OSWAL

High-Score Series

Objective ENGLISH

FOR COMPETITIVE EXAMS

Banking, Insurance, SSC, AFCAT, CTET, CDS, NDA, CLAT, Railways, State Level Examinations, Management Aptitude Tests and other competitive exams

SHRADHA KAUL

KEY FEATURES

- Thorough coverage of topics asked in competitive exams
- Ample exercises in objective format for practice
- Mock tests to help in self-evaluation
- Includes previous years' questions for students to assess the difficulty level of exams

High-Score Series

Objective ENGLISH

FOR COMPETITIVE EXAMS

Banking, Insurance, SSC, AFCAT, CTET, CDS, NDA, CLAT, Railways, State Level Examinations, Management Aptitude Tests and other competitive exams

SHRADHA KAUL

OSWAL PUBLISHERS
Head Office : 1/12, Sahitya Kunj, M.G. Road Agra-282 002
Phone : (0562) 2527771-4, 7534077222
E-mail : contact@oswalpublishers.com
Website : www.oswalpublishers.com
The cover of this book has been designed using resources from Freepik.com

Contents

Section A : Basic Grammar

1. Tenses 5
2. Voice 14
3. Modals 19

Revision Exercise 1 **23**

4. Sentences and Clauses 30
5. Clause Analysis 37
6. Question Tags 42

Revision Exercise 2 **45**

7. Verbs 51
8. Non-finite Verbs 58

Revision Exercise 3 **64**

9. Articles 74
10. Noun 77
11. Pronoun 84

Revision Exercise 4 **95**

12. Adjective 102
13. Adverb 110
14. Preposition 116

Grammar Based Questions

15. Spotting Errors 131
16. Sentence Improvement 140
17. Select the Correct Sentence 147

Section B : Vocabulary

18. Phrasal Verbs 155
19. Idioms and Phrases 167
20. Paronyms and Homonyms 191
21. Word Clusters 200
22. Important Word-Meanings 212
23. Synonyms and Antonyms 241
24. Foreign Words in English Language 260

Vocabulary Based Questions

25. Sentence Completion 264
26. Cloze Test 268

Comprehension Based Questions

27. Parajumbles 274
28. Reading Comprehension 285

Section C : Grammar in Practice

29. Direct and Indirect Speech 299
30. Synthesis of Sentences 305
31. Transformation of Sentences 311

Section D : Punctuation and Spellings

32. Punctuation 317
33. Rules for Spellings 324
34. Contractions 330

Questions from Previous Years' Exams **333**

Mock Test Papers **353**

Edition : 2020

ISBN : 978-93-89937-25-1

Printed at : Upkar Printing Unit, Agra

Preface

Oswal's General English is the latest addition to our series of books catering for Competitive Exams. As the name suggests, this edition focuses on the General English section which has become a fixed feature of all types of all entrance exams. This book includes topics from basic grammar to advanced vocabulary, and everything in between, that is recurrently asked in the exams. Keeping in mind the simplicity of the content, the book has been classified into four sections:

1. **Basic Grammar :** This section includes all those topics which form the key framework of English language understanding. It contains scores of rules, examples and exercises to help the learners grasp the topics in one go.
2. **Vocabulary :** Next to the fundamentals of English language, there is a section dedicated to vocabulary enhancement. The knowledge of this section is widely tested in the entrance exams nowadays. It also helps in creating smart writeups or during interviews or group discussions. Students are advised to keep revising and practicing all the new words/phrases they learn in this section.
3. **Grammar in Practice :** This section covers advanced topics like transformation and synthesis of sentences that require prior knowledge of the basics of grammar.
4. **Punctuation and spellings :** Practice of punctuation and spellings is often overlooked during English language learning. Nevertheless, they are crucial to gain mastery over the subject. A single mistake in punctuation or spelling can change the entire meaning of a sentence. Thus, this section covers all the important rules needed for flawless English writing.

Towards the end of the book, there is a collection of previous year questions and mock test papers which will help the learners in assessing their preparation and knowledge level.

In all, this book has been designed to be a self-sufficient learning resource for the students of today.

In case of any grievances, the readers are welcome to communicate the publishers about the same.

They will surely be taken care of in future editions.

Publisher

About the Author

The author of this book, Shradha Kaul, is a superior figure in the field of English teaching. A post graduate in English Literature from the Lady Shri Ram College, New Delhi; she earned her Diploma in English Teaching from Oregon University, USA. Ms Kaul has a remarkable career history of working at leading positions in some of the best coaching institutes in the country. She has also worked as Senior English Faculty at the Air Hostess Academy.

MANAGE YOUR ENERGY, NOT JUST YOUR TIME

Studies are getting more and more demanding, amidst the mounting pressure to juggle extra-curricular activities. In an attempt to comply, most of you might have tried the usual method of putting in extra hours, only to end up being utterly exhausted and disengaged in the process.

Prolonged hours of study do not yield proportional results, as time is a limited resource. Your personal energy, on the other hand, is a renewable resource. Following are some easy yet effective habits that can help you energise yourself and build physical, emotional and mental resilience.

Physical Energy

- Enhance your sleep by setting an earlier bedtime.
- Engage in sports daily to keep stress at bay.
- Eat 4-6 small meals and light snacks in a day.
- Learn to notice signs of imminent energy flagging, including restlessness, yawning, hunger, and difficulty concentrating.
- Take a 5 minutes' break from your desk after every 2 hours of study session.

Emotional Energy

- Defuse negative emotions— irritability, impatience, anxiety, insecurity— through deep abdominal breathing.
- Try to look at challenging situations through new lenses. Ask yourself, 'how can I grow into a better person by overcoming this situation? What can I learn from this experience?'

Mental Energy

- Reduce interruptions by performing high-concentration tasks away from phone and other gadgets.
- Use your phone only for a short and fixed timespan in a day.
- Every night, identify the most important task for the next day and make it a point to achieve it.

Spiritual Energy

- Allocate time and energy to what you consider most important during the day.
- Live your core values. For example, if consideration is important to you but you are perpetually falling short of time while completing your syllabus, practice intentionally adding one more chapter to your revision time.

(Schwartz, T. and McCarthy, C., 2007)

Chapter 1

Tenses

Tenses show us the time of a verb's action or being. Students, the word 'tense' basically means 'time' and a verb shows us the time of an action, an activity or an event.

Verbs indicate two important things:

I. The time of the action (Tense) : present, past or future. *For example,*

- He *drives* a new car.—The verb *drives* refers to the present time of an action.
- He *drove* a new car.—The verb *drove* refers to past time of an action.
- He *will drive* a new car.—The verb *will drive* refers to the future time of an action.

From the above sentences, it's clear that there are three main tenses:

(a) present tense

(b) past tense

(c) future tense

II. The kind of action (Function of tenses) - single, repeated, continuous, completed or incomplete. *For example,*

- It *rains* a lot in Delhi. (Present tense, habitual function)
- It *is raining* in Delhi. (Present continuous, progressive function)
- It has just rained in Delhi. (Present perfect, preceding function)
- It *has been raining* in Delhi for some time. (Present perfect continuous, time expression)

THE TENSES AND THEIR FUNCTIONS

I. Simple Present Tense or Present Indefinite Tense

The simple present tense is used:

1. To express **a habitual action.** *For example*,

- He drinks milk every day.
- I always get up at 5 am.
- I never sleep late.

For present tense habitual activities, we can use the following time expressions (Table 1.1):

Table 1.1

all the time	every month	often
always	every semester	rarely
every class	every week	sometimes
every day	every year	usually
every holiday	most of the time	
every hour	never	

2. To state **general truths** or **facts**. *For example*,

- The sun *rises* in the east.
- Plants *give* us oxygen.
- Time *passes* quickly.

3. To state or say something **you know about a person or a thing**. *For example,*

- Surya *is* a teacher.
- Myna *has* two sisters.
- Water *is* necessary for life.

4. To state or say something about **fixed future-programs and plans**. *For example*,

- My father *retires* next year.
- The bus *departs* in ten minutes.
- The match *starts* at 10 o'clock.

5. To report **events in newspapers and to give sports commentaries**. *For example*,

- The Prime Minister *leaves* for the USA.
- The hockey team *wins* by 10 goals.
- Kohli *hits* the ball for a six.

Exercise 1

Directions : Complete the sentences using the suitable forms of the verbs given in the brackets.

1. He _____tea at breakfast. (drink)
2. She only _____vegetables. (eat)
3. They_____television regularly. (watch)
4. We_____the bus every morning. (catch)
5. It _____every afternoon in the hot season. (rains)
6. They_____to Manali every summer. (drive)
7. Water_____ at zero degrees. (freeze)
8. Her mother _____ Marathi. (be)
9. His father_____ tomorrow. (arrive)
10. Our holiday _____ on the 15th of May. (start)

Answers

1. drinks	2. eats
3. watch	4. catch
5. rains	6. drive
7. freezes	8. is
9. arrives	10. starts

II. Present Continuous Tense (Progressive Action)

The present continuous tense is used :

1. For **an action going on in the present** at the time of speaking. *For example,*
   - She is *dancing*. (presently)
   - The team *is celebrating* their victory.
   - The boys *are singing* the national anthem.
2. For **an action which is temporary** and may not be happening at the time of speaking.
   For example,
   - I *am reading* 'Oliver Twist'. (I am not reading at this moment).
   - A new flyover *is being* constructed to the bus stand.
   - *Are you listening* to my story?
3. For an action that **has been arranged to take place in the near future**. *For example,*
   - My Uncle *is arriving* tonight.
   - I *am going* for a holiday next week.
   - We *are going* for a picnic tomorrow.
4. For an action that is done repeatedly and needs to be emphasised, we can use words like always, constantly, continually, or forever. *For example,*
   - They are *constantly* fighting.
   - The boys are *always* running on the road.
   - He is *forever* including me in his plans.
5. Some verbs, because of their meaning, are not used in the continuous or progressive forms. *For example,*
   - Verbs of perception : *see, hear, smell, notice, recognise*
   - Verbs of appearance : *appear, look, seem*
   - Verbs of emotion : *want, wish, desire, feel, like, love, hate, hope, refuse, prefer*
   - Verbs of thinking : *think, suppose, believe, feel, like, love, hate, love, refuse, prefer, forget, know, understand, imagine, mean, mind.*
   - Verbs of possession : *own, possess, belong to, contain, consist of, be.*

Incorrect	*Correct*
These oranges are tasting sweet.	The oranges taste sweet.
I am thinking he is wrong.	I think he is wrong.
She is owning a house.	She owns a house.
He is knowing the truth.	He knows the truth.
She is hating him.	She hates him.
I am liking pizza.	I like pizza.

Comparison of stative and dynamic (progressive) verbs

- She plays tennis every Friday. (stative verb)
  She's playing tennis right now. (progressive verb)
- The snow melts every spring. (stative verb)
  The snow is melting right now. (progressive verbs)
- He has a beautiful house. (stative verb)
  He's having lunch. (progressive verb)

Exercise 2

Directions : Complete the sentences using the suitable forms of the verbs given in the brackets.

1. She _____ a horror story book. (read)
2. They _____ to pop songs. (listen)
3. We _____ apple juice. (drink)
4. Are_____ Russian? (you / study)
5. I _____ a hamburger. (eat)
6. _____ Bengali? (she / speaking)
7. You_____ TV. (watch / not)
8. The pup _____ on the sofa. (sleep)
9. I _____ a red shirt. (wearing)
10. They _____ to school. (go / not)

Answers

1. is reading	2. are listening
3. are drinking	4. studying
5. eating	6. speaking
7. are not watching	8. is sleeping
9. am wearing	10. are not going

III. Present Perfect Tense

The present perfect tense is used:

1. For actions **started in the past and continuing in the present.** *For example,*
   - They *haven't lived* here for years.
   - She *has worked* in the bank for five years.
   - We *have had* the same car for ten years.
   - *Have you played* the piano since you were a child?
2. When the **time-period referred to, has not finished**. *For example,*
   - *I have worked* hard *this week*.
   - It *has rained* a lot ***this year***.
   - We *haven't seen* her ***today***.
3. **Actions repeated in an unspecified period** between the past and now. *For example,*
   - They *have seen* that film six times
   - It *has happened* several times already.
   - She *has visited* them frequently.
   - We *have eaten* at that restaurant many times.
4. **Actions completed in the very recent past** (+just). *For example,*
   - *Have you just finished* work?
   - I *have just eaten*.
   - We *have just seen* her.
   - *Has he just* left?

5. When **the exact time of the action is not important or not known**. *For example,*
   (a) Someone *has eaten my soup*!
   (b) *Have you seen* 'Mother India'?
   (c) *She's studied* German, Spanish and English.

Table 1.2

The Following table shows the usage of present perfect tense in various forms.

Affirmative	Negative	Interro-gative
(I) have walked	I haven't walked	Have I walked?
(You) have walked	You haven't walked.	Have you walked?
(He, she, it) has walked	He, she, it hasn't walked	Has he, she, it walked?
(We) have walked	We haven't walked	Have we walked?
(They) have walked	They haven't walked	Have they walked?

Exercise 3

Directions: Complete the sentences using the Present perfect tense with the suitable forms of the verbs given in the brackets.

1. The boys _____ in their answer sheets. (hand)
2. The people _____ the city. (desert)
3. I _____confirmation of the news (receive)
4. We _____ in this city for twenty years. (live)
5. She _____ the first prize for her stupendous performance. (win)
6. The boys _____ their meals. (eat)
7. The lions _____ the bison. (kill)
8. The police_____the smugglers. (arrest)
9. The child _____ his homework. (do)
10. I _____ the table. (lay)

Answers

1. have handed	2. have deserted
3. have received	4. have lived
5. has won	6. have eaten
7. have killed	8. have arrested
9. has done	10. have laid

IV. Simple Past or Past Indefinite Tense (Habitual Action)

The simple past tense is used:

1. To talk about a completed action in a time before now. The simple past is the basic form of past tense. The time of the action can be in the recent past or the distant past and action duration is not important. *For example,*

- Columbus *sailed* to America in 1492.
- Her mother *died* last year.
- He *lived* in Mumbai in 1976.
- We *crossed* the river yesterday.
- The boys *danced* on the school ground.

2. To say when something happened in the past, so it is associated with certain past time expressions.

⇒ **Frequency** : *often, sometimes, always.*

- I sometimes *walked* home at lunchtime.
- I often *brought* my lunch to school.

⇒ **A definite point in time** : *last week, when I was a child, yesterday, six weeks ago.*

- We *saw* a good movie *last week*.
- *Yesterday*, I *arrived* in Gujarat.
- She *finished* her work at *eight o'clock*
- I *went* to the temple *last night.*

⇒ **An indefinite point in time** : *the other day, ages ago, a long time ago.*

- People *lived* in caves a *long time ago*.
- She *played* the piano *when she was a child*.

Note : The word *ago* is a useful way of expressing the distance into the past. It is placed after the period of time: *a week ago, three years ago, a minute ago*.

Exercise 4

Directions : Complete the sentences using the Simple Past tense with the suitable forms of the verbs given in the brackets.

1. They all _____ shopping. (go)
2. I never_____ I would see you here. (think)
3. We _____ tickets for the show. (book)
4. She_____ her children from school. (pick)
5. Were you _____ of the dark when you were young? (frighten)
6. Who _____ my food? (eat)
7. I_____ so tired that I went straight to bed. (feel)
8. We _____this plant from a seed. (grow)
9. She _____ her way home. (lose)
10. He _____ the race till the end. (run)

Answers

1. went	2. thought
3. booked	4. picked
5. frightened	6. ate
7. felt	8. grew
9. lost	10. ran

V. Past Continuous Tense

The past continuous tense is used:

1. To describe an incomplete action that was interrupted by another event or action. *For example,*
   - I *was having* a beautiful dream when the bell rang.
2. To speak about a change of mind. *For example,*
   - I *was going* to spend the day at the mall but I've decided to get my homework done instead.
3. with *'wonder'*, to make a very polite request. *For example,*
   - I *was wondering* if you could cook for me tonight.
4. To describe the background in a story written in the past tense. *For example,*
   - "The sun *was shining* and the birds *were singing* as the elephant came out of the jungle.
   - The other animals *were relaxing* in the shade of the trees, but the elephant moved very quickly.
   - When the riders came, she *was running* towards the river.
5. To express an unfinished or incomplete action in the past. *For example,*
   - They *were waiting* for the train when the accident happened.
   - Rohini *was skating* when she broke her leg.
   - When we arrived he *was having* his food.
   - When the rain started I *was watching* television.
   - They *were cooking* when the rain started.

Forming The Past Continuous

The past continuous of any verb is composed of two parts : the past tense of the verb *"to be" (was/were)*, and the base of the main verb + *ing*. *For example,*

- They were watch + ing.
- She was read + ing.

Table 1.3

Subject	was/were	base + ing
They	were	watching
Affirmative		
She	was	reading
Negative		
She	wasn't	reading
Interrogative negative		
Wasn't	she	reading?

Table 1.4
Past Continuous

Affirmative	Negative	Interrogative
I was playing	I was not playing	Was I Paying?
You were playing	You were not playing	Were you playing?
He was playing	He wasn't playing	Was he playing?
We were playing	We weren't playing	Were we playing?
They were playing	They weren't playing	Were they playing?

VI. The Past Perfect Tense

The past perfect tense is used:

1. To refer to a time before now. It is used to make it clear that one event happened before another in the past. It does not matter which event is mentioned first as the tense makes it clear which one happened first.
   Event A is the event that happened first and Event B is the second or more recent event in table 1.5 :

Table 1.5

Event A	Event B
Sunil had gone out	when I arrived in the office.
Event A	**Event B**
I had saved my document	before the computer crashed.
Event B	**Event A**
When they arrived	we had already started cooking.
Event B	**Event A**
He was very tired	because he hadn't slept well.

Forming The Past Perfect

The past perfect tense is composed of two parts: the past tense of the verb *to have (had)* + the past participle of the main verb.

Table 1.6

Subject	had	past participle
Affirmative		
She	had	given
Negative		
She	hadn't	asked.
Interrogative		
Had	they	arrived?
Interrogative negative		
Hadn't	you	finished?

Past Perfect + Just

'Just' is used with the past perfect to refer to an event that was only a short time earlier than before now. *For example,*

- The train *had just left* when I arrived at the station.
- She *had just left* the room when the police arrived.
- I *had just put* the washing out when it started to rain.

Exercise 5

Directions : Complete the sentences using the past perfect tense with the suitable forms of the verbs given in the brackets.

1. Before we arrived at school the classes _____ (start) .
2. I felt tired because I _____ (run) ten miles.
3. He _____ (study) that book before it arrived in India.
4. He_____ (sell) all the copies of the CD before we got there.
5. We went to his house for lunch but to our great surprise he _____(have) his lunch.
6. When I got up, the sun_____ (rise).
7. Before we got there, they _____ (begin) the show.
8. He _____ (finish) his work before I began mine.
9. It _____ (begin) to rain when I stepped out of the house.
10. Soon after they _____ (complete) their homework they ran out to play with the dog.

Answers

1. had started	2. had run
3. had studied	4. had sold
5. had had	6. had risen
7. had begun	8. had finished
9. had begun	10. had completed

VII. Simple Future (Indefinite) Tense

The simple future refers to a time later than now, and expresses facts or certainty. In this case, there is no 'attitude'.

The simple future is used :

1. To predict a future event. *For example*, It *will rain* tomorrow.
2. To express a spontaneous decision. *For example, I'll pay* for the tickets by cash.
3. To express willingness. *For example, I'll do* the grocery shopping.
   He'll carry your books for you.
4. In the negative form, to express unwillingness. *For example,* The boy *won't eat* his soup. I *won't leave* until I've seen the manager!
5. With 'I' in the interrogative form using 'shall', to make an offer. *For example, Shall 'I' open* the door?
6. With 'we' in the interrogative form using '*shall*', to make a suggestion. *For example, Shall we go* to for the movie tonight?
7. With 'I' in the interrogative form using "shall", to ask for advice or instructions. *For example,* What *shall I tell* the teacher about the homework?
8. With you, to give orders. *For example,* You *will do* exactly as I say.
9. With you in the interrogative form, to give an invitation. *For example, Will you come* to the mall with me? *Will you stay with* me?

   Note : In modern English *'will'* is preferred to *shall and* shall is mainly used with *I* and *we* to make an offer or suggestion, or to ask for advice (see examples above).

Forming The Simple Future

The simple future tense has two parts: *will / shall* + the infinitive without *to*

Table 1.7

Subject	will	infinitive without to
Affirmative		
I	will	go
I	shall	go
Negative		
They	will not	see
They	won't	see
Interrogative		
Will	she	ask?
Interrogative negative		
Won't	they	try?

SOME CONTRACTIONS

(a) I will – I'll
(b) You will – you'll
(c) She will – she'll
(d) They will – they'll
(e) Will not – won't
(f) We will – we'll
(g) He will – he'll

Simple Future Tense

Table 1.8

Affirmative	Negative	Interro-gative	Interrogative Negative
I will see	I won't see	Will I see?	Won't I see?
*I shall see		*Shall I See?	

You will see	You won't see	Will you see?	Won't you see?
He will see	He won't see	Will he see?	Won't he see?
We will see	We won't see	Will we see?	Won't we see?
*We shall see		*Shall we see?	
They will see	They won't see	Will they see?	Won't they see?

Exercise 6

Directions : Complete the sentences using the simple future tense with the suitable forms of the verbs given in the brackets.

1. He_____ (go) to Agra tomorrow.
2. I _____ (call) on you next Sunday.
3. The weather_____(be) cooler tomorrow.
4. A person from the company _____ (meet) you at the airport.
5. The class _____ (end) at 4 o'clock.
6. When_____(do) our flight leave?
7. He _____ (eat) sweets.
8. I _____ (go) to school tomorrow.
9. I _____(help) my neighbours.
10. They _____ (be) commended.

Answers

1. will go 2. shall call
3. will be 4. will meet
5. will end 6. will our
7. will eat 8. will go
9. will help 10. will be

VIII. Future Continuous Tense

The future continuous is used :

1. To refer to an unfinished action or event that will be in progress at a time later than now. *For example,*

- This time next week *I will be boating* in Chennai.
- By Diwali *I will be dancing* like a professional.
- Just think, next month *you will be working* in your new job.

2. For predicting or guessing about future events. *For example,*

- *He'll be coming* to the meeting, I expect.
- I think *you'll be feeling* thirsty after working in the sun.
- *You'll be missing* the sun once you're back in Shimla.

3. In the interrogative form, the future continuous can be used to ask politely for information about the future. *For example,*

- *Will you be bringing* your friend to the party tonight?
- *Will Murali be coming* with us?
- *Will she be going* to the dinner tonight?
- *Will I be sleeping* in this room?

4. To refer to continuous events that we expect to happen in the future. *For example,*

- *I'll be seeing* Raj at the conference next week.
- When he is in Jaipur, *he will be staying* with friends.
- *I'll be eating* with Mani this evening, so I can tell her everything.

5. In combination with *still*, to refer to events that are already happening now and that we expect to continue some time into the future. *For example,*

- In an hour *I'll still be washing* my clothes.
- Tomorrow *he'll still be suffering* from his pain.
- Next year *will she still be wearing* the ring?
- *Won't prices still be falling* in the morning?
- Sadly, *sea levels will still be rising* in 10 years.

Forming Future Continuous

The future continuous is made up of two elements : the simple future of the verb 'to be' + the present participle (base + ing)

Table 1.9

Subject	simple future of the verb 'to be'	present participle
You	will be	watching
I	will be	staying

Exercise 7

Directions : Complete the sentences using the future continuous tense with the suitable forms of the verbs given in the brackets.

1. This time next year I _____ in Karnataka. (live)
2. At 7 : 30 pm tonight, I _____ dinner with Krishna. (eat)
3. They _____ for nearly five hours in the marathon. (run)
4. She _____ at the college today. (study)
5. _____ at the station when Dimple arrives? (you / wait)
6. I _____ at the restaurant while you are buying your clothes. (eat)
7. _____ her mother again this week? (she / visit)

8. At 2 pm, I _____ that reality show. (watch)
9. _____ your dance performance on Sunday? (they / attend)
10. I _____ on my article so I won't be able to leave the house. (work)

Answers

1. will be living
2. will be eating
3. will be running
4. will be studying
5. Will you be waiting
6. will be eating
7. Will she be visiting
8. will be watching
9. Will they be attending
10. will be working

IX. Future Perfect Tense

The future perfect tense refers to a completed action in the future. When we use this tense we are projecting ourselves forward into the future and looking back at an action that will be completed sometime later than now. *For example,*

- *I will have been* here for six months on June 23rd.
- By the time you read this *I will have left.*
- *You will have finished* your report by this time next week.
- *Won't they have arrived* by 5:00?
- *Will you have eaten* when I pick you up?

The future perfect is composed of two elements : the simple future of the verb "to have" (will have) + the past participle of the main verb

Table 1.10

Subject	+ will have	+ past participle of the main verb
He	will have	finished.
I	will have	finished.

Exercise 8

Directions : Combine the following pairs by changing them into the future perfect tense.

1. The children will eat all the nuts. (before their mother comes.)
2. The fire will destroy the whole building. (before the firemen arrive)
3. The patient will die. (before they reach the hospital)
4. He will leave. (before you reach his place)
5. We will pay back all our dues. (before we leave this country)

Answers

1. will have eaten 2. will have destroyed
3. will have died 4. will have left
5. will have paid

X. Perfect Continuous: Present, Past And Future

The present perfect continuous is used to refer to an unspecified time between 'before now' and 'now'. The speaker is thinking about something that started but perhaps did not finish in that period of time. He/she is interested in the process as well as the result, and this process may still be going on, or may have just finished. *For example,*

1. Actions that **started in the past and continue in the present**

- She *has been waiting* for you all day (= and she's still waiting now).
- *I've been working* on this report since eight o'clock this morning (= and I still haven't finished it).
- *They have been travelling* since last October (= and they're not home yet).

2. Actions that have just finished. But we are interested in the results

- *She has been cooking* since last night (= and the food on the table looks delicious).
- *It's been raining* (= the streets are still wet).
- *Someone's been eating* my chips (= half of them have gone).

Forming The Present Perfect Continuous

The present perfect continuous is made up of two elements: the present perfect of the verb *'to be'* (have/has been), and the present participle of the main verb (base + ing).

VERBS WITHOUT CONTINUOUS FORMS

With verbs not normally used in the continuous form, use the simple present perfect instead (verbs such as: know, hate, hear, understand, want).

- *I've wanted* to visit Chicago for years.
- *She's known* Sameer since she was a child.
- *I've hated* that song since I first heard it.
- *I've heard* a lot about him recently.
- *We've understood* everything.

Exercise 9

Directions : Complete the sentences using the present perfect continuous with the suitable forms of the verbs given in the brackets.

1. Reema_____ history for six years. (teach)
2. Her mother_____ for very long. (teach)
3. A man _____ at the gate since morning. (stand)

4. I want to help Meera, she_____ for weeks. (not work)
5. A stranger _____ us for days. (follow)
6. The baby_____ for hours now. (cry)
7. How long _____? (Ram drive)
8. _____ (you watch) me?
9. The children_____ videos for hours. (watch)
10. What_____ all day? (you / to do)

Answers

1. has been teaching
2. has been teaching
3. has been standing
4. has not been working
5. has been following
6. has been crying
7. has Ram been
8. you been watching
9. have been watching
10. have you been

XI. Future Perfect Continuous

Like the future perfect simple, this form is used to project ourselves forward in time and to look back. It refers to events or actions that are currently unfinished but will be finished at some future time. It is most often used with a time expression. *For example*,

- *I will have been waiting* here for three hours by six o'clock.
- By 2020 *I will have been living* in Lucknow for sixteen years.
- When I finish this course, *I will have been learning* English for two years.
- Next year *I will have been working* here for three years.
- When I come at 8:00, *will you have been practicing* long?

The future perfect continuous is composed of two elements : the future perfect of the verb "to be" (will have been) + the present participle of the main verb (base + ing)

Table 1.11

Subject	+ will have been	+ present participle
He	will have been	playing.
I	will have been	playing.

Exercise 10

Directions : Put the verbs into the correct form (future perfect progressive).

1. By the end of the week, I (work) _____ working here for four months.
2. By the end of this month, we (live) _____ together for six years.
3. By the end of the term, she (study)_____ for ten years.
4. By midnight, we (play)_____ this computer game for 12 hours.
5. She (talk) _____ on the phone for the last two hours.
6. They (look for) _____ me all day long.
7. He (play)_____ football all day long.
8. You (watch)_____ TV all the time.
9. He (not / sleep) _____ all morning.
10. (wait / they) _____ for 3 hours?

Answers

1. will have been
2. will have been living
3. will have been studying
4. will have been playing
5. will have been talking
6. will have been looking for
7. will have been playing
8. will have been watching
9. will not have been sleeping
10. Will they have been waiting

XII. Past Perfect Continuous

The past perfect continuous corresponds to the present perfect continuous, but with reference to a time earlier than 'before now'. As with the present perfect continuous, we are more interested in the process. *For example*,

- *Had you been waiting* long before the taxi arrived?
- *We had been trying* to open the door for five minutes when Siya found her key.
- *It had been raining* hard for several hours and the roads were very wet.
- Her friends *had been thinking* of calling her parents when she walked in.

Forming the Past Perfect Continuous

The past perfect continuous is composed of two elements : the past perfect of the verb to be (= *had been*) + the present participle (*base + ing*).

Exercise 11

Directions : Complete the sentences using the past perfect continuous with the suitable forms of the verbs given in the brackets.

1. Veera needed a break because she (solving)_____exercises all morning.
2. When Gauri moved to Bengaluru, she (learn)_____ Kannadiga for 3 years.

3. I did not go out last night because I (work) _____ all day.
4. Ajay felt fit for the marathon because he (exercise)_____a lot.
5. When I went to see the doctor, her secretary told me that she (speak)_____on the phone for an hour.
6. You got sick because you (eat)_____ all the time.
7. When the musician became the director of a movie, he (live)_____in this town for many years.
8. We (go)_____ out together for two years before I met his sister.
9. The passengers (wait)_____for several hours before they were finally give information about the delay in their flight.
10. When I noticed my mistake, I (drive)_____for an hour in the opposite direction.

Answers

1. had been solving
2. has been learning
3. had been working
4. had been exercising
5. had been speaking
6. you had been eating
7. had been living
8. had been going
9. had been waiting
10. had been driving

Chapter 2

Voice

The active and passive forms of the verb are called the active voice and the passive voice.

I. Active Voice : When the *subject* of a verb is doing the action, the verb is *active*. *Active verbs* that are *transitive* have a *subject* that performs the action, and an *object* that is receiving the subject's action. *For example,*

- *Sonia* drew this picture.
- The *clouds* covered the sun.
- *Travellers* crowd the stations during peak hour.
- A thief stole her mobile phone.

II. Passive Voice : When the subject is changed so that the object of the transitive verb becomes its subject, you say the verb is passive. The performer of the action or the original subject, sometimes appears in a passive sentence introduced by the preposition by, and sometimes by the prepositions in or with. *For example,*

- *The picture* was drawn by Sonia.
- *The sun* was covered by the clouds.
- *The stations* are crowded with travellers during peak hour.
- Her *mobile phone* was stolen by a thief.

THE VOICES AND THEIR FUNCTIONS

I. Functions of The Passive Voice

1. The passive voice is used **to show interest in the person or object that experiences an action** rather than the person or object that performs the action. In other words, the most important thing or person becomes the subject of the sentence. *For example,*
   - The passive voice *is used* frequently. (In this, *we are interested in the passive voice*, not in who uses it.)
   - The house *was built* in 1974.
     (In this, *we are interested in the house,* not in who built it.)
   - The road *is being repaired.*
     (In this, *we are interested in the road,* not in the people who are doing the repairs.)
2. Sometimes we use the passive voice because **we don't know or do not want to express who performed the action**. *For example,*
   - I noticed that a window *had been left* open.
   - Every year, thousands of people *are killed* on our roads.
   - All the bananas *have been eaten*.
   - My bicycle *has been stolen!*
3. The passive voice is often used in **formal writing**. But, using the active voice will make your writing clearer and easier to read. *For example,*
   - A lot of meaning *is conveyed* by well-chosen words. (Passive Voice)
     Well-chosen words *convey* a lot of meaning. (Active Voice)
   - The earth *is surrounded by* a mass of gases. (Passive Voice)
     A mass of gases *surrounds* the earth. (Active Voice)
   - Waste materials *are disposed* of in many ways. (Passive Voice)
     The city *disposes* of waste materials in many ways. (Active Voice)
4. If we want to say **who or what performs the action while using the passive voice**, we use the preposition *by*. When **we know who performed** the action and are interested in him, it is always better to use the active voice. *For example,*
   - "Sare Jahan Se Achha..... " *was written by* Iqbal. (Passive Voice)
     Iqbal *wrote* "Sare Jahan Se Achha…" (Active Voice)
   - The movie Gandhi *was directed by* Attenborough. (Passive Voice)
     Attenborough *directed* the movie Gandhi. (Active voice)
   - This house *was built by* my grandfather. (Passive Voice)
     My grandfather *built* this house. (Active Voice)
5. **Many sentences in the passive do not tell who does the action**. This happens when someone **in authority is responsible for the action**, or when it is **not important** to say who is responsible. *For example,*

- Our school walls *were painted* last week.
- Lunch *is served* between 12 : 30 and 3 : 00 pm.
- The notice said that the trespassers *will be prosecuted*.
- We *were* all *given* a number of tasks.

6. Verbs like **only, usually** or **very often** are only used in the passive. *For example,*
   - Revati *was born* in 1992.
   - The school *is situated* in a pleasant part of the city.
   - Unluckily, the play house *is located* on a busy road.
   - The company *was established* in 2000.
   - Mumbai *was founded* as a key trading center in 1900.

II. MAKING PASSIVE SENTENCES

1. To make passive sentences in **simple present tense,** we use *am, is* or *are + past participle. For example,*
   - Veena *conducts* the morning assembly. (Active Voice)

     The morning assembly *is conducted* by Veena. (Passive Voice)
   - Danny often *borrows* library books. (Active Voice)

     Library books *are* often *borrowed* by Danny. (Passive Voice)
   - Ms. Singh *teaches me* the sitar. (Active Voice)

     I'm taught the sitar by Ms. Singh. (Passive Voice)
2. To make passive sentences in **simple past tense,** we use *was* or *were* **+** *past participle***.** *For example,*
   - The navy *built* this bridge. (Active Voice)

     The bridge *was built* by the navy. (Passive Voice)
   - Sumi *checked* the balance. (Active Voice)

     The balance *was checked* by Sumi. (Passive Voice)
3. To make passive sentences in the **present continuous**, we use am, is or are + being + past participle. *For example,*
   - Tarun *is directing* the drama in college. (Active Voice)
   - The drama in college *is being directed* by Tarun. (Passive Voice)
   - Pratap *is training* the boxers. (Active Voice)
   - The boxers *are being trained* by Pratap. (Passive Voice)
   - Vanita *is teaching* me Judo. (Active Voice)
   - *I'm being taught* Judo by Vanita. (Passive Voice)
4. To make passive sentences in **past continuous**, we use *am, was or were + being + past participle***.** *For example,*
   - The cooks *were preparing* lunch. (Active Voice)

     Lunch *was being prepared* by the cooks. (Passive Voice)
   - Chandan *was training* the swimmers. (Active Voice)

     The swimmers *were being trained* by Chandan. (Passive Voice)
5. To make the passive sentences in the **simple future**, we use *shall* or *will + be + past participle***.** *For example***,**
   - His parents *will miss* him. (Active Voice)

     He *will be missed* by his parents. (Passive Voice)
   - The Prime Minister *will address* us shortly. (Active Voice)

     We *shall be addressed* shortly by the Prime Minister. (Passive Voice)
   - No-one *will recognise* you in that dress! (Active Voice)

     You *won't be recognised* in that dress (Passive Voice)
6. To make the passive of the **present perfect**, we use have or *has + been +* past participle. *For example,*
   - *Has* pollution *made* the problem worse? (Active Voice)

     Has the problem *been made* worse by pollution? (Passive Voice)
   - The storms *have destroyed* the trees in the park. (Active Voice)

     The trees in the park *have been destroyed* by the storms. (Passive Voice)
7. To make the passive of the **past perfect**, we use *had + been + past participle***.** *For example,*
   - The driver *had attacked* the lone cyclist. (Active Voice)

     The lone cyclist *had been attacked* by the driver. (Passive Voice)
   - The surveillance camera *had caught* his actions. (Active Voice)

     His actions *had been caught* by the surveillance camera. (Passive Voice)
8. To make the passive of the **future perfect,** we use will or shall + have+ been+ past participle. *For example,*
   - By this point tomorrow the flag *will have been lowered.*
9. To make the passive of the **future continuous,** we use will or shall + be + being + past participle. *For example,*
   - The World Cup victory *will be being celebrated* all over India this time.

Table 2.1
List of Conversion of Active Voice into Passive Voice

TENSE	ACTIVE VOICE	PASSIVE VOICE
Simple Present	see sees	Am seen Is seen
Present Continuous	Am seeing Is seeing Are seeing	Am being seen Is being seen Are being seen
Present perfect	Has seen Have seen	Has been seen Have been seen
Simple Past	Saw	Was seen Were seen
Past continuous	Was seeing Were seeing	Was being seen Were being seen
Past perfect	Had seen	Had been seen
Simple future	Will see Shall see	Will be seen Shall be seen
Can/may/must, etc. + base	Can take Must take	Can be taken Must be taken

III. Active Voice to Passive Voice (To Be Verb)

Students, sentences written in the active voice are easily understandable than sentences written in the passive voice. The passive voice of an active voice is formed by using the verb 'to be' wherein the active verb must be changed into the past participle.

The verb 'To be' has the following uses:

(a) As an *auxiliary verb,* it is used with other verbs both in active and passive voice.

(b) As a *regular/ordinary verb,* it is used in 'No verb' sentences.

Study the table below to understand the usage easily :

Table 2.2

The forms of 'to be'	Tense	Verb in passive voice	No verb
Be	Infinitive, Modals, Future Indefinite		Noun Pronoun
Is, am, are, was, were	Present Indefinite Past Indefinite	Past participle of Transitive Verb	Adjective Adverb
Been	Perfect (Present, Past, Future)		
being	Continuous (Present, Past) , Participle / Gerund		

To use 'To be' in passive sentences, we use - object + be (be + past participle of transitive verb) + by subject

(a) Infinitive, Modals, Future Indefinite

- She likes to be asked officially for everything.
- Boys should be taught to respect girls.
- All outsiders will be stopped by the guard at the gate.

(b) Present Indefinite – is, am, are

- He is brought to school by his father every day.
- I am often consulted on important matters by the students.
- The girls are always found in the library.

(c) Past Indefinite – was, were

- She was broken at her failure.
- They were divided in their opinion.

(d) Perfect (Present, Past, Future) - been

- He has just been discharged from the hospital.
- She had already been booked for the next flight.
- The couple will have been allowed in by now.

(e) Continuous (Present, Past) – being

- The vegetables are being boiled now.
- The vegetables were being boiled yesterday.

(f) Participle / Gerund – being

- Everyone likes being praised.
- The boys escaped being punished.
- I watched him being attacked by the boys.

Exercise 1

Directions : Use the correct forms of verbs in the brackets to complete the sentences:

1. The boys_____to play the football match. (allow)
2. The windows_____ after the school hours. (close)
3. I _____ to see my sister at home. (surprise)
4. The clothes _____ by the time we reached home. (dry)
5. The railway line_____ by the authorities. (repair)
6. The neighbours _____ by the sudden attack. (frighten)
7. The boxes _____ on the truck by the guards. (load)
8. The boys should _____ by the school. (reward)

9. Last night, the students _____ to see the teachers in a good mood. (delight)
10. Politicians ought to _____honest towards the public. (be)

Answers

1. were allowed
2. were closed
3. was surprised
4. had dried
5. had been repaired
6. were frightened
7. were loaded
8. be rewarded
9. were delighted
10. be

Exercise 2

Directions : Sentences are given in the active voice. Change them into the passive voice.

1. He teaches English.
2. The child is eating bananas.
3. She is writing a letter.
4. The master punished the servant.
5. He was writing a book.
6. Who wrote this letter?
7. Somebody cooks meal every day.
8. He wore a blue shirt.
9. May God bless you with happiness!
10. I sent the report yesterday.

Answers

1. is taught
2. are being eaten
3. is being written
4. was punished
5. was being written
6. was this letter written?
7. is cooked
8. was worn
9. May you be blessed
10. was sent

Exercise 3

Directions : Choose the correct option as per the directions:

1. Choose the sentence that is NOT in passive voice.
(a) All the necessary precautions were taken by them.
(b) The spider was killed by the boy.
(c) A canal was being dug by the workers.
(d) I will finish the assignment by the end of this week.

2. In the PTA meeting, parents asked teachers many questions, but they were not answered properly.
Which of the following options best describes this sentence?
(a) The first and second parts are in active voice.
(b) The first part is in active voice, the second part is in passive voice.
(c) The first and second parts are in passive voice.
(d) The first part is in passive voice, the second part is in active voice.

3. Which of the following options is true for sentences written in active voice?
(a) The subject performs the action expressed in the verb.
(b) The focus of attention is the object.
(c) The use of 'by' indicates active voice.
(d) The use of a form of the verb 'be' indicates active voice.

4. Choose the sentence in passive voice from the following options.
(a) She sings a sweet song.
(b) Your bicycle has been damaged.
(c) I have damaged your bicycle.
(d) Do you not play cricket?

5. Choose the sentence that is NOT in active voice.
(a) Bengali is spoken in West Bengal.
(b) Anamika speaks Bengali.
(c) You should open your eyes.
(d) They often watch dance performances.

6. Which of the following options is different from the other three?
(a) Students in the class found the topics too difficult, but they were still studied.
(b) Students in the class found the topics too difficult, but they still studied them.
(c) Children on the computer could not log in even after three attempts, but they still tried it a fourth time.
(d) My daughter found riding a bicycle hazardous, but she still tried gamely.

7. To save time, the paper was written on a computer.
'What kind of a sentence is this?
(a) Passive voice - not clear.
(b) Passive voice - clear.
(c) Active voice - not clear.
(d) Active voice - clear.

8. Which of the following sentences is not appropriate in passive voice and would be better in active voice?
(a) The car was hit by a truck.

(b) Seeking to sack the employee without getting a bad name, labour laws were invoked to break the bad news.

(c) The homework was done by him.

(d) A mistake was made by him.

9. Which of the following sentences is different from the other three?

(a) The chef discovered four bad eggs, but he still cooked them.

(b) The chef discovered four bad eggs, but they were still cooked by him.

(c) The coach identified one good player, but he was not played in the finals.

(d) The customer picked a good book, but it was not read by him.

10. Which of the following options is true for sentences written in passive voice?

(a) Scientific writing should not be done in it.

(b) The subject performs the action.

(c) The subject is the focus of attention.

(d) The sentence may use 'by' or a variation of the verb 'be'.

Answers

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

Chapter 3

Modals

I. There are two classifications of verbs:

(a) Regular or Ordinary Verbs

(b) Auxiliary or Helping Verbs

The helping or auxiliary verbs are of two types:

(a) Auxiliary Verbs – be (am, is, was), have and do.

(b) Modal Verbs – May, ought to, will, would, shall, should.

II. What are Modals?

Modal verbs are used before ordinary verbs and express meanings such as permission, possibility, certainty and necessity. Modal verbs cannot work alone. They work with a main verb. *For example*,

- *May* I help you?
- *Can* I have another egg please?
- *Would* you like to come with us?
- You *must not* walk on the grass.
- I *can* speak French.

III. The main modal verbs are:

1. Will	2. Would
3. Should	4. Ought to
5. Could	6. May
7. Can	8. Shall
9. Must	10. Might
11. Need	12. Used to

IV. Modals are used to express :

1. Intention	2. Possibility
3. Request	4. Promise
5. Duty or obligation	6. Prohibition
7. Ability	8. Suggestion or advice
9. Wish or Prayer	10. Necessity or Compulsion

Students, Modal verbs are auxiliaries, or helping verbs. They are used in combination with another verb (in infinitive form) as a way to modify its meaning. Modals convey the meaning of the main verb in a number of ways :

1. **Possibility or ability,** by **can** or **could**.
   - I can do this task.
   - Could you please hold my books?
2. **Possibility or permission** by **may** or **might**
   - I may finish my preparation by tomorrow night.
   - We may go together, if you wish.
   - It might be useful to have a short nap before leaving.
3. **Obligation**, or moral obligation, by **must**, **ought to**, or **should**.
   - Students must reach the examination center on time.
   - You ought to start exercising.
   - You should never touch live wires.

Note : *must* can also specify probability.

- You must be tired!
- He must play cricket very well.

4. The modal verb **would** is used to express the **conditional**.
   - If she had time, she would buy some stationery.
5. The modal verb **will** expresses the future :
   - The bus *will* reach your destination in a few hours.

V. Modals and their Usage :

Students, let's look deeper at the usage of the modals.

1. **Will** is used to convey certainty, especially things you are certain about or things that are planned. *For example.*,
   - I *will pay my college* fees.
   - I *will* go to the hospital tomorrow.
   - I *will* complete my English preparation today.

The modal verb **will** indicates that *the action is definitely going to take place.*

a. **Would** is used as the past form of will when reporting what somebody has said or thought. *For example*,
   - He said he would be here by 7 o'clock .

b. **Would** is also used for talking about the result of an event that you think of. *For example*,
   - It would be terrible to miss the ending of the movie.

c. **Would** is used for describing a possible action or event that did not in fact happen, because something else did not happen first. *For example.*,

- If I had heard the news on time I would have known that it's a holiday today.

d. **Would** is used to ask somebody politely to do something. *For example,*

- Would you open the door for mother, please?

e. **Would** is used in polite offers or invitations. *For example,*

- *Would you like* a samosa?

2. **Should** and **Ought to**

The modal verbs 'should' or 'ought to' point to a requirement to carry out an action, but it is yet to be completed. *For example,*

- I should pay my fees, but I didn't get the time.

The difference between the two modal verbs is that 'ought to' implies slightly less of an obligation than 'should'.

- I ought to go to the bank, but I still have some time.

3. **Could** indicates the ability to complete an action**.** *For example,*

- I could pay my fees. I have chosen not to.

a. **Could** is used to talk about what someone was generally able to do in the past, *For example* :

- Sunita *could* run very fast when she was ten years old.

b. **Could** is also used with verbs of seeing, noticing, understanding. *For example,*

- I *could* see there was someone at the door.

4. **May :** This is a modal verb which has two functions.

a. It indicates the permission to do something. *For example,*

- You *may* come inside.

b. The verb can also be used to show the possibility that something will happen in the present or the future**.** *For example,*

- Take an umbrella with you, it *may* rain. (future possibility)
- They *may* enter the house. (future possibility)
- You *may* not agree with my opinion right now. (present possibility)
- Many people may be unaware of the dangers lurking around them. (present possibility)

a. **Can** shows the ability or the capacity to undertake an action**.** *For example***,**

- All the school boys and girls can run very fast.

b. ***Can*** is also used to express permission. *For example,*

- **Can** I leave now?

5. **Shall,** shows that something will happen. However, a condition is often implied. Often the connective 'when' is used to connect clauses if 'shall' is the form of the verb used. *For example,*

- I shall pay my fees as soon as my funds clear.

6. **Must,** says that something will definitely be done, or happen. It is stronger than will, meaning that the action to take place is extremely important. *For example.*,

- I *must* buy the ticket or I won't be allowed inside the cinema hall.

7. **Might** implies the possibility of something**.** When 'might' is used, it means something could happen, or may be it will not. *For example,*

- I might go home tonight.
- It might rain today.

8. **Used to** *:* is used to say that something happened continuously or frequently in the past. *For example,*

- I *used to* live in Srinagar.
- We *used to* go swimming in the lake.
- You *used to* eat a lot of sweets.

9. **Dare** means to have the courage to do something and can behave either as a modal verb or as a main verb.

a. As a modal verb, *dare* is used in negative and interrogative sentences; it is followed by a bare infinitive, *For example,*

- I *daren't think* how many wounded there are.
- How *dare* he *criticise* me?

b. As an auxiliary verb, it is mainly used in the negative and the interrogative forms with direct infinitive. *For example,*

- *Do* you *dare (to) tell* him what happened to his dog?
- Who *dares (to) argue* with mother?
- They *didn't dare (to) look* at the principal.
- No one *would have dared (to) think* about it.

10. **Need and Need Not :** Need can be used either as a modal verb or as a main verb. *For example,*

- She *need not worry* about anything.
- No one *need be* surprised at the result.
- Parents *need* only just *ask***.**

a. Need, as a modal verb, can also be used in interrogative sentences. *For example,*

- *Need* you *make* a lot of noise?

b. Need, as a main verb, is followed by a to-infinitive and expresses that something is necessary. It can be used in affirmative, negative and interrogative sentences. *For example*,

- I *need to talk* to you about something.
- I *don't need to be* told that I should start studying.
- *Do* you *need to use* the shampoo?
- If you want good results, you *will need to work* harder.

(iii) The past tense of the main verb need *to* is needed to**.** *For example*,

- I *needed to have* my breakfast.
- Why *did* they *need to change* the rooms?

Note : Need as a modal does not have a past tense form.

Exercise 1

Directions : Fill in with the correct modal verb.

1. I _____ go to the mall with you on Sunday, but I am visiting my parents and am not sure if I will.
2. When we play our game, we _____ care for the environment and not harm any plants.
3. I _____ definitely complete my homework on time.
4. After we have bought our tickets, we _____ go to the cinema hall.
5. 'Now that I am here, I _____ give you your Diwali gift. Please take it.'
6. When I left the house, my parents _____ always give me some money.
7. When the dog attacks, the cat _____ escape.
8. 'Thank you, you _____ pay for my lunch.'
9. When you exit the country, you _____ have your passport.
10. When we go to the party at Rahul's house, we _____ take gift.

Answers

1. Could – there is a chance of going to the mall, but it is not certain. Also acceptable is 'might'.
2. Should – protecting the environment is something that is a definite responsibility. Also just suitable is 'ought to'.
3. Will – *h*ere, the plan is that the homework is completed. Also suitable is 'can'.
4. Shall – this is the best answer because the condition for going to the cinema hall is the purchase of tickets. However, 'can' is also suitable.
5. Can – The person is here so the gift can be given. Also suitable is 'shall'.
6. Would – the event happened in the past, and the money was conditional on leaving the house.
7. Might – the chance is equal. 'Could' is acceptable, although the implication is that it probably will not escape.
8. May – permission is politely given. 'Can' can also be used, although this is a less polite way of giving permission.
9. Must – the only answer because it is an absolute condition.
10. Ought to – it is something that should happen, but does not entirely have to happen. Also suitable are 'should' and 'could'.

Exercise 2

Directions : Complete the sentences with *may* or *might*

1. Ram_____ have missed his train.
2. She _____ go for shopping today.
3. They_____ have passed, if only they'd studied.
4. Anita_____ help you.
5. He _____have done his homework in college.
6. _____ God bless you!
7. You_____ ask someone for the way.

Answers

1. may 2. might 3.might 4. may 5. might 6. May 7. might

Exercise 3

Directions : Complete the sentences with *should* or *must*.

1. I don't think he _____ go to college today.
2. We _____ hire a new sales helper, the work is really going up.
3. You think I'm going to believe that? You _____ be joking.
4. It was a mistake to buy the old bike. I _____ have realised it was a defective one.
5. It was a mistake to hire that young boy. The manager_____ be feeling horrible right now.
6. I know I _____n't buy this expensive pant, but I'm going to.

Answers

1. should
2. must
3. must
4. should
5. must
6. should

Exercise 4

Directions : Make sentences using *ought to*:

1. **study/ home/ everyday/ you/ at**

   _____

2. **phone /my / parents/ I**

   _____

3. **more/we/ exercise/ do**

   _____

4. **be / free/ health-care**

   _____

5. **we/ every day /eat /lots of /fruit and vegetables**

   _____

Answers

1. You *ought to* study at home every day.
2. I *ought to* phone my friends.
3. We *ought to* do more exercise.
4. Health-care *ought to* be free.
5. We *ought to* eat lots of fruit and vegetables.

Exercise 5

Directions: Fill in blanks with the suitable modal verb

1. If you drive fast, you _____ fall.
2. _____you pass me a sandwich from the plate next to you?
3. In olden times, you _____ roam around freely.
4. We_____ try that new restaurant in the neighbourhood.
5. I _____ hear the peacock in the park.
6. We_____ smell something burning in the kitchen.
7. Lata Mangeshkar_____ sing very well as a child.
8. I_____ speak four languages.
9. Perhaps, we _____ go around the world someday!
10. _____ I borrow your laptop?

Answers

1. can
2. can
3. could
4. could
5. can
6. could
7. could
8. can
9. could
10. can

Revision Exercise 1

Exercise 1

Directions : Put the verbs into the correct form (present perfect progressive).

1. He (work)_____ in this company since 1985.
2. I (wait)_____for you since two o'clock.
3. Mary (live)_____in Assam since 1992.
4. Why is he so tired? He (play)_____ tennis for five hours.
5. How long (learn / you)_____English?
6. We (look for) _____ the motorway for more than an hour.
7. I (live)_____ without electricity for two weeks.
8. The film (run / not)_____for ten minutes yet, but there's a commercial break already.
9. How long (work / she)_____ in the garden?
10. She (not / be) _____ in the garden for more than an hour.

Answers

1. has been working
2. have been waiting
3. Mary has been living
4. He has benn playing
5. have you been learning
6. have been looking for
7. have been living
8. has not been running
9. she been working
10. has not been

Exercise 2

Directions : Choose the correct answer from the four options.

1. He _____winning this championship for last 2 years.
   a. has b. has been
   c. have d. have been
2. I _____living here since last year.
   a. has b. have
   c. has been d. have been
3. She has been _____for two hours.
   a. study b. studies
   c. studied d. studying
4. It has been _____ since Monday.
   a. rain b. rainy
   c. raining d. rained
5. I_____ been cooking since 01:00 pm.
   a. has b. have
   c. having d. hasing
6. My brother _____ been attending the class.
   a. has not b. have not
   c. not have d. not has
7. _____they been playing?
   a. Has b. Have
   c. Has been d. Have been
8. _____ Jai been sleeping?
   a. Has b. Have
   c. Is d. Does
9. You have not been _____ enough food.
   a. eat b. ate
   c. eating d. eaten
10. It has been _____
   a. snow b. snows
   c. snowed d. snowing

Answers

1.	has been	2.	have been
3.	studying	4.	raining
5.	have	6.	has not
7.	have	8.	has
9.	eating	10.	snowing

Exercise 3

Directions : Change the verb into the correct form.

1. I _____ (listen) to this for 2 hours.
2. You_____(wait) since this morning.
3. She _____(watch) their child since Sunday.
4. We_____(talk) for over an hour.
5. I _____(prepare) for this test for almost 2 weeks.
6. Jasleen _____(work) here since 1987.

7. You _____(do) nothing for the last 30 minutes.
8. Lalitha _____(teach) English for many years.
9. I_____(eat) tomatoes for my entire life.
10. Recently, she _____(feel) quite better.

Answers

1. have been listening
2. have been waiting
3. has been watching
4. have been talking
5. have been preparing
6. has been working
7. have been doing
8. has been teaching
9. have been eating
10. has been feeling

Exercise 4

Directions: Which of the three sentences containing a modal has the same meaning as the original one?

1. They are able to speak English well.
   (a) They can speak English well.
   (b) They may speak English well.
   (c) They must speak English well.
2. Suman is not allowed to stay out late.
   (a) Suman may not stay out late.
   (b) Suman might not stay out late.
   (c) Suman need not stay out late.
3. Do I have to clean the storeroom?
   (a) Can I clean the storeroom?
   (b) Must I clean the storeroom?
   (c) Should I clean the storeroom?
4. Are you able to drive a car?
   (a) Can you drive a car?
   (b) Must you drive a car?
   (c) Should you drive a car?
5. We are not allowed to swim when the water is being filled.
   (a) We must not swim when the water is being filled.
   (b) We need not swim when the water is being filled.
   (c) We should not swim when the water is being filled.
6. He is not able to read Marathi.
   (a) He cannot read Marathi.
   (b) He may not read Marathi.
   (c) He need not read Marathi.
7. Do you think we are allowed to stand here?
   (a) Do you think we may stand here?
   (b) Do you think we must stand here?
   (c) Do you think we need stand here?
8. You don't have to do this training.
   (a) You must not do this training.
   (b) You need not do this training.
   (c) You should not do this training.
9. We have to stop when the signal is red.
   (a) We can stop when the signal is red.
   (b) We may stop when the signal is red.
   (c) We must stop when the signal is red.
10. Am I allowed to ask something?
   (a) May I ask something?
   (b) Must I ask something?
   (c) Should I ask something?

Answers

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

Exercise 5

Directions: Change from active voice to passive voice.

1. You may tell your problem.
2. You may ask her name.
3. He may read my book.
4. He might not reveal his secrets.
5. My mother might not permit me to go on the mountains.
6. The old man can drive the car.
7. She cannot climb the stairs.
8. The leader could not convince his party people.
9. I could not make compromise.
10. You should warn him about stray dogs.
11. He should not reject Seema's proposal.
12. She would not allow me.
13. Arun would raise his voice in favour of kids.
14. Schools must give holidays.
15. You ought to obey your parents.
16. He left the college in spite of the fact this his father did not like it.
17. Since the old man has seen all ups and downs of life, we should listen to him.

18. We did more work in a week than our rivals did in two.
19. He gave us such a fine song that everybody applauded him.
20. My heart was so full that I could not utter a word.
21. They say that Socrates, when the officer gave him the cup of poison to drink, continued his talk on pain and pleasure.
22. He didn't tell us whether he was satisfied with our reply.
23. I am a afraid you do not know the value of leisure.
24. She found her ring where she had left it.
25. Inform him about this matter and let me know what opinion he gives.

Answers

1. Your problem may be told by you.
2. Her name may be asked by you.
3. My book may be read by him.
4. His secrets might not be revealed by him.
5. I might not be permitted by my mother to go on the mountains.
6. Car can be driven by the old man.
7. The stairs cannot be climbed by her.
8. His party people could not be convinced by the leader.
9. Compromise could not be made by me.
10. He should be warned about stray dogs by you.
11. Seema's proposal should not be rejected by him.
12. I would not be allowed by her.
13. Voice would be raised by Arun in favour of kids.
14. Holidays must be given by schools.
15. Your parents ought to be obeyed by you.
16. The college was left by him in spite of the fact that it was not liked by his father.
17. Since all the ups and downs of life have been by the old man, he should be listened to by us.
18. More work was done by us in a week than was done by our rivals in two.
19. Such a fine song was given us by him that he was applauded by everybody.
20. My heart was so full that not a word could be uttered by me.
21. It is said that his walk on pain and pleasure was continued by Socrates when he was given a cup of poison to drink by the officer.
22. We were not told by him whether our reply satisfied him.
23. I am afraid the value of leisure is not known to you.
24. Her ring was found (by her) where it had been left by her.
25. Let him be informed about this and let me be told what opinion is given by him.

Exercise 6

Directions: Modify the following sentences by changing from the passive voice to the active voice.

1. The building was struck by lightning.
2. This morning the robber was arrested by the police.
3. One type of air pollution is caused by leaf burning.
4. An elaborate dinner for the workers was prepared by Suraj and his wife.
5. The biscuits were stolen by the roadside boys.
6. The India Gate was designed in 1926 by Edwin Lutyens.
7. It was decided by the court that the contract was invalid.
8. The first portable vacuum cleaner was invented by a caretaker who was allergic to dust.
9. After Leonardo da Vinci's death, the *Mona Lisa* was purchased by King Francis I.
10. The *Animal Farm* was written by George Orwell during World War II.
11. Customers are respectfully notified that dogs may not be brought into the restaurant.
12. I am disappointed that an unrealistic policy has been adopted by the Committee.
13. This sky-scraper will have to be pulled down as the town planning regulations have not been complied by you.
14. The house was built by him in 1942, but he had to sell it within a year.
15. Youth is the time for the seeds of character to be sown.
16. Whenever I travel, some of my things get lost.
17. No fall is feared by one who lies too low.
18. It is sincerely hoped that a merciful man will be chosen by you as your king.
19. Dejected as he was, the feast could not be enjoyed by him.
20. I was prevailed upon by the wise doctor to take the medicine regularly.

Answers

1. Lightning struck the building.
2. This morning the police arrested the robber.
3. Leaf burning causes one type of air pollution.
4. Suraj and his wife prepared an elaborate dinner for the workers.
5. The roadside boys stole the biscuits.
6. Edwin Lutyens designed the India Gate in 1926.
7. The court decided that the contract was invalid.
8. A caretaker who was allergic to dust invented the first portable vacuum cleaner.
9. King Francis I purchased the *Mona Lisa* after Leonardo da Vinci's death.
10. George Orwell wrote the *Animal Farm* during World War II.
11. We respectfully notify the customers that they may not bring dogs into the restaurant.
12. It disappoints me that the Committee has adopted an unrealistic policy.
13. You will have to pull down this sky-scraper as you have not complied with the town planning regulations.
14. He built the house in 1942, but it had to be sold within a year.
15. Youth is the time to sow the seeds of character.
16. Whenever I travel, I lose some of my things.
17. One who lies too low fears no fall.
18. I sincerely hope that you will choose a merciful man as your king.
19. Dejected as he was, he could not enjoy the feast.
20. The wise doctor prevailed upon me to take the medicine regularly.

Exercise 7

Directions : Fill in the blanks with an appropriate present tense form.

1. My brothers ——— near Gaya.
   (a) live (b) are living
   (c) have lived
2. I ——— my parents twice a month.
   (a) visit (b) am visiting
   (c) have visited
3. 'What do you do there?' 'I ——— the match.'
   (a) watch (b) am watching
   (c) have watched
4. Watch carefully. First I ——— a tomato and ——— it into small pieces.
   (a) am taking, am cutting
   (b) take, cut
   (c) am taking, cut
5. Your dog will follow you wherever you ———
   (a) will go (b) are going
   (c) go
6. I will call you if I ——— time.
   (a) get (b) am getting
   (c) have got
7. What ——— elephants ———?
   (a) do, eat (b) are, eating
   (c) are, eat
8. How ——— I ——— to the railway station?
   (a) do, get (b) am, getting
   (c) do, getting
9. I ——— this perfume very much.
   (a) like (b) am liking
   (c) have liked
10. I will hit anybody who ——— them bad.
    (a) calls (b) is calling
    (c) has called
11. Why ——— he ——— on the bed?
    (a) does, stand (b) is, standing
    (c) does, standing
12. The idol ——— on a mountain outside the city.
    (a) is standing
    (b) has stood
    (c) stands
13. Watch carefully. First I ——— a cucumber and ——— it into small pieces
    (a) am taking, am cutting
    (b) take, cut
    (c) am taking, cut
14. The temple ——— on a hill outside the town.
    (a) is standing
    (b) has stood
    (c) stands
15. They're not here. They ——— right now.
    (a) go to school
    (b) swim at the beach
    (c) are on holiday
16. The noise ——— to give me a headache.
    (a) begins
    (b) is beginning
    (c) has been beginning
17. I'm sorry but I ——— what you mean
    (a) am not understanding
    (b) do not understand
    (c) understanding

18. He thanked me for what I ———
    (a) have done
    (b) had done
    (c) have been doing
19. The paper ——— twice weekly.
    (a) is appearing
    (b) appearing
    (c) appears
20. He ——— a mill in his town.
    (a) have (b) has
    (c) is having

Answers

1. (a)	2. (a)
3. (a)	4. (b)
5. (c)	6. (a)
7. (a)	8. (a)
9. (a)	10. (a)
11. (a)	12. (c)
13. (a)	14. (c)
15. (c)	16. (b)
17. (b)	18. (a)
19. (c)	20. (b)

Exercise 8

Directions : Fill in the blanks with an appropriate verb form.

1. How long ——— Priya?
    (a) have you known
    (b) have you been knowing
    (c) Either could be used here
2. I ——— all evening. I am tired.
    (a) have worked
    (b) have been working
    (c) Either could be used here
3. I ——— many letters since morning.
    (a) wrote
    (b) have written
    (c) have been writing
4. I have already ——— the draft.
    (a) received
    (b) been receiving
    (c) Either could be used here
5. Sorry about the chaos. We ——— the house.
    (a) have painted
    (b) have been painting
    (c) Either could be used here
6. This is the tenth time he ——— that question.
    (a) asked
    (b) have asked
    (c) have been asking
7. You ——— a dozen sweets today.
    (a) have eaten
    (b) have been eating
    (c) Either could be used here
8. We ——— in this country for several years.
    (a) have lived
    (b) have been living
    (c) Either could be used here
9. Jaspreet ——— his toe so he can't walk.
    (a) has broken
    (b) has been breaking
    (c) Either could be used here
10. You look tired. What ———?
    (a) have you done
    (b) have you been doing
    (c) did you do
11. Help! I ——— my credit card.
    (a) have lost
    (b) have been losing
    (c) Either could be used here
12. 'You look exhausted.' 'Yes, I ———'
    (a) have run
    (b) have been running
    (c) Either could be used here
13. We ——— each other for a very long time.
    (a) have been knowing
    (b) know
    (c) have known
14. We ——— each Chennai for six months.
    (a) had been living
    (b) are living
    (c) have been living
15. Which TV channel ———?
    (a) you are usually watching
    (b) are you usually watching
    (c) do you usually watch
16. He ——— here for the last five years.
    (a) worked
    (b) is working
    (c) has been working
17. The baby ——— all morning.
    (a) cries
    (b) is crying
    (c) has been crying

Answers

1. (a) 2. (b)
3. (b) 4. (a)
5. (b) 6. (b)
7. (a) 8. (a) and (b)
9. (a) 10. (b)
11. (a) 12. (b)
13. (c) 14. (c)
15. (b) 16. (c)
17. (c)

Exercise 9

Directions : Change the verbs in brackets to the simple past.

1. They all (go) ——— dancing.
2. I never (imagine) ——— I would see you here.
3. We (book) ——— three tickets for the movie.
4. She (collect) ——— her friends from school.
5. Were you (frighten) ——— of the dark when you were young?
6. Who (eat) ——— my cake?
7. I (feel) ——— so tired that I went straight to sleep.
8. We (grow) ——— this tree from a sapling.
9. She (lose) ——— her way to college.
10. He thought I (steal) ——— his tablet.
11. The phone (ring) ——— ten times before Lisa gave up.
12. His body (lie) ——— face downwards on the grass.
13. Mary (ride) ——— the bus to work.
14. She answered my question when I (pay) ——— her one dollar.
15. Lee (draw) ——— the landscape on his own.
16. The alley light (shine) ——— through the partially open door, interrupting the darkness.
17. She had long blonde hair like (spin) ——— silk.
18. I (lay) ——— down the book on the coffee table.
19. If you do get (sting) ——— there are several ways to treat the sting.
20. In the autumn the war (spread) ——— to the Rhine.

Answers

1. went 2. imagined
3. booked 4. collected
5. frightened 6. ate
7. felt 8. grew
9. lost 10. stole
11. rang 12. lay
13. rode 14. paid
15. drew 16. shone
17. spun 18. laid
19. stung 20. spread

Exercise 10

Directions: Fill in the blanks with the past continuous form from the given options.

1. I ——— TV till ten o'clock yesterday evening.
   (a) am watching
   (b) was watching
   (c) watched
2. I ——— all day yesterday.
   (a) wrote (b) was writing
   (c) have written
3. They ——— the whole time they were alone.
   (a) fought (b) are fighting
   (c) were fighting
4. As I ——— down the street, I saw Sanju.
   (a) am walking
   (b) walked
   (c) was walking
5. The mobile rang while I ——— lunch.
   (a) am having (b) had
   (c) was having
6. It happened while I ——— in Singapore last year.
   (a) lived (b) was living
   (c) am living
7. When I entered her room, she ——— the sitar.
   (a) played (b) playing
   (c) was playing
8. When I got up this morning, the sun ———
   (a) shining (b) was shining
   (c) is shining
9. At the time when it happened, I ——— to the movies a lot.
   (a) went (b) was going
   (c) am going
10. While I ——— the email, the mouse suddenly stopped working.
   (a) was writing
   (b) write
   (c) am writing

11. She ——— tea when I entered the house.
    (a) is preparing
    (b) was preparing
    (c) had prepared
12. The light went out while I ———
    (a) red (b) was reading
    (c) had read
13. When I worked here, I ——— mistakes.
    (a) was always making.
    (b) always made
    (c) had always made.
14. I ——— if you could give me a lift.
    (a) wondered
    (b) was wondering
    (c) am wondering
15. When I was leaving, the phone ———
    (a) left (b) was leaving
    (c) had been leaving
16. We ——— to the radio all evening.
    (a) listen (b) were listening
    (c) listened
17. Snow ——— lightly. Suddenly a reindeer appeared.
    (a) fell (b) was falling
    (c) is falling
18. My brother and sister ——— tennis at 11am yesterday.
    (a) are playing
    (b) was playing
    (c) were playing
19. She ——— down the street when she tripped.
    (a) was walking
    (b) walked
    (c) is walking
20. The old lady ——— TV while the cat ——— on her lap.
    (a) watched, was sleeping
    (b) was watching, slept
    (c) was watching, was sleeping
21. They ——— when the fire broke out.
    (a) weren't working
    (b) worked
    (c) was working

Answers

1. (b) 2. (b)
3. (c) 4. (c)
5. (c) 6. (b)
7. (c) 8. (b)
9. (b) 10. (a)
11. (b) 12. (b)
13. (a) 14. (b)
15. (b) 16. (b)
17. (b) 18. (c)
19. (a) 20. (c)
21. (a)

Exercise 11

Directions: Change the following sentences into future continuous tense.

1. They have a barbecue for the whole family on Sunday.
2. His father has to work the whole day tomorrow.
3. He will attend a two-week training course.
4. We watch the match together on television.
5. We asked them to mail us a copy of the itinerary.
6. The postman carries a big old brown bag.
7. The first train will arrive around this time.
8. The choir sings for the bride and bridegroom.
9. The Prime Minister ordered to plant 10 lakh new trees.
10. We had some milk before going to bed.

Answers

1. They will be having a barbecue for the whole family on Sunday.
2. His father will be working the whole day tomorrow.
3. He will be attending a two-week training course.
4. We will be watching the match together on television.
5. We will be asking them to mail us a copy of the itinerary.
6. The postman will be carrying a big old brown bag.
7. The first train will be arriving around this time.
8. The choir will be singing for the bride and bridegroom.
9. The Prime Minister will be ordering to plant 10 lakh new trees.
10. We will be having some milk before going to bed.

Chapter 4

Sentences and Clauses

I. What is a Sentence?

1. A sentence is a group of words that expresses an entire idea by giving a statement, an order, asking a question, or an exclamation. *For example*,
   - The stars shine at night. (statement or declarative sentence).
   - Where is the classroom? (question or interrogative sentence).
   - Please sit down. (order or imperative sentence)
   - What a nice shirt! (exclamation)

   Students, a sentence can also be said to be a set of words that is complete in itself, normally containing a subject and a predicate, conveying a statement, question, exclamation, or command and consisting of a main clause and sometimes one or more subordinate clauses.
2. A sentence can be divided into two parts : the subject and the predicate. The subject refers to the person or thing about which something is said. The predicate is what is said about the person or thing referred by the subject. *For example*,
   - **The boys** are playing cricket.
     Subject Predicate
   - **The people in the flat above ours** are quite loud.
     Subject Predicate

II. What is a Clause?

A clause is a group of words that forms a part of a sentence and contains a subject and a finite verb of its own. The number of finite verbs in a sentence joined by conjunctions decides the number of clauses.

III. Kinds of Sentences

There are three kinds of sentences:

(a) Simple Sentence: A sentence that consists of one clause is called a simple sentence. *For example*,
- The garden is looking beautiful.
- The movie begins at seven o'clock.
- Megha bought a pen.

(b) Complex Sentence: A sentence which consists of a main clause (an independent clause) and one or more subordinate (dependent) clause is known as a complex sentence. *For example*,
- As the weather forecast department announced stormy weather, the students cancelled their picnic.
- Although she was rich, she was still sad.
- When we were young, we believed in fairy tales.

(c) Compound Sentence : A sentence in which two independent clauses are joined by a conjunction is known as a compound sentence. The conjunctions can be: and, but, or, for, so, nor, else, while, therefore, otherwise, whereas, yet, as well as, indeed, whenever. *For example,*
- Reema is a leading doctor but she is a humble person.
- The girl entered the room and met the class teacher.
- Work hard or you will not get the promotion.
- His stomach pains whenever he laughs loudly.

Also, the clauses of a compound sentence are called co-ordinate clauses. Coordinating conjunctions are easy to remember if you think of the word "FAN BOYS":

⇒ For
⇒ And
⇒ Nor
⇒ But
⇒ Or
⇒ Yet
⇒ So

IV. Complex Sentences

Students, as you know a complex sentence consists of more than one clause. The main clause with one or more subordinate clause forms a complex sentence. There are three kinds of subordinate clauses joined by their subordinate conjunctions. *For example*,
- *We know* that the girls have gone for a picnic.
- *I forgot to tell you the time* when I shall return.
- *Unless you run fast,* you will miss the bus.

Kinds of subordinate clauses:

1. **Noun Clause**: In the first sentence, '*We know*'– is the main or principal clause '*that the girls have gone for a picnic*.' – is the subordinate noun clause (here you can ask the question 'what' to the main clause and get the answer in the form of the subordinate clause thus it is a noun clause), so, a noun clause is a group of words which contains a Subject and a Predicate of its own and does the work of a Noun.