

## CHAPTER -10

### SENTENCES

A sentence is a group of words which makes a complete meaning. (sense)

1. Dr. Samuel Johnson was a contemporary of the famous poet Goldsmith.
2. Shakespeare was born in 1564.
3. He died on 23<sup>rd</sup> April, 1616.
4. In what year was he born?
5. George Washington was the first president of the USA.
6. Have you read 'The Hamlet'?
7. Come back in an hour's time.

#### Kinds of Sentences

Sentences are of five kinds namely 1) Declarative or Assertive Sentence 2) Interrogative Sentence 3) Imperative Sentence 4) Exclamatory Sentence and 5) Optative Sentence.

#### I. Declarative or Assertive Sentence

A sentence which expresses a statement or declaration is called a declarative sentence.

1. Arch Bishop Makarios was the first President of independent Cyprus.
2. Jesus Christ was crucified during the reign of Tiberius Caesar.

Assertive Sentence/Declarative Sentence falls into two divisions.

a. Positive Assertive    b. Negative Assertive.

1. He has a friend in that prison. (Positive Assertive)
2. He has not a friend in that prison. (Negative Assertive)
3. The President has hoisted the flag. (Positive Assertive)

4. The President has not hoisted the flag. (Negative Assertive)
5. King George I died at Osnaburg on 10th June, 1727. (Positive Assertive)
6. King George I did not die at Osnaburg on 10th June, 1727. (Negative Assertive)
7. He has played a foul play. (Positive Assertive)
8. He has not played a foul play. (Negative Assertive)

A positive statement can be changed into a negative statement by the simple addition of 'not' or 'n't' after the auxiliary.

1. They are very intelligent. (Positive-Assertive sentence)
2. They are not very intelligent. (Negative-Assertive sentence)
3. She has seen the policeman. (Positive-Assertive sentence)
4. She has not seen the policeman. (Negative-Assertive sentence)

If there is no auxiliary, split the full verb to make auxiliaries.

love = do love, loves = does love, loved = did love.

1. Orpheus followed his dead wife, Eurydice. (Positive)
2. Orpheus did not follow his dead wife, Eurydice. (Negative)
3. He attempted to abduct the damsel. (Positive)
4. He did not attempt to abduct the damsel. (Negative)
5. Rama helped John and Seetha. (Positive)
6. Rama did not help John and Seetha. (Negative)
7. He kidnapped the women. (Positive)
8. He did not kidnap the women. (Negative)

## **II. Imperative Sentence**

A sentence which expresses a command, a request, a demand, or a wish is called an imperative sentence. (Imperative sentence is used to ask the listener to do or not to do some thing.)

1. Please, give me your ear. 6. Shut the door.
2. Cut all the trees. 7. Call the first witness.
3. Clear the chamber.
4. Don't disturb the ladies.
5. Fetch me a piece of chalk.

Imperative Sentences are of two kinds.

1. Positive Imperative 2. Negative Imperative
1. Shut all the windows. (Positive Imperative)
2. Don't shut all the windows. (Negative Imperative)
3. Give me the pen. (Positive Imperative)
4. Don't give me the pen. (Negative Imperative)

## **III. Interrogative Sentence**

A Sentence which makes a question is called an interrogative sentence.

1. Have you done your home work?
2. Did you not hear the bell?
3. Why are you following the old women?
4. How many churches are there in your village?

Interrogative Sentences are of three types.

1. Yes/No answer question.

1. Are these students studying at M.S.O.T. Seminary?
2. Has the flag been hoisted by the President?

### 2. Information question: what/how?

1. What do they tell? 2. What have you got in your bag?
3. What did he give to John?
4. How did the queen suppress the rebellion?
5. How do they eat? 6. How does it work?

### 3. Tag questions.

1. The sun rises in the east, doesn't it?
2. They studied all the lessons, didn't they?
3. It is very hot today, isn't it? 4. She ate a mango, didn't she?
5. He can study, can't he? 6. He has helped her, hasn't he?

## **IV. Exclamatory Sentence**

A sentence which expresses a sudden feeling, strong feeling, shock, surprise, wonder or anger is called an exclamatory sentence.

1. What a pity that he couldn't come!
2. How hot it is today!
3. What a fool I have been!
4. Hurrah! Mary won the game.

## **V. Optative Sentence**

Optative sentence expresses a blessing or curse.

1. Wish you all the best!
2. May God curse the wicked!



3. Damn you!

4. Go to hell!

(Every sentence begins with a capital letter. Every assertive and imperative sentence ends with a full stop.(.) Every interrogative sentence ends with a question mark. (?) Every exclamatory word or sentence ends with an exclamation. (!))

Classify the following sentences.

1. Why have you brought the book?
2. Please, don't disturb the women.
3. There are fifty students in that school.
4. Emperor Nero was a licentious ruler.
5. Emperor Theodosius I made Christianity the official state religion of the Roman Empire.
6. Post the letter.
7. Study these lessons
8. Who was the first ruler of the Stuart dynasty?
9. Did Judas betray Jesus Christ?
10. Joseph Apsidin invented port land cement in 1844.
11. She does not read the Bible every morning
12. What a dangerous fellow he is!

### Subject and Predicate

A sentence has at least two parts namely subject and predicate. The subject must contain a noun or a pronoun and the predicate must contain a verb.

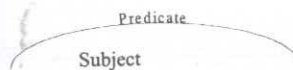
"John studied at St. Peter's College, Kolenchery." The first part of the sentence 'John' names a person about whom something is said. The second part, 'studied at St. Peter's College, Kolenchery' tells something about John. The naming part is called the 'subject' and telling part is called the 'predicate'. Usually the subject of the sentence comes first and the predicate follows.

Examine the following.

### Subject

### Predicate

- |                               |  |
|-------------------------------|--|
| 1. *The river                 | flows swiftly.<br>(Declarative Sentence)         |
| 2. Jesus Christ               | died on cross.<br>(Declarative Sentence)         |
| 3. Despondency and poverty    | dogged him.<br>(Declarative Sentence)            |
| 4. The peaks of the Himalayas | are covered with snow.<br>(Declarative Sentence) |
| 5. The poor girl              | began to weep.<br>(Declarative Sentence)         |
| 6. You                        | can study English.<br>(Declarative Sentence)     |
| 7. They                       | have disturbed her.<br>(Declarative Sentence)    |
| 8. His spade                  | fell into the lake.<br>(Declarative Sentence)    |

9. Can you Speak English? (Interrogative Sentence)
- 

3. Damn you!

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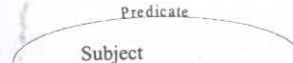
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9. Can you Speak English? (Interrogative Sentence)
- 



10. *Have they disturbed her?* (Interrogative Sentence)  
 Predicate  
 Subject
11. *Did Mathew visit Annamma?* (Interrogative Sentence)  
 Predicate  
 Subject
12. *Has he finished the work?* (Interrogative Sentence)  
 Predicate  
 Subject

*Sometimes the subject may be in the middle of the sentence or at the end.*

*Examine the following.*

- How are *the wicked* fallen!
- After the meeting came *the dance*!
- Beyond the mountains was *a row of valleys*.
- Gone are all *those hideous days*.

*Sometimes the subject is understood or left out.*

*Examine the following.*

- Open the door. (means 'you open the door'.)
- Sit down. (means 'you sit down'.)
- Thank you. (means 'I thank you'.)
- Follow me, please. ('you follow me, please'.)
- Dog them. ('You dog them'.)

### **Phrases and clauses**

Phrase = a sequence of two or more words arranged grammatically and not having a subject and predicate, as a preposition and a noun or pro-

noun, an adjective and a noun, verb and an adverb, etc.

Pick the phrases from the following sentences.

- A famous church stood beside the brook.
- The Magi came from the east.
- The chief minister was shouting at the top of his voice.
- She was in a carefree mood.

**Clause** = A syntactic construction containing a subject and predicate and forming part of a sentence or constituting a whole simple sentence.

- Here is a woman whom everybody can follow.

The above sentence contains two groups of words - (1) Here is a woman and (2) whom everybody can follow. Each makes complete sense and has a subject and predicate of its own. These groups of words are called clauses.

(A clause is a group of words which has subject and predicate of its own, makes complete sense and forms part of a larger sentence.)

Pick the clauses from the following sentences.

- When the teacher is away the children play.
- I understood that the man was innocent.
- They often go to Europe because they love the food.

### **Parts of Speech**

According to the use of words, words are divided into eight parts. They are 1. Noun 2. Pronoun 3. Adjective 4. Verb 5. Adverb 6. Preposition 7. Conjunction and 8. Interjection.

- Noun:** Noun is the name of a person, place, thing or animal.

a. Mary goes to school.

b. Issac Newton invented the theory of gravitation.

**2. Pronoun:** A pronoun may be defined as a word used instead of a noun. It enables us to avoid repeating the noun again and again.

a. Mary told her brothers that they should allow her to marry the highway man.

b. When he kicked the dog it bit him with its sharp teeth.

**3. Adjective:** Adjective is a word used to qualify or say some thing more about a noun.

a. He is a dishonest minister.

b. She had many enemies in Delhi.

c. The old man has good ideas.

d. They are clever and industrious.

e. The big garden is full of flowers.

**4. Verb:** Verb is a word showing what the subject (person, animal or thing) does or what is done to it or what it is or what happens to it.

a. This year the spring is good. b. He goes to church every sunday.

c. He lives in a big city. d. He helped the poor boy.

e. He studies Spanish. f. The old man showed him the way.

g. They are intelligent boys.

h. Doctor Johnson published his dictionary in 1755.

i. They have acted well.

**5. Adverb:** An adverb may be defined as a word that modifies a verb, an adjective or another adverb.

a. Copy this out carefully. b. You are wanted immediately.

c. He ate the mango quickly.

d. These shoes are too small for her.

e. He walked slowly.

f. They are very good.

**6. Preposition:** Preposition is a word used to reveal the relationship between a noun or pronoun and something else in the sentence. (Preposition also expresses the manner in which the noun or pronoun acts.)

a. She sat on a chair kept under a big tree.

b. The bull galloped around the field.

c. He jumped over the wall.

d. He lives in a village.

e. The cow is in the garden

f. He worked for five hours.

**7. Conjunction:** Conjunction is a word used to join (together) words, phrases, clauses or sentences.

a. Mary and Babu worked hard for moulding good fortune.

b. Though he liked her much he was reluctant to marry her.

c. Rama and John sang well but their friend never supported them.

d. To fight heroically or give up that is what we have to decide.

**8. Interjection:** An interjection is a word of exclamation, expressing a sudden feeling or excitement.

a. Hurrah! We have succeeded.

b. Alas! The Philanthropist is dead.

c. Oh! I have lost my purse.



d. Bravo! You have done well.

(The above classification is based on the function of words in a sentence.)

Note: A particular word may have different contexts and functions. The same word may be a noun in one sentence, an adjective in another, a verb in a third and so on. eg: 1. She wanted to know the *right* time. (adjective) 2. Has the teacher guessed *right*? (adverb) 3. The policeman had a *right* to arrest him. (noun) 4. He *righted* the fallen lamp. (verb)

(There is another group of words namely Articles - *a*, *an*, and *the*. Articles are doing works of adjectives. Hence Articles can be called adjectives.)

### Kinds of Nouns:

Nouns can be divided into two main classes:

1. Concrete, 2. Abstract.

Look at the following nouns.

Mary, chair, water, crowd, copper, wine, beer, etc.

These are names of persons or things that can be touched and seen. The nouns which exist physically or materially are called concrete nouns.

Examine the following words.

Mercy, ugliness, woman hood, death, youth, pain, logic, kindness, cruelty, pleasure, flight, astronomy, man hood, philosophy, etc.

These are names of things that cannot be touched or seen. These nouns have no physical existence. They express a quality, (mercy, ugliness, kindness, cruelty) a state, (death, woman hood) a feeling or an action (pain, flight, pleasure) or a general idea or system of thought. (philosophy, astronomy, etc.) Such nouns are included in the list of abstract nouns.

Concrete nouns : Concrete nouns are divided into four groups, namely:

1. proper nouns, 2. common nouns, 3. collective nouns and 4. material nouns.

1. Proper nouns : Proper nouns are the names of particular persons, places or things. Proper nouns begin with a capital letter.

John, Mary, Everest, Kannan Devan Tea, Ford Car, Delhi, Paris, etc.

2. Common nouns : Common noun is the name of an object or a place or living thing of the same class or kind.

Boy, girl, king, river, mountain, cow, town, village, school, church, etc.

3. Collective nouns:

A collective noun denotes a number of people or objects taken together as a unit.

Crowd, committee, army, flock, family, nation, audience, etc.

A collective noun is usually singular, if we think of the members of the group individually, a plural verb may be used. It is then called a noun of multitude.

The jury were unable to agree to the decision.

The committee were divided in their opinion.

The collective nouns : *cattle*, *people*, (except when referring to a nation) *vermin*, *poultry* and *gentry* are always treated as plurals.

4. Material nouns : Material nouns are names of materials or substances out of which things are made.

Silver, glass, copper, gold, stone, iron, etc.

Some material nouns are used also as common nouns:

1. The jar is made of glass.

- The girl drank a glass of beer.
2. This chain is made of gold.  
Gold is a precious metal.
  3. Tin is imported from Japan.  
We bought a tin of butter.
  4. She wants a piece of paper.  
The news appeared in yesterday's paper.

Nouns are used in four occasions:

1. Subjects of sentences:
  - a. The country is very powerful.
  - b. The book has two hundred pages.
2. Objects of sentences:
  - a. Admiral Nelson defeated Napoleon.
  - b. John helped Mary.
3. Compliments of verbs:
  - a. Her father is a playwright.
  - b. The umbrella is useful one.
4. The objects of prepositions:
  - a. The book is on the table.
  - b. He looked through the window.

### The noun : Gender

Nouns are divided into four, relating to gender: 1. Masculine, 2. Feminine, 3. Neuter and 4. Common Gender.

- a. Names of male animals and persons are masculine gender.  
Mathew, man, horse, John, boy, Headmaster, king, actor, etc.
- b. Names of female animals and persons are feminine gender.  
Mary, Elizabeth, woman, cow, girl, Headmistress, queen, actress, etc.
- c. Names of inanimate things, without life, are neuter gender.  
house, chair, stone, table, wall, gate, bridge, bed, etc.
- d. Common gender shows either a male or a female.  
Friend, thief, pupil, child, servant, orphan, relation, cousin, person, rat, student, neighbour, cat, mouse, bird, elephant, pig, calf, parent, teacher, baby, etc.

(All material, abstract and collective nouns and all lifeless things, the lower animals, and very young children are generally used in the neuter gender.)

[(a) (Objects related to strength, violence, harshness, etc. are regarded as males.

The sun, winter, summer, time, death, fire, ocean, hurricane, tsunami, etc.)

(b) (Objects related to beauty, gentleness, patients, etc., are regarded as females.

The moon, the earth, spring, nature, liberty, hope, charity, peace, goodness, wisdom, benevolence, benefaction, affection, etc.)

(c) A ship is always spoken of as 'she', (a train, a country, a river, and a sea, a gulf, a canal, a street, etc. are masculine or feminine.)

### **To form Feminine of nouns :**

#### **1. Use a different word:**

Masculine	Feminine	Masculine	Feminine
Abbot	Abbess	Buck,	Doe



		Bull (ox)	Cow
Boar	Sow	Bullock - (castrated bull)	Heifer
Boy	Girl	Cock	Hen
Brother	Sister	Colt - (young male horse)	Filly
Dog	Bitch	Lord	Lady
1 ✓ Drake	Duck ✓	Man	Woman
Drone	Bee	Monk	Nun
Earl (Count)	Countess	2 ✓ Nephew	Niece ✓
Father	Mother	Papa	Mamma
2 ✓ Gander	Goose ✓	Ram	Ewe
Gentleman	Lady	Sir	Madam
Hart	Roe	Son	Daughter
Horse	Mare	Stag-(male deer)	Hind
Husband	Wife	Uncle	Aunt
King	Queen	Wizard	Witch

## 2. Add 'ess' to Masculine gender :

Masculine	Feminine	Masculine	Feminine
Author	Authoress	Mayor	Mayoress
3 ✓ Baron (peer of the lowest rank)	Baroness ✓	Patron	Patroness
Count	Countess	Peer	Peeress
Giant	Giantess	Poet	Poetess
God	Goddess	Priest	Priestess

while feminian for the following

4 Heir ✓	Heiress	5 Prophet ✓	Prophetess
6 Host ✓	Hostess	Shepherd	Shepherdess
Jew	Jewess	7 Steward ✓	Stewardess
Lion	Lioness	Tailor	Tailoress
Manager	Manageress	8 Viscount	Viscountess ✓

## 3. Add - 'ess', dropping the last vowel of the masculine

Masculine	Feminine	Masculine	Feminine
Actor	Actress	Negro	Negress
9 Benefactor ✓	Benefactress	Prince	Princess
Conductor	Conductress	Proprietor	Proprietress
10 Director ✓	Directress	Seamster(tailor)	Seamstress
Enchanter	Enchantress	Tiger	Tigress
Founder	Foundress	11 ✓ Traitor	Traitress
Hunter	Huntress	Waiter	Waitress ✓
Inspector	Inspectress	Instructor	Instructress

## 4. Add- 'ess' in an irregular pattern:

Masculine	Feminine	Masculine	Feminine
Abbot	Abbess	Marquis	Marchioness
		(a noble man ranking between duke and earl)	
Duke	Duchess	Master	Mistress
12 Emperor ✓	Empress	Murderer	Murderess
Governor	Governess	Sorcerer	Sorceress

### 5. Add the word indicating sex:

Masculine	Feminine	Masculine	Feminine
Beggar-man	Beggar-woman	He-bear	She-bear
Bull-calf	Cow-calf	He-devil	She-devil
13 ✓ Bull-elephant	Cow-elephant	He-goat	She-goat
Buck-rabbit	Doe-rabbit	Jack-ass	Jenny-ass, She-ass
14 ✓ Cock-sparrow	Hen-sparrow	Landlord	Landlady
Fisherman	Fisherwoman	Man-servant	Maid-servant
Grand father	Grand mother	Milkman	Milkmaid
Great-uncle	Great-aunt	He-monster	She-monster
Pea-cock	Pea-hen	Step-father	Step-mother

### 6. Foreign feminine forms :

Masculine	Feminine	Masculine	Feminine
Administrator	Administratrix	Prosecutor	Prosecutrix
✓ Czar	Czarina	Signor	Signora
15 ✓ Executor	Executrix ✓	Sultan	Sultana
Monsieur	Madame	Viceroy	Vicereine

### 7. The following are excluded from rules:

Masculine	Feminine	Masculine	Feminine
Bridegroom	Bride	Widower	Widow
Mr.	Mrs.	Lad	Lass
Master (Boy)	Miss (Girl)	Hero	Heroine

Fill up the gaps in the following sentences with the Feminine forms of the words given in brackets.

- The.....wore a diamond necklace. (baron)
- The.....followed its.....(dog, master)
- He has met a..... (bachelor)
- Who is the.....in that film? (actor)
- The old.....answered the questions. (man)
- Her.....gained admission to the Engineering College. (nephew)
- The.....said, "He is a lucky man". (count)
- I talked to the.....who was managing the firm. (woman)
- The old man went to the hospital to see the..... (beggar man)
- His.....a rich..... (great uncle, man)
- The.....of the medical college is a retired under secretary to government. (administrator)
- They hunted..... (a stag)
- .....of the bus is good..... (conductor, man)
- The.....stole the watch and pen. (man-servant)
- The.....of the organisation was a ..... (founder, abbot)



write plural for the following

## CHAPTER - 11

### NUMBER

There are two numbers in English, singular and plural, - the singular number-indicates one person or thing and the plural number- indicates more than one person or thing.

#### Plural Formation

1) Add 's' to the singular :(- common rule)

<u>Singular</u>	<u>Plural</u>	<u>Singular</u>	<u>Plural</u>
Dog	Dogs	Cat	Cats
Noun	Nouns	Girl	Girls
Leg	Legs	Daughter	Daughters
Cup	Cups	Tree	Trees
Cap	Caps	Monkey	Monkeys
Month	Months	Boy	Boys
Coffer	Coffers	Servant	Servants
Collector	Collectors	Bamboo	Bamboos
Number	Numbers	Portfolio	Portfolios
Temple	Temples	Canto (division of long poem)	Cantos
Cuckoo	Cuckoos	Murderer	Murderers
Halo(ring of light around the sun)	Halos	Ruffian	Ruffians
Photo	Photos	Safe	Safes
Chief	Chiefs	Indian	Indians
2 Dwarf	Dwarfs	Serf	Serfs
Hoof	Hoofs	Grief	Griefs
Rule	Rules	Handful	Handfuls
Sea	Seas	3 Belief	Beliefs
Ant	Ants	Reader	Readers
Direction	Directions	Christian	Christians

Hindu	Hindus	Mangoose	Mangooses
2) Add 'es' to the singular words ending in x,s,sh, or ch,:			
<u>Singular</u>	<u>Plural</u>	<u>Singular</u>	<u>Plural</u>
Box	Boxes	Tax	Taxes
Gas	Gases	Class	Classes
Glass	Glasses	Lass	Lasses
Dish	Dishes	Brush	Brushes
Match	Matches	Watch	Watches
Branch	Branches	Fox	Foxes
Church	Churches	Bench	Benches

3) A few nouns, ending in 'o' and when the 'o' is preceded by a consonant, form their plurals by adding - 'es'.

<u>Singular</u>	<u>Plural</u>	<u>Singular</u>	<u>Plural</u>
Buffalo	Buffaloes	Mosquito	Mosquitoes
5 Tomato	Tomatoes	Potato	Potatoes
Mango	Mangoes	Negro	Negroes
Hero	Heroes	Cargo	Cargoes
Echo	Echoes	Volcano	Volcanoes
Motto	Mottoes		

(Certain scientific and technical words borrowed from Latin like, dynamo, canto, quarto, piano, grotto, etc., form plurals by adding - 's'.)

4) If the singular ends in 'y' and the 'y' is preceded by a consonant change the 'y', into 'ies':

<u>Singular</u>	<u>Plural</u>	<u>Singular</u>	<u>Plural</u>
Duty	Duties	Fly	Flies
Army	Armies	Lady	Ladies
Country	Countries	7 Melody	Melodies
City	Cities	Pony (a small horse of any several breeds)	Ponies
Remedy	Remedies	Pity	Pities

- Study                      Studies                      Story                      Stories
- 5) Nouns ending in 'o' preceded by vowel, form the plural by the addition of 's'. (- connected to common rule)

Singular

Radio  
Studio  
Folio  
Curio  
Bamboo  
Cuckoo

Plural

Radios  
Studios  
Folios  
Curios  
Bamboos  
Cuckoos

- 6) Nouns ending in 'f' or 'fe' form plurals by changing 'f' or 'fe' in to 'ves'.

Singular

Shelf

Thief ✓

Wife

Wolf

Loaf

Life

Leaf

9 Knife ✓

Half

Elf (a creature like a small person with pointed ears, who has magic powers)

Calf

Wolf

Sheaf (bundle of corn)

Exception

Singular

Safe

Hoof

Plural

Shelves  
Thieves  
Wives  
Wolves  
Loaves  
Lives  
Leaves  
Knives  
Halves

Elves

Calves

Wolves

Sheaves

Plural

Safes

Hoofs/Hooves

Turf (soil surface with grass roots growing)

Fife (flute)

Strife

Cafe

Scarf

Wharf

Belief

Cliff

Cuff (end of a shirt or coat sleeve at the wrist)

Dwarf

Giraffe

Gulf

Puff

Safe

- 7) Some nouns form their plural by changing their internal vowel:

Singular

10 Mouse ✓

Man

Goose

Tooth

Louse

Woman

Foot

- 8) The plurals of 'ox' and 'child' are irregular:

Singular

Ox

Child

- 9) Compound nouns form plurals by using the plural of the principal word:

Singular

Commander - in - chief

Turfs/Turves

Fifes

Strifes

Cafes

Scarfs/Scarves

Wharfs/Wharves

Beliefs

Cliffs

Cuffs

Dwarfs

Giraffes

Gulfs

Puffs

Safes

Plural

Mice

Men

Geese

Teeth

Lice

Women

Feet

Plural

Oxen

Children

Plural

Commanders - in - chief



Father - in - law  
 Sister - in - law  
 Son - in - law  
 Brother - in - law  
 Lady - in - waiting  
 Looker - on  
 Passer - by  
 Man - of - war  
 Hanger - on  
 Knight - errant (one who wanders  
     in search of adventure)  
 Court - martial  
 Coat - of - mail  
 Fountain pen  
 Boy friend  
 Girl friend  
 Forget - me - not  
 Lieutenant - governor  
 Maid servant  
 Poet - laureate  
 Arm chair  
 Bed room  
 Bucketful  
 Breakdown  
 Grown - up  
 Stand - by  
 Pick pocket  
 Book case  
 Step - son  
 Assistant director

Fathers - in - law  
 Sisters - in - law  
 Sons - in - law  
 Brothers - in - law  
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 Lookers - on  
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 Men - of - war  
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 Arm chairs  
 Bed rooms  
 Bucketfuls  
 Breakdowns  
 Grown - ups  
 Stand - bys  
 Pick pockets  
 Book cases  
 Step - sons  
 Assistant directors

Major - general  
 Governor - general  
 (There are a few compound nouns which take a double plural)  
Singular  
 Man - servant  
 Woman - servant  
 Woman - student  
 Man - student  
 Woman doctor

Major - generals  
 Governor - generals  
Plural  
 Men - servants  
 Women - servants  
 Women - students  
 Men - students  
 Women doctors

#### 10. Foreign Plurals

a) Words ending in 'a' have a plural in - 'ae':

Singular  
 Formula  
 Larva  
 Nebula (group of very distant stars)  
 Vertebra  
 Alga (a sea weed)

Plural  
 Formulae or formulas  
 Larvae  
 Nebulae or nebulas  
 Vertebrae or vertebrae  
 Algae

b) Words ending in - 'us' form plural in - 'i':

Singular  
 Alumnus  
 Bacillus  
 Focus  
 Terminus (end or extremity of any thing)  
 Fungus  
 Nucleus  
 Radius  
 Stimulus

Plural  
 Alumni  
 Bacilli  
 Foci or focuses  
 Termini (Terminuses)  
 Fungi or funguses  
 Nuclei, Nucleuses  
 Radii, Radiuses  
 Stimuli

c) Words ending in 'um' form plural in 'a':

Singular

Bacterium ✓

Plural  
 Bacteria

Curriculum	Curriculums or curricula
Gymnasium	Gymnasias
Datum	Data
Addendum (thing that is added)	Addenda
Agendum	Agenda (agendums)
Aquarium	Aquaria (aquariums)
Bacterium	Bacteria
Desideratum (thing lacking but needed)	Desiderata
Ovum	Ova
Sanatorium	Sanatoria (sanatoriums)
12 Symposium ✓	Symposia (symposiums)
Dictum	Dicta or dictums
Erratum	Errata
13 Medium ✓	Media
Memorandum	Memoranda or memorandums
Stratum (layer of rock etc., in the earth's crust)	Strata or stratums
d) <u>Words ending in - ex, ix, is, form plural in 'es':</u>	
<u>Singular</u>	<u>Plural</u>
Apex (highest point)	Apexes or apices
Index (point that indicates)	Indexes or indices
Appendix-(a subsidiary addition)	Appendixes or appendices
Axis	Axes
Amanuensis (a coping secretary)	Amanuenses
Analysis	Analyses
Basis	Bases
Crisis	Crises
Ellipsis	Ellipses
Hypothesis - (a proposition assumed for the sake of argument)	Hypotheses
Oasis	Oases

Parenthesis	Parentheses
Synopsis (summary)	Synopses
Thesis	Theses
e) <u>Words ending in 'on' a form plural in 'a':</u>	
14 Automaton - Automata ✓	
15 Criterion - Criteria ✓	
Phenomenon - Phenomena	
f) <u>Words ending in 'u' form plural in 'x':</u>	
<u>Singular</u>	<u>Plural</u>
Beau (man who pays great attention to women)	Beaux (beaus)
Bureau	Bureaux (bureaus)
Plateau	Plateaux (plateaus) ✓
Tableau	Tableaux
11. <u>Names and their polite titles have plural forms:</u>	
<u>Singular</u>	<u>Plural</u>
Miss John	The Miss Johns, The Misses John
Mrs. Peter	The Mrs. Peters
Mr.	Messrs
Mrs	Mesdames
12. <u>Letters and Figures have Plural forms:</u>	
<u>Singular</u>	<u>Plural</u>
M. A.	M. A's
B.Ed	B. Ed's
M.L.A.	M.L.A's
1950	1950's
(But sometimes the apostrophe is omitted :)	
V.I.P.	V.I.P.s
M.A.	M.A.s
M.P.	M.P.s



## M.L.A

13. Nouns like deer, sheep, air craft, counsel, (barrister) swine, series, species, cod - (a large sea fish with white flesh) grouse - (a bird with a fat body and feathers on its legs) salmon - (a large fish with silver skin and pink flesh) trout - (a common fresh water fish) means, innings - (in cricket, a period of time in a game during which a team or a single player is batting) gallows - (structure on which people are killed by hanging) off spring, chassis and nationality names like Chinese, Japanese, Portuguese, Swiss, etc. are both singular and plural.

14. The following nouns are used only in the singular form, though they have Plural sense:

Drapery, imagery, machinery, poetry, scenery, stationery, statuary, furniture, clothing, gossip, advice, corn, grain, news, and bunting - (coloured paper or flag) (These words naturally take singular verbs after them).

15. A pair of, when applied to things where the constituents are always thought of together (scissors, shears, shoes, gloves, trousers, pantaloons, tongs, bellows, etc.) is singular. (If we omit the words 'a pair of', and merely use the plural word, plural verb must be used.)

16. The following nouns have always a plural tendency.

Draughts (game) billiards, mumps, measles, annals, thanks, tidings, premises, wages, nuptials, assets, ashes, lodgings savings, and belongings.

17. Some collective nouns 'singular in form', are used as plural.

Cattle, people, gentry, poultry, crowd, clergy, folk, police, etc.

18. Certain subjects of study are plural in form, but singular in meaning.

Mathematics, physics, politics, economics, civics, electronics, etc.

Change the nouns of the following sentences in to plural, where possible.

1. This ring is very expensive.
2. The servant is not responsible.
3. A passer-by saw the culprit.
4. My brother-in-law- is not rich.
5. He bought a cheap car.
6. That man is a charlatan.

## M.L.A.s

7. What is the criterion for selection.
8. His friend likes watching T.V. and listening the good music.
9. My servant is a trustworthy fellow.
10. He has a mill in this town.
11. He is a friend of the wicked man.
12. He is not responsible for the disease.
13. Her pen is here.
14. A crisis is seen in the campus of the college.
15. A notorious lady was my neighbour.
16. If you kick the dog it will bite you.
17. He has advertised for a maid - servant.
18. The miserable person longs for care and affection.
19. He told a good story.
20. The oldman drinks wine.
21. He is a very good actor.
22. The ox is not a useful animal.
23. She doesnot drink milk.
24. The gardener enjoys his work.
25. He bought a pen and book.

2. Here is a school to study.
3. This room is to let.
4. This is the time to study.

d) To qualify a sentence.

eg: 1. To tell the truth, she cannot be depended upon.

2. To be frank, I don't follow him.
3. She was horrified, so to speak.

(When the infinitive is thus used to qualify a noun, verb or adjective it is called gerundial or qualifying infinitive.)

Forms of the to-infinitive.

<u>Tense</u>	<u>Active</u>	<u>Passive</u>
1. simple present	to help	to be helped.
2. Present continuous	to be helping	-----
3. Present perfect	to have helped	to have been helped.
4. Present perfect continuous	to have been helping.	-----

1. There are a number letters to be written. (Present Passive)
2. We are happy to have received the letters. (Perfect Active)
3. She is believed to be studying at St. Thomas college. (Present Continuous)
4. I hope to be studying my lessons in two weeks time. (Present Continuous)
5. The idle student pretended to have been listening to the radio. (Perfect Continuous)

## CHAPTER - 19

### AGREEMENT OF THE VERB AND THE SUBJECT

A verb must agree with its subject in number and person. In this connection the following points are to be remembered.

1. The present tense of most English verbs (for third person singular subject) ends in - 's', but there is no - 's' on the third person plural.
- He drinks water.                      John likes swimming.  
They drink water.                     Rama and Mary like swimming.

The chief exceptions to this rule are *he is - they are*, where different words are used, and *he does - they do, he goes - they go*, where the singular ending is not -s, but -es, because the previous letter is a vowel. *Can, may, must* and *ought*, and the auxiliaries *will* and *shall* do not have -s on either the singular or the plural.

She will do it if you ask her.  
They will do it if you ask them.

But when *will* is a full verb, and not an auxiliary, it follows the rule for most other verbs, and takes the ending -s on the third person singular.

Whatever God wills, man cannot alter.

In verbs that end in *y* preceded by a consonant (fly, try, pity, study, etc.) the *y* is changed to an *i* and -es is added.

1. A crow flies. (fly)
2. He tries. (try)
3. She pities the poor child. (pity)
4. He studies. (study)

2. When the subject is *one of*, followed by a plural noun (one of the students, one of the employees, etc.), the verb is singular, to agree with *one*. There is often a temptation to make it agree with the plural noun that immediately precedes it, but this is incorrect.

1. One of the ministers *lives* next door to my uncle. (not *live*)
2. One of my sisters *has* a fine collection of postage stamps. (not *have*)
3. One of my students *is* a bishop.
4. One of the students *has* lost his umbrella.

3. If a clause or any other long group of words separates the subject from the verb, special care is necessary to remember the actual subject -



word and to make the verb agree with it.

1. *All the boxes* which have been placed on that table by the window *need* re-binding.

2. *The radio* which he gave my children *works* perfectly.

3. *The books* which my professor *has given* him are very important.

4. *The man* who was helped by the principal *is* a pious fellow.

4. When the subject is the formal *there* the verb agrees with the *real* subject that follows it.

1. *There is* no reason to doubt her sincerity.

2. *There are* forty pupils in our class.

3. *There was* a heavy rain last night.

4. *There is* a railway accident.

5. Normally, when a subject consists of two or more nouns, it has the force of a plural, and takes a plural verb.

1. Rama and John *have gone* for a holiday.

2. Barley, wheat, millet and rice *are* cereals.

3. George and his sister *work* hard.

4. Both you and I *are* not intelligent.

But when two or more nouns represent a compound name of one thing, then the compound is thought of as singular, and takes a singular verb.

Bread and butter *is* a wholesome food.

There *is* eggs and bacon for breakfast.

6. When a plural number applies to distances, weights, heights or amounts of money, and represents a single figure or quantity, it is treated as a singular and takes a singular verb.

1. Twenty pounds *is* a lot of money. (not *are*)

2. Fifty miles *is* not a long distance. (not *are*)

3. One gram of gold *costs* two thousand rupees. (not *cost*)

7. If the title of a literary work, or the name of a house or a hotel, is plural, for purposes of agreement it is treated as singular, since it is only one title or one building.

1. *The murchant of venice* was written by Shakespeare.

2. *Elegy written in the country church yard* *is*, a great work of Thomas Gray.

3. *The old man the sea* was written by Hemingway.

8. When two singular subjects are joined by *,or, either.....or, neither nor,* the verb is singular.

1. Mary or Susan *goes* to church every Sunday.

2. Either the old man or the boy *has seen* the beggar.

3. Neither Mathews nor his son *has* passed.

4. Either Mary or Rama *is* playing now.

**But when two plural subjects are joined, the verb is plural**

1. The actors and directors *are facing* the realities.

2. Either mangoes or oranges *have been* sold.

3. Neither the singers nor the dancers *have succeeded*.

4. Either the painters or the drivers *have applied* for the posts.

When a singular subject and a plural subject are joined the verb agrees with the subject nearer to the verb.

1. Mary or her brothers *go* to church every Sunday.

2. Either the boys or the old man *is* to blame.

3. Neither Mary nor the oldmen *have helped* them.

4. Rama or his brothers *are playing* now.

9. When two subjects are joined by *'as well as' 'rather than', 'more than',* and *'as much as'* the verb agrees with the first subject.

1. John as well as his friends *has studied*.

10. When two subjects are joined by *with, along with, together with, in the company of, in addition to, besides and accompanied by,* the verb agrees with the first subject.

1. Mary with her children *is sleeping* now.

2. The priests together with the bishop *have gone* to church.

11. Collective nouns such as a group (of things) a crowd (of people), a herd (of cattle), a flock (of sheep), a regiment (of soldiers), a congregation (of worshippers) are usually singular even when followed by the adjunct, and therefore generally take a singular verb.

1. A crowd of agitators *was* blocking the traffic.

2. A congregation of worshippers *was* going Jerusalem.
3. A herd of cattle *was* grazing in the field.
4. A regiment of soldiers *faces* the enemies.

But a plural verb may be used if we think of the members of the group individually.

1. A herd of cattle *were* straying all over the road.
2. The congregation *are* expected to leave by the nearest exit.
12. 'Class' nouns such as clothing, food, furniture, crockery, cutlery, stationery, luggage and foot wear are singular, and must therefore take a singular verb.
  1. The clothing *is* good to be used.
  2. The stationery *was* not good.
  3. The furniture *has* to be sold.
  4. The food *costs* seven rupees.
  5. The luggage *was* carried by the man.
  6. The machinery *has* cost a huge amount.
13. More than one is used as singular.
  1. More than one girl *has* succeeded.
14. Many a has a singular verb.
  1. Many a problem *was* solved.
  2. Many a life *has* been lost.
15. A pair of, when applied to things where the two components are always thought of together (scissors, shears, shoes, gloves, trousers) is singular.
  1. The pair of shears *belong* to Mathews.
  2. A pair of shoes *was* stolen by the thief.
  3. A pair of trousers *is* good for him.
  4. A pair of gloves *costs* one hundred rupees.
16. Plural verb can be used for plural word if the words 'a pair of' are omitted.
  1. Those gloves *belong* to them.
  2. His scissors *have been* stolen.
  3. Her shears *were* stolen.
  4. Their trousers *were* torn.
17. Each and every take singular verb.
  1. Each man *works* hard.
  2. Every man *has* good ideas.

18. One of, each of, every one of, either of, and neither of + plural noun or pronouns = singular verb.

1. One of the girls *has* lost her pencil.
2. Each of them *works* hard.
3. Every one of them *is* known to her.
4. Either of them *is* her paramour.
5. Neither of them *has* failed.
19. People and cattle are plural.

1. People *like* delicious food.

2. The cattle *are* grazing in the field.

20. The nouns like, news, measles, billiards, Algiers, Athens, Brussels, Flanders, Marseilles, Naples, Wales, The United Nations, and The United States of America have a plural in ending but are singular in number, hence take singular verbs.

1. The news *is* too bad to be accepted.
2. Measles *is* a dangerous disease.
3. Athens *is* the birth place of democracy.
4. Billiards *is* familiar to the English.
5. The United Nations *is* our hope.
6. The United States *is* the most powerful nation.

21. 'A good deal of', 'and a great deal of' are used in the singular.

1. A good deal of time *has been* wasted on the issue.
2. A great deal of importance *is* given to his presence.

22. All, some, half, a lot of, plenty of and most of, have singular verbs if (when) they denote amount or quantity; but plural when they denote number.

1. All the wine *was* good.
2. All (of) the oranges *are* sold.
3. Some of the money *was* deposited.
4. Some of the students *have* come.
5. Half (of) the time *has been* utilised.
6. Half (of) the sheets *were* damaged.
7. A lot of people *prefer* rice to wheat.
8. A lot of work *has been* done.



9. There *are* plenty of chances for the honest people.

10. There *is* plenty of room in the front row.

11. Most of the water *is* not good.

13. Most of the students *were* boys.

14. Some of the water *was* wasted.

15. Some of the boys *are* not good.

23. Nouns like aesthetics, acoustics (science of sound), economics, ethics, genetics, linguistics, mathematics, mechanics, metaphysics, phonetics, physics, politics, and statistics, (ending in 'ics') take singular verbs, when they are subject names.

1. Physics *is* an important subject.

2. Ethics *has* to be practised in life.

3. Mathematics *is* her favourite subject.

4. *Is* phonetics an interesting subject?

5. Economics *is* the science of wealth.

(When mathematics means mathematical calculations, and economics means economic facts, the words are plural.)

1. His mathematics *are* correct.

2. The economics of the project *have* to be considered.

24. Nouns end in (-e) 's' like series, species, gallows, barracks, means, alms, works, head quarters, innings, whereabouts, etc., are both singular and plural.

1. She has delivered several series of lectures for them.

2. In the past gallows were erected in public places.

3. India's first innings was very short.

4. A new series of stamps are issued.

5. There is no means of achieving racial equality.

25. The word clothes is always plural. It has no singular form.

1. All the clothes *are* dirty.

2. Old clothes *were* destroyed.

26. Certain nouns like deer, sheep, (air)craft barrister, and nationality names like Chinese, Japanese, Portuguese, Swiss, etc., are both singular and plural.

1. A deer/sheep is grazing in the valley.

2. A Portuguese/Two Portuguese have arrived in the village.

27. When two singular nouns refer to the same idea or same person, a singular verb is used.

1. Time and tide *waits* for no man.

2. Truth and beauty *goes* together.

28. When a sum of money considered as a whole, the singular verb is used. When the subject is a sum of money and the reference is to the bills or coins considered separately, the plural verb is used.

1. A thousand rupees *is* not a small sum.

2. A thousand rupees *were* distributed among the poor.

3. Two hundred rupees *is* his fee for drafting a petition.

4. Two hundred rupees *have been* collected from the audience.

29. *What* as a relative pronoun may take a singular or plural verb.

1. What *is* the matter.

2. We can see what *appear* to be tall trees.

30. The determiners *this* and *that* go with singular nouns and *these* and *those* with plural nouns.

1. This man speaks Malayalam better than these women.

2. That man is no more wicked than those women.

## CHAPTER - 20

### TENSE

Tense of a verb shows the time of action or event. There are three main divisions of time, namely 1. Present 2. Past and 3. Future.

A verb that refers to present time is said to be in the present tense.

eg: 1. He walks. 2. He writes. 3. I write. 4. I walk.

A verb that refers to past time is said to be in the past tense.

eg: 1. He walked. 2. He wrote. 3. I wrote. 4. I walked.

A verb that refers to future time is said to be in the future tense.

eg: 1. He will walk. 2. He will write. 3. I shall write. 4. I shall walk.

#### PRESENT TENSE

	Singular Number	Plural Number
I Person	I write.	We write.
II Person	You write.	You write.
III Person	He writes.	They write.

#### PAST TENSE

	Singular Number	Plural Number
I Person	I wrote.	We wrote.
II Person	You wrote.	You wrote.
III Person	He wrote.	They wrote.

#### FUTURE TENSE

	Singular Number	Plural Number
I Person	I shall write.	We shall write.
II Person	You will write.	You will write.
III Person	He will write.	They will write.

Each tense has four different aspects (forms).

#### 1. Present tense:

Present tense has four forms namely simple present or present indefinite, present continuous, present perfect and present perfect continuous.

##### Formation of present tenses - Active voice

1. Simple present or present indefinite.

Notice the table of the verbs *study* and *help*.

1. I study. 2. We study. 3. He studies. (stud(y) + ies) 3. You study. 4.

They study. 5. It studies. (stud(y) + ies)

1. I help. 2. We help. 3. She helps. (help + s) 4. You help. 5. They help. 6. It helps. (help + s)

2. **Present continuous** (= is/am/are + root of verb + ing)

1. I am studying. (study + ing) 2. We are studying. 3. He is studying. 4. You are studying. 5. They are studying. 6. It is studying.

1. I am helping. (help + ing) 2. We are helping. 3. He is helping. 4. You are helping. 5. They are helping. 6. It is helping.

3. **Present perfect** (=has/have + past participle of the root of verb.

{ (base - past - past participle)  
study - studied - studied }

1. I have studied. 2. We have studied. 3. He has studied. 4. They have studied. 5. You have studied. 6. It has studied.

1. I have helped. (help - helped - helped)  
2. He has helped. 3. They have helped. 4. You have helped.  
5. It has helped. 6. We have helped.

4. **Present perfect continuous** (=has been/have been + root of verb + ing)

1. I have been studying. 2. He has been studying.  
3. They have been studying. 4. You have been studying.  
5. It has been studying. 6. We have been studying.

1. I have been helping. 2. He has been helping. 3. They have been helping. 4. You have been helping. 5. We have been helping. 6. It has been helping.

##### Formation of present tense - Passive Voice

1. Simple present = subject + is/are/am + past participle of the root of verb.

2. Present continuous = subject + is/are/am + being + past participle of the root of verb.

3. Present perfect = subject + has/have + been + past participle of the root of verb.



## II. Formation of Past tense - Active voice

Notice the table of the verbs, *study* and *help*.

### 1. Simple Past

- |                          | (1) base | (2) past       | (3) past participle |
|--------------------------|----------|----------------|---------------------|
| 1. I <i>studied</i> .    | (study)  | <i>studied</i> | <i>studied</i>      |
| 2. We <i>studied</i> .   |          |                |                     |
| 3. They <i>studied</i> . |          |                |                     |
| 4. He <i>helped</i> .    |          |                |                     |
| 5. It <i>helped</i> .    |          |                |                     |
| 6. They <i>helped</i> .  |          |                |                     |

### 2. Past continuous (=was/were + root of verb + ing)

- I was studying. (study + ing)
- He was studying.
- It was studying.
- You were studying.
- We were studying.
- They were studying.
- I was helping. (help + ing)
- He was helping.
- It was helping.
- We were helping.
- They were helping.
- You were helping.

### 3. Past perfect (=had + past participle of the root of verb)

- He had *studied*. (study, studied, *studied*)
- I had *studied*.
- They had *studied*.
- It had *studied*.
- He had *helped*.
- They had *helped*.
- It had *helped*.
- You had *helped*.

### 3. Past perfect continuous (=had been + root of verb + ing)

- I had been studying.
- We had been studying.
- It had been studying.
- They had been studying.
- You had been studying.
- He had been studying.
- I had been helping.
- We had been helping.
- It had been helping.
- They had been helping.
- You had been helping.
- He had been helping.

### Formation of past tense - passive voice

- Simple past = subject + was/were + past participle of the root of verb.
- Past continuous = subject + was/were + being + past participle of the root of verb.
- Past perfect = Subject + had been + past participle of the root of verb.

## III. Formation of future tense - Active voice

Notice the table of the verbs *study* and *help*

### 1. Simple future (=will/shall + root of verb)

- I shall study.
- We shall study.
- They will study.
- You will study.
- He will study.
- It will study.
- I shall help.
- We shall help.
- They will help.
- You will help.
- He will help.
- It will help.

### 2. Future continuous (=will be/shall be + root of verb + ing)

- I shall be studying.
- We shall be studying.
- You will be studying.
- He will be studying.
- It will be studying.
- They will be studying.
- I shall be helping.
- We shall be helping.
- You will be helping.
- He will be helping.
- It will be helping.
- They will be helping.

### 3. Future Perfect (=will have/shall have + past participle of the root of verb)

- |                                 | 1 base | 2 past        | 3 past participle |
|---------------------------------|--------|---------------|-------------------|
| 1. I shall have <i>helped</i> . | (help) | <i>helped</i> | <i>helped</i>     |
| We shall have <i>helped</i> .   |        |               |                   |

- |                                  | 1 base  | 2 past         | 3 past participle |
|----------------------------------|---------|----------------|-------------------|
| 2. I shall have <i>studied</i> . | (study) | <i>studied</i> | <i>studied</i>    |

- We shall have studied.
- He will have studied.
- It will have studied.
- You will have studied.
- They will have studied.
- It will have helped.
- You will have helped.
- They will have helped.

### 4. Future perfect continuous (=will have been/shall have been + root of verb + ing)

- I shall have been studying.
- They will have been studying.
- You will have been studying.
- It will have been studying.
- We shall have been helping.
- They will have been helping.
- You will have been helping.
- It will have been helping.
- He will have been helping.
- We shall have been helping.

### Formation of Future Tense - passive voice

- Simple future = subject + will/shall + be + past participle of the root of verb)
- Future perfect = subject + shall/will + have been + past participle of the root of verb

## USES OF TENSES

### 1. Simple Present Tense

1. *The simple present tense is used to express a habitual action, a permanent truth, a regular happening, etc.*

1. The earth goes round the Sun.
2. He drinks tea every evening.
3. My watch always keeps bad time.
4. They go to church every Sunday.
5. Truth is beauty, beauty is truth.
6. Annam and Mathews get up every day at 4 O' clock.
7. The bank opens at 9 O' clock.
8. Fortune embraces the brave.
9. Heat expands, cold contracts.
10. Age and date is counted in Christian Era.
11. Five and five make ten.

2. *Simple present is used to express what is actually taking place at the present moment.*

1. See, how it rains.
2. Here comes the train. (= train is coming)
3. The child cries. (= the child is crying)
4. See, how she sings!

3. *Simple present is used to describe the past events in order to make the description seem more vivid or real. This is called (Historic present).*

1. Neopolitan's army now advances and bloody battle commences.
2. Immediately the Sultan hurries to the capital.
3. 'Soharb now rushes forward and deals a heavy blow to Rustam.
4. Neil Armstrong lands on the Moon at 12.30 a.m. He opens the door of the space craft and comes out of it.
5. Then the king arrives to restore peace in his kingdom.

4. *Simple present is used to indicate a future plan (which is already arranged)*

1. I go to Delhi next week.
2. They leave for Paris by the next flight.
3. They sail for Australia next month.
4. Rama weds Mary on Monday next.
5. *Simple present is used to quote authors whether living or dead.*
1. Thomas Gray says, "The paths of glory lead but to the grave."
2. Shakespeare says, "We are mere stuff made of dreams."
3. Shelly says, "We look before and after and pine for what is not."
6. *In conditional clauses, the simple present is used in the place of the simple future.*
1. If you kick the dog, it will bite you.
2. If you ask her, she will help you.
3. If it rains, he will not go.
4. If he weeps, she will love him.
7. *Simple present is used to summarise a story or describe an action in a dramatic manner.*

eg: 1. He takes the tea bag; he dips it in a cup of hot water; he mixes milk.

2. "Ben Johnson goes towards track. He runs".

(Simple present tense is usually associated with the words and expressions like 1. usually 2. always 3. generally 4. often 5. everyday 6. every month 7. every week 8. every year, every morning, every evening, etc.)

8. *Simple present tense can be used to describe a planned chain of actions or events in the future.*

"The President arrives at the airport at 4 p.m. tomorrow. Then he addresses the crew gathered there.

After that he moves to the Stadium and unveils the portrait of the great poet Kumaran Assan."

***Note the pattern of simple present tense of the verb 'to work'.***

Affirmative	Negative	Interrogative	Negative Interrogative
1. I work	I donot work	Do I work?	Do I not work?
2. You work	You donot work	Do you work?	Do you not work?



- |              |                  |               |                   |
|--------------|------------------|---------------|-------------------|
| 3. He works  | He does not work | Does he work? | Does he not work? |
| 4. We work   | We do not work   | Do we work?   | Do we not work?   |
| 5. You work  | You do not work  | Do you work?  | Do you not work?  |
| 6. They work | They do not work | Do they work? | Do they not work? |

## II. Present continuous tense

1. *Present continuous tense is used for an action happening now.*

1. It is raining (now).
2. Why are you playing football? (now)
3. He is sleeping now.
4. Look there, the scoundrel is beating the lady.

(The present continuous tense draws attention to the continuity of action. It is usually associated with adverbs or adverb phrases of present time such as now, at this moment, at present, etc.)

2. *Present continuous is used for a definite arrangement in the near future. (way of expressing one's immediate plans)*

1. I am going to the theatre tonight. (This would almost certainly imply that the tickets have been bought)
2. My daughter is coming from Europe next month. (I am eagerly waiting for her arrival.)

3. *Present continuous tense is used with 'always' for a frequently repeated action. (often one which annoys the speaker or seems unreasonable to him.)*

1. John is always going away for weekends. (this implies that he goes away very often, but it does not necessarily mean that he goes away every weekend. It is not a literal statement).

"Tom goes away every weekend. (a literal statement - simple present)

4. *Present continuous tense is used to describe an action going on over a period of time, including the present, but may not be going on at the time of speaking.*

eg: 1. (These days) She is learning Spanish.

2. (Nowadays) He is working in a bank.

There are some verbs which are not normally used in the present continu-

ous forms.

The verbs which are not normally used in the present continuous are: = suppose, understand, remember, trust, agree, hear, see, smell, wish, desire, love, hate, want, forget, know, seem, have (possess) belong, etc.

Pattern of present continuous tense of the verb: 'to work'.

<u>Affirmative</u>	<u>Negative</u>	<u>Interrogative</u>
1. I am working.	I am not working.	Am I working?
2. You are working.	You are not working.	Are you working?
3. He is working.	He is not working.	Is he working?
4. We are working.	We are not working.	Are we working?
5. You are working.	You are not working.	Are you working?
6. They are working.	They are not working.	Are they working?

## III. Present perfect

1. *Present perfect tense is used for an action just completed; finished or just done. (Near to the present time or a little time back)*

eg: 1. He has just finished the work.

2. Mary has just gone out.

3. I have written a letter today.

4. He has applied for leave of absence.

2. *Present perfect is used to denote an action which began sometime in the past and has continued up to the present.*

eg: 1. We have studied in this Seminary for several years.

2. He has lived here for five years. (He still lives here)

3. He has been ill since yesterday. (He is still ill)

4. I have always wanted to learn the method of teaching.

5. I have read all the 154 sonnets of Shakespeare.

3. *Present perfect is used to describe a past action the time of which is neither indicated nor definite.*

eg: 1. He has disturbed her several times.

2. Have you seen the ghost of Caesar?

3. I have visited the U.K. and the U.S.A.

4. They have passed the examination.

(No definite point of time should be mentioned after the present perfect. If we have to mention the definite point of time, use simple past.)

eg: 1. I have written to her yesterday. (wrong)

I wrote to her yesterday. (right)

2. They have passed the examination last week. (wrong)

They passed the examination last week. (right)

(Certain adverbs of time like, ever, always, never, constantly, etc., can be used along with the present perfect as the context demands.)

eg: 1. I have never seen this picture before.

2. Have you ever been to Delhi?

3. They have constantly eluded the police.

4. He has always been a ruffian.

#### IV. Present perfect continuous

1. *The present perfect continuous tense is used to describe an action that started at sometime in the past, which has been going on till now and is still continuing.*

eg: 1. She has been swimming since 4 a.m. (She is still swimming.)

2. They have been playing since 5 p.m. (They are still playing.)

3. She has been staying in the women's hostel. (She is still staying.)

4. He has been living in Delhi since 1985. (He is still living.)

(In the present perfect continuous 'since' is used to indicate point of time, and 'for' to indicate period of time.)

eg: He has been studying since 4 a.m.

He has been studying for five hours.

(The words since, for, just, already, yet and recently, are usually associated with the present perfect and perfect continuous tenses)

### PAST TENSE

#### 1. Simple Past

1. *Simple past is used to describe an action took place at definite time in the past.*

1. I met him yesterday.

2. I received his letter four weeks back.
3. He went to the public library yesterday.
4. The steamer sailed yesterday.

2. *Simple past is used to denote a single act in the past.*

1. Ravi scored twenty runs.
2. Mark Antony spoke very eloquently.
3. The cow stood on two legs.
4. Caesar defeated Pompey at Parsalia.

3. *Simple past is used to denote past habits.*

1. Bernard Shaw always stressed the importance of sincerity when ever he spoke to people.
2. In her youth Cleopatra took (used to take) exercise everyday.
3. Scottish Kings were crowned (used to be crowned) at Scone.
4. Abraham Lincoln worked (used to work) in a post office before he became a political leader.

4. *Simple past is used to denote when the time is asked.*

1. When did you meet him?
2. When did Mathews visit Annam?
3. When did you go home?
4. When did you post that letter?

5. *Simple past is used to denote an action going on in the past.*

eg: 1. While she danced (= were dancing) he sang.

2. While she ate (was eating) he drank.

(The phrase used to + verb is some times used in the place of simple past tense to express action which was a past habit.)

eg: 1. Queen Elizabeth I used to read the Bible every morning

2. James Watt used to conduct experiments during scholastic days.

#### Simple past tense of the verb 'to sing'

<u>Affirmative</u>	<u>Negative</u>	<u>Interrogative</u>	<u>Negative Interrogative</u>
1. I sang.	I did not sing.	Did I sing?	Did I not sing?
2. You sang.	You did not sing.	Did you sing?	Did you not sing?
3. He sang.	He did not sing.	Did he sing?	Did he not sing?
4. We sang.	We did not sing.	Did we sing?	Did we not sing?
5. You sang.	You did not sing.	Did you sing?	Did you not sing?



6. They sang. They did not sing. Did they sing? Did they not sing?

## 2. Past continuous

1. *Past continuous is used to describe an action going on at a point of time or over a period of time in the past.*

eg: 1. She was singing a song at that time.

2. Were they hiding themselves in the bathroom?

3. I was sleeping the whole day.

4. At 4 p.m. that morning I was playing cricket.

2. *Past continuous tense is used to describe an action which was in progress when another took place.*

1. When he came Mary was dancing.

2. They were sleeping when thief entered the room.

3. It rained while the boys were playing football.

4. While I was walking along the road I met the old man.

## 3. Past Perfect

1. *The past perfect tense denotes an action completed at some point in the past before some other past action commenced. (If there are two actions in the past have to be referred to, the past perfect is used for the earlier action, and the simple past for the latter one.)*

eg: 1. When I reached the station the train had left.

2. She had worked hard, so she passed.

3. Rahul had taken two wickets before rain interrupted the play.

4. Mary had not finished cooking when her brother arrived.

5. The murderer had run away before the police arrived.

## 4. Past perfect continuous

Past perfect continuous tense is used to describe an action which started at sometime in the past and continued till a later time in the past when another took place.

eg: 1. They had been studying in the Seminary for four years before I helped them.

2. The Chief Minister had been speaking for two hours when trouble started.

3. She had been writing continuously for five hours when the lights

went out.

4. The war had been going on for two years when Hari applied for leave.

## FUTURE TENSE

### 1. Simple future - Future indefinite

Simple future tense is used to denote an action or event which is still to take place.

1. She will certainly apply for the post.

2. I shall speak about the matter tomorrow.

3. Will you buy a new house in the city?

4. They will visit the Chief Minister on Friday next.

5. They will go to Delhi tomorrow.

(going to is also an indication of future. The difference between simple future and 'going to' is that 'going to' is used to denote intention)

eg: 1. I am going to ask the students to bring note books tomorrow.

2. They are going to inform them to study those lessons.

### 2. Future continuous tense

The future continuous tense is used to represent an action going on sometime in the future, (for representing events that are planned.)

eg: 1. We shall be studying Latin this year.

2. They will be assembling at the chapel this morning.

3. By this time next month they will be studying law.

4. She will be having a nap in the evening.

5. The members will be meeting next week to discuss various issues.

### 3. Future perfect

Future perfect tense is used to describe an action that will be completed at a given point of time in future.

eg: 1. By the end of this March they will have completed the work.

2. We shall have completed half the course by Christmas.

3. I will have finished the article by tomorrow morning.

4. She will have applied for the post by next week.

### 4. Future perfect continuous

Future perfect continuous tense is used to describe an action that will

be in progress for sometime and will be continuing until a certain point of time in the future.

- eg: 1. By next Christmas we shall have been studying at M.S.O.T. Seminary for five years.  
2. Deelip will have been acting in films for fifteen years before the end of this year.

## CHAPTER - 21

### THREE FORMS OF VERB

The principal forms of a verb are (1) Present tense = root, (2) Past tense = 2<sup>nd</sup> form, and (3) Past Participle = 3<sup>rd</sup> form.

The following examples show that there is no single rule by which different verbs are governed for the formation of the Past Tense and the Past Participle.

Present Tense (root)    Past Tense (2<sup>nd</sup> form)    Past Participle (3<sup>rd</sup> form)

1. Believe	Believed	Believed
2. Agree	Agreed	Agreed
3. Begin	Began	Begun
4. Know	Knew	Known
5. Go	Went	Gone
6. Sell	Sold	Sold
7. Teach	Taught	Taught
8. Set	Set	Set
9. Put	Put	Put

Present Tense )	Past Tense	Past Participle
1. Abide	Abode	Abode
2. Arise	Arose	Arisen
3. Awake	Awoke (Awaked)	Awoke (Awaked)
4. Bear (produce; give birth to)	Bore	Born; Borne
5. Bear (carry)	Bore	Born, Borne
6. Beat	Beat	Beaten
7. Beget (generate offspring, to cause)	Begot	Begotten
8. Begin	Began	Begun
9. Behold	Beheld	Beheld, Beholden
10. Bereave (to deprive, esp, by death)	Bereft	Bereft, Bereaved
11. Beseech	Besought	Besought
12. Bid	Bade, bid	Bidden, Bid



13. Bend	Bent	Bent
14. Bind	Bound	Bound, Bounden
15. Bite	Bit	Bitten, Bit
16. Bleed	Bled	Bled
17. Blow	Blew	Blown
18. Break	Broke	Broken
19. Breed	Bred	Bred
20. Bring	Brought	Brought
21. Build	Built	Built
22. Burn	Burnt	Burnt
23. Buy	Brought	Bought
24. Catch	Caught	Caught
25. Chide	Chid	Chidden, Chid
26. Choose	Chose	Chosen
27. Cleave (divide; split)	Clove, Cleft	Cloven, Cleft
28. Cleave (stick or adhere)	Cleaved	Cleaved
29. Cling	Clung	Clung
30. Clothe	Clad, Clothed	Clad, Clothed
31. Come	Came	Come
32. Creep	Crept	Crept
33. Deal	Dealt	Dealt
34. Dig	Dug	Dug
35. Do	Did	Done
36. Draw	Drew	Drawn
37. Dream	Dreamt, Dreamed	Dreamt, Dreamed
38. Drink	Drank	Drunk, Drunken
39. Drive	Drove	Driven
40. Dwell	Dwelt	Dwelt
41. Eat	Ate	Eaten
42. Fall	Fell	Fallen
43. Feed	Fed	Fed
44. Feel	Felt	Felt
45. Fight	Fought	Fought

46. Find	Found	Found
47. Flee	Fled	Fled
48. Fling	Flung	Flung
49. Fly	Flew	Flown
50. Flee	Fled	Fled
51. Forbear	Forbore	Forborne
52. Forbid	Forbade	Forbidden
53. Forget	Forgot	Forgotten
54. Forsake	Forsook	Forsaken
55. Freeze	Froze	Frozen
56. Get	Got	Got, Gotten
57. Gild (to coat with gold, to give bright aspect)	Gilt, Gilded	Gilt
58. Gird (to encircle or bind with a belt) (to gibe, to mock)	Girt, Girded	Girt
59. Give	Gave	Given
60. Go	Went	Gone
61. Have	Had	Had
62. Grind	Ground	Ground
63. Grow	Grew	Grown
64. Hang	Hanged	Hanged
65. Hang	Hung	Hung
66. Hew (to strike forcibly with a sword)	Hewed	Hewn, Hewed
67. Hide	Hid	Hidden, Hid
68. Hold	Held	Held
69. Keep	Kept	Kept
70. Kneel	Knelt	Knelt
71. Know	Knew	Known
72. Lead	Led	Led
73. Lean	Leaned, Leant	Leaned, Leant
74. Learn	Learnt, Learned	Learnt, Learned

75. Leave	Left	Left
76. Lend	Lent	Lent
77. Lie	Lied	Lied
78. Lie	Lay	Lain
79. Lay	Laid	Laid
80. Light	Lit, Lighted	Lit, Lighted
81. Lose	Lost	Lost
82. Make	Made	Made
83. Mean	Meant	Meant
84. Meet	Met	Met
85. Melt	Melted	Melted, Molten
86. Mow	Mowed	Mown
87. Pay	Paid	Paid
88. Rend (to separate in to parts with force or violence)	Rent	Rent
89. Ride	Rode	Ridden
90. Ring	Rang	Rung
91. Rise	Rose	Risen
92. Rot	Rotted	Rotted, Rotten
93. Run	Ran	Run
94. Say	Said	Said
95. See	Saw	Seen
96. Seek	Sought	Sought
97. Sell	Sold	Sold
98. Send	Sent	Sent
99. Sew	Sewed	Sewn
100. Shake	Shook	Shaken
101. Shape	Shaped	Shaped
102. Shave	Shaved	Shaved, Shaven
103. Shear (to cut something, to remove by cutting)	Sheared	Shorn, Sheared
104. Shine	Shone	Shone

105. Shoe	Shod	Shod
106. Shoot	shot	Shot
107. Show	Showed	Shown, Showed
108. Shrink	Shrank	Shrunk
109. Sing	Sang	Sung
110. Sink	Sank	Sunk
111. Sit	Sat	Sat
112. Slay	Slew	Slain
113. Sleep	Slept	Slept
114. Slide	Slid	Slid
115. Sling	Slung	Slung
116. Slink (to move or go in a furtive manner)	Slunk	Slunk
117. Smell	Smelt	Smelt
118. Smite (to strike or hit hard)	Smote	Smitten
119. Sow	Sowed	Sown
120. Speak	Spoke	Spoken
121. Speed	Sped	Sped
122. Spell	Spelt	Spelt
123. Spend	Spent	Spent
124. Spill	Spilt	Spilt
125. Spin	Spun	Spun
126. Spoil	Spoilt, Spoiled	Spoilt, Spoiled
127. Spring	Sprang	Sprung
128. Stand	Stood	Stood
129. Steal	Stole	Stolen
130. Stick	Stuck	Stuck
131. Sting (to prick or wound with a sharp pointed, often venom-bearing organ)	Stung	Stung
132. Stink (to emit a strong	Stank	Stunk



offensive smell)

133. Strew	Strewed	Strēwn
134. Stride	Strode	Stridden, Strid
135. Strike	Struck	Struck
136. String	Strung	Strung
137. Strive	Strove	Striven
138. Swear	Swore	Sworn
139. Sweep	Swept	Swept
140. Swell	Swelled	Swollen
141. Swim	Swam	Swum
142. Swing	Swung	Swung
143. Take	Took	Taken
144. Teach	Taught	Taught
145. Tear	Tore	Torn
146. Tell	Told	Told
147. Think	Taught	Taught
148. Thrive	Throve, Thrived	Thriven, Thrived
149. Throw	Threw	Thrown
150. Tread	Trod	Trodden
151. Wake	Woke	Woke, Woken
152. Wash	Washed	Washed
153. Wear	Wore	Worn
154. Weave	Wove	Woven
155. Weep	Wept	Wept
156. Win	Won	Won
157. Wind	Wound	Wound
158. Work	Worked, Wrought	Worked, Wrought
159. Wring	Wrung	Wrung
160. Write	Wrote	Written
161. Writhe	Writhed	Writhed

Some verb which remain the same in all the three forms

Present Tense	Past Tense	Past Participle
1. Burst	Burst	Burst

2. Cast	Cast	Cast
3. Cost	Cost	Cost
4. Cut	Cut	Cut
5. Hit	Hit	Hit
6. Hurt	Hurt	Hurt
7. Let	Let	Let
8. Put	Put	Put
9. Read	Read	Read
10. Rid	Rid	Rid
11. Set	Set	Set
12. Shed	Shed	Shed
13. Shred <i>leaves</i>	Shred, Shredded	Shred, Shredded
14. Shut	Shut	Shut
15. Slit (make a long cut)	Slit	Slit
16. Spit	Spit, Spat	Spit, Spat
17. Split	Split	Split
18. Spread	Spread	Spread
19. Sweat	Sweat	Sweat
20. Thrust	Thrust	Thrust
21. Bet	Bet	Bet
22. Quit	Quit, Quitted	Quit, Quitted
23. Knit	Knit, Knitted	Knit, Knitted
24. Wed	Wed, Wedded	Wed, Wedded

## CHAPTER - 22

### ACTIVE VOICE AND PASSIVE VOICE

1. She reads the Bible everyday. (Active Voice)
2. The Bible is read by her every day. (Passive Voice)

The meaning of both sentences is the same, but the sentence structure is different. In the first case the doer is the subject of the sentence. In the second case the object (the sufferer of action) becomes the subject. The first sentence illustrates the use of the verb in the active voice. The second illustrates the use of the same verb in the passive voice.

(Simple present passive verb = is/am/are + past participle.)

1. The old man helps the boy. (Active Voice)
2. The boy is helped by the old man. (Passive Voice)
3. The postman delivers letters. (Active Voice)
4. The letters are delivered by the postman. (Passive Voice)
5. The teacher tells many stories. (Active Voice)
6. Many stories are told by the teacher. (Passive Voice)
7. The peon opens the gate. (Active Voice)
8. The gate is opened by the peon. (Passive Voice)
9. The lecturer takes the roll - call. (Active Voice)
10. The roll - call is taken by the lecturer. (Passive Voice)

A verb is in the Active Voice when it tells us what the subject does; it is in the passive voice when it tells us what is done to the subject; or what the subject suffers - (object). It should be noted that when the subject, who is the doer of the action, is to be made prominent, the active voice should be preferred. It is when the subject is vague or when we do not care to

mention the subject; or when the action is to be made prominent that the passive voice is used. In such cases the use of the expression 'by so and so', is to be avoided. A passive sentence which needs the expression 'by so and so', is better written in the active voice.

Examine the following.

1. Someone has picked her pocket. (Active)
2. Her pocket has been picked. (Passive)
3. People say that there will be another famine in Sudan. (Active)
4. It is said that there will be another famine in Sudan. (Passive)
5. We hope that now the workers will call off the strike. (Active)
6. It is hoped that the strike will now be called off. (Passive)
7. They say that there are living beings on Mars. (Active)
8. It is said that there are living beings on Mars. (Passive)
9. Circumstances obliged her to resign her post. (Active)
10. She was obliged to resign her post. (Passive)
11. The police gave him a reward of Rs. 1000/-. (Active) (by....justified)
12. He was given a reward of Rs. 1000/- by the police. (Passive)
13. Rash driving causes many accidents. (Active)
14. Many accidents are caused by rash driving. (Passive)

(by....justified)

(It is hoped, it is said, it must be born in mind, it has been decided, it is generally agreed, etc., are used for some common passive openings.)

(Examine these sentences)

1. Mathew gave her a present. (Active)



2. She was given a present by Mathew. (Passive)  
A present was given to her by Mathew. (Passive)
3. Jesus Christ taught us the lesson of love. (Active)
4. We were taught the lesson of love by Jesus Christ. (Passive)  
The lesson of love was taught to us by Jesus Christ. (Passive)

The verbs (the verbs of active voice) have two objects each - the one direct and the other indirect. Therefore each sentence can be changed in to the passive in two ways. Either of the objects can be made the subject of the passive verb and the other can be retained as an object.

#### Present Continuous.

(Present continuous passive verb = is/are/am + being + past participle)

1. They are writing letters. (Active)
2. Letters are being written by them. (Passive)
3. The ruffian is disturbing the damsel. (Active)
4. The damsel is being distributed by the ruffian (Passive)
5. We are not helping the helpless people. (Active)
6. The helpless people are not being helped by us. (Passive)
7. He is teaching us the doctrine of non-violence. (Active)
8. The doctrine of non-violence is being taught to us by him. (Passive)
9. We are being taught the doctrine of non violence by him. (Passive)

#### Present Perfect

(Present perfect passive verb = has been/have been + past participle)

1. They have written many letters. (Active)

2. Many letters have been written by them. (Passive)
3. The ruffian has disturbed the damsel. (Active)
4. The damsel has been disturbed by the ruffian. (Passive)
5. We have not helped the helpless people. (Active)
6. The helpless people have not been helped by us. (Passive)
7. He has taught us the doctrine of non violence. (Active)
8. The doctrine of non-violence has been taught to us by him. (Passive)
9. We have been taught the doctrine of non-violence by him. (Passive)
10. He has scolded the naughty boy. (Active)
11. The naughty boy has been scolded by him. (Passive)

(Present perfect continuous verb = has been being/ have been being + past participle)

1. The ruffian has been disturbing the damsel. (Active)
  2. The damsel has been being disturbed by the ruffian. (Passive)
- (Passive form is not commonly used for present perfect continuous.)

#### Simple Past

(Simple past passive verb = was/were + past participle)

1. The old man helped the boy. (Active)
2. The boy was helped by the old man. (Passive)
3. The post man delivered letters. (Active)
4. Letters were delivered by the post man. (Passive)
5. The peon opened the gate. (Active)
6. The gate was opened by the peon. (Passive)

7. He taught us the doctrine of non-violence. (Active)
8. The doctrine of non-violence was taught to us by him. (Passive)
9. We were taught the doctrine of non-violence by him. (Passive)
10. He scolded the naughty boy. (Active)
11. The naughty boy was scolded by him. (Passive)

### Past Continuous

(Past continuous passive verb = was being/were being + past participle)

1. The old man was helping the boy. (Active)
2. The boy was being helped by the old man. (Passive)
3. The postman was delivering letters. (Active)
4. Letters were being delivered by the postman. (Passive)
5. He was telling absurd stories. (Active)
6. Absurd stories were being told by him. (Passive)
7. He was teaching us the doctrine of non-violence. (Active)
8. The doctrine of non-violence was being taught to us by him. (Passive)
9. We were being taught the doctrine of non-violence by him.  
(Passive)

10. He was scolding the naughty boy. (Active)
11. The naughty boy was being scolded by him. (Passive)

### Past Perfect

(Past perfect passive verb = had been + past participle.)

1. The old man had helped the boy. (Active)
2. The boy had been helped by the old man. (Passive)

3. The postman had delivered letters. (Active)
4. Letters had been delivered by the postman. (Passive)
5. He had told an absurd story. (Active)
6. An absurd story had been told by him. (Passive)
7. { He had given me a pen. (Active)
8. { A pen had been given to me by him. (Passive)
9. { I had been given a pen by him. (Passive)
10. He had scolded the boy. (Active)

11. The boy had been scolded by him. (Passive)

(Past perfect continuous is not used in passive voice.)

### Simple Future

(Simple future passive verb = will be/shall be + past participle)

1. { The oldman will support the boy. (Active)
2. { The boy will be supported by the old man. (Passive)
3. { The post man will deliver letters. (Passive)
4. { Letters will be delivered by the postman. (Passive)
5. { He will tell an absurd story. (Active)
6. { An absurd story will be told by him. (Passive)
7. { He will give me a pen. (Active)
8. { A pen will be to me by him. (Passive)
9. { I shall be given a pen by him. (Passive)

(Future continuous is not used in passive voice.)



### Future Perfect.

(Future perfect passive verb = will have been/shall have been + past participle)

1. The old man will have helped the boy. (Active)  
The boy will have been helped by the old man. (Passive)
2. The post man will have delivered letters. (Active)  
Letters will have been delivered by the post man. (Passive)
3. { He will have given me a pen. (Active)  
A pen will have been given to me by him. (Passive)  
I shall have been given a pen by him. (Passive)
4. She will have scolded her. (Active)  
She will have been scolded by her. (Passive)

Future perfect continuous is not used in passive voice.

### Changing questions into passive.

If the active voice is in the form of a question, it is better to change it into a statement form before converting it into the passive voice.

eg: Did she tell a story?

She told a story. (statement)

A story was told by her. (statement passive)

Was a story told .....? (question passive)

2. Did you see the old man?

You saw the old man. (statement)

The old man was seen by you. (passive)

Was the old man seen.....? (question passive)

3. Have you done the work?  
You have done the work. (statement)  
The work has been done. (passive)  
Has the work been done? (question passive.)

4. Will you buy a car?  
You will buy a car. (statement)  
A car will be bought by you. (statement passive)  
Will a car be bought.....? (question passive)

5. Has he disturbed the women?  
He has disturbed the women. (statement passive)  
The women have been disturbed by him. (statement passive)  
Have the women been disturbed by him? (question passive)

Question begins with 'who' = by whom + helping verb + active object + .....

1. { Who taught you English? (Active)
2. { By whom were you taught English? (Passive)
3. { By whom was English taught you? (Passive)
4. { Who wrote 'War and Peace'? (Active)
5. { By whom was 'War and Peace' written? (Passive)
6. { Who gave you this book? (Active)
7. { By whom was this book given to you? (Passive)
8. { By whom were you given this book? (Passive)

9. Who prevents corruption? (Active)
10. By whom is corruption prevented? (Passive)
11. Who stole my pen? (Active)
12. By whom was my pen stolen. (Passive)

### **Imperative Sentences - Passive Voice:-**

(Let + Object + be + past participle of the verb + second object if any.)

1. Open the door. (Active)
2. Let the door be opened. (Passive)
3. Plant a tree. (Active)
4. Let a tree be planted. (Passive)
5. Catch the thief. (Active)
6. Let the thief be caught. (Passive)
7. Suppress the riot. (Active)
8. Let the riot be suppressed. (Passive)
9. Tell him a story. (Active)
10. Let a story be told him. (Passive)
11. Let him be told a story. (Passive)

There is another way of changing imperative sentences into passive voice.

eg: 1. Send him away. (Active)

You are requested to send him away. (Passive)

2. Drink a cup of wine. (Active)

You are requested to drink a cup of wine. (Passive)

### **Other Forms**

#### **Active Voice.**

1. Can write
2. Could write
3. May write
4. Might write
5. Would write
6. Must write
7. Should write
8. Ought to write
9. Has to write
10. Have to write
11. Had to write
12. Will have to write
13. Shall have to write
14. Is to write
15. Are to write
16. Was to write
17. Were to write
18. To write
19. Am to write

#### **Passive Voice.**

- Can be written  
 Could be written  
 May be written  
 Might be written  
 Would be written  
 Must be written  
 Should be written  
 Ought to be written  
 Has to be / Have to be written  
 Have to be / Has to be written  
 Had to be written  
 Will have to be written  
 Shall have to be written  
 Is to be / Are to be written  
 Is to be / Are to be written  
 Was to be / Were to be written  
 Was to be / Were to be written  
 To be written  
 Am to be written

#### **Exercise**

Change the voice of the following sentences. (Active to Passive and Pas-



sive to Active.)

1. The constable will catch the thief.
2. Your leader will help you.
3. The next war will destroy everything.
4. Thieves have stolen a lot of valuables.
5. Have the students purchased all the text books?
6. The minister committed many mistakes.
7. My watch has been stolen.
8. He has been beaten.
9. He was murdered.
10. He did not accept my proposal.
11. Who ordered this dinner?
12. Did he speak to you yesterday?
13. He finished the task in no time.
14. Heat turns milk sour.
15. My friend will receive you at the station.
16. They offered her a good job.
17. Did she give you good advice?
18. He must produce the documents.
19. They offered him a good job.
20. Many people like fish curry.
21. The poor boy was beaten by the crowd.

22. Bring him here.
23. The rival team defeated our team in the match.
24. Who is bothering you?
25. He is reading an interesting book.
26. We refused them admission.
27. She promised him a present.
28. Give the order.
29. He will order the carriage.
30. He was watching her very carefully.
31. Did Lucy win the first prize?

### 6. Why

Interrogative Adverb - Why did she do it ?

Relative Adverb - I don't know the reason why he did it.

Interjection - Why ! it is surely Caesar.

Noun - He doesn't have time to go in to the why and the wherefore of it.

### 7. While

Noun - Take you seat and rest a while.

Verb - We must not while away our days with games.

Conjunction - While a great play wright, he is a greater poet.

### 8. Well

Noun - He saw a deep well.

Adjective - I hope he is now well

Adverb - Well begun is half done.

Interjection - Well ! who would have done it.?

### 1. Yet.

Adverb - There is more evidence yet to be offered.

Conjunction - She is willing yet unable.

## CHAPTER - 45

### PARAGRAPH WRITING

The paragraph is the most suitable and brief account of something in a few sentences. The following directions can be followed for Paragraph Writing.

- (a) To think over the topic with full attention.
- (b) A paragraph must deal with one subject at a time. There should be unity in sentences. The length of a paragraph depends upon the matter to be given.
- (c) The beginning of the paragraph should be impressive and expressive because it is the key to arrest the examiner's attention. A paragraph is expected to be a matter of fifty to hundred words.
- (d) The concluding sentence should sum up the paragraph so as to form an apt conclusion.
- (e) There must be variety in sentences. Use long as well as short sentences.

#### **1. Self-reliance is the pilgrim's best staff, the worker's best tool.**

Self reliance is a maximum for a successful life. It is the key that unlocks all the difficulties of life. "Help yourself and God will help you" is a maxim which receives daily confirmation. Help from within strengthens one while external help only enfeebles. It is not by seeking security but by defying the difficulties that man learns the art of living. The habit of depending upon others should be thoroughly resisted since it tends to weaken the intellectual faculties and weakens the power of judgment. Lessons on self-reliance should be the touch stone of education. It is the duty of educationalists to lay stress on the need of self reliance. Self-reliance is the pilgrim's best staff, the worker's best tool.

#### **2. "We look before and after and pine for what is not."**

This line is extracted from P.B. Shelley's poem "Ode to a Skylark". We are brooding over dead yesterdays and unborn tomorrows. We either glorify the past or dream of the future and justify the



famous line of Shelley. Nobody is ever satisfied with his present lot. It is a hard truth that time is eternal. It cannot be divided into water tight compartments. Time once passed cannot be recalled. Every moment should be precious for us. We have to be satisfied with what we have. We should look back to grow wiser for the future. Such an attitude will help us in leading a happy and care free life, other-wise life will become tedium.

### **3. Pen is mightier than the sword.**

Pen is always powerful to over power sword. The triumphs of physical force and sword are transient. Who remembers the victories of Alexander, Julius Caesar and Napoleon? But pen holds its permanent sway over the world. The Vedas, the Mahabharata, the Bible, the Quran and other great books influence and shape the lives of billions of people in all ages. Poets, playwrights and novelists are the acknowledged legislators of the world. French revolution would not have been materialised if it had not been visualised by great writers like Robes pierre, Rosseau and Voltaire. All revolutions and wars begin in the minds of men. Men's minds are changed by pen and books. A country's pride is not in its armed forces but in its libraries which contain the accumulated wisdom of centuries. Pen moulds the opinion of the masses.

### **4. Necessity is the mother of invention.**

Inventions are offspring of necessities. Necessity makes man invent new articles, machines, amenities, etc. If there is a demand, some inventor will rise to supply it. Primitive men were hunters and so they invented the hunting implements. Population bomb pressed science to introduce new methods of agriculture. People needed quicker methods of transport and communications, which resulted in the invention of railway engines and motor-vehicles. The inventor may not be always conscious of a necessity, the invention itself creates a demand of it. The inventions of atom bomb, aeroplane, telephone, computer, etc. may not be the results of accomplishing necessities. Such inventions have created the necessity of their demand.

### **5. Peace hath her victories, no less renowned than war.**

Military victories are achieved at the cost of shedding blood. How

can such victories be called glories?. Greatness and glory lie in doing good to others. We think of war as a glorious thing because of its famous victories and splendid triumphs. Great statesmen, social reformers, scholars, scientists, poets, philosophers and explorers have sacrificed their great lives for the progress and prosperity of the world. We live on their wisdom and effort. Their achievements are fruits of peace and love. Gandhiji applied peaceful methods for conquering the hearts of his enemies. The victories of peace are more glorious than the victories of war.

### **6. Machine are neither wicked, nor they are what we make of them.**

Science has succeeded in inventing several machines. But some of them destroy life and property. Sometimes they play the role of bloody weapons. If the weapons given by the science are used for destructive purposes, it is not the fault of machines or science. Science has given man great power over nature. It is the duty of men to use machines properly. Atomic energy, if put to proper uses, can be great help to agriculture by demolishing mountains and diverting rivers. It can change deserts and barren tracts to fertile lands. It can work for the development of more efficient insecticides, better application of fertilizers, towards soil fertility and plant nutrition. It is senseless to blame science for the misuse of scientific discoveries and inventions.

### **7. Where there is a will, there is a way.**

Many people fail in their objectives because they lack the inevitable quality *i.e.* perseverance. It implies, a discipline of mind and body and a constant application to one's ideals, self-restraint and self sacrifice. Nothing is impossible to man. Determination must have an important role in life. The paths of life may not be strewn with roses. Unless one has a determined will, he has to taste lessons of failure only. "Failures should be the pillars of success" to a strong determined and industrious man. A man who has strength of mind does not have serious defects and failures. A man of firm will and determination is a true follower of the maxim, "where there is a will, there is a way." Lives of great men are epitomes of perseverance and will power.



### 8. Look before you leap.

One who takes a careless leap may fall in trench. One must see the path where one goes. Before starting a new business, one must consider its pros and cons, otherwise he may lose what he has. Napoleon Bonaparte started war against England without anticipating its cost. The result was that he was defeated and the great French nation was ruined. Every enterprise should be born of pre-calculation and deep thought. Great men achieved much with apt calculation and thought. One must not sail the ship of one's life on unknown seas without a destination and calculation.

### 9. He is truly great who is great in charity

Charity or mercy is perhaps the greatest virtue of mankind. Charity does not just mean giving alms to the poor. Charity is to be interpreted in a much larger sense. It includes what is called philanthropy. A charitable man may establish a free school for the education of poor children. Another may establish an orphanage or a blind men's institution, or a hospital. To organise a literacy drive or a sanitation drive would also be a work of charity. Helping the villagers in rural uplift programmes or to help down-trodden sections of society may also be regarded as acts of charity. The act of charity makes man understand that he is the image of God.

### 10. "Some are born great, some acquire greatness and some have greatness thrust upon them"

William Shakespeare has divided great men into three categories. Some people are known to the world because of their aristocratic birth or royal blood. They are great by virtue of their heredity. The birth in a family of high status is the matter of their greatness. They do not have to make any effort to make a name for themselves. A hereditary monarch like the King or Queen of England is, for instance, born great. There are some who achieve greatness by their own labour, industry, perseverance and glorious deeds. They are the ones who really deserve greatness. Their greatness is the result of their achievements and efforts. They immortalize themselves by contributing great benefits to mankind.

Great men like Shakespeare, Abraham Lincoln, Florence Nightingale, and Mahatma Gandhi belong to such category. Such great personalities are the founders of great movements. Finally, there are persons who are great neither by birth nor by their deeds, yet they become great because of certain peculiar circumstances. They are inefficient. In certain occasions 'they' come to power by the force of circumstances.

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## CHAPTER - 47

### LETTER WRITING

There are two kinds of letters, personal letters and business/official letters. Personal letters are letters addressed to relatives and friends. They should be informal in tone and conversational in style. Business/official letters, on the other hand, should be formal in tone as well as in style. Business/official letters include letters to business firms, applications for jobs, letters to newspapers and complaints to authorities.

#### Lay out of personal/informal letters.

1. Heading - Nice Vihar,  
Warriyam Road,  
M.G. Road Post Office,  
Ernakulam.  
December 27, 2007.
  2. Salutation - My dear Mathew / Dear Mary, etc.
  3. Body - College reopens on Thursday. So I hope  
that you will be promoted. Don't forget  
to bring the new camera.....  
.....
  4. Subscription - Yours sincerely, yours lovingly, yours af-  
fectionately, etc.
  5. Signature - Signature of the writer.
  6. Name - Writer's name.
1. The heading must contain:
    - a) The writer's postal address and date.  
(As far as the present practice is concerned, heading may be placed on the left corner. The conventional form is to place the heading portion on the right corner. Both forms are accepted.)

b) Punctuation marks may/ may not be used at the end of the lines in the heading.

c) The real address need not be expressed. Give an imaginary address.

d) Write date in one of the following forms: (1) 27<sup>th</sup> December, 2007. (2) December 27<sup>th</sup>, 2007. (3) 27 December, 2007, or December 27, 2007.

2. Salutation: My dear Peter; Dear Mary, etc. (A letter is written to somebody and therefore it must begin by naming that person.)

a) Salutation comes at the left hand margin of the letter, about 3 or 4 lines below the heading.

b) Put a comma at the end of the salutation.

c) Salutation is depended on the rate of relation of the writer with the one to whom the letter is written.

(My dear Father or Mother, My dear Brother or Sister, My dear Uncle or Aunt, My dear Seetha or Ravi, etc.)

3. Body of Letter:

The body of the letter is its kernel part. The body of the letter may be divided in to separate paragraphs. Begin the body about two lines below the salutation.

4. Subscription or leave taking

a) Personal letters may be closed with: Yours sincerely/ Yours lovingly/ Yours affectionately/ with love your brother, father, etc.

(It was the practice in the past to place the subscription on the right. Now it is on the left.)

b) Capitalize the first word: 'Yours,'

c) Don't use any apostrophe in: 'Yours,'

d) The wordings of the subscription will depend on the relation of the

writer with the one to whom the letter is written.

5. Signature : Put signature below the subscription.  
(Don't put a full stop after signature. Below signature the writer has to give his/her name. In examination avoid the real name. Give an imaginary name)

### Practice 1

Letter to your brother, scolding him for having neglected his studies.

C-4, Old Mahabalipuram Road,  
Thiruvannmyur,  
Chennai.

January 27, 2007.

My Dear Rajan,

I have just received your letter. I am unhappy to find that you have secured low marks in Physics and Mathematics in your first terminal examination.

You are intelligent. What is the use of your intelligence unless you are industrious? The poor marks are clear signs of your neglect of studies. Our parents are doing hard work for raising amount for our education. We must be responsible to our parents. We are depending on them.

My dear brother, wake up. Don't waste your precious time associating with friends. If you do not open your eyes now and look to your future, you will repent afterwards.

I hope you won't waste your future time. If you work hard you can achieve much in the ensuing examinations.

Your loving brother,  
(Signature)  
Ravi.

### Practice 2

Write a letter to your friend in reply to his invitation, to spend the holidays with him, expressing your inability to accept it.

14, M.G. Road,  
Trivandrum.  
21 January, 2007.

Dear Ravi,

Thank you very much for your letter. Sorry for the delay in replying.

I wish I could come and spend my holidays with you. But your letter came rather late. We have already arranged a programme for this vacation. We are visiting Chennai and Ooty. We are spending some days with our relatives there. Hence I am not in a position to accept your invitation. Do not misunderstand me. Kindly excuse. How is aunt? How are your brothers and sisters? Kindly convey my love to them all.

yours sincerely,

Signature

James.

### Practice 3

Write a letter to your friend inviting him /her to spend the Christmas vacation with you.

124, Banerji Road,  
Ernakulam North,  
Kochi.

22 December, 2007.

My dear Mani Shanker,



I thank you very much for your letter which I received on Monday last.

It is a great pleasure for me to know that you have done very well in the examinations. I am sure that you can secure more marks than what you secured in your first terminal examinations. Now you need a change, since your examinations are over. Hence I request you most earnestly to spend a few days with us. Kochi has an added attraction this year. An all India science exhibition is going to be opened next week. If we spend a few hours there it will be a valuable lesson in our life. Here the climate is rather good. Menace from mosquito has slightly been controlled by the local self government. You have promised a visit. Please keep your words. I hope you will write to say that you are coming.

Convey my regards to your brothers, sisters and parents. We are looking forward to your visit.

Yours lovingly,

Signature

Jaine John.

#### Practice 4

Write a letter to your friend who has recently lost his father.

21 Journalists' Road,

Indira Nagar,

Kochi-17.

22 September, 2007.

My Dear Ravindran,

I was stunned to hear the shocking news that your father is no more in this world. We have to accept the phenomenon that death is unavoidable. The paths of human life lead to the grave. But the death of your

father cannot be camouflaged by mere philosophy. Please accept my heart felt condolence and convey the same to your dear mother and brothers and sisters.

Your father was the milk of human kindness. His death is an irreparable loss not only to the members of your family but to all who had the privilege to have his affection and presence. Tragedies in life are to be faced. We have to bow our heads to the will of Almighty. Despondency and solace are tides of life. God will grant eternal peace to his departed soul. May all the dear ones have the strength to bear this loss.

Please don't be dejected.

Yours sincerely,

Signature

John Joseph.

#### Practice 5

Write a letter of condolence to a friend whose mother has died.

20 A, Delhi Gate,

Delhi.

24 July, 2007.

Dear Prakash,

I was shocked to learn the sad news of the tragic death of your loving mother. I could never imagine that such a blow would fall upon you. What a misfortune you have suffered my dear Prakash! Your mother was the symbol love and affection. She had all the qualities of a saint. I remember how hospitable she was to me when I visited you last month. Mothers are great blessing to mankind. Your loss is irreparable, but try to put up with it. God's ways are mysterious. We are puppets in the hands of fate. I sincerely condole with you in this bereavement. My heart goes out to you in sympathy. Please do not give way to grief but console your

younger brothers and sisters who badly need your love and affection now. Convey my condolence to your father also. The old man has become helpless. I shall pray to God to give you and your father mental courage to endure this calamity.

Yours sincerely,  
Signature  
Jain Raman.

### (Conventional Patterns)

#### Practice 1

Write a letter to your uncle who is working abroad, requesting him to send you a good book on the importance of public speaking.

18, Sebastian Road,  
Kochi 17.  
27 April, 2007.

Dear Uncle,

I received your letter on Friday last. The letter informs me that you are keeping fine.

Our college union has proposed to start a 'Debating Society'. All teachers and students have been intimated. But the response is not attractive. Many of us do not know the ABC of 'Public speaking'. The authorities have tried the most to conduct classes to convince the teachers and students of the importance to practise the art of public speaking. Only a few have come forward to practise the lessons of public speaking. I can speak without any stage-fright, but I do not have much knowledge to speak about the importance of public speaking.

You have been living in London since 1975. London is the most fertile corner of the world regarding knowledge. London witnessed great

public speakings of the veterans like George Bernard Shaw and Winston Churchill. So I request you most earnestly to go to one of the book shops there and get me an important book dealing with the wide arena of public speaking. Do it at the earliest so as to enable me to prepare myself to take the classes, will you please?

Convey my regards to aunt, Sony, Seena, and Jaya.

Yours lovingly,  
Signature  
Peterson.

#### Practice 2

A letter from a boarding - school to his mother telling her that he dislikes the life of a boarder.

St. Stephens, Boys' Hostel,  
K. V. Public School,  
Kottayam.  
21<sup>st</sup> July, 2007.

Dearest Mother,

Your letter which I received yesterday made me happy and as well as homesick. It seems years since I left home though it is really only about five weeks. I feel ages to the Christmas holidays, when I shall be able to come home. It was much happier when I was at the day school, and came home every afternoon.

Boarding school life is hell to me. I am in a big dormitory with about thirty five other boys. Some of them are very good, but many of them are not tolerable, they are always playing nasty jokes on smaller ones. The masters have neither consideration nor affection to the students. They simply make us work all day and cane us for light faults. Ask father to put me in to a day school again, will you please? I shall be much happier in the day school.



Your loving,  
Signature  
Thomas Mathew.

### Practice 3

Write a letter to your friend describing your favourite hobby.

872 Indira Nagar,  
Kaloor,  
Kochi - 17.  
March 7, 2007.

Dear Remesh,

I got your letter yesterday. You have asked me what my favourite hobby is. Well, my favourite hobby is collecting stamps. Lion share of my leisure time has been swallowed by it.

I have been collecting stamps since 1995. The stamps are in eight fat books, so that I have a bigger collection than any of my friends here. The collection includes certain rare stamps, sent by friends and relatives in other countries in return for those which I sent to them.

I usually sit down in every Saturday evening at a table with my precious books setting new stamps in them and writing the names of countries. Most of the stamps are delightful and informative. Each stamp has a story to tell me of far countries and strange peoples and cultures. Looking through the stamps one can follow the history of nations with great interest.

Yours sincerely,  
Signature  
Ramakrishnan.

### Lay out of Business Letters

Business letter has six parts. The additional part is the address of

the person or firm addressed. This part is placed against the left hand margin.

1. The Heading - Same as personal letter.
2. Recipient's address, that is, the name and complete address of the office or individual to whom the letter is sent.
3. Salutation : Dear Sir/Madam, Sir/Madam, Dear Sirs/Mesdames, Dear Mr. John/Mrs. John, etc.
4. The body of the letter : Comes about two lines below of the salutation. It should be short and have a touch with the point.
5. The Subscription : Yours faithfully.
6. Signature : Name and designation of the writer should be given in brackets below the signature.

### Conventional Models

#### Practice 1

Write a letter to a newspaper, complaining about the obscene cinema posters.

24, Press Club Road,  
Ernakulam,  
Kochi.  
December 29, 2007.

The Editor,  
The Indian Express,  
Kochi.

Sir,

I have been forced to express my opinion that the authorities should

take immediate and drastic steps to prevent the display of cinema posters. The posters are mainly intended to excite sexual feelings in the on lookers. Formerly such posters pertained to Western films only. Now Indian directors and producers have started exploiting the sexual feelings of the public.

Some of the posters are shocking to Indian society and heritage. These posters may not be obscene to western films. But in Indian society where boys and girls have few opportunities of mutual social intercourse, such posters will bring a social menace. These posters have the effect of rousing sexual desires among the teen-agers. The semi-bare bosoms and the naked thighs of the actresses and the volumptuous expressions of their faces stir even old. These posters are bound to work havoc with the young as well as the old in India. Naked bosoms and legs are common in many foreign cinemas. But nobody takes notices of them in real life. Our country should not allow the display of obscene cinema posters. Young generation should not be thrown to grave dangers by obscene cinema posters.

Yours faithfully,  
Signature

(Ravindran Nair P.V.  
Secretary,

C.T. Colony residents' association)

### (Current Models)

#### Practice 1

Write a letter to the Editor of 'The Hindu' about the accidents caused by rash driving of Tiper lorries and private buses in your town.

14 Ravindran Road,  
Elamkulam,  
Kochi.  
27 March, 2007.

The Editor,  
The Hindu,  
Emakulam.

Sir,

This letter is for the favour of publication in your esteemed daily.

We are facing a serious problem in Kochi. Every day there are five or six road accidents here. Most of them are caused by rash and negligent act of driving. Tiper lorries and private buses are the most guilty in this matter. Many of the residents' associations here expressed their strong protests on the reckless driving. The associations and the social forums in our city complained against the accidents to the police. But all the complaints have fallen on deaf ears. Neither the traffic department nor the district administration is cautious of the lives of the people. Many precious lives are lost on account of the negligence of the authorities. Hence news papers and other media are our resorts. Please bring the menace before the eyes of the authorities through your esteemed daily.

Thanking you,

Yours faithfully,

Signature

(Praveen Menon,

Representative of Central Rubber Company)

#### Practice 2



Write a letter to the controller of examination of your university requesting a revaluation of your answer books in Malayalam.

17 Cheruparambeth Road,  
Mary Villa,  
Kochi.

15 June, 2007.

The controller of Examinations, I  
Kerala University,  
Trivandrum.

Subject : Application for revaluation.

Ref : Hall ticket No. 1978 of B.Sc II Year Malayalam in 2007,  
April.  
Sir,

I am a final year B.sc Physics student of St. Michel's College Cherthala. I appeared for the II year Degree examination of April 2007 with Reg. No. 1978. I have been awarded poor marks for my part II Malayalam. I have written the examination very well and expected very good results. I should have been given at least fifty percentage of marks. Now I wish my answer books on Malayalam revalued. I attach here with a chalan receipt for Rs. 100. I request you most earnestly to take necessary steps to revalue my answer books on Malayalam at the earliest.

Yours faithfully,  
Signature  
(Reni Vijayan)

### Practice 3.

A letter to your head master asking for a testimonial.

18, Jaya Keralam Road,  
Kottayam.

18 March, 2007.

The Head Master,  
St. George Higher Secondary School,  
Emakulam,  
Edappally,  
Kochi.

Dear Sir,

I was a student of the school for five years until 2006 when I passed the +2 Examination in the first class with distinction. I was the best outgoing student during the academic year 2005-06. A few months ago I applied for an Australian scholarship and now I have been asked to appear for an interview in Chennai.

I have also been asked to produce a few certificates from the school where I studied for my +2 Examination. Please send me the certificates showing that I was the best outgoing student during the academic year 2005-06 and my course certificate of +2. I would like to add that in +1 and +2 I was awarded the 'Medal' for conducting nature club in the school. May I remind you that I was an active member of the 'Sports Club' and 'Social Service League'.

Hope you will send me the certificates at the earliest.

Yours sincerely,

Signature  
(David John)

#### Practice 4

Write a letter to the Executive Engineer of Water Authority of your locality complaining about acute shortage of water in your locality and the consequent inconveniences you face.

22 M.G. Road,  
Pallimukku,  
Ernakulam.  
18 November, 2007.

The Executive Engineer,  
Water Authority South Division,  
Ernakulam.

Sir,

This is to bring your kind attention to a serious problem. Please be kind enough to take immediate steps to solve the issues.

Ever since our colony came into existence about five years back, we have been experiencing acute shortage of water. You know that water is one of the most inevitable things for the existence of life. We don't have sufficient quantity of water even for drinking. Cleanliness has become so strange a word to us. Due to scarcity of water normal life has been paralysed. The sewage deposited in colony has become a menace to the surrounding localities and passers-by. Hitherto we have complained to the authorities for many a time about our pathetic situations. But all complaints were fallen on deaf ears. Our letters were placed before blind eyes. The situation should immediately be changed.

Last day an assistant engineer came to look into the matter. He did not do anything for us. All the more he behaved in an unruly manner. The employees of water authority who make bread on the tax of public should behave in a humane manner. They must not shut their eyes before the face of reality. Even during the acute scarcity of water the water authority does not fail to prepare bills properly.

I request you to make immediate arrangements to set things right.

Yours faithfully,

Signature  
Ravirajan.

#### Practice 5

Write a letter as an application for the post of a clerk with reference to an advertisement you saw in a local daily.

56, South Railway Station Road,  
Ernakulam.

17 March, 2007.

The Managing Partner,  
Southern Rubbers, Kochi - 17

Sir,

I have noticed your advertisement in the Malayala Manorama daily, inviting applications for the post of a clerk in your esteemed firm. I would like to submit the following application for your kind consideration.

I have passed B.A. Degree examination. I know typing and short hand. I have been working as a clerk in M/s Johnson and Johnson since 2001. Now I seek a chance in your firm expecting higher salary. If you



are kind enough to offer me the post of a clerk I shall do the best to  
deserve your trust.

Yours faithfully,

Signature

(Revi Varma)

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## CHAPTER - 48

### PRECIS WRITING

Precis is a French Word (pronounced 'pressee') which is connected with the English word "precise". Precis writing means summarising. It avoids all the irrelevant and unimportant ideas. It must be in the form of a continuous narrative. A precis must always be shorter than the original. Though there are no strict rules about the length of a precis it should not contain more than one-third of the number of words in the original.

#### Uses of Precis Writing

By precis writing, we learn to express our thoughts clearly, concisely and effectively. It gives us good exercise in writing a composition. In precis we have to work within strict limits. So it is a good corrective of the common tendency to vague and disorderly thinking. As brevity is the soul of a precis we must learn to construct sentences with an eye to fullness combined with brevity. Precis writing is of great value of practical life.

#### Rules to be observed :-

- (a) Reading - (1) Read the passage thoroughly to get a general idea of its meaning. If we are unable to understand it in one reading, we can read the passage over again and again.
- (2) Be clear about the subject and what is said about the subject.
- (3) Find a title for the passage. To supply a title, think of some word, phrase or a short sentence, which may sum up the subject of the passage. (Sometimes, the paragraph itself supplies with a key sentence at the beginning or at the end of the passage. This can also help in giving the title.)
- (4) Ensure the main theme and details of the passage. Now take it sentence by sentence and word by word. Detailed study of the passage gives the ideas in nutshell.