

# English Grammar (گرامر)

## ALPHABET حروف تہجی

A set of letters or symbols in a fixed order used for writing a language is called 'Alphabet'.

کسی زبان کو لکھنے کے لیے مقررہ ترتیب پر مشتمل حروف یا علامتوں کا سیٹ 'Alphabet' کہلاتا ہے۔

## LETTERS حروف

'Letters' are written or printed symbols which represent particular sounds in a language. Every letter has its specific sound.

'حروف' تحریر شدہ یا مطبوعہ علامتیں ہیں جو کسی زبان میں خاص آوازوں کو ادا کرنے کے لیے استعمال ہوتی ہیں۔ ہر حرف کی اپنی مخصوص آواز ہوتی ہے۔

**Types of Letters according to their Shapes.**

In English, there are two types of letters according to their shapes.

انگریزی زبان میں بناوٹ کے لحاظ سے حروف کی دو اقسام ہیں۔

(a) Capital Letters (b) Small Letters  
(a) Capital Letters

The uppercase letters of English Alphabet are called 'Capital Letters'.

انگریزی زبان کے بڑے حروف تہجی 'بڑے حروف' کہلاتے ہیں۔

(b) Small Letters

The lowercase letters of English Alphabet are called 'Small Letters'.

انگریزی زبان کے چھوٹے حروف تہجی 'چھوٹے حروف' کہلاتے ہیں۔

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

**Types of Letters according to their Sounds**

English Alphabet are divided into two kinds on the basis of their sounds.

انگریزی حروف تہجی کو آواز کی بنیاد پر دو اقسام میں تقسیم کیا جاتا ہے۔

(a) Vowels (b) Consonants  
(a) Vowels

The five letters 'a, e, i, o and u' are called 'Vowels' in English language. These letters help other letters to make proper sound. These letters are pronounced without contact of the tongue, teeth or lips.

انگریزی زبان میں پانچ حروف 'a, o, i, e, u' حروف صلت کہلاتے ہیں۔ یہ حروف مناسب آواز پیدا کرنے میں دیگر حروف کی مدد کرتے ہیں۔ یہ حروف زبان، دانتوں یا ہونٹوں کو ملائے بغیر ادا کیے جاتے ہیں۔

پانچ حروف صلت یہ ہیں:

Vowels: a e i o u

(b) Consonants

All English Alphabet except vowels are called 'Consonants'. The following twenty-one letters are consonants.

حروف صلت کے علاوہ انگریزی کے باقی تمام حروف تہجی 'حروف صحت' کہلاتے ہیں۔

Consonants  
b c d f g h j k l m n  
p q r s t v w x y z

**WORD لفظ**

A word is the smallest meaningful unit of language which is formed by the combination of some letters. i.e.

لفظ کسی زبان کی سب سے چھوٹی معنی اکائی ہے جو چند حروف کے ملاپ سے بنتی ہے۔

Group of Letters Words Pictures  
l+s+l+a+m Islam

k+e+t+t+l+e	kettle	
m+o+u+n+t+a+i+n	mountain	
h+o+s+p+i+t+t+a+l	hospital	
s+c+h+o+o+l	school	

## SYLLABLE رکن کلمہ

A word or a part of a word which consists of a vowel sound is called a 'Syllable'. It is a sound that can be pronounced without interruption. It can be taken as the smallest unit of speech.

کوئی لفظ یا کسی لفظ کا ایک حصہ جو حرف صلت کی آواز پر مشتمل ہو رکن کلمہ کہلاتا ہے۔ یہ ایک ایسی آواز ہے جو بغیر کسی تعطل کے زبان سے نکالی جاتی ہے۔ اسے بول چال کی سب سے چھوٹی اکائی قرار دیا جاسکتا ہے۔

**Syllable Division of Words in a Dictionary**

book	book	
flower	flor/wer	
telephone	te/le/phone	
calculator	cal/cu/la/tor	

## PRONUNCIATION تلفظ

'Pronunciation' refers to the way in which a language or a particular word is pronounced.

'تلفظ' اس انداز کو بیان کرتا ہے جس میں کوئی زبان یا کوئی مخصوص لفظ بولا جاتا ہے۔

## Pronunciation Key Used in a Dictionary

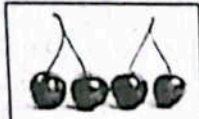
Vowels and diphthongs حروف صلت اور دو حرفی		
i:	see	/si:/
i	happy	/'hæpi/
ɪ	sit	/sɪt/
e	ten	/ten/
æ	cat	/'kæt/
ɑ:	father	/'fɑ:ðə(r)/
ɒ	got	/'gɒt/ (British English)
ɔ:	saw	/'sɔ:/
ʊ	put	/'pʊt/
u	actual	/'æktʃuəl/
u:	too	/'tu:/
ʌ	cup	/'kʌp/
ɜ:	fur	/'fɜ:(r)/
ə	about	/'ə'baʊt/
eɪ	say	/'seɪ/
əʊ	go	/'gəʊ/ (British English)
aɪ	my	/'maɪ/
ɔɪ	boy	/'bɔɪ/
aʊ	now	/'naʊ/
ɪə	near	/'niə(r)/ (British English)
eə	hair	/'heə(r)/ (British English)
ʊə	pure	/'pjʊə(r)/ (British English)

## Consonants حروف تہجی

p	pen	/'pen/	s	see	/si:/
b	bad	/'bæd/	z	zoo	/'zu:/
t	tea	/'ti:/	ʃ	shoe	/'ʃu:/
d	did	/'dɪd/	ʒ	vision	/'vɪʒn/
k	cat	/'kæt/	h	hat	/'hæt/
g	get	/'get/	m	man	/'mæn/
tʃ	chain	/'tʃeɪn/	n	now	/'naʊ/
dʒ	jam	/'dʒæm/	ŋ	sing	/'sɪŋ/
f	fall	/'fɔ:l/	l	leg	/'leg/
v	van	/'væn/	r	red	/'red/
θ	thin	/'θɪn/	j	yes	/'jes/
ð	this	/'ðɪs/	w	wet	/'wet/

**DIGRAPH ڈائی گراف**

Two consonants that stand for one sound are called a "digraph". Digraph can come both at the beginning or the end of the words. دو حروف بچ جو مل کر ایک آواز پیدا کرتے ہیں "ڈائی گراف" کہلاتے ہیں۔ ڈائی گراف الفاظ کے آغاز یا اختتام دونوں پر ہی آسکتے ہیں۔

**Examples: مثالیں:**

cherry (چیری)



earth (زمین)



sheep (بجیر)



fish (پھل)

**Beginning Digraphs ابتدائی ڈائی گراف**

Beginning digraphs come in the beginning of the words. ابتدائی ڈائی گراف الفاظ کے شروع میں آتے ہیں۔

ch-	cheap	chair	child
ph-	photo	phone	phrase
sh-	ship	shop	shine
th-	thing	think	third
(th stands for another sound)	this	there	they

**Ending Digraphs اختتامی ڈائی گراف**

Ending digraphs come at the end of the words. اختتامی ڈائی گراف الفاظ کے آخر پر آتے ہیں۔

-sh	splash	flash	wash
-ch	speech	bunch	much
-gh	laugh	tough	cough
-ph	paragraph	photograph	phonograph
-th	bath	mouth	breath
-ck	back	trick	sick

**CONSONANT BLEND****حروف بچ کا مجموعہ**

Consonant blend is made up of two or three different consonant sounds and each is heard when the word is pronounced. For example, when the word "black" is pronounced, we can clearly hear the sounds of both of these letters: "b" and "l" which make a consonant blend.

حروف بچ کا مجموعہ حروف بچ کی دو یا تین مختلف آوازوں سے مل کر بنتا ہے اور جب لفظ بولا جاتا ہے تو ہر آواز سنائی دیتی ہے۔ مثال کے طور پر جب لفظ "black" بولا جاتا ہے تو ہم واضح طور پر دونوں حروف "b" اور "l" کی آوازیں سن سکتے ہیں جو (مل کر) حروف بچ کا ایک مجموعہ (Consonant blend) بناتی ہیں۔

**Examples: مثالیں:**

flag

(جھنڈا)

aeroplane

(ہوائی جہاز)

nest

(گھونٹلا)

**Beginning Consonant Blend ابتدائی حروف بچ کا مجموعہ**

It is a blend of consonants which comes in the beginning of the word.

یہ حروف بچ کا دو مجموعہ ہے جو لفظ کے آغاز میں آتا ہے۔

br-	brave	bread	break
cl-	clean	cloud	clay
cr-	crash	crack	cream
dr-	dream	drink	dry
pr-	pray	proud	price
qu-	quiet	quack	question
sm-	small	smell	smoke
sq-	squeal	square	squeak
str-	straight	stream	strong
spl-	splash	spleen	split

**Middle Consonant Blend درمیانی حروف بچ کا مجموعہ**

It is a blend of consonants which comes

in the middle of a word.

یہ حروف بچ کا دو مجموعہ ہوتا ہے جو کسی لفظ کے درمیان میں آتا ہے۔

carpet	classroom	content	mistake
company	farmer	doctor	basket
degree	sister	fulfil	picnic

**Ending Consonant Blend اختتامی حروف بچ کا مجموعہ**

It is a blend of consonants which comes in the ending.

یہ حروف بچ کا دو مجموعہ ہے جو لفظ کے آخر پر آتا ہے۔

-nd	land	band	hand
-ng	sing	ring	wing
-nt	aunt	faint	front
-lp	help	gulp	pulp
-lt	belt	melt	felt
-sk	risk	desk	ask
-sp	wasp	gasp	crisp
-st	best	first	trust

**SILENT LETTERS بے آواز حروف**

Silent letter is written in the word but not pronounced.

بے آواز حرف لفظ میں لکھا جاتا ہے مگر پڑھا نہیں جاتا۔

**Words having silent "k"**

Knife	نایف	چاقو
Knot	نات	کرہ
Know	نو	جاننا
Knee	نی	گھٹنا

**Words having silent "b"**

lamb	لیم	بیرنا
numb	نم	بے حس
climb	کلائم	چڑھنا
thumb	ٹم	انگوٹھا

**Words having silent "w"**

write	رائٹ	لکھنا
wrist	رائٹ	کٹائی

wrong	رائگ	لٹا
sword	سورڈ	تھور

**Words having silent "h"**

hour	آر	گھنٹا
honest	انہسٹ	ایماندار
honour	آنر	عزت
heir	ایر	وارث

**Words having silent "r"**

walk	واک	پیدل چلنا
talk	ٹاک	بات کرنا
calm	کالم	پسکون
half	ہاف	آدھا

**RHYMING WORDS ہم آواز الفاظ**

Words which have similarity in their sounds are called "Rhyming Words".

وہ الفاظ جو آواز میں مشابہت رکھتے ہوں "ہم آواز الفاظ" کہلاتے ہیں۔

**Examples: مثالیں:**

1. squirrel, quarrel	2. big, tip
3. together, weather	4. track, crack
5. make, lake	6. main, rain
7. pen, hen	8. game, name
9. brain, chain	10. mad, sad

**COMPOUND WORDS مرکب الفاظ**

A compound word is a word which is made by joining two shorter words.

مرکب لفظ دو لفظ ہوتا ہے جو دو چھوٹے الفاظ سے مل کر بنتا ہے۔

**Examples: مثالیں:**

bed + room (two words)	
bedroom (compound word)	
butter + fly (two words)	
butterfly (compound word)	

Shorter Words	Compound Words
candle + light	candlelight
lunch + time	lunchtime
heart + beat	heartbeat
class + room	classroom
car + pet	carpet
sun + flower	sunflower
tooth + paste	toothpaste
shop + keeper	shopkeeper
time + table	timetable
friend + ship	friendship

### SYNONYMS OR SIMILAR WORDS

#### متضادات یا ہم معنی الفاظ

If a word is similar in meaning to another word, it is called its 'Synonym'.

اگر کوئی لفظ کسی دوسرے لفظ کا ہم معنی ہو تو اس کا مترادف کہلاتا ہے۔

#### Examples: مثالیں:

kid بچہ		child بچہ	
award انعام		prize انعام	

Words	الفاظ	Synonyms	متضادات
advice	مشورہ	counsel	مشورہ
answer	جواب دینا	reply	جواب دینا
basic	بنیادی	fundamental	بنیادی
beautiful	خوبصورت	pretty	پیارا
begin	شروع کرنا	start	شروع کرنا
big	بڑا	large	بڑا
chief	سرور	leader	سرور
clear	واضح	vivid	واضح
dangerous	خطرناک	perilous	خطرناک

deep گہرا	profound گہرا
effort کوشش	endeavour کوشش
fast تیز	swift تیز
fine اچھا عمدہ	good اچھا
goal مقصد	aim مقصد
happiness خوشی	joy خوشی
intelligent ذہین	brilliant ذہین
important اہم	significant اہم
justice عدل، انصاف	equity عدل، انصاف
kingdom سلطنت	realm سلطنت
lessen کم کرنا	reduce کم کرنا
make بنانا	form بنانا
mercy رحم	pity رحم
new نیا	modern جدید
odd عجیب و غریب	strange عجیب
precious قیمتی	costly قیمتی
quiet خاموش	silent خاموش
right درست	correct درست
strong طاقتور	powerful طاقتور
tasty مزے دار	delicious مزے دار
understand سمجھنا	comprehend سمجھنا

### ANTONYMS OR OPPOSITE WORDS

#### متضادات یا الٹ الفاظ

A word which have opposite meaning of another word is called its 'Antonym'.

اگر کوئی لفظ کسی دوسرے لفظ کا الٹ معنی رکھتا ہو، اس کا متضاد کہلاتا ہے۔

#### Examples: مثالیں:

Cold ٹھنڈا		Hot گرم	
Light ہلکا		Heavy بھاری	

Words	الفاظ	Antonyms	متضادات
appear ظاہر ہونا	disappear غائب ہونا		
bad بُرا	good اچھا		
big بڑا	small چھوٹا		
clean صاف	dirty گندا		
dry خشک	wet تر		
easy آسان	difficult مشکل		
friend دوست	foe دشمن		
give دینا	take لینا		
honest ایماندار	dishonest بے ایمان		
ignorance لاعلمی	knowledge علم، آگہی		
joy خوشی	sorrow دکھ، غم		
kind مہربان	cruel ظالم		
like پسند کرنا	dislike ناپسند کرنا		
melt پگھلنا	freeze جمنا		
natural قدرتی	artificial مصنوعی		
open کھولنا	shut بند کرنا		
ordinary معمولی	extraordinary غیر معمولی		
permanent مستقل	temporary عارضی		
polite شائستہ	rude بد اخلاق		
quick تیز	slow آہستہ		
remember یاد رکھنا	forget بھول جانا		
simple سادہ	complex پیچیدہ		
safe محفوظ	unsafe غیر محفوظ		
top چوٹی	bottom تہ		
triumph کامیابی، فتح	failure ناکامی		
urban شہری	rural دیہی		
useful فائدہ مند	useless ناکارہ		
virtue نیکی	vice برائی		
war جنگ	peace امن		
wrong غلط	right ٹھیک، درست		

### HOMOPHONES

'Homo' means 'same' and 'Phone' means 'sound'. Homophones are the words that have

same sounds but different spellings and meanings.

'Homo' کا مطلب ہے 'ایک جیسی' اور 'Phone' کا مطلب ہے 'آواز'۔ Homophones وہ الفاظ ہوتے ہیں جن کی آوازیں تو ایک جیسی ہوتی ہیں مگر ان کے بیچ اور معنی مختلف ہوتے ہیں۔

#### Examples: مثالیں:

Vale وادی		Veil نقاب	
Mail ڈاک		Male مرد	

#### More Examples of Homophones

#### ہم صوت الفاظ کی مزید مثالیں

altar قربان گاہ	alter بدلنا
beat مارنا	beet پتند
buy خریدنا	by سے
check روکنا	cheque چیک
dear پیارا	deer ہرن
dew شبنم	due وجہ سے
empire سلطنت	umpire ایسپائر
feet پاؤں	feat کتب
fair میلا	fare کرایہ
foul گندا، ٹلا	fowl آبی پرندہ
gate دروازہ	gait چال
heal زخم جمرنا	heel ایزی
knot گرہ	not نہیں
lesson سبق	lessen کم کرنا
lion شیر	loin کمر
metal دھات	mettle جرأت
marry شادی کرنا	merry خوشی
profit نفع	prophet پیغمبر
piece ٹکڑا	peace امن

pour	اشیانا	pore	سام
pray	دعا کرنا	prey	شکار، شکار کرنا
quite	بالکل	quiet	خاموش
rain	بارش	rein	لگام
root	جڑ	route	راستہ
story	کہانی	storey	منزل
tail	ذم	tale	کہانی
team	ٹیم	teem	بھرا ہونا، بھرنے ہونا
write	لکھنا	right	درست، دایاں
waste	ضائع کرنا	waist	کر
weak	کمزور	week	ہفتہ

## PREFIXES AND SUFFIXES

### سابقے اور لاحقے

#### Prefix

سابقہ

A letter or a group of letters added to the beginning of a word to form a new word is called the 'Prefix'.

دو حرف یا حروف کا مجموعہ جو کسی لفظ کے آغاز میں لگا یا جائے تاکہ کوئی نیا لفظ بن جائے "سابقہ" کہلاتا ہے۔

Prefixes	Base Words	New Words
a-	sleep	asleep
dis-	appear	disappear
en-	danger	endanger
ex-	hale	exhale
in-	secure	insecure
ir-	regular	irregular
mis-	behave	misbehave
non-	sense	nonsense
re-	new	renew
un-	able	unable

#### Suffix

لاحقہ

A letter or a group of letters added to the end of a word to make another word is called the 'Suffix'.

دو حرف یا حروف کا مجموعہ جو کسی لفظ کے آخر میں لگا یا جائے تاکہ کوئی دوسرا لفظ بن جائے "لاحقہ" کہلاتا ہے۔

Base Words	Suffixes	New Words
king	-dom	kingdom
neighbour	-hood	neighbourhood
paint	-er	painter
hope	-ful	hopeful
book	-let	booklet
meaning	-less	meaningless
punish	-ment	punishment
good	-ness	goodness
danger	-ous	dangerous
express	-ion	expression

## ANAGRAM تحریف الفاظ

Anagram is a word game, in which we rearrange the letters of a word to make another new word.

تحریف الفاظ کا ایک ایسا کھیل ہے جس میں ہم کسی لفظ کے حروف کو دوبارہ ترتیب دے کر ایک دوسرا نیا لفظ بناتے ہیں۔

### Examples

Words	معانی	Anagrams	معانی
melon	خربوزہ	lemon	لیمون
earth	زمین	heart	دل
coin	سکہ	icon	مشہور شخص یا چیز
rose	گلاب	sore	سوزش
team	ٹیم	meat	گوشت

### List of "Anagrams"

تحریر کی فہرست

Words	معانی	Anagrams	معانی
alert	خبردار	later	بعد ازاں
angel	فرشتہ	angle	زاویہ
arts	فنون	star	ستارہ
apt	مناسب، ہموڑوں	tap	ٹونٹی
asleep	خوابیدہ	please	خوش کرنا
ash	راکھ	has	رکھتا رہتی ہے
below	نیچے	elbow	کھنٹی
break	ٹوڑنا	brake	بریک

car	کار	arc	کمان	host	میزبان	shot	نشاندگانہ
care	خیال رکھنا	race	دوڑ	hatred	نفرت	thread	دھاگا
cast	پھینکنا	acts	اعمال	hear	سننا	hare	خوکوش
cloud	بادل	could	کر سکتا تھا	inch	انچ	chin	غموڑی
cars	کاریں	scar	زخم کا نشان	item	شے	time	وقت
dam	ڈیم	mad	پانگل	jets	جیت طیارے	jest	مذاق
dear	پیارا	read	پڑھنا	knee	گھٹنا	keen	مشاق
diet	غذا	tide	لہر	kiln	انگلیشی	link	تعلق
doom	فنا	mood	مزاج	leak	نپکنا	lake	جھیل
dealing	لین دین	leading	نہاںیاں، موثر	lamp	چراغ	palm	تھیلی
dale	وادی	lead	رہنمائی کرنا	last	آخری	salt	نمک
does	کرتا ہے	dose	دوا کی خوراک	listen	سننا	silent	خاموشی
dues	واجبات	used	استعمال کیا گیا	lips	ہونٹ	slip	چھلنا
ear	کان	are	ہیں	mean	کینہ	name	نام
eat	کھانا	tea	چائے	meat	گوشت	team	ٹیم
east	مشرق	seat	نشست	medical	طبی	decimal	اعشاری
evil	برائی	live	رہنا	meal	کھانا	male	مرد
eastern	مشرقی	nearest	قریب ترین	mate	ساتھی، رفیق	tame	سدھایا ہوا
early	جلدی	layer	تہ	now	اب	own	اپنا
face	چہرہ	cafe	کینے	near	زودیک	earn	کمانا
fade	مر جھایا ہوا	deaf	بہرا	opt	انتخاب کرنا	top	مروج
feel	محسوس کرنا	flee	بھاگ جانا	once	ایک مرتبہ	cone	خزولہ شکل
form	شکل	from	سے	on	پے	no	نہیں
fare	سواری کا کرایہ	fear	خوف	pale	زرد	leap	چھلانگ
forest	جنگل	softer	زیادہ نرم	pat	چھگی دینا	tap	ٹونٹی
gum	گم	mug	مگ	pan	توا	nap	قیلولہ
gel	جیل	leg	ٹانگہ	plate	پلیٹ	petal	پتی
gallery	گیلری، نگارخانہ	allergy	الرجی، نارش	pool	ٹالاب	polo	پولو
garden	باغ	danger	خطرہ	rope	ری	pore	سام
general	عام	enlarge	توسیع کرنا	ruby	لعل	bury	دفن کرنا
how	کیسے	who	کون	reward	اجرو دینا، اٹھا دینا	drawer	دراز
hire	کرائے پر لینا	heir	وارث	rail	ریل، پٹری	liar	جھوٹا

respect	محبت، احترام	spectre	سبوت، آسب
reset	دوبارہ ترتیب دینا	trees	درختوں
sale	فروخت	seal	مہر لگا کر بند کرنا
shape	شکل	phase	مرحلہ، دور
shore	ساحل، کنارہ	horse	گھوڑا
skin	جلد	sink	ڈوبنا
stale	ہاسی	steal	چوری کرنا
smile	مسکراہٹ	miles	میلوں
stream	نہری	master	مالک، آقا
spare	قالتو	spear	نیزہ
secure	حفاظت کرنا	rescue	جان بچانا
stop	رودکنا	post	کھپا ہستون
state	حالت	taste	ذائقہ
part	حصہ	trap	پھندا، جال
pest	وہا، آفت جان	step	قدم
ten	دس	net	جال
top	اونچا	pot	برتن
tables	میزیں	stable	ثابت قدم
three	تین	there	وہاں
urn	خاکدان	run	دوڑنا
vase	گلدان	save	بچانا
veil	نقاب	live	رہنا
vien	رگ	vine	انگور کی پھل
wolf	بھیریا	fowl	آبی پرندہ
war	جنگ	raw	خام مال
wake	بیدار ہونا	weak	کمزور
won	جیت لیا	now	اب
yaw	راتے سے بہت جانا	way	راستہ

### SIMILE تشبیہ

A simile is a figure of speech in which two different things having a common quality are compared to each other. A simile is commonly used in poetry to express the ideas

and feelings in an impressive manner. The simile is introduced by words such as 'like' or 'as'.

تشبیہ ایک ایسا صفت کلام ہے، جس میں ایک مشترک خوبی رکھنے والی دو مختلف اشیا کا ایک دوسرے سے موازنہ کیا جاتا ہے۔ تشبیہ عام طور پر شاعری میں خیالات اور احساسات کا موثر انداز میں اظہار کرنے کے لیے استعمال ہوتی ہے۔ تشبیہ کو 'like' یا 'as' جیسے الفاظ کے ذریعے متعارف کرایا جاتا ہے۔

There are two basic patterns that we use for comparison.

ہم موازنے کے لیے دو بنیادی طریقے استعمال کرتے ہیں۔

Pattern 1	Pattern 2
Like verb + like + noun	As as + adjective + as + noun

### Examples: مثالیں

- (a) Misbah's eyes gleamed like pearls.  
مصباح کی آنکھیں موتیوں کی طرح چمک اٹھیں۔
- (b) Amna is as innocent as a child.  
آمد ایک بچے کی طرح معصوم ہے۔
- (c) This chocolate is as sweet as honey.  
یہ چاکلیٹ شہد کی طرح میٹھی ہے۔
- (d) Iqra swims like a fish.  
آرا جلی کی طرح تیرتی ہے۔
- (e) Shafqat is as brave as a lion.  
شفقت شیر کی طرح بہادر ہے۔

### Some Commonly Used Similes

چند عام استعمال ہونے والی تشبیہات

as black as night	رات کی طرح سیاہ
as busy as a bee	شہد کی طرح مصروف
as blind as a bat	پکا دزد کی طرح اندھا
as clear as a crystal	آئینے کی طرح شفاف
as cunning as a fox	لوہڑ کی طرح مکار
as firm as a rock	چٹان کی طرح مستحکم
as gentle as a lamb	بکرنے کی طرح شریف
as greedy as a dog	کتنے کی طرح لالچی
as green as grass	گھاس کی طرح سبز
as loud as thunder	بادل کی گرج کی طرح بلند آواز
as old as hills	پہاڑیوں کی طرح قدیم

as red as blood	خون کی طرح سرخ
as proud as a peacock	مور کی طرح مغرور
as graceful as a swan	راجنس کی طرح پروتار
as stupid as a donkey	گدھے کی طرح احمق
as tricky as a monkey	بندری کی طرح چالاک
as silent as a grave	قبر کی طرح خاموش
as straight as an arrow	تیر کی طرح سیدھا
as sure as death	موت کی طرح یقینی
as white as snow	برف کی طرح سفید

### Exercise

- Q1. Encircle the capital letters and underline the small letters used in the following words.

Answers:

1. (I)slam 2. (A)rabs 3. (A)sfa  
4. (M)icrosoft 5. (T)ech-(E)d 6. (I)  
7. (G)alileo 8. (F)riday 9. (T)-shirt

- Q2. Put vowel or consonant to complete the word.

c_untry	gre_n	__aughter	win_er
crick_t	health__	bol__	delightf_l
natio__al	p__rents	hom__	mot__er
re__uce	weath__r	sud__enly	

Answers:

country	green	daughter	winter
cricket	healthy	bold	delightful
national	parents	home	mother
reduce	weather	suddenly	

- Q3. Write the missing digraphs or consonant blends to each word.

1. _ _ _ _ _ ess	2. he _ _ _ _ _
3. _ _ _ _ _ y	4. photogra _ _ _ _ _
5. sandwi _ _ _ _ _	6. du _ _ _ _ _
7. _ _ _ _ _ air	8. _ _ _ _ _ op
9. _ _ _ _ _ all	10. ba _ _ _ _ _ et
11. be _ _ _ _ _	12. cou _ _ _ _ _

Answers:

1. bless	2. help	3. sky
4. photograph	5. sandwich	6. duck
7. chair	8. shop	9. small
10. basket	11. best	12. cough

- Q4. Underline the silent letters in the following words.

1. knot	2. numb	3. write	4. night
5. hour	6. walk	7. wrong	8. knee
9. half	10. climb	11. sword	12. calm

Answers:

1. <u>k</u> not	2. num <u>b</u>	3. <u>w</u> rite	4. <u>n</u> ight
5. <u>h</u> our	6. wa <u>k</u>	7. <u>w</u> rong	8. <u>k</u> nee
9. <u>h</u> alf	10. clim <u>b</u>	11. <u>s</u> word	12. <u>c</u> alm

- Q5. Match the words that rhyme.

A	B	C
fail	town	mail
cake	band	take
hand	sheep	band
sleep	take	sheep
down	mail	town

- Q6. Make compound words using the following words.

مندرجہ ذیل الفاظ کو استعمال کر کے مرکب الفاظ بنائیے۔

doubt, near, foot, wood, less, by, ball, work, cutter, home.

Answers:

(i) doubtless	(ii) nearby	(iii) football
(iv) woodcutter	(v) homework	

### Multiple Choice Questions (Exercise)

1. The "English Alphabet" contain letters:  
(a) twenty-three (b) twenty-four  
(c) twenty-five (d) twenty-six
2. Letters written in uppercase are called:  
(a) vowels (b) consonants  
(c) capital letters (d) small letters

3. The set of all vowels is:  
(a) b, e, i, g, o (b) a, e, g, o, u  
(c) c, p, o, u, t (d) a, e, i, o, u
4. The set of all consonants is:  
(a) a, b, e, d, f (b) e, g, i, o, v  
(c) l, m, p, u, x (d) b, c, d, f, g
5. Tick the word beginning with vowel:  
(a) Islam (b) Prophet  
(c) Lahore (d) Makkah
6. Make word with the group of letters:  
f + l + o + w + e + r  
(a) owerfl (b) flower (c) reflow (d) weflor
7. Pair of rhyming words is:  
(a) people, praise (b) light, fight  
(c) hymn, strong (d) glow, grass
8. The correct compound word is:  
(a) sun (b) sunny  
(c) sunflower (d) all of these
9. "Father" will be separated in syllables:  
(a) f/a/th/er (b) fa/th/er  
(c) fat/her (d) fa/ther
10. Tick the correct word with ending digraph "ch".  
(a) cherry (b) chair  
(c) chain (d) peach
11. Tick the suitable "ending consonant cluster" to complete the word in the sentence: "Mi \_\_\_ is a perfect diet."  
(a) \_\_lp (b) \_\_lk  
(c) \_\_lf (d) \_\_sk
12. Tick the correct digraph to complete the word in the sentence: "This question was very tou \_\_\_."  
(a) \_\_gh (b) \_\_ph (c) \_\_th (d) \_\_ch
13. Which letter is silent in the word, "comb"?  
(a) c (b) o (c) m (d) b
14. The correct similar word of "Tale" is:  
(a) company (b) story  
(c) friend (d) easy

15. The opposite of "Win" is:  
(a) blunt (b) strong (c) lose (d) alive
16. She put the \_\_\_ on fire.  
(a) cattle (b) kettle (c) king (d) queen
17. Tick the correct word with suffix:  
(a) problem (b) punishment  
(c) class (d) hope
18. Tick the correct word with prefix:  
(a) friendship (b) refresh  
(c) steadfastness (d) kingdom
19. Tick the suitable word to complete the simile "as firm as a \_\_\_"  
(a) rock (b) blood (c) feather (d) death
20. The correct similar word of "Lovely" is:  
(a) poor (b) sick (c) ugly (d) beautiful

**Answers:**

1. twenty-six	2. capital letters	3. a,e,i,o,u
4. b,c,d,f,g	5. Islam	6. flower
7. light, fight	8. sunflower	9. fa/ther
10. peach	11. Milk	12. tough
13. b	14. story	15. Lose
16. kettle	17. punishment	18. refresh
19. rock	20. beautiful	

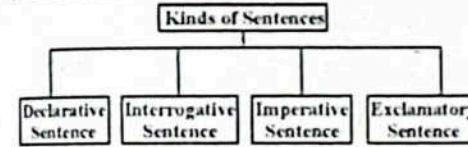
**جملہ اقرہ SENTENCE**

A sentence is a group of words that grammatically makes a complete sense.

جملہ الفاظ کا وہ مجموعہ ہے جو گرامر کی رو سے مکمل مفہوم ادا کرے۔

**Examples: مثالیں:**

- (a) Islam teaches us love and peace.  
اسلام ہمیں محبت اور امن کا درس دیتا ہے۔
- (b) The sun rises in the east.  
سورج مشرق سے طلوع ہوتا ہے۔
- (c) I am a brave girl.  
میں ایک بہادر لڑکی ہوں۔
- (d) Hardwork is the key to success.  
مہنت کامیابی کی کلید ہے۔
- (e) Many children like animal stories.  
بہت سے بچے جانوروں کی کہانیاں پسند کرتے ہیں۔

**Kinds of Sentences****جملوں کی اقسام****Declarative Sentences جملے**

Declarative Sentence makes a statement. It is an affirmative or negative sentence. It ends with a full stop.

جملہ کسی حقیقت کو بیان کرتا ہے۔ یہ مثبت یا منفی جملہ ہوتا ہے۔ یہ نل سٹاپ پر ختم ہوتا ہے۔

**Examples: مثالیں:**

- (a) I go to school daily. (Positive)  
میں روزانہ سکول جاتا ہوں۔ (مثبت)
- (b) I do not go to park. (Negative)  
میں پارک میں نہیں جاتا ہوں۔ (منفی)
- (c) Parents are great blessing of Allah Almighty. (Positive)  
والدین اللہ تعالیٰ کی عظیم نعمت ہیں۔ (مثبت)
- (d) We are not friends. (Negative)  
ہم دوست نہیں ہیں۔ (منفی)
- (e) Man is a social animal. (Positive)  
انسان ایک معاشرتی حیوان ہے۔ (مثبت)

**Interrogative Sentences (Questions)****سوالیہ جملے**

Interrogative Sentence asks a question. It ends with a question mark.

سوالیہ جملے میں سوال پوچھا جاتا ہے۔ یہ سوالیہ نشان پر ختم ہوتا ہے۔

**Examples: مثالیں:**

- (a) Where are you going? تم کہاں جا رہے ہو؟
- (b) What is your name? تمہارا نام کیا ہے؟
- (c) What is your hobby? تمہارا کیا مشغلہ ہے؟
- (d) Do you play cricket? کیا تم کرکٹ کھیلتے ہو؟
- (e) Is mango a sweet fruit? کیا آم میٹھا پھل ہے؟

**Imperative Sentences جملے**

Imperative Sentence expresses a command or request. It tells or asks someone

to do something. It ends with a full stop.

حکم یا استدعا جملہ کسی حکم یا استدعا کو ظاہر کرتا ہے۔ یہ کسی کو کوئی کام کرنے کے بارے میں بتاتا ہے یا پوچھتا ہے۔ یہ نل سٹاپ پر ختم ہوتا ہے۔

**Examples: مثالیں:**

- (a) Bring me some rice. مجھے تھوڑے سے چاول لا دو۔  
دروازہ بند کرو۔
- (b) Shut the door. اپنے دوست کو بلاؤ۔
- (c) Call your friend. براہ مہربانی مت چلاؤ۔
- (d) Please do not shout. براہ مہربانی مجھے اپنی کتاب ادا کرو۔
- (e) Please lend me your book.

**Exclamatory Sentences جملے**

Exclamatory Sentence expresses excitement or strong feelings. It ends with a mark of exclamation (!).

فجائیہ جملہ عجبان یا گہرے جذبات کو ظاہر کرتا ہے۔ یہ علامت فجائیہ (!) پر ختم ہوتا ہے۔

**Examples: مثالیں:**

- (a) What a wonderful kettle it is!  
یہ کتنی حیران کن کتلی ہے!
- (b) What a fine picture it is!  
یہ کتنی عمدہ تصویر ہے!
- (c) Bravo! You did well.  
شاباش! تم نے اچھا کام کیا۔
- (d) Wow! What a beautiful watch.  
واؤ! اتنی خوبصورت گھڑی ہے۔
- (e) Hurrah! We have won the match.  
آہا! ہم نے فتح جیت لیا۔

**Complete Subject and Complete Predicate****مکمل مندا لہ اور مکمل مندا**

Complete Subject مکمل مندا لہ  
'Complete Subject' is the person or thing about which something is said.

مکمل مندا لہ وہ شخص یا چیز ہے جس کے بارے میں کچھ کہا گیا ہو۔

Complete Predicate مکمل مندا  
'Complete Predicate' is the part of sentence which tells something about the subject.

مکمل مندا جملے کا وہ حصہ ہے جو مندا لہ کے بارے میں کچھ بتاتا ہے۔

**Examples:** مثالیں

- (a) My friends play cricket.  
(complete subject) (complete predicate)  
میرے دوست کرکٹ کھیلتے ہیں۔
- (b) His brother lives with us.  
(complete subject) (complete predicate)  
اس کا بھائی ہمارے ساتھ رہتا ہے۔

**Simple Subject and Simple Predicate**  
سادہ مندریہ اور سادہ مندریہ

**Simple Subject** سادہ مندریہ  
'Simple Subject' is the main word in the complete subject.  
مکمل مندریہ کی بنیادی لفظ سادہ مندریہ کہلاتا ہے۔

**Simple Predicate** سادہ مندریہ  
'Simple Predicate', also called the verb, is the most important word in the complete predicate.  
'سادہ مندریہ جو فعل بھی کہلاتا ہے، مکمل مندریہ میں موجود سب سے زیادہ اہم لفظ ہوتا ہے۔

- (a) My mother cooks food.  
(simple subject) (simple predicate)  
میری والدہ کھانا پکاتی ہے۔
- (b) Our team won the match.  
(simple subject) (simple predicate)  
ہماری ٹیم نے فتح جیت لیا۔

**Subject - Verb Agreement****فعل کی شکل سے مطابقت**

**Subject-Verb Agreement** means that the verb of a sentence must agree with its subject in number. If the subject is singular, the verb must be singular and a plural subject must have a plural verb.

فعل کی شکل کے ساتھ مطابقت سے مراد ہے کہ فقرے میں فعل کو لازماً فاعل کی تعداد سے مطابقت رکھنی چاہیے۔ اگر subject واحد ہے تو verb بھی واحد ہوگا اور جمع subject کے لیے جمع verb استعمال ہوتا ہے۔

**Examples:** مثالیں

- (a) The cat jumps down. - لی چلائی گئی ہے۔  
(subject-verb agreement)
- (b) The cats jump down. - بلیاں چلائی گئی ہیں۔  
(subject-verb agreement)

**Usage of Words into Sentences****الفاظ کا جملوں میں استعمال**

Words	معانی	Sentences
peace	امن	Islam teaches love and peace.
brave	بہادر	I am a brave child by nature.
pride	فخر	Jan almost burst with pride.
awful	برا	I made an awful mistake.
busy	مصروف	He is quite busy.
truth	سچ	Always speak the truth.
message	پیغام	He sent a message to me.
follow	پہرہ کی کرنا	We should follow the teachings of Hazrat Muhammad (ﷺ)
habit	عادت	Give up your bad habits.
scent	خوشبو	These flowers have pleasant scent.
intelligent	ذہین	Misbah is an intelligent girl.
difficulties	مشکلات	The Holy Rasool (ﷺ) faced serious difficulties during the preaching of Islam.
forgiveness	معافی	The Holy Rasool (ﷺ) set a noble example of forgiveness.
mountain	پہاڑ	He was climbing a mountain.
think	سوچنا	Think before you speak.
tree	درخت	Trees are great blessing of Allah Almighty.
easy	آسان	This question is not easy.
great	عظیم	Azmat became a great scholar.
waste	ضائع کرنا	We should not waste water.

beautiful	خوبصورت	My grandfather has a beautiful garden.
efficient	تامل	Khizr is an efficient lawyer.
profession	پیشہ	Everyone is free to choose his own profession.
walk	چہل قدمی کرنا	He goes for a walk daily.
spend	گزارنا	We shall spend good time in the park.
trash	کوارٹر	Always put trash in dustbin.
good	اچھا	Shafqat is a good boy.
problem	مسئلہ	I understand your problem.
recite	تلاوت کرنا	We recite the Holy Quran daily.
market	مارکیٹ	She went to the market yesterday.
establish	تاسیس کرنا	Misbah established a school in London.

**EXERCISE**

Q1. Write the kinds of these sentences.

Sentences	Kinds of Sentences
1. It was the command of Allah.	
2. Are you happy today?	
3. Call your friend.	
4. What a pretty flower!	
5. My friends are waiting for me.	

**Answers:**

1.	Declarative Sentence
2.	Interrogative Sentence
3.	Imperative Sentence
4.	Exclamatory Sentence
5.	Declarative Sentence

Q2. Circle the complete subject and underline the complete predicate.

- The old woman cooks nice meals.
- My friends play soccer.
- The tiny turtle ran into the ocean.
- Salim glanced deeply at the paper.
- The wise monkey did not answer.

**Answers:**

- The old woman cooks nice meals.
- My friends play soccer.
- The tiny turtle ran into the ocean.
- Salim glanced deeply at the paper.
- The wise monkey did not answer.

**Multiple Choice Questions (Exercise)**

- The sentence with correct order is:  
(a) The birds fly in the air.  
(b) The birds in the air fly.  
(c) In the air fly the birds.  
(d) The air fly the birds in.
- The negative form of the sentence "She knows the answer." is:  
(a) She did not know the answer.  
(b) She do not know the answer.  
(c) She was no know the answer.  
(d) She does not know the answer.
- The meaningful sentence is:  
(a) loves to work in the garden Shahmeer  
(b) Shahmeer in the garden loves to work.  
(c) Shahmeer loves in the garden to work.  
(d) Shahmeer loves to work in the garden.
- The correct interrogative sentence is:  
(a) Did you likes any thing in the museum?  
(b) Did you liked anything in the museum?  
(c) Did you like any thing in the museum?  
(d) Did you liking any thing in the museum?
- "Why did you read the book?"  
The answer for the above question is:  
(a) I read the book to learn the lesson.  
(b) I read the book late at night.  
(c) I read the book in the school.  
(d) I read the book quite happily.

**Answers:**

1.	The birds fly in the air.
2.	She does not know the answer.
3.	Shahmeer loves to work in the garden.
4.	Did you like any thing in the museum?
5.	I read the book to learn the lesson.

**PARTS OF SPEECH** اجزائے کلام

'Parts of Speech' are different kinds of words which help to make a sentence. These are eight parts of speech.

الفاظ کی دو مختلف اقسام جو ایک جملہ بنانے میں معاون ہوتی ہیں، اجزائے کلام کہلاتی ہیں۔ اجزائے کلام آٹھ ہیں۔

1. Noun	اسم	2. Pronoun	اسم ضمیر
3. Verb	فعل	4. Adjective	اسم صفت
5. Adverb	متعلق فعل	6. Preposition	حرف جار
7. Conjunction	حرف عطف	8. Interjection	حرف تلمیح

**NOUN** اسم

Noun is a word that names a person, place, thing or an idea.

اسم ایسا لفظ ہے جو کسی شخص، جگہ، چیز یا تصور کا نام بتاتا ہے۔

**Examples:** مثالیں:

- (a) Misbah recites the Holy Quran daily.  
مصباح روزانہ قرآن پاک کی تلاوت کرتی ہے۔
- (b) I like to eat mangoes.  
میں آم کھانا پسند کرتا ہوں۔
- (c) We need food and water to live.  
ہمیں زندگی گزارنے کے لیے خوراک اور پانی کی ضرورت ہوتی ہے۔
- (d) Zain helps the poor.  
زین غریبوں کی مدد کرتا ہے۔
- (e) Islam teaches us love and peace.  
اسلام ہمیں محبت اور امن کا درس دیتا ہے۔

**Countable and Uncountable Nouns****قابل شمار اور ناقابل شمار اسما****Countable Nouns** قابل شمار اسما

Countable Nouns are things that we can count. These nouns can be singular or plural.

Countable Nouns سے مراد ایسی اشیا ہیں، جنہیں ہم گن سکتے ہیں۔ یہ اسم واحد یا جمع (دونوں صورتوں میں) ہو سکتے ہیں۔

**Examples:** مثالیں:

- (a) This is my book.  
یہ میری کتاب ہے۔

- (b) I go to school with my friends.  
میں اپنے دوستوں کے ساتھ سکول جاتا ہوں۔

- (c) They have a table and three chairs.  
ان کے پاس ایک میز اور تین کرسیاں ہیں۔

- (d) We ate apples.  
ہم نے سیب کھائے۔

- (e) I live in a beautiful house.  
میں ایک خوبصورت گھر میں رہتا ہوں۔

**Uncountable Nouns** ناقابل شمار اسما

'Uncountable Nouns' are the things that we cannot count.

'Uncountable Nouns' سے مراد ایسی اشیا ہیں، جنہیں ہم گن نہیں سکتے۔

**Examples:** مثالیں:

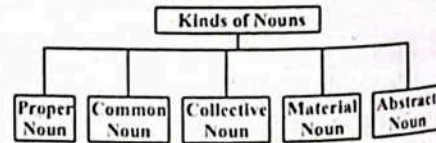
- (a) Hazrat Muhammad (ﷺ) practised kindness and forgiveness throughout his life.  
حضرت محمد (ﷺ) ساری زندگی بخیرگی اور غمخیزی سے گزارے۔

- (b) I bought rice, sugar and wheat.  
میں نے چاول، چینی اور گندم خریدی۔

- (c) Blood is thicker than water.  
لہانا، پانی سے گہرا ہے۔

- (d) Do you have any salt?  
کیا آپ کے پاس نمک ہے؟

- (e) Gold is a precious metal.  
سونا ایک قیمتی دھات ہے۔

**Kinds of Nouns** اسما کی اقسام**Proper Noun** اسم سرفراز

Proper Noun is the name of particular person, place or thing. The first letter of a proper noun is written capital.

اسم سرفراز کی خاصیت یہ ہے کہ اس کا پہلا حرف بڑا لکھا جاتا ہے۔

**Examples:** مثالیں:

- (a) I recite the Holy Quran daily.  
میں روزانہ قرآن پاک کی تلاوت کرتی ہوں۔

- (b) Quaid-e-Azam is the founder of Pakistan.  
قائد اعظم پاکستان کے بانی ہیں۔

- (c) Faisal Masjid is located in Islamabad.  
فیصل مسجد اسلام آباد میں واقع ہے۔

- (d) My cousin Rauf will visit me in June.  
میرا کزن رؤف مجھ سے جون میں ملے آئے گا۔

- (e) My father's office is on Defence Road.  
میرے ابو جہان کا دفتر ڈیفنس روڈ پر ہے۔

**Common Noun** اسم عام

Common Noun is the name given in common to every person, place, or thing of the same kind.

اسم عام وہ اسم ہے جو ایک ہی قسم کے ہر شخص، جگہ یا چیز کے لیے مشترک طور پر استعمال ہوتا ہے۔

**Examples:** مثالیں:

- (a) My school is very beautiful.  
میرا سکول بہت خوبصورت ہے۔

- (b) Lahore is a big city.  
لاہور ایک بڑا شہر ہے۔

- (c) A tree has many branches.  
درخت کی کئی شاخیں ہوتی ہیں۔

- (d) Dr. Imran is a doctor in Civil Hospital.  
ڈاکٹر عمران سول ہسپتال میں ڈاکٹر ہے۔

- (e) My friend opened a big store in Lahore.  
میرے دوست نے لاہور میں ایک بڑا سٹور کھولا۔

**Collective Noun** اسم جمع

Collective Noun is the name of same type of persons or things taken together as one entity.

اسم جمع ایک ہی قسم کے ان اشخاص یا اشیا کے مجموعہ کا نام ہے جو ایک وحدت تصور ہوں۔

**Examples:** مثالیں:

- (a) They bought furniture.  
انہوں نے فرنیچر خریدا۔

- (b) There are twenty students in my class.  
میری جماعت میں بیس طلبا ہیں۔

- (c) Our team has won the match.  
ہماری ٹیم ٹیبلت جیت چکی ہے۔

- (d) Pakistani army is brave.  
پاکستانی فوج بہادر ہے۔

- (e) Saad gave me a bunch of flowers.  
سعد نے مجھے پھولوں کا ایک گلدستہ دیا۔

**Material Noun** (جنس) اسم مادہ

Material Nouns are names of materials which things are made of.

اسم مادہ اس خام مال یا مادے کا نام ہے، جن سے اشیا بنائی جاتی ہیں۔

**Examples:** مثالیں:

- (a) Milk is healthy diet.  
دودھ صحت بخش غذا ہے۔

- (b) This chair is made of wood.  
یہ کرسی لکڑی کی بنی ہے۔

- (c) I have a ring made of gold.  
میری پاس سونے کی بنی ہوئی ایک انگلی ہے۔

- (d) I bought butter and jam.  
میں نے مکھن اور مہر خریدی۔

- (e) I bought some cloth from the bazar.  
میں نے بازار سے کچھ کپڑا خریدا۔

**Abstract Noun** اسم مجرد

"Abstract Noun" is the name of a quality, condition, etc; which cannot be seen or felt.

'اسم مجرد' کسی ایسی حالت یا کیفیت یا طور کا نام ہے، جسے دیکھا یا محسوس نہیں کیا جاسکتا۔

**Examples:** مثالیں:

- (a) Honesty is the best policy.  
ایمانداری بہترین حکمت عملی ہے۔

- (b) Health is wealth.  
صحت ہی ثروت ہے۔

- (c) I like truth and honesty.  
مجھے سچائی اور ایمانداری پسند ہے۔

- (d) Wisdom is better than strength.  
متن، طاقت سے بہتر ہے۔

- (e) We share our joys and sorrows to each other.  
ہم ایک دوسرے کے ساتھ اپنا دکھ بانٹتے ہیں۔

**SINGULAR AND PLURAL****واحد اور جمع**

There are two kinds of noun according to numbers; i.e. 'Singular' and 'Plural'.

تعداد کے لحاظ سے اسم کی دو اقسام ہیں یعنی واحد اور جمع۔

### Singular Noun

Singular means 'one'. A word denoting or referring to just one person, place or thing is called a 'Singular Noun'.

واحد سے مراد ہے ایک۔ وہ لفظ جو کسی ایک شخص، جگہ یا چیز کو ظاہر کرے واحد اسم کہلاتا ہے۔

### Examples:

girl	لڑکی	
bird	پرنده	
flower	پھول	

### Plural Noun

Plural means 'two or more than two'. A word denoting more than one person, place or thing is called a 'Plural Noun'.

جمع سے مراد ہے دو یا دو سے زیادہ۔ وہ لفظ جو ایک سے زیادہ اشخاص، جگہوں یا چیزوں کو ظاہر کرتا ہے جمع اسم کہلاتا ہے۔

### Examples:

girls	لڑکیاں	
birds	پرندے	
flowers	پھول	

### Rules to make Plurals

Rule No.1. Usually, nouns are changed to plural form by adding "s" at their end.

معمولاً واحد اسم کو جمع میں تبدیل کرنے کے لیے ان کے آخر میں "s" کا اضافہ کیا جاتا ہے۔

Singular	واحد اسم	Plural
aeroplane	ہوائی جہاز	aeroplanes
apple	سیب	apples

ant	چونٹی	ants
ball	گیند	balls
bed	بستر	beds
bird	پرنده	birds
brother	بھائی	brothers
car	گاری	cars
clock	گھڑی	clocks
cup	پیالہ	cups
desk	ڈیسک	desks
dog	کتا	dogs
driver	ڈرائیور	drivers
eye	آنکھ	eyes
friend	دوست	friends
garden	باغ	gardens
hand	ہاتھ	hands
horse	گھوڑا	horses
house	گھر	houses
lesson	سبق	lessons
mother	ماں	mothers
orange	مانا	oranges
paper	کاغذ	papers
pen	قلم	pens
queen	ملکہ	queens
room	کمرہ	rooms
shoe	جوتا	shoes
star	ستارا	stars
table	میز	tables
tree	درخت	trees
village	گاؤں	villages
year	سال	years
animal	جانور	animals

arm	بازو	arms
aunt	چچی	aunts
bag	بست	bags
bell	گھنٹی	bells
book	کتاب	books
camel	اونٹ	camels
chair	کرسی	chairs
cow	گائے	cows
daughter	بہنی	daughters
doctor	ڈاکٹر	doctors
door	دروازہ	doors
egg	انڈہ	eggs
face	چہرہ	faces
farmer	کسان	farmers
girl	لڑکی	girls
hen	مرنی	hens
home	گھر	homes
king	بادشاہ	kings
month	مہینا	months
name	نام	names
page	صفحہ	pages
piece	ٹکڑا	pieces
pencil	پنسل	pencils
rat	چوہا	rats
school	سکول	schools
sister	بہن	sisters
student	طالب علم	students
teacher	استاد	teachers
uncle	چچا	uncles
wall	دیوار	walls

zebra	زیرا	zebras
-------	------	--------

Rule No.2. Nouns that end in "s", "ss", "ch", "x", "sh", "o" or "z" form their plurals by adding "es" to them.

جن اسم کے آخر پر "s", "ss", "ch", "x", "sh", "o" یا "z" ہوتوں کی جمع بنانے کے لیے ان کے آخر میں "es" لگا دیا جاتا ہے۔

Singular	مثنیٰ	Plural
bench	بنچ	benches
class	جماعت	classes
watch	گھڑی	watches
bus	بس	buses
hero	بہادر	heroes
peach	آڑو	peaches
buffalo	بھینس	buffaloes
brush	برش	brushes
fox	لوز	foxes
wish	آرزو خواہش	wishes
dress	لباس	dresses
mango	آم	mangoes
mosquito	مچھر	mosquitoes
Topaz	یخراج	Topazes

Rule No.3. Nouns that end in "y" with a consonant before it, form their plurals by replacing "y" with "ies" to them.

اگر کسی اسم کے آخر میں "y" اور اس سے پہلے حرف جمع ہوتو "y" کو "ies" سے بدل کر اس کے بعد "es" لگا کر جمع بناتے ہیں۔

Singular	مثنیٰ	Plural
army	فوج	armies
city	شہر	cities
family	خاندان	families
baby	بچہ	babies
lady	خاتون	ladies
story	کہانی	stories

Rule No.4. Only "s" is added to the end, if the noun has "y" at the end with a vowel before it.

اگر کسی اسم کے آخر میں "y" ہو اور اس سے پہلے کوئی حرف علت ہو تو اس اسم کے آخر میں صرف "s" کا اضافہ کرتے ہیں۔

Singular	مثنیٰ	Plural
boy	لڑکا	boys
donkey	گدھا	donkeys
toy	کھلونہ	toys
day	دن	days
key	چابی	keys
way	راستہ	ways

**Rule No.5.** Nouns that end in "f" or "fe" form their plurals by replacing "f" or "fe" with "ves".

ایسے Nouns جن کے آخر پر "f" یا "fe" آئے تو ان کی جمع بنانے کے لیے "f" یا "fe" کو "ves" میں تبدیل کر دیتے ہیں۔

Singular	مثنیٰ	Plural
calf	چھڑا	calves
life	زندگی، جان	lives

**Rule No.6.** Plural form of the following nouns is formed by the addition of "s" to them.

Singular	مثنیٰ	Plural
chief	سر دار	chiefs
gulf	خلیج	gulfs
hoof	س	hoofs
roof	چھت	roofs

**Rule No.7.** Most of the nouns ending in "o" form their plurals by adding "es" to them.

زیادہ تر "o" پر ختم ہونے والے Nouns کی جمع ان کے ساتھ "es" کا اضافہ کرنے سے بنتی ہے۔

Singular	مثنیٰ	Plural
buffalo	بیس	buffaloes
hero	بہادر	heroes
mango	آم	mangoes
mosquito	چمچر	mosquitoes

**Rule No.8.** Some nouns are changed to plural by changing one or more vowels in them.

کچھ ایسے ہیں جن کے ایک یا ایک سے زیادہ حرف علت کو بدل کر ان کو جمع میں تبدیل کیا جاتا ہے۔

Singular	مثنیٰ	Plural
foot	پاؤں	feet
man	آدی	men
goose	راج نس	geese
tooth	دانت	teeth

☆ Some nouns remain the same whether they are used as singular or plural.

کچھ اسم واحد اور جمع دونوں صورتوں میں یکساں رہتے ہیں۔

Singular	مثنیٰ	Plural
deer	ہرن	deer
fish	مچھلی	fish
hair	بال	hair
sheep	بھیڑ	sheep
scenery	نظارہ	scenery
cattle	مویشی	cattle

### تذکیر و تانیث (جنس) GENDER

'Gender' is a Latin word derived from 'Genus' which means kind or sort. On the basis of gender, the nouns are classified into four classes.

'Gender' (جنس) لاطینی لفظ 'Genus' سے اخذ کیا گیا ہے جس کا مطلب ہے نسل یا قسم۔ جنس کے لحاظ سے اسم کی چار اقسام ہیں۔

**1. Masculine Gender**  
'Masculine Gender' denotes a male living thing. i.e. man, boy, horse, ox, son, etc.

ادام جو کسی جاندار میں زرخیز کو ظاہر کرے 'مذکر' کہلاتا ہے۔ مثلاً آدمی، لڑکا، گھوڑا، بیل، بیٹا، وغیرہ۔

**2. Feminine Gender**  
'Feminine Gender' denotes a female living thing. i.e. girl, princess, woman, daughter, hen, etc.

ادام جو کسی جاندار میں مادہ جنس کو ظاہر کرے، 'مونث' کہلاتا ہے۔ مثلاً لڑکی، شہزادی، عورت، بیٹی، مرغی، وغیرہ۔

### 3. Common Gender

A noun that is used both for either a male or a female is called **Common Gender**. i.e. person, doctor, friend, child, fish, etc.

وہ اسم جو کسی زیادہ مادہ دونوں کے لیے استعمال ہوتا ہے 'Common Gender' کہلاتا ہے۔ مثلاً شخص، ڈاکٹر، دوست، بچہ، مچھلی، وغیرہ۔

### 4. Neuter Gender

A noun that is used for a non-living thing is called **Neuter Gender**. i.e. pen, book, table, apple, watch etc.

وہ اسم جو کسی بے جان چیز کے لیے استعمال ہو، 'Neuter Gender' کہلاتا ہے۔ مثلاً پین، کتاب، میز، سیب، گھڑی، وغیرہ۔

### Rules to make Masculine & Feminine

#### مذکر و مونث بنانے کے قواعد

**Rule No.1.** Some masculine nouns can be changed to feminine by adding "ess" at the end.

کچھ مذکر اسم کے ساتھ "ess" کا اضافہ کر کے مونث بنایا جاسکتا ہے۔

Masculine	مذکر	Feminine	مونث
Prince	شہزادہ	Princess	شہزادی
Heir	وارث	Heiress	وارثہ
Host	میزبان مرد	Hostess	میزبان عورت
Giant	جن	Giantess	جنی
Poet	شاعر	Poetess	شاعرہ
Lion	ببر شیر	Lioness	ببر شیرنی

**Rule No.2.** Some masculine nouns are changed into feminine nouns by removing their last or second last vowel and adding "ess" at the end.

کچھ مذکر اسم کو ان کے آخری یا آخری حرف سے پہلے والے vowel کو حذف کر کے اور ان کے آخر میں "ess" لگا کر مونث اسم تبدیل کرتے ہیں۔

Masculine	مذکر	Feminine	مونث
Actor	اداکار	Actress	اداکارہ
Tiger	زرخیز	Tigress	مادہ خیز
Negro	مشرقی	Negress	مشرقیہ
Hunter	شکاری	Huntress	شکارن

**Rule No.3.** Sometimes, a slight alteration at the beginning or end of a word can change a

### مذکر جنس

masculine into feminine.

بعض اوقات کسی لفظ کے شروع میں یا آخر میں معمولی سی تبدیلی، مذکر کو مونث میں بدل سکتی ہے۔

Masculine	مذکر	Feminine	مونث
Bridegroom	دولہا	Bride	دہن
Widower	رغزوا	Widow	بیوہ
Grandfather	دادا، نانا	Grandmother	دادی، نانی
Landlord	زمیندار	Landlady	زمیندارنی
Doctor	ڈاکٹر	Lady-doctor	لیڈی ڈاکٹر
Son-in-law	داماد	Daughter-in-law	بہو
Peacock	مور	Peahen	مورنی
He-goat	بکرا	She-goat	بکری
Father-in-law	سر	Mother-in-law	ساس
Male	مذکر	Female	مونث
Man-servant	نورک	Maid-servant	نورکانی
Man	آدی	Woman	عورت

☆ Following nouns have no rule for changing their gender.

مندرجہ ذیل اسموں کی جنس تبدیل کرنے کا کوئی اصول نہیں ہے۔

Masculine	مذکر	Feminine	مونث
boy	لڑکا	girl	لڑکی
bull	بیل	cow	گائے
uncle	چچا، ماسوں	aunt	چچی، ممانی
fox	لومڑ	vixen	لومڑی
cock	مرغ	hen	مرغی
son	بیٹا	daughter	بیٹی
he	وہ (مذکر)	she	وہ (مونث)
drone	زخمی	bee	مادہ خمی
ox	بیل	cow	گائے
brother	بھائی	sister	بہن
king	بادشاہ	queen	ملکہ
horse	گھوڑا	mare	گھوڑی
father	باپ	mother	ماں

buck	برک	deer	ہرنی
sir	محترم	madam	محترمہ
husband	خاندن	wife	بیوی
dog	کتا	bitch	کتیا
nephew	بھتیجا	niece	بھتیجی

**Common Gender**

مشترک جنس

Cousin	بھجڑا اور بھائی یا بہن	Parents	والدین
Cook	ہار پی یا ہار جن	Pupil	شاگرد یا شاگردو
Student	طالب علم یا طالبہ	Teacher	استاد یا استانی
Clerk	کلرک (مرد اور ست)	Child	بچہ یا بچی
Baby	بچہ یا بچی	Friend	دوست یا دوستی

**Neuter Gender**

بے جنس

Paper	کاغذ	Watch	گھڑی	Book	کتاب
Fan	پنکھا	Mirror	شیشہ	Radio	ریڈیو
Apple	سیب	Knife	چاقو	Computer	کمپیوٹر
Table	میز	Chair	کرسی	shoes	جوتے

**Exercise**

Q1. Identify the kinds of underlined nouns and write them.

- Misbah is a famous writer.
- Nobody played hockey in my village.
- I belong to a respectable family.
- Water is necessary for life.
- Kindness is a great virtue.

**Answers:**

1. Proper Noun	2. Common Noun
3. Collective Noun	4. Material Noun
5. Abstract Noun	

Q2. Separate the countable and uncountable nouns from the given list.

oil, flower, girls, tea, books, sand, pen, honey, lions, sugar, table, love, cat, happiness

**Answer:**

Countable Nouns	flower, girls, books, pen, lions, table, cat
Uncountable Nouns	oil, tea, sand, honey, sugar, love, happiness

Q3. Change the singular nouns to their plural forms.

**Answers:**

Singular	Plural	Singular	Plural
desk	desks	valley	valleys
computer	computers	roof	roofs
bush	bushes	cliff	cliffs
lady	ladies	wife	wives
hobby	hobbies	thief	thieves

Q4. Write feminine of the following nouns.

**Answer:**

Masculine	Feminine	Masculine	Feminine
father	mother	brother	sister
man	woman	son	daughter
horse	mare	male	female
cock	hen	tiger	tigress
doctor	lady doctor	actor	actress

**Multiple Choice Questions (Exercise)**

- Which one of the following is a noun? (a) make (b) play (c) write (d) table
- Countable noun is: (a) love (b) gas (c) window (d) beauty
- Uncountable noun is: (a) chairs (b) honey (c) flower (d) friend
- Identify the proper noun in the sentence; "Hazrat Muhammad (ﷺ) forgave the old woman". (a) Hazrat Muhammad (بزرگوار نام لائین ﷺ) (b) Forgave (c) old (d) woman
- Identify the common noun in the sentence; "Jan lived in a village": (a) Jan (b) lived (c) in (d) village
- Identify the collective noun in the sentence; "All gave me a bouquet of flowers." (a) Ali (b) gave (c) bouquet (d) flowers
- We can change the nouns into plural form EXCEPT: (a) boy (b) pen (c) tea (d) book
- Identify the type of noun, "pleasure": (a) proper noun (b) collective noun (c) material noun (d) abstract noun

- Identify the type of noun, "water": (a) proper noun (b) collective noun (c) material noun (d) abstract noun
- "Dog" is a gender: (a) masculine (b) feminine (c) common (d) neuter

**Answers:**

1. table	2. window	3. honey
4. Hazrat Muhammad (ﷺ)		
5. village	6. bouquet	
7. tea	8. abstract noun	
9. material noun	10. masculine	

**PRONOUN**

A word that is used in place of a noun is called a 'Pronoun'. It is generally used to avoid repetition of the noun.

وہ لفظ جو کسی اسم کی جگہ استعمال ہوتا ہے اسے 'Pronoun' کہتے ہیں۔ یہ عام طور پر اسم کی تکرار سے بچنے کے لیے استعمال کیا جاتا ہے۔

**Examples:**

(a) All is my friend. He is my neighbour. He studies in 5 <sup>th</sup> class. He is an intelligent student.	مطلی میرا دوست ہے۔ وہ میرا ہمسایہ ہے۔ وہ پانچویں جماعت میں پڑھتا ہے۔ وہ ایک ذہین طالب علم ہے۔
(b) Lahore is a beautiful city of Pakistan. It is the provincial capital of the Punjab. It has many historical buildings.	لاہور پاکستان کا ایک خوبصورت شہر ہے۔ یہ پنجاب کا صوبائی دارالحکومت ہے۔ اس میں بہت سی تاریخی عمارتیں ہیں۔

مندرجہ بالا اقراءت میں 'He'، 'It' اور 'It' میں اسم 'Lahore' کی تکرار سے بچا گیا ہے۔

**Subject Pronoun & Object Pronoun**

**Subject Pronoun**

Subject Pronoun is a pronoun that is used as the subject of a sentence. He, She, I, They, We, and You are subject pronouns.

مطلی اسم ضمیر وہ اسم ضمیر ہے جو کسی جملے میں نامل کے طور پر استعمال ہوتا ہے۔

You اور We, They, I, She, He ناملی ضمائر ہیں۔

**Examples:**

- He went to school. (وہ سکول گیا۔)
- We go to zoo. (ہم چڑیا گھر جاتے ہیں۔)
- You are happy today. (تم آج خوش ہو۔)
- They tell a lie. (وہ جھوٹ بولتے ہیں۔)
- I helped him. (میں نے اس کی مدد کی۔)

**Object Pronoun**

Object Pronoun is a pronoun that is used in place of a noun that receives the action of the verb. Her, him, it, me, them, us and you are object pronouns.

مطلی اسم ضمیر وہ اسم ضمیر ہے جو اس اسم کی جگہ استعمال ہوتا ہے جس پر کسی کام کا اطلاق کیا گیا ہو۔ "Her", "him", "it", "me", "them", "us", "you" ناملی ضمائر ہیں۔

**Examples:**

- Have you seen him? (کیا تم اس سے ملے ہو؟)
- I helped them. (میں نے ان کی مدد کی۔)
- He gave a present to us. (اس نے ہمیں ایک تحفہ دیا۔)
- Aysha called me. (عائشہ نے مجھے بلایا۔)
- I answered her. (میں نے اسے جواب دیا۔)

**Exercise**

Q1. Underline the proper nouns and write their pronouns.

- Ali is a student. \_\_\_\_\_ does his homework regularly.
- Ayesha and Sana are friends. \_\_\_\_\_ play together.
- Sa'ad and I went to a park. \_\_\_\_\_ enjoyed playing there.
- Hira did not come to school. \_\_\_\_\_ was ill.
- Akbar lives with us. \_\_\_\_\_ tells us interesting stories.

**Answers:**

- Ali is a student. He does his homework regularly.
- Ayesha and Sana are friends. They play together.
- Saad and I went to a park. We enjoyed

playing there.

- (4) Hira did not come to school. She was ill.  
(5) Akbar lives with us. He tells us interesting stories.

Q2. Write SP if the underlined pronoun is a subject pronoun, write OP for the object pronoun.

1. They went to the airport last night.
2. My teacher is going to punish me.
3. He is waiting for his parents.
4. We obey our teacher.
5. She writes a letter to them.

Answers:

1. SP 2. OP 3. SP 4. SP 5. OP

### Multiple Choice Questions (Exercise)

1. Tick the correct pronoun which can be used to fill in the blank.  
"Amina is a good student. \_\_\_\_\_ does her homework daily."  
(a) He (b) She (c) It (d) They
2. Tick the correct pronoun which can be used to fill in the blank.  
"This book is \_\_\_\_\_."  
(a) my (b) mine (c) me (d) I
3. Misbah is writing a book. The correct pronoun for the underlined word is:  
(a) He (b) She (c) I (d) They
4. I made dinner for the whole family. The subject pronoun in this sentence is:  
(a) I (b) dinner (c) whole (d) family
5. The object pronoun in this sentence is: Maria tossed the ball to them.  
(a) Maria (b) tossed (c) ball (d) them

Answers:

1. She 2. mine 3. She  
4. I 5. them

### VERB فعل

A word that expresses any action or activity is called a 'Verb'.

ایسا لفظ جو کسی بھی عمل یا سرگرمی کو ظاہر کرے، 'فعل' کہلاتا ہے۔

### Examples: مثالیں:

- (a) We recite the Holy Quran daily.  
ہم روزانہ قرآن مجید کی تلاوت کرتے ہیں۔
- (b) They eat rice.  
وہ چاول کھاتے ہیں۔
- (c) He speaks the truth.  
وہ سچ بولتا ہے۔
- (d) He plucks flowers.  
وہ پھول توڑتا ہے۔
- (e) Zain opened the window.  
زین نے کھڑکی کھولی۔

### Kinds of Verbs

'Verb' has been classified into two main types.  
فعل کو دو بنیادی اقسام میں تقسیم کیا گیا ہے۔

- (a) Kinds of Verbs on the basis of Action  
عمل کے لحاظ سے افعال کی اقسام
- (b) Kinds of Verbs on the basis of Object  
مفعول کے لحاظ سے افعال کی اقسام

### Kinds of Verbs on the basis of Action عمل کے لحاظ سے افعال کی اقسام

- (a) Principal Verb فعل تام  
A verb that describes the action of a noun or a pronoun is called a "Principal Verb". It is also called the "Main Verb". It has three forms.

ایسا فعل جو کسی اسم یا اسم ضمیر کے عمل کو ظاہر کرے، 'فعل تام' کہلاتا ہے۔ اسے 'بنیادی فعل' بھی کہتے ہیں۔ اس کی تین حالتیں ہیں۔

Present	مصدری صفتی	Past	Past Participle
teach	سکھاتا	taught	taught
go	جاتا	went	gone
answer	جواب دیتا	answered	answered
guide	رہنمائی کرتا	guided	guided
shut	بند کرتا	shut	shut

- (b) Auxillary or Helping Verb فعل  
A verb that helps the "Main Verb" to make its meaning clear is called "Auxillary or Helping Verb".

ایسا فعل جو بنیادی فعل کا مفہوم واضح کرنے میں مدد دیتا ہے 'امدادی یا معاون فعل' کہلاتا ہے۔

These are 'Auxillary or Helping Verbs'.

امدادی یا معاون افعال یہ ہیں۔

To be (is, am, are, was, were, being, been), has, have, had, do, does, did, will, would, shall, should, may, might, can, could, must, ought.

### Kinds of Verbs on the basis of Object مفعول کے لحاظ سے افعال کی اقسام

- (a) Transitive Verb فعل متعدی  
A verb that denotes an action which passes over from the doer or subject to an object is called a 'Transitive Verb'.  
ایسا فعل جو کسی ایسے کام کو ظاہر کرے جو مفعول سے مفعول تک منتقل ہو، 'فعل متعدی' کہلاتا ہے۔

- (a) He saw bright stars.  
اس نے روشن ستاروں کو دیکھا۔
- (b) I write a letter.  
میں خط لکھتا ہوں۔
- (c) We played a match.  
ہم نے میچ کھیلا۔
- (d) They built a house.  
انہوں نے ایک گھر تعمیر کیا۔
- (e) She sang a song.  
اس نے ایک گیت گایا۔

- (b) Intransitive Verb فعل لازم  
A verb that denotes an action which does not pass over from a doer or subject to an object is called an 'Intransitive Verb'.  
ایسا فعل جو کسی ایسے کام کو ظاہر کرے جو کسی مفعول سے مفعول تک منتقل نہ ہو، 'فعل لازم' کہلاتا ہے۔

- (a) She slept.  
دوسوئی۔
- (b) Iqra walks beautifully.  
اقرا خوبصورتی سے چلتی ہے۔
- (c) The train stopped.  
ٹرین رک گئی۔
- (d) He came.  
وہ آیا۔
- (e) You won.  
تو جیتے۔

### FORMS OF VERB فعل کی حالتیں

Present	مصدری صفتی	Past	Past Participle
arise	اُٹھنا	arose	arisen
answer	جواب دینا	answered	answered
apply	درخواست دینا	applied	applied
ask	پوچھنا	asked	asked

bark	بھونکنا	barked	barked
bathe	نہانا	bathed	bathed
begin	شروع کرنا	began	begun
become	ہونا	became	become
break	توڑنا	broke	broken
bring	لانا	brought	brought
buy	خریدنا	bought	bought
call	پکارنا، بلانا	called	called
catch	چکڑنا	caught	caught
choose	چننا، منتخب کرنا	chose	chosen
come	آنا	came	come
cook	پکانا	cooked	cooked
clean	صاف کرنا	cleaned	cleaned
close	بند کرنا	closed	closed
cry	چیننا	cried	cried
cut	کاٹنا	cut	cut
die	مرنا	died	died
draw	کھینچنا	drew	drawn
drive	ہانکنا، چلانا	drove	driven
drink	چینا	drank	drunk
eat	کھانا	ate	eaten
fall	گرتا	fell	fallen
fail	ناکام ہونا	failed	failed
get	مائل کرنا	got	got
give	دینا	gave	given
go	جانا	went	gone
hear	سننا	heard	heard
help	مدد کرنا	helped	helped
hold	چکڑنا	held	held
know	جان لینا	knew	known
learn	یاد کرنا	learnt	learnt
listen	سننا	listened	listened
make	بنانا	made	made

move	حرکت کرنا	moved	moved
obey	حکم ماننا	obeyed	obeyed
open	کھولنا	opened	opened
order	حکم دینا	ordered	ordered
pay	ادا کرنا	paid	paid
play	کھیلنا	played	played
pray	دعا مانگنا	prayed	prayed
put	رکھنا	put	put
read	پڑھنا	read	read
ride	سواری کرنا	rode	ridden
rise	اٹھنا، نکلنا	rose	risen
say	کہنا	said	said
see	دیکھنا	saw	seen
sell	بیچنا	sold	sold
send	بھیجنا	sent	sent
sing	گانا	sang	sung
sit	بیٹھنا	sat	sat
sleep	سونا	slept	slept
speak	بولنا	spoke	spoken
stand	کھڑے ہونا	stood	stood
swim	تیرنا	swam	swum
take	لے لینا	took	taken
teach	پڑھانا	taught	taught
talk	بات کرنا	talked	talked
tell	بتانا	told	told
think	سوچنا	thought	thought
use	استعمال کرنا	used	used
visit	ملاقات کرنا	visited	visited
want	چاہنا	wanted	wanted
wear	پہننا	wore	worn
weep	ردنا	wept	wept
win	جیتنا	won	won
write	لکھنا	wrote	written

## Exercise

## Q1. Identify the verb in each sentence.

1. He treats everyone with kindness and love.
2. Arfa Karim represented Pakistan at various international forums.
3. The pilot sat in his seat.
4. He loves his father.
5. We remember our past.

## Answers:

1. treats	2. represented	3. sat
4. loves	5. remember	

## Q2. Fill in the blanks with appropriate action verbs given below.

saw, cooks, put, painted, sold

1. We should \_\_\_\_\_ trash into trashbins.
2. My mother \_\_\_\_\_ very tasty biryani.
3. He \_\_\_\_\_ his car.
4. The painter \_\_\_\_\_ the wall.
5. We \_\_\_\_\_ many lovely flowers in the garden.

## Answers:

1. put	2. cooks	3. sold
4. painted	5. saw	

## Multiple Choice Questions (Exercise)

1. The group of words with all verbs is:
  - (a) go, door, teach, lesson
  - (b) play, same, home, class
  - (c) say, prayer, song, work
  - (d) play, advise, recite, call
2. Misbah wrote some famous books. The underlined word is:
  - (a) helping verb
  - (b) transitive verb
  - (c) intransitive verb
  - (d) none of these
3. The 2<sup>nd</sup> form of 'Write' is:
  - (a) Wrote
  - (b) Write
  - (c) Writes
  - (d) Written
4. Choose the correct 'Helping Verb' to complete the sentence; "I am sure that he \_\_\_\_\_ take better care of him".
  - (a) will
  - (b) is
  - (c) had
  - (d) was

5. The group of words with all verbs is:
  - (a) now, then, therefore, because
  - (b) brave, honest, beautiful, ugly
  - (c) tall, say, ask, colour
  - (d) give, eat, fly, use

## Answers:

1. play, advise, recite, call	2. transitive verb	
3. Wrote	4. will	5. give, eat, fly, use

## ADJECTIVE اسم صفت

An adjective is a word that describes the quality of noun or pronoun.

اسم صفت وہ لفظ ہے جسکی اسم یا اسم ضمیر کے وصف کو بیان کرے۔

## Examples: مثالیں:

- (a) Allah Almighty is kind to him who is kind to others.  
اللہ قادر مطلق اس پر رحم فرماتا ہے جو دوسروں پر رحم کرتا ہے۔
- (b) Hazrat Muhammad (ﷺ) was benevolent to all creatures of Allah Almighty.  
حضرت محمد (ﷺ) (رسول اللہ نامہ اللہ تعالیٰ کے لئے بھیجے گئے) اللہ قادر مطلق کی تمام مخلوقات پر مشفق تھے۔
- (c) He is a good boy.  
وہ ایک اچھا لڑکا ہے۔
- (d) She is a pretty girl.  
وہ ایک خوبصورت لڑکی ہے۔
- (e) Karachi is a big city.  
کراچی ایک بڑا شہر ہے۔

## Degrees of Adjective اسم صفت کے درجے

There are three degrees of adjective.

ہر اسم صفت کے تقابلی درجے تین ہوتے ہیں۔

- (a) Positive Degree
- (b) Comparative Degree
- (c) Superlative Degree

## Positive Degree

'Positive Degree' simply expresses the quality of a person, place or thing.

تفصیلی نفسی کسی شخص، چیز یا جگہ کی ذاتی صفت کو ظاہر کرتی ہے۔

## Examples: مثالیں:

- (a) Ali is a brave boy.  
علی ایک بہادر لڑکا ہے۔
- (b) Sana is a good student.  
شانیہ ایک اچھی طالبہ ہے۔

- (c) Fizza reads an interesting book.  
فیضا ایک دلچسپ کتاب پڑھتی ہے۔
- (d) I am a pretty girl.  
میں ایک خوبصورت لڑکی ہوں۔
- (e) They are bad boys.  
وہ بڑے لڑکے ہیں۔

## Comparative Degree تفصیلی بعض

A degree of adjective which is used to compare two persons or things or their qualities is called 'Comparative Degree'.

اس صفت کا دو درجہ جو دو اشخاص یا چیزوں میں یا ان کی خصوصیات میں موازنہ کرتا ہے تفصیلی بعض کہلاتا ہے۔

## Examples: مثالیں:

- (a) She is braver than her friend.  
وہ اپنی نیکی سے زیادہ بہادر ہے۔
- (b) Azmat is taller than Sa'ad.  
عزت مسعد سے زیادہ لمبا ہے۔
- (c) He is more beautiful than his brother.  
وہ اپنے بھائی سے زیادہ خوبصورت ہے۔
- (d) Prevention is better than cure.  
پریزیویشن سے بہتر ہے۔
- (e) Fatima is more intelligent than Hira.  
فاطمہ حیرا سے زیادہ ذہین ہے۔

## Superlative Degree تفصیلی کل

A degree of adjective that is used to compare more than two persons or things or their qualities is called 'Superlative Degree'.

اس صفت کا دو درجہ جو دو سے زیادہ اشخاص یا اشیاء یا ان کی خوبیوں کا موازنہ کرے تفصیلی کل کہلاتا ہے۔

## Examples: مثالیں:

- (a) Karachi is the biggest city of Pakistan.  
کراچی پاکستان کا سب سے بڑا شہر ہے۔
- (b) This is the most interesting book.  
یہ سب سے زیادہ دلچسپ کتاب ہے۔
- (c) Fizza is the prettiest of all girls in her class.  
فیضا اپنی جماعت میں سب سے زیادہ حسین ہے۔
- (d) Ali is the wisest boy in the class.  
علی جماعت میں سب سے زیادہ عقلمند لڑکا ہے۔
- (e) Junaid is the ablest teacher of our school.  
جنید ہمارے سکول کا قابل ترین استاد ہے۔

**Rules to make Degrees of Adjective**

اس صفت کے درجات بنانے کے اصول

**Rule No. 1.** Most adjectives of one syllable and some adjectives of two syllables form the "comparative degree" by adding "er" and the "superlative degree" by adding "est" to the positive degree.

ایک syllable والے اکثر اسمائے صفت اور دو syllables والے کچھ اسمائے صفت کی تفصیلی نسبی کے ساتھ "er" یا "er" "تفصیلی بعض" اور "est" "تفصیلی کل" بنائی جاتی ہے۔

Positive Degree	معانی	Comparative Degree	Superlative Degree
able	اہل	abler	ablest
black	کالا	blacker	blackest
brave	بیادار	braver	bravest
cheap	ستا	cheaper	cheapest
clean	صاف	cleaner	cleanest
clever	ہوشیار	cleverer	cleverest
great	عظیم	greater	greatest
high	اونچا	higher	highest
large	بڑا	larger	largest
long	لمبا	longer	longest
old	پرانا	older	oldest
poor	غریب	poorer	poorest
quick	تیز	quicker	quickest
short	مختصر	shorter	shortest
small	چھوٹا	smaller	smallest
strong	منضبوط	stronger	strongest
tall	بلند	taller	tallest
warm	گرم	warmer	warmest
weak	کمزور	weaker	weakest
young	نوجوان	younger	youngest

**Rule No. 2.** If the positive form is a word of one syllable and ends in a single

consonant preceded by single vowel, the consonant is doubled before adding "er" and "est":

اگر تفصیلی نسبی واحد آواز رکھتا ہو اور اس کے آخر میں صرف ایک consonant ہو تو اس حرف سے پہلے ایک ہی vowel ہو تو آخری حرف کو دو تکرار کر کے "er" اور "est" کا اضافہ کرتے ہیں۔

Positive Degree	معانی	Comparative Degree	Superlative Degree
big	بڑا	bigger	biggest
dim	مدھم	dimmer	dimmest
fat	مونا	fatter	fattest
glad	خوش	gladder	gladdest
hot	گرم	hotter	hottest
sad	غمگین	sadder	saddest
thin	دبلا، پتلا	thinner	thinnest

**Rule No. 3.** If the positive form ends in "y" preceded by consonant, then "y" is changed into "i" before adding "er" or "est".

اگر تفصیلی نسبی کے آخر میں "y" ہو اور اس سے پہلے consonant ہو تو "y" کو "i" میں تبدیل کر کے "er" اور "est" بڑھاتے ہیں۔

Positive Degree	معانی	Comparative Degree	Superlative Degree
busy	مصروف	busier	busiest
easy	آسان	easier	easiest
happy	خوش و خرم	happier	happiest
heavy	بھاری	heavier	heaviest

**Rule No. 4.** Most adjectives with two or more than two syllables form their comparative and superlative degrees by adding "more" and "most" before the positive degree.

"یاد سے زیادہ اور کان کلر والے اکثر اسمائے صفت کی دوسری اور تیسری ڈگری بنانے کے لیے تفصیلی نسبی سے پہلے "more" اور "most" لگا دیا جاتا ہے۔

Positive Degree	معانی	Comparative Degree	Superlative Degree
active	پرجوش	more active	most active

beautiful	خوبصورت	more beautiful	most beautiful
difficult	مشکل	more difficult	most difficult
powerful	طاقتور	more powerful	most powerful
comfortable	آرام دہ	more comfortable	most comfortable
famous	مشہور	more famous	most famous
honest	ایماندار	more honest	most honest
useful	کارآمد	more useful	most useful

Some adjectives make their degrees in an irregular manner.

کچھ اسمائے صفت اپنی ڈگریاں بناتے وقت کسی قاعدے کے پابند نہیں ہیں۔

Positive Degree	معانی	Comparative Degree	Superlative Degree
bad	برا	worse	worst
good	اچھا	better	best
little	کم	less	least
much	بہت (مقدور)	more	most
many	بہت (تعداد میں)	more	most
up	اوپر	upper	uppermost

**حروف تکمیل**

Articles are used with a noun to specify whether the noun is definite or indefinite.

حروف تکمیل کسی بھی اسم کے ساتھ یہ واضح کرنے کے لیے استعمال کیے جاتے ہیں کہ آیا اسم خاص ہے یا عام۔

The words a, an and the are "Articles".

**an apple, a book, the Holy Quran**

**Types of Articles**

There are two types of articles.

- حروف تکمیل کی دو اقسام ہیں۔  
 خصوصی حرف تکمیل  
 عمومی حرف تکمیل

**خصوصی حرف تکمیل**

'The' is called definite article. 'The' is used to refer to a particular person, place, thing or idea. 'The' can be used with either singular or plural nouns.

'The' خصوصی حرف تکمیل کہلاتا ہے۔ 'The' کسی خاص شخص، جگہ، چیز یا خیال کا حوالہ دینے کے لیے استعمال ہوتا ہے۔ 'The' واحد یا جمع دونوں اسموں کے ساتھ استعمال کیا جاسکتا ہے۔

**Examples:**

- (a) We recite the Holy Quran daily.  
ہم روزانہ قرآن مجید کی تلاوت کرتے ہیں۔
- (b) The cat is a pet animal.  
بلی ایک پالتو جانور ہے۔
- (c) The Indus is the longest river of Pakistan.  
دریائے سندھ پاکستان کا سب سے لمبا دریا ہے۔
- (d) The book you are reading is very interesting.  
وہ کتاب جو آپ پڑھ رہے ہیں، بہت دلچسپ ہے۔
- (e) English is the language of the English.  
انگریزی انگریزوں کی زبان ہے۔

**عمومی حرف تکمیل**

'A' and 'An' are called indefinite articles. 'A' and 'An' are used to refer to one of the general groups of people, places, things or ideas. 'A' and 'An' are used with singular nouns. We use 'A' with words that begin with a consonant sound. We use 'An' with words that begin with a vowel sound.

'A' اور 'An' عمومی حروف تکمیل کہلاتے ہیں۔ 'A' اور 'An' عام اشخاص، مقامات، اشیاء یا خیالات میں سے کسی ایک کی طرف اشارہ کرنے کے لیے استعمال ہوتے ہیں۔ 'A' اور 'An' واحد اسموں کے ساتھ استعمال ہوتے ہیں۔ ہم 'A' کو حرف صحیح کی آواز سے شروع ہونے والے الفاظ سے پہلے لگاتے ہیں۔ 'An' کو ہم حرف صلیب کی آواز سے شروع ہونے والے الفاظ سے پہلے لگاتے ہیں۔

**Examples:**

- (a) I ate an orange, an apple and a peach.  
میں نے ایک سبزی، ایک سیب اور ایک آڑو کھایا۔
- (b) He bought a pen, a book and an umbrella.  
اس نے ایک پین، ایک کتاب اور ایک چھتری خریدی۔
- (c) I am a student.  
میں ایک طالب علم ہوں۔
- (d) Mehboob Rabbani is an honest man.  
محبوب ربانی ایک ایماندار آدمی ہے۔
- (e) We should eat an apple a day.  
ہمیں دن میں ایک سیب کھانا چاہیے۔

## Exercise

Q1. Fill in the blanks with suitable adjectives given below.

old, green, beautiful, huge, small, cold

- It was a \_\_\_\_\_, old brass.
- This is the most \_\_\_\_\_ dress.
- The colour of our flag is white and \_\_\_\_\_.
- My grandmother helped the \_\_\_\_\_ lady.
- It is a \_\_\_\_\_ hut.
- Ice is \_\_\_\_\_.

## Answers:

1. huge	2. beautiful	3. green
4. old	5. small	6. cold

Q2. Identify the adjective that describes the underlined noun.

- My father bought a new car.
- I have a red bag.
- She likes to eat healthy food.
- Mount Everest is the highest mountain in the world.
- Once there lived a wise monkey.
- Those are tall trees.

## Answers:

1. new	2. red	3. healthy
4. highest	5. wise	6. tall

Q3. Match the adjectives in column "A" with their relevant nouns in column "B" and write them in column "C".

Column A	Column B	Column C
white	clown	milk
green	sky	parrot
funny	wrestler	clown
blue	parrot	sky
powerful	milk	wrestler

Q4. Use articles a, an or the to fill in the blank spaces.

- \_\_\_\_\_ boy you saw in the street is very brilliant.
- He needs \_\_\_\_\_ pen and \_\_\_\_\_ book.
- She went to her home \_\_\_\_\_ hour ago.
- They saw \_\_\_\_\_ elephant yesterday.

- \_\_\_\_\_ darkest cloud has \_\_\_\_\_ silver lining.
- \_\_\_\_\_ cow is \_\_\_\_\_ useful animal.

## Answers:

1. The	2. a, a	3. an
4. an	5. The, a	6. The, a

## Multiple Choice Questions (Exercise)

- The baby is happy. The word "happy" is:
  - Noun
  - Verb
  - Adjective
  - Pronoun
- The group of words with all adjectives is:
  - nose, eye, long, pen
  - eat, play, rich, big
  - beautiful, rich, large, great
  - school, small, room, rich
- "You are an intelligent boy." The adjective is:
  - you
  - are
  - intelligent
  - boy
- Red roses are \_\_\_\_\_ beautiful than the white ones.
  - very much
  - more
  - much
  - most
- Choose the suitable articles to fill in the blanks. I live in \_\_\_\_\_ mountainous area which is \_\_\_\_\_ ideal tourist spot.
  - a, an
  - an, an
  - an, the
  - none of these

## Answers:

1. Adjective	2. beautiful, rich, large, great
3. intelligent	4. more
	5. a, an

## متعلق فعل ADVERB

An 'Adverb' is a word that describes a verb. It tells how, when, where or how often the action shown by the verb happens.

متعلق فعل ایک ایسا لفظ ہے جو کسی فعل کو بیان کرتا ہے۔ یہ بتاتا ہے کہ فعل کے ذریعے ظاہر کیا گیا کام کیسے، کب، کہاں اور کتنی بار واقع ہوا ہے۔

## Examples: مثالیں

- He spoke loudly. (how?) وہ بلند آواز سے بولا۔
- She reads daily. (when?) وہ روزانہ پڑھتی ہے۔
- It rains often. (how often?) اکثر بارش ہوتی ہے۔
- Amir ran down stairs. (where?)

مار نیچے پڑھنے کی طرف دوڑا۔

It is very hot today. (how much?) (e)

آج بہت گرمی ہے۔

## Kinds of Adverbs

## متعلق انعال کی اقسام

You will study five main kinds of adverbs in this class.

اس جماعت میں آپ متعلق انعال کی پانچ اہم اقسام کا مطالعہ کریں گے۔

Adverb of Time	طرف زمان
Adverb of Place	طرف مکان
Adverb of Manner	طرف بیان
Adverb of Frequency	تعددی متعلق فعل
Adverb of Degree	مقداری متعلق فعل

## Adverb of Time طرف زمان

Adverb of Time tells us that when an action is done.

طرف زمان ہمیں بتاتا ہے کہ کوئی کام کس وقت کیا گیا ہے۔

## Examples: مثالیں

- He gets up early in the morning. دو صبح سویرے اٹھتا ہے۔
- I have already eaten mangoes. میں پہلے ہی آم کھا چکا ہوں۔
- She went to library yesterday. وہ کل لائبریری گئی۔

## Adverb of Place طرف مکان

Adverb of Place tells us that where an action is done.

طرف مکان ہمیں بتاتا ہے کہ کوئی کام کس جگہ کیا گیا ہے۔

## Examples: مثالیں

- He is standing near a tree. وہ ایک درخت کے پاس کھڑا ہے۔

(b) The fragrance of the flowers spread everywhere. پھولوں کی خوشبو ہر سو پھیل گئی۔

(c) Where are you going? آپ کہاں جا رہے ہیں؟

## Adverb of Manner طرف بیان

Adverb of Manner tells us the manner of doing a work

طرف بیان ہمیں کسی کام کے کرنے کا طریقہ بتاتا ہے۔

## Examples: مثالیں

- She sings sweetly. وہ سریلے انداز سے گاتی ہے۔
- We should follow the law strictly. ہمیں سختی سے قانون کی پابندی کرنی چاہیے۔
- He wept bitterly. وہ زار و قطار رو یا۔

## Adverb of Frequency تعددی متعلق فعل

An adverb used to show how often an action is done, is called "Adverb of Frequency".

ایسا متعلق فعل جو یہ ظاہر کرنے کے لیے استعمال ہو کہ کوئی کام کتنی بار کیا گیا ہے، "تعددی متعلق فعل" کہلاتا ہے۔

## Examples: مثالیں

- He often goes to the park. وہ اکثر پارک جاتا ہے۔
- She tried again but failed. اس نے دوبارہ کوشش کی مگر کام ہو گیا۔
- I always speak the truth. میں ہمیشہ سچ بولتا ہوں۔

## Adverb of Degree مقداری متعلق فعل

An adverb used to show how much or to what extent an action is done, is called an "Adverb of Degree".

ایسا متعلق فعل جو یہ ظاہر کرنے کے لیے استعمال ہوتا ہے کہ کوئی کام کس درجہ یا کس حد تک ہوا ہے، "مقداری متعلق فعل" کہلاتا ہے۔

## Examples: مثالیں

- She is quite healthy now. اب وہ پورے طور پر صحت یاب ہے۔
- Huma is very clever. ہما بہت چالاک ہے۔
- I am feeling much better. میں کافی بہتر محسوس کر رہا ہوں۔

## Exercise

Q1. Identify the kinds of underlined adverbs and write them.

Answer:

Sentences	Kinds of Adverbs
I go for a walk <u>daily</u> .	Adverb of Time
Please come <u>here</u> .	Adverb of Place
The bird sings <u>sweetly</u> .	Adverb of Manner
She is <u>seldom</u> absent.	Adverb of Frequency
I am <u>rather</u> busy.	Adverb of Degree

Q2. Fill in the blanks with suitable adverbs given below.

usually, nicely, there, tomorrow, too

- We spent good time \_\_\_\_\_.
- I shall go to Karachi \_\_\_\_\_.
- He treated everyone \_\_\_\_\_.
- They \_\_\_\_\_ go to the park.
- She is \_\_\_\_\_ careless.

Answers:

1. there	2. tomorrow	3. nicely
4. usually	5. too	

## Multiple Choice Questions (Exercise)

- The group of all adverbs is:
  - message, angel, mountain
  - make, catch, feel
  - swings, see-saw, slides
  - bitterly, often, everywhere
- Adverb of time answers the question:
  - when? (b) where?
  - how? (d) how much
- Tick the adverb in the sentence: "I am feeling very thirsty".
  - am (b) feeling (c) very (d) thirsty
- Tick the adverb in the sentence: "The train was running fast."
  - train (b) was (c) running (d) fast
- Tick the adverb in the sentence: "Barking dogs seldom bite."
  - Barking (b) dogs
  - seldom (d) bite

Answers:

1. bitterly, often, everywhere	2. when?
3. very	4. fast
5. seldom	

## PREPOSITIONS حرف جار

A word or a group of words used before a noun or a pronoun to show place, position, time or method is called 'Preposition'.

دو لفظ یا الفاظ کا مجموعہ جو اسم یا اسم ضمیر سے پہلے جگہ، حالت، وقت یا طریقہ ظاہر کرنے کے لیے استعمال کیا جائے، 'حرف جار' کہلاتا ہے۔

## Examples: مثالیں

- The lamp is on the table. لیمپ میز کے اوپر ہے۔
- The tea is in the cup. چائے کپ کے اندر ہے۔
- The cat is under the chair. بلی کرسی کے نیچے ہے۔
- I am angry with you. میں تم سے ناراض ہوں۔
- Who is knocking at the door? دروازے پر کون دستک دے رہا ہے؟

## Use of Words Followed by Prepositions

Prepositions	معانی	Sentences
Agree with	اتفاق کرنا	I cannot agree with you in this matter.
Arrive at	پہنچنا	The train arrived at the station in time.
Add to	امداد کرنا	Good books add to our knowledge and wisdom.
Believe in	یقین کرنا	We believe in the Oneness of Allah Almighty.
Belong to	تعلق رکھنا	This house belongs to my father.
Care for	پرہیز کرنا	These days, boys do not care for their parents.
Consist of	مشتمل ہونا	Our class consists of thirty students.
Desire for	کی خواہش کرنا	He has no desire for wealth.
Die of	سہرا	In India, many people die of hunger.
Equal to	کے برابر	This angle is equal to that.

## Exercise

Fill in the blanks with "for, with, of, to, behind".

- Old glass is used \_\_\_\_\_ pave roads.
- The basket was filled \_\_\_\_\_ coins.
- Each time he looked \_\_\_\_\_, he held his breath.
- Little deeds \_\_\_\_\_ kindness make our earth an Eden.
- This would be an ideal kettle \_\_\_\_\_ my wife.

Answers:

1. to	2. with	3. behind	4. of	5. for
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## Multiple Choice Questions (Exercise)

Choose the right preposition to fill the blank.

- Come, sit here \_\_\_\_\_ me.
  - for (b) about (c) with (d) to
- He took a sheet \_\_\_\_\_ paper and started doing his work.
  - over (b) off (c) in (d) of
- He was taking rest \_\_\_\_\_ the shade of a tree.
  - from (b) about (c) under (d) with
- Arfa Karim passed \_\_\_\_\_ on January 14, 2012.
  - away (b) into (c) off (d) after
- I spread cloth \_\_\_\_\_ the table.
  - off (b) of (c) over (d) across

Answers:

1. with	2. of	3. under	4. away	5. over
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## CONJUNCTIONS حرف عطف

A conjunction is a word used for joining one word to another word or one sentence to another sentence.

حرف عطف دو لفظ ہے جو ایک لفظ کو دوسرے لفظ یا ایک فقرے کو دوسرے فقرے کے ساتھ ملانے کے لیے استعمال ہوتا ہے۔

## Examples: مثالیں

- Misbah and Khizra are sisters.

مصباح اور خیزری بہنیں ہیں۔

Faith in	یقین رکھنا	We must have faith in one Allah Almighty.
Famous for	مشہور	Faisalabad is famous for textile products.
Fond of	شوقین	I am fond of reading good books.
Full of	سے بھرا ہوا	The glass was full of milk.
Grateful to	شکر گزار	He was grateful to me for my help.
Hope for	امید کرنا	We must always hope for the best.
Interest in	دلچسپی	Students should take interest in their studies.
Jealous of	حسد کرنا	Do not be jealous of others.
Kind to	پرہیز کرنا	Allah Almighty is Kind to all His creatures.
Knock at	پر دستک دینا	Junaid was knocking at the door.
Laugh at	مزاح اڑانا	Never laugh at the poor.
Listen to	خبر سے سننا	Please listen to me.
Lead to	کی طرف جانا	This road leads to Lahore.
Look after	دیکھ بھال کرنا	He is looking after his parents.
Make of	کی بنی ہوئی	This chair is made of wood.
Pray to	سے دعا کرنا	We must pray to Allah Almighty for our success.
Proud of	تازاں	She was proud of her wealth.
Punish for	سزا دینا	Mushtaq was punished for his negligence.
Send for	بلا بھیجنا	Please, send for a plumber.
Trust in	بھروسہ کرنا	We must trust in Allah Almighty.
Wait for	انتظار کرنا	I am waiting for your answer.

- (b) He is poor but honest. وہ غریب ہے مگر ایماندار ہے۔  
 (c) He could not go to school because he was ill. وہ سکول نہ جاسکا کیونکہ وہ بیمار تھا۔  
 (d) I shall wait for you till you come back. میں آپ کا انتظار کروں گا جب تک آپ واپس نہیں آجاتے۔  
 (e) He is poor so he cannot pay his fee. وہ غریب ہے اس لیے وہ اپنی فیس ادا نہیں کر سکتا۔

## Some Important Conjunctions

## چند اہم حروف عطف

Conjunctions	معانی	Conjunctions	معانی
and	اور	as	جس طرح
that	کہ	while	جبکہ
until	جب تک نہیں	unless	بجز یہ کہ
because	کیونکہ	so that	تاکہ
although	اگرچہ	but	لیکن
if	اگر	still	اب بھی
after	بعد	though	حالانکہ/اگرچہ
whereas	جبکہ	as if	جیسا کہ
as soon as	جتنی جلدی ممکن ہو	only	صرف
till	جب تک کہ	however	تاہم
before	پہلے	since	سے
whenever	جب بھی	as well as	اور بھی
otherwise	ورنہ/بصورت دیگر		

Some conjunctions are used in pairs as:

بعض حروف عطف جوڑوں کی صورت میں استعمال ہوتے ہیں جیسے:

Conjunctions	معانی
not only..but also	نہ صرف...بلکہ
no sooner..than	جوئی تو
scarcely..when	بمبطل...جبکہ
neither..nor	نہ تو...نہی
although..yet	اگرچہ...تاہم

whether..or	خواہ...یا
either..or	یا تو...یا
such..that	ایسا...کہ
both..and	دونوں...اور
as..as	اتنا...جتنا

## Use of Some Important Conjunctions

## کچھ اہم حروف عطف کا استعمال

Or یا	Does Zain play cricket or football? کیا زین کرکٹ کھیلتا ہے یا فٹ بال؟
Otherwise ورنہ	Work hard otherwise you will fail. مخت کر اور نہ تو نفل ہو جاوے گا۔
Before سے پہلے	The train had left before 9 o'clock. 9 بجے سے پہلے ٹرین روانہ ہو چکی تھی۔
As جیسا	Do as I tell you. جیسا میں کہتا ہوں ویسا ہی کرو۔
While جبکہ	She was playing while I was reading. وہ کھیل رہی تھی جبکہ میں پڑھ رہا تھا۔
That کہ	I know that you are ill. میں جانتا ہوں کہ تم بیمار ہو۔
Therefore اس لیے	She did not work hard therefore she failed in the examination. اس نے محنت نہ کی اس لیے وہ امتحان میں ناکام ہو گئی۔
As well as بھی	Ali as well as his brother is reading. علی پڑھ رہا ہے اور اس کا بھائی بھی پڑھ رہا ہے۔
Whether آیا	He asked me whether she would come. اس نے مجھے پوچھا آیا وہ آئے گی۔
Unless جب تک نہیں	Unless she works hard, she will not pass. جب تک وہ محنت نہیں کرتی، کامیاب نہیں ہوگی۔
Although ...yet اگرچہ...تاہم	Although he is wealthy yet he is not arrogant. اگرچہ وہ امیر ہے مگر وہ مغرور نہیں ہے۔

Either...or یا تو...یا	She is either a teacher or a student. وہ یا تو ایک اساتذی ہے یا پھر ایک طالبہ ہے۔
Neither...nor نہ تو...نہی	Neither Hira nor Hina has a book. نہ حیرا اور نہ ہی حنا کے پاس کتاب ہے۔
As...so جیسا...ویسا	As you sow, so shall you reap. جیسا کرو گے ویسا بھرو گے۔
As...as اس طرح...جس طرح	He is as brave as a lion. وہ اتنا بہادر ہے جس طرح شیر۔
Not only...but also نہ صرف...بلکہ	He is not only a doctor but also a writer. وہ نہ صرف ڈاکٹر ہے بلکہ مصنف بھی ہے۔

## Exercise

☆ Fill in the blanks with appropriate conjunctions given below.

or, because, and, but, so

1. Would you like to eat mangoes \_\_\_\_\_ grapes.
2. I am happy \_\_\_\_\_ I have won the match.
3. It was raining \_\_\_\_\_ I could not go outside.
4. I have a pen, pencil \_\_\_\_\_ a notebook.
5. He tried hard \_\_\_\_\_ could not succeed.

## Answers:

1.	or	2.	because	3.	so
4.	and	5.	but		

## Multiple Choice Questions (Exercise)

- ☆ Choose the appropriate conjunctions to complete the sentences.
1. He did not come to school yesterday \_\_\_\_\_ he was ill.  
(a) and (b) or (c) until (d) because
  2. Ali likes apples \_\_\_\_\_ Hira likes mangoes.  
(a) or (b) but (c) unless (d) till
  3. Iqra \_\_\_\_\_ Sara are sisters.  
(a) and (b) but (c) therefore (d) yet
  4. As you sow, \_\_\_\_\_ shall you reap.  
(a) but (b) or (c) and (d) so

5. Try again and again \_\_\_\_\_ you succeed.  
(a) or (b) till (c) but (d) whether

## Answers:

1.	because	2.	but	3.	and
4.	so	5.	till		

## حرف ہائے INTERJECTION

Words which show sudden feelings and emotions are called interjections.

ایسے الفاظ جو جذبات اور احساسات کا پر جت اظہار کرتے ہیں، حروف ہائے کہلاتے ہیں۔

## Examples:

- (a) Hurrah! I have won the trophy.  
آہا! میں ٹرافی جیت گیا ہوں۔
- (b) Hush! Do not make a noise.  
چپ! شور نہ کرو۔
- (c) Hello! What are you doing?  
سناؤ تم کیا کر رہے ہو؟
- (d) Look! It's a very strange creature.  
دیکھو! یہ کتنی عجیب مخلوق ہے۔
- (e) Wow! It is an interesting storybook.  
واو! یہ ایک دلچسپ کہانیوں والی کتاب ہے۔

## Some Important Interjections

## چند اہم حروف ہائے

- (a) Interjections which are used to express joy: خوشی کے اظہار کے لیے استعمال ہونے والے حروف ہائے:

Hurrah!	آہا	Aha!	آہا
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- (b) Interjections which are used to express grief:

Alas!	افسوس	Oh!	اوہ	Aah!	آہ
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- (c) Interjections which are used to express surprise:

wonderful!	عجیب	Really!	کیا خوب	What!	جیت آئیز
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- (d) Interjections which are used to express approval:

Bravo!	شبابش	Well done!	خوب
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## PUNCTUATION رُوزِ اَوَاقِف

'Punctuation' means the correct use of marks or stops in writing. The following are various types of punctuation.

رُوزِ اَوَاقِف سے مراد ہے تحریر میں علامات یا اوقاف کا درست استعمال کرنا۔  
مندرجہ ذیل رُوزِ اَوَاقِف کی مختلف اقسام ہیں۔

1. Capitalization (A, B, C.....Z)	بڑے حروفِ جتنی
2. Full Stop (.)	نقطہ
3. Comma (,)	کوما
4. Question Mark (?)	سوالیہ نشان
5. Mark of Exclamation (!)	استغیابہ نشان
6. Colon (:)	نشانِ طویلِ ٹھہراؤ / وقت
7. Semi Colon (;)	نشانِ مختصرِ ٹھہراؤ / وقت
8. Hyphen (-)	خطِ ربطا
9. Dash (-)	خطِ فصل
10. Inverted Commas or (" ")	نشانِ معکوس یا اداوین
11. Apostrophe (')	علامتِ حذف
12. Parenthesis [ ( ) ]	قوسین

Here we shall discuss only the first five types of punctuation.

یہاں ہم رُوزِ اَوَاقِف کی صرف پہلی پانچ اقسام کے بارے میں پڑھیں گے۔

### Capitalization (ABC...Z) بڑے حروفِ جتنی

(i) The first letter of every sentence is written with capital letter.

ہر جملے کا پہلا حرف بڑے حرفِ جتنی کے ساتھ لکھا جاتا ہے۔

☆ He reads a book. وہ کتاب پڑھتا ہے۔

(ii) Every proper noun is written with a capital letter.

ہر اسمِ معرف بڑے حرفِ جتنی کے ساتھ لکھا جاتا ہے۔

(a) Misbah Sakhawat is a famous writer.

مصباح سخاوت ایک نامور مصنف ہیں۔

(b) Lahore is famous for historical buildings.

لاہور تاریخی عمارتوں کے لیے مشہور ہے۔

(c) Pakistan is our dear homeland.

پاکستان ہمارا پیارا وطن ہے۔

(iii) In poetry, each line of a poem begins with capital letter.

شاعری میں کسی بھی لہجہ کی ہر سطر یا آئین بڑے حرفِ جتنی سے شروع ہوتی ہے۔

All things bright and beautiful,

All creatures great and small,

All things wise and wonderful,

The Great God made them all.

(iv) The pronoun 'I' is always written with capital letter;

ام ضمیر 'I' ہمیشہ بڑے حرفِ جتنی ہی میں لکھا جاتا ہے۔

(a) I am Muslim. میں مسلمان ہوں۔

(b) Jawad came to see me, but I was not at home.

جواد مجھ سے ملنے آیا مگر میں گھر نہیں تھا۔

**Full Stop (.)**  
نقطہ  
We always use full stop at the end of a positive and a negative sentences.

ہم ہمیشہ مثبت اور منفی جملوں کے آخر میں نقطہ استعمال کرتے ہیں۔

(a) This knife is very sharp.

یہ پتھر بہت تیز و دھار ہے۔

(b) He was not my neighbour.

وہ میرا پڑوسی نہیں تھا۔

**Comma (,)**  
کوما  
We use a comma in writing;

(i) to separate several items in a list.

کئی گزشت میں دی گئی کئی اشیاء کو الگ الگ کرنے کے لیے

☆ My mother buys some apples, bananas, guavas and oranges.

میری امی کھریب، کیلی، امرود اور گنگتر سے خریدتی ہیں۔

(ii) to indicate a pause that must be made, while reading a sentence.

کئی وقت کی جاہ اشارہ کرنے کے لیے جو فقرہ پڑھنے کے دوران کرنا ضروری ہو، جیسے

☆ I love flowers, particularly the fragrant ones.

مجھے پھول پسند ہیں، خاص کر خوشبودار لہجے والے پھول۔

(iii) to separate the name of the person addressed from the rest of the sentence.

تاکہ کسی کے نام کو باقی فقرے سے الگ کرنے کے لیے۔

☆ Zain, where are you going?

زین، تم کہاں جا رہے ہو؟

### Question Mark (?) سوالیہ نشان

It is used at the end of every interrogative sentence.

یہ نشان (سوالیہ فقرے کے آخر میں استعمال ہوتا ہے۔

(a) What is your name? تمہارا نام کیا ہے؟

(b) How are you? تم کیسے ہو؟

### Mark of Exclamation (!) عتابہ نشان

We use an exclamation mark in writing, to show sudden or strong feeling of someone's loudly spoken words.

ہم تحریر میں علامتِ استغیابہ یا عتابہ کسی شخص کے اچانک یا شدید جذبات کی بدولت یا آواز بلند بولنے کے الفاظ کو ظاہر کرنے کے لیے استعمال کرتے ہیں۔

(a) Hurrah! We have won the match.

آہا! ہم نے فتح جیت لی۔

(b) What a beautiful girl!

کتنی پیاری لڑکی ہے!

### Exercise

Q1. Fill in the blanks with appropriate interjection.

1. \_\_\_\_\_ We have won the competition.

2. \_\_\_\_\_ Where are you going?

3. \_\_\_\_\_ His wife had passed away.

4. \_\_\_\_\_ You did well.

5. \_\_\_\_\_ a beautiful flower it is!

**Answers:**

1. Hurrah! 2. Hello! 3. Alas!

4. Bravo! 5. What

Q2. Rewrite the sentences using a capital letter where needed and add punctuation marks where necessary.

1. arfa watches television in the evening

2. hina does not go to school on sunday

3. mariam wants to find out about mars

4. do you get up early in the morning

5. what a wonderful idea it is

**Answers:**

1. Arfa watches television in the evening.

2. Hina does not go to school on Sunday.

3. Mariam wants to find out about Mars.

4. Do you get up early in the morning?

5. What a wonderful idea it is!

### Multiple Choice Questions (Exercise)

☆ Choose the appropriate answer.

1. \_\_\_\_\_ The glass broke.

(a) Hurrah! (b) Wow!

(c) Oops! (d) Hush!

2. The sentence which has commas at the right place is:

(a) Misbah likes to eat chocolate, ice-cream, and pizza.

(b) Misbah, likes to eat chocolate, ice-cream and pizza.

(c) Misbah likes, to eat chocolate, ice-cream and pizza.

(d) Misbah likes to eat chocolate, ice-cream and pizza.

3. The sentence with correct use of punctuation is:

(a) May I come in? (b) May, I come in.

(c) May! I come in. (d) May I come in!

4. The sentence with correct use of capital letter and full stop is:

(a) I am A girl. (b) I am a girl.

(c) I Am a girl. (d) I am a Girl.

5. \_\_\_\_\_ I am not a fool.

(a) Pooh! (b) Help!

(c) Alas! (d) Wonderful

**Answers:**

1. Oops! 2. Misbah likes to eat chocolate, ice-cream and pizza.

3. May I come in? 4. I am a girl. 5. Pooh!

### TRANSLATION ترجمہ

The process of changing a text or statement from one language into another language is called 'Translation'.

کسی متن یا عبارت کو ایک زبان سے دوسری زبان میں تبدیل کرنے کا عمل 'ترجمہ' کہلاتا ہے۔

### Use of Introductory Subject 'IT'

#### تعارفی فاعل 'IT' کا استعمال

1. 'It' is used as the subject of a verb e.g. 'It' کسی فعل کے فاعل کے طور پر استعمال ہوتا ہے۔ مثلاً

☆ It snows on the mountains.

پہاڑوں پر برف پڑتی ہے۔

2. 'It' is used as the subject when we are talking about time, date, distance, weather and season. e.g.

جب ہم وقت، تاریخ، فاصلہ، موسمی کیفیت اور موسم کی بات کر رہے ہوتے ہیں تو 'It' بطور قائل استعمال ہوتا ہے۔ مثلاً

(a) It is 4 o'clock now. (time) - آج چار بجے ہیں۔

(b) It is 20<sup>th</sup> of December today. (date) - آج 20 دسمبر ہے۔

(c) It is two miles to the school. (distance) - سکول تک دو میل کا فاصلہ ہے۔

(d) It is very fine today. (weather) - آج موسم بہت سہا ہے۔

(e) It is spring. (season) - یہ موسم بہار ہے۔

3. 'It' is used to represent an animal, a baby and a noun in neuter gender. e.g.

'It' کسی جانور، بچے اور بے جان چیز سے متعلقہ اسم کی لٹاکہ گی کرنے کے لیے استعمال ہوتا ہے۔ مثلاً

(a) It will be a cute baby. - یہ بچہ خوبصورت ہوگا۔

(b) It is a beautiful cat. - یہ ایک خوبصورت بلی ہے۔

(c) It is a useful book. - یہ ایک مفید کتاب ہے۔

4. 'It' is used to emphasize any part of a sentence. e.g.

'It' جملے کے کسی بھی حصے پر زور دینے کے لیے استعمال ہوتا ہے۔ مثلاً

☆ It is our moral duty to respect elders. - یہ ہمارا اخلاقی فرض ہے کہ بڑوں کی عزت کریں۔

### مثالی جملے Affirmative Sentences

(i) 'It' is used as the subject at the beginning of a sentence.

'It' کسی جملے کے آغاز پر بطور قائل استعمال ہوتا ہے۔

(ii) Then 'is or was' is used.

اس کے بعد 'is' یا 'was' استعمال ہوتا ہے۔

(iii) Lastly we translate the object and put full stop (.) at the end of the sentence.

آخر میں ہم مفعول کا ترجمہ کرتے ہیں اور فقرے کے اختتام پر نقل سناپ (.) لگاتے ہیں۔

### مثالی جملے Examples:

(a) It was raining. - بارش ہو رہی تھی۔

(b) It is 3 o'clock. - تین بجے ہیں۔

(c) It is hot today. - آج گرمی ہے۔

(d) It was a sweet baby. - یہ ایک پیارا بچہ تھا۔

(e) It is a laptop. - یہ ایک لپ ٹاپ ہے۔

### مثالی جملے Negative Sentences

(i) First of all, place 'It' at the beginning of the sentence.

سب سے پہلے جملے کے شروع میں 'It' لگائیں۔

(ii) Then insert 'is or was'.

اس کے بعد 'is' یا 'was' لگائیں۔

(iii) Put 'not' after the use of 'is or was'.

'is' یا 'was' کے بعد 'not' لگائیں۔

(iv) Write an object and put a full stop (.) at the end of the sentence.

مفعول لکھیں اور جملے کے آخر پر نقل سناپ (.) لگائیں۔

### مثالی جملے Examples:

(a) It is not pleasant today. - آج موسم خوشگوار نہیں ہے۔

(b) It is not 10<sup>th</sup> of March today. - آج 10 مارچ نہیں ہے۔

(c) It is not autumn. - یہ موسم خزاں نہیں ہے۔

(d) It is not a cat. - یہ ایک بلی نہیں ہے۔

(e) It is not a table. - یہ ایک میز نہیں ہے۔

### مثالی جملے Interrogative Sentences

(i) We put 'Is' or 'Was' at the beginning of a sentence before 'It'.

ہم فقرے کے شروع میں 'It' سے پہلے 'Is' یا 'Was' لگاتے ہیں۔

(ii) We write object and put sign of interrogation (?) at the end of that sentence.

ہم مفعول لکھتے ہیں اور اس جملے کے آخر پر سوالیہ علامت (?) لگاتے ہیں۔

### مثالی جملے Examples:

(a) Is it evening? - کیا شام ہو گئی ہے؟

(b) Is it 4 o'clock? - کیا چار بجے ہیں؟

(c) Is it spring? - کیا یہ موسم بہار ہے؟

(d) Was it a useful animal? - کیا یہ ایک مفید جانور تھا؟

(e) Was it hailing outside? - کیا باہر ادا لے پڑ رہے تھے؟

### Use of Introductory Subject 'THERE'

#### تاریقی قائل 'THERE' کا استعمال

1. We use 'There' to express the presence or absence of something.

ہم کسی چیز کی موجودگی یا عدم موجودگی کو ظاہر کرنے کے لیے 'There' کا استعمال کرتے ہیں۔

(a) There are five students in the classroom. - کلاس روم میں پانچ طلبہ ہیں۔

(b) There is no milk in the cup. - کپ میں دودھ نہیں ہے۔

2. 'There' is also used to point towards a thing at a distance.

'There' قائل پر موجود کسی چیز کی طرف اشارہ کرنے کے لیے بھی استعمال ہوتا ہے۔

☆ Haleema is sitting there. - علیزہ وہاں بیٹھی ہے۔

### مثالی جملے Affirmative Sentences

(i) First of all, we write 'There' at the beginning of the sentence.

سب سے پہلے ہم فقرے کے شروع میں 'There' لکھتے ہیں۔

(ii) Then we write 'is' or 'was' for the singular noun and 'are' or 'were' for the plural noun.

پھر ہم واحد اسم کے لیے 'is' یا 'was' اور متن اسم کے لیے 'are' یا 'were' لکھتے ہیں۔

(iii) Lastly we translate the object and put full stop (.) at the end of the sentence.

آخر میں ہم مفعول کا ترجمہ کرتے ہیں اور فقرے کے اختتام پر نقل سناپ (.) لگاتے ہیں۔

### مثالی جملے Examples:

(a) There is a cat under the tree. - درخت کے نیچے ایک بلی ہے۔

(b) There are flowers in the vase. - گلدان میں پھول ہیں۔

(c) There was a lion in the zoo. - چڑیا گھر میں ایک شیر تھا۔

(d) There were birds in the nest. - گھونسلے میں پرندے تھے۔

### مثالی جملے Negative Sentences

We put 'no' or 'not' after the use of 'is',

'are', 'was' or 'were' to make the sentence negative.

فقرہ منفی بنانے کے لیے 'is', 'are', 'was', 'were' استعمال کرنے کے بعد ہم 'no' یا 'not' لگاتے ہیں۔

### مثالی جملے Examples:

(a) There is no honey in the hive. - بیچے میں شہد نہیں ہے۔

(b) There are no colourful fish in this pond. - اس تالاب میں رنگ برنگی مچھلیاں نہیں ہیں۔

(c) There was not any player in the playground. - کھیل کے میدان میں کوئی کھلاڑی نہ تھا۔

(d) There were no stars in the sky. - آسمان پر ستارے نہ تھے۔

### مثالی جملے Interrogative Sentences

We write 'is', 'are', 'was' or 'were' at the beginning of the sentence and put the question mark (?) at the end of the sentence to make it interrogative.

ہم فقرے کو سوالیہ بنانے کے لیے 'is', 'are', 'was', 'were' کو فقرے کے شروع میں لکھتے ہیں اور آخر میں سوالیہ نشان (?) لگاتے ہیں۔

### مثالی جملے Examples:

(a) Is there a bird in the nest? - کیا گھونسلے میں ایک پرندہ ہے؟

(b) Are there twenty students in the class? - کیا جماعت میں بیس طلبہ ہیں؟

(c) Was there water in the jug? - کیا جگ میں پانی تھا؟

(d) Were there many people in the park? - کیا پارک میں بہت سے لوگ تھے؟

### USE OF 'IS', 'AM' AND 'ARE'

#### 'IS', 'AM' اور 'ARE' کا استعمال

'Is', 'am' and 'are', are verbs. They are used in sentences; either as the 'principal verbs' or as the 'helping verbs'. Here they are used as 'principal verbs'.

'Is', 'am' اور 'are' 'verbs' ہیں۔ یہ فقرات میں یا تو 'اصل فعل' یا 'بصری فعل' کے طور پر استعمال ہوتے ہیں۔ یہاں یہ 'اصل فعل' کے طور پر استعمال ہوئے ہیں۔ مثلاً

- (a) He is a boy. دو ایک لڑکا ہے۔  
 (b) I am a girl. میں ایک لڑکی ہوں۔  
 (c) They are friends. دوست ہیں۔

**Affirmative Sentences مثبت فقرات**

- (i) 'Is' is used with 'He', 'She', 'It' or singular noun.  
 'Is' یا 'are' (بلور فاعل استعمال ہونے والے) واحد اسم کے ساتھ استعمال ہوتا ہے۔  
 (ii) 'Am' is used with 'I' کے ساتھ 'Am' استعمال ہوتا ہے۔  
 (iii) 'Are' is used with 'You', 'We', 'They' or plural noun.  
 'Are' یا 'are' (بلور فاعل استعمال ہونے والے) جمع اسم کے ساتھ استعمال ہوتا ہے۔

**Examples: مثالیں:**

- (a) I am a student. میں ایک طالب علم ہوں۔  
 (b) You are an honest man. تم ایک ایماندار آدمی ہو۔  
 (c) Huma is a cunning woman. ہما ایک کادھورت ہے۔

**Negative Sentences منفی فقرات**

'Not' is put after 'is', 'am' or 'are' to make the sentence negative.  
 فقرہ منفی بنانے کے لیے 'is', 'am', 'are' کے بعد 'not' لگاتے ہیں۔

**Examples: مثالیں:**

- (a) I am not a doctor. میں ایک ڈاکٹر نہیں ہوں۔  
 (b) He is not ill. وہ بیمار نہیں ہے۔  
 (c) They are not friends. دوست نہیں ہیں۔

**Interrogative Sentences سوالیہ فقرات**

'Is', 'am' or 'are' is put at the beginning of the sentence whereas the question mark (?) is put at the end to make it interrogative.  
 فقرے کو سوالیہ بنانے کے لیے 'is', 'am', 'are' کے بعد 'are' لگاتے ہیں۔  
 لگایا جاتا ہے۔ جبکہ فقرے کے اختتام پر سوالیہ نشان (?) لگایا جاتا ہے۔

**Examples: مثالیں:**

- (a) Am I intelligent? کیا میں ذہین ہوں؟  
 (b) Are we neighbours? کیا ہم پڑوسی ہیں؟  
 (c) Is it an interesting book? کیا یہ ایک دلچسپ کتاب ہے؟

**USE OF 'WAS' AND 'WERE'**  
**'WAS' اور 'WERE' کا استعمال**

'Was' and 'were' are also used as 'principal verb' or as the 'helping verb'. Here they are used as the 'principal verb' in the 'simple past tense' e.g.

'was' اور 'were' بھی بلور اصل فعل یا بلور امدادی فعل استعمال ہوتے ہیں۔ یہاں یہ فعل ماضی سادہ میں بلور اصل فعل استعمال ہوتے ہیں۔ مثلاً

- (a) Quaid-e-Azam was an honest man.  
 قائد اعظم ایک ایماندار آدمی تھے۔  
 (b) They were classmates.  
 وہ ہم جماعت تھے۔

**Affirmative Sentences مثبت فقرات**

'Was' is used with 'I, He, She, it or Singular Noun.

'I, He, She, it' واحد اسم کے ساتھ 'was' استعمال ہوتا ہے۔  
 'Were' is used with 'we, you, they' or plural noun.

'We, You, They' یا جمع اسم کے ساتھ 'were' استعمال ہوتا ہے۔

**Examples: مثالیں:**

- (a) I was alone. میں تنہا تھا۔  
 (b) She was a teacher. وہ ایک استاد تھی۔  
 (c) They were happy. وہ خوش تھے۔  
 (d) We were honest. ہم ایماندار تھے۔

**Negative Sentences منفی فقرات**

'Not' is put after the use of 'was' or 'were' in the sentence.

فقرے میں 'was' یا 'were' کے استعمال کے بعد 'not' لگایا جاتا ہے۔

**Examples: مثالیں:**

- (a) He was not absent. وہ غیر حاضر نہ تھا۔  
 (b) The shirt was not green. ٹی شرت سبز نہ تھی۔  
 (c) We were not poor. ہم غریب نہ تھے۔  
 (d) You were not rich. تم امیر نہ تھے۔

**Interrogative Sentences سوالیہ فقرات**

We write 'was' or 'were' at the beginning of the sentence and put question mark (?) at the end of the sentence.

'was' یا 'were' کو فقرے کے شروع میں لکھتے ہیں۔ اور فقرے کے آخر پر سوالیہ نشان (?) لگاتے ہیں۔

**Examples: مثالیں:**

- (a) Was it holiday yesterday? کیا کل چھٹی تھی؟  
 (b) Was he busy? کیا وہ مصروف تھا؟  
 (c) Were you naughty? کیا تم شرارتی تھے؟  
 (d) Were the trees tall? کیا درخت لمبے تھے؟

**USE OF 'HAS', HAVE AND 'HAD'**  
**'HAS', 'HAVE' اور 'HAD' کا استعمال**

Both 'has' and 'have' point to be owner of something in the present tense. 'Had' is used to show possession or ownership of something in the past tense.

'has' اور 'have' دونوں زمانہ حال میں کسی چیز کے مالک ہونے کی طرف اشارہ کرتے ہیں۔ 'had' زمانہ ماضی میں کسی چیز کی ملکیت یا تعلق کو ظاہر کرنے کے لیے استعمال ہوتا ہے۔

**Examples: مثالیں:**

- (a) I have a laptop. میرے پاس ایک لپ ٹاپ ہے۔  
 (b) He has a car. ان کے پاس ایک گاڑی ہے۔  
 (c) They had a beautiful house.  
 ان کے پاس ایک خوبصورت گھر تھا۔

**Affirmative Sentences مثبت فقرات**

'Has' is used with 'he', 'she', 'it' or singular subject.

'it', 'she', 'he' یا واحد فاعل کے ساتھ 'Has' استعمال ہوتا ہے۔  
 'Have' is used with 'I', 'we', 'you', 'they' or plural subject.

'I', 'we', 'you', 'they' یا جمع فاعل کے ساتھ 'have' استعمال ہوتا ہے۔  
 'Had' is used with all subjects.

**Examples: مثالیں:**

- (a) It has four legs. اس کی چار ٹانگیں ہیں۔  
 (b) I have long hair. میرے لمبے بال ہیں۔  
 (c) She had a precious watch. اس کے پاس ایک قیمتی گھڑی تھی۔

**Negative Sentences منفی فقرات**

Put 'not' or 'no' after 'has', 'have' or 'had' to make the sentence negative.

فقرے کو منفی بنانے کے لیے 'has', 'have', 'had' کے بعد 'not' یا 'no' لگائیں۔

**Examples: مثالیں:**

- (a) He has no property. اس کے پاس کوئی جائیداد نہیں ہے۔  
 (b) They have not any servant. ان کے پاس کوئی نوکر نہیں ہے۔  
 (c) I had no bird. میرے پاس کوئی پرندہ نہ تھا۔

**Interrogative Sentences سوالیہ فقرات**

'Has', 'have' or 'had' is placed at the beginning of the sentence to make it interrogative.

فقرے کو سوالیہ بنانے کے لیے 'has', 'have', 'had' کو فقرے کے آغاز میں لگایا جاتا ہے۔

**Examples: مثالیں:**

- (a) Has the queen a golden crown? کیا ملکہ کے پاس سونے کا ایک تاج ہے؟  
 (b) Have you headache? کیا تمہارا سر میں درد ہے؟  
 (c) Had I a new laptop? کیا میرے پاس ایک نیا لپ ٹاپ تھا؟

**Multiple Choice Questions (Exercise)**

- Tick the correct option to complete the sentence: '\_\_\_\_\_ is nine o' clock'.  
 (a) This (b) It (c) There (d) That
- The correct English translation of the Urdu sentence; 'is: گل بہت گرمی تھی'  
 (a) It was very hot yesterday.  
 (b) Yesterday was very hot.  
 (c) There was hot yesterday.  
 (d) That was hot yesterday.
- Tick the correct option to complete the sentence: '\_\_\_\_\_ is a school in this town'.  
 (a) It (b) These (c) There (d) Those

4. The correct English translation of the Urdu sentence; 'آسمان پر بادل ہیں' is:  
(a) There is clouds in the sky.  
(b) Clouds are on the sky.  
(c) There is a sky on the clouds.  
(d) There are clouds in the sky.
5. Tick the correct option to complete the sentence; '\_\_\_\_\_ was a camel in the desert.'  
(a) Had (b) This (c) Are (d) There
6. The correct English translation of the Urdu sentence; 'کیا درخت ہیں' is:  
(a) Is there trees? (b) Are those trees?  
(c) Are there trees? (d) Is trees are there?
7. Tick the correct option to complete the sentence: 'The lesson \_\_\_\_\_ very easy.'  
(a) is (b) are (c) am (d) were
8. The correct sentence is:  
(a) It is a book. (b) He is a book.  
(c) She is a book. (d) Those is a book.
9. Tick the correct option to complete the sentence: 'I \_\_\_\_\_ a brilliant student.'  
(a) is (b) are (c) has (d) am
10. Tick the correct option to complete the sentence: 'My father \_\_\_\_\_ a doctor.'  
(a) is (b) are (c) am (d) were
11. The correct English translation of the Urdu sentence; 'انگور کٹے ہیں' is:  
(a) There are grapes sour.  
(b) Sour are there grapes.  
(c) Sour are grapes.  
(d) The grapes are sour.
12. Tick the correct option to complete the sentence: 'He \_\_\_\_\_ a respectable man.'  
(a) were (b) was (c) are (d) have
13. Tick the correct option to complete the sentence: "Once a fox \_\_\_\_\_ hungry."  
(a) was (b) had (c) are (d) am
14. The correct English translation of the Urdu sentence; 'دو دن غیر حاضر تھے' is:  
(a) They were yesterday absent not.  
(b) They was not absent yesterday.  
(c) They were not absent yesterday.  
(d) Yesterday they were absent not.

15. Tick the correct option to change the sentence into interrogative sentence: "They were happy".  
(a) Were they happy? (b) Are they happy?  
(c) Was they happy? (d) Is they happy?
16. Tick the correct option to complete the sentence: 'She \_\_\_\_\_ a pink scarf'.  
(a) have (b) has (c) are (d) were
17. Tick the correct negative form of the sentence: "You have a cow".  
(a) You has not a cow.  
(b) You had not a cow.  
(c) You did not have a cow.  
(d) You have not a cow.
18. Tick the correct option to complete the sentence: "Fizza \_\_\_\_\_ a new dress".  
(a) has (b) have (c) are (d) is
19. Tick the interrogative form of the sentence: "She had curly hair".  
(a) Has she curly hair?  
(b) Have she curly hair?  
(c) Had she curly hair?  
(d) Was she has curly hair?
20. Tick the negative form of the sentence: "I have a new car".  
(a) I have not any new car.  
(b) I had no new car.  
(c) I has no new car.  
(d) I had not new car.

## Answers:

1. It	2. It was very hot yesterday.
3. There	4. There are clouds in the sky.
5. There	6. Are those trees?
7. is	8. It is a book. 9. am
10. is	11. The grapes are sour.
12. was	13. was
14. They were not absent yesterday.	
15. Were they happy?	16. has
17. You have not a cow.	18. has
19. Had she curly hair?	
20. I have not any new car.	

## Question words سوالیہ الفاظ

These words are following:

Who, Whose, Whom, Which, That, What, How, How many, How much

## 1. Who

"Who" is used for human beings.

Who صرف انسانوں کے لیے استعمال ہوتا ہے۔ اور جو/جو اس کے معنی دیتا ہے۔

## Examples

i. This is the boy who broke my pen.  
یہ وہی لڑکا ہے جس نے میرا قلم توڑا۔

ii. This is the student who met me last night.  
یہ وہی طالب علم ہے جوگزشتہ رات مجھے ملا۔

iii. Who opened the door?  
کس نے دروازہ کھولا؟

iv. Who is at the gate?  
دروازے پر کون ہے؟

## 2. Whose

"Whose" is used for human beings, non-living things and animals.

Who+Whose کی اضافی/ملکتی حالت کے طور پر انسانوں، بے جان چیزوں اور جانداروں کے لیے استعمال ہوتا ہے اور "جس کا/کس کا" کے معنی دیتا ہے۔

## Examples

i. This is the girl whose father is a teacher.  
یہ لڑکی ہے جس کا والد استاد ہے۔

ii. This is the girl whose uncle died.  
یہ لڑکی ہے جس کے چچا فوت ہو گئے۔

iii. Whose watch is this?  
یہ کس کی گھڑی ہے؟

iv. Whose horse is this?  
یہ کس کا گھوڑا ہے؟

v. Whose car did you come back in?  
یہ کس کی گاڑی میں میں تم واپس آئے؟

vi. Tell me whose pens these are.  
مجھے بتاؤ، یہ کس کے قلم ہیں؟

## 3. Whom

"Whom" is used for human beings.

Whom انسانوں کے لیے استعمال ہوتا ہے اور جس کو/کس کو اس سے اجازت دیتا ہے۔

## Examples

i. Whom do you want to see?  
آپ کے ملنا چاہتے ہیں؟

ii. To whom shall I speak?  
میں کس سے بات کروں گا؟

iii. By whom are they punished?  
انہیں کس سے سزا ملتی ہے؟

iv. Whom do you write a letter?  
تم کے خط لکھتے ہو؟

4. Which  
"Which" is used for non-living things and animals.

Which بے جان چیزوں اور جانوروں کے لیے استعمال ہوتا ہے اور "جو/کون سا/جو کس" کے معنی دیتا ہے۔

## Examples

i. This is the cat which ran off.  
یہ وہی بلی ہے جو باہر گھڑی ہوئی۔

ii. That is the book which I lost yesterday.  
یہ وہی کتاب ہے جو میں نے کل گم کی تھی۔

iii. Which is your cat?  
تمہاری بلی کون سی ہے؟

iv. Which colour do you like best?  
تم کون سا رنگ زیادہ پسند کرتے ہو؟

5. That  
"That" is used for human beings, non-living things and animals.

That انسانوں، بے جان چیزوں اور جانوروں کے لیے استعمال ہوتا ہے اور "وہ/جو اس کا" کے معنی دیتا ہے۔

## Examples

i. This is the dog that killed the cat.  
یہ وہی کتا ہے جس نے بلی کو مارا۔

ii. That is my book.  
وہ میری کتاب ہے۔

iii. This is the boy that came late.  
یہی وہ لڑکا ہے جو دیر سے آیا۔

iv. That was a fine scene.  
وہ خوش نما لٹاکا وقت تھا۔

6. What  
"What" is used for things only.

What صرف چیزوں کے لیے استعمال ہوتا ہے اور "جو/کیا" کے معنی دیتا ہے۔

Examples  
i. Tell me what you said.  
جو کہنا آپ نے کہا وہ مجھے بتاؤ۔

- ii. I don't know what you did.  
جو کچھ آپ نے کیا اس کا کچھ نہیں۔
- iii. What is his name?  
اس کا نام کیا ہے؟
- iv. What is he to you?  
وہ آپ کا کیا لگتا ہے؟
7. How  
کیسے  
"How" is used to show in what way are manner  
کیسے یہ کسی طریقے یا انداز میں ظاہر کرنے کے لیے استعمال ہوتا ہے۔
- Exmaples**  
مثالیں
- i. How does it work?  
یہ کیسے کام کرتا ہے؟
- ii. I'll show you how to load the software.  
میں تمہیں سافٹ ویئر کو کیسے لوڈ کرنا دکھاؤں گا۔
- iii. How are you?  
آپ کیسے ہیں؟
- iv. How are you feeling now?  
آپ اب کیسے محسوس کر رہے ہیں؟
- v. How old is she?  
اس کی عمر کتنی ہے؟
- vi. How many people were there?  
کتنے لوگ وہاں تھے؟
- vii. How much money do you spend?  
تم کتنی رقم خرچ کرتے ہوں؟

**Multiple Choice Questions (Exercise)**

Fill in the blanks with "who, whose, whome, which, that or what" and how, how many.

1. This is the house \_\_\_\_\_ Saleem built it.  
(a) which (b) whose (c) whom (d) what
2. The door was opened by the girl \_\_\_\_\_ I gave a letter.  
(a) which (b) whose (c) whome (d) who
3. This is the boy \_\_\_\_\_ book has been stolen.  
(a) which (b) whose (c) whom (d) what
4. I found the book \_\_\_\_\_ has all the answers.  
(a) which (b) whose (c) whom (d) who
5. We met a woman \_\_\_\_\_ basket has been stolen.  
(a) which (b) whose (c) whom (d) who

6. I saw the man \_\_\_\_\_ was standing alone.  
(a) which (b) whose (c) whom (d) who
7. I cannot find the book \_\_\_\_\_ has exciting stories.  
(a) which (b) whose (c) whom (d) who
8. I do not know the girl \_\_\_\_\_ pencil I am using.  
(a) which (b) whose (c) whom (d) who
9. The cat drank the milk \_\_\_\_\_ was on the table.  
(a) that (b) whose (c) whom (d) who
10. We walked to the doctor \_\_\_\_\_ clinic is near our house.  
(a) which (b) whose (c) whom (d) who
11. \_\_\_\_\_ did they play?  
(a) What (b) How (c) Whom (d) That
12. \_\_\_\_\_ old is he?  
(a) What (b) Whom (c) How (d) That
13. \_\_\_\_\_ students were in the classroom?  
(a) How (b) How many (c) How much (d) Who

**Answers:**

1.	which	2.	whom	3.	whos
4.	which	5.	whose	6.	who
7.	which	8.	whose	9.	that
10.	whose	11.	How	12.	How
13.	How many				

**TENSES** زمانے

'Tense' means 'time' or 'age'. A tense shows that; when, how and in what condition something has happened. There are three basic tenses. i.e. **Present, Past, Future**. Each of these basic tenses has four further states.

'Tense' کا مطلب ہے وقت یا زمانہ۔ Tense یہ ظاہر کرتا ہے کہ کوئی کام کب کیسے اور کس حالت میں ہوا ہے۔ بنیادی زمانے تین ہیں یعنی حال، ماضی اور مستقبل۔ ہر ایک بنیادی زمانے (basic tense) کی چار مزید حالتیں ہیں۔

**The Chart of Tenses**

Basic Tenses	Forms of Tenses
Present Tense (زمانہ حال)	Present Indefinite Tense (فعل حال مطلق)
	Present Continuous Tense (فعل حال جاری)
	Present Perfect Tense (فعل حال مکمل)
Past Tense (زمانہ ماضی)	Present Perfect Continuous Tense (فعل حال مکمل جاری)
	Past Indefinite Tense (فعل ماضی مطلق)
	Past Continuous Tense (فعل ماضی جاری)
Future Tense (زمانہ مستقبل)	Past Perfect Tense (فعل ماضی مکمل)
	Past Perfect Continuous Tense (فعل ماضی مکمل جاری)
	Future Indefinite Tense (فعل مستقبل مطلق)
Future Tense (زمانہ مستقبل)	Future Continuous Tense (فعل مستقبل جاری)
	Future Perfect Tense (فعل مستقبل مکمل)
	Future Perfect Continuous Tense (فعل مستقبل مکمل جاری)

**PRESENT, PAST AND FUTURE TENSES**

**فعل حال، ماضی اور مستقبل**

The tense of a verb shows the time of an action whether it is in the present, past or future.

Tense کسی کام کے بارے میں یہ بتاتا ہے کہ آیا یہ کام حال میں ہوا یا ماضی میں یا مستقبل میں ہوا۔

**فعل حال**

A verb in the present tense shows an action that happens now. For the 3<sup>rd</sup> person singular (he, she, it or singular noun), we add

"s" or "es" to the first form of verb. But the plural nouns and "I, we, they, you" take the first form of verb without "s" or "es".

فعل حال کسی ایسے فعل یا سرگرمی کو ظاہر کرتا ہے جو موجودہ زمانے میں واقع ہو۔  
تقریباً ہر صنف واحد (it, she, he) یا واحد اسم کے ساتھ ہم فعل کی پہلی فارم کے ساتھ "s" یا "es" کا اضافہ کرتے ہیں۔ لیکن جمع اسموں اور "you, they, we, I" کے ساتھ ہم "s" یا "es" کے بغیر فعل کی پہلی فارم لکھتے ہیں۔

**Examples:** مثالیں

**Affirmative Sentences** مثبت فقرات

**Rule: Subject + 1st form of verb or 1st form of verb with "s"/"es" + object + ---- (.)**

- (a) We offer prayers five times a day.  
ہم دن میں پانچ مرتبہ نماز پڑھتے ہیں۔
- (b) You waste your time.  
تم اپنا وقت ضائع کرتے ہو۔
- (c) The sun rises in the east.  
سورج مشرق سے اُٹتا ہے۔
- (d) We follow the teachings of the Holy Quran.  
ہم قرآن مجید کی تعلیمات پر عمل کرتے ہیں۔
- (e) He goes to school regularly.  
وہ باقاعدگی سے سکول جاتا ہے۔

**Negative Sentences** منفی فقرات

**Rule: Subject + does/do + not + 1st form of verb + object + ---- (.)**

- (a) He does not eat grapes.  
وہ انگور نہیں کھاتا ہے۔
- (b) I do not play cricket.  
میں کرکٹ نہیں کھیلتا ہوں۔
- (c) He does not knock at the door.  
وہ دروازے پر دھک نہیں دیتا ہے۔
- (d) She does not learn her lesson.  
وہ اپنا سبق یاد نہیں کرتی ہے۔
- (e) We do not pluck flowers.  
ہم پھول نہیں توڑتے ہیں۔

**Interrogative Sentences** سوالیہ فقرات

**Rule: Does / Do + subject + 1st form of verb + object + ---- (?).**

- (a) Do they enjoy spring holidays?  
کیا وہ موسم بہار کی چٹیوں سے لطف اندوز ہوتے ہیں؟
- (b) Does she read a storybook?  
کیا وہ کہانوں والی کتاب پڑھتی ہے؟

- (c) Do you write a letter? کیا تم خط لکھتے ہو؟  
 (d) Does the bell ring? کیا گھنٹی بجتی ہے؟  
 (e) Do Ali and Usman work hard? کیا علی اور عثمان محنت کرتے ہیں؟

**Past Tense****مضارع**

A verb in the past tense shows an action that happened in the past. We use second form of verb with all persons.

فعل مضارع کسی ایسے عمل یا سرگرمی کو ظاہر کرتا ہے جو گزرنے والے زمانے میں پایا جائے۔ اس tense میں ہم تمام شخصوں کے ساتھ فعل کی دوسری فارم لکھتے ہیں۔

**Examples:****Affirmative Sentences****مثبت فقرات**

**Rule:** Subject + 2nd form of verb + object + ----- (.)

- (a) His eyes filled with tears. اس کی آنکھیں آنسوؤں سے بھر گئیں۔  
 (b) She loved her father. وہ اپنے والد سے پیار کرتی تھی۔  
 (c) I did my homework. میں نے اپنا ہوم ورک کیا۔  
 (d) The sword fell from his hands. تلوار اس کے ہاتھوں سے گر گئی۔  
 (e) My brother played hockey. میرے بھائی نے ہاکی کھیلی۔

**Negative Sentences****منفی فقرات**

**Rule:** Subject + did + not + 1st form of verb + object + ----- (.)

- (a) They did not help the poor. انہوں نے غریبوں کی مدد نہ کی۔  
 (b) He did not post the letter. اس نے خط پوسٹ نہ کیا۔  
 (c) You did not admit your mistake. تم نے اپنی غلطی کو تسلیم نہ کیا۔  
 (d) It did not snow on the mountains. پہاڑوں پر برفباری نہ ہوئی۔  
 (e) You did not finish your work. تم نے اپنا کام ختم نہیں کیا۔

**Interrogative Sentences****سوالاتی فقرات**

**Rule:** Did + subject + 1st form of verb + object + ----- (?)

- (a) Did the words start to appear? کیا الفاظ نظر آنا شروع ہو گئے؟  
 (b) Did the grandmother tell us an interesting story? کیا دادی اماں نے ہمیں دلچسپ کہانی سنائی؟  
 (c) Did they wait for their friend? کیا انہوں نے اپنے دوست کا انتظار کیا؟  
 (d) Did it rain yesterday? کیا کل بارش ہوئی؟  
 (e) Did our team win the match? کیا ہماری ٹیم فتح جیت گئی؟

**Future Tense****مستقبل**

A verb in the future tense shows an action that will happen at some time in the future. The helping verb "will" or "shall" is used with the present form of the verb. "Shall" is used with "I" and "we" whereas "will" is used with "he, she, it, they and you".

فعل مستقبل کسی ایسے عمل یا سرگرمی کو ظاہر کرتا ہے جو آنے والے زمانے میں واقع ہوگا۔ فعل کی پہلی فارم کے ساتھ "will" یا "shall" استعمال ہوتا ہے۔ "I" اور "we" کے ساتھ "Shall" استعمال ہوتا ہے۔ جبکہ "he, she, it, they and you" کے ساتھ "will" استعمال ہوتا ہے۔

**Examples:****Affirmative Sentences****مثبت فقرات**

**Rule:** Subject + shall/will + 1st form of verb + object + ----- (.)

- (a) We shall recite the Holy Quran daily. ہم روزانہ قرآن مجید کی تلاوت کریں گے۔  
 (b) He will run fast. وہ تیز بھاگے گا۔  
 (c) The gardener will water the plants. باغبان پودوں کو پانی دے گا۔  
 (d) I shall fulfil my promise. میں اپنے وعدہ کو پورا کروں گا۔  
 (e) You will eat mangoes. تم آم کھاؤ گے۔

**Negative Sentences****مثبت فقرات**

**Rule:** Subject + shall / will + not + 1st form of verb + object + ----- (.)

- (a) He will not sing a song. وہ گیت نہیں گائے گا۔  
 (b) They will not tease anyone. انہوں نے کسی کو تنگ نہیں کریں گے۔

- (c) I shall not waste my time. میں اپنا وقت ضائع نہیں کروں گا۔  
 (d) Stars will not shine during the daytime. ستارے دن میں نہیں چمکیں گے۔  
 (e) We shall not go there. ہم وہاں نہیں جائیں گے۔

**Interrogative Sentences****سوالاتی فقرات**

**Rule:** Shall / Will + subject + 1st form of verb + object + ----- (?)

- (a) Will the fishermen catch fish? کیا ماسی گریچھیاں پکڑیں گے؟  
 (b) Will the dogs bark at night? کیا کتے رات کو بھونکیں گے؟  
 (c) Shall I perform my duty? کیا میں اپنا فرض ادا کروں گا؟  
 (d) Shall we give alms? کیا ہم خیرات کریں گے؟  
 (e) Will the students take part in the games? کیا طلبہ کھیلوں میں حصہ لیں گے؟

**Exercise**

- Q1. Identify the tenses of the verbs in the following sentences and write whether the tense is present, past or future.

Sentences	Present / Past / Future Tense
Little drops of water make the mighty oceans.	
He opened a big store in Lahore.	
My father knows nothing about hockey.	
He will buy a car.	
I shall take the examination.	

**Answers:**

1. Present Tense	2. Past Tense
3. Present Tense	4. Future Tense
5. Future Tense	

- Q2. Translate the following sentences into English.

- 1- مصباح ہمیشہ جگ بگاتی ہے۔ 2- تم ریڈنشن کھیلتے ہو۔ 3- وہ آج نہیں کھاتا ہے۔ 4- وہ کہانیاں نہیں پڑھتی ہے۔ 5- کیا میں غریبوں کی مدد کرتا ہوں؟ 6- پرنسپل نے انعامات تقسیم کیے۔ 7- کل بارش ہوئی۔ 8- انہوں نے نئی

- کتا نہیں خریدیں۔ 9- اس نے خط نہیں لکھا۔ 10- کیا ہم سکول گئے؟ 11- تم خط پوسٹ کر دو گے۔ 12- کتا بھونکے گا۔ 13- طلبہ شور نہیں کریں گے۔ 14- کیا ہم پھول توڑیں گے؟ 15- کیا وہ اپنے گاؤں جائے گا؟

**Answers:**

1. Misbah always speaks the truth. 2. You play badminton. 3. He does not eat mango. 4. She does not read stories. 5. Do I help the poor? 6. The principal gave away the prizes. 7. It rained yesterday. 8. They did not buy new books. 9. He did not write a letter. 10. Did we go to school? 11. You will post the letter. 12. The dog will bark. 13. The students will not make a noise. 14. Shall we pluck flowers? 15. Will he go to his village?

**Multiple Choice Questions (Exercise)**

1. The sentence in 'Present Tense' is:  
 (a) The sun rises in the east.  
 (b) I bought a new car.  
 (c) They will play games on computer.  
 (d) He sold his house.
2. The sentence in 'Past Tense' is:  
 (a) You go to school on foot.  
 (b) The gardener watered the plants.  
 (c) She will learn her lesson.  
 (d) The boy is crying.
3. The sentence in 'Future Tense' is:  
 (a) She decorated her house.  
 (b) They play cricket.  
 (c) He will eat a mango.  
 (d) He is sleeping.
4. Tick the tense used in the sentence: 'I get up early in the morning.'  
 (a) Present Tense  
 (b) Past Tense  
 (c) Future Tense  
 (d) None of these
5. The correct translation of English sentence: 'I take breakfast at seven o' clock' is:  
 (a) میں نے سات بجے ناشتا کیا۔  
 (b) میں سات بجے ناشتا کروں گا۔  
 (c) میں سات بجے ناشتا کرتا ہوں۔  
 (d) میں ساڑھے سات بجے ناشتا کرتا ہوں۔

6. Tick the correct verb to make 'Present Tense' in the sentence: 'I \_\_\_\_\_ the Holy Quran daily.'
- (a) recites (b) recite  
(c) recited (d) reciting
7. Tick the tense used in the sentence: 'Azmat and Shafqat read and play together.'
- (a) Present Tense (b) Past Tense  
(c) Future Tense  
(d) Present and past Tense
8. Tick the correct translation of Urdu sentence: 'اس نے سچ بولا۔'
- (a) He speaks the truth.  
(b) He spoke the truth.  
(c) He is speaking the truth.  
(d) He will speak the truth.
9. The correct negative sentence in 'Present Tense' is:
- (a) She did not like jelly.  
(b) They did not like running.  
(c) Sara does not like noodles.  
(d) He will not eat meat.
10. The correct negative sentence in 'Past Tense' is:
- (a) We do not drink milk daily.  
(b) He does not study.  
(c) He will not watch TV.  
(d) They did not eat mangoes.
11. The correct negative sentence in 'Future Tense' is:
- (a) He does not speak Arabic.  
(b) It did not rain yesterday.  
(c) The postman will not ring the bell.  
(d) Saboor is not reading a book.
12. The correct interrogative sentence in 'Present Tense' is:
- (a) Did the hockey team score two goals?  
(b) Shall we build our house?  
(c) Will you help the poor?  
(d) Do you walk in the park?
13. Tick the correct translation of Urdu sentence: 'میں آپ کی مدد کروں گا۔'
- (a) I shall help you. (b) I help you.

- (c) I helped you. (d) I am helping you.
14. Tick the correct tense used in the sentence: 'Misbah will read an interesting book.'
- (a) Present Tense (b) Past Tense  
(c) Future Tense (d) None of these
15. Tick the correct tense used in the sentence: 'The moon shines at night.'
- (a) Present Tense (b) Past Tense  
(c) Future Tense (d) both a & b

**Answers:**

1.	(a)	2.	(b)	3.	(c)
4.	(a)	5.	(c)	6.	(b)
7.	(a)	8.	(b)	9.	(c)
10.	(d)	11.	(c)	12.	(d)
13.	(a)	14.	(c)	15.	(a)

**PRESENT CONTINUOUS TENSE****فعل حال جاری**

Present Continuous Tense is a tense that denotes an action at present and expresses something continuous.

فعل حال جاری ایسا تیس ہے جو کسی کام کا کرتا ہوا موجودہ جاری زمانے میں ظاہر کرے۔

آرڈوش میں پہچان: اس تیس کے فقرات کے آخر میں عام طور پر رہا ہے ارہی ہے، رہیں رہا ہوں وغیرہ کے الفاظ استعمال ہوتے ہیں جیسا کہ Ali is sleeping. Maria is writing a letter. علی سو رہا ہے، ماریہ خط لکھ رہی ہے۔

**Affirmative Sentences مثبت فقرات**

(i) Soon after the subject, put the helping verbs is, am, are according to the subject.

فعل کے بعد اس کے مطابق امدادی فعل کا استعمال کیا جاتا ہے جو کہ am, is, are ہیں۔

(ii) Then secondly, use the first form of verb with 'ing'.

پھر verb کی پہلی فارم کے ساتھ ing کا اضافہ کیا جاتا ہے۔

(iii) With he, she, it or singular noun use 'is' and with they, we, you use the helping verb, 'are'. Use 'am' with subject 'I'.

he, she, it اور واحد اسم کے ساتھ 'is' لگتا ہے جبکہ we, they اور جمع اسم کے ساتھ 'are'، 'I' کے ساتھ 'am' لگتا ہے۔

**Formula:**

Subject	+	Helping verb	+	1st form of verb+ing	+	Object
He	+	is	+	eating	+	food.
She	+	is	+	eating	+	food.
It	+	is	+	eating	+	food.
They	+	are	+	eating	+	food.
We	+	are	+	eating	+	food.
You	+	are	+	eating	+	food.
I	+	am	+	eating	+	food.
Ali	+	is	+	eating	+	food.

**Examples**

- (i) You are learning English. تم انگریزی سیکھ رہے ہو۔  
(ii) Birds are chirping in the air. پرندے ہوا میں چہچہا رہے ہیں۔  
(iii) Children are playing in the garden. بچے باغ میں کھیل رہے ہیں۔

- (iv) Ali is swimming. علی تیر رہا ہے۔  
(v) We are watching news on T.V. ہم ٹی وی پر خبریں دیکھ رہے ہیں۔

**Negative Sentences منہی فقرات**

- (i) In negative sentences of this tense, put 'not' after the suitable helping verb and then first form of verb with ing.
- فعل حال جاری کے منہی فقرات میں امدادی فعل کے بعد not لگایا جاتا ہے اور پھر verb کی پہلی فارم کے ساتھ ing لگا کر فقرہ مکمل کیا جاتا ہے۔

**Formula:**

Subject	+	Helping verb	+	not	+	1st form of verb+ing	+	Object
He	+	is	+	not	+	eating	+	food.
She	+	is	+	not	+	eating	+	food.
It	+	is	+	not	+	eating	+	food.
They	+	are	+	not	+	eating	+	food.
We	+	are	+	not	+	eating	+	food.
You	+	are	+	not	+	eating	+	food.
I	+	am	+	not	+	eating	+	food.
Ali	+	is	+	not	+	eating	+	food.

**Examples**

- (i) I am not standing. میں کھڑا نہیں ہو رہا ہوں۔  
(ii) Azam is not reading a book. اعظم کتاب نہیں پڑھ رہا ہے۔

- (iii) Amina is not doing the homework. آمنہ ہوم ورک نہیں کر رہی ہے۔  
(iv) Tailor is not sewing the clothes. روزی کپڑے نہیں سی رہا ہے۔  
(v) Sobia is not plucking the flowers in the garden. ثوبیہ باغ میں پھول نہیں توڑ رہی ہے۔

**Interrogative Sentences****سوالیہ فقرات**

- (i) In these sentences, put the helping verb is, am, are at the start of the sentence before the subject.  
ان فقرات میں امدادی فعل جیسے کہ شروع میں فاعل سے پہلے آ جاتا ہے۔  
(ii) Then first form of the verb with ing is used. Put the interrogative mark (?) at the end of the sentence.  
پھر verb کی پہلی فارم کے ساتھ ing لگایا جاتا ہے اور جملے کے آخر پر سوالیہ نشان (?) لگایا جاتا ہے۔

**Formula:**

Helping verb	+	Subject	+	1st form of verb+ing	+	Object
Is	+	he	+	eating	+	food?
Is	+	she	+	eating	+	food?
Is	+	it	+	eating	+	food?
Are	+	they	+	eating	+	food?
Are	+	we	+	eating	+	food?
Are	+	you	+	eating	+	food?
Am	+	I	+	eating	+	food?
Is	+	Ali	+	eating	+	food?

**Examples**

- (i) Are you going to school regularly? کیا تم باقاعدگی سے سکول جا رہے ہو؟  
(ii) Are the children playing football? کیا بچے فٹ بال کھیل رہے ہیں؟  
(iii) Is he taking a bath? کیا وہ نہا رہا ہے؟  
(iv) Are hens laying egg? کیا مرغیاں انڈے دے رہی ہیں؟  
(v) Is he knocking at the door? کیا وہ دروازہ کھٹکنا رہا ہے؟

**Exercise**

Q1. Translate the following Affirmative, Negative and Interrogative Sentences.

درج ذیل مثبت، منہی اور سوالیہ جملوں کا ترجمہ کریں۔

- (i) نیرس قرآن مجید کی تلاوت کر رہی ہے۔  
 (ii) طارق نماز پڑھ رہا ہے۔ (iii) ہمیں چائے نہیں پی رہا ہوں۔  
 (iv) علی تخت سیاہ ساف نہیں کر رہا ہے۔ (v) کیا میں یہ لکچر پڑھ رہا ہوں؟  
 (vi) کیا وہ اخبار پڑھ رہے ہیں؟ (vii) کیا ہم بھول توڑ رہے ہیں؟  
 (viii) تم آم نہیں کھا رہے ہو۔  
 (ix) لڑکے کھڑکھڑات میں شور مچا رہے ہیں۔  
 (x) امیرناشتہ نہیں کر رہی ہے۔

## PAST CONTINUOUS TENSE

## فعل مستقبل جاری

"Past Continuous Tense" is a tense that shows an action that was going on in past.

فعل ماضی جاری وہ تیس ہے جو ماضی میں کسی جاری رہنے والے کام کو ظاہر کرتا ہے۔  
 اردو میں پہچان: اس تیس کے عملوں کے آخر میں رہا رہتا رہتے رہی رہی، آتے ہیں۔  
 دوسرا ہوتا۔

He was sleeping.

## Affirmative Sentences

## مثبت فقرات

- (i) First of all translate the subject and put was or were according to the subject. 'Was' is used with 'It, He, She, and I', whereas 'were' is used with 'you, we and they'.
- سب سے پہلے فاعل (subject) کا ترجمہ کریں اور فاعل کے مطابق was اور were لگائیں۔ It, He, She اور I کے ساتھ was جبکہ You, We اور They کے ساتھ were لگائیں۔
- (ii) Then use the first form of verb with addition of "ing".  
 پھر فعل کی پہلی فارم کے ساتھ ing کا اضافہ کر کے لگائیں۔
- (iii) Lastly, translate the object and put full stop (.) at the end.

## Formula:

Subject	+	was/were	+	1st form of verb+ing	+	Object
I	+	was	+	eating	+	food.
We	+	were	+	eating	+	food.
You	+	were	+	eating	+	food.
He	+	was	+	eating	+	food.
She	+	was	+	eating	+	food.
It	+	was	+	eating	+	food.
They	+	were	+	eating	+	food.
Children	+	were	+	eating	+	food.

## Examples

- (i) He was eating a mango. دو آم کھا رہا تھا۔  
 (ii) Cow was grazing in the field. گائے کھیت میں چر رہی تھی۔  
 (iii) You were buying a new book. تم نئی کتاب خرید رہے تھے۔  
 (iv) They were going for a walk. وہ چل قدمی کے لیے جا رہے تھے۔  
 (v) Ali was reading the newspaper. علی اخبار پڑھ رہا تھا۔

## Negative Sentences

## مثبت فقرات

- (i) Translate the subject. فاعل کا ترجمہ کریں۔  
 (ii) Put 'was not' or 'were not' according to the subject. فاعل کے مطابق 'was not' یا 'were not' لگائیں۔  
 (iii) Use the first form of verb with adding 'ing'. فعل کی پہلی فارم مع 'ing' لگائیں۔

## Formula:

Subject	+	was not/ were not	+	1st form of verb+ing	+	Object
I	+	was not	+	eating	+	food.
We	+	were not	+	eating	+	food.
They	+	were not	+	eating	+	food.
You	+	were not	+	eating	+	food.
He	+	was not	+	eating	+	food.
She	+	was not	+	eating	+	food.
It	+	was not	+	eating	+	food.
Children	+	were not	+	eating	+	food.

## Examples

- (i) He was not calling you by names. وہ مجھ سے ناموں سے نہیں پکار رہا تھا۔  
 (ii) Santa was not baking a cake. سینٹا کیک کو بیک نہیں کر رہی تھی۔  
 (iii) They were not making fun of you. وہ تمہارا مذاق اڑائیں رہے تھے۔  
 (iv) Abid was not reading a poem. ابید نظم نہیں پڑھ رہا تھا۔  
 (v) The boys were not making a noise. لڑکے شور نہیں مچا رہے تھے۔

## Interrogative Sentences

## سوالات فقرات

- (i) Translate the subject. فاعل کا ترجمہ کریں۔  
 (ii) Then put 'was' or 'were' before subject at the start of a sentence. were یا was فاعل سے پہلے فقرے کے شروع میں لگائیں۔  
 (iii) Use 1st form of verb with 'ing'. فعل کی پہلی فارم مع 'ing' لگائیں۔

## Formula:

was/were	+	Subject	+	1st form of verb+ing	+	Object
Was	+	he	+	eating	+	food?
Was	+	she	+	eating	+	food?
Was	+	it	+	eating	+	food?
Were	+	they	+	eating	+	food?
Were	+	we	+	eating	+	food?
Were	+	you	+	eating	+	food?
Was	+	I	+	eating	+	food?
Were	+	children	+	eating	+	food?

## Examples

- (i) Were we making fun of you? کیا ہم تمہارا مذاق اڑا رہے تھے؟  
 (ii) Were the jackals howling at night? کیا گیدڑات کو چیخ رہے تھے؟  
 (iii) Was Amjad working hard? کیا امجد محنت سے کام کر رہا تھا؟  
 (iv) Was Tahir playing piano? کیا طاہر پیانو بجا رہا تھا؟  
 (v) Were the birds flying in the air? کیا پرندے ہوا میں اڑ رہے تھے؟

## Exercise

Q1. Translate the following Affirmative, Negative and Interrogative Sentences.

- مندرجہ ذیل مثبت، منفی اور سوالات جملوں کا ترجمہ کریں۔  
 (i) دکاندار چیزیں بیچ رہا تھا۔  
 (ii) مالک کرایہ دار سے کرایہ لے رہا تھا۔  
 (iii) شاہیہ بازار نہیں جا رہی تھی۔  
 (iv) سنی پی وی پر کارٹون دیکھ رہے تھے۔  
 (v) منصور چنگ اڑا رہا تھا۔  
 (vi) کیا ڈاکٹر نمبرائش کا معائنہ کر رہا تھا؟  
 (vii) کیا نوذیب فیصل پر چیخ رہی تھی؟

(viii) قاطر رستہ نہیں گوری تھی۔

(ix) کیا پاکت ہوائی جہاز اڑ رہا تھا؟

(x) محسن موٹر سائیکل ٹیک کر رہا تھا۔

## FUTURE CONTINUOUS TENSE

## فعل مستقبل جاری

"Future Continuous Tense" is a tense that shows an action that will continue in future.

فعل مستقبل جاری ایسا تیس ہے جو مستقبل میں کسی چیز کے جاری رہنے کو ظاہر کرتے۔  
 اردو میں پہچان: اس Tense کے آخر میں رہا ہوگا، رہے ہوں گے، رہا ہوں گا، رہیں گے اور رہا ہوں گا، رہیں گی اور رہا ہوں گی۔

He will be sleeping. دوسرا رہا ہوگا۔

## Affirmative Sentences

## مثبت فقرات

- (i) First of all translate the subject and put 'will be' or 'shall be' according to the subject. 'Will be' is used with he, she, it, they or any noun, and 'shall be' is used with I and we.
- سب سے پہلے فاعل کا ترجمہ کریں اور 'will be' اور 'shall be' لگائیں۔  
 موجودہ فاعل کے مطابق 'will be'، 'she, he, it, she, he, 'will be' کے ساتھ لگتا ہے اور 'I shall be' کے ساتھ لگتا ہے۔
- (ii) In case of stress or strong decision then replace will be with shall be.
- اگر کسی بھی چیز پر زور یا فیصلہ پر زور دیا گیا ہو تو will کی جگہ shall کا استعمال کیا جاتا ہے۔
- (iii) Use 'ing' with first form of verb. فعل کی پہلی فارم کے ساتھ 'ing' لگایا جاتا ہے۔

## Formula:

Subject	+	Will be/ Shall be	+	1st form of verb+ing	+	Object
I	+	shall be	+	eating	+	food.
We	+	shall be	+	eating	+	food.
They	+	will be	+	eating	+	food.
You	+	will be	+	eating	+	food.
He	+	will be	+	eating	+	food.
She	+	will be	+	eating	+	food.
It	+	will be	+	eating	+	food.
Children	+	will be	+	eating	+	food.

## Examples

- (i) Farmers will be ploughing in the fields.  
کسان کھیتوں میں مل چلا رہے ہوں گے۔
- (ii) They will be going to school.  
وہ سکول جا رہے ہوں گے۔
- (iii) Tortoises will be running in the race.  
چکھوے ریس میں بھاگ رہے ہوں گے۔
- (iv) Jameel will be reading a book.  
جیمیل کتاب پڑھ رہا ہوگا۔
- (v) They will be cutting the rope with a knife.  
وہ چاقو سے ری کو کاٹ رہے ہوں گے۔

## Negative Sentences

- (i) In negative sentences of this tense, place 'not' in the middle of 'will be' and 'shall be' and use the first form of verb with ing.  
اس میں 'not' کے درمیان 'will be' اور 'shall be' کے درمیان 'not' کی پہلی فارم کے ساتھ 'ing' لگتا ہے۔

## Formula:

Subject	Will/Shall	+	not	+	be	+	1st form of verb+ing	+	Object
I	shall	+	not	+	be	+	eating	+	food.
We	shall	+	not	+	be	+	eating	+	food.
They	will	+	not	+	be	+	eating	+	food.
You	will	+	not	+	be	+	eating	+	food.
He	will	+	not	+	be	+	eating	+	food.
She	will	+	not	+	be	+	eating	+	food.
It	will	+	not	+	be	+	eating	+	food.
Children	will	+	not	+	be	+	eating	+	food.

## Examples

- (i) They will not be singing a song.  
وہ گانا نہیں گارے ہوں گے۔
- (ii) Clerk will not be doing his work.  
کلرک اپنا کام نہیں کر رہا ہوگا۔
- (iii) He will not be taking bath.  
وہ نہایت نہیں رہا ہوگا۔
- (iv) They will not be decorating their new home.  
وہ اپنا نیا گھر سجا نہیں رہے ہوں گے۔
- (v) It will not be raining.  
بارش نہیں ہو رہی ہوگی۔

## Interrogative Sentences

- (i) In interrogative sentences, put 'will' or 'shall' at the start of a sentence before the subject then 'be' after the subject.

## مثالی

- سوالی فقرات میں 'will' اور 'shall' کو جملے کے شروع میں فاعل سے پہلے لگایا جاتا ہے اور 'be' کو فاعل کے بعد۔
- (ii) Use first form of verb with 'ing' and also put the interrogative sign at the end of sentence.  
پہلی فارم کے ساتھ 'ing' لگایا جاتا ہے اور جملے کے آخر میں سوالیہ نشان کا استعمال کیا جاتا ہے۔

## Formula:

Will/Shall	+	Subject	+	be	+	1st form of verb+ing	+	Object
Shall	+	I	+	be	+	eating	+	food?
Shall	+	we	+	be	+	eating	+	food?
Will	+	they	+	be	+	eating	+	food?
Will	+	you	+	be	+	eating	+	food?
Will	+	she	+	be	+	eating	+	food?
Will	+	he	+	be	+	eating	+	food?
Will	+	it	+	be	+	eating	+	food?
Will	+	children	+	be	+	eating	+	food?

## Examples

- (i) Will they be flying kite?  
کیا وہ ہنگ اڑا رہے ہوں گے۔
- (ii) Will they be enjoying their vacation?  
کیا وہ اپنی چھٹیوں سے لطف اندوز ہو رہے ہوں گے؟
- (iii) Will the children be going to school?  
کیا بچے سکول جا رہے ہوں گے؟
- (iv) Will he be feeling well now?  
کیا وہ اب ابھی محسوس کر رہا ہوگا؟
- (v) Shall we be lending rupees?  
کیا ہم روپے ادھار دے رہے ہوں گے؟

## Exercise

- Q. Translate the following sentences into English.

- 1- ہم اللہ تعالیٰ سے دعا کر رہے ہیں۔ 2- وہ امتحان دے رہے ہیں۔ 3- وہ ایک سکول میں پڑھا رہی ہے۔ 4- طلبہ شو رٹس کر رہے ہیں۔ 5- کیا مائی پڑوں کو پانی دے رہا ہے؟ 6- وہ اپنے جوتے پالش کر رہا تھا۔ 7- دو چور کو گرفتار کر رہے تھے۔ 8- ہم چال کھارے تھے۔ 9- تم ہرن کا شکار نہیں کر رہے تھے۔ 10- کیا ہم کراچی جا رہے تھے؟ 11- پرنے چھپا رہے ہوں گے۔ 12- ہم نیا گھر خرید رہے ہوں گے۔ 13- گواہ کو اسی دے رہا ہوگا۔ 14- کیا پرنے اور ہونے کا ہوا ہوگا؟ 15- کیا میں فریج کی مدد کر رہا ہوں گا؟

## Answers:

1. We are praying to Allah. 2. They are

taking examination. 3. She is teaching in a school. 4. The students are not making a noise. 5. Is the gardener watering the plants? 6. He was polishing his shoes. 7. They were arresting the thief. 8. We were eating rice. 9. You were not hunting a deer. 10. Were we going to karachi? 11. Birds will be chirping. 12. We shall be buying a new house. 13. The witness will be giving the evidence. 14. Will the thief be escaping? 15. Shall I be helping the poor?

## Multiple Choice Questions (Exercise)

1. The sentence in 'present continuous tense' is:  
(a) I am eating food.  
(b) I was eating food.  
(c) I shall eat food.  
(d) I shall be eating food.
2. The sentence in 'past continuous tense' is:  
(a) We are going to market.  
(b) I am going to market.  
(c) They were going to market.  
(d) He will going to market.
3. The sentence in 'future continuous tense' is:  
(a) He will receive your letter.  
(b) She received your letter.  
(c) He will be writing a letter.  
(d) You plucked flowers.
4. Tick the correct form of verb to complete the following sentence in 'present continuous tense.' 'It \_\_\_\_\_.'  
(a) rains (b) rain  
(c) raining (d) is raining
5. Tick the correct verb to make the past continuous tense in the sentence: "He \_\_\_\_\_ a car."  
(a) drive (b) drives  
(c) was driving  
(d) will drive
6. The correct negative sentences in 'present continuous tense' is:  
(a) I was not reading a story.  
(b) I am not reading a story.

- (c) I shall not be reading a story.  
(d) I will not be reading a story.
7. The correct negative sentence in 'past continuous tense' is:  
(a) She will not be answering them.  
(b) She did not answer them.  
(c) She does not answer them.  
(d) She was not answering them.
8. The correct negative sentence in 'future continuous tense' is:  
(a) I should not buy story books tomorrow.  
(b) I do not buy story books.  
(c) I shall not be buying story books  
(d) I did not buy story books.
9. The correct interrogative sentence in 'present continuous tense' is:  
(a) Are they playing?  
(b) Were they playing?  
(c) Will they be playing  
(d) Shall they be playing?
10. The correct interrogative sentence in 'past continuous tense' is:  
(a) Is Abid riding his bike?  
(b) Was Abid riding his bike?  
(c) Will Abid be riding his bike?  
(d) Shall Abid be riding his bike?
11. The correct interrogative sentence in 'future continuous tense' is:  
(a) Is she decorating her house?  
(b) Was she decorating her house?  
(c) Will she be decorating her house?  
(d) Were she decorating her house?
12. Tick the correct translation of Urdu sentence: 'ارسلان اپنا کمرہ صاف کر رہا ہے.'  
(a) Arslan cleans his room.  
(b) Arslan is cleaning his room.  
(c) Arslan was cleaning his room.  
(d) Arslan shall be cleaning his room.

## Answers:

1.	(a)	2.	(c)	3.	(c)
4.	(d)	5.	(c)	6.	(b)
7.	(d)	8.	(c)	9.	(a)
10.	(b)	11.	(c)	12.	(b)

**COMPOSITION** انشاء پر داری

The art of writing a paragraph, story, letter and application etc. in a language is called, "Composition".

کسی زبان میں پیرا گراف، کہانی، خط اور درخواست وغیرہ لکھنے کے فن کو (انگریزی میں) "کمپوزیشن" کہتے ہیں۔

**APPLICATIONS** (درخواستیں)

**1** Write an application to the headmaster/headmistress of your school requesting him/her to issue school leaving certificate.

**Ans.** The Headmaster / Headmistress,  
Govt. High School,  
(City) ABC.

Sir/Madam,

With due respect it is stated that my father has been transferred to Lahore. I have to go with him. Kindly issue me school leaving certificate. I shall be very thankful to you for this favour.

Yours obediently,  
XYZ.

Dated: April 14, 20\_\_

**2** Write an application to your headmaster/headmistress drawing his/her attention towards poor condition of cleanliness in the school.

**Ans.** The Headmaster/Headmistress,  
Govt. High School,  
(City) ABC.

Sir/Madam,

I beg to draw your kind attention towards poor condition of cleanliness in the school. There is no cleanliness in the school. The sweeper does not sweep the rooms and toilets. It can cause different diseases. I request you to see yourself these places. Kindly improve the situation at the earliest.

I shall be very thankful to you.

Yours obediently,

XYZ.

Dated: May 02, 20\_\_

**3** Write an application to your headmaster/ headmistress for sick leave.

**Ans.** The Headmaster / Headmistress,  
Government Primary School,  
(City) ABC.

Sir/Madam,

Respectfully, I beg to say that I am sick. Therefore, I cannot come to school. Kindly grant me leave for two days. I shall be very thankful to you.

Yours obediently,

XYZ.

Dated: March 14, 20\_\_

**4** Write an application to your headmaster/ headmistress for an urgent piece of work.

**Ans.** The Headmaster/ Headmistress,  
Government Primary School,  
(City) ABC.

Sir/Madam,

Respectfully, I beg to say that I have an urgent piece of work at home. So, I cannot come to school. Kindly grant me leave for one day. I shall be very thankful to you.

Yours obediently,

XYZ.

Dated: April 03, 20\_\_

**5** Write an application to your headmaster/ headmistress for leave due to brother's marriage party.

**Ans.** The Headmaster/ Headmistress,  
Government Primary School,  
(City) ABC.

Sir/Madam,

With due respect, I beg to say that I have to attend my brother's marriage party. Therefore, I cannot come to school. Kindly grant me leave for four days. I shall be very

thankful to you.

Yours obediently,

XYZ.

Dated: April 09, 20\_\_

**6** Write an application to your headmaster/ headmistress for the grant of fee concession.

**Ans.** The Headmaster / Headmistress,  
Government Primary School,  
(City) ABC.

Sir/Madam,

Most respectfully, it is stated that my father is a poor man. His income is very small. He has to support a large family. He can hardly make both ends meet. It is very difficult for him to pay my school fee. I am very fond of studies. I am a hardworking and brilliant student. I stand first in my class. Kindly grant me full fee concession. I shall be very thankful to you for this favour.

Yours obediently,

XYZ

Dated: May 21, 20\_\_

**LETTERS** (خطوط)

**1** Write a letter to your friend congratulating him/her on his/her success in the examination. (Be careful about correct sentences, spellings and punctuation marks.)

Following hints may give you some ideas but you are free to use your own ideas.

- Tell him/her that you have come to know about his/her success.
- Congratulate him/her on his/her success.
- Request him/her to convey your congratulation to his/her parents.

**Ans.** Examination Hall,

City, ABC.

May 18, 20\_\_

My dear Friend,

Assalam-o-Alaikum! I have come to know about your success in the 5th class examination. You have passed the

examination with good marks. You have got first position. It is a brilliant success. I congratulate you from the core of my heart. Please convey my congratulation to your father and mother.

With best wishes.

Yours sincerely,

XYZ.

**2** Write a letter to your mother asking about her illness. (Be careful about correct sentences, spellings and punctuation marks.)

Following hints may give you some ideas but you are free to use your own ideas.

- Tell her that you have come to know about her illness.
- Tell about your worry regarding her illness.
- Give her prayers and ask about her present condition.

**Ans.** Examination Hall,

City, ABC.

February 23, 20\_\_

Dear Mother,

Assalam-o-Alaikum! Today from Maqsood's letter, I have come to know that you are suffering from high fever. I am really worried about you. I am certain that you are taking good care of your health. I pray to Allah Almighty for your early recovery. Please inform me about your present condition as early as possible.

With love to father and all at home.

Your loving son,

XYZ.

**3** Write a letter to your friend and tell him/her about your school teachers. Use correct punctuation, grammar and spellings.

Following hints may give you some ideas but you are free to use your own ideas.

- Inform him that you have received his/her letter.
- Describe the qualities of your school teachers.

- Tell him/her that you respect your school teachers.

Ans. Examination Hall,  
City, ABC.

December 15, 20\_\_.

Dear Friend,

Assalam-o-Alaikum! I have received your letter yesterday. You want to know about my school teachers. My school teachers are very kind, friendly and punctual. They are very cooperative. They make us understand about each and every difficult matter. They are loved and respected by every student. We are proud of them.

May all our school teachers live long!  
(Ameen).

Yours sincerely,  
XYZ.

- (4)** Write a letter to your father telling him about your health. Use correct punctuation, grammar and spellings.

Following hints may give you some ideas but you are free to use your own ideas.

- Tell him that you could not reply due to illness.
- Describe the disease you suffered from.
- State the present position of your health.

Ans. Examination Hall,  
City, ABC.

August 10, 20\_\_.

My dear Father,

Assalam-o-Alaikum! I hope you will be enjoying good health. I received your kind letter. I am sorry, I could not reply it earlier due to my illness. I suffered from fever, cough and bad cold. I took medicine regularly. I am feeling quite better now. I have started attending classes. Please don't worry about my health as I am keeping good health now.

Kindly pay my regards to mother.  
Your loving son,  
XYZ.

- (5)** Write a letter to your friend inviting him/her to spend summer vacation with you. Use correct punctuation, grammar and spellings.

Following hints may give you some ideas but you are free to use your own ideas.

- Extend invitation to your friend.
- Propose the places you want to visit during vacation.
- Ask him/her to confirm his/her availability.

Ans. Examination Hall,  
City, ABC.

June 21, 20\_\_.

My dear Friend,

Assalam-o-Alaikum! I have received your letter. I invite you to spend the coming summer vacation with me in Lahore. We shall visit the historical places like Lahore Fort, Badshahi Masjid, Shalimar Gardens, etc. These places are worth - seeing and I hope you would like them. Please inform me when you are coming.

Please pay my regards to uncle and aunt.  
Yours sincerely,  
XYZ.

- (6)** You have spent all your money due to extra hostel expenses. Write a letter to your father asking him to send more money for living expenses. Use correct punctuation, grammar and spellings.

Following hints may give you some ideas but you are free to use your own ideas.

- Tell him the result of your exams.
- What do you want to buy with extra money?
- Inform him the amount you require.

Ans. Examination Hall,  
City, ABC.

October 10, 20\_\_.

My dear Father,

Assalam-o-Alaikum! You will be happy to know that I stood first in my class. I had to buy some helping books of my course and stationery. These emptied my pocket. I have

spent all my money due to extra hostel dues. Now, I have run short of money. I shall be grateful to you if you send me Rs.1000/- for living expenses.

Salaam to all at home.

Your loving son,  
XYZ.

- (7)** You are going to visit a historical place. Write a letter to your friend to request him to lend you his/her camera. Use correct punctuation, grammar and spelling.

Following hints may give you some ideas but you are free to use your own ideas.

- Where does your family want to go?
- Why do you require the camera of your friend?
- When will you return the same?

Ans. Examination Hall,  
City, ABC.

May 15, 20\_\_.

My dear Friend,

Assalam-o-Alaikum! Our family is going to Murree for a week. We shall leave for Rawalpindi tomorrow. I wish to take some photographs of the beautiful spots there. My camera is out of order. Kindly lend me your camera for a week. I shall keep it with great care and return it to you intact.

With best wishes.

Yours sincerely,  
XYZ.

- (8)** Your uncle has sent you a present on your birthday. Write a letter to thank him for your birthday present. Tell him why you liked the present. Use correct punctuation, grammar and spellings.

Following hints may give you some ideas but you are free to use your own ideas.

- Inform him that you have received the gift.
- What benefit you will get from the wristwatch?
- Tell him that you will keep it with care.

Ans. Examination Hall,  
City, ABC.  
October 10, 20\_\_.

My dear Uncle,

Assalam-o-Alaikum! I have received the gift you sent to me on my birthday. Many thanks for your nice gift. The wristwatch is very beautiful. I am overjoyed to have it. The gift shows your deep love for me. It will make me regular and punctual in my life. It will be very useful to me during the examination. I shall take care of it. I thank you once again.

Best regards to aunt and love to all.

Your loving nephew,  
XYZ.

- (9)** Write a letter to your friend telling him/her about your new school. Use correct punctuation, grammar and spellings.

The following hints may give you some ideas but you are free to use your own ideas.

- Describe the building of your new school.
- Mention things in your school.
- Write about the teachers and classrooms of your school.

Ans. Examination Hall,  
City, ABC.

March 10, 20\_\_.

My dear Friend,

Assalam-o-Alaikum! I hope you will be fine. I have joined a new school recently. The building of this school is very big. There are about thirty rooms in this school. All the classrooms are big, neat and clean. There are two large play grounds. There is a very big laboratory in the school. Each classroom has four ceiling fans, two doors and four windows. All the classrooms are decorated with charts, pictures of great Muslim leaders and renowned personalities. All the teachers of my new school are hard working, cooperative and kind.

Please pay my compliments to your

parents.

Yours sincerely,  
XYZ.

**(10)** Write a letter to your younger brother advising him to study hard. Use correct punctuation, grammar and spellings.

The following hints may give you some ideas but you are free to use your own ideas.

- Importance of education.
- Encouraging him to study hard.

Ans. Examination Hall,  
City, ABC.

February 10, 20 \_\_\_\_.

My dear Brother,

Assalam-o-Alaikum! I hope you will be enjoying good health by the grace of Almighty Allah. Today, I want to tell you that your performance in the previous exams was not good. It seems that you had not worked hard, therefore, you remained unable to get first position. The importance of education cannot be denied and without hard work one cannot get good position. You must put in more effort and give more time to your studies to get good position in the forthcoming exams. I also advise you not to waste time in useless activities.

I hope you will act upon my advice.

Your sincere brother / sister,

XYZ.

## STORIES (کہانیاں)

**(1)** Write a story using the following pictorial hints and the moral "Greed is a curse." Write a suitable title of the story. Use correct punctuation, grammar and spelling.



The following hints may give you some ideas but you are free to use your own ideas.

- A greedy dog.
- Stole a piece of meat.

- Saw his reflection in water.
- Thought that it was another dog with piece of meat.
- Wanted to get it too but lost his own.

Ans. **A Greedy Dog**

Once there was a dog. He was very greedy. One day, he was hungry. He stole a piece of meat from a butcher's shop. He took it in his mouth and ran to the forest. He was crossing the bridge of a stream. He looked into the water. He saw his own reflection in it. He thought that there was another dog in the water with a piece of meat. He wanted to get the piece of meat from him. He opened his mouth and barked at the other dog. His own piece of meat fell down in the water. Thus, he lost it too.

Moral: Greed is a curse.

**(2)** Write a story using the following pictorial hints and the moral "Necessity is the mother of invention." Write a suitable title of the story. Use correct punctuation, grammar and spelling.



The following hints may give you some ideas but you are free to use your own ideas.

- A thirsty crow.
- Saw a pitcher with little water.
- Dropped pebbles into the pitcher.
- Water rose up
- Drank water finally.

Ans. **A Thirsty Crow**

Once there was a crow. He was very thirsty. He flew here and there in search of water. He did not find water anywhere. At last, he came to a garden. There he saw a pitcher. There was a little water in the pitcher. His beak could not reach it. He saw some pebbles near the pitcher. He thought of a plan. He dropped some pebbles into the pitcher one by one. The water rose up. He drank water and flew away.

Moral: Necessity is the mother of invention.

OR God helps those who help themselves.

**(3)** Write a story using the following hints. Write down a suitable title and moral of the story. (Use correct punctuation, grammar and spelling.)



Two friends, a hare and a tortoise \_\_\_\_\_. The hare challenged the tortoise to run a race \_\_\_\_\_. Race started \_\_\_\_\_. The hare slept on the way \_\_\_\_\_. The tortoise won the race. Moral: \_\_\_\_\_

Ans. **A Hare and a Tortoise**

Once a hare and a tortoise were friends. The hare was a good runner. He was proud of it. The tortoise had a slow pace. One day the hare said to the tortoise, "What fun it will be if we run a race!" "Let us try", replied the tortoise, and they started. The hare got off swiftly. But after running half a mile he said to himself, "Why should I hurry? I shall take a little rest. That lazy fellow is a long way behind." The hare lay down to rest. He soon fell into a sound sleep. The tortoise went on slowly but steadily. He reached the sleeping hare. He passed on quietly to the goal as fast as he could. Just as the tortoise reached the winning post, the hare awoke. He started to run again. To his shame and surprise found that the tortoise was already at the post. The hare was beaten in the race by the tortoise.

Moral: 1- Slow and steady wins the race.

2- Pride hath a fall.

**(4)** Write a story using the given hints and the moral "Who Will Bell the Cat?" Write a suitable title for the story. Use correct punctuation, grammar and spelling.

The following hints may give you some ideas but you are free to use your own ideas.

- A hungry cat.
- Killed a group of mice one by one.
- The mice wanted to hear the cat coming.



- Together tied the bell to the cat's neck.
- Saved their lives from the cat.

Ans. **The Cat and the Mice**

Once a cat lived in a house. Some mice also lived near that house in a hole. The cat had seen the hole and whenever it was hungry, it hid itself in the bushes near the hole. When any mouse came out it caught and ate it up. Soon the number of mice began to decrease. They decided to tie a bell around the neck of the cat so that they might hear it when it was coming. One day, the cat was having a sound sleep. All the mice together tied a bell to the neck of the cat. Now all the mice were safe because the bell rang whenever the cat came near the hole. All mice rushed towards the hole. They were very happy because of their wise planing.

Moral: Who will bell the cat?

**(5)** Write a story using the given hints and the moral "Greed is Curse". Write a suitable title for the story. Use correct punctuation, grammar and spelling.

The following hints may give you some ideas but you are free to use your own ideas.

- A man had a hen.
- The hen laid golden eggs.
- The man wanted to get rich faster.
- Tried to get more eggs.
- The hen died.



Ans. **A Strange Hen**

Once a man had a strange hen. It laid golden eggs. The man was very happy. He got one golden egg everyday. He sold the golden eggs and became a rich man. But he was a greedy person. He wanted to get more golden eggs. He wanted to become rich at once. The hen laid only one golden egg in a day. He could not wait for so long. He gave the hen some special diet so that the hen could lay more eggs daily. But his plan failed and the hen laid only one golden egg in a day. He was disappointed. He thought that he could get all the golden eggs by killing the hen. He killed the hen but he got only one golden egg. He repented over his folly but it was of no use.

Moral: 1. Greed is a curse.

2. It is of no use to cry over spilt milk.

- 6 Write a story using the given hints and with the moral "Beware of False Praise". Write a suitable title for the story. Use correct capitalization, punctuation, grammar and spelling.

The following hints may give you some ideas but you are free to use your own ideas.

- A hungry fox.
- Saw a crow sitting with a piece of bread.
- Planned to take bread by trick.
- Started praising the voice of the crow.
- The flattered crow started singing.
- Fox ate the bread finally.



Ans. **The Fox and the Crow**

Once a fox was hungry. It went here and there in search of food but it could not find anything to eat. At last it reached a garden. There it caught sight of a crow sitting in a tree. It had a piece of cheese in its beak. The fox wished to get that piece of cheese. It hit upon a plan. It began to flatter the crow. He said, "Dear Crow, What a beautiful bird you are! I have heard that your voice is very sweet. Will you sing a song for me please?" The foolish crow felt very proud to hear these words. It opened its beak and cawed. As soon as it did so, the piece of cheese fell down on the ground. The fox picked it up and went away.

Moral: Beware of false praise.

- 7 Write a story using the given hints and with the moral "Honesty is the Best Policy". Write a suitable title for the story. Use correct capitalization, punctuation, grammar and spelling.

The following hints may give you some ideas but you are free to use your own ideas.

- A poor woodcutter.
- Cutting branches with an iron axe.
- Axe fell down into the stream.
- Appearance of a fairy.



- Offered him gold and silver axes.
- Woodcutter refused to take them.
- Got reward for his honesty.

Ans. **A Woodcutter and his Axe**

Once a poor woodcutter was cutting a tree on the bank of a river. Suddenly his axe slipped and fell into the water. The poor fellow became very sad. A fairy appeared on the scene. She asked him, "Why are you so sad?" The woodcutter told her about his loss. The fairy took pity on him. She dived into the water and brought out a golden axe. The woodcutter told her that was not his axe. The fairy dived again and this time brought out a silver axe. The woodcutter refused again saying, "My axe is made of iron." The fairy dived and brought out an iron axe. He cried out with joy, "This is my axe." The fairy was much pleased with his honesty and gave him the other two axes as a reward for his honesty.

Moral: Honesty is the best policy.

- 8 Write a story on the moral "Union is strength." (Be careful about correct sentences, spelling and punctuation marks.)



The following hints may give you some ideas but you are free to use your own ideas.

- An old farmer had three sons.
- They were not united.
- Old farmer thought a plan.
- His sons promised to remain united.

Ans. **An Oldman and his Sons**

Once upon a time an old farmer had three sons. They were not on good terms with one another. The farmer was very much worried due to this. He wanted to see them united. He thought of a plan. He brought a bundle of sticks. He ordered his sons to break the bundle one by one.

They tried their best but could not. Then he untied the bundle and asked them to break the sticks one by one. They broke them easily. At this, he told them to learn a lesson from this example. He advised them to remain

united. His sons promised to remain united in future.

Moral: Union is strength

- 9 Write a story on the moral "The Grapes are sour." (Be careful about correct sentences, spelling and punctuation marks.)



The following hints may give you some ideas but you are free to use your own ideas.

- A hungry fox.
- Went to a garden.
- Tried again and again to get grapes but in vain.
- Went away disliking grapes.

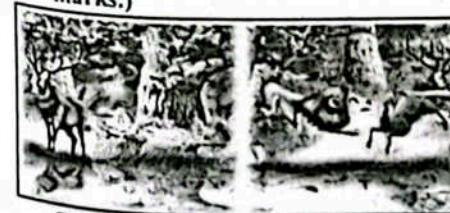
Ans. **The Fox And The Grapes**

Once a fox was very hungry. He went here and there in search of food. But he did not find anything to eat. At last, he reached a garden. There he saw a green grapevine. The bunches of ripe grapes were hanging from it. His mouth watered to see them. He jumped up to reach them but could not succeed in reaching them. He tried again and again to get them but in vain. At last, he went away saying, "The grapes are sour".

Moral: 1. The grapes are sour.

2. People excuse to dislike what they cannot get.

- 10 Write a story on the moral "Pride hath a fall." (Be careful about correct sentences, spelling and punctuation marks.)



The following hints may give you some

ideas but you are free to use your own ideas.

- A stag felt proud of his horns and sad on his thin legs.
- Hounds attacked on stag.
- Legs carried him far but horns caught in a bush.
- Hounds killed stag.

Ans. **A Foolish Stag**

Once a stag was drinking water at a stream. He saw his reflection in the clear water of the stream. He felt proud of his beautiful horns. But when he saw his lean and thin legs, he felt sad. He hated them for their ugliness. Suddenly, he saw a pack of hounds coming towards him. He ran for his life. His legs soon carried him far from the hounds. But unfortunately, his horns were caught in a bush. He tried hard to free himself but all in vain. In the meantime, the hounds came up to him. They caught him and tore him into pieces.

Moral: 1. All that glitters is not gold.

2. Pride hath a fall.

- 10 Write a story on the moral "Do good, have good." (Be careful about correct sentences, spelling and punctuation marks.)



The following hints may give you some ideas but you are free to use your own ideas.

- A hungry sleeping lion.
- A mouse began to play on lion.
- Lion spared its life.
- Lion caught in a trap.
- Mouse cut the ropes.

Ans. **The Lion And The Mouse**

Once, a lion was sleeping in the jungle. A mouse came there and began to play on its body. The lion woke up. It was very angry. It caught the mouse and wanted to kill it. The mouse begged pardon. The lion felt pity for it and spared its life. One day, the lion was caught in a trap. It tried its best to break the

ropes, but all in vain. It roared. The mouse heard its roaring. It reached there and cut the ropes with its teeth. Soon the lion was free. It thanked the mouse and went away.

**Moral:** 1. Do good, have good.

2. Kindness never goes unreward.

## PARAGRAPHS (پیراگراف)

**(1)** Write a paragraph of at least ten sentences about, "My Mother".

Following hints may give you some ideas but you are free to use your own ideas.

- What is the name of your mother?
- Which qualities does she have?
- Are you proud of your mother?

**Ans. My Mother**

My mother's name is \_\_\_\_\_. She is a very nice lady. She is about 32 years old. She cooks food for us. She gets up early in the morning. She offers prayers regularly. She washes our clothes. She is an educated lady. She teaches me in the evening. She helps me in my homework. I am proud of my mother. May she live long! (Ameen)

**(2)** Write a paragraph on 'My Best Friend.'

Following hints may give you some ideas but you are free to use your own ideas.

- What is the name of your best friend?
- Which qualities does he/she have?
- Why do you like him/her?

**Ans. My Best Friend**

Jan is my best friend. His father is a teacher. He lives near my house. He is my classmate. He is a reliable companion and an intelligent student. We love each other. We work and play together. Jan helps me in my studies. He wears a simple but neat dress. He is regular in his work. He never wastes his time. He is a strong and healthy boy. He does not get tired of work. He goes out for a walk in the morning with me and plays volleyball in the evening. He is the top boy of the class. The teacher has made him Monitor. When the teacher is out, Jan keeps the order in the class. The teachers trust and like him. He is a very promising boy and bright in studies. For all these facts I like him.

**(3)** Write a paragraph on "How do you spend your holiday?"

Following hints may give you some ideas but you are free to use your own ideas.

- When do you wake up on holiday?
- What is your routine on holiday?

**Ans. How do you spend your holiday?**

I get up early in the morning on holiday. After Fajar prayer, I take breakfast and I pack my lunch in a lunch box. At 9 o'clock, I go to the Jinnah Garden. Jinnah Garden is located along the Mall Road, Lahore. There is a play ground, a Masjid and many hills. There is also children ground. At 12 o'clock, I sit under the shady tree, and take the lunch. At 4 o'clock I see a cricket match in the ground of Jinnah Garden. After Maghrib prayer I come back to home.

**(4)** Write a paragraph on Mobile Phone (Cell Phone).

Following hints may give you some ideas but you are free to use your own ideas.

- How are the mobile phones linked to the largest machine on planet?
- What are the uses of mobile phones?
- Which invention revolutionized the telephonic system?

**Ans. Mobile Phone**

Cell Phone systems are a way of providing portable telephone services. Each phone is connected Radio link to base station. In turn, this is linked to the telephone network, which is the largest machine on the planet. It is useful invention. In the modern age, we can send messages easily through cell Phone. We can talk on the cell Phone. The invention of cell phone has revolutionized the telephonic system.

**(5)** Write a paragraph on "How do you celebrate Independence Day?"

Following hints may give you some ideas but you are free to use your own ideas.

- When do we celebrate independence day?
- What is the importance of independence day?
- How do we celebrate independence day on national level?
- Which special events are held on

independence day?

**Ans. How do you celebrate the Independence Day?**

14<sup>th</sup> August is an important day in our national history. On this day, Pakistan came into being. There is a holiday on this day. We celebrate this day with great fervour. We stand respectfully at the time of recitation of national anthem. We decorate our homes with lights and bunting. We see the military parades and display of weapons, tanks and missiles on T.V. We also see the air show of Pakistan Air Force on T.V. A special function is held in our school every year on 14<sup>th</sup> August. I take part in speech contest. Every Pakistani celebrate the Independence Day in a befitting manner.

**(6)** Write a paragraph of ten sentences on "My Best Teacher".

Following hints may give you some ideas but you are free to use your own ideas.

- What is the name of your best teacher?
- Which qualities does he/she have?
- Are you proud of your teacher?

**Ans. My Best Teacher**

I have many teachers but Mr. Anjum is my best teacher. He is an M.A., M.Ed. He is our teacher in-charge. He teaches us English, Urdu and Pakistan Studies. His method of teaching is very interesting. He is a very hardworking teacher. He is very regular and punctual. He is never late from school. He calls our roll and starts the lesson. He checks our mistakes in our presence. He is about thirty years old. He is very active and smart. He wears simple but neat dress. He advises us to work hard, to speak the truth and to do the right. He wants us to be a true Muslim and a good Pakistani. His class always shows very good results. He is a born teacher. All the students and the headmaster like him. He is an ideal teacher. I am proud of him. May he live long! (Ameen).

**(7)** Write a paragraph of ten sentences on "Morning Walk".

Following hints may give you some ideas but you are free to use your own ideas.

- What is the importance of morning walk?
- Tell your experience of morning walk.

- How is morning walk useful for our health?

**Ans. Morning Walk**

It is an old saying "Early to bed and early to rise, makes a man healthy, wealthy and wise." Health is a great wealth. A sound body has a sound mind. The scene before the sunrise is very charming and attractive. To enjoy the beauty of nature and to improve my health, I get up early in the morning. I say my morning prayer. Then I with my friend Rashid go for a walk to the canal which flows at a distance of one kilometer from the city. The cool and fresh morning breeze refreshes us. We see the small birds chirping in the trees. The dew drops on the green grass shine like pearls. We see the farmers working in their fields. We meet many people going to the canal. After sometimes we come back. I take my breakfast and go to school. The morning walk is very useful. It gives us a light exercise, which makes us healthy.

**(8)** Write a paragraph of ten sentences on "The Cow".

Following hints may give you some ideas but you are free to use your own ideas.

- Tell the physical features of a cow.
- How is cow a useful animal?
- Where do you find cow?

**Ans. The Cow**

The cow is a pet animal. It is of many colours. It has two eyes, two ears and two horns. It has a long tail. It has four teats. It eats grass. It gives us milk. We make butter, ghee and cheese from it. We eat its meat. Its skin is used in bag, belt and shoe making. We use its dung for manure. It is a very useful animal. It is found everywhere.

**(9)** Write a paragraph of ten sentences on "Quaid-e-Azam". Use correct punctuation, grammar and spelling.

Following hints may give you some ideas but you are free to use your own ideas.

- Who is the bright star of our history?
- Describe his date and place of birth.
- Which parties he joined?
- When Pakistan appeared on the map of the world?

Ans. **Quaid-e-Azam**

The bright star of the history of Pakistan is Quaid-e-Azam Muhammad Ali Jinnah. He was our great leader. He was born in Karachi on December 25, 1876. Jinnah Poonja was his father. He was a rich merchant. He sent him to England to study law. On his return to India he joined the Indian National Congress. Quaid-e-Azam wanted to see India a free country but he found that the Congress wanted Hindu Raj in India. He then left the Congress and joined Muslim League. He demanded a separate state for Muslims.

14<sup>th</sup> of August, 1947, was the day of his triumph. Pakistan appeared on the map of the world. When Pakistan came into being Quaid-e-Azam became its first Governor General. He died in Karachi on September 11, 1948.

**10** Write a paragraph of ten sentences on "Computer". Use correct punctuation, grammar and spelling.

- Which has made things easier?
- What is the most amazing thing about computer?
- Why it has made the world a global village?

Ans. **Computer**

Computer has changed the world altogether. It has made things easier. There are many types of computers. In the beginning, the computers were very big in size. But nowadays quite slim and smart computers are made. We can keep all types of record in computers. The most amazing thing is that we can talk to anybody, anywhere and at any time in the world through internet. It has reduced the distances and made the world a global village. In fact it is the most amazing invention of the present age. We should use this device for useful purposes only.

**11** Write a paragraph of ten sentences on "A Masjid". Use correct punctuation, grammar and spelling.

Following hints may give you some ideas but you are free to use your own ideas.

- Masjid is a holy place for whom?
- On which day masjid is very crowded?
- Describe the features of your masjid.

Ans. **A Masjid**

The masjid is a holy place of worship for Muslims. The Muslims say their prayers five times a day in the masjid. The masjid is a very sacred place for all the Muslims. There is a masjid in my street. It is a very big masjid. It has four minarets. All the male members of the area come for prayer there. On Friday our masjid is very crowded as all the people come to offer Juma Prayer. I also go to the masjid to offer all the five prayers with my father.

**12** Write a paragraph of 10 sentences on "My Father". Use correct punctuation, grammar and spelling.

Following hints may give you some ideas

but you are free to use your own ideas.

- What is the name of your father?
- What subjects he teaches?
- State why you like him.

Ans. **My Father**

My father is a teacher. His name is Farakh Nazeer. He is about forty. He works in a Government high School. He is an M.A., B.Ed. He teaches high classes. He teaches English and Mathematics. He is very intelligent and hardworking. He loves us very much. He provides us the articles we need. He is an honest man. He is popular among his colleagues and pupils. He is very punctual. He is religious minded. He gives religious references in his lessons. He always helps the poor and the needy. He teaches us in the evening. He appreciates us when we get a position in the examination. I am proud of my father. May he live long!

**13** Write a paragraph of 10 sentences on "My School". Use correct punctuation, grammar and spelling.

Following hints may give you some ideas but you are free to use your own ideas.

- What is the name of your school?
- Which facilities your school has?
- What result your school shows?

Ans. **My School**

I study in the Muslim High School. It is situated outside the city. It has a spacious building. It has two storeys. There are about forty rooms in it. All the rooms are clean and airy. The rooms are white - washed. Every classroom has two fans. It has a big hall. Meetings and examinations are held in it. My school has a library. We read newspapers and magazines there. We can have books for a week. There is a science laboratory in it. There is a drawing room in it. There are two big playgrounds in my school. The plot attached to the school is very beautiful. It has green grass and fragrant flowers in it. Forty teachers work in my school. About 2000 students study here. The headmaster is very able and experienced person. My school shows 100% results every year. I am proud of my big and beautiful school.

**14** Write a paragraph of 10 sentences on "My Self". Use correct punctuation, grammar and spelling.

Following hints may give you some ideas but you are free to use your own ideas.

- What is your name?
- Which is your favourite game?
- What is your hobby?

Ans. **My Self**

My name is Abdullah. I am ten years old. I study in Public Model school. I study in five class. I read the Holy Quran daily. I offer the prayers five times a day. The Holy Quran is my favourite book. I am a hard working student. I am healthy and I pay my thanks to Allah. I am a good player of hockey. My hobby is gardening.

**15** Write a paragraph of 10 sentences on "Allama Muhammad Iqbal" using the following hints. Use correct punctuation, grammar and spelling.

Following hints may give you some ideas but you are free to use your own ideas.

- Describe his date and place of birth.
- What qualifications he got?
- Describe his services for the Muslims.

Ans. **Allama Muhammad Iqbal**

Allama Muhammad Iqbal was born in Sialkot on 9<sup>th</sup> November, 1877. His father's name was Sheikh Noor Muhammad. His father was a pious man. He passed his M.A. from Government College, Lahore. He went abroad for higher studies. He passed Bar-at-Law from London and got the degree of Ph.D. in Philosophy from Germany. Then he came back to his country. He gave the idea of a separate homeland for the Muslims of India. He wrote many poems to awake the Muslims. He taught the Muslims the sense of self respect. He is titled as our national poet. He passed away on the 21<sup>st</sup> April, 1938.

**16** Write a paragraph of 10 sentences on "My Favourite Book" using the following hints. Use correct punctuation, grammar and spelling.

Following hints may give you some ideas but you are free to use your own ideas.

- Which is your favourite book?
- How many pages and stories it has?
- When you read your favourite book?

Ans. **My Favourite Book**

My English textbook is my favourite book. It has 134 pages. There are 13 stories in it. It has many pictures in it. All the stories are very good. I read it daily. I read it in the evening. Its pictures are very beautiful. Reading is a good habit as it increases knowledge. I like my English book very much.

**17** Write a paragraph of 10 sentences on "My Dear Country". Use correct punctuation, grammar and spelling.

The following hints may give you some ideas but you are free to use your own ideas.

- Name of the country.
- Name of the beautiful places/ cities/ provinces.
- Why do you love your country?

Ans. **My Dear Country**

The name of my dear country is Pakistan. It is situated in Asian Subcontinent. My country is very beautiful. It has beautiful lakes, mountains, valleys and rivers. It has four provinces namely Punjab, Sindh, Khyber Pukhtunkhwa and Balochistan. Punjab is the

biggest province according to population. The capital of Pakistan is Islamabad which is a beautiful city. The national language of Pakistan is Urdu and it is spoken all over the country. Pakistan is the only Muslim country which has attained atomic power. I love my dear country which is full of natural beauty. The people of Pakistan are very brave and cooperative. The forces of Pakistan are known for their bravery and valour throughout the world.

**(18) Write a paragraph of 10 sentences on "My Favourite Game". Use correct punctuation, grammar and spelling.**

The following hints may give you some ideas but you are free to use your own ideas.

- Name of your favourite game.
- Where do you play the game?
- When do you play the game?

**Ans. My Favourite Game**

Sports are necessary for our health. Games improve our fitness. Hockey is our national game. Football is also a favourite game of our people. "Sometimes to work, sometimes to play" is a right English proverb. It must be followed in life by everybody. My favourite game is cricket. I play cricket with my friends on holidays. The cool morning hour is the best time for playing. On Sunday, I go to vast open ground with my friends. We play cricket with a team spirit and obey the discipline of the team. This game builds our body and refreshes our mind. It also makes us active and improves our fitness. In the playground we learn how to cooperate with one another and to be just and fair as well. All the games benefit both mind and body and improve fitness but I like cricket the most. It has created confidence in me and made me a good citizen.

**(19) Write a paragraph of 10 sentences on "School Playground". Use correct punctuation, grammar and spelling.**

The following hints may give you some ideas but you are free to use your own ideas.

- How does your school ground look like?
- Why do you and your classmates play there?
- Why do you like school ground?

**Ans. Our School Playground**

Our school playground is very large. It is a beautiful place with green grass all around it. Our school gardeners keep it clean all the time. It is used for morning assembly. At break time all the students of the classes come out of their classrooms and play there. It is such a big ground that everyone can play any game he likes. Some play cricket while some play football. Some of the students like to play hockey. Some play shooting which is throwing rubber ball at each other. All the activities end with the ringing of bell and all the students rush to the classrooms. I like my school playground because it provides me a place to play.

**(20) Write a paragraph of 10 sentences on "My Hobby". Use correct punctuation, grammar and spelling.**

The following hints may give you some ideas but you are free to use your own ideas.

- Name of your favourite hobby.
- Why do you like and enjoy it?
- What benefits do you have of your hobby?

**Ans. My Hobby**

Hobby is a work that we do in our spare time. It is not a profession. Stamps-collection, collection of old coins, painting, photography and gardening are some popular hobbies. Gardening is my favourite hobby. It is a cheap hobby. I have a small grassy plot adjacent to my house. I have grown there different types of plants. I water them twice a day. I remove all kinds of weeds from there. After some days the flower buds become ready. They bloom after a few days. I enjoy their sweet smell. I look after them with care and love. When I am tired, I sit in the company of these pretty flowers. I decorate my drawing room with them. I give some flowers to my friends as a gift, too. This hobby gives me much pleasure and removes my worries.

Greenery and the flowers are a great blessing of Allah Almighty. I like my hobby very much.

## ESSAYS (مضامین)

### 1- Respecting Human Rights

Human rights are basic rights. These rights make sure that all of us are living peacefully (بہ امن طریقے سے). It also ensures that we have right to work and get education. According (مطابق) to human right, every human can enjoy these equal rights without any difference (تفریق).

No one has right to snatch (چیننا) or disturb rights of anyone else. It also means to recognize (پہچاننا) the value of every person. When we listen music, we should keep the volume slow. Loud music disturbs others and it is against (خلاف) human rights. It is possible that somewhere a student is studying and he gets disturbed. It is also possible that a patient is staying nearby (قریب) and he feels restless (بے آرام) because of loud music.

On weekend children play in streets. This can also disturb people a lot. It makes a lot of noise. It can also break glass of people's windows and cars. Children should respect others and play in playgrounds.

We all have trash and garbage (کوارا کرکٹ) of our houses. Most of the people throw it in streets. It disturbs neighbors. We should throw garbage and trash in the waste bins.

Another problem is of wrong parking. We should park our vehicles at our own parking or at the correct place. Similarly when we do construction (تعمیرات), we should clean our street. As its people can move freely.

Life is all about respecting small things. When we care for others, they also care for us. We must take care of human rights and respect everyone around us.

### 2- Awareness About Medicine

Medicines are chemicals that we use to treat (علاج کرنا) diseases. We use medicines when we get sick. Medicines stop or slow down the disease. Advance medicines are even able to cure many diseases without operation. Doctors prescribe (تجویز کرتا) us medicines. They give the dose (خوراک) according to age and disease.

Medicines are of many types like tablets, capsules, syrups, injections, drops, inhalers and suspensions. Injections work really fast and give relief (آرام) to patients. Medicines also have a shelf life. It means they have an expiry date. After expiry date we should not use them because they turn into poison.

Some of the medicines are antibiotics. Some are painkillers and some are multi vitamins. But we should not take medicine on our own. We should go to a good doctor. We should buy and use medicine according to doctor's prescription. Always follow the prescription of doctor and do not take over-dose. Doctors give medicines according to their experience.

We must specially be careful about the use of painkiller. It affects (اثر انداز ہوتا) the kidneys and destroys them at the end. We should also keep all the medicines away from children.

Medicines can be dangerous (خطرناک) if we use them carelessly. We must avoid buying medicine without any prescription from medical stores.

### 3- National and International Heroes

A hero is a person who is known because of his/her role (کردار) and services (خدمات) in the history. Heroes are known for their outstanding (شامدار) role played for mankind (انسان). Stories about national and international heroes are passed from generations to generations (نسلوں).

We have many national heroes who served nation **wholeheartedly** (مکمل طور پر). Quaid-e-Azam Muhammad Ali Jinnah is called father of the nation. He worked day and night for a **separate** (الگ) country for Muslims. Another national hero is Abdul Sattar Edhi. He made **orphanages** (یتیم خانے), ambulance services and hospitals. He served mankind with his services.

If we **observe** (ملاحظہ کرنا) on international level, there are many international heroes also. Nelson Mandela is a great international hero. He fought for the rights of black people. His services can never be **forgotten** (بھلا یا جاتا).

Another great personality and international hero is Mother Teresa. She helped the poor, setup orphanages, schools and old age homes. She helped people of every religion and **race** (نسل).

People need national and international heroes to save and **improve** (بہتر بنانا) their lives. They are a source of inspiration. They give us **courage** (حوصلہ). They make our lives better by their life history. They guide us not to **quit** (ہمت ہارنا) and always work hard.

#### 4- Importance of Female Education

Education is the only key to open the lock towards a good future. It is the basic need of every citizen. Education gives us **enlightenment** (آگاہی). Education is **necessary** (ضروری) for all of us. Islam has said that **seeking** (حاصل کرنا) knowledge is a duty to both men and women.

Female education is even more important. A female has to run home, take care of her children and family. She must be educated so that she would do all the work in **good manner** (ایسے انداز میں). An educated mother does a better brought up of her children. She guides them to be **righteous** (راست باز) in every **regard** (ہر طرح سے). She knows how important is cleanliness and saving the money.

An **illiterate** (جاہل) woman faces so many problems. She can not read and write. She can not teach her children. The illiterate woman does not know about her **rights** (حقوق). She is **dependant** (محصصر) on others for everything.

Female education must be promoted. More schools and universities must be made for their education. Quaid-e-Azam had said "Give me educated mothers. I will give you educated society."

#### 5- Traffic Education

Traffic education is all about **rules** (اسرار) of traffic that we should follow. Traffic education sets rules so that we all remain **harmless** (آہستہ سے بچنے رہنا). Proper road safety education protects us from many dangers.

We daily travel on different vehicles so we must know the basic rules of traffic. On every big road we can see traffic signs for the safety and help of drivers. These signs include **maximum** (زیادہ تر) speed, turn, signals, underpass, no horn and many more. We must follow these signs to avoid any danger.

In big cities, the traffic is more than that of the small cities. **Over speeding** (تیز رفتاری) is a crime. Never drive under **influence** (اثر) of any drug. Avoid driving in bad weather like fog, snowfall, rain or storm.

Do not use mobile phones while driving. A little mistake can be so **dangerous** (آہستہ سے بچنے رہنا). Follow the traffic lights. Stop when light is red and get ready to move again when light is yellow. Move, when light is green.

Every driver must get traffic education. He should have a driving license. Television, internet and print media should be used to educate people. Always follow traffic rules and get traffic education because it is **responsibility** (ذمہ داری) of a good citizen.

#### 6-Media As a Source of Information

Media is all about publishing, **broadcasting** (شہرت کرنا) and internet. It is a source of a lot of information. It is an important **pillar** (ستون) of society. Major types of media are print media and electronic media.

Print media is the oldest type of media. It includes newspapers, magazines, journals and much more. Newspapers are a **great source** (بڑا ذریعہ) of information. They bring news from all around. There are many types of newspapers. Some **publish** (شائع کرنا) daily and some weekly. There are weekly and monthly magazines relating to science, literature cooking, home decor, for children, for whole family etc. There are a good stuff in them for interest of the people like articles, feature, news, recipes, fiction etc.

Electronic media is latest and advanced type of media. It is faster and more **effective** (بائثر) than print media. It takes hours and minutes to spread a news that used to take days. Television, radio, computer and mobile phone are types of electronic media. Television and radio **broadcast** news, dramas, **informative** (مصلوہائی) programs and much more.

Most **advance** (پہلے) and **effective** (بائثر) form of media is social media. Internet has made a source of spreading a news speedily within a minute throughout the world. Social media apps are a very easy way to get and spread information. But use of media should be handled carefully. We should provide people true and **genuine** (اصلی) news and information. We should always use these sources **positively** (مثبت انداز میں) and carefully.

#### 7- Different Sports

The **function** (کام) of sports is to make us fit, strong, disciplined and healthy. It is also a great source of **entertainment** (تفریح).

There are different kinds of sports. Some are outdoors and some are indoors. Outdoor sports are cricket, hockey, football, baseball and basketball. Indoor games are badminton,

squash, tennis and gymnastics etc.

Sports make our body **active** (چابکدہند). It also gives strength to our **muscles** (پٹھے). Through sports we learn **patience** (صبر و تحمل), **fair-play** (انصاف), **discipline** (نظم و ضبط) and competition. It makes us active so that we can do everything easily.

Cricket is a favorite sport of everyone around the world. It is played in a ground on a pitch, between two teams. Each team has eleven players. Football is also a very popular game. Football is also played between two teams of eleven players each. **Similarly** (ای طرح), Hockey is also a famous sport. It also has eleven players in each team. It is played in an open ground. Hockey is national game of Pakistan.

Sadly, this is an age of technology. Everyone likes to play games on computer and mobile phones. So we need to pay more attention to sports. We should **understand** (سمجھنا) the role of sports in our life.

#### 8- Children of All Provinces

A child is future of a country. So children must be given all the rights and protected well. Pakistan has four provinces. Their names are Punjab, Sindh, Balochistan and Khyber Pakhtun Khawa. All the four provinces have different **culture** (ثقافت).

Punjab is the biggest province **population** (آبادی) wise. It has oldest culture in the world history. Maximum number of children in Pakistan live in Punjab. Punjabi children wear shalwar kameez. They eat simple food like butter, vegetables and drink buttermilk. They speak Punjabi. Punjabi is their **regional** (مقامی) language. They go to school. Sindh is the second biggest province population wise. Its culture is also really old. Children of Sindh wear shalwar kameez along with Sindhi Ajrak and sindhi cap. Sindhi cap has beautiful mirror work on it. Sindhi Children enjoy Sindhi Biryani and Mutton

curry. They go to school and acquire (تاکمیل کرنا) education.

Khyber Pakhtun Khawa is the most beautiful and green province of Pakistan. It also has old culture and traditions (روایات). Children of Khyber Pakhtun Khawa wear Shalwar Kameez with beautiful embroidery (کڑھائی) on it. They speak Pushto language. They eat Chappal kebabs and Kabali Pulao. Less children go to school but their number is increasing. Similarly (اسی طرح سے) children of Balochistan speak Balochi and wear Balochi Shalwar Kameez. They eat Balochi sajji and sand mutton. They also go to school but in Balochistan the number of schools are very less.

Equal educational opportunities (سوانح) must be given in all provinces. Children are future (مستقبل) of our country, so we should save them and care them.

### 9- Historical Places

Historical places reflect (عکاسی کرتی ہے) past and culture. Every country preserves these places and take care of their culture.

Pakistan is full of historical (تاریخی) places. People visit these places and learn about history. When we visit these places, we get to know many things about history and old times. Harrapa, Mohanjo Daro, Badshahi Masjid, Lahore Fort, Hiran Minar, Tomb of Jahangir are some of the historical places of Pakistan. When we visit these places, we feel ourselves a part of them. Few historical places are following.

**Taxila:** Taxila is a very old historical site. It shows an ancient (قدیم) civilization. It is a part of Indus valley civilization. It is located (واقع) in Punjab.

**Tomb of Jahagir:** Tomb of Jahangir is situated in Shahdara, Lahore. Jahangir's son Shah Jahan got built his tomb along bank (کنارہ) of Ravi River.

**Noor Mahal:** It is a beautiful palace of Nawab of Bahawalpur. It is situated (واقع ہے) in Bahawalpur, South of Punjab. It was built

by Nawab Sadiq for his wife.

**Wazir Khan Masjid:** It is situated in Walled city of Lahore (اندرون لاہور). It was built by Sheikh-Ilm-ud-din Ansari, Viceroy of Punjab under Shah Jahan in 1634.

Historical places must be taken great care of. These places should be renovated (مرمت کرنا) and preserved for the coming generations (آنے والی نسلیں).

### 10- Religious and Cultural Festivals of Pakistan

Every country has its own celebrations which are celebrated with passion (جذبہ). Our major religious festivals are Eid-ul-Fitr, Eid-ul-Azha, 12th Rabi-ul-Awal and Shab-e-Baraat. Pakistan's major (زیادہ تر) population (آبادی) is Muslim so these festivals are celebrated with full zeal and zest (پورے جوش و جذبے سے). Eid-ul-Fitr is celebrated on 1st of Shawal. On the day of Eid Muslims wear new clothes. Women cook delicious dishes. Special sweet dishes are made. Muslim say prayers and greet each other. Cash money (نقد رقم) is given to youngs and children that is called Eidi.

Another festival is Eid-ul-Azha. It is celebrated to remember the sacrifice (قربانی) of Hazrat Ismail (عظیم). Muslims buy animals and sacrifice them. Meat is distributed (تقسیم کرنا) among poor relatives and people.

12th Rabi-ul-Awal is birthday of Rasool Hazrat Muhammad ﷺ. It is celebrated in full spirit. Streets and bazaars are decorated. People light up their homes. Sweets and other food are distributed among people which show their love for beloved Rasool ﷺ.

Pakistan is a country where minorities (اقلیتیں) are equally respected. Hindus celebrate Diwali and Holi, Christians celebrate christmas and Sikhs celebrate Lohri. Chaand ratt, Flower show and Basant are

some of the cultural festivals. Festivals and their celebrations help to keep connection (اتصال) with our roots.

### 11- Patriotism

Patriotism (محب الوطنی) means love for the country.

Patriotism is a base that makes a country strong. A true patriot is always loyal (وفادار) to his / her country. A patriot keeps his/her country on top. He is always ready to fight for his country. Patriotism keeps together the people of different religions (مذہب) in a country.

We are Pakistanis and Pakistan is our beloved country. We should love it and work for its progress and prosperity (ترقی و خوشحالی). We should work for the betterment (بہتری) of our country and our people.

Present day, the enemies of our country are busy to make it weak. They are doing their best to disturb the peace (امن) of our country. Sometimes they send terrorists who blast the bombs in sensitive areas and sometimes they send spies (جاسوس). All we need is to know that who our enemy is and how we can save our country from them.

We need unity and harmony at this critical time. We need to know that we are because of our country. It saves us from threats (تھریے) and keeps us safe. It gives us freedom (آزادی) to stay without any fear. It gives us environment to perform (ادا کرنا) our religious duties. So we should take care of our country above all and do everything for its good.

### 12- Plantation of Trees

Trees are very important for our earth and human beings. Trees secure (بچاتا) earth from pollution and provide us oxygen. Trees inhale (جذب کرنا) carbon dioxide and exhale oxygen. Therefore we need more trees to make our environment green and clean.

Trees are a source of food and shelter (پناہ) for birds, animals and humans. Birds make their nests on the trees. Fruit of trees are eaten by animals and human beings. Their leaves

are also a food source for herbivores.

Trees stop soil erosion (مٹی کا نکلنا). Soil erosion is a process of moving soil by water or wind. When we plant trees, they hold soil tightly (پہ چاتا). Trees also stop the run-off (پہ چاتا) nutrients (غذائے) by rain.

We can plant trees along the road sides, in plains and in hilly areas. In deserts, trees that need very less water are planted. On the other hand, in plains and hilly areas, other trees are planted.

Unfortunately (بد قسمتی سے) deforestation (جنگلات کا کٹنا) is happening all over the world. As temperature of earth is rising day by day so more trees are required (درکار) to maintain earth's temperature. But people are cutting trees. Wood is used in construction (تعمیراتی کام) and furniture making.

We should plant more and more trees to save nature and earth. There should be laws to stop the deforestation. Pakistan is going to plant 10 billion (ارب) trees by 2023. We must take care of present trees and plant more trees.

### 13- Environment

The surrounding (اگر گرد) or conditions (حالات) in which a person, animal or plant lives is called environment. The plants, air, water, animals, human beings and other living things exist in the environment.

A healthy environment (ماحول) supports growing (بڑھاتا) living and non-living things. It should be clean, healthy, noise free and calm (پہ سکوئن). So nature's balance is a key to keep it.

Human activities are affecting (اثر انداز ہوتا) environment badly. Thousands of years ago, life was simple and there were no any scientific inventions (ایجادات). The environment of earth was pure and free of pollutants (آلودگی). As the years passed, science progressed (ترقی کرنا). With the progress of science many harmful things also happened.

Waste from industries make water of rivers, lakes and seas polluted. Poisonous (گندہ کارکن) water also contaminated (زہر لگاتا) soil. Emission (اخراج) of gases, smoke from

factories and vehicles are also polluting environment. In the same way, loud noise is also making people restless.

People are throwing **garbage** (کوڑا کرکٹ) and plastic bags everywhere. This is **destroying** (تباہ کرنا) environment.

Environment should be **saved** (بچانا) and **protected** (حفاظت کرنا). More trees should be planted to keep the environment healthy. **Industrial waste** (نیکسٹریوں کے قاسد مادے) should not be thrown in **water bodies** (پانی کے ذخائر). Laws should be made to control the pollution and keep environment clean. We should consider our environment most important and keep it clean.

#### 14- Friendship

It is a great **blessing** (برکت) to have friends. It is natural to make friends. At school level we make friends, share lunch and things with them. We feel happy to play with them and share our lunch boxes.

A friend must be **honest** (ایماندار), **kind-hearted** (نرم دل) and **caring** (خیال رکھنے والا). If a person has these qualities, you can make him your friend and start friendship. Everyone has some **weaknesses** (کمزوریاں) so **accept** (قبول کرنا) weaknesses of your friends.

A loyal friend takes care of you. He plays with you but does not **waste** (سبب کرنا) all your time. He gives you time for study. If he only **forces** (مجبور کرنا) you to play then he is not a good friend.

We should respect our friends, we should help them and take care of them. We should **guide** (رہنمائی) them. We should stop them on doing bad things. We all need good friends. So if we find good friends, we should keep them.

#### 15- Inventions and Discoveries

**INVENTIONS** ایجادات:

Inventions mean to make something useful that we did not have before. Inventions are fruit of **man's efforts** (انسان کی کوششیں).

Inventions are saving time and energy of human beings. Due to the efforts of men the whole **mankind** (انسانیت) is getting **benefits** (فائدے).

Scientific inventions have **changed** (بدل دینا) life of man. Electric Bulb has light up everything. Television has given entertainment. Aeroplane has **reduced** (کم کرنا) the **distances** (فاصلے) and man can fly like a bird. Telephone, Vaccines, Computer, medical science machines, automobiles etc are the useful inventions.

The latest inventions are 3D printing, mobile phones, internet, space station and ships, internet, robots, satellites, touch screen, bluetooth and fibre optics. We should use these inventions **wisely** (تعمدنی سے) because many bad inventions are also there e.g. atomic bomb, guns etc.

**DISCOVERIES** دریافتیں:

Discoveries are getting to know about something that is already there by the **nature** (قدرتی طور پر). People and scientist get to know about them later. Oil, gas, **precious metals** (قیمتی دھاتیں), **new species** (نئی نسل) of animals, birds and fish, new places are all examples of discoveries.

In medical science discovery of DNA, different **organs** (اعضاء) of body, vaccines, cells of blood, are some of the useful discoveries. Vaccines save life of many people. Oil and gas **fulfill** (پورا کرنا) the **multiple** (کئی) needs. Discovering new areas also help in growing mankind.

Both, inventions and discoveries should be used for the benefits of mankind. **Lethal** (مہلک) inventions and discoveries like chemical and biological weapons, missiles and arms should not be used **against** (عکس) people.

#### 16- Belonging Personal Etiquette

**Etiquette** (آدابِ مجلس) has great importance in our life. Personal etiquette gives us respect. When we do something good to others, then

they treat us with kindness and respect. Etiquette makes people comfortable and gives them **confidence** (خود اعتمادی) to deal with different situations in life.

Etiquette is all about **good manners** (اچھی عادات). When someone is speaking, we should listen to him carefully. We should not **interrupt** (مدخلت کرنا) him and answer him at the end. If someone gives us something or does something good then we should thank them. Thank you is a **magical** (جادوئی) word that brings politeness. Similarly, when we do something wrong then we should say "sorry" to others.

We should always be **punctual** (وقت کا پابند) and reach in time. Opening door for others and giving them way to pass first is also good etiquette. Saying "please" is also a part of good etiquette.

We should avoid some specific things in public. We should not **pick** (ہاتھ لگانا) our nose in public. We should cover our face with tissue paper or a napkin when we cough or sneeze. We should knock at the door before entering a room. We should not make a noise of spoon or fork while eating something.

Etiquette shows value and respect for others. It **promotes** (پڑھاتا) kindness and good manners. It not only gives us life skills but also makes our life easy.

#### 17- Healthy Food

Healthy food gives us energy **required** (ضروری) for working, playing and doing other activities. Healthy food is **necessary** (ضروری) and without it we would be **weak** (کمزور). Healthy food is full of **nutrition** (غذائیت). It gives us vitamins, minerals, good fats, protein carbohydrates and many other important elements (اجزاء). That's why we should eat a **balanced** (متوازن) diet.

Vegetables, meat, fish, milk, fruits, eggs and **pulses** (دالیں) are sources (ذریعہ) of healthy

food. Our body needs iron, minerals, vitamins etc and these things have **plenty** (کافی مقدار میں) of all these. Balanced diet and healthy food keep our bones **strong** (مضبوط). When we do not eat healthy food we feel **fatigue** (تھکا ہوا), pain in our body and **muscles** (پٹھے).

Eating everything is good and **beneficial** (فائدہ مند). If we eat vegetables only and avoid meat then it is also not good for our body. We must eat vegetables, fish, meat, fruits, milk and eggs as per the **demand** (ضرورت) of our body. **Leafy green** (ہبزیتوں والی) vegetables, red and white meat, fresh fruits and milk is our daily need. Keep eating healthy food and avoid junk food to stay fit.

#### 18- Respect For Elders

Your behavior in a polite way to an elder is all about respect. If you are in **presence** (موجودگی) of an elder, be polite. This means if he talks to you, you should listen to him and answer him **respectfully** (حرمت).

Those who do not respect others, can not **earn** (ماتل کرنا) respect for themselves.

Someone who is older in age must be respected. We all have parents. Some are old and some are still young. We should respect our parents. We should listen to them **carefully** (دھیان سے) and never be **rude** (عج) with them. When parents guide us about everything then we should not get angry. We must understand that they want our **betterment** (بہتری).

Similarly there are many elders around us. Some of them are not our relatives. But we should deal them with respect. We should help them. We should guide them about the things they don't know.

We should not use bad words for elders. When they stop us from anything, we should learn from their **experiences** (تجربات). We should make our habit to sit and **spend time** (وقت گزارنا) with our elders.

# Hamdard Model Papers

## English

(Part A: 50 Marks Part B: 50 Marks)

Total:100 Marks) Time = 3 hours

### OBJECTIVE PART (MCQs)

- Which word has a 'Silent Letter'?  
(a) Thursday (b) Sunday  
(c) Wednesday (d) Monday
- Rearrange the word 'Listen' to make another meaningful word.  
(a) Silent (b) Nelist (c) Tensil (d) Sentil
- Select the number that starts with a 'Vowel Sound'.  
(a) Eleven (b) Twelve  
(c) Thirteen (d) Fourteen
- Select the 'Opposite' of 'Push'.  
(a) Press (b) Pull (c) Close (d) Lock
- Identify the 'Countable Noun'.  
(a) Egg (b) Milk (c) Meat (d) Butter
- Choose 'Suffix' for the word 'Owner'.  
(a) -ship (b) -ly (c) -ful (d) -ism
- Join a word with 'House' to make a 'Compound Word'.  
(a) Son (b) Wife (c) Man (d) Boy
- Identify the 'Neuter Gender'.  
(a) Pilot (b) Chef (c) Tailor (d) Dress
- 'The businessman was carrying his luggage \_\_\_\_\_.'  
(a) himself (b) herself  
(c) yourselves (d) ourselves
- 'He is as strong \_\_\_\_\_ a bull.'  
(a) like (b) as (c) same (d) too
- 'Majid helped the police to catch the thief and felt \_\_\_\_\_.'  
(a) sorrow (b) bad (c) proud (d) sad
- Identify the 'Action' shown in the given picture.  
(a) Packing (b) Planting  
(c) Sowing (d) Painting
- Fill in the blank with an 'Adjective of Shape'. 'She bought a \_\_\_\_\_ cake for her birthday.'  
(a) butter (b) sweet (c) round (d) cream

14. Select an 'Adverb of Manner' from the followings.

- (a) Early (b) Lately (c) Happily (d) Monthly

15. 'The rat is \_\_\_\_\_ the table.'

- (a) in (b) on  
(c) at (d) up



16. What is the correct way of writing 45 in words?

- (a) Forty - five (b) Forty-five  
(c) Forty + five (d) Forty = five

17. 'The height of the basketball circle is set at ten \_\_\_\_\_.'

- (a) foot (b) feet (c) feet (d) foots

18. Identify the 'Interrogative Sentence'.

- (a) 'Sun is a huge star. (b) Air is not visible.  
(c) What is a planet? (d) I can't believe it!

19. Choose an 'Irregular Verb' from the following.

- (a) Come (b) Copy (c) Clap (d) Climb

20. Look at the picture and use correct pointing word.

'\_\_\_\_\_ is a mango tree.'

- (a) That (b) Those (c) This (d) These



21. Select the word with the same sound as 'Beat'.

- (a) Best (b) Bet (c) Beet (d) Bat

### Paragraph Instruction

☆ Read the paragraph carefully and answer the following questions given below.

We mostly get sugar from sugar cane. In South America, they use maple trees. The sugar maple is a hard maple tree. It can grow as tall as 100 feet and as wide as 4 feet. Its sap is used in the making of maple syrup. To collect pure maple syrup, holes are made in the trunk of the tree. The water-like sap seeps through the holes. It is collected in a tank. Then the sap is boiled. Now it is ready to be used. The maple syrup found in the markets, however, is usually not pure and has other additives. The maple tree is also important for its wood. It is used in furniture, interior woodwork, flooring, and crates.



22. Why is the maple syrup usually not pure in markets?

- (a) It is boiled for long.  
(b) It contains additives.  
(c) It is made from sugar cane.  
(d) It has a dark brown colour.

23. What is the title of the paragraph?

- (a) The Sugar Maple (b) The Sugar Cane  
(c) The Water Maple (d) The Woodwork

24. How is pure maple syrup made?

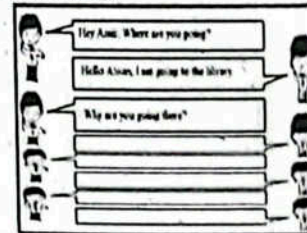
- (a) Extracting sap from sugar cane  
(b) Collecting sap from maple trees  
(c) Boiling sugar cane juice  
(d) Mixing sugar cane with water

25. What is the height range of a sugar maple tree?

- (a) Up to 4 feet (b) Up to 100 feet  
(c) Up to 50 feet (d) Up to 35 feet

### SUBJECTIVE PART (CRQs)

Q.26: Complete the dialogue in the speech bubbles. Write five more dialogues. Use correct grammar, punctuation and spelling. 10



Q.27: Write a paragraph of five sentences on 'Qualities of a Good Student'. You can use the following hints. Use correct grammar, punctuation and spelling. 10

Hints: Regular, punctual, hardworking, obedient, careful, disciplined

Q.28: The following letter has many mistakes in layout, grammar, punctuation and spelling. Read the letter carefully and rewrite it after removing these mistakes. 08

City A.B.C.  
Examination Hall,  
February 18, 2023,  
Dear Sir?

I hope you are doing well. I am writing

to let you know that I Admire you. I appreciate how patient you are when I don't understand. I respect your behavior that how kind you are to all your students. I have changed because of you. You are an Amazing person. You taught me to work hard and achieve my goals. Hope you will definitely see the change in me. Please pray for my success and give my regards to all at home.

X.Y.Z.

Yours sincerely,

Q.29: Look at the given picture and write a short story with a moral by using the hints given below. Use correct grammar, punctuation and spelling. 10

Three friends \_\_\_\_\_ a forest \_\_\_\_\_ golden coins sent one friend to buy food \_\_\_\_\_ mixed poison into the food \_\_\_\_\_



Moral: \_\_\_\_\_

Q.30: Reading Question: Marks (04) - Instructions for the Students: Read the given paragraph correctly with correct pronunciation.

Paragraph for Reading: (There are two main types of fruit: fleshy fruits and dry fruits. In fleshy fruits, the part of the fruit around the seeds is juicy and soft. Apples, berries, oranges, and other fleshy fruits contain many seeds. Some fleshy fruits for example, cherries and peaches contain only one seed, or pit. These are called stone fruits. Dry fruits are not as juicy as fleshy fruits. Dry fruits include beans and nuts.)

Q.31: Listening and Speaking Question: Marks (08) - Instructions for the Student: Read the following questions carefully and follow the instructions given by your teacher.

Questions Group 1: Q1. What is the Moon? Marks (04) Q2. What are the pits called? Marks (04) Q3. From where does the Moon get its light? Marks (04)  
Question Group 2: Q1. Where does the Moon orbit? Marks (04) Q2. What pulls on the Earth? Marks (04) Q3. What is the Moon made of? Marks (04)