

Parts of Speech

The words in a sentence are divided into different categories based on their function. These categories are called Parts of Speech. There are eight main parts of speech:

1. Noun – A word that names a person, place, thing, or idea.

Example: Ram, school, book, honesty

2. Pronoun – A word used in place of a noun.

Example: he, she, it, they

3. Verb – A word that shows action or state of being.

Example: run, eat, is, was

4. Adjective – A word that describes a noun or pronoun.

Example: tall, red, happy, five

5. Adverb – A word that describes a verb, adjective, or another adverb.

Example: quickly, very, well, late

6. Preposition – A word that shows the relation of a noun or pronoun to another word.

Example: in, on, under, between

7. Conjunction – A word that joins words or sentences.

Example: and, but, or, because

8. Interjection – A word that expresses sudden feeling.

Example: Oh! Alas! Hurrah!

LESSON 1 ARTICLES

An article is a word used before a noun to indicate whether the noun is specific or general. There are two articles: “a,” “an,” and “the.”

1. Definite Article: “The” is used before a specific noun.

The Ganga	The Himalayas	The Bible	The
Taj Mahal	the Arabian Sea		

Example: The sun rises in the east.

He saw the doctor.

2. Indefinite Article: “A” and “An” are used before a general or non-specific noun.

A book	a chair	a tree
an apple	an island	an ant

Example: I saw a cat in the garden.

She bought an apple from the market.

Note:

If a word starts with a vowel sound, we use “an.” If it starts with a consonant sound, we use “a.”

*Example of consonant sounds:

a university

a European

a one-rupee note

*Example of vowel sounds:

an honest boy

an honourable person

an MLA

I) Fill in the blanks with the correct article (a, an, or the).

1. We saw _____ elephant at the zoo yesterday.
2. She bought _____ orange from the market.
3. There is _____ unicorn in the storybook.
4. I found _____ old coin in my garden.
5. They live in _____ house near the river.
6. My father is _____ honest man.
7. She is reading _____ interesting book.
8. We stayed at _____ hotel in Mumbai.
9. He adopted _____ one-eyed cat.
10. I have never seen _____ eagle so close.
11. There is _____ hour left for the movie to start.
12. We visited _____ Taj Mahal last summer.
13. Please give me _____ apple from the basket.
14. He is looking for _____ university to study at.
15. There was _____ owl sitting on the tree.
16. She dreams of becoming _____ astronaut.
17. I met _____ European tourist at the museum.
18. They watched _____ amazing sunset from the hilltop.
19. We heard _____ unusual noise at midnight.
20. My grandmother told me _____ story about kings and queens.

II) Insert articles where necessary:

1. I saw eagle flying high in the sky.

2. She gave me umbrella because it was raining.
3. We visited museum on our school trip.
4. He found old book in the attic.
5. My mother bought dozen bananas from the market.
6. There was octopus in the aquarium.
7. She wants to be engineer when she grows up.
8. We stayed in hotel near the beach.
9. He adopted puppy from the shelter.
10. We went to park to play football.
11. I saw European tourist at the airport.
12. She gifted me beautiful painting on my birthday.
13. My father is honest man.
14. They watched amazing performance at the theatre.
15. I had apple and a sandwich for breakfast.

LESSON 2 NOUNS

A noun is a word that names a person, place, thing, or idea. It is one of the most important parts of speech.

Examples:

- Person: Ravi, teacher, doctor
- Place: Delhi, school, park
- Thing: Book, table, pencil
- Idea: Honesty, bravery, happiness

2. Kinds of Nouns

There are five main kinds of nouns:

1. Proper Noun

A proper noun is the name of a specific person, place, or thing. It always begins with a capital letter.

Examples:

- **Mahatma Gandhi** was a great leader.
- I live in **Mumbai**.
- The **Taj Mahal** is a beautiful monument.

2. Common Noun

A common noun is a general name for a person, place, or thing. It does not begin with a capital letter unless it starts a sentence.

Examples:

- The **boy** is playing in the park.
- I bought a **pen** and a **notebook**.
- The **city** is very crowded.

3. Collective Noun

A collective noun refers to a group of people, animals, or things considered as one unit.

Examples:

- A **team** of players won the match.
- The **flock** of birds is flying in the sky.
- A **bunch** of grapes is on the table.

4. Abstract Noun

An abstract noun refers to an idea, quality, feeling, or state that cannot be seen or touched.

Examples:

- **Honesty** is the best policy.
- She felt great **happiness** after winning the prize.
- His **bravery** saved the child.

5. Material Noun

A material noun is the name of a material or substance from which things are made.

Examples:

- This ring is made of **gold**.
- The **wood** is used to make furniture.
- The bottle is made of **plastic**.

I) Identify the type of noun in the following sentences:

1. The crowd is very big.
2. Always speak the truth.
3. We all love honesty.
4. Our class consists of 20 pupils.
5. I often think of the happy days of childhood.
6. I believe in his innocence
7. Wisdom is better than strength.
8. Jawaharlal Nehru was the first Prime Minister of India.
9. The soldiers were rewarded for their bravery.
10. This room is thirty feet in length.
11. Without health there is no happiness.
12. Never tell a lie.
13. Cleanliness is next to Godliness.
14. The class is studying grammar.
15. The streets of some of our cities are noted for their crookedness.

II) Fill in the blanks with the noun form of the word given in the bracket:

1. A trade _____ was signed between the two nations. (agree)
2. The spectators burst into _____ at the _____ of the clown. (laugh, see)
3. The _____ of the raw material affected _____. (short, produce)
4. Teachers are required to act with a lot of _____. (restrain)
5. After the wedding they gave a grand _____. (receive)
6. Avoiding the quarrel was _____ and not _____. (wise, cowardly)
7. _____ can be achieved only through _____. (perfect, practise)

III) Fill in the blanks with the suitable collective noun:

1. An _____ of stamps
2. A _____ of arrows
3. An _____ of fruit trees
4. A _____ of eggs
5. A _____ of grass
6. A _____ of directors
7. A _____ of events
8. A _____ of pearls
9. A _____ of lions
10. A _____ of geese

Nouns can be classified based on **gender, number, and case**. Understanding these classifications helps us use nouns correctly in sentences.

1. Noun Gender

Noun gender refers to the classification of nouns based on sex or lack of it.

Types of Noun Gender

1. Masculine Gender – Names of males.
 - Example: king, father, uncle, tiger, horse
 - Sentence: The king ruled the country wisely.
2. Feminine Gender – Names of females.
 - Example: queen, mother, aunt, tigress, mare
 - Sentence: The queen wore a beautiful crown.
3. Common Gender – Names that can refer to both males and females.
 - Example: teacher, student, doctor, cousin, friend

- Sentence: My teacher is very kind to us.
- 4. Neuter Gender – Names of non-living things.
- Example: table, book, computer, school, river
- Sentence: The book is on the table.

2. Noun Number

Definition: Noun number tells whether a noun is singular or plural.

Types of Noun Number

1. Singular Noun – Refers to one person, place, thing, or idea.
 - Example: apple, dog, chair, child
 - Sentence: I have one apple in my bag.
2. Plural Noun – Refers to more than one person, place, thing, or idea.
 - Example: apples, dogs, chairs, children
 - Sentence: There are many apples in the basket.

3. Noun Case

Definition: Noun case tells how a noun is used in a sentence.

Types of Noun Case

1. Nominative Case (Subject Case)
 - The noun acts as the subject of the sentence.
 - Example: Ravi runs fast. (Ravi is the subject.)
2. Objective Case (Accusative Case)
 - The noun acts as the object of the verb or preposition.
 - Example: She bought a dress. (Dress is the object.)
3. Possessive Case (Genitive Case)
 - The noun shows possession or ownership.
 - Example: This is Riya's book. (Riya's shows possession.)

D) Read the following nouns and categorize them under Masculine, Feminine, Common, or Neuter Gender.

1. Actress
2. Doctor

3. Horse
4. Aunt
5. Table
6. Engineer
7. King
8. Pen
9. Teacher
10. Queen

II) Convert the following singular nouns into plural form.

Singular	Plural
1. City	_____
2. Child	_____
3. Box	_____
4. Lady	_____
5. Tooth	_____
6. Mouse	_____
7. Tomato	_____
8. Foot	_____
9. Man	_____
10. Wolf	_____

III) Fill in the blanks with the correct Nominative, Objective, or Possessive form of the given nouns.

1. The _____ (boy) is playing in the park. (Nominative Case)
2. I gave the book to my _____ (friend). (Objective Case)
3. This is my _____ (father) car. (Possessive Case)
4. The _____ (teacher) taught the lesson very well. (Nominative Case)
5. She saw a _____ (dog) on the road. (Objective Case)
6. The _____ (child) toys are in the cupboard. (Possessive Case)
7. The _____ (students) are writing their exams. (Nominative Case)
8. I borrowed a pencil from my _ _____ (classmate). (Objective Case)
9. This is the _____ (cat) food. (Possessive Case)
10. The _____ (singer) performed beautifully on stage. (Nominative Case)

LESSON 3 PRONOUNS

A pronoun is a word that is used in place of a noun. It helps avoid repetition and makes sentences clear.

Example:

- Without pronoun: Rohan is a good boy. Rohan studies hard.
- With pronoun: Rohan is a good boy. He studies hard.

Here, he replaces “Rohan” and avoids repetition.

Types of Pronouns

1. Personal Pronouns

These pronouns refer to specific people or things.

Person	Singular	Plural
--------	----------	--------

First Person (the speaker)	I, me	we, us
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Second Person (the listener)	you	you
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Third Person (someone spoken about)	he, she, it, him, her	they, them
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Examples:

- I am going to school. (First person singular)
- We love playing football. (First person plural)
- She is my friend. (Third person singular)
- They are watching a movie. (Third person plural)

2. Possessive Pronouns

These pronouns show ownership or possession.

Examples:

- This book is mine.
- That house is theirs.
- This pencil is yours.

Singular	mine, yours, his, hers, its
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Plural	ours, yours, theirs
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3. Reflexive Pronouns

These pronouns refer back to the subject of the sentence. They end in -self or -selves.

Examples:

- I hurt myself.

- She cooked the meal herself.
- They enjoyed themselves at the party.

Singular myself, yourself, himself, herself, itself

Plural ourselves, yourselves, themselves

4. Demonstrative Pronouns

These pronouns point to specific things or people.

Examples:

- This is my pen.
- That is a beautiful house.
- These are my books.
- Those are my friends.

Singular this, that

Plural these, those

5. Interrogative Pronouns

These pronouns are used to ask questions.

Examples:

- Who is your best friend?
- Whose bag is this?
- What is your name?
- Which is your favourite colour?

| Pronouns | who, whom, whose, which, what |

6. Relative Pronouns

These pronouns connect two clauses in a sentence.

Examples:

- The boy who won the race is my friend.
- This is the book that I was reading.
- She is the girl whose mother is a teacher.

| Pronouns | who, whom, whose, which, that |

7. Indefinite Pronouns

These pronouns refer to unspecified people or things.

Examples:

- Someone is knocking at the door.
- Nobody was in the room.
- Everything is ready for the party.

| Common Indefinite Pronouns | someone, somebody, anyone, nobody, everything, all, few, many, some |

I) Fill in the blanks with the correct personal pronoun (I, we, you, he, she, it, they, me, us, him, her, them).

1. _____ am very excited about my birthday party.
2. Rohan is my best friend. _____ always helps me with my studies.
3. My parents and I love traveling. _____ have visited many places.
4. This is my cat. _____ is very playful.
5. Sita is a kind girl. Everyone likes _____.
6. Rahul and Anjali are good dancers. _____ perform on stage together.
7. Mother asked, "Where are _____ going?"
8. The teacher gave _____ homework to complete.
9. My brother is very tall. People often ask _____ about his height.
10. We won the match! Our coach congratulated _____.

II) Fill in the blanks with suitable interrogative pronouns:

1. _____ is this luxury car? I have never seen it before.
2. _____ shall I approach to get my problems addressed?
3. _____ do you think deserves credit card for her success?
4. _____ of these pacers can bowl the fastest?
5. _____ will happen if we run out of fuel?
6. _____ are all these photo frames? Are they yours?
7. Have you read my story? _____ do you think about it?

III) Fill in the blanks with suitable reflexive pronouns:

1. Children, I am sure you enjoyed _____ at your party.
2. The plan _____ was fine but you did not give clear instructions.

3. You are holding a sharp knife. Be careful lest you should cut _____.
4. You have often made the same mistake _____.
5. She is looking very pleased with _____. anything special?
6. He slipped in the bathroom and hurt _____.
7. The buffalo defended _____ bravely when a lion attacked it.
8. He amused _____ by playing with the dog.

IV) Fill in the blanks with suitable indefinite pronouns:

1. I pressed the call bell several times but _____ answered.
2. You look tired in hungry. Would you have _____ to eat?
3. If there is _____ you need, please let me know.
4. _____ saw him entering the strongroom of the bank.
5. It is a huge loss and _____ must share it.
6. I don't think _____ has the courage to condemn him openly.
7. Could _____ of you accompany me to the market?
8. _____ could have answered these questions. They are so easy.

V) Fill in the blanks with suitable relative pronouns:

1. God helps those _____ help themselves.
2. Do you understand _____ his intentions are?
3. You should make friends with such children _____ are sincere.
4. I want to meet the artist _____ painting was adjudged the best.
5. I have told you all _____ I knew.
6. A young lady _____ lived in our neighbourhood was the only one to come to our help.
7. A young lady _____ I knew came to our help.
8. These children are facing the same problems _____ I have faced.

LESSON 4 ADJECTIVES

An adjective is a word that describes or modifies a noun or a pronoun. It gives more information about a person, place, thing, or idea.

Examples:

- The red car is fast. (red describes the car)
- She is a brilliant student. (brilliant describes the student)

KINDS OF ADJECTIVES:

POSSESSIVE	INTERROGATIVE	DEMONSTRATIVE	NUMBER	QUANTITY	QUALITY
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1. Adjectives of Quality

These adjectives describe the kind, nature, or quality of a noun.

Examples:

- She has a beautiful dress.
- It was a difficult exam.
- The weather is pleasant today.

2. Adjectives of Quantity

These adjectives tell how much of something is being referred to.

Examples:

- I have enough money.
- She drank some water.
- He gave me little advice.

3. Adjectives of Number

These adjectives tell how many or in what order things are.

Examples:

- I have two brothers.
- She stood first in the race.
- There are several books on the table.

4. Demonstrative Adjectives

These adjectives point to specific persons or things.

Examples:

- This book is very interesting.
- Those apples are fresh.
- That house belongs to my uncle.

5. Interrogative Adjectives

These adjectives are used to ask questions and are followed by a noun.

Examples:

- Which book do you want?
- What color is your car?
- Whose bag is this?

6. Possessive Adjectives

These adjectives show ownership or possession.

Examples:

- This is my pen.
- They are our friends.
- Is that your bike?

DEGREE	EXAMPLE	SENTENCE
positive	tall	This tree is tall.
comparative	taller	This tree is taller than that one.
superlative	tallest	This is the tallest tree in the park.

Examples:

- Good → Better → Best
- Happy → Happier → Happiest
- Big → Bigger → Biggest

I) Underline the adjectives in the following sentences and state their type.

1. The clever boy solved the puzzle quickly.

2. I have three pencils in my bag.
3. That dress is very expensive.
4. She has enough food for the party.
5. Which subject do you like the most?
6. This is my new laptop.
7. There were several birds on the tree.
8. What time will you reach home?
9. She has a beautiful garden.
10. Their house is near the park.

II) Choose the correct adjective to complete the sentence.

1. Tiya is wearing a _____ dress. (beautiful/lazy)
2. There were _____ students in the class today. (many/small)
3. My brother is _____ than me. (taller/tall)
4. This is the _____ book I have ever read. (best/better)
5. _____ car is parked outside? (Whose/Which)
6. My grandfather told us an _____ story. (interesting/little)
7. He found a _____ coin on the ground. (round/two)
8. We need _____ chairs for the guests. (some/few)
9. She is the _____ girl in our class. (smart/smarest)
10. I have _____ time left to finish the work. (little/many)

III) Fill in the blanks with the correct form of the adjective.

1. This dress is _____ than the one I bought last week. (cheap)
2. Mount Everest is the _____ mountain in the world. (high)
3. He is a _____ player than his brother. (good)
4. The weather today is _____ than yesterday. (cold)
5. This is the _____ cake I have ever tasted. (delicious)
6. My bag is _____ than yours. (heavy)
7. She is the _____ girl in our school. (kind)
8. This movie is _____ than the one we saw before. (interesting)
9. My car is _____ than my friend's car. (fast)
10. This is the _____ painting in the gallery. (beautiful)

LESSON 5 VERBS PRESENT TENSE

Tenses are used to indicate the time of an action or event. They help us understand whether something happened in the past, is happening in the present, or will happen in the future.

Types:

Tenses are divided into three main categories-

1. Present Tense- The present tense refers to the action or event that takes place or is taking place in the present. It represents the current activity or the present state of being of the subject in the given context.

Eg. She reads a book every evening.

2. Past Tense- The past tense is a verb tense used to talk about past actions, states of being, or events.

Eg. She read a book last night.

3. Future Tense- Future tense is used to describe actions that will happen in future. It indicates an event or action that is yet to occur.

Eg. She will read a book tomorrow.

Tense	Simple	Continuous	Perfect	Perfect Continuous
Present	I play	I am playing	I have played	I have been playing
Past	I played	I was playing	I had played	I had been playing
Future	I shall play	I shall be playing	I shall have played	I shall have been playing

Present Tense

I) Fill in the blanks using the correct form of the verb given in brackets.

1. She _____ (write) a letter to her friend.
2. The sun _____ (rise) in the east.
3. We _____ (watch) a movie at the moment.

4. He _____ (complete) his homework just now.
5. I _____ (read) this book for two hours.
6. They _____ (play) football every evening.
7. The teacher _____ (teach) an interesting lesson now.
8. She _____ (visit) her grandmother every weekend.
9. My brother _____ (help) me with my studies these days.
10. They _____ (travel) to different countries since last year.

II) Choose the correct option to complete the sentence.

1. She _____ (writes / is writing) an essay right now.
2. The dog _____ (barks / has barked) at strangers.
3. I _____ (have read / am reading) this novel for two hours.
4. They _____ (go / are going) to school every day.
5. The boy _____ (has finished / finishes) his work just now.
6. We _____ (play / have played) chess every evening.
7. She _____ (has been singing / sings) in the choir for five years.
8. He _____ (is doing / does) his homework at the moment.
9. The baby _____ (cries / has cried) for milk.
10. We _____ (have been waiting / wait) for the bus for 20 minutes.

III) Identify whether the sentence is in Simple Present, Present Continuous, Present Perfect, or Present Perfect Continuous.

1. She sings beautifully.
2. He has completed his assignment.
3. They are watching a cricket match.
4. I have been reading this book for an hour.
5. The teacher explains the lesson well.
6. We have visited this museum before.
7. The children are playing in the garden.
8. She has been studying for her exams since morning.
9. He writes a letter to his friend every month.
10. They have completed their project on time.

LESSON 6 VERBS-PAST TENSE

I) Fill in the blanks with the correct form of the verb in the past tense

1. She _____ (write) a letter to her friend yesterday.
2. The sun _____ (rise) early in the morning.
3. We _____ (watch) a movie last night.
4. He _____ (complete) his homework before dinner.
5. I _____ (read) that book for two hours.
6. They _____ (play) football in the evening.
7. The teacher _____ (teach) an interesting lesson yesterday.
8. She _____ (visit) her grandmother last weekend.
9. My brother _____ (help) me with my studies last year.
10. They _____ (travel) to different countries last summer.

II) Choose the correct option to complete the sentence.

1. She _____ (wrote / was writing) a poem yesterday.
2. The dog _____ (barked / had barked) at strangers.
3. I _____ (had read / was reading) this novel for two hours.
4. They _____ (went / were going) to school when it rained.
5. The boy _____ (had finished / finished) his work before we arrived.
6. We _____ (played / had played) chess before dinner.
7. She _____ (had been singing / sang) in the choir for five years.
8. He _____ (was doing / did) his homework when I called him.
9. The baby _____ (cried / had cried) for milk.
10. We _____ (had been waiting / waited) for the bus when it finally arrived.

III) Identify whether the sentence is in Simple Past, Past Continuous, Past Perfect, or Past Perfect Continuous.

1. She sang beautifully.
2. He had completed his assignment before the deadline.
3. They were watching a cricket match.
4. I had been reading this book for an hour before my friend arrived.
5. The teacher explained the lesson well.
6. We had visited this museum before.
7. The children were playing in the garden when it started raining.
8. She had been studying for her exams since morning.
9. He wrote a letter to his friend last month.
10. They had completed their project on time before the submission date.

LESSON 7 VERBS-FUTURE TENSE

I) Fill in the blanks with the correct form of the verb in the future tense

1. She _____ (write) a letter to her friend tomorrow.
2. The sun _____ (rise) early in the morning.
3. We _____ (watch) a movie next weekend.
4. He _____ (complete) his homework by evening.
5. I _____ (read) that book for two hours.
6. They _____ (play) football tomorrow evening.
7. The teacher _____ (teach) an interesting lesson next week.
8. She _____ (visit) her grandmother next month.
9. My brother _____ (help) me with my studies later.
10. They _____ (travel) to different countries next year.

II) Choose the correct option to complete the sentence.

1. She _____ (will write / will be writing) a novel next year.
2. The dog _____ (will bark / will have barked) at strangers.
3. I _____ (will have read / will be reading) this novel for two hours.
4. They _____ (will go / will be going) to school every day.
5. The boy _____ (will have finished / will finish) his work by evening.
6. We _____ (will play / will have played) chess tomorrow.
7. She _____ (will have been singing / will sing) in the choir for five years.
8. He _____ (will be doing / will do) his homework after lunch.
9. The baby _____ (will cry / will have cried) for milk before we return.
10. We _____ (will have been waiting / will wait) for the bus for 20 minutes.

IV) Identify whether the sentence is in Simple Past, Past Continuous, Past Perfect, or Past Perfect Continuous.

1. She will sing beautifully.
2. He will have completed his assignment before the deadline.
3. They will be watching a cricket match tomorrow.
4. I will have been reading this book for an hour before my friend arrives.
5. The teacher will explain the lesson well.
6. We will have visited this museum before next year.
7. The children will be playing in the garden.
8. They will have finished their project by the end of the month.
9. I will be traveling to my hometown next weekend.
10. She will have been working in this company for ten years by next December.

Lesson 8 Finite and Non- Finite Verbs

Finite Verbs:

A finite verb is a verb that shows agreement with a subject in terms of number (singular or plural) and person (first, second, or third). It is limited by tense, number, or person.

- A finite verb is limited by tense. It can be past, present or future.

Example:

- She **goes** to the store every day. (present)
- She **went** to market yesterday. (past)
- She **was going** to market yesterday morning. (present continuous)
- A finite verb changes depending on whether the subject is **singular** (one person or thing) or **plural** (more than one).

Example:

- She **eats** lunch. (singular subject, "she")
- They **eat** lunch. (plural subject, "they")
- A **finite verb** is also **limited by person**, meaning it changes to match the **person** of the subject.

Example:

- **First Person:** I **walk** to school every day. (singular, "I")
- **Second Person:** You **walk** to school every day. (singular or plural, "you")
- **Third Person:** He **walks** to school every day. (singular, "he")

Non- Finite verbs

A Non- Finite verb is not limited by tense, number or person. It does not change its form.

Non-finite verbs are of three kinds

1. Participles
2. Gerunds
3. Infinitives

A participle is a verb that ends in 'ing' or 'ed' or 'en' and is used both as a verb and as a adjective.

- The barking dog woke me up.
- He fell off a moving bus.

A **gerund** is a verb form that ends in **-ing** and functions as a **noun** in a sentence.

- Walking is the best form of exercise.
- **Swimming** is fun.

An infinitive consists of the words 'to + verb'

- The teacher asked us to write the answers.
- She wants **to travel** the world.

I. Underline the finite verbs in the given sentences.

1. She bought some sweets yesterday.
2. The workers demanded better wages.
3. I will complete the work by evening.
4. He wakes up at six o' clock.
5. They have demolished the old building.
6. The teacher refused to give us permission.

II. Fill in the blanks with infinitives.

1. They tried to win the game.
2. Mr. Rao has gone _____ a meeting.
3. She is too tired _____
4. She refused _____ with us.
5. I want _____ some books from the library.
6. He asked me _____ a song.
7. I don't know how _____ a computer.
8. It is dangerous _____ with fire.
9. Please help me _____ this box.
10. I am learning how _____ a piano.

III. Complete the following using participles. (present or past)

1. I heard her singing. (sing)
2. _____ himself comfortable, he sat down to read the novel. (make)
3. _____ the noise, the thief ran away. (hear)

4. _____ the snake, the man ran away. (see)
5. I could smell something _____ in the kitchen. (burn)
6. _____ by his father, he topped the exams. (encourage)
7. A _____ stone gathers no moss. (roll)
8. _____ in the war, the enemies surrendered. (defeat)

IV. Fill in the blanks with gerunds.

1. Swimming is a good exercise.
2. Her hobby is _____ stamps.
3. _____ improves one's language.
4. _____ for eight hours is good for health.
5. He enjoys _____ TV.
6. _____ is hazardous to health.

V. Correct these sentences and rewrite them.

1. We went to the mall buying a music player.

2. I always enjoy to watch a rainbow.

3. She avoids to meet strangers.

4. He is thinking to sell his car.

5. She was confident to win the prize.

Lesson 9 Modal Verbs

Modal verbs are a special set of verbs. They act as helping verbs. They are used with main verbs to convey the full sense of a sentence. They express necessity, possibility, permission, or ability. Some of the most common modal verbs include:

- **Can** – Expresses ability or permission.
 - *I can swim.* (ability)
 - *Can I leave early today?* (permission)
- **Could** – Expresses past ability, polite requests, or possibility.
 - *When I was younger, I could run fast.* (past ability)
 - *Could you help me with this?* (polite request)
 - *It could rain tomorrow.* (possibility)
- **May** – Expresses permission or possibility.
 - *You may go now.* (permission)
 - *May I borrow your pen?* (permission)
 - *It may snow later.* (possibility)
- **Might** – Similar to *may*, but often used for a weaker possibility.
 - *It might rain later.* (possibility)
- **Shall** – Used to make suggestions or offer assistance
 - *Shall we go to the park?* (suggestion)
 - *I shall be there at 3 PM.* (promise or offer)
- **Should** – Used for advice, obligation, or expectation.
 - *You should see a doctor.* (advice)
 - *I should be studying right now.* (obligation)
 - *The train should arrive at 6:30.* (expectation)
- **Will** – Used to express future intention or willingness.
 - *I will call you tomorrow.* (future intention)
 - *I will help you with that.* (willingness)
- **Would** – Used for polite requests, hypothetical situations, or past habits.
 - *Would you like some tea?* (polite request)
 - *If I were you, I would study harder.* (hypothetical situation)
 - *When I was younger, I would visit my grandparents every summer.* (past habit)
- **Must** – Expresses necessity or strong obligation.
 - *You must wear a helmet.* (necessity)
 - *I must finish this report by tomorrow.* (strong obligation)
- **Ought to** – Similar to *should*, but often used for moral obligations or advice.
 - *You ought to apologize.* (advice/moral obligation)

I Fill in the blanks with the appropriate modal verb in the following sentences:

1. _____ you be able to bring your camera when you come?
2. Priya _____ apologise for the confusion that was caused yesterday because of her carelessness.
3. You _____ finish this first and then start with the other one.

4. _____ I make some tea for you?
5. I _____ make sure to keep everything ready by the time they reach the railway station.
6. You _____ see to it that the students are standing according to their roll numbers.
7. _____ I come in?
8. She _____ find it interesting as she likes reading adventure stories.
9. Do you have any idea how much all of this _____ cost?
10. _____ you please help me find my keys?

II. What would you say in the following situations? Use the modals given in brackets.

1. You want permission to use your friend's dictionary. (could)

-
2. You request a friend for a camera. (would)

-
3. You advise a friend to wake up early. (should)

-
4. You know how to dance. (can)

-
5. You say that you are in the habit of drinking tea. (used to)

-
6. You say that in the past, you read many books but now you don't. (used to)

-
7. You want to offer some chocolate to a friend (would)

-
8. You say that want to fly like a bird. (would)

-
9. You talk about your future plans. (will)

-
10. You make a future prediction about the weather. (will)
-

III. Underline the correct answer.

1. The programme is good. You (must / could) see it.
2. You (shouldn't/couldn't) pluck flowers in the park.
3. Today is Sunday. You (needn't / wouldn't) go to school
4. (Shall / Would) we go for a swim?
5. He (couldn't/shouldn't) come to the party yesterday.
6. (Would/Could) you mind closing the door?
7. I (can't/couldn't) attend school tomorrow.
8. We (should/could) respect our national flag.
9. They (used to / could) live here five years ago.
10. We (ought to / dare to) help our parents.

Lesson 10 Adverbs

Adverbs are words that modify verbs, adjectives, or other adverbs.

Adverbs are categorized into different types according to their functions when used in a sentence. Given below are the different types of adverbs.

- [Adverbs of Manner](#)
- [Adverbs of Time](#)
- [Adverbs of Place](#)
- [Adverbs of Frequency](#)
- [Adverbs of Degree](#)

1. Adverbs of Manner:

Adverbs of manner describe how an action is performed. They provide information about the way in which something happens or is done.

Most adverbs of manner end in -ly

- **Question:** *How?*

Examples:

- She runs **quickly**. (How does she run? Quickly.)
- The children played **happily** in the park. (How did they play? Happily.)
- He answered the question **carefully**. (How did he answer? Carefully.)

I. Fill in the blanks with adverb form of words given in the brackets.

1. We are _____ thinking of selling away the car (serious)
2. He slammed the door _____ (angry)
3. She is a good tennis player. She plays very _____ (good)
4. Could you lend me some money? I need it _____ (urgent)
5. All the children followed the teacher _____ (obedient)

Adverbs of Time

Adverbs of time provide information about **when** an action takes place or the frequency of the action.

- **Question:** *When?*

II. Fill in the blanks with suitable adverb of time

1. The train will come soon
2. I am busy now. I will call you _____
3. You must try to wake up _____
4. He always comes _____ late and gives excuses.
5. We submitted the project _____
6. We shifted to our new house _____

Later, early, yesterday, recently, late.

3. Adverbs of Place

Adverbs of place tell us where something happens.

- **Question:** *Where?*

Examples:

- She is standing **outside**. (Where is she standing? Outside.)
- We looked **everywhere** for the keys. (Where did we look? Everywhere.)
- He went **there** yesterday. (Where did he go? There.)

away, everywhere, outside, there, above, abroad, indoors, inside, down, backwards

Exercise:

Fill in the blanks with the correct adverb of place from the box.

1. I looked _____ for my keys, but I couldn't find them.
2. The washrooms are over _____.
3. We are going _____ for our vacation next summer.
4. The cat ran _____ when it saw the dog.
5. The book fell _____ from the shelf.
6. You can stay _____ if it's too cold to go outside.
7. The plane flew _____, high in the sky.
8. Walking _____ in a straight line is difficult.
9. Let's walk _____ the park and see the flowers.
10. It's raining so come _____.

Adverbs of Frequency

Adverbs of frequency tell us **how often** something happens. The words usually, always, often, sometimes, never, weekly, monthly, rarely and seldom are some adverbs of frequency.

- **Question:** *How often?*

• **Examples:**

- She **always** wakes up early. (How often does she wake up early? Always.)
- I **rarely** go to the gym. (How often do I go to the gym? Rarely.)
- We **never** miss a meeting. (How often do we miss a meeting? Never.)

IV. Answer the following questions about you. Use adverbs of frequency (in bold) in your answers.

1. What do you always do on weekends?

-
2. What time do you usually wake up every day?

-
3. Where do you often go on holidays?

4. Where do you sometimes eat lunch?

5. Who do you rarely talk to?

6. What do you never watch on TV?

7. How do you usually feel in the mornings?

8. What kind of food do you rarely eat?

5. Adverb of Degree

It tells us to what extent or intensity something is done. The word too, extremely, quite, almost, nearly, very, enough, rather, hardly are some adverbs of degree.

- **Question:** *How much? Or To what extent?*

Examples:

- **She is very talented.** (*To what extent is she talented? Very.*)
- **I am quite tired today.** (*How tired are you today? Quite.*)

V Choose an adverb of degree.

1. Today is _____ hotter than yesterday. (much / enough)
2. They enjoyed the movie _____ (quite/thoroughly)
3. He has _____ finished the day's work. (almost / very)
4. She didn't work hard _____ so, she failed the test. (nearly/enough)
5. She runs _____ fast. (very/completely)
6. He is _____ young for this job. (extremely / too)
7. I am _____ hurt by his behavior. (highly / deeply)
8. He is _____ respected by all the people. (highly / deeply)
9. It is _____ an interesting book. (quite / rather)
10. It is a _____ boring film. (quite / rather)
11. He is _____ tired. (extremely / deeply)
12. She looks _____ different from her sister. (highly / completely)

LESSON 11 PREPOSITION

Prepositions are words that link nouns, pronouns, or phrases to other words in a sentence, indicating relationships such as location, time, direction, or manner.

1. Prepositions of Place

These prepositions describe the location of something or someone.

Words used: at, in, on, under, above, below, near, between, beside, among

Examples:

- The book is **on** the table.
- She sat **in** the corner of the room

2. Prepositions of Direction/Movement

These prepositions show the movement of someone or something in a specific direction.

Words used: to, into, onto, across, through, towards, from

Examples:

- She walked **to** the door.
- He jumped **onto** the platform.

3. Prepositions of Time

These prepositions indicate when something happens or how often.

- **Words used:** at, on, in, during, before, after, since, until, by
- **Examples:**
 1. We will meet **at** 3 PM.
 2. He started working **in** 2015.

4. Preposition of cause or reason

These prepositions show the **cause** or **reason** behind an action or event.

- **Words used:** for, with, of
- **Examples:**
 1. She went to the store **for** groceries.
 2. He was admired **for** his honesty.

5. Prepositions of Agent

These prepositions show the doer of an action (agent).

- **Words used:** by
- **Examples:**
 1. The book was written **by** J.K. Rowling.
 2. The letter was sent **by** mail.

6. Prepositions of Instrument

These prepositions indicate the instrument or means used to perform an action.

- **Words used:** with, by

- **Examples:**

1. She cut the paper **with** scissors.
2. He traveled **by** bus to work.

7. Prepositions of Manner

These prepositions show how something is done or the manner in which an action is performed.

- **Words used:** with, in

- **Examples:**

1. She spoke **with** confidence.
2. He answered the question **in** a polite manner.

8. Prepositions of Source/Origin

Prepositions of source indicate the **origin or source** of something. They help to show where something comes from or where it originates.

- **Words Used:** From, Out of, Of

- **Examples:**

1. She is **from** Canada.

2. He made a sculpture **out of** clay.

I Fill in the blanks with **in, on, or at**:

1. I will meet you ____ the park tomorrow afternoon.
2. They live ____ a small village near the mountains.
3. We will arrive ____ the airport at 6 PM.
4. The Arabian Sea is _____ the west.
5. The office is _____ the first floor.

III. Fill in the blanks. (through, towards, into, onto, over, across, along, around, to, off)

1. He jumped _____ the fence.
2. Jane flew _____ America.
3. The boat will take you _____ the river.
4. Let's go for a walk _____ the park.
5. We walked _____ the beach.
6. She got _____ the bus at Park Street.
7. He dived _____ the swimming pool.
8. The dog got _____ the bed.
9. The train passed _____ a tunnel.
10. The man came _____ me.

III Choose the correct preposition of Time:

1. I will meet you ____ Monday.
 - a) at
 - b) on
 - c) in

2. The concert starts ____ 8 PM.
a) at
b) on
c) in
3. We are going on vacation ____ December.
a) at
b) on
c) in
4. She always drinks coffee ____ the morning.
a) at
b) on
c) in
5. I have a meeting ____ 3 PM.
a) at
b) on
c) in

IV. Use a preposition to fill in the blanks. You can use for, with, of.

1. Virat Kohli received a Padma Shri _____ his exceptional performance in cricket.
2. Thank you _____ the lovely gift.
3. The moon shines because _____ the sun.
4. She was filled _____ joy.
5. She didn't participate in sports because _____ an injury.

V. Preposition of Agents or Instrument or Manner.

By or with

1. We went there _____ a cab.
2. I wrapped the gift _____ colored paper.
3. The man was bitten _____ a dog.
4. She tied her hair _____ some clips.
5. The villagers hit him _____ a stick.

VI Preposition of Source/ Price

For or at?

1. I bought this _____ dress Big Bazar.
2. Rana is _____ the bus stop.
3. We bought the TV _____ Rs 32,000.
4. The cloth was sold _____ Rs 300 a metre.
5. Hari bought the mobile _____ a high price.

LESSON 12 CONJUNCTION

A conjunction is a word which joins together sentences and sometimes words.

Read the following sentences:

1. I like chocolates **and** pastries.
2. He tried hard **but** could not succeed.
3. She must eat **or** she will die.

In the given sentences words and, or and but are conjunctions

Kinds of Conjunctions:

1. Coordinate Conjunction
2. Subordinate Conjunction
3. Correlative Conjunction

1. Coordinate Conjunction

A conjunction that joins two sentences of equal rank or value is called coordinating conjunctions.

The chief coordinating conjunctions are:

For, and, nor, but, or, yet, so

.

1. For

- **Usage:** Used to show cause or reason (similar to "because").
- **Example:**
 - She went home early, **for** she was feeling sick.
 - He must leave, **for** he has an appointment.

2. And

- **Usage:** Used to connect ideas that are similar or add one thing to another.
- **Example:**
 - I like tea **and** coffee.
 - She is smart **and** hardworking.

3. Nor

- **Usage:** Used to connect two negative ideas, often after "neither."
- **Example:**
 - He neither sings **nor** dances.
 - She doesn't like coffee, **nor** does she like tea.

4. But

- **Usage:** Used to show contrast or exception.
- **Example:**

- I want to go to the party, **but** I am too tired.
- She is talented, **but** shy.

5. Or

- **Usage:** Used to present an alternative or choice between two options.
- **Example:**
 - Do you prefer tea **or** coffee?
 - You can stay at home **or** go to the movies.

6. Yet

- **Usage:** Used to show contrast in negative form.
- **Example:**
 - He is rich, **yet** unhappy.
 - I haven't finished my homework **yet**.

7. So

- **Usage:** Used to show cause and effect, or a result of something.
- **Example:**
 - It was raining, **so** we stayed inside.
 - She studied hard, **so** she passed the exam.

I. Fill in the blanks with **for**, **and**, **nor**, **but**, **or**, **yet**, **so**:

1. She stayed home, ____ she wasn't feeling well.
2. She studied hard, ____ she passed the exam with flying colors.
3. I don't like apples, ____ do I like bananas.
4. You can either go to the party, ____ stay home and relax.
5. He was tired, ____ he continued to work late into the night.
6. She is very talented, ____ she is quite humble.
7. He didn't call me, _____ I was upset.

Subordinate Conjunction:

A Subordinate Conjunction joins a clause to another on which it depends for its full meaning.

The main clause can stand alone as a sentence but the subordinate clause cannot.

Example: She went to bed early **because** she was tired.

Main clause subordinate clause

Some common subordinating conjunction are:

After	because	unless	while	even if	whenever
Whether	although	though	when	even though	if

Examples:

1. **After** she finished her homework, she went for a walk.
2. He couldn't attend the meeting **because** he was feeling sick.

3. I won't go to the party **unless** you invite me.

4. **Though** he is rich, he doesn't spend money.

III. Fill in the blanks with subordinating conjunctions given.

whereas whenever because while if unless after though when whether

1. The people were listening attentively _____ the leader was speaking

2. _____ you apologise, I will not talk to you.

3. He could not get a seat _____ he came early.

4. There was silence _____ the teacher had entered the class.

5. She began to cry _____ she had lost her gold chain.

6. _____ you don't do the work on time, you'll lose marks.

7. Bharat is tall _____ his brother is short.

8. I don't know _____ he will come today.

9. He stays with us _____ he visits Delhi.

10. _____ the clock struck twelve, Nitin cut the birthday cake.

Correlative conjunction

Correlative conjunctions are pairs of words that work together to connect parts of a sentence.

Common Correlative Conjunctions:

1. **Both...and**

2. **Either...or**

3. **Neither...nor**

4. **Not only...but also**

5. **Whether...or**

Examples:

1. Both...and:

- She is **both smart and hardworking**.

2. Either...or:

- You can **either** stay home **or** go to the party.

3. Neither...nor:

- He is **neither** tall **nor** short.

4. Not only...but also:

- She is **not only** a good singer **but also** a talented dancer.

5. Whether...or:

I don't know **whether** he will come **or** not.

IV. Rewrite the sentences with suitable correlative conjunctions.

1. Raghu is a great sportsman.

He is a bright student.

2. Should I study French?

Should I study Spanish? I can't decide

3. The clinic provides pet care services for cats.

It provides pet care services for dogs.

4. Size 7 is not available.

Size 8 is not available.

5. You can exercise in the morning.

You can exercise in the evening.

6. The game started.

It began to rain.

LESSON 13 DIRECT AND INDIRECT SPEECH

Rules for Direct and Indirect Speech

Rule 1: Reporting Verb

It is implied that the reported speech also occurred in the past when the reporting verb—the verb that begins the reported speech—is in the past tense. As a result, in indirect speech, all present tenses are converted to their corresponding past tenses from direct speech.

For example:

Direct: She said, “I am happy.”

Indirect: She said (that) she was happy.

However, the tenses do not alter in indirect speech if the quotes’ contents convey universal truths or routine behaviors.

The tenses of the direct speech in the indirect speech stay the same whether the reporting verb is in the present tense or the future tense.

Rule 2: Tense Changes

Present Perfect changes to Past Perfect.

Direct: “I have been to Boston,” she told me.

Indirect: She told me that she had been to Boston.

Present Continuous changes to Past Continuous.

Direct: “I am playing the guitar,” she explained.

Indirect: She explained that she was playing the guitar.

Present Perfect changes to Past Perfect.

Direct: He said, “She has finished her homework.”

Indirect: He said that she had finished her homework.

Simple Present changes to Simple Past.

Direct: “I am unwell,” she said.

Indirect: She said that she was unwell.

Rule 3: Past and Future Tenses

Simple Past changes to Past Perfect.

Direct: She said, “Irvin arrived on Sunday.”

Indirect: She said that Irvin had arrived on Sunday.

Past Continuous changes to Past Perfect Continuous.

Direct: “We were playing basketball,” they told me.

Indirect: They told me that they had been playing basketball.

Future changes to Present Conditional.

Direct: She said, “I will be in Scotland tomorrow.”

Indirect: She said that she would be in Scotland the next day.
Future Continuous changes to Conditional Continuous.
Direct: He said, "I'll be disposing of the old computer next Tuesday."
Indirect: He said that he would be disposing of the old computer the following Tuesday.

Rule 4: Interrogative Sentences

When an interrogative word (what, where, or when) opens a sentence in direct speech, there is no need for a conjunction in indirect speech because the question word functions as a joining clause on its own.

Direct: "Where do you live?" asked the boy.

Indirect: The boy enquired where I lived.

"If" or "whether" should be used as the connecting clause in a direct speech sentence that starts with an auxiliary verb or helpful verb.

Direct: She said, "Will you come for the party?"

Indirect: She asked whether we would come for the party.

Reporting verbs such as "said/said to" change to "enquired", "asked", or "demanded".

Direct: He said to me, "What are you wearing?"

Indirect: He asked me what I was wearing.

Rule 5: Changes in Modals

Modals change while converting direct speech to indirect speech:

"Can" becomes "could".

"May" becomes "might".

"Must" becomes "had to" or "would have to".

For example: Direct: She said, "She can dance."

Indirect: She said that she could dance.

However, modals such as "could", "would", "should", "might", and "ought to" remain unchanged in indirect speech.

Rule 6: Pronouns

The first person in direct speech changes according to the subject of the speech.

The second person in direct speech changes according to the object of the reporting speech. The third person in direct speech remains unchanged.

For example:

Direct: He said, "I am in class Twelfth."

Indirect: He says that he was in class Twelfth.

Rule 7: Requests, Commands, Wishes, Exclamations

Indirect Speech is supported by some verbs like requested, ordered, suggested, and advised. Forbid-forbade is used for negative sentences. Therefore, the imperative mood in the direct speech changes into the Infinitive in indirect speech. For example,

Direct: She said to her, "Please complete it."

Indirect: She requested her to complete it.

In exclamatory sentences that express grief, sorrow, happiness, applause, interjections are removed and the sentence is changed to an assertive sentence. For example,

Direct: She said, "Alas! I am undone."

Indirect: She exclaimed sadly that she was broke.

Rule 8: Punctuations

In direct speech, the words actually spoken should be in (") quotes and always begin with a capital letter. Example: She said, "I am the best."

Full stop, comma, exclamation or question mark, are placed inside the closing inverted commas. Example: They asked, "Can we sing with you?"

If direct speech comes after the information about who is speaking, a comma is used to introduce the speech, placed before the first inverted comma. For example: He shouted, "Shut up!"

Rule 9: Change of Time

Words expressing nearness in time or place change to express distance. Time expressions remain unchanged if the reporting verb is in the present or future tense. For example:

Direct: He said, "His girlfriend came yesterday."

Indirect: He said that his girlfriend had come the day before.

Exercise Set 1: Identity Direct or Indirect Speech

In **Direct Speech**, we quote the actual words of the speaker. We put the words of speaker in inverted commas [" "]

Example : He said "I am busy".

In **indirect speech** or reported **speech**, we report the words of the speaker without quoting the actual words of the speaker.

Example : He said that he was busy.

If you want to mention to whom something is said, use ' **told** '. If you don't want to mention to whom something is said, use ' **said that** '.

.....
.....

The tenses change in reported speech as follows :

- Simple present becomes simple past
- Present continuous becomes past continuous
- Present perfect becomes past perfect
- Present perfect continuous becomes past perfect continuous
- Simple past becomes past perfect
- Past continuous becomes past perfect continuous
- Past perfect does not change
- Past perfect continuous does not change .

a. Identify whether the following sentences are in direct or indirect speech:-

1. "We have been waiting here for hours," they complained.
2. She said that she was going to Paris the following month.
3. "She plays the piano beautifully," he remarked.
4. "I want to be a doctor when I grow up," she said.
5. "I have lived here for ten years," he stated.
6. He stated that he had finished reading that book the previous week.
7. "He can speak three languages fluently," they informed us.
8. He mentioned that he had a busy schedule that week.
9. She suggested that they should have dinner together.
10. "I can't attend the meeting tomorrow," he explained.
11. They explained that they had finished the project the previous night.
12. I said to her, "When do you do your homework."
13. "I might visit Spain next summer," he mentioned.
14. We asked him if he was ill.
15. "I lost my keys yesterday," he admitted.

Answers:

1. Direct Speech
2. Indirect Speech
3. Direct Speech
4. Direct Speech
5. Direct Speech
6. Indirect Speech
7. Direct Speech
8. Indirect Speech
9. Indirect Speech
10. Direct Speech

11. Indirect Speech
12. Direct Speech
13. Direct Speech
14. Indirect Speech
15. Direct Speech

Exercise Set 2: Change the Sentences

a. Change the following Direct speech sentences to Indirect speech:

1. Sahil said to me, "When are you returning? "
2. "What is the time?" the stranger asked Ashna.
3. The professor said to Shipra, "Why are you quiet? "
4. Dhronacharya said to Arjun, "Aim at the fish's eye. "
5. "Bring the witness," said the judge.
6. "Ring the Fire-brigade," said the woman.
7. Bobby said to me, "I must do the homework."
8. My brother told me, "You were right."
9. Sharma told me, "Please sit here till I come back."
10. The coach said, "Bravo! You have performed excellently."
11. Raju said, "Alas! My kitty got injured."
12. Romi said, "I may come to the seminar"
13. Bunny said to Sunny, "Do you see me?"
14. The little kid said, "Let me sit here."
15. Grandpa said, "May God bless you."

Answers:

1. Sahil asked me when I was returning.
2. The stranger asked Ashna what the time was.
3. The professor asked Shipra Why she was quiet.
4. Dhronacharya ordered Arjuna to aim at the fish's eye.
5. The judge ordered to bring the witness.
6. The woman urged to ring the fire brigade.
7. Bobby said to me he had to do the homework.
8. My brother told me that I was right.
9. Sharma requested me to sit here till she comes back.
10. The coach applauded me by saying that I had performed excellently.

11. Raju told sadly that his kitty got injured.
12. Romi said that she might come to the seminar.
13. Bunny asked Sunny if he saw him.
14. The little kid requested to let him sit here.
15. Grandpa blessed me that God might bless me.

Exercises :

A : Arun said to Anil , ‘’ I swim daily ‘’.

Arun told Anil that he swam daily .

B : The teacher said to Rahul .’’ You are working hard ‘’.

The teacher told Rahul that he was working hard

C : Resmi said, ‘’ I ate my lunch .’’

Resmi said that she had eaten her lunch .

LESSON 14 ACTIVE AND PASSIVE VOICE

Definition of Voice

The form of a verb that shows whether the subject of a sentence does an action or has an action done to it is called VOICE.

Types of voice

Active Voice

If the action is done by the subject then it is in active voice. Here, the subject is the doer of the action .

Eg. i] Mohan plays chess .

ii] Cats catch mice .

Passive Voice

If the action is done to the subject then it is in passive voice. Here, the subject is the receiver of the action .

Eg. i] Chess is played by Mohan

ii] Mice are caught by cats .

Change of Tenses in Active and Passive Voice

Tense Voice	Active Voice	Passive
Present Simple	give	am given
	gives	is given
		are given
<hr/>		
Present Continuous	am giving	am being given
	is giving	is being given
	are giving	are being given
<hr/>		
Present Perfect	has given	has been given
	have given	have been given
<hr/>		
Past Simple	gave	was given

		Were given
Past Continuous given	was giving	was being
	were giving	were being
Past Perfect	had given	had being given
Future Simple	will give	will be given
	Shall give	shall be given
Future Continuous	Will/ shall be giving	----
Future Perfect	Will have given	will have been given
	Shall have given	Shall have been given

Usage of Active and Passive Voice

- The Active Voice is used to express our day- to- day activities, and to emphasize the subject doing the action .
I completed my maths exercises .
- The Passive Voice is used to make an object more important. It is also used when we do not know the active subject.
My purse has been stolen . [The subject is unknown]

Change the following sentences from the active voice to the passive voice:

1. The man cut down the tree.
2. Columbus discovered America.
3. His teacher praised him.
4. The boy teased the dog.
5. The police arrested him.
6. Rama was making a kite.
7. The boy caught the ball.
8. My father will write a letter.
9. I will defeat him.
10. He kept me waiting.

11. He scored twenty runs.
12. Manners reveal character.
13. Everyone loves him.
14. We expect good news.
15. I have sold my bicycle.

Answers:

1. The tree was cut down by the man.
2. America was discovered by Columbus.
3. He was praised by his teacher.
4. The dog was teased by the boy.
5. He was arrested.
6. A kite was being made by Rama.
7. The ball was caught by the boy.
8. A letter will be written by my father.
9. He will be defeated by me.
10. I was kept waiting.
11. Twenty runs were scored by him.
12. Character is revealed by manners.
13. He is loved by everyone.
14. Good news is expected.
15. My bicycle has been sold.

LESSON 15 DESCRIPTIVE WRITING

A factual description is an objective presentation of facts ,about a person, place, thing, or event,without personal opinions or interpretations.

Factual descriptions can be used in reports, essays , and exams .

How to write a factual description

Describing a person's physical appearance, age,occupation, character traits,and behavior.

- Describing a place, process. Or thing
- Describing an event, such as a workshop, competition, or accident
- Describing a visual representation ,such as a graph, chart, or diagram

Descriptive Writing Format

Introduction (Introduce your topic in an interesting way so that the reader will become interested in reading the rest of your paragraph.)

Body (Dwell on the topic more by giving elaborate details.)

Conclusion (give an overall statement which ends your writing piece perfectly. Do not b abrupt in the ending.)

AN EVENT

1. Name of event
2. Nature and aim of event
3. Place of event
4. Time and duration of event
5. Writer's and other people's experience
6. Aftermath (what happened after the event ended)
7. People involved

Example 1. The Government of India launched a campaign called “Har Ghar Tiranga” under Azadi ka Amrit Mahotsava to mark 75 years of Independence. Describe your experience while participating in the campaign.

Answer –

Har Ghar Tiranga campaign appealed to people to hoist the national flag at their homes to mark 75 years of Indian Independence in 2022. On that day, I woke up early in the morning, bathed and hoisted the Indian National Flag along with my parents in our balcony. After hoisting the flag, we took selfies and uploaded them on the platform. We then watched our beloved Prime Minister hoist the National flag at the Red Fort. My parents educated me on the significance of our flag and remembered the freedom fighters who selflessly fought for our nation's freedom. Bringing the tricolour home truly invoked the feeling of patriotism in my heart.

Example 2. Describe a zoo.

Last Saturday, I went to the zoo with my family. It was a bright and sunny day. After entering the gate, the first thing we saw was a tank with many turtles in it. As we continued on, we came across some elephants playing with their trunks. We saw deer, giraffes, zebras, hippopotamus, rhinoceros, tigers, leopards, crocodiles and bears. Next, we saw a lion that looked fierce. We were frightened by the loud roar of the lion. There were some monkeys, too, to whom we offered some bananas which they ate cheerfully. After seeing all the animals in the zoo, we clicked some photos and came out of the zoo.

Exercise

1. Describe the funfair at your school.

Describing People

While describing people we take care of the following points

- Height – tall, short, medium height
- Build – thin, underweight, plump, strong, sturdy, fat, overweight
- Hair – long, short, curly, black, brown, grey
- Eyes – dark, brown, big, small
- Complexion – dark, fair, pale
- Other features – beard, moustache, bushy eyebrows, broken teeth, broad chin, thick lips, long face
- Appearance – good looking, charming, ugly, smart, handsome, beautiful
- Qualities – sincere, intelligent, diligent, warm, patient, soft spoken, selfish, kind, honest, innovative, confident, punctual

Write a factual description of the doctor you visit when you are ill.

Dr. Vinay has been our family doctor for the past 20 years. He always wears a squeaky-clean white coat and carries a stethoscope around his neck. He must be older than fifty. Despite his age, he is recognised for his passion and youthful spirit. He is a kind and empathetic medical professional. Whenever I or my siblings fall sick, he thoroughly examines us and makes an accurate diagnosis and gives us medicines and we recover in no time.

Dr. Vinay is a considerate and highly knowledgeable doctor. He consistently stays up-to-date with the most recent advancements in surgery and medicine. My family and I have full faith in him and follow his advice.

Exercise. **Describe your pet animal.**

I have a pet cat, her name is Coco. She is 5 years old. We got her when she was a little kitten. Coco has soft, gray fur on her body with a pattern of thick dark-brown stripes and swirls on her coat fur. She is about 16 inches in height and weighs around 4 kilograms. Her eyes are hazel in colour with a hint of yellow-green hue that glows in the dark. She is a muscular cat with a long, supple body, large paws, and strong hind legs. She talks in a meow language, which amuses us. Coco is a friendly, cute, smart and active cat.

- Lesson 16 Editing and Proofreading

Editing and proofreading a paragraph is done to improve the language and, eliminate spelling errors, and mistakes in grammar and punctuation. It helps you develop the skill of error-free written communication.

1. Spot the mistakes!

On Sunday, Preetham went to Ankits house to play. They played chess. After the game, both the boys went inside to have some snack's and watch television.

2. Spot the mistakes in the paragraph.

Do you no what Ranjit did last weekend. He went to beach with his family. First, Ranjit builded a sand castle. Then he collect seashells. After that he goed swim-ming with he's brother. Ranjit has a wonderful time at the beach.

III. Spot the mistakes in the paragraph.

I am Mina. Today is the Saturday. I going shopping with my mom. We are going to buy cloths for Diwali. I want new shoes black too. I need also a sweater. We are also going to buy a birthday present for my friend. Tomorrow is hers birthday

Omission

The main motive behind omission is to help students identify missing words and correct faulty, meaningless sentences, thereby improving their language on the whole.

These passage has not been edited. There is a word missing in each line and you are required to find that missing word. Write your answer against the correct blank.

1. Police always tries to solve the cases and the mysteries (a)..... deaths that have taken place in (b)..... recent times. But, the police alone can (c)..... solve all these issues. We are responsible citizens (d)..... the country. Hence, we must help them (e)..... that they can serve us better.

2. Family gives one all that one wants in one's life but it (a)..... often noted that people forget (b)..... return their debt to them There (c)..... be many reasons for this but one (d)..... the reasons is the way of thinking. People do not think (e)..... their parent's state.

3. There is a great excuse for not receiving the call (a)..... your dear ones. People just say they (b)..... busy doing their work and that's why they (c)..... not pick their call. Sometimes this may (d)..... true but at times there remains (e)..... big lie behind all this.

Gap Filling

1. From the given options, fill in the blanks by choosing the right word from the list given.

(who, have taken, are living, ensure, who, belong, maintain, quite, lives)

Even though we _____ in the 21st century, there are many people _____ still don't have any homes. These people have no proper jobs and, as a result, find it difficult to _____ their livelihoods. The children who _____ to these families are often _____ and are deprived of the facility to go to school. There are _____ a few NGOs that are working hard to make the _____ of these people a bit simpler. Many educated youths _____ up the responsibility to teach these children and even get them admitted to local schools run by the government. It is our responsibility to help these people and _____ that they can lead a good life too. After all, if we do not help our fellow beings, _____ will?

2. Read the following sentences and fill up the gaps from the given options.

1. Yusuf _____ Betty have been best friends since childhood. (and/are)
2. Mr. Tony Stark _____ better known as Iron Man. (are/is)
3. Keep the book _____ the table. (on/above)
4. Please distribute the chocolates _____ the children. (among/between)
5. Mr. Harvey _____ the table and had it set up. (made/make)
6. If it rains today, the roads _____ slippery. (are/ will be)
7. The driver couldn't control the _____. (speeded bus/speeding bus)
8. Are _____ your notebooks? I found them under the table. (these/this)
9. I am _____ unwell, so I can't make it to college. (quite/quiet)
10. The old man _____ of pneumonia. (died/dead)

Jumbled Words

Directions: In the questions, given below all sentences have been jumbled up. Arrange the jumbled sentences in a proper order so that they become meaningful.

1. All/the/was/day/it hot/today
2. with/the/fury/was/sun/it/all/gleaming
3. to/indoors/people/stay/preferred/therefore
4. and/were/schools/closed/colleges/to/due/excessive heat
5. is/of/my/friends/to/going/married/get/one/soon
6. a/is/she/doctor
7. have/can/cup/a/of/tea/I
8. be/the/a/will/winner/camera/given.

LESSON 17 LETTER WRITING

Letters form an integral part of communication .It may be a written message ,request, account of events, etc. sent by one person to another. It has become absolutely necessary for modern man to interact in his personal, social and professional life through letters.

The form of letters

There are several kinds of letters ;each of which has its own particular form. In all kinds of letters there are six points of form to be attended to :

1. The heading
2. Salutation or Greeting
3. The Communication or Body of the letter
4. The Subscription
5. The Signature
6. The Address on the Envelope [Or Postcard]

Classification of letters

We can classify letters according to their different purposes, such as _

1. Formal letters

Formal letters include business letters, letters of application, letters to newspapers, letters to government officers, etc.

2. Informal Letters

Informal letters include letters written to friends and relations, and notes of Invitation.

Exercise.

Informal Letter :

Write a letter to your friend inviting him to your city or town during the holidays.

1-202 / B, Park street

Hyderabad

20th February 2025

Hope you are doing well. How did you write your exams ?I have finished my exams. I did them quite well . How did you write your exams ? I have finished my exams. I did them quite well. I will receive my progress card in the first week of May. What are you planning to do ? Why don't you come here for your holidays ?There are lots of interesting places to visit here . We can have a lot fun together. Please do write to me about your plans.Convey my best wishes to your family .

Sincerely yours,

Thomas

Exercise 1. **Write a letter to your friend Rudra inviting him to spend the summer vacation at your place in Mumbai. You are Sakshi/ Saksham.**

2. Invite your friend to your birthday party.

APPLICATIONS

Write an application for a week's leave to the Headmaster of your school as you are unable to attend school because of viral fever.

Answer:

The Principal

Model School

Abid Road

Hyderabad-1

16 March 2007

Sub: Application for leave

Sir

I am in bed with an attack of viral fever. So I will not be able to attend school for a week. I request you to be kind enough to grant me leave for six days. I shall be absent from 17 March 20XX to 22 March 20XX.

Yours obediently

Narsingh Rao

Class VI

Sec A

Exercise 1. Write an application to the principal of your school requesting him to grant you two days' leave to attend your brother's marriage.

2. You are Amreesh Kumar and you live at 354 Rose Gardens, Bangalore. You have heard that a Talent Search Competition is to be held shortly, in your city. Write an application to the District Education Officer, Bangalore, expressing your desire to participate in the competition.

LESSON 18 Prefixes and Suffixes

A **Prefix** is a group of letters that is added to the beginning of a word to change its meaning. For example ,the prefix 'un' is added to the word, tidy' to form untidy'.

		Prefix
Meaning	Example	
anti-	against ; the opposite	anti-biotic
auto	self; by itself	automobile
bi	two, twice	bicycle, bisect
cent	a hundred, a hundredth	centenary,

Suffixes

A **Suffix** is a letter or group of letters added to the end of a word to make a different word . For example ,the suffix 'ness' is added to ' great' and ' happy' to make ' greatness' and happiness.

Suffix	Meaning	Example
Friendly	causing no harm	user-friendly,eco friendly
Full	having a lot of something	hopeful,powerful
Let	something small / young	piglet,booklet
Logy	study of something	biology, zoology

Exercises

Make two words each with the **prefixes** given below.

1. in _____
2. dis _____
3. un _____
4. re _____
5. tele _____

Make two words each with the **Suffixes** .

1. ful _____
2. ness _____
3. less _____
4. hood _____
5. friendly _____

LESSON 18 SYNONYMS AND ANTONYMS

Synonyms

A **Synonyms** is a word with the same meaning as another word in the same language.

Some words and their synonyms are given.

Word	Synonyms
1.Abide	obey, live
2.Admit	confess
3.Battle	war
4.Belief	faith ,trust
5.Faithful	loyal

Exercises

Underline the correct Synonyms from the following words:

- 1.Mistake : error, compel, rely
- 2.Sacred : joy , shine ,holy
3. Honour : prestige , aid ,decent
- 4.Precious : regard , scorn ,valuable
5. Rich : wealthy , decent , mirth

Antonyms

An **Antonym** is a word that means the opposite of another words .

Words	Antonyms
1.Absence	presence
2.Accept	refuse
3.Bold	timid
4.Boon	curse
5.Care	neglect

Exercises

Underline the correct Antonyms from the following words .

Words	Antonyms
1.Knowledge x	ignorance , cruelty , vain
2. Gentle x	float , rough , frown
3. Earn x	spend , exit , inhale
4. Foreign x	innocent, native , lenient
5. Full x	barren , empty , ordinary

LESSON 19 HOMOPHONE & HOMONYMS

A **homophone** is a word that sounds the same as another word but has a different meaning and spelling .

For example” flower” and “flour” are homophones.

- “pair” [a couple] and pear” [a fruit]
- “no” [denial] and “know” [to be aware of]
- “meat [food] and “meet’ [to encounter]
- “sun” [star] and “son”[a male child]
- “flower” [plant] and “flour”[powder]

Exercise .

Match the words in Column A with their correct meaning in Column B :

- | | |
|----------|-------------------------|
| 1.hear | - correct |
| 2.here | - a large body of water |
| 3.see | - to look at |
| 4.sea | - to listen |
| 5. right | - in this place |

HOMONYMS

Homonyms are the words that have the same spelling, but different meaning

.Example a] **Bear** an animal

We can see bears in forests

B] **Bear** to give birth

The cow bears a calf .

C] **Bear** to tolerate

People in Antarcrtica have to bear very cold weather .

Exercises.

Fill in the blanks.

1. A butcher sells _____ [meat, meet]
2. Our team has _____ the game .[one , won]
3. The _____ of an egg is yellow.[yoke , yolk]
4. The bus _____ to the town is a dollar. [fair, fare]
5. Bread is made of _____ . [flower, flour]

LESSON 20 IDIOMS AND PROVERBS

Language becomes more expressive and meaningful when we use idioms and proverbs. Both help in conveying ideas creatively, but they have different purposes.

Idioms

An idiom is a group of words or a phrase that has a meaning different from the literal meaning of the individual words. Idioms add color to our speech and writing, making them more engaging.

Types of Idioms:

1. Idioms Based on Nature:
 - Example: Under the weather → Feeling sick
 - Example: A storm in a teacup → A big fuss over a small issue
2. Idioms Based on Actions:
 - Example: Hit the books → To study hard
 - Example: Break the ice → To start a conversation
3. Idioms Based on Animals:
 - Example: Let the cat out of the bag → Reveal a secret
 - Example: The elephant in the room → An obvious issue that no one talks about
4. Idioms Based on Colors:
 - Example: Once in a blue moon → Very rarely
 - Example: Green with envy → Very jealous
5. Idioms Based on Money & Success:
 - Example: A penny for your thoughts → Asking someone what they are thinking
 - Example: Rags to riches → Becoming rich from a poor background

Proverbs

A proverb is a short and wise saying that expresses a universal truth or teaches a moral lesson. Proverbs are passed down through generations and help in making decisions in daily life.

Types of Proverbs:

1. Proverbs About Time:
 - A stitch in time saves nine → Solving a problem early prevents bigger issues.

- The early bird catches the worm → Those who start early get the best opportunities.
- 2. Proverbs About Hard Work & Success:
 - No pain, no gain → Hard work is necessary for success.
 - Where there is a will, there is a way → Determination leads to success.
- 3. Proverbs About Wisdom & Learning:
 - Practice makes perfect → The more you practice, the better you become.
 - Look before you leap → Think before making a decision.
- 4. Proverbs About Kindness & Honesty:
 - Honesty is the best policy → Always tell the truth.
 - Do unto others as you would have them do unto you → Treat others the way you want to be treated.
- 5. Proverbs About Life & Experiences:
 - Actions speak louder than words → What you do is more important than what you say.
 - A friend in need is a friend indeed → A true friend helps in difficult times.

I) Choose the correct proverb from the box to complete the sentences.

A stitch in time saves nine, Honesty is the best policy, Actions speak louder than words, Where there is a will, there is a way, Look before you leap, The early bird catches the worm, Don't put all your eggs in one basket, Practice makes perfect, Do unto others as you would have them do unto you, No pain, no gain]

1. You should start your project early because ____.
2. I believe that ____; I always tell the truth.
3. My friend always says he will help, but he never does. I reminded him that ____.
4. She kept practicing her piano every day, proving that ____.
5. Before investing all your money in one business, remember ____.
6. Rahul studied late at night, but I woke up early to prepare because ____.
7. She was about to make a quick decision, but I advised her to stop and think first since .
8. The football players trained hard for months, knowing that ____.
9. Even though the task was difficult, he didn't give up because he believed that
10. We should always be kind to others because ____.

Lesson 21 Word Pairs

Word pairs are groups of two words that are commonly used together in a specific order to form a meaningful phrase. These pairs can be synonyms, antonyms, rhyming words, or words that often appear together in everyday language. Some common types of word pairs include:

- Binomial pairs (e.g., neat and tidy, black and white)
- Synonyms (e.g., safe and secure, quick and fast)
- Antonyms (e.g., big and small, hot and cold)
- Rhyming pairs (e.g., wear and tear, hustle and bustle)

I) Fill in the blanks with the correct word pair:

1. She searched for her lost earrings ____ and _____. (high, low / up, down)
2. The room was kept ____ and ____ by the staff. (tidy, neat / clean, fresh)
3. He faced many ____ and ____ before achieving success. (ups, downs / wins, losses)
4. The baby was crying due to the ____ and ____ of the loud music. (noise, disturbance / hustle, bustle)
5. We must always tell the ____ and _____. (truth, honesty / right, wrong)
6. The soldiers fought for their country with all their ____ and _____. (heart, soul / courage, bravery)
7. She ran ____ and ____ looking for her pet. (here, there / left, right)
8. He bought a new car, but soon it started showing signs of ____ and _____. (wear, tear / dust, rust)
9. The book was full of exciting ____ and _____. (stories, poems / twists, turns)
10. The weather was ____ and ____ in the mountains. (cold, chilly / hot, dry)

II) Match the words in Column A with their correct pair from Column B.

Column A

Safe

Black

Hustle

Salt

Thick

Lost

Fast

Laugh

Hot

Up

Column B

Noise

Secure

Cry

Found

Pepper

Thin

White

Slow

Bustle

Down

Lesson 22 Unseen Passage (Prose and Poem)

Definition:

An unseen passage is a passage or poem that students have not read before. It is given in exams to test reading comprehension, vocabulary, and understanding of the text. Students must read the passage carefully and answer the given questions based on it.

There are two types of unseen passages:

1. Unseen Prose Passage – A short paragraph, article, or story.
2. Unseen Poem – A short poem for interpretation.

Unseen Prose Passages (Examples with Questions)

Passage 1: The Kind Stranger

One rainy evening, a young boy named Rohan was walking home from school when he saw an old man struggling to cross the road. The road was wet and slippery, and the traffic was heavy. Rohan quickly ran to the old man and offered to help him. Holding his hand gently, he guided him safely to the other side.

The old man smiled and said, “Thank you, dear boy. Not many people stop to help others these days.” Rohan felt happy that he could help someone. As he continued walking home, he realized that kindness does not require great effort—it is the little things that make a big difference.

Questions:

1. Where was Rohan coming from?
2. What was the old man struggling with?
3. How did Rohan help the old man?
4. What did the old man say to Rohan?
5. What lesson did Rohan learn?

Passage 2: The Importance of Books

Books are our best friends. They provide knowledge, entertainment, and wisdom. A good book can take us to places we have never seen and introduce us to new ideas. Reading books improves our imagination and language skills.

However, in today’s digital world, many people prefer watching videos over reading books. This is reducing the habit of reading. We must encourage children to read more books and develop a love for reading. A well-read person is always more confident and knowledgeable.

Questions:

1. How do books help us?
2. What is the effect of the digital world on reading habits?
3. Why should we encourage children to read books?
4. Find a word from the passage that means “intelligence and good judgment.”
5. What qualities does a well-read person have?