

ENGLISH DISCOURSES& GRAMMAR TIPS

(For HS &HSS)



“A candle loses nothing by lighting another candle. “

- Father James Keller

- ✓ **English Discourse Tips**
- ✓ **Poem Analysis** ✓ As soon as, No sooner than, Hardly/ Scarcely
- ✓ **Parts of Speech** ✓ Enough
- ✓ **Tense** ✓ Dialogue Completion
- ✓ **Prepositions** ✓ Subject Verb Agreement
- ✓ **Common verbs (v1, v2, v3, v4)**
- ✓ **Reported Speech**
- ✓ **Active- Passive Voice**
- ✓ **Question Tag**
- ✓ **If Clause**
- ✓ **Phrasal Verb**

Prepared by

ASK

9497470240

ENGLISH TIPS – HS & HSS

1. CHARACTER SKETCH

- Describe the character’s physical appearance & Personality
- Use variety of Words and Expressions
- Include examples from the story
- Ideas are sequenced well

2. PROFILE

- Title
- **On** before Dates/ Days
- **In** before Month/ Year
- **At** before Small towns
- **In** before larger cities

3. NEWS PAPER REPORT

- Catchy headline
- Writer’s name (eg: Staff Reporter)
- Place, Date
- First sentence must be the expansion of Title (What? Who? When? Where? How?)

Beware People
Staff Reporter
Mexico, 26 Dec 2015 : ____

4. LETTER

- Use Short and simple sentence

Letter to friend

Sender's Address
Date

Dear Roy,

With love,
Mary

Letter to Editor

Letter to Editor
Sir,

Yours Faithfully,
Rajkumar Seth

Formal Letter

Sender's Address

Date

Principal,
XYZ School,
Mumbai

Sir,
Sub:

Yours Faithfully,
Mary

5. DIARY

- Date :
- Dear Diary,
- Introduction
 - ✓ Today was a great/ bad day for me
 - ✓ Everyday teaches something new to you. Today I _____
- Body
- Conclusion
 - ✓ O God! Thanks for caring me today!
 - ✓ I hope & pray to God that tomorrow will bring more happiness to me
- Bye

Date: Saturday 15th June

Bye

6. NOTICE

NOTICE
XYZ SCHOOL, KOCHI
Inauguration of _____
13-06-2015

Dear Friends,
We have decided to conduct the inauguration of _____ on ____ (date) __. The pgm will begin at 10 AM at the Auditorium. Many dignitaries will take part in the pgm. Mr. _____ will inaugurate the pgm and Mr _____ will deliver the keynote address.
ALL ARE WELCOME
Secretary,
_____ Club

7. SLOGANS/ PLACARDS

- Simplicity of language
- Aptness of Idea

Eg:-

STOP CRIME, BRING PEACE

8. CONVERSATION

- Initiation
 - ✓ Hi, Good Mrng
 - ✓ Hello, very pleased to meet you
 - ✓ Oh, what a pleasant surprise!
- Question Tags
- Question Words
- Conclusion
 - ✓ See You
 - ✓ Have a nice day

9. SPEECH

- **Address the audience...**
 - ✓ **At School:**
Respected Principal, teachers and dear friends,
 - ✓ **Every other occasion:**
Respected dignitaries, ladies and gentlemen

- **Begin with...**
 - a) Today I am standing before you to speak a few words on the topic _____
 - b) Today, we have assembled here to celebrate our _____
- **Add words/phrases like...**
 - ✓ I would like to remind you about the fact that, _____
 - ✓ Let us not forget the importance of _____
 - ✓ Friends, let us join hands and work together to make our world a better place to live in.
- **End the speech with**
Let me thank the organizers for giving me an opportunity to speak on this fine occasion.
Thank you all! Jai Hind!

ENGLISH TIPS – HS & HSS

10. DESCRIPTION

- Decide on the Purpose
- Describe clearly , using specific details

11. WRITE UP

- A Suitable Title
- Elaborates the given topic
- Includes related Ideas
- Organize Ideas
- Natural Style
- Appropriate Vocabulary & sentence variety

12. NARRATIVE

- A Suitable Title
- Proper Sequencing of Events
- Effective Expression of Theme/ Message
- Figurative use of language, Imagination & Creativity
- Proper Beginning & Ending

13. REVIEW

- A suitable Title
- The Central Theme
- Characters & Symbols
- Personal Views
- Appropriate Vocabulary & sentence variety
- Organize Ideas
- Proper Beginning & Ending

14. ANNOUNCEMENT

- Use of language suitable for Announcement
- Addressing the audience
- Brevity
- Generating the curiosity
- Catchy expressions

15. REPORT OF PROGRAMMES

XYZ SCHOOL, KOCHI

Report on the Inauguration of Arts Club

The meeting for the Inauguration of Arts Club began at 10 am, 2014 March 22 at XYZ School Auditorium. The meeting started with a Prayer by the school choir. It was followed by a Welcome Speech by Mr. Pqrs, Principal of XYZ School. After that, Culture Minister XYZ delivered the presidential Address. The School arts club was inaugurated by Adoor Gopalakrishnan. In his speech, he said that _____. Then famous writer Arundhati Roy gave the keynote address. Her speech was very inspiring and informative. Mr. _____, Mr. _____ and Mrs. _____ felicitated. The School Leader Ms. Anitha gave the vote of thanks. The meeting was over by 1 am.

Secretary, Arts Club

16. Email

Send	To: abc@gmail.com
Account	Cc
	Bcc
	Subject :

Dear Friend / Sir,

- Matter -

Name

17. Blog

GOD'S OWN COUNTRY - KERALA → (Heading)

18/6/17 | Akira Kurasova

(Date) (Name of the Blogger)

- Matter -

Post A Comment

Enter your Comment ...

Publish

ANALYSING POEMS - POETIC DEVICES

POETIC DEVICE	DEFINITION	EXAMPLE
RHYMING WORDS	Words with same sound repeated at the end of nearby lines	Twinkle, twinkle, little star , How I wonder what you are! Up above the world so high , Like a diamond in the sky .
RHYMING SCHEME	Pattern of rhyme between the lines of a poem	<i>Rhyme scheme –aabb</i>
ANOMINATION	Repetition of words with a change in letter or sound	He is nobody from nowhere and he knows nothing .
ALLITERATION ശബ്ദാവർത്തനം	Repetition of initial sounds(consonants) in neighboring word	R ound the r ugged r ocks the r agged r ascal r an
ANAPHORA	Repetition of words at the beginnings	In time the savage bull sustains the yoke, In time all haggard hawks will stoop to lure,
ANTIPHRASIS	Use of phrases or words in their opposite sense than the real meaning to create comic effect	He's only a child of 50 years old . She's so beautiful . She has an attractive long nose .
APOSTROPHE	When a speaker breaks off and directs speech to an imaginary person .	"Hello darkness, my old friend I've come to talk with you again."
ASSONANCE	The repetition of vowel sounds to create internal rhyming	On a pr oud rou nd clou d in wh i te hig h nig ht
EPIPHORA	A word or a phrase is repeated at the end of successive lines	Hourly joys be still upon you! Juno sings her blessings on you
HYPERBOLE അതിശയോക്തി	Exaggeration which may be used for emphasis and humor	I am so hungry I could eat a horse . I have a million things to do.
HYPOPHORA	The speaker raises a question and then answers it.	"What made me take this trip to Africa? There is no quick explanation.
IRONY വിപരീതാർത്ഥ പ്രയോഗം	Words are used in such a way that their intended meaning is different from the actual meaning	The thieves robbed the police station. Water, water, everywhere , Nor any drop to drink .
LITOTES	Positive statement is expressed by negating its opposite expressions .	He's not a very generous man. She is not very beautiful.

OXYMORON വിരോധാക്തി	Two opposite ideas are joined to create an effect	"I find no peace , and all my war is done I fear and hope, I burn and freeze like ice
PERSONIFICATION മനുഷ്യത്വാരോപണം	A thing, an idea or an animal is given human attributes	Look at my car . She is a beauty, isn't it so? The wind whispered through dry grass. The flowers danced in the gentle breeze.
METAPHOR രൂപകാലങ്കാരം	Directly compares seemingly unrelated subjects	He was a lion in the battle field All the world is a stage
METONYMY	Replaces the name of a thing with the name of something else with which it is closely associated	Let me give you a hand. (Hand = help.) The pen is mightier than the sword. (Pen = written words & sword = military force.)
SIMILE ഉപമ	Comparing one thing to another using words 'As' and 'Like'	He fights like a lion in the battle field He swims as fast as a fish
ONOMATOPOEIA	Word which imitates the natural sounds of a thing. It creates a sound effect that mimics the thing described, making the description more expressive and interesting	The buzzing bee flew away The rustling leaves kept me awake
TRANSFERRED EPITHET / HYPALLAGE	Can be described as an abnormal, unexpected change of two segments in a sentence	" restless night " — The night was not restless, but the person who was awake through it was. " happy morning " — Mornings have no feelings, but the people who are awake through them do
IMAGERY അലങ്കാരപ്രയോഗം	Clear and descriptive language that appeals to human senses	
✓ VISUAL IMAGE	Sight	It was dark and dim in the forest
✓ AUDITORY IMAGE	Sound	The children were screaming and shouting in the fields
✓ OLFACTORY IMAGE	Smell	He whiffed the aroma of brewed coffee
✓ GUSTATORY IMAGE	Taste	The fresh and juicy orange is very cold and sweet
✓ TACTILE IMAGE	Touch	The girl ran her hands on a soft satin fabric

PARTS OF SPEECH

<u>PART OF SPEECH</u>	<u>DEFINITION</u>	<u>EXAMPLES</u>	
NOUN നാമം	Places, People, Things	Trivandrum, Teena, Book	The Sun Shines Radha goes to Shop
PRONOUN സർവ്വ നാമം	Replace Nouns	He, she, it, me, my, that etc.	John is Hungry. He wants to eat.
VERB ക്രിയ	Show action or being	Run, go, have, invite	The dog and cat are running
ADJECTIVE നാമവിശേഷണം	Describe Nouns	Angry, brave, healthy	Brown Dog, Red Pen
ADVERB ക്രിയാവിശേഷണം	Describe Verbs, Adjectives or Adverb	Badly, Slowly, Very, Almost	Runs Quickly
ARTICLE	Type of determiner that precedes a noun	A, An, The	A cat, An egg, The Indian
PREPOSITION ഉപസർഗ്ഗം	Show relationship between words in a sentence	Above , before, expect, from	I'm going to Ootty
CONJUNCTION സംയോജനം	Connecting words	And, or, But, So, Unless, Either	Radha and Raju are Friends
INTERJECTION	Exclamations that express strong feelings	Wow! , Ouch !, Hmmm, Hey, Oops !	Oops ! I spilled the Milk.

TENSE

● SIMPLE PRESENT

Present events, Facts, Daily actions, Habits etc.

I run everyday
He runs everyday

He/She/It	eats, drinks	does, has	is
I/You/We/They	eat, drink	do, have	am, are

India **wins** WorldCup I **am** a cool guy Kiran **has** a blue car
Cows **eat** grass Minu **is** bold I **have** some work
Roy **goes** to school daily Cars **are** fast I **do** my work myself
They **go** to a temple daily You **are** late! He **does** his work himself

Also used to denote future: 'The train **leaves** in 5 mins', 'Obama **visits** India next month'

◀ SIMPLE PAST

Past events, Past Facts, Old Habits etc.

I ran yesterday

I/He/She/It	ate, drank, jumped, smiled	did, had	was
You/We/They			were

India **won** the WorldCup I **was** a cool guy Kiran **had** a blue car
The cow **ate** grass Minu **was** bold I **had** some work
Roy **went** to school daily Cars **were** fast I **did** my work myself
They **went** to a temple daily You **were** late! He **did** his work himself

SIMPLE FUTURE ▶

Future event*, Duty, Ability, Probability etc.

I will run tomorrow

He/She/It/ I/You/We/They	will/ shall/ can/ may/ must... + eat (Base Form)
-----------------------------	---

He **will** go tomorrow. (future) I **would** like to go. **Would** you help me? (politeness)
I/We **shall** go. (future, 'will') You/He/ She/ It/ They **shall** obey the rules. (command)
You **should** go. (responsibility, obligation)
Shall I call the doctor? (suggestion) **Should** I call the doctor? (Is it necessary?)
I **can** speak. (ability) You **can** go now. (permission) **Can/Could** you help me? (request)
It **may** rain. (probability) You **may** go. (permission)
You **must** go immediately (obligation, necessity) It **must** be correct. (logical guess)

* Future can also be indicated using 'going to' or the simple/ progressive present tenses:
I **am going to** teach you | The school **reopens** tomorrow | I **am coming** soon.

CONTINUOUS: Incomplete Action

● PRESENT	am, is, are	+ ing
◀ PAST	was, were	
FUTURE ▶	will be	



I am running

Now, I **am standing** near the playground. The kids **are playing**. The boys **are playing** football. One girl **is riding** a bicycle.

Yesterday, I **was standing** near the playground. The kids **were playing**. The boys **were playing** football. One girl **was riding** a bicycle.

Tomorrow, I **will be standing** near the playground. The kids **will be playing**. The boys **will be playing** football. One girl **will be riding** a bicycle.

Non-Progressive verbs: hate, like, prefer, want, know, mean, remember, seem, hear, see etc.

PERFECT: Complete Action

● PRESENT	has, have	+ Past Ppl. (drunk, eaten, done etc.)
◀ PAST	had	
FUTURE ▶	will have	



I have run

I **have visited** many places. I **have seen** the TajMahal. I saw it in 1988.
Before I saw the Taj Mahal and the Red Fort, I **had seen** the Pyramids of Egypt.
When I die, I **will have seen** all the monuments of the world.

Roy **has done** his work. His friends too **have done** it. They did it yesterday.
When his friends started their work, Roy **had done** his work.
Next time also, he **will have completed** his work even before the others begin it.

PERFECT CONTINUOUS: Prolonged Action

● PRESENT	has, have	+been + -ing
◀ PAST	had	
FUTURE ▶	will have	



I have been running

I am waiting for my friend. I **have been** waiting for him since 9 am and I believe he **has been** sleeping at home.

Yesterday, he **had been talking** with his girlfriend for an hour while I waited for him.

He will come after one hour. By then, I **will have been waiting** for 3 hours for him!

TENSE - TABLE

	Simple	Continuous	Perfect	Perfect Continuous
Present	V₁/ V₁+s (do/does) + I live here. She lives here. - She <u>does not</u> live here. ? <u>Does</u> she live here? often, rarely, every day, usually, occasionally, always, as a rule 1. Facts: <i>I'm a student.</i> 2. Likes/dislikes, opinions: <i>I don't think it's true.</i> 3. Routines or repeated actions: <i>I go to the University every day.</i> 4. In clauses of time and condition: <i>I will pass the exam if you help me.</i> (when, while, after, before, as soon as, until, if)	be (am/are/is) +Ving + I'm working - I am not working. ? Are you working? now; at the moment, still, while 1. An action in progress right now: <i>I'm reading now, don't disturb me.</i> 2. An action happening around now: <i>It's getting colder.</i> 3. An intention, a plan: <i>I'm leaving for Moscow tomorrow.</i> (stative verbs: emotions, desires, senses, possession, mental activities, to be)	have/has + V₃ + I have done it. - He hasn't done it. ? Have you done it? just, ever, never, yet, recently, already, for, since 1. A past action with a result in the present: <i>I've lost my key. I can't find it.</i> 2. An action started and hasn't finished yet: <i>We've been friends for many years.</i> 3. Experiences, things you've done/haven't done in your life. Telling the news: <i>I've never been to Brazil.</i> 4. A finished action in yet unfinished period: <i>I've seen him this morning.</i> NB! Don't use it in <u>When</u> questions	have/has been + Ving 1. Recent continuous or repeated actions. <i>I have been living here since 1995.</i>
Past	V₂ (did + V₁) + I came here yesterday. - He <u>didn't</u> come here. ? <u>Did</u> you come...? yesterday, the day before yesterday, last, the other day, ago 1. A finished action in the past: <i>I saw him yesterday.</i> 2. Several actions in the past: <i>I came home, had dinner and watched TV</i>	be (was/were) + Ving + She was reading a book. at this time yesterday, still, the whole evening yesterday, 1. An action in progress in the past: <i>Yesterday at 7 p.m. I was sleeping.</i> <i>He was reading when she came.</i> 2. Two or more parallel actions: <i>I was reading while he was watching TV.</i>	had + V₃ + They had done it. by An action which had finished before some other action happened in the past: <i>He had left when she came.</i> <i>I had finished the report by 5 p.m. yesterday.</i>	had been +Ving <i>She suddenly realized that it was completely dark now and that she had been sitting there for a long time.</i>
Future	will + V₁ + I will come tomorrow. - She won't (will not) come tomorrow. ? Will you come...? tomorrow, soon, next week, someday A decision, promise, offer, prediction for the future: <i>I'll be back.</i>	will be +Ving at this time tomorrow, still, the whole morning tomorrow An action that will be in progress at some point in the future: <i>I'll be sleeping at this time tomorrow.</i>	will have + V₃ <i>You will have got my telegram before this letter reaches you.</i> <i>I will have done it by 5 p.m. tomorrow.</i>	will have been + Ving <i>I will have been living here for 5 years by next February.</i>
FP	would + V₁	would be + Ving	would have + V₃	would have been + Ving

The 5 forms of the Verb

	Base form	- s form	Simple past	Past participle	-ing form
Regular	walk	walks	walked	walked	walking
Irregular	eat	eats	ate	eaten	eating

VERB TENSES	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
PRESENT Simple	They have a car	They don't have a car	Do they have a car ?
“ Continuous	He is reading now	He isn't reading now	Is he reading now ?
“ Perfect	We have been there	We haven't been there	Have we been there ?
“ Perfect Continuous	You have been working hard	You haven't been working hard	Have you been working hard ?
PAST Simple	They saw a movie	They didn't see a movie	Did they see a movie ?
“ Continuous	It was snowing	It wasn't snowing	Was it snowing ?
“ Perfect	They had left for France	They hadn't left for France	Had they left for France?
“Perfect Continuous	She had been waiting for him.	She had not been waiting for him.	Had she been waiting for him ?
FUTURE Simple	It will snow this winter	It won't snow this winter	Will it snow this winter?
“ Continuous	She will be travelling	She won't be travelling	Will she be travelling ?
“ Perfect	He will have arrived	He won't have arrived	Will he have arrived
“Perfect Continuous	You will have been working	You won't have been working	Will you have been working ?

Auxiliary Verbs

be : am, is, are	was, were	been	being
do : does, do	did	done	doing
have: has, have	had	had	having

Modal Auxiliaries

will, would, shall, should, can, could, may, might, must

Pronouns	Auxiliary Verbs				Some verbs				
He/She/It	is	was	does	has	eats	drinks	tries	walks	jumps
You/We/They	are	were	do	have	eat	drink	try	walk	jump
I	am	was	do	have	eat	drink	try	walk	jump









NUMBER AND CASE OF THE PERSONAL PRONOUNS





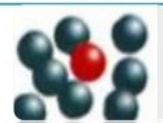





Person		Nominative (Subjective)	Accusative (Objective)	Possessive Adjective	Possessive (Genitive)	Reflexive
1 st Person	<i>S</i>	I	me	my	mine	myself
	<i>Pl</i>	we	us	our	ours	ourselves
2 nd Person	<i>S</i>	you	you	your	yours	yourselves
	<i>Pl</i>	you	you	your	yours	yourselves
3 rd Person	<i>S</i>	he	him	his	his	himself
		she	her	her	hers	herself
		it	it	its	its	itself
	<i>Pl</i>	they	them	their	theirs	themselves








SUBJECT-VERB AGREEMENT (CONCORD)

	Present	Past	Present	Past	Present	Past	Present	Past	Future
Subject	<i>am/is/are</i>	<i>was/were</i>	<i>have/has</i>	<i>had</i>	<i>do/does</i>	<i>did</i>	<i>give</i>	<i>gave</i>	<i>will</i>
I	am/am not	was/was not	have/have not	had/had not	do/do not	did/did not	give	gave	will/will not
You	are/are not	were/were not	have/have not	had/had not	do/do not	did/did not	give	gave	will/will not
We	are/are not	were/were not	have/have not	had/had not	do/do not	did/did not	give	gave	will/will not
They	are/are not	were/were not	have/have not	had/had not	do/do not	did/did not	give	gave	will/will not
Aby & Ali	are/are not	were/were not	have/have not	had/had not	do/do not	did/did not	give	gave	will/will not
He	is/is not	was/was not	has/has not	had/had not	does/does not	did/did not	gives	gave	will/will not
She	is/is not	was/was not	has/has not	had/had not	does/does not	did/did not	gives	gave	will/will not
It	is/is not	was/was not	has/has not	had/had not	does/does not	did/did not	gives	gave	will/will not
Latha	is/is not	was/was not	has/has not	had/had not	does/does not	did/did not	gives	gave	will/will not

PREPOSITIONS

PREPOSITION	MEANING /USAGE	EXAMPLE
 ON	<ul style="list-style-type: none"> • ൽ (പുറത്തു) • In a position touching a surface • Before Days (ദിവസത്തിനു മുമ്പ്) 	He's sitting ON the sofa ON Monday ON 17 th May ON my Birthday
 IN	<ul style="list-style-type: none"> • ഇൽ (അകത്തു) • at a point within an area • Before Month/Year (മാസം,വർഷം എന്നിവയ്ക്ക് മുമ്പ്) 	He put the Money IN his pocket. IN January IN 2012 IN the Morning
 AT	<ul style="list-style-type: none"> • അടുക്കെ • Before TIME (സമയത്തിന് മുമ്പ്) 	I met her AT the Entrance AT Night AT 9.30
 FROM- TO	<ul style="list-style-type: none"> • മുതൽ - വരെ • നിന്ന് - യിലേക്ക് 	I'm coming FROM America TO India
 UP	<ul style="list-style-type: none"> • മുകളിലേയ്ക്ക് • Towards or in a higher position 	The hikers walked UP the hill
 DOWN	<ul style="list-style-type: none"> • താഴോട്ട് • From higher to lower 	The ball rolled DOWN the hill
 ABOVE	<ul style="list-style-type: none"> • മുകളിൽ 	The fan is ABOVE my head
 BELOW	<ul style="list-style-type: none"> • അടിയിൽ • When one thing is not directly UNDER Another. 	The Sun disappeared BELOW the horizon

 <p>OVER</p>	<ul style="list-style-type: none"> കുറുകെ , അകലത്തിൽ വിലങ്ങനെ 	<p>The thief climbed OVER the fence The plane flew OVER Mumbai</p>
 <p>UNDER</p>	<ul style="list-style-type: none"> ചുവട്ടിൽ 	<p>Your Shoes are UNDER the chair</p>
 <p>ROUND/AROUND</p>	<ul style="list-style-type: none"> വട്ടത്തിൽ 	<p>They walked ROUND/ AROUND the other side of the church</p>
 <p>THROUGH</p>	<ul style="list-style-type: none"> -ൽ കൂടി 	<p>They drove THROUGH the tunnel</p>
 <p>AMONG</p>	<ul style="list-style-type: none"> കൂട്ടത്തിൽ In a group of many 	<p>He is AMONG the richest in the world</p>
 <p>BETWEEN</p>	<ul style="list-style-type: none"> ഇടയിൽ 	<p>The boy is BETWEEN his Dad and Mom</p>
 <p>BEHIND</p>	<ul style="list-style-type: none"> പുറകിൽ At the back of 	<p>There is a big garden BEHIND my house</p>
 <p>IN FRONT OF</p>	<ul style="list-style-type: none"> മുമ്പിൽ In the direction the thing faces 	<p>She stood IN FRONT OF the mirror</p>
 <p>OUT, OUT OF</p>	<ul style="list-style-type: none"> പുറത്തേക്ക് Move from a closed space 	<p>She took her purse OUT/ OUT OF her Purse</p>
 <p>ALONG</p>	<ul style="list-style-type: none"> കൂടെ From one end to the other 	<p>They are walking ALONG the street.</p>

 ACROSS	<ul style="list-style-type: none"> കുറുകെ From one side to the other 	It's dangerous to run ACROSS the road.
 ONTO	<ul style="list-style-type: none"> ഒരു പ്രതലത്തേക്കുകയറുക Move to a position on a surface 	The cat jumped ONTO the roof of the car
 INTO	<ul style="list-style-type: none"> ഉള്ളിലേക്ക് Enter a closed space 	He went INTO the shop.
 OFF	<ul style="list-style-type: none"> ഇൽ നിന്ന് Down or away from 	He fell OFF the horse
 AGAINST	<ul style="list-style-type: none"> എതിരായി, ചേർത്ത് In opposition to , In contact with 	- Stealing is AGAINST the law. - The sofa is AGAINST the wall.
 NEXT TO/ BESIDE	<ul style="list-style-type: none"> അരികിൽ Very near 	Raju likes sitting NEXT TO his best friend
 TOWARDS	<ul style="list-style-type: none"> ഒരു വസ്തുവിലേയ്ക്ക് In the direction of 	The child ran TOWARDS her father.
TILL/ UNTILL	<ul style="list-style-type: none"> അതുവരെ, അത്രത്തോളം Marking a Period of Time, Marking How long 	From Monday TILL/ UNTILL Friday We are working on this TILL June
BY	<ul style="list-style-type: none"> കൊണ്ട് At the latest, Up to this point 	I will finish it BY Sunday BY December 2015, we had completed half
SINCE	<ul style="list-style-type: none"> മുതൽക്ക് From then to now 	I have been working here SINCE 2011
FOR	<ul style="list-style-type: none"> വേണ്ടി, ഇത്രകാലത്തേക്ക് What is intended, Over this period of time 	I bought this book FOR you. The project was FOR 5 years

Three forms of the verb with meaning

V 1	Meaning	V 2	Meaning	V 3	V 4
accept	സ്വീകരിക്കുക	accepted	സ്വീകരിച്ചു	accepted	accepting
allow	അനുവദിക്കുക	allowed	അനുവദിച്ചു	allowed	allowing
ask	ചോദിക്കുക	asked	ചോദിച്ചു	asked	asking
be	ആയിരിക്കുക	was / were	ആയിരുന്നു	been	being
beat	അടിക്കുക	beat	അടിച്ചു	beaten	beating
become	ആയിത്തീരുക	became	ആയിത്തീർന്നു	become	becoming
begin	ആരംഭിക്കുക	began	ആരംഭിച്ചു	begun	beginning
believe	വിശ്വസിക്കുക	believed	വിശ്വസിച്ചു	believed	believing
bend	വളയ്ക്കുക	bent	വളച്ചു	bent	bending
bind	കെട്ടുക	bound	കെട്ടി	bound	binding
bite	കടിക്കുക	bit	കടിച്ചു	bitten	biting
bleed	രക്തംപൊടിയുക	bled	രക്തംപൊടിഞ്ഞു	bled	bleeding
bless	അനുഗ്രഹിക്കുക	blessed	അനുഗ്രഹിച്ചു	blessed	blessing
blow	കാറ്റ് വീശുക	blew	കാറ്റ് വീശി	blown	blowing
borrow	കടം വാങ്ങുക	borrowed	കടം വാങ്ങി	borrowed	borrowing
break	പൊട്ടുക / പൊട്ടിക്കുക	broke	പൊട്ടി / പൊട്ടിച്ചു	broken	breaking
bring	കൊണ്ടുവരിക	brought	കൊണ്ടുവന്നു	brought	bringing
build	നിർമ്മിക്കുക	built	നിർമ്മിച്ചു	built	building
burn	കത്തുക, കത്തിക്കുക	burnt/burned	കത്തി, കത്തിച്ചു	burnt / burned	burning
burst	പൊട്ടിത്തെറിക്കുക	burst	പൊട്ടിത്തെറിക്കുക	burst	bursting
buy	വാങ്ങുക	bought	വാങ്ങി	bought	buying
can		could		could	
cancel	ഒഴിവാക്കുക	cancelled	ഒഴിവാക്കി	cancelled	cancelling
catch	പിടിക്കുക	caught	പിടിച്ചു	caught	catching
change	മാറുക, മാറ്റുക	changed	മാറി, മാറ്റി	changed	changing
choose	തിരഞ്ഞെടുക്കുക	chose	തിരഞ്ഞെടുത്തു	chosen	choosing
clean	വൃത്തിയാക്കുക	cleaned	വൃത്തിയാക്കി	cleaned	cleaning
close	അടയ്ക്കുക	closed	അടച്ചു	closed	closing
comb	മുടി ചീകുക	combed	മുടി ചീകി	combed	combing
come	വരുക	came	വന്നു	come	coming
complain	പരാതിപ്പെടുക	complained	പരാതിപ്പെട്ടു	complained	complaining
cost	ചെലവാക്കുക	cost	ചെലവായി	cost	costing
cough	ചുമയ്ക്കുക	coughed	ചുമച്ചു	coughed	coughing
count	എണ്ണുക	counted	എണ്ണി	counted	counting
creep	ഇഴയുക	crept	ഇഴഞ്ഞു	crept	creeping
cut	മുറിക്കുക	cut	മുറിച്ചു	cut	cutting
dance	നൃത്തം ചെയ്യുക	danced	നൃത്തം ചെയ്തു	danced	dancing
dare	ധൈര്യപ്പെടുക	dared	ധൈര്യപ്പെട്ടു	dared	daring
dig	കഴിക്കുക	dug	കഴിച്ചു	dug	digging
do	ചെയ്യുക	did	ചെയ്തു	done	doing
draw	വരയ്ക്കുക	drew	വരച്ചു	drawn	drawing
dream	സ്വപ്നം കാണുക	dreamed/ dreamt	സ്വപ്നം കണ്ടു	dreamed / dreamt	dreaming
drink	കുടിക്കുക	drank	കുടിച്ചു	drunk	drinking
drive	ഓടിക്കുക	drove	ഓടിച്ചു	driven	driving
dwell	താമസിക്കുക	dwelt	താമസിച്ചു	dwelt	dwelling
eat	തിന്നുക	ate	തിന്നു	eaten	eating

explain	വിശദീകരിക്കുക	explained	വിശദീകരിച്ചു	explained	explaining
fall	വീഴുക	fell	വീണു	fallen	falling
feed	ഭക്ഷണം നൽകുക	fed	ഭക്ഷണം നൽകി	fed	feeding
feel	തോന്നുക	felt	തോന്നി	felt	feeling
fight	വഴക്കടിക്കുക	fought	വഴക്കടിച്ചു	fought	fighting
fill	നിറയ്ക്കുക	filled	നിറച്ചു	filled	filling
find	കണ്ടുപിടിക്കുക	found	കണ്ടുപിടിച്ചു	found	finding
finish	പൂർത്തിയാക്കുക	finished	പൂർത്തിയാക്കി	finished	finished
fix	ഉറപ്പിക്കുക	fixed	ഉറപ്പിച്ചു	fixed	fixing
flee	രക്ഷപ്പെടുക	fled	രക്ഷപ്പെട്ടു	fled	fleeing
fling	വലിച്ചെറിയുക	flung	വലിച്ചെറിഞ്ഞു	flung	flinging
fly	പറക്കുക	flew	പറന്നു	flown	flying
foresee	മുൻകൂട്ടിക്കാണുക	foresaw	മുൻകൂട്ടികണ്ടു	foreseen	foreseeing
foretell	പ്രവചിക്കുക	foretold	പ്രവചിച്ചു	foretold	foretelling
forget	മറക്കുക	forgot	മറന്നു	forgotten	forgetting
forgive	ക്ഷമിക്കുക	forgave	ക്ഷമിച്ചു	forgiven	forgiving
freeze	മരവിക്കുക	froze	മരവിച്ചു	frozen	freezing
get	ലഭിക്കുക	got	ലഭിച്ചു	got	getting
give	നൽകുക	gave	നൽകി	given	giving
go	പോവുക	went	പോയി	gone	going
grow	വളരുക	grew	വളർന്നു	grown	growing
hang	തൂങ്ങുക	hung	തൂങ്ങി	hung	hanging
have		had		had	having
hear	കേൾക്കുക	heard	കേട്ടു	heard	hearing
hide	ഒളിപ്പുക	hid	ഒളിച്ചു	hidden	hiding
hit	ഇടിക്കുക	hit	ഇടിച്ചു	hit	hitting
hold	പിടിക്കുക	held	പിടിച്ചു	held	holding
hurt	മുറിവേൽക്കുക	hurt	മുറിവേറ്റു	hurt	hurting
keep	സൂക്ഷിക്കുക	kept	സൂക്ഷിച്ചു	kept	keeping
kneel	മുട്ടുകുന്തുക	knelt	മുട്ടുകുത്തി	knelt	kneeling
know	അറിയുക	knew	അറിഞ്ഞു	known	knowing
lay	കിടക്കുക	laid	കിടന്നു	laid	laying
lead	നയിക്കുക	led	നയിച്ചു	led	leading
leap	കുതിച്ചുചാടുക	leaped/leapt	കുതിച്ചുചാടി	leaped / leapt	leaping
learn	പഠിക്കുക	learned	പഠിച്ചു	learned	learning
leave	വിട്ടുപോവുക	left	വിട്ടുപോയി	left	leaving
lend	കടംകൊടുക്കുക	lent	കടംകൊടുത്തു	lent	lending
let	അനുവദിക്കുക	let	അനുവദിച്ചു	let	letting
lie	കിടക്കുക	lay	കിടന്നു	lain	lying
light	കത്തിക്കുക	lighted / lit	കത്തിച്ചു	lighted / lit	lighting
listen	ശ്രദ്ധിക്കുക	listened	ശ്രദ്ധിച്ചു	listened	listening
live	ജീവിക്കുക	lived	ജീവിച്ചു	lived	living
look	നോക്കുക	looked	നോക്കി	looked	looking
lose	നഷ്ടപ്പെടുക	lost	നഷ്ടപ്പെട്ടു	lost	losing
make	ഉണ്ടാക്കുക	made	ഉണ്ടാക്കി	made	making
mean	അർത്ഥമാക്കുക	meant	അർത്ഥമാക്കി	meant	meaning
meet	കണ്ടുമുട്ടുക	met	കണ്ടുമുട്ടി	met	meeting
melt	ഉരുകുക	melted	ഉരുകി	melted/molten	melting
mislead	വഴി തെറ്റിക്കുക	misled	വഴി തെറ്റിച്ചു	misled	misleading

mistake	തെറ്റുപറ്റുക	mistook	തെറ്റുപറ്റി	mistaken	mistaking
misunderstand	തെറ്റിദ്ധരിക്കുക	misunderstood	തെറ്റിദ്ധരിച്ചു	misunderstood	misunderstanding
need	ആവശ്യമായിവരിക	needed	ആവശ്യമായിവന്നു	needed	needing
open	തുറക്കുക	opened	തുറന്നു	opened	opening
organise	സംഘടിപ്പിക്കുക	organised	സംഘടിപ്പിച്ചു	organised	organising
overcome	അതിജീവിക്കുക	overcame	അതിജീവിച്ചു	overcome	overcoming
overtake	മറികടക്കുക	overtook	മറികടന്നു	overtaken	overtaking
overhear	ഒളിഞ്ഞുകേൾക്കുക	overheard	ഒളിഞ്ഞുകേട്ടു	overheard	overhearing
pay	പണമടയ്ക്കുക	paid	പണമടച്ചു	paid	paying
play	കളിക്കുക	played	കളിച്ചു	played	playing
plead	വാദിക്കുക	pleaded /pled	വാദിച്ചു	pleaded/pled	pleading
prove	തെളിയിക്കുക	proved	തെളിയിച്ചു	proved	proving
put	വയ്ക്കുക	put	വച്ചു	put	putting
quit	പുറത്തുകടക്കുക	quit /quited	പുറത്തുകടത്തി	quit / quited	quitting
rain	മഴ പെയ്യുക	rained	മഴ പെയ്തു	rained	raining
read	വായിക്കുക	read	വായിച്ചു	read	reading
rebuild	പുനർനിർമ്മിക്കുക	rebuilt	പുനർനിർമ്മിച്ചു	rebuilt	rebuilding
reply	മറുപടി നൽകുക	replied	മറുപടി നൽകി	replied	replying
rend	കടം നൽകുക	rent	കടം നൽകി	rent	rending
rewrite	തിരുത്തി എഴുതുക	rewrote	തിരുത്തി എഴുതി	rewritten	rewriting
ride	ഓടിക്കുക	rode	ഓടിച്ചു	ridden	riding
ring	മണിയടിക്കുക	rang	മണിയടിച്ചു	rung	ringing
rise	ഉയരുക	rose	ഉയർന്നു	risen	rising
run	ഓടുക	ran	ഓടി	run	running
say	പറയുക	said	പറഞ്ഞു	said	saying
see	കാണുക	saw	കണ്ടു	seen	seeing
seek	തിരയുക	sought	തിരഞ്ഞു	sought	seeking
sell	വിൽക്കുക	sold	വിറ്റു	sold	selling
send	അയയ്ക്കുക	sent	അയച്ചു	sent	sending
set	ഒരുക്കുക	set	ഒരുക്കി	set	setting
shake	കലുങ്ങുക	shook	കലുങ്ങി	shaken	shaking
shed	പൊഴിക്കുക	shed	പൊഴിച്ചു	shed	shedding
shine	തിളങ്ങുക	shone	തിളങ്ങി	shone	shining
shoot	വെടിവയ്ക്കുക	shot	വെടിവച്ചു	shot	shooting
show	കാണിക്കുക	showed	കാണിച്ചു	shown	showing
shrink	ചുരുങ്ങുക / ചുരുങ്ങിപ്പോവുക	shrank/shrunk	ചുരുങ്ങി/ചുരുങ്ങിപ്പോയി	shrunk	shrinking
shut	അടയ്ക്കുക	shut	അടച്ചു	shut	shutting
sign	ഒപ്പിടുക	signed	ഒപ്പിട്ടു	signed	signing
sing	പാടുക	sang	പാടി	sung	singing
sink	മുങ്ങുക/മുക്കുക	sank	മുങ്ങി/മുക്കി	sunk	sinking
sit	ഇരിക്കുക	sat	ഇരുന്നു	sat	sitting
sleep	ഉറങ്ങുക	slept	ഉറങ്ങി	slept	sleeping
slide	തെന്നുക	slid	തെന്നി	slid	sliding
smoke	പുക വലിക്കുക	smoked	പുക വലിച്ചു	smoked	smoking
speak	സംസാരിക്കുക	spoke	സംസാരിച്ചു	spoken	speaking
spend	ചിലവാകുക	spent	ചിലവാക്കി	spent	spending
spit	തുപ്പുക	spit/spat	തുപ്പി	spat	spitting
split	മുറിക്കുക	split	മുറിച്ചു	split	splitting
spoil	നശിപ്പിക്കുക	spoiled/spoilt	നശിപ്പിച്ചു	spoiled / spoilt	spoilng

spread	വ്യാപിക്കുക	spread	വ്യാപിച്ചു	spread	spreading
spring	കുതിച്ചുചാടുക	sprang	കുതിച്ചുചാടി	sprung	springing
stand	നിൽക്കുക	stood	നിന്നു	stood	standing
start	ആരംഭിക്കുക	started	ആരംഭിച്ചു	started	starting
steal	മോഷ്ടിക്കുക	stole	മോഷ്ടിച്ചു	stolen	stealing
stick	ഒട്ടിക്കുക	stuck	ഒട്ടിച്ചു	stuck	sticking
sting	പ്രാണി കുത്തുക	stung	പ്രാണി കുത്തി	stung	stinging
strive	ശ്രമിക്കുക	strove	ശ്രമിച്ചു	striven	striving
study	പഠിക്കുക	studied	പഠിച്ചു	studied	studying
succeed	വിജയിക്കുക	succeeded	വിജയിച്ചു	succeeded	succeeding
swear	സത്യം ചെയ്യുക	swore	സത്യം ചെയ്തു	sworn	swearing
sweep	ഇടുക	swept	ഇത്തു	swept	sweeping
swell	വീർക്കുക	swelled	വീർത്തു	swelled/swollen	swelling
swim	നീന്തുക	swam	നീന്തി	swum	swimming
talk	സംസാരിക്കുക	talked	സംസാരിച്ചു	talked	talking
take	എടുക്കുക	took	എടുത്തു	taken	taking
teach	പഠിപ്പിക്കുക	taught	പഠിപ്പിച്ചു	taught	teaching
tear	കീറുക	tore	കീറി	torn	tearing
tell	പറയുക	told	പറഞ്ഞു	told	telling
think	ചിന്തിക്കുക	thought	ചിന്തിച്ചു	thought	thinking
throw	എറിയുക	threw	എറിഞ്ഞു	thrown	throwing
translate	തർജ്ജമ ചെയ്യുക	translated	തർജ്ജമ ചെയ്തു	translated	translating
travel	യാത്ര ചെയ്യുക	travelled	യാത്ര ചെയ്തു	travelled	travelling
try	ശ്രമിക്കുക	tried	ശ്രമിച്ചു	tried	trying
type	ടൈപ്പ് ചെയ്യുക	typed	ടൈപ്പ് ചെയ്തു	typed	typing
understand	മനസ്സിലാക്കുക, മനസ്സിലാക്കുക	understood	മനസ്സിലാക്കി, മനസ്സിലായി	understood	understanding
undertake	ഏറ്റെടുക്കുക	undertook	ഏറ്റെടുത്തു	undertook	undertaking
use	ഉപയോഗിക്കുക	used	ഉപയോഗിച്ചു	used	using
wait	കാത്തിരിക്കുക	waited	കാത്തിരുന്നു	waited	waiting
wake	ഉണരുക / ഉണർത്തുക	woke	ഉണർന്നു / ഉണർത്തി	woken	waking
want	ആവശ്യമായിവരിക	wanted	ആവശ്യമായിവന്നു	wanted	wanting
watch	നിരീക്ഷിക്കുക	watched	നിരീക്ഷിച്ചു	watched	watching
wear	ധരിക്കുക	wore	ധരിച്ചു	worn	wearing
wed	വിവാഹം കഴിക്കുക	wedded / wed	വിവാഹം കഴിച്ചു	wedded / wed	wedding
weep	കരയുക	wept	കരഞ്ഞു	wept	weeping
wet	നനയ്ക്കുക	wetted / wet	നനച്ചു	wetted / wet	wetting
win	വിജയിക്കുക	won	വിജയിച്ചു	won	winning
withdraw	പിൻവലിക്കുക	withdrew	പിൻവലിച്ചു	withdrawn	withdrawing
work	ജോലി ചെയ്യുക	worked	ജോലി ചെയ്തു	worked	working
worry	ആശങ്കപ്പെടുക	worried	ആശങ്കപ്പെട്ടു	worried	worrying
write	എഴുതുക	wrote	എഴുതി	written	writing

REPORTED SPEECH

There two ways to convey a message of a person, or the words spoken by a person to other person.

1. **Direct speech**
2. **Indirect speech**

Direct speech: John said, "I will give you a pen".

Indirect Speech: John said that he would give me a pen.

In **DIRECT SPEECH** the **original words of person are narrated** (no change is made) ,While in **INDIRECT SPEECH** some **changes are made in original words** of the person because these words have been uttered in past so the tense will change accordingly and pronoun may also be changed accordingly.

DIRECT	INDIRECT	DIRECT	INDIRECT
Is/ Am	Was	I	She / He
Are	Were	You	She/ He/ They
Have / Has	Had	We	They
Was/ Were	Had Been	Me	Her/ His
Will / Shall	Would	You	Her/ His/ Them
May	Might	Us	Them
This	That	My	His/ Her
These	Those	Your	Her/ His/ Them
Now	Then	Our	Their
Here	There	TENSE CHANGE	
Before	Ago	Present simple	Past simple
So	Thus	Present continuous	Past continuous
Hence	Thence	Present perfect	Past perfect
Today	That Day	Present perfect continuous	Past perfect continuous
Tomorrow	The Next Day	Past simple	Past perfect
Yesterday	The Last Day	Past continuous	Past perfect continuous
Next Day	The Following Day	Past perfect	Past perfect continuous
Last Day	The Previous Day	Past perfect continuous	Past perfect continuous

DIRECT (KIND OF SENTENCE)	INDIRECT (CONJUNCTION)
Statement	that
Imperative	to, not to
Begin the imperative sentence with "please"	requested + to
Yes / No question	If or whether
W/H question	What, When, How etc.
Order	Told + to

✓ REPORTING STATEMENTS

DIRECT SPEECH	REPORTED SPEECH
<u>Simple Present</u> He said: "I am happy"	<u>Simple Past</u> He said that he was happy
<u>Present Continuous</u> He said: "I'm looking for my keys"	<u>Past Continuous</u> He said that he was looking for his keys
<u>Simple Past</u> He said: "I visited New York last year"	<u>Past Perfect</u> He said that he had visited New York the previous year.
<u>Present Perfect</u> He said: " I've lived here for a long time "	<u>Past Perfect</u> He said that he had lived there for a long time
<u>Past Perfect</u> He said: "They had finished the work when I arrived "	<u>Past Perfect</u> He said that they had finished the work when he had arrived "
<u>Past Continuous</u> He said: "I was playing football when the accident occurred "	<u>Past Perfect Continuous</u> He said that he had been playing football when the accident had occurred
<u>Present Perfect Continuous</u> He said: "I have been playing football for two hours."	<u>Past Perfect Continuous</u> He said that he had been playing football for two hours
<u>Past Perfect Continuous</u> He said: "I had been reading a newspaper when the light went off "	<u>Past Perfect Continuous</u> He said that he had been reading a newspaper when the light had gone off
<u>Future Simple (will+verb)</u> He said: "I will open the door."	<u>Conditional (would+verb)</u> He said that he would open the door.
<u>Conditional (would+verb)</u> He said: "I would buy Mercedes if I were rich"	<u>Conditional (would+verb)</u> He said that he would buy Mercedes if he had been rich"
"I can do it."	He said he could do it.
" May I go out?"	He wanted to know if he might go out
"She must apply for the job."	He said that she must/had to apply for the job.

✓ REPORTING QUESTIONS

TYPE OF QUESTION	DIRECT SPEECH	REPORTED SPEECH
W/ H Question	"Why" don't you speak English?"	He asked me why I didn't speak English.
Yes/ No question	"Do you speak English?"	He asked me whether / if I spoke English.

✓ REPORTING REQUEST

DIRECT REQUEST	REPORTED REQUEST
“ Please help me”	She requested me to help her.
“ Please don't smoke”	She requested me not to smoke.
“ Could you bring my book tonight? ”	She asked me to bring her book that night.
“ Could you pass the milk, please? ”	She requested me to pass the milk.
Would you mind coming early tomorrow? ”	She asked me to come early the next day.

✓ REPORTING ORDERS

DIRECT ORDER	REPORTED ORDER
Go to bed! ”	He told the child to go to bed.
“ Don't worry! ”	He told her not to worry.
“ Be on time! ”	He told me to be on time.
“ Don't smoke! ”	He told us not to smoke.

✓ OTHER TRANSFORMATONS

DIRECT	REPORTED
"You must read this book."	He advised / urged me to read that book.
Let's go to the cinema."	<ul style="list-style-type: none"> • He suggested going to the cinema • He suggested that we should go to the cinema

ACTIVE VOICE – PASSIVE VOICE

There are two ways to express an action of a subject in relation to its object

- **Active voice**
- **Passive voice**

In “**Active Voice**” **subject** acts upon object, while in “**Passive Voice**” **object** is acted upon by subject.

Present Simple Tense (passive Voice)

Auxiliary verb in passive voice: am/is/are

Active voice:

He sings a song.

He does not sing a song. Does he sing a song?

Passive voice:

A song **is** sung by him.

A song **is not** sung by him.

Is a song sung by him?

Present Continuous Tense (passive Voice)

Auxiliary verb in passive voice: am being/is being/are being

Active voice:

I am writing a letter

I am not writing a letter.

Am I writing a letter?

Passive voice:

A letter **is being** written by me.

A letter **is not being** written by me.

Is a letter **being** written by me?

Present Perfect Tense (passive Voice)

Auxiliary verb in passive voice: has been/have been

Active voice:

She has finished his work

She has not finished her work.

Has she finished her work?

Passive voice:

Her work **has been** finished by her.

Her work **has not been** finished by her.

Has her work **been** finished by her?

Past Simple Tense (passive Voice)

Auxiliary verb in passive voice: was/were

Active voice:

I killed a snake

I did not kill a snake.

Did I kill a snake?

Passive voice:

A snake **was** killed by me.

A snake **was not** killed by me.

Was a snake killed by me?

Past Continuous Tense (Passive Voice)

Auxiliary verb in passive voice: was being/were being

Active voice:

He was driving a car.
He was not driving a car.
Was he driving a car?

Passive voice:

A car **was being** driven by him.
A car **was not being** driven by him.
Was a car **being** driven by him?

Past Perfect Tense (Passive Voice)

Auxiliary verb in passive voice: had been

Active voice:

They had completed the assignment.
They had not completed the assignment.
Had they completed the assignment?

Passive voice:

The assignment **had been** completed by them.
The assignment **had not been** complete by them.
Had the assignment **been** completed by them?

Future Simple Tense (Passive Voice)

Auxiliary verb in passive voice: will be

Active voice:

She will buy a car.
She will not buy a car.
Will she buy a car?

Passive voice:

A car **will be** bought by her.
A car **will not be** bought by her.
Will a car **be** bought by her?

Future Perfect Tense (passive Voice)

Auxiliary verb in passive voice: will have been

Active voice:

You will have started the job.
You will have not started the job.
Will you have started the job?

Passive voice:

The job **will have been** started by you.
The job **will not have been** started by you.
Will the job **have been** started by you?

- The following tenses cannot be changed into passive voice - **Present perfect continuous** , **Past perfect continuous** , **Future continuous** **Future perfect continuous**

Passive voice of "Imperative Sentences"

Active Voice	Passive Voice
Open the door.	Let the door be opened.
Complete the work.	Let the worked be completed.
Turn off the television.	Let the television be tuned off
Learn your lesson.	Let your lesson be learnt.
Kill the snake.	Let the snake be killed.
Punish him.	Let him be punished.
Speak the truth.	Let the truth be spoken.
Help the poor.	Let the poor be helped.
Revise your book.	Let your book be revised.
Clean your room.	Let your room be cleaned.

Passive Sentences with Two Objects

	Subject	Verb	Object 1	Object 2
<i>Active:</i>	Rita	wrote	a letter	to me.
<i>Passive:</i>	A letter	was written	to me	by Rita.
<i>Passive:</i>	I	was written	a letter	by Rita.

➤ Passive voice for Present/Future Modals**"CAN, MAY, MIGHT, SHOULD, MUST, OUGHT TO"**Auxiliary verb in passive voice: **be**Eg : She **can** play a Violin – A Violin **can be** played by herThey **ought to** take the examination - The examination **ought to be** taken by them.

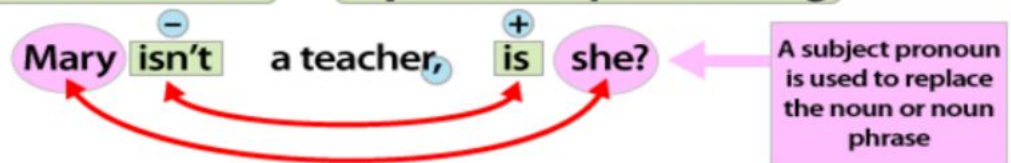
QUESTION TAGS

A question tag is a small question at the end of a statement. These are used when asking for agreement or confirmation.

a positive statement + a negative question tag



a negative statement + a positive question tag



➤ POSITIVE QUESTION TAGS :

Negative Statement

You **aren't**
 He **isn't**
 He **wasn't**
 They **weren't**

You **don't** speak
 You **didn't** study

You **haven't** been
 You **hadn't** done
 You **won't** fail
 You **can't** drive
 You **couldn't** do
 We **mustn't** say
 You **shouldn't** be
 You **wouldn't** stop me,

a teacher,
 crazy,
 relaxed,
 late,

French,
 for the test,

here all week,
 it before then,
 the exam,
 a car,
 it for me,
 anything,
 so busy,
 stop me,

Positive Tag

are you?
is he?
was he?
were they?

do you?
did you?

have you?
had you?
will you?
can you?
could you?
must we?
should you?
would you?

Statements using *barely, hardly, neither, no, nobody, none, nothing* and *seldom* are treated as negative statements.

Nobody **went** to the meeting, **did** they?
Nothing **is** ready, **is** it?

➤ NEGATIVE QUESTION TAGS :

Positive Statement

Negative Tag

You	are	a student,	aren't you?
He	is	very busy,	isn't he?
He	was	happy,	wasn't he?
They	were	surprised,	weren't they?
You	speak	English,	don't you?
He	studies	Spanish,	doesn't he?
You	studied	for the test,	didn't you?
You	have studied	all week,	haven't you?
You	had arrived	before he left,	hadn't you?
You	will pass	the exam,	won't you?
You	can speak	two languages,	can't you?
You	could do	it for me,	couldn't you?
We	must be	patient,	mustn't we?
You	should go	now,	shouldn't you?
You	would like	a new job,	wouldn't you?

Negative auxiliaries and verbs in tags are usually in their contracted form (= n't)

❖ EXCEPTIONS :

- I am late, aren't I?

- The statements begin with Let's – Tag → Shall we?

Let's read, shall we?

- The tag of Imperative sentence → Will you? / won't you?

Don't call me, will you?

Open the door, will you?

- Everybody, Everyone, Somebody, Anyone etc. are singular, but for the purpose of tag, they are treated as a **Plural** ; “ **They** “ as a subject

Everybody is happy, aren't they?

Somebody has borrowed, haven't they?

Anyone was going to Ooty, weren't they?

IF CLAUSE (CONDITIONAL SENTENCE)

They are used to express that the action in the **main clause (without if)** can only take place if a certain condition (**in the clause with if**) is fulfilled.

• **Type 1 (Likely / Real Condition)**

- ✓ Used for **real or possible situations**. An action in the future will only happen if a certain condition is fulfilled by that time. We don't know for sure if the condition actually will be fulfilled or not, but the conditions seems rather **realistic** – so we think it is likely to happen.

If + Simple Present , Simple Future (will)

Example: **If I find her address, I'll send her an invitation.**

• **Type 2 (Unlikely / Unreal Condition)**

- ✓ Used for **unreal situations**. It refers to an action in the present that could happen **if the present situation were different**. We don't really expect the situation to change because it is very unlikely.

If + Simple Past , Would + Base Verb

Example: **If I found her address, I would send her an invitation.**

• **Type 3 (Impossible Condition)**

- ✓ It is **impossible** that the condition will be met. It refers to **situations in the past**. They express hypothetical results to past given situations.

If + Past Perfect , Would + Have + V3

Example: **If I had found her address, I would have sent her an invitation.**

FIRST conditional	If it rains, If you study,	we will cancel the trip. you will pass the exam.
	PRESENT SIMPLE + WILL / WON'T + VERB	
	USES: A possible situation in the future Predicting a likely result in the future (if the condition happens)	
SECOND conditional	If I won the lottery, If they sold their house, they would be rich.	I would travel a lot.
	PAST SIMPLE + WOULD + VERB	
	USES: Hypothetical or unlikely situations Unreal or improbable situation now or in the future	
THIRD conditional	If you had studied, If I hadn't been sick,	you would have passed the exam. I would have gone to your party.
	PAST PERFECT + WOULD HAVE + PAST PARTICIPLE	
	USES: The person is imagining a different past Imaginary situation that did not happen	

PHRASAL VERBS (With Malayalam Meaning)

PHRASAL VERB	MEANINGS	EXAMPLE
ABIDE BY	Accept or follow a decision or rule കർശനമായി പാലിക്കുക	We have to ABIDE BY what the court says.
ACCOUNT FOR	To explain - വിശദീകരിക്കുക	I had to ACCOUNT FOR all the lost Money.
AGREE WITH	Affect (usually used in the negative) സമ്മതിക്കുക	I feel terrible- that food didn't AGREE WITH my stomach.
AIM AT	To target - ലക്ഷ്യമാക്കുക	The magazine is AIMED AT teenagers.
ASK ABOUT	Ask how someone is doing സുഖവിവരം അന്വേഷിക്കുക	He ASKED ABOUT my father
ASK AFTER	Enquire about someone's health ആരോഗ്യ വിവരം അന്വേഷിക്കുക	Rahul rang earlier and ASKED AFTER you.
ASK AROUND	Invite someone – ക്ഷണിക്കുക	We ASKED them AROUND for dinner
ASK FOR	Request to have or be given – അഭ്യർത്ഥിക്കുക	I ASKED FOR the menu.
ASK IN	To invite somebody into your house വീടിനുള്ളിലേക്ക് ക്ഷണിക്കുക	'Jon's at the door.' 'ASK him IN .'
BACK AWAY	Retreat or go backwards - പിൻവാങ്ങുക	The crowd BACKED AWAY when the man pulled a knife
BACK OFF	Retreat - പിൻവാങ്ങുക	The police told the protesters to BACK OFF
BACK OUT	Fail to keep an arrangement or promise വാക്ക് മാറുക	He BACKED OUT two days before the trip
BACK UP	Make a copy of data OR Support ശരിപ്പകർപ്പ് / പിന്തുണകൊടുക്കുക	You should always BACK UP important files and documents. Father BACKED UP his son.
BEAR DOWN ON	Move towards –പ്രത്യേക ദിശയിലേക്കു സഞ്ചരിക്കുക	She spotted him and BORE DOWN ON him
BEAR ON	Influence, affect – സ്വാധീനിക്കുക	The judge's character may well BEAR ON the final decision
BEAR UP	Resist pressure – സഹിക്കുക	She is BEARING UP the pain
BEAR WITH	Be patient – ക്ഷമിക്കുക	Please BEAR WITH me
BLOW AWAY	Kill, Impress greatly – കൊല്ലുക/ മതിപ്പ് തോന്നുക	He BLEW the thief AWAY . Her first novel BLEW me AWAY .
BLOW IN	Arrive (suddenly or Unexpectedly) – പ്രതീക്ഷിക്കാതെ എത്തി ചേരുക	He BLEW IN from America early this morning
BLOW OUT	Extinguish - തീ കെടുത്തുക	She BLEW the candles OUT
BLOW UP	Explode OR The beginning of a storm പൊട്ടി തെറിക്കുക / ശക്തമായ കൊടുങ്കാറ്റു വീശുക	The bomb BLEW UP without any Warning. A storm BLEW UP while we were out walking.
BREAK AWAY	Leave an organization – ഒരു സംഘടനയിൽ നിന്നും വിട വാങ്ങുക	I BROKE AWAY from IAS
BREAK DOWN	Stop working – പ്രവർത്തന രഹിതമാകുക	My car's BROKEN DOWN
BREAK IN	Interrupt something- തടസപ്പെടുത്തുക	I'm sorry to BREAK IN on your conversation
BREAK UP	Finish a relationship- ബന്ധം അവസാനിപ്പിക്കുക	Due to personal reasons, the couple BROKE UP

PHRASAL VERBS (With Malayalam Meaning)

BRING ABOUT	Make something happen- കാരണമാകുക	The changes to the law were BROUGHT ABOUT by the govt.
BRING ALONG	Bring someone or something to certain Place - കൊണ്ട് വരിക	You can BRING your friends ALONG if you like
BRING BACK	Return - തിരികെ നൽകുക	I BROUGHT BACK the note book to her.
BRING DOWN	Make a government fall - സർക്കാർ തകരാൻ കാരണമാകുക	The protest BROUGHT the government DOWN
BRING FORTH	Produce - പുറപ്പെടുവിക്കുക	She BROUGHT FORTH a surprising result
BRING FORWARD	Make something happen earlier than originally planned ആസൂത്രണം ചെയ്യപ്പെട്ട പരിപാടി നേരത്തേ ആക്കുക	The meeting has been BROUGHT FORWARD to this Friday instead of next week
BRING IN	Earn- വരുമാനമുണ്ടാക്കുക	The job BRINGS IN two thousand dollars a month
BRING OUT	publish - പ്രസിദ്ധീകരിക്കുക	They are BRINGING OUT a Album next week
BRING UP	Educate and Train Children- കുട്ടികളെ പഠിക്കുക	My parents BROUGHT me UP strictly
BURST INTO	Catch fire very quickly - വേഗത്തിൽ തീ പിടിക്കുക	The car BURST INTO flames and the driver died
CALL AROUND, CALL AT	Visit - സന്ദർശിക്കുക	I CALLED AROUND but she wasn't there
CALL FOR	Demand - ആവശ്യപ്പെടുക	The Opposition party CALLED FOR the minister's resignation
CALL IN	Get someone to come and do a job - സേവനത്തിനു വിളിക്കുക	We had to CALL IN a plumber because the sink was leaking
CALL ON	Ask for help - സഹായം അഭ്യർത്ഥിക്കുക	The President CALLED ON the wealthy countries for financial aid
CALL UP	Summon someone for military service - സൈനികസംബന്ധിയായ ആവശ്യത്തിനു വിളിപ്പിക്കുക	The army CALLED UP the reserve soldiers when the war broke out.
CARE FOR	Like - ഇഷ്ടപ്പെടുക	I don't CARE FOR Pepsi; I prefer water
CARRY FORWARD	Make something progress - പുരോഗതി കൈവരിക്കുക	The new govt. will be able to CARRY the project FORWARD
CARRY OFF	Win, succeed - വിജയിക്കുക	She CARRIED OFF the first prize in the competition
CARRY ON	Continue - തുടരുക	CARRY ON quietly with your work until teacher arrives
CARRY OUT	Perform a task - നിർവ്വഹിക്കുക	The government is CARRYING OUT test on MALARIA
CHECK IN	Register on arriving at a hotel - ഹോട്ടലിൽ മുറിയെടുക്കുക	They CHECKED IN at the Taj yesterday
CHECK OUT	Pay the bill when leaving a hotel ബില്ലി് കൊടുത്തു ഹോട്ടൽ ഒഴിയുക	She CHECKED OUT and took a cab to the airport
CHOP DOWN	Fell or cut down a tree - ചെടി മുറിക്കുക	They CHOPPED DOWN most of the forest
CHOP UP	Cut into small pieces - ചെറിയ കഷണമായി മുറിക്കുക	I CHOPPED UP the vegetables for the soup

PHRASAL VERBS (With Malayalam Meaning)

COME ABOUT	Happen, occur – സംഭവിക്കുക	The meeting CAME ABOUT because of the Emergency situation
COME ACROSS	To meet or find by chance – അവിചാരിതമായി കണ്ടു മുട്ടുക	I CAME ACROSS my old friend when I had been on a Trip.
COME ALONG	Accompany- അനുഗമിക്കുക	May I COME ALONG on your trip tomorrow?
COME BACK	Return – തിരികെ വരിക	I left work and CAME BACK home early.
COME DOWN	Rain – മഴ പെയ്യുക	Just look at the rain COMING DOWN!
COME IN	Receive news – വാർത്ത കിട്ടുക	Reports are just COMING IN of India's Victory against Pakistan
COME INTO	Inherit - അനന്തരാവകാശമായി ലഭിക്കുക	She CAME INTO a lot of money when her grandmother died
COME OFF	Be successful – വിജയിക്കുക	I was surprised when the plan CAME OFF so easily
COME ON	Encouragement – പ്രചോദിപ്പിക്കുക	COME ON ; don't give up now when you're so close to finishing
COME OUT	A secret is revealed – രഹസ്യം പുറത്തു വരിക	The details of the scandal CAME OUT in the press
COME OUT WITH	Declare – പ്രഖ്യാപിക്കുക	They have just COME OUT WITH a new version.
COUNT DOWN	Wait impatiently or excitedly for something to happen – ക്ഷമയോടെ കാത്തിരിക്കുക	I'm COUNTING DOWN the days till they leave
DIE FOR	Want something a lot – തീവ്രമായി ആഗ്രഹിക്കുക	I'm DYING FOR the Vacation
DEAL WITH	Manage – കൈകാര്യം ചെയ്യുക	I need to DEAL WITH the problem
END UP WITH	Get as a result of something – ഒടുവിൽ എത്തിച്ചേരുക	He tried hard but ENDED UP WITH a poor grade
GET ABOUT	Visit many places – സ്ഥലങ്ങൾ സന്ദർശിക്കുക	I GET ABOUT a lot with my job
GET ACROSS	Communicate successfully – ആശയ വിനിമയം നടത്തുക	I just couldn't GET my message ACROSS at the meeting
GET ALONG	To live in harmony – സഹോദരത്തിൽ ജീവിക്കുക	Why don't you two GET ALONG ? You're always arguing.
GET AROUND	Avoid a problem – പ്രശ്നം ഒഴിവാക്കുക	we will find a way to GET AROUND the regulations
GET AWAY	Escape – രക്ഷപ്പെടുക	The robbers GOT AWAY in a stolen car
GET BACK	Return something – തിരികെ ഏൽപ്പിക്കുക	Don't lend him any money; you'll never GET it BACK
GET DOWN	Descend – ഇറങ്ങുക	The train pulled in and we GOT DOWN .
GET HOLD OF	Grasp/ Understand – മനസ്സിലാക്കുക	You need to GET HOLD OF technical details of a Computer
GET IN	Bring inside a place – അകത്തേക്ക് കയറുക	It's raining; GET IN
GET OFF	Start a journey – യാത്ര ആരംഭിക്കുക	We need to GET OFF early
GET ON	Make progress – പുരോഗതി ഉണ്ടാക്കുക	GET ON with your Reading skill
GET OVER	Recover from something –	It took me ages to GET OVER the

PHRASAL VERBS (With Malayalam Meaning)

	തരണം ചെയ്യുക	bout of flu
GET THROUGH	Pass - വിജയിക്കുക, കടന്നു കൂടുക	My car didn't GET THROUGH its inspection
GET TOGETHER	Meet socially - ഒത്തുചേരൽ	We GOT TOGETHER in the pub for a drink.
GET UP	Get out of bed - ഉണരുക	I GET UP at seven o'clock AM.
GIVE AWAY	Distribute something for free - സൗജന്യമായി വിതരണം ചെയ്യുക	In this issue of the magazine, they are GIVING AWAY a free DVD
GIVE BACK	Return something you've borrowed - തിരികെ നൽകുക	I GAVE the money BACK that she'd lent to me
GIVE IN	Surrender, accept defeat - കീഴടങ്ങുക	They GAVE IN when the police surrounded the building
GIVE OUT	Distribute - വിതരണം ചെയ്യുക	Somebody was GIVING leaflets OUT in front of the School
GIVE UP	Surrender, stop trying - കീഴടങ്ങുക	I can't think of the answer; I GIVE UP .
GIVE WAY TO	Allow a vehicle to pass in front - വാഹനം പോകുവാൻ അനുവദിക്കുക	You must GIVE WAY TO oncoming traffic
GO AHEAD	Proceed - പുരോഗമിക്കുക	The construction of the bypass WENT AHEAD
GO AWAY	Leave a place or disappear - അപ്രത്യക്ഷമാകുക	This medicine should make the pain GO AWAY
GO DOWN	Decrease, get smaller- കുറയുക	The price of scanners has GONE DOWN recently
GO FOR	Attack - ആക്രമിക്കുക	The neighbor's dog WENT FOR the postman and bit him
GO FORWARD	Progress - പുരോഗതി കൈവരിക്കുക	The top three teams GO FORWARD to the next round
GO ON	Continue - തുടരുക	He WENT ON and ON talking and I was so bored
GO OFF	Explode (bomb) - പൊട്ടിത്തെറിക്കുക	The Bomb GO OFF without any warning
GO OUT	Stop burning - തീ അണയുക	The candle WENT OUT
GO THROUGH	Examine, search - പരിശോധിക്കുക	I WENT THROUGH my desk looking for the letter.
GO UP	Rise or climb - വർധിക്കുക	The price of petrol has GONE UP sharply
HOLD ON	Wait - കാത്തിരിക്കുക	Could you HOLD ON for a minute; she'll be free in a moment
KEEP AWAY	Don't allow someone near something - അകറ്റി വയ്ക്കുക	Medicines should always be KEPT AWAY from children
KEEP BACK	Maintain a safe distance - സുരക്ഷിതമായ അകലം പാലിക്കുക	The police told the crowd to KEEP BACK from the fire
KEEP ON	Continue - തുടരുക	He KEPT ON trying and succeeded in the end.
KEEP OUT	Not allow someone to enter - നിഷേധിക്കുക	The police KEPT the demonstrators OUT of the building
KEEP UP	Maintain - നിലനിർത്തുക	It is our duty to KEEP UP Harmony in our country
KNOCK DOWN	Demolish - നശിപ്പിക്കുക	They KNOCKED DOWN the old church and built a Hotel
LET IN	Allow someone to enter - പ്രവേശിക്കുവാൻ അനുവദിക്കുക	The door staff didn't LET him IN the hostel
LET ON	Tell a secret - രഹസ്യം പറയുക	I didn't mean to LET ON about the

PHRASAL VERBS (With Malayalam Meaning)

		party to him
LIE DOWN	Rest - വിശ്രമിക്കുക	I'm going to LIE DOWN for a few minutes
LOOK AFTER	Take care - പരിപാലിക്കുക	Their auntie LOOKED AFTER them when their mother died.
LOOK BACK	Think about the past - ഭൂത കാലത്തെ പറ്റി ചിന്തിക്കുക	Old people often LOOK BACK on over their lives
LOOK FOR	Try to find - അന്വേഷിക്കുക	I've been LOOKING FOR you
LOOK FORWARD TO	Expect with pleasure - പ്രതീക്ഷിക്കുക	I'm LOOKING FORWARD TO meet you.
LOOK IN	Make a quick visit - ഹ്രസ്വ സന്ദർശനം നടത്തുക	I'll LOOK IN on my way home.
LOOK INTO	Research, investigate - അന്വേഷിക്കുക	We'll LOOK INTO the problem and come back to you
LOOK OUT	Be careful - ശ്രദ്ധിക്കുക	LOOK OUT ; you're going to fall
LOOK THROUGH	Read quickly - വേഗത്തിൽ വായിക്കുക	I LOOKED THROUGH the article.
MAKE AFTER	Chase - പിന്തുടരുക	The police MADE AFTER the stolen car
MAKE FOR	Head in a certain direction - സഞ്ചരിക്കുക	We MADE FOR home when it started raining.
MAKE OFF	Run away - ഓടി പോകുക	They MADE OFF when they heard the police siren
MAKE OUT	Be able to see or hear something - മനസിലാക്കുക	Can you MAKE OUT what she's saying?
MAKE UP	Invent a story - കഥ മെന്തുക	They MADE UP an excuse for being late
PASS AWAY	Die - മരിക്കുക	Rama's uncle PASSED AWAY yesterday
PASS BY	Go past without stopping - നിർത്താതെ കടന്നു പോകുക	I was just PASSING BY when I saw the accident.
PASS ON	Give a message to someone - സന്ദേശം കൈമാറുക	I'll PASS the message ON when she gets here
PUT ACROSS	Communicate, convey a message - യരിപ്പിക്കുക	He found it difficult to PUT ACROSS what he wanted to say
PUT AWAY	Put someone in prison - ജയിലിൽ അടയ്ക്കുക	The judge PUT him AWAY for ten years for robbery
PUT BY	Save for the future - പണം സംരക്ഷിക്കുക	I try to PUT some money BY every month
PUT OFF	Postpone - മാറ്റി വയ്ക്കുക	The concert's been PUT OFF until next month
PUT ON	To wear - ധരിക്കുക	I PUT my coat ON before we went out
PUT OUT	Extinguish a fire - തീ അണയ്ക്കുക	He PUT OUT his cigarette before entering the building
PUT UP WITH	Tolerate - സഹിക്കുക	I can't PUT UP WITH my friend's behavior
RUN AFTER	Chase, pursue - പിന്തുടരുക	The police RAN AFTER the guy who'd stolen it
RUN AWAY	Escape from people chasing you - ഒളിച്ചോടുക	He RAN AWAY from his attackers
SET OFF	Start a journey - യാത്ര ആരംഭിക്കുക	We SET OFF for work at 7.30
SET UP	Start a company - പുതു സംരംഭം	They SET UP a IT company

PHRASAL VERBS (With Malayalam Meaning)

	തുടങ്ങുക	
TAKE AFTER	Look like - സാമ്യം തോന്നുക	He TAKES AFTER his mother
TAKE AWAY	Remove - നീക്കുക	The police TOOK the protestors AWAY
TAKE DOWN	Write - എഴുതുക	The police TOOK DOWN his answers
TAKE IN	Deceive - വഞ്ചിക്കുക	She TOOK me IN with her story until someone told me the truth
TAKE OFF	Remove - നീക്കുക	It was hot, so I TOOK my jacket OFF
TAKE ON	Undertake Work - ഏറ്റെടുക്കുക	She TOOK ON the task of indexing the book.
TAKE OVER	Assume Responsibility from someone ഉത്തരവാദിത്വം ഏറ്റെടുക്കുക	She TOOK OVER responsibility for the project last month
TAKE TO	Make a habit of something - ശീലങ്ങൾ ആരംഭിക്കുക	He's TAKEN TO wear helmet while driving.
TURN AWAY	Not allow someone to enter a place - നിഷേധിക്കുക	The doorman TURNED him AWAY from the nightclub
TURN DOWN	Reject an offer, invitation - നിരാകരിക്കുക	They offered her the job, but she TURNED it DOWN
TURN INTO	Become - ആയി തീരുക	Tadpoles TURN INTO frogs
TURN ON/OFF	Switch On/Off - സവിച്ച് ഓൺ / ഓഫ്	
TURN OUT	Assemble - ഒരുമിച്ചു കൂടുക	Thousands TURNED OUT for the demonstration
TURN UP	Arrive/ Appear - എത്തിച്ചേരുക	She didn't TURN UP for class today
WAKE UP	Stop sleeping - ഉണരുക	I WOKE UP at half past six this morning
WALK AWAY	Win easily - അനായാസ വിജയം നേടുക	She WALKED AWAY WITH the first
WASH AWAY	When floods or waves completely remove a structure - ഒഴുകിപ്പോവുക	The stall on the beach was WASHED AWAY in the storm
WASH OUT	Rain so heavily that an event has to be cancelled - ശക്തമായ മഴ കാരണം പരിപാടി റദ്ദാക്കുക	The rain WASHED OUT the championship final

AS SOON AS

When two actions take place simultaneously, the conjunction used is “As soon as”

Conjunction	Subject	1 st Action	Subject	2 nd Action
As soon as	I	arrived at the station	The Train	came
	I	had arrived at the station		came
	I	arrive at the station		comes / will come
	I	have arrived at the station		will come

<u>Example with Tense Change</u>	<u>Purpose</u>
<p>As soon as I arrived at the station, the train came [As soon as + S + 1st Action - Past Simple , 2nd Action - Past Simple]</p>	Used when we speak about the PAST
<p>As soon as I had arrived at the station , the train came [As soon as +S+ 1st Action - Past Perfect , 2nd Action - Past Simple]</p>	
<p>As soon as I arrive at the station, the train comes [As soon as +S+ 1st Action – Present Simple, 2nd Action -Present Simple]</p>	When we speak about REPEATED ACTIONS
<p>As soon as I arrive at the station, the train will come [As soon as +S+ 1st Action - Present Simple, 2nd Action - Future Simple]</p>	When we speak about the FUTURE
<p>As soon as I have arrived at the station, the train will come [As soon as +S+ 1st Action - Present Perfect , 2nd Action -Future Simple]</p>	

{Don't use *will* with *as soon as* when speaking about the future

Eg: *As soon as I ~~will~~ arrive at the station, the train comes / will come. }*

NO SOONER ----- THAN

- Conjunction 'No sooner ---- than' is also used to denote simultaneous actions.
- It is the negative of 'As soon as'.
- The conjunction 'No sooner ----- than' is used in Present, Past & Future (rarely) tenses. But we often use the **past perfect tense** with no sooner.

No sooner had I arrived at the station **than** the train came –
(Meaning: I arrived at the station. Suddenly the train came.)

No sooner	(does/do/did/had)	Subject	1 st Action	Than	Subject	2 nd Action
No sooner	Do	I	arrive at the station			comes
	Did	I	arrive at the station	Than	The Train	came
	Had	I	arrived at the station			came

No Sooner + Do/ Does + S+ 1st Action – V1 than + S+ 2nd Action – V1

No Sooner + Did +S+ 1st Action – V1 than + S+ 2nd Action – V2

No Sooner + Had + S+ 1st Action – V3 than +S+ 2nd Action – V2

'No sooner' should **NEVER** be followed by the word **'WHEN'**.

HARDLY/SCARCELY ----- WHEN

- The conjunction '**Hardly/Scarcely ----- when**' is also used to denote simultaneous actions.

Example:

- 1) Hardly had I arrived at the station when the train came
- 2) Scarcely did I arrive at the station when the train came .

Hardly/scarcely	Had/ Did	Subject	1st Action	when	Subject	2nd Action
Hardly /scarcely	had / did	I	Arrived at the station	when	The train	Came
			Arrive at the station			

Hardly /scarcely + had + S+ 1st Action - V3 when + S+ 2nd Action – V2

Hardly /scarcely + did + S+ 1st Action – V1 when + S+ 2nd Action – V2

ENOUGH

Enough means as much or as many as required. It could also mean to the required degree or extent (used after an adjective, adverb, or verb and before Noun)

I have Rs.100 & I want to buy this Toy



Unfortunately this toy costs Rs.500

I don't have **enough money**.

The toy is very expensive and I will never be **rich enough** to buy it.

I am trying **hard enough** to buy that Toy.

Look at the sentence above. It uses **enough** in 3 different ways.

There are 3 examples in the sentence. Let's look at them separately:

1. "I don't have **enough money**."

Money is a **noun**, so it comes **AFTER** enough.

2. "I will never be **rich enough**."

Rich is an **adjective**, so it comes **BEFORE** enough.

3. "I am trying **hard enough**."

Hard is an **adverb**, so it comes **BEFORE** Enough

Rules:

1. Adjective + Enough

He is not **tall enough** to play Basketball

2. Adverb + Enough

She is running **quickly enough** to reach on time.

3. Enough + Noun

There is not **enough food** left for everyone

Choose one of the phrases containing "enough" from the table below to go into the spaces in each question.

- | | |
|------------------------|----------------------|
| a) enough money | f) well enough |
| b) big enough | g) enough experience |
| c) clean enough | h) tall enough |
| d) enough time | i) warm enough |
| e) convincingly enough | j) enough people |

1. I don't think we have to go to the cinema now. It's nearly 9pm.
2. They didn't want me in the police because I wasn't .
3. If you can lend me £5, I will have to buy the CD.
4. I know I don't have for the job so I won't waste my time.
5. If sign this petition, we can prevent them building the new road.
6. She lost the match simply because she didn't play .
7. Even if you use a greenhouse, it will never be to grow bananas in this climate.
8. The girl limped to make her parents believe that she couldn't go to school.
9. This theatre isn't for the play to be performed here. We will need at least another 100 seats.
10. Clean this room again Mary. It's not for hotel guests to use.

Solution: 1- d, 2- h, 3-a, 4-g, 5-j, 6-f, 7-i , 8-e , 9-b , 10- c

DIALOGUE COMPLETION – TIPS (ENGLISH - HS)

- **IF CLAUSE**
- **QUESTION TAG**

- **THE MORE THE MORE.**
 - ✓ The more + The more (Or any Comparative degree)
 - ✓ You can use Future tense/ past tense

Eg: **The more** you study, **the more** knowledgeable **you will become.**

The more I heard of him, **the more** sympathetic I was for him.

- ✓ You can also use any 'comparative degree' of adjectives.

Eg: **The faster** you go, the earlier you will reach there.

The more you dump materials in this store, **the lesser** the vacant space available for useful things to be kept.

- **HAD BETTER**
 - ✓ Had better + V1 (Don't Use To After V1)
 - ✓ We use "had better" to give advice about the present or future.

Eg:

You'd better tell her everything.

I'd better get back to work.

We'd better meet early.

- **WOULD RATHER**

✓ <u>same subject + V1 + (than)</u>	✓ <u>different subject + V2</u>
<i>I'd rather stay at home than go out tonight.</i>	<i>I'd rather you stayed at home tonight.</i>
<i>I'd rather not go out tonight.</i>	<i>I'd rather you didn't go out tonight</i>

- ✓ In negative sentences with a different subject, the negative comes on the clause that follows, not on would rather:

She'd rather you **didn't** phone after 10 o'clock.

- **I WISH**

- ✓ **Wish + V2** - *used to express that we want a situation in the present (or future) to be different.*

Eg:

I wish I **spoke** Italian. (I don't speak Italian)

I wish I **had** a big car. (I don't have a big car)

- ✓ **Wish + past perfect** - *used to express a regret, or that we want a situation in the past to be different.*

Eg:

I wish I **hadn't eaten** so much. (I ate a lot)

I wish I **had studied** harder at school. (I was lazy at school)

- **SO...THAT**

- ✓ **It expresses a cause and effect.**

- ✓ **So + adjective/adverb + that**

Eg:

I was **so** sleepy **that** I couldn't keep my eyes open.

- **TOO...TO**

- ✓ **Too...to shows undesirable excess and has a kind of negative meaning.**

- ✓ **Too + to + v1**

Eg:

She was **too** tired **to** walk.

It was **too** cold **to** go out.

The boy has **too** little intelligence **to** understand this.

- **IT'S HIGH TIME**

- ✓ **It expresses that something should be done and that it is already a bit late**

- ✓ **It's High Time + SUBJECT+ V2**

Eg :

It's high time you **got** that car repaired.

It's high time I **bought** a new pair of jeans.

SUBJECT-VERB AGREEMENT

① Rule - 1 → AND

- 2 ~~verb~~ noun 'and' ~~verb~~ Plural. ∴ Plural verb.

eg:- Raju and Radha are friends
 ✓ Bread and Butter are sold here

- ~~verb~~ Connected ~~verb~~ noun, ~~verb~~ Sing verb.
- * eg:- Bread and butter is my fav. food
 My friend and room-mate is coming

② Rule - 2

- One or more
 - A number of
 - More than two
 - The majority of
 - Both/Few/Several/many
- } + Plural noun
 + Plural verb

* eg:- A no: of girls have participated
 ✓ many are called but few are chosen

③ Rule - 3

- One of
 - Each of
 - Every one of
 - Either of
 - Neither of
 - The number of
- } + Plural noun
 + Singular verb

* eg:- One of the girls knows English
 The no: of boys is eating apples

④ Rule - 4

- As well as
 - Along with
 - With/Besides
 - Like/But/Except
 - In addition to
 - more than
 - Rather than
- } + 1st subject m
verb

eg: (Raju) as well as his friends (is) playing
 (the parents) along with their son (are) praying

He/she/it + is/was/has/does, verb+s/es
 You/we/they + are/were/have/do, V₁
 I + am/was/have/do, V₁

⑤ Rule - 5

- Every one/Everybody
 - Any one/Anybody
 - Some one/Somebody
 - No one/No body
 - Anything/Nothing
- } + Singular verb

* eg:- Some one has come to see you
 No one decorates the wall

⑥ Rule - 6

- Or
 - Either... or
 - Neither... nor
 - Not only... But also
- } + 2nd subject m
verb

* eg:- Either he or (I) am happy
 Money or (influence) goes everywhere

⑦ Rule - 7

- Height/weight/Amount/Quantity/Distance
 - Disease ~~verb~~ verb/Subject ~~verb~~ verb/Country/~~verb~~ verb
 - Poetry/Luggage/News/Furniture/Food/Information/Money
- } + Singular verb

* eg:- 200 is not a small amount
 'Tale of cities' is written by Charles
 The news is true.

⑧ Rule - 8

- Main subject ~~verb~~ verb apposition to (I, am) ~~verb~~ verb
- ~~verb~~ verb

* eg:- (I) K.C. Joseph am responsible for the loss
 (You) the girl are beautiful.

9 Rule-9

- A lot of / most of / some of /
 - Plenty of / None of
 - All / Any / Half
- എന്തിനുള്ളതും
- Uncountable noun number → Singular Verb
Countable noun number → Plural Verb

* eg: None of the teachers have arrived.
A lot of soil has been damaged.

10 Rule-10

- Pair noun number → Plural Verb
- 2 pairs of ... number → Plural Verb
- * eg:- Jeans are beautiful
Two pair of Jeans are beautiful
- A pair of number → Singular Verb
- * eg:- A pair of Jeans is beautiful

- ✓ The government is popular.
- ✓ Neither rice nor water was there.
- ✓ One of my friends has a collection of books.
- ✓ Faizal or his friends have done this.
- ✓ You and I have done our duty.
- ✓ Either he or I am to pay the bill.
- ✓ The leader, with his followers has come.
- ✓ Rana, as well as his friends eats food.
- ✓ Three scissors belong to me.
- ✓ His trousers are dirty.
- ✓ A lot of people prefer coffee to tea.
- ✓ Fifty rupees is enough.
- ✓ More than one student has passed.
- ✓ One of the players was injured.
- ✓ Cow and calf is the emblem of that party.
- ✓ Speaking and writing are 2 different skills.
- ✓ Every boy has a work book.