

ENGLISH

(Eng-112)

TEXT BOOK, GRAMMAR & COMPOSITION

For the students of first year

D.A.E. (All Technology)

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(According to the prescribed syllabus)

Eng.-112 ENGLISH

Total contact hours	Theory	Practical
	64	0

AIMS. At the end of the course, the students will be equipped with cognitive skill to enable them to present facts in a systematic and logical manner to meet the language demands of dynamic field of commerce and industry for functional day-to-day use and will inculcate skills of readings, writing and comprehension.

COURSE CONTENTS

ENGLISH PAPER "A"

1. PROSE/TEXT 16 hours

1.1 First eight essays of Intermediate English Book-II.

2. CLOZE TEST 4 hours

2.1 A passage comprising 50-100 words will be selected from the text. Every 11th word or any word for that matter will be omitted. The number of missing words will range between 5-10. The chosen word may or may not be the one used in the text, but it should be an appropriate word.

ENGLISH PAPER "B"

3. GRAMMAR 26 hours

3.1 Parts of speech

3.2 Sentence Structure

3.3 Punctuation

3.4 Change of Narration

3.5 One word for several

3.6 Words often confused

4. COMPOSITION

4.1 Letters/Messages

4.2 Job application letter

4.3 Essay writing

Technical Education, Science and Our life,
Computers, Environmental Pollution, Duties of a
Student.

5. TRANSLATION 4 hours

5.1 Translation from Urdu into English.

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THE DYING SUN

Sir James Jeans

A few stars are known which are hardly bigger than the earth. but most of them are so large that hundreds of thousands of earths could be packed inside each and leave room to spare; here and there we find an immense star large enough to contain millions and millions of earths. And the total number of stars in the universe is, probably something like the total number of grains of sand on all the seashores of the world. Such is the littleness of our home in space when measured up against the total substance of the universe.

These millions of stars are wandering about in space. A few form 'groups which journey in company, but most of them travel alone. And they travel through a universe so immense that it is very, very rare event indeed for one star to come anywhere near to another. For the most part each star makes its voyage in complete loneliness, like a ship on an empty ocean. In a scale model in which the stars are ships. the average ship will be well over a million miles from its nearest neighbour. From this it is easy to understand why a star seldom finds another anywhere near it.

We believe, however, that some two thousand million years ago this rare event took place, and that an other star, wandering blindly through space, happened to come near the sun. Just as the sun and moon raise tides on the earth, so this second star must have raised tides on the surface of the sun. But they would be very different from the little tides which the small mass of the moon raises in our oceans; an immense tidal wave must have travelled over the surface of the sun, at last forming a mountain so high that we can hardly imagine it. As the cause of the disturbance came nearer and nearer, the mountain would rise higher and higher.

And before the second star began to move away again, its tidal pull had become so powerful that this mountain was torn to pieces and

threw off small parts of itself into space. These small pieces have been going round the sun ever since. They are the planets, great and small, of which our earth is one.

The sun and the other stars we see in the sky are all extremely hot - far too hot for life to exist on them. So also no doubt were the pieces of the sun when they were first thrown off. Gradually they became cooler, until now they have very little heat of their own left, their warmth coming almost entirely from the radiation which the sun pours down on them. In course of time one of these cooling pieces gave birth to life. we don't know how, when or why this happened. It started in simple organisms, whose living power consisted chiefly in their being able to reproduce themselves before dying. But from these humble beginnings came a stream of life which, growing ever more and more complex, has in the end produced beings whose lives are largely centred in their feelings and ambitions, their sense of beauty, and the religions in which lie their highest hopes and noblest desires.

Although we cannot speak with any certainty, it seems most likely that the human race came into existence in some such way as this. Standing on our little grain of sand, we try to discover the nature and purpose of the universe which surrounds our home in space and time. Our first feeling is something like fear. We find the universe frightening because of the stretches of time so great that we cannot imagine them, making the whole of human history so very small in comparison, frightening because of our extreme loneliness, and because of the littleness of our home in space - a millionth part of a grain of sand out of all the sea-sand in the world. But above all else, we find the universe frightening because we cannot find any sign that life like our own exists any where in it except on the earth. Indeed, for the most part, empty space is so cold that all life in it would be frozen. Most of the matter in space is so hot as to make life on it impossible. Life does not seem to have any part in the plan of the universe which produced our planetary system. Calculation shows that there can be

only very few such systems in space. Yet, so far as we can see, life of the kind we know on earth can exist only on planets like the earth. It needs suitable physical conditions for its appearance, the most important of which is a temperature at which substances can exist in a liquid state.

The stars themselves are far too hot for this. We may think of them as a collection of fires scattered through space, providing warmth in surroundings where the temperature is at most some four degrees above absolute zero, that is, about 484 degrees of frost on the Fahrenheit scale. In the immense stretches of space beyond the Milky Way, it is colder still. Away from the fires there is this un-imaginable cold of hundreds of degrees of frost; close up to them there is a temperature of thousands of degrees, at which all solids melt, all liquids boil.

Life can exist only in a narrow belt surrounding each of these fires at a certain distance where the temperature is neither too hot nor too cold. Outside these belts life would be frozen; inside it would be burnt up. A rough calculation shows that such temperature belts, within which life is possible, all added together, make up less than a thousand million millionth part of the whole of space. And even inside the life must be very rare, for it is extremely unusual for suns to throw off planets as our sun has done. Probably only one star in 100,000 has a planet going round it at right distance for life to be possible on it.

NOTES

Words Explained:

pack : put into box, parcel, etc.; put things into box, etc., get or become crushed into small space. I must pack my suitcase (fill with articles) before the taxi comes to take me to the station.

- spare : do without, let another have, give what is not needed.
She told the robber to take her money but to spare (not to take) her life. Can you spare the beggar a rupee? We have a spare bed for visitors. -Have you a spare shirt to lend me?
- average : number got by the addition of separate numbers and division of this by a number of such numbers; what is normal or representative. His work is about average, or below or above average.
- rare : seldom, not often.
- radiation : giving out rays of light or heat; coming out as rays in all directions from middle point.
- organism : living body having parts dependent upon one another.
- reproduce : increasing number of one's sort by having offspring.
- complex : not simple, hard to get clear or straight complex machinery, complex argument, complex sentence.
- planetary : of planets; planet, a star moving round the sun.
- space : that in which all physical things have their being. A space of hundred yards. We should have enough space between the houses. In open space.
- calculation : something worked out by mathematics; decision as to effect event, by balancing reason, etc. A calculating machine; a rough calculation.
- Milky Way : the galaxy, the shining countless stars and nebulae stretching across the night sky.

ANSWER THESE QUESTIONS

1. How is it that a star seldom finds another star near it?
2. What happened when, according to Sir James Jeans, a wandering star, wandered through space, came near the sun.
3. What happened when the wandering star came nearer and nearer?

4. What are planets and how did they come into existence?
5. Why is there no life on the stars?
6. Write a note on the beginning of life on the earth.
7. Why is the universe, of which our earth is part, so frightening?
Give as many reasons as you can.
8. What, in your opinion, should be the conditions necessary,
for the kind of life we know to exist on other heavenly bodies? Do
such conditions generally exist?

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USING THE SCIENTIFIC METHOD

Darrel Barnard & Lon Edwards

All of us have benefited greatly_ from the use of scientific method in solving 'problems such as those dealing with the maintenance of health, the production and preservation of foods, the construction of our homes, and the improvement in communication and transportation. Not only have our ways of living changed, but people themselves have also been changed. Today we are better able to explain happenings which used to be considered strange and mysterious. Although there is still need for improvement, we are now generally, less fearful than our fathers and grandfathers were. We are also more critical in our thinking than our ancestors.

This lesson should help you understand how the use of scientific method has improved living conditions and changed people. It should also help you understand how you can make better use of the scientific method in your everyday living.

Better Control of Disease. If you had been born two hundred years ago, you would have had about one chance in eight of living to be one year old. In other words, in those days about seven out of eight babies died before reaching their first birthday. Suppose you had been an unusually strong little fellow and had lived through that first year. Very likely, before you were six years old, you would have had smallpox, and by the time you reached the age of twelve, you would undoubtedly have had measles, whooping cough, scarlet fever, and diphtheria. Even then your battle for life was not over. Yellow fever, malaria," typhus, cholera, typhoid fever, and even influenza, once started, spread through a community. Life was most uncertain. A person who lived to be more than thirty years of age was indeed fortunate. It is unbelievable that such conditions could have existed so short a time ago. Today babies are born in hospitals where there is little likelihood of their getting a disease. Young people are treated to protect them against smallpox, diphtheria, and typhoid fever. Today a

person can expect to live to be almost seventy years old. In other words, more than thirty years have been added to the expected length of man's life. -These changes have been made possible by use of the scientific method to solve such problems as the causes of disease and its prevention.

Better Sanitary Conditions. It is difficult to imagine what sanitary conditions in some of our larger cities were like only one hundred years ago. Into the narrow, unpaved, and poorly drained city streets household garbage and other refuse were thrown. Animals wandered through the streets, feeding upon the garbage. Outdoor toilets were common, many of them situated where human wastes drained into wells from which people obtained drinking water.

Today our city streets are paved and well drained, and they are cleaned regularly. It is against the law to throw garbage in the streets. Sewage from all sections of a city is carried through sealed pipes to disposal plants. Through the use of the scientific method it has been demonstrated that unsanitary conditions cause the spread of diseases like typhoid fever, cholera and dysentery. Today most city governments have departments of sanitation which keep the cities clean and thereby prevent the spread of certain diseases.

A century ago it was common practice in many cities by the bucketful for household use. Water had to be carried considerable distance from the well to the home. It was, therefore, used very sparingly for cleaning purposes. Often it came from sources that contained disease-producing germs.

Towns and cities today have water systems that usually provide enough for household use. One of the most important problems in growth of cities has been to provide sufficient water to meet the many needs of an increasing population. Los Angeles has solved the problem by bringing water to the city from Colorado River, 544 kilometers away. Carried through a pipeline or aqueduct, a thousand million liters of water are delivered to the district daily. This

is a remarkable advance from the bucket system of supplying homes with water.

More Food and Better Food. Changes have taken eating habits. Through the use of science we have learned that it is healthful to eat many kinds of food, and we have learned how to provide ourselves with a variety of foods throughout the year. People who lived a century ago probably enjoyed eating as much as we do today, but they could not have as many different kinds of foods. Most of their foods had to be produced on their own farms or in their own gardens. Since fresh vegetables could be obtained only during the growing season, people living in cold climates had none during the winter months. Thrifty housewives preserved their home grown vegetables and fruits by canning, pickling, or drying them for use during the cold weather. Meats were preserved by salting and drying or by freezing when the weather was cold enough. Sea foods were generally available only fish along the coast, fish and shell-fish could be eaten soon after they were caught.

Regardless of where people live today, they can obtain some fresh fruits, meats and vegetables throughout the year. By the quick-freeze method, vegetables, fruits, sea foods, and meats of various kinds can be preserved so that they are both nutritious and enjoyable. Modern methods of selecting, grading, and processing foods have removed the risk or danger of poisoning from canned foods, dehydration, or the removal of water from such foods as milk, eggs, potatoes, and apples, has proved a practical method of preservation.

Our eating habits are not the only things in our lives changed by the use of science. Because we have used science to learn more about the processes and materials in our surroundings and about the methods of controlling them, we have been able to improve our ways of building houses, our methods of communication and transportation, and even the way we spend our leisure time.

Better Attitudes. By an attitude we mean the way we feel toward some idea or some event. If a person believes that wearing some kind of charm will prevent him from having bad luck, he will wear the charm, and will feel uncomfortable without it. Feelings which involve fears such as this are called superstitions. Superstitious people believe in signs of good or bad luck, and their lives are greatly -influenced by such signs.

Superstitious beliefs are being overcome by using the scientific method to demonstrate that there is no sound basis for them. Few people today believe that diseases are caused by evil spirits. Though astrology and fortune-telling are still practiced, they do not influence the lives of as many people as they once did. It has been learned that there is always a good natural reason for everything that happens to people. As a result, most people no longer fear black cats, broken mirrors, and the number 13.

By the scientific method it has been demonstrated that ideas are not necessarily true because they have been believed for a long time. Ideas must now be supported by facts in order to be acceptable to the scientist or to people who use the scientific method.

The discoveries of scientists have helped people develop an attitude of open mindedness. They are more willing to look for new truths than to assume that what has been considered true will always be true. Because people have had to change their old ideas as a result of new discoveries made by scientists, they are less likely to accept conclusions as final.

NOTES

Words Explained:

maintenance : keep going in good condition. The train maintained a speed of 50 miles per hour. She has to maintain a large family.

communication :	act of getting in touch with, act of imparting news or giving information. Communication between these two villages is slow.
transportaion :	act of taking persons, goods from one place to another.
prevention :	prevent is to keep things from taking place, or persons from doing.
Sanitary :	clean, healthy.
drain :	waterway for taking ,off water.
garbage :	food etc., put out as waste.
refuse :	waste material.
outdoor toilet :	easing oneself in the open.
human waste:	waste material sent out by human bodies.
Sewage :	matter conveyed in sewers
nutritious :	with high food value.
use sparingly :	economically, with great care, as little as possible.
delivered :	supplied. The postman delivers our letters at 8 a.m
thrifty :	careful in the use of money and goods.
housewife :	woman controlling household, woman keeping house.
canning :	getting food tinned
pickling :	keeping meat good by salt: and vinegar.
grading :	putting in order, in grade.
processing :	putting goods "through some process, or way of making.
leisure :	time free from work
charm :	words, acts or things credited with strange powers.
sign :	omen

astrology : observation of the stars in the belief that their motion has effect on man's life.

open-mindedness : willingness to accept new ideas, a liberal outlook.

ANSWER THESE QUESTIONS

1. How has the scientific method helped us in our fight against disease?
2. Write a note on the better sanitary conditions available in our cities today and compare them with what they were like a hundred years ago.
3. What are the sanitary conditions like in our villages today and how would you improve them?
4. How has the scientific method helped us in the production and preservation of foods?
5. We are now generally less fearful than our ancestors. What were our ancestors afraid of?
6. How has the scientific method enabled us to- get over the old fears?
7. What part did astrology play in the lives of men and women in the past? Give examples.
8. Describe some of the superstitious still current in our country. How do they affect the lives of those who believe in them?

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WHY BOYS FAIL IN COLLEGE

Herbert E. Hawkes.

Of the boys who do not reach their natural academic boundary during the course of their college career, but who fail to get through, there are two main classes: those who try, and those who do not try. Many boys attempt seriously to make good, and really have the native ability to do so, but find it almost impossible to sit at a desk and concentrate on the tasks assigned. There is the boy who sits down to study, open his book but before starting on his work says to himself, "I think that I had better sharpen my pencil; it needs it badly." And when he has sharpened it, he observes that all his pencils need sharpening. And so on, until his time is gone and nothing has been done. Such nervous habits are not easy to uproot, and, so far as I can see cannot be eradicated by anyone but the boy himself. Others can see the difficulty but the boy must take himself by the collar and make himself cultivate a poise and calm that smothers the fidgets. Until he does this, he does not really try, although he thinks he's trying and often spends more time in the presence of an open book than many a boy of equal ability who does good work.

A common cause of failure is a mistaken ambition for the boy on the part of his parents. More often than I should wish, I find a boy who is not showing any interest in his work and who is not trying to do it with any distinction, because he is following a direction, mapped out by his parents, that runs counter to all of his interests and abilities. I have made a number of very warm enemies among the parents of their son to be a physician, or a dentist, or an engineer. It may be that the boy has ability enough to be anyone of these things, but the long and short of it is, he does not want to be. He wants to be a theatrical manager, or a businessman, or a book -illustrator. It may be unreasonable for the boy to turn his back on a fine open in the dental profession in favour of business. But reason cannot control all of these

matters As well argued with a person that he ought to like onions when he detests them As a general thing, the boy wins out in such controversies. And he should Also, be it said, the parent whom I have offended usually comes around after a term of years and tells me that his son was right and that he is thankful to me for taking the part of the boy in the argument. If such a boy fails, it is because he cannot bring himself to try to do the work that is distasteful to him, and that he feels is leading him in the wrong direction. If the college is alive to its work of advice, such cases are caught before the failure is complete.

Another type of boy who does not try is the very bright boy who has always done his school work without effort, and who has never learned what real application is. He supposes that he can float through college with as little effort as he did through school. I sometimes think that the bright boy who has always depended his ability to get things quickly, is the most pitiable object among all our students. For it is almost a tragedy to see all of this keenness going to waste, and to feel that the entire opportunity which the college has to offer is passed up because of a too receptive mind. The cure for this sort of thing is again not easy, for it involves an entire change of attitude, and the forming of a completely new set of habits. No one can do this but the boy himself. All that the rest of us can do is to point out what is the matter.

The question of health, both physical and mental, is always one of the reasons for failure. If an adequate health service is available in the college, and proper cooperation exists between the teaching staff and the office the college doctor, an immense number of failures can be avoided and, what is just as important, the reason for inability to do satisfactory college work can be clearly understood by the boy, his parents and the college authorities. In the case of poor academic work, the reason for which is not apparent, it is my custom always to ask the student to undergo a thorough physical examination. It is

surprising to find out in how large a percentage of such cases the university physician finds an adequate reason for the difficulty. Tuberculosis, had tonsils, sleeping sickness, poor digestion, various forms of mental and nervous difficulty have been brought to light by the doctor during the past few months, to the unspeakable relief of the student and enlightenment of the faculty. Occasionally, one meets an old-fashioned person like the father who told me a few months ago that, although we had arranged to have his son's tonsils removed without expense, he would not consent to the operation. He asserted that God put those tonsils in his son's throat for some good purpose, and that he would not stand for their removal. Since the boy was absorbing too much poison to permit proper application to his college Work, we had to ask him to go home. Of course, such cases are rare. But it is necessary to keep constantly in mind the simple fact that there is no substitute for health, and that, however such a man may know. It is not of much value unless he possesses the physical vigour to bring it to bear on the world's problems.

Nowadays, when most ambitious boys want to go to college, the financial pressure is a very serious one. A few parents take the position that the boy should earn his Way through college for the good of his soul. As a matter of fact, no boy ought to be compelled to his entire Way through college if it can in any way be avoided. Not only does he get a mighty poor living by the process, but a mighty poor education as well. If the boy ought to go to college at all, he ought to be trusted to make good use of reasonable contribution from his parents toward expenses. Any parent owes this much to his son. The boy did not ask his parents to bring him into the world. They are responsible for his being here, and consequently they have the responsibility for giving him the best equipment possible to meet the World's problems.

Nevertheless, many boys are cast entirely on their own resources for their college expenses. And it is always to the detriment

of their health, or the value of their education, or both. Any boy can earn a part of his expenses without hurting himself, and in my experience many boys are willing to earn more than their share in order to save the burden of their parents. But to see boys by the dozen take jobs lasting from six o'clock in the evening till two in the morning, six days in week; to see boys undergoing transfusion of -blood to get money for their food and books, is a heartrending spectacle. Many of our boys of finest character and excellent ability are doing just this kind of thing. And inevitably it is an important reason for apparent failure. Most colleges do all they can with scholarship funds to alleviate this situation, but even when everything possible is done, every dean who knows his students can recall many cases of boys who have been obliged to drop out for the lack of a little money to see them through.

There are always a goodly number of undergraduates whose heads are turned and whose judgement is perverted by the attractiveness of athletic sports and literary (so called) activity. All of these features of college life have their place, and should receive the support of those students who are interested in them. In my experience, the awakening of a clear judgement as to what the college is for, is not as difficult as is often supposed. If a boy is too much interested in these side shows he ought to get out of the main tent and become professional. But most of them really are not, and if reasoned with by a friend who knows youth and understands the importance of the college opportunity, they will not allow themselves to be swept off their feet by athletics. I do not think that this sort of thing is as serious a reason for failure as do some of the critics of our colleges who see things from the outside and at a long range.

A few lazy bluffers drift into college and usually drift out again. Most of them have not found any serious interest in life, and some of them never will. It is usually wise to let them retire to the cold world for a reason and find out by experience how much demand

there is for a lazy bluffer. Sometimes they learn their lesson and return to do first rate work. But the burden of proof is always on them to show that they mean business.

On the whole, the problem that the college dean faces calls for about the same diagnostic ability as the physician's. He is helping the young men under him to see life steadily and see it whole. If he can save boys from failure through foolishness, sickness and sin, he is doing his part of the job.

NOTES

Words Explained:

do not boundary:	do not complete their education, fail to get the required degree, etc.
get through :	pass
native ability :	natural ability
concentrate....massigned:	give full attention to the given work.
eradicate :	root out, put an end to
take collar :	deals firmly with himself
poised. fidgets :	balance and self-discipline which keep back nervous excitement
mapped out :	planned.
run-counter to :	go against.
long and short of it :	all that can or need he said
opening :	position which business is offering
detest :	have great hate for.
win out :	succeed.
controversy :	argument especially of public sort as in a newspaper
offend :	displease
himself to try :	does not feel inclined to try
alive to :	conscious of
application :	to apply

float through college:	pass, get through.
keenness :	strong desire.
passes up :	not used, not utilized
receptive :	able or quick to receive ideas
attitude :	point of view, way of looking at something
adequate :	enough, satisfactory.
health service :	medical aid
apparent :	clearly seen
enlightenment :	knowledge.
substitute :	person or thing taking the place of another
to bring it to bear :	apply
earn his way :	earn to pay for his education
mighty :	very large and strong
detriment :	damage, loss, injury.
transfusion of blood :	putting blood from one living body into another
heartrending :	very painful.
inevitably :	bound to happen, as a matter of course, necessarily.
see them through :	enable them to finish their course.
heads are turned :	feel very vain.
perverted :	get turned to a wrong use.
side shows :	games etc. which are not a real part of college education
professional :	doing a thing for a living.
swept off their feet :	allow themselves to be carried away-
see things at a long range :	from a distance.
bluffer :	one who bluffs to deceive others
drift :	go aimlessly.
cold world :	hard unsympathetic world.
burden of proof :	obligation to prove a given statement.

see it whole: : see life in a balanced way and from all sides.

ANSWER THESE QUESTIONS

1. According to the author there are some boys who fail because they do not try. Who are they? Can we help them?
2. How does mistaken ambition on the part of boys and their parents lead to the failure of the boys?
3. There are some boys who have done well at school but fail to make their mark at college. Who are they? Do you have such boys in college in your country?
4. How does financial pressure lead to the failure of students described in the lesson? Do you have similar cases in your country?
5. To what extent does the question of health lead to failure at college? How far can the college authorities with their medical officers help students in such cases?
6. What place would you accord to sportsmen in colleges?
7. There are some students who join college for the fun of it. Should they be allowed to stay?

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END OF TERM*David Daiches*

I believe a school teacher wrote a book some years ago with title "Friday Thank God". That phrase expresses perfectly my attitude to the arrival of the week end during term time when I was a school boy. The daily grind of school, with its abundant homework, its fierce competition, the sense of never being able to relax, pressed heavily upon me in spite of the fact that I often the actual classroom work. Waking up in the morning with the knowledge that at had to get out of bed, that there was no possibility of turning over for an extra doze, and seeing the hours of school stretching ahead, was a dismal experience on a Monday. We had a maid once who would climb each morning with grim steps up to the attic floor where Lionel and I slept in one bedroom and my sister Sylvia in another, and announce in deep, funeral tones: "Lionel, David, Sylvia- time!" I used to lie waiting for that ominous tread on the uncarpeted attic stairs, and the voice it heralded sounded in my ears like a summons to damnation. Thinking was always worse than the reality; I don't remember ever being especially unhappy in class; but the oppressive weight of the knowledge of a full day's school ahead remained a characteristic sensation of my childhood and disappeared only after I had left school and entered the university, where the smaller number of classes to be attended and the freedom of the student to come and go meant a completely new kind of academic world. To wake up on a Thursday morning to feel the end of the week already lying ahead: Friday morning was positively rose-coloured. The last 'period' (as each of our lessons was called) on a Friday, whatever the subject, had its happy flavour of the end of the week, and one walked home from school on a Friday afternoon (however much homework had been assigned for the Monday) with the tread of an escaped prisoner. Friday night, with two solid days before school again, was the best night of the week; Saturday night, with still a whole day between it and Monday, was

pleasant in a quite different way; Sunday night was full of the threat of Monday morning.

Sometimes there were unexpected respites - a half holiday to let us attend a football match which some unforeseen circumstances had caused to be cancelled the preceding Saturday, or the sudden dismissal of school an hour or two before the usual time because of some unexpected crisis or celebration. But these were few and far between. Once a term we had the annual mid-term holiday, a Monday off, which made a luxuriously long week-end (but it seemed to go just as fast as ordinary weekends), and occasionally in winter if there had been a continuous hard frost for some days We would get a whole day's 'skating holiday'. These were blessed breaks in routine, but not, of course, comparable to the holidays we got at Christmas and at Easter - three weeks each in my earlier school days, later tragically reduced to a fortnight and then (if my recollection of loss is not misleading pie) to a mere ten days. But 'the' holidays were the summer holidays, the two months' vacation we got in the summer time, and it was these months towards which the whole year moved.

Two months seemed a long, long time in those days; indeed, I used to have the feeling that, 'for all practical purposes, I could look forward to a period of permanent felicity. I would walk home across the Meadows in the July sunshine, wearing my summer school clothes of grey cricket shirt, grey shorts, and red Weston's blazer, and savour my happiness with conscious relish. I could hardly believe that three strenuous school terms had indeed rolled away and the longed for, dreamed of almost (it seemed at times) mythical summer holidays were at hand, unspoilt as yet, lying intact and promising just ahead. It all seemed too good to be true. Wishes didn't come true in this life - I knew that: all my early childhood I longed desperately for a tricycle, which my parents could never afford, and later the wish was transferred for a bicycle, and there, too I was permanently disappointed. (I bought my first bicycle for myself when I was

.twenty-one with prize money I had won at Edinburgh University). How often had I stood outside sweet shops with empty pockets longing for a penny or two to materialize somehow or hung on the outskirts of a crowd around an ice-cream barrow wondering whether the ice-cream man would be miraculously inspired to offer me a 'cornet' or a 'slider' free. These things never happened. (The few pence a week pocket-money we received was to be put into a money box and saved, and during our early childhood Lionel, Sylvia and I never had anything to spend for ourselves). Yet summer and the summer holidays did come; the school year did come to an end; and one did find oneself at last standing by the trunks and suitcases outside No.6, Miller field Place, waiting for the taxi (glorious vehicle) that was to convey the family and its luggage to the railway station.

NOTES

Words Explained:

week-end :	Saturday and Sunday, sometimes Friday and Monday.
grind :	hard work.
relax :	rest from work.
doze :	sleep.
dismal :	sad, without comfort.
grim :	hard, cruel.
funereal :	gloomy, dismal, dark
ominous :	being or giving bad omen.
herald :	proclaim the approach of.
damnation :	condemnation to hell
anticipation :	know, realize beforehand.
sensation :	being conscious of some effect on one body feeling.
rose-coloured :	beautiful, pleasing
flavour :	quality of taste mixed with smell
respite :	time of rest

crisis :	time of great danger.
routine :	regular, fixed order of doing things
felicity :	intense happiness.
savour :	special taste or smell of something; suggestion of some quality.
relish :	the special taste or quality of something pleasing.
strenuous :	using, needing great force, hard working.
mythical :	without existence in fact.
materialize :	take form or shape.
outskirts :	outer edge.
miraculously :	in a strange unexpected way.
inspire :	put thought or feeling into a person.

ANSWER THESE QUESTIONS

1. What was the Daiches' attitude towards the week-end as a school boy? Why did he long for it?
2. What was his general view of school life?
3. He liked holidays for their freedom - freedom from what?
4. How did he spend his summer holidays?
5. Wishes don't come true in this life, writes Daiches. What are the things he longed for but could not have?
6. What did he do with his pocket money?

☆☆☆☆

ON DESTROYING BOOKS

J. C. Squire

It says in the paper that over two million volumes have been presented to the troops by the public. It would be interesting to inspect them. Most of them, no doubt, are quite ordinary and suitable' but it was publicly stated the such as magazines twenty years old, guides to the Lake District, and back numbers of Whitaker's Almanac. In some cases one imagines such indigestible get into the parcels by accident; but it is likely that there are those who jump at the opportunity of getting rid of books they don't want. Why have they kept them if they don't want them? But most people especially non-bookish people are very reluctant to throw away anything that looks like a book. In the most illiterate houses that one knows every worthless volume that is bought finds its way to a shelf and stays there. In reality it is not merely absurd to keep rubbish merely because it is printed: it is positively a public duty to destroy it. Destruction not merely makes more room for new books but saves one's heirs the trouble of sorting out the rubbish or storing it.

But it is not always easy to destroy books. They may not have as many lives as a cat but they certainly die hard: and it is sometimes difficult to find a scaffold for them. This difficulty once brought me almost within, the shadow of the Rope. I was living in a small and (as Shakespeare would say) heaven-kissing flat in Chelsea, and books of inferior, minor verse gradually accumulated there until at last I was faced with alternative of either evicting the books or else leaving them in sole, undisturbed tenancy and taking rooms elsewhere for myself. Now no one would have bought these books. I therefore had to throw them away or wipe them off the map altogether. But how? There were scores of them. I had no kitchen range, and I could not toast them on the gas-cooker or consume them leaf by leaf in my small study fire for it is almost as hopeless to try to bum a book without opening it as to try to burn a piece of granite. So in the end I determined to do to them

what so many people do to the kittens: tie them up and consign them to the river. I improvised a sack, stuffed the books into it, put it over my shoulder, and went down the stairs into the darkness.

It was nearly midnight as I stepped into the street. There was a cold nip in the air, the sky was full of stars: and the greenish-yellow lamps threw long gleams across the smooth, hard road. Few people were about, and here and there rang out the steps of solitary travelers on the way home across the bridge to Battersea. I turned up my overcoat collar, settled my sack comfortably across my shoulders, and strode off towards the little square glow of the coffee-stall which marked the near end of the bridge, whose sweeping iron girders were just visible against the dark sky behind. A few doors down I passed a policeman who was flashing his lantern on the catches of basement windows. I fancied he looked suspicious, and I trembled slightly. The thought occurred to me: Perhaps he suspects I have swag in this sack." I was not seriously disturbed as knew that that I could bear investigation, and that nobody would be suspected of having stolen such goods (though they were all first editions) as I was carrying. Nevertheless I could not help the slight unease which comes to all who are eyed suspiciously by the police, and to all who are detected in any deliberately furtive act; however harmless. He acquitted me, apparently; and with a step that, making an effort, I prevented from growing more rapid, I walked on until I reached the Embankment.

It was then that all the implications of my act revealed themselves. I leaned against the parapet and looked down into the faintly luminous swirls of the river. Suddenly I heard a step near me; quite automatically I sprang back from the wall, and began walking on with. I fervently hoped, an air of rumination and unconcern. The pedestrian came by me without looking at me. It was a tramp who had other things to think about; and, 'calling myself an ass, I stopped again. "Now for it," I thought; but just as I was preparing to "cast my books, upon the water I heard another step - a slow and measured one.

The next thought came like a blaze of terrible blue lightening across my brain: "What about the splash?" A man leaning at midnight over the Embankment wall; a sudden fling of his arms: a great splash in the water. Surely, and not without reason whoever was within sight and hearing seemed (and there always seemed to be some one near) would at once rush at me and seize me. In all probability they would think it was a baby. What on earth would be the good of telling a London constable that I had come out into the cold and come down alone to the river to get rid of a pack of poetry? I could almost hear his gruff, sneering laugh: "You tell that to the Marines, my son!"

So far I do not know how long I strayed up and down, increasingly fearful of being watched, summoning up my courage to take the; plunge and quailing from it at the last moment. At last I did it. In the middle of, Chelsea Bridge there are projecting circular bays with seats in them. In my agony of decision I left the Embankment and hastened straight for the first of these. When I reached it I knelt on the seat. Looking over, I hesitated again. But I had reached the turning-point. "What!" I thought savagely, "under the resolute mask that you show your friends is there really a shrinking and contemptible coward? You fall now, you must never, hold your head up again. Anyhow, what if you are hinged for it? Good God: you worm; better men than you have gone to the gallows." With the courage of despair took a heave. The sack dropped sheer. A vast splash. Then silence fell again. No one came. I turned home; and as I walked I thought a little sadly of all those books falling into the cold torrent, settling slowly down through the pitchy dark, and subsiding at last on the ooze of the bottom, there to lie forlorn and forgotten whilst the unconscious world of men went on.

Horrible bad books, poor innocent books, you are lying there still: covered, perhaps, with mud by this time, with only a stray rag of your sacking sticking out of the slime into the opaque brown tides. Odes to Diana, Sonnets to Ethel, Dramas on the Love of Lancelot,

Stanzas on a First Glimpse of Venice, you lie there in a living death,
and your fate is perhaps worse than you deserved.

NOTES

Words Explained:

Whitaker's	it is a compendium of general information
Amanac :	regarding the government, finance, population and commerce of the world, with special reference to the British Empire and the United States, besides being an almanac in the ordinary sense. Almanac is at calendar.
indigestibles	books that cannot be easily digested; dull, hard to understand.
reluctant :	unwilling
sortout :	put into different groups according to size, quality.
shadow of the rope :	fear of being hanged.
evict :	expel from house etc., by legal process.
accumulate :	get together by additions.
kitchen range :	fireplace for cooking.
consume them	destroy as by fire
granite :	hard grey stone.
consign :	give up to.
cold nip in the air :	feeling of cold.
swag :	stolen goods.
investigation :	inquiry
furtive :	secret, not open.
swirls :	circling motion of water, air, etc
automatically :	unconsciously.
rumination :	absorbed in thought.
unconcern :	easy in mind.
pedestrian :	going on foot, a person walking.

tramp :	person who goes from place to place and does no regular work measured step : slow regular steps.
Measured step :	slow regular steps.
gruff, sneering	rough, unpleasing in voice, sneering laugh smile
laugh :	unkindly
tell that to the	a phrase that expresses disbelief and ridicule
marines :	
strayed :	wandered.
qualing :	being cowed, afraid.
agony :	great pain of mind or body.
resolute	make a show of being brave but are a coward at
mask....	heart
coward :	
heave :	lifting something heavy
ooze :	wet; liquid mud
forlorn :	unhappy, uncared for
slime :	mud.
opaque :	not letting light through.

ANSWER THESE QUESTIONS

1. What sort of books were presented by the British public to soldiers?
2. Was it interest of soldiers that prompted their action or was it the wish to get rid of useless books?
3. Why should bad books be destroyed?
4. Why is it difficult to destroy books?
5. Why could not the author burn the unwanted books?
6. How did he decide to get rid of them?
7. Describe the author's midnight venture to throw the books in the river and the suspicions which his action were likely to arouse.

8. How did he muster up courage at last to fling them into the river?
9. Did he come to have a feeling for those books once he had got rid of them?

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THE MAN WHO WAS A HOSPITAL

Jerome K. Jerome

It was my liver that was out of order. I knew it was my liver that was out of order, because I had just been reading patent liver-pill circular, in which were detailed the various symptoms by which a man could tell when his liver was out of order. I had them all.

It is a most extraordinary thing, but I never read a patent medicine advertisement without being impelled to the conclusion that I am suffering from the particular disease therein dealt with in its most virulent form. The diagnosis seems in every case to correspond exactly with all the sensations that I have ever felt.

I remember going to the British Museum one day to read up the treatment for some slight ailment of which I had a touch - hay fever, I fancy it was. I got down the book, and read all I came to read; and then, in an unthinking moment, I idly turned the leaves, and began to indolently study diseases, generally. I forget which was the first distemper I plunged into - some fearful, devastating scourge, I know and, before I had glanced half down the list of "premonitory symptoms," it was borne in upon me that I had fairly got it.

I sat for a while frozen with horror; and then, in the listlessness of despair, I again turned over the pages. I came to typhoid fever - read- the symptoms - discovered that I had typhoid fever, must have had it for months without knowing it - wondered what else I had got: turned up St. Vitus's Dance - found, as I expected, that I had that too, - began to get interested in my case, and determined to sift it to the bottom, and so started alphabetically - read up again and learnt that I was sickening for it, and that the acute stage, would commence in about another fortnight. Bright's disease, I was relieved to find, I had only in a modified form and, so far as that was concerned, I 'might live for years. Cholera I had with severe complications; and diphtheria I seemed to have been born with. I plodded conscientiously through the twenty-six letters, and the only malady I could conclude, I had not

got, was housemaid's knee. `

I felt 'rather hurt about this at first; it seemed somehow to be a sort of slight. Why hadn't I-got housemaid's knee? Why this invidious reservation? After a while, however, less grasping feeling prevailed, I reflected that I had every other known malady in the pharmacology, and I grew less selfish and determined to do without housemaid's knee. Gout, in its most malignant stage, it would appear, had seized me without my being aware of it: and zymosis I had evidently been suffering with from boyhood. There were no more diseases after zymosis, 'so I concluded there was nothing else the matter with me.

I sat and pondered. I thought what an interesting case it must be from a medical point of view, what an acquisition I should be to a class: Students would have no need to "walk the hospitals", if they had me. I was a hospital in myself. All they need to do would be to walk round me, and, after that, take their diploma.

Then I wondered how long I had to live. I tried to examine myself. I felt my pulse, I could- not at first find any pulse at all. Then, all of sudden, it seemed to start off. I pulled out my watch and timed it. I made it a hundred and forty-seven to the minute. I tried to feel my heart. I could not feel my heart. It had stopped beating. I have since been induced to come to the opinion that it must have been there all the time, and must have been beating, but I cannot account for it. I patted myself all over my front, from what I call my waist up to my head, and I went a bit round each side, and a little way up the back. But I could not feel or hear anything I tried to look at my tongue. I stuck it out as far as ever it would go, and I shut one eye and tried to examine it with the other. I could only see the tip, and the only thing that I could gain from that was to feel more certain than before that I had scarlet fever.

I had walked into that reading-room a happy, healthy man. I crawled out a decrepit wreck.

I went to my medical man. He is an old chum of mine, and

feels my pulse, and 'looks at my tongue, and talks about the weather, all for nothing, when I fancy I'm ill; so I thought I would do him a good turn by going to him now. "What a doctor wants", I said, "is practice. He shall have me. He will get more practice out of me than out of seventeen hundred of your ordinary, commonplace patients, with only one or two diseases each." So I went straight up and saw him, and he said:

"Well, what's the matter with you?"

I said :

"I will not take up your time, dear boy, with telling you what is the matter with me. Life is brief, and you might pass away before I had finished. But I will tell you what is not the matter with me. I have not got housemaid's knee. Why I have not got housemaid's knee, I cannot tell you; but the fact remains that I have not got it. Everything else, however, I have got."

And I told him how I came to discover it all.

Then he opened me and looked down me, and clutched hold of my wrist, and then he hit me over the chest when I wasn't expecting it- a cowardly thing to do, I call it - and immediately afterwards butted me with the side of his head. After that, he sat down and wrote out a prescription, and folded it up and gave it to me, and I put it in my pocket and went out.

I did not open it. I took it to the nearest chemist's and handed it in. The man read it, and then handed it back.

He said he didn't keep it.

I said:

"You are a chemist?"

He said:

"I am a chemist. If I were a co-operative stores and family hotel combined, I might be able to oblige you. Being only a chemist hampers me."

I read the prescription. It ran:

"I lb. beefsteak, every 6 hours.
 Ten-mile walk every morning,
 Bed at 11 sharp every night.
 And don't stuff your head with things
 You don't understand."

I followed the directions, with the happy result - speaking for myself- that my life was preserved and is still going on.

NOTES

"The man who was a Hospital" is a fine example of humorous exaggeration. The author wishes the reader to have a laugh at his expense. But he was not wholly wrong in concluding that he was suffering from almost all diseases. Quite a large number of diseases have common symptoms and if you' read a book on diseases and their symptoms you will find that you have many of those symptoms. Behind all this fantastic exaggeration is the sound advice - don't stuff your head with things you don't understand.

Words Explained:

symptom : condition in body which is sign of disease.

impelled : driven forward.

virulent : poisonous.

ailment : disease.

indolently : lazily.

distemper : a contagious disease.

premonitory forewarning symptoms.

symptoms :

borne .. me I realized.

St. Vitus's Dance name of a disease.

:

sift....bottom : to know thoroughly.

plod : go on working, walking, slowly but without stopping.

slight insult

invidious	a reservation that gives offence.
reservation :	
grasping :	selfish.
pharmacology :	theory of the use and sale of medical drugs.
malignant :	serious, violent
acquisition :	something worth acquiring, 'a rare thing to have.
crawledmwreek:	walked out slowly like an old and feeble person who has broken down.
butted :	gave blow, pushed with head
hamper :	obstruct
scourge :	to afflict.

ANSWER THESE QUESTIONS

1. How did Jerome K. Jerome come to suspect that his liver was out of order? What were the diseases he thought he was suffering from on reading a book on the treatment of diseases?
2. What was the disease he discovered he didn't have?
3. Was he pleased to find he didn't have it?
4. What was his first reaction?
5. Why should he be an acquisition to the medical class?
6. Describe his visit to the medical man.
7. He thought he was doing the doctor good turn by going to him. Why?
8. What was the prescription given to him by the doctor?
9. Describe his visit to the chemist.
10. What is the significance of the doctor's advice: don't stuff your head with things you don't understand?



MY FINANCIAL CAREER*A Stephen Leacock*

When I go into a bank I get rattled. The clerks rattle me; the wickets rattle me; the sight of the money rattles me; everything rattles me.

The moment I cross the threshold of a bank and attempt to transact business there, I become an irresponsible idiot.

I knew this beforehand, but my salary had been raised to fifty dollars a month and I felt that the bank was the only place for it.

So I shambled in and looked timidly round at the clerks. I have an idea that a person about to open an account must consult the manager.

I went up to a wicket marked "Accountant" The accountant was a tall, cool devil. The very sight of him rattled me. My voice was sepulchral.

"Can I see the manager?" I said, and added solemnly, "alone." I don't know why I said "alone."

"Certain," said the accountant, and fetched him.

The manager was a grave, calm, man; I held my fifty six dollars clutched in a crumpled ball in my pocket.

"Are you the manager?" I said. God knows I didn't doubt it.

"Yes," he said.

"Can I see you," I asked, "alone?" I didn't want to say "alone" again, but without it the thing seemed self-evident.

The manager looked at me in some alarm. He felt that I had an awful secret to reveal.

"Come in here," he said, and led the way to a private room. He turned the key in the lock.

We are safe from interruption here," he said "sit down."

We both sat down and looked at each other. I found no voice to speak.

"You are one of Pinkerton's men, I presume," he -said.

He had gathered from my mysterious manner that I was a detective. I knew what he was thinking, and it made me worse.

"No, not from Pinkerton's," I said, seeming to imply that came from a rival agency.

, "To tell the truth," I went on, as if I had been prompted to lie about it, "I am not a detective at all. I have come to open an account. I intend to keep all my money in this bank."

The manager looked relieved but still serious; he concluded now that I was a son of Baron Rothschild or a young Gould.

"A large account. I suppose." He said "Fairly large," I whispered. "I propose to deposit fifty six dollars now and fifty dollars a month regularly."

The manager got up and opened the door. He called" to the accountant.

"Mr. Montgomery," he said unkindly loud, "this gentleman is opening an account, he will deposit fifty-six dollars. Good morning. I rose.

A big iron door stood open at the side of the private room.

"Good morning," I said, and stepped into the safe. "Come out," said the manager coldly, and showed me the other way.

I went up to the accountant's wicket and poked the ball of money at him with a quick convulsive movement as if I were doing a conjuring trick.

My face was ghastly pale.

"Here," I said, "deposit it." The tone of the words seemed to mean, "Let us do this painful thing while the fit is on us."

He took the money and gave it to another clerk.

He made me write the sum on a slip and sign my name in a book.

I no longer knew what I was doing. The bank swam before my eyes.

"Is it deposited?" I asked in a hollow, vibrating voice.

"It is," said the accountant.

"Then I want to draw a cheque."

My idea was to draw out six dollars of it for present use.

Someone gave me a cheque-book through a wicket and someone else began telling me how to write it out. The people in the bank had the impression that I was an invalid millionaire. I wrote something on the cheque and thrust it in at the clerk. He looked at it.

"What! Are you drawing lit all out again!" he asked surprise.

Then I realized that I had written fifty-six instead of six. I was too far gone to reason now. I had a feeling that it was impossible to explain the thing. All the clerks had stopped writing to look at me.

Reckless with misery, I made a plunge.

"Yes, the whole thing."

"You withdraw your money from the bank?"

"Every cent of it."

"Are you not going to deposit anymore?" said the clerk, astonished.

"Never"

An idiot hope struck me that they might think someone had insulted me while I was writing the cheque and that I had changed my mind. I made a wretched attempt to look like a man with a fearfully quick temper.

The clerk prepared to pay the money.

How will you have it' he said

What?"

"How will you have it"

"Oh".... I caught his meaning and answered without even trying to think... "in fifties."

He gave me a fifty-dollar bill.

"And the six? he asked dryly.

He gave it to me and I rushed out.

As the big door swung behind me I caught the echo of a roar of laughter that went up to the ceiling of the bank since then I bank no more. I keep my money in cash in my trousers pocket and my savings in silver dollars in a sock.

NOTES

Words Explained:

get rattled :	gets on my nerves puts me at a loss
wicket :	a small
irresponsible idiot :	a careless fool
shamble :	walking badly without lifting feet enough
sepulchral :	funereal, gloomy.
crumple :	get crushed into folds.
Rothschild :	a family of international bankers
poke :	push
convulsive movement:	with violent uncontrolled movement of muscles.
conjuring trick :	do tricks producing seemingly magic effects.
vibrating:	shaking.
invalid millionaire:	a man of great wealth who is disabled by illness.
Reckless	rash, not caring for consequences.

ANSWER THESE QUESTIONS

1. What light do the following expressions throw on Leacock's state of mind when he entered the bank: 'locked timidly round', 'shambled in'?
2. Why did the manager come to think that Leacock had and awful secret to reveal?
3. What was the attitude of the manager towards Leacock on learning that he only wished to deposit 56 dollars in the bank?

4. What other blunders did Leacock commit after leaving the manager's office?
5. After this misadventure in the bank where did Leacock keep his money?
6. Give as many examples as you can to show that Leacock was feeling completely lost in the bank all the time he was there.

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CHINA'S WAY TO PROGRESS

Galeazzo Santini

For twenty-two years China lay forgotten and was even confused with a small island - one of its provinces - and the flexible Chinese bamboo curtain was countered by a Western curtain of rigid disregard. Then suddenly that one-fourth of mankind enclosed in the world's third largest country was brought out of the memory attic, with a loud bang. The Chinese may have introduced the smile policy, but the Occidentals certainly launched the warm hug. The crowd of official visitors to Peking, performing a devoted quasi-pilgrimage, is now more numerous than the battalions of traders who go twice yearly to the traditional Canton Fair. Seventy-three year old Chou En-Lai will end up dislocating his right hand if he goes on shaking it at the present rate with delegations running into hundreds of people at a time, his eyes blinded by the constant flashing of the official souvenir photographers. The queue of countries on the waiting list to recognize 'the People's Republic of China is growing longer with the mounting awareness of the absurdity of the past oblivion or a political guilt complex for having kept China out of the for a long

China is now the fashion -around the world, and in no uncertain terms. Everywhere politicians of the most conservative and bourgeois kind are attempting to rebuild for themselves a compromised career by singing the praises of Mao Tse-Tung.

An Exemplary Social Experiment. When confronting the enigma of the Chinese planet, too many Westerners have forgotten the Asiatic background' and painful colonial history. But when the Communists came to 'power in 1949 the vast majority of the 'country carried on as it had been doing for the past 2,000 years, in an early Iron Age economy. And on countless 'occasions during our visits to the agricultural communes we were proudly told: p"Here we didn't even have the life of the oxen and horses" Compared to China in1949 Russia in 1917 did not have the grim inheritance of a century of a

shattering' multi-colonial experience. Russia never suffered China's fate of such a sharp and pervasive Western impact that it was forced together with many other Asiatic civilizations -A into a kind -of p national schizophrenia not, Just in terms of a split economy, but above all in terms of a split culture and a split personality.

In China the individual has been rescued from the aftermath of this unfortunate heritage by the newfound companionship, common purpose and discipline of mass-organization. Just as the Vietnamese have withstood American technology so the ascetic militant Chinese have gone straight to the roots of the problems that have plagued Asian countries for thousands of years - the lack of food and low levels of nutrition, gross inequalities of income and consumption, Unemployment and a sense of social uselessness, and the blind expansion of the cities.

Decentralised Economy. The gigantic Chinese social experiment does not only concern Asia however, but the West too, which has always claimed to have found the final answer to the problem of man and civilization. For years the Chinese have been striving to make the world realize, through their official interpreter and personal friend of Mao, Edgar Snow, that there are other important things in life besides an increase in GNP.

The Chinese model cannot be analysed according to its differences from the Western system. It involves an utterly different approach. It is the creation of a new world and a new man. The cities show an absence of automobiles (which is "neither backwardness nor delay, but a rejection," to quote Robert Guillain), advertising, neon signs, and the three fevers of money, alcohol and sex. Political control over the masses not only stops the exodus from the countryside, but even manages partly to reduce the populations of cities.

In the year 2000 China will still be a powerfully agricultural and peasant country, for its modernization will have occurred without a flight from the fields, which is the price paid by the West. In China

too the average size of farming concerns is growing 'through the system of communes, with subdivisions into production brigades and teams, but the greater part of the peasant masses stay put and carry on their traditional, intensive labour. Agricultural mechanization is being introduced with considerable caution so as to avoid upsetting the balance. But the essential point of the matter is that the agricultural labourer, though possibly deprived of farming machinery, must not and does not want to be urbanized, but is instead kept on the spot and incorporated in local small industries. He does not flee to the cities because the industrial road passes through a technically-oriented agriculture and a decentralized industry. Economic decentralization, which is perhaps the most important step in Chinese domestic policy since the Great Proletarian cultural Revolution, has freed China from a traditionally cumbersome bureaucracy and developed local enterprise to the greatest possible degree of independence. The 26 Chinese provinces, which are as much as even 4,400 kilometres apart, could for that matter, subsist on their own in the event of war, while anybody invading the country would be literally drowned in a sea of people.

This brings us to the human side of this Chinese experiment in creation of a new world. It is simply a matter of providing that Thomas Hobbes was wrong when he wrote in his "Leviathan" that "man's condition is a condition of war with everyone against everyone." What is taking place today in the world's most populous country is therefore the education and re-education of man. The heart of the matter is the need to 'root out selfishness and bring into existence selfless, dedicated men whose happiness consists of serving their fellow-men in the fullest sense of the human community. In a humanism at the service of collective welfare, China is striving to conceive modernization as part of a process of embellishment of the land-scape, development of the people's cultural life for the benefit /of all instead of for the benefit of the placing the needs of man before

those of the machine."

Here is what the Peking "People's Daily" has to say commenting on Mao's famous maxim: "Rely on your own forces. National machines and equipment are not entirely indigenous since they possess a number of foreign features. They may replace foreign machines because they are superior to foreign equipment, they don't require money or at any rate very little, and are capable of doing great things. It takes much less time to use indigenous equipment which, when not available, can be promptly prepared. Indigenous equipment can produce bigger, faster, better and cheaper results. -Finally, it can stimulate the revolutionary spirit of the masses and with this revolutionary spirit all difficulties can be overcome."

Day in the Life of a 16-year old. How do the students live and what do they think individually? Despite having to use an interpreter I was able to find out. Here is the result of my interview with Je Wen-Siu, a sixteen-years old girl who lives in the workers' district of Peng Pu at Shanghai. She is a pupil in class 3 at the junior school. She will shortly be taking her diploma. "How do you spend your day?" "I get up at 6 o'clock in the morning, do a few chores in the house, have breakfast and go to school at 8. I finish at 11 o'clock. I go home and have lunch. At one thirty I'm back at school again until 3 o'clock. Then I go back home and work." "How much time do you spend on homework at home?" "Well actually I do my homework at school. At home I go through the lessons for about an hour. From 4 o'clock on I relax, reading the papers and listening to the radio." "What news are you most interested in?" "All political news which illustrate the national and international situation." "What do you do when you meet with your girl friends?" "I often go out with girls and boys of my age. We do some sports and often play ping-pong." "

Chinese Women. From a Western angle there is a lack of femininity in the Chinese woman. No beauty products, no mention of sex, either in films or literature. In the land of opium, drugs are

nonexistent. Mao says that women hold up half the sky and women, for their part, are determined to keep their half raised at the same height as that held up by men. When the Chinese woman lists the social benefits she enjoys - 8 hour working day, free hospitalization and medical care, nursery and infant schools, 56 paid days before child birth also without charge - she 'always concludes by affirming that in the West women have not yet succeeded in obtaining all this. "However, we Chinese are working so that the women of the world can be equally happy and enjoy the advantages we have." This radical change in women's conditions in china has given women a sense of confidence hitherto unknown to them, a dignity and an undoubted awareness of carrying out an important role.

Social Security Benefits. The monthly cost of living is officially calculated for every region of the country. In Peking for example, it was recently quoted at 12 - 14 yuan a month (4.80 - 5.60 dollar) of which 10 go towards board and 3 - 4 for rent in State apartments. Many workers are also- housed within the factories. In the agricultural communes housing is completely free. Certain small expenses such as cinema, theatre, haircuts and work overalls are al o sometimes non-existent.

All medical and hospital treatment is entirely free for every Chinese worker or peasant, while members of their family only pay 50 percent. A sick worker receives his total pay cheque for the first six months, after which he receives only 60 per cent. If, however, the patient has money problems, then his company steps in with direct assistance. Each plant, factory or agricultural commune has a health centre and a first-aid station. Only in more serious cases are the sick sent to hospital. Workers retire at the age of 60, female workers at 50, or 55 if they do clerical work. The factory can sometimes agree to keep a worker on, after he has .passed retirement age. Pensions are related to work seniority and vary from 50 to 70 percent of the worker's last wage. Each factory has a cafeteria where the' workers

can eat three meals a day for 10 - 12 Yuan (4 - 4.80 dollars) a month. The cafeteria timetable is tied up with company and shift working hours. Nearly all plants, boast nurseries and kindergartens where children are looked after and fed under the control of a dietician for a very modest sum (about one dollar a month). Female workers are entitled' to 56 days' rest on full salary before giving birth to children. When a low-wage category worker finds he has to maintain a large family, his expenses may exceed his income.

The Chinese regime has set up an assistance system guaranteeing a minimum subsistence level. The company where the worker is employed then intervenes and raises his salary to equal_ the cost of living. The commune deals with those peasants having wages that are too low or who are unable to maintain their family owing to physical handicaps. It uses money from a specially constituted fund comprising 2 percent of the community annual wage. These assistance schemes in reality are rarely resorted to, because a family nearly always has more than one source of income.

Industrial working hours are 8 hours a day, six-day a week, leaving one day's holiday a week (not necessarily Sunday). Normally there is one week's annual vacation, two weeks if the worker lives far from his family, as well as two national holidays (May 1 and October 1).

There are two opposite worlds just as the two ways of considering China's future are opposite. One is the rigid World of figures and, prospects based on economic facts as seen by the West. The other is the world of faith, of the development of Mao thought throughout China, with the little Red Book. As for Westerns economic laws, the endless mass of 800 million people, who can be convinced, governed and directed along the paths decided by the powers that be, might well overthrow the whole problem from all sides. Reasoning with the dry yardstick of figures, the contribution of a dollar from each Chinese would make roughly 800 .million dollars

and the contribution of a day's work from each person would mean two million extra labourers for one year without cost to the State. True, to increase by just one metre per head the availability of cloth for even as few as 700 million Chinese, you would need 'enough cloth` to go round the world eighteen times ,while the purchase of a million and a half tons of grain is only sufficient to feed the Chinese population for 5 days. The fact remains that when the number is not simply a juxtaposition of persons, but a compact whole, then it tends to become "Power". When Mao says that it is the people, and not things, that are decisive, he is trying in fact to demonstrate that this concept apparently destroyed by modern technology is still a meaningful one.

NOTES

The article on China gives us some insight as to how China has made phenomenal progress since Independence in 1949.

The People's Republic of China is one of Pakistan's closest friends. She has provided both military and economic aid to our country. She has resolutely stood by us in every crisis as in 1965 and 1971 during our wars with India. China had also firmly supported us in the United Nations during our struggle for national integrity and independence.

Words Explained:

occidentals	European; Western.
smile-:	here it means, welcome.
mounting:	increasing.
oblivion :	forgetting.
schizophrenia :	a mental disease.
bourgeois :	middle class
GNP :	Gross National Product; total production of a country in a year.

model :	here it means, economic system.
exodus	emigration
embellishment:	beautifying, adoring, decorating.
great proletarian	a movement' launched in 1966 to denounce revisionist
cultural revolution:	activities.
Thomas Hobbes:	(1588 - 1679) ; An English philosopher and one of the greatest political thinkers of his nation.
Leviathan	a masterpiece of Thomas Hobbes,
juxtaposition :	placing of facts, things side by side.

ANSWER THESE QUESTIONS

1. Why has the world changed its 'attitude towards China?
2. Discuss Chinese agriculture system.
3. How does China rely on its own resources?
4. Describe a day in the life of a Chinese student.
5. Write a note on the Chinese women.
6. What are the social security benefits provided to the Chinese workers?
7. "It is the people and not the things that are decisive." Discuss.
8. "The heart of the matter is the need to root out selfishness." Discuss.



(1) THE DYING SUN**Sir James Jeans****Questions and Answers-**

Q.1:-How is it that a star seldom finds another star near it ?

Ans:- The universe is very vast and there is a distance of millions of miles among the stars. That is why, a star seldom finds another star near it

Q.2:- What happened when, according to Sir. James Jeans a star wandering through space, came near the sun ?

Ans:- According to Sir James Jeans, some two thousand million years ago, a star happened to come near the sun and raised huge tides on the surface of the sun. As a result, a high mountain of waves was formed there.

Q.3:- What happened when the wandering star came nearer and nearer ?

Ans:- When the wandering star came nearer and nearer, the mountain of waves rose higher and higher.

Q.4:- What are planets ? How did they come into existence?

Ans:- Planets are heavenly bodies revolving round the sun in fixed orbits. Once a star came near the sun, when that star began to move away, the mountain of waves was torn into pieces. These pieces fell off into space. They are planets and our earth is one of them.

Q.5:- Why is there no life on stars ?

Ans:- The stars lack all the physical conditions which are necessary for the existence of life. i.e. air, water, soil etc. Moreover, the stars are extremely hot. That is why, there is no life on them.

Q.6:- Write a note on beginning of life on earth?

Ans:- In the beginning the pieces of sun were very hot. Gradually, they became cooler. In course of time, one of these cooling pieces gave birth to life. It started in simple organisms. They were able to reproduce themselves before dying. After a long time, human beings came into existence.

Q.7:- Why is the universe, of which our earth is a part, so frightening ? Give as many reasons as you can.

Ans:- The Universe is frightening because of immense stretches of time, great distances and absence of life on other planets.

Q.8- What, in your opinion, should be the conditions necessary for the kind of life we know to exist on other heavenly bodies? Do such conditions generally exist?

Ans:- Life can exist only in some suitable physical conditions like moderate temperature, air and water. Such conditions do not exist on other heavenly bodies except the earth. Therefore, there is no life on other heavenly bodies.

SYNONYMS

Select the correct choice that is synonym of the underlined word.

1. A few stars are known which are hardly bigger than earth.

- a) mostly c) barely **d) scarcely**
almost

2. Hundreds and thousands of earths could be packed inside each and leave room to spare.

- a) need **b) extra** c) unused d) main

3. Here and there, we find a immense star large enough to contain millions and millions of earth.

- a) wide b) small **c) huge** d) tiny

4. Such is the littleness of our home in space whermeasured
up against the total substance of the universe.

a) **compared** b) looked c) taken d) considered

5. These millions of stars are wandering about in space.

a) **moving** b) running c) slowing down d) static

6. For the most part each star completes its voyage in
complete loneliness.

a) distance b) **journey** c) cross d) clear

7. Some two thousand million years ago this rare event took
place.

a) **unusual** b) common c) frequent d) great

8. As the cause of disturbance came nearer and nearer

a) disorder b) force c) leisure d) **trouble**

9. Life started in simple organisms.

a) creature b) non-living c) **living things** d) plant

10. We may think of them as a collection of fire scattered
through space.

a) splendid b) prayer c) **spread** d) united

Cloze Test

PARAGRAPH NO. 1

These millions of stars are wandering about in ----- . A few
form groups which journey in ----- , but most of them travel
alone . And they travel through a universe so immense that it
is a very, very ----- event indeed for one star to come
anywhere ---- it. Each star makes its voyage in complete -----
, like a ship on an empty ocean.

Key: 1. space 2. company 3. rare 4. near 5.
loneliness

PARAGRAPH NO. 2

The sun and the other stars we see in the ----- are all extremely hot-far too hot for life to ----- on them. So also no doubt were the ----- of the sun when they were first thrown off. Gradually they became ----- , until now they have very little heat of their own left, their warmth coming almost entirely from the ----- which the sun pours down on them.

Key: 1. sky 2. exist 3. pieces 4. cooler 5. radiation

PARAGRAPH NO. 3

Life can exist only in a narrow ----- surrounding each of fires at a certain distance where the ----- is neither too hot nor too cold. Outside these belts life would be ----- ; inside it would be burnt up. Arough calculation shows that all such temperature belts, within which----- is possible , all added together, make up less than a thousand million millionth----- of the whole of space.

Key : 1. belt 2. temperature 3. frozen 4.life 5. part

(2) USING THE SCIENTIFIC METHOD**Darrell Barnard and Lon Edward****Questions and Answers:-**

Q.1 How has the scientific method helped us in our fight against disease?

Ans:- By using the scientific methods we have discovered many medicines and invented a number of medical instruments. We have also come to know, how to prevent and cure a disease.

Q.2 Write a note on the better sanitary conditions available in our cities today and compare them with what they were like a hundred years ago.

Ans:- Today our city streets are paved, and well drained. They are cleaned regularly. The garbage is disposed off properly. A hundred years ago, the streets were unpaved and poorly drained. Household garbage and other refuse were thrown in the streets. Thus, sanitary conditions today are far better than they were a hundred years ago.

Q.3 What are the sanitary conditions like in our villages today and how would you improve them?

Ans:- In our villages, sanitary conditions are not very good. Sewerage system is not well. Garbage is thrown in streets. The clean drinking water is not available. We can improve these sanitary conditions by using the scientific methods.

Q.4 How has the scientific method helped us in production and preservation of foods?

Ans:- Through scientific method we get more production of food. Modern methods of selecting grading and processing have helped us a lot in preservation of food.

Q.5 'We are now generally less fearful than our ancestors'.

What were our ancestors afraid of?

Ans:- We are less fearful because scientific methods have proved that our fears are baseless. Our ancestors were superstitious. They were afraid of diseases, black cats, broken mirrors and number 13.

Q.6 How has the scientific methods enabled us to get over the old fears?

Ans:- Today, the people do not believe in evil spirits. They know that there is always a good natural reason for everything that happens to people. As a result, they no longer fear black cats, broken mirrors and the number 13.

Q.7 What part did astrology play in the lives of men and women in the past. Give examples?

Ans:- In the past, people used to think that the motion of stars had an effect on their lives. Thus, they kept on observing the movement of stars to spend their lives accordingly. They believed in fortune telling and the effect of evil spirits.

Q.8 Describe some of the superstitions still current in our country. How do they affect the lives of those who believe in them?

Ans:- In our country people believe in the wearing of charm. They believe in the signs of good and bad luck. They visit the astrologists and fortune-tellers to know about their future. They also believe in evil spirits.

SYNONYMS

1. All of us have benefited greatly from the use of scientific method

- a) allowance b) suffered **c) gained** d) paid

2. We are better able to explain happenings.

a) **incidents** b) points c) details d) parts

3. Which were considered strange and mysterious.

a) simple **b) strange** c) open d) selective

4. Where they have little likelihood of their getting a disease

a) nill b) sure **c) chance** d) hope

5. Animals wandered through the streets.

a) lived b) came c) slept **d) walked**

6. Dirty water was drained into wells from which people obtained drinking water.

a) dried b) filled c) came out **d) flowed**

7. It caused to prevent the spread of certain diseases.

a) stop b) permit c) spread d) run

8. It was used very sparingly for bathing and cleaning purposes.

a) liberally b) freely c) lavishly **d) carefully**

9. Thrifty housewives preserved their home-grown vegetables and fruits.

a) foolish b) spendthrift **c) frugal** d) wise

10. They do not influence the lives of as many people as they once did.

a) enhance **b) effect** c) control d) stimulous

Cloze Test**PARAGRAPH NO. 1**

All of us have benefited ----- from the use of scientific method in solving----- such as those dealing with the maintenance of ----- , the production and preservation of food , the construction of our homes, and the -----in communication and transportation. Not only have our ways of ----- changed, but people themselves have also been changed.

Key : 1. greatly 2. problems 3. health 4. improvement 5. living

PARAGRAPH NO. 2

Today our city streets are ----- and well drained, and they are cleaned ----- . It is against the law to throw ----- in streets. Sewage from all sections of a ----- is carried through sealed pipes to ----- plants.

Key : 1. paved 2. regularly 3. garbage 4. city 5. disposal

PARAGRAPH NO. 3

Our ----- habits are not the only things in our lives----- by the use of science. Because we have used science to learn more about the ----- and materials in our surroundings and about the ----- of controlling them, we have been able to improve our ways of building-----.

Key : 1. eating 2. changed 3. processes 4. methods 5. houses

(3) WHY BOYS FAIL IN COLLEGE

H.E. Hawks

Questions and Answers:-

Q.1 According to the author, there are some boys who fail because they do not try. Who are they? Can we help them?

Ans:- There are some boys who have no aim in life. They do not work hard and fail. They should be guided towards the aim of their life.

Q.2 How does mistaken ambition on the part of boys and their parents lead to the failure of boys?

Ans:- In many cases, the parents want their son to be a physician or a dentist or an engineer. But the boy wants to adopt some other profession. They force them to study the subjects of their choice. This mistaken ambition leads to the failure of the boy.

Q.3 There are some boys who have done well at school. But fail to make their mark at college. Who are they ?

Ans:- There are some boys who are intelligent but do not work hard. They become over-confident and fail in college. They should understand the importance of college work and change their attitude. There are many students of this category in our country.

Q.4 How does financial pressure lead to failure of students described in lesson. Do you have similar cases in your country?

Ans:- Many parents can not pay college fee. The students have to do part time job to earn for it. They are always tired and can't give proper time to their studies. Thus, they fail. Yes, we have similar cases in our country.

Q.5 To what extent does the question of health lead to failure

at college? How far can the college authorities with their medical officers help student in such cases?

Ans:- Some students suffer from one disease or another. So, they can't devote proper time to their studies and as a result fail in college. If proper health service is available in the college, a large number of failures can be avoided.

Q.6 What place would you accord to sportsmen in college?

Ans:- Sportsmen have their own importance. While education improves our mental abilities, sports improve our physical capabilities. Sportsmen should be encouraged but they should also be advised to pay attention to their studies.

Q.7 There are some students who join college for the fun of it. Should they be allowed to stay?

Ans:- A few students join college just for having fun. They have no interest in the affairs of life. They are called lazy bluffers. They should not be allowed to stay in college.

SYNONYMS

1. Many boys do not reach their academic boundary during the course of their college career.

a) syllabus **b) educational** c) practical d) theoretical

2. Many boys attempt seriously to make good.

a) dream b) think **c) effort** d) play

3. They find it hard to sit at desk and concentrate on the task assigned.

a) focus b) reduce c) work d) attack

4. They find it hard to sit at desk and concentrate on the task

assigned.

a) allotted b) presented c) regarded d) repleted

5. Such nervous habits are not easy to uproot.

a) push b) assign c) resign **d) eradicate**

6. A common cause of failure is a mistaken ambition of parents.

a) blunder b) hope **c) wrong desire** d) apathy

7. He is following a direction mapped out by his parents.

a) recorded b) charted c) tabled **d) selected**

8. An immense number of failures may be avoided.

a) little b) small **c) great** d) tiny

9. No boy ought to be compelled to earn his entire way through.

a) wanted b) relax c) free **d) bound/forced**

10. To see the boys undergoing transfusion of blood to get money is a heart rending spectacle.

a) sight b) face c) side d) practice

ClozeTest

PARAGRAPH NO. 1

A common cause of ----- is a mistaken ambition for the boy on the part of his ----- . More often than I should wish, I find a boy who is not showing any ----- in his work, and who is not trying to do it with any distinction, because he is following a

----- , mapped out by parents, that runs counter to all of his interests and -----.

Key : 1. failure 2. parents 3. interest 4. direction 5.

abilities

PARAGRAPH NO. 2

Most colleges do all they can with scholarship----- to alleviate this situation, but even when everything----- is done, every dean who knows his ----- can recall many ----- of boys who have been obliged to drop out for the lack of a little----- to see them through.

Key :1. funds 2. possible 3. students 4. cases 5. money

PARAGRAPH NO. 3

A few lazy bluffers drift into ----- and usually drift out again. Most of ----- have not found any serious ----- in life, and most of them never will. It is usually ----- to let them retire to the cold world for a reason and find out by----- how much demand there is for a lazy bluffer.

**Key : 1. college 2. them 3. interest 4. wise
5. experience**

(4) END OF TERM**David Daiches****Questions and Answers-**

Q.1 What was Daiches attitude towards the week-end as a school boy? Why did he long for it ?

Ans:- David Daiches always longed for a week-end school because during full study hours, he used to feel the burden and tension. So, he wanted to relax at the week end.

Q.2 What was his general view of school life?

Ans:- David Daiches was of the view that school life is a beautiful blend of pain and pleasure, relief and boredom.

Q.3 He liked holidays for their freedom-freedom from what ?

Ans:- He liked holidays for their freedom from tension, burden of home-work, each morning awakening and threatening voice of maid-servant.

Q.4 How did he spend his summer holidays?

Ans:- In his early childhood, he was very fond of summer holidays and always dreamed of them during school days. He used to go to his relatives with his parents during summer holidays.

Q.5 'Wishes don't come true in this life' writes Daiches. What are the things he longed for but could not have?

Ans:- In his early childhood, he wished for a tricycle and later a bicycle. He wished to get ice-cream and sweets free of cost. These wishes did not come true.

Q.6 What did he do with his pocket money?

Ans:- He used to keep his pocket money in a money box to save it.

SYNONYMS

1. That phrase perfectly expresses my attitude to the arrival of the weekends.
a) reversely **b) completely** c) slowly d) partially
2. The daily grind of school with its abundant homework.
a) scarce b) smaller **c) plentiful** d) huge
3. Sometimes, there were unexpected respites.
a) sudden b) bewildering c) wonderful d) designed.
4. Sometimes there were unexpected respites.
a) continue b) delay c) relaxation **d) intervals**
5. Some unforeseen circumstances had caused those to be cancelled.
a) planned **b) unexpected** c) fixed d) watching
6. These were few and far between.
a) common b) abundant **c) rare** d) specific
7. It made luxuriously long week end.
a) splendidly b) beautifully c) clearly d) mostly
8. These were blessed breaks.
a) return b) desecrate c) commonplace **d) holy**
9. Two months seemed a long time in those days indeed.
a) assumed b) seen **c) appeared** d) drawn
10. I could look forward to the period of permanent felicity.
a) joy b) pleased c) glad d) freedom

Cloze Test**PARAGRAPH NO. 1**

To wake up on a thursday morning to feel the end of the-----
 already lying ahead;Friday ----- was positively rose
 coloured.The last period (as each of our ----- was called) on
 a Friday,whatever the subject,had its special happy ----- of

the end of the week, and one walked home from school on a Friday ----- with the tread of an escaped prisoner.

Key: 1. week 2. morning 3. lesson 4. flavour 5. afternoon

PARAGRAPH NO. 2

Sometimes there were ----- respites a half holiday to let us attend a ----- match which some unforeseen circumstances had caused to be cancelled the preceding Saturday, or the ----- dismissal of school an hour or two before the usual ----- because of some unexpected crisis or ----- . But these were few and far between.

Key : 1. unexpected 2. football 3. sudden 4. time 5. celebration

PARAGRAPH NO. 3

Two months seemed a long, long ----- in those days indeed, I used to have the feeling that, for all ----- purposes, I could look forward to a period of ----- felicity. I would walk home across the ----- in the July sunshine, wearing my summer school ----- of grey cricket shirt, grey shorts, and red Wetson's blazer.

Key : 1. time 2. practical 3. permanent 4. meadows 5. clothes

(5) ON DESTROYING BOOKS**J.C. Squires****Question and Answers-**

Q.1 What sort of books were presented by the British public to the soldiers?

Ans:- The British public presented the old and worthless books to the soldiers such as old magazines.

Q.2 Was it the interest of soldiers that prompted their action or was it the wish to get rid of useless books?

Ans:- No, It was not the interest of soldiers that excited the people to send books, but it was their wish to get rid of those books.

Q.3 Why should bad books be destroyed?

Ans:- Bad books should be destroyed to make room for new books and save one's heirs from storing and sorting out these books.

Q.4 Why is it difficult to destroy books?

Ans:- It is difficult to destroy books because we do not find a suitable place for this purpose.

Q.5 Why could not the author burn the unwanted books?

Ans:- The author could not burn the unwanted books because there was no fire-place in his apartment.

Q.6 How did he decide to get rid of them?

Ans:- He decided to stuff the books into a sack and throw them into the river.

Q.7 Describe the author's midnight venture to throw the books in the river and the suspicions which his action were likely to arouse?

Ans:- It was nearly mid-night, when he came out in the

street, with a sack on his shoulders. There was nobody on the road. He saw a policeman who saw him suspiciously. At last, he reached the middle of the bridge. He got ready to throw the sack into the river, but he saw some stranger on the bridge. He thought something and trembled with fear. At last, he threw his sack into the river. No body took notice of it.

Q.8 How did he muster up courage at last to fling them into the river?

Ans:- He remained reluctant for a long time. He felt ashamed of being such a coward. Then he thought that if he failed that day he would never be able to regain his respect. Thinking this he threw the books into the river.

Q.9 Did he come to have a feeling for these books once he had got rid of them?

Ans:- Yes, he felt pity for the books that would be lying at the bottom of the river. He also felt sorry for destroying them so disgracefully.

SYNONYMS

1. It would be interesting to inspect them.
a) see b) read **c) examine** d) explore
2. Some people were sending the oddest things.
a) strange b) good c) precious d) bad
3. Every worthless volume finds its way to the shelf.
a) useful b) beautifull c) great **d) useless**
4. I was living in a heaven kissing flat.
a) big **b) very high** c) gracefull d) large
5. So in the end I determined to do to them .
a) firmly decided b) irresolute c) wretched d) sad
6. I improvised a sack and stuffed the books into it.

a) made **b) managed** c) ecstasy d) degraded

7. The lamps throw gleams across the hard smooth road.

a) rough b) crumple **c) even** d) shiny

8. Here and there rang out the solitary steps of the travellers.

a) friendly b) brave c) retiring **d) lonely**

9. It was then that all the implications of my act revealed themselves.

a) exposed b) swayed c) covered d) concealed

10. The pedestrian came by me without looking at me.

a) poorman b) dull **c) person on foot** d) ordinary

Cloze Test

PARAGRAPH NO.1

It says in the ----- that over two million volumes have been presented to the ----- by the public. It would be interesting to ----- them. Most of them, no doubt, are quite ordinary and suitable; but it was ----- stated the other day that some people were sending the ----- things, such as magazines twenty years old.

Key : 1. paper 2. troops 3. inspect 4publicly 5. oddest

PARAGRAPH NO2

It was nearly ----- as I stepped into the street. There was a cold nip in the air, the sky was full of ----- : and the greenish-yellow lamps threw ----- gleams across the smooth, hard road. Few people were about, and here and there rang out the ----- of solitary travellers on the way home across the ----- to Batter sea.

Key : 1. midnight 2.stars 3. long 4. steps. 5. bridge

PARAGRAPH NO3

The sack dropped ----- .A vast splash.The ----- fell again.No one came.I turned home;and as I walked I thought a little ----- of all those books falling into the cold ----- setting slowly down to the pitchy dark,and subsiding at last on the----- of the water.

Key: 1. sheer 2. silence 3. sadly 4. torrent 5. ooze

(6) THE MAN WHO WAS A HOSPITAL

Jerome K. Jerome

Questions and answers:-

Q.1 How did J.K. Jerome come to suspect that his liver was out of order? What were the diseases he thought he was suffering from on reading a book on the treatment of diseases?

Ans:- Jerome K. Jerome was reading a liver-pills circular when he came to know that his liver was out of order. After reading the book on diseases he thought that he was suffering from all the diseases mentioned in the book except one. He was suffering from typhoid fever, St. Vitus's dance, Bright's disease, cholera, gout and many other diseases at one and the same time.

Q.2 What was the disease he discovered he did not have?

Ans:- The only disease which he discovered he did not have was the house-maid's knee.

Q.3 Was he pleased to find he did not have it?

Ans:- No, he was not pleased; he was sorry to find that he did not have this disease.

Q.4 What was his first reaction?

Ans:- He was horrified to know that he was suffering from so many diseases. He sat frozen with horror for some time. The more he read, the more he was shocked.

Q.5- Why should he be an acquisition to the medical class?

Ans:- He thought that he could be very useful for medical students. They would have no need of going to hospitals for their practicals. They could get degrees just by walking around him.

Q.6- Describe his visit to the medical man?

Ans:- The writer went to his doctor and told him that he was

suffering from all the diseases. He also told the doctor how he came to know about it. The doctor checked him thoroughly and wrote a prescription.

Q.7- He thought that he was doing the doctor good turn by going to him. Why?

Ans:- The writer thought so because in his opinion the doctor was going to get more practice out of him than out of seventeen hundred ordinary patients suffering from one or two diseases each.

Q.8- What was the prescription given to him by the doctor?

Ans:- In prescription he was advised to eat one pound beefsteak every six hours; take ten mile walk every morning; go to bed at 11 sharp every night and not to stuff his mind with things he did not understand.

Q.9- Describe his visit to the chemist ?

Ans:- He went to the chemist to get the medicine. But the chemist said that he could not provide the things mentioned there. The author was surprised to hear this and then he began to study the prescription.

Q.10- What is the significance of the doctor's advice: don't stuff your head with things you don't understand?

Ans:- The doctor's advice is very important for those who are whimsical and have a weak will power. The doctor advises such persons not to fill their minds with things they have no concern with because that is not their field.

SYNONYMS

1. It was my liver that was out of order.

a) **not working** b) functional c) retired d) relaxing

2. I had just been reading a patent liver pill circular.

a) unclear b) **certified** c) copyright d) bold

3. I was impelled to the conclusion .

- a) incited b) induced c) drive **d) forced**
4. I began to indolently study diseases generally.
a) hopefully b) energetically c) strongly **d) idly**
5. I glanced half down the list of premonitory symptoms.
a) looked b) studied c) read d) turned
6. The acute stage would commence in about another fortnight.
a) alarming b) simple **c) severe** d) joyous
7. Only malady I had not was housemaid's knee.
a) gift **b) illness** c) medicine d) doze
8. I had every other malady in the pharmacology.
a) science of symptoms of diseases b) series c) clutches
d) botany
9. I sat and pondered.
a) feared b) wept c) sang **d) thought about**
10. He sat down and wrote out a prescription.
a) paper **b) treatment** c) letter d) illness

Cloze Test

PARAGRAPH NO. 1

It is a ----- extraordinary thing, but I never read patent medicine----- without being impelled to the ----- that I am suffering from the particular ----- therein dealt with in its most virulent form. The diagnosis seems in ----- case to correspond exactly with all the sensations that I have ever felt.

Key : 1. most 2. advertisement 3. conclusion 4. disease 5. every

PARAGRAPH NO. 2

I thought what an ----- case it must be from a ----- point of view, what an acquisition I should be to a class:-----

would have no need to "walk the hospitals", if they had me. I was a ----- in myself. All they need to do would be to walk ----- me, and, after that, take their diploma.

Key : 1. interesting 2. medical 3. students 4. hospital 5. round

PARAGRAPH NO. 3

Then he ----- me and looked down me, and----- hold of my wrist , and then he hit me over the ----- when I wasn't expecting it, a cowardly thing to do, I call it, and immediately afterwards butted me with the ----- of his head. After that, he sat down and wrote out a ----- , and folded it up and gave it to me.

Key : 1. opened 2. clutched 3. chest 4. side 5. prescription

(7) MY FINANCIAL CAREER**Stephen Leacock****Questions and Answers:-**

Q.1 What light do the following expressions throw on Leacock's state of mind when he entered the bank. Looked timidly round: shambled in ?

Ans:- The expression "Looked timidly" shows that Leacock was much confused when he entered the bank. The expression "Shambled in" shows the effect of his body that staggered with fear. Thus both these expressions show his confusion and lack of confidence.

Q.2 Why did the manager come to think that Leacock had an awful secret to reveal?

Ans:- The manager thought that Leacock was some detective who had come to disclose some important secret because he asked the manager if he could see him 'alone'.

Q.3 What was the attitude of the manager towards Leacock on hearing that he only wished to deposit 56 dollars in the bank?

Ans:- The manager was expecting a big account from him. But when he came to know that he wished to deposit 56 dollars only, he became very cold and indifferent.

Q.4 What other blunders did Leacock commit after leaving the manager's room?

Ans:- After leaving the manager's room, Leacock became more nervous. He entered the safe. He gave the money to the accountant in an absurd way. He deposited all his money. Then he thought to draw 6 dollars. But, in nervousness he wrote on cheque fifty six instead of six dollars.

Q.5 After this misadventure in the bank where did Leacock keep his money?

Ans:- After this misadventure Leacock kept his money in his trousers pocket and his savings in his socks.

Q.6 Give as many examples as you can to show that Leacock was feeling completely lost in bank all the time he was there?

Ans:- Leacock remained completely lost in the bank from beginning to the end. As he entered the bank, he felt nervous. All his actions in the bank show that he was completely lost. His wish to see manager alone; his way of talking to the accountant; his deposit and withdrawal of all the money show his nervousness.

SYNONYMS

1. Whenever the writer went into a bank, he gotattled.
a) angry **b) confused** c) sad d) scattered
2. The writer crossed the threshold of the bank.
a) wall b) bridge c) room **d) door step**
3. Whenever he attempted to transact a business.
a) carry out b) misconduct c) serve d) start
4. He held his fifty six dollars clutched in a crumpled ball
a) kept **b) caught** c) tight d) held
5. He held his fifty six dollars clutched in a crumpled ball.
a) smooth b) pressed **c) twisted** d) round
6. The manager felt that writer had an awful secret to reveal.
a) dreadful b) common c) open d) close
7. We are safe from interruption here.
a) disclose b) excellent **c) disturbance** d) enclose

8. Someone gave me a cheque book through awicket.

- a) curtain b) door c) room **d) window**

9. The people in the bank had an impression that I was an invalid millionaire.

- a) imprint b) certainty **c) idea** d) vision

10. He thrust it in at the clerk.

- a) gave **b) pushed** c) left d) catch

Close Test

PARAGRAPH NO. 1

The moment I crossed the ----- of the bank and attempted to transact ----- there I become an irresponsible ----- .I knew this beforehand, but my ----- had been raised to fifty dollars and I felt that the ----- was only place for it.

Key: 1. threshold 2. business 3. idiot 4. salary 5. bank

PARAGRAPH NO. 2

"To tell you the -----", I went on, as if I had been prompted to lie about it, "I am not a ----- at all. I have come to open an ----- .I intend to keep all my ----- in this bank". The manager looked relieved but still -----; he concluded that I was a son of Baron Rothschild or a young Gould.

key: 1. truth 2. detective 3. account 4. money 5. serious

PARAGRAPH NO. 2

Some one gave me a cheque book through a ----- and

someone else began telling how to ----- it out. The people in the bank had the ----- that I was an invalid millionaire. I wrote ----- on the cheque and ----- it in at the clerk.

key: 1. wicket 2. write 3. impression 4. something 5. thrust

(8) CHINA'S WAY TO PROGRESS**G.Santini****Questions and Answers-**

Q.1 Why has the world changed its attitude towards China?

Ans:- China won independence in 1949 and appeared as a great socialist country. The western world boycotted China. But China made tremendous progress and forced the world to change its attitude.

Q.2 Discuss Chinese agricultural system.

Ans:- The agricultural system in China is based on communes. The communes are further sub-divided into small units. Agricultural machinery is being used. All basic facilities are provided to the farmers.

Q.3 How does China rely on its own resources?

Ans:- The Chinese have learned to rely on their own resources. In every field of life they use local and home made machinery. That is why, they are making progress.

Q.4 Describe a day in the life of a Chinese student.

Ans:- A Chinese student gets up at 6 a.m. He/She goes to school at 8 a.m. and comes back for lunch at 11 o'clock. At 1.30 p.m. he goes back to school. At 3.00 p.m. they come home. At 4 o'clock, he reads newspapers and listens to the radio. He plays some sports in the evening, and does his home work at night.

Q.5 Write a note on the Chinese women.

Ans:- Chinese women enjoy equal rights with men. They work in factories, offices, schools and hospitals side by side with men. They work 8 hours a day. They do not use beauty products. They enjoy free hospitalization and medical facilities.

Q.6 What are the social security benefits provided to the Chinese workers?

Ans:- Chinese workers enjoy the benefits of social security schemes. They work eight hours a day. The wages are quite sufficient to meet their needs of life. All medical treatment is free. Low-paid workers get additional assistance to maintain their standard of living.

Q.7 "It is the people and not the things that are decisive" Discuss.

Ans:- When Mao says that it is the people, and not things, that are decisive; he means to say that their huge population is a source of strength for the country.

Q.8 "The heart of the matter is the need to root out selfishness". Discuss.

Ans:- According to this statement, everyone should work for the betterment of others selflessly. The secret of progress of china is in this principle. They work for the benefit of all.

SYNONYMS

1. China is now the fashion around the world.
a) mold b) approach **c) trend** d) thing
2. It was brought out of the memory attic with a loud bang.
a) noise b) voice c) silence **d) explosion**
3. The occidentals certainly launched the warm hug.
a) eastern **b) western** c) indians d) russians
4. China was forced into a kind of national schizophrenia.

a) hurdle **b) mental disease** c) authority d) problem

5. There are no neon signs in china.

a) gaseous b) popular c) name d) creative

6. A Chinese peasant does not flee to cities.

a) sit back b) stand c) win **d) run away**

7. Indigenous machines stimulate the revolutionary spirit.

a) immitate b) make **c) motivate** d) state

8. Indigenous machines stimulate the revolutionary spirit.

a) native/local b) foreign c) purchased d) sold

9. In the agricultural communes housing is absolutely free.

a) reserve b) collective farm c) separate **d) area**

10. Mao said it is the people not the things that are decisive.

d) necessary c) negative **b) important** a) certain

Cloze Test

PARAGRAPH NO. 1

Just as the Vietnamese have withstood ----- technology so, the ascetic militant Chinese have gone straight to the ----- of the problems that have plagued ----- countries for thousands of years, the lack of ----- and low levels of nutrition , gross inequalities of ----- and consumption, unemployment and a sense of social uselessness

Key : 1. American 2. roots 3. Asian 4. food 5. income

PARAGRAPH NO. 2

In the year 2000 China will still be a powerfully ----- and

peasant country, for its modernisation will have occurred without a flight from the -----, which is the price paid by the West. In China too the average ----- of farming concerns is growing through the system of ----- with subdivisions into ----- brigades and team

Key : 1. agricultural 2. fields 3. size 4. communes

5. production

PARAGRAPH NO. 3

The Chinese regime has set up an ----- system guaranteeing a minimum subsistence level. The company where the worker is ----- then intervenes and raises his salary to ----- the cost of living. The commune deals with those ----- having wages that are too low or who are unable to ----- their family owing to physical handicaps.

Key : 1. assistance 2. employed 3. equal 4. peasants

5. maintain

PARTS OF SPEECH

There are eight parts of speech.

1. NOUN
2. PRONOUN
3. VERB
4. ADJECTIVE
5. ADVERB
6. PREPOSITION
7. CONJUNCTION
8. INTERJECTION

1. NOUN

A noun names a person, place, thing or idea e.g. Asim, Quetta, Pen, Grief etc.

HOW TO RECOGNISE NOUN:-

Following suffixes always express that a word is a noun, -acy, -age, -cy, -dom, -ee, -ence, -ency, -or, -ery, -ess, -er, -ette, -hood, -ship, -ics.

EXAMPLES:- Freedom, nominee, painter, hostess, courtship, voyage, literacy, brotherhood, actor, statistics, action, appearance, etiquette, etc.

Singular Nouns

The name of only one thing, place or person e.g man, lamp, chair etc. Plural Nouns. The nouns which name more than one thing, place or person are plural nouns, for example, lamps, men, chairs, etc.

KINDS OF NOUN

1 (a) COMMON NOUN

It names a thing, person or place which is common or ordinary; for example , pen , chair, city etc.

(b) PROPER NOUN

It names a thing, place or person which is specific or particular. The first letter of proper nouns is always capitalised. For example : Islamabad, The River Ravi, Changez Khan etc.

2(a) CONCRETE NOUNS

Such nouns which are perceptible to our senses are called concrete nouns. For example, Chair, Pen, River etc.

The concrete nouns occupy space or can be recognized by our senses as; star, sugar etc.

(b) ABSTRACT NOUNS

The nouns which are not perceptible to our senses, but name an idea, quality or a characteristic, are called abstract nouns. e. g., Happiness, Grief, Beauty, Anger etc.

3(a) COUNTABLE NOUNS

The nouns which can be counted are called countable nouns. For example, Book, Pen, Room, Horse, Bus etc.

(b) NON-COUNTABLE NOUNS

These nouns cannot be counted and are always described in their individual capacity. (these are also called Material Nouns). For example, coffee, iron, silver, gold, tea, water etc.

4. COMPOUND NOUNS

The nouns made of more than one word are called compound nouns. e. g., House-keeper, A school - teacher, Father - in - Law,

Maid-servant etc.

5. COLLECTIVE NOUNS

These nouns name a group of things, persons or places. This group of places, persons or things is considered as a single unit. For example, Audience, Committee, Class, Crew etc.

RULES FOR THE CORRECT USAGE OF NOUNS

a. Possessive Nouns

1. Apostrophe and 's' is used with persons. For example, Khalid's book, Imran's bat, Akram's pen etc.
2. Instead of apostrophe 'of' is used with the things. For example, Roof of the house, Door of the room etc.
3. Possessive Nouns which end in 's' either singular or plural do not need another s ' apostrophe, as boys' match, Keats' poem etc.

b. Material Nouns

1. No plurals of material nouns are used

A bag of wheats --- incorrect

A bag of wheat ---- correct

c. Abstract Nouns

1. Abstract nouns have no plural number e. g.

He did many mischiefs ---- incorrect

He did many acts of mischief ---- correct.

d. Collective Nouns

When these are used for a body of persons, the verbs and pronouns are singular. For example; (Committee as a whole)

The committee was unanimous in this decision.

But when they mean individual persons, the verb and pronouns take plural form. For example, (Committee as individual members).

The committee were divided over the issue.

e. Those Nouns which are singular in form and plural ~~is~~ sense have plural verbs as "people have", "swine are"etc. e. g. People have their own opinion.

Swine are grazing in the field.

f. Those nouns which are always singular should be followed by the singular verb as " This news is true".

g. Non-Countable Nouns

If we want to use 'a' or an with non-countable nouns we have to use such phrases as, ' a piece of ', ' an act of '.e.g. I have an urgent piece of work.. He made an act of mischief.

2- PRONOUN

The words used instead of nouns are called pronouns e.g. Mr. Bukhari is a good writer. (Noun)

He writes about common things. (Pronoun)

'He' is used here instead of Mr.Bukhari,so 'he' is pronoun.

Pronoun can be used as subject or an object.

KINDS OF PRONOUN

POSSESSIVE PRONOUNS

These are used instead of possessive nouns. For example: instead of Aslam's book, his book, can be used.

PERSONAL PRONOUNS

Such pronouns which are used for the speaker, subject or object, (For those we are talking , or about whom talking). There are three persons of personal pronoun.

Subjective	Possevive	Objective
case	case	case

1st Person	I	My/Mine	Me
	We	Our/ours	Us
2nd Person	You	Your/Yours	You
3rdPerson	He	His	Him
	She	Her/Hers	Her
	It	Its	It
	They	Their/Theirs	Them

NOTE:'It' is used for such things which are neither masculine or feminine.We can not differentiate its gender.

REFLEXIVE PRONOUN

This shows that the work has been done by the subject. Reflexive pronoun is formed by adding 'self' or 'selves' to the personal pronoun. For example: Yourself, Himself, Itself etc. This is always used as object of the sentence but reflects the subject. Subject and object in this case are the same e.g. I did it myself. (These are used after the verb.)

INTERROGATIVE PRONOUN

This pronoun is used to ask question. For example,

1. Who gave this letter to you ?
2. What is this ?
3. Which is your book ?

The interrogative pronouns have generalising forms as follows : Whoever, Whichever; What; also introduces exclamation. What a pretty doll is it !

RULES FOR CORRECT USE OF PRONOUNS

1. The apostrophe is the signal of ownership. But when it is used with a noun, the possessive form of personal pronoun never takes an apostrophe. e.g.
Every incoming item has its own place, if its misplaced the fault is yours. (Not your's)
2. If a noun or a pronoun precedes a gerund, the noun or pronoun must be in the possessive case. For example, Can you imagine Aslam's being late, (A gerund is a verb form ending in 'ing' used as noun,)
For example:-1. Swimming is a good exercise.
Walking is good for health.

3. Any pronoun that is the subject of a verb is in the subjective case. e.g. I like apples. If there are more than one subject, they too, are of subjective case as: Majid and he are fine workers.
4. A Predicate Nominative is a noun or pronoun that completes the meaning of a verb (be) (is, am, are, was, were, be and been)
Any pronoun that is the predicate nominative is in the nominative case. For example, Yes this is he. ('He' completes the meanings of is). It must have been they after all. (They).
5. Any pronoun that follows and completes the meanings of the infinitive (to be) when it has no subject of its own is in the subjective case. For example: Who would ever wish to be I (Before to be there is no subject, so 'I' is used).
6. When there is a 'subject complement' objective case is used as: The receptionist mistakenly thought the visitor to be us.
7. The objective case of personal pronoun is used when the pronoun is one of the following :
 1. The object of a verb or a preposition.
 2. The subject or object of an infinitive (O. V.)
e.g., Ali introduced him at the meeting. (O. V.)
Whom did he introduce ? (O. V.)
Ali was introduced by her. (O. P.)
Would you like to help me ? (O. I.)
8. Pronoun after Than or As
 1. After 'than' subjective case of pronoun is used.
e.g., He is better than I.
 2. After 'as' objective case of pronoun is used.

e.g., He is as efficient as her.

9. Reflexive pronouns should reflect the subject as :
e.g. Ali mentally gave himself a pat.
10. The indefinite pronoun, 'One' should not be followed by 'his' but by 'one's'. For example :
One should do one's duty.etc
11. The pronoun must agree in number, person and gender with the noun to which it refers. e.g.
Neither he nor his friends has done that. etc.
12. The word 'as' is always used after 'such' as relative pronoun. For example :
His behaviour was such as could not be pardoned.etc.
13. After 'same'the relative pronoun takes the form of 'as' or 'that'.e.g. This is the same book as yours. etc
14. A positive adjective should not be used for a pronoun combined with a preposition. For example
Your separation distresses me. (Incorrect)
Separation from you distresses me. (Correct)
15. If 1st, 2nd and 3rd persons come together, the following order is used.
For good action = 2nd - 3rd - 1st Persons.
You, he and I are friends.
For bad action = 1st - 3rd - 2nd Persons.
I, he and you are smokers.
16. Pronouns should not be omitted after transitive verbs. e.g.
As soon as I entered the room, he asked to sit down. (Incorrect)
As soon as I entered the room, he asked me to sit down. (Correct)

3. VERB

A verb is a word that expresses an action or a state of being. It is necessary to make a sentence. A verb may tell three things.

- (a) What a person or thing does.
- (b) What is done to a person or thing.
- (c) What a person or thing is.

KINDS OF VERB

1. Infinitives

- (a) The infinitives are also called verb nouns. These only name a work. e.g. to go, to sit, to read.
- (b) An infinitive does not have to agree with the subject in number and person because it has no form.
- (c) Those sentences in which an infinitive is used, some other verb perform the main function. e.g. I did not want to go to Lahore. I want to write a letter.
(‘to’ is always used with infinitives)

2. Transitive Verbs

A transitive is an action verb that is followed by a word or words that answer the questions, ‘what?’ or ‘whom?’ An object is necessary for these verbs because their function does not stop on the subject. e.g.

She rang the bell. You stopped the train. I hit the ball. etc.

3. Intransitive Verb

An intransitive verb is an action verb that does not have a direct object. Intransitive verbs simply tell what some one or something does. They are followed by words that tell ‘when, where or how’ the action occurs. for example.

Our team won. The bird flew away. She slept late etc.

4. Auxiliary Verbs

This is also called 'helping verb'. This helps us in recognizing the tense of the sentence. For example, be, do, have, may, can, will, shall, must.

They can also be used as proper verbs. Examples,

I am going to school. They have learnt their lesson. I will go there. I do not know you

RULES FOR CORRECT USAGE OF VERB

1. There is a general rule for the correct usage of verb. i.e. " A verb should agree with the subject in number and person".

If subject is singular, the verb should be singular. If subject is plural, the verb should be plural. For example:

Incorrect	Correct
i) We is going to school	We are going to school.
ii) He were doing that job	He was doing that job
iii) I has taken medicine	I have taken medicine.

2. When two subjects are related by 'with' alongwith', 'as well as' or in addition to, the verb is according to the first coming subject. For example.

- i) They with all equipments was fighting. (were)
- ii) Aslam alongwith his friends were going (was)
- iii) I as well as he wins the trophy. (win)

3. When two subjects are related with 'or', 'either-or', 'neither-nor' 'not only - but also', the verb is used according to the last subject e.g.

Neither he nor his friends were going there.

4. When two subjects are linked with 'and' plural verb is used. e.g. A man and a woman are two

different things.

5. After 'many a' singular verb is used. e.g.
Many a student was there in the procession.
6. Plural verb is used after 'many'; 'several', 'both' and 'a few'.
e.g.
 - i) Both of them were walking.
 - ii) Many things are not understood by us.
 - iii) Only a few men can understand that.
7. If 'it' comes before the sentences, singular verb is used. e.g. It was the seventh of the April. It was a joke.
8. Plural verb is taken after the words 'majority of' and 'minority of'.
e.g. Majority of the politicians are corrupt.
9. Singular verb is used after the names of books, newspapers, magazines, poems etc.
The Daffodils is a beautiful poem.
10. Singular verb is used after each, every, either, whether, anyone, none, nobody, nothing.
11. After, may, can, shall, will, must, let, do, make, need, bid, dare, see, hear, feel (but, do, better, rather, sooner, as soon as) the 'to' of infinitive is omitted.

4. ADJECTIVE

An adjective is a word that modifies a noun or pronoun by limiting its meaning. For example black cat, white board, good boy, bad thing, etc. The adjectives can modify a noun or pronoun in four ways.

1. By describing the answers to the question what is it like? e.g. a blue sky, a sweet taste, a good song etc.
2. By classifying the answers to the question. What kind is ? Pakistani bats, secret documents etc.
3. By identifying, by answering the question which one? This shoe, these shoes, that house, their mood.
4. By qualifying how much or how many? an inkpot, two rupees, many boys, no chance.etc

COMPARISON OF ADJECTIVES

There are three degrees of comparison.

1. Positive Degree
When we need not a comparison, we use positive degree of an adjective. e.g. He is a strong man.
2. Comparative Degree
When two things are to be compared, we use comparative degree. e.g. He is stronger than I.
3. Superlative Degree
When we have to compare more than two things, We use superlative degree of adjective. e.g. He is

the strongest of us all.

HOW TO FORM DEGREES

1. Usually 'er' and 'est' is added for comparative and superlative degrees respectively. e.g. Sweet, Sweeter, Sweetest.
2. If there is 'e' at the end, only 'r' and 'st' are added. etc. Wise, Wiser, Wisest.
3. If positive degree ends in 'y', 'y' is changed into 'i' and 'er' and 'est' are added. e.g. Happy, Happier, Happiest.
4. If positive is of single syllable and ends in consonant, we double the last letter and add 'er' and 'est'. e.g. Fat, Fatter, Fattest.
5. If adjective is of more than one syllable and ends in 'ful', more and most is added before it. e.g. beautiful, more beautiful, most beautiful.
6. Some adjectives are formed irregularly. e.g.
Good - better - best. Much - more - most.
Late - later - last.

RULES FOR USAGE OF ADJECTIVES

1. An adjective is correctly used when some quality of the subject, rather than of the verb is expressed.
 - a. He is healthy.
 - b. She is sad.
2. Double comparative and double superlative are not used. For example.
 - a. This city seems more cleaner than Peshawar. (Incorrect).
This city seems cleaner than Peshawar. (correct)
 - b. That is the most costliest book. (Incorrect)

That is the costliest book. (correct)

3. Do not use 'less' where 'fewer' is required.
'Less' can be used to show quantity only, whereas 'fewer' denotes number. For example,
 - a. No fewer than fifty men were killed.
 - b. We do not sell less than ten pounds of tea.
4. The words ending in 'or' such a junior, senior, superior, inferior, should be followed by 'to'. e.g.
He is superior to me. etc.
5. 'Older' and 'oldest' may be used for persons or things, while 'elder' and 'eldest' only for persons.
e.g. This is the oldest village in the area.
He was the eldest member of the family.
6. 'Few', 'a few', 'the few'. e.g. 'Few' means hardly any, e.g. few people can keep a secret.
A few means some, e.g.
A few words spoken by him gave me courage.
The few means only some. e. g.,
The few books that he has, were given to me.
7. Use of 'Little', 'a little', 'the little'.
Little: not much (in negative meanings) e.g.
Little knowledge of a thing is bad.
A little: some not much, e.g.
I have a little money.
The little: not much but enough, e.g.
The little knowledge of painting that he had helped him.
8. Use of 'Later', 'latter', 'latest', 'last'.

Note :- Latest and later are related to time.

Last and latter are related to position.

- a. She is later than I expected. (time)
- b. He brought the pen as well as pencil but I like the latter.

(Position).

- c. She came last in the race. (Position)
- d. Tell me the latest news. (Time)

9. Words used for two	Words used for more than two
i) Each	i) Every
ii) Each other	ii) One another
iii) Either	iii) Anyone
iv) Neither	iv) None
v) Between	v) Among
vi) Second degree of degree	vi) Third (superlative)
Adjective.	of adjective

10. 'Many a' is always followed by a singular noun and therefore takes a singular verb. For example,

Many a soldier was killed in the great war.

'Many' is followed by a plural noun and takes a plural verb. For example,

Many soldiers were killed in the great war

11. 'Other' should be used after a comparative if it is preceded by 'any'. For example,

Lahore is larger than any other city in the Punjab.

12. Some adjectives cannot be compared.
e.g. Complete, immaculate, sound, conclusive, level, potless, correct, perfect, square, dead,

perpendicular, supreme, external, perpetual, ideal,
entire, prefer, circular.

13. With 'preferable' we use 'to' . For example,
Health is preferable to wealth.

ARTICLES

The adjectives 'a', 'an' and 'the' are called articles.
these are of two kinds.

1. Definite Articles.

2. Indefinite Articles.

'A' and 'An' are indefinite articles because they do not point out the specific things or persons. For example, a man, an apple, etc.

'The' is called the definite article. It points out a specific thing person or place. e.g. I met the ambassador.

USE OF 'A' AND 'AN'

1. "An" is used before the word which begins with the vowel sound. e.g. an apple, an iron, an inkpot, etc.

2. "A" is used before the words which start with the sound of consonants, e.g., a boy, a girl, a man, etc.

3. When noun is countable and singular it should be preceded by an article 'a' or 'an'. e.g. I hired a car.

He eats an apple.

4. Article is used before such countable nouns which represent some class or group e.g. A horse has four legs.

5. For the expression of some number. e.g. a couple, a dozen, a great deal.

6. For the expression of price, speed or proportion. For example, forty kilometers an hour, sixty rupees a dozen etc.

7. In exclamation when we are expressing our emotions. e.g.

What a pretty face!, what an awful noise.!

8. When we know only the name of a person but we are not in an intimation with him then a or an is used. For example,

A Mr. Javed was speaking from the radio.

Where 'A' and 'An' are not used.

1. Before plural nouns. For example, books, chairs etc.
2. Before non-countable nouns. e.g. Iron, water, coffee, etc.
3. Before abstract nouns. e.g. truth, honesty, beauty, etc.
4. Before the names of different meals.

NOTE :

Sometimes 'a' and 'an' can change a proper noun to a common noun. e.g. A Soloman solved our problem. etc.

USE OF 'THE'

1. 'The' is used before singular, plural, masculine, feminine. For example, the Sun, the boys, the man, the girl etc.
2. It is used before such nouns which are unique. e.g. the earth, the universe, the moon, the sky, etc.
3. Before a noun which has become specific due to its repetition. e.g. I saw a book on the table. The book was mine.
4. Before such nouns which are made specific due to addition of some phrase or clause. e.g. The boy who met me was weeping.
5. Before those nouns which mean some specific thing. e.g. He is sitting in the drawing room.
6. Before First, Third, Second, Fourth, and Only. e.g. The first event was not worth seeing. Is this the only

bank which is famous ?

7. Before superlative degrees of adjectives. For example, the shortest, the best etc.
8. Before such singular nouns which represent a group or a class.e. g., The cat is a domestic animal.
9. Before such adjectives which represent a group or class of persons. e.g. The poor should be helped.
10. Before the names of such countries which have compound names.The Indus,The Alps.
The USA etc.
11. Before music instruments. The flute, The piano etc.
12. Before the holy books. The Quran, The Bible. etc.
13. Before such nouns which are to be stressed as superlatives.e.g The captain, The driver, etc.
14. Before the names of Newspapers and journals.e.g. The Nation, The Economist, The News etc.
15. Before the names of ships, aeroplanes and trains. e . g . ,
The Shalimr Express etc.
16. In order to convert a proper noun to common noun.e.g.
He is the Wasim Akram of our team etc.
17. Before the historical events. e.g. The world war II. etc.
18. Before different direction. e.g., The South, The East.
19. Before the religions or sects. The Islam, The Sikhism, The Christianity etc.
20. Before the religions or sects. The Islam, etc.
21. Before the names of families. The Mughals. etc.

WHERE "THE" IS NOT USED

1. Before the names of cities, countries and names of

persons.

2. Before the proper nouns.
3. Before abstract nouns. (Wisdom requires meditation).
4. Before the names of meals.
5. Before the names of parts of body.
6. When man or woman are used in general. (Man is a rational animal.) etc.

5. ADVERB

An adverb is a word that modifies (describes, explains or limits) a verb, an adjective or another adverb by making its meaning more specific. An adverb usually answers such question as when, where, how, why, how much, how little to what extent.

KINDS OF ADVERB

1. Adverbs of Time

Adverbs of time tell about a particular point in time. Some tell about duration, some tell about frequency. e.g. everyday, briefly, always, soon, yet, still, then, today, etc.

2. Adverbs of Place

An adverb of place tell us position or direction. e.g. Here, south, there, up, down, nearly. etc.

3. Adverbs of Degree

An adverb of degree tells us to what degree or to what extent. For example, very, fairly, rather, quite, too, hardly, scarcely, rather, exceedingly.

4. Adverb of Manner

An adverb of manner tells how an action is done or the means by which it is done. For example, Quickly, bravely, happily, fairly, etc.

5. Adverb of Frequency

Adverbs of frequency tell us how or when an action is done. For example, twice, always, occasionally, etc.

6. Relative Adverb

The relative adverbs are, when, why etc.

7. Interrogative Adverbs

The interrogative adverbs are when, where, why, etc.

COMPARISON OF ADVERBS

Adverbs follow the same general rules for comparison as adjectives. Adverbs may be compared in one of the following ways.

1. By adding 'er' and 'est' to adverb.
e.g. Fast - faster - fastest.
2. By using more and most or less and least with those adverbs ending in ly. e.g. slowly - more slowly - most slowly.
3. By changing completely the form of some adverbs.

Note: Action verbs are modified with Adverbs and non action verbs are modified by adjectives.

POSITION OF ADVERBS

An adverb should be placed as near as possible the word it modifies.

1. Adverbs of manner and place are used after a verb.
e.g. She danced beautifully.
2. Do not put an adverb between verb and object.
3. When the sentence structure is
Verb + preposition + object, then adverb is placed either before preposition or after the object. e.g. He looked suspiciously at me. OR He looked at me suspiciously.
4. Adverbs of place are generally put after object. e.g. She painted that picture here.
5. Adverbs of time are either placed at the beginning or at the end. e.g. He is coming tomorrow. etc.
6. "Yet" is placed at the end of a sentence. e.g. He has not finished his work yet. etc.
7. "Still" is generally put before verb. e.g. She still

dislikes him. etc.

8. "Just" used in perfect tenses comes after auxiliary.
e.g. They have just left Lahore. etc.
9. Adverbs of frequency come after the verbs. e.g. He is always in time for work.
10. Adverbs of degree are put before adverbs or adjectives when they modify some adverb or adjective.e.g., He is fairly good at Mathematics.

DOUBLE NEGATIVE

Scarcely, only, hardly, but and never are negative in meaning and no other negative should be used with them. e.g. It is foggy so you can scarcely see the white lines on the road.

6. PREPOSITION

A preposition is a word placed before a noun or a pronoun and shows the relationship between the noun or pronoun and other words in the sentences. For example, The book is on the table. The dog ran across the road.

Generally these show the relationship of a noun or a pronoun with the position, direction, time and manner. The sentence becomes meaningless without it. In interrogative sentences it is placed at the end. e.g. What is he looking at ?

If relative pronoun 'that' is used in the sentence then preposition comes at the end. For example, Here is the car that he was talking about ?

KINDS OF PREPOSITION

A) Preposition of Place

These show the relationship between place and noun or pronoun. These are 'in, on, near, under, behind, beside, across, over, through, up, etc.

Examples

1. The book is on the table.
2. The pen is in the ink-pot.
3. The stool is near the desk.
4. The cat is under the table.
5. The wall is behind my chair.
6. He is standing beside me.
7. The dog ran across the road.
8. The crow flew over the house.
9. I passed through the bazar.
10. He walked up the Mall road.

B) Preposition of Time.

These show time e.g. at, on, in, by, after, before, till, until, during, since, for, etc.

Examples

1. I shall see you at 3 O'clock.
2. I met him on Monday.
3. He was born in April.
4. The train arrived at midnight.
5. He will leave by the end of this month.
6. They met after the class.
7. They will be in the meeting at 4 o'clock.
8. He always reaches on time.
9. He has arrived in time for interview.
10. They met after dinner.

'For' is used for the time which has passed, is passing or will pass in future .e.g.

1. I did not speak to my brother for two days.
2. The lecture has been going on for two hours.
3. He will visit his relatives for a week.

'During' is used for the time which is passing. e.g. I did not talk during the meeting.

'Since' is used for the fixed date, day, time and points out that time has passed. e.g. He has been on leave since August.

'From' also points out towards a fixed time or date but it is often used with until or till. e.g. He was absent from August till November.

C) Preposition of Manner

These show the method or source in the sentence.
e.g. by, on, with, in, etc.

1. We went to Lahore by car.
2. He prefers to travel by air.
3. She goes to her school on foot.

4. He faced difficulty with courage.
5. The policeman came on foot.
6. I would prefer to travel in a car.
7. Fill this cup with tea.
8. He went to his village on horse back.
9. That was done by her.
10. She was looking at her baby with love.

D) Preposition of Direction

These tell us the direction of noun or pronoun.e.g.
towards, into, any from, etc.

Examples

1. The dog ran towards the cat.
2. He walked into his office.
3. The defeated cricketers ran away from the field.
4. She jumped into the river.

7. CONJUNCTION

A Conjunction is a word used to connect words, phrases or clauses. e.g. and, or, either, a, neither, nor, etc.

TYPES OF CONJUNCTIONS

A) Co-ordinate Conjunction

This connects similar grammatical elements such as two or more words, two or more phrases, Two or more clauses. Some common conjunctions are, but, and, nor, accordingly, hence, neither, therefore, however, likewise, so, as well as, beside, nevertheless, thus, consequently, wherefore, etc.

Examples

1. We wish to purchase bats and gloves.
2. They need to change or to alter that policy.
3. We hope you will agree, moreover, we hope you will help us.

Note : "For" joins only clauses.

B) Co - relative Conjunction

Co-relative conjunction works in pair to join word group or word of equal grammatical importance. e. g., 'both - and', 'just - so', 'either - or', 'not only - but also', 'whether - or', 'neither - nor', 'though - yet'.

Use the first part of the co-relative conjunction before one word or group of words and second part before the related word or group of word. e.g.

1. Both you and I should talk.
2. Either you or I should talk.
3. I speak not only French but also Chinese.

C) Sub - ordinate Conjunction

A sub-ordinate conjunction joins two clauses, or ideas in such a way as to make one of them grammatically dependent upon the

other.

The idea, or clause that a subordinate conjunction introduces is said to be subordinate or dependent, because it can not stand by itself as a complete sentence. These sub-ordinate conjunctions are after, although, if, as, until, unless, when, as far as, in order that, whenever, where, since, as long as, as soon as, whenever, though, so that, which, while, because, than, before, though, etc.

Examples

1. While you are here, please fill out the health form.
2. Please notify your supervisor whenever you will be absent.
3. Whenever the musician played, we praised him.

8. INTERJECTION

An interjection is a word used in a sentence to express some feelings of the mind. As a matter of fact, an Interjection is not a part of the construction of a sentence as it has no grammatical link with other sentence. An exclamation mark (!) is always put after an interjection.

Examples

Feelings	Interjections
1. Joy	Hurrah, Huzza, Aha
2. Grief	Oh, Ah, Alas, Slack
3. Approval	Bravo
4. Weariness	Ho
5. Attention	To, Hush
6. Reproof	Fie, Shit

7.	Contempt	Suff, Tut, Pooh, Pish, Tush
8.	To call some one	Ho, Holla
9.	Doubt	Hum, Hem, Humph

Examples

1. Heigh! I am sick of you.
2. Shit! I hate this kind of life.
3. Aha! I have really enjoyed that party.
4. Hum! I do not believe it.
5. Bravo! Go on with your work.
6. Huzza! We have won the final.
7. Ah! His only son is dead.
8. Ho! Come here.
9. Pish! I simply don't favour it.

a. Subject	b. Predicate
1. The king	was crowned
2. The king	was crowned
3. The king	was crowned
4. The king	was crowned
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98. The king	was crowned
99. The king	was crowned
100. The king	was crowned

- a. Subject

b. Predicate

SubjectPredicate

Everything

has been settled.

Senators

discussed the price issue

The pop singer

sang in a concert.

SENTENCE

KINDS OF SENTENCE(According to Purpose)

According to purpose, there are four kinds of a sentence.

1. Declarative
2. Imperative.
3. Interrogative
4. exclamatory.

- ## 1. Declarative Sentence

It makes a statement. e.g. The sun will rise at 6:15. It is already light outside.

- ## 2. Imperative sentence

It gives a command or makes a request. e.g. Get up and go for a walk. Please fetch me a glass of water.

3. Interrogative Sentence

It asks a question. e.g. Is anybody there ? Do you know how to swim ?

4. Exclamatory Sentence

It expresses a strong emotion. e.g. What a great idea this was!

CLAUSE

A clause is a group of words that has a subject and a predicate and that is used as a part of sentence. There are two kinds of clause.(i) Main or independent clause (ii) Subordinate or dependent clause.

i) Main Clause :A main clause has a subject and a predicate and can stand alone as a sentence.e.g. Manufacturers produce,and consumers buy, etc.

ii) Subordinate Clause A subordinate clause has a subject and a predicate, but it can not stand alone as a sentence.e.g. Consumers buy whenever they have a need.

KINDS OF SENTENCE:(According to the structure)

There are four kinds of a sentence :

1. Simple Sentence,
2. Compound Sentence
3. Complex Sentence,
4. Compound Complex Sentence.

1. Simple Sentence

A simple sentence has only one main clause and no subordinate clause.e.g. Consumers buy. Consumers compare and buy.

Note. Simple sentence may have a compound subject or a compound predicate or both.

A compound sentence has two or more main clauses.

e.g. Consumers demand, Manufacturers supply.

3. Complex Sentences

A complex sentence has one main clause and one or more subordinate clauses.e.g Consumers buy fewer goods, when prices rise.

4. Compound Complex Sentence

A compound complex sentence has more than one main clauses and at least one subordinate clause. e.g.,

Subordinate		Main		Main
-------------	--	------	--	------

If production increases, prices may drop and consumers may buy more.

PHRASE

A phrase is a group of words that acts in a sentence as a single part of speech.e.g. A walking cat, let down, had been talking, etc.

KINDS OF PHRASE

1. Prepositional Phrase It begins with a preposition and usually ends with a noun or a pronoun. e.g. The door leads to the darkroom.

2. Appositive Phrase An appositive is a noun or pronoun that is placed next to another noun or pronoun to identify or to give additional information about it. "A new retail store" is an appositive.

An appositive phrase is an appositive plus any words

that modify the appositives. e.g. He works for super store, a new retail price shop.

3. Verbal/Verb Phrase :A verb phrase is the form of a verb that works in a sentence as a noun, an adjective or an adverb. A verb phrase contains a verb and any other complements and modifiers. e. g., Going there was a good experience.

Three Kinds of Verbals/verb

. Participle: It is the form of a verb that works in a sentence as an adjective.

- (a) Present participle ends in 'ing' e.g. walking, talking etc.
- (b) Past participle (3rd form of the verb) e.g. walked, talked, etc.
- (c) Participle Phrase. participle + modifiers and complements. e.g. Taking exercise is good for health.

2. Gerund: A gerund is the form of a verb that ends in "ing" and that is used in the same way as a noun is used.e.g. Training is essential for a writer.

3. Infinitive: It is a verb that is usually preceded by the word 'to' and is used as a noun, an adjective or an adverb. e.g. to walk, to learn, to eat, etc.

CONDITIONAL SENTENCES ('IF' SENTENCES)

These sentences are used to show how an action or an event depends on another. There are two types of the conditional sentences.

1. Open Condition.

2. Hypothetical Condition.

1. Open Condition

(A) In an open conditional sentence if present tense is used in the 'if' clause, present, future or past tense can be used in subordinate clause according to the need.

Examples

- i- If you are right I am wrong. (Present)
- ii- If you help me I will help you. (Future)
- iii- If I get this right I shall have ensured all the question. (future perfect)
- iv- If I am right, you were wrong. (Past)
- b) If past tense is used in if clause then present, past or future tense can be used in condition.
- i- If I said that, I apologize. (Present)
- ii- If I said that, I was mistaken. (Past)
- iii- If I made mistake, I will try to remedy it. (Future)

Note : The sense of these sentences is of present tense.

2. Hypothetical Condition

If Clause

Main Clause

- 1. Past Indefinite, Would + First form
If Khalid were here he would know the answer.
- 2. Past Perfect Would have + 3rd form
If Aslam had worked hard he would have passed.

Examples

- 1. If he comes, I shall help him.
- 2. If he came, I would help him.
- 3. If he had come, I would have helped him. or
Had he come, I would have helped him.
- 4. If he works hard, he will succeed.
- 5. If he worked hard, he would succeed.
- 6. If he had worked hard, he would have succeeded.
or

Had he worked hard, he would have succeeded.

7. If he recovers, he will play match.
8. If he recovered, he would play the match.
9. If he had recovered, he would have played the match.
or Had he recovered, he would have played the match

PUNCTUATION

Punctuation is a device used by a writer to help his readers to understand the meanings of his words. When we speak we pause, we raise our voice for emphasis or adopt a questioning tone. This makes our meaning clear in conversation. When we write we can not do any such thing and the reader can misunderstand our meaning unless we make it clear through using some symbols to express whether we are pausing, whether the sentence has ended and other such things.

These symbols are called the punctuation marks. Following punctuation marks are used in English.

1. Full stop or period (.) 2. Comma (,)
3. Semi colon (;) 4. Colon (:)
5. Question mark (?) 6. Exclamation mark (!)
7. Hyphen (-) 8. Dash (-)
9. Inverted commas (") 10. Parenthesis or Brackets ()
11. Apostrophe (') 12. Elipsis (...)

FULL STOP OR PERIOD (.)

- a) The full stop is used when a sentence or a complete unit of sentence comes to an end. e.g.

Boys like to take a bath in the lake. I like apples.

- b) Full stops are used in abbreviations. However they are not used in abbreviation which are read as one word or acronyms. e.g. O.H.M.S. (On her Majesty's service.)

COMMA (,)

The comma is used for a short pause or to indicate that one part of the sentence is being separated from the other part.

The rules for the use of comma are as under :

- a) Use a comma to separate independent clauses joined by 'and , but, or, not, for, so, yet', (co-ordinating conjunctions)

e.g.

I have got my old car repaired, and I hope it will be sold.

b) use a comma to separate items in a series. e.g.

I would like to ride a horse, a train, a zebra and a camel.

c) Use a comma to introduce introductory elements from the rest of the sentence. e.g. Usually, I ride horse after tea.

d) Use a comma to separate that part of a sentence which appears to be either not essential to complete the meaning of a sentence or adds to the meaning of a part or parts of it. (The parenthetical element) e.g.

To be frank, I am completely tired.

The horse, you see, is in the stable.

e) Use a comma to set off non-restrictive elements in a sentence. (Non-restrictive elements are those words, phrases or clauses which do not redirect or modify what they refer to) e.g.

The audience, which paid a lot of money, applauded for five minutes.

f) Use the commas to address people directly. e.g.

Please, doctor, tell me the truth.

g) Use a comma to separate contracting elements from rest of the sentence. e.g.

She says, she loves exercise, but does not do it.

h) Use a comma in dates, addresses, and letter forms. e.g.

August 7, 1995. November 30, 1995. Farid Town, Sahiwal. Yours sincerely, Dear Ali, etc.

i) Use a comma after 'etc' if it comes in the series and before it, if it comes at the end.

j) use a comma before subordinate clause, if it is not essential. e.g.

You may charge these purchases to your account, if you wish

to do so.

k) If two or more adjectives are used, separate these with commas. e.g. The unsold, returned and damaged goods, should be sent to our central warehouse.

l) For omission of some words, where word is omitted comma is placed. e.g. To err is human, to forgive divine.

COLON (:)

1. Use a colon to introduce a list, especially after a statement that uses words like. 'The following', or 'as follows'. e.g.

I want you to buy the following items : saddles, combs, hats.
etc

2. Use the colon to introduce a direct statement or a quotation.
e.g. Keats said : Beauty is truth, truth beauty.

3. Use the colon to divide a sentence where the second half is an explanation of the first half.

4. Use colon for emphasis. e.g. The most important rule is this;
Avoid bad company.

5. Use a colon to separate hours from minutes when the time of day is shown in numerals. 8 : 40, 6 : 30 etc

QUESTION MARK (?)

1. Use the question marks at the end of question. e.g.

What did Baber do in 1556 ?

2. Use the question mark to indicate uncertainty within a statement. e.g.

Some animal - a mouse ? is boring holes in the lawn at night.

HYPHEN (-)

1. Use a hyphen to join two or more words to form a compound word. e.g. mother-in-law etc.

2. Use a hyphen to divide a word when there is no space to complete at the end of the line. e.g. This is a beauti-ful scene.

DASH (-)

A Dash is used :

1. To separate parenthetical element.e.g.
Only one person- the president-can authorize.
2. To indicate faltering or hesitating speech.e.g.
Well - you see - um - we - uch - no.
3. To indicate parenthetical element.e.g.
You have seen - but I must dash away.
4. Before a summarising word. e.g.
The hot weather, the long hour, the anxiety - all
were forgotten when our branch won the sales
contest.
5. Before a repetition. e.g. Congratulation! you have
made a fine record-indeed.
6. With after thought.e.g.
Our personnel recruitment and selection procedures
are in need of revision-but this topic will be
discussed later.
7. With contrasting statements.e.g.
Ali and company-not Alam and company are
responsible.

QUOTATION MARKS (" ")

1. To enclose words which are directly spoken. e.g.
"I never knew", my brother said, "Which horse is
good."
2. To enclose words which are direct quotations. e.g.
Shakespeare says, "Frailty thy name is woman."
3. To enclose titles of poem, short stories or articles.
e.g.
Coleridge wrote "Kubla Khan" which is a good

poem.

4. Words explained or defined.e.g.
The word 'substantiate' means "to verify or prove."
5. Translation of foreign words. e.g.
The French expression 'faux pas' means, "a social blunder."

6. Use a comma or colon to introduce a quotation.
7. Question mark and exclamation mark are put inside the quotation marks. "What's the evidence for it ?"

SEMI COLON (;)

1. Use semi colon where the items in a list are long clauses or in compound sentences.e.g.
When you train horse remember to check that they are; saddled, active and fresh.
2. Use the semi-colon to indicate that the writer wants the reader to pause for a slightly longer time than he would for a comma. e.g.
It is better to train bad horse;
3. Use a semi colon to divide a sentence which contains two balanced but separate statements. e.g.
He thinks himself as liberal; he voted for a conservative party.
4. Use a semi colon to show omission of conjunction e.g.
We received your order for 300 reams of paper; it arrived in our office this morning.

PARENTHESES ()

Parentheses are used mainly to enclose words that give additional information.

1. To enclose words, phrases, or complete sentences that offer a side comment or help to clarify a point.

2. To enclose numerals or letters introducing the items of a list.
3. To enclose numerals clarifying or confirming a spelled out number. e.g. Thirty five (35)
4. To enclose names, direction, references.

APOSTROPHE (')

1. Use Apostrophe, if you want to refer to someone's possession or something belonging to some body.
e.g. Boy's book, etc.
2. For contraction, e.g. it is, it's, do not, don't etc.
3. For omission of figures as '77 for 1977.

ELIPSIS (.....)

Elipsis is used

1. To signal the omission of a word or words from the middle of a quoted sentence. e.g. Thoreau writes
"We must learn to re-awaken and keep ourselves awake by an infinite expectation of dawn."
2. To signal hesitation or halting speech in dialogue.
e.g. 'Mmm.....'

EXCLAMATION MARK (!)

An exclamation mark is used after a word phrase or sentence that expresses strong feelings. e.g.

1. After a sentence. e.g. Water is too cold!
2. After a word or short phrase. Congratulations!
3. After interjections Oh! Ah! Ouch! etc

Along with the punctuation marks, the written text also requires the use of capital letters at certain places.

A capital letter is used :-

- to start a sentence.
- the first letter of the names of persons, cities, countries

nations, roads, rivers, lakes, seas, books, days, months, etc is capitalised.

- when 'I' is used as first person singular pronoun, it is always written in capital.
- All the words used for 'God' start with a capital letter.

SOLVED EXERCISES

EXERCISE NO. 1

Punctuate the following passage :

Is it true that you have decided to give up studies said the head master
no sir it is not true said Rafiq thank god said the headmaster.

Answer

"Is it true that you have decided to give up studies ?", said the Headmaster. "No, it is not true", said Rafiq. "Thank God!", said the Head master.

EXERCISE NO. 2

Punctuate the following passage :

how do you feel said the doctor bad very bad doctor I am going to die
said the patient no you are not going to die be bold and do not give up
hope said the doctor.

Answer

"How do you feel ?" said the doctor. "Bad, very bad, doctor, I am going to die," said the patient.

"No, you are not going to die. Be bold and do not give up hope," said the doctor.

EXERCISE NO. 3

Punctuate the following.

the first and the most important way of making the best ofourselves is
doing the work that suits us the best as we all

it was great Shock to me when i heard the news itelephoned my
friend to check but nobody answered they all spend their Friday in the
village

EXERCISE NO. 2

Punctuate the following.

would you like to go to the moon my peaceful home is the earth i like to live here it is beautiful place with flowers and green grass.

EXERCISE NO. 3

Punctuate the following.

life is very difficult at every step we lose heart people advise us not to lose heart they say even if you give up you don't escape worries.

EXERCISE NO. 4

Punctuate the following.

as I was going to lahore last week a strange incident happened I met my old friend aslam but i could not recognize him he lived for many years in America.

EXERCISE NO. 5

Punctuate the following.

the train slowly steamed out of Lahore station after giving out a shrill whistle there was great rush on all sides one could hear people talking on and shouting

CHANGE OF NARRATION

There are two ways of saying something.

Direct Speech

When the narrator uses the exact words of the other person it is called direct narration. e.g.

He said, "I have completed my work"

Direct Speech / Quoted Speech

Saying exactly what someone has said is called direct speech (sometimes called quoted speech)

Here what a person says appears within quotation marks ("...") and should be word for word.

For example:

She said, "Today's lesson is very difficult".

Indirect Speech

In indirect speech some body else gives the exact meanings of a remark or a speech without necessarily using the speaker's exact words. e.g.

He said that he had completed his work.

Indirect speech (sometimes called reported speech), doesn't use quotation marks to enclose what a person has said and it doesn't have to be word for word. e.g.

Direct speech	Indirect speech
---------------	-----------------

He said "I'm going to college".	He said that he was going to college.
---------------------------------	---------------------------------------

Structure of a Direct Sentence

He said, "I have found a pen".

There are Three parts of a direct speech.

i- Inverted commas or quotation marks: These show that the words between the inverted commas are not that of speaker's

but he quotes other's..

ii- Reporting Clause :The part outside the inverted commas is called the reporting clause/speech.It tells about the speaker or the person who is reporting something..

iii- Reported Clause :The part of direct speech sentence enclosed in inverted commas is called thereported clause/speech.It includes the statement or thing which is said or reported.e.g.

He says, "I have joined a technical college.

(Reporting clause) (Reported clause)

In order to change the narration of a sentence you need to change the above said parts under some grammatical rules.

A. GENERAL CHANGES

1.Changing the Reporting Clause

i)'Say' and 'Said' is used in the Indirect speech if there is no person after them.

ii) If there is some pronoun or noun after say or said the 'say to' is changed into 'tell' and 'said to' into 'told',

He says to me, "I am going to Lahore. (Direct)

He tells me that he is going to Lahore. (Indirect)

2.Changing the Inverted Commas

Inverted commas are changed into 'that' in simple or declarative sentences.

3. Good morning, good noon, good after noon or good evening are omitted and "greeted" is used instead of "said" or "told".e.g.

He said,"Good mornig Mr. Hammad".

He greeted Mr. Hammad.

4. 'Good night', 'good-bye' and 'farewel' are not changed.The

sentences are changed into indirect by placing good night, good- bye or farewell immediately after 'said' and 'to' is used instead of 'that'.e.g.

He said,"Good night Mr. Salman."

He said good night to Mr. Salman.

5. 'Sir' and 'Madam' are changed into 'Respectfully' and 'respectfully' is written before 'that' in the sentence.e.g.

He said to me,"Sir,I shall attend the class regularly".

He told me respectfully that he will attend the class regularly.

Note; In other sentences Inverted commas are changed according to the kind of the sentence.

B. SPECIFIC CHANGES

Three types of changes are introduced in order to change a direct speech into Indirect speech. These are as under.

1. Change in the person of pronouns.
2. Change in the tense of the verb.
3. Change in certain words.

1. CHANGE IN THE PERSON OF PRONOUN

a) If first person (I, we, my, our, me, us) is used in the reported speech, these are changed according to the subject of the reporting speech. e.g.

He says, " I am doing my home work".

He says that he is doing his home work.

b) If second person (you, your) is used in the reported clause, this is changed according to the object of the reporting clause. e.g.

You say to him, "You are ill". (Direct)

You tell him that he is ill. (Indirect)

c) If third person comes in the reported clause, this is not

changed. e.g.

He says, "They are going to Murree".

He says that they are going to Murree.

2. CHANGE IN THE TENSE OF THE VERB

a) If Present Indefinite or Future Indefinite Tense is used in the reporting clause, no change of tense is needed in the reported clause. e.g.

i- He says, "You were going to school".

He says that I was going to school.

ii- You will say, "I am a student of technical college".

You will say that you are a student of technical college.

b) If past tense is used in the reporting clause, the change of tense in the reported clause takes place as under.

i) First form of the verb is changed into second form of verb i.e. Present Indefinite tense is changed into Past Indefinite tense e.g.

He said, "He eats an apple daily"

He said that he ate an apple daily

ii) The second form of the verb is changed into 'had + 3rd form'. i.e.

(Past Indefinite ----- Past Perfect Tense.)

She said, "I slept late at night".

She said that she had slept late at night.

iii) If 'had' and '3rd form' is used in Direct speech, no change takes place in the tense of reported clause. e.g.

I said to him, "You had written a letter".

I told him that he had written a letter.

iv) If some helping verb is used with the verb in the reported

clause, only the helping verb is changed and no change in the verb form takes place.

Change of Helping verb

Is, am	was
Are	were
Was / Were	Had been
Has, Have	Had
Will, Shall	Would
Can	Could
May	Might

e.g.

He said, "I was discussing an important matter."

He said that he had been discussing an important matter.

- v) With the use of 'Had, Should, Would, Must, Could, Might', as helping verb in reported speech, no change is made in the verb. Only pronouns are changed. e.g.

He said, "I must go there".

He said that he must go there.

- vi) The verb used in the reported clause in case of a universal truth does not change. It may remain in the simple present. e.g.

She said, "Honesty is the best policy".

She said that honesty is the best policy.

3. CHANGE OF CERTAIN WORDS

The list of the change-able words is given as under

This	That
These	Those
Here	There
Now	Then
Thus	So

Ago	Before
Hither	Thither
Hence	Thence
Today	That day
Tonight	That night
Tomorrow	The next day
Yesterday	The previous day
The next day	The following day
Last night	The previous night

Note :

Yes, no, well, hallo, all right, etc are omitted.

EXERCISE

1. He said, "This book is very interesting".
He told that that book was very interesting.
2. He says, "We shall be here tomorrow".
He says that they will be here tomorrow.
3. I said to Salman, "I completed my work yesterday".
I told Salman that I had completed my work the previous day.
4. I said to him, "Well, you may go now".
I told him that he might go then.
5. You say, "It is very hot today".
You say that it is very hot today.
6. He said, "Yes, I was here last night".
He said that he had been there the previous night.
7. I said to him, "No, it will not rain to-day".
I told him that it would not rain that day.

C. INTERROGATIVE SENTENCES

1. For interrogative sentences in the indirect speech, 'asked' is used instead of 'said' or 'said to '.
2. 'That' is not used in these sentences.
3. If the answer of a question sentence needs 'yes or no' then 'if or whether' is used.
4. Question form of the sentence is changed into a statement and no sign of interrogation is used in the indirect speech.
5. The change of tense, person and words is as usual for other sentences.
6. If reported speech of a sentence begins with, who, what, where, when, how, (the interrogative pronouns) if or whether is not used. This interrogative pronoun remains in the indirect speech. e.g.
 - i) He said to me, "Can you teach me".
He asked me if I could teach him.
 - ii) He said to me, "What are you doing now".
He asked me what I was doing then.
 - iii) She said to me, "Do you know my name".
She asked me if I knew her name.

EXERCISE

- i. He said to me, "Where do you live."
- ii. Teacher said to me, "Why were you late yesterday?"
- iii. They said to him, "Did you see Ali?"
- iv. The stranger said, "Can you tell me the way to the market?"
- v. The coach said to him, "Why have you not worn uniform?"

D. IMPERATIVE SENTENCES

(COMMANDS / REQUESTS / ADVICE)

1. 'Ordered', 'requested', 'advised' or ' forbade' is used instead of 'said' in an imperative sentence.
2. 'That' is not used.
3. 'To' replaces the inverted commas.
4. After 'to' always first form of the verb is used. e.g.
 - i) He said to his servant, "Polish the shoes".
He ordered his servant to polish the shoes.
 - ii) He said to them, "Please do not deceive me".
He requested them not to deceive him.
 - iii) He said to me, "Sit here and do not go to them".
He ordered me to sit there and not to go to them.
 - iv) I said to my brother, "If you go to the market, buy a pen for me".
I requested my brother to buy a pen for me if he went to the market.
 - v) He said to me, " Do not sit here ?".
He forbade me to sit there.

E. EXCLAMATORY SENTENCES

1. "Exclaimed with joy" , "Exclaimed with sorrow" or 'exclaimed with wonder' is used instead of ' said'.
2. 'That' is used instead of commas.
3. Interjection is omitted in the Indirect speech.
4. The reported clause is changed into a statement.
5. Mark of exclamation is omitted in the Indirect speech.

Examples

1. She said, "Hurrah! I have stood first in the class".
She exclaimed with joy that she had stood first in the class.
2. He said, "Alas! I have failed".
He exclaimed with sorrow that he had failed.

3. She said, "what a lovely scene it is!".

She exclaimed with wonder that it was a very lovely scene.

4. He said, "How sensible she has been!".

He exclaimed with wonder that she had been very sensible.

5. She said, "Oh! I have lost my wrist watch".

She exclaimed with sorrow that she had lost her wrist watch.

F. OPTATIVE SENTENCES

These express wish or prayer and are changed according to the following rules.

1. 'Said' is changed into "wished" or "prayed" or 'cursed'.

2. Mark of exclamation is omitted in the Indirect speech.

3. 'That' is used instead of commas.

4. May is changed into might and is placed after the subject.

5. Form of the verb is not changed.

Examples

1. She said, "May I succeed in the business".

She prayed that she might succeed in the business.

2. He said, "Would that I had not committed a crime".

He wished that he had not committed a crime.

3. Her mother said, "May you live long".

Her mother prayed that she might live long.

4. The old man said, "Would that I were a rich man".

The old man wished that he had been a rich man.

5. The woman said to the naughty boy, "May you go to Hell".

The woman cursed for the naughty boy that he might go to Hell.

G. THE USE OF 'LET'

Let is used in two different meanings.

- 1) In the meanings of permission or command. e.g.
 - i) Let me do my duty. ii) Let the people go away.etc.
- 2) In the meanings of proposal. e.g. Let us take an exercise.etc.

In order to change such sentences following rules are followed.

1. 'Said' or 'said to' is changed into 'requested', 'ordered', for the sentences in which let is used for permission or command.
2. Instead of 'that', 'to' is used in these sentences. e.g.
He said, "Let me do my duty".
He requested to let him do his duty.
3. In those sentences where let is used in the meanings of proposal, 'said' is changed into 'proposed' or 'suggested' or 'suggested to', 'proposed to', if object is there in the reporting clause.
4. 'That' is used in these sentences.
5. 'Let' is used before the subject with the first form of the verb.
6. 'Should' is used after the subject with the first form of the verb.

Examples

1. She said, "let us go to cinema".
She proposed that they should go to cinema.
2. They said, "let us play a match".
They suggested that they should play a match.
3. I said to my friend, "Let me do my work".
I requested my friend to let me do my work.

4. He said, "Let me pass".

He requested to let him pass.

5. He said to the peon, "Let the people pass".

He ordered the peon to let the people pass.

6. The Prime Minister said to the police officer, "Do not let the robbers rob the people".

The Prime Minister ordered the police officer not to let the robbers rob the people.

7. She said, "Let us go to cinema".

She proposed that they should go to cinema.

8. They said, "Let us play a match".

They suggested that they should play a match.

9. Ali said to his friends, "Let us make merry".

Ali suggested to his friends that they should make merry.

10. I said to the people, "Let us take pity on animals".

I proposed to the people that we should take pity on animals.

Exercises for practice

EXERCISE NO. 1

1. He says, "I can speak English".

2. He will say, "My father will buy a new house".

3. He said to me, "Yes, Sir, I have solved all the sums".

4. She said, "No, I am not going to my mother's house today".

5. Hammad said, "Do you work till late at night?"

6. Salman said to me, "When did you buy this golden watch?"

7. The students said, "Aha! we are going on a tour".

8. She said, "Alas! I lost my ear ring yesterday".

9. He said to the peon, "Get out of the room at once".

10. He said, "Let us work hard to get through the examination".

EXERCISE NO. 2

1. He says, "I shall not tell a lie".
2. The teacher said, "Honesty is the best policy".
3. She said to me, "I have decided to go abroad for higher studies".
4. He said, "I have been suffering from fever since yesterday".
5. His brother said to him, "where were you going yesterday?"
6. I said to my friends, "Let us go for a walk".
7. She said, "Is there any water in the jug?"
8. I said to my father, "Kindly, give me some money to buy new books".
9. She said, "What a beautiful flower it is!"
- 10 I said to him, "Let me have a cup of tea."

EXERCISE NO. 3

1. The students say, "English is very difficult."
2. The teacher said, "Many students are absent today."
3. He said to me, "Saman did not come here."
4. She said, "All that glitters is not gold."
5. Father said to me, "Do not keep bad company."
6. He said to the servant, "Wait here till I come back."
7. She said, "Alas! My sister has failed in the examination."
8. I said to him, "Why do you waste your time?"
9. He said, "Let us reform ourselves."
10. I said to him, "Let me do my work."

EXERCISE NO. 4

1. She says, "I shall not attend the meeting tomorrow."
2. He will say to me, "Are you going to appear in examination?"
3. I said to him, "Yes, you deserve this honour."
4. The mother said, "Look after your young brother."

5. Hammad said, "Were you here yesterday ?"
6. I said to him, "What are you doing here ?"
7. I said, "What a lovely flower!"
8. The people said, "Alas! We have lost a great leader."
9. The children said, "Hurrah! It is drizzling."
10. He said, "Let us start the game."

EXERCISE NO. 5

1. He said to me, "I advise you not to waste your time."
2. The tailor said to him, "Sir, your shirt is ready."
3. She said to me, "Please, sit down."
4. She said, "May you live long!"
5. Hammad said, "How can I reach the station ?"
6. She said, "Are you all right now ?"
7. The teacher said, "The Earth revolves round the Sun."
8. The old man said, "Would that I were child again."
9. He said, "Let him do his home work"
10. He said, "Alas! My friend died in an accident."

EXERCISE NO. 6

1. He says, "I am speaking the truth."
2. The boy said, "Sir, I am sorry for coming late."
3. The beggar said, "Will any body help me ?"
4. I said to him, "Why are you getting angry ?"
5. He said, "Alas! I can not attempt all the questions."
6. He said, "What a lovely scene of nature!"
7. The General said, "Shoot."
8. I said, "Please, lend me your book."
9. The old man said, "May God pardon my sins!"
10. He said, "Would that I had a treasure."

EXERCISE NO. 7

1. Salman said, "I shall go to Lahore tomorrow."

2. She said, "It is nine o'clock now."
3. He said, "My pen is out of order."
4. I said to him, "Have you changed your mind?"
5. She said to me, "Will you not take tea?"
6. The students said, "Hurrah! Tomorrow will be a holiday."
7. He said, "I can help you."
8. The teacher said, "God helps those who help themselves."
9. I said to him, "When did he arrive?"
10. I said to him, "How did you come by this pen ?"

EXERCISE NO. 8

1. He said to me, "I shall write a letter to you."
2. Salman said to me, "Sir, I left your book on the table."
3. He said to me, "Do you go out for a walk ?"
4. The stranger said to him, "Why are you laughing ?"
5. He said to me, "Do not try to teach me my business."
6. The pious man said, "If you are rich, help the poor."
7. She said, "Alas! All my plans ended in smoke."
8. My friend said to me, "Would that you had won the prize!"
9. She said to me, "How lucky you are!"
10. He said to me, "May your mother get well !"

EXERCISE NO. 9

1. Hammad said, "My brother is a good singer."
2. I said to him, "I shall help you through thick and thin."
3. She said to me, "Can you help me in this matter?"
4. They said to us, "When are you going to perform Hajj ?"
5. She said to her son, "May you live long!"
6. We said to them, "Would that you were with us."
7. She said to the servant, "Go out and do not come again."
8. The teacher said, "All is well that ends well."
9. The children said, "Hurrah! It will rain today."
10. He said, "Let us try to solve this problem."

EXERCISE NO. 10

1. She says, "I obey my parents."
2. They will say, "We do not live here."
3. Salman said to me, "Where were you going yesterday ?"
4. The Principal said, "Tomorrow will be a holiday."
5. He said to me, "Good Morning, Sir."
6. The oldman said, "Would that I were a child again ?"
7. He said to me, "How many brothers have you ?"
8. He said, "Let me do my duty."
9. They said, "Let us play at cards to kill the time."
10. The parson said, "May God bless you!"

ONE WORD Substitution

1. Academic	Connected with education
2 Accountant	Someone who keeps and checks financial accounts.
3. Agenda	A list of business or subjects to be considered at a meeting.
4. Alien	A person residing in a country of which he is not a full-fledged citizen.
5. Antiseptic	A substance which kills germs.
6. Allergy	Adverse reaction of some medicine, food or environment.
7. Amateur	A person who practices an art for love and not as a profession.
8 Ambassador	An important person who represents his country in a foreign country.
9. Ambiguous	A statement whose meanings are not clear.
10.Ambulance	A vehicle used for taking sick or injured persons to a hospital.
11. Amnesty	General pardon for everyone.
12. Antonym	A word opposite in meaning to another.
13. Antiseptic	A substance which destroys germs.
14. Apprentice	One who is learning a trade.
15. Arena	A place where wrestlers fight.
17. Astronaut	One who is trained for space travel.

18. Astronomy	The scientific study of the sun, moon, stars and other planets, etc.
19. Atmosphere	The whole mass of air surrounding the earth.
20. Auditor	A person who checks accounts.
21. Auditorium	A hall for lectures, concerts, etc.
22. Autobiography	The life history of a person written by himself.
23. Bachelor	A man who has never been married.
24. Bakery	where bread and biscuits are made.
25. Bankrupt	A person who is unable to pay his debt.
26. Barometer	An instrument for measuring atmospheric pressure.
27. Bulletin	A short official statement about some important incident.
28. Bilingual	a person who can speak two languages.
29. Biology	The science of life, more particularly of animals and plants.
30. Botany	Science of plants and herbs.
31. Brewery	A place where beer is prepared.
32. Cantonment	A place where an army has its barracks.
33. Capitalist	A person who owns a lot of money.
34. Catalogue	A list of names, books, etc.
35. Census	An official count of a country's total population etc.
36. Century	A period of a hundred years.

37. colleagues	Men who work in the same department of an office.
38. Decade	A period of ten years.
39. Deck	A wooden floor on a ship.
40Democracy.	A form of government in which the people choose their leaders and have freedom of speech, thought, etc.
41. Dictionary	A book that gives a list of words in alphabetical order with their meanings and pronunciations.
42. Diplomacy	The art of practice of conducting international relations.
43. Dispensary	A place where medicines are prepared.
44. Domestic	Relating to the family or household.
45. Domicile	A document showing permanent residence.
46. Drawn	A match in which niether team wins.
47. Directory	A book which contains telephone nos. and addresses.
48. Divorce	Legal ending of a marriage.
49. Edible	A thing that is fit to be eaten.
50. Eligible	Capable of being chosen under the rules.
51. Encyclopedia	A book or set of books dealing every branch of knowledge.
52. Fatalist	One who believes in fate.

53. Feedback	Information about a product that a user gives back to the person who sold it.
54. Foreigner	A person residing in a country of which he is not a citizen.
55. Foundry	A place where metal, glass, etc is melted and moulded.
56. Germicide	A medicine that kills germs.
57. Gymnasium	A hall with equipment for physical exercise.
58. Honorary	An office for which no salary is paid.
59. Illegal	Against the law.
60. Illiterate	A person who can not read or write.
61. Immunity	The fact of not being affected by a disease.
62. Inaudible	A sound that cannot be heard.
63. Inflammable	Liable to catch fire easily.
64. Interpreter	A person who translates orally words spoken in a foreign language.
65. Insoluble	That cannot be dissolved.
66. Laboratory	A place where scientific experiments are systematically carried on.
67. Linguist	A person who studies languages.
68. Manual	A book that gives instructions about how to use a machine.

69. Manuscript	A book or piece of writing before it is printed.
70. Mechanic	A person who is skilled at repairing machines.
71. Mint	A place where coins are made.
72. Missile	An object or weapon that is thrown at a target.
73. Monetary	With regard to money.
74. Motorway	A wide road specially built for fast motor traffic having dual carriage ways, with a restricted number of places for entering and living.
75. Museum	A building in which objects of artistic, cultural, historical or scientific interest are displayed.
76. Narcotic	A medicine that induces sleep.
77. Nephew	The son of a brother or sister.
78 Omnipresence	Present every where (God)
79. Optician	One who tests eyesight and sells spectacles and lenses.
80. Patriot	A person who loves his country.
81. Picnic	A short excursion including refreshment out doors.
82. Popular	A person liked by all.
83. Polyclinic	A clinic where the doctors treat patients for illness of all parts of the body.

84. Polytechnic	A school where many subjects, useful in trades, are taught.
85. Portfolio	The area of responsibility of a particular government.
86. Punctual	One who is always in time.
87. Quack	Someone who pretends to have medical knowledge or skills.
88. Refrigerator	A machine specially designed to keep food cold.
89. Sanatorium	A kind of hospital for sick people.
90. Sponsor	A person or firm that pays for a radio or television program.
91. Transparent	Something that allows light to pass through it so that you can see the things through it.
92. Twins	Two children born at the same time.
93. Urban	Connected with a town or city.
94. Vagabond	Having no fixed home.
95. Vegetarian	One who eats vegetables only.
96. Verbose	containing more words than are wanted.
97. Versatile	Having knowledge of many subjects.
98. Water proof	A cloth which is able to keep water out.
99. Wardrobe	A place where clothes are kept or stored.
100. Zoology	The science of animal life.

PAIRS OF WORDS

1.	Advice Advise	You did not act upon my advice. I advise you to work hard.
2.	Accept Except	I accept your offer. I read all newspapers except "The News".
3.	Access Excess	People have no access to the rulers. Excess of everything is bad.
4.	Affect Effect	Over work affected his health. Every effect has some cause.
5.	Adapt Adept	Adapt yourself to new customs. He is adept in painting.
6.	Altar Alter	Bring the cow to the altar. Don't alter your decision again and again.
7.	Steel Steal	This knife is made of steel. Why did you steal my pen?
8.	Some Sum	Some students do not work hard. He is solving the sums.
9.	Sweet Sweat	I like to eat sweet. Everybody is sweating in the heat.
10.	Stair Stare	The stairs were covered with carpet. Why are you staring at me?
11.	Sent Scent	He sent me an interesting book. He bought a bottle of scent.

12.	veil Vale	She is wearing a veil. This world is a vale of tears.
13.	Vocation Vacation	Teaching is her vocation She went to Murree during summer vacation.
14.	Buy Bye	He is buying a new house. He said good bye to his friends.
15.	Bail Bale	He was released on bail. He is carrying a large bale of old books on his head.
16.	Bear Beer	We saw a bear in the zoo. Drinking of beer is forbidden in Islam.
17.	Brake Break	The brake of my car is out of order. Don't break this glass
18.	Bridal Bridle	She looked beautiful in her bridal dress. You can control a horse with the help of bridle (گھوڑے کی لگام).
19.	Berth Birth	Please reserve a berth for me in shalamar express. What is your date of birth?
20.	Beat Beet	Do not beat the children. She likes to eat beet.
21.	Born Borne	Quaid-e-Azam was born in Karachi. He has borne many difficulties in life.
22.	Beach Beech	They went to the beach for a picnic. He is sitting under the beech tree.
23.	Breath Breathe	This mouthwash will make your breath fragrant. Breathe in the open air.

24.	Sail Sale	They opened the sails of the ship. This house is for sale.
25.	Soul Sole	May his soul rest in peace. The sole of this shoe is very soft.
26.	Scene Seen	The scene was very beautiful. I have seen it with my own eyes.
27.	Canon Cannon	The canons of Islam are simple and clear. Cannons are used in war.
28.	Cast Caste	Don't cast pearls before swine . Islam discourages caste system.
29.	Cattle Kettle	Cattle are grazing in the field. He made the tea in a kettle.
30.	Check Cheque	Please check your luggage. The cheque is on the National Bank.
31.	Clothe Cloth	He wears clean clothes. He works in a cloth house.
32.	Confidant Confident	My old servant is my confidant. I am confident of my success.
33.	Cite Site	He cited many verses from the Holy Quran. The engineer went to see the site.
34.	Clock Cloak	She bought a beautiful wall clock. The parson was wearing a cloak.
35.	Cue Queue	I have found a cue to solve the sum. They make a queue to get the ticket.

36.	Council Counsel	He is a member of the Zila council. He did not accept my counsel.
37.	Course Coarse	The course of life never runs smooth. I like to wear coarse clothes.
38.	Canvas Convass	I like to wear canvas shoes. I can not covass him for vote.
39.	Coma Comma	After taking poison she went into a coma. Comma(,) shows a pause in writing.
40.	Dairy Diary	He is the owner of this dairy. He keeps a diary.
41.	Deceased Disease	The deceased was a noble man. He is not suffering from any disease..
42.	Die Dye	His father died of heart attack. She dyed her shirt blue.
43.	Decent Descent	We need decent living conditions. The road makes a sharp descent near the canal.
44.	Dew Due	Dew drops look like pearls. He did not pay the dues of the college.
45.	Die Dye	His father died in 1976. She dyed her shirt blue.
46.	Dose Doze	Take two doses of this medicine daily. He is dozing in the class.

47.	Device Devise	It is a good device for sharpening pencils. He devised a good plan.
48.	Eligible Illegible	You are eligible for this post Your hand writing is illegible.
49.	Envelope Envelop	Please, give me an envelope. Envelop the child in a blanket.
50.	Empire Umpire	He was the king of a great empire. He is an honest umpire.
51.	Economic Economics	Our economic condition is bad. She is doing M.A. in economics.
52.	Four Fore	Two and two make four. His fore-head was wounded in an accident.
53.	Fair Fare	He went to a fair yesterday. What is the bus fare from Multan to Lahore?
54.	Farther Further	We are too tired to walk any farther. He further said that he would not help her.
55.	Feat Feet	The juggler showed some interesting feats. Don't make your feet dirty.
56.	Floor Flour	Don't put the flour on the floor. He has set up a flour mill.
57.	Foul Fowl	Murder is a foul deed. She keeps fowls and sells the eggs.

58.	Gate Gait	Please, open the gate. Her graceful gait attracts everybody.
59.	Gentle Genteel	Sharif is a gentle boy. Shaista has gentee manners.
60.	Grate Great	He is sitting beside the grate. Iqbal was a great poet.
61.	Hale Hail	I am hale and hearty. She was caught in a hail storm.
62.	Heal Heel	How can you heal a broken heart? There is a hole in the heel of my right shoe
63.	Hole Whole	There is a hole in this box. The whole class is present today.
64.	Human Humane	Human nature never changes. My father is very humble and humane.
65.	Historical Historic	Lahore is a historical city. Iqbal made a hitorical speech in Allahabad.
66.	Idle Idol	Don't sit idle. Don't worship idols.
67.	Industrial Industrious	Faisalabad is an industrial city. Hammad is an industrious student.
68.	Lose Loose	You are losing your weight. I like to wear loose clothes.
69.	Lion Loin	He is as brave as a lion. You should gird up your loin.

70.	Last Latest	She was the last to arrive in the party. This is the latest edition of my book.
71.	Later Latter	I'll meet her later today. Of the horse and dog, the latter is more faithful.
72.	Lessen Lesson	This medicine will lessen your pain. I have learnt his lesson by heart.
73.	Liar Lawyer	Is every lawyer a liar? He is an eminent lawyer.
74.	Main Mane	Please, open the main gate. The mane of the horse is very beautiful.
75.	Moral Morale	Only a moral revolution can uproot evils. The army recovered its morale after the war.
76.	Marry merry	Ali married Alia. I Eat, drink and be merry.
77.	Meat Meet	Children should eat meat. I'll meet you tomorrow.
78.	Mean Means	His rudeness shows the meanness of his mind. One should live within one's means.
79.	Medal Meddle	Hammad won a gold medal in games. Don't meddle in my affairs.
80.	Metal Mettle	Gold is a precious metal. Failure tests our mettle.

81.	Miner Minor	Miners have to work very hard. This house needs minor repairs.
82.	Oar Ore	The oars of this boat are very heavy. Some costly metal ores are found in Balochistan.
83.	Pail Pale	please bring me a pail of water. She turned pale with fear.
84.	Pair Pare	She bought a pair of red shoes. Pare your nails regularly.
85.	Pain Pane	The child was crying with pain. He broke the window pane.
86.	Peace Piece	I want to live in peace. The crow had a piece of meat in his beak.
87.	Pray Prey	We should pray to God. He fell a prey to pride.
88.	Principal Principle	The principal wants to make this college up-to-date.) Qaid-e-Azam was a man of principles.
89.	Profit Prophet	We earned a lot of profit. Our Prophet(PBUH) led a simple life.
90.	Quiet Quite	Please, be quiet. I am quite right.

91.	Root Route	Don't cut the roots of the tree. Of the two routes this is the shorter.
92.	Stationary Stationery	The earth is not stationary. I bought a pen from a stationery shop.
90.	Sea See	Arabian sea is situated in south. He came to see me yesterday.
91.	Story Storey	It is an imaginary story. This house has only one storey.
92.	Son Sun	She loves her son. The Sun is the greatest source of energy.
93.	Team Teem	Our cricket team won the world cup. His head is teeming with bright ideas.
94.	Tale Tail	My children like to read fairy tales The dog is wagging his tail.
95.	Urban Urbane	The villagers want to live in urban areas. Adopt urbane manners.
96.	Vain Vein	She is proud and vain. The blood runs in veins.
97.	Waist Waste	Your shirt is tight at the waist. Don't waste your time.
98.	Weak Week	The old man is too weak to walk. He sold his car last week.

99.	Weather Whether	The weather is very fine. I don't know whether he will come here or not
100.	Yoke Yolk	The farmer yoked the oxen. I like yolk of egg.

BUSINESS LETTER

What is a Business Letter?

A business letter is a formal letter written to communicate information or to request an action. A letter is often more effective than a telephone conversation because it gives you an opportunity to organize your thoughts and to state them in specific, unmistakable terms. A letter also provides a dated written record that you can use for further reference or occasionally, for legal proof of your communication.

A: Essential Parts of a Business Letter

A standard business letter is composed of the following six parts.

- 1- Letter head and Date .
2. The Inside Address.
- 3.The Salutation / Greetings.
- 4.The Body.
- 5.The Closing / Complementary close.
- 6.The Signature.
- 1.Letter head and Date.

The heading shows from where the letter has come and when it was written. It contains mailing address and date. Most business organisations use printed letter heads for correspondence. It contains the name of the organisation or personal address, the telephone number and the telegraphic address if any. Usually the date is typewritten, two lines below the last line of the letter head at the left margin. The name of city, town or village should be followed by a full stop. The preferred date sequence is month, day, year, e.g. March 5, 2014.

For a letter on blank paper the return address (not the name), is typed directly above the date about 2 inches from the top.

2.The Inside Address

The inside address contains the name and address of the party to whom you are writing. It is written two spaces below the level of the date and two spaces above the attention line or if there is no attention line above the salutation. Order of the address should be as

The Director Research,
A.B.C. Chemicals,
Sattar Complex,
Sahiwal.

3.Salutations

The salutation is the friendly greeting that precedes the body of the letter. It is typed on the second line below the inside address, two lines above the body and even with the left margin.

Different Styles of Salutations:

A . (When the first line of inside address is the name of an individual)

Dear Mr.Ali,

Dear Ms. Naumana,

Dear Mrs. Afsar,

B. (Personal)

Dear Ali,

C. When first line is a position within an organisation

(i) Dear Manager,

(ii) Dear Mr. Manager,

(iii) Dear Sir/Sirs,

D. When the first line is a committee/ company or group

Ladies and Gentlemen

E . When inside address is omitted. e.g. sales centers announcements)

Dear Customer, Dear Home Owner, Dear Executive

4.The Body of Letter

The main purpose of a letter is to convey a message to produce a suitable response in the reader. This is done mainly through the body of the letter. It is, therefore, important to organise and arrange the material very carefully. Generally the body of all letters should be typed single-spaced, with double spacing (one blank line) between paragraphs. The body comes after the salutations and before the complementary close. It should be brief, clear and well organized. It should conclude with an expression of thanks or appreciation. If the letter follows up a previous letter or phone conversation, this fact should be mentioned in the opening paragraph.

5.Complimentary Close

The complimentary close is a courteous leave taking, a polite way of ending a letter. Most letters use one of the three words in the complimentary close.

Sincerely, Cordially or Truly.

First letter of the first word is capitalized, as:

Yours sincerely, Very truly yours, Yours truly,

It is always followed by a comma.

The tone of the closing may be very formal or a bit more personal, depending on your relationship with the reader, as shown below:

Personal Closings

Sincerely yours,

Formal Closings

Respectfully yours

Yours respectfully, Very truly yours, Cordially yours,

6.The Signatures

The signature is the signed name of the officer writing the letter. It is placed below the complimentary close. Name of company and business title may also be included.

If name is printed or typed, signatures should be in ink above it.

B:NON-ESSENTIAL PARTS OF A BUSINESS LETTER

When appropriate any of these optional parts may be included in a business letter. The optional or non-essential parts of a business letter are:

- 1-Attention line
- 2-Subject line
- 3-Enclosure
- 4.Copy notation
- 5.File or account number
- 6.Mailing Notation
- 7.Post Script
- 1.Attention Line

To ensure prompt attention, sometimes a letter which is addressed to a firm or a company needed the attention of a particular officer, either by designation or by name in that organisation. This line is generally underlined.

"Attention: The Sales Manager" or ("Attention" Mr. A. B.)

2.Subject Line

The purpose of the subject line is to let the reader know immediately what the message is about. It also helps in filing.

The subject line may include or omit the word 'Subject'. It is usually placed on the second line below the salutation and centred or placed with the left margin. Typing may be capitals

and lowercase and under-lined or bold or all capitals.

Examples:

Subject: Supply of Construction Materials

Subject: SUPPLY OF CONSTRUCTION MATERIALS

3.Enclosure

If there is anything attached to the letter, it must be indicated against the enclosure line which is to be typed two spaces below the identification or reference section.

Generally the abbreviated form is typed against which the number of enclosures is indicated.

Encl: 2

4.Copy Notation

When the persons other than the addressee are intended to receive the copy of the letter, the names of these persons arranged in order of importance or in alphabetical order, should be typed in a copy notation. It is placed below the reference initials or enclosure notation. Type 'cc' before the recipients' name or 'pc', if it is a photocopy.

5.File / Account Number

In some firms, for the ease in filing and quick recognition for both the sender and reader, the account number is typed above the body of the letter at a conspicuous place.

Account No. _____

6.Mailing Notation

Words such as 'Special delivery', 'Certified Mail' may be typed below the date line and at least a double space before the inside address.

7.Post Script

To emphasize a point, already mentioned or not, a

personal message is included, unrelated to the letter under the caption of Post Script or PS. It may be typed or hand written with or without the word 'Post Script'. It should be added below everything else typed or written on the page.

KINDS OF A BUSINESS LETTER

1.The Letter of Request

A letter of request asks for information or services from an organization or an individual. In this kind of a letter, first of all the writer tells about him or herself. Then he explains the reason why he needs assistance and a specific request is made. If services involve a date, time and place, these are specified and it is concluded courteously.

2.The Order Letter

The 'Order Letter' places an order for manufactured goods, materials or something else that requires payment. Keep in mind the following instructions while writing this letter.

a.Give the necessary information about the item or items that you are ordering. If you are ordering manufactured goods, specify the quantity, size, model, colour and price.

b.If you are enclosing payment, state the amount you are sending.

3.Acknowledgement Letter

An Acknowledgement Letter is written to inform someone that you have received something sent to you. It should be short, polite, giving note when the item arrived and expressing thanks.

4. Complaint Letter

'A letter of complaint', states a problem and asks that to be corrected. It is usually written to a company or an organization whose product or service has displeased you.

Following instructions are helpful in writing this kind of letter.

- a. Give all the necessary details of the situation.
- b. Be polite but firm. A courteous tone is more likely to get a positive response than a rude tone.
- c. Ask for specific action, and indicate that you assume that this action will be taken.

5. The Letter of Adjustment

This type of letter is written in response to a complaint letter. Following points should be considered for writing this type of letter:

- a. Open with whatever you believe the reader will consider good news.
- b. Explain what caused the problem.
- c. Explain specifically how you intend to make the adjustment.
- d. Express appreciation to the customer for calling your attention to the situation.
- e. Point out any steps you may be taking to prevent a recurrence.
- f. Emphasize what you are doing to correct it.
- g. Know company's policies.

6. The Letter of Inquiry

'A letter of inquiry' asks about job openings at a company or about the procedure for applying for something in which you are interested.

- (a) Identify yourself.
- (b) Explain the reasons of your interest in that job or thing.
- (c) Ask for company's job application and related printed material.
- (d) Conclude courteously.

7. The Letter of Application

A Letter of Application states that you should be

considered for a job, be allowed to enroll in a school or permitted to join an organisation. Following steps should be taken to write an application letter.

a. Identify the job, school, course, club, or organisation to which you are applying.

b. Identify yourself. c. Include relevant information concerning time,

hours and so on. d. Briefly explain your qualifications.

e. Include the names and addresses of people who may be contacted for references (if any).

f. Include your telephone number at which you can be contacted. g. Conclude courteously

APPLICATIONS

An application to the chairman wapda for the post of sub-engineer.

The Chairman,
Wapda, Lahore.

Subject: Appointment as SubEngineer.

Sir,

With reference to your advertisement, published in "The Daily Jang" about the vacant posts of Sub-Engineers in WAPDA. I offer my candidature for one of those posts because I fulfill your requirements.

I have acquired three years diploma in Electrical Technology and 5 years experience in the relevant field as

supervisor.I have electrified many government and private buildings.My C.V. is attatched.

I hope that you will give me a chance to utilize my experience and ability inthis field.

Hoping for positive response.

Yours obediently,

X.Y.Z.

Date:02-05-20--.

☆ **My particulars are as under:**

(i) Name:	X.Y.Z
(ii) Father's Name:	A.B.C
(iii) Qualification:	DAE (Electrical)
(iv) Date of Birth:	13-09-1980
(v) I.D Card No.	123
(vi) Domicile:	Punjab
(vii) Experience:	5 years as Sub Engineer
(viii)Address:	-----

APPLICATION FOR THE POST OF INSTRUCTOR TO D.M.TEVTA.

The District Manager,
TEVTA, Lahore.

Subject: **Applicationfor the post of Instructor.**

Sir,

I have come to know through the advertisement in the Daily 'Jang' that there are some posts of Junior Instructors

lying vacant under your kind control. I offer my services for one of the above mentioned posts. I belong to a noble family. I am blessed by 'God' with sound health. My particulars are as under:

- 1.Name: -----
- 2.Father's Name: -----
- 3.Date of birth: -----
- 4.Domicile: -----
- 5.Educational Qualification: -----
- 6.Experience: -----
- 7.Address -----

Sir, I assure you that if I am given a chance I will try my best to satisfy my higher authorities with my habit of hardworking.

Thank you.

Yours obediently,

Date:22-03-20--.

X.Y.Z

**APPLICATION TO THE PRINCIPAL REQUESTING
HIM/HER FOR SCHOLARSHIP.**

The Principal,
Gov.college of technology,
A.B.C (City)
Sir,

It is respectfully stated that I am a student of first year in your college under the roll # 1828. My academic record shows that I have been an intelligent as well as punctual student

since my admission.

It is respectfully stated that I secured 85% marks in the last board examination. I wish to continue my study with the same zeal and zest. My father is a clerk in a private firm. He is unable to afford the study expenses of all my youngers. I am the eldest of my family. If I don't receive the financial assistance by the college authorities I shall have to sacrifice my education for the better future of my brothers and sisters.

I therefore, humbly request you to approve financial assistance/scholarship. I'll be grateful to you for this favour.

Yours obediently,

X.Y.Z. (Name)

Class: 1st year

Date: May 12, 20-.

Roll #: 1828

APPLICATION TO THE PRINCIPAL TO GRANT YOU FEE

CONCESSION

The Principal,
Government College,
A.B.C. (City)

Subject: **Grant of fee concession.**

Sir,

I beg to state that I am a student of first year of DAE in your college under the Roll # 1828. My academic record shows that I have been an intelligent as well as punctual student since my admission.

Sir, my father is a clerk with a family of six members. It is very difficult to make both ends meet within his small income. Two of my youngers are also studying in other colleges. It is very difficult to pay the fee of all of us. In this

hard situation, I cannot continue my education without fee concession. I am a good debater. Education is the goal of my life. But my father cannot bear the expenses of my education.

I shall be much obliged if you kindly grant me a full fee concession so that I may continue my education. I shall be very thankful to you.

Yours obediently,

X.Y.Z. (Name)

Class: 1st year

Roll #: 1828

Date: May 12, 20-.

Application to the Principal apologizing for misconduct.

The Principal,

Govt. college of technology,

A.B.C.

Subject: Misconduct

Honourable Sir,

It is stated that I am student of first year DAE in your college under roll no. 45. My academic record shows that I have been an intelligent as well as punctual student since my admission.

Regretfully admitted that I have misbehaved in my class. I am very sorry for this. Actually, I had no intention to misbehave with my teacher in class. I was just out of my senses at that time. Therefore, I humbly apologize for it and assure you that I will never do such a blunder in future. Kindly, pardon me this time and give me a chance to sit in the class.

I shall be thankful to you for this favour.

Yours obediently,

Date: 10-05-20--.

X.Y.Z.

Application to the Principal for sick leave.

The Principal,
Govt. college of technology,
A.B.C.

Subject: Sick leave

Honourable Sir,

It is humbly stated that I am student of first year DAE in your college under roll no. 112. I have a very good academic record.

Respectfully, it is brought to your kind information that I have been suffering from typhoid fever since the last week. Thus, I could not attend the class for two weeks because the doctor has advised me to take bed rest.

I shall be much obliged if you kindly grant me leave for two weeks. I have attached my medical certificate.

Yours obediently,

Date:15-03-20--.

X.Y.Z.

APPLICATION TO THE PRINCIPAL FOR CONDONING

ATTENDANCE.

The Principal,
Government College,
A.B.C. (City)

Sub: **Condoning Attendance**

Sir,

Most respectfully it is stated that I have been suffering from chest infection and could not attend my classes on regular basis. Later on my mother became sick. All these

problems have resulted into the shortage of my attendance in the college. This situation is a serious concern for me. I promise that I shall do my best to compensate my loss.

Please forgive me and condone my attendance which will enable me to appear in the examination. I shall be very thankful to you for this favour

Yours obediently,

X.Y.Z. (Name)

Class: 1st year

Date: May 12, 20--.

Roll #: 1828

BUSINESS LETTERS

1. An Inquiry Letter for Price List.

Eagle Electric Company,
5-Beadon Road, Lahore.
April 15, 20--.

M/s Pak Fans,
Gujrat Road, Lahore.

Subject: **Inquiry for Price List**

Dear Sirs,

You will be pleased to know that we require 200 ceiling fans of various sizes. As your reputation for manufacturing quality fans is well known. We have decided to contact you in order to meet our requirement.

Please send us your price list of the latest models of ceiling fans under register cover at your earliest.

With regards.

Yours truly,
X.Y.Z.

2. A letter for placing an order.

Fahad electricstore,
Railway Road,
Lahore.
July 15, 2010

The Sales Officer,
Pak Fan,
G.T. Road, Gujrat

Subject: **Supply Order**

Dear Sirs,

Referring your letter No. 102 dated 29, June 2010.

We are pleased to inform you that your rates of fans of different specifications have been found the lowest. We have decided to contact you in order to meet our requirement.

You are requested to supply standard and quality fans as per quantity mentioned below.

1. 200 Ceiling Fans
2. 100 Exhaust Fans
3. 50 Pedestal Fans

The delivery should be done within a month till 15th of August.

The payment will be made through bank after the delivery of all the fans.

Yours truly,
X.Y.Z.

3. A complaint letter about defective goods.

Fahad electric store,
Railway Road, Lahore.
July 12, 20--.

The Sales Officer,
Pak Fan,
G.T Road, Gujrat

Subject: **Complaint about defective fans.**

Dear Sir,

Reference letter No. 171 dated 1st July, 2010.

We are grateful to you for the supply of different fans to our store. Your supply is satisfactory. But we regret to inform you that 20 ceiling fans, 10 exhaust fans and 6 pedestal fans are defective, sub-standard and different in size as is mentioned in our order.

We will be obliged if you replace them.

The defective items will be returned after receiving the replacement.

Yours truly,
X.Y.Z.

4. A complaint letter about delay in supply of an order.

Hammad book centre,
Main market, Lahore.
May 22, 20--.

A.B.C. publishers,
Urdu bazar, Lahore.

Subject: Delay in order

Dear Sirs,

Please, Refer to our letter no. 253, dated: 20-04-20--,
in which we placed an order with you for a few books and
stationery items. We regret to say that we have not received
these things as yet. This delay has caused us great
inconvenience. Therefore, we request you to send the ordered
items within fifteen days without fail.

Yours truly,
X.Y.Z.

5. SALES LETTER (Introducing a New Product)

ABC Electronics,
Hall road,
Lahore.
April 24, 20-.

National Traders,
Jinnah Road, Karachi.

Subject: Introduction of a new product

Dear Sirs,

We announce with the greatest pleasure that we have
developed a new brand of UPS which we have recently
introduced in the market. This UPS is the result of years of
difficult research and is the best of its kind available in the
market.

We do not boast but our customers have told us that
this UPS will push every other UPS out of the market. You will

be surprised to know that the price of our UPS is very low and the quality is far superior to other UPS.

We are sending you a few samples by our salesman with price list.

Yours truly,

X.Y.Z.

ESSAY WRITING

In almost all the examinations, an essay is employed as a test of the ability of a candidate to write clear, simple and correct English. No examination is thought to be completed in which students are not asked to write an essay on a given subject. Thus the essay is an integral part of an examination. For sure success in essay-writing, it needs a lot of practice.

A Pakistani student faces problems in writing an essay in English. He considers it not only difficult but also quite a boring task. Most of the students complain that they don't have such a store of ideas at their disposal as could cover the range of an essay. Essay-writing is an interesting exercise but it needs a lot of effort and practice to become a good essayist. To become a good essay-writer one needs to:-

1. Read 2. Observe 3. Think 4. Practise

A student must read sufficient bit of material on different topics, he must observe his surroundings keenly and think about the happening of the world. After getting information and knowledge, a student has to make a lot of practice. It is very rightly said "practice makes a man perfect".

While practising the essay-writing following steps should be taken.

1. Before starting to write an essay, try to understand the subject.
2. Arrange the material in logical sequence.
3. Make an out line of the subject. In this outline you should write down all the points you are going to discuss in the essay.
4. After making an outline, you may start the essay.

A good essay should have following features:

1. The introduction should be a forceful one. It should explain the meanings of the subject.
2. A good essay is written in the form of small paragraphs, each dealing with only one idea.
3. All paragraphs should have causal connection.
4. The language used in the essay should always be simple and free from verbosity.
5. Quotations should be used correctly. A misquotation may mar the impact of an essay.
6. An essay should be free from digressions. It should be written to the point and every sentence should deal with the main subject.

Essays

1. TECHNICAL EDUCATION

Technical education means training in some technical skill. Civil , electrical , mechanical , auto engineering and many other branches of industry are part of technical education. Technical education is entirely different from general education. General education aims at training the mind and developing the intellect. It also helps in training of character. On the other hand, technical education prepares the students to earn an honourable living. Its purpose is to provide skilled persons for a country. It trains them to work in various fields of life.

We are living in an industrial age. No progress is possible without progress in industry. Industrial countries are the most developed countries of the world. No industry can be established without the help of technical experts. So it is in the interest of a country to train her own technical experts.

Another advantage of technical education is that it can solve the problem of unemployment in a country. Most of the educated people depend on government jobs for earning a living. Technically trained people are eligible for a government job and they can also earn their living by establishing their own business. Moreover, there is great demand of technical experts in foreign countries.

Along with the advantages of technical education, there are a few disadvantages as well. Technically trained men work like machines. They don't have many opportunities of character training. Thus they may ignore values of life. But this problem can easily be solved by making arrangements for the training of character. On the other hand technical education has more advantages than general education.

The above discussion shows that technical education has great importance in nation building. But when we look towards our own country Pakistan, we feel that this side has been ignored. Because of

the lack of technical education, we are facing the great problem of unemployment.

In recent times, government has taken serious steps to establish technical institutes. But still more institutes are required to meet the problem of lack of experts in industrial field.

2. ENVIRONMENTAL POLLUTION

Environmental Pollution is a term that refers to all the ways by which people dirty their surrounding. People pollute their surroundings in different ways. Smoke and gases from cars and buses, chemical wastes from factories and all kinds of pesticides pollute the atmosphere.

Almost all the people are involved in causing pollution in one way or the other. People drive cars and other motor vehicles that discharge smoke and pollute the air. The water in the rivers is dirtied by the chemical wastes and other substances discharged by factories. In the same way too much use of fertilizers and pesticides pollute the soil. The machines and vehicles produce disturbing noise that causes noise pollution.

The problem of environmental pollution became serious in the second half of the 19th century. It is getting more and more serious day by day. This is because of the increase in population. Before the 19th century, the problem was there, but it did not affect seriously as the population of the world was not so large.

The problem is not only serious but quite complicated as well. The people can not stop using cars and buses. The people have to run factories to produce necessities of life. Fertilizers and pesticides are necessary for the rapid growth of crops. In this complicated situation we should think out some large scale measures. We should

work for enriching the environment with oxygen. The quantity of oxygen can be increased by planting trees on large scale.

At the same time we should reduce the use of motor vehicles, fertilizers and pesticides only to the level of necessity. The factories should have treatment plants. We should take great care of cleanliness of our surroundings. We should not throw garbage in the streets. The scientists should work to find out the ways to decrease the pollution. The government should enforce laws that can help control pollution.

Our earth is probably the only inhabited planet in our solar system. We should keep it as a sacred gift of God free from pollution.

3 . SCIENCE AND OUR LIFE

Modern age is very grateful to science. Science has brought revolution in our life. Whatever progress man has made is all due to the inventions of science. Science has changed our life in every respect. It is true that science is the basis of modern civilization.

Science has made the world look like a city. It has greatly shortened the distances. Fast moving cars and aeroplanes have replaced carts and tongas. The trains and buses have made the travelling easy and economical. The advanced means of communication have enabled us to get information from the whole world. Radio and Television provide us the news. Telephone provides us the facility to talk to a friend or relative overseas.

Science has increased the necessities of life. It has brought a revolution in the field of industry and agriculture. The products of

industry are increasing day by day. This increase has influenced human life. The life has become a lot easier as compared to the past. Fans, air-conditioners, heaters, and many other products have made our life comfortable. The modern methods of cultivation have increased the yield of crops. Huge barrages and tube wells make water available throughout the year.

In the past, people died on large scale because of epidemics. Disease was a monster at that time. Now, with the help of science, we can fight against the deadly diseases. Death rate has been reduced because of the control over diseases. Tuberculosis, cancer, typhoid fever, smallpox, cholera-all have become curable. The painless operations have reduced the sufferings of humanity.

Science has also changed our attitudes towards life. Now we are more realistic than we had been in the past. We judge everything in terms of facts. We are no more superstitious. We know that there is some real ground behind every happening. In the past, hard work made life difficult and there were no amusements. With the increase in comforts, man has found some amusements in the form of cinema, internet and television.

Although the comforts that science has provided us are countless yet it has its dangerous aspects as well. The deadly weapons of war are also the product of science. It has made our life uncertain. Hiroshima and Nagasaki are the clear examples of the destruction that science can cause.

To conclude the discussion, we may say that science has influenced our life in every way. It is only due to science that modern man is totally different from his forefathers.

4. COMPUTER

Modern age can be called an age of computer. The use of computer in everyday life is spreading day by day. In advanced countries, computer is used in every field of life. In recent years, Pakistan has also felt its importance. Various governmental and private organisations are using computers to keep their record update.

Computer is a very useful and wonderful machine. Its invention dates back in 1642 when a French scientist Pascal made an adding machine. This machine did the work of simple calculations like addition, subtraction, division, and multiplication. During the next three centuries, this machine went through different improvements. Computer is the most advanced shape of that machine. It can do wonderful things for us.

There are three main parts of a computer. We can also call them the units of computer. First one is the Key - board. We can type our instructions on this part. It is also called the input unit of the computer. The second part of the computer is its body. It is the central processing unit and it works like a brain. All the information is stored in this unit. The third part of the computer is called the monitor. Its shape is like that of a television set. It is the output unit that shows the information on its screen. In the most modern computers another important part called 'mouse' is also used. It is used to give commands.

Computer helps us in solving many problems. We can make quick calculations. We can divide, multiply, add and subtract large amounts within few seconds. We can make analysis of different kinds within no time. Complicated mathematical works are done within a few seconds with the help of a computer. A computer can make diagrams, graphs, and different types of charts for us.

Along with so many advantages, there are a few disadvantages of computer. It needs a lot of time to feed information into the computer.

The computers, in the modern age, are very costly. Countries like Pakistan have to spend a lot of foreign exchange for their installation. Then we require experts to operate these computers. Their maintenance also needs a lot of money.

To conclude, we can say that the importance of computer in the modern age can not be overlooked. It is a fact that the use of computer is the basic requirement to cope with the rapidly advancing modern world. The people now have started using the computer on personal level.

5. DUTIES OF A STUDENT

Students are the greatest asset of a nation. They have unlimited energy and enthusiasm for greater tasks. They have always taken part in social service and other activities of noble cause. Students enjoy many rights and facilities in their institutions. So along with the rights, there lie some responsibilities and duties as well.

A student has to perform his duties both inside the college and outside. Inside the institution a student must observe the discipline. He should observe the discipline himself and encourage other students to do so. He should be respectful to his teachers. His teachers are the people who guide him to lead a successful life in future. So he should always get guidance from them. If he is given some home work, he should complete it within the given time. He must attend his classes regularly.

A student should also co-operate with his fellow-students. He should give a helping hand to his juniors. He should never discourage them. He should wear simple dress. He should appear neat and clean. Good students always keep their surroundings neat and clean. He should be aware of the value of the practical work.

A good student should take part in different co-curricular activities. He should spend some time in playing different sorts of games. He should never take part in negative politics. He should not become a tool in the hands of professional politicians. It is his duty to discourage other students to go on strikes.

A student's conduct out-side his college shows his true nature. He can display his abilities in the society. He should respect his parents and the other aged people of the society. As the students are energetic and enthusiastic, they are always ready to work under good leadership. He has free time during summer vacation. He can utilise this time for the betterment of the society. He can take part in adult literacy campaign by teaching at least one person.

TRANSLATION INTO ENGLISH

Points to Remember

1. Translate the Urdu sentence after understanding it completely.
2. Do not translate word by word, try to be idiomatic.
3. First of all find subject, object and verb then look at parts of speech in that sentence and then translate it according to the tense

Use of 'It'

'It ' is used as a subject in those sentences which have no subject.

1- It is very hot today.	آج بہت گرمی ہے۔
2- It is Monday today.	آج پیر ہے۔
3- It is 10'O clock.	دس بجے ہیں۔

4- It is very fine today.	آج موسم بہت اچھا ہے۔
5- It is 20th of the June today.	آج بیس جون ہے۔
6- It rained yesterday.	کل بارش ہوئی
7- It has been hailing since morning	صبح سے اولے پڑ رہے ہیں۔
8-It will be a holiday on Sunday.	اتوار کو چھٹی ہوگی۔
9- It was 14th of August when we went to Lahore.	جب ہم لاہور گئے تو اس دن اگست کی چودہ تاریخ تھی۔
10- It is your greatness that you come here.	یہ آپ کی عظمت ہے کہ آپ یہاں تشریف لائے۔

Use Of 'is, am, are'

1. 'Am' is used after 'I'.
2. 'Is' is used after singular noun and third person singular (He, She, It) and also after 'this, and It' in simple present tense.
3. 'Are' is used after plural nouns, and 'these'. Interrogative sentences, 'Is, Am, and Are' come at the beginning.

Solved Examples

1. I am a boy.	میں ایک لڑکا ہوں۔
2. I am a teacher.	میں ایک استاد ہوں۔
3. Am I a hardworking student?	کیا میں ایک محنتی طالب علم ہوں؟
4. I am not ill.	میں بیمار نہیں ہوں۔
5. He is my neighbour.	وہ میرا ہمسایہ ہے۔

6. Is that a cat?	کیا وہ ایک بلی ہے؟
7. She is not a typist.	وہ ٹائپسٹ نہیں ہے۔
8. You are my classmate.	تم میرے کلاس فیلو ہو۔
9. Are we your guests?	کیا ہم تمہارے مہمان ہیں؟
10. There are many ships in the harbour.	بندرگاہ پر بہت سے جہاز ہیں۔

USE OF 'WAS, WERE'

1. 'Was/Were' is used in the sentence telling about something which happened in past.
2. 'Was' comes after 'I, He, She, It, this, that' and any other singular noun.
3. 'Were' comes after 'We, You, They, There, These, Those' and plural noun.
4. In order to make interrogative, 'Was/Were' come at the beginning of the sentence.

SOLVED EXAMPLES

1. Quaid-e-Azam was a good lawyer.	قائد اعظم ایک اچھے قانون دان تھے۔
2. I was not present there.	میں وہاں موجود نہ تھا۔
3. Was he a good player of hockey?	کیا وہ ہاکی کا اچھا کھلاڑی تھا؟
4. You were not guests.	تم مہمان نہ تھے۔
5. These glasses were empty.	یہ گلاس خالی تھے۔
6. Was the top of hill high?	کیا پہاڑ کی چوٹی بلند تھی؟
7. They were our neighbours.	وہ ہمارے پڑوسی تھے۔
8. Were we your freinds?	کیا ہم تمہارے دوست تھے۔

9. He was a good writer.	وہ ایک اچھا مصنف تھا۔
10. I was not happy.	میں خوش نہ تھا۔

USE OF 'HAS, HAVE, HAD'

1. 'Has' 'Have' and 'had' are used in Those sentences which show possession.
2. 'Has' and 'have' are used in the sentences which express possession at present.
3. 'Had' is used in the sentences of the past tense.
4. 'Has' comes after the singular noun and "He, She and It."
5. 'Have' is used after the plural noun and "I, You, We and They."
6. 'Had' is used for all subjects in sentences of past tense to show possession.

Solved Examples

1. I have no time.	1- میرے پاس وقت نہیں ہے۔
2. He has a dog.	2- اس کے پاس ایک کتا ہے۔
3. You have a book.	3- تمہارے پاس ایک کتاب ہے۔
4. Many students have library cards.	4- بہت سے طالب علموں کے پاس لائبریری کارڈ ہیں۔
5. Aslam has a cap on his head.	5- اسلم کے سر پر ایک ٹوپی ہے۔
6. You have no bag.	6- تمہارے پاس بستہ نہیں ہے۔
7. I had no money at that time.	7- اس وقت میرے پاس رقم نہیں تھی۔
8. Yesterday's newspaper had no such news.	8- کل کے اخبار میں کوئی ایسی خبر نہ تھی۔
9. Had the boy a note book?	9- کیا لڑکے کے پاس نوٹ بک تھی؟

10. They had flowers of every kind.	10-ان کے پاس ہر طرح کے پھول تھے۔
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The Use of 'Let'

'Let' is used in such sentences in which something is proposed or permission is sought.

1. Let us go to school.	1- آؤ سکول چلیں۔
2. Let us play hockey.	2- آؤ ہاکی کھیلیں۔
3. Let us go for a walk.	3- آؤ سیر کو چلیں۔
4. Let us promise the progress of Pakistan.	4- آؤ پاکستان کی ترقی کا عہد کریں۔
5. Let us make up the deficiency for yesterday's lesson.	5- آؤ کل کے سبق کی کمی پوری کریں۔
6. Do not let him walk in the sun.	6- اسے دھوپ میں نہ چلنے دو۔
7. Let him stand on his feet.	7- اسے اپنے پیروں پر کھڑا ہونے دو۔
8. Let our friends make merry	8- ہمارے دوستوں کو مزے کرنے دو۔
9. Let us think about this problem.	9- آؤ اس الجھن کے بارے میں سوچیں۔
10. Do not let him go to school.	10- اسے سکول نہ جانے دو۔

PRESENT INDEFINITE TENSE

اردو میں پہچان: فقرے کے آخر میں 'تا ہے، تا ہوں، تے ہوں' جیسے الفاظ آتے ہیں۔ مثلاً وہ گاتا ہے۔ تم لکھتے ہو۔ وغیرہ

1. To translate a simple/positive sentence into English use :-

Subject + First form of the verb. In case of 3rd person singular subject (He, She and singular noun) use 's' or 'es' with the verb.

2. To translate negative sentences use; do not + 1st form of the verb.

3. For interrogative sentences use; Do/Does + subject + 1st. form of verb +----- ?

4. Helping verb(is,am,are) and 3rd form of the verb is always used in the sentences of passive voice.

Active Voice

1. I work hard.	1- میں محنت کرتا ہوں۔
2. Do you play hockey?	2- کیا تم ہاکی کھیلتے ہو؟
3. He does not read book.	3- وہ کتاب نہیں پڑھتا ہے۔
4. Does he not go to school?	4- کیا وہ سکول نہیں جاتا ہے؟
5. Two and two make four.	5- دو اور دو چار ہوتے ہیں۔
6. The sun sets in the west.	6- سورج مغرب میں غروب ہوتا ہے۔
Passive Voice	
7. Eid cards are sent to friends on Eid.	7- عید پر دوستوں کو عید کارڈ بھیجے جاتے ہیں۔
8. Dams are built on rivers.	8- دریاؤں پر بند باندھے جاتے ہیں۔
9. Everything is sold at this shop.	9- اس دوکان پر ہر چیز فروخت کی جاتی ہے۔
10. Fish are kept in water.	10- مچھلیاں پانی میں رکھی جاتی ہیں۔
11. Good boys are respected.	11- اچھے لڑکوں کی عزت کی جاتی ہے۔
12. Only good people are made friends.	12- اچھے لوگ ہی دوست بنائے جاتے ہیں۔

EXERCISE

1- وہ باقاعدگی 1 سے نماز پڑھتا ہے۔	2- وہ چھٹیوں میں مری جاتے ہیں۔
3- وہ بڑی مشکل سے گزارہ 2 کرتا ہے۔	4- تم سب کو دھوکہ 3 دیتے ہو۔
5- خدا بہتر جانتا 4 ہے۔	6- وہ ہر وقت ٹی۔وی دیکھتا 5 ہے۔
7- میں خبریں سنتا 6 ہوں۔	8- کیا تم رات دیر سے سوتے ہو؟
9- وہ باقاعدگی سے کالج آتا ہے۔	10- دانت روزانہ صاف کئے جاتے ہیں۔
11- اسے سزا دی 8 جاتی ہے۔	12- مجھے ہر ماہ لاہور بھیجا جاتا ہے۔
13- اسے کبھی نظر انداز 9 نہیں کیا جاتا ہے۔	14- تمہیں دھوکہ دیا جاتا ہے۔
15- کیا اسے انعام 7 دیا جاتا ہے؟	

1. regularly 2. to live from hand to mouth 3. deceive 4. know 5. watch 6. listen 7. prize 8. punish 9. ignore

PAST INDEFINITE TENSE

اردو میں پہچان: فقرے کے آخر میں 'یا، ے، ی، یا تھا، تا تھا، آتا ہے۔ مثلاً آیا تھا۔ وغیرہ

1. To translate a simple/positive sentence use:-

Subject + 2nd form of the verb.

2. For negative sentences, use

Subject + did + not + 1st form of the verb.

3. For interrogative sentences, use :-

Did+ subject + 1st form of the verb +----- ?

Active Voice

1. He went abroad.	1- وہ بیرون ملک چلا گیا۔
2. We flew kites.	2- ہم نے پتنگیں اڑائیں۔
3. They sang songs.	3- انہوں نے گیت گائے۔

4. All worked together and succeeded.	4- سب نے مل کر کام کیا اور کامیاب ہو گئے۔
5. The Holy Prophet(PBUH) migrated to Madina from Macca.	5- حضرت محمد ﷺ نے مکہ سے مدینہ ہجرت کی۔
6. The Quraish opposed him.	6- قریش نے آپ کی مخالفت کی۔
7. We wrote an essay on the cow.	7- ہم نے گائے پر مضمون لکھا۔
8. Teacher taught us a lesson.	8- استاد نے ہمیں سبق پڑھایا۔
9. He always opposed me.	9- اس نے ہمیشہ میری مخالفت کی۔
10. We thanked them.	10- ہم نے اُن کا شکریہ ادا کیا۔
Passive Voice	
1. Mangoes were eaten.	1- آم کھائے گئے۔
2. A letter was written.	2- خط لکھا گیا۔
3. We were opposed.	3- ہماری مخالفت کی گئی۔
4. Why were you abused?	4- تمہیں گالیاں کیوں دی گئی؟
5. Why the boy was jeered at?	5- لڑکے کا منہ کیوں چڑایا گیا؟

Exercise

1- بچوں نے چڑیا گھر میں بہت سے جانور دیکھے۔	2- وہ گرمیوں کی چھٹیوں میں مری جاتے تھے
3- بمیل نے اس موضوع پر اچھا مضمون لکھا۔	4- حماد نے نئی کار نہیں خریدی
5- اس نے اپنا موٹر سائیکل نہیں بیچا۔	6- کیا تم نے ملنے کل کالج میں داخلہ لیا؟
7- کیا وہ پچھلے ہفتے لاہور گیا؟	8- اس نے وقت پر اپنا کام کیوں نہیں کیا؟
9- یوم پاکستان پر شہر کو سجایا گیا۔	10- چور کو سزا دی گئی
11- فنی تعلیم کو اہمیت نہیں دی گئی۔	12- کیا اشیاء کو محفوظ کیا گیا؟
13- سلمان کو نئے کھلونے کیوں نہیں دیے گئے؟	14- کیا یہ کتاب ۲۰۱۰ میں چھاپی گئی؟

1-zoo 2-summer vacation 3-topic 4-bought 5-sold 6-admission

7-last week 8-in time 9-decorated 10-punishment 11-importance
12-preserve 13-toys 14-printed

FUTURE INDEFINITE TENSE

اردو میں پہچان: فقرے کے آخر میں گا، گی، گے، آتا ہے مثلاً وہ کل لاہور جائے گا، ہم
دوستانہ میچ کھیلیں گے وغیرہ۔

1. To translate a simple/positive sentence.
Subject + will or shall + 1st form of the verb.
2. For negative Sentence.
Subject + will or shall + not + 1st form of the verb.
3. For Interrogative Sentence.
Will or shall + subject + 1st form of verb.
(I, we takes shall after them)

Active Voice

1. They will come here.	1- وہ یہاں آئیں گے۔
2. His friend will never deceive.	2- اس کا دوست کبھی دھوکہ نہیں دے گا۔
3. They will take tea.	3- وہ چائے پیئیں گے۔
4. You will tell the way to school.	4- تم سکول کا راستہ بتاؤ گے۔
5. Who will help you?	5- تمہاری مدد کون کرے گا؟
6. He will not stand by me.	6- وہ میرا ساتھ نہیں دے گا۔
Passive Voice	
7. A new policy will be announced soon.	7- جلد ہی نئی پالیسی کا اعلان کر دیا جائے گا۔
8. He will be awarded a prize.	8- اسے ایک انعام دیا جائے گا۔
9. You will be kept aloof.	9- تمہیں الگ رکھا جائے گا۔

10. He will not be punished.	10- اسے سزا نہیں دی جائے گی۔
11. Thief will be caught and punished.	11- چور کو پکڑ کر سزا دی جائے گی۔
12. I will be given a licence for pistol.	12- مجھے پستول کا لائسنس دیا جائے گا۔

EXERCISE

1- وہ مقابلے کا امتحان 1 دے گا۔	2- تم ڈپلومہ 2 کے امتحان میں کامیاب ہو جاؤ گے۔
3- وہ میری تجویز 3 نہیں مانے گی۔	4- ہم جلد ہی اپنے گھر چلے جائیں گے۔
5- وہ اپنے وطن چلا جائے گا۔	6- تم بیچ جیت جاؤ گے۔
7- وہ کل تمہارا انتظار کرے گا۔	8- آپ انعام حاصل کریں گے۔
9- اس کے گھر میں بجلی لگائی 4 جائے گی۔	10- اس سزا 5 سے بچا لیا جائے گا۔
11- تمہارے ہر سوال کا جواب دے دیا جائے گا۔	12- کیا تمہیں کالج میں داخل کر لیا جائے گا۔
13- اسے برے کاموں 6 کی سزا دی جائے گی۔	14- زائد کو لاہور بھیجا جائے گا۔
15- پتلیں اڑائی جائیں گے۔	

1. competitive examination 2. diploma 3. suggestion 4. electrified 5. punishment 6. bad deeds

PRESENT CONTINUOUS TENSE

~ اُردو میں پہچان: فقرے کے آخر میں 'رہا ہے، رہی ہے، رہی ہے، رہا ہوں، رہے ہیں' آتا ہے۔ مثلاً وہ سکو ل جا رہا ہے وغیرہ آؤ گے وغیرہ

1. To translate a simple/positive sentence, use:-
Subject + is/am/are + - ing form of Verb.
2. For negative sentences, use:- '
'not' after 'is/am/are'.
3. For interrogative sentences, use:-

'Is/Am/Are' at the beginning of the sentence.

Solved Examples

Active Voice

1. Teacher is punishing the boy.	1- استاد لڑکے کو سزا دے رہا ہے۔
2. Are they singing the songs of freedom.	2- کیا وہ آزادی کے گیت گارہے ہیں؟
3. We are not sitting idle.	3- ہم فارغ نہیں بیٹھے ہیں۔
4. You are watering the plant.	4- تم پودے کو پانی دے رہے ہو۔
5. She is learning the poem by heart.	5- وہ نظم یاد کر رہی ہے۔
6. Dog is chasing a cat.	6- کتابلی کے پیچھے بھاگ رہا ہے۔

Passive Voice

7. Meat is being minced.	7- گوشت کا قیمہ بنایا جا رہا ہے۔
8. False story is being told.	8- جھوٹی کہانی سنائی جا رہی ہے۔
9. Our application is being rejected.	9- ہماری درخواست نامنظور کی جا رہی ہے۔
10. Imported things are being sold there.	10- وہاں غیر ملکی اشیاء فروخت کی جا رہی ہیں۔
11. The roads are being repaired.	11- سڑکوں کی مرمت کی جا رہی ہے۔
12. The news is being telecast.	12- خبریں نشر کی جا رہی ہیں۔

Exercise

1- حکومت اچھے طریقے سے کام 6 کر رہی ہے۔	2- مچھلیاں پانی میں تیر 2 رہی ہیں۔
3- طالب علم گھر کا کام 3 کر رہا ہے۔	4- وہ میری تعریفیں 4 کر رہے ہیں۔

5- میں اس کی خوشامد 5 کر رہا ہوں۔	6- وہ کراچی جا رہا ہے۔
7- اُمیدوار پر چل کر رہا ہے۔	8- کیا ہم کسی کا انتظار کر رہے ہیں؟
9- بچہ تلی 6 پکڑ رہا ہے۔	10- آپ کی تجویز 7 پر غور کیا جا رہا ہے۔
11- مضمون لکھے جا رہے ہیں۔	12- خط پڑھا جا رہا ہے۔
13- کیا پاگل کتے 8 کو گولی ماری جا رہی ہے۔	14- گائے کا دودھ دوہا 9 جا رہا ہے۔
15- غریب آدمی کو حقارت کی نظر 10 سے دیکھا جا رہا ہے۔	

1. working 2. swim 3. doing home-work 4. admire 5 flatter 6. butterfly .7 suggestion 8. mad dog 9. milk 10. Look down upon

PAST CONTINUOUS TENSE

اُردو میں پہچان: فقرے کے آخر میں رہا تھا، رہی تھی، رہے تھے، جیسے الفاظ آتے ہیں مثلاً وہ پڑھ رہی تھی وغیرہ

1. To translate a simple/positive sentence, use:-
Subject + was/were + - ing form of the verb.
2. For negative sentences, use:-
'not' after 'was/were'.
3. For interrogative sentences, use:-
'Was/Were' at the beginning of the sentence.

Solved Examples

Active Voice

1. They were going to school.	1- وہ سکول جا رہے تھے۔
2. You were playing at the Piano.	2- تم پیانو بجا رہے تھے۔
3. He was speaking the truth.	3- وہ سچ بول رہا تھا۔
4. We were taking tea.	4- ہم چائے پی رہے تھے۔

5. Were you obeying the teacher?	5- کیا تم استاد کا حکم مان رہے تھے۔
6. They were facing hardships.	6- وہ مشکلیں اٹھا رہے تھے۔

Passive Voice

7. Every body's time was being wasted.	7- ہر شخص کا وقت ضائع کیا جا رہا تھا۔
8. Was he being laughed at?	8- کیا اس پر ہنسا جا رہا تھا؟
9. The goat was being milked.	9- بکری کا دودھ دو جا رہا تھا۔
10. The noble man was being deceived.	10- شریف آدمی کو دھوکہ دیا جا رہا تھا۔
11. The people were not being seated.	11- لوگوں کو بٹھایا نہیں جا رہا تھا۔
12. Was the door being knocked at?	12- کیا دروازہ کھٹکھٹایا جا رہا تھا؟

EXERCISE

1- وہ اپنے دوست کو ٹیلیفون 1 کر رہا تھا۔	2- وہ میدان جنگ 2 میں نماز 3 ادا کر رہا تھا۔
3- تمہارے دوست کرکٹ کھیل رہے تھے۔	4- کیاریل گاڑی دیر سے آرہی 4 تھی؟
5- خاندان آپس میں جھگڑ 5 رہے تھے۔	6- مہمان دروازے پر دستک دے رہا تھا۔
7- کیا بچہ رو رہا تھا؟	8- کیا سب لوگ اپنے گھروں کو جا رہے تھے؟
9- راشد کو بیرون ملک بھیجا جا رہا تھا۔	10- پاکستان کا جھنڈا سیا 7 جا رہا تھا۔
11- لائبریری کو چندہ 8 دیا جا رہا تھا۔	12- تمہارے ہر سوال کا جواب دیا جا رہا تھا۔
13- اس بازار میں ایک نیا بینک نہیں کھولا جا رہا تھا۔	14- کیا کھیتوں کو ہموار 9 کیا جا رہا تھا۔

1. ringing up 2. battlefield 3. praying 4. arriving 5. quarrelling 6. abroad 7. sew 8. donation 9. level

FUTURE CONTINUOUS TENSE

اُردو میں پہچان: فقرے کے آخر میں رہا ہوگا، رہی ہوگی۔ رہے ہوں گے۔ جیسے الفاظ آتے ہیں۔ مثلاً وہ لکھ رہا ہوگا۔ وغیرہ

1. To translate a simple/positive sentence, use:-
Subjet + will be/shall be+ - ing form the verb.

2. For negative sentences, use:-
will not be/shall not be + - ing form of the verb
3. For interrogative sentences, use:-
'Well/shall' at the beginning of the sentence.

Solved Examples

1. You will be asking a question.	1- تم ایک سوال پوچھ رہے ہو گے۔
2. He will be waiting for his friend.	2- وہ اپنے دوست کا انتظار کر رہا ہوگا۔
3. Will the guests be reaching?	3- کیا مہمان پہنچ رہے ہوں گے؟
4. It will be raining.	4- بارش ہو رہی ہوگی
5. The bird will be flying in the air.	5- پرندے ہوا میں اڑ رہے ہوں گے۔
6. He will not be learning the lesson.	6- وہ سبق یاد نہیں کر رہا ہوگا۔
7. He will be speaking the truth.	7- وہ سچ کہہ رہا ہوگا۔
8. Will they be going for a walk.	8- کیا وہ سیر کو جا رہے ہوں گے؟
9. We shall be reciting the holy Quran.	9- ہم قرآن پاک کی تلاوت کر رہے ہوں گے۔
10. Ashraf will be going to Multan.	10- اشرف ملتان جا رہا ہوگا۔

EXERCISE

1- بچہ بھوک 1 سے رو رہا ہوگا۔	2- وہ مدد کیلئے چلا 2 رہا ہوگا۔
3- بادشاہ فیصلہ 3 سن رہا ہوگا۔	4- بس نہیں آ رہی ہوگی۔
5- وہاں مقابلہ 4 شروع ہو رہا ہوگا۔	6- کیا وہ کہانی لکھ رہی ہوگی؟
7- کیا وہ گاڑی خود چلا رہا ہوگا؟	8- یا سراسر اپنے والد کو خط لکھ رہا ہوگا۔
9- اکرام مسودہ 5 ٹائپ کر رہا ہوگا۔	10- ہم کہانیاں نہیں سن رہے ہوں گے۔
11- لوگ آگ بجھا رہے ہوں گے۔	12- ہم کل اس وقت پروگرام بن رہے ہوں گے۔

13- کیا بچے شور مچا رہے ہوں گے؟	14- لڑکیاں گیت گارہی ہوں گی۔
15- لوگ خاموشی 8 سے اس کی تقریر سن رہے ہوں گے۔	

1. hunger 2. crying 3. decision 4. competition 5. script 6. extinguish 7. making a noise 8. quietly.

PRESENT PERFECT TENSE

اردو میں پہچان: فقرے کے آخر میں 'چکا ہے، چکی ہے، چکے ہیں، چکا ہوں' جیسے الفاظ آتے ہیں۔ مثلاً میں خط لکھ چکا ہوں۔ وغیرہ

1. To translate a simple/positive sentence, use:-

Sub ject + has/have + 3rd form of the verb.

2. For negative sentences, use:-

'not' after has/have + 3rd form of the verb.

3. For interrogative sentences, use:-

'Has/Have' at the beginning of the sentence.

Solved Examples

Active Voice

1. He has eaten meal.	1- وہ کھانا کھا چکا ہے۔
2. We have watched the match.	2- ہم میچ دیکھ چکے ہیں۔
3. He has switched off the T.V.	3- اس نے ٹی۔وی بند کر دیا ہے۔
4. Has he gone to his duty?	4- کیا وہ ڈیوٹی پر جا چکا ہے؟
5. The patient has not recovered.	5- مریض صحت یاب نہیں ہو چکا ہے۔
6. The principal has inspected the college.	6- پرنسپل صاحب کالج کا معائنہ کر چکے ہیں۔

Passive Voice

7. Student's papers have been marked.	7- طلباء کے پرچے دیکھے جا چکے ہیں۔
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8. The thief has been severely punished.	8- چور کو سخت سزا دی چکی ہے۔
9. Has the examination been given?	9- کیا امتحان لے لیا گیا ہے۔
10. The evil has been nipped in the bud.	10- برائی کو شروع ہی سے دبا دیا گیا ہے۔
11. The team has been introduced.	11- ٹیم کا تعارف کرایا جا چکا ہے۔
12. Has enough money been saved for the days to come?	12- کیا اگلے دنوں کے لئے کافی رقم بچائی جا چکی ہے۔

Exercise

1- میں تمہیں پہچان 1 چکا ہوں۔	2- ہم اکٹھے ایک میچ کھیل چکے ہیں۔
3- تم پہلے یہاں رہ چکے ہو۔	4- کیا وہ ہمیں دھوکہ 2 دے چکا ہے؟
5- پاکستان ہندوستان سے دو جنگیں 3 لڑ چکا ہے۔	6- ہندوستان اقوام متحدہ 4 میں ہزیمت 5 اٹھا چکا ہے
7- وہ میچ جیت چکے ہیں۔	8- وہ باکسنگ کا عالمی اعزاز 6 جیت چکا ہے۔
9- تم کافی 7 کھا چکے ہو۔	10- وہ ایم اے کر چکی ہے۔
11- کیا اس موضوع 8 پر کوئی کتاب لکھی جا چکی ہے؟	12- لوگوں کو سامان 9 مہیا 10 کیا جا چکا ہے۔
13- منصوبے 11 پر بات ہو چکی ہے۔	14- کیا اُسے ملازمت سے فارغ 12 کیا جا چکا ہے؟
15- گواہ 13 کا بیان 14 لیا جا چکا ہے۔	

1. recognized 2. deceived 3. wars 4. United Nations 5. lick the dust 6. world title 7. enough 8. topic 9. goods 10. provided 11. plan 12. terminate 13. witness 14. statement.

PAST PERFECT TENSE

اُردو میں پہچان: فقرے کے آخر میں چکا تھا، چکی تھی، چکے تھے، جیسے الفاظ آتے ہیں مثلاً ہ جا چکے تھے وغیرہ

1. To translate a simple/positive sentence, use:-

Subject + had + 3rd form of the verb.

2. For negative sentence, use:-

'not' after 'had'

3. For interrogative sentence, use:-

'Had' at the beginning of the sentence.

Solved Examples

Active Voice

1. We had won the match.	1- ہم میچ جیت چکے تھے۔
2. Had you written a letter?	2- کیا تم خط لکھ چکے تھے؟
3. The third man had reached in time.	3- تیسرا آدمی وقت پر پہنچ چکا تھا۔
4. Both of us had reached at the bank of the river.	4- ہم دونوں دریا کے کنارے پہنچ چکے تھے۔
5. He had confessed his crime.	5- وہ اپنے جرم کا اعتراف کا چکا تھا۔

Passive Voice

6. The plan had been prepared before he came.	6- اس کے آنے پہلے منصوبہ تیار کر لیا گیا تھا۔
7. The post office had been closed before we wrote a letter.	7- ہمارے خط لکھنے سے پہلے ڈاک خانہ بند ہو چکا تھا۔
8. The decision had been announced against him.	8- اس کے خلاف فیصلہ سنایا جا چکا تھا۔
9. The work had been completed before he came.	9- اس کے آنے سے پہلے کام مکمل ہو چکا تھا۔
10. Had the door been opened?	10- کیا دروازہ کھولا جا چکا تھا؟

EXERCISE

1- وسم مدرسہ 1 جا چکا تھا۔	2- کیا انہوں نے میچ جیت لیا تھا؟
3- کپتان کے آنے سے پہلے ہم دوستانہ 2 میچ کھیل چکے تھے۔	4- مرنے سے پہلے مریض دوائی پی چکا 3 تھا۔
5- صدر اسمبلی سے خطاب 5 کر چکے تھے۔	6- میرے وہاں پہنچنے سے پہلے وہ پھل خرید چکا تھا

7- وزیراعظم بیرون ملک دورے 6 پر روانہ ہو چکے تھے	8- نوکر کو برطرف 7 کیا جا چکا تھا۔
9- اسے لاہور بھیجا جا چکا تھا۔	10- اخبار پڑھا جا چکا تھا۔
11- میرے آنے سے پہلے خط پڑھا جا چکا تھا۔	12- بجٹ کے اعلان 8 سے پہلے اشیاء کی قیمتیں بڑھائی جا چکی تھیں۔
13- ہمارے جانے سے پہلے دوستوں کو الوداع 9 کہا جا چکا تھا	14- صبح ہونے سے پہلے کام ختم کا جا چکا تھا۔
15- کیا لوگوں کے آنے پہلے شیر کو بچرے 10 میں بند کیا جا چکا تھا۔	

1. school 2. friendly match 3. taken medicine 4. ssembly 5. addressed 6. foreign visit 7. enough 8. announcement of budget 9. see of 10. cage.

FUTURE PERFECT TENSE

اردو میں پہچان: فقرے کے آخر میں 'چکا ہوگا۔ چکے ہونگے۔ چکی ہوگی' جیسے الفاظ آتے ہیں۔ مثلاً سب مہمان جا چکے ہوں گے۔ وغیرہ

1. To translate a simple/positive sentence, use:-

Subject + will have/shall have + 3rd form of the verb.

2. For negative sentences, use:-

Subject+will not have/shall not have + 3rd form of the verb.

3. For interrogative sentences, use:-

'Will/Shall' at the beginning of the sentence.

Solved Examples

Active Voice

1. I shall have won the prize.	1- میں انعام جیت چکا ہوں گا۔
2. We shall have completed this book.	2- ہم یہ کتاب مکمل کر چکے ہونگے۔
3. Will you have won the match.	3- کیا تم میچ جیت چکے ہو گے۔

4. He will have finished his work.	4- وہ کام ختم کر چکا ہوگا۔
5. He will not have return to his country.	5- وہ وطن واپس نہیں آچکا ہوگا۔
6. Teacher will have called the roll.	6- استاد حاضری لگا چکے ہوں گے۔

Passive Voice

7. The student's roll will have been called.	7- طلباء کی حاضری لگائی جا چکی ہوگی۔
8 The patient will have been provided first aid.	8- مریض کو ابتدائی طبی امداد دی جا چکی ہوگی۔
9 He will have been sent to lahore before the sun rises.	9- سورج نکلنے سے پہلے اسے لاہور بھیجا جا چکا ہوگا۔
10. The Bronze medal will have been won .	10- کانسی کا تمغہ جیتنا جا چکا ہوگا
11. The things will have been cleaned.	11- اشیاء صاف کی جا چکی ہوگی۔
12. The people will have been provided help before the flood comes.	12- سیلاب آنے سے پہلے لوگوں کو مدد فراہم کی جا چکی ہوگی۔

EXERCISE

1- شام سے پہلے وہ گھر آچکا ہوگا۔	2- سورج غروب ہونے سے پہلے پرندے 1 گھنٹوں میں آچکے ہوں گے۔
3- اس وقت تک ہم بہت دور جا چکے ہوئے۔	4- تمہارے ساتھی تمہیں چھوڑ کر جا چکے ہوں گے۔
5- تم وقت ضائع 3 کر چکے ہو گے۔	6- صدر کل تک اسمبلی توڑ 4 چکے ہوں گے۔
7- ہاکی کے کھلاڑی عالمی کپ 5 جیت چکے ہوئے۔	8- وہ بہت دُور 6 نکل چکا ہوگا۔

9- اسمبلی کا اجلاس 7 ملتوی 8 کیا جا چکا ہو گا۔	10- بیروزگاری 9 کا مسئلہ اسمبلی میں پیش 10 کیا جا چکا ہوگا
11- بندوق میں گولی نہیں بھری 11 جا چکی ہوگی۔	12- اسے تحفے 12 بھیجے جا چکے ہوں گے۔
13- اس کی تجویز 13 رد کی جا چکی ہوگی۔	14- ہماری دعوت قبول کی جا چکی ہوگی۔
15- کیا اسے کمرے میں آنے سے روکا جا چکا 14 ہوگا۔	

1. birds 2. nests 3. waste 4. dissolved 5. world cup 6. gone far
 7. session 8. adjourned 9. unemployment 10. presented 11.
 loaded 12. gifts 13. suggestion 14. debar.

PRESENT PERFECT CONTINUOUS TENSE

اردو میں پہچان: فقرے کے آخر میں 'رہا ہے، رہی ہے، رہے ہیں، رہا ہوں' جیسے الفاظ آتے ہیں اور اس کے ساتھ وقت کا تعین کیا گیا ہوتا ہے۔ وغیرہ

- To translate a simple/positive sentence, use:-
Subject + 'has been/have been' + - ing form of the verb.
- For interrogative sentences, use:-
'has not been/have not been' + - ing form of the verb.
- for interrogative sentences, use:-
'Has/Have' at the beginning of the sentence.
- In these sentence, time is also mentioned. To indicate the time the words 'since' and 'for' are used;
'Since' is used if the starting time is given, e.g. since morning, since Sunday etc.
'For' is used if the quantity of time is given. e.g. for two hours, for three days etc.

Solved Examples

1. It has been raining for two days.	1- دو دن سے بارش ہو رہی ہے۔
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2. He has been writing an essay since morning.	2- وہ صبح سے مضمون لکھ رہا ہے۔
3. They have been reading English for ten years.	3- وہ دس سال سے انگریزی پڑھ رہے ہیں۔
4. We have been waiting for you since morning.	4- ہم صبح سے تمہارا انتظار کر رہے ہیں۔
5. He has been standing here since morning.	5- وہ صبح سے یہاں کھڑا ہے۔
6. He has been living in this house for four years.	6- وہ چار سال سے اس مکان میں رہ رہا ہے۔
7. You have been going to Lahore since 1993.	7- تم 1993 سے لاہور جا رہے ہو۔
8. Has he been sleeping since noon?	8- کیا وہ دوپہر سے سو رہا ہے؟
9. The gradener have been watering the plants for many years.	9- مالی کئی سال سے پودوں کو پانی دے رہا ہے۔
10. We have been discussing this topic for fifteen minutes.	10- ہم پندرہ منٹ سے اس موضوع پر بحث کر رہے ہیں

EXERCISE

1- کچھنوں سے 1 تمہاری انگریزی بہتر 2 ہو رہی ہے۔	2- ہم دس سال سے روزانہ اخبار پڑھ رہے ہیں
3- استاد چار سال سے انگریزی پڑھا رہا ہے۔	4- وہ کافی عرصہ سے تمہیں بے قوف 3 بنا رہے ہیں۔
5- سیاسی لیڈر 4 1974 سے ملک کی خدمت 5 کر رہے ہیں۔	6- کیا ہم ایک سال سے پنا وقت ضائع کر رہے ہیں؟
7- وہ دو سال سے سینما نہیں جا رہے ہیں۔	8- وہ دو گھنٹے سے کرکٹ کھیل رہے ہیں۔

9- پچھلے ایک سال سے تمہاری صحت 6 بہتر 7 ہو رہی ہے	10- ایک سال سے وہ بہت مشکل سے گزارہ 8 کر رہا ہے۔
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1. for some days 2. improving 3. befool 4. political leader 5. serve 6. health 7. improving 8. to live from hand to mouth.

PAST PERFECT CONTINUOUS TENSE

اُردو میں پہچان: فقرے کے آخر میں تارہا تھا، تی رہی تھی، تے رہے تھے، جیسے الفاظ آتے ہیں اور فقرے میں وقت کا تعین کیا گیا ہو تو رہا تھا رہے تھے وغیرہ آتا ہے۔

1. To translate a simple/positive sentence, use:-

Subject + had been +- ing form of the verb.

2. For negative sentences, use:-

"had not been" +- ing form of the verb.

3. For interrogative sentences, use:-

'Had' in the beginning of the sentence.

Solved Examples

1- وہ 1947 سے پاکستان میں رہ رہے تھے۔

1. They had been living in Pakistn since 1947.

2- تم کافی عرصہ بیمار ہے تھے۔

2. You had been ill for a long time.

3- تمہارا دوست سالوں سے لوگوں کو دھوکہ دے رہا تھا۔

3. Your friend had been deceiving the people for years.

4- امجد چار سال سے مکان تلاش کر رہا تھا۔

4. Amjad had been looking for a house for four years.

5- وہ بچپن سے امیر ہونے کے خواب دیکھ رہا تھا۔

5. He had been dreaming to become rich since his childhood.

6- وہ ہمیشہ سے میرے ساتھ اچھا سلوک کرتے رہے تھے۔

6. They had always been treating me well.

7- وہ کب سے مجھے یاد کر رہا تھا۔

7. Since when had he been remembering me?

8- ہم ایک سال سے تمہیں بھولنے کی کوشش کر رہے تھے۔

8. We had been trying to forget you for one year.

9- کسان صدیوں سے کھیتوں میں بل چلا رہے تھے۔

9. The farmers had been ploughing the fields for centuries.

10- کیا تم آدھی رات سے جاگ رہے تھے۔

10. Had you been awaking since midnight?

EXERCISE

1- وہ کئی دنوں سے سوال پوچھ رہا تھا	2- کئی دنوں سے مری میں زلہ باری 2 ہو رہی تھی۔
3- زندگی تیزی 3 سے گزرتی جا رہی تھی۔	4- دوپہر سے بوند باندی 4 ہو رہی تھی۔
5- کیا تم ایک سال سے محنت کر رہے تھے۔	6- ہم صبح سے گاڑی کا انتظار کر رہے تھے۔
7- وہ کئی سالوں 5 سے سفارش 6 تلاش کر رہا تھا۔	8- وہ دو سال سے شادی کی تیاری 8 کر رہا تھا۔
9- بارش کب سے ہو رہی تھی؟	10- ہر سال مہنگائی 9 میں اضافہ 10 ہوتا جا رہا تھا۔

1. asking questions 2. hailing 3. quickly 4. drizzling 5. for years
6. recommendation 7. looking for 8. making preparations 9. dearness 10. increasing.

FUTURE PERFECT CONTINUOUS TENSE

1. To translate a simple/positive sentence, use:-

Subject + 'will have been/shall have been' + - ing form of the verb.

2. For negative sentences, use:-

Subject+ will not have been/shall not have been + ing form of the

3. For interrogative sentences, use:-

'Will/shall' in the beginning of the sentence.

Solved Examples

1- وہ صبح سے خط لکھ رہا ہوگا۔

1. He will have been writing a letter since morning.

2- تم ایک گھنٹے سے میرا انتظار کر رہے ہو گے۔

2. You will have been waiting for me for one hour.

3- وہ چار سال سے یہاں رہ رہا ہوگا۔

3. He will have been living here for four years.

4- وہ بہت محنت کرتا رہا ہوگا۔

4. He will have been working very hard.

5- تم صبح سے ورزش کر رہے ہو گے۔

5. You will have been taking exercise since morning.

6- سورج چمکتا رہا ہوگا۔

6. The sun will have been shining.

7- پرندے صبح سے چہچہا رہے ہوں گے۔

7. The birds will have been chirping since morning.

8- کتا کب سے بھونک رہا ہوگا۔

8. Since when will the dog have been barking?

9- وہ دیر تک کام نہیں کرتے رہے ہوں گے۔

9. They will not have been working till late.

10- وہ دس سال سے فلمی گانے گا رہا ہوگا۔

10. He will have been singing filmi songs for ten years.

EXERCISE

1- وہ ہر سال امتحان دیتا 1 رہا ہوگا۔	2- تم پانچ ماہ سے کہانیاں لکھ رہے ہو گے۔
3- وہ ہر روز دریا کی سیر کو جاتے رہے ہونگے۔	4- وہ ہمیشہ سے بہت محنت کرتا رہا ہوگا۔
5- وہ ایک گھنٹہ سے اپنا سبق یاد کر رہا ہوگا۔	6- وہ صبح سے سیر 2 کو رہے ہو گے۔
7- تم کافی عرصہ 3 سے غیر حاضر 4 رہ رہے ہو گے۔	8- وہ کب 5 سے ہمیں دھوکہ 6 دیتا رہا ہوگا۔
9- وہ دوستوں کے ساتھ یہاں نہیں آتا رہا ہوگا۔	10- کیا تم ہمیشہ سے جھوٹ بولتے 7 رہے ہو گے؟

1. appearing in the examination 2. walking 3. for a long time
4. absent 5. since when 6. deceive 7. telling a lie

Translation into English Solved Passages

Passage - 1

عظیم لوگوں کی زندگیاں ہمارے لیے نمونہ ہیں۔ ہمیں ان کے نقش قدم پر چلنا چاہیے۔ انہوں نے دن رات کام کیا۔ ان کی وجہ سے ہم عزت کی زندگی بسر کر رہے ہیں اگر ہمارے بزرگ محنت نہ کرتے تو ہم غلام ہوتے اور آزادی کی نعمت سے محروم ہوتے۔ آج ہم اللہ کے فضل سے آزادی سے سانس لے رہے ہیں۔

Translation:

Lives of great men are true models for us. We should follow them. They worked very hard. We are leading an honourable life because of their endless efforts. Had our ancestors not worked hard, we would still have been slaves, deprived of the blessing of freedom. By the grace of Allah that we are a free nation today

Passage - 2

ڈاکٹر اقبال بہت بڑے انسان تھے۔ آپ صدی کے سب سے بڑے شاعر تھے۔ آپ کی شاعری امید اور کامیابی کا پیغام دیتی ہے۔ آپ کی زندگی بہت سادہ تھی۔ جھوٹ اور غیبت کو بڑا گناہ سمجھتے تھے۔ وہ شروع سے ہی تنہائی پسند تھے لیکن ان کا دروازہ ہر شخص کے لیے کھلا رہتا تھا۔ وہ ہر ملاقاتی سے اس کی لیاقت کے مطابق گفتگو کرتے ہیں۔

Translation:

Dr. Iqbal was a great personality. He was the greatest Muslim poet of the century. His poetry gives a message of hope and success in life. He led a simple life. For him backbiting and telling lies were the most sinful acts. Though he loved privacy yet he would always welcome his visitors. He talked to everyone according to his level of understanding.

Passage - 3

قائد اعظم کو جمہوریت سے بے پناہ محبت تھی۔ وہ آمریت کی سبھی شکلوں سے نفرت کرتے تھے۔ وہ

ہر آدمی کے بنیادی حقوق پر یقین رکھتے تھے۔ انہوں نے قوم سے کہا تھا کہ اگر حکومت کوئی غلطی کرتی ہے تو اس پر تنقید کرو۔ وہ سمجھتے تھے کہ جائز تنقید قوم کی بہتری کے لیے ضروری ہے۔ قائد اعظم نے اپنے ناقدوں کو کبھی گالی یا دھمکی نہ دی تھی۔

Translation:

Quaid-e-Azam had great love of democracy. He disliked all the forms of dictatorship. He firmly believed in respecting the basic human rights, he advised his nation to criticize the Government if it committed any mistake. He believed that fair and honest criticism was vital for reforming the Government. He never threatened or abused his critics.

Passage - 4

کالجوں میں بد نظمی دن بدن بڑھ رہی ہے۔ طلباء اپنی پڑھائی پر توجہ نہیں دیتے۔ وہ اساتذہ کا احترام نہیں کرتے۔ وہ کالج باقاعدگی سے نہیں جاتے۔ وہ اپنا وقت فضول کاموں میں ضائع کرتے ہیں۔ وہ غیر نصابی سرگرمیوں میں حصہ نہیں لیتے۔ بہت سے طالب علم سگریٹ نوشی کی طرف مائل ہو جاتے ہیں۔ ہر طالب علم کے پاس موبائل سیٹ ہونا ضروری ہو گیا ہے۔ اگر اساتذہ اور والدین نے اپنی ذمہ داریاں پوری نہ کیں تو سارا نظام تعلیم تباہ ہو جائے گا۔

Indiscipline is increasing in colleges day by day. Students do not pay attention to their studies. They do not respect the teachers. They do not go to college regularly. They waste their time in useless activities. They do not take part in co-curricular activities. Many students are tempted into smoking. Every student keeps a mobile phone as if it had become obligatory for them to keep one. If the teachers and the parents do not meet their liabilities, the whole education system will be blown to bits.

Passage - 5

علم بڑی دولت ہے۔ اس کو نہ چور چرا سکتا ہے اور نہ ہی ڈاکو چھین سکتا ہے۔ جو آدمی علم حاصل کرتا ہے اس کی بڑی قدر ہوتی ہے۔ علم خرچ کرنے سے کم نہیں ہوتا۔ اس وقت تم کو لکھنے اور پڑھنے کے سوا کوئی فکر نہیں۔ اگر یہ موقع کھو دیا 6 تو ایسا وقت پھر نہیں آئے گا۔ تم کو چاہیے کہ علم حاصل کرو۔ یہ تمہارے بڑے کام آئے گا۔

Knowledge is a great wealth. Neither can a thief steal it, nor can dacoit snatch it. The man who acquires knowledge is respected a lot. Knowledge never decreases by spreading. Now you have no worry except reading and writing. If you lose this chance, it will never come back again. You should acquire knowledge. It will serve you a lot.

Passage - 6

زندگی گزارنا ایک عجیب تجربہ ہے۔ ساری عمر بہت سے واقعات پی آتے ہیں۔ ہم ہر روز کوئی نہ کوئی نئی بات سیکھتے ہیں۔ ہم کتابوں سے سیکھتے ہیں۔ ہم مشاہدات سے بھی سیکھتے ہیں۔ امتحان پاس کر لینا اور بات ہے اور علم حاصل کرنا اور بات ہے۔ ہمیں علم حاصل کرنے کو امتحان پاس کرنے پر ترجیح دینی چاہیے۔

Passing of life is a strange experience. Many incidents take place throughout our life. Every day we learn something new. We learn from books and observation. We learn too from others. Passing an examination is something else while acquiring knowledge is another. We should prefer to acquire knowledge than pass the examination.

Passage - 7

آدمی معاشرے کے بغیر زندہ نہیں رہ سکتا۔ اکیلا تو وہ رہ ہی نہیں سکتا۔ اسے اپنے جیسے لوگوں کے ساتھ رہنا چاہیے۔ لیکن معاشرے میں رہنے کا مقصد تو ایک دوسرے کے ساتھ تعاون کرنا ہوتا ہے۔ ایک معاشرے میں آپ کو دوسرے لوگوں کی طرح رہنا ہوتا ہے۔ آپ کو تمام روایات اور شرائط قبول کرنا پڑتی ہیں جو معاشرہ اپنے ارکان کے لیے مقرر کرتا ہے۔

Man cannot live without a society. He can never live all alone. He should live with like-minded people. The purpose of living in the society is to cooperate with each other. In the society, you have to live like others. You have to accept all those traditions and conditions which the society sets for its members

Passage - 8

آج کے دور میں جنگلات کی اہمیت بہت زیادہ ہے۔ یہ آب و ہوا کو خوشگوار بناتے ہیں۔ یہ موسم

کی شدت کو کم کرتے ہیں۔ یہ طوفان سیلابوں اور سیم و تھور کو روکتے ہیں۔ بارش کا سبب بنتے ہیں۔ برف کو جلد پکھلنے سے روکتے ہیں۔ جنگلات ملک کی معاشی ترقی میں اہم کردار ادا کرتے ہیں۔

The importance of forests is very great in the present era. They make the climate pleasant. They make the weather less severe. They check storms, floods, water-logging and salinity. They bring about rain. They stop quick ice-melting. They increase the fertility of land. Forests play an important role in the economic development of the country.

Passage - 9

آبادی کے تیز اضافہ نے بہت سی مشکلات پیدا کر دی ہیں۔ لوگ چھوٹے گھروں میں اپنے کنبوں کے ساتھ رہنے پر مجبور ہیں۔ بچوں کو کھیلنے کی کوئی جگہ نہیں ملتی۔ کالج اور سکول تعداد میں ناکافی ہیں۔ ذرائع آمد و رفت کی سہولتیں آبادی کے دباؤ کو نہیں سہہ سکتیں۔ اس لیے بہت سے بچے تعلیم کے بغیر رہ جاتے ہیں۔

Rapid increase in population has brought about many problems. People are forced to live with their families in small houses. Children have no play grounds. Colleges and schools are just a few in number. The means of transportation cannot withstand the pressure of population. Therefore, many children go without education.

Passage - 10

موبائل فون اس صدی کی ایک اہم ایجاد ہے۔ کیا یہ تحفہ ہے یا مصیبت؟ قابل بحث ہے۔ یہ بالکل وائرلیس کی طرح ہوتا ہے۔ اس کے ذریعے ہم اپنے دوستوں اور عزیزوں سے ہر جگہ سے بات چیت کر سکتے ہیں۔ یہ تمام شعبہ جات میں انتہائی مقبولیت اختیار کر چکا ہے۔ تاہم اس کا استعمال ڈرائیونگ کے دوران جان کے لیے خطرناک ہو سکتا ہے۔ ہوائی جہاز، کمرہ امتحان اور دل کے ہسپتالوں میں اس کا استعمال ممنوع ہے۔

Mobile phone is an important invention of this century. Is it a boon or bane, is debatable. It is just like a wireless. We can talk to our friends and relatives by it from every where. It has got popularity almost in every walk of life. However its use can be dangerous while driving. Its use is not allowed in planes, examination halls and cardiac hospitals.

Passage - 11

ایک اچھا طالب علم ہمیشہ علم کے حصول کے لیے کوشش کرتا ہے۔ وہ اپنا وقت بالکل ضائع نہیں کرتا۔ وہ دل لگا کر پڑھتا ہے۔ وہ اپنا اساتذہ کا احترام کرتا ہے۔ وہ بری صحبت اختیار نہیں کرتا۔ وہ اپنے اسباق کو باقاعدگی سے دہراتا ہے۔ وہ اپنے فرائض دیانتداری سے ادا کرتا ہے۔ وہ جانتا ہے کہ صرف محنت سے زندگی میں اعلیٰ مقام حاصل کیا جاسکتا ہے۔

A good student always tries to get knowledge. He does not waste his time at all. He studies with keen interest. He respects his teachers. He never adopts bad company. He revises his lessons regularly. He discharges his duties with honesty. He knows that high position in life can be achieved only through hard work.

Passage - 12

میں ایک گلی میں رہتا ہوں جہاں تمام قسم کے لوگ رہتے ہیں۔ میرے گھر کے آس پاس بہت سے مکانات ہیں۔ میرے گھر کے قریب ایک کاروباری آدمی رہتا ہے۔ اس کی شہر کے ایک بڑے بازار میں ایک کپڑے کی دکان ہے۔ وہ بہت امیر ہے مگر اپنے مکان پر زیادہ خرچ نہیں کرتا ہے۔

I live in a street. All kinds of people live there. There are many houses around my home. A businessman lives quite near my home. He runs a cloth shop in a big bazaar of the city. He is very rich, but does not spend a lot on his house.

Passage - 13

ایک دفعہ اکبر بادشاہ شکار کو گیا۔ وہاں اس نے ایک شیر دیکھا۔ شکاریوں کو اس کا پیچھا کرنے کا حکم دیا۔ شیر گھنی جھاڑیوں میں چھپ گیا۔ شکاری ادھر ادھر پھرتے رہے اور ناکام لوٹے۔ بادشاہ کھڑے سے اترا۔ بندوق بھری اور جنگل میں داخل ہو گیا۔ کافی فاصلے پر اس نے دو چمکتی آنکھیں دیکھیں۔ ان پر نشانہ باندھا اور گولی چلا دی۔ شیر گر جا اور ٹھنڈا ہو گیا۔ شکاریوں نے بادشاہ کو داد دی۔

Once, Akbar, the king went for hunting. There he saw a lion. He ordered the huntsmen to chase it. The lion hid in thick bushes. The huntsmen moved around and returned unsuccessful. The king dismounted the horse, loaded the gun and entered the jungle. He saw two glowing eyes at a considerable distance. He aimed at them and fired. The lion

roared and died. The huntsmen admired the king.

Passage - 14

یہ سچ ہے کہ مثالی طالب علم ہونا مشکل ہے لیکن یہ ناممکن نہیں۔ اگر زندگی کے کردار اور انسان کی نفسیات کا علم حاصل کر لیا جائے تو کچھ مشکل نہیں رہتا۔ مثالی طالب علم وہ ہے جو اپنے مقاصد کو کبھی نظر انداز نہیں کرتا۔ وہ اپنی پڑھائی کی طرف پوری توجہ دیتا ہے۔ وہ نظم و ضبط قائم رکھتا ہے۔ نظام الاوقات بنا کر اس پر عمل کرتا ہے وہ تفریح کے لیے وقت نکالتا ہے اور گھر کے کاموں میں دلچسپی لیتا ہے۔

It is true that to become an ideal student is difficult but it is not impossible. Nothing remains difficult if one gains the knowledge of philosophy of life and psyche of man. An ideal student is the one who never ignores his aims. He gives full heed to his studies. He maintains discipline. He makes a timetable and works according to it. He spares time for recreation and takes interest in domestic matters.

Passage - 15

لاہور ایک پرانا اور تاریخی شہر ہے۔ یہ دریائے راوی کے کنارے پر واقع ہے۔ یہ پنجاب کا دارالحکومت ہے۔ اس شہر میں بہت سی تاریخی عمارتیں ہیں۔ شاہی مسجد کے پاس ہی علامہ اقبال کا مزار ہے۔ اقبال نے ہم کو پاکستان کا تصور دیا تھا۔ قرارداد پاکستان لاہور ہی میں منظور کی گئی تھی۔ مینار پاکستان اس قرارداد کی یاد میں تعمیر کیا گیا۔ یہ اقبال پارک میں تعمیر کیا گیا۔

Lahore is an ancient and historical city. It is situated on the bank of the river Ravi. It is the capital of Punjab. There are many historical buildings in this city. The tomb of Allama Iqbal stands near Badshahi mosque. Iqbal gave us the idea of Pakistan. The Pakistan Resolution was also passed in Lahore. Minar-e-Pakistan was built in the memory of this resolution. It was built in Iqbal Park.

PASSAGES FOR EXERCISE

Activity No. 1

حضرت محمد ﷺ مکہ میں پیدا ہوئے۔ آپ ﷺ کے والد حضرت عبداللہ آپ کی پیدائش سے کچھ

پہلے وفات پا چکے تھے۔ آپ کی والدہ کا نام حضرت آمنہؓ تھا۔ آپ نے اپنی دایہ¹ حضرت حلیمہ سعدیہؓ کا دودھ پیا²۔ ابھی آپ بچے ہی تھے کہ آپ کی والدہ کا انتقال³ ہو گیا۔ پھر آپ کی پرورش⁴ آپ کے دادا نے کی۔ ان کے نام عبدالطلب تھا۔ ان کی وفات کے بعد آپ کے چچا حضرت ابوطالب نے آپ کی بہترین دیکھ بھال کی⁵۔

Vocabulary:

1. governess/nurse 2. suckle 3. passed away 4. bring up
5. look after

Activity No. 2

بانی¹ پاکستان قائد اعظم محمد علی جناح کراچی میں پیدا ہوئے۔ آپ کے والد کراچی کے بہت بڑے تاجر تھے۔ ابتدائی² تعلیم آپ نے کراچی ہی میں حاصل کی۔ میٹرک کا امتحان پاس کرنے کے بعد آپ انگلستان چلے گئے۔ آپ نے 26 سال کی عمر میں بیرسٹری³ کا امتحان پاس کیا اور بمبئی میں وکالت⁴ شروع کی۔ تھوڑے دنوں میں آپ کا شمار⁵ بڑے بڑے وکلاء میں ہونے لگا۔ آپ نے کانگریس میں شمولیت⁶ اختیار کی مگر جلد ہی اسے چھوڑ دیا۔ پھر آپ مسلم لیگ میں شامل ہو گئے۔

Vocabulary:

1. founder 2. primary 3. Bar-at-law 4. practice 5. ranked
6. joined

Activity No. 3

ہم پاکستان کے نوجوان¹ ہیں ہمیں چاہیے کہ محنت کریں اور پوری دیانتداری² سے اپنا کام کریں۔ اپنے وطن³ اور اہل وطن کے لیے ایسے کام کریں کہ جو کوئی ہمیں دیکھے ہماری تعریف کرے۔ وقت آنے پر ہم اپنے وطن کے لیے اپنی زندگی کی بازی لگانے⁵ کی بھی پرواہ⁶ نہ کریں۔ ہر قربانی کے لیے تیار ہو جائیں اور دشمن کے ناپاک ارادوں کو خاک میں ملا دیں⁹۔ اس طرح دنیا پر ثابت کر دیں¹⁰ کہ پاکستان کے باشندے¹¹ ایک زندہ قوم¹² ہیں اور ناموس وطن کی خاطر¹³ بڑی سے بڑی قربانی سے بھی دریغ نہیں کرتے۔

Vocabulary:

1. young man 2. full honesty 3. countrymen 4. when the time comes 5. stake our lives 6. hesitate 7. sacrifice 8. evil designs
9. defeat 10. prove to the world 11. inhabitants 12. proud nation 13. country's honour

Activity No. 4

عزیز طلباء یہ بات ذہن میں رکھو کہ یہ زندگی عارضی¹ ہے۔ یہ ایک امتحان² ہے۔ اصل زندگی³

اس کے بعد شروع ہوگی۔ دولت کی اہمیت سے انکار⁴ نہیں کیا جاسکتا۔ مگر یہ سب کچھ نہیں ہے۔ ذہنی خوشی اور اطمینان قلب⁵ صرف قناعت⁶ دے سکتی ہے۔ برائی⁷ انسان کو روحانی طور پر بنجر⁹ کر دیتی ہے۔ اللہ اور اس کے رسول ﷺ کی محبت اپنے دل میں رکھو۔ لوگوں کے لیے آسانیاں¹⁰ پیدا¹¹ کرو۔ اللہ آپ کے لیے آسانیاں پیدا کرے گا۔

Vocabulary:

1. temporary 2. trial 3. the real life 4. cannot be denied
5. satisfaction of heart 6. contentment 7. evil 8. spiritually
9. barren 10. facilities 11. create

Activity No. 5

کتائیں انسان کی ہزاروں سال کی دانائی¹ کا انچور ہیں۔ یہ ہمارا حوصلہ بڑھاتی² ہیں اور مشکلات پر غالب³ آنے کا سبق دیتی ہیں۔ یہ درست ہے کہ بعض کتا ہیں اچھی نہیں بعض تو سانپ سے بھی زیادہ زہریلی⁴ ہوتی ہیں۔ ان سے بچنا واجب⁵ ہے۔ بعض کتابوں کو چکھ⁶ کر مزہ لیا جاتا ہے اور بعض کو چبا کر ہضم⁸ کرنا پڑتا ہے۔ یہ ہمارے علم میں اضافہ کرتی ہیں اور ہماری گفتگو⁹ کو سجاتی¹⁰ ہیں۔

Vocabulary:

1. essence 2. encourage 3. overcome 4. poisonous
5. essential 6. taste 7. chew 8. digest 9. conversation
10. decorate

Activity No. 6

روزانہ کی ورزش¹ صحت کے لیے ضروری² ہے۔ یہ ہمارے جسم کو مضبوط کرتی³ ہے۔ باضم⁴ کو درست کرتی ہے۔ جو آدمی باقاعدہ ورزش کرتے ہیں وہ لطف⁵ سے کھانا کھاتے ہیں۔ ورزش سے ہم زیادہ تروتازہ ہوا اپنے پیچھے پھڑوں میں لے جاتے⁶ ہیں اور ہمارا خون صاف⁷ ہو جاتا ہے۔

Vocabulary:

1. taking exercise daily 2. essential 3. makes our body strong
4. digestion 5. enjoy eating 6. inhale 7. oxygenated

Activity No. 7

ہماری آبادی¹ میں روز بروز² اضافہ ہو رہا ہے۔ آبادی میں اس اضافہ کی وجہ سے ہمیں بہت سی³ مشکلات کا سامنا ہے۔ اب ہمیں زیادہ مکانات زیادہ مدرسے اور زیادہ ہسپتال درکار⁴ ہیں۔ خوراک کی ضروریات⁵ کو پورا کرنے⁶ کے لیے ہمیں زیادہ اناج⁷ چاہیے۔ ان ضرورت کو پورا کرنے کے لیے سخت محنت اور محتاط⁸ منصوبہ بندی کی ضرورت ہے۔

Vocabulary:

1. population 2. day-by-day growth 3. difficulties 4. need
5. necessities 6. fulfill 7. grain 8. planning

Activity No. 8

یہ دہلا پتلا لڑکا بڑا¹ ہو کر تاریخ کی ایک عظیم شخصیت² بنا۔ اس کا نام محمد علی جناح تھا۔ آدھی آدھی رات تک مطالعہ کرنے والا یہی لڑکا قائد اعظم کہلایا۔ جس نے اپنی قابلیت³ محنت⁴ اور ذہانت⁵ سے اپنی پوری قوم کو نئی زندگی⁶ بخشی۔ مسلمانوں کو غلامی⁷ سے نجات⁸ دلا کر ایک آزاد ملک عطا کیا وہ ملک یہ ہمارا پاکستان ہے۔

Vocabulary:

1. slim 2. great personality 3. ability 4. hard work 5. brilliance
6. gave new life 7. subjugation 8. having liberated
9. independent country

Activity No. 9

معاف کر دینا¹ اچھی بات ہے مگر اس کا مطلب² یہ نہیں ہونا چاہیے کہ قاتل³ بددیانت⁴ اور تخریب کاروں⁵ کو معاف کر دیا جائے۔ اس سے معاشرے میں بے چینی⁶ لاقانونیت⁷ اور تشدد⁸ جنم لیتا ہے۔ سوال یہ پیدا ہوتا ہے⁹ کہ کیا معاشرے کی اصلاح¹⁰ ان سزاؤں سے ہو سکتی ہے؟ بظاہر¹¹ یہ درست لگتا ہے مگر ان جرائم¹² کی وجوہات¹³ کو ختم کرنا بہت ضروری ہے۔

Vocabulary:

1. forgive 2. mean 3. murderers 4. dishonest 5. terrorist
6. restlessness 7. lawlessness 8. violence 9. The question arises 10. reform 11. apparently 12. crimes 13. reason.

Activity No. 10

شرارتی بچے عموماً ذہین¹ ہوتے ہیں۔ ویسے تو ہر بچہ ہی شرارتی ہوتا ہے لیکن بعض بچے بہت زیادہ شرارتی ہوتے ہیں۔ ان معصوموں² کی شرارتیں بعض اوقات بہت نقصان³ سبب کرتی ہیں۔ ہمیں بچوں کو شرارتوں سے روکنا نہیں چاہیے اور نہ ہی انہیں ڈانٹنا جھڑکنا⁴ چاہیے لیکن ہمیں چاہیے کہ ہم بچوں پر کڑی نظر⁵ رکھیں تاکہ وہ شرارتوں میں حد سے نہ بڑھ جائیں۔

Vocabulary:

1. Generally 2. Innocent 3. Harm 4. Scold 5. Watch 6. Cross limits

Activity No. 11

حضور اکرمؐ کا کردار مبارک کائنات میں معجزہ¹ ہے۔ آپ کی پوری حیات مبارکہ روز روشن² کی طرح عیاں ہے۔ قرآن پاک میں اللہ تعالیٰ کا ارشاد ہے ”حضور اکرمؐ کی ذات³ میں تمہارے لیے بہترین نمونہ⁴ ہے۔ آپ کے دشمن بھی آپ کے کردار کے معترف⁵ تھے اور آپ کو صادق⁶ اور امین⁷ کہتے ہیں۔ فتح مکہ کے موقع پر آپؐ نے بدلہ⁸ لینے کی بجائے عام معافی کا اعلان⁹ کر دیا۔ تاریخ عالم میں ایسی دوسری کوئی مثال موجود نہیں¹⁰ ہے۔

Vocabulary:

1. Miracle 2. Broad day light 3. Embodiment 4. Model
5. admire 6. truthful 7. entrusted 6. revenge 9. emnesty
10. unprecedented

Activity No. 12

ایک دن کا ذکر ہے میں باغ میں صبح سویرے¹ سیر کو گیا۔ میری طبیعت² بہت خوش ہوئی۔ پھول کھل رہے تھے ہر طرف خوشبو پھیل رہی تھی پرندے چہچہا رہے تھے اور لوگ ادھر ادھر گھوم رہے تھے۔ ایسا معلوم ہوتا تھا کہ یہاں آنے والوں کی صحت بہت اچھی ہو جاتی ہے۔ میں نے پکا ارادہ کر لیا کہ آئندہ ہمیشہ ہر روز صبح کے وقت سیر کو باہر جایا کروں گا۔

Vocabulary:

- (1) Early in the morning (2) Felt happy (3) Bloom (4) Chirp
- (5) Determine (6) In future

Activity No. 13

وقت ضائع کرنا بہت بری بات ہے۔ آپ کے والدین کو آپ بہت امیدیں¹ ہیں۔ وہ محنت کر کے آپ کو پڑھا رہے ہیں۔ آپ کی پرورش اچھے طریقے سے کر رہے ہیں۔ آپ کو چاہیے کہ ان کی امیدوں پر پورے اتریں۔ دل لگا کر⁵ محنت کریں۔ اچھے نمبروں سے کامیاب ہوں۔ والدین کا حق اور ملک کا نام روشن⁶ کریں۔

Vocabulary:

- (1) Expectations (2) Working hard (3) Bring up (4) Nicely
- (5) Heartedly (6) Brighten

Activity No. 14

سگریٹ نوشی بہت بُری عادت ہے۔ اس سے کئی بیماریاں پھیلتی ہیں۔ ڈاکٹر مریضوں اور تندرستوں کو سگریٹ پینے سے منع کرتے ہیں۔ بزرگوں کے سامنے سگریٹ پینا بے ادبی ہے۔ یہ جاننے کے باوجود لوگ سگریٹ پیتے ہیں۔ سگریٹ نہ پینے والے کے لیے دفتر اور بس میں بیٹھنا دشوار کر دیتے ہیں۔

Vocabulary:

(1) It causes many diseases (2) Forbid (3) Insulting (4) In spite of the knowledge (5) Make difficult

Activity No. 15

ہم شہروں میں رہتے ہیں۔ ہر طرف گرد و غبار¹ ہوتا ہے۔ کاروں اور بسوں کا شور ہوتا ہے۔ جب ہم گاؤں میں جاتے ہیں۔ گرد و غبار اور شور نہیں ہوتا۔ ہرے بھرے² کھیت ہوتے ہیں۔ خاموشی اور سکون ہوتا ہے۔ جی چاہتا ہے شہر چھوڑ کر گاؤں چلے آئیں۔ گاؤں والوں⁵ کی صحت اچھی ہوتی ہے اس کی وجہ صاف ہوا اور سادہ غذا ہے۔

Vocabulary:

(1) Dust (2) Lush green fields (3) Silence (4) Migrate
(5) Villagers (6) Due to

Correct Use of form of Verb

انگریزی زبان کے درست استعمال کے لئے verb کی فارم کا استعمال جاننا اور سمجھنا لازم ہے۔ انگریزی زبان کے ہر فقرے میں کچھ الفاظ ہوتے ہیں جو بطور پہچان استعمال ہوتے ہیں۔ ان الفاظ سے ہم

انگریزی verb کی درست فارم کا اندازہ لگا سکتے ہیں۔ مثلاً

He is going to college now.

اس فقرے میں NOW اس بات کی طرف اشارہ کر رہا ہے کہ اس فقرے میں Present

Continuos Tense استعمال کیا جائے گا۔ verb اسی طرح verb کی فارم کے استعمال کے لئے مندرجہ ذیل الفاظ کو اشارات کے طور پر ہمیشہ ذہن میں رکھیں۔

1۔ انگریزی میں ضرب المثل ہو تو اس میں Tense تبدیل نہیں ہوتا۔ اور عام طور پر Present

Indefinite Tense استعمال ہوتا ہے۔

1. All that glitters is not gold.

2. Virtue is its own reward.

2۔ عالمگیر سچائی کے لیے Present Indefinite Tense استعمال کیا جاتا ہے۔

1. water keeps its level.

2. The sun rises in the east.

3. The moon shines at night.

3۔ اگر انگریزی فقرے میں always, usually, often, seldom, daily کا لفظ آئے تو اس فقرے

میں بھی Present Indefinite Tense استعمال کیا جاتا ہے۔

1. He often comes late.

2. They never tell a lie.

3. I always reaches in time.

4۔ اخبار شہ سرخیوں میں future کی بجائے Present Indefinite Tense استعمال کیا جاتا

ہے۔

1. The president of Turkey reaches tomorrow.

5۔ اگر فقرے میں at present, now یا at this time ہو تو اس فقرے میں Present

Continuos Tense استعمال کیا جاتا ہے۔

1. He is singing a song at this time.

2. They are doing their work now.

6۔ اگر فقرے میں already آئے تو اس فقرے میں perfect tense استعمال کیا جاتا ہے۔ اور عام

طور پر past perfect tense استعمال کیا جاتا ہے

1. He had already won this award.

2. They had already appeared in the test.

7۔ وہ فقرات جن میں since یا for آئے ان میں perfect continuous tense استعمال کیا جاتا

ہے۔

1. It had been raining for four days.

2. I have been living here since 1990.

8۔ جن فقرات میں tomorrow یا next day آئے ان فقرات میں will یا shall اور verb

کی پہلی فارم استعمال کی جاتی ہے۔

1. The team will play a match tomorrow

2. The inspection team will reach the next day

9۔ اگر فقرے میں yesterday یا last آئے تو ان میں ورنہ کی دوسری فارم یعنی past indefinite

tense استعمال کیا جاتا ہے۔

1. We met yesterday

2. They went to the fair last friday

10۔ اگر فقرے میں سال مہینہ دن یا تاریخ سے پہلے in یا on آئے تو ان فقرات میں بھی دوسری فارم لگائی جاتی ہے۔

1. We played a friendly match on Sunday

2. They announced the result in March

11۔ imperative sentences میں verb کی پہلی فارم استعمال ہوتی ہے۔

1. Open the door

2. Try it yourself

12۔ past indefinite tense کے سوالیہ اور منفی فقرات میں verb کی پہلی فارم استعمال کی جاتی ہے۔

1. Did he come here

2. They did not change the mind.

13۔ شرطیہ فقرات کی تین اقسام میں verb کا استعمال

1۔ اگر if والا حصہ present indefinite tense میں ہو تو شرطیہ فقرے کا دوسرا حصہ future indefinite tense میں ہوگا

1. If he works hard ,he will stand first

2. If they run fast, they will win the race.

2۔ اگر if والا حصہ past indefinite tense میں ہو تو شرطیہ فقرے کے دوسرے حصے میں فاعل کے بعد would اور verb کی پہلی فارم استعمال ہوتی ہے۔

1. If they worked hard, they would win the prize

2. If they ran fast ,they would win the race.

3۔ اگر if والا حصہ past perfect tense میں ہو تو شرطیہ فقرے کے دوسرے حصے میں فاعل کے بعد
verb اور would have کی تیسری فارم استعمال ہوتی ہے

1.If they had worked hard ,they would have succeeded.

2. If he had run fast,he would have caught the train.

14۔ to کے بعد verb کی baseform استعمال ہوتی ہے۔

1.He goes to univesity to study

2.He can write a letter .

3.He could write a letter.

4.They would come here.

5.He will write a poem.

5.He might go there.

15۔ Can, Could, may, might, would ,should کے بعد ہمیشہ پہلی فارم استعمال ہوتی

ہے

1.We should go there.

2.They can run a race.

3.He would act upon his advice.

16۔ when اور before سے ملائے جانے والے فقرات when والے حصے میں دوسری فارم اور

دوسرے حصے میں had اور تیسری فارم استعمال ہوتی ہے۔

1.He had posted the letter when i reached there.

17۔ اگر فقرے میں Just یا Yet آئے تو فقرے میں has یا have کے بعد تیسری فارم استعمال کرتے

ہیں۔

- 1-He has not written a book yet.
- 2-He has just posted the letter.

past indefinite tense استعمال کیا جاتا ہے۔

- 1.We met yesterday
- 2.They went to the fair last friday

18- اگر فقرے میں know, see یا hear آئے اور sicne یا for بھی ہو تو ایسے فقرات میں perfect continuous tense کی بجائے صرف perfect tense استعمال کرتے ہیں۔

- 1-I have not seen him since Pakistan Day.
- 2-I have heard nothing from you since long.

19- اگر فقرے میں be shall be is, am, are, was were, will be میں آئے تو ایسے فقرات میں verb کی ing فارم استعمال ہوتی ہے۔

- 1-He is riding a horse.
- 2-They are running a race.
- 3-He will be doing his homework.

20- تمام passive sentence میں verb کی تیسری فارم استعمال ہوتی ہے۔

- 1-A letter was written by him.
- 2-The book was torn by the student.

21- as if یا would that والے فقرات میں فاعل کے بعد were یا had اور تیسری فارم استعمال کرتے ہیں۔

- 1-Would that I were rich.
- 2-He walked as if he had been a prince.

Exercises for Practice

Exercise No.1

Fill in the blanks with correct form of the Verb given in brackets.

1-He alwaysthe honest people. (Like)

2-The two brotherseach other. (love)

3-My watchcorrect time. (keep)

4-I dailyfor a walk. (go)

5-The peon often ----- late. (come)

Exercise No.2

Fill in the blanks with correct form of the Verb given in brackets..

1.They arein the ground now. (play)

2-Have you everthe snake? (see)

3-I -----writing this book for ten years. (write)

4-She -----a letter last night. (write)

5-His father -----in 1970. (die)

Exercise No.3

Fill in the blanks with correct form of the Verb given in brackets..

1-It -----two to make a quarrel. (take)

2-Money -----the mare go. (make)

3-Time once gone cannot be ----- . (recall)

4-Uneasy -----the head that wears a crown. (lie)

5-A drwning man -----at a straw. (catch)

Exercise No.4

Fill in the blanks with correct form of the Verb given in brackets..

1-A rolling man -----no mass. (catch)

2- There -----no use crying over split milk.(is,am, are)

3-All that glitters -----not gold.(glitter)

4-Every potter -----his own pot.(praise)

5-Every dog -----his day. (has)

Exercise No.5

Fill in the blanks with correct form of the Verb given in brackets..

1-They have ----- a song- (sing)

I am -----to college. (go)

3-She ----- a map yesterday (make)

4-What have you been -----all the night. (read)

5-I have not -----you since Eid. (see)

Exercise No.6

Fill in the blanks with correct form of the Verb given in brackets..

1-Wood -----on water. (float)

2-Iron -----in water. (sink)

3-He is -----a lie. (tell)

4-A mirror was -----by him. (break)

5-Where are you -----now? (go)

Exercise No.7

Fill in the blanks with correct form of the Verb given in brackets..

1-The hawker daily -----the newspapers. (deliver)

2.My friend ----- me yesterday. (meat)

3.What ----- your name. (be)

4.A stitch in time ----- nine. (save)

5.He has not ----- a letter yesterday. (write)

Exercise No.8

Fill in the blanks with correct form of the Verb given in brackets.

1-He often -----swear mistakes. (make)

2-He regularly -----the class. (attend)

3-The moon -----at night. (shine)

4-Honesty -----its own reward. (be)

5-She -----up early . (get)

Exercise No.9

Fill in the blanks with correct form of the Verb given in brackets

1-He----- to go out for a walk in the morning. (like)

2-The patient has -----before the doctor came. (die)

3-A gardner -----after the plants. (look)

4-They had already -----in the final. (reach)

5-She is ----- in the lawn. (sit)

Exercise No.10

Fill in the blanks with correct form of the Verb given in brackets.

1. He-----in a fagtory. (work)

2.If he -----fast,he would reach early. (run)

3.He ----- to Lahore last week. (go)

4.The dogs -----at strangers. (bark)

5-I have ----- nothing from you for many years. (hear)

Note:The paper setters are directed to follow the given pattern in letter and spirit.

MODEL PAPER 'ENGLISH'

FOR DAE (Eng-112) 1st Year Examination 204 & Onward

(Common with all technologies)

Objective**20**

Q.1(a) Select the words from the list and fill in the blank(5)

A common cause of ----- is a mistaken ambition for the boy on the part of his ----- . More often than I should wish, I find a boy who is not showing any ----- in his work and who is not trying to do it with any distinction. Because he is following a ----- mapped out by his parents, that runs counter to all of his interests and ----- .

Words: abilities-parents-direction-failure-interest

- (b) Find out the right synonym for the under lined word and encircle it. (5)
- (i) A few stars are known which are hardly bigger than earth.
 (a) almost (b) mostly
 (c) barely (d) scarcely
- (ii) We are better able to explain happenings.
 (a) incidents (b) points (c) details (d) parts
- (iii) Many students attempt seriously to make good.
 (a) dream (b) think (c) effort (d) play
- (iv) It would be interesting to inspect them.
 (a) see (b) read (c) examine (d) explore
- (v) It was my liver that was out of order.
 (a) not working (b) functional (c) retired (d) relaxing
- (c) Tick the right one word from options. (5)
- (i) A message sent in haste
 a) post man b) coriour c) quickly

- (ii) A pretender to medical skill
a) quake b) doctor c) nurse
- (iii) A substance which kills germs
a) antidote b) poison c) antiseptic
- (iv) Science of plants and herbs.
a) botany b) zoology c) biology
- (v) A pair of children born together
a) brothers b) twins c) same
- (d) Put the correct form of the verb given in the brackets (5)
- (i) The train had already _____ . (Arrive)
- (ii) I _____ him yesterday. (Meet)
- (iii) She has been _____ for years. (Sing)
- (iv) Did you _____ the letter yesterday. (post)
- (v) When I _____ the station, the train had left? (Reach)

SUBJECTIVE**80****Q NO.1 ANSWER THE FOLLOWING SHORT QUESTIONS 10x2=20**

- 1-Why is there no life on stars ?
- 2-Write a note on the beginning of life on earth?
- 3-How has the scientific method helped us in our fight against disease?
- 4-What part did astrology play in the lives of men and women in the past? Give examples.
- 5-What place would you accord to sportsmen in college?
- 6-There are some students who join college for the fun of it.Should they be allowed to stay?
- 7-How did he his summer holidays?
- 8-What did he do with his pocket money ?
- 9-Why is it difficult to destroy books ?
- 10-Why should bad books be destroyed?
- 11-What was the disease he discovered he did not have?

12-Why should he be an acquisition to the medical class ?

13-After this misadventure in the bank where did leacock keep his money?

14-Why did manager come to think that Leacock had an awful secret to reveal?

15-How does china relies on its resources?

16- Discuss Chinese agricultural system?

Q.2 Write an application to the district manager Tevta for the post of instructor. Or 10

Write an application to the principal of your college for fee concession.

Q.3 Writes a letter to a firm placing an order. 10
Or

Write a letter to a firm complaining the supply of defective goods.

Q NO.5 Attempt any two parts of the three 5+5=10

A- Change the narration of the following sentences

1-He says , "This book is very interesting."

2- The teachersaid to me, " Why were you late yesterday/ "

3-She said , " May I succeed in business! "

4- The teacher said, 'Honesty is the best policy ."

5- They said, " hurrah! We have won the match."

B) Use any five of the following pair of word in your own sentences

Affect, effect - Alter, altar - Brake, break - Cell, sell - Coma, comma -
Dose, doze - Floor, flour - Heel, heal

C) Punctuate the following

always speak the truth,said teacher to the students

Q NO.6 Write an essay (300--350 words) on one of the following topics

1-Technical education 2-Duties of a student 15

3-Science and our life

Q NO.7- Translate the following into English

15

- 1- وہ باقاعدگی سے نماز پڑھتا ہے۔ 2 سب نے مل کر کام کیا اور کامیاب ہو گئے۔ 3 استاد نے ہمیں سبق پڑھایا۔
- 4 میری تجویز نہیں مانے گی۔ 5 کیا وہ آزادی کے گیت گارہے ہیں؟ 6 وہ اپنے دوست کو ٹیلیفون کر رہا تھا۔ 7 راشد کو بیرون ملک بھیجا جا رہا تھا۔ 8 وہ سبق یاد نہیں کر رہا ہوگا۔ 9 کیا وہ سیر کو جا رہے ہوں گے؟
- 10- 3- زندگی تیزی سے گزرتی جا رہی تھی۔

یا
روزانہ کی ورزش صحت کے لیے ضروری ہے۔ یہ ہمارے جسم کو مضبوط کرتی ہے۔ ہاضما کو درست کرتی ہے۔ جو آدمی باقاعدہ ورزش کرتے ہیں وہ لطف سے کھانا کھاتے ہیں۔ ورزش سے ہم زیادہ تر تازہ ہوا اپنے پیچھے پھڑوں میں لے جاتے ہیں اور ہمارا خون صاف ہو جاتا ہے۔

