**How to Learn English?**

vaxzsth lh[kus ds fy;s ,d mR—"V Hkk"kk gS] fQj pkgs bldk bLrseky O;kikj esa gks] lQj esa gks ;k O;fäxr phtksa esa gksA fdlh Hkh Hkk"kk dks lh[kus ds fy, –<+ esgur] çfrc)rk o xyfr;ksa dks Lohdkjus dh vko';drk gS] vkSj vaxzsth Hkk"kk dksbZ vyx ugha gSA

çfrfnu FkksM+h vaxzsth esa ckr djsaA fdlh Hkh ubZ Hkk"kk dks lh[kus dk lcls mfpr rjhdk gS ek= mlesa cksyukA blls QdZ ugha iM+rk ds vki dsoy ik¡p vaxzsth ds 'kCn tkurs gSa ;k O;kogkfjd :i ls fcuk #ds cksyrs gSA vaxzsth esa lq/kkj djus dk lcls rst o çHkkoh rjhdk gS] fdlh vU; O;fä ds lkFk vaxzsth esa cksyukA

vaxzsth cksyus esa vkSj vf/kd lgt eglwl gksus rd dk bartkj er djsaA vius lqfo/kk {ks= ¼comfort zone½ ls ckgj fudys vkSj vkt ls gh vaxzsth es cksyuk 'kq: dj nsaA ,d ,slk O;fä [kkstsa ftldh ekr`Hkk"kk vaxzsth gS vkSj tks dqN le; vaxzsth es cksyus dks rS;kj gksA

vius mPpkj.k ij dke djsaA ;gka rd dh vxj vkidh O;kdj.k vPNh gS vkSj O;kid 'kCnkoyh ds lkFk vaxzsth Hkk"kk ij larks"ktud idM+ gS] fQj Hkh vxj vki vius mPpkj.k ij /;ku u nsa rks iSnkb'kh vaxzsth cksyus okys dks Hkh vkidks le>us es cgqr eqf'dy gks ldrh gSA

'kCnksa dk lgh ok Li"V mPpkj.k vko';d gSA iSnkb'kh vaxzsth cksyus okyksa dks ckjhdh ls lquks ds oks dqN 'kCnksa vkSj /ofu;ksa dk mPpkj.k dSls djrsa gSa vkSj mudh udy djus ds fy, viuk loZJs"B nsaA

viuh 'kCnkoyh dk foLrkj djsa vkSj eqgkojsnkj okD;ka'kksa dk mi;ksx djsa: vkidh 'kCnkoyh ftruh O;kid gksxh vkSj vki ftrus vf/kd vaxzsth eqgkojs lh[ksaxs] vaxzsth cksyus mruk vklku cu tk,xkA

iSnkb'kh vaxzsth cksyus okyksa ds lkFk le; fcrkus ls vke 'kCnkoyh vkSj okD;ka'kksa dks çkd`frd rjhds ls cksyus esa enn feysxhA i<+uk] vaxzsth Vhoh ns[kuk vkSj [kcj dks lquuk Hkh Qk;nsean gSA dksbZ u;k 'kCn ;k okD;ka'k lh[ksa rks mls viuh cksypky esa bLrseky djus dk ç;kl djsaA

**Four Important Points -**

fy[kus] i<+us vkSj lquus ds dkS'ky esa lq/kkj yk;saA vaxzsth jsfM;ks ;k i‚MdkLV lqusaA vaxzsth lquus ds Kku esa lq/kkj ykus dk lcls vPNk rjhdk gS dh vius Qksu ;k ,eih&3 Iys;j esa vaxzsth Hkk"kk dk i‚MdkLV ;k jsfM;ks ,Iyhds'ku MkmuyksM djsaA fQj i‚MdkLV ;k jsfM;ks 'kks dks çfrfnu de ls de 30 feuV rd lquus dk ç;kl djuk pkfg,A

D;k dgk tk jgk gS mls okLro esa le>us dk ç;kl djsa] vaxzsth dks vius Åij ls er tkus nsa A pkgs vkidks og cgqr rst yx jgk gks] fQj Hkh vki dqath 'kCnksa vkSj okD;ka'kksa dks le>us dh dksf'k'k djsa rkfd vkidks ;g irk yx lds dh ckrphr fdl ckjs esa gks jgh gSA

;fn dksbZ Hkh 'kCn ;k okD;ka'k vkidks le> ugha vk jgk gS rks ml le; mldks uksV dj ysa vkSj ckn esa mldk vuqokn ns[ksaaA mlds ckn fy, i‚MdkLV ;k 'kks dks nqckjk lqus rkfd ml lanHkZ esa u, 'kCn ;k okD;ka'k lqu ldsaA

vaxzsth fQYesa vkSj Vhoh 'kks ns[ksaA viuh lquds le>us dh {kerk esa lq/kkj djus dk ,d vkSj etsnkj rjhds gS dh vaxzsth fQYeksa vkSj Vhoh 'kks dks ns[kukA

,slh fQYesa ;k Vhoh ds dk;ZØe pquus dh dksf'k'k djsa ftuesa vkidks etk vk, & blls ;g vH;kl ,d dke dh rjg ugha yxsxk A ;fn laHko gks] rks ,slh fQYesa ;k dk;ZØe pqus ftuls vki igys ls gh ifjfpr gSa] tSls fd cPpksa ds dkVwZu ;k Cy‚dcLVj fQYesaA vxj vki igys ls gh cqfu;knh dgkuh tkurs gSa rks vkidks Hkk"kk le>us esa dkQh vklkuh gksxhA

,d vaxzsth fdrkc] v[kckj ;k if=dk i<+sa: ,d ubZ Hkk"kk lh[kus ds fy, i<+uk ,d vfuok;Z fgLlk gS] blfy, vH;kl djuk uk Hkwysa!

,d vaxzsth Mk;jh j[kus dh dksf'k'k djsa] ftlesa vki gj fnu dqN okD; fy[ksa A bls vR;f/kd O;fäxr gksus dh t:jr ugha gS && vki ekSle ds ckjs esa] vkius jkr ds [kkus esa D;k [kk;k ;k vkidh fnu dh ;kstuk,a D;k gSa] mlds ckjs esa fy[k ldrsa gSa A

vaxzsth Hkk"kk lh[kus ds fy, pj.kc) rjhds ls pkj eq[; fcUnqvksa ij /;ku nsus dh vko';drk gSA

1. **Listening -**

izfrfnu vaxzsth Hkk"kk dks fofHkUu ek/;eksa ls lqusA tSls news, debates, speeches, movies. vaxzsth Hkk"kk dks fu;fer :i ls lquus ls efLr"kd vaxzsth Hkk"kk ds 'kCnksa dks lqu dj le>us ds fy, vH;LFk gksxkA vaxzsth Hkk"kk lquus ls vaxzsth Hkk"kk ds okD; Li"V :i ls le> esa vkus yxsaxs ,oa mlesa cksys tkus 'kCn Hkh Li"V gksaxsA

1. **Reading -**

vaxzsth Hkk"kk lquus ds lkFk&lkFk i<+us dk vH;kl Hkh vko';d gSA blds fy, vaxzsth dh v[kckj] fdrkcsa ;k viuh ilUn ds fo"k; ds ys[k dk v/;;u djuk pkfg;sA

1. **Writing -**

vaxzsth Hkk"kk lquus i<+us ds lkFk&lkFk fy[kus dk vH;kl Hkh vko';d gSA vaxzsth Hkk"kk dks lgh ls fy[kus ds fy, vaxzsth Hkk"kk dh O;kdj.k dk Kku Hkh vko';d gSA izfrfnu cksypky esa iz;ksx gksus okys okD;ksa dks vaxzsth Hkk"kk esa fy[kdj mudk vH;kl djuk pkfg,A

1. **Speaking -**

vaxzsth Hkk"kk cksyus dk vH;kl djuk Hkh vfr&vko';d gSA fdUrq blds fy, right pronunciation, tense, grammer dk Kku gksuk Hkh vko';d gSA vaxzsth Hkk"kk ds O;kdj.k dh tkudkjh ds mijkUr mls izfrfnu cksypky esa iz;ksx gksus okys okD;ksa esa mi;ksx djds mudk vH;kl djuk pkfg,A

**Letters, Words, Sentences and Pronunciation**

**(Use of Capital Letters)**

**Letters -**

vaxzsth Hkk"kk dh o.kZekyk esa 26 'kCn gksrs gS ftUgsa capital letter & small letters esa fuEu nks izdkj ls fy[kk tkrk gSA bu nksuksa izdkj ds 'kCnksa dk mPpkj.k leku jgrk gS] ysfdu vkd`fr fHkUu gksrh gSA

**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**

**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**

**Capital Letters dk iz;ksx &**

1. First letter of the sentence (gj okD;) capital letters ds lkFk 'kq: gksrk gS] tSls%&
   1. *There is a hat.*
   2. *My mother is a home-maker.*
2. Proper noun & Proper adjective dk igyk v{kj Capital gksrk gSA buesa O;fDr] 'kgj] ns'k] jkT;] leqnz] ioZr J`a[ky] unh] ekg] xzUFk] Hkou] tkfr] R;kSgkj] Hkk"kk] v[kckj] iqLrd ;k ys[k ds 'kh"kZd ds igys v{kj vkfn 'kkfey gSA mnkgj.kr;k%&

Sita, Jaipur, Japan, Assam, Pacific Ocean, Ganga, The Himalaya, January, The Bible, Tajmahal, The Hindus, Diwali, Sanskrit, The Times of India, Godfather of Wives and Children, etc.

1. bZ'oj (Almighty God) ;k mlds fy;s iz;qDr leLr Noun o Pronoun -

My God, The Lord, The Almighty, The Omniscient, The Omnipresent

1. in dk uke] fMxzh;ksa ds uke dk igyk v{kj &

Prime Minister (P.M.), Batchlor of Arts (B.A.), The Supervisor, The President, The Secretary.

1. Pronoun I eSa ,oa interjection 'o' (vksg) tc fdlh okD; esa vdsys vk;s rks ges'kk capital letter esa fy[ks tkrs gS&
   1. *I am the single son of my father.*
   2. *O, God!*
2. English poem esa gj ykbZu dk izFke v{kj capital letter gksrk gS] tSls &

*Woods are lovely dark and deep.*

*But I have promises to keep.*

*And miles to go before I sleep*

*And miles to go before I sleep*

1. Inverted Commas (" ") ds vanj dk izFke v{kj capital letter gksrk gS] tSls &

*He said, "You have to work hard."*

1. Initials Abbreviations esa iz;qDr v{kj capital letter gksrk gS] tSls &
   1. Sh. M.K. Gandhi.
   2. Mr. S. Gupta
2. mikf/k;ksa ds uke] lekpkj i=ksa ds uke] eq[; ,sfrgkfld ?kVukvksa ds uke] lkoZtfud laLFkkuksa ds uke] fdrkc dk uke] 'kh"kZd ds uke dk igyk v{kj capital letter gksrk gSA mnkgj.kkFkZ &

Padam Shree, Congress, Bhartiya Janta Party, The Hindustan Times, The First World War, The Battle of Plasi, The Nirmal Hridya, The General English Book, The Hare and The Tortoise, A Visit to Zoo, etc.

1. vaxszth esa fy[ks tkus okys First, Middle o Last name dk igyk v{kj capital letter gksrk gS] tSls &

Susheel Kumar Jain, Jai Narain Vyas, Narender Kumar Modi.

1. O;fDr ds uke ds igys yxus okys 'kh"kZd dk igyk v{kj capital letter gksrk gS] tSls &

Mr., Mrs., Smt., Sr., Madam, Dr., Lt., Prof.

1. tc okD; esa father/mother/uncle/aunt dk iz;ksx proper noun dh rjg gksrk gS rks buds iwoZ my, his, her, your vkfn dk iz;ksx ugha gksrk gS o budk igyk v{kj capital gksrk gSA tc buds vkxs my, his, her, your vkfn dk iz;ksx gksrk gS rks budk igyk v{kj small letter esa fy[kk tkrk gS] tSls &
   1. *Father was happy but Aunt was sad.*
   2. *I eat dinner with Father.*
   3. *I eat dinner with my father.*
   4. *Where is Uncle?*
   5. *Where is your uncle?*

**Words -**

Alphabets dks feykdj tc dksbZ /ofu mPpkfjr gks ftldk dksbZ vFkZ fudyrk gS rks og 'kCn(word) dgykrk gSA 'kCn Loj (vowals) o O;atu (consonants) ds ;ksx ls curk gS] tSls &

T + o (Vq) -dks

O + n (vkWu) - ij

G + o (xks) - tkuk

Bat(cSV) - cYyk

C + a + t (dSV) – fcYyh

**Syllable -**

,d v{kj ;k vusd v{kjksa dk lewnk;] tks ,d lk¡l esa cksyk tk;s] ftlesa ,d Consonant o ,d Vowel feydj ,d vkokt fudkyrs gSa] flyscy dgykrk gSA ,d 'kCn esa ,d ;k mlls vf/kd syllables gks ldrs gS] tSls &

1. One syllabic words - Go, to, you, me, I, they
2. Two syllabic words - mo-the(r), Cri-cket, sea-son
3. Three syllabic words - ma-chi-ne, dra-ma-tic, cro-co-dile
4. More than three syllabic words - tem-po-ra-ry, con-ver-sa-tion, exa-mi-na-tion

**Sentence (okD;) &**

'kCnksa dk ,slk lewg] ftldk iw.kZ vFkZ fudyrk gS] tSls &

1. *Birds fly.*
2. *My mother cooks food.*

**Phrase (okD;ka'k) &**

okD; dk ,d Hkkx] ftldk vFkZ rks gks] ij iwjk vFkZ u fudys] tSls&

1. *In the house*
2. *Made of gold*
3. *In a hurry*

**Clause (miokD;) &**

'kCnksa dk lewg] ftldk subject **o** predicate rks gks] fdUrq Lora= vfLrRo u gks] tSls&

1. He said **that he was hired.**
2. Who was the boy **whom you gave book?**
3. Do you remember the poem **which she recited?**

**Parts of speech -** Parts of speech dks 8 Hkkxksa esa ckaVk tk ldrk gS &

* Noun
* Pronoun
* Adjective
* Verb
* Adverb
* Preposition
* Conjunction
* Interjection

**Punctuation (fojke fpUg) -**

fy[krs le; marks, stops o points dk lgh bLrseky djuk punctuation dgykrk gSA vaxzsth Hkk"kk ds eq[; punctuation bl izdkj ls gS%&

1. Full stop - ( . )
2. Question mark - ( ? )
3. Comma - ( , )
4. Colon - ( : )
5. Hyphen - ( - )
6. Elipsis - ( ... )
7. Mark of exclamation - ( ! )
8. Semi colon - ( ; )
9. Dash - ( — )
10. Inverted commas - ( " " )

**Sentence -**

A group of words which makes a complete sense is called a sentence.

**Parts of sentence - Each sentence has two parts**

1. Subject
2. Predicate

ftlds fo"k; esa dgk tk, mls subject dgrs gS o tks subject ¼mn~ns';½ ds ckjs esa dqN dgs mls predicate ¼fo/ks;½ dgrs gSA

Sentences ds ikap izdkj gksrs gS &

1. **Assertive -** A sentence that makes a statement or assertion.

*The earth moves around the sun.*

1. **Interrogative -** A sentence which asks a question.

*Are you a student?*

1. **Imperative -** A sentence that expresses a command or an entreaty.

*Do not smoke.*

1. **Exclamatory -** A sentence that expresses strong feeling.

*How beautiful the picture is!*

1. **Optative -** A sentence to exclaim a wish or blessing.

*May God bless you.*

**Consonants sounds and their symbols -**

1. /þ/ i pen, pet, parrot (isu] isV] iSjsaV)
2. /b/ c bag, bet, table (cSx] csV] Vscy)
3. /t/ V take, step, tail (Vsd] LVsi] Vsy)
4. /d/ M day, debt, daily (Ms] MsV] Msfy)
5. /k/ d keep, car, cat (dhi] dk] dSV)
6. /g/ x gate, get, gain (xsV] xs^V] xsu)
7. /t ʃ/ p chain, chess, nature (psu] ps^l] uspW)
8. /dʒ/ t join, jet, judge (tkWbu] ts^V] tWV)
9. /f/ Q face, fall, offer (Q+sl] Q+kW%y] vkWQ~&vsZ)
10. /v/ o vain, vet, vest (osuV] os^V] osLV)
11. /θ/ Fk thank, think, thief (FkSUd] fFkUd] FkhQ+)
12. /ð/ n then, there, brother (ns&u] ns&vW] czWnW)
13. /s/ l sea, soon, sale (lh] lwu] lsy)
14. /z/ t+ zoo, opposite, zero (t+w] vkWiWft+V] ft+vWjks)
15. /ʃ/ 'k shade, ship, admission ('ksM] f'ki] vWM&fe&'kWu)
16. /ʒ/ 't measure, fusion, closure (es^'t~&vW]¶+;w't+Wu] Dyks&'t+W)
17. /h/ g hat, hand, height (gSV] gSUM] gkbV)
18. /m/ e monkey, make, mike (eWUx~&fd] esd] ekbd)
19. /n/ u night, net, nine (ukbV] us^V] ukbu)
20. /l/ y lamp, light, logical (ySEi] ykbV] ykWftdWy)
21. /r/ j rat, rain, ray (jSV] jsu] js)
22. /j/ ; yes, yet, unity (;s^l] ;s^V] ;wu~&bfV)
23. /w/ o wait, wet, water (osV] os^V] okW%VW)

**Fricatives -**

|  |  |
| --- | --- |
| **IPA Symbol** | **Word examples** |
| f | Full, Friday, fish, knife. |
| v | Vest, village, view, cave. |
| θ | Thought, think, Bath. |
| ð | There, those, brothers, others. |
| z | Zoo, crazy, lazy, zigzag, nose. |
| ʃ | Shirt, rush, shop, cash. |
| ʒ | Television, delusion, casual |
| h | High, help, hello. |

**Plosives -**

|  |  |
| --- | --- |
| **IPA Symbol** | **Word examples** |
| p | Pin, cap, purpose, pause. |
| b | Bag, bubble, build, robe. |
| t | Time, train, tow, late. |
| d | Door, day, drive, down, feed. |
| k | Cash, quick, cricket, sock. |
| g | Girl, green, grass, flag. |

**Affricates -**

|  |  |
| --- | --- |
| **IPA Symbol** | **Word examples** |
| ʈʃ | Choose, cheese, church, watch. |
| dʒ | Joy, juggle, juice, stage. |

**Nasals-**

|  |  |
| --- | --- |
| **IPA Symbol** | **Word examples** |
| m | Room, mother, mad, more. |
| n | Now, nobody, knew, turn. |
| ŋ | King, thing, song, swimming. |

**Approximants -**

|  |  |
| --- | --- |
| **IPA Symbol** | **Word examples** |
| r | Road, roses, river, ring, ride. |
| j | Yellow, usual, tune, yesterday, yard. |
| w | Wall, walk, wine, world. |
| l and ɫ | Law, lots, leap, long, pill, cold, chill, melt. |

**Pronunciation (mPpkj.k) -**

**Pronunciation of English vowels (Loj mPpkj.k) -**

**Vowel A -** vfUre E ls igys dksbZ O;atu gks] mlls igys Lrj A vk;k gks] rks iwjs 'kCn dk mPpkj.k ^,^ gksrk gS o vafre E vuqPpfjr jgrk gS] tSls & *Name - use, Fame - Qse*

**Vowel I-** ;fn vfUre E ls igys dksbZ O;atu gks vkSj mlls Hkh igys Vowel Ivk;k gks] rks iwjs 'kCn dk mPpkj.k ^vkb^ gksrk gS o vafre E vuqPpfjr jgrk gS] tSls & *Wife - okbQ, Wine - okbu*

**Vowel O-** ;fn mi;qZDr n'kk esa Vowel Ovk, rks iwjs 'kCn dk mPpkj.k ^vks^ gksrk gS o vafre E vuqPpfjr jgrk gS] tSls & *Hope - gksi, Scope - Ldksi*

**Vowel U -**;fn mi;qZDr n'kk esa Vowel Uvk, rks iwjs 'kCn dk mPpkj.k ^Å^ ;k ^;w^ gksrk gS o vafre E vuqPpfjr jgrk gS] tSls & *June - twu, Tube - V~;wc*

1. **I ds mPpkj.k**&

I ds mPpkj.k ;s gS & b] bZ] vkb] vk;] v ¼dHkh&dHkh½

I = b (f)

If (bQ) = ;fn, Big (fcx) = cM+k

I = vkbZ

Mind (ekbUM) = fnekx, Blind (CykbUM) = vU/kk

I = vk;

Fire (Qk;j) = vkx, Retire (fjVk;j) = pys tkuk

I = vkbZ (h nh?kZ)

High (gkbZ) = Åapk, Thigh (FkkbZ) = tka?k

IE = bZ (h) nh?kZ

Achieve (vpho) = izkIr djuk, Sieve (lho) = Nyuh

I = v

First (QLV) = igyk, Dirt (MVZ) = xanxh

1. **O ds mPpkj.k&**

O ds ;s mPpkj.k gS & vkW] vks] m] Å] v

O = vkW

On (vkWu) = ij, God (xkWM) = bZ'oj

O = vks ¼ kS ½

Old (vksYM) = iqjkuk, Blow (Cyks) = gok dk pyuk

OO = m ¼ q ½

Book (cqd) = fdrkc, Good (xqM) = vPNk

OO = m ¼ w ½

Soon (lwu) = 'kh?kz, Room (:e) = dejk

O = v

Come (de) = vkuk, One (ou) = ,d

OW = vkm

How (gkm) = dSls, Cow (dkm) = xk;

OU = vo] vko

Hour (vkoj) = ?kaVk, Our (voj) = gekjk

OY = vkW;

Joy (tkW;) = g"kZ, Boy (ckW;) = yM+dk

1. **U ds mPpkj.k&**

U ds mPpkj.k ;s gS & v] m] ;w

U = v

But (cV) = fdUrq, Shut ('kV) = cUn djuk

U = m ¼ q ½

Pull (iqy) = [khapuk, Push (iq'k) = /kDdk nsuk

U = ;w

During (M~;wfjax) = vof/k, Durable (M;wjscy) = fVdkÅ

1. **Y ds mPpkj.k&**

Y ds mPpkj.k ;s gS & bZ] vk;] vkbZ

Y = bZ ¼ h ½

Duty (M~;wVh) = dRrZO;, Beauty (C;wVh) = lkSUn;Z

Y = vk;

Tyre (Vk;j) = Vk;j, Typhoid (Vk;QkbM) = eksrh>jk

Y = vkbZ

Fry (QzkbZ) = ryuk, Try (VªkbZ) = dksf'k'k djuk

**Pronunciation of consonants (O;atuksa ds mPpkj.k) -**

dbZ O;atu ,sls gS ftuds ,d ls vf/kd mPpkj.k gksrs gSA

1. B dk mPpkj.k c gksrk gS tSls Boy, Big vkfn fdUrq fdlh&fdlh 'kCn esa B ewd (silent) Hkh jgrk gS] tSls &Debt (MSV) = dtkZ] Doubt (MkmV) = 'kd
2. lkekU; :i esa C dk mPpkj.k d gksrk gS] fdUrq dgha&dgha ;g l dh vkokt Hkh nsrk gSA tc C ds ckn E, I, Y vk, rks bldh vkokt l gks tkrh gS] tSls &Cycle (lkbfdy) = lkbfdy] Conceive (dUlho) = lkspukA dHkh&dHkh C ds ckn IA ;k EA gks rks C dk mPpkj.k 'k gks tkrk gS] tSls &Special (Lis'ky), Ocean (vks'ku)A
3. D dk mPpkj.k M gksrk gS] tSls &Dog, Drum, vkfn fdUrq tc DG feydj iz;ksx gksrs gS] rks nksuksa dks feykdj t dh vkokt curh gS] tSls &bridge (fczt), Knowledge (ukWfyt)
4. G dk mPpkj.k x gksrk gS] tSls &Good (xqM), Game (xse), fdUrq ;fn G ds ckn E ;k I vk, rks bldk mPpkj.k dHkh&dHkh t gks tkrk gS] tSls &Gentle (tsafVy), Gem (tSe)A dqN 'kCnksa esa G ewd (Silent) Hkh jgrk gS] tSls Fight (QkbV), Right (jkbV)A
5. H dk mPpkj.k g gksrk gS] tSls &Hen (gSu), Hand (gSUM), fdUrq dqN 'kCnksa esa H ewd (Silent) Hkh jgrk gS] tSls Honour (vkSuj), Hones (vkSusLV)A
6. L dk mPpkj.k y gksrk gS] tSls &Leg (ysx), Long (yksax), fdUrq dqN ,sls 'kCnksa esa ftuesa Im, alk, olk vkrk gS muesa L ewd (Silent) gksrk gS] tSls Talk (VkWd), Calm (dkWe½A
7. P dk mPpkj.k i gksrk gS] tSls &Pen (iSu), Pay (is), fdUrq dqN 'kCnksa esa P ewd (Silent) Hkh jgrk gS] tSls receipt (fjlhV)A
8. Q dk mPpkj.k d gksrk gS] tSls &Quiet (DokbV), Mosque (ekSLd)A bldh fo'ks"krk ;g gS fd izR;sd 'kCn esa Q ds ckn u vkrk gSA
9. S dk mPpkj.k l gksrk gS] tSls &Class (Dykl), Sun (lu), fdUrq dHkh&dHkh bldk mPpkj.k t Hkh gksrk gS] tc fdlh 'kCn ds vUr esa S ls igys Be, G, GG, Ge, IE, EE, Y vk, rks S dk mPpkj.k t gks tkrk gS] tSls &Eggs (,Xt),Heroes (ghjkst)A;fn fdlh 'kCn esa S ;k SS ds ckn IA ;k ION vk,] rks S 'k dh /ofu nsrk gS] tSls &Asia (,f'k;k), Session (lS'ku)A
10. T dk mPpkj.k V gksrk gS] tSls &Time (Vkbe), To (Vw)A tc T ds ckn ION vk, rks T dh /ofu 'k gks tkrh gS] tSls &Station (LVs'ku), Collection (dySD'ku)A tc T ds ckn IA, IE, IO vk,] rc Hkh T dk mPpkj.k 'k gksrk gS] tSls &Patient (is'ksUV),Ratio (jsf'k;ks)Atc T ds ckn URE vkrk gS] rks T dk mPpkj.k p gks tkrk gS] tSls &Future (¶;wpj), Agriculture (,xzhdYpj)A tc T ds ckn H vk, rks T dk mPpkj.k n ;k Fk gksrk gS] tSls &Thin (fFku). Thick (fFkd)A dHkh&dHkh T ewd (Silent) Hkh gksrk gS] tSls &Often (vkSQu), Fasten (Qklu)A
11. W dk mPpkj.k o gksrk gS] tSls &Work (odZ), Word (oMZ), ;fn fdlh 'kCn esa W ds ckn R vk,] rks W ewd (Silent) Hkh jgrk gS] tSls Wrong (jksax), Write (jkbV)A
12. X dk mPpkj.k Dl gksrk gS] tSls &Wax (oSDl), Relax (fjySDl), ysfdu dHkh&dHkh ;g x dh vkokt Hkh nsrk gS] tSls Examination (,Xtkfeus'ku), Exact (,XtsDV)A;fn X fdlh 'kCn dk igyk v{kj gks rks mldh vkokt Z tSlh gks tkrh gS] tSls &Xeleophone (thyksQksu)A
13. Z dk mPpkj.k t gksrk gS] tSls &Zip (fti), Recognize (fjdxukbt), fdlh&fdlh 'kCn esa Z ds LFkku ij S Hkh iz;ksx gks ldrk gS] tSls &Civilization vFkok Civilisation.

**Simple (fgUnh esa) ABC -**

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

,] ch] lh] Mh] bZ] ,Q] th] ,p] vkbZ] ts] ds] ,y] ,e] ,u] vks]

ih] D;w] vkj] ,l] Vh] ;w] oh] MCY;w] ,Dl] okbZ] tSM

**Effective (fgUnh esa) ABC -**

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

,s] c] d] M] ,] Q] x] g] bZ] t] d] y] e] u] vks]

i] Do] j] l] V] v] o] Og] vDl] ;] t

**Tenses**

**(Present, Past and Future)**

Tense ml le; dk cks/k djkrk gS] tc dksbZ dk;Z gksrk gSA Tense rhu izdkj dk gksrk gS&

1. Present Tense
2. Past Tense
3. Future Tense

Action dh fLFkfr (degree of completness) dks Li"V djus ds fy;s rhuksa Tenses esa ls izR;sd dks pkj Hkkxksa esa ckaVk tk ldrk gS&

1. **Indefinite -** blesa action dh fLFkfr fuf'pr ugha gksrh gSA
2. **Continuous -** blesa dk;Z dh fujarjrk dk cks/k gksrk gSA
3. **Perfect -** blesa dk;Z dh lekfIr dk cks/k gksrk gSA
4. **Perfect Continuous -** blesa ;g cks/k gksrk gS fd dk;Z igys ls gh tkjh gS] ijarq vHkh Hkh gks jgk gSA

**Table of Tenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Indefinite** | **Continuous** | **Perfect** | **Perfect Continuous** |
| **Present** | I go | I am going | I have gone | I have been going |
| **Past** | I went | I was going | I had gone | I had been going |
| **Future** | I shall go | I shall be going | I shall have gone | I shall have been going |

**The Present Tense -**

1. **Present Indefinite Tense -**bl Tense esa dke ds iw.kZ gksus] v/kwjk jgus ;k dke dh orZeku fLFkfr ds ckjs esa dksbZ fuf'pr ckr ugha dgh tkrhA vr% mls Indefinite dgrs gSaA

**Structure (jpuk) -**

|  |  |  |
| --- | --- | --- |
| Statement | Subject I, We, You, They  Name (plural)  I form of verb | He, She, It  Name (singular)  I form + s/es \* |
| Negative | do not + I form | does not + I form |
| Interrogative | Do + Subject + I form ..? | Does + Subject + I form ..? |

\* Verb dh I form ds var esa o, ss, s, ch, sh, x gksus ij es yxsxkA tSls& box - boxes, go - goes, teach - teaches.

\* Word ds var esa y ls iwoZ O;atu gksus ij y gVdj ies yxrk gSA tSls& worry - worries, carry - carries.

**Present Indefinite ds iz;ksx &**

* 1. habitual action (vknru dk;Z) ;k daily routine dks O;Dr djus gsrq &

*I rise at 6 A.M.*

(vDlj ,sls okD;ksa esa lkef;d fØ;k fo'ks"k.k esa always, never, seldom, after, sometimes, daily, everyday, every month, every week, once a year, once a month, once a week vkrk gS)

* 1. General/Permanent truth dks O;Dr djus gsrq &

*The Sun rises in the East.*

* 1. Present moment dks O;Dr djus gsrq &

*I live at Bajaj Nagar.*

* 1. Near futureesa ?kfVr gksus okys action dks O;Dr djus gsrq &

*They reach at Sri Ganganagar tomorrow.*

*The school opens the day after.*

* 1. fdlh quotation ds bLrseky gksus ij&

*Keats say, "A thing of beauty is a joy forever"*

* 1. Dramatic actiondks O;Dr djus gsrq &

*Raja draws his sword and attacks at the enemy.*

* 1. Here, There, Now, Seevkfn 'kCnksa ls izkjaHk gksus okys foLe;cks/kd okD;ksa esa&

*Here comes my mother!*

*See, How it runs!*

*There goes the rocket!*

* 1. Running commentary broadcast esa&

*Virat bowels to Rahul. He ......... the ball.*

* 1. Impertinent sentence ds vkjaHk esa &

*Never tell a lie.*

*Bring me a glass of water.*

1. **Present Continuous Tense -** bl Tense esa dk;Z ds orZeku esa tkjh jgus dks O;Dr fd;k tkrk gSA

**Structure (jpuk)**

|  |  |  |
| --- | --- | --- |
| Statement | is/are/am + I form + ing | I ds lkFk am  We/You/They + plural ds lkFk are  He/She/It (Singular) ds lkFk is |
| Negative | is/are/am + not + I form + ing |
| Interrogative | is/are/am + subject + I form + ing + ? |

\* Verb ds var esa egV dj ing yx tkrk gSA tSls come + ing - coming

\* Verbds var esa ie gksus ij iegVdj ygks tkrk gSA tSls &die + ing - dying

\* Verb ds (w, r, y dks NksM+dj) vafre v{kj ds igys vowel gks rks ing yxkrs le; vafre v{kj nks ckj fy[kk tkrk gSA tSls &run + ing - running, put + ing - putting

**Present Continous Tense ds iz;ksx &**

* 1. ckr djrs le; gks jgs action ds fy;s &

*She is studying.*

*Boys are playing in the ground.*

* 1. fdlh ,sls temporary action ds fy;s tks ckrphr ds le; u Hkh gks jgk gks] tSls &

*I am reading 'King Lear'*

*Lata is learning French.*

* 1. fudV Hkfo"; esa gksus okys action ds fy;s &

*My mother is coming tomorrow.*

* 1. fdlh LFkk;h fLFkfr ds fy;s ftls oDrk vLFkkbZ is'k djrk gS] tSls &

*You will easily approach. My house is facing Payal cinema.*

* 1. fdlh vknr dks O;Dr djus ds fy;s] tSls &

*She is regularly taking exercise these days.*

**fo'ks"k %& fuEu fØ;k;sa lkekU;r;k Present Continuous Tense esa iz;qDr ugha gksrh gS&**

1. Verbs of perception - see, hear, smell, notice, recognize
2. Verbs of appearing - appear, look, seen
3. Verbs of emotion - want, wish, desire, feel, like, love, hate, hope, refuse, prefer.
4. Verbs of thinking - think, suppose, believe, consider, trust, remember, regret, know, understood, imagine, mean, mind.
5. have (passes) - own, passes, belong to, confirm, consist of, be (except when used in passive)
6. **Present Perfect Tense -** bl Tense esa dk;Z dh rqjar lekfIr dk cks/k gksrk gS ftldk vlj orZeku esa Hkh ifjyf{kr gksrk gSA

**Structure (jpuk) -**

|  |  |  |
| --- | --- | --- |
| Statement | has/have + III form | I/We/You/They ds lkFk have  He/She/It ds lkFk has |
| Negative | have + not + III form |
| Interrogative | has/have + subject + III form |

**Present Perfect Tense ds iz;ksx &**

* 1. Immediate past dh activities dks n'kkZus gsrq &

*He has just gone out.*

* 1. ,sls action ds fy;s ftuesa lgh le; ugha n'kkZ;k x;k gS &

*Have you read 'Macbeth'?*

* 1. tc ge action dh ctk; effect ij T;knk /;ku Mkyrs gS &

*John has finished the whole cake.*

* 1. fdlh ,sls action ds fy;s tks past esa 'kq: gksdj vc rd py jgk gks &

*I have known him for ten years.*

1. **Present Perfect Continuous Tense -** ;g Tense fdlh ,sls dk;Z dks O;Dr djrk gS tks fiNys le; esa vkjEHk gksdj vc Hkh tkjh jgsA

**Structure (jpuk)**

|  |  |
| --- | --- |
| Statement | has/have + been + I form + ing + for/since |
| Negative | has/have + nd been + I form + ing + for/since |
| Interrogative | has/have + subject + nd been + I form + ing + for/since |

**Present Perfect Continuous Tense ds iz;ksx &**

* 1. fdlh action dk o.kZu djus gsrq ftlesa for/since dk le; ns j[kk gks o present dks crkus okyk dksbZ 'kCn (this/there/here/now) Hkh lkFk gks] tSls &

*I have been living in Sri Ganganagar for twenty years.*

* 1. fdlh ,sls action ds fy;s tks Hkwrdky esa izkjEHk gksdj lekIr gks x;k gks] fdUrq mldk izHkko vHkh rd gks] tSls &

*They have been drinking wine for a long time, so they are ill.*

**Past Tense -**

1. **Past Indefinite Tense/Simple Past Tense -**

**Structure (jpuk)**

|  |  |
| --- | --- |
| Statement | II form of the Verb |
| Negative | did not + I form |
| Interrogative | Did + subject + I form |

**Past Indefinite Tense ds iz;ksx &**

1. ,sls action dk o.kZu djus ds fy;s ftlesa adverb of past time (past dks n'kkZus okys le; ;Fkk last, yesterday, ago, never)vkfn ns j[kk gks] tSls &

*I left the college last year.*

1. Past ds fdlh action dks habbit ds :i esa n'kkZus gsrq] tSls &

*I studied many hours in school days.*

1. dbZ ckj ;g fcuk adverb of time ds iz;qDr gksrk gSA ,sls esa le; lanHkZ ls tkuk tkrk gS] tSls &

*She did not sleep well.*

*Alexander defeated all the Kings.*

1. **Past Continuous Tense -** ;g fdlh ,sls dk;Z dks O;Dr djrk gS tks Hkwrdky esa fdlh le; tkjh FkkA

**Structure (jpuk)**

|  |  |  |
| --- | --- | --- |
| Statement | was/were + I form + ing | I/He/She/It/noun ds lkFk was o  We/You/They o plural noun ds lkFk were |
| Negative | was/were + not + I form + ing |
| Interrogative | was/were + subject + I form + ing |

**Past Continuous Tense ds iz;ksx &**

1. When okyh adverb clause ds lkFk past ds action dks fn[kkus ckcr] tSls &

*When I saw her, she was going to market.*

1. lkFk&lkFk gksus okys nks action esa tc ,d past continuous tense ls gks rks nwljk Hkh mlh tense esa gksxk] tSls &

*We were sleeping when it was raining.*

1. Hkwrdky ds fujarj pyus okys dk;ksZa ds fy;s ;k habits O;Dr djus ds fy;s always ;k continuously vkfn 'kCnksa ds lkFk] tSls &

*He was always grumbling for his poverty.*

1. **Past Perfect Tense -** ;g fdlh ,sls dk;Z dks O;Dr djrk gS tks Hkwrdky esa fdlh vU; dk;Z ds vkjaHk gksus ls igys iwjk gks pqdk FkkA

**Structure (jpuk)**

|  |  |  |
| --- | --- | --- |
| Statement | had + III form |  |
| Negative | had + not + III form |
| Interrogative | Had + subject + III form + ? |

**Past Perfect Tense ds iz;ksx &**

1. ;fn before ;k when okyk miokD; simple past tense esa gks rks main clause (eq[; miokD;) past perfect tense esa j[kk tkrk gS] tSls &

*The train had left before he reached the station.*

1. ;fn eq[; miokD; past indefinite tense esa ns j[kk gks rks nwljk miokD; past perfect tense esa j[kk tkrk gS] tSls &

*We reached the station after the train had left.*

1. fdlh ,sls action dk o.kZu djus ds fy;s ftlesa till, yesterday, till then ns j[kk gks] tSls &

*I had not bought the ticket till the last moment.*

1. **Past Perfect Continuous Tense -** ;g fdlh ,sls dk;Z ds fy;s vkrk gS tks Hkwrdky esa vkjaHk gksdj Hkwrdky esa gh tkjh jgk gSA

**Structure (jpuk)**

|  |  |  |
| --- | --- | --- |
| Statement | had been + I form + ing |  |
| Negative | had not been + I form + ing + since/for |
| Interrogative | Had + subject + been + I form + ing + ? |

**Past Perfect Continuous Tense ds iz;ksx &**

1. ;fn when ;k before okyh clause past indefinite tense esa ns j[kh gks rks ml main clause dks ftlesa for/since okyk time gks] past perfect continuous tense esa j[kk tkrk gS] tSls &

*My father had been running a small shop before India got independence.*

**Future Tense (Indefinite) -**

1. **Future Indefinite Tense/Simple Future Tense -** ;g ,sls dk;Z dks fn[kkrk gS tks vHkh gksuk ckdh gSA

**Structure (jpuk)**

|  |  |  |
| --- | --- | --- |
| Statement | is about to + I form,  going to + I form  will/shall + I form | We ds lkFk shall yxrk gSA vU; lHkh ds lkFk will yxrk gSA |
| Negative | will/shall + not + I form |
| Interrogative | Will/Shall + subject + I form + ? |

**Future Indefinite Tense ds iz;ksx &**

1. ,sls action dks n'kkZus ftlesa future adverb yxk gks (tomorrow, next day, etc)] tSls &

*I will go to Jaipur tomorrow.*

1. ,slh phtksa ds ckjs esa ckr djrs oDr] ftu ij gekjk o'k ugha gS] tks rF;ksa ij vk/kkfjr gS] tSls &

*It will be independence day tomorrow.*

1. ,slh ckrksa ds fy;s tks Hkfo"; esa ?kV ldrh gS] tSls &

*Sushma will get I class.*

1. dksbZ Hkh plan fd, dk;Z dks djus ds fy;s going to form dk iz;ksx djrs gS] tSls &

*I am going to resign the job.*

1. laHkkfor ckrksa ds fy;s Hkh going to form dk iz;ksx gksrk gS] tSls&

*It is going to rain, as they sky is clouded.*

1. immediate future ds fy;s be + about to + base form dk iz;ksx fd;k tkrk gS] tSls &

*The train is about to leave.*

1. Official programs o time table esa future n'kkZus gsrq simple present tense dk iz;ksx gksrk gS] tSls &

*The college opens on first July.*

1. **Future Continuous Tense -** ;g ,sls dk;Z dks O;Dr djrk gS tks Hkfo"; esa fuf'pr le; rd tkjh jgsxkA

**Structure (jpuk)**

|  |  |  |
| --- | --- | --- |
| Statement | will/shall + be + I form + ing |  |
| Negative | will/shall + not be + I form + ing |
| Interrogative | will/shall + subject + be + I form + ing + ? |

**Future Continuous Tenseds iz;ksx &**

1. ,sls dk;Z dk o.kZu djus ds fy;s ftlesa tomorrow, next day, next sunday, next week/month/year ds lkFk at this time ns j[kk gks] tSls &

*I will be travelling at this time tomorrow.*

1. Future ds fdlh dk;Z ij ckr djrs le; ftldk geus fu;kstu dj j[kk gS] ;k ftls ge lkekU;r;k gksus dh mEehn j[krs gS] tSls &

*The doctor will be coming soon.*

1. **Future Perfect Tense -** ;g ,sls dk;Z dks O;Dr djrk gS tks Hkfo"; esa fdlh le; rd iwjk gks pqdsxkA

**Structure (jpuk)**

|  |  |  |
| --- | --- | --- |
| Sentence | will/shall + have + III form |  |
| Negative | will/shall + not have + III form |
| Interrogative | will/shall + subject + have + III form + ? |

**Future Perfect Tense ds iz;ksx &**

1. fdlh ,sls dk;Z dk o.kZu djus ds fy;s ftlesa till;k byds vkxs future n'kkZus okyk adverb of time ns j[kk gks] tSls &

*He will have completed the task by the next Sunday.*

1. ,sls fdlh dk;Z ds fy;s ftlesa when ;k before ds ckn simple present ns j[kk gks] tSls &

*I shall have finished the breakfast before it strikes nine.*

1. **Future Perfect Continuous Tense -** ;g O;Dr djrk gS fd Hkfo"; esa fdlh fu/kkZfjr le; rd dksbZ dk;Z yxkrkj gksrk jgsxkA

**Structure (jpuk)**

|  |  |  |
| --- | --- | --- |
| Sentence | will/shall + have been + I form + ing | for/since |
| Negative | will/shall + not have been + I form + ing |
| Interrogative | will/shall + subject + have been + I form + ing + ? |

**Future Perfect Continuous Tense ds iz;ksx &**

1. fdlh ,sls dk;Z dk o.kZu djus ds fy;s ftlesa since/for okys time ds vfrfjDr by ds lkFk future showing time ns j[kk gks] tSls &

*By next month I shall have been staying in Bombay for the last 3 months.*

**Sequence of Tenses**

vaxzsth Hkk"kk esa ;g fu;e fu/kkZfjr djrs gS fd fdlh okD; esa subordinate clause dh fØ;k dk tense D;k gksxkA subordinate clause dk verb principal clause ds verb ij fuHkZj djrk gSA mlds vUrxZr dqN fu;e fuEu gS &

1. ;fn principal clause esa fØ;k past tense esa gS] rks subordinate clause esa Hkh fØ;k past tense esa gh gksrh gS] tSls &

*Ram asked me when I was reading.*

*He failed because he did not work hard.*

**Exception -** ;fn subordinate clause esa universal truth, mathematical calculation, historical fact, moral guidelines gks rks ;s lkekU;r% present tense esa vkrh gS] tSls &

*The teacher said that the earth revolves round the sun.*

1. ;fn subordinate clause fdlh rqyukRed conjunction tSls than ls 'kq: gksrk gS rks subordinate clause esa verb fdlh Hkh tense esa gks ldrh gS] tSls &

*He works harder than anyone else can.*

*He works harder than anyone else could.*

1. ;fn subordinate clause ,d adjective clause gS rks blesa verb fdlh Hkh tense esa gks ldrk gS] tSls &

*I visited the house where she will stay.*

*I visited the house where he lives.*

*I visited the place where accident took place.*

1. ;fn subordinate clause esa verb present ;k future tense esa gS rks subordinate clause esa verb fdlh Hkh tense esa gks ldrh gS] tSls &

*He says that she passed the examination.*

*He will say that she passes the exam.*

*He says that she will come.*

**Exception -** ;fn subordinate clause if, till, as, sooner, when, unless, before, until, even if, as vkfn ls 'kq: gks ,oa principal clause esa verb future tense esa gks rks subordinate clause esa verb present indefinite tense esa vkrh gS] tSls &

*He will not go to market if it rains.*

*I shall not go before she comes.*

*I shall ask him when he comes.*

;fn okD; if, when, unless, till, as ls 'kq: gks rks buds lkFk present indefinite dk iz;ksx gksxk o principal clause esa future dk iz;ksx gksxk] tSls &

*If he comes, I shall accompany him.*

*When he comes, I shall join.*

*Till he comes, we will wait.*

**Parts of Speech**

okD; vkB izdkj ds 'kCnksa ls curk gS] bUgsa parts of speech dgrs gSaA ;s fuEu izdkj ls gS &

1. Noun (laKk)
2. Pronoun (loZuke)
3. Adjective (fo'ks"k.k)
4. Verb (fØ;k)
5. Adverb (fØ;k fo'ks"k.k)
6. Conjunction (la;kstd)
7. Preposition (lEcU/k lwpd)
8. Interjection (foLe; lwpd)

**Noun (laKk) -**

Noun is a word which is used as the name of a person, a place, a thing, an action, quality, state or an abstract idea.

nwljs 'kCnksa esa fØ;k esa dkSu] fdldks] fdlus] D;k] yxkus ls tks tokc feyrk gS] og Noun gSA

Noun ikap izdkj ds gS &

1. **Proper Noun (O;fDrokpd laKk)** - It is the name of a particular (fo'ks"k) person, place, thing or quality, eg. -

*Ram, Jaipur, Ganga, Himalaya etc.*

1. **Common Noun (tkfrokpd laKk)** - ftuls ,d gh tkfr] izk.kh o oLrq dk cks/k gks og common name gS] tSls &

*Girl, Boy, Dog, Cat, River etc.*

1. **Collective Noun (lewg okpd laKk)** - ftl uke ls fdlh lewg dk cks/k gks] tSls &

*Class, Army, Cattle, Crowd etc.*

1. **Material Noun (nzO;okpd laKk)** - ftUgsa oLrq,sa crkbZ tk;s] mUgsa material noun dgrs gS] tSls &

*Gold, Rubber, Plastic, Wood etc.*

1. **Abstract Noun** - ftu oLrqvksa dks ge ns[k u ldsa o ftudh dsoy dYiuk dj ldrs gS ;k eglwl dj ldrs gS] og abstract noun dgykrs gS] tSls &

*Youth, Love, Honesty, Truth, Patriotism etc*

*.*

**Pronoun (loZuke) -**

tks 'kCn noun ds LFkku ij iz;qDr gks] mUgsa pronoun dgrs gS] tSls &

*Sita is a student.*

*She is intelligent.*

Pronoun ds fuEu izdkj gS &

1. **Personal pronoun** - ftu pronoun ls fdlh iq:"k ;k O;fDr] tkuoj ;k oLrq dk cks/k gks mls personal pronoun dgrs gS] tSls&

*I am working.*

*They are playing.*

*You are reading a book.*

Personal pronouns are used for three persons –

**First person (ckr djus okyk)** - I, We

**Second person (ckr lquus okyk)** - You

**Third person (ftuds fo"k; esa ckr gks)** - He/She/It/They

It dk iz;ksx tkuojksa ds fy, gksrk gSA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Person** | **Number** | **Gender** | **Function** | | **Possessive** |
| **Subject** | **Object** |
| First | Singular | Common | I | Me | My, Mine |
| Plural | Common | We | Us | Our, Ours |
| Second | Singular | Common | You | You | Your, Yours |
| Plural | Common | You | You | Your, Yours |
| Third | Singular | Masculin | He | Him | His |
| Singular | Feminine | She | Her | Her, Hers |
| Singular | Neuter | It | It | Its |
| Singular | Common | They | Them | Their, Theirs |

1. **Interrogative pronoun** - tks pronoun iz'u iwNus dk dk;Z djrk gS] mls interrogative pronoun dgrs gS] tSls &

*Who, Whose, Whom, Which, What*

O;fDr;ksa ds fy, &*Who, Whose, Whom*

oLrqvksa ds fy, &*What*

O;fDr;ksa o oLrqvksa nksuksa ds fy, &*Which*

Subject ds fy, pronoun - *Who*

Object ds fy, pronoun - *Whom*

Possessive form ds fy, pronoun - *Whose*

What o Which subject o object nksuksa esa iz;qDr gksrk gS] tSls&

*Who is the principal of this school?*

*Whom did you give the book?*

*What is the time?*

*Which is your wallet?*

*Whose shirt is this?*

1. **Relative pronoun** - tks pronoun nks okD;ksa dks tksM+rk gS o vius ls igys pronoun (antecedent) ls laca/k tksM+rk gS mls relative pronoun dgrs gSa] tSls &

*Who, Whom, That, Which*

Relative pronoun dk iz;ksx nks izdkj ls gksrk gS &

1. **Continuative pronoun** - blesa relative pronoun vius antecedent dks fo'ks"kr;k izdV ugha djrk gS] tSls &

*He took my pen which I brought yesterday.*

*She released the sparrow, which flew away soon.*

1. **Restrictive pronoun** - blesa relative pronoun vius antecedent dks fo'ks"kr;k izdV djrk gS] tSls &

*I have spent the money which you gave me.*

*Bring to me the boy who had abused you.*

1. **Distributive pronoun** - tks pronoun okD; esa iz;qDr O;fDr;ksa dk oLrqvksa esa ls izR;sd dks lwfpr djs og distributive pronoun dgykrk gS] tSls &

Either, Neither, None, Each, Any

*Neither of the two boys spoke.*

*Any of these ten girls may participate.*

1. **Demonstrative pronoun** - tks pronoun fdlh noun dk ladsr ns] mls demonstrative pronoun dgrs gS] tSls &

*These are girls.*

*These are your shoes.*

1. **Indefinite pronoun** - ftl pronoun ls fdlh fuf'pr O;fDr ;k oLrq dk cks/k u gks og Indefinite pronoun dgykrk gS] tSls &

One, None, Some, Money, Somebody, Anybody, Nobody, Other, All, Few vkfnA

*None came here.*

*A few will get success.*

*One should obey one's parents.*

1. **Reflexive pronoun** - ftl pronoun ls dke dk izHkko subject ij iM+uk izdV gks] vU; fdlh ij ugha] mls reflexive pronoun dgrs gS] tSls &

Myself, Himself, Herself vkfnA

*I did it myself.*

*Mamta helpled herself.*

1. **Reciprocal pronoun** - tks pronoun nks pronouns ls feydj curs gS vkSj ijLij lEcU/k izdV djrs gSa mUgas reciprocal pronoun dgrs gSa] tSls &

eachother, one another.

*The two brothers loved each other.*

*The students helped one another.*

1. **Emphatic pronoun** - ftl pronoun dk iz;ksx tksj Mkyus ds fy, gks] mls emphatic pronoun dgrs gSA ;g reflexive pronoun dh rjg fn[krs gSa] fdUrq budk iz;ksx vyx rjhds ls fd;k tkrk gS &

*I myself wrote the book.*

*You yourself should go there.*

**\* ;gka xkSjryc gS fd reflexive pronoun dk iz;ksx verb ;k object ds ckn sentence ds var esa fd;k tkrk gS tcfd emphatic pronoun dk iz;ksx subject ds rqjar ckn gksrk gSA buds iz;ksx ls tkuk tkrk gS fd dkSulk pronoun iz;qDr gSA**

**Adjective (fo'ks"k.k) -**

Noun ;k pronoun dh fo'ks"krk crkus okys 'kCnksa dks adjective (fo'ks"k.k) dgrsgS] tSls &

*Sushma is an intelligent girls.*

*The cow is white.*

*The shirt is torn.*

*The table is old.*

igpku & laKk esas dSlh] dSlk] dkSulk] dkSulh] fdruk ;k fdruh yxkus ls feyk tokc gh fo'ks"k.k gSA

**Kinds of adjective** - Adjective ds vkB izdkj gksrs gS &

1. **Adjectives of Quality (xq.kokpd)** - ;g adjective noun ds xq.k] nks"k ;k jax&:i izdV djrk gSA bls descriptive adjective Hkh dgk tkrk gS] tSls &

*Red rose, A good girl, A bad boy, An hones servant.*

Adjective of quality dk iz;ksx okD; esa nks izdkj ls gksrk gS &

i. Attributively - vxj noun ls igys adjective dk iz;ksx gks] tSls&

*The lazy boy failed.*

*The clever fox has run away.*

ii. Predicatively - tc adjective dk iz;ksx verb ds ckn gks] tSls&

*The pen is black.*

*The shirt is beautiful.*

1. **Proper Adjective** **(O;fDrokpd)** - Proper noun ls cus adjective proper adjective dgykrs gS] tSls&

*Indian woman, American flag.*

1. **Adjectives of Quantity (ifjek.kokpd)** - ftl adjective esa oLrq dh ek=k izdV gks] mls adjective of quantity dgrs gSa] tSls&

*More water, Little Milk, More Weight*

1. **Adjective of Number (la[;kokpd)** - ftl 'kCn ls oLrq dh la[;k izdV gks og adjective of number dgykrk gSA ;g nks izdkj dk gksrk gS &

i. Definite - tc fuf'pr la[;k crkbZ tk;s] tSls &

*Two children, Fourth storey*

ii. Indefinite - tc oLrq dh fuf'pr la[;k izdV u gks] tSls &

*All students, Few buses, Many people*

1. **Demonstrative Adjectives (ladsrokpd)** - tks adjective vius rqjar ckn noun dk ladsr djs] mls demonstrative adjective dgrs gS] tSls&

*This boy, That goat, Those boots.*

1. **Distributive Adjective (foHkkxlwpd)** - tks adjective fdlh oxZ dh izR;sd oLrw ;k O;fDr dks izdV djs] mls distributive adjective dgrs gS] tSls&

*Each day, Every day, Each woman, Neither book.*

**fo'ks"k &** each, every, either, neither ds rqjar ckn noun vkus ij ;s 'kCn distributive adjectives gksaxs vkSj ;fn either, every, each, neither ds rqjar ckn dksbZ vU; 'kCn gS] rks ;s 'kCn distributive pronoun gksaxs] tSls&

|  |  |
| --- | --- |
| **Distributive Adjective** | **Distributive Pronoun** |
| Each boy participated. | Each of the boy participated. |
| Neither solution is right. | Neither of two solution is right. |
| Every girl was busy. | Everyone of the girls was busy. |

1. **Interrogative Adjective (iz'uokpd)** - mls what, whose, which, where tSls 'kCn tks iz'u mBkrs gq, adjective dk dk;Z djs mUgsa interrogative adjective dgrs gS] tSls&

*Which girl is your daughter.*

*Whose pen is this?*

**fo'ks"k &** What, Which, Whose ds rqjar ckn ;fn noun gS rks ;s 'kCn interrogative adjective gS vkSj muds rqjar ckn ;fn verb gS rks ;s 'kCn interrogative pronoun gS] tSls&

|  |  |
| --- | --- |
| **Interrogative Adjective** | **Interrogative Pronoun** |
| Which book is yours? | Which is your book? |
| What time is it? | What do you expect? |

1. **Possessive Adjective (lEcU/kokpd)** - Noun dk vf/kdkj O;Dr djus okys My, His, Her, Your vkfn 'kCn possessive adjective dgykrs gS] tSls&

*My pen, Her shirt, His son*

**Sentence esa Adjectives dk lgh LFkku ij iz;ksx &**

1. lkekU;r% Adjectives ml noun ls iwoZ j[kk tkrk gS ftls og fo'ks"krk iznku djrk gS] tSls &

*She is a brave girl.*

*Mother is an old lady.*

1. ;fn dbZ adjectives ,d lkFk iz;qDr gksrs gS rks bu adjectivs dks noun ds ckn yxk;k tkrk gS] tSls &

*The woman, young and strong as she was, faced the terrorist.*

1. ;fnokD; esa Indefinite pronoun dk iz;ksx gS rks adjective dk iz;ksx blds i'pkr gksrk gS] tSls &

*It is something mysterious.*

1. inoh esa adjective dk iz;ksx noun ds ckn gksrk gS] tSls &

*Akbar, the great.*

*Alexander, the great.*

1. fuEu phrases esa adjective noun ds ckn vkrk gS &

Notary public, God almighty, Sum total, Governet General, Timed Immersion

1. dqN adjectives dk iz;ksx predicate esa gksrk gS] tSls asleep, alone, ashamed, alike etc.

*The baby is asleep.*

*He is awake.*

*All are alike.*

**The Degrees of Comparison -**

Degrees ds comparison rhu izdkj dh gksrh gS &

1. Positive - small
2. Comparative - smaller
3. Superlative - smallest

**Rules of formation of comparative and superlative degrees:-**

**Rule 1 -** vf/kdka'k Adjectives ds ckn esa -er yxkus ls Comparative Degree rFkk -est yxkus ls Superlative Degree cu tkrh gS] tSls &

|  |  |  |
| --- | --- | --- |
| **Positive** | **Comparative** | **Superlative** |
| Bold | Bolder | Boldest |
| Clever | Cleverer | Cleverest |
| Deep | Deeper | Deepest |
| Fast | Faster | Fastest |
| Great | Greater | Greatest |

**Rule 2 -** ;fn Positive Degree ds var esa -e gks rks Comparative esa dsoy -r vkSj Superlative esa dsoy -st yxkrs gS] tSls &

|  |  |  |
| --- | --- | --- |
| **Positive** | **Comparative** | **Superlative** |
| Able | Abler | Ablest |
| Brave | Braver | Bravest |
| Dense | Denser | Densest |
| Noble | Nobler | Noblest |
| Wise | Wiser | Wisest |

**Rule 3 -** ;fn Positive Degree ds var esa Consonant ls igys dksbZ Vowel gks] rks Comparative Degree esa -er vkSj Superlative Degree esa -est c<+kus ls igys vafre Consonant dks double dj nsrs gSa] tSls&

|  |  |  |
| --- | --- | --- |
| **Positive** | **Comparative** | **Superlative** |
| Big | Bigger | Biggest |
| Fat | Fatter | Fattest |
| Hot | Hotter | Hottest |
| Sad | Sadder | Saddest |
| Thin | Thinner | Thinnest |

**Rule 4 -** ;fn Positive Degree ds var esa -y gks vkSj y ls iwoZ dksbZ Consonant gks rks -er vkSj -est c<+kus ls igys y dks i esa cny nsrs gSa] tSls&

|  |  |  |
| --- | --- | --- |
| **Positive** | **Comparative** | **Superlative** |
| Busy | Busier | Busiest |
| Early | Earlier | Earliest |
| Happy | Happier | Happiest |
| Jolly | Jollier | Jolliest |
| Merry | Marrier | Marriest |

**Rule 5 -** dqN Adjectives dks Comparative vkSj Superlative Degrees cukus ds fy, Adjective ls igys more rFkk most yxk nsrs gSa] tSls &

|  |  |  |
| --- | --- | --- |
| **Positive** | **Comparative** | **Superlative** |
| Beautiful | More beautiful | Most beautiful |
| Careful | More careful | Most careful |
| Difficult | More difficult | Most difficult |
| Important | More important | Most important |
| Obedient | More obedient | Most obedient |

**fo'ks"k %&**

1. lk/kkj.kr% comparative degree ds ckn than vkrk gS] tSls

*Rama is taller than Sita.*

1. fdUrq superior, inferior, junior, senior, prior, ..............., posterior vkSj preferable ds ckn to dk iz;ksx gksrk gS] tSls &

*Mrs. Laxmi is junor to Mr. Gupta.*

1. Interior, exterior, major, minor, perfect o excellent dk iz;ksx lnSo positive degree esa gksrk gS] tSls &

Sachin is an excellent player.

**Irregular comparison -**

dqN adjectives ,sls gS] ftudh positive ls comparative o superlative -er ;k -st suffix yxkdj ugha cuk;s tk ldrs gSaA mudk comparative o superlative fuEu gksrk gS] tSls &

|  |  |  |
| --- | --- | --- |
| Good | Better | Best |
| Bad | Worse | Worst |
| Far | Farther | Farthest |
| Much | More | Most |
| Old | Older | Oldest |

**The Double forms of comparative & superlatives -**

1. **Later, latter, latest, last -**Later o latest le; dk ladsr nsrs gS] tcfd latter ,oa last position dk ladsr nsrs gS] tSls &

*You are later than any expectation.*

*Have you got the latest news?*

*The latter chapters are not taught in the class.*

*The last chapter is very interesting.*

1. **Elder, older, eldest, oldest -** Elder o eldest dk iz;ksx O;fDr;ksa] ,d gh ifjokj ds lnL;ksa ds fy;s fd;k tkrk gSA Older o oldest O;fDr;ksa o oLrqvksa nksuksa ds fy;s iz;ksx fd;k tkrk gS] tSls &

*Ram is my elder brother.*

*He is older than me.*

*This is oldest building in village.*

1. **Father, further -**nksuksa dk iz;ksx nwjh ds fy;s fd;k tkrk gSA Further dk iz;ksx'additional'ds vFkZ esa Hkh fd;k tkrk gSA

*I will give you further details later.*

1. **Nearest, Next** - Nearest nwjh ds lanHkZ esa iz;qDr fd;k tkrk gS tcfd next position ds lanHkZ esa] tSls &

*The nearest Railway station is one km. away.*

*My house is next to cinema house.*

**The order of various adjectives in a sentence -**

1. **All, Whole** - All dk vFkZ gS ^lc^A ;g ,slh quantity vFkok number dks O;Dr djrk gS ftls vyx&vyx fd;k tk lds] tSls &
   1. *All the boys are present today. (Number)*
   2. *She drank all the milk. (Quantity)*

All is used before proper and common nouns.

Whole dk vFkZ gS entire ;k complete vFkkZr~ laiw.kZA ;g ,d esa laiw.kZrk dks O;Dr djrk gS] tSls &

*She sold the whole milk.*

'Whole', 'a whole' and 'the whole' are used before common nouns both in singular and plural numbers, e.g.

1. *The thirsty crow drank a whole jug of water.*
2. *The whole colony was under water.*
3. *Give your answer in whole numbers.*
4. **Each, Every** - Each dk iz;ksx nks ;ks nks ls vf/kd ds fy, gksrk gSA lewg esa izR;sd dh vksj ladsr djrk gS vkSj fuf'pr la[;k dk Kku djkrk gS] tSls&
   1. *Each of the two girls is intelligent.*
   2. *The teacher will punish each of you.*

Every dk iz;ksx leLr lewg dh vksj ladsr djrk gS vkSj vfuf'pr la[;k dk Kku djkrk gS] tSls&

1. *Every citizen should be loyal to the nation.*
2. *It rained every day last week.*
3. **Many, Many a/an, Much -** Many rFkk Many a/an dk iz;ksx Common nouns ls igys mudh la[;k crkus ds fy, gksrk gS] tSls&
   1. *There are many trees in the park.*
   2. *Many a little makes a mickle.*
   3. *I saw many an owl in the forest*.

Much dk iz;ksx Common Nouns ls igys mudk ifjek.k (Quantity) crkus ds fy, gksrk gS] tSls &

1. *There is much noise in the room.*
2. *I am much obliged to you.*
3. **Few, A Few, The few** - Few dk vFkZ gS not many vFkok hardly any (below/less than the required number) ;g vHkkolwpd gS vkSj yxHkx ugha ds cjkcj la[;k crkrk gS] tSls &
   1. *I have few friends.*
   2. *Few girls can do this sum.*
   3. *Few students work hard theses days.*

A few dk vFkZ gS some. bldk iz;ksx Positive esa fd;k tkrk gSA ;g de la[;k crkrk gS] tSls &

1. *A few boys speak English correctly.*
2. *Wait for a few seconds.*

The few dk vFkZ gS not many, but all of them. bldk vFkZ cgqr ugha gksrk gS] fdUrq tks dqN gksrk gS] mldh vksj ;g ladsr djrk gSA ;g iwoZ of.kZr la[;k dh vksj Hkh ladsr djrk gS] tSls &

1. *I have read the few books I had.*
2. *The few books she has are very good.*
3. *He had deserted the few friends he had.*
4. **Little, A Little, The Little** - Little = not much below (less than the required quantity), bldk iz;ksx Negative esa fd;k tkrk gS vkSj yxHkx ugha ds cjkcj ifj.kke crkrk gS] tSls &
   1. *There is little milk in the jug.*
   2. *She has little influence.*

A little = some, though not much (just/nearly as much as is required) vFkkZr~ ^dqN] fdarq vf/kd ugha^ bldk iz;ksx Positive esa fd;k tkrk gS] tSls&

1. *A little knowledge is a dangerous thing.*
2. *I gave him a little piece of advice.*

The little = not much, but all that is ;g iw.kZ of.kZr oLrqvksa dh ek=k dh vksj ladsr djrk gS] tSls&

1. *The little knwoledge of painting proved useful to me.*
2. *He has spent the little money, he had.*

**Verb (fØ;k) -**

Verb og 'kCn gS] tks fdlh O;fDr] oLrq ;k LFkku ds laca/k esa dqN dke ds gksus dks n'kkZ;sA Verb okD; esa n'kkZrk gS fd &

* 1. dksbZ O;fDr ;k oLrq D;k djrk gS

*The horse runs.*

* 1. O;fDr ;k oLrq ds lkFk D;k ?kfVr gksrk gSA

*Rama is beaten.*

* 1. ;k O;fDr ;k oLrq D;k gSA

*Ram is intelligent.*

*I am tired.*

Verb ds pkj Hksn gksrs gS &

1. **Intransitive Verb (vdeZd fØ;k)** - Intransitive Verb esa action drkZ rd gh lhfer jgrk gS] object rd ugha igqaprk] og intransitive verb gSA ;g ^fdldks^ ;k ^D;k^ iz'u dk tokc ugha nsrk gSA vr% mlesa object dk iz;ksx ugha gksrk &

*Ram jumps.*

*Radha sleeps.*

1. **Transitive Verb (ldeZd fØ;k)** - ,sls verbs ftuds lkFk object dk iz;ksx gksTransitive Verb dgykrs gSA blesa action drkZ rd lhfer u jgdj deZ rd igqaprk gSA

*Ram eats an apple.*

*The peon rings the bell.*

nwljs 'kCnksa esa ftu verbs esa ^what' ;k ^whom' yxkus ls dqN mRrj izkIr gks] og Transitive Verb gksrk gSA ;g verb ds iz;ksx ij fuHkZj djrk gS fd verb transitive gS ;k intransitiveAfuEu okD;ksa esa ,d gh verb nksuksa izdkj ls iz;qDr gS &

|  |  |
| --- | --- |
| **Transitive Verb** | **Intransitive Verb** |
| Radha sings a song | Radha sings. |
| Ram burns the fire. | The fire burns. |
| The peon rings the bell. | The bell rings. |
| He broke the cup. | The cup broke. |
| The driver stopped the train. | The train stopped. |
| The horse kicked the man. | The horse kicks. |

T;knkrj Transitive Verb dk single object gksrk gS ij dqN Transitive Verb esa nks object gksrs gS] tSls &give, ask, after, promise, tell

*My father gave me* (Jo) *a gift* (direct object)

1. **Linking Verb** - ftu verb esa vFkZ dks iwjk djus ds fy;s fdlh 'kCn dk iz;ksx djuk iM+s mls Linking Verb dgrs gS] tSls &

*Sugar tastes sweeter.*

*She looks happy.*

1. **Auxiliary Verb (lgk;d fØ;k)** - ;g helping verb gksrh gS] tks tense, ....... o voice esa main verb dh lgk;rk djrh gSA ;s eq[;r% nks izdkj dh gksrh gS &
   1. Primary auxiliary
   2. Modal auxiliary

**Primary auxiliary verbs** - Primary auxiliary verbs dks ge rhu Hkkxksa esa oxhZd`r djrs gS &

1. **Verbs 'to be' -** is, an, are, was, were
2. **Verbs 'to have'** - have, has, had
3. **verbs 'to do'** - do, does, did

**Be dh forms -**

Be in present form - is, are, am

Be in past form - was, were

**Be ds iz;ksx &**

1. Principal verb ds :i esa &
   1. *Be a good boy.*
   2. *She is a student.*
   3. *He was a teacher.*
2. Present continuous tense esa &
   1. *They are runing.*
   2. *She is reading.*
3. Past continuous tense esa &
   1. *They were writing lessons.*
4. Passive voice esa &

Present indefinite tense -

* 1. *I am scolded by the teacher.*
  2. *Oranges are bought by mother.*

Past indefinite tense -

1. *The essay was written by Ram.*
2. *Song was sung by Meera.*

**fo'ks"k %&** ;fn is/are/an/was/were dk iz;ksx eq[; fØ;k ds :i esa gks rks bUgsa linking verb dgrs gS vkSj tc budk iz;ksx lgk;d fØ;k ds :i esa gks rks bUgsa Auxiliary verb dgrs gSA

**Various structures of Be -**

1. Subject + be for + Noun

*She is a doctor.*

1. Wh word + be form + adjective

*Who are you?*

*What is your father?*

1. Subject + be form + adjective

*She is smart.*

*He is happy.*

*They are satisfied.*

1. Subject + be for + preposition + adjective/possessive pronoun

*The guests are in happy mood.*

*We all are in good health.*

1. Subject + to be form verb + to infinitive

*I am to leave for Jaipur.*

*She is here to prepare for exam.*

1. There + be form + subject

*There is a dog.*

*There are students in the classroom.*

1. It + be + adjective/noun + to infinitive

*It is wonderful experience to see you here.*

*It is a mistake to judge the Gery weak.*

1. How/what + adjective/noun + to infinitive

*How nice to accompany you.*

*What a misery to loose all wealth.*

1. It + to be form + adjective/noun + guer...nd

*It is wonderful walking with moon.*

1. It + be form + clause

*It is what I had not suppressed.*

*My aim is that I should settle in England.*

1. It + to be form/verb + noun/adjective + clause

*It is a mystery how the thief escaped.*

*It is a good news your son is safe.*

1. Subject | is/an/are/was/were + adjective adjust

*My house is near bus stand.*

*His shop is in main market.*

1. It + to be + for N/P + to infinitive

*It is a rule for students to wear uniform.*

*It was difficult for him to work hard.*

1. If + subject + were + complement

*I f I were the principle.*

*If I were a bird.*

1. Were + subject + complement

*Were I a millionaire.*

*Were are kings.*

**Auxiliary verb 'to have' (have/has/had) -** Have/has/had dk iz;ksx present, past o perfect/perfect continuous tenses esa fofHkUu izdkj ls fd;k tkrk gSA Perfect o perfect continuous tense ds vykok 'to have' ds fuEu iz;ksx gS &

1. fdlh oLrq ij possession ;k ownership O;Dr djus gsrq &
   1. *I have a car/I have got a car.*
2. Relationship O;Dr djus gsrq &
   1. *I have two sisters.*
   2. *He had two sons.*
3. Receive/Experience/Take ds vFkZ esa &
   1. *I had good dinner yester night.*(take)
   2. *I had no problem in searching the map.* (experience)
   3. *I had many messages on my birthday.* (receive)
4. Have/has/had dk iz;ksx urgency o compulsion dks Hkh O;Dr djrk gS &
   1. *I had to go to Jaipur urgently. (urgency)*
   2. *You have to obey me. (compulsion)*
   3. *You have to complete the work today. (urgency)*
5. Have/had/had dk iz;ksx causative verb dh rjg gksrk gS ¼vFkkZr~ drkZ Lo;a dk;Z u djds dk;Z gksus dk dkj.k curk gS@nwljksa ls djokrk gS½&
   1. *I had my clothes washed by him.*
   2. *I had my house build by them.*
6. Has been/have been dk iz;ksx past dh ?kVuk ds fy;s gksrk gS &
   1. *I have been to America. (vc ugha gwa)*
   2. *I have been a professor. (vc ugha gwa)*
7. viw.kZ bPNkvksa dks O;Dr djus ds fy, had dk iz;ksx expect, hope, wish o want ds lkFk fd;k tkrk gS &
   1. *I had expected him to help me*
   2. *I had hoped to stand first in the class.*
8. Had better dk iz;ksx lykg ds rkSj ij fd;k tkrk gS &

*You had better not quarrelled with.*

**Have/has ds Interrogative o Negative iz;ksx &**

|  |  |  |
| --- | --- | --- |
| **Affirmative** | **Negative** | **Interrogative** |
| I have a book. | I have no book. | Have I a book? |
| She has a house. | She has no house. | Has she a house? |
| He had a son. | He had no son. | Had he a son? |

**Auxiliary verb 'to do' (do/does/did) -**

1. 'to do' dk affirmative iz;ksx main verb ds lkFk fdlh ckr dks emphasize djus ds fy;s fd;k tkrk gS] tSls &
   1. *I do go to college. (eSa dkWyst tkrk rks gwa)*
   2. *He does cook food.*
2. You can realize the change in the two sentences with the use of 'Do' -
   1. *Have some breakfast. - Do have some breakfast.*
   2. *Have some rest, please. - Do have some rest, please.*
3. Do dk iz;ksx i;kZIrrk ;k lgwfy;r crkus ds fy;s Hkh fd;k tkrk gS] tSls &
   1. *Would rupees 100/- do? No it wouldn't.*
   2. *I don't have a car. Will a bicycle do?*
4. 'Do' dk iz;ksx verbds nksckjk iz;ksx ls cpus ds fy;s Hkh fd;k tkrk gS &
   1. *Ram drives excellently, so does his brother.*
   2. *I dislike brinjals, so does my sister*.
5. Simple present tense ds interrogative formation ds fy;s do/does dk iz;ksx gksrk gS] tSls &
   1. *Do you like mangoes?*
   2. *Does he take tea?*
6. Past simple tense ds negative formation esa lHkh persons ds lkFk did dk iz;ksx gksrk gSA ,slk djrs le; main verb dh II form gVkdj I form dj nsrs gS &

|  |  |
| --- | --- |
| **Affirmative** | **Negative** |
| He helped me. | He did not help me. |
| He talked to me. | He did not talk to me. |

1. Past simple tense dk interrogative formation ds fy;s all person ds lkFk did dk iz;ksx gksrk gSA (main verb dh I form esa)
   1. *Did I not help you?*
   2. *Did you arrive in time?*

**Special use of verbs (Inchoative verbs) -**

og verbs tks fdlh dk;Z ds izkjaHk gksus dks O;Dr djokrs gS] tSls&

**Go -** Go dk iz;ksx adjective ds lkFk ,d fuf'pr ifjorZu dks O;Dr djrk gS] tSls&

* 1. *He had gone mad.*
  2. *She is going bald.*
  3. *The milk went sour*.

Go dk iz;ksx dqN preposition phrases esa Hkh fd;k tkrk gS] tSls&

go to bed - lksuk (*I go to bed at 10 P.M.*)

go to pieces - vkik [kksuk (*She want to pieces when her dog died*)

go off - ukilan djuk (*They started to go off the idea*)

Go dk 'kkfCnd vFkZ tkuk gSA blds dqN fo'ks"k iz;ksx fuEu gS&

1. To go (tkuk) -

*She is going to market.*

1. To happen (gksuk) -

*Why are you going mad about it?*

1. To sell (fcduk)

*How are the fruits going these days?*

1. Success (lQyrk) -

*This book is a big go of my life.*

1. Progressive (izxfr'khy) -

*If you are go, life is good to you.*

**Take** -Take dk 'kkfCnd vFkZ gS ^ysuk^ ij izpyu esa blds dqN vU; iz;ksx Hkh gS &

1. *Take it easy*
2. *Take a bath (ugkuk)*
3. *It takes long time to walk to market. (ysuk)*
4. *She takes after her father. (resembles her father)*
5. *Flight takes off.*

**Keep-** Keep dk 'kkfCnd vFkZ j[kuk gSA blds dqN fo'ks"k iz;ksx fuEu gS&

1. possession O;Dr djuk &

*I keep our farm house.*

1. To avoid something &

*Keep away from politics, it is dirty game.*

1. To continue something -

*Keep on writing, one day you will be a great writer.*

1. To stick to something -

*Keep yourself to the point, do not wander from it.*

1. To continue to maintain a high level -

*My friend keeps up with the latest changes in technology.*

**Causative Verbs -**

Causative Verbs ;g n'kkZrs gS fd fdlh action ds fy;s dksbZ O;fDr ;k oLrq ftEesnkj gSA drkZ Lo;a dksbZ action u djds fdlh vU; ls djokrk gSA ;Fkk bu verbs esa get make, have o keep vkrs gSA

*Yesterday I had my hair cut.*

*I got my clothes washed.*

*I made him write a latter.*

Get dk iz;ksx fouezrk o vuqjks/k O;Dr djrk gS tcfd make o have dk iz;ksx ncko o foo'krk O;Dr djrk gSA

1. **Let** - Let dk eryc gS fd O;fDr fdlh vU; dks dk;Z djus dh vuqefr nsrk gS &
   1. *Let me enter the hall.*
   2. *I let him go to bazar*.
2. **Help** - tc ,d O;fDr nwljs dks dk;Z esa enn djrk gS] tSls &
   1. *I helped her pack the luggaeg.*
   2. *Would you help me left the bix?*

Causatives ds lkFk to dk iz;ksx ugha gksrk] tSls &

1. *We made John to finish his supper -* X

*We made John finish his supper* -✓

1. *I let him to clean the mess -* X

*I let him clean the mess -* ✓

**Participles**

Particle verb dk og form gS ftlesa adjective ds xq.k Hkh ik;s tkrs gS] blhfy;s bls verbal adjective Hkh dgrs gSaA Participle rhu izdkj ds gksrs gSa &

1. **Present Participle -**

Verb + ing - eg. running, laughing

*It is an interesting story.*

1. **Past Participle -**

talked, burnt, hurt (mlesa dk;Z dk past esa gksuk O;Dr gksrk gS)

*He delivered me a written notice.*

1. **Perfect Participle -**

having + past perfect - eg. having done, having seen (blesa ,d dk;Z dh lekfIr ds ckn nwljs dk;Z ds 'kq: ;k iw.kZ gksus dks O;Dr fd;k tkrk gS)

*Having killed the pray, the lion left.*

**Present participle dk iz;ksx &**

1. bldk iz;ksx continuous tense esa fd;k tkrk gSA
   1. *He is playing cricket.*
2. bldk iz;ksx adjectives dh rjg Hkh fd;k tkrk gSA
   1. *It was a daring step.*
   2. *It is an interesting story.*
3. Have + object ds lkFk (drkZ dk effort n'kkZus gsrq)
   1. *I will have you swimming with me.*
   2. *I have them both playing with each other.*
4. I won't + have + object + present participle (I don't allow ds vFkZ esa)
   1. *I won't have them throwing stones in my garden.*
5. Present participle dk iz;ksx relative pronoun ds substitute esa fd;k tkrk gS &
   1. *There are people wishing to help the poor.*
   2. *There are students cheating in examination.*
6. Verbs of perception (see, hear, feel, smell, notice, watch, listen) ds ckn object + present participle dk iz;ksx gksrk gS] tSls &
   1. *I see her going through the street everyday.*
   2. *I hear the clock striking.*
   3. *I see the house burning.*
7. Catch/find/leave ds lkFk present participle dk structure fuEu gS&

catch/find/leave + object + present participle

* 1. *The master caught him stealing coins.*
  2. *I saw him leaving the house.*
  3. *I found her shouting at me.*
  4. *I left the baby crying loudly.*

1. Came, go, spend, waste vkfn ds lkFk &
   1. *They are goig shopping.*
   2. *I can't spend time cooking meal.*
2. tc drkZ ls dk;Z ,d lkFk djrk gS] rks ,d ds lkFk present participle vkrk gS &
   1. { He came to me. He came smiling } -

*- He came smiling at me.*

* 1. { She went away. She was crying }

- *She went away crying.*

1. tc drkZ nks dk;Z iwjs dj jgk gS] rks izFke dk;Z ds lkFk present participle dk iz;ksx gksrk gS &
   1. { He struck the matches. He lit the lamp. }

*- Striking the matches, he lit the lamp.*

1. ;fn nwljk dk;Z igys dk;Z dk gh ,d Hkkx gS ;k ifj.kke gS rks nwljs dk;Z dks present participle esa O;Dr fd;k tkrk gS &
   1. { He went out. He slammed the gate. }

*- He went out slamming the gate.*

* 1. {The teacher slapped the student. The student got his ear injured. }

*- The teacher slapped the student injuring his ear.*

1. As/since/because ls 'kq: gksus okyh clause esa present participle dk iz;ksx gksrk gS] tSls &
   1. {As he was a doctor, the children were afraid of him.}

*- Him being a doctor, children were afraid of him.*

* 1. {Because he was ill, he couldn't take the exam.}

*- Being ill, he couldn't take the exam.*

**Past participle dk iz;ksx &**

bldk iz;ksx Hkh adjective dh Hkkafr fd;k tkrk gS] tSls &

1. *Boiled egg is good for health.*
2. *All went to see the burnt house.*

**fo'ks"k %&** fuEu past participles dk iz;ksx dsoy adjective dh rjg gksrk gS] verb dh rjg ugha&sunken, shorn, drunken, clover, graven, stricken, drunken, bounder vkfn

Past participle dk vf/kdka'kr% iz;ksx passive verb esa gksrk gSA ,sls esa ;g noun ds ckn vkrk gS &

1. *This is the lesson taught by time.*
2. *I am obliged for the favor shown by you.*

dqN past participle dk iz;ksx verb o adjective nksuksa :iksa esa gksrk gS] tSls &born, broken, given, fallen, stolen, torn, written etc.

1. *This is the broken chair (past participle)*

*This chair is broken by me (verb)*

1. *He wants the letter written in English (past participle)*

*This letter is written by me (verb)*

**Gerund**

Gerund verb dh og form gS tks verb esa ing yxkus ls curh gS o noun dk dk;Z djrh gS] blhfy;s bls verbal noun Hkh dgrs gS] tSls& walking, running, swimming, writing etc.

Present participle o Gerund nksuksa dh form ,d tSlh gS] ysfdu buds function vyx gSA tgkaparticiple adjective dk dke djrk gS] ogha gerund noun dk dke djrk gSA

Gerund dh rjg gh infinitive Hkh okD; esa noun dk dk;Z djrk gSA vr% bu nksuksa esa ls fdlh dk Hkh iz;ksx fd;k tk ldrk gSA fuEu dqN verb ,sls gS] ftuesa nksuksa dk gh iz;ksx fd;k tk ldrk gS &

|  |  |  |
| --- | --- | --- |
| **Mean** | **Try** | **Like** |
| agree | permit | used to |
| allow | stop | want |
| can/could bear | start | ashamed |
| cease | need | prefer |
| continue | advise | sorry |
| target | love | go |
|  | regret |  |

|  |  |
| --- | --- |
| **Gerund** | **Infinitive** |
| She began swimming | She began to swim |
| I don't like drinking alcohol | I don't like to drink alcohol |
| Students started writing | Students started to write |
| They don't allow parking here | They do not allow to park here. |
| I like buying clothes. | I like to buy cloths. |

**Use of Gerund -**

1. As the subject of a verb -

*Hunting elephants is restricted here.*

1. As object of a transitive verb -

*I like swimming.*

*They have banned hunting.*

1. Object of a preposition -

*I am fond of flying kites*

*I am tired of telling lies.*

1. As complement of adverb -

*What I most dislike is gambling.*

*What I most praise is donating blood.*

1. As an objective complement -

*It is useless regretting the last time.*

*It is no use requesting him help.*

Rules for the specific use of Gerund/Infinitive

1. Be afraid of + gerund + noun/pronoun

*I am afraid of disturbing her.*

1. Be sorry for + gerund

*I am sorry for making noise.*

*I am sorry for disturbing you.*

1. Be ashamed of + gerund

*She is ashamed of lying to me.*

1. Regret/remember/forget + gerund

*I regret fighting with you.*

*I can't forget your visiting me in trouble.*

1. Advice, allow, permit, recommend ds lkFktc related person dk ftØ gks rks infinitive gksrk gSA ;fn lEcfU/kr O;fDr dk ftØ ugha gksrk gS rks gerund vkrk gS] tSls &

*Principal asked me to leave the school at once.*

*Principal asked leaving at once.*

*Doctor advised us to buy this medicine.*

*Doctor recommended buying this medicine*.

1. Agree. agree to - Agree ds lkFk infinitive dk iz;ksx gksrk gS] tSls& *He agreed to come to me.*

Agree ds lkFk gerund fuEu izdkj ls iz;qDr gksrk gS &

*She agreed to my leaving early.*

tc okD; esa verb preposition ds rqjar ckn vkrh gS rks gerund dk iz;ksx gksrk gS] tSls&

*He is fond of swimming.*

*She is good at playing chess.*

1. dqN verbs + preposition/adverb combination ds ckn gerund dk gh iz;ksx fd;k tkrk gSA ;s verbs take to, see about, put off, look forward to, keep on, give up, care for gSA

*We look forward to meeting you soon.*

*He has not given up drinking wine.*

1. fuEu verbs ds lkFk vDlj gerund iz;qDr gksrk gS &

keep, loathe, forgive, finish, detest, enjoy, dislike, avoid, deny, defer, dread, resist, consider, miss, pardon, practice, postpone, suggest, excuse, involve, stop, save, imagine, propose

*He admitted taking bribe.*

*You should avoid drinking.*

*I don't enjoy driving.*

**Infinitives**

Verb dks nks Hkkxksa esa finite verb o nonfinite verb esa oxhZd`r fd;k tkrk gSAFinite verb dk subject, number, person o tense ds vuqlkj cnyrk gS] tSls &

*She likes to read.*

*I like to read.*

*She liked to play when she was a child.*

*She will like to play tomorrow.*

Nonfinite esa subject, number, person o tense ls vizHkkfor jgrk gSA Nonfinities rhu Hkkxksa esa oxhZd`r gS &

1. Infinitive
2. Gerund
3. Participle

**Infinitive** - to + verb yxkus ls infinitive curk gSA tSls to go, to play, to walk vkfnA dHkh to dk iz;ksx ugha gksrk rks bls bare infinitive dgrs gS] tSls &

*I let him go.*

*I bad e him go.*

**Kinds of Infinitive -** Infinitive nks izdkj ls iz;qDr gksrk gS &

1. **Simple Infinitive/Noun Infinitive** - bldk iz;ksx noun dh rjg gksrk gS &

*I have to go.*

*She has to work.*

1. **Gerundial Infinitive** - bldk iz;ksx adjective ;k adverb dh rjg gksrk gS] tSls &

*The country is not fit to live.*

*The house is ready to let.*

Use of simple infinitive -

1. As a subject (drkZ ds :i esa) -

*To drink is not good for health*

1. As an object of verb (fØ;k ds :i esa) -

*I like to write.*

1. As an object of a preposition -

*The bus is about to start.*

*The match is about to finish.*

1. As complement of a verb (fØ;k ds iwjd ds :i esa) -

*His dream is to became an MLA.*

*His desire is to donate all his property.*

1. As an objective complement (object ds iwjd ds :i esa) -

*I asked him go.*

**Use of Gerundial Infinitive -**bldk iz;ksx fo'ks"k.k ;k fØ;k fo'ks"k.k ds rkSj ij gksrk gSA ;g fuEu fLFkfr;ksa esa iz;qDr gksrk gS &

1. To modify a verb (fØ;k dks la'kksf/kr djus gsrq) -

*He came to meet me.*

1. To modify a noun (noundks lacksf/kr djus gsrq) -

*I have no house to live.*

*I have no money to spend.*

*I have brother to play with.*

*I have no time to waste.*

1. To modify an adjective (fo'ks"k.k dks la'kksf/kr djus gsrq) -

*This city is calm to live.*

*I was worried to know it.*

*This banana is good to eat.*

*He is happy to meet me.*

*He is ready to criticise those.*

1. To modify the whole sentence -

*To be frank, I dislike politicians.*

*To tell you the truth, I am par in mathematical calculator.*

**Base Infinitive/Infinitive without 'to' -**

;|fi infinitie dh igpku 'to' ls gS] rFkkfi dqN voLFkkvksa esa ;g fcuk 'to' ds iz;qDr gksrk gS] tks fuEu gS &

1. After noted auxiliaries -
   1. *You can come now.*
   2. *You must obey pay the tax.*
   3. *You should obey your parents.*
   4. *You need not worry.*
   5. *I dare not disobey you*.

**fo'ks"k %&** 'ought' o 'used' ds lkFk 'to' dk iz;ksx tkrk gS] tSls &

*You ought to visit him*

*I am used to pollution.*

1. After the verbs - see, hear, feel, behold, ......., observe, let, make, bid, please, help, need etc.

*I saw him come.*

*I made him wash my clothes.*

1. After some expression - like - had better, had sooner, had rather than, would rather, tSls &

*I would rather die, than beg.*

*You had better come home early.*

1. okD; esa conjunction 'than' ds ckn 'to' ugha yxrk &

*She prefers to speak than write.*

*Mala is richer than I.*

1. 'But'ds i'pkr~ ;fn ;g ^flok;^ vFkZ esa gks &

*He did nothing but sleep.*

*He can drive nothing but bicycle.*

1. Have/has/had followed by pronoun -

*I will have him accept his mistake.*

*I will have them participate in games.*

**Articles**

vaxzsth Hkk"kk esa rhu article gksrs gS &A, An and The. A o An indefinite article dgrs gS o The dks definite article dgrs gSA article okLro esa demonstrative adjective gksrs gSA Article dk iz;ksx noun ls igys gksrk gSA ;fn noun ls igys dksbZ adjective gS] rks article dk iz;ksx adjective ls igys gksxkA

*a dog, a fierce* dog*, an accident, serious accident.*

A dk iz;ksx fuEu fLFkfr;ksa esa fd;k tkrk gS &

1. Singular noun ls igys tks consonant ls vkjaHk gksrk gS o mlds mPpkj.k esa Hkh consonant dh /ofu fudyrh gS] tSls &

*a book, a horse, a table, a house, a chair, a city, a country, a river.*

1. E ;k U ls vkjaHk gksus okys noun ls igys ftldk mPpkj.k ^;w^ esa gksrk gS &

*a university, a european man, a uniform, a union.*

1. ml singular noun ls igys tks o ls vkjaHk gksrk gS] fdUrq ^o^ dh /ofu fudkyrk gS] tSls &

*a one rupee note, a one eyed man, a one way ticket*

1. dqN phrases o professions ds uke ds lkFk Hkh indefinite article dk iz;ksx gksrk gS] tSls &

*a badcold, at a loss, in a temper, a pleasure,*

**Phrase -** a few, a little, a lot, a pity, a noise, a headache

**Professions -** a clerk, a doctor, a teacher, a peon, a sweeaper

An dk iz;ksx fuEu ifjLFkfr;ksa esa fd;k tkrk gS &

1. ml singular noun ls igys tks fdlh vowel (Loj &a, e, i, o, u) ls vkjaHk gksrk gS o Loj dh /ofu ls cksyk tkrk gS] tSls&

*an umbrella, an owl, an egg, an ear, an arm, an eye, an eagle, an orange, an elephant etc.*

1. ml singular noun ls igys tks fdlh consonant ls 'kq: gksrk gS] fdUrq vowel dh /ofu ls cksyk tkrk gS] tSls &

*An M.P., An M.L.A., An M.A.*

1. ml singular noun ls igys tks silent ls vkjaHk gksrk gS] tSls &

*an hour, an honest man, an heir, an hostel, an historical building, an honor, an honourable man.*

**fo'ks"k %&**

1. dsoy countable singular nouns esa A ;k An dk iz;ksx gksrk gSA
2. tc common noun dk iz;ksx igyh ckj gksrk gS] rks mlesa article A ;k An dk iz;ksx gksrk gSA

**Specific Use of A/An -**

1. ;fn adjective ls igys so, as, too, how, quite dk iz;ksx gksrk gS] rks mlds ckn A/An dk iz;ksx fd;k tkrk gS] tSls &

*It is too heavy a box to carry.*

*He is not so big a fool as you imagine.*

1. Many/rather/quite/such ds ckn ;fn singular noun gks rks A/An dk iz;ksx fd;k tkrk gS &

*Many a women remain unmarried.*

*It is quite an impossible incident.*

1. tc okD; esa verb dk iz;ksx noun dh rjg gks &

*He goes for a walk daily.*

*I had a long talk with him.*

*I want to have a rest.*

1. Profession ls iwoZ &

*He is a Doctor.*

*She is an M.L.A.*

1. tkfr fo'ks"k dks O;Dr djus gsrq &

*A dog is a faithful animal.*

1. dqN fxurh djus okys 'kCnksa ds lkFk &

*I have a hundred dresses.*

*I purchase a dozen eggs daily.*

1. Every month, each man ds lanHkZ esa &

*The motor car runs 100 k.m. in hour.*

1. Exclamatory okD;ksa ds lkFk &

*What a pity!*

1. fdlh VIP dh igpku vU; O;fDr dks nsrs le; &

*She is a Gandhi.*

1. fdlh ds sense esa &

*The book is writen by a .............*

**The Definite Article 'The' -**

The dk iz;ksx ml noun ls igys fd;k tkrk gS] tks fuf'pr gS] fo'ks"k gS ;k ftldh ppkZ iwoZ esa dh tk pqdh gSA

The dk iz;ksx fuEu fLFkfr;ksa esa gksrk gS &

1. tc fdlh iwoZ fu/kkZfjr oLrq ds ckjs esa dgk tkrk gS &

*She bought a bag.*

*The bag is very beautiful.*

*The man sitting on the chair is our principal.*

1. With superlatives -

*This is the best option.*

*She is the most intelligent girl in class.*

Comparative degree esa tc bldk iz;ksx adverb dh rjg gks &

*The sooner it finished, the better of it.*

1. 'kjhj ds vaxksa ls iwoZ &

*He got injured in the leg.*

1. tc singular noun iwjh tkfr ds fy;s gS &

*The dog is a faithful animal.*

1. /kkfeZd leqnk;ksa] lkezkT;ksa] bfrgkl dh ?kVukvksa] laLFkkvksa] oa'ktksa] jktuSfrd nyksa ds uke] Vªsu] tgkt] v[kckj ds uke] egRoiw.kZ Hkouksa] ufn;ksa] ugjksa] leqnz vkfn ds uke ds iwoZ &

*The Pacific Ocean, The Vikrant, The Hindus, The Ganga, The Sutlej, The Hindustan Times, The Aryes, The Taj Mahal etc.*

1. tks oLrq;sa unique (vf}rh;) gS&

*The sun, The moon, The earth, The universe* (ysfdu God, Heaven, Hell, Parlliament ds iwoZ the dk iz;ksx ugha gksrk)

1. /kkfeZd xzaFkksa ds iwoZ &

*The Ramayan, The Bible*

1. O;fDr ds in ds iwoZ &

*The chairman will chair the session.*

*The Prime Minister will address the assembly.*

1. Nationality O;Dr djus okys 'kCnksa ds iwoZ &

*The English ruled over the Indians.*

1. xzgksa ds uke ls iwoZ &

*The Saturn, The Mercury, The Venus*

1. fn'kkvksa ls iwoZ tc preposition ns jgk gks &

*The sun rises in the east.*

*Go to the east.*

*There are four directions - East, West, North, South*

1. tc adjective dk iz;ksx noun dh rjg gks &

*The poor need our sympathy. You should help the poor.*

1. Ships, Trains, Seas, Oceans, Canals, Lakes, Mountains, Islands, Dams, Deserts ds uke ls igys &

*The Vikram, The Dal Lake, The Andamans, The Bhakhra Dam*

1. Ordinals ls iwoZ &

*The first chapter of the book.*

*The second boy in the row.*

1. fof/k crkus okys ifjek.kokph 'kCnksa ls igys &

*by the dozens, by the kilogram, by the meter*

1. Evening, Morning, Afternoon ls igys ;fn last, next ;k every yxk gks &

*I get up early in the morning.*

*I will meet you in the afternoon.*

1. Plural nouns ls igys the dk iz;ksx gksrk gS ;fn plural noun okD; esa particular gks x;k gSA

*The girls of this college are intelligent.*

1. mu nouns ls igys tks xq.k ;k en dks O;Dr djrs gS &

*The mother in her awoke.*

1. Work, shop, factory, bank ls igys &

*The J.C.T. Mill, The State Bank of India*

1. Plural names of countries/islands/mountains/person ds lkFk

*The Sharmas, The Guptas, The Alps, The Himalayas, The Netherlands, The Phillipines, The Raymonds.*

(ysfdu Java Island, Everest, Etna, Abu, Sicly island, Bermuda Island bR;kfn ds lkFk the dk iz;ksx ugha gksrk)

1. cgqr lh building ;k institutions ds uke 'kCnkas ls feydj curs gS] ftuesa O;fDr ;k LFkku dk uke gksrk gSA ,sls uke ds lkFk the dk iz;ksx ugha gksrk gS] tSls &

*Delhi Airport, London Zoo, Indira Gandhi Airport, Dipur Palace, Lalgarh Palace*

1. Cinema, Theater, Sky, Moon, World, Country, Environment vkfn words ds lkFk the dk iz;ksx fd;k tkrk gS] tSls &

*The sky is dark.*

*Do you live in the country?*

1. Space ls iwoZ the ugha yxrk vxj ;g varfj{k ds fy;s iz;qDr gksrk gS] ysfdu ;fn space txg ds :i esa gS rks the dk iz;ksx gksxk &

*Rocket is goint to space.*

*The space is too small to adjust me.*

1. Date ls igys &

*India got free on the 15th of August.*

**No article/Zero Article**-

ftu fLFkfr;ksa esa article dk iz;ksx ugha gksrk gS] oks fuEu gS &

1. tc ,d noun dk iz;ksx general sense esa gksrk gS &

*Man is a social animal (all man)*

(a man dk eryc ,d vkneh] the man dk eryc gS particular vkneh o man lHkh vknfe;ksa ds fy;s gS)

1. With proper nouns o abstract nouns

*Honesty is the best policy*

*Ram is my brother.*

1. Material nouns tc general sense eas iz;qDr gks &

*Gold is the costliest metal.*

*Water is not to be wasted.*

1. Material nouns ds lkFk general sense eas iz;qDr gks &

*Gold is the costliest metal.*

*Water is source of life.*

ij particular sense esa muds lkFk definite article the yxrk gS] tSls&

*The water of Ganges is pure.*

*The gold of Dubai is pure.*

1. Proper noun ls igys &

*Jaipur is the capital of Rajsthan.*

*Rama is a teacher.*

1. Language, Arts, Science or Games ds ukeksa ls igys &

*Hindi is our nationa language.*

*Cricket is popular all over the world.*

1. Relations ds ukeksa ls igys &

*Father gave me a watch on my birthday.*

*Mother is cooking food.*

1. School, college, university, bed, church, count, hospital, prison, market ls iwoZ buds eq[; mn~ns'; esa ugha fd;k tkrk gS (;kfu Ldwy i<us] bed lksus] church izkFkZuk djus] hospital chekj gksus ij)

*I go to college at loan.*

*Many goes to church on Sunday.*

*He went to market to purchase a scooter.*

*I go to bed at 10 P.M.*

fdUrq bu LFkkuksa ij tkus dk mn~ns'; vU;Fkk gks rks the dk iz;ksx gksrk gS &

*I went to the school to meet my son's teacher.*

*I collided with the bed and got injured.*

*I will take bus in front of the church.*

1. Appoint, made, nominate, elect, declare ds ckn dksbZ noun vkrk gS rks mlesa article dk iz;ksx ugha gksrk gS] tSls &

*He was nominated secretary.*

*He was elected M.L.A.*

*We made him monitor.*

1. Materials ls igys &

*This chair is made of wood.*

*This necklace is made of gold.*

*I take tea in the morning.*

1. General sense esa meals ls igys &

*When do you have lunch?*

*Breakfast is ready.*

But in particular sense ;k [kkus ds uke ds lkFk adjective yxk gks rks article iz;qDr gksrk gS] tSlS &

*He arranged a nice dinner.*

*The dinner at Sharmas was tasty.*

1. Pair esa iz;qDr common noun ls igys] tSls &

*He is busy day and night.*

*Brother and Sister are playing chess.*

1. dqN prepositions phrases dk iz;ksx djrs le;] tSls &

on foot, at sunset, at home, by air, by day, by night, at sunset

1. Nature (izd`fr) o seasons ls iwoZ article ugha vkrk gS] tSls &

*Spring has set in.*

*Don't plunder nature.*

**Repetition The Article -**

1. O;fDr ;k oLrq dh ;fn nks ;k vf/kd noun ,d gh vkSj ladsr djs rks article igys noun ds lkFk yxsxk] tSls &

*The Prime Minister and President of the party will inaugrate the function.*

1. ;fn nks ;k vf/kd adjectives fHkUu fHkUu noun dh vksj ladsr djs rks article izR;sd adjective ds lkFk yxkuk iM+sxk &

*The principle and the head of the office attended the meeting.*

1. dbZ ckj nks vyx&vyx oLrqvksa ds fy, vyx&vyx article iz;qDr gksrk gSA ,d article iz;qDr djus ij number cny tk,xk &

*The third and the fourth chapter.*

*The third and fourth chapters.*

**Preposition (lEcU/k lwpd)**

Preposition og 'kCn gS] tks noun ;k pronoun ls iwoZ iz;qDr gksdj mldk lEcU/k okD; esa iz;qDr fdlh vU; noun ;k pronoun ;k vU; 'kCnksa ls O;Dr djsaA

**Position of Preposition (okD; esa Preposition dk LFkku) -**

Preposition ges'kk noun ls igys vkrk gS] verb ls igys dHkh Hkh ughaA Preposition okD; eas fuEu izdkj ls iz;qDr gksrs gS &

1. tc object interrogative pronoun (what, when, whom, which) gksrk gS rks prepositon okD; ds var esa vkrk gS] tSls &

*What is baby crying for?*

*What are you thinking of?*

1. tc object relative pronoun that gksrk gS rks Hkh preposition okD; ds var esa vkrk gS&

*This is the book that I told you of.*

*I know the house where he lives in.*

1. ;fn object infinitive gks rks Preposition dks infinitive ds ckn yxk;k tkrk gS] tSls &

*I need a friend to talk with.*

*This is a beautiful house to live in*.

1. tgka relative pernoun hidden gks] mu okD;ksa esa prepositon var esa vkrk gS] tSls &

*This is the hotel I stayed at.*

*This is the boy I told you of.*

*This is the book I referred to.*

1. dqN okD; Preposition ls 'kq: gksrs gS] vf/kdrj ;s iz'uokpd gksrs gS &

*By which bus did you come?*

*By whom was this book written?*

*From whom have you got the letter.*

**Kinds of Preposition -**

Formation dh n`f"V ls Preposition dks pkj Hkkxksa esa foHkDr fd;s tk ldrs gS &

1. **Simple Preposition** - ;s ,d 'kCn ds vf/kdre iz;ksx esa vkus okys Prepostion gS] tSls & at, in, for, from, of, off, on, out, till, to, up, with, through, down, by etc.
2. **Compound Preposition** - ;s Preposition 'a' ;k 'be' ds la;ksx ls curs gS] tSls & about, beside, along, below, outside, amidst, beneath, within, among, between, underneath, aloud, beyond.
3. **Phrasal Preposition** - nks ;ks vf/kd 'kCnksa dks tksM+dj cuus okys Preposition phrasal prepositon dgykrs gS] tSls & alongwith, in addition to, in place of, because of, in case of, in spite of, by meaning of, with reference to, owing to, for the sake of, with regard to, in comparison to, in favour of, in respect to, instead of, according to, in accordane with.
4. **Participle Prepositon** - okD; esa present participle dk iz;ksx noun pronoun dh vuqifLFkfr esa gksus ij present participle ,d preposition dh rjg dke djrk gS] tSls& concerning, pending, regarding, considering, touches.

*Considering the quality the prices are reasonable.*

iz;ksx dh n`f"V ls Preposition fuEu izdkj ls foHkDr fd;s tk ldrs gS &

1. **Preposition of time - At/In/On**
   1. 'At' is used for sharppress of line. -

*At 7 am, At this this, At midnight, At dawn*

*At noon, At Diwali, At bedtime, At sunrise, At sunset, At the moment.*

* 1. 'In' is used for months, years, centuries and long periods.-

*In summer, In a week, In 2015, In the 1980's, In the last century, In the past, In four hours.*

* 1. 'On' is used for days and dates. -

*On Sunday, On 5th August, On Christmas day, On my birthday.*

**uksV &** ysfdu last, every, next, this ds lkFk in ;k on dk iz;ksx ugha gSA

*I am going to Jaipur this Monday.*

bl izdkj ls on dk iz;ksx days and dates ds fy;s o in dk iz;ksx fnu] efgus] lky] season o future tense fy;s gksrk gSA

* 1. In/Within - In at the end of withing before the end of.

*I shall come back in a month (when a month is over)*

*I shall come back within a month (before the month is over)*

* 1. By - refers to a point of future time. It denotes the latest time at which action will be over.

*The debate will be over by 3 P.M.*

;kfu ;g 3 ih-,e- ls igys Hkh lekIr gks ldrh gS ij lates time 3 P.M. gSA

* 1. For - periods of time to show the duration of an action. It is mostly used with the perfect continous tense when point of time is not given.

*I will be absent for two days.*

(;gka nks fnu dh fuf'pr vof/k ugha nh xbZ gS] fd dkSu lh rkjh[k ;k fnu dks og vuqifLFkr jgsxk)

* 1. Since - Since marks the point of time at which the action began. It is used in perfect tenses.

*I have been living at Jaipur since 2005.*

* 1. From - From denotes the starting point of an action. It is mostly used with 'to'

*I will be on leave from Aug. 5 to Aug. 10*

1. **Preposition of position –**
   1. At/In - 'At' is used for exact point. It is used with small villages, small towns and houses. 'In' is used for a larger area and is used for bigger towns states and countries, eg. -

*At Dhaula Kuan in New Delhi.*

*At Chandigarh in Punjab.*

*At the end, in the middle.*

* 1. At - 'At' is used for the idea of neighbourhood or neaby area of something while 'In' conveys containing something.

*Milk is in the jug at the table.*

*Wait for me at Sukhadia Circle in Jawahar Nagar.*

* 1. Between/Among - Between means in the middle of late persons, things or items.

*There is a gallery between two rooms.*

*There is a quarrel between two brothers.*

'Among' is used with more than two person or things. -

*The dog is hiding among the bushes.*

*Distribute these sweets among the children.*

* 1. On/Upon - On is used for things at rest, upon. Upon is used with things in motion -

*The file is on the table.*

*The cat jumped upon the table.*

* 1. Above/Over - Both 'Above' & 'Over' mean higher than. nksuksa dk vFkZ leku gSA dbZ fLFkfr;ksa esa nksuksa dk iz;ksx fd;k tk ldrk gS &

*The helicopter is hovering above/over us.*

over dbZ vU; vFkkZsa esa Hkh iz;qDr gksrk gS] tSls &

covering (<duk), on the other side, across

*I put a blanket over my sister.*

* 1. Below/Under - nksuksa dk vFkZ uhps gksrk gSA Under }kjk oLrq ls physical contact Hkh O;Dr gksrk gS] tcfd above }kjk ugha &

*He put the books under the pillow.*

Under dk vU; vFkZ Junior Hkh gksrk gS &

*He is under me.*

* 1. Below dk iz;ksx vDlj dignity ds lkFk fd;k tkrk gS &

*It is below my dignity to beg of me.*

* 1. Beneath - Benath dk vFkZ in a lower position ds fy;s gksrk gS &

*She married beneath her.*

* 1. Beside/Besides - Beside dk vFkZ lkFk esa@dky esa gksrk gSA tcfd beside dk 'kkfCnd vFkZ blds vykok gksrk gSA

*He was sitting beside her.*

* 1. Of/Off - Of lEcU/k crkus okyk o Off nwj gVkus dk Hkko O;Dr djrk gS &

*He is a student of our college.*

*He jumped off the balcony.*

1. **Preposition of Directions -**
   1. To/Towards - dks] dh vkSj

To esa destination (mn~ns';) towards (dh rjQ) direction (fn'kk) dk cks/k gksrk gSA

*He came to me to take my advice.*

*He went towards the market.*

* 1. To ds vU; iz;ksx ,d LFkku ls nwljs LFkku ij tkus ds fy, gksrk gS] tSls &

*My grandfather goes to temple regularly.*

* 1. Infinitive ls iwoZ &

*I went to buy fruits.*

le; n'kkZus &

*It is five to ten.*

* 1. Comparision (rqyuk) djus gsrq &

*She is senior to me.*

* 1. Feelings n'kkZus gsrq &

*He is cruel to me.*

* 1. Into - Into dk iz;ksx fd;k tkrk gS &
     1. xfr izdV djus ds fy, &

*The thief jumped in to sea.*

* + 1. :i ifjorZu ds fy, &

*He changed himself into a woman.*

* 1. At - aim (mn~ns';) crkus gsrq &

*He threw a stone at the dog.*

Rate crkus gsrq &

*Mangoes are selling at fifty rupees per k.g.*

* 1. For -
     1. To show direction in the beginning of an action -

*The child leaves for school at 7 A.M.*

* + 1. To show favour -

*I vote for Ram.*

* 1. Against shows pressure -

*He threw the goods against me.*

* 1. From - Shows point of departure.

*I brought these books from the market.*

* 1. Off shows seperation -

*leaves fall off the tree.*

* 1. Out of - (opposite of into) means - from the interior of -

*He came out of the room.*

1. **Preposition of Relations -**
   1. About - show nearness of some kind -

*The bell is about to ring.*

*I am about to leave.*

* 1. Across - from one side to another -

*He swam across the river.*

*There is a park across the lake.*

* 1. After - denotes sequence, research balance

*I shall enter after you.*

*He takes after his father.*

* 1. Against - opposite of some kind -

*He is talking against me all the time.*

* 1. Along - in the same line with -

*He was walking along the sea coast.*

* 1. At - nearness with contact -

*He is at the top of the class.*

*The cat rushed at the rat.*

* 1. Before - mean in front of, priority -

*The partient was before the doctor.*

*Death before dishonour.*

* 1. Behind - at the back of -

*He hid himself behind the curtain.*

*The dog ran behind the master.*

* 1. Beside - by the side.

*She was sitting beside her mother.*

* 1. Beyond - out of (ijs)

*This is beyond my expectation.*

*Our new house is beyond the railway track.*

* 1. By - nearness, agency, manner, measure -

*Let's sit by the fire.*

*He held me by neck.*

*He is senior to me by a year.*

* 1. Down - descent (uhps) -

*We climbed down the hill.*

* 1. Up (mij) -

*We climed up the hill.*

* 1. For - denotes, purpose, reason, on behalf of, exchange, in spide of -

*Walking is good for health.*

*He was punished for robbery.*

*I shall fight for you.*

*He kill his friend for money.*

*For all you faults, I love you.*

* 1. From - bouree, motive

*I got these notes from my friend.*

*He committed the murder from envy.*

* 1. Of - as a result, about, belonging to -

*He died of cholera.*

*She after talks of you.*

*The cousion of my friend has topped to I.A.S.*

* 1. Than - comparision or difference -

*He is more intelligent than his brother.*

* 1. Through - across (chp esa ls) -

*The bullet went through his head.*

* 1. To - shows proportion, limit, effect, motion -

*The chances are two to one.*

*They fought to the last.*

*To my utter surprise, he failed.*

* 1. With - shows assocation, instrumental

*He cut the apple with knife.*

*He come with family*

*He fought with courage.*

**Conjunction (la;kstd)**

Conjection og 'kCn gS] tks nks 'kCnksa] miokD;ksa ;k okD;ksa dks vkil esa tksM+sA bls connective ;k linker Hkh dgrs gSA

**Kinds of conjunction -**

Conjection fuEu 3 Hkkxksa esa oxhZd`r fd;k x;k gS &

1. Coordinating Conjunction
2. Subordinating Conjunction
3. Correlative Conjunction
4. **Coordinating Conjunction -** ;s conjunction nks leku rank ds sentene ;k words dks tksM+rs gSA bl rjg ds eq[; conjunction gS & for, and, nor, but, or, yet, so.

buls tks nks okD; dks tksM+k tkrk gS] mudk Lora= vFkZ gksrk gSA mudks vyx djus ij ,d principal clause curk gS] nwljk coordinate clause curk gSA Coordinating Conjunction fuEu pkj izdkj ds gksrs gS &

* 1. **Cumulative Conjuctions (la;kstd) -**

;s gS & and, also, both - and, as well as, now, too, no less than.

bu conjunction ds }kjk nks okD;ksa dks tksM+k tkrk gSA

*Word hard and God will reward you.*

*Neeru as well as Sushma is intelligent student of class.*

* 1. **Alternative Conjuctions (fodYi) -**

;s gS & either - or, neither - nor, else, or, otherwise

buesa ,sls okD;ksa dks tksM+k tkrk gS ftuesa nks fodYi esa ls ,d pquk tkrk gS] tSls &

*Either work hard or be ready to face the result.*

*He must start medicine or he will die.*

* 1. **Adversative Conjuctions (fojks/kn'kZd lwpd) -**

;s gS & but, yet, still, only, however, nevertheless, while, whereas.

bu conjunction ls nks ,sls okD;ksa dks tksM+k tkrk gS] tks ,d nwljs ds foijhr gS] tSls &

*He ran very fast, but he missed the bus.*

*She worked hard, nevertheless she failed.*

*Rama is intelligent, still she gets poor marks.*

*Ram is very weak, however he works a lot.*

* 1. **Illative Conjuctions (ifj.kke lwpd) -**

;s gS & for, therefore, so, then, so then.

bu conjunction ls ,sls okD;ksa dks tksM+k tkrk gS] ftuesa ,d okD; nwljs dk ifj.kke gS] tSls &

*Ram will certainly get the job, for he had worked hard.*

*It is getting dark, therefor keep the torch with yourself.*

*It is getting dark, so we should return home*.

1. **Subordinating Conjunction -** bu conjunction ds }kjk ,d subordinative clause dks vU; clause ls tksM+k tkrk gSA Subordinate clause og miokD; gS ftldk viuk iw.kZ vFkZ ugha gksrk gS] vkSj og vius iw.kZ vFkZ ds fy;s vU; clause ij fuHkZj gksrh gSA bu okD;ksa dks ckaVus ij ,d principal clause cusxh o nwljh subordinate clause (vkfJr miokD;) curk gSA bl rjg ds eq[; conjuction gS &

after, although, as, as if, as long as, as though, becuase, before, even if, even though, if, if only, in order that, now that, once, rather than, since, so that, than, that, though, till, unless, until, when, whenever, where, where as, whenever, while.

*- When I visited him, he was reading a novel.*

*- I have never met him since he got the job.*

*- You should wait till I do not come back.*

*- As soon as I reached the office, It started raining.*

*- No sooner did my friend see me then she cried with joy.*

*- Now that he had got wealth, he has became proud.*

*- While I was a student, I used to visit the library daily.*

**Modals**

Modals os helping verbs gS] tks ordinary verbs ds lkFk iz;qDr gksdj permission, possibility, certainty, necessity vkfn Hkkoksa dks izdV djrs gSA eq[; modals will, shall, should, would, can, cold, may, might, must, need, ought to o used to gSA ;s auxiliaries ds group esa 'kkfey fd;s x;s gSA blfy;s bUgsa modal auxiliaries dgk tkrk gSA bUgsa defective verbs Hkh dgk tkrk gS D;ksafd budh third person singular esa 's' form ugha gS o u gh 'ing' o 'ed' forms. dqN eq[; modals ds iz;ksx fuEu izdkj ls gS &

1. **Should -** 
   1. past esa future O;Dr djrk gS] tSls &

*She said that I should attend her birthday party.*

*She said that I should be present for duty on Monday.*

* 1. Duty/obligation O;Dr djus gsrq &

*You should obey your parents.*

*The peon should sweep the floor.*

* 1. Advice, suggestion vkfn ds fy;s &

*You should walk fast to keep fit.*

*You should obey your seniors.*

* 1. Supposition (dYiuk) dks O;Dr djus gsrq &

*Should you forget the way, seek guidance from sumbody.*

* 1. Probability dks O;Dr djus gsrq &

*She should be in the school now.*

* 1. Surprise dks O;Dr djus gsrq &

*That she should reject my proposal.*

* 1. Polite command dks O;Dr djus gsrq &

*You should write on side of the pages.*

1. **Would -**
   1. Future tense dks past esa O;Dr djus gsrq &

*He said that he would go to cinema.*

* 1. Past habbit dks O;Dr djus gsrq &

*Wordsworth could sit for hours by the lake.*

* 1. Polite request dks O;Dr djus gsrq &

*Would you please lend me your pen?*

* 1. Unreal condition dks O;Dr djus gsrq &

*Would that I were a millionair.*

* 1. Condition dks O;Dr djus gsrq &

*She would stand first if she worked hard.*

* 1. Determination dks O;Dr djus gsrq &

*I would work hard to stand first in the class.*

* 1. Prefrance tkfgj djus gsrq &

*I would die rather than borrow.*

* 1. Wish express djus gsrq &

*I would like you to do me a favour.*

1. **Used to &**
   1. Past habbit dks O;Dr djus gsrq &

*I used to play a lot when I was young.*

*Did he use to abuse when he was young?*

* 1. orZeku dh habbit dks O;Dr djus gsrq &

*She is used to hard work.*

*She is used to a comfortable life.*

1. **Ought to -**
   1. Moral duty ;k Social obligation O;Dr djus gsrq &

*We ought to serve our country.*

*We ought to respect our seniors.*

* 1. Advice ds fy;s &

*You ought to work hard to stand first.*

* 1. Recommendation dks O;Dr djus gsrq &

*You ought to read 'Antony S. Clepatra'*

* 1. Probability dks O;Dr djus gsrq &

*The leader ought to have come, as there is calm.*

1. **Must -**
   1. Necessity ;k obligation dks O;Dr djus gsrq &

*We must pay the tax in time.*

*You mus take umbrella, as it is raining.*

* 1. Compulsion (vfuokZ;rk) O;Dr djus gsrq &

*You must avoid driving when the signal is read.*

* 1. Logical certainty dks O;Dr djus gsrq &

*She must have left already.*

* 1. Prohibition dks O;Dr djus gsrq &

*You must not enter the room without knocking.*

* 1. Possibility dks O;Dr djus gsrq &

*The grandmother must be thirsty.*

1. **Dare (lkgl djuk) -** is generally used in interrogative and negative sentences. blesa third person singular esa 's' form ugha vkrh gS] tSls &

*He dare not speak against me.*

*How dare you speak so?*

1. **Need** ds fuEu iz;ksx gS &
   1. Necessity dk iz'uokpd okD;ksa esa iz;ksx fd;k tkrk gSA

*Need she to go there?*

* 1. Doubt o Prohibition esa &

*Need she attend the party? No, she needn't.*

1. **May -** 
   1. Permission nsus ;k ysus dh voLFkk esa &

*May I come in?*

*You may go.*

* 1. Purpose dks express djus ds fy;s] tSls &

*We eat that, we may live.*

*She works hard so that she may be wealthy.*

* 1. Factual Possibility (rF;kRed laHkkouk) O;Dr djus ds fy;s&

*It is cloudy, it may rain.*

*The ground is wet, you may slip.*

* 1. Possibility O;Dr djus ds fy;s &

*PM may visit this area.*

You may fail.

* 1. Wish ;k Prayer O;Dr djus ds fy;s &

*May God bless you.*

*May she get a good partner.*

1. **Might -** 
   1. Past tense esa purpose (mn~ns';) O;Dr djus ds fy;s &

*She worked hard so that she might pass the exam.*

*He ran fast so that he might catch the train.*

* 1. Remote possibility (lansgkRed laHkkouk) O;Dr djus ds fy;s&

*The weather is clear, but the flight might be cancelled.*

* 1. Past tense esa possibility o permission O;Dr djus ds fy;s&

*BOS declared that examination might be postpond.*

*The teacher told me that I might not pass the examination.*

* 1. Suggestion O;Dr djus ds fy;s &

*You might take the help of your friends.*

* 1. Casual command O;Dr djus ds fy;s &

*You might tell us why did he attack you?*

* 1. Request O;Dr djus ds fy;s &

*You might bring icecream for me.*

**Direct and Indirect Narration**

fdlh oDrk ds 'kCnksa dks ge nks izdkj ls O;Dr dj ldrs gSA

1. tc oDrk ds dFku dks 'kCn'k% O;Dr fd;k tk, rks mls direct speech ;k direct narration dgrs gSA
2. tc oDrk ds dFku dks T;ksa dk R;ksa u dgdj vius 'kCnksa esa O;Dr djsa rks og indirect speech ;k indirect narration dgykrk gSA

Speaker dks reporter, ftl verb ls og ckr izkjEHk djs mls reporting verb o oDrk ds inverted commas ds vanj ds okD; dks reported speech dgyrs gSa o inverted commas ds vanj ds okD; ds verb dks reporting speech dh verb dgrs gSaA

**Direct Speech -**

| reported speech dh verb

*Ram said to me, "I shall go to Jaipur tomorrow"*

| report of speech

**Indirect speech -**

*Ram told me that he would go to Jaipur the next day.*

General rules -

1. Direct speech ls Indirect speech esa ifjorZu gksus ij inverted commas " " gV tkrs gSaA
2. Reporting verb dk tense ns[ksa] ;fn direct narration esa reporting verb present ;k future tense esa gS rks indirect esa ifjorZu djrs le; reported speech ds tense esa dksbZ ifjorZu ugha fd;k tkrk gSA Reporting verb past tense esa gksus dh fLFkfr esa Reported speech dk tense change gksrk gSA
3. Indirect speech esa ifjorZu gksus ij reported speech ds person dk ifjorZu fuEu izdkj gksrk gS &
   1. First person - Reporting verb ds subject ds vuqlkj cnyrk gSA
   2. Second person - Reporting verb ds object ds vuqlkj cnyrk gSA
   3. Third person - lkekU;r;k blesa ifjorZu ugha gksrk gSA
   4. Person - Person ;fn cgqopu gS] rks ifjorZu cgqopu ds vuqlkj gksxk (Person dk number o case ugha cnyrk gS)A Pronouns dk ifjorZu fuEu rkfydk ds vuqlkj gksrk gS &

**Forms of Personal Pronouns**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person** | **Nominative case** | **Objective case** | **Possessive objective** | **Possessive Pronoun** |
| II person | I | Me | My | Mine |
|  | You | You | Your | Yours |
| III person | He | Him | His | His |
|  | She | Her | Her | Hers |
|  | It | It | Its | X |
|  | They | Them | Their | Theirs |

1. ;fn reporting verb say, says, will say, said jgs rks indirect speech esa Hkh say, says, will say o said gh jgsxhA ;fn Reporting verb ds lkFk to yxk gks rks ifjorZu fuEu izdkj ls gksrk gS &

say to - tell says to - tells said to - told

1. Indirect speech esa cnyus le; reporting verb ds lkFk lk/kkj.k okD;ksa esa that dk iz;ksx gksrk gSA
2. Pronouns dks cnyuk & Reported speech esa vk;s I person ds pronoun dks reporting verb ds subject ds vuqlkj cnyk tkrk gS &
   1. *She says, "I am eating banana"* - I becomes she

*She says that she is eating banana.*

* 1. *I say, "I like music"*

*I says that I like music.*

* 1. *They Say, "We never tell a life"* - We becomes they

*They say that they never tell a lie.*

Reported speech esa vk;s II person ds pronoun dks reporting verb ds object ds vuqlkj cnyk tkrk gS &

1. *She says to me, "You have worked very hard"*

*She tells me that I have worked very hard.*

1. *He says to her, "You have done your homework"*

*He tells her that she has done her homework.*

1. *I say to them, "You have done your homework"*

*I tell them that they have done their homework.*

Reported speech ls vk;s III person ds pronoun esa dksbZ ifjorZu ugha gksrk gS &

1. *She says, "He does not work hard."*

*She says that he does not work hard.*

1. Verb/Tense dks cnyuk &
   1. ;fn reporting verb present ;k future tense esa gks rks reported speech ds verb dk tense ugha cnyrk gS] tSls &

Direct - *The teacher says, "Maya sings very beautiful"*

Indirect - *The teacher says that Maya sings very beautiful.*

Direct - *The teacher will say, "Maya sings very beautiful"*

Indirect - *The teacher will say that Maya sings very beautiful.*

* 1. ;fn reporting verb past tense esa j[kk gks rks reported speech ds verb dk tense past esa cny tkrk gSA

Direct - *Radha said, "I am reading a book."*

Indirect - *Radha said that she was reading a book.*

* 1. Simple past changes into Past perfect

Direct - *She said to me, "I read the book yesterday."*

Indirect - *She told me that she had read the book the previous day.*

* 1. Future tense - will/shall changes to would

Direct - *She said to me, "I will go to Jaipur"*

Indirect - *She told me that she would go to Jaipur.*

* 1. Can dk could o May dk Might cu tkrk gS &

Direct - *He said, "I can run 10 miles a day"*

Indirect - *He said that he could run 10 miles a day.*

Direct - *She said, "It may rain"*

Indirect - *She said that it might rain.*

* 1. Universal truth, habits, historical truth vkfn esa dksbZ ifjorZu ugha gksrk &

Direct - *The teacher said, "Earh is round"*

Indirect - *The teacher said that the earth is round.*

Direct - *The teacher said, "Second world war occured in 1945"*

Indirect - *The teacher said that second world war occured in 1945.*

* 1. ;fn Reporting speech esa nks action ,d lkFk fn;s gks] dksbZ imagined condition nh xbZ gks] to infinitive, would, could, should, might, ought vkfn fn;s gks rks dksbZ change ugha gksxk &

Direct - *She said, "It might rain".*

Indirect - *She said, "It might rain"*

* 1. Said to ds LFkku ij fLFkfr ds vuqlkj added, remarked, completed, reported vkfn dk iz;ksx dj ldrs gSA
  2. ;fn Reporting speech ds ckn object gks rks says told vkfn esa cny tk;sxk] vU;Fkk ughaA

**Chage of Interrogative sentences -**

1. Interrogative sentences dk reporting verb said to dks asked esa change fd;k tkrk gSA
2. ;fn iz'u fdlh helping verb is, are, was, were, did ls 'kq: gks rks mlds LFkku ij if ;k whether yxrk gSA ;fn iz'u wh 'kCn ls 'kq: gks rks " " gVkrs le; that, if vkfn fdlh Hkh conjunction dk iz;ksx ugha gksrkA lHkh esa iz'uokpd fpUg gVkdj full stop yxrk gSA

Direct - *He said to me, "Do you know me?"*

Indirect - *He asked me if I knew him.*

Direct - *He said to me, "Have you completed the homework?"*

Indirect - *He asked me if I had completed the homework.*

Direct - *She said to me, "Who is your teacher?"*

Indirect - *She asked me who my teacher was.*

**Imparative sentences** -

Imparative sentences ,sls okD; gS] ftuesa order, direction, command (funsZ'k), request (izkFkZuk), suggetion (lq>ko), advice (lykg) dk Hkkofufgr jgrk gSA

,sls okD;ksa dks Indirect narrative esa ifjofrZr djrs le; fuEu fu;eksa dk /;ku j[kk tkrk gS &

1. Hkko ds vuqlkj reporting verb dks order, command, advice, suggest, request vkfn esa cnyk tkrk gSA
2. Conjunction that dh txg to dk iz;ksx gksrk gSA Negative esa "not to" dk iz;ksx gksrk gSA
3. okD;ksa esa please, kindly tSls 'kCn gVk fn, tkrs gS] tSls &

Direct - *He said to me, "Please help me."*

Indirect - *He requested me to help him.*

Direct - *The gardner said to the children, "Don't pluck flowers."*

Indirect - *The gardner warned the children not to pluck the flowers.*

Direct - *The officer said to the peon, "Bring me a glass of water."*

Indirect - *The officer ordered the peon to bring him a glass of water.*

**Emphatic imperative -**

Imperative okD;ksa esa 'do' ds iz;ksx ls fouezrk ;k vkxzg dk Hkko c<+ tkrk gSA ,sls okD;ksa dks Indirect speech esa cnyrs le; 'do' dks gVk fn;k tkrk gSA

Direct - *She said to me, "Do come again."*

Indirect - *She requested me to come again.*

Direct - *Rama said to Shyam, "Do go to the market."*

Indirect - *Rama suggested Shyam to go the market.*

**bPNklwpd okD; &**

bu okD;ksa esa repeated verb dks wished ;k prayed esa cnyk tkrk gS o that conjunction dk iz;ksx djrs gSA okD; dks assertive sentence esa cny dj May dh txg Might dj fn;k tkrk gSA

**Operative sentences -**

,sls okD; ftuesa bPNk] izkFkZuk] vfHkoknu ;k 'kqHkdkeuk O;Dr dh tkrh gS] esa said dh txg wished dj fn;k tkrk gSA

Direct - *The mother said to the son, "May God bless you."*

Indirect - *The mother prayed that God might bless her son.*

Direct - *My mother said to my sister, "May you live long."*

Indirect - *My mother wished my sister that she might live* long.

**Exclamatory sentences (foLe;cks/kd okD;) -**

;s okD; sorrow, joy, regret, surprise ;k contempt dk Hkko izdV djrs gSA budks fuEu fof/k ls cnyrs gS &

1. said dh txg exclaimed with sorrow, joy, regret, surprise, contempt, applauded .... saying fy[kk tkrk gSA
2. conjuction that dk iz;ksx fd;k tkrk gSA
3. alas, bravo, well done, oh, wah, hurrah tSls 'kCn gVk fn, tkrs gSaA
4. If I were, Had I been tSls bPNkvksa ds fy;s wished dk iz;ksx fd;k tkrk gS] tSls &

Direct - *She said to her servant, "How foolish you are!"*

Indirect - *She exclaimed with anger to her servant that he was very foolish.*

Direct - *Rajnesh said to Shyam, "Sorry, I cannot lend you."*

Indirect - *Rajnesh exlaimed with regret to Shyam that he could not lend him money.*

Direct - *He said, "How beautiful the bird is."*

Indirect - *He exclaimed with praise that it was a very beautiful bird.*

Direct - *Ram said, "Alas! I have been ruined."*

Indirect - *Ram exclaimed with sorrow that he had been ruined.*

**Miscellaneous sentecnes -**

1. tc okD;ksa esa iz;qDr O;fDr dk uke reported speech esa lfEeyr gksrk gS] tSls &

Direct - *He said, "Ram, I am waiting for you."*

Indirect - *He told Ram that he was waiting for him.*

1. Sir, Madam dk iz;ksx reported speech esa gksus ij &

Direct - *He said, "May I come in, Madam."*

Indirect - *He asked the madam if he might come in.*

1. Reported speech esa well, okey, you see, you kind dk iz;ksx gksus ij &

Direct - *The Manager said, "Well, what can I do for you?"*

Indirect - *The Manager asked politely what he could for you me.*

1. tc 'must' etcwjh dk Hkko izdV djrk gS] rks had to esa cny tkrk gS &

Direct - *He said, "I must go at once."*

Indirect - *He said that he had to go at once.*

Direct - *The student said to the teacher, "Good morning, Madam."*

Indirect - *The student respectfully wished the teacher good morning.*

**From Indirect to Direct -**

Indirect speech dks Direct speech esa cnyus ds fy;s igys cuk;s fu;e reverse (mYVk) gks tk,asxs] tks fuEu gSA

1. Reporting verbs told, asked, ordered, advised, requested, prepared, suggested, exclaim, wished, bade, prayed vkfn ds LFkku ij said ;k said to gks tk,xkA
2. Conjuction that, if, whether, to gVdj inverted command " " yx tk,axsA Commas ds vanj igyk v{kj Capital gks tk,xkA
3. Reported speech ds pronoun dks Reporting verb ds subject ls esy [kkrk I person esa cnyk tk,xk] ;fn object ls esy [kkrs gks rks II person ls cnyk tk,xkA fdlh ls Hkh esy u [kkus ij oSlk gh j[kk tk,xkA
4. okD;ksa dks vko';drkuqlkj Assertive, Interrogative, Imperative ;k Exclamatory :i fn;k tk,xkA
5. iz'u okpd fpagksa dks Inverted commas esa ysdj igyk v{kj Capital dj fQj helping verb + subject + main verb .... esa arrange fd;k tk,xkA
6. Request esa inverted commas ds vanj please dk iz;ksx gksxkA
7. Proposed ;k suggested esa inverted commas ds vanj let dk iz;ksx gksxkA
8. 'kksd izdV djus okys okD;ksa esa Alas o [kq'kh izdV djus okys okD;ksa esa Hurrah dk iz;ksx gksxkA
9. That dk this, then dks now, there dks here o that day dks today esa cnyk tk,xk] tSls &

Indirect - *She told me that her father had met with an accident.*

Direct - *She said to me, "My father has met with an accident."*

Indirect - *She asked me if I could lend her my scooter.*

Direct - *She said to me, "Can you lend me your scooter."*

Indirect - *The mother asked me not to do it again.*

Direct - *The mother said to me, "Do not do it again."*

Indirect - *The teacher forbade the boys to make a noise.*

Direct - *The teacher said to the boys, "Do not make a noise."*

Indirect - *The teacher exclaimed with pleasure that Ram had done well.*

Direct - *The teacher said to Ram, "Well done, Ram."*

**Active and Passive Voice (okP;)**

Verb ds ml :i dks voice dgrs gSa ftlls ;g Li"V gks fd drkZ dk;Z dj jgk gS ;k mlds fy;s dk;Z fd;k tk jgk gS] tSls &

*Ram is teaching Shyam.*

*Shyam is taught by Ram.*

bu nksuksa okD;ksa esa vFkZ dh n`f"V ls dksbZ varj ugha gSA ,d esa subject active gS o nwljs esa object, lks igyk active voice gS o nwljk okD; passive voice. lkekU;r;k ge active voice dk gh iz;ksx djrs gSa ij fuEu fLFkfr;ksa esa passive voice dk iz;ksx fd;k tkrk gS &

1. tc drkZ dk irk ugha gks &

*The mirror was broken yesterday.*

1. tc object dks egRo nsuk vko';d gks &

*Ram was beaten by Shyam.*

1. vDlj ,sls okD; science ;k technology esa iz;qDr gksrs gSa] tgka drkZ ls T;knk egRoiw.kZ vkfo"dkj gSA

*Telephone was invented by Graham Bell.*

**General rules to change the voice -**

1. Object subject dh txg o subject object dh txg iz;qDr gks dj by yx tkrk gSA

Active - *I write a letter.*

Passive - *A letter is written by me.*

1. Verb dh III form iz;qDr gksrh gS mlls igys is/are/am/was/were/been/being dk iz;ksx okD; esa tense ds vuqlkj gksrk gS] tSls &

Active - *She is helping the poor people.*

Passive - *Poor people are being helped by her.*

1. tc drkZ egRoiw.kZ gks rks by dk iz;ksx fd;k tkrk gSA vU;Fkk dqN fLFkfr;ksa esa deZ dk iz;ksx ugha fd;k tkrk gS &

Active - *People steal the electricity.*

Passive - *Electricity is stolen.*

1. Passive voice esa active voice dk drkZ fuEu izdkj ls objective form esa cnyrk gS &

**Active Passive**

I Me

He Him

You You

We Us

She Her

They Them

It It

Who Who

1. lkekU;r;k transitive verb dk gh passive curk gS D;ksafd mlds lkFk object gksrk gSA Intransitive verbs tSls sleep, sit, stand, go, come, laugh vkfn dk passive ugha curk gSA ysfdu intransitive verbs ds lkFk preposition yxk gks rks mldk passive cuk;k tk ldrk gSA

*She sleep -* No passive

*They laughed at her* - She was laughed at.

1. Present perfect continuous, Past perfect continuous, Future perfect continuous o Future continuous dk passive ugha curk gSA Passive cukrs le; tense ds vuqlkj verb esa ifjorZu bl izdkj gksrs gS &
   1. eat - is/are/am/eaten
   2. ate - was/were/eaten
   3. will eat - shall/will be eaten
   4. is eating - is/am/are being eaten
   5. was/were eating - was/were/eing eaten
   6. have eaten - have been eaten
   7. had eaten - had been eaten
   8. will shall have eaten - will/shall have been eaten.

**Various tenses and change of voice-**

1. **Present tense -**
   1. **Present Indefinite -**

Active - subject + verb I form + object

*Ram eats a banana.*

Passive - subject + is + verb III form + by + object

*A banana is eaten by Ram.*

* 1. **Present Continuous -**

Active - subject + is/am/are + verb I form + ing + object

*Ram is eating a banana.*

Passive - subject + is/am/are + being + verb III form + by + agent (object)

*A banana is being eaten by Ram.*

* 1. **Present Perfect -**

Active - subject + have/has + verb III form + object

*Ram has eaten a banana.*

Passive - subject + has/have + verb III form + by + agent (object)

*A banana has been eaten by Ram.*

1. **Past tense -** 
   1. **Past Indefinite -**

Active - subject + verb II form + object

*Ram ate a banana.*

Passive - subject + was + verb III form + by + object

*A banana was eaten by Ram.*

* 1. **Past Continuous -**

Active - subject + was/were + verb I form + ing + object

*Ram was eating a banana.*

Passive - subject + was/were + being + verb III form + by + agent (object)

*A banana was being eaten by Ram.*

* 1. **Past Perfect -**

Active - subject + had + verb III form + object

*Ram had eaten a banana.*

Passive - subject + had been + verb III form + by + agent (object)

*A banana had been eaten by Ram.*

1. **Future tense -** 
   1. **Future Indefinite -**

Active - subject + will/shall + verb I form + object

*Ram will eat a banana.*

Passive - subject + will/shall be + verb III form + by + object

*A banana will be eaten by Ram.*

* 1. **Future Perfect -**

Active - subject + will/shall have + verb III form + object

*Ram will have eaten a banana.*

Passive - subject + will/shall have been + verb III form + by + agent (object)

*A banana will have been eaten by Ram.*

**Passive of interrogative sentences -**

fofHkUu izdkj ds interrogative sentences dks fuEu izdkj ls passive voice esa cnyk tkrk gS &

1. Is/am/are ls 'kq: gksus okys question dk passive structure fuEu gksxk &

Is/am/are + object + being + verb III + by + subject ?

Active - *Is he writing a letter?*

Passive - *Is a letter being written by him?*

Active - *Is mother cooking food?*

Passive - *Is the food being cooked by mother?*

1. Did ls 'kq: gksus okys question dk passive structure fuEu gksxk &

was/were + object + verb III form + by + subject ?

Active - *Did he write a book?*

Passive - *Was the book written by him?*

1. Was/were ls 'kq: gksus okys question dk passive structure fuEu gksxk &

was/were + object + being + verb III form + by + subject ?

Active - *Was she wshing the clothes?*

Passive - *Were the clothes being washed by her?*

1. Have/has/had ls 'kq: gksus okys question dk passive structure fuEu gksxk &

has/have/had+ object + been + verb III form + by + subject ?

Active - *Has he finished his work?*

Passive - *Has the work been finished by him?*

1. Modal auxiliary verb ls 'kq: gksus okys question dk passive structure fuEu gksxk &

modal auxiliary + object + be + verb III form + by + agent ?

Active - *Will they win the match?*

Passive - *Will the match be won by them?*

1. Wh words ls 'kq: gksus okys question dk passive structure fuEu gksxk &

wh word + aux verb + object + be (bean/being) + verb III form + by + agent ?

(Who okys okD;ksa dks passive esa cnyrs le; by whom ls okD; 'kq: djrs gSa)

Active - *Who broke the mirror?*

Passive - *By whom was the mirror broken?*

Active - *Why have you broken the mirror?*

Passive - *Why has the mirror been broken by you?*

Active - *What did he break?*

Passive - *What was broken by him?*

Active - *When do they play cricket?*

Passive - *When is the cricket play by them?*

Active - *Where do they play cricket?*

Passive - *Where is the cricket palyed by them?*

**fo'ks"k &** iz'uokpd okD;ksa dks passive esa cnyus dk vklku rjhdk gS fd mUgsa assertive esa cnydj passive cuk,sa o passive ls igys helping verb ;k Wh word yxkdj iz'u cuk ysa] tSls &

*Do they play cricket?*

Step 1 - *They play cricket* (assertive okD; cuk;s)

Step 2 - *Cricket is played by them* (mldks passive esa cnys)

Step 3 - *Is the cricket played by them?* (vc helping verb vkxs yxkdj iz'uokpd cuk ysa)

blh izdkj wh words dk Hkh passive cukuk gS &

*Why have you broken the mirror?*

Step 1 - *You have broken the mirror.*

Step 2 - *The mirror has been broken by you.*

Step 3 - *Why has the mirror broken by you?*

**Imperative sentences -**

1. Sentenes with order/command 'let' yxkdj passive cuk;s tkrs gSA

let + subject + be + verb III form

*Shut the window - Let the window + be + shut*

*Bring a glass of water - Let a glass of water be brought.*

1. Sentences with request esa please vkfn 'kCn gVkdj you are requested ls okD; 'kq: fd;k tkrk gS &

You are requested + to + verb I form + object

*Please give me book - You are requested to give me a book.*

*Please do not disturb me - You are requested not to disturb me.*

1. Sentences with suggestion esa voice cnyrs le; should be dk iz;ksx gksrk gS &

subject + should be + verb III form

*Help the disabled - The disabled should be helped.*

*Speak the truth - Truth should be spoken.*

1. Sentences with advice - You are advised to ls 'kq: gksrs gS &

*Work hard - You are advised to work hard.*

*Be careful - You are advised to be careful.*

**Change of voice in Infinitive verb -**

Infinitives esa to ds lkFk be vkSj verb III form dk iz;ksx gksrk gS&

*It is time to study - It is time to be studied.*

*She wants to insult you - She wants you to be insulted.*

**Watch, Time & Weather -**

Watch, Time & Weather ls lEcksf/kr tkudkfj;ksa esa It dk iz;ksx gksrk gS] tSls &

*It is 9'o clock.*

*It is summer.*

*It is cloudy.*

**Conditional sentences -**

Conditional are a different patterns of the use of tense of verb which present different kind of conditions, prabable or improbable.

Conditional sentences pkj izdkj ds gksrs gSA gj izdkj ds conditional sentence esa vyx vyx tenses dk iz;ksx gksrk gS tks fuEu izdkj ls gS &

1. **Conditional to describe general truth -**

;g general truth or scientific facts dk o.kZu djrk gSA bldk pattern gS &

If ................... simple present .................. simple present

*If you are good to others, others are good to you.*

*If we press the button, the fan starts.*

1. **Probable conditional -**

In the conditional of probability, the pattern is as follows -

If .................... simple present ............... will...................

*If he works hard he will be successful.*

In the main clause we can use other modals also in the place of will.

*If we get a good teacher, our students can top.*

If clause esa ge simple present, present continuous ;k present perfect dk iz;ksx Hkh dj ldrs gS] tSls &

*If you are looking for a good book, purchase Godan by Munshi Premchand.*

1. **Improbable Conditionals -**

The pattern in improbable conditional is -

If ....................... simple past, would ..........

If ........................ simple past, might/could ..... tSls &

*If I had money, I would purchase a BMW.*

*If I were a doctor, I might treat patient in free.*

1. **Impossible Conditional -**

The pattern in this conditional is -

If/had ............ past perfect, would/could etc + have + past particle

*Had we got birth last century, we would have missed mobile.*

*If you had got the license, they could have released you.*

**Kinds of sentences -**

Sentences pkj izdkj ds gksrs gS &

1. **Simple sentence** - bl okD; esa ,d subject o ,d finite verb gksrk gS] tSls &

*She walks with beauty.*

*Radha runs.*

1. **Compound sentence** - bl okD; esa nks ;k nks ls vf/kd clauses gksrs gS ftlesa ,d principal clause o ,d ;k vf/kd coordinate clauses gksrh gS] tSls &

*Run fast or you will miss the train.*

1. **Complex sentence -** bl okD; esa ,d principal clause o ,d ;k ,d ls vf/kd subordinate clause gksrh gS] tSls &

*She said that she never tells a lie.*

*This is the school where all students are given scholarship.*

bu okD;ksa esa 'She said' o 'This is the school' principal clause gS o 'she never tells a lie' o 'where all students are given scholarship' subordinate clause gSA

1. **Mixed sentence -** blesa subordinate o coordinate nksuksa izdkj dh clause gksrh gS] tSls&

*Mother asked me to go to the school and ask the teachers about the progress of my brother.*

**Clauses (miokD;)**

Clause okD; dk og Hkkx gS ftlesa ,d subject o ,d finite verb gks] tSls &

*He said that he has pssed.*

mi;qZdr okD; esa that he would help me, iwjs okD; dk ,d Hkkx gSA blesa subject (he) o finite verb (would help) gS] vr% ;g ,d clause gSA Clause rhu izdkj ds gksrs gS &

1. **Principal clause -** ;g vius vFkZ ds fy;s fdlh vU; clause ij fuHkZj ugha djrh gSA ;g fdlh connective ls 'kq: ugha gksrh gS] tSls&

*I do not know where from he is.*

mi;qZDr okD; esa I do not know principal clause gS] D;ksafd ;g nwljs clause ij vFkZ esa fuHkZj ugha gSA

1. **Coordinate clause -** ;g clause iw.kZr;k Lora= gksrh gS o vFkZ ds fy, fdlh vU; clause ij fuHkZj ugha djrh gSA blesa coordinate conjunction ls tqM+s nks simple sentences gksrs gS] tSls &

*I shall go and he will come.*

1. **Subordinate clause -** bl clause dk dksbZ Lora= ;k iw.kZ vFkZ ugha gksrk gSA vius vFkZ ds fy;s ;g Principal clause ij fuHkZj djrh gSA ;g subordinate conjunction ls tqM+h gksrh gS] tSls &

*I asked her why she was so sad.*

bl okD; esa 'why she was so sad' viuk iw.kZ vFkZ nsus esa vleFkZ gS] vr% ;g subordinate clause gSA

**Kinds of subordinate clause -**

* 1. Noun clause
  2. Adjective clause
  3. Adverb clause

**Noun clause -**

;g clause okD; esa noun dk dk;Z djrh gSA vr% bls noun clause dgk tkrk gSA

igpku & Main verb ds lkFk what yxkus ls tks mRrj esa clause izkIr gksrh gS] ogh noun clause gksrh gS] tSls &

*That he is a doctor is not certain.*

*What is not certain?*

*Ans - That he is a doctor (noun clause)*

Noun clause esa connectives ds vius who, whose, whom, when, where, which, what, why, how, that, if, whether gSA

Noun clause nks izdkj ls iz;qDr gksrk gS &

1. As a subject to verb, tSls &

*What he likes is not known.*

subject

1. As an object to a verb -

*Do you know that he is a thief.*

;gka noun clause object ds :i esa iz;qDr gqvk gSA

**Adjective clause -**

tks miokD; okD; esa adjective dk dke djs] og adjective clause dgykrh gSA ;g okD; dks noun ;k pronoun dh fo'ks"krk crkrh gSA ;g relative adverbs when, where, why, how ls vkjaHk gksrh gS] tSls&

*He is an officer who never takes bribe.*

*She is a girl who has deceived many person.*

mijksDr okD;ksa esa who ls 'kq: clause adjective clause gSA

**Adverb clause -**

Adverb cluase og subordinate clause gS tks okD; esa adverb dk dk;Z djrh gSA ;g okD; esa vk;s verb ;k adjective dks modify djrh gSA ;g fuEu Hkkoksa dks O;Dr djrh gS &

live, place, purpose, manner, condition, comparison, result, contrast vkfnA ;g fuEu izdkj dh gksrh gS &

1. **Adverb clause of time -** ;g le; dh vksj ladsr djrh gS o when, whenever, till, untill, before, after, since, while, as, as soon as, as long as, so long as vkfn subordinating conjuntion ls 'kq: gksrh gS] tSls &

*All students stood up when the teacher entered the class.*

;gka 'when the teacher entered the class' Adverb clause gSA

1. **Adverb clause of place -** ;g LFkku dh vksj ladsr djrh gS o when, whereever, whither, whence vkfn subordinating conjunction ls 'kq: gksrh gS] tSls &

*She will reach wherever you go.*

;gka 'wherever you go' Adverb clause gSA

1. **Adverb clause of purpose -** ;g mn~ns'; dks izdV djrh gS o vf/kdrj that, so that, in order to, last vkfn subordinating conjunction ls 'kq: gksrh gS] tSls &

*We eat so that we may live.*

;gka 'so that we may live' Adverb clause gSA

1. **Adverb clause of reason -** ;g ?kVuk dk dkj.k crkrh gS o vf/kdrj since, because, for, as, that, now that vkfn subordinating conjunction ls 'kq: gksrh gS] tSls &

*She did not pass because she had not worked hard.*

;gka ' because she had not worked hard' Adverb clause gSA

1. **Adverb clause of manner -** ;g fdlh <ax dk o.kZu djrh gS o vf/kdrj as if, as though, according as, as, so .... as vkfn subordinating conjunction ls 'kq: gksrh gS] tSls &

*There was only water and water so far as we could see.*

;gka ' so far as we could see' Adverb clause gSA

**Synthesis of sentences (okD; la;kstu)**

Synthesis dk vFkZ gS tksM+uk ;k feykukA Synthesis }kjk nks ;k nks ls vf/kd simple sentence dks tksM+dj ,d simple, compound ;k complex sentence cuk;k tkrk gSA

**Combining two or more simple sentences into one simple sentence -**

1. **By using participle -** bldk iz;ksx rc fd;k tkrk gS tc nksuksa okD;ksa esa ,d gh drkZ gks ;k ,d okD; esa it gksA

*Being intelligent he can solve all problems.*

*It was Sunday. We need holiday.*

*Being Sunday the market was closed.*

1. **By using conjunction 'and' -** tc nks okD;ksa esa subject vyx&vyx gks] ij predicate leku gks] rks nksuksa subject and ls tksM+ fn;s tkrs gS] tSls &

*Mohan cannot speak hindi.*

*Sohan cannot speak hindi.*

*Mohan and Sohan cannot speak hindi.*

1. **By using adjective or adjective food** - ;fn nks okD;ksa esa igys igys okD; ds noun dh fo'ks"krk crkus okyk 'kCn vk;k gks rks adjective noun combine dj nsrs gSa] tSls&

*I lost my shirt. It was blue.*

*I lost my blue shirt.*

1. **By using Infinitive -**

*I have some work. I have to finish that.*

*I have some work to finish.*

1. **By using preposition with noun or gerund -** nks okD;ksa dks tksM+us gsrq preposition dk iz;ksx fd;k tkrk gS tc muesa dksbZ dkj.k ;k vU; lEcU/k gksrk gS] tSls &

*He is rich. He is simple.*

*In spite of being rich, he is simple.*

*The sun set. We did not reach home.*

*The sun set before our reaching home.*

1. **By using absolute phrase -** tc okD;ksa esa subject vyx&vyx gks exj okD;ksa esa O;Dr dk;ksZa ds chp dkj.k ifj.kke dk lEcU/k gks] rks nominative absolute dk iz;ksx fd;k tkrk gSA Nominative absolute ml drkZ dks dgrs gS tks okD; esa fØ;k ij izHkko ugha Mkyrk gS] tSls&

*The sun rose. The darkness disappeared.*

*The sun having risen, the darkness disappeared.*

*The police arrived. The thieves fled away.*

*The police having arrived, the thieves fled away.*

1. **By using noun or phrase apposition** (apposition means side by side) - tc nwljs okD; esa igys okD; ds noun dh detail ns j[kh gks rks ,d okD; ds verb is, am, are, was, were dk gVkdj noun vkSj detail ,d lkFk dj nsrs gSA

*Shyam is my friend. He is a doctor.*

*Shyam, my friend, is a doctor.*

*Subhash was a brave leader. He won the election.*

*Subhash, a brave leader, won the election.*

1. **By using adjective adverb** - tc nks okD;ksa ds dk;Z ijLij dkjd gksrs gSa rks enough dk iz;ksx djrs gq, nksuksa okD;ksa dks tksM+ fn;k tkrk gS] tSls&

*I have time. I can go to market.*

*I have enough time to go to market.*

1. **By using too - to** - tc nks okD; ,sls gksrs gS tgka igys esa dk;Z u gksus dk dkj.k nwljs okD; esa fn;k gks rks too - to dk iz;ksx djrs gq, simple okD; cuk;k tkrk gS] tSls&

*He is very weak. He cannot walk.*

*He is too weak to walk.*

**Combining simple sentences into one compound sentence -**

Compound sentence esa nks principal clause gksrh gSA blesa dksbZ subordinate clause ugha gksrh gSA Compound sentence cukus ds fy;s nks simple sentence dks ,d coordinating conjunction }kjk tksM+k tkrk gSA ;s fuEu gS & and, both ... and, also, too, as well as, not only .... but also, either ..... or, neither .... nor, for, otherwise, or, but, yet, however, so, therefore, etc.

Simple ls Compound sentence ds cukus ds fuEu izdkj gS &

1. **By using cumulative conjunction** - Cumulative conjunction fuEu gS & and, both .... and, as well as, not only .... but also, not less than vkfn] tSls &

*I read a book. He watched T.V.*

*I read a book and he watched T.V.*

*He ate biscuits. He ate oranges.*

*He ate both biscuits and oranges.*

*Ram is going Jaipur. Shyam is going Jaipur.*

*Ram as well as Shyam is going to Jaipur.*

*He is a teacher. He is a lawyer.*

*He is not only a teacher but also a lawyer.*

1. **By using adverssative conjunction -** but, still, yet, however, where, whereas, only, while vkfn adversative conjunction dgykrs gSA budk iz;ksx fojks/kkHkklh okD;ksa dks tksM+us esa fd;k tkrk gS] tSls &

*She is over forty. She looks young.*

*She is over forty still she looks young.*

*He is poor. He is honest.*

*He is poor yet hones.*

*The snake looks dangerous. It is harmless.*

*The snake looks dangerous, however, it is harmless.*

1. **By using alternative conjunction** - or, otherwise, else, either .... or, neither .... nor vkfn] tSls &

*He does not like mango. He does not like orange.*

*He like neither mango nor orange.*

*Keep the dog tied. It may bite someone.*

*Keep the dog tied, else it may bite someone.*

*You may attend the session. Your father may attend the session.*

*Either you or your father must attend the session.*

1. **By using causative conjunction** - so, therefore, hence vkfn] tSls&

*He broke the rule. He was resticated.*

*He broke the rule, therefore he was resticated.*

*You got late. Be ready for punishment.*

*You got late, so be ready for punishment.*

1. **By using relative pronouns** - who, which dk iz;ksx continuous tense esa fd;k tkrk gS] rks ;s subordinating conjunction dh rjg iz;qDr ugha gksrs gS o 'kq: gksus okyh clause dh principal clause gksrh gS] tSls &

*I am going to Shimla. I plan to stay there.*

*I am going to Shimla, where I plan to stay for a fortnight.*

*There is a girl. she is very intelligent.*

*There is a girl who is very intelligent.*

**Synthesis of Complex sentences -**

Complex sentences esa ,d principal clause gksrh gS o ,d ;k ,d ls vf/kd subordinate clause gksrh gSA Subordinate clause rhu izdkj dh gksrh gS &

1. Noun clause
2. Adjective clause
3. Adverb clause

Principal clause ds lkFk subordinate conjunction tSls that, who, which, what, because, since, so that, in order that, as, as if, as soon as, though, before, after it, when, till, until etc. dks tksM+k tkrk gSA

1. **By using Noun clause -**

*He will not admit this. It is my belief.*

*It is my belief that he will not admit this.*

*Tell me where does she live?*

*Tell me where does she live.*

*I know very well. He is innocent.*

*I know very well that he is innocent.*

1. **By using Adjective clause -**

*This is the girl. I want to make her friend.*

*This is the girl that I want to make friend.*

*This is the city. I lived here for five years.*

*This is the city where I lived for five years.*

1. **By using Adverb clause** - Adverb clause nks okD;ksa esa O;Dr dFkuksa dk vkil esa lEcU/k O;Dr djrk gS &

*He finished his work. Then he watched movie.*

*He did not watch a movie until he finished his work.*

*I wrote a letter. I posted it.*

*I posted the latter after I had written it.*

**Synthesis of a mixed sentence -**

Mixed sentece esa de ls de nks principal clauses o de ls de ,d subordinae clause gksrh gSA bl gsrq coordinating o subordinate conjunction dk iz;ksx fd;k tkrk gSA

**The Transformation of Sentences -**

fdlh okD; dks ,d grammatical form ls nwljh grammatical form esa bl izdkj ls cnyuk fd vFkZ esa dksbZ varj u vk;s Transformation of Sentences dgykrk gSA

**Ways of Transformation -**

1. Interchanging degree of adjectives - Adjective dh rhu degree gksrh gS &
   1. Passive degree
   2. Comparative degree
   3. Superlative degree
2. Conversion of positive into comparative - okD; esa positive degree fuEu izdkj ls iz;ksx dh tkrh gS &
   1. As ... as

*Ram is as tall as Shyam*

*Shyam is not taller than Ram.*

*Shiva is as intelligent as Utkarsh.*

*Utkarsh is not more intelligent than Shiva.*

* 1. So ... as

*Ram is not so strong as Shyam*

*Shyam is strong than Ram.*

*Sita is not more beautiful than Rani.*

*Rani is more beautiful than Sita.*

* 1. No other ... as

*No other girl in class is as beautiful as Rama.*

*Rama is more beautiful than any other girl in the class.*

1. **Removing and inserting the Adverb 'Too'** - ;fn too ds i'pkr to gS rks okD; udkjkRed gks tkrk gSA Transform djrs le; too ds LFkku ij so that o to ds LFkku ij cannot dk iz;ksx fd;k tkrk gSA

*She is too weak to walk.*

*She is so weak that she cannot walk.*

*It is never too late to mend.*

*It is never so late that one cannot mend.*

1. **Interchange of affirmative and negative -** iz;ksx not + antonym (foykse 'kCn) }kjk fd;k tkrk gS] tSls &

|  |  |
| --- | --- |
| **Affermative** | **Negative** |
| You are a good person. | You are not a bad person. |
| Man is mortal. | Man is not immortal. |
| The shirt is long. | The shirt is not short. |
| He tried every plan. | He left noplans untried. |
| Everybody loves wealth. | Nobody hates wealth. |
| Only brave deserve fair. | None but brave deserve fair. |
| Work hard just you should fail. | Work hard so that you may not fail. |

1. **Interrogative to negative -**

|  |  |
| --- | --- |
| **Interrogative** | **Negative** |
| Is there any place like home? | There is not place like home. |
| Can anyone bear insult? | No one can bear insult. |
| Who worships the setting sun? | None worships the setting sun. |
| What if he fails. | It does not matter if he fails. |

1. **Exclamatory to assertive -**

Assertive - subject + verb + very/great + adjective/noun

|  |  |
| --- | --- |
| **Exclamatory** | **Assertive** |
| How beautiful the place is! | The place is very beautiful. |
| What a lovely picture! | It is very lovely picture. |

1. **Simple to compound -**

|  |  |
| --- | --- |
| **Simple** | **Compound** |
| She is respected for her honesty. | She is simple and she is honest. |
| The sun having set we stopped our journey. | The sunset and we stopped our journey. |
| Inspite of hard work she failed. | She worked hard but she failed. |

1. **Compound to simple -** Coordinative clause dks participle, infinitive change ds fy;s phrase ;k preposition esa cnyk tkrk gSA

|  |  |
| --- | --- |
| **Compund** | **Simple** |
| The thief saw the police man and ran away. | Seeing the policeman the theif ran away. |
| She is not only beautiful but is also honest. | Besides being beautiful she is also honest. |

1. **Simple to complex -** Simple ls compund esa change gsrq fdlh word ;k phrase dks coordinating clause esa cnyk tkrk gS &

|  |  |
| --- | --- |
| **Simple** | **Complex** |
| Mohan admitted his failture | Mohan admitted that he had failed. |
| He seems to be a thief. | It seems that he is a thief. |

1. **Complex to simple -** Adjective clause ds LFkku ij adjective phrase dk iz;ksx djds] tSls &

|  |  |
| --- | --- |
| **Complex** | **Simple** |
| Those who are helpless deserve our help. | The helpless deserve our help. |
| We have our supper when the sun sets. | We have supper at sunset. |

1. **Compound to complex -** Compound ls complex sentence cukrs le; coordinate clause dks principal clause o principal clause dks subordinate clause cuk nsrs gSA

|  |  |
| --- | --- |
| **Compound** | **Complex** |
| He was my neighbour, therefor I helped him. | I helped him because he was my neighbour. |
| The sow red light and stopped. | They stopped as soon as they saw the red light. |

1. **Complex to compound -** Subordinate clause dks principal clause cukdj nksuksa ds chp coordinating conjuncion yxk nsrs gS &

|  |  |
| --- | --- |
| **Complex** | **Compound** |
| I have found the book I had lost. | I lost the book, but I have found it. |
| We can prove that we are brave. | We are brave and we can prove it. |