

A COMPLETE BOOK OF PARTS OF SPEECH

A COMPREHENSIVE AND PERFECT BOOK FOR EVERYONE,
ALL LEVELS & EVERY EXAM

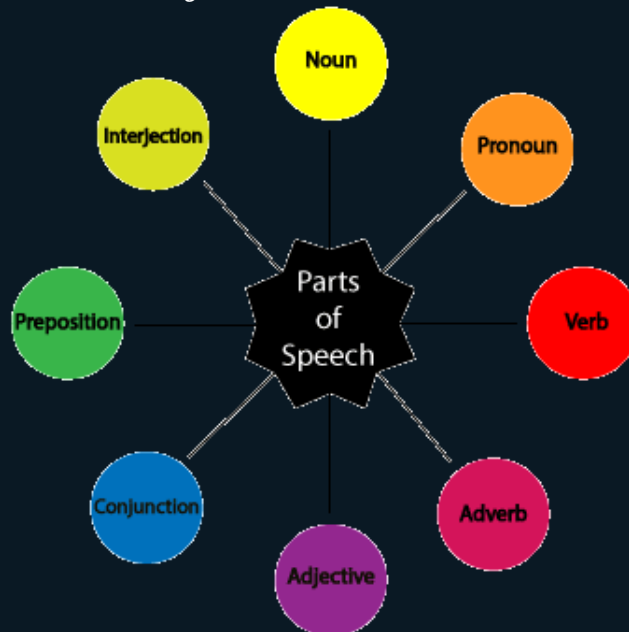
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Mr. Naveed got his education from institutions like Cadet College Kohat and Pakistan Air Force Academy Sargodha (as a G.D Pilot). He has done Masters in English Literature, Masters in Business Administration, Masters in Education, Masters in Teaching English as Foreign Language (FS); Post Graduate Diploma in TEFL; B.Ed., Dip. in Computers, Computer Programming, Journalism, IRCA Certified Lead Auditor, Librarian Course, Montessori Course, ISO & Quality Management Courses and many other courses. .

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PARTS OF SPEECH

The basic building block of all language is the word. Words are classified into different types according to the way words function in a sentence. Different kinds of words are used in different ways and with different sets of rules. These “word types” are called **Parts of Speech**.

Parts of speech are the fundamental building blocks of traditional grammar. They are classified into eight kinds on account of their functions. In other words, there are 8 parts of speech, meaning 8 basic roles a word can play in a sentence. These are:-

- (1) Noun (2) Pronoun (3) Adjective (4) Verb
(5) Adverb (6) Preposition (7) Conjunction (8) Interjection

1. NOUN

A word used to name a person, place, thing, an idea or a quality of mind is called a noun.
Examples: Shujaat, Kohat, pen, honesty.

2. PRONOUN

A word used in place of noun is known as pronoun.
Examples: he, she, it, they.

3. ADJECTIVE

A word used to describe or qualify noun is known as adjective.
Examples: good, bad, beautiful.

4. VERB

A word used to express action, possession, and condition or existence is known as a verb.
Examples: go, come, think, see.

5. ADVERB

A word used to modify a verb, an adjective or another adverb is called an adverb.
Examples: He walked slowly.

6. PREPOSITION

It is a word used to explain the relation between two grammatical words.
Examples: in, on, at, over, for, of

7. CONJUNCTION

A word used to combine two words or sentences is known as conjunction.
Examples: and, but, or.

8. INTERJECTION

A word which expresses some sudden feelings is known as an Interjection. It is an exclamatory word that expresses emotion. It has no grammatical relation to the rest of the sentence.

Examples: Oh! Ah! Hurrah! Alas! Well done! Splendid

Learning about the *parts of speech* is the first step in grammar study just as learning the letters of the alphabet is the first step to being able to read and write. From learning the *parts of speech* we begin to understand the use or function of words and how words are joined together to make meaningful communication.

The basic motive to learn the parts of speech is - by knowing how sentences are built, you can read and listen more easily – and you can read continually harder material – and you can also learn to write more unmistakably.

PARTS OF SPEECH

A **Noun**'s the name of anything,
As: **house** or **garden**, **doll**, or **wing**.

ADJECTIVES tell the kind of noun,
As: **great**, **little**, **sweet**, or **brown**.

VERBS tell of something being done:
To study, write, play, or run.

How things are done the **ADVERBS** tell,
As: **slowly**, **quickly**, **fast**, **well**.

CONJUNCTIONS join the words together,
As: men **and** women, wind **or** weather.

The **PREPOSITION** stands before
A noun as: **in** or **through** a door.

The **INTERJECTION** shows surprise
As: **Oh**, **How pretty!** **Ah!** **How wise!**

The whole are called the **PARTS of SPEECH**,
Which reading, writing, speaking teach.

Identification of Parts of Speech

The same word can play different roles in different sentences, or even in different parts of the same sentence. It is not usual for a word to belong to more than one part of speech class depending on how the word is used. A word can be more than one *part of speech* and you have to look at how the word works in a particular sentence to know what *part of speech* it is.

Now that you have learned all the *parts of speech*, you can identify the words in a sentence. The chart below shows examples of words that have more than one *part of speech*.

Word	Sentence	Part of Speech
can	I think I can do it.	verb
can	Don't open that can of beans.	noun
only	This is my only pen.	adjective
only	He was only joking.	adverb
his	That book is his.	pronoun
his	That is his book.	adjective
English	Can you speak English?	noun
English	I am reading an English novel.	adjective

NOUN

Origin and Meaning: The word **noun** comes from a Latin word that means “**name**”. Noun sounds a little like name, so think of a noun as a word being used to name someone or something.

A noun is the name of something, something which it may or may not be possible for you to see or touch

Definition: The names of different creatures, things, places, qualities, and ideas (grief, desire, democracy, bravery, speed) are called nouns.

Details: A noun may be used as the subject of a verb, the object of a verb, an identifying noun, the object of a preposition, or an appositive (an explanatory phrase coupled with a subject or object).

Examples:

Yaji is working hard.

Books are my best friends.

Pakistan is my country.

Honesty is the best policy.

Love begets love.

In the above sentences ‘**Yaji**’, ‘**books**’, ‘**Pakistan**’, ‘**honesty**’ and ‘**love**’ are the examples of nouns.

How to recognize Nouns

If ‘**the**’ can be put right away in front of a word and the result makes sense, then that word is a noun. (Some abstract nouns are not used with ‘**the**’.)

KINDS OF NOUNS

Nouns are divided into eight kinds:

1. Common noun
2. Proper noun
3. Collective noun
4. Concrete noun
5. Abstract noun
6. Countable noun
7. Uncountable noun
8. Material noun

1. Common Noun:

A common noun is a name given in common to every person or thing of the same class or kind.

Example:

Girl, man, teacher, city, doctor

2. Proper Noun:

A proper noun is the name of some particular person or place.

Example:

Sarwat, Kohat, Pakistan, Turkey

3. Collective Noun:

A collective noun is the name of collection of things or persons.

Examples:

Team, crowd, army, family, nation, class

4. Concrete Noun:

The thing that can be touched or seen is called Concrete Noun.

Examples:

Sun, girl, boy, room

5. Abstract Noun:

An abstract noun is the name of quality, action or state. Abstract nouns name qualities, states and actions which on their own cannot be perceived by our senses.

Examples:

Beauty, freedom, joy, sorrow, life, death

6. Countable Noun:

A countable noun is the name of a thing that can be counted or divided into singular or plural.

Examples:

Book, chair, pencil, boy, girl

7. Uncountable Noun:

An uncountable noun is the name of a thing that cannot be counted or divided into singular and plural.

Examples:

Ice, tea, ink, life, honesty, gold

8. Material Noun:

A material noun is the name of a material or substance out of which things are made.

Example:

Milk, ice, tea, iron, paper, glass

Exercise of Nouns

Find out nouns in the following sentences:

1. Pakistan is my country.
2. Honesty is the best policy.
3. English is my favorite subject.
4. Islamabad is my favourite city.
5. Ravi is a river.
6. Hard work is a cheque that can be cashed everywhere.
7. Pen is mightier than sword.
8. Keats is my favorite poet.
9. Get out of my office.
10. Union is strength.

FORMATION OF NOUNS

1. Noun from Adjective

Adjective	Noun	Adjective	Noun
Able	Ability	Royal	Royalty
Brave	Bravery	Stupid	Stupidity
Ignorant	Ignorance	Loyal	Loyalty
Pure	Purity	True	Truth
Wise	Wisdom	Young	Youth

2. Nouns from Verbs.

Verb	Noun	Verb	Noun
Admit	Admission	Marry	Marriage
Believe	Belief	Speak	Speech
Choose	Choice	Think	Thought
Heal	Health	Unite	Union
Live	Life	Vary	Variety

3. Abstract Nouns from Common Nouns

4.

Common Noun	Abstract Noun	Common Noun	Abstract Noun
Noun	Noun	Noun	Noun
Agent	Agency	Reporter	Report
Boy	Boyhood	Senior	Seniority
King	Kingdom	Teacher	Teaching
Lawyer	Law	Waiter	Waiting
Owner	Ownership		

GENDER

Gender:

The word 'Gender' is originated from Latin "genus" which means 'kind'. Gender indicates whether a person or an animal is male or female. It is a system of marking words such as nouns and pronouns as being Masculine, Feminine, Common or Neuter.

Kinds of Gender:

In English language genders are of four kinds:

1. Masculine gender
2. Feminine gender
3. Common gender
4. Neuter gender

1. Masculine Gender:

A noun, which denotes a male person or an animal, is known as masculine gender.

Examples:

Brother, boy, father, horse, prince, son

2. Feminine Gender:

A noun, which denotes a female person or an animal, is known as feminine gender.

Examples:

Sister, girl, mother, mare, princess, daughter

3. Common Gender:

A noun, which denotes both male and female person or an animal, is known as common gender.

Examples:

Friend, parents, cousin, pupil, thief, enemy

4. Neuter Gender:

A noun, which denotes neither male nor female person or an animal, is known as neuter gender.

Examples:

School, books, pen, table, fan

SOME IMPORTANT POINTS ABOUT GENDER

(i) Objects noted for strength and violence are treated as masculine gender.

Sun, time, death, winter

The sun sheds his beams on the rich and poor alike.

(ii) Objects notable for beauty, grace, gentleness, and admiration are treated as feminine gender.

Examples:

Spring, moon, earth, nature, liberty, justice, peace, hope, charity

The moon has hidden her face behind a cloud.

Ways of Forming The Feminine Of Nouns.

(1) By using an entirely different word; as

Masculine	Feminine	Masculine	Feminine
Bachelor	Maid	Horse	Mare
Boy	Girl	Husband	Wife
Brother	Sister	King	Queen
Bull	Cow	Lord	Lady
Cock	Hen	Man	Woman
Dog	Bitch	Nephew	Niece
Father	Mother	Sir	Madam
Gander	Goose	Son	Daughtier
Gentleman	Lady	Stag	Hind
Uncle	Aunt	Wizard	Witch

(2) By adding a syllable (-ess, -ine, -trix, -a, etc.) as

Masculine	Feminine	Masculine	Feminine
Author	Authoress	Mayor	Mayoress
Count	Countess	Poet	Poetess
Host	Hostess	Priest	Priestess
Manager	Manageress	Shepherd	Shepherdess

In the following nouns –ess is added after dropping the vowel of the masculine ending.

Masculine	Feminine	Masculine	Feminine
Actor	Actress	Traitor	Traitress
Founder	Foundress	Waiter	Waitress
Hunter	Huntress	Master	Mistress
Tiger	Tigress	Emperor	Empress
Murderer	Murderess	Hero	Heroine
Administrator	Administratrix	Sultan	Sultana
Fox	Vixen		

(3) By placing a word before or after; as

Masculine	Feminine	Masculine	Feminine
Bull-calf	Cow-calf	Grandfather	Grandmother
Cock-sparrow	Hen-sparrow	Landlord	Landlady
He-goat	She-goat	Milkman	Milkmaid
Jack-ass	Jenny-ass	Peacock	Peahen
Man-servant	Maid-servant	Washerman	Washerwoman

The Noun: Number

Number: A word which indicates whether a noun is singular or plural is known as number.

Kinds of Number

A noun has two numbers:

1. The Singular Number
2. The Plural Number

The Singular Number:

A noun which denotes one person or thing is known as singular number.

Examples:

Book, box, man, pen, lady

The Plural Number

A noun which denotes more than one person or thing is known as Plural.

Examples:

Books, boxes, men, pens, ladies

HOW TO FORM PLURALS

1. **Most nouns form their plurals by adding 's' to the singular.**

Singular	Plural	Singular	Plural
Balloon	Balloons	Shoe	Shoes
Day	Days	Tongnes	Tongnes
Face	Faces	Toe	Toes
Kite	Kites	Uncle	Uncles
Lion	Lions	Umbrella	Umbrellas

2. **Nouns ending which 'ch', 's', 'ss', 'sh', 'x' form their plurals by adding 'es' to the singular.**

Singular	Plural	Singular	Plural
Bench	Benches	Patch	Patches
Branch	Branches	Peach	Peaches
Catch	Catches	Torch	Torches
Inch	Inches	Watch	Watches
Match	Matches		

3. Nouns ending with 'y' and which have a consonant, form their plural by changing 'y' into 'ies'.

Singular	Plural	Singular	Plural
Army	Armies	Cry	Cries
Baby	Babies	Diary	Diaries
Body	Bodies	Duty	Duties
Copy	Copies	Family	Families
Country	Countries	Fly	Flies

4. Nouns ending with 'y' and which have a vowel before 'y', form their plural by adding only 's' to the singular

Singular	Plural	Singular	Plural
Chimney	Chimneys	Key	Keys
Donkey	Donkeys	Monkey	Monkeys
Joy	Joys	Toy	Toys

Nouns ending with 'f' or 'fe', form their plural by changing 'f' or 'fe' into 'ves'.

Singular	Plural
Calf	Calves
Loaf	Loaves
Thief	Thieves
Knife	Knives
Life	Lives

Exceptions:

Singular	Plural
Chief	Chiefs
Dwarf	Dwarfs
Grief	Griefs
Gulf	Gulfs
Hoof	Hoofs
Proof	Proofs

5. Most nouns ending with 'O' are turned plural by adding 'es' to the singular.

Singular	Plural	Singular	Plural
Buffalo	Buffaloes	Mango	Mangoes
Echo	Echoes	Mosquito	Mosquitoes
Hero	Heroes	Potato	Potatoes

Exceptions:

Singular	Plural
Bamboo	Bamboos
Dynamo	Dynamos
Photo	Photos
Piano	Pianos

6. Some nouns form their plural by vowel change.

Singular	Plural	Singular	Plural
Man	Men	Foot	Feet
Goose	Geese	Tooth	Teeth

7. Some nouns form their plural by adding 'en' or 'ren' to the singular.

Singular	Plural
Ox	Oxen
Child	Children

8. Compound nouns are turned plural by adding 's' to the principal word.

Singular	Plural
Commander-in-chief	Commanders-in-chief
Son-in-law	Sons-in-law
Daughter-in-law	Daughters-in-law
Step-son	Step-sons
Maid-servant	Maid-servants
Man-of-war	Men-of-war
Hand-ful	Hand-fuls
Cup-ful	Cup-fuls

(10) Some nouns have the same form for singular and plural.

Singular	Plural	Singular	Plural
Swine	Swine	Sheep	Sheep
Deer	Deer	Pair	Pair
Dozen	Dozen	Score	Score
Gross	Gross	Hundred	Hundred
Thousand	Thousand		

(11) Plural of Latin words

Singular	Plural
Datum	Data
Eratum	Erata
Index	Indices or indexes

Radius	Radii
Formula	Formulae, formulas
Memorandum	Memoranda
Fungus	Fungi
Medium	Media
Stratum	Strata

(12) **Plural of Greek words**

Singular	Plural	Singular	Plural
Axis	Axes	Crisis	Crises
Basis	Bases	Analysis	Analyses
Parenthesis	Parentheses	Hypothesis	Hypotheses
Phenomenon	Phenomena	Criterion	Criteria
Thesis	Theses	Oasis	Oases

THE CORRECT USE OF SOME NOUNS

(1) Nouns which are always used in Plural

Riches	Thanks	Stocks	Proceeds
Tick lings	Surroundings	Premises	Annals
fetters	spectacles	alms	Mumps
Breeches	pantaloons	Measles	Shorts
billiards	Eatables	arms	Bowels
trousers	movables	scissors	Tongs
valuables	goods	wages	Stockings

Use:

Here are your spectacles.
Billiards is my favourite game.

(2) **Nouns: Plural in appearance but Singular in use.**

Mathematics	Physics	Gymnastics
Statistics	News	Mechanics
Economics	Innings	Classics
Politics	Ethics	

Use:

Mathematics is a difficult subject.
Physics is my favourite subject.

(3) Collective Nouns used in Plural

Gentry, folk, mankind, cattle, people, poultry, clergy, peasantry, vermin, nation, police, audience, public.

Use:

Three cattle are grazing in the field.
People are having problems.

(4) Nouns used in Singular

Poetry	Physics	Scenery
Cavalry	Offspring	Rice
Issue	Fuel	Abuse
Mischief	Stationery	Alphabet
Advice	Hair	Furniture
Infantry	Information	Bedding
Luggage	Gram	Machinery
Baggage		

Use:

The poetry of Iqbal is interesting.
The scenery of swat is attractive.

(5) Nouns which have same form in Singular and Plural.

Sheep	Series	Deer	Amends
Fish	Swine	Rice	Cannon
Apparatus	Pair	Means	Dozen
Corps	Score	Heathen	Grass
Hundred	Pan	Thousand	Species

Use:

The sheep are grazing.
Five dozen oranges were purchased.

(6) Material Nouns are not used in Plurals.

Examples:

Copper, iron, tin, wood, gold, water, milk

Note: They may be used in plural with a different meaning.

Examples:

Coppers	Copper coins
Irons	Fetters, chains
Tins	Cans made of tin
Woods	Forests

(7) Letters, figures and other symbols are turned Plural by adding an apostrophe and 's'.

Examples:

There are two M's and two T's in the word committee.

Three 3's are nine.

THE AGREEMENT OF NOUN WITH VERB

(1) The verb must agree with the subject in number and person.

Examples:

I am in the office.

Aahad is intelligent.

My students are active.

(2) The verb should agree with the real noun (subject).

Examples:

The knowledge of basic requirements of child is essential for a mother.

(3) Two singular nouns joined by 'and' require a plural verb.

Example:

Noreen and irshad are sisters.

(4) Two Singular Nouns suggesting one idea or person must be used with a Singular Verb.

Example:

My principal and teacher has helped me in my studies.

(5) Nouns joined by 'with' or 'as well as' must be used with a singular verb.

Example:

Ambreen with her mother is going to bazaar.

(6) Two or more nouns connected by 'or' or 'nor' require singular verb.

Example:

Either saima or shahida is intelligent.

Note:

A Plural verb is required, if one of the subjects is Plural.

Example:

Either Madiha or the teachers are good at teaching.

(7) Two nouns qualified by 'each' or 'every' and connected by 'and' must be used with a singular verb.

Example:

Each boy and girl of this school is very intelligent.

(8) Plural nouns denoting quantity/amount/distance/time must be used with a singular verb.

Examples:

Twenty years is long period.

NOUN AND CASE

Case

A word which indicates whether a noun or pronoun is used as a subject, object or an indirect object and a word which is used to address a person or indicate ownership or possession is known as case.

Kinds of cases:

A noun has six cases.

1. Nominative case
2. Objective case
3. Possessive case
4. Nominative case
5. Dative case
6. Noun in Apposition

(1) Nominative Case:

A noun or pronoun used as the subject of the verb is known as nominative or subjective case.

Example:

Sadia broke a pen.

Pronoun in Nominative case:

I, we, you, he, she, it, they

(2) Objective case:

A noun or pronoun used as the object of the verb is known as objective or accusative case.

Example:

Sadia broke a pen.

Pronoun in objective case:

Me, us, you, him, her, it, them

(3) Possessive case:

A noun with a apostrophe and 's' or a pronoun which indicates possession is known as possessive or genitive case.

Example:

This is Shagufta's book.

Pronoun in the possessive case:

My, our, your, his her, its, their

(4) Nominative of Address:

A noun used to address persons with their names is known as nominative of address.

Example:

Come on, Ali.

(5) **Dative Case:**

A noun or pronoun used as an indirect object of the verb is known as dative case.

Example:

She presented me a watch.

(6) **Noun in Apposition:**

A noun used to refer to another noun is known as noun in apposition.

Example:

She is Afshan, a school teacher.

FORMATION OF POSSESSIVE CASE

1. The possessive of the singular noun is formed by adding 's' (apostrophe and 's').

Example:

Malaika's book

Note:

'S' is omitted when there are hissing sounds.

Example:

For conscience' sake.

5. The possessive of the plural nouns ending with 's' is formed by adding only an apostrophe.

Example:

Boys' school.

6. The possessive of the plurals not ending with 's' is formed by adding apostrophe and 's'.

Example:

Children's books.

7. Nouns having several words must have their possessive only to the last word.

Example:

The Principal of Perfect Educators School's speech.

8. The Possessive of nouns in apposition must be put to the second noun.

Example:

This is Rohail, my brother's son.

9. Two nouns having close association must have the possessive to the latter.

Example:

Johnson and Johnson's baby lotion.

10. Two different nouns having no relation require separate possessive forms.

Example:

Keats' and Shelley's poetry.

USE OF THE POSSESSIVE CASE

1. Possessive case is used with living things.

Example:

Principal's office

2. The possessive case is used with personified objects.

- Example:
Pakistan's leader
3. The possessive case is used with nouns denoting time/space/weight.
Example:
A week's programme
4. With the names of building such as school / college / house / shop / hospital
Example:
I was educated at Oxford's.
5. The possessive case is also used to express authorship/origin/kind besides possession.
Example:
Keat's poetry.
Mother's Love.

THE AGREEMENT OF NOUN WITH VERB

1. The verb must agree with the subject (noun) in number and person
Ex: I am in the room.
You are in the garden.
Alia is beautiful.
His sisters are not married.
 2. The verb should agree with the real noun (subject)
Ex: the knowledge of Social Science is essential for a psychologist.
The basics of English Grammar are essential for a good speaker.
 3. Two singular nouns joined by 'and' require a plural verb
Ex: My father and my brother are worried about our sister's marriage.
Keats and Shelley are romantic poets.
My sister and her friends are watching T.V.
 4. Two singular nouns suggesting one idea or person must be used with a singular verb.
Ex: My friend and teacher has praised my book.
My uncle and doctor visits us daily.
The author and reporter is my best friend.
 5. Nouns joined by 'with' or 'as well as' must be used with a singular verb.
Ex: Zafar with his Amir is going to Delhi.
Huma as well as her sister Ghazala is beautiful.
My brother as well as my father is good at English.
She as well as her mother is in Sargodha.
 6. Two or more nouns connected by 'or' or 'not' require singular verb
Ex: Either Sadia or Ghazal is clever.
Neither my father nor my mother is educated.
- Note:** A plural verb is required, if one of the subjects is plural
Ex: Either the principle or the teachers are good at teaching.
Neither Indians nor Americans are taking part in the game.

7. Nouns joined by 'or' 'nor' differing in person, the verb must agree with the nearest noun.
Ex: Either she or I am very serious about it.
Neither he nor his parents are thinking about the matter.
8. 'Either/neither/each/everyone/one' + 'of' + plural noun are the phrase 'many a' must be used with a singular verb
Ex: Either of the two books is interesting.
Neither of the two sisters is willing to marry him.
Each of the students is given a text book.
One of my friends has returned from UK.
Many a leader has paid homage to Quaid e Azam.
9. Two nouns qualified by 'each' or 'every' and connected 'and' must be used with a singular verb
Ex: Each actor and actress is very popular.
Every man and every woman was killed by terrorists.
Each poem and story was published.
10. The words 'pains' and 'means' may be used as singular or plural
Ex: A great deal of pains has been taken. (or have)
Car is a means of transport.
Note: But in the sense of income, the noun 'means' is plural
Ex: His means are plenty.
11. None may be used as singular or plural
Ex: None of them has agreed with me.
None of the poets gave attended the function.
12. A collective noun treated as a single unit is used as singular but a collective noun treated as separate individuals is used plural.
Ex: The committee has agreed to the proposal.
The army have continued fighting bravely.
13. When a proper noun is a plural name, the verb must be singular
Ex: Magic Words is written by Naveed Iqbal.
The Adventures of Tom Sawyer is written by Mark Twain.
The United States of America is a rich country.
The Arabian Nights is famous book.
14. Plural nouns denoting quantity/amount/distance/time must be used with a singular verb
Ex: Ten is a long period.
Five hundred Rupees is a large amount.
Fifty kilograms of rice is sufficient for us.

CORRECTION OF MISTAKES IN THE USE OF NOUNS

Correction of Sentences

1. The sheeps are grazing
2. His spectacle is golden.
3. The sceneries of Swat are attractive.
4. The news are shocking.
5. I like fruits.
6. I gave him many advices.

7. My hairs are black.
8. I am weak in mathematic.
9. Please give me three dozens bananas.
10. This is a five rupees note.
11. I have a scissor.
12. I lost my trouser.
13. He gave me twenty thousands rupees.
14. My pen's colour is green.
15. The cattles are grazing.

Correct Sentences

1. The sheep are grazing.
2. His spectacles are golden.
3. The scenery of Swat is attractive.
4. The news is shocking.
5. I like fruit.
6. I gave him many pieces of advice.

7. My hair is black.
8. I am weak in mathematics.
9. Please give me three dozen bananas.
10. This is a five rupee note.
11. I have a pair of scissors.
12. I lost my trousers.
13. He gave me twenty thousand rupees.
14. The colour of my pen is green.
15. The cattle are grazing.

PRONOUN

Origin and Meaning: In Latin, 'pro' means 'instead of'. So pronoun is a word used in stead of noun to mention people or things without naming them.

Definition: The pronoun can be defined as a word that substitutes for a noun and refers to a person, place, thing, idea, or act that was mentioned previously or that can be inferred from the context of the sentence (*he, she, it, that*).

Without pronouns, sentences would sound very repetitive.

Examples:

I, we, you, he, she, it, they

Kind of Pronouns:

Pronouns are divided into eleven kinds:

1. Personal Pronoun
2. Reflexive Pronoun
3. Emphatic Pronoun
4. Demonstrative Pronoun
5. Indefinite Pronoun
6. Interrogative Pronoun
7. Distributive Pronoun
8. Reciprocal Pronoun
9. Relative Pronoun
10. Relative Compound Pronoun
11. Possessive Pronoun

1. Personal Pronoun:

A Pronoun used for three Persons is known as Personal Pronoun.

Detail:

Unlike English nouns, which usually do not change form except for the addition of an -s ending to create the plural or the apostrophe + s to create the possessive, personal pronouns (which stand for persons or things) change form according to their various uses within a sentence. Thus *I* is used as the subject of a sentence (I am happy.), *me* is used as an object in various ways (He hit me. He gave me a book. Do this for me.), and *my* is used as the possessive form (That's my car.) The same is true of the other personal pronouns: the singular you and he/she/it and the plural we, you, and they. These forms are called **cases**.

CASES OF PRONOUNS

Pronouns have three forms, depending on how they are used in sentences. Pronouns can be used as SUBJECTS, PREDICATE NOUNS, OBJECTS, or to show POSSESSION or ownership. We call these forms CASES of pronouns, so therefore we refer to these forms as:

NOMINATIVE CASE, OBJECTIVE CASE, and POSSESSIVE CASE

NOMINATIVE CASE refers to pronouns used as subjects or predicate nouns.

OBJECTIVE CASE refers to pronouns used as any kind of object - direct, indirect, or object of preposition.

POSSESSIVE CASE refers to pronouns showing ownership.

Personal pronouns can also be characterized or distinguished by **person**. In other words, Personal pronouns can be further sub-divided into 1st, 2nd, and 3rd person pronouns.

First person refers to the speaker(s) or writer(s) ("I" for singular, "we" for plural).

Second person refers to the person or people being spoken or written to ("you" for both singular and plural).

Third person refers to the person or people being spoken or written about ("he," "she," and "it" for singular, "they" for plural).

The person of a pronoun is also demonstrated in the chart Cases of the Personal Pronouns. As you will see there, each person can change form, reflecting its use within a sentence. Thus, "I" becomes "me" when used as an object ("She left me") and "my" when used in its possessive role ("That's my car"); "they" becomes "them" in object form ("I like them") and "their" in possessive ("That's just their way").

When a personal pronoun is connected by a conjunction to another noun or pronoun, its case does not change. We would write "I am taking a course in Asian history"; if Talitha is also taking that course, we would write "Talitha and I are taking a course in Asian history." (Notice that Talitha gets listed before "I" does. This is one of the few ways in which English is a "polite" language.) The same is true when the object form is called for: "Professor Vendetti gave all her books to me"; if Talitha also received some books, we'd write "Professor Vendetti gave all her books to Talitha and me."

CHART OF PERSONAL PRONOUNS

		Nominative	Objective	Possessive
Singular	1st p	I	me	my, mine
	2nd p	you	you	your, yours
	3rd p	she, he, it	her, him, it	her, hers, his, its
Plural	1st p	we	us	our, ours
	2nd p	you	you	your, yours
	3rd p	they	them	their, theirs

When using personal pronouns, use the correct form from the chart depending on how the pronoun is used in the sentence.

If using a pronoun as a SUBJECT, use one from the NOMINATIVE column.

I am happy. You are happy. She is happy. - all subjects.

If the pronoun is being used as a predicate noun, you also use the nominative form. These are the most commonly misused forms, since we often tend to use incorrectly the object form for predicate nouns in common speech.

It is I. The winner was she.

If the pronoun is an object, such as a direct or indirect object, or object of a preposition, use one from the OBJECTIVE column.

Bill showed me the book. - indirect object
Carrie slapped him. - direct object
Carl gave the money to her. - obj of preposition

If the pronoun is showing ownership, use one from the POSSESSIVE column.

The book is mine. This is my car. Look at your hands.

WHO and WHOM are often misused. WHO is never used as an OBJECT. WHOM is the correct OBJECT form to use.

Who is here? - correctly used as subject

To whom were you referring? - object of preposition

Whom do you see? - direct object in inverted sentence

From whom do we buy tickets? - obj of preposition

2. Reflexive Pronoun

The reflexive pronouns indicate that the sentence subject also receives the action of the verb. A Pronoun used with self or selves to reflect the action of the verb on the subject is known as a Reflexive Pronoun.

Examples:

Myself, yourself, yourselves, ourselves, himself, herself, itself, themselves

She saw herself in the mirror.

I blamed myself.

3. Emphatic Pronoun

A Pronoun used for the sake of emphasis is known as Emphatic Pronoun. (which have the same forms as the reflexive pronouns)

Examples:

Myself, himself, yourself, herself, yourselves, itself, ourselves, themselves

I myself helped him.

She herself submitted the assignment.

4. Demonstrative Pronoun

A pronoun used to point out the person or thing we talk about is known as a Demonstrative Pronoun.

Examples:

This, that, such, these, those

This is my class.

These are my apples.

A sense of emotional distance or even disdain can be conveyed with the demonstrative pronouns:

You're going to wear these?

This is the best you can do?

Pronouns used in this way would receive special stress in a spoken sentence.

When used as subjects, the demonstratives, in either singular or plural form, can be used to refer to objects as well as persons.

- This is my father.

- That is my book.

5. Indefinite Pronouns

A Pronoun used to talk about a person or thing indefinitely is known as Indefinite Pronoun.

Examples: One, something, anybody, someone, none, somebody, everybody, anyone, nobody, all, another, anything, nothing, few, both, everyone, some, many, several, everything, other, any, no other, no.

The indefinite pronouns do not substitute for specific nouns but function themselves as nouns

6. Interrogative Pronoun

A Pronoun used to make a question is known as an Interrogative Pronoun.

Examples:

Who, whose, which, whom, what
Who was the last viceroy of India?
What can he give you?

7. Distributive Pronoun

A Pronoun used to talk about each and every person separately is known as Distributive Pronoun.

Examples:

Each, either, none, both, everyone, every, neither, any one, everybody, everything.

1. **Each:** Each refers to everyone of a number of persons or things taken separately. Each is used in speaking about two or more things. Each is used if the number in the group is limited and definite.

Example:

Each of us has a pen.

2. **Every:** Every is used only in speaking of more than two and when the number is indefinite.

Example:

Everyone of the soldiers is loyal.

8. Reciprocal Pronoun:

Pronoun used to talk about mutual relationship is known as a reciprocal pronoun. They are convenient forms for combining ideas.

If Babar gave Aleena a book for birthday and Aleena gave Babar a book for birthday, we can say that they gave each other books (or that they gave books to each other).

- My mother and I give each other a hard time.

If more than two people are involved (let's say a whole book club), we would say that they gave one another books. This rule (if it is one) should be applied cautiously. It's quite possible for the exchange of books within this book club, for example, to be between individuals, making "each other" just as appropriate as "one another."

Reciprocal pronouns can also take possessive forms:

- They borrowed each other's ideas.

Examples:

Each other, one another.

1. **Each other:**

It used to talk about two persons or things.

Example:

The two brothers helped each other.

1. **One another:**

It is used for more than two persons or things.

Example:

They helped one another.

9. Relative Pronoun

Pronoun used to combine or relate sentence or clauses together is known as relative pronoun.

Examples:

Who, which, as, whom, what, but, whose, that

The boy who helped you is my friend.

The girl whom you met is my cousin.

10. Relative Compound Pronoun

A pronoun which is compounded with the word 'ever' is known as Relative compound pronoun.

Examples:

Whoever, whenever, whichever, wherever, whatever, however.

Whoever plays well wins the game.

11. Possessive Pronoun

Pronoun used to express possession or ownership is known as possessive pronoun.

Examples:

Mine, his, theirs, ours, yours, hers, its.

This is my pen.

This pen is mine.

THE PRONOUN 'IT' AND ITS USAGE

1. 'It' is used to talk about things and animals.

Example:

I have a pen. It is very attractive.

2. 'It' is used for young children whose sex cannot be determined.

Example:

A child cries when it gets hungry.

3. 'It' is sometimes used to lay stress or emphasis.

It was Firdous who called me yesterday.

4. 'It' is used to talk about time, distance, weather, temperature.

Example:

It was raining yesterday.

It is hot today.

5. 'It' is used as preparatory subject when 'to' infinitive is the subject of a verb.

Example:

It is nice to be with him.

6. 'It' may be used as a Preparatory Object.

Example:

She considers it her duty to help us.

Correction of mistakes in the use of Pronouns

- | | |
|-------------------------------------------------|--------------------------------------------------|
| 1. It is between you and I. | 1. It is between you and me. |
| 2. He and me are friends. | 2. He and I are friends. |
| 3. It is me. | 3. It is I. |
| 4. Musarat is older than me. | 4. Musarat is older than I. |
| 5. I, you and he are friends. | 5. You, he and I are friends. |
| 6. Who does she like? | 6. Whom does she like? |
| 7. Every student must do their duty. | 7. Every student must do his duty. |
| 8. Either of those girls are thief. | 8. Either of those girls is a thief. |
| 9. Gulnaz and Nasreen help one another. | 9. Gulnaz and Nasreen help each other. |
| 10. Five boys were quarrelling with each other. | 10. Five boys were quarrelling with one another. |

ADJECTIVE

Origin and Meanings: In Latin, **ad-** means **to**; adjective comes from the Latin word for something **added to** a noun or pronoun.

Definition: A word or combination of words used to describe, modify (identify or limit) or qualify a noun or a pronoun by making its meaning clearer, fuller, or more precise is known as an adjective.

Details: A word used to express the quality, quantity, number and to point out the person or thing is regarded as an adjective.

EXAMPLES

1. Kohat is a beautiful city.
2. My pencil is black.
3. Aahad is a naughty boy.
4. I want some books.

USE OF ADJECTIVE

There are two uses of every adjective. These are:

1. Attributive Use

An adjective used with a noun is known as attributive use.

Examples

Good boy.

Beautiful poem

2. Predicative Use

An adjective used with a verb is known as predicative use.

EXAMPLES

1. The sky is blue.
2. The chocolate is sweet.

How to recognize Adjectives

If you can pair up a modifying word with a noun, then that word is an adjective.

KINDS OF ADJECTIVES

1. Adjective of Quality
2. Adjective of Quantity
3. Adjective of Number
4. Demonstrative Adjective

5. **Distributive Adjective**
6. **Interrogative Adjective**
7. **Possessive Adjective**
8. **Emphasizing Adjective**
9. **Exclamatory Adjective**
10. **Proper Adjective**

1. **Adjective of Quality**

An adjective used to talk about the quality of a person or thing is known as Adjective of Quality.

Examples : good, wealthy, industrial
Saim is a wealthy person.

2. **Adjective of Quantity**

An adjective used to talk about the quantity of things is known as Adjective of Quantity.

Examples: Some, all, Little, No, Any, Whole, Great.
Waheed ate all apples.

3. **Adjectives of Number**

An adjective used to talk about the number of things or persons is known as Adjective of Number.

Examples: two, first, several, few, no
Imtiaz has two pens.

4. **Demonstrative Adjective**

An adjective used to point out which person or thing we speak about is known as demonstrative adjective.

Examples: this, that, these, those, such.
This book is mine.

5. **Distributive Adjective**

An adjective used to refer to each and every person or thing separately is known as Distributive Adjective.

Examples : every, each, either, neither, any, both, none
Each girl was dressed in blue.

6. **Interrogative Adjective**

An adjective used to question is known as Interrogative Adjective.

Examples : whose, which, what.
Whose pen is this?

7. **Possessive Adjective**

An adjective used to talk about ownership or possession is known as possessive adjective.

Examples : my, our, your, his, her, its, their.
Our school is beautiful.

8. **Emphasizing Adjective**

An Adjective used to emphasize a noun is known as Emphasizing Adjective.

Examples : own, very.

I broke it with my own hands.

9. **Exclamatory Adjective**

The word 'What' is known as an Exclamatory Adjective.

Example : what

What a shot !

10. **Proper Adjective**

An adjective derived from a proper name is known as Proper Adjective.

Example : Pakistani, English.

Pakistani boy

COMPARISON OF ADJECTIVES

There are three degrees of comparison of every adjective.

1. Positive Degree
2. Comparative Degree
3. Superlative Degree

1. **Positive Degree**

An adjective used to talk about the mere existence of some quality of person, place or thing is known as positive degree. It is used when no comparison is made.

Examples : bad, good, clever, beautiful.

He is a bad boy.

2. **Comparative Degree**

An adjective used to compare two persons or things or the qualities is known as Comparative Degree.

Examples : worse, better, cleverer, more beautiful.

He is worse than his brother.

3. **Superlative Degree**

The superlative degree of an Adjective denotes the highest degree of the quality. It is used to talk about comparing more than two persons or things or their qualities.

Examples : worst, best, cleverest, most beautiful.

He is the worst of all brothers.

FORMATION OF COMPARATIVE AND SUPERLATIVE DEGREES

1. Most adjectives form their comparative degree by adding 'er' and their superlative by 'est' to the positive.

Positive	Comparative	Superlative
Small	Smaller	Smallest
Clever	Cleverer	Cleverest
Bold	Bolder	Boldest
Tall	Taller	Tallest
Short	Shorter	Shortest
Kind	Kinder	Kindest

2. When the positive ends with 'e', only 'r' and 'st' are added to form the comparative and superlative degree.

Positive	Comparative	Superlative
Large	Larger	Largest
Brave	Braver	Bravest
Wise	Wiser	Wisest
Fine	Finer	Finest
White	Whiter	Whitest

3. When the positive ends in 'y' and has a consonant before it, the 'y' is changed into 'i' and 'er' and 'est' are added.

Positive	Comparative	Superlative
Heavy	Heavier	Heaviest
Happy	Happier	Happiest
Lazy	Lazier	Laziest
Easy	Easier	Easiest

4. When the positive is a word of one syllable and ends in a single consonant, preceded by a short vowel, this consonant is doubled before adding 'er' and 'est'.

Positive	Comparative	Superlative
Fat	Fatter	Fattest
Sad	Sadder	Saddest
Thin	Thinner	Thinnest
Hot	Hotter	Hottest
Red	Redder	Reddest

5. Some adjectives form their comparative and superlative by adding 'more' and 'most' before them.

Positive	Comparative	Superlative
Proper	More proper	Most proper
Beautiful	More beautiful	Most beautiful
Courageous	More courageous	Most courageous
Learned	More learned	Most learned
Faithful	More faithful	Most faithful
Difficult	More difficult	Most difficult

IRREGULAR COMPARISON

Some adjectives have no fixed rules to form their comparative and superlative forms. Such adjective forms are known as irregular forms.

Positive	Comparative	Superlative
Good	Better	Best
Well	Better	Best
Bad	Worse	Worst
Evil	Worse	Worst
Ill	Worse	Worst
Little	Less, lesser	Least
Much	More	Most
Late	Later, latter	Latest, last
Far	Farther	Farthest
Fore	Former	Foremost, first
In	Inner	Innermost, in most
Up	Upper	Uppermost, up most
Top	Topper	Topmost, toppest
Hind	Hinder	Hind most

THE CORRECT USE OF SOME ADJECTIVES

1. Adjectives used with 'to'

Some adjectives must always be followed by 'to' and not 'than'.

These are :-

Superior	Senior	Prior
Inferior	Junior	Preferable

Example : He is senior to her.

2. Later and Latter

'Later' indicates time and 'latter' indicates position.

Examples :

Saima came later than I thought.

The latter stories are uninteresting.

3. Latest and Last

'Latest' refers to time and 'last' refers to position.

Examples :

What is the latest score?

Our class is the last one in the gallery.

4. Elder and Eldest

They are used only for persons and for the members of the same family. 'Elder' is not used with 'than'.

Examples :

Jamil is my eldest brother.

Zafar is my elder brother.

5. Older and Oldest

They are used both for persons and things.

Examples :

Nadeem is older than Asim.

That is the oldest stamp in the album.

6. Farther and Further

'Farther' means 'more distant' and 'further' means 'in addition to.'

Examples :

Karachi is farther than Lahore.

I shall wait for further news.

7. Nearest and Next

'Nearest' denotes distance and 'next' denotes position.

Examples :

This is the nearest hospital.

Please allow the next boy to come in.

8. Some and Any

'Some' is used in affirmative sentences and 'any' is used in negative or interrogative sentences.

Examples :

I bought some books.

She hasn't any pen.

Do they have any problem?

9. Each and Every

Each and every have the same meaning. Each is used when the number is limited and definite and every is used when the number is indefinite.

'Each' is used to direct the attention to the individuals and 'every' is used to refer to the total group.

Examples :

Every person was ready.

Each person was honest.

10. Much and Many

'Much' denotes quantity but 'many' denotes number.

Examples :

Much attention was paid to the injured.

Many students passed the test.

11. Each other and one another

'Each other' is used for two persons and 'one another' is used for more than two.

Examples :

Shahid and Azeem help each other.

The students of the class helped one another.

12. Either and Neither

'Either' means one of the two or both and neither is negative of 'either'. Both are used for only two persons or things.

Examples :

She must buy either book.

She bought neither book.

13. Little, a little and the little

(a) Little

It means 'not much' (hardly any). It has a negative meaning.

Example :

She paid a very little attention.

(b) A little

It means 'some' (though not much). It has positive meaning.

Example :

There is a little chance of his failure.

(c) The Little

It means some but all there is.

Example :

Waseem gave me the little information.

14. Few, a few, the few

(a) Few

It means 'not many' (hardly any). It has a negative meaning.

Example :

Few boys could solve the sum.

(b) A few

It means 'some' (though not many). It has a positive meaning.

Example :

I have a few desires.

(c) The few

It means 'not many' (but all that are available).

Example :

The few students in this class are well-mannered.

15. This, That, These, Those

(a) 'This' and 'that' are used with singular nouns and 'these' and 'those' with plural nouns.

Examples :

This pen

These pens

That girl

Those girls

(b) 'This' and 'these' indicate the things or persons near to the speaker and 'that' and 'those' to more distant objects.

Examples :

This pen

That boy

These chairs

Those trees

Correction of Mistakes in the use of Adjectives

Incorrect Sentence	Correct Sentence
1. She is senior than me.	1. She is senior to me.
2. This watch is superior than that.	2. This watch is superior to that.
3. This cloth is inferior than that.	3. This cloth is inferior to that.
4. Karachi is a largest city.	4. Karachi is the largest city.
5. This pen is most worst of all.	5. This pen is the worst of all.
6. Give me any water.	6. Give me some water.
7. Has she got some milk?	7. Has she got any milk?
8. My brother is older than me.	8. My brother is elder than me.
9. Hamayun is the most courageous boy of the two.	9. Hamayun is the more courageous boy of the two.
10. The weather of Kohat is more pleasant than Peshawar.	10. The weather of Kohat is more pleasant than that of Peshawar.
11. I am too much tired to do my duty.	11. I m too tired to do my duty.
12. She left by the latest bus.	12. She left by the last bus.
13. Each of you have a cap.	13. Each of you has a cap.

USE OF ADJECTIVES

(Multiple Choice)

- He is senior to me.
(a) to (b) than (c) from
- He is my elder brother.
(a) elder (b) older (c) oldest
- I didn't buy any book.
(a) any (b) some (c) none
- He is the most intelligent boy in the class.
(a) the (b) a (c) an
- Ali is cleverer than Asad.
(a) clever (b) cleverer (c) cleverest
- Where are my white shoes?
(a) white (b) whiter (c) whitest
- Whose book is this?
(a) whose (b) whom (c) who
- I can write with either of the hand.
(a) hand (b) hands (c) the hands
- Each of the chocolate is sweet.
(a) chocolate (b) chocolates
- Saim is more intelligent than his friend.
(a) intelligent (b) more intelligent (c) most intelligent

11. I am happier than ever.
(a) happier (b) more happy (c) more happier
12. Sharif is the wisest boy in the class.
(a) a (b) an (c) the
13. This book is good.
(a) good (b) better (c) best.
14. Pakistani sports goods are superior to those manufactured in other countries.
(a) to (b) than (c) from
15. What is the latest news?
(a) later (b) latest (c) last
16. Who is more courageous, Ali or Asim?
(a) courageous (b) more courageous (c) most courageous
17. Your behaviour is the worst of all.
(a) bad (b) worse (c) worst
18. Each of you has a book.
(a) has (b) have
19. Kashif is my eldest brother.
(a) oldest (b) eldest (c) old
20. Shoaib Akhtar bowls faster than Razaq.
(a) fast (b) faster (c) fastest
21. I wrote as neat as I could.
(a) neat (b) neater (c) neatest
22. Is there any water in the glass?
(a) any (b) some (c) little
23. Peshawar is a busy city.
(a) busy (b) busier (c) busiest
24. Quaid-e-Azam was a popular leader.
(a) popular (b) more popular (c) most popular
25. My bag is heavier than yours.
(a) heavy (b) heavier (c) heaviest
26. He is as intelligent as his father.
(a) intelligent (b) more intelligent (c) most intelligent
27. This television is worse than the one we bought.
(a) bad (b) worse (c) worst
28. He is shorter than me.
(a) short (b) shorter (c) shortest
29. He is the most popular boy in his school.
(a) popular (b) more popular (c) most popular
30. It was very hot yesterday.
(a) hot (b) hotter (c) hottest

Article Adjectives

Articles (also known as determiners)--*the* or *a/an*--signal variations in identifiability. If a noun is modified with the "identifiable" article *the*, the speaker assumes that the referent for the noun is identifiable (roughly, "known") to the hearer. If a noun is modified with the "non-identifiable" article *a/an*, the speaker assumes that the referent for the noun is not identifiable (roughly, "unknown") to the hearer. Consider the following examples:

1. I bought a dog.

2. I bought the dog.

If I utter sentence (1), I do not assume that my hearer knows about the dog already. However, if I utter sentence (2), I assume that my hearer somehow already knows about the dog, but not that I bought it. Perhaps, I had already talked with her about buying a dog.

ARTICLES

'A', 'an' and 'the' are known as Articles. They are, in fact, demonstrative adjectives.

KINDS OF ARTICLES

There are two types of articles.

1. Definite Article
2. Indefinite Article

1. Definite Article

An article which is used to refer to a particular person or thing is called the Definite Article.

'The' is called the Definite Article because it particularizes a noun.

'The' is an abbreviated form of 'this', 'that', 'these', and 'those'.

Example: The

2. Indefinite Article

An article which does not refer to any particular person or thing is known as the Indefinite Article. 'A' or 'an' is called the Indefinite Article because it does not particularize a noun, but generalises it.

'A' or 'an' is an abbreviated form of the adjective 'one'.

Examples: A, An

The Selection of 'A' or 'An'

1. 'A' is used before a word beginning with a consonant sound.
Examples: pen, a chair, a man.
2. 'An' is used before a word, beginning with a vowel sound.
Examples: n hour, an apple, an egg.

an apple
an elephant
an ink-pot
an owl
an umbrella

The use of Indefinite Article

1. The Indefinite Article 'A' or 'An' is used in the sense of 'one of a'.
Example : Asim met a teacher. (means one of a certain teacher)
2. It is used to represent a whole class in the sense of 'all' or 'any.'
Example : Student must obey his teachers. (means all or any student)
3. It is used to convert proper noun into a common noun.
Example : He is a Shakespeare.
4. In certain expressions
Examples : a dozen, a thousand, a great number, a lot of, half a dozen, great many, a great deal of, a million.
5. It is used in sense of 'one'.
Examples : a pencil, a boy, a poet.
6. With words 'little' and 'few'
Examples : a little milk, a few students.
7. In the sense of 'every'.
Examples :
Five rupees a dozen
Five times a day
3000 a month
8. It is used in exclamatory sentences.
Examples :
What an insult!
What a beauty!
What a stupid class!

Where 'A' or "An' is not used

1. 'A' or 'An' is not used with a plural noun.
Examples : Pencils, chairs, boys
2. With uncountable nouns.
Examples : Poetry, advice, knowledge, information, scenery, ork, news, luggage.
But these words may be used with :
some, any, a little, a lot of, a piece of, a bit of.
3. With material nouns
Examples : Paper, sugar, water, milk, tea, wood, bread, stone.
4. With abstract nouns
Examples :
friendship, wisdom, bravery, fear, hope, beauty, love, intelligence
5. With the names of meals.
Examples : Breakfast, lunch, dinner

The use of Definite Article

1. Unique Things

The Definite Articles 'the' is used with unique things in nature.

Examples :

The earth, the moon, the sky, the sun, the sea.

The earth revolves round the sun.

2. Particular persons or things

'The' is used to talk about particular persons or things.

Examples :

The boy wearing a black cap is my brother.

3. Persons or things mentioned for the second time

'The' is used to talk about persons or things mentioned for the second time.

Examples : I bought a pen. The pen is very attractive.

4. Singular nouns representing the whole class

Examples : The dog is a faithful animal

5. Names of rivers / gulfs / seas / groups of islands / mountain ranges and oceans

'The' is used with the names of rivers, gulfs, seas, group of islands, chains of mountains.

Examples : The Ravi, The Arabian sea, The Pacific Ocean.

6. Well-known books

'The' is used with the names of well known books.

Examples : The Quran, The Magic Words.

7. Proper Noun used as Common Noun

'The' is used before a proper noun used as a common noun.

Examples : He is the Iqbal of our times.

Swat is the Switzerland of Pakistan.

8. Superlative Adjectives

'The' is used before superlative degree of adjectives.

Examples : The longest, the smallest, the most beautiful.

9. Adjectives used as nouns

'The' is used before adjectives used as nouns.

Examples : The poor, the rich, the strong, the bad, the weak, the needy.

The rich and the poor both are God's creation.

10. Double comparatives

'The' is used with double comparatives.

Example : The higher you go, the cooler it is.

11. Directions

'The' is used with directions.

Examples : The east, the west, the north, the south.

12. Historical buildings

'The' is used with historical buildings.

Examples : The Shalimar Garden, the Badshahi Mosque.

13. Newspapers and Magazines

Examples : The Nation, the Jung, The Uqaab

14. Names of Countries

'The' is used with the names of certain countries and provinces.

Examples : The NWFP, the United States, the United Kingdom.

15. Famous Historical Events

'The' is used with historical events.

- Examples** : The Independence Day, the Defence day
- 16. Nationalities, Sects and Communities**
 'The' is used with the names of nationalities, sects and communities.
Examples : The Pakistanis, The Muslims, The British.
- 17. Trains, Ships and Aeroplanes**
 The Khyber Mail, The Al-Shams.
- 18. Common Noun used as Abstract Noun**
 'The' is used before a common noun used as an abstract noun.
Examples : The woman in her woke up.
- 19. Proper nouns qualified by adjectives**
Examples : The great Allama Iqbal
 The well-known Shakespeare
- 20. Ordinals**
 'The' is used with ordinals.
Examples : The first, the second, the last, the next.
- 21. Musical Instruments**
 'The' is used with musical instruments.
Examples : The flute, the violin, the guitar.
- 22. Force of Superlative Degree**
 'The' is used to give the force of superlative to a word.
Examples : He is the hero of Kargil.
 This is the book I wanted.
- 23. Comparative Degree in Selective Sense**
 'The' is used in comparative degree in selective sense.
Examples : He is the cleverer of the two boys.
- 24. Man and Woman**
 The words man and woman are not used with 'the'.
Examples : Man is mortal.

Correction of mistakes in the use of Articles

- | | |
|------------------------------------------|----------------------------------------------|
| 1. He arrived after a hour. | 1. He arrived after an hour. |
| 2. This is an useful book. | 2. This is a useful book. |
| 3. He is an European. | 3. He is a European. |
| 4. The man is mortal. | 4. Man is mortal. |
| 5. He does not like poor. | 5. He does not like the poor. |
| 6. He is a best boy in the school. | 6. He is the best boy in the school. |
| 7. A higher you go, a cooler it is. | 7. The higher you go, the cooler it is. |
| 8. The sun sets in west. | 8. The sun sets in the west. |
| 9. The honesty is the best policy. | 9. Honesty is the best policy. |
| 10. All girls are in the room. | 10. All the girls are in the room. |
| 11. Karachi is largest city in Pakistan. | 11. Karachi is the largest city in Pakistan. |
| 12. He is the M.A. | 12. He is an M.A. |

USE OF ARTICLES

Fill in the blanks with appropriate articles.

- (i) I read the Holy Quran daily.
- (ii) Waheed is an intelligent boy.
- (iii) The Pakistanis defeated the Hindus.
- (iv) Srilanka is an island.
- (v) He is an honourable person.
- (vi) He is an M.A.
- (vii) Farooq is a university student.
- (viii) We should help the poor.
- (ix) We read the Mashriq daily.
- (x) The Ravi is a river.
- (xi) This is the oldest stamp I have.
- (xii) The Muslims pray five times a day.
- (xiii) Do not make a noise.
- (xiv) My mother gave me a one rupee note.
- (xv) The cow gives milk.
- (xvi) My brother is an honest man.
- (xvii) Urdu is an easy language.
- (xviii) My father is an old man.
- (xix) This is the best pen.
- (xx) The teacher asked a question.
- (xxi) The question asked by the teacher was difficult.
- (xxii) He gave me an umbrella yesterday.
- (xxiii) He died in an accident.
- (xxiii) My uncle lost an eye in an accident.
- (xxiv) This is a good chair.
- (xxv) The red cat is naughty.

VERB

Origin and Meaning: Verb comes from the Latin word **verbum** which means a **word** – so called because a verb is the keyword in a sentence.

Definition: A verb is described as a word which is used to indicate an action, a state of being of existence or possession.

In other words, a verb is a word that identifies action (hit, fly, throw), existence (be, become), or state of being (smell, taste, seem). Along with a noun, a pronoun, or a nominal (noun phrase or noun clause), a verb forms clauses and sentences.

Details: The *verb* is the nucleus of a sentence - every sentence must have a *verb*. Recognizing the *verb* is often the most important step in understanding the meaning of a sentence. It gives the sentence meaning by saying something about the subject.

It is disingenuous to think of a verb merely as the action in the sentence. While there are any numbers of action verbs, such as **play** or **jump**, sometimes the action is merely emotional or intellectual, as in **believe** or **think**. Other times, verbs indicate no action at all, as in **be** or **seem**, but instead serve to link the subject with its state of being.

The verb is perhaps the most important part of the sentence. A **verb** or compound verb asserts something about the subject of the sentence and express actions, events, or states of being. The verb or compound verb is the critical element of the predicate of a sentence.

Examples:

Play, see, is, are, am, has, have

FUNCTIONS OF VERBS

A verb tells us

i. **What a person or thing does.**

Example:

Sarwat writes.

ii. **What is done to a person or thing.**

Example:

He was punished.

iii. **What a person or thing is or it tells about a state of being or existence.**

Example:

He is a student

iv. **It may tell us about possession.**

Example:

He has a book.

TIP

How to recognize Verbs

If you can put 'will' in front of a word and the result is grammatical, then that word must be a verb.

KINDS OF VERB

There are three types of verbs in English.

1. Transitive Verb
2. Intransitive Verb
3. Verb of Incomplete Predication

1. Transitive Verb:

A verb which has an object is called Transitive Verb.

Example:

Hassan likes cricket.

Transitive verbs two objects

Sometimes a Transitive Verb contains two objects, namely

- (i) Direct Objects (ii) Indirect Object

The following verbs can be used with two objects.

Example:

Bring	Lend	Sell	Make
Give	Offer	Send	Get
Play	Sing	Pass	Promise
Take	Pay	Show	leave

Note: The indirect should be placed before the direct object but the direct object may be placed before indirect object, if the above verbs are used with prepositions.

Subject + Transitive Verb	Indirect object	Direct Object
My teacher promised	me	a gift.
She bought	her	a purse.
I sang	him	a song.
You gave	Uzma	a book.

Verbs which take only a direct object are called *monotransitive*; verbs having both a direct object and an indirect object are ditransitive verbs.

2. Intransitive Verb

A verb which has no object is known as Intransitive Verb.

Examples:

She left.

They walked.

SAME VERB : TRANSITIVE AND INTRANSITIVE

The same verb can be used both transitively intransitively.

Examples:

INTRANSITIVE USE	TRANSITIVE USE
The bus <u>stopped</u> .	The driver <u>stopped</u> the bus.
The show <u>begins</u> at 8 P.M.	They <u>began</u> the show.
She <u>speaks</u> well.	She <u>speaks</u> the truth.

3. Verb of incomplete predication

A verb which requires the help of some other word to complete its meaning is known as verb of incomplete predication.

Examples:

She is a student.

He appears intelligent.

The teacher looked angry.

Note: The word which is required to complete the meaning of the verb is known as the complement of the verb. If the complement refers to subject, it is subject complement and if the complement refers to object, it is object complement.

The complement of the verb may be a noun, pronoun, adjective, gerund, infinitive or a present participle.

Examples:

She is student. (Noun)

It is me. (Pronoun)

He appears intelligent. (Adjective)

The mountains appear attractive. (Present Participle)

She found me writing. (Participle)

She began to cry. (Infinitive)

I continued writing. (Gerund)

ACTION VERBS

A word that expresses an action is called an *action verb*. The action may be physical (run, shake, strike) or it may be mental (think, imagine, believe).

Auxiliary Verbs

These verbs do not express mental or physical action. They help make a statement by connecting the subject with a word in the predicate that describes or explains it.

A verb which helps other verbs to form different tenses, negatives, questions, or used to express various moods and mental attitudes are called auxiliary verbs.

In other words, an auxiliary verb is a verb that is used with another verb to show differences such as tense, person and voice.

1. Auxiliary verbs (sometimes known as helping verbs) are verbs that are used to assist the verb.
2. Auxiliary verbs can not be used without a main verb.
3. Auxiliary verbs can not be used with modal verbs.
4. Auxiliary verbs are used to make sentences negative.
5. Auxiliary verbs are used to ask questions.
6. Auxiliary verbs are used in the sentence structure of the verb sentence.

These are also called Anomalous or Special Verbs. They are anomalous in that they are the only verbs that come before the subject in questions ('Can she come here?') and can combine with n't in the negative (isn't, haven't, mustn't)

A verb is considered an auxiliary when it completes the expression of the main verb yet is unable to function alone as a main verb. A verb that can stand alone is considered a **main verb**.

Kinds of Auxiliary Verbs

1. **Primary Auxiliaries**
2. **Modal Auxiliaries**

1. Primary Auxiliaries: A primary auxiliary verb is so named because it can function as either a main verb or as an auxiliary verb.

Verbs used to form negatives, questions and tenses are known as Primary Auxiliaries.

The 3 most common Primary Auxiliaries verbs are:

1. Do - Does - Did

i. Do is used with the Present Simple Verb Tense.

ii. Do-Does are used as part of the sentence structure for negative statements/sentences with the Present Simple Verb Tense.

iii. Do- Does are used as part of the sentence structure for questions, with the Present Simple Verb Tense.

iv. Did is used with the Past Simple Verb Tense.

v. **Did** is used as part of the sentence structure for negative statements/sentences with the Past Simple Tense.

vi. **Did** is used as part of the sentence structure for questions, with the Past Simple Tense.

2. Be – Am – Is – Are

i. **Am –Is –Are** are used with the Present Continuous (Progressive) Tense.

ii. **Was - Were** are used with the Past Continuous (Progressive) Tense.

3. Have - Has - Had

i. **Have - Has -** are used with the Present Perfect Tenses and the Future Perfect Tenses as part of the sentence structure of the verb tenses.

ii. **Had** is used with the Past Perfect Tenses.

We can use one or more auxiliary verbs together.

Different tenses are made thus:

{auxiliary} + [auxiliary] + {main verb}

She **has been** waiting for three hours.

We **had** talked for over an hour.

The only tenses where we do not use an auxiliary verb are the present simple and the past simple.

Negatives are made thus:

{auxiliary} + {**not**} + [auxiliary] + {main verb}

They **have not been** to Hollywood yet.

He **is not** living here anymore.

To make questions:

{auxiliary} + { } + [auxiliary] + {verb}

Do you want a cup of tea?

Has he **been** watching television?

We also use *be*, *do* and *have* as lexical verbs:

I **am** English.

She **did** it!

They **have** thirteen cats in their house.

2. Modal Auxiliaries: Modal auxiliaries are a small group of verbs which are used with other verbs to change their meanings in some way.

These verbs are used to express various moods and mental attitudes like hope, expectations, ability, promise, condition, obligation, probability, futurity, polite request, preference, doubt, permission, or possibility.

The modal verbs, also called *modal auxiliaries*, are named for their ability to adjust or fine tune the *mood* of the main verb. A modal is an auxiliary verb used before the infinitive form of the main verb. Indeed, modals always follow the infinitive form of a verb. The infinitive is the bare or simple form of a verb.

Examples: can, could, may, might, will, would, shall, should, must, need, dare, ought to, used to

The modals can, could, may might, shall, should, will, would, must and ought are termed Defective Verbs, because some parts are wanting in them.

MODALS AND THEIR MEANINGS

Can	ABILITY, PERMISSION, REQUEST, POSSIBILITY
COULD	ABILITY, REQUEST, POSSIBILITY
SHALL	FUTURITY, WILLINGNESS, INTENTION, SUGGESTION, INSISTENCE
SHOULD	OBLIGATION, ADVISABILITY, NECESSITY, EXPECTATION
WILL	WILLINGNESS, INTENTION, PREDICTION, INSISTENCE, REQUEST
WOULD	WILLINGNESS, HABITUAL ACTION IN THE PAST, POSSIBILITY, WISH, DESIRE
MAY	PERMISSION, POSSIBILITY, WISHES, PURPOSE, CONCESSION
MIGHT	PERMISSION, POSSIBILITY, CONCESSION, REPROACH
MUST	NECESSITY, PROHIBITION, COMPULSION, OBLIGATION, CERTAINTY, PROBABILITY
OUGHT TO	MORAL OBLIGATION, DUTY, NECESSITY, DESIRABILITY
USED TO	PAST DISCONTINUED HABIT
NEED	NECESSITY, IMPORTANCE, DESIRABILITY
DARE	CHALLENGE, COURAGE, BOLDNESS, DISAPPROVAL

MODALS AND THEIR USES

SHALL & WILL

Shall and *will* plus the bare infinitive of a verb, i.e., the infinitive without the *to*, are used to express the simple future tense. In the most proper sense, *shall* is used in the first person; *will* is used in second and third persons.

First Person:	I shall supervise the tennis match.
Second Person:	You will look elsewhere, sir!
Third Person:	He will look elsewhere, sir!

Shall and *will* express resolve, establish a promise, ask a question, or make a request.

Resolve:	We will reach the finish line first!
Promise:	I will take Humaira to his class.

Question: When shall we arrive?

Request: Will you help me?

SHOULD & WOULD

Should is the past tense of *shall*. It expresses a condition, obligation, probability, the future from a point of view in the past, or a polite statement or request.

Condition:	If she should tire, give her some of these.
Obligation:	Romi should go to the dentist.
Probability:	With the new computer, Beenish should race ahead of the others.
Futurity:	He decided that he should go to the police.
Polite Statement:	I should mention the fact that he's very bright.
Polite Request:	I should like some help.

Would is the past tense of *will*. It expresses a preference, intention, expected probability, or doubt.

Preference:	He would die if he could.
Intention:	Ayaz promised that he would come.
Probability:	I know you would come if you could.
Doubt:	I don't believe she would come.

MAY & MIGHT

These two modals (*might* being the past tense of *may*) function to express a possibility, desire, or to seek permission. *May* and *might* can be used interchangeably; however, *might* expresses a possibility or seeks permission somewhat tenuously. *Might* can also serve as a polite alternative to *may*.

Possibility:	Darren may come to the reunion.
Desire:	May we have a wonderful time.
Permission:	May I go to the bathroom?
Polite Alternative:	Might I ask who made those remarks?

CAN & COULD

These two modals (*could* being the past tense of *can*) function to express an ability or possibility.

Ability:	They can brief us later.
Possibility:	One can live without the fear of violence.
<i>Could</i> suggests a more tenuous possibility or permission. Its use carries less force than <i>can</i> . When used in the present tense, <i>could</i> becomes a polite form.	
Possibility:	Could she help me with my homework?
Polite:	Could you open the door, dear.

MUST

Must is used to express a necessity. *Must* doesn't change form to indicate time, i.e., it has only one form.

You must read the entire book.
Ruth must go to church.
Janet must see him.

OUGHT

Ought is used to express duty or moral obligation. It is synonymous with *must* and *should*. Like *must*, *ought* does not change form to indicate time, i.e., it has only one form. Always an auxiliary, *ought* always precedes the infinitive form of a verb, usually including the word *to* before the infinitive.

You ought to be a better student.
Teresa ought to have known better.

DARE

Depending upon the sense of this verb, *dare* can function as either a main verb or as an auxiliary verb.

As a main verb

Dare (1) changes form to agree with its subject; and (2) it may be followed by an infinitive phrase, with or without the introductory word *to*. Examples of the verb *dare* used as a main verb follow.

Josielynn dared Kimberly to hit Pete.

(As the main verb, *dare* must agree with its subject, *Josielynn*.)

Virginia dares talk / dares to talk behind her father's back.

(A main verb, *dares* may be followed by an infinitive phrase, with the introductory *to* an option. The infinitive phrase, *to talk behind her father's back*, functions as the direct object of the verb *dares*.)

I dare you to do that again!

(As a main verb, *dare* must agree with its subject, *I*.)

As an auxiliary

Dare (1) does not change form to agree with its subject; and (2) it never takes the word *to* before an infinitive following it. Examples of the verb *dare* used as an auxiliary verb follow.

I believe he will not dare tell a soul about this matter.

Pastor Catengua dare not do that again!

NEED

Depending on the sense of this verb, *need* can function as either a main verb or as an auxiliary verb.

As a main verb

Need must (1) agree with its subject; and (2) it may be followed by an infinitive phrase, with or without the introductory word *to*.

Betty needs to go to the doctor.

They need more cash.

They need to have more resolve.

As an auxiliary

Need (1) does not change form to agree with its subject; and (2) it does not take the word *to* before an infinitive following it.

he need worry about what she has rumored.

No one need fear his temper.

TIPS

1)	Do not use modals for things which happen definitely.	The sun rises in the East.
2)	They do not have an -s in the 3rd person singular.	He can play football.
3)	Questions are formed without do/does/did.	Can he speak Spanish?
4)	It follows a full verb in the infinitive.	They must read the book.
5)	There are no past forms (except could and would).	He was allowed to watch the film.
6)	When you use the past participle, you tell about things which did not happen in the past.	You should have told me.

FIVE VERB FORMS

Except for the verb *be*, all verbs have five forms. (The highly irregular *be* has eight forms: *be*, *am*, *is*, *are*, *was*, *were*, *being*, *been*.) These forms are called the principal forms of a verb; they are the forms from which all other forms of a verb are made.

INFINITIVE FORMToday I (walk, ride).

PAST TENSEYesterday I (walked rode).

PAST PARTICIPLE.....I have (walked, ridden) many times before.

PRESENT PARTICIPLEI am (walking, riding) right now.

-S FORMHe/she/it (walks, rides) regularly.

EXERCISE

- Q. Find out the verbs in the following sentences.
1. He was drinking water.
 2. She left.
 3. They are playing.
 4. I am doing my work.
 5. The girl sang a song.
 6. The boy is painting.
 7. She worked hard.
 8. I applied for the post.
 9. Cut it.
 10. God is one.

VERB: MOOD

Mood: Mood is the mode or method by which a verb is used to express a particular action.

Kinds of Mood

There are three kinds of moods in English, namely;

1. Indicative Mood.
2. Imperative Mood.
3. Subjunctive Mood.

1. Indicative Mood:

A verb which is used to make a statement of fact, a question or a supposition is known as Indicative Mood.

i. Statement:

Examples:

I like swimming.

ii. Questions:

Examples:

Have you read the lesson?

iii. Supposition:

Examples:

If he comes, we shall go to school.

2. Imperative Mood

A verb which is used to express a command, an advice or an entreaty is known as an Imperative Mood.

(i) Command:

Polish my shoes!

(ii) Advice:

Try try again

(iii) An Entreaty:

Could you read these books?

3. Subjunctive Mood: A verb which is used to express a wish, hope, desire, intention or resolution in noun clause in the present and improbability in the past is known as the Subjunctive Mood.

Forms of the Subjunctive Mood

Present Subjunctive		Past Subjunctive	
The verb be		The verb be	Other verbs
I be	I like	I were	I liked
We be	We like	We were	We liked
You be	You like	You were	You liked
He be	He like	He were	He liked
They be	They like	They were	They liked

Strong and Weak verbs

Verbs are divided into two classes on the basis of the method by which they form the past tense from the present, namely:

- (1) Strong Verbs
- (2) Weak Verbs

(1) Strong Verbs:

Verbs which form their past tense by simply changing the vowel without adding ed, d or t are called strong / regular verbs.

Examples:

Present	Past	Present	Past
Come	Came	See	Saw
Write	Wrote	Begin	Began
Give	Gave	Speak	Spoke
Arise	Arose	Know	Knew
Drink	Drank	Grow	Grew

2. Weak Verb:

Verbs which form their past tense by adding 'ed', 'd' or 't' to the present are known as weak verbs.

Present	Past	Present	Past
Walk	Walked	Laugh	Laughed
Want	Wanted	Believe	Believed
Spend	Spent	Sell	Sold
Bring	Brought	Buy	Bought
Teach	Taught	Catch	Caught

List of Irregular Verbs

Present Tense	Past Tense	Past Participle
Abide	Abode	Abode
Arise	Arose	Arisen
	Awoke / awaked	Awoken / awaked
Be	Was	Been
Bear	Bore	Borne
Become	Became	Became
Begin	Began	Begun
Bend	Bent	Bent
Bite	Bit	Bitten
Bleed	Bled	Bled
Blow	Blew	Blown
Break	Broke	Broken
Bring	Brought	Brought
Build	Built	Built
Burn	Burned / burnt	Burned / burnt
Buy	Bought	Bought

Deal	Dealt	Dealt
Dig	Dug	Dug
Do	Did	Done
Draw	Drew	Drawn
Dream	Dreamed / dreamt	Dreamed / dreamt
Drink	Drank	Drunk
Drive	Drove	Driven
Eat	Ate	Eaten
Fall	Fell	Fallen
Feed	Fed	Fed
Feel	Felt	Felt
Fight	Fought	Fought
Find	Found	Found
Fly	Flew	Flown
Forbid	Forbade	Forbidden
Forget	Forgot	Forgotten
Forgive	Forgave	Forgiven
Freeze	Froze	Frozen
Get	Got	Got
Give	Gave	Given
Go	Went	Gone
Grow	Grew	Grown
Hang	Hanged / hung	Hanged / hung
Keep	Kept	Kept
Kneel	Knelt	Knelt
Know	Knew	Known
Lay	Laid	Laid
Lead	Led	Led
Leap	Leaped / leapt	Leaped / leapt
Learn	Learned / learnt	Learned / learnt
Leave	Left	Left
Lend	Lent	Lent
Lie	Lay	Lain
Light	Lighted / lit	Lighted / lit
Lose	Lost	Lost
Make	Made	Made
Mean	Meant	Meant
Sew	Sewed	Sewed / sewn
Shine	Shone	Shone
Shoe	Shoed / shod	Shoed / shod
Shoot	Shot	Shot
Show	Showed	Showed / shown
Shrink	Shrank	Shrunk
Sing	Sang	Sung
Sink	Sank	Sunk
Sit	Sat	Sat
Sleep	Slept	slept

Irregular verbs are unpredictable, i.e., they form their endings in unpredictable ways. A verb is considered irregular when it forms its simple past tense and past participle forms differently than a regular verb. Irregular verbs form their past and past participle forms in unpredictable ways.

Of the many thousands of verbs in English, fewer than two hundred are irregular. Yet some of our most frequently used verbs just happen to be of this variety. The most irregular verb is the verb *be*, which has eight forms instead of the usual five. And *be* just happens to be used more than any other irregular verb.

Correction of mistakes in the use of Verbs

- | | |
|----------------------------------------------------|---------------------------------------------------|
| 1. I likes apples. | 1. I like apples. |
| 2. He like cakes. | 2. He likes cakes. |
| 3. She do not like ice cream. | 3. She does not like ice cream. |
| 4. You does not work. | 4. You do not work. |
| 5. She has received the prize yesterday. | 5. She received the prize yesterday. |
| 6. She works hard lest she may not fail. | 6. She works hard lest she should fail. |
| 7. He tells the truth. | 7. He speaks the truth. |
| 8. He hanged his shirt. | 8. He hung his shirt. |
| 9. A number of girls is late. | 9. A number of girls are late. |
| 10. Every one of the soldiers have done duty well. | 10. Every one of the soldiers has done duty well. |

VERBALS

A verbal is a word that resembles a verb in form; however, verbals don't function as the simple predicate of a clause. Rather, verbals function as nouns, adjectives, or adverbs. Verbals are morphologically identical to verbs; and verbals act like verbs in that they express an action, an idea, or a state of being (a condition). Additionally, verbals, like verbs, can take objects and have modifiers. Grammatically, however, verbals function not as verbs, but as other parts of speech--as nouns, adjectives, and adverbs.

BASIC FUNCTIONS OF VERBALS

(1) The verbal provides variety. Verbals and verbal phrases are used by writers to vary sentence structure, creating more interesting and concise text.

(2) Verbals and verbal phrases reduce wordiness, or prolixity, through *reduction*. Reduction is the inclusion of a subordinate phrase or clause into a main sentence clause, thus creating a *complex sentence* with an inherent reduction in verbiage. Alternatively the same ideas would typically be expressed by two separate sentences or by a *compound sentence*--both options containing more verbiage. In short, the verbal helps to make one's writing more concise.

The Infinitive

A word which is not limited by the person or number of the subject is known as infinitive. It, in fact, is a kind of noun having certain features of noun. So it is also treated as a verb noun.

Examples:

To err is human.

She likes *to play* tennis.

I like *to drive*.

The Infinitive with to

after:	the first	Gagarin was the first to fly in a spaceship.
	the last	Peter was the last to watch the film.
	the next	He is the next to get his passport.

after:	adjectives	I'm happy to be here.
		It's better not to smoke .

after:	certain verbs (agree, forget, hope, learn, remember, start, try, want, ...)	I learn to drive a car.
--------	-----------------------------------------------------------------------------------------	--------------------------------

after:	question words	I don't know what to say .
		Can you tell me how to get to the bus stop?

after:	want/would like	I want you to help me.
--------	-----------------	-------------------------------

verb + object + to- infinitive	I helped my dad to clean the car.
-----------------------------------	------------------------------------------

NOTE!!!

I want to help you .	I want you to help me.
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The Infinitive without to

after auxiliaries/modals

can	He can run very fast.
could	As a boy he could run very fast.
may	I may fly to Africa this summer.
might	I might fly to Africa this summer.
must	I must go now.
mustn't	You mustn't smoke here.
needn't	You needn't go .
shall	We shall sing a song.
should	We should sing a song.
will	She will cook a meal for his birthday.
would	She would cook a meal for his birthday.

after to do

do	I don't know .
----	-----------------------

after the following expressions:

had better	You had better clean up your room.
would rather	Susan would rather study for her exam tomorrow.
would sooner	I would sooner read a book than watch this film.
why not	Why not ask your neighbour for help?
why should we	Why should we go by car?
why should we not	Why should we not go by car?

after verbs of perception + object (action has finished):

feel	She feels the rain fall on her face.
------	---------------------------------------------

hear	I heard <i>Peter sing</i> a song.
notice	Mandy noticed <i>the boy climb</i> the tree.
see	They saw <i>him climb</i> up the roof.
watch	He watched <i>the thieves steal</i> a car.

after let + object:

let	Sandy let <i>her child go</i> out alone.
	Mother let <i>her daughter decide</i> on her own.
let's	Let's go for a walk through the park.

after make + object:

make	She made <i>Peggy and Samantha clean</i> the room.
------	-----------------------------------------------------------

The Participle

A participle is a word which has the features of the verb and adjectives. So it is known as a verbal adjective.

Use

1	to shorten relative clauses
2	to make one sentence out of two
3	after verbs of "perception" (e.g. see, watch, hear, listen to, smell, feel)
4	after verbs of "rest" and "movement" (e.g. run, go, come, stay, stand, lie, sit)
5	after the verb to have
6	instead of a subordinate clause

Form

present participle	an exciting race
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past participle	excited people
-----------------	-----------------------

Examples

1	The cars which are produced in Japan are nice. The cars produced in Japan are nice.
2	I saw the man. He came to the shop. I saw the man coming to the shop.
3	I saw the car coming round the corner.
4	The girl sat sleeping on the sofa.
5	I have my clothes washed.
6	When they went to Texas they expected a better job.

Going to Texas they expected a better job.

Examples:

She stopped a boy *carrying a bag in his hands*.

Having finished my education, I went abroad.

Kinds of Participles

There are three types of participles in English, namely

Present Participle

Past Participle

Perfect Participle

Present Participle: A Present Participle is formed with ‘ing’ form of the verb to indicate an action going on, incomplete or imperfect.

Examples: Writing, being written

Past Participle: Past Participle ends with ‘ed’, ‘d’, ‘t’ or ‘n’ is used to indicate an action as completed.

Example: Written

Perfect Participle: A Perfect Participle is formed with ‘having’ + 3rd form of verb to indicate an action as completed in the past.

Example: having written, having been written

The Gerund

A gerund is a word ending with ‘ing’ and has the force of a noun and verb. It is also known as verbal noun.

Examples: *Playing* is my hobby.

I dislike *sleeping* long.

Use

-ing form used as a noun

Form

infinitive + -ing

Uses of Gerund

1. As the subject of a verb

Running is good for health.

2. As the object of a transitive verb

I hate *studying* Mathematics.

3. As the object of a Preposition

I am not afraid *of speaking* the truth.

4. As the Complement of a verb

Her ambition is *becoming* a poet.

5. In place of infinitive

Teach me *to play*. (Infinitive)

Teach me *playing*. (Gerund)

ADVERB

We have seen that an adjective is a word that gives more information about a noun or pronoun.

Adverbs describe and are attached to verbs in particular as their name suggests; but they can also be attached to other parts of speech except nouns and pronouns.

Definition: An *adverb* is usually defined as a word that gives more information about a verb, an adjective or another adverb. Adverbs tell you how something happens or how somebody does something.

An adverb indicates manner, time, place, cause, or degree and answers questions such as "how," "when," "where," "how much".

Details: Adverbs are words that modify

1. a **verb** (She ran slowly. — How did she run?)
2. an **adjective** (She drove a very fast car. — How fast was her car?)
3. another **adverb** (She walked quite slowly. — How slowly did she walk?)

An adverb, broadly defined, is a word belonging to a class of words which modify any constituent class of words other than nouns and pronouns, such as

- verbs
- adjectives
- adverbs
- phrases
- clauses, or
- sentences

Some adverbs modify a whole sentence, not just a part of one. *Luckily the car stopped in time.*

In this sentence *luckily* modifies the whole sentence, it shows that it was good luck that the car stopped in time.

Use

Adverbs describe verbs, adjectives and adverbs in terms of such qualities as *time*, *frequency* and *manner*.

In the sentence She runs fast, fast describes how or the *manner* in which She runs. In the sentence She runs very fast, very describes the *adverb* fast and gives information about how fast She runs.

Adverbs often tell when, where, why, or under what conditions something happens or happened. Adverbs frequently end in *-ly*; however, many words and phrases not ending in *-ly* serve an adverbial function and an *-ly* ending is not a guarantee that a word is an adverb. The words *lovely*, *lonely*, *motherly*, *friendly*, *neighborly*, for instance, are adjectives.

Be careful many adverbs do not end in *-ly* for instance fast, and some adjectives end in *-ly* for instance heavenly.

Adjective	Pretty	Serious	Fast	Quiet
Example	She was a pretty girl.	He was a serious boy.	It was a fast car.	They were quiet children.
Adverb	Prettily	Seriously	Fast	Quietly
Example	The bird sang prettily.	The policeman spoke seriously.	Schumacher drives fast.	The woman spoke quietly.

Adverbs can modify adjectives, but an adjective cannot modify an adverb. Thus we would say that "the students showed a really wonderful attitude" but not "He ran real fast."

TIP

How to recognize Adverbs

If a word answers an adverb question (when, where, how, why, how often etc.), then the word is an adverb that modifies the verb.

Kinds of Adverbs

Adverbs are divided into eight kinds on the basis of their use:

1. Adverb of Manner
2. Adverb of Place
3. Adverb of Time
4. Adverb of Frequency
5. Adverb of Certainty
6. Adverb of Degree
7. Interrogative Adverb
8. Relative Adverb

1. Adverb of Manner: Adverbs of Manner express how an action is or was done.

Examples: Sadly, luckily, unfortunately, possibly, soundly, clearly, quickly, bravely, happily, well, fast, hard

The birds sang *sweetly*.

We lived *happily*.

TIP

Adverb of Manner answers the question ‘*how*’?

2. Adverb of Place: Adverbs of Place express where an action is or was done.

Examples: Up, down, near, below, here, there, above, away, out, in, backward, within, by

They will wait *here*.

Other adverbs of place include:

Place	Example
Upstairs	The girls were playing upstairs.
In Lahore	The workers demonstrated in Lahore.
Outside	The kids were crying outside.

TIP

Adverb of Place answers the question ‘*where*’?

3. Adverb of Time: Adverbs of Time express when an action is or was done.

Examples: Today, tomorrow, yesterday, now, then, early, soon, still, yet, before, late, lately, ago, already, never, since

I will do the work *tomorrow*.

Other adverbs of time include:

Time	Example
Saturday, Sunday ...	I am going to the shops on Monday.

Today	I've been to the shops today.
Yesterday	I went to the shops yesterday.
Next week/month/year	I am going to the shops next week.
Last week/month/year	I went to the shops last year.
Finally	I finally went to the shops.
Eventually	I eventually went to the shops.
Already	I've already been to the shops.
Soon	I'm going to the shops soon.
Just	I'm just going to the shops.
Still	I'm still at the shops.

TIP

Adverb of Time answers the question *'when'*?

4. Adverb of Frequency: Adverbs of Frequency express how often an action is or was done.

Examples:

Most frequent	always
	constantly
	nearly always
	almost always
	usually
	generally
	normally
	regularly
	often
	frequently
	sometimes
	periodically
	occasionally
	now and then
	once in a while
	rarely
	seldom
Least frequent	infrequently
	hardly ever
	scarcely ever
	almost never
	never

TIP

Adverb of Frequency answers the question *'how often'*?

5. Adverb of Certainty: An adverb used to show definiteness of the action is known as an adverb of certainty.

Examples: Surely, definitely, obviously, certainly

Surely, I like you.
We shall **certainly** join you.

6. Adverb of Degree: An adverb used to show how much or in what degree or to what extent an action is done is known as an Adverb of degree.

Examples: very, too, quite, rather, fairly, almost, hardly, fully, enough, so, no, any

TIP

Adverb of Degree answers the question ‘howmuch’ or ‘in what degree’ or ‘to what extent’?

7. Interrogative Adverb: An adverb used to ask question is known as an Interrogative Adverb.

Examples: How, why, when, where

How long will he stay in Peshawar?

8. Relative Adverb: An adverb used to relate two clauses or statements is known as a relative Adverb.

Examples: Why, when, where

She did not know where she had lost her pen.

The Position of Adverbs

Adverbs can move around in a sentence. Adverbs of manner are particularly flexible in this regard.

- Solemnly the minister addressed her congregation.
- The minister solemnly addressed her congregation.
- The minister addressed her congregation solemnly.

The following adverbs of frequency appear in various points in these sentences:

- Before the main verb: I never get up before nine o'clock.
- Between the auxiliary verb and the main verb: I have rarely written to my brother without a good reason.
- Before the verb *used to*: I always *used to* see him at his summer home.

Indefinite adverbs of time can appear either before the verb or between the auxiliary and the main verb:

- He finally showed up for batting practice.
- She has recently retired.

A	S	A	P O	A
In spring	Frank	often	gives parties	at his house.
There	we	always	play games.	
	Jackie	usually	gets prizes	at parties.
	I	never	win one.	
	We	sometimes	sing songs	at school.
Adverbs of time and place		How often?		Adverbs of manner, place and time
Mind: Never put an adverb between P and O!				

Order of Adverbs

There is a basic order in which adverbs will appear when there is more than one.

Verb	Manner	Place	Frequency	Time
Asim swims	enthusiastically	in the pool	every morning	before dawn
He walks	impatiently	into town	every afternoon	before supper
Sania naps		in her room	every morning	before lunch.

Adjuncts, Disjuncts, and Conjuncts

Regardless of its position, an adverb is often neatly integrated into the flow of a sentence. When this is true, as it almost always is, the adverb is called an adjunct. (Notice the underlined adjuncts or adjunctive adverbs in the first two sentences of this paragraph.) When the adverb does not fit into the flow of the clause, it is called a disjunct or a conjunct and is often set off by a comma or set of commas. A disjunct frequently acts as a kind of evaluation of the rest of the sentence. Although it usually modifies the verb, we could say that it modifies the entire clause, too. Notice how "too" is a disjunct in the sentence immediately before this one; that same word can also serve as an adjunct adverbial modifier: It's too hot to play outside. Here are two more disjunctive adverbs:

- Frankly, Shahzad, I don't give a hoot.
- Fortunately, no one was hurt.

Conjuncts, on the other hand, serve a connector function within the flow of the text, signaling a transition between ideas.

- If you start smoking those awful cigars, then I'm not staying.
- We've told the owner about this ceiling again and again, and yet he's done nothing to fix it.

At the extreme edge of this category, we have the purely conjunctive device known as the conjunctive adverb (often called the adverbial conjunction):

- Yasir has spent years preparing for this event; nevertheless, he's the most nervous person here.

I love this school; however, I don't think I can afford the tuition.

Some Special Cases

The adverbs *enough* and *not enough* usually take a postmodifier position:

- Is that sound loud enough?
- These rooms are not big enough.
- In a roomful of elderly people, you must remember to speak loudly enough.

(Notice, though, that when *enough* functions as an adjective, it can come before the noun:

- Did they give us enough time?

The adverb *enough* is often followed by an infinitive:

- He didn't run fast enough to win.

The adverb *too* comes before adjectives and other adverbs:

- He ran too fast.
- He walks too quickly.

If *too* comes after the adverb it is probably a disjunct (meaning *also*) and is usually set off with a comma:

- Afshan works hard. She works quickly, too.

The adverb *too* is often followed by an infinitive:

- She runs too slowly to enter this race.

Another common construction with the adverb *too* is *too* followed by a prepositional phrase — *for* + the object of the preposition — followed by an infinitive:

- This milk is too hot for a baby to drink.

Viewpoint, Focus, and Negative Adverbs

A **viewpoint adverb** generally comes after a noun and is related to an adjective that precedes that noun:

- A successful athletic team is often a good team scholastically.
- Investing all our money in cars was probably not a sound idea financially.

You will sometimes hear a phrase like "scholastically speaking" or "financially speaking" in these circumstances, but the word "speaking" is seldom necessary.

A **focus adverb** indicates that what is being communicated is limited to the part that is focused; a focus adverb will tend either to limit the sense of the sentence ("She got an A just for attending the class.") or to act as an additive ("She got an A in addition to being published.")

Although negative constructions like the words "not" and "never" are usually found embedded within a verb string — "He has never been much help to his mother." — they are technically not part of the verb; they are, indeed, adverbs. However, a so-called **negative adverb** creates a negative meaning in a sentence *without* the use of the usual no/not/neither/nor/never constructions:

- She seldom writes.
- He hardly eats anything since the accident.
- After his long and tedious lectures, rarely was anyone awake.

COMPARISON OF ADVERB

There are three forms:

- positive
- comparative
- superlative

A - Comparison with -er/-est

hard - harder - (the) hardest

We use -er/-est with the following adverbs:

1) all adverbs with one syllable

fast	faster	fastest
high	higher	highest

2) The adverb: early

B - Comparison with more - most

carefully - more carefully - (the) most carefully

adverbs ending on -ly (not: early)

C - Irregular adverbs

well	better	best
badly	worse	worst
much	more	most
little	less	least
late	later	last
far	farther further	farthest furthest

In informal English some adverbs are used without -ly (e.g. cheap, loud, quick). There are two forms of comparison possible, depending on the form of the adverb:

cheaply - more cheaply - most cheaply

cheap - cheaper - cheapest

EXERCISE

Fill in the correct adverb form (comparative or superlative) of the adverbs in brackets.

1. They speak English (**fluent**) _____ now than last month.
2. He greeted me (**polite**) _____ of all.
3. I smiled (**happy**) _____ than before.
4. This girl dances (**graceful**) _____ of all.
5. Could you write (**clear**) _____?
6. Planes can fly (**high**) _____ than birds.
7. I had an accident last year. Now, I drive (**careful**) _____ than before.
8. Saim can run (**fast**) _____ than Ashar.
9. Your side played (**bad**) _____ of all.
10. She worked (**hard**) _____ than ever before.

ANSWERS

1. They speak English more fluently now than last month.
2. He greeted me most politely of all.
3. I smiled more happily than before.
4. This girl dances most gracefully of all.
5. Could you write more clearly ?
6. Planes can fly higher than birds.
7. I had an accident last year. Now, I drive more carefully than before.
8. Saim can run faster than Ashar.
9. Your side played worst of all.
10. She worked harder than ever before.

PREPOSITION

Origin and Meanings: 'Pre' is a Latin word for 'in front of'. So Prepositions are words whose position is in front of nouns and pronouns.

Definition: A preposition is a word used to show the way in which other words are connected. It is used to express basic relationships between words.

Details: A preposition usually comes before a noun, pronoun or noun phrase. It joins the noun to some other part of the sentence. So a preposition is a word that "prepares" you to know about the "position" of another word relative to the rest of the sentence: not its literal position, of course, in being the 10th word or anything like that, but the "position" of its meaning.

A preposition links nouns, pronouns and phrases to other words in a sentence. The word or phrase that the preposition introduces is called the object of the preposition.

A preposition usually indicates the temporal, spatial or logical relationship of its object to the rest of the sentence.

Examples : on, of, in, by, at, out, for, from, to, into.

KINDS OF PREPOSITIONS

There are six different kinds of prepositions. They are as follows:-

1. Simple Prepositions

Prepositions which are not formed by any method common to a language are known as Simple Prepositions.

Examples:

at, by, for, from, in, of, off, out, on, with, up, to, after, over, under.

I am at my office.

This building is under construction.

2. Double Prepositions

Prepositions which contain two words are known as Double Prepositions.

Examples :

out of, according to, due to, near to, next to, instead of, inspite of.

The patient is out of danger now.

The match was cancelled due to bad weather.

Faheem lives next to us.

3. Compound Prepositions

Prepositions which are formed by prefixing are known as compound prepositions.

Examples :

about, across, beside, inside, within, without, around, until.

What is inside the box?

Sit beside me.

We can't live without air.

4. Participial Prepositions

Present participles which are used as prepositions are known as participial prepositions.

Examples :

during, regarding, touching, concerning, considering.

I do not go out during curfew.

I have no comments regarding this matter.

5. Phrase Prepositions

Groups of words which are used as prepositions are known as phrase prepositions.

Examples :

In accordance with, in favour of, by reason of, in place of,

in memory of, in addition to, in front of, at the risk of.

I help others for the sake of pleasure.

I am away from computer.

I shall not come in case of rain.

There is a bank in front of my house.

6. Disguised Prepositions

These are the weakened forms of the prepositions 'on' or 'of'.

Examples : They went out a shopping (on shopping).

It is 3 o' clock (of clock).

IMPORTANT PREPOSITIONS DISTINGUISHED

1. At and In

'At' is used for small places, minor operations, definite part of space, and definite points of time.

'In' indicates a point of rest, the place where a person or thing is, including the idea of being close to a thing or person.

Examples :

He lives at KDA.

I leave for school at 8 am.

My brother is at office.

'At' is also used with words denoting the rate, or degree at which a thing is done; as

I drove the car at full speed.

Sugar is selling at twenty rupees a kilo.

2. In and Into

'In' denotes position or rest inside something. 'Into' denotes motion towards inside from outside as :

There is a pen in my pocket.

Put this pen into your pocket.

3. In and After

'In' is used with a period of time in reference to future.

After is used to denote a period of past time, as

He will send it to me in an hour.

I met her after a month.

4. In and Within

When 'in' is used before a noun denoting a period of time, it means 'at the close of'.

'Within' means 'before the close of', as

You will get the salary in a month.

You will get the result within an hour.

5. On and Upon

'On' is used in speaking of things of rest; 'upon' of things in motion, as

I sat on the chair.

The cat sprang upon a table.

6. On and Over

'On' denotes actual contact with some objects.' Over' does not do so; as

The book is on the table.

The helicopter flew over my head.

7. Till and By

'Till' means 'not earlier than', 'By' means 'not later than; as

She was kept waiting till 3 o' clock.

I shall return by 4 o' clock.

8. Between and Among

'Between' is used in speaking of two persons or things; 'among' is used in speaking of more than two persons or things; as

Divide these books between these two students.

Divide these books among these seven students.

9. Beside and Besides

'Beside' means 'by the side of' or 'near'. 'Besides' means 'in addition to', as

Ahmad was standing beside me.

I won cash reward besides a merit certificate.

10. Since and For

'Since' refers to a point of time and 'For' to a period of time.

You have been playing since morning.

You have been playing for two hours.

EXPRESSIONS WITHOUT PREPOSITIONS

1. The following words do not take a preposition after them:-
barring, considering, concerning, during, not with standing, pending, regarding, respecting, touching; as
Considering his age, he should be given rest.
2. No Preposition is used before expressions of time beginning with next, last, this, that, every, any, all, each, today, before, tomorrow, yesterday, as
I shall visit you next week.
I worked all week.
I meet him every Friday.
I won a prize yesterday.
3. When used in the active voice, the following verbs do not take any preposition after them, as
afford, answer, attack, ask, assist, ascend, benefit, climb, combat, describe, discuss, enter, examine, inform, investigate, love, obey, order, pervade, pick, precede, probe, reach, recommend, request, resemble, resign, resist, sign, succeed, violate.

USA attacked Afghanistan.

I accompanied her.

Doctor examined the patient.

I reached home.

I asked him to help me.

4. Expressions containing words like height, length, shape, size, colour, age, area, volume are usually connected to the subject of the sentence by the verb be, without a preposition; as
You are the same age as me.
What colour is your shirt?

5. We use a / an instead of a preposition in expressions such as three times a day, fifty miles an hour, twenty rupees a kilo and similar expressions; as
Revise your lesson four times a day.

Driver drove the bus forty miles an hour.

I take the class twice a week.

6. The preposition 'at' is usually left out in 'at what time ___ ?'

What time do you go to school?

7. The preposition 'to' is not used before 'home' provided the word 'home' is preceded by come, go, arrive, get, bring, send, take, as

Let's go home.

She comes home daily.

Prepositions of time

Preposition	Use	Examples
in	in months	in July; in September
	year	in 1985; in 1999
	seasons	in summer; in the summer of 69
	part of the day	in the morning; in the afternoon; in the evening
	duration	in a minute; in two weeks
at	part of the day	at night
	time of day	at 6 o'clock; at midnight
	celebrations	at Christmas; at Easter
	fixed phrases	at the same time
on	days of the week	on Sunday; on Friday
	date	on <i>the 25th of</i> December*
	special holidays	on Good Friday; on Easter Sunday; on my birthday
	a special part of a day	on the morning of September <i>the 11th</i> *
after	later than sth.	after school
ago	how far sth. happened (in the past)	6 years ago
before	earlier than sth.	before Christmas

between	time that separates two points	between Monday and Friday
by	not later than a special time	by Thursday
during	through the whole of a period of time	during the holidays
for	period of time	for three weeks
from ... to from... till/until	two points form a period	from Monday to Wednesday from Monday till Wednesday from Monday until Wednesday
past	time of the day	23 minutes past 6 (6:23)
since	point of time	since Monday
till/until	no later than a special time	till tomorrow until tomorrow
to	time of the day	23 minutes to 6 (5:37)
up to	not more than a special time	up to 6 hours a day
within	during a period of time	within a day

Prepositions of place and direction

Preposition	Use	Examples
above	higher than sth.	The picture hangs above my bed.
across	from one side to the other side	You mustn't go across this road here. There isn't a bridge across the river.
after	one follows the other	The cat ran after the dog. After you.
against	directed towards sth.	The bird flew against the window.
along	in a line; from one point to another	They're walking along the beach.
among	in a group	I like being among people.
around	in a circular way	We're sitting around the campfire.
behind	at the back of	Our house is behind the supermarket.
below	lower than sth.	Death Valley is 86 metres below sea level.
beside	next to	Our house is beside the supermarket.
between	sth./sb. is on each side	Our house is between the supermarket and the school.
by	near	He lives in the house by the river.
close to	near	Our house is close to the supermarket.
down	from high to low	He came down the hill.
from	the place where it starts	Do you come from Tokyo?
in front of	the part that is in the	Our house is in front of the supermarket.

	direction it faces	
inside	opposite of outside	You shouldn't stay inside the castle.
into	entering sth.	You shouldn't go into the castle.
near	close to	Our house is near the supermarket.
next to	beside	Our house is next to the supermarket.
off	away from sth.	The cat jumped off the roof.
onto	moving to a place	The cat jumped onto the roof.
opposite	on the other side	Our house is opposite the supermarket.
out of	leaving sth.	The cat jumped out of the window.
outside	opposite of inside	Can you wait outside ?
over	above sth./sb.	The cat jumped over the wall.
past	going near sth./sb.	Go past the post office.
round	in a circle	We're sitting round the campfire.
through	going from one point to the other point	You shouldn't walk through the forest.
to	towards sth./sb.	I like going to Australia. Can you come to me? I've never been to Africa.
towards	in the direction of sth.	They walk towards the castle.
under	below sth.	The cat is under the table.
up	from low to high	He went up the hill.

Prepositions at, in, on

Preposition	Examples
in	We sit in the room .
	I see a house in the picture .
	There are trouts in the river .
	He lives in Paris .
	I found the picture in the paper .
	He sits in the corner of the room .
	He sits in the back of the car .
	We arrive in Madrid .
	He gets in the car .
	She likes walking in the rain .
My cousin lives in the country .	

	There are kites in the sky .
	He plays in the street . (BE)
	She lives in a hotel .
	The boys stand in a line .
	He is in town .
	I have to stay in bed .
	The robber is in prison now.
at	She sits at the desk .
	Open your books at page 10 .
	The bus stops at Graz.
	I stay at my grandmother's .
	I stand at the door .
	Look at the top of the page .
	The car stands at the end of the street .
	You mustn't park your car at the front of the school .
	Can we meet at the corner of the street?
	I met John at a party .
	Pat wasn't at home yesterday.
	I study economics at university .
	The children are at grandmother's .
	He's looking at the park .
He always arrives late at school .	
on	The map lies on the desk .
	The picture is on page 10 .
	The photo hangs on the wall .
	He lives on a farm .
	Dresden lies on the river Elbe .
	Men's clothes in on the second floor .
	He lives on Heligoland .
	The shop is on the left .
	My friend is on the way to Moscow.
	Write this information on the front of the letter .
	When she was a little girl people saw unrealistic cowboy films on television .

THE MEANINGS OF PREPOSITIONS

The table below gives the most usual meanings of English prepositions. Each meaning is illustrated by an example.

About

1. On the subject of: This is a story **about** elephants.
2. Approximately: He is **about** ten years old.

Above

1. Higher than; over: The plane flew **above** the clouds.
2. Earlier on a page: There is a heading **above** each diagram.

Across

1. From one side to the other: We walked **across** the field.
2. On the other side of: There is a store **across** the street.

After

1. Later in time: **after** ten o'clock; **after** lunch
2. Later in a series: Q comes **after** P in the alphabet.
3. In pursuit of: The dog ran **after** the cat.

Against

1. In opposition to: Theft is **against** the law.
2. Touching; supported by: I leaned my bicycle **against** the wall.

Along

1. Following the length of: We walked **along** the road.

Among

1. Within a group: The money was shared **among** three people.

Note: In formal English, **among** is usually used only when referring to more than two persons or things. In contrast, **between** is used when referring to two persons or things.

Around

1. Circling something: We walked **around** the block.
2. Surrounding: There is a fence **around** the garden.
3. In different parts of: I looked **around** the house for the keys.
4. In the other direction: We turned **around** and went back home.
5. Approximately: He is **around** six feet tall.

At

1. A specific location: **at** 23 Chestnut Street; **at** the park
2. A point in time: **at** 5 o'clock; **at** Christmas
3. A condition: **at** peace; **at** war; **at** rest
4. An activity: **at** work; **at** school; **at** play
5. Towards: Look **at** someone; wave **at** someone

Note: When referring to a specific location or to a point in time, **at** is usually used. When

referring to a certain street or a certain day, **on** is usually used. When referring to a location as an area, or when referring to a unit of time longer than a day, **in** is usually used.
e.g. **at** Christmas; **on** Christmas day; **in** the Christmas holidays

Before

1. Earlier in time: **before** two o'clock; **before** Christmas
2. Earlier in a series: S comes **before** T in the alphabet.

Behind

1. At the back of: The little girl hid **behind** her mother.
2. Late: I am **behind** in my work.
3. Cause; origin: Who was **behind** that idea?

Below

1. Lower than; under: **below** freezing; **below** sea level
2. Later on a page: Footnotes are provided **below** the text.

Beneath

1. Lower than; below: **beneath** the earth

Beside

1. Next to; at the side of: I sit **beside** her in class.

Besides

1. Also; as well as: We study other languages **besides** English.

Note the differing meanings of **beside** and **besides**. **Beside** is usually used with reference to a physical location.

Between

1. An intermediate location: Toronto lies **between** Montreal and Vancouver.
2. An intermediate time: **between** Christmas and New Year's Day
3. Intermediate in a series: B comes **between** A and C in the alphabet.
4. An intermediate amount: **between** five and ten people
5. Within a group of two: The money was shared **between** two people.

Beyond

1. Farther than: The mountains lie **beyond** the horizon.
2. Further than; exceeding: That was **beyond** my expectations.

But

1. Except: I have read all **but** the last chapter.

Note: **But** is used more often as a conjunction than as a preposition.

By

1. Near: a house **by** the sea
2. Past: He waved as he drove **by** the house.
3. Not later than: Try to finish the work **by** next week.
4. In units of: cheaper **by** the dozen; sold **by** weight

5. Through the means of: travel **by** plane; written **by** him

Note: **By** is often used in combination with verbs in the Passive Voice.

Concerning

1. Connected with; about: He studies everything **concerning** trees.

Despite

1. In spite of: We walked downtown **despite** the rain.

Down

1. To a lower position: The ball rolled **down** the hill.

2. Further along: He lives **down** the street.

During

1. Throughout a period: She works **during** the day.

2. Sometime within a period: An accident occurred **during** the night.

Except

1. Not including: I have visited everyone **except** him.

For

1. Duration of time: We walked **for** two hours.

2. Distance: I walked **for** five kilometers.

3. Purpose: I bought this jacket **for** you.

4. In the direction of: She left **for** New York.

5. In favor of: We are **for** the proposal.

6. Considering: The boy is clever **for** his age.

From

1. Place of origin: We left **from** Boston; he comes **from** Mexico

2. Start of a period of time: **from** now on; **from** yesterday until today

3. Start of a range: **From** 20 to 30 people were present.

4. Cause: He suffers **from** nervousness.

5. Source: I first heard the story **from** you.

In

1. Place thought of as an area: **in** London; **in** Europe

2. Within a location: **in** the room; **in** the building

3. Large units of time: That happened **in** March, **in** 1992.

4. Within a certain time: I will return **in** an hour.

5. By means of: write **in** pencil; speak **in** English

6. Condition: **in** doubt; **in** a hurry; **in** secret

7. A member of: He is **in** the orchestra; **in** the navy

8. Wearing: the boy **in** the blue shirt

9. With reference to: lacking **in** ideas; rich **in** oil

Inside

1. Within: They are **inside** the house.

Into

1. To the inside of: We stepped **into** the room.
2. Change of condition: The boy changed **into** a man.

Like

1. Resembling: That looks **like** him.
2. Appearing possible: It looks **like** rain.
3. Be in a suitable mood for: I feel **like** going swimming.

Minus

1. Less: Three **minus** two equals one.

Near

1. Close to: **near** the school; **near** the ocean

Of

1. Location: east **of** here; the middle **of** the road
2. Possession: a friend **of** mine; the sound **of** music
3. Part of a group: one **of** us; a member **of** the team
4. Measurement: a cup **of** milk; two meters **of** snow

Off

1. Not on; away from: Please keep **off** the grass.
2. At some distance from: There are islands **off** the coast.

On

1. Touching the surface of: **on** the table; **on** the wall
2. A certain day: That happened **on** Sunday, **on** the 6th of June.
3. A certain street: **on** South Street
4. About: a book **on** engineering
5. A state or condition: **on** strike; **on** fire; **on** holiday
6. By means of: live **on** a pension; shown **on** television

Onto

1. To a position on: The child climbed **onto** the table.

Opposite

1. Facing: The library is **opposite** the fire station.

Out of

1. To the outside of: She went **out of** the room.
2. From among: We won two games **out of** three.
3. Motive: We spoke to them **out of** politeness.
4. Material: The bridge is made **out of** steel.
5. Beyond: **out of** control; **out of** danger

Outside

1. On the outer side of: **outside** the house
2. Beyond the limits of: **outside** my experience

Over

1. Above; higher than: There are cupboards **over** the sink.
2. Covering: We spread an extra blanket **over** the bed.
3. Across: I jumped **over** a puddle.
4. More than: It cost **over** ten dollars; it took **over** an hour
5. During: I saw him several times **over** the past week.
6. By means of: We made plans **over** the telephone.

Past

1. Up to and beyond: I walked **past** the house.
2. After (in time): It was **past** 2 o'clock; half **past** two
3. Beyond: **past** belief

Per

1. For each: 60 kilometers **per** hour; price **per** liter

Plus

1. With the addition of: Six **plus** four equals ten.

Since

1. From a specific time in the past: I had been waiting **since** two o'clock.
2. From a past time until now: I have been waiting here **since** noon.

Note: Because of its meaning, the preposition **since** is usually used in combination with a perfect tense. It should be noted that the preposition **for** can also be used with a perfect tense. However, when used with reference to time, **for** is usually followed by a phrase referring to a **period** of time; whereas **since** is usually followed by a phrase referring to a **specific** time.
e.g. I have known him **for** six months.

I have known him **since** January.

In the first example, **for** is followed by **six months**, which refers to a period of time. In the second example, **since** is followed by **January**, which refers to a specific time.

Through

1. Across; from end to end of: the main road **through** town
2. For the whole of a period: I slept **through** the night.
3. By means of: Skill improves **through** practice.

Throughout

1. In every part of: **throughout** the world
2. For the whole of a period: **throughout** the winter

Till

Note: **Till** can be used instead of **until**. However, at the beginning of a sentence, **until** is usually used.

To

1. In the direction of: Turn **to** the right.
2. Destination: I am going **to** Rome.
3. Until: from Monday **to** Friday; five minutes **to** ten
4. Compared with: They prefer hockey **to** soccer.
5. With indirect object: Please give it **to** me.
6. As part of infinitive: I like **to** ski; he wants **to** help.

7. In order to: We went to the store **to** buy soap.

Toward (or Towards)

1. In the direction of: We walked **toward** the center of town.
2. Near; just before (time): It rained **towards** evening.

Under

1. Beneath: **under** the desk; **under** the trees
2. Less than: **Under** 100 people were present.
3. In circumstances of: **under** repair; **under** way; **under** discussion

Underneath

1. Below, under: **underneath** the carpet

Until

1. Up to a certain time: She will stay **until** Friday; **until** 5 p.m.

Upon

Note: On and **upon** have similar meanings. **Upon** may be used in certain expressions, as in **once upon a time**, and following certain verbs, as in to **rely upon** someone.

Up

1. To a higher place: We went **up** the stairs.
2. In a higher place: She lives **up** the hill.

Up to

1. As far as: **up to** now; I have read **up to** page 100.
2. Depending on: The decision is **up to** you.
3. As good as; ready for: His work is **up to** standard.

Versus

1. Against (sports, legal): The next game is England **versus** Australia.

Via

1. By way of: He went to Los Angeles **via** San Francisco.

With

1. Accompanying: He came **with** her; I have my keys **with** me.
2. Having; containing: Here is a book **with** a map of the island.
3. By means of; using: I repaired the shoes **with** glue.
4. Manner: **with** pleasure; **with** ease; **with** difficulty
5. Because of: We were paralyzed **with** fear.

Within

1. Inside of: **within** twenty minutes; **within** one kilometer

Without

1. Not having: Do not leave **without** your coat; **without** money

Alphabetical list of important prepositions

(A)

- (1) Azhar is absent from the class.
- (2) You should abide by the rules of your school.
- (3) We should abstain from bad habits.
- (4) Tashkeel is accompanied with his father.
- (5) Saleem is accused of theft.
- (6) Bilal is accustomed to bad habits.
- (7) You should act upon my advice.
- (8) They are addicted to drinking.
- (9) Saim was admitted into the school.
- (10) My mother has affection for me.
- (11) I am afraid of fools.
- (12) They cannot agree upon this matter.
- (13) My friend agreed to my proposal.
- (14) I agree with you.
- (15) The hunter aimed at the bird.
- (16) I was alarmed at the news.
- (17) My teacher was angry at my rudeness.
- (18) He is angry with me for nothing.
- (19) You have to answer for your carelessness.
- (20) I apologise to you for my behaviour.
- (21) I applied to the bank for loan.
- (22) You should be ashamed of your behaviour.
- (23) The patient is asking for the tablet.
- (24) Please attend to the teacher.
- (25) He is not aware of his failure.

(B)

- (1) The prisoner begged for mercy.
- (2) All the Muslims believe in Allah.
- (3) This book belongs to her.
- (4) His brother is blind of one eye.
- (5) Noor is born of rich parents.
- (6) Lincoln was born in a poor family.
- (7) A daughter was born to Saima.

(C)

- (1) I am careful of my deeds.
- (2) You should be careful about your behaviour.
- (3) She doesn't care for any one.
- (4) Aslam was charged with theft.
- (5) The old woman was cheated of jewellery.
- (6) Don't sit close to fire.
- (7) The bridegroom was clothed in red.
- (8) Our matric exam commenced on Friday.
- (9) Compare living things with non-living things.
- (10) Rustam can't be compared to Sohrab.

- (11) The student complained to the teacher.
- (12) I received a complaint against you.
- (13) Manager should have confidence in his team.
- (14) He congratulated me on my success.
- (15) The teacher should have control over his students.
- (16) He is cruel to his servants.
- (17) I have a cheque for Rs. 2000.

(D)

1. My brother deals in cloth.
2. My principles are dear to me.
3. Do not depend on others.
4. The robber deprived him of all his belongings.
5. He is desirous of getting fame.
6. Edhi has devoted himself to the service of mankind.
7. His grandmother died of cholera.
8. Sher Khan died for his motherland.
9. His parents are displeased with him.
10. The train was late due to fault.
11. The bride is dressed in pink.

(E)

1. He is engaged in work.
2. She was engaged to a doctor.
3. He visited me to enquire after my health.
4. The judge enquired of him about the murder.
5. The police enquired into the matter.
6. I am not envious of any one.
7. The principal has excused me from the sports.

(F)

1. He failed in English.
2. I have faith in Allah.
3. We should be faithful to our country.
4. Iqbal was famous for his poetry.
5. Kashmiris are fighting for their rights.
6. Fill in the blanks with adjectives.
7. The hunter fired at the lion.
8. I am fond of music.
9. Please forgive me for my negligence.
10. The bag is full of books.
11. Our drawing room is furnished with pictures.

(G)

1. My father was not glad at my failure.
2. The teacher glanced at the students.
3. You are good at English.
4. I always did good to my friends.
5. It was very good of my friend to help me.
6. The old man was grateful to young boy.

7. I was grieved at his death.
8. Azeem was found guilty of copying.
9. You are getting late for office.

(H)

1. Over-eating is harmful to stomach.
2. I have no hatred for others.
3. I haven't heard of his success.
4. He is not honest in his dealings.
5. You should always hope for the best.

(I)

1. A careful person is never ignorant of his short comings.
2. My brother is ill with fever.
3. I am impressed with his knowledge.
4. I was included in the team.
5. They informed the principal about the matter.
6. Smoking is injurious to health.
7. My friends came to inquire after my health.
8. I shall insist on his appointment.
9. I have no interest in this matter.
10. I introduced him to the class.
11. Please accept my invitation to dinner.
12. I invited him to my home.

(J)

1. You should not be jealous of me.
2. My teacher joined me at lunch.
3. Join this line to that.
4. My brother is junior to me.

(K)

1. Good deeds are key to heaven.
2. Always be kind to the children.
3. He knocked at my door.
4. Allama Iqbal is known to every body for his poetry.

(L)

1. The old beggar is lame of one leg.
2. We should not laugh at the poor.
3. That road leads to our school.
4. I have no liking for the liars.
5. Please listen to the lecture.
6. I shall always remain loyal to my institution.
7. Birds live in trees.
8. Please look up these words in dictionary.

(M)

1. Arshid was mad with anger when he abused him.
2. That chair is made of wood.
3. Mr. Sajjad was married to a teacher.

(N)

1. Oxygen is necessary for life.
2. Don't be negligent in your duty.
3. Aslam is notorious for deceiving others.

(O)

1. We should be obedient to our elders.
2. She is obliged to her friend for help.
3. There are many opportunities for every hard working person.
4. My house is opposite to the city college.
5. Please open the books at page ten.

(P)

1. Your decision is painful to us.
2. Draw a line parallel to this line.
3. I have a great pity for the innocent.
4. He wastes his time in playing at cards.
5. The diver plunged into the cold water.
6. Mr. Rana is very popular with his students.
7. I prayed to God for his safety.
8. You should prefer milk to tea.
9. We should always be prepared for death.
10. Prime Minister will preside at the meeting.
11. My uncle presented a watch to my brother.
12. You should take pride in your job.
13. This is prize for your achievement.
14. I am proud of you.
15. Asghar was punished for coming late.
16. Put this pen into your pocket.

(Q)

1. His friend quarrelled with him.
2. My teacher is quick at mathematics.

(R)

1. Soldiers are ready for the attack.
2. I have just recovered from my long illness.
3. You should refrain from cheating.
4. Akbar reigned over subcontinent.
5. This boy is not related to me.
6. I got a reply to my order yesterday.
7. They have a great respect for me.
8. Always be respectful to the teachers.

9. You are not responsible for me.
10. My principal rewarded me with a book.
11. The robbers robbed him of all he had.
12. Zia ruled over Pakistan.

(S)

1. You should be satisfied with all you have.
2. Please send for a doctor.
3. Muslims were shocked at the murder of Shah Faisal.
4. I am quite skillful in planning.
5. Don't smile at me.
6. You should be sorry for your behaviour.
7. Pakistani team succeeded in scoring three hundred runs.
8. This job is suitable for me.
9. I was surprised at his behaviour.
10. I never swore by God.
11. Eggs are sold by the dozen.

(T)

1. He has a great taste for books.
2. He was thankful to me for my in time help.
3. You should think over your decision.
4. I am tired of my daily routine.
5. Muslims trust in Allah.
6. What is the time by your watch?

(U)

1. You are unfit for army.
2. Milk is useful to the children.

(V)

1. Sohrab was victorious over Rustam.
2. The assembly voted for the motion.

(W)

1. I have been waiting for you for two hours.
2. I wish for your success.
3. I am not weak in mathematics.

(X)

1. I simply x'd him out.

(Y)

1. Farooq yearned for academic recognition.
2. She yelled out to her teacher that the homework was difficult.
3. The president is yielding to the opposition.
4. He will never yield up his secrets.

(Z)

1. I have no zeal for wealth.
2. They want to talk generally before they zero in on any one speciality.
3. I zipped up the bag with difficulty.
4. You should have zoomed in closer on my face.
5. I zoomed off to the school.
6. He zoomed out and got the overall effect.

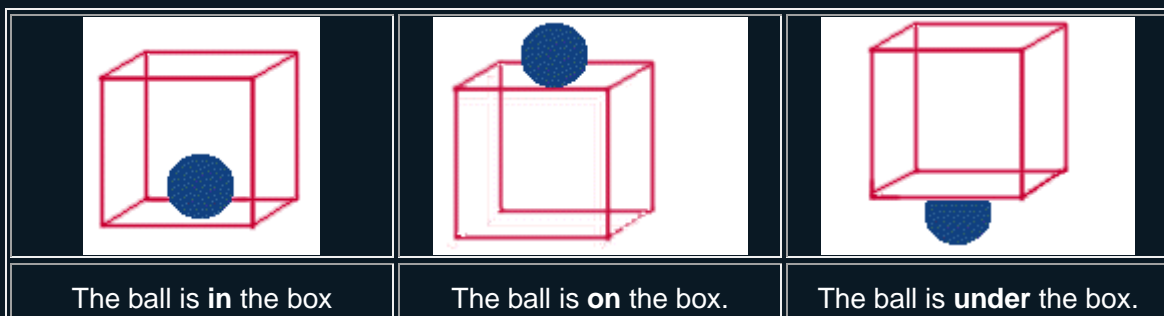
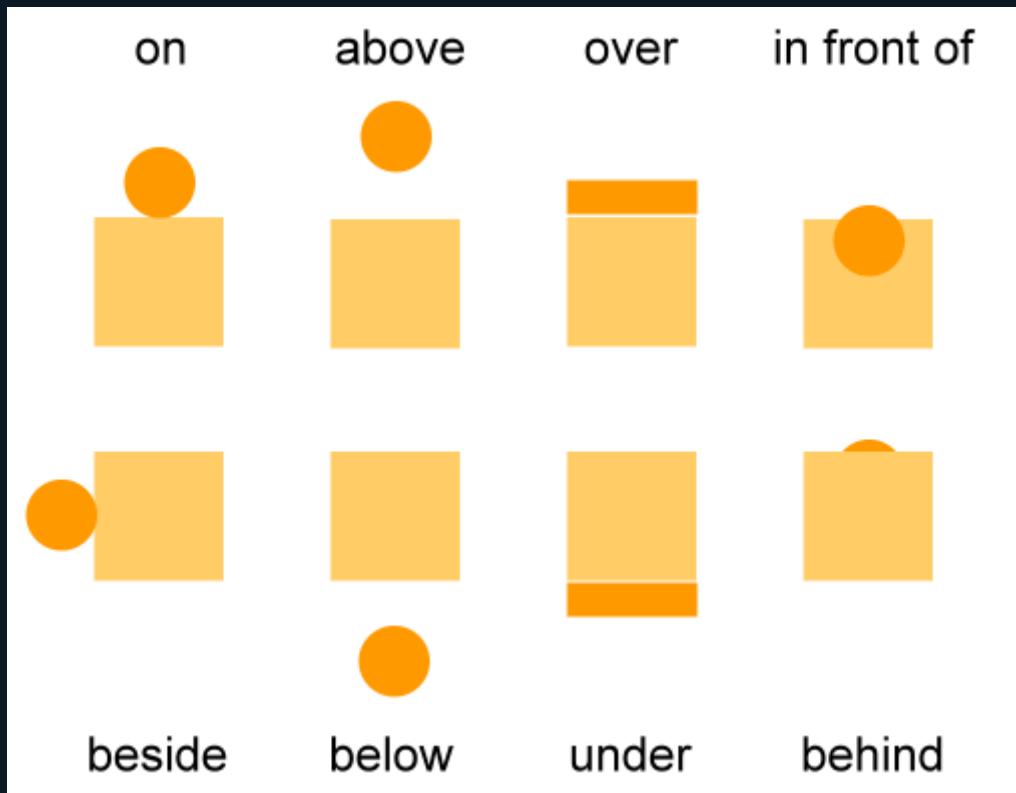
CORRECTION OF MISTAKE IN THE USE OF PREPOSITIONS




- | | |
|--------------------------------------------------|------------------------------------------------|
| 1. I am getting late from school. | 1. I am getting late for school. |
| 2. I go to school by foot. | 2. I go to school on foot. |
| 3. They went to Karachi in air. | 3. They went to Karachi by air. |
| 4. He died from cholera. | 4. He died of cholera. |
| 5. She has been reading since two hours. | 5. She has been reading for two hours. |
| 6. They have been playing for morning. | 6. They have been playing since morning. |
| 7. Put it in your pocket. | 7. Put it into your pocket. |
| 8. Divide it among the two students. | 8. Divide it between the two students. |
| 9. Divide these apples between those four girls. | 9. Divide these apples among those four girls. |
| 10. We must abide to the laws of our country. | 10. We must abide by the laws of our country. |
| 11. She is blind form one eye. | 11. She is blind of one eye. |
| 12. I agree with your proposal. | 12. I agree to your proposal. |
| 13. I agree to you. | 13. I agree with you. |
| 14. She is angry from me. | 14. She is angry with me. |
| 15. They write with black ink. | 15. They write in black ink. |
| 16. I am suffering with fever. | 16. I am suffering form fever. |
| 17. I am fond in games. | 17. I am fond of games. |
| 18. Smoking is injurious for health. | 18. Smoking is injurious to health. |
| 19. Do not laugh from the poor. | 19. Do not laugh at the poor. |
| 20. Trust on God. | 20. Trust in God. |

PREPOSITIONS THROUGH PICTURES






Prepositions of Place

This diagram shows some of the more common prepositions of place and indicates their meaning.





<p>John's house</p> 	<p>Jane's house</p> 	<p>Bill's house</p> 
<p>John's house is next to Jane's house.</p>	<p>Jane's house is between Bill's and John's houses.</p>	<p>Bill's house is next to Jane's house.</p>


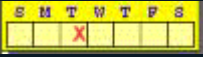
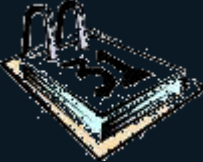






				
<p>The climbers stood on top of the mountain.</p>	<p>The man stood between the two enemies.</p>	<p>The enemies stood opposite each other.</p>	<p>The gardeners stood behind the pumpkins.</p>	<p>The man stood next to the gopher and held the umbrella over it.</p>

				
<p>The man looked through the telescope in his hands.</p>	<p>The man wrote the address on the package.</p>	<p>The man looked at the mail in the post box.</p>	<p>The man looked at the clock on the wall.</p>	<p>The manager sat at his desk on his chair.</p>

Prepositions of Movement

Picture	Preposition	Example
	to	"He carried the rubbish to the bin."
	through	"The train came through the tunnel."
	across	"He swam across the channel."
	along	"He walked along the road."
	down	"He skied down the mountain."
	over	"They walked over the bridge."
	off	"The man ran off the cliff."
	round	"The arrow is moving round the ball."
	into	"The man poured the sand into the timer."

Prepositions of Time

Picture It Clip Art	Preposition	Example
	at (a time)	"I got to work at 8.00 this morning."
	on (a day)	"I'll see you on Tuesday."
	on (a date)	"I have an appointment on the 31st."
	in (a month)	"My birthday is in June"
	in (a year)	"I was born in 1959"
	in (the morning)	"I get up in the morning."
	in (the afternoon)	"I have lunch in the afternoon."
	in (the evening)	"I go home in the evening."
	at (night)	"I go to bed at night."

	in (a season)	"It usually snows in the winter."
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EXERCISES

1. Paying attention to the meanings of the prepositions, fill in the blanks with the most appropriate prepositions chosen from those given in brackets. For example:

She made a speech _____ the future of the school. (about, around)

She made a speech about the future of the school.

D comes _____ **C** and **E** in the alphabet. (between, beyond)

D comes between **C** and **E** in the alphabet.

1. This train travels from London _____ Paris. (at, to)
2. We stood at the back _____ the theater. (of, on)
3. She went to Rome _____ France. (versus, via)
4. The store is open daily _____ Monday to Friday. (for, from)
5. I took my hat _____ the table. (of, off)
6. He looks _____ his brother. (despite, like)
7. The children ran _____ the school. (of, out of)
8. He opened the box _____ a screwdriver. (at, with)
9. I will work _____ five o'clock. (until, up)
10. We walked _____ the restaurant. (despite, past)
11. At three o'clock we reached the top _____ the hill. (of, off)
12. You have delivered all of the papers _____ this one. (between, but)
13. The bank is _____ the school. (opposite, out of)
14. _____ the danger, he decided to climb the mountain. (despite, except)
15. The treasure was hidden _____ the earth. (under, up to)
16. **A** comes _____ **B** in the alphabet. (before, behind)
17. I went to work _____ my umbrella. (out of, without)
18. When it is heated, water changes _____ steam. (in, into)
19. Nocturnal animals usually sleep _____ the day. (during, underneath)
20. The squirrel ran _____ the wall. (along, among)

2. Paying attention to the uses of the prepositions **among**, **at**, **beside**, **besides**, **between**, **for**, **in**, **on** and **since**, fill in the blanks with the correct prepositions chosen from those given in brackets. For example:

They live ___ 359 Southdale Avenue. (at, on)

They live at 359 Southdale Avenue.

1. He lives _____ 19 Tower Road. (at, on)
2. We will be gone _____ two days. (for, since)
3. Tom and his friend will divide the money _____ themselves. (among, between)
4. They will be returning _____ November. (in, on)
5. I have known him _____ three years. (for, since)
6. Many foods _____ milk contain calcium. (beside, besides)
7. I will arrive _____ six o'clock. (at, in)
8. He has been gone _____ Friday. (for, since)
9. The store is located _____ North Street. (at, on)
10. She is leaving _____ five minutes. (at, in)
11. Bridget, Leslie and Sarah will discuss the matter _____ themselves. (among, between)
12. I have known her _____ last year. (for, since)
13. We expect them _____ Wednesday. (in, on)
14. The cat was sitting _____ the stove. (beside, besides)
15. The play begins _____ seven thirty. (at, on)
16. We waited _____ fifteen minutes. (for, since)
17. Columbus crossed the Atlantic _____ 1492. (at, in)
18. There are many possibilities _____ the ones I have mentioned. (beside, besides)
19. She will call us _____ half an hour. (at, in)
20. His birthday is _____ the 8th of January. (in, on)

3. Fill in the blanks with the missing prepositions. For example:

She wants to leave ___ once.

She wants to leave at once.

1. Since the restaurant is usually crowded, it is advisable to make reservations _____ advance.
2. Because we have no car, we go everywhere _____ foot.
3. I was _____ breath after running up the long flight of stairs.
4. We walked out of the room _____ tiptoe, so as not to disturb the sleeping baby.
5. Inside your passport, you should write the name of your next _____ kin.
6. We made out the report _____ triplicate.
7. Citrus fruits, _____ example oranges and lemons, require a long growing season.
8. The movie seemed to go on forever, but _____ last it was over.
9. She is so busy, she always seems to be _____ a hurry.
10. Many people believe birds are incapable of reasoning, but _____ fact, some birds are quite intelligent.
11. Since he is not very trustworthy, I advise you to take what he says _____ a pinch of salt.
12. I went to the library, but the book I wanted was out _____ loan.
13. To save money, we usually buy flour and rice _____ bulk.
14. Since he could offer us no proof, we had to take his story _____ trust.
15. She knows hundreds of poems _____ heart.
16. Since we cannot find a place to live, _____ the time being, we are staying at a

cheap hotel.

17. Little _____ little, the clouds dispersed and the sun became brighter.

18. Because of its importance, we studied the report _____ detail.

19. All of the clothes sold in this store were made _____ hand.

20. At an intersection, pedestrians usually have the right _____ way.

ANSWERS TO THE EXERCISES

Answers to Exercise 1:

1. to 2. of 3. via 4. from 5. off 6. like 7. out of 8. with 9. until 10. past 11. of 12. but 13. opposite 14. Despite 15. under 16. before 17. without 18. into 19. during 20. along

Answers to Exercise 2:

1. at 2. for 3. between 4. in 5. for 6. besides 7. at 8. since 9. on 10. in 11. among 12. since 13. on 14. beside 15. at 16. for 17. in 18. besides 19. in 20. on

Answers to Exercise 3:

1. in 2. on 3. out of 4. on 5. of 6. in 7. for 8. at 9. in 10. in 11. with 12. on 13. in 14. on 15. by 16. for 17. by 18. in 19. by 20. of

CONJUNCTION

Origin and Meaning: The word conjunction means joining together. ‘Con’ is a Latin word for ‘together’, and ‘junction’ is from the Latin verb meaning ‘join’.

Definition: A *conjunction* is a word that joins together other words or groups of words.

Examples:

In the sentence “Asad **and** Saad are friends”, the *conjunction* and connects two nouns.
In the sentence “He will drive **or** fly”, the *conjunction* or connects two verbs.
In the sentence “It is early **but** we can go”, the *conjunction* but connects two groups of words.

TYPES OF CONJUNCTIONS

COORDINATING CONJUNCTIONS

Coordinating Conjunctions join items of the same syntactic class. Thus, words are joined to words, phrases to phrases, dependent clauses to dependent clauses, and independent clauses to independent clauses.

In other words, Coordinating conjunctions are conjunctions which connect two equal parts of a sentence.

There are seven Coordinating Conjunctions:

AND	FOR	SO	YET
OR	NOR	BUT	

To remember all seven, you might want to learn this acronym:

FANBOYS

F = for

A = and

N = nor

B = but

O = or

Y = yet

S = so

These are used in the following ways:

and is used to join or add words together in the sentence They ate **and** drank.

or is used to show choice or possibilities as in the sentence He will be here on Monday **or** Tuesday.

but is used to show opposite or conflicting ideas as in the sentence She is small **but** strong.

so is used to show result as in the sentence I was tired **so** I went to sleep

Once you have memorized these seven forms, anything else that looks like a conjunction must necessarily be a subordinating conjunction.

EXAMPLES OF COORDINATING CONJUNCTIONS IN ACTION INCLUDE THE FOLLOWING:

WORDS JOINED:

FRIENDS OR FAMILY

PHRASES JOINED:

SHE LIKES SINGLE MALT SCOTCHES AND CHOCOLATE BONBONS.

DEPENDENT CLAUSES JOINED:

ALTHOUGH I LIKE JANE AUSTEN'S NOVELS AND ALTHOUGH I LIKE FILM, I AM GETTING LITTLE WEARY OF HOLLYWOOD ADAPTATIONS OF AUSTEN'S NOVELS.

INDEPENDENT CLAUSES JOINED:

SHE WROTE THE LETTER, BUT HE DIDN'T MAIL IT.

SUBORDINATING CONJUNCTIONS

Subordinating conjunctions connect two parts of a sentence that are not equal. In other words, a SUBORDINATING CONJUNCTION JOINS A SUBORDINATE CLAUSE TO A MAIN CLAUSE.

THE FOLLOWING IS A LIST OF THE MOST COMMON SUBORDINATING CONJUNCTIONS.

AFTER	HOW	TILL (OR 'TIL)
ALTHOUGH	IF	UNLESS
<u>AS</u>	INASMUCH	UNTIL
AS IF	IN ORDER THAT	WHEN
AS LONG AS	LEST	WHENEVER
AS MUCH AS	NOW THAT	WHERE
AS SOON AS	PROVIDED (THAT)	WHEREVER
AS THOUGH	SINCE	WHILE
<u>BECAUSE</u>	SO THAT	
BEFORE	<u>THAN</u>	
EVEN IF	<u>THAT</u>	
EVEN THOUGH	THOUGH	

EACH OF THE **HIGHLIGHTED** WORDS IN THE FOLLOWING SENTENCES IS A SUBORDINATING CONJUNCTION:

AFTER SHE HAD LEARNED TO DRIVE, ALICE FELT MORE INDEPENDENT.

THE SUBORDINATING CONJUNCTION "AFTER" INTRODUCES THE DEPENDENT CLAUSE "AFTER SHE HAD LEARNED TO DRIVE."

IF THE PAPERWORK ARRIVES ON TIME, YOUR CHEQUE WILL BE MAILED ON TUESDAY.

SIMILARLY, THE SUBORDINATING CONJUNCTION "IF" INTRODUCES THE DEPENDENT CLAUSE "IF THE PAPERWORK ARRIVES ON TIME."

GERALD HAD TO BEGUN HIS THESIS OVER AGAIN **WHEN** HIS COMPUTER CRASHED.

THE SUBORDINATING CONJUNCTION "WHEN" INTRODUCES THE DEPENDENT CLAUSE "WHEN HIS COMPUTER CRASHED."

MIDWIFERY ADVOCATES ARGUE THAT HOME BIRTHS ARE SAFER **BECAUSE** THE MOTHER AND BABY ARE EXPOSED TO FEWER PEOPLE AND FEWER GERMS.

IN THIS SENTENCE, THE DEPENDENT CLAUSE "BECAUSE THE MOTHER AND BABY ARE EXPOSED TO FEWER PEOPLE AND FEWER GERMS" IS INTRODUCED BY THE SUBORDINATING CONJUNCTION "BECAUSE."

Correlative Conjunctions

Correlative conjunctions are pairs of *conjunctions* that work together.

In the sentence **Both Saim and Aahad are good friends, both . . .and are correlative conjunctions.**

The most common *correlative conjunctions* are:

both . . .and

either . . . or

neither . . . nor

not only . . . but also

THE HIGHLIGHTED WORDS IN THE FOLLOWING SENTENCES ARE CORRELATIVE CONJUNCTIONS

Both my uncle **and** my aunt came yesterday.

Take **either** a pen **or** pencil.

I am trying to decide **whether** to go to Islamabad **or** Lahore.

Our principal visited **not only** the classes **but also** laboratories.

INTERJECTION

Origin and Meaning: The word interjection derives from two Latin words: **inter** meaning ‘among’ or ‘between’; and **-jection** from a verb which means ‘to throw’. So an interjection is a word which is ‘**thrown among**’ the other words of a sentence in conversation or in writing without being grammatically related to them.

Definition: An **interjection** is a word, phrase, or set of sounds used as a sudden remark or to convey a command, sudden emotion or a strong feeling such as surprise, disapproval or pleasure as Stop! Run! Help! Drat! Phooey! and so on.

Details: Many interjections are merely noises rather than intelligible words, and their basic meaning is to express our feelings such as happiness, grief, shock, annoyance, fright, disgust, pain and so on. These are not grammatically related to any other part of the sentence. In simple words, interjections express emotion without grammatical function.

It can be punctuated on its own with an exclamation point, or it can be joined to a sentence with a comma.

Interjections are the only part of speech that can stand alone without being considered a fragment. Interjections are uncommon in formal academic prose, except in direct quotations.

Examples: The **highlighted** words in the following sentences are interjections:

Ouch, that hurt!

Oh no, I forgot that the meeting was today.

Hey! Put that down!

I heard one guy say to another guy, "He has a new car, **eh**?"

I don't know about you but, **good lord**, I think prices are too high!

Hey, do I know you?

Wow! This black shirt is irresistable.

Gee, He would never be able to sing like me.

Bravo! My brother has got the first prize.

Shh, be silent.

Oh no! He has lost the game!

Hurray, we won anyway.

Whoops, I lost the book.

Goodness, the class result is marvellous.

New interjections are coined everyday.