

English Grammar

7



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Preface

English Grammar is an applicatory series of books 1 to 8. These books are meant for the students of primary and middle school. In these books, modern concepts of English Grammar have been systematically graded and neatly presented to the learners of English at the primary and middle school level in a creative, constructive and friendly manner. These books enable the students to become familiar with the structures and usage of modern English effectively. Its structure strictly follows the guidelines of NEP (2020).

Definitions in easy and simple language, systematically and logically graded exercises, interesting puzzles, crosswords, word searches and games, picture based tasks and attractive illustrations, activities games and examples are the salient features of our books. The primary aim of this series of books is to develop communication abilities, thinking and writing skills in students. The comprehension and composition section of each book intends to develop the ability of the student to read, comprehend and assimilate the given passages and use the acquired knowledge to produce original compositions.

The exercises in the books will be an effective tool to inculcate learning by regular practice at home and in school.

We highly believe that **English Grammar** will be a reliable resource for the teachers to offer an enjoyable learning experience to students at the primary and middle school level. It will enhance the logical and linguistic IQ of Kids.

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The Sentence



LEARNING TIME

❖ A sentence is a group of words that makes complete sense.

KINDS OF SENTENCES

There are four types of sentences:

- (a) Assertive (b) Interrogative
- (c) Imperative (d) Exclamatory



I. Assertive Sentences

Positive

Negative

A sentence that makes a statement or assertion is known as **Assertive Sentence**.

Examples:

Positive

- (a) The children are playing. (b) They are going to park.
- (c) He has a beautiful bike. (d) The teacher is teaching the students.

Negative

- (a) I do not eat junk food. (b) You did not play any match.
- (c) She will not have reached Mumbai by tomorrow. (d) Mr. Joshi is not writing.

2. Interrogative Sentence



To begin with Helping Verb
(is/am/are/was/were/has/have
do/does/did/ had/can/may)

To begin with 'Wh' family
(What, Why, How, When, Where,
Who, Whose, Whom)



A sentence that asks a question is known as interrogative sentence.

Examples:

To begin with helping verb:

- (a) Wasn't he here at the party?
- (b) Were the students present in the class?
- (c) Could you not hear me?
- (d) Will she come first in the class?
- (e) Might he help us?
- (f) Should she come to meet us?





To begin with Wh family:

- (a) Where do you want to go today?
- (b) How do you spend your time?
- (c) Where do you live?
- (d) What are you doing now-a-days?
- (e) Who is your favourite teacher?
- (f) Why do you want to go to delhi?

Let Me Answer

A group of words that is arranged in a proper order and gives a complete meaning is called a sentence. What do you understand by creating sentences?



3. Imperative Sentence



A type of sentence that gives advise or instructions or expresses a request, command, is known as **Imperative Sentence**.

Examples:

- 1. Please give me your notebook. (Request)
- 2. Go to your class (Command)



Let's Learn

4. Exclamatory Sentence

A sentence that expresses some strong emotions or sudden feeling is an **Exclamatory Sentence**.

Examples:

- (a) How well he paints!
- (b) What a boring play!
- (c) Well done!
- (d) What a lovely opportunity!
- (d) How noble he is!



PRACTICE TIME

I. Rearrange the following groups of words to form meaningful sentences:

- (a) have the we game Hurrah! won.
- (b) write should your answers you clearly.
- (c) waste don't your time.
- (d) will come he have by the evening.
- (e) has passed he with the first division.
- (f) Comes he school on time.





2. Punctuate the following sentences:

- (a) how far is your village from here
- (b) she is living in delhi
- (c) can i take your book.
- (d) believe in god and yourself



3. Make imperative sentences (commands or requests) from the following groups of jumbled words.

- (a) own your mind business
- (b) not a noise make do
- (c) four of milk glasses us give please
- (d) here please come like you whenever.
- (e) roam do here not aimlessly



Fun With Grammar ✨

Make exclamatory sentences using exclamation mark:

- (a) beautiful how is the girl.
- (b) a good what are you boy
- (c) a what child lovely.
- (d) strong how the is wind



Put the following sentences into interrogative:

- (a) She'll visit us tomorrow.
- (b) They aren't clever enough.
- (c) All the students have done well.
- (d) We shouldn't be impatient.
- (e) We ought to help him.
- (f) We don't know her.



TEACHER'S NOTES

Ask students questions about interrogative sentences, comparative sentences





Nouns



LEARNING TIME

- ❖ A noun is the name of a person, animal, place, thing, feeling or a thought. In other words, the name of anything is called a noun.

KINDS OF NOUN

1. **Proper Noun:** A proper noun is the name of a particular person, place, animal or thing.

Example:

Rahul is a nice boy.

The word Rahul is the particular name of a person. So

Rahul is a proper noun.

Some more examples of proper noun:

- (a) Taj Mahal is in Agra.
- (b) We live in Delhi.
- (c) Mumbai is one of the biggest cities of India.

In the above sentences, Taj Mahal, Agra, Delhi and Mumbai are examples of proper nouns.



Let's Learn

1. Begin the proper noun with a capital letter.
2. **Common Noun:** It is a name given in common to every person or thing of the same class or kind.
Example :
Ramesh is a handsome boy.
The word "boy" can be used for any boy. It does not refer to a particular boy but it is common to every boy.
3. **Collective Noun:** A noun that stands for a collection or group of persons or things is known as collective noun.

Examples:

- | | | |
|-----------|---|-----------------------------------|
| (a) Herd | — | A collection of animals. |
| (b) Fleet | — | A collection of ships or vessels. |



- (c) Crowd — A collection of people.
 (d) An army — A collection of soldiers.



4. **Abstract Noun:** The name of things which cannot be touched and cannot be seen, but can only be thought about or felt are known as abstract nouns.

Examples : truth, beauty, happiness, joy, fear, childhood, youth, death, poverty, etc.

5. **Material Noun:** A noun which denotes a matter of substance of which things are made is called material noun.

Examples :

wood, iron, gold, cloth, silver, rice, sugar, water, glass etc.



COUNTABLE NOUNS

The nouns that can be counted with a number are called countable nouns.

Examples :

A book, four watches, two mangoes, etc.

Let Me Answer

What do you understand by things we can count and things we cannot count.

UNCOUNTABLE NOUNS

Nouns that can not be counted are called as uncountable nouns. Uncountable nouns are qualified by word that signifies amount. All material and abstract nouns are uncountable nouns.

❖ **Some nouns have the same form for both singular and plural numbers:**

Examples:

Dozen, score, pair, hundred, sheep, deer, aircraft, series, species, etc.

❖ **Some nouns are used only in the plural:**

Examples:

Glasses, spectacles, scissors, trousers, jeans, etc.



❖ **Some nouns look like plurals but they are, in fact, singular:**

Examples: Mathematics, Physics, news, billiards, etc.





PRACTICE TIME

1. Select the countable and uncountable nouns from the box and write them under suitable headings.

Nitesh, fleet, trousers, children, bread, Rohan, crowd, Sakshi, herd, Gateway of India, Army, Red fort, oil, windows, water, keys, toys.

Proper Noun	Collective Noun	Countable Noun	Uncountable Noun

2. Select the appropriate words from the box and fill in the following blanks:

Lie, honesty, wisdom, Physics, truth, bunch.

- (a) _____ is always bitter.
- (b) He gave me a _____ of keys.
- (c) _____ is the best policy.
- (d) Never tell a _____.
- (e) _____ is my favourite subject.
- (f) He was famous for his _____.



3. Tick (✓) the correct form of the nouns given in the brackets:

- (a) Do you like (fruit/fruits)?
- (b) I have bought the (wood/woods) for furniture.
- (c) He bought five rolls of (film/films) from studio.
- (d) He loves eating (rice/rices).
- (e) He has bought some (furniture/furnitures).
- (f) Where shall I deliver the (good/goods).





- (g) He left his (luggage/luggages) in the train.
- (h) We were given a piece of (information/informations).
- (i) I want an (advice/advices) for my new project.



4. Select the right options from the given brackets and complete the sentences:

- (a) Every year we go on _____ (pilgrim / tom / pilgrimage / picnic) to Haridwar.
- (b) _____ (punctual / punctuality / regular / honesty) is the mark of a great person.
- (c) _____ (Perfection / Practicel / Perfect / Practise) can be achieved only through practice.
- (d) Sunidhi enjoys good _____ (heal / health / swim / restore).
- (e) There is no _____ (clear / smoothness / clarity / right) in his writing.
- (f) His _____ (loyal / modesty / loyalty / faithfulness) to the country is unquestionable.



Fun With Grammar ✨

Choose the correct nouns given in the brackets and complete the sentences:

- (a) My grandmother was unable to walk due to _____ (strong / strength / weakness / weak).
- (b) Have _____ (patient / patience / calm / quiet), the plane will be landing shortly.
- (c) He has helped many people with his _____ (able / knowledge / money / ability) to swim.
- (d) There was _____ (available / provision / choice / provide) of free tea at the airport.
- (f) We should speak the _____ (honesty / lie / truth / correct) under every situation.
- (g) The owner appreciated the driver's _____ (honest / rich / honesty / richness).

TEACHER'S NOTES

Ask children question about Nouns and how many types of nouns are available.





Pronouns



LEARNING TIME

A pronoun is a word that is used in place of a noun or noun phrase.

KINDS OF PRONOUNS

Pronouns can be categorised into seven parts.

1. **Personal pronouns:** These pronouns are used for a specific object or a person. **For example** he, she, we, I, me, us, if, mine, your.



2. **Demonstrative pronouns:** Demonstrative pronouns are used to point out the object or objects to which they refer.

They are only four in number - This, That, These and Those. **For example**

- (a) **This** is a big fish.
- (b) **That** is a small house.
- (c) **These** grapes are ripe.
- (d) **Those** mangoes are very sweet.



3. **Interrogative pronouns:** Who, Whom, Which and What are Interrogative Pronouns as they are used to ask questions about a person or object. **For example**

- (a) **What** is your name?
- (b) **When** do you go to school?
- (c) **Which** is your book?
- (d) **Who** is making the noise?



4. **Reflexive pronoun:** The pronouns which behave like objects to the verb but they refer to the same persons as the subjects of the verbs are called Reflexive Pronouns.

The pronouns which are used with a noun or pronoun for the sake of emphasis are called Emphatic pronouns.

For example.

- (a) I have finished my breakfast.
- (b) You must do your work.
- (c) We have observed the game.
- (d) They have won the match.

Let Me Answer
What do you understand by demonstrative pronouns?





5. **Relative pronouns:** The pronouns **who, whom, which, whose, that** and **are**, are called **Relative Pronouns**. They also act as conjunctions.

Examples:

- (a) My mother, **who** was born overseas, has always been a great traveller.
- (b) This is the boy **who** bought fish and chips.
- (c) This is George, **whose** brother went to school with me.
- (d) This is Tom's brother **whom** you met last year.
- (e) My teacher gifted me a book **which** is about discoveries.



The noun to which a relative pronoun refers or relates is known as its **Antecedent**. In the sentences above **the girl** and **the student** are antecedents of **who** and **whom** respectively.

Use of Relative Pronouns

Rule 1: We use **who** and **whom** for people and **which** for animals and non-living things

Examples :

- (a) Call the boy **who** has been rewarded.
- (b) These are the students **whom** our principal appreciated.
- (c) Do you know Divyansh, whom I gave my English book ?
- (d) The cow **which** I bought yesterday is very healthy.
- (e) We should read the books **which** help us increase our general knowledge.



Rule 2: 'Whose' is used as the possessive case of the relative pronouns for both persons as well as things.

Examples:

- (a) She is talking about Shubham **whose** name is missing in the list.
- (b) I like that car **whose** colour is deep blue.





PRACTICE TIME

1. Fill in the blanks using suitable relative pronouns:

- (a) I know the boy _____ is your relative.
- (b) The book _____ I was reading is a famous novel.
- (c) This is the lady _____ we saw in the bus.
- (d) Here is the book _____ you lost.
- (e) Time _____ is lost is never recalled.
- (f) The doctor _____ lives in my house is a thorough gentleman.
- (g) I am not the man _____ is to blame.
- (h) The answer _____ you gave was right.
- (i) She married the boy _____ was her neighbour.
- (j) This is the person _____ come to meet us yesterday.

2. Join two sentences of each of the following using relative pronouns.

- (a) I talked to the girl. Her car had broken down in front of the shop.
- (b) I want to throw away all the things. I do not need.
- (c) I know a man. The man is deaf and dumb.
- (d) Gold is found in Karnataka. It is a very useful metal.
- (e) I heard a song. The song pleased me.
- (f) The man is blind. We helped him cross the road.
- (g) The woman was very upset. Her luggage was stolen.
- (h) We met a boy. The boy had lost his way.
- (i) Here is a book. The book contains jokes.
- (j) I have to find the man. He phoned me.



3. Correct the following sentences:

- (a) The pen is a very cute that you gave me.
- (b) Mohit saw who had been hurt the man.



- (c) I found which the pens were lost.
- (d) We always who speak the truth like boys.
- (e) She has not brought that I asked for the knife.
- (f) This is the man we saw whom last Monday.
- (g) Bring me which the books are lying on the table.
- (h) Naveen whose pencil he has is the boy.
- (i) I hate who are cruel the Women.



Fun With Grammar

Combine the following sentences using whom or whose:

- (a) She is the principal of our school.
Her name you want to know.
- (b) Ahmed is the head boy of the school.
All the boys obey him.
- (c) This movie is very inspiring.
Its story is based on patriotism.
- (d) Ajeet and Punit are my best friends.
You will meet them today.
- (e) Sheela is a very smart girl.
All the friends praise her.



Fill in the blanks with Who, Whose or Which.

- (a) The car _____ he brought last Thursday was very cheap.
- (b) The chair on _____ I was sitting broke down.
- (c) The crowd _____ was very angry began to shout.
- (d) My friend _____ I have been waiting for two hours has not returned.
- (e) Thank you for the gift _____ you sent me.
- (f) The cupboard _____ we bought last Sunday was expensive.
- (h) The students _____ he was speaking to were very noisy.

TEACHER'S NOTES



Verbs



LEARNING TIME

A verb is a word that tells something about a person or a thing. It is used to describe an action.

Examples: (a) I write a book  (b) He drives a bike. (action)



FORMATION OF VERBS

1. From Nouns.

Noun	Verb	Noun	Verb
Leader	Lead	Teacher	Teach
Belief	Believe	Typist	Type
Food	Feed	Addition	Add

2. From Adjectives.

Adjective	Verb	Adjective	Verb
Competitive	Compete	Improved	Improve
Successful	Succeed	Entertaining	Entertain
Thoughtful	Think	Bright	Brighten
Pleasant	Please	Employed	Employ
Decisive	Decide	Frozen	Freeze

4. We can form opposite of some verbs by using prefixes like 'mis', 'un' and 'dis'.

Verbs	Opposite of Verbs	Verbs	Opposite of Verbs
Obey	Disobey	Believe	Disbelieve
Trust	Distrust	Mount	Dismount
Understand	Misunderstand	Do	Undo

AGREEMENT OF VERBS WITH THEIR SUBJECTS

Rule 1: We should use the verb in singular form when the subject is a singular noun or pronoun and in plural form when the subject is a plural noun or pronoun.

Examples:

(a) She writes a letter. (b) They write a letter.



Rule 2: With words 'one of', followed by a plural noun, use the verb in singular form.





Examples:

- (a) One of my friends **is** an advocate. (ii) One of the members **was** absent from the meeting.

Rule 3: If two singular subjects are joined by **and**, use the verb in plural form.

Examples:

- (a) Ram and Shyam **are** good friends. (b) My brother and father **work** in the same office.

Rule 4: If two things point to one idea, use the verb in singular form.

Examples:

- (a) Bread and butter **is** necessary for us.
(b) Slow and steady **wins** the race.



Rule 5: If the singular subjects are preceded by **each** or **every**, use the verb in singular form.

Examples:

- (a) Each boy **was** present there.
(b) Every man **works** for his family.



Rule 6: With **or**, **neither–nor**, **either – or**, use the verb in singular form.

Examples:

- (a) Neither he nor his brother **is** going there.
(b) Either you or your friend **was** absent yesterday.

Let Me Answer

What kind of examples you will give to mention Verbs?

Rule 7: With introductory subject (there), the verb agrees with the real subject that follows it.

Example:

There **were many students** in the class.

Here, in this example, **many students** is a real subject.



Rule 8: With **a lot of** and **plenty of**, use the verb in singular form when they show **quantity** and in plural form when they show **number**.

Examples:

- (a) A lot of goats **were** there.
(b) There **is** plenty of diesel in the oil-depot.



Rule 9: Singular collective nouns take a verb both in singular or plural form according to the sense.

Examples:

- (a) There **was** a bunch of grapes in the basket.
(b) The committee **are** divided on a minor issue.





Rule 10: When a plural noun refers to specific quantity or amount taken as a whole, the verb is generally in singular form.

Examples:

- (a) A thousand rupees **is** a good amount.
- (b) Mathematics **is** an interesting subject.



Rule 11: In case of relative pronoun, the form of the verb should be according to its antecedent.

Examples:

- (a) He is one of those persons who **knows** everything.
- (b) The man who saved the cows **deserves** a reward.



Verbs: Finite and Non-finite



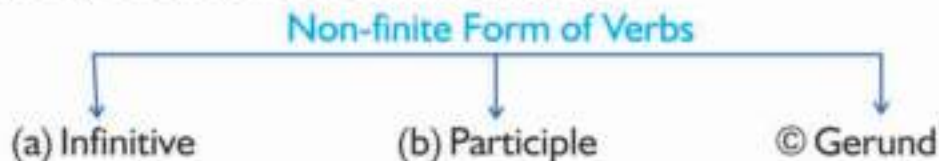
Finite Verb: If the verb in a sentence refers to the tense and changes according to the subjects, it is said to be a finite verb.

Examples:

- | | |
|---------------------------------------|-----------------------------------------|
| He eats food. (Present Indefinite) | He ate food. (Past Indefinite) |
| He will eat food. (Future Indefinite) | He is eating food. (Present Continuous) |
| He was eating food. (Past Continuous) | He has eaten food. (Present Perfect) |
| He had eaten food. (Past Perfect) | |

In the above sentences, we see that the verb **eat** has been used in different forms to show the different tenses.

Non-finite Verb: If the verb in a sentence does not change its form according to the tense or the subject, it is said to be a non-finite verb.



There are three parts of non-finite verbs:

1. **Infinitive:** The infinitive is the base form of a verb and is usually preceded by 'to'.

Examples:

to go, to write, to speak, to fight, etc.





Let's Learn

Don't use **to** after these verbs words : let, make, need, see, hear, bid not, will not, dare, would, should, shall, might, may, can, could, must, had rather, had better, sooner than and rather than.

USE OF THE INFINITIVE

It is used as

- (a) Subject of Verb: **To** err is human.
- (b) Object of Verb: He did not go to see the Taj.
- (c) Complement of Verb: My heartiest wish is to join airforce.
- (d) Objective Complement: He asked me to solve the sums.



2. The Participle

Study this sentence:

Seeing the police, the thief ran away.

In this sentence, the word **seeing** qualifies the noun **thief** as an adjective does. **Seeing** is formed from the verb **see**, and governs an object.

So, the word **seeing** acts as both a verb and an adjective and is known as a participle.

So, a participle can be defined as a word which acts as both a verb and an adjective.

Kinds of Participle

There are three kinds of Participle:

- A. Present Participle (Verb + ing)
- B. Past Participle (The verb usually ends in 'ed', 'd', 'en' 'n' or 't')
- C. Perfect Participle (Having + Past Participle)



Examples:

- (a) **Having stolen** the money, the thief ran away. (Perfect Participle)
- (b) My brother saw a **broken** chair. (Past Participle)
- (c) I met a boy **carrying** a box. (Present Participle)



3. The Gerund

Study the following sentence :

Walking is one of the best exercises.

In this sentence, we see that **walking** is formed by adding **ing** to **walk** and **walk** is a verb. We also find that **walking** is used as the subject of a verb, and hence it does the work of a noun.

Gerund: It is that form of the verb which ends in 'ing' and works as a noun and a verb.





Uses of Gerund

It can be used in the following ways:

- (a) **As a Complement:** Seeing is **believing**
- (b) **Object of a Transitive Verb:** He enjoys **talking** to people.
- (c) **Subject of Verb:** **Playing** is a must for good health
- (d) **As an Object of Preposition:** He has been tired of **walking**.



PRACTICE TIME

A. Fill in the blanks by using correct form of verbs given in the brackets:

- (a) Puneet and his brother _____ the school late daily. (reach)
- (b) I _____ exercise daily. (do)
- (c) The patient _____ before the doctor came. (die)
- (d) Rajesh _____ a bike last week. (buy)
- (e) He _____ there to meet his brother yesterday. (go)
- (f) The sun _____ in the east and _____ in the west. (rise, set)
- (g) Sunita _____ her homework two hours ago. (finish)
- (h) He _____ the marriage party tomorrow. (attend)
- (i) My teacher _____ this school next week. (leave)
- (j) Sohan _____ his teeth before taking food. (brush)

B. Fill in the blanks using the right word given in the bracket:

- (a) You need to _____ the currencies of different countries. (collection/collect)
- (b) He was given a pencil to _____ the odd answers. (circle/encircle)
- (c) They did not _____ well yesterday. (play/played)
- (d) My _____ knew no bounds. (enjoy/joy)
- (e) I have a good _____ of stamps. (collect/collection)
- (f) There was no _____ against him. (proof/prove)





- (g) _____ adjectives from the verbs. (formation/ form)
(h) Amit did not have any _____ about the case. (inform/information)

C. Select correct form of the verbs given in the brackets in the following sentences and rewrite them:

- (a) Each of the students (was/were) given a report card.

- (b) Two and two (make/makes) four.

- (c) Time and tide (wait/waits) for none.

- (d) Neither the children nor their father (was/were) admitted.

- (e) Either Sushila or Bina (are/is) at fault.

- (f) The great writer and poet (is/are) dead.

- (g) Either you or he (has/have) made a mistake.

- (h) The quality of the apples (was/were) not good.

- (i) One of these five men (was/were) present there.

D. Change the following sentences, using "It". The first one is solved for you.

- (a) To walk on the pavement is safe.

- (b) To find fault is easy.

- (c) To shout at others is a shame.

- (d) To walk on the pavement is safe .



Fun With Grammar

Use 'It' to change the following sentence:

- (a) To speak the truth is good.

- (b) To play with bad boys is dangerous.

- (c) To ignore my advice is a mistake.

- (d) To read her writing is very difficult.

- (e) To waste money is foolish.

- (f) To live without water is impossible.



Fill in the blanks by using correct Gerund:

- (a) I enjoy _____ poetry. (read)
- (b) You will succeed if you keep on _____ hard. (work)
- (c) He is tired of _____ the same work. (do)
- (d) _____ is a good exercise. (walk)
- (f) They are fond of _____. (dance)
- (g) I like _____ poetry. (read)
- (h) _____ is easy to learn. (swim)
- (l) _____ is believing. (see)
- (j) They were prevented from _____ the prisoner. (see)
- (k) Would you mind _____ (move) a bit?



TEACHER'S NOTES

Ask children questions about Verbs and explain to them how we can locate a verb in a sentence.





Tenses



KINDS OF TENSES

There are three kinds of tenses.

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



Present Tense

It tells about something happening at the present moment, but its exact time is not known. It is also used to talk about an action which happens on a regular basis.

1. Present Tense



❖ Simple Present (Indefinite) Tense

1. **Affirmative sentences: Subject + 1st form of Verb + s/es (if required) + Object.**

Example: He sings a song.

2. **Negative sentence: Subject + do/does not + 1st form of Verb + Object.**

Example: He does not sing a song.

3. **Interrogative sentence: Do/Does + Subject + 1st form of Verb + Object?**

Example: Does he sing a song?

Uses of Simple Present (Indefinite) Tense

It is used:

1. **To show a habitual action;**

Examples:

- (a) My father reads a newspaper daily.
- (b) We study in the library everyday.
- (c) I go to play 6 O' clock in the evening.





1. To express general truth;

Examples:

- (a) The sun rises in the east.
- (b) The moon revolves around the earth.

2. To express fixed arrangements, present or future;

- (a) Your exam starts at 9.00 A.M.
- (b) The meeting starts at 11.00 A.M tomorrow.
- (c) The new session of the school starts from 1st April.

3. For future constructions

- (a) She will see you before she leaves.
- (b) We'll give it to her when she arrives.



❖ **Present Continuous Tense** : It tells about an action going on at the time of speaking.

1. Affirmative sentence : Subject + is/am/are + Verb + ing + Object.

Example: I am reading a book.

2. Negative sentence : Subject + is/am/are + not + Verb + ing + Object.

Example: They are not watching T.V.

3. Interrogative sentence: Is/Am/Are + Subject + Verb + ing + Object?

Example: Are the girls playing?

Uses of Present Continuous Tense

It is used:

1. For action happening now.

Example:

- (a) Girls are playing with dolls.
- (b) He is swimming in the swimming pool.
- (c) We are watching a movie on T.V.
- (d) She is playing on a flute.



2. For an action that takes place in the near future.

Example :

- (a) My father is going to Pune tomorrow.
- (b) They are visiting us next week.
- (c) Reema is buying a house next month.
- (d) Elections are taking place in June.

3. For an action which happens again and again.

- (a) It is always raining in London.
- (b) My parents are always arguing.
- (c) Gautam is always laughing.





❖ Present Perfect Tense

It tells us about an action that began in the past time and was completed at the present time.

1. **Affirmative sentence :** Subject + has/have + 3rd form of Verb + Object.
Example: She has written a letter.
2. **Negative sentence :** Subject + has/have + not + 3rd form of Verb + Object.
Example: They have not done their work.
3. **Interrogative sentence:** Has/Have + Subject + 3rd form of Verb + Object?
Example: Has he got his marksheet?

Uses of Present Perfect Tense

It is used:

1. **To show completed activities in the immediate past;**

Example:


- (a) He has just arrived.
- (b) The chief guest has addressed the audience.
- (c) He has just gone.
- (d) The students have handed over their answer sheets to the invigilators.



2. **To show past action where time is not mentioned;**

Example:

- (a) She has been to London.
- (b) We have been to Chennai twice.
- (c) He has been to California.
- (d) I have never been to the USA.

Let Me Answer 
What do you understand by Present Perfect Tense?

3. **To show an action that started in the past and is continuing up to the present moment.**

Example:

- (a) We have waited for you since 7 a.m.
- (b) I have lived in Mumbai for 3 years.
- (c) She has known me for many year..
- (d) Sachin has played cricket for 20 years.



❖ Present Perfect Continuous Tense

It tells us about the action that started in the past and is continuing, up to the present time.

1. **Affirmative sentence :** Subject + has/have + been + Verb + ing + Object + since/for + Time.

Example: I have been living in Delhi for ten years.

2. **Negative sentence:** Subject + has/have + not + been + Verb + ing + Object + since/for + Time.

Example: I have not been living in Delhi for ten years.

3. **Interrogative sentence:** Has/have + Subject + been + Verb + ing + Object + since/for + Time?

Example: Have I been living in Delhi for ten years?





Use of Present Perfect Continuous Tense

It is used:

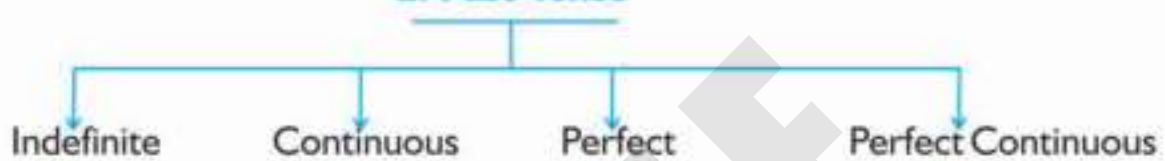
When an action began in the past and is still going on.

Example:

- He has been studying for two hours.
- They have not been waiting for us since morning.
- It has been raining since morning.
- Have you not been staying with me for last three years?
- Children have been cracking jokes for three hours.



2. Past Tense



- ❖ **Past Indefinite Tense:** It tells about an action done in the past. It does not denote any specific time.

Formation

- Affirmative sentence:** Subject + 2nd form of Verb + Object.
Example: She wore a beautiful dress.
- Negative sentence:** Subject + did not + 1st form of Verb + Object.
Example: She did not wear a beautiful dress.
- Interrogative sentence:** Did + Subject + 1st form of Verb + Object?
Example: Did she wear a beautiful dress?

Uses of Past Indefinite Tense

It is used when:

- An action is completed in the recent past;

Examples:

- I invited all my friends on my birthday last night.
- I did not participate in the school function.
- John wanted to go to museum yesterday.

- A past habit is to be indicated.

Examples:

- I used to play with my friends when I was young.
- She played Table Tennis very well.
- They did not come to school in time.
- Sourav watched cricket match on T.V.





- ❖ **Past Continuous Tense** – It shows an action that was taking place in the past.

Formation

1. **Affirmative sentence: Subject + was/were + Verb + ing + Object.**
Example: I was playing a match.
2. **Negative sentence: Subject + was/were not + Verb + ing + Object.**
Example: I was not playing a match.
3. **Interrogative sentence: Was/were + Subject + Verb + ing + Object?**
Example: Was I playing a match?

Uses of Past Continuous Tense

It is used to denote an action going on in the past. When a shorter action happened.

Examples:

- (a) I was having tea when my friends came.
- (b) She was reading a newspaper when I went to her house.
- (c) Neeru was playing chess with her brother.



- ❖ **Past Perfect Tense**

Formation

1. **Affirmative sentence: Subject + had + 3rd form of Verb + Object**
Example: My teacher had taught us English.
2. **Negative sentence : Subject + had + not + 3rd form of Verb + Object**
Example: My teacher had not taught us English.
3. **Interrogative sentence: Had + Subject + 3rd form of Verb + Object**
Example: Had our teacher taught us English?

Uses of Past Perfect Tense

1. **It is used when an action is completed before a certain moment in the past.**

Examples :

- (a) They had already paid the bill.
- (b) They had reached there before time.
- (c) A thief had stolen my watch.
- (d) He had solved all the questions.



2. **Out of two actions happened in the past, it shows which action took place first.**

Examples :

- (a) People had gathered after the programme began.
- (b) The patient had died before the doctor came.
- (c) The bus had left before he reached the bus stop.

- ❖ **Past Perfect Continuous Tense :** It tells us about an action that began before a certain point in the past and continued upto that time





Formation

- Affirmative sentence (Positive):** Subject + had been + Verb + ing + Object + since/for + Time.
Example: He had been standing in the rain for half an hour.
- Assertive sentence (Negative):** Subject + had + not + been + Verb + ing + Object + since/for + Time.
Example: He had not been standing in the rain for half an hour.
- Interrogative sentence:** Had + Subject + been + Verb + ing + Object + since/for + Time?
Example: Had he been standing in the rain for half an hour?

Uses of Past Perfect Continuous Tense

It is used for an action that began before a certain period in the past and continued up to that time.

Examples:

- We had been enjoying our holidays for two days.
- She had not been suffering from headache for half an hour.
- When I joined the school, the students had been boycotting the classes for ten days.
- At that time he had been writing this book for two years.

3. Future Tense

Indefinite Continuous Perfect Perfect Continuous

❖ Future Indefinite Tense

Formation

- Affirmative sentence:** Subject + will/shall + 1st form of Verb + Object.
Examples: I shall go to Jaipur next week.
- Negative sentence:** Subject + will/shall + not + 1st form of Verb + Object.
Example: I shall not go to Jaipur next week.
- Interrogative sentence:** Will/Shall + Subject + 1st form of Verb + Object.
Example: Shall I go to Jaipur next week?

Uses of Future Indefinite Tense

It is used:

- To talk about actions or events which will take place in the future.

Examples :

- Raju will get the first prize.
- She will wait for us at the bus stand.
- He will meet you there.
- My friends will come in May to spend their summer vacation with me.
- I shall go there.





2. To talk about things which are beyond our control.

Examples:

- (a) There will be high temperature in June.
- (b) It will get dark at night.
- (c) It will rain in the month of May.

- ❖ **Future Continuous Tense** : It tells something about actions that will be in progress at a future time.

Formation

1. Affirmative sentence : Subject + will/shall + be + Verb + ing + Object.

Example: I shall be sleeping in my bed room at 3 o'clock.

2. Negative sentence : Subject + will/shall + not + be + Verb + ing + Object.

Example: We shall not be taking part in the quiz tomorrow.

3. Interrogative sentence: Will/Shall + Subject + be + Verb + ing + Object?

Example: Will you not be visiting with me?

- ❖ **Future Perfect Tense** : It tells something about an action that will be completed by a certain time in future.

Formation

1. Affirmative sentence: Subject + will/shall + have + 3rd form of Verb + Object.

Example: He will have completed the project by 12 o'clock tomorrow.

2. Negative sentence: Subject + will/shall + not + have + 3rd form of Verb + Object.

Example: They will not have taken their English class before evening.

3. Interrogative sentence: Will/Shall + Subject + have + 3rd form of Verb + Object?

Example: Will she have decorated her house?

- ❖ **Future Perfect Continuous Tense** : It tells about an action that will be in progress over a period of time that will end in the future.

Formation

1. Affirmative sentence : Subject + will/shall + have been + Verb + ing + Object + since/for + Time.

Example: They will have been playing since morning.

2. Negative sentence : Subject + will/shall + not + have been + Verb + ing + Object + since/for + Time.

Example: She will not have been taking her meals for three days.

3. Interrogative sentence: Will/Shall + Subject + have been + Verb + ing + Object + since/for + Time?

Example: Shall I have been writing poems since 4 o'clock?





PRACTICE TIME

1. Complete the following sentences in present indefinite tense by using the verbs given in the brackets:

- (a) She _____ a book daily. (read)
- (b) The train _____ at 9 o'clock. (leave)
- (c) If it _____ we shall carry an umbrella. (rain)
- (d) He _____ milk every morning. (take)
- (e) They _____ in this house. (live)
- (f) Does she _____ a song. (sing)
- (g) Fortune _____ the brave. (favour)
- (h) My sisters do not _____ their lessons. (learn)
- (i) I will wait till you _____ (come)
- (j) I _____ to watch T.V. (like)



2. Fill in the blanks to complete the sentences in present continuous tense using the verbs given in the brackets.

- (a) They _____ a book. (read)
- (b) He _____ to market. (go)
- (c) My sister _____ her lesson. (learn)
- (d) I _____ in this hotel. (stay)
- (e) Rohit and Mohit _____ with each other. (fight)
- (f) She _____ a novel. (read)
- (g) Is your brother _____ in a public school? (study)
- (h) Where are you _____? (stay)
- (i) I am not _____ football these days. (play)
- (j) Lalit is _____ a mistake. (make)



3. Complete the following sentences by using present perfect tense using the verbs given in the brackets.

- (a) She _____ her work. (do)
- (b) We _____ them for dinner. (invite)
- (c) He _____ a new house in the city. (build)





- (d) _____ you _____ a letter? (write)
- (e) _____ he _____ his home work? (complete)
- (f) Muskan _____ English. (learn)
- (g) Radha _____ out of her office. (go)
- (h) Rajeev and his brother _____ the army. (join)
- (i) They _____ table tennis for ten years. (play)
- (j) She _____ in the examination. (not pass)



4. Complete the following sentences in present perfect continuous tense, using the verbs given in the brackets:

- (a) It _____ since morning. (rain)
- (b) Rakesh _____ a novel since 2007. (write)
- (c) She _____ in Delhi for six years. (live)
- (d) She _____ in this city for a long time. (live)
- (e) Kapil _____ sums since 3 o'clock. (do)
- (f) We _____ our lessons for half an hour. (learn)
- (g) Neither he nor his friends _____ for some days. (play)
- (h) No one _____ here for three days. (come)
- (i) My brother as well as his friends _____ since 5 a.m. (study)
- (j) A number of students _____ in the library. (read)



5. Fill in the blanks with the verbs used in past indefinite tense.

The verbs are given in the brackets:

- (a) We _____ the film last evening. (watch)
- (b) I _____ there last week. (go)
- (c) When did he _____? (come)
- (d) Tara _____ her lesson yesterday. (learn)
- (e) She _____ a letter yesterday. (write)
- (f) The audience _____ to welcome the chief guest. (clap)
- (g) She did not _____ what she _____ yesterday. (know, say)
- (h) They _____ here in the morning. (not - reach)
- (i) He _____ my book. (steal)
- (j) Sehwaag _____ 150 runs in the first innings. (score)





6. Fill in the blanks with the verbs used in past continuous tense.

The verbs are given in the brackets:

- (a) Meena and her sister _____ sums. (do)
- (b) Many people _____ in the queue. (stand)
- (c) He _____ anything (not read)
- (d) The boys and the girls _____ in our school. (study)
- (e) She besides her friends _____ in the birthday party. (sing)
- (f) They _____ toys in the market. (sell)
- (g) Raju _____ the car. (drive)
- (h) It _____ yesterday. (rain)
- (i) We _____ in the garden. (walk)
- (j) I as well as my brothers _____ cricket. (play)



7. Fill in the blanks with the verbs used in past perfect tense.

The verbs are given in the brackets:

- (a) I _____ my food when Neeraj came to my house. (take)
- (b) When my brother reached the station, the train _____. (leave)
- (c) The peon _____ the bell when I reached there. (ring)
- (d) She _____ the letter before the postman arrived. (drop)
- (e) When _____ the teacher _____ in the class? (come)
- (f) Who _____ in my room? (come)
- (g) The time-table of exams _____ (come)
- (h) Kapil _____ a lesson before I reached his home. (learn)
- (i) The strikers _____ slogan against the authorities. (shout)
- (j) Who _____ this letter? (write)

8. Fill in the blanks with the verbs used in past perfect continuous tense.

The verbs are given in the brackets:

- (a) Ahmed _____ for his examination since 2006. (prepare)
- (b) He _____ for four hours. (sleep)
- (c) We _____ for your for a long time. (wait)
- (d) Jagmohan _____ since 3 o' clock. (play)
- (e) I _____ my lessons for two hours. (learn)





- (f) We _____ one day cricket match on T.V. since morning. (watch)
- (g) She _____ to school for ten days. (not - come)
- (h) They _____ the bridges for several years. (build)
- (i) Who _____ in this flat since 2004. (live)
- (j) All of us _____ on foot for ten hours. (walk)



9. Fill in the blanks with the verbs used in the future indefinite tense of the verbs given in the brackets:

- (a) It _____ tomorrow. (rain)
- (b) He _____ his work by then. (do)
- (c) It's raining, I _____ a rain coat. (take)
- (d) The doctor _____ soon. (come)
- (e) The train _____ at 5 o'clock. (arrive)
- (f) He _____ home by the evening. (reach)
- (g) She _____ here till Sunday. (stay)
- (h) She _____ her work before you go to her house. (do)
- (i) Our examination result _____ on Tuesday. (come)
- (j) I am sure you _____ the prize. (win)



10. Fill in the blanks with the future continuous, future perfect or future perfect continuous form of the verbs in brackets.

- (a) We _____ (move) into our new house soon.
- (b) I _____ (go out) with sam for two years in june.
- (c) _____ (you/use) the car at the weekend?
- (d) Don't call her now. She _____ (have) dinner.
- (e) I'm afraid the books you ordered _____ (not/arrive) by friday.
- (f) This time tomorrow, we'll be celebrating because we _____ (finish) our exams.
- (g) Tomorrow morning we _____ (work).
- (h) This time next week we _____ (have) a party.



TEACHER'S NOTES

Ask children questions about kind of tenses they have studied in the classroom and also ask them questions about different tenses.





PRACTICE TIME

Based on Chapters 1 to 5

1. Put the following sentences into interrogative :
 - (a) All the students have done well.
 - (b) We should not be impatient.
 - (c) You don't know her.
 - (d) She will visit us tomorrow.

2. Join the two sentences of each of the following using relative pronouns :
 - (a) I know a man. The man is deaf and dumb.
 - (b) Gold is found in Karnataka. It is a very useful metal.
 - (c) Here is a book. The book contains jokes.
 - (d) I have to find the man. He phoned me.

3. Fill in the blanks using the right word given in the bracket:
 - (a) There was no _____ against him. (proof/prove)
 - (b) They did not _____ well yesterday. (play/played)
 - (c) Ashok did not have any _____ about the case. (inform/information)
 - (d) My _____ knew no bounds. (enjoy/joy)

4. Complete the following sentences by using present perfect tense using the verbs given in the brackets:
 - (a) He _____ a new house in the city. (build)
 - (b) Dipika _____ out of her office. (go)
 - (c) He _____ in the examination. (not pass)
 - (d) _____ and _____ a letter? (write)





Adverbs



LEARNING TIME

- ❖ **A word that adds something to the meaning of a verb, an adjective or another adverb is called an adverb.**

Examples:

- The moon is shining brightly.
- Mr. Raman is very nice person.

In sentence 1 brightly shows, how the 'moon' is shining. It qualifies the verb shining.

In sentence 2 'very' shows how nice 'Mr. Raman' is. It qualifies the adjective 'nice'.

Types of Adverbs

There are different kinds of adverbs expressing different meaning, the following are some of common ones.

1. Adverbs of Time

An adverb of time tells us when an action is done or happened. We use it at the beginning or at the end of a sentence. They include **dairy, today, already, always, now, then, soon, once, early, before, ago yesterday, afterwards**, etc.

Examples :

- He died **yesterday**.
- He comes here **once** a year.

2. Adverbs of place

An adverb of place tells us where an action is done or happened. We use it after the verb, object or at the end of a sentence. They include, here, there, everywhere, above, below, outside, over, under, upstairs, besides, near, far, etc.

Examples :

- My school is near the hospital.
- We went upstairs when the fire broke out.

3. Adverbs of Manner

An adverb of manner tells us how an action is done or happened. Most of the adverbs of manner end in-ly such as bravely, badly, happily, slowly, quickly, spatially etc.

Examples :

- He did the work efficiently.
- They handled the luggage carefully.





4. Adverbs of frequency.

An Adverb of frequency tells us how often an action is done. They include almost, always, ever, generally, always, often, seldom, sometimes, usually, hardly, etc.

Examples:

1. I sometimes visit my uncle.
2. They were almost thirty when they got married.

5. Adverbs of Degree

An adverb of degree tells us how much or upto what extent an action is done. Too, enough extremely, entirely, rarely, almost, so, fully, completely, etc are adverbs of degree.

Examples:

1. It is extremely cold today.
2. They are completely exhausted from the trip.

Let Me Answer

- a. What is an adverb?
- b. What do you understand by an adverb?

6. Interrogative Adverbs

An adverb which is used for asking questions is called an interrogative adverb. Where, when, how, why, etc are interrogative adverbs.

Examples:

1. Where was the dead body found ?
2. Why are you looking tired today ?

7. Sentence Adverbs

The adverbs which add meaning to the whole sentence are called sentence adverbs. They include fortunately, luckily, obviously, certainly, perhaps, clearly, evidently, apparently, ironically, ideally, etc.

Examples:

1. Certainly, travel is more than the seeing of sights.
2. Apparently, a democracy is a place where numerous elections are held.

PRACTICE TIME

1. Fill in appropriate adverbs in the following sentences.

- (a) She spoke _____ with her mother. (quiet)
- (b) Children grow _____ in their earlier stages. (quick)
- (c) It's raining _____ today. (heavy)
- (d) Marshall was _____ hurt in a car accident (serious)
- (e) The pupil listened to his teacher _____. (careful)

2. Unjumble the words and build proper sentences.

- (a) day sleep often | the during.





(b) you where live ? do

(c) tv ? where does she watch?

(d) always tidy room my I

(e) tv watch I sometimes

(f) never I car the wash

Fun With Grammar ✨

Fill in the blanks with the adverbs given in the box :

never, slowly, everywhere late laboriously
rudely, yesterday, already, timely, sweetly

- (a) Do not speak _____ with your parents.
- (b) Dev bought this car _____.
- (c) She has _____ solved all the problems.
- (d) All the precautions were _____ taken.
- (e) She sang the song very _____ in the party.
- (f) We should _____ go to a dangerous place.
- (g) The bus is going _____ up the will.
- (h) He looked _____ for his friend.
- (i) That day we received the mail _____.
- (j) The children _____ completed all the assignments.



Fill in the blanks with adverbs.

- (a) Our team learned how to be _____ losers when they lost their final game.
- (b) The athletes trained _____ for months in advance of the olympics.
- (c) Being a generous winner is the sign of a _____ well-trained athlete.
- (d) The proud parents watched _____ to see if their girl would finish the race successfully.
- (e) The water was _____ cold.
- (f) He speaks _____ quickly.
- (g) I have never seen _____ courage.
- (h) He did not work _____ enough.



TEACHER'S NOTES

Ask children about adverbs and the use of adverbs in a sentence.





Adjectives



LEARNING TIME

- ❖ A word which describes a person, place, animal or thing is called an adjective. In other words, an adjective is a word which qualifies or adds something to the meaning of a noun or a pronoun.

Examples :

1. Saksham is an Intelligent boy.
2. My teacher gave me two toffies.
3. It is a sweet mango.

Let Me Answer

An adjective is a word that describes a noun or pronoun, whether the description is of its type, location, quantity, or amount. What are a few adjectives.



Adjective: Words which describe or qualify a person, animal, place or thing are known as adjectives.

In the above sentences the words intelligent two, sweets are adding meaning to boy, toffies and mango respectively.

Types of Adjectives

1. **Adjective of Quality:** It shows the quality (shape, size, manner, colour) of a person, animal, place or thing.

Examples:

- (a) The rose is a **beautiful** flower.
- (b) Rani Laxmi Bai was a **brave** lady.
- (c) I live in a **big** house.
- (d) I always eat **green** vegetables.
- (e) Mahatma Gandhi was a **great** leader.



2. **Adjective of Number:** It shows the number of persons, animals, places or things.

Examples:

- (a) You have **hundred** rupees.
- (b) She brought **seven** mangoes.
- (c) I have **seventy** books in this book-shelf.
- (d) There are only **two** boys in the class.
- (e) He has **three** brothers and **one** sister.



3. **Adjective of Quantity:** Adjective of quantity answer the question how much. They show the quantity of a noun.

Examples:

- (a) The dog has little food to eat.
- (b) We would like to have **some** money.





- (c) He has spent **a lot of** money on his daughter's birthday party.
- (d) They need **much** time to prepare for examination.
- (e) We didn't buy any vegetables from the market.



4. **Distributive Adjectives:** There are four distributive adjectives in English : each, every, either and neither. They indicate that the persons or things are taken one at a time.

Examples:

- (a) **Each** one of you should support this case.
- (b) **Either** of you should solve this sum.
- (c) **Every** student of the class was awarded by the teacher.
- (d) **Neither** of the two men is trustworthy.

5. **Demonstrative Adjectives:** They point out persons or things which are meant.

Examples:

- (a) **This** is our radio
- (b) The teachers of **that** school are nice.
- (c) **Those** oranges are sweet.
- (d) **These** books are too costly.
- (e) **That** shirt is mine.

6. **Interrogative Adjectives:** They are applied with nouns to ask questions, such as what, which, whose etc.

Examples:

- (a) **Whose** book is this?
- (b) **Which** play do you like most?
- (c) **Which** city do you live in?
- (d) **Which** game, should they play?
- (e) **Which** novel does she like to read?



Some Often Use Adjectives

Quality	Quantity	Number	Distributive	Interrogative	Demonstrative
great	little	one, two	this	what	each
beautiful	some	first, second	that	which	every
ugly	enough	all, many	these	whose	either
small	all, any,	some, several	those		neither
little	Few				

Formation of Adjectives

A. **Formation of adjectives from nouns :**

Noun	Adjective
Nation	National
Danger	Dangerous
Length	Long
Love	Loveable
Courage	Courageous
Gold	Golden

Noun	Adjective
Fool	Foolish
Care	Careful
Trouble	Troublesome
Hope	Hopeful
Beauty	Beautiful
Accident	Accidental





B. Formation of adjectives from verbs:

Verb	Adjective
Enjoy	Enjoyable
Help	Helpful
Obey	Obedient
Fire	Firing

Verb	Adjective
Move	Moveable
Talk	Talkative
Think	Thoughtful
Use	Useful
Amaze	Amazing

C. Formation of Adjectives from other adjectives:

Adjective	Adjective
Comic	Comical
Correct	Corrective
Red	Reddish
Sick	Sickly

Adjective	Adjective
Tragic	Tragical
Whole	Wholesome
White	Whitish
Elder	Elderly

Degree of Adjective

Rule 1: In case of most of the adjectives, comparative is formed by adding 'er' and superlative by adding 'est'.

Positive	Comparative	Superlative
Tight	Tighter	Tightest
Tall	Taller	Tallest
Bold	Bolder	Boldest
Young	Younger	Youngest
Small	Smaller	Smallest
Clever	Cleverer	Cleverest
Sweet	Sweeter	Sweetest
Kind	Kinder	Kindest
Great	Greater	Greatest
High	Higher	Highest

Rule 2: If the positive degree ends in 'e', add only 'r' to form comparative and 'st' to form superlative.

Positive	Comparative	Superlative
Large	Larger	Largest
Safe	Safer	Safest
Wise	Wiser	Wisest





Rule 3: If the positive ends in 'y', preceded by a consonant, change 'y' into 'i' and add 'er' to form comparative and 'est' to form superlative.

Positive	Comparative	Superlative
Merry	Merrier	Merriest
Busy	Busier	Busiest
Wealthy	Wealthier	Wealthiest
Lazy	Lazier	Laziest
Pretty	Prettier	Prettiest
Happy	Happier	Happiest
Easy	Easier	Easiest
Heavy	Heavier	Heaviest



Rule 4: If the positive ends in a single consonant, preceded by a short vowel, double the consonant before adding 'er' and 'est'.

Positive	Comparative	Superlative
Hot	Hotter	Hottest
Big	Bigger	Biggest
Thin	Thinner	Thinnest

Rule 5: If the positive degree is of two or more syllables, use 'more' for the comparative and 'most' for the superlative degree.

Positive	Comparative	Superlative
Beautiful	More beautiful	Most beautiful
Splendid	More splendid	Most splendid
Famous	More famous	Most famous
Comfortable	More comfortable	Most comfortable
Enjoyable	More enjoyable	Most enjoyable
Difficult	More difficult	Most difficult
Industrious	More industrious	Most industrious
Courageous	More courageous	Most courageous
Learned	More learned	Most learned





Rule 6: Irregular formation of comparative and superlative degrees.

Positive	Comparative	Superlative
Far	Farther	Farthest
Up	Upper	Uppermost
Good	Better	Best
Bad	Worse	Worst
Much	More	Most
Many	More	Most
Late	Later	Latest
Old	Older, Elder	Oldest, Eldest



PRACTICE TIME

1. Fill in the following blanks with the correct adjectives from the brackets:

- Prevention is _____ than cure. (better/best)
- English is _____ than any other subject. (more interesting)
- That was the _____ expensive gift in the shop. (more/most)
- The climate of this place is _____ than that of Srinagar. (cold)
- Sachin is the _____ batsman in the world. (Better/best)
- Which is the _____ animal of the world. (fastest/faster)
- Who is _____ beautiful, Geeta or Seeta? (more/most)
- The pen is _____ than the sword. (mightier, mightiest)
- Sonam is _____ intelligent than her sister. (more/most)

2. Fill in the blanks with the appropriate adjectives:

- There is _____ (few / some / a little / no) hope of her recovery.
- You should take care of _____ (my / your / mine / yours / theirs) parents.
- Would you mind giving me _____ (little / few / some / much) story books.
- There are only _____ (a few / much / more / some) people in the restaurant.





- (e) Mohan is a _____ (good / reputed / fair / distinct) person in society.
- (f) We should take _____ (our / their / his / my) responsibilities.
- (g) Education is a _____ (major / special / low / minor) factor in shaping the future of nation.
- (h) _____ (Any / All / No / Some) students recognize his abilities as a teacher.
- (i) Giving _____ (better / best / good / well) is the more sacred dream of every nation.
- (j) Cell phone has become an _____ (essential / easy / most essential / ideal) thing now.

Fun With Grammar

Fill in the blanks with the correct degree of the adjectives given in the brackets:

- (a) Reeta is the _____ (nice / nicer / nicest) of the three sisters.
- (b) Global warming is the result of _____ environmental / environment / environmented) pollution.
- (c) Indian cricket team has _____ (good / better / best) batsmen than bowlers.
- (d) Ramesh is _____ (wisest / wiser / more wise) of the two boys.
- (e) No _____ (less / fewer / small) than forty girls were present.
- (f) My papers in the subjects of Hindi and Sanskrit were _____ (easy / easier / easiest).
- (g) I am _____ (strongest / stronger / more strong) than your brother.
- (h) June is the _____ (hot / hotter / hottest) month of the year.
- (i) Shimla is _____ (beautiful / more beautiful / most beautiful) than any other city.
- (j) Russia is _____ (dependable / more dependable / most dependable).

TEACHER'S NOTES

Ask students question about adjective and how we can identify adjective in a sentence.





Prepositions



LEARNING TIME

A preposition is a word that is used before of a noun or a pronoun and shows its relation

with other words of the sentence.

Examples:

- (a) Sakshi **is** sitting in the classroom.
- (b) A cat **is** sitting under a tree.

Let Me Answer

Prepositions are an element of speech that link sentences together and aid in the delivery of clear sentences.

Some Common Prepositions

under, before, along, among, below, beside, between, above, at, by, for, from, in, of, with, about, off, through, till, without, throughout, around, over, etc.

Uses of Prepositions

1. **In** or **at** is used with the name of cities, towns, villages, etc. To show big places we use '**in**' and for small places we use '**at**'.

Example:

She lives **at** Canaught place **in** Delhi.

2. '**In**' is used to show the name of streets and **at** is used before the house number.

Examples:

- (a) He lives **in**
 - (b) She lives **at** D-102, Patel Nagar.
3. '**In**' is used to show the exact year.

Example:

Jawahar Lal Nehru was in 1889.

4. '**At**' is used to show the time.

Example:

I will go to the park **at** 5 o'clock.

5. '**On**' is used to show the names of days, or when we think of a place as a surface.



Examples:

- (a) Our school is off **on** Sunday.
- (b) The books are lying **on** the table.
- (c) **'Till'** is used to show the time.

Example:

I stayed there **till** 3 o'clock.

- 6. **'To'** is used to show a place.

Example:

Diptesh is going **'to'** market.

- 7. **'With'** is used before instruments and **'by'** is used before the doer or agent.

Examples:

- (a) Atul killed the snake **with** a stick.
- (b) Ravana was killed **by** Ram.
- (c) **'Since'** is used to show the point of time.

Example:

Rohan has been playing **since** 3 o'clock.

- 8. **'For'** is used to show the period of time.

Example:

We have been living in Mumbai **for** five years.

- 9. **'Between'** is used for two persons or things. **'Among'** is used for more than two persons or things.

Examples:

- (a) Divide these books **between** John and his sister.
- (b) They distributed sweets **among** children.
- (c) **'Beside'** means 'by the side of'

Examples:

- (a) Monika is sitting **beside** her mother.
- (b) She writes novels **besides** story books.





1. Fill in the blanks **PRACTICE TIME** 

- (a) Did you see her _____ the party?
- (b) She lives _____ Pratap Bagh
- (b) Mohan slept _____ 10 o'clock.
- (c) They have been writing a letter _____ two hours.
- (d) He is coming _____ market.
- (e) The thief was caught _____ the police.
- (f) He is fond _____ coffee.
- (g) He is not angry _____ jatin.
- (h) What are you looking _____ ?
- (i) The cat jumped _____ the wall.
- (j) We have not been working here _____ 2006.
- (k) She is waiting _____ me.



2. Fill in the blanks choosing the correct preposition from the brackets:

- (a) Karina is married _____ Vaibhav. (to/with)
- (b) I shall return _____ an hour. (in/at)
- (c) My birthday falls _____ 29th July. (in/on)
- (d) They are looking _____ their book. (in/for)
- (f) We did not stay _____ Delhi. (in/at)
- (g) Why are you afraid _____ me. (at/of)
- (h) I saw you _____ the clinic. (at/on)
- (i) Come and sit _____ me. (at/with)
- (j) _____ last March, I have not seen you. (Since /For)



3. Fill in the blanks with appropriate prepositions given in brackets:

- (a) As a child I was always ashamed _____ (of/off/for/at) my parents because they were uneducated.
- (b) They drove through the countryside _____ (where/when/while/during) they were staying in France.





- (c) Could you hold on _____ (of/for/about/in) a few moments?
(d) The child hid the toy _____ (in/under/over/above) a blanket.
(e) We like going to cinema _____ (at/on/in/of) Fridays.

Fun With Grammar

Fill in the blanks with suitable prepositions :

- (a) It's _____ time you told him the truth. (on/about/in)
(b) The soccer player was rejected because he had done something that was _____ the rules. (without/outside/against)
(c) Another way of say 'old fashioned' is _____ the times. (beside/behind/outside)
(c) You should not pick _____ him just because he is different. (on/to/with)
(d) The animal hospital ? it's somewhere _____ that blue building. (around/about/on)
(e) Being a nurse is hard work, especially if you are _____ call all the time. (on/in/with)
(f) She is a kind girl who knows everything _____ everyone. (in/about/on)
(g) She is _____ a doubt, the best student in the class (without /outside/about)
(h) _____ our visit to America, we saw a lot of interesting places. (while/during/through)
(i) _____ the year, I have spoken to the party people five times. (in/during/throughout)



TEACHER'S NOTES

Ask children what they understand by prepositions and how to define a pre-position in a sentence.





Conjunctions



LEARNING TIME

- ❖ A word that is used to combine two words or sentences is called a conjunction.

Examples:

- (a) Day **and** Night.
- (b) Ramu is poor **but** honest.
- (c) Rahil was absent **because** he had headache.

Here **and**, **but** and **because** are conjunctions.

Kinds of conjunctions

There are three kinds of conjunctions:

- (a) Co-ordinating
- (b) Correlative
- (c) Subordinating

Co-ordinating Conjunctions

A conjunction that joins two sentences of equal rank or order is known as **Co-ordinating Conjunction**. Co-ordinating conjunctions are of four types:

- A. **Cumulative Conjunctions:** A cumulative conjunction merely adds one statement to another.

These are and but, also, as well as, too, not, only etc.

Examples:

- (a) He is both handsome and wise.
- (b) Tom as well as John passed the test.
- (c) The thieves **not only** looted the shop **but also** set it on fire.



- B. **Adversative Conjunctions :** These conjunctions show contrast (opposition) or opposition between two statements. These are but, still, yet, whereas , while, nevertheless, etc.

Examples:

- (a) The rope was thin **but** it was strong.
- (b) He is very rich, **still** he is not happy.

Let Me Answer

These are the coordinating conjunctions: (and, but, or, nor, for, yet, so). And: It is employed to join two words, phrases, or notions; Can you make few sentences using conjunctions?





- C. **Alternatives Conjunctions:** A conjunction which presents two alternatives, sometimes indicating a choice between them is called an alternative conjunction. These, are, or, either...., or, neither...., nor, neither, nor, otherwise, else, etc.

Examples:

- (a) **Either** you **or** your brother was absent yesterday.
- (b) **Neither** Raju **nor** Rajiv lives in a bad company.
- (c) You must pay the fine **otherwise** you will be punished.



- D. **Illative Conjunctions:** These conjunctions express on inference (conclusions), proof or illation. These are **for**, **so** and **therefore**.

Examples:

- (a) Prakash was not found guilty **therefore** he was acquitted.
- (b) He works hard **so** he will win.
- (c) They must have gone out **for** nobody answered the phone.



Subordinating Conjunctions

A subordinate joints a subordinate (dependent) clause to a main (independent) clause.

- A. **Time** (as soon as, before, while, till, since, after), when, whenever, till, untill so long as, etc.

Examples:

- (a) As soon as the child saw his mother, he started laughing.
- (b) Many students have joined this college **since** you left.
- (c) The patients had died **before** the doctor arrived.
- (d) He came after all had gone.
- (e) Wait here till I return.
- (f) He was resting while his brother was studying.



- B. **Reason** (as, because, since)

Examples:

- (a) Since we had time, we came to see you.
- (b) Do as I say.
- (c) I could not come to school **because** I was ill.
- (d) Let us go to sleep **as** it is too late.

- C. **Purpose** (so that, lest, in order that)

Examples:

- (a) Walk slowly lest you should fall.
- (b) We all eat **so that** we may live.
- (c) He writes a lot **so that** he can improve his handwriting.



D. **Condition** (if, provided that, unless, as if), whether, etc.

Examples:

- (a) I will help you **provided** that you leave your bad habits.
- (b) You can not pass **unless** you work hard.
- (c) I will not bring a toy for you **if** you weep.
- (d) **If** they win this match, they will play in the semifinal.



E. **Result** (that, so— that)

Examples:

- (a) I am **so** tired **that** I find it hard to walk.
- (b) He was **so** weak **that** he was unable to stand.

F. **Contrast** (though, however, although)

Examples:

- (a) He could not reach on time **though** he tried his best.
- (b) She worked hard, **however**, she failed in the exams.
- (c) Ramdhan is an honest man **although** he is very poor.



G. **Comparison** (as—as, as much as, no less than, than)

Examples:

- (a) Rakesh is **as** bold **as** a lion.
- (b) He is more handsome **than** Vijay.

H. **Manner** (as, so, according, how)

Examples:

- (a) Do **as** I say
- (b) This is **how** a race should be run.



PRACTICE TIME

A. **Fill in the blanks using suitable conjunctions:**

- (a) He is poor _____ honest.
- (b) You can not succeed _____ you work hard.
- (c) He must work hard _____ he will fail in the examinations.
- (d) Walk slowly _____ you will fall down.





(e) He did not come _____ he was out of station.

B. Fill in the blanks with suitable conjunctions:

(a) Let us wait here _____ the rain stops.

(b) You can not be a lawyer _____ you have a low degree.

(c) I do it _____ I like it.

(d) Things were different _____ I was young.

(e) _____ the car is old it still runs well.

(f) We will go swimming next Sunday _____ It's raining.

(g) Do you want a pen _____ a bit of paper?

(h) Do you know _____ she will arrive?

(i) I heard a noise _____ I turned the light on.

(j) He had to retire _____ of ill health.

(k) Walk quickly _____ you will be late.

(l) We were getting tired _____ we stopped for a rest.

(m) This is an expensive _____ very useful book.

(n) She will die _____ the doctors operate immediately.

(o) Would you like to have coffee _____ tea?

(p) I would like to go _____ I am too busy.

(q) She has not called _____ she left last week.

(r) I knocked the door _____ no answer _____ I went away.

(s) _____ seventy years old, my grandfather still goes for jogging.

(t) Every weekend he goes fishing _____ he likes it.



C. Choose the correct conjunctions from the brackets and fill in the blanks:

(a) Ritu did not attend the marriage party _____ she was ill. (because/and)

(b) Go slowly _____ you will hurt yourself. (otherwise/if)

(c) We eat _____ we may live. (because/so that)

(d) He is slow _____ sure. (and/but)





- (e) He will never succeed _____ he tries. (unless/utill)
- (f) Is her name sudha _____ shubha? (and/or)
- (g) He is a fine player _____ he is so small. (although/unless)
- (h) He walks a lot _____ he could maintain his health. (so that/in fact)
- (i) He is neither an intelligent _____ a clever boy. (or/nor)
- (j) Should I order soup _____ salad with dinner? (for/or)

Fun With Grammar ✨

Underline the correct conjunction.

- (a) The bag was so heavy (that/as) I couldn't carry it.
- (b) They have put broken glass on top of the walls (because/so that) thieves won't get it.
- (c) I will get there, (if/even if) I have to walk.
- (d) He gave up his seat on the bus (so that/because) a woman with a baby could sit down.
- (e) The train suddenly started moving (till/as) I was getting on.
- (f) He dressed up so quickly (that/as) he put his shoes on the v
- (g) He is very old, (yet/so) he can walk fast.
- (h) We stayed at home (and /but) watched a video.
- (i) The watch is cheap, (or/yet) it works very well.
- (j) Be careful (since/when) you cross the road.
- (k) It was his birthday (because/so) we decided to buy him a present.
- (l) I will write down the address (so that/in case) I forget it.
- (m) They went out for a walk(even though/incase) the weather was bad.
- (n) Walk fast(but/or) you will miss the bus.
- (o) The train suddenly started moving (till/as) I was getting on.
- (p) I will get there, (if/even if) I have to walk.



TEACHER'S NOTES

Explain to children that conjunction is a word that is used to join words, phrases, and clauses. The English language has many conjunctions, but some of the more popular ones include and, or, but, because, for, if, and when.





Article



LEARNING TIME

There are three articles in English - 'A', 'An' and 'The', which belong to the class of words, called **determiners**, that are used before nouns.

Articles

Indefinite Article (a, an)

Definite Article (the)

Indefinite Article: 'A' and 'an' are indefinite articles, because they do not indicate any particular or definite person or thing.

Examples:

a pen, a tree, an apple, an inkpot etc.

Use of 'A'

Rule 1 - 'A' is used before a consonant.

Examples:

a doll, a tiger, a banana, a pen, etc.

Rule 2 - 'A' is used before vowels with a consonant sound.

Examples:

a university, a uniform, a union, etc.

Use of 'An'

Rule 1 - 'An' is used before words with the sound of vowel.

Examples:

an arrow, an axe, an ass, etc.

Rule 2 - Words beginning with "h" and when they are pronounced like a vowel.

Examples:

an hour, an honest man, an honour, etc.





Definite Article: 'The' is the definite article because it refers to a definite person or a thing.

Use of 'The'

Rule 1: When we denote a particular person or thing already mentioned.

Examples:

- (i) Saw a girl. **The** girl was very beautiful.
- (ii) He brought a book. He showed **the** book to his teacher.

Let Me Answer

- Have you ever used articles in your sentence?

Rule 2: To indicate to a whole class.

Examples:

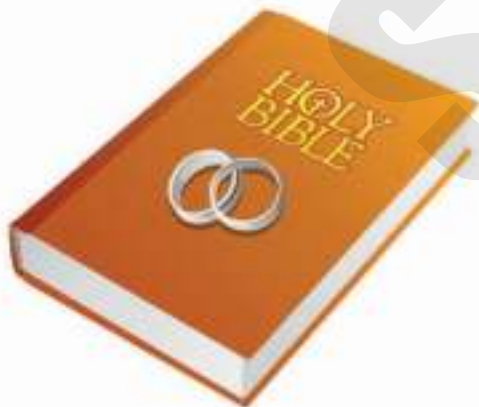
- (i) Lion is the king of **the** jungle.
- (ii) Lotus is our national flower.

Rule 3: Before some proper names like:

- (a) Deserts — **The** Sahara Deserts .
- (b) Mountain ranges — **The** Himalayas.
- (c) Rivers — **The** Ganges.
- (d) Oceans and Seas — **The** Arabian Sea, **The** Indian Ocean.
- (e) Some Countries or States — **The** U.K, **The** U.S.A.



Rule 4: Before the names of religious books.



Examples:

The Gita, **the** Mahabharata, **the** Bible, **the** Kuran, etc.

Rule 5: Before the names of magazines and newspapers.





Examples:

The Times of India, **The** Tribune, etc.

Rule 6: Before the names of historical buildings and institutions.

Examples:

The Lotus Temple, **The** Taj Mahal, etc.

Rule 7: Before superlative degrees.

Examples:

The best, **the** highest, **the** lowest, etc.

Rule 8: Before ordinal counting.

Examples:

The first, **the** second, **the** ninth, etc.

Rule 9: Before proper noun when it is used as an adjective.

Examples:

The famous Newton, **the** great jullius Caesar, etc.

Rule 10: Before the names of universal things.

Examples:

The stars, **the** sun, the moon, etc.

Rule 11: Before an adjective to let it be used as a noun.

Examples:

The rich, **the** poor, etc.



v Omission of Articles

The articles are not to be used before:

- Proper Noun: Delhi, Babar, etc.
- Material Noun: Iron, gold etc.
- Common Noun in wider sense: to err is human.
- Abstract Noun in wider sense: where there is a will, there is a way.
- Languages: Punjabi, German, French, English, etc.
- Relations: Brother, Mother, Father, etc.





PRACTICE TIME

1. Complete the following sentences by using correct articles ('a', 'an' or 'the'):

- (a) Hindi is not _____ easy language.
- (b) Which is _____ largest river in India?
- (c) _____ apple _____ day, keeps _____ doctor away.
- (d) Do you have _____ one rupee note?
- (e) _____ Ramayana is a holy book.
- (f) Gold is _____ useful metal.
- (g) Honesty is _____ best policy.
- (h) _____ sun shines brightly.
- (i) I bought _____ apple, _____ toy and _____ car.
- (j) He is _____ honest boy.



2. In the following sentences, use articles wherever necessary:

- (a) India is most popular country of world.

- (b) My father gave me beautiful gift.

- (c) Sun rises in East.

- (d) Largest bird of earth is ostrich.

- (e) We love to live in open air.

- (f) Please give me egg.





(g) Taj Mahal is situated in Agra.

(h) Mount Everest are highest mountain peak in world.

Fun With Grammar

Fill in the blanks with appropriate articles.

- (a) I moved to _____ USA when I was 12 years old.
- (b) He is _____ most famous actor I know.
- (c) Sanskrit _____ difficult language.
- (d) My brother is _____ doctor in _____ hospital.
- (e) from is _____ useful metal.
- (f) He never speaks _____ truth.
- (g) My sister uses _____ umbrella in the sunlight.
- (h) _____ Nile is _____ longest river of the world.
- (i) Spain is one of _____ largest European countries.



TEACHER'S NOTES

Explain to children what are articles with examples and ask them to make sentences using articles.





PRACTICE TIME

(Chapters 6 to 10)

1. Unjumble the words and build proper sentences :

- (a) never I car the wash.
- (b) day sleep often I the during.
- (c) tv watch I sometimes.
- (d) always tidy room my I.

2. Fill in the blanks with the appropriate adjectives :

- (a) There is _____ (few/some/a little/no) hope of her recovery.
- (b) Ashok is a _____ (good/reputed/fair/distinct) person in society.
- (c) We should take _____ (our/their/his/my) responsibilities.
- (d) Cell phone has become an _____ (essential/easy/most essential/ideal) thing now.

3. Underline the correct conjunction:

- (a) I will write down the address (so that/in case) I forget it.
- (b) Walk fast (but/or) you will miss the bus.
- (c) I will get there, (if/even if) have to walk.
- (d) We stayed at home (and/but) watched a video.

4. In the following sentences, use articles whenever necessary :

- (a) Please give me egg.
_____.
- (b) We love to live in open air.
_____.
- (c) Taj Mahal is situated in Agra.
_____.
- (d) My father gave me beautiful birds.
_____.





PRACTICE TIME

(Chapters 1 to 10)

- Rearrange the following groups of words to form meaningful sentences:**
 - come he school on time.
 - waste don't your time.
 - write should your answer your clearly.
 - have the we game Hurrah! won.
- Correct the following sentences:**
 - Ashok whose pencil he has is the boy.
 - I found which the pens were lost.
 - This is the man we saw whom last Monday.
- Complete the following sentences in present indefinite tense by using the verbs given in the brackets :**
 - My sister do not _____ their lessons. (learn)
 - Fortune _____ the brave. (favour)
- Fill in the blanks with adverbs :**
 - He speaks _____ quickly.
 - I have never seen _____ courage.
 - The office is _____ hot for me.
- Fill in the blanks with correct degree of the adjectives given in the brackets :**
 - Dipika is the _____ (nice/nicer/nicest) of the three sisters.
 - Russia is _____ (dependable/more dependable/most dependable).
 - I am _____ (strongest/stronger/more strong) than your brother.
- Choose the correct conjunctions from the brackets and fill in the blanks :**
 - We eat _____ we may live. (because/so that)
 - He walk a lot _____ he could maintain his health. (so that/in fact)
 - Is her name Monika _____ Moni? (and/or)





The Voice (Active and Passive)

LEARNING TIME

Active Voices

When the subject is the doer of the action, the verb is said to be in the active voice. Eg. He writes a letter.

Passive Voices

When the subject is the recipient or receiver of the action the verb is said to be in the passive voice. Eg. A letter is written by him.

❖ Changing Active Voice into Passive Voice:

While changing the sentences of active voice into passive voice, follow the rules given below.

1. Only transitive verbs are changed into passive voice because an intransitive verb (such as go, walk, etc.) has no object.
2. The object of the active verb becomes the subject in passive voice. The subject of active verb is made object in passive voice followed by 'by' in most cases. However, when the subject is unknown, 'by' is not required.
3. While changing an object of the active verb into the subject of the passive verb, personal pronouns are changed as follows:

Object	Subject
me	I
us	we
you	you
her	she
him	he
them	they

❖ Tense-wise guidelines for changing active voice into passive voice are as follows:

Present Indefinite Tense

- (a) Nitin sings a song. (c) Do I read the book?
 (b) They read the newspaper everyday. (d) He does not play football.

Passive: Is/are + 3rd form of verb



Examples:

- (a) A song is sung by Nitin
(c) Newspaper is read by them everyday.
- (b) Is the book read by me.
(c) Football is not played by him.



Present Continuous Tense

Active: Is/am/are + Verb + ing

Examples:

- (a) He is playing a guitar.
(c) He is watching a film.
- (b) I am not eating sweets.
(c) Are the children playing a match in the garden?

Passive: Is/are + being + 3rd form of Verb

Example:

- (a) A guitar is being played by him.
(c) A film is being watched by him.
- (b) Sweets are not being eaten by me.
(c) Is a match being played by the children in the garden?

Present Perfect Tense

Active: Has/have + 3rd form of Verb

Examples:

- (a) I have written a novel.
(c) Have you invited your friends?
- (b) She has finished the job.
(c) They have not bought anything.

Passive: Has/have + been + 3rd form of Verb

Examples:

- (a) A novel has been written by me.
(c) Have your friends been invited by you?
- (b) The job has been finished by her.
(c) Anything has not been bought by them.



Past Indefinite Tense

Active: 2nd form of Verb

Examples:

- (a) The child broke a glass.
(c) Did they miss the chance?
- (b) My parents bought a car.
(c) Everybody admired her.

Passive: Was + 3rd form of Verb

Examples :

- (a) A glass was broken by the child.
(c) Was the chance missed by them?
- (b) A car was bought by my parents.
(c) She was admired by everybody.

Past Continuous Tense

Active: Was/were + Verb + ing

Examples :

- (a) I was learning my lessons.
(c) She was writing a report.
- (b) The boys were playing football.
(d) Were you buying a watch?





Passive: Was + being + 3rd form of Verb

Examples :

- (a) My lessons were being learnt by me.
- (b) Football was being played by the boys.
- (c) A report was being written by her.
- (d) Was a watch being bought by you?

Past Perfect Tense

Active: Had + 3rd form of verb

Examples :

- (a) Soumya had written a letter.
- (b) She had won the first prize.
- (c) I had not informed anyone about the birthday party.
- (d) The students had completed their work.

Passive: Had + been + 3rd form of verb

Examples :

- (a) A letter had been written by Soumya.
- (b) The first prize had been won by her.
- (c) Anyone had not been informed about the birthday party by me.
- (d) My work had been done by me.

Future Indefinite Tense

Active: Will/shall + 1st form of Verb

Example:

- (a) I will finish the job.
- (b) They will not solve this problem.
- (c) He will not play cricket.
- (d) Will he watch a TV serial?

Passive: Will/shall + be + 3rd form of Verb

Examples :

- (a) The job will be finished by me.
- (b) This problem will not be solved by them.
- (c) Cricket will not be played by him.
- (d) Will a TV serial be watched by him?

Future Perfect Tense

Active: Will/shall + have + 3rd form of verb

Examples :

- (a) Our team will have announced the list of players by tomorrow.
- (b) Will they have bought a new bike by 7 o' clock?
- (c) The children will not have finish their work by evening.





Passive: Will + have + been + 3rd form of Verb

Examples :

- (a) The list of players will have been announced by our team by tomorrow.
- (b) Will a new bike have been bought by them by 7 o'clock?
- (c) Their work will not have been completed by the children by evening.



Modal Verbs

While changing modal verbs (i.e. can, could, shall, should, will, would, may, might, must, has to, have to and had to), the verb is changed to the third form and 'be' is added before verb.

- Examples:**
- (a) He should write a letter. (Active)
A letter should be written by him. (Passive)
 - (b) She can sing a song. (Active)
A song can be sung by her. (Passive)
 - (c) We must obey our elders. (Active)
Our elders must be obeyed by us. (Passive)

PRACTICE TIME

I. Change the following sentences into passive voice:

- (a) Joan cleaned the washroom.
- (b) The electrician test the fire alarm.
- (c) The wood-cutter cuts down the tree.
- (d) They will have paid a visit to you by tomorrow.
- (e) Our dog is catching a cat.
- (f) Manners reveal character.
- (g) You should contact him.
- (h) Children are playing games in the garden.
- (i) We will send him to school.
- (j) Forward this application.
- (k) Who will serve his country.
- (l) The teacher can punish them.
- (m) The head might appoint her.
- (n) The students were making a lot of noise in the class.





- (o) The maid is sweeping the broken pieces of glass.
- (p) No one responded the call to donate the blood.
- (q) The people had voted him out.
- (r) Will you learn your lesson tomorrow?
- (s) Did you receive the money?
- (t) May I take this coat?

Fun With Grammar

Change the following sentences into active voice:

- (a) The city was destroyed by the hurricane. (b) The school was struck by lightening.
- (c) The burglar was arrested by the police. (d) A novel is being read by Mary.
- (e) The match will be won by them. (f) Coffee is sold by Mary.
- (g) The thief was caught by the police. (h) A noise was being made by the children.
- (i) The match had been won by the Indian Cricket team. (j) These cars are produced in Japan.
- (k) I have been invited to her birthday party. (l) I was told the truth by my father.
- (m) The door had been knocked at by someone. (n) Was she invited by her friends?
- (o) A documentary was being written by him. (p) He will be forgiven by them.
- (q) Our home work was done by us. (r) Was a stone being thrown by a child?
- (s) Was a book offered to them by her? (t) Were the flowers being plucked by the students?

TEACHER'S NOTES

Change the subject into object and object into subject. Make the subject of active voice the object of passive voice and vice-versa. Give an example.





Direct and Indirect Speech



LEARNING TIME

Direct Speech

When we speak in speaker's actual words, it is called Direct Speech. Inverted commas (" ") are used to mark the actual words of the speaker.

Indirect Speech

When we speak the speaker's actual words in our own words it is called indirect speech. The conjunction 'that' is used in place of the inverted commas.

Direct Speech	Indirect Speech
Simple Present (is/am/are) (has/have)	Simple Past (was, were) (Had)
Present Continuous	was, were + verb + ing
Present Perfect (has/have + III form of the verb)	Past Perfect (had + III rd form of the verb)
Present Perfect Continuous (has/have + been + verb + ing)	Past Perfect Continuous (had been + verb + ing)
Simple Past II nd form of the verb	Past Perfect had + III rd form of the verb
Past Continuous was/were + verb + ing	Past Perfect Continuous (had been + verb + ing)
can may will shall yesterday tomorrow	could might would should/would the previous day the following day
now here this today last night ago	then there that that day the previous night before





Examples :

Direct Speech : Monica said, "I want to learn English."

Indirect Speech : Monica said that she wanted to learn English.

Rules for Changing Direct Speech into Indirect Speech

Rule 1: If the reporting verb happens to be in the present or future tense, the tense remains unchanged.

Examples:

(a) Raman says, "I am ill." (Direct)

Raman says that he is ill. (Indirect)

(b) The teacher will say, "Tomorrow is a holiday". (Direct)

The teacher will say that tomorrow is a holiday. (Indirect)

Rule 2 : If the reporting verb happens to be in the past tense, all the tenses of reported speech will be changed into the corresponding past tenses in the following manner:

1. Simple present (tense) is changed into simple past tense.

Examples:

(a) He said, "I am a good student". (Direct)

He said that he was a good student. (Indirect)

(b) I said to him, "You are intelligent." (Direct)

I told him that he was intelligent. (Indirect)

(c) He said, "she will be happy". (Direct)

He said that she would be happy. (Indirect)

2. Present continuous tense is changed into past continuous tense.

Examples:

(a) He said, "He is listening to the music".

He said that he was listening to the music.

(b) They said, "We are not enjoying the match."

They said that they were not enjoying the match.

3. Present perfect tense is changed into past perfect tense.

Examples:

(a) He said, "They have not come to school." (Direct)

He said that they had not come to school. (Indirect)

(b) Dev said, "I have sent the message." (Direct)

Dev said that she had sent the message. (Indirect)





4. Present Perfect Continuous tense is changed into Past Perfect Continuous tense.

Examples :

- (a) He said, "It has been raining for three hours." (Direct)
He said that it had been raining for three hours. (Indirect)
- (b) The manager said, "She has been working in this office since 2009."



5. Past simple tense is changed into past perfect tense.

Examples :

- (a) They said, "They sang a song yesterday." (Direct)
They said that they had sung a song the previous day. (Indirect)
- (b) I said to him, "You made many mistakes." (Direct)
I told him that he had made many mistakes. (Indirect)



6. Past continuous tense is changed into past perfect continuous tense.

Examples :

- (a) He said to me, "I was waiting for you."
He told me that he had been waiting for me.
- (b) She said, "I was not laughing."
She said that she had not been laughing.



7. In future simple tense will is changed into would.

Examples:

- (a) The leader said, "I will fulfill my promise". (Direct)
The leader said that he would fulfill his promise. (Indirect)
- (b) They said to me, "We will send you gifts."
They told me that they would send me gifts.

8. Can is changed into could and may into might in the indirect speech.

Examples:

- (a) The boss said to me, "You can go now". (Direct)
The boss said to me that I could go then. (Indirect)
- (b) Vinit said, "I may come as soon as possible". (Direct)
Vinit said that he might come as soon as possible. (Indirect)

Rule 3: If the reported speech refers to a universal or habitual fact, the simple present tense remains unchanged in the reported speech.





Examples:

- (a) The teacher said, "The sun rises in the east." (Direct)
He said that the sun rises in the east. (indirect)
- (b) She said, "There are 29 days in the month of February in a leap year." (Direct)
She said that there are 29 days in the month February in a leap year. (Indirect)

Rule 4: The pronouns of the direct speech are changed according to the following rules.

1. **If the subject of the reporting verb is 'I', there will be no change in subject while changing into indirect speech.**

Examples :

- (a) I say, "He is not well." (Direct)
I say that he is not well. (Indirect)
- (b) I say, "I eat a mango". (Direct)
I say that I eat a mango. (Indirect)



2. **If the subject of the reporting verb is 'you' and the subject of the reported speech is 'I', the 'I' will be replaced by 'you' in the indirect speech.**

Examples :

- (a) You said, "I am going to school". (Direct)
You said that you were going to school. (Indirect)
- (b) You say, "I will play". (Direct)
You say that you would play. (Indirect)



3. **If the subject of the reporting verb is in a third person, the subject of the reported speech will be changed according to it.**

Examples:

- (a) Rohit says to me, "You are weak." (Direct)
Mohit tells me that I am weak. (Indirect)
- (b) Tina said to Mary, "You are ill." (Direct)
Tina told Mary that she was ill. (Indirect)



Rule 5: The words showing nearness are replaced by the words showing distance.





Direct Speech	Indirect Speech	Direct Speech	Indirect Speech
now	then	last night	the previous night
these	those	ago	before
this	that	tomorrow	the next day
today	that day	tonight	that night
here	there	yesterday	the previous day

Examples :

- (a) The doctor said, "I am busy now." (Direct)
The doctor said that he was busy then. (Indirect)
- (b) Geeta said, "I will come tomorrow". (Direct)
Geeta said that she would come the next day. (Indirect)
- (c) They said, "We are busy today". (Direct)
They said that they were busy that day. (Indirect)
- (d) She said to him, "You did not come yesterday". (Direct)
She told him that he had not come the previous day. (Indirect)



◆ Interrogative Sentences (Questions)

Bear the following rules in mind:

- (a) The reporting verb is changed into 'asked', 'inquired', etc.
- (b) Use the conjunction **if** or **whether** in place of inverted commas when the reported speech starts with helping verb (is/am/are/ do/does /has /have can/shall, etc.)
- (c) If the reported speech starts with 'Wh' family (What, Why , Who, When, How etc.), it is used as a conjunction.

Examples:

- (a) Disha said to me, "Are you happy?" (Direct)
Disha asked me if I was happy. (Indirect)
- (b) The doctor said to me, "Did you take the medicine?" (Direct)
The doctor asked me if I had taken the medicine. (Indirect)
- (c) He said to me, "When did you meet me?" (Direct)
He asked me when I had met him. (Indirect)
- (d) He said, "Where are they going?" (Direct)
He asked where they were going. (Indirect)





◆ Imperative Sentences (Commands and Requests)

A sentence which expresses command, request, advice or suggestion is called imperative sentence. To change such sentences into indirect speech, the words, 'ordered', 'requested', 'advised' or 'suggested' are added to reporting verb.

Examples:

- (a) I said to him, "Please give me your pen." (Direct)
I requested him to give me his pen. (Indirect)
- (b) Teacher said to the students, "Show me your respective copies." (Direct)
Teacher ordered the students to show him their respective copies. (Indirect)
- (c) My friend said, "You should work hard for exam". (Direct)
My friend suggested me to work hard for exam. (Indirect)

If the imperative sentences are negative, then 'not to' is used before the first form of the main verb.

Example:

- (a) Mohit said, "Don't touch my books". (Direct)
Mohit warned not to touch his books. (Indirect)
- (b) He said to the children. "Don't make a noise". (Direct)
He ordered the children not to make a noise. (Indirect)
- (c) Doctor said to the patient, "Take rest". (Direct)
Doctor advised the patient to take rest. (Indirect)



Note that 'to' is used as a conjunction after the reporting verb and before the verb (which should be in 1st form) in the indirect speech.

◆ Exclamatory Sentences

A sentence which expresses a state of joy, sorrow wonder is called an exclamatory sentence. To change such sentences the words 'exclaimed with joy', 'exclaimed with sorrow' or 'exclaimed with wonder' are added to the reporting verb.

Examples:

- (a) They said, "Hurrah! we have won the prize". (Direct)
They exclaimed with joy that they had won the prize. (Indirect)
- (b) Nitin said, "Alas! I failed in my exams."
Nitin exclaimed with sorrow that he had failed in his exams.
- (c) The children said, "Wow! What a pleasant scene it is."
The Children exclaimed with wonder that it was a pleasant scene.





PRACTICE TIME

I. Change the following into indirect speech:

(a) The teacher said to the students, "Where is my book"?

(b) He said, "They reached home quickly".

(c) My father said to me, "You have made many mistakes in your life."

(d) I said to him, "The earth goes around the sun."

(e) He said to me, "What are you doing?"

(f) He said to me, "I am busy now".

(g) He said, "I have passed my examinations".

(h) My coach said, "You ought to practice hard."

(i) The commander said to the soldiers, "Do not fire until I say".

B. Change the statements given below into Indirect Speech:

(a) "We are waiting for the school bus," said the children.

(b) Geeta said, "I won't solve these sums."

(c) The patient said, "I am suffering from stomachache."

(d) "Here is a letter for your father." said the postman.





- (e) Reeta said to the watchman, "Do you know what time the show begins?"
- (f) The teacher said to the students, "How many of you have not completed your assignments?"
- (g) "Who will help me?" said the poor woman.
- (h) "I will tell you a story tomorrow", said the grandmother to the children.
- (i) She said to him, "Are you the owner of this departmental store?"
- (j) They said to him, "Your poetry is so close to our lives."

Fun With Grammar ✨

Change the following sentences into Direct Speech:

- (a) John said that he was going shopping that day.

- (b) She requested her to wait there till she returned.

- (c) The policeman enquired where we were going.

- (d) Anne told me that she didn't like her little brother.

- (e) The teacher said that man is mortal.

- (f) I told the workers that they should do their duty.

- (g) He said that English is spoken all over the world.

TEACHER'S NOTES

Ask children questions about what is direct and indirect speech? If we give the exact words used by the speaker. Explain to children Direct Speech. Also, tell If we do not give the exact words of the speaker but give only the substance of what he said. This is called Indirect Speech.





Punctuation marks



LEARNING TIME

The word '**Punctuation**' has been derived from the Latin word 'punctum' which means- 'a point'(stop). A Punctuation mark divides a sentence or a paragraph in a clear and understandable language.

The following are the principal punctuation marks :

1. **Full stop (.)**
2. **Comma (,)**
3. **Semicolon (;)**
4. **Colon (:)**
5. **Quotation marks (“ ”)**
6. **Questions mark (?)**
7. **Exclamation mark (!)**

Full stop (.)

It is used:

1. **At the end of declarative and imperative sentences.**

Examples:

- (a) He is an ideal teacher.
- (b) Time is precious.

2. **After certain abbreviations and initials.**

Examples:

A.M. M.P. P.M. U.S.A.
M.S. Dhoni C.V. Raman

Comma(,)

The comma is the shortest pause and is used :

1. **For separating a series of words in the same construction.**

Examples:

- (a) Please keep a pen, a pencil, an eraser and a scale in your bag.
- (b) Anil, Mohit, Suresh and Raghu are students of class VII.



DO REMEMBER

A full stop is also called a period.



2. After a nominative absolute.

Examples:

- (a) It being Sunday, I am going to stay indoors.
- (b) Having taken her meal, she moved to her bedroom.

3. To mark off a noun or phrase in apposition.

Examples:

- (a) My son, Piyush, was a very good runner in his childhood.
- (b) Hindus celebrate Diwali, the festival of Lights.



4. To separate a subordinate adverb clause from the rest of the sentence.

Examples:

- (a) If you have the reference book, please explain me the mystery.
- (b) If you go to Delhi, please visit my home.

5. To mark off a direct quotation from the rest of the sentence.

Examples:

- (a) "Give me blood and I will give you freedom," thundered Netaji.
- (b) "Freedom is my birth-right," said Tilak.



Semicolon (;)

The semicolon indicates a greater pause in comparison to the comma. It is used for:

1. Separating the clauses of a compound sentence, when they have a comma.

Example:

- (a) Dr Manmohan Singh is a renowned economist, a visionary; and is respected all over the world.

2. Separating a series of loosely related clauses.

Examples:

- (a) His heart was big; his pocket empty.
- (b) God gave me peace ; my son is cured.



Colon(:)

The colon denotes even greater pause than that indicated by semicolon. It is used:

1. To mark a direct quotation.

Examples:

- (a) My Teacher said : "Honesty is the best policy."
- (b) Gandhi says : "Always think about the poorest of the poor."





2. Before enumerations, examples, etc.

Examples:

- (a) The kinds of noun are : Proper, Common, Abstract ...
- (b) The dominant states of central India are : UP and MP.

Quotation marks (“ ”)

Quotation marks are used to mark the actual words of the speaker.

Examples:

- (a) Ram said, “I am going to market.”
- (b) Raghav said, “Raju is a naughty boy.”



Question mark(?)

Question mark is used at the end of a direct question.

Examples:

- (a) Where are you going?
- (b) Where will you go?

Exclamation mark (!)

Exclamation mark is used after interjections and phrases or sentences expressing emotion or wish.

Examples:

- (a) Alas! Oh dear!
- (b) Long live the queen!
- (c) What a sweet mango it is!
- (d) How terrible!



PRACTICE TIME

I. Punctuate the following sentences correctly:

- (a) Sita said I have to prepare for my examinations

- (b) Pawan ate two bananas five mangoes and one pomegranate





(c) do not blame me if you get there at the wrong time

(d) my mother said to me do not run at noon

(e) Prakesh where are you going

(d) dr raghu lives at flat no 6 shakti apartments

(g) during march i will go to agra gwalior and kolkata

(h) Satish said my class teacher punishes naughty boys

(i) i play football hockey and chess

(j) i said to my parents this is the most important game of the season

(k) the following are the primary colours red blue and yellow

(l) we are planning to go really crazy at our annual day function today

(m) we aren't going to give him any gifts he said he didn't want any

(n) on monday the chief minister is coming to our school

(o) What an easy answer said Vishal was it set by a kind examiner





One Word Substitution



LEARNING TIME

- ◆ **One word substitution is used to make the language more effective and stylish. These are more frequently used in precis writing.**

Learn the following one word substitutions by heart:

a person who cannot hear	deaf
a person who cannot see	blind
one who walks on foot	pedestrian
thing which cannot be read	illegible
thing which cannot be seen	invisible
thing which cannot be believed	incredible
thing which is not soluble	insoluble
life story of a person written by himself or herself	autobiography
anything which catches fire easily	flammable
government formed by people	democracy
murder of one's own self	suicide
that which cannot be seen through	opaque
that which can be seen through	transparent
working room of an artist	studio
at one's own free will	voluntary
a person who studies stars	astronomer
a person who sells provisions	grocer
a person who sells vegetable	greengrocer
a period of hundred years	century
a place where clothes are kept	wardrobe
a place where experiments are made	laboratory
a place for keeping birds and animals	zoo
a place where relics of the past are stored	museum





a man who is not present
 a place where motor cars are kept
 a period of ten years
 a post without any salary
 a thing which is one of its own kind
 an assembly of listeners
 a person who cannot speak

absent
 garage
 decade
 honorary
 unique
 audience
 dumb

PRACTICE TIME

1. Write one word for each of the following groups of words:

- (a) A person who sells vegetables
- (b) Murder of one's own self
- (c) Working room for an artist
- (d) Life story of a person
- (e) That can be seen through
- (f) A person who can neither read nor write
- (g) A place where experiments are conducted
- (h) A period of hundred years
- (i) One who walks on foot
- (j) Things which are not soluble

2. Explain the following words:

- (a) Voluntary
- (b) Inflammable
- (c) Democracy
- (d) Absent
- (e) Audience
- (f) Astronomer
- (g) Zoo
- (h) Honorary
- (i) Invisible

TEACHER'S NOTES

Ask children questions related to One Word Substitution and give them few examples of each.





Homophones



LEARNING TIME

◆ **Homophones** are the two words that sound similar but have different meaning, origins and spelling.

Some commonly used homophones are given below:

1. **Accept** – to receive, to agree

She did not accept our teacher's advice.

Except – excluding

Everybody was present in the meeting except me.

2. **Accede** – to comply with

The boss acceded to the employee's demand.

Exceed – surpass

Do not exceed your expense limit.

3. **Advice** (noun) – counsel

Rohit did not pay any attention to my advice.

Advise (verb) – to counsel

I donot need to advise you now.

4. **Affect** (verb) – to influence

He was not effected by yours filthy remarks.

Effect (Noun) – result, consequence,

There was no effect of my advice on him.

5. **Access** – admission, approach

I have no access to the deputy commissioner.

Excess – too much

Excess of everything is bad.

6. **Angel** – a messenger from God

It is not easy to see an angel in the day light.

Angle – The space between two lines or surface that joins. It is measured in degrees.

The student could not draw an angle of 90%.

7. **Brake** – a stopping device in vehicles.

I immediately applied brake and stopped the car.

Break – damage, stop (can be a noun or a verb)

Why did you break the glass ?



We shall have our lunch during the break.

8. **Bail** – security

The accused was released on bail.

Bale – bundle

One hundred bales of hay were burnt.

9. **Check** – a verb which means making sure about something or to stop something.

Keep a check on outsiders.

Cheque – a slip of paper ordering money to be paid to somebody.

Please deposit this cheque in the bank.

10. **Canon** – rule

Foreign countries have their own canons of conduct and behaviour.

Cannon – a large gun

Every soldier is provided with a cannon.

11. **College** – a higher educational institution

Avinash has got admission in a famous college of the city.

Collage – a picture made by sticking small pieces of paper or cloth on a large chart paper etc.

Prepare a collage on "Different flowers."

12. **Dessert** – something sweet usually eaten after meals

I like to have a dessert after the meal.

Desert – a large, dry and hot area covered with sand

The camel is the ship of the desert.

13. **Dairy** – a place where milk, cheese, cream, etc. are processed, bought or sold

Mr Ram Narayan wants to set up a dairy.

Diary – a little book in which one writes down appointments or small notes

A diary must be maintained to keep an account.

14. **Deference** – respect

Treat your parents with deference.

Difference – to distinguish

There is a difference of options between them.

15. **Fair** – just, honest

It was a fair deal.

Fare – charge paid for a travel

The bus fare in Haryana is too high.

16. **Final** – last

We won the final match.





Finale – the last scene of a drama or musical concert

I am waiting for the grand finale.

17. **Hale** – healthy

He is hale and hearty now.

Hail – frozen rain drops

It hailed heavily last night.

18. **Meat** – animal flesh used as food

Mohan likes to eat meat.

Meet – to encounter, to assemble

I want to meet my uncle.

19. **Minor** – not very important/ large, a person of young age

It was a minor issue.

Miner – a person who works in a mine

Many miners have lost their lives while working in coal mines.

20. **Plain** – Simple

The police was posted in plain clothes.

Plane – aircraft

My brother will go to Singapore by plane.

21. **Practice** – habitual action, custom

Practice makes a man perfect.

Practise – to perform habitually, to pursue

I will have to practise hard enough to win a medal in Olympics.

22. **Pray** – to request deeply, to petition

I always pray to God.

Prey – an animal hunted, victim

The lion was hungry and looking for a prey.

23. **Principle** – general rule for behaviour

Punit is a man of high principles.

Principal – head of an institution

Our principal is a very strict man.

24. **Quiet** – peaceful

Mohit is a quiet boy.

Quite – completely or fairly

I am quite well here.

25. **Root** – part of a plant that grows underground



A banyan tree has deep and strong roots.

Route – way by which one arrives at one's destination
Always follow this route.

26. **Stationery** – writing material such as paper, pen, pencil, etc.
I need all the stationery from your shop only.

Stationary – not moving
The sun is stationary in the sky.

27. **Story** – a tale
My mother told me an interesting story.

Storey – floors of a building
I have my office in a two-storey building.

28. **Tyre** – a thick rubber ring on the wheels of a car, bicycle, etc.
One tyre of the car needs a change.

Tire – to exhaust, to get exhausted, a head-dress, to attire
I should not tire myself unnecessarily.

29. **Whether** – a conjunction, meaning 'or', which of two
I don't care whether you stay here or go.

Weather – the state of atmosphere, climate
The weather is very fine today.

30. **Wander** – to move without any specific purpose
Don't wander here and there aimlessly.

Wonder – to be surprised, to be suspicious
He wondered whether he was sick.



PRACTICE TIME

I. Choose the correct homophones and fill in the following blanks:

- I shall _____ him in the park. (meat, meet)
- The eagle eats its _____ greedily. (pray, prey)
- We are going to _____ now. (collage, college)
- _____ of everything is bad. (access, excess)
- Seeing a girl in front of his car, he applied _____ (break, brake)
- Will you bring a packet of milk from the _____ (dairy, diary)
- The _____ match was played between India and Pakistan. (finale, final)
- You should be _____ in your dealings. (fair, fare)
- The _____ was very fine yesterday. (weather, whether)
- Where is the _____ shop? (stationery, stationary)





PRACTICE TIME

(Chapters 11 to 15)

1. Rewrite these sentences in the passive voice :

- (a) Sonam sing a song. _____
- (b) Children love the rainbow. _____
- (c) Your mother taught us Mathematics. _____
- (d) Neha's father praised her. _____

2. Change the following sentences into Direct Speech :

- (a) I told the workers that they should do their duty.
- (b) The policeman enquired where we were going.
- (c) The teacher said that man is mortal.
- (d) Ashok said that he was going shopping that day.

3. Punctuate the following sentences correctly :

- (a) Sudhir ate two bananas five mangoes and one pomegranate

- (b) Ashok where are you going

- (c) on Monday the chief minister is coming to our school

- (d) dr raghu lives at flat no 6 shakti apartments

4. Explain the words :

- (a) Zoo _____
- (b) Invisible _____
- (c) Audience _____





Similes



LEARNING TIME

◆ Illustrations making comparison between two things are known as **similes**. These similes are used to make the speech more impressive.

Some common similes

as big as a bus

as afraid as a rabbit

as beautiful as a rainbow

as black as coal

as blind as a bat

as bold as tiger

as bright as sun

as brittle as glass

as changeable as the weather

as cheap as rubbish

as clumsy as a pig

as cool as ice

as cunning as a fox

as cosy as mother's lap

as cool as a cucumber

as deep as the sea

as dry as a bone

as empty as space

as easy as ABC

as faithful as a dog

as free as a bird

as fresh as a daisy

as alike as two leaves

as innocent as a lamb

as graceful as a swan



as greedy as a dog

as happy as a king

as hungry as a wolf

as industrious as an ant

as invisible as air

as jealous as a cat

as keen as a child

as large as sky

as light as an atom

as lively as nature

as mischievous as a monkey

as mute as mice

as natural as life

as busy as a bee

as nutty as a fruit cake

as obstinate as a donkey

as smooth as silk

as old as the mountains

as pale as death

as playful as a baby

as poor as a church mouse

as pure as milk

as proud as an emperor

as quick as electricity

as quiet as a rabbit

as cunning as a fox,



as ripe as a mango
 as talktive as a parrot
 as slippery as ice
 as wise as an owl
 as sure as death
 as regular as sun.
 as solid as a rock
 as strong as iron
 as soft as cotton
 as thick as a timber



as white as snow
 as unreal as a dream
 as useful as a cow
 as vain as a peacock
 as warm as wool
 as wise as king Solomon
 as young as dawn
 as vain as a peacock
 as warm as wool
 as wise as king Solomon



PRACTICE TIME

1. Complete the similes in the following sentences:

- Sita and Gita are twins. They are as alike as _____.
- Munmun is as wise as a _____.
- His shirt is as white as _____.
- Ramesh is a clever boy. He is as cunning as a _____.
- After getting first position, Radha has become as proud as _____.
- Vijay hasn't made any mischief. He is as innocent as a _____.
- All the students in our college are as regular as _____.
- After a few days' rest, Kareena is looking as fresh as _____.
- Don't be afraid of my mother. She is as innocent as _____.
- My father is a hardworking man. He is as industrious as _____.

2. Use the following similes in your sentences:

- as black as coal _____.
- as cool as cucumber _____.
- as hungry as wolf _____.
- as soft as cotton _____.
- as easy as ABC _____.
- as large as sky _____.
- as pure as milk _____.
- as playful as a baby _____.
- as proud as an emperor _____.
- as solid as rock _____.





Idioms



LEARNING TIME

1. **To kick the bucket--to die-** I have heard that the mafia boss had kicked the bucket.
Sahil is already in a bad mood. Why are you adding fuel to fire by teasing him?
2. **To avail oneself of (to take advantage)**
You must always avail yourself of any good opportunity.
3. **To blow one's own trumpet (to praise one's own self)**
Subhash always blows his own trumpet.
4. **To bury the hatchet (to leave enmity)**
Sunil and Manoj have buried the hatchet and become friends again.
5. **To bring to light (to reveal)**
The thief's arrest has brought many new facts to light.
6. **To cut a sorry figure (to create a bad impression)**
Paramjeet could not prepare for the test. So he had to cut a sorry figure in front of his parents.
7. **To turn a deaf ear to (to ignore)**
It is wise to turn a deaf ear to his pieces of advice.
8. **To end in smoke (to come to nothing)**
All his efforts to join the air force ended in smoke.
9. **To keep an eye on (to keep a watch)**
The invigilators are keeping an eye on the activities of the candidates.
10. **To find fault with (to blame)**
Why do you always try to find fault with others?





11. **To face the music (to face the consequences)**

They were wrong to frame this policy. Now they would face the music.

12. **To fall short of (to be deficient)**

During my journey to Mumbai, I fell short of money.

13. **To fall flat (having no effect)**

All his efforts to save the patient's life fell flat.

14. **To fall prey to (to be a victim of)**

You should be careful not to fall prey to bad habits.

15. **To go to the dog (to be ruined/wasted)**

Your reputation has gone to dogs due to your drinking.

16. **To go in (to make an approach)**

The soldiers have planned to go in at dawn.

17. **To have a hand in (to be involved in)**

I am sure that you don't have a hand in the theft of the car.

18. **To hold good (to remain valid)**

His logic does not hold good in this particular case.

19. **To hold water (to be consistent)**

If this theory holds water, there may be a breakthrough for cancer.

20. **To beat black and blue (to beat badly)**

The police beat the thief black and blue.

21. **To have on one's finger tips (to memorize)**

My little son has the tables up to 20 on his finger tips.

22. **To catch red handed (to catch someone doing something wrong)**

I caught him smoking red handed.

23. **To see eye to eye with (to agree with)**

Shyam does not see eye to eye with Deepak on the issues of politics.





24. **To leave in the lurch (to leave in middle)**

My friend never leaves me in the lurch.

25. **To lay down (to sacrifice)**

Bhagat Singh laid down his life for the country.

26. **To smell a rat (to have a doubt of foul play)**

He secured good marks in the exams despite neglecting his studies. I could smell a rat.

27. **To keep one's fingers crossed (to wait anxiously)**

Her result is about to be declared. She is keeping her fingers crossed.

28. **To throw cold water on (to discourage)**

We should not throw cold water on his plans.

29. **To be a white elephant (expensive but useless)**

This new car has proved to be a white elephant for me.

30. **To keep under lock and key (to keep very safely)**

These papers are very important. So they must be kept under lock and key.

31. **To be a black sheep (notorious person)**

Your brother is a black sheep in your family.

32. **To keep pace with (to move at an equal speed)**

Everyone should keep pace with the changing times.

33. **To turn over a new leaf (to reform oneself)**

The advice of my Grandma has helped my spoilt elder brother turn a new leaf.

34. **To leave no stone unturned (to try one's best)**

I will leave no stone unturned to pass the examination.

35. **To break the ice (to break the silence)**

After the quarrel, the wife broke the ice by apologizing for her mistake.

36. **In the nick of time (at exact time)**

We reached the bus stop in the nick of time to catch the bus.

37. **To keep one in the dark (to keep one ignorant)**

Don't keep me in the dark about your result.





38. To strain every nerve (to try hard)

Ashok strained every nerve to win the marathon.

39. To carry the day (to win)

After a tough competition, Indian cricket team carried the day.

40. To build castles in the air (to have high plans)

We should not build castles in the air.



41. To put shoulder to the wheel (to struggle)

Put your shoulder to the wheel and the success will be yours.

42. To eat a humble pie (to accept humiliation)

He had to eat a humble pie in his battle against exploitation.

43. To read between the lines (to find different meaning of the statement)

It is a general statement. Please don't try to read between the lines.

44. To poke one's nose into (to interfere)

Why are you poking your nose into my affairs?



45. To shed crocodile tears (to shed false tears)

Don't shed crocodile tears. This will not help you.

46. To be a laughing stock (to put oneself in a ridiculous situation)

Aartri became a laughing stock in the meeting because of her foolish talk.

47. To be chicken hearted (cowardly)

Naveen is a chicken hearted man.



48. To play ducks and drakes with (to destroy completely)

The grasshoppers played ducks and drakes with the crops.



49. In black and white (in writing)

I want to have the terms and conditions of the agreement in black and white.

50. To breathe one's last (to die)

My grandfather handed over the property papers before breathing his last.

51. To run the show (to work somehow)

I only know how I am running the show.





PRACTICE TIME

A. Match the idioms with their meaning:

- | | |
|---------------------------|-----------------------|
| 1. To lay down | expensive but useless |
| 2. to see eye to eye with | to discourage |
| 3. to be white elephant | to win |
| 4. to carry the day | to be consistent |
| 5. in black and white | to agree with |
| 6. to throw cold water on | having no effect |
| 7. to fall flat | to sacrifice |
| 8. to hold water | in writing |



B. Complete the following idioms:

- to keep on one's fingers _____.
- to put shoulder _____.
- to keep one in _____.
- to read between the _____.
- in the nick of _____.
- to shed crocodile's _____.
- to leave no stone _____.
- to see eye to _____.



C. Choose the meaning of the idiom from the given options :

- If it's 'safe and sound', it's _____.
 (a) not allowed (b) beautiful (c) not harmed
- To 'set your sight' on something means to _____ something.
 (a) aim for (b) look for (c) ask for
- 'Shut your trap' is an impolite way of saying please _____.
 (a) leave (b) go away (c) be quiet





- (iv) To 'vote down' is to _____ something.
(a) accept (b) defeat (c) propose
- (v) If you are 'in the dog house', you are _____.
(a) enthusiastic (b) in trouble (c) happy
- (vi) 'A bit' means _____.
(a) something to eat (b) to help someone (c) a small amount
- (vii) 'Against the clock' means _____.
(a) a new record (b) a test of speed or time (c) an impossible task
- (viii) 'I dare say' means _____.
(a) I don't know at all (b) I definitely know (c) I suppose

Fun With Grammar ✨

Look at the picture given below and write down a paragraph about your school.



TEACHER'S NOTES

Ask children what they understand by Idioms and ask them to explain Idioms in their words.





Phrasal Verbs



LEARNING TIME

A phrasal verb is a verb formed with two (sometimes three) parts – a verb and an adverb or preposition. These usually carry idiomatic meaning.

Some of the commonly used phrasal verbs are given below:

1. **Abide by** (to follow, comply) – I abide by all the rules and regulations of the company.
2. **Ask for** (to beg, to request) – He asked for a book because he had forgotten his book at home.
3. **Back out** (retreat, to withdraw from something promised) – Sudha promised to give a pen to me but now she is trying to back out.
4. **Back up** (support) – I backed him up on this matter.
5. **Bank on** (to trust) – I would like to bank on you to help me solve this problem.
6. **Blow out** (to extinguish) – Please blow out the candle.
7. **Blow up** (explode) – The terrorists had tried to blow up the rail road station.
8. **Break away** (to escape suddenly, withdraw from an organization) – Several prisoners tried to break away from the jail.
9. **Break down** (to stop abruptly, to fail) – She broke down in the middle of her speech.
10. **Bring about** (to make something happen) – The college will bring about many changes in this academic year.
11. **Bring up** (raise children) – It is not easy to bring up children now-a-days.
12. **Brush up** (to refresh) – He is trying to brush up on his French before going to Paris.
13. **Call for** (demand) – The rapid growth in the population calls for an immediate remedy.
14. **Call on** (visit) – The minister called on the hospital to meet the patients.





15. **Call off (cancel)** – They called off this afternoon's meeting.
16. **Care for (to look after)** – Suresh has an elderly father to care for.
17. **Carry on (continue)** – Please carry on with your studies.
18. **Carry out (to execute)** – Deepu carried out his master's order.
19. **Come about (happen)** – I do not know how these things have come about.
20. **Come across (to meet)** – Yesterday I came across her.
21. **Come over (to visit)** – Come over to my house and let's have some fun.
22. **Consists of (to be made of)** – Air consists of various gases.
23. **Cook up (to fabricate)** – He should cook up some excuse for coming late.
24. **Cut down (to reduce)** – I have to cut down on my expenses.
25. **Dying for (to have strong desire for)** – He is dying for a glass of milk.
26. **Die out (to become extinct)** – Many creatures died out long ago.
27. **Do up (to decorate)** – Do up your room as some guests are coming over.
28. **Do without (to manage without something)** – Can he do without a scooter for even a week?
29. **Drop out (to withdraw)** – He dropped out of the course.
30. **Get along (to be friendly)** – Suresh and Mahesh get along well.
31. **Get through (to pass)** – I could not get through my high school.
32. **Get over (to recover)** – You have to get over this feeling of loneliness.
33. **Give in (to surrender)** – He was compelled to give in.
34. **Give up (to stop using)** – Praveen has given up smoking.
35. **Give off (to emit)** – The fire gave off a dense smoke.
36. **Go ahead (to do something)** – Let's go ahead with the new policy.





37. **Go through (to examine, to read carefully)** – All are advised to go through the paper carefully.
38. **Keep up (to continue)** – I want to keep up the reputation of my family.
39. **Look into (to examine)** – The police is looking into the matter.
40. **Look after (to take care)** – My father will look after my mother.
41. **Pass away (to die)** – Mr Raman Lal passed away last night.
42. **Put up with (to tolerate)** – I can not put up with your behaviour.
43. **See off (to bid farewell)** – I went to the railway station to see him off.
44. **Set off (to start a journey)** – They set off early in the morning.
45. **Set up (to build)** – We have decided to set up a new school.
46. **Step down (to resign)** – Kunal will step down from his post next week.
47. **Turn down (to reject)** – Why have you turned down my offer?
48. **Throw out (reject)** – The bill was thrown out by the parliament.
49. **Turn against (become hostile to)** – All the boys in the class turned against him.
50. **Turn on (to switch on)** – Please turn on the fan.
51. **Work out (to solve)** – I can work out this problem in a few seconds.



PRACTICE TIME

A. Match the meaning with the phrasal verb:

- | | |
|----------------|------------------|
| 1. carry on | (a) to surrender |
| 2. give in | (b) to reject |
| 3. work out | (c) to pass |
| 4. get through | (d) to solve |
| 5. turn down | (e) to continue |





B. Tick the correct meaning for the following phrasal verbs:

1. When you are going through a book:
 - (a) You are writing it.
 - (b) You are reading it.
2. When you say that you broke down in doing something:
 - (a) failed.
 - (b) broke into pieces.
3. When you are going to see off your uncle, you will:
 - (a) bid him farewell.
 - (b) stop seeing him.
4. When you are looking after your sister, you are:
 - (a) talking about her after she is gone.
 - (b) taking care of her.
5. When she says that she is dying for a cup of tea. She:
 - (a) has a strong desire for it.
 - (b) will die without it.
6. When you say that you will brush up before your test, you will:
 - (a) refresh your knowledge.
 - (b) brush your shoes.
7. When you say that you are planning to cut down your water bill, you will:
 - (a) cut it into pieces with a knife.
 - (b) reduce it.



C. Fill in the blanks with appropriate phrasal verbs :

- (i) Turn _____ (off/up/on/over) the oven. I want to bake a pizza.





- (ii) I can not go out tonight. I must look _____ (for/at/on/after) my little brother.
- (iii) I can not let him down, that goes _____ (against/past/on/off) my nature.
- (iv) The cost of living has gone _____ (up/out/through/with)
- (v) _____ (slow/turn/write/sit) down, we don't have to run that fast!

Fun With Grammar

Write down meaningful sentences with the given phrasal verb.

1. call off : _____
2. set up : _____
3. turn down : _____
4. brush up : _____
5. blow out : _____
6. ask for : _____
7. get over : _____

Look at the Picture and words given below and write a short paragraph with appropriate punctuation, grammar and sentences depicting a story.



SUN
HOUSE
HAPPINESS
ABU N DANCE
EXCITEMENT

TEACHER'S NOTES

Explain to children that when a verb that is combined with an adverb or a preposition, or sometimes both, to give a new meaning is called phrasal verbs.





paragraph Writing



LEARNING TIME

When you read a prose book, you will find that each chapter is divided into certain sections. Every section has its first line indented slightly to the right. These sections are called paragraphs. Articles, essays, chapters and almost all types of prose are broken into paragraphs to make the reading easier. Beginning of each paragraph indicates change in the topic, or another step in developing the subject or the story.

A paragraph is a number of sentences grouped together explaining a particular topic, theme or idea.

We should bear the following points in mind while writing a paragraph:

- (i) We should frame the questions about the topic and find out answers to them.
- (ii) Arrange the answers in a systematic order.
- (iii) First and the last line of the paragraph must be most interesting.
- (iv) Don't try to work out on more themes, rather one main theme should be dealt with.
- (v) Make sentences short and varied.
- (vi) Ensure that there are no spelling, grammar and punctuation mistakes.



Now read the following paragraphs carefully:

(i) Importance of Discipline

Discipline means training of the mind and character. There is need and importance of discipline in our society and in our life. In our home, in schools, in the playground and everywhere in this world discipline brings order.

The absence of discipline brings disorder and chaos. There are some rules that control our activities. If we do not respect these rules, our life will be like a boat without the boatman, If we do not obey our parents at home, our teachers at school and the referee or the umpire in the playground, we can imagine what will happen. So both our parents and the teachers are very anxious to make us see the need for discipline. They want us to grow up





like soldiers. In the armed forces discipline is everything. without discipline the army is a rabble. Like them we all must be disciplined, so that everybody can be proud of us.

(ii) Work is Worship

We all know that hard work is the key to success. People will surely climb on the top in any field if they are diligent and industrious. If we shirk work, we shall never be successful. We shall never lead a miserable life. Everybody must be up and doing. If we are lazy, our fortune will sleep. In fact, we are the makers of our respective destiny. And it is hard work and continuous devotion which will outshine our luck. If one is born with a silver spoon in his or her mouth, it will not inculcate the habit of hard work in him or her. Rather it will create idleness. By dint of hard work, Sachin Tendulkar is, undoubtedly, the champion of champions in the world of cricket. Hard work has raised him to this highest level. So we should understand that there is no shortcut to fortune and richness except through hard labour.

(iii) God Helps Those Who Help Themselves

For upliftment and progress man has self help as a precious tool with him. To obtain desired results, one needs self participation, labour and very strong will. All the great men, scholars, saints, etc. followed the path of self-help. If we do not successfully complete our work, even God will not come for help to get over our problems. We should exert ourselves without depending upon each other. Hard work never goes unrewarded. Self help gives us confidence as well as self-assurance. It helps us in building our character too. Work is worship. Problems are likely to crop up but one should not allow them to overpower oneself. The habit of self-help should be nourished from the beginning of our childhood. We should not depend upon others for the fulfillment of our ambitions. We have to work for ourselves. Only then God would helps us in achieving success in life.

(iv) The Importance of Trees

Trees supply us with a lot of useful things. Various kinds of fruits, that we eat are obtained from trees. The starch that we get is prepared by the green trees and plants. Moreover we get timber for making furniture and building houses. Firewood is also obtained from trees. Every part of coconut tree is useful. Even the leaves are used for the roofs of huts. The rubber tree supplies us with the valuable sap that has many uses. Some trees supply us with medicines. Eucalyptus and willow are useful in this regard. Further there are many kinds of plants and herbs in the forests that are very useful as medicines. Trees give us shade so tired travellers rest under them. Children like to play under the shade of a tree.

TEACHER'S NOTES

Tell children about paragraph writing and ask them to write meaningful paragraphs about any given topic.





(v) Sports and Training

To develop a healthy and competitive spirit, sports are given almost importance in the curriculum. The school provides facilities for cricket, tennis, basketball, athletics and indoor games. Students are encouraged to participate in co-curricular and extra-curricular activities.

Every year, a number of students are selected to represent the state and country in various sporting events. Students are given lessons in mountaineering and rock climbing to develop their spirit of adventure. A variety of skill games are also organised during the session to ensure that the students get the chance to discover their hidden talents. The activities are organised as inter-house competitions.

PRACTICE TIME

A. Write short paragraph on the following topics; some hints are given:

(i) A Scene at a Railway Station

(Crowd — Long queue — people buying tickets — platform — people waiting for the train — posters — arrival of the train — rush of the passengers — people — going to and fro — noise — confusion — the guard's whistle — the train leaves — the waving of hands.)



(ii) My Ambition in Life

To become a doctor — serve the poor people — going to countryside — opening dispensary — helping people — providing best medicine — charging very reasonably — spreading message of health and hygiene — teaching villagers — long life — service of the humanity — goal of life.

B. Write short paragraphs on the following topics:

(i) My Favourite Leader

(ii) Advantages of Metro Train

(iii) An Ideal Teacher

(iv) A Scene at Election Booth

(v) My Hobby

(vi) Value of Books

(vii) Youth life

(viii) Happiest Day of My Life





Letter Writing



LEARNING TIME

Among various modes of communication, letter is an important one as it enables us to communicate with people situated far off.

There are various forms of letters such as business letters, applications, social letters, official letters, industrial letters, etc., which we need to resort from time-to-time. Therefore, it is necessary for every student to learn how to write letters.

Classification of Letters



Letters can be, mainly, classified into two categories:

1. **Formal or Official Letters** : This type of letters are shared with business firms, Government offices, editors of newspapers, etc.
2. **Informal or Personal Letters** : This type of letters are shared with friends, relatives, Parents, etc.
Official relatives, parents, etc.

In any kind of letter, the following six points must be adapted:

- (i) Heading (Writer's address and date)

6, Karol Bagh,
New, Delhi 12,
May, 2011.

[Dear Sir/Dear father]

- (ii) Greeting or salutation

- (iii) Body of the letter

- (iv) Conclusion

- (v) Signature

(Rohit)

- (vi) Address on envelope

Mr Amit Saxena
23, Rock Lane,
West Patel Nagar,
New Delhi-110008





Read the following example letters carefully:

1. **Write a letter to your father, requesting him to send you more money this time.**

278, Sector 7A,
Chandigarh, U.T.

My dear Father,

You will be glad to know that I have secured first position in the terminal test. I assure you that I shall try my best to secure very good marks in the annual examination.

Dear father, I am putting some extra burden on you this time. I have to pay Rupees 110 for the board examination fee. I have to also buy a sport kit for the annual tournament. Moreover, I want to purchase some help books, as they will help me in securing good marks. Kind as you always have been, I am sure you will not mind sending me Rs. 600 more this month.

With respect to you and dear mother.

Yours affectionately,

Ramesh

2. **Your friend Parikh has passed the Secondary examination with a high percentage of marks. Write a letter to him on his success.**

B-1/15, Janak Puri,
New Delhi,
May 10. 20....

My Dear Parikh,

I was overjoyed when I saw your photo and name in the newspaper. You have topped the list of all the successful candidates in the Senior Secondary Examination. It is the result of your hard work, labour and constant devotion to your studies. You used to burn mid-night oil and the labour has crowned you with great success. God has aptly showered His benignity on you. You really deserved this position too.

Please write to me about your future plans. I am expecting a line from you very soon. I heartily congratulate you on this grand success.

By the way when should I expect my share of sweets?

Your Loving friend,

Ankur





3. Write a letter to the Health Officer complaining against the insanitary conditions prevailing in your locality.

FC/121, Tagore Garden,
New Delhi-27
4th November, 20...

The Health Officer,
Delhi Municipal Corporation,
Town Hall,
Delhi-110006.

Dear Sir,

I beg to draw your kind attention to the insanitary condition of our street No.4. There are pits at every step in the street. They become pools of dirty water during the rainy season. The mosquitoes breed on them and spread malaria. The sweepers and the water carriers neglect their duty for many days. Heaps of dust and rubbish lie scattered in the streets. The foul smell makes it impossible for anyone to pass through the lanes. There is no wonder if some epidemic breaks out.

You are requested to take early measures to improve the sanitary condition.

Yours faithfully,
J.C. Narang

4. Write a letter to the editor of a newspaper about the acute shortage of drinking water and polluted water supply in your area.

4,20, Tolstoy Marg,
New Delhi,
The Editor,
The Hindustan Times,
New Delhi,

Sir,

Through the columns of your esteemed paper. I want to draw the attention of the authorities regarding the polluted water supply in our area.

For the last one week the Corporation has been supplying polluted water in our colony. The water coming out of the taps is dirty. Efforts to filter it do not set the matter right. The residents of the colony have made representation to the concerned authorities, but to no avail. It is requested that the authorities should rise to the occasion and supply of clean and sufficient water without any further delay. At present there is an acute shortage of drinking water here.

Thanking you,
Yours truly,
Harminder





PRACTICE TIME

(Chapters 16 to 20)

1. Use the following similes in your sentences :

- (a) as large as sky _____
- (b) as pure as milk _____
- (c) as solid as rock _____
- (d) as cool as cucumber _____

2. Complete the following idioms :

- (a) to put shoulder _____.
- (b) in the nick of _____.
- (c) to leave no stone _____.
- (d) to see eye to _____.

3. Write down the meaningful sentences with the given phrasal verb :

- (a) turned down : _____
- (b) ask for : _____
- (c) get over : _____
- (d) set up : _____

4. Complete the similes in the following sentences:

- (a) My father is a hardworking man. He is as industrious as _____.
- (b) His shirt is as white as _____.
- (c) Ashok is as wise as a _____.
- (d) All the students in our college are as regular as _____.





PRACTICE TIME

(Chapters 11 to 20)

1. Change the following sentences into active voice :

- (a) The school was struck by lightning.
- (b) He will be forgiven by them.
- (c) These cars are produced in Japan.

2. Change the following into indirect speech :

- (a) He said to me, "What are you doing?"
- (b) My coach said, "You ought to practice hard."
- (c) The teacher said to the students, "Where is my book"?

3. Write one word for each of the following groups of words :

- (a) One who walks on foot _____
- (b) That can be seen through _____
- (c) A person who sells vegetables _____

4. Choose the correct homophones and fill in the following blanks :

- (a) The _____ was very fine yesterday. (weather, whether)
- (b) The eagle eats its _____ greedily. (pray, prey)
- (c) We are going to _____ now. (collage, college)

5. Complete the following idioms :

- (a) to leave no stone _____.
- (b) to keep one in _____.
- (c) to see eye to _____.

6. Fill in the blanks with appropriate phrasal verbs :

- (a) Turn _____ (off/up/on/over) the oven. I want to bake a pizza.
- (b) The cost of living has gone _____. (up/out/through/with)
- (c) I can not go out tonight. I must look _____ (for/at/on/after) my little brother.

