
ENGLISH

Grammar and Composition

9-10



**PUNJAB CURRICULUM AND
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PREFACE

English has been recognised as the language of modern knowledge, technology and international communication in the National Education Policy of 1979. It has, therefore, been given the status of a compulsory subject from class I to B.A.

An analysis of the educational needs of our students shows that they require functional knowledge of the English language as a living entity and not as a subject to be learnt and eventually forgotten.

It was with this outcome in view that the Textbook Board charged us with the responsibility of writing a new book of English Grammar and Composition for Classes IX-X.

We have done our best to produce a book, which will discourage the abominable habit of rote learning and help the students to express themselves in simple and correct English. We hope the students and the teachers would find it useful.

We would welcome further suggestions from teachers and students.

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Topics for Grade 9

Vocabulary, Forms of Verb, Tenses (Translation), Parts of Speech ((Noun, Pronoun, Adjective, Articles, Preposition, Verb, Conjunction, Interjection, Active and Passive Voice), Story Writing, Letters, Application and Invitations, Dialogue Writing, Comprehension Passages

Topics for Grade 10

Forms of Verbs, Writing an Essay/Paragraph Writing, Tenses (Translation of Urdu Paragraphs into English), Pair of Words, Parts of Speech (Noun, Pronoun, Adjective, Articles, Preposition, Verb, Conjunction, Interjection, Direct and Indirect Speech, Pair of Words)

Vocabulary

(Oblique lines (/) indicate syllables)

A. Animals, Beasts, Birds, Reptiles, etc.

| | | | | | |
|-------------|--------------|---------------|-----------------------|---------------|-----------|
| ant | چیونٹی | croc/o/dile | مگرچھ | moth | پر دانہ |
| ape | بندر | cuck/oo | کونسل | mule | نچر |
| bat | چمگادڑ | deer | ہرن | night/in/gale | بلبل |
| bear | رپچھ | dove | فاختہ | par/tridge | تیتیر |
| buf/fa/lo | بھینس | duck | مرغابی | pea/cock | مور |
| bug | کیڑا | ea/gle | عقاب | pi/geon | کبوتر |
| bull | بیل | fire/fly | جگنو | quail | بٹیر |
| but/ter/fly | تنتلی | flea | پٹو | scorpion | کچھو |
| calf | بچھڑا | goose | بٹخ | spar/row | چڑیا |
| ca/mel | اُونٹ | grass/hop/per | نڈا | spi/der | مکڑی |
| chick/en | چوزہ | kid | بکری کا بچہ، مینا/بچہ | squi/rrel | گلہری |
| cob/ra | ناگ | kit/ten | بلی کا بچہ | stag | بارہ سیگا |
| cock | مرغ | leach | جونک | swal/low | ابابیل |
| colt | گھوڑی کا بچہ | leop/ard | چیتا | tor/toise | کچھوا |
| crab | کیکڑا | liz/ard | چھپکلی | vul/ture | گدھ |
| crick/et | جھینگر | lo/cust | نڈی | wasp | بھڑ |
| | | louse | جوں | | |
| | | mos/qui/to | چھھر | | |

B. Buildings

| | | | | | |
|---------------|-----------------------------|-------------|----------------------|---------------|-------------|
| air/port | ہوائی اڈا، ایئر پورٹ | clin/ic | شفا خانہ | ho/tel | ہوٹل |
| a/sy/lum | پاگل خانہ | cloak/room | سامان رکھوانے کی جگہ | inn | سرائے |
| au/di/to/rium | بڑا ہال | con/vent | خانقاہ | jail | جیل |
| bar/rack | بارک، فوجیوں کے رہنے کی جگہ | court | عدالت | kitch/en | باورچی خانہ |
| bath/room | غسل خانہ | fac/to/ry | کارخانہ | lab/or/at/ory | لیبارٹری |
| bed/room | سونے کا کمرہ | fort | قلعہ | li/bra/ry | لائبریری |
| bridge | پل | go/down | گودام | mint | نکسال |
| cas/tle | قلعہ | guest/house | مہمان خانہ | mon/as/tery | خانقاہ |
| church | گرجا، کلیسا | hos/pi/tal | ہسپتال | | |
| cin/e/ma | سینما | hos/tel | طلبہ کی قیام گاہ | | |

| | | | | | |
|------------------|---------------|----------------|------------------|---------------|-----------------|
| mu/se/um | بجائے گھر | port | بندر گاہ | shrine | در گاہ |
| nurs/er/y | بچوں کا سکول | post/of/fice | ڈاکخانہ | sta/dium | کھیلوں کے میدان |
| ob/ser/va/to/ry | رصد گاہ | pres/i/den/cy | صدر کی رہائش گاہ | tem/ple | مندر، عبادت گاہ |
| or/phan/age | یتیم خانہ | pris/on | جیل، قید خانہ | the/a/tre | تھیٹر |
| pal/ace | محل | rest/house | آرام گاہ | u/ni/ver/sity | یونیورسٹی |
| play/ground | کھیل کا میدان | res/tau/rant | طعام گاہ | zoo | چڑیا گھر |
| po/lice/sta/tion | تھانہ | san/a/to/ri/um | صحت گاہ | | |

C. Kitchen Utensils and Household Articles

| | | | | | |
|------------------|-------------------|-----------------|--------------|---------------|--------------|
| bed/sheet | بستر کی چادر | spoon | چمچ | mir/ror | آئینہ |
| blan/ket | کمبل | strai/ner | چھلنی | nail/cut/ter | ناخن تراش |
| cup/board | الماری | tea/pot | چائے دانی | nee/dle | سوئی |
| ward/robe | کپڑوں کی الماری | ash/tray | راکھدان | peg | کھونٹی |
| cook/er | دیگچہ | bas/ket | ٹوکری | pil/low | تکیہ |
| fork | کانٹا | broom | جھاڑو | pil/low/case | تکیہ کا غلاف |
| fry/ing/pan | کڑاہی | buck/et | بالٹی | quilt | رضائی |
| grate | انگلیٹھی کی چھلنی | car/pet | قالین | ra/zor | اُسترا |
| jar | مرتبان | cos/met/ics | سامانِ آرائش | ro/sa/ry | تسبیح |
| ket/tle | کیتلی | couch | صوفہ | rug | قالین |
| la/dle | کفگیر | cra/dle | جھولا | scis/sors | قینچی |
| lid | ڈھکنا، سرپوش | cur/tain | پردہ | tap | ٹونٹی |
| sto/ve | چولھا | cush/ion | گدی | tel/e/vi/sion | ٹیلی ویژن |
| re/frig/er/a/tor | ریفریجریٹر | door/mat | پائیدان | tongs | چٹا |
| sau/cer | طشتری | dress/ing/table | سنگھار میز | to/wel | تولیہ |
| sponge | اسفنج | lan/tern | لاٹین | tweez/ers | موچنا |
| | | mat/tress | گدا، دلانی | vase | گلدان |

wash/ba/sin

چلچلی، ہاتھ دھونے کی جگہ

D. Tools

| | | | | | |
|------------|---------|----------|--------------------|----------|-------------|
| ar/row | تیر | dag/ger | خنجر | lathe | خراد |
| axe | کھاڑا | drill | چھید کرنے والا آلہ | mill | چکی |
| bel/lows | دھونکنی | file | ریتی | pick/axe | کدال، گینتی |
| bow | کمان | ham/mer | ہتھوڑا | plane | رندہ |
| car/tridge | کار توس | hand/saw | چھوٹی آری | plough | بل |
| chis/el | چھینی | hatch/et | کھاڑی | saw | آرہ |
| com/pass | قطب نما | hoe | ہیلچہ | | |

| | | | | | |
|----------------|---------|----------|----------------|------------|-------------------------|
| scales/balance | ترازو | sol/der | دھات کا ٹانکہ | spud | رنبہ |
| sc/rew/dri/ver | پینچ کس | | لگانے والا آلہ | thim/ble | درزی کا انگشتانہ |
| shield | ڈھال | spade | ہیلچہ | whet/stone | دھار تیز کرنے والا پتھر |
| sic/kle | دراختی | span/ner | کسنے والا آلہ | | |

E. Fruits, Vegetables and Spices

| | | | | | |
|--------------|---------------|---------------|-------------|---------------|------------|
| al/mond | بادام | car/da/mom | الابچی | pep/per | سیاہ مرچ |
| an/i/seed | سونف | car/rot | گاجر | pine/ap/ple | انناس |
| a/rum | اروی | cau/li/flower | پھول گو بھی | pis/ta/chi/o | پستہ |
| ap/ri/cot | خوبانی | gar/lic | لہسن | plum | آلوچہ |
| ba/na/na | کیلا | gin/ger | ادرک | pome/gran/ate | انار |
| beans | لوبیا، پھلیاں | gua/va | امرود | pop/py/seed | خشخاش |
| beet/root | چقندر | la/dy fin/ger | بھنڈی | pump/kin | کدو |
| brin/jal | بینگن | me/lon | خربوزہ | rad/ish | مولی |
| cab/bage | بند گو بھی | mint | پودینہ | rai/sin | کشمش، منقہ |
| chil/lies | مرچیں | mul/ber/ry | شہتوت | rasp/berry | رس بھری |
| cin/na/mon | دارچینی | mus/tard | رائی | spin/ach | پالک |
| cit/ron | چکوترا | o/live | زیتون | tam/a/rind | الی |
| clove | لونگ | on/ion | پیاز | tur/me/ric | ہلدی |
| co/ri/an/der | دھنیا | peach | آرو | tur/nip | شامغم |
| cu/cum/ber | کھیرا | pear | ناشپاتی | vin/e/gar | سرکہ |
| cu/min | زیرہ | peas | مٹر | wal/nut | اخروٹ |
| | | | | water/melon | تربوز |

F. Diseases

| | | | | | |
|-----------------|--------|-------------|-----------------------|----------------|-------------|
| bruise | خراش | di/a/be/tes | ذیابیطس | pal/pi/ta/tion | اختلاج قلب |
| can/cer | سرطان | dy/sen/try | چپچپ | par/al/y/sis | فالج |
| chol/er/a | بہضہ | gout | گھنٹھیا، جوڑوں کا درد | plague | طاعون |
| cold | زکام | head/ache | سر کا درد | pneu/mo/nia | نمونیا |
| con/sti/pa/tion | قبض | jaun/dice | یرقان | small/pox | چچک |
| cough | کھانسی | ma/lar/i/a | ملیریا بخار | tooth/ache | دانت کا درد |
| cramp | اکڑن | mea/sles | خسرہ | ty/phoid | معیادی بخار |

G. Parts of Human Body

| | | | | | |
|-----------|-------------|---------|-------|--------------|-------|
| an/kle | ٹخنہ | bow/els | آنتیں | col/lar/bone | ہنسی |
| arm/pit | بغل | calf | پنڈلی | el/bow | کھنی |
| back/bone | ریڑھ کی ہڈی | chin | ٹھوڑی | eye/brows | بھویں |

| | | | | | |
|---------------|---------|----------|--------------|---------|--------------|
| eye/lash/es | پلکیں | mole | تیل / مہاسہ | sole | پاؤں کا تالا |
| eye/lids | چپوٹے | nail | ناخن | sp/leen | تلی |
| gall/blad/der | پتہ | na/vel | ناف | tem/ple | کنپٹی |
| gums | مسوڑھے | nerve | نس | thigh | ران |
| hip | گولھا | nos/tril | نختنا | vein | رگ، شریان |
| kid/ney | گرہ | pal/ate | تالو | waist | کمر |
| liv/er | جگر | palm | ہتھیلی | wrist | کلائی |
| lung | پھیپھڑے | pu/pil | آنکھ کی پٹلی | | |

H. Geographical Terms

| | | | | | |
|-------------|------------------|-------------|------------|--------------|---------------|
| Au/tumn | خزاں | dew | شبنم | pe/nin/su/la | جزیرہ نما |
| breeze | جھونکا، ہلکی ہوا | driz/zle | بوند باندی | plain | میدان |
| ca/nal | نہر | earth/quake | زلزلہ | sea/son | موسم |
| cave | غار | ec/lipse | گرہن | Spring | بہار |
| cli/mate | آب و ہوا | flood | سیلاب | spring | چشمہ |
| cloud | بادل | fog | دُھند | u/ni/verse | کائنات |
| com/et | ذم دار ستارہ | gulf | خلج | val/ley | وادی |
| con/ti/nent | برا عظم | hail | اولے | vol/ca/no | آتش فشاں پہاڑ |
| cre/scent | ہلال | o/cean | سمندر، بحر | | |

I. Geographical Names

| | | | | | |
|---------------|--------------|----------------|-----------------|--------------------|------------|
| Ab/ys/sin/ia | حبشہ | Far/East | مشرق بعید | Pa/ci/fic O/cean | بحر الکاہل |
| A/ra/bia | عرب | Greece | یونان | Pole/Star | قطبی ستارہ |
| A/ra/bian Sea | بحیرہ عرب | Ind/ia | بھارت، ہندوستان | poles | قطبین |
| At/lan/tic | بحر اوقیانوس | Ind/ian O/cean | بحر ہند | Por/tu/gal | پرتگال |
| Bri/tain | برطانیہ | Jor/dan | اردن | South/Pole | قطب جنوبی |
| Chi/na | چین | Mars | مریخ | Spain | ہسپانیہ |
| Cy/prus | قبرص | Mid/dle East | مشرق وسطی | Con/stan/ti/no/ple | قسططنیہ |
| E/gypt | مصر | Mo/ro/cco | مراکش | Sy/ria | شام |
| e/qua/tor | خط استوا | North/Pole | قطب شمالی | Da/mas/cus | دمشق |

J. Trades and Professions

| | | | | | |
|---------------|---------------|--------------|----------------|----------|----------|
| ac/tor | ادا کار | ba/ker | نانبائی | but/cher | قصابی |
| a/gent | نمائندہ، دلال | black/smith | لوہار | but/ler | خانساماں |
| as/trol/o/ger | جوڑتی، نجومی | book/bind/er | جلد ساز، دفتری | cob/bler | موچی |
| ath/lete | کھلاڑی | bro/ker | دلال | dar/ner | رفوگر |

| | | | | | |
|----------------|-----------------------|-------------|---------|---------------|-------------------------------|
| dra/per | بزاز | mid/wife | دائی | grave dig/ger | گورکن |
| phar/ma/cist | دوا فروش | pi/lot | ہوا باز | sol/dier | فوجی |
| dy/er | رنگ ریز | por/ter | قلی | sta/tion/er | کانڈ فروش، سٹیشنری بیچنے والا |
| e/lec/tri/cian | بجلی کا کام کرنے والا | pot/ter | کھار | sweep/er | جھاڑو دینے والا |
| gold/smith | سنا، صراف | sail/or | ملاح | turn/er | خرادی |
| green/gro/cer | سبزی فروش | seam/stress | درزن | weav/er | جولاہا |
| me/chan/ic | مستری | | | tea/cher | استاد / استانی |

K. Some Expressive Words and Phrases

(a) Idiomatic Comparisons

| | | |
|---------|----|-------------------|
| bitter | as | gall |
| black | as | coal, crow, night |
| blind | as | bar |
| bold | as | lion |
| bright | as | day |
| brittle | as | glass |
| busy | as | bee |
| clear | as | crystal |
| cold | as | ice |
| dry | as | bone, dust |
| firm | as | rock |
| green | as | grass |
| hard | as | flint, stone |
| heavy | as | lead |
| hot | as | fire |
| loud | as | thunder |
| pale | as | ghost |
| quick | as | lightning |
| red | as | rose, cherry |
| smooth | as | velvet |
| soft | as | butter, wax |
| still | as | grave, death |
| stupid | as | donkey |
| sure | as | death |
| sweet | as | honey |
| ugly | as | toad |
| warm | as | wool |
| white | as | snow |

b) Words Denoting Collectivities/Collective Nouns

| | | |
|----------|----|---------------------------------|
| assembly | of | people |
| brood | of | chickens, hens |
| board | of | directors |
| bunch | of | flowers, grapes, keys |
| bundle | of | hay, sticks |
| choir | of | singers |
| clump | of | trees |
| cluster | of | trees, stars |
| crew | of | sailors |
| fleet | of | ships |
| flight | of | birds, stars, locusts |
| flock | of | geese, sheep |
| gallery | of | pictures |
| gang | of | labourers, robbers, thieves |
| herd | of | cattle, swine |
| hive | of | bees |
| hoard | of | gold |
| horde | of | savages |
| host | of | men |
| litter | of | puppies |
| pack | of | hounds, wolves |
| pair | of | glasses, scissors, shoes, tongs |
| quiver | of | arrows |
| range | of | hills, mountains |
| sheaf | of | arrows, corn, grain, wheat |
| shoal | of | fish |
| shower | of | rain |
| stack | of | arms, corn, hay, wood |
| string | of | camels |
| stud | of | horses |
| suit | of | clothes |
| suite | of | rooms |
| team | of | oxen, players |
| troupe | of | actors |
| yoke | of | oxen |

c) Words Indicative of Sounds

| | |
|------------------------------|-----------------|
| dogs | bark |
| bulls | bellow |
| goats, kids | bleat |
| bugles, trumpets | blow |
| donkeys | bray |
| flies, bees | buzz |
| geese | cackle |
| crows, rooks | caw |
| monkeys, teeth | chatter |
| arms | clang |
| hens | cluck |
| doves, pigeons | coo |
| frogs, ravens | croak |
| cocks | crow |
| apes | gibber |
| bears, tigers | growl |
| camel | grunt |
| serpents, snakes | hiss |
| owls | hoot |
| jackals, wolves | howl |
| humming bird | hum |
| bells, coins | jingle |
| babies | lisp/coo/babble |
| cattle | moo/bellow |
| cats | mew |
| horses | neigh |
| ducks | quack |
| bells | ring |
| lions, guns | roar |
| eagles, hawks, vultures | scream |
| owls | screech |
| birds, crickets, nightingale | sing |
| mice | squeak |
| parrots | talk |
| elephants | trumpet |
| birds, sparrows | twitter |
| dog, foxes, puppies | yelp |

L. Words often Mis-spelled

A list of words is given below. These words are often wrongly spelled by students. Teachers should frequently dictate these words for reinforcement.

| | | |
|-------------|------------|-----------|
| absence | fiery | occasion |
| acknowledge | fifth | parallel |
| across | foreign | privilege |
| address | forty | prove |
| already | fourth | quiet |
| altogether | goddess | quite |
| amongst | government | receive |
| article | grammar | seize |
| beginning | guard | separate |
| believe | height | success |
| benefitted | interest | surprise |
| breathe | knowledge | thorough |
| business | laboratory | trouble |
| conquer | length | truly |
| certain | library | until |
| coarse | marriage | usually |
| coming | minute | Wednesday |
| describe | necessary | whether |
| divine | neither | writing |
| either | niece | written |
| excellent | ninety | |
| February | ninth | |

Forms of Verbs

Table of Question Words

We use the following words for making questions:

| WORDS | MEANINGS | WORDS | MEANINGS |
|-------|--------------|-----------|-------------------|
| What | کیا | How | کیسے |
| Which | کون سا | How much | کتنّا (مقدار) |
| Who | کون یا کس نے | How many | کتنے گنتی میں |
| Whose | کس کا | How long | کتنّا لمبا (عرصہ) |
| Whom | کس کو | How often | کتنی دفعہ |
| Where | کہاں | | |
| When | کب | | |
| Why | کیوں | | |

Three Forms of Verbs

| PRESENT | | PAST | PAST PARTICIPLE |
|----------------------|------------------|----------------------|----------------------|
| 1 st form | Meanings | 2 nd form | 3 rd form |
| awake | جاگنا | awoke/awake | awoken/awaken |
| beat | ضرب لگانا، پیٹنا | beat | beaten |
| become | ہونا | became | become |
| begin | شروع ہونا | began | begun |
| bend | جھکانا، جھکنا | bent | bent |
| bind | باندھنا | bound | bound |
| bite | کاٹنا | bit | bitten |
| bleed | خون بہنا | bled | bled |
| blow | ہوا کا چلنا | blew | blown |
| break | ٹوڑنا | broke | broken |
| bring | لانا | brought | brought |
| burn | جلنا | burnt | burnt |
| buy | خریدنا | bought | bought |
| catch | پکڑنا | caught | caught |

| 1 st form | Meanings | 2 nd form | 3 rd form |
|----------------------|--------------------------|----------------------|----------------------|
| choose | انتخاب کرنا | chose | chosen |
| cling | چھٹنا | clung | clung |
| come | آنا | came | come |
| deal | تقسیم کرنا، کاروبار کرنا | dealt | dealt |
| dig | کھودنا | dug | dug |
| do | کرنا | did | done |
| draw | کھینچنا | drew | drawn |
| drink | پینا | drank | drunk |
| drive | گاڑی چلانا | drove | driven |
| eat | کھانا | ate | eaten |
| fall | گرنا | fell | fallen |
| feed | کھلانا | fed | fed |
| feel | محسوس کرنا | felt | felt |
| find | تلاش کرنا، پانا | found | found |
| flee | بھاگنا | fled | fled |
| fly | اڑنا، اڑانا | flew | flown |
| forget | بھول جانا | forgot | forgotten |
| freeze | جم جانا | froze | frozen |
| get | حاصل کرنا | got | got / gotten |
| give | دینا | gave | given |
| go | جانا | went | gone |
| grind | پیسنا | ground | ground |
| grow | اگنا، اگانا، بڑھنا | grew | grown |
| hold | تھامنا، پکڑنا | held | held |
| know | جاننا | knew | known |
| lead | راہنمائی کرنا | led | led |
| lend | اُدھار دینا | lent | lent |
| lie | لیٹنا | lay | lain |
| lose | کھودینا | lost | lost |
| make | بنانا | made | made |
| mistake | غلطی کرنا | mistook | mistaken |

| I st form | Meanings | 2 nd form | 3 rd form |
|----------------------|-----------------|----------------------|----------------------|
| ride | سواری کرنا | rode | ridden |
| ring | بجانا | rang | rung |
| rise | اٹھنا، اوپر آنا | rose | risen |
| run | دوڑنا | ran | run |
| see | دیکھنا | saw | seen |
| sell | بیچنا | sold | sold |
| shake | ہلانا | shook | shaken |
| shine | چمکانا | shone | shone |
| shrink | سکڑنا | shrank | shrunk |
| sing | گانا | sang | sung |
| sink | غرق ہونا | sank | sunk |
| sit | بیٹھنا | sat | sat |
| smell | سوگھنا | smelt | smelt |
| speak | بولنا | spoke | spoken |
| spring | اُچھلنا | sprang | sprung |
| stand | کھڑا ہونا | stood | stood |
| steal | چُرانا | stole | stolen |
| strike | ضرب لگانا | struck | struck |
| swear | قسم کھانا | swore | sworn |
| take | لینا | took | taken |
| tear | پھاڑنا | tore | torn |
| tell | بتانا | told | told |
| think | سوچنا | thought | thought |
| throw | پھینکنا | threw | thrown |
| understand | سمجھنا | understood | understood |
| wake | جاگنا | woke | woken |
| wear | پہننا | wore | worn |
| weep | رونا | wept | wept |
| wind | چابی دینا | wound | wound |
| write | لکھنا | wrote | written |

| I st form | Meanings | 2 nd form and 3 rd form |
|----------------------|---------------------|---|
| add | جمع کرنا | added |
| allow | اجازت دینا | allowed |
| ask | پوچھنا | asked |
| absent | غیر حاضر ہونا | absented |
| abuse | گالی دینا | abused |
| accept | قبول کرنا | accepted |
| accuse | الزام لگانا | accused |
| act | عمل کرنا | acted |
| admire | تعریف کرنا | admired |
| admit | داخل، تسلیم کرنا | admitted |
| adopt | اختیار کرنا | adopted |
| advise | نصیحت کرنا | advised |
| agree | اتفاق کرنا | agreed |
| aid | مدد کرنا، دینا | aided |
| answer | جواب دینا | answered |
| appear | نمودار ہونا | appeared |
| apply | درخواست دینا | applied |
| arrange | ترتیب دینا | arranged |
| arrest | گرفتار کرنا | arrested |
| attack | حملہ کرنا | attacked |
| attempt | کوشش کرنا | attempted |
| bake | پکانا | baked |
| beg | مانگنا | begged |
| behave | سلوک کرنا | behaved |
| believe | یقین کرنا | believed |
| belong | ملکیت ہونا | belonged |
| blame | الزام دینا | blamed |
| borrow | قرض لینا | borrowed |
| bury | دفن کرنا | buried |
| call | بلانا | called |
| cause | پیدا کرنا، سبب بننا | caused |
| chase | پچھا کرنا | chased |

| I st form | Meanings | 2 nd form and 3 rd form |
|----------------------|--------------------------|---|
| claim | دعوٰی کرنا | claimed |
| clap | تالی بجانا | clapped |
| climb | چڑھنا | climbed |
| connect | جوڑنا | connected |
| consist | مشتمل ہونا | consisted |
| copy | نقل کرنا | copied |
| create | پیدا کرنا | created |
| crush | کچلنا | crushed |
| cure | صحت یاب ہونا | cured |
| dare | جرأت کرنا | dared |
| deceive | دھوکا دینا | deceived |
| declare | اعلان کرنا | declared |
| defeat | شکست دینا | defeated |
| depend | مختصر ہونا، انحصار کرنا | depended |
| describe | بیان کرنا | described |
| destroy | تباہ کرنا | destroyed |
| disappear | غائب ہونا | disappeared |
| disappoint | مایوس ہونا | disappointed |
| discover | دریافت کرنا | discovered |
| discuss | گفتگو کرنا، بات چیت کرنا | discussed |
| dive | غوطہ لگانا | dived |
| drag | کھینچنا | dragged |
| drown | ڈوبنا | drowned |
| earn | کمانا | earned |
| educate | تعلیم دینا | educated |
| employ | ملازم رکھنا | employed |
| enable | قابل بنانا | enabled |
| engage | مشغول ہونا، منگنی ہونا | engaged |
| enlarge | بڑا کرنا | enlarged |
| enter | داخل ہونا | entered |
| escape | بچ نکلنا | escaped |
| excite | جوش میں آنا | excited |

| I st form | Meanings | 2 nd form and 3 rd form |
|----------------------|----------------|---|
| excuse | معاف کرنا | excused |
| fade | دھیما پڑ جانا | faded |
| finish | ختم کرنا | finished |
| flash | تیز روشنی دینا | flashed |
| flatter | خوشامد کرنا | flattered |
| fold | تہ کرنا | folded |
| found | بنیاد رکھنا | founded |
| gain | فائدہ اٹھانا | gained |
| gamble | جو اٹھیلنا | gambled |
| gather | اکٹھا کرنا | gathered |
| graze | چرنا | grazed |
| greet | سلام کرنا | greeted |
| grip | گرفت میں لینا | gripped |
| guess | اندازہ کرنا | guessed |
| guide | راہنمائی کرنا | guided |
| hammer | ضرب لگانا | hammered |
| hang | لٹکانا | hung / hanged |
| harm | نقصان پہنچانا | harmed |
| harvest | فصل کاٹنا | harvested |
| hatch | انڈے سینا | hatched |
| hate | نفرت کرنا | hated |
| heal | زخم بھرنا | healed |
| heap | ڈھیر لگانا | heaped |
| hire | کرائے پر لینا | hired |
| hunt | شکار کرنا | hunted |
| import | درآمد کرنا | imported |
| impress | متاثر کرنا | impressed |
| improve | اصلاح کرنا | improved |
| increase | زیادہ کرنا | increased |
| include | شامل کرنا | included |
| inform | اطلاع کرنا | informed |
| inherit | ورثہ میں پانا | inherited |

| I st form | Meanings | 2 nd form and 3 rd form |
|----------------------|------------------------|---|
| injure | زخمی کرنا | injured |
| inquire | پوچھنا | inquired |
| inspect | معائنہ کرنا | inspected |
| insist | اصرار کرنا | insisted |
| invent | ایجاد کرنا | invented |
| invite | دعوت دینا | invited |
| involve | ملوث کرنا | involved |
| irrigate | آبیاشی کرنا | irrigated |
| joke | مذاق کرنا | joked |
| join | ملانا | joined |
| kick | ٹھوکر لگانا | kicked |
| knit | سلائیوں سے بننا | knitted |
| knock | دستک دینا | knocked |
| lay | رکھنا، انڈا دینا | laid |
| level | ہموار کرنا | leveled |
| listen | سننا | listened |
| lock | تالہ لگانا | locked |
| lose | کھوجانا | lost |
| loose | ڈھیلا | loosed/loosen |
| march | چلنا | marched |
| measure | ناپنا | measured |
| melt | پگھلنا | melted |
| migrate | ہجرت کرنا | migrated |
| miss | چھوٹ جانا، رہ جانا | missed |
| mix | ملانا | mixed |
| motion | اشارہ کرنا / حرکت کرنا | motioned |
| mount | سوار ہونا | mounted |
| mourn | ماتم کرنا | mourned |
| note | یاد کرنا | noted |
| obey | تعمیل کرنا | obeyed |
| object | اعتراض کرنا | objected |
| occupy | قبضہ کرنا | occupied |
| offer | پیش کرنا | offered |

| I st form | Meanings | 2 nd form and 3 rd form |
|----------------------|-----------------------|---|
| operate | چلانا | operated |
| oppose | مخالفت کرنا | opposed |
| organise | منظم کرنا | organised |
| owe | زیر بار ہونا | owed |
| pack | سامان کا باندھنا | packed |
| pardon | معاف کرنا | pardoned |
| participate | شرکت کرنا | participated |
| pass | گزرنا | passed |
| pay | ادا کرنا | paid |
| perform | کر کے دکھانا | performed |
| permit | اجازت دینا | permitted |
| preach | تبلیغ کرنا | preached |
| pretend | بہانہ بنانا | pretended |
| print | چھاپنا | printed |
| progress | ترقی کرنا | progressed |
| prohibit | منع کرنا | prohibited |
| protect | حفاظت کرنا | protected |
| protest | احتجاج کرنا | protested |
| publish | شائع کرنا | published |
| punish | سزا دینا | punished |
| quarrel | لڑنا، جھگڑنا | quarrelled |
| question | سوال کرنا | questioned |
| qualify | معیار پر پورا اترنا | qualified |
| recognise | شناخت کرنا | recognised |
| recover | بحال کرنا | recovered |
| reduce | کم کرنا | reduced |
| refuse | انکار کرنا | refused |
| reject | نامنظور کرنا | rejected |
| remember | یاد رکھنا یا یاد کرنا | remembered |
| remind | یاد دلانا | reminded |
| remove | ہٹا دینا | removed |
| represent | نمائندگی کرنا | represented |

| I st form | Meanings | 2 nd form and 3 rd form |
|----------------------|------------------------|---|
| rescue | بچالینا | rescued |
| resign | استعفیٰ دینا | resigned |
| roar | گرجنا | roared |
| rob | لوٹنا | robbed |
| satisfy | مطمئن کرنا | satisfied |
| scream | چیخنا | screamed |
| shiver | کانپنا | shivered |
| stock | ذخیرہ کرنا | stocked |
| shout | چیخ کر کہنا | shouted |
| talk | باتیں کرنا | talked |
| test | آزمانا | tested |
| transfer | مقام بدلنا، تبدیل کرنا | transferred |
| transport | جگہ بدلنا | transported |
| try | کوشش کرنا | tried |
| tremble | کانپنا | trembled |
| trouble | تکلیف دینا | troubled |
| torture | اذیت دینا | tortured |
| unite | متحد ہو جانا | united |
| urge | آکسانا، آمادہ کرنا | urged |
| vacate | خالی کرنا | vacated |
| vomit | قے کرنا | vomitted |
| vote | رائے دینا | voted |
| wander | گھومنا پھرتا | wandered |
| want | چاہنا | wanted |
| waste | ضائع کرنا | wasted |
| watch | نگہبانی کرنا | watched |
| weigh | وزن کرنا | weighed |

All the three forms of the following verbs are alike:

bet, burst, cast, cost, cut, hit, hurt, let, put, set, shed, shut, spread, sweat, thrust

Some More Weak Verbs

| PRESENT TENSE | MEANINGS | PAST TENSE | PAST PARTICIPLE |
|---------------|--------------------|---------------|-----------------|
| bend | موڑنا، جھکانا | bent | bent |
| bite | کاٹنا | bit | bitten |
| bleed | خون بہنا | bled | bled |
| breed | پیدا کرنا | bred | bred |
| bring | لانا | brought | brought |
| build | تعمیر کرنا | built | built |
| buy | خریدنا | bought | bought |
| burn | جلانا | burnt/burned | burnt/burned |
| catch | پکڑنا | caught | caught |
| clothe | کپڑے پہننا | clothed | clothed |
| creep | رینگنا | crept | crept |
| cure | علاج کرنا | cured | cured |
| dare | جرأت کرنا | dared | dared |
| deal | سلوک کرنا | dealt | dealt |
| dream | خواب دیکھنا | dreamt | dreamt |
| dip | ڈبونا | dipped | dipped |
| feed | کھلانا | fed | fed |
| feel | محسوس کرنا | felt | felt |
| fall | گرنا | fell | fallen |
| flee | بھاگ جانا | fled | fled |
| gird | باندھنا | girded / girt | girded / girt |
| has / have | رکھنا | had | had |
| hear | سننا | heard | heard |
| keep | رکھنا | kept | kept |
| kneel | گھٹنوں کے بل جھکنا | knelt | knelt |
| lay | رکھنا | laid | laid |
| lead | قیادت کرنا | led | led |
| leap | چھلانگ لگانا | leapt | leapt |
| learn | یاد کرنا | learnt | learnt |
| leave | چھوڑنا | left | left |
| lick | چاٹنا | licked | licked |

| PRESENT TENSE | MEANINGS | PAST TENSE | PAST PARTICIPLE |
|---------------|-------------------|---------------|-------------------|
| lie | جھوٹ بولنا | lied | lied |
| light | روشن کرنا | lit / lighted | lit / lighted |
| like | پسند کرنا | liked | liked |
| load | لادنا | loaded | loaded |
| lose | کھودینا | lost | lost |
| make | بنانا | made | made |
| mean | معنی | meant | meant |
| melt | پگھلنا | melted | melted |
| pay | ادا کرنا | paid | paid |
| pick | چھننا، اٹھانا | picked | picked |
| pluck | توڑنا | plucked | plucked |
| pray | دُعا کرنا | prayed | prayed |
| prove | ثابت کرنا | proved | proved/proven |
| praise | تعریف کرنا | praised | praised |
| say | کہنا | said | said |
| seek | تلاش کرنا | sought | sought |
| sell | فروخت کرنا | sold | sold |
| send | بھیجنا | sent | sent |
| sew | سینا / سلائی کرنا | sewed | sewn |
| shoe | نعل اگانا | shoed | shoed |
| show | دکھانا | showed | shown |
| sleep | سونا | slept | slept |
| smell | سوگھنا | smelt | smelt |
| sow | بیج بونا | sowed | sown |
| spend | خرچ کرنا | spent | spent |
| spill | بہہ جانا | spilt | spilt |
| sweep | جھاڑو دینا | swept | swept |
| swell | سوج جانا | swelled | swelled / swollen |
| teach | سکھانا | taught | taught |
| tell | بتانا | told | told |
| think | سوچنا | thought | thought |
| treat | سلوک کرنا | treated | treated |
| trust | اعتماد کرنا | trusted | trusted |
| weep | رونا | wept | wept |
| work | کام کرنا | worked | worked |

LESSON- 1

Use of introductory 'it' and 'there'

Read these sentences:

1. It is seven o'clock.
2. It rained yesterday.
3. There are ten boys in the classroom.
4. There were no flowers in the garden.

Let us translate these sentences into Urdu:

- 1- اب سات بجے ہیں۔ 2- کل بارش ہوئی۔ 3- کمرے میں دس لڑکے ہیں۔ 4- باغ میں پھول نہ تھے۔

We see that in translating each of them into Urdu, we have left the words 'it' and 'there' untranslated as it is quite funny to say:

- 1- یہ اب سات بجے ہیں۔ 2- یہ کل بارش ہوئی۔ 3- وہاں کمرے میں دس لڑکے ہیں۔ 4- وہاں باغ میں پھول نہ تھے۔

We can say that 'it' and 'there' have been used as introductory words and they simply act as subject.

Exercise

- 1- آج سخت گرمی ہے۔ 2- شام ہوگئی ہے۔ 3- میز پر کوئی کتاب نہیں ہے۔ 4- کیا کھیل کے میدان میں کوئی کھلاڑی ہے؟
- 5- کیا اس تالاب میں مچھلیاں ہیں؟ 6- پانی میں بہت سے مینڈک¹ تھے۔ 7- پلیٹ فارم پر کوئی مسافر² نہ تھا۔ 8- کھیت میں کتنے مویشی تھے؟ 9- ٹوکری میں کچھ سیب ہیں۔ 10- دریا کے کنارے چار کشتیاں تھیں۔ 11- مکان میں کوئی نہ تھا۔ 12- صندوق میں نئے کپڑے نہیں ہیں۔ 13- چھت پر کون ہے؟ 14- کیا اولے³ پڑ رہے ہیں؟ 15- پنجرے⁴ میں شیر نہ تھا۔

1. frog 2. passenger 3. hailstorm 4. cage 5. chest

Exercise

- 1- ہمارے باغ میں بہت سے آم کے درخت تھے۔ 2- ہال میں کتنے امیدوار¹ تھے؟ 3- دفتر میں چپڑاسی² کیوں نہیں؟ 4- کیا ڈاکے کے تھیلے میں چٹھیاں نہ تھیں؟ 5- کیا جگ میں تھوڑا سا دودھ ہے؟ 6- آج مطلع³ برا⁴ لوڈ ہے۔ 7- کیا باہر تیز ہوا چل رہی ہے؟ 8- کل موسم بڑا سہانا⁵ تھا۔ 9- پرچہ حل کرنے میں تقریباً تین گھنٹے لگیں گے۔ 10- اب پچھتائے کیا ہوتے ہیں جب چڑیاں چگ گئیں کھیت⁷۔ 11- یہ سفید جھوٹ⁸ ہے۔ 12- وہ میرا ہی بھائی تھا جس نے انعام⁹ حاصل کیا۔ 13- ہوائی اڈے پر کتنے ہوائی جہاز تھے؟ 14- سڑک کے کنارے کوئی درخت نہ تھا۔

1. candidates 2. peon 3. cloudy 4. blowing hard 5. pleasant 6. take
7. It is useless to cry over spilt milk. 8. white lie 9. prize

LESSON - 2

Use of 'is / am / are' and 'was / were'. Study the model sentences.

1. Pakistan is my dear homeland. -1 پاکستان میرا پیارا وطن ہے۔
2. I am a Pakistani boy. -2 میں پاکستانی لڑکا ہوں۔
3. They are all good students. -3 وہ تمام اچھے طالب علم ہیں۔
4. This is a costly watch. -4 یہ قیمتی گھڑی ہے۔
5. These are red flowers. -5 یہ پھول سرخ ہیں۔
6. I am fifteen years old. -6 میری عمر پندرہ برس ہے۔
7. He was a very cunning man. -7 وہ بڑا مکار آدمی تھا۔
8. The novel was on the table. -8 ناول میز پر تھا۔
9. Tea was hot. -9 چائے گرم تھی۔
10. The top of the hill was high. -10 پہاڑ کی چوٹی بلند تھی۔
11. We were all happy. -11 ہم سب خوش تھے۔
12. These books were interesting. -12 یہ کتابیں دلچسپ تھیں۔
13. Our soldiers were brave. -13 ہمارے سپاہی بہادر تھے۔
14. They were my intimate friends. -14 وہ میرے گہرے دوست تھے۔
15. Hamid's sons were intelligent. -15 حمید کے بیٹے ذہین تھے۔

In negative sentences we use 'not' after the verbs:

1. Books are not on the table. -1 کتابیں میز پر نہیں ہیں۔
2. He is not an unlucky man. -2 وہ بد قسمت آدمی نہیں ہے۔
3. I am not an old man. -3 میں بوڑھا آدمی نہیں ہوں۔
4. All mangoes were not sour. -4 تمام آم کھٹے نہ تھے۔
5. These clothes were not dirty. -5 یہ کپڑے گندے نہ تھے۔
6. The beggar was not lame. -6 فقیر لنگڑا نہ تھا۔
7. There was no light in the street. -7 گلی میں روشنی نہ تھی۔
8. This book was not interesting. -8 یہ کتاب دلچسپ نہ تھی۔

In interrogative sentences or questions, we begin with a helping verb or a question word.

- | | | |
|--------------------------------|--------------------------|-----|
| 1. Is the sun hot? | کیا دھوپ تیز ہے؟ | 1- |
| 2. Is the water cold? | کیا پانی ٹھنڈا ہے؟ | 2- |
| 3. Is apple a sweet fruit? | کیا سیب میٹھا پھل ہے؟ | 3- |
| 4. Are the grapes green? | کیا انگور سبز ہیں؟ | 4- |
| 5. Why are you sad? | تم افسردہ کیوں ہو؟ | 5- |
| 6. Where is he now? | وہ اب کہاں ہے؟ | 6- |
| 7. Who was in the garden? | باغ میں کون تھا؟ | 7- |
| 8. Am I not faithful? | کیا میں وفادار نہیں ہوں؟ | 8- |
| 9. Where were your friends? | تمہارے دوست کہاں تھے؟ | 9- |
| 10. How tall were those trees? | وہ درخت کتنے اونچے تھے؟ | 10- |

Exercise

- 1- ہم سب مسلمان ہیں۔ 2- احمد دلیر¹ سپاہی ہے۔ 3- کتا اور گھوڑا² وفادار² جانور ہیں۔ 4- ہر پاکستانی محبت وطن³ ہے۔
5- وہ معزز⁴ شہری⁵ تھے۔ 6- لاہور باغات کے لیے مشہور⁶ ہے۔ 7- کیا وہ کل بیمار تھا؟ 8- آج بہت سے طالب علم کیوں غیر حاضر ہیں؟ 9- تمہاری ٹیم کے کھلاڑی کہاں ہیں؟ 10- کیا امیر آدمی غریبوں پر مہربان⁷ تھا؟ 11- وہ آپ کا کیا لگتا ہے؟
12- ایک درجن انڈے خراب⁹ تھے۔ 13- کیا سب سوال آسان تھے؟ 14- یہ کھلونا خوبصورت نہ تھا۔ 15- ٹیپو سلطان عادل¹⁰ حکمران¹¹ تھا۔

Vocabulary:

1. brave 2. faithful 3. patriot 4. respectable 5. citizen 6. famous 7. kind
8. What is he to you? 9. rotten 10. just 11. ruler

Exercise

- 1- کیا اس شہر میں کوئی ہائی سکول ہے؟ 2- کیا امجد دیا نندارا¹ آدمی ہے؟ 3- کیا وہ ماہی گیر² نہ تھا؟ 4- میں آپ کا شکر گزار³ ہوں۔ 5- اس کے دونوں بھائی وکیل⁴ تھے۔ 6- پاکستان کا سب سے لمبا دریا کون سا ہے؟ 7- کے ٹو کتنی اونچی چوٹی ہے؟
8- بسوں کے اڈے پر کتنی بسیں تھیں؟ 9- اس کے رشتہ دار⁵ کیوں ناراض⁶ تھے؟ 10- کیا سب موٹر کاریں خراب⁷ تھیں؟
11- طالب علم جھوٹا⁸ نہ تھا۔ 12- کیا یہ خبر سچی ہے؟ 13- یہ سوال بہت پیچیدہ⁹ ہے۔ 14- کیا تمام سوال مشکل¹⁰ تھے؟
15- ڈاکٹر کب ہسپتال میں تھا؟

Vocabulary:

1. honest 2. fisherman 3. thankful 4. lawyer 5. relative 6. angry 7. out of order
8. liar 9. complicated 10. difficult

LESSON - 3

Use of 'has' and 'have'. Study the model sentences: (Present tense)

1. He has a knife. -1 اس کے پاس ایک چاقو ہے۔
2. The girl has keys. -2 لڑکی کے پاس چابیاں ہیں۔
3. They have many books. -3 وہ بہت سی کتابیں رکھتے ہیں۔
4. You have a dog in the house. -4 آپ کے گھر میں کتا ہے۔
5. I have a fine camera. -5 میرے پاس ایک قیمتی کیمرہ ہے۔
6. We have a precious watch. -6 ہمارے پاس ایک قیمتی گھڑی ہے۔
7. His brother has many kites. -7 اس کے بھائی کے پاس کئی پیٹنگیں ہیں۔
8. The horse has four hoofs. -8 گھوڑے کے چار سم ہوتے ہیں۔
9. The beggar has no stick. -9 فقیر کے پاس لاٹھی نہیں ہے۔
10. The fruit seller has no apples. -10 پھل فروش کے پاس سیب نہیں ہیں۔
11. The passengers have no luggage. -11 مسافروں کے پاس سامان نہیں ہے۔
12. Have you ever climbed a tree? -12 کیا آپ کبھی درخت پر چڑھے ہیں؟
13. Has the soldier a sharp sword? -13 کیا سپاہی کے پاس تیز تلوار ہے؟
14. How many cars has the richman? -14 امیر آدمی کے پاس کتنی کاریں ہیں؟
15. Has the poor man no bicycle? -15 کیا غریب آدمی سائیکل نہیں رکھتا ہے؟

You see both 'has' and 'have' point to be owner of something. We use 'has' for a third person singular subject and 'have' for 'I' and plural subjects.

Exercise

- 1- لڑکوں کے پاس چند کتابیں ہیں۔ -2 میرے بٹوے² میں کچھ نہیں۔ -3 کتے کے گلے میں خوبصورت پٹہ³ ہے۔
- 4- ہمارے پاس غیر ملکی ریڈیو سیٹ ہے۔ -5 تمہارے پاس قلم کیوں نہیں ہے؟ -6 کیا ہرن کی چارٹانگلیں نہیں ہوتیں؟
- 7- ان عورتوں کے پاس زیور⁵ نہیں ہیں۔ -8 اس غریب لڑکے کے پاس جوتا نہیں ہے۔ -9 کیا تمہارے دوست کے پاس گھڑی
- نہیں ہے؟ -10 ہمارے پاس نیا مکان ہے۔ -11 امیر آدمی بڑا باغ رکھتا ہے۔ -12 کیا آپ کے پاس لائسنس⁶ ہے؟
- 13- کیا بڑھئی⁷ کے پاس آری⁸ نہیں ہے؟ -14 لوہار کے پاس ہتھوڑا نہیں ہے۔ -15 کیا مسافروں کے پاس سامان⁹ نہیں ہے؟
- 16- کیا طوطا سرخ چونچ نہیں رکھتا ہے؟

Vocabulary:

1. a few 2. purse, wallet 3. collar 4. foreign 5. ornaments 6. license
7. carpenter 8. saw 9. luggage

Use of 'had' (Past tense)

Study the model sentences.

1. He had a stick in his hand. -1 اس کے ہاتھ میں ایک چھڑی تھی۔
2. Our garden had a hedge around it. -2 ہمارے باغ کے ارد گرد ایک باڑ تھی۔
3. The beggar had a bowl. -3 فقیر کے پاس ایک پیالہ تھا۔
4. They had no garlands. -4 ان کے پاس کوئی ہار نہ تھے۔
5. I had no beautiful picture. -5 میرے پاس کوئی خوبصورت تصویر نہ تھی۔
6. You had no dog in the house. -6 آپ کے گھر میں کوئی کتا نہیں تھا۔
7. My brother had no land. -7 میرے بھائی کے پاس کوئی زمین نہ تھی۔
8. The servant had ten rupees. -8 نوکر کے پاس دس روپے تھے۔
9. The farmer had two oxen. -9 کسان کے پاس دو بیل تھے۔
10. Had they any honey? -10 کیا ان کے پاس کچھ شہد تھا؟
11. How long a piece of cloth had the girl? -11 لڑکی کے پاس کپڑے کا کتنا لمبا ٹکڑا تھا؟
12. Had this shopkeeper no sugar? -12 کیا اس دوکاندار کے پاس چینی نہ تھی؟
13. Had the king a crown on his head? -13 کیا بادشاہ سر پر تاج رکھتا تھا؟
14. Had the fisherman a strong net? -14 کیا ماہی گیر کے پاس ایک مضبوط جال تھا؟

We find that 'had' is used to show possession or ownership of something in the past.

Exercise

- 1- کسان کے پاس درانتی¹ نہ تھی۔ 2- تمہارے بھائی کے پاس پستول² نہ تھا۔ 3- ہمارے نوکر کے پاس بندوق کا لائسنس نہیں تھا۔
- 4- ان کے پاس ایک نیا بل تھا۔ 5- وہ چلے گئے تھے؟ 6- بارش ہوئی تھی؟ 7- ننھی کے پاس ایک عجیب گڑیا تھی۔
- 8- اصغر کے پاس کتنے لٹو تھے؟ 9- ہمارے پاس کوئی شکاری کتا⁵ نہ تھا؟ 10- کیا اس شہر کا گھنٹہ گھر تھا؟ 11- اس دریا پر پل کیوں نہ تھا؟ 12- سپاہی وردی کیوں نہیں رکھتا تھا؟ 13- گارڈ کے پاس دو جھنڈیاں تھیں۔ 14- کھلاڑیوں کے پاس سامان نہ تھا۔
- 15- کیا اس گائے کے سینگ⁷ نہ تھے؟ 16- کیا جہاز میں کوئی مسافر نہ تھا؟ 17- آپ کے مکان کا تالہ نہ تھا۔
- 18- میرے سائیکل کے ساتھ گھنٹی نہ تھی۔ 19- سکول کا چڑا سی نہ تھا۔ 20- سکول کے دفتر میں قائد اعظم کی بڑی تصویر تھی۔

Vocabulary:

1. sickle 2. pistol 3. bridle 4. saddle 5. hound 6. clock tower 7. horns

LESSON - 4

**PRESENT INDEFINITE TENSE
(ACTIVE VOICE)
AFFIRMATIVE SENTENCES**

1. He reads good books. -1 وہ اچھی کتابیں پڑھتا ہے۔
2. Nasima always speaks the truth. -2 نسیمہ ہمیشہ سچ بولتی ہے۔
3. They come to school in time. -3 وہ وقت پر سکول آتے ہیں۔
4. You take a bath daily. -4 آپ ہر روز نہاتے ہیں۔
5. I get up early in the morning. -5 میں صبح سویرے اُٹھتا ہوں۔
6. We do our work ourselves. -6 ہم اپنا کام خود کرتے ہیں۔
7. The goat gives milk. -7 بکری دودھ دیتی ہے۔
8. Parrots talk. -8 طوطے باتیں کرتے ہیں۔
9. The shoemakers make shoes. -9 جوتے ساز جوتے بناتے ہیں۔
10. Karim cleans his teeth. -10 کریم اپنے دانت صاف کرتا ہے۔
11. You deal in sugar. -11 آپ چینی کا کاروبار کرتے ہیں۔
12. I wear new clothes. -12 میں نئے کپڑے پہنتی ہوں۔
13. Girls sing songs. -13 لڑکیاں گیت گاتی ہیں۔
14. Hard working students get prizes. -14 محنتی طالب علم انعام پاتے ہیں۔
15. Najma washes the clothes clean. -15 نجمہ کپڑے اُبلے دھوتی ہے۔

We see that the third person singular subject takes the first form of verb with 's' or 'es' but the plural and 'I' take the first form without 's' or 'es'.

Exercise

- 1- گیدڑ شام کو چیختے ہیں۔ -2 میں اپنے بھائی سے پیار کرتا ہوں۔ -3 ہم روز اخبار پڑھتے ہیں۔ -4 اسلم عید پر نئے جوتے خریدتا ہے۔ -5 غریب آدمی مشکل سے گزر بسر کرتا ہے۔ -6 امیر آدمی غریبوں کو حقارت کی نگاہ سے دیکھتا ہے۔ -7 مرغیاں سارا سال انڈے دیتی ہیں۔ -8 آپ دسویں جماعت کو انگریزی پڑھاتے ہیں۔ -9 میں تیرنا جانتا ہوں۔ -10 یہ لڑکا ہمیشہ شور کرتا ہے۔ -11 خدا اُن کی مدد کرتا ہے جو اپنی مدد آپ کرتے ہیں۔ -12 ہم بنک سے روپیہ ہر روز نکلاتے ہیں۔ -13 تم جھوٹے

بہانے بناتے ہو۔ 14- ڈوبتے کو تنکے کا سہارا۔ 15- سورج مغرب میں غروب ہوتا ہے۔

Vocabulary:

1. howl
2. lives from hand to mouth
3. looks down upon

Exercise

- 1- ہم کبھی کبھی اے عجائب گھر جاتے ہیں۔ 2- بچے چڑیا گھر کی سیر سے لطف اٹھاتے ہیں۔ 3- میرا دوست مجھے ہمیشہ صبح مشورہ³ دیتا ہے۔ 4- جو محنت کرتا ہے اس کا پھل پاتا ہے۔ 5- آپ ہر سال ہزار روپے ٹیکس ادا کرتے ہیں۔ 6- میں بل کی ادائیگی ہر ماہ کی دس تاریخ تک کر دیتا ہوں۔ 7- یہ قصاب⁴ کم تولتا ہے۔ 8- یہ دوکاندار گھٹیا مال⁵ بیچتا ہے۔ 9- لالچی⁶ آدمی کا لادھن⁷ کماتا ہے۔ 10- غریب ڈاکیا بڑی مشکل سے گزر بسر کرتا⁸ ہے۔ 11- شکاری ہر پرندے پر نشانہ باندھتا⁹ ہے۔ 12- ڈاکٹر مریض کو آرام کا مشورہ دیتا¹⁰ ہے۔ 13- کسان آج کل گندم کی فصل کاٹتا ہے۔ 14- وہ اچھے آدمیوں میں اٹھتا بیٹھتا ہے۔ 15- یہ شخص ہر آدمی کو دھوکہ دیتا ہے۔

Vocabulary:

1. now and then
2. enjoy
3. advice
4. butcher
5. substandard goods
6. greedy
7. black money
8. hardly makes both ends meet
9. to take aim
10. to suggest

NEGATIVE SENTENCES

While translating negative sentences' we use 'does not' for third person singular subject and 'do not' for plural subject and 'I' are followed by the first form of verb.

1. He does not take exercise regularly. وہ باقاعدہ ورزش نہیں کرتا ہے۔
2. She does not always speak the truth. وہ ہمیشہ سچ نہیں بولتی ہے۔
3. They do not do their own work. وہ اپنا کام آپ نہیں کرتے ہیں۔
4. You do not go for a walk in the evening. آپ شام کو سیر کے لیے نہیں جاتے۔
5. I do not wish to meet him. میں اس سے ملنے کی خواہش نہیں رکھتا۔
6. We do not like boxing. ہم مکے بازی کا کھیل پسند نہیں کرتے ہیں۔
7. The goat does not eat meat. بکری گوشت نہیں کھاتی۔
8. He does not hate anyone. وہ کسی سے نفرت نہیں کرتا ہے۔
9. The girl does not call her mother. لڑکی اپنی امی کو نہیں بلاتی ہے۔
10. Horses do not run in the desert. گھوڑے ریگستان میں نہیں دوڑتے ہیں۔

11. We do not boast of our ability. - ہم اپنی قابلیت کی لاف نہیں مارتے ہیں۔
 12. We do not run this factory. - ہم یہ کارخانہ نہیں چلاتے ہیں۔
 13. Your brother does not look after the cow. - تمہارا بھائی گائے کی دیکھ بھال نہیں کرتا ہے۔
 14. Good boys do not abuse anyone. - اچھے لڑکے کسی کو گالی نہیں دیتے ہیں۔
 15. Good friends do not cheat. - اچھے دوست دھوکا نہیں دیتے ہیں۔

Exercise

- 1- وہ گناہ¹ پر نہیں پچھتا تا² ہے۔ 2- آپ اپنی غلطی کو تسلیم³ نہیں کرتے ہیں۔ 3- غیر دلچسپ کتابیں ہاتھوں ہاتھ نہیں کبھی ہیں۔
 4- ستارے دن میں نہیں چمکتے ہیں۔ 5- وہ میری بات نہیں سنتا ہے۔ 6- میں اس اجنبی کو نہیں پہچانتا⁴ ہوں۔ 7- ہم آپ کو نہیں جانتے ہیں۔ 8- سب لڑکے شرارت نہیں کرتے ہیں۔ 9- دانا آدمی ایسی غلطی نہیں کرتا ہے۔ 10- سورج زمین کے گرد چکر نہیں لگاتا ہے۔ 11- چاند آج کل شام کو نمودار⁵ نہیں ہوتا ہے۔ 12- لکڑی پانی میں نہیں ڈوبتی⁶ ہے۔ 13- لوہے کا ٹکڑا پانی پر نہیں تیرتا⁷ ہے۔ 14- اکبر کچھ جمع⁸ نہیں کرتا ہے۔ 15- ہم کسی کو خواہ مخواہ⁹ تنگ¹⁰ نہیں کرتے ہیں۔

Vocabulary:

1. sin 2. to repent 3. to admit 4. to recognise 5. appear 6. sink 7. float
 8. to save 9. without reason 10. to tease

INTERROGATIVE SENTENCES

In the interrogative sentences, the question word with 'do' or 'does' comes before the subject.

Exercise

- 1- بچے آنکھ مچولی کہاں کھیلتے ہیں؟ 2- ڈاکیا اس گلی میں کب آتا ہے؟ 3- تم اس کے یہاں قیام² پر کیوں اعتراض³ کرتے ہو؟ 4- کیا بادل زور سے گرجتا⁴ ہے؟ 5- کیا گرمیوں میں اولے⁵ پڑتے ہیں؟ 6- وہ اپنی آمدن⁶ سے زیادہ کیوں خرچ کرتا ہے؟ 7- کیا وہ اپنے کیے پر شرم محسوس⁷ کرتا ہے؟ 8- کیا شیررات گئے تک⁸ آوارہ گردی⁹ کرتا ہے؟ 9- نسیم اپنے ماموں کے ہاں کتنا عرصہ ٹھہرتی ہے؟ 10- فوج کہاں پڑاؤ¹⁰ کرتی ہے؟ 11- کیا آپ مٹھائیوں پر پھولوں کو ترجیح¹¹ دیتے ہیں؟ 12- کیا لوگ وقت کو اہم¹² سمجھتے ہیں؟ 13- یہ طلبہ وقت کیوں ضائع کرتے ہیں؟ 14- مرغا کب اذان دیتا ہے؟ 15- کیا آپ کی بیٹی بڑوں کا احترام کرتی ہے؟

Vocabulary:

1. hide and seek 2. stay 3. to object 4. to thunder 5. to hail 6. income
 7. feel ashamed 8. till late night 9. to wander 10. to encamp 11. to prefer 12. important

Exercise

- 1- کیا وہ لومڑی کی قیمت مناسب¹ طلب² کرتا ہے؟ 2- کپڑے کا تاجر کم ناپ³ کیوں دیتا ہے؟ 3- کیا تمام طلبہ ڈاک کے

نکٹ 4 جمع 5 کرتے ہیں؟ 4- کیا امیر آدمی دونوں ہاتھوں سے دولت لٹاتا 6 ہے؟ 5- تم سائیکل خریدنے پر کیوں اصرار 7 کرتے ہو؟ 6- کیا یہ لڑکی رات کو دیر سے سوتی ہے؟ 7- پرندے کب چہماتے 8 ہیں؟ 8- عرس پر لوگ کیوں گاتے اور ناچتے ہیں؟ 9- کیا وہ کسی کی پرواہ 9 نہیں کرتے ہیں؟ 10- آپ کس قسم کے خواب دیکھتے ہیں؟ 11- تم تریجے کی مشقیں مجھے کیوں نہیں دکھاتے ہو؟ 12- کیا وہ اپنی غلطی 10 مانتا 11 ہے؟ 13- کیا یہ جماعت اپنے کام میں دلچسپی لیتی ہے؟ 14- کیا پاکستان میں بارش صرف موسم گرما میں ہوتی ہے؟ 15- پہاڑوں پر کس موسم میں برفباری 12 ہوتی ہے؟

Vocabulary:

1. reasonable
2. demand
3. short measure
4. postage stamps
5. to collect
6. spend lavishly
7. insist
8. chirp
9. care for
10. mistake
11. to admit
12. snow

PRESENT CONTINUOUS TENSE (ACTIVE VOICE) AFFIRMATIVE SENTENCES

1. People are going to Changa Manga for picnic. - لوگ تفریح کے لیے چھانگا مانگا جا رہے ہیں۔
2. The boy is preparing well for the examination. - لڑکا امتحان کی تیاری اچھی طرح کر رہا ہے۔
3. The chicks are running. - چوزے بھاگ رہے ہیں۔
4. I am making the map of Pakistan. - میں پاکستان کا نقشہ بنا رہی ہوں۔
5. The milk man is milking the cow. - گوالہ گائے کا دودھ دوہ رہا ہے۔
6. The boys are throwing stones at the frogs. - بچے مینڈکوں پر پتھر پھینک رہے ہیں۔
7. My friends are encouraging me. - میرے ساتھی میری ہمت بندھا رہے ہیں۔
8. The fishermen are catching fish. - ماہی گیر مچھلیاں پکڑ رہے ہیں۔
9. Amjad is winding the watch. - امجد گھڑی کو چابی دے رہا ہے۔
10. The police is running after the thief. - پولیس چور کے پیچھے بھاگ رہی ہے۔
11. We are printing a new book. - ہم ایک نئی کتاب چھاپ رہے ہیں۔
12. This cloth is selling cheap. - یہ کپڑا سستا پک رہا ہے۔
13. The rich man is giving alms. - امیر آدمی خیرات دے رہا ہے۔
14. The beggar is counting coins. - فقیر سکے گن رہا ہے۔
15. He is turning the tap on. - وہ نلکے کی ٹوٹی کھول رہا ہے۔
16. I am looking for my watch. - میں اپنی گھڑی تلاش کر رہا ہوں۔

We see in translating sentences belonging to present continuous tense we use 'is', 'am' or 'are' with first form of the verb adding 'ing'.

Exercise

- 1- بوندابندی¹ ہو رہی ہے۔ 2- کنواں² چل³ رہا ہے۔ 3- میں اس وقت آرام⁴ کر رہا ہوں۔ 4- چولھے⁵ سے دُھواں⁶ اُٹھ⁷ رہا ہے۔ 5- ہم پرانے سکہ جمع⁸ کر رہے ہیں۔ 6- مجھے چکر⁹ آ رہے ہیں۔ 7- آپ اپنے دوست کو الوداع¹⁰ کہہ رہے ہیں۔ 8- وہ دریا میں غوطہ¹¹ لگا رہا ہے۔ 9- بچے شور مچا رہے ہیں۔ 10- اکبر گندم کاٹ رہا ہے۔ 11- عورت دودھ اُبال¹² رہی ہے۔ 12- طلبہ سکول کو سجا¹³ رہے ہیں۔ 13- وہ مجھے ملنے آ رہا ہے۔ 14- حکومت نئے سکول کھول رہی ہے۔ 15- پاکستان دن دوگنی رات چوگنی¹⁴ ترقی¹⁵ کر رہا ہے۔

Vocabulary:

1. drizzling 2. persian wheel 3. to work 4. to take a rest 5. hearth 6. smoke
7. rise 8. to collect 9. to feel dizzy 10. to say goodbye 11. dive 12. to boil
13. decorate 14. by leaps and bounds 15. to progress

NEGATIVE SENTENCES

In case of negative sentences we use 'not' after 'is', 'am' or 'are' with first form of the verb, followed by 'ing'.

1. The rickshaw is not coming this way. - 1 رکشا اس طرف نہیں آ رہا ہے۔
2. People are not going to the airport. - 2 لوگ ہوائی اڈے پر نہیں جا رہے ہیں۔
3. Children are not making a noise. - 3 بچے شور نہیں کر رہے ہیں۔
4. I am not telling him the secret. - 4 میں اس کو راز نہیں بتا رہا ہوں۔
5. We are not waiting for anyone here. - 5 ہم یہاں کسی کا انتظار نہیں کر رہے ہیں۔
6. She is not smiling. - 6 وہ مسکرا نہیں رہی ہے۔
7. The dogs are not fighting over the bone. - 7 کتے ہڈی پر نہیں لڑ رہے ہیں۔
8. We are not dividing the property. - 8 ہم جائیداد تقسیم نہیں کر رہے ہیں۔
9. You are not co-operating with your companion. - 9 تم اپنے ساتھی سے تعاون نہیں کر رہے ہو۔
10. The noble man is not looking down upon you. - 10 شریف آدمی تمہیں حقارت سے نہیں دیکھ رہا ہے۔
11. He is not facing the danger bravely. - 11 وہ خطرے کا سامنا دلیری سے نہیں کر رہا ہے۔
12. The driver is not driving the car fast. - 12 ڈرائیور موٹر کار تیز نہیں چلا رہا ہے۔
13. I am not making tea. - 13 میں چائے نہیں بنا رہی ہوں۔
14. Children are not catching butterflies. - 14 بچے تتلیاں نہیں پکڑ رہے ہیں۔
15. I am not wasting time. - 15 میں وقت ضائع نہیں کر رہا ہوں۔

Exercise

- 1- آپ مجھے اپنا پتہ¹ نہیں بتا رہے ہیں۔ 2- وہ جلوس² کی قیادت³ نہیں کر رہا ہے۔ 3- گورنر جلسے کی صدارت نہیں کر رہا ہے۔
- 4- وہ دیانتداری⁴ سے کام نہیں کر رہا ہے۔ 5- تم میری رائے⁵ پر نکتہ چینی⁶ نہیں کر رہے ہو۔ 6- یہ افسر اپنے فرائض⁷ سے غفلت⁸ نہیں برت رہا ہے۔ 7- مزدور کام سے جی نہیں چرا رہے ہیں۔ 8- ہم پھول نہیں سونگھ⁹ رہے ہیں۔ 9- لڑکیاں جماعت میں اُونگھ¹⁰ نہیں رہی ہیں۔ 10- وہ اپنے گناہ¹¹ پر شرمندہ نہیں ہو رہا ہے۔ 11- باورچی کھانا نہیں پکا رہا ہے۔ 12- لڑکے گنے کارس نہیں پی رہے ہیں۔ 13- عورت مدد کے لیے نہیں پکار رہی ہے۔ 14- امجد کپڑے نہیں بدل رہا ہے۔ 15- عورت چکی¹² نہیں چلا¹³ رہی ہے۔

Vocabulary:

1. address 2. procession 3. to lead 4. honestly 5. opinion 6. to criticise 7. duties
8. to neglect 9. to smell 10. to doze 11. sin 12. grinding stone 13. to work

INTERROGATIVE SENTENCES

When we translate interrogative sentences, 'is', 'am' or 'are' is used before the subject but after the question word as given in the following sentences:

1. Is the baby sleeping? کیا بچہ سو رہا ہے؟
2. Are you listening to the news? کیا تم خبریں سن رہے ہو؟
3. Are the players playing the match? کیا کھلاڑی میچ کھیل رہے ہیں؟
4. Is Salma going to her aunt's house? کیا سلمہ اپنی خالہ کے گھر جا رہی ہے؟
5. Where are the people dancing? لوگ کہاں ناچ رہے ہیں؟
6. Why are the students coming back early from school? طلبہ سکول سے جلدی واپس کیوں آ رہے ہیں؟
7. Why is the plane landing here? ہوائی جہاز یہاں کیوں اتر رہا ہے؟
8. Is your watch losing five minutes daily? کیا تمھاری گھڑی روزانہ پانچ منٹ پیچھے رہ رہی ہے؟
9. Who is ringing the bell? کھٹنی کون بج رہا ہے؟
10. When are the guests arriving here? مہمان کب یہاں پہنچ رہے ہیں؟
11. How many persons are considering this matter? کتنے آدمی اس معاملے پر غور کر رہے ہیں؟
12. Am I not addressing you? کیا میں آپ کو مخاطب نہیں کر رہا ہوں؟
13. Whom is the nurse talking to? نرس کس سے باتیں کر رہی ہے؟
14. How is the doctor injecting the patient? ڈاکٹر مریض کو ٹیکہ کیسے لگا رہا ہے؟
15. How many lawyers are arguing? کتنے وکیل بحث کر رہے ہیں؟

Exercise

- 1- کیا چاند نکل رہا ہے؟ 2- کیا بڑے لڑکے بسوں پر پتھر پھینک رہے ہیں؟ 3- کیا مزدور مٹی کھودا رہے ہیں؟ 4- تم اپنا مکان کیوں بیچ رہے ہو؟ 5- کیا بشیر نیا موٹر سائیکل خریدا رہا ہے؟ 6- عورتیں کپڑے کہاں دھورہی ہیں؟ 7- کتنے آدمی اس کاروبار² میں شریک³ ہو رہے ہیں؟ 8- تم بینک سے کتنا روپیہ نکلا⁴ رہے ہو؟ 9- مجھے رات کے کھانے پر کون دعوت دے رہا ہے؟ 10- بچارے پناہ گزین⁵ کہاں جا رہے ہیں؟ 11- کیا دوکاندار گاہک سے زیادہ پیسے وصول⁶ کر رہا ہے؟ 12- تم کس کا پیغام لے کر جا رہے ہو؟ 13- ٹھیکیدار کب سے کام شروع کر رہا ہے؟ 14- دروازہ کون کھٹکھٹا رہا ہے؟ 15- تم کون سا رسالہ⁷ پڑھ رہے ہو؟

Vocabulary:

1. to dig 2. business 3. to join 4. withdraw 5. refugees 6. to over charge
7. magazine

PRESENT PERFECT TENSE (ACTIVE VOICE) AFFIRMATIVE SENTENCES

- | | |
|---|--|
| 1. That boy has learnt the lesson. | 1- اُس لڑکے نے سبق یاد کر لیا ہے۔ |
| 2. That girl has written the story. | 2- اُس لڑکی نے کہانی لکھ لی ہے۔ |
| 3. They have taught the poem. | 3- وہ نظم پڑھا چکے ہیں۔ |
| 4. You have finished your work. | 4- آپ اپنا کام ختم کر چکے ہیں۔ |
| 5. I have taken my breakfast. | 5- میں ناشتہ کر چکا ہوں۔ |
| 6. We have heard the songs. | 6- ہم نے گیت سُن لیے ہیں۔ |
| 7. The dog has caught the rabbit. | 7- کتے نے خرگوش کو پکڑ لیا ہے۔ |
| 8. The rats have made holes in the wall. | 8- چوہوں نے دیواروں میں بل بنا لیے ہیں۔ |
| 9. The boys have stolen eggs from the nest. | 9- لڑکوں نے گھونسلے سے انڈے چُر لیے ہیں۔ |
| 10. The rainy season has set in. | 10- موسمِ برسات شروع ہو چکا ہے۔ |
| 11. The winter has come to an end. | 11- موسمِ سرما ختم ہو چکا ہے۔ |
| 12. Plants have grown into trees. | 12- پودے بڑھ کر درخت بن چکے ہیں۔ |
| 13. The poor man has grown rich. | 13- غریب آدمی امیر ہو چکا ہے۔ |
| 14. Amjad has won the prize. | 14- امجد انعام حاصل کر چکا ہے۔ |
| 15. We have accepted the invitation. | 15- ہم نے دعوت قبول کر لی ہے۔ |

We find that singular subject takes 'has' and the third form of verb, while the plural subject takes 'have' and the third form.

Exercise

- 1- کلاک چار بجایا چکا ہے۔ 2- امیدوار پرچہ حل کر چکے ہیں۔ 3- مہمان خصوصی انعام تقسیم کر چکا ہے۔ 4- پرنسپل نے طلبہ کو اسناد دے دی ہیں۔ 5- ٹیمیں میچ کھیل چکی ہیں۔ 6- عدالت میرے حق میں فیصلہ دے چکی ہے۔ 7- بورڈ نے نتیجہ کا اعلان کر دیا ہے۔ 8- چورگھر میں نقب لگا چکے ہیں۔ 9- میں یہ تصویر بیچ چکا ہوں۔ 10- نسیم نے امتحان پاس کر لیا ہے۔ 11- بشیر وظیفہ حاصل کر چکا ہے۔ 12- تمام پرندے اڑ چکے ہیں۔ 13- ہم بندوق چلا چکے ہیں۔ 14- میچ بغیر ہارجیت کے ختم ہو چکا ہے۔ 15- فوج نے قلعے پر قبضہ کر لیا ہے۔

Vocabulary:

1. to strike 2. candidates 3. to solve 4. guest of honour 5. certificates 6. in my favour 7. to declare 8. to break into 9. scholarship 10. to end in a draw 11. to capture

NEGATIVE SENTENCES

While translating negative sentences we use 'not' between 'has' or 'have' and the third form of verb as the following sentences show:

1. He has not torn the book. اس نے کتاب نہیں پھاڑی ہے۔
2. They have not waited for us. انہوں نے ہمارا انتظار نہیں کیا ہے۔
3. The principal has not closed the school. پرنسپل نے سکول بند نہیں کیا ہے۔
4. We have not taken tea. ہم چائے پی نہیں چکے ہیں۔
5. The train has not started. گاڑی روانہ نہیں ہوئی ہے۔
6. The mason has not left the work incomplete. مستری نے کام ادھورا نہیں چھوڑا ہے۔
7. The king has not taken off the crown. بادشاہ نے تاج نہیں اتارا ہے۔
8. The hen has not laid the egg. مرغی انڈا نہیں دے چکی ہے۔
9. The peacock has not danced in the forest. مورجنگل میں نہیں ناچا ہے۔
10. The sun has not set in. سورج ڈوب نہیں چکا ہے۔
11. The patient has not taken the medicine. مریض نے دوائی نہیں پی ہے۔
12. The labourers have not gone on strike. مزدوروں نے ہڑتال نہیں کی ہے۔
13. The women have not made up the bride. عورتوں نے دلہن کو نہیں سنوارا ہے۔
14. The bridegroom has not put on new clothes. دولہے نے نئے کپڑے نہیں پہنے ہیں۔
15. The roof has not given way. چھت نہیں گری ہے۔

Exercise

- 1- انھوں نے گمشدہ¹ بچے کی تلاش نہیں کی ہے۔ 2- آپ نے میری درخواست منظور نہیں کی ہے۔ 3- عدالت نے ملزم کی درخواست پر غور² نہیں کیا ہے۔ 4- اس نے اپنی بیوی پر اعتماد³ نہیں کیا ہے۔ 5- چونکہ دار نے اپنا فرض ادا نہیں کیا ہے۔ 6- تمام مہمان نہیں آچکے ہیں۔ 7- کھلاڑیوں کو سرد مشروب⁴ نہیں دیے گئے ہیں۔ 8- کامیاب امیدوار کو اسناد نہیں دی گئی ہیں۔ 9- اچھے کھلاڑیوں کی حوصلہ افزائی⁵ نہیں کی گئی ہے۔ 10- ہمارے دوست نے ہم سے مشورہ⁶ نہیں کیا ہے۔ 11- سپاہی نے افسر کا حکم نہیں مانا ہے۔ 12- دشمن نے ہتھیار⁷ نہیں ڈالے⁸ ہیں۔ 13- ہماری فوج نے پسپائی⁹ اختیار نہیں کی ہے۔ 14- میرے دوستوں نے مجھے چائے نہیں دی ہے۔ 15- پولیس نے اسے رنگے ہاتھوں¹⁰ نہیں پکڑا ہے۔

Vocabulary:

1. lost 2. to consider 3. to trust 4. cold drink 5. encourage 6. to consult
7. arms 8. to lay down 9. to retreat 10. to catch red handed

INTERROGATIVE SENTENCES

In translating the interrogative sentences, we use 'has', 'have' or question word in the beginning of the sentence, followed by the third form of verb, such as:

1. Have you finished your work? کیا تم کام ختم کر چکے ہو؟
2. Has this boy passed the examination? کیا یہ لڑکا امتحان پاس کر چکا ہے؟
3. Has the hunter caught the birds? کیا شکاری پرندے پکڑ چکا ہے؟
4. Where have you seen this man? تم نے اس آدمی کو کہاں دیکھا ہے؟
5. When has your friend married? آپ کے دوست نے کب شادی کی ہے؟
6. Has his son killed a snake? کیا اسکے بیٹے نے سانپ کو مار ڈالا ہے؟
7. How have you saved a drowning child? آپ نے ڈوبتے ہوئے بچے کو کس طرح بچایا ہے؟
8. Have the robbers made good escape? کیا ڈاکو صاف بچ کر نکل گئے ہیں؟
9. Has he not taken the revenge of his insult? کیا اس نے اپنی بے عزتی کا بدلہ نہیں لیا ہے؟
10. Has Akbar not neglected his duty? کیا اکبر نے اپنے فرض سے غفلت نہیں برتی ہے؟
11. Why have they not completed their work? انھوں نے اپنا کام مکمل کیوں نہیں کیا ہے؟
12. Why have you spent all your income? تم نے اپنے ساری آمدنی کیوں خرچ کر دی ہے؟
13. Where has he made his maiden speech? اس نے اپنی پہلی تقریر کہاں کی ہے؟
14. Have they displayed firework on the occasion of graduation? کیا انھوں نے گریجویشن پر آتشبازی کا مظاہرہ کیا ہے؟
15. Has your brother reached the top of the hill? کیا تمہارا بھائی پہاڑ کی چوٹی پر پہنچ چکا ہے؟

Exercise

- 1- کیا تم بازی اجیت چکے ہو؟ 2- کیا تمہارے ساتھی² بھاگ چکے ہیں؟ 3- ڈاکوؤں نے امیر آدمی کو کہاں لوٹا ہے؟ 4- آپ نے میرے لیے ٹکٹ کیوں خریدا ہے؟ 5- اس بچے کو کس نے بگاڑا³ ہے؟ 6- لڑکی نے بوتل کیوں توڑ دی ہے؟ 7- وہ چھت سے کیسے گرا ہے؟ 8- کیا اسلم کو کھوئی ہوئی رقم⁴ واپس مل گئی ہے؟ 9- پولیس مکان میں کیوں داخل ہوئی ہے؟ 10- کیا جھیل⁵ میں پانی جم⁶ چکا ہے؟ 11- تم نے استعفیٰ⁷ کیوں دے دیا ہے؟ 12- کیا اس نے بندوق بھری⁸ ہے؟ 13- آپ نے روپیہ کہاں رکھا ہے؟ 14- کیا اس نے گاؤں ہمیشہ کے لیے چھوڑ دیا ہے؟ 15- کیا ہم نے اپنا دعویٰ⁹ ثابت¹⁰ کر دیا ہے؟

Vocabulary:

1. games 2. companions 3. to spoil 4. money 5. lake 6. to freeze
7. to resign 8. to load 9. claim 10. to prove

PRESENT PERFECT CONTINUOUS TENSE (ACTIVE VOICE) AFFIRMATIVE SENTENCES

1. People have been coming to the park since morning. 1- لوگ صبح سے سیرگاہ آرہے ہیں۔
2. The players have been playing football since 4 o' clock. 2- کھلاڑی چار بجے سے فٹ بال کھیل رہے ہیں۔
3. The child has been weeping for two hours. 3- بچہ دو گھنٹے سے رورہا ہے۔
4. The girl has been taking medicine for three days. 4- لڑکی تین دن سے دوائی پی رہی ہے۔
5. The student has been working hard for four months. 5- طالب علم چار ماہ سے محنت کر رہا ہے۔
6. The girls have been coming to college for two years. 6- لڑکیاں دو سال سے کالج آرہی ہیں۔
7. The teacher has been teaching since 8 o' clock. 7- استاد آٹھ بجے سے پڑھا رہا ہے۔
8. Asghar has been taking a bath for fifteen minutes. 8- اصغر پندرہ منٹ سے نہا رہا ہے۔
9. We have been waiting for you for several hours. 9- ہم کئی گھنٹے سے آپ کا انتظار کر رہے ہیں۔
10. People have been gathering to welcome the President since evening. 10- لوگ شام سے صدر کا استقبال کرنے کے لیے جمع ہو رہے ہیں۔
11. He has been living in this house since 1982. 11- وہ 1982ء سے اس مکان میں رہ رہا ہے۔

12. The miser has been saving every penny for five years. - کنجوس پانچ سال سے ایک ایک پیسہ جمع کر رہا ہے۔
13. Aslam has been flying the kite since noon. - اسلم دوپہر سے پتنگ اڑا رہا ہے۔
14. All the friends have been travelling together since Tuesday. - سب دوست منگل سے اکٹھے سفر کر رہے ہیں۔
15. We have been preparing to go back since yesterday. - ہم کل سے واپس جانے کی تیاری کر رہے ہیں۔

Exercise

- 1- اکبر کئی گھنٹے سے پہاڑے¹ یاد کر رہا ہے۔ 2- تم چھ بجے سے دوستوں کو خط لکھ رہے ہو۔ 3- مریض دس منٹ سے چیخ رہا ہے۔
- 4- ڈاکٹر دس منٹ سے مریض کا معائنہ² کر رہا ہے۔ 5- چوکیدار پانچ گھنٹے سے پہرہ³ دے رہا ہے۔ 6- تم پانچ منٹ سے چاقو تیز⁴ کر رہے ہو۔ 7- کسان دو ماہ سے فصل کی کٹائی کر رہا ہے۔ 8- نقشہ نویس⁵ ایک ہفتے سے عمارت کا نقشہ بنا رہے ہیں۔
- 9- کھلاڑی کئی دن سے میچ کھیلنے کی تیاری کر رہے ہیں۔ 10- میں بدھ سے ٹی وی کی مرمت کر رہا ہوں۔ 11- وہ 1983ء سے پشٹن لے رہا ہے۔ 12- کچھ لوگ شام سے نمائش⁶ کا لطف اٹھا رہے ہیں۔ 13- سب لوگ ایک گھنٹے سے ایک دوسرے سے بغل گیر⁷ ہو رہے ہیں۔ 14- لڑکیاں سات بجے سے ہار⁸ بنا رہی ہیں۔ 15- تمام مسلمان یکم رمضان سے روزے⁹ رکھ رہے ہیں۔

Vocabulary:

1. tables 2. to examine 3. to keep watch 4. to sharpen 5. draftsmen
6. exhibition 7. to embrace 8. garland 9. fasting

NEGATIVE SENTENCES

In translating negative sentences we use, 'not' between 'has been' or 'have been' and the first form of verb with 'ing'.

1. The boatmen have not been leaving their boats for two hours. - ملاح دو گھنٹے سے اپنی کشتیاں چھوڑ کر نہیں جا رہے ہیں۔
2. He has not been taking exercise for two days. - وہ دو دن سے ورزش نہیں کر رہا ہے۔
3. The passengers have not been burning fire since evening. - مسافر شام سے آگ نہیں جلا رہے ہیں۔
4. The idle students have not been working for many days. - نکلے طالب علم کئی دنوں سے کام نہیں کر رہے ہیں۔

5. The tailor has not been sewing clothes since Tuesday. -5 درزی منگل سے کپڑے نہیں سی رہا ہے۔
6. The hunter has not been setting trap for several months. -6 شکاری کئی ماہ سے جال نہیں بچھا رہا ہے۔
7. These boys have not been making mischief for three days. -7 یہ لڑکے تین دن سے شرارت نہیں کر رہے ہیں۔
8. The police has not been patrolling the city since Monday. -8 پولیس سوموار سے شہر میں گشت نہیں کر رہی ہے۔
9. They have not been advising us for fifteen days. -9 وہ ہمیں پندرہ دن سے نصیحت نہیں کر رہے ہیں۔
10. You have not been acting upon the advice of your parents for several years. -10 آپ اپنے والدین کے مشورے پر کئی سال سے عمل نہیں کر رہے ہیں۔
11. The doctors have not been treating the patients for three days. -11 ڈاکٹر تین دن سے مریضوں کا علاج نہیں کر رہے ہیں۔
12. I have not been receiving the letters from my brother since October. -12 مجھے اکتوبر سے اپنے بھائی کے خط نہیں مل رہے ہیں۔
13. He has not been giving anything to his mother for four months. -13 وہ اپنی ماں کو چار ماہ سے کچھ نہیں دے رہا ہے۔
14. The two friends have not been meeting each other since March. -14 دو سہیلیاں مارچ سے ایک دوسرے کو نہیں مل رہی ہیں۔
15. People have not been mourning the death of the robber since yesterday. -15 لوگ کل رات سے ڈاکو کی موت پر افسوس نہیں کر رہے ہیں۔

Exercise

- 1- لاہور میں کل سے بارش نہیں ہو رہی ہے۔ -2 تالاب میں مینڈک شام سے نہیں ٹرارہے ہیں۔ -3 ہم اپریل سے انواہوں پر یقین نہیں کر رہے ہیں۔ -4 یہ آدمی صبح سے گھاس نہیں کاٹ رہا ہے۔ -5 کسان کئی ماہ سے نیا ٹریکٹر نہیں خرید رہا ہے۔ -6 اصفیہ دن سے جھوٹ¹ نہیں بول رہا ہے۔ -7 میں دسمبر سے نیا ناول نہیں لکھ رہا ہوں۔ -8 میرے دوست کئی سالوں سے تحفے نہیں بھیج رہے ہیں۔ -9 مرغیاں جون سے انڈے² نہیں دے رہی ہیں۔ -10 ہماری گائے سوموار سے دودھ نہیں دے رہی ہے۔ -11 مرغ کل سے اذان³ نہیں دے رہا ہے۔ -12 بیل دو دن سے چارہ⁴ نہیں کھا رہا ہے۔ -13 اس کا بھائی چار روز سے نماز نہیں

پڑھ رہا ہے۔ 14 - مریض دو دن سے دوائی نہیں پی رہا ہے۔ 15 - شیر سوموار سے مویشیوں پر حملہ⁵ نہیں کر رہا ہے۔

Vocabulary:

1. to tell a lie
2. to lay eggs
3. to crow
4. fodder
5. to attack

INTERROGATIVE SENTENCES

While translating interrogative sentences, 'has' or 'have' comes before the subject. Question words are followed by 'has' or 'have' as in the examples:

1. Have the flies been buzzing over the rotten fruits for two hours? -1 کیا خراب پھلوں پر کھیاں دو گھنٹے سے بھنہنا رہی ہیں؟
2. Has the child been playing with toys since 2 o' clock? -2 کیا بچہ دو بجے سے کھلونوں سے کھیل رہا ہے؟
3. Since when has the man been taking rest? -3 آدمی کب سے آرام کر رہا ہے؟
4. Where has the carpenter been repairing the chairs since Friday? -4 بڑھئی جمعہ سے کرسیاں کہاں مرمت کر رہا ہے؟
5. Why has Saeed not been taking medicine for three days? -5 سعید تین دن سے دوائی کیوں نہیں کھا رہا ہے؟
6. Has the master been waiting for his servant since 7 o' clock? -6 کیا مالک اپنے نوکر کا سات بجے سے انتظار کر رہا ہے؟
7. Where have they been sawing wood since noon? -7 وہ دوپہر سے کتنی کہاں چیر رہے ہیں؟
8. Have the players been inflating the football for ten minutes? -8 کیا کھلاڑی دس منٹ سے فٹ بال میں ہوا بھر رہے ہیں؟
9. Since when have the naughty boys been deflating the tube? -9 شرارتی لڑکے کب سے ٹیوب سے ہوا نکال رہے ہیں؟
10. Have the guests been waiting for meal for an hour? -10 کیا مہمان ایک گھنٹے سے کھانے کا انتظار کر رہے ہیں؟
11. Have the cattle been drinking water at this pond for two months? -11 کیا مویشی اس جوہڑ سے دو ماہ سے پانی پی رہے ہیں؟
12. What have you been doing here for four hours? -12 یہاں آپ چار گھنٹے سے کیا کر رہے ہیں؟
13. Which story has Bashir been writing since 8 o' clock? -13 بشیر آٹھ بجے سے کون سی کہانی لکھ رہا ہے؟
14. Whose shirt has Naz been sewing since Monday? -14 ناز پیر سے کس کی قمیص سی رہی ہے؟
15. Have your friends been helping you since October? -15 کیا تمہارے دوست اکتوبر سے تمہاری مدد کر رہے ہیں؟

Exercise

- 1- کیا بارش شام سے ہو رہی ہے؟ 2- کیا ہجوم¹ دوپہر سے نعرے² لگا رہا³ ہے؟ 3- بچے صبح سے کتابیں کیوں خراب⁴ کر رہے ہیں؟ 4- میرا بھائی کس کارخانے میں 11 تاریخ سے کام کر رہا ہے؟ 5- کیا وہ بیس منٹ سے ناول پڑھ رہا ہے؟ 6- مزدور پانچ گھنٹے سے کہاں کام کر رہے ہیں؟ 7- سڑک بنانے والا انجن دودن سے کس سڑک کی مرمت⁵ کر رہا ہے؟ 8- کیا موسیقار⁶ منگل سے گیت گارہے ہیں؟ 9- مالی کب سے نئے درخت لگا رہا ہے؟ 10- دوکاندار تین دن سے دوکانیں کیوں سجا رہے ہیں؟ 11- کیا بچہ صبح سے کھلونوں کے ساتھ نہیں کھیل رہا ہے؟ 12- کیا مریض چار دن سے نہیں نہا رہا ہے؟ 13- کیا وہ دو ماہ سے تسمیں نصیحت⁸ نہیں کر رہا ہے؟ 14- کیا لوگ پانچ بجے سے جلوس⁹ میں شامل ہو رہے ہیں؟

Vocabulary:

1. crowd 2. slogans 3. to raise 4. to spoil 5. to repair 6. musicians 7. to decorate
8. to advise 9. procession

PRESENT INDEFINITE TENSE (PASSIVE VOICE) AFFIRMATIVE SENTENCES

1. Matches are played at the Gaddafi Stadium every year. 1- قذافی سٹیڈیم میں ہر سال میچ کھیلے جاتے ہیں۔
2. Eid greetings are sent on Eid. 2- عید پر عید مبارک کے خط بھیجے جاتے ہیں۔
3. Oxen are yoked to persian wheel. 3- بیلوں کو رھٹ میں جوڑا جاتا ہے۔
4. The cow is milked in the morning. 4- گائے صبح کو دوہی جاتی ہے۔
5. Dams are built on rivers. 5- دریاؤں پر بند باندھے جاتے ہیں۔
6. Luggage is auctioned here. 6- یہاں سامان نیلام کیا جاتا ہے۔
7. Meetings are held in schools on the 14th August. 7- 14 اگست کو سکولوں میں جلسے کیے جاتے ہیں۔
8. Pitchers are filled with water. 8- گھڑے پانی سے بھر لیے جاتے ہیں۔
9. Rest is taken at noon. 9- دوپہر کے وقت آرام کیا جاتا ہے۔
10. Separate colleges are opened for girls. 10- لڑکیوں کے لیے الگ کالج کھولے جاتے ہیں۔
11. Wild beasts are driven away. 11- جنگلی جانوروں کو بھگا دیا جاتا ہے۔
12. A gentleman is respected. 12- شریف آدمی کی عزت کی جاتی ہے۔
13. Teeth are cleaned in the morning. 13- دانت صبح صاف کیے جاتے ہیں۔
14. A boat is rowed with oars. 14- کشتی چپوؤں سے چلتی ہے۔
15. I am given a prize. 15- مجھے انعام دیا جاتا ہے۔

We find that 'is', 'am' or 'are' is used, followed by the third form of verb in sentences belonging to this tense.

Exercise

- 1- یہاں ریڈیو کے لائسنس¹ بنائے جاتے ہیں۔ 2- وہاں بائیسکل کرائے² پر دیے جاتے ہیں۔ 3- شاہ جمال روڈ پر جمعہ بازار لگایا جاتا ہے۔ 4- چوہر جی سڑک آسانی سے پار³ کی جاسکتی ہے۔ 5- اس دفتر سے سڑکوں کی تعمیر کا ٹھیکہ⁴ دیا جاتا ہے۔ 6- تار گھر⁵ سے تار⁶ بھیجے جاتے ہیں۔ 7- یہاں بنے بنائے⁷ لباس فروخت ہوتے ہیں۔ 8- اس کارخانے میں پلاسٹک⁸ کے کھلونے بنائے جاتے ہیں۔ 9- جوتے شیشے کی الماریوں⁹ میں رکھے جاتے ہیں۔ 10- پھل سرد خانے¹⁰ میں رکھے جاتے ہیں۔ 11- آم ملک سے باہر بھیجے جاتے ہیں۔ 12- کئی ملکوں میں بوڑھوں کی دیکھ بھال¹¹ کی جاتی ہے۔ 13- اس سکول میں یتیم بچوں کو وظائف¹² دیے جاتے ہیں۔ 14- اس کالج میں اساتذہ کو تربیت¹³ دی جاتی ہے۔ 15- بعض بیجوں¹⁴ سے تیل نکالا¹⁵ جاتا ہے۔

Vocabulary:

1. licence 2. on hire 3. to cross 4. contract 5. telegraph office 6. telegram
7. ready-made 8. plastic 9. show case 10. cold storage 11. to look after
12. scholarships 13. to train 14. seeds 15. to press out

NEGATIVE AND INTERROGATIVE SENTENCES

In negative and interrogative sentences 'not' is used between 'is', 'am' or 'are' and the third form of verb. But in interrogative or question 'is', 'am' or 'are' is placed before the subject.

1. Novels are not taught in schools. -1 سکولوں میں ناول نہیں پڑھائے جاتے ہیں۔
2. Vegetables are not loaded on horses. -2 سبزیاں گھوڑوں پر نہیں لادی جاتی ہیں۔
3. A weak boy is not given a prize. -3 کمزور لڑکے کو انعام نہیں دیا جاتا ہے۔
4. I am not fined. -4 مجھے جرمانہ نہیں ہوا ہے۔
5. Dogs are not chained in the evening. -5 کتوں کو شام کے وقت نہیں باندھا جاتا ہے۔
6. Tea is not given on time. -6 چائے وقت پر نہیں دی جاتی ہے۔
7. This beggar is not given anything. -7 اس فقیر کو کچھ نہیں دیا جاتا ہے۔
8. I am not given loan by the bank. -8 مجھے بینک سے قرضہ نہیں دیا ہے۔
9. They are not helped. -9 ان کو مدد نہیں دی جاتی ہے۔
10. Factories are not set up in the villages. -10 گاؤں میں کارخانے نہیں لگائے جاتے ہیں۔
11. Is national anthem sung in the morning? -11 کیا صبح قومی ترانہ گایا جاتا ہے؟

12. Where are fruits carried daily? -12 پھل ہر روز کہاں لے جائے جاتے ہیں؟
13. When is the school inspected? -13 سکول کا معائنہ کب کیا جاتا ہے؟
14. Why am I teased? -14 مجھے تنگ کیوں کیا جاتا ہے؟
15. Are the patients treated here free of charge? -15 کیا یہاں مریضوں کا علاج مفت کیا جاتا ہے؟
16. Are elderly people not respected? -16 کیا بڑوں کی عزت نہیں کی جاتی ہے؟
17. Why are the rooms not properly cleaned? -17 کمرے اچھی طرح کیوں صاف نہیں کیے جاتے ہیں؟
18. Why is the poor man pushed away? -18 غریب آدمی کو دھکے کیوں دیے جاتے ہیں؟
19. How is this machine set right? -19 یہ مشین کیسے درست کی جاتی ہے؟
20. Is the hungry man fed? -20 کیا بھوکے آدمی کو کھانا کھلایا جاتا ہے؟
21. Why are such rumours spread? -21 ایسی افواہیں کیوں پھیلائی جاتی ہیں؟
22. Are such persons kept in the jail? -22 کیا ایسے آدمیوں کو جیل میں رکھا جاتا ہے؟
23. Is the guest of honour invited on such occasions? -23 کیا ایسے مواقع پر مہمان خصوصی کو بلا یا جاتا ہے؟
24. Are the sports goods exported from Pakistan? -24 کیا پاکستان سے کھیلوں کا سامان برآمد کیا جاتا ہے؟
25. From which country is machinery imported into Pakistan? -25 پاکستان میں کس ملک سے مشینری درآمد کی جاتی ہے؟

Exercise

- 1- بُری صحبت¹ کیسے اختیار² کی جاتی ہے؟ -2 کیا جمعہ بازار میں سستی³ چیزیں بیچی جاتی ہیں؟ -3 باغ سے سیب نہیں چرائے جاتے ہیں۔ -4 عدالت میں جھوٹ نہیں بولا جاتا ہے۔ -5 موٹر گاڑیاں کہاں نیلام⁴ کی جاتی ہیں؟ -6 کیاریلوے اسٹیشن پر سامان⁵ تولا⁶ جاتا ہے؟ -7 اس رجسٹر میں دستخط⁷ نہیں کیے جاتے ہیں۔ -8 ایسے بڑے آدمی کو معاف⁸ نہیں کیا جاتا ہے۔ -9 مکان میں سفیدی کب کی جاتی ہے؟ -10 کیاروپہ بینک میں جمع⁹ کیا جاتا ہے؟ -11 انعام کس کو دیا جاتا ہے؟ -12 کس دریا پر پُل باندھا جاتا ہے؟ -13 اس چھاپہ خانے¹⁰ میں اشتہار¹¹ نہیں چھاپے جاتے ہیں۔ -14 کالج میں طلبہ کب داخل کیے جاتے ہیں؟ -15 آم یہاں سے لاہور نہیں بھیجے جاتے ہیں۔ -16 کیا آپ کے سکول میں انگریزی اخبار پڑھا جاتا ہے؟ -17 کمرہ امتحان میں نقل¹² کیسے کی جاتی ہے؟ -18 کیا ہر سال گاؤں سجایا جاتا ہے؟ -19 بعض آدمی پہچانے¹³ نہیں جاتے ہیں۔ -20 مجھے گھر سے کیوں نکالا جاتا ہے؟ -21 حمید کو کیا سزا دی جاتی ہے؟ -22 کیا کتے کورات کے وقت کھول¹⁴ دیا جاتا ہے؟

Vocabulary:

1. bad company 2. to adopt 3. cheap 4. to auction 5. luggage 6. to weigh 7. to sign
8. to forgive 9. to deposit 10. printing press 11. advertisement 12. to copy
13. to recognise 14. to unchain

**PRESENT CONTINUOUS TENSE
(PASSIVE VOICE)
AFFIRMATIVE SENTENCES**

1. Letters are being posted. -1 خطوط ڈاک میں ڈالے جا رہے ہیں۔
2. Kites are being flown. -2 پتنگیں اڑائی جا رہی ہیں۔
3. Meat is being minced. -3 گوشت کا قیمہ بنایا جا رہا ہے۔
4. Many kinds of dishes are being prepared. -4 کئی قسم کے کھانے تیار کیے جا رہے ہیں۔
5. The statements of witnesses are being recorded. -5 گواہوں کے بیان لیے جا رہے ہیں۔
6. The judgement of this case is being announced. -6 اس مقدمے کا فیصلہ سنایا جا رہا ہے۔
7. Mad dogs are being killed. -7 باولے کتوں کو ہلاک کیا جا رہا ہے۔
8. Oxen are being yoked to the plough. -8 بیلوں کو بل میں جو تا جا رہا ہے۔
9. Vegetables are being loaded in the camel-cart. -9 سبزیاں اونٹ گاڑی پر لادی جا رہی ہیں۔
10. The story of the accident is being told. -10 حادثے کی کہانی بیان کی جا رہی ہے۔
11. Bashir's application is being rejected. -11 بشیر کی درخواست نامنظور کی جا رہی ہے۔
12. I am being granted a driving licence. -12 مجھے ڈرائیونگ لائسنس دیا جا رہا ہے۔
13. He is being punished for his misdeeds. -13 اُس کو بُرے اعمال کی سزا دی جا رہی ہے۔
14. A good book is being published soon. -14 ایک اچھی کتاب جلد ہی شائع کی جا رہی ہے۔
15. Your application is being considered. -15 آپ کی درخواست پر غور کیا جا رہا ہے۔

In translating such sentences 'is' or 'am' or 'are' is followed by 'being' and the third form of verb.

Exercise

- 1- کپڑا ہاتھ کھڑی¹ پر بنا جا رہا ہے۔ -2 گرم کپڑوں کو رنو² کیا جا رہا ہے۔ -3 اس بازار میں چیزیں مہنگی یک رہی ہیں۔
- 4- وہاں غیر ملکی اشیاء دھڑا دھڑ³ یک رہی ہیں۔ -5 اس شہر میں دو نئے بینک کھولے جا رہے ہیں۔ -6 اجنبی⁴ آدمی کو دھوکا دیا جا رہا ہے۔ -7 طالب علموں کو ایک مفید⁵ فلم دکھائی جا رہی ہے۔ -8 کھیتوں کو ہموار⁶ کیا جا رہا ہے۔ -9 پلوں کی مرمت کی جا رہی ہے۔ -10 بسوں کی تعداد میں اضافہ کیا جا رہا ہے۔ -11 پاکستان کے نئے نقشے تیار کیے جا رہے ہیں۔ -12 رضیہ کو اعلیٰ تعلیم کے لیے بیرون ملک بھیجا جا رہا ہے۔ -13 نئی جماعتوں کے لیے نئی کتابیں خریدی جا رہی ہیں۔ -14 یہاں کپڑے رنگے⁸ جا رہے ہیں۔ -15 انگریزی میں خبریں نشر⁹ کی جا رہی ہیں۔ -16 مجھے میرا وعدہ یاد دلا یا¹⁰ جا رہا ہے۔

Vocabulary:

1. hand loom 2. to darn 3. like hot cakes 4. stranger 5. useful 6. to level
7. abroad 8. to dye 9. to broadcast 10. to remind of

NEGATIVE AND INTERROGATIVE SENTENCES

In negative sentences 'not' comes in between 'is', 'am' or 'are' and 'being', but in interrogative sentences 'is', 'am' or 'are' is put before the subject; while the question word becomes the opening word of the sentences as shown in the examples given below:

1. He is not being given a certificate. -1 اُسے سرٹیفکیٹ نہیں دیا جا رہا ہے۔
2. I am not being made the monitor of the class. -2 مجھے جماعت کا مانیٹر نہیں بنایا جا رہا ہے۔
3. Fee is not being received here. -3 فیس یہاں وصول نہیں کی جا رہی ہے۔
4. Books are not being donated to this school. -4 اس سکول کو کتابوں کا عطیہ نہیں دیا جا رہا ہے۔
5. Flags are not being hoisted on the buildings. -5 عمارتوں پر جھنڈے نہیں لہرائے جا رہے ہیں۔
6. Bricks are not being carried to the roof. -6 اینٹیں چھت پر نہیں پہنچائی جا رہی ہیں۔
7. Cement is not being loaded on the donkeys. -7 گدھوں پر سیمنٹ نہیں لادا جا رہا ہے۔
8. Majeed is not being given a job. -8 مجید کو نوکری نہیں دی جا رہی ہے۔
9. The horse is not being bridled. -9 گھوڑے کو لگام نہیں دی جا رہی ہے۔
10. I am not being sent to Germany. -10 مجھے جرمنی نہیں بھیجا جا رہا ہے۔
11. Is the worker being paid? -11 کیا مزدور کو معاوضہ دیا جا رہا ہے؟
12. Why are fish being caught here? -12 یہاں مچھلیاں کیوں پکڑی جا رہی ہیں؟
13. Where is the boat bridge being built? -13 کشتیوں کا پل کہاں بنایا جا رہا ہے؟
14. Who is being invited to tea? -14 چائے کی دعوت کس کو دی جا رہی ہے؟
15. Are eggs being boiled? -15 کیا انڈے اُبالے جا رہے ہیں؟
16. What is being discussed there? -16 وہاں کس بات پر گفتگو ہو رہی ہے؟
17. What is being liked by the children? -17 بچوں سے کیا چیز پسند کی جا رہی ہے؟
18. Why is this tree being felled? -18 یہ درخت کیوں گرایا جا رہا ہے؟
19. Why am I being bothered? -19 مجھے کیوں پریشان کیا جا رہا ہے؟
20. Why are we not being given scholarship? -20 ہمیں وظیفہ کیوں نہیں دیا جا رہا ہے؟
21. Where are ready-made garments being sold? -21 سارے سلائے کپڑے کہاں بیچے جا رہے ہیں؟
22. Why are ornaments being taken out of the box? -22 ڈبے سے زیورات کیوں نکالے جا رہے ہیں؟
23. Why is a common man being deceived? -23 عام آدمی کو کیوں دھوکا دیا جا رہا ہے؟

24. Is your brother being informed of your graduation?

24- کیا تمہاری گریجویشن کی اطلاع تمہارے بھائی کو دی جا رہی ہے؟

25. Is this book being bound?

25- کیا اس کتاب کی جلد باندھی جا رہی ہے؟

Exercise

- 1- کیا اس دوکان پر ہر چیز مہنگی¹ بیچی جا رہی ہے؟ 2- کیا سائرن² بجایا³ جا رہا ہے؟ 3- مجھے اعتماد⁴ میں نہیں لیا جا رہا ہے۔
- 4- بچوں کی تصویریں⁵ نہیں اتاری جا رہی ہیں۔ 5- چوزے⁶ ڈربے⁷ سے کیوں نکالے جا رہے ہیں؟ 6- کیا افسر کو رشوت⁸ دی جا رہی ہے؟ 7- زخمی⁹ کی مرہم پٹی¹⁰ نہیں کی جا رہی ہے۔ 8- مریض کا معائنہ کیوں نہیں کیا جا رہا ہے؟ 9- آپریشن کس کا کیا جا رہا ہے؟ 10- چینی میں کیا ملا یا جا رہا ہے؟ 11- کیا کپاس کی فصل پر دوائی¹¹ چھڑکی¹² جا رہی ہے؟ 12- مجھے کام کرنے کی اجازت¹³ نہیں دی جا رہی ہے۔ 13- اُسے کالج میں کب داخلہ دیا جا رہا ہے؟ 14- بشیر کو سکول سے نہیں نکالا جا رہا ہے۔ 15- کیا کالج ہال میں تقریری مقابلہ¹⁴ کیا جا رہا ہے؟ 16- ڈرامہ کہاں کھیلا¹⁵ جا رہا ہے؟ 17- کیا کمپیوٹر کی تربیت¹⁶ یہاں دی جا رہی ہے؟
- 18- آم کس بھاؤ نیچے جا رہے ہیں؟ 19- چاول تھوک¹⁷ کے بھاؤ نہیں خریدے جا رہے ہیں۔ 20- کیا سکول موسم گرما کی چھٹیوں کے لیے بند کیے جا رہے ہیں؟ 21- کیا ردی کی ٹوکری¹⁸ خالی کی جا رہی ہے؟ 22- کس کارخانے میں سلائی مشین¹⁹ بنائی جا رہی ہے؟
- 23- عدالت میں جھوٹ نہیں بولا جا رہا ہے۔ 24- مجھ سے نفرت²⁰ نہیں کی جا رہی ہے۔ 25- تمام تالے کیوں کھولے جا رہے ہیں؟
- 26- معاشرے²¹ کے قانون کی خلاف ورزی²² کیوں کی جا رہی ہے؟ 27- کیا بزرگوں کا احترام کیا جا رہا ہے؟ 28- کیا غریب طلبہ کو رعایت²³ نہیں دی جا رہی ہے؟ 29- مجھے دوائی کیوں نہیں پلائی جا رہی ہے؟

Vocabulary:

1. expensive 2. siren 3. to sound 4. to take into confidence 5. to photograph
6. chickens 7. pen 8. to bribe 9. the wounded 10. to dress 11. medicine
12. to spray 13. to allow 14. speech contest 15. to stage 16. training
17. whole sale rate 18. wastepaper basket 19. sewing machine 20. to hate
21. social 22. violate 23. concession

PRESENT PERFECT TENSE (PASSIVE VOICE) AFFIRMATIVE SENTENCES

1. Students' answer books have been marked. 1- طلبہ کے پرچے دیکھے جا چکے ہیں۔
2. I have been shown a favour. 2- مجھ پر عنایت کی جا چکی ہے۔
3. Steps have been taken to supply water to the village. 3- گاؤں میں پانی مہیا کرنے کے لیے اقدام کیے جا چکے ہیں۔
4. Arrangements have been made to open a separate college for girls. 4- لڑکیوں کے لیے الگ کالج کھولے جانے کا انتظام کیا جا چکا ہے۔

5. The project has been given final shape. -5 منصوبے کو آخری شکل دی جا چکی ہے۔
6. A warrant has been issued against him. -6 اس کے خلاف وارنٹ جاری کر دیا گیا ہے۔
7. I have been recalled for army service. -7 مجھے فوجی ملازمت کے لیے واپس بلا یا جا چکا ہے۔
8. People have been befooled. -8 لوگوں کو بے وقوف بنایا جا چکا ہے۔
9. The accused have been brought into the court. -9 ملزم عدالت میں لائے جا چکے ہیں۔
10. This news has been published in the newspapers. -10 یہ خبر اخبارات میں شائع ہو چکی ہے۔
11. The charity has been collected. -11 خیرات جمع کی جا چکی ہے۔
12. Many books have been written on this topic. -12 اس موضوع پر بہت کتابیں لکھی جا چکی ہیں۔
13. The race has been started. -13 ریس شروع ہو چکی ہے۔
14. A big amount has been saved this year. -14 اس سال ایک بھاری رقم بچائی گئی ہے۔
15. Many presents have been sent to me. -15 مجھے بہت سے تحائف بھیجے جا چکے ہیں۔

NEGATIVE AND INTERROGATIVE SENTENCES

While translating negative sentences 'not' follows 'has' or 'have' but in questions 'has' or 'have' comes before the subject. Question word is also used as the opening word of the sentence as shown in the following examples:

1. The rotten egg has not been thrown. -1 گندا انڈا پھینکا نہیں جا چکا ہے۔
2. The dirty clothes have not been washed. -2 میلے کپڑے دھوئے نہیں جا چکے ہیں۔
3. This matter has not been discussed. -3 اس معاملے پر بحث نہیں کی جا چکی ہے۔
4. The cows have not been tied to the pegs. -4 گائیوں کو کھونٹے سے باندھا نہیں جا چکا ہے۔
5. The meat has not been packed in tins. -5 گوشت ڈبوں میں بند نہیں کیا جا چکا ہے۔
6. The sheep have not been put into the pen. -6 بھیڑوں کو باڑے میں بند نہیں کیا جا چکا ہے۔
7. The pegs have not been uprooted. -7 کھونٹیاں اکھاڑی نہیں جا چکی ہیں۔
8. The players have not been awarded certificates. -8 کھلاڑیوں کو سرٹیفکیٹ نہیں دیے جا چکے ہیں۔
9. The statement of the witness has not been recorded. -9 گواہ کا بیان نہیں لیا جا چکا ہے۔
10. Has this letter been returned? -10 کیا یہ چٹھی واپس بھیجی جا چکی ہے؟
11. Why have you been punished? -11 تمہیں کیوں سزا دی جا چکی ہے؟

12. Where has Eid namaz been offered? -12 عید کی نماز کہاں پڑھی جا چکی ہے؟
13. Where have the guests been seated? -13 مہمانوں کو کہاں بٹھایا جا چکا ہے؟
14. Why have the books been torn? -14 کتابیں کیوں پھاڑ دی گئی ہیں؟
15. Has the pilgrim been seen off? -15 کیا حاجی کو اللہ حافظ کہا جا چکا ہے؟
16. Where has the mango tree been planted? -16 آم کا درخت کہاں لگایا گیا ہے؟
17. Have bazaars been decorated? -17 کیا بازار سجائے جا چکے ہیں؟
18. How has the woman been defrauded? -18 عورت کو دھوکا کیسے دیا جا چکا ہے؟
19. Why has the innocent child been beaten? -19 معصوم بچے کو کیوں پیٹا جا چکا ہے؟
20. Has the application of the boy not been considered? -20 کیا لڑکے کی درخواست پر غور نہیں کیا جا چکا ہے؟

Exercise

- 1- لیمپ روشن¹ نہیں کیے جا چکے ہیں۔ 2- کیا چھٹی کا اعلان² نہیں کیا جا چکا ہے؟ 3- وہ حراست³ میں نہیں لیا جا چکا ہے۔
- 4- اُسے ملازمت سے برطرف⁴ نہیں کیا جا چکا ہے۔ 5- کیا اس کے کپڑے پھاڑ⁵ دیے گئے ہیں؟ 6- کیا سب طلبہ کو اے گریڈ دیا جا چکا ہے؟ 7- مکان میں سفیدی کب کی جا چکی ہے؟ 8- مجھے حمید کا اتہ پتہ⁶ نہیں بتایا گیا ہے۔ 9- کیا مشین کو تیل⁷ دیا جا چکا ہے؟
- 10- غریبوں کو کہاں کھانا کھلایا⁸ گیا ہے؟ 11- خراب⁹ سیب کھائے نہیں جا چکے ہیں۔ 12- گھر میں نقب نہیں لگائی جا چکی ہے۔
- 13- کیا امیروں سے ٹیکس وصول کیا جا چکا ہے؟ 14- پھٹے ہوئے نوٹوں کو جوڑا¹⁰ نہیں جا چکا ہے۔ 15- بچے کو سُلایا¹¹ نہیں جا چکا ہے۔ 16- کیا اُن کا عطیہ¹² موصول ہو چکا ہے؟ 17- اُمیدواروں کو رول نمبر کیوں جاری نہیں کیے گئے ہیں؟ 18- کیا تمام ووٹروں کے نام رجسٹر میں درج¹³ کیے جا چکے ہیں؟ 19- اس امیدوار کو ایک ووٹ بھی نہیں دیا گیا ہے۔ 20- اس فیصلے پر اتفاق¹⁴ نہیں ہو چکا ہے۔ 21- کیا اجنبی کی راہنمائی کی جا چکی ہے؟ 22- کیا تمام گواہوں¹⁵ کو بلایا¹⁶ جا چکا ہے؟ 23- جلسہ ملتوی¹⁷ کیوں کیا گیا ہے؟ 24- کیا ڈوبی ہوئی کشتی دریا سے نکالی جا چکی ہے؟ 25- کبوتروں کے پر نہیں کاٹے¹⁸ جا چکے ہیں۔ 26- کیا شیر پنجرے میں بند کیا جا چکا ہے؟ 27- کتے کو کنویں سے نہیں نکالا جا چکا ہے۔ 28- کیا سب لڑکوں کا جرمانہ معاف¹⁹ کیا جا چکا ہے؟ 29- آپ کے خط کا جواب نہیں دیا جا چکا ہے۔ 30- بینک سے روپیہ کیسے نکلوا یا²⁰ جا چکا ہے؟

Vocabulary:

1. to light 2. to announce 3. to take into custody, to arrest 4. to dismiss 5. to tear
6. whereabouts 7. to oil 8. to feed 9. rotten 10. to mend 11. to put to bed
12. donation 13. to enter 14. to agree upon 15. witnesses 16. to summon
17. to postpone 18. to clip 19. to remit 20. withdraw

LESSON - 5

PAST INDEFINITE TENSE (ACTIVE VOICE) AFFIRMATIVE SENTENCES

1. He went to school. -1 وہ سکول گیا۔
2. You solved the question. -2 تم نے سوال حل کیا۔
3. I bought a camera. -3 میں نے ایک کیمرہ خریدا۔
4. We crossed the river. -4 ہم نے دریا پار کیا۔
5. They stopped the car. -5 انھوں نے کار کو روکا۔

It is clear that all the actions mentioned in the given sentences took place sometimes in the past. But it is not clear whether they took place in the distant past or in the near past and that is why it is called indefinite. In other words, we are not definite of the exact time when the action actually took place. In short , this tense can be used for any action whether relating to long past or near past. For translating such sentences we use only the second form of verb. Here are some examples:

1. We boarded the train. -1 ہم گاڑی میں سوار ہوئے۔
2. They gave us a gift. -2 انھوں نے ہم کو تحفہ دیا۔
3. Hamid won a prize. -3 حمید نے انعام حاصل کیا۔
4. The people went to the festival. -4 لوگ میلے میں گئے۔
5. The dog chased the rabbit. -5 کتے نے خرگوش کا تعاقب کیا۔
6. I posted a letter. -6 میں نے خط ڈاک میں ڈالا۔
7. You invited me to tea. -7 تم نے مجھے چائے پر بلایا۔
8. Our team won the match. -8 ہماری ٹیم نے میچ جیت لیا۔
9. The boys made a noise. -9 لڑکوں نے شور مچایا۔
10. Majid made a beautiful picture. -10 مجید نے خوبصورت تصویر بنائی۔
11. The grandmother told us a strange story. -11 دادی اماں نے ہمیں عجیب کہانی سنائی۔
12. The students told the lesson. -12 طلبہ نے سبق سنایا۔
13. The teacher taught the lesson well. -13 استاد نے سبق اچھی طرح پڑھایا۔
14. He ran for his life. -14 وہ جان بچانے کے لیے بھاگ کھڑا ہوا۔
15. He refused to give his book. -15 اُس نے اپنی کتاب دینے سے انکار کر دیا۔

Exercise

- 1- لوگوں نے باغ میں جلسہ¹ کیا۔ 2- مزدوروں نے جلوس² نکالا³۔ 3- طلبہ نے نعرے⁴ لگائے⁵۔ 4- کلرکوں نے ہڑتال کی۔ 5- ہم نے آپ کا انتظار کیا۔ 6- انھوں نے ہمارے مشورے⁶ پر عمل کیا⁷۔ 7- مجھے آپ کا خط مل گیا۔ 8- استاد نے طالب علم کو سزا دی۔ 9- ہیڈ ماسٹر نے شرارتی لڑکے کو جرمانہ کیا۔ 10- مزدوروں نے ہڑتال کھول⁸ دی۔ 11- نیک عورت نے یتیم⁹ بچے کی پرورش¹⁰ کی۔ 12- آپ نے میرے بھائی کی دیکھ بھال¹¹ کی۔ 13- ڈاکٹر نے مریض کا آپریشن کیا۔ 14- مسافروں نے جنگل میں آگ لگائی¹²۔

Vocabulary:

1. to hold meeting 2. procession 3. to take out 4. slogans 5. to raise 6. advice
7. to act upon 8. to call off 9. orphan 10. to bring up 11. to look after 12. to set fire

NEGATIVE AND INTERROGATIVE SENTENCES

1. He did not obey his parents. اس نے والدین کا حکم نہ مانا۔
2. They did not help us. انھوں نے ہماری مدد نہ کی۔
3. You did not fulfill your promise. تم نے اپنا وعدہ پورا نہ کیا۔
4. People did not protest against this law. لوگوں نے اس قانون کے خلاف احتجاج نہ کیا۔
5. The police did not arrest the thief. پولیس نے چور کو گرفتار نہ کیا۔
6. The police did not disperse the crowd. پولیس نے ہجوم کو منتشر نہ کیا۔
7. He did not escape punishment. وہ سزا سے نہ بچا۔
8. You did not listen to me. تم نے میری ایک نہ سنی۔
9. They did not push me aside. انھوں نے مجھے ایک طرف نہ دھکیلا۔
10. We did not care for him. ہم نے اس کی پرواہ نہ کی۔
11. The principal did not distribute the prizes. پرنسپل نے انعامات تقسیم نہ کیے۔
12. I did not make fun of him. میں نے اس کا مذاق نہ اڑایا۔
13. The army did not capture the fort. فوج نے قلعہ پر قبضہ نہ کیا۔
14. The wrestler did not knock out his opponent. پہلوان نے اپنے حریف کو نہ پچھاڑا۔
15. She did not tell a lie. اس نے جھوٹ نہ بولا۔
16. Whom did you consult? تم نے کس سے مشورہ کیا؟

17. Why did he insult you? 17- اس نے تمہاری بے عزتی کیوں کی؟
18. When did the lion carry away the cow? 18- شیر گائے اٹھا کر کب لے گیا؟
19. Where did you find this book from? 19- تمہیں یہ کتاب کہاں سے ملی؟
20. Why did he tear the paper? 20- اس نے کاغذ کیوں پھاڑا؟

We find that in the sentences where 'did' comes, we use the first form of verb.

Exercise

- 1- انہوں نے ہماری دعوت قبول¹ نہ کی۔ 2- کیا تمہارے دوستوں نے تمہاری کامیابی پر مبارک باد² دی؟ 3- کمرے میں جھاڑو کس نے دیا؟ 4- انہوں نے تمہارا استقبال کیسے کیا؟ 5- کیا تمہارے دوستوں نے یہ کھیل پسند کیا؟ 6- اس نے اپنی تمام جائیداد³ فروخت نہ کی۔ 7- باورچی نے چاول کس طرح پکائے؟ 8- میں نے اپنے والد کو ہوائی ڈاک⁴ سے خط نہ بھیجا۔ 9- کیا آفیسر نے اپنے چپڑا⁵ کو تبدیل نہ کیا؟ 10- مجید نے دونوں ہاتھوں⁶ سے دولت کیوں اڑائی؟ 11- کیا مجسٹریٹ نے اسے رنگے ہاتھوں پکڑ لیا؟ 12- ہوائی جہاز اڈے پر کب اُترا؟ 13- کیا تم نے پرواز سے لطف اُٹھایا؟ 14- مال گاڑی مسافر گاڑی سے کہاں ٹکرائی؟ 15- تم نے مجھے فیصلے سے آگاہ⁸ نہ کیا۔

Vocabulary:

1. to accept 2. to congratulate 3. property 4. airmail 5. transfer 6. to burn the candle at both ends 7. to collide 8. inform

Exercise

- 1- اس نے تمہاری تلخ¹ باتوں کا برا² نہیں مانا۔ 2- انہوں نے اپنے دوست کا ساتھ³ نہ دیا۔ 3- کیا تمہارے بھائی نے تمہارا ہاتھ بٹایا⁴؟ 4- انہوں نے تمہارا استقبال کیسے کیا؟ 5- مجید نے اپنے چھوٹے بھائی کی پرورش⁵ نہ کی۔ 6- مزدور نے اتنا بوجھ کیسے اٹھایا؟ 7- ڈاکٹر نے نیکہ کس کو لگایا؟ 8- وہ کراچی کب پہنچے؟ 9- کیا تم گھر خیریت⁶ سے پہنچے؟ 10- ہم نے تمام تاریخی مقامات⁷ کی سیر نہ کی۔ 11- ہوائی جہاز نے پونے آٹھ بجے پرواز شروع نہ کی۔ 12- میرا خط کس نے پڑھا؟ 13- میرے بھائی نے مجھے ریلوے سٹیشن پر اللہ حافظ نہ کہا۔ 14- موچی نے میرا جوتا مرمت کیوں نہ کیا؟ 15- دروازہ کس نے کھٹکھٹایا؟

Vocabulary:

1. bitter words 2. mind 3. to stand by 4. to help 5. to bring up 6. safe 7. historical places

**PAST CONTINUOUS TENSE
(ACTIVE VOICE)
AFFIRMATIVE SENTENCES**

1. He was running fast. -1 وہ تیز دوڑ رہا تھا۔
2. You were telling a story. -2 تم کہانی بنا رہے تھے۔
3. They were selling their car. -3 وہ اپنی گاڑی بیچ رہے تھے۔
4. She was weeping bitterly. -4 وہ سخت رو رہی تھی۔
5. We were sleeping soundly. -5 ہم گہری نیند سو رہے تھے۔
6. Horses were grazing in a field. -6 گھوڑے کھیت میں چر رہے تھے۔
7. The dog was barking at night. -7 کتارات کو بھونک رہا تھا۔
8. Children were making a noise. -8 بچے شور مچا رہے تھے۔
9. Some boys were collecting dry leaves. -9 کچھ لڑکے سوکھے پتے اکٹھے کر رہے تھے۔
10. His brother was working in a mill. -10 اس کا بھائی مل میں کام کر رہا تھا۔
11. My father was waiting for his friends. -11 میرا والد اپنے دوستوں کا انتظار کر رہا تھا۔
12. It was raining in the morning. -12 صبح بارش ہو رہی تھی۔
13. People were flying kites. -13 لوگ پتنگیں اڑا رہے تھے۔
14. The old man was dozing in the room. -14 بوڑھا کمرے میں اُونگھ رہا تھا۔
15. We were listening to the news at noon. -15 ہم دوپہر کے وقت خبریں سن رہے تھے۔

We use 'was' with the first form of verb accompanying 'ing' for singular subject and 'were' for plural subject.

NEGATIVE SENTENCES

In negative sentences, we use 'not' between 'was' or 'were' and the present participle i.e. verb with 'ing'.

1. The peon was not ringing the bell. -1 چڑاسی گھنٹی نہیں بجا رہا تھا۔
2. The rich man was not giving alms to the poor. -2 امیر آدمی غریب کو خیرات نہیں دے رہا تھا۔
3. The boy was not solving the sum. -3 لڑکا سوال حل نہیں کر رہا تھا۔
4. We were not travelling together. -4 ہم ایک ساتھ سفر نہیں کر رہے تھے۔
5. The teacher was not teaching us English. -5 استاد صاحب ہمیں انگریزی نہیں پڑھا رہے تھے۔

6. I was not going on foot. -6 میں پیدل نہیں چل رہا تھا۔
 7. They were not making false promises. -7 وہ جھوٹے وعدے نہیں کر رہے تھے۔
 8. They were not swimming across the river. -8 وہ تیر کر دریا پار نہیں کر رہے تھے۔
 9. The Government was not releasing him. -9 حکومت اس کو رہا نہیں کر رہی تھی۔
 10. The merchant was not coming back home. -10 تاجرواپس گھر نہیں آ رہا تھا۔

Exercise

- 1- میں کتاب سے نقل¹ نہیں کر رہا تھا۔ 2- اسلم کرکٹ نہیں کھیل رہا تھا۔ 3- لڑکے گیت نہیں گارہے تھے۔ 4- نوکرفرنچر کو نہیں جھاڑ² رہا تھا۔ 5- میں آپ سے مذاق نہیں کر رہا تھا۔ 6- پانی کی سطح بلند³ نہیں ہو رہی تھی۔ 7- کسان مارچ میں فصل نہیں کاٹ رہے تھے۔ 8- طالب علم کشتی نہیں چلا⁴ رہے تھے۔ 9- بہشتی⁵ پانی نہیں چھڑک⁶ رہا تھا۔ 10- ڈرائیور کار تیز نہیں چلا رہا تھا۔ 11- دشمن دریا کو عبور⁷ نہیں کر رہا تھا۔ 12- میں ملازمت کے لیے اس کی سفارش⁸ نہیں کر رہا تھا۔ 13- وہ اپنے بھائی کو نہیں مار⁹ رہا تھا۔ 14- نوکر بہانے¹⁰ نہیں بنا رہا تھا۔ 15- کئی طالب علم مباحثے¹¹ میں حصہ¹² نہیں لے رہے تھے۔

Vocabulary:

1. to copy 2. to dust 3. to rise 4. to row 5. waterman 6. to sprinkle 7. to cross
 8. to recommend 9. to beat 10. excuse 11. debate 12. to take part

INTERROGATIVE SENTENCES

In interrogative sentences 'was' or 'were' are the opening words, but in the case of question word, it is followed by 'was' or 'were', as:

1. Was he taking part in the games? -1 کیا وہ کھیلوں میں حصہ لے رہا تھا؟
 2. Were you shivering with cold? -2 کیا آپ سردی سے کانپ رہے تھے؟
 3. Was the poor girl shouting? -3 کیا غریب بچی چیخ رہی تھی؟
 4. Were the travellers riding the horses? -4 کیا مسافر گھوڑوں پر سواری کر رہے تھے؟
 5. Were they making the city beautiful? -5 کیا وہ شہر کو خوبصورت بنا رہے تھے؟
 6. Why were they walking on foot? -6 وہ کیوں پیدل چل رہے تھے؟
 7. Where were you roaming about? -7 تم ادھر ادھر کہاں پھر رہے تھے؟
 8. When was I looking at the sky? -8 میں آسمان کی طرف کب دیکھ رہا تھا؟
 9. How was he making a picture? -9 وہ تصویر کیسے بنا رہا تھا؟
 10. Were both the players running after the ball? -10 کیا دونوں کھلاڑی گیند کے پیچھے بھاگ رہے تھے؟
 11. Who was asking about you? -11 آپ کے بارے میں کون پوچھ رہا تھا؟

12. When were they passing through the forest? وہ جنگل سے کب گزر رہے تھے؟ -12
13. Where was the lion drinking water? شیر کہاں پانی پی رہا تھا؟ -13
14. Whom was your brother writing the letter to? تمہارا بھائی کس کو خط لکھ رہا تھا؟ -14
15. Who was garlanding the honourable guests? معزز مہمانوں کو ہار کون پہنا رہا تھا؟ -15

Exercise

- 1- کیا تم بالوں میں کنگھی¹ کر رہے تھے؟ -2 وہ کس کی جرابیں² رنو³ کر رہی تھیں؟ -3 کیا وہ آگ جلا رہے تھے؟ -4 لڑکے آپس میں کیوں جھگڑ رہے تھے؟ -5 وہ کس بینک میں روپیہ جمع⁴ کر رہے تھے؟ -6 شیر صبح کہاں گرج⁵ رہا تھا؟ -7 کیا وہ استاد کو توجہ⁶ سے سن رہے تھے؟ -8 کتنے آدمی باغ میں جمع ہو رہے تھے؟ -9 بس پر پتھر کون پھینک رہا تھا؟ -10 ڈاکٹر مریض کا معائنہ کہاں کر رہا تھا؟ -11 آپ کے مکان کی مرمت کون کر رہا تھا؟ -12 پولیس جלוں کو کیوں منتشر⁷ کر رہی تھی؟ -13 لوگ کس کا انتظار کر رہے تھے؟ -14 کیا لوگ جلدی جلدی سٹیشن پر پہنچ رہے تھے؟ -15 مزدور کام کب مکمل کر رہے تھے؟

Vocabulary:

1. comb 2. socks 3. to darn 4. to deposit 5. to roar 6. attentively 7. to disperse

PAST PERFECT TENSE (ACTIVE VOICE) AFFIRMATIVE SENTENCES

1. My son had gone to school before I came home. میرے گھر آنے سے پہلے میرا بیٹا سکول جا چکا تھا۔
2. The girls had already sung the songs. لڑکیاں پہلے ہی گیت گا چکی تھیں۔
3. The washerman had pressed the clothes before the customer came. گاہک کے آنے سے پہلے دھو بی کپڑے استری کر چکا تھا۔
4. My brother had posted the letter of congratulation before I met him. میرے ملنے سے پہلے میرا بھائی مبارک باد کا خط ڈاک میں ڈال چکا تھا۔
5. The teams had reached the playing-field before the referee whistled. ریفری کے سیٹی بجانے سے پہلے ٹیمیں میدان میں اتر چکی تھیں۔
6. All the candidates had entered the examination hall before the paper began. امتحان شروع ہونے سے پہلے تمام امیدوار کمرہ امتحان میں آچکے تھے۔

7. The boys had plucked the flowers before the sun rose. -7 سورج نکلنے سے پہلے لڑکے پھول توڑ چکے تھے۔
8. We had already heard this news. -8 ہم پہلے ہی یہ خبر سُن چکے تھے۔
9. I had already considered your application. -9 میں تمہاری درخواست پر پہلے ہی غور کر چکا تھا۔
10. The postman had delivered the letters before noon. -10 ڈاکیا دوپہر سے پہلے چٹھیاں تقسیم کر چکا تھا۔

NEGATIVE AND INTERROGATIVE SENTENCES

In negative sentences we add 'not' between 'had' and the 'third form' of verb but in interrogative sentences or questions we begin with the question word or 'had' as the case may be.

1. I had not sold my property before 1986. -1 میں نے اپنی جائیداد 1986ء سے پہلے فروخت نہ کی تھی۔
2. You had not informed me of the decision till today. -2 تم نے مجھے آج تک فیصلے کی اطلاع نہیں دی تھی۔
3. He had not applied for the job. -3 وہ ملازمت کے لیے درخواست نہیں دے چکا تھا۔
4. We had not seen him before. -4 ہم نے اس سے پہلے اس کو نہیں دیکھا تھا۔
5. Had the court not acquitted him till yesterday? -5 کیا عدالت نے کل تک اسے بری نہیں کیا تھا؟
6. Why had the labourers called off the strike before they received wages? -6 مزدوروں نے معاوضہ لینے سے پہلے ہڑتال کیوں کھول دی تھی؟
7. Had the plane taken off before the passengers arrived at the airport? -7 کیا مسافروں کے ہوائی اڈے پہنچنے سے پہلے جہاز پرواز کر چکا تھا؟
8. Why had he not finished his work till sunset? -8 سورج غروب ہونے تک اس نے کام کیوں ختم نہ کیا؟

9. How had the lion carried away the cow before sunset? -9 شام ہونے سے پہلے شیر گائے کو اٹھا کر کیسے لے گیا؟
10. Had Asghar scored a century before 4 o'clock? -10 کیا اصغر چار بجے تک سنچری بنا چکا تھا؟
11. Had the patient died before the treatment started? -11 کیا علاج شروع ہونے سے پہلے مریض مر چکا تھا؟
12. Had you offered your namaz before the azan call? -12 کیا تم اذان سے پہلے نماز پڑھ چکے تھے؟
13. Why had the police baton charged the people before they raised slogans? -13 لوگوں کے نعرے لگانے سے پہلے پولیس نے لاٹھیاں کیوں برسائی تھیں؟
14. Had the student misbehaved with the teacher before the headmaster came? -14 کیا ہیڈ ماسٹر کے آنے سے پہلے طالب علم استاد سے گستاخی کر چکا تھا؟
15. Had the officer accepted bribe before the police arrived? -15 کیا پولیس کے پہنچنے سے پہلے افسر رشوت لے چکا تھا؟
16. Had he not killed the snake before? -16 کیا اس نے پہلے سانپ نہیں مارا تھا؟
17. Who had built such a grand building before Shah Jehan built Taj Mehal? -17 شاہ جہاں کے تاج محل بنانے سے پہلے کس نے ایسی شاندار عمارت بنائی؟
18. Had the thief unlocked the door before the watchman came? -18 کیا چور کیدار کے آنے سے پہلے چور دروازے کا تالہ کھول چکا تھا؟
19. Since when had the shopkeeper decorated the shop? -19 دوکاندار نے دکان کب سے سجا رکھی تھی؟
20. Why had the pople returned before the caravan reached? -20 قافلہ پہنچنے سے پہلے لوگ کیوں واپس جا چکے تھے؟
21. Why had you not bought a ticket before boarding the train? -21 گاڑی میں سوار ہونے سے پہلے تم نے ٹکٹ کیوں نہیں خریدا تھا؟

Exercise

- 1- کیا تمہارا بھائی یہ امتحان پہلے ہی پاس کر چکا تھا؟ 2- میں نے اتنا خوبصورت جانور پہلے نہیں دیکھا تھا۔ 3- کیا مدد ملنے سے پہلے زخمی امرچکا تھا؟ 4- تمہارے بچنے سے پہلے وہ سکول نہیں جا چکا تھا۔ 5- سورج پانچ بجے سے پہلے غروب نہیں ہوا تھا۔ 6- پولیس کے آنے سے پہلے لوگوں نے چور کو کیوں نہیں پکڑا تھا؟ 7- جب میں سٹیڈیم پہنچا تو بیچ ختم نہیں ہو چکا تھا۔ 8- کیا گاڑی چھ بجے سے پہلے روانہ ہو چکی تھی؟ 9- ان بچوں نے پہلے کبھی شیر نہیں دیکھا تھا۔ 10- کیا اس کی پیدائش سے پہلے اس کا باپ مر چکا تھا؟ 11- حمید نے اب تک قرضہ² کیوں واپس نہیں کیا تھا؟ 12- کیا تم نے میرے آنے سے پہلے ناول ختم کر لیا تھا؟ 13- کیا طلبہ وقت سے پہلے ہی پرچہ حل³ کر چکے تھے؟ 14- مہمان وہاں شام ہونے سے پہلے نہیں پہنچے تھے۔ 15- میرے سکول میں داخل ہونے سے پہلے چپڑاسی نے گھنٹی نہیں بجائی تھی۔

Vocabulary:

1. wounded 2. loan 3. to solve

Exercise

- 1- وہ اس سے پہلے گاڑی میں سوار نہیں ہوا تھا۔ 2- سیلاب¹ آنے کے بعد لوگ گاؤں چھوڑ کر کہاں چلے گئے تھے؟ 3- کیا پولیس کے پہنچنے سے پہلے چور نقب² لگا چکا تھا؟ 4- زلزلے³ سے پہلے آندھی نے چھتیں نہیں اڑائیں تھیں۔ 5- میری تقریر سے پہلے کس نے تقریر کی تھی؟ 6- کیا تم تاریخ اسلام پہلے ہی پڑھ چکے تھے؟ 7- ہم نے ایسا خطرناک⁴ سانپ پہلے نہیں دیکھا تھا۔ 8- تم نے ایسا حیرت انگیز⁵ نظارہ⁶ پہلے نہیں دیکھا تھا۔ 9- میں نے ایسی دلچسپ کہانی پہلے نہیں سنی تھی۔ 10- انھوں نے ایسا دلکش⁷ نظارہ پہلے کبھی نہیں دیکھا تھا۔ 11- کیا موٹر کار خریدنے سے پہلے وہ کافی روپیہ بچا⁸ چکا تھا؟ 12- سورج نکلنے سے پہلے شکاری جال نہیں بچھا⁹ چکا تھا۔ 13- کیا ریچھ کے بچنے سے پہلے وہ درخت پر چڑھ چکا تھا؟ 14- انسپکٹر کے آنے سے پہلے کوئی سکول سے باہر نہیں گیا تھا۔ 15- کیا مہمانوں کے آنے سے پہلے تم گھر سجا چکے تھے؟ 16- جب میں گھر سے نکلا تو سورج غروب نہیں ہوا تھا۔

Vocabulary:

1. flood 2. to break into 3. earthquake 4. dangerous 5. amazing, wonderful
6. sight 7. attractive 8. to save 9. to set

PAST PERFECT CONTINUOUS TENSE (ACTIVE VOICE) AFFIRMATIVE SENTENCES

- 1- He had been writing the letter for an hour. 1- وہ ایک گھنٹے سے خط لکھ رہا تھا۔
- 2- The girl had been reading this book for ten days. 2- لڑکی دس دن سے یہ کتاب پڑھ رہی تھی۔
- 3- I had been making this picture for a month. 3- میں ایک ماہ سے یہ تصویر بنا رہا تھا۔

4. People had been waiting for your return home for four years. لوگ چار سال سے تمہاری وطن واپسی کا انتظار کر رہے تھے۔
5. We had been playing the match since 9 o' clock. ہم نو بجے سے میچ کھیل رہے تھے۔
6. The boy had been suffering from fever since Monday. لڑکا سوموار سے بخار میں مبتلا تھا۔
7. You had been preparing for the examination since October. تم اکتوبر سے امتحان کی تیاری کر رہے تھے۔
8. They had been living in this house since 1983. وہ 1983ء سے اس مکان میں رہ رہے تھے۔
9. I had been planting trees since the 16th. میں 16 تاریخ سے درخت لگا رہا تھا۔
10. It had been raining since morning. صبح سے بارش ہو رہی تھی۔
11. It had been raining for two days. بارش دو دن سے ہو رہی تھی۔
12. We had been swimming since 3 o'clock. ہم تین بجے سے تیر رہے تھے۔
13. We had been swimming for three hours. ہم تین گھنٹے سے تیر رہے تھے۔
14. You had been preparing the speech since Tuesday. تم منگل سے تقریر تیار کر رہے تھے۔
15. You had been preparing the speech for five days. تم پانچ روز سے تقریر تیار کر رہے تھے۔

We find that in translating sentences relating to past perfect tense we use 'had been' and the first form of verb with 'ing'. We also find that where the time of starting an action is given, word 'since' is used but when the duration or span of time is given, word 'for' is used.

The following table will make it more clear:

| since | for |
|----------------------------|------------------|
| since 7 o'clock | for five hours |
| since Thursday | for four days |
| since June | for three months |
| since 1980 | for two years |
| since the 20 th | for six weeks |
| since morning | for ten minutes |
| since evening | for two nights |

Exercise

- 1- لوگ دو گھنٹے سے آگ بجھا رہے تھے۔ 2- تم تین دن سے مضمون لکھ رہے تھے۔ 3- میں دوپہر سے تمہارا انتظار کر رہا تھا۔
- 4- آپ مارچ سے چینی کا کاروبار کر رہے تھے۔ 5- حمید تین ماہ سے بودے لگا رہا تھا۔ 6- کتے شام سے بھونک رہے تھے۔
- 7- گیدڑ 25 منٹ سے چیخ رہے تھے۔ 8- مرنا صبح سے اذان دے رہا تھا۔ 9- موچی منگل سے جوتا تیار کر رہا تھا۔
- 10- وہ دو دن سے خیرات دے رہا تھا۔ 11- گھڑی ساز 11 بجے سے میری گھڑی مرمت کر رہا تھا۔ 12- ایک گھنٹے سے بوندا
- باندی⁸ ہورہی تھی۔ 13- طلبہ 15 منٹ سے شور مچا رہے تھے۔ 14- لڑکیاں پانچ بجے سے گیت گارہی تھیں۔ 15- بچے آدھے گھنٹے سے کاغذ کی کشتیاں بنا رہے تھے۔

Vocabulary:

1. essay 2. business 3. to plant 4. to howl 5. to crow 6. cobbler 7. alms
8. drizzling 9. paper boats

NEGATIVE SENTENCES

In negative sentences 'not' is used between 'had' and 'been' followed by the first form of verb with 'ing' as:

1. The friends had not been talking for twenty minutes. دوست بیس منٹ سے باتیں نہیں کر رہے تھے۔
2. The boy had not been wasting time since 2 o'clock. لڑکا دو بجے سے وقت ضائع نہیں کر رہا تھا۔
3. The girls had not been washing clothes since morning. لڑکیاں صبح سے کپڑے نہیں دھورہی تھیں۔
4. I had not been sleeping since noon. میں دوپہر سے سو نہیں رہا تھا۔
5. Majid had not been doing his work for three days. مجید تین دن سے اپنا کام نہیں کر رہا تھا۔
6. You had not been reading the newspaper since October. آپ اکتوبر سے اخبار نہیں پڑھ رہے تھے۔
7. People had not been raising slogans for two hours. لوگ دو گھنٹے سے نعرے نہیں لگا رہے تھے۔
8. The lion had not been roaring in the zoo since evening. شیر شام سے چڑیا گھر میں نہیں گرج رہا تھا۔

9. The parrot had not been talking for four days. -9 طوطا چار دن سے باتیں نہیں کر رہا تھا۔
10. The poor woodcutter had not been cutting trees for one month. -10 غریب لکڑہارا ایک ماہ سے درخت نہیں کاٹ رہا تھا۔
11. The hen had not been laying eggs since Friday. -11 مرغی جمعہ سے انڈے نہیں دے رہی تھی۔
12. My brother had not been taking the examination since the 11th. -12 میرا بھائی گیارہ تاریخ سے امتحان نہیں دے رہا تھا۔
13. The boatman had not been rowing the boat for three hours. -13 ملاح کشتی تین گھنٹے سے نہیں چلا رہا تھا۔
14. Salim had not been counting the books for fifteen minutes. -14 سلیم پندرہ منٹ سے کتابیں نہیں گن رہا تھا۔
15. I had not been taking exercise since 2018. -15 میں 1985ء سے ورزش نہیں کر رہا تھا۔

Exercise

- 1- تمھارا بھائی کئی دنوں سے گھر کا کام نہیں کر رہا تھا۔ 2- ڈاکیا اتوار سے اپنے حلقے کی چٹھیاں نہیں لا رہا تھا۔ 3- بچہ سات بجے سے دو دھ نہیں پی رہا تھا۔ 4- ماہی گیر سوموار سے مچھلیاں نہیں پکڑ رہے تھے۔ 5- مزدور چھ اکتوبر سے کنواں نہیں کھود رہے تھے۔ 6- لڑکا دو گھنٹے سے کھلونا لینے کے لیے اصرار کر رہا تھا۔ 7- بکریاں صبح سے کھیتوں میں نہیں چر رہی تھی۔ 8- طالب علم پچھلے کئی دنوں سے سکول میں حاضر نہیں ہو رہا تھا۔ 9- صحرا⁵ میں دو سال سے بارش نہیں ہو رہی تھی۔ 10- نوکرانی صبح سے صفائی نہیں کر رہی تھی۔ 11- نجمہ پانچ دن سے کھانا نہیں کھا رہی تھی۔ 12- میں مئی سے اس دفتر میں کام نہیں کر رہا تھا۔ 13- کسان کل سے کھیتوں میں کام نہیں کر رہا تھا۔ 14- ہم ایک ہفتے سے اس درخواست پر غور⁶ نہیں کر رہے تھے۔ 15- ریل گاڑی پندرہ دن سے لیٹ نہیں آرہی تھی۔

Vocabulary:

1. homework 2. to dig 3. to insist 4. to graze 5. desert 6. consider

INTERROGATIVE SENTENCES

In interrogative sentences we simply begin the sentences with 'had' or the question word followed by 'had'.

1. Had the children been playing for an hour? -1 کیا بچے ایک گھنٹے سے کھیل رہے تھے؟
2. Why had the girl been sleeping since one o'clock? -2 لڑکی ایک بجے سے کیوں سو رہی تھی؟

3. Had you been living in this house since July? 3- کیا تم اس مکان میں جولائی سے رہ رہے تھے؟
4. Since when had he been staying with you? 4- وہ کب سے آپ کے پاس ٹھہرا ہوا تھا؟
5. Had the players been playing for forty minutes? 5- کیا کھلاڑی چالیس منٹ سے کھیل رہے تھے؟
6. Where had you been wandering for two hours? 6- تم دو گھنٹے سے کہاں آوارہ گردی کرتے رہے تھے؟
7. Had he been smelling flowers for ten minutes? 7- کیا وہ دس منٹ سے پھول سونگھتا رہا تھا؟
8. Since when had the student been copying? 8- طالب علم کب سے نقل کر رہا تھا؟
9. Why had the people been clapping for five minutes? 9- لوگ پانچ منٹ سے کیوں تالیاں بجاتے رہے تھے؟
10. Had the mountaineers been climbing K-2 since May? 10- کیا کوہ پیما کے ٹو پر مئی سے چڑھتے رہے تھے؟
11. Why had your clerk been deceiving you for a week? 11- تمہارا کلرک تمہیں ایک ہفتے سے کیوں دھوکا دیتا رہا تھا؟
12. Had the hounds been chasing the rabbit since 6 o'clock? 12- کیا کتے چھبجے سے خرگوش کا پیچھا کر رہے تھے؟
13. Where had they been burying the treasure since 1981? 13- وہ 1981ء سے خزانہ کہاں دفن کرتے رہے تھے؟
14. Had your friend been boasting of for many hours? 14- کیا تمہارا دوست کئی گھنٹوں سے شیخی بگھا رہا تھا؟
15. Had you been applying for this post since March? 15- کیا تم اس آسامی کے لیے مارچ سے درخواستیں دیتے رہے تھے؟

Exercise

- 1- کیا چاند شام سے چمک رہا تھا؟ 2- کیا میاندا تین گھنٹے سے دوڑیں بناتا رہا تھا؟ 3- کیا جہانگیر 1980ء سے سکوائش کے میچ جیت رہا تھا؟ 4- تمہارا بھائی کب سے میزبانی کرتا رہا تھا؟ 5- کیا تم دو دن سے برف باری سے لطف اندوز ہوتے رہے تھے؟

- 6- کیا کتا تمہیں پانچ منٹ سے کاٹا⁴ رہا تھا؟ 7- کیا یہ ڈاکیا اس حلقے کی چٹھیاں 1983ء سے لارہا تھا؟ 8- کیا اس کا بھائی پانچ ماہ سے اس دفتر میں ملازمت نہیں کر رہا تھا؟ 9- مزدور کتنے دنوں سے کنواں کھود رہے تھے؟ 10- ڈرائیور تین دن سے کار کیسے چلا رہا تھا؟ 11- چڑا سی کتنی دیر سے گھنٹی بجاتا رہا تھا؟ 12- وہ کب سے پھل بیچ رہا تھا؟ 13- کیا وہ نوبجے سے سڑک کے کنارے کھڑا رہا تھا؟ 14- تمہارے گھر پر بدھ سے پتھر کون پھینکتا رہا تھا؟ 15- کیا تمہارا بھائی دو ہفتے سے تمہیں نصیحتیں⁵ نہیں کرتا رہا تھا؟

Vocabulary:

1. to shine 2. to play host 3. to enjoy 4. to bite 5. to advise

PAST INDEFINITE TENSE (PASSIVE VOICE) AFFIRMATIVE SENTENCES

- | | |
|--|-------------------------------------|
| 1. The letter was posted. | 1- چٹھی ڈاک میں ڈال دی گئی۔ |
| 2. Grass was cut. | 2- گھاس کاٹ لی گئی۔ |
| 3. Birds were caught. | 3- پرندے پکڑ لیے گئے۔ |
| 4. The thieves were arrested. | 4- چور گرفتار کر لیے گئے۔ |
| 5. Saeed was fined. | 5- سعید کو جرمانہ کیا گیا۔ |
| 6. Pots were broken by Najma. | 6- برتن نجمہ سے ٹوٹ گئے۔ |
| 7. They were punished. | 7- انہیں سزا دی گئی۔ |
| 8. The snake was killed. | 8- سانپ مار ڈالا گیا۔ |
| 9. The watch was lost somewhere. | 9- گھڑی کہیں گم ہو گئی۔ |
| 10. The match was played at the Gaddafi Stadium. | 10- میچ قذافی سٹیڈیم میں کھیلا گیا۔ |

In the given sentences we have used 'was' or 'were' with the third form of verb.

Exercise

- 1- شیر پنجرے میں ڈال دیا گیا۔ 2- دروازہ بہت دفعہ کھٹکھٹایا گیا۔ 3- چٹھی پر کم مالیت¹ کا ٹکٹ لگایا گیا۔ 4- گرم دودھ پیا گیا۔ 5- لیڈر کو ہار پہنایا گیا۔ 6- کام وقت سے پہلے مکمل کر لیا گیا۔ 7- بسنت کے موقع پر پتنگیں اڑائی گئیں۔ 8- زخمی کو وقت پر مدد دی گئی۔ 9- بچوں میں مٹھائی تقسیم کی گئی۔ 10- اس کو کامیابی پر مبارک باد دی گئی۔ 11- افسر کا گرم جوش³ سے استقبال کیا گیا۔ 12- اونٹوں پر بوجھ⁵ لادا گیا۔ 13- گھوڑے کو لگام دی گئی۔ 14- جائیداد سب بھائیوں میں تقسیم کر دی گئی۔ 15- تھانے پر بلہ بول دیا گیا۔

Vocabulary:

1. cheap rate 2. to garland 3. warmly 4. to receive 5. to load

NEGATIVE SENTENCES

In translating negative sentences 'not' is used between 'was' or 'were' and the third form of the verb as follows:

1. The result was not announced on time. -1 نتیجہ کا اعلان وقت پر نہ کیا گیا۔
2. He was not turned out of the house. -2 اس کو گھر سے نہ نکالا گیا۔
3. Shops and houses were not decorated. -3 دکانوں اور مکانوں کو نہ سجایا گیا۔
4. The accused was not released on bail. -4 ملزم کو ضمانت پر رہا نہ کیا گیا۔
5. The door was not painted. -5 دروازے پر پینٹ نہ کیا گیا۔
6. Wheat was not sold cheap. -6 گندم سستی نہ بیچی گئی۔
7. Full amount was not recovered. -7 پوری رقم وصول نہ کی گئی۔
8. The patient was not operated upon carefully. -8 مریض کا آپریشن احتیاط سے نہ کیا گیا۔
9. The cow was not milked. -9 گائے کا دودھ نہ نکالا گیا۔
10. No tree was cut. -10 کوئی درخت نہ کاٹا گیا۔

INTERROGATIVE SENTENCES

In interrogative sentences or questions we use 'was' or 'were' before the subject or the question words come before 'was' or 'were' as follows:

1. Were all books burnt? -1 کیا تمام کتابیں جلا دی گئیں؟
2. Was this road repaired? -2 کیا اس سڑک کی مرمت کر دی گئی؟
3. When was the room swept? -3 کمرے سے جھاڑو کب دیا گیا؟
4. How was this difficult task done? -4 یہ مشکل کام کیسے کیا گیا؟
5. Where was the boy awarded prize for his bravery? -5 لڑکے کو اس کی بہادری کا انعام کہاں دیا گیا؟
6. Where was the man fired? -6 آدمی کو گولی کہاں ماری گئی؟
7. Who was given the certificate? -7 سرٹیفیکیٹ کس کو دیا گیا؟
8. When was the plot made? -8 سازش کب تیار کی گئی؟
9. Who was killed by the police? -9 پولیس کے ہاتھوں کون مارا گیا؟
10. How was this change brought about? -10 یہ تبدیلی کیسے لائی گئی؟

Exercise

- 1- آم کیسے چوری کیے گئے؟ 2- کتنے سنگترے توڑے گئے؟ 3- کس بینک کو لوٹا گیا؟ 4- بند کہاں باندھا گیا؟ 5- کتنا رات کونہ باندھا گیا۔ 6- ناشتہ¹ وقت پر نہ کیا گیا۔ 7- دیوار نہ گرائی گئی۔ 8- کار میں کسی کونہ لایا گیا۔ 9- بیچارے مریض کو ٹیکہ نہ لگایا گیا۔ 10- کیا غریب آدمی سے نفرت کی گئی؟ 11- یہ راز کسی کونہ بتایا گیا۔ 12- جنگل سے کوئی درخت نہ کاٹا گیا۔ 13- قفل کس طرح توڑا گیا؟ 14- چائے اس وقت کیوں بنائی گئی؟ 15- مردے² کو کہاں دفن کیا گیا³؟ 16- مجھے اطلاع⁴ نہ دی گئی۔ 17- ملزم کو دو سال کی قید⁵ نہ دی گئی۔ 18- پٹانے⁶ کہاں چلائے گئے؟ 19- رقم کیسے کھو گئی؟ 20- نیا سکول کہاں کھولا گیا؟ 21- اُسے اس قدر کیوں پیٹا گیا؟ 22- قاتل کو پھانسی کیوں نہ دی گئی؟ 23- حاجی کی تلاشی⁸ نہ لی گئی۔ 24- اس لڑکے کو معاف نہ کیا گیا۔ 25- بشیر کو کالج میں داخلہ نہ دیا گیا۔

Vocabulary:

1. breakfast 2. the dead 3. to bury 4. to inform 5. sentence to 6. crackers
7. to fire, to let off 8. to search

PAST CONTINUOUS TENSE (PASSIVE VOICE) AFFIRMATIVE SENTENCES

- 1- Mangoes were being loaded in the ox-cart. - آم بیل گاڑی پر لادے جا رہے تھے۔
- 2- Passengers' tickets were being checked. - مسافروں کے ٹکٹ دیکھے جا رہے تھے۔
- 3- The friend was being congratulated on his success. - دوست کو کامیابی پر مبارک باد دی جا رہی تھی۔
- 4- All the plants were being uprooted. - تمام پودے اکھاڑے جا رہے تھے۔
- 5- All the political leaders were being set free. - تمام سیاسی لیڈر رہا کیے جا رہے تھے۔
- 6- Some eggs were being thrown away. - کچھ انڈے پھینکے جا رہے تھے۔
- 7- Invitation letters were being written. - دعوتی رقعے لکھے جا رہے تھے۔
- 8- The brave officer was being awarded a medal. - بہادر افسر کو تمغہ دیا جا رہا تھا۔
- 9- The news was being broadcast on the radio. - ریڈیو پر خبریں نشر کی جا رہی تھی۔
- 10- New canal was being dug there. - وہاں نئی نہر کھودی جا رہی تھی۔
- 11- Bricks were being brought from the kiln. - اینٹیں بھٹے سے لائی جا رہی تھی۔
- 12- The foundation of the new hospital was being laid. - نئے ہسپتال کی بنیاد رکھی جا رہی تھی۔
- 13- Children were being inoculated against measles. - بچوں کو خسرہ کا ٹیکہ لگایا جا رہا تھا۔
- 14- Clothes were being pressed carefully. - کپڑے احتیاط سے استری کیے جا رہے تھے۔
- 15- Naughty children were being punished. - شرارتی بچوں کو سزا دی جا رہی تھی۔

In translating sentences belonging to past continuous tense 'was' or 'were' is followed by 'being' and the third form of verb.

Exercise

- 1- کنویں سے پانی نکالا¹ جا رہا تھا۔ 2- تمام کمروں میں سفیدی کی جا رہی تھی۔ 3- سامان کی پڑتال² کی جا رہی تھی۔ 4- غریب آدمی کو ستایا³ جا رہا تھا۔ 5- جوتے پالش کیے جا رہے تھے۔ 6- معاہدے⁴ پر دستخط کیے جا رہے تھے۔ 7- امیروں پر ٹیکس لگایا جا رہا تھا۔ 8- کھیتوں کو پانی دیا جا رہا تھا۔ 9- زنجیوں کو ابتدائی طبی امداد⁵ دی جا رہی تھی۔ 10- صدر کو اللہ حافظ کہا جا رہا تھا۔ 11- جھنڈے کو قلعے پر لہرایا⁶ جا رہا تھا۔ 12- کئی بے گناہوں⁷ کو گرفتار کیا جا رہا تھا۔ 13- مجید کے حق میں ووٹ ڈالے جا رہے تھے۔ 14- نسیمہ سیکرٹری کے عہدے کے لیے چنی⁸ جا رہی تھی۔ 15- ووٹروں کی فہرست تیار کی جا رہی تھی۔ 16- جہاز کو سمندر میں اتارا⁹ جا رہا تھا۔ 17- ہر موٹر کار کو وہاں روکا جا رہا تھا۔ 18- گھوڑے پر زین¹⁰ کسی جا رہی تھی۔ 19- آدمیوں کو ڈوبنے سے بچایا جا رہا تھا۔ 20- بے ٹکٹ¹¹ مسافروں کو جرمانہ کیا جا رہا تھا۔ 21- قلعے کی حفاظت کی جا رہی تھی۔ 22- اس جگہ تصویروں کی نمائش¹² کی جا رہی تھی۔ 23- ہال کمرے میں جلسہ منعقد¹³ کیا جا رہا تھا۔ 24- غریب طالب علم سے اظہار ہمدردی¹⁴ کیا جا رہا تھا۔ 25- وہاں معذوروں¹⁵ کی دیکھ بھال اچھی طرح کی جا رہی تھی۔

Vocabulary:

1. to draw 2. to check 3. to tease 4. agreement 5. first aid 6. to wave
7. innocent 8. to select 9. to launch 10. to saddle 11. ticketless 12. to exhibit
13. to hold 14. to sympathise 15. disable

NEGATIVE AND INTERROGATIVE SENTENCES

While translating negative sentences we use 'not' between 'was' or 'were' and 'being'. In translating question or interrogative sentences 'was' or 'were' is followed by the subject but question comes before 'was' or 'were':

1. The children were not being given toys. بچوں کو کھلونے نہیں دیے جا رہے تھے۔
2. The plants were not being watered. پودوں کو پانی نہیں دیا جا رہا تھا۔
3. The book was not being bound. کتاب کی جلد نہیں کی جا رہی تھی۔
4. The flies were not being killed. مکھیاں نہیں ماری جا رہی تھیں۔
5. Dirty clothes were not being put aside. میلے کپڑے ایک طرف رکھے نہیں جا رہے تھے۔
6. The parrot was not being taken out of the cage. طوطا پنجرے سے نہیں نکالا جا رہا تھا۔
7. When was the horse being shoed? گھوڑے کو نعل کب لگائے جا رہے تھے؟
8. Which bird was being aimed at? کس پرندے پر نشانہ باندھا جا رہا تھا؟

9. Was the horse being shoed? 9- کیا گھوڑے کے نعل باندھے جا رہے تھے؟
10. Why was the volleyball being deflated? 10- والی بال سے ہوا کیوں نکالی جا رہی تھی؟
11. Where was the car being repaired? 11- گاڑی کی مرمت کہاں کی جا رہی تھی؟
12. Was the bride being given presents? 12- کیا دلہن کو تحفے دیے جا رہے تھے؟
13. Where were songs being heard? 13- گیت کہاں سنے جا رہے تھے؟
14. How was the land being measured? 14- زمین کی پیمائش کیسے کی جا رہی تھی؟
15. When were the students being photographed? 15- طالب علموں کی تصویر کب لی جا رہی تھی؟
16. What was being bought from the market? 16- مارکیٹ سے کیا خریدا جا رہا تھا؟
17. Was the crop not being harvested? 17- کیا فصل کاٹی نہیں جا رہی تھی؟
18. How were the grains and the chaff being separated? 18- دانے اور بھوسہ کیسے الگ کیے جا رہے تھے؟
19. Which machine was being used in the fields? 19- کھیتوں میں کون سی مشین استعمال کی جا رہی تھی؟
20. Which energy was being used in the factory? 20- کارخانے میں کون سی توانائی استعمال کی جا رہی تھی؟

Exercise

- 1- باڑا¹ نہیں کاٹی جا رہی تھی۔ 2- پھول نہیں توڑے جا رہے تھے۔ 3- مشین کو تیل نہیں دیا جا رہا تھا۔ 4- مسافروں کو کہاں اُتارا² جا رہا تھا؟ 5- اس بے گناہ سے جرمانہ کیوں وصول کیا جا رہا تھا؟ 6- بہت سے کھانے نہیں پکائے جا رہے تھے۔ 7- گندے³ انڈے نہیں پھینکے جا رہے تھے۔ 8- آلو کہاں لگائے جا رہے تھے؟ 9- اشتہارات نہیں لگائے جا رہے تھے۔ 10- کتنے آدمی حج پر بھیجے جا رہے تھے؟ 11- آپ کو کیا پیغام دیا جا رہا تھا؟ 12- قانون ساز⁴ مجلس میں کتنے ممبر منتخب⁵ کیے جا رہے تھے؟ 13- گورنر پنجاب کس کو بنایا جا رہا تھا؟ 14- کیا آوارہ کتوں⁶ کو زہر⁷ دیا جا رہا تھا؟ 15- مینڈکوں پر پتھر کیوں پھینکے جا رہے تھے؟ 16- کیا جنگلی جانوروں⁸ کو شکار⁹ کیا جا رہا تھا؟ 17- کیا لوگوں کو محفوظ مقامات پر بھیجا جا رہا تھا؟ 18- مرغیوں کو دانہ نہیں دیا جا رہا تھا۔ 19- گندم کا ذخیرہ¹⁰ نہیں کیا جا رہا تھا۔ 20- کیا چینی کی چور بازاری¹¹ کی جا رہی تھی؟

Vocabulary:

1. hedge 2. to drop 3. rotten 4. legislative assembly 5. to elect 6. stray dogs
7. to poison 8. wild animals 9. to hunt 10. to store 11. to sell in black

**PAST PERFECT TENSE
(PASSIVE VOICE)
AFFIRMATIVE SENTENCES**

1. Luggage had been loaded in the truck before evening. -1 شام ہونے سے پہلے سامان ٹرک میں لا دیا گیا تھا۔
2. All the registers had been collected till yesterday. -2 کل تک تمام رجسٹر اکٹھے کر لیے گئے تھے۔
3. He had been beaten before he was handcuffed. -3 اس کو تھکڑی لگانے سے پہلے پیٹا گیا تھا۔
4. People had been warned before the flood came. -4 سیلاب آنے سے پہلے لوگوں کو خبردار کر دیا گیا تھا۔
5. The booking office had been opened before the train started. -5 گاڑی روانہ ہونے سے پہلے ٹکٹ گھر کھولا جا چکا تھا۔
6. The picture had been completed till 5 o'clock. -6 پانچ بجے تک تصویر مکمل ہو چکی تھی۔
7. Food had been prepared before noon. -7 کھانا دوپہر سے پہلے تیار ہو چکا تھا۔
8. The President had been informed of his sore throat before he started his speech. -8 تقریر شروع کرنے سے پہلے صدر کو اس کے گلے میں خراش کے متعلق بتا دیا گیا تھا۔
9. The trader had been looted before he made a noise. -9 تاجر کے شور مچانے سے پہلے اس کو لوٹ لیا گیا۔
10. Fire had been lit before it was night. -10 رات ہونے سے پہلے آگ جلانی جا چکی تھی۔
11. The murderer had been hanged before his relatives arrived. -11 رشتہ داروں کے آنے سے پہلے قاتل کو پھانسی دی جا چکی تھی۔
12. Both the men had been arrested before fight took place. -12 لڑائی ہونے سے پہلے دونوں آدمیوں کو گرفتار کر لیا گیا تھا۔
13. All the fruit had been picked before March. -13 مارچ سے پہلے سارا پھل چن لیا گیا تھا۔
14. Fire had been put out before the people came to know of it. -14 لوگوں کو خبر ہونے سے پہلے آگ بجھائی جا چکی تھی۔
15. The agreement had been signed before I came. -15 میرے آنے سے پہلے معاہدے پر دستخط ہو چکے تھے۔

In the model sentences we have used 'had been' with the third form of verb.

Exercise

1- دفتر دو بجے سے پہلے بند کر دیا گیا تھا۔ 2- شام سے پہلے مرغیوں کو ڈربے میں بند کر دیا گیا تھا۔ 3- صبح تک دشمن بھگا یا جا چکا تھا۔ 4- کئی ماہ پہلے شہر پر قبضہ کیا جا چکا تھا۔ 5- جلوس روانہ ہونے سے پہلے پولیس بلوائی جا چکی تھی۔ 6- ڈاک میں ڈالنے سے پہلے خط پر ٹکٹ لگا یا جا چکا تھا۔ 7- ہم پہلے ہی سامان باندھ چکے تھے۔ 8- سورج غروب ہونے تک مویشی ہانک کر لائے جا چکے تھے۔ 9- آندھی آنے سے پہلے بچوں کو میدان سے بلا لیا گیا تھا۔ 10- ناشتہ لگانے سے پہلے طشتریاں صاف کی جا چکی تھیں۔ 11- استری کرنے سے پہلے کپڑے سکھائے جا چکے تھے۔ 12- دیوار پر کیل گاڑنے سے پہلے نقشہ اتارا جا چکا تھا۔ 13- پرچہ حل کرنے سے پہلے وہ اپنا نام لکھ چکا تھا۔ 14- کھانا کھانے سے پہلے مہمان کو سرد مشروب پیش کیا جا چکا تھا۔ 15- سیلاب آنے سے پہلے بند باندھا جا چکا تھا۔

Vocabulary:

1. to drive
2. to stamp
3. to drive
4. to serve
5. dishes
6. to drive a nail
7. to take off
8. cold drink

NEGATIVE AND INTERROGATIVE SENTENCES

When translating negative sentences 'not' is added just after 'had'. In case of question, however, 'had' is placed before the subject while question word is used before 'had' as given below:

1. The traveller had not been returned home before evening. -1 شام سے پہلے مسافر گھر نہیں لوٹا تھا۔
2. The hunter had not been hidden himself before setting the net. -2 شکاری جال بچھانے سے پہلے نہیں چھپا تھا۔
3. Bricks had not been fired before April. -3 اپریل سے پہلے اینٹیں نہیں پکائی گئی تھیں۔
4. Nothing had been known about this animal till today. -4 آج تک اس جانور کے بارے میں کچھ معلوم نہیں کیا گیا تھا۔
5. The battle had not been fought before 1943. -5 1943ء سے پہلے جنگ لڑی نہیں جا چکی تھی۔
6. The exhibition had not been held before Monday. -6 پیر سے پہلے نمائش نہیں لگائی گئی تھی۔

7. The prisoners had not been brought from prison before 9 o'clock. -7 قیدی 9 بجے سے پہلے جیل سے نہیں لائے گئے تھے۔
8. Property had not yet been divided among the brothers. -8 بھائیوں میں ابھی تک جائیداد تقسیم نہیں کی گئی تھی۔
9. Some men had not been arrested. -9 کچھ آدمیوں کو گرفتار نہیں کیا جا چکا تھا۔
10. Had the well been emptied before evening? -10 کیا کنواں شام سے پہلے خالی کیا جا چکا تھا؟
11. Had tickets been issued before you reached the railway station? -11 کیا آپ کے سٹیشن پر پہنچنے سے پہلے ٹکٹ جاری ہو چکے تھے؟
12. Why had the table been laid before the guests came? -12 مہمانوں کے آنے سے پہلے کھانا کیوں لگایا گیا تھا؟
13. Had the resolution been passed before you left? -13 کیا تمہارے جانے سے پہلے قرارداد منظور ہو چکی تھی؟
14. Who had been turned out of the house before the sunrise? -14 سورج نکلنے سے پہلے کس کو گھر سے نکال دیا گیا تھا؟
15. Why had this girl not been allowed to take examination? -15 اس لڑکی کو امتحان میں بیٹھنے سے کیوں روک دیا گیا تھا؟
16. Had he been disabled before war broke out? -16 کیا جنگ ہونے سے پہلے ہی اس کو معذور کر دیا گیا تھا؟
17. Why had the boy been expelled from college one month before the examination? -17 امتحان سے ایک ماہ پہلے لڑکے کو کالج سے کیوں نکال دیا گیا تھا؟
18. Which servant had been given the prize for honesty this morning? -18 آج صبح کس ملازم کو دیانتداری کا انعام دیا گیا تھا؟
19. Who had been robbed of his money before it was morning? -19 صبح ہونے سے پہلے کس کو روپے پیسے سے محروم کر دیا گیا تھا؟

20. How had the locks been opened after you went away? 20- آپ کے جانے کے بعد قفل کیسے کھولے گئے تھے؟
21. Why had the bomb not been discovered before the aeroplane took off? 21- جہاز کی پرواز سے پہلے بم کا انکشاف کیوں نہیں ہوا تھا؟
22. Had the decision been announced before the crowd left away? 22- کیا ہجوم کے چلے جانے سے پہلے فیصلہ سنا دیا گیا تھا؟
23. Had the pigeons not been caught in the net before eating grain? 23- کیا کبوتر دانہ چکنے سے پہلے جال میں نہیں پھنس چکے تھے؟

Exercise

- 1- کیا ریفری¹ کے آنے سے پہلے میچ کھیلا جا چکا تھا؟ 2- مہمان کے جانے کے بعد مٹھائی نہیں لائی گئی تھی۔ 3- ہماری ملاقات سے پہلے وزیر سے کسی کو ملنے کی اجازت نہیں دی گئی تھی۔ 4- اسے پہلے ہی جرمانہ نہیں کیا جا چکا تھا۔ 5- گرنے سے پہلے درخت کا ٹے نہیں جا چکے تھے۔ 6- نیا جوتا پہننے سے پہلے اس کا پاؤں زخمی نہیں ہوا تھا۔ 7- کیا پولیس کے گرفتار کرنے کے بعد ملزم مجسٹریٹ کے سامنے لایا گیا تھا؟ 8- کیا میرے آنے سے پہلے کھیت ہموار² کیا گیا تھا؟ 9- کیا بارش آنے سے پہلے ڈھیلے³ توڑے جا چکے تھے؟ 10- کیا تمام چیزوں کو پہلے ہی جھاڑ⁴ دیا گیا تھا؟ 11- نتیجہ نکلنے کے بعد اس کو اگلی جماعت میں ترقی⁵ کیوں دی گئی تھی؟ 12- کیا جنگ ختم ہونے تک کئی افسروں کو اعزاز⁶ دے جا چکے تھے؟ 13- کیا 1930ء تک ٹی وی ایجاد⁷ ہو چکا تھا؟ 14- گھڑی کو بارہ بجے سے پہلے چابی⁸ کیوں نہیں دی گئی تھی؟ 15- کیا وقت سے پہلے تمہیں تنبیہ⁹ نہیں کی گئی تھی؟ 16- کیا اس سے پہلے آپ کو دھوکا دیا گیا تھا؟ 17- کیا دسمبر سے پہلے بندروں کو جنگل سے بھگا¹⁰ دیا گیا تھا؟ 18- کیا منگل سے پہلے چاند نہیں دیکھا گیا تھا؟ 19- کیا آندھی آنے سے پہلے دوکانیں بند کر دی گئی تھیں؟ 20- لوگوں کے احتجاج¹¹ سے پہلے افسر کو کیوں ریٹائر کر دیا گیا تھا؟ 21- شام سے پہلے چراغ کیوں جلانے گئے تھے؟ 22- عید آنے سے پہلے ملازموں کو تنخواہ کیوں نہیں دی گئی تھی؟ 23- کیا فقیروں کے آنے سے پہلے خیرات¹² تقسیم ہو چکی تھی؟ 24- اندھیرا ہونے سے پہلے چور کا تعاقب¹³ کیوں نہیں کیا گیا تھا؟ 25- کیا گاڑی گزرنے سے پہلے پل کو آزما¹⁴ جا چکا تھا؟ 26- پھول مر جھانے¹⁵ سے پہلے کہاں پھینک دیے گئے تھے؟ 27- کیا آٹھ بجے سے پہلے کرایہ ادا کر دیا گیا تھا؟ 28- کیا اس سے پہلے چڑیا گھر میں اتنا بڑا شیر دیکھا گیا تھا؟ 29- کیا میرے گھر پہنچنے سے پہلے گوشت¹⁶ کو بھون¹⁷ لیا گیا تھا؟ 30- کیا مالک¹⁸ کے آنے سے پہلے مکان مرمت¹⁹ کر دیا گیا تھا؟

Vocabulary:

1. refree 2. to level 3. lumps 4. to dust 5. to promote 6. honour 7. to invent
8. to wind 9. to warn 10. to drive 11. protest 12. alms 13. to chase 14. to try
15. to wither 16. meat 17. roast 18. owner 19. to repair

LESSON - 6

FUTURE INDEFINITE TENSE (ACTIVE VOICE) AFFIRMATIVE SENTENCES

1. He will come to see me. -1 وہ مجھے ملنے آئے گا۔
2. She will tell the lesson daily. -2 وہ ہر روز سبق سنائے گی۔
3. They will go for a walk in the morning. -3 وہ صبح سیر کو جائیں گے۔
4. You will accept the invitation of your friend. -4 تم اپنے دوست کی دعوت قبول کرو گے۔
5. I shall see off my friends. -5 میں اپنے دوستوں کو رخصت کروں گا۔
6. We shall work hard to get through the examination. -6 ہم امتحان میں کامیابی کے لیے محنت کریں گے۔
7. Horses will graze in pastures. -7 گھوڑے چراگا ہوں میں چریں گے۔
8. The police will succeed in arresting the robber. -8 پولیس ڈاکو کو پکڑنے میں کامیاب ہو جائے گی۔
9. This hen will lay an egg daily. -9 یہ مرغی ہر روز انڈا دے گی۔
10. The procession will start from here at ten. -10 جلوس یہاں سے دس بجے روانہ ہوگا۔
11. Girls will sing songs on the occasion of wedding. -11 لڑکیاں شادی کے موقع پر گیت گائیں گی۔
12. Boys will go to see the show. -12 لڑکے تماشہ دیکھنے جائیں گے۔
13. The juggler will show his feats. -13 مداری اپنے کرتب دکھائے گا۔
14. The wrestlers will land in the arena. -14 پہلوان اکھاڑے میں اتریں گے۔
15. Flood will come in the rivers in the rainy season. -15 برسات کے موسم میں دریاؤں میں سیلاب آئے گا۔
16. I will get a scholarship. -16 میں وظیفہ حاصل کر کے رہوں گا۔
17. We will defeat the enemy. -17 ہم دشمن کو شکست دے کے رہیں گے۔
18. He shall pay the fine. -18 وہ ضرور جرمانہ ادا کرے گا۔
19. They shall wait for the President. -19 وہ ضرور صدر کا انتظار کریں گے۔
20. You shall obey our order. -20 تم ضرور ہمارے حکم کی تعمیل کرو گے۔

Exercise

- 1- مسافر صبح سامان باندھ¹ لیں گے۔ 2- وہ اپنے دشمن کو معاف² کر دیں گے۔ 3- میں آج جلسے میں تقریر کروں گا۔ 4- ہوائی جہاز چارجے اڈے پر اترے³ گا۔ 5- ہم کراچی جانے والی گاڑی⁴ پر سوار ہوں گے۔ 6- نانی اماں ہمیں دلچسپ کہانی سنائیں گی۔ 7- وہ آپ کی مدد کا شکریہ⁵ ادا کریں گے۔ 8- ہوائی جہاز دس بجے پرواز⁶ کر جائے گا۔ 9- میں ہر خطرے⁷ کا سامنا کروں گا۔ 10- وہ اگلے سال یہ کتاب شائع⁸ کریں گے۔ 11- بچے جھولوں⁹ سے لطف اندوز ہوں گے۔ 12- حمید مکان کرائے¹⁰ پر لے گا۔ 13- تم بینک سے قرضہ لو گے۔ 14- وہ اچھے بڑے دنوں¹¹ میں ہمارا ساتھ دیں گے۔ 15- آپ کا بیٹا میرے ساتھ سفر¹³ کرے گا۔

Vocabulary:

1. pack 2. forgive 3. land 4. Karachi bound train 5. to thank 6. take off
7. danger 8. to publish 9. swings 10. rent 11. through thick and thin
12. to stand by 13. to travel

Exercise

- 1- ہم تمہارا انتظار کریں گے۔ 2- صرف چند لڑکے امتحان¹ دیں گے۔ 3- ہماری بہادر² فوج دشمن کے قلعے پر قبضہ³ کر لے گی۔ 4- یہ ٹیم میچ ہار⁴ جائے گی۔ 5- امیر غریبوں کی مدد کرے گا۔ 6- استاد اپنے شاگردوں کی راہنمائی⁵ کریں گے۔ 7- تمہاری سہیلی تمہارے لیے پریشان⁶ ہوگی۔ 8- نوکر بازار سے تازہ⁷ انڈے خریدے گا۔ 9- میرا بھائی مجھے تحفے دے گا۔ 10- لڑکیاں سویٹر بنیں⁸ گی۔ 11- اس کا باپ اس کے لیے نیا موٹر سائیکل خریدے گا۔ 12- چین ہمیشہ پاکستان کا ساتھ دے گا۔ 13- ہم پاکستان سے محبت کریں گے۔ 14- وہ وطن کا وفادار⁹ ثابت¹⁰ ہوگا۔ 15- ہر پاکستانی پاکستان کے لیے جان قربان¹¹ کرے گا۔

Vocabulary:

1. to take examination 2. brave 3. capture 4. to lose 5. to guide 6. to worry
7. fresh 8. to knit 9. loyal 10. to prove 11. to lay down one's life

NEGATIVE SENTENCES

In the case of negative sentences 'not' is used between 'will' or 'shall' and the first form of verb as following model sentences show:

1. Some students will not do their work regularly. - کچھ طلبہ باقاعدہ کام نہیں کریں گے۔
2. The clerk will not come to office in time. - کلرک وقت پر دفتر نہیں آئے گا۔
3. The officer will not warn the peon. - افسر چپڑاسی کو تنبیہ نہیں کرے گا۔
4. Some servants will not work hard. - بعض ملازم محنت سے کام نہیں کریں گے۔
5. The principal will not grant you leave. - پرنسپل تمہاری چھٹی منظور نہیں کرے گا۔

6. The servant will not post the letter. -6 نوکر خط ڈاک میں نہیں ڈالے گا۔
7. Your school will not open tomorrow. -7 تمہارا سکول کل نہیں کھلے گا۔
8. Girls will not dance today. -8 لڑکیاں آج رقص نہیں کریں گی۔
9. We shall not send for the doctor. -9 ہم ڈاکٹر کو نہیں بلائیں گے۔
10. This child will not tell a lie. -10 یہ بچہ جھوٹ نہیں بولے گا۔
11. Akram will not reach the station late. -11 اکرم اسٹیشن پر دیر سے نہیں پہنچے گا۔
12. He will not solve the whole paper. -12 وہ سارا پرچہ حل نہیں کرے گا۔
13. You will not admit your mistake. -13 تم اپنی غلطی کو نہیں مانو گے۔
14. I shall not forgive him. -14 میں اسے معاف نہیں کروں گا۔
15. They will not forget this story. -15 وہ اس کہانی کو نہیں بھولیں گے۔

Exercise

- 1- پاکستان سیمینٹ درآمد نہیں کرے گا۔ 2- دشمن جنگ نہیں جیتے گا۔ 3- ہماری فوج شہروں کو تباہ نہیں کرے گی۔ 4- آج آندھی نہیں آئے گی۔ 5- کوئی سیاسی جماعت جلوس نہیں نکالے گی۔ 6- میں آپ کو مدد دینے سے انکار نہیں کروں گا۔ 7- وہ پھر کبھی ایسا نہیں کرے گا۔ 8- تیز گام آج دیر سے نہیں آئے گی۔ 9- وہ میرا حکم نہیں مانے گا۔ 10- ہیڈ ماسٹر شرارتی لڑکے کو سزا نہیں دے گا۔ 11- تم اپنے بیٹے کو نصیحت نہیں کرو گے۔ 12- میں نکلے بہانے نہیں بناؤں گا۔ 13- ہم گندا کھیل نہیں کھیلیں گے۔ 14- وہ میرے ساتھ اتفاق نہیں کرے گا۔ 15- آپ ہوائی جہاز سے سفر نہیں کریں گے۔

Vocabulary:

1. to import 2. win 3. to destroy 4. storm 5. political party 6. to refuse 7. to obey
8. naughty 9. lame excuses 10. foul, dirty 11. to agree with 12. by air

INTERROGATIVE SENTENCES

We begin interrogative sentences or questions with 'will' or 'shall' or some question word followed by 'will' or 'shall'.

1. Who will face the danger for you? -1 تمہارے لیے خطرے کا سامنا کون کرے گا؟
2. Will the people run after the mad dog? -2 کیا لوگ پاگل کتے کے پیچھے بھاگیں گے؟
3. When will you vacate the house? -3 تم مکان کب خالی کرو گے؟
4. Will the passengers miss the train? -4 کیا مسافر گاڑی سے رہ جائیں گے؟

5. Why will the milkman mix water with milk? گوالا دودھ میں پانی کیوں ملائے گا؟ -5
6. Will you offer fruit to the guests? کیا آپ مہمانوں کو پھل پیش کریں گے؟ -6
7. Will the shopkeeper give short weight? کیا دوکاندار کم تولے گا؟ -7
8. How will you pass a base coin? تم کھوٹے سکہ کیسے چلاؤ گے؟ -8
9. Who will oppose you? تمہاری مخالفت کون کرے گا؟ -9
10. Where will the driver park the car? ڈرائیور گاڑی کہاں کھڑی کرے گا؟ -10
11. When will Saleem pay back his loan? سلیم اپنا قرضہ کب واپس کرے گا؟ -11
12. Will they look after your luggage? کیا وہ آپ کے سامان کی حفاظت کریں گے؟ -12
13. When will you publish your book? آپ اپنی کتاب کب شائع کریں گے؟ -13
14. Will you preach Islam? کیا آپ اسلام کی تبلیغ کریں گے؟ -14
15. When will the snow melt on the mountains? برف پہاڑوں پر کب پگھلے گی؟ -15

Exercise

- 1- کیا تم اپنے دوست کو پہچان لو گے؟ 2- وہ ہمیں اپنی بندوق دینے سے کیوں انکار کر دیں گے؟ 3- کیا لڑکے یہ واقعہ یاد رکھیں گے؟ 4- کیا وزیر استعفیٰ نہیں دے گا؟ 5- پولیس چھاپہ کیوں مارے گی؟ 6- کیا یہ گونگا باتیں سننے گا؟ 7- دروازہ کون کھٹکھٹائے گا؟ 8- تم فٹ بال کو ٹھوکر کیوں لگاؤ گے؟ 9- لڑکیاں سویٹر کب نہیں گی؟ 10- کیا وہ پولیس کو چوری کی اطلاع دیں گے؟ 11- شکاری ہرن کا شکار کہاں کھیلے گا؟ 12- کیا اس کو والد کی جائیداد ورثہ میں نہیں ملے گی؟ 13- تم رکشا کرائے پر کیوں نہیں لو گے؟ 14- لوگ عید کی نماز کہاں پڑھیں گے؟ 15- پاکستان کون سی اشیاء درآمد کرے گا؟

Vocabulary:

1. to recognise 2. to refuse 3. to resign 4. to raid 5. kick 6. to inherit
7. offer 8. to import

FUTURE CONTINUOUS TENSE (ACTIVE VOICE) AFFIRMATIVE SENTENCES

1. It will be raining now. -1 اب بارش ہو رہی ہوگی۔
2. The sun will be rising. -2 سورج طلوع ہو رہا ہوگا۔
3. The moon will be setting. -3 چاند غروب ہو رہا ہوگا۔
4. The players will be playing in the field. -4 کھلاڑی میدان میں کھیل رہے ہوں گے۔

5. The farmer will be smoking his pipe. -5 کسان حقہ پی رہا ہوگا۔
6. The mother will be kissing her baby. -6 ماں اپنے بچے کو چوم رہی ہوگی۔
7. The passengers will be buying the tickets. -7 مسافر ٹکٹ خرید رہے ہوں گے۔
8. The children will be learning tables by heart. -8 بچے پہاڑے زبانی یاد کر رہے ہوں گے۔
9. The teacher will be teaching English to the class. -9 استاد جماعت کو انگلش پڑھا رہا ہوگا۔
10. The gardener will be watering the plants. -10 مالی پودوں کو پانی دے رہا ہوگا۔
11. The thief will be breaking into the house. -11 چور مکان میں نقب لگا رہا ہوگا۔
12. The people will be offering Eid namaz. -12 لوگ نماز عید پڑھ رہے ہوں گے۔
13. The birds will be chirping in the trees. -13 پرندے درختوں پر چہچہا رہے ہوں گے۔
14. The dyer will be dyeing the clothes. -14 رنگ ریز کپڑے رنگ رہا ہوگا۔
15. The dogs will be fighting over the bone. -15 کتے ہڈی پر لڑ رہے ہوں گے۔

Exercise

- 1- طلبا گھر واپس جا رہے ہوں گے۔ -2 صدر جلسہ میں تقریر کر رہے ہوں گے۔ -3 معزز مہمان انعامات تقسیم کر رہا ہوگا۔
- 4- میں ڈرامے میں حصہ لے رہا ہوں گا۔ -5 بچہ اپنا کھلونا تلاش کر رہا ہوگا۔ -6 ڈھول بجانے والے ڈھول بجا رہے ہوں گے۔
- 7- ہم مکان میں سفیدی کر رہے ہوں گے۔ -8 فوج دشمن پر گولیاں برس رہی ہوگی۔ -9 تم دریا میں نہا رہے ہو گے۔ -10 وہ کتے کو چھڑی سے مار رہا ہوگا۔ -11 انجینئر پل کی مرمت کر رہے ہوں گے۔ -12 میں کتاب کی جلد بنا رہا ہوں گا۔ -13 پاگل کتا لوگوں کو کاٹ رہا ہوگا۔ -14 زخمی کا خون بہ رہا ہوگا۔ -15 بچہ کھلونے توڑ رہا ہوگا۔

Vocabulary:

1. guest of honour 2. to look for 3. to beat drum 4. to bind

NEGATIVE SENTENCES

In translating negative sentence 'not' is used after 'will' that is before 'be' as under:

1. Children will not be weeping. -1 بچے نہیں رو رہے ہوں گے۔
2. You will not be laughing. -2 تم ہنس نہیں رہے ہو گے۔
3. They will not be joking. -3 وہ مذاق نہیں کر رہے ہوں گے۔
4. Majid will not be teasing his brother. -4 مجید اپنے بھائی کو نہیں ستا رہا ہوگا۔
5. The lame person will not be riding the horse. -5 لنگڑا گھوڑے پر سوار نہیں ہو رہا ہوگا۔

6. The beggar will not be begging. -6 فقیر بھیک نہیں مانگ رہا ہوگا۔
7. The rich man will not be giving alms. -7 امیر خیرات نہیں دے رہا ہوگا۔
8. The master will not be beating the slave. -8 آقا غلام کو نہیں پیٹ رہا ہوگا۔
9. The lion will not be tearing the goat. -9 شیر بکری کو نہیں چیر پھاڑ رہا ہوگا۔
10. The butcher will not be sharpening the knife. -10 قصاب چھری تیز نہیں کر رہا ہوگا۔
11. You will not be slaughtering the hen. -11 تم مرغی کو ذبح نہیں کر رہے ہو گے۔
12. Asghari will not be cutting the birthday cake. -12 اصغری یوم پیدائش کا کیک نہیں کاٹ رہی ہوگی۔
13. The washer woman will not be pressing the clothes. -13 دھوبن کپڑے استری نہیں کر رہی ہوگی۔
14. The goldsmith will not be making the ornaments. -14 سنار زیور تیار نہیں کر رہا ہوگا۔
15. He will not be praying now. -15 وہ اس وقت دعا نہیں مانگ رہا ہوگا۔

Exercise

- 1- لوگ آج پتنگیں نہیں اڑا رہے ہوں گے۔ 2- ڈاکٹر مریض کا آپریشن نہیں کر رہا ہوگا۔ 3- گورنر میری عرضی پر غور نہیں کر رہا ہوگا۔ 4- وہ صلح نہیں کر رہے ہوں گے۔ 5- مریض دوائی کی خوراک نہیں پی رہا ہوگا۔ 6- بچے کاغذی کشتیاں نہیں تیار رہے ہوں گے۔ 7- گاڑی تیز نہیں چل رہی ہوگی۔ 8- عورتیں ہار نہیں بنا رہی ہوں گی۔ 9- تم دوڑوں⁴ میں حصہ نہیں لے رہے ہو گے۔ 10- موچی جو تیار نہیں کر رہے ہوں گے۔ 11- وہ مکان خالی نہیں کر رہے ہوں گے۔ 12- وہ مال سستا⁵ نہیں بیچ رہے ہوں گے۔ 13- اچھے دوکاندار مال ذخیرہ⁶ نہیں کر رہے ہوں گے۔ 14- سمگلر دن کے وقت سامان سمگل نہیں کر رہے ہوں گے۔ 15- نیک آدمی دودھ میں پانی نہیں ملا رہا ہوگا۔

Vocabulary:

1. to operate upon 2. to consider 3. to make peace 4. races 5. cheap 6. to hoard

INTERROGATIVE SENTENCES

In interrogative sentences, 'will' or 'shall' or question word followed by 'will' or 'shall' is used in the beginning of the sentences as in the following examples:

1. Will the boy be reading his lesson? -1 کیا لڑکا اپنا سبق یاد کر رہا ہوگا؟
2. Will the girls be dusting the things? -2 کیا لڑکیاں چیزیں جھاڑ رہی ہوں گی؟

- | | |
|---|-----------------------------------|
| 3. Why will you be reading their letter? | تم ان کا خط کیوں پڑھ رہے ہو گے؟ |
| 4. When will the sun be rising? | سورج کب نکل رہا ہوگا؟ |
| 5. How will he be flying the kite? | وہ پتنگ کیسے اڑا رہا ہوگا؟ |
| 6. Where will the women be singing? | عورتیں کہاں گارہی ہوں گی؟ |
| 7. What will you be thinking of? | تم کیا سوچ رہے ہو گے؟ |
| 8. Where shall we be watching the match? | ہم میچ کہاں دیکھ رہے ہوں گے؟ |
| 9. Where will the hunter be hiding himself? | شکاری کہاں چھپ رہا ہوگا؟ |
| 10. Whom will he be telling the secret to? | وہ راز کس کو بتا رہا ہوگا؟ |
| 11. How many men will be harvesting the crop? | کتنے آدمی فصل کاٹ رہے ہوں گے؟ |
| 12. Why will you be laughing at him? | تم اس آدمی پر کیوں ہنس رہے ہو گے؟ |
| 13. Why will the children be weeping? | بچے کیوں رو رہے ہوں گے؟ |
| 14. When will you be going on journey? | تم کب سفر پر روانہ ہو رہے ہو گے؟ |
| 15. Will I be dismounting from the horse? | کیا میں گھوڑے سے اتر رہا ہوں گا؟ |

Exercise

- 1- بچے کب سو رہے ہوں گے؟ 2- کسان فصل کب بو رہے ہوں گے؟ 3- کیا مزدور سڑک ہموار کر رہے ہوں گے؟ 4- لوگ کہاں جمع ہو رہے ہوں گے؟ 5- ستارے کب چمک رہے ہوں گے؟ 6- کیا مسافر گھر پہنچ رہے ہوں گے؟ 7- ہم ان کا استقبال کہاں کر رہے ہوں گے؟ 8- فوج ملک کا دفاع کیسے کر رہی ہوگی؟ 9- کیا دونوں فریق زمین کے اس ٹکڑے پر لڑ رہے ہوں گے؟ 10- کیا تم میز کو پیچھے دھکیل رہے ہوں گے؟ 11- وہ کیوں جھوٹ بول رہا ہوگا؟ 12- ریل گاڑی دیر سے کیوں آرہی ہوگی؟ 13- کیا نوکرتازہ سبزی خرید رہا ہوگا؟ 14- کیا لڑکی چرخہ کا تار رہی ہوگی؟ 15- کتنے مزدور پل تعمیر کر رہے ہوں گے؟

Vocabulary:

1. to sow 2. to level 3. to gather 4. to receive 5. to defend 6. parties 7. to fight over 8. to push 9. vegetable 10. spinning wheel 11. to run

FUTURE PERFECT TENSE (ACTIVE VOICE) AFFIRMATIVE SENTENCES

1. The sun will have set in. - سورج غروب ہو چکا ہوگا۔
2. The guests will have come. - مہمان آچکے ہوں گے۔

3. We shall have taken a rest. -3 ہم آرام کر چکے ہوں گے۔
4. The watchman will have gone home. -4 چونکہ گھر جا چکا ہوگا۔
5. You will have taken breakfast. -5 تم ناشتہ کر چکے ہو گے۔
6. They will have offered the namaz. -6 انہوں نے نماز پڑھ لی ہوگی۔
7. Children will have eaten sweets. -7 بچوں نے مٹھائی کھالی ہوگی۔
8. The headmaster will have entered the office. -8 ہیڈ ماسٹر دفتر میں داخل ہو چکا ہوگا۔
9. You will have received the money order. -9 تم نے منی آرڈر وصول کر لیا ہوگا۔
10. We shall have changed the house. -10 ہم مکان تبدیل کر چکے ہوں گے۔
11. The police will have dispersed the crowd. -11 پولیس ہجوم کو منتشر کر چکی ہوگی۔
12. Robbers will have hidden themselves in the forest. -12 ڈاکو جنگل میں چھپ چکے ہوں گے۔
13. Hounds will have fallen on the rabbit. -13 کتے خرگوش پر جھپٹ پڑے ہوں گے۔
14. I shall have taken a walk by seven o'clock. -14 میں سات بجے تک سیر کر چکا ہوں گا۔
15. The servant will have shut the hens in the pen. -15 نوکر مرغیوں کو ڈربے میں بند کر چکا ہوگا۔

You see that we have used 'will have' or 'shall have' and the third form of verb in the model sentences. Now translate accordingly.

Exercise

- 1- وہ دروازے کو تالا لگا چکا ہوگا۔ 2- ہم صندوق کا قفل کھول چکے ہوں گے۔ 3- مزدوروں نے ہڑتال کر دی ہوگی۔
- 4- کلرک ہڑتال کھول چکے ہوں گے۔ 5- وہ اپنا کام مکمل کر چکے ہوں گے۔ 6- اس اجتماع میں کئی ملکوں نے حصہ لیا ہوگا۔
- 7- اچھے کھلاڑی انعامات حاصل کر چکے ہوں گے۔ 8- باغبان کیاریاں تیار کر چکا ہوگا۔ 9- سلیم نے اپنے بھائی کی مدد کی ہوگی۔
- 10- ہمارے دوست ہمارا انتظار کر چکے ہوں گے۔ 11- تم نے مجید کی سفارش کر دی ہوگی۔ 12- میں جماعت کو امتحان کے بارے میں سب کچھ بتا چکا ہوں گا۔ 13- لڑکے مقابلے کے متعلق سب کچھ جان چکے ہوں گے۔ 14- زیبا اپنی سہیلی کو راز بتا چکی ہوگی۔ 15- سوار گھوڑوں سے اتر چکے ہوں گے۔

Vocabulary:

1. to lock 2. to unlock 3. to take part 4. flower beds 5. to recommend 6. secret

NEGATIVE SENTENCES

While translating negative sentences 'not' is placed between 'will' or 'shall' and 'have' as:

- 1- They will not have eaten mangoes. -1 وہ آم نہیں کھا چکے ہوں گے۔
- 2- You will not have taken a bath. -2 تم نہا نہیں چکے ہو گے۔
- 3- They will not have sworn in the court. -3 وہ عدالت میں قسم نہیں کھا چکے ہوں گے۔
- 4- The robber will not have tied his hands and feet. -4 ڈاکو نے اس کے ہاتھ پاؤں نہیں باندھے ہوں گے۔
- 5- The doctor will not have dressed the injured. -5 ڈاکٹر نے زخمی کی مرہم پٹی نہیں کی ہوگی۔
- 6- Haider will not have sent the servant to you. -6 حیدر نے نوکر کو تمہارے پاس نہیں بھیجا ہوگا۔
- 7- The potter will not have fired the pots. -7 کھمار نے برتن نہیں پکائے ہوں گے۔
- 8- The bookbinder will not have bound the books. -8 جلد ساز کتابوں کی جلد نہیں بنا چکا ہوگا۔
- 9- The hunter will not have caught any bird. -9 شکاری نے کوئی پرندہ نہیں پکڑا ہوگا۔
- 10- The teacher will not have called the roll. -10 استاد حاضری نہیں لگا چکے ہوں گے۔
- 11- The headmaster will not have forgiven the boys. -11 ہیڈ ماسٹر نے لڑکوں کو معاف نہیں کیا ہوگا۔
- 12- The boys will not have begged for pardon. -12 لڑکوں نے معافی نہیں مانگی ہوگی۔
- 13- This boy will not have pushed the blind man. -13 اس لڑکے نے اندھے آدمی کو دھکا نہیں دیا ہوگا۔
- 14- The enemy will not have surrendered. -14 دشمن نے ہتھیار نہیں ڈالے ہوں گے۔

Exercise

- 1- انھوں نے یہ غلطی¹ نہیں کی ہوگی۔ -2 وہ تنخواہ نہیں لے چکے ہوں گے۔ -3 میں نے تمہارا خط نہیں کھولا ہوگا۔ -4 استاد نے طالب علم کو بید³ نہیں لگائے ہوں گے۔ -5 ہم نے ان کے سوالات کے جواب نہیں دیے ہوں گے۔ -6 کوئی مسافر بس میں سوار نہیں ہوا ہوگا۔ -7 رنگ ساز⁴ نے دروازوں کو رنگ نہیں کیا ہوگا۔ -8 بھیڑیں ابھی چر⁵ نہیں چکی ہوں گی۔ -9 گوالے نے بھینس کا دودھ⁶ نہیں نکالا ہوگا۔ -10 گاؤں والوں نے اپنی مدد آپ نہیں کی ہوگی۔ -11 وہ جلوس میں شامل نہیں ہوئے ہوں گے۔ -12 باورچی نے کھانا تیار نہیں کیا ہوگا۔ -13 وہ اخبار نہیں پڑھ چکے ہوں گے۔ -14 ڈاکیا میرا خط نہیں لایا ہوگا۔ -15 اس نے غریب آدمی کا مذاق⁷ نہیں اڑایا ہوگا۔

Vocabulary:

1. mistake 2. to make 3. to cane 4. painter 5. to graze 6. to milk 7. to make fun of

INTERROGATIVE SENTENCES

While translating interrogative sentences 'will' or 'shall' or question word followed by 'will' or 'shall' is used in the beginning of the sentences as:

1. Will all the birds have flown away? -1 کیا تمام پرندے اڑ چکے ہوں گے؟
2. Will my companions have packed the luggage? -2 کیا میرے ساتھی سامان باندھ چکے ہوں گے؟
3. Will all the guests have taken their seats? -3 کیا مہمان اپنی اپنی جگہ بیٹھ چکے ہوں گے؟
4. Why will they have left their work incomplete? -4 انہوں نے اپنا کام کیوں ادھورا چھوڑ دیا ہوگا؟
5. When shall we have discouraged them? -5 ہم نے ان کی حوصلہ شکنی کب کی ہوگی؟
6. Will you have gone to office at the fixed time? -6 کیا تم مقررہ وقت پر دفتر جا چکے ہو گے؟
7. When will the officer have considered your application? -7 افسر نے تمہاری درخواست پر کب غور کیا ہوگا؟
8. How will the people have put up their demands? -8 لوگوں نے اپنے مطالبات کیسے پیش کیے ہوں گے؟
9. Will he have lost everything in gambling? -9 کیا وہ جوئے میں سب کچھ ہار چکا ہوگا؟
10. Will your son have won distinction in the competition? -10 کیا تمہارا بیٹا مقابلے میں امتیاز حاصل کر چکا ہوگا؟
11. Will the murderer have made good escape? -11 کیا قاتل صاف بچ کر نکل گیا ہوگا؟
12. When will the government have brought down the prices? -12 حکومت قیمتیں کب کم کر چکی ہوگی؟
13. Why shall I have forgiven him? -13 میں اس کو کیوں معاف کر چکا ہوں گا؟
14. Will all the members have agreed to this proposal? -14 کیا تمام اراکین نے اس تجویز سے اتفاق کیا ہوگا؟
15. Why will the director have turned down the project? -15 ڈائریکٹر اس منصوبے کو کیوں مسترد کر چکا ہوگا؟

Exercise

- 1- کیا انجینئر اس نقشے کو منظور کر چکے ہوں گے؟ -2 گاؤں والوں نے گاؤں کو کیسے سجا یا ہوگا؟ -3 کیا بشیر نے استغنیٰ² دے دیا ہوگا؟ -4 گاڑی پر پتھر کس نے پھینکا ہوگا؟ -5 دیوانے نے کتابیں کہاں جلائی ہوں گی؟ -6 مسافر کل رات کہاں ٹھہرے ہوں گے؟ -7 کیا عورتوں نے یہ گیت پسند کیا ہوگا؟ -8 اس نے کب خط ڈاک³ میں ڈالا ہوگا؟ -9 کیا وہ الزام⁴ ماننے سے انکار⁵ کرے گا؟

- 10- پوسٹ ماسٹر نے ڈاک خانہ کب کھولا ہوگا؟ 11- کیا مزدور سکول میں سفیدی کر چکے ہوں گے؟ 12- کیا چوکیدار نے مکان کی حفاظت کی ہوگی؟ 13- کیا انھوں نے افسر کا حکم مانا ہوگا؟ 14- کیا تم میرے مشورے پر عمل کر چکے ہو گے؟ 15- اس کو یہ حادثہ کہاں پیش آیا ہوگا؟

Vocabulary:

1. to approve 2. to resign 3. to post 4. charge 5. to deny 6. advice
7. to act upon 8. accident 9. to meet

**FUTURE PERFECT CONTINUOUS TENSE
(ACTIVE VOICE)
AFFIRMATIVE SENTENCES**

- 1- Bashir will have been learning the lesson for two hours. بشیر دو گھنٹے سے سبق یاد کر رہا ہوگا۔
- 2- The farmer will have been ploughing for four days. کسان چار روز سے ہل چلا رہا ہوگا۔
- 3- Birds will have been chirping since morning. پرندے صبح سے چہچہا رہے ہوں گے۔
- 4- It will have been raining since Tuesday. بارش منگل سے ہو رہی ہوگی۔
- 5- It will have been hailing for twenty minutes. بیس منٹ سے اولے پڑ رہے ہوں گے۔
- 6- You will have been teasing the child for an hour. تم ایک گھنٹے سے بچے کو ستا رہے ہو گے۔
- 7- He will have been making mischief for three days. وہ تین دن سے شرارت کر رہا ہوگا۔
- 8- The boy will have been pulling the rope since 10 o'clock. لڑکا دس بجے سے رسی کو کھینچ رہا ہوگا۔
- 9- He will have been going to school regularly since September. وہ ستمبر سے باقاعدہ سکول جا رہا ہوگا۔
- 10- These men will have been diving since 2 o'clock. یہ آدمی دو بجے سے غوطے لگا رہے ہوں گے۔

11. Aslam and Anwar will have been working together since Monday. 11- اسلم اور انور سوموار سے اکٹھے کام کر رہے ہوں گے۔
12. Nasima will have been receiving Girl Guide training since 1980. 12- نسیمہ 1980ء سے گرل گائیڈ کی تربیت حاصل کر رہی ہوگی۔
13. The fishermen will have been catching fish for three days. 13- مچھیرے تین دن سے مچھلیاں پکڑ رہے ہوں گے۔
14. The boys will have been doing homework since evening. 14- لڑکے شام سے ہوم ورک کرتے رہے ہوں گے۔
15. Flood will have been coming in the river for many years. 15- دریا میں کئی سالوں سے سیلاب آ رہا ہوگا۔

In sentences belonging to this tense we use 'will' or 'shall' with 'have been' before the first form of verb along with 'ing'.

Exercise

- 1- لوگ چار بجے سے کنویں سے پانی نکال رہے ہوں گے۔ 2- آپ آدھے گھنٹے سے ڈپو² سے آٹا لیتے رہے ہوں گے۔
- 3- طالب علم تین گھنٹے سے پرچل کرتے رہے ہوں گے۔ 4- اقبال کئی سالوں سے شعر لکھتے رہے ہوں گے۔ 5- کھلاڑی ایک گھنٹے سے ہاکی کھیلتے رہے ہوں گے۔ 6- لوگوں کی اکثریت 1984ء سے اس قانون³ کی مخالفت⁴ کرتی رہی ہوگی۔ 7- عورتیں دوپہر سے لڑتی رہی ہوں گی۔ 8- تم پندرہ مارچ سے دہم کا امتحان⁵ لیتے رہے ہو گے۔ 9- کچھ آدمی اتوار سے روزہ رکھ رہے ہوں گے۔
- 10- نیک آدمی دو گھنٹے سے دعا مانگ رہا ہوگا۔ 11- وہ کل سے جھوٹے بھانے⁷ بنا رہا ہوگا۔ 12- لڑکے صبح سے دریا میں تیرتے رہے ہوں گے۔ 13- لڑکیاں ستمبر سے سویٹز ہنٹی رہی ہوں گی۔ 14- ہم پندرہ منٹ سے چائے تیار کرتے رہے ہوں گے۔ 15- مداری⁸ پانچ بجے سے تماشہ⁹ دکھاتا رہا ہوگا۔

Vocabulary:

1. to draw 2. depot 3. law 4. to oppose 5. examination 6. soam 7. excuses
8. juggler 9. feats

NEGATIVE SENTENCES

In negative sentences 'not' is used after 'will' or 'shall' as under:

1. He will not have been reading the newspaper since 7 o'clock. 1- وہ سات بجے سے اخبار نہیں پڑھتا رہا ہوگا۔

2. We shall not have been writing the essay since night. -2 ہم رات سے مضمون نہیں لکھتے رہے ہوں گے۔
3. They will not have been playing since evening. -3 وہ شام سے کھیلتے نہیں رہے ہوں گے۔
4. The dyer will not have been dyeing clothes for three hours. -4 رنگ ساز تین گھنٹے سے کپڑے نہیں رنگتا رہا ہوگا۔
5. The dirty boy will not have been taking a bath for several days. -5 گندہ بچہ کئی دن سے نہیں نہاتا رہا ہوگا۔
6. People will not have been mourning the death of old man for three days. -6 لوگ تین دن سے بوڑھے کی موت کا ماتم نہیں کر رہے ہوں گے۔
7. The gardener will not have been plucking flowers since morning. -7 مالی صبح سے پھول نہیں چٹتا رہا ہوگا۔
8. This man will not have been living in this city for five months. -8 یہ آدمی پانچ ماہ سے اس شہر میں نہیں رہتا رہا ہوگا۔
9. You will not have been paying rent of the house since July. -9 تم جولائی سے مکان کا کرایہ ادا نہیں کرتے رہے ہو گے۔
10. Nasima will not have been going to school since the day before yesterday. -10 نسیم پارسوں سے سکول نہیں جاتی رہی ہوگی۔

Exercise

- 1- بچہ شام سے نہیں روتا رہا ہوگا۔ -2 تماشائی¹ کھیل میں ایک گھنٹے سے دلچسپی² نہیں لیتے رہے ہوں گے۔ -3 ڈاکٹر دوپہر سے مریضوں کو ٹیکے نہیں لگاتا رہا ہوگا۔ -4 تیراک کل سے دریا میں نہیں تیرتے³ رہے ہوں گے۔ -5 بشیر چار بجے سے نوٹ نہیں گنتا⁴ رہا ہوگا۔ -6 نجمہ ایک ماہ سے کپڑے نہیں سیتی رہی ہوگی۔ -7 نوکر تین سال سے مالک کی خدمت⁵ نہیں کر رہا ہوگا۔ -8 قافلہ ایک ہفتے سے آگے نہیں چل رہا ہوگا۔ -9 لوگ ایک سال سے اس اخبار کو نہیں پڑھتے رہے ہوں گے۔ -10 میرے رشتے دار چار سال سے میرے گھر کی حفاظت⁸ نہیں کر رہے ہوں گے۔ -11 آپ دو دن سے افسر کی خوشامد⁹ نہیں کرتے رہے ہوں گے۔ -12 ہم اگست سے اس کو تحفے نہیں دیتے رہے ہوں گے۔ -13 وہ سوموار سے پھل نہیں کھا رہے ہوں گے۔ -14 ٹھیکیدار 16 تاریخ سے فوج کو خوراک مہیا¹⁰ نہیں کرتے رہے ہوں گے۔ -15 ہمارا وزیر اعظم 1970ء سے ایسی غلطیاں¹¹ نہیں کرتا رہا ہوگا۔

Vocabulary:

1. spectators 2. to take interest 3. to swim 4. to count 5. serve 6. caravan
7. to move on 8. to look after 9. to flatter 10. to supply 11. to make a mistake

INTERROGATIVE SENTENCES

In interrogative sentences 'will' or 'shall' are used in the beginning of sentences or the question word is followed by 'will' or 'shall' before the subject.

1. Will you have been talking since morning? -1 کیا تم صبح سے باتیں کرتے رہے ہو گے؟
2. Will the child have been sleeping since evening? -2 کیا بچہ شام سے سوتا رہا ہوگا؟
3. Whom will you have been waiting for two hours? -3 آپ دو گھنٹے سے کس کا انتظار کرتے رہے ہو گے؟
4. Where will the woodcutter have been looking for his axe for three days? -4 لکڑہارا تین دن سے کلہاڑا کہاں ڈھونڈ رہا ہوگا؟
5. Since when will the child have been playing with the toys? -5 بچہ کب سے کھلونوں سے کھیلتا رہا ہوگا؟
6. Why will the bookbinder not have been binding the books since 4 o'clock? -6 جلد ساز چار بجے سے کتابوں کی جلدیں کیوں نہیں کرتا رہا ہوگا؟
7. Will he have been reading a book for two hours? -7 کیا وہ دو گھنٹے سے کتاب پڑھ رہا ہوگا؟
8. Will your brother have been writing the poems for four years? -8 کیا تمہارا بھائی چار سال سے نظمیں لکھتا رہا ہوگا؟
9. Will the unfortunate man have been thinking for several days? -9 کیا بد قسمت آدمی کئی دن سے سوچ رہا ہوگا؟
10. Where will the nomads have been living since January? -10 خانہ بدوش جنوری سے کہاں رہتے رہے ہوں گے؟
11. Will the people have been mourning his death for ten days? -11 کیا لوگ اس کی موت پر دس دن سے سو گوار رہے ہوں گے؟

12. Why will they have been daring to attack the city since March? 12- وہ مارچ سے شہر پر حملہ کرنے کی جرأت کیوں کر رہے ہوں گے؟
13. Will the friends have been encouraging him since Monday? 13- کیا دوست اس کی حوصلہ افزائی سو موار سے کرتے رہے ہوں گے؟
14. Will your uncle have been remembering you for two years? 14- کیا تمہارے چچا دو سال سے تمہیں یاد کر رہے ہوں گے؟
15. Why will you have been discouraging them since last Saturday? 15- آپ گزشتہ ہفتے سے ان کی حوصلہ شکنی کیوں کرتے رہے ہوں گے؟

Exercise

- 1- کیا لوگ ایک ماہ سے اس قانون کے خلاف¹ احتجاج² کر رہے ہوں گے؟ 2- طلبہ پولیس کے خلاف صبح سے نعرے کیوں لگا رہے ہوں گے؟ 3- کیا باورچی 9 بجے سے کھانا پکا رہا ہوگا؟ 4- عورت ایک گھنٹے سے باورچی خانے میں کیا بھون³ رہی ہوگی؟ 5- لڑکے 8 بجے سے کیا مضمون⁴ لکھتے رہے ہوں گے؟ 6- مصوٰر⁵ پانچ ماہ سے کس کی تصویر بناتے رہے ہوں گے؟ 7- کل سے کتنے مزدور اینٹیں⁶ اٹھاتے رہے ہوں گے؟ 8- کتاب سے دم ہلاتا⁷ رہا ہوگا؟ 9- کیا شہد کی کھیاں⁸ پندرہ منٹ سے کاٹی رہی ہوں گی؟ 10- کیا مالی صبح سے کیا ریوں سے گھاس کاٹ رہا ہوگا؟ 11- کیا یہ آدمی دو سال سے خواہ مخواہ وصول کرتا رہا ہوگا؟ 12- بادشاہ چاردن سے شہر کی گلیوں میں کیوں گھومتا رہا ہوگا؟ 13- کیا گورنر رات سے عوام میں گھل مل¹⁰ جاتا رہا ہوگا؟ 14- کیا یہ عالم¹¹ آدمی ایک سال سے اس کتاب کا ترجمہ کرتا رہا ہوگا؟ 15- کیا باپ اپنے بیٹے کے سر پر دس منٹ سے ہاتھ پھیر¹² رہا ہوگا؟

Vocabulary:

1. against 2. to protest 3. to roast 4. essay 5. painter 6. bricks 7. to wag tail
8. bees 9. to sting 10. to mingle, to mix up with 11. scholar 12. to pat

FUTURE INDEFINITE TENSE (PASSIVE VOICE) AFFIRMATIVE SENTENCES

1. This match will be played in Karachi. 1- یہ میچ کراچی میں کھیلا جائے گا۔
2. The hospital will be inaugurated tomorrow. 2- کل ہسپتال کا افتتاح کیا جائے گا۔
3. This poem will be translated. 3- اس نظم کا ترجمہ کیا جائے گا۔

4. Cotton will be grown on larger area this year. -4 اس سال کپاس زیادہ رقبے پر اُگائی جائے گی۔
5. The dog will be chained during the day. -5 دن کے وقت کتے کو باندھ دیا جائے گا۔
6. Steps will be taken to save the city. -6 شہر کو بچانے کے لیے اقدامات کیے جائیں گے۔
7. They will be greeted at the railway station. -7 ریلوے سٹیشن پر ان کو سلام کیا جائے گا۔
8. The guests will be received at the bus stand. -8 مہمانوں کا استقبال بسوں کے اڈے پر کیا جائے گا۔
9. The patient will be injected today. -9 مریض کو آج ٹیکہ لگایا جائے گا۔
10. A film will be shown in the school hall. -10 سکول کے ہال میں فلم دکھائی جائے گی۔
11. The winning team will be awarded the shield. -11 جیتنے والی ٹیم کو شیلڈ دی جائے گی۔
12. We shall be informed of the result. -12 ہمیں نتیجے کی اطلاع دی جائے گی۔
13. Every poor man will be given a plot of land. -13 ہر غریب آدمی کو ایک قطعہ زمین دیا جائے گا۔
14. Every disbaled person will be helped. -14 ہر معذور آدمی کی مدد کی جائے گی۔
15. The leaves of trees will be burnt. -15 درختوں کے پتے جلا دیے جائیں گے۔

We have used 'will' or 'shall' with 'be' and the third form of verb in the above given sentences.

Exercise

- 1- یہ پارسل¹ واپس بھیجا جائے گا۔ 2- تمہارے خط کا جواب دیا جائے گا۔ 3- بچوں میں مٹھائی تقسیم کی جائے گی۔ 4- گندم کی فصل² اپریل میں کاٹی جائے گی۔ 5- سکول لائبریری کے لیے معیاری³ کتب خریدی جائیں گی۔ 6- کسانوں کو بلا سود⁴ قرضہ دیا جائے گا۔ 7- پل بنانے کے لیے سیمنٹ فراہم⁵ کیا جائے گا۔ 8- تمھیں کالج میں داخلہ دیا جائے گا۔ 9- اس سال دو نئے ٹیکس لگائے⁶ جائیں گے۔ 10- مسافروں کو کئی سہولتیں⁷ فراہم کی جائیں گی۔ 11- ملک میں زرعی⁸ اصلاحات⁹ نافذ¹⁰ کی جائیں گی۔ 12- نئی سڑکیں بنانے پر ہزاروں روپے خرچ کیے جائیں گے۔ 13- چڑیا گھر میں کچھ نئے جانور لائے جائیں گے۔ 14- طارق کی تصویریں نمائش¹¹ میں رکھی جائیں گی۔ 15- صدر کی آمد پر بینڈ بجایا¹² جائے گا۔

Vocabulary:

1. parcel 2. wheat crop 3. standard 4. interest free 5. to supply 6. to impose
7. facilities 8. agricultural 9. reforms 10. to implement 11. exhibition 12. to play

NEGATIVE SENTENCES

In negative sentences 'not' is placed after 'will' or 'shall'. Let us see the following examples:

1. The camera will not be borrowed. -1 کیمرو اُدھار نہیں لیا جائے گا۔
2. This order will not be obeyed. -2 اس حکم کو نہیں مانا جائے گا۔
3. This book will not be banned. -3 اس کتاب پر پابندی نہیں لگائی جائے گی۔
4. Majid will not be dismissed from service. -4 مجید کو ملازمت سے برطرف نہیں کیا جائے گا۔
5. People will not be informed of flood. -5 سیلاب کے بارے میں لوگوں کو اطلاع نہیں دی جائے گی۔
6. We shall not be given this building free of rent. -6 ہمیں یہ عمارت بغیر کرائے کے نہیں دی جائے گی۔
7. I shall not be allowed to go before time. -7 وقت سے پہلے مجھے جانے نہیں دیا جائے گا۔
8. He will not be brought up by his uncle. -8 اس کی پرورش اس کے چچا کے ہاں نہیں ہوگی۔
9. The electric pole will not be installed here. -9 بجلی کا کھمبا یہاں نہیں لگایا جائے گا۔
10. Motor vehicles will not be parked here. -10 موٹر گاڑیاں یہاں کھڑی نہیں کی جائیں گی۔
11. His wish will not be granted. -11 اس کی خواہش پوری نہیں کی جائے گی۔
12. Your brother will not be transferred to Lahore. -12 تمہارے بھائی کا تبادلہ لاہور نہیں کیا جائے گا۔
13. A berth will not be reserved for me in this train. -13 اس گاڑی میں میرے لیے برتھ مخصوص نہیں کی جائے گی۔
14. Knives will not be sharpened at this time. -14 چھریاں اس وقت تیز نہیں کی جائیں گی۔
15. The bank will not be closed at 12 o'clock. -15 بینک بارہ بجے بند نہیں کیا جائے گا۔

Exercise

- 1- نرسوں کی ہڑتال¹ نہیں کھولی جائے گی۔ -2 یہ چیزیں کھلے بازار² نہیں بیچی جائیں گی۔ -3 آپ کے خط کا جواب نہیں دیا جائے گا۔ -4 اس کو ملک سے باہر جانے نہیں دیا جائے گا۔ -5 کمرے میں قالین³ نہیں بچھایا جائے گا۔ -6 یہ چٹھی ڈاک میں نہیں ڈالی جائے گی۔ -7 یہ کتاب نجم کے سپرد⁴ نہیں کی جائے گی۔ -8 اس کو اگلی جماعت میں ترقی نہیں دی جائے گی۔ -9 اسلم کو تنبیہ نہیں کی جائے گی۔ -10 ہجوم کو منتشر⁵ نہیں کیا جائے گا۔ -11 بینک سے قرض نہیں لیا جائے گا۔ -12 اس بات کو ثابت⁶ نہیں کیا جائے گا۔ -13 میرے ساتھ اچھا سلوک⁷ نہیں کیا جائے گا۔ -14 ہمیں میچ کھیلنے نہیں دیا جائے گا۔

Vocabulary:

1. strike
2. open market
3. to carpet
4. to entrust with
5. to disperse
6. to prove
7. to treat

INTERROGATIVE SENTENCES

In translating interrogative sentences 'will' or 'shall' is used before the subject while question word is followed by 'will' or 'shall' as you will see in the given sentences:

1. Will he be turned out of the hostel? -1 کیا اس کو ہوٹل سے نکال دیا جائے گا؟
2. Will the students be allowed to wear arms? -2 کیا طلبہ کو مسلح ہونے دیا جائے گا؟
3. Will the passenger be robbed of their valuables? -3 کیا مسافروں سے قیمتی اشیاء چھین لی جائیں گی؟
4. Will the posters be pasted on the walls? -4 کیا دیواروں پر اشتہار لگائے جائیں گے؟
5. Why shall we be fined? -5 ہمیں جرمانہ کیوں کیا جائے گا؟
6. How will this tax be recovered? -6 یہ ٹیکس کیسے وصول کیا جائے گا؟
7. When shall I be granted a gun licence? -7 مجھے بندوق کا لائسنس کب دیا جائے گا؟
8. Will potatoes be put into the cold storage? -8 کیا آلو سرد خانے میں رکھے جائیں گے؟
9. Where will these pictures be exhibited? -9 ان تصویروں کی نمائش کہاں کی جائے گی؟
10. When will the prizes be distributed? -10 انعامات کب تقسیم کیے جائیں گے؟
11. When will the loan be repaid? -11 قرضہ کب ادا کیا جائے گا؟
12. Will the murderers be hanged tomorrow? -12 کیا قاتلوں کو کل پھانسی دے دی جائے گی؟
13. Will I be dropped at the next stop? -13 کیا مجھے اگلے سٹاپ پر اتارا جائے گا؟
14. When will this story be told? -14 یہ کہانی کب سنائی جائے گی؟
15. When shall we be examined? -15 ہمارا امتحان کب لیا جائے گا؟

Exercise

- 1- نیا بچلی گھر کہاں بنایا جائے گا؟ -2 کیا فصل کو کھاد دے دی جائے گی؟ -3 یہ پیغام کس کو دیا جائے گا؟ -4 کیا یہ چٹھی رجسٹری بھیجی جائے گی؟ -5 عید کی نماز کون پڑھائے گا؟ -6 بغیر دودھ چائے کیسے بنائی جائے گی؟ -7 کتنی کتابوں کی جلدیں کی جائیں گی؟ -8 گاڑی کہاں کھڑی کر لی جائے گی؟ -9 پولیس کے سپاہیوں کو تربیت کہاں دی جائے گی؟ -10 کیا مجھے اس دفتر میں ڈائریکٹر لگایا جائے گا؟ -11 اسے کب ترقی دی جائے گی؟ -12 کیا کمرہ صاف کر دیا جائے گا؟ -13 مکان کب خالی کیا جائے گا؟ -14 کیا کل امتحان کے نتیجے کا اعلان کیا جائے گا؟

Vocabulary:

1. power house
2. crop
3. to manure
4. message
5. registered
6. to lead the namaz
7. without
8. director
9. to appoint
10. to vacate

**FUTURE PERFECT TENSE
(PASSIVE VOICE)
AFFIRMATIVE SENTENCES**

1. He will have been promoted. -1 اسے ترقی دی جا چکی ہوگی۔
2. The wrestler will have been defeated. -2 پہلوان شکست کھا چکا ہوگا۔
3. Our team will have been awarded medals. -3 ہماری ٹیم کو تمنغے دیے جا چکے ہوں گے۔
4. All eggs will have been broken. -4 تمام انڈے توڑے جا چکے ہوں گے۔
5. The culprit will have been punished. -5 مجرم کو سزا دی جا چکی ہوگی۔
6. Corn will have been ground by now. -6 غلہ اب تک پیسا جا چکا ہوگا۔
7. Prisoners will have been taken out of prison. -7 قیدیوں کو قید خانے سے نکالا جا چکا ہوگا۔
8. Animals will have been sent to the slaughter house. -8 جانور مذبح خانے بھیجے جا چکے ہوں گے۔
9. The patient's pulse will have been felt. -9 مریض کی نبض دیکھی جا چکی ہوگی۔
10. The address will have been written on the envelope. -10 لفافے پر پتہ لکھا جا چکا ہوگا۔
11. He will have been employed. -11 اسے نوکر رکھ لیا گیا ہوگا۔
12. My appointment as a junior clerk will have been made. -12 میری تقرری بطور جونیئر کلرک کر دی گئی ہوگی۔
13. We shall have been given the house on rent. -13 ہمیں مکان کرائے پر دیا گیا ہوگا۔
14. The foundation of the college will have been laid. -14 کالج کی بنیاد رکھی جا چکی ہوگی۔
15. The officer will have been transferred. -15 افسر کا تبادلہ ہو چکا ہوگا۔

Exercise

- 1 - بچے کا لباس¹ تبدیل² کیا جا چکا ہوگا۔ 2 - فوج کو نئے ہتھیار مہیا³ کیے جا چکے ہوں گے۔ 3 - ملزم پہچانا⁴ جا چکا ہوگا۔ 4 - مسافر کو خطرے⁵ سے خبردار⁶ کیا جا چکا ہوگا۔ 5 - شیر گولی سے ہلاک کر دیا گیا ہوگا۔ 6 - کچھ آدمیوں کو پیچھے چھوڑا جا چکا ہوگا۔ 7 - بہترین کھلاڑی کی تصویر لی گئی ہوگی۔ 8 - بشیر بہترین طالب علم قرار⁷ دیا گیا ہوگا۔ 9 - بادشاہ کو تاج پہنایا⁸ جا چکا ہوگا۔ 10 - ہمیں اس کی کامیابی کی اطلاع دی جا چکی ہوگی۔ 11 - مہمان کو عمدہ کھانے پیش کیے جا چکے ہوں گے۔ 12 - میرے بھائی کو کامیابی پر مبارکباد دی جا چکی ہوگی۔

Vocabulary:

1. dress 2. to change 3. to supply 4. to identify 5. danger 6. to warn
7. to declare 8. to crown

NEGATIVE AND INTERROGATIVE SENTENCES

When dealing with negative sentences we use 'not' after 'will' or 'shall' and in case of interrogative sentences 'will' or 'shall' are put before the subject.

1. Trees will not have been cut. -1 درخت کاٹے نہیں جا چکے ہوں گے۔
2. He will not have been paid his wages. -2 اُسے اُس کی اجرت ادا نہیں کی گئی ہوگی۔
3. Peace will not have been restored in the city. -3 شہر میں امن بحال نہیں کیا گیا ہوگا۔
4. The royal palace will not have been burnt. -4 شاہی محل کو آگ نہیں لگائی گئی ہوگی۔
5. The old man will not have been paid his pension. -5 ضعیف آدمی کو اُس کی پنشن ادا نہیں کی گئی ہوگی۔
6. The soldier will not have been given the military uniform. -6 سپاہی کو فوجی وردی نہیں دی گئی ہوگی۔
7. This patient will not have been kept in the mental hospital. -7 اس مریض کو دماغی ہسپتال میں نہیں رکھا گیا ہوگا۔
8. Things will not have been sold on credit. -8 چیزیں اُدھار فروخت نہیں کی گئی ہوں گی۔
9. Will you have been asked this question? -9 کیا تم سے یہ سوال پوچھا گیا ہوگا؟
10. How many people will have been rescued? -10 کتنے آدمیوں کو بچایا گیا ہوگا؟
11. Will he have been forgiven? -11 کیا اُس کو معاف کیا جا چکا ہوگا؟
12. Shall I have been identified? -12 کیا میں پہچانا جا چکا ہوں گا؟
13. Will the student have been sent to England? -13 کیا طالب علم انگلستان بھیجا جا چکا ہوگا؟
14. Where will the girls have been trained in sewing? -14 لڑکیوں کو سلانی کی تربیت کہاں دی جا چکی ہوگی؟
15. Will some men have been told the secret? -15 کیا بعض آدمیوں کو راز بتایا جا چکا ہوگا؟
16. Where will the match have been played? -16 میچ کہاں کھیلا جا چکا ہوگا؟
17. Will the airport have been decorated? -17 کیا ہوائی اڈے کو سجایا جا چکا ہوگا؟
18. When will the procession have been stopped? -18 جلوس کو کب روکا جا چکا ہوگا؟
19. Will the deer have been shot at? -19 کیا ہرن پر گولی چلائی جا چکی ہوگی؟

20. How will the murderer have been caught alive? -20 قاتل زندہ کیسے پکڑا جا چکا ہوگا؟
21. Will the clothes have been dyed? -21 کیا کپڑے رنگے جا چکے ہوں گے؟
22. Will the hens' eggs have been collected? -22 کیا مرغیوں کے انڈے اکٹھے کیے جا چکے ہوں گے؟
23. Will the pious man have been rewarded for his virtue? -23 کیا نیک آدمی کو نیکی کا صلہ دیا جا چکا ہوگا؟
24. Will the passengers have been given tickets in time? -24 کیا مسافروں کو وقت پر ٹکٹ دیے جا چکے ہوں گے؟
25. Will the fields have been ploughed? -25 کیا کھیتوں میں ہل چلا یا جا چکا ہوگا؟
26. Will the songs of joy have been sung? -26 کیا خوشی کے گیت گائے جا چکے ہوں گے؟
27. Shall I have been forgotten? -27 کیا میں بھلا یا جا چکا ہوں گا؟

Exercise

- 1- کیا چڑا اسی گھنٹی بجا چکا ہوگا؟ 2- جال کہاں بچھایا جا چکا ہوگا؟ 3- مقدمے کا فیصلہ کب سنایا جا چکا ہوگا؟ 4- کیا ہمیں مشورہ دیا جا چکا ہوگا؟ 5- کیا اس کو رہا کیا جا چکا ہوگا؟ 6- کیا اس کی ضمانت ہو چکی ہوگی؟ 7- کیا پتھے کی مرمت کی جا چکی ہوگی؟ 8- اُن کی اپیل کیوں مسترد کی جا چکی ہوگی؟ 9- کیا تمھارے پڑوسی کا کتا مارا جا چکا ہوگا؟ 10- کیا وہ امیر جماعت نامزد کیا جا چکا ہوگا؟ 11- بشیر کے حق میں کتنے ووٹ ڈالے جا چکے ہوں گے؟ 12- ہوائی جہاز کہاں اُتارا جا چکا ہوگا؟ 13- کیا ٹی وی پر خبریں سنائی جا چکی ہوں گی؟ 14- کیا امیدواروں کو ہدایات دی جا چکی ہوگی؟ 15- کیا مس ایبیدہ ہیڈ مسٹریس مقرر کی جا چکی ہوگی؟ 16- کیا اسد 220 میٹر کی دوڑ جیت چکا ہوگا؟ 17- مہمان کو کب رخصت کیا جا چکا ہوگا؟ 18- کیا تمام دکانیں بند ہو چکی ہوں گی؟ 19- کیا مریض کو ہسپتال سے فارغ کیا جا چکا ہوگا؟ 20- کیا سڑک کی پیمائش کی جا چکی ہوگی؟ 21- کتنا غلہ 17 تولا جا چکا ہوگا؟ 22- کیا مجھے ان کا پیغام دیا جا چکا ہوگا؟ 23- طلبہ کو سکول کی بس میں جانے کی اجازت کیوں نہیں دی جا چکی ہوگی؟ 24- کیا سکول کے صحن 19 میں پانی چھڑکا جا چکا ہوگا؟ 25- کیا سنگترے گئے 21 جا چکے ہوں گے؟

Vocabulary:

1. case 2. to advise 3. to release 4. to grant bail 5. to reject 6. neighbour
7. leader 8. to nominate 9. to land 10. to telecast 11. instructions
12. to appoint 13. to see off 14. to discharge 15. to measure 16. corn
17. to weigh 18. message 19. compound 20. to sprinkle 21. to count

Paragraphs

1

میرے گھر کے سامنے ایک باغ ہے۔ اس میں بہت سے پودے¹ اور درخت ہیں۔ بہار² کے موسم میں کئی رنگ کے پھول کھلتے³ ہیں۔ ان کی خوشبو⁴ ارد گرد پھیل⁵ جاتی ہے۔ شام کو باغ آدمیوں، عورتوں اور بچوں سے بھر جاتا ہے لوگ ادھر ادھر پھرتے ہیں اور لطف⁶ اٹھاتے ہیں۔ بچے باغ میں دوڑتے ہیں۔ اب وہ یہاں ہیں اور دوسرے لمحے⁷ وہ باغ کے دوسرے کونے⁸ میں ہیں۔ ہر شام میں بھی باغ میں سیر کے لیے جاتا ہوں۔ بہت سے مالی باغ کی دیکھ بھال⁹ کرتے ہیں۔

Lahore Board 1980

Vocabulary:

1. plants
2. Spring
3. to bloom
4. fragrance
5. to spread
6. to enjoy
7. moment
8. corner
9. to look after

2

زندگی کے نشیب و فراز¹ میں ایسے لمحات² بھی آتے ہیں جب انسان بالکل ناامید³ ہو جاتا ہے۔ اسے ہر طرف اندھیرا ہی اندھیرا نظر آتا ہے اور اس کی مقابلے⁴ کی سکت⁵ ختم ہو جاتی ہے۔ یہ بات انسان کی عظمت⁶ کے خلاف ہے۔ دنیا میں جتنی بھی ترقی⁷ ہوئی ہے وہ اس عزم⁸ و ہمت⁹ کا نتیجہ ہے جو کہ اللہ تعالیٰ نے انسان کو عطا فرمائی ہے۔ انسان کو چاہیے کہ کبھی ہمت¹⁰ نہ ہارے بلکہ مردانہ وار¹¹ ناکامیوں¹² کا مقابلہ کرے۔ اللہ تعالیٰ ایک دن ضرور کامیابی عطا کرے گا۔

Lahore Board 1980 Group II

Vocabulary:

1. ups and down
2. moments
3. to lose hope
4. to face
5. power
6. dignity
7. progress
8. determination
9. perseverance
10. to lose heart
11. manly
12. failures

3

ایک دفعہ کا ذکر ہے کہ ایک گیدڑ¹ ایک دریا کے کنارے رہتا تھا۔ دریا کے دوسرے کنارے پر خر بوزے² کے بہت سے کھیت تھے۔ دریا گہرا³ اور چوڑا⁴ تھا۔ گیدڑ جی بھر کر کھانا چاہتا تھا۔ وہ دریا عبور⁵ نہیں کر سکتا تھا۔ ایک دن اس نے اپنے دوست اونٹ سے کہا، ”اگر تم مجھے دریا کے دوسرے کنارے لے چلو تو میں بہت شکر گزار⁶ ہوں گا۔“ اونٹ رضامند⁷ ہو گیا۔ گیدڑ اونٹ کی پیٹھ پر چھلانگ⁸ لگا کر چڑھ گیا۔ اونٹ دریا میں سے چلتا⁹ ہوا دوسرے کنارے پر پہنچ گیا۔ گیدڑ خر بوزوں کے کھیت میں گھس گیا اور مزے سے خر بوزے کھانے لگا۔

Lahore Board 1981

Vocabulary:

1. jackal
2. melons
3. deep
4. wide
5. to cross
6. thankful
7. to agree
8. to jump
9. to wade through

4

ڈر ہے کہ چند سال بعد دنیا کا تیل ختم¹ ہو جائے گا۔ ہر ملک یہ کوشش کر رہا ہے کہ تیل کے مزید² ذخیرے³ دریافت⁴ کرے۔ معلوم نہیں کہ یہ کوشش کس حد⁵ تک کامیاب ہوگی۔ ضرورت⁶ اس بات کی ہے کہ ہم اپنی تیل کی ضروریات⁷ کو کم⁸ کریں۔ صنعت⁹ و زراعت¹⁰ میں تیل کی کھپت¹¹ کو کم نہیں کیا جاسکتا۔ البتہ¹² ضرورتوں¹² میں اس کا استعمال کم کیا جاسکتا ہے۔ ہمیں چاہیے کہ باہر سے کاروں کی جگہ بسیں درآمد¹³ کریں۔ تاکہ طالب علموں کے لیے بسوں کی سہولت¹⁴ کو بہتر بنایا جاسکے۔

Lahore Board 1981 Group II

Vocabulary:

1. run out 2. more 3. reserves 4. to discover 5. how far 6. the need of the hour
7. requirements 8. to cut short 9. industry 10. agriculture 11. consumption
12. private needs 13. import 14. facility

5

میں دسویں جماعت میں پڑھتا ہوں۔ جس سکول میں، میں پڑھتا ہوں وہ شہر کا ایک مشہور¹ سکول ہے۔ میری جماعت کو چار استاد پڑھاتے² ہیں۔ وہ سب کے سب بہت قابل³ ہیں۔ لیکن مجھے سب سے زیادہ زید صاحب پسند ہیں۔ وہ ہمیں انگریزی اور حساب پڑھاتے ہیں۔ ان کے پڑھانے کا طریقہ⁴ اتنا اچھا ہے کہ جو کچھ وہ پڑھاتے ہیں فوراً یاد ہو جاتا ہے۔ اسی لیے ان کی جماعت کا نتیجہ سو فیصد⁵ ہوتا ہے۔

Vocabulary:

1. famous 2. teach 3. able 4. method of teaching 5. hundred percent

6

ایک کنجوس¹ تھا۔ ایک دفعہ اس کا بٹو اگم² ہو گیا۔ بٹوے میں ایک سو روپے تھے۔ اس نے اعلان³ کیا، ”جو میرا بٹو اڈھونڈ⁴ کر لائے گا میں اسے دس روپے دوں گا۔“ ایک دن ایک کسان اس کا بٹو لے کر آیا۔ کنجوس نے بٹو دیکھا۔ اس میں پورے سو روپے تھے۔ جب کسان نے اپنا انعام⁵ مانگا تو کنجوس نے کہا، ”میرے بٹوے میں ایک سو دس روپے تھے۔ اب صرف سو ہیں۔ تم پہلے ہی⁶ دس روپے لے چکے ہو۔“

Vocabulary:

1. miser 2. to lose 3. announce 4. to find 5. reward 6. already

7

انارکلی لاہور کا مصروف ترین¹ بازار ہے۔ یہ ہمیشہ لوگوں سے بھرا² رہتا ہے۔ دوکانیں رات گئے تک کھلی رہتی³ ہیں۔ آپ یہاں تقریباً ہر قسم⁴ کی چیزیں خرید سکتے ہیں۔ کچھ لوگ یہاں سے اشیا خریدنے آتے ہیں لیکن بہت سے لوگ صرف سیر و تفریح⁵ کے لیے آتے ہیں۔ انارکلی میں بہت سے پھیری والے⁶ بھی ہوتے ہیں۔ وہ بٹن، فیتے⁷، سونیاں، کلپ⁸ اور اس قسم کی دوسری اشیا بیچتے ہیں۔ کچھ جیب تراش⁹ بھی انارکلی میں آتے ہیں۔ اگر آپ انارکلی جائیں تو ان جیب تراشوں سے ہوشیار¹⁰ رہیں۔

Vocabulary:

1. busiest 2. to crowd 3. to remain open till late at night 4. kind 5. recreation
6. hawkers 7. laces 8. clips 9. pickpockets 10. beware of

8

والدین کی عزت¹ کرنا ہمارا اخلاقی² فرض³ ہے۔ وہ ہمارا بہت خیال⁴ رکھتے ہیں۔ وہ ہمیں خوراک⁵ دیتے ہیں۔ وہ ہمیں لباس دیتے ہیں۔ وہ ہمیں تمام چیزیں مہیا⁶ کرتے ہیں جن کی ہمیں ضرورت ہوتی ہے۔ وہ ہمیں سکول بھیجتے ہیں۔ تاکہ ہم تعلیم حاصل کرنے کے بعد ان کی خدمت کریں۔ اس سے ہمیں راحت⁷ ملے گی۔

Lahore Board 1982 Group II

Lahore Board 1981 Group II

Vocabulary:

1. to respect 2. moral 3. duty 4. to care 5. to feed 6. to provide 7. comfort

9

ایک دفعہ دو دوست سفر¹ پر روانہ² ہوئے۔ انھوں نے ایک دوسرے سے وعدہ³ کیا کہ وہ ایک دوسرے کی مصیبت میں مدد⁴ کریں گے۔ وہ ایک جنگل میں پہنچے۔ انھوں نے ایک ریچھ⁵ کو اپنی طرف آتے دیکھا۔ ان میں سے ایک بھاگا اور درخت پر چڑھ گیا۔ اس کا دوست درخت پر نہ چڑھ سکا۔ وہ لیٹ گیا اور دم سادھ⁷ لیا۔

Lahore Board 1982 Group I

Vocabulary:

1. journey 2. set off 3. to promise 4. to help 5. bear 6. to climb 7. to hold breath

10

شہر آنے سے پہلے ہم گاؤں میں رہتے تھے۔ گاؤں میں ہم لوگ بہت خوش¹ تھے۔ ہم صبح سویرے اٹھتے² تھے۔ منہ ہاتھ دھو کر نماز پڑھتے³ پھر سرسبز کھیتوں میں سیر کے لیے جاتے۔ دوپہر کو درختوں کی چھاؤں⁴ میں سوتے تھے۔ گاؤں کے پاس ایک ندی⁵ بہتی تھی۔ اس کا پانی صاف اور ٹھنڈا تھا۔

Lahore Board 1982 Group II

Vocabulary:

1. happy 2. get up 3. offer 4. shade 5. stream

11

ایک دفعہ ایک کوڑا پیسا¹ تھا۔ وہ ایک جگہ سے دوسری جگہ اڑا لیکن اس کو پانی نہ ملا۔ بالآخر وہ ایک باغ میں پہنچا²۔ وہاں اس نے پانی کا ایک

گھڑا³ دیکھا۔ وہ بہت خوش ہوا۔ اس نے گھڑے میں دیکھا۔ پانی اتنا نیچے تھا کہ اس کی چونچ پانی تک نہ پہنچ سکی۔ کوا سیانا⁴ تھا۔ اسے ایک ترکیب⁵ سوجھی⁶۔

Lahore Board Group II

Vocabulary:

1. thirsty 2. reach 3. pitcher 4. wise 5. plan 6. hit upon

12

اڑھائی سو سال سے زیادہ کا عرصہ گزرا ہے۔ جرمنی کے ایک چھوٹے سے قصبے¹ میں ایک لڑکا رہتا تھا۔ اس کا نام جارج فریڈرک ہینڈل تھا۔ اس کا والد مشہور ڈاکٹر تھا۔ بوڑھے ڈاکٹر نے ایک دن اپنے بیٹے سے کہا جارج تم بھی ایک دن شہرت² پاؤ گے۔ شاید تم بھی بڑے ڈاکٹر بنو گے یا جج۔ جارج نے جواب دیا، ”میں نہ ڈاکٹر بننا چاہتا ہوں نہ جج میں اپنی زندگی موسیقی کے لیے وقف³ کرنا چاہتا ہوں۔“ اور وہ واقعی ایک دن بڑا موسیقار⁴ بن گیا۔

Lahore Board 1983 Group I

Vocabulary:

1. town 2. to earn name 3. dedicate or devote 4. musician

13

کراچی ایک خوبصورت اور اہم شہر ہے۔ کراچی پاکستان کا سب سے بڑا شہر ہے۔ یہ بحیرہ عرب کے ساحل¹ پر واقع ہے۔ یہاں کی آب و ہوا² معتدل³ ہے۔ یہاں نسیم بری⁴ اور نسیم بحری⁵ چلتی⁶ رہتی ہیں۔ ایک وقت کراچی پاکستان کا دار الحکومت تھا۔ یہ ایک بندرگاہ⁷ ہے۔ دوسرے ملکوں سے ہماری تجارت اسی بندرگاہ کے ذریعے⁸ ہوتی ہے۔ ہمارے محبوب⁹ رہنما قائد اعظم¹⁰ کراچی میں پیدا ہوئے تھے۔ ان کا مزار¹⁰ بھی اسی شہر میں ہے۔ جو لوگ بھی کراچی جاتے ہیں، قائد اعظم¹¹ کے مزار پر فاتحہ پڑھتے¹¹ ہیں۔

Vocabulary:

1. shore 2. climate 3. temperate 4. land breeze 5. sea breeze 6. to blow
7. seaport 8. through 9. beloved 10. mausoleum tomb 11. to offer "Fateha"

14

جوہری¹ توانائی کو انسان کے فائدے کے لیے استعمال کیا جاسکتا ہے۔ اسے دنیا کو تباہ² کرنے کے لیے بھی استعمال کیا جاسکتا ہے۔ جوہری توانائی ہمارے لیے بجلی پیدا³ کر سکتی ہے۔ کراچی میں ایک بجلی گھر ہے۔ آج کل جوہری توانائی سے پیدا کی جانے والی بجلی سستی ہونے کے امکان موجود ہیں۔ ہمیں چاہیے کہ جوہری توانائی کو صرف پُر امن⁴ مقاصد⁵ کے لیے استعمال کریں۔

Lahore Board 1983 Group I

Vocabulary:

1. atomic energy 2. to destroy 3. to produce 4. peaceful 5. purpose

15

انور میرا سب سے بہترین¹ دوست ہے۔ اس کے والد ایک استاد ہیں۔ وہ بہت نیک² اور ایماندار³ آدمی ہیں۔ انور ہمارے گھر کے قریب⁴ ہی رہتا ہے۔ اس کا مکان بہت اچھا اور خوبصورت ہے۔ ہم اکٹھے⁵ سکول جاتے ہیں۔ شام کو میں اس کے گھر جاتا ہوں۔ ہم اکٹھے پڑھتے ہیں۔ وہ امتحان میں ہمیشہ اول⁶ آتا ہے۔ وہ صاف ستھرے کپڑے پہنتا ہے۔

Lahore Board 1984 Group II

Vocabulary:

1. best
2. pious
3. honest
4. near
5. together
6. stands first

16

دودھ ایک مکمل غذا ہے۔ یہ بیٹھا اور لذیذ¹ ہوتا ہے۔ اس کا رنگ سفید ہوتا ہے۔ ہم زیادہ تر دودھ گائے اور بھینس سے حاصل² کرتے ہیں۔ دودھ ہمیں صحت مند³ اور طاقتور⁴ بناتا ہے۔ ہم اس سے دہی⁵، مکھن⁶ اور پنیر⁷ بھی بناتے ہیں۔ بچوں اور مریضوں⁸ کے لیے دودھ بیش قیمت غذا ہے۔ دودھ کو ہمیشہ اُبال⁹ کر استعمال کرنا چاہیے۔

Lahore Board 1984 Group I

Vocabulary:

1. delicious
2. to get
3. healthy
4. strong
5. curd
6. butter
7. cheese
8. patients
9. to boil

17

شیر ایک طاقتور¹ جانور ہے۔ یہ دیکھنے میں بہت خوفناک² نظر آتا ہے۔ اس کی گردن پر لمبے لمبے بال ہوتے ہیں۔ یہ افریقہ اور ایشیا کے جنگلوں میں پایا³ جاتا ہے۔ یہ غاروں⁴ میں رہتا ہے اسے جنگل کا بادشاہ کہتے ہیں۔ یہ انسان کا بڑا⁵ دشمن ہے۔ لیکن شکاری⁶ اس کے بچوں کو چُرا⁷ لیتے ہیں۔ وہ ان کو سُدھاتے⁸ اور سرکس⁹ میں ان سے کام لیتے ہیں۔

Lahore Board 1984 Group II

Vocabulary:

1. powerful
2. terrible
3. found
4. caves
5. worst
6. hunter
7. steal
8. to train
9. circus

18

ایک نوجوان باغ میں بیٹھا تھا۔ وہ کچھ فکر مند¹ تھا۔ کچھ دیر کے بعد ایک بوڑھا آدمی باغ میں داخل² ہوا۔ اس نے نوجوان کو ایک خط دیا۔ نوجوان نے خط کھولا اور اسے پڑھا۔ وہ خط پڑھ کر بہت خوش ہوا۔ اس کے فکر مندی کے آثار³ غائب⁴ ہو گئے۔ اس نے بوڑھے آدمی کا شکر یہ⁵ ادا کیا۔

Lahore Board 1984 Group II

Vocabulary:

1. worried
2. to enter
3. signs of anxiety
4. to disappear
5. to thank

19

لاہور ایک پرانا اور تاریخی شہر ہے۔ یہ دریائے راوی کے کنارے² پر واقع ہے۔ یہ صوبہ پنجاب کا دار الحکومت ہے۔ اس شہر میں بہت سی تاریخی عمارتیں ہیں۔ بادشاہی مسجد دنیا کی سب سے بڑی مسجدوں میں سے ایک ہے۔ شاہی مسجد کے پاس ہی علامہ اقبال کا مزار³ ہے۔ اقبال نے ہم کو پاکستان کا تصور⁴ دیا تھا۔ قرارداد پاکستان⁵ لاہور ہی میں منظور کی گئی تھی۔ مینار پاکستان اسی قرارداد کی یاد میں تعمیر کیا گیا۔ یہ اقبال پارک میں تعمیر⁶ کیا گیا۔

Vocabulary:

1. historical
2. bank
3. tomb
4. idea
5. the Pakistan Resolution
6. to build

20

المدین چین کے شہر بیجنگ میں رہتا تھا۔ اس کا والد درزی کا کام کرتا تھا۔ وہ بہت محنتی شخص تھا۔ المدین ابھی چھوٹا ہی تھا کہ اس کے والد کا انتقال ہو گیا۔ المدین اور اس کی والدہ نے بہت افلاس¹ کی زندگی گزاری۔ المدین بہت کاہل² تھا۔ وہ تمام دن گلیوں میں کھیلتا اور کوئی کام نہیں کرتا تھا۔ البتہ وہ جسمانی³ طور پر مضبوط⁴ اور طاقتور⁵ تھا۔

Lahore Board 1985 Group II

Vocabulary:

1. poverty
2. sluggish
3. physically
4. strong
5. powerful

21

چڑیا گھر¹ میں ہم نے بہت سے جانور دیکھے۔ یہ جانور ہم نے پہلے کبھی نہیں دیکھے تھے۔ ہم سب بہت خوش ہوئے۔ میرا چھوٹا بھائی خاص طور پر خوش ہوا۔ جب اس نے مور دیکھا تو خوشی سے اچھلنے لگا۔ اس نے ابا جان سے کہا، ”ابا جان، کیا آپ مجھے ایک مور خرید کر دے سکتے ہیں؟ یہ بہت خوبصورت² جانور ہے۔“ ابا جان نے بتایا کہ یہ مور بیچنے³ کے لیے نہیں ہیں۔

Lahore Board 1984

Vocabulary:

1. zoo
2. beautiful
3. for sale

22

میری والدہ مجھ سے بہت محبت کرتی ہیں۔ وہ میری صحت کا ہمیشہ خیال رکھتی¹ ہیں۔ ایسی خوراک پکاتی² ہیں جو میں پسند کرتا ہوں۔ لیکن مجھے زیادہ کھانے³ سے روکتی⁴ ہیں۔ مجھے اچھے اچھے کپڑے دیتی ہیں۔ زیادہ قیمتی⁵ کپڑوں کے خلاف⁶ ہیں۔ مجھے باقاعدہ کتابیں پڑھاتی ہیں۔

میں انگریزی میں ذرا کمزور ہوں لہذا انھوں نے میرے لیے ایک استاد رکھا ہے۔ مجھے روزانہ پڑھنے کی تاکید⁷ کرتی ہیں۔

Vocabulary:

1. to look after 2. to cook 3. overeating 4. to warn 5. costly 6. against 7. to insist

23

اورنگ زیب بڑانیک دل¹ اور خدا ترس² بادشاہ تھا۔ وہ بہت سویرے جاگ اٹھتا اور اللہ کی عبادت³ کیا کرتا تھا۔ اس نے اپنے عہد حکومت⁴ میں حکم جاری کر رکھا تھا کہ صبح بستر سے اٹھ کر اللہ کی عبادت کرو اور نیک کام کرو تاکہ سارا دن خوشی خوشی گزر جائے۔ وہ خود سورج نکلنے⁵ ہی دربار لگاتا۔ غریبوں، محتاجوں⁶ اور مظلوموں⁷ کی فریاد⁸ سنتا۔ وہ ان سے محبت سے پیش آتا۔ نہایت توجہ⁹ سے ان کا حال پوچھتا اور ان کی مرادیں¹⁰ پوری کرتا۔

Vocabulary:

1. good-natured 2. God-fearing 3. worship 4. reign 5. with the sunrise
6. dependant, needy 7. oppressed 8. petitions 9. great attention 10. desires

24

یہ نوجوان قائد اعظم رحمۃ اللہ علیہ کو قتل کرنے کے ارادے سے آیا تھا۔ جب اس نے دیکھا کہ کوئی آس پاس نہیں ہے۔ اس نے تیزی سے چاقو نکالا۔² وہ قائد اعظم رحمۃ اللہ علیہ کی طرف لپکا۔³ اللہ تعالیٰ نے قائد اعظم رحمۃ اللہ علیہ کو بہت عقل⁴ اور حوصلہ⁵ عطا کیا تھا۔ انھوں نے اپنا لمبا بازو بڑھا⁶ کر قاتل کا ہاتھ مضبوطی⁷ سے پکڑ لیا۔ انھوں نے اپنے پرائیویٹ سیکرٹری کو آواز دی۔ مجرم کو گرفتار کر لیا گیا۔ تمام لوگوں نے دیکھ لیا کہ قائد اعظم رحمۃ اللہ علیہ بہادر⁸ انسان تھے۔

Sargodha Board 1976 Group II

Vocabulary:

1. to kill, to murder 2. to pull out 3. to pounce upon 4. wisdom 5. courage
6. to stretch 7. to grip firmly 8. brave

25

حضرت محمد رسول اللہ صلی اللہ علیہ وسلم کے مکے میں پیدا ہوئے۔ آپ صلی اللہ علیہ وسلم کے والد کا نام حضرت عبد اللہ تھا۔ آپ صلی اللہ علیہ وسلم کے دادا نے آپ صلی اللہ علیہ وسلم کی پرورش کی۔ جب آپ صلی اللہ علیہ وسلم پچیس برس کے ہو گئے تو آپ صلی اللہ علیہ وسلم نے حضرت خدیجہ رضی اللہ عنہا سے شادی کر لی۔ جب آپ صلی اللہ علیہ وسلم چالیس برس کے ہوئے تو آپ صلی اللہ علیہ وسلم نے کہا کہ میں پیغمبر² ہوں۔ میری بات غور سے³ سنو۔ اللہ ایک ہے اس کی عبادت⁴ کرو۔

Bahawalpur Board 1980 Group I

Vocabulary: 1. bring up 2. Rasool 3. carefully 4. worship

26

پرانے زمانے میں کابل میں ایک سوداگر رہتا تھا۔ اس کا ایک بیٹا تھا۔ سوداگر کے بیٹے کو بچپن ہی سے پڑھنے لکھنے کا شوق¹ تھا۔ باپ نے اس

کو پوری توجہ سے پڑھایا۔ اسے اچھے اچھے استادوں کے پاس بھیجا۔ اچھے اچھے مدرسوں میں تعلیم دلوائی² اور اچھی سے اچھی کتابیں مہیا کیں۔ نتیجہ یہ ہوا کہ وہ جوان ہوتے ہوتے اس زمانے کے اکثر علوم میں ماہر³ ہو گیا۔ اس کے علم کی شہرت⁴ بادشاہ تک پہنچی تو وہ بہت خوش ہوا۔ بادشاہ نے سوداگر کے بیٹے کو وزیر بنا لیا اور اپنا ہر کام اس کے مشورے⁵ سے کرنے لگا۔

Multan Board 1980

Vocabulary:

1. fond of 2. to get educated 3. expert 4. fame of his learning 5. in consultation with

27

یہ ہمارا مکان ہے۔ جب ابا جان نے یہ مکان خریدا، میری عمر صرف پانچ سال تھی۔ دس برس سے میں اس مکان میں رہ رہا ہوں۔ ہمارا کنبہ¹ بہت بڑا² ہے۔ لیکن یہ مکان بہت چھوٹا ہے۔ ابا جان کہتے ہیں کہ وہ اس مکان کو بیچ³ دیں گے اور ایک بڑا مکان گلبرک میں خریدیں گے۔ مگر میں اس مکان کو چھوڑنا⁴ نہیں چاہتا۔ مجھے اس مکان سے محبت ہو گئی ہے۔

Quetta Board 1979

Vocabulary:

1. family 2. large 3. sell 4. leave

28

امجد کے والد بچپن میں ہی فوت¹ ہو گئے تھے۔ وہ یتیم² ہو گیا۔ اس کا چچا اسے اپنے گھر لے آیا۔ چچا کا کوئی بیٹا نہیں تھا۔ اس نے اپنے بیٹے کی طرح پرورش کی۔ امجد نے ایم۔ اے کا امتحان پاس کر لیا اور اسے ایک اچھی سی ملازمت³ مل گئی۔ اب اس کا چچا بوڑھا ہو چکا تھا۔ امجد نے باپ کی طرح اپنے چچا کی خدمت⁴ کی۔ چچا نے امجد کو اپنا داماد⁵ بنا لیا۔ امجد اب اپنے چچا کے کنبے کا فرد بن گیا۔

Lahore Board 1978

Vocabulary:

1. to die 2. orphan 3. job 4. to serve 5. son-in-law

29

حضرت عائشہ رضی اللہ عنہا حضرت ابوبکر صدیق رضی اللہ عنہ کی بیٹی تھیں جو کہ رسول اللہ ﷺ کے گہرے دوست تھے۔ آپ رضی اللہ عنہا رسول اللہ ﷺ کی بیوی تھیں۔ آپ رضی اللہ عنہا ایک چھوٹے سے کمرے میں رہتی تھیں۔ یہ ایک سادہ² سا کمرہ تھا۔ جس کی چھت نیچی تھی۔ حضرت عائشہ رضی اللہ عنہا گھر کا کام خود کرتی تھیں۔ آپ رضی اللہ عنہا کی زندگی سادہ تھی۔ آپ رضی اللہ عنہا کو رسول اللہ ﷺ نے بہت محبت تھی۔ آپ رضی اللہ عنہا بہت ذہین تھیں اور اسلام کے بارے میں بہت کچھ³ جانتی تھیں۔

Vocabulary:

1. intimate 2. simple 3. a lot

ایک دفعہ کا ذکر ہے کہ ایک کٹوے کو گوشت کا ٹکڑا ملا۔ وہ درخت کی شاخ¹ پر بیٹھ گیا۔ اتنے میں ایک لومڑی² ادھر آ پہنچی۔ لومڑی نے دل میں³ کہا، ”یہ ٹکڑا مجھے اس کٹوے سے حاصل کرنا چاہیے۔“ اس نے قریب جا کر کٹوے سے کہا، ”میں نے سنا ہے کہ تم اچھا گاسکتے ہو۔ تمہاری آواز بڑی میٹھی ہے۔ میں چاہتی ہوں کہ تمہارے گیت کا مزہ⁴ اٹھاؤں۔ کیا تم مہربانی کر کے گانا سناؤ گے۔“ اس پر کٹوہ خوش ہو گیا۔

Multan Board 1976

Vocabulary:

1. branch 2. vixen 3. to herself 4. to enjoy

یہ تصویر ہمارے گاؤں کی ہے۔ گاؤں کے باہر ہرے¹ بھرے کھیت² ہیں۔ اب گرمی کا موسم ہے۔ سورج خوب چمک رہا ہے۔ وہ سامنے گندم کے کھیت ہیں۔ گندم کے کھیتوں میں بڑی چہل پہل³ ہے۔ جوان، بوڑھے، مرد اور عورتیں مل کر کام کر رہے ہیں۔ فصل⁴ پکی⁵ ہوئی ہے۔ دیہاتی اب کٹائی⁶ کریں گے اور اپنی فصل کو شہر میں لے جائیں گے۔ ہمارے گاؤں میں بہت سی قابل دید⁷ چیزیں بھی ہیں۔ ہم گاؤں میں خوش ہیں۔ ہم اپنے گاؤں کو خوبصورت بنائیں گے۔

Vocabulary:

1. green 2. fields 3. hustle and bustle 4. crop 5. ripe 6. to harvest 7. worth seeing

حضرت علی رضی اللہ عنہ رسول اللہ ﷺ کے چچا کے بیٹے تھے۔ آپ ﷺ کے چچا کا نام ابوطالب تھا۔ ابوطالب امیر نہیں تھے۔ حضرت علی رضی اللہ عنہ رسول اکرم ﷺ کے پاس رہتے تھے۔ وہ نو سال کی عمر میں مسلمان¹ ہوئے۔ آپ رضی اللہ عنہ نے کئی جنگوں میں حصہ لیا اور کئی کافروں² کو قتل کیا۔ آپ رضی اللہ عنہ حضرت عثمان رضی اللہ عنہ کی وفات کے بعد خلیفہ³ بنے۔ آپ رضی اللہ عنہ چوتھے خلیفہ تھے۔ رسول اکرم ﷺ نے اپنی بیٹی کی شادی آپ رضی اللہ عنہ سے کر دی۔ حضرت علی رضی اللہ عنہ بہادر اور عالم⁴ تھے۔ آپ رضی اللہ عنہ کو رسول مقبول ﷺ سے بے حد پیار تھا۔

Vocabulary:

1. to embrace Islam 2. non-believers 3. Caliph 4. scholar

آدمی اپنی قسمت¹ خود بناتا ہے۔ اس کو چاہیے کہ محنت کرے اور لگن سے کام کرے تاکہ اپنی زندگی میں کامیاب ہو سکے۔ محنت اس دنیا کی سب سے بڑی حقیقت³ ہے جس کو جھٹلایا⁴ نہیں جاسکتا۔ اگر ہم ماضی میں نظر دوڑائیں تو معلوم ہوگا کہ جتنے بھی عظیم⁵ آدمی گزرے ہیں سب نے محنت اور ہمت سے کام لیا اور اپنی قسمت سنواری۔ ابراہم لنکن امریکہ کا صدر گزرا ہے۔ اگر ہم اس کی زندگی کا مطالعہ⁶ کریں تو معلوم ہوگا کہ وہ لکڑہارے کا بیٹا تھا لیکن اس کو پڑھنے کا شوق تھا۔

Vocabulary:

1. fate
2. architect
3. truth
4. falsified
5. great
6. study his life

34

مدینہ عرب کا ایک مقدس¹ شہر ہے۔ یہ مکہ سے قریباً تین سو میل کے فاصلہ پر ہے۔ کاریں یہ فاصلہ چار یا پانچ گھنٹے میں طے² کر لیتی ہیں۔ مدینہ پیغمبر اسلام ﷺ کا شہر ہے۔ یہاں کئی مساجد ہیں لیکن سب سے زیادہ مشہور مسجد نبوی ہے۔ اس مسجد میں رسول اکرم ﷺ کی قبر ہے۔ یہاں ایک لاکھ مسلمان نماز پڑھ سکتے ہیں۔ مدینہ میں کئی ہوٹل ہیں۔ یہاں پر انی عمارتیں⁴ بھی ہیں۔

Lahore Board 1975 Group II**Vocabulary:**

1. holy / sacred
2. to cover
3. sacred shrine
4. old buildings

35

میں نے شیر کو دُور سے دیکھا۔ وہ جھاڑیوں¹ میں بیٹھا تھا۔ شیر نے ہمیں نہیں دیکھا۔ میں نے اپنے ساتھی سے کہا تم یہیں خاموش بیٹھے رہو میں شیر کے قریب جاتا ہوں۔ اس کے بعد میں نے آہستہ آہستہ شیر کی طرف بڑھنا² شروع کر دیا۔ اگر میں ذرا سا شور کرتا تو وہ بھاگ جاتا۔ آخر میں اس کے قریب پہنچ گیا۔ وہ مجھے پتوں میں صاف دکھائی دے رہا تھا۔ اس نے ابھی تک³ مجھے نہیں دیکھا تھا۔ میں نے بڑی احتیاط⁴ سے بندوق اٹھائی۔

Multan Board 1975**Vocabulary:**

1. bushes
2. to advance
3. yet
4. carefully

36

چودھری اسلم کا دوست بڑی مدت کے بعد ملنے کے لیے آیا۔ اس نے محسوس¹ کیا کہ چودھری غمگین² معلوم ہوتا ہے۔ اس نے پوچھا چودھری صاحب کیا بات ہے۔ اداس کیوں رہتے ہو؟
چودھری: کوئی خاص بات نہیں۔
ایوب: خاص نہیں تو عام سہی³، آپ بے چین⁴ کیوں ہیں؟
چودھری: دنیا میں چین کسے ہے؟ نہ دن کو چین نہ رات کو آرام۔
ایوب: دنیا آپ سے متفق⁵ نہیں۔ یہ انسان کی کم ہمتی⁶ ہے جو اس کو مایوس⁷ کر دیتی ہے۔

Azad Kashmir Board 1975**Vocabulary:**

1. to feel
2. sad
3. let it be something general
4. restless
5. to agree with
6. lack of courage
7. despair

37

یہ سردیوں کی ایک رات تھی۔ ہم سو رہے تھے۔ یکا یک کسی نے دروازہ کھٹکھٹایا²۔ میں اور میرے والد اٹھ بیٹھے۔ ہم نے سوچا یہ کوئی چور ہوگا۔ اس لیے ہم نے بندوق لے لی۔ اور دروازے پر آگئے۔ میرے والد نے پوچھا ”دروازے پر کون ہے؟“، جواب ملا میں ایک غریب آدمی ہوں اور بھوکا³ ہوں۔ ہم نے دروازہ کھولا۔ اس کو اندر لے آئے اور کچھ کھانے کو دیا۔ اس نے ہمارا شکریہ⁴ ادا کیا اور چلا گیا۔

Lahore Board 1975

Vocabulary:

1. suddenly 2. to knock 3. hungry 4. to thank

38

اب ڈل تک تعلیم مفت ہوگئی ہے۔ اب غریبوں کے بچے بھی تعلیم حاصل کر سکیں گے۔ حکومت پاکستان نے کالج اور سکول اپنے کنٹرول میں لے لیے ہیں۔ ملک میں ہر شخص کو برابر کے حقوق¹ ہوں گے۔ حکومت ذہین² بچوں کو وظائف³ دے گی۔ وہ اعلیٰ تعلیمی اداروں میں تعلیم حاصل کر سکیں گے۔ ہم نیا اور مضبوط⁴ پاکستان بنائیں گے۔ ہمیں ملک کی ترقی⁵ کے لیے کوشش کرنی چاہیے۔

Sargodha Board 1973

Vocabulary:

1. rights 2. intelligent 3. scholarships 4. strong 5. progress

39

آمنہ میرے بچپن کی دوست تھی۔ ہم نے اکٹھے² کھیلا اور پڑھا۔ پھر میری ایف۔ اے کے بعد شادی ہوگئی اور میں اپنے میاں کے ساتھ لندن چلی گئی۔ آمنہ نے آگے پڑھا یا اس کی شادی ہوگئی، مجھے کچھ خبر نہ ملی۔ جب میں پانچ برس کے بعد وطن لوٹی تو ایک روز بازار میں اچانک³ آمنہ کی بڑی بہن سے میری ملاقات ہوگئی۔ میں نے بے تابی⁴ سے آمنہ کے متعلق⁵ پوچھا تو ان کی آنکھوں میں آنسو⁶ تیرنے لگے۔ میرا گھر نزدیک ہی تھا۔ میں ان کو اپنے ساتھ لے آئی تاکہ وہ اطمینان سے مجھے آمنہ کے بارے میں کچھ بتا سکیں۔

Vocabulary:

1. childhood 2. together 3. suddenly 4. impatiently 5. about 6. tears

40

صدر نے ادیبوں¹، شاعروں، دانشوروں²، مفکروں³ اور عالموں⁴ پر زور⁵ دیا ہے کہ اپنی ادبی تخلیقات⁶ کے ذریعے ملک کو اسلامی اور فلاحی مملکت⁷ بنانے میں حکومت کی مدد کریں۔ صدر گزشتہ روز ایک کتاب کی تعارفی تقریب میں شاعروں اور ادیبوں کے بہت بڑے اجتماع⁸ سے خطاب⁹ کر رہے تھے۔

Vocabulary:

1. writers 2. intellectuals 3. thinkers 4. scholars 5. to stress 6. literary work
7. welfare state 8. big gathering 9. addressing

Parts of Speech

The words used in a sentence are divided into different kinds or classes according to the work they do in the sentence. These kinds or classes are called PARTS OF SPEECH. They are eight in number.

1. Noun
2. Pronoun
3. Adjective
4. Preposition
5. Verb
6. Adverb
7. Conjunction
8. Interjection

NOUN

Noun is a word we use to name a person, a place or a thing we can see, touch, smell, hear, taste or think of. For example:

Muhammad Ali Jinnah was a great leader.

The Indus is the longest river in Pakistan.

Please don't make a noise.

Naela is suffering from fever.

Children drink milk.

Always speak the truth.

Silence is a virtue.

The Noun: Number

There are two numbers in English, Singular and Plural. The Singular number denotes one person, animal or thing and the Plural is for more than one person, animal or thing.

Some Nouns and their Plurals

| Singular | Plural | Singular | Plural |
|-----------------|---------------|-----------------|---------------|
| boy | boys | girl | girls |
| toy | toys | book | books |
| pen | pens | chair | chairs |
| table | tables | desk | desks |
| night | nights | day | days |
| cow | cows | monkey | monkeys |
| donkey | donkeys | horse | horses |

| | | | |
|---------|-----------|---------|-----------------|
| friend | friends | poet | poets |
| dog | dogs | cat | cats |
| arm | arms | leg | legs |
| hand | hands | ticket | tickets |
| cap | caps | flower | flowers |
| plant | plants | tree | trees |
| bird | birds | bat | bats |
| racket | rackets | pin | pins |
| bangle | bangles | calf | calves |
| shirt | shirts | locket | lockets |
| house | houses | room | rooms |
| roof | roofs | wall | walls |
| kitchen | kitchens | door | doors |
| window | windows | chief | chiefs |
| hoof | hoofs | dwarf | dwarfs\ dwarves |
| proof | proofs | gulf | gulfs |
| thief | thieves | wolf | wolves |
| leaf | leaves | knife | knives |
| life | lives | bench | benches |
| class | classes | brush | brushes |
| watch | watches | tax | taxes |
| dish | dishes | bush | bushes |
| box | boxes | wife | wives |
| match | matches | mango | mangoes |
| kiss | kisses | volcano | volcanoes |
| buffalo | buffaloes | hero | heroes |
| potato | potatoes | dynamo | dynamos |
| piano | pianos | duty | duties |
| bamboo | bamboos | baby | babies |
| city | cities | lady | ladies |
| army | armies | story | stories |
| fly | flies | pony | ponies |
| man | men | woman | women |
| foot | feet | tooth | teeth |
| goose | geese | mouse | mice |
| cuckoo | cuckoos | | |

| | | | |
|-------|----------|---------|----------|
| child | children | brother | brothers |
| ox | oxen | sister | sisters |

| Singular | Plural | Singular | Plural |
|-----------------|------------------|---------------|----------------|
| brother-in-law | brothers-in-law | stepbrother | stepbrothers |
| sister-in-law | sisters-in-law | stepsister | stepsisters |
| father-in-law | fathers-in-law | court martial | courts martial |
| mother-in-law | mothers-in-law | hanger-on | hangers-on |
| son-in-law | sons-in-law | looker-on | lookers-on |
| daughter-in-law | daughters-in-law | passer-by | passers-by |
| stepfather | stepfathers | Mr. | Messrs |
| stepmother | stepmothers | Miss | Misses |
| stepson | stepsons | Mrs. | Mesdames |
| stepdaughter | stepdaughters | | |

Some nouns are used only in the plural:

| | | | |
|----------|----------|--------|------------|
| trousers | jeans | riches | spectacles |
| tidings | scissors | socks | |

Some nouns are used only in the singular:

| | | | |
|-------------|-----------|---------|----------|
| news | physics | innings | politics |
| mathematics | mechanics | | |

The Noun: Gender

Gender shows the difference of sex. It is of four kinds.

- A noun that denotes a male is said to be of Masculine Gender e.g. boy, lion, Adnan, etc.
- A noun that denotes female is said to be of Feminine Gender e.g. girl, lioness, Alia, etc.
- A noun that denotes either sex is said to be of Common Gender e.g. cousin, baby, friend, etc.

A noun that denotes lifeless thing is said to be of Neuter Gender e.g. apple, book, knife, etc.

Some common nouns and their feminine genders:

| Masculine | Feminine | Masculine | Feminine |
|------------------|-----------------|------------------|-----------------|
| boy | girl | brother | sister |
| bull | cow | cock | hen |
| dog | bitch | father | mother |
| horse | mare | husband | wife |
| man | woman | nephew | niece |
| papa | mama | son | daughter |
| uncle | aunt | giant | giantess |
| author | authoress | host | hostess |
| heir | heiress | manager | manageress |
| lion | lioness | shepherd | shepherdess |
| poet | poetess | conductor | conductress |
| actor | actress | instructor | instructress |
| hunter | huntress | tiger | tigress |
| traitor | traitress | waiter | waitress |

Some common verbs and their nouns:

| Verb | Noun | Verb | Noun |
|-------------|----------------|-------------|-------------|
| achieve | achievement | drip | drop |
| add | addition | draw | drawer |
| admit | admission | drive | driver |
| advise | advisor/advice | elect | election |
| agree | agreement | employ | employment |
| allot | allotment | enjoy | enjoyment |
| appoint | appointment | feed | food |
| approve | approval | float | fleet |
| arrange | arrangement | flow | flood |
| arrive | arrival | give | gift |
| astonish | astonishment | go | gait |
| bathe | bath | grieve | grief |

| | | | |
|--------------|----------------|------------|-------------|
| bear | birth | grow | growth |
| begin | beginning | invite | invitation |
| behave | behaviour | laugh | laughter |
| believe | belief | live | life |
| bleed | blood | lose | loss |
| bless | blessing | marry | marriage |
| breathe | breath | meet | meeting |
| busy | business | move | movement |
| bury | burial | object | objection |
| choose | choice | propose | proposal |
| clothe | cloth | prove | proof |
| collect | collection | punish | punishment |
| congratulate | congratulation | remove | removal |
| connect | connection | run | race |
| decide | decision | see | sight |
| destroy | destruction | sing | song |
| develop | development | sit | seat |
| die | death | solve | solution |
| dine | dinner | speak | speech |
| divide | division | strengthen | strength |
| strike | stroke | thieve | theft |
| succeed | success | think | thought |
| tell | tale | translate | translation |

PRONOUN

A pronoun is a word, used instead of a noun. It is generally used to avoid repetition of the noun. For example:

- Afshan was absent because she was ill.
- Razzaq did not play because he was injured. My parents arrived yesterday. They arrived a day too late.
- You are a doctor.
- I am a teacher.

It will be seen that a pronoun is of the same number, person and gender as the noun for which it stands.

There are seven kinds of pronouns:

1. Personal pronoun
2. Relative pronoun

5. Demonstrative pronoun

6. Interrogative pronoun

7. Distributive pronoun

We shall discuss only the first two because they are more important and more widely used kinds of pronouns.

PERSONAL PRONOUN

Stands for three persons:

1. The person speaking, (i.e. First person)
2. The person spoken to, (i.e. The second person)
3. The person spoken of, (i.e. The third person)

Different forms of the personal pronouns are given below:

● **FIRST PERSON**

| | Singular | Plural |
|------------|-----------------|---------------|
| Nominative | I | we |
| Possessive | my, mine | our, ours |
| Accusative | me | us |

● **SECOND PERSON**

| | Singular | Plural |
|------------|-----------------|---------------|
| Nominative | you | you |
| Possessive | your, yours | your, yours |
| Accusative | you | you |

● **THIRD PERSON**

| | Singular | Plural |
|------------|-------------------------|---------------|
| Nominative | he, she, it | they |
| Possessive | his, her, hers, it, its | their, theirs |
| Accusative | him, her, its | them |

Examples

First Person

I am young.

We are young.

This is my book.

This is our book.

This book is mine.

This book is ours.

He was talking of me.

He was talking of us.

Second Person

You are young.

This is your book.

This book is yours.

He was talking of you.

You are young.

This is your book.

This book is yours.

He was talking of you.

Third Person

He/She/It is young.

This is his / her book.

This book is his / hers.

He was talking of him / her / it.

They are young.

These are their books.

These books are theirs.

He was talking of them.

RELATIVE PRONOUN

A relative pronoun is a word that works as a conjunction as well as a pronoun.

These words are:

who, whose, whom, which, that

Examples

He is the young man who saved my life.

He is a boy whose father is a lawyer.

She is the girl whom I met in Lahore.

The story, which appeared in the daily Dawn, was written by Aslam.

This is the only thing that I can do for you.

EXERCISE

Write the correct form of personal pronoun in the following sentences.

1. Naureen and _____ were present. (I, me)
2. It was Salma _____ called on you. (who, whom)
3. It might have been _____. (he, him)
4. You are taller than _____. (he, him)
5. He is a better batsman than _____. (we, us)
6. Is that Shilla? Yes, it is _____. (she, her)
7. Nobody but _____ was absent. (she, her)
8. She and _____ are good friends. (I, me)

9. Your pen writes better than _____. (her, hers)
10. These books are not _____. (her, hers)
11. He lost his bat and we _____. (our, ours)
12. The bike which has been stolen is not _____. (his, him)

ADJECTIVE

An adjective is a word used to add to the meaning of a noun or a pronoun. It describes or points out a person, an animal, a place or a thing which the noun names or tells.

Examples:

- | | |
|--------------------------------------|--|
| She is a <u>pretty</u> girl. | He is a <u>lazy</u> boy. |
| I gave her <u>two</u> pencils. | The team has had <u>enough</u> practice. |
| They showed <u>much</u> patience. | He did not eat <u>any</u> bread. |
| <u>Most</u> Pakistanis like cricket. | This is a <u>Pakistani</u> cloth. |

EXERCISE

Supply suitable adjectives in the following sentences.

- The _____ man does not have a place to live.
- He is a/an _____ child.
- This is a /an _____ book.
- Karachi is a/an _____ city.
- A hand has _____ fingers.
- _____ men must die.
- I have not eaten _____ meat.
- There are not _____ plates on the table.
- _____ mangoes are sour.
- I like _____ jerseys.

THE COMPARISON OF ADJECTIVE

Some adjectives describe the quality of an object in three different ways:

- The positive degree
- The comparative degree
- The superlative degree

The Positive Degree

The positive degree shows the quality of an object without reference to any other, e.g:

- He is a rich man.
- He is a bad man.
- He is an honest man.

The Comparative Degree

The comparative degree compares the degree of the quality of an object with the degree of the same quality of another, e.g:

- He is richer than his brother.
- He is worse than his brother.
- He is more honest than his brother.

The Superlative Degree

The superlative degree shows the highest degree of the quality with reference to all other things of the same class, e.g:

- He is the richest man in the family.
- He is the worst man in the family.
- He is the most honest man in the family.

EXERCISE

Use the correct form of the adjective in the following sentences.

1. She is _____ than I. (pretty)
2. My father is _____ than Ali's father. (old)
3. My father is the _____ man in town. (rich)
4. Your composition is the _____ of all. (bad)
5. She is _____ than her sister. (beautiful)
6. This is the _____ tree in the garden. (tall)
7. He was carrying the _____ load of all. (heavy)
8. The water of this well is _____ . (sweet)
9. She is a _____ woman. (wise)
10. This is the _____ question of all. (difficult)
11. Prevention is _____ than cure. (good)
12. She is _____ than her elder sister. (wise)
13. He is the _____ of all the brothers. (tall)
14. She is the _____ girl I have ever seen. (sweet)

There are some comparatives which are followed by *to* instead of *than*:

1. She is senior to me.
2. I am junior to her.
3. This pen is superior to that.
4. This painting is inferior to that.

The Correct Use of Some Adjectives

some, any: Some is used to express quantity or degree in affirmative sentences and any in negative or interrogative sentences.

-
1. You have bought some apples.
 2. You have not bought any apples.
 3. Have you bought any apples?

each, every: Each is used in speaking of two or more things when the number is limited and definite. Every is used only in speaking of more than two when the number is indefinite.

1. I stayed in Naran for three days, and it rained each day.
2. Each of the two sisters has pens.
3. This magazine is published every year.

little, a little, the little: Little means hardly any therefore, it has a negative meaning. A little means some, though not much. It has a positive meaning. The little means not much, but all that is.

1. Naureen has little chance of recovery. (hardly any)
2. Her mother has a little chance of recovery.
3. The doctors must avail themselves of the little chance of recovery that he has.

few, a few, the few: Few means hardly any. It has a negative meaning. A few means some. It has a positive meaning. The few means not many, but all these are.

1. I am unlucky that I have few friends. (i.e. hardly any)
2. She is lucky as she has a few friends.
3. The few friends she has, are very influential.

Articles

A, an and *the* are called articles. Articles are of two kinds:

The Indefinite Article

A and *an* are the two indefinite articles. *A* is used before the word beginning with a consonant sound, and *an* with the word beginning with a vowel sound. The indefinite articles can be used only with the things that can be counted.

1. This is a table.
2. The boy is sitting on a chair.
3. She is eating an apple.
4. A cat eats meat.

The Definite Article

The is called definite article. It is used:

i) When we speak of a particular person or a thing.

1. He has gone to the canal for a walk.
2. She went to the club an hour ago.
3. The book, he wants, is out of print.

ii) When a singular noun represents a whole class.

1. The dog is a faithful animal.
2. The rose is a sweet flower.

iii) With the names of rivers, seas, oceans, groups of islands and mountain ranges.

1. The Indus is the longest river in Pakistan.
2. The West Indies is known for great cricketers.
3. The Indian Ocean lies to the south of India.
4. Mount Everest is one of the peaks of the Himalayas.

iv) Before the names of books and newspapers.

1. The Dawn is published from Karachi.
2. The Muslims follow the teachings of the Holy Quran.

v) Before common names which are names of unique things.

1. The moon shines in the sky.

Exercise

Use *a*, *an* or *the* where necessary:

1. _____ cat is a loving animal.
2. _____ table is made of wood.
3. _____ child drinks milk.
4. We eat rice with _____ spoon.
5. _____ mango has _____ sweet taste.
6. I want _____ cup of coffee.
7. We write on _____ paper.
8. Please give me _____ piece of paper.
9. _____ door of _____ room is broken.
10. There is _____ chair in _____ corner.
11. We write with _____ pen.
12. We write _____ letter.
13. I like _____ butter.
14. I eat _____ bread.
15. I am eating _____ piece of bread.

PREPOSITION

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

1. He is fond of tea.
2. He is ashamed of his behaviour.
3. He was angry with me.
4. She was absent from the class.
5. Let us hope for the best.

Words Followed by Appropriate Preposition

1. Players must abide by the rules of the game.
2. He was absent from the class.
3. He was accused of theft.
4. You must act upon the advice of your teacher.
5. I agree with you in this matter.
6. She was angry at my behaviour.

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7. They were angry with me.
 8. He will appear before the judge.
 9. The train arrived at the Lahore station in time.
 10. You should be ashamed of your behaviour.
 11. She assured me of her help.
 12. He was not aware of my difficulties.
 13. The children were begging for alms.
 14. Muslims believe in the oneness of Allah.
 15. These books belong to her.
 16. A son was born to her.
 17. He was born in a rich family.
 18. He does not care for me.
 19. He is very careful about his health.
 20. The teacher made a complaint against his son.
 21. He has no confidence in his parents.
 22. She was confident of her success.
 23. She congratulated me on my success.
 24. He is not conscious of his weakness.
 25. They have no control over their son.
 26. Pakistan is very dear to us.
 27. The whole family depends on her for its living.
 28. This letter was delivered to me only yesterday.
 29. He died of cancer.
 30. We should always be prepared to die for our country.
 31. I could not dream of these comforts.
 32. He is eligible for this post.
 33. She was engaged to a rich man.
 34. He is entitled to these facilities.
 35. This angle is equal to that.
 36. Pinky failed in mathematics.
 37. We must have faith in Allah.
 38. They are faithful to her.
 39. Lahore is famous for its historical buildings.
 40. I feel for the poor.

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41. We must fight for the basic human rights.
 42. Fill in the blanks with the suitable prepositions.
 43. The police opened fire at the demonstrators.
 44. She is fond of reading novels.
 45. Please forgive him for his misbehaviour.
 46. The basket was full of flowers.
 47. She was glad at her success.
 48. I am grateful to you for your kindness.
 49. I was grieved at his loss.
 50. He was guilty of stealing.
 51. What has happened to him?
 52. I was sorry to hear about his sad death.
 53. We must always hope for the best.
 54. There is hardly any hope of her recovery from her illness.
 55. She is not ignorant of her shortcomings.
 56. She is incapable of doing any harm to anybody.
 57. I am inclined to believe her.
 58. Her name was not included in the list of prize winners.
 59. She is indebted to Shabana for her guidance.
 60. He is indifferent to all kinds of advice.
 61. They were informed of my expected arrival.
 62. Smoking is injurious to health.
 63. She takes no interest in studies.
 64. Her mother had an interview with the Principal.
 65. You are intimate with him.
 66. She introduced me to her friends.
 67. She invited her friends to her wedding.
 68. Do not be jealous of others.
 69. He is junior to me in age.
 70. Hard work is the key to success.
 71. We must be kind to children.
 72. I knocked at the door several times.
 73. Do not laugh at anybody.
 74. This road leads to the Shalimar Garden.

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75. She delivered a lecture on interior decoration.
 76. She has a special liking for this dish.
 77. Please listen to me.
 78. He is loyal to the country.
 79. This chair is made of wood.
 80. She was married to her cousin.
 81. He is negligent in his work.
 82. He did not object to my proposal.
 83. I am obliged to you for your help.
 84. This is a good opportunity for him.
 85. They are opposed to each other.
 86. These lines are parallel to each other.
 87. He will not part with his wealth.
 88. Women are very particular about their dress.
 89. You must be patient with the patient.
 90. You must have pity for the poor.
 91. He is polite in his behaviour towards others.
 92. She is very popular with her pupils.
 93. We should pray to Allah for success.
 94. I prefer to walk instead of going by bus.
 95. We should be prepared for the worst.
 96. The headmaster presented books to the Chief Guest.
 97. She takes pride in her work.
 98. He has made a lot of progress in his studies.
 99. It is not proper for you to behave in this manner.
 100. He is proud of his scholarship.
 101. He was punished for stealing.
 102. I hope he will recover from his illness rapidly.
 103. The matter was referred to the headmaster.
 104. I have great regard for your feelings.
 105. I am related to her.
 106. He always relies on his own efforts.
 107. He sent a reply to my letter after a long time.
 108. He got four seats reserved for us in the Tezgam.

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109. He has no respect for his elders.
110. He will retire from service next year.
111. I am satisfied with her progress in the class.
112. Please send for the doctor immediately.
113. I was shocked at the news of the accident.
114. I am sorry for what I have done.
115. This building is not suitable for residence.
116. She is sure of her success.
117. I am surprised at your behaviour.
118. We sympathise with you in your bereavement.
119. I have no taste for music.
120. I am thankful to you for your kindness.
121. Trust in Allah and do the right.
122. He is unfit for this job.
123. She is weak in mathematics.
124. What do you wish for?
125. He works in this office.

VERB

A verb is a word that tells or says something about a person or thing. We cannot make a sentence without a verb. It is, therefore, the most important word in a sentence. For example:

- Roshana takes her meals in the afternoon.
- The sun rises in the east.
- She has learnt her lesson.
- Girls were singing.
- He speaks the truth.

A verb may refer to:

1. Present time
 2. Past time
 3. Future time
- A verb that refers to the present time is said to be in the Present tense.
 - A verb that refers to the past time is said to be in the Past tense.
 - A verb that refers to the future time is said to be in the Future tense.

PRESENT TENSE

Present tense has four forms:

a) Present Indefinite:

Present indefinite tense is used to express general statement and to describe acts that are habitual or usual.

Examples:

1. It rains in winter.
2. They work hard all day.
3. The sun sets in the west.
4. I do not take my meals at night.
5. Do you go to school everyday?

b) Present Continuous:

Present continuous tense describes an action that is taking place at the time of speaking.

Examples:

1. It is raining.
2. The boys are doing their home task.
3. The girls are playing net ball.
4. Are they sitting idle?

EXERCISE

Put the verbs in the correct form of the present tense (indefinite or continuous).

1. She (love) her cat very much.
2. He (go) to school everyday.
3. It (rain) at present.
4. They (take) tea every morning.
5. Good students always (work) hard.
6. The earth (revolve) around the sun.
7. She (learn) French at present.
8. They (not do) their work regularly.
9. Shahida (sing) a sad song today.
10. They always (come) back home late.
11. She (speak) English now.
12. She (speak) English quite well.
13. The baby (cry) for milk now.
14. They (go) to sleep at ten.
15. He (not keep) me waiting.

Present continuous tense is also used to announce a future event which is already arranged:

1. She is leaving for London tomorrow.
2. They are coming to dinner on Sunday.
3. He is coming back next week.

The following verbs are not generally used in the continuous form:

see, hear, smell, taste, notice, recognize, remember, recollect, forget, know, understand, believe, feel (that), think (that), suppose, mean, gather (that), want, wish, desire, refuse, forgive, care, matter, own, love, hate, dislike, seem, appear, possess, consist of

c) Present Perfect:

Present perfect tense is used to indicate an action that has completed by a given time or to connect a completed action with the present.

Examples:

1. I have read the two books.
2. She has not sent him back.
3. They have lived in this house for ten years.
4. I have known him for a long time.

d) Present Perfect Continuous:

Present perfect continuous tense is used to indicate an action that began in the past and is still continuing.

Examples:

1. She has been playing the piano since 2 o'clock.
2. I have been waiting here for two hours.
3. The packet has been lying there since morning.

The words *since* and *for* are commonly used with the present perfect and present perfect continuous tenses. Since is used to indicate the point of time when the action began and for to indicate the period of time lasted up till now.

EXERCISE

Put the verbs in the correct form of the present perfect or present perfect continuous tense.

1. I already (take) three cups of coffee.
2. I (not see) you since Monday.
3. My brother (not write) to me for ten years.
4. She (learn) French for over two years.
5. The book (lie) on the table for weeks.
6. He (not speak) to me since March.
7. She (sleep) since morning.
8. How long you (wait) here?
9. He (stand) in the sun for an hour.
10. She (work) in this office for seven years.
11. They (not eat) anything since morning.
12. They already (do) their home task.
13. I already (post) the letter.
14. The fire (burn) at night for two hours.
15. You (rest) since morning.

PAST TENSE

Past tense has four forms:

a) Past Indefinite:

Past indefinite tense is used to indicate a single act or an action in the past.

1. I had a cup of tea in the morning.
2. She went to school an hour ago.
3. Quaid-e-Azam worked very hard.
4. He sold newspapers for living.
5. She shut the door softly.

b) Past Continuous:

Past continuous tense represents an action which was going on at some point in the past.

1. She was doing her home task when the guests arrived.
2. I was reading a book when the bell rang.
3. They were going to school when the storm broke.

EXERCISE

Put the verbs in brackets in the correct form of the past tense (indefinite or continuous).

1. It (begin) to rain an hour ago.
2. How long ago you (come) here?
3. She (not hear) any noise.
4. He (ride) a bike when he (meet) an accident.
5. He (leave) twenty minutes ago.
6. I (go) to airport when I (see) her.
7. The light (go out) when we (have) dinner.
8. She (sing) a song when I (enter) the room.
9. I (meet) her in the plane.
10. I (make) tea when the door bell (ring).
11. He (not reply) to my letter.
12. I (buy) this motor bike only a month ago.
13. I (not listen) when you (talk).
14. The farmer (plough) the field when it (start) raining.
15. The bus (move) while I (board) it.

c) Past Perfect:

Past perfect tense is used to describe an action completed at some point in the past.

1. I had left the house before it started raining.
2. They had taken their meals before the guests arrived.

d) Past Perfect Continuous:

Past perfect continuous tense is used to describe an action which had been going on for some time and finished at some definite time in the past.

1. She had been working since morning.
2. It had been raining since last night.
3. They had been playing cards for six hours.
4. He had been coming here since 1970.

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5. She had been visiting Europe since childhood.

EXERCISE

Put the verbs in brackets in the correct form either past perfect tense or past perfect continuous tense.

1. After you (leave) I went to sleep.
2. They (take) their breakfast after they had washed their hands.
3. I (work) on this assignment for a month.
4. Ali (prepare) for his examination since October.
5. She (ask) why we had wanted to leave early.
6. I asked her what places she (visit) in Europe.
7. The sun (not rise) before we were ready to leave.
8. I had never seen snow before I (go) to Murree.
9. Aslam (swim) for three hours.
10. The bus (stop) before we stepped out.

FUTURE TENSE

Future tense has four forms:

a) Future Indefinite:

Future indefinite tense is used to describe a single act that is yet to take place.

1. They will leave for London tomorrow.
2. The court will give its verdict on Thursday next.
3. I shall see him next Monday.

b) Future Continuous:

Future continuous tense is used to describe an action going on at some point in future time.

1. She will be taking her English lesson in the morning.
2. I shall be reading the paper then.
3. They shall be playing hockey at that time.

EXERCISE

Put the verbs in brackets in the correct form of the future tense (indefinite or continuous).

1. You (no understand) it.
2. This watch (not cost) very much.
3. She (work) hard for the competition.
4. I (finish) this exercise in an hour's time.
5. I (not have) much money.
6. What you (do) at four?
7. They (travel) all night.
8. I (wait) for you at the usual time.
9. She (learn) her lesson in French in the morning.

c) Future Perfect:

Future perfect tense is used to describe an action that will be finished by a certain future date.

1. I shall have finished writing this novel by June next year.
2. She will have stopped taking this medicine by March next.
3. They will have left Pakistan before the end of the year.

d) Future Perfect Continuous:

Future perfect continuous tense is used to describe an action which has been going on continuously and has yet to be completed in the future.

1. By the next March, I shall have been working on this project for ten years.
2. By October next, I shall have been teaching at this college for twenty years. (This tense however, is not often used.)

EXERCISE

Put the verbs in brackets in the correct form either future perfect tense or future perfect continuous tense.

1. She (finish) her work before the guests arrive.
2. They (write) their exercise by the time the teacher arrives.
3. She (return) from the tour of Europe by the middle of December next.
4. The farmers (reap) the harvest before the rains.
5. These mangoes (reach) the market by April.
6. I (read) all the novels of Golding by the end of summer vacation.
7. The meeting (end) by the time we gather.
8. I hope it (stop) raining by the evening.
9. She (take) her examination by the next fall.
10. They (complete) their work by tomorrow.

With Time Conjunction

Present perfect tense is used instead of future perfect tense.

1. I shall wait here until you have finished your work.
2. I cannot do anything until I have taken my lunch.
3. I shall take you around the fields when you have taken some rest.

ACTIVE AND PASSIVE VOICE

Voice is that form of a verb which shows whether the subject does something or has something done to it. There are two voices in the English language: Active voice and Passive voice.

Active Voice:

A verb is in the active voice when its subject does something.

1. Khurshid (subject) helps Naushaba (object).
2. The driver (subject) opened the door of the car (object).
3. The boy (subject) makes the picture (object).

Passive Voice:

A verb is in the passive voice when something is done to its subject.

1. Naushaba is helped by Khurshid.
2. The door of the car was opened by the driver.
3. The picture is made by the boy.

We see that the following changes take place when a sentence is changed from the active into passive voice.

- i) The subject becomes the object and the object becomes the subject.
- ii) The principal verb is changed into the past participle (if it is not already in that form) and is preceded by some form of the verb be.
- iii) The preposition by is placed before the object.

Following is a list of the sentences (in various tenses) changed from the active into the passive voice:

1. The mother loves the children.
The children are loved by the mother. **(present indefinite tense)**
2. They are buying this house.
This house is being bought by them. **(present continuous)**
3. She has not beaten the dog.
The dog has not been beaten by her. **(present perfect)**
4. She bought five video films.
Five video films were bought by her. **(past indefinite)**
5. She gave me five films.
I was given five films by her.
6. Why did she write such a letter?
Why was such a letter written by her?
7. She was teaching the students.
The students were being taught by her. **(past continuous)**
8. They had gained nothing.
Nothing had been gained by them. **(past perfect)**

9. He will write a letter.
A letter will be written by him. (future indefinite)

10. We shall have killed the snake.
The snake will have been killed by us. (future perfect)

Sentences in the present perfect continuous, past perfect continuous and future perfect continuous are not changed into the Passive voice.

EXERCISE

Change the following sentences into passive voice.

- | | |
|---|--|
| 1. She likes apples. | 2. The boy is climbing the wall. |
| 3. We did not hear a sound. | 4. They have bought a horse. |
| 5. The Board has given me a gold medal. | 6. He praised the boy for his courage. |
| 7. The teacher was helping the students. | 8. Why were they beating the boy? |
| 9. They have not done their job. | 10. A car ran over an old man. |
| 11. He will give you a box of chocolates. | 12. He had told me to do it. |
| 13. They had not done their home task. | 14. We shall have finished our work by March next. |
| 15. He took away my books. | 16. The sudden noise frightened the child. |
| 17. We use milk for making cheese. | 18. Why is he mending the chair? |
| 19. The doctor asked her to stay in bed. | 20. They caught the thief. |

ADVERB

An adverb is a word which qualifies (or adds to) the meaning of a verb, an adjective or another adverb.

- | | |
|---|--------------------------------------|
| 1. She was walking <u>slowly</u> . | 2. You are a <u>very</u> clever boy. |
| 3. She was walking <u>quite</u> slowly. | |

Adverbs are of three kinds:

Adverbs of Manner

- | | |
|------------------------------------|------------------------------------|
| 1. She was walking <u>slowly</u> . | 2. He was reading <u>clearly</u> . |
| 3. They fought <u>bravely</u> . | 4. Do not walk <u>so fast</u> . |

Adverbs of Place

- | | |
|--|--------------------------------|
| 1. They followed her <u>everywhere</u> . | 2. <u>Where</u> are you going? |
|--|--------------------------------|

Adverbs of Time

- | | |
|---|--|
| 1. <u>When</u> will you learn to do it? | 2. Sheila sang at the concert on <u>Sunday</u> . |
| 3. The book was not available <u>then</u> . | |

The three adverbs in one sentence are placed in the following sequence:

Sheila sang beautifully (**adverb of manner**) at the concert (**adverb of place**) on Sunday (**adverb of time**).

CONJUNCTION

A conjunction is a word which is used merely to join together sentences and sometime words.

1. She is a doctor and her brother is an engineer.
2. He is poor but honest.
3. Roshana and Naushaba are good singers.
4. He must get a good job or he will run away.
5. Two and two make four.

Some conjunctions are used in pairs.

6. Neither she nor her mother is present in the house.
7. Either he is a fool or a knave.
8. Both Aslam and Akram respect their teacher.
9. She does not care whether you eat or not.
10. He is not only a brother to me but also a friend .
11. No sooner did he leave the house than it started raining.
12. As you sow, so shall you reap.

Some compound expressions are also used as conjunctions.

1. He saved a lot of money so that his sons would lead a prosperous life.
2. Adnan as well as his friends was in the class.
3. He should be employed provided that he fulfills the basic qualifications.
4. He will be readmitted to school on condition that he submits a written apology.
5. She looks as if she were ill.

INTERJECTION

An interjection is a word which is used to express sudden feeling or emotion.

1. Hurrah! We have won the match.
2. Alas! He is no more.
3. Oh! You gave me shivers.
4. Hush! Do not make a noise.
5. Hello! What are you doing there?

Some groups of words are also used as interjections.

- . Ah me! For shame! Good heavens! Well done!

DIRECT AND INDIRECT SPEECH

We can report the words of a speaker in two ways:

1. She said, "I am doing my home task now."
2. She said that she was doing her home task then.

The first way of reporting the speaker's words is called Direct Speech. While doing this we have reproduced the exact words of the speaker and put them in inverted commas.

The second way of reporting what the speaker has said is called the Indirect (Reported) Speech. While doing this we have made the following changes in the sentence.

1. Conjunction *that* has been placed before the reported speech. (Indirect statement)
2. Pronoun *I* has been changed into *she*.
3. Verb *am* has been changed into *was*.
4. Adverb *now* has been changed into *then*.

Rules for Changing Direct Speech into Indirect

1. When the reporting verb is in the past tense.

- a. a present indefinite becomes a past indefinite:

He said, "I am not a thief." (DIRECT)

He said that he was not a thief. (INDIRECT)

- b. a present continuous becomes a past continuous

She said, "I am working hard." (DIRECT)

She told that she was working hard. (INDIRECT)

- c. A present perfect becomes a past perfect

He said, "I have returned the books." (DIRECT)

He said that he had returned the books. (INDIRECT)

- d. A past indefinite changes into a past perfect.

She said, "The patient died in the hospital." (DIRECT)

She said that the patient had died in the hospital. (INDIRECT)

- e. Will/ Shall changes into would/should

He said, "She will go there." (DIRECT)

He said that she would go there. (INDIRECT)

2. Pronouns of the first and the second person change into third person pronouns.

However, if the person addressed reports the speech, second person change into first.

She said, "I do not agree with you." (DIRECT)

She said that she did not agree with him. (INDIRECT)

He said to the stranger, "I do not recognize you." (DIRECT)

He told the stranger that he did not recognize him. (INDIRECT)

The teacher said to Mueen, "I have taught you and your sister." (DIRECT)

The teacher told Mueen that he had taught him and his sister. (INDIRECT)

She said to me, "You are a lazy boy." (DIRECT)

She told me that I was a lazy boy. (INDIRECT)

3. Words showing nearness change into words showing distance, as given below:

| <u>Word</u> changes into | <u>Word</u> | <u>Word</u> changes into | <u>Word</u> |
|--------------------------|----------------|--------------------------|------------------|
| this | that | now | then |
| here | there | thus | so |
| today | that day | tomorrow | the next day |
| yesterday | the day before | last night | the night before |
| ago | before | | |

EXERCISE

Change the following sentences into the indirect narration of speech.

1. She said, "I like clouds in the sky."
2. He said, "I am unwell."
3. He said to her, "I live in this building."
4. They said, "Our teacher is on leave."
5. Arif and Ayesha said to their mother, "We like mangoes."
6. She said, "I am helping my mother in the kitchen."
7. He said, "I am watering the plants in the garden."
8. Afshan said, "I am sewing mother's shirt."
9. He said, "They are not doing their duty well."
10. He said to me, "You are not running very fast."
11. They said, "We have done our duty."
12. The teacher said to us, "You have not completed your drawing."
13. She said, "They have not eaten their meals."
14. The teacher said, "I have often told you not to play with fire."
15. My brother said to me, "You have missed the point completely."
16. He said, "I completed my drawing half an hour ago."
17. She said, "I did not go to school yesterday."
18. He said, "She sang a beautiful *ghazal* at the concert last night."
19. She said, "He rang me up at twelve midnight."
20. He said, "The boys did not put up a good show last night."
21. She said, "I shall never do such a thing."
22. Afshan said, "They will wait for us for an hour only."

23. They said, "We shall never make a promise, we cannot fulfill."
 24. He said, "I shall explain this to you only if you listen to me with patience."
 25. He said, "I hope you will not repeat this mistake."

4. In reporting questions:

- a. Beginning with a verb, we place whether or if after the object of the reporting verb; or if the answer to the question is 'Yes' or 'No', we use whether or if after the object of the reporting verb.
 b. Beginning with an interrogative word like what and why, we do not use any conjunction. However, the reporting verb is changed to asked, enquired, etc.

Examples

- | | | |
|----|--|------------|
| a. | He said, "Will you listen to me?" | (Direct) |
| | He asked me whether I would listen to him. | (Indirect) |
| b. | She said, "Are you going to Lahore today?" | (Direct) |
| | She asked me whether I was going to Lahore that day. | (Indirect) |
| c. | He said, "Do you agree with me?" | (Direct) |
| | He asked me whether I agreed with him. | (Indirect) |
| d. | He said to me, "What are you looking for?" | (Direct) |
| | He asked me what I was looking for. | (Indirect) |
| e. | She said, "Where do you live?" | (Direct) |
| | She enquired of them where they lived. | (Indirect) |
| f. | He said, "How many chapters have you done already?" | (Direct) |
| | He enquired of him how many chapters he had done by that time. | (Indirect) |

EXERCISE

Change the following sentences into indirect narration.

1. She said, "Is this your book?"
2. He said, "Do you have any share in this firm?"
3. They said, "Have you ever visited Murree Hills?"
4. He said, "Aren't you ashamed of yourself?"
5. The teacher said, "Did you do your home task yesterday?"
6. The mother said, "Didn't I ask you not to go there?"
7. Rehana said, "Will you stop interfering in my work?"
8. The mother said, "Shall we invite the Qureshis also?"
9. Adnan said, "Had you left Karachi before writing this letter?"
10. The judge said, "Have you anything more to say?"

11. He said, "What do you want me to do?"
12. The mother said, "How did you fail in your examination?"
13. Raza said, "Where are you going?"
14. The teacher said, "Whose book is it?"
15. The teacher said, "Who is the author of this book?"
16. The stranger said, "Which is the way to the Shalimar Garden?"
17. The manager said, "How do you propose to solve this problem?"
18. The boy said, "What do you want me to do?"
19. The pupil said, "Where have I eased?"
20. The teacher said, "Who is next on the list?"

5. In Imperative sentences the mood of verb is changed into the infinitive and the reported speech is introduced by some verb expressing command or request i.e. tell, ask, order, request, beg, appeal, entreat, advise, etc.

- | | | |
|----|--|------------|
| a. | The referee said, "Quiet, please." | (Direct) |
| | The referee requested the spectators to be quiet. | (Indirect) |
| b. | The teacher said, "Do not make a noise." | (Direct) |
| | The teacher asked the students not to make a noise. | (Indirect) |
| c. | She said to me, "Tell the truth." | (Direct) |
| | She advised me to tell the truth. | (Indirect) |
| d. | She said to me, "Please lend me your camera for a day." | (Direct) |
| | She requested me to lend her my camera for a day. | (Indirect) |
| e. | Roshana said, "Let us finish our work first." | (Direct) |
| | Roshana proposed that they should finish their work first. | (Indirect) |

EXERCISE

Change the following into indirect narration.

1. He said to his sister, "Please say something."
2. She said to her friends, "Please have dinner with me tomorrow at eight."
3. The judge said, "Call the next witness."
4. Farhan said to his uncle, "Please help me in getting some job."
5. The doctor said to the patient, "Take complete rest and follow my directions."
6. The teacher said to the pupil, "Read the paragraph and explain it in simple English."
7. The mother said to her daughter, "Please tidy up your room."
8. She said to me, "Do not waste your time in idle talk."
9. The father said to his son, "Get up early in the morning and go for a walk."

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10. Afshan said, "Let us go for a picnic on Friday."
 11. He said to his friend, "Please lend me your bike for a day."
 12. He said to her, "Please fetch me a glass of water."
 13. The master said to the servant, "Go and fetch me a glass of milk."
 14. The father said to his son, "Do not leave this room without my permission."
 15. She said to them, "Let us not deceive ourselves."
 6. **In sentences expressing sudden and strong feelings or emotions and wishes, the reported speech is introduced by some verb expressing exclamation or wish.**
 - a. He said, "Hurrah! We have won the match."
He exclaimed with joy that they had won the match.
 - b. He said, "Alas! I am ruined."
He exclaimed sadly that he was ruined.
 - c. He said, "May Allah help me do my duty."
He prayed that Allah might help him do his duty.

EXERCISE

Change the following into the indirect form of narration.

1. She said to her father, "May you live long!"
2. She said, "May you prosper!"
3. The mother said to her daughter, "May Allah bless you with a son!"
4. She said, "Would that my father were alive!"
5. The mother said to her son, "May you return successful!"
6. She said, "What a beautiful piece of art!"
7. He said, "How well she sings!"
8. He said, "Alas! We cannot defeat our enemies."
9. She said, "What a pity you missed that function!"
10. He said, "Hurrah! I have won the medal."
7. **If the reporting verb is in the Present indefinite, Present perfect or Future indefinite tense the reported speech retains the same tense as used by the speaker. The pronouns, however, change as usual.**
 - a. She says, "I hope I am not late." (Direct)
She says that she hopes she is not late. (Indirect)
 - b. He says, "I want to speak to you." (Direct)
He says that he wants to speak to him. (Indirect)
 - c. You have said, "They are waiting outside." (Direct)
You have said that they are waiting outside. (Indirect)

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- d. You will say, "She is cranky." (Direct)
You will say that she is cranky. (Indirect)

EXERCISE

Change the following into the indirect form of narration.

1. They say, "We have done our duty."
2. She says, "We have shifted to another house."
3. The teacher will say, "You have done your work very well."
4. He says, "She has written me a very encouraging letter."
5. She says, "We love and respect our neighbours very much."
6. She has said, "She is ready to accompany us to Karachi."
7. He says, "I have not heard the latest news about her."
8. The doctor says, "The patient is still in a state of coma."
9. The teacher says, "She has always been a good student."
10. She will say, "He did not come up to my expectations."

PAIR OF WORDS

1. **affect:** This incident did not affect his health.
effect: It did not have any effect on him.
2. **advice:** He gave me a good piece of advice.
advise: He advised me not to miss my classes.
3. **alter:** We cannot force her to alter her mind.
altar: People brought the animals to the altar for sacrifice.
4. **altogether:** It is altogether wrong to say that she came here yesterday.
all together: They went to watch the movie all together.
5. **angel:** Allah sent His message through angels.
angle: A triangle has three angles.
6. **bale:** There were a large number of bales of cotton in the room.
bail: His application for bail was not accepted by the magistrate.
7. **bare:** Do not walk barefooted on the ground.
bear: I saw a bear in the zoo.
8. **berth:** I reserved a berth in the Shalimar train.
birth: What is your date of birth?
9. **beside:** Adnan is sitting beside Asif.
besides: Besides writing, I have to learn it by heart.
10. **brake:** The brakes of the cycle failed on the way.

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- break:** Handle it carefully otherwise it may break.
11. **cool:** Cool breeze is blowing.
cold: It is cold outside.
12. **cloth:** Samina bought some cloth from the market.
clothes: Saira is wearing colourful clothes.
13. **cell:** The prisoner was brought out of the cell.
sell: They sell school books.
14. **compare:** Can he compare himself with Faiz?
contrast: There is a contrast in what he says and what he does.
15. **device:** Zakat is a good device to help the poor.
devise: We must devise ways and means to help the needy.
16. **denied:** He denied having told a lie.
refused: Naila refused to help Najma in the hour of need.
17. **diary:** What are you writing in your diary?
dairy: Hanif brought milk from the dairy.
18. **dew:** Dew drops fell at night.
due: He could not come to school due to illness.
19. **die:** Heroes never die.
dye: Please dye my shirt.
20. **dose:** Have you taken a dose of this medicine?
doze: It is not right to say that I doze in class.
21. **droop:** Branches of the plants droop in summer.
drop: Give me a drop of water.
22. **elder:** Arif is my elder brother.
older: Lahore is an older city than Islamabad.
23. **eligible:** He is eligible for the post of a clerk.
illegible: Farah's hand writing is illegible.
24. **except:** Everybody was present except Tahir.
accept: Accept my congratulations on your success.
25. **expect:** I expect to get good marks in the coming examination.
hope: We should never lose hope.
26. **feet:** A cat has four feet.
feat: We saw feats of animals in the circus.

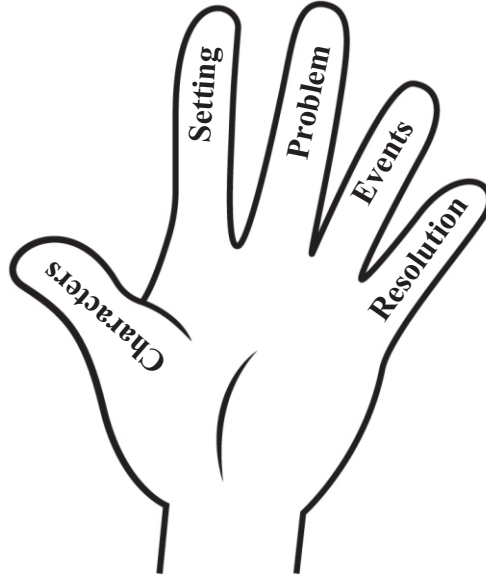
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27. **flour:** We make bread from flour.
floor: The floor of this room is very dirty.
28. **fair:** Her complexion is fair. OR We must play fair.
fare: Sometimes passengers do not pay fare to the conductor.
29. **foul:** We should not use foul language.
fowl: Fowls are kept in cages.
30. **gate:** Children were standing at the gate of their school.
gait: She walks with a different gait.
31. **gaol:** The prisoner was sent to the gaol.
goal: He is advancing towards his goal steadily.
32. **heel:** The heel of this shoe is too high for me.
heal: The wound will heal soon.
33. **healthy:** A healthy man can enjoy life.
healthful: Milk is healthful for our body.
34. **idle:** Do not waste your time by sitting idle.
idol: The Hindus worship idols.
35. **invent:** Marconi invented radio.
discover: Columbus discovered America.
36. **ice:** People use ice in summer.
snow: Snow is falling on the mountains.
37. **loose:** It is a fashion to wear loose shirts.
lose: Do not lose courage.
38. **lesson:** The first lesson of our book is easy.
lessen: Please lessen the speed of the car.
39. **letter:** I have written a letter to my friend.
latter: Of wealth and health, the latter is the more important.
40. **liar:** Akbar is a liar. He always tells lies.
lawyer: I want to become a lawyer.
41. **lovely:** The rose is a lovely flower.
lovable: She is nice and lovable.
42. **medal:** Atif has won a silver medal.
meddle: Do not meddle in other people's affairs.
43. **meet:** My friend came to meet me at the airport.
meat: I like to eat meat.

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44. **metal:** Gold is an expensive metal.
mettle: The Pakistanis have yet to show their mettle.
45. **marry:** Kamal is going to marry Najma.
merry: They are making merry.
46. **miner:** He is a miner.
minor: The problem is a minor one. We can solve it easily.
47. **necessity:** Bread is the basic necessity of our lives.
necessary: It is necessary for the students to do their homework.
48. **observation:** Uzma has quick observation.
observance: Observance of laws is necessary for every citizen.
49. **pear:** The pear trees are blossoming out early this year.
peer: He is respected and admired by his peers.
50. **populous:** China is a populous country.
popular: Yasmin is very popular among her friends.
51. **principal:** The principal of our college is very kind.
principle: Quaid-e-Azam was a man of principles.
52. **piece:** Give me a piece of chalk.
peace: Let me do my work in peace.
53. **prey:** The hunter ran after his prey.
pray: I shall pray to Allah for your success.
54. **people:** People of Pakistan love their country.
peoples: Representatives of different peoples were present in the meeting.
55. **pore:** There are many pores in our body.
pour: Pour some tea into this cup.
56. **quiet:** Can't you keep quiet?
quite: Your answer is quite right.
57. **respectable:** Nayab belongs to a respectable family.
respectful: Ahmad is respectful to his elders.
58. **rein:** The horse man pulled the reins of the horse.
rain: It has been raining since morning.
59. **rob:** The robbers threatened the woman and robbed her money.
steal: Sajida's jewellery was stolen by the thief.
60. **role:** His role in the play was quite difficult.
roll: His name was at the top in the roll call.
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61. **root:** This plant has delicate roots.
route: This is the shortest route to our school.
62. **story:** It is not a true story.
storey: We live on the first storey of this house.
63. **sail:** They opened the sails of the boat.
sale: This car is for sale.
64. **sink:** The ship is sinking.
drown: The man is being drowned.
65. **stationary:** The earth is not stationary.
stationery: Farid brought some exercise books from the stationery shop.
66. **sole:** The sole of this shoe is very hard.
soul: Fifty souls were lost in a road accident. OR May his soul rest in peace.
67. **scene:** She has painted beautiful scenes of rural life.
seen: I have seen her after a long time.
68. **teach:** Mr. Junaid teaches us English.
learn: We learn English from Mr. Junaid.
69. **team:** Our cricket team won the match.
teem: This well teems with insects.
70. **urbane:** Her manners are fine and urbane.
urban: They do not have any urban property.
71. **vain:** The thirsty crow searched for water everywhere but all in vain.
vein: Our body has countless veins.
72. **vale:** The vale of Kashmir is famous for its beauty.
veil: She covered her face with a veil.
73. **wine:** The Muslims are not allowed to drink wine.
vine: They went to a vineyard to eat grapes.
74. **waste:** Do not waste your money on idle pursuits.
waist: His waist disappeared in the water while crossing the stream.
75. **write:** Can you write a letter in English?
right: It is not right to call others names.
76. **wave:** The waves of the sea followed one another silently.
waive: The age limit was waived in favour of the candidates.
77. **way:** Can you tell me the way to the Allama Iqbal's tomb?
weigh: She weighs only a hundred pounds.
78. **weak:** He is very weak in mathematics.
week: Seven days make a week.

Introduction

A story has different parts. It is easy to remember by five finger retell



A story has different parts. It is easy to remember by five finger retell.

1. **Character:** who were the creatures, animals or people in the story?
2. **Setting:** where and when the story took place?
such as; Once upon a time two very close friends lived in a village.
The setting of the story could be changed throughout the story.
3. **Problem:** What was the problem that needs to be resolved?
4. **Events:** What happened in the beginning, middle and end of the story?
5. **Resolution:** How was the problem resolved or fixed?

A story planner accompanies the students to build the story. It helps them to organise the ideas into a meaningful text. Character, setting, events and resolution should be organised to catch the reader's interest.

Story Planner

| | |
|---|--|
| <p>Introduction</p> <ul style="list-style-type: none">• Introduction of the main characters• Introduction of the setting of the story. | |
| <p>Build-Up</p> <ul style="list-style-type: none">• Develop the characters and the setting• The points that lead up to the conflict or climax (high point) in the story | |
| <p>Conflict/Climax</p> <ul style="list-style-type: none">• The conflict or climax in the story• How do the characters react? | |
| <p>Resolution</p> <ul style="list-style-type: none">• How is the conflict resolved and the story ends? | |

Story Writing

Rubric for Story Writing

1. Structure of the story (Beginning, Middle and End)
2. Grammar
3. Vocabulary
4. Spellings
5. Tenses

Introduction

The young and the old, all enjoy hearing and reading stories. Interesting stories particularly appeal to everyone. Here are some important points which will go a long way in making the story interesting and impressive:

1. It should be in the past tense.
2. It should be written in simple English.
3. Check for grammar and spelling errors.
4. Add dialogues to make it impressive.
5. Review and revise after writing the first draft.

Developing a story from a given outline is easier than writing one on a heading or a moral. Whatever the case, the conclusion or the end should be handsomely drawn and moral (if any) should follow in a natural and clear way.

Specimen

Develop the following outline into a readable story:

A farmer had three sons --- they kept on quarrelling --- father advised again and again but to no effect --- fell seriously ill --- sent for the sons --- asked them to bring a handful of sticks --- tied them into a bundle --- asked them to break it turn by turn --- they all failed --- untied the bundle --- asks them to break sticks one by one --- they easily broke --- lesson --- united we stand, divided we fall.

Complete the Story

i. A Farmer and His Sons

Once a farmer had three grown-up sons. They always quarrelled among themselves. Their father advised them to live in peace but it had no effect on them. He was worried about their future. One day the farmer fell seriously ill. He sent for his sons. He asked them to collect a handful of sticks which they did at once. He tied the sticks into a bundle.

Now, he asked them to break the bundle one by one. They tried hard to break it but none could. At last, the farmer untied the bundle and asked each of them to break each stick. They did so quite easily. Their father said, “My dear sons, you could not break the sticks as long as they remained tied together but you broke each single stick quite easily. They were strong in bundle but became weak when separated from one another. Never forget that united we stand and divided we fall.”

This had a deep effect on the farmer's sons. They gave up quarrelling and began to live in peace.

ii. The Kindness of Rasoolullah (ﷺ)

Once the Rasoolullah (ﷺ) went out on a journey along with some of his companions. Birds were singing and chirping joyfully. One of the companions of the Rasoolullah (ﷺ) saw a nest in a bush. It was the nest of sparrows and there were two sparrow chicks in it. He picked up the young sparrow. All at once the sparrows came crying and began to fly over his head. The Rasoolullah (ﷺ) asked his companion why the sparrows were circling over his head. He told the Rasoolullah (ﷺ) that he had removed their young ones from their nest.

The Rasoolullah (ﷺ) was greatly moved. He (ﷺ) felt sorry for the poor little birds and advised his companion to put back the sparrow's chick in its nest at once, which he did. The sparrows felt happy and cried no more.

The Rasoolullah (ﷺ) was kind and affectionate not only to human beings but also to all creatures of the universe. For this very reason Allah Almighty was pleased to bestow upon him (ﷺ) the title of 'Benefactor of all the worlds.'

The Rasoolullah (ﷺ) also said, “Allah will not be kind to him who is not kind to others.”

iii. Robbers Turn into Good Citizens

Hazrat Sheikh Abdul Qadir Gillani (رحمة الله عليه) had to undertake a journey, when he was yet a young boy. His pious mother stitched up forty gold coins in his shirt. She advised her son to always speak the truth. He joined a caravan and set off on his journey. When the caravan entered a forest, a gang of robbers fell on the travellers and deprived them of all their valuables.

While they were busy robbing everyone, a robber happened to pass by the young boy. He said, “Do you have anything on you?” “Yes,” came the prompt reply, “I have forty gold coins.”

The robber asked the young boy to show the money, which he readily did. The robber

took the boy to the leader of the gang.

Like all other robbers, the leader was also surprised. He said, “Why did you not deny having money?” Hazrat Sheikh Abdul Qadir Gillani (رحمته الله عليه) told the robbers' Chief that his mother had advised him to speak the truth always. This had a deep effect on the Chief. He said, “Alas! I do not obey the commands of Allah while this little boy so faithfully follows the advice of his mother.”

Remorse became a guideline to show him the right path. He made up his mind to give up his bad ways of earning livelihood. He disbanded the gang and advised all the members to live an honest life. Thus, the example set by Hazrat Sheikh Abdul Qadir Gillani (رحمته الله عليه) reformed all the robbers. He grew up to be a great religious leader and a pious saint. He is held in great esteem by millions of his followers and devotees. He is popularly known as Ghaus-ul-Azam Gillani.

Moral: Speak the truth always.

iv. The Muslim Brotherhood

Hazrat Muhammad (رسول الله خاتمة النبيين صلى الله عليه وعلى آله وأصحابه وسلم) united the Muslims into a wonderful brotherhood. They were sincerely devoted to one another and made every sacrifice for other Muslims whoever and wherever they might be. They laid down their lives for their Muslim brethren.

Abu Jahan Bin Huzefa (رضي الله عنه) told us a wonderful story. It is a true story, related to the battle of Yarmook, which showed their great love and sense of sacrifice for one another. He said, “I set out in search of my cousin who was fighting on the battle front. I carried a water-skin to offer water to the thirsty soldiers. I found him lying seriously injured. He was about to die. I asked him if he wanted water. My cousin nodded. I offered him a cup of water. Just then there came a cry for water from Hisham ibn al-A’as (رضي الله عنه) who was about to die. My cousin asked me to give the cup to him. When I came to Hisham (رضي الله عنه) , another cry was heard from a mujahid, not far from the former two. Hisham (رضي الله عنه) asked me to take the cup to him. I, therefore, went to the third one but he had breathed his last before he could drink. I hurried back to Hisham (رضي الله عنه) . He (رضي الله عنه) had also lost his life. Then I rushed back to my cousin but he too had left for his heavenly home.” How great those good Muslims were indeed! In true spirit of Islam, Muslims worry about their brothers selflessly.

v. A Foolish Stag

One hot summer day, a stag went to a pool to drink water. The pool water was clear. It could see its reflection in the water. It felt proud of its beautiful horns. But when it saw the shadow of its thin legs, it felt sad and hated them. While it was still thinking of its ugly legs, it heard the sound of the horse's hoofs of a huntsman and the barking of hounds. It ran for its life

as fast as its legs could carry it. In no time it left the hounds far behind. Now it happened to pass through a thick forest. As it rushed through, its horns got caught in the branches of a tree. It struggled hard to free itself but all in vain. Meanwhile, the hunter and his hounds came close. The hounds were about to catch it, the stag struggled and managed to escape. The legs it hated had carried it away from the hounds. One of the horns broke but it managed to dodge the hunter. After loosing the hunter, the stag was grateful of having thin legs and did not repent the appearance again..

Moral: Be grateful of what you have

vi. The Donkey Trapped in His Own Trick

A villager had a donkey. He earned his living by transporting goods from place to place on that donkey. One early morning, he loaded the donkey with salt and set off to the town. A stream ran across his way to the market. As the donkey walked through the stream it slipped and fell down. A good deal of salt was washed away and the donkey felt light. The donkey thought it was quite a good trick to make the load light.

Next morning, the man again loaded it with salt. The donkey played the same trick and got light. The master saw through the game and made up his mind to teach the donkey a good lesson. Now, on the third day he put a bale of cotton on the donkey. The silly animal tried the same trick once more. Soaked with water, the cotton load became much heavier than when it was dry.

Moral: The foolish donkey was punished for his bad intention..

vii. A Friend in Need is a Friend Indeed

Once upon a time two very close friends lived in a village. As time passed their friendship grew stronger. Now they were grown up men. One day they decided to go and find work. They set off. Before leaving their village, they promised to stand by each other through thick and thin. They took oath of sincerity and assured each other of help in the hour of need. They had to pass through a jungle. They had not gone far into the thick forest when they found themselves face to face with a big bear. The beast began to move towards them. They felt helpless and terrified. One of them knew how to climb a tree. He at once caught hold of a strong branch and swung up the tree. The other could not climb. He had heard that the bear does not eat the dead. So he lay down on the ground and held his breath pretending to be dead. Meanwhile, the bear came to him and sniffed him. The bear left him. When the bear had gone out of sight, the friend on the tree came down. He asked his friend, "Dear friend, what did the bear whisper in your ear?" The other replied quickly, "The bear advised me not to trust a selfish friend." Saying this he left him and went away.

viii. A Faithful Friend

A hunter had a beautiful hound that always went hunting with him. The faithful dog was a fast friend of the hunter's only son who loved to play with the dog. The master also loved the hound for its friendship with his young son who was only ten years old. The master of the house had no one else in the house.

One day, the hunter went out hunting but forgot to take the hound with him. His son was still asleep in his bed. As he reached the edge of the forest he found that he had forgotten to bring the hound with him. He decided to go back and bring the hound. He came home but was afraid to see his hound all bloodstained standing at the gate. The hunter thought that the hound had harmed his son. He got very upset and tensed and chained it..

He quickly walked into the house and looked high and low for his son. Just then, he saw his son coming out of his room. The boy told his father that a wolf had come into the house and was about to kill him when the hound pounced upon it and tore it to pieces. The hunter began to cry and rushed back to the gate and took the hound to a vet. The hunter loved the hound as his most loyal friend.

ix. A Big Reward

Once a hungry wolf was devouring his prey. In a bid to finish it quickly, he swallowed a big bite of the flesh but a bone also went in and got stuck in his throat. It hurt him very much. So he decided to go to a crane to get help from him. He said, "Well dear friend, I am in a great trouble. Please pick out the bone in my throat." The crane was afraid lest the wolf should bite off his head. But the wolf assured him of safety and a big reward besides, for the service.

At last, the crane agreed to do the needful. It put its long beak into the throat of the wolf and pulled out the bone. The wolf was very happy now. The crane demanded the promised reward for his service. The wolf, at once, said, "Isn't it a big reward that I have not bitten off your head when it could not have escaped my teeth."The crane hopped away disappointedly.

x. The Tailor and the Elephant

A tailor ran a shop in a town. He was a good natured jolly fellow. A man in the town had a pet elephant. The elephant went drinking at a pool out of the town daily. It passed by the tailor's shop. The tailor gave him a bun every day. In course of time, they became good friends and were well pleased to meet each other. The tailor always waited for the elephant to come to him and the elephant was also there at the usual time.

One day, the tailor had a dispute with one of his customers. He was feeling unhappy

and cross. Meanwhile, the elephant arrived and put his trunk into his shop through the window to receive the friendly bun as usual. The tailor instead of giving a bun, pricked its trunk with a needle. The elephant felt hurt at this but silently went his way to drink.

The elephant quenched his thirst and then filled his trunk with dirty, muddy water. It came back quickly, put its trunk in, and emptied it. The whole shop looked as if it was plastered with mud. All the fancy dresses and rich wedding robes were mud-stained and badly spoiled. The tailor was sad but it was too late.

Moral: It is well said, "Look before you leap."

xi. The Boy Who Cried "Wolf"

There lived a shepherd boy in a village near a pasture. He collected sheep and goats belonging to the villagers and took them to the pasture to graze. This went on for quite a long time. All the villagers were well satisfied with the boy as he tended the flock carefully. Now everyone trusted the boy. By now he had grown up into a fine lad.

One fine morning, when he was busy looking after animals, it came to his mind to make fun of the villagers. So, he climbed up to the top of the hill and cried aloud, "Wolf! Wolf!" the villagers rushed to the pasture to save the boy and the flock. They came armed with sticks. When they saw the boy, they inquired about the wolf. The naughty boy began to laugh. Everyone was angry with the silly boy and went back grumbling.

After few days, the boy repeated his trick. The worried villagers rushed for his help and found the boy laughing on the villagers. This time the villagers were highly displeased by him and decided again.

One day the boy took sheep and goats to the pasture as per the routine. This time the wolf did come and he cried, 'Wolf' at top of his voice. The villagers could hear his cries but they thought he was joking again. No one came to his help. The wolf not only killed some sheep and goats, but had injured the boy. He learnt his lesson and never tricked anyone again.

Moral: No one trusts a liar.

xii. The Jester and the King

Once upon a time a king had a jester in his court. The king was so fond of him that the jester enjoyed every kind of liberty of speech. He did not even spare the lords and ministers. So much so that he began to ridicule even the king but no one could dare to complain against him. This made the jester bold and proud. He cared for none.

One day while the king was holding a court and was busy in serious state affairs, the

jester made fun of the king. Dead silence fell on the court. The king got highly offended and sentenced the jester to treason. The jester bent down over his knees and begged for mercy but the king was so angry that he turned down his request.

At last, when the jester pleaded for mercy again and again, the king said, “Die you must but I grant you the freedom to choose the kind of death you like.”

The clever jester at once used his ready wit and took good advantage of the concession saying, “Your Majesty! I choose to die of old age.” The king was impressed and forgave the jester with a warning for future.

Moral: It never pays to overreach yourself.

EXERCISE

Develop stories from the given outlines.

1. A dog steals a piece of meat ... runs away ... comes to a bridge ... calm and clear water under the bridge ... sees his reflection. Thinks another dog with a bigger piece of meat ... barks at it ... loses his own piece as well.
2. A hungry fox goes about in search of food ... reaches a garden ... bunches of ripe grapes hanging down a high wall ... tries to reach again and again but cannot get at them ... goes away disappointed.
3. A merchant earns a large sum of money by selling his goods ... has to go a long way ... already getting dark ... a nail falls from his horse's shoe, the inn boy warns him ... does not care ... hurries away ... horse becomes lame ... robbers appear ... kill him and make away with the money.
4. A tiger kills a woman with a gold bangle ... keeps it ... one day a man comes there ... stands on the bank of stream ... gets ready to cross ... the tiger appears ... man afraid ... tiger tells him that it has become pious and keeps praying ... offers the bangle ... the greedy man falls prey to the tiger.
5. A flock of pigeons comes flying to vast green fields ... look down ... see plenty of food grain ... ask their chief to alight ... does not agree ... fears lest hunter should have set net ... pigeons say fear imaginary only ... they land and are caught in the net ... they cry, “O chief, what shall we do now?” he says “Well dear friends, now exert together; pull the net up and fly away with it.” They follow the advice and are saved.
6. A kind hearted man passes through a forest ... finds a tiger caught in a trap. The tiger begs for his help to get out ... the man afraid of the beast ... at last sets him free ... the tiger knocks him down - the man calls tiger ungrateful ... both go to papal tree for

opinion ... the tree says man ungrateful ... they go to bullock ... it upholds the decision of papal tree ... next they ask a jackal. It says how that big beast could be contained in that small cage. The tiger jumps into the cage to prove. The jackal shuts ... the man goes away thanking the jackal.

7. A farmer has four lazy sons ... do nothing ... he advises them to work ... they do not follow ... the farmer falls seriously ill ... calls all the sons ... tells them of a treasure lying buried somewhere in the fields and passes away ... his sons dig deep the field ... bumper crop ... realize the wisdom of their father ... become rich.
8. A young cricket sings on merrily throughout spring and summer ... winter comes ... snow covers everything ... no food for winter ... begins to starve ... goes to ant living close by ... begs for food ... ant says, "We ants neither lend nor borrow." The ant asks why it did not store food for winter in summer, cricket replies, "I sang away the summer." The ant says, "Now dance away the winter. No work, no food."
9. A rich man riding in a four horse carriage ... has his family and a servant with him ... passes through a forest ... hungry wolves attack ... let's loose two horses one by one but the wolves come up again ... the faithful servant draws his sword and jumps down ... fights with the wolves. The rich man and his family gain time and escape.
10. A lion kills many animals ... all animals terrified ... a hare offers to save them ... reaches the den of the lion late ... lion asks in rage why so late? The hare tells the lion of another lion who stopped him ... lion asks the hare to take him to the other lion ... the hare takes him to a well ... lion sees his reflection jumps down and is drowned.

Letters, Applications and Invitations

• Letter Writing

Letter writing is a skill which was practiced by almost everyone few decades ago. There are several types of letters. They may be personal, official or business letters, but in each case they are written in accordance with some set rules.

Every letter has several parts and it is important to follow the correct format. Any omission is liable to effect the quality of the letter. The parts of a letter are given below:

- a. address of the writer along with the date of writing
- b. salutation or greeting
- c. body of the letter
- d. subscription or the close of the letter
- e. signature
- f. address on the envelope or postcard.

A chart which shows proper salutations and subscriptions is given here for guidance:

| | ADDRESSEES | SALUTATIONS | SUBSCRIPTIONS |
|------------------|-----------------------|--------------------------------|-----------------------|
| Informal letters | Relatives | My dear (relation), | Yours affectionately, |
| | Friends | My dear (name), | Yours sincerely, |
| | Acquaintances | Dear / Mr. / Mrs. / Ms. | Yours truly, |
| Formal letters | Strangers | Sir / Madam, Dear Sir / Madam, | Regards, |
| | Officers | Sir / Madam, | Yours obediently, |
| | Editors of Newspapers | Sir / Madam, | Yours truly, |
| | Business concerns | Dear Sir, | Regards, |

Letters are usually of two types:

1. **Informal letters:** Informal letters are written to relations and intimate friends in an easy and conversational style.
2. **Formal letters:** Formal letters are official letters, written for different purposes like;

to make a complaint, to request for something, to make an inquiry, to apply for a job, etc.

Parts of a Letter

- a. Writer's address and date:** Writer's address is normally written at the top of the letter as heading which informs the readers from where the letter has been written. Just below the writer's address comes the date when the letter is written. The date must be written in either of the following ways:

January 1, 2017 1st January, 2017

Students should always remember to put a comma before the year. Omission of punctuation marks shows the carelessness of the writer.

- b. Salutation:** In this part of the letter we greet the person whom we address. The words should be used according to the status of the addressee and the degree of friendship or intimacy that the writer enjoys with him. Students should refer to the given chart.
- c. Body of the letter:** It is the main part of the letter and may contain a number of paragraphs. The opening sentence should be of general nature and may indicate the continuity of correspondence with the addressee. Some suitable opening sentences which may be used according to the occasion are:

- i. It is quite a long time since I heard from you.
- ii. I was very glad to receive your letter.
- iii. My joy knew no bounds when I learnt of your success...
- iv. I am much pained to hear that ...
- v. I am sorry to inform you that ...
- vi. You will be pleased to know that ...
- vii. Thank you very much for your letter ...

The letter should be closed with a proper phrase. One of the following phrases may be used according to the occasion:

- i. With best regards,
- ii. With love and best wishes to all at home,
- iii. With best wishes,
- iv. Hoping to see you soon,
- v. Hoping for an early reply,
- vi. Hoping to hear from you soon,

-
- vii. Thanking you,
- d. Subscription:** After closing the body of the letter, we put subscription or close of the letter at the bottom of the left hand corner of the page. Students should refer to the given chart for using appropriate subscription.
- e. Signature:** This must come below the subscription as:
Yours truly,
Ahmad Ali
- f. Address on the envelope or postcard:** It is written on the envelope or the back of the postcard. We write:
- i. the name of the person in the first line
 - ii. the name of the house and the street or the name of the village in the second line
 - iii. the name of the city/district in the last line

Examples

1. Mr. Nisar Ahmad Khan,
House No. 5, Peoples Colony,
Faisalabad.
2. Syed Mujahid Hussain Shah,
Foodgrain Market,
Sheikhupura.

• Informal Letters

i. Write a letter to your mother who is worried about your health.

2, Old Hostel,

Lahore.

March 23, 2017

Dear Mother,

I received your letter yesterday. I am glad to know that you are fine. I was running a fever due to bad throat. But it was a temporary ailment. I have recovered now.

You need not worry about my health. I am perfectly all right. I am taking good care of my diet and exercise regularly. I hope that after these assurances you will stop worrying about me.

Pay my regards to all at home.

Yours affectionately,

Naveed Ahmad

ii. Write a letter to your father asking him about the health of your mother.

2, Old Hostel,

Lahore.

January 25, 2017

Dear Father,

From Ali's letter I have come to know that mother is suffering from high blood pressure. I am really worried about her. I hope that she is taking precautionary measures to bring it to normal. Please ask her to take her medicine regularly and also inform me about her present condition as early as possible.

Anxiously waiting for your reply,

Yours affectionately,

Nadeem

iii. Write a letter to your sister congratulating her on her success in the exams.

15 – C Wahdat Colony,

Lahore.

March 28, 2017

Dear Najma,

Your letter brought the happy news of your excellent result in the final examination of class 9. I am very happy to learn that you have gottem an outstanding result. I am very proud of you. You have always been a hard working student and I hope you will work even harder next year to maintain a high standard.

Accept my heartiest congratulations on your success. Pay my compliments to Naila and other friends.

Yours affectionately,

Afshan

iv. Write a letter to your mother about the test you have just taken.

92, Boys' Hostel,

Gulberg, Lahore.

February 06, 2017

Dear Mother,

I am sorry, I did not write you earlier as I was busy preparing for my test of physics. It

was held yesterday. My performance in the test is satisfactory. I hope to get full marks in it. I attempted eleven questions. The answer to one question was wrong. But it was an extra question. I hope that you are satisfied with my explanation now.

Pay my regards to everyone at home.

Yours affectionately,

Khalid Ahmad

v. Write a letter to your father requesting him to send you some extra funds for the payment of hostel dues.

16, Crescent Hostel,

Gulberg, Lahore.

March 15, 2017

Dear Father,

I have been planning to write you for many days but could not find time to do so. My exams are drawing near and I am busy preparing for them. I have already revised my course. You need not worry about my studies.

The only problem that I face these days is that I have run short of money as I bought some books which has upset my budget. I shall be very grateful if you send me at least ten thousand rupees to pay my hostel dues and to meet my other needs.

Yours affectionately,

Anas Ali

vi. Write a letter to your brother about the importance of the study of science subjects.

10 - Jail Road,

Lahore.

March 01, 2017

Dear Asif,

I hope this letter finds you in the best of health and spirits. You have now been promoted to class nine. It is time for you to decide whether you would like to study humanities or science subjects. The world has progressed very much in the field of science. If we want to keep pace with it, we must keep our knowledge of science up-to-date. Everyone should know the basics of science so I would advise you to study science at least up to matriculation level. It will broaden the horizon of choice that you can make for higher studies

Also, there are many new fields in science that might catch your interest. Please think carefully before making a final decision.

Convey my salaam to your friends.

Yours affectionately,

Adnan Bashir

vii. Write a letter to your friend congratulating her on her birthday.

18-Tariq Block,

Garden Town,

Lahore.

January 29, 2017

Dear Iram,

I am specially writing this letter to congratulate you on your birthday. I owe you a gift and you will get it when you come to Lahore. I was going to send it to you by post but then I was informed that you plan to come to Lahore. So I decided to give it to you personally. I am waiting for you.

Convey my respects to aunt and uncle.

Wishing you the best,

Yours sincerely,

Samina

viii. Write a letter to your friend requesting her to spend her spring holidays with you.

13 - C, GOR-III,

Lahore.

February 6, 2017

Dear Sadia,

You know that our spring holidays are approaching. I would like you to spend these holidays with me. In your last letter you promised to come to me during these holidays. Now it is time to fulfill your promise.

We shall visit our common friends and do some shopping. Inform me as early as possible about the exact date of your arrival so that I may make further arrangements accordingly.

With love,

Yours sincerely,

Shazia

ix. Write a letter to your friend congratulating him on the marriage of his sister.

24 - Usman Block,
Garden Town,
Lahore.
March 06, 2017

Dear Rizwan,

I am very pleased to learn about the marriage ceremony of your sister. Accept my heartiest congratulation on this occasion.

I have received your invitation card but I do not think I will be able to attend the ceremony as I will be busy in my exams. I really feel sorry for that.

Convey my congratulations and best wishes to all the members of your family.

Yours sincerely,

Adnan

x. Write a letter to your friend requesting him to lend you some books.

4, Sanda Road,
Lahore.
April 2, 2017

Dear Tahir,

My examination is over and I haven't much to do these days. I am thinking of improving my English. You talked once about your fine collection of English novels and plays. I want to borrow a few novels from you. I hope that you will not refuse. I assure you that I shall take care of your books. I shall try to return these books as early as possible.

Pay my compliments to your parents.

Yours sincerely,

Arif Munir

xi. Write a letter to your friend thanking her for the hospitality during your visit to her house.

793, Raza Block,
Iqbal Town,
Lahore.
April 15, 2017

Dear Saba,

I reached home last Sunday. I had a comfortable journey and reached home safe. I spent very good time with you. I enjoyed your company. I shall never forget the taste of delicious food that you cooked for me. I must thank you for the trip to Murree that you specially arranged for me. I will miss you very much.

Convey my thanks to aunt and uncle for their kindness and love. They really made me feel at home. I will never forget this trip.

With love,

Yours sincerely,

Afshan

xii. Write a letter to your friend condoling the death of his mother.

4/5 - II - E, Nazimabad,

Karachi.

March 21, 2017

Dear Aamer,

I have just received the news of your mother's death. I am really shocked to hear it. She was a very noble lady. I had special attachment to her. She loved me as her own son. But the laws of nature are absolute. We have to bow before them.

All my sympathies are with you. I hope that you will bear this loss with patience and courage. May her soul rest in heaven!

Yours truly,

Toor

xiii. Write a letter to your brother advising him to take steps to improve his health.

B - 22, GOR - I,

Lahore.

March 20, 2017

Dear Hamid,

I met Munir last night and he informed me that you were over worked in your studies. You stay awake till late night and have become very weak. I appreciate your love for knowledge but it must not be allowed to damage your health. First, take care of your health, then of your studies. Try to sleep early and develop a habit of taking morning walk. I suggest

you have a light exercise in the morning also.

I hope that you will give attention to my advice.

Yours affectionately,

Umar

xiv. Write a letter to your sister thanking her for a gift.

Shaheen Academy,

Lahore.

January 2, 2017

Dear Rukhsana,

I hope that you are in good health. I received your gift of a wrist watch on my birthday two days ago. It is a beautiful watch. I needed it badly too as I happened to lose my watch in a mishap a few days ago. I promise that I shall take care of it. It will also help to make me punctual.

I thank you again for this precious gift.

Yours affectionately,

Nazir Ahmad

xv. Write a letter to your friend thanking him for the books he lent you.

4 - Sanda Road,

Lahore.

March 27, 2017

Dear Tahir,

I received the books you lent me the day before yesterday. I am really grateful to you for this. I have already started reading these and hope to return them very soon.

Thanking you again,

Yours truly,

Arif Munir

• **Formal Letter**

xvi. Write a letter to a book seller requesting him to send you some books per V.P.P.

85 - Qasim Street
Gujranwala.
November 26, 2017

The Manager,
United Publishers,
The Mall, Lahore.

Dear Sir,

I shall be glad if you may provide me with the following books as early as possible:

| | |
|--------------------------------|--------|
| Civics for class - X | 1 copy |
| Economics for class - X | 1 copy |
| Zindan Nama by Faiz Ahmad Faiz | 1 copy |

I hope you will allow me the special concession for students. Please send these books to me by V.P.P.

Yours faithfully,

Atif Hafeez

● **Formal Invitations / Replies**

1. Mr. and Mrs. S. Sukhera
request the pleasure of the company of
Mr. and Mrs. B.A. Chaudhry
to dinner / lunch / tea
on Sunday, the 2nd October, 2017
at 8.00 p.m. / 1.00 p.m. / 5.00 p.m.
Venue: 4-Sanda Road, Lahore.
R.S.V.P
Tel: 38412352

i. Reply (accepting)

Mr. and Mrs. B.A. Chaudhry thank Mr. and Mrs. S. Sukhera for their kind invitation to dinner / lunch / tea on October 2, 2017 and accept it with pleasure.

7-B, GOR-II,
Lahore.

ii. Reply (declining)

Mr. and Mrs. B. A. Chaudhry thank Mr. and Mrs. S. Sukhera for their kind invitation to dinner / lunch / tea on October 2, 2017, but regret that they would not be able to attend it,

owing to a previous engagement.

7 - B, GOR - II,

Lahore.

2. Mr. and Mrs. R. A. Khan
request the pleasure of the company of
Mr. and Mrs. F. A. Awan at a reception
on the occasion of the wedding of their beloved son / daughter at
Cosmopolitan Club
on Sunday, the 2nd October, 2017 at 8.00 p.m.

R.S.V.P

Tel:-38272227

i. Reply (accepting)

Mr. and Mrs. F. A. Awan thank Mr. and Mrs. R. A. Khan for their kind invitation to the reception on October 2, 2017, and accept it with great pleasure.

19-E, Model Town,

Lahore.

ii. Reply (declining)

Mr. and Mrs. F. A. Awan thank Mr. and Mrs. R.A. Khan for their kind invitation to the reception on October 2, 2017, but regret that they would not be able to attend it owing to a previous engagement.

19 - E, Model Town,

Lahore.

• **Applications**

A formal request to be considered for a position or to be allowed to do or have something, submitted to an authority, institution or organisation.

i. Application for leave

The Headmaster / Principal,

Government High School,

Narang.

Sir,

This is inform you that I am suffering from diarrhyea after eating fast food from a local restaurant.

Kindly grant me leave for two days with effect from December 2 to 4 , 2017.

Thanking you,

Yours obediently,

Arsalan Bashir

Roll No. 212

Class - X

December 02, 2017

ii. Application for fee-concession/stipend

The Headmistress/ Principal,

Government Girls' High School,

Mian Chanuu.

Madam,

Respectfully, it is submitted that my father is working as a restorer in the Municipal Committee library. His salary is not enough to meet the family needs and cannot pay for our education. He supports a large family consisting of five daughters and three sons. In fact, the household worries have caused a deterioration in his health, and has been on medical leave on and off.

In the light of the facts stated above, it is requested that I may kindly be granted full fee concession and a stipend. I am in dire need of this financial relief, otherwise I will have to discontinue my studies. My father's income certificate is attached for your kind perusal.

Thanking you,

Yours obediently,

Haseena Moeen

Roll No. 112

Class - IX

September 7, 2017

iii. Application for a character certificate

The Headmaster,

Garrison High School,

Rawalpindi.

Sir,

Respectfully, it is submitted that I have been a bonafide student of the Garrison High School during the session 2016-17. I secured second position in the school in the

examination conducted by the Lahore Board of Secondary Education.

I am at Salalah (OMAN) these days and plan to study further at the Intermediate College being run by our embassy here.

I am enclosing a reply-paid envelope, and it is requested that a character certificate may kindly be issued to enable me to seek admission for further studies.

Thanking you,

Yours obediently,

Ammar Aslam Moghul

P.O. Box No. 18026

SALALAH (Sultanate of Oman).

December 9, 2017

iv. Application for a job

The Manager,

Sunshine Biscuit Factory,

G. T. Road, Lahore.

Respected Sir,

I found out through the advertisement columns of the Daily “Jang” Lahore about the job vacancy of a clerk available in your factory. I offer myself as a candidate for this position.

My particulars are:

Age: 18 years

Qualification: Matriculate 1 Division, Diploma holder in type and short-hand

Marital Status: Unmarried

I reside at Baghbanpura and the factory is not far from my house. I assure you that I will serve the organisation devotedly and diligently.

Attested photocopies of the required documents are attached.

Thanking you,

Yours obediently,

Farooq Abdullah

310 - Shalimar Road,

Baghbanpura, Lahore.

March 10, 2017

Dialogue Writing

Dialogue Writing

Rubric for Dialogue Writing

1. Adherence to the topic
2. Relevant Conversation
3. Grammar
4. Punctuation
5. Vocabulary

Basic Rules of Dialogue Writing

- Use quotation marks before and after the speaker's exact words.
- Use a comma to separate the speaker from the quote.
- Put periods, question mark and exclamation points inside the quotation marks.
- Start a new paragraph whenever a speaker switches.

i. Dialogue between a teacher and a student

Teacher : Hello Fauzia! You are a bit late today.

Fauzia : Yes, Madam, I am sorry.

Teacher : Well. What happened?

Fauzia : The school bus was right on schedule. It was about to cross the canal bridge when it came to a halt with a jerk. The tyre had gone flat.

Teacher : I see. It is not your fault.

Fauzia : One thing more, Madam. The driver had no jack with him. He waved to other vehicles but they would not stop. Nobody seemed willing to oblige at this rush hour.

Teacher : Well. What did you do then? You came by another bus. Didn't you?

Fauzia : No, Madam, we left the bus where it was and walked up to school all the way.

Teacher : Well done! You are a brave girl indeed But remember, always be careful while crossing roads. Now, girls let us get going with our lesson.

ii. Dialogue between two students regarding Salat

Osama : Well, now I'd like to take rest for a while. I've had my meal, you know.

Salman : Ok. You take rest while I fix this picture of a landscape on the wall. Where is the sticky tape?

Osama : Out there in the drawer.

Salman : Well, I think this picture needs to be a bit higher up. How do you like it Osama?

Osama : Lovely! Good, well done. It looks nice up there. Now let us go for namaz to the masjid.

Salman : I am going to the market. I shall not be long.

Osama : No, namaz first. Have you heard the moezzin's call for salat? Haven't you?

Salman : Sure, I have but I am going out. It's very urgent. My motor bike is out at the gate.

Osama : There is nothing in the world that ought to be more urgent than a namaz.

Salman : I don't really understand it. Art is long and life is short. There is so much to do in the world. There is so much fun-games, sports, T. V., cricket, world cups, videos, feature films, fun-fairs, shopping, loitering and break and break and break. Sorry, I am going.

Osama : Dear me! Who am I to hold you back? Dear as you are to me, I sincerely wish that you offer namaz. Namaz gives us peace, freshness, balance, courage, hope, goodness in our short life here on the earth, and eternal goodness in the life hereafter.

Salman : Oh, I am sick of your sermons, Osama!

Osama : See, Allah has given us eyes, ears, heart, hands, legs and brain. Salman, you see such a lovely world is there around us. Great gifts are they! Aren't they? We must thank Allah - the Merciful, the Sustainer. As Muslims we offer namaz and this is how we thank Allah.

Salman: All right. I must thank Allah for the blessings that He has bestowed upon me. I love Him, too. I'll go with you.

iii. Dialogue asking one's way

A: Excuse me for troubling you sir, but can you tell me the way to the museum?

B: Certainly. Keep straight on along this road, take the first turn to the right, and that will take you to a green square with flagpoles. That is Istanbul Square; cross it, and you'll see a corner of a red-brick building with a couple of domes. That is the museum.

A: Thanks very much indeed.

B: My pleasure.

(A goes on walking and takes the wrong turn. He wanders around a good deal. Tired and upset, he talks to a passer-by.)

A: Pardon me, sir, does this road lead to the museum?

B: I am sorry, sir. I don't know. I am a complete stranger here myself.
(Another gentleman C on hearing this, stops.)

C: Yes. Keep straight this way for over a mile and a half until you come to Chowk Azadi, then turn to the left. But it is a good way.

A: How far, do you think?

C: Over two miles, I should say. I'd take a bus, if I were you.

A: What number or route please?

C: Take number 117 when you come to Chowk Azadi. That will take you to the museum.

A: Thanks.

iv. Dialogue between a brother and a sister concerning time

Ali: What is the time?

Fatimah: It is nearly five minutes to eight by my watch.

Ali: Upon my word, we must hurry up, if you are to catch that train to Rawalpindi.

Fatimah: Why, when is it due out?

Ali: At quarter past nine exactly.

Fatimah: Oh, never mind. We have plenty of time.

Ali: I am not so sure of that. What on earth have you been doing? What time did you get up?

Fatimah: I woke up before half-past five. Then I performed ablution and offered my morning salat. Now breakfast is ready. Don't look at me like that.

Ali: For Heaven's sake, get ready! We have not a minute to lose. Time flies, you know.

v. Dialogue between a tailor and a customer

(Father is about to set up the tape-recorder, he calls aloud Yasser, Anne). Come over here. Hurry up! (They show up in a minute.)

Father: You are going to hear a dialogue on the tape now.

Yasser: Father! What is it about?

Father: Well, see this picture. (There is a picture of a tailor and a customer. Father switches on the tape-recorder. They listen with attention.)

Tailor: Good morning, Sir, what can I do for you?

Customer: I should like to be measured for a suit.

Tailor: With pleasure, Sir, kindly step this way. What style and shade would you prefer?

Customer: I want an ordinary lounge suit made of brown tweed. How much would the stitching cost?

Tailor: I could make you a suit for Rs. 2000/-. It is quite reasonable, sir.

Customer: That's right.

Tailor: Could you manage to call in sometime next week for the try?

Customer: Yes, just give me a ring. Here is my card.

Tailor: Very good, sir. Good morning. (Father takes out the plug and talks to his kids.)

Father: What do you say to that, kids?

Yasser: Very interesting, Dad.

Anne: Father I'll hear it again and then we will practise it. Yasser will act out as the tailor, and I shall be the customer.

Comprehension of a Passage

Comprehension of a given passage means a complete understanding of it. We are required to answer certain questions at the end of the passage to show that we understand it. To answer these questions correctly, we should;

- i. read the passage carefully till we understand it well
- ii. understand the given questions clearly
- iii. answer the questions in the same tense and person as used in the passage

Here are some solved examples.

Read the following passage and answer the questions at the end:

i

One day a wolf felt hungry. He wandered here and there in search of food but could not find anything to eat. At last, he saw a flock of sheep grazing in a pasture. He wanted to eat one but they were guarded by a hound. The shepherd's son was also tending the flock vigilantly. The wolf found himself helpless. At last he hit upon a plan. He hid himself in the skin of a sheep and safely went into the flock. The hound could not find out the wolf in disguise. He killed a sheep and ate it without being caught. In this way, he ate up many sheep and their number began to fall everyday. The shepherd was greatly worried but could not find out the thief.

QUESTIONS

1. Why did the wolf wander about?
2. Did he find anything to eat?
3. Why was the wolf helpless?
4. How did he get into the flock?
5. Why was the shepherd worried?
6. Did he find out the thief?

ANSWERS

1. The wolf wandered about in search of food.
2. No, he did not find anything to eat.
3. The wolf was helpless as the flock was guarded by the hound and the vigilant shepherd's son.

-
4. He put on the skin of a sheep and went into the flock unchecked.
 5. The shepherd was worried as the number of sheep began to fall everyday.
 6. No, he did not find out the thief.

ii

On a hot summer day, a fox felt very thirsty. He went about in search of water but could not find water. At last, he reached a well and peeped into it. Unfortunately, he slipped and fell into the well. A goat happened to pass by the well and looked into it. "What are you doing here, uncle?" The cunning fox replied, "Dear niece! I am enjoying a swim down here. It is very pleasant; come down and enjoy yourself too." The goat was also thirsty; she jumped into the well.

QUESTIONS

1. What happened to the thirsty fox?
2. Who passed by the well just then?
3. What did the goat do?
4. What did the goat say to the fox?
5. What did the fox say in reply?
6. Why did the goat jump into the well?

ANSWERS

1. The thirsty fox slipped and fell into the well.
2. A goat passed by the well just then.
3. The goat looked into the well.
4. The goat said to the fox, "What are you doing here, uncle?"
5. The fox said in reply, "I am enjoying a swim as it is very pleasant down here."
6. The goat jumped into the well as she was taken in by the cunning fox.

iii

Once a stag was drinking at a stream. He happened to see his reflection in the water. He was pleased to see his beautiful horns, but when he saw his thin legs, he felt sad as he thought they were ugly. Suddenly, he saw a pack of hounds at a distance. He ran as fast as his legs could help him. Soon he left the hounds far behind. He had to pass through a thick forest of bushes. His horns got caught in a bush. He tried hard to pull his horns out of it but all in vain. By now the hounds had come up. They fell upon him and tore him to pieces.

QUESTIONS

1. What was the stag doing?
2. What did he see in the water?

-
3. Why was he pleased?
 4. What made him sad?
 5. Why did he run?
 6. How did his legs help him?

ANSWERS

1. The stag was drinking water.
2. He saw his reflection.
3. He was pleased to see his beautiful horns.
4. His thin legs made him sad.
5. He ran for his life.
6. His legs helped him to run fast.

iv

King Robert Bruce ruled over Scotland. He had been defeated many times by the English army. He ran for his life and hid himself in a cave. He had lost all hope to win. As he lay there thinking if he should give up his struggle or not, he saw a spider trying to reach its cobweb in the ceiling of the cave. It fell down again and again but did not give up its effort. At last the little creature reached its home in its ninth attempt. This gave courage to King Bruce. He made up his mind to fight and this time he won the battle.

QUESTIONS

1. By whom had Robert Bruce been defeated many times?
2. Where did he hide himself?
3. What did he see in the cave?
4. After how many attempts did the spider succeed?
5. What lesson did King Bruce learn from the spider?

ANSWERS

1. King Robert Bruce had been defeated by the English army many times.
2. He hid himself in a cave.
3. He saw a spider trying to reach its cobweb up in the ceiling of the cave.
4. The spider succeeded in its ninth attempt.
5. King Bruce learnt the lesson, "Try, try again till you succeed."

v

For three years, the master and all his relatives lived in this valley. Many of the Muslims also joined them. All supplies to the valley were cut off. The Makkans saw to it that

no food or drink reached the Banu Hashim. The Banu Hashim had to live on the leaves and roots of trees and bushes. The condition of the children was particularly pitiable. At last, some kind-hearted Makkans took pity on the Banu Hashim. They tore to pieces the agreement hanging in the Kaaba. The hunger stricken Banu Hashim were thus able to come back to their homes.

QUESTIONS

1. Who lived for three years in the valley?
2. Who joined the master and his relatives?
3. What did the Makkans do?
4. How did the Banu Hashim live?
5. What was the condition of the children?
6. Who took pity on the Banu Hashim?

ANSWERS

1. The master and all his relatives lived in the valley.
2. Many of the Muslims joined them.
3. The Makkans cut off the supplies of food and drink to the Banu Hashim.
4. They lived on the leaves and roots of trees.
5. The condition of the children was pitiable.
6. Some kind-hearted Makkan leaders took pity on them.

vi

We see a kind of milk in tins. It is powdered milk. All the water in this milk is evaporated. When fresh milk stays in a dish for a little time, the thick part of the milk comes to the top. It is the cream of the milk. From this cream people make butter. If milk with the cream on it is made into powder, it is called 'Full Cream Milk Powder'. When something floating is taken off from the top of a liquid, we say, it is skimmed. When the cream is skimmed from the milk, the thin milk that stays is called 'Skim Milk'. Skim milk is good milk but it has no fat in it. It is not good for very young babies.

QUESTIONS

1. Is the milk in tins powdered or liquid?
2. What becomes of the water in the milk?
3. What comes to the top of the fresh milk when it stays for a little time in a dish?
4. What does the thick part of the milk have in it?
5. What is cream?

6. What do people make from cream?

ANSWERS

1. The milk in the tins is powdered.
2. The water in the milk evaporates.
3. The thick part of the milk comes to the top.
4. The thick part of the milk has fat in it.
5. Cream is the fat of the milk which comes to the top of it.
6. People make butter from cream.

vii

Hazrat Khalid Bin Waleed (رضي الله عنه) was extremely kind-hearted and just to the people. His army had strict orders not to do any harm to the farmers, aged persons, women, children and other civilians. "They are the real strength of the society," he said, "They should always be treated with kindness and respect." This was something new for the conquered people, who felt very happy now. The Iranian and Byzantine officers were very hard on them. Hazrat Khalid Bin Waleed's (رضي الله عنه) treatment won their hearts so much that they began to hate their cruel old masters.

QUESTIONS

1. How did Hazrat Khalid Bin Waleed (رضي الله عنه) treat the people?
2. What were the orders given to the army?
3. What did he say about the farmers and civilians?
4. How had their former masters treated them?
5. How did Hazrat Khalid Bin Waleed (رضي الله عنه) win the hearts of the conquered people?
6. Why did the people hate their old masters?

ANSWERS

1. Hazrat Khalid Bin Waleed (رضي الله عنه) was kind and just to them.
2. The orders were not to harm the farmers, aged persons, women, children and other civilians.
3. He said, "They are the real strength of the society."
4. Their former masters had been hard on them.
5. He won their hearts with kindness.
6. The people hated their former masters for their unkind treatment.

viii

The age of steam has yielded place to the age of electricity. We have harnessed and

introduced it into the service of man. The electric telegraph bears our message to and brings us news from all quarters of the world.

Who is not familiar with the electric bell? Who has not used telephone? Who is not enjoying electric light? Electric motors, wireless telegraphy, electric railways, electric modes of construction and destruction, all attest to the great power of electricity. Electricity has developed and created many industries. It has enabled man to conquer land, sea and air.

QUESTIONS

1. Why do we call the present age the age of electricity?
2. Which age has yielded place to the age of electricity?
3. How do we send and receive messages?
4. State some important uses of electricity.
5. What do you think is the future of electricity?

ANSWERS

1. We call the present age the age of electricity, as a lot of things are done with the help of electricity.
2. The steam age has yielded place to the age of electricity.
3. We use telegraph, telephone and wireless to send and receive messages.
4. Railways, factories and mills work with the help of electricity.
5. Electricity promises a bright future for mankind.

ix

A man is known by the company he keeps. A good student should avoid the company of those who keep playing all the time. Many students miss their classes and seldom do their homework because some other fellow students do the same. There are hardworking students also, who work while others play. They know when to study and when to play. They play when it is time to play. They enjoy the games of their choice because they know that playing games is essential for health. A sick student is not so quick in learning his lesson as is a healthy one.

QUESTIONS

1. What kind of company should a good student keep?
2. Why do some students miss their classes?
3. Why do good students enjoy good health?
4. Why are games necessary for students?
5. What factors may bring success to a student?

ANSWERS

1. A good student should keep good company.
2. They miss their lessons because some other fellow students do the same.
3. Good students enjoy good health because they work and play at proper times.
4. Games are necessary for students because games keep them healthy.
5. The success of a student lies in following a timetable of work and play.

X

Newspapers keep us constantly in touch with the whole of mankind. In old days, a man's world was limited to his own village and one or two neighbouring villages. It was difficult for him to know what was going on in other parts of the country. But today the press, assisted by rapid means of communication, brings us news from the farthest corners of the globe. The press is also responsible for educating the public opinion. The laws of a nation are really shaped by its press. In fact, the public receives guidance from the newspapers. Thus, their power in modern times is undeniable.

QUESTIONS

1. What good do the newspapers do to us?
2. Why in older days could a man not know what was going on in far off places?
3. What is the responsibility of the press today?
4. How are the laws of a country shaped nowadays?
5. How are newspapers a source of public guidance?
6. What is your opinion about the power of the press?

ANSWERS

1. Newspapers keep us in touch with the latest world affairs and happenings.
2. In older days, man could not know what was taking place at distant places due to lack of means of communications.
3. Today the press is responsible for educating the public opinion.
4. Newspapers play a great part in shaping the laws of a country.
5. Newspapers bring us full information relating to all aspects of the society.
6. The press has great power.

Exercises

EXERCISE – 1

About sixty years ago, the question of choosing a profession was not taken up seriously. A son generally followed the trade of his father. But nowadays one can take up a trade that one likes. The students who make the right choice of profession are always

successful. For the right choice of a profession there should be some definite aim.

The students who do not have any definite aim suffer a lot in the end as they have a difficulty in finding employment. In choosing a profession the teacher and the parents play a very important part. The teacher keeps an eye on his pupils. He studies their habits. So he can guide his pupils to the right path of life.

QUESTIONS

1. What were the conditions about the choice of a profession sixty years ago?
2. Why did the people not choose the profession seriously?
3. Can a student of the present times choose his profession freely?
4. What is the advantage of a right choice of a profession?
5. How can a student choose his profession rightly?
6. What will be the difficulty of a student who is reading without a definite aim?
7. How can a teacher help his pupils in making a choice of profession?

EXERCISE – 2

Making pottery on the potter's wheel is called 'throwing'. The thrower is a very skillful workman. But there is another method of shaping articles out of clay, 'moulding'. A plaster mould is made and the clay is pressed into it. This is a quicker and less difficult way to make things like handles, but all the most beautiful pottery is thrown. When a piece of pottery is taken off the wheel, it is put aside to dry, after which a design may be painted on it with special colours that will stand great heat; it is then ready to be fired. This is done in a large oven or kiln. The pieces of pottery are placed in earthenware tubs called 'saggers' so that the flames cannot touch the pots.

QUESTIONS

1. What is 'throwing'?
2. What is the other method of shaping articles?
3. What is the advantage of 'moulding'?
4. How does the potter make designs on the pieces of pottery?
5. How are the pieces of pottery baked in fire?

EXERCISE – 3

The Sultan sent agents to all parts of the East to buy rare manuscripts and to bring them back to Cordova. His men were constantly searching the booksellers' shops at Cairo, Damascus and Baghdad for rare volumes for his library. When the book could not be bought at any price, he would have it copied; and some times when he heard of a book which was only in the author's brain, he would send him a handsome present, and begged him to send the

first copy to Cordova. By such means, he gathered no fewer than four hundred thousand books and this at a time when printing was unknown, and every copy had to be painfully copied, in the fine clear hand of the professional copyist.

QUESTIONS

1. Why did the Sultan send his agents to all parts of the East?
2. Where and why did they search the booksellers' shops?
3. What would he do when any book could not be bought at any price?
4. What would he do when the author had not yet written the book?
5. How many books had he gathered?
6. Why was it difficult to collect so many books in those days?

EXERCISE – 4

Musa was commander-in-chief, and the gates were in his charge. They had been barred when the Christians came in view, but Musa threw them open. "Our bodies," he said, "will bar the gates." The young men were kindled by such words, and when he told them, "We have nothing to fight for but the ground we stand on; and without that we are without a home or a country," they were ready to die with him. With such a leader, the Moorish cavaliers performed feats of bravery in the plain which went down in the annals of history in golden words.

QUESTIONS

1. Who was the chief commander and what was in his charge?
2. When were the gates barred?
3. Who threw them open?
4. What did Musa say?
5. What effect had his words on the young men?

EXERCISE – 5

Early rising is a good habit as it gives us an early start of our day's work. We gain time while the late risers are asleep. The early risers have another advantage, that is, they enjoy good and sound health. Those who are out of bed early have plenty of time to do their work carefully, steadily and completely. They do not have to put off anything to the next day. The early riser is always happy, fresh and smart. He enjoys his work while those who get up late, find their duty dull and dry and do it unwillingly. Early rising is therefore, a key to success in life.

QUESTIONS

1. What kind of habit is early rising?
2. Why can an early riser do more work than the late riser?
3. What kind of health do early risers have?
4. Why does a late riser find his work dull and dry?
5. What is the key to success in life?

EXERCISE – 6

Some ants are social insects. It means that they live in societies, cooperate with one another and do only the work assigned to them. They go out in search of food in an orderly fashion, marching in lines and columns like soldiers. Different groups of social ants have different jobs to do. They manage their affairs through division of labour. Some ants guard and protect their community. They fight with the other insects who attack them or raid their colony. They are called soldier ants. Another group gathers food for the whole community. The social ants have not learnt this division of labour. They have inherited it.

QUESTIONS

1. What do we mean by social insects?
2. Why are some ants called social insects?
3. How do the ants cooperate with one another?
4. What principle do they follow while doing their work?
5. Why are the members of a certain group called soldier ants?
6. How have the ants learnt the principle of division of labour?

EXERCISE – 7

Allama Muhammad Iqbal is not only the greatest poet of our age, but also one of the greatest poets of all times. There are not many poets who wrote as many great poems as he did. He did not write poetry for poetry's sake. He was in fact much more than a mere poet. He was a learned man. He was a great scholar and philosopher. He was a political leader of great importance. But more than anything he was a Muslim who had a great love for Allah and His Rasool (صَلَّى اللهُ عَلَيْهِ وَسَلَّمَ). He wrote poetry to express the great and ever lasting truths of philosophy, history and Islam. He wrote poetry to awake the Muslims of the whole world from the deep sleep and asked them to unite.

QUESTIONS

1. Why is Allama Muhammad Iqbal considered to be one of the greatest poets of all times?
2. Did he write poetry for poetry's sake?
3. How can you say that Allama Muhammad Iqbal was much more than a mere poet?

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4. What kind of Muslim was Allama Muhammad Iqbal?
 5. With what aim did he write poetry?
 6. What was Allama Muhammad Iqbal's call to the Muslims of the whole world?

EXERCISE – 8

One day a girl found a coin. It rolled away before her broom when she was sweeping the yard, and fell with a little clatter against the wall. She ran and picked it up. Some one had dropped it while crossing the yard and perhaps had not even troubled to look for it. It was worth little. But it seemed a whole fortune to her, who never had anything of her own before. She rubbed it clean on the sleeve of her blue cotton jacket and put it into her pocket.

QUESTIONS

1. What did the girl find?
2. When did she find it?
3. How had the coin been dropped there?
4. What was the worth of the coin?
5. Why was it a whole fortune for her?
6. How did she clean it?
7. What did she do after cleaning it?

EXERCISE – 9

In December, 1930 Dr. Muhammad Iqbal was invited to preside over the annual meeting of All India Muslim League at Allahabad. In his address, he openly opposed the idea of power-sharing between Hindus and Muslims as one nation. He declared that the movement to apply one constitution to both the Hindus and Muslims would result in a civil war. He wanted to see the Punjab, Sindh, Baluchistan and Khyber Pakhtunkhwa as a single state for the Muslims, so that they should live according to the teachings of Islam. We can say that Allama Iqbal was the first thinker to give us the idea of a separate homeland for the Muslims of India i.e. partition of the subcontinent into two sovereign states. The Muslims soon realized the importance of the demand for two separate states. It was then, the Pakistan Resolution was adopted in 1940.

QUESTIONS

1. Where was the annual meeting of All India Muslim League held in 1930?
2. Who was invited to preside over the session?
3. What idea did Allama Iqbal oppose?
4. Which provinces did he want to be included in the Muslim state?

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5. On what grounds, did he demand a separate state for the Muslims of India?
 6. When was the Pakistan Resolution adopted?

EXERCISE – 10

The Indian National Congress was founded in 1885 by a liberal English man Mr. A.O. Hume. He had joined the Indian Civil Service in 1849 and retired from service after shouldering different responsibilities. He had been watching the ugly law and order situation in the country. He was of the opinion that the high-handed rule of the Britishers was paving way for any unexpected outburst of violence. His plan was to put a safety valve to minimize the mounting sentiments against the British rule. It was meant to provide an outlet which could ventilate the revolutionary spirit. Mr. Hume had put his plan before Lord Duffrin.

QUESTIONS

- 1 Who founded the Indian National Congress?
- 2 Who was Mr. A.O. Hume?
- 3 When was the Indian National Congress founded?
- 4 Why did Hume think of founding this political organization?
- 5 With whom did he discuss his plan?

EXERCISE – 11

There was once a man whose doctor gave him medicine, which was quite black. His servant who was illiterate made a mistake and poured out a dose of ink in place of the drug. He gave it to his master who drank it. After the patient had taken the dose of ink the servant somehow realized his mistake. He ran back to his master and said, “Sir, I have given you a dose of ink instead of the medicine as both were equally black. What should be done now?” The master replied softly, “Now give me a piece of blotting paper to swallow.”

QUESTIONS

1. What was the colour of the medicine?
2. What did the servant give his master?
3. When did the servant come to know of his mistake?
4. What did the servant do?
5. What did the master say to his servant?

EXERCISE – 12

There lived a monkey in a forest. One day he was going about in search of food as he was very hungry. At last he entered the house of a farmer. There was nobody in the house. The monkey found a hard vessel with a narrow opening. He put his hand into it. It had grains in it. He took a handful of these and tried to pull his hand out but he could not do so with his closed

fist. After some time the owner of the house came up. His dog was also with him. The dog fell upon the monkey and tore him to pieces. Thus, the monkey met his fate due to his greed.

QUESTIONS

1. Where did the monkey live?
2. Why did he enter the house of a farmer?
3. What did he find there?
4. What was in the vessel?
5. What did the monkey do?
6. Why could he not pull his hand out of the vessel?
7. How did the monkey meet his fate?

EXERCISE – 13

A tailor ran a shop in a bazaar. An elephant used to go to the river through that bazaar. The tailor gave him a bun everyday. One day the tailor pricked a needle into the trunk of the elephant. The elephant became angry but went away. On return, he filled his trunk with muddy water. On reaching the shop of the tailor, he put his trunk into it and squirted the dirty water into the shop of the tailor. All the fine and new dresses of his customers were spoiled. He was very sorry for annoying the elephant but it was no use crying over spilt milk.

QUESTIONS

1. Where did the elephant go everyday?
2. What did the tailor give him?
3. What mistake did the tailor make one day?
4. What did the elephant do after drinking water?
5. How did the elephant punish the tailor for his mistake?
6. What is the moral of the story?

EXERCISE – 14

A professional player is quite different from an amateur. His main aim is to make money. He plays the game to earn money or win a name. On the other hand, the amateur player has no such aim. He plays because he gets pleasure in playing. Games not only give him recreation but also physical exercise. He enjoys good health and a sound physique. He plays the game as he should. He observes all the rules and regulations of games. The amateur player plays honestly. He becomes a disciplined gentleman and a responsible citizen. He accepts defeat but does not resort to cheating or other unfair means to win. If he wins a game he feels happy but he is not sad at losing one.

QUESTIONS

1. What is meant by professional player?
2. With what aim does he play games?
3. What makes an amateur player a responsible citizen?
4. What qualities of true sportsmanship does a professional player lack?
5. How does an amateur player differ from a professional player?
6. How does an amateur player take his defeat?
7. Who plays a game for the sake of the game?

EXERCISE – 15

The camel is rightly called the “ship of the desert”. It is the best means of transport in deserts. Camels go slow. But they go on walking for hours on the burning sand and in the blazing sun. Camels carry heavy loads, much heavier in weight than any other beast of burden can. While the other animals' feet sink into the sand, nature has made the feet of the camel such that it is not at all difficult for it to walk on the sand. The camel is superior to all other animals because it can go without food and water for days and weeks. It can store food and water. Its hump is also a store of food, which the camel uses when it gets nothing to eat and drink for many days. In deserts, only bushes grow here and there and the camel can live on these.

QUESTIONS

1. Why is the camel called the ‘ship of the desert’?
2. Is it for its speed that it is called the ship of the desert?
3. What difficulty do the other beasts of burden have to face while walking on the sand?
4. Why does a camel walk easily on the loose sand of the desert?
5. What special quality makes the camel superior to other animals used for transport?
6. How does the camel go without food and water for days and weeks?
7. What does the camel generally live on?

Paragraph Writing

Topic sentence: Topic sentence tells the main idea of the paragraph. It is often but not always the first sentence in a paragraph.

Supporting Details: Supporting details are statements, facts, and descriptions that support the main idea of a passage.

Rubric for Paragraph Writing

1. Topic Sentence
2. Supporting Details
3. Transition Words (Conjunctions)
4. Capitalization and Punctuation
5. Grammar and Spellings

A paragraph on a theme or a subject is a short piece of meaningful composition. It avoids elaborate details of the subject. A paragraph is a complete unit in itself. It is not split up into different paras. In its brief, precise and to the point treatment of the subject, it has a shape, format and a style of its own.

A paragraph like an essay, shows your command of vocabulary, grammar and idiomatic expression. It also indicates your degree of knowledge of the theme or subject under discussion. You are supposed to have an adequate knowledge and information relevant to the subject. Your choice of vocabulary should be appropriate. You may have come across many more words in magazines, fiction, newspapers, commercials and advertisements. All this fund of vocabulary will surely make your paragraphs interesting as well as original.

i. My School

My school is a place of great charm for me. Although its building is pretty old, it seems to cast a spell on us. Some of the walls are massive and ceilings are very high. Even the cruel summer fails to make our classrooms hot and humid. The location of my school is just by the side of the historic fort. The high walls of the fort, scarred with signs of wind and weather, look wonderful. They have a mystery of their own. We understand our history lesson very well because of the nearness to the famous fort. The teaching staff at my school is kind and devoted. A large playground with a row of evergreen tall trees faces the school building. What is more, it is away from all the hustle and bustle of the main road. I am glad that my school is far ahead of others in good results, sports, debates, library and scouting.

ii. Girl Guides

Girl Guides is a British organisation of girls. It was founded by Baden Powell and his sister Lady Agnes in 1910. The main objective of this movement is to make teenage girls conscious of their responsibilities. A member, a girl guide, is given a variety of programmes that shape her character. She learns, in association with other girl guides, how to keep herself clean and healthy. She is instructed how to build her moral and social character. She learns the basic facts about courtesy and etiquette. Furthermore, a girl guide is taught how to develop home making abilities. She learns household skills like cooking, knitting, stitching, planning and maintenance.

iii. A Visit to a Museum

The Lahore Museum is an important place where works of art and other objects of historical value are kept and displayed. It is an old imposing building with a high ceiling. The incharge of the museum is called the Curator. Our well-informed teacher took us to different sections of the beautiful museum. There were neatly arranged glass-cases which displayed ancient swords, daggers, garments, ornaments, coins, bows and arrows. The items on display had tags with brief descriptions. Paintings, pictures and clay models were exhibiting ancient craftsmanship. The huge statue of Queen Victoria was laid in one room of the museum. There were old manuscripts of the Holy Quran in another room. Full-size doors and frames with primitive fittings were specimens of rare woodwork craftsmanship. The impressive display in the museum gave us a wealth of information and insight into our past. It was a rewarding visit indeed.

iv. A River in Flood

Last summer, I was in my village, about twenty miles south of Jhang. For over a week, the wet spell had been a delightful experience. The rain was driven in sharp bursts by the rushing wind. One morning, in the early hours there went up a cry “water! water!”. The Chenab was in flood. There was water in our big courtyard. The low-lying part of the village was under three feet of water. Panic gripped the whole village. There were bushels on almost every head. Most of the folks started moving through the flooded fields towards the nearby high mound. It was a scene of great misery. From the corner of the high mound, I had the first glimpse of the river in flood. The entire area upto the far-off road bridge and even beyond was just one sheet of muddy water. Logs were seen floating fast. The trees all around, with half of their trunks in water, stood firm like unfolded umbrellas. Far below, we saw the floating horses and cows. The water all around and the floating objects in it filled our heart with dread.

v. A Pleasant Dream

Last night, I went to sleep a little early than my habitual time. I was exhausted so I fell slumbering immediately. In no time, I was in the land of dreams. I dreamt that I have been selected for a scuba diving adventure with navy personnel. It was so exciting that I could feel butterflies in my stomach. Next, I found myself in the designated area where all the preparations took place. I was given my body suit along with a mask, an oxygen tank and flippers. We all went to the boat. I was one of the trainees with navy officers. They were pleasant but firm. The instructions were to be followed promptly. The boat took us to the middle of the ocean where the water was on a deeper side. In reality, I did not know how to swim well, but in my dream, I could swim like a fish. On a count of three, we all dived in. To my surprise, I could see the underwater world really close. There were beautiful fish, corals and other sea creatures. I was swimming between them effortlessly. The sun could be seen through the water, shining brightly in the sky. The leading officers soon instructed me to come out. I followed the lead and got back to the boat. The head personnel was happy to see my stamina underwater. When he was about to shake hands with me, the alarm rang and I woke up for my morning prayers. The feeling of freshness was so real that I could experience it even after waking up. It was a pleasant dream that made my day.

vi. How to Keep Our Town Clean?

Cleanliness is next to godliness. We must give a serious thought to this golden truth. Neat and clean environment has a cheerful effect. It is a sure sign of civilization. Knowledge

is a great blessing of Allah. We are fortunate to have the opportunity to receive education. As school going boys and girls, it is our responsibility to keep our town clean. We ought to develop civic sense. We should not throw fruit and vegetable peels all over the street. A banana or melon peel thrown carelessly on the road may cause a fracture or even death. Plastic, polythene and wooden items should not be thrown into manholes. A choked gutter spreads filth and stench all over the street. Life becomes miserable. Spitting is another problem as it causes disease and insanitation. We can politely prevent one another from spitting on floors. We should not throw hard things or stones into toilets. We should not be shy of taking a broom and sweeping the littered portion of the street in front of our door. We should take care of trees, plants and flower-beds in parks. If we happen to pass by an unattended running water tap, we should stop and close it. As citizens, we should be vigilant and should report to the municipality if its staff neglects its duty. We can also add to cleanliness if we sprinkle water on our portion of the road. Dust and pollution can be effectively controlled if everyone lends a helping hand. Allah loves people who practise purity and cleanliness.

vii. An Industrial Exhibition

An industrial exhibition was arranged in Islamabad in March last year. The intention of the organisers was to exhibit industrial products at one place. The trading community and the general public showed keen interest in the products. Accompanied by my elder brother and sisters, I went around the elegant and brightly lit stalls. Exhibits included textiles and garments, electrical goods, household items, handicrafts, glass wares, furniture, sewing machines and stainless steel. The Pakistan Railways and WAPDA had put up informative stalls. Heavy industrial goods, rollers, water pumps, tube-well equipment, motors, fertilizers and machinery were also on display. Prices of consumer goods were quite reasonable. Manufacturers were selling their products at reduced rates. Besides, there were food and entertainment stalls which attracted the cheerful crowd.

viii. My Neighbour

Mr. Ashraf Minhas is my next door neighbour. He is a handsome, middle aged scholar with a vigorous zest for life. He is a real gentleman with a lot of goodwill. You could not wish to meet a better natured and hospitable man. He likes gardening. His garden is full of flowers in spring. He invites his neighbours and entertains them warmly. He delights everybody with fond details of lovely flowers and their blooming patterns. Mr. Minhas is an optimist by nature, that is why he never worries himself over trifles. He has a remarkable

sense of humour, which helps him in getting along well with his neighbours. He has a son and a daughter. They are known for their fine tastes and good manners.

ix. Kitchen Gardening, A Hobby

People have different types of hobbies that they like to pursue in their leisure time. A healthy hobby keeps a person busy in a productive way. Also, it gives them pleasure and keeps them mentally healthy too. Some of the hobbies include sewing, trekking, photography, painting, etc. My hobby is kitchen gardening. It keeps me in harmony with nature, plants, and other flora. I enjoy cultivating such fruits, vegetables, and herbs in my kitchen garden which I need everyday. Kitchen gardening is not just gardening, it cultivates a lot of good habits in me such as eating healthy home grown fruits and vegetables, It also develops a great deal of patience in me, watching my plants every day, caring them for a long period, watering and pruning them. Kitchen gardening is a healthy hobby which keeps me active and give a sense of accomplishment when my family enjoy fresh organic vegetables, fruits and herbs.

x. Pakistani Women

Women in Pakistan have begun to take an active part in different spheres of life. Job opportunities for them in the past were few. By and large, women worked as lady doctors, nurses, health visitors and teachers during the first ten years of Pakistan. But spheres for women now are greater than ever before. They seem well on the way to become even more active in the near future. They compete successfully in the Central Superior Services examinations. They are holding responsible positions in administration, customs, income tax, railways, foreign services, police and postal departments. Some of them are in the assemblies as MNAs. Quite a number of educated women are in banks and businesses. Pakistan had its first-ever woman Prime Minister in 1988 - 90 and again in 1994 - 1996. The women of Pakistan are now more conscious of their social and political status in the twenty-first century

xi. Computers

Computers are a vital part of our daily lives. Let's look at how computers are used in numerous fields and why they are so essential. As a result of the computer's increasing importance and necessity in modern life, performing numerous tasks and activities has gotten simpler for us. Computers can be used for a variety of tasks, such as swiftly and

precisely solving mathematical equations, handling and processing data, storing information, and researching virtually any subject online. This remarkable invention was created in the second half of the twelfth century, and now it is essential to life. Calculators were invented in 1642 to make simple arithmetic operations like addition and subtraction easier. With every good, there comes evil. People misuse computers and create trouble for other people and organisations. Such as; it is easy to invade someone's personal space. Known people are easily distraught as their videos or information go viral on the internet. Without any investigation, people start spreading information which has a negative impact on that particular person's life. With great power comes great responsibility. As much as computers liberate everyone and give access to the entire world, one has to be responsible. Students can easily use computers to conduct research, make an assignment, and take online classes and exams. Whereas, at offices, all of the data is stored in computers which saves paperwork and the environment's eco-friendly. There is no doubt that computers are essential but we should be careful and use them to make our life better and easier not to overrun someone's privacy or spread rumours.

Exercises with Hints

Develop paragraphs from the following outlines:

1. A Fortune-teller

A footpath fortune - teller, books and cards in a basket and a pencil tucked on his ear ... a parrot in a cage. In fact, the parrot is the real fortuneteller. The fortune-teller is a big fraud, who cleverly manipulates simple people - village men and women, who are his clients. He poses to be a serious, knowledgeable man, pretends to know the movement of stars-astrologer. The illiterate people feel satisfied when he tells them that they will have a job, a wife, a son, a cart, a seven marla house, a twelve acre farm or a tractor.

2. A Picnic

The rainy season had set in All around it was lush green ... out for picnic at the Jallo Park It was a family affair ... we cooked meals out there ... a sprawling park ... trees and bushes all around ... lakes - fascinating Canal Bank drive ... flowering trees all along the canal ... unpolluted air ... played badminton ... ran around ... inhaled fresh air... had sizzling snacks with tea in the afternoon ... enjoyed the return drive along the clean and green Canal Bank.

3. A Street Quarrel

Main street Gowalmandi ... I was having my evening meal ... heard a terrible noise out in the street ... got up and looked out ... about fifty persons in front of a big shop ... four or five persons ran out of the shop ... exchanged violent blows The cause was an old enmity ... a sad spectacle ...

4. A Visit to a Historical Place

The Shalimar Garden ... main entrance closed to traffic ... entry tickets First terrace ... vast and lush green Brief description of the garden at the entry door ... small brick paths with a long row of fountains in the middle ... ornamental lights in flower beds. Old mango trees on both sides The massive boundary wall ... the royal enclosure and the marble throne on the second terrace A big pool of water with sidewalks and a middle path connecting the two royal enclosures A rare specimen of the Mughal Architecture ... the third terrace ... bushes and trees all around

5. A Visit to a Zoo

Visited the Lahore Zoo huge models of an elephant and three other animals mounted at the main entry on Shahrah-e-Quaid-e-Azam. A beautiful waterfall at the side of animals' cage ... renovated booking office with rock walls. Monkey cages with swings ... visitors feeding them grams The elephant ride The monster like hippopotamus in a huge pond ... it raised its large head and muzzled ... children ran helter-skelter The fearful rhinoceros with two upright horns above the nose The lion and the lioness The king of the zoo as well Big and strong cages Peacocks ... graceful zebra with black and white stripes. Parrots, ducks and flamingos ... wonderful giraffe with a long neck.

6. Allama Iqbal

An eminent philosopher and poet ... born in 1877 at ... school and early college education at Murray College ... Sayyed Mir Hassan ... inspiring teacher of Persian and Urdu ... Master's degree from Government College Lahore For higher studies to England and Germany On return gave new direction to the Muslim thought ... wrote poems in the praise of the Muslim culture Re-awakening of the Muslims ... idea of a separate Muslim state in the sub-continent. Books like *Bang-e-Dra*, *Bal-e-Jibril*, *Asrar-e-Khudi*, *Pyam-e-Mashriq* ... inspired the Muslims' imagination The nation pays glorious tribute to him every year ... buried beside the Badshahi Masjid in Lahore.

7. The Teacher I Like the Best

It is but natural to have a strong liking for somebody ... respect and reverence for all teachers ... but Mr. Mazhar-ul-Haq ... the teacher I like the best ... charming personality ... elegantly dressed ... M.A. B.Ed ... punctual and diligent ... teaches English ... confidence and correct pronunciation ... well-read ... patriot ... public spirited ... maintains perfect discipline during lessons ... encourages students to ask questions ... does not lose temper ... praises hard working students ... makes lessons interesting with anecdotes ... broad-minded ... and dignified ... a beloved teacher indeed.

8. A House on Fire

It was a perfectly peaceful night ... winter had set in ... occasional bark of a street dog ... Abrupt commotion out in the street ... echoing steps ... cries of fire, fire. I leapt out ... about a hundred steps ahead, the upper storey of a house was on fire. Some women wailing outside ... billows of smoke ... dense and choking ... pails of water ... neighbours eager to lend a helping hand ... inmates safely brought down Fire brigade arrived ... ladder and waterhose ... leaping flames subsided ... curtains, furniture, carpets, wooden almirahs completely burnt ... loss of property but no loss of life.

Essay Writing

Rubric for Writing an Essay

1. Introduction
2. Body
3. Conclusion
4. Sentence Structure
5. Vocabulary and spellings

An essay is an attempt to write meaningful sentences on a certain theme or subject. A composition shows your range of vocabulary, its correct use in simple, idiomatic sentences, and some knowledge of the subject.

You may be asked to write on an object like a house, a tree, an animal or a garden. You begin to describe them as they are in their appearance, size, place, history and purpose.

On the other hand, themes or subjects like an incident, an accident, a journey, a fair, a biography, a favourite book or a visit require you to write about them step by step. You know, every situation has a beginning, a middle and an end. You have to develop each stage of the essay in a paragraph of suitable length, containing relative details.

An essay is a reflection of your personal feelings and opinions. You should have the courage to express your personal opinion in your essay. It should have the touch of originality. It should not be a mere repetition of what others say. Come on, add something of your own to the great beauty of the world. Write an essay. Why to hesitate?

i. My Last Day at School

The first and the last day at school are of unique significance for students. While the first day at school may cause anxiety, fear and nervousness, the last day is surely a day of hope, confidence and preparedness.

My last day at school is still fresh in my memory. I felt much relaxed because there was no teaching work that day. My heavy satchel was off my back at last. It was a big relief. I took the bus quite leisurely and got off at the school bus stop. I made my way through small groups of school fellows, talking noisily and a good many embracing one another. Our

juniors of the ninth class hosted a farewell party and entertained us with a variety of sweetmeat and tea.

Our worthy headmaster and kind teachers also participated. Formal farewell speeches were made on the occasion. A boy sang a *ghazal* and delighted the audience with his melodious voice. Finally, the headmaster addressed the gathering and advised the students to work with devotion and be well-mannered to get success and prosperity in life. Before dispersing, we thanked our juniors for their nice farewell.

ii. Sports and Games

Sports and games play an important role in the development of human personality. They are no less important than food and fresh water. The developed countries like England, Germany, France and the USA have made games an essential part of education at the school level. It is interesting to note that there are many nurseries and training centers for games in these countries. They admit boys and girls for necessary training to become future athletes, gymnasts and sportsmen.

No doubt, games and sports are becoming popular in Pakistani schools as well. The facilities, of course, are not adequate at present. This situation is expected to improve in the near future.

The Pakistani schoolboys and schoolgirls know fully well the meaning of the proverb: “All work and no play makes Jack a dull boy.” They know that their growing bodies need regular physical exercise to keep themselves healthy and fit.

General sports include hunting, fishing (angling), riding, cycling, mountaineering (mountain climbing), etc. Mountaineering is becoming a favourite sport of Pakistani schoolboys in summer time among the mountains of Muree, Nathiagalli, Swat, Chitral, Kaghan and the Karakoram Highway.

A number of school clubs and societies hold athletic contests. These contests include walking, jogging, jumping, swimming, rowing, wrestling, boxing, hammer / disc-throwing, lightweight lifting and gymnastics. An athlete is trained to be perfectly fit to engage in such contests.

Moreover, football, hockey, cricket, tennis, badminton and table tennis are among the favourite organized games in schools. All such sports and games certainly benefit both mind and body. They create cheerfulness, discipline, fellowship, confidence and physical fitness.

iii. My House

A house, you know, is an important necessity. The quality of life improves when you have a house of your own. It gives you an opportunity to turn some of your dreams into

reality. You decorate your rooms according to your own taste. You look after your plants and flowers with a loving care.

I live in a small house not far from my school. The house is almost new. It is a little way back from the road, and in front of it there is a small garden. A path leads from the gate to the porch. A corner of the porch is evergreen with a lovely creeper that remains in brilliant bloom round the year.

Downstairs there is a lounge, which is a general living room with television. This room is used as a reception room for guests. There is a dining room and a kitchen. The drawing room with a large window faces the front lawn. Upstairs are the bedrooms and the children's rooms. The rooms of my house are not large. The largest room is the lounge. It has windows on both ends for proper light and ventilation.

My father and I love to work in the garden. We prune the bushes once a year and in summer we get our fruit-trees sprayed every month. My mother loves roses and spring flowers and looks after flower beds herself from time to time. I take care to keep the front lawn tidy enough by using a lawnmower. One's own house is a blessing indeed.

iv. Courtesy

Courtesy means excellence of manners or polite behaviour. It, of course, springs from good breeding and kindness of heart. A courteous man is pleasant and polite to everybody. He observes good manner on all occasions and always respects the feelings of others.

When people meet, they greet one another saying 'Good morning' or 'Good evening' according to the time of the day. Muslims greet one another, saying 'Asslam-o-Alaikum', and they often ask about one another's health and well being. A Muslim greeting is a kind of wish, a prayer for mutual happiness, peace and security. The Holy Quran lays much stress on this form of greeting in sura Al-Noor verse 61.

If you know two persons who happen to be strangers, it is your duty to introduce them to each other. If both are men, you introduce the younger to the older: "Please meet my elder brother" If both are women, but one married and the other single. You introduce the latter to the former. If one is a man and the other a woman, it goes without saying that you introduce the man to the woman, and not the other way round. You pronounce both names clearly if they are males and the two persons shake hands, saying "How do you do?"

Good manners demand that you make no attempt to jump the queue. In a crowded bus, if you are physically fit, you give up your seat to an elderly person or to someone who is blind, disabled or sick. You have to say 'Thank you' to those who are good to you. Courtesy

really makes everyday life more pleasant, more friendly and more meaningful.

v. Libraries

With the spread of literacy, libraries have become essential tools for learning. Public instruction is making rapid progress everywhere in Pakistan. It is no more the privilege of the well-to-do only to acquire knowledge as it was not so very long ago. There are schools and colleges in almost every part of the country. The twenty-first century dawns with a sure promise to be a century of peace and educational explosion.

Naturally, when there is thirst for knowledge, there is also an ever increasing demand for books and magazines. Everybody does not have the means to buy books of all sorts. Mass education programme is bound to suffer adversely if there are no free libraries for students.

Our school libraries are not functioning properly. There are practically no reading or borrowing facilities. There is no whole time staff for libraries. Above all, there is no incentive to read general books or fiction. The few books that may be there in the dusty old almirahs stink awfully. This is mainly so for want of fresh air in the stuffy, locked cupboards. More often the books are just old titles, moth-eaten and worn out.

Libraries obviously play an important role in creating a genuine love of books and interest in current affairs. Their reading rooms promote a spirit of discipline, research, enquiry and fellowship. Libraries with a variety of attractive titles have a healthy and beneficial effect on the eager minds of students.

vi. Health

“Health is Wealth” is a well known proverb often quoted by our parents and teachers. When people meet, they usually ask one another “How are you?”, “How are you getting along?”

Health is precious and certainly a great blessing of Allah Almighty. Hygienic environment, personal cleanliness, wholesome food and a regular way of life are conducive to health. Early to bed and early to rise, meals at regular times, recreation and rest are sure to make a man healthy, wealthy and wise. Young people, who have plenty of energy, need to take vigorous athletic exercises in the fresh open air.

In case we are run down, overworked or dreadfully sick we consult a good doctor. He gives us a tonic or prescribes a special diet. “You are working too hard”, he may say, “that's what the trouble is. You cannot go on burning the candle at both ends.”

Sometimes staying at one place, year in and year out, tends to make us weary and stale. It is a signal that what we need is a complete change in our environment. If we go to some other place on the hills or in the countryside, it does us a world of good. Change and

fresh air are better than all the tonics in the world. Eating out is generally avoided by health conscious men and women. Home-made meals are the safest and the best in the world.

vii. The Monsoon / A Rainy Day

In the first week of July, the sky was heavily overcast and rain clouds swept across the sky. Strong south-westerly winds that blew over the Indian Ocean, brought the monsoon clouds which caused a lot of rain.

South-westerly monsoon is refreshingly cool and it brings relief to the gasping, heat stricken people. So it did in July when the temperature rose alarmingly high. Newspapers carried reports of deaths by heatstroke or exhaustion and the death toll was mounting everyday. A night before, it had been oppressively hot and humid.

It was a dazzling sunrise and the moist dew on the grass glittered in the sunshine. Surprisingly, the wind rustled through the swaying tops of trees that was splendid. The humid heat was gone in no time. We saw the rolling mass of black clouds across the sky. There was a flash of lightning, quickly followed by a clap of thunder. Large rain drops began to fall. The moment they fell, the dry earth sucked them. It was followed by a heavy shower. In the soothing shadows of dark clouds the streets were turned into streams. The high walls were drenched, the leaves of trees sparkled in glee. Low-lying areas were flooded. The young and the old alike ran up and down the flooded streets. There were scenes of jubilation all around.

It rained for about an hour. Light vehicles broke down on the flooded roads. Motorcyclists slipped and fell in pools of water. Nobody felt sorry. You know, it does not rain everyday. Does it?

viii. A Scene at a Railway Station

The British invented the railway and the locomotive. The rail-track was laid for the trains to connect different towns and villages on the route. The train, drawn by heavy engine, would stop briefly for the passengers at places called railway stations.

There are obviously typical scenes at a railway station. The smart, uniformed stationmaster and his staff hurriedly move about when some train arrives or is about to leave. The platform is thronged with passengers: men, women and children. Some stay close to their piles of luggage; others just walk about looking at colourful ads. The vendors do a roaring trade. Their brightly lit stalls or carts at different points attract passengers. There is noise and clamour all around. Meals, fruits, books and magazines sell like hot cakes. The prospect of long, arduous and tiring journey ahead worries the passengers. In summer, pitchers and fans are in great demand. Water coolers and taps are the busiest spots.

Such a bustle follows when the train pulls in at the platform. Some people pick their way politely along the crowded platform, while others bump into one another as they go hurriedly from one compartment to another.

The porters in their red shirts are seen bustling about. A hawker hurries from door to door, crying, “The Jang”, “The News”, “The Nation” and “The Nawa-i-Waqt.”

Such are some of the scenes at the railway station.

ix. A Hockey Match

I was delighted to witness a hockey match between Pakistan and Germany at Pakistan stadium recently. The players of both the teams showed qualities of strength, speed, stamina, agility and mobility until the final whistle. The Germans dominated in the beginning but the Pakistani players fought back and coordinated remarkably. The Germans made strong attempts but our goalkeeper made spectacular saves. The match was suspended briefly when the home crowd fired crackers which caused a dense smoke all around.

The Pakistani forwards kept the ball in their possession and played like a team. The only weakness, however, was in the striking of penalty corners. The team played with full devotion. Pakistan opened its attack mostly from the flanks but speed and timely interception of the Germans saved them.

Our left half took the ball from the German attackers and after running up a few paces, sent in a through pass to the inside left. He dispatched the ball towards the goal with a flick. Another Pakistani player who was closely following him, tapped the ball to score the goal.

The crowd went wild with joy at the victory of Pakistan.

x. A Cricket Match

A cricket match between the two leading teams is an event of great charm. It was quite interesting to watch a match between two teams in the President's Gold Cup cricket tournament. The Rawalpindi Greens took a brilliant start after winning the toss. Openers Masood and Tariq together laid a solid foundation of 121 before being parted. Masood was in top form and he hammered the D.I. Khan bowlers all around the vast field. He scored a dashing 75 in only 81 deliveries which included eight sizzling fours and two towering sixes. He was finally caught by Jahandad at long mid on off Sahir when attempting another big hit. The D.I Khan fielders were not active enough and they dropped even easy catches quite often.

The Greens scored magnificent 381 runs and Javed impressed the spectators with his strokes. He shattered the rival bowlers and hit his first century in the tournament.

D. I. Khan in reply were dismissed for 195. Some of their players cut a sorry figure. Only Jamshed and Shakir played brilliantly and delighted the people with their strokes and a couple of towering sixes.

xi. A True Muslim

To be a Muslim is a great blessing of Allah. It is indeed His mercy to make us believe in Allah and His Ambiya (عليهم السلام); the final one being the Rasool Hazrat Muhammad (صلى الله عليه وسلم). The hallmark of a true Muslim is the magnanimity of heart.

A true Muslim believes that Allah is the Light of the heavens and the earth. He remains conscious that Allah knows all the facts - even the innermost secrets of hearts. He believes that man can grasp only that part of His knowledge which Allah wills. He spends good, worthy things in the name of Allah. He knows that if he gives alms to the poor secretly, it will be hopefully enough atonement for some of his sins.

A good Muslim is ever eager to seek knowledge. He is clean, brave and pure. He does his duty well. He tries to attain excellence in every field of life. He offers namaz punctually five times a day. A true Muslim believes that good deeds bear rich rewards in the hereafter. It is indeed a great privilege to be a Muslim.

xii. Life in a Big City

Daily life in a big city like Lahore is ever so busy and exciting. The busiest parts of the day are called peak hours. The rush of traffic in the morning, at midday and in the early evening is at its peak. The big urban transport, buses, wagons, cars, coaches, private transport vehicles, taxi cabs, motorcycles, tongas and carts pass up and down from morning till late at night. At peak hours, the noise of the passing traffic is so high that two persons cannot hear each other. The busiest and terribly noisy spots in Lahore are the Minar-e-Pakistan, Badamibagh, Bhati Gate, Mochi Gate, Railway Station, Regal Crossing, Laxmi Chowk, Ichra and Multan Road.

Important buildings of Lahore like Lahore High Court, G.P.O, Museum, Jinnah Hall, Punjab University (old campus), Masjid Shuhada, the Assembly Chambers, WAPDA House, Zoo, Al-Hamra, Quaid-e-Azam Library, Governor House, Aitchison College, shopping centers and foreign banks are situated on the Shahra-e-Quaid-e-Azam (The Mall). This main avenue is remarkably clean and green. There is practically no dust and its pavements are crowded with people hurrying to and fro. Traffic policemen are always on duty here and they regulate the heavy traffic efficiently. Well over a hundred thousand vehicles and half a million people pass up and down this busy thorough-fare in a single day.

Local and foreign tourists' traffic to ancient sites like Badshahi Masjid, Lahore Fort, the Jehangir and Noor Jehan Mausoleums and the Shalimar Garden is also quite heavy.

Life in a big city like Lahore is a whirl of activities. On the other hand, broken streets, stray dogs, ill-smelling slums, stagnation, sloppy administration, soaring crimes and sickening pollution are the sore signs of city life as well.

xiii. Village Life

Village life is most of the time remarkably quiet. A village is made up of farmhouses, mud houses, uneven dirt lanes and ponds. There are dunghills, heaps of rubbish and rows of dung-cakes.

Inside the village there is practically no vehicular traffic. Occasionally, there is a whirring tractor or squeaking bullock cart in some of the outer lanes. In some of the big courtyards there are clusters of shady trees. Outside the village, there is usually a big Bunyan tree along the pond. Village folks and some of their cattle take rest in its ample shade in summer. The minarets of the village masjid rise high above the low skyline of a village.

There are cattle and cart-sheds, dark and ill-smelling, where cows and buffaloes are kept. There are a couple of stables for horses and a few poultry houses. The chickens, ducks and geese are free to run about in the open spaces as they please. When all the birds and animals make their cries, the village becomes a noisy place for a while. The donkeys bray, the cocks crow, the hens cackle and cluck. The ducks in dirty drains quack, the horses neigh, the bulls bellow, the cows moo. The dogs bark and growl, the cats mew and the owls screech at night.

The farmer ploughs his fields in the morning. The harvest time is very busy. Men, women and children work together at this time. A hard life indeed!

The village folks are really the backbone of our country. They are stout of hearts and strong of limbs. They face harsh conditions in villages and around, but they seldom complain. As compared to big cities, they seem to have stepped back into another century.

xiv. Television

Television is one of the marvelous inventions of science. Indeed it is a magic box; pictures and images flick across the screen and delight the viewers. The world of news and entertainment is moving very fast. Television and radio have come to stay in our lives.

Television programmes in general and drama in particular have always fascinated me a lot. I should frankly admit that upto class VIII, I spent much of my time watching different programmes. But now I am selective and see only what suits my taste.

I know that watching television for long is harmful for the eyesight. Too much

exposure to the flickering light damages the sight. Sitting before the set in an awkward position also causes pain in limbs. Neck-bone and shoulders are also badly affected.

What I like most on TV is “The World of Nature”. No other programme can be that wonderful. Each programme on nature, animals and landscape gives me a glimpse of the beautiful world. I feel like discovering the world in which I live. I feel I know very little of the vast and wonderful world of wonderful forms. “The World of Nature” programme gives me a lot of information and understanding. Creation of so many moving creatures is one of the sure signs of Allah Almighty. One of the divine names of Allah is “Al-Musawwir”. He is the Creator, the Painter, the Originator of so many forms of beauty and their perfect proportions.

“The National Geographic” programmes on TV always bring to me a new glimpse of natural beauty. I love it. It is amazing indeed.

xv. A Visit to a Hill Station

My love of adventure comes naturally to me. The degree of love varies from person to person. My adventuresome spirit prompted me, and a friend of mine suggested to visit Naran in Kaghan Valley. One July morning, we left for Abbotabad by bus and reached there in the afternoon. The journey was tiring and we slept soundly for the night. Next morning, we left for Balakot. On the way, we passed by Jangal Mangal and Jabba, over 20 kilometers from Mansehra. Around Jabba, there was a thick forest and the beauty of the landscape was simply breathtaking. There were very sharp, hairpin turns on the road near Batrasi.

We saw the conjunction point where the river Kunhar meets two other streams near Garhi Habibullah. The hills around looked beautiful with clouds clung round their tops. There was a rope bridge over the Kunhar near Shohan.

It was a strange experience to hear the noise of the rushing river water at Balakot. The noise was all around. Everywhere, inside shops, houses, masjid and out on the roads, open spaces and slopes, the noise dominated. At night when I woke up, I could hear this noise in the hotel room also. In the evening, we visited Shah Ismail Shaheed's grave in the outskirts of Balakot. Balakot was devastated by the severe earthquake on October 8, 2005. The site-plan will give a new look to Balakot.

The road to Kaghan was in a bad shape. It was high in upper half of the high mountain slope and the River Kunhar looked like a ribbon far below. There were many dangerous turns. Our jeep crossed about eight glaciers from Kaghan to Naran.

Naran is 7890 feet above the sea level. It was very still in the woods around Naran. There were logs in the river. There was a fast flowing ice-cold stream from Saiful-Maluk Lake to the Kunhar at Naran. The sight was really breathtaking.

All around, there were summits and slopes and the noise of the rushing stream. The Saiful-Maluk Lake is 10537 feet above sea level and over 12 km from Naran. There was a huge glacier on the way up from Naran.

It was an extremely enjoyable and unforgettable trip. We were thoroughly refreshed when we came back from Naran.

xvi. Quaid-e-Azam Muhammad Ali Jinnah

The bright star of the history of Pakistan is Muhammad Ali Jinnah. It was the will of Allah that the physically weakling son of Poonjah Jinnah would one day be the founder of Pakistan. He was born in Karachi on December 25, 1876.

After his matriculation, he was sent to England for higher studies. He distinguished himself over there as a keen and upright student. He qualified from the Lincoln's Inn as a brilliant Barrister. On his return to India he joined the Indian National Congress. He was an ardent supporter of the Hindu-Muslim unity. But the narrow vision of certain communal leaders disappointed him. He decided to join the Muslim League.

He inspired the Muslims of India with his glorious vision. He worked hard for a separate homeland for the Muslims. The odds were against him. The Hindus, the British and a section of the Muslims were hostile to him. But he grappled with every problem. His aim was high. He soared like an eagle. He organized Muslim League as a political party. The Muslims rallied round him; the hostile forces had to retreat.

August 14, 1947 was the day of his triumph. Pakistan appeared on the map of the world. He took an oath of office as the first Governor General of the new country.

Muhammad Ali Jinnah was the Quaid-e-Azam in the true sense of the word. His health had been breaking down under a heavy pressure of work. He died in Karachi on September 11, 1948. But founders and heroes like him never die. Do they?

xvii. Tolerance

The aptitude for tolerance is the recognition that some things in life are beyond your control. It is the capacity to shrug off challenges and press on. It means not what you want other people to be or do, but who you are, matters. Giving everyone the same chance you would give yourself is what tolerance is. Although you are free to think for yourself and form your own opinions, you must respect those of others. Acceptance and understanding are key components of tolerance in schooling. If you acknowledge and comprehend that not everyone thinks and perceives things the same way as you do, learning will be pleasurable. Understanding that everyone has their own beliefs and methods of thinking is what is taught to us in our religion. Accepting many points of view is what tolerance all about; it has nothing

to do with being right or wrong.

Tolerance will give you the ability to show empathy for others, it teaches you patience and help you to recognise that things happen for a purpose.

Your ability to be tolerant will help you recognise that life is too short to waste time being nasty or unkind. You will be able to let go of your anger and fully experience life when you are tolerant.

Understanding that you cannot change another person but may alter your response to them is what tolerance is all about. You will be able to form your own opinions on people without external pressure if you are open-minded. Tolerance will offer your life meaning and the chance to teach others , giving you a lifetime skill. The ability to accept and see individuals for who they are is what tolerance is all about. Our religion also teaches us to be tolerant towards others under all circumstances.

xviii. Boy Scouts

The Scouts Association was founded by Baden Powell, a Britisher, in 1910. The movement spread very fast because its objectives were simple and noble.

A boy, wishing to become a scout is required to take an oath. He holds fast to his noble promise under all circumstances. He fulfills his duty to Allah Almighty, to his country and to the people in distress. Besides, he has a keen sense of loyalty to human and moral values.

A boy scout is expected to be a well-balanced person. His morals are without a blemish. He enjoys a very sound physical and mental health. He is eager to help the injured, the needy and the handicapped. He refrains from hurting the feelings of others.

Moreover, a boy scout has the qualities of leadership. He is firm and noble in command. He is humble and willing in obedience. He learns useful crafts and skills. He is efficient in using a knife and an axe, in trying to tie up various knots, in cooking food and in pitching a tent.

In peace and emergencies, a boy scout shows courage, responsibility and self-confidence.

ESSAYS IN OUTLINE

1. My Favourite Book

Books are so many and so very charming.... I like to read again and again “Tales of the Punjab” edited by Flora Annie ... a collection of about 40 stories ...very absorbing indeed Even in English translation the tales retain their rough, ready wit There is drama and humanity in all of them ... the tales are old yet ever new ... “Raja Risalu”, “The Wrestlers”, “The Barber's Clever Wife”, I like best ... There are tales of wizards, princes, serpents and talking beasts In these tales we recognize the universal evils and timeless golden values of mankind Beauty, truth and honour conquer evil in the long run.

2. My Ambition

Progress, peace and prosperity are the outcomes of human ambitions My ambition is to compete for a superior post in the C.S.S examination ... not for vanity but for setting a new trend of serving fellow citizens ... we hear a lot about corruption ... misuse of powers... foul play ... rudeness ... red tapism ... I pray to Allah Almighty for moral courage ... to serve in the best interest of my country ... to create a personal example of fair play and efficiency ... to refrain himself from evil temptations ... to live within my fair means ... to hate ostentation ... to decide cases on merit ... to implement schemes for general uplift ...

3. My Hobby

A hobby is an activity pursued for pleasure or relaxation but not as a main occupation Kitchen work is my hobby where I make tea, wash up cups, saucers and the kettle If the sink is greasy or dirty with bits of bones or crumbs ... I clean it, wash it with soap or surf ... begins to sparkle ... I prepare potato chips in the frying pan ... I share them with others over a cup of tea ... *shami kabab, pakora, pulao* and steamed rice, I cook better than anybody else in the house ... the gas flame, the boiling oil, the sizzling *pakora* or chips relieve me of my strain of study ... at leisure to do anything in the kitchen ... feel well and fit again.

4. Our School Canteen

Canteen ... a place of rest and refreshments. Our canteen manager is a retired clerk of the school ... tea, biscuits, bun and butter-some times *Nan* and *Kababs* also ... utensils are

substandard ... edges of cups and saucers broken ... quality of tea-leaves inferior ... flies everywhere ... wooden chairs and benches ... kerosene oil stove ... it affects the taste of tea ... canteen crowded during the recess...

5. My Best Friend

Devotion and sincerity are the true marks of lasting friendship.

... Adeel is my bosom friend ... soft spoken, energetic, studious ... a good player of badminton and table tennis ... has a gentlemanly disposition His English vocabulary is astonishing ... reads fiction and magazines ... polite and well mannered, fairly tall ... his hand-writing is superb There is dignity about him ... coming events cast their shadows before ... his teachers expect him to bring distinction to his school His ambition ... to go abroad for higher studies.

EXERCISE

Write an essay on each of the following topics:

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|---|---|
| 1. A Cricket Match | 2. A Rain Storm |
| 3. My School | 4. My Best Friend |
| 5. A Visit to an Industrial Fair | 6. Our National Poet |
| 7. How to Make Tea? | 8. Physical Fitness |
| 9. Picnic Spots | 10. Street Crimes |
| 11. What I want to become when I grow up? | 12. Understanding the Holy Quran with Translation |
| 13. A Railway Journey | 14. Prayer and its Meanings |
| 15. Junk Food | |
| 16. Importance of Dictionary | |

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