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Chapter # 1

THE SENTENCE

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The Alphabet:

The alphabet of a language consists of letters which make words and these words make sentences.

English Alphabet = 26 Letters

(A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z)

Kinds Of Letters:

Letters are of two kinds

- Vowel letters = 5 (A,E,I,O,U)
- Consonants letters = 21 (B,C,D,F,G,H,J,K,L,M,N,P,Q,R,S,T,V,W,X,Y,Z)

The Word:

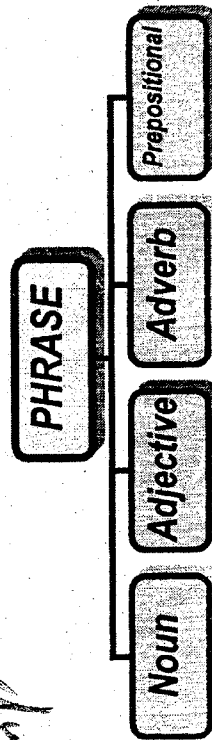
A meaningful single spoken sound is called a word; as
Ahsan, Boy, Girl.

The Phrase:

A phrase is a group of words which makes sense but not complete sense; as
○ Of great value ○ In the East

Kinds of Phrases

Imp



(i) **Noun phrase:** A group of words which does the work of a noun is called noun phrase. As.

- ⇒ Maria wants to visit Dubai
- ⇒ Ahsan likes to sit in the sun.

(ii) **Adjective phrase:** A group of words which does the work of an adjective is called an adjective phrase. As.

- ⇒ The people of China are peace-loving.
- ⇒ I bought a crown made of gold.

(iii) **Adverb phrase:** A group of words which does the work of an adverb is called an adverb phrase. As.

- ⇒ He did it in a good way.
- ⇒ I work with great care.

(iv) **Prepositional phrase:** It is made up of a prepositional, a noun or a noun phrase. It works as a noun, an adjective or an adverb. As.

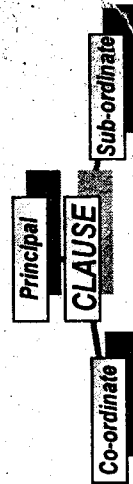
- ⇒ Naz spoke in a sweet voice.
- ⇒ The building of the college is very beautiful.

The Clause:

A clause is a group of words that forms part of a sentence and has a subject and a predicate of its own; as

- She has a necklace which is made of gold.
- I saw a boy who was sleeping.

Classes of Clauses



(i) **A PRINCIPAL CLAUSE:** It can stand by itself as a complete sentence, as

- I saw that she was sleeping

(ii) **A CO-ORDINATE CLAUSE:** Although it can stand by itself as a complete sentence yet it is written after the principal clause; as

- Ahsan came here and went to Lahore

Some important coordinating conjunctions are:

And, both, also, as well as, now, but, otherwise, only, yet, then, therefore, than, still, not only- but also, either-or, neither-nor.

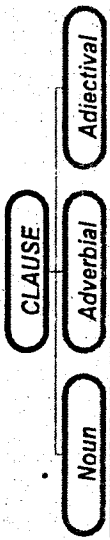
(iii) **A SUB ORDINATE CLAUSE:** It cannot stand by itself and depends on another for its meaning; as

- You will pass if you work hard.

Some important sub-ordinate conjunctions are:

That, because, since, as, so, that, lest, if, unless, as if, whether, though, while, as soon as, after, so long as, who, whose, as -as, although, till, before, when.

Types Of Clauses



(i) **Noun Clause:** A noun clause is a part of a sentence that has a noun & works as a subject or object. E.g.

- That you have come pleases me.
- I went to see what had happened.
- I fear that I shall fail.
- Can you guess what I want?

(ii) **Adverbial clause:** An Adverbial clause modifies the verb with reference to place, manner, time, reason, purpose, condition & contrast. The clauses are classified semantically according to the question they answer. E.g.

- The police checked her **where** she went. (place)
- Ali walks **briskly** on the track. (manner)
- I'll help you **whenever** you need. (time)
- **If** you work hard, you will pass. (condition)
- **Although** he is old yet he is strong. (contrast)

(iii) **Adjectival clause:** An Adjectival clause qualifies a noun, either in relation or to show comparison. e.g.

- (The place that I visited) was haunted.
- (The old man who came here) is my father.
- (The interesting book which I bought) was lost.

24 (SENTENCE)

A Sentence is a group of words that makes complete sense; as

- The gardener waters the plants.

THE PARTS OF A SENTENCE:

A sentence can be divided into two parts.



(1): **THE SUBJECT:** It is that part of a sentence about which something is said; as

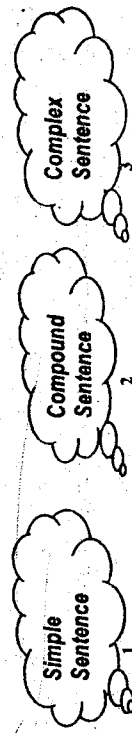
- I have written a book.

(2): **THE PREDICATE:** The part which tells something about the subject is called the predicate; as

- I go to college every day

25 Types of sentence on the basis of clause

A sentence should have at least one clause. According to structure, sentences are of three kinds:



(i) **Simple Sentence:** A simple sentence contains only one principal clause. As

- The sun rises in the East.
- I played hockey.

(ii) **Compound Sentence:** A compound sentence contains two or more principal clauses. As

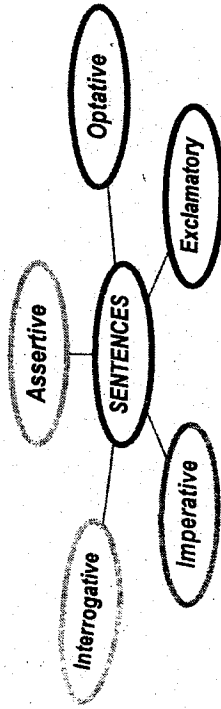
- She came here and went to Multan.
- I entered the classroom and looked around.

(iii) **Complex Sentence:** A complex sentence contains one principal clause and one or more subordinate clauses. As

- If you work hard, you will pass.
- Although he is old, yet he is strong.

CLASSIFICATION OF SENTENCES BY TYPES

Sentences are of 5 types



(i) **ASSERTIVE SENTENCES:** Sentences conveying some information, or statements; as

- Naz is singing a song.
- Boys are flying kites.

(ii) **INTERROGATIVE SENTENCES:** Sentences used to ask questions; as

- What are you doing here?
- Are you sick?

(iii) **IMPERATIVE SENTENCES:** Sentences conveying an appeal, a command, a request, a prohibition or an advice; as:

- Please take your book.
- Do not come here.
- Always respect your elders.

(iv) **EXCLAMATORY SENTENCES:** Sentences expressing strong feeling or thought in a state of excitement; as:

- What a lovely flower!
- Hurrah! I have passed.

(v) **OPTATIVE SENTENCES:** Sentences expressing some wish or prayer; as:

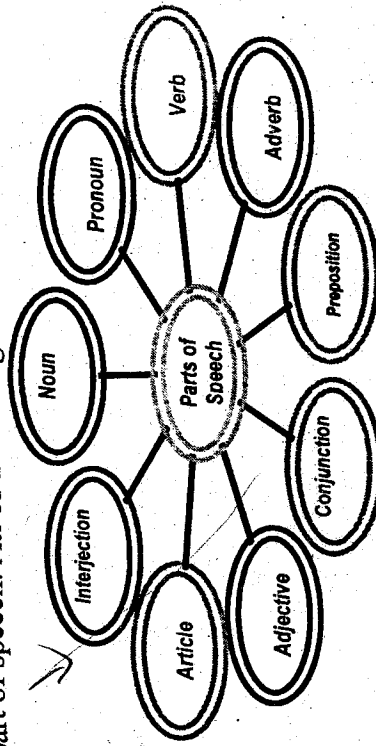
- May you live long!
- Would that I were a girl!

Chapter # 2

2.1

PARTS OF SPEECH

Every word in a sentence occupies a position and fulfils a function. So the words performing various functions in a sentence are called parts of speech, which are nine in number. When one word is performing one function, it is one part of speech, when it is doing another, it is called another part of speech. All of them are given below:



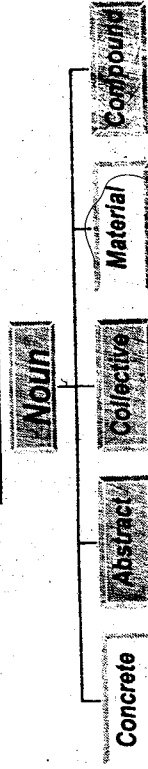
(1): NOUN:

It is the name of a PERSON, a THING or a PLACE.

e.g.

- Maria is an intelligent girl.
- Islamabad is the capital of Pakistan.

Kinds of Noun



(i) **Concrete Noun:** It is a name of some thing which can be seen, heard, felt or touched .e.g. girls, people, fruit, flower, tea, milk, etc.

(ii) Abstract Noun: It is a name of quality, condition or feeling which cannot be seen, heard, felt or touched. e.g. beauty, poverty, honesty, love, death, anger etc.

(iii) Collective Noun: It is the name of a group of people, animals or things taken together. e.g. class, mob, team, army, jury, flock etc.

(iv) Material Noun: It is the name of material of which other things are made. e.g. wood, iron, water, cotton, gold, cement. etc.

(v) Compound Noun: It is made up of two or more words. e.g. cotton pickers, postman, bedroom, co-education, mushroom, father-in-law. etc.

Q. 12: PRONOUN:

It is a word used in place of a noun. By using a pronoun, we avoid repeating a noun. e.g.

- I have built a house.
- She gave me a pen.

Pronouns fall into 3 cases

1st person: Speaking (The Speaker)

I, My, Me / We, our, Us.

2nd Person: Speaking To (The listener)

You, Your, Yours.

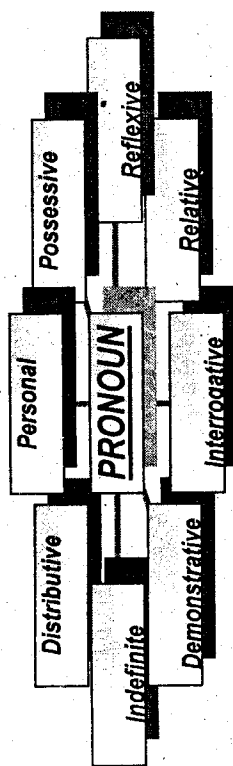
3rd Person: Speaking About (The Absent man)

He, His, Him / She, Her, Her / They, Their, Them / It, Its, It / One, Ones, One.

Cases of pronoun

Case	Subjective	Possessive	Objective	Reflexive
1 st Person	I	MY / MINE	Me	Myself
	WE	Our / ours	Us	Ourselves
2 nd Person	YOU	Your / yours	You	Yourself
	HE	His	Him	Himself
3 rd Person	SHE	Her / Hers	Her	Herself
	THEY	They / their / theirs	Them	Themselves
	IT	Its	It	Itself
	ONE	One's	One	Oneself

Kinds Of Pronoun



(i) Personal Pronoun: A pronoun used as a subject is called personal pronoun. As:
I, We, You, He, She, It, They, One.

(ii) Possessive Pronoun: A pronoun which shows the ownership is called possessive pronoun. As:
My / Mine, Our / Ours, Your / Yours, Her / Hers, Their / Theirs, His, Its, One's.

(iii) Reflexive Pronoun: A pronoun which shows the personal involvement of the subject to perform a task. It is made by adding "self" with singular and "selves" with plural personal pronoun. As: Myself, Ourselves, Yourself, Himself, Herself, Themselves, Itself, Oneself.

(iv) Relative Pronoun: A pronoun used as a joining word is called relative Pronoun. Sometimes relative pronouns also serve as conjunctions. As: Who, Whom, Whose, That.

(v) Interrogative Pronoun: A pronoun used for asking questions is called interrogative pronoun. As: Who, Whom, Whose, Which, What, When, Where, Why, How.

(vi) Demonstrative Pronoun: A pronoun which points out things and persons to which they refer is called demonstrative pronoun. As: This, These, That, Those.

(vii) Indefinite Pronoun: A pronoun used for unspecified persons or things is called indefinite pronoun. As: None, Any, Anybody, Everyone, Such, Someone, No one, Others, Some, Neither, Either, All, Many, Few, Anyone, Each, Both, Somebody, Somewhat, Whoever, Whatever, etc.

(viii) Distributive Pronoun: It is always singular and needs singular verb. As: Neither, Either, Each.

(3): VERB:

A verb is used to describe an action. Every sentence must contain a verb. e.g.

- My brother lives in Karachi.
- I teach in Asian college.



(i) Transitive Verbs: These are the verbs which require an object. In fact transitive itself means passing over from the subject to an object. As:

- I bought a chair. (Active voice)
- A chair was bought by me. (Passive voice)

(ii) Intransitive Verbs: These are the verbs which do not require an object. In fact, intransitive means not passing over to an object. Some important intransitive verbs are: Come, Go, Die, Lie, Fall, Sit, Sleep, Seem, Appear, Laugh, Weep.

(iii) Auxiliary Verbs: These are the helping verbs which help the main verbs and complete the meaning. As: Is, Am, Are, Was, Were, Has, Have, Had, Will, Shall, Would, Should, Can, Could, May, Might, Must, Ought to.

(vi) Linking verbs: These are the verbs followed by complements. As:

- My father is a player.
- She is a pretty girl.

(v) Regular Verbs: These are the verbs which are made past by adding "ed" with the present tense and they end in "ed". e.g.

Wash – Washed – Worked – Worked.

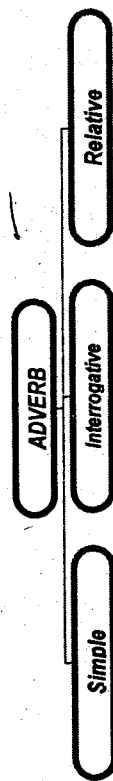
(vi) Irregular Verbs: These are the verbs which are made past by changing their shape in any other way and they do not end in "ed". e.g. Build – Built – Built, Eat – Ate – Eaten.

(4): ADVERB:

An adverb is used to qualify a verb by telling us how, why, when or where the action takes place. It is also used to add to the meaning of a verb, adjective, a preposition, a conjunction or some other adverb.

Generally, we place adverbs in the following orders:

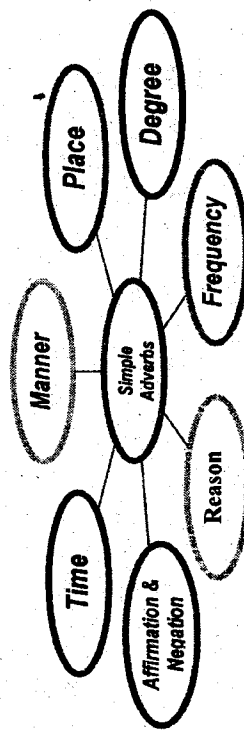
- ◉ Adverbs of place
- ◉ Adverbs of manner
- ◉ Adverbs of time
- We had been working here happily for a long time.

Kinds of Adverbs

(i) Simple Adverbs: Such adverbs simply qualify the meaning of that word with which these are attached. As:

- She dances well.
- I went quickly.

Simple adverbs are divided into 7 further kinds.



• **Adverbs of place:** (Which shows where)

➤ Do not sleep here.

• **Adverbs of manner:** (Which shows how or in what manner)

➤ She walks slowly.

• **Adverbs of time:** (Which show when)

➤ I have not heard it before.

• **Adverbs of degree:** (Which shows how much or to what extent)

- I am fully satisfied by you performance.
- **Adverbs of frequency:** (Which shows how often)
- I often visit Multan.
- **Adverbs of reason:** (which shows logics)
- He sings delightfully.
- **Adverbs of affirmation & negation:** (Which shows yes, no)
- Surely you are mistaken.

(ii) Interrogative Adverbs: Such adverbs are used for asking questions. As:

- What is your name?
- How is the weather like?
- How long will you sleep tonight?

(iii) Relative Adverbs: Such adverbs are used to connect the sentences. Some important relative adverbs are: Who, Whom, Whose, Which, That, When, Where, While, Whereas, Whereby, Why, How, As, Then, etc...

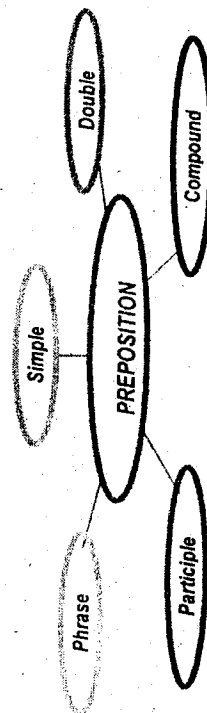
(5): PREPOSITION:

A preposition is used to show the relation of one thing to another. It is always followed by a noun or pronoun. Most prepositions may also be used as adverbs.

The words **in, through, into, of, about, above, across, after, against, along, around, at, before, behind, beneath, beside, between, by, down, during except, for, from, off, on, over, round, since, till, to, towards, under, underneath, up** etc are prepositions. As.

- Trust in God.
- I go to college.

Kinds of Preposition



(i) Simple Preposition:

Some important simple prepositions are:

At, By, For, From, In, Off, Of, On, Out, To, Up, With, Till, Through, Under, After, etc...

(ii) Double Preposition:

Some important double prepositions are:

Onto, Into, From among, From under, From within, Over against, etc...

(iii) Compound Prepositions:

Some important Compound prepositions are:

Across, Beyond, Beneath, About, Above, Along, Among, Amidst, Amongst, Around, Before, Behind, Below, Beside, Between, Inside, Outside, Underneath, Within, Without, etc

(iv) Participle Prepositions:

Some important participle prepositions are:

Pending, Concerning, Regarding, During, Saving, Considering, Notwithstanding, etc...

(v) Phrase Prepositions:

Group of words used with the force of single preposition. Some important phrase prepositions are: By means of, By virtue of, In course of, In accordance with, According to, In comparison to, On account of, etc...

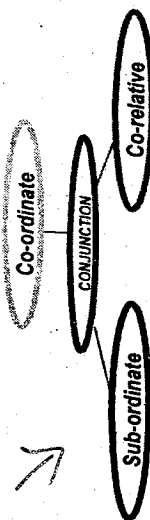
(6): CONJUNCTION:

A conjunction is used to connect words or groups of words to one another. The chief conjunctions are given below:

And, but, or, nor, because, since, till, until, after, for, though. As.

- Maria and her family left for Karachi yesterday.
- Ikram or Ahsan will go to zoo.

Kinds Of Conjunction



(i) Co-ordinate Conjunction: It connects words, phrases & clauses of equal rank. As: And, But, Also, For, Or, Nor, Therefore, As well as, Consequently, Moreover, Both, Hence, Still, So, Otherwise, Nevertheless, etc...

(ii) Sub-ordinate Conjunction: It connects words, phrases & clauses of unequal rank. As: After, Because, If, That, Though, Although, Till, Before, Unless, As, When, Where, While, Since, Except, Whether, Until, Lest, As soon as, Which, As long as, Than, However, etc...

(iii) Co-relative Conjunction: It is a pair of conjunction which co-relates two sentences. Both the sentences have the relationship of cause & effect. As:

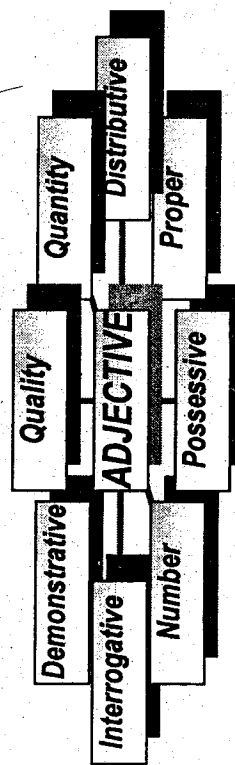
Neither _____ Nor _____ Either _____ Or _____
 Lest _____ Should _____ Whether _____ Or _____
 Not only _____ But also _____ Both _____ And _____
 Although/ Though _____ Yet _____

(7): ADJECTIVE:

It is a word used to qualify a noun or pronoun. As.

- She is a pretty girl.
- It is a tall tree.

Kinds Of Adjective



(i) Adjectives Of Quality: Such adjectives show the quality of a noun. e.g.

- It is a tall tree.
- She is a pretty girl.

(ii) Adjectives Of Quantity: Such adjectives show how much of a thing is meant. e.g.

- She ate some fruit.
- I have a little money.

(iii) Distributive Adjectives: Such adjectives show the distribution of the things. e.g.

- Each of the girls was present.

(iv) Proper Adjectives: Such adjectives are made from proper nouns. e.g.

- Russian girl.
- Indian Silk.
- Pakistani Wool.

(v) Possessive Adjectives: Such adjectives show the possession of a noun. All possessive pronouns are also called possessive adjectives. e.g.

- My book.
- Her pen.
- Your watch.

(vi) Adjectives Of Number: Such adjectives show how many things or persons are meant. e.g.

- The foot has five fingers.
- All men must die.
- Few people like cold water.

(vii) Interrogative Adjectives: Such adjectives are used with nouns to ask questions. e.g.

- Whose pen is this?
- Who is knocking at the door?

Some important interrogative adjectives are:

Why, What, When, Where, Who, Whose, Whom, Which, How.

(viii) Demonstrative Adjectives: Such adjectives point out which person or thing is meant. e.g.

- This girl is industrious.
- Those men are cruel.

(8): ARTICLE:

The adjectives (A, An, The) are usually called articles. They are demonstrative adjectives.

Kinds Of Article



(i) Definite Article (The)

It is used for a particular person or a thing; as

- The peon
- The bird

(ii) Indefinite Article (A, An)

It is used for a singular countable noun; as

- An apple
- A book

5 (9): INTERJECTION:

An interjection is used to express an emotion.

It is always followed by a sign of exclamation (!).

Some important interjections are:

Grief:	Ah, Oh, Alas, Slack, Ah me, My lord!
Surprise:	Good, Heavens, Hullo, My word, My hat!
Happiness:	Hurrah, Huzza, Aha, By love!
Appreciation:	Bravo!
Weariness:	Heigh-ha!
Ridicule:	Pish, Pshow, Jush!
Amusement:	Ha, Ha, Well done!
Attention:	Lo, Hark, Hush, Hist, Steady!
Contempt:	Stuff, Bosh, Pooh, Tut – Tut!
Order:	Quick, Go, Hold on, Steady!
Doubt:	Hum, Hem, Humph.
Oath:	By God, By Jove, O' Lord!
Reproof:	Fie, Fie, Shame, Shame, For Shame!

Chapter # 3

6

Tenses of verb & Conditional SentencesTENSE

Definition: In Grammar, tense means time.

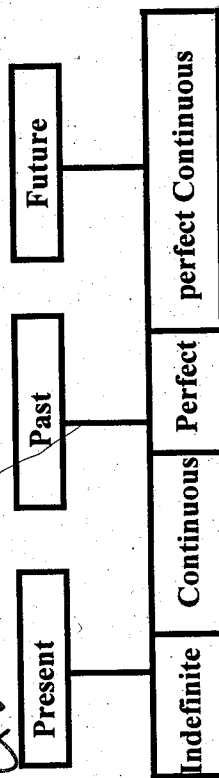
Types: A verb has three types of tenses; as:

- 1) **Present Tense**
- 2) **Past Tense**
- 3) **Future Tense**

Each tense is divided into (4) further tenses; as:

- i) **Indefinite**
- ii) **Continuous**
- iii) **Perfect**
- iv) **Perfect continuous.**

Q 6 It can be clarified by this Diagram.



Now we discuss them one by one.

Present Indefinite Tense (فعل حال ملحق)

پہچان: فقرے کے آخر میں تا ہے، نی ہے، ہوں، ہوتا ہوں وغیرہ ہوگا۔

انگریزی میں فقروہ بنانے کا طریقہ: اس میں Name: He, She, It, Name کے لیے فعل کی پہلی فارم کے ساتھ es یا s کا اضافہ کرتے ہیں۔ جگر۔ We, They, You, I اور جمع Noun کے لیے صرف فعل کی پہلی فارم لگاتے ہیں۔ اور اس Tense میں کوئی بھی امدادی فعل یعنی is, am, are وغیرہ استعمال نہیں ہوتا۔

جب پہلی فارم کا اختتام سہند جزیل حرف پر ہو تو "es" لگے گا۔

s. ss. sh. ch. o. x. z

اگر پہلی فارم کے آخر میں یہ حرف نہ ہو تو صرف "s" لگے گا۔

Structure:- Subject + Ist form of verb + Object

فعل + فعل کی پہلی فارم + مفعول

I write a letter.

مثال: میں خط لکھتا ہوں۔

متنی فقروہ بنانے کا طریقہ: اس میں Name: He, She, It, Name کے لیے Does Not ہے اور فعل کی پہلی فارم کے ساتھ es یا s کا اضافہ کر کے صرف پہلی فارم لگاتے ہیں۔ جگر۔ I, We, They, You, اور جمع Noun کے لیے Do Not لگاتے ہیں۔ اور فعل کی پہلی فارم لگتی ہے۔

Structure:-

Subject + do not / does not + Ist form of verb + Object

I do not write a letter.

مثال: میں خط نہیں لکھتا۔

سوالیہ فقروہ بنانے کا طریقہ: اس میں Does, Do, کو فقرے کے شروع میں لکھ دیتے ہیں۔ فعل کی پہلی فارم لگتی ہے۔ اور آخر میں سوالیہ نشان لگاتے ہیں۔

Structure:- Do / Does + Subject + Ist form of verb + Object ?

Do I write a letter?

مثال: کیا میں خط لکھتا ہوں؟

متنی سوالیہ فقروہ بنانے کا طریقہ: متنی سوالیہ فقرات میں فاعل کے بعد Not لگادیتے ہیں۔ بانی ترتیب

سوالیہ فقروہ جیسی رہتی ہے۔

Structure:-

Do / Does + Subject + Not + Ist form of verb + Object ?

Do I not write a letter?

مثال: کیا میں خط نہیں لکھتا؟

یہ سوالیہ فقروہ بنانے کا طریقہ: ایسے فقرات میں Do / Does سے پہلے Wh family کے کسی ایک ممبر کا اضافہ کرتے ہیں۔ اور بانی ترتیب سوالیہ فقروہ والی رہتی ہے۔

Structure:-

Wh family + do / does + Subject + Ist form of verb + Object ?

Why do I write a letter ?

مثال: میں خط کیوں لکھتا ہوں؟

یہ سوالیہ کا متنی فقروہ بنانے کا طریقہ: ایسے فقرات میں فاعل کے بعد Not لگاتے ہیں۔ اور بانی ترتیب یہ سوالیہ فقروہ والی ہوتی ہے۔

Structure:-

Wh family + do / does + Subject + Not + Ist form of verb + Object ?

Why do I not write a letter ?

مثال: میں خط کیوں نہیں لکھتا؟

Exercise for Improvement

- 1۔ اسٹن روز پریر جاتا ہے۔ 2۔ ہم نہروں میں کشتی نہیں چلاتے ہیں۔ 3۔ کسان کھیتوں میں مل چلاتا ہے۔ 4۔ سورج ہمیشہ مشرق سے طلوع ہوتا ہے۔ 5۔ اکرم اپنے والدین کا حکم مانتا ہے۔ 6۔ اکلم اپنا کام وقت پر نہیں کرتا ہے۔ 7۔ علی روزانہ کالج جاتا ہے۔ 8۔ لڑکیاں باغ سے پھول توڑتی ہیں۔ 9۔ آسمان پر ستارے چمکتے ہیں۔ 10۔ چڑیاں گھنٹی بجاتا ہے۔

ادھار

Vocabulary: 1) go for a walk. 2) row the boat 3) plough in the fields. 4)

sun rise. 5) obey the parents. 8) pluck the flower. 9) shine in the sky.

Present Continuous Tense (فعل حال جاری)

پہچان: فقرے کے آخر میں رہا ہے، رہی ہیں، رہا ہوں وغیرہ ہوگا۔

انگریزی میں فقروہ بنانے کا طریقہ: اس میں I کے لیے He, She, It, Name, am) جگر۔ اور واحد

نoun کے لئے (is) جبکہ (are) کے لئے Noun اور جمع You, We, They لگتا ہے۔ اور ان سب کے ساتھ فعل کی چوتھی فارم لگتی ہے۔ یعنی writing فارم لگتی ہے۔

Structure:- Subject + Is/ am / are + IV form of verb + Object

I am writing a letter.

مثال: میں خط لکھ رہا ہوں۔

Structure:- متقی فقرہ بنانے کا طریقہ

Subject + is/are/am + not + 4th form of verb + Object

I am not writing a letter.

مثال: میں خط نہیں لکھ رہا ہوں۔

Structure:- سوالیہ فقرہ بنانے کا طریقہ

Is/Am/ Are + Subject + 4th form of verb + Object ?

Am I writing a letter?

مثال: کیا میں خط لکھ رہا ہوں؟

Structure:- متقی سوالیہ فقرہ بنانے کا طریقہ:

Is/ Am/ Are + Subject + Not + 4th form of verb + Object ?

Am I not writing a letter?

مثال: کیا میں خط نہیں لکھ رہا ہوں؟

Structure:-

Wh family + Is/am/are + Subject + 4th form of verb + Object ?

Why am I writing a letter?

مثال: میں خط کیوں لکھ رہا ہوں؟

Structure:-

Wh family + is/am/are + Subject + Not + 4th form of verb + Object?

Why am I not writing a letter?

مثال: میں خط کیوں نہیں لکھ رہا ہوں؟

Exercise for Improvement

- 1۔ وزیراعظم ملتان کا دورہ کر رہے ہیں۔ 2۔ سر مصدرا پٹیل کا اس سے خطاب کر رہے ہیں۔ 3۔ وہ اپنا مکان یہ نہیں کر رہے ہیں۔ 4۔ اہم کرکٹرز کوئی نیا کرکٹرز کو بار بار ہے۔ 5۔ کیا وہ ٹھہر کر نماز ادا کر رہا ہے۔ 6۔ طالب علم ہال میں تقریر کر رہا ہے۔ 7۔ پاکستان میں آج کل بارشیں ہو رہی ہیں۔ 8۔ ٹرین اب سیٹی بج رہی ہے۔ 9۔ کیا آرام آتا گوندھائی؟

ہے۔ 10۔ ہم نے دی پر خیرامند کچھ ہے ہیں۔

Vocabulary: 1) visiting. 2) addressing. 3) constructing. 4) taking bitter medicine. 5) offering prayer. 6) debating. 8) whistling. 9) kneading.

Present Perfect Tense (فعل حال مکمل)

پہچان: فقرے کے آخر میں چکا ہے، چکی ہیں، چکا ہوں، چکی ہیں، وغیرہ ہوگا۔

انگریزی میں فقرہ بنانے کا طریقہ: اس میں I, We, You, They, He, She, It اور Noun کے لئے Have لگتا ہے۔ اور ان سب کے ساتھ فعل کی تیسری فارم لگتی ہے۔

Structure:- Subject + has / have + 3rd form of verb + Object

I have written a letter.

مثال: میں خط لکھ چکا ہوں۔

متقی فقرہ بنانے کا طریقہ

Structure:-

Subject + Have / Has + Not + 3rd form of verb + Object

I have not written a letter.

مثال: میں خط نہیں لکھ چکا ہوں۔

سوالیہ فقرہ بنانے کا طریقہ:

Have / Has + Subject + 3rd form of verb + Object ?

Have I written a letter?

مثال: کیا میں خط لکھ چکا ہوں؟

متقی سوالیہ فقرہ بنانے کا طریقہ:

Have / Has + Subject + Not + 3rd form of verb + Object ?

Have I not written a letter?

مثال: کیا میں خط نہیں لکھ چکا ہوں؟

برائے سوالیہ فقرہ بنانے کا طریقہ:

Structure:-

Wh family + Have / Has + Subject + 3rd form of verb + Object ?

Why have I written a letter ?

مثال: میں خط کیوں لکھ چکا ہوں؟

برائے سوالیہ کا متقی فقرہ بنانے کا طریقہ:

Structure:-

Wh family + Have / Has + Subject + Not + 3rd form of verb + Object?

Why have I not written a letter?

Exercise for Improvement

- 1۔ خزاں کا موسم شروع ہو چکا ہے۔ 2۔ تم اپنا کام ختم کر چکے ہو۔ 3۔ پاکستان بھجوا چکا ہے۔ 4۔ اسلم خیل خرید چکا ہے۔ 5۔ کیا اس نے قرآن پاک کی تلاوت کر لی ہے۔ 6۔ تم کمرے کی سفیدی کر چکے ہیں۔ 7۔ پولیس چور کو پکڑ چکی ہے۔ 8۔ تم امتحان دے چکے ہو۔ 9۔ کیا ہم اپنے ارادے میں کامیاب ہو چکے ہیں۔ 10۔ کیا تم پڑھائی چھوڑ چکے ہو۔

Vocabulary: 2) finished. 3) lost. 5) recited the Holly Quran. 6) white

washed. 7) caught the thief. 9) succeeded in mission. 10) dropped.

Present Perfect Continuous Tense (فعل حال مکمل جاری)

بچپان: قرآن کے آخر میں تاربا ہے، بی بی ہے، رتے ہیں، تاربا ہوں وغیرہ ہوگا۔ اور وقت دیا ہوگا۔

انگریزی میں فقرہ بنانے کا طریقہ: اس میں Name, He, She, It, We, You, They اور Noun کے لئے Have been لگتا ہے۔ جبکہ لگتا ہے۔ اور ان سب کے ساتھ کی چوتھی ناقص گت ہے۔ متردفت کے لیے since لگتا ہے جبکہ مدت کے لیے for لگتا ہے۔

Structure:-

Subject + Has been/ Have been+ IV form + Object+ Since/ For + Time

Difference Between Since & For.

Since is used for point of time	For is used for period of time
since 1940	for six years
since old age	for ten years
since youth	for three years
since birth	for two months
since childhood	for six months
since death	for three months

since Monday....	for two weeks
since previous night	for three months
since January....	for two days
since yesterday	for many weeks
since morning	for many years
since evening	for many hours
since noon	for long time
since midnight	for four hours
since last century	for ten minutes
since dawn	for many days
since 9.am	
since night	
since after noon	

Structure:-

Subject + Has been/ Have been+ IV form + Object+ Since/ For + Time

I have been writing a letter since morning.

مثال: میں صبح سے خط لکھتا رہا ہوں۔

Structure:-

Subject+Have / Has + Not + Been+ 4th form of verb+Object+

since /for++time

مثال: میں صبح سے خط نہیں لکھتا رہا ہوں۔

I have not been writing a letter since morning.

Structure:-

Have / Has + Subject + Been + 4th form of verb + Object

+since/for + time?

سوالیہ فقرہ بنانے کا طریقہ:

مثال: کیا میں صبح سے خط لکھتا رہا ہوں؟

Structure:-

Have / Has + Subject + Not + Been + 4th form of verb + Object +
since / for + time ?

مثال: کیا میں صبح سے خط نہیں لکھتا رہا ہوں؟

Have I not been writing a letter since morning?

Structure:-

Wh family + Have / Has + Subject + been + 4th form of verb +
Object + since / for + time ?

مثال: میں صبح سے خط کیوں لکھتا رہا ہوں؟

Why have I been writing a letter since morning?

Structure:-

Wh family + Have / Has + Subject + Not + been + 4th form of verb +
Object + since / for + time ?

مثال: میں صبح سے خط کیوں نہیں لکھتا رہا ہوں؟

Why have I not been writing a letter since morning?

Exercise for Improvement

- 1۔ ہم راج سے باقاعدگی سے ورکش کر رہے ہیں۔ 2۔ کسان کئی دنوں سے فصل کاٹ رہے ہیں۔ 3۔ کیسٹ ایک گھنٹے سے نچوڑ رہا ہے۔ 4۔ اسلم صبح سے اپنا وقت ضائع کر رہا ہے۔ 5۔ مالی صبح سے پودوں کو پانی دے رہا ہے۔ 6۔ علی دو سال سے اس اکیڈمی میں پڑھ رہا ہے۔ 7۔ مہمانوں کا انتظار کر رہا ہے۔ 8۔ ملی کئی گھنٹوں سے چوبے کا پیچھا کرتی رہی ہے۔ 9۔ میں دو گھنٹے سے مطالعہ کر رہا ہوں۔ 10۔ نیچے صبح سے کھیل رہے ہیں۔

Vocabulary: 1) taking exercise. 2) harvesting the crops. 3) reading the prescription. 7) waiting for the guests. 8) chasing the rat.

Past Indefinite Tense (فعل نامعینی مطلق)

پہچان: فقرے کے آخر میں یا ہی، ے، وغیرہ ہو گا۔ مثلاً کیا گئی، گئے، آیا، آئی، آئے
انگریزی میں فقرہ بنانے کا طریقہ: اس میں تمام قاعلوں کے لئے فعل کی دوسری فارم لگتی ہے۔ اور کوئی بھی
امدادی فعل یعنی was, were وغیرہ استعمال نہیں ہوتا۔

Structure:- Subject + 2nd form of verb + Object

مثال: میں نے خط لکھا۔
I wrote a letter.

منفی فقرہ بنانے کا طریقہ: اس میں تمام قاعلوں کے لئے Did Not لگتا ہے۔ اور فعل کی پہلی فارم لگتی ہے۔

Structure:- Subject + Did not + 1st form of verb + Object

مثال: میں نے خط نہیں لکھا۔
I did not write a letter.

سوالیہ فقرہ بنانے کا طریقہ:

Structure:- Did + Subject + 1st form of verb + Object ?

مثال: کیا میں نے خط لکھا۔
Did I write a letter ?

منفی سوالیہ فقرہ بنانے کا طریقہ:

Structure:- Did + Subject + Not + 1st form of verb + Object ?

مثال: کیا میں خط نہیں لکھا؟
Did I not write a letter ?

بڑا سوالیہ فقرہ بنانے کا طریقہ:

Structure:- Wh family + Did + Subject + 1st form of verb + Object ?

مثال: میں نے خط کیوں لکھا؟
Why did I write a letter ?

بڑے سوالیہ کا منفی فقرہ بنانے کا طریقہ:

Structure:- Wh family + Did + Subject + Not + 1st form of verb + Object ?

مثال: میں نے خط کیوں نہیں لکھا؟
Why did I not write a letter ?

Exercise for Improvement

- 1۔ خدا نے ہر مومن مسلمانوں کی مدد کی۔ 2۔ احمد نے والدین کا حکم مانا۔ 3۔ نرین چند منٹ پہلے روانہ ہوئی

- 4۔ راشد کلاس میں نہیں آیا۔ 5۔ ہم نے گریوں کی پٹھیاں مری میں گزاریں۔ 6۔ فیصل نے اپنے والدین کی فرما
نبرداری کی۔ 7۔ شعیب نے صہوت نہ بولا۔ 8۔ کل یہ مکان میرے بونے فرمایا۔ 9۔ قائد اعظم نے اپنی ساری
زندگی حصول پاکستان کے لیے وقف کردی۔ 10۔ نچو سلطان نے انڈیا کی آزادی کے لیے اپنی جان قربان کردی
Vocabulary: 1) helped the Muslims. 5) spent the summer vacation. 7)
tell a lie. 9) devoted his whole life. 10) sacrificed his life.

Past Continuous Tense (فعل ماضی جاری)

پہچان: قرے کے آخر میں رہا تھا، رہتی تھی، چکے تھے، وغیرہ ہوگا۔

انگریزی میں تفرہ بنانے کا طریقہ: اس میں فاعل I, Name, It, She, He اور واحد Noun کے لئے
Was لگتا ہے۔ جبکہ We, You, They اور جمع Noun کے لئے Were لگتا ہے۔ اور ان سب کے
ساتھ فعل کی چوتھی قائم گئی ہے۔

Structure:-

Subject + Was / Were + IV form of verb + Object

I was writing a letter.

Structure:-

Subject + was / were + not + 4th form of verb + Object

I was not writing a letter.

Structure:-

Was / were + Subject + 4th form of verb + Object ?

Was I writing a letter?

Structure:-

Was / were + Subject + Not + 4th form of verb + Object ?

Was I not writing a letter?

Structure:-

Wh family + Was / were + Subject + 4th form of verb + Object ?

Why was I writing a letter?

مثال: میں خط کیوں لکھ رہا تھا؟

Structure:-

Wh family + Was / were + Subject + Not + 4th form of verb + Object?

Why was I not writing a letter?

مثال: میں خط کیوں نہیں لکھ رہا تھا؟

Exercise for Improvement

- 1۔ نچو انکشاف میں نہیں اڑ رہا تھا۔ 2۔ میں اپنے بھائی کو تھما رہے پاس بھیج رہا تھا۔ 3۔ نوکر مالک کی خدمت کر رہا
تھا۔ 4۔ کسان فصلوں کی دیکھ بھال کر رہا تھا۔ 5۔ تم شورو کیوں مچا رہے تھے۔ 6۔ کیا پرندے چہچہا رہے
تھے۔ 7۔ ارسلان اپنا سبق یاد کر رہا تھا۔ 8۔ چڑیا اسی گھنٹی کیوں نہیں بجا رہا تھا۔ 9۔ کیا تم دوستوں کو کھانے پر بلا
رہے تھے۔ 10۔ وہ کسی کی خوشامد نہیں کر رہا تھا۔

Vocabulary: 1) young seagull. 2) sending. 3) serving. 4) looking after. 6)
chirping. 7) learning the lesson. 9) inviting. 10) flattering.

Past Perfect Tense (فعل ماضی مکمل)

پہچان: قرے کے آخر میں چکا تھا، چکی تھی، چکے تھے، وغیرہ ہوگا۔

انگریزی میں تفرہ بنانے کا طریقہ: اس میں تمام فاعلوں کے ساتھ Had لگتا ہے اور فعل کی تیسری قائم گئی ہے۔

Structure:- Subject + Had + 3rd form of verb + Object

I had written a letter.

مثال: میں خط لکھ چکا تھا۔

منفی تفرہ بنانے کا طریقہ:

Subject + Had + not + 3rd form of verb + Object

I had not written a letter.

مثال: میں خط نہیں لکھ چکا تھا۔

سوالیہ تفرہ بنانے کا طریقہ:

Had + Subject + 3rd form of verb + Object ?

Had I written a letter?

مثال: کیا میں خط لکھ چکا تھا؟

Structure:-

منفی سوالیہ تفرہ بنانے کا طریقہ:

Before the ... come ... + Had + 3rd form of verb + Object

Had + Subject + Not + 3rd form of verb + Object ?

Had I not written a letter ?

مثال: کیا میں خط نہیں لکھ چکا تھا؟

Structure:-

بڑا سوالیہ فقرہ بنانے کا طریقہ:

Wh family + Had + Subject + 3rd form of verb + Object ?

Why had I written a letter?

مثال: میں خط کیوں لکھ چکا تھا؟

Structure:-

بڑے سوالیہ کا متنی فقرہ بنانے کا طریقہ:

Wh family + Had + Subject + Not + 3rd form of verb + Object ?

Why had I not written a letter .

مثال: میں خط کیوں نہیں لکھ چکا تھا۔

Exercise for Improvement

- 1۔ علی نے نماز پڑھ لی تھی۔ 2۔ میں کھانا کھا چکا تھا۔ 3۔ بڑھی موسم سرما کے آنے سے پہلے دروازے بنا چکا تھا
- 4۔ تم امتحان دے چکے تھے۔ 5۔ پولیس کے آنے سے پہلے چور فراور چکا تھا۔ 6۔ طالب علم سوال حل کر چکے تھے
- 7۔ ذاکر کے آنے سے پہلے مریمیں مرچکا تھا۔ 8۔ کسان کھیتوں میں مل چلا چکا تھا۔ 9۔ بچے چنگ اڑا چکے تھے
- 10۔ ملی چو با پکڑ چکی تھی۔

Vocabulary: 1) offered prayer. 2) taken meal. 3) carpenter.

6) solved the questions. 8) ploughed in the fields.

Past Perfect Continuous Tense (فعل ماضی مکمل جاری)

پہچان: فقرے کے آخر میں تار ہا تھا، تی رہی تھی، رہے تھے اور وقت دیا ہو گا۔

انگریزی میں فقرہ بنانے کے طریقہ: اس میں تمام ناموں کے لئے Had been لگتا ہے۔ اور فعل کی چھی فارم لگتی ہے۔ مقررہ وقت کے لئے Since لگتا ہے۔ اور مدت کے لئے For لگتا ہے۔

Structure:-

Subject + Had been + IV form of verb + Object + Since / For + Time

I had been writing a letter since morning.

مثال: میں صبح سے خط لکھتا رہا تھا۔

Structure:-

متنی فقرہ بنانے کا طریقہ:

Subject + had not + been + 4th form of verb + Object +

since / for + time

مثال: میں صبح سے خط نہیں لکھتا رہا تھا۔
I had not been writing a letter since morning.

Structure:-

سوالیہ فقرہ بنانے کا طریقہ:

Had + Subject + 4th form of verb + Object + since / for + time?

مثال: کیا میں صبح سے خط لکھتا رہا تھا؟
Had I been writing a letter since morning?

Structure:-

متنی سوالیہ فقرہ بنانے کا طریقہ:

Had + Subject + Not been + 4th form of verb + Object + since

/for+ time ?

مثال: کیا میں صبح سے خط نہیں لکھتا رہا تھا؟
Had I not been writing a letter since morning?

Structure:-

بڑا سوالیہ فقرہ بنانے کا طریقہ:

Wh family + had + Subject + Been + 4th form of verb + Object +

since / for+time ?

مثال: میں صبح سے خط کیوں لکھتا رہا تھا؟
Why had I been writing a letter since morning?

Structure:-

بڑے سوالیہ کا متنی فقرہ بنانے کا طریقہ:

Wh family + Had + Subject + Not been + 4th form of verb + Object +

since /for +time?

مثال: میں صبح سے خط کیوں نہیں لکھتا رہا تھا؟

Why had I not been writing a letter since morning ?

Exercise for Improvement

- 1۔ عدنان دو گھنٹے سے درش کر رہا تھا۔ 2۔ کیا بچہ شام سے دور رہا تھا۔ 3۔ ہم بچپن سے بڑوں کا احترام کرتے رہے
- 4۔ ہم 10 دنوں سے امتحان کی تیاری کر رہے تھے۔ 5۔ میں صبح سے تمہارا انتظار کر رہا تھا۔ 6۔ تم ایک ماہ سے اپنا وقت ضائع کر رہے تھے۔ 7۔ لڑکے کی گھنٹوں سے پانی میں تیر رہے تھے۔ 8۔ کیا چڑیا اسی ایک گھنٹے سے گھنٹی بجا رہا تھا۔ 9۔ ہم صبح سے چنگ اڑا رہے تھے۔ 10۔ وہ کافی دیر سے کپ شپ کر رہے تھے۔

Vocabulary: 2) weeping. 3) respecting the elders. 4) preparing for the

exams 6) wasting your time. 7) swimming in the water. 10) chating.

Future Indefinite Tense (فعل مستقبل مطلق)

پہچان: فقرے کے آخر میں لگائے گئے، وغیرہ ہوگا۔

انگریزی میں فقرہ بنانے کا طریقہ: اس میں We، I کے لئے Shall اور بانی سب کے لئے Will لگتا ہے

Structure:-

Subject + Will / Shall + Ist form of verb + Object

I shall write a letter.

Structure:-

Subject + Will / Shall + not + Ist form of verb + Object

I shall not write a letter.

Structure:-

Will / Shall + Subject + Ist form of verb + Object ?

Shall I write a letter?

Structure:-

Will / Shall + Subject + Not + Ist form of verb + Object ?

Shall I not write a letter?

Structure:-

Wh family + Will / Shall + Subject + Ist form of verb + Object ?

Why shall I write a letter?

Structure:-

Wh family + Will / Shall + Subject + Not + Ist form of verb + Object ?

Why shall I not write a letter?

مثال میں خط کیوں نہیں لکھوں گا؟

بڑے سوالیہ کا متنی فقرہ بنانے کا طریقہ:

مثال: میں خط کیوں لکھوں گا؟

بڑا سوالیہ فقرہ بنانے کا طریقہ:

مثال: کیا میں خط نہیں لکھوں گا؟

مثال: کیا میں خط لکھوں گا؟

متنی سوالیہ فقرہ بنانے کا طریقہ:

سوالیہ فقرہ بنانے کا طریقہ:

مثال: میں خط نہیں لکھوں گا۔

مثال: میں خط لکھوں گا۔

متنی فقرہ بنانے کا طریقہ:

اور فعل کی پہلی فارم لگتی ہے۔

Exercise for Improvement

1- کیا وہ امتحان میں اچھے نمبر لے گا۔ 2- وہ پل سے دریا میں چھلانگ لگائے گا۔ 3- کیا احمد غیر مسلموں کو کھانا کھے گا۔ 4- کیا تمہارے معاملات میں غلطی ہو گئے۔ 5- کیا پرنس ہوا میں اڑے گا۔ 6- وہ قریب لاہور چھوڑ دے گا۔ 7- کیا تم اسے معاف کر دو گے۔ 8- ڈاکٹر ٹریش کا معائنہ کرے گا۔ 9- کیا تم اسے توڑی کی پیشکش کرو گے۔ 10- کیا جادو تمہیں معاف کر دے گا۔

Vocabulary: 1) get good marks. 2) jump into the river. 3) preach the non muslims. 4) interfere in our affairs. 7) forgive. 8) check. 9) offer a job.

Future Continuous Tense (فعل مستقبل جاری)

پہچان: فقرے کے آخر میں رہا ہوگا، رہی ہوگی، رہے ہو گئے، وغیرہ ہوگا۔

انگریزی میں فقرہ بنانے کا طریقہ: اس میں We، I کے ساتھ Shall اور بانی سب کے ساتھ Will

Structure:-
be لگتا ہے اور فعل کی چوتھی فارم لگتی ہے۔

Subject + Will / Shall + Be + IV form of verb + Object

I shall be writing a letter.

مثال: میں خط لکھ رہا ہوں گا۔

Structure:-

Subject + Will / Shall + Not be + 4th form of verb + Object

I shall not be writing a letter.

مثال: میں خط نہیں لکھ رہا ہوں گا۔

Structure:-

Will / Shall + Subject + Be + 4th form of verb + Object ?

Shall I be writing a letter ?

مثال: کیا میں خط لکھ رہا ہوں گا۔

Structure:-

Will / Shall + Subject + Not be + 4th form of verb + Object ?

Shall I not be writing a letter?

مثال: کیا میں خط نہیں لکھ رہا ہوں گا؟

Structure:-

Wh family + Will / Shall + Subject + Be + 4th form of verb + Object ?

بڑا سوالیہ فقرہ بنانے کا طریقہ:

مثال: میں خط کیوں لکھ رہا ہوں گا؟

Structure:-

Wh family + Will / Shall + Subject + Not be + 4th form of verb + Object?

مثال: میں خط کیوں نہیں لکھ رہا ہوں گا؟

Exercise for Improvement

1- کیا علی اپنا سبق یاد کر رہا ہوگا۔ 2- استاد بچوں کو پڑھا رہا ہوگا۔ 3- اسلم بچے کھیل رہا ہوگا۔ 4- آفتاب نماز پڑھ رہا ہوگا۔ 5- کسان فصل کاٹ رہے ہونگے۔ 6- مالک غلام کو نہیں مار رہا ہوگا۔ 7- ہم کسی کو دھوکہ نہیں دے رہے ہو۔ 8- کیا ارسلان اپنا سبق یاد کر رہا ہوگا۔ 9- نعمان قرآن پاک کی تلاوت کر رہا ہوگا۔ 10- کتابی کے بیچے بھاگ رہا ہوگا۔

Vocabulary: 2) teaching. 3) playing. 6) beating. 7) cheating. 9) reciting.

Future Perfect Tense (فعل مستقبل مکمل)

پہچان: فقرے کے آخر میں چکا ہوگا، ہوگی، چکے ہوں گے وغیرہ ہوگا۔

انگریزی میں فقرہ بنانے کا طریقہ: اس میں We، I کے لئے Shall Have اور I کے لئے Will Have لگتا ہے۔ اور ان سب کے ساتھ فعل کی تیسری فارم لگتی ہے۔

Structure:- Subject + Will / Shall + Have + 3rd form of verb + Object

I shall have written a letter.

Structure:-

Subject + Will / Shall + Not + Have + 3rd form of verb + Object

I shall not have written a letter.

Structure:-

Will / Shall + Subject + Have + 3rd form of verb + Object ?

Shall I have written a letter ?

Structure:-

Will / Shall + Subject + Not + Have + 3rd form of verb + Object ?

مثال: کیا میں خط لکھ چکا ہوں گا؟

مثالی سوالیہ فقرہ بنانے کا طریقہ:

مثال: کیا میں خط نہیں لکھ چکا ہوں گا؟

Structure:-

Wh family + Will / Shall + Subject + Have + 3rd form of verb + Object ?

مثال: میں خط کیوں لکھ چکا ہوں گا؟

Structure:-

Wh family + Will / Shall + Subject + Not + Have + 3rd form of verb + Object?

مثال: میں خط کیوں نہیں لکھ چکا ہوں گا؟

Exercise for Improvement

1- دھوئی کپڑے استری کر چکا ہوگا۔ 2- مالی پوروں کو پانی دے چکا ہوگا۔ 3- اس نے میز پر کتاب کا امتحان پاس کر لیا ہوگا۔ 4- کیا تمام مہمان آپ کے ہو گئے۔ 5- عدنان کھانا کھا چکا ہوگا۔ 6- پاکستان بیچ چکا ہوگا۔ 7- کیا ارشد امتحان کی تیار کر چکا ہوگا۔ 8- کیا تم کتاب لکھ چکے ہو گے۔ 9- کیا ناصر تھان سے واپس آ چکا ہوگا۔ 10- لڑکیوں کا ناگ چکی ہوگی۔

Vocabulary: pressed the clothes. 6) won the match. 9) come back.

Future Perfect Continuous Tense (فعل مستقبل مکمل جاری)

پہچان: فقرے کے آخر میں تیار رہا ہوگا، رہی ہوگی، رہے رہے ہوں گے وغیرہ ہوگا۔ اور وقت بھی دیا ہوگا۔

انگریزی میں فقرہ بنانے کا طریقہ: اس میں We، I کے لئے Shall have been لگتی ہے۔ اور ان سب کے ساتھ فعل کی چوتھی فارم لگتی ہے۔

مقررہ وقت کے لئے Since لگتا ہے جبکہ مدت کے لئے For لگتا ہے۔

Structure:- Subject + Will / Shall + Have + Been + IV form of verb

+ Object + Since / For + Time

مثال: میں صبح سے خط لکھ رہا ہوں گا۔

I shall have been writing a letter since morning.

Structure:-

Subject + Will / Shall + Not + Have been + 4th form of

مثالی سوالیہ فقرہ بنانے کا طریقہ:

verb + Object + since / for + time

مثال: میں صبح سے خط نہیں لکھتا رہا ہوں گا۔

I shall not have been writing a letter since morning.

Structure:-

Will / Shall + Subject + Have been + 4th form of verb + Object +
since / for + time ?

مثال: کیا میں صبح سے خط لکھتا رہا ہوں گا؟

Shall I have been writing a letter since morning?

Structure:-

Will / Shall + Subject + Not + Have been + 4th form of verb +
Object + since / for + time ?

مثال: کیا میں صبح سے خط نہیں لکھتا رہا ہوں گا؟

Shall I not have been writing a letter since morning?

Structure:-

Wh family + Will / Shall + Subject + Have been + 4th form of verb
+ Object + since / for + time?

مثال: میں صبح سے خط کیوں لکھتا رہا ہوں گا؟

Why shall I have been writing a letter since morning?

Structure:-

Wh family + Will / Shall + Subject + Not + Have been + 4th form of
verb + Object + since / for + time?

مثال: میں صبح سے خط کیوں نہیں لکھتا رہا ہوں گا؟

Why shall I not have been writing a letter since morning?

Exercise for Improvement

- 1۔ دو درودن سے تارا را تھار کر رہا ہوگا۔ 2۔ اسی صبح سے کتاب پڑھ رہا ہوگا۔ 3۔ کیا وہ صبح سے دودھ بیچ رہا ہوگا۔
- 4۔ کیا علی درودن سے اسکول جا رہا ہوگا۔ 5۔ شہزاد ایک ماہ سے درش کر رہا ہوگا۔ 6۔ کسان صبح سے فصل کاٹ رہے ہو گئے۔ 7۔ احمد کی گھنٹیوں سے سوراہا ہوگا۔ 8۔ اس صبح سے پیچر کی تیار کر رہا ہوگا۔ 9۔ بچے شام سے کھیل رہے ہو گئے۔ 10۔ ہم کئی بونوں سے پھول توڑتے رہے ہو گئے۔

Vocabulary: 3) selling the milk. 7) sleeping. 10) plucking the flowers

Gist of Tenses

Present	Past	Future
Indefinite Tense		
S + Ist form + O	S + 2nd form + O	S + Will / Shall + Ist form + O
Countinous Tense		
S + Is, Are, Am + IV form + O	S + Was / Were + IV form + O	S + Will / Shall + Be + IV form + O
Perfect Tense		
Sub + Has / Have + 3rd form + Obj	Sub + Had + 3rd form + Obj	Sub + Will / Shall + Have + 3rd form + Obj
Perfect Countinous Tense		
Sub + Has / Have + Been + IV form + Obj + Since / For + Time	Sub + Had + Been + IV form + Obj + Since / For + Time	Sub + Will / Shall + have + Been + IV form + Obj + Since / For + Time

Conditional Sentences. (شرطیہ فقرے)

یہ فقرات تین قسم کے ہوتے ہیں۔

(1) Probable Condition ممکنہ حالت

(2) Improbable Condition غیر ممکنہ حالت

(3) Impossible Condition ناممکنہ حالت

محتمل حالات (1) Probable Condition

اس میں If والے حصے میں Present Indefinite Tense یعنی فعل کی پہلی فارم لگتی ہے جبکہ دوسرے حصے میں Will / Shall اور فعل کی پہلی فارم لگتی ہے۔ اور کبھی بھی If والے حصے میں Will / Shall نہیں لگتا۔

Structure:- If + Subject + Ist form of verb + Object, Subject + Will /

Shall + Ist form + Object

If you work hard, you will pass.

اگر تم محنت کرو گے تو پاس ہو جاؤ گے۔

Negative Structure:- If + Subject + Do not / Does not + Ist form of verb + Object, Subject + Will / Shall + Not + Ist form of verb + Object

If you do not work hard, you will not pass.

ناممکن حالات (2) Improbable Condition

اس میں If والے حصے میں Past Indefinite Tense یعنی فعل کی دوسری فارم لگتی ہے۔ جبکہ دوسرے حصے میں Would اور فعل کی پہلی فارم لگتی ہے۔ اور کبھی بھی If والے حصے میں Would نہیں لگتا۔

Structure:- If + Subject + 2nd form of verb + Object, Subject + Would + Ist form of verb + Object.

If you worked hard, you would pass.

اگر تم محنت کرتے تو پاس ہو جاؤ گے۔

Negative Structure:- If + Subject + Did not + Ist form of verb + Object, Subject + Would + Not + Ist form of verb + Object

If you did not work hard, you would not pass.

اگر تم محنت نہ کرتے تو پاس نہ ہو گے۔

ناممکن حالات (3) Impossible Condition

اس میں If والے حصے میں Past Perfect Tense یعنی Had اور فعل کی تیسری فارم لگتی ہے۔ جبکہ دوسرے حصے میں Would have اور فعل کی تیسری فارم لگتی ہے۔ اور کبھی بھی If والے حصے میں Would have نہیں لگتا۔

Structure:-

If + Subject + Had + 3rd form of verb + Object, Subject + Would have

+ 3rd form of verb + Object

اگر تم نے محنت کر لی ہوئی تو تم پاس ہو گے ہو گے۔

If you had worked hard, you would have passed.

Negative Structure:-

If + Subject + Had + Not + 3rd form of verb + Object, Subject + Would + Not

+ Have + 3rd form of verb + Object

اگر تم نے محنت نہ کر لی ہوئی تو تم پاس نہ ہو گے ہو گے۔

If you had not worked hard, you would not have passed.

Exercise for Improvement

- اگر تم میرا انتظار کرو گے تو میں تمہیں پڑھاؤں گا۔ 2۔ اگر تم مجھ کو تو میں تمہیں تمہیں مارا دوں گا۔ 3۔ اگر وہ دہائی پچے گی تو وہ مدرسہ ہو جائے گی۔ 4۔ اگر ہم بڑوں کا احترام کریں گے تو زندگی کے ہر شعبے میں کامیاب ہو جائیں گے۔ 5۔ اگر تم وقت پر اسٹیشن پہنچو گے تو تم گاڑی پر سوار ہو جاؤ گے۔ 6۔ اگر ہم اکٹھا کھیلے تو ہم جیت جائیں گے۔ 7۔ اگر چھڑا ہی کھینچا تو طلباء اپنے اپنے گھروں میں چلے جاتے۔ 8۔ اگر میرا کہنا مانا تو میں اسے معاف کر دیتا۔ 9۔ اگر بچے غور نہ جائے تو استاد انہیں سزا دے دیتا۔ 10۔ اگر ملی جو ہے کا بیچھا کرتی تو چوہا ہمارے گھر میں آجائے۔ 11۔ اگر تم نے جرات کر لی ہوئی تو تم نے چور کو پکڑ لیا ہوتا۔ 12۔ اگر تم مجھے پاس نہ آئے ہو تو میں نے تمہاری مدد نہ کی ہوئی۔ 13۔ اگر میں کانٹے جاتا تو لوگوں کی آہیں میں لڑائی ہو جاتی۔ 14۔ اگر تارا سنی یاد کر لیتی تو اسے سزا ملتی۔ 15۔ اگر میں نے یہ کتاب پہلے پڑھ لی ہوئی تو طلباء کی مشکل آسان ہوئی ہوتی۔

Vocabulary: 1) wait for. 2) slap. 3) become healthy. 4) succeed in

every field of life. 5) board on the train. 8) give up. 9) punish. 10) ruin away. 11) dared. 12) helped. 13) quarrelled. 14) learn the lesson. 15) difficulty.

Chapter # 4

CORRECT USE OF VERB

generally, everyday, usually, regularly, seldom, daily, often, always (1)

غیر وقت کے ساتھ Present Indefinite Tense استعمال ہوگا اس کے علاوہ اگر

اور/ Universal truth ہوگی Present Indefinite Tense لگے گا۔ مثلاً

1. She always (get) up early in the morning.

She Always gets up early in the morning.

2. The sun (set) in the west.

The sun sets in the west.

Present Continuous Tense کے ساتھ These days, now, still, at present (2)

is, are, am کے ساتھ Present Continuous Tense استعمال کریں۔ مثلاً

1. I (learn) English at present.

I am learning English at present.

2. She (sleep) now.

She is sleeping now.

So far, yet, just, already (3)

1. She just (go) out.

She has just gone out.

2. We not yet (complete) our work.

We have not yet completed our work.

3. They already (write) two books.

They have/ had already written two books.

first form + ing / has been / have been, had been کے ساتھ for اور since (4)

1. Ahsan (paly) since morning.

مثلاً استعمال کرتے ہیں۔

Ahsan has been playing since morning.

2. Akber is (sing) for two hours.

Akber has been singing for two hours.

لیکن hear / see کے ساتھ have / has اور تیسری نام استعمال کرتے ہیں۔ مثلاً

3. He (not see) her since Monday.

He has not seen her since Monday.

نوٹ: lately کے ساتھ بھی have been / has been استعمال کریں۔ مثلاً

4. They (not feel) very well lately.

They have not been feeling very well lately.

(5) last night / week, ago, yesterday, this morning

ماضی صرف دوسری نام استعمال کریں۔ مثلاً

1. She had (die) yesterday.

She died yesterday.

2. We have (meet) him two months ago.

We met him two months ago.

3. She has (pass) the examination in 2007.

She passed the examination in 2007.

They had (catch) a fish last night / week / month / year.

They caught a fish last night / week / month / year.

(6) Past Perfect Tense میں After اور before والے جیسے دوسری نام استعمال کرتے ہیں۔ مثلاً

Example: I had taken tea before I reached there.

They had taken tea before I reached there.

They had taken tea before I reached there.

They had taken tea before I reached there.

They had taken tea before I reached there.

Exercises For Practice

Exercise For Present Indefinite Tense

1. He said that water (keep) its level.
2. She (go) to school daily.
3. They usually (visit) us every Friday.
4. Naz often (cook) delicious food.
5. I (not wish) to meet him.
6. Maria (wash) the pots clean.
7. The sun (not set) in the East.
8. She always (keep) good company.
9. Aslam generally (tease) me.
10. She (offer) her prayers regularly.

Key. 1. keeps 2. goes 3. visit 4. cooks 5. do not wish 6. washes
7. does not set 8. keeps 9. teases 10. offers

Exercise For Present Continuous Tense

1. He (teach) Urdu these days
2. They (read) the novel now.
3. It (rain) in Pakistan now a days.
4. They (take) test at present.
5. I (revise) my book right now.
6. The children (make) a noise now.
7. He (teach) in the class at present.
8. She still (learn) the lesson by heart.
9. He (repair) a table now.
10. She (work) very hard these days.

Key. 1. is teaching 2. are reading 3. is raining 4. are taking
5. revising 6. are making 7. is teaching 8. is learning 9. is
repairing 10. is working

Exercise For Present Perfect Tense

1. She just (finish) her work.
2. The postman already (deliver) the letters.
3. Maria (get) her share in the property.
4. The chief guest just (give) away the prizes.
5. My mother already (prepare) the tea for me.
6. Have you (complete) your homework?

7. We just (take) tea.
8. She already (send) me a telegram.
9. She (prepare) for the test yet.
10. They (do) their work in time.

Key. 1. has finished 2. has delivered 3. has got 4. has given 5.
has prepared 6. completed 7. have taken 8. has sent. 9. has not
prepared. 10. have done.

Exercise For Present Perfect Continuous Tense

1. Sir Safdar (teach) English for 14 years.
2. He (sleep) since morning.
3. It (rain) for 6 days.
4. Ali (iron) the clothes since morning.
5. They (discuss) the matter since evening.
6. They (swim) in the canal for 2 hours.
7. She (waste) her time for many days.
8. We (speak) the truth since childhood.
9. They (tell) a lie for 3 hours.
10. The cat (chase) the rat since evening.

Key. 1. has been teaching 2. has been sleeping. 3. has been
raining. 4. has been ironing. 5. have been discussing. 6. have been
swimming. 7. has been wasting. 8. have been speaking. 9. have
been telling. 10. has been chasing.

Exercise For Past Indefinite Tense

1. She asked him where he (live).
2. You (tear) my book this morning.
3. They (see) new film yesterday.
4. Ali (go) to the exhibition last night.
5. They (sell) their old house yester day.
6. We (pay) the telephone bill last month.
7. They (visit) Multan yesterday.
8. She (nurse) her father last year.
9. The guests (arrive) last week.
10. I (pass) B.A in 1994.

Key. 1. lived 2. tore 3. saw 4. went 5. sold 6. paid 7. visited 8.
nursed 9. arrived 10. passed.

Exercise For Past Continuous Tense

1. The gardener (water) the plants.
2. I (paint) a picture.
3. The peon (ring) the bell.
4. We (fly) kites.
5. They (laugh) at the poor.
6. I (write) a new book.
7. The teacher (punish) the naughty boys.
8. We (watch) TV, when she came.
9. She came to me while I (take) my lunch.
10. The dog (run) after the cat.

Key. 1. was watering 2. was painting. 3. was ringing. 4. were flying. 5. were laughing 6. was writing 7. was punishing 8. were watching. 9. was taking. 10. was running.

Exercise For Past Perfect Tense

1. Had you (submit) your application?
2. The principal (address) the students.
3. They (leave) the park before the sunset.
4. I (purchase) the new house after my job.
5. She (knock) at the door, before I asked.
6. The patient (die) before the doctor came.
7. The thief (run) away before the police arrive.
8. The rain (stop) after a long time.
9. They (come) to see their new neighbour.
10. She (lose) her necklace in the party.

Key . 1. submitted 2. had addressed. 3. had left 4. had purchased. 5. had knocked. 6. had died. 7. had run 8. had stopped. 9. had come. 10. had lost

Exercise For Past Perfect Continuous

1. She (work) hard for many months.
2. I (live) in Satellite town for 6 years.
3. I (deliver) my lecture for 1 hour.
4. The baby (cry) since morning.
5. You (make) fun of the beggar for 3 hours.
6. The people (protest) against bribery for many days.
7. The birds (chirp) since evening.

9. You (take) the breakfast for 30 minutes.
10. The girls (sing) a song since evening.

Key: 1. had been working. 2. Had been living 3. Had been delivering. 4. had been crying. 5. had been making. 6. had been protesting. 7. had been chirping. 8. had been plucking. 9. had been taking. 10. Had been singing.

Exercise For Future Indefinite Tense

1. I (go) to Lahore tomorrow.
2. He (see off) his friends next month.
3. The hen (lay) eggs next month.
4. We (defeat) our enemy in the battle.
5. She (get) loan from the bank tomorrow.
6. The teller (come) to office on time from next week.
7. She (help) me in compiling this book.
8. We (wait) for you till 8 o'clock.
9. You (not help) the poor at all.
10. She (not come) to the party tomorrow.

Key: 1. shall go. 2. will see off. 3. will lay 4. shall defeat. 5. will get. 6. will come. 7. will help. 8. shall wait. 9. will not help. 10. will not come.

Exercise For Future Continuous Tense

1. We (not forget) this visit forever.
2. This guy (tell) a lie.
3. This passenger (miss) the train.
4. You (offer) tea to guests tomorrow.
5. They (oppose) you in the court of law next week.
6. The sun (set) in the west tomorrow.
7. The bird (chirp) in the trees.
8. The girl (look) for her doll.
9. The children (fly) a kite.
10. You (offer) your Zohar prayer.

Key. 1. shall not be forgetting 2. will not be telling 3. will be missing. 4. will be offering. 5. will be opposing. 6. will be setting. 7. will be chirping 8. will be looking. 9. will be flying. 10. will be offering.

Exercise For Future Perfect Tense

1. We (do) our work by now.
2. The guests (arrive) till now.
3. The police (catch) the killer by the next week.
4. You (not win) the match.
5. She (break) my toys.
6. Our party (gather) by tomorrow.
7. The exams (end) by 20th of this month.
8. The Pak. Army (defeat) the enemy.
9. Your friends (pack) the luggage by now.
10. The builder (build) the palace by the next year.

Key. 1. shall have done. 2. will have arrived. 3. will have caught. 4. will not have one. 5. will have broken. 6. will have gathered. 7. will have ended. 8. will have defeated. 9. will have packed. 10. will have built.

EXERCISE for future perfect continuous

1. Shazia (learn) the lesson for two hours.
2. The farmers (plough) in the fields since March.
3. You (tease) the girls for half an hour.
4. The birds (chirp) since morning.
5. They (work) together since Monday.
6. She (read) the newspaper for three hours.
7. I (pay) the rent for many years.
8. Sir Safdar (dictate) the class since morning.
9. The peon (ring) the bell for 10 minutes.
10. We (fly) kites for 3 days.

Key . 1. will have been learning. 2. will have been ploughing. 3. will have been teaching. 4. will have been chirping. 5. will have been working. 6. will have been reading. 7. shall have been paying. 8. will have been dictating. 9. will have been ringing. 10. shall have been flying.

Chapter # 5

Final

11-12-19

THE VOICE OF THE VERB (قرینہ فعل)

فعل کی تین قسمیں ہوتی ہیں۔

1۔ فعل لازم (Intransitive)۔ یہ وہ فعل ہوتے ہیں جو صرف اپنا فاعل (Subject) چاہیں اور مفعول کی ضرورت نہ ہو۔ مثلاً

1. She slept.

(اس قرینے میں مفعول کی ضرورت نہیں)

2. Heran away.

(اس قرینے میں مفعول کی ضرورت نہیں)

2۔ فعل متعین (Transitive)۔ یہ وہ فعل ہوتے ہیں جو فاعل (Subject) کے علاوہ مفعول (Object) بھی چاہیں۔ مثلاً

1. I (subject) wrote a letter (object).

2. They ate mangoes.

3۔ مددگار فعل (Helping Verb)۔ یہ وہ فعل ہے جو الگ استعمال ہونے کے علاوہ دیگر افعال کے ساتھ کر

Voices متعین کرنے میں مدد دیتے ہیں۔

ایک Transitive Verb کی دو Voices ہوتی ہیں۔

1. Active voice:-

A verb is in the Active Voice when its subject does something.

Example: I visited him. جس فعل میں کام فاعل کی طرف منسوب ہو وہ قرینہ معرف کہلائے گا۔

اس قرینے میں فاعل I ہے اور دوسرے کام کا اس سے منسوب ہے۔ لہذا اس فعل قرینہ معرف میں استعمال ہوا ہے۔

2. Passive Voice:-

A verb is in the Passive Voice when something is done to its subject.

جس فعل کے فاعل پر کام دار دوسرے فعل قرینہ مجہول میں ہوگا۔

Example: He was visited by me.

اس قرینے میں Him جو کہ متنی کے لحاظ سے مفعول ہے فاعل کی جگہ استعمال ہوا ہے اور اس پر دوسرے کام دار

ہوتا ہے۔ اس لیے اس فعل visit قرینہ مجہول میں استعمال ہوا ہے۔

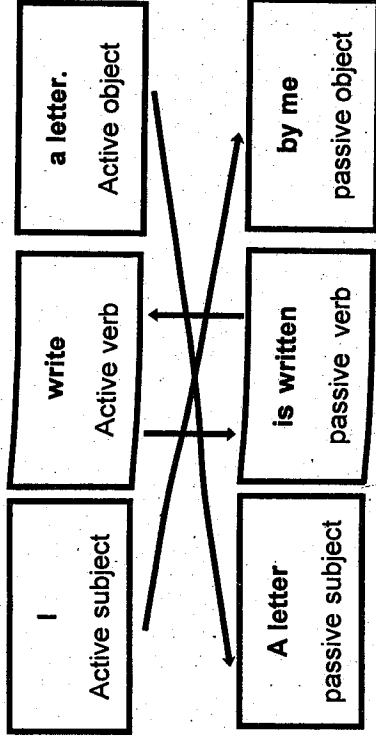
نوٹ: چونکہ فعل لازم (Intransitive) میں مفعول کی ضرورت نہیں ہوتی اس لیے ایسے افعال کی Passive

Voice نہیں بن سکتی۔ ایسے چند فعل جن کی Passive Voice نہیں بن سکتی یہ ہیں۔

Fall, lie, sit, sleep, go, come, die, seem, appear, laugh, weep.

Subject + Verb + Object

Subject + Verb + Object



مندرجہ بالا اگر اکرام کی بنیاد پر چار اصول ذہن میں رکھیں۔

(1) قائل و مفعول کی جگہ پر لے جائیے اور مفعول و قائل کی جگہ پر آئیے۔ یہ مفعول سے قبل By استعمال کیجئے۔

☆ They played hockey. (Active voice)

☆ Hockey was played by them. (Passive voice)

(i) اگر قائل اور مفعول دونوں اسم Noun ہیں تو ان میں کوئی تبدیلی نہ ہوگی۔

(ii) اگر قائل اور مفعول اسم ضمیر Pronoun ہیں تو ان میں تبدیلی کرنی پڑے گی۔ یعنی موقع کے مطابق اسم ضمیر کی قائل یا مفعول حالت استعمال ہوں گی۔

Active	Passive
I	BY ME
WE	BY US
YOU	BY YOU
SHE	BY HER
HE	BY HIM

THEY BY THEM

☆ She (قائل حالت) was helped by us (مفعول حالت)

☆ We (قائل حالت) helped her (مفعول حالت)

(iii) اگر فعل کے درمفعول (Object) ہوں تو ان میں سے عموماً جاندار مفعول کو (Subject) بنایا جاتا ہے۔ اور

بے جان مفعول کو دیرے دیر بنایا جاتا ہے۔ مثلاً

☆ I gave Ahsan a book. (Active voice)

☆ Ahsan was given a book by me. (Passive voice)

(iv) مگر Know / Marry / To کے بعد 'By' نہیں لگتا۔

☆ Sara was married to Aslam. (passive voice)

(2) Passive بناتے ہوئے اصل فعل کی بیش تیسری قادم استعمال ہوگی۔ خواہ فقرہ کی کبھی

☆ A letter is written by me.

☆ A letter was written by me.

☆ A letter will be written by me.

(3) کچھ مندرجہ بالا اصولوں سے اخذ ہوا کہ

Object + Helping verb + 3rd form of verb + By + Subject

GIST OF VOICES

PRESENT	PAST	FUTURE
INDEFINITE TENSE		
Object +is/am/are+3rd form+by+subject	Object +was/were+3rd form+by+subject	Object +will/ shall+be+3rd form+by+subject
CONTINUOUS TENSE		
Object +is/am/are+being+3rd form+by+subject	Object +was/were+being+3rd form+by+subject	NIL

PERFECT TENSE

Object	Object	Object + will / shall + have + been + form + by + subject
+has/have+been+3rd form+by+subject	+had+been+3rd form+by+subject	Object +will / shall+have+been+form+by+subject

1**Present Indefinite Tense:****1. S + 1st Form of verb + Object****Object + is / am / are + 3rd Form + By + Subject.**

- I write a letter.

A letter is written by me.

2. S + don't / doesn't + 1st form + object.**Object + is/am/are + not + 3rd form of verb + By + Subject**

- I don't write a letter.

A letter is not written by me.

3. Do/does + Subject + 1st form of verb + O?**Is/am/are + Object + 3rd form of verb + By + Subject?**

- Do I write a letter?

Is a letter written by me?

Exercise for Practice:

1. She loves her daughter.
2. They play cricket.
3. I like apples.
4. The peon rings the bell.
5. They remove the cause of the disease.
6. Mr. Safdar teaches us English.
7. we visit our friends
8. I read a novel.
9. You do not take tea.
10. Ikram eats mangoes daily.

Past Indefinite Tense:

1. Subject + 2nd form + Object

Object + was/were + 3rd form + By + Subject

- I wrote a letter.

A letter was written by me.

2. Subject + Didn't + 1st form + Object**Object + was /were + not + 3rd form + By + Subject**

- I did not write a letter.

A letter was not written by me.

3. Did + Subject + 1st form + Object?**Was /were+ Object + 3rd form + By + Subject?**

- Did I write a letter?

Was a letter written by me?

Exercise for Practice

1. He bought a book.
2. Ikram took the thief to the station.
3. I punished him.
4. Ahsan did not teach them English.
5. Did he ring the bell?
6. She bought a golden chain
7. She drove the car very carefully.
8. We did not buy meat.
9. I helped a blind man.
10. They brought goat to the altar.

Future Indefinite Tense:**1. Subject + will / shall + 1st form + Object****Object + will / shall + be + 3rd form + By + Subject**

- I shall write a letter.

A letter will be written by me.

2. Subject + will / shall + not + 1st form + Object.

Object + will / shall + not + Be + 3rd form + By + Subject,

- I shall not write a letter.

A letter will not be written by me.

3. Will / shall + Subject + 1st form + Object?

Will / shall + Object + Be + 3rd form + By + Subject?

- Shall I write a letter?

Will a letter be written by me?

Exercise for Practice

1. He will buy a car.
2. I shall invite him.
3. We shall buy a house.
4. We shall not sing a song.
5. They will watch T.V.
6. I shall invite my friends to dinner.
7. Maria will take tea at nine.
8. They will leave this place very soon.
9. Ahsan will do his work.
10. She will meet me tomorrow.

Present Continuous Tense:

1. S + is/am/are + 4th form + Objective.

Objective + is/am/are + Being + 3rd form + By + Subject.

- I am writing a letter.

A letter is being written by me.

2. Subject + is/am/are + not + 4th form + Objective

Object + is/am/are + not + being + 3rd form + By + Subject

- I am not writing a letter.

A letter is not being written by me.

3. Is/am/are + Subject + 4th form + Object?

Is/am/are + object + Being + 3rd form + By + Subject?

- Am I writing a letter?

is a letter being written by me?

Exercise for Practice

1. We are doing our duty.
2. You are cheating me.
3. The servant is lighting the fire.
4. Are they reading books?
5. Is he reciting the Holy Quran?
6. He is drinking water.
7. I am not wasting your time.
8. He is helping his friend.
9. She is looking at the flowers.
10. He is eating an apple.

Past Continuous Tense:

1. Subject + was/were + 4th form + Object

Object + was/ were + Being + 3rd form

- I was writing a letter.

A letter was being written by me.

2. Subject + was/were + not + 4th form + Object

Object + was/were + Not + Being + 3rd form + By + subject

- I was not writing a letter.

A letter was not being written by me.

3. Was/were + Subject + 4th form + Object?

Was/were + Object + Being + 3rd form + By + Subject?

- Was I writing a letter?

Was a letter being written by me?

Exercise for Practice

1. He was playing hockey.
2. The doctors were helping the patients.
3. They were not boiling eggs.
4. He was driving a red car.

5. We were expecting good news.

6. What were you collecting last night?

7. The crow was eating a piece of meat.

8. Ahsan's friends were cheating him.

9. They were solving the sums.

10. The children were making the room dirty. ✓

Present Perfect Tense:

1. Subject + Has/Have + 3rd form + object

Object + Has/Have + Been + 3rd form + By + Subject

- I have written a letter.

A letter has been written by me.

2. Subject + Has / Have + not + 3rd form + Object

Object + Has/ Have + not + Been + 3rd form + By + Subject
Subject

- I have not written a letter.

A letter has not been written by me.

3. Has/have + Subject+3rd form+ object?

Has/Have + Object + Been + 3rd form + By + Subject?

- Have I written a letter?
Has a letter been written by me?

Exercise for Practice

1. I have bought a house.
2. She has closed the door.
3. Has he killed the lion?
4. Why has he punished me?
5. The clock has struck five.
6. I have taken tea.
7. They have not finished their work.
8. Has he learnt his lesson?
9. I have never fed a lion.
10. She has never ridden a horse.

Past Perfect Tense:

1. Subject + Had + 3rd form + Object

Object + Had + Been + 3rd form + By + Subject

- I had written a letter.

A letter had been written by me.

2. S + Had + not + 3rd form + Object

Object + Had + not + Been + 3rd form + By + Subject

- I had not written a letter.

A letter had not been written by me.

3. Had + Subject + 3rd form + Object?

Had + Object + Been + 3rd form + By + Subject?

- Had I written a letter?

Had a letter been written by me?

Exercise for Practice

1. He had already made tea.
2. They had finished their work.
3. She had changed her clothes.
4. Had the doctor tested my eyes?
5. He had already visited the museum.
6. Arslan had bought a new house.
7. The police had caught the thief.
8. Had my mother forgiven me?
9. She had seen that movie twice.
10. The peon had rung the bell.

Future Perfect Tense:

1. Subject + will / shall + Have + 3rd form + Object

Object + will / shall + Have + Been + 3rd form + By + Subject.

- I shall have written a letter.

A letter will have been written by me.

2. Subject + Will / shall + Not + Have + 3rd form + Object



Object + will / shall + Not + Have + Been + 3rd form + By + Subject

- I shall not have written a letter.

A letter will not have been written by me.

3. Will / shall + Subject + Have + 3rd form + Object?



Will / shall + Object + Have + Been + 3rd form + By + Subject?

- Shall I have written a letter?

Will a letter have been written by me?

Exercise for Practice

1. She will have taken the examination.
2. Will she have fulfilled her promise?
3. She will have knitted a sweater.
4. I shall have plucked the flowers.
5. I shall have polished my shoes.
6. You will have taken tea.
7. My servant will have posted my letter.
8. Ahsan's mother will have embraced him.
9. They will have eaten mangoes.
10. The Gardner will have watered the plants.

Sentence Format

1. Subject + { could, may, might, must, } + 1st form + Object
would, should, ought to, }
Can }

Object + Helping verb + Be + 3rd form + By + Subject

- I can write a letter.

A letter can be written by me.

- I can not write a letter.

A letter cannot be written by me.

- Can I write a letter?

Can a letter be written by me?

Exercise for Practice

1. We must guide our children.
2. We should respect our elders.
3. You must obey the traffic rules.
4. She could wait for me.
5. We ought to obey our teachers.
6. He may ride a car.
7. Naz would tell an interesting story.
8. May I borrow this book?
9. You should listen to your parents.
10. He can play a guitar.

Imperative Sentences

1. 1st form of verb + Object



Let + Object + Be + 3rd form of verb

- Speak the truth.
- Let the truth be spoken.

2. Do not + 1st form of verb + Object



Let + Object + not + Be + 3rd form

- Do not tell a lie.
- Let a lie not be told.

Exercise for Practice

1. Do it.
2. Open the door.
3. Clean this room.
4. Call in the doctor.
5. Learn your lesson.
6. Do not stare at the girls.
7. Do not abuse anyone.
8. Complete your work.
9. Respect your teachers.
10. Do not bring tea.

مندرجہ بالا دیا کرام سے واضح ہو کہ

1۔ اگر فقرے کے دوسرے حصے میں First Person یعنی I, my, me, us یا We, our, us میں

کے کوئی بھی Pronoun آئے تو اس فقرے کے پہلے حصے کے نائل کے مطابق تبدیل کریں گے۔

1. She says, "I am going to Multan."

She says that she is going to Multan.

2۔ فقرے کے دوسرے حصے میں Second person یعنی You یا Your آئے تو اسے فقرے

کے پہلے حصے کے مفعول کے مطابق تبدیل کریں گے۔

1. She says to me, "You are a good boy."

She tells me that I am a good boy.

3۔ اگر فقرے کے دوسرے حصے میں Third Person یعنی he, his, him یا her, her, they, them یا it, its آئے تو اس کو تبدیل نہیں کیا جائیگا۔

He says, "She goes to school daily."

He says that she goes to school daily.

He says that she goes to school daily.

Cases of pronoun

Case	SUBJECTIVE فاعلی	POSSESSIVE ملکیتی	OBJECTIVE مفعولی	REFLEXIVE مفعولی
1st person	I	MY/ MINE	ME	MYSELF
1st person	WE	Our/ ours	US	OURSELVES
2nd	You	Your/yours	YOU	YOURSELF
3rd	HE	His	HIM	HIMSELF
3rd	SHE	Her/ Hers	HER	HERSELF
3rd	THEY	They/ Their/ Theirs	THEM	THEMSELVES
3rd	IT	Its	IT	ITSELF
3rd	ONE	One's	ONE	ONESELF

Exercise

- 1) She says to me, "I respect you."
- 2) He says to me, "I am your neighbor."
- 3) She says, "I am a player of cricket."
- 4) He says, "I am unwell."
- 5) They say, "We love our mother land very much."
- 6) She says, "My note book is new."
- 7) He says to me, "you do not like me."
- 8) She says to me, "I have spoken the truth."
- 9) She says to me, "I am working very hard."
- 10) Maria says, "I am happy because my brother has passed."
- 11) She says to me, "I do not go to college every day."
- 12) They will say, "We do not tell a lie."
- 13) Ahsan says, "I am very tired."
- 14) She says, "I have sent her a telegram."
- 15) She says to me, "I can't teach you this time."

(B) CHANGE OF Certain Words

تبدیلیاں درج ذیل ہیں۔

Direct	Indirect
This	That
These	Those
Here	There
Now	Then
Thus	So

Hence	Thence
Hither	Thither
Ago	Before
Today	That day
Tonight	That night
Yesterday	The previous day
Last night	The previous night
Last week	The Previous week
Last month	The previous month
Last year	The previous year
Tomorrow	The next day
The next day	The following day
The next week	The following week
The next month	The following month
The next year	The following year
Yes	Positively
No	Negatively
Good morning	Greeted
Good noon	Greeted
Good afternoon	Greeted
Good evening	Greeted
Hello	Greeted
Sir	Respectfully
Madam	Respectfully

Exercise

- 1) She said, "I have done my work nicely."
- 2) The teacher said to us, "Tomorrow I am going to Multan."
- 3) She said, "I saw my friend yesterday."
- 4) He said, "My horse died last night."
- 5) He said to his servant, "Well, you may sleep now."
- 6) He said to me, "Yes, you can join my academy today."
- 7) The boy said to us, "You can see me tomorrow."
- 8) He said to his grandmother, "I have something to show you."
- 9) The stranger said to me, "Good noon, sir."
- 10) The teacher said to the principal, "I shall attend the meeting next week."
- 11) They said to her, "Madam, we are very sorry for our misconduct."
- 12) My father said to us, "All right, I allow you to go to the picture today."
- 13) She said to me, "No, you can't sit with me."
- 14) She said to me, "I lost my necklace last night."
- 15) They said to me, "Sir, we want to help you in this matter."

(C) Change of Tense or Verb.

اگر فرسے کے پہلے ہی Reporting Speech میں دیا گیا ہو تو

فرسے کے دوسرے ہی Tenses میں دیا جائے گا Reported Speech کی تبدیلیاں ہوں گی۔

Direct	Indirect
1st form of verb	2nd form of verb
Don't/Doesn't + 1st form	Did not + 1st form
Is/ am	Was
Are	Were
Has/ Have	Had

2nd form	Had + 3rd form
Didn't + 1st form	Had not + 3rd form
Was / were + 4th form	Had been + 4th form
Can	Could
Shall	Should
Will	Would
May	Might

2۔ لیکن اگر فرقے کے درجے سے یعنی Reported Speech میں کوئی مبالغہ صرافت

دیا گیا ہو تو تenses کی تبدیلی نہیں ہوتی۔ (Universal truth)

3۔ اس کے علاوہ اگر فرقے کے درجے سے یعنی Reported Speech میں

Might, Could, Must, Would, Should, Had وغیرہ ہوں تو اس فرقے میں سے کوئی تبدیلی نہیں کی جاتی۔ صرف Pronoun تبدیلی کیے جائیں گے۔

1. Ali said, "I could go to school on foot."

Ali said that he could go to school on foot.

2. She said, "God is one".

She said that God is one.

4۔ علاوہ ان کے فرقے کے پہلے سے یعنی Reporting Speech میں Say, Say to, Will / Shall say to وغیرہ ہوں تو بھی فرقے کے

درجے سے یعنی Reported Speech میں Tenses کی کوئی تبدیلی نہیں ہوگی۔

1. He says to me, "You are my friend".

He tells me that I am his friend.

2. She will say, "I am a student".

She will say that she is a student.

Exercise

1) She said, "I write an article in English."

- ② She said, "I do not write an article in English."
- ③ She said, "I am writing an article in English."
- ④ She said, "I have written an article in English."
- ⑤ She said, "I have already been writing an article in English."
- ⑥ She said, "I wrote an article in English."
- ⑦ She said, "I did not write an article in English."
- ⑧ She said, "I had written an article in English."
- ⑨ She said, "I shall write an article in English."
- ⑩ She said, "I shall be writing an article in English."
- ⑪ She said, "I can write an article in English."
- ⑫ She said, "I could write an article in English."
- ⑬ She said, "I must write an article in English."
- ⑭ She said, "I would write an article in English."
- ⑮ She said, "I might write an article in English."

1) Universal Truth Sentences

Indirect سے Direct Speech کی بات ہو۔ ان کو کوئی تبدیلی نہیں ہوتی۔
یہ فقرات ہیں جن میں عالمی سچائی کی بات ہو۔ ان کو کوئی تبدیلی نہیں ہوتی۔
اس میں فرقے بنا کر That لگا دیا جاتا ہے۔

Direct	Indirect
Say	Say
Say to	Tell
Says	Says
Says to	Tells
Said	Said
Said to	Told

Will / Shall say.	Will / Shall say
Will / Shall say to	Will / Shall tell

i) She says, "God is one."

She says that God is one.

ii) He said to me, "Tit for tat."

He told me that tit for tat.

Exercise

- 1) He said to me, "God is one."
- 2) She said, "Tit for tat."
- 3) I said to him, 'The sun always rises in the East.'
- 4) You said, "God helps those who help themselves."
- 5) They said, "Greed is curse."
- 6) He said, "Pride hath a fall."
- 7) Ali said, "Might is right."
- 8) They said to me, "Union is strength."
- 9) She said to me, "Grapes are sour."
- 10) He said, "Honesty is the best policy."
- 11) Ali said, "Necessity is the mother of invention."
- 12) I said to him, "Think before you speak."
- 13) They said, "The sun sets in the west."
- 14) You said to him, "Haste makes waste."
- 15) Ali said, "Diamond cuts diamond."

2) ASSERTIVE SENTENCES

یہ اقرا ت ہیں جن میں کسی بات کے واقع ہونے یا نہ ہونے کی خبر دی جاتی ہے۔ ان کو Direct

Change سے پڑھتے ہیں۔ Indirect Speech میں ہر کیل کرنے کے لیے متائی گئی تھیں۔ یعنی Speech

Change of certain words اور of Pronoun, Change of Tense

تبدیلیاں کی جاتی ہیں۔

۱۔ اس میں فرقے ہٹا کر لگا دیا جاتا ہے۔

Direct	Indirect
Say	Say
Say to	Tell
Says	Says
Says to	Tells
Said	Said
Said to	Told
Will / Shall say	Will / Shall say
Will / Shall say to	Will / Shall tell

1- She says, "He is my brother".

She says that he is her brother.

2- She said to me, "You are a naughty boy".

She told me that I was a naughty boy.

Exercise

- 1 He said to us, "I have done my duty well."
- 2 The son said to the father, "You are very kind to me."
- 3 I said to her, "I want to go now."
- 4 You said, "I donot go to college these days."
- 5 The host said to the guests, "My wife is baking a cake for you."
- 6 He said, "You are a good cook."
- 7 She will say to us, " we are proud."
- 8 She said to me, "Yes, the children are always frighten of their

She said to me, "What are you doing?"

She asked me what I was doing.

Exercise

- 1) He said to me, "What are you doing here?"
- 2) She said to her brother, "When will you come back?"
- 3) He said to me, "Can you speak English?"
- 4) I said to the principal, "May I come in sir?"
- 5) She said to him, "Did you find your lost pen?"
- 6) He said to his wife, "Are you ready to go?"
- 7) She said to me, "Can you help me?"
- 8) I said to him, "Do you like my book?"
- 9) He said to his friend, "Is this your house?"
- 10) The principal said to the students, "Who is your class incharge?"
- 11) She said to me, "What can I do for you?"
- 12) He said to me, "Why are you laughing?"
- 13) The doctor said to me, "Do you smoke?"
- 14) The teacher said, "Whose book is this."
- 15) He said to Reyaan, "Why do you waste your time."

(4) IMPERATIVE SENTENCES

یہ فقرات جن میں کسی کام کرنے کا حکم دیا جائے یا کوئی نصیحت کی جائے یا کوئی التجا کی جائے یا منع کیا جائے۔ یہ فقرات ہمیشہ verb کی پہلی فارم سے شروع ہوتے ہیں۔

Indirect Speech میں تبدیل کرتے وقت مندرجہ ذیل

Direct	جب حکم ہو۔	جب التجا ہو۔	جب نصیحت ہو	جب منع ہو۔
Said, Said to	Ordered	Requested	Advised	Forbade

اصولوں پر عمل کیا جاتا ہے۔

teachers."

9 We said to him, "You have bought this car at a high price."

10 Ahsan said to me, "It is a false story."

11 He said, "I shall keep my words."

12 She said to me, "I did not give him any gift on his wedding."

13 They said, "We were concerned with his reply."

14 I said to her, "I do not like your brother."

15 I said to my wife, "I am going to write another book."

(3) INTERROGATIVE SENTENCES

سوالیہ فقرات کو Indirect Speech میں تبدیل کرتے وقت مندرجہ ذیل اصولوں پر عمل کیا جاتا ہے۔

Direct	Indirect
Say / Say to	Ask
Says / Says to	Asks
Will / Shall say, say to	Will / Shall ask
Said, Said to	Asked

سوالیہ فقرے دو قسم کے ہوتے ہیں۔

(1) چھوٹے سوالیہ فقرے۔ یہ وہ فقرات ہیں جو امدادی فعل سے شروع ہوتے ہیں انہیں تبدیل

کرنے کے لیے تو بے شمار کرا کر لایا جاتا ہے اور فقرے کو سادہ بنا دیے ہیں جبکہ Pronoun, Tense اور

مخصوص الفاظ کی تبدیلیاں بتائے گئے اصولوں کے مطابق ہی ہوں گی۔ مثلاً

1: He said to me, "Are you well?"

He asked me if I was well.

(2) بڑے سوالیہ فقرات۔ یہ وہ فقرات ہیں جو جوہر Wh family یعنی

How, Which, Why, Where, When, Who, Whom, Whose

ان میں تو بے شمار کچھ نہیں لگاتے بلکہ Wh family کا مبرور ہے۔ ہر فقرے کو سادہ بنا دیے

ہیں جبکہ Pronoun, Tense اور مخصوص الفاظ کی تبدیلیاں بتائے گئے اصولوں کے مطابق ہی ہوں گی۔ مثلاً

1. فقرہ میں قریے ہمارے استعمال ہوتا ہے۔

(2) فقرہ کے دوسرے حصے میں verb کی پہلی قلم کو تبدیل کیا جاتا ہے۔ البتہ Pronoun اور

فعلوں الفاظ کی تبدیلیاں کیلئے تائید گئے اصولوں کے مطابق ہوتی ہیں۔

(3) حکم اور نصیحت والے فقرے ہمیشہ پہلی قلم کے شروع ہوتے ہیں۔

1. Ali said to me, "Open the door."

Ali ordered me to open the door.

2. My father said to me, "Always speak the truth."

My father advised me to always speak the truth.

(4) ایجا والے فقرہ میں kindly, please وغیرہ جیسے الفاظ کو حذف کر دیا جاتا ہے۔ مثلاً

i) She said to me, "Kindly help me".

She requested me to help her.

(5) منع کرنے والا فقرہ ہمیشہ Do not سے شروع ہوتا ہے جسے کم کر دیا جاتا ہے۔ مثلاً

i) You said to me, "Do not open the window".

You forbade me to open the window.

(6) اگر کسی فقرہ میں ایک حدیثی اور دوسرا حدیثی ہوتی ہو تو والے حصے میں not to لگایا جاتا ہے اور مثبت حصے میں صرف to لگایا جاتا ہے۔ مثلاً

i) She said to me, "Keep quiet and do not make a noise."

She ordered me to keep quiet and not to make a noise.

(7) اگر فقرہ If یا If I When Speech میں تبدیل کرتے وقت اس کی ترتیب بدل دی جاتی ہے۔ مثلاً

i) He said to his father, "If you go to the town, buy a new shirt for me."

He requested his father to buy a new shirt for him if he went to the town.

Exercise

1) I said to the peon, "Dust this chair."

2) He said to me, "Do not unlock the door."

9) He said to me, "Do not wait for me here."

10) The teacher said us, "Do not waste your time."

11) Ali said to his servant, "Post this letter today."

12) I said to the cook, "Bake a pizza at once."

13) The general said to the soldiers, "Shoot."

14) I said to my son, "Bring me a glass of water."

15) She said to me, "Please vote for me."

16) He said to his friend, "Please wait for me."

17) I said to the teacher, "Kindly explain this point again."

18) The postman said, "Kindly sign this receipt."

19) The father said to me, "Work hard."

20) The principal said to the students, "Try to be punctual."

21) The doctor said to me, "Give up smoking."

(5) EXCLAMATORY SENTENCES

یہ فقرات ہیں جن میں تعجب یا خوشی کا اظہار کیا جائے۔ ان فقرہ کو Indirect Speech میں تبدیل کرتے وقت مندرجہ ذیل اصولوں پر عمل کیا جاتا ہے۔

Direct	حقی	خوشی	عزت
Said	Exclaimed with sorrow	Exclaimed with joy	Exclaimed with wonder
Said to	Exclaimed with sorrow and told	Exclaimed with joy and told	Exclaimed with wonder and told
Exclamatory words	Alas!, Ah!, Oh!, Pooh!	Hurrah!, Aha!, Bravo!	What!, How!

(1) قریے کم کرنے کا لگایا جاتا ہے۔

(2) مندرجہ بالا Exclamatory Words کو بھی کم کر دیا جاتا ہے۔ مگر عزت والے فقرات

جب How یا What کو ختم کریں گے تو ان کی جگہ استعمال ہوگا اور پھر فقرے کو کسی سادہ بنا دیں گے اس کے علاوہ Pronoun, Tense اور مخصوص الفاظ کی تبدیلیاں پہلے بتائے گئے اصولوں کے مطابق ہوں گی

1. He said, "Hurrah! I have passed."

He exclaimed with joy that he had passed.

2. He said, "Alas! I have failed."

He exclaimed with sorrow that he had failed.

3. Ali said, "What a lovely child he is!"

Ali exclaimed with wonder that he was a very lovely child.

Exercise

- 1) The baby said, "Aha! Father has returned."
- 2) They said to me, "What a nice scene it is!"
- 3) Naz said, "Alas! I have lost my precious necklace."
- 4) He said to me, "What a stupid fellow you are!"
- 5) She said to me, "Bravo! You have done very well."
- 6) She said to me, "Alas! I have lost my purse"
- 7) The old man said, "Alas! My only son has died."
- 8) They said, "Aha! We have won the speech contest."
- 9) He said, "How foolish this boy is!"
- 10) The factory owner said, "Oh! I am ruined."
- 11) The boys said, "Hurrah! We have scored a goal."
- 12) She said, "O! What a beautiful flower it is!"
- 13) My friend said, "Alas! My brother has failed."
- 14) The sailor said, "What a beautiful day it is!"
- 15) He said, "Hurrah! We have won the match."

(6) THE USE OF LET

"let" دو مختلف معانی میں استعمال کیا جاتا ہے۔

1. اجازت یا حکم کے معانی میں۔ مثلاً

2. Let him come in.

1. Let us go for a walk.

(2) تجویز کے معانی میں۔ مثلاً

(A) دو فقرات جن میں "Let" اجازت یا حکم کے معانی میں استعمال کیا گیا ہو ان کو Indirect

Speech میں تبدیل کرتے وقت مندرجہ ذیل اصولوں پر عمل کیا جاتا ہے۔

Direct	حکم	اجازت
Said, Said to	Ordered	Requested

(1) قہرے ختم کر کے To لگایا جاتا ہے۔

(2) دوسرے حصے میں verb کی فاعل تبدیل نہیں کی جاتی البتہ pronoun اور مخصوص الفاظ کی

تبدیلیاں پہلے بتائے گئے اصولوں کے مطابق کی جاتی ہیں۔

1. She said, "Let me do my work."

She requested to let her do her work.

(3) اجازت والے فقرے میں Let کے بعد me ہوگا جبکہ حکم والے فقرے میں Let کے بعد 3rd

person ہوگا۔

2. The officer said to the peon, "Let the beggar come in."

The officer ordered the peon to let the beggar come in.

(B) دو فقرات جن میں "Let" تجویز کے معانی میں استعمال کیا گیا ہو ان کو Indirect

Speech میں تبدیل کرتے وقت مندرجہ ذیل اصولوں پر عمل کیا جاتا ہے۔

Direct	تجویز
Said	Proposed
Said to	Proposed to

اسکی نشانی یہ ہے کہ یہ فقرہ ہمیشہ Let us شروع ہوتا ہے۔ اگر فقرے کے پہلے حصے میں I

یعنی I, My, Me, We, Our, Us ہیں تو Let us کو We should میں تبدیل کر دیتے ہیں۔

اور اگر فقرے کے پہلے حصے میں Let us نہ ہو تو 1st Person میں تبدیل کیا جاتا ہے۔

اور ان کے آگے فعل کی پہلی فارم لگی۔

(1) تو نے ختم کر کے that لگایا جاتا ہے۔

(2) Pronoun اور مخصوص الفاظ کی تبدیلیاں پہلے تائے لگئے اصولوں کے مطابق کی جاتی ہیں۔

1- She said, "Let us go for a walk."

She proposed that they should go for a walk.

2- He said to me, "Let us play hockey."

He proposed to me that we should play hockey.

Exercise

- 1) We said, "Let us go for a walk."
- 2) We said, "Let us study now."
- 3) We said, "Let us go to take bath in the canal."
- 4) He said to his wife, "Let us give a party."
- 5) They said, "Let us go to cinema."
- 6) The peon said to the boys, "Let me ring the bell."
- 7) The postman said to him, "Let me stay here till the rain stops."
- 8) She said, "Let me sleep now."
- 9) Ahsan said to Maria, "Let me do my work."
- 10) My friend said to me, "Let us play hockey."
- 11) I said to my father, "Let me go to the zoo."
- 12) The officer said, "Don't let him run away."
- 13) She said to me, "Let me wash my hands with soap."
- 14) He said, "Let us dive into the river."
- 15) She said, "Let us clean the room."

(7) OPTATIVE SENTENCES

یہ فقرات ہیں جن میں کوئی "دعا" یا "دعا" دی جائے یا پھر کسی خواہش اور حسرت کا اظہار کیا جائے

انہیں Indirect Speech میں تبدیل کرتے وقت مندرجہ ذیل اصولوں پر عمل کیا جاتا ہے۔

Direct	دعا	بدعا	حسرت
Said	Prayed	Cursed	Wished
Said to	Prayed for	Cursed for	Wished

(1) تو نے ختم کر کے that لگایا جاتا ہے۔

(2) Might میں تبدیل کر دیا جاتا ہے۔ اور اس کو قائل کے بعد لکھا جاتا ہے۔

(3) Verb کی فارم تبدیل نہیں کی جاتی البتہ pronoun اور مخصوص الفاظ کی تبدیلیاں پہلے تائے

لگئے اصولوں کے مطابق کی جاتی ہیں۔

(4) فخر سے کے آخر پر (1) Sign of exclamation کو ختم کر کے Full Stop لگایا جاتا ہے

1. He said, "May you pass the examination!"

He prayed that I might pass the examination.

2. Ali said, "May you fail in the examination."

Ali cursed that I might fail in the examination.

3. He said to me, "May you live long!"

He prayed for me that I might live long.

(5) جن فقروں میں کسی خواہش یا حسرت کا اظہار کیا گیا ہو ان میں said to said کی بجائے

wished لکھا جاتا ہے۔ اور دوسرے حصے سے would حذف کر دیا جاتا ہے۔ باقی تمام تبدیلیاں پہلے

تائے لگئے اصولوں کے مطابق کی جاتی ہیں۔ جبکہ were کو ختم کر کے میں تبدیل کر دیتے ہیں۔

1. She said, "Would that I were rich!"

She wished that she had been rich.

2. He said to me, "Would that I had been a king!"

He wished that he had been a king.

Exercise

1) My mother said, "May you live long!"

2) My friend said, "May I catch the train!"

- 3) He said to them, "May you be ruined!"
- 4) My mother said, "May you prosper!"
- 5) They said, "May it rain today!"
- 6) The old lady said to us, "May you go to Hell!"
- 7) They said to me, "May God help you!"
- 8) My mother said, "May you succeed!"
- 9) Ali said, "Would that my mother were alive!"
- 10) He said, "Would that I had got a job!"
- 11) The students said, "Would that we had worked very hard!"
- 12) They said, "Would our team had won this match!"
- 13) She said, "Would that I had obeyed you!"
- 14) They said, "Would that were the born teachers!"
- 15) He said, "Would that I were the Prime Minister of Pakistan."

Chapter # 7

(7) PUNCTUATION (رموز وقف)

It is the art of putting correct marks to separate one sentence from

another or one part of a sentence from another part.

Punctuation ایسا فن ہے جس میں ایک فقرے کو دوسرے فقرے سے یا ایک فقرے کے کسی ایک حصے کو دوسرے حصے سے علیحدہ کرنے کے لئے صحیح نشانات استعمال کیے جاتے ہیں۔ ان نشانات کے غلط استعمال سے فقرے کے معنی بدل سکتے ہیں۔ اسی سے فقروں میں آنے والے نہراؤ (Pause) اور زور سے فقروں کا صحیح مفہوم واضح ہو جاتا ہے۔ نشانات (mark) کے غلط استعمال سے معنی بدل جاتے ہیں۔

1. The P.M said, "The opposition is corrupt".

"The P.M", said the opposition, "is corrupt."

IMPORTANT MARKS OF PUNCTUATION

Punctuation کے درج ذیل نشانات (marks) ہیں۔

1. Full Stop (.)
2. Comma (,)
3. Colon (:)
4. Semi Colon (;)
5. Question Mark (?)
6. Exclamation Mark (!)
7. Inverted Commas (" ")
8. Apostrophe (')
9. Dash (—)
10. Hyphen (-)
11. Bracket ()

12. Capitals

(A, B, C,)

1. FULL STOP (.)

1. Ali is a brave man.

2. God is one.

(i) فقرے کے اختتام پر لگایا جاتا ہے۔

(ii) مختلف اختصار (Abbreviation) کے بعد Full Stop لگایا جاتا ہے۔

M.A. , M.Phil , Jan , P.I.A.

(iii) لیکن اگر کسی لفظ کا پہلا اور آخری حرف ملا کر سے مختصر کر دیا جائے تو عموماً آخر میں Full Stop نہیں آتا۔

Doctor (Dr), Brother (Bros)

2. COMMA (,)

(i) ایک ہی جملے میں دو سے زیادہ Noun, Verb, Adjective, یا Pronoun کو ایک

دوسرے سے علیحدہ کرنے کے لئے Comma استعمال ہوتا ہے۔

1. He keeps pigeons , doves and hens. (Noun)

2. He likes to eat mangoes, apples and grapes. (Noun)

3. She came, sang a song , danced and went away. (Verb)

4. Quaid-e-Azam was intelligent, educated, hardworking and great leader. (Adj)

(ii) کسی کو مخاطب کرتے وقت۔

1. O'God , show us the right path.

(iii) Compound Sentence میں کو علیحدہ کرنے کے لئے comma استعمال کیا جاتا ہے۔

1. If you work hard , you will pass.

2. If he comes , I shall help him .

(iv) ان الفاظ اور جملوں کو الگ کرنے کے لئے جو ایک دوسرے کی تشریح کر رہے ہوں۔

1. Allama Iqbal, the great poet , was born in Sialkot.

(v) Reported Speech اور Reporting Speech سے علیحدہ کرنے کے لئے comma استعمال کرتے ہیں۔

1. He said , "I take exercise daily."

So , Therefore , Indeed , of course , No , Yes , Please , However , Well (vi)

1. No , I don't need your help .

2. Of course , he is a nice fellow .

3. Well , what do you expect ?

3. COLON (:

یہ Full Stop کے بعد سب سے بڑے وقفے کو ظاہر کرتا ہے۔ یہ فقرے کے اختتام پر نہیں بلکہ جملے کو ذکر درمیان میں استعمال ہوتا ہے۔ کسی کتاب سے اقتباس (Quotation) کو شروع کرتے ہوئے۔

1. Bacon says : Reading maketh a full man ; writing an exact man and conference a readyman.

2. The writer says : There is nothing good or bad , thinking makes it .

(i) جب ہم کسی فہرست میں موجود مختلف چیزوں کو شمار کرنا چاہتے ہوں۔ یا ایک ہی مصنف کی مختلف کتابیں فہرست کی صورت میں پیش کیے جائیں۔

1. Bring me four articles : a book , a pen , and a paper.

(ii) کسی شخص یا کردار کی تقریباً گفتگو میں اس کے نام کا ذکر کیا جائے۔

Judge : what is the name of your client .

Lawyer : John , Sir.

(iii) بعض اوقات conjunctions Because , But , So , Then میں comma استعمال کیا جاتا ہے۔

1. Speech is silver : silence is gold .

2. I helped him : he was my friend.

Quotation (iv) کے شروع میں استعمال کیا جاتا ہے۔

1. The chief marks of punctuation are : the full stop , the comma , the colon and the semi colon .

4. Semi Colon (;)

یہی دیکھ کر غصہ کرتا ہے اور ایسے قزوں میں استعمال ہوتا ہے جن کو full stop کے ذریعے الگ کرنا مناسب نہ سمجھا جائے کیونکہ ایسے قزوں میں ہم خیالات اور سوچ کا تسلسل قائم رکھنا چاہتے ہیں۔

(ii) Semi colon کا استعمال سب سے زیادہ ان قزوں میں ہوتا ہے جہاں مصنف کی بات پر زور دینے کے لئے وقفہ دینا چاہتا ہے۔

1. The English men do everything on principles ; They fight on patriotic principles ; They rob on business principles ; They enslave you on imperial principle.

(ii) comma کی طرح Words/Clauses اور Phrases علیحدہ علیحدہ کرتا ہے۔ مثلاً،
Till, And اور Then کی جگہ بھی استعمال ہوتا ہے۔

1. I came ; I saw and I conquered.

2. I came ; I saw ; I conquered.

5. QUESTION MARK (?)

(i) ایسا فقرہ جن میں کوئی سوال پوچھا جائے اس کے آخر میں سوالیہ نشان لگتا ہے۔

1. Has she taken tea?

2. Where are you going ?

(ii) اگر Direct Speech میں کوئی سوالیہ فقرہ ہو تو اسے Indirect میں بدل دیں تو سوالیہ نشان نہیں لگے گا۔

1. He said to me, "Where are you going?"

2. He asked me where I was going.

(iii) Formal Language میں ادب سے (politely) انداز میں کوئی بات چھپی جائے تو سوالیہ نشان نہیں لگایا جاتا۔

1. Would you like to take a cup of tea.

6. EXCLAMATION MARK (!)

یہ نشان ایسے قزوں اور الفاظ کے آخر میں استعمال کیا جاتا ہے۔ جو حیرت، دھما، غصہ، غمی، افسوس یا نفرت وغیرہ کا اظہار کرتے ہوں۔
(حیرت) What a beautiful scene !
(افسوس) Alas ! We lost the match.

Hurrah ! I have won the prize. (خوشی)

What a horrible accident ! (خوف)

May it rain today ! May you live long ! (دعا)

O God ! Bless him with success. (دعا)

7. APOSTROPHE ('s)

کسی جاندار چیز کی ملکیت (Possession) ظاہر کرنے کے لئے Apostrophe استعمال کرتے ہیں۔

1. This is Abid's book.

2. Jamil's car is old.

(ii) اگر Noun کے ساتھ پہلی یا آخر میں 's لگا ہوا تو اس کی ملکیت ظاہر کرنے کے لئے صرف Apostrophe استعمال ہوگا۔ 's لگانے کی ضرورت نہیں۔

1. The Students' Association

2. The Professors' Association

خواہ Proper Noun (iii) کی بھی یوں نہ ختم ہو رہا ہو اس کی ملکیت ظاہر کرنے کے لئے مزید 's لگاتا ہوگا

1. Keats's poems are very beautiful.

2. Dickens's novels are well read.

(iv) حروف اوجہ اور اعراس کو omit یعنی حذف کرنے کے لئے Apostrophe استعمال ہوتا ہے۔

1. She can't read French.

2. I'll attend the class.

3. I don't want to go to Karachi.

(v) اعراد اور الفاظ کی جمع بنانے کے لئے Apostrophe استعمال ہوتا ہے۔

1. In 1990's. In 1980's

2. Inzamam's score included ten 4's and three 6's.

3. No If's and but's do as you are told .

4. Pronounce your h's and g's clearly.

8. HYPHEN (-)

(i) مرکب لفظ (compound word) کے حصوں کو جوڑنے کے لئے استعمال ہوتا ہے۔

Step-mother, Mother-in-Law, Ex-president

(ii) 20 سے زائد اعداد 100 سے کم اعداد کو الفاظ میں لکھنا ہونا درمیان میں Hyphen لگنا ہے۔

Twenty-four, Ninety-nine

(iii) لکھتے ہوئے لائن کے آخر میں اگر لفظ پورا نہ ہو تو اس کو توڑ کر Hyphen لگا دیا جاتا ہے۔ اور باقی حروف کی

He wrote a wonder-

لائن پر لکھ دیتے ہیں۔

ful poem

9. DASH (_)

(i) جب ایک فقرے میں کچھ الفاظ کو وضاحت کے لئے شامل کیا جائے تو Dash استعمال ہوگا۔

When he passed B.A - It was 1990 - he was in Lahore.

(ii) Dash کی علامت فقرے میں الفاظ کے دوران کا دستاویز ہر کرتی ہے۔ جو بولنے والے کی ہچکچاہٹ،

پریشانی، خوف یا غریبی جیسی کا نتیجہ ہوتی ہے۔

I - think - that - the - man - who - injured - your - friend - was - a foreigner.

(iii) دو انتخابوں (Extremes) کے درمیان یہ علامت استعمال ہوتی ہے۔

1. Roll Nos. 11-47 were absent.

2. Bahawalpur - Islamabad coach service has opened.

10. THE INVERTED COMMAS (" ")

(i) جب بولنے والے کے الفاظ کو دہرایا کرنا ہو تو Inverted Commas استعمال کیے جاتے ہیں۔ یہ

الفاظ عموماً کہنے والے شخص کے بعد لکھے جاتے ہیں اور کبھی کبھار کہنے والے کے ذکر سے پہلے بھی۔ کہنے والے کے

دونوں طرف لکھے جاتے ہیں۔ البتہ یہ تین صورتوں میں یہ الفاظ Inverted Commas استعمال کیے انداز میں۔

1. The wolf said to the lamb, "Why are you making the water muddy."

2. "Why are you making the water muddy?" said the wolf to the lamb.

3. "Dear friend" said he, "Why are you so sad?"

(ii) اگر ایک فقرے کے اندر درود احوال (Quotation) آجائے تو پھر Single Comma استعمال

He said, "There is written 'No smoking'."

ہوتے ہیں۔

(iii) جب کسی کتاب کا حوالہ دیا جائے تو اس علامت کا استعمال ہوگا۔

1. "Tess" is Hardy's best novel.

2. "Hamlet" is the best tragedy written by Shakespeare.

(iv) جب کسی کتاب یا مضمون سے حوالہ دیا جائے تو یہ حوالہ اس علامت کے اندر لکھا جائے گا۔

1. Brutus, you too! (Shakespeare)

2. Shakespeare said "Brutus you too".

11. THE BRACKET ()

جب کسی فقرے کے درمیان کوئی ایسا لفظ یا فقرہ آجائے جو اصل فقرے کا حصہ نہ ہو بلکہ اسے صرف وضاحت یا توضیح کے لئے استعمال کیا گیا ہو۔

1. He appeared in the examination last year (1998).

2. He got (all that he wished) first class in B.A.

12. THE CAPITALS (A,B,C.....)

(i) انگریزی فقرے کا پہلا حرف ہمیشہ بڑا ہوگا۔

1. Time and tide wait or none.

2. It is better to reign in hell than to serve in world.

(ii) Poetry کی ہر لائن کا پہلا حرف بڑا ہوگا capital کی ہر لائن ہو یا paragraph۔

Man for the field and woman for the wealth,

Man for the sword and for the needle she,

Man with head and woman with heart,

Man to command and woman to obey,

All else confusion. (Tennyson)

Capital یعنی فوٹوں، کتابوں، اخباروں، قوموں، زبانوں وغیرہ کے نام

1. I met Jamil on the way.

2. It is Friday today.

3. We are Muslims.

دو الفاظ کو جوڑنے کے لیے

1. He told me, "Please don't make a noise."

Capital Letter ایک لفظ کا ہر حرف کے پہلے حرف کا پہلا حرف ہمیشہ بڑا ہوتا ہے۔

M.A. WAPDA, C.I.A

Letter میں بڑا۔

Interjection استعمال ہونے والے الفاظ جن کے Capital ہوں گے

God (vii) اور اس کی صفات ہمیشہ Capital سے لکھی جائیں گی۔

The Almighty, The Beneficent, The Merciful.

GIST OF PUNCTUATION MARKS

Marks	Urdu	Sign	Function
Full stop	فل سٹاپ	.	جملے کے اختتام پر
Comma	کاما	,	وقف / اضافہ کے لیے
Colon	کالون	:	تقسیمات / وضاحت کے لیے
Semi colon	سی کالون	;	رابطہ / جوڑنے کے لیے
Question mark	سوالیہ نشان	?	سوال کرنے کے لیے
Exclamation mark	علامت فحاشی	!	جذبات کے اظہار کے لیے
Inverted Commas	الٹے کامے	" "	حوالہ / مبالغہ کے لیے
Apostrophe	اپوسٹروف	's	ملکیت / اختصار کے لیے
Dash	ڈیش	—	اضافہ / وضاحت کے لیے

Hyphen	ہیفن	-	دو الفاظ کو جوڑنے کے لیے
Bracket	بریکٹ	()	اضافہ / وضاحت کے لیے
Capitals	بڑے الفاظ	A, B, C.	ہمیشہ لکھے گئے ہوں گے

Exercises With Solution

Ex.1: last sunday i got up early in the morning i looked out of the

window it was dark outside what the time i thought.

Solution: Last Sunday, I got up early in the morning. I looked out of the

window. It was dark outside. "What the time!" I thought.

Ex.2: theyve been unlucky with their car its always breaking down

Solution: They've been unlucky with their car. It's always breaking down.

Ex.3: this is the best thing youve ever done i m so happy for you ahmed

exclaimed

Solution: "This is the best thing you've ever done. I'm so happy for you",

Ahmad exclaimed.

Ex.4: the names of The last four months september october november

december are derived from Latin

Solution: The names of the last four months; September, October,

November, December, are derived from Latin.

Ex.5: the name united nations was first used officially on january 1 1942

Solution: The name United Nations was first used officially on January

1, 1942.

Ex.6: one day as i sat thinking i got such a bright idea that i was even

surprised myself.

Solution: One day, as I sat thinking, I got such a bright idea that I was

even surprised myself.

Ex.7: why are you late asked the teacher i am sorry sir answered the boy in future I shall try to reach on time

Solution: "Why are you late?" asked the teacher. "I am sorry, sir, "answered the boy. "In future, I shall try to reach on time."

Ex.8: it is a cold day said and rubbed his hands together i have not seen such a cold day in my life he thought

Solution: "It is a cold day", he said and rubbed his hands together. "I have not seen such a cold day in my life", he thought.

Ex.9: how many sleeping pills have you taken asked the nurse i have no idea replied the young lady

Solution: "How many sleeping pills have you taken?" asked the Nurse "I have no idea," replied the young lady.

Ex.10: you say said the judge that the bag you lost contained one hundred and ten rupees Yes your honour replied the miser

Solution: "You say," said the judge, "that the bag you lost contained one hundred and ten rupees." "Yes, your Honour", replied the miser.

Ex.11: i said to the servant to go to the market at once and bring some rice and vegetables

Solution: I said to the servant, "Go to the market at once and bring some rice and vegetables."

Ex.12: amjad asked him what are you carrying on your head a basket of apples he told.

Solution: Amjad asked him, "What are you carrying on your head?" "A basket of apples" he told.

Ex.13: they were on their way to school rashid suddenly stopped and

and oh I have forgotten to bring my textbook of mathematics.

Solution: They were on their way to school. Rashid suddenly stopped and said, "oh! I have forgotten to bring my text book of Mathematics."

Ex.14: What is your name he said to me it appears I have seen you before somewhere.

Solution: "What is your name?" he said, "It appears I have seen you before somewhere."

Ex.15 i) The Holy Quran says the believers are but a single brother hood.

ii) Rich and poor high and low old and young all prayed for their freedom.

Solution: i) The Holy Quran says, "The believers are but a single brotherhood."

ii) Rich and poor, high and low, old and young, all prayed for their freedom.

Ex.16: i) it is still dark isn't it.

ii) yes I have done it well.

iii) why are you standing here she inquired.

Solution: i) It is still dark. Isn't it?

ii) Yes, I have done it well.

iii) "Why are you standing here?", she inquired.

Ex.17: at last the soldier crossed the river he was now in a new country
Solution: At last, the soldier crossed the river. He was now in a new country.

Ex.18: why should i sit idle when god has given me hands and feet to work with.

Solution: Why should I sit idle when God has given me hands and feet

to work with?

Ex.19: the teacher said to the boy no one knows you here.

Solution: The teacher said to the boy, "No one knows you here."

Ex.20: is that you bill she exclaimed at last you have come she continued isn't it great yes i said i had to return at the completion of my m phill

Solution: "Is that you, Bill!", she exclaimed, "At last, you have come."

She continued, "Isn't it great?" "Yes", I said cheerfully, "I had to return at the completion of my M.Phill."

Ex. 21 Certainly said the accountant and fetched him the manager was a grave calm man i held my fifty six dollars clutched in a crumpled ball in my pocket are you the manager i said go knows i didn't doubt it yes he said.

Solution: "Certainly, " said the accountant, and fetched him. The manager was a grave, calm man. I held my fifty six dollars clutched in a crumpled ball in my pocket. "Are you the manager?" I said. God knows I didn't doubt it. "Yes," he said.

Ex. 22 good morning i said and stepped into the safe come out said the manager coldly and showed me the other way

i went up to the accountants wicket and poked the ball of money at him with a quick convulsive movement as if i were doing a conjuring trick.

Solution: "Good morning," I said, and stepped into the safe. "Come out," said the manager coldly, and showed me the other way. I went up to the accountant's wicket and poked the ball of money at him with a quick convulsive movement as if I were doing a conjuring trick.

Chapter # 8

Preposition

A preposition relates a noun or pronoun to another word in the sentence, as

- i) The jug is on the table.
- ii) The jug is under the table.
- iii) The jug is near the table.
- iv) The jug is in the table.
- v) The jug is beside the table.
- vi) The jug is above the table.
- vii) The jug is below the table.

So, in the above sentences "On, under, near, in, beside, above, below," are prepositions.

Important types of prepositions.

1. **Preposition of time:** Words used for time.

As: after, until, within, from, by, about, before, since, for, in, on, at.

2. **Preposition of place:** Words used for place.

As: under, among, below, above, in front of, behind, inside, between, against.

3. **Preposition of Movement:** Words used for movement.

As: along, down, out of, up, to, into, round, over, across, towards.

Examples with sentences of (Time)

PREPOSITIONS	EXAMPLES
AT	وقت کے لیے 1. The train arrived at 2 O'clock.
ON	دن کے لیے 3. Ali is coming on Friday.

IN	میں نے	4. I'll go to U.A.E in June.
FOR	دیر کے لیے	5. It had been raining for 2 days.
SINCE	مقررہ وقت	6. She has been reading since morning.
ABOUT	تقریباً	7. When she came to me, it was about 6 o'clock.
BEFORE	پہلے	8. You cannot go out before 10 O'clock.
AFTER	بعد میں	9. I'll join you after Asar Prayer.
UNTILL	تک	10. We cannot stay untill 9 O'clock.
WITHIN	ک اندر	11. She complete her test within time.
BY	تک	12. I'll revise my book by tuesday.
FROM	سے	13. I work from moning till evening.

Examples with sentences of (Place)

IN FRONT OF	کے سامنے	1. There is a garden in front of my house.
UNDER	کے نیچے	2. The book is under the table.
BEHIND	کے پیچھے	3. She is blind me.
IN	میں	4. The sparrow is in the nest.
INSIDE	کے اندر	5. The monkey was inside the cage.
BELOW	کے نیچے	6. The book is below the table.
INTO	میں اندر	7. Bring the table into the classroom.
AGAINST	کے ساتھ	8. She was leaning against the bridge.
ON	کے	9. The jug is on the table.
BETWEEN	دو کے درمیان	10. He is sitting between you and me.

AMONG	”سے زیادہ“	11. My house is among the thick trees.
ABOVE	اوپر	12. What is above there?

Examples with sentences of (Movement) ✓

ALONG	کے ساتھ	1. Come along with me.
ACROSS	کے پار	2. The cat ran across the road.
TOWARDS	کی طرف	3. She came towards me.
OVER	کے	4. Donot stand over the bridge.
INTO	میں اندر	5. She jumped into the river.
UP	اوپر	6. Please come up stairs.
DOWN	نیچے	7. Please come down stairs.
TO	کی طرف	8. The baby ran to his mother.
ROUND	کے گرد	9. She moved round the bed.
OUT OF	سے باہر	10. Would you get my file out of your table?

1۔ مندرجہ ذیل الفاظ کے ہوں To استعمال ہوتا ہے۔

Accede	مان لینا، تسلیم کرنا	Belong	تعلق رکھنا، ملکیت ہونا
Accustom	مادی	Concede	اعتراف کرنا
Addict	مادی	Fatal	ہلک
Assent	منظوری دینا	Devote	وقف کرنا
Attend	توجہ دینا	Invite	دعوت دینا
Lead	رہنمائی کرنا	Oblige	احسان کرنا
Yield	تسلیم کرنا	Tend	رہنما ہونا
Contrary	کے برعکس	Equal	ساوی، ہم پلہ

Harmful	نقصان دہ	Faithful	دُفادار
True	سچا، پاک	Kind	مہربان
Allot	ملکیت دینا	Access	رسائی ہونا
Close	قریب ہونا	Cruel	غلام ہونا
Appoint	تقرری کرنا	Dear	پیارا ہونا
Listen	سننا	Cling	چنے رہنا
Similar	مشابہ ہونا	Due	کی جوتے

EXAMPLES

- (i) God is kind to us.
(ii) I am very close to her.
(iii) Your success is due to your hardwork.
(iv) This book belongs to me.
(vii) Please attend to me.

2- مندرجہ ذیل الفاظ کے بعد 10 فیصد سوال ہوتا ہے۔

Accuse	الزام لگانا	Aware	باخبر رہنا
Consist	مشتمل ہونا	Beware	متلازم رہنا
Deprive	محروم کرنا	Remind	یاد دلانا
Repent	پچھتاہٹا	Afraid	خائف
Certain	پریقین	Confident	پراعتماد
Conscious	باخبر	Vain	مغرور
Hopeful	پراسید	Envious	رہک کرنے والا
Desirous	خواہش مند	Ashamed	شرمندہ
Jealous	حاسد	Fond	شوقین
Worthy	قابل احترام ہونا	Proud	مغرور

Ill	بیمار ہونا	Boast	شخی بھارنا
Blind	اندھا ہونا	Best	بہترین ہونا
Fearful	خوف زدہ ہونا	Guilty	شرمندہ ہونا
Ignorant	نکڑا ہونا	Ignorant	لامعلم ہونا

EXAMPLES

- (i) She is jealous of me.
(ii) Beware of the pocket-pickers.
(iii) Do not boast of your wealth.
(iv) I am proud of you.
(v) She is the best of all.

3- مندرجہ ذیل الفاظ کے بعد 10 فیصد سوال ہوتا ہے۔

Blame	الزام دینا	Bound	پابند رہنا
Care	پرہیز کرنا	Candidate	امیدوار
Eligible	خواہش کرنا	Eligible	اہل
Apology	مذرت کرنا	Desire	خواہش کرنا
Apply	درخواست دینا	Beg	ہیک آگنا
Look	خاکش کرنا	Famous	مشہور ہونا
Suitable	حاسب ہونا	Hope	امید ہونا
Need	ضرورت ہونا	Regard	احترام ہونا
Proper	مناسب ہونا	Order	عکودینا
Prepare	تیاری کرنا	Passion	جذبہ ہونا
Labour	کٹا	Match	مقابلہ ہونا
Lust	نفرت ہونا	Lust	ہول کا ہونا
Ambition	مقاصد ہونا	Wish	خواہش ہونا

Sorry	مذرت کرتا	Wait	انتظار کرتا
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EXAMPLES

- (i) I do not care for you.
(ii) You are not eligible for this post.
(iii) She is famous for her beauty.
(iv) Always hope for the best.
(v) He is a candidate for Nazim.

4- مندرجہ ذیل الفاظ کے بعد گت ہے۔

Charge	الزام لگانا	Popular	مقبول، ہر دلیخیز
Condole	تقریرت کرتا	Busy	مصرف
Interfare	مداخلت دینا	Comply	قیل کرتا
Begin	شروع ہوتا	Quarrel	لڑنا جھگڑنا
Compare	موازنہ کرتا	Bless	نوازنہ
Fight	لڑنا	Deal	کاروبار کرتا
Argue	دلائل دینا	Discuss	بحث کرتا
Satisfied	مطمئن ہوتا	Trade	کاروبار کرتا
Reason	سبب ہوتا	Pleased	خوش ہوتا

EXAMPLES

- (i) I am not satisfied with your performance.
(ii) Do not argue with your elders.
(iii) She is busy with her work.
(iv) May God bless you with success.
(v) Do not quarrel with one another.

5- مندرجہ ذیل الفاظ کے بعد استعمال ہوتا ہے۔

Amaze	حیران ہوتا	Laugh	ہنسا
-------	------------	-------	------

Disappoint	امایس ہوتا	Stare	گھورتا
Glad	خوش ہوتا	Alarmed	ہشیار ہوتا
Good	بہتر ہوتا	Aim	نشانہ بانہوتا
Bark	بھونکنا	Look	دیکھنا
Hint	اشارہ کرتا	Glance	سرسری جائزہ
Wonder	حیران ہوتا	Fire	بندوق کا چلنا
Stunned	حیران ہوتا	Arrive	آت
Work	کام کرتا	Rejoice	باغ بان ہوتا
Knock	کھٹکھٹا	Surprised	حیران ہوتا

EXAMPLES

- (i) I wonder at you.
(ii) Do not laugh at the poor.
(iii) Do not stare at the girls.
(iv) I am very glad at your success.
(v) Look at the black board.

6- مندرجہ ذیل الفاظ کے بعد استعمال ہوتا ہے۔

Depend	انحصار کرتا	Insist	اسرار کرتا
Revenge	انتقام لینا	Rely	مجرور کرتا
Impose	تذکرہ	Comment	تصرہ کرتا
Congratulate	مبارک دینا	Bent	جھکتا
Meditate	سوچ بچا کرتا	Lecture	سبق دینا
Based	مشتل ہوتا	Intend	خواہاں ہوتا

EXAMPLES

- (i) Never depend on others.

(ii) I congratulate you on your success.

(iii) Do not impose on me.

(iv) Do not comment on this issue.

(v) I am delivering the lecture on Politics.

مندرجہ ذیل الفاظ کے بعد استعمال ہوتا ہے۔

Belive	یقین کرنا	Lack	کی ہوتا
Trust	یقین کرنا	Deficient	کی ہوتا
Meddle	مداخلت کرنا	Persisit	پست قدم ہوتا
Deal	کاروبار کرنا	Abound	آبundance ہوتا
End	اختتام ہوتا	Absorbed	چمک ہوتا
Expert	ماہر ہوتا	Diligent	وشیا ہوتا
Rich	مال مال ہوتا	Versed	فاننا ہوتا
Joy	لطف اندوز ہوتا	Pride	گروہ ہوتا
Involved	لموث ہوتا	Lie	لینا ہوتا
Held	منفق ہوتا	Indulge	لوٹ ہوتا
Honest	ایماندار ہوتا	Clothed	پوش ہوتا

EXAMPLES

(i) Belive in me.

(ii) Trust in God.

(iii) The match ended in a draw.

(iv) She was absorbed in her work.

(v) I am expert in English.

مندرجہ ذیل الفاظ کے بعد استعمال ہوتا ہے۔

Abide	پاسداری کرنا	Stand	ساتھ دینا
Tired	تھک جانا	Go	جانا

aged	جائزہ	Known	جانے جانا
live	رہنا	Animated	حرکت دینا
accompanied	ساتھ ہوتا	Inhabited	رہائش رکھنا

EXAMPLES

Man is known by the company he keeps.

I shall stand by you.

You are judged by your teachers.

We should abide by the traffic rules.

I am tired by walking.

مندرجہ ذیل الفاظ کے بعد استعمال ہوتا ہے۔

watch	نظر رکھنا	Control	قابو کرنا
reside	صدارت کرنا	Quarrel	لڑنا
float	انڈے مینا	Float	تیرنا
grow	قوت کا ہوتا	Grown	پرورش پانا
rule	حکومت کرنا	Supremacy	طاقت کا ہوتا
triumph	سوچنا	Triumph	فتح ہوتا
		Victory	فتح ہوتا

EXAMPLES

You should have control over your tongue.

He is presiding over the meeting.

Do not quarrel over a straw.

I shall think over this topic later.

Men have power over women.

مندرجہ ذیل الفاظ کے بعد استعمال ہوتا ہے۔

note	نوٹ دینا	Rise	اُبھرنا
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10۔

SOME EXERCISES FOR IMPROVEMENT

EXERCISE # 1

1. She was married ~~to~~ a rich family.
2. He passed DAE ~~in~~ 2008.
3. We shall see you ~~on~~ Tuesday.
4. She swore ~~by~~ God.
5. Aslam reached the station ~~at~~ 9 P.M.
6. I shall go to Multan ~~in~~ May.
7. He agrees ~~with~~ you.
8. We agree ~~to~~ your proposal.
9. I cannot part ~~with~~ my money.
10. The Bible is sacred ~~for~~ the Christians.

SOLUTION

1. in 2. in 3. on 4. by 5. at
6. in 7. with 8. to 9. with 10. for

EXERCISE # 2

1. She prefers apples ~~to~~ bananas.
2. Ali came prior ~~to~~ me.
3. Beware ~~of~~ pocket pickers.
4. Ikram is senior ~~to~~ Ahsan.
5. She succeeded ~~in~~ finding her sister.
6. Shani was accused ~~of~~ theft.
7. The robbers broke ~~into~~ the house.
8. Health is preferable ~~to~~ wealth.
9. Sania was released ~~on~~ bail yesterday.
10. She acted ~~upon~~ my advice.

SOLUTION

1. to 2. to 3. of 4. to 5. in
6. of 7. into 8. to 9. on 10. upon

Exercise # 3

1. I must abide ~~by~~ the traffic rules.
2. Farhan is addicted ~~to~~ smoking.
3. Maria insisted ~~on~~ going there.

EXAMPLES

- (i) I agree with you.
- (ii) He is blind of one eye.
- (iii) I am very anxious about my father.
- (iv) Pray to God.
- (v) Please wait for me.

Pray for	دعا کروانا
Trust with	حوا لے کرنا
Wait for	انتظار کرنا
Wait in	خدمت کرنا
Die of	بیماری سے مرنا
Die with	بھوک سے مرنا
Die from	حادثہ سے مرنا
Die by	ہتھیار سے مرنا
Burst into	پھوٹ پھوٹ کر رونے
Plunge into	غوطہ لگانا
Break down	مشین کا خراب ہونا

4. Do not boast ~~of~~ your wealth.
5. Aslam insisted ~~to~~ going there.
6. I belong ~~to~~ a noble family.
7. The principal gave ~~to~~ the prizes.
8. She died ~~of~~ cholera.
9. Please send this letter ~~to~~ her address.
10. He sat next ~~to~~ me.

SOLUTION

- | | | | | |
|-------|---------|-------|-------|--------|
| 1. by | 2. to | 3. on | 4. of | 5. to |
| 6. to | 7. away | 8. of | 9. to | 10. to |

Exercises # 4

1. Ayaz is ignorant ~~of~~ his weakness.
2. She impressed me ~~with~~ her speech.
3. Smoking is injurious ~~to~~ health.
4. She is fond ~~of~~ swimming.
5. you are negligent ~~of~~ your duties.
6. Hard work is key ~~to~~ success.
7. Please call ~~at~~ the doctor.
8. I could not arrive ~~at~~ any conclusion.
9. Let us do our duty ~~for~~ our country.
10. Success smiled ~~at~~ her.

SOLUTION

- | | | | | |
|-------|---------|-------|--------|--------|
| 1. of | 2. with | 3. to | 4. of | 5. of |
| 6. to | 7. in | 8. at | 9. for | 10. at |

Exercise # 5

1. I am waiting ~~for~~ you.
2. She is blind ~~of~~ one eye.
3. It is harmful ~~to~~ health.
4. Salma brought ~~up~~ her children carefully.
5. Do not be jealous ~~of~~ others.
6. She was charged ~~with~~ murder.
7. She has set ~~up~~ a new factory.
8. You assured me ~~of~~ her help.

9. She doesn't care ~~for~~ me.
10. Poor can not dream ~~of~~ these comforts.

SOLUTION

- | | | | | |
|--------|-------|-------|--------|--------|
| 1. for | 2. of | 3. to | 4. up | 5. of |
| 6. of | 7. up | 8. of | 9. for | 10. of |

Exercise # 6

1. Safdar Bhatti is a Professor ~~of~~ English.
2. Maria is a Lecturer ~~in~~ Computer science.
3. I do not know how ~~to~~ swim.
4. Zafar is afraid ~~of~~ lion.
5. He is absorbed ~~in~~ his work.
6. I am very glad ~~at~~ your success.
7. He is famous ~~for~~ his good attitude.
8. He was very ashamed ~~of~~ himself.
9. You must attend ~~to~~ her ailing mother.
10. Will you stand ~~by~~ me in every matter?

SOLUTION

- | | | | | |
|-------|--------|-------|-------|--------|
| 1. of | 2. in | 3. to | 4. of | 5. in |
| 6. on | 7. for | 8. of | 9. to | 10. by |

Exercise # 7

1. Never depend ~~on~~ others.
2. Azher yielded ~~to~~ her request.
3. He sympathized ~~with~~ her.
4. Your health is improving day ~~by~~ day.
5. Why are you shouting ~~at~~ the top of your voice?
6. She was confined ~~to~~ bed by illness.
7. Abstain ~~from~~ drugs.
8. Good food is necessary ~~for~~ a healthy life.
9. He is tired ~~of~~ such a hard life.
10. There is a limit ~~to~~ everything.

SOLUTION

1. on 2. to 3. with 4. by 5. at
6. to 7. from 8. for 9. of 10. for

Exercise # 8

- Have you a taste for pop music?
- This shop is on fire.
- She is staring at me.
- We must adhere to our beliefs.
- I was stunned at his rudeness.
- He introduced Shani to me.
- Life is dear to every one.
- Makkah is sacred to the Muslims.
- Look before you leap.
- I do not care for you.

SOLUTION

1. for 2. on 3. at 4. to 5. at
6. to 7. to 8. for 9. before 10. for

Exercise # 9against

- He was leaning against a tree.
- I am sure of your success.
- She took pity on him.
- She is proud of her ancestors.
- Pay full attention to your studies.
- Babies are fed on milk.
- I am not familiar with your cousin.
- The dog was barking at the beggar.
- She is eligible for this post.
- The son takes after his father.

SOLUTION

1. against 2. of 3. on 4. of 5. to
6. on 7. with 8. at 9. for 10. after

Exercise # 10

- I have disposed of my property.
- The teacher was angry with her.
- Aysha burst into tears.
- She fell off the ladder.
- My house is infested with lizards.
- Think before speak.
- She was very glad at my wedding.
- Who is knocking at the door.
- Put out the lamp please.
- I am fond of music.

SOLUTION

1. of 2. with 3. into 4. off 5. with
6. before 7. at 8. at 9. out 10. of

Chapter # 9

SOME COMMON RULES OF CORRECTION

1. USE OF NOUN

اصول نمبر 1۔ تعداد ظاہر کرنے والوں مندرجہ ذیل اسموں کے ساتھ "s" کا اضافہ نہیں ہوتا۔ یہ Noun واحد

جمع دونوں کے لئے ایک ہیں ملحق سے استعمال ہوتے ہیں۔

Dozen, Score (Twenty), Hundred, Thousand, Million, Billion

EXAMPLES

☆ He gave me three hundreds rupees. (Incorrect)

He gave me three hundred rupees. (Correct)

☆ There gathered several thousands people. (Incorrect)

There gathered several thousand people. (Correct)

لیکن اگر ان لفظوں کے بعد "of" آئے عنوان کے ساتھ "s" کا اضافہ ہوگا (کی صورت میں یہ لفظ تکیہ لکھا کرتے ہیں)۔

☆ She earns hundred of dollars a week. (Incorrect)

She earns hundreds of dollars a week. (Correct)

اصول نمبر 2۔ مندرجہ ذیل الفاظ کے ساتھ ہمیشہ جمع فعل لگتا ہے۔

Cattle, Police, Trousers, Jeans, Pants, Scales, Scissors, Glasses,

Goods, Manners, People, Poultry, Gentry, Vermin, Assets, Peasantry,

Artillery, clergy, Company.

☆ The cattle are grazing in the meadow. (Correct)

☆ The police are chasing the thief. (Correct)

☆ My glasses are on the table. (Correct)

اصول نمبر 3۔ مندرجہ ذیل الفاظ کے ساتھ استعمال کے لفظ اصل واحد یا جمع استعمال ہو سکتا ہے۔

Mathematics, Physics, Economics, Mechanics, Ethics, Classics.

☆ Mathematics is the knowledge of numbers. (Correct)

☆ His Mathematics are weak. (Correct)

یہاں پہلے فقرے میں Mathematics کو بطور ایک مضمون کے لیا گیا ہے جبکہ دوسرے فقرے میں Mathematics سے مراد کسی آدمی کے اعداد سے متعلق قابلیت ہے۔

اصول نمبر 4۔ مندرجہ ذیل الفاظ کے ساتھ واحد یا جمع اصل استعمال ہو سکتا ہے۔

Means, Government, Public, Family, Team, etc

☆ Government is/are working for the welfare of public. (Correct)

☆ Public is/are not allowed to enter the president house. (Correct)

☆ All possible means have been tried. (Correct)

اصول نمبر 5۔ کچھ ایسے اسم ہیں جن کے کئی گروہ ہوتے ہیں۔ مثلاً class یہ لفظ بطور unit کے واحد ہے۔ لیکن

اگر دیکھا جائے تو class میں کئی طلباء، افراد ہوتے ہیں۔ کچھ اسم Collective Noun درج ذیل ہیں۔

Army, Jury, committee, crowd, Team, Family, police, Assembly, Flock, Party, Audience, Fleet, Parliament, Group, Club, Herd, Tribe, Company, etc

نوٹ: Collective Nouns کے متعلق اصول یہ ہے کہ یہ واحد کے طور پر بھی استعمال ہو سکتے ہیں۔ اور جمع کے طور پر بھی مثلاً

☆ The crowd has gathered. (Correct)

☆ The crowd are taking their seats. (Correct)

اگر کسی Collective Noun کو بطور unit کے لیا جائے تو verb/pronoun واحد استعمال ہوں گے۔ مثلاً

اگر Collective Noun کو الگ الگ افراد کے طور پر لیا جائے تو verb/pronoun جمع استعمال ہوں گے۔ مثلاً

☆ The committee is united on the issue. (Correct)

اس فقرے میں committee کو بطور unit لیا گیا ہے۔

☆ The committee are discussing the issue. (Correct)

اس فقرے میں committee کو بطور افراد لیا گیا ہے۔

اصول نمبر 6۔ "A number of" جمع ہے "The number of" واحد ہے۔

☆ The number of boys living in this street are idlers. (Incorrect)

The number of boys living in this street is idlers. (Correct)

☆ He is taller than we all . (Incorrect)

☆ He is taller than us all . (Correct)

☆ He is more intelligent than they both . (Incorrect)

☆ He is more intelligent than them both . (Correct)

☆ اصول نمبر 18 - پہلے پروتاؤن جو ملکیت ظاہر کریں دوسری طرح کے ہو سکتے ہیں۔

First Category : My , Our , Your , His , Her , Their .

Second Category : Mine , Ours , Yours , His , Hers , Theirs .

(i) پہلی قسم کے بعد کوئی ضمہ ضرور آئے گا۔ مثلاً

My book. Your pen. His cap.

☆ This book of mine.

☆ I have done my work; has she done hers .

Relative Pronouns

Who (جو، کون) Whose (جو کا) Whom (جو کو)

Which (جو) Whose (جو کا) Whom (جو کو)

What (جو کچھ) That (جو) That (جو کو)

☆ Who (i) عام طور پر اشخاص کے لئے استعمال ہوتا ہے۔ کبھی کبھی جانوروں کے لئے بھی استعمال کر لیتے ہیں۔

☆ The man who is honest , is trusted . (Correct)

☆ They never fail who die in a great cause. (Correct)

☆ There lived a lion who was very old . (Correct)

☆ Whose (ii) ملکیت ظاہر کرنے کیلئے جاندار اور غیر جاندار دونوں کے لئے استعمال ہوتا ہے۔ مثلاً

☆ He is the man whose name I do not know. (Correct)

☆ This is the question whose solution is not known to any body (Correct)

☆ Which (iii) غیر جاندار چیزوں کے لئے اور جانوروں کے لئے استعمال ہوگا۔

☆ The moment which is lost is lost for ever. (Correct)

☆ The horse which I recently bought is an Arab. (Correct)

☆ That (iv) چیزوں اور اشخاص کے لئے استعمال ہوگا۔

☆ I know the house that he lives in. (Correct)

☆ My sister that is in Lahore sent me a present . (Correct)

3. USE OF ADJECTIVE

☆ اصل نمبر 19 - Older, Oldest (i) چیزوں کے لئے استعمال ہوتا ہے اور اشخاص کے لئے بھی لیکن

Elder, Eldest صرف اشخاص کے لئے استعمال ہوگا اور زیادہ تر رشتہ داروں کے لئے۔ مثلاً

☆ Akber was older than Amjad. (Correct)

☆ This is the oldest building in the town . (Correct)

☆ He is the elder brother of Anwar. (Correct)

☆ You seem to be the eldest of the family. (Correct)

☆ Last اور Latest کا اشارہ وقت کی طرف ہوتا ہے جبکہ Latter اور Later کا اشارہ

مقام کی طرف ہوتا ہے۔ مثلاً

☆ He is later than I expected. (Correct)

☆ I have not heard the latest news . (Correct)

☆ He was the last boy in the row . (Correct)

☆ Aslam and Anwar are brothers; the later is the elder . (Correct)

☆ Farther, Farther (ii) دوسری قادم کو ظاہر کرتے ہے مگر معنی میں فرق

Farther اور Further کا فرق ہے۔ جبکہ Further اضافے کو ظاہر کرتا ہے۔ مثلاً

☆ Lahore is farther from here than Multan. (Correct)

☆ After this, he made no further remarks . (Correct)

The little , A little , Little

☆ اصل نمبر 22 -

(i) Little = not much .

☆ There is little hope of his recovery . (Correct)

(ii) A little = some , though not much .

☆ There is a little hope of his recovery . (Correct)

(iii) The little = not much but all that is .

☆ The little information he had was not quite reliable . (Correct)

☆ کچھ تو ذی معلومات اس کے پاس تھیں غیر مستند تھیں۔

☆ تمام الفاظ مقدار کے لئے استعمال کئے جاتے ہیں۔ مقدار کے لئے ان کا غلط استعمال ہوگا۔ مثلاً

☆ I have little friends . (Incorrect)

I have few friends . (Correct)

☆ اصل نمبر 23۔ The few , A few , Few یہ الفاظ مقدار میں کمی ظاہر کرنے کے لئے استعمال کئے جاتے

ہیں۔ مقدار کے لئے ان کا استعمال غلط ہوگا۔ مثلاً

☆ I have a few milk . (Incorrect)

I have a little milk . (Correct)

(i) Few = not many , hardly any .

☆ Few persons can not keep a secret .

(ii) A few = some

☆ I have a few friends .

(iii) The few = not many but all there are .

☆ وہ چند تھے جو اس نے کہہ پر مبنی تھے۔

The few remarks that he made were very suggestive .

☆ اصل نمبر 24۔ Some عموماً Any , Some , Any اور Any سوالیہ یا اتنی تقریروں میں

استعمال ہوگا۔ مثلاً

☆ I shall buy some mangoes . (Correct)

☆ I shall not buy any mangoes . (Correct)

☆ Have you bought any mangoes ? (Correct)

☆ اصل نمبر 25۔

For Two	For More Than Two
Between	Among
Each other	One another
Either	Any one
Neither	None
Each one	Every one
Second Degree of Adjective (+er)	Third Degree of Adjective (+est.)

☆ Between you and me he is a fool . (Correct)

☆ Ali is the tallest boy in the class . (Correct)

☆ Do not quarrel with one another . (Correct)

4. USE OF VERB فعل کا استعمال

☆ اصل نمبر 26۔ بعض verbs کے ساتھ reflexive pronoun ضرور استعمال ہوتا ہے۔ مثلاً

Absent, Avail, Enjoy, Amuse, Drink, Betake, Revenge, Avenge, Acquit.

☆ Enjoy this party yourself . (Correct)

☆ Avail this chance yourself . (Correct)

☆ اصل نمبر 27۔ کچھ verbs ساتھ Reflexive pronouns استعمال نہیں ہوتے۔ مثلاً

Hide , Make, Qualify, Stop, Bathe.

☆ I qualified as an engineer . (Correct)

☆ He stopped me in the college . (Correct)

اصول نمبر 28: کچھ verbs کے ساتھ اس ضرور استعمال ہوتا ہے۔ مثلاً

Define, Regard, Depict, Treat, Mention, Represent, Describe

- ☆ He regards me as his brother. (Correct)
- ☆ She will treat you as her sister. (Correct)

اصول نمبر 29: کچھ verb کے بعد adverbs کی بجائے پیش adjectives استعمال ہوتے ہیں۔ مثلاً

Keep, Look, Feel, Taste, Sound, Smell, Appear, Remain, Seem.

- ☆ I felt happy. (Correct)
- ☆ She looked beautiful. (Correct)
- ☆ The cake tasted very sweet. (Correct)

اصول نمبر 30:

Do nothing but ----- 1st form of verb.

Cannot Help.

Couldn't Help.

Keep on

4th form of Verb.

With a view to.

- ☆ I shall keep on studying. (Correct)
- ☆ I cannot help laughing. (Correct)
- ☆ She could not help weeping. (Correct)
- ☆ I can do nothing but punish you. (Correct)

5. USE OF PREPOSITION

اصول نمبر 31: مندرجہ ذیل الفاظ کے ساتھ کوئی preposition نہیں لگتی۔

Love, Marry, Reach, Attack, Resemble, Pass, Meet, Reject,

Regret, Escape, Seem, Inform, Discuss, Avoid.

- ☆ She resembles her mother. (Correct)

- ☆ We love Pakistan. (Correct)
- ☆ I met him yesterday. (Correct)
- ☆ Always avoid bad company. (Correct)
- ☆ I reached the station in time. (Correct)

اصول نمبر 32: ان comparatives کے ساتھ To ضرور استعمال ہوتا ہے۔ مثلاً

Senior, Junior, Prefer, Preferable, Anterior, Prior, Inferior.

Superior, Posterior, Refer.

- ☆ I prefer milk to tea. (Correct)
- ☆ I am senior to you. (Correct)
- ☆ You are junior to me. (Correct)

اصول نمبر 33: ان Helping verbs کے ساتھ To استعمال نہیں ہوتا ہے۔ مثلاً

Shall, Will, can. Could, Must, Dare, Let, Help, Better, Rather, Need, Did.

- ☆ I need not your advice. (Correct)
- ☆ How dare you. (Correct)
- ☆ He made me stand. (Correct)

اصول نمبر 34: اکثر تارخ اورن سے پہلے (on) بکھو ق سے پہلے (at) اور مینے سال، مہینے اور موسموں کے ناموں سے پہلے (in) استعمال کرتے ہیں۔

- ☆ I get up at 8. (Correct)
- ☆ I was born in 1976. (Correct)
- ☆ The nightingale sings in spring. (Correct)

6. USE OF ARTICLES

اصول نمبر 35: (A) ایسے واحد کلمہ ہے پہلے استعمال ہوتا ہے۔ جو consonant سے شروع ہوا ہو۔
معرف سے پہلے استعمال ہوتا ہے جو شروع vowel الفاظ سے ہو مگر اس کی آواز نہ رہے۔

- A book A cock A street A university.

Gold, Silver, Wheat, Rice, Milk, Water, Wool, Cotton, Tea.

Water is flowing. (ii) Gold is precious than silver.

☆ ام تجربہ (Abstract Noun) سے پہلے The نہیں لگایا جاتا

Beauty, Health, Lie, Truth, Anger, Love, Laughter.

Truth is bitter. (ii) Beauty needs no ornaments. (iii) Love begets love.

اصول نمبر 39: مندرجہ ذیل الفاظ کے ساتھ not نہیں لگاتے

Too, Unless, Until, Lest, Nothing, Not only,

Neither, Deny, Nowhere, None, No sooner.

Unless you work hard, you will not pass. (Correct)

He is too weak. (Correct)

اصول نمبر 40: Co-Relatives

Such ----- As Same ----- That / As

Other ----- Than No other ----- Than

No sooner ----- Than Although / Though ----- Yet

Lest ----- Should Else ----- But

Both ----- And Until ----- That

Reason ----- That Indeed ----- But

Neither ----- Nor Either ----- Or

Whether ----- Or One ----- One's

Hardly / Scarcely ----- When / Before Too ----- To

Not only ----- But also So ----- That

From ----- To (For Distance) From ----- Till (For Time)

Examples

One should mind one's own business.

A unique system. A European country.

☆ اصول نمبر 36: (An) ایسے واحد اسم کردہ سے پہلے استعمال ہوتا ہے۔ vowel letter (a, e, i, o, u) سے

ہو یا اگر ایسے consonant سے شروع ہو۔ vowel کی آواز دے۔

An apple. An umbrella. An hour. An orange

☆ اصول نمبر 37: دریاؤں، سمندروں، جزیروں، پہاڑوں کے واسطے مقدس کتابوں کے نام اور اخبارات کے

نہیں سے پہلے The لگایا۔

The Persian Gulf. The Indus. The Red Sea. The Quran.

The Atlantic Ocean. The Himalayas. The Pakistan Times

☆ اصول نمبر 38: آسمانی اجسام کے ناموں سے پہلے the لگایا۔

The sun. The moon. The sky. The ocean. The Sea. The earth.

☆ اسم صفت کی تیسری ذکر کی سے پہلے the لگایا۔

The best. The youngest. The cleaverest. The most beautiful.

☆ Adjective کی دوسری ذکر کی سے قبل بشرطیکہ "ترتیب" جتنا "کمتر" ہوگا۔

i): The higher you go, the cooler it is. (جتنا اوپر جاؤ گے، اتنا سردی ہوگی۔)

ii): The more you listen the more you speak. (جتنا زیادہ سنو گے، اتنا زیادہ بولو گے۔)

☆ ہر اس تاذن سے پہلے The استعمال ہو سکتا ہے جس کے بعد آئے۔

i): The beauty of this girl is wonderful. ii): The leg of a chair.

☆ اگر کسی Adjective سے پہلے The دیا جائے تو درج اسم بن جاتا ہے۔ مثلاً

The poor (فقرمندانہ) The brave. (جراتور)

The blind (اندھے لوگ) The wounded (زخمی لوگ)

☆ Proper noun یعنی اسم سرز سے پہلے The نہیں لگاتے۔ مثلاً

Ahsan, Lahore, Pakistan, English, Friday, June, Football.

(i): I can speak English. (ii): Ahsan loves his mother.

☆ اسم مادہ (Material noun) سے پہلے The نہیں لگایا۔ مثلاً

- ☆ It is nothing else but show.
- ☆ Although he is old yet he is strong.
- ☆ Whether he or she is a liar.
- ☆ I work hard form morning till evening.
- ☆ He not only beat me but also abused me.
- ☆ Both the teacher and students are going to the zoo.
- ☆ He is too weak to walk.
- ☆ Neither you nor your brother is a thief.
- ☆ Hardly we locked the door, when it had started raining.

UNSOLVED SENTENCES FOR IMPROVMENT

1. Ali has two sheeps.
2. Your hairs are gray.
3. She eat fruits.
4. I bought furnitures yesterday.
5. We should help the poors.
6. She got passing marks only.
7. Her spectacle is new.
8. she has heard the last news.
9. It is my blathin.
10. It is a best idea.
11. Rich should help poor.
12. Sun sets in wast.
13. Don't make noise here.
14. Ahsan is a honest man.
15. I bought few books.
16. She was operated.
17. Zahid is a famous robber.
18. She died from cholera.
19. The man is mortal.
20. I know swimming.
21. She is good in Ennglish.
22. Naz walked fastly.
23. He is older than me.
24. He reached in time.
25. Some of us is not satisfied.
26. What do you read so rapid?
27. I do not hardly accept it.
28. He Prefer tea than milk.
29. He is beautifuler than her.
30. He said that he is going to colleg.
31. He is living here since 1984.
32. Ravi river is situated in Punjab.

33. He is being accused with theft.
34. The flowers smell sweetly.
35. She is junior than me.
36. I go there seldom.
37. He said that he will be late.
38. Who is tallest of the two girls.
39. It is raining since morning.
40. Sindh is largest rever in Punjab.
41. He was accured with murder.
42. Do not speak a lie.
43. I have a five rupees note.
44. He is senior than me.
45. One should do his duty honestly.
46. There is a lot of fishes in this canal.
47. He gave me many advices.
48. The table's leg is damaged.
49. There is a little boys in the class.
50. He writes with blue ink.
51. Each of us have a book.
52. One of the boy is weeping.
53. She enjoyed the party.
54. The honesty is best policy.
55. God helps those who help others.
56. Tit on tat.
57. She is so pretty as I.
58. She is angry on me.
59. Listen me.
60. The rat ran in the hole.
61. It is 7 in my watch.
62. I hanged my coat on the peg.
63. I live in this house by birth.
64. His tooth is painning.
65. The ship was drowned.
66. The hare runs fastly.
67. Between you & I abas is a fool.
68. Either he or she are wrong.
69. Time and tide waits for none.
70. She went to hame.
71. It is I who is to blame.
72. What are you looking?
73. I could not help to laugh.
74. It is an university.
75. She just take tea.
76. Eggs are sold in dozens.
77. Keep away the grass.
78. she is known by me.
79. I hope she will die.
80. I went directly to the principal.
81. The poors need our help.
82. The cattles are grazing int he meadow.
83. It is a worrth seeing site.
84. He denied to help her.

85. She availed this chance.
 86. She speaks loud.
 87. He is my older brother.
 88. Give me three dozens eggs.
 89. Who do you want to meet.
 90. I slept whole night.
 91. I have a bag of rice.
 92. The health is the wealth.
 93. She resembles to her mother.
 94. Either of them was a scout.
 95. Evrybody held their breathe.
 96. The enemy is dispersed.
 97. Vrrmin spread diseases.
 98. Politics are a dirty game.
 99. Why he cried?
 100. Earth revolves round sun.
 101. More you listen, more you speak.
 102. Higher you go, cooler you feel.
 103. Older we grow, weaker we become.
 104. deepr the well, cooler the water.
 105. More we get , More we want.
 106. Dog Has a tail.
 107. The man is fallible.
 108. The God is Merciful.
 109. Lahore is London of Pakistan.
 110. I need little more ink.
 111. He is more intelligent boy in the whole class.
 112. Although he is old but he is very brave & strong.
 113. Although he is old but he is very brave & strong.
 114. It is nothing else than show.
 115. Neither he nor I are their.
 116. She had better to leave the room.
 117. This essay is bad written
 118. She is too weak for walk.
 119. It is I who is to blame.
 120. I have only one scissor.

Chapter # 10

Forms Of Verb

Irregular Forms of Verb

Ist Form	Meanings	2nd Form	3rd Form
Arise	اُٹھنا	Arose	Arisen
Awake	جاگا	Awoke	Awoken
Bear	برداشت کرنا	Bore	Borne
Befall	واقع ہونا	Befell	Befallen
Behold	دیکھنا	Beheld	Beheld
Bite	کاٹنا	Bit	Bitten
Blow	پھونک مارنا	Blew	Blown
Beat	ضرب لگانا، پیٹنا	Beat	Beaten
Become	ہونا	Became	Become
Begin	شروع ہونا	Began	Begun
Bend	جھکا، جھکنا	Bent	Bent
Bind	باندھنا	Bound	Bound
Build	تعمیر کرنا	Built	Built
Bleed	خون بہنا	Bled	Bled
Blow	پھونکا	Blew	Blown
Break	ٹوڑنا	Broke	Broken
Bring	لانا	Brought	Brought
Burn	جلا	Burnt	Brunt
Buy	خریدنا	Bought	Bought

Hang	لٹنا	Hung	Hung
Hold	چھڑنا	Held	Held
Know	جاننا	Knew	Known
Lead	راہنمائی	Led	Led
Learn	سیکنا	Learnt	Learnt
Leave	چھوڑنا	Left	Left
Lend	ادھار دینا	Lent	Lent
Lie	لیٹنا	Lay	Lain
Lose	کھودینا	Lost	Lost
Make	بنانا	Made	Made
Meet	میلنا	Met	Met
Mistake	غلطی کرنا	Mistook	Mistaken
Ride	سواری کرنا	Rode	Ridden
Ring	بجانا	Rang	Rung
Rise	اٹھنا، اُپر آنا	Rose	Risen
Run	دورنا	Ran	Run
See	دیکھنا	Saw	Seen
Send	بھیجنا	Sent	Sent
Sell	فینا	Sold	Sold
Shake	لٹکانا	Shook	Shaken
Shine	چمکانا	Shone	Shone
Shrink	سُکنا	Shrank	Shrunk
Sing	گانا	Sang	Sung
Sink	غرق ہونا	Sank	Sunk

Catch	پکڑنا	Caught	Caught
Choose	انتخاب کرنا	Chose	Chosen
Cling	چپٹنا	Clung	Clung
Come	آنا	Came	Come
Deal	تقسیم کرنا، کاروبار کرنا	Dealt	Dealt
Dig	کھودنا	Dug	Dug
Do	کرنا	Did	Done
Draw	کھینچنا	Drew	Drawn
Drink	پینا	Drank	Drunk
Drive	گھوڑی چلانا	Drove	Driven
Eat	کھانا	Ate	Eaten
Fall	گرنے	Fell	Fallen
Feed	کھانا	Fed	Fed
Feel	محسوس کرنا	Felt	Felt
Find	خارج کرنا، پانا	Found	Found
Flee	بھاگنا	Fled	Fled
Fly	اڑنا، اڑانا	Flew	Flown
Forget	بھول جانا	Forgot	Forgotten
Freeze	جم جانا	Froze	Frozen
Get	حاصل کرنا	Got	Got
Give	دینا	Gave	Given
Go	جانا	Went	Gone
Grind	پیسنا	Ground	Ground
Grow	اگانا، لگانا، بڑھنا	Grew	Grown

Regular Forms Of Verbs

Ist form	Meaning	2nd and 3rd form
Abuse	گالی دینا	Abused
Accept	قبول کرنا	Accepted
Accuse	الزام دینا	Accused
Act	عمل کرنا	Acted
Admire	تقریف کرنا	Admired
Admit	دائل، تسلیم کرنا	Admitted
Adopt	اختیار کرنا	Adopted
Advise	صحیح کرنا	Advised
Agree	اتفاق کرنا	Agreed
Aid	مدد کرنا	Aided
Answer	جواب دینا	Answered
Appear	نمودار ہونا	Appeared
Apply	درخواست دینا	Applied
Arrange	ترتیب دینا	Arranged
Arrest	گرفتار کرنا	Arrested
Attack	حملہ کرنا	Attacked
Attempt	کوشش کرنا	Attempted
Bake	پکانا	Baked
Beg	مانگنا	Begged
Behave	سلوک کرنا	Behaved
Believe	یقین کرنا	Believed

Sit	بیٹھنا	Sat	Sat
Smell	سوجھنا	Smelt	Smelt
Speak	بولنا	Spoke	Spoken
Spring	اچھٹنا	Sprang	Sprung
Spend	خرچ کرنا	Spent	Spent
Stand	کھڑا ہونا	Stood	Stood
Steal	چڑنا	Stole	Stolen
Strike	ضرب لگانا	Stroke	Striken
Swear	قسم کھانا	Swore	Sworn
Take	لینا	Took	Taken
Tear	پھاڑنا	Tore	Torn
Tell	بتانا	Told	Told
Think	سوچنا	Thought	Thought
Throw	پھینکنا	Threw	Thrown
Wake	جاگنا	Woke	Woken
Wear	پہنا	Wore	Worn
Weep	رونا	Wept	Wept
Wind	چاڑا دینا	Wound	Wound
Write	لکھنا	Wrote	Written
Understand	سمجھنا	Understood	Understood

Belong	ملکیت ہوتا	Belonged
Blame	الزام دینا	Blamed
Borrow	قرض لینا	Borrowed
Bury	دفن کرنا	Buried
Call	بلانا	Called
Cause	پیدا کرنا، سبب بننا	Caused
Chase	پچھا کرنا	Chased
Claim	دعوٰی کرنا	Claimed
Clap	تالی بجانا	Clapped
Climb	چڑھنا	Climbed
Connect	جوڑنا	Connected
Consist	مشتمل ہونا	Consisted
Copy	نقل کرنا	Copied
Create	پیدا کرنا	Created
Crush	چکنا	Crushed
Cure	صحت یاب ہونا	Cured
Dare	جرات کرنا	Dared
Deceive	دھوکا دینا	Deceived
Declare	اعلان کرنا	Declared
Defeat	کشت دینا	Defeated
Depend	مختصر ہونا، انحصار کرنا	Depended
Describe	بیان کرنا	Described
Destroy	تباہ کرنا	Destroyed
Disappear	غائب ہونا	Disappeared

Disappoint	مایوس ہونا	Disappointed
Discover	دریافت کرنا	Discovered
Discuss	گفتگو کرنا، بات چیت کرنا	Discussed
Dive	غوطہ لگانا	Dived
Drag	کھینچنا	Dragged
Drown	ڈوبنا	Drowned
Earn	کما کرنا	Earned
Educate	تعلیم دینا	Educated
Employ	ملازم رکھنا	Employed
Enable	قابل بنانا	Enabled
Engage	مشغول ہونا، منگنی ہونا	Engaged
Enlarge	بڑا کرنا	Enlarged
Enter	داخل ہونا	Entered
Escape	بھاگنا	Escaped
Excite	جوش میں آنا	Excited
Excuse	معاف کرنا	Excused
Fade	دھیمپنا	Faded
Finish	ختم کرنا	Finished
Flash	تیز رفتاری ڈالنا	Flashed
Flatter	خوشامد کرنا	Flattered
Fold	تک کرنا	Folded
Found	بنیاد رکھنا	Founded
Gain	فائدہ اٹھانا	Gained
Gumble	جوا کھیلنا	Gumbled

Gather	اکٹھا کرنا	Gathered
Graze	چرتا	Grazed
Greet	سلام کرنا	Greeted
Grip	گرفت میں لینا	Gripped
Guess	اندازہ کرنا	Guessed
Guide	رہنمائی کرنا	Guided
Hammer	ضرب لگانا	Hammered
Hang	لٹکانا	Hanged
Harm	نقصان پہنچانا	Harmed
Harvest	فصل کاٹنا	Harvested
Hatch	انڈے سینا	Hatched
Hate	نفرت کرنا	Hated
Heal	رخم بھرنا	Healed
Heap	ڈھیر لگانا	Heaped
Hire	کرائے پر لینا	Hired
Hunt	شکار کرنا	Hunted
Import	درآمد کرنا	Imported
Impress	متاثر کرنا	Impressed
Improve	اصلاح کرنا	Improved
Increase	زیادہ کرنا	Increased
Include	شامل کرنا	Included
Inform	اطلاع کرنا	Informed
Inherit	ورثہ میں پانا	Inherited
Injure	زخمی کرنا	Injured

Inquire	پوچھنا	Inquired
Inspect	معائنہ کرنا	Inspected
Insist	اصرار کرنا	Insisted
Invent	ایجاد کرنا	Invented
Invite	دعوت دینا	Invited
Involve	ملوث کرنا	Involved
Irrigate	آبیائی کرنا	Irrigated
Joke	مزاح اڑانا	Joked
Join	ملنا	Joined
Kick	ٹھوکر لگانا	Kicked
Knit	سلاخیوں سے بنانا	Knitted
Knock	دنگ دینا	Knocked
Lay	رکھنا، انڈہ دینا	Laid
Level	سوار کرنا	Levelled
Listen	سننا	Listened
Lock	تال لگانا	Locked
Loose	ڈھیلا ہونا	Loosened
March	چلنا	Marched
Measure	تاپنا	Measured
Melt	پگھلنا	Melted
Migrate	ہجرت کرنا	Migrated
Miss	چھوٹ جانا، رو جانا	Missed
Mix	ملنا	Mixed
Motion	اشارہ کرنا	Motioned

Mount	سوار ہونا	Mounted
Mourn	نام کرنا	Mourned
Note	یاد کرنا	Noted
Obey	قیل کرنا	Obed
Object	اعتراض کرنا	Objected
Occupy	قبضہ کرنا	Occupied
Offer	پیش کرنا	Offered
Operate	چلاتا	Operated
Oppose	مخالفت کرنا	Opposed
Organise	منظم کرنا	Organised
Owe	زیر بار ہونا	Owed
Pack	سامان بٹائی دینا	Packed
Pardon	معاف کرنا	Pardoned
Participate	شرکت کرنا	Participated
Pass	گزرنا	Passed
Pay	ادا کرنا	Paid
Perform	کر کے دکھانا	Performed
Permit	اجازت دینا	Permitted
Preach	تبلیغ کرنا	Preached
Pretend	بہانا کرنا	Pretended
Print	چھاپنا	Printed
Progress	ترقی کرنا	Progressed
Prohibit	منع کرنا	Prohibited
Protect	حفاظت کرنا	Protected

Protest	اعتجاج کرنا	Protested
Publish	شائع کرنا	Published
Punish	سزا دینا	Punished
Quarrel	لڑنا، جھگڑنا	Quarrelled
Question	سوال کرنا	Questioned
Qualify	معیار پورا کرنا	Qualified
Recognise	شناخت کرنا	Recognised
Recover	بحال کرنا	Recovered
Reduce	کم کرنا	Reduced
Refuse	انکار کرنا	Refused
Reject	نا منظور کرنا	Rejected
Remember	یاد رکھنا، یاد کرنا	Remembered
Remind	یاد کرنا	Reminded
Remove	ہٹا دینا	Removed
Represent	نمائندگی کرنا	Represented
Rescue	بچالینا	Rescued
Resign	استعفیٰ دینا	Resigned
Roar	گرجنا	Roared
Rob	لونا	Robbed
Satisfy	مطمئن کرنا	Satisfied
Scream	چینا	Screamed
Shiver	کاہنا	Shivered
Stock	ذخیرہ کرنا	Stocked
Shout	چخ کرنا	Shouted

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Talk	باتل کرنا	Talked
Test	آزما کرنا	Tested
Transfer	مقام بدلانا/ تبدیل کرنا	Transferred
Transport	جگہ بدلانا	Transported
Try	کوشش کرنا	Tried
Tremble	کاہلنا	Trembled
Trouble	تکلیف دینا	Troubled
Torture	اذیت دینا	Tortured
Unite	محمودہ ہو جانا	United
Urge	اکسائ، آمادہ کرنا	Urged
Vacate	خالی کرنا	Vacated
Vomit	قے کرنا	Vomited
Vote	راے دینا	Voted
Wander	گھومنا بھرتا	Wandered
Want	چاہنا	Wanted
Waste	ضائع کرنا	Wasted
Watch	نگہبانی کرنا	Watched
Weigh	وزن کرنا	Weighed
Wrap	لپیٹنا	Wrapped
Woo	شادی کی درخواست کرنا	Wooped
Verify	تصدیق کرنا	Verified
Yawn	بناں لینا	Yawned

the three forms of the following verbs are same.

1st form	Meaning	2nd form	3rd form
Bet	شرط لگانا	Bet	Bet
Burst	پھٹنا	Burst	Burst
Broadcast	نشر کرنا	Broadcast	Broadcast
Cast	زالا	Cast	Cast
Cost	تخمین لگانا	Cost	Cost
Cut	کانا	Cut	Cut
Forecast	پیش گوئی کرنا	Forecast	Forecast
Hit	ٹھوکر مارنا	Hit	Hit
Hurt	تکلیف دینا	Hurt	Hurt
Let	اجازت دینا	Let	Let
Put	رکھنا، ڈالنا	Put	Put
Read	پڑھنا	Read	Read
Rid	چھٹکارا دینا	Rid	Rid
Set	غروب ہونا/ درست کرنا	Set	Set
Shut	بند کرنا	Shut	Shut
Slit	چیرنا	Slit	Slit
spread	پھیلنا	spread	spread
Shed	بھاتا	Shed	Shed
Sweet	میٹھا/ پسینہ	Sweet	Sweet
Telecast	باصورت نشر کرنا	Telecast	Telecast
Thrust	ٹھونکنا	Thrust	Thrust
Upset	غراب کرنا	Upset	Upset

Chapter # 11

Pairs of words

1	Access	رسائی	I have no access to the principal.
	Excess	زیادتی	Excess of everything is wrong.
2	Altar	قربان گاہ	The lamb was brought to the altar.
	Alter	بدلنا	He altered his mind.
3	Advice	نصیحت	My advice fell flat on him.
	Advise	نصیحت کرنا	He advised me to work hard.
4	Adopt	اختیار کرنا	They adopted a baby son.
	Adapt	کے مطابق	Adapt your self according to your needs.
5	Already	پہلے سے	I have done this already.
	All-ready	سب تیار	We all are ready to take test.
6	Accede	مان لینا	He acceded to my request.
	Exceed	حد سے بڑھنا	Do not exceed your limits.
7	Apposite	موزوں	His remarks were quite apposite.
	Opposite	متضاد	His house is opposite to the college.
8	Air	ہوا	The birds are flying in the air.
	Ere	قبل	Come back ere it is night.
9	Affect	اثر انداز کرنا	My advice affected him.
	Effect	اثر	My advice had no effect on him.
10	Allusion	اشارہ	This essay is full of allusions.
	Illusion	فریب	Never run after illusions.
11	Affection	محبت	I have great affection for you.

	Affection	دھاردار	She has affection love.
2	Angel	فرشتہ	He saw an angel.
	Angle	زاویے	There are three angles in a triangle.
3	Born	پیدائش	He was born in Multan.
	Borne	برداشت کرنا	I can not borne this.
4	Bear	رہچھ	The bear is an animal.
	Bare	ننگا	Donot walk bare footed.
5	Beside	ساتھ ساتھ	He is sitting beside me.
	Besides	کے علاوہ	Besides Urdu, I can speak English.
6	Buy	خریدنا	I bought a car yesterday.
	Bye	کہنا	He bade me good bye.
7	Bail	ضامت	He was released on bail.
	Bale	گاٹھ	He bought a bale of cotton.
8	Brake	بریک	The brake of my car was loose.
	Break	توڑنا	I did not break this glass.
9	Birth	پیدائش	What is your date of birth?
	Berth	نشت	She was sleeping on the berth.
10	Bridal	مردی	She was wearing a bridal dress.
	Bridle	گام	Bridle your tongue.
11	Course	نصاب	This question is out of course.
	Coarse	موٹا کپڑا	He likes coarse clothes.
12	Confident	پہنچاد	I am confident of your success.
	Confidant	رازدار	He is my confidant friend.
13	Cast	ڈالنا	I shall cast my vote tomorrow.

Caste	ذات	I dislike caste system.
24	Coma	He is in a coma.
	Comma	Put a comma here.
25	Check	He checked my accounts.
	Cheque	The cheque was cashed.
26	Cited	He cited many examples.
	Site	This site is for the bank.
27	Cattle	The cattle are grazing in the meadow.
	Kattle	The kettle is on the stove.
28	Cell	The thief was kept in a cell.
	Sell	I do not want to sell my car.
29	Cemetery	He was buried in the cemetery.
	Symmetry	The Taj Mahal has a beautiful symmetry.
30	Descent	The descent of hill is very steep.
	Decent	I have a decent personality.
31	Dose	Take the dose of medicine.
	Doze	She was dozing in the class.
32	Die	He was died in Multan.
	Dye	She dyed her hair.
33	Device	It is a good device.
	Devise	He has devised a plan.
34	Differ	I differ with you in this matter.
	Defer	We deferred the match.
35	Due	The trains are late due to fog.

Dew	شبنم	I like dew drops.
36	Disease	Cancer is a dangerous disease.
	Decease	I know nothing about her decease.
37	Dual	He has a dual personality.
	Duel	They fought a duel.
38	Dairy	I have a dairy form.
	Diary	He gave me a diary.
39	Dear	Ahsan is my dear son.
	Deer	She runs as fast as a deer.
40	Envelope	Give me an envelope.
	Envelop	Smoke will envelop you.
41	Economic	Economic freedom is a good thing.
	Economical	My wife is very economical.
42	Eminent	He is an eminent scholar.
	Imminent	The world war is imminent.
43	Eligible	You are eligible for this post.
	Illegible	Your fist is illegible.
44	Edible	This cake is not edible.
	Audible	This is an audible cassette.
45	Faul	He plays foul games.
	Fawl	She keeps pigeon and fawls.
46	Floor	It is a slippery floor.
	Flour	We eat flour.

47	Farther	آگے	I cannot go farther.
	Further	مزید	He could say nothing further.
48	Fare	کرایہ	The bus fare is very cheap.
	Fair	ایماندار	I am very fair in my dealings.
49	Fain	بہت خوش	I would fain to help you.
	Feign	اظہار کرتا	He feigned ignorance of the matter.
50	Feat	کرتب	He showed many feats.
	Feet	پاؤں	I have two feet.
51	Gate	دروازہ	Shut the gate.
	Gait	چال	Her gait is graceful.
52	Gamble	جواہ	Never gamble.
	Gambol	اچھلتا کودتا	The deer gambled in the forest.
53	Glass	گلاس	Give me a glass of water.
	Gloss	چمک	I dislike the gloss of wealth.
54	Gaol	جیل	He was sent to gaol.
	Goal	مقصد	What is your goal of life?
55	Gracious	مہربان	He is very gracious.
	Graceful	خوش باش	You have a graceful personality.
56	Heal	دھمکا مہرنا	Time is the best healer.
	Heel	ایڑی	She likes pencil heel.
57	Idle	کسلا	Donot sit idle.
	Idol	بت	Hindus worship idols.
58	Imperious	تکبرانہ	I dislike your imperious temper.
	Imperial	شاہانہ	I like an imperial life

59	Imaginary	خیالی	This story is imaginary.
	Imaginative	فکر انگیز	Iqbal was an imaginative poet.
60	Industrial	صنعتی	It is an industrial age.
	Industrious	مختی	He is an industrious man.
61	Judicious	عقلمندانہ	His judgement was judicious.
	Judicial	عدالتی	Ali has judicial powers.
62	Kind	مہربان	God is kind to us.
	Kindly	مہربانی سے	Kindly help me.
63	Lesson	سبق	Learn your lesson please.
	Lessen	کم کرنا	Please lessen your weight.
64	Loose	ڈھیلا	Avoid loose talk.
	Lose	کھونا	I have lost my pen.
65	Lawyer	وکیل	Ali is a famous lawyer.
	Liar	جھوٹا	You are a liar.
66	Last	آخری	This is the last chapter.
	Latest	جدید	What is the latest news?
69	Main	اہم	This is a main gate.
	Mane	گھوڑے کے بدن کے بال	I caught the horse by the mane.
70	Moral	اخلاق	It is a moral story.
	Morale	حوصلہ	Always keep your morale high.
71	Maze	گھبراہٹ کا ماحول	He was lost in maze.
	Maize	جوار	We eat maize.
72	Mean	کجوں	Donot be mean.

	Mien	عبد	She has a pleasing mien.
73	Message	پیغام	What is the message?
	Massage	ماس	I like massage.
74	Medal	تمغہ	Maria won a gold medal.
	Meddle	ڈال دینا	Donot meddle in my affairs.
75	Miner	کان کن	You are a miner.
	Minor	چھوٹا	It is only a minor defect.
76	Ordinance	حکم جاری کرنا	The court issued an ordinance.
	Ordnance	اسلحہ	Wah has a big ordnance factory.
77	Officious	ڈال دینے والا	I dislike your officious attitude.
	Official	سرکاری ملازم	I am an official.
78	Profit	منافع	You got profit in this bussines.
	Prophet	پیغمبر	Muhammad (P.B.U.H) is our last Prophet.
79	Piece	ٹکڑا	The crow had a piece of meat.
	Peace	امن	We like peace
80	Practice	مشق	Practice makes the man perfect.
	Practise	مشق کرنا	He practises law.
81	Pray	دعا کرتا	Always pray to God.
	Prey	شکار	He fell a prey to smoking.
82	Pain	تکلیف	She was crying with pain.
	Pane	چھوٹا	He broke the window pane.
83	Principal	پرنسپل	Sir Aslam is our principal.
	Principle	اصول	I am a man of prnciple.
84	Personal	ذاتی	It is my personal matter.

	Personnel	آدمیوں کیلئے	He is a personnel manager.
85	Popular	مشہور	I am a very popular singer.
	Populous	گنجان آباد	Karachi is a populous city.
86	Patrol	گشت کرنا	I am in patrol police.
	Petrol	پٹرول	I have a petrol pump.
87	Quite	بالکل	He sings quite well
	Quiet	خاموش	Keep quiet.
88	Right	صحیح	She is right in her opinion.
	Rite	رسم	Satti is a bad rite.
89	Rain	بارش	It is raining.
	Reign	حکومت	Baber reigned over India for 4 years.
90	Ring	انگوٹھی	I gave her a ring.
	Wring	نچوڑنا	She was wringing a towel.
91	Stationary	جامد	The sun is stationary
	Stationery	ایشیٹری	I need some stationery.
92	Scene	نظارہ	What a beautiful scene!
	Seen	دیکھا	I have not seen you since ages.
93	Sole	تنہا	He is a sole worker.
	Soul	روح	Soul is immortal.
94	Story	کہانی	It is fake story.
	Storey	منزل	My house is double storey.
95	Sale	فروخت	This mobile is for sale.
	Sail	کشتی بان	The ships used sails.
96	Steal	چوری کرنا	He did not steal my car.

Chapter # 12

IDIOMS AND PHRASES

English language is repleted with Idiomatic use of sentences. Infact they are the core of any language. While using them, we donot have to change their wording or real structure. Some important idioms & phrases are given as follows:

(1) A bolt from the blue اکہانی آفت

My father's death is a bolt from the blue for me.

(2) A broken reed غیر یقینی سہارا

Never depend upon the broken reeds.

(3) A laughing stock ہنسی کا نشانہ

You always make me a laughing stock.

(4) A red letter day خوشی کا دن

Eid is a red letter day for the muslims.

(5) A wet blanket حوصلہ شکنی کرنے والا

Ali is a wet blanket.

(6) A dark horse چھپاڑ

Our principal is a dark horse.

(7) At sixes and sevens بے ترتیبی

Every thing in the room was at sixes and sevens.

(8) Bossom friend جبری دوست

Uzair is my bossom friend.

	Steel	دھات	This knife is made of steel.
97	See	دیکھنا	I shall see you tommorrow.
	Sea	سمندر	I visited the sea last weak.
98	Tail	دم	The horse has a long tail.
	Tale	کہانی	I like folk tales.
99	Temper	مزاج	Donot lose your temper.
	Tamper	اجازت دہیلیاں	You have tampered the record.
100	Team	ٹیم	Our football team is very strong.
	Teem	بھرا ہوا	The lake was teemed with fish.
101	Urban	شہری	I like urban life.
	Urbane	مہذب شائستہ	She likes my urbane attitude .
102	Vain	مغرور	She is very vain.
	Vein	رگیں	Blood flows through veins.
103	Virtual	اصلی	I got admission in Virtual University.
	Virtuous	نیک	She is a virtuous lady.
104	Vale	دادی	Life is a vale of tears.
	Veil	قالب	She observes veil.
105	Weak	کمزور	He is weak in English.
	Week	ہفتہ	There are seven days in a week.
106	Way	راستہ	He met me on the way.
	Weigh	وزن کرنا	Please weigh this article.
107	Waist	کر	I am feeling pain in my waist.
	Waste	ضائع کرنا	Do not waste your time.
108	Wave	لہر	The waves of the sea were rising high.

(9) To add fuel to fire

جتنی پرتیل ڈالنا

My step mother is used to add fuel to fire.

(10) A man of straw

ایسا شخص جس کی کوئی رائے نہ ہو

Ali is a man of straw.

(11) A man of letters

عالم

Our teacher is a man of letters.

(12) A wild goose chase

لاماصل کوشش کرنا

I do not waste my time in a wild goose chase.

(13) At daggers drawn

جانبداری

Why are you at daggers drawn these days.

(14) By leaps and bounds

دن دن کی رات جتنی

Pakistan is making progress by leaps and bounds.

(15) Bread and butter

زندی کے لوازم

We should not worry about our bread and butter.

(16) By and large

جمعی طور پر

By and large you are a nice fellow.

(17) By hook or crook

جائزہ ناجائز طریقے سے

He got his job by hook or crook.

(18) Black sheep

اچھوں میں بُرا

A black sheep is never respected.

(19) Bear out

تصدیق کرنا

You should bear out what I say.

(20) Burn the candle at both ends

ایک وقت مختلف کاموں میں توانائی خرچ کرنا

We should not burn the candle at both ends.

(21) By fits and starts

بے قاعدگی کے ساتھ

I dislike to work by fits and starts.

(22) Burn the mid night oil

رات دیر تک پڑھائی کرنا

When I was a student, I used to burn the mid night oil.

(23) Blue blood

پیدائشی نیک معزز خاندان

I belong to blue blood.

(24) Bad blood

دراشتگی

Let us end our bad blood now.

(25) Beat about the bush

غیر متعلقہ گفتگو

Do not beat about the bush.

(26) In high spirits

بہت خوش ہونا

He is in high spirits today.

(27) Break the ice

گفتگو کا آغاز کرنا

Who will break the ice?

(28) Bury the hatchet

صلح کرنا

Let us bury the hatchet now.

(29) Blow one's own trumpet

اپنی تعریف خود کرنا

She always blows her own trumpet.

(30) Bring to book

سزا دینا

Lazy bluffers should always be brought to book.

(31) Jack of all trades

ہر فن سولہ

A jack of all trades is master of none.

(32) Crocodile tears

جھوٹے آنسو

Why are you shedding crocodile's tears now?

(33) Cast pearls before swine ہمیشہ کے آگے بین بجا کر ہنسنے کی بجائے

Do not cast pearl before swine.

(34) Come of age بلوغت کی عمر کو پہنچنا

Ahsan has come of age.

(35) Cut a sorry figure شرمندگی اٹھانا

I cannot cut a sorry figure at trifles.

(36) Carry weight با وزن ہونا

Your arguments carry weight.

(37) Close shave بال بال پچنا

I had a close shave in my last accident.

(38) Few and far between بہت کم

Hard working students are few and far between.

(39) Fish out of water کسی ماحول میں اچھی لگنا

She is a new comer so she feels like a fish out of water.

(40) Find fault with عیب تلاش کرنا

Don't find faults with others.

(41) Fall through ناکام ہونا

Your foolish plan will fall through.

(42) Burning question اہم مسئلہ

Terrorism is a burning question now a days.

(43) Gift of the gab عمدہ گفتگو کی صلاحیت

Our teacher has a gift of the gab.

(44) Get rid of نجات حاصل کرنا

I want to get rid of selfish friends.

(45) In the nick of time عین وقت پر

I helped her in the nick of time.

(46) In a fix فیصلہ نہ کر پانا

I am in a fix to do this job.

(47) In hot water مشکل میں

He is in hot water these days.

(48) Long and short of خلاصہ

Tell me the long and short of your speech.

(49) Lick the dust کھست کھانا

Our team has at to lick the dust in world cup.

(50) Make both ends meet کم آمدنی میں گزارا کرنا

It is very difficult for me to make both ends meet.

(51) Now and then کبھی کبھار

She visits me now and then.

(52) Nip in the bud کسی چیز یا برائی کو بڑھنے سے پہلے ختم کر دینا

Always nip the evil in the bud.

(53) On the eve of کے موقع پر

We give greeting cards on the eve of Eid.

(54) On the horns of a dilemma

دو ناخوشگوار چیزوں میں سے کسی ایک کا انتخاب کرنے پر مجبور

I am on the horns of a dilemma to go abroad or not.

(55) Rolling stone جھکا کوئی ایک ٹھکانہ تاہم

Rolling stone gathers no moss.

(68) Heart and soul دل و جان سے

I love my parents heart and soul.

(69) Carry on جاری رکھنا

I shall carry on studying.

(70) A dog's life زلت آمیز زندگی

He is leading a dog's life.

(71) The lion's share بڑا حصہ

I have a lion's share in the business.

(72) French leave بغیر اطلاع کے چھٹی

She always enjoys a french leave.

(73) Bring to light آشکار کرنا

New facts about cancer have been brought to light.

(74) Oily tongue خوشامدی زبان

He has an oily tongue.

(78) Break the news بُری خبر سننا

She broke the news of my father's death.

(79) At the beck and call کے اشارے پر

I am at the beck and call of my parents.

(80) Wipe out چاہ کرنا

The flood wiped out the cotton crops.

(81) All in all بالائتبار

He is all in all in this college.

(82) Run away with لے کر بھاگ جانا

He ran away with my new car.

(56) Run short کم ہو جانا

I have run short of money.

(57) Stand by مدد کرنا، ساتھ دینا

I shall stand by you.

(58) Snake in the grass خفیہ دشمن

You are a snake on the grass for me.

(59) Strom in the teacup معمولی بات کو بڑھانا

She is used to raise a storm in the teacup.

(60) Turn a deaf ear توجہ نہ دینا

He turned a deaf ear to my advice.

(61) To take to heart ہمت ہارنا

She took her failure to heart.

(62) White elephant کم فائدہ مگر زیادہ خرچ والی چیز

My car is just a white elephant for me.

(63) Wolf in sheep's clothing تکلف دہن

He is a wolf in sheep's clothing.

(64) Wear and tear کست و ریخت

I cannot travel in your wear and tear car.

(65) Better half بیوی

He loves his better half.

(66) Curry favour خوشامدی حاصل کرنا

He knows how to curry favour.

(67) Null and void کلعدم

Those rules are null and void now.

(83) An eye wash

محض دیکھا

Her love is just an eye wash.

(84) To see off

الوداع کرنا

I went to see off my parents.

(85) In the twinkling of an eye

پلک جھپکنے میں

The thief disappeared in the twinkling of an eye.

(86) Cat's paw

آکر

You are a cat's paw for me.

(87) To end in fiasco

ٹانہیں ٹانہیں ٹس ہو جانا

His engagement ended in fiasco.

(88) Blow hot and cold

غیر مستقل مزاج ہونا

He blows hot and cold.

(89) Look down upon

حقارت سے دیکھنا

Never look down upon the poor.

(90) An apple of discord

جھگڑے کی وجہ

Kashmir is an apple of discord for us.

(91) Run after

پچھے دوڑنا

Never run after the worldly gains.

(92) A bone of contention

جھگڑے کی وجہ

Kashmir is a bone of contention between Pakistan and India.

(93) All and sundry

ہر خالص و عام

I invited all and sundry to my wedding.

(94) Keep at arms length

فاصلہ رکھنا

I keep my students at arms length.

(95) By dint of

کی وجہ سے

Ahsan succeeded by dint of hard work.

(96) Bag and baggage

پوری اثاثہ سمیت

Pack up your bag and baggage.

(97) Apple of one's eye

آنکھ کا تارا

Ahsan is apple of my eyes.

(98) Bed of roses

پھولوں کی بچ

Life is not a bed of roses.

(99) Bird's eye view

سرری کی جائزہ

Please get the bird's eye view of this book.

(100) Keep pace with

شانہ بٹانہ

We should keep pace with the present age.

(101) Tooth and nail

پہری طاقت سے

I compiled this book with tooth and nail.

(102) Ups and downs

ٹشیب و فراز

Life is full of ups and downs.

(103) Cock and bull story

من گزرت کہانی

Don't believe in her cock and bull story.

(104) A close fist person

تھوڑی شخص

Kashif is a close fist person.

(105) Blessing in disguise

زحمت کے کرپ میں راحت

You are no less than a blessing in disguise for me.

(106) Child's play

آسان کام

It is not a child's play to write such a book.

(107) **By virtue of** کی وجہ سے
I succeeded by virtue of my mother's prayers.

(108) **Act upon** عمل کرنا
I shall act upon on you advice.

(109) **Bear with** برداشت کرنا
We should bear with the other's faults.

(110) **Break down** مشینری خراب ہو جانا
My car had broken down on the way to Multan.

(111) **Break with** قطع تعلق کرنا
She has broken with me for nothing.

(112) **Bring to book** سزا دینا
The terrorists should be brought to book.

(113) **Call in** بلا بھیجنا
Call in the doctor please.

(114) **Come round** غیر رسمی ملاقات کرنا
I came round my friends.

(115) **Cut down** کم کرنا
Cut down your expenses to lead a happy life.

(116) **Cut short** مختصر کر دینا
Please cut short your speech.

(117) **Depend upon** انحصار کرنا
Never depend upon others.

(118) **Fall flat** جے اڑنا
My advice fell flat on her.

(119) **Get through** کامیاب ہونا
Maria will get through the examination.

(120) **Give up** ترک کرنا
Give up smoking.

(121) **Keep pace with** قدم ملا کر چلنا
We should keep pace with the present age.

(122) **Look down upon** حقارت سے دیکھنا
Never look down upon the poor.

(123) **Pass away** فوت ہونا
My father passed away on May 27, 2010.

(124) **Run short** کم ہونا
I have run short of money these days.

(125) **Set in** شروع ہونا
Spring has set in.

(126) **Set up** قائم کرنا
I have set up a new business.

(127) **Hard up** تنگی میں ہونا
I am hard up these days.

(128) **In full swing** زوروں پر
When we returned home, the party was in full swing.

(129) **Hit upon** سوچنا
I hit upon an idea.

(130) **In short** مختصراً
In short, you are a fool.

(131) Kith and kin دوست اور رشتہ دار

I love my kith and kin.

(132) Knock down عمارت گراتا

I knocked down the enemy.

(133) Lame excuse جھوٹا بہانا

She is used to lame excuses.

(134) Keep it up اسی طرح جاری رکھنا

I appreciate your efforts, keep it up.

(135) Look into تحقیقات کرنا

I shall look into the matter personally.

(136) Narrow escape بال بال بچنا

I had a narrow escape from an accident.

(137) Open book کھلی کتاب

My life is an open book.

(138) Pocket an insult زلت اٹھانا

I can't pocket an insult.

(139) Play with fire خفیہ خطر مول لینا

We are ready to play with fire for terrorism.

(140) Royal road آسان راستہ

There is no royal road to success

(141) Safe and sound صحیح سالم

We reached home safe and sound.

(142) Sell like hot cakes ہاتھوں ہاتھ کتنا

My book is selling like hot cakes.

(143) Take after مشابہ ہونا

She takes after her mother.

(144) Storm in a tea cup معمولی بات پر ہنگامہ

Don't worry, it is just a storm in a tea cup.

(145) Tooth and nail ڈٹ کر پورے ذور سے

We will fight tooth and nail against terrorism.

(146) Uphill task سخت مشکل کام

To write such a book is uphill task.

(147) At stake خطرے میں ہونا

Life is at stake due to terrorism these days.

(148) Bed of thorns کانٹوں کا بستر

Life is a bed of thorns.

(149) Briefly speaking مختصر

Briefly speaking Maria is an ideal girl.

(150) Come over کسی کے گھر ملنے کے لیے آنا

I shall come over to see you on Sunday.

Chapter # 13

Translation of paragraphs

(1) (اردن الرشید ایک مشہور بادشاہ گزرا ہے اس کے دو بیٹے تھے، امین اور مامون۔ ایک دن دونوں اپنے استاد کے پاس پڑھ رہے تھے۔ استاد بھی تیار ہو کر جانے والے تھے کہ دونوں لڑکے ان کی جوتیاں سیدھی کرنے کے لیے دوڑ پڑے۔ ہر ایک چاہتا تھا کہ استاد کی جوتیاں میں سیدھی کر دیں۔ آخر استاد نے یہ کہہ کر جھگڑا چکا دیا کہ دونوں لڑکے ایک ایک جوتی سیدھی کریں۔ جب (اردن الرشید کو اس بات کی خبر ملی تو وہ خوش ہوا۔ دونوں کو ہلا کہ بہت سناٹا مہیا دیا۔ بڑے ہو کر بھی دونوں لڑکے بادشاہ بنے۔

Haroon Rasheed was a famous king. He had two sons, Amin and

Mamoon. One day, they both were being taught by their teacher

. The teacher was about to leave when both the boys ran to put his

shoes straight. Each one of them wanted to put the shoes straight

himself. At last, the teacher settled the matter saying that both the

boys should set straight one shoe each. When Haroon Rasheed

came to know about this, he was very happy. He called both of his

sons and gave them a lot of reward. On growing up, these two very

sons became kings.

(2) میرے گھر کے سامنے ایک باغ ہے اس میں بہت سے پورے اور درخت ہیں۔ ہمارے موسم میں لکڑی کی تنگ

کے پھول کھلتے ہیں۔ ان کی خوشبو ارد گرد پھیل جاتی ہے۔ شام کو باغ آدمیوں سے بھر جاتا ہے۔ لوگ ادھر ادھر

پھرتے ہیں اور لطف اٹھاتے ہیں۔ بچے باغ میں دوڑتے ہیں۔ اب وہ یہاں ہیں اور دوسرے لمحے وہ باغ کے

دوسرے کونے میں ہیں۔ ہر شام میں بھی باغ میں میرے لیے جاتا ہوں۔ بہت سے مائی باغ کی دیکھ بھال کرتے ہیں

There is a garden in front of my house. It has many trees and plants

. During the spring, there bloom flowers of different colours in the

garden. Their fragrance spreads around. In the evening, the

garden is crowded with men. The People move about and enjoy

themselves. The children run in the garden. Now they are here and

the next moment they are in the another corner of the garden. I, too

go for walking in the garden every evening. Many gardeners look

after the garden.

(3) انارکلی لاہور کا مصروف ترین بازار ہے۔ یہ ہمیشہ لوگوں سے بھرا رہتا ہے۔ دوکانیں رات گئے تک کھلی رہتی

ہیں۔ آپ یہاں تقریباً ہر قسم کی چیزیں خرید سکتے ہیں۔ کچھ لوگ یہاں اشیاء خریدنے آتے ہیں۔ لیکن بہت سے

لوگ یہاں سیر و تفریح کے لیے آتے ہیں۔ انارکلی میں بہت سے پھیری والے بھی ہوتے ہیں۔ وہ بٹنی

نفتے، سوئیاں، کھپ، اور اس قسم کی دوسری اشیاء بیچتے ہیں۔

Anarkali is the busiest bazar of Lahore. It is always crowded with

people. Shops remain open till late at night. You can buy almost all

types of things from here. Some people come here to buy things but

most of them come just for recreation. There are many hawkers in

Anarkali. They sell buttons, laces, needles, clips and other such

things.

(4) والدین کی عزت کرنا ہمارا اخلاقی فرض ہے وہ ہمارا بہت خیال رکھتے ہیں۔ وہ ہمیں خوراک دیتے ہیں۔ وہ

ہمیں لباس دیتے ہیں۔ وہ ہمیں تمام چیزیں مہیا کرتے ہیں۔ جن کی ہمیں ضرورت ہوتی ہے۔ وہ ہمیں لکھ بھیجتے

ہیں۔ تاکہ ہم تعلیم حاصل کر کے ان کی اور اپنے پیارے وطن کی خدمت کریں اس سے ہمیں راحت اور خوشی ملے گی

It is our moral duty to respect our parents. They take so much care

of us. They provide us with food and clothes. They provide us all

those things which we need. They send us to college so that we

could serve them and our dear homeland after completing our

education. This will give us comfort and delight.

(5) شہر آنے سے پہلے ہم گاؤں میں رہتے تھے۔ گاؤں میں ہر لوگ بہت خوش تھے۔ ہم صبح سویرے اٹھتے تھے

شوکر کے ناز پر پھر ہر بڑھتیوں میں سر کے لیے نکل جاتے دوپہر کو درختوں کی چھائیں میں سوتے تھے۔
 گاؤں کے پاس ایک ندی بہتی تھی اس کا پانی صاف اور ٹھنڈا تھا۔ بڑھتیوں میں بڑھتیوں کے کناروں پر آگئی تھی
 کبھی کبھی میں اپنی گائیں بھینٹیں وہاں چرانے کے لیے لے جاتا تھا۔ میرا چھوٹا بھائی میرے ساتھ ہوتا تھا۔

Before coming to the city, we lived in a village. We were very happy in the village. We got up early in the morning. After taking ablution, we used to say our prayers. Then we went for a walk to the green fields. At mid day, we had a nap under the shady trees. A small stream flowed near the village. Its water was clean and cold. Green grass grew on the banks of the stream in every season. Now and then, I took my cattle to graze there. My younger brother used to go with me.

(6) کراچی ایک خوبصورت اور اہم ترین شہر ہے۔ یہ پاکستان کا سب سے بڑا شہر ہے۔ یہ بحیرہ عرب کے ساحل پر واقع ہے۔ یہاں کی آب و ہوا معتدل ہے۔ یہاں نیم بری اور نیم بری چلتی رہتی ہیں۔ ایک وقت میں کراچی پاکستان کا دار الحکومت تھا۔ یہ ایک بندرگاہ ہے۔ دوسرے ملکوں سے ہماری تجارت اسی بندرگاہ کے ذریعے ہوتی ہے۔ ہمارے محبوب رہنما قائد اعظم کراچی میں پیدا ہوئے تھے۔ ان کا مزار بھی اسی شہر میں ہے۔ لوگ کراچی جاتے ہیں اور ان کے مزار پر فاتحہ پڑھتے ہیں۔

Karachi is a beautiful and the most important city. It is the biggest city of Pakistan. It is situated on the shore of the Arabian Sea. Its climate is temperate. Land breeze and sea breeze keep on blowing here. Karachi was once the capital of Pakistan. It is a seaport. Our trade with other countries is done through this port. Our beloved leader, Quaid-i-Azam was born in Karachi. His tomb also stands in this city. People visit Karachi and offer "Fateha" at his tomb.

(7) دودھ ایک مکمل غذا ہے۔ یہ بیٹھا اور لڑنے ہوتا ہے۔ اس کا رنگ سفید ہوتا ہے۔ ہم زیادہ تر دودھ گائے اور

بھینس سے حاصل کرتے ہیں۔ دودھ ہمیں صحت مند اور طاقتور بناتا ہے۔ ہم اس سے دہی، کھس، اور پنیر بناتے ہیں۔ بچوں اور بلیوں کے لیے دودھ پیش قیمت غذا ہے۔ دودھ کو ہمیشہ بال کر استعمال کرنا چاہیے۔

Milk is a perfect diet. It is sweet and delicious. Its colour is white.

We get it mostly from cows and buffaloes. Milk makes us healthy and strong. We make curd, butter, and cheese from it. It is a precious diet for children and patients. We should always use it after boiling.

(8) لاہور ایک پرانا اور تاریخی شہر ہے۔ یہ دریائے راولی کے کنارے پر واقع ہے۔ یہ صوبہ پنجاب کا دار الحکومت ہے۔ اس شہر میں بہت سی تاریخی عمارتیں ہیں۔ بادشاہی مسجد دنیا کی سب سے بڑی مسجدوں میں سے ایک ہے۔ بادشاہی مسجد کے پاس ہی علامہ اقبال کا مزار ہے۔ اقبال نے ہمیں پاکستان کا تصور دیا تھا۔ قرآن پاکستان لاہوری میں منظوری گئی تھی۔ مینار پاکستان اس قرآن اور ادبی یاد میں تعمیر کیا گیا۔ یہ اقبال پارک میں تعمیر کیا گیا۔

Lahore is an ancient and historical city. It is situated on the bank of the Ravi. It is a capital of the Punjab Province. There are many historical buildings in this city. Badshahi Mosque is one of the biggest mosques in the world. The tomb of Allama Iqbal stands near Badshahi Mosque. Iqbal gave us the idea of Pakistan. The Pakistan Resolution was also passed in Lahore. Minar-e-Pakistan was built in the memory of this resolution. It was built in Iqbal Park.

(9) 28 مئی 1998 کو پاکستان دنیا کی ساتویں ایٹمی قوت بن گیا تھا۔ جب اس نے چھکا مایاب دھماکے پاکستان نے نئی باراس مزم کا اظہار کیا ہے کہ اس کا ایٹمی پروگرام برائے مقاصد کے لیے ہے۔ اس لیے اسے ایٹمی اپنے ایٹمی پروگرام کو مکمل نہیں کرتا چاہیے۔

Pakistan became the 7th atomic power of the world on 28th May, 1998 when she conducted six successful atomic tests. Pakistan

has expressed her intention many times that her atomic programme is only for peaceful purposes. Therefore, she should never roll back

her Nuclear programme

(10) تعلیم کی کئی قسمیں ہیں۔ ہر تعلیم اپنی جگہ پر اپنا مقام رکھتی ہے۔ مگر ملک کی تعمیر و ترقی قومی تعلیم کے ساتھ شرط ہے۔ قائد اعظم نے اپنی تقاریر میں قومی تعلیم حاصل کرنے پر زور دیا۔ ہندوؤں اور مسلمانوں کے ذریعے ہی پیدا کیے جاسکتے ہیں۔ ہندوؤں اور مسلمانوں کی ترقی میں تباہی پڑی ہے۔ آج سائنس اور ٹیکنالوجی کا دور ہے۔ سائنس اور ٹیکنالوجی کی تعلیم ہی ہمیں اس قابل بناسکتی ہے کہ ہم دنیا کا مقابلہ کر سکیں۔

There are many kinds of education. Every education has its own place. But the progress of a country is conditioned with technical education. Quaid-e-Azam laid stress on getting technical education in his speeches. Skilled individuals can only be provided by technical education. Skilled individuals are of the greater importance in the progress of any country. It is an age of science and technology. Only the education of science and technology can enable us to compete the world.

(11) قائد اعظم ہمارے عظیم رہنما تھے۔ پاکستان کے بانی تھے۔ انہیں اپنی قوم پر پورا اعتماد تھا۔ وہ جانتے تھے کہ مسلمان ایک عظیم قوم ہیں۔ اپنی ایک تقریر میں انہوں نے کہا کہ میں مسلمانوں سے اپنی کتابوں کو وہ کسی پر انحصار نہ کریں، انہیں اپنی قوم پر انحصار نہ کرنا چاہیے۔ مسلمان بہت قوت اور طاقت رکھتے ہیں، انہیں بہت سادہ کام کرنا ہے۔ ہمارے مخالف نہیں دبانے کی کوشش کریں گے۔ مجھے یقین ہے کہ ہم ہر مشکل کا مقابلہ کر سکتے ہیں۔ میں ایک متحدہ قوم بن جانا چاہیے۔

Quaid-e-Azam was our great leader. He was the founder of Pakistan. He had a great trust in his nation. He knew that the Muslims are a great nation. In one of his speeches, he said, "I appeal to Muslims not to depend on anyone rather they should

depend on their own power. Muslims hold a great power and strength. We are bound to do a lot of work. Our adversaries will try to crush us down. I believe that we can face every difficulty. We should become a united nation."

(12) علامہ اقبال ہمارے قومی شاعر ہیں۔ وہ پاکستان میں پیدا ہوئے۔ ابتدائی تعلیم بھی وہاں ہی سے حاصل کی۔ اس کے بعد لاہور چلے آئے۔ جہاں سے انہوں نے فلسفہ میں ایم۔ اے کیا۔ کچھ دنوں گورنمنٹ کالج میں پروفیسر بھی رہے۔ پھر وہ انگلستان چلے گئے۔ انگلستان سے واپسی پر انہوں نے لاہور میں وکالت شروع کر دی۔ لیکن انہیں یہ کام پسند نہ تھا۔ ان کی زیادہ دلچسپی شاعری اور قومی مسائل میں تھی۔ جب وہ سوچتے کہ تمام دنیا میں مسلمان غریب، جاہل اور پسماندہ ہیں۔ تو انہیں دکھ ہوتا۔

Allama Iqbal is our national poet. He was born in Sialkot. He got his early education from there too. Then he came to Lahore. From there, he did his M.A. in Philosophy. He served as a professor in Govt. College for a few days. Then he went to England. After returning from England, he started practice as a lawyer in Lahore. But he did not like this profession. He was much interested in poetry and national problems. He was grieved to think that the Muslims all over the world are poor, ignorant and backward.

(13) کھیل صحت کے لیے بہت اہم ہوتی ہیں۔ لہذا کھیلوں کے لیے سہولتیں ہونی چاہئیں۔ کھیلوں ہمارے تمدن کا ایک اہم حصہ ہیں۔ اس لئے حکومت کو چاہیے کہ کھیلوں کے فروغ کے لیے کھیل کے میدان سہیا کریں۔ کھیلوں کا سامان سستا بننا چاہیے۔ ہمارے کھلاڑیوں نے اعلیٰ کھیل کے ذریعے قوم کا نام روشن کیا۔ اس سال سینگ۔ گیمز اور پاک بھارت کرکٹ پر میں ان سے یہی توقعات وابستہ ہیں۔

Games and sports are very important for health. Therefore, there should be facilities for them. Games are an important part of our civilization. Therefore, the Govt. should provide sports ground for

their promotion. The sports goods should be cheaper. Our players raised the name of our nation through their superior pattern of games. This year such expectations are attached with SAF Games and Indo - Pak cricket series.

(14) مغربی دنیا نے سائنس اور ٹیکنالوجی میں کافی ترقی کی ہے۔ مشرق میں پاکستان اور بھارت کی ان میدانوں میں آگے بڑھ رہے ہیں۔ پاکستان اور بھارت دونوں جو ہری طاقتیں ہیں اور ان کے ایک بڑے شاہ کن، اختیار موجود ہیں۔ وقت کا تقاضا ہے کہ یہ ملک اپنے تمام مسائل بات چیت کے ذریعے حل کریں اور اپنے مسائل کو سائنسی ترقی اور عوام کو تعلیم دینے پر ترجیح کریں۔ اس سلسلے میں موجود دونوں ملکوں کے اقدامات حوصلہ افزاء ہیں۔

The western world has made a great progress in science and technology. In the Eastern world, even Pakistan and India are advancing forward in these fields. Pakistan and India are atomic powers and they possess weapons of mass destruction. It is the need of the hour that these countries should resolve their matters through dialogue and they should spend their resources on the scientific development and on the education of their people. In this content, the steps of both the present governments are encouraging.

(15) اچھی صحت برقرار رکھنے کے لیے صبح سویرے اٹھنا بہت ضروری ہیں۔ صبح کی ورزش اور سیر مارا دن آپ کو چاق و چوبند رکھتی ہے۔ صبح کی ٹھنڈی اور تازہ ہوا قدرت کی بہت بڑی نعمت ہے۔ اگر لڑکوں کو صحت مند شخص کو صبح کے وقت کھانا تین میل ضرور پھل چلنا چاہیے۔

It is very necessary to get up early in the morning to maintain good health. The morning walk and the morning exercise keep you smart and active through out the day. The cold and fresh air of the morning is a very great blessing of nature. According to the

Doctors; "Every healthy man should walk on foot at least 3 kilometers in the morning time."

(16) ٹریفک کے قوانین کا احترام کرنا ہمارا فرض ہے۔ ایسا کرنے سے بہت سے حادثات سے بچ سکتے ہیں۔ نو جوانوں کو اس طرف توجہ دینی چاہیے۔ اگر آپ حادثات کا بخور جائزہ لیں، تو یہ حقیقت بالکل واضح ہو جاتی ہے کہ اکثر یہ حادثات صرف ٹریفک کے قواعد پر چلنے سے پیش آتے ہیں

It is our duty to respect traffic rules. By doing so, we can avoid many accidents. The young people should pay attention towards it.

This reality becomes quite clear that often these accidents occur only and only on account of not abiding these traffic rules.

(17) سخت محنت کا پانی کتنی ہے۔ سخت محنت سے عظمت حاصل ہوتی ہے۔ کام کے بغیر کبھی مسائل نہیں ہو سکتے۔ دنیا میں جو لوگ بھی کامیاب ہوئے ہیں، وہ تمام محنت تھے۔ دونا کا ہمارا قصور ہے کہ اس محنت کی کڑواہٹ سے۔ وہ محنت بہت پیڑھے ہو کر بڑھ کر آئے ہوئے ہیں، مگر محنت حاصل کرنا چاہتا ہے۔

Diligence is the key to success. Hard work leads to dignity.

Nothing can be gained without work. All those persons who have succeeded, were industrious workers. They used to perform their work with regularity and sincerity. The man who wants to achieve his aim by shunning hard work is a stupid person.

(18) آبادی کے تیز اضافے نے بہت سی مشکلات پیدا کر دی ہیں۔ لوگ چھوٹے گھروں میں اپنے کنبوں کے ساتھ رہنے پر مجبور ہیں۔ بچوں کو کھیلنے کے لیے کوئی جگہ نہیں ملتی۔ کالج اور سکول تعداد میں ناکافی ہیں۔ ذرائع آمد و رفت کی سہولتیں آبادی کے دباؤ کو نہیں سہہ سکتیں۔ اس لیے بہت سے بچے تعلیم کے بغیر ہی رہ جاتے ہیں۔

The rapid growth of population has created many difficulties.

The common people are bound to live in their small houses with their families. Their children do not get any vacant place for

playing. The schools and colleges are not sufficient in number. The facilities of the means of transportation cannot tolerate the pressure of population. That is why many children remain uneducated.

(19) پاکستان نے کھیل کے میدان میں کافی نام پیدا کیا ہے۔ خصوصاً باکس اور کرکٹ میں ہمارے کھلاڑیوں نے کافی کامیابیاں حاصل کی ہیں۔ ٹیکو ایٹس میں پاکستان کی برتری مسلم ہے۔ اور کرکٹ میں ہمارے کھلاڑیوں نے مقابلے میں دنیا بھر میں دلچسپی سے دیکھے جاتے ہیں۔ اب ٹی۔وی نے ان باتوں کو اور مقبول بنا دیا ہے۔

Pakistan has gained a great fame in the field of sports. Especially in hockey and cricket, our players have attained great success. Pakistan's superiority in squash is continuous. In cricket, our matches with India are watched on T.V with great interest all over the world. Now T.V has made these matches more popular.

(20) ایک اچھے شہری کا فرض ہے کہ وہ قانون کا احترام کرے۔ ٹریفک قوانین کی پابندی کرے۔ ہر قسم کا ٹیکس ادا کرے۔ اور دوسرے شہریوں کی جان و مال کی حفاظت کرے۔ اپنے ملک سے محبت کرے اور وطن کی ترقی کے لیے ہر قسم کی قربانی کے لیے تیار رہے۔

It is the duty of a good citizen to respect Law, to respect the traffic rules, to pay every type of tax, to protect the life and property of other citizens, to love his country and to remain prepared for every type of sacrifice for his motherland.

(21) علامہ اقبال 9 نومبر 1877ء کو سیالکوٹ میں پیدا ہوئے۔ انہوں نے سیالکوٹ سے ایٹس اے اور گورنمنٹ کالج لاہور سے ایٹس اے کے امتحان پاس کیے۔ اقبال اس صدی کے بہت بڑے شاعر ہیں۔ انہوں نے 1938ء میں وفات پائی اور بادشاہی مسجد لاہور کے قریب دفن ہوئے۔

Alama Iqbal was born on 9th November, 1877 in Sialkot. He

passed his F.A exam in Sialkot and M.A Philosophy Exam from Govt. College, Lahore. Allama Iqbal is the greatest poet of this century. He wrote many thousands of verses in both Urdu and Persian languages and gave new life to the Muslims in his poems. He died in 1928 and was buried at the footsteps of the Badshahi Mosque.

(22) خلفائے راشدین نہایت سادہ زندگی بسر کرتے تھے۔ وہ معمولی غذا کھاتے اور سادہ لباس پہنتے تھے۔ انہیں کوئی خاص مراعات حاصل نہ تھیں۔ وہ جانتے تھے کہ انہیں خدا کے سامنے اپنے اعمال کا جواب دینا ہے۔ وہ عوام کے سامنے جھجک رہتے تھے۔ وہ ہر کاری خزانے سے صرف اتنی رقم لیتے تھے جو محض ان کے گزارا کے لیے کافی ہوتی تھی ان کے کپڑوں پر پھوند لگتے تھے۔ ہمیں صدق دل سے دعا کرنی چاہیے کہ پاکستان کو خوش قسمتی سے کوئی ایسا حاکم مل جائے جو اسے لوٹنے کی بجائے اس کی تعمیر و ترقی کے لیے کچھ کر دکھائے۔

The Rashidi Caliphs passed a very simple life. They ate ordinary food and wore simple dress. They were not entitled to special privileges. They knew that they were answerable before Allah for their actions. They were also answerable before the people. The Rashidi Caliphs received from the Government Treasury only that amount of money which was sufficient for their existence. They had patches in their clothes. We should pray to Allah most earnestly that Pakistan might get such a ruler who may show some work of construction and development instead of robbing it.

(23) ٹریفک کے قوانین کا احترام ہمارا فرض ہے۔ ایسا کرنے سے ہم بہت سے حادثات سے بچ سکتے ہیں۔ نو جوانوں کو اس طرف توجہ دینی چاہیے۔ اگر آپ حادثات کا انحصار جائز نہیں تو حقیقت بالکل واضح ہو جاتی ہے کہ اگر یہ حادثات صرف اور صرف ٹریفک کے قواعد پر نہ چلتے ہیں۔

It is our duty to abide by the traffic rules. We can be saved from many accidents by doing so. The youngsters should pay attention towards that. If we analyse the accidents keenly, this fact is clarified that such accidents are oftenly occurred due to the violation of Traffic rules.

(24) ہاکی پاکستان کا قومی کھیل ہے۔ پاکستانی فلم نے ہاکی کے میدان میں بہت شہرت حاصل کی ہے۔ پاکستان کی مرتبہ عالمی کپ جیت چکا ہے۔ اور کئی مرتبہ عالمی چیمپئن بھی کر رہا ہے۔ آج کل اس شعبے کو نظر انداز کیا جا رہا ہے۔ کوئی ہونی عظمت حاصل کرنے کے لیے سخت محنت کی ضرورت ہے۔

(24) Hockey is a national game of Pakistan. Pakistani team has won a great fame in the field of Hockey. Pakistan has won world cup many times and also has been Olympic champion for many times. This department is being neglected now-a-days. An intensive labour is needed to gain the lost glory.

(25) جون جولائی کے مہینوں میں گرمی اپنے عروج پر ہوتی ہے۔ سورج آگ برساتا ہے۔ درخت اور پھول مرجھا جاتے ہیں۔ جانوروں کا گرمی اور پیاس کے مارے برا حال ہوتا ہے۔ دوپہر میں لوگ گھروں میں رہتے ہیں۔ سڑکیں دیران ہو جاتی ہیں لوگ بارش کی دعائیں کرتے ہیں۔ اللہ تعالیٰ اپنے بندوں پر رحم فرماتے ہیں۔ دیکھتے دیکھتے بارش ہونے لگتی ہے۔

It is the peak of hot in the months of June & July. The sun scatters fires. The trees and flowers become dead. The animals are suffered due to heat and thirst. The people stay indoors at noon. The roads become lonesome. The people pray for rain. Allah Almighty showers his kindness on His people. It starts raining quickly and the people thank Allah.

(26) پاکستان ایک ترقی پریم ملک ہے پاکستان نے پچھلے 60 سالوں میں مختلف میدانوں میں کافی ترقی

کے ہے۔ آج ہم چین کے تعاون سے لڑا جہاز بنا رہے ہیں۔ ہمیں اپنا قیمتی نظام بہتر کرنا چاہیے۔ اس طرح ترقی کر سکتے ہیں۔

Pakistan is an underdeveloped country. Pakistan has made a great progress in different fields during last 60 years. Now we are preparing jet planes with the collaboration of China. We should improve our education system. In this way we can make further progress.

(27) فنی تعلیم صنعت کاری کے لیے لازمی ہے۔ انکی اہمیت میں دن بدن اضافہ ہو رہا ہے۔ ایک فنی ماہر کی خاص شعبے میں تعلیم تربیت حاصل کرتا ہے۔ وہ کسی فیکٹری میں کام کر سکتا ہے۔ وہ اسٹاکس کاروبار خود چلا سکتا ہے۔ پاکستان کی ترقی میں فنی اداروں سے تعلیم یافتہ لوگوں کا ایک بہت بڑا حصہ ہے۔ بہت سے فنی لوگ بیرون ملک کام کر رہے ہیں اور وہ ہر سال ایک بہت بڑا زر مبادلہ ملک کو بھیجتے ہیں۔ حکومت کو چاہیے کہ وہ فنی تعلیم پر اور زیادہ توجہ دے۔

Technical education is necessary for industrialisation. Its importance is increasing day by day. A technician gets education in a specific. He can do work in a factory. He can run his business himself. The well trained people from technical institutes play a vital role in the progress of Pakistan. Many technical people are working in abroad and they send a lot of money to the country every year. The Govt. should pay more attention to the technical education.

(28) ہمارے ملک کاسب سے بڑا مسئلہ یہاں کا معاشی نظام ہے۔ ایل طرف تو امیر ترین لوگوں کا طبقہ ہے جو ملک کی آبادی کا پانچ فیصد بھی نہیں۔ دوسری طرف کروڑوں عام لوگ ہیں جو بہت غریب ہیں۔ درمیان میں کافی بڑا استوا سط طبقہ ہے جو امیر ہے نہ غریب نہ زیادہ قابل استوار۔ مسلمان، دوکلی، ڈاکٹر، انجینئر، مشہور کھلاڑی اور فنکار اس سے قطع رکھتے ہیں۔ ہمارا فنی اور معاشی ترقی کا دار و مدار اس پر ہے۔ ہمیں اس کی قدر کرنی چاہیے۔ اور اسے ترقی کے زیادہ سے زیادہ مواقع فراہم کرنے چاہئیں۔

The greatest problem of our country is its social system. on one hand, there is a group of richest people who are not 5% of the population of the country. While on the other hand, there are crores of people who are very poor. In between, there is a very large middle class which is neither rich nor poor. Most of the competent teachers, scientists, lawyers, doctors, engineers, well known players and artists belong to this class. Our mental and cultural development depends on it. We should respect it and also provide it more and more chances for advancement.

(29) طلباء کی پرورش اور رہنمائی میں اساتذہ اور والدین ایک ایک کردار ادا کرتے ہیں۔ والدین بچوں کو تعلیم اور شفقت سے پرورش کرتے ہیں اور سخت محنت کی کمانی ہوئی روزی ادا کرنے پر توجہ دیتے ہیں۔ طلباء پر ذمہ داری ماموں ہوتی ہے کہ وہ والدین کے فراموش کردہ امور سے احتیاط کریں کیونکہ وہ انہیں علم کی روشنی عطا کرتے ہیں اور اچھے اور بُرے کی پہچان کرنا سکھاتے ہیں۔

The teachers and the parents play an important role in the brought up and guidance of the students. Parents bring up their children with love and care and also spend on them their well-earned income. So it becomes the duty of the students to obey their parents, also respect their teachers whole heartedly because they enlighten them with knowledge & also teach them the difference between right and wrong.

(30) مظفر آباد ڈاکٹر کا گھرانہ ایک خوش نصیب گھرانہ ہے۔ اس میں کئی خوبصورت وادیاں ہیں مثلاً علیہم، لیلیہ اور وادی جہلم۔ سب سے خوبصورت وادی جہلم ہے۔ جس میں دریائے جہلم بہتا ہے اس کا خوبصورت ترین علاقہ شامراہ اور کیل ہے۔ یہاں لکڑی بہت قیمتی ہے جو پورے ملک میں خاص اہمیت کی حامل ہے۔

Muzafarabad is the capital of Azad Kashmir. Kashmir is alike

paradise. There are many beautiful valleys in it e.g. Neelum, Leepa and Jehlum valley. Neelum valley is the most beautiful in which river Neelum flows. Sharda and keel are its most beautiful regions. Its wood is very costly which is of the greater importance all over the country.

Chapter # 14**Letter & Application writing****Letter writing:**

Letter writing is an important activity of civilized society. A letter is a "Paper representative" of the writer. It reflects our perception & emotions. Letters to relations & friends are called "Social Letters". These are written in an easy & conversational style. Such letters may reflect a variety of tones & moods like humour, irony, seriousness or sentimentality depending upon the situation and the relation between the writer and the reader. In short, letters have souls and they speak out the mind of the writer.

Parts of a Social Letter**1 Heading:**

Examination Hall,
(City) A. B. C.
August 07, 2013.

2 Salutation:

Dear Father, Dear Friend

3 Main Body:

The message or matter of the letter.

4 Closing of subscription:

The Formal Phrase

Yours.....,

5 Signature:

X.Y.Z.

Important Salutations & Subscriptions

Relation	Salutation	Subscription
Blood relation (Elder to the writer)	My dear Father, Brother, Sister, Uncle, Aunt etc...	Yours affectionately, Yours lovingly, Your loving Brother, Nephew, Niece, son, Daughter, etc...
Blood relation (Younger than the writer)	Dear (name) My dear (name)	Yours affectionately,
Close friend	Dear (name) My dear (name) dear Friend,	Yours sincerely, Your Sincere friend,
Strangers	Dear Sir, Dear Madam,	Yours sincerely, Yours truly,
Persons known to you but not friends.	My dear Mr. (name) My dear Mrs. (name)	Yours truly, Truly yours,
Subordinate to boss	Respected Sir, Respected Madam,	Yours obediently, Yours respectfully,

(1): A letter to mother who is worried about your health.

Examination Hall,
(City) A.B.C.
September 11, 2015.

My Dear Mother,

A.A. I am happy and hope you will be in the same condition. I received your kind letter last week. You have inquired me about my health. I had fever because of cold. That's why I could not write you earlier. Now I am quite fine. You need not worry about my health. I am also taking good care of my diet and exercise. I am going to college regularly. I hope that after such assurances, you will stop worrying about me.

I miss you all. Pay my most regards to father and love to the younger.

With best wishes.

Your loving Son,
X.Y.Z. **170**

(2): A letter to father requesting him to send some extra money for payment of hostel dues.

Examination Hall,
(City) A.B.C.
September 11, 2015.

My Dear father,

A.A. I am happy and hope you will be in the same condition. I received your kind letter last week. You have inquired me about my health and studies. I was busy in my exams. That's why I could not reply you earlier. You will be glad to know that I have done very well in my exams and hoping A+ grades in all subjects.

I have to pay my hostel dues and also need money to buy some new books. Please send me Rs. 2500 only.

I miss you all. Pay my most regards to mother and love to the youngsters.

With best wishes.

Your loving son,
X.Y.Z.

(3): A letter to sister congratulating her on her success in the exams.

Examination Hall,
(City) A.B.C.
September 11, 2015.

Dear Javaria,

A.A. I am happy and hope you will be in the same condition. I have received your letter today in which you have informed me about your success in the exams. Kindly accept my heartiest congratulations on your brilliant success. I am very glad to know that you have secured "A" grade. I am very proud of having a very intelligent and hardworking sister. It is the blessing of Allah. I hope that you will work more efficiently and devotedly in the year.

I miss you all. Pay my most regards to mother and father and love to the youngsters.

With best wishes.

Your loving brother,
X.Y.Z.

(4): A letter to friend congratulating him on his birthday.

Examination Hall,
(City) A.B.C.
September 11, 2015.

Dear Umar,

A.A. I am happy and hope you will be in the same condition. I am very much pleased to know that you are going to celebrate your birthday on the 10th of this month. I congratulate you on your birthday. May you live long and enjoy the blessings of Allah. I have purchased a gift for you but I want to give it to you personally. Currently I am busy in my tests. I will visit your city as soon as possible and give your gift to you.

I miss you all. Pay my compliments to aunt and uncle and love to the youngsters.

Wishing you the best.

Yours sincerely,
X.Y.Z.

(5): A letter to friend requesting him to spend spring holidays with you

Examination Hall,
(City) A.B.C.
September 11, 2015.

Dear Naveed,

A.A. I am happy and hope you will be in the same condition. As you know that our colleges will close on the 1st of June for the Spring holidays. You had decided to spend these holidays with me. Therefore, I am reminding you your promise. Weather is very pleasant here. Please come to Islamabad as soon as possible. We shall visit to Murree and see the snow-covered hills. I and my family are waiting for you.

I miss you all. Pay my compliments to aunt and uncle. With best wishes.

Yours sincerely,
X.Y.Z.

(6.): Letter to friend congratulating him on the marriage of his sister.

Examination Hall,
(City) A.B.C.
November 15, 2015

Dear Ahsan,

A.A. I am happy and hope you will be in the same condition. I am very much pleased to learn about the marriage ceremony of your younger sister. Accept my heartiest congratulations on this pleasant occasion. May Allah bless her! I have received your invitation card. Now days I am busy in my final exams and will not be able to enjoy the ceremony. You are my good friend and hope that you will not mind it.

Pay my compliment and congratulations to all the family members.

With best wishes.

Yours sincerely,
X.Y.Z.

(7): A letter to friend condoling the death of his father

Examination Hall,
(City) A.B.C.
November 15, 2015.

My dear Safdar,

A.A. I have just heard the sad news of the death of your father. It is indeed an irreparable loss. There is no alternate of such a great personality. God may give you enough patience to bear this loss. Everyone is to die sooner or later. Man is helpless before the will of God. We can do nothing but pray for the departed soul. I am highly grieved at this death. May Allah bless your father's soul with eternal peace!

With deepest sympathy.

Yours sincerely,
X.Y.Z.

(8): A letter to brother advising him to take interest in studies.

Examination Hall,
(City) A.B.C.
November 15, 2015.

Dear Ahsan,

A.A. I received a letter from father yesterday. I was very much surprised to know about your failure in final exams. It was a matter of worry and shame.

I feel my duty to mention you your faults and reasons of failure. You have wasted your precious time in chatting and playing cricket. You should get lesson from your failure and should not waste your time in useless activities. You should arrange your time table and work hard like good students. I hope you will pay heed towards my advice.

Wish you best of luck in your upcoming exams.

Your loving brother,
X.Y.Z.

(9): A letter to brother advising him to improve his health.

Examination Hall,
(City) A.B.C.
November 15, 2015.

Dear Rizwan,

A.A. I have come to know that you have started working hard soon after your illness. You study till late at night and not paying proper attention towards your health. No doubt your examination is at hand and you are working day and night to get A+ grade. You know health is wealth and there is no alternate of health. First take care of your health then your studies. I hope that you will catch my words to enjoy good health.

Wish you best of luck.

Yours sincerely,
X.Y.Z.

(10): A letter to friend inviting him to your brother's marriage.

Examination Hall,
(City) A.B.C.
November 15, 2015.

Dear Umar,

A.A. You will be glad to know that the marriage of my elder brother is going to be held on the 20th of this month. The marriage procession will leave for Multan in a bus at 9 a.m. We shall be back before sunset. Father & mother have specially asked me to invite you on this occasion.

Awaiting your kind participation.

Yours sincerely,
X.Y.Z.

Some Important Applications**1. Application For Sick Leave.**

The Chairman,
Department of Islamic Studies,
The Islamia University of Bahawalpur.

Subject: **Application For Sick Leave**

Sir,

It is stated that I have been suffering from fever for two days. So I cannot attend the college. Kindly grant me leave for three days from (May 2, 13 to May 4, 13).

I shall be very grateful to you for this act of kindness.

Yours Obediently,
X.Y.Z.

2. Application for Urgent Piece Of Work.

The Chairman,
Department of Islamic Studies,
The Islamia University of Bahawalpur.

Subject: Application For Urgent Piece of work.

It is stated that I have an urgent piece of work at home. So I cannot attend the college. Kindly grant me leave for 3 days from (May 2, 13 to May 04, 13).

I shall be very grateful to you for this act of kindness.

Yours Obediently,
X.Y.Z.

3. Application For Medical Leave

The Chairman,
Department of Islamic Studies,
The Islamia University of Bahawalpur.

Subject: **Application for Medical Leave**

Sir,

It is stated that I have been suffering from fever for 2 days. The doctor has advised me to take bed rest. I am also feeling weakness and cannot attend the college. Kindly grant me leave for one week from (15-09-13 to 21-09-2013) on medical grounds. My medical certificate is also attached with the application.

I shall be very grateful to you for this act of kindness.

Yours obediently,
X.Y.Z.

4. Application For Shortage of Attendance.

The Chairman,
Department of Islamic Studies,
The Islamia University of Bahawalpur.

Subject: **Application for Shortage of Attendance**

Sir,

It is stated that I had been suffering from fever for 10 days. So I could not attend the college. My name has been struck off because of my shortage of attendance. My medical certificate is also attached with the application. Kindly grant me re-admission.

I shall be very grateful to you for this act of kindness.

Yours Obediently,
X.Y.Z.

5. Application For Fee Concession.

The Chairman,
Department of Islamic Studies,
The Islamia University of Bahawalpur.

Subject: **Application For Fee Concession.**

Sir,

It is stated that I am a regular student of your college. I have got 1st division in Matric. But I cannot afford the college dues because my father is very poor. He has to support a very large family. Kindly grant me full fee concession.

I shall be very grateful to you for this act of kindness.

Yours Obediently,
X. Y. Z.

6. Application For Grant Of Scholarship

The Chairman,
Department of Islamic Studies,
The Islamia University of Bahawalpur.

Subject: **Application For Grant Of Scholarship**

Sir,

It is stated that I am a regular student of your college. I have got 1st division in Matric and also fond of studies. But I cannot afford the college dues because my father is a very poor man. He has to support a very large family. Kindly grant me scholarship to continue my studies.

I shall be very grateful to you for this act of kindness.

Yours Obediently,
X. Y. Z.

7. Application For the Grant of Character Certificate

The Chairman,
Department of Islamic Studies,
The Islamia University of Bahawalpur.

Subject: **Application For the Grant of Character**

Certificate

It is stated I had been a student of your college during the session 2010-12. I have passed my examination of F.Sc. with first division under Roll No. 1906. Now I am applying for job for which I need character certificate. Kindly grant me character certificate and oblige.

I shall be very grateful to you for this act of kindness.

Yours Obediently,
X. Y. Z.

8. Application For Remission of Fine

The Chairman,
Department of Islamic Studies,
The Islamia University of Bahawalpur.

Subject: **Application for Remission of fine**

Sir,

It is stated that I had been suffering from fever for 10 days. So I could not attend the college. There was nobody to carry my application to the college. I have been fined Rs. 100/- because of my absence from the college. My medical certificate is also attached with the application. I request you to remit my fine kindly.

I shall be very grateful to you for this act of kindness.

Yours obediently,
X. Y. Z.

9. Application For Misconduct

The Chairman,
Department of Islamic Studies,
The Islamia University of Bahawalpur.

Subject: **Application for misconduct**
Sir,

It is stated that I am a student of 1st Year in your college. I am a very regular and punctual student. I always get good marks in class test. But unfortunately, yesterday I had an encounter with my Math Teacher unconsciously. Now I have apologized for my misbehavior. He has also forgiven me literally. So I request you to accept my excuse for my misconduct.

I shall be very grateful to you for this act of kindness.

Yours Obediently,
X.Y.Z.

10. Application For Job

The Chairman,
TEVTA,
Lahore.

Subject: **Application For The Post of Lecturer**

In English

Sir,

Kindly reference to your advertisement on the subject appeared in the Daily "Jung" on November 15, 2013.

I hereby apply for the said post and hope that you would provide me a chance to serve your college.

Attested copies of required documents are enclosed herewith for your perusal please. My Bio - Data is as under:

Name	:	A.B.C.
Father's Name	:	X.Y.Z.
Religion	:	Islam.
Domicile	:	Punjab

Date of Birth : 11-08-1980

Height : 5'9"

Address : 13/A Defence Avenue
Bahawalpur.

Academic Qualification

Division	Year	Institute
1 st	1996	Govt. School
1 st	1998	Govt. College
1 st	2000	Govt. College
2 nd	2003	I.U.B.

Experience:

Three Years relevant experience.

I am fond of this job. So I once again request you to provide me a chance to serve your college.

Hoping for your favorable response.
Thanks.

Yours Truly,
X.Y.Z.

Chapter # 15

Story Writing

Story writing is an art which requires a consistent practice. Stories can be real as well as imaginary. They teach us practical wisdom. While writing a story, we should keep in our mind following key points:

- The vocabulary of the story should be simple & easy to understand.
- It must be written in the past tense.
- The title & the moral of the story must be given just to teach the lesson.
- Try to keep the sequence of the story intact.
- Where possible, introduce interesting conversation which should be written in "Direct form".
- The plot & the main points of the story must be clear.
- The conclusion of the story is very important. So the ending should have a bit of surprise.
- See whether your work is grammatically correct & in good simple English or not.
- Revise it & rewrite it, until it is up to your mark.

So in the light of above mentioned points, a general structure of a story should be as under:

Opening Sentences:

- One Day ...
- Once there was a ...
- Once upon a time, there was a ...
- Direct start (There lived a wood-cutter)

Body of the story:

Here the incidents & the events are elaborated in a simple, easy & brother language.

Ending Sentences:

- The story proves that ...
- In the end, we may say that ...
- The core & crux of the story is that ...
- In nut shell, we may say that ...
- The nucleus of the matter is that ...

Some important Stories

A Thirsty Crow.

It was a hot summer noon. A crow felt very thirsty, because he had no water to drink for many hours. He flew here and there in search of water, but he could not find it in his neighbourhood. All of a sudden he caught a sight of a pitcher in a garden. The crow flew up to it and found that it was half full of water. He tried to drink water but could not because the water was too low. He was disappointed because he did not know how to quench his thirst. The crow did not use his heart and thought of a plan. He flew to the nearest ground returned with a small pebble in his beak. He dropped it into the pitcher and flew away to bring another. In this way he dropped many pebbles into the pitcher. Slowly the water began to rise. After a while it rose to the mouth of the pitcher. The crow drank it to his heart's desire and flew away happily.

Morals:

- Necessity is the mother of invention.
- Where there is a will, there is a way.
- God helps those who help themselves.
- No pains, no gains.
- He, who seeks, finds.
- Nothing seek nothing find.
- Nothing venture nothing have.
- Fortune favors the brave.
- Hard work pays.
- Try, try again.
- Hard work never goes unrewarded.
- Constant struggle is a key to success.

(2.) The Foolish Stag:

Once a stag was drinking water at a pool. The water in the pool was very clear. The stag saw his reflection in the water. He was pleased to see his beautiful horns and admired them. He also saw his lean and thin legs and badly hated them.

them he heave a sigh and said, "It is unfortunate to have beautiful horns with ugly legs". All of the sudden the heard the hunter's horse and the howls of hounds. A pack hounds was coming towards him. The stag was filled with fear. He ran as fast as he could to save his life. His thin and ugly legs were of great help to him. They carried him away from the hunter and the hounds. While he was running, he passed through bushes, thickly growing in that part of the forest. Unfortunately, his long horns caught up in one of the bushes. He struggled hard to get free but all in vain. Soon he was over taken by the horns. His beautiful horns of which he was so proud brought about his death. The hounds fell upon him and tore him into pieces.

Morals:

1. All that glitters is not gold.
2. Pride hath a fall.
3. Appearances are often deceptive.
4. Never judge by appearances.
5. Don not find faults with the ways of nature.
6. Vanity has a fall.
7. Handsome is that handsome does.

(3.) A Wood-Cutter & His Axe.

Once there was a woodcutter. He daily went to the jungle, cut wood, sold it and earned money. One day he was cutting wood near the bank of a river. By chance, his axe slipped, fell into the river and was lost. He was very sad because he did not know how to swim. He began to weep over his loss. Suddenly, an angel appeared there and asked what the matter was. The woodcutter said, "My axe fell into the river. I do not know how to swim." The angel was moved to hear this. He jumped into the river and dived into the deep water. After a while, he brought out a golden axe. The woodcutter refused to accept it. The angel dived again and brought out a silver axe. The woodcutter was not ready to accept it. The angel dived for the third time and brought out an iron axe. The woodcutter cried with joy and said, "Here comes mine!" The angel was very pleased with the woodcutter at his

honesty. He gave him other two axes as a reward for his honesty and disappeared.

Morals:

1. Honesty is the best policy.
2. Honesty never goes unrewarded.
3. Honesty always pays.
4. Virtue is its own reward.
5. Virtue is always rewarded.

(4.) A Hare & A Tortoise.

Once there lived a hare and a tortoise in a forest. They were very fast friends. The hare was very proud of his speed. He used to laugh at the laziness of the tortoise. One day the tortoise took it ill and challenged the hare to have a race. The hare laughed to listen this and accepted the challenge. Both of them fixed the top of a distant hill as the destination. The race started on the appointed date. The hare ran as fast as he could and soon he was out of sight. On the way the hare thought "The tortoise will be far behind. Let me take rest for a while." Thinking this, he lay down under a shady tree and was soon fast asleep. The tortoise could not run fast but he did not lose heart. The tortoise walked on slowly and steadily. He saw the hare sleeping on the way but he passed him silently.

The tortoise was dead tired but he did not stop. At last he reached the winning spot. After a long time, the hare woke up. The sun was setting and he wasted the whole day in sleeping. He thought that the tortoise would be still far behind. He ran as fast as his legs could carry him. When he reached the winning spot, he was much ashamed to find the tortoise there. He decided not to make fun of his friend in future.

Morals:

1. Slow & steady wins the race.
2. Never make fun of others.
3. Pride hath a fall.
4. Do not laugh at others.
5. Nothing succeeds like success.

(5.) A Dog & His Shadow.

Once upon a time, there was a dog. He was very hungry. He stole a piece of meat from a butcher's shop. Then he ran away to save himself and the piece. He wanted to enjoy this piece alone. After a short distance, he reached a stream. He stopped for a while on its bridge and looked at the flowing water under-neath. He saw his own reflection in its clear water. He took it for another dog with a larger piece of meat in his mouth. He could not bear the sight. He decided to snatch the same piece. He barked at the dog in the water. As he opened his mouth, his own piece of meat fell into the water. In this way, he lost his own and did not get the other. So he had to go home hungry. He was greedy. That's why he was a loser.

Morals:

1. Greed is a curse.
2. Something is better than nothing.
3. All covet, all lose.
4. Never be greedy.
5. A bird in hand is better than two in the bush.
6. As you sow, so shall you reap.

(6.) The Lion & The Mouse.

Once upon a time, there lived a lion in a jungle. He was taking rest under a big tree. A small mouse also lived in a hole nearby. He started jumping over the lion's body again and again and disturbed him in his sleep. The lion felt so much disturbed and woke up. He got angry and decided to punish the mouse for his mischief. He caught the mouse in his paw and was going to crush him. At once the mouse said, "Please sir, pardon me. I may be of some use to you some day." The lion was amused and let the mouse go. After a few days, the lion was caught in a hunter's strong net. In spite of all his efforts, he could not free him self. Being helpless, he started roaring. By chance, the mouse came there and started gnawing the net with his sharp teeth. Soon the lion got free. Now the lion realized that sometimes even a little friend can be of a great help.

Morals:

1. Do good and have good.
2. Make friends as many as you can.
3. Virtue is its own reward.
4. Virtue is always rewarded.
5. One good turn deserves another.
6. Even an insignificant creature may be of great help.
7. Kindness never goes unrewarded.
8. Forgiveness is the best way of revenge.
9. No one is too small to help others in the hour of need.

(7.) The Wolf & The Lamb.

Once open a time, there was a cruel, hungry and thirsty wolf. He was drinking water at a stream. He saw a little lamb drinking water far down the stream. The cruel wolf's mouth watered. He decided to hunt it. So he went near the lamb and said, "Why are you making water muddy?" The poor lamb replied, "Sir, water is coming from you to me. How can I make it muddy?" At this the wolf said, "Why did you abuse me last year?" Now the lamb meekly said, "Sir, I was not born last year. How could I abuse you?" On the basis of ill will, the wolf said, "Then it must be your mother." Saying this, he caught the lamb and tore him into pieces and enjoyed a hearty meal. So it is true that might is right.

Morals:

1. An excuse is good enough for an evil doer.
2. Might is right.
3. The cruel accepts no excuse.
4. Beware of the wicked.

(8.) A Bear & Two Friends.

Once upon a time, there lived two friends in a village. They set out on a long journey. They promised to stand by each other through thick and thin. They happened to pass through a dense forest. Suddenly they saw a big bear before them. They got frightened. One of them climbed up a tree hastily. But the other was confused. However, he remembered that the bear did not eat the dead person. So

he lay down and held his breath. The bear came nearer to him, sniffed him and went away. Then the first friend came down the tree. He cut a joke and asked his friend, "What did the bear whisper in your ear?" The other became serious and replied that the bear advised me not to trust a false and selfish friend. After saying this, he said him good bye and went his own way.

Morals:

1. A friend in need is a friend indeed.
2. Beware of selfish friends.
3. Do not rely on others.
4. Adversity is the acid test of true friendship.
5. Fair weather friends leave in the lurch.
6. Prosperity gains friends while adversity tries them.
7. Only true friends help us in trouble.

(9.) The Bee and The Dove

Once, a bee was very thirsty. She went to the river to drink some water. Suddenly she fell into the water. She was helpless and going to be drowned. A dove saw that the bee was in danger. She took pity on her. She plucked a leaf and dropped it near the bee. The bee jumped over it. She sat for a while and flew away.

After a few days, a hunter came there. He saw a dove sitting in her nest. He loaded his gun. The bee at once flew down upon his hand and stung him. He fired but missed the aim. The dove was saved and flew away. She thanked the bee for saving her life.

Moral:

1. Do good & have good.
2. Tit for tat.

(10.) A Farmer & His Three Sons

Once upon a time, a farmer lived in a village. He had three sons. They always quarreled with one another. He often advised them not to quarrel. But his advice fell flat upon them. He was worried about their future. When the old farmer was on death bed, he sent for his sons. He had a [187]

bundle of sticks with him. He asked his sons to break the bundle one by one. They all tried their best to break it but failed. They were much ashamed. Then the farmer untied the bundle and asked them to break the sticks. It was quite easy now. They broke all the sticks one by one. It was a time for the old farmer to advise them. He said that the sticks were strong when tied together and weak when they were untied. Similarly you will be strong when you are united. You will be ruined if you are separated from one another. In this way he told them the strength of unity. All the sons acted upon his advice and never quarreled again. The old farmer died in peace.

Morals:

1. Union is strength.
2. United we stand, divided we fall.
3. Be united.

(11.) A Bag of Gold.

Once there lived three friends in a village. They were very poor. They set out on a journey to try their luck. They promised to stand by each other through thick and thin. They happened to pass through a dense forest. Suddenly they found a bag full of gold. Their joy knew no bounds. They agreed to divide it equally among themselves. But every one wished to have all of it. Soon they felt hungry and sent one of them to bring food. On the way, he thought of poisoning the food to kill his other two friends. Then he returned to them full of sweet dreams. The other two were no less greedy and selfish. In his absence, they decided to kill him just to divide the gold equally. When he came back, they attacked him and put him to death. Now they were very happy without knowing the fact that the cruel death was also waiting for them. As soon as the both ate poisoned food, they were died before they could divide the gold. In this way the bag remained where it was.

Morals:

1. Greed is a curse.
2. Tit for Tat.

3. As you sow, so shall you reap.

4. Don't be greedy.

5. All covet, all lose.

6. One who digs a pit for others, falls into it himself.

7. It is bad to be selfish.

8. God punishes the evil doers.

9. Evil recoils the dead of the doer.

(12.) The king and the spider.

Robert Bruce was the king of Scotland. He was very brave and courageous. He fought many battles against the English but every time he was defeated. Once he had to run for his life. His enemies followed him but he hid himself in a cave. He had decided not to struggle any more. One day he saw a spider in the cave. It had fallen from its cobweb and was hanging by a silky thread. It tried to reach its web but slipped and fell down. The spider did not lose heart and tried again but fell down. The spider tried to climb up nine times but every time it failed. The king thought that the spider would try no more. But he was surprised to see that the spider was ready to climb up for the tenth time. This time it succeeded. It gave the king a new hope. He said to himself, "If a small spider can succeed by trying again and again, why should I not?" He came out and gathered his force. He attacked the English and this time he was able to defeat them.

Morals:

1. Constant struggle is a key to success.
2. Nothing venture, nothing have.
3. Try, Try again.
4. Fortune favors the brave.
5. God helps those who help themselves.
6. No pains, no gains.
7. There is no end of struggle.
8. He, who seeks, finds.

Chapter # 16

Essay Writing

Essay writing is an art. It is the most essential part of the academic process. Essay as a branch of literature has come to occupy a very prominent place in our literary life.

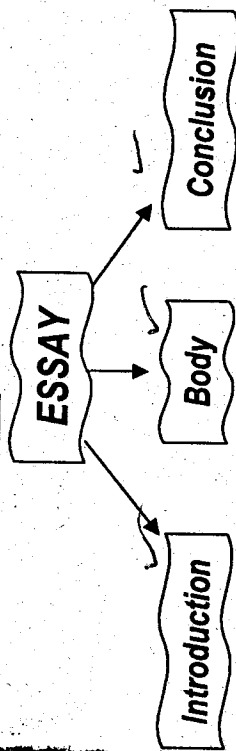
Essay means an attempt to express ideas on a given topic.

"The Concise Oxford Dictionary" defines essay as: "A literary composition on any subject, usually prose & short".

Etymologically essay means: "to weigh, to balance".

No doubt, essay is the product of our reading, observation, thinking & practice. It is also the backbone of our writing.

Structure of an Essays



1 Introduction: Every essay needs an introduction. It is the face of the essay. Therefore, it should be striking, fascinating, bright and attractive to get the reader's attention.

2 Body It is the most important part of the essay. In fact, it is the heart of the essay. Therefore, it should contain the main discussion on the subject matter in the form of paragraphs.

3 Conclusion It is the "air of finality" which flows naturally out of the essay. It is also the last impression on the reader. Therefore, it should lead the reader to an understanding of your final point of view.

In short, essay is an organic whole. So, the beginning, the middle and the end should be well knitted together.

Classification of Essays

Essays may be classified as:

- Reflective essays
- Narrative essays
- Descriptive essays

Reflective Essays

A Reflective Essay consists of the topics of abstract nature like habits, qualities, social, political, personal, religious, philosophical, theological, economic etc.

Narrative Essays

A narrative essay tells a story. It is conversational in style. It describes historical stories or legends, biographies, incidents, an accident or natural disaster, a journey, or voyage, a real or imaginary story etc.

Descriptive Essays

A descriptive essay provides the details about how something looks, feels, tastes, smells and sounds. It also describes what something is or how something happened like animals, plants, minerals, countries, towns, cities, villages, buildings, oceans, islands, mountains, various aspects of nature & manufactured articles etc.

Expository/Argumentative Essays

An argumentative essay attempts to persuade the reader to the writer's point of view. It consists of an exposition of some subject like institution, industries, scientific and literary topics etc.

Imaginative Essays

In an imaginative essay, the writer is called to place himself in an imagination of having no actual experience like "If I were the president" or "The autobiography of a pencil" etc.

Some important Essays

(1): Science And Our Life

Modern age has rightly been called the age of science. Science can be called a mixed blessing because it is neither good nor bad in itself. It is its usage which makes it good or bad. We can use it for the welfare as well as for the warfare of mankind. It is safe to say that science is a blessing in peace and a curse in war. In fact, Science has turned our life into the life of paradise because of its, 1911

many-fold inventions. Science and our life are inter linked and inseparable. It is as important for the life as soul for the body. So life without science is like a body without soul.

We are living in a highly advanced world of science. The wonders of science are many. All the progress that man has made is because of science. Science has given power, self-confidence and a new vision to man. It is because of science that today man is the master of all around him. Really science is a friend of man. It has done and doing much in the service of mankind. Modern age is an age of scientific miracles and these miracles are the product of electricity. This is the brightest feather in the cap of science. It is electricity that brings light at night. It has also become a household servant. We use it in cooking, pressing our clothes, heating and cooling our rooms. We cannot think of modern life without the electric light.

Science has also made the world a global village. It appears that the world has shrunk. Fast moving trains, buses, ships, cars and aero planes have shortened the distances. Today we fly like birds in the aero planes. Telephone, camera, VCR, and tape recorder have brought the voices and the faces of our loved one's close to us.

Science has also provided us with T.V, Radio and cinema, which not only entertain us but also educate the people.

Science has also helped us in the field of medicine. It is due to science that all the diseases have been brought under control. Such inventions of science have made life easy and safe.

Science has also changed our attitudes towards life. Now we are more realistic in our attitudes than in the past. We believe only in such things which are based on facts.

Although the blessings of science are countless yet its evils are many. The greatest evil of science is that it has made man a moral pigmy. He has forgotten God and his religion. He is leading an artificial life. Man has misused the scientific knowledge by inventing horrible weapons of war and large machine guns. Through such inventions, our life has become uncertain.

are now old friends. It has made the world a wonderland. It has brought wonders in our life. So it should be used for the welfare of mankind.

(2): Environmental Pollution

Environmental Pollution is one of the most crucial problems of the modern age. Although man has made wonderful progress in the field of science yet he feels restless due to this complicated problem. Islam lays stress on cleanliness, purity and discipline in everything. But pollution is contrary to all these values.

All of us know that air water and soil are necessary for the survival of all living beings. But unfortunately, we have polluted the atmosphere by burning so much of oil, gases and chemicals that it has destroyed the beauties of nature. In fact, polluted air causes illness and even death. Water is life. If it is impure, life itself will be at stake. So, polluted water kills fish and sea life. Polluted land reduces the fertility of soil. So the crying need of our country is to reduce environmental pollution.

This is a threat for our mental health. But people themselves are not aware of its causes, harmful effects and remedies. Public awareness in this respect can play a vital role. We must know how to dispose off our garbage properly. We should know the fact that we cannot get rid of this problem easily until we realize its harms. Another kind of pollution is noise – pollution. The sound of horns and loud music are the main sources of this type of pollution.

If we want to root out this problem from our country, we will have to take some remedial steps to control it. Some of them are as follows:

- ❖ Noisy and smoky vehicles should not be allowed on the road.
- ❖ The Govt. should make laws to prevent people from polluting the environment.
- ❖ Through print and electronic media, public awareness about causes, effects and remedies of pollution is necessary.
- ❖ Anti Pollution devices should be displayed in

all factories.

- ❖ The most important remedy of environmental pollution is to grow trees on a large scale.
- ❖ Open burning of garbage should be banned.

To sum up, we may say that we should keep our earth as sacred gift of God, free from pollution. So being a Muslim, it is our moral duty to make our environment safe, pure, healthy, neat and clean not only for us but also for our coming generations.

3: Status of Technical Education In Pakistan

Modern age has rightly been called an age of science and industry. Almost no progress is possible without industry and no industry can be established without the help of technical experts. That is why technical education is very important in the modern age. It helps us to meet the needs of the industrial age. It also makes a country rich, prosperous and resourceful.

There are three kinds of education: General education, Spiritual education and Technical education. Education that teaches us how to live in a society is called general education. Education that mends our personality and character is called spiritual education. Education that teaches how to make a living is called technical education.

Technical education is entirely different from general education. It produces engineers, builders, doctors and mechanics that are very useful in an industrial society. The need for technical education is becoming greater every day. It is hoped that our country would soon touch the mark of prosperity in the field of industry. So it is safe to say that the crying need of our country is technical education.

On the other hand, General education is not related to it. It makes the students bookish. It aims at training the mind and developing the intellect. It also prepares them to be teachers, lawyers and clerks. They run after petty jobs but in vain. As a result, the problem of unemployment grows more serious. If the students are given technical education, they will become independent workers. In this way, the problem

countries like Korea and Japan have won a respectable position among the nations of the world due to technical education. Now it becomes the duty of our Govt. to pay more and more attention to Technical education, which is a gateway to our progress.

In spite of all this, Technical education has some limitations also. It changes a man into machine. He ignores the values of life. He is also unfit for other jobs except the particular field. For this purpose, we should give proper training to our technical students for their character building.

In the end, we may say that progress is possible only through Technical education. So we should open more and more Technical centers to produce skilled workers and Technicians so that they may cope themselves according to the needs of the industrial age.

(4): Duties of An Ideal Student

Man is fallible and a blend of vices and virtues. Nobody is perfect in this world. Students are always the backbone of the society and the future leaders of the Nation. The progress of the Country depends upon their performance. So they should prepare themselves for their future duties. They should try to become good citizens. Many social Problems need their services. They can work in villages.

All of us know that rights and duties go side by side. If a student performs his duties well, he will get his rights as well. So a dutiful student performs all his duties honestly, devotedly and whole - heartedly.

The duties of a good student cannot be enlisted. Following are the essential duties of a good student: -

The first most important duty of a student is to seek knowledge with full zeal and zest. He should be regular and punctual. Another duty of the student is that he should respect his parents and elders and should also obey his teachers. He should love his Youngers and also help his class fellows.

As we know that cleanliness is half faith. So a good student always wears neat and clean dress. He is not only physically neat but also mentally clean. He possesses a

good moral character and also a model of decorum. He performs his religious duties well. He offers his prayers five times a day and also recites the Holy Quran regularly. A good student always knows the importance of sports and games. He knows it very well that a sound mind is always in a sound body. For making his body sound, he takes part in games. But he does not waste much of his time in games. It is also an important duty of a good student that he should not keep the company of bad boys. He also avoids from smoking and abusing. He is not stiff necked. He does not tell a lie and backbite. He fears Allah at every step.

To pen off, we may say that a good student should be hardworking, sincere, trustful, honest and morally very strong so that the nation may proud of him.

(5): Computer And Pakistan

Modern age can easily be called an age of science and computer. The use of computer in every day life is spreading day by day. It has become our necessity and we can do nothing without it. Modern life also looks meaningless without it. It is as important for the modern life as soul or the body.

As computer is helping us in every field of personal and collective life, so we should give special attention to computer education. Today no medical, legal or technical profession can run without computers. They are serving us beyond our expectations. They solve our problems without wasting our time, money and energy. Now the whole world has realized its importance. It is hoped that our country could soon touch the mark of prosperity in the field of information technology. So the crying need of our country is that we should use all our resources to spread computer education in the country. For this purpose, computer should be taught as a compulsory subject at all levels in schools and colleges.

The world has become a global village due to the help of computers. We can send our messages through E-mail within seconds, chat with our friends online even we can see them through web - cams. So computer has

proved itself as the cheapest way of communication. We can get information on any topic through Internet just in one click.

We can also make graphs, diagrams and different types of charts with the help of computer.

Although the services of computers are unlimited to mankind yet they are also the foes of mankind. The widespread unemployment is due to the invention of computers. They have also mechanized our life too much. We use our minds less and less.

To pen off, we may say that computers have become part and parcel of modern life. Their importance should not be overlooked if we want to cope ourselves according to the needs of the present age.

(6): My First Day at College

College life is a golden period of someone's life due to its freedom and excitement. It is a dreamland of every student. In college, students learn to develop self-respect and discipline. I still remember my first day at college which was extremely wonderful.

Two years ago, I passed my Matric examination with distinction. I got admission in Govt. College in Pre-Medical group. Our classes were to start on 1st September.

It was a summer morning. The sky was cloudy and the weather was very fine. I was feeling very happy and proud of being a collegiate. I put on my new clothes and went to the college with my friends early in the morning. We all were very excited and eager for learning.

As we entered the college, some naughty senior students had already reached the college to make fun of us. They ordered us to stand in a line, sing songs and dance. They passed funny remarks on us. They also stamped us as "Taxi, 420, Scarecrow, Fool, Beat me, Use me, For sale etc". They snatched our notebooks and even slapped on our faces and went away. We were stunned at their behavior and bore all this with patience because we knew the fact that every dark cloud has a silver lining in it.

After getting rid of them, I went to the notice

board to read the time table. I found that the first period was of English. When I reached my classroom the Professor was taking the roll call. The boys were answering the roll call in different funny manners. But the teacher did not mind it rather he was smiling on such mischievous answers. Now he introduced himself and also welcomed us. Then he guided us about the college life and discipline. All the periods passed in this way. I was very much impressed by the politeness of the respected teachers.

Having the sweet memories of my first day at college, I took my bicycle and came back home. No doubt, college makes the students bold, active and smart.

In short, it is rightly said that no knowledge without college.

(7): My aim in life

Aim is as important for life as soul for the body. So life without aim is like a flower bed without rose, a head without brain, fruit without juice and a lamp without light. It shows what man wants from life. Aim guides the person for his career and makes life purposeful. One should make a careful choice of the profession and once he has chosen it, he should prepare well for it.

No doubt, every one adopts aim according to his interest and abilities but he should keep in mind the pleasures of Allah and the prayers of human beings.

Careful planning about profession helps to achieve the desired target. It motivates to work hard.

Some wants to become a doctor while others want to be engineer. Some want to become an economist while the other to be a businessman. I want to become the maker of all these. I mean to say that I want to become a professor of English. It is a prophetic profession. It is a very hectic and low paid job. Infact the world cannot pay for their services. The teachers play an important role in the making of the student's personalities. They work like a ladder who takes the students to the peak.

To achieve my goal, I work hard day and night. I devote much of my time to the study of English

literature just to enrich my knowledge.

I want to become a best friend of my students so that they may feel at an ease to work with me. I shall try my level best to be a role model for them.

To pen off, I may say that teaching is not a chilled profession yet it suits me the best. As a teacher I will lead a contented and happy life.

(8): Terrorism/Bomb Blast

Terrorism means the use of force and violence against the citizens and Government to create law and order situation in the country just for the achievement of selfish motives and evil designs. The terrorists are indeed the worst enemies of the country and countrymen as well.

In the modern age, terrorism has become an organized activity. There are terrorist organizations in the world which train the innocent people for the achievement of their selfish motives. These organizations are also supported by some foreign Government. The main object of such organizations is to damage the important Government buildings, offices and public places like the railway stations, general bus stands and airports with bomb blasts and other destructive weapons. The trained terrorists destroy human life and property.

Unfortunately, our country has also become a prey to terrorism. A number of people in our country have been killed by the terrorists. This is sectarian terrorism. In our country, the sectarian terrorisms is continually killing the innocent people in cold blood. They are professional terrorists. Our police is neither trained nor properly armed to fight against the trained terrorists.

Evil forces and the enemies of our country have been attempting to spark "Sunni-Shia" violence in the country. Our Government, religious scholars, intellectuals and journalists should come forward to fight against the evil forces who want to divide the Muslims. As long as there is unity, the Muslims can never face any defeat. It is, therefore, time to rise against the forces who want to divide the Muslims of our country.

Our religion, Islam, gives us the message of universal brotherhood and peace. It also aims at the welfare of all the human beings in the world, irrespective of their creed, cast, race and color. So it is the responsibility of our religious scholars to cooperate with the Government to crush and root out terrorism from the country. They must resolve to maintain peace, harmony and unity among the nation. The terrorists must be given the capital punishment to crush their activities.

In the end, I would like to appeal the learned figures to come forward, focus their gaze at this evil and launch a vigorous campaign to raze it from the society.

(9): Examination/Our Exam System

Examinations are the best way of judging the capabilities of students. Without examinations it would seem rather impossible to pronounce one man as more suitable than the other for a job or vacancy. It is human nature that where there is no fear of test or examination, there is no serious effort. Examinations are the accepted standards of knowing one's ability.

It is almost impossible to deny their most dominant role as a test of achievement and success. Their importance and effectiveness have been called in question. Good results in examination are taken as a sign of knowledge and ability.

On the other side examinations are not the real test of a student's worth and intelligence. The standard of judgement depends on the mood and choice of the examiner. Marking of papers is the most essential part of examination system. The allocation of marks depends on the examiner. While marking the answers, two different examiners will assign different marks to the same answer. In this way the real worth can not be judged.

Examinations are a game of chance and the result depends upon student's luck. Success in examination never depends upon thorough study and preparation for exam. Some times a candidate who studies thoroughly cannot get good marks or even 1st division in exam. While on the other hand a candidate who studies less topics may easily

succeed. So, we can say that it is a chance or luck of the candidate.

Examinations are the test of memory. The crammers are more successful rather than intelligent students. Such examinations disappoint hard working students. They encourage selective study, short cuts and cheating in exam to get through.

Examinations should be a real means of judging the students' theoretical and practical ability. All our examinations should be arranged and conducted honestly and effectively. Examiners and persons responsible for the examinations should be men of ability and high principles.

In our examination system, there is annual system. This makes the students to study books for a few months or weeks before their exams.

So due to these reasons, it is believed that our examination system is quite useless. The "objective test" system is the remedy of this problem.

In short, examinations are a game of chance. Therefore, they should be modified if we can.

(10): Rights of women in Islam

When Prophet Muhammad (PBUH) declared Islam the people of Arabia heard about His message, its universality and that men and women were equal. In the first place, Islamic history indicates to us that it was a woman who was the first martyr in Islam.

In this society Islam had given the woman her rights, made her a respectable member of the community, saved her from the prison of customs, traditions and granted her the freedom of willpower and made her inherit from her father, brother, husband and uncle. She was able to choose a career she may like. There was esteem and respect for her work. She was empowered to make a formal request directly to authorities or take legal action if she was subjected to any harassment.

Islam honored women as mothers, daughters, wives and working mothers. A man came to Prophet Muhammad (PBUH) and asked him, "O Messenger of Allah:

Whom should I be more dutiful to"? Prophet replied, "To your mother" for three times. The man asked for the fourth time, the Prophet said "to your father". In addition, He crowned woman with the best crown in the entire history when He said: "paradise lies at the feet of mothers." When Muhammad's foster sister visited him one day, He received her warmly and spread out His cloak for her to sit on.

Islam encourages women to play their role in society and fulfill their duties in their community. They became scholars, warriors, political actives and writers in various fields of knowledge.

Islamic Law has given women total financial independence, their right to own and dispose of property without control by any men. Islamic Law has given women the right of inheritance and warned against depriving her of her shares in the inheritance of the family. It is obvious that under Islamic Law parents cannot force their daughters to marry against their will. Such a marriage is regarded as invalid. In her marriage she should be protected by her husband and feel safe. No matter how independently wealthy the wife may be, the husband should support her and provide her with the necessities of life to the best of his financial capacity. Islam says that if necessary the husband must employ a servant for his wife. In Islam, the duties of house keeping, like cooking, cleaning, laundry and even child rearing do not necessarily belong to the woman and she can claim a salary from her husband. Under Islamic Law it is a criminal act to perpetrate any form of violence against woman. Prophet Muhammad (PBUH) said: "verify the best of you is the best to his women and I am the best of you to my women."

(11): Co-education

When both the boys and girls receive their education jointly under the same roof as well as the same educational institutions, this is called co-education. Co-education is common in almost all the advanced western countries. It is to be found in a great many eastern countries and in other parts of the world.

It has many advantages in this age of advancement but as well as it has many curses that no one can deny.

The first advantage of co-education is that there is no need of separate institutions. Separate buildings, teaching staff, lower staff and clerical staff would double the expenditures. So the co-education is favorable here.

The second advantage is that boys and girls studying together can study and discuss their subjects and help each other. They can work side by side for a better society as equal citizens. Besides it promotes mutual understanding and respect among both the sexes. In this way they are better able to shoulder the responsibilities in future and to make the society civilized and to move it on the path of progress and prosperity.

Co-education can make boys and girls compete with each other in studies. Both can try to learn more and do better in discussion and at examination. Each sex tries to excel the other and as a result the students show unimaginably better performance. This can surely help raise educational standards.

Yet co-education has some disadvantages and drawbacks that should never be over looked and ignored in any way. First of all, boys and girls studying together may get more free than desirable in their dealings which is not proper from the religious point of view.

In co-educational institutions girls cannot always take part in sports etc. along with the boys. This gives a feeling of dissatisfaction to the girls.

Another disadvantage is that attraction of opposite sex disturbs their attention towards studies. Islam prohibits free mixing of boys and girls because it may lead them to the path of ruin.

It may not be possible to teach and explain all the parts of a subject to boys and girls together. There are some topics in subject like psychology and medicine which cannot easily be discussed before both the sexes.

It is necessary to make a proper use of co-education in our institutions of higher learning. It is possible to get the benefits of co-education and avoid most of the

disadvantages.

(12): Unemployment

Unemployment is an economic term. Employment means occupation. To be engaged in doing something productive is to be employed so unemployment means absence of employment. When the people are out of work they are said to be unemployed.

Unemployment is a worldwide curse. It has been recognized as the mother of measureless ills. Even rich and advanced countries suffer from unemployment. It pollutes the society. It develops the habits of dishonesty, theft, corruption etc. It develops dark side of human character. Corruption, crime and sin of all kinds prevail in society where population is unemployed on a large scale. Moreover, when a large portion of population is unemployed no effort to increase the national income can succeed. There are many causes of unemployment.

Rapidly growing population is the main cause of unemployment. The sources are limited and the people who want to get jobs are more. There is no balance between vacancies and candidates. As a result a number of our candidates remain job less. Unemployed people are always dangerous to the security of the state.

Our defective education system is another great cause of unemployment. There is hardly any provision of technical or vocational education. Our country is an under developed country and it needs skilled hands.

The social system of our country is very bad. In our country many depend upon few. This trend has given rise to unemployment.

Our education system must be improved. We should have to take full advantage from science and technology to cure this problem. More skilled persons can be trained to help their families.

Industrial development can also relieve us from the miseries of unemployment. There is no lack of manpower, labour, raw material and mineral resources in our country. We should take advantage of all these.

The conclusion is that unemployment is a real problem of our country. We know its causes and remedies. It is the obligation of the government to work out such plans and projects so that this problem can be eliminated. For the service, survival, progress and prosperity of our country every one has the duty to pay his duty with devotion and sincerity. More is being established but in spite of all, much more is needed.

In the end, I would like to appeal the learned figures to come forward, focus their gaze at this evil and launch a vigorous campaign to raze it from the society.

(13): Democracy

Democracy is the most popular form of government in modern times. Another familiar name of democracy is "Government by consent."

Democracy has been defined by Abraham Lincoln as "The government of the people, by the people and for the people." People go to polls and elect some members from amongst themselves as their representatives who speak and act on their behalf. It is these representatives who then decide as to what kind of laws they will pass.

These representatives carry out the wishes of their electorate, otherwise they will forfeit their confidence and in the next election they will be thrown out. This is how the wills of people prevail. And it is precisely this awareness of accountability which makes democracy superior to all other forms of government.

The progress of democracy in Pakistan has been most irregular and unsatisfactory for several different reasons. At the start, it may be clearly emphasized that, according to the Objectives Resolutions, passed by the Constituent Assembly in 1949, Pakistan was to have a complete democratic system of government within an Islamic framework. The successful working of democracy is possible when the people, as a whole, are educated and well-informed.

Since a democracy is run by the will of the people, they have the right to decide the ways and means in which the affairs of their country will be conducted. Democracy

has become synonymous with freedom. Its citizens are free men and women and they enjoy certain rights and freedoms.

The first and most important right of the people in a democracy is a right to oppose. In a true democracy the people have the right to form themselves into opposition groups or parties. And if they are able to convince the people of the righteousness of their stand, they can even, at the appropriate time, topple the government by taking part in elections and winning them. In fascist countries oppositions are unheard of commodities.

Free citizens enjoy many other freedoms and rights. Every person has the liberty to follow a religion of his choice. Nobody can be put behind the bars unless he has been properly tried in a properly constituted court of law. As a matter of fact, a citizen of a democracy can do whatever he likes provided in doing so he does not hurt other people or temper upon their rights.

It is the best form of government that man has ever been able to devise. It has restored the sense of humour and self-respect to man and has made him an equal partner in the management of the affairs of his country. And it is the only form of government where the rules are accountable to the people and can be easily replaced.

Democracy in Pakistan has been seriously hampered by other factors between 1979 and the present such as War in Afghanistan, the rise of drug culture in and out of the country, the rise of terrorism, the growth of provincialism and sectarianism, population explosion and rapid economic decline.

Islamic concept of democracy is different from the modern concept. First, in Islam authority lies in Allah and not in the people. Second, the government is not to please the people but to enforce the orders of Allah. Third, there is no party politics in Islamic concept of democracy.

Modern democracy can be improved if we run it on the lines given by Islam. Then it can bring real peace and justice in the world.

(14): Corruption

Corruption means violation of rules due to the influence of bribery and nepotism. It is an ever-perplexing evil society. It develops the dark side of human character, decreases the respect for law and order. The distinction between right and wrong disappears where the corruption prevails. In a corrupt society, the whole system of moral, ethical and religious values is impaired. Corruption is the root cause of the down fall of nations. It is a curse and produces injustice. It pollutes social life, degenerates politics and corrupts administration. According to Islam corruption is a sign for which there is no atonement. There are many causes of Corruption but the reason for corruption is the desire to become rich by fair or foul means. Some major causes are as under:

- Power corrupts everyone and absolute power corrupts absolutely. Power is also the heart of politics. So the holders of power use resources for their personal gain and consider others as low stocks.
 - Lust for wealth also leads to corruption and everyone tries to feather his nest.
 - The officials are tempted to accept bribes due to low salaries.
 - Inefficiency is also a cause of corruption.
 - Nepotism is also the major cause of corruption. Near and dear ones enjoy high posts while the deserving ones are deprived from their legal rights.
 - Poverty and ignorance are greatest blessing for corrupt officials.
 - There are no proper means to bring the offenders to book.
- If we want to root out this problem from our country, we will have to take some remedial steps to control it. Some of them are as under:
- By creating spirit of patriotism, we can remove corruption from society.

Anti-corruption department should be made more effective.

- Govt. should encourage the people to lodge complaints against corrupt officials.
- The punishment for corruption should be more exemplary.
- Govt. should devise simple laws and procedures not to plug the holes of corruption.
- Better salary scales can prevent corruption.

The core and crux of the above discussion is that corruption is real problem of our country. We know its abuses and remedies. It is the obligation of the Govt. to work out such plans and projects so that this problem can be eliminated. For the service, survival, progress and prosperity of our country, everyone has the duty to pay his duty with devotion and sincerity. More is being established but in spite of all, much more is needed.

In the end, I would like to appeal the learned figures to come forward, focus their gaze at this evil and launch a vigorous campaign to raze it from the society.

(15): My Hero in History

History is full of heroes. A hero is man sent by God. He can be a poet, prophet, king, soldier or politician. He should be a man of character, very impressive and should have the ability to lead others.

It is natural for man to love great men. All men are not like in caliber and character. There are only a few persons in the history of nations, who can change the course of history. Their lives remind us that we can also make our lives sublime. If we turn the pages of our history, we find many persons who have changed the fate of our nation. Prominent among them are sir Syed Ahman Khan, Moulana Muhammad Ali Johar, Quaid-Azam and many others. But the name of Allama Iqbal shines like a diamond. We find hero qualities in his character and personality. He is the greatest benefactor and the hero of our nation. I like

him the most the reason is that he is not only a great poet also the great philosopher. He gave us the concept of Pakistan. He is also our national poet. He is known as the philosopher and poet of East. He was a religious minded. This great man was born at Sialkot in 1877. He came of a respectable Kashmiri family. His parents were pious and God Fearing. They brought up him with devotion and interest. He was lucky enough to get education from able teachers. He passed his F.A. from Murray College Sialkot. Then he got admission in Government College Lahore. After Bar-At-Law and then Ph.D. he came back and started his practice in Law but soon he left it. He was pained much to see the Muslims in the chains of slavery.

As Iqbal was born poet, he started writing verses. His poems are unquestionable pieces of Urdu-Literature. The central theme of his poetry is his philosophy of self-realization. It is full of vigor and confidence. It is matchless for the beauty of its words and the excellence of its thoughts. He earned good fame as a poet. He is to us a thousand times more than what Shakespeare is to an English Man.

This great poet left us alone sobbing in 1938. May his soul rest in peace! We are greatly indebted to this great poet who changed the course of our history. Although his life was rather short yet full of honors and activities. He is immortal.

(16): Life of a Technician

No person is a model of perfection in this world and technicians are no different. Many of their traits are determined by their life and circumstances. If they have been blessed with a happy life, the more favorable aspects of their character become prominent.

Technicians are important persons of our society. They constitute a sizeable section of the world's progress. Society must respect them and they must learn to live in a friendly way with society. In fact, the progress of a country depends upon their performance. So a dutiful technician performs all his duties honestly, devotedly and whole-heartedly.

All of us know that a technician is a common person.

is known to us all. His dress is peculiar. His appearance rough. He gets up early in the morning. He performs his religious duties well. He offers his prayers five times a day and also recites the Holy Quran regularly. He fears Allah at every step. He does not tell a lie and backbite. He works very hard. He enjoys no holidays. Rain or shine, he has to work the day long.

In spite of so much hard work, his income is very low. He often remains hard up. He has to live from hand to mouth. He cannot wear good clothes. He cannot live in a good house. He can neither educate nor feed his children properly. He looks sad most of the time due to hardships of life. In spite of all this, he possesses a good moral character and also a model of decorum. In fact, he is doing a great service to himself, his society and the country as well. He is the pride of the nation.

To sum up, we may say that we should look up to the technician who earns his living by the sweat of his brow.

(17): Dignity of Labour

Work is essential for man. It is a blessing. It is one of precious privileges he has. It is the source of all other rights. It is an integral part of life. Without it life is deprived of its substance.

Work gives us happiness. It is the grand cure of all the ills of the Society. It is the key to all progress. Work is life where as idleness is death. It is a part of human inheritance. Nothing is disgrace in manual work. The best form of work is to work and serve others.

The prosperity of any nation depends on the work of its people. Because "No pains, no gains". Our liberator Quaid-Azam was the greatest advocate of work. His motto was "Work work and work"

All kinds of work deserve our respect because the workers are the savior of the society the redeemer of the race.

In the past, labor was considered to be undignified. But with the passage of time, our old believes have been changed. Now working with one's hand is considered

to be dignified and honorable.

It is necessary for younger generation to recognize dignity of labour. Most of them prefer white collar job, manual work. Parents and the educational institutes can play a vital role in inculcating the idea of the dignity of labour among the new generation. Manual work gives opportunity to all who wish to take part in the well being of the state. Islam also teaches us that labour is dignified. Many examples can be cited from the Muslim history where great men were not ashamed to work with their own hands. The most glorious example is that of the Holy Prophet (PBUH). In short we should look up to the worker who earns his living by the sweat of his brow.

(18): Any Visit

Life is really worth living. It is a tale of adventures. It has many exciting offers for men. A visit provides a chance to enjoy life, celebrate happy moments and break the routine life. Life becomes more beautiful and pleasant when we are accompanied by our best friends.

Picnics are part and parcel of student's life. They refresh the tired minds of the students. The students start working with new zeal and zest after such outings. We enjoyed a lot of trips and picnic parties and it is one of them. Thus it became a golden adventure and unforgettable asset of life.

Holidays are blessed breaks and visits are the best way to celebrate them. Last summer/ Sunday my class fellows and I went to It is an old historical place. The building lies in the center of walled garden. The garden spreads over a vast area. It is really a fine place for excursion. There are many grassy plots and several fruit growing here and there.

At each corner, there is a tall minaret rising high in the air. Two parallel footpaths run across the grassy plots on each side. Small canal of water runs between these footpaths. There are many beautiful fountains. When the fountains play, it is sight worth seeing.

We also enjoyed music and danced. Cool

breeze was blowing. The sky was over cast with clouds. It began to rain heavily. The drains were over flowed. There was water and water everywhere. We had hearty bath. It floated paper boats. It stopped raining after two hours.

Some of us began to play hockey and other played football. We enjoyed music in this beautiful scenery. When the sun was set, we returned our homes. Really it was the most beautiful and happiest day of my life because my dearest friends were with me. I can never forget those happy moments. The memory of that day is still fresh in my mind. In short I can never forget the sensation and excitement of this wonderful building.

(19): Any Match

Games are important in our life as education. They are very important for our health. A sound mind is always in a sound body. Health is a great wealth. An ill man enjoys life as a death. He is no better than a dead. Those people who often remain ill, their life becomes a curse for them and for others.

Sports and games improve our health. That's why these are compulsory in our schools, colleges and also for health.

Sports can make the man healthy and brave. Without health, no one can enjoy the life. In these days it has become very popular. Our streets and roads are crowded with its players. Many special playgrounds and stadiums are prepared for this game in our big cities. The people, who cannot watch it in playground, can easily watch it on T.V. I have seen many matches but here I am going to describe a certain match which I still remember. It was a memorial match of my life. I can never forget it.

It was a holiday. The weather was very pleasant. I was at home. My friends came to me. They wanted to make the program to enjoy the holiday. There were some proposals. I told them that we should see the match. All agreed to my proposal. We decided to see the match.

We hired a taxi and reached the playground. There were many cars, motorbikes and vans standing in parking area. There were many hawkers going here and there.

They were selling their goods.

We purchased tickets and entered the stadium. There was a large crowd of people. The seats were not available easily. After some time, we got seats and sat there. There was great hustle and bustle in the playground. Some boys were beating drums. The match started at the fixed time. The captain of both the sides entered the playground with great zeal. All the players were in the spirit. They were trying their level best to win the match. They were not accepting the loss. The match was between two clubs. The player of Shahid club and Faiz club were very strong and healthy and they played very well. So they were appreciated by the on lookers. The supporters of both the teams were encouraging their players. They were shouting with joy and clapping. At the last moment, the players of Shahid club played excitedly and won the match. The match was very interesting. We passed throw the crowd with great difficulty. We hired a taxi and returned home safe and sound.

In short, it was interesting as well as peaceful match. All players showed best performance. It was so interesting that we talk about it now a days.

(20): MODEL ESSAY (On Social Evils) **(Inflation, Smuggling, Corruption, Terrorism,** **Unemployment, Crimes In Society, Adulteration,** **Pollution, Social Evils & Etc..)**

The world of human beings is not a fairyland, and Life is not a perpetual picture. Here, happiness does not grow on trees and wishes do not always come true. If we want to lead a peaceful life and give happiness to human beings, we should cope with this bitter enemy of human beings.

.....is a frightful word. It means destruction of human beings. Whenever, it is read or spoken, a terrible picture appears on the map of our mind due to its terrible effects. Because it is an inhuman activity and is the darkest side of human nature.

The essence of.....is one word destruction. Let's loose the demons of death whose appetite is not easily satisfied, takes souls of thousands of people.

We can rightly call it, the mother of all the evils like dishonesty, corruption, crime, sin and vices etc. Among them, how can one make progress to become civilized and give one's entity?

.....has become the most dreadful evil of the present our. Especially in our country, it has far reaching consequences. It spells starvation, disease and death on its victims. Because, they have no proper education, no culture and therefore, no concern for right and wrong, good and evil.is thus a very serious problem. It harms not one or two persons but injures the welfare of the whole nation. It is pity that all of us know this, still some of us are engaged in this dangerous activity and some of us are encouraging it in one way or another and they are rightly called the traitors of Islam and country.

The main cause of this evil is mass illiteracy, ignorance and unavailability of basic necessities of life. Because of this, they indulge into it.

Without demolishing it, we can not keep pace with the modern world. Although, the problem ofis a menace one, yet it can be tackled on realistic lines.

It is the basic duty of the government to provide a safe and stable society for the betterment of the people. It is imperative for the authorities concerned to look into the factors behind this evil and put down this ruthless sport with human life and take drastic action against culprits. Along with severe punishment, heavy fines should be imposed upon them for their wrong deed.

I hope that an emphasis will be laid upon to the solution which is a big threat to the human entity.

In the end, I would like to appeal to the learned figures to come forward, focus their gaze at this and launch a vigorous campaign to raze it.

Chapter # 17

Comprehension & Precis Writing

(The word "comprehension" is derived from a verb "Comprehend" which means to understand something. It leads us to express our understanding of the thoughts contained in a given passage. For understanding a passage, one should know the meaning of the words.)

Q5- (Comprehension helps the students to develop an understanding of different parts of the given text on the first or second reading. Comprehension questions are given to test whether the students have understood the meaning of the passage or not. Although it seems to be simple yet it is quite difficult.)

So questions on comprehension can only be answered by those students who have grasped the meaning of the passage and the purpose of the questions in the exercises. In fact words have several kinds of meanings. They may mean one thing in one place and quite another in another situation.

Students are required to read the given passage thoroughly and then to answer the questions. A variety of question can be put on the contents as well as the words and phrases used in it.

The word "precis" is a French word which means a gist or summary. It gives the main theme of the passage in a clear and lucid form by giving all the essentials and leaving out all the redundancies. It should not contain more than a third of the number of words in the original passage. In fact a Precis is written after we come to understand a given passage. So both Comprehension and Precis writing are interlinked and revolve around the word "ACTIVE" which stands for:

- (A: Activate prior knowledge.
C: Cultivate vocabulary.
T: Turn to comprehension.
I: Increase reading rate.
V: Verify reading strategies.
E: Evaluate precis.)

Procedure for Answering Questions and Making A

Precis:

- 1: Read the passage thoroughly and carefully. Don't hesitate to consult a dictionary.
- 2: Underline the main ideas of the passage.
- 3: Read questions and try to follow what is asked.
- 4: Read the second, third or even 4th time and try to make the parts from the passages which can be used to answer the questions.
- 5: Reading will help in writing answers at the end.
- 6: When sure of answers, write down one by one and use your words in your sentences.
- 7: Don't try to copy the parts of the sentences from passage.
- 8: Answers should be short, clear and to the point.
- 9: Supply a suitable title to the passage if asked for.
- 10: Title should cover main aspects of the passage.
- 11: Try to write answers or Precis in third person.
- 12: A Precis should be free from error of spellings and punctuation etc.

Read the following passages & answer the questions given at the end of each passage:

Exercise No.1

A man had an ass. The man was cruel. He was in the habit of overloading the poor ass. He used to put heavy loads upon his back. Beneath these loads the ass could hardly move. In return the ass was beaten. One day the man loaded the ass with heavy bags. The bags contained salt. The weight of these bags was unbearable. The ass back and legs bent beneath the burden. The ass tried to carry this heavy load. His speed was very slow. The master grew angry. The master blew upon him. The ass attempted to run. He rolled over the edge and fell into the water. In a short time the load of salt was spoiled. It dissolved in the water.

- 1: Why could not the ass move beneath the load?
- 2: What did the bag contain?
- 3: What happened after the ass had rolled over the bridge?
- 4: Write a few sentences on the cruelty of the man.

- 6: Make the précis of the passage.

Exercise No.2

Scientist is more interested in doing scientific work than in defining it. He sometimes says that a piece of work or book is unscientific, and what he usually means by the phrase is that it is inexact; that it is badly arranged; that it jumps to conclusions without sufficient evidence or that we mean which is as exact as possible, orderly in arrangement, and based on sound and sufficient evidence. Moreover, it has no object expect to find out the truth.

- 1: What is meant by the word "unscientific"?
- 2: How does a "scientific" word differ from the word "unscientific" one?
- 3: Why are scientists more interested in doing scientific work than in defining it?
- 4: Give a suitable title to the passage.
- 5: Make the précis of the passage.

Exercise No.3

"Moral self-control and external prohibition of harmful acts are not adequate methods of dealing with our anarchic instincts. The reason is to discover what are the needs of our instinctive nature and then the search for the least harmful way of satisfying them? Science spontaneity is what is most thwarted by machines, the only thing that can be provided is opportunity, and opportunity must be left to initiative of the individual. No doubt, considerable expense would be involved but it would not be comparable to the expense of the war. Understanding of the human nature must be basis of any real improvement in human life. Science has done wonders in mastering the laws of the physical world, but our own nature is much less understood as yet than the nature of stars and electrons. When science learns to understand human nature, it will be able to bring happiness into our lives which machines and the physical science have failed to create"

- 1: Why are moral self-control and external prohibition inadequate to deal with our anarchic instincts?
- 2: What should be the basis of ...

human life?

- 3: What is adequate method of dealing with these instincts?
- 4: How can science help humanity to achieve happiness?
- 5: Give a suitable title to the passage.
- 6: Make the précis of the passage.

Exercise No.4

A commercial gentle man having ridden sixteen miles in the winter, followed by his faithful dog, arrived at an inn. The poor creature tired with his journey, fell so fast asleep before the fire that he could not see his master going out of the room. On his return, another gentleman in the traveler's room said to him, "we have to amused sir, with your dog. When he woke up, he was in great trouble at finding his master gone. He, however, went round the room and smelt at the all great coats hanging upon the wall and when he found your great coat, he returned to the fire place and composed himself another nap as he had reasoned with himself that his master would not go away with his great coat.

- 1: Why the dog could not see that his master had gone out?
- 2: What did the dog think at first when he woke up?
- 3: How did he proceed to find his master?
- 4: Why did he go for another nap?
- 5: What was the effect of the dog's reasoning on the mind of the other gentleman?
- 6: Give a suitable title to the passage.
- 7: Make the précis of the passage.

Exercise No.5

Education brings a number of benefits to society. Educated people can easily understand their rights and duties in society, and can act for the good of others and of themselves. For example, a well educated person will not like to break a rule of traffic when he reads it on a road crossing while driving his vehicle. He will realize that if he breaks the rule knowing to it to be very much there, others looking him would also like to break it, and it might result in dangerous accidents on the road. Educated persons can follow programmes of political parties in general elections and can

They cannot easily be

deceived by clever politician at all. They vote at they think in the best interest of the country and nation, and thus they elect the most suitable candidates for their assemblies. Educated peoples are better workers than uneducated or illiterate persons in the factories and the farms. They can learn easily how to work newly machines according to new methods in factories and on the farms. Thus, they can easily increase the production of things of daily use and of food grams. We should, therefore, try to educate our people early as possible. It would be very good indeed to have adult education in our cities, towns and villages. If your resources permit, we may also introduce compulsory universal education up to Matric.

- 1: What do educated people do in understanding in society?
- 2: What does an educated person realize about rule of traffic?
- 3: How do they prove useful in elections and assemblies?
- 4: How can they increase the production of things?
- 5: What should we do to educate our people?
- 6: Give a suitable title to the passage.
- 7: Make the précis of the passage.

EXERCISE NO.6

The object of life is the development of men and women. It is therefore, (duty of everyone to make himself and every parent to make of his children, the best product possible) (the object of education should not to run all the pupils into the same mould.) The school should not be foundry. The school should be a garden. The object should be to give every pupil a chance to grow. (Education should, therefore, prepare for life is itself the larger education. It should be adapted to the present condition and prospective need, of the pupils.) The growing recognition of this truth has added industrial training to academic education. To enjoy an opportunity for education (right of every individual to make that opportunity so varied as to meet the varied needs of the members, is the duty of the society to avail himself of the opportunity and make all of himself that he can make all of himself that he can make, is the duty of every individual.

- 1: What is the duty of man in life?
- 2: Why should school be a garden and not a foundry?

- 3: What is the duty of society in respect of education?
- 4: What is the duty of everyone individual?
- 5: What is the right of individual in the respect of education?
- 6: Suggest a suitable title of the passage.
- 7: Make the précis of the passage.

EXERCISE NO.7

While addressing a largely attended Pakistan Day meeting in Jahangir Park Karachi, Liaquat Ali Khan said. "I do not know how to pay the nation back for its love and confidence. I do not have riches. I do not own properties, and I am happy that I do not because these things weaken one's faith. I have only my life with me and that too I have dedicated to Pakistan since the last four years. What can I give, except the promise (that if for the defense of Pakistan and its name the nation has to shed the blood, Liaquat's blood will be mingled with it) Hardly eight weeks with this promise he fell a martyr to assassin's bullet in Rawalpindi on October 16, 1951, and closed his eyes forever with the words, "May Allah protect Pakistan!", on his lips.

- 1: When and where did Liaquat Ali Khan address the meeting?
- 2: Why was he happy at not having riches?
- 3: What did he promise?
- 4: When and where he was killed?
- 5: What were his last words?
- 6: Suggest a suitable title of the passage?
- 7: Make a précis of the passage?

EXERCISE NO.8

In universities in the west, a large part of teacher's time is spent on tutorial work. (By a tutorial, we mean a regular weekly meeting of a teacher and a small group of students.) A tutorial is neither an occasion for a lecture by a teacher nor an informal conversation piece. It is in fact, an opportunity for a teacher to get know his students. It is further a means to discover their potential abilities, stimulate by discussion, test their responses to what they have read, and to give them individual advice on their studies. A tutorial should help a student to clarify his mind by the exchange of ideas, and

should send him back to his new books with awareness and a new interest. It should encourage him to think for himself and give him practice in formulating and expressing opinions. The usual from is that the students read original essays in turn and these are discussed, analysed and evaluated by the group as a whole under the guidance of the teacher. A further advantage of the tutorial is that it enables the teacher to become intimately acquainted with his students, both as individual and as scholar.

- 1: On what to do the teachers of Western Universities spend much of their time?
- 2: What does the writer mean by a Tutorial?
- 3: Why do the Western Universities spend so much time on tutorial work?
- 4: What do the students gain by tutorial work?
- 5: What is its usual form?
- 6: Suggest a suitable title. *Importance of tutorial method*
- 7: Write the precis of the passage.

EXERCISE NO.9

Advertising is essentially the art of communication. As such origin can be traced right back to the origin of species. "Advertising colouration" is familiar biological phrase denoting the colours developed by certain animals to make them stand out against their natural background. It is direct opposite of camouflage. There is always a message in the colours, such as: "Keep away"; "Mind your step"; or "Darling, Won't care of a dance?" While camouflage is tricky and timed, "advertising" is an honest, confident and forthright, as for as the world of nature goes.

In human life, advertising through the mouth must have begun with beginning of commerce. The tradition still kept alive by hawkers and street vendors in our towns and villages. As regards advertising through the written word, there is archaeological evidence that it was being practiced at least 3000 years ago. An advertisement offering a gold coin as a reward to anyone tracing out a runaway slave was unearthed ruins of Thebes and is computed to be as old as the third millennium B.C. It was the prototype of our

"Lost and Found" classified that was painted on a wall. (Pakistan Times, Dec. 17, 1981)

- 1: What is advertising?
- 2: What does the phrase "advertising colouration" mean?
- 3: What is the message in these colours?
- 4: What is the difference between camouflage and advertising?
- 5: What do you know about verbal advertising?
- 6: When did advertising begin?
- 7: Write a précis of the passage.
- 8: Suggest a suitable title of the passage.

EXERCISE NO.10

Advertisement is essential to the newspaper of today. Its finance depends upon them. Without them it would have either to raise its price to a level that would be disastrous to its circulations, or reduce its size so drastically that its sale would fall calamitously, or like many foreign papers submit to being run at a heavy loss by some rich man for his own or others ends. Advertisement revenue is the safeguard of paper independence and it is something for paradox that it is from the advertiser that very occasionally a threat to its independence comes. Cases in which an advertiser crudely threatens to withdraw his advertisements because of something a paper has said very rare, although instances could be quoted.

- 1: Why are advertisements an essential to the newspaper of today?
- 2: What has it to do without advertisements?
- 3: What is safeguard of the paper's independence?
- 4: What can really threaten the independence of the newspaper?
- 5: Suggest a suitable title of the passage.
- 6: Write the precis of the above passage.

EXERCISE NO.11

The individual is as much a product of society as society is a product of the individual; a vast network of customs, manners, conventions, language, and traditional ideas lies ready to pounce every newly born child, to mould it into

the image of the people among whom it has appeared. In general the role of the instinct has been exaggerated, and that of early training under-rated; the most powerful instincts such as sex and pugnacity have been considerably modified and controlled by social training. We must unlearn our ideas about unchangeable human nature and an all-important environment. There is no knowable limit to change or growth.

- 1: What is the relationship between individual and society?
- 2: What are the factors which mould the child into the image of the people?
- 3: What is the role of instinct and early training in the bringing up of the child?
- 4: Is human nature unchangeable?
- 5: What is the limit of change or growth?
- 6: Make a précis of the passage?
- 7: Supply a suitable title to the passage.

EXERCISE NO.12

The purpose of education is to make the student expert in his subject. This must be clearly understood and muddling through lessons and books and passing examinations are related to secondary importance as means to end—which is excellence in the field chosen.

But there are so many fields, and no man can become an expert in all the fields. It is necessary to decide which fields are the important ones that man should know well.

It is clear that one's own work is important. This has been realized and modern civilization has accordingly provided vocational education. It is now possible to acquire high professional skills in the various fields, medicine, engineering products, commerce and so on—but with good and bad mixed together, and no standard for guidance.

- 1: What is the purpose of education?
- 2: Which fields are important for a man?
- 3: What are various professional fields?
- 4: Give a suitable title to the passage.
- 5: Make the précis of the passage.

EXERCISE NO.13

Each nation has its own peculiar character which distinguishes it from others. But the people of the world have more points in which they are all like each others like other than points in which they are difficult. One type of person that is common in every country is the one who always tries to do as little as he possibly can and to get return as much in return as he can. His, opposite the man who is in habit of doing more than is strictly necessary and is ready to accept what is offered in return, is rare everywhere. Both these types are usually unconscious of their character. The man who avoids effort is always talking about his 'rights'; he appears to think that society owes him a pleasant easy life. The man who is always doing more than his sheer talks of 'duties' feels that the individual is in debt to society, and not society to the individual. As a result of their view neither of these men thinks that he behaves at all strangely.

- 1: What are the characteristics of a nation?
- 2: Which person talks about rights?
- 3: Which person talks about duties?
- 4: Give a suitable title to the passage.
- 5: Make the précis of the passage.

EXERCISE NO. 14

A duty is obligation. It is something we owe to others as social beings when we live together. We must let others live with us. My right of living implies my duty to my fellowmen to allow them same condition of life. In fact, rights and duties are co-related. What is a right in regard to one is the duty regards to others. Rights and duties are two sides of the same coin. We should always observe from the stand point of others. Moral duty is effective than the legal. A moral duty is that which is upon the people on the moral grounds. It is my moral duty to help the poor because of being a member of the society.

I must try to create these conditions which contribute to the welfare of humanity. Similarly, I owe a duty to my parents to be obedient and respectful to them. This duty originates from the sense of responsibility which is

EXERCISE NO. 16

suppression of people's feelings in any form not only evokes mental reaction but also amounts to asking for trouble. It is always hazardous to deny self-expression either the born rebel or to the cool satirical critic.

A tolerant government will see to it that it enlists the backing of all sections including the extremists and amorists. England has won the numbers of friends allowing the policy of tolerance by granting asylum to launch opponents of their respective governments to despotism, it will do well to provide and facilitate opportunities at self-expression. It would be advised to avoid wasting money on security arrangements and go in for utilizing stipulated sum for facilitating the openings for expression. Hence no government, despotism or otherwise, should prosecute people for holding political views contrary to their own.

What is tolerance?

What is the result of suppression?

How has England won the number of friends?

Give a suitable title to the passage.

Make the précis of the passage.

EXERCISE NO. 17

There are many ways of communicating without using speech. Signals, signs, symbols and gestures may be found in every known culture. The basic function of a signal is to bring upon the environment in such a way that it attracts attention. The potential for communication is very great while less adaptable to the codification of words, signs contain greater meaning in and of themselves. A stop sign or barber pole conveys meaning quickly and conventionally. Symbols are more difficult to describe than either signal or signs because of their intricate relationship with the receiver's cultural perceptions. In some cultures, applauding at a theater provides performers with an auditory symbol of approval. Gestures such as waving and hand shaking also communicate certain cultural messages.

What is non verbal communication?

directly related with our conscience. So the maximum is concerned with a moral duty which a man should move without the legal bondage.

Sense of duty is paramount for the proper development of civilization in the 20th century. Hypocrisy and diplomacy are quite reserve to the sense of duty. Hypocrisy involves wickedness whereas duty involves sincerity and faithfulness.

1: What do you mean by a duty?

2: What is a moral duty?

3: What is sense of responsibility?

4: What is Hypocrisy?

5: Give a suitable title to the passage.

6: Make the précis of the passage.

EXERCISE NO. 15

Whether, in public life or in private life, wisdom is essential. Men have toiled thoughts and ages for the elixir of life. A little wisdom would have shown them its impossibility even if attainable. They wasted their whole lives to get nothing, merely adding little to the accumulated knowledge on the subject. We are men in ordinary life hating each other. If they would only pause a little and each examines himself, he would find that he is no better or no worse than the other man he considers his enemy and they could both be better off as friends than as enemies. Wisdom consists on shedding the objectionable parts in one's attitude and once this has happened there will be harmony and good will. In other words, wisdom is emancipation from the tyranny of narrow minded egotism, pardonable in a child in its helplessness but reprehensible in adults and in developing impartially. Is it possible? Yes it is and should be. Substitute understanding for hate and it is done. This is not a passive submission but a passive non-offence resistance to evil to achieve maximum effect with minimum effort.

1: What is essential for life?

2: Why we hate each other?

3: What is self analysis?

4: Give a suitable title to the passage.

5: Make the précis of the passage.