

HAMDARD ENGLISH GRAMMAR TRANSLATION & COMPOSITION - 6

1. SENTENCE جملہ

Sentence is a group of words which makes a complete sense.
 Example: She always speaks the truth.

1. She always speaks the truth.
2. They offer prayers five times a day.

3. Ali went to buy some fruits.
4. Seema will go to library.
5. Lahore is a big city.

Every sentence starts with a capital letter and ends with a full stop (.). The name of any specific person, place or thing also starts with capital letter.

Examples: Aslam, Rawalpindi, Shahi Qila.

1.1: Types of Sentences

Sentences are of three types by construction.

- (i) Simple sentence
- (ii) Compound sentence
- (iii) Complex sentence

1.1.1: Simple Sentence

A sentence which has one subject and one predicate is called a "Simple sentence". It expresses only one thought.

Examples: Honesty is the best policy.

1. Honesty is the best policy.
2. The Earth revolves around the sun.

All bought a new bicycle.

3. All bought a new bicycle.
4. The boy was weeping.

1.1.2: Compound sentence

A "Compound sentence" has two independent clauses or sentences. The independent clauses are joined by coordinating conjunctions.

Examples: I live in Lahore and my friend lives in Karachi.

1. I live in Lahore and my friend lives in Karachi.

2. He is intelligent but he is not hard worker.

3. I am studying while she is sleeping.

4. Everyone was busy so I went to the movie alone.

1.1.3: Complex Sentence

A "Complex sentence" consists of one independent or a principal clause and one or more dependent or subordinate clauses.

Examples: Though he was very rich, he was still unhappy.

1. Though he was very rich, he was still unhappy.
2. When she was young, she believed in fairy tales.

3. Because my coffee was too cold, I heated it in the microwave.
4. Amna told me that she was going to England.

2. PARTS OF SPEECH اجزائے کلام

2.1: Noun

A noun is the name of a person, place, thing, animal or an idea.

Examples: I like to play cricket.

1. I like to play cricket.
2. That girl always speaks truth.
3. Lahore is known as a historical city.

4. Open the door.
5. Always help the poor.

2.1.1: Kinds of Nouns

Nouns are of seven kinds.

1. Proper Noun
2. Common Noun
3. Collective Noun
4. Countable Noun
5. Uncountable Noun
6. Abstract Noun
7. Material Noun

1. Proper Noun
Proper noun is the name of a particular person, place or thing.

Examples: Person: Muhammad Ali was a great leader.

Place: Minar-e-Pakistan is a monument of Pakistan movement.

Thing: I recite Holy Quran everyday.

2. Common Noun:

The name of a common place, person or thing is called common noun.

Examples: Men work in the fields.

1. Men work in the fields.
2. I am going to market.

3. This box is black in color.

3. Collective Noun:

It is the name of group of persons, places or things which can be taken together as a single unit.

Examples: Pakistan's Army defeated the Indian Army in the war of 1965.

1. Pakistan's Army defeated the Indian Army in the war of 1965.
2. Due to elections there was crowd on the road.

3. I presented a bouquet to my teacher.
4. Kaneez bought new furniture.

4. Countable Noun:

All those objects which can be counted are called countable nouns.

Examples: This is a chair.

1. This is a chair.
2. All the students in the class are very obedient.

3. I have four onions and four tomatoes to cook food.
4. Frogs can swim in water.

5. I like to eat mangoes.
5. Uncountable Nouns:

All those objects which can not be counted are known as uncountable nouns. These nouns are treated as singular and "singular verb" is used for them.

Examples: I eat rice daily.

1. I eat rice daily.
2. Chapatis are made of flour.
3. Gold jewellery is very popular among women.

(6) Material Noun:
The names of things which are used to make other things are called material noun. As: glass, gold, wood, silver, rice, water etc.

Examples: This window is made of glass.

1. This window is made of glass.
2. They use wood for fuel.
3. He likes to eat rice.

(7) Abstract Noun

An Abstract noun is the name of a quality, action, feeling, idea or state. As: patience, kindness, theft, hope, poverty, love, wrong, wisdom etc.

Examples: He should show patience.

1. He should show patience.
2. We should hold hope in any state.
3. She showed wisdom in this matter.

2.1.2: Singulars/ Plurals

According to the number there are two types of noun: singular and plural.

Examples: arm - arms, baby - babies, bat - bats, bird - birds, box - boxes, branch - branches, brother - brothers, brother-in-law - brothers-in-law.

Examples: This is a chair.

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Singular	مثنیٰ	Plural	Singular	مثنیٰ	Plural
arm	بازو	arms	army	فوج	armies
baby	بچہ	babies	bamboo	ہامس	bamboos
bat	چگاز	bats	bench	بنچہ	benches
bird	پرندہ	birds	book	کتاب	books
box	ڈبہ	boxes	boy	لڑکا	boys
branch	شاخ	branches	brother	بھائی	brothers
brother-in-law	بھتیجی کا بھائی	brothers-in-law	brush	برش	brushes

Singular	سنگل	Plural	Singular	سنگل	Plural
buffalo	بھیس	buffaloes	bush	بھادی	bushes
calf	چھڑا	calves	cap	کاپی	caps
cat	لی	cats	catch	کچ	catches
chair	کرسی	chairs	chief	سربراہ	chiefs
child	بچہ	children	city	شہر	cities
class	جماعت	classes	college	کالج	colleges
cow	گائے	cows	cuckoo	کوکیل	cuckoos
day	دن	days	desk	ڈیسک	desks
dish	پلینٹ	dishes	dog	کتا	dogs
donkey	گدھا	donkeys	door	دروازہ	doors
duty	دربلی	duties	dwarf	پست قدم	dwarfs
dynamo	ڈائنامو	dynamos	father-in-law	سسر	fathers-in-law
flower	پھول	flowers	fly	کھسی	flies
foot	پا	feet	friend	دوست	friends
girl	لڑکی	girls	goose	راگن افس	geese
gulf	صوبہ	gulfs	hand	ہاتھ	hands
hero	ہیرو	heroes	horse	گھوڑا	horses
house	مکان	houses	kiss	بوسہ	kisses
knife	چاقو	knives	lady	عورت	ladies
leaf	پتہ	leaves	leg	پا	legs
life	زندگی	lives	locket	لاکت	lockets
man	آدمی	men	mango	آم	mangoes
match	مانچ	matches	monkey	بندر	monkeys
mother-in-law	ساس	mothers-in-law	mouse	چوہا	mice
negro	سٹش	negroes	ox	تیل	oxen
pen	قلم	pens	piano	پیانو	pianos
pin	سولہ	pins	plant	پودا	plants
potato	آلو	potatoes	proof	ثبوت	proofs
room	کمرہ	rooms	sister-in-law	بھینجی سالی	sisters-in-law
storey	مزل	storeys	story	کہانی	stories
table	بیز	tables	tax	ٹیکس	taxes
thief	چور	thieves	ticket	تکٹ	tickets
tooth	دانت	teeth	toy	کھلونہ	toys
tree	درخت	trees	wall	دیوار	walls
watch	گھڑی	watches	wife	ہاتھی	wives
wolf	بھیرزا	wolves	woman	عورت	women

2.1.3: Gender

جنس (جنس)

The word gender is derived from Latin word 'Genus' that means kind or sort. Gender means male and female of any living thing. Gender is of two types in Urdu and of four types in English.

جنس (جنس) جنس 'Genus' سے لیا گیا ہے جس کا مطلب ہے نوع (نوع)۔ اور اس کے دو قسم ہیں: مذکر اور مؤنث۔ جنس (جنس) سے مراد کسی جاندار کا مذکر یا مؤنث ہونا ہے۔ اور وہ جنس کی دو اقسام ہیں: مذکر اور مؤنث۔

I. Masculine

The noun which is used for a male is called masculine, as

Noun: مذکر کے لیے استعمال ہوا ہے Masculine کہتے ہیں۔ جیسا کہ

Masculine	سنگل	Masculine	سنگل
man	آدمی	boy	لڑکا
son	بیٹا	dog	کتا

II. Feminine

The noun which is used for a female is called feminine, as

Noun: مؤنث کے لیے استعمال ہوا ہے Feminine کہتے ہیں۔ جیسا کہ

Feminine	سنگل	Feminine	سنگل
girl	لڑکی	daughter	بچی
woman	عورت	princess	خاتون

III. Common Gender

(جنس مشترک)

The noun which is used for both male and female is called a common gender, as

Noun: مذکر یا مؤنث دونوں کے لیے استعمال ہوا ہے Common Gender کہتے ہیں۔ جیسا کہ

Common Gender	سنگل	Common Gender	سنگل
pupil	شاگرد	child	بچہ/بچی
friend	دوست/بھائی	cousin	چچا/بھائی/بھینجی

IV. Neuter Gender

نیز بیٹھ

The noun which is used for a non living entity is called a neuter gender, as

Noun: کسی سے جان کے لیے استعمال ہوا ہے Neuter Gender کہتے ہیں۔ جیسا کہ

Neuter Gender	سنگل	Neuter Gender	سنگل
tree	درخت	pen	قلم
room	کمرہ	book	کتاب

Some Nouns & Their Feminine Genders

(چند اسماء اور ان کی مؤنث)

ذیل میں اہم اسماء اور ان کے مؤنث دیے جا رہے ہیں۔ انہیں نوٹ سے پڑھیں۔

Masculine	سنگل	Feminine	سنگل
boy	لڑکا	girl	لڑکی
bull/ox	تیل	cow	گائے
dog	کتا	bitch	سیتا
horse	گھوڑا	mare	گھوڑی
man	مرد	woman	عورت
papa	پاپا/دادا	mama	ماما
uncle	چچا/بھائی/بھینجی/سالی	aunt	بھینجی/سالی/بھینجی
author	مصنف	authoress	مصنفہ

انہی زبان کے اعتبار سے آسانی پیدا ہوگی۔ نیچے دیے گئے ناموں کے لفظ معنی اور مترادفات دیے گئے ہیں۔

Masculine	سنگل	Feminine	سنگل
heir	وارث	heiress	وارثہ
lion	لہو	lioness	لہو شیرنی
poet	شاعر	poetess	شاعری
actor	اداکار	actress	اداکارہ
hunter	شکاری	huntress	شکاری عورت
negro	سٹش	negress	سٹش
traitor	نقاد	traitress	نقاد عورت
brother	بھائی	sister	بھینجی
cook	سرخا	hen	سرخا
father	باپ	mother	مادر
husband	خاندان	wife	ہاتھی
nephew	بھینجی/بھائی	niece	بھینجی/بھائی
son	بیٹا	daughter	بچی
buck	بھرن	doe	بھرنی
drone	شہد کی مکھی (مذکر)	bee	شہد کی مکھی
fox	لوسر	vixen	لوسری
he	وہ (مذکر)	she	وہ (مؤنث)
king	بادشاہ	queen	ملکہ
lord	سربراہ/امیر	lady	بھینجی
sr	جناب	madam	محترمہ
stag	بارہنگسٹا	hind	بارہنگسی
wizard	جادوگر	witch	جادوگرنی
giant	جمن۔ دوج	giantess	جمنی۔ دوجنی
host	میزبان	hostess	میزبان (عورت)
tiger	شیر	tigress	شیرنی
waiter	انتظار کرنے والا	waitress	انتظار کرنے والی

COMMON GENDER جنس مشترک مذکر مؤنث

Words	سنگل	Words	سنگل
baby	بچہ/بچی	cattle	موٹھی
bird	پرندہ/پرندہ	mouse	چوہا/چوہا
child	بچہ/بچی	neighbour	مسافر یا مسافری
clerk	کلرک	person	شخص
cousin	چچا/بھائی/بھینجی	pupil	شاگرد/شاگردہ
deer	بھرن/بھرنی	rat	چوہا/چوہا
friend	دوست یا بھائی	student	طالب علم/طالبہ
teacher	استاد/استانی	infant	شیرخوار بچہ/بچی

2.1.4: Synonyms

مترادفات

کسی زبان کے کئی کئی لفظوں کے لیے مترادفات (Antonyms) کے ساتھ ساتھ مترادفات (Synonyms) کا مطالعہ بھی بہت ضروری ہوتا ہے۔ جتنا زیادہ مترادفات

Words	سنگل	Synonyms	Words	سنگل	Synonyms
able	قابل/مستعد	capable	abnormal	غیر معمولی	unusual
abolish	منسوخ کرنا	destroy	accept	منظور کرنا	agree
accident	حادثہ	mishap	accuse	اتہام پڑنا	impeach
address	خطاب	speak to	active	سرگرم	quick
age	زمانہ	period	agony	درد معانی	mental pain
agree	مافی کرنا	confirm	aid	اعداد	support
always	ہمیشہ	forever	ancient	پرانا	very old
anger	غصہ	rage	appetite	بھوک	hunger
attach	تسلیم کرنا	join	awkward	بھلا	difficult
bad	برا	defective	bargain	سودا	deal
big	بڑا	fat	black	سیاہ	dark
blend	ملا	combine	blunt	کنہ	dull
body	جسم	structure	bold	بہادر	brave
break	توڑنا	damage	bright	چمکدار	shining
broad	چھڑا	wide	brutal	سے ہم	inhuman
burn	جھارنا	ignite	busy	صغروف	active
buy	خریدنا	purchase	call	پکارنا	describe
care	حفاظت	protection	cheap	سستا	inexpensive
clean	صاف	wash	clumsy	بھولنا	awkward
confess	تعلیٰ ماننا	admit	conquer	فتح	win
cruel	خالم	inhuman	crime	جرم	guilt
destroy	تباہ کرنا	wither	dark	چاریک	black
devil	شیطان	satan	disease	بیماری	ailment
enemy	دشمن	rival	erase	مٹانا	remove
erect	کھڑا	upright	expert	ماہر	master
extreme	بہت زیادہ	excessive	face	چہرہ	visage
filthy	گندا	dirty	fit	موزوں	proper
genius	ذہین	talented	high	اونچا	elevated
hatred	نفرت	dislike	irregular	سے متوازی	uneven
inquiry	پوچھنا	question	journey	سفر	travelling
irritate	پرہیز کرنا	annoy	kill	مارنا	murder
justice	انصاف	equity	liberty	آزادی	freedom
lazy	سست	idle	luck	قسمت	fortune
lift	اٹھانا	exalt	mystery	راز	secret
modern	جدید	uptodate	noise	شور و غل	loud sound
nobel	شریف	dignified	oath	سنت	solemn promise
normal	عام	regular	oppose	مخالفت	resist

obstacle	رکاوٹ	difficulty	own	اپنا	have
oral	زبانی	verbal	pass	گزرنا	proceed
pain	دکھ	ache	patient	صابر	tolerant
past	چھٹلا	gone by	perfect	مطل	complete
pay	مداخت	salary	positive	مثبت	definite
proud	مغرور	arrogant	public	عام	popular
pure	خالص	guiltless	quiet	ساکت	silent
raid	اچانک حملہ	sudden attack	rare	نایاب	odd
refuse	انکار کرنا	deny	reduce	گھٹانا	curtail
result	نتیجہ	outcome	rest	آرام کرنا	relax
right	ٹھیک	lawful	reward	انعام	prize
rustic	دیہاتی	rural	rural	دیہی	simple
shy	شرمیلہ	nervous	safe	محفوظ	secure
size	حجمت	volume	simple	سادہ	pure
soil	مٹی	mud	soft	نرم	flexible
sour	کٹکٹا	acidic	soul	روح	spirit
stop	رودکنایا کرنا	terminate	steal	چرانہ	rob
stupid	احمق	fool	story	کہانی	tale
summary	خلاصہ	synopsis	subsidy	امدادی رقم	aid
supply	پہنچانا	provide	superior	بہتر	excellent
thick	گاڑھا	dense	sweet	میٹھا	sugary
tie	باندھنا	fasten	thin	پتلا	lean
tough	مشکل	difficult	time	وقت	period
transfer	زائچہ	transmit	trade	کاروبار	business
vain	بے کار	futile	travel	سفر	journey
vertical	عمودی	erect	variety	کثیرالجہتی	range
virtue	پاکدہاشی	chastity	vibrate	قرقرانا	quiver
wages	اجرت	salary	weak	نخاں	fragile
wide	کشاہ	spacious	walk	چلنا	stroll
yes	ہاں	indeed	win	جیتنا	acquire
zero	صفر	nothing	young	کھن	infant
zone	ملاط	area			

2.1.5: Antonyms

مشترک الفاظ

Words	معانی	Antonyms	معانی
answer	جواب	question	سوال
arrival	آہ	departure	رواگی
above	اوپر	below	نیچے
absence	غیرحاضری	presence	حاضری
ancient	قدیم	modern	جدید
accept	قبول کرنا	reject	قبول نہ کرنا
acquire	پانا حاصل کرنا	lose	کودینا
active	تیز، چست	passive	کامل، بھول

Words	معانی	Antonyms	معانی
addition	جمع یا ملاناف	subtraction	تفریق یا کم
advantage	فائدہ سمبھت	disadvantage	نقصان یا ہمارہ
agree	مانا	disagree	نہ مانا
alive	زندہ	dead	مردہ
all	سب شامل	none	کوئی نہیں
always	ہیش	never	کوئی نہیں
antonym	مشترک مخالف	synonym	یکساں معنی
artificial	مصنوعی	natural	قدرتی یا اصل
ascend	چڑھنا	descend	اترنا
bad	نہ اچراپ	good	بہتر یا اچھا
before	پہلے	after	بعد میں
big	بڑا یا زیادہ	small	چھوٹا یا کم
black	کالاسیاد	white	سفید
blank	خالی	full	پلرا ہوا
bless	دعا دینا یا اچھا کہنا	curse	دعا دینا یا برا کہنا
blunt	کھد	sharp	تیز
bold	بہادر یا دلیر	coward	ڈرل
bright	اچھا یا چمکیلا	dull	بھٹلا
back	پچھے	front	آگے یا سامنے
buy	خریدنا	sell	فروخت کرنا
careful	احتیاط کرنے والا	careless	پرہیز یا احتیاط نہ کرنے والا
clear	ساف یا شفاف	hazy	دھندلا
clean	ساف یا پاک	dirty	گھنڈا
cool	ٹھنڈا	hot	گرم
cruel	بے رحم	kind	مہربان
dark	اندھیرا یا گہرا	light	روشنی یا کھلا
day	دن	night	رات
death	موت	birth	پیدائش
deep	گہرا یا عمیق	shallow	کم گہرائگی
domestic	گھر یا گھرانے کا	wild	جنگلی
dusk	شام	dawn	ذکا یا صبح
early	جلدی یا سویرے	late	دیر میں
easy	آسان	difficult	مشکل
earn	کمانا یا حاصل کرنا	spend	خرچ کرنا
enemy	دشمن	friend	دوست
enjoy	لطف اٹھانا	suffer	دکھانا
equal	برابر یا مساوی	unequal	نامساوی یا برابر
free	آزاد	slave	انعام
fall	پہنچنا یا گرنے	rise	اٹھنا یا اچھلنا
fast	تیز یا طرار	slow	ست یا سہیا
fit	مطابقت	unfit	مطابقت

Words	معانی	Antonyms	معانی
fat	موہ یا لڑپ	thin	پتلا یا دھلا
fair	غراپ یا گھنڈا	fair	ساف یا اچھا
fresh	تازہ یا نیا	stale	ایسی پرانا
front	سامنے آگے	back	پہنچے یا پیچھے
future	مستقبل یا آئندہ	past	ماضی یا گزرا ہوا
gain	فائدہ	loss	نقصان
gay	خوش	sad	رنجیدہ
general	عام	special	خاص
gentle	نرم یا ملانم	harsh	سخت
handsome	خوبصورت	ugly	بدصورت
hard	سخت یا محنت	soft	نرم یا ملانم
happy	خوش	unhappy	ناخوش یا رنجیدہ
loved	نظرت	love	البت
heaven	جنت	hell	دوزخ یا جہنم
heavy	وزنی یا بھاری	light	ہلکا
high	اوپر یا بلحا	low	نیچے یا بلحا
hill	پہاڑی	valley	وادی
in	اندہ	out	باہر
ill	بیمار	healthy	صحت مند
inner	اندرونی	outer	بیرونی
irregular	بے قاعدہ	regular	باقاعدہ
just	انصاف	unjust	زیادتی یا انصاف
kind	مہربان یا ہلکا	unkind	بر یا نامہربان
king	بادشاہ	beggar	بیکاری
knowledge	علم	ignorance	لامعلی
laugh	ہنسا	weep	رونا
lazy	ست	active	چست
lean	دھلا یا پتلا	fat	موہ یا سمور
left	ایساں	right	دایساں
liquid	پتلا یا مٹی	solid	تھکڑا یا محسوس
live	زندہ	dead	مردہ
lucky	قسم والا	unlucky	بدقسم
master	آتا مالک	servant	ملازم یا نوکر
mother	ماں یا والدہ	father	والد یا باپ
no	نہیں یا انکار	yes	ہاں یا آقرار
near	نزدیک یا قریب	far	دور یا فاصلہ
necessary	ضروری	unnecessary	غیر ضروری
new	نیا یا تازہ	old	پرا یا پانیسی
night	رات	day	دن
north	شمال	south	جنوب

Words	معانی	Antonyms	معانی
noise	شور یا بل	silence	نہاشوشی
obey	سمبھانا	disobey	سمبھول
open	کھلا یا ظاہر	close	بند یا چھیدہ
oral	زبانی یا محسوس	written	تحریری
pain	دکھ اور	relief	تھکڑا یا آرام
pair	جڑا	single	تھا
palace	محل	hut	گھریزی
paradise	بہشت	hell	جہنم
part	حصہ یا جزو	whole	مطل یا تمام
passive	بھول	active	محسوس
perfect	مطل	imperfect	نہ تمام اور
please	خوش کرنا	displease	نہ راضی کرنا
poor	غریب	rich	مالدار یا امیر
proud	مغرور	humble	مکسر یا فروخ
public	عامی	private	ذاتی یا نجی
rapid	تیز یا تیزرو	slow	کم رفتاری یا آہستہ
raw	کھانا یا پختہ خام	ripe	پختہ یا کھانا
reaction	رد عمل	action	عمل
reduce	کم کرنا یا گھٹانا	increase	زیادہ کرنا یا بڑھانا
refuse	انکار کرنا	accept	مان لینا یا آقرار کرنا
relevant	متعلقہ	irrelevant	بے تعلق یا غیر متعلقہ
reward	انعام	punishment	جرمانہ یا سزا
right	درست یا صحیح	wrong	غلط یا مناسب
safe	سلاحت یا محفوظ	unsafe	بے خطر یا غیر محفوظ
save	بچانا	spend	خرچ کرنا
sense	ہوش یا سمجھ	nonsense	بے سمجھ یا لٹھ
sharp	تیز یا صاف	blunt	کھد
show	دکھانا یا لاشکر کرنا	hide	چھید کرنا یا چھپانا
sick	کمزور یا بیمار	healthy	خاتوڑ یا صحت مند
sour	ترش یا کٹکٹا	sweet	میٹھا یا شیریں
stupid	بے خوف	wise	دانش مند
tame	پالتو یا صاف	wild	جنگلی
temporary	غیر مستقل یا مدتی	permanent	مستقل
thin	پتلا یا ریک	thick	موہ
this	=	that	=
tragedy	مادشاہیہ	comedy	کسی مذاق لطیفیہ
true	سچا	false	جھوٹا
usual	معمولی	unusual	غیر معمولی
wake	جاگنا یا بیدار ہونا	sleep	سونا

Words	معانی	Antonyms	معانی
war	جنگ	peace	آرام
weep	رود	laugh	ہنستا
west	مغرب	east	مشرق
weak	کمزور	strong	قوی
white	سفید	black	کالا
wide	چوڑا	narrow	تنگ
young	نوجوان	old	بزرگ

2.2: Pronoun

Pronoun is a word used instead of a noun.

Examples:

- All is an intelligent boy. He always stands first in class.
- I finish my work on time.
- Where are you going?

2.2.1: Kinds of Pronouns

Pronouns are of seven kinds.

- Personal pronouns
- Relative pronouns
- Interrogative pronouns
- Demonstrative pronouns
- Reflexive pronouns
- Indefinite pronouns
- Possessive pronouns

1. Personal pronouns

A personal pronoun is used for the name of a person or thing.

Examples:

- She is my teacher.
- They have completed their work.
- Do you know how to swim?

2. Relative pronouns

A relative pronoun is a word that works as a conjunction as well as a pronoun.

e.g. Who, Whose, Whom, Which, That

Examples:

- I know the woman whose child was lost.

- Musa was the boy whom I invited.
- I like the toys which you brought yesterday.

3. Interrogative pronouns

An 'Interrogative Pronoun' is used to ask question.

e.g. Which, Who, Whom, Whose, etc

Examples:

- Who is at the door?
- Which biscuit do you like the most?
- Whose book is this?
- Demonstrative pronouns

A 'Demonstrative Pronoun' is a pronoun used to point to specific people or things.

e.g. This, That, These, Those

Examples:

- This is my book.
- Those are flowers.
- These girls are my cousins.

5. Reflexive Pronouns

These are used to intensify the antecedent.

Examples:

- Tabish looked himself in the mirror.
- Faiz is improving himself.

6. Indefinite Pronouns

These are the words which replace noun without specifying which noun they replace.

Examples:

- Everyone has been asked to donate some money.
- Whoever lived here previously must have welcomed death.

7. Possessive Pronouns

These are the pronouns which show ownership.

e.g. My, mine, our, ours, its, his, hers, her, their, your.

Examples:

- Your pen writes better than hers.

- He lost his bat and we ours.
- This book is mine.

2.3: Verb

The word which shows an action or existence of a noun or pronoun is called a verb.

Examples:

- The sun sets in the west.
- All takes bath daily.
- She has learned her lesson.
- I recite the Holy Quran.
- We shall go to school on foot.

2.3.1: Forms of Verb

There are three forms of verb.

1 st Form Present	2 nd Form Past	3 rd Form Past Participle
Accept	Accepted	Accepted
Admire	Admired	Admired
Allow	Allowed	Allowed
Ask	Asked	Asked
Believe	Believed	Believed
Call	Called	Called
Climb	Climbed	Climbed
Create	Created	Created
Destroy	Destroyed	Destroyed
Educate	Educated	Educated
Finish	Finished	Finished
Gather	Gathered	Gathered
Harvest	Harvested	Harvested
Impress	Impressed	Impressed
Inform	Informed	Informed
Invent	Invented	Invented
Kick	Kicked	Kicked
Listen	Listened	Listened
Melt	Melted	Melted
Move	Moved	Moved
Obeys	Obeied	Obeied
Oppose	Opposed	Opposed
Pass	Passed	Passed
Perform	Performed	Performed
Question	Questioned	Questioned
Refuse	Refused	Refused

1 st Form Present	2 nd Form Past	3 rd Form Past Participle
Remember	Remembered	Remembered
Satisfy	Satisfied	Satisfied
Shout	Shouted	Shouted
Talk	Talked	Talked
Try	Tried	Tried
Unite	United	United
Want	Wanted	Wanted
Watch	Watched	Watched

2.3.1.1: Irregular Verbs

These are the forms of verbs which are not formed by adding 'ed' with the 1st form.

Examples:

Present	Past	Past Participle
Awake	Awoke	Awoken
Bring	Brought	Brought
Burn	Burnt	Burnt
Come	Came	Come
Do	Did	Done
Eat	Ate	Eaten
Fly	Flew	Flown
Give	Gave	Given
Know	Knew	Known
Make	Made	Made
Ring	Rang	Rung
Sell	Sold	Sold
Sing	Sang	Sung
Throw	Threw	Thrown
Write	Wrote	Written

Following are the verbs which have same three forms.

Present	Past	Past Participle
Cut	Cut	Cut
Put	Put	Put
Shut	Shut	Shut
Spread	Spread	Spread

2.3.2: Transitive and Intransitive verb

Transitive verb is a verb which requires an object to complete its meaning.

Examples:

- He killed the lion.

2. She drinks water. دو پانی پیتی ہے۔
 3. We help the poor. ہم غریبوں کی مدد کرتے ہیں۔

Here "killed" "drink" and "help" are transitive verbs because they need objects to complete their meanings.

یہاں "killed"، "drink" اور "help" فعل متعدی ہیں کیوں کہ انہیں اپنا مطلب مکمل کرنے کے لیے مفعول کی ضرورت ہے۔

Intransitive Verb:

The verb which does not need an object to make its meaning clear is called an "Intransitive verb".
 وہ فعل جسکی ام یا ام ضمیر کا وصف بیان کرنے کے لیے مفعول کی ضرورت نہیں ہوتی اسے "فعل لازم" کہتے ہیں۔

Examples:

1. The child sleeps. بچہ سوتا ہے۔
 2. He laughed. دو ہنسا۔
 3. The sun rises. سورج طلوع ہوتا ہے۔

2.4: Adjective

A word which is used to qualify a noun or pronoun is called an "Adjective". It expresses the quality, quantity or number of a noun or pronoun.

وہ لفظ جسکی ام یا ام ضمیر کا وصف بیان کرنے کے لیے "ام صفت" کہلاتا ہے۔ یہ کسی ام یا ام ضمیر کی امتیازی حالت، مقدار یا تعداد کو ظاہر کرتا ہے۔

Examples:

1. He is a good boy. دو ایک اچھا لڑکا ہے۔
 2. I have two apples. میرے پاس دو سیب ہیں۔
 3. Karachi is an industrial city. کراچی ایک صنعتی شہر ہے۔
 4. Umer has a few friends in the school. عمر کے سکول میں چند دوست ہیں۔
 5. Rehana showed much patience. رہمانہ نے بہت زیادہ صبر کا مظاہرہ کیا۔

2.4.1: Degrees of adjectives:

Every adjective has three degrees of comparison.
 ہر ام صفت کے تقابلی درجے تین ہوتے ہیں۔

1. Positive degree تصفیاتی تہی
 2. Comparative degree تصفیاتی بعض
 3. Superlative degree تصفیاتی کمال

Here are few adjectives with all their three degrees.
 یہاں کچھ ام صفت تینوں درجے درجوں کے ساتھ دی گئی ہیں۔

Positive	Comparative	Superlative
Cheap	Cheaper	Cheapest
Clean	Cleaner	Cleanest
Cold	Colder	Coldest
Deep	Deeper	Deepest
Great	Greater	Greatest

Long	لمبا	Longer	Longest
Poor	غریب	Poorer	Poorest
Rich	غیر	Richer	Richest
Small	چھوٹا	Smaller	Smallest
Strong	مضبوط	Stronger	Strongest
Sweet	شیرین	Sweeter	Sweetest
Tall	لمبا	Taller	Tallest
Warm	گرم	Warmer	Warmest
Young	کم عمر	Younger	Youngest
Large	بڑا	Larger	Largest
Brave	ہرادر	Braver	Bravest
Wise	متکبر	Wiser	Wisest
Fine	معمد	Finer	Finest
True	سچا	Truer	Truest
Dry	خشک	Drier	Driest
Happy	خوش دھرم	Happier	Happiest
Lazy	ست	Lazier	Laziest
Pretty	خوبصورت	Prettier	Prettiest
Ugly	بصورت	Uglier	Ugliest
Beautiful	خوبصورت	More beautiful	Most beautiful
Difficult	مشکل	More difficult	Most difficult
Intelligent	ذہین	More intelligent	Most intelligent
Good	اچھا	Better	Best
Bad	برا	Worse	Worst

2.4.2: Absolute Adjectives

These are the adjectives that cannot be graded.
 یہ ام صفت ہیں جن کو تقابلی درجے میں مکمل ہونے کی وجہ سے کم یا زیادہ نہیں ہو سکتے۔

These are few in numbers. For example:
 Absolute, impossible, complete, perfect, unique, dead, immortal, entire, universal, whole etc.
 یہ تعداد کم کی ہیں مثلاً غیر مشروط (مطلق)، ناممکن، مکمل، بے عیب، الٹو کمال، مردود، غیر قابل، پورا، بالکل، وغیرہ۔

2.4.2.1: Use of Absolute Adjective in Sentences

1. God is immortal. خداوند ابدی ہے۔
 2. This is a universal truth that sun sets in the west. یہ ایک عالمگیر سچائی ہے کہ سورج مغرب میں غروب ہوتا ہے۔
 3. I drink pure milk everyday. میں ہر روز ناپاک اور صحت مند دودھ پیتی ہوں۔
 4. He is dead. وہ مر گیا۔

2.5: Adverbs

An adverb modifies verbs, adjectives, other

adverbs or the idea contained in a phrase or clause.
 وہ لفظ جسکی جملے میں افعال، اسمائے صفت، اور سے متعلق افعال اور جملے یا کلموں میں اسے کے جملے میں اضافہ کرنے سے متعلق فعل کہلاتا ہے۔

Examples:

1. Grandma drives carefully. دادی اس وقت گاڑی چلائی ہیں۔
 2. The car goes slowly. گاڑی آہستہ سے چلتی ہے۔
 3. I always get up early in the morning. میں ہمیشہ صبح جلدی اٹھتی ہوں۔
 4. I am quite sure that I locked the door. مجھے پورا یقین ہے کہ میں نے دروازہ کھانا لگا دیا۔
 5. There were other students still to come. یہاں دوسرے طالب علم تھے جنہوں نے آئی تھی۔

2.5.1: Kinds of Adverbs

The following are few kinds of adverbs.
 متعلق افعال کی کچھ اقسام درج ذیل ہیں۔

- of manner کیفیت کو ظاہر کرنے والے
- of place جگہ کو ظاہر کرنے والے
- of time وقت کو ظاہر کرنے والے
- of frequency تکرار کو ظاہر کرنے والے
- of certainty یقین دہانی والے
- of degree درجہ بندی والے
- Interrogative سوچالے

2.6: Articles

The words "a", "an" and "the" are called "Articles". They are used with a noun to specify whether the noun is definite or indefinite.

اسم صفت "a"، "an" اور "the" کو حروف جمعہ کہتے ہیں۔ یہ کسی ام یا ام ضمیر کے ساتھ یا ان کے ساتھ استعمال ہوتے ہیں کہ آیا یہ ام یا ام خاص ہے یا عام۔

There are two kinds of articles.

- حروف جمعہ کی دو اقسام ہیں۔
 1) Definite article خصوصی حروف جمعہ
 2) Indefinite articles عمومی حروف جمعہ

2.6.1: Definite Article

"The" is the definite article. It is used to specify a person, place a thing.

"The" خصوصی حروف جمعہ ہے یہ کسی شخص، جگہ یا چیز کو مخصوص کرنے کے لیے استعمال ہوتا ہے۔

- Examples:**
1. He has gone to the canal for a walk. وہ میرے چیل تھری کے لیے جا چکا ہے۔
 2. The dog is a faithful animal. وہ ایک وفادار جانور ہے۔
 3. The Indus is the longest river in Pakistan. وہ ہندوستان کا سب سے لمبا دریا ہے۔
 4. The Dawn is published from Karachi. ان کا نامی سے شائع ہوتا ہے۔
 5. The moon shines in the sky. چاند آسمان پر چمکتا ہے۔

2.6.2: Indefinite Articles

"a" and "an" are the two indefinite articles. "a" is used before the word, beginning with a consonant sound and "an" with the word beginning with a vowel sound. The indefinite articles can be used only before the nouns that can be counted.

"a" اور "an" دو عمومی حروف جمعہ ہیں۔ "a" ایسے الفاظ کے ساتھ استعمال ہوتا ہے جسکی پہلی آواز حرف جمعہ جیسی ہوتی ہو اور "an" حروف صحت والی آوازوں کے ساتھ استعمال ہوتا ہے۔ عمومی حروف جمعہ ہر صفت اور چیزوں سے پہلے استعمال ہوتے ہیں جنہیں شمار کیا جاسکے۔

Examples:

1. This is a table. یہ ایک میز ہے۔
 2. The boy is sitting on a chair. لڑکا کرسی پر بیٹھا ہے۔
 3. She is eating an apple. وہ سیب کھا رہی ہے۔
 4. A cat eats meat. بلی گوشت کھاتی ہے۔
 5. I bought an umbrella yesterday. میں نے کل ایک چترتی خریدی۔

2.7: Prepositions:

A word or a group of words used before a noun or a pronoun to show its relation to some other word in the sentence is called a preposition. i.e. in, on, of, with, for, by, before etc.

وہ لفظ یا الفاظ کا ایسا مجموعہ جسکی ام یا ام ضمیر سے پہلے استعمال کیا جاتا ہے تاکہ جملے میں کسی اور سے لفظ کے ساتھ اس کے متعلق کو ظاہر کرنے کے حروف جاڑ لگاتا ہے۔

Examples:

1. He is fond of tea. دو پانے کا شوقین ہے۔
 2. Ali is ashamed of his behaviour. علی اپنے رویے پر شرمندہ ہے۔
 3. He was angry with me. دو مجھ سے ناراض تھا۔
 4. She was absent from the class. دو کلاس سے غیر حاضر تھی۔
 5. Let us hope for the best. بہتر امید رکھنی چاہیے۔

2.7.1: Kinds of Preposition

Some important kinds of prepositions are as under:-
 حروف جاڑ کی چند اقسام یہ ہیں۔

1. Prepositions of time وقت سے متعلق رکھنے والے حروف جاڑ
 2. Prepositions of place مقام سے متعلق رکھنے والے حروف جاڑ
 3. Prepositions of direction سمت سے متعلق رکھنے والے حروف جاڑ

2.7.1.1: Prepositions of Time

These prepositions show when something happens.

کسی کام یا واقعہ رونما ہونے کے وقت کو "Prepositions of Time" کہتے ہیں۔
 The prepositions of time are:
 at, on, in, by, till/until, since, during, for

2.7.1.2: Prepositions of Place

These prepositions show where something is located.
 یہ حروف جاڑ جگہ کو ظاہر کرتے ہیں۔

The prepositions of place are:
 at, on, in, behind, between, after, over, below.

2.7.1.3: Prepositions of direction

Prepositions are used to show movement to or from a place. The prepositions of direction are: to, through, across, into, off, over, towards, under, round, away from.

Examples:

1. Touqeer is going to office.
2. Subtain is coming from office.
3. The fly is moving round the table.
4. He will appear before the judge.
5. The cat is hiding under the bed.

2.8: Punctuation

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

Examples:

1. Capitalization (A, B, C....Z)
2. Comma (,)
3. Full Stop (.)
4. Question Mark (?)
5. Mark of Exclamation (!)
6. Colon (:)
7. Semi Colon (;)
8. Hyphen (-)
9. Dash (—)
10. Inverted Commas (" ")
11. Apostrophe (')
12. Parenthesis [()]

2.8.1: Comma (,)

Comma is used in writing:-

- (i) To separate several items in a list e.g. I buy some books, pencils, chocolates and erasers.
- (ii) To indicate a pause that must be made, while reading a sentence. e.g. I like rice, especially biryani.
- (iii) To separate the name of the person addressed from the rest of the sentence e.g. Ali, what are you doing?

2.8.2: Apostrophe

Apostrophe is a punctuation mark (') used to indicate either possession or the omission of letters or numbers. For example: Rehan gets up at 5 O'clock.

Examples:

1. A ship's captain
2. A doctor's patient
3. A student's book
4. Sara's coat
5. The children's room

1: The Possessive Apostrophe

In many cases "s" is added with noun to show possession.

Examples:

1. The ladies' shoes.
2. The babies' bags.

2: Apostrophe in Omission

Apostrophe is often replaces a letter that has been dropped to make contracted form.

Examples:

- isn't, hasn't, can't (contracted 'not')
- she's, there's it's (contracted 'is')
- I'll, you'll, they'll (contracted 'will' or 'shall')
- I'd, you'd, he'd (contracted 'would')
- I've, we've, they're (contracted 'have')
- You're, they're, we're (contracted 'are')

Modal Verbs:

A modal verb is a type of helping verb that is used to express ability, possibility, permission or obligation.

Some of the modal verbs are:

- ☆ Can/Could
- ☆ May/Might
- ☆ Shall/Should
- ☆ Will/Would
- ☆ Must/Ought to

☆ Can/Could:

Can/Could is used to show the ability.

Examples:

1. I can write an essay.
2. We can swim in the pool.
3. My grandfather could play golf very well.
4. She can speak six languages.
5. He can't ride a bicycle.

☆ May/Might:

1. May I come in?
2. May I borrow your pencil?
3. It might rain tomorrow.
4. I might not come to attend dinner.
5. You may not use the car tonight.

☆ Shall/Should:

1. You should stop smoking.
2. Children should respect their parents.
3. You should not go to cinema.
4. I shall have to complete my schoolwork.
5. We should behave in a mannered way.

☆ Will/Would:

1. John will always be late.
2. Would you like to take tea?
3. When I lived in Italy, we would often eat in the Chinese restaurant.
4. Tomorrow I will be in New York.
5. Would it be okay if I slept here tonight?

☆ Must/Ought to:

1. You must have a passport to cross the border.
2. You must not drive over the speed limit.
3. A dog must get special training in order to be a guide dog.
4. Ali ought to improve his attitude.
5. You ought to have your car serviced to avoid any accident.

Exercise No. 1

Q1. Pick out the nouns from the following sentences.

1. The chair is besides the table.
2. Fatima wears beautiful dress.
3. Milk is used to make tea.
4. English book consists of grammar.
5. I buy new clothes.
6. This pen has sharp nib.
7. Let the door be opened.
8. My doll is pink.
9. Boy watches television daily.
10. This is a Japanese iron.

Q2. Pick out the correct degree of adjective from the choices given at the end of each sentence.

1. Aslam is a _____ boy.
(i) wise (ii) wiser (iii) wisest
2. The Pakistani flag is very _____.
(i) beautiful (ii) most beautiful (iii) more beautiful
3. She is the _____ among all.
(i) beautiful (ii) more beautiful (iii) most beautiful
4. My pen is _____ than yours.
(i) Good (ii) Better (iii) Best
5. Quaid-e-Azam was the _____ leader of Indo-Pakistan.
(i) Great (ii) Greater (iii) Greatest

Q3. Pick out the countable and uncountable nouns from the following list.

Water, Books, Bottles, Electricity, Wood, Sound, Ink-pots, Onions, Money, Education, Clothes, Papers, Desks, Heat, Dolls, Advice

Countable Nouns	Uncountable Nouns

Q4. From the choices provided after each sentence select a pronoun that would correctly complete the sentence.

1. Maria finished the 100 item IQ test in ten minutes. I wished to be as smart as _____.
(a) she (b) her (c) herself
2. I've shown you my A+ essay, now let's see _____.
(a) your's (b) yours' (c) yours

- This secret will remain just between you and _____
(a) I (b) me (c) your
 - Boy fell asleep on T.V room sofa where _____ snoring disturbed all.
(a) him (b) his (c) her
 - Teacher warned _____ all to be prepared for the board examinations.
(a) us (b) we (c) our
 - Ali and _____ have been close friends for many years.
(a) me (b) I (c) my
 - _____ has been asked to donate some money.
(a) everyone (b) some (c) few
 - That's the woman _____ won the award for bravery.
(a) whom (b) which (c) who
 - The car _____ is black in colour is mine.
(a) who (b) which (c) whose
 - The chairperson _____ name I can never remember, has a good reputation.
(a) whom (b) that (c) whose
5. Decide whether the underlined verbs are transitive or intransitive and write in front of sentence.

- She was crying all the day long. _____
- We showed her the photo album. _____
- The doctor advised me to exercise daily. _____
- It was raining at that time. _____
- She gave a cookie to the child. _____
- They slept in the street. _____
- My father doesn't drink coffee. _____
- She laughed at the joke. _____
- He always keeps his money in a wallet. _____
- I ate the chermes. _____

Q6. Read the sentences and underline the adjectives that are given in the sentence.

- It's a small problem. 2. I have a great idea.
- The vegetable is cheap. 4. I like hot food.
- The flowers are pretty. 6. He is my new friend.
- The bus is slow. 8. Winter is cold.
- I want a different haircut. 10. She has beautiful doll.

Q7. Fill in the blanks with suitable adverbs. Choose from those given in the table.

slowly	even	bravely	tomorrow	quickly
completely	probably	upstairs	certainly	neatly
definitely	happily	often	always	

- Polite people _____ say thank you.
- I _____ have headaches.
- You have _____ been working too hard.
- He _____ wears a coat even in summer.
- He faced the problem _____

- Hassan will _____ help you.
 - She got dressed _____
 - This time tomorrow I will be _____ working in my garden.
 - It will _____ rain this evening.
 - The children are playing _____
 - I _____ feel better today.
 - My brother _____ forgot my birthday.
 - Write your answer _____
 - She read the letter _____
- Q8. Find the adjectives in the sentence and fill in the blanks with corresponding adverb.

- James is careful. He drives _____
- Girl is slow. She walks _____
- Her English is perfect. She speaks English _____
- Our teacher is angry. She shouts _____
- My neighbour is a loud speaker. He speaks _____
- He is a bad writer. He writes _____
- Jane is a nice guitar player. He plays the guitar _____
- He is a good painter. He paints _____
- She is a quiet girl. She does her job _____
- This exercise is easy. You can do it _____

Q9. Choose the correct definite or indefinite articles:

- I bought _____ pair of shoes.
- I saw _____ movie last night.
- They are staying at _____ hotel.
- Look at _____ women over there! She is _____ famous actress.
- I do not like _____ basketball.
- That is _____ girl I told you about.
- _____ night is quiet. Lets take a walk!
- _____ price of gas keeps rising.
- Ali travelled to _____ Mexico.
- I read _____ amazing story yesterday.

Q10. Choose the correct preposition from the option.

- My best friend lives _____ Lahore.
(i) in (ii) on (iii) at
- I'll be ready to leave _____ about twenty minutes.
(i) in (ii) on (iii) at
- I think she spent the entire afternoon _____ the phone.
(i) on (ii) in (iii) at
- My fingers were injured so my sister had to write a note _____ me.
(i) for (ii) with (iii) to
- He usually travels to Islamabad _____ train.
(i) at (ii) with (iii) by

- I'll see you _____ home when I get there.
(i) by (ii) in (iii) at
- It has been raining _____ morning.
(i) for (ii) until (iii) since
- My parents have been married _____ 49 years.
(i) since (ii) for (iii) until
- What are the main ingredients _____ this cake?
(i) about (ii) to (iii) of
- I will wait _____ 6:30, but then I'm going home.
(i) from (ii) till (iii) at

Q11. Choose the right preposition of time and place.

- There is a dish full of fruits _____ the shelf.
- The mother is standing _____ her son and daughter.
- I am going to the village _____ the weekend.
- The woman is looking _____ her daughter.
- What are you doing _____ Saturday?

Q12. Choose the correct form of apostrophe in the sentences from the options given below:

- The news said that _____ going to rain tomorrow.
(a) its (b) it's (c) it
- He always carries his _____ car.
(a) brothers (b) brother (c) brother's
- Ali, Ahmad and Umar were playing. Suleman came and kicked the _____ ball away.
(a) boys (b) boys' (c) boy's
- I've never seen it before. _____ wonderful.
(a) Its (b) It's (c) It
- _____ my teacher, Shakeel Khan.
(a) your (b) you're (c) He's
- I _____ see anything from where I was sitting.
(a) couldn't (b) could'nt (c) couldnt
- _____ leaving in 5 minutes.
(a) we're (b) we're (c) were
- _____ lessons are really good.
(a) Mr. Gul's (b) Mr. Guls' (c) Mr. Guls.
- The _____ nice today.
(a) weather (b) weather's (c) weathers'
- Rehan _____ tell a lie.
(a) can't (b) cant' (c) can't

Q13. Complete the sentences using the modal verbs listed in the box below.

can, could, have to, must, might, should, may

- Ahmad's flight from America took more than 11 hours. He _____ be exhausted after such a long flight.
- He _____ obey his parents.

- I _____ speak English fluently
- The book is optional. My teacher said we _____ read it for extra knowledge.
- Oh no! Sara's bag is lying on coffee table. She _____ have left it here last night
- _____ I borrow your pencil?
- It _____ rain tomorrow.
- _____ you always say the first thing that comes in your mind?
- I _____ not see anything from where I was sitting.
- You _____ take your umbrella along with you today.

Q14. Choose the correct modal verbs from the option and put it in the blank to complete the sentence.

- Uzma _____ drink milk everyday. She is very thin.
(a) should (b) must
(c) does (d) can
- Students _____ leave the classroom before the bell rings.
(a) must (b) should
(c) shouldn't (d) can
- You _____ brush your teeth after breakfast.
(a) must (b) should
(c) shouldn't (d) can
- Your father _____ stop smoking.
(a) can (b) should
(c) must (d) would
- _____ you pass my pencil to me?
(a) can (b) must
(c) should (d) mustn't
- You _____ talk aloud in the library.
(a) can (b) shouldn't
(c) couldn't (d) mustn't
- You _____ smoke cigarette in hospital.
(a) mustn't (b) should
(c) can (d) could
- We _____ visit our grandparents more often.
(a) must (b) can
(c) could (d) should
- You _____ touch burning items.
(a) shouldn't (b) mustn't
(c) can't (d) can
- You _____ drive too fast in the city.
(a) must (b) mustn't
(c) shouldn't (d) couldn't

Q15. Change the form of verb into past simple/2nd form.

- She _____ (bring) some chocolates to the party.
- I _____ (hear) a new song on the radio.
- I _____ (read) three books last week.

- They _____ (speak) French with the waiter.
- He _____ (understand) during the class, but now he doesn't understand.
- I _____ (forget) to buy some milk.
- You _____ (lose) your keys last week.
- I _____ (give) a present to my mother on her birthday.
- At the age of 23, she _____ (become) a doctor.
- He _____ (tell) me that he lived in Karachi.
- She _____ (drink) too much coffee yesterday.
- The children _____ (sleep) in the car.
- He _____ (keep) his promise.
- The film _____ (begin) late.
- I _____ (send) you an email earlier.

Answers

- Q1. 1. chair, table 2. Fatima, Dress
3. Milk, Tea 4. English, grammar, Book
5. Clothes 6. Pen, nib 7. Door
8. Doll 9. Boy, Television
10. Iron

- Q2. 1. (i) 2. (i) 3. (iii) 4. (ii) 5. (iii)

Q3. **Ans. Countable Nouns:** Books, Ink-pots, Bottles, Onions, Clothes, Papers, Desks, Dolls.
Uncountable Nouns: Water, Electricity, Wood, Sound, Money, Education, Heat, Advice.

- Q4. 1. (a) 2. (c) 3. (b) 4. (b) 5. (a)
6. (b) 7. (a) 8. (c) 9. (b) 10. (c)

- Q5. 1. Intransitive 2. Transitive
3. Transitive 4. Intransitive
5. Transitive 6. Intransitive
7. Transitive 8. Intransitive
9. Transitive 10. Transitive

- Q6. 1. small 2. great 3. cheap 4. hot
5. pretty 6. new 7. slow 8. cold
9. different 10. beautiful

- Q7. 1. always 2. often 3. definitely
4. always 5. bravely 6. certainly
7. quickly 8. happily 9. probably
10. upstairs 11. certainly 12. completely
13. neatly 14. slowly

- Q8. 1. carefully 2. slowly 3. perfectly
4. angrily 5. loudly 6. badly
7. nicely 8. well 9. quietly
10. easily

- Q9. 1. a 2. a 3. a 4. the, a
5. x 6. the 7. the 8. the
9. x 10. an

- Q10. 1. (i) 2. (i) 3. (i) 4. (i)
5. (iii) 6. (iii) 7. (iii) 8. (ii)
9. (iii) 10. (ii)

- Q11. 1. on 2. in front of 3. on/at
4. at 5. on

- Q12. 1. b 2. c 3. b 4. b

5. c 6. a 7. b 8. a
9. b 10. c
Q13. 1. must 2. should 3. can
4. could 5. must 6. may
7. might 8. must 9. could
10. should

- Q14. 1. a 2. c 3. b 4. b
5. a 6. d 7. a 8. d
9. a 10. b

- Q15. 1. brought 2. heard 3. read
4. spoke 5. understood 6. forgot
7. lost 8. gave 9. became
10. told 11. drank 12. slept
13. kept 14. began 15. sent

3. TENSES زمانے

"Tense" means "time or age. Tense shows that when, how and in what condition something has happened.

"Tense" کا مطلب ہے "وقت یا زمانہ"۔ ٹینس یہ ظاہر کرتا ہے کہ کوئی کام کب، کیسے اور کس حالت میں ہوا ہے۔

There are three basic tenses i.e. Present, Past and Future. Each of these basic tenses has four further states.

بنیادی زمانے تین ہیں یعنی حال، ماضی اور مستقبل۔ ہر ایک بنیادی زمانے کی چار مزید حالتیں ہیں۔

Kinds of Tenses: زمانے کی اقسام

1. Indefinite
2. Continuous
3. Perfect
4. Perfect Continuous

بیرونی حالت / مطلق
جاری
عمل
عمل جاری
زمانہ حال

Present Tense:

1. Present Indefinite 2. Present Continuous
3. Present Perfect
4. Present Perfect Continuous

3.1: Present Indefinite Tense: فعل حال مطلق

A tense that suggests action or the situation at the present time is called "Present Indefinite Tense.

ایسا ٹینس جو کسی کام کو موجود زمانے میں کرنا یا ہونا ظاہر کرے، "فعل حال مطلق" کہلاتا ہے۔

Recognition In Urdu: لہذا میں پہچان

اس ٹینس کے فقرات کے آخر میں عام طور پر "تا ہے"، "تی ہے"، "تے ہیں" وغیرہ کے الفاظ استعمال ہوتے ہیں۔

Helping Verb:

The helping verbs used in this tense are: "does" and "do".

ان زمانے میں لہذا فعل "do" اور "does" استعمال ہوتے ہیں۔

Affirmative Sentences

In affirmative sentence of this tense first form of verb is used.

ان زمانے کے مثبت جملے میں فعل کی پہلی فارم استعمال کی جاتی ہے۔

If subject is singular noun or third person, 's' or 'es' is added, with the first form of verb.

اگر subject میں واحد اسم ہو یا سینئر واحد نائب ہو تو فعل کی پہلی فارم کے ساتھ 's' یا 'es' اضافہ کرتے ہیں۔

For example:

- I write a letter. مثال کے طور پر
- He writes a letter. میں لکھتا ہوں۔
- He takes tea. وہ چائے پیتا ہے۔
- I wake up early in the morning. میں صبح سویرے جگرتا ہوں۔
- Akram and Aslam run. اکرم اور اسلم دوڑتے ہیں۔

Negative Sentences

"Do not" and "does not" is added to make negative sentences.

مثبت فقرات بنانے کے لیے "Do not" اور "Does not" کا اضافہ کرتے ہیں۔

First form of verb is used and 's' or 'es' is not added.

فعل کی پہلی فارم لگاتی ہے لیکن اس کے ساتھ 's' یا 'es' کا اضافہ نہیں کرتے ہیں۔

Do not is used with I, we, you, they and plural nouns.

Do not is used with he, she, it and singular nouns.

Does not is used with he, she, it and singular nouns.

Examples: Singular nouns

- We do not tell a lie. ہم جھوٹ نہیں بولتے ہیں۔
- Boy does not sing a song. لڑکا گانہ نہیں گاتا ہے۔
- I do not drink water. میں پانی نہیں پیتا ہوں۔
- You do not learn your lesson. تم اپنا سبق نہیں یاد کرتے ہو۔
- She does not take exercise daily. اور روزانہ ورزش نہیں کرتی ہے۔

Interrogative Sentences:

"Do" or "does" is put at the start of the sentence. After that, subject and 1st form of verb is added.

At the end question mark (?) is used.

"Do" اور "Does" کو جملے کے شروع میں لگاتے ہیں اس کے بعد فعل کی پہلی فارم لگاتی ہے اور آخر میں سوالیہ نشان استعمال ہوتا ہے۔

With I, we, you, they and plural noun, sentence is started with "Do" whereas with 3rd person, and singular noun "does" is used.

If why, where, how, where are used these are put before do and does.

we you, they اور Plural noun کے شروع میں "Do" آتا ہے جب کہ Singular noun اور واحد اسم کے ساتھ "Does" کا اضافہ ہوتا ہے۔

اگر جملوں میں کب، کیسے، کہاں، کیوں؟ وغیرہ میں سے کوئی لفظ آجائے تو ان کا زبرد Does سے بھی پہلے لگاتے ہیں۔

Examples:

- Does he repent on his sin? کیا وہ اپنے گناہ پر پشیمان ہوتا ہے؟
- Do you know that stranger? کیا تم اس انہی کو جانتے ہو؟
- Where do the children play hide and seek? بچے کون جگہ لہو لہاں کھیلنے ہیں؟
- Why do these students waste their time? ان طلبہ اپنا وقت کیوں ضائع کرتے ہیں؟

یہ طلبہ اپنا وقت کیوں ضائع کرتے ہیں؟
کیا زمین سورج کے گرد گھومتی ہے؟

5. Does earth revolve around the sun?
کیا زمین سورج کے گرد گھومتی ہے؟

3.2: Present Continuous Tense: فعل حال جاری

"Present continuous Tense" shows an action that is going on at present time.

فعل حال جاری موجود زمانے میں کسی کام کے جاری رہنے کو ظاہر کرتا ہے۔

Recognition In Urdu اور میں پہچان

اس "Tense" کے فعلوں کے آخر میں رہا ہے ہوتی ہے اور یہ ہیں اور ہوں وغیرہ آتے ہیں۔

Helping Verb: لہذا میں فعلی

The helping verbs 'is', 'am', and 'are' are used. 'Is' is used with singular noun and 3rd person singular pronouns i.e. he, she, it.

'is' اور 'am' یا 'are' کا اضافہ استعمال ہوتا ہے۔ 'is' کے ساتھ استعمال ہوتا ہے۔

'am' is only used with 'I'. 'are' is used with you and all plurals.

'am' صرف "I" کے ساتھ استعمال ہوتا ہے۔ 'are' استعمال ہوتا ہے۔

Form of Verb: فعل کی حالت

First form of verb + ing is used. First form of verb + ing is used.

read + ing = reading فعل کی پہلی حالت کے ساتھ "ing" لگتا ہے۔ مثلاً

'Ing' form of verb is known as "Present Participle."

فعل کی "ing" حالت کو قسمت فعلی کہتے ہیں۔

Examples: Singular nouns

- I am playing cricket. میں کرکٹ کھیلتا ہوں۔
- They are going to buy some fruit. وہ دکان چل کر خریدنے جا رہے ہیں۔
- Seema is doing her home work. سیمانا ہوم ورک کر رہی ہے۔
- You are eating a mango. تم آم کھا رہے ہو۔
- We are learning our lesson. ہم اپنا سبق یاد کر رہے ہیں۔

Negative Sentences

"Not" is added after 'is, am, are' to make negative sentences.

"is, am, are" کے بعد "not" لگانے سے منفی جملے بن جاتے ہیں۔

Examples: Singular nouns

- I am not addressing you. میں آپ کو مخاطب نہیں کر رہا ہوں۔
- Baby is not sleeping. بچہ سو نہیں رہا ہے۔
- I am not telling a lie. میں جھوٹ نہیں بول رہا ہوں۔
- She is not smiling. وہ مسکرائی نہیں رہی ہے۔
- Boys are not fighting. لڑکے لڑ نہیں رہے ہیں۔

Interrogative Sentences

Helping verbs of Present Continuous Tense 'is, am, are' are placed at the start of sentence to make

it interrogative. Question mark is inserted at the end. "Present Continuous Tense" کے جملوں کو سوالیہ بنانے کے لیے اس کے امدادی فعل "is, am, are" فقروں کے شروع میں لگا دیے جاتے ہیں۔ آخر میں سوالیہ نشان لگا ضروری ہوتا ہے۔

- Examples:**
1. Is car coming this way? کیا گاڑی اس طرف آ رہی ہے؟
 2. Are people going to masjid for Eid namaz? کیا لوگ مسجد کی نماز کے لیے مسجد جا رہے ہیں؟
 3. Is he facing the danger bravely? کیا وہ بہادری سے خطرے کا سامنا کر رہا ہے؟
 4. Am I driving the bike fast? کیا میں موٹر سائیکل تیز جا رہا ہوں؟
 5. Is cook cooking the food? کیا ادرہ پکھا رہا ہے؟

Past Tense:

Past tense shows that an action has been done sometime in the past.

فعل ماضی یہ ظاہر کرتا ہے کہ کام کبھی ماضی میں ہو چکا ہے۔

3.3 Past Indefinite Tense

Past Indefinite Tense is a tense that denotes an action in the past.

فعل ماضی مطلق ایسا نہیں ہے جو ماضی میں کسی کام کے کرنے یا ہونے کا ذکر کرتا ہے۔

Recognition In Urdu: اس Tense کے فقرات کا آخر میں یا، اے، ادا تھا، تھی، تھے وغیرہ لگائے جاتے ہیں۔

Form of Verb: فعل کی حالت

2nd form of verb is used in past indefinite tense.

فعل ماضی مطلق میں فعل کی دوسری حالت استعمال ہوتی ہے۔

Helping verb: امدادی فعل

Helping verb "did" is used. But after the use of helping verb "did" in negative and interrogative sentences, first form of verb is used.

امدادی فعل "Did" استعمال ہوتا ہے لیکن تہی اور سوالیہ جملوں میں "Did" کے استعمال کے بعد فعل کی پہلی حالت استعمال ہوتی ہے۔

Affirmative Sentences مثبت فقرات

Formula of constructing an affirmative sentence of past indefinite tense.

فعل ماضی مطلق کے مثبت جملوں کو تشکیل دینے کا فارمولا۔

Subject + 2nd form of verb + object

مفعول + فعل کی دوسری حالت + قائل

He + ate + an apple

Examples:

1. They gave us a gift. انہوں نے ہمیں تحفہ دیا۔

2. The boys made a noise. لڑکوں نے شور مچایا۔

3. He won a prize. اس نے انعام جیتا۔

4. The teacher taught the lesson well. استاد نے اچھی طرح سبق پڑھایا۔

5. You fulfilled your promise. تم نے اپنا وعدہ پورا کیا۔

Negative Sentences منفی فقرات

Formula for making negative sentences.

فعل ماضی بنانے کا فارمولا۔

Subject + Helping verb (did) + not +

امدادی فعل + فعل ماضی +

1st form of verb + object.

مفعول + فعل کی پہلی حالت

Examples:

1. He did not obey his parents. اس نے اپنے والدین کا حکم نہ مانا۔

2. They did not help us. انہوں نے ہماری مدد نہ کی۔

3. You did not listen to teacher. تم نے استاد کی بات نہیں سنی۔

4. She did not accept my invitation. اس نے میری دعوت قبول نہیں کی۔

5. Grandmother did not tell us a story. دادی اس سے ہمیں کہانی نہیں سنائی۔

Interrogative Sentences سوالیہ فقرات

"Did" is placed in the start of the sentence in case of use of 'what', 'why', 'how' and 'where' type question, did is used after 'what', 'why', 'how' and 'where'.

سوالیہ جملوں میں "Did" جملے کے شروع میں استعمال ہوتا ہے۔ کیا، کیسے، اور کہاں کیسے

سوالوں کی صورت میں "Did", 'why', 'how', 'where' کے بعد آتا ہے۔

Examples:

1. Why did he tear the paper? اس نے کاغذ کیوں پھاڑا؟

2. How did you go to school today? آج آپ کیسے سکول گئے؟

3. When did you reach Karachi? تم کہاں تک پہنچے؟

4. Who knocked at the door? دروازہ کس نے کھٹکایا؟

5. Where did you meet Ikram? آپ نے ان سے کہاں ملاقات کی؟

3.4 Past Continuous Tense فعل ماضی جاری

اس Tense میں گزرے ہوئے زمانے میں کام جاری رہتا ہے۔

یہاں اس Tense کے فقروں کے آخر میں رہا تھا، رہی تھی، رہے تھے وغیرہ لگائے جاتے ہیں۔

Helping verb: امدادی فعل

Was, were are the helping verbs of past continuous tense.

فعل ماضی جاری کے جملوں کے was, were امدادی فعل ہیں۔

'Was' is used with singular and 'were' is used with plural.

was واحد کے ساتھ استعمال ہوتا ہے اور 'were' جمع کے ساتھ استعمال ہوتا ہے۔

Form of verb: فعل کی حالت

Present participle form (ing form) is used in these sentences.

فعل ماضی جاری (ing form) استعمال ہوتی ہے۔

Affirmative Sentences مثبت فقرات

اس Tense کے مثبت فقرے میں subject کے بعد were/was استعمال کرنے اور verb کی

پہلی حالت کے ساتھ ing لگانے سے یہ Tense بنتا ہے۔

Formula: Subject + was/were + first form + ing + object.

مفعول + was/were + پہلی فارم + ing + object

Examples:

1. We were writing a letter. ہم لکھ رہے تھے۔

2. He was eating an apple. وہ کھا رہا تھا۔

3. Boys were playing football. لڑکے فٹ بال کھیل رہے تھے۔

4. She was making tea. وہ چائے بنا رہی تھی۔

5. The sun was shining. سورج چمک رہا تھا۔

Negative Sentences منفی فقرات

'Not' is used after was and were.

اس Tense کے فقروں کو منفی (Negative) بنانے کے لیے was, were کے بعد

not لگاتے ہیں۔

Formula: Subject + was/were + not + first form + ing + object.

مفعول + was/were + not + پہلی فارم + ing + object

Examples:

1. He was not reading a book. وہ کتاب نہیں پڑھ رہا تھا۔

2. We were not calling names. ہم کال نہیں دے رہے تھے۔

3. It was not raining today. آج بارش نہیں ہو رہی تھی۔

4. Cat was not eating meat. بلی گوشت نہیں کھا رہی تھی۔

5. They were not singing a song. وہ گانے نہیں گارہے تھے۔

Interrogative Sentences سوالیہ فقرات

Was or were is put at the beginning. After that subject and verb's first form with ing and object is used. At the end question mark is inserted.

اس 'Tense' کے فقروں کو (Interrogative) بنانے کے لیے was/were

کے شروع میں لاتے ہیں۔ اس کے بعد subject اور verb کی first form

with ing اور object لگاتے ہیں۔

Examples:

1. Was I crossing the road? کیا میں سڑک پار کر رہا تھا؟

2. Were they going for a walk? کیا وہ پھل توڑنے کے لیے جا رہے تھے؟

3. Were you telling a lie? کیا تم جھوٹ بول رہے تھے؟

4. Was it getting dark? کیا اندھیرا ہو رہا تھا؟

5. Was she joking with me? کیا وہ میرے ساتھ مذاق کر رہی تھی؟

Future Tense: مستقبل

Future Tense shows the actions that will happen in the future.

فعل مستقبل ان اعمال کو ظاہر کرتا ہے جو مستقبل میں واقع ہوں گے۔

3.5 Future Indefinite Tense مستقبل مطلق

This tense is used to denote an action which has to take place in some coming time.

فعل مستقبل مطلق آنے والے زمانے میں کسی کام کا کرنا یا ہونا ظاہر کرنے کے لیے

استعمال ہوتا ہے۔

Affirmative Sentences: مثبت فقرات

1. I shall buy a pencil. میں ایک پینسل خریدوں گا۔

2. He will take the examination. وہ امتحان دے گا۔

3. They will drink milk. وہ دودھ پینیں گے۔

Helping Verb: امدادی فعل

Helping verbs of future tense are 'will' and 'shall'.

فعل مستقبل کے امدادی فعل 'will' اور 'shall' ہیں۔

'Shall' is only used with 'I' and 'we'. 'Will' is used with all nouns and pronouns except 'I' and 'we'.

'Shall' صرف 'I' اور 'we' کے ساتھ استعمال ہوتا ہے۔ باقی تمام اسماء اور ضمائر (ملاو اور 'I' اور 'we') کے ساتھ 'will' استعمال ہوتا ہے۔

Negative Sentences منفی فقرات

"Not" is added after will or shall to make negative sentences of this tense.

اس Tense کے فقروں کو Negative بنانے کے لیے will/shall کے بعد "not" کا اضافہ

ہوتا ہے۔

Formula: subject + will not/shall not + first form + object

He will not sing songs

وہ گانے نہیں گائے گا۔

Examples:

1. She will not read newspaper. وہ اخبار نہیں پڑھے گی۔

2. They will not wash clothes. وہ کپڑے نہیں دھوئیں گے۔

3. We shall not make a picture. ہم تصویر نہیں بنائیں گے۔

4. He will not ride a horse. وہ گھڑ سواری نہیں کرے گا۔

5. Ali will not weep. علی نہیں روئے گا۔

Interrogative Sentences سوالیہ جملے

"Will" or "shall" is put at the start of the sentence to make it interrogative.

سوالیہ بنانے کے لیے "will" یا "shall" جملے کے شروع میں لگایا جاتا ہے۔

Formula: will/shall+subject+first form+object?

Will he help us?

کیا وہ ہماری مدد کرے گا؟

Examples:

1. Will Afzal run fast? کیا افضل تیز جاوے گا؟

2. Shall I run? کیا میں دوڑوں گا؟

3. Will she laugh? کیا وہ ہنسے گی؟

4. Will you drink milk? کیا تم دودھ پیو گے؟

Future Continuous Tense مستقبل جاری

A tense that shows an action which is going on in future is called Future Continuous Tense.

ایسا Tense جو آنے والے زمانے میں کسی کام کا جاری رہنا ظاہر کرنے کے لیے

استعمال ہوتا ہے۔

Recognition In Urdu امداد میں جملوں کی پہچان رہا ہوگا کہ اسے اس میں ہونے والی چیزیں۔

Helping Verb

The helping verbs used in future continuous tense are "shall be" and "will be". "Shall be" is only used with I and we. "Will be" is used with all nouns, 2nd person pronouns (you, your) and 3rd person pronouns (he, she, it, they).

Form of Verb

First form of verb+ing is used in this tense.

اس Tense میں Verb کی پہلی حالت کے ساتھ ing کا اضافہ ہوتا ہے۔

Pattern: subject+will/shall+be+first form-ing+object.

I shall be eating an apple

You will be writing stories.

Examples:

1. You will be playing.

2. Shall I be drawing a map?

3. They will not be doing their homework.

4. She will not be taking tea.

5. Shall we be reading a book?

Exercise No. 2

Q1. Fill in the blanks with appropriate present tense form of the verb given in the bracket.

- The plane _____ at 6.30. (arrive)
- The sun is _____ in the east. (rise)
- The next term _____ on Monday. (begin)
- Please ring me up as soon as he _____. (arrive)
- We are _____ to the cinema. (go)
- I am _____ to my teacher now. (talk)
- Sara _____ her uncle every weekend. (visit)
- The band is _____ the new guitar. (play)
- Every morning, my mother _____ up at 6 o'clock. (get)
- She is _____ the soup if it is warm enough. (taste)

Q2. Turn the following sentences into negative ones.

- Aslam reads a newspaper.
- The boys solve the sum.
- The cow gives milk.
- He writes a letter.
- You sing a song.

Q3. Turn the following sentences into interrogative ones.

- He is writing a letter.

- Those boys are swimming.
- Ahmed is reading.
- I am not going for a walk.
- You are playing cricket.

Q4. Translate the following sentences into English.

- 1- وہ لڑکے تیرے پانی میں تیرے کھیل رہے ہیں۔
- 2- میں ایک پرنس کو دیکھتا ہوں۔
- 3- وہ ہانے لگتا ہے۔
- 4- وہ بھول گیا ہے۔
- 5- مائی وہیں کو پائی نہیں دیتا ہے۔
- 6- گائے وہ دھنک رہی ہے۔
- 7- کیا تم اپنا وقت ضائع کرتے ہو؟
- 8- کیا تم نماز پڑھتے ہو؟
- 9- تم اپنا سبق پڑھتے ہو۔
- 10- میں آج نہیں کھاتا ہوں۔

Q5. Put the verbs in brackets in the correct form of the Past Indefinite Tense.

- He _____ his lesson. (learn)
- They _____ the book yesterday. (read)
- You _____ a song. (sing)
- He _____ an essay. (write)
- They _____ the match. (win)

Q6. Put the verbs in brackets in the correct form of the Past Continuous Tense.

- I was _____ breakfast. (take)
- Fatima was _____ her mother. (help)
- We were _____ the questions. (solve)
- The stars were _____. (shine)
- Were they _____ at the door? (knock)

Q7. Turn the following into negative ones.

- They were going to school.
- The horse was running fast.
- Fatima was cooking food.
- He was flying a kite.
- She was taking a bath.

Q8. Turn the following sentences into Interrogative.

- The peon was closing the door.
- Horse was running fast.
- He was making lame excuses.
- She was beating her brother.
- They were writing a letter.

Q9. Translate the following sentences into English.

- 1- کیا سورت سڑب میں تیرے ہوا تھا؟
- 2- کیا دروازہ ہوا تھا؟
- 3- کیا وہ چھپایا نہیں بھڑے تھے؟
- 4- وہ کراہی گیا۔
- 5- انہوں نے ہماری دعوت قبول نہیں کی۔
- 6- لڑکے نے آٹا نہیں کھولا۔
- 7- کیا وہ بھول رہا تھا؟
- 8- کیا آپ نے اخبار نہیں پڑھا۔
- 9- وہ ہماری دھنک کر رہے تھے۔
- 10- کیا پرنس وہاں آؤا؟

Q10. Translate the following sentences.

- 1- لیٹل لڈا لے گا۔
- 2- میں کار چاؤں گا۔
- 3- وہ کھل نہیں پائے گی۔
- 4- کیا ہم کتابیں خریدیں گے۔

- 5- وہ میری کتابیں پائیں گے۔
- 6- آج اس میں نہیں ہوگی۔
- 7- پرنس ہوا میں اڑیں گے۔
- 8- کیا لوگ میری نماز اور کریں گے؟
- 9- چڑیاں اسی گھنٹی نہیں بھانے گا۔
- 10- کیا تم امتحان پاس کر لیں گے؟

Answers

1. arrives
2. rising
3. begins
4. arrives
5. going
6. talking
7. visits
8. playing
9. gets
10. tasting

1. does not read
2. do not
3. does not give
4. does not write
5. do not

1. Is he writing a letter?
2. Are those boys swimming?
3. Is Ahmed reading?
4. Am I not going for a walk?
5. Are you playing cricket?

1. Aslam and Akram run.
2. I see a bird.
3. She takes tea.
4. They do not tell a lie.
5. The gardener does not water the plants.
6. The cow does not give milk.
7. Do we waste our time?
8. Do you offer prayer?
9. You read your lesson.
10. I do not eat mango.

1. learnt
2. read
3. sang
4. wrote
5. won

1. taking
2. helping
3. solving
4. shining
5. knocking

1. were not
2. was not
3. was not
4. was not
5. was not

1. Was the peon closing the door?
2. Was the horse running fast?
3. Was he making lame excuses?
4. Was she beating her brother?
5. Were they writing a letter?

1. Was the sun setting in the west?
2. Was he weeping?
3. Were they not fishing?
4. He went to Karachi.
5. They did not accept our invitation.
6. The boy did not open the lock.
7. Was he telling a lie?
8. Did you not read newspaper?
9. They were not helping us?
10. Did the bird fly in the air?

1. Faisal will post the letter.
2. I shall drive a car.
3. She will not go to school.

APPLICATIONS درخواستیں

1. Application for Sick Leave

The Principal/Headmistress,
Govt. High School,
A. B. C.
Respected Sir/Madam,
It is stated that I am suffering from fever. So, I cannot come to school. Kindly grant me leave for two days from March 27 to March 28.
I shall be thankful for this act of kindness.
Yours obediently,
X. Y. Z
Date: March 27th, 20__

2. Application for Urgent Piece of Work

The Principal/Headmistress,
Govt. High School,
A. B. C.
Respected Sir/Madam,
It is stated that I have an urgent piece of work at home. So, I cannot come to school today i.e. 27th Nov. Kindly grant me leave for one day.
I shall be thankful for this act of kindness.
Yours obediently,
X. Y. Z
Date: Nov. 27th, 20__

3. Application for Fee Concession

The Principal/Headmistress,
Govt. High School,
A. B. C.
Respected Sir/Madam,
It is stated that my father is a poor man. He has a big family and low income. So, he cannot pay my fee. I am very fond of studying and always stand 1st in class. Kindly grant me full fee concession.
I shall be very thankful to you for this act of kindness.
Yours obediently,
X. Y. Z
Date: Feb. 20th, 20__

4. Application to attend a Marriage Ceremony

The Principal/Headmistress,
Govt. High School,
A B C

Respected Sir/Madam,

It is stated that I have to attend the wedding ceremony of my cousin. So, I cannot attend the school. Kindly grant me leave for three days from 12th to 14th May.

I shall be very thankful to you.

Yours obediently,
X.Y.Z

Date: May 11th, 20__

5. Application for School Leaving Certificate

The Principal/Headmistress,
Govt. High School,
A B C

Respected Sir/Madam,

It is stated that I am studying in this school from class 1st. My father is a government officer. Now he has been posted at Multan. I cannot live here alone. So, kindly issue me my school leaving certificate.

I shall be very thankful to you.

Yours obediently,
X.Y.Z

Date: Nov. 11th, 20__

LETTERS خطوط

1. Letter to father about result and for money

Examination Hall,
City A B C
April 16, 20__

My dear Father,

Assalam-o-Alaikum! I am glad to inform you that I have passed 5th class. I got first position in the class. Now I am promoted to class 6th. I need new books and uniform. Kindly send me rupees five thousand (5000) by money order.

Pay my regards to mother and grandmother.

Your loving son,
X.Y.Z

2. Letter to friend congratulating him/her on his/her success in Examinations

Examination Hall,
City A B C
June, 3, 20__

Dear Saeed,

Assalam-o-Alaikum, I came to know about your brilliant success in 5th class exams. You got 787

marks. It is the result of your hard work and blessings of your parents.

Please accept my heartiest congratulations.

Your sincerely,
X.Y.Z

3. Letter to mother about your studies

Examination Hall,
City A B C
Sept 10, 20__

My dear Mother,

Assalam-o-Alaikum! I hope you will be fine. I am glad to tell you that I got 80% marks in my mid term exams. I wish to stand 1st in annual examinations. I am working hard and need your blessing. Kindly pray for my success. Love to all.

Yours affectionately,
X.Y.Z

4. Letter to Uncle thanking him for a gift

Examination Hall,
City A B C
October 7, 20__

Dear Uncle,

Assalam-o-Alaikum! I received the gift which you sent to me on my birthday. It is a beautiful watch. I am thankful to you. It keeps correct time. It will help me in my examinations. It will always remind me of your love for me. I again thank you for sending me this beautiful gift.

Regards to aunt and love to all.

Yours loving nephew/niece,
X.Y.Z

5. Letter to friend condoling the death of his/her mother

Examination Hall,
City A B C
December 10, 20__

Dear Maha,

Assalam-o-Alaikum! I am shocked to know the sad news of your mother's death. She was a kind lady. She loved us all. It is a great loss for your family. Mother is a great blessing. I advise you to face this time of trial with courage.

Yours sincerely,
X.Y.Z

6. Letter to friend to borrow a book

Examination Hall,
City A B C
January 5, 20__

Dear Wajeeha,

Assalam-o-Alaikum! As you know that exams are at hand and I have lost my English book. I intend to buy a new one but my father is out of town. Kindly send me your book for a week. I will keep it with care and return it to you.

Yours sincerely,
X.Y.Z

STORIES کہانیاں

1. The Dog and his Shadow
(A Greedy Dog)

One day a hungry dog stole a piece of meat from a butcher's shop. It wanted to go to a safe place to eat it. On its way it reached a bridge. It saw its own reflection in the water. It considered it another dog with a piece of meat. It wanted to snatch that piece. It opened its mouth to bark. But in doing so its own piece of meat fell into the stream.

Moral: Greed is a curse.

2. Fox and the Grapes

Once there was a hungry fox. It went here and there in search of food. It came to a garden. It saw a bunch of grapes. It jumped at them but the grapes were out of its reach. It jumped again and again but all in vain. At last it gave up saying that grapes are sour.

Moral: The grapes are sour.

3. A Thirsty Crow

Once there was a thirsty crow. It flew here and there in search of water. It found no water. At last, it saw a pitcher in the garden. It reached the pitcher but the water was very low. It could not drink it. It saw some stones near by. A thought came into its mind. It put some stones in the pitcher. The water rose up. It drank it and flew away.

Moral: God helps those who help themselves.

4. A Farmer and his Sons

Once there was an old farmer. He lived in a village. He had three sons. They always quarrelled with one another. Farmer was very worried about

them. One day, farmer brought a bundle of sticks. He asked them to break it. They tried turn by turn but could not succeed. Then the farmer untied the sticks and asked them to break again. They broke them easily. Farmer said "United we stand, divided we fall". They began to live in peace.

Moral: Union is strength

5. A Foolish Stag

Once a stag was drinking water at a pond. It saw its reflection in clean water. It looked at its beautiful horns and admired them. It also saw its thin and lean legs. It disliked them. Just then it saw some hounds coming towards it. It rushed into a forest. Its beautiful horns were caught in a bush. It tried hard to free itself but in vain. Soon the hounds reached the spot and tore it into pieces.

Moral: All that glitters is not gold.

6. A Strange Hen

Once there was a farmer. He lived in a village. He had a strange hen who laid a golden egg every day. He sold the egg and got high price. He was very greedy. He wanted to become rich at once. One day he killed the hen to get all the eggs. But he found only one egg. He felt sorry but it was of no use.

Moral: It is no use to cry over spill milk.

7. The Hare and the Tortoise

Once there was a hare and a tortoise. The hare laughed at the slow speed of tortoise. One day the hare asked the tortoise to run a race with it. They started, the hare ran very fast and was soon went out of sight. It became tired. It sat down under a tree and fell asleep. But the tortoise kept on moving. When the hare woke up, it ran as fast as it could. But it was surprised to see the tortoise at the winning post. It was much ashamed. The tortoise had won the race.

Moral: Slow and steady wins the race.

ESSAYS مضامین

1. My Best Friend

I have many friends but _____ is my best friend. He is of my age. He is my class-fellow. He is my neighbour. He is very regular and punctual. He is monitor of our class. He wears neat and simple clothes. He is very good in studies and always obtains good marks. He always helps poor and needy people. Everyone likes him. His father is a famous doctor. He also wants to become a doctor. He helps me in studies. I like my friend very much.

2. Allama Muhammad Iqbal (My Favorite Personality)

Allama Muhammad Iqbal was born in Sialkot on November 9, 1877. His father Sheikh Noor Muhammad was a pious man. He passed his Intermediate examination from Murray College, Sialkot. He went abroad for higher studies. He gave the idea of a separate homeland for Muslims of India. He wrote many poems to enlighten the Muslims. He is our national poet and a great philosopher. He passed away on 21st April, 1938. He was buried near Badshahi Mosque in Lahore. May his soul rest in peace.

3. My School

The name of my school is Government High School. It is situated in Gulberg, Lahore. It has 25 big and airy rooms, a big hall, a playground, a cafeteria, a library and a science laboratory. All the rooms are well lighted and white-washed. The walls of all the classrooms are covered with maps, charts and pictures. There are about 800 students in my school. There are 30 teachers in my school. They are all trained and well educated. They teach us well. Our school shows good result every year.

4. My Favourite Game

Sports and games are an essential part of human activity. Games keep us active and smart. They create and build tolerance and sportsmanship. My favourite game is cricket. I like it very much. I have been playing cricket since my early childhood. I have taken part in a few matches and scored well. I often play as an opener because I like to accept pressure and challenge. Cricket gives me a good exercise and keeps me fit. I have a plan to be a professional cricketer and win honour for my country.

5. A Horse / The Horse

The horse is a useful animal. It is found almost all over the world. It has many colours. Some are black and white. Most are brown. It has many kinds. It has a strong body. It has a long tail. In the past, it was used in battle-fields. Nowadays, it is used for riding. It is also used to carry weights and sometimes for ploughing purposes.

6. My Best Teacher

Mr. _____ is my best teacher. He is our class incharge. He is an M.A., M.Ed. He teaches us English. His way of teaching is very good. He has a strong command on his subject. All his concepts are very clear and he conveys his knowledge very well. All the

students like him. He is very kind and hard working. All the teachers and students respect him. He leads a simple life. He prays five times a day. His results are always good. I like him very much. May he live long.

7. A Book

A book gives us knowledge. It is a book. It is an English book. I study it daily. It has hundred pages. It has many grammatical concepts in it. It helps me in improving my grammar and tenses. Its cover is black. Its cost is only Rs.100. I keep it in my bag. It is very useful. I use it with great care. It is made of paper. Every word of it is precious. A book is a good friend. I like it very much.

8. My Watch

Time is a great wealth. A watch tells us time. I have a watch. My brother gifted it to me. It is water-proof. Its color is silver. It is very beautiful. It has a chain with it. Its dial shines at night. It has three hands, one tells hours, the second shows minutes and the third shows seconds. It keeps correct time. It makes me regular and punctual. It is very useful to me during the examinations. I use it with great care. I always wear it. I like it very much.

9. My Classroom

I am a student of class 6th at Govt. High School. It has 25 classrooms. My classroom is on ground floor. It is near staff room. My classroom is large. It has two doors and two windows. It is very airy and white-washed. There is a blackboard on the wall. There are thirty five desks and chairs for the students. There is an armed chair and table for the teacher. There are two ceiling fans and three tube lights in the room. There is a clock on the wall. I like my classroom very much.

10. A Cow

It is a cow. It is my cow. Its colour is red. It has a big body, four legs, two eyes, two horns, four teats and a big tail. It is very useful animal. It eats grass. It gives us milk. Its milk makes us strong and healthy. From its milk, we get many milk products like curd, butter, cheese and ghee. We bought it from market. It is very costly. I like it very much.

11. The Postman

The postman is a useful public servant. It is a familiar figure both in the towns and in the villages. Even a child can recognize him by his khaki uniform. He brings us news from our near and dear ones. He carries a bag on his shoulder. It contains letters,

15. Uses of Latest Inventions

Inventions and discoveries for the past few decades are numerous. Science has turned our dream into reality. The world has become a global village. Communication and transportation has become so easy. Mobile phones, internet, T.V channels and automobiles have made our life comfortable. We can travel anywhere. We can get any information. We can have all medicines and surgery. Today everything has become easier because of machines. Agriculture is revolutionized. In short, there is no field which is not blessed with science and latest inventions.

16. My Pencil

This is a pencil. It is my pencil. It is made of wood and lead. It is cylindrical in shape, long and slender. I sharpen it with a sharpener. One end of the pencil is sharpened while the other end has a piece of rubber attached to it. I write with it. My pencil is very smooth and light. I bought it from market. There is a picture of a lion and the words "Made in Pakistan" printed on it. Its cost is ten rupees. I like it very much.

17. The School Peon

One who sits outside the headmaster's office is called a school peon. He is an important person. Mubarak is our school peon. He possesses a strong and healthy body. He is forty years old. He wears khaki uniform. He has a white cap on his head. He has numerous works to do. He rings the bell and conveys written orders to the teachers. He comes early to the school. He opens the classrooms and dusts desks, tables and chairs. He lives a hard life. He gets a small salary. He has been in service for the last fifteen years.

18. A Blackboard

It is a blackboard. It is made of wood. A carpenter has made it. Teachers and monitors write important things on blackboard with chalk. It has been put on a stand. It is four feet long and two feet wide. It is used by teachers for teaching. A duster is used if we want to erase something written on the blackboard. Blackboards are found in every school. It has been bought from the market.

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post-cards and money orders. He gets up early in the morning and goes to post office to collect dak. He goes from door to door and shop to shop to deliver the post. A postman is really a good man and a good friend to us. He performs his duties honestly and sincerely. He enjoys no holiday. He has to do work in the sun and in the rain. His work is hard but his pay is very less. We should respect him.

12. A Visit to the Zoo

Zoo is a place where different animals and birds are kept. Zoo is a great attraction for children. Last Sunday I went to see the zoo with my parents. We bought the tickets and went inside. Many people had already arrived there to see the animals and birds. First of all, we saw a lion. Then we saw some tigers. After that we moved to the cages of monkeys and some birds. The monkeys were jumping and eating bananas. The birds in the zoo were very beautiful. I was happy to see animals and birds. Then we saw a big elephant. It was evening now. We came back. We enjoyed a lot in the zoo.

13. A Dog/The Dog

Dogs are kept as pets. They are called domestic animals. It is a faithful animal. It has four legs. It is of many colours. It also differs in size. My uncle gave a dog to me. Its name is Moti. It is a good dog. It looks after my house. It is two years old. It eats meat. I like my dog.

14. The Person you admired most in your childhood (My Mother)

Childhood is the golden period of man's life. It is often full of wonderful memories. Whenever, I look back to my childhood, the great personality of my mother stands apart from rest of all. I see her as the most loving and caring personality. She never neglected me even for a single moment. She dressed me and served me with great love and affection. She made breakfast, lunch and dinner for me. She got me ready for school everyday. At night, she would tell me stories of Great Muslim saints, Prophets and heroes. No doubt she is the dearest and nearest to my heart.