

Hamdard English Grammar

For Class VII

Sentence جملہ

Sentence is the group of words which makes a complete sense.

جملہ الفاظ کا وہ مجموعہ ہے جس سے پوری بات سمجھ سکتے ہیں۔

Every sentence starts with a capital letter and ends at a full stop

ہر جملہ شروع بڑے حرف سے ہوتا ہے اور ختم (.) Full stop پر ہوتا ہے۔

Parts of a sentence: جملہ کے حصے:

Every sentence consists of two parts.
ہر جملہ دو حصوں پر مشتمل ہوتا ہے۔

- 1) Subject قائل / اسنادیہ
- 2) Predicate سہ

Subject: قائل / اسنادیہ

Any person, place or thing about which we talk is called subject.

کوئی چیز، جگہ یا شخص جس کے متعلق ہم کوئی بات کریں وہ قائل / اسنادیہ Subject کہلاتا ہے۔

Predicate: سہ

That part of sentence which states something about the subject

جملہ کا وہ حصہ جو قائل / اسنادیہ کے متعلق کچھ بتائے سہ کہلاتا ہے۔

Example: مثال:

I live in Lahore. میں لاہور میں رہتا ہوں۔
"I" is the subject. "I" اس جملہ میں قائل ہے۔

"Live in Lahore" is a predicate.
اس جملے میں "Live in Lahore" Predicate ہے۔

Subject	Predicate
1) You	are a good student.
2) The cat	is white.
3) Pakistan	is our homeland.
4) The earth	revolves around the sun

Parts of a sentence: جملہ کے حصے:

Usually there are three parts of a sentence:

عام طور پر ہر جملے کے تین حصے ہوتے ہیں۔

- 1- Subject قائل یعنی کام کرنے والا۔ (سب جیکٹ)
- 2- Object مقبول یعنی جس پر کام کیا جائے۔ (ادب جیکٹ)
- 3- Verb فعل یعنی جو کام کیا جائے۔ (درب)

Examples: مثالیں:

- 1) Ahmad eats an apple. احمد سیب کھاتا ہے۔
- 2) Hamid reads a book. حامد کتاب پڑھتا ہے۔

- 3) We help the poor. ہم غریبوں کی مدد کرتے ہیں۔

Analysis: تجزیہ:

Subject قائل	Verb فعل	Object مقبول
Ahmad	eats	an apple
Hamid	reads	a book.
We	help	the poor.

Kinds of sentences: جملوں کی اقسام:

According to the purpose, sentences are of following kinds.

- 1) Declarative or assertive sentences. ثبوت یا پابندی جملے
- 2) Negative sentences. منافی جملے
- 3) Interrogative sentences. سوالیہ جملے
- 4) Imperative sentences. امریہ جملے
- 5) Exclamatory sentences. استعجابیہ جملے
- 6) Optative sentences. دعاویہ جملے
- 7) Emphatic sentences. تاکید کی جملے

(1) Declarative or Assertive Sentences: ثبوت یا پابندی جملے:

The sentences in which something is stated in a simple manner are called declarative or assertive sentences.

یہ جملے جن میں کوئی بات سادہ انداز میں بیان کی جائے ثبوت یا پابندی جملے کہلاتے ہیں۔

Examples: مثالیں:

- 1) We are Muslims. ہم مسلمان ہیں۔
- 2) All offers prayers five times a day. دن میں پانچ وقت نماز ادا کرتا ہے۔
- 3) Honesty is the best policy. سچائی بہترین حکمت عملی ہے۔
- 4) He is my best friend. وہ میرا بہترین دوست ہے۔
- 5) Pakistan is a beautiful country. پاکستان ایک خوبصورت ملک ہے۔

(2) Negative Sentences: منافی جملے:

The sentences containing negation or denial of some facts are known as negative sentences.

یہ جملے جن میں کسی بات یا حقیقت کا انکار یا پابندی کی نفی کرتے کہلاتے ہیں۔

Examples: مثالیں:

- 1) He is not a good boy. وہ اچھا لڑکا نہیں ہے۔
- 2) She was not absent. وہ گھر سے نہیں گئی۔
- 3) He cannot read. وہ پڑھ نہیں سکتا۔
- 4) They did not tease us. انہوں نے ہمیں تک نہیں کیا۔
- 5) They must not come. یہ نہیں آنا چاہیے۔

(3) Interrogative Sentences: سوالیہ جملے:

Those sentences in which some questions are

facts are asked are called interrogative sentences.

ایسے جملے جن میں کچھ سوالات یا حقیقت کے بارے میں پوچھا جائے سوالیہ جملے کہلاتے ہیں۔

Examples: مثالیں:

- 1) What are you doing? تم کیا کر رہے ہو؟
- 2) Are they weeping? کیا وہ رو رہے ہیں؟
- 3) Is she a good student? کیا وہ اچھی طالبہ ہے؟
- 4) Where are we going? ہم کہاں جا رہے ہیں؟
- 5) Does he sleep early? کیا وہ جلدی سوتا ہے؟

(4) Imperative Sentences: امریہ جملے:

The sentences in which a command or some suggestion is given.

یہ وہ جملے ہیں جن میں کوئی حکم یا مشورہ دیا جاتا ہے۔

Examples: مثالیں:

- 1) Come in. اندر آؤ۔
- 2) Stand straight. سیدھے کمرے رہو، ہوا جاؤ۔
- 3) Don't laugh. ہنس مت۔

(5) Exclamatory Sentences: استعجابیہ جملے:

The sentences that express some strong feelings of sadness, happiness, surprise etc. are called exclamatory sentences.

ایسے جملے جن میں غم، خوشی، تعجب وغیرہ کے مضبوط جذبات ہوں استعجابیہ جملے ہوتے ہیں۔

Examples: مثالیں:

- 1) Oh! I lost the game. اوہ! میں کھیل ہار گیا۔
- 2) Hurrah! We have won. ہرا! ہم جیت گئے۔
- 3) What a beautiful scene it is! کتنا خوبصورت منظر ہے یہ!

(6) Optative Sentences: دعاویہ جملے:

A sentence which expresses a wish or supposition is called an optative sentence.

ایک جملہ جس میں دعا یا خواہش کا اظہار کیا گیا ہو دعاویہ جملہ کہلاتا ہے۔

Examples: مثالیں:

- 1) May you live long. خدا آپ کی عمر دراز کرے۔
- 2) God bless you! خدا آپ کو اپنی رحمت سے نوازے!
- 3) Would that I were rich. کاش میں امیر ہوتا۔

(7) Emphatic Sentences: تاکید کی جملے:

A sentence which expresses something forcibly and clearly is called an emphatic sentence.

ایک جملہ جس میں کسی بات پر زور دیا جائے تاکیدی جملہ کہلاتا ہے۔

Examples: مثالیں:

- 1) I will help him. میں ضرور اس کی مدد کروں گا۔
- 2) He did speak the truth. اس نے ضرور سچ بولا۔
- 3) They shall pass exams. وہ ضرور امتحان پاس کریں گے۔

Parts of Speech: اجزائے کلامیہ:

Different kinds of words which are used in a sentence according to their role are called parts of

speech

تقریباً اسے کلام کے مطابق استعمال ہونے والے مختلف الفاظ اجزائے کلام کہلاتے ہیں۔

These are following:- یہ مندرجہ ذیل ہیں:-

- | | |
|---------------------------|------------------------|
| 1) Noun اسم | 2) Pronoun اسم ضمیر |
| 3) Verb فعل | 4) Adjective اسم صفت |
| 5) Adverb متعلق فعل | 6) Conjunction حرف ربط |
| 7) Interjection حرف توجیہ | 8) Preposition حرف جار |

(1) Noun: اسم:

Noun is the name of a person, place, thing, idea or feeling.

اس کی تعریف، جگہ، چیز، خیال یا جذبات کے نام کو اسم کہتے ہیں۔

Examples: مثالیں:

Person	Place	Thing	Idea	Feeling
Man	Badshahi Mosque	Table	Advice	Love
Umar	Lahore	Cupboard	Politics	Hatred
Allama Iqbal	Africa	Sweets	Death	Jealousy
Boy	Mount Everest	Black board	Reality	Friendship
Girl	Market	Computer	Knowledge	Rain

Use of Noun in Sentences: اسم کا جملوں میں استعمال:

- 1) Man always speaks the truth. آدمی ہمیشہ سچ بولتا ہے۔
- 2) Allama Iqbal is our national poet. علامہ اقبال ہمارے قومی شاعر ہیں۔
- 3) Computer is a great invention. کمپیوٹر ایک عظیم ایجاد ہے۔
- 4) Death is a universal truth. موت ایک عالمگیر حقیقت ہے۔
- 5) Badshahi Mosque is situated in Lahore. بادشاہی مسجد لاہور میں واقع ہے۔
- 6) Jealousy destroys everything. حسد ہر چیز کو تباہ کر دیتا ہے۔
- 7) Sweets were spread on the table. میٹھا پائیاں میز پر بکھری ہوئی تھیں۔
- 8) Umar will go to market. عمر بازار جائے گا۔
- 9) Knowledge is a blessing. علم نعت ہے۔
- 10) Love is the feeling which connects people. پیار وہ جذبہ ہے جو لوگوں کو جوڑتا ہے۔

Kinds of Noun: اسم کی اقسام:

Noun has seven basic kinds. That are as follows:

اس کی سات بنیادی اقسام ہیں جو مندرجہ ذیل ہیں۔

- 1) Common Noun اسم کثیر
- 2) Proper Noun اسم سبب
- 3) Collective Noun اسم مجموعہ
- 4) Material Noun اسم مادہ
- 5) Abstract Noun اسم کیفیت
- 6) Countable Noun اسم قابل شمار
- 7) Uncountable Noun اسم ناقابل شمار

(1) Common Noun: اسم کثیر:

The name of any common person, place or

thing is called common noun. As: book, girl, city, bag, tree, mountain etc.

Examples:

- 1) Book is on the table.
- 2) Girl has a beautiful bag.
- 3) There are many trees in villages.

(2) Proper Noun:

The name of a specific person, place or thing is called proper noun. It starts with a capital letter.

Examples:

- 1) Lahore is well-known for its historical importance.
- 2) Muhammad Ali Jinnah worked hard for an independent country.
- 3) Islamabad is the capital of Pakistan.

(3) Collective Noun:

The names of persons, places or things which are taken together and spoken as a whole unit are called "collective noun".

Examples:

- 1) Crowd was shouting.
- 2) Pakistan Army is the bravest army.
- 3) Audience liked the drama very much.

(4) 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:

- 1) He likes to eat rice.
- 2) Fawad drank some water.
- 3) Tabbish bought some wheat.

(5) Abstract Noun

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

Examples:

- 1) He should show patience.

2) We should hold hope in any state.

3) She showed wisdom in this matter.

(6) Countable Noun:

The names of persons or objects which can be counted are called "countable nouns".

Examples:

- 1) There are six pencils in my bag.
- 2) A pen is powerful than sword.
- 3) I bought one dozen oranges.

(7) Uncountable Noun:

The names of things that cannot be counted in numbers are called "uncountable nouns".

Examples:

- 1) He gave me a good piece of advice.
- 2) She has long hair.
- 3) Honesty is the best policy.

Nouns having different meanings in different numbers.

Some nouns have different meanings in different numbers.

Examples:

Force	Power	Forces	Army
Wood	Timber	Woods	Forest
Air	Wind	Airs	Manners
Respect	Regard	Respects	Compliments
Advice	Counsel	Advices	Information
Good	Correct	Goods	Things
Return	Comeback	Returns	Profit
Physic	Medicine	Physics	A branch of science

ام کی تعداد Number of The Noun

In English there are two numbers of the Noun as, Singular and Plural.

- 1) Singular noun denotes one person, place or thing as; man, pen, city, country etc.
- 2) Plural noun denotes more than one person,

place or thing as; men, pens, cities, countries etc.

Rules to Make Plural

Plural Nouns: 1. اکثر Noun کی جمع واحد کے ساتھ "s" کا کرنا ہوتی ہے۔

Singular	مثنیٰ	Plural
arm	بازو	arms
apple	سیب	apples
cow	گائے	cows
dog	کتا	dogs

2. اکثر Noun کے آخر ہ، x، ch، sh، ss، s کے ساتھ "es" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
ass	گدھا	asses
bush	بھاری	bushes
box	سندوخت	boxes
glass	گلاس	glasses
match	تکی	matches
topaz	نہران	topazes

3. اکثر Noun کے آخر "ch" اور "k" کی آواز سے صرف "es" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
monarch	نہنشاہ	monarchs
stomach	معدہ	stomachs

4. اکثر Noun کا آخری حرف "y" ہونے پر "ies" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
baby	بچہ	babies
family	خاندان	families

5. اکثر Noun کا آخری حرف "y" ہونے پر "ies" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
boy	لڑکا	boys
storey	منزل	storeys
day	دن	days
toy	کھلونہ	toys

6. اکثر Noun کا آخری حرف "o" ہونے پر "oes" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
buffalo	بیسٹ	buffaloes

hero	بہادر	heroes
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7. اکثر Noun کے آخری حرف "o" ہونے پر "oes" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
bamboo	بانس	bamboos
cuckoo	کول	cuckoos

8. اکثر Noun کے آخری حرف "f" یا "fe" ہونے پر "ves" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
knife	چاقو	knives
thief	چور	thieves

9. اکثر Noun کے آخری حرف "r" یا "re" ہونے پر "res" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
chief	سرور	chiefs
hoof	گھوڑے کا پاؤں	hoofs

10. اکثر Noun کے آخری حرف "us" ہونے پر "i" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
woman	عورت	women
goose	داناؤں میں	geese
louse	بوس	lice
man	آدمی	men
foot	پاؤں	feet

11. اکثر Noun کے آخری حرف "en" یا "ren" ہونے پر "ren" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
ox	بیل	oxen
child	بچہ	children

12. اکثر Noun کے آخری حرف "ice" ہونے پر "ices" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
mouse	چوہا	mice
louse	بوس	lice

13. اکثر Noun کے آخری حرف "us" ہونے پر "i" کا کرنا ہوتا ہے۔

Singular	مثنیٰ	Plural
brother-in-law	سالا	brothers-in-law
father-in-law	سوالہ	fathers-in-law
maid-servant	نوکری	maid-servants

قاعدہ نمبر 12 متدرج ذیل Nouns (واحد) Singular اور (جمع) Plural دونوں طرح استعمال ہوتے ہیں۔

Word	معنی	Word	معنی
deer	ہرن	hair	بال
sheep	بھیڑ	cattle	مویشی
fish	مچھلی	scenery	منظر
hundred	س	paisa	پیسہ

☆ درج ذیل میں چند نام اس اور ان کی جمع کی جاری ہے۔ طلباء مطالبات آپس آپ کی طرح ذہن نشین کر لیں۔

Singular	معانی	Plural
boy	لڑکا	boys
toy	کھلونہ	toys
pen	قلم	pens
table	سیر	tables
cow	گائے	cows
donkey	گدھا	donkeys
friend	دوست	friends
dog	کتا	dogs
arm	بازو	arms
hand	ہاتھ	hands
cap	ٹوپی	caps
plant	پودا	plants
bird	پرندہ	birds
shirt	شرٹ	shirts
house	مکان	houses
girl	لڑکی	girls
book	کتاب	books
chair	کرسی	chairs
desk	ڈیسک	desks
day	دن	days
monkey	بندر	monkeys
horse	گھوڑا	horses
poet	شاعر	poets
cat	بلی	cats
leg	تاگ	legs
ticket	ٹکٹ	tickets

flower	پھول	flowers
tree	درخت	trees
pin	سولی	pins
calf	چھڑا	calves
room	کمرہ	rooms
wall	دیوار	walls
door	دروازہ	doors
chief	سرदार	chiefs
dwarf	پونپست قد	dwarfs
proof	ثبوت	proofs
thief	چور	thieves
leaf	پتہ	leaves
life	زندگی	lives
class	بنیاد	classes
watch	گھڑی	watches
dish	پلینٹ	dishes
box	ڈبہ	boxes
match	مانچس	matches
kiss	بوسہ	kisses
buffalo	بھینس	buffaloes
potato	آلو	potatoes
negro	صحتی	negroes
piano	پیانو	pianos
bamboo	پائس کا پودا	bamboos
city	شہر	cities
lady	عورت	ladies
army	فوج	armies
fly	کمی	flies
man	آدمی	men
foot	پاؤں	feet
goose	راج ہنس	geese
child	بچہ	children
ox	تل	oxen
gulf	خلیج	gulfs
wolf	بھیریا	wolves
knife	چاقو	knives
bench	بنچ	benches
branch	شاخ	branches

brush	برش	brushes
tax	ٹیکس	taxes
bush	جھاڑی	bushes
wife	بیوی	wives
mango	آم	mangoes
volcano	آتش فشاں پہاڑ	volcanoes
hero	ہیرو	heroes
dynamo	ڈائنامو	dynamos
cuckoo	کوکھن	cuckoos
duty	ذمہ داری	duties
baby	بچہ	babies
story	کہانی	stories
pony	ٹو۔ ہالوں کا ایک امتداد	ponies
woman	عورت	women
tooth	دانت	teeth
mouse	چوہا	mice
brother	بھائی	brothers
brother-in-law	سالا	brothers-in-law
sister-in-law	سالی	sisters-in-law
father-in-law	سسر	fathers-in-law
mother-in-law	ساس	mothers-in-law

Gender مذکر مؤنث

The word 'gender' has been derived from a Latin word 'genus' which means kind or sort. In Urdu the word sex is used for this. The word gender means masculine or feminine living thing.

لفظ Gender لاطینی لفظ Genus سے اخذ کیا گیا ہے جس کا مطلب ہے نوع یا جنس۔ اور اس کے متبادل لفظ جنس استعمال کیا جاتا ہے۔ جنس (Gender) سے مراد کسی جاندار کا مذکر یا مؤنث ہوتا ہے۔

اردو میں اس کی دو اقسام ہیں جب کہ انگریزی میں اس کی متعدد ذیلی اقسام ہیں۔

I. Masculine Gender

The noun which is used for male or masculine is called masculine gender.

جو Noun کسی نر یا مذکر کے لیے استعمال ہوا ہے اسے Masculine Gender کہتے ہیں۔ جیسا کہ

Man, Boy, Son, Actor, Prince, Hero, Horse, Dog, Bull, Fox etc.

II. Feminine Gender

The noun which is used for female or feminine is called feminine gender.

جو Noun کسی مؤنث کے لیے استعمال ہوا ہے اسے Feminine Gender کہتے ہیں۔ جیسا کہ

Woman, Girl, Daughter, Actress, Princess, Heroine, Mare, Bitch, Cow, Vixen etc.

iii. Common Gender

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

جو Noun کسی نر یا مادہ دونوں کے لیے استعمال ہوا ہے اسے Common Gender کہتے ہیں۔ جیسا کہ

Doctor, Teacher, Friend, Neighbour etc

iv. Neuter Gender

The noun which is used for a neutral or lifeless thing is called neuter gender.

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

House, Pen, Pencil, Cup, Jug etc

Rules to Make Feminine

مؤنث بنانے کے قواعد

انگریزی میں Masculine سے Feminine بنانے کے قواعد مندرجہ ذیل ہیں۔

قاعدہ نمبر 1: بعض Masculine Nouns (مذکر) کے ساتھ "ess" بڑھا کر Feminine Nouns (مؤنث) بناتے ہیں۔

Masculine	مذکر	Feminine	مؤنث
giant	دیو۔ جن	giantess	دیو۔ عیسی
heir	وارث	heiress	وارثہ
host	میزبان (مرد)	hostess	میزبان (عورت)

قاعدہ نمبر 2: کچھ Masculine Nouns کے آخری حرف سے پہلے وائل Vowel کو حذف کر کے "ess" لگاتے ہیں اور Feminine Nouns بناتے ہیں۔

Masculine	مذکر	Feminine	مؤنث
actor	اداکار	actress	اداکارہ
ambassador	سفیر (مرد)	ambassadress	سفیر (عورت)
conductor	مددگار (مرد)	conductress	مددگار (عورت)
director	ہدایت کار	directress	ہدایت کارہ
emperor	شہنشاہ	empress	شہنشاہیہ

قاعدہ نمبر 3: کچھ Masculine Nouns کے شروع میں یا آخر میں کچھ اضافہ یا رد کر کے Feminine Nouns بناتے ہیں۔

Masculine	مذکر	Feminine	مؤنث
doctor	ڈاکٹر	lady-doctor	خاتون ڈاکٹر
pea-cock	مور	pea-hen	مورنی
he-bear	رینچھ	she-bear	رینچھنی
he-goat	بکرا	she-goat	بکرنی
milkman	گولا	milkmaid	گولانی

تعداد اور جنس کے Masculine Nouns کے Feminine Nouns کا نام لکھو۔

Masculine	مذکر	Feminine	مؤنث
boy	لڑکا	girl	لڑکی
brother	بھائی	sister	بھین
son	پوتا	daughter	ٹیٹی
horse	گھوڑا	mare	گھوڑی

Some Nouns & Their Feminine Genders

بعض ناموں کی مؤنث

یہ ناموں میں مشابہت ہونے والے ناموں کے مؤنث لکھے جاتے ہیں۔

Masculine	مذکر	Feminine	مؤنث
boy	لڑکا	girl	لڑکی
bull	بیل	cow	گائے
dog	کتا	bitch	کتیا
horse	گھوڑا	mare	گھوڑی
man	مرد	woman	عورت
papa	پاپا	mamma	امی
uncle	ٹانڈا	aunt	ٹانڈی
author	مصنف	authoress	مصنفہ
heir	وارث	heirress	وارثہ
lion	شیر	lioness	شیرنی
poet	شاعر	poetess	شاعرو
actor	اداکار	actress	اداکارو
hunter	شکاری	huntress	شکاری
negro	صغینی	negress	صغینی
traitor	نقدار	traitress	نقدار
brother	بھائی	sister	بھین
cock	سرتا	hen	سرتی
father	باپ	mother	مات
husband	خاندن	wife	بیوی
nephew	بھتیجا	niece	بھتیجی
son	پوتا	daughter	ٹیٹی
giant	جھوٹ	giantless	جھوٹی
host	بیربان (مرد)	hostess	بیربان (عورت)
manager	سکر (مرد)	manageress	سکر (عورت)
shepherd	راہی گھوڑا	shepherdess	راہی گھوڑی
conductor	کنڈکٹر	conductress	کنڈکٹرو

instructor	استاد	instructress	استاد (عورت)
tiger	تیر	tigress	تیرنی
waiter	لوہنگا (مرد)	waitress	لوہنگا (عورت)

Common Gender

Masculine	مذکر	Feminine	مؤنث
baby	بچہ	cattle	موٹی
bird	پتھر (پرندہ)	mouse	پتھر
child	بچہ	neighbour	پڑوسی
clerk	فکر	person	شخص
cousin	چچا	pupil	شاگرد
deer	بیل (پرندہ)	rat	پتھر
friend	دوست	student	طالب علم

Antonyms (متضاد لفظ)

Words (لفظ)	Antonyms (متضاد)	
aim	مقصود	aimless
companion	ساتھی	foe
victory	فتح	defeat
ignorance	جهالت	knowledge
tired	تھکا ہوا	energetic
educated	صمیم بان	illiterate
rural	دیہی	urban
dispute	تعارف	peace
needy	مادت مند	wealthy
jointly	مشترکہ طور پر	individually
struggle	جدوجہد	rest
swift	تیز رفتار	slow
risk	خطرہ	safety
responsible	ذمہ دار	irresponsible
natural	قدرتی	artificial
huge	بڑا	small
crowded	پُرکھم	barren
major	اہم	minor
impossible	ناممکن	possible
usually	عوفا	rarely
avoid	بیزاری کرنا	accomplish
long	طویل	short

enjoy	لطف اٹھانا	hate
extended	پھیلا ہوا	narrow
pleasant	خوشگوار	boring
peak	چوٹی	bottom
find	پانا	lose
wisdom	دانش	stupidity
warm	گرم	cold
cunning	کار	innocent
piece	ٹکڑا	whole
master	آقا	slave
hope	امید	disappoint

(1) Pronoun.

The word which is used in place of a noun is called "Pronoun"

وہ لفظ جس کی جگہ اسم لیا جاتا ہے اسے اسم ضمیر کہتے ہیں۔

Examples. Ali is a good boy. He obeys his teachers.

یہ ایک اچھا لڑکا ہے۔ وہ اپنے اساتذہ کو سزا دیتا ہے۔

Here in this sentence "He" and "his" are pronouns because they are used in place of "Ali" to avoid repetition.

ان جگہوں پر "He" اور "his" اسم ضمیر ہیں کیونکہ وہ "Ali" کی جگہ استعمال ہوتے ہیں تاکہ تکرار سے بچا جاسکے۔

Kinds of Pronouns:

The pronouns are divided into following kinds.

اسم ضمیر مندرجہ ذیل اقسام میں تقسیم کیے جاتے ہیں۔

- 1) Personal Pronoun (I, we, you, he, she, it etc)
- 2) Reflexive Pronoun (Myself, ourselves, themselves etc)
- 3) Possessive Pronoun (Yours, mine, hers, theirs etc)
- 4) Indefinite Pronoun (One, none, all, some etc)
- 5) Relative Pronoun (Who, whom, which, that, whose etc)

(1) Personal Pronoun

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

اسم ضمیر شخصی کسی شخص یا چیز کے استعمال ہوتا ہے۔

e.g I, we, you, he, she, it, they, me, us, my, your etc

The Persons of Personal Pronoun.

According to conversation, the personal pronoun has three kinds.

مطابق گفتگو، اسم ضمیر شخصی تین اقسام میں ہے۔

- 1) First Person I, we, us, me, our
- 2) Second Person you, your
- 3) Third Person he, she, it, they, him, her, his, them, their, its

Examples:

- 1) He is my friend.
- 2) It is a black cat.
- 3) They are eating apples.
- 4) This is our home.
- 5) She likes us.

(2) Reflexive Pronoun:

When the action done by the subject reflects upon the subject, it is called "reflexive pronoun"

جب کسی فعل کا عمل اس شخص یا چیز پر ہوتا ہے جس نے فعل کیا ہے تو اسے "reflexive pronoun" کہتے ہیں۔

e.g myself, yourself, herself, himself, itself

Reflexive Pronouns are made by adding (-self) to personal pronoun

اسم ضمیر خود کو اپنے نام (-self) کا اضافہ کرتے ہیں۔

Examples:

- 1) They enjoyed themselves
- 2) I will do it myself
- 3) You will hurt yourself
- 4) She herself says so
- 5) The village itself is not very small

(4) Indefinite Pronoun:

These pronouns refer to people, places and things not in particular but in a general way.

یہ ناموں کی جگہ عام طور پر استعمال کیے جاتے ہیں۔ Any, all, some, many, few, none, somebody, several, both are called "Indefinite Pronouns"

Examples:

- 1) There is some milk in the jug
- 2) Is anybody there?
- 3) Everyone is talking
- 4) A few are going abroad
- 5) There are many flowers in the basket

(5) Relative Pronoun: اسم ضمیر موصول:

A relative pronoun is a word that works as a contact in a sentence.

اسم ضمیر موصول ایسا لفظ ہے جو جملے میں رابطے کا کام سرانجام دیتا ہے۔

Relative pronouns are "who, whose, whom, which, that".

"Who, whose and whom" are used for persons. "Which" and "that" are used for things.

Examples: مثالیں:

- 1) He is the boy who kicked me.
یہ وہی لڑکا ہے جس نے مجھے اٹ مارا۔
- 2) This is the car which I want to buy.
یہ وہ گاڑی ہے جسے خریدنا چاہتی ہوں۔
- 3) This is the pen that I bought yesterday.
یہ وہ قلم ہے جسے میں نے کل خریدا۔
- 4) The moment which is lost is lost forever.
جو لمحہ کوئی سو دھیر بیٹھ کیلئے کوئی۔
- 5) These are the boys whom everyone praises.
یہ وہی لڑکے ہیں جن کی ہر کوئی تعریف کرتا ہے۔

3) Verb: فعل:

A "verb" is a word which expresses an action of a noun.

فعل ایسا لفظ ہے جو کسی اسم کے کام کو ظاہر کرتا ہے۔

Examples: مثالیں:

- 1) All writes a letter.
مٹی لکھ لکھتا ہے۔
- 2) Boy laughed in a loud voice.
لڑکا اونچی آواز میں ہنسا۔
- 3) The lion roared in his cage.
ہیر شیر اپنے بچرے میں دھماڑا۔
- 4) I am reading book.
میں کتاب پڑھ رہی ہوں۔
- 5) Will they visit zoo?
کیا وہ جاکر یا گھر کی سر کیلئے جائیں گے؟

Forms of verb: فعل کی حالتیں:

- 1) Present 2) Past 3) Past Participle

In every sentence, a proper form of verb is used according to the sentence structure and meaning.

ہر جملے میں زمانہ کے لحاظ سے فعل کی موزوں صورت استعمال کی جاتی ہے۔

Forms of verb:

Present	Past	Past Participle
Awake	Awoke	Awoken
Become	Became	Become
Break	Broke	Broken
Bend	Bent	Bent
Begin	Began	Begun
Buy	Bought	Bought
Come	Came	Come
Choose	Chose	Chosen
Dig	Dug	Dug

Do	Did	Done
Drink	Drank	Drunk
Eat	Ate	Eaten
Fall	Fell	Fallen
Feel	Felt	Felt
Find	Found	Found
Forget	Forgot	Forgotten
Get	Got	Got
Give	Gave	Given
Go	Went	Gone
Grow	Grew	Grown
Know	Knew	Known
Lose	Lost	Lost
Make	Made	Made
Ring	Rang	Rung
Run	Ran	Run
See	Saw	Seen
Sing	Sang	Sung
Speak	Spoke	Spoken
Stand	Stood	Stood
Steal	Stole	Stolen
Take	Took	Taken
Tell	Told	Told
Think	Thought	Thought
Throw	Threw	Thrown
Wear	Wore	Worn
Write	Wrote	Written
Accept	Accepted	Accepted
Ask	Asked	Asked
Call	Called	Called
Tear	Tore	Torn

Kinds of verb: فعل کی اقسام:

Transitive verb: فعل متعدی:

A verb which has an object to complete its meaning is called transitive verb.

ایسا فعل جس کو اپنا مطلب واضح کرنے کیلئے مفعول کی ضرورت ہوتی ہے، فعل متعدی کہلاتا ہے۔

Examples: مثالیں:

- 1) We ate an apple.
ہم نے سیب کھایا۔
- 2) He went to school.
وہ اسکول گیا۔
- 3) Boys were writing essay.
لڑکے مضمون لکھ رہے تھے۔
- 4) I bought a new dress.
میں نے نیا لباس خریدا۔
- 5) Sun rises in the East.
سورج مشرق سے طلوع ہوتا ہے۔

Intransitive verb: فعل لازم:

A verb which does not need an object to complete its meaning is called intransitive verb.

ایسا فعل جس کو اپنا مطلب واضح کرنے کے لیے مفعول کی ضرورت نہیں ہوتی، فعل لازم کہلاتا ہے۔

Examples: مثالیں:

- 1) I slept.
میں سو گیا۔
- 2) Baby laughed loudly.
بچہ اونچی آواز میں ہنسا۔
- 3) Women were weeping.
خواتین رو رہی تھیں۔
- 4) Dog barks.
کتا بھونکتا ہے۔
- 5) Boy runs fast.
لڑکا تیز بہا کرتا ہے۔

Linking Verbs: جوڑنے والے افعال:

Verb, which merely links the subject to its predicate is called "linking verb".

جو محض منہ والے اور منہ کو ملاتا ہے جوڑنے والے افعال کہلاتے ہیں۔

Examples: مثالیں:

- 1) She seems upset.
وہ پریشان دکھائی دیتی ہے۔
- 2) The eggs smell rotten.
انڈے کی سڑی بو دیتے ہیں۔
- 3) The audience fell silent.
سامعین خاموش ہو گئے۔
- 4) He became suspicious.
وہ مشکوک ہو گیا۔
- 5) Hopes proved false.
امیدیں ناکام ثابت ہوئیں۔

Modal Verbs: معاون افعال:

Modal verbs are those verbs which are used before common verbs and express meanings such as permission, possibility, certainty, obligation or necessity.

معاون افعال وہ افعال ہیں جو عام افعال سے پہلے استعمال ہوتے ہیں اور اجازت، امکان، یقین، ذمہ داری اور ضرورت کے معانی کا اظہار کرتے ہیں۔

Modal verbs: معاون افعال:

Can, could, may, might, will, would, shall, should, must, ought to.

Examples: مثالیں:

- 1) You must stop when the traffic light turns red.
جبھیں لادری رکنا چاہیے جب ٹریفک کی جلی سرخ ہو جائے۔
- 2) May I help you?
کیا میں آپ کی مدد کر سکتا ہوں؟
- 3) We shall go for a walk.
ہم چہل قدمی کے لیے جائیں گے۔
- 4) You should check the documents before sending.
جبھیں دستاویزات بھیجنے سے پہلے ان کو چیک کر لینا چاہیے۔
- 5) I would like to visit Northern areas.
میں شمالی علاقہ جات کی سر کرنا پسند کرتا ہوں۔

Adjective: اسم صفت:

An "Adjective" is a word that describes something about noun or pronoun.

اسم صفت ایسا لفظ ہے جو اسم یا اسم ضمیر کے متعلق کچھ بیان کرتا ہے۔ دراصل اسم یا اسم ضمیر کی خوبی یا بُنائی بیان کرتا ہے۔

Examples: مثالیں:

- 1) He is a good boy.
وہ اچھا لڑکا ہے۔

- 2) She has pretty hair.
اس کے خوبصورت بال ہیں۔
- 3) He is my fast friend.
وہ میرا تیز دوست ہے۔
- 4) They are best players.
وہ بہترین کھلاڑی ہیں۔
- 5) The foolish old crow tried to sing.
بڑے بےوقوف کاسے نے گانے کی کوشش کی۔

Kinds of Adjective: اسم صفت کی اقسام:

There are five basic kinds of Adjective.

اسم صفت کی پانچ بنیادی اقسام ہیں۔

- 1) Adjective of quality
صفت ذاتی
- 2) Adjective of quantity
صفت مقداری
- 3) Demonstrative adjective
صفت اشاری
- 4) Interrogative adjective
صفت استفساری
- 5) Possessive adjective
صفت ملکیتی

Degrees of Adjective: اسم صفت کے تدریجی درجے:

There are three degrees of adjective.

اسم صفت کے تین تدریجی درجے ہیں۔

- 1) Positive Degree
تفصیلی نفسی
- 2) Comparative Degree
تفصیلی بعضی
- 3) Superlative Degree
تفصیلی کل

Positive Degree simply shows the quality of a person or thing:

تفصیلی نفسی میں کسی ہم پائے کی ذاتی صفت بیان کی جاتی ہے:

Examples: مثالیں:

- 1) He is a clever boy.
وہ ایک چالاک لڑکا ہے۔
- 2) She is an intelligent girl.
وہ ایک ذہین لڑکی ہے۔
- 3) It is a cheap pen.
یہ ایک سستا قلم ہے۔

Comparative Degree shows comparison between two persons or things:

تفصیلی بعضی درجہ دو اشیا یا چیزوں کے درمیان مقابلہ کو ظاہر کرتی ہے:

- 1) He is cleverer than she.
وہ اس (لڑکی) سے زیادہ چالاک ہے۔
- 2) She is more intelligent than he.
وہ اس (لڑکے) سے زیادہ ذہین ہے۔
- 3) This pen is cheaper than that.
یہ قلم اس قلم سے زیادہ سستا ہے۔

In comparative degree "than" is always used to show comparison.

تفصیلی بعضی میں ہمیشہ مقابلہ کو ظاہر کرنے کے لیے "than" کا استعمال کیا جاتا ہے۔

Superlative Degree shows comparison of more than two persons or things:

تفصیلی کل درجہ سے زیادہ اشیا یا چیزوں کے درمیان مقابلہ ظاہر کرتی ہے:

- 1) He is the cleverest boy.
وہ سب سے زیادہ چالاک لڑکا ہے۔
- 2) She is the most intelligent girl.
وہ سب سے زیادہ ذہین لڑکی ہے۔
- 3) It is the cheapest pen.
یہ سب سے سستا قلم ہے۔

With the superlative degree of adjective, "the" is always used

اہم صفت کے تفصیلی شکل سے پہلے ہمیشہ the کا استعمال کیا جاتا ہے۔

Degrees of Adjectives:

اہم صفت کے درجہ بندی:

Positive	Meaning	Comparative	Superlative
Black	کالا	Blacker	Blackest
Cheap	سستا	Cheaper	Cheapest
Clever	چالاک	Cleverer	Cleverest
Cold	غشٹا	Colder	Coldest
Dear	پیارا	Dearer	Dearest
Fast	تیز	Faster	Fastest
Great	عظیم	Greater	Greatest
High	اونچا	Higher	Highest
Loud	اوجھ آواز	Louder	Loudest
Rich	غیر	Richer	Richest
Short	چھوٹا	Shorter	Shortest
Soft	نرم	Softer	Softest
Sweet	میٹھا	Sweeter	Sweetest
Thick	گھٹا	Thicker	Thickest
Warm	گرم	Warmer	Warmest
Weak	کمزور	Weaker	Weakest
Young	سہمراٹو جوان	Younger	Youngest
Brave	بیادار	Braver	Bravest
Large	بڑا	Larger	Largest
Safe	محفوظ	Safer	Safest
Busy	مصروف	Busier	Busiest
Easy	آسان	Easier	Easiest
Happy	خوش	Happier	Happiest
Lazy	سست	Lazier	Laziest
Angry	ناراض	More Angry	Most Angry
Beautiful	خوبصورت	More Beautiful	Most Beautiful
Popular	مشہور	More Popular	Most Popular
Difficult	مشکل	More Difficult	Most Difficult
Bad	برا	Worse	Worst
Good	اچھا	Better	Best
Late	دیر سے	Later	Latest
Old	پوڑھا، پرانا	Older	Oldest

Exercise -1

Q1: Choose the correct option.

درست آؤشن کا انتخاب کریں۔

- 1) Which of the following names is a proper noun?
a) Singer b) Peter c) milk d) sister

2) Which of the following nouns is a common noun?

- a) birds b) Salim c) India d) London

3) Which of the following nouns is a collective noun?

- a) marbles b) books c) ship d) team

4) "Family" is a _____ noun.

- a) collective b) countable
c) uncountable d) common

5) Which of the following nouns is not a countable noun?

- a) books b) gold c) horse d) apple

Q2: Point out the nouns in the following sentences and say whether they are common, proper or collective.

درج ذیل جملوں میں اساتیس اور تائیس کر کے یا گروہ معرّف یا اسم جمع ہیں۔

- King Solomon was famous for his wisdom
- A committee of five was appointed.
- We saw a fleet of ships in the harbour.
- London is on the bank of river Thames.
- Our team is better than theirs.
- He gave me a bunch of grapes.
- There are thirty boys and twenty girls in the party.
- Our teacher of English is very efficient.
- Allama Iqbal is the national poet of Pakistan
- The book is on the table.

Q3: Fill each blank with pronoun given in box.

"he, him, she, her, they, them"

یہاں دیے گئے اسمائے ضمیر سے خالی جگہ پُر کریں۔

- Where is Sara? I want to see _____. (she, her)
- I am younger than _____. (he, him)
- They sent for you and _____. (she, her)
- Tell _____ to go away. (they, them)
- I can play much better than _____. (she, her)

Q4: Rewrite the following sentences by replacing the nouns with pronouns.

اسکا اسمائے ضمیر سے بدلے ہوئے درج ذیل جملے دوبارہ لکھیں۔

- The students are reading _____
- The girl is beautiful _____
- The boy is handsome _____
- Children are writing _____
- My friends and I went hiking _____

Q5: Draw a line under the predicate of each sentence, then write action verb on the line.

ہر جملے کے مسند کو اظہر لائن کریں پھر ایکشن ورڈ کو لائن پر لکھیں۔

- The rocket blasts into the sky _____
- The big black bear growled _____
- The baby crawls across the floor _____
- The picture hung on the wall _____
- Seven fish swim in the aquarium _____

Q6: Tick (✓) the correct answer:

درست جواب کو (✓) ٹیک کریں۔

- Which group of verbs shows "Modal verbs"?
a) may, ought to, must b) I, was, were
c) may, began, give d) will, shall, done
- Which of the following sentence contains "Intransitive verb"?
a) Birds fly b) Birds are flying
c) Birds can fly d) Birds fly in the sky.
- The group of correct forms of verb "Write" is:
a) Wnte, wnte, written b) Write, wrote, written
c) Write, writing, wrote d) Write, written, written
- "Sung" is.
a) Present b) Past
c) Past participle d) None
- "Broke" is
a) Present b) Past
c) Past participle d) None

Q7: Fill in the blanks with appropriate modal verbs.

مناسب معاون افعال لگا کر خالی جگہ پُر کریں۔

- must, might, should, may, ought to
- You _____ look at me when I am talking to you.
 - I was using my pencil a minute ago. It _____ be here somewhere.
 - I _____ be able to help you. But I am not sure yet.
 - _____ I take a photograph of you?
 - We _____ help him.

Q8: Write the "Past" and "Past participle" forms of the following verbs.

درج ذیل افعال کی دوسری اور تیسری تار میں لکھیں۔

Lie, Wake, Claim, Destroy, Unite, Bet
Blow, Freeze, Cut, Swear

Present	Past	Past participle
Lie		
Wake		
Claim		
Destroy		
Unite		
Bet		
Blow		
Freeze		
Cut		
Swear		

Q9: Circle the adjective and underline the nouns it describes:

اہم صفت کے گرد دائرہ لگائیں اور جس اسم کو یہ بیان کر رہا ہے اس کا اظہر لائن کریں۔

- Ahmad caught the red plastic ball
- The dog found a large stick
- My mother is a pretty lady
- The little tree is easy to climb
- Hina likes rides in fast cars

Q10: Choose appropriate degrees of adjective to each of the following.

درج ذیل جملوں کے لیے اہم صفت کی مناسب ڈگریاں چنیں۔

- Mary is _____ than Uzma.
a) taller b) tallest
- Jupiter is the _____ planet in the solar system.
a) larger b) largest
- Honesty is the _____ policy of all.
a) better b) best
- These flowers are _____ than those flowers.
a) prettier b) prettiest
- That was the _____ day of my life.
a) worse b) worst
- The living room is the _____ room in our house.
a) bigger b) biggest
- She is the _____ student in the whole class.
a) more intelligent b) most intelligent
- The days are _____ in winter than summer.
a) Shorter b) Shortest
- He is _____ than his brother.
a) less athletic b) least athletic
- Silver is _____ than gold.
a) most light b) lighter

Answers

Q1: (1) b (2) a (3) d (4) a (5) b

- Q2:
- King Solomon - Proper noun
 - Committee - Collective noun
 - Fleet - Collective noun, Harbour, Ships - Common nouns
 - London, Thames - Proper nouns, River - Common noun
 - Team - Collective noun
 - Bunch - Collective noun, Grapes - Common noun
 - Thirty, Twenty, Boys, Girls, Party - Common nouns
 - Teacher - Common noun, English - Proper noun
 - Allama Iqbal, Pakistan - Proper nouns, national, poet - Common nouns
 - Book, Table - Common nouns

Q3: 1) her 2) he 3) her 4) them 5) her

Q4:

- 1) They are reading.
- 2) She is beautiful.
- 3) He is handsome.
- 4) They are writing.
- 5) They and I went hiking.

Q5: Predicates:-

- 1) blasts into the sky.
- 2) growled.
- 3) crawls across the floor.
- 4) hung on the wall.
- 5) swim in the aquanum.

Action verbs:-

- 1) blasts
- 2) growled
- 3) crawls
- 4) hung
- 5) swim

Q6: (1) a (2) a,b,c (3) b (4) c (5) b

Q7: 1) Should 2) must 3) might
4) may 5) ought to

Q8: (1) lay, lain (2) woke, woken

- (3) claimed, claimed
- (4) destroyed, destroyed.
- (5) united, united
- (6) bet, bet
- (7) blew, blown
- (8) froze, frozen
- (9) cut, cut
- (10) swore, sworn

Q9:

- 1) Adjective: red, plastic, Noun: ball
- 2) Adjective: large, Noun: stick
- 3) Adjective: pretty, Noun: lady
- 4) Adjective: little, Noun: tree
- 5) Adjective: fast, Noun: cars.

Q10: (1) a (2) b (3) b (4) a (5) b
(6) b (7) b (8) a (9) a (10) b

5) Adverb:

An "adverb" qualifies a verb, an adjective and another adverb.

متعلق فعل (adverb) کسی فعل، اسم صفت یا کسی اور متعلق فعل کی صفت بیان کرتا ہے۔

مثالیں:

The man runs slowly. آدمی آہستہ دوڑتا ہے۔

یہاں Adverb (Slowly) فعل (runs) کے معنی میں اضافہ کرتا ہے۔

Use of adverb with adjective:

متعلق فعل کا اسم صفت کے ساتھ استعمال:

Ali did a very difficult sum. علی نے ایک بہت مشکل سوال حل کیا۔

یہاں Adverb (very) اسم صفت (difficult) کے معنی میں اضافہ کرتا ہے۔

use of adverb with another adverb:

متعلق فعل کا کسی دوسرے متعلق فعل کے ساتھ استعمال:

He runs very quickly. وہ بہت تیز دوڑتا ہے۔

یہاں ایک Adverb (very) دوسرے Adverb (quickly) کی وضاحت کرتا ہے۔

Kinds of adverbs:

Adverbs are of following kinds

- 1) of manner کیفیت کو ظاہر کرنے والے/خرف یاں
- 2) of place جگہ کو ظاہر کرنے والے/خرف مکاں
- 3) of time وقت کو ظاہر کرنے والے/خرف زماں
- 4) of frequency تکرار کو ظاہر کرنے والے
- 5) of certainty یقین دہانی والے
- 6) of degree درجہ بندی والے/مقداری
- 7) interrogative سوالیہ

(1) Adverb of Manner:

The adverb which is used for describing the manner of doing a work is called "Adverb of manner" It answers the question "how".

متعلق فعل جو کسی کام کے کرنے یا ہونے کا طریقہ بیان کرے۔ عرف یاں کہلاتا ہے۔ یہ سوال "کیسے" کا جواب دیتا ہے۔

e.g. well, badly, nghtly, quickly, painfully etc

Use of adverb of manner in sentences:

خرف یاں کا جملوں میں استعمال:

- 1) He climbed the ladder carefully. وہ پڑھی پر احتیاط سے چڑھا۔
- 2) She speaks loudly. وہ بلند آواز میں باتیں کرتی ہے۔
- 3) You're looking well these days. تم آجکل اچھے دکھائی دے رہے ہو۔
- 4) He was running fastly. وہ تیزی سے بھاگ رہا تھا۔
- 5) Children were doing their work quietly. بچے خاموشی سے اپنا کام کر رہے تھے۔

(2) Adverb of Place:

The adverb which is used for describing the place of work is called "Adverb of place". It answers the question "where".

متعلق فعل جو کام کرنے کی جگہ کو بیان کرے۔ عرف مکاں کہلاتا ہے۔ یہ سوال کہاں کا جواب دیتا ہے۔

e.g. here, there, under, behind, up etc

Use of adverb of place in sentences:

خرف مکاں کا جملوں میں استعمال:

- 1) Boy looked around but he couldn't see the monkey. لڑکے نے ارد گرد دیکھا لیکن وہ بندر کو نہ دیکھ سکا۔
- 2) I am going back to home. میں اپنا گھر جا رہا ہوں۔
- 3) She took the child outside. اس نے بچہ باہر لے گئی۔
- 4) What are you doing up there? تم وہاں کیا کر رہے ہو؟
- 5) I have nowhere to go. میرے پاس جانے کی کوئی جگہ نہیں ہے۔

(3) Adverb of time:

The adverb which is used for describing time and duration is called "Adverb of time". It answers

the question "when".

متعلق فعل جو وقت اور مدت بیان کرنے کے لیے استعمال ہو "خرف زماں" کہلاتا ہے۔ یہ سوال "کب" کا جواب دیتا ہے۔

e.g. early, always, never, after, yesterday etc

Use of Adverb of time in Sentences:

خرف وقت کا جملوں میں استعمال:

- 1) You can take a break now. تم اب راتلے سکتے ہو۔
- 2) She goes to school daily. وہ روزانہ سکول جاتی ہے۔
- 3) Always speak the truth. ہمیشہ سچ بولو۔
- 4) The guests have not arved yet. مہمان ابھی تک نہیں پہنچے۔
- 5) They often play football. وہ اکثر فٹبال کھیلتے ہیں۔

(4) Adverb of frequency:

It answers the question "how often". یہ سوال "کتنی مرتبہ" کا جواب دیتا ہے۔

e.g. twice, often, sometimes, seldom, ever etc

Use of Adverb of frequency in sentences:

خرف تکرار کا جملوں میں استعمال:

- 1) I usually shop for groceries on saturday morning. میں ہفت روزہ خریدنے کے وقت سٹیج جاتی ہوں۔
- 2) He is often late for work. اسے اکثر کام پر دیر ہو جاتی ہے۔
- 3) We seldom meet. ہم کبھی کبھار ملتے ہیں۔
- 4) My dentist told me I should brush twice a day. میرے دندان سائن نے مجھے کہا ہے کہ میں دو مرتبہ برش کرنا چاہیے۔
- 5) They hardly ever eat out. انہوں نے کم ہی کبھی باہر کھانا کھایا۔

(5) Adverb of certainty:

This adverb describes the undoubted fact. یہ متعلق فعل یقینی کیفیت بیان کرتا ہے۔

Adverb of certainty are: یقین دہانی والے متعلق فعل ہیں: absolutely, certainly, obviously, surely etc

Use of adverb of certainty in sentences:

خرف یقین کا جملوں میں استعمال:

- 1) He surely won't forget. وہ یقیناً نہیں بھولے گا۔
- 2) He is certainly a smart man. وہ یقیناً ایک سمارٹ آدمی ہے۔
- 3) She is definitely getting late. اس (لڑکی) کو یقیناً دیر ہو رہی ہے۔
- 4) Undoubtedly, Allama Iqbal is a great poet. بے شک علامہ اقبال ایک عظیم شاعر ہیں۔
- 5) They will obviously be punished by teacher. انہیں یقیناً استاد سے سزا ملے گی۔

(5) Adverb of degree:

The adverb which is used for describing the limit or degree of work is called "Adverb of degree".

دو متعلق فعل جو کسی کام کی حد یا درجہ بیان کرنے کیلئے استعمال ہوتے ہیں "Adverb of degree"

degree" کہلاتے ہیں۔

e.g. very, most, quite, fully, enough etc

Use of Adverb of degree in sentences:

مقداری متعلق فعل کا جملوں میں استعمال:

- 1) He helped me fully. اس نے مکمل طور پر میری مدد کی۔
- 2) My work is almost finished. میرا کام تقریباً ختم ہو گیا ہے۔
- 3) She talked so quietly that listening was a strain. اس نے اتنی آہستگی سے بات کی کہ سننا مشکل ہو گیا۔
- 4) Is your coffee hot enough? کیا تمہاری کافی کافی گرم ہے؟
- 5) Maria rather liked Ali's impish ways. ماریا علی کے شرارتی طرز عمل کو پسند کرتی تھی۔

(7) Interrogative adverb:

When = At what time?
Where = at what place?
Why = for what reason?
How = in what ways?

مثالیں:

- 1) When did you hear about it? تم نے اس کے متعلق کب سنا؟
- 2) How was she sitting? وہ کیسے بیٹھی تھی؟
- 3) Where was the car parked? گاڑی کہاں پارک کی گئی تھی؟

Prepositions:

Prepositions are a class of words that indicate relationship between nouns, pronouns and other words in a sentence. Most often they come before a noun or pronoun.

حرف جار الفاظ کی وہ قسم ہے جو اسم، اسم ضمیر اور جملے میں موجود دوسرے الفاظ کے درمیان تعلق ظاہر کرتے ہیں۔ عام طور پر حرف جار اسم یا اسم ضمیر سے پہلے لکھے جاتے ہیں۔ e.g. in, on, of, between, at etc

Classification of prepositions:

Prepositions are classified as simple and compound. حرف جار سادہ اور مرکب دو قسم کے ہوتے ہیں۔

Simple Prepositions:

Simple prepositions are single word prepositions. From, of, on, under, with etc are all single word prepositions.

سادہ حرف جار ایک لفظ پر مشتمل ہوتے ہیں۔

Examples:

- 1) The book is on the table. کتاب میز پر ہے۔
- 2) I don't work at night. میں رات کو کام نہیں کرتا ہوں۔

Compound Prepositions:

Compound prepositions are more than one word prepositions "In between" and "because of" are prepositions made up of two words. "In front of" and "on behalf of" are prepositions made up of three words.

مرکب حرف جار ایک سے زیادہ الفاظ پر مشتمل ہوتے ہیں۔ "In between"

اور 'on' 'In front of' اور 'behalf of' اور 'because of' دو الفاظ پر مشتمل حرف جار ہیں۔
 اور 'behalf of' جس الفاظ پر مشتمل حرف جار ہیں۔

Examples:

- 1) The book is "in front of" the clock.
 کتاب گھڑی کے سامنے ہے۔
- 2) My English textbook is lying "in between" the two books "War and Peace" and "The Lord of the Rings".
 میری انگریزی کی کتاب جنگ اور امن اور اگھاڑے کا بادشاہ دونوں کے درمیان پڑی ہے۔

Kinds of Preposition:

1) Prepositions of time:

Prepositions can be used to show when something happens
 Preposition of time

The prepositions of time are "at, on, in, for, to, during, by etc"

وقت کا اظہار کرنے والے حرف جار: at, on, in, for, to, during, by etc

Examples:

- 1) I start work at 7:00 am.
 میں صبح سات بجے کام شروع کرتا ہوں۔
- 2) My birthday is on Monday.
 میری سالگرہ سوموار (پہلے) کو ہے۔
- 3) In summer it is too hot to work.
 گرمیوں میں اتنا گرمی کی وجہ سے کام نہایت مشکل ہوتا ہے۔

(2) Prepositions of place:

Prepositions can be used to show where something is located
 Prepositions of place

The prepositions of place are "in, at, on, after, among, between" etc

جگہ کا تعین کرنے والے حرف جار: in, at, on, after, among, between etc

Examples:

- 1) They ran after the thief.
 دو چور کے پیچھے بھاگے۔
- 2) They are waiting at the bus stop.
 وہ بس سٹاپ پر انتظار کر رہے ہیں۔
- 3) I hold the pen between my thumb and fingers.
 میں اپنے انگوٹھے اور انگلیوں کے درمیان قلم پکارتا ہوں۔

(3) Prepositions of direction:

Prepositions are used to show movement to or from a place
 Prepositions of direction

Prepositions of direction are "to, through, across, back to, along, up" etc

سمت کا تعین کرنے والے حرف جار: to, through, across, back to, along, up etc

Examples:

- 1) I moved to Dubai in 1998.
 میں 1998ء میں دبئی چلا گیا۔

2) She swam across the river.
 وہ نہر کے پار تھی۔

3) He walked around the garden.
 اس نے باغ کے ارد گرد قدمیں رکھی۔

(6) Conjunction:

The "Conjunction" is a word which merely joins together two sentences, and sometimes words.

Conjunction

List of conjunctions:

and	still	either-or	not only
but	while	neither-nor	but also
if	whereas	both-and	whether-or
till	only	such-as	no sooner
until	however	so-as	than
because	as well as	so	
unless	too	so - that	
or	otherwise	as-as	
else	however	such-that	

Examples:

- 1) Birds fly but cattle don't.
 پرندے اڑتے ہیں لیکن مویشی نہیں اڑتے۔
- 2) He is 18 years old and his brother is 16.
 وہ 18 سال کا ہے اور اس کا بھائی 16 کا۔
- 3) The shop was closed so I could not buy a new dress.
 دکان بند تھی اس لئے میں نیا لباس نہ خرید سکا۔
- 4) Ali cannot walk because he is ill.
 علی نہیں چل سکتا کیونکہ وہ بیمار ہے۔
- 5) He is brave but his brother is coward.
 وہ بہادر ہے لیکن اس کا بھائی بزدل ہے۔

Kinds of Conjunctions:

(1) Cumulative conjunction:

Cumulative conjunction is used to add one sentence with another
 Cumulative conjunction

Example: Tanq stood first in class and his father bought him a pizza.
 تانق صنف میں پہلے نمبر پر آیا اور اس کے والد نے اسے پیزا خریدا کر دیا۔

(2) Adverse conjunction:

It is used to show adverse relationship between two sentences
 Adverse conjunction

Example: Ali is hardworking but he is greedy also.
 علی کوشش سے لگن والا ہے لیکن وہ بھی گری ہے۔

(3) Correlative conjunction:

As the name indicates, it is the conjunction which is used in pairs
 Correlative conjunction

Example: I moved to Dubai in 1998 and he moved to Karachi in 1999.
 میں 1998ء میں دبئی چلا گیا اور وہ 1999ء میں کراچی چلا گیا۔

Example: Tipu Sultan was not only a king but also a great soldier.
 تپو سلطان نہ صرف ایک بادشاہ بلکہ ایک عظیم سپاہی بھی تھا۔

(4) Compound conjunction:

Some compounds are used as conjunctions like: He gets up early in the morning so that he may reach the school in time.
 وہ صبح جلد ہی اُٹھتا ہے تاکہ وہ وقت پر سکول پہنچ سکے۔

7) Interjection:

The "interjection" is a word which expresses some sudden feeling or emotion
 Interjection

Examples: Oh! gosh! wow! good! ouch! hey!
 1) Wow! Did you see that expensive car?
 2) Ouch! That hurt.
 Some more interjections: Hurrah!, Ah!, Alas!, Oh!, Bravo!, Hey!, Oops!, Well!, Shh!

Article:

The word which gives some special meanings to a noun is called an "article".
 Article

Kinds of Article:

1) Indefinite articles
 2) Definite article

Indefinite articles:

It means indefinite, uncertain or general These articles do not point out any particular person, place or thing "a" and "an" are indefinite articles
 Indefinite articles

Examples: I recite The Holy Quran everyday
 The Dawn is published from Karachi.

Use of "a" and "an":

1) Before a word beginning with a consonant sound "a" is used.

Examples: This is a table.
 A chair is made up of wood.
 Before a word beginning with a vowel sound "an" is used.
 I saw an elephant in the zoo.
 She is an honest girl.

Definite article:

It means definite, certain or particular thing It points out to some particular person, place or thing "The" is definite article
 Definite article

The use of "The":

1) When a singular noun represents a whole class
 2) While speaking of something or somebody already referred to

Examples:

1) The cow is a pet animal.
 2) The rose smells sweet.
 The whale is a kind of mammal.

Examples:

1) The boy who came to see me yesterday was my brother.
 2) The story that he told us was very interesting.
 3) While speaking of a particular person or thing

Examples:

1) The Ravi falls into the Arabian sea.
 2) The Muslims worship Allah.
 3) Before the names of holy books, newspapers and magazines

Examples:

1) I recite The Holy Quran everyday
 2) The Dawn is published from Karachi.

Use of "a" and "an":

1) Before a word beginning with a consonant sound "a" is used.

(v) Before superlative degree of adjectives.

اس اہمیت کی تیسری ڈگری (superlative) سے پہلے
مثالیں:

Examples:

- 1) He is the cleverest person in the family.
دو نامیوں کا چالاک ترین انسان ہے۔
- 2) She is the busiest lady ever.
وہ (سب سے زیادہ) مصروف ترین عورت ہے۔

Punctuation: رموز اوتاف:

"Punctuation" means the correct use of points or stops in writing. The following are various signs of punctuation.

رموز اوتاف سے مراد تحریر میں نکات اور وقفوں کا درست استعمال کرتا ہے۔ رموز اوتاف

- | | |
|---------------------------------|----------------------|
| 1) Capital letters (A.B.C.....) | بڑے حروف |
| 2) Full Stop (.) | مکمل وقفہ |
| 3) Comma (,) | مختصر ترین وقفہ |
| 4) Mark of interrogation (?) | سوالیہ نشان |
| 5) Mark of exclamation (!) | استغیاب علامت |
| 6) Apostrophe (') | علامت حذف |
| 7) Inverted Commas (" ") | واوین |
| 8) Colon (:) | درمیانہ وقفہ |
| 9) Semi Colon (;) | وقفہ |
| 10) Dash (-) | خط فصل |
| 11) Hyphen (-) | نکودار یا علامت مرکب |
| 12) Parenthesis ([]) | قوسین |

(1) Capital Letters (ABC.....): بڑے حروف:

Capital letters are used: بڑے حروف استعمال کیے جاتے ہیں۔

- (i) To begin a sentence
He is a punctual boy.
دو وقت کا پابند لڑکا ہے۔
- (ii) To begin each fresh line of poetry.
شاعری میں ہر نئی سطر کے آغاز پر

How beautiful is the rain!
After the dust and heat,
In the broad and fiery street,

- (iii) To begin all proper nouns and adjectives derived from them.

تمام اسمائے معرفہ اور ان سے نکالے گئے اسمائے صفت سے قبل

- a) Quaid-e-Azam was a great leader.
قائد اعظم ایک عظیم رہنما تھے۔
- b) He is an English boy.
وہ ایک انگریز لڑکا ہے۔
- (iv) The first letter of names of days and months is written capital.
دنوں اور مہینوں کا پہلا حرف بڑا لکھا جاتا ہے۔
- a) Monday comes after Sunday.
پیر اتوار کے بعد آتا ہے۔
- b) Allama Iqbal died on 9th November.
علامہ اقبال نے 9 نومبر کو وفات پائی۔

(2) Full Stop (.) مکمل وقفہ:

Full stop is placed at the end of assertive or

imperative sentences; as

- 1) I like to take bath daily.
میں روزانہ اپنا نہا کر لیتا ہوں۔
- 2) Shut the door.
دروازہ بند کر دو۔

(3) Comma (,) مختصر ترین وقفہ:

The comma represents the shortest pause, and is used:

- i) To separate / different, parts of a sentence.

ایک جملے کے مختلف حصوں کو علیحدہ کرنے کے لیے

He came, he saw, he conquered.

وہ آیا، اس نے دیکھا، اس نے فتح کیا۔

You, he and I should speak the truth.

- (ii) To separate, year and month in the date.

تاریخ میں مہینہ اور سال کو علیحدہ کرنے کے لیے نشان

My nephew was born on December 16, 2015.

برائے بھتیجا 16 دسمبر 2015 کو پیدا ہوا تھا۔

(4) Question Mark (?) سوالیہ نشان:

This sign is used after interrogative sentences

یہ علامت سوالیہ جملوں کے بعد استعمال کی جاتی ہے۔

- 1) Where are you going?
تم کہاں جا رہے ہو؟
- 2) What is the date today?
آج کیا تاریخ ہے؟

(5) Apostrophe (') علامت حذف:

This sign is used to show possession or relation; as

یہ علامت ملکیت یا تعلق کو ظاہر کرنے کیلئے استعمال کرتے ہیں۔ مثلاً

- 1) This is Umar's cat.
یہ عمر کی بلی ہے۔
- 2) My brother's son is very cute.
برائے بھائی کا بیٹا بہت پیارا ہے۔

Exercise: 2

Fill in the blanks with suitable adverbs from the box. Write the kind of adverb against each sentence. The same adverb can be used more than once.

ابے میں دیے گئے متعلقہ افعال سے خالی جگہیں پُر کریں۔ ہر جملے کے سامنے متعلقہ فعل کی قسم لکھیں۔ متعلقہ فعل ایک سے زیادہ دفعہ استعمال ہو سکتا ہے۔

Occasionally	Sometimes	Slowly	Rarely	Once
Very	Never	hardly	Often	Fully

- 1) He was walking _____.
- 2) I have _____ been to the USA. _____
- 3) I have been to Australia just _____.
- 4) He was _____ prepared for the examination. _____
- 5) My grandparents live in Faisalabad. I visit them _____.
- 6) I was _____ impressed with her performance. _____
- 7) I _____ go for a walk in the park. _____
- 8) I watch English films. _____

- 9) They _____ go out _____.
- 10) Faiz solved a _____ difficult question _____.

Q7: Classify the adverbs in the following sentences.

- 1) Ahmad plays tennis well.
- 2) She is too shy.
- 3) He arrived quite early.
- 4) When are you expecting them?
- 5) Do you know the time when he will arrive?
- 6) He often knows, the time when he will arrive?
- 7) He behaved rather foolishly.
- 8) Why are you late?
- 9) He ran fast to catch the bus.
- 10) She goes there daily.

Q8: Choose the correct conjunctions.

- 1) I need to work hard _____ I can pass the exam
(a) since (b) so (c) so that
- 2) _____ he was the best candidate, he didn't win the elections
(a) so (b) although (c) since
- 3) _____ you come back from your trip, we'll meet to discuss the problem.
(a) where (b) so (c) when
- 4) They said that the movie was fantastic, _____ I watched it.
(a) although (b) so (c) but
- 5) _____ he was very ill, he didn't take any medicine.
(a) although (b) but (c) since
- 6) I don't know _____ I can buy a pair of jeans.
(a) when (b) where (c) so
- 7) She went to the shops _____ couldn't find anything that could fit her need.
(a) and (b) but (c) although
- 8) Everybody likes him because he is nice _____ helpful.
(a) and (b) but (c) or
- 9) _____ he was angry with her, he didn't speak a word.
(a) although (b) since (c) so
- 10) Keep quiet _____ go out.
(a) or (b) and (c) but

Q4: Fill in the blanks with appropriate prepositions.

- 1) Compare your answers _____ your friend.
- 2) This pen is very special _____ me.
- 3) Kittens and mice are living _____ the same place.
- 4) Have you got a piece _____ paper?
- 5) We have got a house _____ a big garden.
- 6) I come _____ a big family.
- 7) I have two pens. What _____ you?
- 8) Match the pictures _____ the names.

- 9) Nice _____ meet you.
- 10) Are you a teacher _____ this school?

Q5: Choose the correct preposition to complete each of the following sentences.

- 1) It's _____ time you told him the truth.
(a) on (b) about (c) in
- 2) The cricket player was dropped because he had done something that was _____ the rules.
(a) without (b) outside (c) against
- 3) Another way of saying old fashioned, is _____ the times.
(a) beside (b) behind (c) outside
- 4) You shouldn't pick _____ him just because he's different.
(a) on (b) to (c) with
- 5) The cardiac hospital, it's somewhere _____ that big blue building.
(a) around (b) about (c) on
- 6) Being a nurse is hard work, especially if you're _____ call all the time.
(a) in (b) with (c) on
- 7) She is the kind of girl who knows everything _____ everyone.
(a) about (b) on (c) in
- 8) She is _____ doubt, the best student in the class.
(a) without (b) about (c) outside
- 9) _____ our visit to Islamabad, we saw a lot of interesting places.
(a) while (b) during (c) through
- 10) _____ the year, I have spoken to her five times.
(a) In (b) during (c) throughout

Q6: Use the correct article.

- 1) Jawad would like to have _____ pony. (a / an)
- 2) Sara always wants to have _____ biggest portion. (the / a)
- 3) Ali is looking for _____ job. (the / a)
- 4) Doctors recommend at least _____ hour of exercise three times a week. (a / an)
- 5) Ahmad has two brothers. _____ older one is called Shahzad. (the / a)
- 6) Could you give me _____ example? (a / an)
- 7) At home, we have _____ huge television. (a / an)
- 8) On the train, there was _____ man who was snoring very loudly. (the / a)
- 9) Sana's maths teacher asked her if she had _____ right answer to the equation. (the / a)
- 10) Mir found _____ lucky coin today. (a / an)

Q7: Punctuate the following sentences.

- 1) He is not really nice looking and yet he has enormous charm.

- 2) when i was a child i could watch T.V whenever i wanted to
- 3) Mr. Salman who was sitting behind the desk gave me a big smile
- 4) Have you ever met our new financial director
- 5) If you are in Lahore come and see me

Q8: In the following sentences, identify the interjections and underline them.

- 1) Hi, I am glad that you could make it to my party.
- 2) Wow! You look great tonight
- 3) That was the best performance that I have ever seen. Bravo!
- 4) I can't believe you broke my favourite toy. Bah
- 5) Hurrah! We have won the match.

Q9: Complete each sentence using the correct correlative conjunction from the options below.

- 1) I plan to take my vacation ___ in June ___ in July.
(a) whether/or (b) either / or (c) as / if
- 2) ___ I am feeling happy ___ sad
(a) either / or (b) whether/or (c) when / I'm
- 3) ___ had I taken my shoes off, ___ I found that we had to leave again.
(a) no sooner / than(b) rather/ than (c) whether / or
- 4) ___ only the dark chocolate is delicious, ___ it can be healthy too
(a) whether / or (b) not / but (c) just as / so
- 5) ___ flowers ___ trees grow during warm weather.
(a) not only / or (b) both / and (c) not / but

Q10: Use the correct article (a,an the) in the following sentences.

- 1) We have ___ beautiful garden ___ garden is full of roses.
- 2) I would like ___ glass of orange juice.
- 3) Can you give me ___ envelope, please?
- 4) My brother is in ___ classroom.
- 5) ___ school is very cool Hasn't it got ___ central heating system?

Answers

- Q1:**
- 1) Slowly, adverb of manner
 - 2) Never, adverb of frequency
 - 3) Once, adverb of frequency
 - 4) Fully, adverb of degree
 - 5) Often, adverb of frequency
 - 6) Hardly, adverb of degree
 - 7) sometimes adverb of frequency
 - 8) Sometimes, adverb of frequency
 - 9) Occasionally, adverb of frequency
 - 10) very, adverb of degree

Q2:

- 1) Well adverb of manner
- 2) Too adverb of degree
- 3) Quite adverb of degree
- 4) When interrogative adverb
- 5) When interrogative adverb
- 6) Often adverb of frequency
- 7) Rather adverb of degree
- 8) Why interrogative adverb
- 9) Fast adverb of manner
- 10) Daily adverb of frequency

Q3:

- 1) so that 2) although 3) when
- 4) so 5) although 6) when
- 7) but 8) and 9) since 10) or

Q4:

- 1) with 2) for 3) in
- 4) of 5) with 6) from
- 7) about 8) with 9) to 10) in / at

Q5:

- 1) about 2) against 3) behind 4) on
- 5) around 6) on 7) about 8) without
- 9) during 10) throughout

Q6:

- (1) a (2) the (3) a (4) an (5) the
- (6) an (7) a (8) a (9) the (10) a

Q7:

- 1) He is not really nice-looking, and yet he has enormous charm.
- 2) When I was a child, I could watch T.V whenever I wanted to
- 3) Mr. Salman, who was sitting behind the desk gave me a big smile
- 4) Have you ever met our new financial director?
- 5) If you are in Lahore, come and see me.

Q8:

- 1) Hi! ___ used as a greeting.
- 2) Wow! ___ shows surprise.
- 3) Bravo! ___ used as a way to congratulate
- 4) Bah! ___ shows disappointment.
- 5) Hurrah! ___ shows excitement.

Q9:

- (1) either/ or (2) either / or (3) no sooner/ than
- (4) not / but (5) both / and

Q10:

- (1) a, the (2) a (3) an (4) the (5) the, a

Tenses زمانے

There are three basic tenses

Present Tense: حال حال

Past Tense: حال ماضی

Future Tense: حال مستقبل

Formation: انواع کی اقسام:

Subject + do/does + not + 1st form of verb + object

Examples:

- 1) She does not take tea
- 2) I do not go to baazar
- 3) Naseema does not wash utensils
- 4) We do not tease people
- 5) They do not make fun of others

1. Present Tense:

Present Tense shows that the action is going to take place in present times.

Formation: Do/Does + subject + 1st form of verb + object

Question mark is added at the end of interrogative sentence

Examples: Does he go to school?

Present Indefinite Tense:

Formation: Do/Does + subject + 1st form of verb + object

Question mark is added at the end of interrogative sentence

Examples: Does he go to school?

Helping verbs: امدادی افعال:

Helping Verbs that are used in this tense are Do, Does

Form of verb: 1st form of verb is used

Affirmative Sentences: مثبت فقرات:

In affirmative sentences, after the subject first form of verb is used

Examples: Ali goes to buy vegetable daily

Negative Sentences: منفی فقرات:

In negative sentences, after the subject helping verb 'do' is used with first person pronoun 'I we' 2nd

person pronoun 'you' and third person plural 'They' For third person singular pronoun i.e. he, she, it, 'Does' is used

Examples: I, we, you, they, Do

Formation: Subject + do/does + not + 1st form of verb + object

Examples: 1) She does not take tea

2) I do not go to baazar

3) Naseema does not wash utensils

4) We do not tease people

5) They do not make fun of others

Interrogative Sentences: سوالیہ فقرات:

In interrogative sentences, helping verb (do/does) is added at the start of sentence

Formation: Do/Does + subject + 1st form of verb + object

Question mark is added at the end of interrogative sentence

Examples: Does he go to school?

Present Continuous Tense: حال حال جاری

It shows the continuity of action in the present times

Formation: Subject + is/am/are + ing + object

Examples: I am taking bath

Negative Sentences: منفی فقرات:

In negative sentences, after the subject helping verb 'do' is used with first person pronoun 'I we' 2nd

Formation: Subject + is/am/are + not + ing + object

Examples: I am not taking bath

Interrogative Sentences: سوالیہ فقرات:

In interrogative sentences, helping verb (do/does) is added at the start of sentence

Formation: Do/Does + subject + 1st form of verb + object

Question mark is added at the end of interrogative sentence

Examples: Does he go to school?

Present Indefinite Tense: حال حال مطلق

Formation: Do/Does + subject + 1st form of verb + object

Question mark is added at the end of interrogative sentence

Examples: Does he go to school?

Helping verbs: امدادی افعال:

Helping Verbs that are used in this tense are Do, Does

Form of verb: 1st form of verb is used

Affirmative Sentences: مثبت فقرات:

In affirmative sentences, after the subject first form of verb is used

Examples: Ali goes to buy vegetable daily

Negative Sentences: منفی فقرات:

In negative sentences, after the subject helping verb 'do' is used with first person pronoun 'I we' 2nd

Formation: Subject + is/am/are + not + ing + object

Examples: I am not taking bath

Interrogative Sentences: سوالیہ فقرات:

In interrogative sentences, helping verb (do/does) is added at the start of sentence

Formation: Do/Does + subject + 1st form of verb + object

Question mark is added at the end of interrogative sentence

Examples: Does he go to school?

- Girls are clapping and dancing
- They are making a noise
- He is riding a horse
- Many of the students are participating in sports

Examples:

- Ali has eaten meal
- They have won the match
- She has run fast
- I have done my work
- We have packed our luggage

Negative Sentences:

In negative sentences, "not" is added after helping verb.

Formation: Subject+helping verb+not+1st form of verb+ing+object

Examples:

- Ali is not running fast
- Children are not turning on T.V.
- You are not cooking food
- She is not offering prayer
- Cat is not swimming in water

Interrogative Sentences:

In interrogative sentences, helping verb "is, am, are" is placed at the start of sentence.

Formation: Helping verb+subject+verb (1st form)+ing+object?

Examples:

- Is she arguing with teacher?
- Am I walking on a bridge?
- Are we singing a song?
- Is it raining?
- Are they sewing the cloths?

Present Perfect Tense:

پہچان: اس زمانے میں اردو کے لفظ "چکا ہے" یا "چکی ہے" یا "دیا ہے" یا "دیا گیا ہے" وغیرہ ہوتا ہے۔

Helping verbs: "Has" is used with 3rd person singular and singular noun. "Have" is used with 1st and 2nd persons and all plurals.

Form of verb: Past participle form of verb is used

Affirmative Sentences: For affirmative sentences, following sentence pattern is used

Examples:

- Did they exercise daily?
- Did Naseema buy a pen?
- Did bird fly in air?
- Did she tell a lie?

Negative Sentences:

For making negative sentences, "not" is added between helping verb and main verb

Formation: Subject+helping verb+not+1st form of verb+ing+object

- I have not learnt my lesson
- You have not planted trees
- She has not done her duty
- They have not killed the lion
- Ali has not written a book

Interrogative Sentences:

For interrogative sentences, has/ have is placed before the subject and question mark (?) is put at the end

Formation: H v (has/ have)+ subject + 3rd form of verb + object?

Examples:

- Has she swept the room?
- Have they informed you?
- Has Najma washed her clothes?
- Have we arrived home?
- Have I taken tea?

Past Tense:

Past Tense shows that some action has taken place in the past time

Past tense is divided into four kinds:

- Past Indefinite Tense
- Past Continuous Tense
- Past Perfect Tense
- Past Perfect Continuous Tense

(1) Past Indefinite Tense

پہچان: اس Tense کے لفظ "تھا" یا "تھی" یا "تھے" وغیرہ ہوتا ہے۔

Affirmative Sentences:

Form of Verb: 2nd Form (past form) of verb is used in positive /affirmative sentences of this tense

Formation: Subject + 2nd form of verb + object

Examples:

- I wrote a letter.
- He ate an apple.
- Ali watched an interesting movie.
- They played football match
- She threw a ball

Negative Sentences:

In making negative sentences, "did" is used as a helping verb. And after "did" First form of verb is used

Formation: Subject+did+not+1st form of verb + object

- I did not drink water.
- We did not ask question.
- He did not fly kite.
- She did not go to school.
- They did not accept our invitation

Examples:

- Did they exercise daily?
- Did Naseema buy a pen?
- Did bird fly in air?
- Did she tell a lie?

Interrogative Sentences:

For interrogative sentences, "did" is placed at start of sentence. After subject, first form of verb is used and question mark (?) is added at the end

Formation: Did + subject + 1st form of verb + object?

Examples:

- Did they exercise daily?
- Did Naseema buy a pen?
- Did bird fly in air?
- Did she tell a lie?

Past Continuous Tense:

It shows that some action remained continued in the past

Formation: Subject + was/were + ing + object

Examples:

- He was running
- They were buying a new house
- Sun was shining
- You were waiting for me
- Cat was eating meat

Negative Sentences:

"Not" is added between helping verb (was / were) and main verb

Formation: Subject + h v. (was/were)+ not + 1st form of verb + ing + object

- You were not reading newspaper
- He was not wasting his time
- They were not singing a song
- We were not singing a song
- It was not raining

Interrogative Sentences:

Helping verb is placed before the subject and question mark (?) is added at the end

Formation: H v(was/were)+subject+1st form of verb+ing+object?

- Did we help you?
- Did she tell a lie?

Examples:

- 1) Were we taking tea?
- 2) Was he offering prayer?
- 3) Were they knocking at the door?
- 4) Was it raining cats and dogs?
- 5) Was she weeping?

Past Perfect Tense:

It is a tense which describes an action completed in the past.

یہ ایک ایسا فعل ہے جو ماضی میں کسی کام کے مکمل ہونے کو بیان کرتے ہیں۔ اس تینس کے فقرات کے آخر میں، چکا، ہوئی، تھی، تھے۔ یا تھا، تھی، تھے۔ جیسے لکھا جاتا ہے۔

Form of verb:

3rd form (past participle) of verb is used in the tense.

Helping verb:

"Had" is the helping verb used in the sentences of this tense.

Affirmative Sentences:

Formation: Subject+h v(had)+ past participle form of verb+object

Examples:

- 1) He had already done his work
- 2) I had taken bath
- 3) She had gone to sleep
- 4) They had reached there
- 5) Boy had stolen my money

Negative Sentences:

"Not" is added in between helping verb (had) and main verb

Formation:

Subject+h v(had)+ not+past participle form + object of verb

Examples:

- 1) You had not rung the bell
- 2) The Sun had not set
- 3) We had not heard this news
- 4) He had not bought the book
- 5) The gardener had not watered the plants

Interrogative Sentences:

In interrogative sentences, helping verb is placed at

start of the sentence. Question mark (?) is put at the end

یہ تینس میں امدادی فعل کے شروع میں لگایا جاتا ہے اور اس کے آخر میں سوالیہ نشان لگایا جاتا ہے۔

Formation:

H v (had) + subject + past participle form of verb + object

Examples:

- 1) Had the train gone?
- 2) Had the girl drowned before help?
- 3) Had we finished our Mathematics homework?
- 4) Had they cut the tree?
- 5) Had the farmer ploughed the fields?

یہ تینس میں امدادی فعل کے شروع میں لگایا جاتا ہے اور اس کے آخر میں سوالیہ نشان لگایا جاتا ہے۔

Past perfect continuous tense (ماضی کتبھی تک جاری رہنے والا تینس) اس تینس میں کسی کام کے جاری رہنے کو بیان کرتے ہیں۔

یہ تینس میں امدادی فعل کے شروع میں لگایا جاتا ہے اور اس کے آخر میں سوالیہ نشان لگایا جاتا ہے۔

Examples:

- 1) He had eaten apples before I came
- 2) We had reached home before the train started
- 3) Had you reached school before the bell rang?
- 4) The thief had stolen all the money before the police came
- 5) Had the students not learnt lesson before the teacher came?

Future Tense

Future tense shows the action that is still to come

یہ تینس مستقبل کے فعل کو بیان کرتا ہے۔

Future tense is divided into four sub-kinds

- 1) Future Indefinite Tense
- 2) Future Continuous Tense
- 3) Future Perfect Tense
- 4) Future Perfect Continuous tense

1) Future Indefinite Tense

یہ تینس مستقبل کے فعل کو بیان کرتا ہے۔

Form of verb:

First form of verb is used in this tense

Helping verbs:

"Will" and "Shall" are helping verbs to this tense.

"Will" is used with 2nd person pronoun i.e. you and 3rd person pronouns i.e. he, she, it, they and all nouns

"Shall" is used with 1st person pronoun "I" and "we"

"Shall" is used with "I and we" only

Affirmative Sentences:

Formation: Subject+will/shall + first form of verb + object

Examples:

- 1) Teacher will guide his students
- 2) I shall drive the car
- 3) We shall wait for you
- 4) Peon will ring the bell
- 5) I shall go for morning walk

Negative Sentences:

Formation: Subject + Will / shall + not + first form of verb + object

Examples:

- 1) I shall not stay in this house
- 2) We shall not go to office
- 3) Kinneez and sabir will not go to Mullan
- 4) Faizwill not write an application
- 5) Toyqeer will not accept your invitation

Interrogative Sentences:

Helping verb is placed at the start of sentence to make it interrogative

Formation:

H v (Will/shall) + subject + 1st form of verb + object?

Examples:

- 1) Will he help us?
- 2) Shall we pass the exams?

- 3) Will the prime minister resign?
- 4) Will they do their work?
- 5) Will Ali win the competition?

Future Continuous Tense:

It shows that action will be continuous in the future

یہ تینس مستقبل میں جاری رہنے والے فعل کو بیان کرتا ہے۔

Helping verbs:

"Will be" and "shall be" are the helping verbs that are used in this tense

"Will be" is used with you, he, she, it, they and all nouns

"Shall be" is used with "I and we" only

Formation:

Present participle (1st form+ing) is used in this tense

Affirmative sentences:

Formation: Subject + h v (will be/shall be) + 1st form of verb + ing + object

Examples:

- 1) You will be playing
- 2) We shall be listening a story
- 3) She will be making tea
- 4) I shall be playing football
- 5) They will be working hard

Negative sentences:

"Not" is placed between "will/shall" and "be"

Formation: Subject + h v (will / shall) + not+ be + 1st form of verb + ing + object

Examples:

- 1) Ahmad will not be teasing me
- 2) He will not be riding a horse
- 3) We shall not be drawing a picture
- 4) She will not be weeping
- 5) It will not be raining

Interrogative Sentences:

Formation: will/shall + subject + be + 1st form of verb + ing + object

Examples:

- 1) Will Afzal be running?

- 2) Shall we be sleeping? کیا ہم سو رہے ہوں گے؟
 3) Will you be singing? کیا تم گانے پڑھ رہے ہو گے؟
 4) Shall we be playing? کیا ہم کھیل رہے ہوں گے؟
 5) Will they be listening radio? کیا وہ ریڈیو سن رہے ہوں گے؟

Future Perfect Tense: **مکمل مستقبل کھیل**

The Future Perfect Tense describes an action that will be finished by a certain future date.

مکمل مستقبل کھیل یہ Tense ہے جس میں کوئی کام آنے والا زمانے میں مکمل ہو گا۔
 یہاں اس tense کے فقروں کے آخر میں "چکا ہوگا" "پکے ہوں گے" "سجی ہوگی" یا "ہوگا" "ہوگی" "ہوں گے" وغیرہ کے الفاظ آتے ہیں۔

Helping verbs: امدادی افعال:
 "Will have" "shall have" are the helping verbs of this tense.

"Shall have" اور "Will have" اس tense کے امدادی افعال ہیں۔
 Use of "Will have" and "Shall have":

"Will have" اور "Shall have" کا استعمال
 "Will have" is used with he, she, it, they, you, and all nouns

"Shall have" is used with only first person pronoun "I" and "We".

"Shall have" صرف اور we کے ساتھ استعمال ہوتا ہے۔
Form of verb: فعل کی حالت:

Past participle (3rd form) of verb is used in this tense اس tense میں ماضی کی صفت فعلی استعمال ہوتی ہے۔

Affirmative Sentences: **مثبت فقرات:**

Formation: Subject+will have/shall have+past participle + object

Examples: مثالیں:
 1) He will have played match. دو کھیل چکا ہوگا۔
 2) The car will have reached. گاڑی پہنچ چکی ہوگی۔
 3) I shall have finished my work. میں نے اپنا کام مکمل کر لیا ہوگا۔
 4) We shall have solved the sum. ہم سوال حل کر چکے ہوں گے۔
 5) They will have heard the news. وہ خبر سن چکے ہوں گے۔

Negative Sentences: **منفی فقرات:**

In negative sentences "not" is added between "will" and "have"

منفی فقرات میں will اور have کے درمیان not کا اضافہ کیا جاتا ہے۔

Formation: Subject + will not have / shall not have + past participle + object

Examples: مثالیں:
 1) You will not have committed this mistake تم نے یہ غلطی نہیں کی ہوگی۔
 2) They will not have gone to bazaar. وہ بازار نہیں گئے ہوں گے۔
 3) Students will not have played hockey طلبہ ہاکی نہیں کھیل چکے ہوں گے۔

- 4) We shall not have reached home. ہم نہیں پہنچ سکے ہوں گے۔
 5) It will not have rained. بارش نہیں ہو چکی ہوگی۔

Interrogative Sentences: **پرہیز فقرات:**

For making interrogative sentences of this tense, "will / shall" is placed before the subject and after subject "have" is placed.

اس tense کے سوالیہ فقرات بنانے کیلئے will/shall subject سے پہلے اور subject کے فوراً بعد "have" لگا دیا جاتا ہے۔

Formation: Will / shall + subject + have + past participle + object

Examples: مثالیں:
 1) Will the peon have rung the bell? کیا چوکیدار نے گھنٹی بجا چکا ہوگا؟
 2) Will my letter have reached him? کیا میرا خط اس تک پہنچ چکا ہوگا؟
 3) Shall we have worked hard? کیا ہم نے سخت محنت کی ہوگی؟
 4) Shall I have reached Lahore? کیا میں لاہور تک پہنچ چکا ہوگا؟
 5) Will the boy have completed the Holy Quran? کیا لڑکا قرآن پاک مکمل کر چکا ہوگا؟

Exercise 3

Q1: Fill in the blanks with appropriate simple tense form of the verb given in the brackets.

- یہ جگہوں میں دی گئی افعال کی مناسب سادہ فارم لکھ کر تعالیٰ سے تمہیں پتہ کریں۔
- The plane ___ at 6.30 (arrive)
 - I will inform you when he ___ back. (come)
 - Unless we ___ now we can't be there on time. (start)
 - The sun ___ in the east. (rise)
 - The next term ___ on Monday. (begin)
 - She ___ an engineer. (be)
 - They ___ our relatives. (be)
 - When does the train ___? (depart)
 - Let's wait till he ___ his work. (finish)
 - Please ring me up as soon as he ___ (arrive)

Q2: Turn the following sentences into negative ان جملوں کو منافی میں تبدیل کریں۔

- We waste our time. 2) He sings a song
- I write a letter. 4) They fly kites
- The cow eats grass.

Q3: Turn the following sentences into interrogative ones. ان جملوں کو سوالیہ میں تبدیل کریں۔

- He writes a letter. 2) She does not swim.
- The boys solve the sum. 4) People come and go.
- We swim in the river.

Q4: Translate the following sentences into English. ان جملوں کو انگریزی میں تبدیل کریں۔

- (1) کیا تم نماز پڑھتے ہو؟ (2) کیا تم نماز پڑھتے ہو؟
- (3) وہ سب پڑھتے ہیں۔ (4) تم نے غلطی نہیں کی ہوگی۔
- (5) وہ اپنی نہیں جانتی ہے۔ (6) کیا تم نے کھانا کھاتے ہو؟
- (7) ہم ایک کتاب پڑھتے ہیں۔ (8) وہ سکول نہیں جاتی ہے۔
- (9) اسلم اخبار نہیں پڑھتا ہے۔ (10) کیا نوید سوال پوچھتا ہے؟

Q5: Tick (✓) the correct answer?
 درست جواب پ (✓) لگائیں۔

- The sentence in "Present Indefinite tense" is:
 - The sun rises in the east.
 - I bought a new car.
 - They will play games on computer
 - He sold his house
- The sentence in "Past Indefinite tense" is:
 - You are going to school.
 - He ate an apple
 - She will learn her lesson.
 - They go to Lahore.
- The sentence in "Future Indefinite tense" is:
 - She went to Karachi.
 - They read books.
 - He will take tea.
 - He is playing
- The correct translation of sentence. "I take breakfast at 7 o' clock" is:
 - میں صبح 7 بجے ناشتہ کرتا ہوں۔
 - میں صبح 7 بجے ناشتہ کرتی ہوں۔
 - میں صبح 7 بجے ناشتہ کرتا ہوں۔
 - میں صبح 7 بجے ناشتہ کرتی ہوں۔
- The correct translation of Urdu sentence 'اس نے سچ بولا':
 - He speaks the truth
 - He will speak the truth
 - He is speaking the truth.
 - He spoke the truth.
- The correct negative sentence of "Past Indefinite tense" is:
 - We do not drink milk daily.
 - He does not study.
 - The postman will not ring the bell.
 - They did not eat mangoes.
- The correct verb to make "Future Indefinite tense" in the sentence: I think our team ___ the match". is:
 - wins
 - win
 - won
 - will win
- The correct translation of Urdu sentence 'کیا تم آج گزشتہ ہو؟':
 - Did you knead flour?
 - Do you knead flour?
 - Does he knead flour?
 - Does she knead flour?
- The correct translation of Urdu sentence 'میں آپ کی مدد کروں گا':
 - I shall help you.
 - I will help you.
 - I helped you.
 - I am helping you.
- The correct interrogative sentence in "Past Indefinite tense" is:
 - Do you cook?
 - Did he write a letter yesterday?

- Did he wrote a letter yesterday?
- Does she sew clothes?

Q6: Fill in the blanks with Past Continuous tense. مکمل ماضی جاری لگا کر تعالیٰ سے تمہیں پتہ کریں۔

- I ___ better. (feel)
- He ___ to me. (listen)
- They ___ fun of others. (make)
- Grandmother ___ T.V. (Watch)
- He ___ for milk (cry)
- We ___ well (do)

Q7: Translate the following sentences into English. درج ذیل جملوں کا انگریزی میں ترجمہ کریں۔

- (1) کیا آج تم کھار رہے ہو؟ (2) دو ایک خوبصورت وادی میں رہ رہے ہیں۔
- (3) دو دروازے پر دستک نہیں دے رہا تھا۔ (4) کیا وہ جلیوں میں دلچسپی لے رہا تھا؟
- (5) میں انگریزی بول رہی ہوں گی۔
- (6) ہم اپنے ملک کی ثقافت کے بارے میں نہیں بتا رہے ہوں گے۔
- (7) میں گل لاہور جاؤں گی۔ (8) بارش ہو چکی ہوگی۔
- (9) علی پر دعائی مکمل کر چکا ہے۔ (10) لڑکی سویرن میں بیٹھی تھی
- (11) ہم جمعیت چیت پکے ہوں گے۔ (12) انعامات تقسیم نہیں کیے جاسکتے ہیں۔

Q8: Turn the following sentences into negative. ان جملوں کو منافی میں تبدیل کریں۔

- The teacher has called the roll.
- Pakistan has won the match.
- We have eaten food.
- He learnt his lesson.
- Ali was coming from school.
- I shall eat mangoes.
- Nasima will be cooking food.
- The rainy season will have set in.
- We shall have reached the school.
- She writes a letter.

Q9: Translate the following sentences into interrogative. درج ذیل جملوں کو سوالیہ میں تبدیل کریں۔

- I shall have learnt my lesson.
- The war will have ended.
- He will be going
- You will write a letter.
- The sun had set when I reached home.
- He was reading a book.
- The patient had died.
- You got the first prize
- Ahmad has solved the sum.
- I am drinking water.

Q10: Translate the following sentences into English. درج ذیل جملوں کا انگریزی میں ترجمہ کریں۔

- (1) میں ورزش نہیں کر رہا ہوں۔ (2) کیا وہ مذاق کر رہا ہے؟
- (3) وہ اپنی کتابیں نہیں پڑھتا ہے۔ (4) کیا میں نے ایسا سچا پیکر لیا ہے یا نہیں دیکھا ہے؟

- (5) ریش نے کہا اس کی مائیں کی۔ (6) انہوں نے ہماری دعوت قبول کی۔
- (7) ہم کہاں کہاں دیکھتے تھے۔ (8) کیا انہوں نے رات کو کھانسی ہوئی تھی؟
- (9) کسان کھیتوں میں مل چائے تھا۔ (10) ایک ٹیکسی نماڑا اور کہنے لگا۔
- (11) تمہارا ہاتھ کھینچ کر رہے۔ (12) میں بڑے تھیں اور باہوں گا۔
- (13) آیا وہ میں ہی ہوگی؟ (14) میں باجی کے عجب واقعات سنا چکا ہوں گا۔
- (15) کیا تم رازت کیلئے درخواست نہیں دے گئے ہو؟

Answers

- Q1. (1) arrives (2) comes (3) start (4) rises
(5) begins (6) is (7) are (8) depart
(9) finishes (10) arrives

- Q2. (1) We do not waste our time.
(2) He does not sing a song.
(3) I do not write a letter.
(4) They do not fly kites.
(5) The cow does not eat grass.

- Q3. (1) Does he write a letter?
(2) Does she not swim?
(3) Do the boys solve the sum?
(4) Do people come and go?
(5) Do we swim in the river?

- Q4. (1) Does he read English?
(2) Do you offer prayer?
(3) They teach the lesson.
(4) Dogs bark.
(5) She does not drink water.
(6) Do I write a letter?
(7) We read a book.
(8) She does not go to school.
(9) Aslam does not read newspaper.
(10) Does Naveed ask question?

- Q5. (1) a (2) b (3) c (4) d (5) e
(6) f (7) g (8) h (9) i (10) j

- Q6. (1) was feeling (2) was listening
(3) were making (4) was watching
(5) was crying (6) were doing

- Q7. (1) Is Amna eating mangoes?
(2) They are living in a beautiful valley.
(3) He was not knocking at the door.
(4) Was he taking interest in sports?

- (5) I shall be speaking English
- (6) We shall not be telling about our country's culture
- (7) I shall go to Lahore tomorrow
- (8) It will have rained
- (9) Ali has completed studies
- (10) Girl had knitted the sweater
- (11) We shall have won the match
- (12) The prizes have not been distributed

- Q8. (1) The teacher has not called the roll.
(2) Pakistan has not won the match.
(3) We have not eaten food.
(4) He did not learn his lesson.
(5) Ali was not coming from school.
(6) I shall not eat mangoes.
(7) Nasima will not be cooking food.
(8) The rainy season will not have set in.
(9) We shall not have reached the school.
(10) She does not write a letter.

- Q9. (1) Shall I have learnt my lesson?
(2) Will the war have ended?
(3) Will he be going?
(4) Will you write a letter?
(5) Had the sun set when I reached home?
(6) Was he reading a book?
(7) Had the patient died?
(8) Did you get the first prize?
(9) Has Ahmad solved the sum?
(10) Am I drinking water?

- Q10. (1) I am not doing exercise.
(2) Is he joking?
(3) They have not received their salaries.
(4) Have I not seen such a scene ever before?
(5) Riaz did not help the beggar.
(6) They accepted our invitation.
(7) We were not abusing.
(8) Have they not cut the tree?
(9) Farmer had ploughed the fields.
(10) People will offer Eid prayer.
(11) We shall not wait for you.
(12) I shall not be washing clothes.
(13) Will she be laughing?
(14) I shall have come back till 5 o'clock.
(15) Will you not have submitted the application for job?

شرطیہ جملے
Conditional sentences are made up of two halves. One half is a condition, and the other half states the action to occur if the condition is fulfilled.

شرطیہ جملے، دوسروں پر مشتمل ہوتے ہیں۔ ایک حصہ میں شرط ہوتی ہے جبکہ دوسرے حصہ میں اس کا نتیجہ ہوتا ہے اگر شرط پوری ہو جائے۔

Types of Conditional Sentences: شرطیہ جملوں کی اقسام

Conditional sentences are of three types: شرطیہ جملوں کی تین اقسام ہیں۔

1st Conditional: شرطیہ I

The first conditional is used to express situations based on fact in the present or future.

پہلی شرط کے لئے حقائق یا مستقبل میں بیان کیے جاتے ہیں۔ پہلے حصے میں فعل حال اور دوسرے میں فعل مستقبل ہوتا ہے۔

It includes possibility. یہ ممکنات پر مشتمل ہوتے ہیں۔

Formation: If + simple present, simple future

Examples: 1) If I find her address, I'll send her an invitation.

اگر مجھے اس کا پتہ ملے گا تو میں اسے دعوت نامہ بھیجوں گا۔

2) If you buy me a book I will buy you one.

اگر تم مجھے ایک کتاب خریدو گے تو میں تمہیں ایک کتاب خرید کر دوں گا۔

2nd Conditional: شرطیہ II

The second conditional is used to express unreal situations in the present or future. Often used to express a wish.

دوسری شرط کے لئے حقائق یا مستقبل میں غیر حقیقی صورتحال کو بیان کرتے ہیں۔ عموماً یہ کسی خواہش کا اظہار کرتے ہیں۔

It uses the simple past tense. اس میں سادہ فعل استعمال ہوتا ہے۔

Formation: If + simple past, would + infinitive (base form of verb).

Examples: 1) If I won the lottery I would buy a new house.

اگر میری لٹری جیت لوں گا تو میں ایک نیا گھر خریدوں گا۔

2) If I became president I would work for the betterment of country.

اگر میں صدر بن گیا تو میں ملک کی بہتری کے لیے کام کروں گا۔

3rd Conditional: شرطیہ III

It is usually used to express conditions in the past that did not happen. Often used to express criticism or regret with "would have".

یہ عموماً اس کے لئے استعمال ہوتا ہے جو کسی واقعہ کے لیے جو کسی واقعہ میں نہیں ہوا۔ تیسری قسم کے یہ شرطیہ جملے عموماً تنقید اور حسرتوں کا اظہار کرنے کے لیے لکھے جاتے ہیں۔

Formation: If + past perfect, would + have + past participle.

Examples: 1) If I had worked harder, I would have passed my exams.

اگر میں نے محنت سے کام کیا ہوتا تو میں امتحان میں پاس ہو گیا ہوتا۔

- 2) If I had found her address I would have sent her an invitation.

اگر مجھے اس کا پتہ مل گیا ہوتا تو میں اسے دعوت نامہ بھیجتا۔

Exercise 4

Q1 Put the verbs in brackets into the gaps. Form conditional sentences type 1. Only use will in the main clauses.

بریکٹوں میں دیے گئے افعال کو گہرائی جملوں میں لکھیں۔ شرطیہ جملہ I بنائیں۔ میں کا زور میں صرف Will استعمال کریں۔

- (1) If I _____ (to study), I _____ (to pass) the exams

- (2) If the sun _____ (to shine), We _____ (to walk) to the town

- (3) If he _____ (to have) temperature, He _____ (to see) the doctor

- (4) If my friend _____ (to come), I _____ (to be) very happy

- (5) If she _____ (to earn) a lot of money, she _____ (to go) to America

- (6) If we _____ (to travel) to London, we _____ (to visit) the museums

- (7) If you _____ (to wear) sandals in the mountains, you _____ (to slip) on the rocks

- (8) If Sara _____ (to forget) her homework, the teacher _____ (to give) her low marks

- (9) If they _____ (to go) to the party, they _____ (to listen) to loud music

- (10) If you _____ (to wait) a minute, I _____ (to ask) my parents

Q2 Put the verbs in brackets into the gaps. Form conditional sentences type II.

بریکٹوں میں دیے گئے افعال کو گہرائی جملوں میں لکھیں۔ شرطیہ جملہ II بنائیں۔

- (1) If I _____ (to come) home earlier, I _____ (to prepare) dinner

- (2) If he _____ (to be) my friend, I _____ (to invite) him to my birthday party

- (3) If Ali _____ (to study) harder, he _____ (to be) better at school

- (4) If they _____ (to have) enough money, they _____ (to buy) a new car

- (5) If we _____ (to hurry), we _____ (to catch) the bus

Q3 Put the verbs in brackets into the gaps. Form conditional sentences type III.

بریکٹوں میں دیے گئے افعال سے حالی گھسیں بنا کر لکھیں۔ شرطیہ جملہ III بنائیں۔

- (1) If the weather _____ (to be) nice, they _____ (to play) football

- (2) If we _____ (to go) to a good restaurant, we _____ (to have) a better dinner

- (3) If Ahmad _____ (to learn) more words, he _____ (to write) a good report

- (4) If you ___ (to buy) fresh green vegetable, your salad ___ (to taste) better.
 (5) If Uzma ___ (to ask) me, I ___ (to email) the documents

Answers

Q1:

- (1) study, will pass (2) shines, will walk
 (3) has, will see (4) comes, will be
 (5) earns, will go (6) travel, will visit
 (7) wear, will slip (8) forgets, will give
 (9) go, will listen (10) wait, will ask

Q2:

- (1) came, would prepare
 (2) was, would invite
 (3) studied, would be
 (4) had, would buy
 (5) hurried, would catch

Q3:

- (1) had been, would have played
 (2) had gone, would have had
 (3) had learned, would have written
 (4) had bought, would have tasted
 (5) had asked, would have emailed

Applications درخواستیں

1. An application for sick leave

درخواست رخصت بچہ بیماری

The Headmaster / Principal / Headmistress,
 Govt. High School,
 Lahore
 Sir/Madam,

With due respect it is stated that I am suffering from fever since last night. So, I cannot attend school today. Kindly grant me leave for one day. I shall be very thankful to you.

Yours obediently,

X. Y. Z.

Class VII

Dated 12th Jan, 20__

2). An application for leave for an urgent piece of work.

درخواست رخصت بچہ ضروری کام

The Headmaster / Principal / Headmistress,

Govt. High School,

Lahore

Sir/Madam,

Most respectfully it is stated that I have an urgent piece of work at home. So I cannot come to school today. Kindly grant me leave for one day

I shall be very thankful for this act of kindness

Yours obediently,

X. Y. Z.

Class VII

Dated: 12th March, 20__

3). An application for fee concession.

درخواست برائے فیس معافی

The Headmaster / Principal / Headmistress,

Govt. High School,

Multan

Sir/Madam,

Most respectfully, it is stated that my father is a poor man. He has a large family and low income. So, he cannot pay my fee. I am very fond of studies and always stand first in class. Kindly grant me full fee concession.

I shall be very thankful to you.

Yours obediently,

X. Y. Z.

Class VII

25th Feb. 20__

4). An application for leave to attend a marriage party.

درخواست رخصت برائے شولیت شادی

The Headmaster/Headmistress/Principal,

Govt. High School,

Faisalabad

Sir/Madam,

With due respect it is stated that the marriage ceremony of my elder brother is going to be held on 15th of this month. So, I shall not be able to attend the school for three days. Kindly grant me leave for three days from October 14th to October 17th.

Thanking you in anticipation

Yours obediently,

X. Y. Z.

Class VII

13th Oct. 20__

5). An application for school leaving certificate.

سکول چھوڑنے کے سرٹیفکیٹ کے لیے درخواست

The Headmaster/Headmistress/Principal,

Govt. High School,

Gujranwala

Sir/Madam,

Most respectfully it is stated that my father is a govt servant. He has been transferred from Gujranwala to Rawalpindi. I cannot stay here alone so, I have to go with him. Kindly issue me school leaving certificate. I shall be very thankful to you.

Yours obediently,

X. Y. Z.

Class VII

10th Feb. 20__

6). An application for remission of fine.

درخواست برائے معافی جرمانہ

The Headmaster/Headmistress/Principal,

Govt. High School,

Sargodha.

Sir/Madam,

With due respect it is stated that I could not attend the school during the last week due to illness. I found nobody to bring my application. I have been fined Rs. 100/- for absence. Kindly remit my fine. I shall be very thankful to you for this kindness.

Yours obediently,

X. Y. Z.

Class VII

21st Nov. 20__

Letters خطوط

1. Letter to father telling about result and for asking money.

نتیجہ کی اطلاع دینے اور پیسے منگوانے کے لیے والد کے نام خط

Examination Hall,

City (A. B. C.)

April 12, 20__

My dear Father,

Assalam-o- Alaikum! I hope you will be in the best of your health. I am glad to inform you that I have passed Class 6th. I have got first position in the class. Now I am promoted to class 7th. I need new books and uniform. Kindly send me Rs. 3000/- . Pay my regards to mother and grandmother.

Your loving son,

X. Y. Z.

Class VII

2). Letter to uncle thanking him for a gift.

چچا کے نام خط تحفے کا شکریہ ادا کرنے کے لیے خط

Examination Hall,

City (A. B. C.)

November 3, 20__

My dear Uncle,

Assalam-o- Alaikum! I received your gift that you sent me on my birthday. It is a beautiful wrist watch. I am immensely thankful for this gift. I was really in need of a wrist watch. It will be very useful to me during the examinations. I again thank you for this precious gift.

With best regards to aunt and love to all.

Your loving nephew,

X. Y. Z.

Class VII

3). Letter to mother about your studies.

تعلیمی کارکردگی کی اطلاع کے لیے والدہ کے نام خط

Examination Hall,

City (A. B. C.)

October 19, 20__

My dear Mother,

Assalam-o- Alaikum! I received your letter a few days back. You have asked me about my studies. The result of my previous test has been announced. I am glad to tell you that I have got 80% marks in mid term examination. I wish to get first position in my class. I am working hard to achieve it. Kindly pray for my success. With best wishes and love to all.

Yours affectionately,

X. Y. Z.

Class VII

4). Letter to friend congratulating him on his success.

دوست کو کامیابی پر مبارکباد کا خط

Examination Hall,

City (A. B. C.)

November 6, 20__

My dear Friend,

Assalam-o- Alaikum! I have come to know about your brilliant success in 6th class. You have got 90% marks. It is result of your hard work and prayers of your parents. I congratulate you from the core of my heart. Please accept my Congratulations and also convey to your parents.

With best wishes

Yours sincerely,

X. Y. Z.

Class VII

5). Letter to younger brother to take interest in studies.

چھوٹے بھائی کے نام خط اور پڑھائی میں دلچسپی لینے کی ہدایت

Examination Hall,

City (A. B. C.)

March 20, 20__

My dear Brother,

Assalam-o- Alaikum! I received father's letter yesterday. It was shocking for me to know about your poor performance. You could not fully pass in the home test. I think it is because of your lack of interest in your studies. You have been wasting your time in bad company. I advise you to avoid bad company and take complete interest in studies. Offer prayers regularly.

With best wishes

Your loving brother,

X. Y. Z.

Class VII

6. Letter of condolence to friend on his mother's death.

Examination Hall, City (A, B, C) February 15, 20__ My dear Friend,

Assalam-o- Alaikum! I heard the shocking news of your mother's death. She was a very kind lady and always behaved in a gentle way. May her soul rest in peace (Amin) I pray to Allah that He may give you strength and patience to bear the loss. Kindly convey my deepest sympathies to your father and other members of your family. I shall come to see you in a day or two.

Yours sincerely, X Y Z Class VII

7) Letter to a friend telling him about Eid-Milan party.

Examination Hall, City (A, B, C) September 19, 20__ Dear Friend,

Assalam-o- Alaikum! I hope you are enjoying good time of your life. I am also fine here. As you know Eid has passed recently and I want to tell you about the event of Eid Milan party. We arranged it at home. All the friends and cousins were invited. Delicious food was served. After dinner we had ice cream which added more joy to the party. We missed you a lot. I wish you were here with us. Pay my regards to all at home.

Yours sincerely, X Y Z Class VII

8). Letter to your friend to invite him/her in summer vacation.

Examination Hall, City (A, B, C) June 18, 20__ Dear Friend,

Assalam-o- Alaikum! I hope you will be fine. I am also quite well here. A few months ago you promised me to visit my city during summer vacation. I am writing this letter to remind you about that promise. We will enjoy a lot together and we will have combined study too. Kindly inform me about your programme. Please pay my salaam to all at home.

Yours sincerely, X Y Z Class VII

Stories کہانیاں

1. A thirsty crow

Once there was a crow. It was very thirsty. It flew in search of water but found no water. At last, it

saw a jug of water in the garden. It reached to the jug but water was very low. It could not drink it. It looked here and there and saw a few pebbles nearby. It finally thought of a plan. It put pebbles into the jug. The water rose up. It drank water and flew away.

Moral: God helps those who help themselves. Necessity is the mother of invention.

2. A farmer and his sons

Once there was a farmer. He lived in a village. He had three sons who always quarrelled with one another. The farmer got very sick. He was very upset because of his sons' attitude. One day the farmer brought a bundle of sticks. He asked them to break it. They tried their best but could not do so. Then the farmer untied the bundle. He told them to break the sticks. They broke them easily. The farmer said, "United we stand. Divided we fall." His sons learnt a lesson and began to live in peace.

Moral: Union is strength.

3. The hare and the tortoise

Once a hare and a tortoise was friends. The hare always laughed at the slow speed of the tortoise. One day the hare asked the tortoise to run a race with him. The tortoise accepted it. The next day, the end point of race was decided and race began. The hare ran very fast and soon went out of sight. He was tired. He laid down under a tree and fell asleep. The tortoise went on moving. When hare woke up, he ran as fast as he could. But he was surprised to see the tortoise at the winning post. He was much ashamed. The tortoise had won the race.

Moral: Slow and steady, wins the race. Pride hath a fall.

4. A strange hen

Once there was a farmer. He lived in a village. He had a strange hen. It laid a golden egg every day. He sold the golden egg and got high price. He was very greedy and could not wait to become rich. He wanted to be wealthy at once. One day he killed the hen to get all the golden eggs. But he was very disappointed to see that there was only one egg. He felt sorry but it was of no use.

Moral: It is no use to cry over spilt milk. Greed is a curse.

5. A fox and the grapes

Once there was a fox. It was very hungry. It went to a garden. It saw ripe grapes there. Its mouth watered. It wanted to eat them. It jumped at them but the grapes were out of its reach. It jumped again and again, but could not reach them. It was tired. So it went away saying, "The grapes are sour."

Moral: The grapes are sour.

6. A greedy dog.

Once there was a dog. It was very hungry. It stole a piece of meat from butcher's shop. It ran away in search of a peaceful place to eat it. On the way it reached a stream. It saw its own reflection in the water. It thought it another dog having a piece of meat. It wanted to get that piece too. It opened its mouth to get it. Its own piece fell into the stream. In greed of getting another piece, it lost its own piece of meat.

Moral: Greed is a curse.

7. A lion and a mouse

Once a lion was sleeping in a forest. A mouse came out of its hole and began to run on its body. The lion woke up and caught the mouse. It wanted to kill the mouse but the mouse begged for mercy. The lion let it go. After some days the lion was caught in a trap by a hunter. He roared. The mouse heard the roar of the lion and came out of its hole. It saw the lion in trouble. It began to cut the ropes with its sharp teeth. The lion was freed and it thanked the little mouse.

Moral: Do good, have good.

8. The foolish stag

Once a stag was drinking water at a stream. It saw its reflection in the water of stream. It felt proud of his beautiful horns. It was feeling happy to see the horns. At the same time it looked at its thin legs. It hated them for their ugliness. Meanwhile, it heard the voice of hounds coming towards it. It ran away to save its life. Its legs were very sharp but its horns were caught in a bush. It tried hard to free itself but in vain. The hounds came up to it. They caught the stag and torn it to pieces.

Moral: Pride hath a fall.

9. A Farmer and the snake.

Once in a winter morning a farmer saw a snake frozen with cold. He was very kind-hearted and could not see anybody in a trouble. He took pity on the snake, put it in a basket and brought it home. He put it near fire in the kitchen. After sometime, the snake opened its eyes and moved here and there. The farmer's children were also watching all this with great interest. Suddenly, the snake attacked one of his sons but he quickly ran away. Seeing all this, the farmer brought a stick and killed snake on the spot.

Moral: Nature cannot be changed.

10. The boy and the wolf.

Once there was a shepherd boy who was grazing his sheep near a village. He thought of a mischief. He shouted at the top of his voice, "Wolf! Wolf!" When the villagers heard his voice, they came at once with their sticks. By reaching there they found that the boy has made fool of them. People were very angry. After few days, the boy repeated the joke. The villagers cursed him and went away. One day, a wolf

actually came. The boy was frightened to see. He shouted for help but no one came. The wolf killed him and his sheep.

Moral: Once a liar, always a liar.

Essays

1. My country (Patriotism)

The name of my country is Pakistan. It came into being on 14th August, 1947. Quaid-e-Azam is the founder of Pakistan. My country consists of four provinces i.e. Punjab, Sindh, Balochistan and Khyber Pakhtunkhwa. Islamabad is the capital of Pakistan. The big cities of my country are Lahore, Quetta, Karachi, Peshawar, Multan and Faisalabad. The population of my country is about 22 crore.

The geography of my country is very beautiful and charming. There are hills, plains, deserts and coastal areas.

Although my country is basically an agricultural country with all kinds of crops, fruits and trees, yet it is also developing in industry as well. Pakistan is rich in historical sites as well. Many foreigners come to visit our beautiful country. I love my country very much.

2. A house on fire

One day, I was returning to home from the playground. On the way I saw a house on fire. I rushed towards the burning house. When I reached there, I saw many people outside the house. It was a horrible scene. The inmates of the house were crying as they were surrounded by the flames. The fire was spreading rapidly.

In the meanwhile, there came a fire brigade. Water pipes were laid and the fire-brigade staff made an effort to control the fire. The fire did a great damage to the house but thanks God there was no loss of human life.

3. My best teacher

Mr Rizwan is my best teacher. He is a young man of 35. He belongs to a noble family. He is a highly educated man. He is M.A, M.Ed. He teaches us English. He has full command on his subject. He teaches us with love and care. His method of teaching is impressive. All the teachers like him very much. He is also our class incharge. He comes to school in time. He is very regular and punctual. He has a great love for Pakistan and Islam. He is a man of principle. He is very simple and sincere. We like him very much. I am proud of my teacher. He is a blessing of Almighty Allah for me. May he live long.

4. A morning walk

A morning walk is a very good habit. It is a light exercise which keeps us healthy and happy. The

environment is very calm and quiet in the morning. If one goes for a walk, one enjoys the cool air of the morning.

I am very fond of going out for a walk in the morning everyday. I get up early in the morning and go to garden near my house after Fajr prayer. I walk there for an hour. The morning scene always makes my mind fresh and healthy. Early in the morning, everything seems refreshing to human beings. The cool breeze, the chirping birds and the pure air are a tonic for health. Natural atmosphere provides comfort to my mind. I feel the good effects all the day. We should adopt this habit, so that we may stay healthy.

5. A picnic party ایک چمک پارٹی

Picnic is a short trip taken for recreation and pleasure. Living in daily routine mind gets dull and one becomes weary. Then, one needs some activity to refresh mind. Last month the family of my uncle came to our home and we made a plan to visit beautiful Lakeview Park. We left for visit early in the morning. We took a big lunch basket. On the way we had a lot of fun. After few hours, we reached there. We chose to sit in a garden near the stream and placed our things there. We took our lunch. We played in the grassy plots and took photographs. We also took ride on the electric swings. In the evening all family members left that place and came to home. The day of picnic was very interesting and memorable.

6. My favorite poet (Personality) میرا پسندیدہ شاعر

Allama Iqbal is my favourite poet. He was born on 9th November 1877. He is known as poet of the East. He is considered as one of the most important figure of Urdu and Persian literature. He passed his Intermediate examination from Murray College Sialkot and did M.A in philosophy from Government College, Lahore. After that he went abroad for higher studies and got the degree of Bar-at-Law. Then, he went to Germany for PhD. He enlighten the Muslims of subcontinent by his poetry. He tried to teach the Muslims by the unique idea of "Self-respect" and called them "Shaheen". He gave the idea of separate homeland for Muslims. He wrote many books in Urdu and Persian. He is our National poet. He passed away on 21st April 1938. His tomb is in Lahore.

7. My village میرا گاؤں

Daska is my village. It is in Punjab. It is located between Faisalabad and Lahore on main road. Its population is about 5000. Most of the villagers are farmer. They work from dawn to dusk in their fields. They are healthy people. They eat simple food. All

the houses are made of bricks and cement. My village also has electricity. There are two govt primary schools, one for boys and one for girls. Most of the people are educated. There is also a hospital and a dispensary in my village. There is a Chopal outside the village. I am proud of my village. May it flourish!

8. The postman رِزِکِی

The postman is a public servant. He is very useful member of society. He delivers mail, money orders, invitations and parcels to us.

He gets up early in the morning. He goes from door to door and delivers the mail. He brings happy as well as sad news. Whether it rains or it is very hot, he does his work regularly. He is very punctual. Everyday everybody waits for him. He brings news from our relatives and friends.

He is honest. His work is very hard but reward is very small. We should respect him and be thankful to him for working so hard for us.

9. My best friend میرا بہترین دوست

A friend is a gift from God.

I have several friends but Rizwan is my best friend. He belongs to a respectable family. He is of my age. He has a very cheerful nature. He has been with me for two years. I never found him rude. His face is always smiling.

He is very good at his studies. He never neglects his studies. All the teachers like him very much. He always stands first in class. He helps the weak students in studies. He also helps me a lot.

My best friend is active and smart. He is good at both studies and games. He is loved by teachers. He never tells a lie. Every year he gets prize both in games and in studies. May he live long.

10. Our school میرا سکول

A school is a place where students learn and study. Our school name is Government High School Wahga, Lahore. It is a government school situated near my house.

The environment of school is clean and comfortable. There are four blocks of buildings in our school. Each building consists of ten classes. Every class has about 40 students. Furthermore, the school has one big playground where students play during break time.

There are 40 teachers in our school. All teachers are highly educated and experienced. The headmaster is a learned man. School has a library which is a big one. Students usually go to library, read books and newspapers.

Our school shows good results every year. I am very proud of it. This school attracts many students because the facilities are complete and discipline here is very strict. It is an ideal school. ☆☆☆

Computer Science

CLASS 7

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