Reporting Verb is changed to exclaimed with sorrow/joy/fear/anger, etc., applaud, regret, curse, cry out or any other such verb that properly conveys the tone of exclamation. The sentence should be changed into Assertive sentence.

Examples:

- (i) He exclaimed with joy that he had topped again. ("Hurrah! I have topped again", he said.)
- (ii) He exclaimed with regret that he had acted very foolishly. (He said, "Alas! How foolish have I acted!")
- (iii) He exclaimed that he was as usual unlucky and added that he had never thought he would fail that time too. (He said, "Just my luck! I never thought I would fail this time too.")

## 7b. In the case of Optative Sentences, the Reporting Verb is changed to wish/pray/ long for/yearn/earnestly desire, etc. Other changes are done similar to Exclamatory sentences.

Examples:

- (i) Asim wished his friend good morning and asked him how he was. (Asim said to his friend, "Good Morning, how do you do?")
- (ii) The Old beggar called me his son and prayed that God might bless me. (The Old beggar said to me, "May God bless you, my son!")

## Other changes:

Direct	Reported
now	then; at that moment
today	that day

tonight	that night
tomorrow morning, afternoon...	the following/next morning, afternoon...
the day after tomorrow	two days later/after; in two days' time; in two days
yesterday	the day before; the previous day
yesterday morning, afternoon...	the previous morning, afternoon...; the morning, afternoon... before
the day before yesterday	two days before
the night before last	two nights before
next week, month...	the following/next week, month...; the week, month... after; in a week's time; in a week
last week, month...	The previous week, month...; the week, month... before
ago (a week ago)	before (a week before); previous (the previous week)
here	there
this (singular) / these (plural)	that (singular) / those (plural)
bring and come	take and go

**Note:** The word *now* does not have to change, but it can change to *then*. Most native English speakers don't change *now*. E.g., He said, "I was sick yesterday, but **now** I'm all right."

**Reported Speech:** He said that he had been sick the day before but that **now** he was all right. /He said that he had been sick the day before but that **then** he was all right.

## VOICES: ACTIVE & PASSIVE

- **Introduction:** There are two Voices in English, the Active voice and the Passive voice:

Active Voice	Passive Voice
[1] Paul congratulated David	[2] David was congratulated by Paul

Passive constructions are formed using the PASSIVE HELPING VERB 'be', and the main verb has an -ed inflection. In active constructions, there is no passive helping verb, though other Auxiliaries may occur:

*Examples:*

- (i) Paul is congratulating David.
- (ii) Paul will congratulate David.
- (iii) Paul has congratulated David.

All of these examples are active constructions, since they contain no Passive auxiliary. Notice that in the first example (Paul is congratulating David), the Auxiliary is the Progressive tense, not the Passive Auxiliary because the Main verb congratulate has an -ing, not an -ed as suffix.

In the passive construction in [2], we refer to Paul as the AGENT. This is the one who performs the action of congratulating David. Sometimes no agent is specified:

- (i) David was congratulated.

We refer to this as an AGENTLESS PASSIVE.

## INVERSION OF TIME ADVERBIAL & OTHER TYPES OF SENTENCES

- **1. Negative Adverbials:** In formal English, and in written language in particular, we use Negative adverbials at the beginning of the sentence to make it more emphatic or dramatic. The word order is inverted: the negative adverbial is placed first, an auxiliary verb follows it and the subject of the sentence comes next.

**List of adverbials:**

No sooner.....than, hardly/scarcely/barely.....when/before, never (before), seldom, only when/after, under/ in no circumstances, in no way, little, not only, not until, not (a noun)

*Examples:*

- (i) Never have I encountered such rudeness!
- (ii) Not only is A.R. Rehman a Gifted Musician, but he is also a good-natured and responsible person.

- (iii) No sooner had he locked the door than the Phone started ringing.
  - (iv) Only when the last person had left did she sit down and try to relax.
  - (v) Under no circumstances can you inform the Staff about the Imminent changes.
  - (vi) Not a sound could be heard in the Church.
  - (vii) Little does Mr. Sharma suspect that his daughter has been failing in all her subjects at school!
2. **Inversion of No sooner+than or hardly/scarcely/barely+when:** “No sooner .. than ...” or “hardly/scarcely/barely ...when” is used in the meaning of “As soon as...” but when the sentence starts with them, that part is used in “inverted” like the question form and in the past perfect tense.

*Examples:*

- (i) As soon as I entered the room, I noticed her.  
No sooner had I entered the room than I noticed her.  
Hardly had I entered the room when I noticed her.
  - (ii) As soon as he approached the House, the Policeman stopped him.  
No sooner had he approached the House than the Policeman stopped him.  
Hardly had he approached the House when the Policeman stopped him.
3. **Inversion of other adverbials:** When a sentence contains a negative word or expression, it is sometimes placed at the beginning in formal English to give a more dramatic effect. However, the order of the sentence is the same as though it were an Interrogative sentence.
- Examples:*
- (i) No-one should enter this room under/in any circumstances.  
Under/In no circumstances should anyone enter this room.
  - (ii) She at no time told me who she was/She did tell me who she was at any time.  
At no time did she tell me who she was.
  - (iii) I have rarely seen such a beautiful butterfly.  
Rarely have I seen such a beautiful butterfly.
  - (iv) I have never heard such a stupid thing.  
Never have I heard such a stupid thing.
  - (v) I did not witness the Robbery, either.  
Neither/Nor (less formal) did I witness the Robbery.
  - (vi) It was only when my Children arrived home safely that I felt relieved.  
Only when my Children arrived home safely did I feel relieved.
  - (vii) We did not know anything about what was going to happen to us next.  
Little did we know about what was going to happen to us next.
4. **Inversion of adverbials to add dramatic effect/emphasis:** In the following examples, in the first case, we have a verb of movement. In the second, an Intransitive verb or the verb ‘be’ is required. The Inverted sentences give an emphatic effect, but they mean the same as the non-inverted ones. Note that we do not use do, does or did with this type of inversion.

*Examples:*

- (i) Peter goes up again.  
Up goes Peter again.
  - (ii) The beautiful scenery I had been told about lay/was below me.  
Below me lay/was the beautiful scenery I had been told about.
- NOTE:** Some conditionals and wishes, when inverted also give an emphatic effect.

*Examples:*

- (i) If you should need a Sun protection cream, please tell me.  
Should you need a Sun protection cream, please tell me.
- (ii) If I were you, I would try to fascinate her.  
Were I you, I would try to fascinate her.
- (iii) If they had confessed everything, they would have been expelled from School.  
Had they confessed everything, they would have been expelled from School.



## SENTENCE CLAUSE STRUCTURE, TYPES & CONVERSION

➤ **Based on the Sentence clause structure, we can classify the Sentences into four types:**

- Simple Sentence
- Compound Sentence
- Complex Sentence
- Compound-Complex Sentence

1. **Simple Sentence:** A simple sentence contains a Subject and a Verb. It expresses a single complete thought that can stand on its own.

*Examples:*

- (i) The Baby cried for food. (There is a subject (The Baby) and a verb (cried) that expresses a complete thought.)
- (ii) Miss Afsadi's Intelligent Students completed and turned in their homework. (A simple sentence does not necessarily have to be short. It can have different parts of speech. In this case, there are two verbs "completed" and "turned in." However, the Sentence expresses one complete thought and therefore is a Simple sentence.)
- (iii) Megha and Rohan ate too much and fell sick. (Although there are two subjects and two verbs, it is still a simple sentence because both verbs share the same subjects and express one complete thought.)

2. **Compound Sentences:** A Compound sentence has two independent clauses. An Independent clause is a part of a sentence that can stand alone because it contains a Subject and a Verb and expresses a complete thought. Basically, a compound sentence contains two Simple sentences. These Independent clauses are joined by a Conjunction (for, and, nor, but, or, yet, so).

*Examples:*

- (i) The Shoplifter had stolen clothes, so he ran once he saw the Police. (Both sides of the Conjunction "so" are complete sentences. "The Shoplifter had stolen clothes" can stand alone and so can "he ran once he saw the Police." Therefore, this is a compound sentence.)
- (ii) They spoke to him in Tamil, but he responded in English. (This is also a compound sentence that uses a Conjunction to separate two individual clauses.)

3. **Complex Sentences:** A Complex sentence is an Independent clause joined by one or more Dependent clauses. A Dependent clause either lacks a Subject or a Verb or has both a Subject and a Verb that does not express a complete thought. - A Complex sentence always has a Subordinate Conjunction (as, because, since, after, although, when) or a Relative pronoun (who, that, which).

*Examples:*

- (i) After eating lunch at The Cheesecake Factory, Tim went to the Gym to exercise. (The independent clause is, "Tim went to the Gym to exercise." The subordinating clause before it is, "after eating lunch at The Cheesecake Factory," This is dependent on the main, independent clause. If one were to say "after eating lunch at The Cheesecake Factory," it would be an incomplete thought.)
- (ii) Opinionated Women are given disadvantages in Societies that privilege male accomplishments. (The subject is "Opinionated Women" and the Verb is "are given." The first part of the sentence "Opinionated Women are given disadvantages in Societies" is an Independent clause that expresses a complete thought. The following "that privilege Male accomplishments" is a relative clause that describes which types of Societies.)
- (iii) The Woman who taught Art History 210 was fired for stealing School Supplies. (The Dependent clause in this sentence is "who taught Art History 210" because if removed, the rest of the sentence would stand as an Independent clause. "Who taught Art History 210" is an Adjective clause that provides necessary details about the Subject, Woman.)

4. **Compound-Complex Sentences:** A Compound-Complex sentence has two Independent clauses and at least one Dependent clause.

*Examples:*

- (i) After the two Soccer Players lost their game, they joined their other teammates for lunch, and they went to the Movie. (If we remove the Dependent clause "after the two Soccer Players lost their game," we have a compound sentence. The Dependent clause makes this sentence Compound-Complex.)
- (ii) The Man believed in the system, and he knew that justice would prevail after the Murderer was sent to jail.



➤ **Transformation of Sentences into One Another:**

Simple	Complex	Compound
After	after	and afterwards
Before	before	and before that
About	that	and about it
Till, until	till, until	and till then
On	when	and then
During the period (time) of	while	and during that period (time)
In case of / In the event of	if provided / provided that / should / were / supposing	and such a case / and in such an event
In case of ... not	unless	must / else / or / otherwise
The manner of / The way of / The method of	how	and I know the method
Soon after / Immediately after / Instantaneously after	as soon as / no sooner than	and immediately / and afterwards / and at once
For fear of	lest	and for that fear
The place of	where	and its place
The reason of / The cause	why	and + cause
In spite of / Despite / on account of / notwithstanding to	though, Although / Even though / notwithstanding that	but / yet / still / however / all the same / never the less
Owing to / on account of / due to / because of / being / verb-ing	as, because since / for	and so / And therefore
During the whole length of / time of	as long as / so long as	and / during the length of time
Ever since	ever since	and since then
Besides	as well as	not only then... but also

Examples:

- (i) Being tired, he went to bed. (*Simple*)
- (ii) As he was tired, he went to bed. (*Complex*)
- (iii) He was tired so he went to bed. (*Compound*)
- (iv) Having finished his work, he returned home. (*Simple*)
- (v) After he had finished his work, he returned home. (*Complex*)
- (vi) He finished his work and he returned home. (*Compound*)
- (vii) I saw a dirty girl with blue eyes. (*Simple*)
- (viii) I saw a dirty girl who had blue eyes. (*Complex*)
- (ix) I saw a dirty girl but she had blue eyes. (*Compound*)

**Type 1:** On account of, because of, in consequence of, owing to. (*Simple*)

As, Since, Because (*Complex*)

- (i) The School was closed because it rained heavily. (*Compound*)
- (ii) On account of heavy rain, the School was closed. (*Simple*)
- (iii) As it rained heavily, the School was closed. (*Complex*)

**Type 2:** In case of, in the event of. (*Simple*)

If, Unless. (*Complex*)

- (i) He works hard and he will succeed. (*Compound*)
- (ii) In the event of his hard work, he will succeed. (*Simple*)
- (iii) If he works hard, he will succeed. (*Complex*)

**Type 3:**too...to. (*Simple*)So...that...not. (*Complex*)(i) The food was very hot so we could not eat it. (*Compound*)(ii) The food was so hot that we could not eat it. (*Simple*)(iii) The food was too hot to eat. (*Complex*)**Type 4:** In spite of, despite, notwithstanding. (*Simple*)Though, although (*Complex*)But (*Compound*)(i) Although it rained a lot, they enjoyed themselves. (*Complex*)(ii) In spite of or Despite the rain, they enjoyed themselves. (*Simple*)(iii) Thomas was a rich man yet he led a simple life. (*Compound*)(iv) In spite of his being a rich man, Thomas led a simple life. (*Simple*)(v) Though Thomas was a rich man, he led a simple life. (*Complex*)(vi) Notwithstanding his sorrow, he is hopeful. (*Simple*)(vii) He is sorrowful but yet hopeful. (*Compound*)(viii) Though he is sorrowful, he is hopeful. (*Complex*)**Type 5:**(i) The Sun rose and the Fog disappeared. (*Compound*)(ii) The Sun having risen, the Fog disappeared. (*Simple*)(iii) As soon as the Sun rose, the Fog disappeared. (*Complex*)(iv) He finished his work and returned home. (*Compound*)(v) Having finished his work, he returned home. (*Simple*)(vi) After he had finished his work, he returned home. (*Complex*)**Type 6:**(i) He was not only thrown into Jail but also heavily fined. (*Compound*)(ii) Besides being thrown into Jail, he was heavily fined. (*Simple*)(iii) Besides being beautiful, she is intelligent. (*Simple*)(iv) She is not only beautiful but also intelligent. (*Compound*)(v) She is both beautiful as well as intelligent. (*Complex*)**Type 7:** A Complex sentence can be converted into a Simple sentence by reducing a Noun clause into a Noun phrase.(i) I know that he is an honest guy. (*Complex*)(ii) I know him to be an honest guy. (*Simple*)(iii) We could not figure out what he said. (*Complex*)(iv) We could not figure out the meaning of his words. (*Simple*)(v) I believe that God exists. (*Complex*)(vi) I believe in God's existence. (*Simple*)**Type 8:** A Complex sentence can be converted into a Simple sentence by reducing an Adjective clause.(i) Those that are helpless deserve our pity. (*Complex*)(ii) The helpless deserve our pity. (*Simple*)(iii) The Statue that is made of marble was bought from Jaipur. (*Complex*)(iv) The Marble statue was bought from Jaipur. (*Simple*)(v) We saw trees that were laden with fruits. (*Complex*)(vi) We saw trees laden with fruits. (*Simple*)

## PREPOSITIONAL PHRASES & PHRASAL VERBS

### ➤ Introduction

### ➤ **Prepositional Phrases:** Prepositions are words which begin Prepositional phrases.

A Prepositional phrase is a group of words containing a Preposition, a Noun or Pronoun, Object of the preposition, and any modifiers of the Object.

A Preposition sits in front of (is “pre-positioned” before) its Object.

**The following words are the most commonly used Prepositions:**

about	below	excepting	off	toward
above	beneath	for	on	under
across	beside(s)	from	onto	underneath
after	between	in	out	until
against	beyond	in front of	outside	up
along	but	inside	over	upon
among	by	in spite of	past	up to
around	concerning	instead of	regarding	with
at	despite	into	since	within
because of	down	like	through	without
before	during	near	throughout	with regard to
behind	except	of	to	with respect to

### ➤ **Phrasal Verbs:**

1. A Phrasal verb is a verb plus a Preposition or Adverb which creates a meaning different from the original Verb.

*Example:*

- (i) I ran into my teacher at the Movie last night. (run + into = meet)
- (ii) He ran away when he was 15. (run + away = leave home)

2. Some Phrasal verbs are Intransitive. An intransitive verb cannot be followed by an object.

*Example:*

- (i) He suddenly showed up. (“show up” cannot take an Object)

3. Some phrasal verbs are transitive. A Transitive verb can be followed by an Object.

*Example:*

- (i) I made up the Story. (“story” is the Object of “make up”)

4. Some transitive phrasal verbs are separable. The Object is placed between the Verb and the Preposition.

*Example:*

- (i) I talked my mother into letting me borrow the Car.
- (ii) She looked the phone number up.

5. Some transitive phrasal verbs are inseparable. The Object is placed after the Preposition.

*Example:*

- (i) I ran into an old friend yesterday.
- (ii) They are looking into the Problem.

6. Some transitive phrasal verbs can take an Object in both places.

*Example:*

- (i) I looked the number up in the Phone book.
- (ii) I looked up the number in the Phone book.

**Note:** Although many Phrasal verbs can take an Object in both places, you must put the Object between the Verb and the Preposition if the Object is a Pronoun.

*Example:*

- (i) I looked the number up in the Phone book.
- (ii) I looked up the number in the Phone book.
- (iii) I looked it up in the phone book. (*correct*)
- (iv) I looked up it in the phone book. (*incorrect*)

**Case study of the Verb “Agree”:** Notice how the meaning of AGREE changes depending on its Grammar, I mean, the way it is used in the context.

- A. If you agree with someone about / on something = you have the same opinion as them.

*Examples:*

- (i) I agree with you.
- (ii) We all agreed with each other that we needed to improve our English.
- (iii) My husband and I agree about /on most things.
- (iv) My husband and I agree with each other about /on most things.
- (v) Reena agreed with me when I proposed a Meeting.
- (vi) The four sisters could not agree among themselves.

(*Note: if they were ‘two sisters’, the answer should be ‘with each other’.*)

- B. If you agree to do something = you say you will do something that someone asks you to do.

*Examples:*

- (i) She agreed to help him.
- (ii) My Boss has agreed to give me a holiday!

- C. If you agree to something, = you give your permission for it.

*Examples:*

- (i) My Boss has agreed to my holiday dates.
- (ii) His father did not agree to the idea of a big birthday party.

- D. If two or more people agree on something, or agree to do something, = it means that they decide something together.

*Examples:*

- (i) We couldn’t agree on what to buy.
- (ii) They agreed to meet on Sunday.

**Important note:** So, remember when learning a new word, NEVER LEARN THE WORD ON ITS OWN. Learn the whole structure, the whole phrase. For example, if you just learn the word ‘Agree’, without any of its prepositions or relative structures, you will use it wrongly a lot of the time.