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NOTICE

AECC1 Examination, Semester –I

It is hereby notified to all students of B.A./ B.Sc. (Hons./ Major/ General) of AECC1(Communicative English) and all students of B.B.A. , B.Voc. to refer to the following syllabus and study materials for their AECC1 (Communicative English), semester –I Examination.

AECC1 – COMMUNICATIVE ENGLISH: 2 CREDITS (SEMESTER 1)

Internal – 10 marks

Attendance – 10 marks

End Semester Questions – MCQ 80 marks

End Semester Question Patterns:

Correction of Sentences: 20 (2 x 10)

Transformation of Sentences: 20 (2 x 10)

True/False Statements from Given Passage One: 20 (4 x 5)

True/False Statements from Given Passage Two: 20 (4 x 5)

11. The weather is hot.
12. They are Europeans.
13. The rumour seems true.
14. Owls hide in the daytime.
15. Bad boys hide their faults.
16. The poor woman went mad.
17. We waited patiently at the station.
18. He told a lie.

19. They elected him president.
20. I found her weeping.
21. He struck the man dead.
22. The crow flew down and stole the cheese.
23. The sky looks threatening.
24. They made him general.
25. He waited an hour.
26. New brooms sweep clean.



waited patiently at the station

Chapter 22 ACTIVE AND PASSIVE VOICE

195. Compare:

1. Rama *helps* Hari.
2. Hari *is helped* by Rama.

It will be seen that these two sentences express the same meaning.

But in sentence 1, the form of the Verb shows that the person denoted by the subject **does something**.

Rama (the person denoted by the subject) *does something*.

The Verb *helps* is said to be in the Active Voice.

In sentence 2, the form of the Verb shows that something **is done to** the person denoted by the Subject.

Something *is done* to Hari (the person denoted by the Subject.)

The Verb *helped* is said to be in the **Passive Voice**.

Def—A verb is in the Active Voice when its form shows (as in sentence 1) that the person or thing denoted by the Subject *does something* ; or, in other words, is the *doer* of the action.

The Active Voice is so called because the person denoted by the Subject *acts*.

Def— A Verb is in the Passive Voice when its form shows (as in sentence 2) that *something is done to* the person or thing denoted by the Subject.

The Passive Voice is so called because the person or thing denoted by the Subject is not active but *passive*, that is, suffers or receives some action.

Def—Voice is that form of a Verb which shows whether what is denoted by the Subject *does something* or *has something done to it*.

Note the change from the Active Voice to the Passive Voice in the following sentences.

Active Voice

1. Sita *loves* Savitri.
2. The mason *is building* the wall.
3. The peon *opened* the gate.
4. Some boys *were helping* the wounded man.
5. He *will finish* the work in a fortnight.
6. Who *did* this ?
7. Why *did* your brother *write* such a letter ?

Passive Voice

1. Savitri *is loved* by Sita.
2. The wall *is being built* by the mason.
3. The gate *was opened* by the peon.
4. The wounded man *was being helped* by some boys.
5. The work *will be finished* by him in a fortnight.
6. By whom *was this done*?
7. Why *was* such a letter written by your brother ?



It will be noticed that when the Verb is changed from the Active Voice to the Passive Voice, the *Object* of the Transitive Verb in the Active Voice becomes the *Subject* of the Verb in the Passive Voice.

[Thus in sentence 1, *Savitri*, which is the object of *loves* in the Active Voice, becomes the Subject of *is loved* in the Passive Voice.]

Since the Object of a verb in the active voice becomes the Subject of the passive form, it follows that *only Transitive Verbs can be used in the Passive Voice*, because an Intransitive Verb has no Object.

196. The passive voice is formed with the suitable tense of the verb *be* followed by the past participle. Study this table.

Tense (or Modal + base)	Active Voice	Passive Voice
Simple present	take	am taken
	takes	is taken
	are taken	
Present continuous	am taking	am being taken
	is taking	is being taken
	are taking	are being taken
Present perfect	has taken	has been taken
	have taken	have been taken
	took	was taken
Simple past	were taken	
	was taking	was being taken
	were taking	were being taken
Past continuous	had taken	had been taken
Past perfect	will take	will be taken
Simple future	shall take	shall be taken
	can take	can be taken
	must, etc. + base	must be taken



197. Students must know when to use the Active Voice and when to use the Passive: the ability to change the Active Voice into the Passive and *vice versa* is not sufficient.

The Active Voice is used when the agent (*i.e.*, doer of the action) is to be made prominent ; the Passive, when the person or thing acted upon is to be made prominent. The Passive is, therefore, generally preferred when the active form would involve the use of an indefinite or vague pronoun or noun (*somebody, they, people, we*, etc.) as subject ; that is, when we do not know the agent or when it is clear enough who the agent is.

My pen has been stolen. (Somebody has stolen my pen.)

I was asked my name. (They asked me my name.)

English is spoken all over the world. (People speak English all over the world.)

I have been invited to the party. (Someone has invited me to the party.)

All orders will be executed promptly. (We will execute all orders promptly.)

In such cases the agent with *by* is usually avoided.

Note, however, that, as in the examples given earlier, the *by*-phrase cannot be avoided where the agent has some importance and is necessary to complete the sense.



EXERCISE IN GRAMMAR 39

Name the Verbs in the following sentences, and tell whether they are in the Active or in the Passive Voice.

- The cat killed the mouse.
- We compelled the enemy to surrender.
- The boy was bitten by a dog.
- The thief was caught.
- The boy made a kite.
- The ship was burned.
- The young man made a disturbance at the meeting.
- The captive was bound to a tree.
- The bird was killed by a cruel boy.
- The sudden noise frightened the horse.
- He is loved by all.
- The exhibition was opened by the Governor.
- I see a dark cloud.
- His command was promptly obeyed.



15. Some of the cargo had been damaged by the sea water.
16. Nothing will be gained by hurry.
17. The dog chased the sheep.
18. This letter was posted last night.
19. The field is ploughed.
20. The dog was teased by the boy.
21. The cat drank all the milk.
22. A stone struck me on the head.
23. The old gentleman takes snuff.
24. The money was lost.
25. The letter has just been posted.



EXERCISE IN GRAMMAR 40

Turn the following sentences from the Active Voice to the Passive Voice.

(Note—The agent with by should be omitted in Nos. 7, 12, 25, 29, 30, 31, 32, 33, 34 and 35.)

1. The cat killed the mouse.
2. The man cut down the tree.
3. Columbus discovered America.
4. His teacher praised him.
5. The boy teased the dog.
6. The syce feeds the horse every day.
7. The police arrested him.
8. Rama was making a kite.
9. The boy caught the ball.
10. My father will write a letter.
11. I will conquer him.
12. He kept me waiting.
13. The hunter shot the lion.
14. Hari opened the door.
15. A policeman caught the thief.
16. Sohrab threw the ball.
17. He scored twenty runs.
18. Your behaviour vexes me.



19. Manners reveal character.
20. He made a very remarkable discovery.
21. Little strokes fell great oaks.
22. Dhondu will bring the pony.
23. Everyone loves him.
24. My cousin has drawn this picture.
25. We expect good news.
26. The farmer gathers the harvest.
27. His own brother swindled him.
28. The recitation pleased the inspector.
29. Somebody has put out the light.
30. The enemy have defeated our army.
31. They sell TVs here.
32. I have sold my bicycle.
33. People will soon forget it.
34. They opened the theatre only last month.
35. We prohibit smoking.

198. When verbs that take both a direct and an indirect object in the Active Voice are changed to the Passive, either object may become the subject of the Passive verb, while the other is *retained*.

Active

The guard refused him admittance.
Mr. Krishnaji teaches us grammar.
The manager will give you a ticket.
Who taught you French ?
He handed her a cheque.

Passive

Admittance was refused to him by the guard.
He was refused admittance by the guard.
Grammar is taught to us by Mr Krishnaji.
We are taught grammar by Mr Krishnaji.
A ticket will be given to you by the manager.
You will be given a ticket by the manager.
By whom was French taught to you ?
/ Who were you taught French by?
By whom were you taught French ?
A cheque was handed to her.
She was handed a cheque.

An indirect object denotes the person to whom or for whom something is given or done, while a direct object usually denotes a thing. In cases like the above, it is probably more usual for passive constructions to begin with the person.

199. Note that we use *with* (not *by*) to talk about an instrument used by the agent. Compare :
 The dog was hit *with* a stick. (Active Voice : Somebody hit the dog with a stick.)
 The dog was hit *by* a boy. (Active Voice : A boy hit the dog.)
200. There are a few Transitive verbs which, even in an Active form, are sometimes used in a Passive sense ; as,
 These mangoes *taste* sour (*i.e.*, are sour when they are tasted).
 The rose *smells* sweet (*i.e.*, is sweet when it is smelt).
 The cakes *eat* short and crisp (*i.e.*, are short and crisp when they are eaten).
 At least the play *reads* well (*i.e.*, affects the reader well when it is read).

EXERCISE IN COMPOSITION 41

Change the following sentences so that the Verbs will be in the Passive Voice.

- | | |
|------------------------------------------|--------------------------------------------------------|
| 1. We saw you and him. | 9. He keeps me waiting. |
| 2. They asked me my name. | 10. They painted the house red. |
| 3. We refused them admission. | 11. He told me to leave the room. |
| 4. I bought the baby a doll. | 12. He promised me a present. |
| 5. They found him guilty of murder. | 13. I shall order the carriage. |
| 6. A thunderstorm often turns milk sour. | 14. The boy is climbing the cliff. |
| 7. You cannot pump the ocean dry. | 15. One may accomplish many things by a little effort. |
| 8. They saw the storm approaching. | 16. I am watching you very carefully. |



EXERCISE IN COMPOSITION 42

Rewrite the following sentences so that the Verbs will be in the Active Voice.

- | | |
|------------------------------------------------------|---------------------------------------------------|
| 1. He was praised by his father. | 11. The building was damaged by the fire. |
| 2. The first railway was built by George Stephenson. | 12. I was struck by his singular appearance. |
| 3. The horse was frightened by the noise. | 13. Those cars were built by robots. |
| 4. Not a word was spoken by Latif. | 14. The streets were thronged with spectators. |
| 5. The teacher was pleased with the boy's work. | 15. The trees were blown down by the wind. |
| 6. He was taken to the hospital by his friends. | 16. We shall be blamed by everyone. |
| 7. The town was destroyed by an earthquake. | 17. The child was knocked down by a car. |
| 8. The road was lined with people. | 18. Alice was not much surprised at this. |
| 9. The President was welcomed by the people. | 19. He will be greatly surprised if he is chosen. |
| 10. <i>Shakuntalam</i> was written by Kalidas. | |

EXERCISE IN COMPOSITION 43

Write three sentences with the Verbs in the Active Voice, and rewrite them with the Verbs in the Passive Voice.

201. We give below further examples of the interchange of Active and Passive Voice.

- Active — All his friends laughed at him.
 Passive — He was laughed at by all his friends.
 Active — They made him king.
 Passive — He was made king.
 Active — They use video for teaching the students.
 Passive — Video is used for teaching the students.
 Active — One should keep one's promises.
 Passive — Promises should be kept.
 Active — When will you return the book?
 Passive — When will the book be returned?
 Active — Someone has picked my pocket.
 Passive — My pocket has been picked.
 Active — Circumstances will oblige me to go.
 Passive — I shall be obliged to go.



5

TRANSFORMATION OF SENTENCES

Transformation of sentences means changing (or converting) the words or form of a sentence without changing its meaning (or sense).

Types of Transformation

- [I] Use 'No sooner than'
- [II] Use 'Not only but also'
- [III] Remove 'If / Unless'
- [IV] Remove 'too'
- [V] Use 'Question tag'.
- [VI] Interrogative to Assertive and vice versa
- [VII] Exclamatory to Assertive and vice versa
- [VIII] Affirmative to Negative and vice versa
- [IX] Imperative to Assertive

I. USE 'NO SOONER THAN'

A sentence which shows two actions which immediately follow one another, can be written with the use of 'no sooner....than'

eg. As soon as he sensed danger, he fled.

Ans. No sooner did he sense danger than he fled.

The structure of the sentence is as follows :

No sooner + auxiliary verb + subject + main verb +
other words (if any) + than + the rest of the sentence.

Note :

➡ If an auxiliary is present in the sentence, use the same.

eg. When he was presented with the trophy, he started crying.

Ans. No sooner was he presented with a trophy than he started crying.

eg. As soon as they had eaten, they went out for a stroll.

Ans. No sooner had they eaten than they went out for a stroll.

➡ If an auxiliary is not present in the sentence, use do / does/ did
('do / does' for the present tense and 'did' for past tense)

eg. As soon as the sun rose, they left for the journey.

Ans. No sooner did the sun rise than they left for the journey.

eg. As soon as the bell rings , the children rush into their classrooms.

Ans. No sooner does the bell ring than the children rush into their classrooms.

EXERCISE :

1. She said her prayers and visualized the accomplishment of her goals.
2. I looked into the crowd and saw a man with a straight back and a rugged face.
3. She read Anne's diary and was moved to write to Otto.
4. When the cousins appeared, we excitedly told them about Old Tom.
5. After we were frisked for guns or tranquilizer darts , we were led into the Sanjay Gandhi National Park.

II. USE 'NOT ONLY BUT ALSO'

When we are mentioning two things (either joined by 'and' or 'as well as' we can transform the sentence using 'not only....but also'.

e.g. **She rinsed the popcorn bowls and took meat out of the freezer.**

Ans. *She not only rinsed the popcorn bowls but also took meat out of the freezer.*

Note :

➔ 'not only' is used before the first of the two things mentioned and 'but also' in place of 'and /as well as'.

1. When there are two nouns in the subject position.

eg. Radha and Seeta are intelligent.

Ans. *Not only Radha but also Seeta is intelligent.*

2. When there are two nouns in the object position.

eg. He ate an apple and drank a glass of milk.

Ans. *He not only ate an apple but also drank a glass of milk.*

3. When there are two actions.

eg. He grew silent and seemed to be pondering on the situation.

Ans. *He not only grew silent but also seemed to be pondering on the situation.*

4. When there are two adjectives.

eg. She had become very noisy and mischievous.

Ans. *She had become not only very noisy but also mischievous.*

EXERCISE :

1. Eagles and other large fish eating birds have been treated with respect.
2. The snake suddenly coiled up, raised its neck and viciously struck Dad's arm.
3. The banana helps in regulating blood pressure and lowers the risk of a stroke.
4. You can misuse your lungs as well as use them well.

5. He seated me in a comfortable chair and asked me what he could do for me.

III. REMOVE 'IF / UNLESS'

1. If + not = unless

If you water the plants they will not die.

Ans. Unless you water the plants, they will die.

2. If = unless + not

If you read, you will learn.

Ans. Unless you read you will not learn.

3. Only if = never + unless

Monkeys fight only if they are a hundred to one.

Ans. Monkeys never fight unless they are a hundred to one.

SOLVED EXAMPLES :

1. If you keep fingering it, you'll make your whole chin into one big spot.

Ans. Unless you keep fingering it, you'll not make your whole chin into one big spot.

2. If you are cold, do the same thing.

Ans. Unless you are cold, don't do the same thing.

3. If the temperature is too high, plants and animals will die.

Ans. Unless the temperature is too high, plants and animals will not die.

4. If you know the answer, you will win.

Ans. Unless you know the answer you will not win.

5. They will never work unless they are told.

Ans. They will work only if they are told.

EXERCISE :

- If traffic is controlled, accidents will not take place.
- If you do not take your medicine you will not live.
- Unless a woman is educated, her family does not benefit.
- Unless there is quality control, the product will not sell.
- If the rain fails, the crop will fail.
- If you study you will pass.
- Unless he fails, he will not die of shame.
- If you do your homework, I will not punish you.

IV. REMOVE 'TOO'

1. too = also/not only but also/as well as/both and

e.g.: He has a car and a motorcycle too.

He has a car as well as a motorcycle.

2. too = very/extremely

e.g.: It is too hot.

It is extremely hot.

3. too + adj + infinitive = so + adj + that + negation**e.g.:** The words are too difficult to understand.

The words are so difficult that they cannot be understood.

4. too + adj + negation + infinitive = so + adj + that**e.g.:** Her perfume is too strong to not be noticed.

Her perfume is so strong that it can be easily/surely/ definitely be noticed.

SOLVED EXAMPLES :**1.** Otto was getting too old to write to her.**Ans.** Otto was getting so old that he could not write to her.**2.** She was too happy to care.**Ans.** She was so happy that she did not care.**3.** Raw mango is too sour.**Ans.** Raw mango is very sour.**4.** The saree is too long to not fit anyone.**Ans.** The saree is so long that it can easily fit everyone.**5.** The teacher was knowledgeable and interesting too.**Ans.** The teacher was both knowledgeable and interesting.**EXERCISE :**

1. I am too tired to go to school.
2. We are too thrilled to express it in words.
3. He is too proud.
4. The hoarding is too large to not be noticed.
5. I have opted for Hindi and French too.
6. Our portion is too vast to complete.
7. She was too frightened to run.
8. Chinese is too difficult to learn quickly.
9. It is too hot in Chennai.
10. The words are too difficult to sustain.

V. USE 'QUESTION TAG'

A question tag comes after the statement and is written in the following manner:

Statement, auxiliary verb + subject pronoun + ?**Auxiliary verb** - a helping verb in the sentence**Subject pronoun** - a pronoun which agrees with the subject in number (singular or plural) and person (1st, 2nd, 3rd)**The rules to form question tags are as follows :**➡ **If the statement is affirmative, the question tag is negative.****eg.** Rakesh went to the market, didn't he ?➡ **If the statement is negative, the question tag is affirmative.****eg.** The plants did not survive, did they ?

➔ **If the sentence contains an auxiliary verb, use the same to form a question tag.**

eg. Your sister can teach music, *can't she ?* ('can' is an auxiliary verb)

Radha has attended the dance classes, *hasn't she ?*

➔ **If the sentence does not contain an auxiliary verb, use do/does/did to form a question tag.**

eg. The little boy broke the window pane, *didn't he ?*

You work very hard, *don't you ?*

Hari has a huge house, *doesn't he ?*

(The above sentences do not contain an auxiliary verb so we use do /does / did)

➔ **If the verb in the sentence is a form of 'to be' (whether as the main verb or auxiliary) use the same verb as an auxiliary to form the question tag.**

eg. The room *is* very spacious, *isn't it ?* ('is' is the only verb)

The children *were* playing in the rain, *weren't they ?* ('were' is the auxiliary verb)

➔ **Imperative Sentences :**

eg. If it is an order the question tag is 'will you?'

If it is a request the question tag is 'won't you?'

➔ **Some peculiar types :**

eg. I am angry, **aren't I?**

Let's go to the beach, **shall we?**

There were many people on the road, **weren't there ?**

Everybody has learnt the lesson, **haven't they ?**

SOLVED EXAMPLES :

1. You like him, don't you?
2. It isn't ready yet, is it?
3. They will go home soon, won't they?
4. He will never give up, will he?
5. You have tea for breakfast, don't you?
6. But they had no money, did they?
7. Give and receive, won't you?
8. The house is quiet, isn't it?
9. I am of course day dreaming, aren't I?
10. We should respect our elders, shouldn't we?

EXERCISE : (Add A Question Tag)

1. Yet his voice was pleasant.
2. I believe in constantly raising the bar for myself.
3. Mom and I broke down.
4. We cannot encourage communalism.
5. We have hard work ahead.
6. Stop being stupid.

7. I'd gone to see Knowles.
8. We had reached the crossroad.
9. I'll never worry about sports again.
10. I have done nothing for her.
11. No wall is too high for us.
12. Nearly everyone enjoys watching birds.

	Meaning	Punctuation	Formation
Exclamatory	Expressing strong feelings	ends in (!)	<i>What + a / an + adjective + subject + verb ! OR How + adjective + subject + verb !</i>
Assertive	Declaring, stating	ends in an (.)	<i>Subject + verb +</i>
Interrogative	Question	ends in an (?)	<i>'Wh' word + auxiliary verb + subject + main verb ? OR Auxiliary verb + subject + main verb ?</i>
Imperative	Command, request or advice	ends in an (.)	<i>Verb + The subject 'you' is hidden.</i>

VI. INTERCHANGING INTERROGATIVE TO ASSERTIVE SENTENCES AND VICE VERSA.

Interrogative to Assertive

Real Questions : (answers are expected)

While changing these questions to assertive use one of the following :

I want to know. / I would like to know. / I wonder.

eg. What is your name?

I would like to know your name.

eg. Do you think India will win the game?

I wonder if India will win the game.

Rhetorical Questions : (answers are not expected)

While changing these questions to assertive, change from affirmative to negative :

eg. Do you expect to pass without studying?

You cannot expect to pass without studying.

eg. Is this the way to behave?

This is not the way to behave.

Assertive to Interrogative

Assertive sentences : Subject + verb +

Interrogative : 'Wh' word + auxiliary verb + subject + main verb ?
OR Auxiliary verb + subject + main verb ?

While changing from assertive to interrogative, use the question tag in the beginning.

- eg.** They are very generous.
Aren't they very generous?
- eg.** Sam went home early today.
Didn't Sam go home early today ?

SOLVED EXAMPLES :

Change the Interrogative sentence to Assertive and vice versa.

- How did she hide from the Nazis?
Ans. I don't know how she hid from the Nazis.
- Would he answer me?
Ans. I wonder if he would answer me.
- Many of these millions have succeeded.
Ans. Haven't many of these millions succeeded?
- She went to the kitchen.
Ans. Didn't she go to the kitchen?
- Maggu's achievements are particularly noteworthy.
Ans. Aren't Maggu's achievements particularly noteworthy?

EXERCISE :

Change the Interrogative sentence to Assertive and vice versa.

- What made Cowboy a success?
- Could I ever talk to him of Anne?
- Were we not sent by Anne to keep her father company?
- It is a fateful moment for us.
- We think of our brothers and sisters.

VII. INTERCHANGING EXCLAMATORY TO ASSERTIVE SENTENCES AND VICE VERSA.

Exclamatory Sentences	Assertive Sentences
<ul style="list-style-type: none"> Expressing strong feelings An exclamatory sentence ends in (!) Sentence formation : What + a / an + adjective + subject + verb ! OR How + adjective + subject + verb ! <p>e.g.: <i>What a beautiful house it is !</i> e.g.: <i>How beautiful the house is !</i> e.g.: <i>If only I had studied !</i></p> <ul style="list-style-type: none"> Remove the words like very, extremely add 'what, how' <p>Remove (.) and add (!)</p>	<ul style="list-style-type: none"> Declaring, stating An assertive sentence ends in an (.) Sentence formation : Subject + verb + <p>e.g.: <i>It is a very beautiful house.</i> e.g.: <i>The house is very beautiful.</i> e.g.: <i>I wish I had studied.</i></p> <ul style="list-style-type: none"> Add words like very, extremely, certainly <p>Remove (!) and add (.)</p>

SOLVED EXAMPLES :**Change the Exclamatory sentence to Assertive and vice versa.**

- Some are afraid to make friends.
Ans. How afraid some are to make friends!
- He was pleased with the results.
Ans. How pleased he was with the results!
- What a piece of art it is!
Ans. It is wonderful piece of art.
- If only I were young again!
Ans. I wish I were young again.
- How you have grown!
Ans. You have really grown.

EXERCISE :**Change the Exclamatory sentence to Assertive and vice versa.**

- It is a horrible sight.
- He leads a most unhappy life.
- How stupid of me to forget your name!
- I wish I had studied for the examination.
- He was indeed amazing.

VIII. INTERCHANGING AFFIRMATIVE TO NEGATIVE SENTENCES AND VICE VERSA.To make negative use :- **no, not, neither, nor, never, nothing, none**

Affirmative	Negative
Prefix (un, im, dis, etc.)	
<u>im</u> possible, <u>un</u> fortunate, <u>dis</u> agree, <u>un</u> able. She is <u>un</u> comfortable. It is <u>im</u> possible that he is dead. He is <u>un</u> able to talk.	not possible, not fortunate, does not agree, not able (cannot) She is not comfortable. It is not possible that he is dead. He is not able (cannot) to talk.
Suffix (less)	
care <u>less</u> , clue <u>less</u> , fear <u>less</u> , Sugar <u>less</u> , child <u>less</u> . He is totally <u>fearless</u> of the outcome. She is <u>clueless</u> about the proceeding.	does not care, has no clue, does not fear, with no sugar He does not fear the outcome. She has no clue about the proceedings.
Use of certain words	
avoid, refrain from, abstain from You should <u>refrain from</u> spending too much money during recession. <u>Avoid</u> making silly mistakes.	not You should not spend too much money during recession. Do not make silly mistakes.
Opposite words + Negative	
love, refuse, doubtful He <u>refused</u> the order. I am <u>doubtful</u> of the outcome.	does not hate, did not accept, not sure He did not accept the order. I am not sure of the outcome.

Affirmative	Negative
<p><u>only, everyone</u></p> <p>I will marry <u>only</u> you. This is the <u>only</u> thing I want. Everyone knows Mother Theresa.</p>	<p><u>no one but (person), nothing but (thing), nowhere but (place), [but can be replaced by except]</u></p> <p>I will marry <u>no one</u> except you. I want <u>nothing</u> but this thing. There is not one who does not know Mother Theresa.</p>
<p><u>always</u></p> <p>SRK movies <u>always</u> entertain. He manages to get awards for every movie he makes.</p>	<p><u>never fails to be, does not fail to</u></p> <p>SRK movies <u>never fail</u> to entertain. He <u>does not fail</u> to get awards for every movie he makes.</p>
<p><u>prohibited/ forbidden from + ing, forbidden + infinitive</u></p> <p>Students are <u>forbidden from</u> copying during the exam. She was <u>forbidden to</u> meet him.</p>	<p><u>not allowed not permitted</u></p> <p>Students are <u>not allowed</u> to copy during the exam. She was <u>not allowed</u> to meet him.</p>

EXERCISE :

Change the affirmative sentences to negative sentences and vice versa.

- Vassa lost interest in everything in life.
- The correspondence continued.
- Shivaji was the best king that ever ruled over Maharashtra.
- He is sometimes sad.
- Dad would stand close by.
- The king sent word to the prince not to waste gold on getting him back.
- Only a rich man can afford such luxury.
- He had no passport, no money and was not allowed to move out.
- It is the only thing that can save the city.
- Nobody was absent.

IX. INTERCHANGING IMPERATIVE TO ASSERTIVE SENTENCES AND VICE VERSA.**Imperative to Assertive**

Imperative sentences : Verb +

(The subject is 'you' and it is hidden)

Assertive : Subject + verb +

eg. Avoid eating junk food.

Ans. You should avoid eating junk food.

Note : use a modal auxiliary according to the context of the sentence.
(suggestion - should, compulsion - must)

SOLVED EXAMPLES :**Change the Imperative sentence to Assertive and vice versa.**

1. Don't lose your calm if your friends's opinions differ from yours.
Ans. You should not / There is no need to lose your calm if your friend's opinions differ from yours.
2. Tell your friends what you like about them.
Ans. You should tell your friends what you like about them.
3. Never put money and important documents in your checked-in luggage.
Ans. You should never put money and important documents in your checked-in luggage.
4. May the star never set.
Ans. I wish / hope the star never sets.
5. Allow your friends to be themselves.
Ans. You should not let yourself be used by your friends.

EXERCISE :**Change the Imperative sentence to Assertive and vice versa.**

1. Accept your friends as they are.
2. To test your out capacity, take a deep breath and open the mouth wide.
3. No hiding my chin today.
4. Don't keep fingering the sopt on your face.
5. Keep bags in between, rather than besides your feet.
6. Get a thorough medical check-up before you set out on a long trip.
7. Open schools and monasteries for the people.
8. Allow your friends to be themselves.
9. Don't speak what should not be shared.
10. Don't let yourself be used by your friends.

MIS. EXERCISE :

1. But they had no money. *(Make Affirmative)*
2. How to nourish friendship? *(Make Assertive)*
3. My lack of vision is my strength. *(Add Question Tag)*
4. He always answered. *(Make Negative)*
5. His voice was pleasant. *(Make Exclamatory)*
6. What a beautiful piece ! *(Make Assertive)*
7. Academic institutions in India are less than sold on the idea of inclusive education. *(Make Negative)*
8. Mom's condition took a turn for the worse. My performance is also taking a turn for the worse. *(Use Not only... but also)*
9. What a feeling! *(Make Assertive)*
10. This one was probably for his mom. *(Make Negative)*
11. I'm trying to help. *(Add Question tag)*
12. If I don't thank an Indian and die, I will never attain peace after death. *(Use Unless)*
13. We have often been unworthy followers of his. *(Make Interrogative)*
14. Isn't there a court order against this? *(Make Assertive)*
15. They shared their clothes and toys. *(Use Not only...but also)*
16. As soon as she got home, Keryn hurried to her. *(Use No sooner.....than)*



7. Mr. Burchell had scarce taken leave, and Sophia consented to dance with the chaplain, when my little ones came running out to tell us that the Squire was come with a crowd of company.
8. I hope it will give comfort to great numbers who are passing through the world in obscurity, when I inform them how easily distinction may be obtained.
9. All who have meant good work with their whole hearts, have done good work, although they may die before they have the time to sign it.
10. We are told that, while still a mere child, he stole away from his playfellows to a vault in St. James's Fields, for the purpose of investigating the cause of a singular echo which he had observed there.
11. The slave who was at his work not far from the place where this astonishing piece of cruelty was committed, hearing the shrieks of the dying person ran to see what was the occasion of them.
12. Every insignificant author fancies it of importance to the world to know that he wrote his book in the country, that he did it to pass away some of his idle hours, that it was published at the importunity of friends, or that his natural temper, studies, or conversation directed him to the choice of his subject.
13. I consider a human soul without education like marble in the quarry, which shows none of its inherent beauties, until the skill of the polisher fetches out the colours, makes the surface shine, discovers every ornamental cloud, spot, and view that run through the body of it.
14. When the Athenians in the war with the Lacedaemonians received many defeats both by sea and land, they sent a message to the oracle of Jupiter Ammon, to ask the reason why they who erected so many temples to the gods, and adorned them with such costly offerings, should be less successful than the Lacedaemonians, who fell so short of them in all these particulars.
15. He that holds fast the golden mean,
And lives contentedly between
The little and the great,
Feels not the wants that pinch the poor,
Nor plagues that haunt the rich man's door,
Embittering all his state.



Chapter 10 TRANSFORMATION OF SENTENCES

71. The student has already learnt that a phrase can be expanded into a clause and a clause contracted into a phrase; that is, the form of a sentence can be changed without changing the meaning. In this chapter we shall show some other ways of changing the form of a sentence.

The conversion or transformation of sentences is an excellent exercise as it teaches variety of expression in writing English.

1. Sentences containing the Adverb 'too'

72. We can change the form of a sentence containing the adverb 'too', as shown below.
1. The news is too good to be true.
The news is so good that it cannot be true.
 2. These mangoes are too cheap to be good.
These mangoes are so cheap that they cannot be good.
 3. He drove too fast for the police to catch.
He drove so fast that the police could not catch him.



EXERCISE 59

Rewrite the following sentences so as to get rid of the Adverb 'too'.

1. It is never too late to mend.
2. He is too proud to beg.
3. My heart is too full for words.
4. He was too late to hear the first speech.

5. He is too ignorant for a postman.
6. The boy was too old for a whipping.
7. This tree is too high for me to climb.
8. He speaks too fast to be understood.
9. He is far too stupid for such a difficult post.



10. She was sobbing too deeply to make any answer.
11. This fact is too evident to require proof.
12. The work is too much for any man to do single-handed.
13. This shirt is too small for me.
14. The bag was too heavy for me to carry.

2. Interchange of the Degrees of Comparison

73. As the following examples show, it is possible to change the Degree of Comparison of an Adjective or Adverb in a sentence, without changing the meaning of the sentence.

Positive.	I am as <i>strong</i> as him.
Comparative.	He is not <i>stronger</i> than me.
Positive.	This razor is not as <i>sharp</i> as that one.
Comparative.	That razor is <i>sharper</i> than this one.
Positive.	Few historians write as <i>interestingly</i> as Joshi.
Comparative.	Joshi writes more <i>interestingly</i> than most historians.
Positive.	No other metal is as <i>useful</i> as iron.
Comparative.	Iron is <i>more useful</i> than any other metal.
Superlative.	Iron is the <i>most useful</i> of all metals.
Superlative.	India is the <i>largest</i> democracy in the world.
Comparative.	India is <i>larger</i> than any other democracy in the world.
Positive.	No other democracy in the world is as <i>large</i> as India.
Superlative.	Mumbai is one of the <i>richest</i> cities in India.
Comparative.	Mumbai is <i>richer</i> than most other cities in India.
Positive.	Very few cities in India are as <i>rich</i> as Mumbai.
Superlative.	Usha Kiran is not the <i>tallest</i> of all the buildings in the city.
Comparative.	Usha Kiran is not <i>taller</i> than some other buildings in the city.



OR

Positive.	Some other buildings in the city are perhaps <i>taller</i> than Usha Kiran.
	Some other buildings in the city are at least as <i>tall</i> as Usha Kiran.

OR

Superlative.	Usha Kiran is perhaps not as <i>tall</i> as some other buildings in the city.
Comparative.	Naomi is not one of the <i>cleverest</i> girls in the class.
	Some girls of the class are <i>cleverer</i> than Naomi.

OR

Positive.	Naomi is less <i>clever</i> than some other girls of the class.
	Naomi is not so <i>clever</i> as some other girls of the class.



EXERCISE 60

Change the Degree of Comparison without changing the meaning.

1. Abdul is as strong as his brother.
2. Akbar was one of the greatest kings.
3. Some boys are at least as industrious as Karim.
4. Mahabaleshwar is cooler than Mysore.
5. No other bowler in the eleven is so good as Rama.
6. Very few cities in India are as big as Chennai.
7. No other storybook is so popular as *The Arabian Nights*.
8. This pony is better trained than yours.



9. This church is the biggest in Mumbai.
10. This newspaper has a bigger circulation than any other morning paper.
11. Helen of Troy was more beautiful than any other woman.
12. The airplane flies faster than birds.
13. Hyderabad is one of the biggest of Indian cities.
14. Some beans are at least as nutritious as meat.
15. Samudra Gupta was one of the greatest of Indian kings.
16. Australia is the largest island in the world.



17. Very few Indo-Anglian novelists are as great as R.K. Narayan.
18. This is one of the hottest districts in India.

19. It is better to starve than beg.
20. He loves all his sons equally well.

3. Interchange of Active and Passive Voice

74. A sentence in the Active form can be changed into the Passive form, and *vice versa*.

Active.

Brutus stabbed Caesar.

Passive.

Caesar was stabbed by Brutus.

Active.

The people will make him President.

Passive.

He will be made President by the people.

Active.

Who taught you grammar ?

Passive.

{ By whom were you taught grammar?/Who were you taught grammar by?

{ By whom was grammar taught to you ?

Active.

{ The Governor gave him a reward.

Passive.

{ He was given a reward by the Governor.

{ A reward was given to him by the Governor.

Active.

The Romans expected to conquer Carthage.

Passive.

It was expected by the Romans that they would conquer Carthage.

Active.

One should keep one's promises.

Passive.

Promises should be kept.

Active.

I know her.

Passive.

She is known to me.

Active.

My captors were taking me to prison.

Passive.

I was being taken to prison by my captors.

Active.

His behaviour vexes me sometimes.

Passive.

I am sometimes vexed at his behaviour.

Active.

It is time to shut up the shop.

Passive.

It is time for the shop to be shut up.

Active.

The audience loudly cheered the Mayor's speech.

Passive.

The Mayor's speech was loudly cheered.



Note— Whenever it is evident who the agent (i.e., doer of the action) is, it is unnecessary to mention him in the passive form, and this omission gives a neater turn to the sentence. Thus in the last example the agent is not mentioned in the passive form because only those who heard the speech could have cheered it.

Passive.

My pocket has been picked.

Active.

Someone has picked my pocket.

Passive.

Our army has been defeated.

Active.

The enemy has defeated our army.

Passive.

I shall be obliged to go.

Active.

Circumstances will oblige me to go.

Note— The Active Voice is used when the agent, or actor, is to be made prominent ; the Passive, when the thing acted upon is to be made prominent. Hence the Passive Voice may be used when the agent is unknown, or when we do not care to name the agent ; as, 'The ship was wrecked.'

EXERCISE 61

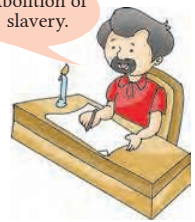
Change the following sentences into the Passive form. (Omit the agent where possible.)

1. Premchand wrote this novel.
2. We admire the brave.
3. I bought the baby a doll.
4. They know me.
5. He invited me to his house yesterday.
6. They enjoy bathing.
7. I opened the door.
8. I read the book long ago.
9. Pakistan expected to win the match.
10. The master appointed him monitor.
11. Who taught you such tricks as these?
12. Brutus accused Caesar of ambition.
13. The boy is climbing the cliff.
14. He taught me to read Persian.
15. One expects better behaviour from a college student.
16. They showed a video of the 'Titanic'.
17. You must endure what you cannot cure.



18. The curator of the museum showed us some ancient coins.
19. The King reviewed the troops in the maidan.
20. They have pulled down the old house.
21. The rules forbid passengers to cross the railway line.
22. He made his wife do the work.
23. Nature teaches beasts to know their friends.
24. All desire wealth and some acquire it.
25. Lincoln emancipated four million African slaves.
26. We expect good news.
27. They propose to build a dam for irrigation purposes.
28. I offered him a chair.
29. The French surrendered Quebec to the English in 1759.
30. He showed me the greatest respect.
31. Alas ! we shall hear his voice no more.
32. Shall I ever forget those happy days ?
33. Do you not understand my meaning ?
34. We must listen to his words.

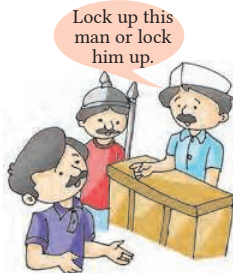
Abolition of slavery.



EXERCISE 62

Rewrite the following sentences in the Passive form. (Omit the agent where possible.)

1. Macbeth hoped to succeed Duncan.
2. Who taught you Urdu?
3. They found him guilty of murder.
4. The King immediately gave orders that he should be imprisoned.
5. Somebody has put out the light.
6. They laughed at his warnings and objected to all his proposals.
7. The Swiss regarded him as an impostor and called him a villain.
8. I have kept the money in the safe.
9. He pretended to be a baron.



10. His subordinates accused him of various offences.
11. I saw him opening the box.
12. He ordered the police to pursue the thief.
13. One cannot gather grapes from thistles.
14. You never hear of a happy millionaire.
15. The public will learn with astonishment that war is imminent.
16. Did you never hear that name ?
17. The legend tells us how the castle received its name.
18. Do not insult the weak.
19. Why did he defraud you of your earnings ?

EXERCISE 63

Change the following sentences into the Active form.

1. The letter was written by the clerk.
2. Without effort nothing can be gained.
3. 'Shakuntala' was written by Kalidas.
4. I was struck by his singular appearance.
5. He was seen by my brother.
6. He was chosen leader.
7. Honey is made by bees.
8. The bird was killed by a cruel boy.
9. The steam-engine was invented by Watt.
10. The mouse was killed by the cat.
11. The boy was praised by the teacher.
12. The Exhibition was opened by the Prime Minister.
13. By whom was this jug broken ?



14. I was offered a chair.
15. We shall be blamed by everyone.
16. He will be gladdened by the sight.
17. The telephone was invented by Alexander Graham Bell.
18. My watch has been stolen.
19. A king may be looked at by a cat.
20. The telegraph wires have been cut.
21. Harsh sentences were pronounced on the offenders.
22. This question will be discussed at the meeting tomorrow.
23. Why should I be suspected by you?
24. Stones should not be thrown by those who live in glass houses.

25. He will be greatly surprised if he is chosen.
26. The ship was set on fire and abandoned by the crew.

27. He was arrested on a charge of theft, but for lack of evidence he was released.

4. Interchange of Affirmative and Negative Sentences

75. Study the following examples.

- Brutus loved Caesar.
Brutus was not without love for Caesar.
- I was doubtful whether it was you.
I was not sure that it was you.
- Old fools surpass all other fools in folly.
There's no fool like an old fool.
- He is greater than me.
I am not so great as him.
- Alfred was the best king that ever reigned in England.
No other king as good as Alfred ever reigned in England.



EXERCISE 64

Express the meaning of the following sentences in a negative form.

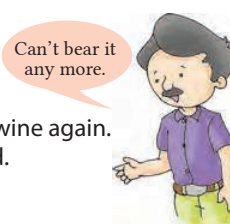
- | | |
|-----------------------------------------------------|-----------------------------------------------------------|
| 1. He was more rapacious than a griffin. | 11. He failed to notice me when he came in. |
| 2. He was as rapacious as a griffin. | 12. Everybody will admit that he did his best. |
| 3. Akbar was the greatest of the Great Moghuls. | 13. Only a millionaire can afford such extravagance. |
| 4. He was greater than Aurangzeb. | 14. Every man makes mistakes sometimes. |
| 5. The rose by any other name would smell as sweet. | 15. I care very little what he says about me. |
| 6. As soon as he came, he made objections. | 16. As soon as he saw me he came up and spoke to me. |
| 7. These fishing nets are all the wealth I own. | 17. He must have seen the Taj Mahal when he went to Agra. |
| 8. I always love my country. | |
| 9. Everest is the highest mountain in the world. | |
| 10. He is sometimes foolish. | |



EXERCISE 65

Convert the following Negatives into Affirmatives.

- | | |
|---------------------------------------------------------------|------------------------------------------------------------|
| 1. Nobody was absent. | 8. Not many men would be cruel and unjust to a cripple. |
| 2. He did not live many years in India. | 9. No man could have done better. |
| 3. No one could deny that she was pretty. | 10. The two brothers are not unlike each other. |
| 4. God will not forget the cry of the humble. | 11. He has promised never to touch wine again. |
| 5. I am not a little tired. | 12. We did not find the road very bad. |
| 6. There was no one present who did not cheer. | 13. There is no smoke without fire. |
| 7. I never in my life laid a plan and failed to carry it out. | 14. It is not likely that he will ever see his home again. |



5. Interchange of Interrogative and Assertive Sentences

76. Study the following examples.

- What though we happen to be late ?
It does not matter much though we happen to be late.
- Why waste time in reading trash ?
It is extremely foolish to waste time in reading trash.
- Were we sent into the world simply to make money ?
We were not sent into the world simply to make money.
- How can man die better than facing fearful odds ?
Man cannot die better than facing fearful odds.
- When can their glory fade ?



- Their glory can never fade.
6. Was he not a villain to do such a deed ?
He was a villain to do such a deed.

EXERCISE 66

Transform the following sentences into Assertive sentences.

- Who can touch pitch without being defiled ?
- Can any man by taking thought add a cubit to his stature ?
- What though the field be lost ?
- Is that the way a gentleman should behave ?
- Who does not know the owl ?
- Shall I ever forget those happy days ?
- Who is so wicked as to amuse himself with the infirmities of extreme old age ?
- Why waste time in this fruitless occupation ?
- Is this the kind of dress to wear in school ?
- Can you gather grapes from thorns or figs from thistles ?



EXERCISE 67

Express the meaning of the following Assertions as Questions.

- No one can be expected to submit for ever to injustice.
- There is nothing better than a busy life.
- Nowhere in the world will you find a fairer building than the Taj Mahal.
- It is useless to offer bread to a man who is dying of thirst.
- We could have done nothing without your help.
- That was not an example to be followed.

6. Interchange of Exclamatory and Assertive Sentences

77. Study the following examples.

- How sweet the moonlight sleeps upon this bank!
The moonlight very sweetly sleeps upon this bank.
- If only I were young again!
I wish I were young again.
- Alas that youth should pass away !
It is sad to think that youth should pass away.
- How beautiful is night !
Night is very beautiful.
- To think of our meeting here!
[Or] That we should meet here !
It is strange that we should meet here.

I wish I were young again.



EXERCISE 68

Transform the following Exclamatory sentences into Assertions.

- What would I not give to see you happy !
- Ah, what a sight was there !
- What a piece of work is man !
- What might be done, if men were wise !
- What a wonderful creature an elephant is !
- How awkwardly he manages his sword !
- O that we two were infants playing !
- If only I had the wings of a dove !
- What a large nose !
- If only I had a good horse !
- If only I were safe at home !
- O what a fall was there, my countrymen !
- What a delicious meal !
- What sweet delight a quiet life affords !
- How well fitted the camel is for the work he has to do !
- How cold you are !
- What a beautiful scene this is !
- What a delicious flavour these mangoes have !
- Shame on you to use a poor cripple so !
- If only I knew more people !
- How you have grown !
- If only I had come one hour earlier !

How cold you are, by the way!



EXERCISE 69

Transform the following into Exclamatory sentences.

- It is a horrible night.
- It was extremely base of him to desert you in your time of need.
- It is hard to believe that he did such a deed.
- I wish I had met you ten years ago.
- It is very stupid of me to forget your name.
- He leads a most unhappy life.

I wish I had met you ten years ago.



TRANSFORMATION OF SENTENCES

7. Interchange of One Part of Speech for Another

78. Study the following examples.

- That kind of joke does not *amuse* me.
That kind of joke does not give me any *amusement*.
- It *costs* twelve rupees.
The *cost* is twelve rupees.
- He has *disgraced* his family.
He is a *disgrace* to his family.
- He *fought* bravely.
He put up a brave *fight*.
- The treaty of Salbai should be *remembered* as one of the landmarks in the history of India.
The treaty of Salbai is worthy of *remembrance* as one of the landmarks in the history of India.
- I cannot *consent* to your going.
I cannot give my *consent* to your going.
- He gave a curt *reply*.
He *replied* curtly.
- He showed *generosity* even to his enemies.
He was *generous* even to his enemies.
- There is a slight *difference* between the two shades.
The two shades are slightly *different*.
- The Act made the negro slaves *free*.
The Act gave *freedom* to the negro slaves.
- I see him every *day*.
I see him *daily*.
- He examined the document *carefully*.
He examined the document with *care*.
- We passed an *anxious* hour.
We passed an hour *anxiously*.
- Few historians have written in a more *interesting* manner than Gibbon.
Few historians have written more *interestingly* than Gibbon.
- He *presumptuously* ignored my advice.
He *presumed* to ignore my advice.



EXERCISE 70

(a) In the following sentences replace the Nouns in *italics* by Verbs.

- He rejected all our *proposals*.
- Steel gains *strength* from the addition of nickel.
- He made an *agreement* to supply me with firewood.
- His *purpose* is not clear from his letter.
- You cannot gain *admission* without a ticket.
- He has no *intention* of leaving the city.
- I have a *disinclination* for work today.
- He made a *success* of all his *undertakings*.
- These mangoes have a sweet *smell* but a sour *taste*.

Your wood
Mr. Under
Wood.



(b) Rewrite the following sentences so as to replace the Adverbs in *italics* by Verbs.

- The defenders *successfully* repelled every attack on the city.
- This scene is *surpassingly* beautiful.
- He is *admittedly* the greatest general of the country.
- They welcomed the good news most *joyfully*.

A quiz show
ANT vs
ELEPHANT



(c) Rewrite the following sentences so as to replace the Verbs and Adjectives in *italics* by corresponding Nouns.

- Though the ant is small it is as *intelligent* as the elephant.
- He said he *regretted* that he had *acted* so hastily.
- He was so *active* in his old age that everybody *admired* him.
- Before I pay you what is *due* you must *sign* this receipt.
- The best way to be *healthy* is to be *temperate* in all things.

Rats give us a
great
deal of trouble.



(d) Rewrite the following sentences, replacing Nouns and Adverbs in italics by Adjectives of similar meaning.

1. In all *probability* the day will be fine.
2. The rats gave us a great deal of *trouble*.
3. He was dismissed for *negligence* rather than incompetence.
4. He was *admittedly* clever, but he *evidently* lacked industry.
5. The merchant had great *success* in all his dealings, and was naturally esteemed by his fellow citizens.

(e) Rewrite the following sentences replacing Nouns and Adjectives in italics by Adverbs of similar meaning.

1. Her dress was *poor* and mean.
2. He broke the rules without any intention of doing so, but it does not follow that his punishment was *wrong*.
3. His mistake was evident, but his sincerity was also *obvious*.
4. By a careful analysis of these substances you will see that they differ in *essence*.

Chapter 11 TRANSFORMATION OF SENTENCES (CONTD.)

1. Conversion of Simple Sentences to Compound (Double) Sentences

79. A Simple sentence can be converted into a Compound one by enlarging a word or a phrase into a co-ordinate clause.

<i>Simple.</i>	He must work very hard to make up for the lost time.
<i>Compound.</i>	He must work very hard and make up for the lost time.
<i>Simple.</i>	To his eternal disgrace, he betrayed his country.
<i>Compound.</i>	He betrayed his country, and this was to his eternal disgrace.
<i>Simple.</i>	Besides robbing the poor child, he also murdered her.
<i>Compound.</i>	He not only robbed the poor child but also murdered her.
<i>Simple.</i>	He must work very hard to win the first prize.
<i>Compound.</i>	He must work very hard, or he will not win the first prize.
<i>Simple.</i>	He must not attempt to escape, on pain of death.
<i>Compound.</i>	He must not attempt to escape, or he will be put to death.
<i>Simple.</i>	Notwithstanding his hard work, he did not succeed.
<i>Compound.</i>	He worked hard, yet did not succeed.
<i>Simple.</i>	Owing to ill-luck, he met with a bad accident on the eve of his examination.
<i>Compound.</i>	He was unlucky and therefore met with a bad accident on the eve of his examination.
<i>Simple.</i>	The teacher punished the boy for disobedience.
<i>Compound.</i>	The boy was disobedient, and so the teacher punished him.

EXERCISE 71

Rewrite the following Simple sentences as Compound (Double) ones.

1. In this tower sat the poet gazing on the sea.
2. To everyone's surprise, the project completely failed.
3. Seeing the rain coming on, we took shelter under a tree.
4. Besides educating his nephew, he also set him up in business.
5. The fog being very dense, the steamer sailed at less than half speed.
6. Raleigh, taking off his cloak politely, placed it in the muddy street.
7. Being occupied with important matters, he had no leisure to see us.
8. In spite of his popularity he cannot be called a great writer.
9. Rushing against Horatius, he smote with all his might.
10. With all his learning, he was far from being a pedant.
11. Little Jack Horner sat in a corner, eating his Christmas pie.
12. He must resign on pain of public dismissal.
13. Owing to drought the crop is short.
14. The men had not completed their work by sunset.
15. Notwithstanding several efforts, he failed.
16. By his pleasant manners he gained many friends.
17. In addition to pecuniary assistance he gave them much valuable advice.
18. The referee having whistled, the game was stopped.
19. On account of his negligence the company suffered heavy losses.
20. Running at top speed, he got out of breath.
21. Possessing all the advantages of education and wealth, he never made name.
22. Taking pity on the mouse, the magician turned it into a cat.
23. Being dissatisfied, he resigned his position.
24. Throwing off his coat, he plunged into sea.

EXERCISE 72

Convert the following Simple sentences to Compound sentences.

- Hearing their father's footsteps, the boys ran away.
- With a great effort he lifted the box.
- The man, being very hungry, ate too much.
- In spite of his great strength he was overcome.
- Against the wishes of his family he left school.
- He was universally respected on account of his virtue.
- His friend having helped him, he is prospering.
- Being a cripple, he cannot ride a horse.
- The rain having washed away the embankment, the train was wrecked.
- Finding himself in difficulty, he went to his teacher for help.
- My friend being now in Mumbai, I shall go there to meet him.
- In the event of such a thing happening, I should take long leave.
- They are forbidden to enter the sacred place on pain of death.
- To make certain of getting a place you must apply early.
- He intends to try again notwithstanding his repeated failures.
- In spite of all my advice he has done this foolish thing.
- By reason of his great ability he has been able to win a high position.
- Through no fault of his own he has become very poor.
- Knowing no better, he used very inaccurate language.
- His sword having broken, he was left defenceless.
- He was rejected owing to ill-health.
- I do not like him on account of his pride and boastfulness.
- To avoid punishment he ran away.
- In his ignorance he followed the wrong course.
- Having made no provision for old age, he is very poor.
- Out of a desire for revenge he agreed to this.
- To add to their troubles, a tyre burst on the way.

2. Conversion of Compound (Double) Sentences to Simple Sentences

80. The following examples illustrate the chief ways of converting Compound sentences to Simple sentences.

<i>Compound.</i>	He finished his exercise and put away his books.
<i>Simple.</i>	Having finished his exercise, he put away his books.
<i>Compound.</i>	Not only did his father give him money, but his mother did too.
<i>Simple.</i>	Besides his father giving him money, his mother also did the same.
<i>Compound.</i>	He was a mere boy but he offered to fight the giant.
<i>Simple.</i>	In spite of his being a mere boy, he offered to fight the giant.
<i>Compound.</i>	He must not be late, or he will be punished.
<i>Simple.</i>	In the event of his being late, he will be punished.
<i>Compound.</i>	You must either pay the bill at once or return the goods.
<i>Simple.</i>	Failing prompt payment, the goods must be returned by you.
<i>Compound.</i>	The men endured all the horrors of the campaign and not one of them complained at all.
<i>Simple.</i>	The men endured all the horrors of the campaign without one of them making any complaint.
<i>Compound.</i>	We must eat, or we cannot live.
<i>Simple.</i>	We must eat to live.

Non-delivery
of goods



EXERCISE 73

Rewrite the following Compound (Double) sentences as Simple ones.

- They were poor, and often suffered great hardship.
- He overslept himself, and so he missed the train.

3. The prince slew his brother and became king in his place.
4. This coat cannot be mine, for it is too big.
5. This general fought bravely, the king therefore made him commander-in-chief.
6. The camel pushed his head into the tent and asked to be allowed to warm his nose.
7. As a boy he had never been at school, and therefore he had no opportunity of learning to read or write.
8. This must not occur again, or you will be dismissed.
9. He granted the request, for he was unwilling to disappoint his friend.
10. They took every precaution ; still they ran aground.
11. He is rich, yet he is not contented.
12. Make haste, or else you will be late.
13. The steamer went down, yet the crew were saved.
14. The piper advanced, and the children followed.
15. The horse reared and the rider was thrown.
16. Walk quickly, else you will not overtake him.
17. I called him, but he gave me no answer.
18. Either he is drowned or some passing ship has saved him.
19. He must have done his duty, for he is a conscientious man.
20. He tried hard, but he did not succeed.
21. He tried again and again, but he did not succeed.
22. We decided not to go any further that day and put up at the nearest hotel.
23. Either you must help me or I must try to carry out my task alone.
24. His partner died, and this added to his difficulties.
25. He was horrified for he saw blood stains on the floor and no sign of his child.
26. Not only men, but women and children were put to death.
27. Everybody else went down to meet him in the train, but I did not.
28. He is a well-read man, but in matters of business he is a fool.
29. Work at least six hours a day, or you cannot make sure of success.
30. He is very poor, but he does not complain.
31. He neither returned the goods nor paid the bill.



EXERCISE 74

Convert the following Compound (Double) sentences to Simple sentences.

1. My friend arrived and we went for a walk.
2. The servant brought the lamp and I began my homework.
3. The ink had dried up and I could not write.
4. I have a lot of work and must do it now.
5. We must hurry and we shall escape the rain.
6. He has an unpleasant duty and must perform it.
7. He not only pitied him but relieved him.
8. He did this and so offended his master.
9. He had read the book carefully and could tell the story in his own words.
10. His object became known and everybody tried to help him.
11. He found a hundred rupee note and was delighted at his good luck.
12. Rama has hurt his ankle and will not be able to play today.
13. Be good and you will be happy.
14. He did not like the work and he began it unwillingly.
15. I ordered him to halt, but he took no notice.
16. He is a good steady worker, only he is rather slow.

17. I continually invited him to visit me, but he never came.
18. He served out his sentence in gaol and was released.
19. He worked exceedingly hard at school, for he was a good obedient boy.
20. The dacoits stopped to divide the booty and the police overtook them.
21. He practised daily and so became an expert player.
22. Your attempt can hardly be called successful, for it has had no good results.
23. The President came into the hall and everyone rose from his seat.
24. He escaped several times but was finally caught.
25. The horse fell heavily and his rider came down with him.
26. He found himself getting weaker and weaker; so he consulted a doctor.
27. The plague broke out in the city and the people moved out into the jungle.
28. I had no money with me, and I could not give the beggar anything.

3. Conversion of Simple Sentences to Complex

81. A Simple sentence can be converted to a Complex sentence by expanding a word or phrase into a Subordinate clause.

This clause may be a Noun, Adjective or Adverb clause.

<i>Simple.</i>	He confessed <i>his crime</i> .
<i>Complex.</i>	He confessed <i>that he was guilty</i> .
<i>Simple.</i>	His <i>silence</i> proves his guilt.
<i>Complex.</i>	The <i>fact that he is silent</i> proves his guilt.
<i>Simple.</i>	He bought <i>his uncle's</i> library.
<i>Complex.</i>	He bought the library <i>which belonged to his uncle</i> .
<i>Simple.</i>	<i>On the arrival of the mails</i> the ship will leave.
<i>Complex.</i>	The ship will leave <i>as soon as the mails arrive</i> .
<i>Simple.</i>	He owed <i>his success</i> to his father.
<i>Complex.</i>	It was owing to his father <i>that he succeeded</i> .
<i>Simple.</i>	He worked hard <i>to pass the examination</i> .
<i>Complex.</i>	He worked hard so <i>that he might pass the examination</i> .
<i>Simple.</i>	Cain, <i>being jealous of Abel</i> , struck him.
<i>Complex.</i>	Cain struck Abel <i>because he was jealous of him</i> .
<i>Simple.</i>	<i>Only Indians</i> are admitted.
<i>Complex.</i>	<i>If you are not an Indian</i> you cannot be admitted.
<i>Simple.</i>	He succeeded <i>unexpectedly</i> .
<i>Complex.</i>	He succeeded <i>although his success was not expected</i> .
<i>Simple.</i>	The management is <i>thoroughly bad</i> .
<i>Complex.</i>	The management is <i>as bad as it could be</i> .
<i>Simple.</i>	A man's modesty is in inverse proportion to his ignorance.
<i>Complex.</i>	The more ignorant a man is, the less modest he is.



EXERCISE 75

Convert the following Simple sentences to Complex sentences, each containing a Noun clause.

- | | |
|----------------------------------------------------------|----------------------------------------------------|
| 1. I expect to meet Rama tonight. | 11. I shall be glad of your advice in this matter. |
| 2. He hoped to win the prize. | 12. He pleaded ignorance of the law. |
| 3. His father is not likely to punish him. | 13. Our friends will hear of our success. |
| 4. He admitted stealing the watch. | 14. You imply my guilt by your words and manner. |
| 5. Krishna wishes me to play for his team. | 15. I request your help. |
| 6. He believes their success to be certain in that case. | 16. I cannot foretell the time of my departure. |
| 7. I overheard all his remarks. | 17. I wish you to be quiet. |
| 8. I did not think fit to reply to his writings. | 18. He is said to be a millionaire. |
| 9. He confessed his fault. | 19. Tell the truth. |
| 10. His hiding place is still unknown. | 20. I have long suspected his poverty. |



EXERCISE 76

Convert the following Simple sentences to Complex sentences, each containing an Adjective clause.

1. I saw a wounded bird.
2. Rama is happy in his present class.
3. The man near me is my brother.
4. Our guru is a man of blameless life.
5. Your father is the man to help you in this matter.
6. The value of exercise is great.
7. Was this the deed of a good man ?
8. I was the first to hear the news.
9. These are not the methods of business.
10. The classroom is not the place for boys to play in.
11. He is hardly the boy to do credit to the school.
12. He liked his former place.
13. Smoke, the certain indicator of fire, appeared in the mine.
14. I was the first to arrive.
15. That is not the way to answer.
16. It was the work of a wild animal.
17. He is the water-carrier.
18. I have nowhere to sit.
19. My friend, the magistrate of this place, is on leave.
20. He sat outside on a stone in the compound.



EXERCISE 77

Convert the following Simple sentences to Complex sentences, each containing an Adverb clause.

1. On being punished, he wept.
2. During Queen Victoria's reign there were many wars.
3. Being quite contented, he never grumbled.
4. Being ill-treated by his master, he ran away.
5. He was too dull to understand.
6. The tiger is feared for its fierceness.
7. With your permission I will go away.
8. The peon would be quite happy with a rise of Rs. 10 a month.
9. He replied to the best of his ability.
10. I can only tell you according to my memory.
11. Of Krishna and Rama the latter works the harder.
12. Owing to ill-health he has resigned.
13. He was annoyed at being rebuked.
14. He cannot be caught on account of his quickness.
15. He is too lazy to succeed.
16. He came in very quietly to avoid waking his father.
17. He waited there with a view to meeting me.
18. There is no admission without permission.
19. I will help you in any possible way.
20. Do not go out without leave.
21. In spite of the heat they marched quickly.
22. For all his youth he is very capable.
23. Till my arrival, wait here.
24. After the death of his father he left Mumbai.
25. Up to his thirtieth year he remained unmarried.
26. From the time of that illness he has been partly blind.
27. Previous to his death he made his will.
28. In anticipation of sanction I have issued the order.
29. He hindered the police in the execution of their duty.
30. This was done in my absence.
31. For fear of imprisonment they kept silence.
32. Notwithstanding my entreaties he shot the dog.
33. He wrote according to instructions.
34. He worked to the best of his ability.
35. Come back at six o'clock.
36. With every blow the body quivered.
37. Speaking honestly, I do not know.
38. I came today to take advantage of the special train.
39. He failed to my great surprise.
40. Till the day of the examination he did no more work.
41. The tiger having fallen, he climbed down from the tree.
42. In the time of Aurangzeb taxes were very heavy.
43. We eat to live.
44. Some people live to eat.
45. He has gone down to the river to bathe.
46. Have you come to see me ?
47. Does he wish me to go ?



EXERCISE 78

Rewrite the following Simple sentences as Complex sentences.

1. Can you tell me the time of his arrival ?
2. After seeing the King he departed.
3. Many ships were so shattered as to be wholly unmanageable.
4. England expects every man to do his duty.
5. The guests having departed, he went to bed.
6. Few know the date of Lucy's death.
7. The source of the Nile was difficult to discover.
8. I will meet you at any place convenient for you.
9. In spite of his earnest protestations, he was condemned.
10. He is proud of his high birth.
11. The prince was to be found in the hottest of the battle.
12. I rejoice at his good fortune.



13. But for his own confession, the crime could scarcely have been brought home to him.
14. He alone entered, the rest of us waiting outside.
15. Not feeling well, he decided to lie down.
16. The last of these voyages not proving very fortunate, I grew weary of the sea.
17. Considering the difficulties of his position, he has acted admirably.
18. Speak low, to prevent our being overheard.
19. He was too much excited to hear reason.
20. A letter from the butler brings to the club the news of Sir Roger's death.
21. My right there is none to dispute.
22. Accustomed to rule, he schooled himself to obey.
23. He saved the child at the risk of his life.
24. A good tree cannot bring forth evil fruit.
25. I convinced him of his mistake.
26. It all depends upon the manner of your doing it.
27. He can prove his innocence.
28. Everybody knows the author of *Gulliver's Travels*.
29. The date of his arrival is uncertain.
30. The duration of the war is uncertain.
31. There is no hope of his recovery.
32. The exact date of the birth of Buddha is unknown.
33. A daily bath is necessary to perfect health.
34. Success or failure depends largely on your own efforts.
35. In my hurry I forgot the most important letters.
36. Listeners never hear any good of themselves.
37. Finding the door unlocked, the thief entered the house.
38. It is impossible to trust the word of a habitual liar.
39. Gray, the author of the *Elegy*, lived in the eighteenth century.
40. The shepherd found the lost sheep.
41. The boy readily admitted his mistake.
42. Tell me your plans.
43. He could clearly remember the incidents of his youth.
44. On arriving at the foot of the hill, he blew his trumpet.
45. A spider saved Robert Bruce.
46. The prudent man looks to the future.
47. For want of money, he was unable to prosecute his studies.
48. All the money having been spent, we started looking for work.
49. The idle cannot hope to succeed.
50. Our orders were to show no mercy.
51. It was too late for retreat.
52. I must be cruel, only to be kind.
53. The men fought with desperation.
54. He is too truthful to be a successful courtier.
55. Your remuneration depends on the quality of your work.
56. He conducted himself madly to escape suspicion.
57. Good boys need not fear punishment.
58. The accused confessed his guilt.
59. I asked him the reason of his coming.
60. But for your folly you could have been a partner in the firm today.
61. Tell me your age.
62. I was glad to hear of your arrival.
63. Being a very diligent and clever lad, he soon distinguished himself.
64. He is too short for a soldier.
65. This is said to be the birthplace of Buddha.
66. His success went beyond his expectations.
67. In spite of his poor health, he worked hard.
68. Feeling out of sorts, he went to bed.
69. He complained of being unjustly treated.
70. He killed the hen to get the treasure.
71. An army of ants will attack large and ferocious animals.
72. A very miserly planter formerly lived in the island of Jamaica.
73. He often gave his poor slaves too little food.
74. Industry will keep you from want.
75. A drowning man will catch at a straw.
76. It is excellent to have a giant's strength.
77. Having finished our work, we went out for a walk.
78. With all thy faults I love thee still.
79. The news is too good to be true.
80. This tree is too high for me to climb.
81. He is too old to learn anything new.
82. The world's greatest men have not laboured with a view to becoming rich.
83. With a change of wind we shall have rain.
84. With all his wealth he is not happy.



I can't become a soldier...



4. Conversion of Complex Sentences to Simple Sentences

82. Study the following examples.

Noun Clause

Complex.	He said <i>that he was innocent</i> .
Simple.	He declared <i>his innocence</i> .
Complex.	<i>That you are drunk</i> aggravates your offence.
Simple.	<i>Your drunkenness</i> aggravates your offence.
Complex.	Tell me <i>where you live</i> .
Simple.	Tell me <i>your address</i> .



Complex.	It is a pity <i>that we should have to undergo this disgrace.</i>
Simple.	<i>Our having to undergo this disgrace</i> is a pity.
Complex.	<i>It is proclaimed</i> that all men found with arms will be shot.
Simple.	<i>According to the proclamation</i> all men found with arms will be shot.
Complex.	He remarked <i>how impudent the boy was.</i>
Simple.	He remarked <i>on the boy's impudence.</i>
Complex.	<i>How long I shall stay</i> is doubtful.
Simple.	<i>The duration of my stay</i> is doubtful.
Complex.	<i>Except that he hurt his hand,</i> he was lucky.
Simple.	<i>Except for the hurt to his hand,</i> he was lucky.

EXERCISE 79

Convert each of the following Complex sentences to a Simple sentence.

- | | |
|--------------------------------------------------------------------|------------------------------------------------------------------|
| 1. We believe that he is innocent. | 10. That I was successful does not make me happy. |
| 2. It was much regretted that he was absent. | 11. He ordered the police that they should imprison the rioters. |
| 3. The consequence of his carelessness was that the game was lost. | 12. That you should be willing to believe this is incredible. |
| 4. He asked why I came. | 13. Whoever is prudent is respected. |
| 5. He ordered that the traitor should be executed. | 14. It is reported that our troops have won a victory. |
| 6. It is to be hoped that he escaped unhurt. | 15. All believed that he was guilty of murder. |
| 7. I do not know when I shall return. | 16. Tell me what you mean by this. |
| 8. We hope that better times will come. | |
| 9. The news that the enemy landed spread like wild fire. | |

I don't know I shall return.



83. Study the following examples.

Adjective Clause

Complex.	He died in the village <i>where he was born.</i>
Simple.	He died in his <i>native village.</i>
Complex.	The moment <i>which is lost</i> is lost for ever.
Simple.	A <i>lost moment</i> is lost for ever.
Complex.	Men <i>who have risen by their own exertions</i> are always respected.
Simple.	<i>Self-made</i> men are always respected.
Complex.	They <i>that are whole</i> have no need of the physician.
Simple.	<i>Healthy</i> persons have no need of the physician.
Complex.	We came upon a hut <i>where a peasant lived.</i>
Simple.	We came upon a <i>peasant's hut.</i>
Complex.	Youth is the time <i>when the seeds of character are sown.</i>
Simple.	Youth is the time <i>for the formation of character.</i>
Complex.	The exact time <i>when this occurred</i> has not been ascertained.
Simple.	The exact time <i>of the occurrence</i> has not been ascertained.
Complex.	The son <i>who was his chief pride in his old age</i> is dead.
Simple.	His son, <i>the pride of his old age,</i> is dead.
Complex.	<i>The place where Buddha was cremated</i> has recently been discovered.
Simple.	<i>The place of Buddha's cremation</i> has recently been discovered.
Complex.	I have no advice <i>that I can offer you.</i>
Simple.	I have no advice <i>to offer you.</i>



I'm a self-made man.



EXERCISE 80

Convert each of the following Complex sentences to a Simple sentence.

- | | |
|---------------------------------------------------------------------|-----------------------------------------------------------|
| 1. He sold the horse which belonged to his brother. | 5. This is the place where we camp. |
| 2. As I was unable to help in any other way, I gave her some money. | 6. The heart that is full of grief is heavy. |
| 3. I have no horse that I can lend you. | 7. The reply which you have made is foolish. |
| 4. The marks that were left by the whip were still visible. | 8. The evil that men do lives after them. |
| | 9. Do you not remember him who was formerly your friend ? |

It's a foolish reply.



10. This is the needle with which she knits.
11. Have you nothing that you wish to say ?
12. He prospered by the help he got from his friends.
13. They were advised by a clever lawyer who was a High Court pleader.
14. He is weak from the illness which he had recently.
15. A man who is dead needs no riches.
16. I have seen the house which belongs to Rama.
17. He was the most learned of the judges who lived at that time.
18. He died in the village where he was born.
19. The horse which is an Arab of pure blood, is very swift.
20. The smell which comes from this drain, is very bad.
21. Can he get no work that he can do ?
22. Is there no place which is kept for bathing here ?
23. The birds have no water that they can drink.
24. He shot a tiger which was the scourge of the district.
25. That is the book that belongs to me.
26. I saw a man who was blind.
27. This is the bottle which is used for water.
28. The chief thing that Wycliffe and his friends achieved was the translation of the Bible into English.
29. I found the book which I had lost.
30. The boy who stood first got the prize
31. A city that is set on a hill cannot be hid.
32. People who live in glass houses must not throw stones.
33. The services he has rendered to the state cannot be over-estimated.
34. The place where they live is very unhealthy.
35. This idea on which he based his philosophy, is very difficult to comprehend.
36. I have no time that I can waste on idle talk.
37. A person who relies on his own efforts has the best chance to win success.
38. Here is a barrier that cannot be passed.
39. A person who has risen by his own exertions is always respected.
40. A boy who had been notoriously idle was awarded a prize.
41. Such men as you cannot be easily disheartened.
42. A man who is industrious is sure to succeed.
43. He told us the time when he expected to arrive.



84. Study the following examples.

Adverb Clause

Complex.	The Captain was annoyed <i>that he had not carried out his orders</i> .
Simple.	The Captain was annoyed <i>at his not having carried out his orders</i> .
Complex.	You can talk <i>as much as you like</i> .
Simple.	You can talk <i>to your heart's content</i> .
Complex.	Everything comes <i>if a man will only work and wait</i> .
Simple.	Everything comes <i>to a diligent and patient man</i> .
Complex.	I am pushing my business <i>wherever I can find an opening</i> .
Simple.	I am pushing my business <i>in every possible direction</i> .
Complex.	He will <i>not</i> pay <i>unless he is compelled</i> .
Simple.	He will pay <i>only under compulsion</i> .
Complex.	You have succeeded <i>better than you hoped</i> .
Simple.	You have succeeded <i>beyond your hopes</i> .
Complex.	<i>When the cat is away</i> the mice will play.
Simple.	<i>In the absence of the cat</i> the mice will play.
Complex.	He does not always speak <i>as he thinks</i> .
Simple.	He does not always speak <i>his thoughts</i> .
Complex.	A good boy will always do <i>as he is commanded by his superiors</i> .
Simple.	A good boy will always carry out (or execute) <i>the commands of his superiors</i> .
Complex.	I was surprised <i>when I heard him talk so</i> .
Simple.	I was surprised <i>to hear him talk so</i> .
Complex.	He was so tired <i>that he could not stand</i> .
Simple.	He was <i>too tired to stand</i> .
Complex.	If I make a promise <i>I keep it</i> .
Simple.	I make a promise <i>only to keep it</i> .
Complex.	<i>As the war was ended</i> , the soldiers returned.
Simple.	<i>The war being ended</i> , the soldiers returned.
Complex.	While there is life there is hope
Simple.	Life and hope are inseparable.
Complex.	As you sow, so you will reap.
Simple.	You will but reap the fruits of your sowing.



EXERCISE 81

Convert the following Complex sentences into Simple sentences.

1. As you are here you may as well see it.
2. He was angry when he heard the result.
3. Does he know the consequences if he refuses ?
4. He cannot go unless I consent.
5. You cannot always talk sense if you are always talking.
6. You never come here but you steal something.
7. The boy ran as fast as he could.
8. As it was beginning to rain we waited a while.
9. Although he has failed twice he will try again.
10. He made such good speed that he was in time.
11. Because he was ill he stayed at home.
12. As he felt cold he lit a fire.
13. Since I am unable to get much, I accept little.
14. He will pay you when he hears from me.
15. He was so tired that he could not sleep.
16. They rejoice that they are going.
17. I congratulated him because he had passed.
18. He can afford to be generous because he is rich.
19. As the hour had arrived they started.
20. Since I believed his word I did not ask for proof.
21. The dog jumped up when he saw the cat.
22. The horse is so old that it cannot work.
23. The tiger is renowned through all the countryside because he is so cunning and ferocious.
24. He was very angry when he had to pay again.
25. The longer we wait here, the darker it will become.
26. He is not so tall that he cannot enter the doorway.
27. When they heard the signal they sprang up.
28. As the truth is known, further lying is useless.
29. Wherever you go I shall follow you.
30. No sooner did he see us than he disappeared.
31. As soon as he heard the news he wrote to me.
32. Because you have done this I shall punish you.
33. As he was not there, I spoke to his brother.
34. They went where living was cheaper.
35. Wherever he preached the people gathered to listen.
36. She stood as though turned to stone.
37. We have come so that we may help you.
38. You will pass if you work hard.
39. He cannot see unless he wears glasses.
40. His father still trusted him though he had deceived him.
41. He is not so prudent as he ought to be .
42. It was so dark that you could not see your hand.
43. When the fraud was discovered, he was imprisoned after being tried.
44. He was so indolent that he could not be successful.
45. An honest boy speaks as he thinks.
46. Sit down where you please.
47. The larger the brain, the more vigorous the mind.
48. I shall give you my horse if you give me your silver.
49. We will do the work as well as we can.
50. Robinson Crusoe was puzzled when he discovered the print of a foot on the sand.
51. Though the sky falls, he will not be frightened.
52. Apollo was worshipped as long as the Roman Empire lasted.
53. I will buy it, cost what it may.
54. I am surprised that you should believe such nonsense.
55. Whatever you do, I will support.



I'll buy it, cost what it may.



EXERCISE 82

Turn each of the following Complex sentences into a Simple sentence.

1. It is terrible that people should die of starvation.
2. I was unable to hear what you were saying.
3. We did not go, as the weather was too stormy.
4. It is doubtful whether he will succeed.
5. He became so ill that he was unable to walk.
6. No one is promoted to a higher class unless he is examined.
7. He ran as fast as he could.
8. He said that he would come tomorrow.
9. Tell me where you live.
10. He confessed that he was guilty.
11. It was so dark that we lost our way.
12. Tell me how old you are.
13. When he will arrive is not yet known.
14. Grant me what I ask.
15. We hope that better times will come.
16. I insist that you should not go.
17. I shall remain where I am.
18. If you turn to the right you will soon reach the temple.
19. He gave a graphic account of how he escaped.
20. We went half-an-hour earlier, so that we might get a good seat.
21. He complained that he had been unjustly treated.
22. It is certain that he will come.
23. The Commissioner gave rewards to such men as deserve them.
24. I asked him why he came.
25. A child who has lost his parents is to be pitied.
26. They left at six o'clock so that he might catch the early train.

Pardon me...



27. Suspicion always haunts the mind of a person who is guilty.

28. He went to Ooty so that he might improve his health.

29. A book in which were pictures of animals, was presented to him by his uncle.

30. When Caesar saw Brutus among the assassins, he covered his face with his gown.

31. John Bright once said that the safest place in England was a first-class carriage in an express train.

32. The question is so complicated that it cannot be settled immediately.

33. Had he been absent, the motion would have been carried.

34. The passage is so difficult that I cannot comprehend it.

35. We must do the work as well as we can.

36. Although they fought most valiantly, they were defeated.

37. If he wins the battle he will be crowned.

38. I wish to know the time when he died.

39. Those soldiers who survived have received medals.

This is a complicated question.



40. This is a machine which is used for sewing.

41. He seemed very anxious that we should come.

42. The priests were satisfied when he offered the money.

43. You must be hungry if you have not dined.

44. It is time you went.

45. It is lucky that he came just then.

46. It is certain that he will help you.

47. You must write to me as soon as you reach Mumbai.

48. He gave away some books which belonged to his brother.

49. Can you tell me the name of the person who wrote the book ?

50. It is said that he died by his own hand.

51. While my parents are absent I cannot come.

52. This sum is so hard that I cannot do it.

53. As one man fell another took his place.

54. Work as hard as you can.

55. Drink while you may.

56. Such a man as he is should succeed.

57. The police know this from information which has been received by them.



5. Conversion of Compound Sentences to Complex

85. Study the following examples.

Compound.

Search his pockets and you will find the watch.

Complex.

If you search his pockets, you will find the watch.

Compound.

Do as I tell you, or you will regret it.

Complex.

Unless you do as I tell you, you will regret it.

Compound.

The lion was wounded but not killed.

Complex.

The lion was not killed although he was wounded.
(=Although the lion was wounded, he was not killed.)

Compound.

Waste not, want not.

Complex.

If you do not waste, you will not want.

Compound.

He saw the danger, but pressed on.

Complex.

Although he saw the danger, he pressed on.

Compound.

He saw the danger and paused.

Complex.

When he saw the danger he paused.

Compound.

He aimed at winning the prize and worked hard.

Complex.

He worked hard so that he might win the prize.

Compound.

He had to sign, or be executed.

Complex.

If he had not signed, he would have been executed.

Compound.

He is buried near Rome and myrtles grow round his grave.

Complex.

He is buried near Rome in a place where myrtles grow.

Compound.

He wishes to become learned ; therefore he is studying hard.

Complex.

He is studying hard so that he may become learned.



EXERCISE 83

Transform from Compound into Complex sentences.

1. Spare the rod and spoil the child.

2. He put on his hat and went outside.

3. At length she woke and looked round.

4. Keep quiet, or you will be punished.

5. The ship was wrecked, but the crew were saved.



6. Either Shirin will come or she will send a letter.

7. Do your best, and you will never regret it.

8. He received your telegram and set off at once.

9. I must hurry back at once, or my business will greatly suffer.

10. Do this, or you will be punished.
11. Rama may not be clever but he is certainly industrious.
12. I put my hand into my pocket and gave him a rupee.
13. Only do the right, and you will have no reason to be ashamed.
14. The crow stole a piece of cheese and flew with it to a tree.
15. I called at your house yesterday but you were out.
16. This is the prisoner's first offence so h with a small fine.
17. We must do our work well, or our master will be angry with us.
18. You have earned his gratitude, so you shall not go unrewarded.
19. He failed in his first attempt and never tried again.
20. Time flies fast, yet it sometimes appears to move slowly.
21. Mosquitoes cause malaria, and this is well known.
22. She must weep, or she will die.
23. He ran to the station, but he missed the train.
24. The boy was tired, therefore he went to bed.
25. He is poor, but contented.
26. Life has few enjoyments ; still we cling to it.
27. Eat few suppers and you'll need few medicines.
28. He is working hard ; therefore he will succeed.
29. He wishes to succeed ; therefore he works hard.
30. He was going along this road, and met a dragon.
31. They were refused pay, but went on working.
32. I frowned upon him, yet he loves me still.



33. Do you find victories and we will find rewards ?
34. The archers were poorly armed, but they offered a stubborn resistance.
35. Cross this line and you will be captured.
36. You must be warmly clad, or you will catch cold.
37. Take care of the pence and the pounds will take care of themselves.
38. He adored his proud wife, but he was in mortal fear of her fierce temper.
39. We are few, but we are of the right sort.
40. Be diligent and you will succeed.
41. It seems too good to be true, nevertheless it is a fact.
42. Resist the devil, and he will flee from you.
43. I will recover it, or die in the attempt.
44. Take a farthing from a hundred pounds, and it will be a hundred pounds no longer.
45. He has lost all his teeth, consequently he cannot eat hard food.
46. Give him an inch and he'll take an ell.
47. Hear him out, and you will understand him the better.
48. Advance another step, and you are a dead man.
49. Send the deed after me and I will sign it.
50. He was very learned and seemed to know everything.
51. He was ambitious and therefore I killed him.
52. We landed at Karachi, and there we spent a very enjoyable week.
53. We called upon Mr. Pundit and he introduced us to his partner.
54. He was my friend, therefore I loved him.



EXERCISE 84

Convert the following Compound sentences to Complex sentences.

1. Give me the book and I will read it.
2. Take quinine and your fever will be cured.
3. I tell him to be quiet and he takes no notice.
4. He is deaf but he will always pretend to hear.
5. You have paid the bill but you will get no more credit.
6. I ran all the way to the station but I missed the train.
7. Rama is a better player than Krishna and therefore he must take his place in the team.
8. You called me and here I am.
9. The master is nearly blind and the boys are very sorry for him.
10. We will win or die.
11. Let me come in, or I will break down the door.
12. Be careful in your diet and you will keep health.
13. Listen and I will tell you all.
14. He is very agreeable but I don't like him.
15. It is cold, so I shall wear a coat.
16. Send me the gun and I will mend it.
17. Be good and you need not be clever.

18. Follow me, or you will lose your way.
19. You ordered the goods and so they have been sent.
20. You must pay, or else sign a chit.
21. I do not like his lectures and so I don't attend them.
22. He ran away, or they would have killed him.
23. He has injured me but I will forgive him.
24. Be quiet, or I shall punish you.
25. Be just and fear not.
26. He was never present, but he always sent a deputy.
27. Be kind and help me.
28. Pay heed to the small details and the general plan will surely succeed.
29. He is certain to be late, so why wait for him ?
30. You or I must go away.
31. Sri Lanka went in first on a very wet wicket, and so they lost the match.
32. They tried to bribe the peon but he was too clever for them.



6. Conversion of Complex Sentences to Compound

86. Study the following examples.

<i>Complex.</i>	I am certain you have made a mistake.
<i>Compound.</i>	You have made a mistake, and of this I am certain.
<i>Complex.</i>	I am glad that he has recovered from illness.
<i>Compound.</i>	He has recovered from illness, and I am glad of it.
<i>Complex.</i>	We can prove that the earth is round.
<i>Compound.</i>	The earth is round, and we can prove it.
<i>Complex.</i>	I have found the book that I had lost.
<i>Compound.</i>	I had lost a book, but I have found it.
<i>Complex.</i>	As soon as he got the telegram, he left in a taxi.
<i>Compound.</i>	He got the telegram, and immediately he left in a taxi.
<i>Complex.</i>	He worked hard so that he might win the prize.
<i>Compound.</i>	He aimed at winning the prize and worked hard.
<i>Complex.</i>	If he is at home, I shall see him.
<i>Compound.</i>	He may be at home, and in that case I shall see him.
<i>Complex.</i>	He lost more than he could afford.
<i>Compound.</i>	He could afford to lose something, but he lost somewhat more.
<i>Complex.</i>	He is more a philosopher than a poet.
<i>Compound.</i>	He is something of a poet, but rather more of a philosopher.
<i>Complex.</i>	If you do not hurry you will miss the train.
<i>Compound.</i>	You must hurry, or you will miss the train.
<i>Complex.</i>	Unless we do our work well our master will be angry with us.
<i>Compound.</i>	We must do our work well, or our master will be angry with us.
<i>Complex.</i>	We sow so that we may reap.
<i>Compound.</i>	We desire to reap, therefore we sow.



EXERCISE 85

Convert from Complex to Compound sentences.

- Once upon a time a man owned a hen which laid everyday a golden egg.
- We selected this bicycle after we had tried several times.
- It is surprising that he did not succeed.
- If you do not take exercise, you will be ill.
- If you run, you will be in time.
- He ran away because he was afraid.
- As he was not there, I spoke to his brother.
- Although he saw the danger, he pressed on.
- Though you try with all your might, you will not succeed.
- I shall not go unless I am invited.
- If you eat too much you will be ill.
- A book's a book, although there's nothing in it.
- Unless you keep quiet, you will be punished.
- As Caesar loved me, I weep for him.
- Because you have done this I shall punish you.
- As soon as he heard the news he wrote to me.
- When you have rested, go on with the work.
- I forgave him because he was dying.
- He stayed at home because he was ill.
- His father still trusted him though he had deceived him.



- Though the sky falls, he will not be frightened.
- He was educated at a public school where he learnt Latin.
- I struck him because he ventured to obstruct my path.
- They went to war that they might extend their empire.
- Although they fought most valiantly, they were defeated.
- He writes so illegibly that I cannot read his letter.
- I know what you told him.
- The ship was steered so skillfully that it reached the harbour safely.
- You must be respectable if you would be respected.
- As he was ambitious, I killed him.
- Though often capricious and impertinent, she was never out of temper.
- Though the waves are raging high, I'll row you o'er the ferry.
- He finished first though he began late.
- Though he tries hard, he is seldom successful.
- When the sun set he returned home.
- Since duty calls us, we must obey.
- He had a cow that gave enormous quantities of milk.
- He failed because he was too rash.
- We eat so that we may live.
- He was so learned that he seemed to know everything.

EXERCISE 86

Convert the following Complex sentences to Compound sentences.

1. Rama went to school as soon as he had finished his meal.
2. If I ask a civil question I expect a civil reply.
3. They have never been poor since they opened that shop.
4. I could answer if I chose.
5. We might admire a bad man though we cannot admire a weak one.
6. I advise you to try although you may not succeed.
7. I spoke plainly so that you might understand.
8. He feigned sleep as he had an object in doing so.
9. He gave himself up because the flight was useless.
10. As we are here we will stay here.
11. I do not think he will come.
12. I know there is a rupee in your hand.
13. Come when you like.
14. I shall come when I am in better health.
15. I would have shot the snake if I had seen it.
16. His precept is as beautiful as his practice is disgraceful.



17. At Rome we must behave as the Romans do.
18. He fell as I fired.
19. If you come here you will repent it.
20. I have never heard from him since he left Mumbai.
21. He went to the house so that he might leave a message.
22. Unless we run we shall miss the train.
23. As soon as the sun touches the horizon darkness begins to settle upon the scene.
24. However clever you may be, you cannot succeed without industry.
25. Do this, lest a worse thing befall.
26. If you trust to the book you will find yourself in difficulties.
27. We may lose all without regret, if we may keep our honour sustained.
28. Bad as things are they might be worse.
29. You may go when you have finished your work.
30. His bark is worse than his bite.
31. If I am right you must be wrong.



EXERCISE 87

(Miscellaneous) Recast the following sentences as directed.

1. A soldier of the tenth legion leaped into the water as soon as the ship touched the shore. (Begin with *No sooner*.)
2. We have helped them with money as well as a body of workers, all well-trained and experienced. (Use the expression 'not only' and 'everyone'.)
3. Mrs. Smith is the wisest member of the family and of her four daughters Jane is the prettiest. (Use the comparatives of 'wise' and 'pretty'.)
4. The difficulty was solved by means of a special service devised for the occasion. (Make the word 'service' the subject.)
5. The lady was compelled by the doctor to drink such vile medicine that she was all but killed by him. (Use the active voice throughout.)
6. You are already as well acquainted with these affairs as I am. (Use 'known' for 'acquainted'.)
7. As soon as Sir Roger had seated himself, he called for wax candles. (Use 'no sooner' for 'as soon as'.)
8. When supper had been prepared, Robinson Crusoe sat down expecting to enjoy himself greatly. (Use noun forms instead of 'prepared' and 'expecting'.)
9. Nelson knew the value of obedience so well that he anticipated some censure for his act. (Rewrite this sentence, using 'too' for 'so'.)
10. The secretary sent me no reply for ten days. (Rewrite, using the verb 'reply' instead of the noun.)
11. Have a look at the newspaper and you will find a lot of space devoted to advertisements. (Begin with *if*.)
12. Her reason for not going with us was that she had no money. (Use *therefore*.)
13. Besides having a salary, he also has a private income. (Use *not only but*)
14. His parents were compelled by poverty to send him abroad so that he might earn his own living. (Simple sentence, active voice)
15. His fondness for games increases with his proficiency. (Complex sentence, using 'the.....the' and adjectives to replace the abstract nouns.)
16. Of all the men I know none is less inclined than he is to believe ill of others. (Reduce to two clauses.)
17. When the monsoon broke, the temperature fell rapidly. (Simple sentence, 'break' as subject ; replace 'fell' by noun.)
18. He has squandered his fortune, estranged his friends and ruined his health by his recklessness and extravagance. (Use 'not only.....but'.)





GRAMMAR AND MECHANICS

Active and Passive Voice

Voice refers to the form of a verb that indicates when a grammatical subject performs the action or is the receiver of the action. When a sentence is written in the active voice, the subject performs the action; in the passive voice, the subject receives the action. In academic writing, it is generally preferred to choose an active verb and pair it with a subject that names the person or thing doing or performing the action. Active verbs are stronger and usually more emphatic than forms of the verb “be” or verbs in the passive voice.

Active: The award-winning chef prepares each meal with loving care.

Passive: Each meal is prepared with loving care by the award-winning chef.

In the above example of an active sentence, the simple subject is “chef” and “prepares” is the verb: the chef prepares “each meal with loving care.” In the passive sentence, “meal” is the simple subject and “is prepared” is the verb: each meal is prepared “by the award-winning chef.” In effect, the object of the active sentence becomes the subject in the passive sentence. Although both sentences have the same basic components, their structure makes them different from each other. Active sentences are about what people (or things) do, while passive sentences are about what happens to people (or things).

USING THE AUXILIARY VERB “BE”

The passive voice is formed by using a form of the auxiliary verb “be” (be, am, is, are, was, were, being, been) followed by the past participle of the main verb.

Active

He **loves** me.
We **took** our children to the circus.
A thief **stole** my money.

Passive

I **am loved**.
The children **were taken** to the circus.
My money **was stolen**.

Notice how the “be” auxiliaries change the meaning of the verbs from action to condition or from “doing” to “being.”

He **remembers** his grandmother. (“he” is doing an action: remembering)
His grandmother **is remembered**. (“she” is in a condition: being remembered)

In this way, the past participle functions very much like an adjective; it describes the subject.

The woman is pretty.
The woman is married.

She is a pretty woman
She is a married woman.

VERB TENSES USED IN ACTIVE AND PASSIVE VOICE

The following is a summary of active and passive forms of all verb tenses. Remember that in active forms the subject of the sentence is the person or thing that does the action. In passive constructions, the verb is performed by someone or something other than the subject; often, the action is done to the subject by someone else.

Present Time

- **Simple Present**

Use the simple present tense to make a generalization, to present a state of being, or to indicate a habitual or repeated action.

Active
base form or “-s/-es” form

Professor Brown **teaches** at Hunter.

All humans **are** equal.

Maria **eats** in the cafeteria.

Passive
am/is/are + past participle

Sonia **is taught** by Professor Brown.

All humans **are created** equal.

The cafeteria **is cleaned**

- **Present Progressive**

Use the present progressive to describe an ongoing activity or a temporary action.

Active
am/is/are + -ing

The students **are learning** Spanish.

I **am working** at McDonald’s until I finish school.

Passive
am/is/are + being + -ed/-en

Classes **are being conducted** in Spanish.

He **is being hired** to work at McDonald’s.

- **Present Perfect**

Use the present perfect to describe an action occurring in the past but relevant to the present, or extending to the present.

Active
has/have + -ed/-en

Hunter **has opened** a language institute in East Harlem.

Passive
has/have + been + -ed/-en

The language institute **has been opened** to relocate students off the main campus.

Hunter **has offered** E.S.L courses for twenty years.

E.S.L. courses **have been offered** since the beginning of Open Admissions

- **Present Perfect Progressive**

Use the present perfect progressive to describe an ongoing action beginning before now and is still relevant to the present.

Active

has/have + been + -ing

Hunter **has been awarding** BA and MA diplomas for over one hundred years.

Passive

has/have + been + being + -ed/-en

Note: Because of awkward construction, the perfect progressive form is not used in the passive voice. Instead, an adverb may be used to show continuing action: “We have been **repeatedly** scolded for being late.”

Past Time

- **Simple Past**

Use the simple past to indicate a general or habitual action occurring in the past or at a specific time in the past.

Active

base + -ed or irregular form

Our family **bought** all our clothes at Sears when I was young.

On my fifteenth birthday, my uncle **gave** me one hundred dollars

When I was in high school, my friends and I **drove** to the mall on weekends.

Passive

was/were + -ed/-en

The clothes **were bought** by my mother

The money **was given** to me to buy new clothes.

We **were** always **driven** to the mall by my friend's older brother.

In informal conversation, speakers of English often express habitual behavior in the past using the modal “**would**.”

Active

would + base

We **would** usually **eat** burgers in the food court.

Passive

would + be + -ed/-en

Most of the french fries **would be eaten** before we got to the table.

- **Past Progressive**

Use the past progressive to indicate an ongoing action in the past or an action continuing through a specific past time.

Active

was/were + -ing

Mary and Paul **were dating** in those days.

Passive

was/were + being + -ed/-en

One afternoon, Mary **was being kissed** by Paul when her mother passed by.

- **Past Perfect**

Use the past perfect to indicate an action completed prior to a particular time or before another action in the past.

Active

had + -ed/-en

Completed:

Mary's mother was shocked because she **had forbidden** her daughter to date.

Passive

had + been + -ed/-en

Mary **had been kissed** many times before that day.

- **Past Perfect Progressive**

Use the past perfect progressive to indicate a continuing action that began before a past action or time.

Active

had + been + -ing

Mary **had been trying** to tell her mother about Paul for a long time.

Passive

had + been + being + -ed/-en

Future Time

- **Simple Future**

Use the future to indicate an action that is expected to take place at a future time.

Active

will + base

Paul and Mary **will marry** in June.

or

am/is/are going to + base

Mary **is going to wear** her grandmother's gown.

Passive

will + be + -ed/-en

They **will be married** by a priest and a rabbi.

or

am/is/are + going to be + -ed/-en

The gown **is going to be adjusted** to fit Mary.

- **Future Progressive**

Use the future progressive to indicate an action in future with emphasis on continuing action.

Active

will + base + -ing

Mary and Paul **will be spending** lots of time on the beach.

Passive

will + be + being + -ed/en

Note: Not used in the passive voice.

- **Future Perfect**

Use the future perfect to indicate a future action expected to be completed before another future action or time.

Active

will + have + -ed/-en

By their wedding date, they **will have saved** enough money to buy a house.

Passive

will + have + been + -ed/en

Note: Not used in the passive voice.

- **Future Perfect Progressive**

Use the future perfect progressive to indicate an action projected to have been going on for a while before a time in the future.

Active

will + have + been + -ing

When they celebrate their first anniversary, they **will have been living** together for a full year.

Passive

will + have + been + being + -ed/-en

Note: Not used in the passive voice.

WHEN TO USE PASSIVE VOICE

Although active voice is generally preferred in academic writing, passive voice is acceptable under certain conditions.

Use passive voice

- **to emphasize the receiver of the action instead of the doer**

Quizzes are given regularly.

Grades for all students are averaged.

Questions are encouraged.

- **to keep the focus on the same subject through several sentences or paragraphs**

My sister and I grew up and went to school in Jamaica. We were educated according to the British system. In 1997 we were given the opportunity to come to the United States. We decided to finish high school before leaving our own country. We were concerned that the education in this country might not be as good as the one we had there, and we wanted to improve our English too.

- **when we do not know who performed the action:**

Ray's calculator was made in Germany.
The answers have been filled in.

- **when we do not wish to mention the doer of the action:**

Many problems have been ignored for too long.
I was given some bad advice.

Note: This use often reveals an unwillingness to take responsibility (or place it on someone else).

Substitute:

“A mistake was made.”
“Not enough has been done to
end homelessness.”
“You have been misinformed.”

For:

“I made a mistake.”
“We have not done enough to end
homelessness.”
“You are wrong.”

- **when we want to sound objective or avoid using the subject “I”**

Studies have shown . . .

It is well-known . . .

Hamlet is considered . . .

It can be assumed . . .

It has been established . . .

DIRECT AND INDIRECT SPEECH

EXPLANATION

1. (3) I said to him, "Will you go to Delhi?"
(D.S)

	↓		↓		↓		↓
↓		↓		↓		↓	
Sub.	Rep.	V.	Ob ₁	Aux.	Pro ₁	V.	Prap. Ob
I	asked	him	if	he	would		go
↓	↓	↓		↓	↓		
↓	↓			↓			
Sub	Rep.	V	Ob ₁	Con).	Pro,		Aux
V.							
to Delhi (I.S.)							
↓		↓					
Prep.		Ob ₂					

2. (2) He said, "I have read this novel."
(D.S.)

↓ ↓ ↓ ↓

Sub. Rep. V. Pro₁ Pr. Per Pro₂

Ob.(I.S)

He said that he had read that

novel.(I.S.)

↓ ↓ ↓ ↓ ↓

↓ ↓

Sub Rep. V. Conj Pro₁ PastPer Pro₂

Ob

3. (3) Tania said to her friend, “Can you lend

↓ ↓ ↓ ↓

Pro₁ V. Sub. Rep.V Ob₁ Mod.

me an umbrella ?” (D.S.)

↓ ↓

Pro₂ Ob₂

**Tania requested her friend to lend
her**

↓ ↓ ↓ ↓

↓ ↓ ↓ ↓

Sub. Rep.V. Ob₁ Prep. V.
Pro₂
an umbrella. (I.S.)
↓

Ob₂ [As the sentence implies a **request**, to will be used in **I.S.**]

4. Site said, "I may go there." (D.S.)

↓ ↓ ↓ ↓

Sub Rep.V Pro. Mod V. Adv.

(I.S.) Sita said that she might go there.

- 5. (3) My friend requested me to bring him**

↓ ↓ ↓ ↓

V. Sub Rep.V. Ob₁

Pro.

a sandwich. (I.S.)

↓
Ob₂
“Please bring me a sandwich,” said

↓ ↓ ↓ ↓

Word of V. Pro. Ob₂ Rep.V
request

my friend. (D.S.)

6. (1) He said, "If I had the tools I could

\downarrow \downarrow \downarrow \downarrow \downarrow \downarrow
 Sub. Rep. V Conj. Pro₁ Aux. Ob₁ Pro₂ Mod. V.

mend the car. (D.S.)

↓ ↓
V. Ob₂
Ha said that if he had
the tools, he ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Conj₂ Conj₁ Pro₁ Aux. Ob₁
Pro₂

could mend the car. (I.S.)

↓ ↓ ↓
Mod. V. Ob₂

7. (2) She said to the children, "You must not

↓ ↓ ↓
↓ ↓ ↓
Sub Rep.V. Ob.
Pro₁ Mod.
play with fire. (D.S.)
↓ ↓ ↓
V. Prep. Ob₂
She told the children that they must not play
↓ ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
Sub. Rep.V Ob₁ Conj. Pro₁ Mod.
V.
with fire. (I.S.)
↓ ↓
Prep. Ob₂

8. (1) Everybody says, "How well she sings!"

c ↓
↓ ↓ ↓ ↓
Sub. Rep. V. Q. Wd. Adv. Pro. V.

(D.S.)

Everybody comments that she sings well (I.S.)

↓ ↓ ↓ ↓
↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro. V.
Adv.

9. (2) He says that he is very

↓ ↓ ↓ ↓
↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro. Aux. Adv.
sorry. (I.S.)

↓
word for apology

He says, "I am very sorry." (D.S.)

↓ ↓ ↓ ↓ ↓
↓
Sub Rep.V. Pro Aux Adv. word
for apology

10. (4) Daman says, "Priya is working

↓ ↓ ↓
Sub Rep. V. Sub₂ Pr.cont
in Ahmedabad." (D.S.)

↓ ↓
Prep. Ob.
Daman says that Priya is working

↓ ↓ ↓
↓ ↓ ↓
Sub. Rep.V Conj. Sub₂ Pr.cont.
in Ahmedabad." (I.S.)

↓
Prep. Ob.

[In a **statement** wherein the R.V is in present tense/future tense there is no change in the Rep. and the tense of the **Rep.Sent** in I.S.)

V. 11. (1) Anne said, "It is time to leave for

↓ ↓ ↓ ↓
↓ ↓
Sub. Rep.V Pro. Aux. Inf.(to) Prep.

the meeting. (D.S.)

↓
Ob.
Anne said that it was time to leave for

↓ ↓ ↓ ↓ ↓
↓ ↓ ↓
Sub. Rep.V Conj. Pro. Aux. Inf.(to) Prep.
the meeting. (I.S.)

↓
Ob.

12. (1) The old man said that he would soon

↓ ↓ ↓ ↓ ↓
 ↓ ↓ Sub. Rep.V. Conj. Pro.
 Mod. Adv.
be leaving the world. (I.S.)
 ↓ ↓ ↓ ↓ ↓
 Aux. V. Ob.
The old man said, "I shall soon be leaving
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓ Sub Rep.V. Pro Mod. Adv. Aux.
the world. (I.S.)
 ↓
 Ob.
 13. (3) **"Come home early," said Mr. Matthew to**
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓ V. Ob₁ Adv.
 Rep.V Sub. Prep.
 His clerk (D.S.)
 ↓
 Ob₂
Mr. Matthew ordered his clerk to come home
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓ Sub. Rep.V Ob₂
 V. Ob₁
early. (I.S.)
 ↓
 Adv.
 [In order to will be used in I.S.)
 14. (4) **I said, "Water is essential for lift." (D.S.)**
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓ ↓
 Sub₁ Rep.V Sub₂ Aux. Adj. Prep Ob.
I said that water is essential for life
 (I.S.)
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓ ↓

Sub, Rep.V Conj. Sub, Aux. Adj. Prep Ob.
 [There is no change in I.S. when it is a
Universal Fact.]
 15. (2) **She asked me if I was going**
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓
 Sub. Rep.V. Ob₁ Conj. Pro Past Cont.
to college (I.S.)
 ↓ ↓
 Prep. Ob₂
She said to me, "Are you going to college
 (D.S.)
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob₁ Pro Prep
 Ob₂
 (are—going → Pr. Cont.)
 16. (2) **Iba said that she might go**
home
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep. V. Conj. Pro₁ Mod V. Ob.
the next day with her sister (I.S.)
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓ ↓
 Ext. wd Prep Pro₂ Ob.
Iba said, "I may go home tomorrow
with
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Pro₁ Mod. V. Ob.
 Ext. wd Prep.
her sister." (D.S.)
 ↓ ↓ ↓ ↓ ↓
 Pro₂ Ob.
 17. (1) **He said, "I was doing it."**
 (D.S.)
 ↓ ↓ ↓ ↓ ↓
 ssss↓ ↓ ↓ ↓ ↓

Sub. Rep.V. Pro. Past Cont. Ob.
He said that he had been doing It.
 (I.S.)

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub. Rep.V Conj. Pro Past Per.Cont. Ob.

18. (1) **The lady asked me how my uncle was**

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob. Q.wd. Pro. Ob.
 Aux.

(I.S.)
The lady said to me, "How is your uncle?"

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub. Rep.V Ob. Q wd. Aux. Pro.
 Ob.

(D.S.)
 19. (1) **He said, "Honesty is the best policy."**
 (D.S.)

↓ ↓
 ↓ ↓
 Sub. Rep. V. Proverb
He said that honesty is the best policy

(I.S.)
 ↓ ↓ ↓
 ↓ ↓ ↓
 Sub. Rep.V Conj. Proverb
 (In I.S. there is no change in the tense, if the
Rep. Sent, is a Proverb.)

20. (4) **He said that he Intended to leave for**

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub. Rep.V. Conj. Pro. S. Past Inf. (to)

Prep.
Surat that night (I.S.)

↓ ↓
 ↓ ↓
 Ob. Ext. wd.
"I Intend to leave for Surat tonight,"

↓ ↓ ↓ ↓

Pro. S.Pr. Inf. (to) Prep. Ob Ext.
 wd.

he said

↓ ↓
 ↓ ↓
 Sub. Rep.V.

21. (2) **The teacher said to him, "Is poverty**

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub Rep. V Ob. Aux. N.
not a curse?" (D.S.)

↓ ↓
 ↓ ↓
 N.
The teacher asked him if poverty was

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub. Rep. V. Ob. Conj. N. Aux.
not a curse?" (I.S.)

↓ ↓
 ↓ ↓
 N.

22. (2) **The prisoner enquired if a lawyer had been**

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub. Rep.V. Conj. N.

Past
arranged for him. (I.S.)

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Per. (Passive) Prep Pro.
The prisoner asked, "His a lawyer been

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub. Rep.V. Q.wd. N.

arranged for me?" (D.S.)

↓ ↓
 ↓ ↓
 Prep. Pro
 23. (2) **Phila ordered her brother to turndown**

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub Rep-V Ob, Prep. PhtV.
 the television and let her work in peace. (I.S.)

↓ ↓ ↓ ↓ ↓
↓
N. Ob₂ Conj. Pro. V. Prepo₂
Phila said to her brother, "Turndown
↓ ↓ ↓ ↓
Sub. Rep.V Ob₁ Phr.V.
the television and let me work in peace."
(D.S.)
↓ ↓ ↓ ↓ ↓
N. Ob₂ Conj. Pro. Prep₂
24. (1) You will say, "I am ill." (D.S.)
↓ ↓ ↓ ↓ ↓
Sub Rep.V. Pro. Aux. Adj.
You will say that you are ill.
(I.S.)
↓ ↓ ↓ ↓
Sub Rep.V Conj. Pro. Aux.
Adj.
25. (3) He bade his friends goodbye. (I.S.)
↓ ↓ ↓ ↓
Sub. Rep.V. Ob. exclamation
He said, "Goodbye, my friends." (D.S.)
↓ ↓ ↓ ↓
Sub. Rep.V. exclamation Ob.
26. (3) He exclaimed with joy that their
team had
↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro.
N.
won the tournament (I.S.) [had won — Past
Per)
↓
N.

He exclaimed. "Hurrah! Our team has won
the
↓ ↓ ↓ ↓
Sub. Rep.V Inter. Pro. N.
Pr.per
tournament." (D.S.)
↓
N.
27. (4) His father said that it was time he
↓ ↓ ↓ ↓ ↓
Sub Rep.V. Conj. Pro₁ Aux. Pr₂
visited his uncle. (I.S.)
↓ ↓ ↓ ↓
V. Pro₃ N.
"It is time you visited your uncle," said
↓ ↓ ↓ ↓ ↓
Pro₁ Aux. Pro₂ V₁ Pro₃ N. Rep.V.
his father.
↓
Sub.
2015
28. (4) He said, "I had a wonderful
dream
↓ ↓ ↓ ↓
Sub. Rep.V. Pro. Aux. N
last night." (D.S.)
↓
Ext wd.
He said, that he had a wonderful dream
↓ ↓ ↓ ↓ ↓
Sub Rep.V. Conj. Pro. Aux. N.
the previous night. (I.S.)
↓
Ext. wd.
29. (2) He said "I am buying
↓ ↓ ↓ ↓
Sub. Rep. V Pro. Pr. Cont.

a new pen." (D.S.)

↓
N.

He said, that he was buying

↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro Past Cont.

a new pen. (I.S.)

↓
N.

30. (4) He bade his love goodbye. (I.S.)

↓ ↓ ↓ ↓
Sub. Rep.V. Ob. Exc.

He said, "Goodbye, my love." (D.S.)

↓ ↓ ↓
Sub Rep.V. Exc. N.

31. (1) "You did not return your book

↓ ↓ ↓
Pro₁ S. Past Pro₂ N.
yesterday," said the librarian. (D.S.)

↓ ↓ ↓
Ext. wd. Rep.V. Sub.
The librarian said that he had not returned

↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro₁ Past Per.
his book the previous day. (I.S.)

↓ ↓ ↓
Pro₂ N. Ext.wd.

32. (3) "You are all doing very well," said

↓ ↓ ↓ ↓
Pro₁ Pro₂ Adv. Adv. Rep.V.
Mr. Jones. (D.S.)

↓
Sub.
[are doing - Pr. Cont.]

Mr. Jones said that they were all doing

↓ ↓ ↓
↓ ↓ ↓
Sub. Rep.V. Conj. Pro₁ Pro₂

very well. (I.S.)

↓
Adv.

[were doing - Past Cont.]

33. (2) "I finished it several days ago."

↓ ↓ ↓ ↓
↓ ↓
Pro₁ S. Past Pro₂ Det. N. Ext. wd.

said Jack. (D.S.)

↓ ↓
Rep.V. Sub.

Jack said that he had finished it

↓ ↓ ↓ ↓ ↓
↓
Sub. Rep.V. Conj. Pro₁ Past Per. Pro₂
several days earlier. (I.S.)

↓ ↓ ↓
Det. N. Ext. wd.

34. (3) "I gave the packet to Tom who

↓ ↓ ↓ ↓
↓ ↓
Pro₁ S.Past N₁ Prep N₂ Pro₂

kept it a long time," said Pamela (D.S.)

↓ ↓ ↓ ↓
↓ ↓
S.Past Pro₃ N₃ Rep.V.
Sub.

Pamela said that she had given

↓ ↓ ↓ ↓
↓ ↓
Sub. Rep.V. Conj. Pro₁ Past Per
the packet to Tom, who kept it

↓ ↓ ↓ ↓
↓ ↓
N₁ Prep. N₂ Pro₂ S.Past Pro₃
a long time. (I.S.)

↓
N₃

35. (2) "I was digging the garden when the doctor

↓ ↓ ↓ ↓
Pro. Past Cont. N₁ Adv.
N₂
arrived," replied Harry. (D.S.)

↓ ↓ ↓ ↓
S.Past Rep.V. Sub.
Harry said that he had been digging

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro. Past Per. Cont.
the garden when the doctor arrived. (I.S.)

↓ ↓ ↓ ↓
N₁ Adv. N₂
S.Past
36. (4) I would have been surprised if you

↓ ↓ ↓ ↓
Pro₁ III conditional Conj.
Pro₂
had passed the examination," said

↓ ↓ ↓
Past Per. N. Rep.V.
the former master. (D.S.)

↓ ↓
Sub.
The former master said that he

↓ ↓ ↓
Sub. Rep.V. Conj. Pro₁
would have been surprised if I

↓ ↓ ↓
III Conditional Conj. Pro
had passed the examination. (I.S.)

↓ ↓ ↓
Past Per. N.
37. (3) "I will put this key here," said

↓ ↓ ↓ ↓
Pro. S.Fut. N. Ext.wd. Rep.V.

the caretaker. (D.S.)

↓
Sub.
The caretaker said that he would put
↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro.
S.Fut.
the key there. (I.S.)

↓ ↓
N. Ext. wd.

38. (1) "I shall go tomorrow," he said. (D.S.)

↓ ↓ ↓
Pro. S.Fut. Ext. wd. Sub. Rep.V.
He said that he would go

↓ ↓ ↓
Sub Rep.V. Conj. Pro. S.Fut.

the next day. (I.S.)

↓
Ext. wd.

39. (4) Walter said, "I cannot do it
↓ ↓ ↓ ↓
Sub. Rep.V. Pro₁ Mod. Inf. Pro₂
now." (D.S.)

↓
Ext. wd.

Walter said that he could not do it
↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro₁ Mod. Inf. Pro₂
then. (I.S.)

↓
Ext. wd.

40. (2) The master said that he would see
↓ ↓ ↓
Sub. Rep.V. Conj. Pro₁ S.Fut.

me the next day. (I.S.)

↓ ↓
Pro₂ Ext. wd.

"I will see you tomorrow," said

↓ ↓ ↓ ↓
Pro₁ S.Fut. Pro₂ Ext. wd. Rep.V. Sub.

the master. (D.S.)

↓
Sub.

41. (4) Father told Peter to clean his

↓ ↓ ↓ ↓
Sub. Rep.V. Ob. To-Inf. Pro. N.

shoes. (I.S.)

↓
Sub.

"Clean your shoes, Peter, said

↓ ↓ ↓ ↓
Inf. Pro. N₁ Ob. Rep.V.

father. (D.S.)

↓
Inf.

42. (4) The girl said, "How happy I am!" (D.S.)

↓ ↓ ↓ ↓
Sub. Rep.V. Q.wd. Adj. Pro. Aux.
The girl exclaimed that she was very

↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro. Aux. Adv.

happy. (I.S.)

↓
Adj.

43. (3) Mohan says that the teacher is not

↓ ↓ ↓ ↓
Sub. Rep.V. Conj. N. Aux.

at home. (I.S.)

↓
N₂

Mohan says, "The teacher is not

↓ ↓ ↓ ↓
Sub. Rep.V. N₁ Aux.

at home." (D.S.)

↓

N₂

[When the Rep.V. is **says**, there is no change in the tense of the **Rep. Sent.**)]

44. (3) He said, "I have done my job" (D.S.)

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Pro. Pr.Per. Pro₂ N.
He said that he had done his job. (I.S.)

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro₁ Past Per. Pro₂ N.

45. (1) The student said, "I am doing my

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Pro₁ Pr.Cont. Pro₂
home work." (D.S.)

↓
N.
The student said that she was doing

↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro₁ Past Cont.

her homework. (I.S.)

↓ ↓
Pro₂ N.

46. (3) I said to the boy, "You have no ticket,

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Ob. Pro₁ Aux. N.
get out before you are driven out. (D.S.)

↓ ↓ ↓ ↓ ↓
Inf. Adv. Pro₂ Pr. Adv₂

I told the boy to get out before he

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Ob. to-Inf. Adv. Pro₂
was driven out as he had no ticket. (I.S.)

↓ ↓ ↓ ↓ ↓
 Past Adv₂ Conj. Pro₁ Aux. N.

47. (4) Amelia is going to ask the principal

↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob.
 for permission to go on a study tour. (D.S)

↓ ↓ ↓ ↓ ↓
 Prep₁ N₁ to-Inf. Prep₂ N₂
 Amelia is going to say to the principal,

↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob.
 "May we have your permission to go

↓ ↓ ↓ ↓ ↓
 Q. wd. Pro₂ Aux. Pro₂ N₁ to-inf.
 on a study tour?"

↓ ↓
 Prep₂ N₂

48. (2) Janet exclaimed that she had lost

↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Conj. Pro₁ Past per.
 all her belongings at the airport

↓ ↓ ↓ ↓ ↓
 Pro₂ Pro₃ N₁ Prep.
 that morning. (I.S.)

↓ ↓ ↓ ↓ ↓
 Ext. wd.
 Janet said, "I lost all my belongings

↓ ↓ ↓ ↓ ↓
 Sub. Rep. V. Pro₁ S.Past Pro₂ Pro₃ N₁

at the airport this morning," (D.S.)

↓ ↓ ↓ ↓ ↓
 Prep. N₂ Ext. wd.
 49. (1) Thomas said that he would meet

↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Conj. Pro₁ S.Fut.
 Andy the following Monday and asked

↓ ↓ ↓ ↓ ↓
 N₁ Ext. wd. Conj.
 Rep.V.

If 1 O'Clock suited him. (I.S.)

↓ ↓ ↓ ↓ ↓
 Conj₃ N₂ S. Past Pro₂
 Thomas said to Andy, "I will meet you

↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob. Pro₁ S.Fut. (Andy)
 the following Monday. Will 1 O'clock suit

↓ ↓ ↓ ↓ ↓
 Ext. wd. Q.wd. N₂

Inf.
 yon ?" (D.S.)

↓
 Pro₂

50. (4) Sanda said that she used to know

↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Conj. Pro₁ Past Mod. Inf.
 a lot of people in Delhi but that she

↓ ↓ ↓ ↓ ↓
 Det. N₁ Prep₁ N₁ Conj₂

Conj₃ Pro₂
 had fewer friends in Kolkata. (I.S.)

↓ ↓ ↓ ↓ ↓
 Aux. Adj. N₃ Prep₂ N₄
 Sanda said, "I used to know a lot of

↓ ↓ ↓ ↓ ↓

Sub. Rep.V. Pro₁ Past Mod Inf. Det.
people in Delhi but I have fewer
 ↓ ↓ ↓ ↓ ↓ ↓
 N₁ Prep₁ N₂ Conj₂ Pro₂ Aux Adj.
friends in Kolkata (D.S.)
 ↓ ↓ ↓
 N₃ Prep₂ N₄
51. (1) Mary said, "I am sorry." (D.S.)
 ↓ ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Pro. Aux. Exc.
Mary said that she was sorry. (I.S.)
 ↓ ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Conj. Pro. Aux Exc.
52. (1) He said to me, "What are you doing?" (D.S)
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob. Q.wd. Pro.
[are doing — Pr. Cont.]
He asked me what I was doing. (I.S.)
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob. Q.wd. Pro. Past Cont.
53. (3) The technician told us how to maintain
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V Ob. Adv.to-Inf.
the machine in good working order. (I.S.)
 ↓ ↓ ↓ ↓
 N₁ Prep. N₂
The technician said, "This is how
you ↓ ↓ ↓
 Sub. Rep.V. Pro₁ Aux. Adv.
maintain the machine in good working
order." ↓ ↓

Inf. N₂ Prep.
54. (2) He said to me, "You need not worry" (D.S.)
 ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob. Pro. Mod. N.
He assured me that I need not worry. (I.S.)
 ↓ ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob.Conj. Pro. Mod. N.
55. (4) Vikram said to Gopal, "What did the bear
 ↓ ↓ ↓ ↓
 Sub Rep. V. Ob. Q.wd. Aux. N.
tell You in your ears?" (D.S.)
 ↓ ↓ ↓ ↓ ↓
 S.Pr Pro₁ Prep. Pro₂ N.
Vikram asked Gopal what the boar told him
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob. Q.wd. N. S.Past Pro₁
in his ears. (I.S)
 ↓ ↓ ↓
 prep. Pro₂ N.
56. (3) Jane said to me, "Do you want to dance?"(D.S)
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob. Aux. Pro. S.Pr. to-Inf.
Jane asked me if I wanted to dance.(D.S)
 ↓ ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob. Conj. Pro. S.Past to-Inf.ss
57. (4)
"It's a cold day today !" cried the boy. (D.S.)
 ↓ ↓ ↓ ↓
 Pro. Adj. N. Ext. wd. Rep.V. Sub.
 Aux.

The boy exclaimed that it was cold

↓ ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
N. Rep.V. Conj. Pro. Aux. Adj.

that day. (I.S.)

↓
Ext. wd.
58. (3)

Could I have a cup of coffee, "she said. (D.S.)

↓ ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
Mod. Pro. Aux. N.
Sub. Rep. V.

She said if she could have a cup of coffee.

↓ ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro. Mod. Aux. N.

59. (1)

"Do your duty, "the father told his son. (D.S.)

↓ ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
Aux. Pro. N. Sub. Rep.V. Ob.

The father advised his son to do his duty. (I.S.)

↓ ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Ob. to-inf. Pro. N.

60. (1) "Have you finished your work,

↓ ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
Aux. Pro₁ S.Past Pro₂ N.

Ahmad?" asked Vinod. (D.S.)

↓ ↓ ↓ ↓ ↓
Ob. Rep. Sub.

Vinod asked Ahmad whether he

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Ob. Conj. Pro₂
had finished his work. (I.S.)

↓ ↓ ↓ ↓ ↓
Past per. Pro₂ N.

61. (3) Jennifer said, "What will you do when

↓ ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
Sub. Repv. Q.wd Mod. Pro₁ Inf. Conj.

you leave School? (D.S.)

↓ ↓ ↓ ↓ ↓
Pro₂ Inf. N.
Jennifer asked her what she would do

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Ob Q.wd. Pro₁ Mod. Inf.

when she leaves school. (I.S.)

↓ ↓ ↓ ↓ ↓
Conj. Pro₂, Inf. N.

62. (4)

"Please be patient and the letter will come,

↓ ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
Exc. Aux. N₁ Conj. N₂ S. Fut.

"said the teacher to the student. (D.S.)

↓ ↓ ↓ ↓ ↓
Rep.v. Sub. Prep. Ob.
The teacher advised the student to be patient

↓ ↓ ↓ ↓ ↓
↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Ob. (to) Aux.

N₁ Inf.
and wait for the letter. (I.S.)

↓ ↓ ↓ ↓ ↓
Conj. Inf. Prep. N₂

63. (1)

"Which way is the post office?"

↓ ↓ ↓ ↓ ↓
Q.wd. N. S.Pr. N.
the lady asked. (D.S.)

↓ ↓ ↓ ↓ ↓
Sub. Rep.V.
The lady asked the way to the post office. (I.S.)

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. N. Prep. N.

64. (3) "Are you the manager?" I said. (D.S.)

↓ ↓ ↓ ↓
 ↓ ↓
 Aux. Pro. N. Sub.
 Rep.V.
 I asked him whether he was the manager.
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓
 Sub. Rep.V. Ob. Conj. Pro. Aux. N.

65. (4)

She shouted, "I am going home." (D.S.)

↓ ↓ ↓ ↓
 ↓
 Sub. Rep.V. Pro. Pr. Cont. N.
 She shouted to them that she was going
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓
 Sub. Rep.V. Prep. Ob. Conj. Pro. Past Cont.
 home. (I.S.)
 ↓
 N.

66. (1) Sucheta said, "Could you please write

↓ ↓ ↓ ↓ ↓
 ↓ ↓
 Sub. Rep.V. Mod. Pro₁ Exc. Inf.
 the project for me, Shweta?" (D.S.)
 ↓ ↓ ↓ ↓
 ↓
 N. Prep. Pro₂ Ob.
 Sucheta requested Shweta to write
 ↓ ↓
 ↓ ↓
 Sub. Rep.V. Ob. to-Inf.
 the project for her. (I.S.)
 ↓ ↓ ↓
 N. Prep. Pro₂

67. (4)

Reena said to Ramesh, "I ll meet you and

↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob. Pro₁ S.Fut.pro₂ conj₁
 Mohan in the restaurant." (D.S.)
 ↓ ↓ ↓

N₁ Prep. N₂
 Reena told Ramesh that she would meet him
 ↓ ↓ ↓ ↓ ↓
 ↓ ↓
 Sub. Rep.V. Ob. Conj₂ Pro₁ S. Fut.
 Pro₂

and Mohan is the restaurant. (I.S.)

↓ ↓ ↓ ↓
 Conj₁ N₁ Prep. N₂
 68. (1) He said to his friends, " Let us play some
 ↓ ↓ ↓ ↓
 ↓ ↓ ↓ ↓
 Sub. Rep.V. Obj. V. Pro₁ Inf. Det.
 Country-music and dance. (D.S.)
 ↓ ↓ ↓
 N. Conj. Inf.

He suggested to his friends that they should

↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Obj. Conj. Pro. Mod.
 play some country-music and dance. (I.S.)
 ↓ ↓ ↓
 ↓ ↓ ↓
 Inf. Def. N. Conj. Inf.

69. (4) The minister announced that a new

↓ ↓ ↓
 Sub. Rep. V. Conj.
 employment scheme would be implemented
 ↓
 ↓
 N. S.
 Fut. (Passive)
 from the following month. (I.S.)

↓ ↓
 Prep. Ext. wd.
 The minister said, "A new employment schema
 ↓ ↓
 ↓
 Sub. Rep.V N.

will be implemented from next month

↓ ↓ ↓
S. Fut. (Passive) Prep. Ext. wd.
onwards." (D.S.)

↓
Adv.
70. (4) Mike said, "Don't fly via Paris." (D.S.)

↓ ↓ ↓ ↓
Sub. Rep.V. Inf. N.

Mike advised me not to fly via Paris. (I.S.)

↓ ↓ ↓ ↓
Sub. Rep.V. Obj. Inf. N.
[In Imperative, Indirect Speech, don't changes into not to]

71. (2) Mr. Pradhan said, "I shall go to Delhi tomorrow." (D.S.)

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Pro. S.Fut. Prep.
Mr. Pradhan said that he would go to the next day. (I.S.)

↓
Ext. wd.
72. (3) "Saint George, strike for us," exclaimed

↓ ↓ ↓ ↓
Obj. Inf. Prep. Pro. Rep.V.
the Knight (D.S.)

↓
Sub.
The Knight prayed that Saint George

↓ ↓ ↓ ↓

Sub. Rep.V. Conj. Ob.
might strike for them.
↓ ↓ ↓ ↓
Mod. Inf. Prep. Pro.

73. (4) The headmaster said to the student, "You are expelled for attempting to

↓ ↓ ↓ ↓
Sub. Rep. V. Obj. Pro.
copy in the examination. (D.S.)

↓
N.
The headmaster said to the student that

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Obj. Conj.
he was expelled for attempting to copy in the examination. (I.S.)

↓
N.
74. (2) The teacher said, "students look at

↓ ↓ ↓ ↓
Sub. Rep.V. obj. Phr.v.
your books." (D.S.)

↓ ↓ ↓ ↓
Pro. N.
The teacher told the students to look at

↓ ↓ ↓ ↓
Sub. Rep.V. Obj. Prep. Pro.
their books. (I.S.)

↓ ↓
Pro. N.
75. (1)

"I must hurry. My father is always furious

↓ ↓ ↓ ↓ ↓
Pro₁ Mod. N₁ Pro₂ N. Aux₁ Adv₁ Adj.

if any one of us is late for

↓ ↓ ↓ ↓ ↓ ↓
Conj₃ Det₁ Det₂ Prep₁ Pro₃ Aux₂ Adv₂ Prep₂

meals."

↓

N₂

She said. (D.S.)

↓ ↓
Sub. Rep.V.

She said that she must hurry as her

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Conj₁ Pro₁ Mod N₁ Conj₂ Pro₂

was always furious if any one of

them

↓ ↓ ↓ ↓ ↓
Aux₁ Adv₁ Adj. Conj₃ Det₁ Det₂ Prep₁ Pro₂

was late for meals. (I.S.)

↓ ↓ ↓ ↓
Aux₂ Adv₂ Prep₂ N₂

76. (1)

He said, "As your mother is ill, you must

↓ ↓ ↓ ↓ ↓ ↓
Sub. Rep.v. Conj. Pro₁ N Aux. Adj. Pro₂ Mod. leave

at once. (D.S.)

↓ ↓
Inf. Adv.

He told him that as his mother was ill.

↓ ↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Obj. Conj. Conj₂ Pro₁ N Aux. Adj.

he must leave at once. (I.S.)

↓ ↓ ↓ ↓
Pro₂ Mod. Inf. Adv.

77. (3) "Please, Please don't do anything

↓ ↓
Exc. Aux. Pro.

dangerous," said his wife. (D.S.)

↓ ↓ ↓
N. Rep.V. Sub.

His wife begged him not to do

↓ ↓ ↓
Sub. Rep.V. Ob. Aux.

anything dangerous. (I.S.)

↓ ↓
Pro. N.

[In Imp. I.S., don't changes into not to]

78. (4)

"I usually take my dog out for a walk when

↓ ↓ ↓ ↓ ↓
Pro₁ Adv.₁ Inf. N₁ Adv₂ Prep₁ N₂ Conj₂

I come home from work." he said. (D.S.)

↓ ↓ ↓ ↓ ↓
Pro₂ Inf. N₃ Prep₂ N₄ Sub. Rep.V.

He said that he usually took his dog

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro₁ Adv₁ S.Past N₁

out for a walk when he came

↓ ↓ ↓ ↓ ↓
Adv₂ Prep₁ N₂ Conj₂ Pro₂ S. Past

home from work. (I.S.)

↓ ↓ ↓
N₃ Prep₂ N₄

79. "Do you know the way to the bus-station?"

↓ ↓ ↓ ↓
↓

Aux. Pro₁ Inf. N₁
 N₂
Ram said to Mahim. (D.S.)
 ↓ ↓ ↓
 Sub. Rep.V. Ob.
Ram asked Mahim if he knew
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob. Conj. Pro. S.Past
the way to the bus-station. (I.S.)
 ↓ ↓
 N₁ N₂
 80 (1) "Are your examinations over?"
 ↓ ↓ ↓ ↓
 Aux Pro. N. Adj.
asked the teacher. (D.S.)
 ↓ ↓
 Rep. V. Sub.
The teacher asked whether his
 ↓ ↓ ↓
 Sub. Rep.V. Conj. Pro.
examinations were over. (I.S.)
 ↓ ↓ ↓
 N. Aux. Adv.
 81. (4) Next morning at breakfast **Ramesh's wife**
 ↓
 Sub.
said to him, "Ramesh. "I think I can tell
 ↓ ↓ ↓ ↓ ↓
 Rep. V. Ob₁ Ob₂ Pro₁ Inf. Pro₂ Mod. Inf.
what is a miss with our clock." (D.S.)
 ↓ ↓ ↓ ↓ ↓
 Q.wd. Aux. Adj. Prep. Pro₃ N.
 Next morning at breakfast
Ramesh wife addressed

↓ ↓
 Sub. Rep.V.
him by name and told him that she
 ↓ ↓ ↓ ↓ ↓
 Ob₁ Conj. Rep.V₂ Ob₂ Conj₁ Pro₁
though she could tell what was a miss
 ↓ ↓ ↓ ↓ ↓
 S.Past Pro₂ Mod. Inf. Q.wd Aux. Adj.
with their clock. (I.S.)
 ↓ ↓ ↓
 Prep. Pro₃ N.
 82. (3) **The teacher said to him. "Do not go**
 ↓ ↓ ↓ ↓
 Sub. Rep. V. Ob. Aux. S.Pr.
out," (D.S.)
 ↓
 Adv.
The teacher advised him not to go out. (I.S.)
 ↓ ↓ ↓ ↓
 Sub. Rep. V. Ob. S.Pr. Adv.
 [In Imperative, Negative Sentences **do not** is removed and **not to** is used in I.S.].
 83. (3) **Rajiv said to me, "He plays with**
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob₁ Pro S. Pr Prep.
right hand." (D.S.)
 ↓
 Ob₂
Rajiv told me that he plays with
 ↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Ob₁ Conj. Pro S.Pr. Prep.
right hand (I.S.)
 ↓
 Ob₂
 [When it is a **habitual action**, the **tense** of the **V**. remains unchanged]

84. (4) "Sam, will you help me carry my bags?" asked the old woman (D.S.)

Ob₁ Modal Pro₁ S.Pr. Pro₂ S.Pr. Pro₃
The old woman asked Sam whether he would help her carry her bags. (I.S.)

S.Pr. Pro₂ S.Pr. Pro₃ Ob₂
[To change questions (which can be answered in yes/no) into I.S., if/whether (Conj.) is used]

85. (4) My father said to me, "will you sit and

Sub. Rep.V Ob Modal Pro S.Pr.
Conj. study at least now" (D.S.)

S.Pr. Id. Ext. wd.
My father asked me if I would sit and study at least then. (I.S.)

S.Pr. Conj₂ S.Pr. Id. Ext. wd.
86. (4) I said to my mother. "Please warm

Sub. Rep.V. Ob. Exc. S. Pr.
this milk. Don't boil it" (D.S.)

Dem. Adj. N. Aux. S.Pr. Pro₁
I requested my mother to warm that

Sub. Rep.V. Ob Inf. (to) S.Pr. Dem.
Adj.

milk and asked her not to boil It (I.S.)

N Conj. Pro₂ S.Pr Pro₁
[In order to change an Imp. sent. Into I.S.. a to-inf is used ; not to replaces don't]

87. (4) The boy thanked the principal for

Sub Rep.V Ob₁
granting him a fee concession (I.S.)

Pr. count Pro
The boy said to the principal, "Thank you,

Sub. Rep. V Ob₁ Inter.
madam for granting me a fee concession."

(D.S.)
N. Pr. cont. Pro. Ob₂

88. (3) "They are late," she has already told

Pro. S.Pr. Ob₁ Sub. Pr.Per. Rep.V.
us. (D.S.)

Ob₂
She has already told us that they are late. (I.S.)

↓
Ob₁
89. (3) I'll say to my friend's, I have started
↓ ↓ ↓
Sub. Rep. V. Ob₁ Pro. Pr.Per.cont
learning computer," (D.S.)

↓
Ob₂
I'll tell my friend that I had started
↓ ↓ ↓ ↓ ↓ ↓
Sub. Rep. V. Ob₁ Conj. Pro. Past Per. Cont.
learning computer." (I.S.)

↓
Ob₂
90. (2) He said to me, "where are you
↓ ↓ ↓ ↓
Sub. Rep. V. Ob. Q.wd. Pro.
going?" (D.S.)

[are going → Pr. cont.]
He asked me where I was going.
↓ ↓ ↓ ↓ ↓
Sub. Rep. V. Ob. Q. wd. Pro. Past Cont.
(I.S)
[The indirect narration is always in the assertive form]

91. The teacher said to his student, "Do you
↓ ↓ ↓ ↓
Sub. Rep. V. Ob₁ Aux₁ Pro.
have any excuse for coming late to
↓ ↓ ↓ ↓ ↓
Aux₂ Det. N. Prep. Pr.cont. Adv. Prep.
school, today?

↓ ↓
Ob₂ Ext. wd.
The teacher asked his student if he
↓ ↓ ↓
↓

Sub. Rep.V. Ob₁ Pro.
had any excuse for coming late to
↓ ↓ ↓ ↓ ↓
Aux₂ Det. N. Prep. Pr. Cont. Adv. Prep.
School, that day. (I.S.)

↓
Ob₂ Ext. wd.
92. (2) The commander said, "Let the gates be
↓ ↓ ↓ ↓
Sub. Rep.V. V.
N. Aux
left open." (D.S.)

↓
S. Past
The commander ordered for the gates to be
↓ ↓ ↓
Sub. Rep.V. N. Aux.
left open. (I.S.)
↓
S. Past
(Rep. starting with **let** are changed by using **for** and **to** (Inf. mood])

93. (1) Vipul said, "Alas! How thoughtless I
↓ ↓ ↓ ↓
Sub. Rep.V. Inter. Q.wd. Adj. Pro.
have been!" (D.S.)
↓
Pr. Per.

Vipul confessed with regret that he
↓ ↓ ↓
Sub. Rep.V. Conj.
Pro
had been thoughtless. (I.S.)
↓ ↓
Past Per. Adj.

94. (2) The officer said, "Cowards! you shall

↓ ↓ ↓ ↓
Sub. Rep.V. Inter. Pro. Mod.

soon be put to death." (D.S.)

↓ ↓ ↓ ↓ ↓
Adv. Aux. S.Pr. Prep. N.

The officer called them cowards and

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Ob. N.
Conj.

said that they would soon be put

↓ ↓ ↓ ↓ ↓
Rep. V. Conj. Pro. Mod. Adv. Aux. S.Pr.
to death (I.S.)

↓
Prep. N.

95. (2) The teacher said, "Don't come to school

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Aux. S.Pr. Prep. N.
on Monday because it is a holiday.(D.S)

↓ ↓ ↓ ↓ ↓
Prep. N. Conj. Pro. Aux. N.

The teacher told us not to come to school

↓ ↓ ↓ ↓ ↓
Sub. Rep. V. Ob. S.Pr. Prep. N.
on Monday because it is a
holiday. (I.S.)

↓ ↓ ↓ ↓ ↓
Prep. N. Conj. Pro. Aux. N.
[don't changes to not to in I.S.)

96. (2) Rahul said, "Yes I am mistaken."

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Exc. Pro. Aux. Adj.
(D.S.)

Rahul admitted that he was mistaken.

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Conj. Pro. Aux. Adj.
(I.S.)

97. (3) He asked me if I would like

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Ob. Conj. Pro₁ S.Fut.
to have lunch with me that day. (I.S.)

↓ ↓ ↓ ↓ ↓
Prep. Aux. N. Prep. Pro₂ Ext. wd.
He said to me, "would you like to

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Ob. Mod. Pro₁ Inf. Prep.
have lunch with me today." (D.S.)

↓ ↓ ↓ ↓ ↓
Aux. N. Prep. Pro₂ Ext. wd.
98. (1) I said, "Goodbye, my beloved friends."

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Exc. Pro. Adj. N.
(D.S.)

I bade my beloved friends. (I.S.)

↓ ↓ ↓ ↓ ↓
Sub. Rep.V. Pro. Adj. N.
[bid (v.): to say good morning, goodbye, etc. to
somebody) bid (present)- bade (past)- bidden (past
participle)

99. (4) The teacher said to me, "I hope you

↓ ↓ ↓ ↓
 ↓ Sub. Rep.V. Ob. Pro₁ Pro₂
will bring credit to my school.” (D.S.)

↓ ↓ ↓ ↓ ↓
 ↓ S.Fut. N. Prep. Pro₃ N.
The teacher hoped that I would bring

↓ ↓ ↓ ↓ ↓
 Sub. Rep.V. Conj. Pro₁ S. Fut.

credit to his school. (I.S.)
 ↓ ↓ ↓ ↓ ↓
 N. Prep. Pro₂ N.

100. (4) **They said, “We were living in Paris.”**

↓ ↓ ↓ ↓ ↓
 ↓ Sub. Rep.V. Pro. Past Cont. Prep. N. (D.S.)
They said that they had been living in

↓ ↓ ↓ ↓ ↓
 ↓ Sub. Rep.V. Conj. Pro. Past Per. Cont.
 Prep

Paris. (I.S.)

↓
 N.

101. (1) **He said to his father, “Shall I go to**

↓ ↓ ↓ ↓ ↓
 ↓ Sub. Rep.V. Ob. Mod. Pro. Inf. Prep
market now?” (D.S.)

↓ ↓ ↓ ↓ ↓
 ↓ N. Ext. wd.
He asked his father if he should go

↓ ↓ ↓ ↓ ↓
 ↓ Sub. Rep.V. Ob. Conj. Pro. Mod. Inf.
to market then. (I.S.)

↓ ↓ ↓ ↓ ↓

Prep. N. Ext. wd.

102. (2) **I said to my friend, “Can I borrow**

↓ ↓ ↓ ↓ ↓
 ↓ Sub. Rep.V. Ob. Mod. Pro₁ Inf.
your dictionary for one day only ?” (D.S.)

↓ ↓ ↓ ↓ ↓
 ↓ Pro₂ N. Prep.
I asked my friend if I could borrow

↓ ↓ ↓ ↓ ↓
 ↓ Sub. Rep.V. Ob. Conj. Pro₁ Mod. Inf.
his dictionary for one day only. (I.S.)

↓ ↓ ↓ ↓ ↓
 ↓ Pro₂ N. Prep.

103. (2) **The guide said to the swimmer, “Don't**

↓ ↓ ↓ ↓ ↓
 ↓ Sub. Rep.V. Ob.
 Aux.

swim out too far.” (D.S.)

The guide forbade the swimmer not to swim

↓ ↓ ↓ ↓ ↓
 ↓ Sub. Rep.V. Ob.
 S. Pr.

out too far. (I.S.)

(forbade (V.): to order somebody not to do something! (don't is replaced by not to in I.S.)

104. (4) **Dr. Ratan said to the patient, "Take**

↓ ↓ ↓ ↓ ↓
 ↓ Sub. Rep.V. Ob.
 S. Pr.

light food and do not go out in the sun.” (D.S.)

↓ ↓ ↓ ↓ ↓
 ↓ N. Conj. Inf. Adv. Prep.

Dr. Ratan advised the patient to take light food

↓ ↓ ↓ ↓ ↓

Sub. Rep.V. Ob.
S.Pr. N.
and not to go out in the sun. (I.S.)
↓ ↓ ↓ ↓
Conj. Inf. Adv. Prep.
(do not is replaced by **not to** in I.S.)
105. (4) "There is no need for you to be so
↓ ↓ ↓ ↓
Adv₁ Aux₁ N. Pro. Aux₂
Adv₂
angry," said Mrs. Sen to her husband. (D.S.)
↓ ↓
Adj. Sub. Ob.
[said to → Rep. V.
Mrs. Sen told her husband that there
↓ ↓ ↓ ↓
Sub. Rep. V. Ob. Conj. Adv₁
was no need for him to be so angry. (I.S.)
↓ ↓ ↓ ↓ ↓
Aux₁ N. Pro. Aux₂ Adv₂ Adj.
106. (1) "What an excellent piece of art!" she
said.(D.,S)
↓ ↓ ↓
Q. wd Adj. N.
Sub. Rep.V.
She exclaimed with appreciation that it
↓ ↓ ↓
Sub. Rep.V. Conj. Pro.
was an excellent piece of art
↓ ↓ ↓ ↓
Aux. Adj. N.
107. (1) "Oh! how foolish I have been in
↓ ↓ ↓ ↓ ↓ ↓
Inter. Q wd Adj. Pro. Pr.Per. Prep.
matters !" (D.S.)

↓
N.
He confessed regretfully that he had been
↓ ↓ ↓
Sub. Rep.V. Conj. Pro. Past Per.
very foolish in matters. (I.S.)
↓ ↓ ↓ ↓
Adv. Adj. Prep. N.
[When **how** is followed by an **Adj.**, **Very (Adv.)** is used]
108. (1) He wished me respectfully and told that
↓ ↓
Sub. Ob.
Conj.
he had come to join the office. (I.S.)
↓ ↓ ↓ ↓
Pro. Past Per. Prep. Inf. N.
[wished respectfully and told → Rep. V.)
He said to me, "Good morning, Sir! I
↓ ↓ ↓ ↓
Sub Rep.V. Ob. Exc. N.
Pro.
have come to join the office. (D.S.)
↓ ↓ ↓ ↓
Pr.Per. Prep. Inf. N.
109. (3) My brother said to me, "I shall buy you a
notepad tomorrow."
110. (2) The peon requested his officer to forgive
him.
111. (2) It is a universal truth its tense does not
change in Indirect speech
112. (2) said to ⇒ told
connective ⇒ that
Present Continuous = Past Continuous
Your ⇒ my (according to the case of object)
113. (2) The Policeman asked the driver whether he
had a licence.

114. (4) The teacher instructed the students to march quietly to the ground.

115. (4) Direct \Rightarrow Indirect

" \Rightarrow that

we \Rightarrow they

are \Rightarrow were

116. (1) Reporting verb is in present tense. Hence Tense of Reported speech will not change.

117. (3) Meera's mother reminded her, "Don't forget to buy the milk."

118. (2) I asked him if he definitely needed the suit the following week.

119. (3) Ravi asked me if I had seen the Taj Mahal.

120. (2) Robin exclaimed joyfully that he had topped again.

121. (4) Connective - that

I changes to **he**

Present Perfect Continuous \Rightarrow Past Perfect Continuous

122. (3) Said to \Rightarrow told

Present Continuous \Rightarrow

Past Continuous Next \Rightarrow following

123. (4) Said to \Rightarrow asked

Connective \Rightarrow if/whether

Can \Rightarrow could

Interrogative \Rightarrow Assertive

124. (3) said to \Rightarrow asked

Connective \Rightarrow if

Past Indefinite Past Perfect (Assertive)

125. (1) Connective \Rightarrow that

This \Rightarrow that

Is \Rightarrow was

126. (4) Connective \Rightarrow that

Present Continuous \Rightarrow Past Continuous

127. (3) Connective \Rightarrow that

You changes according to the object.

Have been \Rightarrow had been

128. (2) Said to \Rightarrow told

Connective \Rightarrow that

I changes according to subject.

129. (1) Said to \Rightarrow asked; connective \Rightarrow if,

Present Perfect \Rightarrow Past Perfect (Assertive)

130. (2) Told \Rightarrow asked; Connective \Rightarrow to + V₁

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Nonfiction Reading Test

Carnivorous Plants

Directions: Read the following passage and answer the questions that follow. Refer to the text to check your answers when appropriate.

Imagine that you're a fly. You're just zipping around the sky, looking for a place to rest, when you see nice pink leaf. *That looks like a nice place to land.* You think to yourself in your fly head. As you rest your feet on the leaf, you notice something strange. This leaf is hairy. You begin to make your move, but you trigger the plant's reflex. *Snap!* In one-tenth of a second, you are caught in the Venus flytrap. You will be digested in five to twelve days. Welcome to the world of carnivorous plants!

There are over a quarter of a millions plant species. Only 600 or so are carnivorous. We call them this because they attract, trap, and eat bugs. Like other plants, they get energy from the sun. But unlike other plants, they get their nutrients from their prey. Carnivorous plants live in bogs and places where the soil lacks nutrients. Most plants get nutrients from the soil. Carnivorous plants have turned to other sources.

The snap of the Venus flytrap is not the only way that plants eat bugs. Pitcher plants trick their prey into landing on them. They offer nectar bribes to the foolish insects that would take them. True to their name, pitcher plants have deep chambers. Their landing surface is slippery. They have inward pointing hairs, making it hard to escape. The fly lands on the pitcher plant to eat, but slips into a pit filled with digestive fluids and is eaten.

Then there're sundews. We call them sundews because they sparkle in the sun as if covered in morning dew. Of course, that sparkle is from something much more *treacherous*. It is a sweet goo called mucilage that bugs can't resist. Sundews create mucilage to attract bugs. As they fly in to eat, bugs become trapped in the very object of their desire. They soon exhaust themselves by trying to escape the mucilage. Or the sundew's tentacles, which respond to prey by curling around them, smother them. Bugs usually die in about 15 minutes. Then the plant dissolves its prey in enzymes and absorbs the nutrients.



Have you ever walked into trouble and found that you couldn't get out? So has every insect that has ever wandered into a corkscrew plant. Bugs love to investigate plants for nectar and food. Corkscrew plants have inviting stems. Curved hairs line the inside of these stems. These hairs allow insects to go up the stems, but not back. Going forward leads a chamber filled with digestive fluid, the plant's stomach. Bugs who wander into the corkscrew plant find that they are unable to escape. They must march to their own demise.

And then there are the bladderworts. They're about as nice as they sound. They live in water and float near the surface. Their traps are like small bladders hidden beneath the water. Only their flowers are visible from the surface. When bugs swim into the trigger hairs, the plant reacts. A trapdoor in the bladder opens up. The bladder sucks up the prey and the water surrounding it. A tenth of a second later, the bladder shuts again. The plant has trapped the prey. It releases digestive fluids. The prey will be digested within hours.

Carnivorous plants might sound tough, but they are difficult to keep at home. They are built to survive in places that other plants cannot. This specialization comes at a cost. They have a hard time adapting to other environments. Their strengths become weaknesses in rich soil. They depend on the harsh yet delicate environments in which they thrive. They are not so hardy after all. Still, there's something to be said about the power of life when one finds a plant that can survive in barren soil.

1. Which statement would the author most likely **agree** with?
 - a. There are too many species of carnivorous plants.
 - b. There are too few plant species in the world.
 - c. Only a small number of plants are carnivorous.
 - d. A majority of plants are carnivorous.

2. Which plant traps bugs in its stem and forces them to walk forward?
 - a. Corkscrew plants
 - b. Sundews
 - c. Bladderworts
 - d. Pitcher plants

3. Which of the following statements is **false**?
 - a. Carnivorous plants get their energy from eating bugs.
 - b. Carnivorous plants do not get nutrients from the soil.
 - c. Carnivorous plants get their energy from the sun.
 - d. Carnivorous plants get their nutrients from eating bugs.

4. Which event happens **last** when a sundew eats a meal?
 - a. The sundew creates mucilage.
 - b. The sundew's tentacles curl in response to the prey.
 - c. The bug is attracted to the mucilage.
 - d. The sundew releases enzymes.

5. Which best expresses the main idea of the **third** paragraph?
 - a. There are more types of carnivorous plants than the Venus fly trap.
 - b. The pitcher plant tricks bugs into falling into its stomach.
 - c. The Venus flytrap kills its prey in a various ways.
 - d. Some plants attract bugs by offering them nectar.

6. Which best defines the word *treacherous* as it is used in the **fourth** paragraph?
 - a. Something that provides nutrients.
 - b. Something that is very bright.
 - c. Something that tastes delicious.
 - d. Something that has a hidden danger.

7. Which best describes the overall text structure of the second paragraph?
 - a. Chronological order
 - b. Compare and contrast
 - c. Sequential order
 - d. Spatial

8. Which statement would the author most likely **disagree** with?
 - a. Carnivorous plants cannot thrive in rich soil.
 - b. Bladderworts react quickly when their trigger hairs are bumped.
 - c. Carnivorous plants are tough and can live in any environment.
 - d. Bladderworts hide their traps just below the surface of the water.

9. Which best expresses the main idea of the **last** paragraph?

- Carnivorous plants are not hard to take care of because they feed themselves.
- Carnivorous plants are delicate because they need certain conditions to survive.
- Carnivorous plants are difficult to keep at home, but you should keep trying.
- Carnivorous plants are inspirational and they are interesting to watch and own.

10. Which title best expresses the author's main purpose in writing this text?

- Watch Out! How To Avoid Being Eaten by Carnivorous Plants*
- At Risk: How You Can Help to Preserve Carnivorous Plants*
- Venus Flytrap: Nature's Most Beautiful and Dangerous Plant*
- Fatal Flowers: Plants That Kill Insects*

Long Response

1. In what ways are carnivorous plants stronger and more resilient than other plants? In what ways are they weaker? Answer both parts of the question and support your answer with quotes from the text. Explain what your quotes show.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a blank sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Nonfiction Reading Test

Google

Directions: Read the following passage and answer the questions that follow. Refer to the text to check your answers when appropriate.

You know that you're doing something big when your company name becomes a verb. Ask Xerox. In 1959 they created the first plain paper copy machine. It was one of the most successful products ever. The company name Xerox grew into a verb that means "to copy," as in "Bob, can you Xerox this for me?" Around 50 years later, the same thing happened to Google. Their company name grew into a verb that means "to do an internet search." Now everyone and their grandma knows what it means to Google it.

Unlike Xerox, Google wasn't the first company to invent their product, not by a long shot. Lycos released their search engine in 1993. Yahoo! came out in 1994. AltaVista began serving results in 1995. Google did not come out until years later, in 1998. Though a few years difference may not seem like much, this is a major head start in the fast moving world of tech. So how did Google do it? How did they overtake their competitors who had such huge leads in time and money? Maybe one good idea made all the difference.

There are millions and millions of sites on the internet. How does a search engine know which ones are relevant to your search? This is a question that great minds have been working on for decades. To understand how Google changed the game, you need to know how search engines worked in 1998. Back then most websites looked at the words in your query. They counted how many times those words appeared on each page. Then they might return pages where the words in your query appeared the most. This system did not work well and people often had to click through pages and pages of results to find what they wanted.

Google was the first search engine that began considering links. Links are those blue underlined words that take you to other pages when you click on them. Larry Page, cofounder of Google, believed that meaningful data could be drawn from how those links connect. Page figured that websites with many links pointing at them were more important than those that had few. He was right. Google's search results were much better than their rivals. They would soon become the world's most used search engine.

It wasn't just the great search results that led to Google becoming so well liked. It also had to do with the way that they presented their product. Most of the other search engines were cluttered. Their home pages were filled with everything from news stories to stock quotes. But Google's homepage was, and still is, clean. There's nothing on it but the logo, the search box, and a few links. It almost appears empty. In fact, when they were first testing it, users would wait at the home page and not do anything. When asked why, they said that they were, "waiting for the rest of the page to load." People couldn't imagine such a clean and open page as being complete. But the fresh design grew on people once they got used to it.

These days Google has its hands in everything from self-driving cars to helping humans live longer. Though they have many other popular products, they will always be best known for their search engine. The Google search engine has changed our lives and our language. Not only is it a fantastic product, it is a standing example that one good idea (and a lot of hard work) can change the world.

1. Which event happened last?
 - a. Lycos released their search engine.
 - b. Yahoo! released their search engine.
 - c. Google released their search engine.
 - d. Xerox released their copy machine.

2. Which statement would the author of this text most likely **disagree** with?
 - a. Part of Google's success is due to the design of their homepage.
 - b. Google succeeded by following examples of others in their field.
 - c. Google wasn't the first search engine, but it was the best.
 - d. Google's success may not have been possible without Larry Page.

3. Which best expresses the main idea of the third paragraph?
 - a. There are lots and lots of websites connected to the internet.
 - b. Google created a better way to organize search results.
 - c. Many smart people have worked on search engines over the years.
 - d. Older search engines used unreliable methods to order results.

4. What is the author's main purpose in writing this article?
 - a. To explain how Google overtook its rivals
 - b. To compare and contrast Google and Xerox
 - c. To persuade readers to use Google for internet searches
 - d. To discuss how companies can influence language over time

5. Which statement would the author most likely **agree** with?
 - a. Google became successful because its founders were well-connected.
 - b. Google was the world's first and best search engine.
 - c. Google changed the world by solving an old problem in a new way.
 - d. Google's other products are now more important to its success than search.

6. Which best expresses the main idea of the fourth paragraph?
 - a. Links allow people to surf from one website to the next.
 - b. Larry Page's ideas about links helped Google get to the top.
 - c. Larry Page contributed to the internet by inventing the link.
 - d. Google is a website that serves important links to users.

7. Which best explains why the author discusses Xerox in this text?
 - a. He is discussing big companies that came before Google.
 - b. He is explaining how companies must change with the times.
 - c. He is showing how companies can affect our language.
 - d. He is comparing and contrasting Google and Xerox.

8. How did Google improve search quality in 1998?

- They counted how many times queries appeared on each page.
- They looked more closely at the words in search queries.
- They linked to more pages.
- They studied the relationships of links.

9. Which was cited as a reason why Google became so popular?

- Google's homepage was clean.
- Google provided catchy news stories on their homepage.
- Google homepage loaded quickly.
- Google provided useful stock quotes on their homepage.

10. Which title best expresses the author's main purpose in writing this text?

- Xerox Vs. Google: Battle of the Titans*
- Search Engines: How They Work and Why They're Important*
- A Better Way: How Google Rose to the Top*
- Search Engines: A Short History of Important Tools*

Long Response

1. What can readers learn about Google's approach to doing business based on reading this article? Use information from the text to support your response.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

2. Explain how Google was able to overcome its competitors. Cite information from the text to support your response.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

3. What do Google and Xerox have in common? Support your answer with information from the text.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Name: _____

Nonfiction Reading Test

Reading

Directions: Read the following passage and answer the questions that follow. Refer to the text to check your answers when appropriate.

Did you know that some people don't do their reading assignments? It's shocking, but it's true. Some students don't even read short texts that they are assigned in class. There are many reasons for this. They may be distracted or bored. They may be unwilling to focus. They may be unconfident readers. Whatever the reason, it has to stop today. Here's why.



Reading stimulates your mind. It is like a workout for your brain. When people get old, their muscles begin to deteriorate. They get weaker and their strength leaves them. Exercise can prevent this loss. The same thing happens to people's brains when they get older. Brain power and speed decline with age. Reading strengthens your brain and prevents these declines.

You can benefit from reading in the near-term too. Reading provides knowledge. Knowledge is power. Therefore, reading can make you a more powerful person. You can learn to do new things by reading. Do you want to make video games? Do you want to design clothing? Reading can teach you all this and more. But you have to get good at reading, and the only way to get good at something is to practice.

Read everything that you can at school, regardless of whether you find it interesting. Reading expands your vocabulary. Even a "boring" text can teach you new words. Having a larger vocabulary will help you better express yourself. You will be able to speak, write, and think more intelligently. What's boring about that?

Do not just discount a text because it is unfamiliar to you. Each time you read, you are exposed to new ideas and perspectives. Reading can change the way that you understand the world. It can give you a broader perspective on things. It can make you worldlier. You can learn how people live in far away places. You can learn about cultures different from your own.

Reading is good for your state of mind. It has a calming effect. It can lower your stress levels and help you relax. You can escape from your troubles for a moment when you read, and it's a positive escape. The benefits of reading far outweigh those of acting like a doofus. So do yourself a favor: the next time you get a reading assignment, take as much as you can from it. Squeeze it for every drop of knowledge that it contains. Then move on to the next one.

1. Which best expresses the main idea of the second paragraph?
 - a. Reading is exciting.
 - b. Reading strengthens your mind.
 - c. Age affects the body in many ways.
 - d. Working out keeps your body in shape.
2. Why does the author think that you should read books that are boring?
 - a. You will eventually grow to love them if you read them enough.
 - b. You will get better grades in reading class.
 - c. You will make your teacher very happy.
 - d. You will learn new words.
3. Which best expresses the main idea of the third paragraph?
 - a. Reading can benefit you.
 - b. You can learn to program video games or design clothing by reading.
 - c. You can learn amazing things and become a better person by reading.
 - d. Knowledge is power.
4. Which is **not** a reason given by the author why students fail to complete reading assignments?
 - a. Students may be bored.
 - b. Students may be distracted.
 - c. Students may be unwilling to focus.
 - d. Students may be tired.
5. Which best expresses the author's main purpose in writing this text?
 - a. He is trying to persuade students to do their reading work.
 - b. He is teaching people how to become better readers.
 - c. He is explaining why people don't do their reading work.
 - d. He is entertaining readers with facts about the mind and body.
6. Which best describes the author's tone in the first three sentences?
 - a. Surprised
 - b. Sarcastic
 - c. Informative
 - d. Irrate
7. Which of the following is **not** one of the author's main points?
 - a. Reading broadens your perspective and makes you a better person.
 - b. Reading is a relaxing activity with positive mental side effects.
 - c. Reading helps you perform on tests and get into selective schools.
 - d. Reading keeps your mind in shape and prevents losses due to age.
8. Which is **not** one of the author's arguments in the fifth paragraph?
 - a. Reading gives you a broader perspective on the world.
 - b. Reading changes the way that you understand the world.
 - c. Reading helps prepare you for your job in the real world.
 - d. Reading teaches you about distant lands and cultures.
9. Why does the author believe that reading is good for your mind state?
 - a. It has a calming effect.
 - b. It can lower your stress levels.
 - c. It can help you relax.
 - d. All of these
10. Which title best expresses the main idea of this text?
 - a. *Reading: Good for the Mind in Many Ways*
 - b. *Reading: The Key to a Successful Academic Future*
 - c. *Reading: Improve Your Vocabulary While Being Entertained*
 - d. *Reading: The Best Way to Improve Your Writing Skills*

1. Does the author argue his point well? Analyze one of his arguments and explain whether or not it is an effective argument.

2. Why does the author believe that reading boring or unfamiliar books can be helpful for readers? Use the text in your response.

3. Why does the author describe reading as a "positive escape"? In what ways is reading positive? Use evidence from the text to support your response.

Sentence Correction Practice Questions

Type I

Directions: In each of the following questions, find out which part of the sentence has an error. If there is no mistake, the answer is "no error".

Q1: The road (a) / to famous monument (b) / passes through a forest (c) / No error (d).

Q2: Our housing society comprises of (a) / six blocks and (b) / thirty-three flats in an (c) / area of about thousand square metres. (d) / No error (e).

Q3: Now that she is living in her own flat, (a) / she cleans the windows, (b) / twice a week in the summer and once a week in the winter. (c) / No error (d).

Q4: With little imagination and enterprise, (a) / the tournament could have been transformed (b) / into a major attraction (c) / No error (d).

Q5: These display (a) / the (b) / remarkable variety. (c) / No error (d). [N.D.A.]

Q6: If you have faith in Almighty (a) / everything will turn out (b) / to be all right. (c) / No error (d).

Q7: According to the Bible (a) / it is meek and humble (b) / who shall inherit the earth. (c) / No error (d).

Q8: I am not wealthy, (a) / so I can not afford (b) / to buy a expensive car. (c) / No error (d).

Q9: Sunita opened a almirah (a) / full of books (b) / and took one of them (c) / for reading. (d) / No error (e). (B.S.R.B 1992)

Q10: Most people would have (a) / attended the union meeting (b) / if they had (c) / had longer notice of it. (d) / No error (e)

Q11: My father is (a) / in bad mood (b) / today. (c) / No error (d).

Find Your Answers Here

Q1: (b), Q2: (d), Q3: (c), Q4: 9a), Q5: (b), Q6: (a), Q7: (b), Q8: (c), Q9: (a), Q10: (d), Q11: (b).

Type II

Directions: The following sentences may contain errors in grammar, usage, diction (choice of words) or idiom. No sentence contains more than one error. You will find that the error if there is none, is italicised and numbered. Assume that all other elements of the sentences are correct and cannot be changed. If there is an error, select the italicised part that must be changed to make the sentence correct. The number of that italicised part is your answer. If there is no mistake, the answer is "No error".

Q1: The brand proposition now therefore had to be (1) / that Keo Karpin Antiseptic Cream is more effective (2) / because it penetrates deep down (being light and non-sticky) and works from within (3) / (because of its ayurvedic ingredients) to keep skin blemish, free and helps cope with cuts, nicks, burns and nappy rash. No error (4). [MBA]

Q2: It is argued that if the income of capitalists is taxed sufficiently (1) / by putting a ceiling to (2) / the maximum income of capitalists and by introducing legislation for the welfare of labourers and by freezing prices, the aims of socialism will be realised (3) / No error (4).

Q3: The average student, devoid of (1) / good accommodation or atmosphere for study at home, utilises public libraries for (2) / a great advantage to himself (3) / No error (4).

Q4: Whereas Gandhi appealed to (1) / the good sense of the human nature and sought after bringing out (2) / the kinder elements in the capitalists and other selfish individuals, Nehru believed in a legally regulated way of disciplining (3) / the selfish elements in society. No error (4).

Find Your Answers Here

Q1: (1), Q2: (2), Q3: (2), Q4: (2).

Type III

Directions: In each sentence below, four words/ groups of words which are labelled (a), (b), (c), and (d) have been printed in bold type. One of which may be either inappropriate in the context of the sentence or wrongly spelt. If all the four are appropriate and also correctly spelt, mark 'All correct' as the answer.

Q1: The exhistence (a) / and attributes (b) / of the colonial (c) / army were decisive (d) / to the outbreak of Civil War. All correct (e).

Q2: The success of a man (a) / in business (b) / depends over (c) / his attention to small things (d) / All correct (e).

Q3: No country (a) / can isolate (b) / itself from international (c) / politics (d) / All correct (e).

Q4: He appears (a) / to be unreasonably (b) / anxious (c) / about solving his neighbour's (d) / problem. All correct (e).

Q5: A very important secret of (a) / the art of writing (b) / biographies (c) / is that the secondary characters must be deleneated (d) / with the same care as the central figure. All correct. (e)

Q6: The peculiar (a) / dress he wears (b) / gave him a comical (c) / appearance (d) / All correct (e).

Q7: If a country is to prosper, (a) / it must produce goods both for domestic (b) / consumption (c) / and for imports abroad (d) / All correct (e).

Find Your Answers Here

Q1: (a), Q2: (c), Q3: 9a), Q4: (d), Q5: (d), Q6: (b), Q7: (d).