ADVERB

[An adverb is a word that describes a verb or an adjective or another adverb.]

adverb ایک ایسا لفظ ہے جو کسی verb یا کسی adjective یا کسی دوسرے adverb کی توصیف بیان کرتا ہے۔

مثال نمبر 1-

Nadeem walks.

لفظ walk ایک verb ہے۔ ندیم چلتا ہے۔ کیسے چلتا ہے؟ ہمیں اس بارے میں نہیں بتایا گیا۔ اب یہ فقرہ دیکھیں!

Nadeem walks **slowly**.

لفظ slowly ہمیں walk کے بارے میں بتاتا ہے کہ ندیم آہستہ آہستہ چلتا ہے چنانچہ slowly ایک adverb ہے جو کہ فعل walk کے بارے میں معلومات دے رہا ہے۔ چنانچہ adverb ہمیں verb کے بارے میں بتاتا ہے۔

مثال نمبر 2- اب یہ فقرہ دیکھیں

She is beautiful.

اس فقرے میں لفظ beautiful ایک adjective ہے جو ہمیں پرو ناؤن she کے بارے میں معلومات دے رہا ہے۔ آپ پہلے پڑھ چکے ہیں کہ adjective ہمیں کسی noun یا pronoun سے متعلق بتاتا ہے۔ اس فقرے سے ہمیں یہ تو معلوم ہو گیا ہے کہ she خوبصورت (beautiful) ہے مگر ہمیں یہ نہیں بتایا گیا کہ کتنی خوبصورت ہے۔ اب یہ فقرہ پڑھیں۔

She is **very** beautiful.

اس فقرے میں لفظ very ہمیں لفظ beautiful کے بارے میں بتاتا ہے کہ وہ بہت خوبصورت ہے۔ beautiful ایک adjective ہے اور very ایک adverb جو کہ adjective کے بارے میں معلومات دے رہا ہے۔ درج ذیل فقروں میں adverbs کو نمایاں کیا گیا ہے۔

1. He is **quite** happy. (adverb: quite, adjective: happy)
2. He is **almost** black. (adverb: almost, adjective: black)
3. He is **extremely** sad. (adverb: extremely, adjective: sad)

مثال نمبر 3-

He is walking **slowly**. (verb: walking, adverb: slowly)

اس فقرے میں slowly ایک adverb ہے جو کہ ہمیں فعل walk کے بارے میں معلومات دے رہا ہے۔ اب یہ فقرہ پڑھیں۔

He is walking **very** **slowly**. (adverb: very, adverb: slowly)

اس فقرے میں very ہمیں slowly کے بارے میں معلومات دے رہا ہے۔ لہٰذا لفظ very بھی ایک adverb ہے جو ہمیں دوسرے adverb (slowly) کے بارے میں معلومات دے رہا ہے۔ اب یہ فقرہ پڑھیں۔

Unfortunately he met an accident.

اس فقرے میں unfortunately ایک adverb ہے جو پورے فقرے کے بارے میں معلومات دے رہا ہے۔ مختصر یہ کہ adverb ایک ایسا لفظ ہوتا ہے جو noun اور pronoun کے علاوہ کسی بھی لفظ یا لفظوں کے بارے میں معلومات دے سکتا ہے۔

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. Rabia runs **quickly**. (quickly modifies the verb runs)
b. This is a **very** sweet orange. (very modifies the adjective sweet)
c. Sajid reads **quite** clearly. (quite modifies the adverb clearly)

ADDITIONAL ACTIVITY:

Underline adverbs in the following sentences.

1. Education is very important for humans.
2. Women generally do better than men in education.
3. Education is really essential for success.
4. Women are extremely careful about the education of their children.
5. Educated women are quite useful for their families.

Answer Key
1. very
2. generally
3. really
4. extremely
5. quite

PREPOSITION

[A preposition is a word that shows relation of a noun or pronoun to some other word in a sentence.]

preposition وہ لفظ ہوتا ہے جو فقرے میں کسی noun یا pronoun کا تعلق کسی دوسرے لفظ سے جوڑتا ہے۔ مندرجہ ذیل مثالوں میں prepositions کو نمایاں کیا گیا ہے۔

1. He is sitting **in** a chair.
2. The cat is sleeping **on** the floor.
3. The book is **at** the table.
4. He is afraid **of** snakes.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. There is a cow **in** the field.
b. He is sitting **under** the tree.
c. The boy jumped **into** the pool.

ADDITIONAL ACTIVITY:

Underline prepositions in the following sentences.

1. Education is very useful for women.
2. Without education, we cannot make progress.
3. Many women work in the house only.
4. Women are very careful about the health of their children.
5. Women help men in every field of life.

Answer Key
1. for
2. Without
3. in
4. about, of
5. in, of

CONJUNCTION

[A conjunction is a word that connects words or word groups.]

conjunction وہ لفظ ہوتا ہے جو لفظوں کو یا لفظوں کے groups کو ایک دوسرے سے جوڑتا ہے۔ درج ذیل مثالوں میں conjunctions کو نمایاں کیا گیا ہے۔

1. He **and** I are friends. (دو پرو ناؤن کو ملا رہا ہے)
2. He is fat **but** he can run fast. (دو کلاز کو ملا رہا ہے)

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. Sarah **and** I visited Murree last weekend.
b. Do you have a rough notebook **or** a rough sheet of paper?
c. I did not go to work today **because** I was not keeping well.
d. She did not like the food **but** she ate it.
e. I will be leaving tomorrow **so** I am trying to finish all the pending assignments.

ADDITIONAL ACTIVITY:

Underline conjunctions in the following sentences.

1. Women work in the house as well as outside of the house.
2. Education is equally important for men and women.
3. She is intelligent and hardworking.
4. Women are physically weak but mentally they are strong.
5. We cannot make progress until we educate our women.

Answer Key
1. as well as
2. and
3. and
4. but
5. until

INTERJECTION

[Interjection is a word that expresses strong feelings. It is followed by a sign of exclamation (!).]

interjection وہ لفظ ہوتا ہے جو قوی احساسات کا اظہار کرتا ہے۔ اس کے بعد استعجابی علامت (!) لگائی جاتی ہے۔ درج ذیل مثالوں میں interjections کو نمایاں کیا گیا ہے۔

1. **Ouch!** I am hurt.
2. **Alas!** he is dead.
3. **Hurrah!** I have won the race.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. **Hello!** What are you doing there?
b. **Alas!** He is dead.
c. **Hurrah!** We have won the game.
d. **Ah!** Have they gone?
e. **Oh!** I have got such a fright.
f. **Hush!** Don't make a noise.

ADDITIONAL ACTIVITY:

Underline interjections in the following sentences.

1. Oh, that is a surprise!
2. Alas, he is dead!
3. Wow, you have won the race!
4. Ah, that feels great!
5. Bless you! I could not have done it without you.

Answer Key
1. Oh
2. Alas
3. Wow
4. Ah
5. Bless

ADDITIONAL ACTIVITY:

Once, a fox felt very hungry. He went out in search of food. He reached a garden. There, he saw some grapes hanging high. His mouth watered. He wanted to get them. He jumped up to reach them but they were a bit high. He could not succeed in reaching them. He tried again and again to get them but all in vain. At last, he got disappointed and went away saying: 'I think the grapes are sour. I must not eat them'.

Questions:

1. Pick up five nouns from the story:
2. Pick up three adjectives used in the story:
3. Pick up six adverbs from the story:
4. Pick up the two conjunctions from the story:

Answer Key
1. fox, search, food, garden, grapes
2. hungry, disappointed, sour
3. once, very, out, there, high, again
4. but, and

☆..... NOUN AND ITS TYPES .....☆

NOUN

[Noun is a naming word. It is a word used as the name of a person, a thing, a place or a state.]

اسم ایک ایسا لفظ ہوتا ہے جو نام ہوتا ہے۔ یہ ایک ایسا لفظ ہے جو کسی شخص، جگہ، چیز یا کیفیت کے نام کے طور پر استعمال ہوتا ہے۔ مثلاً

Ali, girl, man	(شخص)	school, city	(جگہ)
chair, pen	(چیز)	beauty, happiness	(کیفیت)

TYPES OF NOUN اسم کی اقسام

noun کی چند اہم اقسام درج ذیل ہیں۔

PROPER NOUN اسم معرفہ

[A proper noun is the name of a particular person, a particular thing, a particular place or a particular idea, etc.]

اسم جو کسی خاص شخص، خاص چیز، خاص جگہ یا خاص تصور وغیرہ کا نام ہے۔ مثلاً

Naseem, Ali, Salma	(خاص شخص)	Multan, K2, America	(خاص جگہ)
BMW, Ajwa, F16	(خاص چیز)	Naya Pakistan, Two Nations Theory	(خاص خیال)

COMMON NOUN اسم نکرہ

[A common noun is a name common to everything or every person of the same class. It is a general name of a thing or a person. It is quite opposite to proper noun.] Common nouns are highlighted in the following examples:

اسم کرہ ایک ایسا نام ہے جو ایک ہی طبقہ کی ہر چیز یا ہر شخص کے لیے مشترک ہوتا ہے۔ یہ کسی چیز یا کسی شخص کا عمومی نام ہوتا ہے۔ یہ اسم معرفہ کے بالکل برعکس ہوتا ہے۔ ذیل میں درج مثالوں میں اسم کرہ کو نمایاں کیا گیا ہے:

She is a good girl. I am a painstaking teacher. He is a tall boy.
She is a qualified nurse. I live in a big city.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. 'Akbar the Great', was the third emperor of the Mughal Empire.

The noun 'Akbar the Great' refers to a particular emperor, but the noun emperor might be applied to any other emperor as well. We call 'Akbar the Great' a Proper Noun and an

emperor a Common Noun. Similarly, the noun empire might be applied to any other empire as well but in the sentence above, the noun Mughal Empire refers to a particular empire.

Similarly,

b. December is the 12th month.

December is a Proper Noun, while month is a Common Noun.

c. Gujranwala is a famous city.

Gujranwala is a Proper Noun, while city is a Common Noun.

d. China is a big country.

China is a Proper Noun, while country is a Common Noun.

MATERIAL NOUN اسم مادہ

[A material noun is the name of some material or substance from which things are made such as silver, gold, iron, cotton, etc.]

اسم مادہ کسی ایسے مواد یا مادے کا نام ہے جس سے اور چیزیں بنائی جاتی ہیں جیسا کہ چاندی، سونا، لوہا، روئی وغیرہ۔

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. My mother purchased a gold ring for me.
b. I drink milk in a silver glass.
c. Calcium is a good mineral for health.
d. Plastic is harmful to the environment.
e. The Naulakha Pavilion within the Lahore Fort has been built using marble.

CONCRETE NOUN

[A concrete noun is the name of some physical being or material. For example: chair (a physical being), book (a physical being), gold (material), etc.]

concrete noun: اون کسی مواد یا مادی وجود کا نام ہے۔ مثال کے طور پر کرسی (طبعی وجود)، کتاب (طبعی وجود)، سونا (مادہ) وغیرہ۔

ABSTRACT NOUN اسم مجرد

[An abstract noun refers to some state of being. For example: health, beauty, joy, grief, desire, stress, etc.]

اسم مجرد کسی حالت یا کیفیت کی طرف اشارہ کرتا ہے۔ مثال کے طور پر: صحت، خوبصورتی، خوشی، غم، خواہش، ذہانت وغیرہ۔

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. Quality --- goodness, kindness, whiteness, darkness, hardness, brightness, honesty, wisdom, bravery
b. Action --- laughter, theft, movement, judgement, hatred
c. State --- childhood, boyhood, youth, slavery, sleep, sickness, death, poverty

The names of Arts and Sciences -- grammar, music, chemistry, etc. are also Abstract Nouns.

Abstract Nouns are formed:

a. From Adjectives; as, kindness from kind - honesty from honest - happiness from happy.
b. From Verbs; as, obedience from obey-growth from grow - movement from move.
c. From Common Nouns; as, childhood from child; slavery from slave.

COLLECTIVE NOUN اسم جمع

A collective noun is a name that refers to a group of people or things. It is considered a single unit.

Collective nouns are highlighted in the following examples:

ایک ایسا نام ہے جو افراد یا اشیا کے کسی گروہ کی طرف اشارہ کرتا ہے اسے ایک اکائی سمجھا جاتا ہے۔ درج ذیل مثالوں میں collective nouns کو نمایاں کیا گیا ہے۔

a. He was joined the army (a unit of soldiers).

He was sitting at the back of the **class** (a group of students).
A big **crowd** (a large group of people) has gathered.
The entire **fleet** (a group of ships) was sunk.

collective nouns ذیل میں دیے گئے ہیں۔

committee, family, jury, herd, group, council, assembly, crew, band, bunch, team, staff, pack, flock, troop, party, mob, staff, faculty, audience, etc.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. a flock (of birds)
b. a choir (of singers)
c. a committee (of directors or lawyers)
d. a fleet (of ships or vessels)
e. a crowd (of people)
f. a group (of people or animals)
g. a team (of horses or Players)
h. an army (of soldiers)

COUNTABLE NOUN قابلِ شمار اسم

[A countable noun refers to some entity that can be counted, such as dog, girl, table, cup, size, colour etc.]

countable noun کسی ایسے وجود کی طرف اشارہ کرتا ہے جسے شمار کیا جا سکے۔ جیسا کہ dog، girl، table، cup، size، colour وغیرہ۔

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. There's a man at the door.
b. I have some friends in Karachi.
c. There aren't any seats.
d. I have two sisters.

UNCOUNTABLE NOUN ناقابلِ شمار اسم

[Uncountable nouns refer to abstract things such as 'advice', 'luck', 'information', 'joy', 'grief', or to substances such as 'milk', 'gold', 'iron', 'blood', 'smoke', etc. Uncountable nouns cannot be counted. However we may count an uncountable noun by placing a countable noun before it.] For example we cannot say 'two milks' but we can say 'two litres milk'. Thus we count 'litre' not 'milk'.

uncountable nouns مجرد چیزوں جیسے 'advice', 'luck', 'information', 'joy', 'grief' وغیرہ یا کسی مادے جیسے 'milk', 'gold', 'iron', 'blood', 'smoke' وغیرہ کی طرف اشارہ کرتے ہیں۔ uncountable nouns کو شمار نہیں کیا جا سکتا۔ تاہم uncountable noun سے پہلے کوئی countable noun لگا کر ہم اسے شمار کر سکتے ہیں۔ مثال کے طور پر ہم 'two milks' تو نہیں کہہ سکتے مگر 'two litres milk' کہہ سکتے ہیں۔ چنانچہ ہم 'litre' کو شمار کر سکتے ہیں 'milk' کو نہیں۔ ایسے چند ناقابلِ شمار nouns درج ذیل ہیں۔

furniture, sugar, honesty, work, money, food, rice, wood, gold, silver, fun, anger, bread, business, cash, courage, faith, hair, justice etc.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. There is no more **water** in the pond.
b. I need to find **information** about the Nishan-e-Haider.
c. You seem to have a high level of **intelligence**.
d. Please take good care of your **equipment**.
e. Let's get rid of the **garbage**.
f. She gave me a useful piece of **advice**.
g. My mother uses real **butter** in the cakes she bakes.

SINGULAR NOUNS AND PLURAL NOUNS

اس سے پہلے ہم Countable Nouns سے متعلق پڑھ چکے ہیں یہ ایسے Nouns ہیں جن کی ہم عددی گنتی کر سکتے ہیں۔ ایسے Nouns واحد بھی ہو سکتے ہیں اور جمع بھی۔ ایک واحد اسم کو جمع کیسے بناتے ہیں۔ اس بارے چند اصول ذیل میں دیے گئے ہیں۔

ذیل میں دیے گئے الفاظ کا اختتام "o" پر ہوتا ہے۔ ان کی جمع بنانے کے لیے "o" کے بعد "es" کا اضافہ کریں۔

Singulars	Plurals	Singulars	Plurals
buffalo	buffaloes	echo	echoes
hero	heroes	mango	mangoes
potato	potatoes	tomato	tomatoes
veto	vetoes	zero	zeroes/zeros
mosquito	mosquitoes	negro	negroes

ذیل میں چند ایسے nouns دیے گئے ہیں جن کا اختتام "o" پر ہوتا ہے ان کی جمع بنانے کے لیے صرف "s" کا اضافہ کریں۔

Singular	Plural	Singular	Plural
auto	autos	kilo	kilos
photo	photos	piano	pianos
radio	radios	studio	studios
folio	folios	cuckoo	cuckoos
bamboo	bamboos		

درج ذیل الفاظ کی جمع بنانے کے لیے صرف "s" کا اضافہ کریں۔

Singular	Plural	Singular	Plural
school	schools	room	rooms
girl	girls	pen	pens
book	books	road	roads
tree	trees	town	towns
pond	ponds		

ان singular nouns کے ساتھ "es" کا اضافہ کریں یہ ایسے nouns ہیں جن کا اختتام "x, z, s, ss, sh, ch" پر ہوتا ہے۔

Singular	Plural	Singular	Plural
box	boxes	bus	buses
waltz	waltzes	flash	flashes
dish	dishes	fox	foxes
class	classes	brush	brushes
guess	guesses	lunch	lunches
ash	ashes	tax	taxes
watch	watches	church	churches

اگر کسی لفظ کا اختتام "y" پر ہو اور "y" سے پہلے consonant ہو تو "y" کو "ies" میں تبدیل کر دیں۔

Singular	Plural	Singular	Plural
party	parties	family	families
cherry	cherries	lady	ladies
pony	ponies	country	countries
baby	babies	jelly	jellies
theory	theories	city	cities
fly	flies	lily	lilies
berry	berries	penny	pennies

اگر کسی لفظ کا اختتام "y" پر ہو اور "y" سے پہلے vowel ہو تو "y" کے بعد "s" کا اضافہ کر دیں۔

Singular	Plural	Singular	Plural
key	keys	boy	boys

way	ways	joy	joys
bay	bays	ray	rays
toy	toys	valley	valleys

اگر کسی لفظ کا اختتام "f" یا "fe" پر ہو تو "f" یا "fe" کو "ves" میں تبدیل کریں گے۔

Singular	Plural	Singular	Plural
wife	wives	elf	elves
leaf	leaves	shelf	shelves
calf	calves	wolf	wolves
half	halves	self	selves
thief	thieves	knife	knives
life	lives	scarf	scarves

اس اصول سے متعلق چند exceptions درج ذیل ہیں۔

Singular	Plural	Singular	Plural
chef	chefs	cliff	cliffs
roof	roofs	handkerchief	handkerchiefs
belief	beliefs	chief	chiefs

کچھ nouns کی جمع بنانے کے لیے ان nouns کے vowels تبدیل کیے جاتے ہیں۔

Singular	Plural	Singular	Plural
woman	women	foot	feet
tooth	teeth	mouse	mice
goose	geese	louse	lice

کچھ countable nouns کو singular یا plural دونوں صورتوں میں استعمال کیا جاتا ہے۔

sheep	deer	offspring	innings
fish	people	dozen	score
hundred	thousand	million	billion
swine	aircraft		

Grammar Exercise - 1

(taken from English Grammar & Composition by PCTB, Lahore)

1. ***Point out the Nouns in the following sentences, and say whether they are Common, Proper, Collective or Abstract.***

a. The crowd is very big.
b. The elephant is an intelligent animal.
c. The Ravi River is one of the five tributaries of the Indus River.
d. The shepherd took the flock of sheep to the field.
e. I bought furniture for my new house.
f. Always speak the truth.
g. He gave me a bunch of grapes.
h. The class is studying grammar.
i. We all love honesty.
j. Without health, there is no happiness.

Answer Key

S.#	Noun	Type	S.#	Noun	Type
a.	Crowd	Collective noun	b.	Elephant	Common noun
a.	Animal	Common noun	c.	Ravi River	Proper noun
c.	Tributaries	Common noun	c.	Indus River	Proper noun
d.	Shepherd	Common noun	d.	Flock	Collective noun
d.	Sheep	Common noun	d.	Field	Common noun
e.	Furniture	Common noun	e.	House	Common noun
f.	Truth	Abstract noun	g.	Bunch	Collective noun
g.	Grapes	Common noun	h.	Class	Collective noun
h.	Grammar	Abstract noun	i.	Honesty	Abstract noun
i.	Health	Abstract noun	j.	Happiness	Abstract noun

ADDITIONAL ACTIVITY:

Tick the correct options:

1. He is eating food. The underline noun is a/an _____ noun.
(a) proper (b) countable (c) uncountable (d) abstract

2. Gold is a precious metal. The underlined noun is a/an _____ noun.
(a) abstract (b) proper (c) countable (d) material

3. I am reading a book. The underlined noun is a/an _____ noun.
(a) abstract (b) uncountable (c) concrete (d) collective

4. I love my army. The underlined noun is a/an _____ noun.
(a) abstract (b) uncountable (c) proper (d) collective

5. I eat two apples daily. The underlined word is a/an _____ noun.
(a) singular (b) plural (c) abstract (d) collective

6. I eat an egg daily. The underlined word is a/an _____ noun.
(a) singular (b) proper (c) collective (d) plural

7. Friendship is a sheltering tree. the underlined word is a/an _____ noun.
(a) plural (b) concrete (c) abstract (d) collective

8. Love begets love. The underlined word is a/an _____ noun.
(a) concrete (b) material (c) countable (d) uncountable

9. This is a beautiful scenery. The underlined word is a/an _____ noun.
(a) singular (b) proper (c) plural (d) countable

10. This is a big school. The underlined word is a/an _____ noun.
(a) proper (b) common (c) uncountable (d) abstract

Answer Key

1. c	2. d	3. c	4. d	5. b
6. a	7. c	8. d	9. a	10. b

.....☆.....☆.....☆.....

☆..... PRONOUN AND ITS TYPES .....☆

PRONOUN

[A pronoun is a word that is used instead of a noun. I, we, you, he, she, it, they are pronouns.]

پرونا ؤن ایسا لفظ ہے جو کسی noun کی جگہ استعمال ہوتا ہے۔ I, we, you, he, she, it, they پرونا ؤنز ہیں۔ یہ فقرہ پڑھیں۔

Ali is a good student because Ali does his work in time.

اس فقرے میں ناؤن Ali کو دوبار لکھا گیا ہے جس سے فقرے کی خوبصورتی ختم ہوگئی ہے۔ اس فقرے کو اس انداز میں لکھنا بہتر ہے۔

Ali is a good student because he does his work in time.

اس فقرے میں لفظ "he" نے لفظ "Ali" کی جگہ لے لی ہے۔ Ali ایک noun ہے اس کی جگہ لفظ "he" استعمال ہوا۔ لہٰذا یہ "he" ایک pronoun ہے جو کہ ہم نے ایک noun کی جگہ استعمال کیا ہے۔

PERSONAL PRONOUNS

[A personal pronoun is a pronoun that refers to a particular being.]

وہ پرونا ؤن ہوتا ہے جو کسی خاص وجود کی طرف اشارہ کرتا ہے۔

"I, we, you, he, she, it, they" پرونا ؤنز ہیں۔ انہیں ہم personal pronouns کہتے ہیں کیونکہ یہ کسی خاص وجود کی طرف اشارہ کرتے ہیں۔

"I, we" سے مراد بولنے والا ہے۔ بولنے والے کو first person کہتے ہیں۔

لفظ "you" سامنے موجود شخص ہوتا ہے جس سے بات کی جاتی ہے۔ اس کو second person کہتے ہیں۔

"he, she, it, they" وہ افراد ہیں جن سے متعلق بات کی جاتی ہے۔ انہیں third persons کہا جاتا ہے۔

ان تمام pronouns کے چار cases ہیں جنہیں ذیل کی table میں بیان کیا گیا ہے۔

----------	First Person		Second Person	Third Person	
----------	Singular	Plural	----------	Singular	Plural
Subjective/Nominative Case	I	we	you	he, she, it	they
Objective/Accusative Case	me	us	you	him, her, it	them
Possessive Adjectives	my	our	your	his, her, its	their
Possessive Pronouns	mine	ours	yours	his, hers, its	theirs

پرونا ؤن کی subjective case ہمیشہ بطور فاعل کے استعمال ہوتی ہے اور objective case کی pronouns ہمیشہ بطور مفعول کے استعمال کی ہوتی ہے۔

مثالیں:

I. We play football. (we فاعل ہے)

II. Ali teaches us. (us مفعول ہے)

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. Jamal and Dawood are friends. **They** play basketball together.

b. **I** have more money than **she** has.

c. **We** will be late if **you** don't hurry up.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. Pervez read the letter to **me**.

b. Missing the train will cause **us** to be late.

c. She packed **them** tightly in the suitcase.

POSSESSIVE ADJECTIVES (my, your, ...)

[Possessive adjectives show possession. They are used before nouns. They are never used alone.]

possessive adjectives ملکیت ظاہر کرتے ہیں۔ یہ ناؤنز سے پہلے استعمال ہوتے ہیں۔ یہ کبھی بھی اکیلے استعمال نہیں ہوتے۔

مثالیں:

i. This is my pen. (pen ناؤن کے بعد ہے my)

ii. It is your car. (car ناؤن کے بعد ہے your)

POSSESSIVE PRONOUNS

[Possessive pronouns show possession. They are never followed by nouns. They are used alone.]

possessive pronouns ملکیت ظاہر کرتے ہیں۔ ان کے بعد کبھی بھی ناؤنز نہیں لگتے۔ یہ اکیلے استعمال ہوتے ہیں۔

مثالیں:

i. This pen is mine. (mine کے بعد کوئی noun نہیں ہے)

ii. This car is yours. (yours کے بعد کوئی noun نہیں ہے)

DIFFERENCE BETWEEN POSSESSIVE ADJECTIVES AND POSSESSIVE PRONOUNS

Both the possessive adjectives and possessive pronouns show possession. The only difference between them is that possessive adjectives are used before nouns while possessive pronouns are never followed by nouns.

possessive adjectives اور possessive pronouns دونوں ملکیت ظاہر کرتے ہیں۔ ان دونوں میں واحد فرق یہ ہے کہ possessive adjectives ناؤنز سے پہلے استعمال ہوتے ہیں جبکہ possessive pronouns کے بعد کبھی بھی ناؤنز نہیں آتے۔

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. This cat is **mine**.

Examples: a. Are these bananas **hers**? b. This money is **ours**.

Example: a. Is that car **yours/hers/ours/theirs**? (NOT Is that car ~~your's/her's/our's/their's~~?)

Example: a. Whose coat is this? Is it **yours**? (NOT Is it *[your coat]*?)

PRONOUN - ANTECEDENT AGREEMENT

[A pronoun takes the place of a noun. The noun it refers to is its antecedent.]

pronoun کسی noun کی جگہ لیتا ہے۔ جس noun کی طرف یہ اشارہ کرتا ہے وہ اس (pronoun) کا antecedent کہلاتا ہے۔

Ali is a boy. He is a good boy.

یہ فقرے پڑھیں۔

دوسرے فقرے میں he ایک pronoun ہے جو کہ پہلے فقرے میں علی کی طرف اشارہ کرتا ہے لہٰذا Ali پرونا ؤن کا antecedent ہے۔ اب ان فقرات کو پڑھیں!

These are boys. They are good boys.

دوسرے فقرے میں "they" ناؤن "boys" کی طرف اشارہ کرتا ہے۔ "boys" کیونکہ جمع ہے اس لیے ہم نے بھی واحد pronoun یعنی he کی بجائے جمع pronoun یعنی they استعمال کیا ہے۔ چنانچہ pronoun اور اس کے antecedent میں مطابقت قائم ہے۔ دونوں جمع ہیں۔

A:۔ اب مندرجہ ذیل فقرات کو پڑھیں اور pronouns اور ان کے antecedents میں مطابقت کو سمجھیں۔

1. **She** is doing her work.
2. **He** is doing his work.
3. **They** are doing their work.
4. **The boys** are doing their work.
5. **One** is doing one's work.
6. **You** are doing your work.
7. **Someone** is doing his work.
8. **None** is doing his work.

B:۔ ذیل میں ہر sentence کا جوڑا دیا گیا ہے جن میں سے ایک ٹھیک ہے اور ایک غلط۔ ٹھیک پر (✓) اور غلط پر (✗) کا نشان لگائیں۔

1. A____ Each of these boys has their merits.
   B____ Each of these boys has his merit.
2. A____ Everyone should try to reduce their salt intake.
   B____ People should try to reduce their salt intake.
3. A____ If the workers want to be dutiful, he should reach in time.
   B____ If the workers want to be dutiful, they should reach in time.
4. A____ None of the children praises their parents' work.
   B____ None of the children praises his or her parents' work.
5. A____ One of the bowlers has hurt his ankle.
   B____ One of the bowlers has hurt their ankle.

Answer Key

1. A✗, B✓	2. A✗, B✓	3. A✗, B✓	4. A✗, B✓	5. A✓, B✗

درست آپشن سے خالی جگہیں مکمل کریں۔ -C

1. One should respect ——— elders.
   (a) his (b) her (c) one's (d) their
2. A child should love ——— parents.
   (a) their (b) our (c) one's (d) her/his
3. The girls should not come alone out of ——— houses.
   (a) her (b) their (c) someone's (d) your
4. Someone has left ——— job undone.
   (a) his (b) their (c) one's (d) our
5. Everyone of these girls is reading ——— book.
   (a) his (b) your (c) one's (d) her

Answer Key

1. c	2. d	3. b	4. a	5. d

REFLEXIVE PRONOUN

[A reflexive pronoun is a pronoun that refers back to the subject of the clause.]

reflexive pronoun ایک ایسا pronoun ہوتا ہے جو کلاز کے فاعل کی طرف اشارہ کرتا ہے۔ یہ اس وقت استعمال ہوتا ہے جب کسی کلاز یا فقرے میں فاعل اور مفعول ایک ہوں۔ اسی لیے reflexive pronouns کو emphatic pronouns بھی کہا جاتا ہے۔ مثلاً

I am teaching myself how to drive a car.

ذیل میں reflexive pronouns دیے گئے ہیں۔ انہیں غور سے پڑھیں اور ذہن نشین کر لیں۔

PERSONAL PRONOUN	REFLEXIVE PRONOUNS
I	myself
we	ourselves
you	yourself
he	himself
she	herself
it	itself
they	themselves
one	oneself

A- reflexive pronouns مندرجہ ذیل تین جگہوں پر استعمال ہوتے ہیں۔

1- ہم reflexive pronoun استعمال کرتے ہیں جب کسی verb کا subject اور object ایک ہی ہو۔ مثلاً

i. I hurt **myself.**
ii. He shot **himself.**

2- reflexive pronoun جب کسی preposition کے object کے طور پر استعمال ہو۔ مثلاً

i. I bought a book for **myself.**
ii. The man is talking to **himself.**

3- reflexive pronoun کا استعمال یہ فیصلہ کرتا ہے کہ آیا تاکید فاعل کے لیے ہے یا مفعول کے لیے۔ مثلاً

i. I wrote it **myself.** (فاعل کے لیے تاکید ہے)
ii. I spoke to the president **himself.** (تاکید president سے متعلق ہے اس لیے reflexive pronoun اسی کے مطابق ہے)

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

Singular	Plural
I check myself.	We check ourselves.
You will check yourself.	You will check yourselves.
He checks himself.	They check themselves.
She checks herself.	
The cat checks itself.	

EMPHATIC PRONOUNS

When reflexive pronouns lay emphasis, they are called emphatic pronouns. For example: She **herself** does her work. You **yourself** should do your job. If used emphatically, reflexive pronouns are called emphatic pronouns. Usually an emphatic pronoun follows the subject with no word in-between. But sometimes an emphatic pronoun may occur at the end of a clause.

جب reflexive pronouns تاکیداً استعمال ہوئے ہوں تو انہیں emphatic pronouns کہا جاتا ہے۔ مثال کے طور پر

She **herself** does her work.
You **yourself** should do your job.

اگر reflexive pronouns تاکیداً استعمال ہوئے ہوں تو انہیں emphatic pronouns کہا جاتا ہے۔ عام طور پر emphatic pronoun مثل کے طور پر یوں استعمال ہوتا ہے کہ ان دونوں کے درمیان کوئی اور لفظ نہیں ہوتا۔ لیکن بسا اوقات emphatic pronoun کسی کلاز کے آخر میں بھی آ سکتا ہے۔ یہ فقرے پڑھیں:

I did it **myself.**
I will cook food **myself.**

When a reflexive pronoun emphasizes another person, it is placed after him/her.

جب reflexive pronouns کسی دوسرے شخص کو اجاگر کر رہا ہو تو اسے اس کے بعد لگایا جاتا ہے۔ درج ذیل فقرے پڑھیں:

I saw Nasim **himself.**
He spoke to **his wife herself.**
I liked the **tea itself.**

درج ذیل خالی جگہوں میں درست reflexive pronoun درج کریں۔ پہلا فقرہ حل کر دیا گیا ہے۔

1. Ali made the T-shirt **himself.**
2. Salma has written the letter _____.
3. We have done our homework _____.
4. They solved their problem _____.
5. Sara did write this poem _____.
6. I did my work _____.
7. You must teach your children _____.
8. He should solve his problems _____.
9. She should sweep the room _____.
10. The boys must do their work _____.

Answer Key

1. himself	2. herself	3. ourselves	4. themselves	5. herself
6. myself	7. yourself	8. himself	9. herself	10. themselves

RELATIVE PRONOUNS

[A relative pronoun is the pronoun that describes its antecedent. The word, 'who' in the sentence "I saw a man who was blind" is a relative pronoun; it describes the antecedent "a man". The words, 'who, whom, whose, which, that" are relative pronouns.]

relative pronoun ایک ایسا pronoun ہوتا ہے جو اپنے antecedent کی وضاحت کرتا ہے۔ اس فقرے "I saw a man who was blind" میں "who" کا لفظ "relative pronoun" ہے، یہ مکمل اسم "a man" کی وضاحت کرتا ہے۔ یہ الفاظ relative pronouns ہیں: who, whom, whose, which, that"

ایک relative clause ایک dependent clause ہوتی ہے۔ درج ذیل جملے پڑھیں اور اس کے اجزائے ترکیبی کو سمجھیں۔

This is the man **who** is my boss.

اس فقرے میں 'who' ایک relative pronoun ہے اور جو کلاز اس pronoun سے شروع ہو رہی ہے وہ relative clause ہے۔ اس فقرے میں "who is my boss" ایک relative clause ہے۔ اس فقرے میں who اپنے سے پہلے noun یعنی "man" کو اس relative clause سے جوڑتا ہے۔ مندرجہ ذیل فقروں کو پڑھیں۔ ان میں relative pronouns کو موٹے (bold) حروف میں لکھا گیا ہے اور relative clause کو underline کیا گیا ہے، یا درکھیں relative pronoun ہمیشہ relative clause کا ہی حصہ ہوتا ہے۔

1. This is a book **which** I bought yesterday.
2. This is the girl **who** is very talented.
3. This is the man **whom** I like the most.
4. This is the boy **whose** pen was stolen yesterday.
5. This is the story **that** I like the most.

ہم 'who' اور 'whom' انسان اور بڑے جانوروں کے لیے استعمال کرتے ہیں اور 'which' چیزوں اور چھوٹے جانداروں کے لیے۔ 'that' اشخاص اور چیزوں دونوں کے لیے استعمال کرتے ہیں۔ 'who' بطور فاعل استعمال ہوتا ہے اور اس کی مفعولی حالت 'whom' بطور مفعول استعمال ہوتا ہے اور ان کی ملکیتی حالت 'whose' ملکیت ظاہر کرنے کے لیے استعمال ہوتی ہے۔ 'which' اور 'that' بطور فاعل بھی استعمال ہوتے ہیں اور بطور مفعول بھی۔ مندرجہ ذیل جملوں کو پڑھیں اور سمجھیں!

1. This is the man **who** built this house. ('who' is subject)
2. This is the man **whom** I helped.
   ('whom' is the object. It is the objective case of 'who')
3. This is the man **whose** house I like the most.
   ('Whose' shows possession. It is a possessive case of 'who')

Note: Relative clause must be placed after the noun it qualifies. Read:
I saw a ***beggar*** in the bazaar who was blind. In this sentence, the relative clause is underlined; it describes the noun ***beggar***; thus it should come immediately after the noun ***beggar***. The correct arrangement of the sentence is: In the bazaar, I saw a beggar who was blind.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

Incorrect Sentences	Correct Sentences
a. I met Hanif. Hanif had just returned.	I met Hanif **who** had just returned.
b. I have found the pen. I lost the pen.	I have found the pen **which** I lost.
c. Here is the book. You lent me the book.	Here is the book **that** you lent me.

ADDITIONAL ACTIVITY:

(a) Correct the followings:

Incorrect Sentences	Correct Sentences
1. I bought a book yesterday which is very interesting.	1. Yesterday, I bought a book which is very interesting.
2. She was wearing a ring in her finger which was made of gold.	2. In her finger, she was wearing a ring which was made of gold.
3. A lion was roaring in the cage who was very fierce.	3. In the cage, a lion was roaring who was very fierce.
4. The fisherman caught a fish early in the morning which was tiny.	4. Early in the morning, the fisherman caught a fish which was tiny.
5. She was running a comb in her hair which was studded with gems.	5. In her hair, she was running a comb which was studded with gems.

Fill in the blanks with suitable relative pronouns (who, whom, whose, which, that)

(b)	This is the bird _____ I like the most.	which
1.	She is the girl _____ Shabir wants to marry.	whom
2.	He has bought a car _____ is very beautiful.	which
3.	He is the man _____ I met on Friday.	whom
4.	Where is the dress _____ I wear at night?	that
5.		

INDEFINITE PRONOUNS

مندرجہ ذیل فقرات کو پڑھیں۔

1. All is a man.
2. He is a good man.

دوسرے فقرے میں "he" ایک pronoun ہے۔ جو کہ ایک خاص اسم All کی نشاندہی کرتا ہے۔ اب یہ فقرہ پڑھیں۔

Someone has stolen my pen.

اس فقرے میں someone ایک pronoun ہے۔ کیا آپ بتا سکتے ہیں کہ someone سے کون مراد ہے۔ میرا قلم کس نے چرایا ہے؟ آپ اس کا جواب نہیں دے سکتے کیونکہ someone کسی خاص شخص کی طرف اشارہ نہیں کرتا۔ someone ایک ایسا شخص ہے جسے آپ نہیں جانتے۔ چنانچہ ایسے pronouns جو اپنی اصل معنوں میں کسی اشیاء کی طرف اشارہ کریں Indefinite pronoun کہلاتے ہیں۔

[An indefinite pronoun refers to something or someone that is not definite or specific.]

Indefinite pronoun کسی ایسی چیز یا ایسے شخص کی طرف اشارہ کرتا ہے جو خاص یا واضح نہ ہوں۔

کچھ Indefinite pronouns ذیل میں دیے گئے ہیں۔

all, another, any, anybody, anyone, anything, each, everybody, everyone, everything, few, many, nobody, none, one, several, some, somebody, someone.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. Would **anyone** like to have coffee?
b. Take **whatever** you like. Jamil took one cookie and Beenish took the **other**.
c. **All** was not lost.
d. **Few** are able to excel in such a competitive field.
e. I do not like **such** a bad life.
f. **Something** tells me this would not end well.
g. **Some** are born great.
h. What is **everybody's** business is **nobody's** business.
i. **One** hardly knows what to do.

ADDITIONAL ACTIVITY:

درج ذیل فقروں میں Indefinite pronouns کو نشان زدہ کریں۔

1. All are welcome to the party.
2. All gave my book to someone and never got it back.
3. Anyone can visit the park.
4. None could be perfect in knowledge.
5. No one enjoyed the party.
6. Someone told me the horrible news.
7. All of the food has gone.
8. Here are some of your books.
9. They have eaten all of it.
10. Little is known about his early life.

Answer Key

1. All	2. someone	3. Anyone	4. None	5. No one
6. Someone	7. all	8. some	9. all	10. little

(a) Fill in the blanks with suitable indefinite pronouns

1. _____ has stolen my pen. **Someone**

somebody
something
anyone
somewhere

2. There is _____ in the room.
3. She said _____ but I could not hear her.
4. Don't tell _____ your secrets.
5. They live _____ in the south of the Punjab.

INTERROGATIVE PRONOUNS

[Interrogative pronouns ask questions. They include: who, whom, what, which and whose. Read the following examples:]

Interrogative pronouns سوال پوچھتے ہیں۔ان میں who،whom،what،which اور whose شامل ہیں۔درج ذیل مثالیں پڑھیں:

Who is the best teacher in the school?
To **whom** did you give the pen?
What is your address?
There are three cars in the parking. **Which** is yours?
A car is parked in the garage. **Whose** is this?

DIFFERENCE BETWEEN INTERROGATIVE ADJECTIVES AND INTERROGATIVE PRONOUNS

Both interrogative adjectives and interrogative pronouns ask questions. The difference between them is that an interrogative adjective describes a noun while an interrogative pronoun stands alone and does not describe any noun.

interrogative adjectives اور interrogative pronouns دونوں سوال پوچھتے ہیں۔ان دونوں میں فرق یہ ہے کہ interrogative adjective کسی نام کی توصیف بیان کرتا ہے جبکہ interrogative pronoun اکیلا رہتا ہے اور کسی نام کی توصیف بیان نہیں کرتا۔

Examples of Interrogative Adjectives:	Examples of Interrogative Pronouns:
1. Which car is yours?	1. Who is the best player in this team?
2. What nonsense are you doing?	2. Whom will you marry?
3. Whose pen is this?	3. What is your name?
	4.Three books are lying on the table. Which is yours?
	5. This is a fine car. Whose is this?

DIFFERENCE BETWEEN 'WHO' AND 'WHOM'

who بطور فاعل کے استعمال ہوتا ہے اور whom بطور مفعول کے۔مندرجہ ذیل جملوں کو پڑھیں اور فرق ذہن نشین کر لیں۔

1. **Who** is knocking at the door? (بطور فاعل who)
2. **Who** will read the book? (بطور فاعل who)
3. **Whom** do you teach? (بطور مفعول whom)
4. **Whom** does he punish? (بطور مفعول whom)

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

Who, whom, whose are used for **persons** only.	**Who** spoke? **Who** goes there? **Who** made the top score? **Who** is knocking at the door?	(Nominative)
(**Who** will replace the subject of a sentence, whereas **whom** will replace the direct or indirect object.)	**Whose** is this book? **Whose** are these clothes?	(Possessive)
	Whom did you tell? To **whom** were you speaking?	(Accusative)

Which is used for both **persons** and **things**. It implies selection, that is, it implies a question concerning a limited number.	**Which** is your friend? **Which** of the boys saw him? **Which** of these books is yours? **Which** of the pictures do you like best? **Which** will you take?
What is used for things only.	**What** have you found? **What** do you want? **What** did you say? **What** was it all about? **What** is sweeter than honey?

ADDITIONAL ACTIVITY:

مندرجہ ذیل جملوں کو مناسب interrogative پرونامز سے پُر کریں۔

1. _____ is your favorite book?
2. To _____ should I address the letter?
3. _____ are these books?
4. _____ would you like to do tomorrow?
5. To _____ was the package sent?
6. _____ is teaching you English?
7. _____ is the title of the poem?
8. _____ is your dog's name?
9. _____ is a better exercise - swimming or running?
10. To _____ was the angry phone call made?

Answer Key

1. Which	2. whom	3. Whose	4. What	5. whom
6. Who	7. What	8. What	9. Which	10. whom

DISTRIBUTIVE PRONOUNS

[Distributive pronouns describe the members of a group separately not collectively. Some distributive pronouns are: each, either, neither, anyone, none, no one, everyone, etc.]

distributive pronouns گروپ میں کسی ایک شخص یا ایک چیز کو بیان کرتے ہیں۔چند distributive pronouns یہ ہیں:
"each, either, neither, anyone, none, no one, everyone" وغیرہ۔مندرجہ ذیل جملوں کو غور سے پڑھیں۔

1. Each man loves his children.
2. Each of these men loves his children.
3. Either road leads to school.
4. Either of these two roads leads to school.
5. Neither brother is doing his duty.
6. Neither of the two brothers is doing his duty.
7. None of these boys is idle.
8. Every boy in this class is hard working.
9. No one has taken the exams.
10. Anyone of these boys was not present there.

distributive pronouns کے بعد اگر of آجائے تو ان کے بعد اسم جمع استعمال ہوتا ہے۔اوپر والے 2,4 اور 6 نمبر جملوں کو دیکھیں۔اگر ان کے بعد of نہ آئے تو اوپر بعد آنے والا نام واحد ہوگا۔اوپر دیکھیں جملہ نمبر 3 ,1 اور 5۔اگر ان کے بعد verb اور pronoun ہمیشہ واحد ہوگا۔کیونکہ وہ ایک شخص یا ایک چیز کو بیان کرتے ہیں۔اوپر دیے گئے تمام جملوں میں verbs اور pronouns واحد ہیں۔

اہم نوٹ: either اور neither دو اشخاص یا چیزوں کے لیے استعمال ہوتے ہیں۔اگر بات دو اشخاص یا دو چیزوں سے زیادہ کی ہو تو ہم no, one یا none استعمال کرتے ہیں۔اب ذیل میں دیے گئے جملوں کو پڑھیں۔

1. None of the three answers is correct. (NOT Neither of the three.)
2. We invited several friends, but none came. (NOT ... but neither came.)
3. You can take any of the three shirts. (NOT You can take either of the three shirts.)

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. **Each** of the boys gets his prize, when he plays.
b. **Either** of you can go.
c. **Neither** of the accusations is true.

ADDITIONAL ACTIVITY:

مندرجہ ذیل جملوں کو درست آپشن سے مکمل کریں۔

1. Each of us ..... his own problems.
   (a) has (b) have (c) either could be used here
2. Each of ..... is strong.
   (a) this boy (b) these two boys (c) either could be used here
3. ..... right in some way.
   (a) Everyone of you is (b) Each of you are (c) Either could be used here
4. Every one of us ..... the same.
   (a) think (b) thinks (c) either could be used here
5. Each of them tells his story in ..... own way.
   (a) his (b) their (c) either could be used here
6. Each of ..... has been punished.
   (a) they (b) them (c) either could be used here
7. I gave the children .....
   (a) two mangoes each (b) each two mangoes (c) either could be used here

Answer Key

1.has	2.these two boys	3.Everyone of you is	4.thinks	5.his	6.them	7.two mangoes each

DEMONSTRATIVE PRONOUNS

کسی مخصوص چیز یا شخص کی طرف اشارہ کرتا ہے۔ یہ چیز یا شخص واحد بھی ہوسکتا ہے اور جمع بھی۔ قریب بھی ہوسکتا ہے اور دور بھی۔ demonstrative pronoun چار ہیں جو کہ یہ ہیں "this, that, these, those" ان میں سے this اور that واحد اسم کی طرف اشارہ کرتے ہیں جبکہ these اور those جمع اسم کی طرف۔ ان میں سے this اور these قریب کی چیزوں یا اشخاص کی طرف اشارہ کرتے ہیں جبکہ that اور those دور کی چیزوں یا اشخاص کی طرف اشارہ کرتے ہیں۔ مندرجہ ذیل جملوں میں demonstrative pronouns کو نمایاں کیا گیا ہے۔

Examples:
This is an apple. (قریب کی واحد چیز کی طرف اشارہ کرتا ہے this)
That is a tree. (دور کی واحد چیز کی طرف اشارہ کرتا ہے that)
These are girls. (قریب کی چیزوں کی طرف اشارہ کرتا ہے these)
Those are boys. (دور کی چیزوں کی طرف اشارہ کرتا ہے those)

More Examples:

1. I really dislike **this**.
2. **This** smells good.
3. **That** costs too much money.
4. I heard **that**.
5. **These** look perfect.
6. I will sell **these**.
7. **Those** belong to her.
8. She owns **those**.
9. **These** are nicer than those.
10. Is **this** yours?
11. Did you see **that**?
12. **That** is one way to do it.
13. Is **that** right?
14. **That** is incorrect.

DEMONSTRATIVE PRONOUNS VS DEMONSTRATIVE ADJECTIVES

demonstrative pronoun اور demonstrative adjective کے درمیان فرق معلوم ہونا چاہیے۔ کیونکہ یہ لفظ ایک جیسے ہیں۔ demonstrative pronoun بغیر کسی noun کے اکیلا استعمال ہوتا ہے جبکہ demonstrative adjective کے ساتھ کوئی نہ کوئی noun استعمال ہوتا ہے کیونکہ یہ noun کی وضاحت کرتا ہے۔ ذیل میں دیے گئے جملوں کو پڑھیں اور فرق نوٹ کریں۔

i. I want that. (یہاں that ایک پرونا ؤن ہے کیونکہ اس کے بعد کوئی noun نہیں آیا)
ii. I want that car. (یہاں that ایک adjective ہے کیونکہ یہ ؤن car سے پہلے آیا ہے)

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. **This** is a present from my uncle.
b. Both cars are good; but **this** is better than **that**.
c. The mangoes of Multan are better than **those** of Muzaffargarh.
d. **These** are mine, but **those** belong to Asfa.
e. **That** is the Lahore Fort.
f. **This** cat is mine.

ADDITIONAL ACTIVITY:

(a) ***Fill in the blanks with suitable demonstrative pronouns/adjectives.***

1. Take _____ card with you. — this
2. _____ are the points that you must understand. — These
3. Who is the owner of _____ house? — this
4. _____ little girls are very innocent. — These
5. _____ fat man standing over there is my brother. — That

(b) ***Identify the underlines demonstratives as pronouns or adjectives.***

1. That lady is a great teacher. — adjective
2. Is this yours? — pronoun
3. This scenery is lovely. — adjective
4. I don't like this. — pronoun
5. Who owns this car? — adjective

RECIPROCAL PRONOUNS

reciprocal pronouns باہمی تعلق کو ظاہر کرتے ہیں۔ reciprocal pronouns درج ذیل ہیں۔

- each other
- one another

Examples:

1. Ali and Omer love each other.
   (Note: Ali loves Omer, and Omer loves Ali. The action is reciprocal.)
2. The two sisters gave each other presents.
3. At Eid, people give gifts to one another.
4. They love one another.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. Javeria gave Maria a gift and Maria gave a gift to Javeria.
   Javeria and Maria gave **each other** gifts.
Using **each other** stops unnecessary repetition.
b. The countries worked with **one another** on national security.
One another works to suggest that the action of working is being reciprocated back and forth by more than one country.

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Grammar Exercise - 1

(taken from English Grammar & Composition by PCTB, Lahore)

2. ***Read the following sentences and use the appropriate pronouns.***
   a. Munir is a good boy. _____ always listens to teacher.
   b. Amir and Salman are twin brothers. _____ take the same bag to school.

c. Murad and I are very good friends. ___ have known each other since childhood.
d. The mangoes are very sour. Where did you buy _____?
e. I love watching Tom and Jerry cartoon. ___ reminds me of my childhood days.
f. I bought this book for my sister. _____ often read it together.
g. This is Sara. Do you know _____?
h. There are many windows here. But all of _____ are jammed.
i. The army has reached _____ destination.
j. My aunt and uncle live in Multan. _____ often visit _____.

Answer Key

a. Munir is a good boy. **He** always listens to the teacher.
b. Amir and Salman are twin brothers. **They** take the same bag to school.
c. Murad and I are very good friends. **We** have known each other since childhood.
d. The mangoes are very sour. Where did you buy **them**?
e. I love watching Tom and Jerry cartoon. **It** reminds me of my childhood days.
f. I bought this book for my sister. **We** often read it together.
g. This is Sara. Do you know **her**?
h. There are many windows here. But all of **them** are jammed.
i. The army has reached **its** destination.
j. My aunt and uncle live in Multan. **They** often visit **us**.

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☆..... VERB AND ITS TYPES .....☆

VERB

[A verb is a doing word. It expresses some action. In the following examples, the verbs are given in bold font.]

فعل ظاہر کرنے والا لفظ verb ہوتا ہے۔ یہ کسی کام یا عمل کو ظاہر کرتا ہے۔ درج ذیل مثال میں verb جلی حروف میں دیا گیا ہے۔

I **teach** English.

اس فقرے میں teach ایک ایسا لفظ ہے جو فعل ظاہر کر رہا ہے۔ میں کیا کام کرتا ہوں، پڑھاتا ہوں۔ چنانچہ لفظ teach ایک verb ہے۔ verb کے بغیر کوئی فقرہ وجود میں نہیں آسکتا ہے۔ مندرجہ ذیل مثالوں میں verbs کو نمایاں کیا گیا ہے۔

1. She **eats** bread.
2. Ali **drinks** tea.
3. We **play** football.

TYPES OF VERB فعل کی اقسام

ACTION OR DYNAMIC VERBS

[Action verbs show a physical or a mental action.] For example:

کسی جسمانی یا دماغی فعل کو ظاہر کرتے ہیں۔ مثال کے طور پر action verbs

1. I **kicked** the football into the goal.
2. The dog **ran** across the road.
3. She **wept** bitterly.
4. He **sings** a song.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. I **run** faster than Danish.
b. He **does** it well.

LEXICAL VERBS

[Lexical verbs carry their full meanings. They are the main verbs in sentences. They give the real information. They do not rely on other words to convey their meanings. They are also termed the main verbs or full verbs. They stand in contrast with delexical verbs that convey only a partial

meaning. They also stand in contrast with auxiliary verbs that convey only the grammatical meanings.]

lexical verbs اپنے مکمل معانی دیتے ہیں۔ فقرات میں یہ main verbs ہوتے ہیں۔ یہ حقیقی معلومات فراہم کرتے ہیں۔ یہ اپنے معانی دینے کے لیے دوسرے الفاظ پر انحصار نہیں کرتے۔ انہیں main verbs یا full verbs بھی کہا جاتا ہے۔ یہ delexical verbs کے برعکس ہوتے ہیں جو کہ صرف جزوی معنی دیتے ہیں۔ یہ auxiliary verbs (امدادی فعل) کے بھی برعکس ہوتے ہیں جو کہ محض گرائمر سے متعلق معانی ادا کرتے ہیں۔

Examples:

1. She **cried** loudly.
2. He **laughed** softly.

DELEXICAL VERBS

[Delexical verbs have very little meaning of their own. They rely on the following noun to convey the clear meanings. Delexical verbs are: take, make, have, give, go, do.]

delexical verbs کے اپنے کوئی معنی نہیں ہوتے۔ واضح معنی دینے کے لیے یہ بعد میں آنے والے ناؤن پر انحصار کرتے ہیں۔ delexical verbs یہ ہیں۔ make, have, give, go, do

Examples:

1. I **took** a shower.
2. I **had** a drink.
3. He **gave** a loud laugh.
4. She **made** a noise.

STATIVE/BEING VERBS

[Stative verbs describe a state rather than an action. They are not usually used in continuous form.] A few such verbs are:

stative verbs کسی فعل کی بجائے حالت کو بیان کرتے ہیں۔ یہ عموماً جاری form میں استعمال نہیں ہوتے۔ ایسے چند افعال یہ ہیں:

be, have, like, prefer, understand, belong, doubt, love, hate, know, want, need, own, see, hear, smell, believe, remember, etc.

Examples:

1. She **is** a good reader.
2. He **seems** to be sad.
3. I **like** swimming.
4. Moonis **belongs** to a noble family.

Note: Some verbs can be used both as stative verbs and action verbs. Some such verbs are: have, think, feel, look, smell, taste

نوٹ: کچھ افعال کو stative verbs اور action verbs دونوں کے طور پر استعمال کیا جا سکتا ہے۔ ایسے چند افعال یہ ہیں:

have, think, feel, look, smell, taste

For example:

1. I **have** a jeep. (used as a stative verb)
2. I am **having** a bath. (used as a action verb)
3. I **think** you are good player of hockey. (used as a stative verb)
4. I am **thinking** about buying a car. (used as a action verb)
5. She **looks** busy. (used as a stative verb)
6. She is **looking** at the rainbow. (used as a action verb)

Example: (taken from English Grammar & Composition by PCTB, Lahore)

1. The doctor **disagrees** with you in this respect.

NON-CONTINUOUS VERBS

[Non-continuous verbs are not used in progressive tenses. They are a sort of stative verbs. They tell us about some state not an action.] Some such verbs are:

non-continuous verbs جاری زمانے میں استعمال نہیں ہوتے۔ یہ stative verbs کی طرح ہیں۔ یہ ہمیں کسی فعل کی بجائے کسی حالت سے متعلق بتاتے ہیں۔ چند ایسے افعال یہ ہیں:

be, want, cost, seem, need, care, contain, owe, exist, possess, own, belong, like, love, hate, dislike, fear, envy, mind, etc.

AUXILIARY/HELPING VERBS

[Auxiliary verbs precede the main verbs. They express grammatical meanings only. They help the main verbs to express their mood, tense or voice. Some common auxiliary verbs are: be, do, have, etc.]

مددگار افعال main verbs سے پہلے آتے ہیں۔ یہ محض گرائمر سے متعلق معانی ظاہر کرتے ہیں۔ یہ main verbs کو اپنا mood، tense یا voice ظاہر کرنے کے لیے مدد دیتے ہیں۔ چند عمومی طور پر استعمال ہونے والے امدادی افعال یہ ہیں: be, do, have وغیرہ۔

Examples:

1. He **is** reading a book.
2. She **was** waiting for his brother.
3. We **have** eaten breakfast.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. The girls <u>were</u> **talking.**
b. I <u>have</u> already **learnt** my lesson.
c. He <u>can</u> **play** football.

MODAL VERBS

[Modal verbs are a kind of helping verbs. They show the mood of a verb such as ability, possibility, obligation, permission, advice or some other mood.]

Modal Verbs امدادی فعل کی ہی طرح ہیں۔ یہ فعل کے mood کو ظاہر کرتے ہیں جیسا کہ قابلیت (ability)، امکان (possibility)، فرض (obligation)، اجازت (permission)، نصیحت (advice) وغیرہ۔

"can, could, may, might, shall, should, will, would, must, ought to" یہ modal verbs ہیں۔ یہ ہمیشہ main verbs سے پہلے استعمال ہوتے ہیں۔ بیانیہ فقرے میں ان کی ترتیب یہ ہے۔

Subject + modal verb + main verb

مثالیں:

1. I **can** win the race.
2. You **should** have a walk daily.

نیچے دیے گئے فقرات میں modal verbs کو نمایاں کیا گیا ہے۔

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. He **can** read it.
b. I **should** go home.
c. You **must** not delay your decision anymore.
d. Sana **would** not recommend Nihari.
e. Tania **may** be late.

LINKING VERBS/COPULA

[A verb that joins the subject to a complement.] Here are some common linking verbs:

مکمل کرنے والے verbs کو linking verbs کہتے ہیں۔ یہ (complement) سے جوڑتے ہیں۔ درج ذیل ہیں:

be, seem, look, feel, taste, smell, sound, become, remain, prove, stay, etc.

Examples:

1. She **is** happy.
2. He **looks** sad.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. Farah **is** proud.
b. The pillow **feels** soft.

SUBJECT-VERB AGREEMENT

نوٹ: subject-verb agreement سے متعلق مکمل تفصیل Correct Use of Verb کے باب میں ملاحظہ کریں۔

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. I am eating my food.
b. I was eating my food.
c. I have played my role.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. He is eating his food.
b. He was eating his food.
c. He has played his role.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. They are eating their food.
b. They were eating their food.
c. They have eaten their food.

REGULAR VERBS / WEAK VERBS

[Regular verbs form their past simple and past participle by adding "-ed" to their base form; for example, laugh --- laughed --- laughed; look --- looked --- looked.]

Regular Verb وہ verb ہوتا ہے جس کا simple past اور past participle بنانے کے لیے verb کی پہلی form کے ساتھ "-ed" کا اضافہ کرتے ہیں۔ مثال کے طور پر

i. laugh --- laughed --- laughed ii. look --- looked --- looked

regular verb کی چند مثالیں ذیل میں دی گئی ہیں۔

Infinitive	Simple Present	Past simple or V2	Past participle or V3	Present participle
To advise	advise	advised	advised	advising
To allow	allow	allowed	allowed	allowing
To enjoy	enjoy	enjoyed	enjoyed	enjoying
To rain	Rain	rained	rained	raining
To smile	smile	smiled	smiled	smiling

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

Regular Verbs (Base Forms)	Simple Past Forms of the Verbs	Past Participle Forms of the Verbs
Agree	agreed	agreed
Deliver	delivered	delivered
Fix	fixed	fixed
Injure	injured	injured
Laugh	laughed	laughed

IRREGULAR VERBS / STRONG VERBS

[Irregular verbs form their past simple and past participle in different ways; for example, buy-bought-bought, eat-ate-eaten.]

Irregular verb وہ verb ہوتا ہے جس کا simple past اور past participle مختلف طریقوں سے بنتے ہیں۔ مثال کے طور پر

i. buy --- bought --- bought ii. eat --- ate --- eaten

irregular verbs کی چند مثالیں ذیل میں دی گئی ہیں۔

Infinitive	Simple Present	Past simple or V2	Past participle or V3	Present participle
To know	know	knew	known	knowing
To go	go	went	gone	going
To drink	drink	drank	drunk	drinking
To hold	hold	held	held	holding
To write	write	wrote	written	writing

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

Present	Past Simple	Past Participle
be (is, am, are)	was/were	been
fall	fell	fallen
know	knew	known
hide	hid	hidden

a. We **play** cricket everyday. – **Present**
b. We **played** cricket yesterday. – **Past Simple**
c. We had already **played** cricket. – **Past Participle**

ADDITIONAL ACTIVITY:

(a) Write the correct form of the irregular verb in simple past tense.

Example: He _____ (to drink) coffee.
He **drank** coffee.

1. The moon _____ (to come) out late last night.
2. Salma _____ (to lose) her first tooth this morning.
3. My entire family _____ (to catch)the flu last winter.
4. The employees _____ (to do) a lot of work today.
5. The swimmers _____ (to hold) their breath and jumped into the water.
6. The baker _____ (to make) a cake for my birthday.
7. They _____ (to take) a picture of the mountain.
8. The teacher _____ (to teach) us chemistry last year.
9. I _____ (to wear) my jacket yesterday.
10. We _____ (to go) to the zoo last weekend.
11. Ali _____ (to write) his family a letter.
12. I _____ (to see) a movie last night.

Answer Key

1. came	2. lost	3. caught	4. did	5. held	6. made
7. took	8. taught	9. wore	10. went	11. wrote	12. saw

(b) Point out whether the underlined verbs are lexical or delexical:

1. He took a deep breath. — delexical
2. Do not laugh at others. — lexical
3. ALLAH loves us all. — lexical
4. He made a mistake. — delexical
5. We must respect our elders. — lexical
6. She had a good breakfast. — delexical
7. She runs very fast. — lexical
8. He takes great pains to do his work. — delexical
9. She gave a sweet smile. — delexical
10. Do not make a noise. — delexical
11. Do not abuse anyone. — lexical

I go walking in the evening. — delexical
He does his duty well. — delexical
He dived into the river. — lexical
They play football in the evening. — lexical

Point out whether the underlined verbs are dynamic or stative:

He feels strong. — stative
We discussed the issue. — dynamic
I like you. — dynamic
The scent smells sweet. — stative
I will help you. — dynamic

Point out whether the underlined verbs are auxiliaries, modals or copula:

She is feeling happy. — auxiliary
She is happy. — copula
She should be happy. — modal
I can help you. — modal
He looks busy. — copula
She was singing a song. — auxiliary
We must obey our parents. — modal
He became a teacher. — copula
We have won the match. — auxiliary
You might win the race. — modal

Point out whether the underlined verbs are regular or irregular.

We should respect our elders. — regular
I fall on the thorns of life I bleed. — irregular
You must obey your teachers. — regular
He knows me well. — irregular
Hold fast to dreams. — irregular
Words without thoughts never to heaven go. — irregular
We worship ALLAH. — regular
My words fly up, my thoughts remains below. — irregular
ALLAH loves us all. — regular
Ambition can creep as well as soar. — irregular

TRANSITIVE VERBS

[A verb that takes a direct object is a transitive verb.]

وہ verb جس کے بعد object ضروری ہو transitive verb کہلاتا ہے۔ ایسے verbs object کے اپنے معنی اور مطلب واضح نہیں کر پاتے۔ مثلاً

1. He **does** his duty.
2. She **learns** her lesson.

ان مثالوں میں transitive verbs کو نمایاں کیا گیا ہے اور ان کے بعد آنے والے objects کو underline کیا گیا ہے۔

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

1. Ahmad **eats** an apple in the morning.

INTRANSITIVE VERB

[A verb that does not take a direct object is an intransitive verb.]

وہ فعل جو اپنے بعد object نہیں لیتے۔ ان کو object کی ضرورت نہیں ہوتی۔ یہ بغیر object کے اپنا معنی اور مطلب واضح کر دیتے ہیں۔ مثالیں:

1. He **runs** fast.
2. He **walks** slowly.

ان فقرات میں Intransitive verbs کو نمایاں کیا گیا ہے۔

کچھ verbs ایسے ہیں جو بیک وقت transitive verbs بھی ہیں اور intransitive verbs بھی۔ لہٰذا اگر وہ بطور transitive verb استعمال ہوں تو ان کے بعد مفعول لگتا ہے اور اگر وہ Intransitive verb کے طور پر استعمال ہوں تو ان کے بعد مفعول نہیں لگتا۔ مثلاً

1. He **laughed** at the poor. (transitive)
2. He **laughed** loudly. (intransitive)

Example: (taken from English Grammar & Composition by PCTB, Lahore)

a. The sun **rises** now.

ADDITIONAL ACTIVITY:

Tick whether transitive or intransitive.

1.	He **works** the whole night.	Transitive / Intransitive
2.	He **gave** me a gift.	Transitive / Intransitive
3.	He **walks** very slowly.	Transitive / Intransitive
4.	Do not **sleep** late at night.	Transitive / Intransitive
5.	We **live** in Multan.	Transitive / Intransitive
6.	I **like** her.	Transitive / Intransitive
7.	We **clean** our house daily.	Transitive / Intransitive
8.	My friend **went** to Lahore yesterday.	Transitive / Intransitive
9.	My brother **drove** a car.	Transitive / Intransitive
10.	He **promised** to help me.	Transitive / Intransitive

Answer Key

1. intransitive	2. transitive	3. intransitive	4. intransitive	5. intransitive
6. transitive	7. transitive	8. intransitive	9. transitive	10. transitive

ERGATIVE VERBS

[Many verbs function as transitive as well as intransitive verbs. The verb that can be either transitive or intransitive is called an ergative verb.] In the following examples the verb, 'leave' is an ergative verb.

وہ افعال جو transitive یا intransitive ہوتے ہیں (فعل متعدی) کے ساتھ ساتھ intransitive (فعل لازم) کے طور پر بھی کام کرتے ہیں۔ وہ فعل جو دونوں طرح کام کر سکتا ہو اسے ergative verb کہا جاتا ہے۔ درج ذیل مثالوں میں فعل 'leave' ایک ergative فعل ہے۔

Examples: 1. The bus **left** early in the morning.

(There is no object in this sentence; therefore, the verb '**left**' functions as an intransitive verb here.)

اس فقرے میں مفعول نہیں ہے لہٰذا یہاں فعل 'left' بطور intransitive فعل استعمال ہوا ہے۔

2. He **left** the bus early in the morning.

('**Bus**' is the object of the verb '**left**'; therefore, '**left**' functions as a transitive verb here.)

اس فقرے میں 'bus' فعل 'left' کا مفعول ہے لہٰذا یہاں یہ فعل بطور transitive فعل استعمال ہوا ہے۔

یہ verbs جو ergative ہیں: **melt, start, close, break, ring, play, crash, fly** وغیرہ۔

PHRASAL VERBS

[A phrasal verb is a verb followed by a particle. The particle could be a preposition or an adverb. It creates a meaning totally different from that of the original verb.]

phrasal verb وہ فعل ہوتا ہے جس کے بعد پارٹیکل آتا ہے۔ یہ پارٹیکل کسی preposition یا کسی ایڈورب پر مشتمل ہو سکتا ہے۔ phrasal verb اصل فعل کے بالکل

برعکس معنی دیتا ہے۔ مثالیں:

She has **got** a job. ('get' has been used in the meaning of 'obtain'.)

1. She **gets** up early in the morning.

2. ("get up" is utterly different from the original verb '**get**'. It means 'to rise from bed'.)

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. He **brought up** his nephew.

b. Sami **handed over** the wallet to the police.

c. You should **make up** your deficiency.

POSITION OF THE PARTICLE

[The particle is placed either after the verb or after the object.]

phrasal verb میں پارٹیکل کو فعل یا مفعول کے بعد لگایا جاتا ہے۔ مثلاً

1. Write **down** the word. Write the word **down**.

[If the object is a pronoun, the particle is placed after the pronoun (object).]

اگر مفعول کوئی پرونا ؤن ہو تو پارٹیکل اس پرونا ؤن (مفعول) کے بعد لگایا جاتا ہے۔ مثلاً

1. Write it **down**.

REFLEXIVE VERBS

[A verb that takes a reflexive pronoun as its object is a reflexive verb.]

وہ فعل جو کسی reflexive pronoun کو بطور مفعول کے استعمال کرے reflexive verb کہلاتا ہے۔ مثلاً

1. Be careful, you may **cut** **yourself**.

(The object of the verb '**cut**' is the reflexive pronoun '**yourself**'.)

فعل 'cut' کا مفعول reflexive پرونا ؤن 'yourself' ہے۔

2. I am **teaching** **myself** how to play piano.

(The object of the verb '**teach**' is the reflexive pronoun '**myself**'.)

فعل 'teach' کا مفعول reflexive پرونا ؤن 'myself' ہے۔

FINITE AND NON-FINITE VERBS

[Every sentence must have at least one verb that shows either tense or mood.]

ہر فقرے کا کم سے کم ایک ورب ضرور ہوتا ہے جو یا tense یا mood کو ظاہر کرتا ہے۔ یہ فقرے پڑھیں:

(1) I **drink** tea. (2) **Sit** down right here.

In the first sentence, the verb 'drink' shows tense and in the second sentence, the verb, 'sit' shows imperative mood. Thus the verb that shows tense or mood is a finite verb.

پہلے فقرے میں ورب 'drink' زمانہ (tense) ظاہر کر رہا ہے اور دوسرے فقرے میں 'sit' ورب 'imperative mood' ظاہر کر رہا ہے۔ لہٰذا وہ ورب جو tense یا mood ظاہر کرتا ہو finite verb کہلاتا ہے۔ اب یہ فقرہ پڑھیں:

Ali **wants** to drink tea.

In this sentence, the verb 'wants' shows tense and agreement with its subject and the other verb 'to drink' shows no tense; rather it is infinitive. Thus the verb that shows tense and agreement with its subject is a finite verb and the verb that shows no tense is a non-finite verb. A non-finite verb is used as an infinitive or a participle or a gerund.

اس فقرے میں ورب 'wants' زمانہ (tense) اور اپنے subject سے مطابقت ظاہر کر رہا ہے اور دوسرا ورب 'to drink' کوئی tense ظاہر نہیں کر رہا چنانچہ یہ infinitive ہے۔ لہٰذا وہ ورب جو tense اور subject کے ساتھ مطابقت ظاہر کرے وہ finite verb کہلاتا ہے اور وہ ورب جو کسی tense کو ظاہر نہ کرے non-finite verb کہلاتا ہے۔ verb کو infinitive یا participle یا gerund کے طور پر استعمال کیا جاتا ہے۔

مندرجہ ذیل فقرات میں finite verbs کو بولڈ حروف میں جبکہ non-finite verb کو خط کشیدہ کیا گیا ہے۔

1. A verb **is** needed in every sentence.
2. I **am** explaining finite and non-finite verbs.
3. Children **will** have to be taught the Holy Quran.
4. Ali **promised** to help me.
5. The plan **has** been discussed in detail.
6. What **did** Imran want to do about Akram?
7. Honest people **try** to refuse to accept bribe.
8. After passing the examination, she **succeeded** in getting a job.
9. She **was** trying to get a seat in the bus.

انگریزی میں ہر کلاز کے اندر صرف ایک finite فعل ہو سکتا ہے۔ جبکہ non-finite افعال کی تعداد چاہے اس سے زیادہ بھی ہو سکتی ہے۔ یہ فقرہ دیکھیں:

1. He **is** believed to have been asked to get himself medically checked.

Finite verbs can appear in **dependent clauses** as well as in independent clauses:

finite verbs تابع کلاز کے ساتھ ساتھ آزاد کلاز میں بھی استعمال ہوتے ہیں:

1. Ali **said** that he **gave** a big dinner yesterday.
2. Food you **cook** yourself is better than that you **buy** from a hotel.

Comments:

In the above sentences, *been, discussed* and *done* are **past participles**, *want, have, refuse, accept* and *get* are **infinitives**, and *passing, getting* and *trying* are **present participles**.

اوپر دیے گئے فقروں میں 'been'، 'discussed' اور 'done' جبکہ 'want'، 'have'، 'refuse'، 'accept' اور 'get' infinitives ہیں اور 'passing'، 'getting' اور 'trying' present participles ہیں۔

Certain finite and nonfinite forms of a given verb are often identical. For example:

کچھ فعل ایسے ہیں جو ایک ہی شکل میں finite بھی ہو سکتے ہیں اور non-finite بھی۔ مثلاً

a. They **work** a lot. — Finite verb (present tense) in bold
b. They will **work** a lot. — Nonfinite infinitive in bold

ADDITIONAL ACTIVITY:

Point out whether the underlined verbs are finite or non-finite.

1.	Actions speak louder than words.	finite
2.	A watched pot never boils.	finite
3.	Beauty is in the eyes of beholder.	finite
4.	Birds of a feather flock together.	finite
5.	Don't bite the hand that feeds you.	finite
6.	A candle loses nothing by lighting another candle.	non-finite
7.	Practice makes a man perfect.	finite
8.	A tree is known by its fruit.	non-finite
9.	Gardens are not made by sitting in the shade.	non-finite
10.	There's more than one way to skin a cat.	non-finite

—☆—☆—☆—

☆..... MODAL VERBS .....☆

MODAL VERBS

[Modal verbs are a kind of helping verbs. They show the mood of a verb such as ability, possibility, obligation, permission, advice or some other mood.]

Modal Verbs امدادی فعل کی طرح ہوتے ہیں۔ یہ فعل کے mood کو ظاہر کرتے ہیں جیسا کہ قابلیت (ability)، امکان (possibility)، اجازت (permission)، نصیحت (advice) وغیرہ۔

یہ verbs ہمیشہ main verbs سے پہلے استعمال ہوتے ہیں۔ *can, could, may, might, shall, should, will, would, must,* اور انگریزی زبان میں *ought to* modal verbs ہیں۔ جملیہ فقرے میں ان کی ترتیب یہ ہے۔

Subject + modal verb + main verb

مثالیں:

1. I **can** win the race.
2. You **should** have a walk daily.

ان فقرات میں modal verbs کو نمایاں کیا گیا ہے۔

CAN

یہ verb امکان، اہمیت اور اجازت کے لیے استعمال ہوتا ہے۔

1.	Ali **can** win the race.	(قابلیت)
2.	Smoking **can** cause cancer.	(امکان)
3.	**Can** Ali come with me for dinner?	(اجازت)

COULD

could ماضی میں امکان اور قابلیت کو ظاہر کرتا ہے۔ یہ التجائی شائستہ التجا کرنے کے لیے بھی استعمال کیا جاتا ہے۔

He said that he **could** win the race.	(ماضی میں امکان)
That **could** be dangerous.	(امکان)
When I was young, I **could** run very fast.	(قابلیت زمانہ ماضی میں)
Could you help me move this sofa?	(شائستہ التجا)
Could you give me a loan?	(شائستہ التجا)

"Could" شرطیہ فقروں میں would کی جگہ استعمال ہو سکتا ہے۔ مثلاً

1. If you worked hard, you **could** pass the examination.
2. If you had worked hard, you **could** have passed the examination.

SHALL / WILL

یہ دونوں verbs ارادہ یا ایسے عمل کو ظاہر کرتے ہیں جن کا مستقبل میں واقع ہونے کا امکان ہو۔ مثلاً

1.	I will / shall visit Naran the next month.	(ارادہ)
2.	Ali will receive us at the train station.	(امکان)

سوالیہ فقروں میں will کا استعمال کسی حمایت یا احسان کے حصول کے لیے کیا جاتا ہے۔ مثلاً

1. Will you lend me your camera?
2. Will you go with me?

Shall پسند یا ناپسند سے متعلق سوال کرنے کے لیے استعمال ہوتا ہے۔ ایسی صورتوں میں یہ should کے طور پر استعمال ہوتا ہے۔ مثلاً

1. Shall I close the door?
2. Shall I stay with you?

MAY / MIGHT

یہ دونوں modal verbs امکان کو ظاہر کرتے ہیں۔ آپ may اور might دونوں میں سے کوئی سا verb استعمال کر سکتے ہیں۔

1.	I may / might go to the bazaar.	(امکان)
2.	It may / might rain tonight.	(امکان)

May ہم التجا یا درخواست کے لیے استعمال کرتے ہیں۔

1.	May I use your pen?	(التجا)
2.	May I come in?	(التجا)

May دعا یا بددعا کے لیے استعمال ہوتا ہے۔

1. May you live long! (دعا)
2. May he go to hell! (بددعا)

May کو مقصد ظاہر کرنے کے لیے استعمال کرتے ہیں۔ مثلاً

1. He works hard so that he may pass. (مقصد)

اگر پہلی کلاز ماضی میں ہو تو ثانوی کلاز میں may کے بجائے might استعمال کیا جاتا ہے۔

1. He worked hard so that he might pass. (پہلی کلاز کو underline کیا گیا ہے جو کہ ماضی میں ہے)

MUST

Must فرض یا ضروری بات کو ظاہر کرنے کے لیے استعمال کیا جاتا ہے۔ مثلاً

1. You must see a doctor at once. (لازمی بات)
2. Aslam must study hard. (لازمی بات)

Must کسی ایسے قیاس یا مفروضے کو ظاہر کرنے کے لیے استعمال ہوتا ہے جس کا قوی امکان ہو۔ مثلاً

1. My watch must be broken. (مفروضہ)
2. He must have done this mistake. (قیاس)

SHOULD

Should اخلاقی فرض یا ضروری بات کے لیے استعمال ہوتا ہے۔ اس صورت میں یہ ought to کے مشابہ کام کرتا ہے۔ مثلاً

1. You should help the poor. (اخلاقی فرض)
2. I should reach the school in time. (ضروری بات)

OUGHT (to)

Ought to اخلاقی فرض کو ظاہر کرتا ہے۔ اس صورت میں یہ should کے مشابہ کام کرتا ہے۔ مثلاً

1. You ought to help the needy. (اخلاقی فرض)
2. He ought to obey his parents. (اخلاقی فرض)

WOULD

would شائستہ سوال کے لیے ہم استعمال کرتے ہیں۔ مثلاً

1. Would you like salad with your meal? (شائستہ سوال)
2. Where would you like to eat dinner? (شائستہ سوال)

شرطیہ فقروں کی دوسری اور تیسری قسم میں would استعمال کرتے ہیں۔ مثلاً

1. If you hired a car, you would reach in time. (دوسری قسم)
2. If you had worked hard, you would have passed the exam. (تیسری قسم)

ماضی میں عادت کو ظاہر کرنے کے لیے would استعمال کرتے ہیں۔ مثلاً

1. When I was a student, I would go swimming every day. (ماضی میں عادت)
2. When Ali lived in Lahore, he would write me long letters. (ماضی میں عادت)

Grammar Exercise - 1

(taken from English Grammar & Composition by PCTB, Lahore)

4. Read the following sentences and select the correct form of the verb given in brackets.

a. Rabia _____ a mile every day. (run/runs)
b. The dogs _____ all night. (barks/bark)
c. The cat _____ the snake. (catch/caught)
d. We _____ in the park in the evenings. (play/plays)
e. Hafsa _____ school yesterday. (went/go)
f. Aqib _____ to be a police officer when he grows up. (want/wants)
g. Maheen _____ back to her mother. (ran/run)

h. Khalid _____ very fast. (walk/walks)
i. You can _____ with us. (come/came)
j. They _____ to a picnic together yesterday. (went/go)

Answer Key

a.	runs	b.	bark	c.	caught	d.	play	e.	went
f.	wants	g.	ran	h.	walks	i.	come	j.	went

ADDITIONAL ACTIVITY:

Tick the right options.

1. Aslam _____ run very fast; he often wins the race.
(a) can (b) may (c) must (d) ought to

2. He _____ help me; but I am still not sure.
(a) must (b) can (c) should (d) may

3. He said that he _____ help me.
(a) would (b) may (c) can (d) will

4. _____ you live long!
(a) Can (b) Must (c) Would (d) May

5. We _____ switch off the lights when we sleep.
(a) should (b) could (c) can (d) may

6. _____ you tell me the way to the hospital?
(a) Must (b) May (c) Should (d) Could

7. It _____ rain today as it is somewhat cloudy.
(a) should (b) would (c) may (d) must

8. We _____ respect our parents.
(a) can (b) may (c) might (d) ought to

9. As he is a strong man he _____ easily lift this weight.
(a) can (b) ought to (c) may (d) might

10. Thank you for your help, I _____ this work without you.
(a) couldn't have done (b) might not do (c) should not do (d) would not do

Answer Key

1. a	2. d	3. a	4. d	5. a
6. d	7. c	8. d	9. a	10. a

☆..... ☆..... ☆.....

☆..... ADJECTIVES AND ITS TYPES .....☆

[Adjectives are describing words. They describe a noun or a pronoun.]

Adjectives توضیحی (صفت بیان کرنے والے) الفاظ ہیں۔ یہ اون یا پرونا اون کی وضاحت کرتے ہیں۔ مختلف قسم کے adjectives کی اقسام درج ذیل میں دی گئی ہیں۔

TYPES OF ADJECTIVES

DESCRIPTIVE ADJECTIVES OR ADJECTIVES OF QUALITY

[They describe nouns and give information about them.]

یہ اون کی وضاحت کرتے ہیں اور اس کے بارے میں معلومات دیتے ہیں۔

Examples: tall boy, strong man, beautiful lady, bright day, etc.

ADJECTIVE OF QUANTITY

[Adjectives of quantity show the quantity of a noun. They answer such a question as, 'how much?' They usually occur before uncountable nouns.] The adjectives of quantity are italicized in the followings:

یہ adjectives کسی ناؤن کی مقدار کو ظاہر کرتے ہیں۔ یہ 'how much?' جیسے سوال کا جواب دیتے ہیں۔ یہ عموماً uncountable nouns سے پہلے آتے ہیں۔
ذیل میں adjectives of quantity کو تین حصوں حروف میں دیا گیا ہے:

some sugar, *little* knowledge, *much* pleasure, *enough* work, *all* afternoon, *no* food, *any* information, *great* wealth, *half* property, *sufficient* time, *the whole* amount, *etc.*

ADJECTIVES OF NUMBERS OR NUMERIC/NUMERAL ADJECTIVES

[Numeral adjectives show the numbers. They show how many persons or things are meant. They usually occur before countable nouns.]

یہ adjectives عددی تعداد کو ظاہر کرتے ہیں۔ یہ ظاہر کرتے ہیں کہ کتنے اشخاص یا چیزیں مراد لی گئی ہیں۔ یہ عموماً countable nouns سے پہلے آتے ہیں۔ ذیل میں adjectives of numbers کو تین حصوں حروف میں دیا گیا ہے:

Five men are sitting in the hall.
The boy was holding a *few* pens in his hand.
I have raised *many* hens.
Most girls are shy.
I have read *no* books on romance.
All the students in this class are hard working.

Numeral adjectives are further divided into three categories:

numeral adjectives کو مزید تین درجہ بندیوں میں تقسیم کیا جاتا ہے۔

1. Definite Numeral Adjectives
2. Indefinite Numeral Adjectives
3. Distributive Numeral Adjectives

Definite Numeral Adjectives show the exact numbers i.e.

definite numeral adjectives قطعی تعداد کو ظاہر کرتے ہیں۔ مثال کے طور پر

One, two, three, ... (cardinals).
First, second, third, ... (ordinals).

Cardinal numbers show how many and the ordinal numbers show the order of things.

cardinal numbers ظاہر کرتے ہیں کہ کوئی چیز کتنی تعداد میں ہے جبکہ ordinal numbers چیزوں کی ترتیب کو ظاہر کرتے ہیں۔

Indefinite Numeral Adjectives also show the numbers but not the exact ones i.e.

indefinite numeral adjectives بھی تعداد کو ظاہر کرتے ہیں مگر قطعی تعداد نہیں بتاتے۔ مثال کے طور پر

all, some, many, few, any, several, certain, sundry, no, etc.

DISTRIBUTIVE NUMERAL ADJECTIVES

[A distributive numeral adjective refers to each person or thing separately.]

distributive numeral adjective ہر ایک شخص یا چیز کی طرف الگ الگ اشارہ کرتا ہے۔ مثلاً

Each girl in the class is diligent.
Every man should love his country.
I do not know ***either*** man.
At first, ***neither*** man could speak.

PREDICATIVE ADJECTIVES

[Predicative adjectives are those adjectives which follow a linking verb (be, seem, look, feel, become, etc). They are not placed before a noun.]

predicative adjectives ہمیشہ linking verbs کے بعد آتے ہیں۔ یہ کبھی بھی ناؤن سے پہلے نہیں آتے۔ چند linking verbs یہ ہیں: "be, seen, look, feel, become, etc." لہٰذا جو adjectives ان linking verbs کے بعد آئیں گے وہ predicative adjectives ہوں گے۔

Examples: The bag is **heavy**.
The girl is **beautiful**.

ATTRIBUTIVE ADJECTIVE

[An attributive adjective comes before the noun it qualifies.]

attributive adjective اُس ناؤن سے پہلے استعمال ہوتا ہے جس کی یہ وضاحت کرتا ہے۔

Examples: This is a **heavy** bag. (heavy کے بعد ناؤن 'bag' ہے)
She is a **beautiful** girl. (beautiful کے بعد ناؤن 'girl' ہے)

POSSESSIVE ADJECTIVES

[They are the possessive pronouns used as adjective. Thus they are named as possessive adjectives. "my, our, your, his, her, its, their" are possessive adjectives.]

یہ possessive pronouns ہوتے ہیں جو بطور adjectives استعمال ہوتے ہیں۔ لہٰذا ان کو possessive adjectives کہا جاتا ہے۔
possessive adjectives یہ ہیں "my, our, your, his, her, its, their"۔

Examples: 1. This is **my** car. 2. This is **your** bag.

DEMONSTRATIVE ADJECTIVES

[Demonstrative adjectives (this, that, these, those) show whether the noun they refer to is singular or plural and whether it is located near or far away from the speaker.]

demonstrative adjectives ظاہر کرتے ہیں آیا وہ ناؤن جس کی طرف وہ اشارہ کر رہے ہیں واحد ہے یا جمع، قریب ہے یا دور۔
adjectives یہ ہیں "this, that, these, those"۔

Examples: 1. I like **this** car. 2. She loved **those** days of her youth.

DIFFERENCE BETWEEN DEMONSTRATIVE ADJECTIVES AND DEMONSTRATIVE PRONOUNS

This, that, these, those are the demonstrative adjectives as well as demonstrative pronouns. When they are used before nouns, they are demonstrative adjectives and when they are used alone, they are demonstrative pronouns. Read the following sentences and note the difference.

Demonstrative Adjectives	Demonstrative Pronouns
This *book* is mine.	**This** is mine.
That *tree* is old.	**That** is an old tree.
These *books* are interesting.	**These** are my books.
Those *trees* are shady.	**Those** are shady trees.

INDEFINITE ADJECTIVES

[An indefinite adjective is an adjective formed from an indefinite pronoun. The most common indefinite pronouns are:

indefinite adjective وہ adjective ہوتا ہے جو کہ indefinite pronoun سے بنتا ہے۔ ایسے چند عمومی طور پر استعمال ہونے والے pronouns یہ ہیں:
"all, any, anyone, anything, each, everybody, everyone, everything, few, many, nobody, none, several, some, somebody, and someone"

Examples: There are **many** people in the room.
Some books are placed on the table.

INTERROGATIVE ADJECTIVES

[Interrogative adjectives modify nouns and ask questions. They include which, what, whose. They are used before nouns. Read the following examples.]

interrogative adjectives ان نامز کی توضیح کرتے ہیں اور سوال پوچھتے ہیں۔ ان میں 'which, what, whose' شامل ہیں۔ یہ نامز سے پہلے استعمال ہوتے ہیں۔ درج ذیل مثال پڑھیں۔

What subjects do you like most?

DIFFERENCE BETWEEN INTERROGATIVE ADJECTIVES AND INTERROGATIVE PRONOUNS

Both interrogative adjectives and interrogative pronouns ask questions. The difference between them is that an interrogative adjective describes a noun while an interrogative pronoun stands alone and does not describe any noun.

interrogative adjectives اور interrogative pronouns دونوں سوال پوچھتے ہیں۔ ان دونوں میں فرق یہ ہے کہ interrogative adjective کسی نامز کی توصیف بیان کرتا ہے جبکہ interrogative pronoun اکیلا رہتا ہے اور کسی نامز کی توصیف بیان نہیں کرتا۔

Examples of Interrogative Adjectives:	Examples of Interrogative Pronouns:
1. **Which** *car* is yours?	1. **Who** is the best player in this team?
2. **What** *nonsense* are you doing?	2. **Whom** will you marry?
3. **Whose** *pen* is this?	3. **What** is your name?
	4. Three books are lying on the table. **Which** is yours?
	5. This is a fine car. **Whose** is this?

COMPARATIVE ADJECTIVES

[Comparative adjectives are used to compare two things or persons. They are the comparative degrees of adjectives.]

comparative adjectives دو چیزوں یا اشخاص کا مقابلہ کرنے کے لیے استعمال ہوتے ہیں۔ comparative degree کی adjective ہی دراصل comparative adjective کہلاتی ہے۔ مثلاً

Examples: He is **taller** than I.
This book is **more** interesting than that.

SUPERLATIVE ADJECTIVES

[Superlative adjectives convey the supreme value of nouns. They are the superlative degree of the adjectives.]

superlative adjectives اسم کی اعلیٰ ترین قدر و قیمت بیان کرتے ہیں۔ superlative degree کی adjective ہی دراصل superlative adjective کہلاتی ہے۔

Examples: She is the **tallest** girl in the class.
This is the **most** interesting novel I have ever read.

ABSOLUTE ADJECTIVES

[The absolute adjectives are the adjectives that cannot be compared.]

absolute adjectives ایسے adjectives ہوتے ہیں جن کا مقابلہ ممکن نہیں ہوتا۔ ایسے چند adjectives یہ ہیں:

"supreme, infinitive, unique, perfect, eternal, fatal, final, total, dead"

ہم نہیں کہہ سکتے کہ "He is **more dead** than I"۔

ہم نہیں کہہ سکتے کہ "He is **more perfect** than I"۔

وضاحت: جو dead ہے وہ dead ہے زیادہ یا کم dead نہیں ہوتا۔ جو perfect ہے وہ perfect ہے زیادہ یا کم perfect نہیں ہوتا۔ یہ adjectives حالتِ کمال کو ظاہر کرتے ہیں۔ لہٰذا ان کی comparative اور superlative degree گری ممکن نہیں۔ اس لیے ان کو absolute adjectives کہا جاتا ہے۔

ADDITIONAL ACTIVITY:

درست آپشن پر ✓ کا نشان لگائیں۔

1. She is more perfect/perfect than her sister.
2. This book is more complete/complete than that.
3. He is the most unique/unique teacher of English.
4. This poison is most fatal/fatal.
5. This is my final/most final decision.

Answer Key

1. perfect	2. complete	3. unique	4. fatal	5. final

DISTRIBUTIVE ADJECTIVES

[Distributive adjectives refer to each person or thing separately. *Each, every, either, neither, any, etc.* are the distributive adjectives in English.]

distributive adjectives ایسے adjectives ہوتے ہیں جو اشخاص یا اشیاء کو الگ الگ لیتے ہیں۔ انگریزی زبان میں distributive adjectives "each, every, either, neither, any" وغیرہ۔

Examples:

1. I will give a book to each student in the class.
2. Every student in the class is hardworking.
3. You can have either book.
4. You can have neither book.

DIFFERENCE BETWEEN DISTRIBUTIVE ADJECTIVES AND DISTRIBUTIVE PRONOUNS

Each, every, either, neither, any etc. are the distributive adjectives as well as distributive pronouns. When they are used before nouns, they are distributive adjectives and when they are used alone, they are distributive pronouns. Read the following sentences and note the difference.

Distributive Adjectives	Distributive Pronouns
Any *boy* can win the prize.	**Any** of these boys can win the prize.
Each *girl* in this class is tall.	**Each** of these girls is tall.
Either *man* can win the race.	**Either** of the two men can win the race.
Neither *girl* is wise.	**Neither** of these two girls is wise.

ADDITIONAL ACTIVITY:

Tick the right options.

1. She is a <u>tall</u> girl. The underlined word is a/an _____ adjective.
   (a) predicative (b) attributive (c) quantitative (d) definite
2. I truly respect <u>this</u> man. The underlined word is a/an _____ adjective.
   (a) quantitative (b) demonstrative (c) qualitative (d) interrogative
3. <u>Many</u> people died in the accident. The underlined word is a/an _____ adjective.
   (a) absolute (b) descriptive (c) qualitative (d) indefinite
4. This is a <u>complicated</u> problem. The underlined word is a/an _____ adjective.
   (a) predicative (b) attributive (c) demonstrative (d) indefinite
5. I love <u>my</u> country. The underlined word is a/an _____ adjective.
   (a) possessive (b) predicative (c) demonstrative (d) indefinite

6. Which house is yours? The underlined word is a/an _____ adjective.
(a) absolute (b) indefinite (c) attributive (d) interrogative

7. He is a unique teacher. The underlined word is a/an _____ adjective.
(a) absolute (b) indefinite (c) attributive (d) interrogative

8. This is a beautiful scene. The underlined word is a _____ adjective.
(a) demonstrative (b) quantitative (c) descriptive (d) predicative

9. He is a strong man. The underlined word is a/an _____ adjective.
(a) predicative (b) attributive (c) demonstrative (d) indefinite

10. The epidemic is deadly. The underlined word is a/an _____ adjective.
(a) predicative (b) attributive (c) demonstrative (d) indefinite

Answer Key

1. b	2. b	3. d	4. b	5. a
6. d	7. a	8. c	9. b	10. a

☆..... **DEGREES OF ADJECTIVES** .....☆

POSITIVE DEGREE OF ADJECTIVE

The *positive degree* of an adjective is the basic form of an *adjective*. It is also called the *base form* or the *absolute* (مطلق) *degree* of an adjective. It just qualifies a noun without showing any comparison (تقابل،موازنہ). *It is the form that appears in a dictionary.* For example, in the phrase "the tall tree," the adjective *'tall'* is the positive degree. Here follows a list of adjectives in positive degree: happy, bright, warm, kind, smart, quick, tall, strong, young, large, soft, cold, fast, , heavy, light, short, etc.

کسی adjective کی پہلی ڈگری اس positive degree کی adjective ہوتی ہے۔یہ adjective کی اساسی شکل یا مطلق ڈگری بھی کہلاتی ہے۔یہ کسی تقابل کو ظاہر کیے بغیر محض ذات کی توضیح کرتی ہے۔یہ وہ شکل ہے جو لغت میں پائی جاتی ہے۔مثال کے طور پر جملہ "the tall tree" میں "tall" adjective ایک positive degree ہے۔ adjectives کی positive degree کی ایک فہرست نیچے درج ہے:

happy, bright, warm, kind, smart, quick, tall, strong, young, large, soft, cold, fast, , heavy, light, short, etc.

COMPARATIVES AND SUPERLATIVES

1. We use comparatives to compare two things or two people. (She is taller than her sister.)
2. Superlatives are used to compare more than two things or people. (Islamabad is the most beautiful city of Pakistan.)

دو چیزوں یا دو اشخاص کے مقابلے کے لیے ہم adjective کی comparative degree استعمال کرتے ہیں۔مثلاً

1. She is **taller** than her sister.

جب مقابلہ دو سے زیادہ چیزوں یا دو سے زیادہ اشخاص کے درمیان ہو تو ہم adjective کی superlatives degree استعمال کرتے ہیں۔مثلاً

Islamabad is the **most** beautiful city of Pakistan.

FORMING REGULAR COMPARATIVES AND SUPERLATIVES

1- کسی adjective کی comparative and superlative ڈگری بنانے سے پہلے ہمیں اس adjective کے syllables دیکھنے پڑتے ہیں۔

2- ایسے adjectives جو ایک syllable پر مشتمل ہوں monosyllabic words کہلاتے ہیں۔

3- ایک syllable والے adjective کی comparative degree بنانے کے لیے ہم عموماً اس کے آخر میں "-er" کا اضافہ کرتے ہیں اور superlative degree بنانے کے لیے ہم اس کے آخر میں "-est" کا اضافہ کرتے ہیں۔مثلاً

Positive degree	Comparative degree	Superlative degree
tall	tall+er = taller	tall+est = tallest

high	high+er = higher	high+est = highest
strong	strong+er = stronger	strong+est = strongest

بعض اوقات یہ اصول ہم ایسے adjectives پر بھی لاگو کرتے ہیں جن کے دو syllables ہوتے ہیں یا ایسے اضافہ کو ہم disyllabic words کہتے ہیں۔مثلاً

Positive degree	Comparative degree	Superlative degree
easy	easier	easiest
happy	happier	happiest
clever	cleverer	cleverest
early	earlier	earliest

4- دو یا دو سے زیادہ syllables رکھنے والے adjectives کے comparative degree بنانے کے لیے ہم اس سے پہلے "more" اور superlative degree بنانے کے لیے اس سے پہلے "most" لکھ دیتے ہیں۔مثلاً

Adjective having two or more syllables	Comparatives	Superlatives
careful	more careful	most careful
expensive	more expensive	most expensive
difficult	more difficult	most difficult
tired	more tired	most tired
terrible	more terrible	most terrible

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

	Positive	Comparative	Superlative
Most adjectives of one syllable, form the comparatives by adding **-er** and **-est**.	small	smaller	smallest
When the positive degree ends in **-e**, only **-r** and **-st** are added.	brave	braver	bravest
When the positive degree ends in **-y**, preceded by a consonant, the **-y** is changed into **-i** before adding **-er** and **-est**.	happy	happier	happiest
When the positive degree is a word of one syllable and ends in a single consonant, preceded by a **short vowel**, this consonant is doubled before adding **-er** and **-est**.	thin	thinner	thinnest
Adjectives of more than **two syllables** form the comparatives and superlatives by putting **more** and **most** before the positive degrees.	beautiful	more beautiful	most beautiful

IRREGULAR COMPARATIVES AND SUPERLATIVES

irregular adjectives کی comparative degree اور superlative degree بنانے کا کوئی اصول نہیں ہے۔ایسے adjectives کی ڈگریاں سیکھنے کے لیے ہمیں ڈکشنری کا سہارا لینا پڑتا ہے۔ایسے چند adjectives اور ان کی ڈگریاں درج ذیل ہیں۔

Adjectives	Comparatives	Superlatives
bad	worse	worst
good	better	best
little	less	least
many	more	most

much	more	most
far (place)	farther	farthest
far (place or time)	further	furthest
old (people)	elder	eldest
old (people or things)	older	oldest

Grammar Exercise - 1

(taken from English Grammar & Composition by PCTB, Lahore)

5. ***Read the given sentences below and circle the adjectives.***

a. The homeless beggar hasn't eaten for days.
b. The fox is a sly animal.
c. Mary had a little lamb.
d. The selfish giant didn't allow the children to enter his garden.
e. The foolish dog barked at its reflection and lost its food.
f. The family didn't have enough food for the winter.
g. The girl is a state-level boxer.
h. The brave army marched through the streets.
i. I had no idea that such a fantastic place existed anywhere.
j. Some oranges are pretty sour.

Answer Key

a. The **homeless** beggar hasn't eaten for days.
b. The fox is a **sly** animal.
c. Mary had a **little** lamb.
d. The **selfish** giant didn't allow the children to enter **his** garden.
e. The **foolish** dog barked at **its** reflection and lost **its** food.
f. The family didn't have **enough** food for the winter.
g. The girl is a **state-level** boxer.
h. The **brave** army marched through the streets.
i. I had no idea that such a **fantastic** place existed anywhere.
j. **Some** oranges are pretty **sour**.

ADDITIONAL ACTIVITY:

Put the adjectives between brackets in the correct form.

1. My brother's room is (big) than mine.
2. This car is (cheap) than that.
3. Motorway is (wide) than GT Road.
4. Helen was the (much) beautiful lady of Greece.
5. Karachi is the (big) city of Pakistan.
6. Chinese is (much) difficult than English.
7. Cats are (much) intelligent than dogs.
8. Show me the (good) hotel of the city.
9. Shahid is the (good) teacher of this school.
10. The Nile is the (long) river of the world.

Answer Key

1. bigger	2. cheaper	3. wider	4. most	5. biggest
6. more	7. more	8. best	9. best	10. longest

---☆---☆---☆---

☆..... ADVERB AND ITS TYPES .....☆

ADVERB

[An adverb is a word that describes a verb or an adjective or another adverb.]

adverb ایک ایسا لفظ ہے جو کسی verb یا کسی adjective یا کسی دوسرے adverb کی توصیف بیان کرتا ہے۔ یہ فقرہ پڑھیں۔

She is beautiful.

اس فقرے میں لفظ beautiful ایک adjective ہے جو ہمیں پرونا ؤن she کے بارے میں معلومات دے رہا ہے۔ آپ پہلے پڑھ چکے ہیں کہ adjective ہمیں کسی noun یا pronoun سے متعلق بتاتا ہے۔ اس فقرے میں ہمیں یہ تو معلوم ہو گیا ہے کہ she خوبصورت (beautiful) ہے مگر ہمیں یہ نہیں بتایا گیا کہ کتنی خوبصورت ہے۔ اب یہ فقرہ پڑھیں۔

She is very beautiful.

اس فقرے میں لفظ very ہمیں لفظ beautiful کے بارے میں بتاتا ہے کہ وہ بہت خوبصورت ہے۔ beautiful ایک adjective ہے اور very ایک adverb ہے جو کہ adjective کے بارے میں معلومات دے رہا ہے۔

مثال نمبر 1:-

Nadeem walks.

لفظ walk ایک verb ہے۔ ندیم چلتا ہے۔ کیسے چلتا ہے؟ ہمیں اس بارے میں نہیں بتایا گیا۔ اب یہ فقرہ دیکھیں!

Nadeem walks **slowly**.

لفظ slowly ہمیں walk کے بارے میں بتاتا ہے کہ ندیم آہستہ آہستہ چلتا ہے چنانچہ slowly ایک adverb ہے جو کہ فعل walk کے بارے میں معلومات دے رہا ہے۔ چنانچہ adverb ہمیں verb کے بارے میں بتاتا ہے۔

مثال نمبر 2:-

He is walking **slowly**.
verb adverb

اس فقرے میں slowly ایک adverb ہے جو کہ ہمیں فعل walk کے بارے میں معلومات دے رہا ہے۔ اب یہ فقرہ پڑھیں۔

He is walking **very** **slowly**.
adverb adverb

اس فقرے میں very ہمیں slowly کے بارے میں میں معلومات دے رہا ہے۔ لہٰذا لفظ very بھی ایک adverb ہے جو ہمیں دوسرے adverb یعنی slowly کے بارے میں معلومات دے رہا ہے۔ اب یہ فقرہ پڑھیں۔

Unfortunately he met an accident.

اس فقرے میں unfortunately ایک adverb ہے جو پورے فقرے کے بارے میں معلومات دے رہا ہے۔ مختصر یہ کہ adverb وہ لفظ ہوتا ہے جو noun اور pronoun کے علاوہ کسی بھی لفظ یا لفظوں کے بارے میں معلومات دیتا ہے۔

☆..... POSITION OF ADVERBS .....☆

We can put adverbs and adverb phrases at the front, in the middle or at the end of a clause.

ہم adverbs اور adverb phrases کو کسی کلاز کے شروع میں، درمیان میں یا آخر میں لگا سکتے ہیں۔ مندرجہ ذیل مثالوں میں adverb phrases یا adverbs کو italic کیا گیا ہے۔

1. *Suddenly*, she fell *down*.
2. She is *always* late *for everything*.
3. Why do you eat *so fast*?

TYPES OF ADVERBS AND THEIR POSITIONS

Different types of adverbs go in different places.

مختلف اقسام کے adverbs فقروں میں مختلف جگہوں پر لگتے ہیں۔

adverbs of time وضاحت کرتے ہیں کہ کون سی چیز کس وقت وقوع پذیر ہوئی۔ adverbs of place وضاحت کرتے ہیں کہ کون سی چیز کس جگہ وقوع پذیر ہوئی اور adverbs of manner وضاحت کرتے ہیں کہ کون سی چیز کس انداز میں وقوع پذیر ہوئی۔ adverbs کی مختلف اقسام کی شناخت کے لیے ہم درج ذیل سوالات پوچھ سکتے ہیں۔

Questions	Answers	Types
When?	Last month, today, now, next month...	adverbs of time
Where?	here, there, anywhere, everywhere, ...	adverbs of place
How?	slowly, quickly, badly, well...	adverbs of manner

ADVERBS OF MANNER

[Adverbs of manner tell us how something happens. They are usually placed after the main verbs or after the objects.]

adverbs of manner ہمیں یہ بتاتے ہیں کہ کوئی چیز کس طرح وقوع پذیر ہوتی ہے۔ یہ عموماً main verb یا مفعول کے بعد لگتے ہیں۔ مثلاً

i. She walks **slowly.** (main verb کے بعد)

ii. She spoke **softly.** (main verb کے بعد)

iii. He beats drum **beautifully.** (مفعول کے بعد)

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

- This story is **well** written.
- You should not talk **rudely.**
- The child slept **soundly.**

ADVERBS OF PLACE

[Adverbs of place tell us where something happens. Adverbs of place are like adverbs of manner. They come after the direct objects or the main verbs.]

adverbs of place ہمیں یہ بتاتے ہیں کہ کون سی چیز کس جگہ وقوع پذیر ہوئی۔ adverbs of place بھی main adverbs of manner کی طرح عموماً verb یا مفعول کے بعد لگتے ہیں۔ مثلاً

i. He sat **there.** (there جو کہ ایک adverb of place ہے فعل "sat" کے بعد استعمال ہوا ہے)

ii. They built a house **nearby.** (nearby جو کہ ایک adverb of place ہے مفعول "house" کے بعد استعمال ہوا ہے)

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

- Stand **here.**
- The horse galloped **away.**
- He looked **up.**

ADVERB OF TIME

[Adverbs of time tell us when, how long and how often an action happens.]

adverbs of time ہمیں یہ بتاتے ہیں کہ کوئی کام کب، کتنا عرصہ یا کس تواتر سے وقوع پذیر ہوتا ہے۔ درج ذیل table کو غور سے پڑھیں اور ذہن نشین کر لیں۔

When: today, yesterday, later, now, last year

For how long: all day, not long, for a while, since last year

How often: sometimes, frequently, never, often, yearly

adverbs of time عموماً فقرے کے آخر میں آتے ہیں۔ مگر وہ فقرے کے شروع میں بھی آ سکتے ہیں۔ مثلاً

- I will see you **tomorrow.**
- **Tomorrow,** I will see you.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

- I have heard it **before** also.
- I have spoken to him **already.**
- We shall **now** begin to work.

ADVERBS OF DURATION

[Adverbs of duration tell us how long something happens. Here are a few adverbs of duration: *briefly, forever, long, shortly, permanently, temporarily* etc. They usually go in the end position.]

adverbs of duration ہمیں یہ بتاتے ہیں کہ کوئی چیز کتنا زیادہ (عرصہ/وقت) وقوع پذیر ہوتی ہے۔ چند adverbs of duration یہ ہیں: "*briefly, forever, long, shortly, permanently, temporarily*" وغیرہ۔ adverbs of duration عموماً فقرے کے آخر میں لگتے ہیں۔

I am not ill *any more.*

I left Multan *forever.*

ADVERBS OF FREQUENCY

[An adverb of frequency is also an adverb of time. It tells us how often an action takes place. It is usually placed before the main verb but after the auxiliary verbs (be, have, may, must, etc.)]

adverbs of frequency بھی adverbs of time کی ایک شکل ہیں۔ یہ ہمیں بتاتے ہیں کہ کوئی فعل کتنے تواتر کے ساتھ وقوع پذیر ہوتا ہے۔ یہ عموماً ادائی فعل کے بعد مگر main verb سے پہلے استعمال ہوتے ہیں۔

Examples:

- I **sometimes** visit my uncle. (adverb of frequency "sometimes" فعل "visit" جو کہ main verb سے پہلے استعمال ہوا ہے)
- We have **often** seen him studying till late at night. (adverb of frequency "often" فعل "seen" سے پہلے مگر ادائی فعل "have" کے بعد استعمال ہوا ہے)

adverbs of frequency ہیں usually اور occasionally, sometimes, often, frequently ایسے adverbs of frequency جو فقرے کے شروع یا آخر میں استعمال ہو سکتے ہیں۔ جیسا کہ درج ذیل جملوں میں دکھایا گیا ہے۔

- **Sometimes,** they visit him.
- I miss him **occasionally.**

rarely اور seldom خاص طور پر جب یہ "very" کے بعد استعمال ہوں تو یہ فقرے کے آخر میں آ سکتے ہیں۔ مثلاً

- I meet her very **rarely.**
- Ali eats meat very **seldom.**

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

- I have told you **twice.**
- He **often** makes mistakes.
- The postman came **again.**

ADVERBS OF DEGREE / QUANTITY

Adverbs of degree show the intensity (شدت) of an action or the level of quantity. They describe the degree of force involved. They reply the phrases: 'how much', 'in what degree' or 'to what extent'. A few adverbs of degree are: "almost, nearly, quite, just, too, enough, hardly, scarcely, completely, very, extremely, rather, barely."

adverbs of degree کسی کام کی شدت یا مقدار کی ناپ تول کو ظاہر کرتے ہیں۔ یہ اس میں موجود شدت کے درجے کو بیان کرتے ہیں۔ یہ 'how much' یا 'in what degree' یا 'to what extent' جیسے جملوں کا جواب دیتے ہیں۔ چند adverbs of degree درج ذیل ہیں:

"*almost, nearly, quite, just, too, enough, hardly, scarcely, completely, very, extremely, rather, barely*"

- Adverbs of degree are usually placed before the adjectives or adverbs they qualify.

عام طور پر ان adverbs of degree یہ adjectives یا adverbs سے پہلے لگتے ہیں جن کی یہ وضاحت کرتے ہیں۔ یہ فقرہ پڑھیں:

The water is **extremely** cold.

- Adverbs of degree are usually used before the verbs.

adverbs of degree عموماً verbs سے پہلے استعمال ہوتے ہیں۔ یہ فقرے پڑھیں:

He is **just** leaving. She has **almost** finished.

Examples:

- He doesn't **quite** know what I would do next.
- The mother is **completely** happy with my work.
- I am **too** tired to go out today.
- He **hardly** noticed what I said.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

- He was **too** careless.
- These mangoes are **almost** ripe.
- The sea is **very** stormy.

ADDITIONAL ACTIVITY:

A. Tick whether the adverb is placed at the right or wrong place.

1. I met her yesterday.
2. She speaks slowly.
3. I go never for swimming.
4. I cannot go there.
5. They inside are waiting.
6. I didn't then have time.
7. The children do not come usually home from school before 3 p.m.
8. The dog quickly ran to the stranger.
9. I often think about her.
10. He drank hastily water.

Answer Key

1. ✓	2. ✓	3. ✗	4. ✓	5. ✗
6. ✗	7. ✗	8. ✗	9. ✓	10. ✗

B. Place the adverbs at their right places.

Sentences	Solution
1. She is at home. (seldom)	1. She is seldom at home.
2. He opened the door. (quietly)	2. He opened the door quietly.
3. Can I sit down? (here)	3. Can I sit down here?
4. The students listened. (attentively)	4. The students listened attentively.
5. We live in Glasgow. (now)	5. Now we live in Glasgow.

ADVERBS OF CERTAINTY AND OBLIGATION

[Adverbs of certainty show how certain we feel about an action or event. Some adverbs of certainty go in the mid position.] A few such adverbs are:

adverbs of certainty ظاہر کرتے ہیں کہ ہم کسی فعل یا واقعہ سے متعلق کتنا یقین رکھتے ہیں۔ کچھ adverbs of certainty فقرے کے درمیان میں لگتے ہیں۔ ایسے چند adverbs یہ ہیں: probably, possibly, certainly

Examples:

1. It will probably take about a week.
2. I will certainly be obliged.

Some adverbs of certainty go in front position or in end position after a comma. A few such adverbs are: "maybe, perhaps".

کچھ adverbs of certainty شروع میں یا کاما کے بعد فقرے کے آخر میں لگتے ہیں۔ ایسے چند adverbs یہ ہیں: "maybe, perhaps"

1. Maybe Ali will solve the sum.
2. He will help me, perhaps.

ADVERB OF AFFIRMATION

[Adverbs of affirmation declare that the given statement or the fact is true.] A few such adverbs are:

فرمانی ایڈورب بیان کرتے ہیں کہ مذکورہ بات یا امر ایک سچ ہے۔ ایسے چند ایڈورب یہ ہیں:

absolutely, clearly, truly, definitely, doubtlessly, exactly, alright, obviously, positively, really, surely,

undoubtedly, yes, certainly, by all means, verily etc.

Examples:

1. The moon is clearly visible.
2. She is certainly a good student.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

- **Surely** you are mistaken.
- He **certainly** went.

ADVERB OF NEGATION

[Adverbs of negation declare that the given statement or the fact is not true.] A few such adverbs are:

نفی ایڈورب بیان کرتے ہیں کہ مذکورہ بات یا امر سچ نہیں ہے۔ ایسے چند ایڈورب یہ ہیں:

never, no, not, not at all, by no means, no longer, etc.

Examples:

1. It is never too late to mend.
2. She is not a smart student.

INTERROGATIVE ADVERBS

[Interrogative adverbs are used for asking questions. They are usually placed at the beginning of the sentence.] They include: how, when, why, and where.

سوالیہ ایڈورب سوال پوچھنے کے لیے استعمال ہوتے ہیں۔ انہیں عموماً فقرے کے آغاز میں لگایا جاتا ہے۔

Examples:

1. When did he come?
2. Where did she go?
3. How are you doing?
4. When did you do this?

RELATIVE ADVERB

[Relative adverbs are *where*, *when*, and *why*. They introduce a relative clause. And then a relative clause is a sort of subordinate clause that functions as an adjective. It modifies a noun in the sentence.] Read: the relative adverbs in the following examples are given in **bold style**; the relative clauses are <u>underlined</u> and the nouns these clauses modify are given in *italics*.

where، when اور why نسبتی ایڈورب ہیں۔ یہ نسبتی کلاز کو متعارف کراتے ہیں۔ مزید یہ کہ نسبتی کلاز ایک ماتحت کلاز کی طرح ہوتی ہے جو اسم صفت کے طور پر کام کرتی ہے۔ فقرے میں کسی اسم کی وضاحت کرتی ہے۔ پڑھیں: ذیل میں دی گئی مثالوں میں نسبتی ایڈورب کو جلی حروف میں دیا گیا ہے: نسبتی کلاز کو خط کشیدہ کیا گیا ہے اور وہ اسم جن کی یہ وضاحت کرتی ہیں انہیں ترچھے حروف میں دیا گیا ہے۔

1. He was born in the *year* **when** <u>I left Multan</u>.
2. This is the *place* **where** <u>we met last year</u>.
3. I have no *idea* **why** <u>he called me a liar</u>.

TYPES OF ADVERBS

ADVERBS OF PROBABILITY AND CERTAINTY

[Adverbs of probability show how sure we are about an event or a situation.] The most common adverbs of probability are: *definitely, certainly, clearly, obviously, possibly, perhaps, probably, maybe.*

امکان سے متعلق ایڈورب یہ ظاہر کرتے ہیں کہ ہمیں کسی واقعہ یا صورت حال سے متعلق کتنا یقین ہے۔ امکان سے متعلق معروف ترین adverbs اوپر درج ہیں۔

Examples:

1. Perhaps he will help me.
2. Maybe, It would not rain.
3. He is certainly taking the exams this year.
4. I will definitely pay the dues in time.
5. He will possibly marry his cousin.
6. She was obviously surprised at my proposal.

ADVERBS OF ATTITUDE

[Adverbs of attitude express the writer's attitude toward an issue stated in the sentence. They tell how the speaker feels about a particular situation. They usually refer to the whole sentence rather than just a particular word.] Some common adverbs of attitude are: *fortunately, luckily,* obviously, *apparently, naturally, clearly, frankly, hopefully, really, surprisingly, unfortunately, unluckily,* etc.

adverbs of attitude فقرے میں موجود کسی امر سے متعلق مصنف کا نقطۂ نظر یا رویہ بیان کرتے ہیں۔ یہ ہمیں بتاتے ہیں کہ کسی خاص صورتِ حال میں مقرر کس طرح محسوس کرتا ہے۔ یہ عمل کسی خاص لفظ کے بجائے پورے فقرے کی طرف اشارہ کرتے ہیں۔ عموماً فقرے متعلق چند ایسے ورب اوپر درج ہیں۔

These adverbs tend to be quite flexible in term of their position. They occur at the beginning, in the middle or at the end of sentences. However, they commonly occur at the beginning of a sentence.

یہ فقرے میں کہاں پائے جانے کے حوالے سے کافی لچکدار کہے جا سکتے ہیں۔ یہ فقرات کے شروع میں، درمیان میں یا آخر میں آتے ہیں۔ تاہم عام طور پر یہ فقرے کے شروع میں ہی آتے ہیں۔

Examples:

1. **Clearly**, he does not know what he is doing.
2. He **clearly** does not know what he is doing.
3. He does not know what he is doing, **clearly**.

ADVERB OF REASON/PURPOSE

[Adverbs of reason give the reason behind a particular happening.] Some common adverbs of reason are: *Hence, thus, therefore, because, so, since, accidentally, purposely, consequently, in order to, lest* etc.

adverbs of reason کسی خاص واقعہ کی وجہ بیان کرتے ہیں۔ چند عام adverbs of reason اوپر درج ہیں۔

Examples:

1. *Since* it is hot, I am feeling uneasy.
2. He is a fat boy; *thus*, he cannot run.

Example: (taken from English Grammar & Composition by PCTB, Lahore)

He **therefore** left school.

ADVERBS OF DURATION OR PERIOD

[Adverbs of duration tell us about the duration or period of some event or situation.] Some common adverbs of duration are: *since, from, till, next, for, last, still, yet, already, coming, no more, any more, long, no longer, any longer, briefly, forever, shortly, permanently, temporarily* etc.

adverbs of duration وہ ایسے متعلق ایڈورب ہیں جو کسی واقعہ یا صورتِ حال کے عرصے سے متعلق بتاتے ہیں۔ چند عام adverbs of duration اوپر درج ہیں۔

Examples:

1. Musarrat got retired *permanently*.
2. I am *briefly* busy.

ADVERBS OF CONJUNCTION

Adverbs of conjunctions connect ideas or clauses. They show relation between two clauses. Some common adverbs of conjunctions are: *also, conversely, likewise, otherwise, consequently, indeed, still, therefore, subsequently, thus, accordingly, besides, finally, hence, instead, however, moreover, nevertheless, next, similarly, nonetheless, otherwise, then, furthermore* etc.

adverbs of conjunctions مختلف ایڈورب الفاظ اور فقرات کو آپس میں جوڑتے ہیں۔ یہ دو فقرات میں تعلق ظاہر کرتے ہیں۔ چند عام adverbs of conjunctions اوپر درج ہیں۔

Examples:

1. I was feeling sick; however, I went to work.
2. I ran very fast, however, I could not win the race.

Exercise

Place the adverbs at their right positions.

1. She is late for work. (often)
2. I go for a long drive. (sometimes)

3. Hamlet is Shakespeare's best play. (perhaps)
4. I will be obliged. (certainly)
5. You need some practice to do this job. (just)
6. Have you been to Spain? (ever)
7. This may be true. (hardly)
8. They ended their arguments. (logically)
9. She is a hardworking student. (really)
10. He drives carefully. (always)

Answer Key

1. She is **often** late for work.
2. **Sometimes** I go for a long drive.
3. Hamlet is, **perhaps**, Shakespeare's best play.
4. I will **certainly** be obliged.
5. You **just** need some practice to do this job.
6. Have you **ever** been to Spain?
7. This may **hardly** be true.
8. They ended their arguments **logically**.
9. She is **really** a hardworking student.
10. He **always** drives carefully.

ADDITIONAL ACTIVITY:

Tick the right options.

1. She speaks softly. The underlined word is an adverb of _____
   (a) place (b) time (c) frequency (d) manner
2. I saw him yesterday. The underlined word is an adverb of _____
   (a) place (b) time (c) frequency (d) manner
3. Please come inside. The underlined word is an adverb of _____
   (a) place (b) time (c) frequency (d) manner
4. He never abuses anyone. The underlined word is an adverb of _____
   (a) place (b) negation (c) degree (d) manner
5. He frequently comes to see me. The underlined word is an adverb of _____
   (a) place (b) negation (c) frequency (d) manner
6. I am absolutely sure about it. The underlined word is an adverb of _____
   (a) attitude (b) quality (c) frequency (d) affirmation
7. He is too tired to go out. The underlined word is an adverb of _____
   (a) negation (b) degree (c) probability (d) attitude
8. He will certainly help me. The underlined word is an adverb of _____
   (a) negation (b) degree (c) obligation (d) attitude
9. He will win because he is sharp. The underlined word is an adverb of _____
   (a) attitude (b) probability (c) affirmation (d) reason
10. He is still young. The underlined word is an adverb of _____
    (a) duration/period (b) attitude (c) probability (d) affirmation

Answer Key

1. d	2. b	3. a	4. b	5. c
6. d	7. b	8. c	9. d	10. a

☆ ☆ ☆

☆..... FORMATION OF ADVERBS .....☆

Usually we form adverbs by adding '-ly' to the end of adjectives. A few examples of such adverbs are as follows:

عموماً adjectives کے آخر میں 'ly' کا اضافہ کر کے adverbs بناتے ہیں۔ ایسے adverbs کی چند مثالیں ذیل میں دی گئی ہیں۔

Adjective	Adverb
quick	quickly
slow	slowly
beautiful	beautifully
firm	firmly
delicate	delicately

Adjective	Adverb
abrupt	abruptly
careful	carefully
harsh	harshly
cheerful	cheerfully
sad	sadly

A few adjectives end in 'y' preceded by a consonant. We convert such an adjective into an adverb by changing its 'y' into 'i' and adding 'ly' to it. A few examples of such adverbs are as follows:

جو adjectives کا اختتام 'y' پر ہوتا ہے اور 'y' سے پہلے consonant ہو ایسے adjectives کو adverbs میں تبدیل کرنے کے لیے ہم 'y' کو 'i' سے تبدیل کرتے ہوئے اس میں 'ly' کا اضافہ کر دیتے ہیں۔ ایسے adverbs کی چند مثالیں درج ذیل ہیں۔

Adjective	Adverb
easy	easily
lucky	luckily
happy	happily
angry	angrily
hungry	hungrily

Adjective	Adverb
heavy	heavily
breezy	breezily
cozy	cozily
cheery	cheerily
busy	busily

A few adjectives end in '-le'. We replace the final 'e' with 'y' to change such adjectives into adverbs. A few examples of such adverbs are as follows:

جو adjectives کا اختتام 'le' پر ہوتا ہے ایسے adjectives کو adverbs میں تبدیل کرنے کے لیے ہم آخری 'e' کو 'y' سے بدل دیتے ہیں۔ ایسے چند adverbs درج ذیل ہیں۔

Adjective	Adverb
gentle	gently
terrible	terribly
probable	probably
capable	capably
fashionable	fashionably

Adjective	Adverb
suitable	suitably
responsible	responsibly
eligible	eligibly
horrible	horribly
incredible	incredibly

A few adjectives end in '-ic'. We add 'ally' to the end of such adjectives to change them into adverbs. A few examples of such adverbs are as follows:

جو adjectives کا اختتام 'ic' پر ہوتا ہے۔ ایسے adjectives کو adverbs میں تبدیل کرنے کے لیے ہم ان کے ساتھ آخر میں 'ally' کا اضافہ کر دیتے ہیں۔ ایسے adverbs کی چند مثالیں درج ذیل ہیں۔

Adjective	Adverb
tragic	tragically
basic	basically
dramatic	dramatically
energetic	energetically
economic	economically

Adjective	Adverb
strategic	strategically
arithmetic	arithmetically
geometric	geometrically
artistic	artistically
academic	academically

A few adjectives end in '-cal'. We add 'ly' to the end of such adjectives to change them into adverbs. A few examples of such adverbs are as follows:

کچھ adjectives کا اختتام 'cal' پر ہوتا ہے۔ ایسے adjectives کو adverbs میں تبدیل کرنے کے لیے ہم ان کے آخر میں 'ly' کا اضافہ کر دیتے ہیں۔ ایسے adverbs کی چند مثالیں درج ذیل ہیں۔

Adjective	Adverb
chemical	chemically
biological	biologically
logical	logically
grammatical	grammatically
physical	physically

Adjective	Adverb
mechanical	mechanically
mathematical	mathematically
musical	musically
critical	critically
medical	medically

A few words have the same form when used as adjectives or adverbs. A few such words are as follows:

کچھ الفاظ بطور adjectives اور adverbs ایک ہی form میں استعمال ہوتے ہیں۔ ایسے چند الفاظ ذیل میں دیے گئے ہیں۔

Adjective	Adverb
early	early
late	late
daily	daily
far	far
close	close

Adjective	Adverb
fast	fast
free	free
high	high
low	low
long	long

FORMATION OF ADVERBS (taken from English Grammar & Composition by PCTB, Lahore)

Adverbs of manner are mostly formed from Adjectives by adding **-ly**.	clever - cleverly wise - wisely
When the adjective ends in **-y** preceded by a consonant, change **-y** into **-i** and add **-ly**.	happy - happily ready - readily
When the adjective ends in **-le**, simply change **-e** into **-y**.	single - singly double - doubly
Some adverbs are made up of a noun and a qualifying adjective.	sometimes, meantime, meanwhile, yesterday, midway, otherwise
Some adverbs are compounds of a preposition and an adverb.	within, without, before, beneath

Grammar Exercise - 1

(taken from English Grammar & Composition by PCTB, Lahore)

1 *Read the sentences given below and underline the adverbs.*

a. The boy is too careless.
b. The winds are very strong.
c. The baby slept soundly.
d. The soldiers fought the war valiantly.
e. Jaffar always tries his best.
f. Surely you are mistaken.
g. The movie is to end soon.
h. Your friend messaged again.
i. I had already done my homework.
j. I was rather busy.

Answer Key

a. The boy is **too** careless.
b. The winds are **very** strong.
c. The baby slept **soundly**.
d. The soldiers fought the war **valiantly**.
e. Jaffar **always** tries his best.
f. **Surely** you are mistaken.
g. The movie is to end **soon**.
h. Your friend messaged **again**.
i. I had **already** done my homework.
j. I was **rather** busy.

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☆..... CONJUNCTIONS AND ITS TYPES .....☆

[A conjunction is a word that joins words, phrases, clauses and sentences.] There are three major types of conjunctions:

حروفِ عطف ایک ایسا لفظ ہے جو الفاظ، فریزز، کلاز اور فقرات کو آپس میں ملاتا ہے۔ حروفِ عطف کی تین بڑی اقسام ہیں:

1. Coordinating Conjunction
2. Subordinating Conjunction
3. Correlative Conjunction

1. COORDINATING CONJUNCTIONS

[Coordinating conjunctions usually links elements of the same grammatical class.] For example, it connects nouns with nouns, adverbs with adverbs, phrases with phrases and clauses with clauses. Some important coordinating conjunctions are: *and, but, for, or, nor, also, either... or, neither...nor.*

گرائمر کے ایک جیسے عناصر کو ملاتا ہے۔ مثال کے طور پر یہ اسم کو اسم سے، ایڈورب کو ایڈورب سے، فریز کو فریز سے اور کلاز کو کلاز سے coordinating conjunction جوڑتا ہے۔ مثلاً

i). Moonis *and* Nasim are friends. (connects two nouns.)

ii). He walks slowly *and* lazily. (connects two adverbs.)

Example: (taken from English Grammar & Composition by PCTB, Lahore)

a. Birds fly *and* fish swim.

KINDS OF COORDINATING CONJUNCTIONS

The Coordinating conjunctions are further divided into four types.

coordinating conjunctions کو مزید چار اقسام میں تقسیم کیا جاتا ہے۔

i. Cumulative or copulative conjunctions
ii. Adversative conjunctions
iii. Disjunctive or alternative conjunctions
iv. Illative conjunctions

i. CUMULATIVE CONJUNCTIONS

[Cumulative conjunctions merely add one element to the other.] Some cumulative conjunctions are: *and, both...and, as well as, not only...but also.*

طلبِ جمع ایک عنصر کو دوسرے عنصر کے ساتھ جمع کرتے ہیں۔ مثلاً

i). Musarrat writes books *and* Zeeshan prints them.

ii). Yaseen got up *and* went to the bath room.

ii. ADVERSATIVE CONJUNCTIONS

[Adversative conjunctions link opposite statements.] Some adversative conjunctions are: *but, still, yet, whereas, while, nevertheless* etc.

adversative conjunctions متضاد بیانات کو جوڑتے ہیں۔ مثلاً

i). The string is thin *but* it is strong. ii). The story is strange *yet* true.

iii. DISJUNCTIVE OR ALTERNATIVE CONJUNCTIONS

[Conjunctions which present two alternatives are called disjunctive or alternative conjunctions.] Some disjunctive conjunctions are: *or, either...or, neither...nor, neither, nor, otherwise, else* etc.

ایسے حروفِ عطف جو دو متبادل پیش کریں انہیں حروفِ متبادل کہتے ہیں۔ مثلاً

i). Grapes are *either* green *or* red.

ii). We will go to the river *or* stay at home.

iii). *Neither* he *nor* his wife enjoyed the picnic.

ILLATIVE CONJUNCTIONS

iv. [Illative Conjunctions show result or logical judgment.] Some illative conjunctions are: *so, therefore, hence, thus, because, as, for,* etc.

استخراجی حروفِ عطف نتیجہ یا منطقی رائے ظاہر کرتے ہیں۔ مثلاً

i). Somebody has come, *for* I have heard a knock at the door.

ii). He was ill, *so* he did not go to college.

2. SUBORDINATING CONJUNCTIONS

[A subordinating conjunction introduces a subordinate clause. It links the subordinate clause to the independent clause.] Here is a simple list of subordinating conjunctions: *after, although, as, as if, as long as, as much as, as soon as, as though, because, before, by the time, even if, even though, if, in order that, in case, in the event that, lest, now that, once, only, only if, provided that, since, so, supposing, that, than, though, till, unless, until, when, whenever, where, whereas, wherever, whether or not, while*

ماتحت حرفِ عطف ایک ماتحت کلاز کو متعارف کراتا ہے۔ یہ ماتحت کلاز کو آزاد کلاز سے جوڑتا ہے۔ مثلاً

i). I hope *that* I will win the race. ii). He will be happy *if* I help him.

iii). I like him *because* he is an honest man.

Example: (taken from English Grammar & Composition by PCTB, Lahore)

a. He ran away *because* he was afraid.

3. CORRELATIVE CONJUNCTION

[A correlative conjunction consists of a pair of conjunctions that work together. This pair of conjunctions functions as a single conjunction. It relates one sentence element to the other. Coordinating conjunctions and subordinating conjunctions are single words, while correlative conjunctions work in pairs.] Some of the correlative conjunctions are: *Both....and, either...or, neither...nor, hardly...when, not only....but also, no sooner...than, rather....than, as....as,*

correlative conjunction حروفِ عطف کا ایک جوڑا ہوتا ہے جو اکٹھے کام کرتا ہے۔ حروفِ عطف کا یہ جوڑا ایک حرفِ عطف کے طور پر کام کرتا ہے۔ یہ فقرے کے ایک عنصر کو دوسرے عنصر سے جوڑتا ہے۔ subordinating conjunction اور coordinating conjunction ایک ایک لفظ پر مشتمل ہوتے ہیں جبکہ correlative conjunction میں الفاظ کے جوڑے ہوتے ہیں۔ مثلاً

i). She likes *either* tea *or* coffee. ii). She is *both* tall *and* strong.

iii). He is *neither* rich *nor* famous.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. I *either* want an apple *or* an orange.

b. Akram *neither* likes tea *nor* coffee.

COMPOUND CONJUNCTIONS

The phrases that are used as conjunctions are called compound conjunctions. Some of the compound conjunctions are: *so that, provided that, as well as, as soon as, as long as, such as, in order that, as if, as though,* etc.

وہ phrases جو بطور حروفِ عطف کے استعمال ہوتی ہیں انہیں مرکب حروفِ عطف کہا جاتا ہے۔ مثلاً

i). He owns a car *as well as* a jeep. ii). He cries *as if* he were mad.

iii). We eat *so that* we may live.

Exercise

Underlined the conjunctions and tell their types.

1. The train had started <u>when</u> I reached the station. — subordinating
2. I got on the train, <u>but</u> I could not buy the ticket. — adversative

3. Yaseen scored three goals and I scored two. — coordinating
4. Alex will wash the clothes or cook meal. — alternative / disjunctive
5. I won't go to sleep unless you tell me a story. — subordinating
6. He waited till I arrived. — subordinating
7. Jack and Jill played football. — coordinating
8. You will pass the exams if you work hard. — subordinating
9. I like him for he is a good man. — illative
10. She was neither sad nor happy. — correlative

ADDITIONAL ACTIVITY:

Tick the right options.

1. She is a poet as well as a singer. The underlined word is a/an _____ conjunction.
   (a) subordinating (b) cumulative (c) adversative (d) illative
2. Jack is tall but very fat. The underlined word is a/an _____ conjunction.
   (a) subordinating (b) cumulative (c) adversative (d) illative
3. He is either Pakistani or Indian. The underlined conjunction is a _____ conjunction.
   (a) disjunctive (b) cumulative (c) adversative (d) compound
4. I must teach the students, as I am a professor. The underlined word is a/an _____ conjunction.
   (a) disjunctive (b) cumulative (c) adversative (d) illative
5. He is not only intelligent but also hardworking.
   (a) disjunctive (b) cumulative (c) adversative (d) correlative
6. He works hard so that he may pass.
   (a) compound (b) cumulative (c) adversative (d) correlative
7. He is lame, so he cannot run fast.
   (a) disjunctive (b) cumulative (c) adversative (d) illative
8. He gets up early in the morning and goes for a walk.
   (a) subordinating (b) cumulative (c) adversative (d) illative
9. Be fast otherwise you will get late.
   (a) disjunctive (b) cumulative (c) adversative (d) illative
10. All my brothers are teachers whereas I am an engineer.
    (a) subordinating (b) cumulative (c) adversative (d) illative

Answer Key

1. b	2. c	3. a	4. d	5. d
6. a	7. d	8. b	9. a	10. c

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☆..... PREPOSITIONS AND ITS TYPES .....☆

PREPOSITIONS حروف جار

یہاں مندرجہ ذیل مختصر (short forms) استعمال ہوئے ہیں۔

Sth → Something
Sb → Somebody

preposition ایک ایسا لفظ ہے جو فقرے میں noun یا pronoun کا تعلق کسی دوسرے لفظ سے ظاہر کرتا ہے۔ مثلاً

The book is **in** the bag.

چند عام استعمال ہونے والے prepositions ذیل میں دیے گئے ہیں۔

about, above, across, after, against, along, amid, among, around, at, before, behind, below, beneath, beside, besides, between, beyond, but/except, by, down, for, from, in, into, of, off, on/upon, out of, over, since, than, through, to, towards, under, up, with, within, without

PREPOSITIONS OF TIME

Prepositions وقت کو ظاہر کرتے ہیں لہٰذا انھیں Prepositions of time کہا جاتا ہے۔ یہ prepositions جیسے "at, in, on" ہم مندرجہ ذیل طریقے سے استعمال کرتے ہیں۔

We use:
"at" before a precise time — "at" مخصوص درج وقت سے پہلے
"in" before months, years, centuries and long periods — "in" مہینوں، سالوں، صدیوں اور لمبے دورانیوں سے پہلے
"on" before days and dates — "on" دنوں اور تاریخوں سے پہلے

at	in	on
PRECISE TIME	MONTHS, YEARS, CENTURIES and LONG PERIODS	DAYS and DATES
at 3 o'clock	in May	on Sunday
at 10.30 a.m.	in summer	on Tuesdays
at noon	in winter	on 6 March
at dinnertime	in 1990	on 25 Dec. 2010
at bedtime	in the 1990s	on Christmas Day
at sunrise	in the next century	on Independence Day
at sunset	in the Ice Age	on my birthday
at the moment	in the past/ in future	on New Year's Eve

Look at these examples: مندرجہ ذیل مثالیں غور سے پڑھیں:

1. I have a meeting at 9 a.m.
2. The shop closes at midnight.
3. Abdullah went home at lunchtime.
4. In England, it often snows in December.
5. Do you think we will go to Jupiter in future?
6. There must be a lot of progress in the next century.
7. Do you work on Mondays?
8. Her birthday is on 20 November.
9. Where will you be on New Year's Day?

"at" سے متعلق مندرجہ ذیل جملوں کو غور سے پڑھیں اور ذہن نشین کر لیں۔

EXPRESSION	EXAMPLE
at night	The stars shine at night.
at the weekend	I don't usually work at the weekend.
at Eid	I stay with my family at Eid.
at the same time	We finished the test at the same time.
at present	He is in the class at present.

نیچے دیے گئے جملوں میں خالی جگہوں کو "in" اور "on" سے مناسب prepositions سے پُر کریں۔

in	on
in the morning	on Tuesday morning
in the afternoon	on Sunday afternoon
in the evening	on Monday evening

مشق

1. He gets up early in the morning.
2. We enjoyed ourselves a lot in summer.
3. The president will deliver a speech to public on the Independence Day.
4. She received many gifts on her birthday.
5. Where were you at the lunchtime?

PREPOSITIONS OF MOVEMENT AND DIRECTION

یہ prepositions کسی چیز کی طرف حرکت کو ظاہر کرتے ہیں۔ ایسے prepositions of movement کہلاتے ہیں۔

away from, up, down, off, out of, to, onto, into, towards, across, along, round, out of, through

Examples:

1. She returned to her office.
2. Aslam fell onto the floor.
3. He jumped into the pool.
4. He is running away from dogs.
5. She is taking dish out of oven.
6. They were walking towards the castle.
7. The boat was going down the river.
8. The jeep is going up the hill.
9. The poor man just fell off his horse.

PREPOSITIONS OF LOCATION OR POSITION OR PLACE

prepositions of position کچھ "at, in, on" ہیں۔ یہ چار prepositions of positions کسی شے یا مقام کو ظاہر کرتے ہیں۔

at the back of, at the bottom of, at the top of, behind, between, in the corner of, in the middle of, next to, to the left of, on the other side of, to the right of, on the side of, on top of, opposite

Examples:

1. We met at the bus station.
2. The cat was sitting on the floor.
3. They live in Lahore.

PREPOSITIONS OF MANNER

Prepositions of manner describe the way something happens or the manner in which an action is performed. Here are some common prepositions of manner, along with their definitions and examples:

prepositions of manner اس طرز کو بیان کرتے ہیں جس میں کوئی چیز وقوع پذیر ہوتی ہے یا اس انداز کو (بیان کرتے ہیں) جس میں کوئی کام سرانجام دیا جاتا ہے۔ چند prepositions of manner کی تعریفوں اور مثالوں کے ساتھ ذیل میں دیے گئے ہیں:

1. ***By:*** This is used to show the method or way something is done.

یہ طریقہ یا انداز کو ظاہر کرنے کے لیے استعمال ہوتا ہے جس میں کوئی کام کیا جاتا ہے۔ مثال دیکھیں:

She is sending the package **by** mail. (This shows the method she's using to send the package)

2. ***In:*** This is used to describe the way something is done.

یہ انداز کو بیان کرنے کے لیے استعمال ہوتا ہے جس میں کوئی کام کیا جاتا ہے۔ مثال ذیل فقرے پڑھیں:

He wrote the letter **in** pen. (This shows he used a pen to write the letter)

She did her work **in** a good way.

3. ***With:*** This is used to show a tool or method used to do something.

یہ اس آلہ یا انداز کو ظاہر کرنے کے لیے استعمال ہوتا ہے جسے کوئی کام کرنے کے لیے استعمال کیا گیا ہو۔ مثال دیکھیں:

She cut the vegetables **with** a knife. (This shows she used a knife to cut the vegetables)

She drives her car **with** care.

She walks **with** slow steps.

4. ***Without:*** This is used to indicate the absence of a tool or method when performing an action.

یہ کسی کام کو سرانجام دینے کے لیے کسی آلہ یا انداز کی غیر موجودگی کی نشاندہی کرنے کے لیے استعمال ہوتا ہے۔ مثال دیکھیں:

He went to the party **without** an invitation. (This shows he went to the party without an invitation)

5. ***Like:*** This is used to show that something is done in a similar manner to something else.

یہ کسی کام کو ظاہر کرنے کے لیے استعمال ہوتی ہے کہ کوئی کام اسی انداز سے کیا گیا ہے جس انداز سے کوئی اور کام کیا گیا ہے۔ مثال دیکھیں:

She sings **like** an angel. (This shows her singing is similar to how we imagine an angel would sing)

نوٹ: like اور as جیسے الفاظ کو prepositions کے طور پر استعمال کیا جاتا ہے جبکہ یہ دوسرے مقاصد کے لیے بھی استعمال کیے جا سکتے ہیں۔ ہم یہاں صرف prepositions کے طور پر ان کا ذکر کریں گے۔ دوسرے مقاصد کے لیے ان کو الگ سے پڑھیں گے۔

1	I will reach Lahore by bus.	(means ذریعہ)
2	I daily go for a walk.	(purpose مقصد)
3	I am from Pakistan.	(origin تعلق)
4	She felt sick from/with tiredness.	(reason وجہ)

COMPOUND PREPOSITIONS

ایک سے زیادہ الفاظ پر مشتمل prepositions کو compound prepositions کہا جاتا ہے۔ ایسے prepositions کچھ یہ ہیں:

according to, ahead of, apart from, aside from, as of, because of, by means of, in addition to, in back of, in front of, in place of, in regard to, in spite of, instead of, in view of, next to, on account of, out of, owing to, prior to

Kinds of Prepositions (taken from English Grammar & Composition by PCTB, Lahore)

Simple Prepositions	at, by, for, from, in, of, off, on, out, through, till, to, up, with
Compound / Phrase Prepositions (Groups of words used with the force of a single preposition)	according to, agreeable to, along with, away from, because of, by means of, by reason of, by way of, in case of, in front of, in order to, in regard to, with reference to
Participial Prepositions	barring, concerning, considering, during, notwithstanding, pending, regarding, respecting, touching

Types of Prepositions (taken from English Grammar & Composition by PCTB, Lahore)

Types of Prepositions	Prepositions
Time	in, on, at, by, since, for, before, after
Place	at, in, on, under, above, over
Direction	to, into, through, towards
Manner	with, by
Agent	by
Instrument, Device, Machines	with, by
Possession	on, of, with
Reason, Cause, Purpose	of, with, from, for

Contrast, Concession	after, for, with
Source, Origin, Motive	from

6.3 List of Prepositions with Usage and Sentences

Preposition	Usage	Sentences
about	on the subject of - connected with	Have you heard about the news?
above	higher than - or over	The sun is above the moon.
across	from one side to the other	The bank was across the road.
after	following something - behind - later than	The boy ran after the frog. I'll call you after the party.
against	in opposition to - in contact with	He was against the idea. The chair is lying against the table.
along	from one end to the other	They were running along the path.
among	surrounded by	Pervaiz was among the visitors.
around	in a circle - near -- approximately	He was roaming around the table. It costs around 500 rupees.
at	place - age - time	Tania will wait for me at the library. He left home at dawn. It's difficult to drive at night.
away (from)	at a distance	The boy ran away from the fire.
before	earlier than - in front of	The day before yesterday.
behind	at the back of	She was sitting behind the driver.
below	lower than	Her shirt is below her knees.
beneath	under	The notebook was beneath the books.
beside	next to	The bank is beside the school.
between	in the space separating two things	Maryum sat between Tuba and Sana.
by	near, at the side of - not later than	The resort is by the river. The teacher wants the report by Monday.
close to	near	His house is close to the market.
down	from higher to lower	She pulled down the curtain.
for	what is intended	I bought this painting for you.
from	where something starts or originates	The wind is blowing from the south.
in	at a point within an area - time - location/place	The book is in the cupboard. She is going in the afternoon. She works in a university in Lahore.
in front of	directly before	The boy ran out in front of the train.
inside	on the inner part of	The lion was inside the cage.
into	entering a closed space	Ali went into the shop.
near	close to	The school is near the service station.

next to	beside	The bank is next to the school.
off	down or away from	He fell off the wall.
on	position touching a surface - time - location/place	The egg is on the table. Eid is on October 25th. The offices are on the Mall Road.
onto	move to a position on a surface	The lizard jumped onto the roof of the car.
opposite	facing, on the other side	Aslam sat opposite Amina.
out of	move from a closed space - without	He got out of the house. She's out of a job these days.
outside	opposite of inside - on the outer side	The pool is outside the garden.
over	above/across - on the surface of	The plane flew over the sea. She put a sheet over the dish.
past	beyond	She drove past the school.
round	in a circular movement	The moon moves round the earth.
through	from one side to the other	The Ravi flows through the Punjab.
throughout	in every part of	Covid-19 spread throughout the world.
to	in the direct of; towards	He was on his way to the station.
towards	in the direction of	The baby ran towards her father.
under	beneath, below	Water flows under the bridges.
underneath	beneath	There was dust underneath the carpet.
up	towards or in a higher position	She ran up the stairs.
with	including - as a result of	Meat is served with rice. The officer was annoyed with Muddasir for coming late.
within	inside	They live within the walled city.
without	not having, or lacking something	Asghar cannot live without milk.

Grammar Exercise - 1

(taken from English Grammar & Composition by PCTB, Lahore)

Fill in the blanks with appropriate prepositions.

This shop doesn't have the toys I was looking ____. (up/for)

The teacher divided the sweets _____ all the children. (between/among)

Babar did not fare well _____ his examination. (in/at)

The dog is faithful _____ its owner. (to/for)

My brother's anniversary is _____ the 5th November. (on/in)

The boy _____ the store is quite young. (at/in)

Anam was born _____ the 2nd October. (on/in)

Rashid is fond _____ muffins. (of/off)

The dog jumped _____ the sofa. (on/in)

Humpty Dumpty sat _____ a wall. (on/at)

Answer Key

a.	for	b.	among	c.	in	d.	to	e.	on
f.	in	g.	on	h.	of	i.	on	j.	on

ADDITIONAL ACTIVITY:

(a) درج ذیل جملوں میں موجود prepositions کے گرد دائرہ لگائیں۔

1. Ali walked across the street.
2. Nadeem wandered into the pet store.
3. She left before lunchtime.
4. His office is near the school.
5. Bushra fell asleep during the lecture.
6. Javed drove around the hill.
7. Under a warm blanket, Uswa rested.
8. Yaseen sat on his new rocking chair.

Answer key
1. across
2. into
3. before
4. near
5. during
6. around
7. Under
8. on

(b) دیل میں دی گئی ہر لائن کے چار لفظوں میں سے ایک لفظ preposition نہیں ہے۔ دائرہ لگا کر اس کی نشاندہی کریں۔

1.	over	on	malice	through
2.	insight	between	beside	up
3.	behind	during	after	lock
4.	across	extremely	outside	about
5.	dance	of	near	without
6.	below	with	until	dear
7.	against	here	inside	by
8.	at	in	yourself	under
9.	yours	among	before	after
10.	since	out	in	fight

Answer key
1. malice
2. insight
3. lock
4. extremely
5. dance
6. dear
7. here
8. yourself
9. yours
10. fight

(c) درج ذیل جملوں میں prepositions کے لیے "P" اور compound prepositions کے لیے "CP" لکھیں۔

1. I work *according to* my timetable.
2. She is afraid *of* cockroaches.
3. He was sitting *under* a tree.
4. He was standing *in front of* a shopping plaza.
5. He reached Skardu *by air*.

Answer key
CP
P
P
CP
P

(d) مناسب prepositions لگا کر خالی جگہ پُر کریں۔

1. ---------- October.
2. ---------- 9 o'clock.
3. ---------- winter
4. ---------- Monday
5. ---------- 14 August
6. ---------- Eid
7. ---------- Tuesday
8. ---------- the weekend
9. ---------- my birthday
10. ---------- the end of the week

Answer Key

1. in	2. at	3. in	4. on	5. on	6. at	7. on	8. at	9. on	10. at

Exercise No. 1

1. Write ..... pencil.
(a) with (b) to (c) in (d) for

2. Write ..... a pencil.
(a) with (b) by (c) in (d) of

3. Cats like to sit ..... the roof.
(a) under (b) on (c) at (d) in

4. Please call ..... doctor.
(a) in (b) by (c) to (d) of

5. Keep away ..... bad company.
(a) from (b) to (c) on (d) for

6. I was late ..... office today.
(a) for (b) at (c) from (d) to

7. No one is ..... the law.
(a) from (b) above (c) at (d) for

8. We do not work ..... holidays.
(a) at (b) on (c) in (d) for

9. This road loads ..... Multan.
(a) to (b) for (c) at (d) with

10. Our teacher is ..... this committee.
(a) in (b) among (c) of (d) on

Answer Key

1. A	2. A	3. B	4. A	5. A	6. A	7. B	8. B	9. A	10. D

Exercise No. 2

1. He is like a brother ..... me.
(a) for (b) of (c) with (d) to

2. This house is ..... fire.
(a) in (b) on (c) of (d) by

3. Look ..... you leap.
(a) at (b) before (c) on (d) in

4. He is sick ..... her dirty habits.
(a) at (b) of (c) in (d) for

5. Beware ..... pick-pockets.
(a) for (b) with (c) about (d) of

6. He met me ..... chance.
(a) for (b) by (c) to (d) with

7. I shall do it ..... pleasure.
(a) with (b) for (c) of (d) to

8. He saw me ..... the way.
(a) in (b) on (c) of (d) to

9. I will say it ..... his face.
(a) at (b) on (c) to (d) in

10. Do not build castles ..... the air.
(a) in (b) on (c) of (d) by

Answer Key

1. D	2. B	3. B	4. B	5. D	6. B	7. A	8. B	9. C	10. A

Exercise No. 3

1. I wash my hands ..... soap and water.
(a) by (b) in (c) at (d) with
2. Hold the page up ..... the light.
(a) in (b) over (c) of (d) for
3. Akram got ..... debt.
(a) into (b) on (c) to (d) for
4. Ali reminds me ..... an old friend.
(a) for (b) to (c) of (d) with
5. Send this letter ..... my address.
(a) on (b) to (c) for (d) in
6. Aslam will surely side ..... you.
(a) with (b) of (c) for (d) to
7. Do not look down ..... the poor.
(a) on (b) upon (c) to (d) for
8. We have no money ..... us.
(a) to (b) for (c) of (d) on
9. Akram did not carry ..... his duties.
(a) for (b) on (c) to (d) out
10. Necessity is the mother ..... invention.
(a) to (b) for (c) of (d) by

Answer Key

1. D	2. A	3. A	4. C	5. B	6. A	7. B	8. D	9. D	10. C

Exercise No. 4

1. He is looking ..... the matter.
(a) at (b) on (c) into (d) for
2. The accused was released ..... bail.
(a) for (b) on (c) of (d) by
3. Rabia takes ..... her father.
(a) to (b) after (c) for (d) in
4. Jehangir stood firm ..... the face of difficulties.
(a) on (b) in (c) to (d) for
5. The police were running ..... the thief.
(a) after (b) for (c) on (d) about
6. You should avail yourself ..... this chance.
(a) of (b) on (c) for (d) to

Answer Key

1.	C	2.	B	3.	B	4.	B	5.	A	6.	A

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☆..... INTERJECTION AND ITS TYPES .....☆

INTERJECTION نجائیہ

Interjection is a word that expresses a strong feeling. It is just a sort of exclamation. Each interjection has its own specific connotation. The listener of an interjection instantly understands the emotions of the speaker.

نجائیہ ایک ایسا لفظ ہے جو پُرجوش احساسات کا اظہار کرتا ہے۔ یہ محض ایک پکار کی طرح ہوتا ہے۔ ہر نجائیہ کا اپنا ایک مخصوص مفہوم ہوتا ہے۔ نجائیہ کو سننے والا فوراً بولنے والے کے جذبات کو لے لیتا ہے۔

TYPES OF INTERJECTION

There could be as many interjections as feelings and emotions. Some of them are given below:

حروف نجائیہ تعداد میں اتنے زیادہ ہو سکتے ہیں جتنا کہ جذبات۔ ان میں سے چند ایک نیچے دیئے گئے ہیں:

INTERJECTIONS FOR GREETING

[These interjections are uttered to greet someone.] Read some of them: Hello, Hey, Hi, etc.

یہ نجائیہ کسی کو آداب عرض کرنے کے لیے پکارے جاتے ہیں۔ مثلاً

1. Hey! Happy to see you.
2. Hello! I am Musarrat.
3. Hi! Would you like to have a cup of tea?

INTERJECTION FOR JOY

[These interjections are uttered to express joy and happiness.] Read some of them: Hurrah, Hurray, Wow, etc.

یہ نجائیہ لطف و سرور کے اظہار کے لیے ادا کیے جاتے ہیں۔ مثلاً

1. Hurray! I have won the race.
2. Wow! My son has passed the exam.
3. Hurrah! We've got another day off.

INTERJECTION FOR APPROVAL OR PRAISE

[These interjections express the feelings of admiration and praise.] Read some of them: Bravo, Brilliant, Well done, etc.

یہ نجائیہ داد و تحسین کے احساسات کا اظہار کرتے ہیں۔ مثلاً

1. Well done! You have succeeded.
2. Bravo! He has made a great goal.
3. Brilliant! You have got high marks in the exams.

INTERJECTION FOR SURPRISE

[These interjections show the speaker's feelings of surprise.] These include: What, Oh, Ah, Eh, Wow, etc.

یہ نجائیہ بولنے والے کے حیرت کے جذبات کو ظاہر کرتے ہیں۔ مثلاً

1. Ah! It feels good.
2. Oh! You both know each other.
3. What! He died.
4. Wow! It is tasty.

INTERJECTION FOR SORROW

[These interjections express the speaker's feelings of sadness.] These include: Alas, Ah, Oh, Ouch, etc.

یہ نجائیہ بولنے والے کے غم کے جذبات کا اظہار کرتے ہیں۔ مثلاً

1. Alas! He is dead.
2. Ah! He is no more.
3. Ouch! That hurts.

INTERJECTIONS FOR ATTENTION

[These interjections are used to draw the attention of someone.] These include: Look, Behold, Listen, Hush, etc.

توجہ کرنے کے لیے بولے جاتے ہیں۔ مثلاً کسی کو متوجہ

1. Look! Don't be so boastful.
2. Listen! I will never go with you.
3. Behold! Something strange has happened.

Grammar Exercise - 1

(taken from English Grammar & Composition by PCTB, Lahore)

7. Fill in the blanks with the appropriate interjection.

	Questions		Answer Key
a.	_____ We have won the game.	a.	Hurrah! We have won the game.
b.	_____ Have they gone?	b.	Ah! Have they gone?
c.	_____ I got such a fright.	c.	Oh! I got such a fright.
d.	_____ Don't make a noise.	d.	Hush! Don't make a noise.
e.	_____ you've stepped on my toes.	e.	Ouch! You've stepped on my toes.

Exercise

Underline the interjections and identify their types.

		Interjections	Types
1.	Hi! How are you man?	Hi	Interjection for greeting
2.	Wow! Look at that.	Wow	Interjection for joy/praise/surprise
3.	Bravo! You have done a brilliant job.	Bravo	Interjection for approval/praise
4.	Ah! There you are.	Ah	Interjection for surprise/joy
5.	Oh, no! She has broken the jug.	Oh, no	Interjection for alarm/concern
6.	Ouch! It stings.	Ouch	Interjection for pain
7.	Alas! He has lost the match.	Alas	Interjection for sorrow
8.	Yummy! The cake is so tasty.	Yummy	Interjection for delight/joy
9.	Well done, you acted really well.	Well done	Interjection for approval/praise
10.	Splendid, I like your plan.	Splendid	Interjection for joy/praise

☆..... PHRASE AND ITS TYPES .....☆

PHRASE

A phrase is a meaningful sequence of two or more words that works as a unit in a sentence. It contains neither a subject nor a verb. It is not a complete sentence in itself. The phrases have been underlined in the following sentences.

فریز دو یا دو سے زیادہ الفاظ کا بامعنی ترکیب ہے جو فقرے میں ایک اکائی کے طور پر کام کرتی ہے۔ اس میں نہ تو فاعل ہوتا ہے اور نہ ہی فعل۔ یہ اپنی ذات میں ایک مکمل خیال بھی نہیں ہوتی۔ درج ذیل فقرات میں فریز کو خط کشیدہ کیا گیا ہے۔

Examples:

1. He is wearing a nice red shirt.
2. The boy with brown hair is laughing.
3. She is shouting in a loud voice.
4. I like writing good essays.

NOUN PHRASE

A noun phrase consists of a noun and other related words. It functions as a noun. Like a noun, it functions as a subject or an object or a complement. Read the following sentences. The noun

phrases have been underlined.

ناؤن فریز میں ایک ناؤن اور دیگر متعلقہ الفاظ ہوتے ہیں۔ یہ ناؤن کے طور پر کام کرتی ہے۔ ناؤن کی طرح یہ بھی ایک فاعل یا مفعول یا جملے کے طور پر کام کرتی ہے۔ درج ذیل اقتباسات پر مبنی ناؤن فریز کو خط کشیدہ کیا گیا ہے۔

Examples:

1. Pondering over puzzles is my hobby. (ناؤن فریز بطور فاعل)
2. He likes swimming in the sea. (ناؤن فریز بطور مفعول)
3. I like the birds twittering in trees. (ناؤن فریز بطور مفعول)
4. Do not eat fatty fast food. (ناؤن فریز بطور مفعول)
5. She is a slim and smart girl. (ناؤن فریز بطور جملہ)

ADJECTIVE PHRASE

An adjective phrase is a group of words that functions as an adjective. It describes a noun or a pronoun. The adjective phrases in the following sentences have been underlined.

صفاتی فریز الفاظ کا ایک ایسا گروہ ہے جو اسم صفت کے طور پر کام کرتا ہے۔ یہ کسی اسم یا اسم ضمیر کی توصیف بیان کرتا ہے۔ درج ذیل فقرات میں صفاتی فریز کو خط کشیدہ کیا گیا ہے۔

Examples:

1. She is wearing a soft silk scarf.
2. A somewhat small swallow was soaring in the sky.
3. A black big bug crept under the blanket.
4. He is an extremely intelligent boy.

ADVERB PHRASE

An adverb phrase is a group of words that functions as an adverb. It modifies a verb, or adjective or another adverb. An adverbial phrase explains why or how or where or when an action takes place. The adverb phrases in the following sentences have been underlined.

ایڈورب فریز الفاظ کی ایسی ترکیب ہے جو بطور ایڈورب کام کرتی ہے۔ یہ کسی فعل یا کسی اسم صفت یا کسی دوسرے ایڈورب کی توصیف بیان کرتی ہے۔ ایڈورب فریز یہ وضاحت کرتی ہے کہ کوئی کام کیوں یا کیسے یا کہاں یا کب ہوتا ہے۔ درج ذیل فقروں میں ایڈورب فریز کو خط کشیدہ کیا گیا ہے۔

Examples:

1. She stepped out with slow steps. (explains how)
2. A big bad bear appeared in the distance. (explains where)
3. I will do it in a minute. (explains when)
4. She brought flowers for her mother. (explains why)

VERB PHRASE

A verb phrase consists of a modal or auxiliary verb plus main verb. The main verb comes last in the verb phrase. The verb phrases in the following sentences have been underlined.

ورب فریز میں امدادی فعل یا ماڈل فعل کے ساتھ اصل ورب ہوتا ہے۔ ورب فریز میں اصل فعل (امدادی فعل کے) بعد میں آتا ہے۔ درج ذیل اقتباسات میں ورب فریز کو خط کشیدہ کیا گیا ہے۔

Examples:

1. Flowers are fluttering in fresh air.
2. Pretty plants could grow only in green garden.
3. A wild wolf has leapt onto a fat fox.
4. He must have drunk a delicious drink.

INFINITIVE PHRASE

An infinitive (مصدر) phrase begins with the infinitive form of the verb (i.e. to + the simple form of a verb) plus the related words (i.e. a complement or/and a modifier). It functions either as a noun or adjective or adverb. The infinitive phrases in the following sentences have been underlined.

مصدری جملہ مصدر سے شروع ہوتی ہے اور اس کے ساتھ کوئی متعلقہ الفاظ (یعنی کوئی تکملہ یا وضاحتی لفظ) ہوتے ہیں۔ یہ یا تو اسم کے طور پر یا اسم صفت یا ایڈورب کے طور پر کام کرتی ہے۔
درج ذیل فقرات میں ایڈورب فریز کو نمایاں کیا گیا ہے۔

Examples:

1. He likes <u>to read books</u>. {functions as a noun (object)}
2. <u>To earn money</u> is a desire of everyone. {functions as a noun (subject)}
3. He shouted <u>to inform people about fire</u>. {functions as an adverb }
4. He made a plan <u>to buy a car</u>. {function as an adjective}

PREPOSITIONAL PHRASE

A prepositional phrase is a phrase that begins with a preposition (حرفِ جار) and includes the object of the preposition. It may include the object's modifiers (وضاحتی لفظ) too. The prepositional phrase functions either as an adverb or adjective.

ظرفِ جار ایسی فریز ہے جو حرفِ جار سے شروع ہوتی ہے اور اس میں حرفِ جار کا مفعول بھی شامل ہوتا ہے۔ اس میں حرفِ جار کے مفعول سے متعلق کوئی وضاحتی لفظ بھی موجود ہو سکتا ہے۔ ظرفِ جار یا تو ایڈورب کے طور پر یا اسم صفت کے طور پر کام کرتی ہے۔

Read the example:

1. He is going <u>to school</u>.

Phrase explained: Here 'school' is the object of the preposition 'to'. The phrase functions as an adverbial phrase.

فریز کی وضاحت: یہاں 'school' حرفِ جار 'to' کا مفعول ہے۔ یہاں یہ فریز بطور ایڈورب فریز کے کام کر رہی ہے۔

2. He lives <u>in a big city</u>.

Phrase explained: Here 'city' is the object of 'in' and 'big' is the modifier of 'city'. The phrase functions as an adverbial phrase.

فریز کی وضاحت: یہاں 'city' حرفِ جار 'in' کا مفعول ہے اور 'big' لفظ city کا وضاحتی لفظ ہے۔ یہاں یہ فریز بطور ایڈورب فریز کے کام کر رہی ہے۔

3. The boy <u>on the roof</u> is singing a song.

Phrase explained: Here the prepositional phrase functions as an adjective phrase. It modifies 'the boy'.

فریز کی وضاحت: یہاں یہ فریز حرفِ جار اسم صفت کے طور پر کام کر رہی ہے۔ یہاں یہ لفظ boy کی توصیف بیان کر رہی ہے۔

4. I live in a town <u>near Lahore</u>.

Phrase explained: Here the prepositional phrase functions as an adjective phrase. It modifies 'a town'.

فریز کی وضاحت: یہاں یہ فریز حرفِ جار بطور ایڈورب فریز کے کام کر رہی ہے۔ یہ لفظ town کی توصیف بیان کر رہی ہے۔

GERUND PHRASE

A gerund phrase consists of a gerund (verb + ing), its object and modifiers. It functions like a noun and is used as a subject or object or complement.

فریز اسم مصدر میں اسم مصدر اور اس اسم مصدر کا مفعول اور دوسرے وضاحتی الفاظ شامل ہوتے ہیں۔ یہ فریز بطور اسم کام کرتی ہے اور اسے بطور فاعل یا مفعول یا تکملہ کے استعمال کیا جاتا ہے۔

Examples:

1. He likes <u>writing comic books</u>. (The gerund phrase here functions as an object)
(یہاں یہ فریز بطور مفعول کام کر رہی ہے)

2. <u>Reading comic books</u> brings us joy. (The gerund phrase here functions as a subject)
(یہاں یہ فریز بطور فاعل کام کر رہی ہے)
3. His favourite hobby is <u>writing comic books</u>. (The gerund phrase here functions as a complement)
(یہاں یہ فریز بطور تکملہ کے کام کر رہی ہے)

Phrase explained: 'writing' is a gerund; 'books' is the object of the 'writing'; 'comic' is a modifier of 'books'.

فریز کی وضاحت: یہاں 'writing' ایک اسم مصدر ہے اور 'books' اس اسم مصدر کا مفعول ہے اور لفظ 'comic' وضاحت کرتا ہے 'books' کی۔

DIFFERENCE BETWEEN A GERUND AND A PRESENT PARTICIPLE

When -ing form works like a noun, it is termed a gerund; and when -ing form works like a verb or an adjective, it is named 'present participle'.

جب '-ing form' بطور اسم کام کرے اسے اسم مصدر کا نام دیا جاتا ہے اور جب '-ing form' فعل یا اسم صفت کے طور پر کام کرے تو اسے present participle کا نام دیا جاتا ہے۔

Examples:

1. <u>Swimming</u> is my hobby. (-ing form works as a noun, therefore it is a gerund)
(یہاں '-ing form' بطور اسم کے کام کر رہی ہے لہٰذا یہ اسم مصدر ہے)
2. I have built a <u>swimming</u> pool in my house. (-ing form works as an adjective, therefore it is a present participle)
(یہاں '-ing form' بطور اسم صفت کے کام کر رہی ہے لہٰذا یہ 'present participle' ہے)
3. A man is <u>swimming</u> in the pool. (-ing form, works as a verb, therefore it is a present participle)
(یہاں '-ing form' بطور فعل کام کر رہی ہے لہٰذا یہ 'present participle' ہے)

PARTICIPLE PHRASE

A participle phrase consists of a participle (present or past) plus a modifier. It functions as an adjective and is separated by commas.

'participle phrase' میں participle کے ساتھ کوئی وضاحتی لفظ ہوتا ہے۔ یہ بطور اسم صفت کے کام کرتا ہے اور اس کے آگے پیچھے کامے لگتے ہیں۔

Participle phrases have been underlined in the followings:

1. The baby, <u>weeping loudly</u>, is hungry.
2. The man, <u>driving car</u>, is my friend.
3. The table, <u>made of steel</u>, is very expensive.
4. We saw a car, <u>damaged in an accident</u>.

ADDITIONAL ACTIVITY:

(a) Tell the types of underlined phrases.

PHRASES	TYPE
1. He fought <u>like a brave man</u>.	adverb phrase
2. I am happy <u>to see you</u>.	infinitive phrase functioning as an adverb phrase
3. <u>Your illness</u> makes me sad.	noun phrase
4. Do not behave <u>in such a rude manner</u>.	adverb phrase
5. I fear <u>to lose the race</u>.	infinitive phrase functioning as a noun phrase
6. <u>Early rising</u> is a blessing.	noun phrase
7. He is a man <u>of commitment</u>.	prepositional phrase functioning as an adjective phrase
8. She is <u>on time</u>.	prepositional phrase functioning as an adjective phrase
9. We love our country <u>with the core of our heart</u>.	prepositional phrase functioning as an adverb phrase
10. <u>Love for your country</u> inspires you.	noun phrase

(b) Tell the type of the underlined phrases and their functions.

Phrases	Type	Function
1. He wants to pass the examination.	infinitive phrase	noun phrase
2. I hope to win the match.	infinitive phrase	noun phrase
3. To pass the examination without hard work is very difficult.	infinitive phrase	noun phrase
4. Morning walk makes you healthy.	noun phrase	noun phrase
5. I love reading books.	gerund phrase	noun phrase

(c) Tell the types and functions of the underlined phrases.

Phrases	Type	Function
1. All is a man with merciful nature.	prepositional phrase	adjective phrase
2. He is sitting in chair made of wood.	participle phrase	adjective phrase
3. He is a man without brain.	prepositional phrase	adjective phrase
4. It is a scene of great beauty.	prepositional phrase	adjective phrase
5. It is a thing of great value.	prepositional phrase	adjective phrase

(d) Underline the adverb phrases.

Unsolved	Solved
1. She speaks in a fluent way.	1. She speaks in a fluent way.
2. He behaves in a polite manner.	2. He behaves in a polite manner.
3. Aslam fought with fearlessness.	3. Aslam fought with fearlessness.
4. He teaches English in an effective way.	4. He teaches English in an effective way.
5. She talks with doubts.	5. She talks with doubts.

(e) Underline the prepositional phrases and tell their function.

1.	He slept during the match.	adverb phrase
2.	The cat, under the table, is hungry.	adjective phrase
3.	Stars shine in the sky.	adverb phrase
4.	Birds, in the cage, seem strange.	adjective phrase
5.	The car runs smooth on the road.	adverb phrase

(f) Underline the infinitive phrases and tell their function.

1.	I love to climb high hills.	noun phrase
2.	To write a book is not an easy job.	noun phrase
3.	My hobby is to read good books.	noun phrase
4.	This is the best way to win the match.	adjective phrase
5.	She is ready to forgive him.	adverb phrase
6.	He ran to cross the road.	adverb phrase

(g) Underline the verb phrases.

Unsolved	Solved
1. Rabnawaz can run a race.	1. Rabnawaz can run a race.
2. Beautiful buds are blooming.	2. Beautiful buds are blooming.
3. A bird is twittering on the twig of a tall tree.	3. A bird is twittering on the twig of a tall tree.
4. Farida is feeding the fish fine fatty food.	4. Farida is feeding the fish fine fatty food.
5. Sophia is singing a soft sweet song.	5. Sophia is singing a soft sweet song.

(h) Underline the gerund phrases.

Unsolved	Solved
1. Do you like riding a bicycle?	1. Do you like riding a bicycle?
2. Collecting stamps is my hobby.	2. Collecting stamps is my hobby.
3. Her job is teaching English grammar.	3. Her job is teaching English grammar.
4. Going on a long drive makes me happy.	4. Going on a long drive makes me happy.
5. Reciting the Holy Quran relaxes me.	5. Reciting the Holy Quran relaxes me.

(i) Underline the participle phrases.

Unsolved	Solved
1. I eat the vegetables, boiled in water.	1. I eat the vegetables, boiled in water.
2. The tutor, peering over his glasses, looked funny.	2. The tutor, peering over his glasses, looked funny.
3. The moon, peering through clouds, looks lovely.	3. The moon, peering through clouds, looks lovely.
4. Birds, sitting in the tree, are chirping softly.	4. Birds, sitting in the tree, are chirping softly.
5. The branches, waving in the wind, seemed to be dancing.	5. The branches, waving in the wind, seemed to be dancing.

☆..... CLAUSE AND ITS TYPES .....☆

CLAUSE

A clause is a group of words that includes a subject and a verb. Sometime, it forms a part of a sentence and sometime it can make a simple sentence by itself. A clause may function as a noun or as an adjective or as an adverb. If it functions as a noun, it is a noun clause. If it functions as an adjective, it is an adjective clause. And if it functions as an adverb, it is an adverb clause.

کلاز الفاظ کا ایسا گروہ ہے جس میں فاعل اور فعل شامل ہوتے ہیں۔ کبھی یہ کسی فقرے کا ایک حصہ ہوتی ہے اور کبھی یہ بذاتِ خود ایک سادہ فقرہ بن جاتی ہے۔ کلاز بطور اسم یا اسم صفت یا ظرف ایڈورب کے کام کرتی ہے۔ اگر یہ اسم کے طور پر کام کرے تو اسے ناؤن کلاز کہتے ہیں۔ اگر یہ بطور اسم صفت کے کام کرے تو اُسے توصیفی کلاز کہتے ہیں۔ اور اگر یہ بطور ایڈورب کے کام کرے تو یہ ایڈورب کلاز کہلاتی ہے۔

NOUN CLAUSE

A noun clause is a group of words that contains a subject and a verb of its own and does the function of a noun. In the following sentences, the noun clauses have been underlined.

ناؤن کلاز الفاظ کا ایسا گروہ ہے جس میں اس کے اپنے فاعل اور فعل موجود ہوتے ہیں اور یہ کلاز بطور ناؤن کے کام کرتی ہے۔ مندرجہ ذیل فقروں میں ناؤن کلاز زکو خط کشیدہ کیا گیا ہے۔

1. I hope that I will get a job. (functions as an object)
2. What she says is true. (functions as a subject)
3. My problem is that she does not obey me. (functions as a complement)

ADJECTIVE CLAUSE

An adjective clause is a group of words that contains a subject and a verb and does the work of an adjective.

صفاتی کلاز الفاظ کا ایسا گروہ ہے جس میں اس کے اپنے فاعل اور فعل موجود ہوتے ہیں اور یہ بطور اسم صفت کے کام کرتی ہے۔

Read the following sentences: درج ذیل فقرے پڑھیں:

1. The pen that has no cap is mine.
2. Ali has a car which is very beautiful.
3. The book that I bought yesterday is very interesting.
4. The house I own is very beautiful.

ADVERB CLAUSE

An adverb clause is a group of words that contains a subject and a verb and does the work of an adverb. It usually contains a subordinate conjunction that stops it from being a complete thought. Besides this it answers one of the 'adverb questions': When? Why? How? Where? What?

ایڈورب کلاز الفاظ کا ایسا گروہ ہے جس میں اس کے اپنے فاعل اور فعل موجود ہوتے ہیں اور یہ بطور ایڈورب کے کام کرتی ہے۔ اس میں عموماً ماتحت حرف عطف ہوتا ہے جو اسے مکمل بات نہیں بننے دیتا۔ مزید یہ کہ یہ کلاز ایڈورب سے متعلق سوالات یعنی کب؟، کیوں؟، کیسے؟، کہاں؟ اور کیا؟ وغیرہ میں سے کسی ایک کا جواب دیتی ہے۔

Read the following sentences:

1. I fought as heroes fight.
2. The path was so rough that I could not walk on it.
3. The poor love him because he helps them.
4. You may do whatever you want.

INDEPENDENT CLAUSE آزاد کلاز

[An independent clause expresses a complete thought and can stand alone as a sentence.]

بذات خود ایک مکمل با معنی کلاز اور فقرے کے طور پر اکیلے کام کر سکتی ہے۔ مثلاً independent clause

She can win the race. — وہ دوڑ جیت سکتی ہے۔

I take tea. — میں چائے پیتا ہوں۔

یہ کلاز اپنا مفہوم ادا کرنے میں آزاد ہے۔ ایسی کلاز کو independent clause کہتے ہیں۔

COORDINATE CLAUSE

[One of two or more clauses of equal value usually joined by coordinating conjunctions. A compound sentence is made up of such clauses.]

جب یکساں اہمیت کی حامل دو یا دو سے زیادہ کلاز ز کو coordinating conjunctions سے ملایا جائے تو انہیں coordinate clauses کہا جاتا ہے۔ ایک compound فقرہ ایسی کلاز ز سے ہی بنتا ہے۔ ذیل میں دیئے گئے فقرے دو دو کلاز ز پر مشتمل ہیں جنہیں coordinating conjunction "and" لگا کر ایک دوسرے سے ملایا گیا ہے۔

The sun came out and the ice started to melt.

The rain has stopped and the sun has come out.

She speaks and he listens.

DEPENDENT / SUBORDINATE CLAUSE ماتحت کلاز

[It is a type of clause that cannot be a complete sentence. It does not convey a complete thought. It becomes meaningful when it is connected to another clause, called its main clause.]

یہ ایسی کلاز ہوتی ہے جو ایک مکمل فقرہ نہیں ہوتی۔ یہ مکمل مفہوم ادا نہیں کر پاتی۔ یہ عموماً اپنا مفہوم اس وقت ادا کر پاتی ہے جب یہ کسی دوسری کلاز جو کہ اس کی بڑی کلاز کہلاتی ہے، سے ملتی ہے۔ مثلاً:

I slept early	as I was tired.
independent clause	dependent clause

اس فقرے میں "as I was tired" ایک ایسی کلاز ہے جو اپنا مفہوم ادا کرنے میں ایک اور کلاز "I slept early" کی محتاج ہے۔ جبکہ کلاز "I slept early" ایک independent clause ہے کیونکہ یہ اپنا مفہوم ادا کرنے میں آزاد ہے اور کسی دوسری کلاز کی محتاج نہیں ہے۔ subordinate کو dependent clause بھی کہتے ہیں۔ درج ذیل فقروں میں dependent کلاز ز کو جلی حروف میں دیا گیا ہے۔

If he works hard, he will succeed.

I will work **until the sun sets**.

ADDITIONAL ACTIVITY:

a) Underline the noun clauses.

Unsolved	Solved
1. I do worry about what he does.	1. I do worry about what he does.
2. I do whatever I like.	2. I do whatever I like.
3. I do not know what he wants.	3. I do not know what he wants.
4. I fear that he may fail.	4. I fear that he may fail.
5. I want to see what he is doing.	5. I want to see what he is doing.

b) Underline the adjective clauses.

Unsolved	Solved
1. My brother who lives in Lahore is a lawyer.	1. My brother who lives in Lahore is a lawyer.
2. The forest which we visited in Sharan is deep and dense.	2. The forest which we visited in Sharan is deep and dense.
3. The book which you gave me is very interesting.	3. The book which you gave me is very interesting.
4. All that glitters is not gold.	4. All that glitters is not gold.
5. The plan that he proposed was accepted.	5. The plan that he proposed was accepted.

c) Underline the adverb clauses.

Unsolved	Solved
1. You may do whatever you want.	1. You may do whatever you want.
2. I shall sit where I am.	2. I shall sit where I am.
3. Will you wait till I get ready?	3. Will you wait till I get ready?
4. He sleeps when it is night.	4. He sleeps when it is night.
5. Do not go till the rain stops.	5. Do not go till the rain stops.

d) Italicize the independent clauses and underline the dependent clauses.

Unsolved	Solved
1. Although he is old, he can run fast.	1. Although he is old, *he can run fast.*
2. If he runs fast, he will catch the train.	2. If he runs fast, *he will catch the train.*
3. He does not help the poor though he is rich.	3. *He does not help the poor* though he is rich.
4. While he was asleep, I guarded his luggage.	4. While he was asleep, *I guarded his luggage.*
5. The train had gone before they reached the station.	5. *The train had gone* before they reached the station.

e) Tell the type of underlined clauses.

You will pass if you work hard.	adverb clause
His father died when he was a child.	adverb clause
He told a tale that sounded untrue.	adjective clause
I remember the place where I used to read.	adjective clause
No one knows who she is.	noun clause

—☆—☆—☆—

☆..... ARTICLES .....☆

[A, an and the are called articles. 'A' and 'an' are called the indefinite articles; 'the' is called the 'definite article'.]

articles کو the اور an کو indefinite articles کہتے ہیں۔ a اور an کو articles کہتے ہیں جبکہ the کو definite article کہا جاتا ہے۔ اب ان کا استعمال دیکھیں۔

اصول نمبر 1: مندرجہ ذیل phrases میں درج article ضروری ہے۔

make	a	noise
get	a	headache
in	the	wrong
in	the	negative
in	the	affirmative
in	the	Interrogative
in	the	positive
of	the	opinion

1. She replied in negative. (incorrect)
   She replied in the negative. (correct)
2. He is in wrong. (incorrect)
   He is in the wrong. (correct)

اصول نمبر 2: کوئی جانور اپنی پوری نسل کی نمائندگی کرے اس سے پہلے "the" لگتا ہے۔

1. Dog is a faithful animal. (incorrect)
   The dog is a faithful animal. (correct)

اصول نمبر 3: مندرجہ ذیل phrases میں تبدیلی نہیں ہوگی۔

tell / speak the truth	سچ بولنا
tell a lie	جھوٹ بولنا
say the gratitude	شکریہ ادا کرنا
express thanks	شکریہ ادا کرنا

1. He told his thanks to me. (incorrect)
   He expressed his thanks to me. (correct)
2. He said a lie. (incorrect)
   He told a lie. (correct)

اصول نمبر 4: کسی بھی واحد اسم نکرہ singular common noun سے پہلے article (the, an, a) لگتا ہے۔

1. This is pen. (incorrect)
   This is a pen. (correct)

اصول نمبر 5: اگر واحد عام اسم vowel sound (ا۔ع کی آواز) سے شروع ہو تو اس سے پہلے "an" لگے گا ورنہ "a" لگے گا۔

1. This is a egg. (incorrect)
   This is an egg. (correct)

Exercise

Correct the following sentences.

1. The children are making noise.
2. Cow is a useful animal.
3. You should never tell lie.
4. I bought pen from the bazaar yesterday.
5. I saw a elephant in the zoo.

اصول نمبر 6: a/an جمع اسم اور uncountable اسم سے پہلے کبھی نہیں لگتے۔

They are a boys. (incorrect)
1. They are boys. (correct)
This is a milk. (incorrect)
2. This is milk. (correct)

اصول نمبر 7: اسم مجرد (abstract noun) سے پہلے کوئی article نہیں لگتا لیکن اگر اسم مجرد کو مخصوص کر دیا جائے تو (the) article لگے گا۔ اسم مجرد (nouns) ہیں جو کوئی تصور یا خیال ہوں ان کو آپ چھو نہیں سکتے، دیکھ نہیں سکتے۔ مثلاً joy, beauty, happiness, grief etc.

The beauty needs no ornaments. (incorrect)
1. Beauty needs no ornaments. (correct)
Beauty of this watch is matchless. (incorrect)
2. The beauty of this watch is matchless. (beauty مخصوص) (correct)

اصول نمبر 8: اسم مادہ (Material Noun) سے پہلے article نہیں لگتا لیکن اگر اسے کسی خاص sense میں استعمال کیا گیا ہو تو اس سے پہلے "the" لگے گا۔ مثلاً

The gold is a precious metal. (incorrect)
1. Gold is a precious metal. (correct)
Gold of this ring is pure. (incorrect)
2. The gold of this ring is pure. (gold مخصوص) (correct)

Exercise

Correct the following sentences.

1. An iron is found in Pakistan.
2. A beauty needs no ornaments.
3. The gold is a precious metal.
4. Gold of this ring is not pure.
5. Iron of this axe is not rusty.

اصول نمبر 9: مندرجہ ذیل جگہوں پر "the" لگے گا۔

(a) فطرت کی لاثانی چیزوں سے پہلے۔ مثلاً

Earth revolves round sun. (incorrect)
1. The earth revolves round the sun. (correct)

(b) عام اسم کو خاص بنانے کے لیے۔ مثلاً

I saw a snake. یہاں snake عام اسم ہے
The snake was black. snake یہاں خاص ہو گیا کیونکہ یہ وہی سانپ ہے جس کا تذکرہ پہلے ہو چکا ہے۔

(c) تیسری ڈگری سے پہلے۔ مثلاً

She is tallest girl in the class. (Incorrect)
1. She is the tallest girl in the class. (correct)

(d) جب کوئی جانور اپنی پوری نسل کی نمائندگی کرے۔ مثلاً

Dog is a faithful animal. (incorrect)
1. The dog is a faithful animal. (correct)

(e) اسم صفت سے پہلے جب یہ پوری قوم / گروپ کے لیے استعمال ہو۔ مثلاً

Rich should not hate poor. (incorrect)
1. The rich should not hate the poor. (correct)

(f) سمندروں، دریاؤں، جزیروں کے گروپ، پہاڑوں کا سلسلہ اور صحراؤں کے نام سے پہلے۔ مثلاً

Muslims are a brave nation. (incorrect)
1. The Muslims are a brave nation. (correct)

(g) دریاؤں کے نام سے پہلے۔ مثلاً

1. Indus is the longest river in Pakistan. (incorrect)
   The Indus is the longest river in Pakistan. (correct)

(h) سورج سے پہلے۔ مثلاً

1. The sun rises in east. (incorrect)
   The sun rises in the east. (correct)

(i) مقدس کتابوں کے آلات سے پہلے، اخبارات، مقدس کتابیں اور رسائل، میگزین کے نام سے پہلے۔ مثلاً

1. He is reciting Holy Quran. (incorrect)
   He is reciting the Holy Quran. (correct)

(j) دوسری ڈگری سے پہلے جہاں اتنا، جتنا، کا مفہوم ہو۔

1. More we get, more we want. (incorrect)
   The more we get, the more we want. (correct)

(k) دوسری ڈگری سے پہلے جب اس کے بعد "of" ہو۔

1. He is taller of the two. (incorrect)
   He is the taller of the two. (correct)

اصول نمبر10: اسم معرفہ سے پہلے "the" نہیں لگتا لیکن title سے پہلے the استعمال ہو سکتا ہے۔

1. The Shahzad is a tall boy. (incorrect)
   Shahzad is a tall boy. (correct)
2. The Quaid-e-Azam was a great leader. (correct)

اصول نمبر11: "The" "These" اور "both" لفظ "all" اور "all" کے بعد لگیں گے ان سے پہلے نہیں۔

1. The all boys in this class are hard-working. (incorrect)
   All the boys in this class are hard-working. (correct)

اصول نمبر12: کھیلوں، زبانوں، کھانوں، بیماریوں کے نام سے پہلے "the" نہیں ہوگا مثلاً

1. Misbah is suffering from the Malaria. (incorrect)
   Misbah is suffering from Malaria. (correct)

Exercise

Correct the following sentences.

1. This is a ring that I bought yesterday.
2. He is a fattest boy in the class.
3. Nile is the longest river of the world.
4. She is wiser of the two.
5. I love the Pakistan.
6. The both girls are wise.
7. Aslam is suffering from the typhoid.

☆ ..... ☆ ..... ☆

☆..... INFINITIVES .....☆

An infinitive is the basic form of a verb that usually follows "to". It has three forms. One is infinitive (the basic form of verb); the second is to-infinitive or full infinitive ('to' + the basic form of verb) and the third is the bare infinitive (the basic form of verb without 'to'). Read the following examples: infinitives are underlined.

Infinitive کسی فعل کی پہلی فارم ہوتی ہے جو عموماً 'to' کے بعد آتی ہے۔ اس کی تین شکلیں ہیں۔ ایک شکل Infinitive (فعل کی پہلی فارم) ہے؛ دوسری شکل to-infinitive کل Infinitive (to کے بعد فعل کی پہلی فارم) اور تیسری شکل bare infinitive (to کے بغیر فعل کی پہلی فارم) ہے۔ درج ذیل مثالیں پڑھیں: infinitives خط کشیدہ کیے گئے ہیں۔

1. I must go there. (infinitive)
2. We should play football. (infinitive)

3. I want to go there. (to-infinitive)
4. He went to sleep. (to-infinitive)
5. He made me stand. (bare infinitive)
6. Let me go. (bare infinitive)

☆ ..... ☆ ..... ☆

☆..... GERUNDS .....☆

When -ing form works like a noun, it is termed a gerund. Gerunds are underlined in the following examples.

جب -ing فارم بطور اسم کے کام کرے تو اسے اسم مصدر (gerund) کہا جاتا ہے۔ درج ذیل مثالوں میں gerunds خط کشیدہ کیے گئے ہیں۔

1. I like running.
2. Swimming is my hobby.
3. Singing makes her happy.
4. Smiling is an art.
5. I enjoy cooking.
6. Reading is relaxing.

☆ ..... ☆ ..... ☆

☆..... PARTICIPLES .....☆

Participle is a form of a verb that makes tenses. It can also be used like an adjective. The two types of participle in English are present participle and past participle.

participle فعل کی ایک ایسی شکل ہوتی ہے جو tenses کو ظاہر کرتی ہے۔ اسے adjective کے طور پر بھی استعمال کیا جا سکتا ہے۔ انگریزی میں participle کی دو اقسام present participle اور past participle ہیں۔

PRESENT PARTICIPLE

It is the 'ing-form' of a verb i.e. teaching, reading, learning. As a verb, it is used to show the continuous aspect of a tense.

یہ کسی فعل کی ing-form ہے جیسا کہ teaching, reading, learning وغیرہ۔ بطور ایک فعل اسے جاری زمانہ کو ظاہر کرنے کے لیے استعمال کیا جاتا ہے۔

Examples:

1. He is **teaching** me English. (present progressive)
2. I was **reading** a novel. (past progressive)
3. She will be **waiting** for you at the gate. (future progressive)

Present participle is also used as an adjective in a sentence.

present participle کو کسی فقرے میں بطور adjective بھی استعمال کیا جاتا ہے۔

Examples:

1. This is an **interesting** book.
2. I like **smiling** faces.
3. Do not pluck the **blooming** flowers.

PAST PARTICIPLE

It is a form of verb that is used for forming perfect and passive tenses. In case of regular verbs, it ends in -ed i.e. allowed, added, called and so on. In case of irregular verbs, it takes various forms ie. bought, put, done, written and so on. It is also used as an adjective.

یہ فعل کی وہ فارم ہے جو کہ perfect tense اور passive voice میں استعمال کی جاتی ہے۔ regular verbs میں یہ 'ed-' پر ختم ہوتی ہے مثال کے طور پر allowed, added, called وغیرہ وغیرہ۔ irregular verbs میں یہ مختلف شکلیں اختیار کرتی ہے مثال کے طور پر bought, put, done, written وغیرہ وغیرہ۔ بطور adjective کے بھی استعمال کیا جاتا ہے۔ جلی حروف پر غور کریں۔

Examples:

1. He has **gone**. (perfect tense)
2. Food is **eaten**. (passive form)
3. He knocked at the **closed** door. (adjective)

Exercise

Tick the right options.

1. Running is good for health.
   (a) gerund (b) present participle (c) past participle (d) bare infinitive
2. He was running very fast.
   (a) gerund (b) present participle (c) past participle (d) bare infinitive
3. Running water looks lovely.
   (a) gerund (b) present participle (c) past participle (d) bare infinitive
4. He made me run.
   (a) gerund (b) present participle (c) past participle (d) bare infinitive
5. He likes to run.
   (a) gerund (b) present participle (c) past participle (d) to-infinitive
6. The race is run.
   (a) gerund (b) present participle (c) past participle (d) bare infinitive
7. She is good at cooking.
   (a) gerund (b) present participle (c) past participle (d) bare infinitive
8. I do not like drinking.
   (a) gerund (b) present participle (c) past participle (d) bare infinitive
9. The teacher bade us leave the classroom.
   (a) gerund (b) present participle (c) past participle (d) bare infinitive
10. She loves the floating clouds.
    (a) gerund (b) present participle (c) past participle (d) bare infinitive

Answer Key

1. a	2. b	3. b	4. d	5. d	6. c	7. a	8. a	9. d	10. b

.....☆.....☆.....☆.....

☆..... AFFIXES (سابقے، لاحقے) .....☆

[Both prefixes and suffixes are called affixes. An affix is placed either at the beginning of a stem (called prefix) or at the end of a stem (called suffix).]

پریفکسز اور لاحقے دونوں affixes کہلاتے ہیں۔ affix کسی لفظ کے شروع یا آخر میں ملایا جاتا ہے۔ (سابقہ) prefix اور (لاحقہ) suffix دونوں اسی میں شامل ہوتے ہیں۔ unhappy میں "un-" اور careless میں "-less" affixes ہیں۔

PREFIXES سابقے

[A prefix is added at the beginning of a base word.]

prefix (سابقہ) کسی لفظ کے شروع میں ملایا جاتا ہے۔ اس کے ملانے سے ایک دوسرا لفظ وجود میں آتا ہے۔ مثلاً لفظ unhappy میں "un-" اور impossible میں "im-" سابقے ہیں۔ چند اہم سابقے درج ذیل ہیں۔

Prefixes	Examples
un-	unable, unhappy, unlucky
im-	impossible,
over-	overdue, overcook, overtime
auto-	automobile, autobiography
extra-	extraordinary, extracurricular
inter-	international, interactive

mid-	midday, midnight
mis-	mislead, misguide
out-	outdo, outrun
under-	undercook, underestimate
up-	upgrade, uphill

SUFFIXES لاحقے

[A suffix is added at the end of a base word.]

suffix (لاحقہ) کسی لفظ کے آخر میں ملایا جاتا ہے۔ اس کے ملانے سے ایک دوسرا لفظ وجود میں آتا ہے۔ مثلاً لفظ quickly میں "-ly" اور sadness میں "-ness" لاحقے ہیں۔ چند اہم لاحقے درج ذیل ہیں۔

Suffixes	Examples
-dom	freedom, kingdom, boredom
-hood	brotherhood, childhood, neighbourhood
-ism	socialism, capitalism
-ment	amazement, disappointment
-ness	happiness, kindness, usefulness
-ship	friendship, membership, workmanship
-able	drinkable, eatable, teachable, readable
-ful	needful, helpful, useful
-less	homeless, hopeless, useless

.....☆.....☆.....☆.....

DIFFERENCE BETWEEN A GERUND AND A PRESENT PARTICIPLE

When -ing form works like a noun, it is termed a gerund; and when -ing form works like a verb or an adjective, it is named 'present participle'.

جب -ing فارم بطور اسم کے کام کرے تو اُسے اسم صدر (gerund) کہا جاتا ہے اور جب -ing فارم بطور ورب کے یا بطور اسم صفت (adjective) کے کام کرے تو اسے present participle کا نام دیا جاتا ہے۔

Examples:

1. Swimming is my hobby. (-ing form works as a noun, therefore it is a gerund)
2. I have built a swimming pool in my house. (-ing form works as an adjective, therefore it is a present participle)
3. A man is swimming in the pool. (-ing form works as a verb, therefore it is a present participle)

.....☆.....☆.....☆.....

☆..... ANTECEDENT ERRORS (مطابقت کی غلطیاں) .....☆

جب noun/pronoun اور verb کے درمیان مطابقت نہ ہو تو یہ غلطی ہوتی ہے۔ ایسی غلطی کو antecedent error کہا جاتا ہے۔ مزید یہ کہ یہ غلطی a/an noun کے pronoun کے درمیان بھی ہو سکتی ہے۔ جیسے:

He is doing one's duty. (غلط)
He is doing his duty. (درست) وہ اپنا کام کر رہا ہے۔

پہلی noun/pronoun اور verb کے درمیان بھی ہو سکتی ہے۔ جیسے:

He do his duty. (غلط)
He does his duty. (درست) وہ اپنا کام کرتا ہے۔
Aslam have done his duty. (غلط)
Aslam has done his duty. (درست) اسلم نے اپنا کام کر لیا ہے۔

ذیل میں دی گئی تفصیل کو غور سے پڑھیں!

(i) فعل کو ہمیشہ واحد، جمع کے لحاظ سے فاعل کے مطابق ہونا چاہیے۔

She does her duty well.

(a) جب دو اسم and سے ملائے جائیں تو verb جمع ہوگا۔

Shahzad and Awais are watching T.V.

(ii) اگر دو اسم مل کر ایک چیز بن جائیں تو verb واحد ہوگا۔

Our liberator and founder of Pakistan was born in Karachi.

(iii) اگر دو فاعل مل کر ایک تصور پیدا کریں تو verb واحد ہوگا۔

Slow and steady wins the race.

(iv) اگر فقرے کے شروع میں مندرجہ ذیل الفاظ میں سے کوئی لفظ ہو تو verb واحد ہوگا۔

Each, Every, Neither, None, Either, Anyone, Many a.

None of these boys is my friend. مثال

(v) اگر دو اسم/اسم ضمیر (pronouns/nouns) مندرجہ ذیل الفاظ سے ملائے جائیں تو verb قریبی اسم کے مطابق ہوگا یعنی:

Neither	noun/pronoun	nor	noun/pronoun	verb
Either	noun/pronoun	or	noun/pronoun	verb
.....	noun/pronoun	or	noun/pronoun	verb

مندرجہ ذیل مثالوں پر غور کریں۔

Neither	he	nor	I	am (Not - ~~is~~) Ill.
Either	he	or	I	am (Not - ~~is~~) Ill.
.....	He	or	I	am (Not - ~~is~~) Ill.

(vi) مندرجہ ذیل اسماء (nouns) واحد ہیں۔ لہٰذا ان کے بعد verb ہمیشہ واحد ہوگا۔

News, Hair, Bread, Poetry, Scenery, Physics, Progress, Luggage, Furniture, Knowledge etc.

مثلاً

Her hair is long.

(vii) مندرجہ ذیل اسماء (nouns) دیکھنے میں واحد معلوم ہوتے ہیں لیکن یہ جمع ہیں۔

Cattle, People, Poultry, Vermin Gentry etc.

People are (Not ... ~~is~~) gathering in the hall. مثال

(viii) اگر مندرجہ ذیل الفاظ سے دو اسم/اسم ضمیر (Pronouns/Nouns) ملائے جائیں تو verb پہلے اسم/اسم ضمیر کے مطابق ہوگا۔

Noun/Pronoun	with, along with, together with, not, but, except, besides, as well as, in addition to, instead of , accompanied by	noun/pronoun	verb

اب مندرجہ ذیل مثالوں پر غور کریں۔

I	with	he	am (Not - ~~is~~)	Ill.
She	as well as	her sons	has (Not - ~~have~~)	gone.

درج ذیل مثالوں کو غور سے پڑھیں۔

1. Shahzad and Ali **were** playing cricket yesterday. (be)
2. The teacher with his students **is playing** hide and seek now. (play)
3. Bread and butter **is** necessary for health. (be)
4. Neither of these two boys **is** wise. (be)
5. Either I or she **is** taking tea at present. (be)
6. The wages of labourers **are** low. (be)
7. You as well as he already **have finished** the course. (finish)
8. She not I **is** guilty. (be)
9. She accompanied by these boys **has just arrived** there. (just arrive)
10. The carriage and horse **is** at the door. (be)

اس طرح pronoun ہمیشہ اس noun کے مطابق ہونا چاہیے جس کی وہ جگہ لے رہا ہے۔ مثلاً

Each of these two boys should do their job. (incorrect)
Each of these two boys should do his job. (correct)
All the students are reading his books. (incorrect)
All the students are reading their books. (correct)

Exercise

Correct the followings:

Unsolved	Solved
1. All the students should do his work.	1. All the students should do <u>their</u> work.
2. Every one of these girls are good.	2. Every one of these girls <u>is</u> good.
3. None of them have done his duty.	3. None of them <u>has</u> done his duty.
4. Neither of the two men are healthy.	4. Neither of the two men <u>is</u> healthy.
5. Either I or she am wrong.	5. Either I or she <u>is</u> wrong.
6. He as well as I am wrong.	6. He as well as I <u>is</u> wrong.
7. She with her children are going to the market.	7. She with her children <u>is</u> going to the market.
8. I not he is a doctor.	8. I not he <u>am</u> a doctor.
9. One of these students are guilty.	9. One of these students <u>is</u> guilty.
10. Slow and steady win the race.	10. Slow and steady <u>wins</u> the race.

.....☆.....☆.....☆.....

☆..... TRANSITIONAL DEVICES / COHESIVE DEVICES .....☆

The words or phrases that link various sentences into a whole are called cohesive devices or transitional words or linking words. They show the logical relationship between sentences and paragraphs. They work like bridges between various parts of the essay. They help the writer to carry over a thought from one sentence to another, from one idea to another, or from one paragraph to another. They link the sentences and paragraphs so smoothly that there are no abrupt jumps or

breaks between ideas. Read some transitional words:

الفاظ یا لنز جو مختلف فقروں کو ایک مکمل کل میں جوڑتے ہیں انہیں linking words یا transitional words یا cohesive devices کہا جاتا ہے۔ یہ فقروں اور پیراؤں کے درمیان ایک منطقی تعلق ظاہر کرتے ہیں۔ یہ کسی انشائیہ کے مختلف حصوں کے درمیان پُل کا کام دیتے ہیں۔ یہ لکھاری کی مدد کرتے ہیں کہ وہ کسی ایک خیال کو ایک فقرے سے دوسرے فقرے میں لے جائے یا کسی ایک بات سے دوسری بات تک لے جائے یا کسی ایک پیرائے سے دوسرے پیرائے میں لے جائے۔ یہ فقروں اور پیروں کو اتنے سلیقے سے جوڑتے ہیں کہ ان میں کوئی غیر متوقع خلا یا دقت نہیں آتا۔ چند transitional words یہ ہیں:

however, therefore, moreover, consequently, whereas, similarly, likewise, meanwhile, later, finally, etc.

Exercise

Tick the right option to fill in the blanks.

1. Moonis is a good reader _____ being a great athlete.
   (a) furthermore (b) moreover (c) though (d) besides
2. Nasim is a good teacher. _____, the students do not like him.
   (a) moreover (b) though (c) however (d) as
3. Aslam can run fast _____ he is old.
   (a) as (b) In spite of (c) though (d) while
4. We must wear the mask _____ the epidemic reappears.
   (a) because of (b) in case (c) though (d) so that
5. He should leave smoking _____ taking exercise.
   (a) furthermore (b) owing to (c) so as to (d) in addition to
6. Moonis has decided to resign _____ the consequences he could face.
   (a) regardless of (b) besides (c) in addition to (d) in any case
7. _____ he is over fifty; he still behaves like a child.
   (a) However (b) Hence (c) After all (d) Even though

Answer Key

1. d	2. c	3. c	4. b	5. d	6. a	7. d

☆..... CATAPHORA .....☆

Cataphora is the use of a linguistic unit (a word, a phrase, etc) that refers ahead to another linguistic unit in the text. Read: You should not envy him, the bankrupt man. Here the pronoun 'him' refers to a phrase ahead, 'the bankrupt man.'

cataphora ایک لسانی اکائی (کوئی لفظ یا کوئی فریز وغیرہ) کا استعمال ہے جو عبارت میں آگے آنے والی کسی دوسری لسانی اکائی کی طرف اشارہ کرتا ہے۔ یہ فقرہ پڑھیں:

"You should not envy **him**, **the bankrupt man**."

یہاں پرنام 'him' آگے آنے والی فریز 'the bankrupt man' کی طرف اشارہ کرتا ہے۔

☆..... ANAPHORA .....☆

Anaphora is the use of a linguistic unit (a word, a phrase, etc) that refers back to another linguistic unit used earlier in a text. It helps us avoid repetition. Read: The taxi driver took the two girls to school. They were happy to be in time as he drove very fast. In this example, the linguistic unit 'he' (a pronoun) refers to the earlier linguistic unit, 'the taxi driver' and the pronoun 'they' refers to 'the two girls'.

anaphora ایک لسانی اکائی (کوئی لفظ یا کوئی فریز وغیرہ) کا استعمال ہے جو عبارت میں پہلے سے مذکور کسی دوسری لسانی اکائی کی طرف اشارہ کرتا ہے۔ یہ ہمیں تکرار سے بچنے میں مدد دیتا ہے۔ یہ فقرے پڑھیں:

"**The taxi driver** took **the two girls** to school. **They** were happy to be in time as **he** drove very fast."

اس مثال کے دوسرے فقرے میں 'he' پہلے فقرے میں مذکور لسانی اکائی "the taxi driver" کی طرف اشارہ کرتا ہے اور دوسرے فقرے میں پرنام 'they' کا اشارہ پہلے فقرے میں "the two girls" کی طرف ہے۔

Tell whether the underlined word is an anaphoric reference or cataphoric reference.

1. They had been living there for years yet Harry and Dora had not developed a mutual understanding. (a) anaphora **(b) cataphora**
2. Helen thought that she was intelligent. **(a) anaphora** (b) cataphora
3. I will help Saleem, the poor helpless man. **(a) anaphora** (b) cataphora
4. These two men, Moonis and Nasim are friends. (a) anaphora **(b) cataphora**
5. ALLAH, our creator is merciful. **(a) anaphora** (b) cataphora

☆..... VOWELS AND CONSONANTS .....☆

DIFFERENCE BETWEEN LETTERS AND SOUNDS

حروفِ تہجی اور phonemes (آواز کی سب سے چھوٹی اکائیاں) میں فرق

انگریزی زبان کے تلفظ کو سمجھنے کے لیے ضروری ہے کہ ہمیں (sound symbols) آوازوں کی تحریری شکل یعنی "phonemes" کو سمجھنا چاہیے! انگریزی زبان میں حروفِ تہجی 26 ہیں مگر انگریزی زبان کی آوازکی اکائیاں یعنی phonemes 44 ہیں۔ انگریزی زبان کی یہ 44 آوازیں مزید دو گروہوں میں بٹ جاتی ہیں یعنی "consonants اور vowels"۔ ان 44 آوازوں میں سے consonants 24 ہیں اور vowels 20 ہیں۔ ان آوازوں کو کاغذ پر تحریر کرنے کے لیے ہم خاص علامات (symbols) استعمال کرتے ہیں۔ ان علامات (sound symbols) کو IPA (International Phonetic Alphabets) کہا جاتا ہے۔ مندرجہ بالا بحث ہمیں بتاتی ہے کہ آواز کی سب سے چھوٹی اکائی کو ہم phoneme کہتے ہیں۔ چونکہ انگریزی زبان کی کل آوازیں 44 ہیں لہٰذا ہم کہہ سکتے ہیں کہ انگریزی زبان کے کل phonemes 44 ہیں۔ لغت (dictionary) میں دیئے گئے تلفظ (pronunciation) کو سمجھنے کے لیے ضروری ہے کہ پہلے ہم ان phonemes کو سمجھیں اور پہچان یقینی بنائیں۔

CONSONANTS

consonants تعداد میں 24 ہیں۔ ہر consonant ایک آواز کی نمائندگی کرتا ہے۔ کچھ consonants ایسے ہیں جو انگریزی کے حروفِ تہجی کے ہم شکل ہیں۔ لہٰذا ظاہر ہے consonants کو آسانی سے پہچان اور سیکھ سکتے ہیں۔ مگر کچھ consonants ایسے بھی ہیں جو انگریزی کے حروفِ تہجی سے یکسر مختلف ہیں۔ اُن کو سیکھنے کے لیے ظاہر ہے قدرے توجہ اور محنت کی ضرورت ہے۔

16 consonants ایسے ہیں جو انگریزی کے حروفِ تہجی کے ہم شکل ہیں۔ وہ درج ذیل ہیں:

/p, b, t, d, k, g, m, n, l, f, v, h, s, z, r, w/

8 consonants ایسے ہیں جو یکسر مختلف ہیں۔ طلبہ کو ان کو لکھنا بھی سیکھنا چاہیے اور جن آوازوں کو یہ ظاہر کرتے ہیں ان کی مشق بھی کرنی چاہیے۔ یہ 8 consonants یہ ہیں:

/ tʃ, dʒ, ʃ, ʒ, θ, ð, j, ŋ /

اب ان تمام consonants کی آوازوں کو سیکھیں!

- /p/ یہ consonant انگریزی حرف 'p' جیسا ہے۔ یہ اردو کے حرف /پ/ اور /پھ/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /p/ ہے: "peak, pen, pack" وغیرہ۔
- /b/ یہ consonant انگریزی حرف 'b' جیسا ہے۔ یہ اردو کے حرف /ب/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /b/ ہے: "book, buy, bride" وغیرہ۔
- /t/ یہ consonant انگریزی حرف 't' جیسا ہے۔ یہ اردو کے حرف /ٹ/ اور /ٹھ/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /t/ ہے: "tea, tin, tell" وغیرہ۔
- /d/ یہ consonant انگریزی حرف 'd' جیسا ہے۔ یہ اردو کے حرف /ڈ/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /d/ ہے: "doll, do, die" وغیرہ۔
- /k/ یہ consonant انگریزی حرف 'k' جیسا ہے۔ یہ اردو کے حرف /ک/ اور /کھ/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /k/ ہے: "kite, king, cave" وغیرہ۔
- /g/ یہ consonant انگریزی حرف 'g' جیسا ہے۔ یہ اردو کے حرف /گ/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /g/ ہے: "go, give, girl" وغیرہ۔
- /m/ یہ consonant انگریزی حرف 'm' جیسا ہے۔ یہ اردو کے حرف /م/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /m/ ہے: "man, make, mad" وغیرہ۔
- /n/ یہ consonant انگریزی حرف 'n' جیسا ہے۔ یہ اردو کے حرف /ن/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /n/ ہے: "net, none, nose" وغیرہ۔

- /f/ یہ consonant انگریزی حرف 'f' جیسا ہے۔ یہ اردو کے حرف /ف/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /f/ ہے: "fine, five, few" وغیرہ۔
- /v/ یہ consonant انگریزی حرف 'v' جیسا ہے۔ یہ اردو کے حرف /و/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /v/ ہے: "very, vast, view" وغیرہ۔
- /l/ یہ consonant انگریزی حرف 'l' جیسا ہے۔ یہ اردو کے حرف /ل/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /l/ ہے: "leaf, learn, letter" وغیرہ۔
- /h/ یہ consonant انگریزی حرف 'h' جیسا ہے۔ یہ اردو کے حرف /ہ/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /h/ ہے: "hen, heart, hell" وغیرہ۔
- /s/ یہ consonant انگریزی حرف 's' جیسا ہے۔ یہ اردو کے حرف /س/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /s/ ہے: "see, sun, sin" وغیرہ۔
- /z/ یہ consonant انگریزی حرف 'z' جیسا ہے۔ یہ اردو کے حرف /ز/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /z/ ہے: "zoo, zero, zone" وغیرہ۔
- /r/ یہ consonant انگریزی حرف 'r' جیسا ہے۔ یہ اردو کے حرف /ر/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /r/ ہے: "read, red, run" وغیرہ۔
- /w/ یہ consonant انگریزی حرف 'w' جیسا ہے۔ یہ اردو کے حرف /و/ کی آواز دیتا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز /w/ ہے: "watch, we, wait" وغیرہ۔

/v/ اور /w/ آوازوں کا فرق

یہ دونوں آوازیں ایک دوسرے سے یکسر مختلف ہیں۔ /v/ کی آواز نکالتے ہوئے ہمارا نچلا ہونٹ اوپر والے دانتوں کو چھوتا ہے اور ہم دونوں کے بیچ میں سے ہلکی سی پھونک مارتے ہیں۔ اس سے جو آواز پیدا ہوتی ہے وہ /v/ ہے۔ /w/ کی آواز نکالنے کے لیے ہم دونوں ہونٹ گولائی میں لے آتے ہیں اور ہوا باہر نکالتے ہیں۔ /w/ کی آواز "و" جیسی ہوتی ہے۔ طلبہ کو چاہیے کہ دونوں آوازوں کی مشق کریں اور فرق نوٹ کریں۔ اس سلسلے میں وہ اپنے اساتذہ سے رہنمائی لے سکتے ہیں۔

☆... اب وہ consonants جو یکسر مختلف ہیں ان کو سیکھنے کے لیے طلبہ کو خاص توجہ دینی چاہیے۔

- /tʃ/ یہ اردو کے حروف /چ/ یا /چھ/ جیسا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز یہی ہے: "chair, choice, chain"
- /dʒ/ یہ اردو کے حرف /ج/ جیسا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز یہی ہے: "joke, June, job"
- /ʃ/ یہ اردو کے حرف /ش/ جیسا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز یہی ہے: "she, shoe, shop"
- /ʒ/ یہ اردو کے حرف /ژ/ جیسا ہے۔ یہ آواز مندرجہ ذیل الفاظ میں موجود ہے۔ انگریزی کا کوئی لفظ ایسا نہیں ہے جس کی ابتدائی آواز /ʒ/ ہو: "vision, measure, pleasure"
- /θ/ یہ اردو کے حروف /تھ/ اور /ث/ کی کوئی درمیانی شکل ہے۔ مگر اُردو بولنے والے اسے /تھ/ کی طرح بولتے ہیں۔ مندرجہ ذیل الفاظ کی ابتدائی آواز یہی ہے: "think, thank, theft"
- /ð/ یہ اردو کے حروف /د/ اور /ذ/ کی کوئی درمیانی شکل ہے۔ مگر اُردو بولنے والے اسے /د/ کی طرح بولتے ہیں۔ مندرجہ ذیل الفاظ کی ابتدائی آواز یہی ہے: "this, that, then"
- /j/ یہ اردو کے حرف /ی/ جیسا ہے۔ مندرجہ ذیل الفاظ کی ابتدائی آواز یہی ہے: "yes, yet, you"
- /ŋ/ یہ یکسر مختلف آواز ہے مگر اردو بولنے والے اسے /ن گ/ کی طرح بولتے ہیں۔ مندرجہ ذیل الفاظ کی آخری آواز یہی ہے: "sing, ring, long"

VOWELS

انگریزی زبان میں 20 vowel sounds ہیں۔ ان کے درمیان بہت ہی معمولی سا فرق ہے۔ طلبہ محنت اور کوشش سے ان آوازوں کو سیکھ سکتے ہیں۔ انگریزی کے 20 vowels یہ ہیں: /iː, ɪ, e, æ, ʌ, ɒ, ɔː, ʊ, uː, ɜː, ɑː, ə, əʊ, aʊ, eɪ, aɪ, ɔɪ, ɪə, eə, ʊə/

ان میں سے 7 vowels کو short vowels کہا جاتا ہے۔ وہ یہ ہیں: /ɪ, e, æ, ʌ, ɒ, ʊ, ə/

ان میں سے 5 vowels کو long vowels کہتے ہیں۔ ان vowels کے آخر میں colon (ː) ہوتا ہے۔ یہ درج ذیل ہیں:

/iː, ɔː, uː, ɜː, ɑː/

ان 7 short vowels اور 5 long vowels کو /مونف۔ تھانگ ز/ monophthongs کہتے ہیں۔ باقی آٹھ vowels کو /ڈف تھانگ ز/ diphthongs کہتے ہیں۔ وہ یہ ہیں: /əʊ, aʊ, eɪ, aɪ, ɔɪ, ɪə, eə, ʊə/.

diphthongs بنیادی طور پر دو vowels کا امتزاج ہوتا ہے۔ مگر یہ دو vowels مل کر ایک vowel کی آواز دیتے ہیں اور ان کو ایک vowel ہی سمجھا جاتا ہے۔ اب ان تمام vowels کو سمجھنے کے لیے ان کے درمیانی فرق کو مثالوں سے سمجھنے کی کوشش کریں۔

/iː, ɪ, e/ کے درمیان فرق نوٹ کریں۔

/iː/		/ɪ/		/e/	
feel	/fiːl/	fill	/fɪl/	fell	/fel/

/e, æ, ʌ/ کے درمیان فرق نوٹ کریں۔

e		æ		ʌ	
bet	bet	bat	bæt	but	bʌt

/ʌ, ɑː, ɒ/ کے درمیان فرق نوٹ کریں۔

ʌ		ɑː		ɒ	
lust	lʌst	last	lɑːst	lost	lɒst

/ɒ, ɔː, ʊ, uː/ کے درمیان فرق نوٹ کریں۔

ɒ		ɔː		ʊ		uː	
shod	ʃɒd	Shored	ʃɔːd	should	ʃʊd	shoed	ʃuːd

/ɜː, ɑː/ کے درمیان فرق نوٹ کریں۔

ɜː		ɑː	
Heard	hɜːd	hard	hɑːd

/ə/: اہم ترین vowel/schwa شعاع /

Initial		Medial		Final	
ago	əgəʊ	perhaps	pəhæp	colour	kʌlər

/əʊ, aʊ/ کے درمیان فرق نوٹ کریں۔

aʊ		əʊ	
Loud	laʊd	load	ləʊd

/eɪ, aɪ/ کے درمیان فرق نوٹ کریں۔

aɪ		eɪ	
rice	raɪs	race	reɪs

/ɔɪ/

oil	ɔɪl	toy	tɔɪ	noise	nɔɪz

/ɪə, eə, ʊə/ کے درمیان فرق نوٹ کریں۔

ɪə		eə		ʊə	
ear	ɪər	airs	eəz	pure	pʊər

ان آوازوں کو سمجھنے کے لیے اس website پر ان آوازوں کو سنیں اور سمجھیں۔ www.teachingenglish.org.uk/article/phonemic-chart

.....☆.....☆.....☆.....

IMPROVE YOUR PRONUNCIATION

میں نے انگریزی کے تلفظ کو اردو میں لکھنے کی کوشش کی ہے۔ اپنی اس کوشش کے دوران کئی مرتبہ میں نے ہمت ہاردی اور تلفظ کو لکھنے کا ارادہ ترک کردیا مگر پھر دوفون کا تریاد آئیں جن میں تلفظ لکھنے کی استدعا کی گئی تھی۔ میں نے پانچ مرتبہ لفظوں کے تلفظ لکھے اور ہر مرتبہ کوئی نہ کوئی تبدیلی ضرور کی۔ مجھے یقین ہے کہ اگر میں یہ تلفظ 100 بار بھی لکھوں پھر بھی تبدیل کرتا رہوں گا۔ کیونکہ انگریزی کے تلفظ کو اردو میں بالکل صحیح لکھنا ناممکن ہے۔ اگرچہ میں ہر لفظ کو ٹھیک اسی طرح لکھ نہ پایا۔ تلفظ لکھتے ہوئے سب سے پہلی اور بڑی مشکل انگریزی کی Vowel Sounds کو لکھنا ہے انگریزی میں 20 Vowel Sounds ہیں جن میں معمولی سا فرق ہوتا ہے۔ ان Vowel Sounds کو اردو میں نہیں لکھا جاسکتا۔ اس لیے میں نے زیر، زبر، پیش، ج م، ھ ذ وغیرہ کا استعمال بھی کیا ہے مگر پھر بھی میں اپنے لکھے ہوئے تلفظ سے سو فیصد مطمئن نہیں ہوں۔ یہ تلفظ کسی قدر آپکی رہنمائی کرسکتے ہیں مگر ان پر 100 فیصد بھروسہ نہیں کیا جاسکتا۔ اس لیے طلبہ کو ہدایت کی جاتی ہے کہ وہ اس سلسلے میں اپنے اساتذہ سے رہنمائی لیں اور ہر لفظ کے تلفظ کو ڈکشنری میں دیکھیں۔

انگریزی کی کل چوالیس (44) sounds ہیں جن میں سے چوبیس (24) consonant sounds اور بیس (20) Vowel Sounds ہیں۔ انگریزی زبان کے کل چھبیس (alphabet) ہیں اس لیے انگریزی کی 44 sounds کو انگریزی کے 26 ہجوں کی مدد سے نہیں لکھا جاسکتا۔ اس لیے تلفظ لکھنے کے لیے IPA (Intenational Phonetic Alphabet) استعمال کیے جاتے ہیں۔ جن طلبہ کو صحیح تلفظ سیکھنے کا شوق ہو وہ IPA سیکھیں۔ تاہم طلباء کی سہولت کی خاطر ذیل میں تلفظ سے متعلق چند اصول لکھ دیئے گئے ہیں تاکہ اس کتاب میں لکھے ہوئے تلفظ کو سمجھنے میں آسانی ہو۔

اصول 1: فعل کی پہلی فارم کو دوسری فارم میں بدلنے کے لیے ہم عموماً اس کے ساتھ "d/ed" کا اضافہ کردیتے ہیں۔ مثلاً:

نمبر شمار	پہلی فارم	تلفظ	دوسری فارم	تلفظ
1	call	کال	called	کالڈ
2	preach	پریچ	preached	پری۔چٹ
3	hate	ہے۔ٹ	hated	ہے۔ٹڈ
4	head	ہیڈ	headed	ہیڈڈ

نوٹ کریں کہ پہلی فارم کے ساتھ بڑھایا گیا "d/ed":

- کبھی "ڈ ـــ d" کی آواز دیتا ہے۔ جیسے "کالڈ ـــ called"۔
- کبھی "ٹ ـــ t" کی آواز دیتا ہے۔ جیسے "پری۔چٹ ـــ preached"۔
- کبھی "اِڈ ـــ id" کی آواز دیتا ہے۔ جیسے "ہے۔ٹِڈ ـــ hated"۔

اب اس نکتے کو سمجھیں:

☆ ـــ ایسے فعل جن کی آخری آواز "پ، ک، چ، ف، تھ، س، ش، ہ" ہو تو ان کے بعد "d/ed" ـــ "ٹ ـــ t" کی آواز دے گا۔

مثالیں:

Verb	تلفظ	آخری آواز	"d/ed" کا اضافہ	تلفظ "ٹ ـــ t" کی آواز
look	لُک	ک	looked	لُکٹ
rush	رَش	ش	rushed	رَشٹ
reach	ری۔چ	چ	reached	ری۔چٹ

☆ ـــ ایسے فعل جن کی آخری آواز "ب، گ، ج، م، ن، ں، ل، و، د، ز، Vowel Sound ہو تو ان کے بعد "d/ed" ـــ "ڈ ـــ d" کی آواز دے گا۔

مثالیں:

Verb	تلفظ	آخری آواز	"d/ed" کا اضافہ	تلفظ "ڈ ـــ d" کی آواز
tag	ٹیگ	گ	tagged	ٹیگڈ
praise	پریز	ز	praised	پریزڈ
hinge	ہنج	ج	hinged	ہنجڈ

☆ ـــ ایسے فعل جن کی آخری آواز "ٹ" یا "ڈ" ہو اس کے بعد "d/ed" ـــ "اِڈ ـــ id" کی آواز دے گا۔

مثالیں:

Verb	تلفظ	آخری آواز	"d/ed" کا اضافہ	تلفظ "اِڈ ـــ id" کی آواز
hate	ہیٹ	ٹ	hated	ہے۔ٹِڈ
head	ہیڈ	ڈ	headed	ہیڈِڈ

اصول 2: Noun/Verb کے ساتھ "s/es" کا اضافہ: اب مندرجہ ذیل پر غور کریں۔

مثالیں:

تلفظ	"es/s" کا اضافہ	تلفظ	"es/s" کی آواز
horse	horses	ہارس	ہارسز
go	goes	گو	گوز
book	books	بُک	بُکس

نوٹ کریں کہ درج بالا الفاظ کے ساتھ بڑھایا گیا "s/es":

- کبھی "اِز ـــ iz" کی آواز دیتا ہے۔ جیسے "ہارسز ـــ horses"۔
- کبھی "ز ـــ z" کی آواز دیتا ہے۔ جیسے "گوز ـــ goes"۔
- کبھی "س ـــ s" کی آواز دیتا ہے۔ جیسے "بُکس ـــ books"۔

اس نکتے کو سمجھنے کے لیے مندرجہ ذیل اصولوں کو غور سے پڑھیں۔

☆ ـــ اگر کسی لفظ کی آخری آواز "س، ز، ش، ژ، چ، ج" ہو تو اس کے ساتھ "s/es" کا اضافہ "اِز ـــ iz" کی آواز دے گا۔ مندرجہ ذیل پر غور کریں۔

مثالیں:

تلفظ	"es/s" کا اضافہ	آخری آواز	تلفظ	لفظ
روز + اِز = روزِز	roses	ز	روز	rose
بُش + اِز = بُشِز	bushes	ش	بُش	bush
بینچ + اِز = بینچِز	benches	چ	بینچ	bench
جج + اِز = جَجِز	judges	ج	جج	judge

☆ ـــ اگر کسی لفظ کی آخری آواز "ب، گ، م، ن، ں، ل، ی، و، ڈ یا Vowel Sound" ہو تو ان کے ساتھ "s/es" کا اضافہ "ز ـــ z" کی آواز دے گا۔ مندرجہ ذیل کو غور سے پڑھیں۔

مثالیں:

تلفظ	"es/s" کا اضافہ	آخری آواز	تلفظ	لفظ
گرل + ز = گرلز	girls	ل	گرل	girl
بَیگ + ز = بَیگز	bags	گ	بیگ	bag
بَڈ + ز = بڈز	buds	ڈ	بَڈ	bud

☆ ـــ اگر کسی لفظ کی آخری آواز "پ، ٹ، ک، ف، تھ، ہ" ہو تو اس کے ساتھ "s/es" کا اضافہ "س ـــ s" کی آواز دے گا۔ مندرجہ ذیل پر غور کریں۔

مثالیں:

تلفظ	"es/s" کا اضافہ	آخری آواز	تلفظ	لفظ
بُک + س = بُکس	books	ک	بُک	book
ٹَے۔پ + س = ٹَے۔پس	taps	پ	ٹَے۔پ	tap
کَے۔ٹ + س = کَے۔ٹس	cats	ٹ	کَے۔ٹ	cat

اس کے علاوہ تلفظ ٹھیک کرنے کے اور بھی بہت سے اصول ہیں لیکن اُن تمام کو یہاں درج کرنا طلبا کو پریشان کرنے کے مترادف ہوگا۔

CORRECT USE OF VERBS

نوٹ: اس باب میں مندرجہ ذیل مخفف (Short Forms) استعمال ہوئے ہیں۔

Subject	(S)	فاعل ..... (کام کرنے والا)
Object	(O)	مفعول ..... (جس پر کام ہو)
Verb	(V)	فعل ..... (کام)
First form of verb (Infinitive)	(V1)	فعل کی پہلی قارم
Past Tense	(V2)	فعل کی دوسری قارم
Past Participle	(V3)	فعل کی تیسری قارم
Helping Verb	(HV)	امدادی فعل
Singular Noun (a boy, a girl, Salma etc.)	(SN)	واحد اسم (مثلاً لڑکا، لڑکی، سلمیٰ وغیرہ)
Plural Noun (boys, girls etc.)	(PN)	جمع اسم (لڑکے، طالبات وغیرہ)

Present Indefinite/Simple Tense ..... فعل حال مطلق

موجودہ زمانے میں کسی کام کے کرنے یا ہونے کے لیے یہ Tense استعمال ہوتا ہے۔ مثلاً "وہ کام کرتا ہے۔"

☆..... اردو میں پہچان: "تا ہے، تی ہے، تے ہیں، تا ہوں" وغیرہ۔

☆..... اگر فاعل He/She/It یا واحد اسم مثلاً (علی، لڑکا، لڑکی وغیرہ) ہو تو بنانے کا طریقہ۔

سادہ

Subject فاعل	first form of verb + s/es (فعل کی پہلی قارم + s/es).
He/She/It/واحد اسم	works.

منفی

Subject فاعل	does not	first form of verb (فعل کی پہلی قارم).
He/She/It/واحد اسم	does not	work.

سوالیہ

Does	subject فاعل	first form of verb (فعل کی پہلی قارم)?
Does	he/she/it/واحد اسم	work?

سوالیہ + منفی

Does	subject فاعل	not	first form of verb (فعل کی پہلی قارم)?
Does	he/she/it/واحد اسم	not	work?

☆..... اگر فاعل I/We/You/They یا جمع اسم مثلاً (لڑکے، لڑکیاں وغیرہ) ہو تو بنانے کا طریقہ۔

سادہ

Subject فاعل	first form of verb (فعل کی پہلی قارم).
I/We/You/They/جمع اسم	work.

منفی

Subject فاعل	do not	first form of verb (فعل کی پہلی قارم).
I/We/You/They/جمع اسم	do not	work.

سوالیہ

Do	subject فاعل	first form of verb (فعل کی پہلی قارم)?
Do	I/we/you/they/جمع اسم	work?

سوالیہ + منفی

Do	subject فاعل	not	first form of verb (فعل کی پہلی قارم)?
Do	I/we/you/they/جمع اسم	not	work?

☆..... مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(i) عادت ظاہر کرنے کے لیے۔
(a): He walks early in the morning.

(ii) عمومی سچائی کے لیے۔
(a): The flowers give sweet smell.
(b): Parents love their children.

(iii) موجودہ زمانہ میں Exclamatory Sentences کے لیے۔ ایسے فقروں میں Here/There کا استعمال ہوتا ہے۔ مثلاً
(a): Here wins Pakistan!
(b): There comes my brother!

(iv) Clauses of Time اور Conditional Sentences میں۔
(a): If he works hard, he will succeed.
(b): I will not help you until you request.

(v) مستقبل کا ایسا واقعہ جس کا وقت مقرر ہو۔
(a): My credit card expires at midnight.
(b): Next term starts on 6th April.

(vi) مستقل کیفیت یا حالت کو ظاہر کرنے کے لیے۔
(a): Ali lives at Multan.
(b): Moonis teaches Urdu.

(vii) مندرجہ ذیل adverbs کے ساتھ عموماً Present Simple Tense استعمال ہوتا ہے۔

often, seldom, never, always, usually, generally, rarely, daily, every.

EXERCISE No. 1

1.	Snow ..... in the sun.	(melt)
2.	Dogs ..... at night.	(bark)
3.	A stove ..... water.	(heat)
4.	Noise ..... the ears.	(harm)
5.	He ..... English.	(speak)
6.	The sun ..... in the east.	(rise)
7.	Water ..... towards depth.	(flow)
8.	We ..... ALLAH.	(worship)
9.	Moonis ..... on holidays.	(not work)
10.	The Indus ..... towards the Arabian Sea.	(flow)

..... Answer key .....

1.	melts	2.	bark	3.	heats	4.	harms	5.	speaks
6.	rises	7.	flows	8.	worship	9.	does not work	10.	flows

Present Continuous Tense ..... فعل حال جاری

ایسا فعل جو موجودہ زمانے میں جاری ہو مثلاً "ہم کام کر رہے ہیں۔"

☆..... اردو میں پہچان: "رہا ہے، رہی ہے، رہے ہیں، رہا ہوں" وغیرہ۔

ہر فاعل کے سامنے اس سے متعلق امدادی فعل درج ہے۔

Subject فاعل		Helping verb (امدادی فعل)
He/She/It / واحد اسم	⇨	is
We/You/They/ جمع اسم	⇨	are
I	⇨	am

☆..... بنانے کا طریقہ:

سادہ

Subject فاعل	is/am/are	first form of verb.....ing (فعل کی پہلی قسم .....ing).
I	am	working.
He/She/It/ واحد اسم	is	
We/You/They/ جمع اسم	are	

سوالیہ

Am/Is/Are	subject (فاعل)	first form of verb....ing (فعل کی پہلی قسم .....ing)?
Am	I	working?
Is	he/she/it/ واحد اسم	
Are	we/you/they/ جمع اسم	

منفی

Subject فاعل	is/am/are	not	first form of verb....ing (فعل کی پہلی قسم .....ing).
I	am	not	working.
He/She/It/ واحد اسم	is		
We/You/They/ جمع اسم	are		

سوالیہ +منفی

Is/Am/Are	subject فاعل	not	first form of verb....ing (فعل کی پہلی قسم .....ing)?
Am	I	not	working?
Is	he/she/it/ واحد اسم		
Are	we/you/they/ جمع اسم		

☆..... مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(i) ایسا کام جو جاری ہو۔

(a) Waqas is reading a book.
(b) The sun is rising in the east.

(ii) ایسا کام جو وقفوں سے جاری ہو۔

(a) I am reading *Hamlet* now-a-days.

(iii) ایسا کام جو پروگرام کے مطابق مستقبل قریب میں ہونا طے ہو۔

(a) I am leaving for Lahore tomorrow.

مندرجہ ذیل الفاظ کے ساتھ عموماً Present Continuous Tense استعمال ہوتا ہے۔

now, at present, now-a-days, at the moment, at this time, these days.

(iv) مندرجہ ذیل Verbs عموماً Present Continuous Tense میں استعمال نہیں ہوتے۔

like, love, hate, want, need, prefer, know, realise, suppose, mean, understand, believe, remember, belong, fit, contain, consist, seem

(a) I am wanting to sleep. (غلط) (a) I want to sleep. (صحیح)
(b) Ali is seeming very sad. (غلط) (b) Ali seems very sad. (صحیح)

(v) "Think" جب "رائے ہونا" کے مفہوم میں استعمال ہو تو یہ Present Continuous Tense کی بجائے Present Simple Tense میں استعمال ہوگا۔ مثلاً

(a) I am thinking that Ali is a good boy. (غلط)
(a) I think that Ali is a good boy. (صحیح)

(vi) see, hear, smell, taste بھی عموماً Present Continuous میں استعمال ہوتے ہیں۔ یہ Present Simple Tense میں استعمال نہیں ہوتے۔ مثلاً

(a) Are you seeing the rainbow? (غلط) (a) Do you see the rainbow? (صحیح)
(b) Flowers are smelling sweet. (غلط) (b) Flowers smell sweet. (صحیح)

EXERCISE No. 2

1. She ..... her baby now. (feed)
2. It ..... outside? (rain)
3. She ..... at this moment? (sleep)
4. He ..... to school nowadays. (not go)
5. He ..... his students at present. (teach)
6. We ..... at this time. (read)
7. She ..... a picture these days. (paint)
8. Today, the girls ..... to school on foot. (go)
9. What are you ..... nowadays? (read)
10. Are you ..... anything this evening? (do)

..... Answer key .....

1.	is feeding	2.	is raining	3.	is sleeping	4.	is not going
5.	is teaching	6.	are reading	7.	is painting	8.	are going
9.	reading	10.	doing	11.		12.	

Present Perfect Tense ..... فعل حال مکمل

یہ فعل موجودہ زمانے میں کسی کام کے مکمل ہونے کو ظاہر کرتا ہے۔ مثلاً "وہ آچکا ہے۔" یا "وہ آ گیا ہے۔"

☆..... اردو میں پہچان: "چکا ہے، چکی ہے، چکے ہیں، چکا ہوں" یا "ا ہے، ی ہے، ا ہوں، ے ہو۔"

مختلف فاعل سے متعلق امدادی فعل ان کے سامنے درج ہے۔

Subject فاعل		Helping Verb امدادی فعل
He/She/It/ واحد اسم	⇨	has
I/We/You/They/ جمع اسم	⇨	have

☆..... بنانے کا طریقہ:

سادہ

Subject فاعل	has/have	third form of verb (فعل کی تیسری قسم).
He/She/It/ واحد اسم	has	come.
I/We/You/They/ جمع اسم	have	

سوالیہ

Has/Have	subject	third form of verb (فعل کی تیسری قسم)?
Has	he/she/it/واحد اسم	come?
Have	I/we/you/they/جمع اسم	

منفی

Subject فاعل	has/have	not	third form of verb (فعل کی تیسری قسم)
He/She/It/واحد اسم	has	not	come.
I/We/You/They/جمع اسم	have		

سوالیہ + منفی

Has/Have	subject فاعل	not	third form of verb (فعل کی تیسری قسم)?
Has	he/she/it/واحد اسم	not	come?
Have	I/we/you/they/جمع اسم		

☆..... مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(i) جو کام ماضی قریب میں مکمل ہوا ہو۔

(a) He has just arrived.
(b) I have just finished this novel.

(ii) ماضی میں کوئی ایسا کام جس کے کرنے کا کوئی خاص وقت معلوم نہ ہو۔

(a) I have never read "Macbeth".
(b) Have you ever met Ali?

(iii) ماضی کا ایسا واقعہ جس کے اثرات حال میں ظاہر ہوں۔

(a) The sun has risen (i.e. it is light all around)
(b) I have solved the riddle (= now I'm relaxed)

(iv) ایسا کام جو ماضی میں شروع ہوا ہو اور حال میں ابھی تک جاری ہو۔

(a) Abid has not met us for a long time.
(b) I have taught in this college for nine years.

(v) مندرجہ ذیل Adverbs عموماً اسی Tense میں استعمال ہوتے ہیں۔

just, often, never, ever, so far, till now, yet, already, since (phrases) for (phrases), today, this week, this month etc.

EXERCISE No. 3

1.	She ..... tea yet.	(not drink)
2.	He has just ..... a letter.	(receive)
3.	Have you ever ..... by train?	(travel)
4.	She has never ..... wine.	(taste)
5.	So far, I ..... his offer.	(not accept)
6.	Why has she not ..... her work till now?	(not do)
7.	They have already ..... the match.	(win)
8.	I ..... him since morning.	(not see)
9.	She ..... me for two days.	(not meet)
10.	Have you ever ..... a camel?	(ride)

..... Answer key .....

1.	has not drunk	2.	received	3.	travelled	4.	tasted	5.	have not accepted
6.	done	7.	won	8.	have not seen	9.	has not met	10.	ridden

Present Perfect Continuous Tense ..... فعل حال مکمل جاری

ایسا فعل جو ماضی میں شروع ہوا ہو اور موجودہ وقت تک جاری ہو۔ جیسا کہ یہ فعل اپنے نام Perfect Continuous سے ظاہر کرتا ہے کہ کام کا کچھ حصہ تو مکمل ہو چکا ہے مگر کام ابھی بھی جاری ہے۔ مثلاً "میں دس سال سے کالج میں پڑھا رہا ہوں۔" دس سال مکمل ہو چکے ہیں مگر پڑھانا ابھی بھی جاری ہے۔

☆..... اردو میں پہچان: تا رہا ہے، تی رہی ہے، تے رہے ہوں، تا رہا ہوں، تے رہے ہو۔ مثلاً

"وہ گانا گا رہا ہے۔"

(یا) رہا ہے، رہی ہے، رہے ہو، رہے ہیں، رہا ہوں + وقت کا تذکرہ مثلاً

"وہ صبح سے کتاب پڑھ رہا ہے۔"

مختلف فاعل سے متعلق امدادی فعل اس کے سامنے درج ہے۔

Subject فاعل		Helping Verb امدادی فعل
He/She/It/واحد اسم	⇨	has been
I/We/You/They/جمع اسم	⇨	have been

☆..... بنانے کا طریقہ:

سادہ

Subject فاعل	has/have been امدادی فعل	V1...ing (پہلی قسم ....ing)
He/She/It/واحد اسم	has been	working.
I/We/You/They/جمع اسم	have been	

سوالیہ

Has/Have امدادی فعل	subject فاعل	been	V1...ing (پہلی قسم ....ing)?
Has	he/she/it/واحد اسم	been	working?
Have	I/we/you/they/جمع اسم		

منفی

Subject فاعل	has/have not been امدادی فعل	V1...ing (پہلی قسم ....ing)
He/She/It/واحد اسم	has not been	working.
I/We/You/They/جمع اسم	have not been	

سوالیہ + منفی

Has/Have امدادی فعل	subject فاعل	not been	V1...ing (پہلی قسم ....ing)?
Has	he/she/it/واحد اسم	not been	working?
Have	I/we/you/they/جمع اسم	not been	

☆..... since اور for کا کہاں استعمال کرتا ہے:

since ⇦ start of a period. (کام کے آغاز کا وقت)

for ⇦ a period of time. (کام کرتے ہوئے کل مدت)

مندرجہ ذیل کو غور سے پڑھیں۔

for			since		
two hours	a long time	a week	8 o' clock	April	lunchtime
20 minutes	six months	ages	Monday	1985	12th May
five days	50 years	years	Christmas		

☆--- مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(I) ایسا کام جو ماضی میں شروع ہوا ہو لیکن حال میں بھی جاری ہو یعنی اس کا کچھ حصہ مکمل ہو چکا ہو اور کچھ ابھی بھی ہو رہا ہو۔

(a) I have been teaching English for ten years.
(b) Nadeem has been helping the poor for seven months.

(II) ایسا کام جو پہلے ہی مکمل ہو چکا ہو لیکن اس کے تسلسل پر اس لیے زور دیا گیا ہو تاکہ وہ واضح ہو سکے۔

(a) You seem to be so tired. Yes, because I have been working the whole night.

EXERCISE No. 4

1.	It ..... since morning.	(rain)
2.	We ..... TV sine the nightfall.	(watch)
3.	They ..... for the train for a long time.	(wait)
4.	He ..... as a postman for ten years.	(work)
5.	The trial ..... on for a long time.	(go)
6.	How long ..... you ..... in this college?	(teach)
7.	People ..... for their leader for months.	(wait)
8.	It ..... for four hours?	(hail)
9.	The peon ..... the bell for ten minutes.	(ring)
10.	They ..... in the pool for half an hour.	(swim)

Answer key

1.	has been raining	2.	have been watching	3.	have been waiting	4.	has been working
5.	has been going	6.	have, been teaching	7.	have been waiting	8.	has been hailing
9.	has been ringing	10.	have been swimming				

Past Indefinite/Simple Tense ..... فعل ماضی مطلق

فعل ماضی میں کسی کام کے کرنے یا ہونے کو ظاہر کرتا ہے۔

☆--- اردو میں پہچان: "ا تھا، ی تھی، ے تھے" یا "ا۔ی۔ے" جیسا اس نے کھانا کھایا تھا۔"

☆--- بنانے کا طریقہ:

سادہ

Subject فاعل	second form of verb فعل کی دوسری قسم
I/We/You/He/She/It/They/واحد اسم/جمع اسم	worked.

سوالیہ

Did	subject فاعل	first form of verb فعل کی پہلی قسم؟
Did	I/we/you/he/she/it/they/جمع اسم/واحد اسم	work?

منفی

Subject فاعل	did not	first form of verb فعل کی پہلی قسم
I/We/You/He/She/It/They/جمع اسم/واحد اسم	did not	work.

سوالیہ + منفی

Did	subject فاعل	not	first form of verb فعل کی پہلی قسم؟
Did	I/we/you/he/she/it/they/جمع اسم/واحد اسم	not	work?

☆--- مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(I) ایسے کام جو ماضی میں مکمل ہوئے ہوں (عموماً اس کے ساتھ Adverb of Past Tense لگتے ہیں)

(a) He went to Lahore yesterday.
(b) She departed from this world last night.

(ii) Adverbs of time کے بغیر بھی یہ Tense استعمال ہوتا ہے۔

(a) I passed my matriculation from Rajanpur.
(b) I met Mohsin in Lahore.

(iii) ماضی کی عادات کو ظاہر کرتا ہے۔

(a) He delivered a lecture everyday.
(b) He always helped the needy.

مندرجہ ذیل الفاظ کے ساتھ عموماً Past Indefinite Tense استعمال ہوتا ہے۔

last, yesterday, ago, OR with any adverb showing past tense.

EXERCISE No. 5

1.	The phone ..... , when I was taking a bath.	(ring)
2.	I ..... a letter yesterday.	(not write)
3.	He ..... there last year.	(not go)
4.	..... you ..... her last evening?	(see)
5.	I ..... M. A. many years ago.	(pass)
6.	She ..... here yesterday morning.	(come)
7.	He ..... two days ago.	(die)
8.	The patient had died before the doctor	(come)
9.	Before they ..... out, it had rained.	(go)
10.	Pakistan ..... the match yesterday.	(win)

Answer key

1.	rang	2.	did not write	3.	did not go	4.	Did, see
5.	passed	6.	came	7.	died	8.	came
9.	went	10.	won	11.		12.	

Past Continuous Tense ..... فعل ماضی جاری

یہ فعل ماضی میں کسی کام کے جاری رہنے کو ظاہر کرتا ہے۔

☆--- اردو میں پہچان: "رہا تھا، رہی تھی، رہے تھے" وغیرہ۔

مختلف فاعل سے متعلق امدادی فعل ان کے سامنے درج ہیں۔

Subject فاعل		Helping Verbs امدادی فعل
I/He/She/It/واحد اسم	⇨	was
We/You/They/جمع اسم	⇨	were

☆--- بنانے کا طریقہ:

سادہ

Subject فاعل	was/were	first form of verb....ing (فعل کی پہلی قسم....ing).
I/He/She/It/واحد اسم	was	working.
We/You/They/جمع اسم	were	

سوالیہ

Was/Were	subject فاعل	first form of verb....ing (فعل کی پہلی قسم....ing)?
Was	I/he/she/it/واحد اسم	working?
Were	we/you/they/جمع اسم	

منفی

Subject فاعل	was/were	not	first form of verb....ing (فعل کی پہلی قسم....ing).
I/He/She/It/واحد اسم	was	not	working.
We/You/They/جمع اسم	were		

سوالیہ + منفی

Was/Were	subject فاعل	not	first form of verb....ing (فعل کی پہلی قسم....ing)?
Was	I/he/she/it/واحد اسم	not	working?
Were	we/you/they/جمع اسم		

☆..... مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(i) ایسا کام جو ماضی میں جاری رہا ہو۔

(a) It was raining outside.

(ii) جب ایک کام ہو رہا تھا تو دوسرا واقع پیش ہوا۔ دوسرے نئے کام کے لیے Simple Past لگے گا۔

(a) When the telephone rang, I was having a bath.

EXERCISE No. 6

1. When I met her, she ..... bread. (bake)
2. When we entered the room, Ali ..... . (sleep)
3. He ..... in the pool when the phone rang. (bathe)
4. When the teacher entered the classroom, the students ..... a noise. (make)
5. The train ..... off when we reached the station. (start)
6. I went there to see what Ali ..... . (do)
7. She said that she ..... her hair. (wash)
8. Where ..... he ..... when you saw him last? (live)
9. She made tea while I ..... . (sleep)
10. He slept while the teacher ..... the lesson. (teach)

..... Answer key							
1.	was baking	2.	was sleeping	3.	was bathing	4.	were making
5.	was starting	6.	was doing	7.	was washing	8.	was, living
9.	was sleeping	10.	was teaching				

Past Perfect Tense ..... فعل ماضی مکمل

اگر ماضی میں ہم کسی خاص وقت سے متعلق سوچ بات کر رہے ہیں اور اس وقت سے قریب پہلے ماضی میں کوئی اور کام مکمل ہو چکا ہے اس کو Past Perfect سے ظاہر کرتے ہیں۔

☆..... اردو میں پہچان: "چکا تھا، چکی تھی، چکے تھے" وغیرہ۔ مثلاً "جب میں کالج پہنچا چپڑاسی گھنٹی بجا چکا تھا۔"

☆..... بنانے کا طریقہ:

سادہ

Subject فاعل	had اعانتی فعل	third form of verb فعل کی تیسری قسم
I/We/You/He/She/It/They/جمع اسم/واحد اسم	had	worked.

سوالیہ

Had (اعانتی فعل)	subject (فاعل)	third form of verb فعل کی تیسری قسم؟
Had	I/we/you/he/she/ it/they/جمع اسم/واحد اسم	worked?

منفی

Subject فاعل	had	not	third form of verb فعل کی تیسری قسم
I/We/You/He/She/ It/They/جمع اسم/واحد اسم	had	not	worked.

سوالیہ + منفی

Had	subject فاعل	not	third form of verb فعل کی تیسری قسم؟
Had	I/we/you/he/she/it/they/جمع اسم/واحد اسم	not	worked?

مندرجہ ذیل فقرے پر غور کریں۔

جب میں کالج پہنچا	چپڑاسی گھنٹی بجا چکا تھا
فقرے کا پہلا حصہ	فقرے کا دوسرا حصہ
فقرے کے پہلے حصے کا اختتام ای، ے، پر ہوا ہے۔ لہٰذا اس حصے میں Simple Past Tense استعمال کریں یعنی S + V2 + O. when I reached the college.	فقرے کے دوسرے حصے کا اختتام "چکا تھا" پر ہوا ہے۔ اس لیے اس حصے میں Past Perfect Tense استعمال کریں۔ یعنی S + had + V3 + O The peon had rung the bell

☆..... مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(i) ماضی میں کسی خاص وقت سے پہلے جب کوئی کام مکمل ہو چکا ہو۔

(a) I met Nadeem yesterday, I had seen him in the examination hall a week before.

(ii) اگر دو کام ماضی میں ہوئے ان میں سے جو کام جو پہلے مکمل ہوا ہو اس میں Past Perfect اور دوسرے میں Past Simple لگے گا۔

(a) When the doctor arrived, the patient had died.

(b) The train had steamed off before Saima reached the station.

EXERCISE No. 7

1. The patient ..... , when the doctor came. (die)
2. It ..... before I came out. (rain)
3. They ..... the exam two days before. (take)
4. She said that she ..... tea. (never drink)
5. When I reached school, the peon ..... the bell. (ring)
6. He ..... wine before. (never drink)
7. I asked him if he ..... the exams. (take)
8. They already ..... the match when the captain came. (win)
9. She said that she ..... a snake in the room. (just see)
10. She asked me whether I ..... meal. (eat)

..... Answer key									
1.	had died	2.	had rained	3.	had taken	4.	had never drunk	5.	had rung
6.	had never drunk	7.	had taken	8.	had won	9.	had seen	10.	had eaten

Past Perfect Continuous Tense ..... فعل ماضی مکمل جاری

ماضی میں مخصوص وقت سے پہلے اگر کوئی کام ہوتا رہا ہو تو اس کو Past Perfect Continuous سے ظاہر کرتے ہیں۔ مثلاً "کل صبح جب میں علی سے ملا تو وہ دو گھنٹے سے میرا انتظار کر رہا تھا۔"

☆— اردو میں پہچان: جب ہم کسی کام کو کرتے رہے تھے وغیرہ جیسا کہ "میں پڑھ رہا تھا" یا "ہم کھیل رہے تھے"۔

☆— بنانے کا طریقہ:

سادہ

Subject (فاعل)	had been (ماضی قطعی)	V1_ing (پہلی شکل_ing)
I/We/You/He/She/It/They/اسم/ضمیر	had been	working.

سوالیہ

Had	subject (فاعل)	been	V1_ing (پہلی شکل_ing)?
Had	I/he/you/he/she/it/they/اسم/ضمیر	been	working?

منفی

Subject (فاعل)	had not been	V1_ing (پہلی شکل_ing)
I/We/You/He/She/It/They/اسم/ضمیر	had not been	working.

سوالیہ + منفی

Had	subject (فاعل)	not been	V1_ing (پہلی شکل_ing)?
Had	I/we/you/he/she/it/they/اسم/ضمیر	not been	working?

☆— مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(i) ایسا کام جو ماضی میں ایک خاص وقت سے پہلے شروع ہوا اور اس خاص وقت تک جاری رہا ہو۔

(a) When I joined the college, Mr.Maqsood had been teaching there for three years.

EXERCISE No. 8

1.	She said that it ..... since morning.	(rain)
2.	I asked her if she ..... the class for two days.	(attend)
3.	She said that she ..... the bike for an hour.	(ride)
4.	She asked me how long I ..... for her.	(wait)
5.	He looked tired as he ..... for ten hours.	(work)
6.	I asked him how long he ..... glasses.	(wear)
7.	Her hair was wet; she ..... in the pool.	(bathe)
8.	She said that she ..... to contact me.	(try)
9.	He said that they ..... to settle the matter for an hour.	(try)
10.	I told her that I ..... the exam for two years.	(take)

— Answer key —

1.	had been raining	2.	had been attending	3.	had been riding	4.	had been waiting
5.	had been working	6.	had been wearing	7.	had been bathing	8.	had been trying
9.	had been trying	10.	had been taking				

Simple/Indefinite Future Tense — فعل مستقبل مطلق

یہ فعل مستقبل میں کسی کام کے کرنے یا ہونے کو ظاہر کرتا ہے۔

☆— اردو میں پہچان: "گا، گے، گی" وغیرہ جیسا کہ "ہم امتحان دیں گے۔"

☆— بنانے کا طریقہ:

سادہ

Subject (فاعل)	will/shall	first form of verb (فعل کی پہلی شکل)
I/We	will/shall	work.
You/He/She/It/They/اسم/ضمیر	will	

سوالیہ

Will/Shall	subject (فاعل)	first form of verb (فعل کی پہلی شکل)?
Will/Shall	I/we	work?
Will	you/he/she/it/they/اسم/ضمیر	

منفی

Subject (فاعل)	will/shall	not	first form of verb (فعل کی پہلی شکل)
I/We	will/shall	not	work.
You/He/She/It/They/اسم/ضمیر	will		

سوالیہ + منفی

Will/Shall (معاون فعل)	subject (فاعل)	not	first form of verb (فعل کی پہلی شکل)?
Will/Shall	I/we	not	work?
Will	you/he/she/they/اسم/ضمیر		

☆— مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(i) ایسا کام جو مستقبل میں وقوع پذیر ہوگا۔

(a) Farah will take the examination the next month.

(ii) جب Future میں کسی کام کے کرنے کا فیصلہ ہو چکا ہو تو "going to+ V1" استعمال ہوگا۔ وہاں will استعمال نہ کریں۔

(b) I am going to help Aqeel tomorrow. (not I will help)

(iii) مندرجہ ذیل الفاظ کے ساتھ عموماً Future Indefinite Tense استعمال ہوتا ہے۔

tomorrow, next day, next week, next month, next year etc. OR with any adverb showing future tense.

(iv) بات کرتے وقت جب کسی چیز کا فیصلہ کریں تو وہاں will استعمال ہوگا Present Simple استعمال نہ کریں۔ مثلاً

'What would you drink?' 'I will have a cup of tea.'

EXERCISE No. 9

1.	The classes ..... in a week.	(start)
2.	If I teach her, she ..... the exam.	(pass)
3.	She hopes that she ..... her lost child.	(find)
4.	I ..... in time tomorrow.	(be)
5.	I ..... in five minutes.	(return)
6.	..... you ..... if I do not help you?	(mind)
7.	How many students ..... the exam next year?	(take)
8.	I hope that he ..... the exam.	(pass)
9.	If he comes, I ..... him.	(help)
10.	If they run, they ..... the train.	(get on)

— Answer key —

1.	will start	2.	will pass	3.	will find	4.	shall be	5.	shall return
6.	will, mind	7.	will take	8.	will pass	9.	will help	10.	will get on

Future Continuous Tense ..... فعل مستقبل جاری

فعل مستقبل میں کسی کام کے جاری رہنے کو ظاہر کرتا ہے۔ مثلاً "بارش ہو رہی ہوگی۔"

☆— اردو میں پہچان: "رہا ہوگا، رہی ہوگی، رہے ہوں گے" وغیرہ۔

☆— بنانے کا طریقہ:

سادہ

Subject (فاعل)	will/shall be (ابتدائی فعل)	first form of verb... ing (فعل کی پہلی قسم ...ing)
I/We You/He/She/It/They/جمع اسم/واحد اسم	will/shall be will be	working.

سوالیہ

Will/Shall (ابتدائی فعل)	subject (فاعل)	be	first form of verb...ing (فعل کی پہلی قسم ...ing)?
Will/Shall Will	I/we you/he/she/they/it/جمع اسم/واحد اسم	be	working?

منفی

Subject (فاعل)	will not be (ابتدائی فعل)	first form of verb...ing (فعل کی پہلی قسم ...ing)
I/We You/He/She/It/They/جمع اسم/واحد اسم	will/shall not be will not be	working.

سوالیہ + منفی

Will/Shall	Subject (فاعل)	not be	first form of verb...ing (فعل کی پہلی قسم ...ing)?
Will/Shall Will	I/We you/he/she/it/they/جمع اسم/واحد اسم	not be	working?

☆— مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(i) مستقبل میں کسی کام کے جاری رہنے کو ظاہر کرتا ہے۔

(a) Ali will be teaching grammar during the next term.

(b) When he takes a bath, his wife will be preparing breakfast.

(ii) مستقبل کے ایسے کام جن کا منصوبہ بن چکا ہو۔

(a) Mr. Saleem will be teaching novel this year.

EXERCISE No. 10

1. He ..... as a doctor in five years. (serve)
2. In a hundred years, people ..... in the air buses. (travel)
3. I ..... novel next month. (teach)
4. When you come, I ..... the boys. (teach)
5. Do not phone me at 3 am, I ..... then. (sleep)
6. I ..... you daily next month. (help)
7. It is a serious injury but you ..... again in six months. (walk)
8. You can see Liza tomorrow in her office. She ..... there then. (work)
9. In fifty years, we ..... on pills. (live)
10. At 10 am, she ..... to Lahore. (fly)

— Answer key —

1.	will be serving	2.	will be travelling	3.	will be teaching	4.	will be teaching
5.	will be sleeping	6.	will be helping	7.	will be walking	8.	will be working
9.	will be living	10.	will be flying				

Future Perfect Tense ..... فعل مستقبل مکمل

☆— اردو میں پہچان: چکا ہوگا، چکی ہوگی، چکے ہوں گے یا ہوگا، ی ہوگی، ے ہوں گے، ے ہوں گے وغیرہ۔
مثلاً "وہ میچ جیت چکا ہوگا"۔ یا "اس نے میچ جیت لیا ہوگا۔"

☆— بنانے کا طریقہ:

سادہ

Subject (فاعل)	shall/will have (ابتدائی فعل)	third form of verb (فعل کی تیسری قسم)
I/We You/He/She/It/They/جمع اسم/واحد اسم	will/shall have will have	worked.

سوالیہ

Will/Shall (ابتدائی فعل)	subject (فاعل)	have	third form of verb (فعل کی تیسری قسم)?
Will/Shall Will	I/we you/he/she/it/they/جمع اسم/واحد اسم	have	worked?

منفی

Subject (فاعل)	shall/will not have (ابتدائی فعل)	third form of verb (فعل کی تیسری قسم)
I/We You/He/She/It/They/جمع اسم/واحد اسم	will/shall not have will not have	worked.

سوالیہ + منفی

Will/Shall	subject (فاعل)	not have	third form of verb (فعل کی تیسری قسم)?
Will/Shall Will	I/we you/he/she/it/they/جمع اسم/واحد اسم	not have	worked?

☆— مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(i) ایک خاص کام کی تکمیل مستقبل میں ایک خاص وقت میں ہوگی۔

(a) I will have taught "Hamlet" by the next month.

(b) Before the doctor comes, he will have recovered.

EXERCISE No. 11

1. He ..... his assignment in an hour. (complete)
2. He ..... this novel by tomorrow morning. (finish)
3. By the end of the next month, I ..... here four months. (be)
4. I ..... this job in twenty minutes. (finish)
5. By this time next year, I ..... Rs: 50000/-. (save)
6. The train ..... before Naseem reaches the station. (leave)
7. When he comes back, I ..... all the house work. (finish)
8. The Police ..... of the theft by this time. (hear)
9. When she gets up, her mother ..... the eggs. (boil)
10. On 4 October, they ..... for ten years. (be married)

..... Answer key							
1.	will have completed	2.	will have finished	3.	will have been	4.	will have finished
5.	will have saved	6.	will have left	7.	will have finished	8.	will have heard
9.	will have boiled	10.	will have married				

Future Perfect Continuous Tense ..... فعل مستقبل مکمل جاری

☆..... اردو میں پہچان: تا رہا ہوگا، تی رہی ہوگی، تے رہے ہوں گے وغیرہ۔ مثلاً بارش ہوتی رہی ہوگی۔"
یا رہا ہوگا، رہی ہوگی، رہے ہوں گے + وقت کا تذکرہ۔ مثلاً صبح سے بارش ہو رہی ہوگی۔"

☆..... بنانے کا طریقہ:

سادہ

Subject (فاعل)	will/shall have been (ابتدائی شکل)	V1...ing (کلی قارم ...ing)
I/We	will/shall have been	working.
You/He/She/It/They/جمع اسم/واحد اسم	will have been	

سوالیہ

Will/Shall	Subject (فاعل)	have been (ابتدائی شکل)	V1...ing (کلی قارم ...ing)?
Will/Shall	I/we	have been	working?
Will	you/he/she/it/they/جمع اسم/واحد اسم		

منفی

Subject (فاعل)	will/shall not have been (ابتدائی شکل)	V1...ing (کلی قارم ...ing)
I/We	shall/will not have been	working.
You/He/She/It/They/جمع اسم/واحد اسم	will not have been	

سوالیہ+منفی

Will/Shall	subject (فاعل)	not have been (ابتدائی شکل)	V1...ing (کلی قارم ...ing)?
Will/Shall	I/we	not have been	working?
Will	you/he/she/it/they/جمع اسم/واحد اسم		

☆..... مندرجہ ذیل جگہوں پر استعمال ہوتا ہے:

(i) ایسا کام جو مستقبل میں ایک خاص وقت پر شروع ہوگا اور ایک خاص مدت تک جاری رہے گا اور مستقبل میں ہی ختم ہو جائے گا۔

(a) By the nest December, I will have been teaching English for ten years.

Agreement of the Verb with the Subject

(i) فعل کو ہمیشہ ذکر، مؤنث، واحد، جمع کے لحاظ سے فاعل کے مطابق ہونا چاہیے۔

She does her duty well.

(a) جب دو اسم and سے ملائے جائیں تو verb جمع ہوگا۔

Shahzad and Awais are watching T.V.

(ii) اگر دو اسم مل کر ایک چیز بن جائیں تو verb واحد ہوگا۔

Our liberator and founder of Pakistan was born in Karachi.

(iii) اگر دو فاعل مل کر ایک تصور پیدا کریں تو verb واحد ہوگا۔

Slow and steady wins the race.

(iv) اگر فقرے کے شروع میں مندرجہ ذیل الفاظ میں سے کوئی لفظ ہو تو verb واحد ہوگا۔

Each, Every, Neither, None, Either, Anyone, Many a.

مثال

None of these boys is my friend.

(v) اگر دو اسم/اسم ضمیر (Nouns/Pronouns) مندرجہ ذیل سے ملائے جائیں تو verb قریبی اسم کے مطابق ہوگا یعنی:

Neither	noun/pronoun	nor	noun/pronoun	verb
Either	noun/pronoun	or	noun/pronoun	verb
.....	noun/pronoun	or	noun/pronoun	verb
Not only	noun/pronoun	but also	noun/pronoun	verb

مندرجہ ذیل مثالوں پر غور کریں۔

Neither	he	nor	I	am (Not - ~~is~~) ill.
Either	he	or	I	am (Not - ~~is~~) ill.
.....	He	or	I	am (Not - ~~is~~) ill.

(vi) مندرجہ ذیل اسماء (nouns) واحد ہیں۔ لہٰذا ان کے بعد verb ہمیشہ واحد ہوگا۔

News, Hair, Bread, Poetry, Scenery, Physics, Progress, Luggage, Furniture, Knowledge etc.

مثال

Her hair is long.

(vii) مندرجہ ذیل اسماء (nouns) دیکھنے میں واحد معلوم ہوتے ہیں لیکن یہ جمع ہیں۔

Cattle, People, Poultry, Vermin Gentry etc.

People are (Not - ~~is~~) gathering in the hall.

(viii) اگر مندرجہ ذیل الفاظ سے دو اسم/اسم ضمیر (Nouns/Pronouns) ملائے جائیں تو verb پہلے اسم/اسم ضمیر کے مطابق ہوگا۔

Noun/Pronoun	with, along with, together with, not, but, except, besides, as well as, in addition to, instead of , accompanied by	noun/pronoun	verb

اب مندرجہ ذیل مثالوں پر غور کریں۔

I	with	he	am (Not - ~~is~~)	ill.
She	as well as	her sons	has (not - ~~have~~)	gone.

مندرجہ ذیل اصول ذہن نشین کر لیں۔

☜ Lest کے بعد عموماً should لگانا بہتر سمجھا جاتا ہے۔

He works hard lest he may fail. (Incorrect)
He works hard lest he should fail. (Correct)

☜ pronoun / verb فاعل کے مطابق ہوگا۔

Everyone of these girls are learning their lesson. (Incorrect)
Everyone of these girls is learning her lesson. (Correct)

☜ "One of" کے بعد noun جمع کا ہوگا۔ لیکن verb / pronoun واحد ہوگا۔ یعنی

One of + plural noun + singular verb / pronoun

One of these boys are doing their work. (Incorrect)
One of these boys is doing his work. (Correct)
Plural noun + verb + singular pronoun

EXERCISE No. 12 *(Agreement of the verb with the subject)*

1. Shahzad and Ali ..... playing cricket yesterday. (be)
2. The teacher with his students ..... hide and seek now. (play)

3. Bread and butter ..... necessary for health. (be)
4. Neither of these two boys ..... wise. (be)
5. Either I or she ..... taking tea at present. (be)
6. The wages of labourers ..... low. (be)
7. You as well as he already ..... the course. (finish)
8. She not I ..... guilty. (be)
9. She accompanied by these boys ..... there. (just arrive)
10. The carriage and horse ..... at the door. (be)

..... Answer key .....

1.	were	2.	is playing	3.	is	4.	is
5.	is	6.	are	7.	have finished	8.	is
9.	has just arrived	10.	is				

☆— مندرجہ ذیل کے بعد bare infinitive (جب پہلی فارم سے پہلے to استعمال نہ ہو) لگتا ہے۔

نوٹ کریں۔ infinitive → (to + پہلی فارم → to + go)

bare infinitive → (صرف پہلی فارم → go)

bid, let, hear, notice, have, make, need, dare, had better, watch, behold, observe, see, near, feel, but, rather than, except, rather

I made her to stand. (Incorrect) I made her stand. (Correct)

☆— فرق نوٹ کریں۔

پہلی فارم	دوسری فارم	تیسری فارم
hang لٹکانا	hung	hung
hang پھانسی دینا	hanged	hanged

The picture was hanged. (Incorrect)

The picture was hung. (Correct)

☆— فرق نوٹ کریں۔

پہلی فارم	دوسری فارم	تیسری فارم
Lie لیٹنا	lay	lain
Lay لٹانا/کسی چیز کو احتیاط سے رکھنا/پرندے ہرفی وغیرہ کا انڈے دینا	laid	laid

He has been laying in bed for half an hour. (Incorrect)

He has been lying in bed for half an hour. (Correct)

The hen has lain an egg. (Incorrect)

The hen has laid an egg. (Correct)

He lay the book on the table. اس نے کتاب میز پر رکھ دی۔ (Incorrect)

He laid the book on the table. (Correct)

Conditional Sentences

ان فقروں میں دو کلاز (Clauses) ہوتی ہیں۔ یعنی ایک If-Clause اور دوسری Main Clause۔ If-Clause میں کوئی شرط بیان کی جاتی ہے اور Main-Clause میں اس سے رونما ہونے والے نتائج درج کیے جاتے ہیں۔ مندرجہ ذیل پر غور کریں۔

If-Clause	Main Clause
If he requests me,	I will help him.

یہ پانچ طرز کے فقرے ہوتے ہیں جو درج ذیل ہیں۔

(i) Zero Conditional (ii) First Conditional (iii) Second Conditional (iv) Third Conditional

اب ہم باری باری ان کا تفصیلاً جائزہ لیتے ہیں۔

(i) Zero Conditional

یہ فقرے عمومی سچائی بیان کرنے کے لیے استعمال ہوتے ہیں۔ ایسے فقروں کی دونوں کلاز میں Present Simple Tense استعمال ہوتا ہے۔ مثلاً:

If-Clause	Main Clause
If + Present Simple Tense	Present Simple Tense
If you are healthy,	nothing is lost.
If we freeze something,	it does not decay.

(ii) First Conditional

یہ فقرے کسی ایسی شرط کے لیے استعمال ہوتے ہیں جس کو ہم ممکن خیال کرتے ہیں۔ مثلاً "اگر وہ محنت کرے گا تو کامیاب ہو جائے گا۔" (اس بات کا امکان ہے کہ وہ محنت کرے گا۔) ایسے فقروں کی If-Clause میں Present Simple Tense اور Main-Clause میں Future Simple Tense استعمال ہوتا ہے۔ مثلاً:

If-Clause	Main Clause
If + Subject + V1 (s/es)	subject + will + V1.
If he works hard,	he will pass the exam.

نوٹ: طلبا/طالبات یاد رکھیں اگر If-Clause میں پہلی فارم ہے تو Main Clause میں (will+V1) لگا دیں۔

(iii) Second Conditional

یہ شرط کسی فرضی بات کے لیے استعمال ہوتی ہے جس کو ہم ناممکن یا بعید از امکان سمجھتے ہیں۔ مثلاً "اگر اس نے مجھ سے درخواست کی تو میں اس کی مدد کروں گا۔" (مگر اس بات کا امکان ہے کہ وہ مجھ سے درخواست نہیں کرے گا)۔ ایسے فقروں کی If-Clause میں Past Simple Tense اور Main Clause میں (would+V1) استعمال ہوتے ہیں۔

If-Clause	Main Clause
If + Subject + Second Form of Verb If + Subject + were	subject + would + V1. subject + would + V1.
If he asked me, If I were you,	I would help him. I would plant some trees.

نوٹ: طلبا/طالبات یاد رکھیں اگر If-Clause میں دوسری فارم یا (did not + V1) استعمال ہو تو Main Clause میں (would + V1) استعمال ہوگی۔

(iv) Third Conditional

یہ شرط ماضی کے کسی ایسے واقعہ کے بارے میں بات کرنے کے لیے استعمال ہوتی ہے جو واقع ہو چکا ہو جسے بدلا نہ جا سکتا ہو۔ چنانچہ ایسے فقرے کی شرط کو ہم ناممکن خیال کرتے ہیں۔ مثلاً "اگر وہ دس لاکھ پونڈ جیت لیتا تو ایک نئی کار خرید لیتا۔" (مگر اس نے دس لاکھ نہیں جیتے تھے)۔ ایسے فقروں کی If-Clause میں Past Perfect Tense اور Main Clause میں (would have+V3) استعمال ہوتے ہیں۔

If - Clause	Main Clause
If + Past Perfect=(had + V3) If + Subject + had been	subject + would have +V3 subject + would have +V3
If he had won a million pounds, If I had been there,	he would have bought a new car. I would have helped you.

نوٹ: طلبا/طالبات یاد رکھیں اگر If-Class میں (had + V3) ہے تو Main Clause میں (would have+V3) لگا دیں۔

EXERCISE No. 13 *(Conditional Sentences)*

1. If it is a white lie, I ..... you. (help)
2. If you ..... excessively, you will be ill. (eat)
3. If we work in collaboration, we ..... rapid progress. (make)
4. If you ..... the text, you will not be able to secure good marks. (not study)
5. If he ..... late, he will miss the train. (be)
6. If he did not help the poor, he ..... prosperous. (not be)
7. You would win her favour if you ..... your worth. (prove)

8. If he conspired against Aslam, he ..... for that. (be punished)
9. If he came to me, I ..... him. (help)
10. He would catch the train if he ..... fast. (run)
11. If Aslam were rich, he ..... the poor. (help)
12. If Saleem ..... president, the country would have been strong. (be)
13. If he had taken the examination, he ..... good marks. (get)
14. If she were a beautiful lady, he ..... her. (marry)
15. Unless you work hard, you ..... . (not pass)

..... Answer key							
1.	will help	2.	eat	3.	shall make	4.	do not study
5.	is	6.	would not be	7.	proved	8.	would be punished
9.	would help	10.	ran	11.	would help	12.	had been
13.	would have got	14.	would marry	15.	will not pass		

Sequence of Tenses

(I) اگر کسی فقرے میں دو Clauses ہوں تو مندرجہ ذیل possibilities ہو سکتی ہیں۔

بڑی کلاز	ماتحت کلاز
1--- حال	حال، ماضی، مستقبل
2--- مستقبل	〃 〃 〃
3--- ماضی	ماضی
4--- ماضی	عالمگیر سچائی (حال)
5--- ماضی + than, as	(حال)

درج بالا اصولوں کی تشریح نیچے دیے گئے فقروں میں کی گئی ہے۔

1۔ اگر بڑی کلاز میں حال ہو تو ماتحت کلاز میں ہر زمانہ آ سکتا ہے۔ مثلاً

بڑی کلاز (حال)	ماتحت کلاز (ہر زمانہ)
He tells me	that he works. that he worked. that he will work.

2۔ اگر بڑی کلاز میں مستقبل ہو تو ماتحت کلاز میں ہر زمانہ آ سکتا ہے۔ مثلاً

بڑی کلاز (مستقبل)	ماتحت کلاز (ہر زمانہ)
He will say	that he works. that he worked. that he will work.

3۔ اگر بڑی کلاز ماضی میں ہو تو ماتحت کلاز بھی ماضی میں ہوگی۔

بڑی کلاز (ماضی)	ماتحت کلاز (ماضی)
He said	that he worked. that he would/could/might work.

4۔ اگر بڑی کلاز ماضی میں اور ماتحت کلاز میں کوئی عالمگیر سچائی بیان کی گئی ہو تو ماتحت کلاز حال میں ہوگی۔ مثلاً

بڑی کلاز (ماضی)	ماتحت کلاز (حال) عالمگیر سچائی
He said	that the Earth is round. that union is strength.

5۔ اگر بڑی کلاز اور ماتحت کلاز کو "as" یا "than" سے ملایا گیا ہو تو دونوں کلاز میں کوئی بھی زمانہ آ سکتا ہے۔

بڑی کلاز (ماضی/حال)	ماتحت کلاز (ماضی/حال) + as/than
He is as young	as he was ten years ago.
He was as strong	as he is today.
He was stronger	than he is today.

EXERCISE No. 14 *(Time clauses sequence of tense)*

1. When he ..... , I'll entertain him. (return)
2. He will be ready as soon as you ..... here. (be)
3. I'll be in the class before the bell ..... . (ring)
4. They will be delighted when she ..... the Holy Quran. (recite)
5. As soon as I got at the station, the train ..... off. (start)
6. As soon as they came out, it ..... to rain. (begin)
7. When I met him, he ..... reading a novel. (be)
8. The light went off when she ..... writing a letter. (be)
9. He was stronger than he ..... today. (be)
10. He was not so intelligent as he ..... today. (be)
11. She explained that hard work ..... key to success. (be)
12. He said that the earth ..... round the sun. (revolve)

..... Answer key							
1.	returns	2.	are	3.	rings	4.	recites
5.	started	6.	began	7.	was	8.	was
9.	is	10.	is	11.	is	12	revolves

EXERCISE No. 15

1) You need not ..... a noise.
(a) made (b) make (c) to make (d) making

2) He heard him ..... a song.
(a) sing (b) to sing (c) sang (d) singing

3) You had better ..... the poor.
(a) helping (b) to help (c) help (d) helped

4) He dared ..... the truth.
(a) spoken (b) to speak (c) speaking (d) speak

5) He made Amjad ..... the book.
(a) read (b) to read (c) reading (d) was reading

6) He bade her ..... the room.
(a) to enter (b) entering (c) enter (d) entered

7) He let him ..... .
(a) going (b) went (c) gone (d) go

8) You need not ..... anyone.
(a) abuse (b) abusing (c) abused (d) to abuse

9) He had better ..... for the exams.
(a) to prepare (b) prepared (c) prepare (d) to preparing

10) I behold him ..... my watch.
(a) steal (b) stole (c) stealing (d) to steal

..... Answer key							
1.	make	2.	sing	3.	help	4.	speak
5.	read	6.	enter	7:	go	8.	abuse
9.	prepare	10.	steal				

Verb (to - be)

جس فقرے میں بھی فعل (be) کا آپشن دیا گیا ہو طلبا اسے ہٹا کر اس کی جگہ Tense کے مطابق is, am, are, was, were یا been لگائیں۔

EXERCISE No. 16 *(To be: is, am , are, was, were, been)*

1) You cannot see him, he ..... out today.
(a) had been (b) has been (c) was (d) is

2) He ..... an old man of seventy, when I met him last year.
(a) has been (b) is (c) were (d) was

3) She ..... bathing in the pool when the phone rang.
(a) has been (b) is (c) were (d) was

4) When I saw the gardener, he ..... in the garden.
(a) has been (b) is (c) were (d) was

5) He ..... ill for two weeks.
(a) has been (b) is (c) were (d) was

6) He ..... in prison for two years when I saw him yesterday.
(a) has been (b) had been (c) were (d) was

7) She ..... in kitchen when I enter home.
(a) has been (b) will be (c) were (d) was

8) The fox ..... in the well when the goat peeped down into it.
(a) has been (b) is (c) were (d) was

9) The fox jumped on the goat's back and ..... out of the well.
(a) has been (b) is (c) were (d) was

10) I ..... in chair when he enters the room.
(a) has been (b) will be (c) were (d) was

11) The birds ..... in their nest when it is dark.
(a) has been (b) will be (c) were (d) was

12) We ..... in graves after death.
(a) has been (b) will be (c) were (d) was

13) All the people ..... before ALLAH on the day of judgment.
(a) has been (b) is (c) were (d) will be

14) He ..... a doctor in five years.
(a) will be (b) is (c) were (d) was

15) You ..... in Karachi next week.
(a) has been (b) will be (c) were (d) was

..... Answer key .....

1	D	2	D	3	D	4	D	5	A	6	B	7	B	8	D
9	D	10	B	11	B	12	B	13	D	14	A	15	B	–	–

2018ء سے 2023ء تک مختلف بورڈز کے پیپروں میں آنے والی مشقیں

EXERCISE No. 17 LAHORE BOARD PAPER 2018 GROUP - I

1. Everyone ..... to die one day.
(a) had (b) has (c) have (d) is having

2. He can ..... a car very well.
(a) drives (b) driving (c) drive (d) drove

3. You will fall ill if you ..... too much.
(a) eats (b) eat (c) is eaten (d) have eaten

4. This book ..... last year.
(a) is published (b) has been published (c) will be published (d) was published

5. The workers ..... on strike for a week.
(a) are (b) had (c) have been (d) is

EXERCISE No. 18 LAHORE BOARD PAPER 2018 GROUP - II

1. He ..... me yesterday.
(a) meet (b) meets (c) met (d) had met

2. You had better ..... to your doctor.
(a) go (b) went (c) gone (d) have gone

3. Would that I ..... rich?
(a) was (b) have been (c) were (d) could be

4. When the college bell rang, I ..... breakfast.
(a) was taking (b) am taking (c) took (d) take

5. The beggar prayed that I ..... long.
(a) may live (b) might live (c) will live (d) lived

EXERCISE No. 19 FAISALABAD BOARD PAPER 2018 GROUP - I

1. He ..... living in this house for two years.
(a) is (b) had (c) was (d) has been

2. Pride ..... a fall.
(a) had (b) hath (c) have (d) will have

3. I knew he ..... right.
(a) was (b) is (c) were (d) will be

4. Two and two ..... four.
(a) made (b) makes (c) make (d) will make

5. If he ..... worked hard, he would have passed.
(a) had (b) had been (c) has (d) has been

EXERCISE No. 20 FAISALABAD BOARD PAPER 2018 GROUP - II

1. Let us go before it ..... too late.
(a) was (b) is (c) been (d) will been

2. When the phone rang, I ..... tea.
(a) took (b) taking (c) will take (d) was taking

3. You are the one who ..... liked.
(a) is (b) are (c) were (d) been

4. She ..... here for a month.
(a) was (b) is (c) has been (d) will been

5. Iron ..... in water.
(a) sinks (b) has sinking (c) sink (d) sinking

EXERCISE No. 21 GUJRANWALA BOARD PAPER 2018 GROUP - I

1. When he ..... I will let you know.
(a) arrive (b) arrives (c) arrived (d) will arrive

2. I work hard so that I ..... .
(a) will not fail (b) should not fail (c) may not fail (d) would not fail

3. Honesty never ..... wasted.
(a) go (b) goes (c) went (d) gone

4. I remember I ..... you last year.
(a) was meeting (b) had met (c) has met (d) met

5. If he ....., I shall help him.
(a) come (b) comes (c) came (d) will come

EXERCISE No. 22 GUJRANWALA BOARD PAPER 2018 GROUP-II

1. It ..... snow again.
(a) was be (b) is be (c) shall be (d) will

2. If he had come, I ..... him.
(a) would have helped (b) would help (c) help (d) would helped

3. He ..... all the day long.
(a) was wept (b) wept (c) weeping (d) was weep

4. The office ..... at 4 P.M.
(a) is closed (b) close (c) closes (d) closing

5. Would that I ..... a king?
(a) is (b) am (c) were (d) would

EXERCISE No. 23 RAWALPINDI BOARD PAPER 2018 GROUP - I

1. Unless he ....., he will not succeed.
(a) work (b) works (c) working (d) worked
2. What has he .....?
(a) collect (b) collects (c) collected (d) collecting
3. He ..... playing since morning.
(a) has been (b) was (c) had (d) have been
4. Why did you ..... him?
(a) teased (b) teasing (c) teases (d) tease
5. What will he .....?
(a) did (b) does (c) do (d) doing

EXERCISE No. 24 RAWALPINDI BOARD PAPER 2018 GROUP -II

1. I ..... the next week in Lahore.
(a) shall spend (b) spend (c) have spent (d) spent
2. If he ..... hard, he will pass.
(a) work (b) works (c) working (d) worked
3. He speaks as if he ..... mad.
(a) is (b) does (c) were (d) will be
4. He ..... us English daily.
(a) teach (b) teaches (c) had taught (d) teaching
5. He ..... me last week.
(a) meet (b) meets (c) met (d) had met

EXERCISE No. 25 MULTAN BOARD PAPER 2018 GROUP - I

1. My friend said that he ..... homework.
(a) has completed (b) completed (c) had completed (d) has been completed
2. Ali and Ibtisam ..... to the park daily.
(a) goes (b) go (c) are going (d) has been going
3. You are not ..... on the trip.
(a) goes (b) going (c) be going (d) has been going
4. He should ..... his parents.
(a) help (b) helps (c) have helped (d) helped
5. All the students except Ali ..... present.
(a) was (b) were (c) has been (d) had

EXERCISE No. 26 MULTAN BOARD PAPER 2018 GROUP - II

1. It ..... since morning.
(a) is raining (b) rained (c) will rain (d) has been raining
2. Do you know why an apple ..... down?
(a) falls (b) fall (c) did fell (d) was fell
3. He speaks as if he ..... mad.
(a) is (b) was (c) were (d) are
4. I ..... questions by the police.
(a) shall ask (b) ask (c) were asked (d) was asked
5. I usually ..... to Murree in summer.
(a) go (b) gone (c) goes (d) was go

EXERCISE No. 27 BAHAWALPUR BOARD PAPER 2018 GROUP -I

1. This book ..... last year.
(a) has been published (b) is published (c) was published (d) had been published
2. The thief had run before the police ..... .
(a) come (b) comes (c) came (d) had come
3. A black sheep ..... the whole flock.
(a) spoil (b) spoils (c) spoiled (d) had spoiled
4. We should always ..... the poor.
(a) helps (b) help (c) helped (d) shall help

5. Usually he ..... honey in spring.
(a) gather (b) gathers (c) gathered (d) shall gather

EXERCISE No. 28 BAHAWALPUR BOARD PAPER 2018 GROUP-II

1. If you had helped me I ..... thankful to you.
(a) will have (b) would have been (c) may have (d) could have
2. Let's close the door before the train ..... .
(a) started (b) start (c) starts (d) will start
3. He was climbing down the tree when I ..... him.
(a) see (b) seen (c) saw (d) will see
4. Two and two ..... four.
(a) makes (b) make (c) made (d) making
5. The boy ..... quickly around the car yesterday.
(a) gather (b) gathers (c) gathered (d) shall gather

EXERCISE No. 29 D. G. KHAN BOARD PAPER 2018 GROUP - I

1. He always ..... the truth.
(a) spoke (b) speaks (c) speak (d) will speak
2. They ..... exercise daily.
(a) will take (b) take (c) have taken (d) were taking
3. The patient ..... before the doctor came.
(a) died (b) dies (c) had died (d) has died
4. What ..... you doing now?
(a) are (b) were (c) will (d) have
5. Would that I ..... a king?
(a) have been (b) am (c) was (d) were

EXERCISE No. 30 D. G. KHAN BOARD PAPER 2018 GROUP - II

1. Students ..... reading books for two hours.
(a) have been (b) has been (c) are (d) were
2. This books was ..... two days ago.
(a) publish (b) published (c) will publish (d) will be published
3. It ..... holiday yesterday.
(a) is (b) was (c) will be (d) shall be
4. It ..... raining, when we came out.
(a) was (b) is (c) will be (d) were
5. If he ..... he would have caught the train.
(a) will have run fast (b) will had run fast (c) had run fast (d) has run fast

EXERCISE No. 31 SARGODHA BOARD PAPER 2018 GROUP - I

1. I shall not come if it ..... .
(a) rain (b) raining (c) rains (d) rained
2. Work hard lest you ..... .
(a) should fail (b) will fail (c) fail (d) can fail
3. Pakistan ..... now-a-days rapidly.
(a) progress (b) is progressing (c) progressed (d) had progressed
4. I ..... in the factory for two years.
(a) work (b) worked (c) works (d) have been working
5. Uneasy lies the head that ..... the crown.
(a) wears (b) wear (c) will wear (d) wore

EXERCISE No. 32 SARGODHA BOARD PAPER 2018 GROUP - II

1. He ..... living in Lahore since 1974.
(a) has been (b) have been (c) is (d) was
2. The committee ..... divided in their opinions.
(a) is (b) are (c) has (d) have
3. The patient ..... when the doctor came.
(a) died (b) had died (c) have died (d) is died

4. Ali and Ahmad ..... going to Multan.
(a) are (b) is (c) has (d) have
5. The sun ..... in the East.
(a) rising (b) risen (c) have risen (d) rises

EXERCISE No. 33 MIRPUR BOARD PAPER 2018 GROUP - I

1. Kindness never ..... unrewarded.
(a) go (b) goes (c) went (d) will go
2. He works hard so that he ..... .
(a) will pass (b) would pass (c) may pass (d) should pass
3. He ..... in this house since 2005.
(a) have been living (b) has been living (c) will live (d) lived
4. The servants came out and ..... around.
(a) were gazing (b) gaze (c) gazed (d) would gaze
5. The thief ..... by the police.
(a) arrest (b) will arrest (c) may arrest (d) was arrested

EXERCISE No. 34 MIRPUR BOARD PAPER 2018 GROUP - II

1. Work hard lest you ..... .
(a) will fail (b) should fail (c) failed (d) would not fail
2. We ..... five times a day.
(a) will have pray (b) would pray (c) pray (d) praying
3. If you had helped him he ..... .
(a) passed (b) had passed (c) would pass (d) would have passed
4. I remember, I ..... you last year.
(a) had met (b) met (c) has met (d) was meeting
5. A bad workman ..... with his tools.
(a) quarrels (b) quarrel (c) quarreled (d) will quarrel

EXERCISE No. 35 SAHIWAL BOARD PAPER 2018 GROUP - I

1. A black sheep ..... the whole flock.
(a) spoil (b) spoils (c) had spoiled (d) spoiled
2. They ..... their lesson tomorrow.
(a) will learn (b) learn (c) learns (d) learned
3. We ..... to see picture last night.
(a) go (b) had gone (c) went (d) will go
4. If he works hard, he ..... the exam.
(a) will have passed (b) had been passed (c) will pass (d) will being passed
5. The principal has just ..... a speech.
(a) make (b) will make (c) can make (d) made

EXERCISE No. 36 SAHIWAL BOARD PAPER 2018 GROUP - II

1. A black sheep ..... the whole flock.
(a) spoil (b) had spoiled (c) spoils (d) spoiled
2. I ..... in the rain for half an hour.
(a) am standing (b) standing (c) stand (d) have been standing
3. He cried as if he ..... mad.
(a) had been (b) was (c) is (d) will be
4. When he ..... I will let you know.
(a) arrive (b) arrives (c) arrived (d) will arrive
5. He ..... two day ago.
(a) died (b) don't die (c) will die (d) die

EXERCISE No. 37 LAHORE BOARD PAPER 2019 GROUP - I

1. They ..... their work by tomorrow.
(a) will has completed (b) had completed (c) will have completed (d) will complete
2. They ..... their meals before the guests arrived.
(a) will have taken (b) had taken (c) have taken (d) will take

Quaid-e-Azam ..... very hard.
3. (a) works (b) work (c) worked (d) will work
This book was ..... two days ago.
4. (a) published (b) publish (c) will publish (d) publishes
Charity ..... at home.
5. (a) begin (b) began (c) has begun (d) begins

EXERCISE No. 38 LAHORE BOARD PAPER 2019 GROUP - II

Would that they ..... our neighbours.
1. (a) had (b) are (c) were (d) have been
Work hard lest you ..... .
2. (a) should fail (b) will fail (c) fail (d) can fail
He ..... out five minutes ago.
3. (a) goes (b) went (c) has gone (d) had gone
It ..... before I came out.
4. (a) rain (b) has rained (c) had rained (d) rains
I ..... tea every morning.
5. (a) takes (b) have taken (c) had taken (d) take

EXERCISE No. 39 FAISALABAD BOARD PAPER 2019 GROUP - I

My friend ..... a car last week.
1. (a) buy (b) will buy (c) bought (d) buys
If they ..... hard, they will pass.
2. (a) work (b) works (c) worked (d) will work
The beggar prayed that I ..... live long.
3. (a) am (b) may (c) might (d) will
Dogs always ..... at strangers.
4. (a) bark (b) barks (c) will bark (d) barked
She told me that she ..... happy.
5. (a) is (b) was (c) will be (d) has been

EXERCISE No. 40 FAISALABAD BOARD PAPER 2019 GROUP - II

He usually ..... to Murree in summer.
1. (a) goes (b) went (c) will go (d) is going
Uneasy lies the head that ..... the crown.
2. (a) wear (b) wears (c) wore (d) will wear
If you work hard, you ..... pass.
3. (a) must (b) might (c) will (d) would
We ..... working hard to win the match since morning.
4. (a) will (b) has been (c) would (d) have been
He seldom ..... his targets.
5. (a) miss (b) missing (c) misses (d) had missed

EXERCISE No. 41 GUJRANWALA BOARD PAPER 2019 GROUP - I

Good students ..... their time.
1. (a) are valued (b) does value (c) value (d) values
The dues ..... by this afternoon.
2. (a) will pay (b) will be paid (c) paid (d) have paid
My neighbour ..... a lottery last week.
3. (a) wins (b) has won (c) had won (d) won
If he ....., I shall gift him books.
4. (a) read (b) reads (c) will read (d) would read
Handsome is he that handsome ..... .
5. (a) will do (b) do (c) did (d) does

EXERCISE No. 42 GUJRANWALA BOARD PAPER 2019 GROUP-II

He ..... for Karachi when we reached there.
1. (a) has left (b) will leave (c) had left (d) leaves

2. Neither of the boys ..... ill yesterday.
(a) were (b) has been (c) is (d) was

3. She walked as if she ..... lame.
(a) was (b) is (c) been (d) were

4. The mother ..... her child for many years.
(a) has been caring (b) is caring (c) cares (d) was caring

5. It ..... overcast tomorrow.
(a) is (b) was (c) will be (d) has been

EXERCISE No. 43 RAWALPINDI BOARD PAPER 2019 GROUP - I

1. I ..... the examination yet.
(a) has not taken (b) have not taken (c) took (d) will not take

2. He ..... there last year.
(a) did not went (b) did not go (c) has not gone (d) had not gone

3. It usually ..... here in June.
(a) rain (b) rains (c) rained (d) will rain

4. He ..... a book three days ago.
(a) buy (b) bought (c) had bought (d) will buy

5. If you ..... hard you will pass.
(a) work (b) works (c) will work (d) worked

EXERCISE No. 44 RAWALPINDI BOARD PAPER 2019 GROUP-II

1. Hard work never ..... waste.
(a) will gone (b) go (c) goes (d) can goes

2. It is I who ..... to suffer.
(a) is (b) am (c) were (d) be

3. If he had forgiven him, he ..... himself.
(a) will reform (b) is reform (c) reforms (d) would have reformed

4. I said that I ..... tea.
(a) has taken (b) take (c) took (d) am taking

5. He has already ..... the test.
(a) pass (b) passing (c) passes (d) passed

EXERCISE No. 45 MULTAN BOARD PAPER 2019 GROUP - I

1. They boy often ..... a lie.
(a) tell (b) tells (c) will tell (d) has told

2. When I saw him, he ..... to the Masjid.
(a) was going (b) went (c) had gone (d) will go

3. You must reap what you ..... .
(a) are sowing (b) have sown (c) sown (d) sow

4. When he ..... I will let you know.
(a) arrives (b) arrive (c) arrived (d) will arrive

5. He ..... an essay by now.
(a) write (b) wrote (c) has written (d) will have written

EXERCISE No. 46 MULTAN BOARD PAPER 2019 GROUP - II

1. The earth ..... around the sun.
(a) revolve (b) revolved (c) revolves (d) will revolve

2. I ..... her in the bazaar yesterday.
(a) see (b) will see (c) saw (d) sees

3. It ..... cats and dogs since morning.
(a) will have been raining (b) rained (c) will rain (d) rains

4. If I ..... the Education Minister, I would introduce new education policy.
(a) am (b) is (c) will be (d) were

5. The train ..... before we reached the station.
(a) left (b) has left (c) had left (d) will leave

EXERCISE No. 47 BAHAWALPUR BOARD PAPER 2019 GROUP- I

1. He ..... home recently.
(a) has reached (b) shall reach (c) is reaching (d) reached

2. I ..... Lahore the next week.
(a) would be visiting (b) am visiting (c) should be visiting (d) have visited

3. I ..... him yesterday.
(a) see (b) saw (c) have seen (d) had seen

4. She always ..... the truth.
(a) is speaking (b) will speak (c) speaks (d) had spoken

5. The boys ..... since morning.
(a) are studying (b) have been studying (c) is studying (d) studied

EXERCISE No. 48 BAHAWALPUR BOARD PAPER 2019 GROUP-II

1. I advised him ..... the truth.
(a) to say (b) to told (c) to speak (d) to ask

2. A drowning man ..... at a straw.
(a) catch (b) catches (c) caught (d) will catch

3. Walk carefully lest you ..... fall.
(a) will (b) shall (c) should (d) would

4. The meeting ..... to a close when I reached there.
(a) came (b) comes (c) had come (d) will come

5. I shall not go to Lahore if it ..... .
(a) rain (b) rains (c) will rain (d) rained

EXERCISE No. 49 D. G. KHAN BOARD PAPER 2019 GROUP - I

1. When the school bell rang, I ..... my bath.
(a) had (b) have been (c) was having (d) have had

2. It ..... two to make a quarrel.
(a) take (b) takes (c) will take (d) took

3. He said that he ..... .
(a) was ill (b) is ill (c) will be ill (d) has been ill

4. If you tease the dog, it ..... you.
(a) bite (b) bites (c) will bite (d) would bite

5. He has not yet ..... his work.
(a) complete (b) completed (c) completes (d) completing

EXERCISE No. 50 D. G. KHAN BOARD PAPER 2019 GROUP - II

1. She ..... to office daily.
(a) go (b) goes (c) will go (d) is going

2. All ..... well that ends well.
(a) is (b) was (c) does (d) has been

3. If it rains, the crops ..... better.
(a) grow (b) are growing (c) will grow (d) have been growing

4. I ..... living here since 1970.
(a) am (b) have been (c) has been (d) was

5. He ..... two day ago.
(a) had died (b) dies (c) has died (d) died

EXERCISE No. 51 SARGODHA BOARD PAPER 2019 GROUP - I

1. Uneasy ..... the head that wears a crown.
(a) lie (b) lies (c) lay (d) lied

2. He ..... completed his work by the sunset.
(a) will have (b) will be (c) will have been (d) will

3. They were making a noise when the teacher ..... the class.
(a) had entered (b) entered (c) has entered (d) enters

4. If you had spoken the truth, you ..... escaped punishment.
(a) had (b) has (c) have (d) would have

5. She ..... weeping for the last two hours.
(a) is (b) has been (c) has (d) will

EXERCISE No. 52 SARGODHA BOARD PAPER 2019 GROUP - II

1. If he ..... hard, he will pass.
(a) work (b) works (c) working (d) worked
2. He ..... us English daily.
(a) teaches (b) teach (c) teaching (d) taught
3. He ..... me last week.
(a) meets (b) met (c) will meet (d) meet
4. It ..... since morning.
(a) will rain (b) will be raining (c) rain (d) has been raining
5. I ..... the next week in Multan.
(a) spend (b) have spent (c) spent (d) will spend

EXERCISE No. 53 MIRPUR BOARD PAPER 2019 GROUP - I

1. This book ..... last year.
(a) has been published (b) was published (c) is published (d) had been published
2. We should always ..... the poor.
(a) help (b) helped (c) helps (d) shall help
3. The thief had run away before the police ..... .
(a) come (b) came (c) comes (d) had come
4. A black sheep ..... the whole flock.
(a) spoil (b) spoiled (c) spoils (d) had spoiled
5. Hard work never ..... waste.
(a) go (b) goes (c) went (d) will have gone

EXERCISE No. 54 MIRPUR BOARD PAPER 2019 GROUP - II

1. Money ..... the mare go.
(a) made (b) makes (c) will make (d) has made
2. He seldom ..... his target.
(a) miss (b) missed (c) misses (d) has missed
3. They ..... for life in those days.
(a) were struggling (b) have struggling (c) are struggling (d) struggles
4. We ..... our task next month.
(a) shall accomplish (b) will be accomplished (c) accomplishing (d) accomplish
5. If she had worked hard, she ..... passed.
(a) would (b) would be (c) would have (d) will have

EXERCISE No. 55 SAHIWAL BOARD PAPER 2019 GROUP - I

1. It ..... two to make a quarrel.
(a) take (b) takes (c) will take (d) took
2. Would that I ..... a minister!
(a) was (b) is (c) were (d) am
3. My father ..... ill for a week.
(a) is (b) will be (c) has (d) has been
4. The train ..... before we reached the station.
(a) left (b) has left (c) had left (d) was left
5. We ..... a letter every week.
(a) write (b) writes (c) have written (d) will write

EXERCISE No. 56 SAHIWAL BOARD PAPER 2019 GROUP - II

1. You ..... happy when you see her.
(a) is (b) will be (c) could be (d) has been
2. He ..... for Lahore tomorrow.
(a) leaves (b) is leaving (c) left (d) has left
3. I ..... English for the last ten years.
(a) will teach (b) was teaching (c) have been teaching (d) will be teaching

4. Beauty ..... no ornament.
(a) need (b) needs (c) will need (d) has needed
5. She ..... for Lahore last night.
(a) left (b) leaves (c) has left (d) should leave

EXERCISE No. 57 LAHORE BOARD PAPER 2022 GROUP - I

16. A black sheep ..... the whole flock.
(a) spoil (b) spoils (c) spoiled (d) had spoiled
17. They ..... in the examination next year.
(a) appeared (b) have appeared (c) will appear (d) appear
18. It started to rain while we ..... cricket.
(a) are playing (b) were playing (c) will be playing (d) play
19. Time once gone cannot be ..... .
(a) recalled (b) recall (c) recalling (d) recalls
20. Would that Ayesha ..... the prize.
(a) wins (b) has won (c) had won (d) will win

EXERCISE No. 58 LAHORE BOARD PAPER 2022 GROUP - II

16. It started to rain while we ..... cricket.
(a) play (b) are playing (c) were played (d) were playing
17. They ..... until they die.
(a) fought (b) will fight (c) was fighting (d) had fought
18. I wish he ..... the match!
(a) will win (b) has won (c) may win (d) had won
19. They usually ..... to Karachi in summer.
(a) goes (b) went (c) will go (d) go
20. Amna ..... an apple, when I saw her.
(a) was eating (b) will be eating (c) is eating (d) eaten

EXERCISE No. 59 FAISALABAD BOARD PAPER 2022 GROUP - I

16. I am sure Zainab ..... if you ask her.
(a) come (b) comes (c) will come (d) came
17. The committee ..... agreed on this issue.
(a) have (b) has (c) are (d) were
18. Before the sunset we ..... our destination.
(a) were reached (b) reaches (c) will reach (d) had reach
19. Truth ..... ever green.
(a) was (b) are (c) will be (d) is
20. If you leave earlier, you ..... the bus.
(a) has caught (b) will catch (c) caught (d) would catch

EXERCISE No. 60 FAISALABAD BOARD PAPER 2022 GROUP - II

16. It ..... for three hours.
(a) has been raining (b) is raining (c) was raining (d) will raining
17. Would that I ..... a millionaire!
(a) am (b) shall be (c) was (d) were
18. Hammad always ..... the truth.
(a) speak (b) speaks (c) have spoken (d) speaking
19. She said that it ..... since morning.
(a) is raining (b) was raining (c) has been raining (d) had been raining
20. Two and two ..... four.
(a) makes (b) make (c) made (d) making

EXERCISE No. 61 GUJRANWALA BOARD PAPER 2022 GROUP - I

16. If he had come, I ..... him.
(a) will help (b) will have helped (c) have helped (d) would have helped
17. The beggar prayed that I ..... long.
(a) live (b) may live (c) might live (d) might lived

18. It is I who ..... to blame.
(a) is (b) are (c) am (d) were

19. Rehan ..... the picture on the wall.
(a) hanged (b) hung (c) have hanged (d) will hung

20. No sooner ..... the snake than she fainted.
(a) she has been (b) she sees (c) had she seen (d) did she see

EXERCISE No. 62 GUJRANWALA BOARD PAPER 2022 GROUP-II

16. We ..... T.V. together tomorrow.
(a) is watch (b) were watch (c) shall watch (d) watches

17. It ..... raining since morning.
(a) has been (b) have been (c) is (d) was

18. Would that I ..... a king!
(a) was (b) am (c) has (d) were

19. He said that he ..... .
(a) is ill (b) was ill (c) will be ill (d) has been ill

20. The train ..... before we reached the station.
(a) had left (b) left (c) has left (d) was left

EXERCISE No. 63 RAWALPINDI BOARD PAPER 2022 GROUP - I

16. He advised his son that honesty ..... the best policy.
(a) was (b) will (c) shall (d) is

17. She speaks as if she ..... mad.
(a) were (b) was (c) has (d) will

18. The class ..... in a week.
(a) started (b) will start (c) start (d) has start

19. She ..... here yesterday morning.
(a) came (b) comes (c) come (d) had come

20. He ..... as a postman for ten years.
(a) has been working (b) was working (c) working (d) works

EXERCISE No. 64 MULTAN BOARD PAPER 2022 GROUP - I

16. Charity ..... at home.
(a) begin (b) began (c) begins (d) begun

17. Promise that you ..... by the rules.
(a) abide (b) have abided (c) will abide (d) abided

18. He ..... hunger to begging.
(a) has preferred (b) prefers (c) is preferring (d) has been preferring

19. Would that I ..... millionaire!
(a) am (b) were (c) was (d) shall be

20. If you had helped him, he ..... .
(a) pass (b) passed (c) will pass (d) would have passed

EXERCISE No. 65 MULTAN BOARD PAPER 2022 GROUP - II

16. Iron ..... in water.
(a) sinks (b) sink (c) has sinking (d) sinking

17. If you had helped me, I ..... thankful to you.
(a) will be (b) will have (c) would have been (d) may be

18. I went there to see what Ali ..... .
(a) was doing (b) is doing (c) will do (d) will be do

19. Unless he ..... hard, he will not succeed.
(a) works (b) work (c) working (d) has working

20. It would have been a pleasure if you ..... the match.
(a) won (b) have won (c) had won (d) will won

EXERCISE No. 66 BAHAWALPUR BOARD PAPER 2022 GROUP- I

16. He often ..... late.
(a) comes (b) came (c) come (d) coming

17. We ..... working hard to win the match since morning.
(a) will (b) have been (c) has been (d) would

18. Uneasy lies the head that ..... the crown.
(a) wear (b) wore (c) wears (d) will wear

19. They were making a noise when the teacher ..... the class.
(a) had entered (b) entered (c) has entered (d) enters

20. He cried as if he ..... mad.
(a) has been (b) were (c) is (d) will be

EXERCISE No. 67 BAHAWALPUR BOARD PAPER 2022 GROUP-II

16. The peon ..... the bell in the morning.
(a) ring (b) ringing (c) rings (d) rung

17. Hasham ..... to Lahore tomorrow morning.
(a) goes (b) go (c) went (d) will go

18. A rolling stone ..... no moss.
(a) gather (b) gathers (c) gathered (d) had gathered

19. Alina ..... to hospital yesterday.
(a) do not go (b) did not go (c) have not gone (d) will not go

20. All is well that ..... well.
(a) ended (b) will end (c) end (d) ends

EXERCISE No. 68 D. G. KHAN BOARD PAPER 2022 GROUP - I

16. Abdullah generally .....English in the class.
(a) speak (b) speaking (c) speaks (d) have spoken

17. She ..... me yesterday.
(a) will meet (b) may meet (c) met (d) meets

18. If Dr. Mashal comes to me, I ..... her.
(a) will help (b) helped (c) helps (d) would help

19. Money ..... the mare go.
(a) made (b) would make (c) makes (d) will make

20. How long .....?
(a) has you been teaching (b) are you teaching
(c) have you been teach (d) have you been teaching

EXERCISE No. 69 D. G. KHAN BOARD PAPER 2022 GROUP - II

16. I ..... this novel since morning.
(a) have been reading (b) read (c) reads (d) will read

17. We ..... to see picture last night.
(a) go (b) had gone (c) will go (d) went

18. They ..... their lesson tomorrow.
(a) learn (b) will learn (c) learns (d) learnt

19. If you ..... hard, you will pass.
(a) worked (b) work (c) works (d) have worked

20. It ..... now.
(a) is raining (b) rain (c) had rained (d) have rained

EXERCISE No. 70 SARGODHA BOARD PAPER 2022 GROUP - I

16. Why ..... there yesterday?
(a) had you gone (b) you went (c) you had gone (d) did you go

17. The dogs made the rabbits ..... .
(a) to circle (b) circle (c) circling (d) circled

18. I thanked them for what they ..... for me.
(a) have done (b) had done (c) will do (d) can do

19. Two and two ..... four.
(a) makes (b) made (c) have made (d) make

20. Before the doctor comes, the patient ..... .
(a) had died (b) will be dead (c) will have died (d) will have been died

EXERCISE No. 71 SARGODHA BOARD PAPER 2022 GROUP - II

16. It ..... two to make a quarrel.
(a) takes (b) took (c) taken (d) had taken
17. He ..... reading this book since morning when I met him.
(a) is (b) had been (c) will be (d) has been
18. Imran .....go to Australia next Sunday.
(a) is (b) was (c) will (d) would
19. If Shahid had worked hard, he ..... .
(a)would have pass (b) would have passed (c) should have pass (d) would pass
20. When the phone rang, I ..... tea.
(a) took (b) taking (c) will take (d) was taking

EXERCISE No. 72 MIRPUR BOARD PAPER 2022 GROUP - I

16. If he works hard, he ..... .
(a) is pass (b) pass (c) will pass (d) passed
17. It ..... since morning.
(a) rains (b) have rained (c) has been raining (d) does rain
18. She ..... the examination last year.
(a) pass (b) passes (c) will pass (d) passed
19. A rolling stone ..... no moss.
(a) gather (b) gathers (c) will gather (d) gathered
20. Walk carefully, lest you ..... .
(a) should fall (b) shall fall (c) might fall (d) fall

EXERCISE No. 73 MIRPUR BOARD PAPER 2022 GROUP - II

16. He ..... me last week.
(a) met (b) meet (c) will meet (d) have meet
17. If he ..... hard, he will pass.
(a) work (b) works (c) worked (d) will work
18. I ..... here by tomorrow morning.
(a) will be (b) was (c) were (d) have been
19. She always ..... the truth.
(a) speak (b) speaking (c) speaks (d) spoken
20. He cried as if he ..... mad.
(a) was (b) were (c) is (d) will be

EXERCISE No. 74 SAHIWAL BOARD PAPER 2022 GROUP - I

16. The rain ..... before I reached home.
(a) stopped (b) had stopped (c) will stop (d) has stopped
17. You had better ..... me.
(a) being consulted (b) been consulted (c) consulted (d) consult
18. The patient ..... daily.
(a) examine (b) examines (c) examined (d) is examined
19. Would that I ..... a king!
(a) am (b) were (c) was (d) shall be
20. If you tease the dog, it ..... you.
(a) bite (b) bites (c) will bite (d) had bitten

EXERCISE No. 75 SAHIWAL BOARD PAPER 2022 GROUP - II

16. He speaks as if he ..... mad.
(a) is (b) does (c) will be (d) were
17. I ..... the next week in Lahore.
(a) spend (b) have spent (c) shall spend (d) spent
18. If he had come, I ..... him.
(a) help (b) would help (c) would have helped (d) would helped

19. She ..... us English daily.
(a) teach (b) teaches (c) had taught (d) teaching
20. Saad ..... me the last year.
(a) met (b) meets (c) had met (d) meet

EXERCISE No. 76 LAHORE BOARD PAPER 2023 GROUP - I

16. The boys ..... since morning.
(a) are studying (b) have been studying (c) is studying (d) studies
17. I ..... him yesterday.
(a) see (b) saw (c) have seen (d) had seen
18. I ..... Lahore, the next week.
(a) had visited (b) am visiting (c) should be visiting (d) have visited
19. She always ..... the truth.
(a) is speaking (b) will speak (c) speaks (d) spoken
20. He ..... home recently.
(a) has reached (b) shall reach (c) reached (d) had reached

EXERCISE No. 77 LAHORE BOARD PAPER 2023 GROUP - II

16. Work hard lest you ..... .
(a) should fail (b) will fail (c) can fail (d) may fail
17. When the phone rang, I ..... tea.
(a) is taking (b) taking (c) will take (d) was taking
18. Old age ..... up with everyone in the end.
(a) catch (b) caught (c) catches (d) have caught
19. Honesty never ..... wasted.
(a) go (b) goes (c) went (d) gone
20. A few days ago, they ..... us.
(a) had met (b) met (c) meet (d) will meet

EXERCISE No. 78 FAISALABAD BOARD PAPER 2023 GROUP - I

16. I ..... holidays this time last year.
(a) am enjoying (b) was enjoying (c) have enjoyed (d) will enjoy
17. Would that he ..... here.
(a) is (b) was (c) were (d) has been
18. Amjad often ..... late in the class.
(a) come (b) comes (c) is coming (d) has come
19. Books ..... at a very high price now a days.
(a) sell (b) are selling (c) have sold (d) will sell
20. He does nothing but ..... .
(a) play (b) plays (c) played (d) playing

EXERCISE No. 79 FAISALABAD BOARD PAPER 2023 GROUP - II

16. He ..... house before the guests reached.
(a) had left (b) leave (c) leaves (d) will leave
17. He ..... cricket tomorrow.
(a) play (b) will play (c) has play (d) had play
18. He said that he ..... his duty.
(a) do (b) will do (c) would do (d) does
19. Good students ..... their time.
(a) not waste (b) are not waste (c) does not waste (d) do not waste
20. She ..... songs for an hour.
(a) sings (b) sang (c) sing (d) has been singing

EXERCISE No. 80 GUJRANWALA BOARD PAPER 2023 GROUP - I

16. Traitors were not ..... by their faces.
(a) recognise (b) will recognise (c) recognises (d) recognised
17. He ..... living in Lahore since 1980.
(a) has been (b) have been (c) is (d) was

18. The teacher ..... that the student was cheating.
(a) knows (b) knew (c) will know (d) is knowing

19. Nothing comes out of a sack but what ..... into it.
(a) puts (b) was put (c) is put (d) had been put

20. If you ..... the dog, it will bite you.
(a) tease (b) teased (c) will tease (d) have teased

EXERCISE No. 81 GUJRANWALA BOARD PAPER 2023 GROUP-II

16. I said that I ..... tea.
(a) take (b) took (c) has taken (d) am taking

17. If he had forgiven him, he ..... himself.
(a) will reform (b) has reformed (c) reforms (d) would have reformed

18. He has already ..... the test.
(a) pass (b) passes (c) passed (d) passing

19. Hard work never ..... waste.
(a) go (b) goes (c) will go (d) can go

20. It ..... raining since morning.
(a) has been (b) have been (c) is (d) was

EXERCISE No. 82 RAWALPINDI BOARD PAPER 2023 GROUP - I

16. Exercise ..... man happy and healthy.
(a) keeps (b) kept (c) keep (d) had kept

17. It ..... raining since yesterday.
(a) was (b) had been (c) has been (d) would be

18. They ..... dinner last night.
(a) have (b) has (c) had (d) had had

19. One of the students ..... absent today.
(a) are (b) were (c) is (d) had been

20. I wish, I ..... a champion.
(a) was (b) am (c) will be (d) were

EXERCISE No. 83 RAWALPINDI BOARD PAPER 2023 GROUP-II

16. If you ..... hard, you will get through.
(a) will work (b) would work (c) works (d) work

17. Quaid-e-Azam ..... born in Karachi.
(a) had been (b) has been (c) is (d) was

18. Unless you ..... attention to work, you will not succeed.
(a) pay (b) do not pay (c) will not pay (d) paid

19. The sun ..... in the east.
(a) rose (b) risen (c) rise (d) rises

20. He made me ..... a letter yesterday.
(a) wrote (b) write (c) to write (d) written

EXERCISE No. 84 MULTAN BOARD PAPER 2023 GROUP - I

16. She has not ..... the work yet.
(a) finish (b) finished (c) finishes (d) finishing

17. Would that I ..... minister.
(a) am (b) was (c) were (d) have been

18. All is well that ..... well.
(a) end (b) ends (c) ended (d) will end

19. I will help you if you ..... here.
(a) come (b) comes (c) came (d) will come

20. Why did they ..... a noise.
(a) making (b) made (c) makes (d) make

EXERCISE No. 85 MULTAN BOARD PAPER 2023 GROUP - II

16. If I had not fallen ill, I ..... the examination.
(a)have passed (b)will have passed (c)shall have passed (d) would have passed

17. Let us ..... our duty.
(a) do (b) did (c) done (d) to do

18. Did he get his hair .....?
(a) cuts (b) cut (c) cutting (d) to cut

19. You had better ..... in time.
(a) reaching (b) reached (c) reach (d) to reach

20. Slow and study ..... the race.
(a) win (b) wins (c) will win (d) may win

EXERCISE No. 86 BAHAWALPUR BOARD PAPER 2023 GROUP-I

16. He ..... here since yesterday.
(a) is staying (b) stays (c) stayed (d) has been staying

17. The police ..... in the city streets.
(a) is patrolling (b) are patrolling (c) has been patrolling (d) had been patrolling

18. The sun ..... in the West daily.
(a) set (b) sets (c) has been setting (d) had been setting

19. He worked hard, he ..... through.
(a) will get (b) will have got (c) would get (d) would have got

20. Unless, you ..... hard, you will not win the prize.
(a) do not work (b) did not work (c) will not work (d) work

EXERCISE No. 87 BAHAWALPUR BOARD PAPER 2023 GROUP-II

16. My brother never ..... a lie.
(a) tells (b) tell (c) is tell (d) was tell

17. I ..... a letter last night.
(a) write (b) writes (c) wrote (d) will write

18. I ..... for two hours.
(a) was reading (b) had been reading (c) read (d) reads

19. I ..... my business next year.
(a) starts (b) started (c) has started (d) shall start

20. If I had worked hard, I ..... .
(a) would have pass (b) should have pass (c) would have passed (d) pass

EXERCISE No. 88 D. G. KHAN BOARD PAPER 2023 GROUP - I

16. The toy ..... of plaster of Paris.
(a) is make (b) is made (c) has made (d) make

17. The doctor ..... before the patient died.
(a) arrived (b) arrives (c) has arrived (d) had arrived

18. He usually ..... to Murree in summer.
(a) went (b) goes (c) go (d) gone

19. Does he ..... prayers five times a day?
(a) offered (b) offer (c) offers (d) has offered

20. When I ..... out, the sun was shining.
(a) go (b) have gone (c) went (d) had gone.

EXERCISE No. 89 D. G. KHAN BOARD PAPER 2023 GROUP - II

16. If you ..... hard, you will pass.
(a) work (b) works (c) will work (d) worked

17. I ..... the examination yet.
(a) had not taken (b) have not taken (c) took (d) will not take

18. He ..... there last year.
(a) did not went (b) did not go (c) will not go (d) shall not go

19. He ..... a book three days ago.
(a) buy (b) brought (c) buys (d) will buy

20. It usually ..... here in June.
(a) rain (b) rains (c) rained (d) will rain

EXERCISE No. 90 SARGODHA BOARD PAPER 2023 GROUP - I

16. Hearing this, I ..... .
(a) cannot help to laugh (b) cannot help laugh
(c) could not help to laugh (d) cannot help laughing

17. You had better ..... water.
(a) drink (b) drinks (c) drinking (d) drank

18. "Love ....., love", said the wise man.
(a) beget (b) begot (c) begets (d) begotten

19. This is the same bird that ..... sweet songs.
(a) sing (b) sang (c) sung (d) sings

20. He talks as if he ..... a king.
(a) were (b) was (c) is (d) will be

EXERCISE No. 91 SARGODHA BOARD PAPER 2023 GROUP - II

16. If you work hard, you ..... .
(a) pass (b) will pass (c) passed (d) would pass

17. He usually ..... cricket once a week.
(a) play (b) has play (c) plays (d) is play

18. It ..... since morning.
(a) has raining (b) is raining (c) was raining (d) has been raining

19. We ..... him two years ago.
(a) did not met (b) had not meet (c) did not meet (d) meets

20. He ..... to see me tomorrow.
(a) will come (b) came (c) has come (d) had come

EXERCISE No. 92 MIRPUR BOARD PAPER 2023 GROUP - I

16. She ..... after the mother.
(a) take (b) takes (c) took (d) taking

17. The servants came out and ..... around.
(a) gaze (b) gazes (c) gazed (d) would gaze

18. The train ..... the destination till now.
(a) reach (b) reached (c) will have reached (d) had reached

19. Uneasy lies the head that ..... the crown.
(a) wore (b) wears (c) wear (d) would wore

20. Would that I ..... a general.
(a) am (b) are (c) was (d) were

EXERCISE No. 93 MIRPUR BOARD PAPER 2023 GROUP - II

16. They ..... their work by tomorrow.
(a)will have completed (b)has completed (c)had completed (d)would have completed

17. They ..... their meals before the guests arrived.
(a) had taken (b) have taken (c) will have taken (d) has taken

18. Quaid-e-Azam ..... very hard.
(a) works (b) work (c) worked (d) will work

19. This book was ..... two days ago.
(a) publish (b) would be published (c) published (d) will publish

20. Charity ..... at home.
(a) begin (b) begins (c) began (d) has began

EXERCISE No. 94 SAHIWAL BOARD PAPER 2023 GROUP - I

16. We had better ..... out.
(a) go (b) to go (c) went (d) gone

17. If I had money, I ..... it to you.
(a) lend (b) lent (c) will lend (d) would lend

18. His grandfather ..... today.
(a) die (b) dies (c) died (d) had died

19. He was used ..... aloud.
(a) read (b) to read (c) reading (d) to reading

20. He felt like ..... .
(a) sleep (b) sleeps (c) slept (d) sleeping

EXERCISE No. 95 SAHIWAL BOARD PAPER 2023 GROUP - II

16. She ..... to office daily.
(a) go (b) goes (c) will go (d) is going

17. He ..... to see you tomorrow.
(a) came (b) comes (c) will come (d) has come

18. If he ..... hard he will pass.
(a) work (b) works (c) worked (d) is working

19. The train ..... before we reached the station.
(a) had left (b) has left (c) left (d) was left

20. It ..... since morning.
(a) will rain (b) will be raining (c) rained (d) has been raining

ADDITIONAL EXERCISES

EXERCISE No. 96

1) ..... the sum?
(a) Do you solve (b) Did you solved (c) Can you solved (d) May you solved

2) Your face is pale; you ..... from a fever.
(a) has been suffering (b) had suffer (c) have been suffering (d) has suffered

3) She hopes that she ..... her lost child.
(a) was finding (b) finds (c) will find (d) will be finding

4) They ..... for two hours to settle the problem.
(a) will be (b) have been arguing (c) are arguing (d) were arguing

5) The patient ..... , when the doctor came.
(a) die (b) will have died (c) will die (d) had died

6) When Aslam reached the college, the peon ..... the bell.
(a) had ring (b) will ring (c) rings (d) was ringing

7) She said that she ..... a snake in the room a night before.
(a) would have seen (b) will have seen (c) has seen (d) had seen

8) She said that she could not see Aslam because she ..... her hair.
(a) has washed (b) has been washing (c) is washing (d) was washing

9) ..... a camel?
(a) Have you ever ride (b) Do you ever rode (c) Did you ever rode (d) Have you ever ridden

10) She is not sleeping; she ..... the books.
(a) is study (b) is studying (c) had study (d) has study

EXERCISE No. 97

1) He ..... his son how to ride a bicycle
(a) is teaching (b) is teach (c) do not teach (d) have taught

2) They ..... him two days before.
(a) will be able to bury (b) bury (c) will bury (d) had buried

3) How long .....?
(a) have you been teaching (b) has you been teaching
(c) have he been teaching (d) has I been teaching

4) In a hundred years, people ..... in the air buses.
(a) were travelling (b) have travelled (c) have been travelling (d) will be travelling

5) It ..... before I came out.
(a) rains (b) will be raining (c) had rained (d) has rained

6) If he comes, I ..... him.
(a) will help (b) helped (c) have helped (d) did not help

7) He ..... breakfast at 9 O'clock yesterday.
(a) did not took (b) have taken (c) took (d) had take

8) Before they ..... out, it had rained.
(a) went (b) has gone (c) would have gone (d) go

9) ..... anything this evening?
(a) are you doing (b) has you done (c) do you does (d) had you did

10) If you enter the room, you ..... Salma studying a novel inside.
(a) will find (b) found (c) had found (d) have found

EXERCISE No. 98

1) I ..... the examination yet.
(a) has taken (b) took (c) have not taken (d) is not take

2) In fifty years, we ..... entirely on pills.
(a) were living (b) will be living (c) has been living (d) had been living

3) He ..... cakes that is why his hands were covered with flour.
(a) will have been making (b) have been making (c) will be making (d) had been making

4) They ..... in Pakistan yesterday morning.
(a) would arrive (b) have not arrive (c) did not arrived (d) arrived

5) I ..... the car the next afternoon.
(a) was driving (b) does not drive (c) will drive (d) has driven

6) He ..... two days ago.
(a) do not die (b) will die (c) die (d) died

7) Who ..... in such a beautiful voice?
(a) has sing (b) is singing (c) have sang (d) sung

8) ..... me your camera tomorrow?
(a) will you lend (b) have you lent (c) did you lend (d) had you lent

9) There had been an accident as they ..... the injured people to an ambulance.
(a) will be carrying (b) were carrying (c) are carrying (d) have been carrying

10) She said that she ..... good marks
(a) could get (b) will get (c) will have got (d) has got

EXERCISE No. 99

1) Ever since I got admission to M.A., I ..... to understand my teachers.
(a) have been trying (b) has been trying (c) had been tried (d) have try

2) When he comes back, I ..... all the house work.
(a) did (b) was doing (c) have been doing (d) will have done

3) When I first met him he ..... the room.
(a) will be white washing (b) has been white washing
(c) is white washing (d) was white washing

4) When Salma gets up early in the morning the mother ..... eggs.
(a) was boiling (b) were boiling (c) will have boiled (d) is boiling

5) The patient had died before the doctor ..... .
(a) arrive (b) would arrive (c) arrived (d) had arrived

6) The police ..... of the theft by this time.
(a) is hearing (b) will have heard (c) were hearing (d) hear

7) She said that she ..... tea.
(a) takes tea (b) has taken (c) will take (d) had taken

8) Salma ..... onion since morning.
(a) had peel (b) has been peeling (c) have been peeling (d) has peeled

9) Qasim ..... in his sleep.
(a) do not talk (b) does not talks (c) cannot talked (d) talks

10) I ..... you daily next month.
(a) will be teaching (b) have taught (c) had been teaching (d) have been teaching

EXERCISE No. 100

1) Just as I was wondering what to do next, the phone ..... .
(a) has been ringing (b) rings (c) has rung (d) rang

2) What is Ali ..... now?
(a) Is teaching (b) does not teach (c) teaching (d) has taught

3) I hope that he ..... the examination.
(a) might passed (b) can passed (c) could passed (d) will pass

4) Some one ..... my bike. It has run short of petrol.
(a) have ridden (b) had ride (c) have been riding (d) has been riding

5) The children ..... forward to this holiday for months.
(a) were looking (b) have been looking (c) are looking (d) have look

6) The train ..... before Aslam reaches the station.
(a) will have gone (b) has been going (c) have gone (d) was going

7) Shahzad does not teach students on Sundays but he ..... them this Sunday.
(a) have taught (b) teach (c) is teaching (d) has teach

8) By this time next year, I ..... Rs. 50,000/-.
(a) have saved (b) will have saved (c) had saved (d) has saved

9) Where ..... when you saw him last?
(a) was he living (b) is he living (c) has he been living (d) has he lived

10) The trial ..... on for a long time.
(a) might gone (b) go (c) has went (d) has been going

EXERCISE No. 101

1) The children were frightened as it ..... dark.
(a) was getting (b) gets (c) will get (d) has got

2) From the sound it was clear that Ali ..... piano.
(a) was practising (b) is practising (c) has been practising (d) will be practising

3) It ..... for three days.
(a) have been snowing (b) has been snowing (c) is snowing (d) was snowing

4) If I teach him, he ..... the board.
(a) tops (b) has topped (c) was topped (d) will top

5) Ali ..... able to compete with me after another five lessons.
(a) had been (b) has been (c) was (d) will be

6) As it is a lovely morning, the birds ..... .
(a) have chirp (b) are chirping (c) has chirped (d) might chirped

7) It ..... for two hours.
(a) will rain (b) is raining (c) will be raining (d) has been raining

8) She ..... her husband's hair every week.
(a) cuts (b) does not cuts (c) do not cuts (d) might cuts

9) I ..... this job in twenty minutes.
(a) finishes (b) will have finished (c) have finish (d) was finish

10) He ..... the whole day that is why he looked tired.
(a) is working (b) had been working (c) have been working (d) will be working

EXERCISE No. 102

1) I would have helped him if he ..... to me.
(a) could have come (b) comes (c) will come (d) had come

2) Some one ..... at the door.
(a) is knocking (b) is knock (c) has knock (d) had knock

3) It ..... since morning.
(a) has rained (b) had been rained (c) have been raining (d) has been raining

4) By the end of the next month, I ..... here for fourteen months.
(a) was (b) had been (c) will have been (d) have been

5) He ..... there last year.
(a) did not went (b) did not go (c) has not go (d) would not go

6) Shahzad said that he ..... Salma
(a) hated (b) do not hate (c) did not hated (d) hate

7) He ..... this novel by tomorrow morning.
(a) finished (b) will have finished (c) has finished (d) finish

8) Your hair was scattered as if you ..... bike for hours.
(a) had been riding (b) has been riding (c) have ride (d) will have been riding

9) I ..... a new car. Come and drive it.
(a) has bought (b) did not bought (c) have bought (d) may bought

10) I wonder how many students ..... the examination next year.
(a) took (b) will take (c) have taken (d) had taken

EXERCISE No. 103

1) Her phone ..... for ten minutes. I wondered why she did not answer it.
(a) has been (b) had been ringing (c) will have been (d) will be

2) ..... a letter yesterday?
(a) Did you write (b) Had you write (c) Did you wrote (d) Do you write

3) Before they ..... out, it had rained.
(a) went (b) has gone (c) would have gone (d) go

4) The stove ..... water.
(a) heats (b) does not heats (c) do not heats (d) cannot heats

5) When you come, I ..... the boys.
(a) will have taught (b) have been teaching (c) had been teaching (d) was teaching

6) We ..... the depressing news of his mother's death.
(a) have just received (b) just received (c) will just received (d) has just receive

7) When I reach hospital, the doctor ..... upon the patient.
(a) operated (b) has operated (c) had operated (d) will have operated

8) The snow ..... in the sun.
(a) melt (b) melts (c) do not melt (d) does not melts

9) She ..... herself in his company.
(a) would enjoyed (b) enjoys (c) should enjoyed (d) should have enjoy

10) She ..... phonetics next month.
(a) had taught (b) taught (c) will be teaching (d) has been teaching

EXERCISE No. 104

1) The classes ..... in a week.
(a) were started (b) had started (c) has started (d) will start

2) What are you ..... now?
(a) reading (b) are reading (c) is reading (d) were reading

3) When Aslam gets home, his dog ..... at the door waiting for him.
(a) had wait (b) will be waiting (c) does not waits (d) do not wait

4) The traffic was making so much noise, that I could not hear what he ..... .
(a) have said (b) said (c) says (d) will say

5) His dogs ..... at night.
(a) barks (b) does not bark (c) bark (d) do not barks

6) ..... if I do not help him?
(a)Had Aslam minded (b)Has Aslam minded (c)Did Aslam mind (d)Will Aslam mind

7) ..... Mr. Ali singing?
(a) Has you ever seen (b) Did you ever saw (c) Have you ever seen (d) Had you ever see

8) Two men ..... at a street corner when the policeman tried to separate them.
(a) were quarrelling (b) are quarrelling (c) have been quarrelling (d) have quarrelled

9) I ..... you to mend your behaviour ever since I came here.
(a) asked (b) ask (c) have been asked (d) have been asking

10) They ..... the college in time.
(a) does not reach (b) could not reached (c) did not reached (d) did not reach

EXERCISE No. 105

1) It is a serious injury but I ..... again in six weeks.
(a) will be walking (b) walked (c) has walked (d) has been walking

2) How long ..... for Naeem?
(a) had he been waiting (b) is he waiting (c) was he waiting (d) does he waits

I told Ali that he ..... in dim light.
3) (a) may read (b) was reading (c) is reading (d) has read

I went into the garden to see what the boys ..... .
4) (a) had done (b) was doing (c) are doing (d) have done

Why ..... the course of studies?
5) (a) has she not completed (b) has you not completed
(c) do she not complete (d) will she not completed

I ..... the telephone bill yet.
6) (a) had not pay (b) have not paid (c) has not paid (d) will not pa

She ..... chess very well.
7) (a) can played (b) might not played (c) do not play (d) does not play

As it ..... very hard, you can't go out yet.
8) (a) is raining (b) has rain (c) had rain (d) rain

When they entered the theatre, the play ..... .
9) (a) has already begun (b) had already begun
(c) had already began (d) will already have began

They ..... the match when Adnan came there.
10) (a) will start (b) will have already started (c) had already started (d) already started

EXERCISE No. 106

He ..... his assignment in an hour.
1) (a) will complete (b) was complete (c) did not completed (d) does not completes

I ..... in the class on time tomorrow.
2) (a) will be (b) was (c) has been (d) had been

How long ..... glasses?
3) (a) had you been wearing (b) was you wearing
(c) has you been wearing (d) are you wearing

She .....; that's why her hair was wet.
4) (a) had been bathing (b) is bathing (c) will be bathing (d) has bathe

I ..... to make a telephone call to Lahore for ten minutes.
5) (a) am trying (b) were trying (c) will be trying (d) have been trying

I asked if he ..... the exam.
6) (a) takes (b) had taken (c) have taken (d) will take

She ..... me the last month.
7) (a) had not meet (b) will meet (c) will be able to meet (d) did not meet

The roads were crowded as the students ..... to school.
8) (a) will go (b) go (c) are going (d) were going

The teacher ..... those who played truant from the school yesterday.
9) (a) punish (b) has punish (c) is punishing (d) have punished

I ..... with him on this matter.
10) (a) has never discussed (b) have never discussed
(c) will never discussed (d) never discusses

He ..... to help me.
11) (a) has always refused (b) always refuse (c) will always refused (d) might refused

EXERCISE No. 107

..... this car?
1) (a) Will you ever drove (b) Did you ever drove
(c) Do you ever drives (d) Have you ever driven

She said that she ..... Aslam.
2) (a) can marry (b) has married (c) will marry (d) would marry

Why ..... you yesterday?
3) (a) he had not helped (b) will he not help (c) did he not help (d) does he not help

When I came out, it ..... .
4) (a) will have rained (b) has rained (c) was raining (d) has been raining

5) They would have been successful, if they ..... united.
(a) are (b) will be (c) have been (d) were/had been

6) He said that they ..... well.
(a) are doing (b) will be doing (c) had been doing (d) have been doing

7) How ..... that scar?
(a) did you get (b) did you got (c) will you get (d) do you get

8) I left the party early because I ..... it.
(a) will not enjoy (b) do not enjoy (c) was not enjoying (d) was not enjoy

9) When I saw him he ..... a portrait of his wife.
(a) was drawing (b) has drawn (c) will draw (d) can draw

10) I had just opened the letter when the wind ..... it out of my hand.
(a) had blown (b) has blown (c) blows (d) blew

EXERCISE No. 108

1) I ..... all the horses in this stable.
(a) might rode (b) can rode (c) did not rode (d) have ridden

2) She ..... out of hospital next week.
(a) has come (b) will come (c) was coming (d) had come

3) The children ..... forward to these holidays for months.
(a) will have look (b) are looking (c) were looking (d) have been looking

4) Your fingers are very brown. You ..... too much.
(a) have been smoking (b) has smoked (c) did smoked (d) have smoke

5) How long ..... there?
(a) you will be (b) you were (c) have you been (d) are you

6) ..... today's paper?
(a) Did you saw (b) Have you seen (c) Have you see (d) Are you see

7) I ..... him today.
(a) has not seen (b) did not see (c) have not see (d) did not saw

8) They ..... for two hours.
(a) are fishing (b) were fishing (c) will be fishing (d) have been fishing

9) The car ..... a curious noise ever since it ran out of oil.
(a) had been making (b) is making (c) was making (d) have been making

10) We ..... here for four years.
(a) are living (b) have been living (c) were living (d) have been live

EXERCISE No. 109

1) I ..... in this office for three months.
(a) do not work (b) did worked (c) is working (d) have been working

2) ..... him lately?
(a) Have you seen (b) Did you saw (c) Do you see (d) Will you be seeing

3) ..... his exam?
(a) Will Aslam passed (b) Has Aslam passed
(c) Did Aslam passed (d) Does Aslam passes

4) Why ..... him that book?
(a) do you gave (b) did you give (c) did you gave (d) have you gave

5) Farah ..... the flour when it began to rain.
(a) will knead (b) is kneading (c) had kneaded (d) were kneading

6) ..... him last night?
(a) Do you see (b) Will you see (c) Did you see (d) Have you seen

7) She said that the earth ..... round
(a) had been (b) has been (c) was (d) is

8) He ..... in the field yesterday.
(a) had worked (b) has worked (c) did not work (d) did worked

9) ..... into a theatre.
(a) I have never gone (b) I never has gone (c) I did not went (d) Have you ever went

10) She ..... her work.
(a) is not finished (b) does not yet finish (c) did not yet finished (d) has not yet finished

EXERCISE No. 110

1) These gates will remain shut until the train ..... .
(a) will pass (b) pass (c) passed (d) has passed

2) We'll have to stay up this tree till the bull ..... away.
(a) will have gone (b) had gone (c) will go (d) has gone

3) The boy kept crying until the people ..... .
(a) has come (b) came (c) have come (d) come

4) We ..... people walking on foot.
(a) will often be seeing (b) often see (c) did often saw (d) will often have seen

5) Perhaps he ..... in time for lunch.
(a) did arrived (b) had arrive (c) will have arrive (d) will arrive

6) Just as I ..... what to do next, the phone rang.
(a) had been wondered (b) have been wondering (c) am wondering (d) was wondering

7) It ..... forty rupees.
(a) has cost (b) will have costed (c) had costed (d) costed

8) Do you know why an apple ..... down?
(a) fall (b) has fell (c) did fell (d) falls

9) ..... pure alcohol?
(a) Did you ever drank (b) Had you ever drink
(c) Have you ever drink (d) Have you ever drunk

10) It ..... very fogy since early morning.
(a) is (b) has been (c) was (d) will be

EXERCISE No. 111

1) She ..... an orange.
(a) will just be peel (b) had just peel (c) has just peeled (d) just peeled

2) The shopkeeper ..... his customers short measure.
(a) will gave (b) had gave (c) has gave (d) gives

3) The child ..... the thumb.
(a) had suck (b) did sucked (c) suck (d) sucks

4) They ..... in this mill for many years.
(a) were working (b) have been working (c) are working (d) work

5) The dog ..... to bark when it was snowing.
(a) has begun (b) begins (c) begin (d) began

6) Perhaps they ..... us.
(a) did helped (b) will have help (c) will help (d) had help

7) I ..... helpful to the weak.
(a) will always been (b) were always (c) have always been (d) did always helped

8) Those who work earnestly ..... successful in life.
(a) was (b) are (c) had been (d) were

9) Each of these girls ..... tall.
(a) are (b) were (c) have been (d) is

10) Either he or I ..... in the wrong.
(a) are (b) am (c) has been (d) is

EXERCISE No. 112

1) Ali ..... a bath early in the morning.
(a) have taken (b) did took (c) has took (d) takes

2) The birds ..... in the trees.
(a) are chirping (b) was chirping (c) is chirping (d) has chirped

3) She came to see me when I ..... soundly.
(a) will be sleeping (b) am sleeping (c) was sleeping (d) were sleeping

4) She got tired and ..... away.
(a) had gone (b) goes (c) went (d) has gone

5) They said that the sun ..... in the east.
(a) risen (b) had rose (c) has rise (d) rises

6) They ..... the match, if they played well.
(a) have won (b) had won (c) might win (d) may win

7) They ..... for her yesterday.
(a) had not search (b) have not search (c) do not search (d) did not search

8) She ..... the book.
(a) has not yet completed (b) complete (c) has not yet complete (d) does not completes

9) Why ..... bitterly last night?
(a) is she weeping (b) was she weeping (c) did she wept (d) had she weep

10) The long and short of the story ..... this that he was killed by his enemy.
(a) will be (b) are (c) were (d) is

EXERCISE No. 113

1) A number of boys ..... going to school now.
(a) have been (b) is (c) are (d) were

2) The committee ..... agreed on this issue.
(a) have (b) has (c) are (d) is

3) Early to bed and early to rise ..... a man healthy wealthy and wise.
(a) are making (b) makes (c) make (d) have made

4) "Gulliver's Travels" ..... written by Swift.
(a) are (b) have been (c) was (d) were

5) The formation of these paragraphs ..... very important.
(a) have been (b) is (c) are (d) were

6) The cow as well as the horse ..... grazing presently.
(a) have been (b) were (c) are (d) is

7) One of these boys ..... guilty.
(a) have been (b) are (c) were (d) is

8) Milton was one of the greatest poets who ..... read even today.
(a) has been (b) was (c) are (d) is

9) I shall telephone him when he ..... back.
(a) comes (b) had come (c) came (d) come

10) He ..... out five minutes ago.
(a) goes (b) went (c) has gone (d) will go

EXERCISE No. 114

1) ..... if I bring my dog?
(a) will he mind (b) had he mind (c) has he mind (d) will he be minding

2) He ..... offended if you do not invite him.
(a) was (b) were (c) had been (d) will be

3) The garden ..... its best next month.
(a) will look (b) are looking (c) has looked (d) looked

4) If he had requested me, I ..... him.
(a) could have help (b) could have helped (c) had helped (d) has helped

5) I could have secured good marks if I ..... the examination.
(a) took (b) will take (c) take (d) had taken

6) She ..... every favour if she requests me to do so.
(a) get (b) has got (c) will get (d) had got

7) You ..... a black box when you open the safe.
(a) has seen (b) will see (c) have seen (d) see

8) I ..... in court till the jury returns.
(a) stayed (b) will stay (c) has stayed (d) stays

9) He will be ready as soon as you ..... here.
(a) have been (b) were (c) was (d) are

10) I ..... the ticket.
(a) have just bought (b) will just bought (c) had just buy (d) were just buying

EXERCISE No. 115

1) When he ..... all his newspapers, he'll go home.
(a) has sold (b) is selling (c) had sold (d) will sell

2) You ..... a shock when you open that box.
(a) had got (b) got (c) has got (d) will get

3) Would that I ..... rich.
(a) was (b) am (c) were (d) have been

4) I wish, he ..... the match.
(a) may win (b) will win (c) has won (d) had won

5) He cried as if he ..... mad.
(a) had been (b) was (c) is (d) will be

6) Had he been here, I ..... him.
(a) will have helped (b) have helped (c) had helped (d) would have helped

7) This is one of the buildings which ..... built by Saud.
(a) will be (b) were (c) have been (d) are

8) He not I ..... ill.
(a) are (b) were (c) is (d) am

9) Now they ..... their mistake.
(a) had realized (b) have realized (c) realizes (d) were realizing

10) It is I who ..... guilty.
(a) has been (b) were (c) am (d) is

Answer Keys

EXERCISE No. 17									
1	B	2	C	3	B	4	D	5	C
EXERCISE No. 19									
1	D	2	B	3	A	4	C	5	A
EXERCISE No. 21									
1	B	2	C	3	B	4	D	5	B
EXERCISE No. 23									
1	B	2	C	3	A	4	D	5	C
EXERCISE No. 25									
1	C	2	B	3	B	4	A	5	B
EXERCISE No. 27									
1	C	2	C	3	B	4	B	5	B
EXERCISE No. 29									
1	B	2	B	3	C	4	A	5	D
EXERCISE No. 31									
1	C	2	A	3	B	4	D	5	A
EXERCISE No. 33									
1	B	2	C	3	B	4	C	5	D
EXERCISE No. 35									
1	B	2	A	3	C	4	C	5	D
EXERCISE No. 37									
1	C	2	B	3	C	4	A	5	D
EXERCISE No. 39									
1	C	2	A	3	C	4	A	5	B

EXERCISE No. 18									
1	C	2	A	3	C	4	A	5	B
EXERCISE No. 20									
1	B	2	D	3	A	4	C	5	A
EXERCISE No. 22									
1	D	2	A	3	B	4	A,C	5	C
EXERCISE No. 24									
1	A	2	B	3	C	4	B	5	C
EXERCISE No. 26									
1	D	2	A	3	C	4	D	5	A
EXERCISE No. 28									
1	B	2	C	3	C	4	B	5	C
EXERCISE No. 30									
1	A	2	B	3	B	4	A	5	C
EXERCISE No. 32									
1	A	2	B	3	B	4	A	5	D
EXERCISE No. 34									
1	B	2	C	3	D	4	B	5	A
EXERCISE No. 36									
1	C	2	D	3	A	4	B	5	A
EXERCISE No. 38									
1	C	2	A	3	B	4	C	5	D
EXERCISE No. 40									
1	A	2	B	3	C	4	D	5	C

EXERCISE No. 41									
1	C	2	B	3	D	4	B	5	D

EXERCISE No. 43									
1	B	2	B	3	B	4	B	5	A

EXERCISE No. 45									
1	B	2	A	3	B	4	A	5	D

EXERCISE No. 47									
1	A	2	B	3	B	4	C	5	B

EXERCISE No. 49									
1	C	2	B	3	A	4	C	5	B

EXERCISE No. 51									
1	B	2	A	3	B	4	D	5	B

EXERCISE No. 53									
1	B	2	A	3	B	4	C	5	B

EXERCISE No. 55									
1	B	2	C	3	D	4	C	5	A

EXERCISE No. 57									
1	B	2	C	3	B	4	A	5	C

EXERCISE No. 59									
1	C	2	B	3	C	4	D	5	B

EXERCISE No. 61									
1	D	2	C	3	C	4	A	5	D

EXERCISE No. 63									
1	D	2	A	3	B	4	A	5	A

EXERCISE No. 65									
1	A	2	C	3	A	4	A	5	C

EXERCISE No. 67									
1	C	2	D	3	B	4	B	5	D

EXERCISE No. 69									
1	A	2	D	3	B	4	B	5	A

EXERCISE No. 71									
1	A	2	B	3	C	4	B	5	D

EXERCISE No. 73									
1	A	2	B	3	A	4	C	5	B

EXERCISE No. 75									
1	D	2	C	3	C	4	B	5	A

EXERCISE No. 76									
1	B	2	B	3	B	4	C	5	A

EXERCISE No. 78									
1	B	2	C	3	B	4	B	5	A

EXERCISE No. 80									
1	D	2	A	3	B	4	C	5	A

EXERCISE No. 82									
1	A	2	C	3	C	4	C	5	D

EXERCISE No. 42									
1	C	2	D	3	D	4	A	5	C

EXERCISE No. 44									
1	C	2	B	3	D	4	C	5	D

EXERCISE No. 46									
1	C	2	C	3	A	4	D	5	C

EXERCISE No. 48									
1	C	2	B	3	C	4	C	5	B

EXERCISE No. 50									
1	B	2	A	3	C	4	B	5	D

EXERCISE No. 52									
1	B	2	A	3	B	4	D	5	D

EXERCISE No. 54									
1	B	2	C	3	A	4	A	5	C

EXERCISE No. 56									
1	B	2	B	3	C	4	B	5	A

EXERCISE No. 58									
1	D	2	B	3	D	4	D	5	A

EXERCISE No. 60									
1	A	2	D	3	B	4	D	5	B

EXERCISE No. 62									
1	C	2	A	3	D	4	B	5	A

EXERCISE No. 64									
1	C	2	C	3	B	4	B	5	D

EXERCISE No. 66									
1	A	2	B	3	C	4	B	5	B

EXERCISE No. 68									
1	C	2	C	3	A	4	C	5	D

EXERCISE No. 70									
1	D	2	B	3	B	4	D	5	B

EXERCISE No. 72									
1	C	2	C	3	D	4	B	5	A

EXERCISE No. 74									
1	B	2	D	3	D	4	B	5	C

EXERCISE No. 77									
1	A	2	D	3	C	4	B	5	B

EXERCISE No. 79									
1	A	2	B	3	C	4	D	5	D

EXERCISE No. 81									
1	B	2	D	3	C	4	B	5	A

EXERCISE No. 83									
1	D	2	D	3	A	4	D	5	B

EXERCISE No. 84									
1	B	2	C	3	B	4	A	5	D

EXERCISE No. 86									
1	D	2	B	3	B	4	C	5	D

EXERCISE No. 88									
1	B	2	D	3	B	4	B	5	C

EXERCISE No. 90									
1	D	2	A	3	C	4	D	5	A

EXERCISE No. 92									
1	B	2	C	3	C	4	B	5	D

EXERCISE No. 94									
1	A	2	D	3	C	4	B	5	A

EXERCISE No. 96									
1	A	2	C	3	C	4	B	5	D
6	D	7	D	8	D	9	D	10	B

EXERCISE No. 98									
1	C	2	B	3	D	4	D	5	C
6	D	7	B	8	A	9	B	10	A

EXERCISE No. 100									
1	D	2	C	3	D	4	D	5	B
6	A	7	C	8	B	9	A	10	D

EXERCISE No. 102									
1	D	2	A	3	D	4	C	5	B
6	A	7	B	8	A	9	C	10	B

EXERCISE No. 104									
1	D	2	A	3	B	4	B	5	C
6	D	7	C	8	A	9	D	10	D

EXERCISE No. 106									
1	A	2	A	3	A	4	A	5	D
6	B	7	D	8	D	9	C	10	B
11	A								

EXERCISE No. 108									
1	D	2	B	3	D	4	A	5	C
6	B	7	B	8	D	9	A	10	B

EXERCISE No. 110									
1	D	2	D	3	B	4	B	5	D
6	D	7	A	8	D	9	D	10	B

EXERCISE No. 112									
1	D	2	A	3	C	4	C	5	D
6	C	7	D	8	A	9	B	10	D

EXERCISE No. 114									
1	A	2	D	3	A	4	B	5	D
6	C	7	B	8	B	9	D	10	A

EXERCISE No. 85									
1	D	2	A	3	B	4	C	5	B

EXERCISE No. 87									
1	A	2	C	3	B	4	D	5	C

EXERCISE No. 89									
1	A	2	B	3	B	4	B	5	B

EXERCISE No. 91									
1	B	2	C	3	D	4	C	5	A

EXERCISE No. 93									
1	A	2	A	3	C	4	C	5	B

EXERCISE No. 95									
1	B	2	C	3	B	4	A	5	D

EXERCISE No. 97									
1	A	2	D	3	A	4	D	5	C
6	A	7	C	8	A	9	A	10	A

EXERCISE No. 99									
1	A	2	D	3	D	4	C	5	C
6	B	7	D	8	B	9	D	10	A

EXERCISE No. 101									
1	A	2	A	3	B	4	D	5	D
6	B	7	D	8	A	9	B	10	B

EXERCISE No. 103									
1	B	2	A	3	A	4	A	5	A
6	A	7	D	8	B	9	B	10	C

EXERCISE No. 105									
1	A	2	A	3	B	4	A	5	A
6	B	7	D	8	A	9	B	10	C

EXERCISE No. 107									
1	D	2	D	3	C	4	C	5	D
6	C	7	A	8	C	9	A	10	D

EXERCISE No. 109									
1	D	2	A	3	B	4	B	5	C
6	C	7	D	8	C	9	A	10	D

EXERCISE No. 111									
1	C	2	D	3	D	4	B	5	D
6	C	7	C	8	B	9	D	10	B

EXERCISE No. 113									
1	C	2	B	3	B	4	C	5	B
6	D	7	D	8	C	9	A	10	B

EXERCISE No. 115									
1	A	2	D	3	C	4	D	5	A
6	D	7	B	8	C	9	B	10	C

PUNCTUATION

جملے میں مختلف الفاظ اور فقروں کو ظاہر کرنا Punctuation کہلاتا ہے۔ مثلاً مندرجہ ذیل جملے میں ایک وقفہ ہے اور اس وقفہ کو Full Stop (.) سے ظاہر کیا گیا ہے۔

Aslam is a boy. He is a tall boy.

جملے میں اہم وقفوں اور الفاظ کو مندرجہ ذیل نشانات سے ظاہر کیا جاتا ہے۔

Apostrophe (')	Full Stop (.)
CAPITAL LETTERS	Question Mark (?)
Quotation Marks (" ") یا (' ')	Comma (,)
Semicolon (;)	Colon (:)
Exclamation Mark (!)	Hyphen (-)

Apostrophe (')

یہ 'S' کے ساتھ استعمال ہو کر ملکیت ظاہر کرتا ہے مثلاً

A dog's tail	کتے کی دم	(واحد اسم)
The princess's smile	شہزادی کی مسکراہٹ	(واحد اسم جس کے آخر میں 'S' ہو)
Owais's cap (OR) Owais' cap	اویس کی ٹوپی	(اسم معرفہ جس کے آخر میں "S" ہو)
All the students' books	طلباء کی کتابیں	(اسم جمع جس کے آخر میں 'S' ہو)
Men's books.	آدمیوں کی کتابیں	بے قاعدہ جمع اسم جن کے آخر میں 'S' نہیں ہوتا۔

☆ الفاظ اور حروف اور abbreviations کی جمع بنانے کیلئے مثلاً

Write your a's clearly. صاف لکھو "a"

Pronounce the r's more clearly. مزید واضح پڑھو "r"

I know two MNA's and three MPA's.

The movement of Pakistan was in full swing in 1940's.

فرق نوٹ کریں۔

Its (اُس کا) ⟶ The dog is waving its tail.

It's means "It is OR It has".

It's a pen. ⟶ (It is a pen).

The dog is a fauithful animal. It's four legs. ⟶ (It has four legs).

درج ذیل پر غور کریں۔

Your's sincerely (غلط) , Yours sincerely (درست)

درج ذیل ملکیت ظاہر کرنے والے pronouns کے ساتھ apostrophe استعمال نہ کریں۔

his, hers, its, theirs, ours, yours, whose

That is your pen and this is hers. You live in your house and we live in ours.

Compound Nouns میں (apostrophe) آخری لفظ کے ساتھ آئے گا۔ مثلاً

1. It is my brother-in-law's hat. 2. It is my mother-in-law's purse.

☆ عموماً بولی جانے والی گفتگو کے درمیان مختصر/اختصاری لفظ (Contractions) استعمال ہوتے ہیں جن میں ایک حروف/کچھ حروف ختم کر کے apostrophe (') ڈال دیا جاتا ہے۔ مثلاً

I'm (= I am) He's (= he is/has) They'd (= they would/had)

Contractions Words کی list ملاحظہ کریں۔

Contractions Words	Meanings	Contractions Words	Meanings
I'm	I am	I've	I have
I'll	I will	I'd	I had / would
you're	you are	you've	you have
you'll	you will	you'd	you had /would

he's	he has / is	he'll	he will
he'd	he had / would	she's	she is / has
she'll	she will	she'd	she had / would
it's	it is / has	it'd	it had / would
we're	we are	we've	we have
we'll	we will	we'd	we had / would
they're	they are	they've	they have
they'll	they will	they'd	they had / would
there's	there is	there'll	there will
there'd	there had / would	aren't	are not
can't	cannot	couldn't	could not
daren't	dare not	didn't	did not
doesn't	does not	don't	do not
hadn't	had not	hasn't	has not
haven't	have not	Isn't	is not
mightn't	might not	mustn't	must not
needn't	need not	oughtn't	ought not
shan't	shall not	shouldn't	should not
usedn't	used not	wasn't	was not
weren't	were not	won't	will not
wouldn't	would not		

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. can't = cannot
b. I'd = I would / had
c. it's = it is / has
d. who's = who is / has
e. Let's discuss the do's and don'ts.
f. There are a lot of if's involved.
g. He writes b's instead of d's.
h. The cat's master loves his cat.
i. It was her teacher's notebook that she lost.
j. That was my parents' house.

EXERCISE No. 1 *(See solution on page # 844)*

Punctuate the following sentences using the "apostrophe (')".

1. This is Ali s cap and that s mine.
2. The child can t differentiate d s from b s.
3. He s my friend and I m his.
4. This is my mother-in-law s house.
5. I don t know his real name.
6. He mingles his m s with his n s.
7. All the students notebooks have been collected.
8. As I m ill today, I can t come to school.
9. The country was in crisis in 1950 s.
10. You re busy, aren t you?

Full Stop (.)

☆ سوالیہ(Interrogative)اور استعجابیہ (Exclamatory) فقروں کے علاوہ ہر فقرے کے اختتام پر فل سٹاپ لگائیں مثلاً

1. Saleem is a genius.
2. She smiled her rare smile.

☆ مخفف کے بعد فل سٹاپ لگائیں لیکن اب جدید استعمال میں مخفف کے بعد فل سٹاپ استعمال نہیں بھی کیا جاتا۔ بہرحال دونوں طرح ٹھیک ہے۔ مثلاً

U.S.A	(or) USA	M.A.	(or) MA	e.g.	(or) eg

☆ acronym (ا۔ے۔کرونم) ایسے لفظ کو کہتے ہیں جو چند الفاظ کے پہلے حروف سے مل کر بنا ہو۔ مثلاً WAPDA (Water and Power Development Authority) کے پہلے حروف سے بنا ہے۔ لہٰذا لفظ WAPDA ایک acronym ہے۔ اصول یہ ہے کہ acronym حروف کے بعد Full Stop (.) نہیں لگتا۔ چند اہم acronyms ذیل میں دیئے گئے ہیں۔ انہیں غور سے پڑھیں اور یاد کر لیں۔ یاد رہے acronym ہمیشہ بڑے حروف (capital letters) میں لکھے جاتے ہیں۔

APEC	(Asia Pacific Economic Cooperation)
NATO	(North Atlantic Treaty Organization)
BBC	(British Broadcasting Corporation)
CID	(Criminal Investigation Department)
CIA	(Central Intelligence Agency)
CTBT	(Comprehensive Test Ban Treaty)
DVD	(Digital Versatile/Video Disc)
ENT	(Ear, Nose and Throat)
FIR	(First Information Report)
FRCS	(Fellow of the Royal College of Surgeons)
IMF	(International Monetary Fund)
HIV	(Human Immunodeficiency Virus)
IQ	(Intelligence Quotient)
ISBN	(International Standard Book Number)
ISI	(Inter Services Intelligence)
LCD	(Liquid Crystal Display)
LLB	(Bachelor of Laws)
MBA	(Master of Business Administration)
MBBS	(Bachelor of Medicine and Bachelor of Surgery)
NASA	(National Aeronautics and Space Ad-ministration)
OPEC	(Organisation of Petroleum Exporting Countries)
ROM	(Read Only Memory)
SMS	(Short Message Service)
UNESCO	(United Nations Educational, Scientific and Cultural Organi-sation)
WHO	(World Health Organisation)

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. He appears to have an old head on young shoulders.
b. All that glitters is not gold.
c. Mr (American English Mr.)
d. Dr (American English Dr.)
e. kg (American English kg.)

Exclamation (!)

☆ ایسے فقروں میں استعمال (!) ہوتا ہے جس میں خوشی، غم، حیرت، غصہ یا کسی گہرے جذبے کا اظہار ہو مثلاً

1. What a pretty girl!
2. "Never!" she cried.

3. How talented you are!
4. If I were a doctor!
5. Alas! The man is dead.
6. Hurrah! We have won the match.
7. Wow! You have shown outstanding result.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. What a terrible fire it was!
b. Hurray! We did it.
c. Long live the queen!
d. ALLAH (سُبْحَانَهٗ وَتَعَالٰی)! Help me.
e. Help me, O ALLAH (سُبْحَانَهٗ وَتَعَالٰی)!

Question Mark (?)

☆ سوالیہ فقرے کے آخر میں لگایا جاتا ہے۔ مثلاً

1. Why is she crying?
2. Where do you live?

☆ بلواسطہ سوال Indirect question میں سوالیہ نشان نہیں لگایا جاتا۔ مثلاً

1. She asked if he would help her.
2. He asks why she is crying.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. When will you come back home?
b. What are you doing?
c. He enquired what I was looking for.

EXERCISE No. 2 *(See solution on page # 844)*

Punctuate the following sentences using "Full Stop (.) or Question Mark (?) or Exclamation Mark (!)".

1. He is my elder brother
2. Do you know him
3. I have got a job in WHO
4. How happy he is today
5. She asked me whether I would help her
6. He is an S.S. in English
7. NATO is against Pakistan
8. What a pretty bird it is
9. Why have you been absent for such a long time
10. How sad he is today

Quotation Marks (" ") یا (' ')

☆ Quotation Marks میں پہلا حرف بڑا ہوگا۔ مثلاً

He said, "Will you help me?"

☆ Quotation Marks برطانوی انگریزی میں single (' ') ہوتے ہیں۔
امریکن انگلش میں یہ دوہرے (Double) ہوتے ہیں یعنی (" ") مثلاً "Help" لہٰذا دونوں طرح ٹھیک ہیں۔

☆ Direct speech یعنی بلاواسطہ بات Quotation marks میں لکھی جاتی ہے۔

1. She said, "I am ill."
2. She said, 'I am ill.'

☆ کسی بات کا حوالہ دینے کیلئے جو اس مذکورہ گفتگو کا حصہ نہ ہو مثلاً

1. I dislike her saying 'nonsense'.
2. He often utters "Let it go".

☆ کسی مضمون، نظم، عنوان وغیرہ کا حوالہ دینے کیلئے مثلاً

The short story, "His First Flight" is about the life of seagulls.

☆ گفتگو کے درمیان کسی ضرب المثل کا حوالہ دینے کیلئے مثلاً

He does not believe in "Honesty is the Best Policy".

☆ اگر سوال Quotation Marks کے اندر ہے تو سوالیہ نشان بھی Quotation Marks کے اندر ہوگا۔ مثلاً

He said, "Will you help me?"

☆ لیکن اگر سوال Quotation Marks کے باہر ہے تو سوالیہ نشان بھی Quotation Marks کے باہر ہوگا۔ مثلاً

1. Do you agree with the saying, " Love is the dawn of marriage and marriage is the sunset of love"?
2. Have you heard the saying, " A thing of beauty is a joy forever..."?

☆ اگر Quotation Marks کے اندر کسی اور بات کا حوالہ دیا ہو تو وہ حوالہ ('——') میں دیا جائے گا۔ مثلاً

He said, "I have read the poem, 'Daffodils'."

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. "To be or not to be"
b. "I need to eat something right now," she cried.
c. His next book was 'Heart of Darkness'.
d. The word 'ransom' is difficult to pronounce.

EXERCISE No. 3 *(See solution on page # 844)*

Punctuate the following sentences using the "Quotation Marks ("...")".

1. He said, I will help you in the hour of need.
2. She said, Have you done your homework?
3. He said that he had read the play Hamlet.
4. I love the story, The Gift of the Magi.
5. Have you read the poem, The Solitary Reaper?
6. It is her habit to say Nonsense.
7. Do you know the meaning of the Punjabi verse, Kaag No Theendy Bagy?
8. Do you believe in Honesty is the Best Policy?
9. She said, Do you know how to play a lute?
10. She said, Have you read The Prelude?
11. Does she like the story I Have a Dream?

Capital Letters (ABC ... Z) بڑے حروف

☆ انگریزی فقرے کے پہلے لفظ کا پہلا حرف بڑا ہوتا ہے۔

He is an outstanding genius.
She is an absolute beauty.

☆ شعر کی ہر لائن کے پہلے لفظ کا پہلا حرف بڑا ہوتا ہے مثلاً

Music, when soft voices die,
Vibrates in the memory,
Odours, when sweet violets sicken,
Live within the sense they quicken.

☆ وہ حرف جو کسی لفظ کا مختصر ہوتا ہے عموماً بڑے حرف میں لکھا جاتا ہے۔ مثلاً

USA; MA; BA

☆ اور اگر کسی لفظ کا پہلا حرف اور اس لفظ کا کوئی اور حرف مل کر اس لفظ کا مختصر بنیں تو پہلا حرف بڑا ہوگا مگر باقی حروف چھوٹے ہوں گے۔ مثلاً

Mr (Mr.), Dr (Dr.), Mrs(Mrs.), Prof., Ph D (Ph.D.), Maj (Maj.)

☆ بعض لفظوں کے مختصر چھوٹے حروف میں ہی لکھے جاتے ہیں۔ مثلاً

e.g. (exempli gratia.....for the sake of exemple); esp. (especially); exam (examination); etc. (etcetra);
a.m. (ante meridiem....before noon); p.m. (post meridiem.....after noon)

☆ اسم معرفہ (Proper Noun) اور اسم معرفہ سے بننے والے اسم صفت کا پہلا حرف بڑا ہوگا، مثلاً

Zeeshan wants to marry Shahana.
Mr. Saleem is a renowned professor of English.
The Shakespearian plays are popular even today.

☆ چند مشہور اسم معرفہ (Proper Nouns) درج ذیل ہیں۔

- لوگوں کے نام جیسے—— Naseem, Rab Nwaz, Fayyaz Ahmed, Mohammad Owais
- جگہوں کے نام جیسے—— Lahore, Multan, Islamabad, London, Washington
- سیاروں اور ستاروں کے نام جیسے—— Sun, Earth, Jupiter, Mars, Mercury, Venus
- دنوں کے نام جیسے—— Sunday, Monday, Tuesday
- تہواروں کے نام جیسے—— Eid, Christmas, Dewali
- خطابات (Titles) جیسے—— Advocate General, General Secretary, Governor General, the Quaid-e-Azam
- مخصوص دنوں کے نام جیسے—— Iqbal Day, Mothers' Day, Independence Day, April Fools' Day
- مہینوں کے نام جیسے—— June, July, August, September
- شعبہ جات کے نام جیسے—— Education Department, Finance Department, Department of Social Sciences
- کلبوں کے نام جیسے—— Sports Club, Youth Club, School Club, Service Club
- کمپنیوں کے نام جیسے—— Atlas Honda, Pak Suzuki, Indus Motors Company, Procter and Gamble, Natioinal Foods
- اداروں کے نام جیسے—— King Edward Medical University, The Agha Khan University, University of Engineering and Technology
- پلوں کے نام جیسے—— Ghazi Ghaat, Chiniot Railway Bridge, Attock Bridge
- ڈیموں اور بیراج کے نام جیسے—— Mangla Dam, Tabela Dam, Taunsa Barrage, Gudu Barrage
- عمارتوں کے نام جیسے—— WAPDA House, Parliament House, President House, Habib Bank Plaza, MCB Tower Karachi
- ہسپتالوں کے نام جیسے—— Ayub Medical Complex, Mayo Hospital, Nisthar Hospital
- تاریخی عمارات کے نام جیسے—— Minar-e-Pakistan, Shalimar Bagh, Lahore Fort, Badshahi Masjid
- پارکوں کے نام جیسے—— Ayub National Park, Daman-e-Koh, Lal Suhanra National Park, Chhanga Manga, Jallo Park
- بحری جہازوں کے نام جیسے—— Titanic, HMS Victory, The Santa Maria, Battleship U.S.S. Maine
- ہوٹلوں کے نام جیسے—— Serena Hotel, Pearl Continental Hotel, Avari Towers, Shangrila Resort Hotel
- گلیوں اور سڑکوں کے نام جیسے—— Karakoram Highway, Anarkali Street, Bond Street London, Gawalmandi Food Street
- تاریخی واقعات کے نام جیسے—— Pakistan Resolution, The French Revolution, The Freedom Movement
- زبانوں کے نام جیسے—— Urdu, English, Persian, Hindi, French, Balochi, Pushto, Punjabi, Saraiki, Brohi, Balti, Sindhi

The History of Islam, Sunshine English, Stories of the Prophets — کتابوں کے نام جیسے
The Indus, The Chanab, The Ravi, The Amazon, The Mississippi — دریاؤں کے نام جیسے
Everest, K2, Himalayas, Rocky Mountains, Andes, Alps, Atlas — پہاڑوں کے نام جیسے
Saif ul Muluk Lake, Manchar Lake, Shangrila Lake, Lulusar Lake — جھیلوں کے نام جیسے
Atlantic, Pacific, Arabian Sea, Indian Ocean — سمندروں کے نام جیسے
Asia, Europe, Africa, North America, South America, Australia — براعظموں کے نام جیسے
Sahara, Gobi, Thal, Chulistan — صحراؤں کے نام جیسے
World Health Organization, Human Rights Welfare Organization, Hamdard Foundation — تنظیموں کے نام جیسے
The Frontier Post, The Nation, The News, The Akhbar-e-Jahan — اخباروں اور رسائل کے نام جیسے

☆ اسم خاص یعنی Pronouns / Nouns کے پہلے حروف ہمیشہ بڑے ہوں گے۔ مثلاً

The Lord, He is our creator.
God loves His creatures.

☆ Pronoun "I" اور جذبات کے اظہار کیلئے "O" چاہے فقرے کے درمیان بھی ہوں، ہمیشہ بڑے ہوں گے۔ مثلاً

You, he and I are friends.
Woman, O, what a lovely creature!

☆ اگر uncle, aunt, brother, sister, cousin جیسے الفاظ اسم معرفہ سے پہلے آئیں تو ان لفظوں کا پہلا حرف بھی بڑا ہوگا۔ مثلاً

Uncle Saleem, Aunt Salma

☆ Direct Speech میں فقرے کے دو حصے ہوتے ہیں۔ ایک commas کے باہر والا حصہ جسے Reporting Speech کہتے ہیں اور ایک کے اندر والا حصہ جسے Direct Speech کہتے ہیں۔ مثلاً

They said to me, "We will help you in the hour of need."
Reporting Speech Direct speech

Reporting Speech کے دونوں حصوں میں پہلے لفظ کا پہلا حرف بڑا ہوگا۔ مثلاً اپنے والے فقرے میں They کا "T" اور We کا "W" بڑا ہے لیکن اگر Direct Speech پہلے اور Reporting speech بعد میں آئے تو Reporting Speech کا پہلا حرف چھوٹا ہوگا بشرطیکہ وہ اسم معرفہ نہ ہو۔ مندرجہ ذیل فقروں کو غور سے پڑھیں۔

She said, "We want these flowers". (Reporting Speech اور Direct Speech کا پہلا حرف بڑا ہے)
"I brought you this book," she said.
(Reporting Speech کا پہلا حرف چھوٹا ہے کیونکہ یہ Direct Speech کے بعد آیا ہے)
"He will finish it this year," Ali said.

اگرچہ reporting speech کا direct speech کے بعد ہے مگر اس کا پہلا لفظ کیونکہ اسم معرفہ (Ali) ہے اس لئے پہلا حرف بڑا ہے لیکن اگر reporting speech کو direct speech کے درمیان ڈال دیا جائے تو direct speech کا وہ حصہ جو reporting speech کے بعد آئے گا اس کا پہلا حرف چھوٹا ہوگا۔ مثلاً

" You will succeed," said the teacher, " if you work hard."

EXERCISE No. 4 *(See solution on page # 845)*

Punctuate the following sentences using the "Capital Letters (ABC...) and Full stops (.)".

1. he is a doctor
2. she is an s s
3. mr ali has passed his phd
4. he passed his m a from the agha khan university
5. i know four languages only i e urdu, english, arabic and saraike
6. we worship one allah; he is our lord
7. saleem and i met aunt salma yesterday
8. she said to me, "I love flowers "
9. he is admitted to mayo hospital, lahore
10. ALLAH loves those who love his creatures

Comma (,)

☆ مختلف Phrases کے درمیان لگائیں۔ مثلاً

If you work hard, concentrate on you study, do your home work regularly and be persistent, you will succeed.

☆ مختلف nouns, pronouns, adjectives, verbs, adverbs کو ایک دوسرے سے جدا کرنے کے لیے comma لگائیں۔ مثلاً

I have a pen, a pencil, a book, a sharpner and a notebook. (مختلف nouns کے درمیان)
You, he and I are friends. (مختلف pronouns کے درمیان)
She is tall, beautiful, slim and talented. (مختلف adjectives کے درمیان)
He eats, drink, sings and remains happy. (مختلف verbs کے درمیان)
She works actively, diligently, clearly and wisely. (مختلف adverbs کے درمیان)
Both Ali and Aslam are tall boys.

☆ عموماً and سے پہلے نہیں لگتا۔
☆ بڑی کلاز اور ماتحت کلاز کے درمیان مثلاً

If you work hard, you will pass.
As he is a strong man, he can win.
When the peon reaches the college, he rings the bell.
Because he is an old man, he cannot do tough jobs.

لیکن اگر if, as, when, because والی کلازز بعد میں لکھی جائیں تو ان کلازز سے پہلے comma نہیں لگایا جاتا ہے۔ مثلاً

You will pass if you work hard.
He can win as he is a strong man.
The peon rings the bell when he reaches the college.
He cannot do tough jobs because he is an old man.

☆ جب کوئی فقرہ Infinitive (to + first form of verb ..... to go) یا Present Participle (first form of verb + ing ..... going) سے شروع ہو تو دونوں کلازز کے درمیان مثلاً

To win the prize, he struggled hard.
Sitting under a tree, he ate food.

☆ تعارفی کلمات یا الفاظ کو ملحوظہ کرنے کیلئے مثلاً

Surely, he will win.
Aslam was not sincere to us. Therefore, he did not help us.

☆ چند تعارفی الفاظ ذیل میں دیئے گئے ہیں۔

Therefore, however, actually, by the way, so, for instance, on the contrary, certainly, on the whole, furthermore, anyhow, fortunately, surely, consequently, finally, at last, accordingly, in spite of, nevertheless, moreover, well, indeed, no doubt, thus, nontheless, hence, as an example, for instance, etc.

☆ تاریخ اور سن کو ایک دوسرے سے جدا کرنے کے لیے۔ مثلاً

Zahida was born on December 27, 1989. I met her on April 10, 2007.

☆ اگر صرف مہینہ اور سن دیا گیا ہو اور تاریخ یعنی دن کا ذکر نہ ہو تو مہینہ اور سن کے درمیان comma ڈالنے کی ضرورت نہیں ہوتی۔ مثلاً

She was born in December 1989. I met her in April 2007.

☆ اگر مہینہ اور دن کا ذکر ہو مگر سن نہ دیا گیا ہو تو بھی مہینہ اور دن کے درمیان comma نہیں ڈالا جاتا۔ مثلاً

She was born on December 27.

☆ درخواستوں اور خطوط میں القاب اور اختتامی الفاظ کے بعد comma ڈالا جاتا ہے۔ مثلاً

My dear Aslam, My dear Brother, Sir, Dear Sir, etc. (درخواستوں اور خطوط کے القاب)
Yours sincerely, Yours obediently, Yours truly, Yours faithfully, Yours affectionately, etc. (درخواستوں اور خطوط کے اختتامی الفاظ)

☆ فقرے کے درمیان لگائی جانے والی کاما کے آگے پیچھے مثلاً

1) You should, rather you must, make full efforts to reach your goal.
2) The fire, although it had been burning for several days, was still blazing fiercely.

☆ کسی اسم کے بعد ایسی کلاز جو اس اسم کے بارے میں معلومات دے اس کے آگے پیچھے "کوما" لگائیں۔ مثلاً

Aslam, the tallest boy in our class, can win the race.
The girl, sitting behind you, is very talented.

☆ Tag-question کو فقرے سے علیحدہ کرنے کے لیے

She is intelligent, isn't she?
You are Anwar, right?

☆ Reporting Speech میں Direct Speech اور Direct Speech کو ایک دوسرے سے علیحدہ کرنے کے لیے مثلاً

He said, "I am ill."

☆ جب کسی کو خطاب کیا جائے اس کے بعد مثلاً

Aslam, be attentive.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. He lost his money, reputation, and his friends.
b. Rich and poor, high and low, men and women, all gathered to greet him.
c. I don't know, Jameel.
d. The weather was nice, we decided to go for a picnic.
e. Milton, the great English poet, was blind.
f. Indeed, it was a big decision.
g. He said, "Let's play cricket."
h. To err is human, to forgive, (is) divine.
i. She was born on September 11, 2007.
j. Yes, he wanted to do something extraordinary.

EXERCISE No. 5 *(See solution on page # 845)*

Punctuate the following sentences using the "comma (,)".

1. Arshad is a regular hardworking punctual and respectful teacher.
2. Truly speaking he is a wonderful athlete.
3. As Ali is a good student all like him.
4. To pass the examination he studies till late at night.
5. Dear Ali you are really a good boy.
6. You're busy aren't you?
7. Qadir the only fat boy in our class is my friend.
8. She said "She will eat pizza cake biscuit and bread."
9. He was born on June 15 1966.
10. Entering the classroom he headed towards an empty chair.

Semicolon (;)

درج ذیل پارہ phrases کو غور سے پڑھیں۔

Mohmmad Nasim, Professor of Statistics
Rab Nawaz, Professor of Urdu
Fayyaz Ahmed, Professor of Botany
Mohammad Arshad, Professor of Islamiat

1 ان میں ہر phrase کے درمیان میں comma ہے۔ اگر ایسی phrases کو ایک ہی فقرے میں ایک دوسرے سے ملایا جائے تو ان چاروں کے درمیان میں semicolon (;) آئے گا۔ اب درج ذیل فقرہ دیکھیں۔

We have four professors on this committee: Mohmmad Nasim, Professor of Statistics; Rab Nawaz, Professor of Urdu; Fayyaz Ahmed, Professor of Botany; and Mohammad Arshad, Professor of Islamiat.

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. Her court was pure; her life serene.
b. We set out at dusk; the weather was not promising.
c. It's going to be a great tomorrow; we have paid all our dues; we expect all the privileges listed in the contract.
d. She was a lovely, young woman; and we all loved her.

Clause: (کلاز)

Clause کسی فقرے کا ایسا حصہ ہوتی ہے جس میں فاعل اور فعل دونوں ہوتے ہیں۔ فقرے میں ایک یا دو یا تین یا اس سے بھی زیادہ Clauses ہو سکتی ہیں۔ مثلاً

He ran fast. (ایک کلاز ہے)
He ran fast and I ran slow. (دو کلازیں ہیں)
Clouds prevailed, rain fell and we got wet. (تین کلازیں ہیں)

Main/Independent Clause: (بڑی/آزاد کلاز)

یہ ایک ایسی کلاز ہوتی ہے، جو اکیلی بھی ہو تو اس کا مفہوم اور مطلب سمجھ میں آ جاتا ہے۔ مثلاً:

He sleeps late at night.

یہ فقرہ ایک ہی کلاز پر مشتمل ہے اور یہ کلاز اپنا مفہوم دے رہی ہے۔ اپنا مفہوم ادا کرنے میں یہ کسی دوسری کلاز کی محتاج نہیں ہے۔ ایسی کلاز کو Main Clause یا Independent Clause کہتے ہیں۔ اب یہ فقرہ دیکھیے۔

Aslam likes me (آزاد کلاز) and I like him. (آزاد کلاز)

اس فقرے میں دو آزاد کلازیں ہیں اور دونوں ایک دوسرے کی محتاج نہیں ہیں۔ اگر ان کلازوں کو ایک دوسرے سے الگ الگ پڑھا جائے تو بھی وہ اپنا مفہوم ادا کر دیتی ہیں۔ مثلاً:

Aslam likes me. I like Aslam.

اور ان دو کلازوں کو ملانے والا لفظ "and" کو ہم "Coordinating conjunction" کہتے ہیں۔
بعض اوقات ہم دو Independent clauses کے درمیان Coordinating conjunction ہٹا کر اس کی جگہ semicolon (;) لگا دیتے ہیں۔ یعنی اوپر والے فقرے کو یوں بھی لکھا جا سکتا ہے۔

Aslam likes me; I like Aslam.

درج ذیل کو غور سے پڑھیں۔

A man chooses; a slave obeys.
In the bazaar, I bought four things; my sister bought only two things.
Bilal is a good typist; he makes few mistakes.
I like to invest in real estate; it brings huge profit.

2 ایسی clauses کے درمیان semicolon لگا دیتے ہیں جو قریب رہا رکھتی ہیں۔ درج ذیل clauses دیکھیے۔ یہ clauses ایک دوسرے سے قریب رہا رکھتی ہیں۔

☆ Ali gets up early in the morning; he thinks that early rising makes a man healthy.
☆ Some people wirte with a pen; others write with a pencil or a ballpoint.
☆ To err is human; to forgive is divine.
☆ He eats vegetables; I eat meat.
☆ Abdominal exercises help prevent back pain; proper posture is also important.

☆ دو independent clauses کے درمیان semicolon لگاتے ہیں جب دوسری clause کسی transitional phrase سے شروع ہو۔ کچھ transitional phrases یہ ہیں۔

(in addition, in contrast, in the meantime, more importantly, for example, in the same way, on the contrary, on the other hand, that is to say, to summarize, by all means, of course, in fact.)

☆ The auditors made six recommendations; however, only one has been adopted so far.

☆ I like cats; however, I hate the way they smell.

☆ You will want to bring many writing items; for example, pens, pencils and ballpoints.

☆ I am suffering from fever; therefore, I cannot go out today.

EXERCISE No. 6 *(See solution on page # 845)*

Punctuate the following sentences using the "semicolon (;)".

1. I have three friends: Arshad, the tallest boy in the college Ali, the best athlete of the college and Owais, the most hardworking student of our class.
2. Ali loves Urdu Poetry I love folk songs.
3. She recites the Holy Quran daily she believes that the recitation of the Holy Quran enhances memory.
4. He is a good boy therefore, everyone likes him.
5. The dog is a faithful animal however, I do not like dogs.
6. He writes well I read well.
7. Exercise makes a man healthy proper diet is also necessary.
8. Early rising makes a man healthy however, proper sleep is equally important.
9. I like riding a bike my brother likes driving a car.
10. He likes animals for example, horses, dogs and goats.

Colon (:)

☆ دو Clauses کے درمیان جو Cause اور effect ظاہر کر رہی ہوں شلا

1) The Cycle had been neglected for a long time: it had become old and rusty.
cause effect

2) He is drunk: he cannot speak.
cause effect

☆ دو Clauses کے درمیان Colon (:) لگے گا جب دوسری Clause پہلی Clause کی وضاحت کر رہی ہو یعنی Colon یہ ظاہر کرتا ہے کہ آگے آنے والا بیان پچھلے بیان کی وضاحت ہے شلا

1) We use garlic in food: it makes food tasty.
2) You can do one thing only: admit your mistake.
3) Pakistan is facing two major problems: energy crisis and terrorism.
4) She was sure of one thing: she was not going to be a doctor.

☆ کسی لمبی گنوائی کے بعد Colon(:) لگاتے ہیں جب اس کے بعد کوئی لسٹ متعارف کرائی ہو۔ شلا

1) Ali has three sisters: Salma, Shazia and Noureen.
2) The bag contains four things: a book, a pen, a piano and a camera.
3) The committee includes the following persons: Arshad, Nadeem, Naseem and Owais.
4) Proceed as follows: Switch on the computer, insert a disk and press any key.

☆ مکالمہ (dialogue) میں بات کرنے والے اور اس کی کہی ہوئی بات کو الگ کرنے کے لیے شلا

Brother: What is the time?
Sister: It is half past nine.

☆ لمبی کتابوں میں باب / پارہ (Chapter) اور آیات (Verses) کو الگ کرنے کے لیے شلا
(6 : 15-20) یہ ہندسے ظاہر کر رہے ہیں کہ ہم باب / پارہ نمبر 6 میں آیات 15 تا 20 کا حوالہ دے رہے ہیں۔

☆ گھنٹوں کو منٹوں اور منٹوں کو سیکنڈوں سے الگ کرنے کے لیے Colon استعمال کیا جاتا ہے۔ شلا
11:05:25 یہ ہندسے ظاہر کر رہے ہیں گیارہ بج کر پانچ منٹ اور 25 سیکنڈ ہوئے ہیں۔

☆ ذاتی خطوط میں مخاطب کے بعد Comma لگاتے ہیں شلا
Dear Brother,

کاروباری خطوط میں ہم Comma کی بجائے Colon لگاتے ہیں شلا
Dear Prof. Musarrat Hussain:

☆ کسی کتاب اور اس کے مخصوص عنوان / باب کو ایک دوسرے سے الگ کرنے کے لیے شلا
To learn the basic rules of punctuation, read the Sunshine English: Punctuation.

☆ نسبت یعنی Ratio ظاہر کرنے کے لیے ہم Colon استعمال کرتے ہیں، شلا
Among the Pakistani students, boys outnumber girls by more than 3: 1

☆ عموماً Direct speech میں ہم بات کرنے والے اور اس کی کہی گئی بات کے درمیان Comma لگاتے ہیں شلا
She said, " I will help you. "

مگر اگر بات لمبی ہو یا کئی جملوں پر مشتمل ہو تو Comma کی بجائے Colon لگانا بہتر ہے شلا
She said: " We must feed the poor. The person, who enjoys sound sleep with his belly full of food, while his neighbour is hungry, is not a true muslim."

Examples: (taken from English Grammar & Composition by PCTB, Lahore)

a. Mark Twain said it best: "When in doubt, tell the truth."
b. Feminism: A new wave in gender studies.
c. I and my brother are really excited: We are going to the zoo.
d. The main points are as follows: (1) --------- (2) --------- (3) ---------
e. The pies liked by Ali are: chicken and mushroom, mince and onion, cheese and onion.

EXERCISE No. 7 *(See solution on page # 845)*

Punctuate the following sentences using the "Colon (:)".

1. She is a wonderful singer she sings great songs.
2. Ali has only one thing in his mind he wants to be rich.
3. My three favourite poets are Shah Hussain, Ghalib, Shiv Kumar Batalvi.
4. He works very hard he can pass the examination.
5. The mobile has three things contacts, messages and songs
6. I usually get up at 4 30 a.m.
7. Today, she will read The Sunshine Outstanding Essays Knowledge is Power.
8. She said "The Muslims are peace-loving people. They never initiate a war".
9. I have three hobbies reading, driving and singing.
10. You must buy two books The Sunshine Outstanding Essays, The Sunshine Outstanding Stories and Letters.

Hyphen (-)

☆ کسی ایسے دو لفظوں کے درمیان جنہیں ملا کر ایک Compound لفظ بنانا مقصود ہو۔ شلا
Snow-mountain, hard-hearted, etc.

☆ جب دو لفظوں کے درمیان Preposition ہو اور یہ تینوں مل کر ایک Compound لفظ بنائیں تو تینوں کو (-) سے جدا کیا جاتا ہے شلا
Mother-in-law; mother-to-be

☆ کسی اسم معرفہ Proper Noun سے تشکیل پانے والے اسم صفت کے بعد اور Noun سے پہلے شلا
I enjoyed the Swat-route.
The services on the London-Bahrain- Hong Kong route are great.

☆ جب ایک سابقہ کا اختتام ایک vowel پر ہو اور اس کے بعد شروع ہونے والا لفظ بھی اسی vowel سے شروع ہو تو دونوں کے درمیان (-) لگے گا۔ ایسے لفظ اب عموماً ایک لفظ ہی ہوتے ہیں۔ مثلاً Co-operation, Re-elect, Pre-eminent.

مگر بعض اوقات ویسے ہی سابقہ اور لفظ کے درمیان (-) لگا دیتے ہیں مثلاً Pre-flight check, Co-writer, Co-auther

ایسے لفظ ایک لفظ نہیں ہوتے بلکہ یہ (Prefix + word) کا Combination ہوتے ہیں۔ Pre-lunch drink

☆ جب ایک لفظ کے کچھ یا ایک Syllable پہلی لائن اور بقیہ دوسری لائن میں ہوں تو دونوں کے درمیان میں (-) ہوگا مثلاً

The beauti.
-ful scenery.

☆ " numbers یا dates کے درمیان (-) استعمال ہوگا جو کہ دو numbers یا dates کے درمیان تمام ہندسوں کو بیان کرے گا۔ مثلاً

A study of the Muslim History, 1200-400.

Saleem has been earning Rs: 60-80 thousand a month.

☆ Twenty-one سے لے کر Ninety-nine تک ہر compound number کے درمیان hypen (-) لگے گا۔ مثلاً

twenty-one, thirty-two, fifty-five, sixty-two, and so on.

EXERCISE No. 8 *(See solution on page # 846)*

Punctuate the following sentences using the "Hyphen (-)".

1. She is his mother in law.
2. He is a tender hearted man.
3. I have flown from the Multan Karachi route to Jeddah.
4. No plane ever enters the no fly zone.
5. Halfway up the mountain, I suddenly went snow blind.
6. She was wearing a snow white fur coat.
7. I do not like pale coloured faces.
8. Her on screen husband is also her partner in real life.
9. We are increasing the on site facilities for the workers.

Dash (_)

☆ فقرے میں جذبات، احساسات، خیالات اور الفاظ میں اچانک رونما ہونے والی تبدیلی کے لیے dash (_) لگاتے ہیں۔ مثلاً

Tippu Sultan_how we cherish him_was a brave man.

The Quaid-e-Azam_how we honour him_is the founder of Pakistan.

Her job_we all know she loved to keep busy_was to tend children in the absence of their parents.

☆ کسی کے بارے میں اضافی معلومات دینے کے لیے۔ مثلاً

I met my wife_a pretty slim girl then_ in 1994.

My English teacher_a very hardworking man_taught me English grammar effectively.

My music teacher_an exceptionaly patient woman_was sometimes agitated by my laziness.

Allama Mohammad Iqbal_our national poet_was a great philosopher.

I married_I was a handsome man then_in October 1994.

☆ "درج ذیل" کے مفہوم میں تفصیل یا فہرست دینے کے لیے۔ مثلاً

He is expert in three languages_English, Urdu, Arabic.

I love three things_ luxury car, leisurely drive, soft music.

Furniture, showpieces, bedsheet, carpet_everything in the room was exceptionally good.

He needs three things to be taught_tenses, narration, punctuation.

EXERCISE No. 9 *(See solution on page # 846)*

Punctuate the following sentences using the "dash (_)".

1. Shiv Kumar Batalvi a great lyric poet wrote lovely folk songs.
2. Hazoor Bux my English teacher is a man of letters.
3. She yearns for three things a car, a house, lovely clothes.
4. He is expert in three languages Urdu, English, Arabic.
5. I passed my matriculation I was quite a young boy then in 1982.

Parentheses ( )

☆ جب کسی چیز کو قوسین ( ) گول بریکٹ میں لکھا جاتا ہے تو اس کا مطلب ہے کہ وہ چیز فقرے کی عبارت کا حصہ نہیں ہے اور نہ ہی فقرے میں اس کی ضرورت ہے۔ یہ محض وضاحت کے لیے درج کی گئی ہے۔ اگر بریکٹ میں درج عبارت کو ہٹا بھی دیا جائے تب بھی فقرے کی عبارت اور معنی میں کوئی فرق نہیں پڑتا۔ عبارت میں بریکٹ کا زیادہ استعمال عبارت کی خامی تصور کی جاتی ہے۔ مثالیں:

1. I earn eighty thousand rupees (Rs.80000/-) a month.
2. He finally answered (after thinking for five minutes) that he would help me.
3. Dr. Khawaja Imtiaz (The Chairman of the Department of English in 1986) was a great teacher.
4. Shakespeare (also a poet) was a great dramatist.
5. Have you read the play " King Lear" (a Shakespearean Paly) ?

☆ تصاویر گنوانے یا فہرست ظاہر کرنے کے لیے گول بریکٹ استعمال کیے جاتے ہیں۔ مگر یہ انداز Informal تحریر میں اختیار کیا جاتا ہے۔ Official یا Formal تحریر میں بریکٹ کا اس طرح استعمال اچھا نہیں۔ مثالیں:

1. I like three fruits (1) mango (2) dates (3) grapes.
2. I have bought four things from the shop (1) a pair of shoes (2) a pair of socks (3) a pair of trousers (4) a shirt

The Bracket [ ]

☆ Parentheses( ) اور bracket [ ] کا استعمال تقریباً ایک جیسا ہی ہے۔ مثالیں:

1. It is reported that the hostages [most of them Afghani] have been released.
2. He went to Islamabad [his favourite city] and stayed there for two weeks.

☆ چوکور بریکٹس [ ]، گول بریکٹس ( ) اور braces یا curly brackets { } کا استعمال تقریباً ایک جیسا ہے اور ان تینوں قسم کے بریکٹس کو Quatation "Marks" کے تقریباً مترادف سمجھا جاتا ہے۔

EXERCISE No. 10 *(See solution on page # 846)*

Punctuate the following sentences using the "Parenthesis (...) or brackets [...]".

1. Ali has only one thing in his mind namely profit.
2. He pays forty thousand rupees Rs. 40000/- as a house rent.
3. She expects fifty thousand dollars $500.
4. Three of my four brothers the other was too young were granted admission to the university.
5. Shiv Kumar Batalvi 1936 - 1973 was a great Punjabi poet.
6. Ramla has three pets two birds and a dog.
7. Give this book to Khansa the girl with blonde hair in your class.
8. Five 5 new rules have been added to the club's bylaws.
9. Include a copyright © symbol in that statement.
10. This year 2012 Apple released a new version of its iPad.

Grammar Exercise - 2

(taken from English Grammar & Composition by PCTB, Lahore)

1. *Use appropriate punctuation marks in the following sentences.*

Unpunctuated	Punctuated
a. We had a great time in France the kids really enjoyed it	a. We had a great time in France; the kids really enjoyed it.
b. Some people work best in the mornings others do better in the evenings	b. Some people work best in the mornings; others do better in the evenings.
c. What are you doing next weekend	c. What are you doing next weekend?
d. Mother had to go into hospital she had heart problems	d. Mother had to go into a hospital; she had heart problems.
e. Did you understand why I was upset	e. Did you understand why I was upset?
f. It is a fine idea let us hope that it is going to work	f. It is a fine idea; let us hope that it is going to work.
g. We will be arriving on Monday morning at least I think so	g. We will be arriving on Monday morning, at least, I think so.
h. A textbook can be a wall between a teacher and a class	h. A textbook can be a wall between a teacher and a class.
i. The girls father sat in a corner	i. The girl's father sat in a corner.
j. In the words of Murphys Law Anything that can go wrong will go wrong	j. In the words of Murphy's Law, "Anything that can go wrong will go wrong."

----☆----☆----☆----

SOLUTION EXERCISE No. 1

1. This is Ali's cap and that's mine.
2. The child can't differentiate d's from b's.
3. He's my friend and I'm his.
4. This is my mother-in-law's house.
5. I don't know his real name.
6. He mingles his m's with his n's.
7. All the students' notebooks have been collected.
8. As I'm ill today, I can't come to school
9. The country was in crisis in 1950's.
10. You're busy, aren't you?

SOLUTION EXERCISE No. 2

1. He is my elder brother.
2. Do you know him?
3. I have got a job in WHO.
4. How happy he is today!
5. She asked me whether I would help her.
6. He an S.S. in English.
7. NATO is against Pakistan.
8. What a pretty bird it is!
9. Why have you been absent for such a long time?
10. How sad he is today!

SOLUTION EXERCISE No. 3

1. He said, "I will help you in the hour of need."
2. She said, "Have you done your homework?"
3. He said that he had read the play, "Hamlet".
4. I love the story, "The Gift of the Magi".

5. Have you read the poem, "The Solitary Reaper"?
6. It is her habit to say "Nonsense".
7. Do you know the meaning of the Punjabi verse, "Kaag No Theendy Bagy"?
8. Do you believe in "Honesty is the Best Policy"?
9. She said "Do you know how to play a lute?"
10. She said, "Have you read *The Prelude*?"
11. Does she like the story "I Have a Dream"?

SOLUTION EXERCISE No. 4

1. He is a doctor.
2. She is an S.S.
3. Mr. Ali has passed his PhD.
4. He passed his M.A. from the Agha Khan University.
5. I know four languages only i.e. Urdu, English, Arabic and Saraiki.
6. We worship one Allah; He is our Lord.
7. Saleem and I met Aunt Salma yesterday.
8. She said to me, "I love flowers."
9. He is admitted to Mayo Hospital, Lahore.
10. Allah loves those who love His creatures.

SOLUTION EXERCISE No. 5

1. Arshad is a regular, hardworking, punctual and respectful student.
2. Truly speaking, he is a wonderful athlete.
3. As Ali is a good student, all like him.
4. To pass the examination, he studies till late at night.
5. Dear Ali, you are really a good boy.
6. You're busy, aren't you?
7. Qadir, the only fat boy in our class, is my friend.
8. She said, "She will eat pizza, cake, biscuit and bread."
9. He was born on June 15, 1966.
10. Entering the classroom, he headed towards an empty chair.

SOLUTION EXERCISE No. 6

1. I have three friends: Arshad, the tallest boy in the college; Ali, the best athlete of the college; and Owais, the most hardworking student of our class.
2. Ali loves Urdu Poetry; I love folk songs.
3. She recites the Holy Quran daily; she believes that the recitation of the Holy Quran enhances memory.
4. He is a good boy; therefore, everyone likes him.
5. The dog is a faithful animal; however, I do not like dogs.
6. He writes well; I read well
7. Exercise makes a man healthy; proper diet is also necessary.
8. Early rising makes a man healthy; however, proper sleep is equally important.
9. I like riding a bike; my brother likes driving a car.
10. He likes animals; for example, horses, dogs and goats.

SOLUTION EXERCISE No. 7

1. She is a wonderful singer; she sings great songs.
2. Ali has only one thing in his mind; he wants to be rich.
3. My three favourite poets are: Shah Hussain, Ghalib, Shiv Kumar Batalvi.
4. He works very hard; he can pass the examination.
5. The mobile has three things: contacts, messages and songs
6. I usually get up at 4:30 a.m.

7. Today, she will read The Sunshine Outstanding Essays: Knowledge is Power.
8. She said: "The Muslims are peace-loving people. They never initiate a war".
9. I have three hobbies: reading, driving and singing.
10. You must buy two books: The Sunshine Outstanding Essays, The Sunshine Outstanding Stories and Letters.

SOLUTION EXERCISE No. 8

1. She is his mother-in-law.
2. He is a tender-hearted man.
3. I have flown from the Multan-Karachi route to Jeddah.
4. No plane ever enters the no-fly zone.
5. Halfway up the mountain, I suddenly went snow-blind.
6. She was wearing a snow-white fur coat.
7. I do not like pale-coloured faces.
8. Her on-screen husband is also her partner in real life.
9. We are increasing the on-site facilities for the workers.

SOLUTION EXERCISE No. 9

1. Shiv Kumar Batalvi _ a great lyric poet _ wrote lovely folk songs.
2. Hazoor Bux _ my English teacher _ is a man of letters.
3. She yearns for three things _ a car, a house, lovely clothes.
4. He is expert in three languages _ Urdu, English, Arabic.
5. I passed my matriculation _ I was quite a young boy then _ in 1982.

SOLUTION EXERCISE No. 10

1. All has only one thing in his mind [namely] profit.
2. He pays forty thousand rupees (Rs. 40000/-) as a house rent.
3. She expects fifty thousand dollars ($50000).
4. Three of my four brothers (the other was too young) were granted admission to the university.
5. Shiv Kumar Batalvi (1936 - 1973) was a great Punjabi poet.
6. Ramla has three pets (two birds and a dog).
7. Give this book to Khansa (the girl with blonde hair in your class).
8. Five (5) new rules have been added to the club's bylaws.
9. Include a copyright (©) symbol in that statement.
10. This year (2012) Apple released a new version of its iPad.

ADDITIONAL MATERIAL FOR PRACTICE

(یہ مواد پنجاب ٹیکسٹ بک بورڈ کی نئی کتاب انگلش 11 (2025) سے لیا گیا ہے۔)

1. by the tenth year of hijrah islam had spread across the arabian peninsula that year rasoolullah (SAWW) announced his intention to perform hajjat ul wida
2. mr chancellor ladies and gentlemen when i was approached by the vice chancellor with a request to deliver the convocation address i made it clear to him that there were so many calls on me that i could not possibly prepare a formal convocation address on an academic level with regard to the great subjects with which university deals such as arts history philosophy science law and so on
3. freedom however does not mean license it does not mean that you can now behave just as you please and do what you like irrespective of the interests of other people or of the state a great responsibility rests on you and on the contrary now more than ever it is necessary for us to work as a united and disciplined nation
4. my young friends i would therefore like to tell you a few points about which you should be vigilant and beware

5. four years ago he went into a banking corporation on two hundred rupees because he had studied the subject of banking and today he is manager in one of their firms and drawing fifteen hundred rupees a month in just four years
6. his words thats one small step for man one giant leap for mankind echoed across televisions and radios becoming a symbol of human achievement
7. as the lunar module eagle descended towards the moon alarms suddenly blared error codes no one had expected mission control quickly sprang into action flight controllers scanned their screens consulted their manuals and conferred with each other
8. in the end apollo 11 wasnt just about one small step on the moon it was about the giant leaps made by a team of 400000 people who proved that through teamwork dedication and a shared vision we can achieve the impossible
9. the rapid urbanization of cities like karachi and lahore coupled with inadequate infrastructure further increases the risk of climate induced disasters such as heatwaves and flooding
10. finally with a population exceeding 220 million pakistan faces immense pressure on its resources and infrastructure particularly in the face of ongoing climate changes these factors collectively intensify the effects of global warming in pakistan which are explored in detail below
11. as a result pakistan is experiencin more frequent and intense heatwaves particularly in urban areas like karachi where rapid growth has outpaced infrastructure development these rising temperatures are not just a product of global patterns but are exacerbated by local factors such as urban heat islands where densely built up areas retain more heat
12. these glaciers crucial for feeding the indus river are melting at an accelerated rate due to rising temperatures the melting of these glaciers initially increases water flow leading to floods but over time it results in reduced water availability threatening agriculture and drinking water supplies
13. for instance the 2010 floods affected over 20 million people and caused economic losses estimated at $10 billion resultantly regions like tharparkar have been experiencing more frequent droughts which have exacerbated water shortages and food insecurity
14. changes in temperature precipitation and the increased frequency of extreme weather events have made agriculture more unpredictable and less productive with agriculture being highly sensitive to these climate variations the sector is facing significant challenges
15. to counter these trends pakistan has initiated the protected areas initiative under sdg 13 which aims to conserve critical habitats and endangered species by expanding protected areas and restoring degraded ecosystems
16. we unlike people almost everywhere else in the world tend to define and judge everybody in term of the work they do especially work performed for pay charlie is a doctor sam is a carpenter mary ellen is a copywriter at a small ad agency
17. that apparently doesnt count whos tony a retired teacher a laid off auto worker may pump gas at his cousins gas station or sell encyclopaedia on weekends but whos larry
18. there are lots of people who are just something Just a housewife immediately and painfully comes to mind we still hear it all the time sometimes women who have kept a house and reared six children refer to themselves as just a housewife
19. the just category contains present non earners people who have no past job history highly valued by society and people whose present jobs are on the low end of pay and prestige scales a person can be just a cab driver for example or just a janitor no one is ever just a vice president however
20. how do we decide which jobs have great value and therefore the jobholders are wonderful people why is someone who builds shopping centres called an entrepreneur while someone who builds freeways is called a contractor

21. this small fraction supports all life on land we rely on clean water to survive but patterns of climate and human activity are threatening our resources of clean water we are using water at a rate faster than it precipitates to the ground we mistreat the small fraction of water that we have
22. clean water is crucial for maintaining ecosystems rivers lakes and wetlands depend on clean water to support diverse wildlife and plant species pollution from industrial activities agricultural runoff and improper waste disposal can degrade and harm aquatic life and disrupt delicate ecosystems leading to declines in fish populations and loss of habitat of other species
23. factors such as population growth climate change and pollution exacerbate these issues in the arid and semi arid regions water sources are often limited making it difficult to meet the needs of the growing populations
24. by investing in clean water infrastructure promoting sustainable practices and raising awareness we can work towards a future where everyone has access to this essential resource ensuring clean water for all is not only a matter of public health but also a critical step towards achieving global prosperity and well being
25. now the king said to him o khipil show me my palace where it standeth for i desire to gratify my sight with its fairness
26. o sovereign of the time a site this site i have chosen to occupy the tongues of travellers and awaken the flights of poets
27. quoth khipil to hear is to obey he conducted shahpesh among the unfinished saloons and imperfect courts and roofless rooms and by half erected obelisks and columns pierced and chipped of the palace of his building
28. the king said such is thy devotion and constancy in toil o khipil that thou shalt walk before me here
29. shahpesh said all is perfect and it is my will thou delay not to advance khipil cried the gap is wide o mighty king and manifest and it is an incomplete part of thy palace
30. khipil said surely o king the chair is not yet executed and shahpesh exclaimed if this be so thou art but the length of thy measure on the ground o talkative one
31. then said shahpesh for a token that i approve thy execution of the chair thou shalt be honoured by remaining seated in it up to the hour of noon but move thou to the right or to the left showing thy soul insensible of the honour done thee transfixed thou shalt be with twenty arrows and five
32. and the king said what sayest thou o my builder that is a fair quotation applicable to thy feelings one that expressed them
33. tis eloquent o great king comprehensiveness would be its portion but that it alludeth not to the delight of chafing
34. then shahpesh smiled and said tis certain that the magnanimity of monarchs is as the rain that falleth the sun that shineth and in this spot it fertilizeth richness in that encourageth rankness so art thou but a weed o khipil and my grace is thy chastisement
35. and whoso is punished after the fashion of shahpesh the persian on khipil the builder is said to be one in the palace of the wagging tongue to this time
36. In healthcare ai powered systems assist doctors In diagnosing diseases predicting patient outcomes and even performing robotic surgeries in education ai based learning platforms provide personalised lessons adapt to students needs and offer automated assessments making learning more effective
37. however while ai powered communication tools make it easier to stay connected they also risk reducing the quality of human relationships excessive reliance on digital communication can lead to a decline in face to face interactions
38. governments organisations and individuals must work together to establish ethical guidelines for the design development and deployment of ai systems these guidelines should focus on transparency ai systems should be designed in a way that allows users to understand how they work and how they make decisions

39. by following these principles society can harness the power of ai for good while avoiding its potential harms as technology continues to advance a commitment to ethical ai development is essential for ensuring that it serves humanity responsibly
40. to right of door a dresser on which is as well as delf a large clock of the alarm type to right of dresser on a nail hangs a whip to the left of dresser hangs a mandolin on table a quantity of unwashed delf
41. go out and finish the mowing of the meadow it ll take you only half an hour or so and theres plenty of light in the sky still
42. buzz off buzz off then and I ll show you how the work of a house is done done quietly done with speed and without a whisper of fuss in its doing buzz off if you want to and I ll show you and all your gender how the work of a house is done
43. the alice lanigan thats setting you on to nag at me about the little i have to do in the house the alice lanigan thats goading you into the idea that if you were a little slimmer round the belly youd be a shevaleer an s getting you to deliver more and effectively
44. the day ll come soon when you ll know shes making mechanical toys of you and that other old fool barry derrill whos so near sighted that he cant see the sky unless the moons shining in it
45. after a few seconds thought he takes it up again removes the back and part of a big broken spring darts out which he hurriedly crams in again and puts the clock back on the dresser
46. lie on back hands behind the head feet together are you ready bend the right knee draw it into the waistline towards the chest commence
47. the music makes it easier man keep your eye on me and move when i move barry reluctantly takes off his coat and waistcoat goes over to the gramophone puts his nose against the instrument and puts the indicator to fast
48. Im missin it because Im trying to foster you into the right balance and rhythm of the movements thats why Im missin it [loudly] and Im wastin me time
49. of course theres something wrong of course we dont go round the same way cant you try to remember barry youre to go to the left to the left
50. darry goes over to the door opens it and listens intently there is heard the rattling whirr caused by the steady and regular movement of a mowing machine the distant town hall clock strikes nine
51. expedite matters I suppose loitering to look at you lying on the broad of your back jiggling your legs about was one way of expediting matters and listening to you plucking curious sounds out of a mandolin and singing a song was another way of expediting matters
52. didnt touch it oh for gods sake be more careful when you re handling things in this house
53. sit down sit down in the corner there do nothing say nothing and if i could id put a safety curtain round you for gods sake touch nothing while i run out and give the fodder to the lamb
54. you ve only got to move down the centre of the room till you come to the fireplace then brush your hand over the mantelpiece along the wall till you feel the key hanging there
55. get your own key get your own key half slaughtering myself for your sake why dont you keep your razor blades In a safe place and not leave them scattered about in heaps all over the mantelpiece
56. thats curious now for I never felt the handle touchin the window but theres a hole in it right enough
57. righto let her come the rope comes down barry catches the end and pulls it into the room darry returns and they tie the rope to a chair
58. couldnt you see you sap that they werent fixed well in the wall why did you insist on climbing the shelves

—☆—☆—☆—

PAIR OF WORDS

(نوٹ: یہ Pair of Words پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہیں۔)

SET - I

1.	**Access**	رسائی، پہنچ	This is an easy access to the village. گاؤں جانے کے لیے یہ آسان راستہ (رسائی) ہے۔
	OR		Men and women should have equal access to education. تعلیم تک مرد اور عورت کی رسائی برابر ہونی چاہیے۔
	Excess	زیادتی	Excess of everything is bad. ہر ایک چیز کی زیادتی بُری ہے۔
2.	**Adopt**	اختیار کرنا، گود لینا	She adopted an orphan (یتیم) child. اس نے ایک یتیم بچہ گود لیا۔
	Adapt	کے مطابق بنانا	Saleem has adapted himself to the changed circumstances. سلیم نے اپنے آپ کو بدلے ہوئے حالات کے مطابق ڈھال لیا ہے۔
3.	**Admit**	داخل کرانا	The father admitted his son to the college. باپ نے بیٹے کو کالج میں داخل کرایا۔
	Confess	جرم / غلطی تسلیم کرنا	She confessed that she had stolen my pen. اس نے تسلیم کر لیا کہ اس نے میرا قلم چرایا ہے۔
4.	**Advice**	نصیحت	Ali did not act upon my advice. علی نے میری نصیحت پر عمل نہ کیا۔
	Advise	نصیحت کرنا	Advise him to obey the law. اُسے نصیحت کرو کہ قانون کی پاسداری کرے۔
5.	**Enmity**	دشمنی	Bush always shows enmity towards the Muslims. بُش مسلمانوں کے خلاف ہمیشہ دشمنی کا مظاہرہ کرتا ہے۔
	Amity	دوستی، دوستانہ روابط	All nations should live in perfect amity. تمام اقوام کو مکمل دوستانہ روابط کے ساتھ رہنا چاہیے۔
6.	**Amoral**	اخلاقیات سے لاتعلق	His philosophy of life is amoral. اخلاقیات سے لاتعلقی اس کی زندگی کا فلسفہ ہے۔
	Immoral	غیر اخلاقی	One should avoid immoral activities (سرگرمیاں). انسان کو غیر اخلاقی سرگرمیوں سے اجتناب کرنا چاہیے۔
	OR		You should be ashamed (شرمندہ) of your immoral activities. تمہیں اپنی غیر اخلاقی سرگرمیوں پر نادم (شرمندہ) ہونا چاہیے۔
7.	**Appraise**	قدر و قیمت کا اندازہ لگانا	She took a moment to appraise the painting. تصویر کی قدر و قیمت لگانے کے لیے اس نے لمحہ بھر توقف کیا۔
	Apprise	بتانا، مطلع کرنا	The teacher apprised the students of the upcoming test. استاد نے مقرب ہونے والے ٹیسٹ سے متعلق طلبہ کو مطلع کیا۔
8.	**Accede**	منظور کرنا	Ali acceded to her request. علی نے اس کی گزارش قبول کر لی۔
	Exceed	بڑھ جانا	Do not exceed the speed limit. حدِ رفتار کو عبور مت کرو۔
9.	**Aural**	سننے سے متعلق، سمعی	The use of tape in the class is an aural teaching aid. کلاس میں ٹیپ کا استعمال پڑھانے کی ایک سمعی معاونت ہے۔
	Oral	منہ سے متعلق، زبانی (امتحان)	He passed the written test but failed the oral. اس نے تحریری امتحان پاس کر لیا مگر زبانی امتحان میں فیل ہو گیا۔
10.	**Attention**	توجہ	She gives all her attention to her children. وہ اپنی تمام تر توجہ بچوں پر دیتی ہے۔
	OR		Pay full attention to your studies. اپنی پڑھائی پر پوری توجہ دو۔
	Intention	ارادہ، نیت	I have no intention to harm (نقصان پہنچانا) you. میرا تمہیں نقصان پہنچانے کا کوئی ارادہ نہیں۔

11.	**Avocation**	مشغلہ	Painting is his avocation. مصوری اس کا مشغلہ ہے۔
	Vocation	پیشہ	Teaching is my vocation. معلمی میرا پیشہ ہے۔
12.	**A lot**	بہت سے، کئی	There are a lot of birds in the park. پارک میں بہت سے پرندے ہیں۔
	OR		She had a lot of money in her purse. اس کے پرس میں کافی رقم تھی۔
	Allot	تفویض کرنا، دینا	The firm allotted funds for the new project. نئے منصوبے کے لیے فرم نے فنڈز تفویض کر دیے۔
	OR		The government allotted land for a new school. حکومت نے نئے سکول کے لیے زمین تفویض کر دی۔
13.	**All ready**	پوری طرح تیار	We are all ready for the trip today. تفریحی دورے کے لیے آج ہم مکمل طور پر تیار ہیں۔
	Already	پہلے سے ہی	I have already finished my homework. میں نے پہلے سے ہی اپنا کام مکمل کر لیا ہے۔
14.	**Award**	سرکاری اعزاز، تمغہ	He got the award for best actor. اس نے بہترین فنکار کا تمغہ حاصل کیا۔
	Reward	انعام، صلہ	The reward of hard work is success. محنت کا صلہ کامیابی ہے۔
15.	**Alternate**	باری باری آنا	Day alternates with night. دن، رات اول بدل کر آتے ہیں۔
	Alternative	متبادل	You have the alternative of riding or walking. تمہارے پاس سوار ہونے یا پیدل چلنے کا متبادل ہے۔
16.	**Affect**	بہانہ کرنا، روپ دھارنا	She affected to be sick. اس نے بیماری کا بہانہ کیا۔
	OR	اثر ڈالنا	Over work affected his health adversely (بُرا). کثرتِ کار (کام کی زیادتی) نے اس کی صحت پر بُرا اثر ڈالا۔
	Effect	نتیجہ	The effect of hard work is success. محنت کا نتیجہ کامیابی ہے۔
	OR	اثر	His company left a lasting effect on her conduct (رویہ). اس کی صحبت نے اس کے رویے پر دُور رس اثر ڈالا ہے۔
17.	**Amiable**	قابلِ محبت	His habits are amiable. اس کی عادات محبت کے قابل ہیں۔
	Amicable	دوستانہ	We should have amicable relations with others. ہمیں ایک دوسرے سے دوستانہ مراسم قائم کرنے چاہییں۔
18.	**Angle**	زاویہ	The woman in the picture looks smiling from that angle. یہ عورت تصویر میں اُس زاویے سے مسکراتی دکھائی دیتی ہے۔
	OR		She could not draw the right angle. وہ صحیح زاویہ نہ بنا سکی۔
	Angel	فرشتہ	Her youngest sister looks like an angel. اُس کی چھوٹی بہن فرشتہ کی مانند دکھائی دیتی ہے۔
19.	**Anticipate**	پیش بینی کرنا	He tried to anticipate her needs during the hike. اس نے طویل سفر کی ضروریات کی پیش بینی کرنے کی کوشش کی۔
	Expect	توقع کرنا	We expect the train to arrive on time. ہمیں ٹرین کی بروقت آمد کی توقع ہے۔
	OR		They expect the weather to be sunny. انہیں توقع ہے کہ موسم میں دھوپ کھلی رہے گی۔
20.	**Besides**	مزید، کے علاوہ	I have read many novels besides "Mr. Chips". میں نے "مسٹر چپس" کے علاوہ بہت سے ناول پڑھے ہیں۔
	Beside	کے قریب	She was sitting beside her husband. وہ اپنے خاوند کے قریب بیٹھی ہوئی تھی۔
21.	**Between**	دو کے درمیان	A road runs between the school and the house. ایک سڑک سکول اور مکان کے درمیان سے گزرتی ہے۔
	Among	بہت سوں کے درمیان	He was sitting among his friends. وہ اپنے دوستوں کے درمیان بیٹھا ہوا تھا۔

22.	**Backwards**	پیچھے کی جانب	The car rolled backwards down the hill. کار پہاڑی سے پچھلی جانب نیچے پھسلنے لگی۔
	Backward	پسماندہ	Ashe is a little backward in Urdu but she is good at English. آشی اردو میں پسماندہ ہے جبکہ انگلش میں اچھی ہے۔
23.	**Bored**	اُکتایا ہوا	She felt bored at the party and left early. وہ پارٹی سے اُکتا گئی اور جلدی چلی گئی۔
	Board (n)	ہموار تختہ	She solved the sum on the black board. اس نے تختہ سیاہ پر سوال حل کر دیا۔
	Board (adj)	ارکان، کونسل	The Board of Directors met yesterday. کل بورڈ آف ڈائیریکٹرز کا اجلاس ہوا۔
24.	**Break**	توڑنا	Can you break this stick? کیا آپ یہ لکڑی توڑ سکتے ہیں؟
	Brake	گاڑی کی بریک	He applied the brake to stop the car. اس نے کار روکنے کے لیے بریک لگائی۔
25.	**Breath**	سانس	She came out for a breath of fresh air. وہ تازہ ہوا خوری کے لیے باہر نکل آئی۔
	Breathe	سانس لینا	It is hard to breathe in the smoky air. دھوئیں والی فضا میں سانس لینا مشکل ہوتا ہے۔
26.	**Bridal**	عروسی، دلہن کا	She looked so graceful (خوبصورت) in her bridal dress. عروسی لباس میں وہ بہت خوبصورت لگ رہی تھی۔
	Bridle	لگام	Can you ride a horse without a bridle? کیا تم لگام کے بغیر گھوڑے پر سوار ہو سکتے ہو؟
27.	**Canvas**	موٹا کپڑا	She bought a canvas bag from the bazaar. اس نے بازار سے کینوس بیگ خریدا۔
	Canvass	ووٹ کے لیے قائل کرنا	Would you canvass for me? کیا تم میرے لیے ووٹ مانگو گے؟
28.	**Censure**	تنقید کرنا، مذمت کرنا	His rude (گستاخ) attitude must be censured. اس کے گستاخ رویہ کی سرزنش ہونی چاہیے۔
	Censor	فلم، کتاب وغیرہ کا جائزہ لینا	Nowadays, the movies are not being censored properly. آج کل فلمیں صحیح طریقے سے سنسر نہیں ہو رہی ہیں۔
29.	**Childlike**	معصومانہ	I love her childlike manners (طور طریقے). میں اس کے معصومانہ طور طریقوں کو پسند کرتا ہوں۔
	Childish	احمقانہ	His childish behaviour (رویہ) annoyed (غصہ دلانا) everyone. اس کے احمقانہ رویے نے ہر ایک کو ناراض کر دیا۔
30.	**Clothes**	سلے ہوئے کپڑے	She is wearing fine clothes. اس نے عمدہ کپڑے پہنے ہوئے ہیں۔
	Cloth	بغیر سلا کپڑا	She likes silky cloth. وہ ریشمی کپڑا پسند کرتی ہے۔
31.	**Coarse**	کھردرا، سادہ	Saleem likes coarse clothes. سلیم سادہ کپڑے پسند کرتا ہے۔
	Course	نصاب، راستہ	I have completed my course of studies. میں نے اپنا تعلیمی نصاب ختم کر لیا ہے۔
32.	**Compliment**	تعریف، آداب	I gave her a charming compliment on her paintings. میں نے اس کی پینٹنگ کی اُسے داد دی۔
	OR		Her cheeks glowed at my compliments. میری تعریف سے اس کے رخسار تمتما اُٹھے۔
	Complement	مکمل کرنے والا	This essay is a complement to this book. یہ مضمون اس کتاب کا مکملہ ہے۔
33.	**Confident**	پراعتماد، پریقین	Pakistan is confident of her victory in the matter of Kashmir. کشمیر کے مسئلے پر پاکستان کو اپنی فتح کا یقین ہے۔
	OR		He is confident of my success. وہ میری کامیابی کے لیے پُراعتماد ہے۔

	Confidant	محرم راز	Saleem is my confidant as he knows every secret (راز) of mine. سلیم میرا امین ہے کیونکہ وہ میرے تمام راز (بھید) جانتا ہے۔
34.	**Conscious**	آگاہ، باخبر، ہوش میں ہونا	Though he was badly injured, he was conscious. اگرچہ وہ بُری طرح سے زخمی تھا، تاہم وہ ہوش میں تھا۔
	Conscience	ضمیر	The crime lay heavy on her conscience. جرم نے اُس کے ضمیر پر بوجھ ڈال رکھا تھا۔
35.	**Convince**	قائل کرنا	He convinced me that she was all right. اس نے مجھے قائل کیا کہ وہ بالکل ٹھیک تھی۔
	Persuade	آمادہ کرنا	She persuaded me to help her. اُس نے مجھے اُس کی مدد کرنے کے لیے آمادہ کر لیا۔
36.	**Counsel**	نصیحت، مشورہ	You should act upon my counsel. تمہیں میرے مشورے پر عمل کرنا چاہیے۔
	Council	مجلس، کونسل	The council agreed on the issue. کونسل اس مسئلے پر متفق ہو گئی۔
37.	**Din**	زور کا شور	I could not hear her over the din of the crowd. ہجوم کے ہنگامہ شور میں میں اس کی آواز نہ سُن سکا۔
	Dine	کھانا کھانا	I like to dine with friends. دوستوں کے ساتھ مجھے کھانا کھانا اچھا لگتا ہے۔
38.	**Dissent**	اختلاف کرنا	She dissented from my remarks. اس نے میری رائے سے اختلاف کیا۔
	OR	اختلاف	This dissent will lead them to ruin. یہ اختلاف انہیں تباہی کی طرف لے جائے گا۔
	Descent	اُترائی	The descent from the hill was not easy. پہاڑی سے اُترائی آسان نہیں تھی۔
39.	**Diary**	ڈائری، بیاض	She lost her diary yesterday. اس نے کل اپنی بیاض گم کر دی۔
	Dairy	ڈیری	There is a dairy farm in our city. ہمارے شہر میں ایک ڈیری فارم ہے۔
40.	**Dessert**	کھانے کے بعد کی میٹھی ڈش	I love eating ice cream for dessert. کھانے کے بعد میٹھی ڈش کے طور پر مجھے آئس کریم کھانا پسند ہے۔
	Desert (n)	صحرا، ویرانہ	The Sahara is a large desert in the world. صحارا دنیا کا سب سے بڑا صحرا ہے۔
	Desert (v)	چھوڑ جانا	During the war, many people deserted the city. جنگ کے دوران، کئی لوگوں نے شہر چھوڑ دیا۔
41.	**Devise**	اختراع/ایجاد کرنا	He has devised a plan for promoting adult education. اس نے تعلیم بالغان کے فروغ کے لیے ایک منصوبہ بنایا ہے۔
	Device	طریقہ، تدبیر	It is a good device (طریقہ) to promote education. تعلیم کے فروغ کے لیے یہ ایک اچھا حربہ ہے۔
	OR		An electric device moves this machine. بجلی کا آلہ اس مشین کو چلاتا ہے۔
42.	**Die**	مرنا	His father died in 1990. اس کا باپ 1990 میں فوت ہو گیا۔
	Dye	رنگنا	She is dyeing her hair. وہ اپنے بال رنگ رہی ہے۔
43.	**Economic**	معاشی	We need economic reforms in our country. ہمیں اپنے ملک میں معاشی اصلاحات کی ضرورت ہے۔
	Economical	جس پر خرچ کم ہو	People like to buy economical cars. لوگ ایسی گاڑیاں خریدنا پسند کرتے ہیں جن پر خرچ کم ہو۔
44.	**Elect**	منتخب کرنا	He was elected (as) the leader of the party. اُسے پارٹی کے رہنما کے طور پر منتخب کر لیا گیا۔
	Select	چننا	You need to select a suit for the party. تمہیں تقریب کے لیے لباس چننا ہے۔
45.	**Elicit**	معلوم کرنا، اخذ کرنا	You should elicit the cause of her absence from the party. تمہیں پارٹی سے اس کی غیر حاضری کی وجہ معلوم کرنی چاہیے۔

	Illicit	غیر قانونی، ناجائز	You should not enter into any illicit activity.	کبھی کسی غیر قانونی سرگرمی میں ملوث نہیں ہونا چاہیے۔
46.	Eminent	مشہور	Aasha is an eminent singer.	آشا ایک مشہور گلوکارہ ہے۔
	Imminent	عنقریب ہونے والا	An increase in the oil prices is imminent.	تیل کی قیمتوں میں عنقریب اضافہ ہونے والا ہے۔
47.	Entomology	کیڑے مکوڑوں کا سائنسی مطالعہ	Entomology is the scientific study of insects.	ابتداماًلوجی کیڑے مکوڑوں کے سائنسی مطالعہ کا نام ہے۔
	Etymology	الفاظ کی تاریخ اور ماخذ کا مطالعہ	Etymology is the study of the origin and history of words.	آپٹاماًلوجی الفاظ کی تاریخ اور ماخذ کا مطالعہ ہے۔
48.	Especially	خاص طور پر	I love fruits, especially apples.	میں پھل پسند کرتا ہوں، خاص طور پر سیب۔
	Specially	بالتخصیص	This tool is specially used for carving.	یہ اوزار کندہ کاری کے لیے مخصوص ہے۔
49.	Everyday	معمولی، عام	He wears simple everyday clothes.	وہ معمولی سادہ لباس پہنتا ہے۔
	Every day	روزانہ	He takes a bath every day.	وہ روزانہ غسل کرتا ہے۔
50.	Explicit	واضح، صریح، قطعی	Pakistan's policy about Kashmir is quite explicit.	کشمیر کے بارے میں پاکستان کی پالیسی بالکل واضح ہے۔
	Implicit	غیر واضح، اشارے سے کہی ہوئی	Modi's words contained implicit threat of war.	مودی کے لفظوں میں جنگ کی دھمکی چھپی ہوئی تھی۔
	OR		I could not, at first, understand his implicit designs.	شروع میں، میں اس کے غیر واضح مقاصد کو نہ سمجھ سکا۔
51.	Farther	دور	We cannot go any farther this way.	ہم اس راستے پر مزید دور نہیں جا سکتے۔
	Further	مزید	He further said that he would do every thing to help us.	اس نے مزید کہا کہ وہ ہماری مدد کے لیے سب کچھ کرے گا۔
52.	Fewer	تعداد میں مقابلتاً کم	No fewer than ten students attended the class.	طلبہ جو تعداد میں دس سے کم نہ تھے کلاس میں حاضر تھے۔
	Less	مقدار میں مقابلتاً کم	I am less happy than you.	میں تمہاری نسبت کم خوش ہوں۔
53.	Formerly	سابقاً، عہدِ ماضی میں	This big hotel was formerly a castle.	یہ بڑا ہوٹل عہدِ ماضی میں قلعہ تھا۔
	Formally	باقاعدہ طور پر	The agreement was formally signed by both the parties.	دونوں فریقین نے باقاعدہ طور پر معاہدہ پر دستخط کیے۔
54.	Fourth	چوتھا	April is the fourth month of the year.	اپریل سال کا چوتھا مہینہ ہے۔
	OR		She lives on the fourth floor.	وہ چوتھے فلور پر رہتی ہے۔
	Forth	سامنے، روبرو	Trees put forth new leaves in spring.	موسم بہار میں شجر نئے پتے پیدا کرتے ہیں۔
55.	Heard	سُنا (سُنتا)	He heard a noise outside.	اُس نے باہر شور سُنا۔
	Herd	ریوڑ	A herd of sheep was grazing in the field.	بھیڑوں کا ایک ریوڑ کھیت میں چر رہا تھا۔
56.	Healthful	صحت بخش	We should eat healthful diet.	ہمیں صحت بخش خوراک کھانی چاہیے۔
	Healthy	صحت مند	A healthy body has a healthy mind.	ایک صحت مند جسم صحت مند دماغ کا حامل ہوتا ہے۔
57.	Heroine	ہیروئین	Lara Croft is a well-known heroine in video games.	لورا کرافٹ ویڈیو گیمز کی مشہور ہیروئین ہے۔
	Heroin	غیر قانونی نشہ آور دوا، الکحون	Heroin is harmful to health.	ہیروئین صحت کے لیے نقصان دہ ہے۔

58.	Horde	لشکر	There were hordes of fans (تعریف کرنے والے) around her.	اس کے گرد قدر دانوں کا لشکر تھا۔
	Hoard	ذخیرہ اندوزی کرنا	To hoard grain in the days of famine (قحط) is a crime.	قحط کے ایام میں غلہ ذخیرہ کرنا ایک جرم ہے۔
59.	Hour	گھنٹہ	The job pays ten dollars an hour.	اس کام سے ایک گھنٹہ کے دس ڈالر ملتے ہیں۔
	Our	ہمارا	We must do our duty.	ہمیں اپنا فرض ادا کرنا چاہیے۔
60.	Illusion	فریب نگاہ	This world is no more than an illusion.	یہ دنیا فریب نظر کے علاوہ کچھ بھی نہیں۔
	Allusion	حوالہ	This essay is full of poetic allusions.	یہ انشائیہ شاعرانہ حوالوں سے معمور ہے۔
61.	Immigrate	کسی ملک رہنے کے لیے آنا	He immigrated to Spain with his family.	وہ کنبے سمیت سپین میں رہنے کے لیے آ گیا۔
	Emigrate	کہیں اور بسنے کے لیے اپنا ملک چھوڑ جانا	He emigrated from Pakistan with his family.	وہ کہیں اور بسنے کے لیے پاکستان سے کنبے سمیت چلا گیا۔
62.	Incredulous	یقین نہ کرنے والا	'This poor man has a carl' She looked incredulous.	'اس غریب آدمی کے پاس کار ہے!' اُسے اس بات پر یقین نہیں آ رہا تھا۔
	Incredible	ناقابلِ یقین	He is just an incredible singer.	وہ بس ایک ورطۂ حیرت میں ڈال دینے والا گلوکار ہے۔
63.	Inflict	مسلط کرنا	America has inflicted a war on Iraq.	امریکہ نے عراق پر جنگ مسلط کر دی ہے۔
	Afflict	آزار دینا، تکلیف پہنچانا	War has afflicted Iraq.	جنگ نے عراق کو آزار دیا ہے۔
64.	Ingenuous	سادہ، بھولی، کھری	I like her ingenuous smile.	مجھے اس کی بھولی مسکراہٹ پسند ہے۔
	Ingenious	ذہین، ہوشیار، چالاک	Ali is an ingenious cook; he always cooks new dishes.	علی ایک ذہین باورچی ہے، وہ ہمیشہ نئے پکوان تیار کرتا ہے۔
65.	Intensive	کامل، فاضل	He took an intensive course in English before his trip.	تفریحی دورے سے پہلے اس نے انگریزی کا کامل کورس کیا۔
	Extensive	وسیع	The farmer has extensive fields of wheat.	کسان کے پاس گندم کے وسیع کھیت ہیں۔
66.	Latest	تازہ ترین	What is the latest news about the match?	میچ کے بارے میں تازہ خبر کیا ہے؟
	Last	پچھلی، آخری	She could not sleep last night.	وہ گزشتہ رات سو نہ سکی۔
67.	Lightning	آسمانی بجلی	The storm brought loud thunder and bright lightning.	طوفان اپنے ساتھ زوردار گھن گرج اور روشن آسمانی بجلی لے کر آیا۔
	Lightening	کم کرنا	She was lightening the load by removing some books from her bag.	وہ اپنے بیگ سے چند کتابیں نکال کر وزن کر رہی تھی۔
	OR		A big laugh went around the room, lightening the tension.	زوردار قہقہہ کمرے میں گونجا جس نے تناؤ کم کر دیا۔
68.	Luxuriant	گھنے	Her luxuriant hair looks lovely.	اُس کے گھنے بال خوبصورت دکھائی دیتے ہیں۔
	Luxurious	آرام دہ، شاندار	They have a very luxurious house.	ان کے پاس ایک بہت ہی آرام دہ مکان ہے۔
69.	Martial	فوجی	The country is under martial law.	ملک میں فوجی قانون نافذ ہے۔
	Marital	ازدواجی	They settled their marital issues by good talk.	اچھی گفت و شنید سے انہوں نے اپنے ازدواجی مسائل حل کر لیے۔
70.	Medal	تمغہ	He won a gold medal for shooting.	اس نے نشانہ بازی کا سنہری تمغہ حاصل کر لیا۔
	Meddle	مداخلت کرنا	Do not meddle in my affairs.	میرے معاملات میں دخل مت دو۔
71.	Moral	اخلاقی	It is our moral duty to help the poor.	غریبوں کی مدد کرنا ہمارا اخلاقی فرض ہے۔
	Morale	ہمت، جرأت	The morale of our army is high.	ہماری فوج کا حوصلہ بلند ہے۔

72.	Naval	نیوی سے متعلق	He joined the naval forces last year.	اس نے پچھلے سال بحری فوج میں شمولیت اختیار کر لی۔
	Navel	ناف	A baby's navel takes a few days to heal after birth.	پیدائش کے بعد بچے کی ناف ٹھیک ہونے میں چند دن لیتی ہے۔
73.	Now	اب، اسی لمحے	I am feeling much better now.	اب میں کافی بہتر محسوس کر رہا ہوں۔
	Know	جاننا	I do not know her name.	میں اس کا نام نہیں جانتا۔
74.	Parameter	حدود و قیود	They examined the matter within the parameters set by the court.	انہوں نے عدالت کی مقرر کردہ حدود میں رہ کر معاملے کا جائزہ لیا۔
	Perimeter	بیرونی احاطہ	They put up a fence around the perimeter of the yard.	انہوں نے قبرستان کے بیرونی احاطے کے گرد باڑ لگا دی۔
75.	Patience	صبر	She treated her students with great patience.	وہ اپنے طلبہ سے برتاؤ میں صبر سے کام لیتی۔
	Patient	صابر	The teacher was patient with her students.	وہ استاد اپنے طلبہ سے متعلق بڑا صابر ہے۔
76.	Peace	امن، سکون	May his soul rest in peace!	خدا کرے کہ اس کی روح کو سکون نصیب ہو!
	Piece	ٹکڑا	She was enjoying a piece of music.	وہ موسیقی سے لطف اندوز ہو رہی تھی۔
77.	Peak	چوٹی	Passu Cones are mountains with pointed peaks.	پسو کونز نوکدار چوٹیوں والے پہاڑ ہیں۔
	OR	نقطۂ عروج، معراج	He is at the peak of his career.	وہ اپنے پیشے کے نقطۂ عروج پر ہے۔
	Peek	جھانکنا	He peeked through a hole in the wall.	اس نے دیوار کے سوراخ سے جھانکا۔
78.	Personnel	ملازم	We need technically trained personnel.	ہمیں تکنیکی تربیت یافتہ عملہ (ملازم) چاہیے۔
	Personal	ذاتی	Do not interfere in my personal affairs.	میرے ذاتی معاملات میں دخل مت دو۔
79.	Pore	مسام	There are many pores in our body.	ہمارے جسم میں بہت سے مسام ہیں۔
	Pour	انڈیلنا	Pour some water into the jug.	جگ میں کچھ پانی انڈیلیے۔
80.	Practical	عملی	Ali is practical in his approach towards life.	زندگی کے بارے میں علی کی سوچ عملی ہے۔
	Practicable	قابلِ عمل	Your plan is not practicable.	تمہارا منصوبہ قابلِ عمل نہیں۔
81.	Principal	بڑا، پرنسپل	Mr. Smith is the principal of this college.	مسٹر سمتھ اس کالج کا پرنسپل ہے۔
	Principle	اصول	He seems to have no principles at all.	ایسا لگتا ہے کہ اس کے کوئی اصول نہیں۔
82.	Pray	دُعا کرنا	She prayed to God for my success.	اس نے میری کامیابی کے لیے اللہ سے دُعا کی۔
	Prey	شکار	He fell prey to smoking.	وہ سگریٹ نوشی کی بُری عادت کا شکار ہو گیا۔
83.	Premier (adj)	اعلیٰ، ارفع	He is one of the premier chefs.	وہ اعلیٰ باورچیوں میں سے ایک ہے۔
	Premier (N)	وزیرِ اعظم	Our president met the Russian premier.	ہمارے صدر نے روس کے وزیرِ اعظم سے ملاقات کی۔
	Premiere	پہلی بار دکھایا جانے والا	The movie will have its premiere next week.	اگلے ہفتے فلم پہلی بار دکھائی جائے گی۔
84.	Proceed	جاری رہنا، آگے بڑھنا	Work is proceeding according to the plan.	کام منصوبے کے مطابق آگے بڑھ رہا ہے۔
	Precede	پہلے آنا	In English, the subject precedes the verb.	انگریزی میں فاعل فعل سے پہلے آتا ہے۔

85.	Quiet	دھیما، پُرسکوت	He spoke in a very quiet voice.	اس نے نہایت دھیمی آواز میں بات کی۔
	Quit	ترک کر دینا، چھوڑ دینا	He quit his job.	اس نے ملازمت چھوڑ دی۔
86.	Reign	عہدِ حکومت	She was a popular ruler throughout her reign.	وہ اپنے عہدِ حکومت میں بہت مقبول حکمران تھی۔
	Rein	لگام	The rider pulled on the reins to stop his horse.	سوار نے گھوڑا روکنے کے لیے لگامیں کھینچیں۔
87.	Right	ٹھیک، درست	Stealing is not right.	چوری کرنا ٹھیک نہیں ہے۔
	Write	لکھنا	Write your name at the top of the paper.	پیپر کے اوپر اپنا نام لکھو۔
88.	Role	کردار	His role in the play was very important.	کھیل میں اس کا بڑا اہم کردار تھا۔
	Roll	حاضری	The teacher called the roll in the class.	استاد نے کلاس میں حاضری لی۔
	OR	فہرست	His name was missing in the electoral (انتخابی) rolls.	اس کا نام انتخابی فہرست میں درج نہ تھا۔
89.	Site	جگہ	This site is suitable for our office.	یہ موقع/جگہ ہمارے دفتر کے لیے موزوں ہے۔
	Sight	نظارہ	She fainted at the sight of blood.	وہ خون دیکھتے ہی بے ہوش ہو گئی۔
90.	Stationery	سٹیشنری، کاغذ قلم کاپیاں وغیرہ	He needs some stationery for the office.	اُسے دفتر کے لیے کچھ سٹیشنری ضرورت ہے۔
	Stationary	جامد، غیر متحرک	The sun is stationary.	سورج ساکن ہے۔
91.	Than	مقابلہ یا موازنہ کرتے کے لیے یہ استعمال ہوتا ہے	He is taller than I.	وہ مجھ سے لمبا ہے۔
	Then	اُسی وقت	I started to eat. Just then he walked in.	میں نے کھانا شروع کیا۔ بالکل اُسی وقت وہ اندر گیا۔
92.	There	اُسی جگہ	Go to your room and stay there.	اپنے کمرے میں جاؤ اور وہیں ٹھہرو۔
	Their	اُن کا	They did their best to win.	انہوں نے جیتنے کے لیے اپنی پوری کوشش کی۔
93.	Too	ضرورت سے زیادہ	The soup is too hot to drink.	سُوپ اتنا گرم ہے کہ پیا نہیں جا سکتا۔
	To	کی طرف	He goes to school on foot.	وہ پیدل سکول جاتا ہے۔
94.	Waste	ضائع کرنا	Good students never waste their time.	اچھے طلبا اپنا وقت ہرگز ضائع نہیں کرتے۔
	Waist	کمر	She has a 26-inch waist.	اس کی کمر 26 انچ ہے۔
	OR		He is wearing a new waist-coat.	اس نے نیا ویسٹ کوٹ (واسکٹ) پہنا ہوا ہے۔
95.	Wander	چلنا پھرنا، آوارہ گردی کرنا	We wandered along the river bank.	ہم دریا کے کنارے کے ساتھ ساتھ چلتے پھرتے تھے۔
	Wonder	سوچنا، غور کرنا	I wonder if he would help me.	میں سوچتا ہوں کیا وہ میری مدد کرے گا۔
96.	Whether	آیا کہ	I asked him whether he would help me.	میں نے اس سے پوچھا آیا وہ میری مدد کرے گا۔
	Weather	موسم	It is fine weather today.	آج موسم بڑا سہانا ہے۔

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Grammar Exercise - 7

(taken from English Grammar & Composition by PCTB, Lahore)

1. *Make sentences using the following pair of words (homophones) and also write their meanings.*

a.	Cattle	مویشی	Cattle were grazing in the grassland.	مویشی چراگاہ میں چر رہے تھے۔

	Kettle	کیتلی	The kettle is boiling.	کیتلی ابل رہی ہے۔
b.	Cell	خلیہ	Human body is made of cells.	انسانی جسم خلیوں سے بنا ہے۔
	Sell	بیچنا، فروخت کرنا	Will you sell your car?	کیا آپ اپنی کار بیچیں گے؟
c.	Cite	حوالہ دینا	Can you cite a verse from the Holy Quran?	کیا تم ایک قرآنی آیت کا حوالہ دے سکتے ہو؟
	Site	جگہ	This site is suitable for our office.	یہ موقع/جگہ ہمارے دفتر کے لیے موزوں ہے۔
d.	Deer	ہرن	I saw a deer running in the jungle.	میں نے ایک ہرن کو جنگل میں دوڑتے ہوئے دیکھا۔
	Dear	پیارا، عزیز	Kids are very dear to me.	بچے مجھے بے حد عزیز ہیں۔
e.	Counsel	نصیحت، مشورہ	You should act upon my counsel.	تمہیں میرے مشورے پر عمل کرنا چاہیے۔
	Council	مجلس، کونسل	The council agreed on the issue.	کونسل اس مسئلے پر متفق ہو گئی۔
f.	Dairy	ڈیری	There is a dairy farm in our city.	ہمارے شہر میں ایک ڈیری فارم ہے۔
	Diary	ڈائری، یومیہ	She lost her diary yesterday.	اس نے کل اپنی یومیہ گم کر دی۔
g.	Check	پڑتال کرنا	Please check my home work.	براہ کرم میرے مذمیہ کام کی پڑتال کیجیے۔
	Cheque	بنک کا چیک	This cheque is for Rs: 2000/-.	یہ چیک دو ہزار روپے کا ہے۔
h.	Ceiling	اندرونی چھت	She bought a ceiling fan from the bazaar last evening.	اس نے گزشتہ شام بازار سے چھت والا پنکھا خریدا۔
	Sealing	مہر لگانا	She removed (ہٹایا) the sealing-wax (موم) from the envelope (لفافہ) and opened it.	اس نے لفافے سے مہر لگانے والی موم ہٹائی اور اسے کھولا۔
i.	Berth	نشست، سیٹ	She was sleeping on the berth.	وہ نشست پر سوئی ہوئی تھی۔
	Birth	پیدائش	She gave birth to a male (نر) baby.	اس نے ایک لڑکے کو جنم دیا۔
j.	Berry	بیری، بیری کا پھل	Birds feed on nuts and berries in winter.	پرندے موسم سرما میں خشک پھل یا بیریوں پر گزارہ کرتے ہیں۔
	Bury	زمین میں دبانا، دفن کرنا	Snakes usually bury their eggs.	سانپ عموماً اپنے انڈے زمین میں دبا دیتے ہیں۔
k.	Bridal	عروسی، دولہن کا	She looked so graceful (خوبصورت) in her bridal dress.	عروسی لباس میں وہ بہت خوبصورت لگ رہی تھی۔
	Bridle	لگام	Can you ride a horse without a bridle?	کیا تم لگام کے بغیر گھوڑے پر سوار ہو سکتے ہو؟
l.	Cease	روکنا، بند کرنا	Can you cease this nonsense (بکواس)?	کیا تم یہ بیہودگی بند کر سکتے ہو؟
	OR		The warring tribes (جنگجو قبائل) declared (اعلان کرنا) cease-fire.	جنگ جو قبائل نے جنگ بندی کا اعلان کر دیا۔
	Seize	پکڑنا	Seize the gun firmly (مضبوطی سے).	بندوق کو مضبوطی سے پکڑو۔
	OR		He seized upon the opportunity (موقع).	اس نے موقع سے فائدہ اُٹھایا۔
m.	Tale	کہانی	She likes fairy tales.	وہ پریوں کی کہانیاں پسند کرتی ہے۔
	Tail	دُم	The dog wags (ہلاتا) its tail before its masters.	کتا اپنے مالکوں کے آگے اپنی دم ہلاتا ہے۔
n.	Yolk	انڈے کی زردی	Yolk is a good food.	انڈے کی زردی ایک اچھی غذا ہے۔
	Yoke	جوتا، (بیلوں کی) جوڑی	The farmer yoked the oxen to a plough.	کسان نے بیلوں کو ہل میں جوتا۔

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SET - II

A

No.	PAIRS	MEANINGS	SENTENCES
1.	Abject	پست، خوار، زبوں، قابل نفرت	This poor farmer is living in abject misery. بے چارہ کسان خوار پریشانی میں زندگی گزار رہا ہے۔
	Object	مقصد	The main object of life is to serve others. زندگی کا بڑا مقصد دوسروں کی خدمت کرنا ہے۔
	OR	چیز، اشیاء	We saw many wooden objects in the shop. ہم نے دکان میں لکڑی کی کئی اشیاء دیکھیں۔
2.	Accede	منظور کرنا	Ali acceded to her request. علی نے اس کی گزارش قبول کر لی۔
	Concede	تسلیم کرنا	He conceded his defeat. اس نے اپنی شکست تسلیم کر لی۔
	Exceed	بڑھ جانا	Do not exceed the speed limit. حدِ رفتار کو عبور مت کرو۔
3.	Accept	قبول کرنا	Please, accept this humble (ادنیٰ) gift. براہ کرم یہ حقیر تحفہ قبول کیجیے۔
	Except	سوائے	All except Ali were absent. علی کے سوا سب غیر حاضر تھے۔
4.	Adapt	کے مطابق بنانا	Saleem has adapted himself to the changed circumstances. سلیم نے اپنے آپ کو بدلے ہوئے حالات کے مطابق ڈھال لیا ہے۔
	Adept	ماہر	She is adept in cooking. وہ کھانا پکانے میں ماہر ہے۔
	Adopt	اختیار کرنا، گود لینا	She adopted an orphan (یتیم) child. اس نے ایک یتیم بچہ گود لیا۔
5.	Admit	داخل کرانا	The father admitted his son to the college. باپ نے بیٹے کو کالج میں داخل کرایا۔
	Confess	جرم / غلطی تسلیم کرنا	She confessed that she had stolen my pen. اُس نے تسلیم کر لیا کہ اس نے میرا قلم چُرایا ہے۔
	Acknowledge	تسلیم کرنا، اعتراف کرنا	Ali acknowledged that he had been at fault. علی نے اعتراف کیا کہ وہ غلطی پر تھا۔
6.	Aid	مدد، سہارا	The old man can walk with the aid of a stick. یہ بوڑھا آدمی لاٹھی کے سہارے چل سکتا ہے۔
	Add	اضافہ	Please add my name in the list. براہ کرم میرا نام فہرست میں شامل کر لیں۔
7.	Air	ہوا	Air is a mixture (آمیزہ) of different gases. ہوا کئی گیسوں کا آمیزہ ہے۔
	Heir	وارث	She made her step-son (سوتیلا بیٹا) her heir. اس نے اپنے سوتیلے بیٹے کو اپنا وارث بنا لیا۔
	OR		His heirs distributed (تقسیم کرنا) the property amicably (احسن طریق سے). اس کے ورثا نے احسن طریقے سے جائیداد کا بٹوارا کر لیا۔
	Hair	بال	Her hair is black. اس کے بال سیاہ ہیں۔
	Hare	لمبے کانوں والا خرگوش	A hare looks like a rabbit but has long ears. hare خرگوش کی طرح دکھائی دیتا ہے لیکن اس کے کان لمبے ہوتے ہیں۔
8.	Altar	قربان گاہ	Naeem brought a cow to the altar. نعیم گائے کو قربان گاہ پر لایا۔
	Alter	تبدیل کرنا	I will not alter my programme. میں اپنا پروگرام تبدیل نہیں کروں گا۔
9.	Ascent	چڑھائی	The ascent of this hill is not easy. اس پہاڑی کی چڑھائی آسان نہیں۔
	Assent	منظوری	The principal did not give assent to my application. پرنسپل نے میری درخواست کی منظوری نہ دی۔

	Consent	اجازت	She attended the party without the consent of her husband. اس نے اپنے شوہر کی اجازت کے بغیر پارٹی میں شرکت کی۔

B

10.	Bail	ضمانت	He was released on bail. اسے ضمانت پر رہا کر دیا گیا۔
			OR His bail was confirmed (منظور کر لی گئی). اس کی ضمانت منظور ہو گئی۔
	Bale	گانٹھ	We sold a huge bale of cotton. ہم نے کپاس کی بہت بڑی گانٹھ فروخت کر دی۔
11.	Ballet	ایک مخصوص رقص	We enjoyed the classical ballet yesterday. کل ہم کلاسیکی رقص سے محظوظ ہوئے۔
	Ballot	خفیہ ووٹ	Please issue me a ballot paper. مہربانی کر کے مجھے ایک بیلٹ پیپر جاری کریں۔
	Bullet	بندوق کی گولی	He fell down as the bullet hit him. گولی لگتے ہی وہ گر پڑا۔
12.	Bare	ان ڈھکا، ننگا	The women should not be bare headed. عورتوں کو ننگے سر نہیں ہونا چاہیے۔
	Bear	ریچھ	I saw a bear in the zoo. میں نے چڑیا گھر میں ایک ریچھ دیکھا۔
	OR	برداشت کرنا	No body can bear this insult. کوئی بھی شخص یہ بے عزتی برداشت نہیں کر سکتا۔
	Beer	شراب	He asked for a bottle of beer. اس نے شراب کی ایک بوتل طلب کی۔
	Naked	عریاں، ننگا	A naked baby was lying in the bed. ایک ننگا بچہ بستر میں لیٹا ہوا تھا۔
13.	Beach	ساحل سمندر	Waves were breaking on the beach. موجیں ساحل سمندر سے ٹکرا کر دم توڑ رہی تھیں۔
	Beech	ایک قسم کا درخت	The hilltops were covered with beech trees. پہاڑوں کی چوٹیاں بیچ کے درختوں سے ڈھکی ہوئی تھیں۔
14.	Beat	مارنا	He was beaten to death. اسے مار مار کر ہلاک کر دیا گیا۔
	Beet	چقندر	Beet tastes sweet. چقندر کا ذائقہ میٹھا ہوتا ہے۔
15.	Bone	ہڈی	He broke his collar bone. وہ اپنے کندھے کی ہڈی تڑوا بیٹھا۔
	Boon	نعمت	The bus service proved to be a boon to the villagers. بس سروس دیہاتیوں کے لیے نعمت ثابت ہوئی۔
16.	Born	پیدا ہوا	Awais was born in Multan. اویس ملتان میں پیدا ہوا۔
	Borne	برداشت کیں	Saleem has borne all the hardships (مشکلات) manfully (بہادری سے). سلیم نے تمام مشکلات بہادری سے برداشت کی ہیں۔
17.	By	کے ذریعے	He reached Lahore by air. وہ بذریعہ ہوائی جہاز لاہور پہنچا۔
	Buy	خریدنا	I want to buy a new car. میں نئی کار خریدنا چاہتا ہوں۔
	Bye	خدا حافظ	Ali waved bye-bye and went away. علی نے ہاتھ ہلا کر خدا حافظ کہا اور چلا گیا۔

C

18.	Canon	اصول	We should follow the canons of morality (اخلاق). ہمیں اخلاق کے اصولوں کی پیروی کرنی چاہیے۔
	Cannon	توپ	Cannon is a deadly weapon (ہتھیار). توپ ایک خطرناک ہتھیار ہے۔
19.	Cast	ڈالنا، پھینکنا	Have you cast your vote? کیا تم نے اپنا ووٹ ڈال دیا ہے؟
	Caste	ذات	What is your caste? تمہاری ذات کیا ہے؟
	Cost	لاگت	What has this table cost you? یہ میز تمہیں کتنے میں پڑی ہے؟
20.	Cemetery	قبرستان	The dead are buried in the cemetery. مردے قبرستان میں دفن کیے جاتے ہیں۔
	Symmetry	تناسب	Symmetry of the building makes it wonderful. عمارت کے تناسب نے اسے حیرت انگیز بنا دیا ہے۔
21.	Censer	انگیٹھی	She put a bit of incense (لوبان) into the censer (انگیٹھی) and lit it. اس نے انگیٹھی میں تھوڑا سا لوبان (عطر) ڈالا اور اسے روشن کر دیا۔

	Censor	جانچ پرکھ کرنا	The news reports have been heavily censored. خبروں کی خوب جانچ پرکھ کی گئی ہے۔
22.	Cite	حوالہ دینا	Can you cite a verse from the Holy Quran? کیا تم ایک قرآنی آیت کا حوالہ دے سکتے ہو؟
	Site	جگہ	This site is suitable for our office. یہ موقع/جگہ ہمارے دفتر کے لیے موزوں ہے۔
	Sight	نظارہ	She fainted at the sight of blood. وہ خون دیکھتے ہی بے ہوش ہو گئی۔
23.	Cold	ناخوشگوار حد تک ٹھنڈا	It is too cold to go out. اس قدر سردی ہے کہ باہر نہیں جایا جا سکتا۔
	Cool	خوشگوار ٹھنڈا	It is blowing a cool breeze. خوشگوار ٹھنڈی ہوا چل رہی ہے۔
24.	Coma	طویل بیہوشی	She went into coma at her father's death. وہ اپنے باپ کی وفات پر سکتے میں چلی گئی۔
	Comma	کوما،	A comma breaks the sentence into clauses. "کوما" جملے کو جملے کے حصے میں تقسیم کر دیتا ہے۔
25.	Continuous	مسلسل	Continuous work is necessary to pass the examination. امتحان میں کامیابی کے لیے لگاتار کام ضروری ہے۔
	Continual	وقفوں سے مسلسل	Last month, the continual rains were of great benefit for the crops. پچھلے سال وقفے وقفے کی بارشوں سے فصلوں کو زبردست فائدہ پہنچا۔
26.	Corps	کور، فوجی دستہ	He works in the Education Corps. وہ ایجوکیشن کور میں کام کرتا ہے۔
	Corpse	لاش	They were carrying a corpse to graveyard. وہ لاش کو اٹھائے قبرستان لے جا رہے تھے۔
	Carcass	جانور کی لاش	Vultures (گدھ) tore open the carcass. گدھوں نے مُردار کو نوچ کھایا۔
27.	Cue	اشارہ	The actors should learn their cues. اداکاروں کو اشارے یاد کرنے چاہئیں۔
	Queue	قطار	She had to stand in a queue. اُسے قطار میں کھڑا ہونا پڑا۔

D

28.	Dew	شبنم	Dew drops are lying on the grass. شبنم کے قطرے گھاس پر پڑے ہیں۔
	OR		Dew drops on flower petals are shining like pearls (موتی). شبنم کے قطرے پھول کی پتیوں پر موتیوں کی طرح چمک رہے ہیں۔
	Due	واجب، لازم ہونا	She has paid her dues. اس نے اپنے واجبات ادا کر دیے ہیں۔
29.	Die	مرنا	His father died in 1990. اس کا باپ 1990 میں فوت ہو گیا۔
	Dye	رنگنا	She is dyeing her hair. وہ اپنے بال رنگ رہی ہے۔
	Dirt	گرد، مٹی	The table was covered with a lot of dirt. میز کافی ساری گرد سے ڈھکی ہوئی تھی۔
29.	Discover	دریافت کرنا	A dead body was discovered in the pond. تالاب میں ایک لاش دریافت ہوئی۔
	Invent	ایجاد کرنا، گھڑنا	She can invent good stories. وہ اچھی کہانیاں گھڑ سکتی ہے۔
30.	Doze	اونگھنا	He was dozing in the class. وہ کلاس میں اونگھ رہا تھا۔
	Dose	دوائی کی خوراک	Ali took a dose of medicine. علی نے دوائی کی خوراک لی۔
31.	Draft	بنک ڈرافٹ	This draft is on the UBL Rajanpur. یہ بنک ڈرافٹ یو۔بی۔ایل راجن پور کا ہے۔
	Draught	گھونٹ	He drank a cup of tea in a single draught and won the bet (شرط). اس نے چائے کی پیالی ایک ہی گھونٹ میں پی اور شرط جیت لی۔
	Drought	خشک سالی	Drought ruined (تباہ کرنا) the crops this year. خشک سالی نے اس سال فصلیں تباہ کر دیں۔
32.	Drown	جاندار چیز کا ڈوبنا	A drowning man catches at a straw. ڈوبتے کو تنکے کا سہارا۔
	Sink	بے جان چیز کا ڈوبنا	Iron sinks in water. لوہا پانی میں ڈوبتا ہے۔

33.	Dual	دوہری	He has dual nationality (قومیت).	اس کی دوہری قومیت ہے۔
	Duel	دو آدمیوں کی لڑائی	He killed his enemy in a duel.	اس نے اپنے حریف کو دو بدو میں قتل کر دیا۔

E

34.	Economics	معاشیات	She teaches economics in this college.	وہ اس کالج میں معاشیات پڑھاتی ہے۔
	Economic	معاشی	We need economic reforms in our country.	ہمیں اپنے ملک میں معاشی اصلاحات کی ضرورت ہے۔
35.	Economy	معاشی نظام، معیشت	Good economy ensures welfare of the people.	اچھی معیشت لوگوں کی خوشحالی کو یقینی بناتی ہے۔
	Economical	جس پر خرچ کم ہو	People like to buy economical cars.	لوگ ایسی گاڑیاں خریدنا پسند کرتے ہیں جن پر خرچ کم ہو۔
36.	Elder	بڑا (بہن بھائیوں میں)	Ali is my elder brother.	علی میرا بڑا بھائی ہے۔
	Older	نسبتاً پرانا	Your house is older than ours.	تمہارا گھر ہمارے گھر سے زیادہ پرانا ہے۔
37.	Eligible	اہل	He is eligible to join our club.	وہ ہمارے کلب میں شامل ہونے کا اہل ہے۔
	Illegible	جو پڑھا نہ جا سکے	Her handwriting is illegible.	اس کی لکھائی پڑھی نہیں جا سکتی۔
38.	Envelope	لفافہ	Put the letter in an envelope.	خط لفافے میں ڈال دو۔
	Envelop	لپیٹنا	The gift was enveloped in a beautiful packing.	تحفہ ایک خوبصورت پیکنگ میں لپیٹ دیا گیا۔
39.	Edibles	کھانے پینے کی چیزیں	We took some edibles and went out for picnic.	ہم نے کچھ اشیائے خورد و نوش لیں اور پکنک پر روانہ ہو گئے۔
	Edible	کھانے کے قابل	The leaves of turnip are edible.	شلجم کے پتے کھانے کے قابل ہوتے ہیں۔
	OR	کھانے کے قابل	Edible oil is dear nowadays.	کھانے کا تیل ان دنوں بڑا مہنگا ہے۔
	Audible	جو سنا جا سکے	She was singing in an audible voice.	وہ سنائی دینے والی آواز میں گانا گا رہی تھی۔
	OR		Her voice was hardly audible.	اس کی آواز بمشکل سنی جا سکتی تھی۔
40.	Expansive	کشادہ	He spread his arms wide in an expansive gesture.	بڑے دل کا مظاہرہ کرتے ہوئے اس نے اپنے بازوں پھیلا دیے۔
	Expensive	قیمتی	She likes expensive clothes.	وہ مہنگے کپڑے پسند کرتی ہے۔

F

41.	Fair	اچھا، خوبصورت	We are hoping for a fair weather (موسم).	ہم اچھے موسم کی امید کر رہے ہیں۔
	OR	میلہ	He went to a fair yesterday.	ہم کل میلے پر گئے تھے۔
	Fare	کرایہ	What is the bus fare from D.G.Khan to Rajanpur?	ڈیرہ غازیخان سے راجن پور کا بس کا کتنا کرایہ ہے؟
42.	Flew	اُڑا	He flew from Karachi to Multan.	اس نے کراچی سے ملتان بذریعہ جہاز سفر کیا۔
	Flu	زکام	She is in bed with flu.	وہ زکام کے باعث بیمار پڑی ہے۔
43.	Folk	لوگ	I love to live among the simple country folk.	میں سادہ لوح دیہاتی لوگوں میں رہنا پسند کرتا ہوں۔
	Fog	دھند	We lost our way in the thick fog of winter morning.	موسم سرما کی گھر آلود صبح ہم اپنے راستے سے بھٹک گئے۔
44.	Farm	فارم، کھیت	He works on a farm.	وہ کھیت پر کام کرتا ہے۔
	Form	فارم، دستاویز	Fill in the form duly.	فارم صحیح طریقے سے پُر کرو۔
45.	Famous	مشہور	He is famous for honesty.	وہ اپنی ایمانداری کے سبب مشہور ہے۔

	Notorious	بدنام	She is notorious for her bad temper (مزاج).	وہ اپنی تند مزاجی کے سبب بدنام ہے۔
			He is a notorious gaol-bird.	وہ ایک بدنام زمانہ قیدی ہے۔
	OR		The juggler showed some feats.	مداری نے کچھ کرتب دکھائے۔
46.	Feat	کرتب	He rose to his feet.	وہ اپنے پاؤں پر کھڑا ہو گیا۔
	Feet	پاؤں	A bird is floating on the water.	پانی پر ایک پرندہ تیر رہا ہے۔
47.	Float	اوپر نہ سکنا، بغیر قوت صرف کیے پانی کی سطح پر رہنا		
	Swim	تیرنا، ہاتھ پاؤں ہلا کر پانی کی سطح پر رہنا	A man was swimming in the river.	ایک آدمی دریا میں تیر رہا تھا۔
48.	Floor	فرش	Do not spit (تھوکنا) on the floor.	فرش پر مت تھوکو۔
	Flour	آٹا	There are two flour mills in our city.	ہمارے شہر میں آٹے کی دو ملیں (کارخانے) ہیں۔
49.	Foul	غلط	It was simply a foul play.	یہ محض ایک غلط کھیل تھا۔
	Fowl	پرندہ	We keep fowls.	ہم پرندے پالتے ہیں۔

G

50.	Gaol	جیل، قید خانہ	He spent a year in the gaol.	اس نے ایک سال جیل میں گزارا۔
	OR		He is a notorious gaol-bird.	وہ ایک بدنام زمانہ قیدی ہے۔
	Goal	منزل	He worked hard to reach his goal.	اس نے اپنی منزل پانے کے لیے محنت کی۔
51.	Gate	دروازہ	Keep the gate shut at night.	دروازہ رات کو بند رکھو۔
	Gait	چال	Her gait is graceful (خوبصورت).	اس کی چال پُر وقار ہے۔
52.	Gamble	جوا کھیلنا، شرط لگانا	He gambles on the horses.	وہ گھوڑوں پر شرط لگاتا ہے۔
	Gambol	اُچھلنا کودنا	Children were gamboling in the lawn.	بچے لان میں اُچھل کود رہے تھے۔
53.	Grate	آتشدان، چولہا	She was sitting beside the grate.	وہ آتش دان (انگیٹھی) کے قریب بیٹھی تھی۔
	Great	عظیم، بڑا	Keats was a great poet.	کیٹس ایک عظیم شاعر تھا۔
	Greet	استقبال کرنا	She greeted her guests at the door.	اس نے اپنے مہمانوں کا دروازے پر استقبال کیا۔

H

54.	Hale	صحت مند	This old man is quite hale and hearty.	یہ بوڑھا آدمی بالکل تندرست توانا ہے۔
	Hail	اولے پڑنا	It is hailing outside.	باہر اولے پڑ رہے ہیں۔
55.	Heal	زخم بھرنا	Time heals all sorrows.	وقت سارے زخموں کو مندمل کر دیتا ہے۔
	Heel	ایڑی	Hunger often follows on the heels of war.	بھوک اکثر جنگ کے پیچھے پیچھے آتی ہے۔
56.	Hew	کاٹنا	He was hewing down a tree.	وہ ایک درخت کاٹ رہا تھا۔
	Hue	رنگ	The flowers of different hues were blooming (کھلے ہوئے) in the garden.	باغ میں مختلف رنگ کے پھول کھلے تھے۔
57.	Higher	اعلیٰ	Aslam has gone abroad for higher studies.	اسلم اعلیٰ تعلیم کے لیے بیرون ملک گیا ہے۔
	Hire	کرایہ پر لینا	We hired a taxi to reach the zoo.	چڑیا گھر پہنچنے کے لیے ہم نے ٹیکسی کرایہ پر لی۔
58.	Hole	سوراخ	There was a big hole in the road.	سڑک میں ایک بڑا سوراخ تھا۔
	Whole	تمام	She spent the whole day in cleaning.	اس نے تمام دن صفائی کرنے میں صرف کر دیا۔
59.	Hope	امید رکھنا	She hopes to pass the examination.	اُسے امتحان میں پاس ہونے کی اُمید ہے۔

	Hop	کودنا	I saw the little girl hopping and jumping. میں نے چھوٹی لڑکی کو کودتے اور چھلانگ لگاتے ہوئے دیکھا۔
60.	Human	انسانی	To err is human; to forgive is divine. غلطی شیوہ انسان، معافی شیوہ رحمان۔
	Humane	ہمدرد	She is a kind and humane lady. وہ ایک رحم دل اور ہمدرد خاتون ہے۔
			I
61.	Ice	ٹھوس برف	She slipped on the ice and fell. وہ برف سے پھسلی اور گر گئی۔
	Snow (noun)	بھربھری نرم برف	The whole city is covered with snow. سارا شہر برف سے ڈھکا ہوا ہے۔
	OR (verb)	برف پڑنا	It snowed all night. پوری رات برف پڑی۔
62.	Idle	بیکار، نکما	We spent many idle hours on the bank of a canal. اس نے بہت سا وقت نہر کے کنارے بیکار گزار دیا۔
	Idol	بت، بہت پیاری	As she is beautiful, she is the idol of her husband. چونکہ وہ حسین ہے اس لیے اپنے خاوند کو بہت پیاری ہے۔
	OR		The Hindus worship idols. ہندو بتوں کی پوجا کرتے ہیں۔
	Ideal	شاندار، مثالی	Today, the weather is ideal for a picnic. پکنک کے لیے آج موسم بڑا شاندار ہے۔
63.	Immortal	لافانی	The soul is immortal. روح لافانی ہوتی ہے۔
	Immoral	غیر اخلاقی	It is immoral to abuse. گالیاں دینا غیر اخلاقی ہے۔
64.	Industrial	صنعتی	Japan is an industrial country. جاپان ایک صنعتی ملک ہے۔
	Industrious	محنتی	Industrious boys never fail. محنتی لڑکے کبھی ناکام نہیں ہوتے۔
	OR		She is an industrious lady. وہ ایک محنتی خاتون ہے۔
			J
65.	Judicial	عدالتی	I dislike boring (اکتا دینے والا) judicial process (طریقہ کار). میں اکتا دینے والے عدالتی طریقہ کار کو ناپسند کرتا ہوں۔
	Judicious	دانشمندانہ	I accepted his judicious advice. میں نے اس کی دانشمندانہ نصیحت قبول کر لی۔
			K
66.	Knead	گوندھنا	Knead the dough for three minutes. تین منٹ تک آٹا گوندیے۔
	Need	ضرورت ہونا	Plants need water and light to grow. پودوں کی نشوونما کے لیے پانی اور روشنی کی ضرورت ہوتی ہے۔
67.	Knotty	پیچیدہ	I love to solve knotty problems. میں پیچیدہ مسائل کو حل کرنا پسند کرتا ہوں۔
	OR		Knotty wood has been used in furniture. فرنیچر میں گٹھیلی لکڑی استعمال کی گئی ہے۔
	Naughty	شرارتی	She punished the naughty boy. اس نے شریر لڑکے کو سزا دی۔
			L
68.	Later	بعد میں	I will think about the matter later tonight. میں آج رات بعد میں اس معاملے پر غور کروں گا۔
	Latter	ثانی الذکر، پچھلا	The latter half of the game was very exciting. گیم کا پچھلا ہاف بہت دلچسپ تھا۔
69.	Leek	لہسن	Leek tastes like an onion. لہسن کا ذائقہ پیاز جیسا ہے۔
	Leak	رسنا	The water tank is leaking. پانی کی ٹنکی (سے پانی) رس رہا ہے۔
70.	Lessen	کم کرنا	Nothing can lessen the agony (تکلیف) of her separation from her husband. کوئی چیز اس کے خاوند کی جدائی کے غم کو کم نہ کر سکی
	OR		This medicine will lessen your pain. یہ دوائی تمہارے درد کو کم کر دے گی۔

	Lesson	سبق	The students are learning their lesson. طلباء اپنا سبق پڑھ رہے ہیں۔
71.	Liar	جھوٹا	Do not trust him because he is a liar. چونکہ وہ جھوٹا ہے اس لیے اس پر بھروسہ مت کرو۔
	Lawyer	وکیل	Aslam is a famous lawyer of our city. اسلم ہمارے شہر کا مشہور وکیل ہے۔
72.	Lion	شیر	I saw a lion in the zoo. میں نے چڑیا گھر میں ایک شیر دیکھا۔
	Loin	کمر	We should gird up our loins to face the danger. خطرے کا مقابلہ کرنے کے لیے ہمیں کمربستہ ہو جانا چاہیے۔
73.	Loath	نارضامند	She is loath to marry Ali. وہ علی سے شادی کرنے کے لیے نارضامند ہے۔
	Loathe	نفرت کرنا	I loathe smoking. میں سگریٹ نوشی سے نفرت کرتا ہوں۔
74.	Lose	کھونا	Poetry always loses something in translation (ترجمہ). شاعری کا ترجمہ ہمیشہ اس کے لطف کو کم کر دیتا ہے۔
	Loose	ڈھیلے	I like loose clothes. میں ڈھیلا ڈھالا لباس پسند کرتا ہوں۔
			M
75.	Mail	ڈاک	She spent the morning reading her mail. اس نے صبح اپنی ڈاک پڑھنے میں صرف کر دی۔
	Male	نر	She gave birth to a male baby. اس نے نر بچے کو جنم دیا۔
76.	Main	بڑا	This is the main gate of my house. یہ میرے گھر کا صدر دروازہ ہے۔
	Mane	گردن کے بال، ایال	The thick mane of lion makes it more terrible (ڈراؤنا). شیر کی گھنی ایال اسے مزید خوفناک بنا دیتی ہیں۔
77.	Marry	شادی کرنا	Saleem wants to marry Shaista. سلیم شائستہ سے شادی کرنا چاہتا ہے۔
	Merry	خوش، دلربا	We went to Merry England in the merry month of May. ہم مئی کے خوشگوار مہینے میں دلربا انگلستان گئے۔
78.	Mare	گھوڑی	Money makes the mare go. دام بنائے کام۔
	Mere	محض	He failed by a mere 2 marks. وہ محض دو نمبروں سے ناکام رہا۔
79.	Meat	گوشت	I donot feed my dog with meat. میں اپنے کتے کو گوشت نہیں کھلاتا۔
	OR		The lion eats meat. شیر گوشت کھاتا ہے۔
	Meet	ملنا	You can meet me whenever you like. آپ جب چاہیں مجھ سے مل سکتے ہیں۔
80.	Metal	دھات	Gold is a precious (قیمتی) metal. سونا ایک قیمتی دھات ہے۔
	Mettle	جرأت، حوصلہ	It is a real test for his mettle. یہ اس کی جرأت کا حقیقی امتحان ہے۔
81.	Miner	کان کن	Nadeem is a hard working miner. ندیم ایک محنتی کان کن ہے۔
	Minor	معمولی	This essay needs minor changes. اس مضمون میں معمولی تبدیلیوں کی ضرورت ہے۔
			O
82.	Oar	چپو، پتوار	We pulled hard on the oars. ہم نے زور سے چپو چلائے۔
	Ore	مٹی ملی دھات، کچ دھات	Iron ore has been found in Pakistan. لوہے کی کچ دھات پاکستان میں پائی گئی ہے۔
			P
83.	Pail	بالٹی	Every evening, she brings a pail of milk from the dairy. وہ ہر شام باڑے سے دودھ کی ایک بالٹی لاتی ہے۔
	Pale	زرد، پیلا	She turned pale when she saw a snake before her. جب اس نے اپنے سامنے سانپ دیکھا تو اس کا رنگ فق ہو گیا۔

84.	Pain	درد، تکلیف	His harsh (سخت) remarks caused her much pain.	اس کے کڑوے کسیلے بیانات نے اسے سخت تکلیف پہنچائی۔
	Pane	شیشہ	The light was streaming (گزرتا) through the window pane.	روشنی کھڑکی کے شیشے میں سے گزر رہی تھی۔
85.	Pair	جوڑا	Her beauty lies in her huge pair of eyes.	اس کا حسن اس کی دو بڑی بڑی آنکھوں میں مضمر ہے۔
	OR		Her constant (مسلسل) looks shot through my heart like a pair of arrows.	اس کی نگاہیں میرے دل میں دو تیروں کی طرح کھب گئیں۔
	Pare	تراشنا، کترنا	We should pare our nails regularly.	ہمیں اپنے ناخن باقاعدگی سے تراشنے چاہئیں۔
86.	Passed	گزرا	A cloud passed over the sun.	بادل سورج کے آگے سے گزر گیا۔
	Past	پچھلے	I have been writing books for the past ten years.	میں پچھلے دس سال سے کتابیں لکھ رہا ہوں۔
87.	Peal	بجنا	A peal of bells rang out.	گھنٹیوں کی ٹن ٹن گونج اٹھی۔
	Peel	چھیلنا	She was peeling an orange.	وہ سنگترہ چھیل رہی تھی۔
88.	Plain	سادہ، میدان	Let me be plain with you.	مجھے آپ سے دوٹوک (سیدھی) بات کرنی چاہیے۔
	Plane	ہوائی جہاز	The plane is about to land.	جہاز اترنے والا ہے۔
	OR	ہموار	This road is not plane.	یہ سڑک ہموار نہیں ہے۔
	Plan	منصوبہ	This plan will bring no fruit.	یہ منصوبہ ثمر بار نہیں ہوگا۔
89.	Popular	ہر دلعزیز	Football is a popular game.	فٹ بال ایک مقبول کھیل ہے۔
	Populous	گنجان آباد	China is a populous country.	چین ایک گنجان آباد ملک ہے۔

Q

90.	Quiet	خاموش، پرسکون	She was sitting quiet.	وہ بالکل خاموش بیٹھی تھی۔
	Quite	بالکل	He sings quite well.	وہ بہت اچھا گاتا ہے۔

R

91.	Rain	بارش	She went out in the pouring rain (موسلا دھار بارش).	وہ موسلا دھار بارش میں باہر چلی گئی۔
	Reign	عہد، حکومت	The reign of Ayub Khan was a period of prosperity.	ایوب خان کا عہد حکومت خوشحالی کا دور تھا۔
	OR		The reign of the Mughal emperors was unique in the Indian history.	مغل شہنشاہوں کا عہد حکومت ہندوستانی تاریخ میں لاثانی تھا۔

S

92.	Sail	بحری سفر	They will set sail by the tomorrow morning.	وہ کل صبح ایک بحری سفر پر روانہ ہو جائیں گے۔
	Sale	فروخت	I am sorry; this painting is not for sale.	مجھے افسوس ہے یہ پینٹنگ بکاؤ (برائے فروخت) نہیں ہے۔
93.	Scene	منظر	Beautiful scenes of nature are my appetite (شوق).	خوبصورت قدرتی مناظر میری کمزوری ہیں۔
	OR		The beautiful scene fascinated (متاثر کرنا) me.	خوبصورت منظر نے مجھے گرویدہ کر دیا۔
	Seen	دیکھنا	He was seen plucking the flowers this morning.	وہ آج صبح پھول توڑتا ہوا دیکھا گیا۔
	OR		Had you seen her before marriage?	کیا شادی سے پہلے تم نے اُسے دیکھا تھا؟
94.	Sick	تنگ آنا	I am sick of her nonsense (بکواس).	میں اس کی بیہودگی سے تنگ ہوں۔

	Ill	بیمار	He was ill with fever.	اسے بخار تھا۔
95.	Sore	تکلیف دہ	She was in sore distress (غم) at the death of her husband.	وہ اپنے خاوند کی وفات پر انتہائی غمزدہ تھی۔
	Soar	اونچا اڑنا	The bird soared into the air.	پرندے نے ہوا میں بلند پرواز کی۔
	Sour	کھٹا، نمکین	Grapes are sour.	انگور کھٹے ہیں۔
	OR		What a sour face she has!	اس کا چہرہ کیسا نمکین ہے!
96.	Sow	بونا	We will sow this field with rice.	ہم اس کھیت میں چاول بوئیں گے۔
	Sew	سینا	She sews all her children's clothes.	وہ اپنے تمام بچوں کے کپڑے سیتی ہے۔
97.	Stair	سیڑھی	I saw her on the stairs.	میں اس سے سیڑھیوں میں ملا۔
	Stare	گھورنا	Do not stare at me so rudely (گستاخی سے).	اس بے ادبی سے میری طرف مت گھورو۔
98.	Steal	چرانا	A tear stole down her cheek.	ایک آنسو اس کے رخسار سے ڈھلک گیا۔
	OR		He stole a pen from the shop.	اس نے دکان سے ایک قلم چرا لیا۔
	Steel	سٹیل، لوہا	The pan is made of steel.	یہ دیگ سٹیل کا بنا ہوا ہے۔
	OR		She fried fish in the steel pan.	اس نے مچھلی سٹیل کی کڑھائی میں تلی۔
99.	Story	کہانی	The play is simply a love story.	یہ کھیل محض ایک داستان عشق و محبت ہے۔
	Storey	منزل	This building has three storeys.	اس عمارت کی تین منزلیں ہیں۔
100.	Straight	سیدھا	This street is straight.	یہ گلی سیدھی ہے۔
	Strait	تنگ گزرگاہ	The ship was passing through the Straits of Gibraltar.	جہاز آبنائے جبرالٹر میں سے گزر رہا تھا۔
	OR	تنگ	This gate is strait.	یہ دروازہ تنگ ہے۔

T

101.	Team	ٹیم	Our football team is very strong.	ہماری فٹ بال کی ٹیم بڑی مضبوط ہے۔
	Teem	بھرا ہوا	This lake is teeming with fish.	یہ جھیل مچھلیوں سے بھری پڑی ہے۔
102.	Tide	لہر	Time and tide wait for none.	وقت کسی کا انتظار نہیں کرتا۔
	Tied	باندھا	He tied the cow to a tree.	اس نے گائے درخت کے ساتھ باندھ دی۔

U, V

103.	Vain	مغرور	She is vain of her beauty.	وہ اپنے حسن پر نازاں ہے۔
	OR		She is a vain girl.	وہ ایک گھمنڈی لڑکی ہے۔
	Vein	رگ	Blood runs in veins.	خون رگوں میں دوڑتا ہے۔
104.	Vale	وادی	Life is a vale of tears.	زندگی آنسوؤں کی وادی ہے۔
	Veil	نقاب	She was wearing a black veil.	اس نے سیاہ نقاب اوڑھا ہوا تھا۔

W, Y, Z

105.	Wait	انتظار	Time and tide wait for none.	وقت کسی کا انتظار نہیں کرتا۔
	Weight	وزن	What is your weight?	آپ کا وزن کتنا ہے؟
106.	Weak	کمزور	Nadeem is weak in English.	ندیم انگریزی میں کمزور ہے۔
	Week	ہفتہ	There are seven days in a week.	ہفتے میں سات دن ہوتے ہیں۔

.....☆.....☆.....☆.....

SET - III

A

No.	PAIRS	MEANINGS	SENTENCES	
1.	Able	قابل	The child is not yet able to walk.	بچہ ابھی چلنے کے قابل نہیں۔

	Capable	خاص کام کی صلاحیت رکھنے والا	Ali is capable of doing his duty well. علی اپنا فرض اچھی طرح ادا کرنے کی صلاحیت رکھتا ہے۔
2.	Addition	اضافہ	He is a useful addition to our staff. وہ ہمارے سٹاف میں ایک مفید اضافہ ہے۔
	Edition	ایڈیشن، اشاعت	The book is now in its third edition. یہ کتاب اب اپنی تیسری اشاعت میں ہے۔
	Audition	آرٹسٹ کی آزمائشی کارکردگی	His audition for the role of Hamlet went well. ہیملٹ کے کردار کے لیے اس کی آزمائشی کارکردگی اچھی رہی۔
3.	Allow	اجازت دینا	The father allowed Ali to go to the party. باپ نے علی کو پارٹی میں جانے کی اجازت دے دی۔
	Permit	قانونی اجازت دینا	The law does not permit the sale of such drugs. قانون ایسی دوائیوں کی فروخت کی اجازت نہیں دیتا۔
4.	Apposite	مناسب	He made apposite remarks about the incident. اس نے حادثے سے متعلق مناسب تبصرہ کیا۔
	Opposite	مخالف، بالمقابل	There is a store on the opposite side of the street. گلی کے بالمقابل ایک سٹور ہے۔
5.	Artist	فنکار	Aslam is a great artist in painting. اسلم پینٹنگ کا عظیم فنکار ہے۔
	Artiste	پیشہ ور رقاصہ، موسیقار	Noor Jahan was a perfect artiste. نور جہاں ایک مکمل پیشہ ور گلوکارہ تھی۔
	Artisan	دستکار، کاریگر	A carpenter is an artisan. بڑھئی ایک کاریگر ہے۔
6.	Ascend	چڑھنا	The road ascended the hill slowly. سڑک آہستہ آہستہ پہاڑی پر چڑھ رہی تھی۔
	Descend	اُترنا	She descended the hill slowly. وہ آہستہ آہستہ پہاڑی سے اُتری۔
7.	Audible	قابل سماعت، جو سنا جا سکے	She gave an audible sigh of relief. اس نے سکون کی ایک قابل سماعت آہ نکالی۔
	Edible	خوردنی، کھانے کے قابل	They found many edible plants in the jungle. انہیں جنگل میں بہت سے خوردنی پودے ملے۔
8.	Aught	کوئی چیز	Do you have aught to eat? کیا تمہارے پاس کھانے کے لیے کوئی چیز ہے؟
	Ought	چاہیے	We ought to respect our elders. ہمیں اپنے بزرگوں کا احترام کرنا چاہیے۔

B

9.	Base	عمارت وغیرہ کا نچلا حصہ	The glass has a heavy base. گلاس کا نچلا حصہ بھاری ہے۔
	Basis	خیال یا دلیل وغیرہ کی بنیاد	His claim has no solid basis. اس کا دعویٰ ٹھوس بنیاد کا حامل نہیں ہے۔
10.	Baron	کسی کاروبار میں بااثر شخص، تاجر	The oil barons have increased the prices of oil. تیل کے تاجروں نے تیل کی قیمتیں بڑھا دی ہیں۔
	Barren	بنجر	Barren lands produce nothing. بنجر زمینیں کچھ پیدا نہیں کرتیں۔
11.	Boar	سور	He killed a wild boar. اس نے ایک جنگلی سور ہلاک کر دیا۔
	Bore	بیزار کرنا	I hope, I am not boring you. مجھے امید ہے، میں آپ کو بیزار نہیں کر رہا۔
12.	Bow	جھکنا	We bow our heads in prayers. ہم نماز میں اپنا سر جھکاتے ہیں۔
	Bough	ٹہنی	He cut a large bough of a tree. اس نے درخت کا ایک بڑا ٹہنا کاٹ ڈالا۔
13.	Breathe	سانس لینا	It is hard to breathe in the smoky air. دھویں والی فضا میں سانس لینا مشکل ہوتا ہے۔
	Breath	سانس	She came out for a breath of fresh air. وہ تازہ ہوا خوری کے لیے باہر نکل آئی۔
	Breadth	چوڑائی	The box is 5 feet in breadth. صندوق کی چوڑائی پانچ فٹ ہے۔

C

14.	Calendar	تاریخ بتانے والا کیلنڈر	She hung the calendar on the wall. اس نے کیلنڈر دیوار سے لٹکا دیا۔
	Calender	کاغذ یا کپڑے کو ہموار کرنے کی مشین	A calender presses the papers or cloth. کیلنڈر کاغذوں اور کپڑوں کو پریس کرتی ہے۔

15.	Casual	غیر سنجیدہ	Naseem had a casual attitude to life. زندگی سے متعلق نسیم کا رویہ غیر سنجیدہ ہے۔
	Causal	سبب سے متعلق، علتی	There is a causal link between unemployment and crime. بے روزگاری اور جرم کے درمیان علتی واسطہ ہے۔
16.	Cession	علیحدگی، دستبرداری	India will have to endure (برداشت کرنا) the cession of Kashmir to Pakistan. بھارت کو کشمیر کی پاکستان کو سپردگی برداشت کرنا ہوگی۔
	Session	اجلاس	The court is now in session. عدالت کا اجلاس (کارروائی) جاری ہے۔
	OR		The assembly session was adjourned. اسمبلی کا اجلاس برخاست کر دیا گیا۔
17.	Cellar	تہہ خانہ	They hid in the cellar during the storm. طوفان کے دوران وہ تہہ خانے میں چھپ گئے۔
	Seller	فروخت کنندہ	The seller demanded 7 lakh rupees for the car. فروخت کنندہ نے کار کے لیے سات لاکھ روپے مانگے۔
	Sailor	ملاح	He works as a sailor on a cargo ship. وہ ایک مال بردار جہاز پر بطور ملاح کام کرتا ہے۔
18.	Chord	احساس، جذبہ	His story struck a chord of pity in the listeners. اس کی کہانی نے سامعین کے اندر رحم کے احساس کو اُبھار دیا۔
	Cord	ڈوری، رسی	She tied the silk bag with a gold cord. اس نے ریشمی بیگ کو سنہری ڈوری سے باندھ دیا۔
19.	Clock	گھڑیال	I heard the clock strike six. میں نے گھڑیال کو چھ بجاتے ہوئے سنا۔
	Cloak	چغہ	He wore a cloak over his other clothes and went out. اس نے اپنے دوسرے کپڑوں کے اوپر چغہ پہنا اور باہر چلا گیا۔
20.	Cloth	بغیر سلا کپڑا	She likes silky cloth. وہ ریشمی کپڑا پسند کرتی ہے۔
	Clothe	کپڑے پہنانا	She has two kids to feed and clothe. اس کے دو بچے ہیں جنہیں اُسے غذا اور لباس بہم پہنچانا ہے۔
	Clothes	سلے ہوئے کپڑے	She is wearing fine clothes. اس نے عمدہ کپڑے پہنے ہوئے ہیں۔
21.	Command	حکم دینا	He commanded the army to attack. اُس نے فوج کو حملہ کرنے کا حکم دیا۔
	Commend	تعریف کرنا	I commend Saleem on writing such a good book. ایسی اچھی کتاب لکھنے پر میں سلیم کو ستائش پیش کرتا ہوں۔
22.	Corporal	جسمانی	Corporal punishment in schools must be checked. سکولوں میں جسمانی سزا کو روکنا چاہیے۔
	OR		Man is not for corporal pleasures. انسان کا مقصد جسمانی/نفسانی مزے اُٹھانا نہیں ہے۔
	Corporeal	مادی	The virtuous do not take interest in the corporeal world. نیک لوگوں کو مادی دنیا سے کوئی دلچسپی نہیں ہوتی۔

D

23.	Dam	ڈیم، بند	Pakistan should build some more dams. پاکستان کو کچھ مزید ڈیم تیار کرنے چاہئیں۔
	Dame	خاتون، لڑکی	Uswa is a beautiful dame. اُسوہ ایک خوبصورت لڑکی ہے۔
	Damn	غصہ یا نفرت کا اظہار	Damn! I forgot the keys. لعنت! میں چابیاں بھول گیا۔
24.	Deference	عزت و احترام	He treated his guests with due deference. اس نے مہمانوں کو شایانِ شان عزت و احترام دیا۔
	Difference	فرق، اختلاف	He makes no difference between his two sons. وہ اپنے دونوں بیٹوں میں کوئی فرق نہیں کرتا۔

	OR		I have no differences with him. میرے اس سے کوئی اختلافات نہیں ہیں۔
25.	Device	طریقہ، تدبیر	It is a good device (طریقہ) to promote education. تعلیم کے فروغ کے لیے یہ ایک اچھا حربہ ہے۔
	OR		An electric device moves this machine. بجلی کا آلہ اس مشین کو چلاتا ہے۔
	Devise	اختراع/ایجاد کرنا	He has devised a plan for promoting adult education. اس نے تعلیم بالغان کے فروغ کے لیے ایک منصوبہ بنایا ہے۔
26.	Diseased	بیمار	It is hard to live in a diseased society. کسی بیمار معاشرے میں رہنا بہت مشکل ہوتا ہے۔
	Deceased	مرحوم	The deceased has left a lot of money to his children. مرحوم اپنے بچوں کے لیے بہت ساری دولت چھوڑ گیا ہے۔
27.	Decent	عمدہ، شائستہ	He is a thoroughly (مکمل طور پر) decent man. وہ سراپا ایک شائستہ (مہذب) آدمی ہے۔
	Dissent	اختلاف کرنا	She dissented from my remarks. اس نے میری رائے سے اختلاف کیا۔
	OR	اختلاف	This dissent will lead them to ruin. یہ اختلاف انہیں تباہی کی طرف لے جائے گا۔
	Descent	اُترائی	The descent from the hill was not easy. پہاڑی سے اترائی آسان نہیں تھی۔
28.	Drown	جاندار چیز کا ڈوبنا	A drowning man catches at a straw. ڈوبنے کو تنکے کا سہارا۔
	Sink	بے جان چیز کا ڈوبنا	Iron sinks in water. لوہا پانی میں ڈوبتا ہے۔
29.	Dual	دوہری	He has dual nationality (قومیت). اس کی دوہری قومیت ہے۔
	Duel	دو آدمیوں کی لڑائی	He killed his enemy in a duel. اس نے اپنے حریف کو دو بدو میں قتل کر دیا۔

E

30.	Economics	معاشیات	She teaches economics in this college. وہ اس کالج میں معاشیات پڑھاتی ہے۔
	Economic	معاشی	We need economic reforms in our country. ہمیں اپنے ملک میں معاشی اصلاحات کی ضرورت ہے۔
31.	Economy	معاشی نظام، معیشت	Good economy ensures welfare of the people. اچھی معیشت لوگوں کی خوشحالی کو یقینی بناتی ہے۔
	Economical	جس پر خرچ کم ہو	People like to buy economical cars. لوگ ایسی گاڑیاں خریدنا پسند کرتے ہیں جن پر خرچ کم ہو۔
32.	Empire	شہنشاہیت	The Roman Empire was divided in the fourth century AD. رومی شہنشاہیت چوتھی صدی عیسوی میں تقسیم ہو گئی تھی۔
	Umpire	امپائر، کھیل میں منصفی کے فرائض سرانجام دینے والا	I thought he was out but the umpire called him safe. میرا خیال تھا کہ وہ آؤٹ ہو چکا ہے مگر امپائر نے اُسے محفوظ قرار دے دیا۔
33.	Essay	مضمون، انشائیہ	He has written a good essay on social evils. اس نے سماجی برائیوں پر ایک اچھا مضمون لکھا ہے۔
	Assay	کیمیائی تجزیہ کرنا	Assay this piece of gold to see its quality. سونے کے اس ٹکڑے کی خاصیت جانچنے کے لیے اس کا کیمیائی تجزیہ کریں۔
34.	Ensure	یقین دلانا، یقینی بنانا	This book ensures success. یہ کتاب کامیابی کو یقینی بناتی ہے۔
	Insure	بیمہ کرانا	This house is insured for fifty thousand dollars. اس مکان کا پچاس ہزار ڈالر کا بیمہ کرایا گیا ہے۔
35.	Excite	جوش دلانا	I only take on the work that excites me. میں صرف وہی کام ذمہ لیتا ہوں جو مجھے جوش دلاتا ہے۔

	Incite	اُکسانا	He denied that he had incited a riot. اُس نے اس بات سے انکار کر دیا کہ اُس نے فساد کو ہوا دی ہے۔
36.	Expand	پھیلانا	He is trying to expand his business. وہ اپنے کاروبار کو وسعت دینا چاہتا ہے۔
	Expend	خرچ کرنا	She has expended all her efforts on this project (منصوبہ). اس نے اپنی تمام تر کوششیں اس منصوبے پر صرف کر دی ہیں۔

F

37.	Facility	سہولت	Does the firm give the medical facility? کیا یہ فرم طبی سہولتیں دیتی ہے؟
	Felicity	خوشی	He enjoyed the great felicity of his success. اُسے اپنی کامیابی پر زبردست خوشی ملی۔
	OR		It was an occasion of great felicity for me. یہ اس کے لیے زبردست خوشی کا موقع تھا۔
38.	Fain	بخوشی	She would fain come to help us. وہ بخوشی ہماری مدد کو آئے گی۔
	Feign	بہانہ کرنا	He feigned sorrow at his rival's death (دشمن کی موت). اس نے اپنے حریف کی موت پر غمزدہ ہونے کا بہانہ کیا۔
39.	Farther	دور	We cannot go any farther this way. ہم اس راستے پر مزید دور نہیں جا سکتے۔
	Further	مزید	He further said that he would do every thing to help us. اس نے مزید کہا کہ وہ ہماری مدد کے لیے سب کچھ کرے گا۔
40.	Fiance	منگیتر (لڑکا)	She does not love her fiance. وہ اپنے منگیتر سے محبت نہیں کرتی۔
	Fiancee	منگیتر (لڑکی)	He loves his fiancee. وہ اپنی منگیتر سے محبت کرتا ہے۔
41.	Food	خوراک	She likes simple food. وہ سادہ غذا پسند کرتی ہے۔
	Feed	کھلانا	He has a large family to feed. ایک بڑے خاندان کا نان و نفقہ اس کے ذمے ہے۔
42.	Fond	شوقین	Saleem is fond of hunting. سلیم شکار کا شوقین ہے۔
	Found	پانا	At last, we found out that he was not a good man. آخر کار ہمیں معلوم ہو گیا کہ وہ اچھا آدمی نہیں۔
	OR	بنیاد رکھنا	The Muslims of India founded a separate homeland. ہندوستانی مسلمانوں نے ایک علیحدہ وطن کی بنیاد رکھی۔
43.	Flee	بھاگنا	He heard the roar of a lion and fled to save his life. اس نے شیر کی دھاڑ سنی اور خاطرِ جان کے لیے بھاگا۔
	Flea	پسو	This dog has got fleas. کتے کو پسو پڑ گئے ہیں۔
44.	Forward	آگے کی طرف	He came forward to welcome me. مجھے خوش آمدید کہنے کے لیے وہ آگے بڑھا۔
	Foreword	پیش لفظ	The foreward to this book is written by Ali. اس کتاب کا پیش لفظ علی نے لکھا ہے۔
45.	Fore	اگلا	The fore part of the car is not beautiful. اس کار کا اگلا حصہ خوبصورت نہیں ہے۔
	Four	چار	He has four brothers. اُس کے چار بھائی ہیں۔
46.	Funeral	جنازہ	Many people attended the funeral of his father. اُس کے باپ کے جنازے میں بہت سے لوگوں نے شرکت کی۔
	Funereal	ماتمی	She sang a funereal song on the death of her husband. اس نے اپنے خاوند کی موت پر ماتمی گیت گایا۔

G

47.	Gentle	شریف، نرم	"Oh there is blessing (لطف و سرور) in this gentle breeze". (W. Wordsworth) باد نسیم میں لطف و سرور پنہاں ہے۔

	Genteel	شائستہ	His manners are perfectly genteel. اس کے اطوار انتہائی شائستہ ہیں۔
48.	Ghostly	بھوت کی سی	She saw a ghostly figure in the dark. اُس نے اندھیرے میں ایک بھوت کی سی شکل دیکھی۔
	Ghastly	خوفناک	I saw a ghastly accident last night. میں نے پچھلی رات ایک خوفناک حادثہ دیکھا۔
49.	Gilt	جس پر سونے کی پتلی تہہ چڑھی ہو، ملمع دار	I bought a gilt picture frame. میں نے ایک ملمع دار تصویری چوکھٹا خریدا۔
	Guilt	جرم	He refused to admit his guilt. اس نے اپنا جرم تسلیم کرنے سے انکار کر دیا۔
50.	Glass	گلاس	Would you like a glass of milk? کیا آپ دودھ کا ایک گلاس پسند فرمائیں گے؟
	Gloss	چمک	The gel gives your hair a gloss. جیل آپ کے بالوں کو چمک دیتا ہے۔

H

51.	Haven	پناہ گاہ	My home among the green hills is my haven. سرسبز پہاڑوں کے درمیان میرا گھر میری جائے پناہ ہے۔
	Heaven	جنت، بہشت	Heaven lies under the feet of mother. جنت ماں کے قدموں کے تلے ہے۔

I

52.	Imaginary	فرضی	She has imaginary fears about her husband. اسے اپنے خاوند سے متعلق فرضی خدشات ہیں۔
	OR		Mougli is an imaginary character. موگلی ایک تخیلاتی کردار ہے۔
	Imaginative	تخیل رکھنے والی/ والا	Bano is an imaginative writer. بانو ایک باتخیل لکھاری ہے۔
53.	Impassable	ناقابل گزر	The river in flood was impassable. بپھرا ہوا دریا ناقابل عبور تھا۔
	Impossible	ناممکن	To win the prize without effort is impossible. محنت کے بغیر انعام حاصل کرنا ناممکن ہے۔
	impassible	بے حس	Good people can never be impassible to others' problems. اچھے لوگ دوسروں کے مسائل کے بارے کبھی بھی بے حس نہیں رہ سکتے۔

J

54.	Junction	ملاپ کی جگہ	He got on the train at the Kot Adu junction. وہ کوٹ ادو جنکشن پر ریل گاڑی میں سوار ہوا۔
	Juncture	کڑا وقت	We should not leave him alone at this juncture. ہمیں اس کڑے وقت میں اُسے تنہا نہیں چھوڑنا چاہیے۔

M

55.	Mean	نامہرباں	He is very mean to his wife. وہ اپنی بیوی سے بہت نامہرباں ہے۔
	Mien	شکل کا انداز، وضع	I like him as he is a man of noble mien. میں اُسے پسند کرتا ہوں کیونکہ وہ ایک شریف وضع کا حامل آدمی ہے۔
56.	Message	پیغام	I got a message that he would be late. مجھے پیغام ملا کہ اُسے دیر ہو جائے گی۔
	Massage	مساج	He gave me a gentle neck massage. اُس نے مجھے گردن پر ہلکا پھلکا مساج کیا۔

O

57.	Ordinance	آرڈیننس، قانون	An ordinance prohibits smoking at the public places. ایک آرڈیننس لوگوں کی ترش والی جگہوں پر سگریٹ نوشی کو ممنوع قرار دیتا ہے۔
	Ordnance	اسلحہ ساز، توپ	We have an ordnance factory in Wah Cantt. واہ کینٹ میں ہماری ایک اسلحہ ساز فیکٹری ہے۔
58.	Official	افسر، سرکاری ملازم	Aslam is an honest police official. اسلم ایک ایماندار پولیس عہدہ دار ہے۔
	Officious	دھونس/ مداخلت کرنے والا	I dislike these officious civil servants. میں دھونسو سول ملازمین کو ناپسند کرتا ہوں۔

P

59.	Pat	تھپکی	I gave the little boy a pat on the head. میں نے چھوٹے لڑکے کے سر پر تھپکی دی۔

	Pet	پالتو جانور	The boy was bitten by his pet dog. لڑکے کو اس کے پالتو کتے نے کاٹ لیا۔
60.	Patrol	گشت کرنا	The police patrol the streets at night. پولیس رات کو گلیوں میں گشت کرتی ہے۔
	Petrol	پٹرول	Lo! there is another increase in the petrol price. لیجیے! پٹرول کی قیمتوں میں مزید اضافہ ہو گیا ہے۔
61.	Patron	سرپرست	Saleem is the patron of this club. سلیم اس کلب کا سرپرست ہے۔
	Pattern	نمونہ	The question papers would be in a new pattern. سوالنامے نئے نمونے کے ہوں گے۔
62.	Pond	تالاب	All the ponds and streams had gone dry. تمام تالاب اور ندیاں خشک ہو گئیں تھیں۔
	Pound	پونڈ	My weight is 120 pounds. میرا وزن 120 پاؤنڈ ہے۔
63.	Practice	مشق	Practice makes a man perfect. مشق سے آدمی کامل ہوتا ہے۔
	Practise	مشق کرنا، عمل کرنا	Why do you preach what you do not practise? تم اس بات کی تبلیغ کیوں کرتے ہو جس پر تم خود عمل نہیں کرتے؟
64.	Prophecy	پیشین گوئی	The poem contains a bleak prophecy of war. نظم میں جنگ کی افسوسناک پیشین گوئی موجود ہے۔
	Prophesy	پیشین گوئی کرنا	She prophesied that he would win the race. اس نے پیشین گوئی کی کہ وہ دوڑ جیت لے گا۔
65.	Profit	فائدہ، منافع	You will earn a lot of profit from this business. تم اس کاروبار سے بہت زیادہ منافع کماؤ گے۔
	Prophet	پیغمبر	Hazrat Muhammad (صلی اللہ علیہ وآلہ وسلم) is the last prophet of ALLAH. حضرت محمد (صلی اللہ علیہ وآلہ وسلم) اللہ کے آخری رسول ہیں۔

R

66.	Raise	اُگانا، کاشت کرنا	This farmer raises rice. یہ کسان چاول اُگاتا ہے۔
	Raze	عمارت، شہر کو تباہ کر دینا	The army razed the city to the ground. فوج نے شہر کو تباہ کر کے مٹی میں ملا دیا۔
67.	Right	صحیح، حق	She is right in her opinion. وہ اپنی رائے میں حق بجانب ہے۔
	Rite	رسم	He performed all the funeral rites on the death of his mother. اس نے اپنی والدہ کی وفات پر تجہیز و تکفین کی تمام رسومات ادا کیں۔
	OR		Rites & rituals have ruined (تباہ کرنا) our nation. رسم و رواج نے ہماری قوم کو تباہ کر دیا ہے۔
68.	Rightful	صحیح، جائز	Ali is the rightful owner of the house. علی مکان کا جائز مالک ہے۔
	Righteous	نیک	Ali is a righteous and holy man. علی ایک نیک اور پاکباز انسان ہے۔
69.	Ring	انگوٹھی	She was wearing a beautiful golden ring on her finger. اس نے اپنی انگلی میں ایک خوبصورت سونے کی انگوٹھی پہن رکھی تھی۔
	OR	بجنا	The bells were ringing to welcome the spring. موسم بہار کے سواگت کے لیے گھنٹیاں بج رہی تھیں۔
	Wring	نچوڑنا	Do not wring the clothes made of wool. اونی کپڑوں کو مت نچوڑو۔
70.	Room	کمرہ	She was sitting in the drawing room. وہ ڈرائنگ روم میں بیٹھی تھی۔
	Roam	گھومنا	She was roaming amid the blooming (کھلے ہوئے) flowers. وہ کھلے ہوئے پھولوں کے درمیان گھوم رہی تھی۔
71.	Root	جڑ	"She found me roots of relish sweet." وہ میرے لیے جو خوش ذائقہ جڑیں ڈھونڈ لائی۔

	OR	جڑ سے ختم کرنا	We should root out corruption (بدعنوانی) from society. ہمیں معاشرے سے بدعنوانی کو جڑ سے اُکھاڑ پھینکنا چاہیے۔
	Route	راستہ	There is no easy route to success. کامیابی کے لیے کوئی آسان راستہ نہیں۔
	Rout	شکست، بھگدڑ	We put our enemy to rout. ہم نے اپنے دشمن کو شکست دے دی۔

S

72.	Seam	بخیے	My old coat is falling apart at the seams. میرا پرانا کوٹ بخیوں پر اُدھڑ رہا ہے۔
	Seem	دکھائی دینا	It seems that she would not marry Ali. ایسا دکھائی دیتا ہے کہ وہ علی سے شادی نہیں کرے گی۔
73.	Sent	بھیجا	We sent him a letter yesterday. ہم نے اُسے کل ایک خط بھیجا۔
	Scent	خوشبو	Modern roses have no scent. جدید گلابوں میں خوشبو نہیں ہوتی۔
	OR		He got scent of the plot against him. اسے اپنے خلاف سازش کا علم ہو گیا۔
74.	Shear	کترنا، مونڈنا	The farmer taught her how to shear sheep. کسان نے اُسے بھیڑوں کی اُون کترنا سکھایا۔
	Sheer	مکمل، محض	His success was due to sheer hard work. اس کی کامیابی محض محنت کی وجہ سے تھی۔
	Shears	قینچ، قینچا	The gardener was trimming the hedge with a pair of shears. مالی قینچا سے باڑ تراش رہا تھا۔
75.	Sole	واحد	The sole cause of the accident was rash driving. حادثے کی واحد وجہ تیز رفتاری تھی۔
	OR	تلوا	The sole of this shoe is made of a fine leather. اس جوتے کا تلوا عمدہ چمڑے سے بنا ہوا ہے۔
	Soul	روح	May her soul rest in peace! خدا کرے کہ اس کی روح کو سکون نصیب ہو!
76.	Soot	دھواں/کالک	She swept the soot out of the room. اس نے جھاڑو دے کر کمرے سے کالک صاف کر دی۔
	Suit	لباس	She looked beautiful in her new suit. وہ اپنے نئے جوڑے میں خوبصورت لگ رہی تھی۔
	Suite	دو کمروں کا سیٹ	They got a suite reserved for them in a hotel. انہوں نے ہوٹل میں اپنے لیے دو کمروں کا سیٹ نامزد کرا لیا۔
77.	Some	کچھ، چند	Some students were playing in the lawn. کچھ طلبا سبزہ زار میں کھیل رہے تھے۔
	Sum	رقم	He was fined the sum of Rs. 200/-. اس پر دو سو روپے جرمانہ کیا گیا۔
78.	Spacious	وسیع، کشادہ	Our house is spacious. ہمارا مکان کشادہ ہے۔
	Specious	بظاہر درست لیکن دراصل غلط	His arguments are specious. اس کے دلائل بظاہر درست لیکن دراصل غلط ہیں۔
79.	Sweet	میٹھا، خوبصورت	She is as sweet as the sweetest dream. وہ خوبصورت خواب کی طرح دلفریب ہے۔
	OR		The cake is very sweet. کیک بہت میٹھا ہے۔
	Sweat	پسینہ	He won the prize with the sweat of his brow (آبرو). اس نے عرق ریزی سے انعام جیتا۔

T

80.	Tamper	ناجائز تبدیلیاں کرنا	Someone has tampered the record of the office. کسی نے دفتری ریکارڈ میں تبدیلیاں کر دی ہیں۔

	Temper	مزاج	Do not lose your temper in any case. کسی بھی حالت میں صبر کا دامن نہ چھوڑو۔
	OR		He is a man of quick temper. وہ تیز مزاج آدمی ہے۔
81.	Temporary	عارضی	His job here is only temporary. یہاں اس کی نوکری محض عارضی ہے۔
	Temporal	مادی	He was both a temporal and spiritual ruler. وہ بیک وقت ایک مادی اور روحانی حکمران تھا۔
82.	Tenor	راستہ، انداز	She has changed the tenor of her life according to the wishes of her husband. اس نے اپنے خاوند کی خواہشات کے مطابق اپنی زندگی کا انداز بدل لیا ہے۔
	Tenure	مدت	Have you completed the tenure of your service? کیا آپ نے اپنی مدتِ ملازمت پوری کر لی ہے؟
83.	Thorn	کانٹا	"I fall upon the thorns of life; I bleed." (Shelley: *Ode to the west wind*) میں زیست کے کانٹوں پر گرتا ہوں اور لہولہو ہوتا ہوں۔
	OR		A thorn ran into my heel. میری ایڑی میں کانٹا چبھ گیا۔
	Throne	تخت	The king was sitting on the throne. بادشاہ تخت پر بیٹھا تھا۔
	Thrown	پھینکنا	The ball was thrown across the stadium. گیند سٹیڈیم کے پار پھینکی گئی۔
84.	Tire	تھکا دینا، تھک جانا	All that running tired me out. اس تمام بھاگ دوڑ نے مجھے تھکا دیا۔
	Tyre	ٹائر	I never forget to keep a spare tyre in the back of the car. میں گاڑی کے پیچھے ایک اضافی ٹائر رکھنا کبھی نہیں بھولتا۔
85.	Tore (tear)	پھاڑا	She tore the letter to pieces. اس نے خط کو پھاڑ کر ٹکڑے ٹکڑے کر دیا۔
	Tour	تفریحی دورہ	Ali works as a tour guide in Swat. علی سوات میں تفریحی گائیڈ کے طور پر کام کرتا ہے۔

U, V

86.	Urban	شہری	Nowadays, people like to live in the urban areas. آج کل لوگ شہری علاقوں میں رہنا پسند کرتے ہیں۔
	Urbane	شائستہ	I love her urbane smile. میں اس کے شائستہ تبسم پر فدا ہوں۔

W, Y, Z

87.	Wave	لہرانا	The flowers were waving in the wind. پھول ہوا میں لہرا رہے تھے۔
	Waive	ختم کرنا	The government should waive the rule of over-age for this post. اس آسامی کے لیے حکومت کو زائد عمری کا قانون ختم کر دینا چاہیے۔
	OR		The sanctions against Pakistan must be waived. پاکستان پر اقتصادی پابندیاں ختم کی جانی چاہئیں۔
88.	Way	راستہ	He met me on the way. وہ مجھے راستے میں ملا۔
	Weigh	وزن کرنا	Please weigh my luggage (سامان). براہ کرم میرے سامان کا وزن کیجئے۔
89.	Wet	گیلا	Her cheeks were wet with tears. اس کے رخسار آنسو سے بھیگے ہوئے تھے۔
	Whet	تیز کرنا	Please whet this knife. براہ کرم اس چاقو کو تیز کر دیجیے۔
90.	Wine	شراب	He drank a glass of wine yesterday. کل اُس نے شراب کا ایک گلاس پی لیا۔
	Vine	بیل	The vine is covered with red flowers. بیل سرخ پھولوں سے ڈھکی ہے۔
91.	Wreck	تباہ کرنا، تہہ و بالا کرنا	The storm has wrecked many trees. طوفان نے بہت سے درختوں کو تباہ کر دیا ہے۔
	Wreak	نقصان پہنچانا، اُجاڑنا	They wreaked havoc on the enemy. انہوں نے دشمن کو نقصان پہنچایا۔

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SET - IV

A

No.	PAIRS	MEANINGS	SENTENCES
1.	Ability	قابلیت	She does have the ability to teach English.
			اس میں یقینی طور پر انگلش پڑھانے کی قابلیت موجود ہے۔
	Capacity	گنجائش	The hotel has a large capacity.
			اس ہوٹل میں بڑی گنجائش ہے۔
2.	Abolish	ختم کردینا	Cruel laws should be abolished.
			ظالمانہ قوانین کو ختم کردیا جانا چاہیے۔
	Demolish	(عمارت کو) منہدم کرنا	They demolished their old house.
			انہوں نے اپنے پرانے مکان کو منہدم کردیا۔
	Destroy	تباہ کرنا، برباد کرنا	The flood destroyed the whole village.
			سیلاب نے پورے گاؤں کو تباہ کردیا۔
3.	About	کے بارے	We were talking about Ali.
			ہم علی کے بارے میں بات کررہے تھے۔
	Almost	لگ بھگ/تقریباً	He is almost thirty.
			وہ لگ بھگ تیس سال کا ہے۔
4.	Abstain	بچنا، پرہیز کرنا (کسی نامناسب عزیز اور چیز سے)	Fatmen should abstain from fatty food.
			موٹے آدمیوں کو روغنی غذا سے بچنا چاہیے۔
	Refrain	احتراز کرنا، باز رہنا	Please, refrain from telling lies.
			براہ کرم جھوٹ بولنے سے باز رہیں۔
5.	Accident	حادثہ	He was killed in a car accident.
			وہ ایک کار حادثے میں مارا گیا۔
	Incident	واقعہ	There was a shooting incident in the city last night.
			گزشتہ رات شہر میں گولی چلنے کا واقعہ پیش آیا۔
6.	Acquire	حاصل کرنا	She has acquired a taste for learning.
			اُسے علمی ذوق حاصل ہے۔
	Require	ضرورت ہونا، مطلوب ہونا	A lot of work is required to pass the exam.
			امتحان کو پاس کرنے کے لیے بہت زیادہ کام کی ضرورت ہوتی ہے۔
7.	Act	عمل کرنا	Act upon the advice of your teacher.
			اپنے اُستاد کی نصیحت پر عمل کرو۔
	Action	عمل، کاروائی	The police took action against the robbers.
			پولیس نے ڈاکوؤں کے خلاف کاروائی کی۔
	Activist	سیاسی اور سماجی طور پر سرگرم کارکن	The activists protested against lawlessness.
			سرگرم کارکنوں نے لاقانونیت کے خلاف احتجاج کیا۔
	Agitator	تخریب کار	The violence was the work of political agitators.
			تشدد سیاسی تخریب کاروں کا کیا دھرا تھا۔
8.	Admission	داخلہ، شمولیت	He has gained admission to the club.
			اس نے کلب میں داخلہ لے لیا ہے۔
	Admittance	عمارت میں داخل ہونے کی اجازت	He could not gain admittance to the examination hall.
			اُسے امتحانی ہال میں داخل ہونے کی اجازت نہ مل سکی۔
9.	Adverse	ناموافق، ناسازگار	The drug does not have any adverse effect.
			یہ دوائی کسی ناموافق اثر کی حامل نہیں۔
	Averse	مخالف، ناراضامند	She was averse to any change.
			وہ کسی بھی تبدیلی کے مخالف تھی۔
10.	Affection	محبت، شفقت	She has great affection for kids.
			اسے بچوں سے بے حد پیار ہے۔
	Affectation	بناوٹ	I hate affectation.
			مجھے تصنع سے نفرت ہے۔
11.	Amateur	شوقیہ	He is an amateur singer.
			وہ ایک شوقیہ گلوکار ہے۔
	Immature	ناتجربہ کار	She is silly and immature.
			وہ ناسمجھ اور ناتجربہ کار ہے۔
12.	Amount	مقدار	I spend a large amount of time on writing books.
			میں کتابیں لکھنے پر وقت کی بہت بڑی مقدار صرف کرتا ہوں۔
	Number	تعداد	A number of people were killed in the accident.
			لوگوں کی ایک بڑی تعداد حادثے میں ماری گئی۔
13.	Ancient	قدیم	We visited an ancient city.
			ہم نے ایک قدیم شہر کا دورہ کیا۔

	Old	بوڑھا	He is an old man of 72.
			وہ ایک بہتر سالہ بوڑھا آدمی ہے۔
14.	Anle	شراکت میں اپنا حصہ دینا	He anted up his half of the bill.
			اس نے اپنے حصے کا آدھا بل دے دیا۔
	Anti	مخالف، کے خلاف	I am anti smoking.
			میں سگریٹ نوشی کے خلاف ہوں۔
15.	Ant	چیونٹی	Ants live in groups.
			چیونٹیاں گروہوں کی صورت میں رہتی ہیں۔
	Aunt	خالہ، چچی، پھوپھی	She loves her aunt and uncle.
			اُسے اپنی چچی اور چچا سے پیار ہے۔
16.	Apprehend	گرفتار کرنا	The police have apprehended the killer.
			پولیس نے قاتل کو گرفتار کرلیا ہے۔
	Comprehend	سمجھنا	She could not comprehend her lesson.
			وہ اپنے سبق کو نہ سمجھ سکی۔
17.	Arise	نمودار ہونا	A row arose during the meeting.
			ملاقات کے دوران ایک جھگڑا اُٹھ کھڑا ہوا۔
	Rise	طلوع ہونا	The sun rises in the east.
			سورج مشرق سے طلوع ہوتا ہے۔
18.	Artificial	نقلی	I do not like artificial smile.
			مجھے نقلی مسکراہٹ پسند نہیں۔
	Superficial	سطحی	Do not judge things at superficial level.
			چیزوں کو سطحی درجے پر مت پرکھو۔
19.	Astrologer	نجومی	An astrologer told him about his coming success.
			ایک نجومی نے اُسے اس کی آنے والی کامیابی سے متعلق بتایا۔
	Astronomer	ماہر فلکیات	The astronomers have found another galaxy.
			ماہر فلکیات نے ایک اور کہکشاں دریافت کرلی ہے۔
20.	Attention	توجہ	She gives all her attention to her children.
			وہ اپنی تمام تر توجہ بچوں پر دیتی ہے۔
	OR		Pay full attention to your studies.
			اپنی پڑھائی پر پوری توجہ دو۔
	Intention	ارادہ، نیت	I have no intention to harm (نقصان پہنچانا) you.
			میرا تمہیں نقصان پہنچانے کا کوئی ارادہ نہیں۔
	Ought	چاہیے	We ought to respect our elders.
			ہمیں اپنے بزرگوں کا احترام کرنا چاہیے۔
21.	Autobiography	لکھنے والے کی اپنی سوانح عمری	The "Prelude" is an autobiography of Wordsworth.
			"دی پری لیوڈ" ورڈزورتھ کی اپنی سوانح عمری ہے۔
	Biography	کسی دوسرے کی سوانح عمری	'Al-Farooq' is the biography of Hazrat Umer (رضی اللہ تعالیٰ عنہ).
			'الفاروق' حضرت عمر (رضی اللہ تعالیٰ عنہ) کی سوانح عمری ہے۔
22.	Avenge	انتقام لینا	He swore to avenge his brother's death.
			اُس نے اپنے بھائی کی موت کا انتقام لینے کی قسم کھائی۔
	Revenge	بدلہ، انتقام	He swore to take revenge on his enemy.
			اس نے اپنے دشمن سے بدلہ لینے کی قسم کھائی۔
23.	Vocation	پیشہ	Teaching is my vocation.
			معلمی میرا پیشہ ہے۔
	Vacation	چھٹی، چھٹیاں	We spent our vacation in Swat.
			ہم نے اپنی چھٹیاں سوات میں گزاریں۔

B

24.	Battle	ایک وقت یا ایک میدان کی لڑائی	His son was killed in a battle.
			اس کا بیٹا ایک لڑائی میں مارا گیا۔
	War	لڑائیوں کا سلسلہ	We should start a war against poverty.
			ہمیں غربت کے خلاف جنگ شروع کرنی چاہیے۔
25.	Blame	الزام لگانا	He blamed the driver for the accident.
			اُس نے حادثے کا الزام ڈرائیور پر لگایا۔
	Accuse	جرم کا مرتکب ٹھہرانا	He was accused of theft.
			اُسے چوری کا مرتکب ٹھہرایا گیا۔
26.	Beneficial	مفید	Morning walk is beneficial to health.
			صبح کی سیر صحت کے لیے مفید ہے۔
	Beneficent	مہربان	She is beneficent and kind to the poor.
			وہ غریبوں پر مہربان اور شفیق ہے۔
27.	Blew (Blow)	ہوا کا چلنا	It blew hard yesterday.
			کل شدید ہوا چلی۔
	Blue	نیلا	His hands were blue with cold.
			اُس کے ہاتھ سردی سے نیلے پڑ گئے۔
28.	Blood	خون	He lost a lot of blood in the accident.
			اُس نے حادثے میں کافی خون گنوا دیا۔

	Bleed	خون بہنا	His nose was bleeding.	اس کی ناک سے خون بہہ رہا تھا۔
29.	Borrow	ادھار لینا	I borrowed a camera from him.	میں نے اس سے کیمرہ مستعار لیا۔
	Lend	ادھار دینا	He lent me his camera.	اس نے مجھے اپنا کیمرہ عاریتاً دیا۔
30.	Breeze	خوشگوار ہوا	A cool breeze was blowing in the morning.	صبح خوشگوار ٹھنڈی ہوا چل رہی تھی۔
	Wind	تیز ہوا	The wind pushed her hair across her face.	تیز ہوا نے اُس کے بالوں کو اُس کے چہرے پر پھیلا دیا۔

C

31.	Cheat	دغا دینا، فریب دینا	Do not cheat anyone.	کسی کو دغا مت دو۔
	Chat	گپ شپ	He had a long chat with her.	اُس نے اُس کے ساتھ لمبی گپ شپ کی۔
32.	Ceiling	چھت کا نچلا حصہ	A fan is hanging from the ceiling.	چھت سے ایک پنکھا لٹکا ہوا ہے۔
	Roof	چھت کا اُوپر کا حصہ	The house has a flat roof.	مکان ہموار چھت کا حامل ہے۔
33.	Ceremonial	رسمی	The president was wearing a ceremonial dress on the independence day.	آزادی کے دن صدر نے رسمی لباس پہنا ہوا تھا۔
	Ceremonious	پُرتکلف، روایتی	He greeted his rival with ceremonious welcome.	اُس نے اپنے حریف کا پُرتکلف خیر مقدم کے ساتھ استقبال کیا۔
34.	Climate	آب و ہوا	The climate of England is cold.	انگلینڈ کی آب و ہوا سرد ہے۔
	Weather	موسم	After the rain, the weather turned cold.	بارش کے بعد موسم سرد ہو گیا۔
35.	Compare	موازنہ کرنا	Few things compare with the joys of walking on a sunny morning.	شاید ہی کوئی چیز ہو جو روشن صبح کو پہل قدمی کے لطف کا مقابلہ کر سکے۔
	Contrast	تضاد	There is a contrast between what he says and what he does.	اُس کے قول و فعل میں تضاد ہے۔
36.	Comprehensive	جامع، کامل	She has written a comprehensive book on grammar.	اُس نے گرائمر پر ایک جامع کتاب لکھی ہے۔
	Comprehensible	قابلِ فہم	His writing is easily comprehensible to me.	اُس کی لکھائی میرے لیے بآسانی قابلِ فہم ہے۔
37.	Considerable	بڑا، کافی	The fire has caused considerable harm to the house.	آگ نے مکان کو کافی نقصان پہنچایا ہے۔
	Considerate	مہربان، مددگار، ہمدرد	He was always kind and considerate.	وہ ہمیشہ شفیق اور مہربان تھا۔
38.	Conscientious	محتاط، محنتی	The teachers like conscientious students.	اساتذہ محنتی طلبہ کو پسند کرتے ہیں۔
	Conscious	آگاہ، باخبر، ہوش میں ہونا	Though he was badly injured, he was conscious.	اگرچہ وہ بُری طرح سے زخمی تھا، تاہم وہ ہوش میں تھا۔
	Conscience	ضمیر	The crime lay heavy on her conscience.	جرم نے اُس کے ضمیر پر بوجھ ڈال رکھا تھا۔
39.	Consecutive	متواتر، بغیر رُکے	It has rained for three consecutive days.	متواتر تین دن بارش ہوئی ہے۔
	Successive	ایک کے بعد دوسری	The team has won five successive victories.	ٹیم نے مسلسل پانچ فتوحات حاصل کی ہیں۔
40.	Contagious	چھوتی	AIDS is not a contagious disease.	ایڈز ایک چھوتی بیماری نہیں ہے۔
	Infectious	وبائی	Flu is highly infectious.	فلو انتہائی وبائی ہوتا ہے۔
41.	Contemptible	قابلِ نفرت	Evil deeds are contemptible.	بُرے کام قابلِ نفرت ہوتے ہیں۔

	Contemptuous	حقارت آمیز	She cast a contemptuous glance at the murderer.	اس نے قاتل پر ایک حقارت آمیز نگاہ ڈالی۔
42.	Credible	قابلِ یقین	Her story seems to be credible.	اس کی کہانی قابلِ یقین لگتی ہے۔
	Creditable	قابلِ تحسین، قابلِ تعریف	Our class has shown creditable results.	ہماری کلاس نے قابلِ تحسین نتائج دکھائے ہیں۔
43.	Crime	جرم	Street crime is rising in big cities.	بڑے شہروں میں گلی میں واقع ہونے والا جرم بڑھ رہا ہے۔
	Sin	گناہ	Pride is a sin.	تکبر ایک گناہ ہے۔
44.	Cure	علاج کرنا	Cancer can be cured now.	کینسر کا علاج اب کیا جا سکتا ہے۔
	Heal	مندمل ہونا	The wound is healing up.	زخم مندمل ہو رہا ہے۔
45.	Custom	رواج	We should give up bad customs.	ہمیں بُرے رواج ترک کر دینے چاہئیں۔
	Habit	عادت	Smoking is a bad habit.	سگریٹ نوشی ایک بُری عادت ہے۔

D

46.	Dearness	مہنگائی	Dearness is the order of the day.	آج کل مہنگائی عام ہے۔
	Dearth	کمی	There is a dearth of schools in our city.	ہمارے شہر میں سکولوں کی کمی ہے۔
47.	Defend	دفاع کرنا	We must defend our country.	ہمیں اپنے ملک کا دفاع ضرور کرنا چاہیے۔
	Protect	حفاظت کرنا	We should protect the wildlife.	ہمیں جنگلی جانوروں کی حفاظت کرنی چاہیے۔
48.	Defy	رد کرنا، حکم نہ ماننا	They defied their parents and got married.	انہوں نے اپنے والدین کا کہا نہ مانا اور شادی کر لی۔
	Deify	پوجنا، بے انتہا عزت دینا، دیوتا سمان بنانا	The Romans used to deify their kings.	رومی اپنے بادشاہوں کو دیوتا سمان سمجھتے تھے۔
49.	Deny	تصدیق سے انکار کرنا	He denied having broken the chair.	اس نے انکار کیا کہ اس نے کرسی توڑی ہے۔
	Refuse	کسی کام سے انکار کرنا	Waseem refused to help me.	وسیم نے میری مدد کرنے سے انکار کر دیا۔
50.	Dependant	دوسروں پر انحصار کرنے والا، دست نگر	His only servant is his sole (واحد) dependant.	اس کا واحد دست نگر صرف اس کا نوکر ہے۔
	Dependent	منحصر	Your success is dependent on how hard you work.	تمہاری کامیابی کا انحصار اس پر ہے کہ تم کتنی محنت کرتے ہو۔
51.	Deprecate	ناپسند کرنا	His bad habits must be deprecated.	اس کی بُری عادتوں کو ناپسند کیا جانا چاہیے۔
	Depreciate	قدر کم کرنا	Do not depreciate my efforts to promote education.	تعلیم کے فروغ کے لیے میری کوششوں کی ناقدری مت کرو۔
52.	Decisive	فیصلہ کن	We should take decisive steps to stop crimes.	جرائم کو روکنے کے لیے ہمیں فیصلہ کن اقدامات کرنے چاہئیں۔
	Decided	طے شدہ، قطعی	It is a decided fact that we need honesty.	یہ ایک طے شدہ حقیقت ہے کہ ہمیں دیانت داری کی ضرورت ہے۔
53.	Defective	ناقص، عیب دار	He cannot drive as he has defective eyesight.	وہ گاڑی نہیں چلا سکتا کیونکہ وہ ناقص بینائی کا حامل ہے۔
	Deficient	جس میں کسی چیز کی کمی ہو	Your diet is deficient in vitamins.	تمہاری خوراک میں وٹامنز کی کمی ہے۔
54.	Deflate	ہوا نکال دینا	Someone deflated a tyre of his car.	کسی نے اس کی گاڑی کے ٹائر کی ہوا نکال دی۔
	Inflate	ہوا بھرنا	The child inflated the balloon.	بچے نے غبارے میں ہوا بھر دی۔
55.	Destination	منزل	The whole party reached its destination in an hour.	تمام پارٹی ایک گھنٹے میں اپنی منزل پر پہنچ گئی۔

	Destiny	قسمت، مقدر	No body can fight destiny.	قسمت سے کوئی نہیں لڑ سکتا۔
56.	Desirous	خواہش مند	Saleem is desirous of marrying Salma.	سلیم سلمٰی سے شادی کا خواہش مند ہے۔
	Desirable	قابلِ خواہش	Teaching is a desirable job.	معلمی ایک قابلِ خواہش کام ہے۔
57.	Disability	معذوری	Her physical disability stops her from driving.	اس کی جسمانی معذوری اُسے گاڑی چلانے سے روکتی ہے۔
	Inability	نااہلیت	He could not get the job because of his inability to use a computer.	کمپیوٹر کو استعمال کرنے کی اپنی نااہلیت کی وجہ سے وہ نوکری حاصل نہ کر سکا۔
58.	Displace	دربدر کرنا	Many people have been displaced by the fighting.	لڑائی نے بہت سے لوگوں کو دربدر کر دیا ہے۔
	Replace	کی جگہ لینا	Robots cannot replace men.	روبوٹس انسان کی جگہ نہیں لے سکتے۔
59.	Doubt	یقین نہ ہونا، شک کرنا	I doubt his honesty.	مجھے اس کی ایمانداری پر شک ہے۔
	Suspect	گمان کرنا	She suspected that he was lying to her.	اُسے گمان گزرا کہ وہ اس سے جھوٹ بول رہا ہے۔
60.	Drop	گرنا، قطرہ	An apple dropped from the tree.	درخت سے ایک سیب گر گیا۔
	OR		A drop of sweat ran down his face.	پسینے کا ایک قطرہ اس کے چہرے سے نیچے گر گیا۔
	Droop	جھکنا، کمزور پڑ جانا	The flowers droop in the heat.	پھول دھوپ میں مرجھا جاتے ہیں۔
	OR		His eyelids began to droop as he felt sleepy.	اس کی آنکھوں کے پپوٹے جھکنے لگے جیسے ہی اُسے نیند آنے لگی۔

E

61.	Empty	خالی، ویران	The streets were empty at night.	رات کے وقت گلیاں ویران تھیں۔
	Vacant	جہاں کوئی نہ رہ رہا ہو	There is no vacant room in this hotel.	اس ہوٹل میں کوئی کمرہ خالی نہیں ہے۔
62.	Envious	رشک کرنے والا، حاسد	I am envious of your new car.	میں تمہاری نئی کار پر رشک کرتا ہوں۔
	Enviable	قابلِ رشک	This book has an enviable repute.	یہ کتاب قابلِ رشک شہرت کی حامل ہے۔
63.	Essential	لازمی	Water is essential to the living things.	زندہ چیزوں کے لیے پانی لازمی ہے۔
	Necessary	مطلوب، ضروری	He lacks the necessary skills for the job.	اس میں اس کام کے لیے مطلوب مہارتوں کی کمی ہے۔
64.	Exceptionable	قابلِ اعتراض	Her exceptionable remarks made him sad.	اس کے قابلِ اعتراض جملوں نے اُسے افسردہ کر دیا۔
	Exceptional	غیر معمولی	Afridi is an exceptional batsman.	آفریدی ایک غیر معمولی بلے باز ہے۔
65.	Expression	اظہار	This poem is an expression of love.	یہ نظم محبت کا اظہار ہے۔
	Impression	تاثر	He gives the impression of being very busy.	وہ بہت مصروف ہونے کا تاثر دیتا ہے۔
66.	Effective	مؤثر	This drug is effective against cancer.	یہ دوائی کینسر کے خلاف مؤثر ہے۔
	Efficient	لائق، محنتی	We need efficient workers.	ہمیں محنتی کارکنوں کی ضرورت ہے۔
67.	Exclude	خارج کرنا	Women are still excluded from the club.	عورتیں ابھی تک اس کلب سے خارج ہیں۔
	Include	شامل کرنا	Afridi has been included in the team.	آفریدی ٹیم میں شامل کر لیا گیا ہے۔

F

68.	Fate	قسمت	No body can change fate.	قسمت کو کوئی تبدیل نہیں کر سکتا۔
	Fat	موٹا	Adnan Sami is a fat man.	عدنان سمیع ایک موٹا آدمی ہے۔

	Faith	ایمان	We must have firm faith in ALLAH.	ہمیں اللہ پر پکا ایمان رکھنا چاہیے۔
69.	Fiction	کہانی، افسانہ، داستاں	Although it is a work of fiction, it is based on fact.	اگرچہ یہ ایک افسانہ ہے، تاہم یہ حقیقت پر مبنی ہے۔
	Faction	گروہ	The party is split into two factions.	پارٹی دو گروہوں میں بٹ گئی ہے۔
70.	Fatal	مہلک، جان لیوا	There was a fatal flaw in the plan.	منصوبے میں ایک مہلک خامی تھی۔
	Fateful	نتیجہ خیز، فیصلہ کن	The war against terror has proved fateful for Pakistan.	دہشت گردی کے خلاف جنگ پاکستان کے لیے نتیجہ خیز ثابت ہوئی ہے۔
71.	Fetch	جا کر لے آنا	Go and fetch a doctor.	جاؤ اور ڈاکٹر کو لے آؤ۔
	Bring	لانا	Bring that book to me.	وہ کتاب میرے پاس لے آؤ۔
72.	Food	خوراک	She likes simple food.	وہ سادہ غذا پسند کرتی ہے۔
	Feed	کھلانا	He has a large family to feed.	ایک بڑے خاندان کا بار (کفالت) اس کے ذمے ہے۔
73.	Former	سابقہ	Ali is the former principal of this college.	علی اس کالج کا سابقہ پرنسپل ہے۔
	Latter	جس کا تذکرہ بعد میں آیا ہو، مؤخر الذکر	Ali and Akhtar have come, the latter is my brother.	علی اور اختر آئے ہیں، مؤخر الذکر (یعنی اختر) میرا بھائی ہے۔

G

74.	Graceful	خوبصورت، باوقار	He has got a graceful way of talking.	اس کا گفتگو کا انداز بڑا پُروقار ہے۔
	Gracious	مہربان	She is kind and gracious to every one.	وہ ہر ایک پر شفیق اور مہربان ہے۔

H

75.	Hanged	پھانسی دینا	He was hanged for murder.	قتل کے جرم میں اُسے پھانسی دی گئی۔
	Hung	لٹکانا	Ali hung his hat on the hook.	علی نے اپنی ہیٹ کھونٹی پر لٹکا دی۔
76.	Heal	زخم بھرنا	Time heals all sorrows.	وقت سارے زخموں کو مندمل کر دیتا ہے۔
	Heel	ایڑی	Hunger often follows on the heels of war.	بھوک اکثر جنگ کے پیچھے پیچھے آتی ہے۔
77.	Historic	بہت اہم، تاریخی، معروف	Pakistan fought a historic war in 1965.	پاکستان 1965ء میں ایک تاریخی جنگ لڑا۔
	Historical	تاریخی	I love to visit the historical places.	مجھے تاریخی مقامات کی سیر پسند ہے۔
78.	Honorary	اعزازی	Ali is an honorary president of our club.	علی ہمارے کلب کا اعزازی صدر ہے۔
	Honourable	معزز، قابلِ احترام	Teaching is an honourable profession.	معلمی ایک قابلِ احترام پیشہ ہے۔
79.	Home	گھر، وطن	Pakistan is our home.	پاکستان ہمارا گھر ہے۔
	House	مکان	This house has four bedrooms.	اس مکان میں چار خوابگاہیں ہیں۔
80.	Humility	عاجزی، انکساری	Allah loves those who show humility.	خدا ان سے محبت کرتا ہے جو عاجزی کا مظاہرہ کرتے ہیں۔
	Humiliation	ذلت، تذلیل	Theft is an act of humiliation.	چوری ایک ذلت آمیز فعل ہے۔
81.	Hear	سنائی دینا	He heard a noise outside.	اُس نے باہر شور سُنا۔
	Listen	غور سے سننا	He listened to every word I said.	اُس نے ہر لفظ غور سے سنا جو میں نے کہا۔

I

82.	Imply	اشارتاً بات کہہ جانا، مراد ہونا	Are you implying that I am a liar?	کیا تمہاری یہ مراد ہے کہ میں جھوٹا ہوں؟
	Infer	نتیجہ اخذ کرنا	From the divorce we can infer that they were not happily married.	طلاق سے ہم یہ نتیجہ اخذ کر سکتے ہیں کہ ان کی شادی شدہ زندگی خوشگوار نہیں تھی۔
83.	Imperial	شاہی	We visited the imperial garden.	ہم نے شاہی باغ کی سیر کی۔
	Imperious	مغرورانہ	I hate her imperious attitude.	مجھے اُس کے متکبرانہ رویے سے نفرت ہے۔

84. **Insensible** بے شعور، نافہم — She was insensible of the risks lying ahead. اُسے درپیش خطروں کا ادراک نہیں تھا۔
Insensitive بے حس، بے ذوق، جذبات سے عاری — All is insensitive to his wife's feelings. علی اپنی بیوی کے جذبات کو محسوس کرنے سے عاری ہے۔
Senseless احمقانہ، بے وقوفانہ — It is senseless to fight an atomic war. ایٹمی جنگ لڑنا بے وقوفی ہے۔
85. **Intelligent** ذہین — I love intelligent students. مجھے ذہین طلباء سے پیار ہے۔
Intelligible قابل فہم — Her speech was intelligible for the students. اس کی تقریر طلباء کے لیے قابل فہم تھی۔
86. **Intolerable** ناقابل برداشت — The pain has become intolerable. درد ناقابل برداشت ہو چکا ہے۔
Intolerant دوسروں کو برداشت نہ کرنے والا — The king is intolerant of other people's views. بادشاہ دوسرے لوگوں کے خیالات کو برداشت نہیں کرتا۔
87. **Injection** ٹیکہ — She hates having injections. اُسے ٹیکہ لگوانے سے نفرت ہے۔
Injunction حکم امتناعی — A court injunction forbade him to enter his wife's house. عدالتی حکم امتناعی نے اسے اپنی بیوی کے مکان میں داخل ہونے سے روک دیا۔

J

88. **Jealous** حاسد — He is jealous of my success. وہ میری کامیابی سے حاسد ہے۔
Envious رشک کرنے والا — I am envious of your new car --- it is lovely. میں تمہاری نئی کار کو دیکھ کر رشک کرتا ہوں --- یہ بہت پیاری ہے۔

L

89. **Lovale** قابل محبت — I love Salma for her lovable manners. میں سلمٰی سے اس کے محبت کے قابل اطوار کے سبب پیار کرتا ہوں۔
Lovely پیارا، خوبصورت — She was looking lovely in blue dress. وہ نیلے لباس میں پیاری لگ رہی تھی۔

M

90. **Maize** مکئی — He plants maize and keeps cattle. وہ مکئی کاشت کرتا ہے اور مویشی پالتا ہے۔
Maze بھول بھلیاں — He got lost in the maze. وہ بھول بھلیوں میں کھو گیا۔
91. **Meal** کھانا — She likes to have a light meal. وہ ہلکا پھلکا کھانا کھانا پسند کرتی ہے۔
Mile میل — Our school is two miles away from here. ہمارا سکول یہاں سے دو میل دور ہے۔
92. **Memorable** قابل یاد — His memorable services will be remembered for ever. اس کی قابل یاد خدمات ہمیشہ یاد رکھی جائیں گی۔
Memorial یادگار — They built a memorial to their leader. انہوں نے اپنے قائد کی یادگار تعمیر کی۔
93. **Meter** پیمائش والی مشین — Please replace my gas meter. براہ کرم میرا گیس کا میٹر بدل دو۔
Metre وزن، بحر، شاعری — It is the metre that distinguishes (فرق کرنا، علیحدہ کرنا) poetry from prose. یہ "بحر" ہی ہے جو نظم کو نثر سے جُدا کرتی ہے۔
94. **Mistake** غلطی — This essay is full of mistakes. یہ مضمون غلطیوں سے بھرا پڑا ہے۔
Blunder احمقانہ غلطی — The tax was a major political blunder. لیکس ایک بہت بڑی احمقانہ سیاسی غلطی تھی۔
95. **Momentary** لحاتی، عارضی — Do not be afraid; his anger is momentary. مت ڈرو، اس کا غصہ لحاتی (عارضی) ہے۔
Momentous اہم، خاص — We cannot forget the momentous events of our life. ہم اپنی زندگی کے اہم واقعات بھول نہیں سکتے۔
96. **Mote** مٹی کا ذرہ — A mote fell in his eye. اس کی آنکھ میں خاک کا ذرہ چلا گیا۔

Moat خندق، کھائی — There was a deep moat around the castle. قلعے کے گرد ایک گہری کھائی تھی۔

N

97. **Necessities** بنیادی ضروریات — Water is one of the life's necessities. پانی زندگی کی بنیادی ضروریات میں سے ایک ہے۔
Necessaries مخصوص مقصد کے لیے ضروری اشیاء — He packed all the necessaries for the journey. اس نے سفر کے لیے مطلوبہ تمام ضروری اشیاء کو باندھ دیا۔
98. **Negligent** بے پرواہ، غیر ذمہ دار — A doctor should not be negligent in doing his duty. ایک ڈاکٹر کو اپنی ڈیوٹی سرانجام دینے میں غیر ذمہ دار نہیں ہونا چاہیے۔
Negligible معمولی جسے نظر انداز کیا جا سکے — Any delay in justice is not negligible. انصاف میں کسی قسم کی تاخیر کو نظر انداز نہیں کیا جا سکتا۔
99. **Notable** اہم، غیر معمولی — The city is notable for its wide roads. شہر اپنی کشادہ سڑکوں کی وجہ سے اہم ہے۔
Noticeable واضح، نمایاں — Smoking has a noticeable effect on the heart. سگریٹ نوشی کا دل پر ایک واضح اثر ہوتا ہے۔
100. **Night** رات — The store is open day and night. یہ سٹور دن رات کھلا رہتا ہے۔
knight بہادر آدمی، سورما — Look at that knight on the horse. گھوڑے پر سوار اس سورما کو دیکھو۔

O

101. **Observation** مشاہدہ — The police are keeping him under observation. پولیس نے اُسے زیر نگرانی رکھا ہوا ہے۔
Observance پابندی، عمل درآمد — Observance of laws must be ensured. قوانین کی پابندی کو یقینی بنایا جائے۔
102. **Oral** منہ سے متعلق، زبانی (امتحان) — He passed the written test but failed the oral. اس نے تحریری امتحان پاس کر لیا مگر زبانی امتحان میں فیل ہو گیا۔
Written تحریری — He passed the written test but failed the oral. اس نے تحریری امتحان پاس کر لیا مگر زبانی امتحان میں فیل ہو گیا۔
103. **Obligation** فرض — We have a moral obligation to help the poor. غریبوں کی مدد کرنا ہمارا اخلاقی فرض ہے۔
Obligatory لازمی — Military training should be obligatory for all men. عسکری تربیت تمام مردوں کے لیے لازمی ہونی چاہیے۔

P

104. **Persecute** ظلم و تشدد کرنا — The Hindus persecute the Muslims in Kashmir. ہندو کشمیری مسلمانوں پر ظلم و تشدد کرتے ہیں۔
Prosecute مقدمہ چلانا — Aslam was prosecuted for theft. اسلم پر چوری کا مقدمہ چلایا گیا۔
105. **Precedent** مثال — There is no precedent for such an action. اس کام (عمل) کی کوئی مثال موجود نہیں۔
President صدر — The president of Pakistan will address the nation tomorrow. صدر پاکستان کل قوم سے خطاب فرمائیں گے۔
106. **Probable** جس کا امکان ہو — Light rain is probable tomorrow. کل ہلکی پھلکی بارش کا امکان ہے۔
Possible ممکن — I will help you in every way possible. میں تمہاری ہر ممکنہ طریقے سے مدد کروں گا۔
107. **Prescribe** تجویز کرنا — The doctor prescribed medicine for me. ڈاکٹر نے میرے لیے دوا تجویز کی۔
Proscribe ممنوع قرار دینا — Drinking is proscribed by law. شراب نوشی قانوناً ممنوع ہے۔

Q

108. **Qualitative** صفاتی — There is no qualitative difference between these two mobiles. ان دو موبائلوں کے درمیان کوئی صفاتی فرق نہیں ہے۔

	Quantitative	مقداری	We must do a quantitative analysis of the data. ہمیں ڈیٹا کا مقداری تجزیہ کرنا چاہیے۔

R

109.	*Respectable*	معزز	The teachers are always respectable. اساتذہ ہمیشہ قابلِ احترام ہیں۔
	Respectful	مؤدب	The students must be respectful to their teachers. طلباء کو اپنے اساتذہ کا مؤدب ہونا چاہیے۔
110.	*Road*	سڑک	Be careful when you cross a road. سڑک کو عبور کرتے وقت محتاط رہو۔
	Rode (ride)	سوار ہوا	He rode away across the valley. وہ سوار ہو کر وادی کے اُس پار چلا گیا۔

S

111.	*Salary*	ماہوار تنخواہ	His net monthly salary is Rs. 25000/-. اس کی ماہانہ تنخواہ -/25000 روپے ہے۔
	Wage	اُجرت (عموماً ہفتہ وار)	The skilled workers are offered good wages. ماہر کارکنوں کو اچھی اُجرت کی پیشکش کی جاتی ہے۔
112.	*Pay*	کسی کام پر کی جانے والی ادائیگی	It is a nice job but the pay is low. یہ ایک عمدہ کام ہے لیکن ادائیگی کم ہے۔
	Income	آمدنی (تمام ذرائع سے)	His annual income is Rs. 200000/-. اُس کی سالانہ آمدنی -/200000 روپے ہے۔
113.	*Sensible*	سمجھدار	Sensible people never quarrel with others. سمجھدار لوگ دوسروں سے کبھی نہیں لڑتے جھگڑتے۔
	Sensitive	حساس	She is a deeply sensitive and kind lady. وہ ایک انتہائی حساس اور مہربان خاتون ہے۔
114.	*Sensual*	شہوانی، نفسانی	He takes sensual delight in eating. اُسے کھانے میں نفسانی خوشی ملتی ہے۔
	Sensuous	حس کو فرحت بخشنے والا	She enjoyed the sensuous feeling of silk on her skin. اس نے اپنی جلد پر ریشم کے تسکین بخش احساس سے لطف اُٹھایا۔
	Sexual	جنسی	His interest in her is purely sexual. اس کی اس لڑکی میں دلچسپی خالصتاً جنسی ہے۔
115.	*Shade*	چھاؤں	The sheep were sitting in the shade of trees. بھیڑیں درخت کے سائے میں بیٹھی تھیں۔
	Shadow	سایہ	The wolf was afraid of its shadow. بھیڑیا اپنے سائے سے خوفزدہ تھا۔
116.	*Social*	معاشرتی، سماجی	Man is a social animal. انسان ایک سماجی جانور ہے۔
	Sociable	ملنسار، محفل پسند	She is a friendly, sociable lady. وہ ایک مہربان، ملنسار خاتون ہے۔
117.	*Spread*	پھیلنا	Slowly a smile spread across her face. آہستہ آہستہ ایک مسکراہٹ اس کے چہرے پر پھیل گئی۔
	Scatter	بکھیرنا، منتشر کرنا	They used tear gas to scatter the crowd. انہوں نے ہجوم کو منتشر کرنے کے لیے آنسو گیس کا استعمال کیا۔
118.	*Statue*	مجسمہ	They erected a statue of their leader. انہوں نے اپنے رہنما کا مجسمہ تعمیر کیا۔
	Statute	قانون	College statutes forbid smoking. کالج کے قوانین سگریٹ نوشی کو ممنوع قرار دیتے ہیں۔

U, V

119.	*Unable*	نااہل، معذور	She was unable to help me. وہ میری مدد کے قابل نہ تھی۔
	Enable	قابل بنانا	His guidance enabled me to win the prize. اس کی رہنمائی نے مجھے انعام جیتنے کے قابل بنا دیا۔
120.	*Unwanted*	غیر ضروری	He threw the unwanted books into the river. اس نے غیر ضروری کتابیں دریا میں پھینک دیں۔

	Unwonted	غیر معمولی، غیر متوقع	She spoke with unwonted zeal. اس نے غیر معمولی جوش کے ساتھ بات کی۔
121.	*Union*	اتفاق، اتحاد	Union is strength. اتحاد طاقت ہے۔
	Unison	اکٹھے	Try to sing in unison if you can. اگر ہو سکے تو اکٹھے گانے کی کوشش کرو۔
122.	*Veracity*	سچائی	We should check the veracity of her story. ہمیں اس کی کہانی کی سچائی کی تصدیق کر لینی چاہیے۔
	Voracity	حرص	Ali eats too much --- it is not hunger, it is just voractly. علی بہت کھاتا ہے --- یہ بھوک نہیں، محض حرص ہے۔
123.	*Verbal*	زبانی	They reached a verbal agreement. انہوں نے ایک زبانی معاہدہ کیا۔
	Verbose	فصیح، بلیغ	People did not like his verbose speech. لوگوں نے اس کی فصیح تقریر کو پسند نہ کیا۔
124.	*Virtual*	حقیقی	Generosity is a virtual act of kindness. سخاوت کا کرم ایک حقیقی عمل ہے۔
	Virtuous	نیک	Naseem married a virtuous young lady. نسیم نے ایک نیک جوان خاتون سے شادی کر لی۔
125.	*Voice*	آواز	She spoke with trembling (کانپتی ہوئی) voice. وہ لرزتی آواز میں بولی۔
	OR		Her sweet voice touches the strings of soul. اس کی سُریلی آواز روح کے تار چھیڑ دیتی ہے۔
	Vice	برائی	Greed is a vice. لالچ ایک برائی ہے۔

W, Y, Z

126.	*Willing*	رضامند	Ali and Salma are willing to get married. علی اور سلمٰی شادی کرنے کے لیے رضامند ہیں۔
	Wilful	ضدی	Wilful kids need extra love and care. ضدی بچوں کو اضافی محبت اور نگہداشت کی ضرورت ہوتی ہے۔
127.	*Womanly*	عورتوں کے شایانِ شان	Salma is loved for her soft womanly figure. سلمٰی اپنے نرم نسائی جسم کی وجہ سے چاہی جاتی ہے۔
	Womanish	زنانہ، نسوانی	Ali is hated for his womanish manners. علی اپنے نسوانی طور طریقوں کی وجہ سے سخت ناپسند کیا جاتا ہے۔
128.	*Yarn*	دلچسپ کہانی	He knew how to spin a good yarn. اُسے ایک اچھی دلچسپ کہانی گھڑنا آتی تھی۔
	Yearn	تمنا کرنا، خواہش کرنا	Sometimes I just yearn to be alone. بعض اوقات میں صرف تنہا ہونے کی خواہش کرتا ہوں۔
129.	*Zealous*	مشتاق، پُرجوش	Ali is a zealous preacher of Islam. علی اسلام کا ایک پُرجوش مبلغ ہے۔
	Devotee	مدح، پرستار	She is a great devotee of the arts. وہ فنون کی ایک بہت بڑی مدح ہے۔

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نوٹ: D.Com اور DBA کے طلباء/طالبات کے لیے

EXERCISE No. 1

1.	The poor live in ..... misery nowadays.	(abject, object)
2.	She was mad in ..... of anger.	(excess, access)
3.	She has long	(hair, air, heir)
4.	Noor Jahan was a perfect	(artiste, artist, artisan)
5.	Can you lift a huge ..... of cotton?	(bale, bail)
6.	Saleem has ..... all the difficulties to reach his goal.	(borne,born)
7.	I like ..... nature.	(childish, childlike)
8.	There was lying ..... of donkey in the jungle.	(carcass, corps, corpse)

9. A ..... breaks the sentence into clauses. (comma, coma)
10. Ali took a ..... of medicine. (dose, doze)

EXERCISE No. 2

1. The ..... of life is to serve others. (object, abject)
2. Saleem can ..... himself to the new circumstances. (adapt, adopt)
3. Naeem led a cow to the ..... . (altar, alter)
4. A carpenter is an ..... . (artisan, artist, artiste)
5. She was sitting ..... her husband. (beside, besides)
6. We should follow the ..... of morality. (canon, cannon)
7. I dislike ..... nature. (childish, childlike)
8. The ..... agreed on the issue. (council, counsel)
9. There is a ..... farm in our city. (dairy, diary)
10. An increase in the prices of oil is ..... . (imminent, eminent)

EXERCISE No. 3

1. The child is not yet ..... to walk. (able, capable)
2. She is ..... in cooking. (adopt, adept, adapt)
3. I will not ..... my opinion about Akram. (alter, altar)
4. The ..... to this hill is not easy. (assent, ascent, consent)
5. I have read many novels ..... "Mr. Chips". (besides, beside)
6. A ..... is a deadly weapon. (canon, cannon)
7. Can you ..... a verse from the Holy Quran? (site, cite)
8. You should accept my ..... . (counsel, council)
9. She lost her ..... yesterday. (dairy, diary)
10. She has paid her ..... . (dues, dew)

EXERCISE No. 4

1. Ali cannot ..... to her request. (concede, accede, exceed)
2. Did he ..... you to take exercise daily? (advise, advice)
3. This essay is full of poetic ..... . (allusions, illusions)
4. The principal did not give ..... to my application. (ascent, assent, consent)
5. She gave ..... to a male baby. (berth, birth)
6. Have you ..... your vote? (cost, cast, caste)
7. This ..... is suitable for our office. (sito, cite)
8. I have completed my ..... of studies. (course, coarse)
9. Kids are very ..... to me. (deer, dear)
10. He does not ..... in the class. (doze, dose)

EXERCISE No. 5

1. Ali is ..... of writing good stories. (capable, able)
2. Ali did not accept my ..... . (advise, advice)
3. This world is no more than an ..... . (illusion, allusion)
4. She attended the party without the ..... of her husband. (assent, consent, ascent)
5. She was lying on the ..... . (berth, birth)
6. What is your ..... ? (caste, cast, cost)
7. She wears silky ..... . (cloth, clothes)
8. Saleem likes ..... clothes. (course, coarse)
9. I saw a ..... running in the juggle. (deer, dear)
10. She is my ..... sister. (older, elder)

EXERCISE No. 6

1. He did not ..... his defeat. (exceed, concede, accede)
2. My advice did not have any ..... on him. (effect, affect)
3. She sings like an ..... . (angel, angle)
4. This cycle has no ..... . (brake, break)
5. What has this table ..... you? (cost, cast, caste)
6. She is wearing fine ..... . (clothes, cloth)
7. Can you ..... this nonsense? (seize, cease)
8. He could not ..... that he had broken the chair. (deny, refuse)
9. ..... ruined the crops this year. (drought, draft)
10. This house is ..... than mine. (elder, older)

EXERCISE No. 7

1. No one should ..... the speed limit. (exceed, accede, concede)
2. She should not ..... to be helpless. (effect, affect)
3. We should have ..... relation with others. (amicable, amiable)
4. The ..... of hard work is success. (reward, award)
5. Can you ..... this stick? (break, brake)
7. Human body is made of ..... . (cells, sells)
8. It is too ..... to go out. (cold, cool)
9. ..... the gun firmly. (Seize, Cease)
10. Saleem cannot ..... to help me. (refuse, deny)

EXERCISE No. 8

1. We must ..... the truth. (accept, except)
2. The ..... of hard work is success. (affect, effect)
3. Her way of singing is ..... . (amicable, amiable)
4. The women should not be ..... headed. (bear, bare)
5. Can you ride a horse without a .....? (bridle, bridal)
6. Will you ..... your car? (cell, sell)
7. The actors should learn their ..... . (cues, queue)
8. He father ..... in 1990. (died, dyed)
9. The axe ..... into water. (sinks, drowns)
10. What is the bus ..... from Multan to Rajanpur? (fair, fare)

EXERCISE No. 9

1. All ..... Ali were absent. (accept, except)
2. There is no ..... in space. (heir, air)
3. The woman in the picture looks smiling from that ..... . (angle, angel)
4. The bride was wearing her ..... dress. (bridle, bridal)
5. Please ..... my home work. (cheque, check)
6. He works in the education ..... . (corpse, corps)
7. The warring tribes declared ..... fire. (cease, seize)
8. She had to stand in a ..... to buy a ticket. (cue, queue)
9. She does not ..... her hair. (dye, die)
10. He killed his enemy in a ..... . (dual, duel)

EXERCISE No. 10

1. This is an easy ..... to the village. (access, excess)
2. She made Aslam her ..... . (hair, heir)
3. She could not draw the right ..... . (angle, angel)

4. The judge did not give his ..... . (bail, bale)
5. Owais was ..... in Multan. (born, borne)
6. This ..... is for Rs: 2000/-. (cheque, check)
7. They put the ..... into the grave. (corpse, corps)
8. She went into a ..... at her father's death. (comma, coma)
9. ..... drops are lying on the grass. (Due, Dew)
10. He has a ..... nationality. (dual, duel)

EXERCISE No. 11

1. Do not spit on the ..... . (flour, floor)
2. It did not ..... yesterday. (hale, hail)
3. Nothing can ..... the agony of separation from her. (lessen, lesson)
4. He won a gold ..... for shooting. (medal, meddle)
5. Let me be ..... with you. (plain, plane)
6. There are many ..... in our body. (pores, pours)
7. There is no easy ..... to success. (root, route, rout)
8. Draw a ..... line. (strait, straight)
9. She likes fairy ..... . (tales, tails)
10. Blood runs in ..... . (veins, vain)

EXERCISE No. 12

1. There are two ..... mills in our city. (floor, flour)
2. The students are learning their ..... . (lessen, lesson)
3. Do not ..... in any one's affairs. (meddle, medal)
4. The ..... is about to land. (plain, plane)
5. ..... some water into the jug. (pore, pour)
6. We put our enemy to ..... . (rout, root, route)
7. The ship was passing through the ..... of Gibraltar. (strait, straight)
8. The dog wags its ..... before its master. (tail, tale)
9. Life is a ..... of tears. (veil, vale)
10. Nadeem is ..... in English. (week, weak)

EXERCISE No. 13

1. It was simply a ..... stroke. (foul, fowl)
2. Hunger often follows on the ..... of war. (heal, heels)
3. Poetry always ..... something in translation. (loses, loose)
4. Gold is a precious ..... . (metal, mettle)
5. This ..... will bring no fruit. (plain, plan, plane)
6. Mr. Smith is the ..... of this college. (principle, principal)
7. We should ..... out corruption. (root, rout, route)
8. The cake is very ..... . (sweat, sweet)
9. She has changed the ..... of her life according to the wishes of her husband. (tenor, tenure)
10. She was wearing a black ..... . (vale, veil)

EXERCISE No. 14

1. We keep a few ..... and some goats. (foul, fowl)
2. I like ..... clothes. (loose, lose)
3. To tell a lie is ..... and drink to him. (meat, meet)
4. The table is ..... . (plain, plane, plan)
5. She fell a ..... to smoking. (pray, prey)

6. She was in ..... distress on the death of her husband. (sore, soar, sour)
7. He won the prize with the ..... of his brow. (sweat, sweet)
8. Have you completed the ..... of your service? (tenure, tenor)
9. She is singing in her soft ..... . (voice, vice)
10. Her cheeks were ..... with tears. (whet, wet)

EXERCISE No. 15

1. Keep the ..... shut at night. (gate, gait)
2. The flowers of different ..... were blooming in the garden. (hues, hew)
3. I saw a ..... in the zoo. (lion, loin)
4. Nadeem is a hard working ..... . (minor, miner)
5. She ..... to God for my success. (prays, preys)
6. The birds ..... into the air. (soar, sore)
7. I am ..... of her nonsense. (sick, ill)
8. I fall upon the ..... of life; / I bleed. (thorns, thrones)
9. Greed is a ..... . (vice, voice)
10. Please ..... this knife. (whet, wet)

EXERCISE No. 16

1. Her ..... is graceful. (gait, gate)
2. We spent many ..... hours on the bank of a canal. (idle, idol)
3. We should gird up our ..... to face the danger. (lion, loins)
4. Aqeel wants to ..... Farah. (marry, merry)
5. This essay needs ..... changes. (minor, miner)
6. You will earn a lot of ..... from this business. (prophet, profit)
7. Grapes are ..... . (sore, sour)
8. The king was sitting on the ..... . (throne, thorn)
9. She has a 26-inch ..... . (waist, waste)
10. It is fine ..... today. (weather, whether)

EXERCISE No. 17

1. She could not ..... her guests at the door. (greet, great)
2. As she is beautiful, she is the ..... of her husband. (idol, idle)
3. She was in a ..... mood. (marry, merry)
4. Her beauty lies in her huge ..... of eyes. (pair, pare)
5. (خاتم النبیین) Hazrat Muhammad (صلی اللہ علیہ وآلہ وسلم) is the last holy ..... of ALLAH. (prophet, profit)
6. The tears ..... down her cheeks. (steel, stole)
7. I saw her on the ..... . (stairs, stares)
8. The ball was ..... into the room. (throne, thrown)
9. Good students never ..... their time. (waist, waste)
10. ..... is a good food. (yolk, yoke)

EXERCISE No. 18

1. She was sitting beside the ..... . (grate, great)
2. Japan is an ..... country. (industrious, industrial)
3. We went to ..... England in the merry month of May. (merry, marry)
4. We should ..... our nails regularly. (pair, pare)
5. She was sitting ..... . (quite, quiet)
6. The pan is made of ..... . (steel, steal)
7. Do not ..... at the faces of girls. (stare, stair)

8. She was ..... to help me. (unable, enable)
9. Time and tide ..... for none. (wait, weight)
10. He drank a glass of ..... yesterday. (vine, wine)

EXERCISE No. 19

1. The essay is full of literary ..... . (allusions, illusions)
2. This essay is a ..... to this book. (complement, compliment)
3. Do not ..... the students to boycott the classes. (Incite, excite)
4. She could not ..... sorrow at her rival's death. (feign, fain)
5. All ..... his hat on the hook. (hanged, hung)
6. He fell ill in the ..... part of his life. (later, latter)
7. I love to solve the ..... problems. (naughty, knotty)
8. I love Hamida for her ..... face. (lovely, lovable)
9. This is the ..... gate of my house. (mane, main)
10. She could not sleep ..... night. (latest, last)

EXERCISE No. 20

1. She is thoroughly a ..... girl. (decent, dissent)
2. The dead are buried in the ..... . (symmetry, cemetery)
3. We took some ..... and went out for picnic. (edible, edibles, audible)
4. This dog has got ..... . (flees, fleas)
5. My home among the green hills is my ..... . (haven, heaven)
6. Every evening, she brings a ..... of milk from the dairy. (pail, pale)
7. ..... makes a man perfect. (practice, practise)
8. She was sitting in the drawing ..... . (room, roam)
9. She went out in the pouring ..... . (reign, rain)
10. He needs some ..... for the office. (stationary, stationery)

ANSWER KEYS

EXERCISE No. 1

1	Abject	2	excess	3	hair	4	artiste	5	bale
6	borne	7	childlike	8	carcass	9	comma	10	dose

EXERCISE No. 2

1	object	2	adapt	3	altar	4	artisan	5	beside
6	canon	7	childish	8	council	9	dairy	10	imminent

EXERCISE No. 3

!	able	2	adept	3	alter	4	ascent	5	besides
6	cannon	7	cite	8	counsel	9	diary	10	dues

EXERCISE No. 4

1	accede	2	advise	3	allusions	4	assent	5	birth
6	cast	7	site	8	course	9	dear	10	doze

EXERCISE No. 5

1	capable	2	advice	3	illusion	4	consent	5	berth
6	caste	7	clothes	8	coarse	9	deer	10	elder

EXERCISE No. 6

1	concede	2	effect	3	angel	4	brake	5	cost
6	clothes	7	cease	8	deny	9	drought	10	older

EXERCISE No. 7

1	exceed	2	affect	3	amicable	4	reward	5	break
6	----	7	cells	8	cold	9	Seize	10	refuse

EXERCISE No. 8

1	accept	2	effect	3	amiable	4	bare	5	bridle
6	sell	7	cues	8	died	9	sinks	10	fare

EXERCISE No. 9

1	except	2	air	3	angle	4	bridal	5	check
6	corps	7	cease	8	queue	9	dye	10	duel

EXERCISE No. 10

1	access	2	heir	3	angle	4	bail	5	born
6	cheque	7	corpse	8	coma	9	dew	10	dual

EXERCISE No. 11

1	floor	2	hail	3	lessen	4	medal	5	plain
6	pores	7	route	8	straight	9	tales	10	veins

EXERCISE No. 12

1	flour	2	lesson	3	meddle	4	plane	5	pour
6	rout	7	strait	8	tail	9	vale	10	weak

EXERCISE No. 13

1	foul	2	heels	3	loses	4	metal	5	plan
6	principal	7	root	8	sweet	9	tenor	10	veil

EXERCISE No. 14

1	fowls	2	loose	3	meat	4	plane	5	prey
6	sore	7	sweat	8	tenure	9	voice	10	wet

EXERCISE No. 15

1	gate	2	hues	3	lion	4	miner	5	prays
6	soar	7	sick	8	thorns	9	vice	10	whet

EXERCISE No. 16

1	gait	2	idle	3	loins	4	marry	5	minor
6	profit	7	sour	8	throne	9	waist	10	weather

EXERCISE No. 17

1	greet	2	idol	3	merry	4	pair	5	prophet
6	stole	7	stairs	8	thrown	9	waste	10	yolk

EXERCISE No. 18

1	grate	2	industrial	3	merry	4	pare	5	quiet
6	steel	7	stare	8	unable	9	wait	10	wine

EXERCISE No. 19

1	allusions	2	complement	3	incite	4	feign	5	hung
6	later	7	knotty	8	lovely	9	main	10	last

EXERCISE No. 20

1	decent	2	cemetery	3	edibles	4	fleas	5	haven
6	pail	7	practice	8	room	9	rain	10	stationery



MORAL STORIES

نوٹ: stories کو italic فانٹ میں دیئے گئے پیراگرافس optional ہیں۔

INTRODUCTION TO MORAL STORIES (Outstanding)

یہ عنوان ہر کہانی کے شروع میں لکھا جاسکتا ہے۔

Since the very inception (ابتدا) of Time (زمانہ), morality (اخلاقیات) has been of vital worth (انتہائی اہمیت). This is because it lays the foundations (بنیاد) for civilization. Every religion lays stress on morality. All the prophets, saints (اولیاء), preachers, sages (حکماء), philosophers, intellectuals (دانا) and scholars have taught morality through their sermons, ideas and philosophies. Our (خاتم النبیین) Holy Prophet (صلی اللہ علیہ وآلہ وسلم) said, "The greatest amongst ye is the one whose manners are the best". To teach morality is really a noble occupation (مقدس کام). The easiest and the most primitive way to propagate (تشہیر) morality is to teach it through stories. Aesop, centuries ago, did this job so effectively (متاثر کن انداز سے) that even in this era (دور) of science, we still teach morality through his stories. The following story teaches us the moral "اخلاقی سبق moral".

INTRODUCTION TO MORAL STORIES (Standard)

یہ عنوان ہر کہانی کے شروع میں لکھا جاسکتا ہے۔

Since the very advent (ابتدا) of civilization, morality occupies (حاصل ہے) supreme significance (اہمیت). The reason is that it lays the foundations (بنیاد) for good human culture. Every religion propagates (پھیلاتا) morality. All the seers (آخرت بین حکماء) sages (دانا), and scholars (علماء) have taught morality in their sermons (خطابات), To inculcate (نقش کرنا) moral values into humans is really a noble occupation (اہم کام). Narrating moral stories is the most primitive (قدیمی) and effective way of teaching morality. Aesop adopted it centuries ago. The following story teaches us the moral "اخلاقی سبق moral".

1. LOVE AND KINDNESS ARE NEVER WASTED / THE SLAVE AND A LION (Outstanding)

(نوٹ: یہ کہانی پنجاب ٹیکسٹ بک بورڈ کی کتاب "ہائی لائٹس گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The story teaches us that an act of kindness is always recompensed (صلہ ملتا ہے). It persuades (راغب کرتا ہے) us to foster (فروغ دینا) love, compassion (دردمندی), kindness and sympathy. Kindness is the essence (روح، جوہر) of all religions of the world. The Holy Quran says:

هَلْ جَزَآءُ الْاِحْسَانِ اِلَّا الْاِحْسَانُ (55:60)

"Shall the recompense (بدلہ، صلہ) of goodness be other than goodness?"

Mark Twain, an American writer says: "Kindness is a language which the dumb (گونگا) can speak, the deaf can hear and the blind can see." Thus we should be merciful (رحمدل) and kind to all the creatures (مخلوق) of ALLAH.

In ancient times (قدیم زمانوں میں), the rich were entitled (حق حاصل تھا) to enslave (غلام بنانا) the poor. A merciless (بے رحم) master had many slaves. Androcles was one of them. The master was a sadist (دوسروں کو اذیت دے کر خوش ہونے والا). He tormented (اذیت دیتا) the slaves just for fun and joy. Although Androcles always did his work diligently (محنت سے), his master was never satisfied (مطمئن) with his work. The master often got furious (غصے ہوتا) at his work and

tortured (تشدد کرتا) him severely.

These are the woes (رنج والم) of slaves;
They glare (گھورتے ہیں) from the abyss (گہری گہرائی، پاتال);
They cry, from unknown graves,
We are the witnesses." *(Henry Wadsworth Longfellow)*

One day, the poor slave managed to run away from the tyranny of his master. He took refuge (پناہ لی) in an isolated (ویران) cave in a wilderness. There, one day, he happened to come across a fierce (خونخوار) lion. The lion had a luxuriant (گھنی) mane (ایال) and huge flashing eyes. The slave was extremely frightened and was about to run away to save his life but then he observed that the lion was limping (لنگڑا رہا ہے) and moaning (کراہ رہا ہے) with pain. He also observed that one of his paws was badly swollen (سوجا ہوا). He saw that a big thorn had pierced (چبھا ہوا تھا) it. As he was a kind-hearted person, he decided to relieve the wretched (مصیبت زدہ) lion of his plight (مصیبت). He observed the lion's movement (حرکات) for a while. Finally, he took the risk. He mustered up (اکٹھی کی) courage, went near the lion vigilantly (چوکنے انداز سے) and extracted (نکال لیا) the thorn from his paw. The lion heaved a sigh of relief and cast a look of gratitude (شکریہ) at him. After a long time, the soldiers of the master captured (پکڑ لیا) the slave and brought him before the ruthless (ظالم) master. The master decided to cast the unfortunate (بدقسمت) slave before a hungry lion as a warning for the other slaves. On the fixed day, the slave was thrown into an amphitheatre (سٹیڈیم). The gate of a heavy cage was opened and a fierce lion vaulted out (چھلانگ لگائی). The lion came bouncing across the field. He approached (آیا) the slave and recognized (پہچانا) him as the man who had helped him in his distress (مصیبت). Instead of attacking him, the lion began to lick (چاٹنا) the slave's feet. As soon as the master heard the incident of the slave's kindheartedness and bravery, he was moved to tears. He ordered the lion to be set free again in the forest, and the slave to be pardoned (معاف کرتا) and freed. *Benjamin Franklin, one of the founding father of the USA rightly said, "Freedom is not a gift bestowed (عطا کردہ) upon us by other men, but a right that belongs to us by the laws of God and nature."*

Possible Morals: (1) Do good and have good.
(2) Virtue never goes waste/unrewarded. (3) One good turn deserves another.

☆..... LOVE AND KINDNESS ARE NEVER WASTED / THE SLAVE AND A LION (Standard)

(نوٹ: یہ کہانی پنجاب ٹیکسٹ بک بورڈ کی کتاب "ہائی لائٹس گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The story teaches us that kindness is always rewarded. It urges us to promote (فروغ دینا) love and kindness. All the religions promote goodness. The Holy Quran says:

هَلْ جَزَآءُ الْاِحْسَانِ اِلَّا الْاِحْسَانُ (55:60)

"Shall the reward of goodness be other than goodness?"

Mark Twain, an American writer says: "Kindness is the language which the dumb (گونگا) can speak, the deaf can hear and the blind can see."

In ancient (پرانے) times, a cruel master had many slaves. He tortured (اذیت دیتا تھا) them just for fun and joy. Androcles was one of his slaves. Once, Androcles escaped (بھاگ نکلا) from the cruel claws (پنجے) of his master and took refuge (پناہ) in a cave. There, one day, he came