

SRM

Wizz

ENGLISH

GRAMMAR WORKBOOK

CLASS

8



Based on SNC 2022

Hamna Binte Shahzad



Aligned with NCP 2022



PREFACE

Wizz Workbook Series has been designed by a team of professional authors and educators having more than 25 years' experience of teaching to their credit. It is aligned with the National Curriculum of Pakistan, 2022 and aims at sharpening the holistic development of children through learner-centered approach. The series:

- ★ guides students in a very simple way how to solve the cognitive tasks by creating a comfortable zone.
- ★ encourages students to practice concepts with maximum practice space.
- ★ involves students in interactive exercises and activities.
- ★ helps students create a natural space for thinking through well-planned activities.

WHY WIZZ WORKBOOK SERIES?

Wizz Workbook Series is the best choice for students because it is:

- ★ backed by practical experience and critical analysis of over 25 years.
- ★ developed, designed and printed with the latest and modern techniques.
- ★ available at economical prices keeping in view the post Covid-19 economic crisis.
- ★ based on well-planned activities and systematically developed exercises.
- ★ helpful for students to develop the 21st century life skills for a bright future.

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Noun

Noun is the name given to a thing, person, object (animate or inanimate) or feeling, e.g., Ali, man, dog, book, tree, light, love etc.

Kinds of Noun

1. Common/Countable Noun

A Common noun is name given in common to every person, place or thing of the same class and kind. A common noun can also be a countable nouns like book, man etc. An uncountable noun is sometimes used as countable noun.

Three teas, please. (Here 'three teas' means three cups of tea).

There were dozens of ice-creams. (It means there were many kinds of ice-cream).

2. Proper Noun

- » A proper noun is the special name of a particular person, place or thing. For example,
- » **Aroush** is my friend. » I live in **Lahore**. » **Islamabad** is a beautiful place.

All the words in **bold** are proper nouns. *Aroush* is the name of a particular person. *Lahore* and *Islamabad* are the names of particular places.

Note: A Proper Noun always begins with a capital letter.

3. Material Noun / Uncountable Noun

Some nouns have different meanings when they are used countably and uncountably. It is also called Material Noun.

- » Gold is a precious metal.
- » I do not like rice.
- » Milk is a perfect diet.

4. Collective Noun

Collective nouns such as a group, a crowd, a herd, a team etc are singular. However, if we think of the members individually, a plural verb may be used.

Compare:

A flock of sheep was grazing.

A flock of sheep were straying all over the road causing problems for the traffic.

In the first sentence the speaker is thinking of the sheep as a group.

In the second sentence, he has different sheep—some straying in one direction and some in the other. So, we use a plural verb there.

5. Abstract Noun

An abstract noun is the name given to a quality, a state or a concept. These are the things which we can neither see nor touch. We can only feel or think of them. For example.

- » I always speak **the truth**.
- » **The beauty** of the place attracted me.
- » **Kindness** is always rewarded.

All the words in **bold** are abstract nouns. They are the names of something that we can only think of or feel.

Some nouns have a plural form but are always treated as singular.

EXERCISE

1 Choose the correct option of the nouns given in the brackets.

- i) A large _____ is expected. (crowd/crowds)
- ii) This pair of _____ is good. (shoe/shoes)
- iii) These _____ were found there. (glove/gloves)
- iv) Many _____ have visited us. (people/peoples)
- v) Most _____ are well-built. (house/houses)
- vi) The _____ need sharpening. (scissor/scissors)
- vii) A group of _____ was standing there. (people/peoples)
- viii) The _____ is to be delivered. (furniture/furnitures)
- ix) The _____ were grazing. (cattle/cattles)
- x) _____ swim in water. (Fish/Fishes)
- xi) He gave me many pieces of _____. (advice/advices)
- xii) She has blonde _____. (hair/hairs)
- xiii) The statue is made of _____. (stone/stones)
- xiv) A large _____ is expected there. (crowd/crowds)
- xv) Most _____ are made of brick. (house/houses)



- 2** The following passage has not been edited. There is an error in each line. Re-write the passage after correcting the errors.

When da Vinci became a young men, peoples heard that he was going to make paintings for a churches. Whenever he tried to draw a horse or a plants, he had to know everythings about it. He made many drawing in his note-book.



- 3** Underline the common nouns and encircle the proper nouns in the following sentences:

- i) The house is on the main street.
- ii) Sana played with her sister.
- iii) Sara is a girl.
- iv) Australia is a country.
- v) Ali goes to the bank.
- vi) I went to the city.
- vii) Mr. Babar is a kind man.
- viii) Zohan went on a holiday.
- ix) Joe is my cousin.
- x) Mrs. Sadia took her baby to the park.
- xi) Islamabad is the Capital city of Pakistan.
- xii) Aroush likes her new dress.
- xiii) Anila is a nice girl.
- xiv) Ali has a bag of lollies.



Sydney Harbour, Australia

- xv) Our new classmate came from Africa.
- xvi) Liaqat Ali Khan was the first Prime Minister of Pakistan.
- xvii) The crowd was very big.
- xviii) We went to the zoo in Melbourne.
- xix) I go to the temple on Monday.
- xx) The Ravi is a wide river.



4 Choose the correct form of noun given in the brackets.

- i) We all love _____. (**honest/honesty**)
- ii) The knife needs _____. (**sharpening/sharpening**)
- iii) My house has _____ rooms. (**four/some**)
- iv) A large _____ is expected. (**crowd/crowds**)
- v) There are three _____ in my team. (**woman/women**)
- vi) There are many _____ in my house. (**children/childrens**)
- vii) _____ of soldiers visited our academy. (**An army/A group**)
- viii) _____ are very good. (**cloths/clothes**)
- ix) There is a _____ at my school today. (**holidays/holiday**)
- x) I wear polished _____. (**shoes/shoe**)

5 Encircle all the nouns in the passage given below.

It is a great thing to take pride in our work. Anything that is worth doing at all, is worth doing well. Even in the humblest task we should be ambitious to do it as well as we can, if possible better than anyone else. e.g. a cobbler should not think that because his job is a humble one, it can be scamped and done anyhow; he should be determined to make better shoes than any other cobbler; and a tinker should take pride in mending even an old pan.

Now write the nouns here:

- 1. _____ 2. _____ 3. _____ 4. _____
- 5. _____ 6. _____ 7. _____ 8. _____
- 9. _____ 10. _____

Articles

The words **a**, **an** and **the** are articles.

Types of articles

There are two types of articles.

Indefinite Article

The indefinite article (a / an) is used when we don't specify the things or people we are talking about.

e.g.

- » I met a beggar.
- » I study in a college in London.
- » I borrowed an item from a passenger sitting in front of me.



Uses of Indefinite Articles

- » The indefinite article 'a' is used before a consonant sound (other than a,e,i,o,u).

e.g.

- » A dog
- » A man
- » A car
- » A stove

- » The indefinite article 'an' is used before a vowel sound (with a,e,i,o,u).

e.g.

- » An elephant
- » An ugly duck
- » An aeroplane
- » An owl

- » Indefinite articles are used before singular nouns that are unspecified.

e.g.

- » This is a pen.
- » This is an apple.
- » This is a camel.

- » Used before number collectives and some numbers.

e.g.

- » I want a dozen of mangoes.
- » The farmers want a gallon of water for the agricultural purpose.
- » An army of soldiers advanced towards the enemy.

- » Used with nouns to form adverbial phrases of quantity amount or degree.

e.g.

- » There was a lot of money in the bag.
- » I felt a bit weak in the morning.
- » Only a few policemen were on duty this morning.

Definite Article

The article 'the' is used when the speaker talks about a specific object that both the person speaking and the listener know.

e.g;

- » The man who is standing here runs very fast.

- » The Himalayan range covers a lot of area.
- » The President of Pakistan will be giving a speech tonight.



Uses of Definite Articles

- » When we speak of something or someone for the first time we use a or an, the next time we repeat that object we use the definite article 'the'.

e.g;

- » I have a car. The car is very big.
- » I live in a house. The house is very big and has seven rooms.
- » I ate in an Italian restaurant. The restaurant was very good.

- » Used to indicate a noun that is definite or has been previously specified in the context.

e.g;

- » Please open the door.
- » I like the toys you gave me.
- » I like the dress you wore last week.

- » Used to indicate a noun that is unique.

e.g;

- » Praise Allah Almighty!
- » The Ravi River is near my village.

- » Used to designate a natural phenomenon,

e.g;

- » The nights are shorter during the summers.
- » The wind is blowing very fast.
- » The volcano erupted yesterday.

- » Used to refer to a time period.

e.g;

- » This song was very popular in the 1950's.
- » I was very introvert in the past.
- » Many new developments will take place in the future.

- » Used to indicate all the members of a family,

e.g;

- » I invited all the artists to dinner tonight.
- » The plane was invented by the Wright brothers.



Omission of Articles

- » We do not use any article with the names of cities, states, countries, continents etc. But, 'the' is used with group of countries or states' or group of islands,

e.g;

- » The USA, The United Kingdom.
- » The Netherlands.

- » No article is used with material nouns, except talking about some specific ones.

e.g;

- » I don't like milk.
- » Dolly prefers coffee to tea.

But

- » The water of this lake is used for washing clothes by the villagers.
- » Please pass the salt. (Salt on the dining table)

- » With some institutions like church, hospital, school, college, office.

When talking about going to these institutions for their usual (basic) purpose, we do not use any article.

e.g;

- » Ali went to hospital for his surgery. (To get treatment)
- » They go to Masjid every day . (For prayer)

But

- » I have to go to the school on Saturday. (For PTM)
- » We are going to the hospital. (To see somebody who is hospitalised)

- » 'The' is used with names of designations like, Branch Manager, President, Prime Minister, Director etc.

e.g;

- » The President had an interaction with the school children on Children's Day.
- » We welcomed the Director with a beautiful garland.

But, when these designations come alongwith the verbs,- appoint, elect, promote etc no article should be used.

e.g;

- » He was soon promoted as President.
- » They unanimously elected him Chairman.

EXERCISE

- 1** Explain whether the sentences given below are correct or not with reference to the use of articles. Tick (✓) if correct, (✕) if incorrect.

- i) He is the European. _____
- ii) Do you like butter? _____
- iii) Art is the wonderful subject. _____
- iv) I want to drive car. _____
- v) She eats the apple every day. _____
- vi) I need a water. _____
- vii) Who is the man? _____
- viii) Sara has got new mobile phone, but it's not an android phone. _____
- ix) Should I take admission to a university or a college after completing my high school? _____
- x) All the committed members have arrived at one decision. _____

2 Fill in the blanks using 'a/an/the'.

- i) I want to ask _____ question now.
- ii) It is _____ nice day today.
- iii) Amna works in _____ bank.
- iv) _____ man was crossing the road.
- v) She works in _____ factory.
- vi) There is _____ huge statue of the Quaid e Azam at the square.
- vii) Yours is _____ inspiring story.
- viii) Where is _____ Statue of Liberty situated?
- ix) He belongs to _____ different school of thought.
- x) Do you know where _____ library is?
- xi) She is _____ M.Sc. in chemistry.
- xii) I am going to _____ school .
- xiii) _____ Sutlej is a famous river.
- xiv) Aroush is _____ unique girl.
- xv) I know how to play _____ guitar .
- xvi) _____ life in the army is not so easy though it is full of pride and prestige.
- xvii) She was not in _____ mood of cutting jokes.
- xviii) This is _____ honour for me.
- xix) One cannot compare _____ orange with _____ apple.
- xx) Each of them is _____ unique fruit.



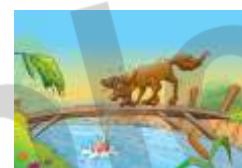
3 Match the following:

List I
A
An
The
A
An

List II
Sun
Car
Umbrella
Honest person
Cup of tea

4 Use 'an', 'a' or 'the' appropriately in the sentences given below.

- i) Junaid is _____ honest man.
- ii) King Jahangir was _____ just king.
- iii) Lion let _____ mouse go.
- iv) I have fixed _____ appointment with _____ doctor.
- v) Will you take _____ picture of ours?
- vi) I broke _____ vase my brother brought.
- vii) My mother has _____ polka-dotted umbrella.
- viii) The team organised _____ friendly match with _____ Presidents of both _____ countries.
- ix) We had _____ mulberry tree in the garden.
- x) _____ Eiffel Tower lights up at night.
- xi) Huge building was reduced to debris due to _____ earthquake.
- xii) _____ famous band Beatles is coming to Texas tomorrow.
- xiii) Charles Babbage is considered _____ father of computers.
- xiv) _____ famous poem 'Ode to a Nightingale' is written by _____ Romantic poet, John Keats.
- xv) _____ Pacific Ocean is one of _____ five oceans of _____ world.
- xvi) _____ painter drew _____ life-sized portrait of Mrs Mary Poppins.
- xvii) My son is _____ apple of my eye.
- xviii) _____ history professor who taught us is retiring today.
- xix) _____ oranges I brought were very sour.
- xx) Ali will take _____ train from _____ next stop.



5 Read the passage given below, and encircle the articles used in it.

One day, a dog which was very hungry was crossing the street. Suddenly he saw a shop selling meat. Since the dog hadn't eaten for a few days, he could not control his hunger. When the shopkeeper wasn't looking, the dog took a piece of meat and ran away. The dog ran till it came near a clear stream to enjoy his food. As he was about to eat the meat, he saw his own reflection in the water. He didn't understand that it was his own reflection in the clear water; he thought there was another dog with a piece of meat. So, without thinking twice, he opened his mouth to bark at the other dog. As soon as he did so, his own piece of meat fell into the stream.

Modal Verbs

Modal verbs are helping verbs that are used along with main verbs to represent the ability, possibility and probability of a subject to do an action and emphasise the necessity of an action.

Modal Verb	Function
Can	Used to denote the ability of the subject to perform an action or to request permission to perform an action.
Could	Used to denote the ability of the subject to perform an action or an offer made by the subject to perform an action.
May	Used to denote the probability of an action taking place or to request permission to perform an action.
Might	Used to denote the probability of an action taking place or to make suggestions.
Will	Used to denote the surety of an action taking place or the assurance of the subject to perform a particular action.
Would	Used to show politeness when requesting or asking if an action can be done by the subject.
Shall	Used to denote the surety of an action taking place or the assurance of the subject to perform a particular action.
Should	Used to denote the necessity of an action to be done by the subject.
Must	Used to denote the strong obligation or necessity for the subject to do or not do an action.
Ought to	Used to denote the obligation of the subject to perform a particular action.

EXERCISE

1 Fill in the blanks with the appropriate modal verbs in the following sentences:

- i) _____ you be able to bring your camera when you come?
- ii) Sara _____ apologise for the confusion that was caused yesterday because of her carelessness.
- iii) You _____ finish this first and then start with the other one.
- iv) _____ I make some tea for you?
- v) I _____ make sure to keep everything ready by the time they reach the railway station.
- vi) You _____ see to it that the students are standing according to their roll numbers.
- vii) _____ I come in?
- viii) She _____ find it interesting as she likes reading adventure stories.
- ix) Do you have any idea how much all of this _____ cost?
- x) _____ you please help me find my keys?

2 Fill in the following blanks by using 'has to', 'have to', 'had to', 'will have to', 'shall have to':

- i) I _____ serve my aged parents.
- ii) The maid servant _____ wash the utensils.
- iii) The Light Brigade _____ obey the orders of its commander.
- iv) The hare _____ cut a sorry figure on losing the race.
- v) The passenger train _____ stop at every railway station.
- vi) The labourers _____ work all day long.
- vii) My father _____ support a large family.
- viii) I _____ take my umbrella with me because it was raining.
- ix) The mother _____ clothe the children.
- x) I _____ take my mother to the dispensary.
- xi) He _____ join some service to earn his bread.
- xii) I _____ help the poor widow.



- xiii)** We _____ help our parents everyday.
- xiv)** She _____ learn her lesson every night.
- xv)** I _____ stay at home since my parents were away.
- xvi)** We _____ change our school uniform everyday.
- xvii)** Last evening, my neighbour fell sick and I _____ call in a doctor.
- xviii)** I am afraid, I'll _____ turn the maid servant out of job.
- xix)** Rida _____ cook the food as her mother was not at home.
- xx)** We _____ help the flood-victims.
- xxi)** Zahid's office is far away. He _____ buy a scooter.
- xxii)** A cowherd _____ tend the cows.
- xxiii)** I _____ go to my native village on every public holiday.
- xxiv)** There wasn't any water today. So I _____ go to school without a bath.



3

Choose the most appropriate option from the brackets to complete the following passage:

1. Working women (a) _____ (can/shall/will/would) be divided into four categories. Some (b) _____ (will/would/could/may) work while waiting for matrimony. It is natural to expect that in such cases the family (c) _____ (could/would/need/shall) take precedence over the job. They prefer joint families because in that case they (d) _____ (won't/couldn't/needn't/mustn't) worry about their children. Then they (e) _____ (need/should/could/may) also spend their evenings with the family. However, in a joint family very often they (f) _____ (needn't/shouldn't/daren't/might) go against the wishes of the elders.

2. You (a) _____ (shall/will/should/may) live without food and water for sometime but you (b) _____ (can/shall/could/would) not live without air. The air (c) _____ (should/would/may/would) sometimes cause infection in the nose. If it persists you (d) _____ (would/could/might/must) see the doctor. A chronic cold (e) _____ (would/will/should/could) cause a great deal of discomfort. So you (f) _____ (can/would/should/could) be careful about it.

3. Sickness (a) _____ (should/must/would/may) be defined as the unhealthy condition of body. Fevers (b) _____ (should/can/would/must) be classified into many kinds. In case of common fever no medicine (c) _____ (must/could/should/would) be given. It (d) _____ (could/would/will/might) be better if the patient (e) _____ lived on milk or light food. In any case you (f) _____ (could/would/might/needn't) worry much about it.

4. "How (a) _____ (can/could/would/dare) I trick that crow?" thought the fox. Then he went to the crow and asked if he (b) _____ (will/shall/would/should) permit him to talk. The crow (c) _____ (shall/will/would/could) however not listen because he (d) _____ (will/would/should/could) not let the piece of bread fall from his mouth. The fox flattered him. "I (e) _____ (need/dare/might/can) say that no animal in the forest (f) _____ (need/dare/might/can) sing so well as you do."

5. What sort of job (a) _____ (could/should/would/might) you like? In your new job, you (b) _____ (should/would/could/may) have a chance to go abroad. In that case, those candidates (c) _____ (would/will/might/may) be preferred who (d) _____ (would/should/might/can) show their passport. So it (e) _____ (would/will/could/may) be said that the job seekers (f) _____ (should/could/would/will) keep their passports ready.

6. The government (a) _____ (can/may/should/would) not run away from its responsibilities. Alongwith food, it (b) _____ (would/could/must/may) also provide shelter. The shelter (c) _____ (should/could/would/ought) to be secure. Many people in the cities (d) _____ (can/might/should/must) be seen sleeping on the road-side. They (e) _____ (have/has/ought) to do so because they have no place where they (f) _____ (must/might/could/should) go for the night.

7. The monk (a) _____ (should/would/could/need) get up early. Rain or sun, he (b) _____ (could/should/might/dare) be always seen on the road in the morning. He (c) _____ (should/could/used to/might) go to meet the poor people. Of course, he (d) _____ (should/would/could/need) not help them with money. The people knew that they (e) _____ (would/should/might/dare) not expect it from a saint. Surprisingly, even then he (f) _____ (might/should/dare/could) get great respect from them.

8. An incorrect posture (a) _____ (will/must/should/can) strain our backs. This (b) _____ (will/must/dare/need) be avoided. It (c) _____ (should/would/might/will) be cured if we are conscious.

We (d) _____ (needn't/couldn't/shall not/won't) unduly worry about it. All what we (e) _____ (would/might/should/dare) do is to take a proper seat and keep the back straight. That way we (f) _____ (would/dare/need/shall) keep the back-ache away.

9. No house (a) _____ (should/would/can/must) be properly kept without a housewife. This definition of house (b) _____ (can/must/might/need) include the children. The children (c) _____ (would/could/will/must) not develop properly with-out motherly care. Therefore, I suggest that unless very necessary, the mothers (d) _____ (would/could/dare/need) not work in an office. Their proper place (e) _____ (ought/should/would/could) to be their home.

10. Computers (a) _____ (must/can/should/would) provide information on any topic with the click of the mouse. Some people (b) _____ (should/must/may/dare) think that they (c) _____ (will/would/dare/need) replace the teachers in future. It (d) _____ (shall/will/would/must) never happen. All that (e) _____ (would/may/dare/need) be possible is that the teacher's burden (f) _____ (shall/will/could/should) be lightened.

11. If you (a) _____ (must/could/might/have to) go up and down in a big mall, it (b) _____ (would/might/can/should) be tiring. The same thing (c) _____ (may/dare/need/should) be said about the railway station. Therefore, the day (d) _____ (shouldn't/needn't/daren't/mustn't) be far off when we (e) _____ (must/shall/need/dare) find moving stairs on railway platform in Pakistan. Then it (f) _____ (must/should/could/will) be easy for people to move with their luggage.

4 Use 'should/must/ought to' appropriately in the following sentences.

- i) The students _____ respect their teacher.
- ii) Every student _____ carry his or her identity during the examination.
- iii) You _____ keep away from bad habits like teasing girls, copying in exams etc.
- iv) Aroush seems to be quite exhausted. She _____ take some rest.
- v) What you are doing these days is a wild goose chase. You _____ rather concentrate on your own project.
- vi) Ali has searched the file everywhere, but didn't find it. I think, it _____ be in the almirah at the drawing room.

vii) Many new investors have started popping up these days. The stock exchange rates _____ go on rising in coming few days.

viii) Every citizen of the country _____ respect and obey its Constitution.

ix) I _____ say that he is a fool.

x) One _____ not disregard a religion that one does not follow.



5 Fill in the blanks with suitable modal of permission, ability, possibility, probability etc according to the context of the sentences.

i) Amna is ill today. She _____ not come to school.

ii) _____ I talk to Ms Anila, please?

iii) The sky is not clear today. The flight to Karachi _____ be delayed.

iv) If you believe in yourself, you _____ definitely do it.

v) _____ I request you for your name, madam?

vi) The lid of the box is very tightly fixed. _____ you help me open it?

vii) When Rida called up, Ali was not at home. He _____ be there at his friend's home.

viii) Ali, you _____ wait for the Director in the lobby. He _____ be here in 20-30 minutes.

ix) Driving without putting on the seat belt _____ really prove to be harmful.

x) He _____ solve even complex mathematics in a jiffy.



Preposition

Prepositions are the part of speech that show the relationship of a noun or pronoun with other words in a sentence.

e.g;

- » There is a painting on the wall.
- » Aroush is very smart at her work.
- » Zohan lives in New Zealand.

In sentence (1), the preposition (on) shows the relation of a noun with another noun.

In sentence (2), the preposition (at) shows the relation of a noun with adjective.

In sentence (3), the preposition (in) show the relation of a noun with verb.

Classification of Prepositions

Prepositions can be broadly classified into three main categories as;

- » Simple Prepositions
- » Compound Prepositions
- » Phrasal Prepositions

Simple Prepositions

Simple prepositions are the basic (or fundamental) words which are not formed from any other words and which are used to denote place, time and actions e.g., in, at, on, for etc.

Compound Prepositions

These are generally formed by adding prefixes (such as 'a' which means 'not', 'be' which means 'by' to simple prepositions e.g., across, around, before, behind etc.

Phrasal Prepositions

These are the prepositions formed by grouping one or more preposition with some other words.

According to the relations expressed by the prepositions, they are further classified as;

Preposition of Time

They are used with the words expressing time to denote when an action took place.

» **In**

It is used with larger periods of time such as month, year, century, era etc.

e.g;

- » In April.
- » In the month of June.
- » In 1997.
- » In the 20th century.

It is with seasons.

- » In summer.
- » In winter etc.

It is also used with parts of a day.

e.g;

- » In the morning.
- » In the afternoon.
- » In the evening.

Except night, dawn, dusk which take 'at'.

» **On**

It is used with:

Days

e.g;

- » On Monday
- » On Friday etc.

Dates

e.g;

- » On 1st March.
- » Days followed by parts of days.
- » On Monday morning.

» **At**

It is used with point of time,

e.g;

- » At 6 pm.
- » At 9 o'clock.
- » At half past seven.

» **From and To**

It is used when 'start time' and 'end time' are known,

e.g;

- » The guest lecture is **from** 2 pm **to** 3 pm.
- » Rida organised the cultural 'events in the college from her second year to the final year.

Note: No preposition is used when the nouns of time are preceded by last, next or this',

e.g;

- » last week, this month, next year etc.

» **Since**

It is generally used in 'Perfect tense' and 'Perfect Continuous tense', with the **point of time** (i.e. When the action started)

e.g;

- » Annie has been waiting for the bus since 9 o'clock.
- » We have been living here since 2002.

» **For**

It is also used in 'Perfect tense' and 'Perfect Continuous tense', with the **period of time** (i.e. the total duration for which the action continued).

e.g;

- » Annie has been waiting for the bus for half an hour.
- » We have lived here for 13 years.

» **By**

It is used to express the deadline,

e.g;

- » You must complete your work by this evening,
- » My students will have got a government job by the end of this year.

Difference Between 'In' and 'Within'

- » **In** It shows the end of time.
e.g;
 - » I will see you in 20 minutes, (i.e. after 20 minutes)
- » **Within** It shows before the end of a particular time,
e.g;
 - » This work should be completed within an hour. (i.e. before the hour ends).

Preposition of Place

They are used with the names of places to denote where an action took place or where a thing is located.

- » **In**
It is used with cities, towns, states, countries, continents .etc.
e.g;
 - » I live in Lahore.
 - » The headquarter of SAARC is in Kathmandu.
 - » The temperature is too low in Antarctica.

It is used with street, road etc.

- e.g;
- » Some people are standing in the street.
 - » It is used with directions etc.



- e.g;
- » Multan is in the South of Pakistan.



- » **At**
It is used with parts of bigger places.
e.g;
 - » Asjad lives at Bahria Town.
 - » I will wait at the airport.
 - » It is used for parts of road, street etc.
- e.g;
 - » Some people are standing at the corner of the street.
 - » My house is at the end of this lane.

Exceptions

When bigger places (like city, country) represent smaller place or a part of it, we have to use 'at' instead of 'in' with its name.

- e.g;
- » Our train stopped **at** Lahore (means Lahore Railway Station) for 20 minutes.

Preposition of Position

- » **In**
When the things are inside something,
e.g;
 - » There is a diamond in her ring.
 - » In this room, there are 7 items of furniture.

» **Into**

When the things are going (or being kept) inside from outside.

e.g;

- » The boy jumped into the river. » Sara is keeping her mobile into the bag.

» **On**

Used to denote position of things with respect to surface (touching the surface).

e.g;

- » There is a beautiful vase on the table. » The artist carved a nice picture on the wall.

» **Upon**

To show the continuous action (of keeping a thing on a surface).

e.g;

- » Their marketing team are hanging the banners upon the poles.
» Sana was keeping the bottle upon the table, when I saw her.

» **Over**

When a thing is exactly above something and not touching it.

e.g;

- » There is a bridge over the river. » There is a chandelier over the table.

» **Above (higher in level)**

When something is at a higher level than some other thing.

e.g;

- » Her level of intelligence is above all. » There are two shelves above the study table.

» **Under**

When something is exactly below some other thing and the two things are not touching each other,

e.g;

- » The man sat under the tree. » A pen is lying under your chair.

» **Beneath**

When a thing is under some other thing and it is touching its surface.

e.g;

- » There are many minerals beneath the Earth.
» A treasure is present beneath this land.

» **Below (At a lower level with respect to something).**

e.g;

- » Their office is located below our office.
» A river is flowing below the mountain, in that picture.

» **By (Prepositions used with vehicles).**

We use 'by' with all kinds of vehicles,

e.g;

- » I usually go to office by bus. » Raheel goes to school by bicycle.

Exceptions

When we talk about specific vehicle.

e.g; my scooty, his car, 9 o'clock train etc. then 'by' should not be used.

When we are specific.

- » On is used with bike, bicycle, bus, train, ship, plane, etc.
- » In is used with car, taxi, cab, lorry etc.
- » Raheel took a round of the city on my scooty.
- » The company provides the pick and drop facility in its cab.
- » In villages, people travel to nearby places in a lorry.

Some Other Important Prepositions

» To

Used for denoting movement between the places,

e.g;

- » Nadira went to Karachi last week.

» Towards

Denotes direction

e.g;

- » This road goes towards his home.
- » Bangladesh is towards the East of Pakistan.

» Across

Denotes expansion

e.g;

- » Their business is spread across the country.

» Behind

At the back of something (someone).

e.g;

- » We don't know what is behind that door.

» In front of

At the face of something.

e.g;

- » There is an ice-cream parlour in front of my house.

» Between

Used for two persons/things.

e.g;

- » Zohan is sitting between Asjad and Aroush.
- » There is a red box between the blue and the orange one.

» Among

Used for more than two persons/things,

e.g;

- » Saniya is the tallest among all girls.
- » This is one wrong sentence among these sentences.



» **For**

Used for purpose and reason,

e.g;» All these toys are for you.» I am leaving for Lahore tomorrow.**EXERCISE****1 Fill in the blanks with appropriate prepositions.**

- i) The weather is not good here _____ Islamabad.
- ii) She got married _____ her cousin.
- iii) The kids are hiding _____ the table.
- iv) Jack and Jill went _____ the hill.
- v) Send a set of papers _____ with the cardboard.
- vi) Are you going _____ the examination tomorrow?
- vii) The labourers are working _____ their working hours.
- viii) Read the instructions _____ the top.
- ix) There are no vacancies _____.
- x) The class is _____ 9:00 am today.
- xi) The working hours will be less tomorrow _____ Eid.
- xii) The customer care can be contacted _____ any queries.
- xiii) She stopped talking _____ and then began to laugh.
- xiv) Cargo ship sank _____ Pakistan.
- xv) We have been travelling for a long time _____ the treasure.
- xvi) The villagers are _____ warm clothes during winters.
- xvii) As a young man he travelled a lot and was always _____.
- xviii) We have brought home somebody else's luggage _____ yours.
- xix) The teacher ordered him to stand _____ the class room.
- xx) The book is _____ the scientists.

- xxiii)** He has made the project _____ my help.
- xxiv)** The competition was _____ the two.
- xxv)** Complete silence should be kept _____ the church.

2 Fill in the blanks with suitable prepositions

- i)** The little dog blinked _____ the lights.
- ii)** The conductor walked _____ the pavement.
- iii)** The Pekinese party was passing _____ every stage.
- iv)** _____ some parts _____ our country, there are frequent reports _____ Unidentified Flying Objects (UFOs).
- v)** They were believed to be space ships carrying aliens _____ other planets.
- vi)** People have given evidence _____ support of their observations.
- vii)** They had seen unusual objects flying _____ the sky.
- viii)** The enemy was _____ the gate.
- ix)** Things did not spread instantly _____ the whole nation.
- x)** It is the story _____ a young girl.
- xi)** She joined school _____ an American town.
- xii)** The children _____ the school found her different.
- xiii)** There are many people who have prejudices _____ others _____ the basis of social, economic, racial, and ethnic differences.
- xiv)** He was born _____ 8 January 1942, exactly 300 years _____ Galileo died.
- xv)** She sprinkled sugar and cinnamon _____ the apples.
- xvi)** She went home _____ several hundred seedling trees.
- xvii)** These techniques developed _____ the women became extremely helpful.
- xviii)** The festival begins _____ the mud walls _____ the home painted.
- xix)** Women gather _____ the courtyard, cleaning the seeds _____ the husks and chatting _____ each other.



Punctuation

Punctuation is as important or rather a little more important than the words you use, the way you structure your sentences, and the content you are trying to convey. The term 'punctuation' refers to the system that allows a writer to let the audience know where the sentences end, where there is a short pause or a long pause, and also to show if the writer is questioning, explaining or providing some extra information. Since the writer is not directly speaking to the audience, punctuation is the only way to make the reader see the way the author put it.

Have a look at the following table to understand each of the punctuation marks and see how they can be used in sentences:

Punctuation mark	Symbol	Sentence Example
Full stop / Period	.	I am a student.
Comma	,	Aroush, my sister's daughter, came home today.
Colon	:	You have two options: Take a bus or hire a cab.
Semicolon	;	I did not like the dish; however, I ate it since I did not want to waste it.
Apostrophe	'	Rida's brother is moving to Sydney.
Quotation marks	" "	My mom said, "Make sure you get home before 7 p.m."
Hyphen	–	We have a black-eyed white bunny.
Dash	—	My mom's friends — Sara, Immaculate and Agnes — visited her today.
Parentheses	()	Agnes Gonxha Bojaxhiu (popularly known as 'Mother Teresa') was born on August 26, 1910.
Slash	/	You can use a noun/pronoun to start a sentence.
Exclamation mark	!	Wow! That is great news.
Question mark	?	What would you like to have for dinner?
Ellipsis	...	We wrote in the comments section, "We were here. This is the ... again."

EXERCISE

1 Punctuate the following simple sentences using capital letters wherever necessary.

i) how was sana working in karachi

ii) Mount Everest is the highest peak in the world.

iii) ah he is dead

iv) my father dr ali is living in islamabad

v) you can write to Ahmed ram nida about quetta

vi) danish is going to lahore

vii) saad is an honest person.

viii) the first world war destroyed many countries.

ix) Iqbal a famous poet wrote the bange dara

x) sana sara rida and amna are my friends

2 Punctuate the following complex and compound sentences by inserting inverted commas and capital letters wherever necessary;

i) dear sir said rida do not be angry this time and i will not do such a thing again

ii) thank you very much mother for taking us to the park said the children

iii) i wish i had a lot of property said the wife if one could wish for i think i would wish for knowledge not for the property said the husband

iv) well friend said he why do you not speak anything

v) do not beat him madam said he it was i not he who made a mistake

vi) the foolish officer said to the clerk why have you disturbed me again

vii) why are you late again said the principal my father was ill said he

viii) sit down my boy i have to speak to you said the mother

ix) Well done class you behaved very well said the teacher.

x) Take me to the park please said Ali

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Tenses

The Tense of a Verb shows the time when an action takes place.

There are three Tenses:

- » Present Tense
- » Past Tense
- » Future Tense

Read the following sentences carefully:

- » Birds fly in the air.
- » I shall fly a kite on Sunday. –
- » My brother flew to England last week.

In the first sentence the Verb 'fly' refers to the Present time, in the second sentence the Verb 'flew' refers to the action in the Past, while the Verb in the third sentence 'shall fly' refers to the Future.

Tense	Affirmative	Negative	Interrogative
Present Simple	I have a car.	I don't have a car.	Do I have a car?
Present Continuous	You are playing football now.	You are not playing football now.	Are you playing football now?
Present Perfect	They have been eating	They haven't been eating.	Have they been eating.
Present Perfect Continuous	I have been living here since 2010.	I haven't been living here since 2010.	Have I been living here since 2010?
Past Simple	I lived in London.	I did not live in London.	Did I live in London?
Past Continuous	I was playing.	I wasn't playing.	Was I playing?
Past perfect	He had jumped over the wall.	He had not jumped over the wall.	Had he jumped over the wall?
Past Perfect Continuous	I had been watching a movie.	I had not been watching a movie.	Had I been watching a movie?
Future Simple	I will come.	I will not come.	Will I come?
Future Continuous	I will be playing basketball.	I will not be playing basketball.	Will I be playing basketball?
Future Perfect	He will have finished his job.	He will not have finished his job.	Will he have finished his job?
Future Perfect Continuous	They will have been reading for two hours.	They will not have been reading for two hours.	Will they have been reading for two hours?

In order to show at what stage an action is, each of the three tenses has been sub-divided into four heads. These sub-divisions are—

Tense	Indefinite	Continuous	Perfect	Perfect Continuous
Present	I play	I am playing	I have played	I have been playing
Past	I played	I was playing	I had played	I had been playing
Future	I shall play	I shall be playing	I shall have played	I shall have been playing

Thus, the tense of a verb does not show the time of an action or event alone. It shows the state of that action also.

The Present Tense

Simple Present Tense

The Simple Present is used to express:

- » A habitual action
- » What is happening (in exclamatory sentences only)
- » An order or request.
- » A general truth
- » A habitual action:
 - » I go for a walk daily.
- » General truth:
 - » The sun rises in the East.
- » What is happening:
 - » He comes to school at 8 O'clock.
 - » Here comes the chief guest !
- » An order or request:
 - » Two and two make four.
 - » Obey your teachers.

EXERCISE

1 Fill in the blanks with the correct form of the verb given in the brackets.

- i) I _____ in Model Town. (live)
- ii) The mother _____ food for us. (cook)
- iii) She _____ to temple every morning. (go)
- iv) He _____ on me whenever he wants. (call)
- v) I _____ what my sister eats. (eat)
- vi) My father _____ from his office in the evening. (return)
- vii) They _____ football every evening. (play)
- viii) I _____ everybody. (respect)
- ix) The cat _____ rats. (kill)
- x) The farmers _____ rain. (need)

Present Continuous Tense

(Subject + is/am/are + 1st form of Verb + ing)

- » In order to form the Present Continuous Tense, we add Present Participle to 'is' 'am' or 'are'. The Present Participle is formed by adding 'ing' to the first form of the verb.
'Is' is used with he, she, it or Third Person Singular Noun, 'am' is used with 'I' and 'are' is used with we, you, they and plural Nouns.

Examples: She is singing a song.

- » In Interrogative form, the helping verb is used before the subject.
[Is/am/are + Subject + (1st form of Verb + ing)..... ?]

Examples: Are you going home ?

- » In Negative form, we add 'not' between the Principal Verb and the operative helping verb.
[Subject + is/am/are + not + (1st form of Verb + ing) ...]

Examples: She is not weeping.

Uses of the Present Continuous Tense

The Present Continuous Tense is used with the words—at this time, at present, at the moment, now, nowadays, still etc. and in the following cases :

- » To describe an action in progress and/or the continuity of the action.
 - » The girls are singing a chorus.
- » To describe an action in progress, but not necessarily at the time of speaking.
 - » Pakistan is exporting onions to the Middle East.
 - » What are you writing these days?

EXERCISE

- 2 Fill in the following blanks with correct form of the Present Continuous for the verbs given in the brackets:

- Look ! the sun _____. (rise)
- Why _____ you _____ so fast? (run)
- The children _____ in the park. (play)
- Zohan _____ a novel now. (read)
- Water _____ from the tap. (flow)
- _____ it _____ outside now? (rain)
- What _____ your sister these days? (do)
- I _____ tonight. (return)
- They _____ tomorrow. (leave)
- Why _____ you _____ a noise? (make)

Present Perfect Tense

(Subject + has /have + III form of the verb)

- » In the Present Perfect Tense, the past participle (III) form of the verb is used with 'has or have'. 'Has' is added with third person singular subjects, as—'he', 'she', 'it' and 'Have' is added with 'we', 'you', 'they' and plural nouns.
 - » He has won a prize.
 - » I have taken the dose of medicine.
 - » You have insulted me.
- » In Negative form ['not' is used between the main verb and the helping verb.]
(Subject + has/have + not + III form of the Verb...)
 - » She has not arrived yet.
 - » I have not received any information.
- » In Interrogative form [Has, have are placed before the subject.]
(Has/have + Subject + III form of the Verb...?)
 - » Have they crossed the river?
 - » Where have you seen my brother?

Uses of the Present Perfect Tense

The Present Perfect Tense is used with the words: yet, as yet, already, just, just now, so far, since, ever since, presently, once, twice, thrice etc. and in the following cases:

- » To express an action that has been recently completed.
 - » I have just received this letter.
- » To describe an action the time of which is not given.
 - » The train has steamed in.
- » To describe a past experience.
 - » I had seen this picture several times.
- » To express an action that began in the Past and still continues.
 - » He has worked in this school for five years, (is still working)

EXERCISE

3 Fill in the following blanks with correct form of Present Perfect for the verbs given in the brackets:

- i) Where _____ you _____ your purse? (**lose**)
- ii) _____ she not _____ yet ? (**finish**)
- iii) How many sums _____ she _____ ? (**solve**)
- iv) My sister _____ from Hiran Minar Park presently. (**return**)
- v) Rida _____ Sana since 1980. (**know**)
- vi) Ayesha _____ never _____ the Lahore Fort. (**see**)
- vii) _____ you not _____ a bath as yet? (**take**)

viii) I _____ not _____ my lesson. (revise)

ix) We _____ not _____ from Rida for the last four months. (hear)

x) She _____ in Lahore for eight years. (live)

Present Perfect Continuous Tense

(Subject + has/have + been + I form of the Verb + ing...)

In order to form the Present Perfect Continuous Tense, we put "has been or have been" before the Present Participle Form of the Verb ; as—

» It has been raining for two hours.

» I have been reading a book since 2 O'clock.

- » The Present Perfect Continuous Tense is used to describe an action that began in the Past, is still continuing and may extend into the Future; as—
 - » She has been waiting for you for three hours.
 - » They have been playing cards since 10 A.M.
- » This tense is also used to express an action in a sentence which begins with 'For how long or 'Since when', as in—
 - » For how long have you been sitting here ?
 - » Since when has he been living in this house ?
- » This tense is also used to express an action which began in the past and has been just completed. However, its result is visible in the present, as in—
 - » I have been studying since morning and I am much tired now.
 - » She has been washing the dishes for an hour and her clothes are dirty now.

Note: 'Since' is used for a point of time. 'For' is used for a period of time.

EXERCISE

4 Fill in the following blanks with correct form of Present Perfect Continuous for the verbs given in the brackets:

- i) It _____ outside for half an hour. (hail)
- ii) The storm _____ since 4 O'clock. (howl)
- iii) I _____ for the bus since morning. (wait)
- iv) Since when _____ you _____ in this school? (read)
- v) It _____ not _____ since midnight. (rain)
- vi) She _____ midnight oil for five years. (burn)
- vii) I _____ for the examination for one year. (prepare)
- viii) Malaria _____ in this city since July. (rage)
- ix) How long _____ you _____ for me? (wait)

x) This washerman _____ our clothes since 1985. (wash)

5 Insert the correct form of the verbs given in the brackets. [®]

i) The boys _____ a song. (sing)

ii) I _____ in the school which is the best one in the city. (study)

iii) The sun _____ during the day. (shine)

iv) God _____ those who _____ themselves. (help)

v) Farmers _____ a hard life. (lead)

vi) Mr. Ali _____ us English. (teach)

vii) He _____ his lesson regularly. (learn)

viii) Toys _____ a child happy. (make)

ix) He _____ to bed at 10 pm. (go)

x) You _____ up at 5 am. (wake)



6 Fill in the following blanks with correct form of Present Tense for the verbs given in the brackets:

i) Water _____ at 100°C. (boil)

ii) We _____ a hockey match today. (play)

iii) Please _____ your brother account. (clear)

iv) The cattle _____ in the field. (graze)

v) She _____ meat. (eat)



7 Fill in the following blanks with correct form of Present Tense for the verbs given in the brackets:

i) There _____ the bell! (go)

ii) If you _____, you will not be punished. (obey)

iii) Do you _____ for a walk daily? (go)

iv) The players _____ themselves up. (warm)

v) The train _____ just _____. (arrive)

8 Fill in the following blanks with correct form of Present Tense for the verbs given in the brackets:

- i) Ask him what he _____. (**want**)
- ii) The girls _____ a play for the School Day. (**rehearse**)
- iii) She _____ herself since last Monday. (**absent**)
- iv) What _____ you laugh? (**make**)
- v) I _____ to New York every year. (**fly**)



The Past Tense

The Simple Past Tense

(Subject + II form of the Verb...)

In the Simple Past (Past Indefinite) Tense the second form of the Verb is used as—

» He came here yesterday.

'Did' is used in the Interrogative and Negative sentences. 'Did' is also used to lay emphasis. Only the first form of the Verb is used with 'did'.

» In Interrogative Sentences ['did is placed before the subject and the verb in first form after it ; as—]
(Did + Subject + I form of the Verb...?)

» Did you show me your homework ?

» In Negative Sentences ['did not' is put after the subject and first form of the verb is used thereafter:
as—

(Subject + did + not + 1st form of the Verb...)

» I did not apply for leave.

Exception—I never told a lie.

(This sentence means—I did not ever tell a lie)

» To lay emphasis

I did try to solve the question but was not able to solve it.

Uses of the Past Indefinite Tense

The Past Indefinite (Simple Past) Tense is used:

» To express an action completed in the past with reference to the time of speaking.

» I saw many birds in the zoo.

» To express habitual or regular action in the Past.

» Ali always spoke the truth.

» To express an event which occurred at a particular point in the Past.

» My father came back home yesterday.

» To express an action which occupied a period of time in the Past, but is now ended.

» We lived in this house for ten years. (do not live now)

» I stayed at the Green Hotel for two months. (not staying now)

- » To express an action where some word, showing past action (yesterday, ago, last, etc.) is given in the sentence, e.g.
- » He received your message yesterday.
 - » I passed the S.S.C. Examination last year.

Mark the correct use of the Past Indefinite Tense in the following sentences.

Incorrect	Correct
He has passed the Secondary School Examination in 1978.	He passed the Secondary School Examination in 1978.
They have left for Lahore yesterday.	They left for Lahore yesterday.
She has written a letter to her father last evening.	She wrote a letter to her father last evening.
Quaid-e-Azam has founded Pakistan.	Quaid-e-Azam founded Pakistan.

Note: The difference in the meaning of the following sentences:

- » He has worked in this office for five years. (He is still working here)
- » He worked in this office for five years. (He is no longer working here)

EXERCISE

9 Fill in the following blanks with correct form of the verbs given in the brackets.

- i) I _____ your letter this morning. (receive)
- ii) How many deer _____ you _____ in the zoo? (see)
- iii) My father _____ a new house last month. (buy)
- iv) Prices _____ by forty per cent last year. (rise)
- v) Columbus _____ America. (discover)
- vi) Thousands of people _____ their lives in the earthquake. (lose)
- vii) Amir _____ ten rupees from me. (borrow)
- viii) When _____ you _____ from Allahabad? (return)
- ix) I _____ to her house on foot. (go)
- x) A thief _____ into our garage last night. (break)

The Past Continuous Tense

(Subject + was /were + 1st form of Verb + ing...)

- » The Past Continuous Tense denotes an action going on in the past. In order to form Past Continuous Tense; we add Present Participle to 'was or were' ; as— e.g.
 - » The train was running at full speed.
- » In Negative form ['not' is placed between the helping verb and the principal verb ; as—]
(Subject + was/were + not + Verb + ing...)
 - » She was not weeping.
- » In Interrogative form [the helping verb is placed before the subject ; as—]
(Was/were + Subject + Verb + ing + ... ?)
 - » Were the sheep grazing in the field?

Uses of the Past Continuous Tense

- » The Past Continuous Tense is used to express an action that was happening in the Past at the time of speaking. The time of the action may or may not be mentioned.
 - » The old lady was crying at the top of her voice.
 - » They were not making a noise.
- » The use of this tense with Simple Past Tense denotes that the previous action was going on when the latter action took place; as—
 - » My mother was cooking the food when I reached home.

EXERCISE

10 Fill in the following blanks with correct form of the verbs given in the brackets.

- i) The baby _____ in the room. (sleep)
- ii) Children _____ a noise in the class. (make)
- iii) Why _____ you _____ at her? (stare)
- iv) We saw the aeroplane while it _____. (land)
- v) The students _____ their morning prayer when I reached their school. (offer)
- vi) I _____ my beard when the telephone bell rang. (trim)
- vii) My mother _____ when I returned home. (cook)
- viii) The old lady _____ the Quran when the guests arrived. (recite)
- ix) Mother _____ tea for us when the school bus homed. (make)
- x) She found that the baby _____ bitterly. (cry)

The Past Perfect Tense

(Subject + had + 3rd form of Verb)

We often make mistakes while using the Past Perfect Tense. We use 'had' at random wherever we view 'past action' in a sentence in our mother-tongue.

» I had gone to Lahore yesterday.

This sentence should be formed in Simple past.

» I went to Lahore yesterday.

The structure of Past Perfect is—

In order to form the Past Perfect Tense we use 'had' before the Past Participle (3rd) form of Verb.

- » In Interrogative form ['Had is used before the subject]
(Had + Subject + not + 3rd form of the Verb + ... ?)
» Had he left when you came ?
- » In Negative form ['not is used after 'had']
(Subject + had + not + 3rd form of the Verb + ...)
» I had not seen you for two months.

Uses of the Past Perfect Tense

- » The Past Perfect Tense is used to express an action completed before another action took place; as—
» When he came to me, I had posted the letter.
- » It is also used to express an unfulfilled action in the past; as—
» If she had worked hard she would have passed.
- » It is also used to express an unfulfilled wish in the past; as—
» I wish I had won the election.
- » To denote the action or event which has been completed before some point of time.
» By afternoon he had completed much work.

Use of Past Indefinite and Past Perfect Tenses in Time Clauses

We can express time by using some 'time-denoting' Adverbs or through Adverbial clauses of Time. The combination of two past actions depends upon their mutual relevance.

- » I had waited for my friend until he had arrived.
- » After mariner had sailed for many days, he managed to reach the coast.

EXERCISE

11 Fill in the following blanks with correct form of the verbs given in brackets. (Past Tense)

- i) Zohan _____ already _____ his breakfast. (take)
- ii) If she _____ for the examination, she would not have failed. (prepare)
- iii) The bell _____ before I reached the school. (go)

- iv) The patient _____ before the doctor arrived. **(die)**
- v) She _____ not _____ the place before her husband permitted her. **(leave)**
- vi) _____ the child _____ before his mother returned from office? **(sleep)**
- vii) The rain _____ when we stepped out of our house. **(stop)**
- viii) If you _____ her, she would have got first division. **(help)**
- ix) The cinema show _____ when I reached the hall. **(start)**
- x) If she _____ a bus, she would have caught the train. **(board)**

The Past Perfect Continuous Tense

(Subject + had + been + Present Participle...)

- » The Past Perfect Continuous Tense expresses an action that had been going on for some time in the past. In order to use this tense we use 'had been' with Present Participle (ing) form of the verb.
 - » Children had been playing since morning.
- » The Past Perfect Continuous Tense is also used to express an action that had been going on for some time before another action took place in the past ; as—
 - » They had been playing chess for two hours when I joined them.
- (i) In Interrogative form, 'had' precedes the subject and 'been' comes after the subject; as—
 - » Had he been quarreling with you for some time ?
- (ii) In negative form, 'not' is placed after 'had' and before 'been' ; as—
 - » They had not been working on this project for many years.

EXERCISE

12 Fill in the following blanks with correct forms of the verbs given in brackets. (Past Tense)

- i) She _____ hard since December. **(study)**
- ii) Sara _____ her sister for many years. **(be fool)**
- iii) How long _____ the two neighbours _____ when a third one joined them? **(quarrel)**
- iv) I _____ for four hours when you knocked at my door. **(sleep)**
- v) Ali _____ to climb Everest for many years before he succeeded in his mission. **(try)**

13 Rewrite the following sentences changing the verbs into the Past Tense:

i) Our hen lays one egg daily.

ii) Whenever my mother comes, she brings toys for me.

iii) She knows that your brother turns with a tide.

iv) Anyone who travels by railway through Pakistan can see that the country is rich with natural resources.

v) He behaves nicely at tables, talks gently, remains cheerful, thinks of others, keeps an eye on the company and tries to be pleasant and polite in every way.

14 Rewrite the following sentences changing the verbs into the Present Tense:

i) No one knew what was in store for him.

ii) Work, not worth, shall rule mankind.

iii) Why did he abuse you ?

iv) Fortunately the fight was over soon.

v) Meanwhile President Kennedy's father fell ill.

vi) A school bus accident killed scores of children.

The Future Tense

The Simple Future Tense

(Shall/ will + Verb)

The Future Indefinite Tense is used to express the action or event which is likely to happen in Future. In this tense, we use shall/will between the subject and the first form of the verb. Normally we use 'shall' with pronouns of first person (I, We). In the same way, we use 'will' with the pronouns of second person (you) and third person (he, she, it, they).

- » In Negative sentences 'not' is added after 'shall'/'will' as the case may be ; as—
 - » We shall not see the picture today.
- » In Interrogative sentences 'will'/'shall' is placed before the subject and first form of the verb after it ; as—
 - » Will you go to college today ?

The Future Continuous Tense

(Will/shall + be + Verb + ing)

The Future Continuous Tense is used to express an event that is expected to be taking place in the normal course or at some time in the future; as—

- » We shall be playing a football match on Sunday.
- » The new edition of this book will be coming out shortly.
- » When I reach Kashmir, it will be raining heavily there.
- » Will you be taking part in the debate ? (Interrogative)
- » The farmers will not be watering the plants at this time. (Negative)

The Future Perfect Tense

(Shall/will + have + III form of the Verb)

- » The Future Perfect Tense expresses an action which is expected to be completed by a certain time in the Future ; as—
 - » She will have covered half of her journey by Monday next.
- » The Future Perfect Tense, sometimes, expresses the speaker's belief that something has taken place. In such sentences it does not express the Future ; as—
 - » "You will have discussed the plans how to celebrate the function", said my mother.
- » It is also used for an action which, at a given future time, will be in the past; as—
 - » In two years' time (i.e., two years from now) I shall have taken my degree.

EXERCISE

15 Fill in the following blanks with correct form of Future Perfect for the verbs given in brackets.

- i) The picture _____ by the time we reach the hall. (start)
- ii) you _____ your studies by 2027? (finish)

- iii) The farmers _____ not _____ the harvest before September. (reap)
- iv) I _____ an exercise before the sun rises. (take)
- v) He _____ his lesson by next week. (learn)

The Future Perfect Continuous Tense

(Shall/will + have been + 1st form of Verb + ing)

The Future Perfect Continuous Tense is used to express an action that will have been going on at or before some point of time in the Future ; as—

- » We shall have been waiting for you for a long time.
- » He will have been reaching Lahore very soon.

EXERCISE

16 Rewrite the following sentences changing the Verb into the Future Tense.

- i) The log of wood broke and they fell into the ditch.

- ii) They bound his hand and foot and held him fast.

- iii) I broke the lock open and got into the room.

- iv) The gardener was watering the plants.

- v) You have really committed a blunder.

- vi) He found her weeping bitterly.

17 Correct the following sentences:

- i) He has left for his native village yesterday.

ii) He told me that he has solved all the sums.

iii) I informed you about this before.

iv) I know you for many years.

v) He is pass in English and is fail in Mathematics.

vi) If you help me, I give you a reward.

vii) It is raining heavily since a week.

viii) The patient died before the doctor arrived.

ix) He will meet me as soon as he will return.

x) The teacher punished the boys because they are making a noise.

Common Errors In The Use Of Verbs

Incorrect	Correct
He is pass in the test.	He has passed the test.
Burn the lamp.	Light the lamp.
When will you give the test?	When will you take the test?
The teacher will take our test in English next week.	The teacher will give us a test in English next week.

Incorrect	Correct
I am ill for four days.	I have been ill for four days.
She gave a speech.	She made a speech.
Our team made two goals.	Our team scored two goals.
I wish I was young again.	I wish I were young again !
He talks as if he is mad.	He talks as if he were mad.
What make you laugh?	What makes you laugh?
I hanged* my coat on the peg.	I hung my coat on the peg.
Two and two makes four.	Two and two make four.
They have come this morning.	They came this morning.
I hope he will fail.	I fear he will fail.
I saw into the bus, but looked none.	I looked into the bus, but saw none.
He works hard lest he should not fail.	He works hard lest he should fail.
Our hen has given ten eggs.	Our hen has laid ten eggs.
He fell off the roof and died.	He fell off the roof and was dead.

Note: * In the past form, 'Hanged' is used in the sense of awarding someone 'capital punishment' suspending someone by the neck until dead.

» The murderer will be hanged tomorrow.

» He took off his coat and hung it on a peg.

** 'Not' is included in 'lest'. 'Lest' = in order that—not.

EXERCISE

17

Fill in the blanks by choosing one word for each blank from the boxes. You may use a word or phrase more than once.

knocked

injured

had died

was reading

died

slipped

was turning

was mowing

crossed

arrived

- i) As he _____ the road, a bus _____ him down.
- ii) He _____ and _____ his leg.
- iii) The passenger _____ a newspaper.
- iv) He was seventy years old when he _____
- v) The doctor came after the patient _____
- vi) I noticed that his hair _____ grey.

vii) When he _____ the lawn.

18

Fill in the following blanks with correct tense of the verbs given in the brackets:
(Future Tense)

- i) Danish _____ for us at the appointed time. (wait)
- ii) When Sara calls on me, I _____ my clothes. (iron)
- iii) The gardener _____ the plants next month. (water)
- iv) Sana _____ his lesson tomorrow at this time. (revise)
- v) Aroush _____ tea when you enter her room. (make)
- vi) The patient _____ rest when the doctor arrives. (take)

19

Fill in the following blanks with correct tense of the verbs given in brackets using future tense.

- i) They _____ the sums since morning. (solve)
- ii) We _____ in the river for tow hours. (bathe)
- iii) We _____ our time during examination days. (not waste)
- iv) The farmers _____ the fields since 2008. (plough)
- v) _____ he _____ for you for an hour ? (wait)
- vi) By next year, I _____ in kallar kahar for seven years. (live)

Active Voice

In active voice, the sentence begins with the performer (Subject) of the action and the object is at the end of the sentence as it is acted upon.

This means 'subject' is of prime importance or is 'active' in the sentence. Hence, the structure is (Subject + Verb + Object)

e.g;

» Ali likes apples.

» Some girls were helping the wounded women.

The 'verb' should be in accordance with 'subject' in active voice.

Passive Voice

In passive voice, the sentence begins with the 'object' and the 'subject' is at the end. Hence here 'object' is given more importance and 'the subject' is 'passive',

e.g;

» Apples are liked by Ali.

» The wounded women were being helped by some girls.

The 'verb' should be in accordance with 'object' in passive voice.

Change of Tense in Active and Passive Voice

Tense	Active Voice	Passive Voice
Simple Tense		
Present	beat/beats	am/is/are beaten
Past	beat	was/were beaten
Future	shall/will beat	shall/will be beaten
Continuous Tense		
Present	am/is/are beating	am/is/are being beaten
Past	was/were beating	was/were being beaten
Future	shall/will be beating	Not applicable
Perfect Tense		
Present	has/have beaten	have/has been beaten
Past	had beaten	had been beaten
Future	shall/will have beaten	shall/will have been beaten
Perfect Continuous Tense		
Present		
Past		Not applicable
Future		
Can / may / must etc + base	can/may/must etc beat	can/may/must etc be beaten

Change of Pronouns	
Active Voice	Passive Voice
I	me
we	us
you	you
she	her
he	him
they	them
any name	name remains as it is

The Present Tense

Simple Present Tense

Active: S + 1st form of verb + O

Passive: O + is/am/are + 3rd form of verb

e.g;

- » She plucks flowers from the plant. (Active Voice)
Flowers **are plucked** from the plant by her. (Passive Voice)
- » Do they perform fine arts? (Active Voice)
Are fine arts **performed** by them? (Passive Voice)
- » What does she ask? (Active Voice)
What is **asked** by her? (Passive Voice)
- » Where does Ali search the book? (Active Voice)
Where is the book **searched** by Ali? (Passive Voice)

Present Continuous Tense

Active: S + is/am/are + 1st form of verb + ing + O

Passive: O + is/am/are + being + 3rd form of verb + by + S

e.g;

- » Waqas is making a loud noise. (Active Voice)
A loud noise **is being made** by Waqas. (Passive Voice)
- » The jury is announcing the results in a few minutes. (Active Voice)
The results **are being announced** by the jury in a few minutes. (Passive Voice)
- » She is not heeding his instructions. (Active Voice)
His instructions **are not being heeded** by her. (Passive Voice)
- » What is Zohan doing? (Active Voice)
What is **being done** by Zohan (Passive Voice)
- » When are Mr and Mrs Daniyal inaugurating the new factory? (Active Voice)
When is the new factory **being inaugurated** by Mr and Mrs Daniyal? (Passive Voice)

Present Perfect Tense

Active: S + have/has + 3rd form of verb + O

Passive: O + have/has + been + 3rd form of verb + by + S

e.g;

- » Aroush has forgotten his name. (Active Voice)
His name **has been forgotten** by Aroush. (Passive Voice)
- » The editor has strongly criticised his opinions. (Active Voice)
His opinions **have been** strongly criticised by the editor. (Passive Voice)
- » Have they won the match? (Active Voice)
Has the match **been won** by them? (Passive Voice)
- » Where has Hifsa studied law? (Active Voice)
Where **has** law **been studied** by Hifsa? (Passive Voice)
- » How many marks has Shiza scored? (Active Voice)
How many marks **have been scored** by Shiza? (Passive Voice)

Past Tense

Simple Past Tense

Active: S + 2nd form of verb + O

Passive: O + was/were + 3rd form of verb + by + S

e.g;

- » Too many cooks spoiled the broth. (Active Voice)
The broth **was spoilt / spoiled** by too many cooks. (Passive Voice)
- » The detectives concocted a plan in order to unveil the clues. (Active Voice)
A plan **was connected** in order to unveil the clues by the detectives (Passive Voice)
- » Nobody believed their fake stories. (Active Voice)
Their fake stories **were believed** by nobody. (Passive Voice)
- » Did you see my watch some where? (Active Voice)
Was my watch **seen** somewhere by you? (Passive Voice)
- » Which diary did Sara give you? (Active Voice)
Which diary **was given** to you by Sara? (Passive Voice)

Past Continuous Tense

Active: S + was/were + 1st form of verb + ing + O

Passive: O + was/were + being + 3rd form of verb + by + S

e.g;

- » She was reading a novel of Kate Thompson (Active Voice)
A novel of Kate Thompson **was being read** by her. (Passive Voice)
- » Ali was attending the guests at the party last night. (Active Voice)
The guests **were being attended** at the party last night by Ali. (Passive Voice)

- » What were they discussing? (Active Voice)
What **was being discussed** by them? (Passive Voice)
- » Where was the road leading you? (Active Voice)
Where **were** your **being led** by the road? (Passive Voice)

Past Perfect Tense

Active: S + had + 3rd form of verb + O

Passive: O + had been + 3rd form of verb + by + S

e.g;

- » I had watched the movie earlier.(Active Voice)
The movie **had been watched** earlier by me. (Passive Voice)
- » Sofia had informed the police of the incident.(Active Voice)
The police **had been informed** of the incident by Sofia.(Passive Voice)
- » The prince had never seen the princess earlier.(Active Voice)
The princess **had never been seen** earlier by the prince.(Passive Voice)
- » She had sorted all the documents before uncle asked her to do so. (Active Voice)
All the documents **had been sorted** by her before she was asked by uncle. (Passive Voice)
- » Who had guided them to that place?(Active Voice)
By whom had they **been guided** to that place?(Passive Voice)

The Future Tense

Simple Future Tense

Active: S + shall/will + 1st form of verb + O

Passive: O + shall/will + be + 3rd form of verb + by + S

e.g;

- » God will shower his blessings on us one day. (Active Voice)
His blessing **will be showered** on us one day by God. (Passive Voice)
- » I think, they will compel him to surrender. (Active Voice)
I think, **he will be compelled** to surrender by them. (Passive Voice)
- » Who will win the 2025 World Cup?(Active Voice)
By whom **will** the 2025 World Cup be **won**? (Passive Voice)

Future Perfect Tense

Active: S + shall/will + have + 3rd form of verb + O

Passive: O+ shall/will + have + been + 3rd form of verb + by +S

e.g;

- » By this afternoon, you will have realised my importance. (Active Voice)
My importance **will have been realised** by you, by this afternoon. (Passive Voice)
- » I will have owned my Audi one day. (Active Voice)
My Audi **will have been owned** one day by me. (Passive Voice)
- » Who will have received him at the station? (Active Voice)
By whom **will he have been received** at the station? (Passive Voice)

Changing Active into Passive Voice of Imperative Sentences

Imperative sentences are of three types

» **Orders/Commands**

e.g;

- » Open the door.
- » Stop the car at once.
- » Follow my instructions.

In such sentences 'let' is used to change into passive voice. It is followed by 'object' and 'be + V₃' as follows

- » Let the door be opened.
- » Let the car be stopped, at once.
- » Let my instructions be followed.

Requests

If, in above sentences, 'please' is added, they become 'requests'.

The passive voice of such sentences is begun with 'You are requested to.....'

e.g;

- » Please, open the door. (Active Voice)
You are requested to open the door. (Passive Voice)
- » Please, help me in my work. (Active Voice)
You are requested to help me in my work. (Passive Voice)
- » Please, stand in a queue. (Active Voice)
You are requested to stand in a queue. (Passive Voice)

Advices

e.g;

- » Help the poor.
- » Love children.
- » Respect your elders.

These sentences actually mean,

'You should help the poor', ... etc. Hence, their passive voice is done.

- » The poor should be helped, (by you)
- » Children should be loved.
- » Your elders should be respected.

Note: Only the verbs which are used 'transitively' can be changed into passive voice. Intransitive verbs can not be changed into passive voice as they do not contain any object.

In passive voice, since 'object' is more important and the sentence starts with it, the verb must be in accordance with it.

e.g;

- » Nadia likes books.
- » Nadia and Ambreen like books.

In the first sentence, 'subject' is singular and in the second sentence, 'subject' is plural. But irrespective of that the passive voice of both the sentences will be "books are 'liked by'."

EXERCISE

1 Change the following sentences to passive voice.

i) She cooks meal.

ii) She helps Sana.

iii) Are you writing a letter?

iv) I will finish the task before the evening.

v) The boy killed the ant.

vi) They took all the necessary precautions.

vii) They have informed him of his mother's death,

viii) The students did some research on the topic.

ix) The car hit the dog.

x) The dolphins have learned many tricks.

2 Change the following sentences into active voice.

i) The guitar was played by Lisa.

ii) The book is being read by Maryam.

iii) The rat is eaten by the cat.

iv) A washing machine has been bought by him.

v) The lucky draw will be won by him.

vi) A stone was being thrown by the man.

vii) The door had been locked by someone.

viii) A seat was offered to them by her.

ix) Some trees have been planted by the gardener.

x) Some advice will be given to you by the doctor.

3 Decide whether the sentences are written in active voice or passive voice.

i) I love icecream.

ii) The game had been won by the blue team.

iii) The letter was written by Zahid.

iv) Thomas feeds the dog.

v) Irfan answered the question.

vi) Someone is repairing that instrument.

vii) The assignment has been finished by me.

viii) They will advertise the product on television.

ix) I have sold my bicycle.

x) I was not given the keys.

4 Rewrite the following sentences after putting the Verbs given against them in the appropriate Passive Voice form:

- i) She _____ up by her aunt. **(bring)**

- ii) Invitation cards _____ to all her friends. **(send)**

- iii) You will _____ to the feast. **(invite)**

- iv) The result _____ on Monday. **(declare)**

- v) They _____ at the report of the gun. **(alarm)**

- vi) We _____ at his failure. **(shock)**

5 Change the voice of the following sentences :

- i) She sings a sweet song.

- ii) Do you not play hockey?

- iii) Does he sell lottery tickets?

- iv) I am bending the branch.

- v) Is she boiling potatoes?

- vi) Are the servants bringing tea?

6 Fill in the blanks by choosing appropriate words given in the boxes.

was	be	opened	was opened
offered	considered	has	being

- i) I _____ the door.
- ii) The gate _____ by the gatekeeper.
- iii) My pocket _____ been picked.
- iv) The work is _____ done.
- v) I _____ taught to read English.
- vi) He is _____ a wise man.
- vii) What cannot _____ cured must be endured.
- viii) He was _____ a chair.

7 Say whether the following are active or passive voice sentences.

- i) They have not come yet. _____
- ii) Papers are thrown all around. _____
- iii) The earthquake destroyed the entire city. _____
- iv) The dogs are not allowed here. _____
- v) You could do it easily. _____
- vi) The book is written in Urdu. _____
- vii) They guard that house. _____
- viii) The minority rights are protected. _____

8 Change the Voice of the following sentences:

- i) This ticket will be given to you by the manager.

- ii) Why have you done this?

iii) A car ran over the dog.

iv) We must obey the laws of the land.

v) By whom was the fair inaugurated?

9 Underlined words in the following sentences have been wrongly used. Encircle the correct options for them.

i) The speaker be cheered loudly when he had finished.

- a) is b) are c) was d) being

ii) She give a reward by the minister.

- a) gives b) gave c) was given d) was giving

iii) He ask to go away by his boss yesterday.

- a) is asked b) was asked c) will be asked d) had been asked

iv) Ali elect the president of the union by the students.

- a) election b) was elected c) were elected d) elected

10 Complete the following passage by choosing the correct passive forms of the verbs given in brackets from the alternatives given below the passage:

It (i) (decide) to change the pattern of the question paper. It (ii) hope) that the new pattern (iii) (like) by the students.

i) a) is decided b) will be decided c) has been decided d) is being decided

ii) a) has been hoped b) was hoped c) will be hoped d) is hoped

iii) a) has been liked b) will be liked c) was liked d) had been liked

11 Go through the sentences given below and identify the voice used.

i) The Sun sets in the West.

ii) The boy was being beaten by his teacher.

iii) Bucky is helped by Steve.

iv) The carpenter is making a desk.

v) The woodcutter cut down the tree.

vi) The man dropped his axe into the river.

vii) The bird was shot by the naughty boy.

LETTER WRITING

A letter is a written message or communication that is typically sent from one person to another often with the intention of conveying information, expressing thoughts or feelings, or requesting a response. 'Letters' can be formal or informal and are used for various purposes, such as personal communication, business correspondence or official communication.

Informal Letter

Informal letters are personal letters that are written to let your friends or family know about what is going on in your life and to convey your regards. An informal letter is usually written to a family member, a close acquaintance, or a friend. The language used in an informal letter is casual and personal.¹

Sample: Letter to a friend in reply to his planning a trip together.

16/65, ABC Lane,
Block F Model Town
Lahore.

Sender's Address

August 22, 2024

Date

Dearest Ali,

Salutation

Body

I was happy to see your letter, and I loved your idea. I have been planning to go on a trip with you for a long time, and I think both of us can finally make time to plan and make it happen.

I have a list of places that I thought would be fun to visit. I also have a list of things that I would like to do on our trip. I am too scared of heights, and I know you are too, but I have always wanted to try out bungee jumping with you. Let me know what you think about it. We can also find affordable and beautiful places to stay, and I am sure we can chalk it all out. I cannot wait to go on this adventure with you. I know it is a secret to be kept since it is just us, and that makes it all the more exciting. I know for sure that it is going to be worth it.

I will make sure that I meet you next weekend and make plans for the trip. It would definitely be difficult to get our parents allow us on this trip, but let's try hard and make this work. See you soon.

Complementary Close

With regards,

Sender

Raheel

Try your letter writing skills on the following.

- » Write a letter to your friend about your plans for the summer holidays.
- » Write a letter to your friend who has recently recovered from COVID.
- » Write a letter to your friend narrating your birthday party.
- » Write a letter to your friend asking about the health of his/her mother.

ESSAY WRITING

An essay is a piece of writing about one topic that consists of several paragraphs.

The anatomy of a compelling essay can be broken down into three core segments:

- o **Introduction:** As the opening salvo, the introduction sets the stage for what's to come. It's essential to capture the readers' attention right off the bat, making them eager to delve deeper. A well-crafted introduction is concise, intriguing, and provides a brief overview of the topic at hand.
- o **Body:** This is where the magic truly unfolds. The body of the essay, often spread across several paragraphs, delves deep into the topic, weaving together facts, arguments, and opinions. Every paragraph should be a structured entity in itself, presenting a particular point or idea and substantiating it with evidence or examples. Consistency in flow, logical sequencing, and coherent development of ideas are vital to keep the reader engaged.
- o **Conclusion:** As the curtain falls, the conclusion wraps up the discourse, encapsulating the essence of the essay. A compelling conclusion doesn't just reiterate the points made but offers a fresh perspective or a thought-provoking statement, leaving a lasting impression on the reader.

Sample: A Morning Walk

- **Introduction:** A morning walk is a light exercise. It is very useful for health. It keeps us fresh and active the whole day. It makes us healthy and cheerful. Morning time is the best time of the day. It is calm and quiet. A cool breeze blows. The atmosphere is free from dust and smoke. There is a famous saying: "He, who walks a mile, will surely smile."
- **Description:** I am an early bird. Last Sunday, I got up at 4 O'clock. I called on my friend. Both of us left for the canal. The birds were chirping, we saw many people on the way. They were also going for a walk. Farmers were going to their fields. Women were going to fetch water. They were singing beautiful songs. A cool breeze was blowing. The sky was clear. Green fields looked beautiful. Dew-drops on the grass looked like pearls.
- **What we saw and did:** We reached the canal in half an hour. We sat on the bank and took rest. We saw some persons bathing in the canal. Some were praying to God. Some were walking along the bank. Some were swimming. We took an exercise. We had our bath. We felt fresh. We put on our clothes. We started for our homes. A morning walk costs nothing but its benefits are many. We should never miss it.

A Scene at the Bus Stand

Introduction: A bus stand presents a very lively and busy scene. It is like a museum of human faces and fashion. Last Monday, I went to see off my friend at the bus stand. There was a great rush. Buses were departing and arriving. The bus for Lahore had not yet arrived. So, we had to wait.

Description: There was a great rush of passengers. They were waiting for their buses. The ladies were sitting in groups. The children were playing here and there. Vendors and hawkers: Vendors and hawkers were selling newspapers and eatables. They were shouting at the top of their voices. There was a rush at the water tap, the tea stalls and the book stalls. We went to a tea stall. We took tea. We also bought two books to pass time.

Arrival and departure of the bus: There were long queues at the booking windows. Soon our bus arrived. I bought a ticket for my friend. He boarded the bus and got a seat near the window. The driver took his seat. The conductor gave a whistle and the bus started. I wished good-bye to my friend.

Try your essay writing skills on the following.

- » Write an essay on the Importance of Sports and Games.
- » Write an essay on the Importance of physical Exercise.
- » Write an essay on the harmful effects of junk food.
- » Write an essay on climate change.