

TS TET 2024

Free Coaching Programme

LANGUAGE – II : ENGLISH



TSCEDM

GOVERNMENT OF TELANGANA
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GENERAL ENGLISH

SYNONYMS

1. Ability:	Power, skill, competence, aptitude, caliber, efficiency
2. Abnormal:	Aberrant, irregular, insane, unusual, eccentric, divergent
3. Abolish:	Annul, cancel, abrogate, repeal, quash, revoke, terminate
4. Abandon:	Desertion, leave, vacate, quit, forsake
5. Absorb:	Consume, occupy, comprehend, engulf, assimilate, imbibe
6. Accelerate:	Intensify, redouble, step up, stimulate, expedite, quicken
7. Achieve:	Attain, accomplish, acquire, gain, complete, execute, fulfill
8. Acknowledge:	Admit, own, recognize, accept, allow, concede, confess
9. Adhere:	Cling, stick, hold, belong, pertain, cohere, cleave, appertain
10. Appropriate:	Take, allot, adopt, assume, suitable, arrogate, assign, devote
11. Backward:	Unwilling, behind, dull, reluctant, stupid, disinclined, stolid
12. Balance:	Equalize, adjust, poise, compensate, equilibrate, counter-act
13. Banish:	Excile, dismiss, expel
14. Bargain:	Deal, inexpensive, transaction, stipulate, convey, covenant
15. Belief:	Trust, credence, faith, opinion, conviction, assurance, tenet
16. Benefit:	Profit, gain, favour, advantage, utility, avail, kindness, help
17. Beyond:	Adjacent, beside, along, above, before, farther, over, past
18. Bitter:	Acrid, intense, sad, harsh, ruthless, severe, stern, distressing
19. Bond:	Chain, tie, band, yoke, link, fuse, bind, join, connect, glue
20. Breed:	Produce, raise, beget, conceive, bear, engender, foster, rear
21. Calamity:	Distress, misfortune, trouble, adversity, affliction, casualty
22. Cancel:	Destroy, abolish, nullify, erase, expunge, obliterate, repeal
23. Cardina:	Capital, central, chief, essential, important, preeminent
24. Catholic:	Tolerant, liberal, universal, general
25. Celebrity:	Star, notable, eminence, distinction, glory, reputation, fame
26. Censure:	Abuse, blame, reprehend, reprobate, criticism, scold, chide
27. Chaos:	Disorder, confusion, abyss, void, jumble, anarchy, disorder
28. Cheat:	Deceive, swindle, dupe, defraud, hoodwink, imposture, trap
29. Circulate:	Propagate, spread, advertise, promulgate, disseminate
30. Compress:	Abridge, contract, crowd, abbreviation, brevity, squeeze
31. Danger:	Risk, peril, hazard, menace, jeopardy, insecurity, venture
32. Decay:	Deteriorate, sinking, decline, wither, putrefy, disintegrate
33. Definite:	Exact, certain, specific, determinate, explicit, unequivocal
34. Deliver:	Free, discharge, liberate, surrender, emancipate, declare
35. Deny:	Reject, withhold, refute, disclaim, contradict, abjure
36. Describe:	Explain, relate, illustrate, define, delineate, specify, depict
37. Destroy:	Ruin, raze, uproot, creek, demolish, eradicate, annihilate
38. Deviate:	Diverge, swerve, stray, wander, alter, deflect, turn aside
39. Disclose:	Reveal, uncover, confess, expose, manifest, divulge, impart
40. Dispel:	Scatter, dissipate, disperse, banish
41. Elegant:	Elaborate, luxurious, grandiose, graceful, chaste, handsome
42. Embarrass:	Discomfort, demoralize, beset, confound, entangle, annoy
43. Enchanted:	Fascinated, bewitched, captivated deluded, delighted
44. Endure:	Continue, remain, wear, bear, sustain, suffer, tolerate, abide

45. Eternal:	Perpetual, ceaseless, deathless, inevitable, unending
46. Evident:	Clear, visible, obvious, patent, conspicuous, distinct, open
47. Exertion:	Energy, strain, effort, struggle, endeavour, toil, trail, labour
48. Extravagant:	Unreasonable, excessive, prodigal, exorbitant, lavish, wild
49. Fabulous:	Legendary, mythical, incredible, amazing, fictitious, coined
50. Faculty:	Ability, aptitude, power, strength, capability, quality, talent
51. Fantastic:	Bizarre, grotesque, imaginative, visionary, quaint, romantic
52. Feeble:	Weak, impotent, frail, infirm, anemic, declining, imperfect
53. Fraternity:	Brotherhood, fellowship
54. Frustrate:	Defeat, discourage, disappoint, baffle, disconcert, thwart
55. Fundamental:	Essential, important, primary, basic, cardinal, principal
56. Freak:	Abnormity, fluke, sport, bizarre, grotesque, unforeseen, odd
57. Fatal:	Lethal, mortal, deadly, lifeless, calamitous, predestined
58. Foresight:	Fore knowledge, prudence, fore thought, anticipation, fine
59. Gallant:	Magnificent, splendid, chivalrous, valiant, brave
60. Gather:	Congregate, collect, assemble, accumulate, condense
61. Generous:	Liberal, noble, lavish, bountiful, copious, magnanimous
62. Genuine:	Authentic, pure, real, actual, veritable, unadulterated.
63. Giant :	Colossal, enormous, monstrous, prodigious, herculean
64. Gorgeous:	Sumptuous, magnificent, splendid, brilliant, glittering
65. Govern:	Rule, manage, control, command, administer, superintend
66. Gradual:	Slow, regular, continuous, successive, approximate, slow
67. Graphic:	Pictorial, Descriptive, vivid, figurative, diagrammatic!
68. Grotesque:	Bizarre, extravagant, fanciful, incongruous, whimsical
69. Habitation:	Dwelling, abode, home
70. Hail:	Greet, welcome, address, acclaim, accost, shower, call
71. Hamper:	Hinder, prevent, obstruct, thwart, confine, impede, fetter
72. Hard:	Difficult, laborious, troublesome, compact, stubborn
73. Hazard:	Chance, danger, jeopardy, risk, peril, fortuity, venture
74. Healthy:	Vigorous, strong, robust, sound, hale, lusty, salubrious
75. Hesitate:	Boggle, scruple, vacillate, demure, waver, stickle, pause
76. Hollow:	Vacant, empty, unfilled, concave, depressed, deceitful
77. Horrible:	Frightful, appalling, dire, fearful, alarming, awful, terrible
78. Hypocrisy:	Deceit, pretence, falsify, spurious, insincere, two-faced
79. Ideal:	Model, prototype, standard, intellectual, fanciful, fantastic
80. Illuminate:	Light, illumine, clarify, brighten, depict, edify, enlighten
81. Image:	Picture, reflection, copy, effigy, resemblance, statue, figure
82. Immortal:	Eternal, everlasting, permanent, undying, imperishable
83. Impair:	Damage, weaken, spoil, mar, blemish, deface, vitiate, injure
84. Implicate:	Involve, entangle, incriminate, enfold, compromise, include
85. Implicit:	Unspoken, tacit, understand, implied, inferred, constant
86. Insert:	Introduce, interpose, interject, infix, introduce, parenthesize
87. Intensify:	Aggravate, heighten, magnify, concentrate, deepen, whet
88. Intercept:	Stop, interrupt, check, hinder, cut off, obstruct, seize
89. Jack:	Man, fellow, knave, bower
90. Jaundice:	Jaundiced eye, jealousy, bitterness, prejudice, envy, bias
91. Jewellery:	Gems, beads, trinkets, stones.

92. Join:	Unite, federate, associate, annex, append, combine, link
93. Joy:	Happiness, delight, mirth, beatitude, ecstasy, pleasure
94. Juicy:	Moist, sappy, tempting, exciting, spicy, succulent, lush
95. Junk:	Rubbish, waste, refuse
96. Just:	Fair, impartial, legitimate, equitable, lawful, candid
97. Juvenile:	Youngster, minor, adolescent, childish, immature, puerile
98. Juncture:	Joint, point, connection,
99. Keel:	Turn, fall, down
100. Keep:	Retain, hold, save, possess, confine, preserve, withhold
101. Keeper:	Custodian, jailor, Warden, watchman, caretaker, curator
102. Kind:	Sort, species, clans, amiable, beneficent, humane, cement
103. King:	Ruler, monarch, emperor, sovereign
104. Kingdom:	Domain, empire, realm, monarchy, sovereignty, province
105. Kit:	Pack, sack, bag
106. Knead:	Press, squeeze, massage
107. Knot:	Snarl, tangle, puzzle, entangle, complicate, rosette, clique
108. Knit:	Weave, interlace, draw together, connect, join, unite
109. Labour:	Work, toil, effort, task, drudge, exert, strive, endeavour
110. Lagoon:	Laguna, pool, pond
111. Lamé:	Crippled, halt, weak, handicap, hobble
112. Laminate:	Plate, veneer, overlay
113. Languish:	Weaken, fail, fade, decline, droop, wither, faint, sink, pine
114. Lather:	Foam, froth, spume
115. Lean:	Slant, incline, depend, rely, gaunt, inadequate, slop, trust
116. Level:	Even, cool, well balanced, equalize, layer, direct, smooth
117. Loafer:	Idle, lounge, vagrant, vagabond
118. Logical:	Rational, reasonable, coherent, valid, dialectical, consistent
119. Magic:	Sorcery, witchery, glamour, magical, miraculous, charming
120. Malignant:	Malign, vicious, criminal, envious, hostile, spiteful, virulent
121. Manage:	Administer, conduct, direct, regulate, transact, manipulate
122. Mandatory:	Required compulsory, binding, obligatory
123. Manifest:	Bring forward, show, display, declare, demonstrate, exhibit
124. Meditate:	Muse, ponder, think, deeply, concoct, contrive, devise
125. Menace:	Threat, danger, hazard, peril, alarm, frighten, nuisance
126. Metropolitan:	Civil, urban, city, wide
127. Mobilize:	Motorize, activate, set in action
128. Morale:	Spirit, cheer, nerve, courage
129. Naive:	Ingenious, unsophisticated, innocent, artless, natural
130. Nap:	Doze, sleep, lightly, pile
131. Naughty:	Disobedient, wayward, mischievous, corrupt, perverse
132. Nostalgia:	Pleasurable, sadness
133. Novelty:	Newness, originality, innovation, unusual, freshness
134. Nourish:	Nurture, sustain, feed, maintain, instruct, cherish, foster
135. Needy:	Destitute, indigent, moneyless, necessitous, poor
136. Next:	Beside, nearest, after, later
137. Nuisance:	Pest, annoyance, plague, bother, offence, infliction, bore
138. Obituary:	Necrology, obsequies, eulogy

139. Obligation:	Duty, promise, agreement, accountability, covenant, bond
140. Obscene:	Foul, dirt, indecent, coarse, lewd, disgusting, unchaste
Obstruct:	Block, stop, choke, barricade, impede, prevent, interrupt
141. Official:	Functionary, dignitary, bureaucrate
142. Optimism:	Hopefulness, cheerfulness
143. Ordinary:	Usual, medium, average, accustomed, normal, habitual
144. Orthodox:	Conventional, sound, strict, true, correct
145. Outlive:	Survive, outlast, live longer, last
146. Overload:	Master, liege
147. Paragon:	Ideal, model, perfect
148. Pastor:	Clergyman, head of a church
149. Phobia:	Fear, dread, aversion, detestation, hatred, dislike, distaste
150. Porridge:	Soup, gruel, mush, cereal
151. Prejudice:	Partiality, bias, opinion, diminish, impair, conception, harm
152. Prevent:	Preclude, hinder, stop, check, obstruct, intercept, impede
153. Profile:	Outline, side, shape
154. Protest:	Objection, complaint, disapproval, expostulate, repudiate
155. Prosecute:	Urge, pursue, follow, exercise, persist, indict, summon
156. Puzzle:	Riddle, poser, mystification, paradox, complication
157. Query:	Question, inquiry, dispute, doubt, issue, interrogatory
158. Quilt:	Coverlet, patch, quilt, comforter
159. Quiver:	Tremble, shudder, shiver
160. Quotation:	Citation, excerpt, extract, clipping, tender, estimate
161. Quixotic:	Visionary, unrealistic
162. Quash:	Suppress, subdue, crush, reject
163. Queer:	Odd, singular, stranger, spoil
164. Quip:	Joke, retort, repartee
165. Quicken:	Revive, refresh, arouse, animate, energize, invigorate
166. Questionnaire:	Form, blank, examination, enquiry
167. Rampage:	Rage, go berserk, go crazy
168. Rebellion:	Revolt, uprising, mutiny, anarchy, resistance, refractory
169. Reciprocal:	Mutual, complementary, alternative
170. Redolent:	Fragrant, odorous, aromatic
171. Refrain:	Abstain, cease, desist, forbearstop, withhold, chorus, song
172. Rejuvenate:	Renew, refresh, reinvigorate
173. Reluctance:	Unwillingness, hesitation, averse, disinclination
174. Resonance:	Vibration, reverberation
175. Revelation:	Disclosure, manifestation, display, unveil, declaration
176. Ruthless:	Merciless, inexorable, barbarous, ferocious, pitiless
177. Sack:	Bag, destruction; pillage, wine
178. Salient:	Outstanding, Prominent, striking
179. Sarcastic:	Scornful, contemptuous, withering, acrimonious, mordant
180. Scar:	Blemish, flaw, scab, bluff, crag, defect, cicatrix, seam, flaw
181. Sensational:	Melodramatic, thrilling, startling, exciting
182. Shriek:	Scream, screech, shrill, cry, yell, yelp, squeal
183. Slaughter:	Butchering, massacre, carnage, murder, slaying, havoc
184. Slumber:	Sleep, doze, quiescence, repose, catnap, siesta

185. Sophisticate:	Cosmopolitan, refined, elaborate
186. Sovereign:	Monarch, ruler, king, queen, emperor, authority, superiority
187. Tangent:	Divergence, touching, different
188. Temporal:	Worldly, mundane, secular, civil
189. Threshold:	Entrance, outset, beginning
190. Tolerable:	Endurable, bearable, passable, sufferable, middling, fair
191. Tradition:	Belief, practice, usage, custom, oral, old
192. Tremendous:	Stupendous, colossal, gigantic, alarming, appalling, horrid
193. Triumph:	Joy, exultation, celebration, success, thrive, flourish, win
194. Trumpet:	Cornet, bugle, horn, ear trumpet
195. Tuft:	Cluster, clump, wisp, bunch
196. Turbine:	Rotation, rotatory, wheel, turboprop
197. Ultimatum:	Demand, equisement, exaction
198. Unaccountable:	Inexplicable, mysterious, strange
199. Uncivilized:	Primitive, simple, barbarous
200. Undergo:	Suffer, experience, endure, sustain
201. Undesirable:	Disagreeable, distasteful, objectionable, unwanted
202. Uneducated:	Ignorant, untaught, untutored, illiterate
203. Unstable:	Irregular, fluctuating, unsteady
204. Unworthy:	Undeserving, worthless, disgraceful
205. Urbane:	Slave, sophisticated, debonair
206. Utter:	Total, complete, entire, perfect, absolute, blank, stark
207. Vacancy:	Emptiness, void, vacuum, space, unoccupied
208. Validate:	Confirm, legalize
209. Vast:	Huge, immense, infinite, spacious, gigantic, prodigious
210. Venerable:	Respected, aged, patriarchal, revered, wise, sage, awful
211. Verdict:	Judgment, ruling, decree, opinion, decision, sentence
212. Versatile:	Many sided, adaptable, skilled, capricious, erratic, varied
213. Vicious:	Sinful, wicked, immoral, abandoned, atrocious, corrupt
214. Vintage:	Crop, produce, harvest
215. Virulent:	Poisonous, venomous, deadly, malignant, toxic, acrid
216. Voluntary:	Free-will, willing, intentional, unasked, spontaneous
217. Wane:	Lessen, fade, diminish, decrease, subside, failure, sink
218. Warden:	Keeper, custodian, superintendent
219. Weep:	Shed tears, lament, wail, mourn, bemoan, complain, cry
220. Whip:	Lash, scourge, quick motion, strike, flog, snatch, slash
221. Wink:	Blink, squint, overlook
222. Withdraw:	Remove, separate, retreat, abstract, abjure, relinquish
223. Wizard:	Magician, Sorcerer, wonder-worker, charmer, enchanter
224. Worthy:	Deserving, meritorious, virtuous, suitable, excellent, honest
225. Wrath:	Anger, fury, rage
226. Writ:	Lawsuit, process, summons, warrant
227. Xanthic:	Yellowish
228. Xanthous:	Blonde, fair, light, colored hair
229. Xylophone:	Vibraphone, orchestra bells
230. Yank:	Pull, twist, jerk
231. Yell:	A loud shout, bark, shriek, scream, howl, roar, cry out

232. Yet:	Nevertheless, not withstanding, still, however till now
233. Yield:	Crop, harvest, product, bestow, confer, assent, output
234. Yelp:	Bark, squawk, cry, complain, howl, grouse, yap, bitch
235. Yarn:	Thread, spun, wool, anecdote, boasting, fabrication
236. Yearn:	Pine, long for, hanker, grieve, crave, desire
237. Zeal:	Earnestness, devotion, enthusiasm, alacrity, ardor
238. Zig Zag:	Back and forth, jagged crooked
239. Zone:	Region, district, area, belt, circuit, girdle, girth, clime
240. Zodiac:	Constellation, horoscope, circle

PRACTICE TEST

1. SYNONYMS

Choose the correct synonym from the alternatives given for the underlined word.

1. He is a leader with many **adherents**.
 1. rivals 2. supporters 3. dropouts 4. defectors
2. Their request for information seems to contain an **implicit** threat
 1. collision 2. crash 3. serious 4. understood
3. At that **juncture**, he decided to proceed with the original plans.
 1. point of time 2. pull 3. middle 4. end
4. The coat was lined with a **lustrous** cloth.
 1. radiant 2. dark color 3. transparent 4. none
5. She has proved a very **tenacious** opponent of the new road scheme.
 1. harsh 2. soft 3. firm 4. rude
6. What's your **verdict** on the film.
 1. judgment 2. opinion 3. views 4. critics
7. He was **coarse**loud mouthed man.
 1. sensible 2. crude 3. witty 4. talkative
8. This job is turning me into a nervous **wreck**.
 1. circle 2. turn over 3. collapse 4. energy
9. His heart **melted** at the sight of the suffering person.
 1. liquefy 2. absorb 3. moist 4. none
10. I have **faith** in God's wisdom.
 1. allegianc 2. alloy 3. allude 4. allure:

Choose the correct synonym of the following.

11. **Explicit**

1. exact 2. definite 3. distinct. 4. vague

12. **Lament**

1. to cry bitterly 2. to be sad 3. to be angry 4. tolerate

13. **Mandatory**

1. voluntary 2. flexible 3. willful 4. fanciful

14. **Obstinate**

1. gullible 2. obstructive 3. yielding 4. faithful

15. **Connubial**

1. matrimonial 2. mischievous 3. nameless 4. proper

16. **Impudent**

1. lazy 2. arrogant 3. nameless 4. thoughtful

17. **Insolvent**

1. encroachment 2. appear 3. copy 4. bankrupt

18. **Hinder**

1. difficult 2. appreciate 3. terror 4. hamper

19. **Apprehension**

1. dread 2. beauty 3. delight 4. stimulation

20. **Conspicuous**

1. prominent 2. settled 3. arranged 4. calm

21. **Haughty**

1. covetous 2. celebrated 3. retard 4. arrogant

22. **Sullen**

1. gloom 2. exceed 3. roam 4. flavour

23. **Diligent**

1. intentional 2. discreet 3. industrious 4. fickle

24. **Frugal**

1. fearful 2. prohibit 3. thrifty 4. horror

25. **Derision**

1. mockery 2. recklessness 3. horror 4. scoundrel

ANTONYMS

Abandon:	pursue, chase, join, retain
Abduct:	deliver, give away, surrender
Abolish:	revive
Abstain:	pursue, adopt, persist. Offer
Acquaintance:	enmity, hostility, ignorance
Adherent:	defector, renegade, drop out
Ample:	insufficient, scarce, short, meager
Antagonist:	friend, ally, supportive
Auspicious:	despairing, hopeless, unhappy
Awkward:	skilful, dexterous, clever
Barren:	fertile, fruitful
Beneath:	up, overhead, above, high
Bewilder:	enlighten, clarify
Bleach:	darken, blacken
Bliss:	misery, unhappiness, formant
Boasting:	modesty
Brisk:	slow, lethargic, inactive
Brutal:	humane, merciful, sympathetic
Bustle:	inertness, laziness, lull
Brace:	weaken, degenerate, enfeeble
Calamity:	boon, blessing
Cardinal:	secondary, sub ordinate, auxiliary
Chaos:	tranquility, order, tidiness
Cherish:	scorn, undervalue, depreciate
Claim:	waive, drop, forgo, yield, renounce
Coarse:	polished, polite, elegant, refused
Compose:	excite, irritate, criticize, dissect
Cordial:	formal, distant, ceremonious, cold
Credible:	unbelievable, inconceivable, incredible
Curvature:	angularity
Deception:	sincerity, veracity, honest, openers
Delicacy:	roughness, hardness, robustness
Demolish:	construct
Deprive:	provide, supply
Deviate:	coverage, continue, pervade
Diplomatic:	indiscreet, imprudent, silly
Disgrace:	honour, reverence, respect, dignity
Distract:	concentrate, focus
Divulge:	conceal, hide
Discreet:	careless, tactless, imprudent
Elegance:	vulgarity
Emphatic:	quiet, lax, un forceful
Endure:	fail, perish
Enlighten:	confuse

Enthusiastic:	indifferent, aloof, unconcerned
Exhaust:	refresh, replenish
Extravagant:	economical, thrifty
Expel:	invite, accept
Extinct:	alive, present, flourishing
Exertion:	rest, repose, peace, tranquility
Fabulous:	common place, ordinary
Famine:	plenty
Feeble:	strong, vigorous, robust, muscular
Fluctuate:	steady
Fragile:	sturdy, hard, strong
Frantic:	calm, tranquil
Friction:	smooth less
Furious:	clam, serene
Futile:	worthwhile, value
Frustrate:	satisfy
Genuine:	fake, false, counterfeit
Gorgeous:	colourless, unadorned, ugly, simple
Gracious:	rude, impolite, discourteous, uncivilized
Grasp:	lose, abandon, release, relinquish
Gradual:	rapid, momentary, unforsen
Generality:	speciality
Gather:	disband, scatter, separate, disperse
Guilty:	innocent, blameless, guiltiness
Grief:	joy, contentment, pleasure
Gravity:	levity
Hale:	feeble, weak
Harmony:	conflict
Hesitate:	determine, settle, end, decide
Hindrance:	aid
Harsh:	mild, pleasing
Hostile:	friendly, hospitable
Humane:	cruel, mean, heartless
Hypocrisy:	honesty, uprightness, straight, forwardness
Humility:	pride
Horrible:	agreeable, pleasant, delightful
Ideal:	factual, realistic, practical
Idiotic:	intelligent, bright, brilliant, smart
Ignorant:	educated, cultured, learned
Illusion:	reality, actuality
Impartial:	partial, biased, unjust, unfair
Impulsive:	careful, cautious, prudent
Inflate:	reduce
Integrate:	segregate, separate
Irritate:	pacify, soothe, appease
Involuntary:	willfull, willed
Jest:	seriousness, thoughtful
Joy:	unhappiness, misery, sadness
Justice:	injustice
Judgment:	misjudgment
Jolly:	sad, gloomy, melancholy

Justify:	condemn, censure, blame
Keen:	dull, shepid
Kindle:	extinguish
Knack:	ineptitude
Knowledge:	ignorance, unfamiliarity, misunderstanding, illiteracy
Kind:	cruel, mean
Kill:	create, produce, originate
Laborious:	easy, simple, restful, relaxing
Latency:	appearance, disclosure
Leap:	descent
Leisurely:	hurried, pressed, forced
Liability:	exemption, carefree
Liberty:	captivity, servitude, oppression
Lofty:	lowly, low
Loyal:	treachery, traitorous
Liquefaction:	density, vapor
Logical:	irrational, crazy
Magnificent:	simple, plain
Majestic:	lowly, base, squalid
Marvellous:	ordinary, usual, common place
Mingle:	separate, sort
Miniature:	outsize
Miserable:	happy, cheerful, joyous, contented
Monotonous:	interesting, fascinating, riveting
Mysterious:	obvious; open
Modesty:	vanity, conceit, pride
Naughty:	good, well behaved
Necessary:	casual worthless, needless, useless, choice
Neglect:	care, attend, duty
Notable:	ordinary, usual
Nourishment:	starvation
Notion:	truth, reality, fact, actuality
Numerous:	few, scanty
Native:	foreign, alien
Obedience:	rebelliousness, disobedience
Obscure:	clear, famous, noted
Obstruct:	help, further
Offensive:	defensive
Obvious:	subtle, hidden, and unobtrusive
Opponent:	colleague, ally
Optimist:	pessimist, dejected, drooping
Organize:	disorganize, muddle, bungle
Overcast:	clear, sunny
Oppression:	freedom, liberty
Objective:	subjective, biased
Pacify:	irritate, annoy
Peculiar:	natural, customary, normal, ordinary
Peril:	security, safety
Persist:	desist, stop
Pious:	profane, irreligious, impious
Possess:	want, forfeit, lose, relinquish

Potent:	powerless, impotent
Pleasing:	irritating
Persuade:	dissuade, discourage
Passive:	active, alert, vigilant, watchful
Solemn:	cheerful, happy, gay
Stimulate:	prevent, hinder, deter, dissuade
Subsequent:	previous, preceding
Tame:	wild
Tease:	hush, compose, conciliate, appease, calm, soothe, modify
Thaw:	freeze, solidify
Timid:	bold, forward, self confident
Transient:	durable, long lasting, permanent
Tempt:	deter, disincline, discourage, care, restaurant
Tranquil:	disturbed, upset, agitated
Thrive:	languish, expire, die
Uncertain:	certain, positive, unmistakable, reliable, stable
Unique:	common, ordinary, common place
Under hand	open, honest, direct:
Unconcerned:	solicitous, interested, concerned, anxious
Unanimity:	disagreement, contention, difference
Upset:	soothe, calm, relieve, relax
Urge:	dissuade, discourage
Utility:	disadvantages, useless, worthless
Urgent:	unimportant, delay
Usual:	occasional, specific, unusual
Vague:	specific, unequivocal
Vanish:	appear
Variable:	constant, unwavering
Vanity:	modesty
Virtue:	evil, improbity
Vulgar:	polite
Voluntary:	compulsory, required, forced
Void:	validate
Velocity:	slowness
Violation:	adherence
Warfare:	pacification
Wavering:	steady, firm, determined, resolute
Wicked:	virtuous, incorrupt, chaste, moral
Wit:	serious
Worship:	irreligion, disrespect
Withdraw:	place, enter
Wages:	reward less, fruitless
Xanthous:	brown, black
Yawn:	close, shut, abridge, shorten
Yield:	resist, withstand, refuse, keep back, reserve, restrain
Yoke:	release, divorce, abandon
Zeal:	coolness, weakness, laziness, carelessness, apathy

2. ANTONYMS PRACTICE TEST

Fill in the blank using the word opposite in meaning to the underlined word.

1. These flowers are not **natural**. They are certainly _____
1. good 2. unnatural 3. artificial 4. innatural
2. Treat him **gently** children of his age should not be dealt with _____
1. urgently 2. harshly 3. politely 4. simply
3. Although he is physically **strong**, he is _____ mentally.
1. distrong 2. weak 3. stronger 4. none
4. The more I **remember** names, the more I _____
1. forget 2. irremember 3. un-remember 4. forgive
5. The army enforces strict **discipline** any _____ is punished severely.
1. Un-discipline 2. imprecde 3. loyal 4. indiscipline
6. Everybody enjoys **success**, nobody like _____
1. obeyed 2. failure 3. successful 4. none
7. The children must **obey** their parents, they musn't _____ them
1. obeyed 2. disobey 3. admit 4. agree
8. Every **birth** ends in _____
1. death 2. depth 3. dense 4. dread
9. A **wise** man is respected. A _____ man is laughed at.
1. diswise 2. foolish 3. dewise 4. failure
10. **Wide** road are safer than _____ roads.
1. narrow 2. divide 3. inwide 4. rewide
11. Rahim is **present**, where as all his friends are _____
1. absent 2. absant 3. inpresent 4. unpresent
12. Every nation wants **peace** some nations wants _____
1. War 2. inpeace 3. sad 4. guilt
13. Today's vegetables are **fresh**. Yesterday's vegetables were _____
1. Unfresh 2. stale 3. stail 4. disfresh
14. We have to face many **ups** and _____ in life.
1. down 2. over 3. inner 4. outer

15. In this world the **rich** are a few and the _____ are many.
 1. poor 2. happy 3. richer 4. none
16. **Prosperity** and _____ are the two sides of a coin.
 1. improsperity 2. diversity 3. adversity 4. advertisity
17. All **begins** well, _____ well.
 1. finish. 2. dismiss 3. ends 4. exit
18. Raju does not like to be **dependent**. Hewants to be _____
 1. individual 2. independent 3. invert 4. ideal
19. Man is **mortal** but nature is _____
 1. dismortal 2. immortal 3. permanent 4. remains
20. We cannot change people **suddenly**, we should try to change them _____
 1. gradually 2. immediately 3. lately 4. slowly
21. We should not become **proud** when we are successful we should be _____
 1. humble 2. greedy 3. generous 4. guilty
22. A goat is a **vegetarian**. But a lion is a _____
 1. carnivorous 2. herbivorous 3. flesh 4. non-vegetarian
23. The crowd was very the speaker appealed to them to be **quiet** and listen to him.
 1. loud 2. disquiet 3. shouting 4. noisy
24. **Inferior** goods are sold here. Go to the main bazaar you get _____ goods
 1. superior 2. super 3. superb 4. fair
25. **Ascending** a mountain is more difficult than _____
 1. indesending 2. disending 3. climbing 4. descending

3. SPELLING

English language has an phonetic script. i.e. there is no correspondence between the sound & symbol.

To know the spellings one must be perfect in the 44 sounds described earlier in articles.

SPELLING RULES

One syllable words ending in single vowel + single consonant double the consonant before a suffix beginning with a vowel.

beg+ed= begged

sad + est = saddest

rob + er = robber

wish + ed = wished (two consonants)

fear + ing = fearing (two vowels)

Words of two / three syllabus ending in single vowel + single consonant double the final consonant if the last syllable is stressed.

begin+ ing = beginning

control + er = controller

The consonant is not doubled if the last syllable is not stressed.

Benefit + ed = benefited

Suffer+ ing suffering

Exceptions – worship+ed worshipped

Kidnap + er = kidnapper

In British English the consonant is doubled, even if the stress does not fall on the last syllable.

Quarrel + ed = quarreled

Travel + er = traveler

Exceptions - parallel + ed = paralleled

If the word to which the suffix - full is added ends in / l, the second / is dropped.

Skill+full skillful

Will + full willful

Words ending in silent e drop the e before a suffix beginning with a vowel.

Live + ing living move + ed = moved

Hope + ing hoping

The *e* remains before a suffix beginning with a consonant.

Engage + ment = engagement

Exceptions - true + ly = truly

due + ly = duly

nine + th = ninth

awe + ful = awful

The words ending in *ce* and *ge* which keep the *e* when adding *able* and *ous*.

Notice + able = noticeable

Courag+ous = courageous

Peace + able = peaceable

Words ending in *ee* do not drop an *e* before a suffix

See + ing = seeing

agree + ment = agreement

Words ending in *ie* change the *ie* to *y* when *ing* is added.

Die = dying

A final *y* following a consonant change to *i* before a suffix except - *ing*.

Happy + ly = happily

marry + age = marriage

Beauty +ful = beautiful

marry + ing = marrying

Exception - carry + ing = carrying

marry + ing = marrying

But *y* follows a vowel does not change.

Pray + ed = prayed

play + er = player

Exceptions - pay + ed = paid

say + ed = said

day + ly = daily

When *ie* or *ei* is pronounced like *ee* in 'jeep' comes before e except after c.

Believe receive

Relieve receipt

Achieve deceive

Yield conceive

Exceptions - seize protein surfact weird counterfeet

EXERCISE

I. Find out the misspelt word.

1. (A) slavery (B) handicapped
(C) marvelous (D) traveled
2. (A) melodious (B) envious
(C) occurred (D) transferred
3. (A) lovely (B) sincerely
(C) nicly (D) solely
4. (A) coming (B) rhyming
(C) dinng (D) chiming
5. (A) dangerous (B) couragous
(C) momentous (D) beauteous
6. (A) believe (B) recieve
(C) achieve (D) conceive
7. (A) paid (B) said
(C) liad (D) head
8. (A) posess (B) nineteen
(C) pursue (D) quarrel
9. (A) valuable (B) vacation
(C) discipline (D) happened

10. (A) wheter (B) belive
(C) speech (D) museum

II. QUESTIONS ON SPELLINGS (SYLLABLES)

1. Complete the following using "*ei, ie, ea, ae, ee*"

- a) Cr ___ _ ture b) disobed ___ _ nce.

2. Complete the following using "*o, ou, oo, or, oa*"

- a) C ___ _ rtier b) ker ___ _ sene.

3. Complete the following using "*ai, ia, aa, or, ae*"

- a) million ___ _ re b) apprec ___ _ te.

4. Complete the following using "*ai, ia, ua, or, ie*"

- a) offic ___ _ l b) capt ___ _ n.

5. Complete the following using "*ie, ei, ea, or, ee*"

- a) shr ___ _ k b) st ___ _ m.

6. Complete the following using "*ei, ie, ea, ae, ee*"

- a) ach ___ _ ve b) rec ___ _ ve.

7. Complete the following using "*ie, ei, ea, or, ee*"

- a) C ___ _ ling b) dis ___ _ se.

8. Complete the following using "*ie, ei, ea, or, ee*"

- a) b ___ _ st b) w ___ _ ght.

9. Complete the following using "*ou, ue, iu, or, ui*"

- a) infl ___ _ nce b) mosq ___ _ to.

10. Complete the following using "*ie, ei, ea, or, ee*"

- a) s ___ _ ze b) rel ___ _ se.

11. Complete the following using "*ie, ei, ew, or, ea*"

- a) s ___ _ ing b) s ___ _ zing.

12. Complete the following using *"ie, ei, ew, or, ea"*

a) displ__ __ se b) bel __ __ ve.

13. Complete the following using *"ie, ei, ew, or, ea"*

a) bel __ __ ve b) c __ __ ling.

14. Complete the following using *"au, eu, iu, or, ou"*

a) pn__ __ monia b) rest __ __ rant.

15. Complete the following using *"ou, au, ua"*

a) g __ __ rantee b) thr__ __ ghout.

16. Complete the following using *"eie or ea"*

a) s __ __ son b) bel __ __ f.

17. Complete the following using *"ie, ei, ee or, ea"*

a) rel__ __ ve b) displ__ __ se.

18. Complete the following using *"ie, ei, ee, or ea"*

a) fr__ __ ndly b) incr__ __ se.

19. Complete the following using *"ea, ee, ei, or ie"*

a) exper__ __ nce b) coll__ __ gue.

20. Complete the following using *"ea, ai, ia, or ae"*

a) million __ __ re b) apprec __ __ te.

21. Complete the following using *"ie, ei, ee, or ea"*

a) I__ __ sure b) n __ __ d.

22. Complete the following using *"ui, ei, ee, or ea"*

a) cond __ __ t b) cr __ __ m.

23. Complete the following using *"ua, ie, ee, or ue"*

a) q __ __ lity b) uniq __ __

24. Complete the following using "*ie, ea, ei, or ee*"

a) mountain ___ r b) obed___ nce.

25. Complete the following using "*ie, ea, ei, or ee*"

a) engin___ r. b) finance ___ r

III. QUESTIONS ON SPELLING (SUFFIXES)

Complete the words with the letters given in brackets.

1. (a) musi _____(tion / cian) (b) respons_____ (ible / able).
2. (a) adoles_____(cent / cant) (b) bond _____(age / ege)
3. (a) courag_____(ious / eous) (b) magaz_____(ene / ine)
4. (a) confer _____(ence / ance) (b) essent _____(ial/cal)
5. (a) respons_____ (able/ible) (b) malic _____(ious / ius)
6. (a) anx_____(tious / ious) (b) differ _____(ent/ant)
7. (a) independ _____(ent/ant) (b) shame _____(ful/full)
8. (a) magni _____(ficient/ficent) (b) behay_____(iour / iure)
9. (a) success _____(ful / full) (b) independ_____(ance / ence)
10. (a) mira _____(cal/cle) (b) insp _____(air / ire)
11. (a) secret _____(ary/ery) (b) compari_____(son / sson)
12. (a) curio _____(sity / city) (b) emo _____(tion/sion)
13. (a) ambi _____(cious / tious) (b) diffid _____(ent/ant)
14. (a) revolution _____(cry/ary) (b) confer _____(ance / ence)
15. (a) annivers_____(ery/ary) (b) satisfac_____(ory/ary)
16. (a) ecologi_____(cle/cal) (b) influ _____(ence/ance)
17. (a) obedi_____(ance/ence) (b) benevol_____(ent/ant)
18. (a) lieten _____(ent/ant) (b) hesit_____(ate/ete)
19. (a) tradi _____(sion/tion) (b) uncrush_____(able/eble)

- | | |
|-----------------------------------|-------------------------------|
| 20. (a) adolesc _____(ant/ent) | (b) adver _____(city/sity) |
| 21. (a) exhibit _____(sion/tion) | (b) inno_____ (cent/sent) |
| 22. (a) publi_____ (city/sity) | (b) confid_____ (ence/ance) |
| 23. (a) contract _____(or / er) | (b) can _____(cel / sel) |
| 24. (a) dec _____(ieve /eive) | (b) descend _____(ent/ant) |
| 25. (a) experi _____(ance / ence) | (b) expre_____ (sion / ssion) |
| 26. (a) financ_____ (iar/ier) | (b) famil_____ (iar / air) |
| 27. (a) gram _____(mer / mar) | (b) gover _____(nor / ner) |
| 28. (a) head _____(ach/ache) | (b) harb_____ (er / our) |
| 29. (a) igno _____(rant/rent) | (b) illiter_____ (acy / ecy) |
| 30. (a) kilo _____(meter / meter) | (b) knowle _____(dge / age) |
| 31. (a) medi_____ (sine / cine) | (b) merch _____(ent/ant) |
| 32. (a) opti_____ (cal/kal) | (b) par _____(cel/sel) |
| 33. (a) urgen_____ (cy/sy) | (b) uten_____ (cil / sil) |

IV. QUESTIONS ON SPELLING

One word in each list is spelt wrong. Underline the wrongly spelt word.

- | | | | |
|-------------------|-----------|------------|------------|
| 1. a) restaurant | agreement | assistent | accountant |
| b) governor | waitor | contractor | actor |
| 2. a) seperate | celebrate | hesitate | amputate |
| b) obedience | audience | ignorence | experience |
| 3. a) performance | allowance | anoyance | experience |
| b) probable | sensibl | movable | laugh |
| 4. a) picture | nature | tresure | mixture |
| b) cause | guard | cough | lough |
| 5. a) prestige | messige | engage | hedge |
| b) special | social | oficial | unusual |
| 6. a) ignorant | patiant | tolerant | restaurant |
| b) injury | mastery | mystery | primery |

7.	a) movement b) speaker	development begger	goverment writer	agreement waiter
8.	a) heigh b) smoothness	width foolishness	brodth sleepyness	length tenderness
9.	a) reporter b) pressure	contractor scissors	supervisor profession	inventor comparisen
10.	a) secretary b) experience	anniversry dependence	importance ignorence	chemistry conference
11.	a) obedience b) decrease	conference release	impotence disease	accountant apologease
12.	a) conference b) responsible	ignorence impossible	influence terrible	importance uncrushible
13.	a) pleasant b) courage	present marrage	adolesent village	restaurant damage
14.	a) meeting b) doctor	beeting engineer	greeting villager	creating inventer
15.	a) gallery b) commission	traveler profession	professor occassion	beginer decision
16.	a) erossion b) governor	contractor waiter	agreement professionel	accountant actor
17.	a) emotion b) restaurant	relation non vilent	passion consultant	comparisoon ignorant
18.	a) ignorant b) picture	patiant nature	tolerant mixture	restaurant tresure
19.	a) negligence b) necessity	importance university	asurance diversity	evidence electricity
20.	a) chemistry b) peasent	mulbery moment	contrary adolescent	primary enchantment
21.	a) microsurgeon b) descended	sychiatrist determined	ophthalmologist described	orthopaedician designed

22. a) speaker	begger	writer	waiter
b) ignorant	tolerant	patiant	restaurant
23. a) anciant	accent	secure	beauty
b) centre	begger	courtier	teacher
24. a) superstition	whisper	underneath	against
b) apparently	angellic	character	centimeter
25. a) conclude	awefull	enamel	listen
b) partially	principal	poisnous	hyperdermick
26. a) armchair	centre	bsin	apreciate
b) celcius	embrace	medical	alluminium

V. QUESTIONS ON PRONUNCIATION

In the set of four words, the underlined parts in two words are pronounced in the same way. Find the words and copy them out.

- | | | | | |
|----------------------|------------------|------------------|----------------|------------|
| 1. a) <u>main</u> | <u>lean</u> | <u>lane</u> | <u>fine</u> | Ans: _____ |
| b) <u>change</u> | <u>cousin</u> | <u>chemistry</u> | <u>machine</u> | Ans: _____ |
| 2. a) <u>people</u> | <u>leisure</u> | <u>leave</u> | <u>fail</u> | Ans: _____ |
| b) <u>plead</u> | <u>goat</u> | <u>head</u> | <u>show</u> | Ans: _____ |
| 3. a) <u>sponge</u> | <u>monkey</u> | <u>wrong</u> | <u>lone</u> | Ans: _____ |
| b) <u>trousers</u> | <u>source</u> | <u>account</u> | <u>famous</u> | Ans: _____ |
| 4. a) <u>pool</u> | <u>mood</u> | <u>wool</u> | <u>door</u> | Ans: _____ |
| b) <u>sour</u> | <u>tour</u> | <u>rumour</u> | <u>flower</u> | Ans: _____ |
| 5. a) <u>hear</u> | <u>weak</u> | <u>reach</u> | <u>learn</u> | Ans: _____ |
| b) <u>youth</u> | <u>doubt</u> | <u>should</u> | <u>count</u> | Ans: _____ |
| 6. a) <u>peace</u> | <u>bread</u> | <u>feast</u> | <u>heard</u> | Ans: _____ |
| b) <u>man</u> | <u>half</u> | <u>far</u> | <u>war</u> | Ans: _____ |
| 7. a) <u>please</u> | <u>great</u> | <u>field</u> | <u>friend</u> | Ans: _____ |
| b) <u>village</u> | <u>enough</u> | <u>game</u> | <u>jealous</u> | Ans: _____ |
| 8. a) <u>rough</u> | <u>cough</u> | <u>stuff</u> | <u>plough</u> | Ans: _____ |
| b) <u>machine</u> | <u>chemistry</u> | <u>school</u> | <u>chair</u> | Ans: _____ |
| 9. a) <u>digging</u> | <u>hedge</u> | <u>reject</u> | <u>rough</u> | Ans: _____ |
| b) <u>trouble</u> | <u>aloud</u> | <u>alone</u> | <u>crumple</u> | Ans: _____ |

- | | | | | |
|------------------------|-------------------|-------------------|------------------|------------|
| 10. a) <u>evil</u> | <u>devil</u> | <u>civil</u> | <u>feeling</u> | Ans: _____ |
| b) <u>chamber</u> | <u>chemistry</u> | <u>ceiling</u> | <u>consult</u> | Ans: _____ |
| 11. a) <u>said</u> | <u>heart</u> | <u>plead</u> | <u>deaf</u> | Ans: _____ |
| b) <u>celebrate</u> | <u>consult</u> | <u>chemistry</u> | <u>charming</u> | Ans: _____ |
| 12. a) <u>bread</u> | <u>teeth</u> | <u>heart</u> | <u>piece</u> | Ans: _____ |
| b) <u>major</u> | <u>regular</u> | <u>lodging</u> | <u>legend</u> | Ans: _____ |
| 13. a) <u>revision</u> | <u>permission</u> | <u>combustion</u> | <u>tradition</u> | Ans: _____ |
| b) <u>treachery</u> | <u>character</u> | <u>machine</u> | <u>practical</u> | Ans: _____ |
| 14. a) <u>regular</u> | <u>oxygen</u> | <u>younger</u> | <u>majesty</u> | Ans: _____ |
| b) <u>pleasant</u> | <u>release</u> | <u>medium</u> | <u>legend</u> | Ans: _____ |
| 15. a) <u>music</u> | <u>classic</u> | <u>laziness</u> | <u>recital</u> | Ans: _____ |
| b) <u>posses</u> | <u>passion</u> | <u>erosion</u> | <u>machine</u> | Ans: _____ |
| 16. a) <u>fat</u> | <u>half</u> | <u>far</u> | <u>any</u> | Ans: _____ |
| b) <u>pool</u> | <u>cool</u> | <u>door</u> | <u>poor</u> | Ans: _____ |
| 17. a) <u>rough</u> | <u>plough</u> | <u>cough</u> | <u>tough</u> | Ans: _____ |
| b) <u>combine</u> | <u>remain</u> | <u>apply</u> | <u>enable</u> | Ans: _____ |
| 18. a) <u>leisure</u> | <u>cheeky</u> | <u>devil</u> | <u>clearing</u> | Ans: _____ |
| b) <u>ginger</u> | <u>jacket</u> | <u>guard</u> | <u>gaze</u> | Ans: _____ |
| 19. a) <u>great</u> | <u>meal</u> | <u>lane</u> | <u>speed</u> | Ans: _____ |
| b) <u>clue</u> | <u>stew</u> | <u>cruel</u> | <u>flew</u> | Ans: _____ |
| 20. a) <u>care</u> | <u>cease</u> | <u>chair</u> | <u>car</u> | Ans: _____ |
| b) <u>lean</u> | <u>measure</u> | <u>pleasure</u> | <u>learn</u> | Ans: _____ |
| 21. a) <u>hope</u> | <u>hop</u> | <u>stop</u> | <u>mop</u> | Ans: _____ |
| b) <u>real</u> | <u>steal</u> | <u>eager</u> | <u>stalk</u> | Ans: _____ |
| 22. a) <u>health</u> | <u>heat</u> | <u>park</u> | <u>heart</u> | Ans: _____ |
| b) <u>enough</u> | <u>ghost</u> | <u>against</u> | <u>unjust</u> | Ans: _____ |

VI. DICTIONARY SKILLS

Arrange the following words in alphabetical order.

1. moment – oxygen – narrow – middle.

Ans: _____

2. pool-plum-pile - prayer.

Ans: _____

3. dial-dwell-deed - dusk

Ans: _____

4. lottery-angel-mystery - forest

Ans: _____

5. seminar-seize-sentence - select

Ans: _____

6. remember-result-report- response

Ans: _____

7. religion-relish - relax - release

Ans: _____

8. ghost-goose - ginger-goat

Ans: _____

9. still-stick-sting - stiff

Ans: _____

10. senior-sentence - sensor - sender

Ans: _____

11. counter-costume-cousin - courtier

Ans: _____

12. contact - confess - control - comrade

Ans: _____

13. purpose - perfume - presume - pressure

Ans: _____

14. revolve - random-result- response

Ans: _____

15. bravery-brittle- breakfast - bracket

Ans: _____

16. symbol - strength-stream-scissors

Ans: _____

17. routine -remove-rumour - rhythm

Ans: _____

18. around - assemble - assume - arrive

Ans: _____

19. galley-genius-grocer- guarantee

Ans: _____

20. automatic - amputate - alabaster - account

Ans: _____

21. business-battle-burst - batter

Ans: _____

22. remember-result-report-responsible

Ans: _____

23. permission - prominent - prayer - pyre

Ans: _____

24. counter-costume-cousin - courtier

Ans: _____

25. street-struggle-strong- strange

Ans: _____

26. opposite-quick-number - delink

Ans: _____

27. baby-beauty-binding - bullock

Ans: _____

28. quick-quote- quiet -quake

Ans: _____

29. tea-take-tomb - tell

Ans: _____

30. prime-premier- primitive - prepare

Ans: _____

ANSWERS

1. SYNONYMS

1. 2	2. 4	3. 1	4. 1	5. 3	6. 1	7. 2	8. 3	9. 1	10. 1
11. 3	12. 2	13. 1	14. 3	15. 3	16. 2	17. 4	18. 4	19. 1	20. 1
21. 4	22. 1	23. 3	24. 3	25. 1					

2. ANTONYMS

1. 3	2. 2	3. 2	4. 1	5. 4	6. 2	7. 2	8. 1	9. 2	10. 1
11. 1	12. 1	13. 2	14. 1	15. 1	16. 3	17. 3	18. 2	19. 2	20. 1
21. 1	22. 4	23. 1	24. 1	25. 4					

3. SPELLING

I. Find out the misspelt word.

1. B	2. A	3. C	4. C	5. B	6. B	7. C	8. A	9. B	10. C
------	------	------	------	------	------	------	------	------	-------

II. QUESTION ON SPELLING (SYLLABLES)

1. a) creature b) disobedience
2. a) courtier b) kerosene
3. a) millionaire b) appreciate
4. a) official b) captain
5. a) shriek b) steam
6. a) achieve b) receive
7. a) ceiling b) disease
8. a) beast b) weight
9. a) influence b) mosquito
10. a) seize b) release
11. a) sewing b) seizing
12. a) displeas b) believe
13. a) achieve b) disobedience
14. a) pneumonia b) restaurant

15. a) guarantee b) throughout
16. a) seizing b) disobedience
17. a) relieve b) displeasure
18. a) friendly b) increase
19. a) experience b) colleague
20. a) millionaire b) appreciate
21. a) leisure b) need
22. a) conceit b) cream
23. a) quality b) unique
24. a) mountaineer b) obedience
25. a) engineer b) financier

III. QUESTIONS ON SPELLINGS (SUFFIXES)

1. (a) musician (b) responsible
2. (a) adolescent (b) bondage
3. (a) courageous (b) magazine
4. (a) conference (b) essential
5. (a) responsible (b) malicious
6. (a) anxious (b) different
7. (a) independent (b) shameful
8. (a) magnificent (b) behavior
9. (a) successful (b) independence
10. (a) miracle (b) inspire
11. (a) secretary (b) comparison
12. (a) curiosity (b) emotion
13. (a) ambitious (b) diffident

14. (a) revolutionary (b) conference
15. (a) anniversary (b) satisfactory
16. (a) ecological (b) influence
17. (a) obedience (b) benevolent
18. (a) lieutenant (b) hesitate
19. (a) tradition (b) uncrushable
20. (a) adolescent (b) adversity
21. (a) exhibition (b) innocent
22. (a) publicity (b) confidence
23. (a) contractor (b) cancel
24. (a) deceive (b) descendant
25. (a) experience (b) expression
26. (a) financier (b) familiar
27. (a) grammar (b) governor
28. (a) head ache (b) harbour
29. (a) ignorant (b) illiteracy
30. (a) kilometer (b) knowledge
31. (a) medicine (b) merchant
32. (a) optical (b) parcel
33. (a) urgency (b) utensil

QUESTION ON SPELLING

1. a) assistant, assistant b) waitor, waiter
2. a) celebrate, celebrate b) ignorence, ignorance
3. a) anoyance, annoyance b) sensibl, sensible
4. a) tresure, treasure b) lough, laugh

- | | |
|--|---------------------------------------|
| 5. a) <u>messige</u> , message | b) <u>oficial</u> , official |
| 6. a) <u>patiant</u> , patient | b) <u>primery</u> , primary |
| 7. a) <u>goverment</u> , government | b) <u>begger</u> , beggar |
| 8.a) <u>brodth</u> , breadth | b) <u>sleepyness</u> , sleepiness |
| 9. a) <u>reporter</u> ,reportor | b) <u>comparisen</u> , comparison |
| 10. a) <u>anniversry</u> , anniversary | b) <u>ignotence</u> , ignorance |
| 11. a) <u>importence</u> , importance | b) <u>apologease</u> , apologise |
| 12. a) <u>ignorence</u> , ignorance | b) <u>uncrushible</u> , uncrushable |
| 13. a) <u>adolesent</u> , adolescent | b) <u>marrage</u> , marriage |
| 14. a) <u>beeting</u> , beating | b) <u>inventer</u> , inventor |
| 15. a) <u>beginer</u> , beginner | b) <u>occassion</u> , occasion |
| 16. a) <u>erossion</u> , erosion | b) <u>professionel</u> , professional |
| 17. a) <u>comparisoon</u> , comparison | b) <u>nonvilent</u> , nonviolent |
| 18. a) <u>patiant</u> , patient | b) <u>tresure</u> , treasure |
| 19. a) <u>asurance</u> , assurance | b) <u>necesity</u> , necessity |
| 20. a) <u>mulbery</u> , mulberry | b) <u>peasent</u> , peasant |
| 21. a) <u>sychiatrist</u> , psychiatrist | b) <u>descended</u> , descendant |
| 22. a) <u>begger</u> , beggar | b) <u>patiant</u> , patient |
| 23. a) <u>anciant</u> , ancient | b) <u>begger</u> , beggar |
| 24. a) <u>superstishion</u> , superstision | b) <u>angellic</u> , angelic |
| 25. a) <u>awefull</u> , awful | b) <u>hypodermick</u> , hypodermic |
| 26. a) <u>aperciate</u> , appreciate | b) <u>alluminium</u> , aluminium |

QUESTIONS ON PRONUNCIATION

- | | |
|--------------------|---------------------|
| 1. a) main-lane | b) cousin-chemistry |
| 2. a) people leave | b) goat-show |

- | | |
|-------------------------------|--------------------------|
| 3. a) sponge-monkey | b) trousers-account |
| 4. a) pool-mood | b) sour-flower |
| 5. a) weak-rich | b) doubt-count |
| 6. a) peace – feast | b) half-far |
| 7. a) please-field | b) enough-jealous |
| 8. a) rough-stuff | b) chemistry-school |
| 9. a) hedge-reject | b) trouble-crumple |
| 10. a) evil-feeling | b) chemistry-consult |
| 11. a) said-deaf | b) consult-chemistry |
| 12. a) teeth-piece | b) major-legend |
| 13. a) permission – tradition | b) character - practical |
| 14. a) regular-younger | b) pleasant-legend |
| 15. a) music – laziness | b) passion-machine |
| 16. a) half-far | b) pool-cool |
| 17. a) rough-tough | b) combine-apply |
| 18. a) leisure – devil | b) ginger-jacket |
| 19. a) meal-speed | b) clue-flew |
| 20. a) care-car | b) measure-pleasure |
| 21. a) hop-mop | b) steal-eager |
| 22. a) park-heart | b) more-rose |

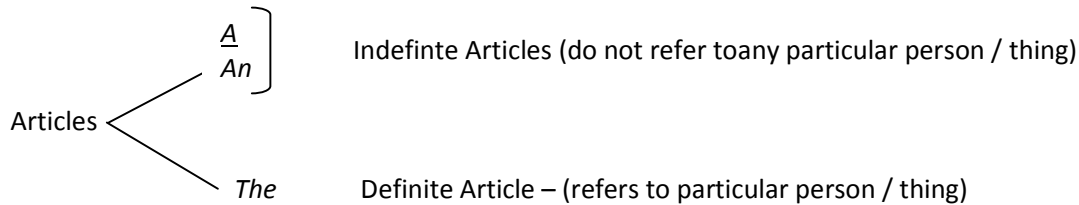
QUESTIONS ON DICTIONARY SKILLS

1. middle-plum-pool-narrow-prayer
2. pile-plum-pool-prayer
3. dead-dial-dusk-dwell
4. angel-forest-lottery - mystery
5. seize-select- seminar-sentence

6. remember - report - response - result
7. relax-release - religion - relish
8. ghost-ginger-goat-goose
9. stick-stiff-still- sting
10. sender-senior-sensor- sentence
11. costume-counter - courtier - cousin
12. comrade - confess - contract - control
13. perfume - pressure - presume - purpose
14. random - response -result-revolve
15. bracket - bravery - breakfast - brittle
16. seasons - stream - strength - symbol
17. remove - rhythm - routine - rumour
18. around - arrive - assemble - assume
19. galley - genius-grocer- guarantee
20. account - alabaster - amputate - automatic
21. batter-battle - burst - business
22. remember - report-responsible - result
- 23.permission - prayer - prominent - pure
24. costume-counter - courtier - cousin
25. strange-street-strong-struggle
26. de link-number-opposite - quick
27. baby-beauty-binding - bullock
28. quake - quick - quiet - quote
29. take-tea-tell- tomb
30. premier - prepare - prime – primitive

GRAMMAR

1. ARTICLES



Ex: I saw a girl (meaning any girl)

I ate an egg.

I saw the girl (meaning some particular girl)

USE OF INDEFINITE ARTICLE-A or An

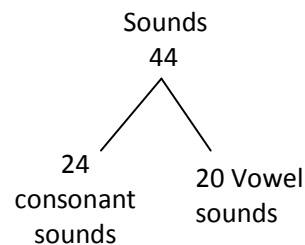
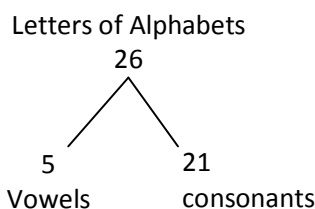
The article 'a' comes before nouns that begin with consonant sounds.

Ex: a university, a unique event, a young person, a European
a one rupee note

The article 'an' is used before a noun beginning with a vowel sound.

Ex: an ant, an umbrella, an Indian

To differentiate between consonant and a vowel sound basic knowledge of sounds is a must (phonetics)



The English alphabet has 26 letters of which 5 letters are vowels and rest consonants.

These letters and letter combinations give rise to 44 sounds. of these there are twenty vowel sounds and 24 consonant sounds.

VOWEL SOUNDS-20

12 Pure vowels / Monophthongs, 8 Diphthongs

The *indefinite article* is used before singular countable nouns that come immediately after verbs in sentences.

Ex. He wanted to be a teacher.

You are a stupid person to miss such a fine opportunity.

The *definite article* is used before singular countable nouns, plural countable nouns and uncountable nouns..

Ex. The book, The books, The milk.

Nouns that come after verbs are often used without the indefinite articles (a or an) when a consonant between different capacities of a person is expressed.

Ex. A.K. Ramanujan is known as translator and as poet.

A is used before the abbreviation words. Ex. a B.A, a M.Sc

Ex: an M.A., an M.L.A

The indefinite article is used in its original numerical sense of one as

Ex. A word to wise is enough.

A bird in hand is worth two in the bush.

The indefinite article in the sense of any.

Ex. A son should obey his parents (i.e. any son should obey)

In vague sense of certain (some)

Ex. A stranger met me in the garden.

A police man came to my locality.

To make a common noun of a proper noun as

Ex. A Vikramaditya came to judgment (i.e. a person name is replaced by Vikramditya who was a very wise man)

With numerical commercial terms in the sense of 'one'.

Ex. Bring me a dozen apples.

Before a name to mean 'some'

Ex. A Mr. Jack came to see you.

(i.e. the speaker is not similar to Jack)

Indefinite article is also used in phrases

A few words spoken in earnest will convince him.

(i.e. some words, if we write few without article gives meaning of none)

There is a little hope of his recovery.

USE OF DEFINITE ARTICLE - *THE*

The definite article is used when we talk about a particular person / thing or one already referred to

Ex. The medicine you want is out of stock

The boy cried.

When a singular noun is meant to represent a whole class.

Ex. The cow is a useful animal.

The rose is the sweetest of all flowers.

With superlatives

Ex. The darkest clouds have silver lining.

Rahul is the ablest boy in his class.

With geographical items; as

Ex. The Ganga, The Indian ocean, The Sahara, The Himalayas

Before the names of countries which include words like republic and kingdom.

Ex. The Irish republic, The United kingdom The Netherlands

Before the names of certain books

Ex. The Vedas, The Ramayana

Note: But we say Home's Iliad, Valmiki's Ramayana.

Before the names of Newspapers, Magazines.

Ex. The Times of India.

Before common nouns which are names of things, unique of their kind.

Ex. The sun, The moon, The sky, The earth

Before a proper noun when it is qualified by an adjective.

Ex. The Mr. Roy whom you met last evening is my uncle.

The famous George Bernard Shaw

Before musical instruments.

Ex. He can play the Guitar.

OMISSION OF THE ARTICLE

The article is omitted

Before proper noun as

Ex. Delhi is the capital of India.

Tagore was a great poet.

Before material and abstract nouns, as

Ex. Iron is a useful metal

Gold & Silver are precious metals.

Honesty is the best policy.

Before common noun used in its wide sense as

Ex. Man is a social animal.

What kind of fruit is it?

Before titles used in opposition to a proper names

Ex. Akbar, Emperor of India was great.

Before the days of week & names also before languages

Ex. Dinner is ready

We are studying English.

Before School, College, University, Church, Bed, Hospital, Prison, when these places are used for their primary purpose.

Ex. I learnt Sanskrit at school.

He stays in bed till nine every morning.

Note: The is used with these words when we refer to them as a definite place, building relates than to the normal activity that goes on there.

Ex. The school is very near my home.

The bed is broken.

Before names of relations like father, mother, aunt, uncle & also cook & nurse

Ex. Father has returned.

Aunt wants to see you.

Don't use a or an before news, furniture, advice, honesty, rice, milk, happiness & abstract noun.

POINTS TO REMEMBER

Indefinite article - a, an

Definite article - The

Articles are placed before nouns.

'a' before nouns that begin with consonant sounds

m'an' - before nouns starting with vowel sounds.

Man and Woman can be used in general sense without either article.

Indefinite articles are used in phrases like a few, a little, a lot of, a great deal of.

No article is used before the days of week & names of months.

PRACTICE TEST

ARTICLES

Use the correct article wherever necessary.

1. He has written _____ letter to his office.
1. no article 2. the 3. an 4. a
2. He saw _____ elephant in the zoo.
1. an 2. a 3. the 4. none
3. Please give me _____ ten rupee note.
1. the 2. a 3. an 4. none
4. She is _____ honest and sincere worker.
1. an 2. a 3. the 4. no article
5. _____ Ganges is a sacred river in India.
1. The 2. a 3. an 4. none

6. Medicinal herbs are found in _____ Himalayas.
1. a 2. the 3. an 4. no article
7. _____ Quran is the sacred book of Muslim.
1. a 2. the 3. an 4. no article
8. The Indian Cricket team won _____ match by _____ inning.
1. a 2. the 3. an 4. no article
9. His mortal remains are buried in _____ church yard.
1. the 2. an 3. a 4. no article
10. He is _____ best student in the class.
1. no article 2. a 3. the 4. none
11. Twelve inches make _____ foot.
1. a 2. an 3. the 4. none
12. Please wait _____ minute.
1. a 2. an 3. the 4. none
13. _____ student should respect his teachers.
1. a 2. an 3. the 4. none
14. _____ cost of the book is Rs. 50/-
1. a 2. an 3. the 4. none
15. My father is _____ doctor.
1. a 2. an 3. the 4. none
16. _____ apple a day, keeps the doctor away.
1. a 2. an 3. the 4. none
17. "What _____ beautiful shirt".
1. a 2. an 3. the 4. none
18. Ahmed is elected Chairman of _____ board.
1. a 2. an 3. the 4. none
19. He has done _____ great service to the city as a Mayor.
1. a 2. an 3. the 4. none
20. Shraavan is _____ orphan, who came to Delhi from _____ village.
1. a, an 2. an, a 3. the, a 4. the, an

2. PREPOSITIONS

A preposition is a word placed before a noun or pronoun to show in what relation the person / thing denoted by it stands in regard into something else.

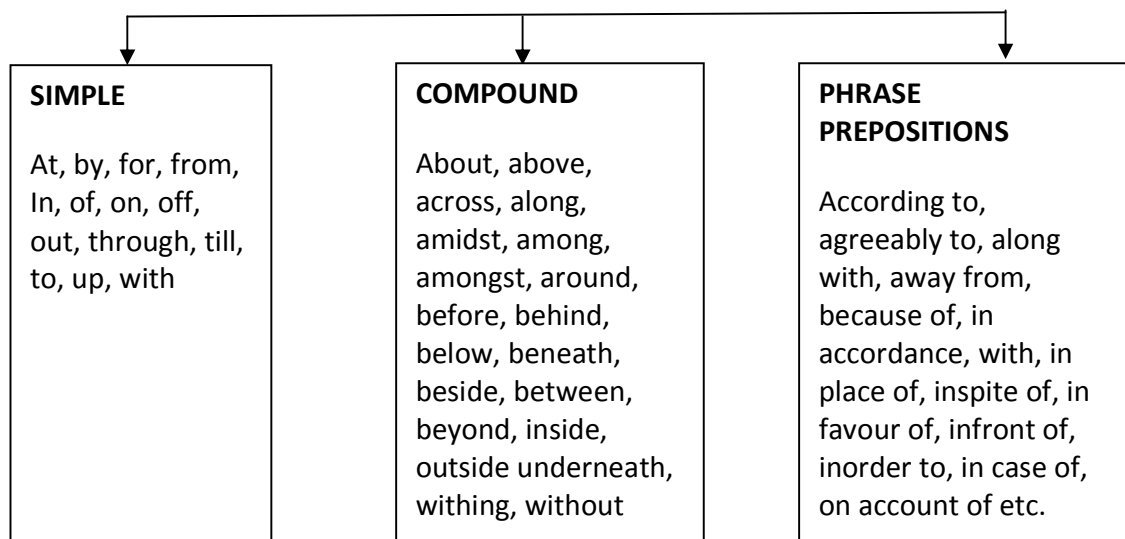
Ex: She is **in** the room.

They are sitting **on** the floor.

He will do it **before** march next.

She has not met me **since** last month.

KINDS OF PREPOSITIONS



PREPOSITIONS

PLACE

1. **At**-indicate small area e.g. locality

Ex. Big bazaar is at Abids.

It also indicates particular place / place work.

Ex. We discussed the matter at the meeting.

He works at the university library.

He stayed at the Taj Krishna Hotel.

2. **In** - is used for large areas, countries, continents, capital cities places of work & for residence where no specific place is mentioned.

Ex. Srinivas works in a bank.

My cousin stays in the U.S.A

The president lives in a bungalow

In also indicates inside.

Ex. The jewellery is in the box.

The mangoes is in his cabin.

3. **On** - to indicate position in relation to another object.

Ex. The book is on the table.

The doctor's clinic is on the 1st floor.

The name plate is on the door.

TIME

On-indicates specific date, day of the week & a special day.

Ex. I will visit the head office on Monday.

India became Republic on 26th January.

In - is used in front of year, period of time seasons, morning, evening, afternoon.

Ex. We conduct classes for Ed-Cetin in summer.

Gandhiji was born in 1869.

At - indicates exact clock time / certain point to time.

Ex. She got married at the age of 16.

The Taj Mahal looks beautiful at night.

Among - refers to people / things when you are talking about them as a group.

Ex. Kalpana Chawla was the only woman astronaut among those chosen for the space trip.

Mr. Ramlal divided his property among his sons.

Between - is used for two persons/ two things.

Ex. There will be a competition between Rahul and Priyanka for the Prime Ministership. There is conflict between Ravi and Raj

Below- is used for lower than

Ex. Candidates below 18 years are not eligible to vote.

The temperature in Ladakh goes below 0°C.

Above - is used for higher than

Ex. The bank is above the showroom

You have to be above average to get admitted in this college.

Under- is used for vertically below

Ex. She rested under the tree

Ramya keeps the keys under the pillow.

Over-is used for vertically above

Ex. The plane flew over the hill.

The thief jumped over the wall.

Beneath - means a lower position

Ex. She did the document beneath the matters.

Against – denotes opposition of some kind / pressure

Ex: He learned against the Almirah.
May leader were against the new policy.

After – refers to the starting point of action.

Ex: We have a physics class after the break.]
November comes after October.

Behind – means at the back.

Ex: Sarovar hotel is behind British library.
The lorryhit the girls bag from behind (boundary)

Beyond – means on the farther side of

Ex: If a ball goes beyond the battery is considered a six.
The village lies beyond the hills.

About – is used to indicate the subject of a conversation, idea, book.

Ex: Tell me about your family.
What are you thinking about.

By – is used to indicate the person / thing that did something and for transport.

Ex: It was written byShakespear.
It was shocked by what she told me & we went by train.

With – is used to indicate imn company also what you use to do something.

Ex: I went to market with my mother.
He cut himself with this pen knife.

For – Purpose + Noun or V₁ing form

It also indicates a general period of tune.

Ex: Let's go for a cup of coffee.
We went there for three weeks.

Beside – means by the side of

Ex: His house is beside the Ganga.
She sat beside her mother.

Besides – means in addition o

Ex: Besides being abused he was beaten
Besides a house in the town, he has house in his village.

Across–From one side to the opposite.

Ex: The rest house is across the stream.
The light fell across the road.

Along – in the direction.

Ex: They walked along the river side.

OMMISSION OF PREPOSITION

When a noun that has a time reference is preceded by an adjective, no preposition is required.

Ex: She met him last Sunday. (Right)

She met him on last Sunday (Wrong)

In the above example the noun that has the time reference is 'Sunday' & the adjective that precedes it is 'last'.

No preposition is required after transitive verbs.

Ex: The pupil refused to answer the stranger (Right)

The pupil refused to answer the stranger (Wrong)

She asked a question to him (Wrong)

She asked him a question (Right)

IDIOMATIC USES OF PREPOSITIONS

Ex: The manager approved of the action

She arrived at school about ten minutes to nine.

Note: When arrive is followed by an adverb of place such as 'here', 'there', 'some where', 'anywhere' etc. no preposition is used.

POINTS TO REMEMBER

Preposition is word used to show relation.

There are three kinds of prepositions.

(a) Simple (b) Compound (c) Phrase preposition

Preposition of Place – At, In, On can be used to indicate both place & time.

Preposition of Time – on, in, at

SINCE + A time in the past (to now)

Ex: Since Monday

Since 1968

Since 2-30

We have lived in Hyderabad since 1990.

We use for (not since) + period of time.

Ex: Raj waited for his friend for half an hour but he didn't come.

For three days

For a long time

For a few weeks

PRACTICE TEST – PREPOSITION

I. Fill in the blanks using the given prepositions.

In, on, at, from, to, during, by, between, among, into, behind, off, with, onto.

1. I fell asleep _____ the film.
2. I threw the stone _____ the sea
3. The cat jumped _____ my arms & ran away
4. What have you got _____ your hand?

5. The bread was cut _____ a knife.
6. The cat jumped out of the tree _____ the roof of my car.
7. See that you return _____ one hour
8. The railway workers are _____ strike
9. I learnt to drive _____ four weeks
10. There was a pedestrian _____ the cross road who got injured

II. Fill in the blanks using appropriate prepositions.

1. There is a considerable property to share _____ 5 brothers
2. I shall thank _____ him this matter
3. I agree _____ your proposal
4. The train has unfortunately met _____ an accident.
5. Divide the apple _____ four parts.
6. We entered the town _____ night
7. The girl took no interest _____ studies
8. Has she recovered _____ her illness
9. Please, send _____ the doctor
10. I come to school _____ foot
11. I come to school _____ study
12. The child was run _____ by a car
13. This road leads _____ Bombay
14. The book is lying _____ the table
15. The foolish lion jumped _____ the well

3. VERB PHASE

A verb expresses an action, a state of being or existence or possession.

- Eg: 1. Viswanadh came yesterday.
 2. Bangalore is a beautiful city.
 3. Madhu has a remarkable, talent, for music.

Verbs are of two kinds:

1. Transitive verbs
2. Intransitive verbs

1. Transitive verbs: A transitive verb is that which has an object.

- Eg: 1. Picasso painted the picture.
 2. Rama helped Sugreeva.
 3. Picasso painted'.... What ? the picture.
 4. 'Rama helped'.... Whom? Sugreeva.

The answer to the question 'what' or 'whom' is the direct object of a verb.

Painted and helped are transitive verbs as they have the objects the picture and Sugreeva. Sometimes a transitive verb may have two objects.

- Eg: The teacher gave Hari a book.

In this sentence, the transitive verb gave has the direct object a book as it is the answer to the question what (?) The verb has the indirect object. Hari as it is the answer to the question for whom or to whom.

2. Intransitive verbs: An intransitive verb is that which does not have an object.

Eg: 1. The frightened horse galloped away.

2. Monica ran fast.

‘Thefrightened horse galloped’.... what ? Whom?

‘Monika ran’What ? Whom?

We do not get any answer.

Galloped and ran are intransitive verbs as they have no objects. All the English verbs can be classified into regular and irregular verbs.

If the past tense and past participle forms of the simple present tense are formed by the addition of d or ed to it, it is called a regular verb. The majority of the English verbs are regular.

Examples:

Present Tense	Past Tense	Past Participle
Love	Loved	Loved
Hate	Hated	Hated
Post	Posted	Posted
Walk	Walked	walked

If the past tense and past participle forms of simple tense are formed in other ways (not by the addition of d or ed to the simple present tense), the verb is called irregular.

Here is a brief list of irregular verbs:

Present Tense	Past Tense	Past Participle
Abide	Abided, Abode	Abided, Abode
Be	Was	Been
Bear	Bore	Born, Borne
Beat	Beat	Beat
Become	Became	Become
Begin	Began	Begun
Bend	Bent	Bent
Bet	Bet	Bet
Bid	Bade	Bidden
Bleed	Bled	Bled
Blow	Blew	Blown
Break	Broke	Broken
Breed	Bred	Bred

Bring	Brought	Brought
Broadcast	Broadcast	Broadcast
Build	Built	Built
Burn	Burnt, Burned	Burst, Burned
Burst	Burst	Burned
Buy	Bought	Bought
Catch	Cautht	Caught
Choose	Chose	Chosen
Come	Came	Come
Cost	Cost	Cost
Cut	Cut	Cut
Dig	Dug	Dug
Do	Did	Done
Draw	Drew	Drawn
Dream	Dreamed, Dreamt	Dreamed, Dreamt
Drink	Drank	Drunk
Drive	Drove	Driven
Eat	Ate	Eaten
Fall	Fell	Fallen
Feed	Fed	Fed
Feel	Felt	Felt
Fight	Fought	Fought
Find	Found	Found
Flee	Fled	Fled
Fling	Flung	Flung
Fight	Fought	Fought
Find	Found	Found
Flee	Fled	Fled
Fling	Flung	Flung

Fly	Flew	Flown
Forbid	Forbade	Forbidden
Forbid	Forbade	Forbidden
Forecast	Forecast	Forecast
	Forecasted	Forecasted
Forget	Forgot	Forgotten
Get	Got	Got
Give	Gave	Given
Grind	Ground	Ground
Grow	Grew	Grown
Have	Had	Had
Hear	Heard	Heard
Hide	Hid	Hidden
Hit	Hit	Hit
Hold	Held	Held
Hurt	Hurt	Hurt
Keep	Kept	Kept
Know	Knew	Known
Lead	Led	Led
Learn	Learnt, Learned	Learnt, Learned
Leave	Left	Left
Lend	Lent	Lent
Lie	Lay, Lied	Lain, Lied
Light	Lit, Lighted	Lit, Lighted
Lose	Lost	Lost
Make	Made	Made
Mean	Meant	Meant
Meet	Met	Met
Melt	Melted	Melted
Mistake	Mistook	Mistaken

Misunderstand	Misunderstood	Misunderstood
Overcome	Overcame	Overcome
Overthrow	Overthrow	Overthrown
Pay	Paid	Paid
Prove	Proved	Proved
Put	Put	Put
Read	Read	Read
Ride	Rode	Ridden
Ring	Rang	Rung
Rise	Rose	Risen
Run	Ran	Run
Saw	Sawed	Sawed / Sawn
Sa	Said	Said
Sell	Sold	Sold
Seek	Sought	Sought
See	Saw	Seen
Send	Sent	Sent
Set	Set	Set
Shake	Shook	Shaken
Shave	Shaved	Shaved
Shed	Shed	Shed
Shine	Shone	Shone
Shoot	Shot	Shot
Shoe	Shod	Shod
Show	Showed	Showed
Shrink	Shrank	Shrunk
Shut	Shut	Shut
Sing	Sang	Sung
Sink	Sank	Sunk

Sleep	Slept	Slept
Slide	Slid	Slid / Slidden
Sling	Slung	Slung
Slit	Slit	Slit
Smell	Smelt / Smelled	Smelt / Smelled
Sow	Sowed	Sown
Speak	Spoke	Spoken
Speed	Sped / Speeded	Sped / Speeded
Spell	Spelled	Spelled
Spend	Spelt	Spelt
Spill	Spent	Spent
Spoil	Spilled / Spilt	Spilled / Spilt
Spring	Spoiled / Spoilt	Spoiled / Spoilt
Spread	Sprang	Sprang
Stand	Spread	Spread
Steal	Stood	Stood
Stick	Stole	Stolen
Sting	Stuck	Stuck
Strew	Stung	Stung
Strike	Strewed / Strewn	Strewed / Strewn
String	Struck	Struck
Swear	Strung	Strung
Sweep	Sworn	Sworn
Swell	Swept	Swept
Swim	Swelled	Swelled
Take	Swam	Swum
Teach	Took	Taken
Tear	Taught	Taught
Tell	Tore	Torn
	Told	Told

Think	Thought	Thought
Throw	Threw	Thrown
Upset	Upset	Upset
Understand	Understood	Understood
Undergo	Underwent	Underwent
Undertake	Undertook	Undertaken
Wake	Woke / Waked	Woken / Waked
Wear	Wore	Worn
Weep	Wept	Wept
Weave	Wove	Woven
Wed	Wedded	Wedded / Wed
Win	Won	won
Wind	Wound	Wound
Withdraw	Withdrew	Withdrawn
Withhold	Withheld	Withheld
Withstand	Withstood	Withstood
Work	Worked	Worked
Write	Wrote	Written

Helping Verbs:

Helping verbs are used with other verbs to make tenses and passive forms.

The following are the helping verbs in the English Language.

1. Be and its forms : am, is, are, was, were
2. Have and its forms: has, had
3. Do and its forms: does, did
4. Shall, should will, would, can could, may might, must, ought, need, dare

ANALMALOUS FINITES

Helping verbs are called Anomalous Finites, They are used.

1. With the n't, the shortened form of not.
2. to form negative statements, questions, short answers, and questiontags.

Eg: 1. He is an honest man.

2. He is not an honest man.

3. Is he an honest man? Yes, he is.

4. He is an honest man, isn't he?

Formation of negative statements: Anomalous finites form their negatives by the simple addition of not.

- Eg: 1. I speak, I do not speak.
2. He said it, He did not say it.
3. She has come. She has not come.
4. Will you do it? I won't.
5. Can he walk? He can't.

Formation of questions: A question is usually formed by placing the Anomalous Finite before the subject of a sentence.

- Eg: 1. He is a greater actor?
Is he a great actor?
Isn't he a great actor?
Eg: 2. She came
Did she come?
Did she not come?
Didn't she come?
Eg: 3. They have won the match.
Have they won the match?
Have they not won the match?
Haven't they won the match?

Formation of questions tags: When the statement is in the positive, the question tag is in the negative and vice versa. The subject of the question is always the pronoun.

- Eg: 1. She is your sister, isn't she?
2. He won't help you, will he?
3. They can win the match, can't they?
4. Ram like it, doesn't he?

PHRASAL VERBS

Preposition used with verbs with a change in the basic verbal meaning.

Some of the phrasal Verbs and their meanings.

Bear with	=	tolerate
Blow up	=	to explode
Break away	=	free oneself from bondage
Bread down	=	fail
Break into	=	to enter by force
Break off	=	to end
Break with	=	quarrel
Break in	=	begin
Break up	=	dissolve
Bring about	=	to cause to happen
Bring down	=	dismantle
Bring up	=	to train
Call on	=	to visit
Call for	=	to demand
Call in	=	to admit

Call in	=	to admit
Call out	=	to shout
Call upon	=	to order
Carry on	=	to continue
Catch up with	=	to overtake
Come out	=	appear
Come up	=	to be equal to
Cut down	=	to reduce
Cut off	=	to kill
Drop in	=	visit casually
Enter into	=	to begin
Fall back	=	to withdraw
Fall in with	=	argue
Get about	=	to move about
Get along	=	to manage
Get away	=	to escape
Get on	=	to succeed
Get on with	=	to live happily
Go about	=	to move about
Give up	=	leave
Go through	=	examine carefully
Go by	=	to follow
Hold on	=	to stop for a while
Keep on	=	to continue
Knock down	=	meet with
Let in	=	admit
Let off	=	permit to go
Look after	=	to take care of
Look down upon	=	to hate
Look for	=	search for
Look forward	=	wait
Look up	=	to search for
Make of	=	understand
Make out	=	find out
Pass away	=	to die
Pass over	=	to ignore
Pass through	=	to undergo an experience
Pick out	=	select
Pull down	=	demolish
Put out	=	to extinguish
Put up	=	to lodge
Put up with	=	to endure
Run out	=	to come to an end
Set in	=	start
Setup	=	to arrange
Turn down	=	reject

Take down	=	write
Take up	=	occupy
Turn out	=	gather
Turn off	=	to stop
Wear out	=	exhaust
Wear off	=	stop being effective or strong.

PRACTICE TEST – VERB FORMS

Choose the correct form of the verb given in brackets and fill in the blanks.

1. He has _____ (sell) all his property.
2. She is _____ (play) chess with her friends in the next room.
3. I am _____ (go) to apply for the post.
4. when I went to the station the train had _____ (leave) already.
5. I have never _____ (see) a white elephant.
6. We should _____ (consult) one more doctor.
7. I did not _____ (understand) what he said.
8. Do you _____ (want) to go home early?
9. They are _____ (construct) a new house.
10. You ought to _____ (send) more money to you parents.
11. He has _____ (win) a gold medal.
12. When I went to meet my friend he was still _____ (sleep)
13. The results are _____ (announce) by the university.
14. I am _____ (help) by my uncle.
15. He may _____ (get) a first class thim time.
16. My scooter is _____ (give) a lot of trouble these days.
17. Can you _____ (solve) this problem?
18. The Nobel Prize ws _____ (give) to Tagore.
19. Did you ever _____ (meet) the President?
20. How many questions did you _____ (answer)?
21. How long have you _____ (wait) for me?
22. When did the World War I _____ (break out)?
23. Will you please _____ (switch on) the fan?
24. May I _____ (come in)?
25. I have _____ (invite) all my friends.

PRACTICE TEST – (TENSES)

1. From his past experience knew that drinking _____ a man. ()
 (a) can ruin (b) to ruin (c) could be ruined (d) not ruin
2. This hotel is not _____ to sell liquor. ()
 (a) licenced (b) licence (c) been licened (d) licensing
3. The party _____ four men and two women. ()
 (a) composes (b) consist of (c) in composing (d) composed of

4. She ought not to have _____ him but she did.
 (a) tell (b) to be telling (c) to be told (d) told
5. When he _____ a novel, a dog barked.
 (a) read (b) has read (c) is reading (d) was reading
6. After he _____ they discussed the problem ()
 (a) leaves (b) had left (c) was leaving (d) has left
7. Usually he _____ at a.m. in the morning ()
 (a) gets up (b) is getting up (c) will get up (d) has got up
8. If I had the choice I _____ stayed on. ()
 (a) had (b) could have (c) would have (d) had have
9. It is unlikely that he _____ every race. ()
 (a) is going to (b) may win (c) wins (d) win
10. He _____ unwell since yesterday. ()
 (a) is (b) was (c) has been (d) had been
11. Choose the correct sentence. ()
 (a) I was lying down when the door bell rang
 (b) I have been lying down when the door bell rang.
 (c) I am lying down when the door bell rang
 (d) I could be lying down when the door bell rang up
12. Choose the correct sentence. ()
 (a) He comes from a good family though he works from a factory
 (b) He comes in a good family though he works in a factory
 (c) He comes in a good family though he works in a factory
 (d) He comes in a good family though he work from a factory
13. Choose the correct sentences ()
 (a) He had gone to England last week
 (b) He gone to England last week
 © He goes to England last week
 (d) He went to England last week
14. Which is correct ()
 (a) The man complained that his cycle is stolen.
 (b) The man complained that his cycle was stolen.
 (c) The man complained that his cycle has been stolen
 (d) The man complained that his cycle had been stolen

15. Pick out the correct expression.

- (a) can be able to
(b) did rather go
(c) made it come
(d) would rather go

PRACTICE TEST – QUESTION TAGS

1. My sister works here _____ ?
a) did she b) do she c) doesn't d) does she
2. The Chief Minister came by air _____ ?
a) didn't he b) doesn't he c) does he d) did he
3. I am right _____ ?
a) Am I b) Am I not c) aren't I d) None
4. They didn't lie _____ ?
a) didn't they b) doesn't they c) could he d) couldn't he
5. Ajay can repair radios _____ ?
a) can he b) can't he c) could he d) couldn't he
6. He must not do it _____ ?
a) Shouldn't he b) shall he c) he may d) must he
7. You don't like music _____ ?
a) do you b) didn't you c) does you d) did you
8. Priyanka wants to go _____ ?
a) didn't she b) doesn't she c) did she d) don't she
9. They are always creating trouble _____ ?
a) aren't they b) are they c) didn't they d) did they
10. He can take the book _____ ?
a) mayn't he b) can't he c) can he d) isn't he

PRACTICE TEST-PHRASAL VERBS

Study the following pair of sentence and answer the question:

1. a) Sarala switched off the lights.
b) Leela switched on the lights.

Q. Who made the house bright with lights?

Ans: _____

2. a) Habeeba has gone for the sweets
b) Raqeeba has gone off sweets.

Q. Which girl has lost her taste for sweets?

Ans: _____

3. a) Raju speaks for me.

b) Ravi speaks to me.

Q. Who is helpful to me, Raju or Ravi?

Ans: _____

4. a) Sana held out a handkerchief?

b) Renu held a handkerchief.

Q. Who offered a handkerchief? Sana or Renu?

Ans: _____

5. a) Rajan and Mohan run a business of their own.

b) James and Narayan work in the same office.

Q. Who are partners?

Ans: _____

6. a) The children blew up the balloons?

b) The soldiers blew up the bridges.

Q. Who caused an explosion? The children or the soldiers?

Ans: _____

7. a) That book shop is closed today.

b) The medical - shop is closed down today.

Q. Which shop will open for business tomorrow?

Ans: _____

8. a) The toy shop was closed on Saturday..

b) The wine-shop was closed down on Saturday.

Q. Which shop will be open on Monday.

Ans: _____

9. a) Seema is busy looking after her husband.

b) Saba is busy looking for a husband.

Q. Who is not married?

Ans: _____

10. a) Shobha always puts off any hard work.

b) Seema always puts in a lot of hard work.

Q. Who works hard?

Ans: _____

11. a) Bhaskar is looking after the new house.

b) Shekhar is looking for a new house.

Q. Who needs a new house?

Ans: _____

12. a) Santosh is looking after his wife.

b) Suresh is looking for a wife.

Q. Who wants to get married?

Ans: _____

13. a) Sudha! You must have your shoes polished.

b) Radha! You must have polished your shoes.

Q. Whose shoes are not clean and need to be polished. Sudha or Radha?

Ans: _____

14. a) The students called off the strike.

b) The employees called for a strike.

Q. Who were planning to go on strike?

Ans: _____

15. a) A committee is appointed to look in to the matter

b) A woman is employed to look after the child.

Q. Whose duty is to investigate?

Ans: _____

16. a) Karuna slipped out when the teacher was not looking.

b) Alpana slipped when the teacher was not looking. Q. Which girl fell?

Ans: _____

17. a) Giri puts a white shirt on the table.

b) Hari puts on a white shirt near the table.

Q. Who wears a white shirt?

Ans: _____

4. TRANSFORMATION OF SENTENCES

DIRECT AND INDIRECT SPEECH

Direct Speech: When we repeat the actual words of the speaker. It's also called Reported Speech.

Indirect Speech: When we give the substance of his speech in our own words, we use Indirect Speech.

Ex: Jack said "I am bold" – Direct Speech

Jack said that he was bold – Indirect Speech

The verb 'said' that introduces the reported speech is called Reporting Verb.

CHANGE OF REPORTING VERB

Kind of Sentence	Direct	Indirect
1. Assertive	Says to, say to said to, said	Tells, tell, told, said
2. Interrogative	Said to, said	Asked, enquired, demanded of
3. Imperative	Said, said to	Ordered, told, advised, forbade, requested, begged, asked
4. Exclamatory	Said, said to	Exclaimed, with joy (sorrow) cried out, wished prayed.

(1) Direct Speech.

- The reported speech is put with in inverted commas (" ").
- The first word of the speech begins with a capital letter.
- The Reported Speech is separated by a comma from Reporting Verb.

(2) Indirect Speech

- Inverted commas are not used but the Reported speech is generally introduced by the conjunction 'that'
- The comma separating the Reporting verb from Reported Speech is removed.
- © The tense of the Reporting verb is never changed.
- The question mark (?) and the mark of exclamation are not used.
- The interrogative, the imperative and exclamatory sentences are put as statements.

(3) Change of Tenses

While changing Direct Speech into Indirect Speech the rules of sequence of tenses are followed.

RULE – I

If the Reporting verb is in the present or future tense, the tense of the verb in the Reported Speech is not changed at all.

- Direct: He says "Jack kills a giant".
- Indirect: He says that Jack kills a giant.

RULE – II

If the Reporting verb is in the past tense, the tense of the verb in the reported speech is changed to one / other of the four forms of the past tense as

(1) Present Indefinite go / goes	changes to “ ”	Past Indefinite Went
(2) Present Continuous am, is, or are going	“ ”	Past Continuously was or were going
(3) Present Perfect has / have gone	“ ”	Past Perfect had gone
(4) Present Perfect Continuous has / have been going	“ ”	Past Perfect Continuous had been going
(5) Past Indefinite went	“ ”	Past Perfect had gone
(6) Past Continuous was / were going	“ ”	Past Perfect had been going
(7) Past Perfect and Past Perfect Continuous remain unchanged.		
(8) Will changes into would, shall into should / would, can into could & may into might.		

Ex: Direct: He said, “I am a hockey player.

Indirect: He said that he was a hockey player.

Direct: He said, “It was raining”.

Indirect: He said that it had been raining

If the Reported Speech expresses some universal truth or habitual fact, then the tense of the verb in the Reported Speech is not changed in to the corresponding past, but remains exactly as it is, as.

Direct: He said, “Two and three make five”

Indirect: He said that two and three make five (Universal Truth)

Direct: You said, “I am a early riser”

Indirect: You said that you are an early rises.

Words showing nearness of time / Place are unchanged into words showing distance.

Now	into	Then
This	into	That
These	into	Those
Hence	into	Thence
Today	into	That day
Tonight	into	That night
Last night	into	Previous night
Tomorrow	into	Next day

CHANGE OF PRONOUNS

Pronouns of the first person are changed into the person of the subject or speaker as

Direct: I said, “I like to read good books now”

Indirect: I said that I liked to read good books then.

Direct: You said, I was witnessing the cricket match.

Indirect: You said that you have been witnessing the cricket match.

5. The Indirect form of the following sentence: "May I leave the room now? the boy said to his father _____

- a) The boy asked his father to leave the room
- b) The boy told his father that he would leave the room.
- c) The boy asked his father if he might leave the room
- d) The boy said to his father should he leave the room

6. The Direct speech of the following sentence.

"They exclaimed that it was cold then" is

- a) They said, "How cold it is now"
- b) They told, "How cold it was then"
- c) They said, "How it is cold"
- d) They said, "Is it very cold"

7. The Direct speech for the sentence "The witness said that he was not in town on day the murder took place" the _____

- a) The witness said, I will not be in town when murder takes place"
- b) The witness said, I am not in town on the day the murder has taken place"
- c) The witness said, I was not in town on the day the murder has taken place"
- d) The witness said, "I would be out of town when the murder takes place"

8. The Indirect form of "produce the witness in the court" ordered Magistrate _____

- a) The Magistrate called the witness to the court
- b) The Magistrate ordered that the witness should be produced in the court.
- c) The Magistrate told the witness to come to the court
- d) The Magistrate produced the witness in the court.

9. Direct form of, the actor said that he was not keen on contesting elections.

- a) The actor felt, "I am not keen on contesting the elections"
- b) The actor said, "I was not keen on contesting the elections"
- c) The actor told, "I am not keen on contesting the elections"
- d) The actor said, "I am not keen on contesting the elections"

10. He asked her, "Do you love me? Give the Indirect form.

- a) He asked her, whether she had loved him
- b) He asked her, whether she loved him.
- c) He asked her, whether she was loving him.
- d) He asked her, if she did love him.

2. ACTIVE AND PASSIVE VOICE

The voice of a verb shows whether the subject is active or passive. The verb is active if the subject performs an action, passive if the subject receives an action.

Ex: Cat catch mice (Active)

Mice are caught by cats (Passive)

In first sentence, the subject 'cats' acts and in second sentence the subject 'mice' receives the action.

Since Transitive verbs have objects only transitive verbs have passive voice. The passive voice of the verb is made by adding is past participating to some form of the verb 'be'.

TABLE SHOWING PASSIVE VOICE

Tense	How to form Passive	Sentence
1. Simple Present	Is /am / are + Past Participle	I am helped. He is helped.
2. Simple Past	Was / were + Past Participle	I was helped. We were helped.
3. Simple Future	Shall be / Will be + Past Participle	I shall be helped. He will be helped.
4. Present Continuous	Is / am / are being + Past Participle	I am being helped. He is being helped.
5. Past Continuous	Was / were being + Past Participle	I was being helped. We were being helped.
6. Present Perfect	Have/has been + Past participle	I have been helped. He has been helped.
7. Past Perfect	Had been + Past Participle	I had been helped.
8. Future Perfect	Shall / Will have been + Past Participle	I shall have been helped. He will have been helped.

FROM ACTIVE INTO PASSIVE

When a sentence is turned from Active Voice into Passive Voice, the following changes are made:

- (1) The object in the Active Voice becomes the subject in the Passive Voice.
- (2) The subject in Active Voice becomes the object in the Passive Voice.
- (3) The Passive Voice of the verb is made by adding its Past Participle to some form of verbs be (is, am, are, was, were, been, being)

(1) SIMPLE PRESENT TENSE

Active: He helps me

Passive: I am helped by him.

Active: She does not feed sparrows.

Passive: Sparrows are not fed by her.

(2) SIMPLE PAST TENSE

- Active: We killed a cobra.
Passive: A cobra was killed by us.
Active: The fisherman caught a fish.
Passive: A fish was caught by the fisherman.

(3) SIMPLE FUTURE TENSE

- Active: I shall read a book.
Passive: A book will be read by me.
Active: She will not pardon him.
Passive: He will not be pardoned by her.

(4) CONTINUOUS TENSE (PRESENT AND PAST)

- Active: I am seeing a tiger.
Passive: A tiger is being seen by me.
Active: They are singing songs.
Passive: Songs are being sung by them.

(5) PERFECT TENSE (PRESENT, PAST & FUTURE)

- Active: He has sold a horse.
Passive: A horse has been sold by him.
Active: We had played a cricket match
Passive: A cricket match had been played by us.

(6) INTERROGATIVE SENTENCES

- Active: Does he see a bird?
Passive: Is a bird seen by him?
Active: Will they help you?
Passive: Will you be helped by them?
Active: Has the teacher told a story?
Passive: Has a story been told by the teacher?

(7) TRANSITIVE VERBS HAVING TWO OBJECTS

Some Transitive verbs govern two objects. Make other the direct or the indirect object the subject

- Active: I gave him a toy.
Passive: A toy was given to him me (or) He was given a toy by me
Active: He will tell us an interesting story.
Passive: An interesting story will be told us by him (or)
We shall be told an interesting story by him.

(8) PREPOSITIONAL VERBS

While changing a prepositional verb from Active to Passive Voice, the preposition should not be dropped as it is a part of the verb.

- Active: Mother's bring up children.
Passive: Children are brought up by mothers.

Active: They laughed at the old man.
Passive: The old man was laughed at by them.

(9) AUXILIARY VERBS

While changing Auxiliary verbs into Passive, add be and the Past Participle with them.

Active: Our team may win the match.
Passive: The match may be won by our team.
Active: You must not do it.
Passive: It must not be done by you.

(10) IMPERATIVE SENTENCES

In Imperative sentences 'let be' is used to change the voice, if the sentence is to remain imperative otherwise should be can also be used.

Active: Read this story.
Passive: Let this story be read (or)
Active: Open the window.
Passive: Let the window be opened (or) The window should be opened.

NOTE: In case of intransitive verbs, the imperative sentences are changed into Passive voice like this

Active: Please sit down.
Passive: You are requested to sit down
Active: Stand up
Passive: You are ordered to stand up.

PRACTICE TEST- VOICES

- Which is the Passive form?
 - They had waiting for 10 hours.
 - He will be reading now
 - What is meant by this
 - By 2'0' clock she will be completing this work.
- "The speeding car hit an electric pole". The passive form of this sentence
 - An electric pole hitted by the speeding car.
 - An electric pole hit by the speeding car.
 - An electric pole hits by the speeding car,
 - An electric pole was hit by the speeding car.
- "The passive voice for the sentence." Prepare yourself for the worst is
 - Be prepared for the worst
 - The worst is to come
 - Get ready for the worst
 - Prepare for the worst

4. The Active Voice for this sentence. "Someone has picked my pocket".
- My pocket has been picked
 - My pocket was picked
 - My pocket is picked
 - My pocket will be picked.
5. Mark the sentence given in Active Voice
- We prohibit smoking
 - Good news is expected
 - Smoking is prohibited
 - It will be soon forgotten
6. Mark the sentence given in passive voice.
- I have sold my T.V. set
 - The thief was caught
 - Who taught you English
 - He kept me waiting
7. Choose the correct form for "The teacher punished the children"
- The teacher has punished the children
 - The teacher had punished the children
 - The children were punished by the teacher
 - The children were being punished by the teacher
8. Which of the following sentence has the verb in Active Voice?
- The rice is being cooked
 - The price tag is removed.
 - The nice little girl is missing
 - The wise are honoured
9. Choose the correct active form for "A good time was had by all"
- All are having a good time
 - All had a good time
 - All is having a good time
 - All will have a good time
10. Choose the correct passive form for "Please write my name beneath all"
- Please let my name be written beneath all.
 - Please let my name be wrote beneath all
 - Please all be written beneath my names
 - Please wrote my name be written beneath all.
11. "They took everything that belonged to him". Choose the correct passive form.
- Everything that belonged to them was taken by them.
 - Everything he took belonged to them
 - Everything has belonged was taken by them]
 - Everything that belonged to him was taken by them.

12. "The inaugural address was delivered by the chairman". Change it into Active Voice.
- The chairman had addressed the inaugural address.
 - The chairman had to deliver the inaugural address.
 - The chairman delivered the inaugural address.
 - The chairman was delivering the inaugural address.
13. They had completed the book without much delay. (Choose the correct passive form)
- The work has completed by them without much delay
 - The work has been completed by them without much delay.
 - The work has being completed by them without much delay
 - The work had been completed by them without much delay
14. Shakespeare wrote Hamlet. (Change into passive voice)
- Hamlet writes Shakespeare
 - Hamlet wrote Shakespeare
 - Hamlet was written by Shakespeare
 - Hamlet is written by Shakespeare
15. All desire wealth and some acquire it (Change into passive voice)
- Wealth was desired by all and acquired by some
 - Wealth is acquire by all and desired by some.
 - Wealth is desired by all and acquired by some.
 - Wealth was desired all and acquired by some.

5. COORDINATION AND SUBORDINATION

SUBSTITUTION OF ONE PART OF SPEECH FOR ANOTHER.

(a) By changing a word into a Noun.

(1) It is a virtuous act (adj)
It's an act of virtue (noun)

(2) We did our work carefully (adv)
We did our work care (noun)

(b) By changing a word into a verb

(1) He sent an invitation to me for dinner (noun)
He invited me to dinner (verb)

(2) He is apparently a strong boy (adv)
He appears to be a strong boy (verb)

(c) By changing a word into a Adjective.

(1) This is an act of nobility (noun)
This is a noble act (adj)

(2) He passed an hour anxiously (adv)
He passed an anxious hour (adj)

(d) By changing a word into an adverb.

- (1) He did it with neatness (noun)
He did it neatly
- (2) We forced our way through the crowd (verb)
We forcibly made our way through the crowd (adv)

Removal of Too

The form of a sentence containing the Adverb too be changed as shown below.

- (1) The mango is too unripe to be eaten.
The mango is so unripe that it's not worth eating.
- (2) This news is too good to be true.
This news is so good to be true.
- (3) That box was too heavy to be lifted.
That box was so heavy that it could not be lifted.

Interchange of Degrees of Comparison

Degree of comparison of an Adjective or Adverb in a sentence can be changed for another without altering the sense.

- (1) Positive: No other place on earth is so beautiful as Kashmir valley.
Comparative: The Kashmir valley is more beautiful than any other place on earth.
Superlative: The Kashmir valley is the most beautiful place on earth.
- (2) Positive: David is not so able as Joseph Comparative: Joseph is abler than David.
- (3) Positive: Some grains are at least as nutritious as wheat.
Comparative: Wheat is not more nutritious than some other grains are.
Or
Some grains are not less nutritious than wheat.
Superlative: Wheat is not the most nutritious of all grains.

Interchange of Exclamatory and Assertive Sentences.

- Exclamatory: What a charming sight!
Assertive: It's a very charming sight.
- Exclamatory: What a miserable wretch he is!
Assertive: He is indeed a miserable wretch.
- Exclamatory: O what a fall was there my countrymen!
Assertive: That was a terrible fall, my countrymen.
- Exclamatory: At last my friend is no more alive on earth.
Assertive: It is so sad that my friend is no more alive on earth..

Interchange of Negative and Affirmative Sentences

- Negative: I shall not forget your kindness.
Affirmative: I shall remember your kindness.
Negative: I am not so able as he.

Affirmative: He is abler than I
 Negative: His services cannot be forgotten
 Affirmative: His services have been too great to be forgotten
 Negative: None but Manoj can solve this problem
 Affirmative: Only Manoj can solve this problem

Interchange of Interrogative and Assertive Sentences

Interrogative: Is man not mortal?
 Assertive: Man is mortal.
 Interrogative: Does nothing succeed like success?
 Assertive: Nothing succeeds like success.
 Interrogative: Who is greater than the country?
 Assertive: None is greater than the country.

Conversion of Simple Sentences to Compound Sentences and Complex.

Simple Sentence is one which has only one subject and one predicate or.

A Simple Sentence is one which has only one finite verb.

(Note: The term anomalous finite is used of the 24 finites)

am, is, are, was, were	well, would
have, has, had	may, might
do, does, did	must, ought, need
shall, should	dare, used

Ex. An honest man is loved by all.

We all know the reason of this popularity.

Compound Sentence - A sentence which is made up of 2 more coordinate clauses is called compound sentence.

Ex. The moon rose and everything looked bright.

This sentence consists of two coordinate clauses is called a Double Sentence.

(2) I got the book from library and read it and enjoyed it.

This sentence has more than two co-ordinate clauses is called a multiple sentence.

Complex Sentence - It is one which consists of one main clause one / more sub ordinate clauses dependent for their full meaning on the main clause.

Ex. As we tried to enter the hotel, the manager said that there was no room.

This sentence has two parts.

- (a) As we tried to enter the hotel.
- (b) The manager said that there was no room.

Each part has a subject and a predicate of its own is a part of a larger sentence, each is a clause.

"The manager said" makes good sense by itself and can stand alone. Such a clause is called main / principal clause.

But the clause "as we tried to enter the hotel" can't make good sense by itself and cannot therefore stand alone. It depends for its full meaning on the clause.

"The manager said" It's called dependent or Sub ordinate clause. That there was no room - Subordinate clause. Such sentences are called Complex Sentences.

CONVERSION

Simple sentences can be changed into complex ones by expanding words or into subordinate clauses.

(A) NOUN CLAUSES

- (1) Simple: He did not tell us the place of his birth.
Complex: He did not tell us where he was born.
- (2) Simple: His silence proves his guilt.
Complex: The fact that he is silent proves his guilt.
- (3) Simple: The news of his death spread like wild fire.
Complex: The news that he had died spread like wild fire.

(B) ADJECTIVAL CLAUSES

- (1) Simple: A man in danger needs help
Complex: A man who is in danger needs help
- (2) Simple: Japan is the land of his birth.
Complex: Japan is the land where he was born.
- (3) Simple: He paid off his father's debts.
Complex: He paid off the debts which his father had to pay.

(C) ADVERBAL CLAUSES

- (1) Simple: I admire his bravely.
Complex: I admire him because he is brave.
- (2) Simple: He visited Delhi on his way to Agra.
Complex: He visited Delhi when he went to Agra..
- (3) Simple: He is too poor to get a bicycle.
Complex: He is so poor that he can't afford to get a bicycle.

CONVERSION OF SIMPLE SENTENCES INTO COMPOUND ONES

Simple Sentences can be converted into compound ones, by expanding words /phrases into coordinate clauses.

- (1) Simple: The sun having set, we came back home.
Compound: The sunset, and we came back home
- (2) Simple: In spite of being so poor, he is honest.
Compound: He is so poor, but he is honest.
- (3) Simple: He was honoured because of his wealth.
Compound: He was wealthy and therefore he was honoured.

- (4) Simple: Besides making a promise, he kept it.
 Compound: He not only made a promise, but he also kept it.
- (5) Simple: Owing to his bad health, he could not work
 Compound: He was in bad health and so he could not work.

CONVERSION OF COMPOUND SENTENCES INTO SIMPLE ONES

- (1) Compound: The sun rose and the fog dispersed.
 Simple: The sun having risen, the fog dispersed.
- (2) Compound: He must work or he will fail
 Simple: He must work to escape failure
- (3) Compound: He not only made a promise he kept it
 Simple: Besides making a promise, he kept it.

CONVERSION OF COMPOUND SENTENCES INTO COMPLEX ONES

- (1) Compound: Obey me or you will be beaten.
 Complex: If you do not obey me, you will be beaten.
- (2) Compound: Radium is a good servant but a bad master.
 Complex: Though Radium is a good servant, it's a bad master.
- (3) Compound: He is industrious but he is dull.
 Complex: He is industrious though he is dull.
- (4) Compound: Spare the rod and spoil the child.
 Complex: If you spare the rod, you spoil the child.

PRACTICE TEST-CONVERSION OF SENTENCES

1. Which sentence is a simple sentence?
- He follows the examples which was set by his father.
 - The example set by his father is followed by him.
 - He follows his father's example
 - His father's example is being followed
2. Which sentence is compound sentence?
- As he was listening to fine music he fell into a trance
 - Listening to the fine music he fell into a trance.
 - He fell into a trance when he was listening to the fine music
 - He listened to fine music and fell into a trance.

3. Which sentence is a simple sentence?
- A lively discussion took place and the motion was
 - The motion followed a lively discussion adopted:
 - After lively discussion the motion was adopted
 - None of these
4. Which sentence is a compound sentence?
- My pocket has been picked
 - My pocket was picked
 - Working you may get the 1" prize
 - To get the 1" prize you must work hard.
5. Which sentence is a simple sentence?
- A man with a bank balance cannot understand the lot of the poor.
 - A man who has a bank balance cannot understand the lot of the poor."
 - A man who had a balance cannot understand the lot of the poor.
 - The lot of the poor cannot be understood by a man who has a bank balance.
6. Combine these two sentences into a simple sentence.
- Pleased with Krishna, the manager gave him a prize.
 - Pleasing Krishna, the manager gave him a prize.
 - Being pleased with Krishna, the manager gave him a prize.
 - Having pleased Krishna, the manager gave him a prize.
7. He had no money, so he did not buy anything. Convert this sentence into a Complex Sentence.
- Sine he had no money, he did not buy anything.
 - He had no money since he did not buy anything.
 - Though he had no money he did not buy
 - Hardly he had no money he did not buy anything
8. Looking at the picture he laughed. Change the underlined part of the sentence into a subordinate clause.
- He looked at the picture
 - Having looked at the picture
 - As he looked at the picture
 - While looking at the picture
9. You can eat as much as you wish, Convert this into Simple sentence
- Eat well so that you are content
 - You can eat to your heart's content
 - Since you want to be content, eat well.
 - Eat as much as you wish and you will be content.

10. Shankar did not study well so he failed in the examination.
Convert the sentence into a complex one.
- As he did not study well, Shankar failed in the examination.
 - Shankar's failure was the result of his not studying.
 - Shankar studies well, yet he failed in the examination.
 - Shankar's failure was caused by his not studying.
11. The robbers, apart from looting passengers, also killed some of them. Correct the sentence into a compound sentence.
- The robber looted the passengers and also killed some of them.
 - In addition to looting the robbers killed the passengers.
 - Both looting and killing of passengers was done by the robbers.
 - Besides looting, the robbers also killed the passengers.
12. He worked hard and so he succeeded. (Choose correct simple sentence form)
- He worked hard but he succeeded.
 - He succeeded because he worked hard
 - Due to hard work he succeeded
 - As he hard work he succeeded

KEY

1. Articles:

1. 4	2. 1	3. 2	4. 1	5. 1	6. 2	7. 2	8. 3	9. 1	10. 2
11. 1	12. 1	13. 1	14. 3	15. 1	16. 2	17. 1	18. 3	19. 1	20. 1

2. Preposition

- I.**
- | | | | | |
|-----------|---------|---------|-------|---------|
| 1. during | 2. into | 3. from | 4. in | 5. with |
| 6. onto | 7. in | 8. on | 9. in | 10. at |
- II.**
- | | | | | |
|----------|--------------|---------|---------|----------|
| 1. among | 2. to, about | 3. to | 4. with | 5. Into |
| 6. at | 7. in | 8. from | 9. for | 10. on |
| 11. to | 12. over | 13. to | 14. on | 15. into |

3. Verb Forms:

- | | | | | |
|------------|---------------|---------------|-----------------|-------------|
| 1. sold | 2. playing | 3. going | 4. left | 5. seen |
| 6. consult | 7. understand | 8. want | 9. constructing | 10. send |
| 11. won | 12. sleeping | 13. announced | 14. helped | 15. get |
| 16. giving | 17. solve | 18. given | 19. meet | 20. answer |
| 21. waited | 22. breakout | 23. switch on | 24. come in | 25. invited |

Tenses

1. a	2. a	3. b	4. d	5. d	6. b	7. a	8. c	9. c	10. a
11. a	12. a	13. a	14. d	15. a					

Question Tags

1. c	2. a	3. b	4. d	5. b	6. d	7. d	8. a	9. a	10. b
------	------	------	------	------	------	------	------	------	-------

Verbs

1. Leela 2. Raqeeba 3. Raju 4. Sana 5. Rajan& Mohan
6. The soldiers 7. The book shop 8. the toy shop 9. Saba 10. Seema
11. Shekhar 12. Suresh 13. Sudha 14. The Employees
15. A Committee 16. Karuna 17. Han

Direct and Indirect Speech:

1. c	2. b	3. a	4. a	5. c	6. a	7. c	8. b	9. d	10. b
------	------	------	------	------	------	------	------	------	-------

Voices

1. c	2. d	3. a	4. a	5. a	6. b	7. c	8. c	9. b	10. a
11. d	12. c	13. d	14. c	15. c					

Conversion of Sentences:

1. c	2. d	3. b	4. b	5. a	6. a	7. a	8. c	9. b	10. a
11. a	12. c								

READING COMPREHENSION PASSAGES TYPE-1

Note the following points while answering questions on a given passage.

- 1) Read the passage very carefully and grasp its sense.
- 2) Read each question comprehend it, locate its answer in the given passage and underline the sentence or sentences that contain the answer to the given question.
- 3) Answer the questions in the same tense as they are asked.
- 4) The answer should be in your own simple English.
- 5) The answer should be brief and to the point.

PRACTICE PASSAGE No. 1

Our country has plenty of iron-ore under the ground, but in the old days who had no mills to produce steel. So the ore was sent to other countries. Our steel industry started even before the five year plans but it was not large enough to meet the needs of our country. We need a lot of steel for machines in our factories, for weapon for our army and for many other things that we manufacture for our use. So the government had big steel mills built in Bhilai. Durgapur and Rourkela and a few more are going to be built under the coming five year plan.

But it is not easy to build steel mills we need engineers to build them and crores and crores of rupees. We don't have all the engineers that we need, nor enough money. So men who have built steel mills in other countries have come to help us to build them. We are grateful to friendly countries for all the help they are giving us. Read the passage given above the answer the following question.

- 1) In olden days iron ore sent to other countries because _____
 - a) Our country has plenty of iron ore.
 - b) Our country had no mills to produce steel
 - c) There was an apparent connection between the countries.
 - d) Our country has plenty of iron mills.
- 2) We need a lot of steel for _____
 - a) Machines in our factories
 - b) Seeds for our farmers
 - c) Growth and Development
 - d) None of the above
- 3) Where has the government built steel mills? _____
 - a) Bhilai, Delhi & Rajasthan
 - b) Bhilai, Durgapur & Raipur
 - c) Bhilai, Durgapur & Rourkela
 - d) Bhilai, Rourkela & Delhi
- 4) It is not easy to built steel mills because _____
 - a) We have plenty of iron ore
 - b) We do not have iron ore
 - c) We do not have good engineers
 - d) We have good engineers

- 5) Give the antonyms of: plenty, big _____
- a) Shortage, wide
 - b) Scarcity, long
 - c) Scarcity, small
 - d) Severe, minute

PRACTICE PASSAGE No. 2

Though Antonio had a large fortune, he had at that time, no ready money to give Bassanio, because he had invested all of his money in trade his ships carrying rich cargoes had gone abroad, and they would take some time to get back to the port of Venice. But being very eager to provide his friend the money he needed, he decided to borrow the sum from old Jew and Shylock.

Now Shylock hated Antonio and the causes were more than one. Antonio used to lend money to people full of interest, and this spoiled Shylock's trade. Besides, Antonio was Christian, and he as well as the other Christian of Venice disliked the Jews and frequently insulted them in public places. Antonio seemed to hate Shylock even more than the other did indeed many a time, Antonio has led Shylock 'dog' and spat upon him. No wonder therefore that Shylock bore a deep grudge against him and was waiting for the opportunity to take his revenge. Read the passage given above the answer the following question.

1. Why could Antonio not lend money to Bassanio himself?
 - a) He wanted to take revenge
 - b) He wanted to help Shylock
 - c) Antonio wanted to take revenge on Shylock
 - d) He had invested all his money in trade

2. Why did Shylock hate Antonio?
 - a) Antonio wanted to marry Shylock's daughter
 - b) Shylock spoiled his business
 - c) Antonio spoiled Shylock's trade
 - d) None of the above

3. Antonio wanted to borrow money from Shylock,
 - a) To invest in trade
 - b) To go to Belmont
 - c) For the sake of his friend
 - d) None of the above

4. What was Shylock waiting for?
 - a) An opportunity to take revenge on Antonio
 - b) An opportunity to take revenge on Bassanio
 - c) An opportunity to spoil Antonio's trade
 - d) None of the above

5. Give the opposite of rich, friend, borrow
- a) Pure, dear, fear
 - b) Poor, enemy, lend
 - c) Precious, helper, receive
 - d) Wealthy, kind, returned

PRACTICE PASSAGE No.3

The Himalayas are beautiful mountains in the north of India. They stretch for two thousand miles from Kashmir to Assam some of the world highest peaks are in the Himalayas. The highest peak is "Mount Everest". The tops of the mountains are covered with snow throughout the year. Therefore, we call them the Himalayas. Many passes connect India with Tibet, Turkistan and Afghanistan. Many rivers - The Ganges, The Yamuna, The Brahmaputra and Beas - flow from these mountains. The climate and the scenery of these mountains are so charming that the people have built many hill station shells. Many visitors go to the hill station for pleasure and relaxation.

Read the passage and answer the following questions.

1. The Himalayas stretch in the _____
 - a) South of India
 - b) East to west of India
 - c) West of India
 - d) North of India
2. What is the meaning of the word "The Himalayas".
 - a) a load of snow
 - b) abodes of snow
 - c) a shade of snow
 - d) a peak of snow
3. The Himalayan Mountains stretch for _____ miles.
 - a) Two thousand
 - b) Three thousand
 - c) Four thousand
 - d) Five thousand
4. Why do people go to hill stations.
 - a) For peace and harmony
 - b) For pilgrimage and celebration
 - c) For pleasure and rest
 - d) For trade and pleasure
5. The word 'charming' means
 - a) good
 - b) cold
 - c) pleasure
 - d) lovely

PRACTICE PASSAGE No. 4

Late in the afternoon Swami Vivekananda spoke on Hinduism in the great meeting. He was dressed in yellow robes of a Sanyasi. When he came and stood before the people, they were charmed by his appearance. He was silent for some time and then he felt divine power in him and began his speech. He addressed the gathering as "Sisters and Brothers of America". People clapped their hands and gave him hearty cheers. When the clapping cleared, Swami spoke on Hinduism. He said that all the religions of the world were the same? They were all true. Only the path teachings to the goal were different. He also said that Hinduism regards every man, woman and the child to be a Hindu and the service of man was the true service of god.

Read the passage given above the answer the following question.

1. What did Swami Vivekananda say about all the religion of the world?
 - a) All the religion of the world were different.
 - b) All the religion of the world were the same
 - c) All the religion of the world were universal
 - d) All the religion of the world are fact.
2. How did he address the people of that meeting?
 - a) He called them citizens of the world.
 - b) He called them sons and daughter of the world
 - c) He called them sisters and brothers of America
 - d) He called them citizens of America
3. How was he received by the audience?
 - a) With yellow robes
 - b) With charmed
 - c) With hearty cheers
 - d) With grief and sorrow
4. What was his opinion about the Hindu Religion.
 - a) Hinduism regards every one as a religion.
 - b) Hinduism regards every one as human beings.
 - c) Hinduism regards everyone as divine power.
 - d) Hinduism regards everyone as a fact of God.
5. Swami Vivekananda said that all the religion of the world.
 - a) were the same
 - b) were different
 - c) were great
 - d) None of the above

PRACTICE PASSAGE No. 5

The greatest enemy of mankind, as people have discovered, is not science, but war. Science merely reflected the social forces by which it is surrounded. It is found that when there is peace, science is constructive; when there is war, science is perverted to destructive ends. The weapons which science gives us do not necessarily create war; these make war increasingly more terrible. Until now, it has brought us to the doorstep of doom. Our main problem therefore, is not to curb science, but to stop war, to substitute law for force, and international government for anarchy in the relation of one nation with another. That is a job in which everybody must participate, including the scientists. But the Bomb of Hiroshima suddenly woke us up to the fact that we have very little time. The hour is late and our work has scarcely begun. Now we are face to face with this urgent question; "can education and tolerance understanding and creative intelligence run fast enough to keep us abreast with our own mounting capacity to destroy?" That is the question which we shall have to answer one way or the other in this generation. Science must help us in the answer, but the main decision lies within ourselves.

Read the passage given above the answer the following question

1. According to the writer, the real enemy of mankind is not science but war, because
 - a) Science merely invents the weapons with which war is fought.
 - b) Science during wars is so destructive.
 - c) The weapons that science invents necessarily lead to war.
 - d) The weapons invented by science do not cause war, though these make it more destructive
2. War can be stopped, if
 - a) Science is not allowed to lead us to utter destruction.
 - b) We replace force and lawlessness by law and international government.
 - c) Science is restricted to be utilized only during wartime.
 - d) Weapons invented by science are not used to launch a war.
3. According to the writer, the main problem we are faced with is to
 - a) Stop science from reflecting social forces
 - b) Stop scientific activities everywhere
 - c) abolish war
 - d) prevent scientists from participating in destructive activities
4. Our mounting capacity to destroy can be kept under control by
 - a) Encouraging social forces.
 - b) Education and broadmindedness.
 - c) insight and constructive thinking.
 - d) both 2 and 3 together.
5. The expression bring to the doorstep of doom means
 - a) Carry close to death and destruction
 - b) lead to the threshold of a new destiny
 - c) induct in a ruinous activity
 - d) introduce to an unpredictable destiny

6. Which of the following is opposite meaning to the word "anarchy" in the middle of the passage.
- Political dominance
 - Economic prosperity
 - Law and order
 - Communal harmony

READING COMPREHENSION PASSAGES TYPE - II

The main argument put forward in seeking pay increase is the cost of living. The cost of living is Lon the retail price index, and so takes 2 of inflation. In many 3 salary increase could also be inflationary as it 4 necessarily based on the ability of the employer to pay or on 5 increases. This is particularly so in times of 6 inflation, when union's claim for 25-30 per cent increase in facilities clearly adds fuel to the fire, Equally in less inflationary times, it gives a marginal stability to the labour force.

- secured
 - based
 - half
 - directed
 - depends
- matter
 - subject
 - notice
 - care
 - account
- theories
 - books
 - procedures
 - ways
 - styles
- customarily
 - seldom
 - not
 - always
 - sometimes
- cost
 - salary
 - staff
 - productivity
 - inflation
- high
 - good
 - bad
 - low
 - no

PASSAGE No. 2

Many of today's scientists devote their lives to the study of the 1 of the world. They work endlessly to 2 the facts about man's life on earth. These scientists 3 to answer the questions about the past with facts from the past. Their facts are pieced together in an 4 to learn how events followed one another and how man developed. Hundreds of 5 have been used in the study of the past and of man's progress. Today, scientists 6 deep into the ground to find things left by men who lived thousands of year ago. The scientists study and examine buildings, bones, pots, paintings and written records. From these objects then try to learn how ancient man lived. And when and where he travelled.

- geography
 - future
 - history
 - structure
 - extent
- conceal
 - repeat
 - report
 - narrate
 - gather
- try
 - fail
 - hesitate
 - compel
 - forget
- admiration
 - example
 - effort
 - exactness
 - eagerness

5. a) books b) methods c) stories d) letters e) folktales
 6. a) hide b) dig c) preserve d) go e) sit

PASSAGE No. 3

The unreality of 1 promise to the voters on the 2 of poll battle is now almost 3 acknowledged and 4 every political party 5 brings out 6 election manifesto before general elections. Soon after elections these parties abruptly forget about the promises made by them to the voters. The voters are left in a fix frequently. They can only admonish to teach a lesson to the political party in the next elections. These manifestoes therefore have lost their validity.

1. a) sweeping b) praiseworthy c) notorious d) calculated. e) memorable
 2. a) policy b) matter c) eve d) account e) issue
 3. a) basically b) surprisingly c) momentarily d) humanly e) universally
 4. a) since b) yet c) practically d) faithfully e) therefore
 5. a) politically b) hesitatingly c) repeatedly d) dutifully e) curiously
 6. a) previous b) it's c) existing d) their e) our

PASSAGE No. 4

Sleep as a temporary 1 of consciousness sleep 2 the body necessary rest and make it ready for further work. Sleep helps to 3 our used energy. Sleep is 4 for continuation of human life 5 of this may lead to dizziness, fatigue, anxiety, mental sluggishness, and poor neuromuscular control. Sleep has been an interesting research subject for a long time. Till now the 6 mechanism are physiology of sleep have not been fully understood. So many theories and there but none satisfies all doubts. The depth of sleep varies with the hours of the night. Generally people believe that they go deeper in sleep as night proceeds. Sleep reaches its maximum at the middle of the night and afterwards sleep becomes gradually lighter till morning when we finally wake up.

1. a) suspension b) manifestation c) locations d) addictions e) invocation.
 2. a) thwarts b) provides c) lengthens d) facilitates e) expands
 3. a) revamp b) readjust c) regain d) register e) relocate
 4. a) purposeful b) pertinent c) relevant d) register e) essential
 5. a) dispossession b) disintegration c) dislocation d) deprivation e) provocation
 6. a) conceptual b) peculiar c) exact d) sophisticated e) obvious

PASSAGE No. 5

In all compositions 1 is the most 2 virtue. You should write in a simple and 3 manner. The words chosen be 4 in meaning. Try not to use 5 words merely or because they are 6 Do not allow poetic images or snails to spoil the grace good style. It is no longer fashionable to stuff your composition with too many quotations or proverbs especially if their relevance is doubtful.

1. a) complexity b) flourish c) simplicity d) reserve e) generally
2. a) hidden b) described c) depicted d) admired e) difficult
3. a) straight forward b) showy c) ornate d) decorative e) glittered
4. a) haphazard b) quick c) discriminating d) clear e) soft
5. a) difficult b) short c) appropriate d) small e) demand
6. a) familiar b) literary c) distant d) admired e) existing

LETTER WRITINGS

COMPONENTS OF LETTERS

First let us know the different kinds of letters. Letter, of course, are written for a number of purposes. Mainly, letters can be classified as under:

1. Personal, Private or Social Letters
2. Business Letters
3. Official Letters

1. Personal Letters or Private or Social Letters

Usually, such letters are written to friends and relatives. They are friendly letters and as such, are written in an informal, conversational and simple in style. Letters written to relations are family letters. They are written for a variety of purposes like thanks giving, domestic affairs, advices, invitations, enquiring about welfare etc. Although they are friendly letters, should be written with care and not in a haphazard way.

2. Business Letters

Business letters include the letters written by persons dealing in business and by few others who order for goods. They are written to manufacturers, banks, industries, shopkeepers and companies etc. The letters deal with the description of the goods ordered, mode of payment and period of delivery etc and are brief.

3. Official Letters

As the title indicates, such letters are written to or by government officials. They are not personal letters. These letters include letters written to news paper editors, company managers, industries school head masters, All India Radio, Post Office etc. The salutation, one of the components of a letter in case of an official letter is "Sir" when addressed to a man and 'Madam' when addressed to a lady officer.

1. Heading

The heading consists of the writer's address and the date. The address has to be written in the right hand top corner of the first page of the letter, and the date just below it.

Eg: Shaheryar Adil,
176, Hyderguda,
Hyderabad - 500 029.
02nd February, 2009.

The date written should have a pretty look better it is written as above February 02, 2009. Avoid writing date as 02-02-2009.

2. Salutation or Greetings.

Salutation is a term used to begin a letter. It is written a little below the heading, at the left hand. The first and the last word begin with a capital letter and the salutation ends with a comma. The form of salutation differs depending upon the relation the writer has with the person to whom the letter is written.

Eg: Dear Sir, or Dear Madam,

My Dear Father, or My Dear Mother,

Dear Brother,

Dear Adil.

3. Body of the Letter.

The body of the letter is the main part of the letter. Every letter carries some message or communication. One can deal with the subject as necessary in the body of the letter. Sometimes, the body of the letter may be an essay. It should be divided into paragraphs, if it is long. The body of the letter should be written in a natural and easy The language should be simple. Avoid Compound sentences. Let the sentences be short.

4. The Subscription or Courteous Leave Taking.

The subscription or leave taking phrase (conclusion) is written below the last line of the letter near right hand margin. This, of course ends with a comma.

The first word of the subscription begins with a capital letter. Like salutation, the subscription also has various forms.

Eg: 1. Blood relations	Yours affectionately
2. Friends	Yours sincerely or Sincerely yours or Yours sincere friend
3. Acquaintances and neighbours	Yours sincerely or Yours truly or Truly yours,
4. Business letters	Yours faithfully, or Yours truly
5. Official letters Editors, Head Master, Principal (applications)	Yours faithfully, (name)

5. Signature

The letter writer should write his / her name just below the subscription and let this be a little more to the right.

Eg: Yours sincerely,
Hamid

A woman should write Mrs. or Miss in brackets before her name.

Yours sincerely,
(Miss) Reshma,

6. Super Scription or the Address on the Envelope.

Usually, the postal department provides space to write the address on the post card, inland letter or the envelope. Sometimes, we use different cards and envelopes, where the address should be carefully spaced.

The first line, which gives the name and title of the addressee, is written well to the left and each succeeding line of the address a little farther to the right.

Example

Postage Stamp
Sri Amir Khan, 62, Tannery Road, Bangalore, Pin Code

Note: The address should be written legibly and clearly. It should be readable. If PIN (Postal Index Number) code is available don't forget to write the same.

PRACTICE TES – (Letter Writing)

1. Leave Letter is a / an
a) Personal Letter b) Official Letter c) Business Letter d) None
2. If you are signing on behalf of someone, you have to write.
a) P.I.P b) V.I.P. c) P.P. d) V.P
3. What is necessary after salutation?
a) Full stop b) Colon c) Comma d) Question Mark
4. What is the subscription to an IAS officer?
a) Yours lovingly b) Yours affectionately c) Yours faithfully d) Yours Obediently
5. Complimentary closing of a business letter is
a) Yours sincerely b) Truly yours c) Yours faithfully d) Ever Yours
6. An apology letter begins with
a) I am glad b) I am really sorry c) I am pleased d) I wish to inform you
7. An informal letter must be written in the style of
a) Familiar b) Familiar and Intimate c) Intimate d) Formal
8. Letter to an editor is a / an
a) Official letter b) Personal letter c) Business letter d) Complaint letter
9. When you write a letter in an exam. You have to write.
a) An imaginary name and address b) A real name and address
c) Nick name and address d) A foreign name and address
10. _____ is needed after date.
a) Comma b) Full stop c) Colon d) None
11. The language used in personal letter will be
a) Informal letter b) Formal and simple
c) Formal and Pedantic d) Pedantic and Simple
12. Formal invitation should contain
a) Implementary close b) Heading
c) Salutation d) None
13. Wedding invitation is
a) Official Letter b) Personal Letter c) A formal invitation d) Marriage letter
14. Letters to intimate friends should be written
a) a respectful manner b) business like manner
c) a formal style d) a conversational style

KEY

Reading Comprehension: Type – I Passage No. 1

1. b	2. a	3. c	4. c	5. c
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Passage No. 2

1. d	2. c	3. c	4. a	5. b
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Passage No. 3

1. d	2. b	3. a	4. c	5. d
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Passage No. 4

1. b	2. c	3. c	4. d	5. a
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Passage No. 5

1. b	2. c	3. a	4. d	5. d
------	------	------	------	------

Reading Comprehension: Type – II

Passage No. 1

1. b	2. a	3. d	4. a	5. a	6. c
------	------	------	------	------	------

Passage No. 2

1. c	2. e	3. a	4. c	5. a	6. b
------	------	------	------	------	------

Passage No. 3

1. d	2. c	3. e	4. b	5. c	6. b
------	------	------	------	------	------

Passage No. 4

1. a	2. b	3. c	4. e	5. d	6. c
------	------	------	------	------	------

Passage No. 5

1. d	2. b	3. c	4. d	5. a	6. c
------	------	------	------	------	------

Letter Writing

1. b	2. c	3. c	4. d	5. c	6. b	7. b	8. a	9. a	10. d
11. a	12. a	13. c	14. d	15. b	16. b	17. d	18. b	19. d	20. a
21. d	22. a	23. a	24. b	25. b					

ERROR LOCATION
PRACTICE BITS WITH EXPLANATION

Direction: Each of the following sentences has been divided into four parts. A, B, C and D. One of these parts may contain an error. Read each sentence carefully and detect the error. Read each sentence, there is no error, in the sentence, put a mark on E (No Error)

1. The Renaissance is one of the most / interesting / period in the history of architecture, / and
indeed, of art in general. / No Error.
A B C
D E
2. It is elemental / that the greater the development of man, / greater the problems / he has to
concern him. / No Error.
A B C D
D
3. Though Hindi has been given the status of the national language / still there are certain parts
of the country, / where Hindi has yet to win its rightful place / in the hearts of the people. /
No Error.
A B
C D
E
4. One of the avowed principles of the scientific creed / is that the ownership of / capital land
the means of production and distribution should be taken out of the hands of the individual /
and vested in the state / No Error.
A B
C
D E
5. When he started taking the attendance. / he found that / a number of boys had / absented from
the class / No Error.
A B C D
D E
6. The successful self-employed man / invariably works / harder / and worries most that the
man on a salary / No Error.
A B C D
E
7. By this time / next week, my child not only / will have learnt numbers, / But he will also
master the alphabet / No Error.
A B C D
E
8. As she was / tired off after / her long walk, / she went to bed early, / No Error.
A B C D E

9. The American Revolution is the only one in modern history which, / rather than devouring /
the intellectuals who prepared it / carried them to power / No Error.
A B
C D E
10. If every one of the earth's three thousand million people / was freed from want, / the world
would no longer have the / basis for war, / No Error.
A B
C D E
11. He was astonished to know / that the gentry of the town / was not invited / to the tea party /
No Error.
A B C D
E
12. We told him that, / being a fine day / we wanted to go on picnic and / would come back
before 6 p.m. / No Error.
A B C D
E
13. He was happy / at his brother / coming home / at Christmas / No Error.
A B C D E
14. The police are searching the / thief in the / bushes / and ravines. / No Error.
A B C D E
15. In these days of rising prices / it is difficult / to make / one's both ends meet. / No Error.
.....A.....B... ..C D E
16. You should avoid to meet people with / dubious reputation, / otherwise you will soon / come
to grief / No Error.
A B C
D E
17. Every letter / and every diary / were / to be looked into carefully by the authorities / No
Error.
A B C D
E
18. The whole work / had been / effected / before you reached the office. / No Error.
A B C D E
19. The tree which was on the / backside / of our houses / is cut down. / No Error.
A B C D E
20. I have been getting up / quite early in the morning; / so it has / become my custom. / No
Error.
A B C D
E

21. He will not be able to / attend the office / today as he has been / sick since morning. / No
 Error.
 A B C D E
22. He has never, / nor will he ever / see / the Taj Mahal. / No Error.
 A B C D E
23. He gave me / one and a half / rupees; note / hundred rupees. / No Error.
 A B C D E
24. I have the pleasure / to welcome / the members / of the victorious team. / No Error.
 A B C D E
25. There was no objection / to you joining / the association if you had given / the assurance of
 working whole heartedly. / No Error
 A B C D E
26. He was appointed as Principal / of the College in 1975 and worked / in that capacity / till
 1982, the year in which he retired / No Error.
 A B C D E
27. The apples are grown / in many countries of the world. / and the nutritious / and tasty. / No
 Error.
 A B C D E
28. The President has not / and will not give / his assent / to this still / No Error.
 A B C D E
29. The Doctor has warned / him not smoke at / all, because he is suffering from / Cancer of
 lung. / No Error.
 A B C D E
30. I have read / only the first two chapters / of the book / that I borrowed from you yesterday. /
 No Error.
 A B C D E
31. The majority are / in favour of the bill. It will therefore / be soon / passed in the assembly /
 No Error
 A B C D E

32. The corrupt people / are the Vermins / of the age, / they must be punished. / No Error.
 A B C D E
33. Bread, butter / and eggs / are / his daily food. / No Error.
 A B C D E
34. This letter written / in pencil / is illegible, / please write it again / No Error.
 A B C D E
35. I don't think / you remembered booking / seats for the theatre / for tomorrow. / No Error.
 A B C D E
36. If he listened to me he / would not commit / such a blunder / in spite of all temptations in his
 way. / No Error.
 A B C D E
37. He told his father / that he did not feel / good / the previous day. / No Error.
 A B C D E
38. He went to Calcutta with a view to / consult the Chief Minister / before giving his opinion /
 in the case. / No Error.
 A B C D E
39. He did not like the suggestion, / he was least prepared, / than this friend / to put it into
 practice. / No Error.
 A B C D E
40. He wanted something for his money to take home; / so that / his wife does not again / call
 him a fool. / No Error.
 A B C D E
41. He wanted to know / about by activity or business / and, therefore asked me / "What is your
 line?" / No Error
 A B C D E
42. This advice of / dying man / to his son was "Remember hard work only / gives us mental
 joy" / No Error.
 A B C D E

43. The match being over, / the spectators / left the stadium / by and by. / No Error.
A B C D E
44. The whole book / including the maps, / and the data / was missing / No Error.
A B C D E
45. The audience insisted / on / the artist's repeating / the performance again. / No Error.
A B C D E
46. He has great influence / upon the voters / and can change / their views easily / No Errors.
A B C D E
47. He is not a dependable person. / You should / keep him / at an arm's length. / No Error.
A B C D E
48. He only wrote / on one side / the / paper / No Error.
A B C D E
49. These organizations / work lest / their activities / may be banned. / No Error.
A B C D E
50. The information supplied / to us were not as / useful as we first / thought it would be / No Error.
A B C D E

ANSWERS

1. C	2. C	3. B	4. A	5. D	6. D	7. D	8. B	9. C	10. B
11. C	12. B	13. B	14. A	15. D	16. A	17. C	18. E	19. B	20. D
21. D	22. A	23. D	24. B	25. B	26. A	27. A	28. A	29. D	30. E
31. E	32. C	33. C	34. E	35. C	36. E	37. C	38. B	39. B	40. A
41. E	42. C	43. D	44. D	45. D	46. B	47. D	48. A	49. D	50. B