

ACTIVE AND PASSIVE VOICE

1. Tenses and Verb Forms

(a) Simple Present

Active: She sings a song.

Passive: A song is sung by her.

Is/am/are+ past participle

(b) Simple Past

Active: She sang a song.

Passive: A song was sung by her.

Was/were + Past Participle

(c) Simple Future

Active: She will Sing a song.

Passive: A song will be sung by her.

Will by / shall by + Past participle

(d) Present Continuous

Active: She is singing a song.

Passive: A song is being sung by her.

Is/am/are/+being+ past participle

(e) Past Continuous

Active: She was singing a song.

Passive: A song was being sung by her.

Was/were + being + past participle

(f) Future Continuous

No Passive

(g) Present Perfect

Active: She has sung a song.

Passive: A song has been sung by her.

Has + been + past participle

(h) Past perfect

Active: she had sung a song.

Passive: A song had been sung by her.

Had + been + past participle

(i) Future perfect

Active: She will have sung a song.

Passive: she will have been sung by her.

Will + have + been + past participle

2. Kinds of sentences

(a) Assertive Sentences

Active: He plucked a flower.

Passive: A flower was plucked by him.

(b) Imperative Sentence (Negative)

Active: Don't run in the corridor.

Passive: You are asked/ordered not turn in the corridor.

Imperative Sentence (positive)

Active: Switch off all lights at ten.

Passive: You are asked/ordered to switch off all lights at ten.

(c) Interrogative Sentence

Active: what is he doing?

Passive: What is being done by him?

Active: Did he write the story?

Passive: was the story written by him?

3. Sentences with two objects

Active: He lent me some money.

Passive: I was lent some money by him.

Some money was lent to me by him.

4. Verbs followed by Prepositions

Active: The people laughed at the clown.

Passive: The clown was laughed at by the people.

5. Sentences beginning with let

(I) Active: Let him finish the work.

Passive: let the work be finished by him.

(II) Active: Let me solve this sum.

Passive: Let this sum be solved by me.

OR

You are asked to let me solve this sum.

SPEECH-DIRECT AND INDIRECT

What is a Direct Speech? In a Direct Speech, the speaker's own words are quoted without making any change. For example,
Ravi said, "Mohit has gone to Delhi."

What is an Indirect Speech? in an Indirect Speech, the essence of the Speaker's words is given. For Example,
Ravi said that Mohit had gone to Delhi.

Some Important Points

1. In a Direct Speech-

- (a) The Speaker's actual words are placed within inverted commas ("").
- (b) His actual words start with a capital letter.
- (c) There is a comma after the reporting verb.
- (d) At the end of his actual words, a full stop or a question mark or a sign of exclamation is put according to the need of the sentence.
- (e) The tense of the speaker's words remains the same.

2. In an Indirect Speech-

- (a) Inverted commas are not used.
- (b) Only the first letter of the sentence starts with a capital letter.
- (c) There is no comma after the reporting verb.
- (d) Conjunctions like *that, to, if/whether* are used to link the reporting verb and the reported speech.
- (e) At the end of the sentence, only a full stop is put. Question marks are not allowed.
- (f) The tense of the speaker's words undergoes a change.

Note: If the speaker's words express a habitual action, a universal truth, a scientific statement, a proverb or a permanent truth, the tense of the speaker's words remain the same.

Changing Direct Speech into Indirect Speech

1. Tense And Verb Forms

(a) Simple Present-Simple Past

Direct: Rahul said to me, "I am your friend."

Indirect: Rahul told me that he was my friend.

(b) Present Continuous-Past Continuous

Direct: Rahul said, "I am playing."

Indirect: Rahul said that he was playing.

(c) Present Perfect- Past Perfect

Direct: Rahul said, "I Have done my work."

Indirect: Rahul said that he had done his work.

(d) Present Perfect Continuous – Past Perfect Continuous

Direct: Rahul said, "I have been playing since morning."

Indirect: Rahul said that he had been playing since morning.

(e) Simple Past – Past perfect

Direct: Rahul said, "I did my work."

Indirect: Rahul said that he had done his work.

(f) Past Continuous- Past perfect Continuous

Direct: Rahul said, "I was doing my work."

Indirect: Rahul said that he had been doing his work.

2. Change of Time, Place

Words showing nearness of time and place change into words showing distance, time and place.

Now-then

Ago-before

This-that

These- those

Here- there

Today- that day

Tomorrow- the following day/the next day

Yesterday-the previous day/ the day before

Last night- the previous night

Last week- the previous week

Will- would

May- might

Can- could

3. Change of Pronouns

S - First person according to subject

O - Second person according to object.

N - Third person no change.

4. Change of Different Kinds of Sentences

(a) Questions

(I) 'Wh' questions: The questions beginning with which, when, where, why, how, whose, etc. do not need any conjunction. For example,

He said to me, "which book were you reading last night?" (Direct)

He asked me which book I had been reading the previous night. (Indirect)

(II) Yes/No questions: The question that begin with helping verbs like is, am, are, was, were, will, shall, do, does, it, has, have, had, etc, that the conjunction 'if or 'whether'. For example,

The teacher said to children, "Have you finished your work?" (Direct)

The teacher asked the children if they had finished their work. (Indirect)

(b) Commands :

- (i) The imperative sentences or commands take the conjunction 'to'.
- (ii) The reporting verb 'said' or 'said to' changes into ordered, commanded, advised or requested. For example:
 The doctor said to the patient, "Take this tablet daily." (Direct)
 The doctor advised to patient to take that tablet daily. (Indirect)
 The master said to the servant, "Bring me a glass of milk." (Direct)
 The master ordered the servant to bring him a glass of milk. (Indirect)
- (c) **Exclamations :**
- (i) The reporting verb 'said' is changed into exclaimed, exclaimed with joy exclaimed with sorrow, exclaimed with wonder, wished or prayed etc.
- (ii) The conjunction 'that' is used to introduce the reported speech. For example,
 He said, "What a beautiful painting!" (Direct)
 He exclaimed with wonder that it was a beautiful painting. (Indirect)
 The boys said, "Hurrah! We have won the match." (Direct)
 The boys exclaimed with joy that they had won the match. (Indirect)
- (d) **Sentences beginning with "Let" :**
- (i) The man said to the servant, "let the children play." (Direct)
 The man asked the servant to let the children play. (Indirect)
- (ii) She said to her friend, "Let us go for a picnic." (Direct)
 She proposed to her friends that they should go for picnic. (Indirect)
- (iii) The Principal said to the peon, "Don't let the children enter my study."
 The Principal ordered the peon not to let the children enter his study. (Indirect)

Solved Example

Read the conversation below and complete the report that follows.

Lady : What a beautiful painting! Is it for sale?

Shopkeeper : No, ma'am. This painting is not for sale.

The lady exclaimed with appreciation (a)..... and inquired the shopkeeper (b) The shopkeeper answered in the negative informing the lady that(c).....

- Ans. (a)** that was a beautiful painting
(b) if that was for sale
(c) that painting was not for sale

Practice Questions

1. Rearrange the following sentences to make meaningful sentences.

- (a) Friends/Archie/movie/the/asked his / what / of they / thought /
 (b) preferred /said/book/had/the/his/friend/he
 (c) his/was/same/Ram/answer//always/said/the

2. Read the dialogue given below an report it by filling in the blanks

Traffic police : You are going too fast. You have exceeded the speed limit.

Raena : I am late for my work. Please let me go this time.

Traffic Police : Don't worry. You have to report at the Police Station only tomorrow.

The Traffic Police stopped Raena and told her that she was going very fast and that she (a)Raena pleaded with the policemen and said that (b)the traffic Police asked her not to worry and said that (c)

CONNECTORS

(a) A Connector is a word which merely join sentences or sometimes words.

Examples:

Ram and Shyam are good friends

He is thin but healthy.

(b) Connectors or conjunction may be used in pairs as well.

Example:

Either-or-either behave properly or quite the class.

Neither-not-he is good neither at studies not at sports

Bothe-and-he is both honest and hard-working.

Though-yet-though he is hurt, yet he is not complaining.

Whether-or- I do not know whether he'll come or not.

Not only-but also-he is not only foolish but also spoilt.

Note. Such connectors, also known as correlative conjunctions, are used immediately before the words to be connected.

Sometimes certain compound expressions can be used as connectors like even if, so that, as though, as well as, provide that, in order that, etc.

Examples:

I'll lend you the book provided that you return it on time.

He walks as if he were lame.

The Connectors or conjunctions are two types:

(a) Co-ordinating conjunctions which join clause of equal rank.

Example:

Listen to me or I'll complain against you.

(b) Subordinating conjunctions which join a clause with another on which it depends for its full meaning.

Example:

Wait here till I return.

We eat so that we may live.

We shall cancel the picnic if it rains.

Solved Example

Fill in the Blanks with appropriate connectors.

(a)he is my son, I love him.

(b) He has been ill.....he came here.

(c) Rama cooked food.....her sister served it.

(d) It is time to go, let us start.....

(e) Don't leave I ask you to leave.

Ans. (a) Since/As/Because (b) since (c) while (d) them (e) until

Practice Question

1. Fill in the Blanks with appropriate connectors.

(a)he was not feeling well, he did not go to the office.

(b)you sow, so shall you reap.

(c)he is a gentlemen, he is well known.

(d) it has been a long time..... I met you.

(e) I don't go for evening walk.....I am very tired after office hours.

(f) he has invited you may a time to his hour, why don't you go.....?

2. Fill in the Blanks with appropriate connectors.

(a) I worked hard.....topped my class.

(b) he his friends are responsible for breaking the seal and stealing the question papers.

(c) Sherested..... studied but went into the park.

3. Fill in the Blanks with appropriate connectors.

- (a) I study for hours..... I may top my class.
(b) He did not complete his homework.....he was punished by his class teacher.
(c) Don't cheat.....you should be caught red-handed by the invigilator.

COMPARATIVES

Degrees of Comparison

Adjectives can be compared in different ways. Look at the following examples:

Ram is tall. (Positive Degree)

Ram is taller than Shyam. (Comparative Degree)

Ram is the tallest boy in the class. (Superlative Degree)

The positive degree of an adjective is the adjective in its simplest form. It is used to denote mere existence of some quality of what we speak about.

The comparative degree of an adjective denotes a higher degree of quality than the positive and is used when two things or sets of things are compared.

The superlative degree of an adjective denotes the highest degree of quality and is used when more than two things or sets of things are compared.

Some adverbs, like adjectives, too have three degree of comparison. They are the adverbs of manner, degree and time.

Gita runs fast.

Gita runs faster than Sita. (Manner)

Gita runs the fastest of all.

He writes beautifully.

He writes more beautifully than his friends. (Degree)

His handwriting is the most beautiful of all.

He came early.

He came earlier than others. (Time)

He came the earliest of all.

Common errors:

He is superior/inferior than me. (Incorrect)

He is superior/ inferior to me. (correct)

I prefer tea than coffee. (incorrect)

I prefer tea to coffee. (Correct)

I am feeling more better than yesterday. (Incorrect)

I am feeling better than yesterday. (Correct)

Ram is tallest by in the class. (Incorrect)

Ram is the tallest boy in the class. (Correct)

Solved Example

1. Fill in the blanks with the appropriate word to complete the sentences.

- (a) However this typewriter is, I won't buy it.
(b) She economizes.....she can. Yet she cannot make ends meet.
(c) He may get a deal of salary. Nevertheless, he will not work any harder.
(d) He may be.....person on the earth but he will fail to lift that iron box.
(e) The.....boy runs very quickly. Yet he always fail to catch the bus.
(f) The sea may be adistance away. Yet those animals always reach it.

Ans. (a) cheap (b) as much as (c) great (d) the strongest (e)small (f) long

Practice Question

1. Fill the blanks with the appropriate word to complete the sentences.

- (a) What I have discovered so far in my life, is that sleep is the.....thing in the world.
(b) The.....we think, theconfused we get.
(c) She is a rose.

2. Fill the blanks with the appropriate word to complete the sentences.

- (a) Only a few cities in the world areKolkata.
(b) Some girls in her class are..... Than Radha.
(c) Kolkata University isall the other universities in India.

3. Fill the blanks with the appropriate word to complete the sentences.

- (a) His house is..... from my house that from yours.
(b) No.news is there regarding the bomb blasts.
(c) I have two sons, Ayushman and Mridul. The Former is an MBA and theis a doctor.

PREPOSITIONS

A **Preposition** is a word placed before a **noun** or a **pronoun** to show the relationship in which the person or the thing denoted by the noun stands to something else.

There are three kinds of Preposition:-

Preposition of Time	Preposition of Place	Preposition of Direction
on, at, in, until, within, before, after, by, about	on, at, in, under, over, behind, in front of, near, among, opposite, between	up, down, past, through, round, along, through, in, into, out of

Solved Example

1. Fill in the blanks appropriately.

- (a) Mild is used.....various forms.
(b) I have been knocking..... the door for the last one hour but there is no reply.
(c) He is good.....Mathematics.

Ans. (a) in (b) at (c) at

Practice Question

1. Fill in the blanks appropriately.

- (a) He felt sorry.....his mistake.
(b) It was not expected.....you.
(c) The Taj Mahal isAgra.

2. Fill in the blanks appropriately.

- (a) What was he annoyed?
(b) Where do you come.....?
(c) Where do the buses start.....?

3. Look at the words and phrases given below. Rearrange them to form meaningful sentences.

- (a) Something/ to many/ necessary/ a stamp /merely/ people/ a letter/ is/ for/ sending
(b) stamp-collecting/ regard/they/ as a/ waste/ time/ and money/ effort

- (c) people/ buying/ there are/ who/ but/ many/ love stamps

NOMINALISATION

Nominalization simply refers to changing the different parts of speech, i.e. verb, adverb or adjective, etc. to their respective noun forms.

Solved Example

Fill in the blanks with the most appropriate word.

- (a) Life is full of And we have to solve them to continue the journey.
(b) You are not fit to our.....
(c) Every beautiful thing produces.....

Ans. (a) problem (b) expectation (c) pain

Practice Question

1. Fill in the blanks with the most appropriate nominalised forms of the word.

	Adjective	Adverb	Noun
(a)	Strong	Strongly
(b)	Clear	Clearly
(c)	Vast	Vastly

2. Fill in the blanks with the most appropriate nominalised forms.

- (a) You must not borrow money from anyone as it spoils our.....
(b) One must be laborious as is hidden behind the labour only.
(c) One day or the other you will be rewarded for your meritorious.....

3. Fill in the blanks with the most appropriate nominalised forms.

- (a) Today everyone wants money, money and money, not only that he wants every
(a)..... in life but also because he wants to achieve some high
(b).....in society. He wants to be an emblem of money among his friends, relatives and above all, neighbors. He is working madly to make his
(c)..... come true. Finally he does achieve very less as compared to his hard work. But when he realizes it, it has become too late.

INTEGRATED GRAMMAR PRACTICE

Editing

The following passage has not been edited. There is an error in each line. Write the incorrect word and the correct word in the space provided.

	Incorrect	correct
(a) Legends will tell you that flamingoes is
(b) no ordinary visitors to Kutch. They were a
(c) honoured guest of King Lakho and he has
(d) forbade the hunting of flamingoes,
(e) which come to Kutch from various

- (f) parts of the world to breeding. For
 (g) centuries, the region has being a heaven for
 (h) the migratory birds. Today flamingo City, a
 (i) island of the middle of the Rann of
 kutch is strewn with bodies of flamingo chicks.

Omission

In the following passage, one word has been omitted in each line. Write the word that has been omitted along with the word that comes before it and the word that comes after it. Write your answer in the answer sheet against the correct blank numbers.

	Before	Word	After
The study fossils is very important
and helps man learn about his
own past and that of the animals lived
millions of years ago. It now developed
into separate science called 'paleontology
Fossils are not, some people think, the
remains of bodies buried ages.
Actually, there are three kinds fossils
It is chiefly the study of fossils
That we know about animal life.

Gap-filing

Fill in the blanks by writing one word in each blank. Write your answers in the answer sheet against the correct blank number.

All life on earth can ultimately be traced back (a)..... the sea. Creature with limbs (b).....fingers rather than fins (c) evolved from fishes about 335 millions years (d)....., which (e)mystery. The new fossil (f)..... in the rock formation near Scotland provides one of the few (g).....to what has been happening in these 30 million years.

Rearrange the Jumbled Words

Look at the words and phrases below. Rearrange them to form meaningful sentences. The first one has been done as an example.

Friends/I/ my/ were/ grandmother/ and/ good

My grandmother and I were good friends.

- (a) left me/ my/ city/ parents/ her/ with/ they/ in /went/ live/ when/ to/ they

 (b) morning / to/ wake/ used/ up/ the/ in/ she/ me.
 (c)
 (d) said / prayers /monotonously/ morning/ she/ her.

 (e) listened/I / loved/I/ voice/ because/ her.

 (f) always / with/ school/ she/ me/ to/ went.

 (g) school /together/ after/ walk/ always/ we/ would/ back.
