

## \* Homophones or Homonyms

Altes → अक्षर उत्तम

Altas → अक्षर

Accede → agree

Exceed → be greater than

09/12/21

Syllabus

## \* Vocabulary

- ① Antonyms
- ② Synonyms
- ③ Homophones
- ④ One word substitution
- ⑤ Idioms

10 marks

\* Essay - 1 x 14

\* Notes - 2 x 7

## \* Spoken English

• Oral Report

• Debate

• Discussion

• Telephonic conversation



\* Homophones

Homophones are the words which sounds/pronunciation are either similar or slightly different but meanings or spellings are different from one another.

Example :-

\* spelling/meaning < Write > Sound/pronunciation  
different Right (same)

Write - लिखना

Right - सही / अधिकार

\* Spelling < Alter (change) > Sound  
(different) Altar (Place of) Same  
(Worships)



1. Accede (agree) → He acceded to my request.

Exceed (be greater than) → One's expenditure should not exceed one's income.

2. Accept (to take) → He accepted the money without argument.

Except (Excluding) → Everybody except sonu attended the meeting.

3. Adopt (To take up) → He was adopted as an infant.

Adept (skilled) → He is adept at computers.

4. Affect (to pretend) → Colorado was affected by severe flooding last summer.

Effect (result) → Smoking has a harmful effect on your health.



5. Altar (Place of worship) - The priest bowed before the altar.

Alter (change) :- An old dog cannot alter its way of barking.

6. Appraise (to judge) - She walked around the side of the house to appraise the damage.

Apprise (to inform) :- Please apprise me of any changes to the document before publication.

7. Beside (by the side of) - She sat beside him during dinner.

Besides (In addition to) - He must have seen something besides tracks



8. Cast (to throw) :- They have canvassed the votes cast carefully.

Caste (A class in ancient India) - We should do away caste system.

9. Capital (wealth) :- Labour is the capital of our working men.

Capitol (government building) - Julius ceaser was murdered in the capitol.

10. Coarse (rough) - ~~She~~ My clothes were made of coarse cloth.

Course (scheduled syllabus) - She's taking a chemistry course this semester.



11. Site (location): This is the site for kidney hospital.

Sight (scene): The snow clad hills presented a beautiful sight.

Cite (quote): He cited many examples to prove his point.

12. Compliment (an expression of praise): She received compliments for her new dress.

Complement (that which completes): Some verbs need a complement to convey full sense.

13. Council (assembly): M. Kalia is a member of Punjab legislative council.

Counsel (advice): He gave me good counsel.



14. Credible (reliable): His story does not seem credible.

Creditable (worthy of credit):  
'Beat-all' is a creditable firm.

15. Desert (sandy region): A large part of Rajasthan is a desert.

16. Dessert (sweet or fruit served after meal): The dessert served in 'Maya' is better than the meal.

17. Equitable (fair, just): Judgement of Vikramaditya was always equitable.

18. Equable (steady, regular):  
There is an equable improvement in the condition of the patient.



18. Farmer (peasant) : Most of the farmers in India are poor.

Former (first in position) : Ram and shyam are twins. But the former is fairer than the latter.

19. Graceful (pleasing) : She has a graceful appearance.

Gracious (kind) : The saint has a gracious smile on his lips.

20. Great (of remarkable ability) : Pandit Nehru was a great leader.

Grate (fire place) : He was sitting behind beside the grate.



21. Honorary (without remuneration):  
Mr. Lamba is honorary  
secretary of this committee.

Honourable (worthy): Front seats  
are meant for honourable guests.

22. Hail (frozen rain drops): The  
hailstones ruined the crops.

Hale (healthy): His father  
is quite hale and hearty.

23. Judicial (legal): He was present  
at the time of judicial  
proceedings.

Judicious (wise): He took a  
very ~~a~~ judicious decision.



24. Lay (to recline) : He lay on the bed in a sad mood.

Lay (song) : She sang a humble lay.

Lie (to place something) : All the things were lying here and there in the room.

25. Lead (a heavy metal) : Lead is not a costly metal.

Lead (to conduct) : Their teacher led the way to the museum.

26. Lessen (to reduce) : The medicine lessened the pain.

Lessen (something to remember) : He learnt a lesson from his mistake.



27. Mean (signify): I don't know what he means.

Means (ways, methods): Radio and TV are good means of ~~entertainment~~ entertainment.

28. Popular (famous): Gandhi was a popular leader.

Populous (full of people): Delhi is a populous city.

29. Propose (to make a suggestion): The ~~com~~ committee proposed some changes in the syllabus.

Purpose (object): The purpose of education should be overall development of a student.



30. Past (time gone by): We should not live all the time in the past.

Passed (went by): He passed by me, without saying 'hello'.

31. Reminder (that which brings to mind): The principal sent him a reminder.

Remainder (that which remains): No remainder is left if we divide sixteen by four.

32. Personal (pertaining to person (body)): He made a personal attack on his brother.

Personnel (staff): Multinational companies pay very handsome salaries to their personnel.



33. Proceed (to go ahead): The judge asked the lawyer to proceed with his arguments.

Precede (to come before):  
Sunday precedes Monday.

34. Quiet (Silent): The teacher asked the students to be quiet.

Quite (completely): His answer was quite satisfactory.

35. Rise (to go up): Prices are rising at an enormous rate.

Raise (to bring up, to lift):  
He was raised by his grandparents.



36. Sit (to recline): He was sitting quietly.

Set (appear to move towards and below the horizon):  
The sun sets in the west.

37. Stationary (still, fixed): People in the past used to think that the sun is stationary.

Stationary (pen, paper etc):  
He is running a stationary shop.

38. Suit (legal proceeding): I have filed a suit against him.

Suit (be according to):  
The climate of Shimla does not suit me.



Suite (a set of rooms): He has taken a suite in Hotel plaza.

39. Weather (climate): The weather is usually fine after rainfall.

Whether (adverb): Whether you agree or not, your son is at fault.

40. Vain (idle): He worked hard ~~in~~ but in vain.

Vein (a blood vessel): Veins supply blood to the heart.

41. Well (a deep pit for drawing water): She fell into the well.

Well (alright): I am not well today.



## \* One word Substitution.

One word substitution is a kind of altering a group of words with a unique word according to its meaning.

Most of these words are noun and these words. These words are commonly used in our daily life, newspapers etc.

### Words

### Meaning

1. Audience - A number of people listening a lecture.
2. Altruist - One who considers the happiness and well being of others first.
3. Atheist - A person who does not believe in god.



4. Anthropologist :- One who studies the evolution of mankind.
5. Autocracy :- Government by one person.
6. Autobiography :- The life history of a person written by him.
7. Amputate :- To cut off a part of a person's body which is infected.
8. Arsenal :- A place for ammunition and weapons.
9. Archives :- A place where government or public records are kept.
10. Amateur :- A man who does a thing for pleasure and not as a profession.



## One Word Substitution

1. Abbreviation → लघुरूप

→ A shortened form of a word or phrase.

2. Accessible → सुलभ

→ Which can be approached.

3. Amateur → शौकीन

→ One who does something for pleasure.

4. Amnesia → विस्मरण

→ Loss of memory.

5. Anonymous → बिननाम

→ A book written by an unknown writer.



6. Auditor (लेखा परीक्षक)

→ A person who makes an official examination of accounts.

7. Aquarium (जल जीवालय)

→ A vessel in which fish and water ~~kept~~ plants are kept

8. Audible (श्रव्य)

→ The sound which can be heard.

9. Autobiography (आत्मकथा)

→ A book on one's life written by oneself.

10. Alien (विदेशी)

→ A person/object of a foreign origin.



11. Anarchy → अराजकता

→ Condition of no government.

12. Annihilate → पूर्ण रूप से नष्ट करना

→ To destroy completely.

13. Audience → दर्शक

→ A group of hearers

14. Bankrupt → दिवालिया

→ One who cannot pay back his debt.

15. Brittle → नाजुक

→ The thing that can be easily broken.



16. Biography → जीवन कथा

→ A book on one's life ~~when~~ written by somebody else.

17. Cemetery → कब्रगाह

→ A place where dead bodies are buried.

18. Century → शताब्दी

→ One hundred years.

19. Chef → शहराज

→ One who is trained in the art of cooking.

20. Curable → शाय

→ That which can be cured.



21. Congregation → सामुदायिक

An assembly of worshippers.

22. Credulous → विश्रुंभी

→ One who believes others easily.

23. Contemporaries → समकालीन

→ Persons living at the same time.

24. Democracy → प्रजातंत्र

→ The government formed for the people by the people.

25. Desert → रेगिस्तान

→ A place where there is no water or plantation.



26. Dictionary → शब्दकोश

→ Compilation of meanings of words.

27. Hearse → रथी

→ A vehicle that carries dead body.

28. Hoyden → अलड, युवती

→ A high spirited boisterous girl.

29. Incurable → असाध्य

→ That which cannot be cured.

30. Inflammable → ज्वलनशील

→ Something that is quickly and easily burnt.



31. Insomnia → अनिद्रा

→ Loss of sleep.

32. Ignorant → अज्ञानी

→ A person who doesn't care for anything.

33. Insoluble → अघुलनशील

→ Which can't be dissolved.

34. Invisible → अदृश्य

→ Which can't be seen.

35. Jail → जेल

A place where prisoners are kept.



36. Kindergarten → बालबाली

→ A place for small children.

37. Linguist → भाषा विद्

→ One who knows many languages.

38. Logic → तर्क

→ The science of reasoning.

39. Lunar → चंद्रमा संलक्ष

→ Eclipse of moon.

40. Library → पुस्तकालय

→ A place where books are kept.

41. Mercenary → किराये का

One who does anything for money.



42. Matrimonial → वैवाहिक

→ Concerned with marriage.

43. Museum → संग्रहालय

→ A place where items of historical and cultural value are displayed.

44. Notorious → कुख्यात

→ One who has bad reputation.

45. Omniscient → सर्वज्ञ

→ One who knows everything.

46. Opaque → न शिल्लस

Through which light can't pass.



47. Optician → प्रकाशविज्ञान  
शास्त्री

→ One who sees the brighter side of things prescribes glasses.

48. Omnipotent → सर्वशक्तिमान

→ One who is all powerful.

49. Optimist → आशावादी

→ One who sees the brighter side of things.

50. Orphanage → अनाथालय

→ A place where orphans live.

51. Panacea → रामबाण

→ A remedy for all diseases.



52. Patriot → देशभक्त

→ One who loves one's own country.

53. Pessimist → निराशावादी

→ One who looks on darker side of things.

54. Pick-pocket → पाकेटमार

→ One who steals from other's pockets.

55. Pioneer → अग्रणी

→ One who leads others.

56. Playwright → नाटककार

→ One who writes dramas.



57 Polygon → (बहुभुज)

→ A figure with many angles or sides.

58 Postmortem → शव परीक्षा

→ A study of dead bodies.

59 Posthumous → मरणोत्तर

→ A child born after the death of his father.

60 Robot → रोबोट

→ An intelligent and obedient machine like man.

61. Sculpture → मूर्तिकला

→ The art of making statues.



62. Secular → धर्म निरपेक्ष

→ One who does not favour any religion.

63. Simultaneous → ~~वक्त~~ वक्तानी

→ Happening at the same time.

64. Spokesman → प्रवक्ता

→ One who speaks on behalf of others.

65. Scholarship → छात्रवृत्ति

→ Allowance given to intelligent students.

66. Teetotaler → जी नशे में न हो

→ One who doesn't take alcoholic drinks.



67. Transparent → पारदर्शिक

→ An object through which light can pass.

68. Theist → आस्तिक

→ One who believes in God.

69. Thermometer → थर्मामीटर

→ An instrument for measuring temperature.

70. Tragedy → दुःखद

→ The story that ends in death or sorrow.

71. Usurer → खूदखोर

→ One who lends money at very high interest rates.



22 Universal → सार्वभौमिक

→ Something which is applied to all.

23 Vaccination → टीका

→ A medicine given for building immunity against diseases.

24 Voluntary → स्वैच्छिक

One's own free will.

25 Widow → विधवा

→ A woman whose husband is no more.

26 Wardrobe → वस्त्रालय

→ An almshouse where clothes are kept.



27. Zoo

→ चिड़ियाघर

→ A place where animals and birds are kept.



# Synonyms (Similar words)

1. Abandon      Discard
2. Adversity      Difficulty
3. Affluent      Rich
4. Bonus      Award
5. Bitter      Acid
6. Bold      Fearless
7. Brave      Fearless
8. Confirmation      Proof
9. Decent      Honourable
10. Detain      Hold
11. Dogma      Belief
12. Develop      Grow



13. Discover      Reveal

14. Display      Disclose

15. Distribute      Divide

16. Dull      Stupid

17. Damage      Harm

18. Divine      Heavenly

19. Eager      Earnest

20. Exhaust      Deplete

21. Effort      Attempt

22. Encourage      Inspire

23. Enemy      Foe

24. Furious      Angry



25. Fade Pale

26. Forbid Ban

27. Fatal Deadly

28. Fate Destiny

29. Ferocious Wild

30. Genuine Actual

31. Gloomy Cheerless

32. Guarantee Assure

33. Gift Present

34. Grief Sorrow

35. Habitual Accustomed

36. Harmless Inoffensive



- 37. Hasty                      Hurried
- 38. Hard                      Difficult
- 39. Horror                      Terror
- 40. Humble                      Meek
- 41. Idle                      Lazy
- 42. Immense                      Huge
- 43. Isolate                      Detach
- 44. Ideal                      Example
- 45. Independence                      Freedom
- 46. Infinite                      Boundless
- 47. Justification                      Excuse
- 48. Jolly                      Cheerful



49. Keen

Clever

50. Lucky

Fortunate

51. Match

Agree

52. Mean

Petty

53. Nature

Character

54. Nice

Affable

55. Obedient

Faithful

56. Omit

Remove

57. Passive

Inactive

58. Plead

Request

59. Postpone

Delay

60. Praise

Admire



61. Pray Beg

62. Prevent Stop

63. Prize Award

64. Protect Defend

65. Quarrel Dispute

66. Quiet Peaceful

67. Realise Fulfill

68. Reliable Trustworthy

69. Raise Increase

70. Release Free

71. Rigid Stiff

72. Rude Barbaric



73. Significant Important

74. Splendid Grand

75. Strange Odd

76. Struggle Strive

77. Tough Aggressive

78. Teach Train

79. Trust Faith

80. Variety Diversity



# Antonyms Opposite Words

Page No. 08

Date \_\_\_\_\_

1. Always      Never
2. Begin      End
3. Awake      Sleep
4. Day      Night
5. New      Old
6. Above      Below
7. Dry      Wet
8. Narrow      Wide
9. Buy      Sell
10. False      True
11. Useful      Useless
12. Life      Death



13. Far Near

14. Enjoy Suffer

15. Fast Slow

16. Up Down

17. Happy Sad

18. Fat Slim

19. Victory Defeat

20. Possible Impossible

21. Direct Indirect

22. Cold Hot

23. Dirty Clean

24. Before After



25. Bad Good

26. Clever Foolish

27. Fail Pass

28. Love Hate

29. Big Small

30. Difficult Easy

31. Poor Rich

32. Weak Strong

33. Early Late

34. Empty Full

35. Presence Absence

36. Evening Morning



37. In Out

38. Friend Enemy

39. Kind Cruel

40. Forget Remember

41. Beautiful Ugly

42. Come Go

43. Lend Borrow

44. Guilty Innocent

45. Sweet Sour

46. Old Young

47. Profit Loss

48. Attack Defend



49. Open Close

50. Punish Reward

51. Rude Polite

52. Transparent Opaque

53. Virtue Vice

54. Rapid Slow

55. Mature Immature

56. Intentional Accidental

57. Exterior Interior

58. Deep Shallow

59. Bold Timid

60. Classic Romantic



61. Trust Distrust

62. Wide Narrow

63. Black White

64. Weal Woe

65. Honest Dishonest

66. Junior Senior

67. Obey Disobey

68. Agree Disagree

69. Blunt Sharp

70. Permanent Temporary

71. Soft Hard

72. Top Bottom



73. Sunny

Cloudy

74. Pure

Impure

75. Peace

War

76. Knowledge

Ignorance

77. Include

Exclude

78. Frequent

Seldom

79. Blame

Praise

80. Familiar

Unfamiliar

81. Sin

Virtue

82. Real

Artificial



COMMUNICATIVE ENGLISH

## 1. Basic Grammar :

Structural pattern, single word substitution:  
Editing tenses of verbs.

## 2. Common errors, comparison, Syntax.

## 3. Antonyms, Homonyms, Comprehension, based on topics of Science and Technology.

## 4. Precise, Paragraph Writing, Technical description.

## 5. Explanation (Worked Expansion (Worked and phrase)

## 6. Official Correspondence, Memorandum, Circular letter.

## 7. Applying for a job, Resume.

## 8. Business Correspondence, Report Writing, E-mail.

## 9. Phonetics (Symbol and Transcription), Pronunciation.

## 10. Reading - developing Reading skill.

## 11. Group Discussion.



\* Grammar:

Grammar is the logic of the language.

Its purpose is not to torture you but to help you to think, speak and write correctly.

English Grammar help us to communicate our ideas correctly.

\* Letter

A letter is the smallest unit of a language with the help of which we write an English word.

Ex → Letters      Words

A, p, p, l, e - Apple

P, e, n - Pen

C, h, a, i, r - Chair

\* Note :-

(i) There are 26 letters in English alphabet.

Q. A letter can be written in how many ways?

→ A letter can be written in two ~~use~~ ways.

(a) Capital letter

→ A, B, C, D, E, F, G, H, I, J, K, L, M, N,  
O, P, Q, R, S, T, U, V, W, X, Y, Z.



## (b) Small letters

→ a, b, c, d, e, f, g, h, i, j, k, l, m, n,  
o, p, q, r, s, t, u, v, w, x, y, z.

### \* Alphabet:

An alphabet is a set of letters in a fixed order. This fixed order is known as "alphabetical order" or "ABC order".

\* Note:- Number of alphabet = 01.

### \* Vowels:

A, E, I, O, U are called vowels.

\* Note:- Number of vowels = 5

### \* Consonants:

All the letters except a, e, i, o, and u are called consonants.

Ex → B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S,  
T, V, W, X, Y, Z

\* Note:- No. of consonants = 21



\* Semi-vowels

W and Y are called semi-vowels. When they are in the beginning of a word, they are consonants. When they are not in the beginning of the word, they are called semi-vowels.

Ex → Week - Consonant

Yak - Consonant

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Word (शब्द)

A group of letters that shows/conveys any sense is called a word.

In other words a meaningful group of letters is called a word.

Examples :- Chair, Table, Pen, dog, book, mobile, etc.

Note :- The correct order of letters in a word is necessary to give a sense.

The letters in a word are placed in proper order so that they make any sense.

Ex- epn ✗

pen ✓

We cannot write 'epn' in place of 'pen'.



\* Arrange these given words in proper order to give a sense.

Incorrect words

Correct words

1. Chiar	—	Chair
2. Pyla	—	Play
3. tma	—	mat
4. elphenant	—	elephant.
5. Moblie	—	Mobile
6. Adcie	—	Acid
7. Memoarble	—	Memorable
8. Meomay	—	Memory
9. Pnoos	—	Soon
10. dgo	—	dog.

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Sentence:-

A group of words which makes complete sense is called a sentence.

A sentence is a complete thought expressed in words.

or,

A group of words used to say something about a person or thing and which makes complete sense is called a sentence.

or,

A word or group of words that makes complete sense is called a sentence.



Examples:- • Australia is a small continent.

- You are a good person in your family.
- Donald Trump was the former president of America.
- She is not a tall girl.
- Why are you not interested in English language?
- How clever Catherine is!
- May you live long!
- Please teach him two hours.
- Go.
- Come
- Go there
- Do this work.
- Run.



SentenceNotes:-

1. A sentence always begins with a capital.

Ex → Rahul is a tall boy.

rahul is a tall boy. X

2. We use full stop (.), question mark (?) and sign of exclamation (!) at the end of a sentence.

Ex:- You are not interested in study. (Full stop).

Who teaches you? (Question mark).

(or sign of interrogation)

May our president live long! (Sign of exclamation)

What a beautiful sight it is!

- Parts of a sentence

It has two parts:-

(i) The Subject

(ii) The predicate.



(1) The subject.

The subject in a sentence tells 'Who or What' ; performs the action.

It is typically a noun or pronoun.

Ex:- The carpenter makes a chair.

↓

Subject

I teach you English

↓

Subject

or,

I teach English to you.

(2) The predicate :-

The predicate is the part of a sentence that tells what the subject does.

Ex:- The carpenter makes a chair.

↓

Predicate.

Some student are laborious.

↓

Predicate.



Note:-

(i) A verb is the "heart of the predicate".

Ex :- I am a student.

↓                      ↓  
Verb                      Predicate

You can speak english fluently.

↓  
Predicate.

(ii) A predicate can be many words or one word and always contains a verb.

Ex:- Dogs bark.

↓                      ↓  
Subject                      Predicate (one word)

People speak hindi in some parts of Bihar.

↓  
Subject                      Predicate (many words)



\* Features of a sentence:

1. A sentence always begins with a capital letter.

As :- rahul is not an intelligent boy.

→ Rahul is not an intelligent boy.

2. We give a full stop (.), a question mark (?) and an exclamation mark (!) at the end of a sentence.

ex:- India is a developing country in this world. [Full stop]

Who teaches you English? (question mark)

How clever you are! (Exclamation mark)

3. The words in a sentence are placed in their proper order to make complete sense.

or,  
The correct order of words in a sentence is necessary to give complete sense.

Ex:-> Bright shines the sun.

The sun shines bright.



Kolkata is on the banks of the river Hooghly.

Kolkata is on the banks of the river Hooghly.

4. There are no rules about the number of words in a sentence. The only basic needs of a sentence is: It must make complete sense.

Sometimes a sentence may be made up of just one word:

Examples: Go. (जाओ)

Come. (आओ)

Go there.

Ready. (तैयार हो जाओ।)

Steady. (शाबधान हो जाओ।)

5. If we do not use words correctly, our sentences will not make sense.

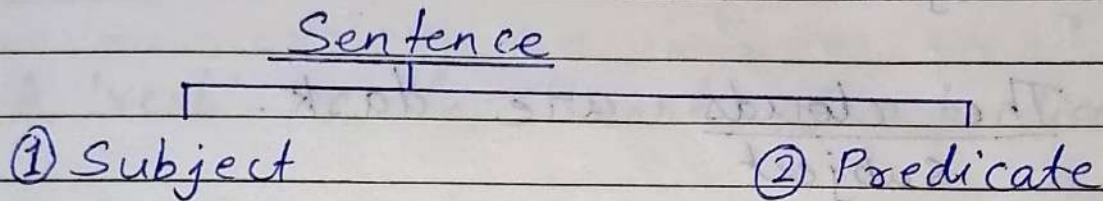
6. Sentences are either positive (Affirmative) or negative.



## Parts of a sentence.

A sentence has two parts :

The subject and The predicate.



### 1. Subject :

The subject in a sentence tells 'who/what' performs the action. It is typically a ~~an~~ noun or a pronoun.

Ex:- The carpenter makes a chair.

↓  
Subject

You are very friendly.

↓  
Subject

The doer of an action is called a subject.

A subject is the person or thing that is doing an action.



Ex:- The sun rises in the east.  
subject

Rahul is sleeping in his room.  
subject.

The clouds are dark.  
subject

## 2. Predicate.

The predicate is the part of a sentence that tells what the subject does.

The predicate of the sentence is the part that contains a verb.

The part which tells something about the subject is called the predicate of the sentence.

Ex:- The carpenter makes a chair.  
subject predicate.











\* Remember

1. A phrase does not have a verb, subject or predicate.
2. A sentence can be made longer by adding a phrase.

Ex:- They reached home,  
 sub                      verb  
 predicate.

They reached home in the morning.  
 sub                      verb                      phrase.

or,

We can make a sentence longer by adding a phrase.

3. A phrase can be used in a sentence as a noun, adjective or adverb.

Ex: Best friend (Noun phrase)  
 Very pretty (Adjective phrases)  
 Really slowly (Adverb phrases) etc.



4. A phrase is also used as a subject in a subject sentence.

Ex: - How to do is a problem.

↓

phrase (subject)

What not to do is a problem.

phrase

What to do is not decided.

phrase.

Gagan has a chain which is made of gold.

phrase.

Subject

### Structure of a simple sentence.

A simple assertive sentence may have many structures. A common structure is as follows:

The naughty Alisha walks gracefully in the park.

↓ Adjective

sub

↓ verb

↓ Adverb

↓ phrase.

Article

verb

Adverb

phrase.











## Types of sentences

On the basis of 'sense' sentences are divided into five categories.

They are followings below:

- ① Assertive sentence
- ② Interrogative sentence
- ③ Imperative sentence.
- ④ Optative sentence
- ⑤ Exclamatory sentence.

### 1. Assertive Sentence. or, Declarative sentence.

The sentence which makes a general statement is called an assertive sentence.

or,

A declarative or an assertive sentence conveys information or makes a statement.

Ex:- There will be a power cut from two to four in the afternoon.

• You are a doctor.

• She is not interested in teaching.







→ Assertive sentences are of two types:

① Affirmative sentence or positive sentence.

② Negative sentence.

### ① Affirmative sentence

The sentence that conveys a positive meaning is called an affirmative sentence.

Affirmative = Positive meaning  
sentence

Ex:- The government has made some major changes in the education policy this year.

- The electrician has left some of his tools behind.
- It is a ~~big~~ joy to watch the sunset with family and friends.
- Aman is an honest boy.



## Note :-

A 'positive or affirmative sentences' tells us that something happens or exists.

Your principal observes/watches

Your daily activities in the campus.

You all are students of this college.

## B. Negative Sentences.

The sentence that conveys a negative meaning is called a negative sentence.

Negative Sentence = Negative meaning

Ex:- We cannot talk in Japanese languages.

People cannot breathe easily at high altitudes.

Cats do not usually bond with humans.



- There is no need for installing ceiling fans in cold places.
- I do not know the answer to the question.

\* A sentence containing words like "no, not, nothing, never, etc" in it is called a negative sentence.

Note :-

① A negative sentence contains words like not or never.

Ex:- They do not leave their team.  
You never speak the truth.

② A 'negative sentence' tells us that something does not happen or exist.

Ex:- Ann is not a dancer.

• Rohit and Rohan are not friends.

• They are not good neighbours.

• Some childrens were not present.











Note :-

① After using 'do/does' in a sentence, we do not use 's/es' in the verb.

Ex :- Ravi does not runs fast. ✗

Ravi ~~do~~ does not run fast. ✓

② We ~~can~~ write the 'first form of a verb' in a sentence after using 'did' in the sentence.

Ex :- We did not took tea. ✗

We did not take tea. ✓

2. The negative sentences in present continuous or past continuous tense are formed in the following way.

S + is/am/are/was/were + not + V<sup>1</sup> (Ing) + ob

Ex: We are doing ~~these~~ this work.  
(present continuous tense).



We are not doing this work.

- They were studying for the examination (past continuous tense)
- They were not studying for the examination.

3. The negative sentences containing have/has/had are formed as follows:-

S + have/has/had + not + V<sup>3</sup> + Db

As :- You have done your work.  
→ You have not done your work.

They had completed their work on time.  
→ They had not completed their work on time.

He has written a letter  
→ He has not written a letter.

4. Sentences containing have/has/had show possession.

To show possession, It is more common to use have/has/had.



The negative sentences containing have / has / had can be formed in the following way :-

S + have / has / had + Noun

S + does not / do not / did not + have + Noun

Ex:- He has a bicycle.  
C.N.

→ He does not have a bicycle.

• They have a car.

→ ~~They had a farm house.~~

→ They ~~has~~ do not have a car.

• They had a farm house.

→ They did not have a farm house.

S. 'No' is another negative word which means 'not any'.

S + has / have / had + U.N. / P.C.N

S + has / have / had + not + U.N. / P.C.N



Ex → I have rice.  
U.N.

→ I have no rice.

• You have pens.

→ you have no pens.

6. To make negative sentences, we use negative words like 'not', 'no', 'never', 'none', 'nobody', 'nothing', 'neither', 'nor' etc.

Examples:- Somebody is in the room.

→ Nobody is in the room.

• There was something in the box.

→ There was nothing in the box.

• They have a computer.

→ They do not have a computer.

• Akash is neither American or Australian.

→ Akash is neither American nor Australian.



Workout:-

Q. Change these assertive sentences into negative sentences. One has been done for you.

1. I know the answer to the question.

→ I do not know the answer to the question.

2. Ritu comes here on Saturdays.

3. The herd of elephants found

plenty of food in the forest.

4. Yash and I went to the theme park yesterday.



## Interrogative Sentence.

A sentence that asks a question is called an Interrogative sentence.

or

An Interrogative sentence asks a question.

As :- Do you like reading?

- Why haven't you completed your home work?

Is Ravi in the park?

Will she make the rangoli?

Were Ram and Rahul renowned businessmen?

Will she arrive tomorrow?

### Note!

- (i) In an Interrogative sentence, the auxiliary verb (Helping verb) is placed before the subject.

As :- Will you go there?  
H.V. Sub.







Ex :- Are you ~~feel~~ feeling better today? (H.V.)

Did you bring your new notebook?

Is it you sir, who wrote this book?  
(क्या आप ही हैं सर जो इस किताब की लिखे हैं?)

Do you want to say something?

### \* Remember:

Auxiliary verbs are verbs that help to form the tenses and voices of other verbs. They are also called the helping verbs.

Ex :- Be (Is, am, are, was, were).

do (do, does, did).

have (has, have, had)

Modals (can, could, may, might, etc)

Note :- Numbers of Helping verbs = 24.

Ex :- Is, Am, are, was, were, has, have, had, do, does, did, shall, will, should, would, must, ought to, Dare, Need, used to, can, could, may, might.



## (B) Wh- Question.

A wh-question is formed with question words like what, when, where, who, why, which.

Since most of these question words begin with 'wh' - they are referred to as 'wh-question-words'.

Such questions cannot be answered in yes or no. They have to be answered with a statement.

Ex.: When does the bus arrive?  
wh. q.w.

- Who has the key to the door?
- Where is Akash?
- Why are you concerned?
- Why do you concern?

### \* Wh- questions can begin with :

- (i) Interrogative pronouns: Who, whose, whom, what, ~~when~~, which.
- (ii) Interrogative adjectives: What, sweets, which boy, whose pencil etc.



(iii) Interrogative adverbs: When, where, why, how, how long, how far, how often, how soon.

(iv) Interrogative pronouns like 'who', 'whose' and 'whom' are used to ask questions about people.

As :- who has written this book?

→ Aristotle has written this book.

Whose is this pencil?

→ This pencil is mine.

Whom do you want to invite for the party?

→ I want to ~~invite~~ invite sanjay and somya for the party.

Whom do you love?

→ You love your parents.

• Whose is this book?

→ This book is yours.







As: - What is your father?

→ My father is a doctor.

• What is in that cupboard?

→ My books are in that cupboard.

③ Which

'Which' is used to ask a question about particular persons or things.

As which is your book?

→ Othello is my book.

Which of you is the head boy in your class?

→ Aman is the head boy in your class.

★ No slipping:

Now in informal conversation, It is common to use 'who' in ~~the~~ place of 'whom'.

As: Whom did you speak to?  
who did you speak to?



## ★ Always Remember

An interrogative adjective is followed by a noun or a pronoun in the sentence. An Interrogative pronoun is generally followed by a verb.

Ex: What colour is ~~to~~ her new dress?  
I. Adj      Noun

What is the colour of her new dress?  
I. pronoun      verb

## ★ Interrogative Adverbs

### ① How

It is used to ask about 'manner'.

As - How did you make this curry?

### ② When :-

It is used to ask about 'time'.

As - When does the train arrive?



### ③ How far:

It is used to ask about 'degree'.

As - How far is the museum from here?

### ④ Why

It is used to ask about 'reason'.

As :- Why do you want to go there?

### ⑤ Where

It is used to ask about 'place'.

As: where can I find her?

### ⑥ How often:

It is used to ask about 'frequency'.

As How often do you travel?

How often do you take tea in a day?



⑦ How much

It is used to ask about 'quantity' / 'amount'. It is only used with uncountable nouns.

Ex: - How much did you pay?

How much money do you have?

⑧ How many

It is used to ask about 'quantity' of something. It is only used with plural countable nouns.

As: - How many days are there in January?

How many students are in your class?

Q. Change these assertive sentences to both 'yes/no questions' and 'wh questions'. One has been done for you.

- ① Suman and Jiya are going to school.  
→ Are Suman and Jiya are going to school?  
(yes/no question)



- Where are Suman and Jiya going?  
- (Wh-question).
- ② The chief guest will arrive at 11 o'clock.
- ③ Seema has invited us for the house-warming ceremony.
- ④ The scientist decided to write a book about his discoveries.
- ⑤ My friend was the winner of the competition.



⑥ The president will inaugurate the trade fair.

⑦ The professor will be giving a talk on her research project on Monday.

⑧ Shepra's mother has agreed to share her family-friendly recipes in her new cookbook.



⑨ Henna and her sister use herbs to make home-made soaps.

⑩ The old man was instrumental in bringing about an end to the conflict.



## ★ Rules for making Interrogative sentences (questions):

- ① The 'helping verb' comes before the subject and the main verb comes after the subject.

As :- We are going to the market.

sub      H.V      main verb

Are we going to the market?

- ② Interrogative sentences may also begin with words like when, where, why, who, whose, what, whom and how. Questions words are placed in the beginning of the sentences.

As :- Where are you going?

↑                    ↑                    ↑                    ↑  
 Question    Helping                    Main verb.  
 word            verb

↑  
 subject

- ③ Use of questions tag:

In spoken English, It is a common practice to make statement and ask for confirmation.







Examples:

- This story teaches us a moral.

→ Does this story teach us a moral?

- Rahul gets up early?

→ Does Rahul get up early?

- The boy enjoyed playing.

→ Did the boy enjoy playing?

- She did the work on time.

→ Did she do the work on time?

- Harshita and Sarita go to the village school?

→ Do Harshita and Sarita go to the village school?

② The interrogative sentences in present continuous and past continuous tenses are in the following way.

Is/am/are / was/were + sub + present participle (ing form) / v<sup>t</sup> + obj + ?



A: → Sagar is eating an ice-cream.

→ Is Sagar eating an ice-cream?

• They are going to the market.  
→ Are they going to the market?

• Heena is washing clothes.  
→ Is Heena washing clothes?

• I am cleaning my room.  
→ Am I cleaning my room?

• He was doing his work?  
→ ~~Roma and her mother were~~  
~~cooking food.~~

→ Was he doing his work?

• Roma and her mother were  
cooking food.

→ Were Roma and her mother  
cooking food?

Q. Turn the following sentences into interrogative sentences.

① I am doing my ~~home~~ homework.



- ② The girls have gone to the dance class.
- ③ He was absent from class yesterday.
- ④ Ravi is ~~sat~~ reading a book.
- ⑤ The carpenter has made a chair.
- ⑥ The boys are playing football.
- ⑦ The cow is useful animal.
- ⑧ She was suffering from jaundice.
- ⑨ This his his shirt.



③ Use of question words.

If any 'Question word' or 'Question word + Noun' is the subject of a sentence, the structure of the interrogative sentence will be formed in the following way:

Question word + verb + O.M + ?  
 Question word + Noun + verb + O.M + ?

Examples:- Who will come ?

↑                      ↙  
 Question            verb  
 word

Who will beat you ?  
 O.W            verb                      O.M.

Who knows you?

Who has seen the wind?

Who can answer the question?

Whose pen is red ?

↑                      ↑  
 Question            Noun  
 word

Whose cows is grazing there ?  
 O.W            Noun                      verb                      O.M.







Exercise:

- Q. Using the question word given in the bracket frame questions to which the following may be suitable answers:

Examples:

- ① Ram reads in class VIII. (what)  
→ What class does Ram read in?
- ② My mother came yesterday. (when)  
→ When did your mother come?
- ③ He will buy four horses. (How many)  
→ How many horses will he buy?
- ④ Ram killed Ravan. (who)  
→ Who killed Ravan?
- ⑤ The girl is six years old. (How old)  
→ How old is the girl?
- ⑥ He came here for books. (why)  
→ Why did he come here?
- ⑦ I have four cows. (How many)  
→ How many cows do you have?



⑧ This is Mohan's dog. (whose)  
→ Whose dog is this?

① My name is Suman. (what)

② I live at Gaya. (where)

③ He gets up at 5 o'clock in the morning. (when)

④ They bought four horses. (How many)

⑤ She dances very beautifully. (How)

⑥ Who taught my son. (who)

⑦ I beat the wicked boy. (whom)



- ⑧ The train starts at 10 o'clock. (when)
- ⑨ Birds love to fly here and there. (what)
- ⑩ The match will start now. (when)
- ⑪ Raju and Vinay are my friends. (who)
- ⑫ It is Monday today. (what day)
- ⑬ She has four sons. (How many sons)
- ⑭ There are 400 students in this school. (How many)



- ⑮ This is Mohan's dog. (Whose dog)
- ⑯ The wall is ten feet high. (How high)
- ⑰ I am ten minutes late. (How late)
- ⑱ He eats five mangoes everyday. (How many mangoes)
- ⑲ My son is ten years old. (How old)
- ⑳ He wants this book. (Which book)
- ㉑ John broke Mohan's window. (Whose window)



22) My mother gave me sweets. (What)

23) The cat has two eyes. (How many eyes)

24) Ram loves her mother very much. (Who)

25) He ~~saw~~ Ram - loves his mother very much. (How much)

26) He saw a thief last night. (What)

27) He saw a thief last night. (When)







As: Sonali won the first prize in the dancing competition, didn't she? (No auxiliary verb in the main sentence).

- ③ The subject also remains the same in both statement and question tag, we use the pronoun of the same person as the subject for the question tag.

As: They ~~want~~ went to the mall, didn't they? (same subject).

Madhu is very polite, isn't she?  
(same person pronoun, used for the subject)

- ④ There are two types of question tags:

Ⓐ Positive question tags.

Ⓑ Negative question tags.

Positive question tags are used with negative statements, while negative question tags are used with positive statements.



Examples:

Prateek has scored excellent marks, hasn't he? (positive statement, negative question tag.)

Yanni hasn't finished her project work, has she? (negative statement positive question tag)

⑤ The tense remains the same for both the statement and question tag.

⑥ We usually use short forms of the negative in the question tags.

Examples : haven't, aren't, isn't, didn't, wasn't etc.

\* Always remember.

① The question tag for "I am" is "aren't I".

As: I am hard working, aren't I?



## ② In imperative Sentences,

- ① After positive commands, both "will you?" and "won't you?" can be used. Both are correct.

Example:- please sit down, will you?

Please sit down, won't you?

- (ii) After ~~no~~ negative commands, only "will you?" can be used.

Example: Don't forget to switch off the fan, will you?

- (iii) After "Let us", we use "shall we?"

As :- Let us wait for the bus for five more minutes, shall we?

a. Write the question tag of these given sentences below.

- ① Ravi and Rohan are great photographers.



② Sanjay is a very knowledgeable person.

③ Please ~~do~~ close the door of the refrigerator.

④ I am being fair to everyone here.

⑤ Tisha didn't participate in the dance competition.

⑥ ~~8~~

⑥ she ~~don't~~ did not sing well.

⑦ You know the truth.

⑧ we go to the market.



9) Aman does not play hockey.

10) You wrote a letter to your friends.



Q Put these sentences into interrogative sentences.

① You speak the truth.

② I never did these type of work.

③ They had gone to Mumbai.

④ We were going there for beating him!

⑤ He watches you, she ~~is preparing for~~ the examination.

⑥ She is preparing for the examination

⑦ People speak bhojpuri in bihar.



⑧ India is a developing country.

⑨ You speak English fluently.

⑩ Your sound is not good.

Q. ⑩ Put these sentences into assertive sentences.

① Why have you completed your homework?

② Was he telling a lie?

③ Will you be singing a song in your coming life?

④ Had we broken the chair?



- ⑤ Does Raman speak the truth?
- ⑥ Did you take tea?
- ⑦ Should you do your work on time?
- ⑧ Can I step in your house?
- ⑨ Could Aman beat you?
- ⑩ Can I do this work?



## Imperative Sentence :

The sentence which gives a command or instructions, makes a request or offers an advice is called an Imperative sentence.

- It begins with a 'capital letter' and ends with a 'full stop (.)'.
- The subject "you" is implied in imperative sentences.

(OR)

The sentence that expresses an order, a request, a prohibition or a piece of advice is called an Imperative sentence.

### Examples :-

Bring a glass of water. (order)

Please help me clean up the drive way. (request)

Please help me. (request)

Do not drive without a license. (Instructions)

Call in the messengers. (command)







★ Workout:

Classify these sentences as 'commands, advices or requests'.

- 1.) Please go to the kitchen and fetch me a glass of water. (requests)
- 2.) Don't step on the wollen carpet with your dirty shoes. (commands)
- 3.) Mother, please wake me up at 6 in the morning. (requests)
- 4.) You need to visit a doctor for your ill ~~need~~ health. (advices)
- 5.) Go to your room immediately. (commands)
- 6.) Exercise daily to keep healthy. (advices)
- 7.) Do your work on ~~the~~ time. (commands)
- 8.) Don't see here and there. (commands)
- 9.) Please teach me an hour daily. (requests)
- 10.) Get out from the class. (commands)



## Optative sentences

The sentence which expresses some curse, blessing, prayer, or wish is called an optative sentence.

As :- May you die of ~~chlo~~ cholera!

May God help you!

May God save the king!

May the king live long!

May he get success!

May the soul of Gandhiji get peace in the Heaven!

Note: - ① Optative usually begins with 'May' and ends with "exclamation sign (!)".

As :- May the our president live long!

② 'May' can be hide in some sentences, however, there is no change in the sense.

As - God bless you!

or, May God bless you!

Long live our friendship!



Long live the king!

God save the king!

### Exclamatory Sentence

The sentence which expresses some sudden or strong feeling of the mind such as surprise, joy, sorrow, admiration, appreciation and shock is called an exclamatory sentence.

It begins with a capital letter and ends with an exclamation mark (!).

As:- How beautiful the scene is!  
(कितना सुंदर यह दृश्य है!)

What a problem it is!

Oh, how long this queue is!

Dear goddess, hear the prayers of the people!

What a lucky day this has turned out to be!

How dark the night it is!

Well done! Mohan.



Note :-

- ① The exclamatory sentence can begin with a question word like "how" and "what", but it does not ask a question.

As :- What a great playwright Shakespeare was!

How beautiful the girl is!

What a great singer Kumar Sanu!

- ② For emphasis, the word order is changed in an exclamatory sentence.

As :- The weaver bird builds its nest skillfully.  
(subject) (verb)

:- How skillfully the weaver bird builds its nest!  
↓ subject. verb

New word is added

→ The scene is very beautiful.  
Sub. verb

How beautiful the scene is!



## No Slipping

We often make mistakes in the order in which words should usually be written in a sentence. In particular, many speakers frame questions without investing the order in which the subject and the helping verb are placed.

### Example:-

What you have got from the market? (x)  
What have you got from the market? (✓)

Exclamatory sentences are also often incorrectly formulated. Remember that the adjective in an exclamatory sentence usually comes after, before the the subject and the verb of the sentence.

### Example :-

How it is hot today! (x)  
How hot it is today! (✓)  
Adj sub verb

### Workout :-

Change these assertive sentences into exclamatory sentences.



1.) Riya answered every question quickly.

→ How quickly Riya answered every question!

2.) The baby look so cute.

→ How cute the baby look!

3.) Gandhiji was a great leader.

→ What a great leader of Gandhiji was!

4.) The old man waited for his turn patiently.

→ How patiently the old man waited for his turn!

5.) The knife has a very sharp edge.

→ What a sharp edge the knife has!

6.) It was a memorable trip.

→ What a memorable trip it was!

7.) It is a very good book.

→ What a good book it is!



## Remember :-

1.) Learners may note that we use sentences for four main purposes:

- (i) to make a statement.
- (ii) to ask a question.
- (iii) to give order / request,
- (iv) to make an exclamation.

## Conversation

Read this conversation between a student and a librarian. Identify the declarative, interrogative, imperative, exclamatory sentences used in the conversation.

Student :- Good morning, ma'am.

Librarian :- Good morning, Himanshu.  
How are you today?

Student :- I am fine, ma'am.  
Thank you!

Librarian :- Which book do you need today?

Student :- I need A Thousand Splendid Suns by Khalid Hosseini.



Librarian :- What a wonderful book it is!  
Go straight. You will find it on  
the third shelf to your right.

Student: I got the book.

Librarian: Good. Can I see your library  
card, please?

Student: Sure, here it is.

Librarian: Ok. Please put a signature here.

Student: Done ma'am.

Librarian: Here is the book, Remember  
to return it within 15 days.

Student: Thank you ma'am. I will return  
it in time.

Librarian: All right.

Q.2. Some delegates from another college are  
visiting your school. Give them direction  
to reach these places. Use imperative sentences.

1. The way to the principal's room from the lobby.
2. From the principal's room to the library.
3. From the library to the basketball court/  
playground.
4. From the playground to the canteen.



## ★ Interchange of Exclamatory and Assertive Sentences.

### Exclamatory Sentence.

The sentence expresses the sudden feelings of our mind such as - surprise, sadness or sorrow, joy, hate, anger, praise or desire.

These feelings can be expressed in the form of simple and clear, it can be transformed into "assertive sentence".

For Ex:

Suppose, you see a beautiful site and you say suddenly - 'How beautiful the scene is!' - This statement is an exclamatory sentence.

Now you can say this thing or statement in the form of simple and clear like :- 'The scene is very beautiful'. → This statement is an assertive sentence.

So, after understanding the sense of exclamatory sentences, we can transform it into assertive sentences and simple similarly, assertive sentences, can be transformed into exclamatory sentences.



\* To understand the process of transformation, deeply study the following rule:

1) Exclamatory sentences that start with 'What/How' can be transform into assertive in the following ways.

a) Start the assertive sentences from the order of 'subject + verb'.

b) Use 'very' instead of 'What/How' if adjective/adverb is after 'What/How' use one out of 'great, fine, lovely, wonderful, strange, peculiar, terrible' etc instead of verb 'What' if the noun comes after 'what'.

Examples:

• What a good book it is! (Exclamatory sentence)  
Adj

→ It is a very good book (Assertive sentences)

• What a beautiful scene this is!

→ This is a very beautiful scene.  
adj

• How fast he runs!  
adj

→ He runs very fast.



- How cold it is!  
adj
- It is very cold.
- What a problem, it is!  
noun
- It is a great problem.
- What a fall it is!  
noun
- It is a terrible fall.
- It is a great / big fall.
- What a piece of work is man!  
noun
- Man is a strange piece of work.  
or
- Man is a wonderful piece of work.
- What a creature it is!
- It is a wonderful / peculiar / strange creature.
- What a fool you are!
- You are a great fool.
- What a sight it is!
- It is a lovely sight.



\* Change the following exclamatory sentence into assertive sentences.

Q. What a charming site it is!

→ It is a very charming site.

Q. What a beautiful girl she was!

→ She was a very beautiful girl.

Q. How dark the night is!

→ The night is very dark.

Q. What a terrible accident!

→ It is a very terrible accident.

Q. How sweetly she sings!

→ She sings very sweetly.

Q. What fools we have been!

→ We have been great fool.

Q. How sad was the site of the deserted city!

→ The site of the deserted city was very sad.

Q. What a fool he was!

→ He was a big fool.



Q. What a boy he is!  
→ He is a great boy.

Q. What a day it was!  
→ It was a great day.

Q. What a lovely rose!  
→ It is a very lovely rose.

Q. What a creature!  
→ It is a great creature.

Q. What an excuse!  
→ It is a great excuse.

Note:

If there are no subject and verb in exclamatory sentences, we give appropriate 'subject and verb' according to the "sense" of the sentence at the time of changing in assertive sentences.

Examples:

① What a fall!  
Noun  
→ It is a great fall.



→ It was a great fall.

ii) What a lame excuses!

→ It is a very lame excuse.

iii) How funny!  
verb                  Adj

→ It is very funny.

iv) What a fun!  
                                Noun

→ It is a great fun.

v) What a place.

→ It is a lovely / beautiful / strange place.



## Rule 2:

If exclamatory sentence begin with 'Would that', 'O that', 'Oh that', 'O For', 'Oh for', 'If I could only' etc., it is changed into 'I wish' or 'I earnestly desire' at the time of changing into assertive sentences.

Example :-

- Would that he were alive!  
→ I wish he were alive.
- Would that I had not wasted my time, when I was young!  
→ I wish I had not wasted my time, when I was young.
- O that the desert were my dwelling place!  
→ I wish that the desert were my dwelling place.
- Oh that I had the wings of a dove!  
→ I wish that I had the wings of a dove.



- O for a draught of ice-cold water!
- I wish I had a draught of ice-cold water.
- Oh for a grand palace to live in!
- I wish I had a grand palace to live in.
- If I could only gain the first prize!
- I wish I could gain the first prize.
- I earnestly desire I can ~~get~~ gain the first prize.

### Rule 3 :

Some exclamatory sentences begin with 'Infinitive (to + verb)'.

Such types of sentences are change or transform into "It is strange + that clause" in assertive sentences.

Ex:

- 0. To think of our meeting here!
- It is strange that we should meet here.



Q. To think of my seeing you here!

→ It is strange that I should see you here.

Put these sentences into assertive sentence.

i) Would that I had not spent the money!

→ I wish that I had not spent the money.

ii) Would that I had never left my home!

→ I wish that I had never left my home.

iii) Would that my son were here today!

→ I wish that my son were here today.

iv) Would that see were my beloved!

→ I ~~am~~ wish that I could see were my beloved.

v) O that I were at home again!

→



vi) O that I were young again!

vii) To think of her living here!

viii) A saint and afraid of ghosts!

ix) A child and so brave!

x) O If I only I could raise the cover and look inside!







a. How kind of him to save me!

→ He was kind enough to save me.

a. How foolish of me to marry ~~me~~ her!

→ I was foolish enough to marry her.

### Rule 6:

Some exclamatory sentences begin with "Alas". Such types of sentences are changed into, "It is extremely sad / It is sad to think" etc. according to "sense" in assertive sentences.

a. Alas that he died so young!

→ It is extremely sad that he died so young.

a. Alas that you should pass away!

→ Alas that you should pass away.

→ It is sad to think that you should pass away.



Rule 7:

Bravo!, Hurrah!, Fie! Fie!, exclamatory sound are used before some sentences. Such exclamatory sound + sentences can be transformed into single affirmative sentence in the following ways :-

Bravo! + sentence = It is a matter of praise + that + clause.

Hurrah! + sentence = It is a matter of joy + that + sentence, clause.

Fie! Fie! + sentence = It is a matter of contempt + that + clause.

Example:

Q. Bravo! You have done well!

→ It is a matter of praise that you have done well.

Q. Hurrah! India has won the match!

→ It is a matter of joy that India has won the match.



Q. Fie! Fie! You are a thief!

→ It is a matter of contempt that you are a thief.

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Q. Change these given sentences into assertive sentences.

Q.1. To think of her living here!

→

Q.2. A saint and afraid of ghosts!

Q.3. How kind of you to help me.

Q.4. How clever of him to cheat her.

Q.5. Alas! He is no more.



Q.6 Alas, that she should die so young!

Q.7 Alas, that I should suffer for nothing!

Q.8 Hurrah! We have defeated the enemies.

Q.9 Fie! Fie! You have cheated your friends!

Q.10 Such a man he is!

Q.11 That she should dare to oppose me!



Put these assertive sentences into exclamatory.

1. It is a very interesting story.
2. He drives the car very carefully.
3. It was a terrible story.
4. The moon-lit night is very cool.
5. The chair is very strong.
6. He is a great fool.
7. It is sad that he is ruined.



8. It is shocking that such a woman should be my wife.

9. I wish I were young again.

10. I earnestly desire to see her.



So, the list has the base form, the past tense form and the participle form, which appears with have/has/had, as in:

- I have chosen.
- He has chosen.
- They had chosen.

Base	Past Simple	Past participle
arise	arose	have/has arisen
awake	awoke	have/has awoken
bear	bore	have/has borne
beat	beat	have/has beaten
become	became	have/has become
begin	began	have/has begun
bend	bent	have/has bent
bind	bound	have/has bound
bite	bit	have/has bitten
bleed	bled	have/has bled
blow	blew	have/has blown.



Base	Past Simple	Past participle
break	broke	have/has broken
bring	brought	have/has brought
build	built	have/has built
buy	bought	have/has bought
cast	cast	have/has cast
catch	caught	have/has caught
choose	chose	have/has chosen
cling	clung	have/has clung
come	came	have/has come
cost	cost	have/has cost
creep	crept	have/has crept
cut	cut	have/has cut
deal	dealt	have/has dealt
dig	dug	have/has dug
do	did	have/has done



Base	Past Simple	Past Participle
draw	drew	have/has drawn
dream	dreamt/dreamed	have/has dreamt
drink	drank	have/has drunk
drive	drove	have/has driven
eat	ate	have/has eaten
fall	fell	have/has fallen
feed	fed	have/has fed
feel	felt	have/has felt
fight	fought	have/has fought
find	found	have/has found
flee	fled	have/has fled
fling	flung	have/has flung
fly	flew	have/has flown
forbid	forbade	have/has forbidden
forecast	forecast	have/has forecast



Base	Past Simple	Past Participle
forget	forgot	have/has forgotten
forgive	forgave	have/has forgiven
freeze	froze	have/has frozen
foresee	foresaw	have/has foreseen
foretell	foretold	have/has foretold
forsake	forsook	have/has forsaken
get	got	have/has got
give	gave	have/has given
go	went	have/has gone
grind	ground	have/has ground
grow	grew	have/has grown
hang	hung	have/has hung
have	had	have/has had
hear	heard	have/has heard
hide	hid	have/has hid have/has hidden



Base	Past Simple	Past Participle
hit	hit	have/has hit
hold	held	have/has held
hurt	hurt	have/has hurt
keep	kept	have/has kept
kneel	knelt/kneeled	have/has knelt have/has kneeled
knit	knit/knitted	have/has knit have/has knitted
know	knew	have/has known
lay	laid	have/has laid
lead	led	have/has led
lean	leant/leaned	have/has leant have/has leaned
leap	leapt/leaped	have/has leapt have/has leaped
learn	learnt/learned	have/has learnt have/has learned



Base	Past Simple	Past Participle
leave	left	have/has left
lend	lent	have/has lent
let	let	have/has let
lie	lay	have/has lain
light	lit/lighted	have/has lit have/has lighted.
lose	lost	have/has lost
make	made	have/has made
mean	meant	have/has meant
meet	met	have/has met
mislay	mis/aid	have/has mis/aid
mislead	mis/ed	have/has mis/ed
mow	mowed	have/has mown have/has mowed
pay	paid	have/has paid
put	put	have/has put



Base	Past Simple	Past Participle
read	read	have/has read
ride	rode	have/has ridden
ring	Rang	have/has rung
rise	rose	have/has risen
run	ran	have/has run
saw	sawed	have/has sawn have/has sowed
say	said	have/has said
see	saw	have/has seen
seek	sought	have/has sought
sell	sold	have/has sold
send	sent	have/has sent
set	set	have/has set
sew	sewed	have/has sewn have/has sewed
shake	shook	have/has shaken



Base	Past Simple	Past Participle
shine	shone	have/has shone
shoot	shot	have/has shot
show	showed	have/has shown
shrink	shrank, shrunk	have/has shrunk
shut	shut	have/has shut
sing	sang	have/has sung
sink	sank	have/has sunk
sit	sat	have/has sat
sleep	slept	have/has slept
slide	slid	have/has slid
sling	slung	have/has slung
slink	slunk	have/has slunk
smell	smelt / smelled	have/has smelt have/has smelled
sow	sowed	have/has sowed have/has sown



Base	Past Simple	Past Participle
speak	spoke	have/has spoken
speed	sped	have/has sped
spend	spent	have/has spent
spill	spilt / spilled	have/has split have/has spilled
spin	spun	have/has spun
spit	spat	have/has spat
split	split	have/has split
spoil	spoilt / spoiled	have/has spoilt have/has spoiled
spread	spread	have/has spread
spring	sprung	have/has sprung
stand	stood	have/has stood
steal	stole	have/has stolen
stick	stuck	have/has stuck
sting	stung	have/has stung



Base	Past Simple	Past Participle
stink	stank	have/has stunk
strike	struck	have/has struck
strive	strrove	have/has striven
swear	swore	have/has sworn
sweat	sweat/sweated	have/has sweat have/has sweated
sweep	swept	have/has swept
swell	swelled	have/has swollen
swim	swam	have/has swum
swing	swung	have/has swung
take	took	have/has taken
teach	taught	have/has taught
tear	toxe	have/has torn
tell	told	have/has told.
think	thought	have/has thought
throw	threw	have/has thrown



Base	Past Simple	Past Participle
tread	trod	have/has trodden
understand	understood	have/has understood
wear	wore	have/has worn
weave	wove	have/has woven
weep	wept	have/has wept
win	won	have/has won
wind	wound	have/has wounded
withdraw	withdrew	have/has withdrawn
wring	wrung	have/has wrung
write	wrote	have/has written



# Essay Writing

Date: \_\_\_\_\_ Page: 105

Essay means a literary composition on any subject. Relevant and good material is the most important thing for essay writing. One needs to think and properly organize all the ideas and information before putting them into words. An essay can have many purposes, but its basic structure remains the same. You may be writing an essay to argue for a particular point of view or to explain the steps necessary to complete a task or just to describe an incident.

Ideas should be organized in a skilful manner as there has to be continuity of thought. Merely assembling the ideas in a haphazard way will not make an essay. There has to be an impressive beginning. In an essay, one has to introduce an idea or a subject at the outset, go into details in the body and lead to a convincing conclusion.

The essay should have one dominant idea, and each paragraph should contribute to strengthen that idea. No other competing idea should be allowed to sneak in the essay.



If given a choice, spend some time to decide the topic. At times, when the topic has not been assigned and there is lot of choice, making a decision becomes all the more difficult. Select the topic that is of interest to you and on which you have maximum information. Making an appropriate choice will enable you to write an impressive essay.

Once the topic has been selected, prepare an outline of ideas. Planning is the most important thing to give a proper direction to the essay. The way of expressing the words is more important than the words themselves.

The purpose of an outline is to put your ideas about the topic on paper, in a moderately organized format. The structure created initially may still change before the essay is complete.

## PARTS OF AN ESSAY

### Introduction:

It should be very short, but always keep in mind that it is the most important part of the essay as it will arouse interest of the reader. If the introduction is attractive, the reader



is likely to go through the whole composition with interest. The essay may be started with a relevant quotation or a proverb or an appealing statement.

### Body of the essay:

It has the main content, supported with reasons. As it could be quite lengthy, it should be written in paragraphs. Care should be taken to ensure that there is no repetition of ideas, and the content is original. A good essay requires relevant content, organized in a proper order and with adequate manner of expression.

### Conclusion:

Do not end the essay abruptly. It should be as interesting as the introduction to leave a long-lasting impact on the mind of the readers. Abrupt end may spoil the effect of the entire essay. The end should be gradual, and it should summarize the main points and restate the main idea.

A suitable quotation or a sentence to finish the essay can make the conclusion impressive.



## PRE-WRITING STEPS

Think carefully what ideas and thoughts you want to express in the essay. What questions you are going to deal with and what are the answers? What is the most important part of the answer? How can you write an impressive ~~intro~~ introductory sentence from the most important part of the answer? What facts or ideas can be used to support the ~~introductory~~ introductory sentence? How can you make the essay interesting? Do you need some more information on the topic, and where can you find it.

Write down the answers to the above questions. You do not need to spend a lot of time doing this; just write enough to help you remember why and how you are going to write your essay.

Collects facts relevant to the topic of the essay. Look for the facts that will be useful to answer the questions, write down your own ideas and think about making the topic interesting for the readers.



Work on the main idea of the essay and pick the most important point to be presented. If choosing the main point is not possible, then just choose a point you feel important and stick to it throughout the essay.

Organize facts and ideas in a way that develops the main idea of the essay. Once the most important point has been chosen for the essay, find the best way to tell readers about it.

Look at the facts and your own ideas on the topic. Decide which facts and ideas will best support the main idea of the essay, and how to write them in a lucid style.

### CHARACTERISTICS OF A GOOD ESSAY

#### Unity:

The subject should be clearly defined and should be kept in mind throughout. Matter not related to the topic should never be included in the essay. But the subject be treated in various ~~possib~~ possible ways.



## Order :

Essay should have an orderly sequence of thoughts coming to a definite conclusion. It should not only have unity of subject but unity of treatment.

## Style :

It has to be natural, familiar, easy to understand, but dignified. Language should be simple but interesting.

Size : Essay should not be too long, though there is no hard and fast rule about the limit of the words; but it should be concise.

## Expression :

The essay should be given a personal touch to show the thoughts and opinions of the writer. Essay is about expressing your own ideas, instead of repeating the ideas of others.

To summarize a good essay, one requires relevant content, a proper organization of the content and adequate manner of expression.



## Environmental Challenges

The future of the human race depends upon its health. However, health is at stake because of environmental degradation. The rate of environmental degradation in India has perhaps surpassed the rapid rate of its economic growth. Depletion of ozone layer, deforestation and air and water pollution are some of the major factors leading to ecological imbalance and environmental degradation. The extent of damage is so large that these factors cannot be considered as localized problems but as global problems.

Ozone layer surrounds the atmosphere of the earth and protects us from harmful radiations from the sun. It also helps to keep the earth cool. However, gases like chlorofluorocarbons and carbon monoxide form compounds with ozone gas, thus, leading to its depletion, which is called ozone hole. Ultraviolet rays pass through this ozone hole to reach the surface of the earth.



Deforestation is denuding the earth, leading to unstable rainfall pattern.

Air pollution has increased. Insufficient oxygen has affected all the living organisms. Many species have become extinct and many are at the verge of extinction.

Air pollution is caused by burning of tonnes of hydrocarbon fuels. The poisonous gases emitted by vehicles, factories and generators are making the life of children miserable.

Environmental pollution has led to the diseases such as lung cancer, bronchitis, eye infection and asthma. Industrial waste is polluting our water. Use of pesticides and fertilizers is polluting the soil. The soil is getting toxic, which makes the crops ~~hard~~ harmful for human consumption.

Population also exerts and puts stress on the environment, society and resources. This is obvious from existing consumption patterns of the natural and environment resources. Environmental degradation we see today ~~is~~ is a result of overpopulation and overexploitation due to consumerism.



Pollution control measures are being taken by the concerned authorities for putting a check on pollution of all forms. While more and more companies have embraced environmental sustainability as a management imperative, it is also clear that even more comprehensive strategies and actions will be required if business is to reach its full potential with respect to global and local environmental challenges.

Environment can be protected by resorting to afforestation, using eco friendly vehicles, ~~was~~ consuming less amount of fuel, avoiding accumulation of nuclear weapons and taking great care in the operation of nuclear plants.



# Parts of Speech

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## Parts of speech or Word classes

On the basis of work / function, all ~~eg~~ english words are divided into eight groups / categories. Each group is called parts of speech.

OR.

The classification of words is called parts of speech.

## Types of parts of speech.

There are eight types of parts of speech.

- i) Noun
- ii) Pronoun
- iii) Adjective
- iv) Verb
- v) Adverb
- vi) Preposition
- vii) Conjunction
- viii) Interjection

### Noun :

Noun refers to a person, place, animal thing, idea and feeling.

OR



A noun is a naming word.

Naming words stands for name of a person, place, animal, thing.

Ex:- Ram, Donald, Elephant, pen, honesty, guddeness, Motihari, etc.

Pronoun:

It is used in a place of noun.

Ex:- I, we, you, they, He, she, It, me, mine, his, her etc.

Note:

To avoid the repetition of a noun, we use a ~~pron~~ pronoun in place of the noun.

Ex:- Donald.. Trump was the former president of America. He was a great politician. Besides it he was always in controversy in his tenure.



## Adjective :

Qualifies ~~a~~ a noun or pronoun or adds something to a noun or pronoun.

Eg. good, bad, beautiful, brave, etc.

• Gopal is a brave boy.  
Adj                  Noun

• You are tall boy of your college.  
Adj                  Noun

• There are twenty boys in this class.  
Adj                  Noun.

## Noun

## Verb

Expresses an action or state or tells the work of a noun.

eg. laugh, run, speak, teach etc.

• Rajesh teaches you.  
Noun                  verb



- Motihari is a famous city in Bihar.
- Iron and Copper are used for metal.

### Adverb

Adds something to the meaning of a verb or adjective or another adverb.

Eg:- Slowly, beautifully, gradually, quickly, correctly, etc.

- You write ~~so~~ slowly.  
verb                      adverb
- Speak slowly.  
verb                      Adverb
- Speak loudly.  
verb                      Adv.
- Raka runs very fast.  
verb                      adverb                      adverb
- The flower is very beautiful.  
Noun                      Adverb                      Adjective







- You are tall.
- ⊕ Underline the Part of Speech in the given sentences.
- Q Who are famous in this college.
- Q Maya is dancing well.
- Q You are doing something well in your field.
- Q ~~You~~ People speak bhojpuri in some parts of our country.
- Q India is a developing country.

### Conjunction

Joins two words, sentence, clauses together.

Ex: And, but, or, because, before etc.



Eg.

- Would you like to have tea or coffee  
conjunction
- Raju and Mohan tells something about you.
- The poor had died before the government distributed food.
- I run fast but missed the train  
conjunction

### ★ Interjection.

Refers to the sudden feeling of our mind such as surprise, joy, hate, sadness.

Ex: Alas, oh!, Hello, fie! Fie!, Hurray etc.

- Hurray! India has won the match.
- Bravo! you have done well.
- Fie! Fie! you are a liar.
- Alas! he is ruined.



Note:

Some modern grammars included determiners among the part of speech.

Determiners are words like A, An, the, this, that, these, those, very, each, some, any, my, his, one, two etc. which determine or limit the meaning of the noun that follows. ~~As in~~

As in traditional grammars, all determiners except a, an, and the are classed <sup>among</sup> adjectives.

Note:

As words are divided into ~~the~~ different classes according to the work they do in the sentence. It is clear that we can't say which part of speech a word belongs to unless we see it used in a sentence.

eg. They arrived soon after us. (adverb)

• They arrived after us. (preposition)

• They arrived after we had left. (conjunction)



\* Underline the part of speech in the given sentences.

- 1) He told us all about the battle.
- 2) I will watch while you sleep.
- 3) Your behaviour is not good in your class. ~~in present time.~~
- 4) In present time a war is going between Russia and Ukraine.
- 5) Entire world is going through a lot of changes.
- 6) Either a man or Ankit speaks Sanskrit.
7. A fan is running fast.



## Linguistics :

It is the science of language and scientific study of language.

It's main aim is to study the nature of language and establish a theory of language. The word linguistics is derived from 'lingua' - meaning tongue and 'istica' meaning knowledge or science.

Q. What are the branches of linguistics?

→ The main branches of linguistics are - phonetics, phonology, morphology, syntax, semantics, graphology and lexicology.

## Phonetics :

It is the study of speech process. It includes anatomy, neurology and phonology. It also deals with articulation classification and perception of speech sound.

## Branches of Phonetics.

- 1) Acoustic phonetics
- 2) Auditory phonetics.
- 3) Articulatory phonetics



- 4) Physiological phonetics
- 5) Forensic phonetics
- 6) speech recognition

#### 1) Acoustic phonetics :

It is the study of physical properties of speech sound.

#### 2) Auditory phonetics

It deals with study of hearing and perception of speech sound.

#### 3) Articulatory phonetics :

It deals with the study of the movement of speech organ in the articulation of speech.

#### 4) Physiological phonetics :

The branch of phonetic that deals with the motive processes, anatomical measurement, spirometric properties muscle and membrane tone and kinetic aspect of the production of speech and with related aspect of the reception of speech.



## v) Forensic phonetics :-

The use of phonetics (The science of speech) for forensic (legal purposes)

## vi) Speech recognition :-

The analysis and transcription of recorded speech by a computer system.

## \* Phonetic Transcription :-

It is a technique which enables us to identify different sounds through several symbols. These symbols are also known as phonetic notations.

A transcription has nothing to do with spelling. It is a short-hand economical and has universal alphabets.

These alphabets may be either unfamiliar shapes or merely unfamiliar conventions, but they operate on a more consistent basis than that of normal spelling, most of these phonetic transcriptions are phonemic transcription, each symbol representing a phoneme, the distinct sound unit in language. A phonetic transcription shown through a symbol in a pair of square brackets [ ] and a phonemic transcription is represented by the



same symbol within slant bars as / /.

Eg.

a. I don't know why they should go there.

→ ai daʊnt naʊ wai ðei fɪd  
gɑː ðeɪ

26 letters



44 sounds

↓ ↓  
20 vowel sound      20 consonant sound.

\* 20 vowel sound.

↓ ↓  
Pure vowel sound (12)      Diphthong sound (8)

\* Vowels:

Air passes freely from our larynx when we produce vowel sounds.

or,



A vowel may be defined as a sound which is normally produced without any partial or complete obstruction in the air passage.

\* Consonants :-

Air doesn't pass freely when we produced consonant sound.

or,

A consonant may be defined as a sound which is normally produced by some majors of friction or stoppage of breath.

\* Pure vowel sounds (12) :-

	<u>Sounds</u> (Hindi)	<u>Symbol</u>	<u>Examples:</u>
1)	अ	/ə/	ago / āgə/
2)	आ	/ā/	aam / ā:m/
3)	ए (अ)	/e/	bed / bed/
4)	ऐ (अ)	/æ/	Cat / k æ f/
5)	उ (उ)	/u:/	Put / put/



	<u>Sounds</u>	<u>Symbol</u>	<u>Examples</u>
6.	ऊ (a)	/u:/	too /tu:/
7.	ए. कट	/ʌ/	but /bʌt/
8.	औ	/ə/	hot /hət/
9.	इ (i)	/i/	sit /sit/
10.	ई (i)	/i:/	see /si:/
11.	अः	/ə:/ or /ɜ:/	saw /sə:/
12.	औ	/ɔ/	lot /lɒt/

### Diphthongs (8)

Two pure vowels sounds combined to make a diphthongs.

	<u>Sounds</u>	<u>Symbol</u>	<u>Example</u>
1.)	आइ	/ai/	my /maɪ/
2.)	आउ	/aʊ/	how /haʊ/
3.)	एइ	/ei/	day /deɪ/
4.)	आउ	/aʊ/	no /nəʊ/



- 5.) एअ | e.ə | hair | heə |
- 6.) इअ | i.ə | near | niə |
- 7.) आँइ | /əi | boy | bɔi |
- 8.) उअ | /uə | poor | puə |

Ex: go | gəu |

Now | nəu |

night | naɪt |

### Consonant (२१)

<u>Sound (Hindi)</u>	<u>Symbol</u>	<u>Example.</u>
1. k	(क)	cat   kæt
2. p	(प)	pen   pen
3. b	(ब)	but   bʌt
4. t	(ट)	top   tɒp
5. l or i	(ल)	leg   leg
6. m	(म)	man   mæn



7. n (न) no /nəʊ/
8. g (ग) get /get/
9. थ् or थ (व) this /ðɪs/
10. श् (श) she /ʃi:/
11. त्श (च) chip /tʃɪp/
12. थ् (थ) thin /θɪn/
13. दज् (ज) jar /dʒɑ:/
14. z (ज) zoo /zu:/
15. ज् vision, version, measure
16. j (य) yes /jes/
17. ɪŋ (ङ) ring /rɪŋ/
18. f (फ) few /few/
19. see (स) see /si:/
20. h (ह) he /hi:/
21. w (व) we /wi:/



22. v (9) voice / vɔɪs /

23. d (5) dog / dɔːg /

24. r (2) red / rɛd /



Write the phonetic transcription of the given words.

<u>Words</u>	<u>Phonetics</u>
1) Kit	/kɪt/
2) Sitting	/sɪtɪŋ/
3) bid	/bɪd/
4) Hymn	/hɪm/
5) Net	/net/
6) Dress	/drɛs/
7) Bed	/bed/
8) Head	/hed/
9) Many	/meni:/
10) Cat	/kæt/
11) Trap	/træp/
12) Black	/blæk/
13) Bad	/bæd/
14) Cast	/kɑst/



15. Lot

/lɒt/

16. Arm

/ɑ:m/

17. Odd

/ɒd/

18. Wash

/wɒʃ/

19. About

/əbaʊt/

20. Away

/əweɪ/

21. Common

/kɒmən/

22. Standard

/stændəd/

23. Cup

/kʌp/

24. Stout

/staʊt/

25. Run

/rʌn/



Homework:

1. Scientist

2. Mud

3. Love

4. Blood

5. Foot

6. Good

7. But

8. Meet

9. Fleece

10. Sea

11. Heat

12. Machine

13. Face

14. Eight

15. Day



16. Break

break .EP

17. Say

say .EP

18. Bite

bite .EP

19. Price

price .EP

20. ~~five~~ Five

five .EP

21. High

high .EP

22. Eye

eye .EP

23. Toy

toy .EP

24. Join

join .EP

25. Choice

choice .EP

26. Boy

boy .EP

27. Boil

boil .EP

28. Food

food .EP

29. Goose

goose .EP

30. Two

two .EP



31. Blue

32. Group

33. Goat

34. Shout

35. No

36. Out

37. Mouth

38. How

39. Now

40. Near

41. Pier

42. Here

43. Weary

44. Square

45. Hair



- 46. Dare
- 47. Fair
- 48. Various
- 49. Start
- 50. Arm
- 51. Father
- 52. Cast
- 53. Though
- 54. Force
- 55. Call
- 56. Law
- 57. North
- 58. War
- 59. Tour
- 60. Poor



61. Jury
62. Curse
63. Turn
64. Nurse
65. Stir
66. Learn
67. Refer
68. Her
69. Happy
70. Radiate
71. Glorious
72. Thank You
73. Influence
74. Situation
75. English.



## Syllable.

A syllable is a word or part of word that has a single vowel sound in it.

It is denoted as "slash" or "dash".

Example: Water or wa-ter  
contagious or con-ta-gi-ous.

Photo → Pho-to.

Photograph → Pho-to-graph.

Photographer → Pho-to-graph-er.

Doctor → Doc-tor.

Labour → La-bour.

## Feature of syllable.

It help us to pronounce the word correctly and spell it without mistake.

## \* Monosyllabic words.

Monosyllabic words are the words which have two vowel letter's in them but only one vowel sound.



Examples.

Come → (kʌm) → sound → one syllable.

✓

No. of vowel letters = 2.

take - /teɪk/

Give - /gɪv/

Note:

① Monosyllabic words are also a single syllable.

Ex → Yes, No, come, sit, give, take.

② When you encounter new words, it is good to divide them into syllables. This will help you in pronouncing them correctly and remembering their spelling.

Workout.

① Break down these words into their respective syllables.

② Operation



② Sick

③ Anatomy

④ Medicine

⑤ Theatre

6. Temperature

7. Shopkeeper

- 8. Increase

9. Exercise

10. Authority

11. Incubator

12. Preparation

13. Wonderful

14. Middle.

15. Doctor.

16. Intolerable



## Apply for a job resume

### Resume

Name :

Email ID:

Mobile No.

Address : - Village

P.O. -

P.S. -

District

Pin code

State

### Career objectives

Seeking for ~~ap~~position in an organisation that gave me an opportunity to apply knowledge gain through experience and to grow personally and professionally with the organization

021

To be a part highly motivated team ~~to~~ and achieve a challenging position in your organisation using the knowledge I have gained till now.



## Educational Qualification

Course or Exam	Name of Board/University	Years of Study/Session	Total / obtained Marks	Percentage	Division
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## Extra Qualification

### Nationality

### Religion

### Work Experience

### Personal Profile

### Other Information

### Father's Name

### Date of Birth

### Sex:

### Marriage Status:

### Languages known



## Hobbies and Interest.

### Declaration

I hereby declare that the above details are true to the based on my knowledge.

Date:

Places

Signature.



# Precis

Date 30/09/22  
Page \_\_\_\_\_

Origin = Precis  
30

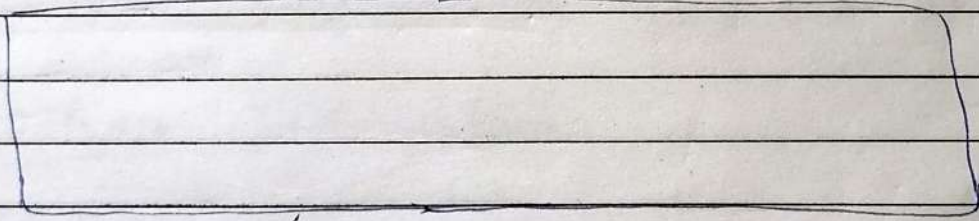
\* Total No. of words = 120.

Required words =  $40 \pm 5$

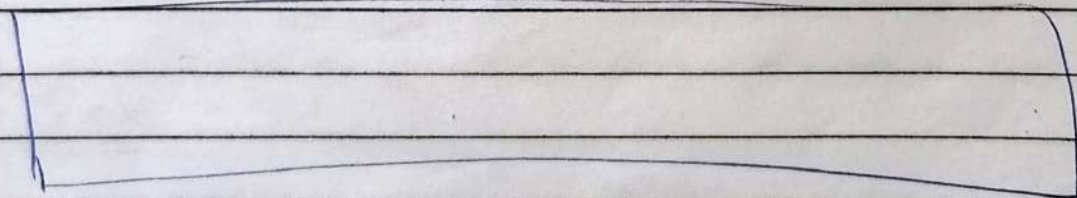
Main points

- ①
- ②
- ③
- ④
- ⑤

First draft



Final draft



Title: " \_\_\_\_\_ "

Note: No. of words in final draft should not be more than 5 words than required words.



## \* What to remove or delete.

- No repetition :
- No Example.
- NO long and complicated sentence.
- Avoid passive expression of sentence.

No one knows how many stars are there are. With our naked eyes we can never see ~~no~~ more than about 25000 on a dark night. We think we can see millions yet all the year round there are ~~all~~ probably not more than 4000 stars which we can see with our naked eyes. But by looking through ~~powerful~~ powerful telescope we can see more than 1500000000 stars and beyond these there are millions more out of sight. Our nearest star is 25 millions miles away. Light which travels at 186000 miles per second takes 4 and 1 quarter years to travel from this star to the earth. The astronomers do not measure their distance in miles.